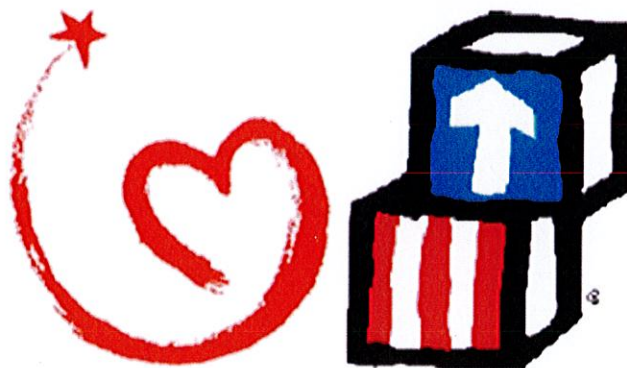




Head Start/State Child Development Services

POLICY COUNCIL MEETING PACKET

September 20, 2018



POLICY COUNCIL STANDING COMMITTEES

September 2018

EXECUTIVE COMMITTEE

Chairperson: Enrique Salazar Jr.
Vice Chairperson: Joanna Guillen
Secretary: Nicole Walker
Treasurer: Diana Reyes
Parliamentarian: Ulyses Rodriguez

STANDING COMMITTEE MEMBERS

Board of Director's: Ulyses Rodriguez

BYLAWS (3 Vacancies)

Chairperson: Ulyses Rodriguez

1. Enrique Salazar Jr.
2. Joanna Guillen
3. Rosa Reyes
4. Vacancy
5. Vacancy
6. Vacancy

PLANNING (2 Vacancies)

Chairperson: Joanna Guillen

1. Victoria Garcia Carlos
2. Anastasia Lester
3. Lindsay Harrison
4. Yolanda Ochoa
5. Vacancy
6. Vacancy

SCHOOL READINESS (Full Committee)

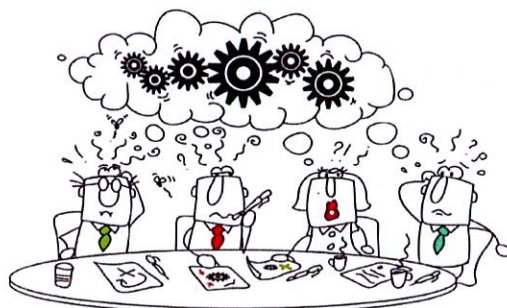
Chairperson: Nicole Walker

1. Amber Dunlap
2. Daisy Valencia
3. Jacqueline Boykin
4. Destiny Thompson-Butler

FINANCE (4 Vacancies)

Chairperson- Diana Reyes

1. Amber Dunlap
2. Destiny Thompson-Butler
3. Vacancy
4. Vacancy
5. Vacancy
6. Vacancy



Policy Council Sub-Committee Attendance Sheet 2017-2018

Planning Subcommittee

Member	Dec.	Jan.	Feb.	Mar.	Apr.	May	Jun.	Jul.	Aug.	Sept.	Oct.
Joanna Guillen (Chair)	X	X	X		X	X	X		X	X	
Sharif Hassan	X	X	ABS		R	R	R	R	R	R	R
Maggy Hartzell	X	ABS	X		ABS	ABS	ABS				
Christine DeNardo	ABS	X	X		ABS	ABS	ABS				
Victoria Garcia Carlos	X	X	X		X	X	X		X	X	
Anastasia Lester	X	X	X		X	X	X		X	X	
Lindsay Harrison	X	ABS	X		X	X	X		X	X	
Yolanda Ochoa						X	X		X	X	

Board of Directors

Member	Dec.	Jan.	Feb.	Mar.	Apr.	May	Jun.	Jul.	Aug.	Sept.	Oct.
Sharif Hassan		X	ABS	X	R	R	R	R	R	R	R
Ulyses Rodriguez						X	X		X		

Legend

Attended	X
Did not attend	ABS
Attended a CAPK Function	
Resigned	R
Terminated	
Did not meet	
Not Elected at the time	

Legend:	
Attended	X
Did not attend meeting	ABS
Appealed Termination	
Membership Terminated	
Absent Due to Weather Conditions	
Resigned	R
Special Call Meeting	SC
Not elected Rep at the time	

Policy Council

Attendance '17-'18

#	REGION 1 PC Member Name	Nov 2017	Dec 2017	Jan 2018	Feb 2018	Mar 2018	Apr 2018	May 2018	June 2018	July 2018	Aug 2018	Sept 2018	Oct 2018
1	Jacqueline Boykin- Willow	X	X	X	ABS	X	X	X	ABS	X	X		
2	Nicole Walker- Noble	X	X	X	X	X	X	X	X	X	X		
3	Daisy Valencia- Wesley	X	X	X	ABS	X	X	X	ABS	ABS	X		
4	Amber Dunlap- Willow	X	X	X	ABS	X	X	X	X	X	X		
#	REGION 2 PC Member Name	Nov 2017	Dec 2017	Jan 2018	Feb 2018	Mar 2018	Apr 2018	May 2018	June 2018	July 2018	Aug 2018	Sept 2018	Oct 2018
1	Kristel Melendez- Pioneer	ABS	ABS	ABS	R	R	R	R	R	R	R	R	R
2	Ulyses Rodriguez- Williams	X	X	X	X	X	X	X	X	X			
3	Kimberly Henry- Pacific	ABS	ABS	ABS	R	R	R	R	R	R	R	R	R
4	Covolxahqui Mata- Roosevelt	X	X	X	X	X	ABS	ABS	ABS				
5	Marina Acosta- East Cal					X	ABS	ABS	X				
6	Karla Villa- Sterling					X	ABS	ABS	ABS				
#	REGION 3 PC Member Name	Nov 2017	Dec 2017	Jan 2018	Feb 2018	Mar 2018	Apr 2018	May 2018	June 2018	July 2018	Aug 2018	Sept 2018	Oct 2018
1	Sharif Hassan- Harvey Hall	X	X	X	ABS	ABS	R	R	R	R	R	R	R
2	Victoria Garcia Carlos- Planz	X	X	X	ABS	X	X	ABS	X	X	X		
3	Joanna Guillen- Harvey Hall	X	ABS	X	X	X	ABS	ABS	X	X	X		
4	Enrique Salazar- Pete Parra	X	X	ABS	X	X	ABS	X	ABS	X	X		
#	Region 4 PC Member Name	Nov 2017	Dec 2017	Jan 2018	Feb 2018	Mar 2018	Apr 2018	May 2018	June 2018	July 2018	Aug 2018	Sept 2018	Oct 2018
1	Naomi Carrillo- Mojave	X	ABS	X	ABS	X	X	ABS	ABS				
2	Maggie Hatzell- Rosamond	X	X	X	ABS	X	X	ABS	ABS				
3	Christine DeNardo- California City	X	X	X	X	X	ABS	ABS	ABS				
4	Gail Otis- Rosamond					X	X	R	R	R	R	R	R
#	Home Base PC Member Name	Nov 2017	Dec 2017	Jan 2018	Feb 2018	Mar 2018	Apr 2018	May 2018	June 2018	July 2018	Aug 2018	Sept 2018	Oct 2018
1	Diana Reyes- HB O. Martinez	X	X	X	X	X	X	X	X	ABS	X		
2	Destiny Thompson Butler- M. Craig					X	X	X	X	X	X		
#	BC/Blanton EHS Partnership	Nov 2017	Dec 2017	Jan 2018	Feb 2018	Mar 2018	Apr 2018	May 2018	June 2018	July 2018	Aug 2018	Sept 2018	Oct 2018
1	Tranisha Hartman- Bakersfield College	ABS	R	R	R	R	R	R	R	R	R	R	R
2	San Joaquin EHS Partnership												
#	Community Rep Member	Nov 2017	Dec 2017	Jan 2018	Feb 2018	Mar 2018	Apr 2018	May 2018	June 2018	July 2018	Aug 2018	Sept 2018	Oct 2018
1	Ana Lester- First 5	X	X	X	X	X	X	X	X	X	X		
2	Lindsay Harrison- Standard District	X	X	X	ABS	X	X	ABS	X	X	X		
3	Opening												
#	Board Member	Nov 2017	Dec 2017	Jan 2018	Feb 2018	Mar 2018	Apr 2018	May 2018	June 2018	July 2018	Aug 2018	Sept 2018	Oct 2018
1	Yolanda Ochoa		ABS		X		X	ABS	ABS	X			



**Policy Council Agenda
September 20, 2018
5005 Business Park North
5:30 p.m. – 6:30 p.m.
Meeting Locations:**

5005 Business Park North Bakersfield, CA 93309	1145 N. Hunter St. Stockton, CA 95202
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1. **Call to Order** Chairperson
 - a. Moment of Silence, Pledge of Allegiance
 - b. Reading of Promise of Community Action
"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."
2. **Roll Call/Set Quorum** Secretary
3. **Approval of Agenda** Chairperson ***ACTION**
 - a. Agenda dated: September 20, 2018
4. **Approval of Minutes** Chairperson ***ACTION**
 - a. Date of Minutes: August 30, 2018
5. **Presentation of Guests /Public Forum**
 - a. *The public wishing to address the full Policy Council may do so at this time. Policy Council members may respond briefly to statements made or questions posed. However, the PC will take no action other than that referring the item(s) to staff for study and analysis. **Speakers are limited to five minutes each.** If more than one person wishes to address the same topic, total group time for the topic will be 10 minutes. Please state your name before making your presentation. Thank you.*
6. **Standing Committee Reports** (3 minutes per report)
 - a. School Readiness Committee **No Report**
 - b. Planning Committee **Verbal Report**
 - c. Finance Committee **Verbal Report**
 - d. By-Laws Committee **No Report**
7. **Presentations** (15 minutes per presentation)
 - a. Leadership Counsel for Justice and Accountability – Adeyinka Glover, Esq.
8. **New Business** Chairperson ***ACTION**
 - a. Early Head Start San Joaquin Refunding Application – Emily Gonzalez Demont, Assistant Director of Grants Management
 - b. Duration Application Funding Request – Jerry Meade, Program Design & Management Administrator
 - c. Request to change Policy Council Meeting date to October 30, 2108 – Lisa Price, Program Governance Coordinator
9. **Communications**
 - a. Kern Head Start Budget vs. Actual Expenditures, March 1, 2018 through August 31, 2018
 - b. Kern Early Head Start Budget vs. Actual Expenditures, March 1, 2018 through August 31, 2018

This is to certify that this agenda notice was posted in the lobby of the CAPK Administration Office at 5005 Business Park North, Bakersfield, CA and online at www.capk.org by 12:00 pm, September 14, 2018 Lisa Price, Program Governance Coordinator



- c. San Joaquin Early Head Start Budget vs. Actual Expenditures, February 1, 2018 through August 31, 2018
- d. Early Head Start Child Care Partnerships Budget vs. Actual Expenditures, September 1, 2017 through August 31, 2018
- e. Parent Local Travel & Child Care through August 31, 2018
- f. Parent Activity Funds through August 31, 2018
- g. Kern Head Start and Early Head Start Non-Federal Share and In-Kind Report, March 1, 2018 through August 31, 2018
- h. San Joaquin Early Head Start Non-Federal and In-Kind Report, February 1, 2018 through August 31, 2018
- i. Notice of Award 09CH9142-05-04 ~ Department of Health and Human Services, Administration for Children and Families
- j. Policy Council Planning Committee Minutes – August 6, 2018 (English/Spanish)
- k. Head Start/ Early Head Start School Readiness Meeting Dates
- l. Healthy Kern Free Farmers Market ~ Lamont Library
- m. Feed the Need~ Kern County Fair
- n. Veterans Stand Down ~ Stramler Park

10. <u>Program Governance Report/Training</u>	Lisa Price	Verbal Report (5 min.)
11. <u>Community Representative Report</u>	Lindsay Harrison/ Ana Lester	Verbal Report (5 min.)
12. <u>Early Head Start San Joaquin Report</u>	Rashi Strother	Verbal Report (3 min.)
13. <u>Early Head Start Partnership Report</u>	Debbie Connolly	Verbal Report (3 min.)
14. <u>Board of Directors Representative Report</u>	Yolanda Ochoa	No Report (3 min.)
15. <u>Director's Report (HS/State Child Development)</u>	Yolanda Gonzales	Verbal Report (5 min.)
16. <u>Policy Council Chairperson/Announcements</u>	Enrique Salazar Jr.	Verbal Report (3 min.)
17. <u>Adjournment</u>	Chairperson	

Next meeting to be held October 18, 2018 with a light dinner at 5:00 p.m. and meeting to begin at 5:30 p.m.
5005 Business Park North, Suite 130- Board Room

This is to certify that this agenda notice was posted in the lobby of the CAPK Administration Office at 5005 Business Park North, Bakersfield, CA and online at www.capk.org by 12:00 pm, September 14, 2018 Lisa Price, Program Governance Coordinator



**Agenda del consejo de política
20 de septiembre del 2018
5005 Business Park North
5:30 p.m. – 6:30 p.m.
Ubicaciones de reuniones:**

5005 Business Park North Bakersfield, CA 93309	1145 N. Hunter St. Stockton, CA 95202
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1. **Llamado a la orden** presidente
 - a. Momento de silencio, Juramento de la lealtad
 - b. Lectura de la promesa de acción comunitaria
"La Acción Comunitaria cambia la vida de las personas, encarna el espíritu de esperanza, mejora las comunidades, y hace que Estados Unidos sea un mejor lugar para vivir. Nos preocupamos por toda la comunidad y estamos dedicados a ayudar a las personas a ayudarse a sí mismos y ayudarse unos a otros."
2. **Pasar lista/Establecer Quórum** Secretario
3. **Aprobar la Agenda** presidente * acción
 - a. Agenda de fecha: 20 de septiembre del 2018
4. **Aprobación de minutos** presidente * acción
 - a. Fecha de minutos: 30 de agosto el 2018
5. **Presentación de invitados/Foro público**
 - a. *El público que desee dirigirse al Consejo de políticas puede hacerlo en este momento. Los miembros del Consejo de política pueden responder brevemente a las declaraciones formuladas o preguntas formuladas. Sin embargo, el CP no tomará ninguna otra acción que la de referir el (los) artículo (s) al personal para el estudio y análisis. Los altavoces están limitados a cinco minutos cada uno. Si más de una persona desea abordar el mismo tema, el tiempo total de grupo para el tema será de 10 minutos. Por favor, Indique su nombre antes de hacer su presentación. Gracias.*
6. **Informes del Comité permanente** (3 minutos por informe)
 - a. Comité de preparación escolar **No Informe**
 - b. Comité de planificación **Informe verbal**
 - c. Comité de finanzas **Informe verbal**
 - d. Comité de reglamentos **No Informe**
7. **Presentación** (15 minutos por presentación)
 - a. Consejo de Liderazgo para la Justicia y la Responsabilidad – Adeyinka Glover, Esq.
8. **Nuevos asuntos** presidente * acción
 - a. Solicitud de reembolso de Early Head Start San Joaquin – Emily Gonzalez Demont, Subdirectora de Gestión de subvenciones
 - b. Duración solicitud de financiación de la solicitud– Jerry Meade, Administrador de diseño y gestión del programa
 - c. Solicitud para cambiar la fecha de la reunión del Consejo de Políticas al 30 de octubre de 2108 – Lisa Price, Coordinadora de Gobernanzas del Programa

Esto es para certificar que esta notificación de la agenda se publicó en el vestíbulo de la oficina de administración de CAPK en 5005 Business Park North, Bakersfield, CA y en línea en www.capk.org antes de las 12:00 p.m. el 24 de agosto del 2018
Lisa Price, Coordinadora de gobernanzas del programa



9. Comunicaciones

- a. Presupuesto de Kern Head Start versus gastos actuales 1 de marzo del 2018 hasta el 31 de agosto del 2018
- b. Presupuesto de Kern Early Head Start versus gastos actuales 1 de marzo del 2018 hasta 31 de agosto del 2018
- c. Presupuesto de San Joaquin Early Head Start versus gastos actuales 1 febrero del 2018 hasta el 31 de agosto del 2018
- d. Presupuesto de alianzas para cuidado de niños de Early Head Start versus gastos reales 1 de septiembre del 2017 hasta el 31 de agosto del 2018
- e. Padres de viaje local y cuidado de niños, 31 de agosto del 2018
- f. Fondos de actividades para padres hasta el 31 de agosto del 2018
- g. Presupuesto de Kern Early Head Start y Early Head Start informe no federal de participación y registro laboral el 1 de marzo del 2018 hasta el 31 de agosto del 2018
- h. Informe de San Joaquin Early Head Start no federal de participación y registro laboral 1 de febrero del 2018 hasta el 31 de agosto del 2018
- i. Aviso de adjudicación 09CH9142-05-04~ Departamento de Salud y Servicios Humanos, Administración para niños y familias
- j. Minutas del Comité de Planificación del Consejo de Políticas - 6 de agosto de 2018 (inglés / español)
- k. Fechas de reuniones de preparación para Head Start / Early Head Start escuela
- l. Mercado de granjeros gratuitos de Kern ~ Biblioteca Lamont
- m. Alimenta la necesidad ~ Feria del Condado de Kern
- n. Los veteranos se retiran ~ Stramler Park

10. <u>Informe de gobernanza /capacitación del programa</u>	Lisa Price	Informe verbal (5 min.)
11. <u>Informe del representante de la comunidad</u>	Lindsay Harrison/ Ana Lester	Informe verbal (5 min.)
12. <u>Informe de Early Head Start de San Joaquin</u>	Rashi Strother	Informe verbal (3 min.)
13. <u>Informe de asociación de Early Head Start</u>	Debbie Connolly	Informe verbal (3 min.)
14. <u>Informe del representante de la junta directiva</u>	Yolanda Ochoa	No Informe (3 min.)
15. <u>Informe de directora (Head Start/Desarrollo para niños del estado)</u>	Yolanda Gonzales	Informe verbal (5 min.)
16. <u>Presidente del consejo de política/anuncios</u>	Enrique Salazar Jr.	Informe verbal (3 min.)
17. <u>Aplazamiento</u>	presidente	

La próxima reunión se realizará el 18 de octubre del 2018 con una cena ligera a las 5:00 p.m. y la reunión comienza a las 5:30 p.m.
5005 Business Park North, Suite 130- Sala de juntas

Esto es para certificar que esta notificación de la agenda se publicó en el vestíbulo de la oficina de administración de CAPK en 5005 Business Park North, Bakersfield, CA y en línea en www.capk.org antes de las 12:00 p.m. el 24 de agosto del 2018
Lisa Price, Coordinadora de gobernanzas del programa

COMMUNITY ACTION PARTNERSHIP OF KERN
POLICY COUNCIL MEETING MINUTES
August 30, 2018
5005 Business Park North
Board Room 130

1. **Call to Order** – Chairperson, Enrique Salazar, Jr., called the meeting to order at 5:31 p.m.
 - a. Moment of Silence, Pledge of Allegiance
 - b. Reading of Promise of Community Action
“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.”
2. **Roll Call/Set Quorum** – **Secretary, Nicole Walker.** Quorum was established.
PC Members Present: Jacqueline Boykin, Amber Dunlap, Nicole Walker, Daisy Valencia, Ulyses Rodriguez, Victoria Garcia Carlos, Enrique Salazar, Jr., Diana Reyes, Destiny Thompson-Butler, Rosa Reyes, Ana Lester, Lindsay Harrison.
3. **Approval of Agenda** – Chairperson (**ACTION)
 - a. Motion for approval of the PC Agenda dated August 30, 2018, was made by Amber Dunlap; Ulyses Rodriguez seconded; motion carried unanimously.
4. **Approval of Minutes** – Chairperson (**ACTION)
 - a. Motion for approval of the PC meeting minutes dated July 26, 2018, was made by Ulyses Rodriguez; Diana Reyes seconded; motion carried unanimously.
5. **Presentation of Guests/Public Forum**
The following guests were in attendance: Jerry Meade, Program Design and Management Administrator; Ginger Mendez, HS/State Enrollment/ Attendance Manager; LeTisha Brooks, Program Manager; Lisa Price, Program Governance Coordinator; Gabriel Cleaver, IT Specialist; Emily Gonzalez Demont, Assistant Director of Grants Management; MaryAnn Mooney, Program Manager, Janey Felsoci, Family Education Coordinator; Donna Holland, Fiscal Administrator; Andrea Rodriguez, CAPK Energy; Vivian Hernandez, CAPK Energy, Maria Estrada, CAPK Energy.
 - a. *(The public wishing to address the full Policy Council may do so at this time. Policy Council members may respond briefly to statements made or questions posed. However, the PC will take no action other than referring the item(s) to staff for study and analysis. Speakers are limited to five minutes each. If more than one person wishes to address the same topic, total group time for the topic will be 10 minutes. Please state your name before making your presentation. Thank you.)*
6. **Standing Committee Reports** (five minutes each)
 - a. School Readiness Committee
No report. Next meeting not announced.
 - b. Planning Committee, Victoria Garcia Carlos
The sub-committee reviewed monthly activity report which included enrollment, average daily attendance and meals served. Next meeting to be held September 4, 2018.
 - c. Finance Committee, Amber Dunlap
The sub-committee members reviewed the current Budget-to-Actuals for each program including parent travel. Next meeting to be held August 23, 2018.
 - d. By-Laws Committee
No report. Next meeting not announced.
7. **Presentations**
 - a. Head Start/Early Head Start Data Trends – Vivian Hernandez & Maria Estrada, CAPK HEAP Program
Ms. Hernandez provided information about CAPK’s income-based energy assistance program. Materials were distributed, and questions posed by PC Members were answered. Specific services share included weatherization for homes, bill pay assistance, hot water heater blankets, HVAC systems and more. Questions regarding income eligibility, frequency of use, application scheduling through 2-1-1, and timeline for services were addressed. Discussion was held regarding how to obtain services if in a rental property. Additional materials were requested to share within the community.

8. **New Business** – Chairperson (**ACTION)

- a. Request to change scheduled September Policy Council meeting date – Lisa Price Program Governance Coordinator

Ms. Price shared that the September Policy Council meeting is scheduled the same day as the CAPK Food Bank's *Feed the Need* event. Through discussion from council members, the September meeting was proposed to be changed to be held on September 20, 2018, at 5:30 PM. A motion for approval of the new date was made by Rosa Reyes; Amber Dunlap seconded; motion carried unanimously

9. **Communications**

- a. Kern Head Start Budget vs. Actual Expenditures, March 1, 2018 through July 31, 2018
- b. Kern Early Head Start Budget vs. Actual Expenditures, March 1, 2018 through July 31, 2018
- c. San Joaquin Early Head Start Budget vs. Actual Expenditures, February 1, 2018 through July 31, 2018
- d. Early Head Start Child Care Partnerships Budget vs. Actual Expenditures, September 1, 2017 through July 31, 2018
- e. Parent Local Travel & Child Care through July 31, 2018
- f. Parent Activity Funds through July 31, 2018
- g. Kern Head Start and Early Head Start Non-Federal Share and In-Kind Report, March 1, 2018 through July 31, 2018
- h. Department of Health and Human Services, Administration for Children and Families, Notice of Award 09CH9142-05-03 (Head Start/Early Head Start Kern)
- i. Department of Health and Human Services, Administration for Children and Families Notice of Award 09HP0036-04-00 (Early Head Start Child Care Partnerships)
- j. San Joaquin Early Head Start Non-Federal and In-Kind Report, February 1, 2018 through July 31, 2018
- k. 2018 Kern Community Needs Assessment
- l. Focus Area 2 Program Performance Summary Report for Kern/San Joaquin Early Head Start Programs
- m. Policy Council Budget & Finance Committee Minutes – July 19, 2018 (English/Spanish)
- n. Policy Council Budget & Finance Committee Minutes – August 23, 2018
- o. Policy Council Planning Committee Minute – August 6, 2018 (English/Spanish)
- p. Get On Board ~ Skate with A.U.T.I.
- q. Bunco Tournament Fundraiser ~ H.E.A.R.T.S. Connection
- r. Domestic Violence Awareness Luncheon ~ Bakersfield American Indian Health Project
- s. Worker's Rights Workshop ~ GBLA (English/Spanish)
- t. Drug Free Youth Summit ~ Kern County Friday Night Live Partnership/KCSOS
- u. Health & Community Resources Fair ~ Bakersfield High School
- v. 2018 Basketball Season ~ League of Dreams
- w. Latino Health Awareness Celebrations ~ Kern County Public Health Services (English/Spanish)
- x. All Valuable People Community Workshop ~ Alternatives to Violence Project

The Chairperson called for a motion to move and file the July 26, 2018, Communications. Motion made by Ulyses Rodriguez to move and file the Communications items (a) through (x).

10. **Program Governance Report/Training** – Lisa Price, Program Governance Coordinator

Ms. Price thanked the Policy Council members for their attendance and participation in the theme for the evening. Through the Back-to-school theme, she spoke about the importance of children attending school. Many concepts were shared in a video presentation on how every day counts and how each day is a new beginning. The focus of attendance will remain a focus throughout the school year.

11. **Community Representative Report** – Ana Lester/Lindsay Harrison

Ms. Lester spoke about the Adventist Health Immunization and Bakersfield Pregnancy Center's Mobile Units and provided their schedules for September. Additionally, Ms. Lester provided flyers on the 7th Annual KGET BBQ being held September 5th, with all proceeds benefitting the Wounded Hero's Fund; the Veteran's Stand Down in Ridgecrest, September 21; and Citizens Workshop being offered for free on September 22nd. Ms. Harrison shared information regarding the 2018 Parent Summit being held September 15 sponsored by the Kern County Superintendent of Schools. She provided Kern County Fair information and coupons for discounted entry on specific days. Her final community resource shared was regarding the Job Center opening at Beale Library where employment services will now be available for Kern County residents.

12. **Early Head Start San Joaquin Report** – Rashi Strother, Family Services and Governance Specialist
Ms. Strother shared how the SJC programs will be supporting a focus on Attendance. She will be supporting committee work to improve attendance throughout the program. She also shared that PC Parent, Rosa, will be making the presentation in September.
13. **Early Head Start Partnership Report** – Debbie Connolly, EHS Partnership Coordinator
Ms. Price shared that Debbie Connolly was not available to attend the PC meeting but sent the Bakersfield Californian article on the new Outdoor Classroom at Bakersfield College.
14. **Board of Directors Representatives Report** – No report as Yolanda Ochoa was attending a CAP Conference with fellow Board Members and was not able to attend the meeting.
15. **Director's Report (HS/State Child Development)** – Yolanda Gonzales, Director of Head Start/State Child Development
Mrs. Gonzalez-Demont reported on behalf of Ms. Gonzales. First, she thanked the members for being present and making quorum. She shared that staff successfully complete the annual in-service (Pre-Service) where staff received training in preparation for the new school year. She shared that the recruitment of children continues. She stressed the importance of attendance and daily routines for children supports school readiness. She proudly shared the results of the Focus Area Two review from the Office of Head Start. The program received ALL GREEN which represents a program of compliance. She detailed the review process and results as reported in the OHS FA2 Summary Report. Congrats to all were expressed.
16. **Policy Council Chairperson/Announcements** – Enrique Salazar, Jr., Chairperson
Mr. Salazar expressed his thanks for attending. He continued the discussion on the importance of attendance and shared an example of his efforts to continue his education and the challenges with maintaining a 4.0 grade point average. He encouraged parents to support attendance as well as maintaining routines, schedules and checking backpacks for homework. He reminded the council to connect with Jerry and or Lisa to support the letters of reference requested at the August meeting.
17. **Adjournment** –Chairperson
The meeting was adjourned at 6:15 p.m. by the Chairperson.

ASOCIACIÓN DE ACCIÓN COMUNITARIA DE KERN
MINUTOS DE LA REUNIÓN DEL CONSEJO POLÍTICO
30 de Agosto del 2018
5005 Business Park North
Sala de juntas 130

1. **Llamada a la orden** – presidente, Enrique Salazar, Jr., la reunión se inició a las 5:30 p.m.
 - a. Momento de silencio, Juramento de lealtad
 - b. Lectura de la promesa de Acción Comunitaria
"La Comunidad de Acción cambia la vida de las personas, encarna el espíritu de esperanza, mejora las comunidades, y hace que Estados Unidos sea un mejor lugar para vivir. Nos preocupamos por toda la comunidad y estamos dedicados a ayudar a las personas a ayudarse a sí mismos y ayudarse unos a otros".
2. **Pasar lista/establecer quórum** – secretaria, Nicole Walker. Quórum fue establecido.
Miembros del consejo de políticas presentes: Jacqueline Boykin, Amber Dunlap, Nicole Walker, Daisy Valencia, Ulyses Rodriguez, Victoria Garcia Carlos, Enrique Salazar, Jr., Diana Reyes, Destiny Thompson-Butler, Rosa Reyes, Ana Lester, Lindsay Harrison.
3. **Aprobación de la agenda** – presidente (**ACTION)
 - a. La propuesta de aprobación de la Agenda del Consejo de Políticas del 30 de agosto de 2018 fue hecha por Amber Dunlap; Ulyses Rodriguez secundó; movimiento llevado por unanimidad.
4. **Aprobación de minutos** – presidente (**ACTION)
 - a. La moción para la aprobación de las minutas de la reunión del Consejo de Políticas del 26 de julio de 2018 fue hecha por Ulyses Rodriguez; Diana Reyes lo secundo; movimiento llevado por unanimidad.
5. **Presentación de Invitados / Foro Público**
Los siguientes invitados estuvieron presentes: Jerry Meade, Administrador de diseño y administración de programas; Ginger Mendez Head Start/ Administradora de Asistencia de Inscripción Estatal; LeTisha Brooks, Directora del programa; Lisa Price, Coordinadora del programa de gobernanza; Gabriel Cleaver, Especialista en tecnología información; Emily Gonzalez Demont, Subdirectora de Gestión de subvenciones; MaryAnn Mooney, Directora del programa, Janey Felsoci, Coordinadora de educación familiar; Donna Holland, Administrador fiscal; Andrea Rodriguez, CAPK Energía; Vivian Hernandez, CAPK Energía, Maria Estrada, CAPK Energía.
 - a. *(El público que desee dirigirse al pleno del Consejo de política puede hacerlo en este momento. Los miembros del Consejo de política pueden responder brevemente a las declaraciones formuladas o preguntas formuladas. Sin embargo, el CP no tomará ninguna otra acción que referir el (los) artículo (s) al personal para el estudio y análisis. Los altavoces están limitados a cinco minutos cada uno. Si más de una persona desea abordar el mismo tema, el tiempo total de grupo para el tema será de 10 minutos. Por favor, diga su nombre antes de hacer su presentación. Gracias.)*
6. **Informes del Comité permanente** (cinco minutos cada uno)
 - a. Comité de preparación Escolar
Sin informe. Próxima reunión no anunciada.
 - b. Comité de planificación, Victoria Garcia Carlos
El subcomité revisó el informe de actividad mensual que incluyó la inscripción, la asistencia diaria promedio y las comidas servidas. Próxima reunión se realizará el 4 de septiembre de 2018.
 - c. Comité de finanzas, Amber Dunlap
Los miembros del subcomité revisaron el actual Presupuesto-a-Actual para cada programa, incluido el viaje de los padres. Próxima reunión se llevará a cabo el 23 de agosto de 2018
 - d. Comité de estatutos
Sin informe. Próxima reunión no anunciada.
7. **Presentaciones**
 - a. Head Start/Early Head Start tendencias de datos – Vivian Hernandez & Maria Estrada, Programa de CAPK HEAP

La Sra. Hernández brindó información sobre el programa de asistencia energética basado en los ingresos de CAPK. Se distribuyeron materiales y se respondieron las preguntas formuladas por los miembros del Consejo de Políticas. Los servicios específicos compartidos incluyen climatización para viviendas, asistencia con el pago de facturas, mantas de calentadores de agua, sistemas HVAC y más. Se abordaron las preguntas con respecto a la elegibilidad de ingresos, la frecuencia de uso, la programación de la solicitud a través del 2-1-1 y el cronograma de los servicios. La discusión se llevó a cabo con respecto a cómo obtener servicios si en una propiedad de alquiler. Se solicitó material adicional para compartir dentro de la comunidad.

8. **Nuevos negocios** – presidente (**ACCIÓN)

Solicitud para cambiar la fecha de la reunión programada para el consejo de políticas de septiembre– Lisa Price Coordinadora de Gobernanzas del programa

Ms. Price La Sra. Price compartió que la reunión del Consejo de Política de septiembre está programada para el mismo día que el evento alimenta la necesidad (Feed the Need) del banco de alimentos CAPK. A través de la discusión de los miembros del consejo, se propuso cambiar la reunión de septiembre que se celebrará el 20 de septiembre de 2018 a las 5:30 p.m. Una moción para la aprobación de la nueva fecha fue hecha por Rosa Reyes; Amber Dunlap secundó; movimiento llevado por unanimidad.

9. **Comunicaciones**

- a. Presupuesto de Kern Head Start versus gastos reales, 1 de marzo del 2018 hasta el 31 de julio del 2018
- b. Presupuesto de Kern Early Head Start versus gastos reales, 1 de marzo de 2018 hasta 31 de julio del 2018
- c. Presupuesto de San Joaquin de Early Head Start versus gastos reales, 1 de febrero del 2018 hasta el 31 de julio del 2018
- d. Presupuesto de asociaciones de Early Head Start Child versus gastos reales, 1 de septiembre del 2017 hasta el 31 de julio del 2018
- e. Viaje local para padres y cuidado para niños hasta el 31 de julio del 2018
- f. Fondos de actividades para padres hasta el 31 de julio del 2018
- g. Kern Head Start y Early Head Start informe no federal de participación y registro laboral de contribución, del 1 de marzo del 2018 hasta el 31 de julio del 2018
- h. Departamento de Salud y Servicios Humanos, Administración para Niños y Familias, Aviso de adjudicación 09CH9142-05-03 (Head Start/Early Head Start Kern)
- i. Notificación de adjudicación del Departamento de Salud y Servicios Humanos, Administración para Niños y Familias 09HP0036-04-00 (Asociaciones de Early Head Start)
- j. San Joaquin Early Head Start informe no federal de participación y registro laboral de contribución 31 de julio del 2018
- k. 2018 evaluación de las necesidades de la comunidad Kern
- l. Informe resumido del rendimiento del programa del Área de enfoque 2 para los programas Early Head Start de Kern / San Joaquin
- m. Minutas del Comité de Presupuesto y Finanzas del Consejo de Políticas - 19 de julio de 2018 (inglés/español)
- n. Minutas del Comité de Presupuesto y Finanzas del Consejo de Políticas - 23 de agosto de 2018
- o. Minuto del Comité de Planificación del Consejo de Políticas - 6 de agosto de 2018 (inglés/español)
- p. Ponte a bordo ~ Patina con A.U.T.I.
- q. Recaudación de Fondos del Torneo Bunco~ H.E.A.R.T.S. Conexión
- r. Almuerzo de concientización sobre violencia doméstica ~Proyecto de salud de Bakersfield American Indian
- s. Taller de Derechos del Trabajador ~ GBLA (inglés/español)
- t. Cumbre de Jóvenes Libres de Drogas ~ Asociación de viernes por la noche del Condado de Kern/KCSOS
- u. Feria de Salud y Recursos Comunitarios ~ Escuela secundaria de Bakersfield (Bakersfield High School)
- v. 2018 temporada de baloncesto~ League of Dreams
- w. Celebraciones de concientización sobre salud latina ~ Servicios de salud pública del condado de Kern (inglés/español)
- x. Taller comunitario sobre personas valiosas ~ Proyecto Alternativas a la violencia

El presidente solicitó una moción para trasladarse y presentar el Comunicado el 26 de julio de 2018. Moción presentada por Ulyses Rodriguez para mover y archivar los artículos de Comunicaciones (a) a (x).

10. **Informe de gobernanza del programa/capacitación** – Lisa Price, Coordinadora de gobernanza
la Sra. Price agradeció a los miembros del Consejo de Políticas por su asistencia y participación en el tema de la noche. A través del tema de regreso a la escuela, habló sobre la importancia de que los niños asistan a la escuela. Se compartieron muchos conceptos en una presentación en video sobre cómo cada día cuenta y cómo cada día es un nuevo comienzo. El enfoque de la asistencia seguirá siendo un enfoque durante todo el año escolar.
11. **Informe representativo comunitario** – Ana Lester/Lindsay Harrison
la Sra. Lester habló sobre la Inmunización Adventista de la Salud y las Unidades Móviles del Centro de Embarazo de Bakersfield y proporcionó sus horarios para septiembre. Además, la Sra. Lester proporcionó folletos en la 7ma. Vez que KGET BBQ estaba siendo asistida el 5 de septiembre, y todas las ganancias se beneficiaron con el Fondo de Héroes Heridos; el Veterano se retiran en Ridgecrest, 21 de septiembre; y el Taller de Ciudadanos que se ofrece de forma gratuita el 22 de septiembre. La Sra. Harrison compartió información sobre la Cumbre de Padres 2018 que se realizará el 15 de septiembre patrocinada por el Superintendente de Escuelas del Condado de Kern. Ella proporcionó información y cupones de la Feria del Condado de Kern para entradas con descuento en días específicos. Su último recurso comunitario compartido fue sobre la apertura del Centro de Empleo en la Biblioteca Beale, donde los servicios de empleo ahora estarán disponibles para los residentes del Condado de Kern.
12. **Informe de Early Head Start de San Joaquín** – Rashī Strother, Especialista en Servicios Familiares y Gobernanza
La Sra. Strother compartió cómo los programas de SJC apoyarán un enfoque en la asistencia. Ella apoyará el trabajo del comité para mejorar la asistencia durante todo el programa. Ella también compartió que la madre del Consejo de Políticas, Rosa, hará la presentación en septiembre.
13. **Informe de asociación de Early Head Start** – Debbie Connolly, Early Head Start Coordinadora de alianzas
la Sra. Price compartió que Debbie Connolly no estaba disponible para asistir a la reunión del Consejo de Política, pero envió el artículo de Bakersfield California sobre la nueva aula (salón) al aire libre en el colegio de Bakersfield.
14. **Informe de representantes de la junta directiva** – ningún informe ya que Yolanda Ochoa estaba asistiendo a una Conferencia CAP con otros miembros de la Junta y no pudo asistir a la reunión.
15. **Informe de la directora (Head Start/Desarrollo de niños del estado)** – Yolanda Gonzales, directora de Head Start/desarrollo para niños estatal
La Sra. González-Demont informó en nombre de la Sra. Gonzales. Primero, agradeció a los miembros por estar presentes y hacer quórum. Ella compartió que el personal completó con éxito el entrenamiento anual (Pre-Servicio) en el que el personal recibió capacitación en preparación para el nuevo año escolar. Ella compartió que el reclutamiento de niños continúa. Hizo hincapié en la importancia de la asistencia y las rutinas diarias para los niños apoya la preparación escolar. Ella orgullosamente compartió los resultados de la revisión del Área de enfoque dos de la Oficina de Head Start. El programa recibió TODO VERDE, que representa un programa de cumplimiento. Ella detalló el proceso de revisión y los resultados tal como se informa en el Informe resumido de OHS FA2. Felicidades a todos fueron expresado.
16. **Presidente del consejo de política /anuncios** – Enrique Salazar, Jr., presidente
El Sr. Salazar expresó su agradecimiento por asistir. Continuó la discusión sobre la importancia de la asistencia y compartió un ejemplo de sus esfuerzos por continuar su educación y los desafíos para mantener un promedio de calificaciones de 4.0. Animó a los padres a apoyar la asistencia, así como a mantener rutinas, horarios y revisar mochilas para la tarea. Le recordó al concilio que se contacte con Jerry y / o Lisa para apoyar las cartas de referencia solicitadas en la reunión de agosto.
17. **Aplazamiento** – presidente
La reunión fue aplazada a las 6:15 p.m. por el presidente

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Policy Council Finance Committee



From: Donna Holland, Fiscal Administrator

Subject: Head Start - Kern
Budget to Actual Report for the Period Ended August 31, 2018

Date: September 19, 2018

The following are highlights of the Kern Head Start Budget to Actual Report for the period March 1, 2018 through August 31, 2018. Six months (50%) of the 12-month budget period have elapsed.

Base Funds

CAPK was awarded a Cost of Living Adjustment (COLA) in the amount of \$526,173. Overall expenditures are now at 35% of the budget.

Salaries & Fringe Benefits: Most employees assigned to Head Start are on a part-year schedule. There were no salary or payroll tax costs for these employees during the months of June, July, and part of August. These costs are expected to "catch up" as the budget period progresses.

Equipment: The budget provided for the purchase of a replacement gas convection steamer for the Central Kitchen. The actual cost was less than budgeted.

Supplies: Costs will increase now that part-year staff and children have returned (mid-August).

Contractual: Legal fees expended are lower than budgeted at this point in the budget period.

Other: Renovations are underway at the Shafter and Oasis (Ridgecrest) centers; costs will be recognized once the projects are completed.

Training & Technical Assistance Funds

CAPK was awarded an additional \$103,818 in Training & Technical Assistance funds. Overall expenditures are now at 80% of the budget. The costs of annual pre-service training are included in the expenditures.

Carryover

The Office of Head Start approved the carryover of funds from the prior budget period in the amount of \$512,812 for the following projects:

- Replacement food delivery vans (3) - PURCHASED
- Replacement program vehicle (1)
- Replacement maintenance utility vehicle (1)
- Replacement convection oven (1)
- Purchase and renovation of a proposed facility at 2600 Wilson Road, Bakersfield

Procurement of the program vehicle, utility vehicle, and convection oven are in progress.

Because the proposed facility was no longer available for purchase, CAPK submitted a budget revision to utilize \$378,182 for facility projects at the Harvey L. Hall and Delano child development centers. Federal approval of the revision was received September 7, 2018 and will be reflected in the Budget to Actual Report for the period ended September 30, 2018.

Non-Federal Share (Head Start and Early Head Start Combined)

Resulting from the recently awarded COLA and Training & Technical Assistance funds, the Non-Federal Share requirement increased by \$183,430. Non-Federal share is now at 51% of the budget.

Community Action Partnership of Kern

Head Start - Kern

Budget to Actual Report

Budget Period: March 1, 2018 - February 28, 2019

Report Period: March 1, 2018 - August 31, 2018

Month 6 of 12 (50%)

Prepared 09/10/2018

HEAD START

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	10,597,810	3,261,181	7,336,629	31%	69%
FRINGE BENEFITS	3,533,118	1,345,436	2,187,682	38%	62%
TRAVEL	5,000	0	5,000	0%	100%
EQUIPMENT	23,000	20,358	2,642	89%	11%
SUPPLIES	886,988	372,107	514,881	42%	58%
CONTRACTUAL	126,502	47,224	79,278	37%	63%
OTHER	3,764,462	1,574,485	2,189,977	42%	58%
INDIRECT	1,826,701	564,001	1,262,700	31%	69%
TOTAL BASE FUNDING	20,763,581	7,184,792	13,578,789	35%	65%

TRAINING & TECHNICAL ASSISTANCE

TRAVEL	45,946	41,624	4,322	91%	9%
SUPPLIES	20,839	16,949	3,890	81%	19%
CONTRACTUAL	8,944	12,863	(3,919)	144%	-44%
OTHER	150,787	109,111	41,676	72%	28%
INDIRECT	22,652	17,958	4,694	79%	21%
TOTAL TRAINING & TECHNICAL ASSISTANCE	249,168	198,505	50,663	80%	20%

CARRYOVER

EQUIPMENT	134,000	98,683	35,317	74%	26%
CONSTRUCTION	378,182	0	378,182	0%	100%
INDIRECT	0	0	0		
TOTAL CARRYOVER	512,182	98,683	413,499	19%	81%

GRAND TOTAL HS FEDERAL FUNDS	21,524,931	7,481,980	14,042,951	35%	65%
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HEAD START and EARLY HEAD START KERN NON-FEDERAL SHARE

SOURCE	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
CALIF DEPT OF ED	3,878,986	1,656,683	2,222,303	43%	57%
IN-KIND	2,564,054	1,622,194	941,860	63%	37%
TOTAL NON-FEDERAL	6,443,040	3,278,877	3,164,163	51%	49%

Budget reflects Notice of Award #09CH9142-05-03 (adjusted for Child Care Food Subsidy), including COLA and T&TA increases.

Actual expenditures include posted expenditures and estimated adjustments through 08/31/2018.

Administrative Cost for HS and EHS Kern 8.3%

Agency-Wide Credit Card Report

	CURRENT	1 TO 30	31 TO 60	61 TO 90	TOTAL	STATEMENT DATE
Bank of America	11,939				11,939	8/21/2018
Lowe's	13,664	690			14,354	8/25/2018
Smart & Final	36				36	8/31/2018
Save Mart	1,761	80			1,841	8/26/2018
Chevron & Texaco Business Card	8,546				8,546	9/5/2018
Home Depot					0	Not available
	35,946	770	0	0	36,716	

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Policy Council Finance Committee



From: Donna Holland, Fiscal Administrator

Subject: Early Head Start – Kern
Budget to Actual Report for the Period Ended August 31, 2018

Date: September 19, 2018

The following are highlights of the Kern Early Head Start Budget to Actual Report for the period March 1, 2018 through August 31, 2018. Six months (50%) of the 12-month budget period have elapsed.

Base Funds

CAPK was awarded a Cost of Living Adjustment (COLA) in the amount of \$103,727. Overall expenditures are now at 32% of the budget.

Salaries & Fringe Benefits costs are low compared to this point in the budget period. Staff continuously monitor fiscal data in these categories to identify trends pertaining to program quality and possible savings that may be used elsewhere in the program.

Equipment: The budget provides for the purchase of a replacement program vehicle; procurement of this vehicle is in progress.

Supplies are purchased as needed rather than evenly throughout the year.

Contractual: Legal fees expended are lower than budgeted at this point in the budget period.

Expenditures in all other categories are somewhat low at this point in the budget period. Staff continuously monitor to identify possible savings that may be used elsewhere in the program.

Training & Technical Assistance Funds

Overall expenditures are at 37% of the budget. Training costs are incurred as needed rather than evenly throughout the year. The costs of annual pre-service training are included in the expenditures.

Carryover

The Office of Head Start approved the carryover of funds from the prior budget period in the amount of \$57,000 for the following purchases:

- Replacement food delivery van (1) - PURCHASED
- Replacement program vehicle (1)

Procurement of the program vehicle is in progress.

**Community Action Partnership of Kern
Early Head Start - Kern
Budget to Actual Report**

Budget Period: March 1, 2018 - February 28, 2019

Report Period: March 1, 2018 - August 31, 2018

Month 6 of 12 (50%)

Prepared 09/11/2018

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	2,221,842	624,145	1,597,697	28%	72%
FRINGE BENEFITS	655,042	215,095	439,947	33%	67%
EQUIPMENT	30,000	0	30,000	0%	100%
SUPPLIES	263,896	101,783	162,113	39%	61%
CONTRACTUAL	22,328	8,042	14,286	36%	64%
OTHER	535,893	237,263	298,630	44%	56%
INDIRECT	364,220	115,847	248,373	32%	68%
TOTAL BASE FUNDING	4,093,221	1,302,175	2,791,046	32%	68%
TRAINING & TECHNICAL ASSISTANCE					
TRAVEL	35,330	6,295	29,035	18%	82%
SUPPLIES	4,020	3,487	533	87%	13%
CONTRACTUAL	3,656	3,252	404	89%	11%
OTHER	45,179	19,169	26,010	42%	58%
INDIRECT	8,819	3,208	5,611	36%	64%
TOTAL TRAINING & TECHNICAL ASSISTANCE	97,004	35,411	61,593	37%	63%
CARRYOVER					
EQUIPMENT	57,000	28,971	28,029	51%	49%
INDIRECT	0	0	0		
TOTAL CARRYOVER	57,000	28,971	28,029	51%	49%
GRAND TOTAL EHS FEDERAL FUNDS	4,247,225	1,366,556	2,880,669	32%	68%

Budget reflects Notice of Award #09CH9142-05-03 (adjusted for Child Care Food Subsidy), including COLA increase.

Actual expenditures include posted expenditures and estimated adjustments through 08/31/2018.

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Policy Council Finance Committee



From: Donna Holland, Fiscal Administrator

Subject: Early Head Start – San Joaquin
Budget to Actual Report for the Period Ended August 31, 2018

Date: September 19, 2018

The following are highlights of the San Joaquin Early Head Start Budget to Actual Report for the period February 1, 2018 through August 31, 2018. Seven months (58%) of the 12-month budget period have elapsed.

Base Funds

CAPK was awarded a Cost of Living Adjustment (COLA) in the amount of \$131,204. Overall expenditures are now at 55% of the budget.

Travel costs are high compared to the period elapsed. During the month of May, several Kern staff traveled to San Joaquin to provide technical support and conduct a “mock” review in preparation for the Office of Head Start Focus Area Two Monitoring event, which took place May 14-18. Travel costs for monthly support will continue through the end of the budget period.

The **Equipment** budget provides for two replacement vehicles, which have not yet been purchased.

Expenditures in the **Contractual** category appear high, as the annual costs of software support for data collection and tracking (Child Plus and Learning Genie) computer applications were expensed to the month of March.

Training & Technical Assistance Funds

CAPK was awarded an additional \$37,278 in Training & Technical Assistance funds. Overall expenditures are now at 44% of the budget.

Travel costs are high compared to the period elapsed. Costs in this category occur as needed, rather than evenly throughout the year.

Supplies, Contractual and Other costs are low compared to the period elapsed. Costs in these categories occur as needed, rather than evenly throughout the year.

Non-Federal Share

Resulting from the recently awarded COLA and Training & Technical Assistance funds, the Non-Federal Share requirement increased by \$42,121. Non-Federal share is now at 43% of the budget.

**Community Action Partnership of Kern
Early Head Start - San Joaquin County
Budget to Actual Report**

Budget Period: February 1, 2018 - January 31, 2019

Report Period: February 1, 2018 - August 31, 2018

Month 7 of 12 (58%)

Prepared 09/10/2018

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	3,097,074	1,695,411	1,401,663	55%	45%
FRINGE BENEFITS	827,018	479,176	347,842	58%	42%
TRAVEL	20,232	17,397	2,835	86%	14%
EQUIPMENT	47,500	0	47,500	0%	100%
SUPPLIES	135,535	83,936	51,599	62%	38%
CONTRACTUAL	11,923	10,094	1,829	85%	15%
OTHER	593,113	323,550	269,563	55%	45%
INDIRECT	445,116	257,202	187,914	58%	42%
TOTAL	5,177,511	2,866,765	2,310,746	55%	45%

TRAINING & TECHNICAL ASSISTANCE FUNDS

PERSONNEL	25,200	9,863	15,337	39%	61%
FRINGE BENEFITS	8,689	3,657	5,032	42%	58%
TRAVEL	9,959	8,634	1,325	87%	13%
SUPPLIES	7,961	3,588	4,373	45%	55%
CONTRACTUAL	3,500	0	3,500	0%	100%
OTHER	53,033	21,483	31,550	41%	59%
INDIRECT	10,833	4,722	6,111	44%	56%
TOTAL	119,175	51,947	67,228	44%	56%

GRAND TOTAL EHS FEDERAL FUNDS	5,296,686	2,918,713	2,377,973	55%	45%
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NON-FEDERAL SHARE	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
IN-KIND	1,324,172	574,156	750,016	43%	57%
TOTAL NON-FEDERAL FUNDS	1,324,172	574,156	750,016	43%	57%

Centralized Administrative Cost	7.5%
Program Administrative Cost	2.7%
Total Administrative Cost	10.3%

Budget reflects Notice of Award #09CH010071-04-03 (COLA and T&TA increases)

Actual expenditures include posted expenditures and estimated adjustments through 8/31/2018

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Policy Council Finance Committee



From: Donna Holland, Fiscal Administrator

Subject: Early Head Start Child Care Partnerships
Budget to Actual Report for the Period Ended August 31, 2018

Date: September 19, 2018

The following are highlights of the Early Head Start Child Care Partnerships Budget to Actual Report for the period September 1, 2017 through August 31, 2018. Twelve months (100%) of the 12-month budget period have elapsed.

Base Funds

Overall expenditures are at 100% of the budget.

In the **Supplies** category, purchases in the amount of \$12,883 were obligated during the prior budget period, but the supplies were received after August 31, 2017. At that time the carry over funds had not yet been approved; thus, the costs were recognized in the base grant. Additional office and program supplies (\$2,521) were purchased during the year.

In the **Other** category, costs of occupancy were lower than budgeted.

Expenditures in all other categories were close to 100% of the budget.

Carryover Funds

Overall expenditures are at 100% of the budget.

Unexpended funds from the prior budget period were carried over to complete facility projects at the Garden Pathways and Bakersfield College locations. Savings in the Equipment and Supplies categories were applied to facility improvements. Actual indirect costs were higher than the amount budgeted.

Training & Technical Assistance (T&TA)

Overall expenditures are at 99% of the budget. Savings in the Supplies category were used to augment other staff development costs.

Non-Federal Share

Non-Federal share is at 108% of the budget.

**Community Action Partnership of Kern
Early Head Start - Child Care Partnerships
Budget to Actual Report**

Budget Period: September 1, 2017 - August 31, 2018

Report Period: September 1, 2017 - August 31, 2018

Month 12 of 12 (100%)

Prepared 09/10/2018

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	120,354	120,999	(645)	101%	-1%
FRINGE BENEFITS	32,245	31,195	1,050	97%	3%
SUPPLIES	1,000	15,404	(14,404)	1540%	-1440%
CONTRACTUAL	461,870	449,203	12,667	97%	3%
OTHER	12,662	9,851	2,811	78%	22%
INDIRECT	62,806	62,627	179	100%	0%
TOTAL BASE	690,937	689,279	1,658	100%	0%

CARRYOVER FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
EQUIPMENT	60,310	48,500	11,810	80%	20%
SUPPLIES	29,226	13,979	15,247	48%	52%
OTHER	73,353	94,893	(21,540)	129%	-29%
INDIRECT	10,258	15,737	(5,479)	153%	-53%
TOTAL CARRYOVER	173,147	173,109	38	100%	0%

TRAINING & TECHNICAL ASSISTANCE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
TRAVEL	5,294	3,999	1,295	76%	24%
SUPPLIES	3,506	3,348	158	95%	5%
OTHER	10,465	11,773	(1,308)	112%	-12%
INDIRECT	1,926	1,912	14	99%	1%
TOTAL TRAINING & TECHNICAL ASSISTANCE	21,191	21,031	160	99%	1%

GRAND TOTAL FEDERAL FUNDS	885,275	883,418	1,857	100%	0%
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NON-FEDERAL SHARE	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
IN-KIND	221,319	239,224	(17,905)	108%	-8%
TOTAL NON-FEDERAL FUNDS	221,319	239,224	(17,905)	108%	-8%

Centralized Administrative Cost	7.2%
Program Administrative Cost	1.3%
Total Administrative Cost	8.5%

Budget reflects Notice of Award #09HP0036-03-01.

Actual expenditures include posted expenditures and estimated adjustments through 8/31/2018.

**COMMUNITY ACTION PARTNERSHIP OF KERN
PARENT LOCAL TRAVEL & CHILD CARE
2018-2019**

KERN HEAD START

MONTH	BEGINNING BALANCE	SPENT THIS MONTH	SPENT YEAR-TO- DATE	REMAINING BALANCE	% OF YEAR ELAPSED	% OF BUDGET SPENT
MARCH 2018	\$ 9,688.00	\$ 266.15	\$ 266.15	\$ 9,421.85	8%	3%
APRIL 2018	\$ 9,421.85	\$ 197.05	\$ 463.20	\$ 9,224.80	17%	5%
MAY 2018	\$ 9,224.80	\$ 277.57	\$ 740.77	\$ 8,947.23	25%	8%
JUNE 2018	\$ 8,947.23	\$ 180.96	\$ 921.73	\$ 8,766.27	33%	10%
JULY 2018	\$ 8,766.27	\$ 210.87	\$ 1,132.60	\$ 8,555.40	42%	12%
AUGUST 2018	\$ 8,555.40	\$ 90.12	\$ 1,222.72	\$ 8,465.28	50%	13%
SEPTEMBER 2018	\$ 8,465.28		\$ 1,222.72	\$ 8,465.28	58%	
OCTOBER 2018	\$ 8,465.28		\$ 1,222.72	\$ 8,465.28	67%	
NOVEMBER 2018	\$ 8,465.28		\$ 1,222.72	\$ 8,465.28	75%	
DECEMBER 2018	\$ 8,465.28		\$ 1,222.72	\$ 8,465.28	83%	
JANUARY 2019	\$ 8,465.28		\$ 1,222.72	\$ 8,465.28	92%	
FEBRUARY 2019	\$ 8,465.28		\$ 1,222.72	\$ 8,465.28	100%	

KERN EARLY HEAD START

MONTH	BEGINNING BALANCE	SPENT THIS MONTH	SPENT YEAR-TO- DATE	REMAINING BALANCE	% OF YEAR ELAPSED	% OF BUDGET SPENT
MARCH 2018	\$ 1,262.00	\$ 43.32	\$ 43.32	\$ 1,218.68	8%	3%
APRIL 2018	\$ 1,218.68	\$ 32.08	\$ 75.40	\$ 1,186.60	17%	6%
MAY 2018	\$ 1,186.60	\$ 45.17	\$ 120.57	\$ 1,141.43	25%	10%
JUNE 2018	\$ 1,141.43	\$ 29.46	\$ 150.03	\$ 1,111.97	33%	12%
JULY 2018	\$ 1,111.97	\$ 34.33	\$ 184.36	\$ 1,077.64	42%	15%
AUGUST 2018	\$ 1,077.64	\$ 14.67	\$ 199.03	\$ 1,062.97	50%	16%
SEPTEMBER 2018	\$ 1,062.97		\$ 199.03	\$ 1,062.97	58%	
OCTOBER 2018	\$ 1,062.97		\$ 199.03	\$ 1,062.97	67%	
NOVEMBER 2018	\$ 1,062.97		\$ 199.03	\$ 1,062.97	75%	
DECEMBER 2018	\$ 1,062.97		\$ 199.03	\$ 1,062.97	83%	
JANUARY 2019	\$ 1,062.97		\$ 199.03	\$ 1,062.97	92%	
FEBRUARY 2019	\$ 1,062.97		\$ 199.03	\$ 1,062.97	100%	

**COMMUNITY ACTION PARTNERSHIP OF KERN
PARENT LOCAL TRAVEL & CHILD CARE
2018-2019**

SAN JOAQUIN EARLY HEAD START

MONTH	BEGINNING BALANCE		SPENT YEAR-TO- DATE	REMAINING BALANCE	% OF YEAR ELAPSED	% OF BUDGET SPENT
FEBRUARY 2018	\$ 455.00	\$ -	\$ -	\$ 455.00	8%	0%
MARCH 2018	\$ 455.00	\$ -	\$ -	\$ 455.00	17%	0%
APRIL 2018	\$ 455.00	\$ -	\$ -	\$ 455.00	25%	0%
MAY 2018	\$ 455.00	\$ 2.73	\$ 2.73	\$ 452.27	33%	1%
JUNE 2018	\$ 452.27	\$ 2.73	\$ 5.46	\$ 449.54	42%	1%
JULY 2018	\$ 449.54	\$ -	\$ 5.46	\$ 449.54	50%	1%
AUGUST 2018	\$ 449.54	\$ -	\$ 5.46	\$ 449.54	58%	1%
SEPTEMBER 2018	\$ 449.54		\$ 5.46	\$ 449.54	67%	
OCTOBER 2018	\$ 449.54		\$ 5.46	\$ 449.54	75%	
NOVEMBER 2018	\$ 449.54		\$ 5.46	\$ 449.54	83%	
DECEMBER 2018	\$ 449.54		\$ 5.46	\$ 449.54	92%	
JANUARY 2019	\$ 449.54		\$ 5.46	\$ 449.54	100%	

EARLY HEAD START CHILD CARE PARTNERSHIPS

MONTH	BEGINNING BALANCE	SPENT THIS MONTH	SPENT YEAR-TO- DATE	REMAINING BALANCE	% OF YEAR ELAPSED	% OF BUDGET SPENT
SEPTEMBER 2017	\$ 285.00	\$ -	\$ -	\$ 285.00	8%	0%
OCTOBER 2017	\$ 285.00	\$ 36.10	\$ 36.10	\$ 248.90	17%	8%
NOVEMBER 2017	\$ 248.90	\$ -	\$ 36.10	\$ 248.90	25%	8%
DECEMBER 2017	\$ 248.90	\$ -	\$ 36.10	\$ 248.90	33%	8%
JANUARY 2018	\$ 248.90	\$ -	\$ 36.10	\$ 248.90	42%	8%
FEBRUARY 2018	\$ 248.90	\$ -	\$ 36.10	\$ 248.90	50%	8%
MARCH 2018	\$ 248.90	\$ -	\$ 36.10	\$ 248.90	58%	8%
APRIL 2018	\$ 248.90	\$ -	\$ 36.10	\$ 248.90	67%	8%
MAY 2018	\$ 248.90	\$ -	\$ 36.10	\$ 248.90	75%	8%
JUNE 2018	\$ 248.90	\$ -	\$ 36.10	\$ 248.90	83%	8%
JULY 2018	\$ 248.90	\$ -	\$ 36.10	\$ 248.90	92%	8%
AUGUST 2018	\$ 248.90	\$ -	\$ 36.10	\$ 248.90	100%	8%

Prepared by Donna Holland
September 13, 2018

COMMUNITY ACTION PARTNERSHIP OF KERN
VIAJES LOCALES DE LOS PADRES y CUIDADO DE NIÑOS
2018-2019

KERN HEAD START

MES	BALANCE INICIAL	LO QUE SE GASTO ESTE MES	LO QUE SE HA GASTADO HASTA ESTE AÑO	SALDO RESTANTE	PORCENTAJE DEL AÑO TRANSCURRIDO	PORCENTAJE DEL PRESUPUESTO QUE SE GASTO
MARZO DEL 2018	\$ 9,688.00	\$ 266.15	\$ 266.15	\$ 9,421.85	8%	3%
ABRIL DEL 2018	\$ 9,421.85	\$ 197.05	\$ 463.20	\$ 9,224.80	17%	5%
MAYO DEL 2018	\$ 9,224.80	\$ 277.57	\$ 740.77	\$ 8,947.23	25%	8%
JUNIO DEL 2018	\$ 8,947.23	\$ 180.96	\$ 921.73	\$ 8,766.27	33%	10%
JULIO DEL 2018	\$ 8,766.27	\$ 210.87	\$ 1,132.60	\$ 8,555.40	42%	12%
AGOSTO DEL 2018	\$ 8,555.40	\$ 90.12	\$ 1,222.72	\$ 8,465.28	50%	13%
SEPTIEMBRE DEL 2018	\$ 8,465.28	\$ -	\$ 1,222.72	\$ 8,465.28	58%	
OCTUBRE DEL 2018	\$ 8,465.28	\$ -	\$ 1,222.72	\$ 8,465.28	67%	
NOVIEMBRE DEL 2018	\$ 8,465.28	\$ -	\$ 1,222.72	\$ 8,465.28	75%	
DICIEMBRE DEL 2018	\$ 8,465.28	\$ -	\$ 1,222.72	\$ 8,465.28	83%	
ENERO DEL 2019	\$ 8,465.28	\$ -	\$ 1,222.72	\$ 8,465.28	92%	
FEBRERO DEL 2019	\$ 8,465.28	\$ -	\$ 1,222.72	\$ 8,465.28	100%	

KERN EARLY HEAD START

MES	BALANCE INICIAL	LO QUE SE GASTO ESTE MES	LO QUE SE HA GASTADO HASTA ESTE AÑO	SALDO RESTANTE	PORCENTAJE DEL AÑO TRANSCURRIDO	PORCENTAJE DEL PRESUPUESTO QUE SE GASTO
MARZO DEL 2018	\$ 1,262.00	\$ 43.32	\$ 43.32	\$ 1,218.68	8%	3%
ABRIL DEL 2018	\$ 1,218.68	\$ 32.08	\$ 75.40	\$ 1,186.60	17%	6%
MAYO DEL 2018	\$ 1,186.60	\$ 45.17	\$ 120.57	\$ 1,141.43	25%	10%
JUNIO DEL 2018	\$ 1,141.43	\$ 29.46	\$ 150.03	\$ 1,111.97	33%	12%
JULIO DEL 2018	\$ 1,111.97	\$ 34.33	\$ 184.36	\$ 1,077.64	42%	15%
AGOSTO DEL 2018	\$ 1,077.64	\$ 14.67	\$ 199.03	\$ 1,062.97	50%	16%
SEPTIEMBRE DEL 2018	\$ 1,062.97	\$ -	\$ 199.03	\$ 1,062.97	58%	
OCTUBRE DEL 2018	\$ 1,062.97	\$ -	\$ 199.03	\$ 1,062.97	67%	
NOVIEMBRE DEL 2018	\$ 1,062.97	\$ -	\$ 199.03	\$ 1,062.97	75%	
DICIEMBRE DEL 2018	\$ 1,062.97	\$ -	\$ 199.03	\$ 1,062.97	83%	
ENERO DEL 2019	\$ 1,062.97	\$ -	\$ 199.03	\$ 1,062.97	92%	
FEBRERO DEL 2019	\$ 1,062.97	\$ -	\$ 199.03	\$ 1,062.97	100%	

**COMMUNITY ACTION PARTNERSHIP OF KERN
VIAJES LOCALES DE LOS PADRES y CUIDADO DE NIÑOS
2018-2019**

SAN JOAQUIN EARLY HEAD START

MES	BALANCE INICIAL	LO QUE SE GASTO ESTE MES	LO QUE SE HA GASTADO HASTA ESTE AÑO	SALDO RESTANTE	PORCENTAJE DEL AÑO TRANSCURRIDO	PORCENTAJE DEL PRESUPUESTO QUE SE GASTO
FEBRERO DEL 2018	\$ 455.00	\$ -	\$ -	\$ 455.00	8%	0%
MARZO DEL 2018	\$ 455.00	\$ -	\$ -	\$ 455.00	17%	0%
ABRIL DEL 2018	\$ 455.00	\$ -	\$ -	\$ 455.00	25%	0%
MAYO DEL 2018	\$ 455.00	\$ 2.73	\$ 2.73	\$ 452.27	33%	1%
JUNIO DEL 2018	\$ 452.27	\$ 2.73	\$ 2.73	\$ 449.54	42%	1%
JULIO DEL 2018	\$ 449.54	\$ -	\$ -	\$ 449.54	50%	1%
AGOSTO DEL 2018	\$ 449.54	\$ -	\$ -	\$ 449.54	58%	1%
SEPTIEMBRE DEL 2018	\$ 449.54	\$ -	\$ -	\$ 449.54	67%	
OCTUBRE DEL 2018	\$ 449.54	\$ -	\$ -	\$ 449.54	75%	
NOVIEMBRE DEL 2018	\$ 449.54	\$ -	\$ -	\$ 449.54	83%	
DICIEMBRE DEL 2018	\$ 449.54	\$ -	\$ -	\$ 449.54	92%	
ENERO DEL 2019	\$ 449.54	\$ -	\$ -	\$ 449.54	100%	

EARLY HEAD START CHILD CARE PARTNERSHIPS

MES	BALANCE INICIAL	LO QUE SE GASTO ESTE MES	LO QUE SE HA GASTADO HASTA ESTE AÑO	SALDO RESTANTE	PORCENTAJE DEL AÑO TRANSCURRIDO	PORCENTAJE DEL PRESUPUESTO QUE SE GASTO
SEPTIEMBRE DEL 2017	\$ 285.00	\$ -	\$ -	\$ 285.00	8%	0%
OCTUBRE DEL 2017	\$ 285.00	\$ 36.10	\$ 36.10	\$ 248.90	17%	8%
NOVIEMBRE DEL 2017	\$ 248.90	\$ -	\$ -	\$ 248.90	25%	8%
DICIEMBRE DEL 2017	\$ 248.90	\$ -	\$ -	\$ 248.90	33%	8%
ENERO DEL 2018	\$ 248.90	\$ -	\$ -	\$ 248.90	42%	8%
FEBRERO DEL 2018	\$ 248.90	\$ -	\$ -	\$ 248.90	50%	8%
MARZO DEL 2018	\$ 248.90	\$ -	\$ -	\$ 248.90	58%	8%
ABRIL DEL 2018	\$ 248.90	\$ -	\$ -	\$ 248.90	67%	8%
MAYO DEL 2018	\$ 248.90	\$ -	\$ -	\$ 248.90	75%	8%
JUNIO DEL 2018	\$ 248.90	\$ -	\$ -	\$ 248.90	83%	8%
JULIO DEL 2018	\$ 248.90	\$ -	\$ -	\$ 248.90	92%	8%
AGOSTO DEL 2018	\$ 248.90	\$ -	\$ -	\$ 248.90	100%	8%

Preparado por Donna Holland
13 de septiembre 2018

**COMMUNITY ACTION PARTNERSHIP OF KERN
PARENT ACTIVITIES
2018-2019**

KERN HEAD START

MONTH	BEGINNING BALANCE	SPENT THIS MONTH	SPENT YEAR-TO- DATE	REMAINING BALANCE	% OF YEAR ELAPSED	% OF BUDGET SPENT
MARCH 2018	\$ 25,112.00	\$ 1,316.90	\$ 1,316.90	\$ 23,795.10	8%	5%
APRIL 2018	\$ 23,795.10	\$ 293.79	\$ 1,610.69	\$ 23,501.31	17%	6%
MAY 2018	\$ 23,501.31	\$ 383.53	\$ 1,994.22	\$ 23,117.78	25%	8%
JUNE 2018	\$ 23,117.78	\$ 196.63	\$ 2,190.85	\$ 22,921.15	33%	9%
JULY 2018	\$ 22,921.15	\$ 196.41	\$ 2,387.26	\$ 22,724.74	42%	10%
AUGUST 2018	\$ 22,724.74	\$ 235.77	\$ 2,623.03	\$ 22,488.97	50%	10%
SEPTEMBER 2018	\$ 22,488.97		\$ 2,623.03	\$ 22,488.97	58%	
OCTOBER 2018	\$ 22,488.97		\$ 2,623.03	\$ 22,488.97	67%	
NOVEMBER 2018	\$ 22,488.97		\$ 2,623.03	\$ 22,488.97	75%	
DECEMBER 2018	\$ 22,488.97		\$ 2,623.03	\$ 22,488.97	83%	
JANUARY 2019	\$ 22,488.97		\$ 2,623.03	\$ 22,488.97	92%	
FEBRUARY 2019	\$ 22,488.97		\$ 2,623.03	\$ 22,488.97	100%	

KERN EARLY HEAD START

MONTH	BEGINNING BALANCE	SPENT THIS MONTH	SPENT YEAR-TO- DATE	REMAINING BALANCE	% OF YEAR ELAPSED	% OF BUDGET SPENT
MARCH 2018	\$ 4,088.00	\$ 215.42	\$ 215.42	\$ 3,872.58	8%	5%
APRIL 2018	\$ 3,872.58	\$ 47.82	\$ 263.24	\$ 3,824.76	17%	6%
MAY 2018	\$ 3,824.76	\$ 62.43	\$ 325.67	\$ 3,762.33	25%	8%
JUNE 2018	\$ 3,762.33	\$ 32.00	\$ 357.67	\$ 3,730.33	33%	9%
JULY 2018	\$ 3,730.33	\$ 31.98	\$ 389.65	\$ 3,698.35	42%	10%
AUGUST 2018	\$ 3,698.35	\$ 38.38	\$ 428.03	\$ 3,659.97	50%	10%
SEPTEMBER 2018	\$ 3,659.97		\$ 428.03	\$ 3,659.97	58%	
OCTOBER 2018	\$ 3,659.97		\$ 428.03	\$ 3,659.97	67%	
NOVEMBER 2018	\$ 3,659.97		\$ 428.03	\$ 3,659.97	75%	
DECEMBER 2018	\$ 3,659.97		\$ 428.03	\$ 3,659.97	83%	
JANUARY 2019	\$ 3,659.97		\$ 428.03	\$ 3,659.97	92%	
FEBRUARY 2019	\$ 3,659.97		\$ 428.03	\$ 3,659.97	100%	

**COMMUNITY ACTION PARTNERSHIP OF KERN
PARENT ACTIVITIES
2018-2019**

SAN JOAQUIN EARLY HEAD START

MONTH	BEGINNING BALANCE	SPENT THIS MONTH	SPENT YEAR-TO- DATE	REMAINING BALANCE	% OF YEAR ELAPSED	% OF BUDGET SPENT
FEBRUARY 2018	\$ 9,268.00	\$ 149.61	\$ 149.61	\$ 9,118.39	8%	2%
MARCH 2018	\$ 9,118.39	\$ 28.10	\$ 177.71	\$ 9,090.29	17%	2%
APRIL 2018	\$ 9,090.29	\$ 8.16	\$ 185.87	\$ 9,082.13	25%	2%
MAY 2018	\$ 9,082.13	\$ 64.92	\$ 250.79	\$ 9,017.21	33%	3%
JUNE 2018	\$ 9,017.21	\$ -	\$ 250.79	\$ 9,017.21	42%	3%
JULY 2018	\$ 9,017.21	\$ -	\$ 250.79	\$ 9,017.21	50%	3%
AUGUST 2018	\$ 9,017.21	\$ 6.76	\$ 257.55	\$ 9,010.45	58%	3%
SEPTEMBER 2018	\$ 9,010.45		\$ 257.55	\$ 9,010.45	67%	
OCTOBER 2018	\$ 9,010.45		\$ 257.55	\$ 9,010.45	75%	
NOVEMBER 2018	\$ 9,010.45		\$ 257.55	\$ 9,010.45	83%	
DECEMBER 2018	\$ 9,010.45		\$ 257.55	\$ 9,010.45	92%	
JANUARY 2019	\$ 9,010.45		\$ 257.55	\$ 9,010.45	100%	

EARLY HEAD START CHILD CARE PARTNERSHIPS

MONTH	BEGINNING BALANCE	SPENT THIS MONTH	SPENT YEAR-TO- DATE	REMAINING BALANCE	% OF YEAR ELAPSED	% OF BUDGET SPENT
SEPTEMBER 2017	\$ 560.00	\$ 68.39	\$ 68.39	\$ 491.61	8%	12%
OCTOBER 2017	\$ 491.61	\$ 34.80	\$ 103.19	\$ 456.81	17%	18%
NOVEMBER 2017	\$ 456.81	\$ 7.66	\$ 110.85	\$ 449.15	25%	20%
DECEMBER 2017	\$ 449.15	\$ 20.86	\$ 131.71	\$ 428.29	33%	24%
JANUARY 2018	\$ 428.29	\$ 31.72	\$ 163.43	\$ 396.57	42%	29%
FEBRUARY 2018	\$ 396.57	\$ 30.05	\$ 193.48	\$ 366.52	50%	35%
MARCH 2018	\$ 366.52	\$ 27.57	\$ 221.05	\$ 338.95	58%	39%
APRIL 2018	\$ 338.95	\$ 44.88	\$ 265.93	\$ 294.07	67%	47%
MAY 2018	\$ 294.07	\$ 19.76	\$ 285.69	\$ 274.31	75%	51%
JUNE 2018	\$ 274.31	\$ -	\$ 285.69	\$ 274.31	83%	51%
JULY 2018	\$ 274.31	\$ -	\$ 285.69	\$ 274.31	92%	51%
AUGUST 2018	\$ 274.31	\$ -	\$ 285.69	\$ 274.31	100%	51%

Prepared by Donna Holland
September 13, 2018

**COMMUNITY ACTION PARTNERSHIP OF KERN
ACTIVIDADES DE LOS PADRES
2018-2019**

KERN HEAD START

MES	BALANCE INICIAL	LO QUE SE GASTO ESTE MES	LO QUE SE HA GASTADO HASTA ESTE AÑO	SALDO RESTANTE	PORCENTAJE DEL AÑO TRANSCURRIDO	PORCENTAJE DEL PRESUPUESTO QUE SE GASTO
MARZO DEL 2018	\$ 25,112.00	\$ 1,316.90	\$ 1,316.90	\$ 23,795.10	8%	5%
ABRIL DEL 2018	\$ 23,795.10	\$ 293.79	\$ 1,610.69	\$ 23,501.31	17%	6%
MAYO DEL 2018	\$ 23,501.31	\$ 383.53	\$ 1,994.22	\$ 23,117.78	25%	8%
JUNIO DEL 2018	\$ 23,117.78	\$ 196.63	\$ 2,190.85	\$ 22,921.15	33%	9%
JULIO DEL 2018	\$ 22,921.15	\$ 196.41	\$ 2,387.26	\$ 22,724.74	42%	10%
AGOSTO DEL 2018	\$ 22,724.74	\$ 235.77	\$ 2,623.03	\$ 22,488.97	50%	10%
SEPTIEMBRE DEL 2018	\$ 22,488.97	\$ -	\$ 2,623.03	\$ 22,488.97	58%	
OCTUBRE DEL 2018	\$ 22,488.97	\$ -	\$ 2,623.03	\$ 22,488.97	67%	
NOVIEMBRE DEL 2018	\$ 22,488.97	\$ -	\$ 2,623.03	\$ 22,488.97	75%	
DICIEMBRE DEL 2018	\$ 22,488.97	\$ -	\$ 2,623.03	\$ 22,488.97	83%	
ENERO DEL 2019	\$ 22,488.97	\$ -	\$ 2,623.03	\$ 22,488.97	92%	
FEBRERO DEL 2019	\$ 22,488.97	\$ -	\$ 2,623.03	\$ 22,488.97	100%	

KERN EARLY HEAD START

MES	BALANCE INICIAL	LO QUE SE GASTO ESTE MES	LO QUE SE HA GASTADO HASTA ESTE AÑO	SALDO RESTANTE	PORCENTAJE DEL AÑO TRANSCURRIDO	PORCENTAJE DEL PRESUPUESTO QUE SE GASTO
MARZO DEL 2018	\$ 4,088.00	\$ 215.42	\$ 215.42	\$ 3,872.58	8%	5%
ABRIL DEL 2018	\$ 3,872.58	\$ 47.82	\$ 263.24	\$ 3,824.76	17%	6%
MAYO DEL 2018	\$ 3,824.76	\$ 62.43	\$ 325.67	\$ 3,762.33	25%	8%
JUNIO DEL 2018	\$ 3,762.33	\$ 32.00	\$ 357.67	\$ 3,730.33	33%	9%
JULIO DEL 2018	\$ 3,730.33	\$ 31.98	\$ 389.65	\$ 3,698.35	42%	10%
AGOSTO DEL 2018	\$ 3,698.35	\$ 38.38	\$ 428.03	\$ 3,659.97	50%	10%
SEPTIEMBRE DEL 2018	\$ 3,659.97	\$ -	\$ 428.03	\$ 3,659.97	58%	
OCTUBRE DEL 2018	\$ 3,659.97	\$ -	\$ 428.03	\$ 3,659.97	67%	
NOVIEMBRE DEL 2018	\$ 3,659.97	\$ -	\$ 428.03	\$ 3,659.97	75%	
DICIEMBRE DEL 2018	\$ 3,659.97	\$ -	\$ 428.03	\$ 3,659.97	83%	
ENERO DEL 2019	\$ 3,659.97	\$ -	\$ 428.03	\$ 3,659.97	92%	
FEBRERO DEL 2019	\$ 3,659.97	\$ -	\$ 428.03	\$ 3,659.97	100%	

**COMMUNITY ACTION PARTNERSHIP OF KERN
ACTIVIDADES DE LOS PADRES
2018-2019**

SAN JOAQUIN EARLY HEAD START

MES	BALANCE INICIAL	LO QUE SE GASTO ESTE MES	LO QUE SE HA GASTADO HASTA ESTE AÑO	SALDO RESTANTE	PORCENTAJE DEL AÑO TRANSCURRIDO	PORCENTAJE DEL PRESUPUESTO QUE SE GASTO
FEBRERO DEL 2018	\$ 9,268.00	\$ 149.61	\$ 149.61	\$ 9,118.39	8%	2%
MARZO DEL 2018	\$ 9,118.39	\$ 28.10	\$ 177.71	\$ 9,090.29	17%	2%
ABRIL DEL 2018	\$ 9,090.29	\$ 8.16	\$ 185.87	\$ 9,082.13	25%	2%
MAYO DEL 2018	\$ 9,082.13	\$ 64.92	\$ 250.79	\$ 9,017.21	33%	3%
JUNIO DEL 2018	\$ 9,017.21	\$ -	\$ 250.79	\$ 9,017.21	42%	3%
JULIO DEL 2018	\$ 9,017.21	\$ -	\$ 250.79	\$ 9,017.21	50%	3%
AGOSTO DEL 2018	\$ 9,017.21	\$ 6.76	\$ 257.55	\$ 9,010.45	58%	3%
SEPTIEMBRE DEL 2018	\$ 9,010.45	\$ -	\$ 257.55	\$ 9,010.45	67%	
OCTUBRE DEL 2018	\$ 9,010.45	\$ -	\$ 257.55	\$ 9,010.45	75%	
NOVIEMBRE DEL 2018	\$ 9,010.45	\$ -	\$ 257.55	\$ 9,010.45	83%	
DICIEMBRE DEL 2018	\$ 9,010.45	\$ -	\$ 257.55	\$ 9,010.45	92%	
ENERO DEL 2019	\$ 9,010.45	\$ -	\$ 257.55	\$ 9,010.45	100%	

EARLY HEAD START CHILD CARE PARTNERSHIPS

MES	BALANCE INICIAL	LO QUE SE GASTO ESTE MES	LO QUE SE HA GASTADO HASTA ESTE AÑO	SALDO RESTANTE	PORCENTAJE DEL AÑO TRANSCURRIDO	PORCENTAJE DEL PRESUPUESTO QUE SE GASTO
SEPTIEMBRE DEL 2017	\$ 560.00	\$ 68.39	\$ 68.39	\$ 491.61	8%	12%
OCTUBRE DEL 2017	\$ 491.61	\$ 34.80	\$ 103.19	\$ 456.81	17%	18%
NOVIEMBRE DEL 2017	\$ 456.81	\$ 7.66	\$ 110.85	\$ 449.15	25%	20%
DICIEMBRE DEL 2017	\$ 449.15	\$ 20.86	\$ 131.71	\$ 428.29	33%	24%
ENERO DEL 2018	\$ 428.29	\$ 31.72	\$ 163.43	\$ 396.57	42%	29%
FEBRERO DEL 2018	\$ 396.57	\$ 30.05	\$ 193.48	\$ 366.52	50%	35%
MARZO DEL 2018	\$ 366.52	\$ 27.57	\$ 221.05	\$ 338.95	58%	39%
ABRIL DEL 2018	\$ 338.95	\$ 44.88	\$ 265.93	\$ 294.07	67%	47%
MAYO DEL 2018	\$ 294.07	\$ 19.76	\$ 285.69	\$ 274.31	75%	51%
JUNIO DEL 2018	\$ 274.31	\$ -	\$ 285.69	\$ 274.31	83%	51%
JULIO DEL 2018	\$ 274.31	\$ -	\$ 285.69	\$ 274.31	92%	51%
AGOSTO DEL 2018	\$ 274.31	\$ -	\$ 285.69	\$ 274.31	100%	51%

Preparado por Donna Holland
13 de septiembre 2018

Community Action Partnership of Kern
Head Start and Early Head Start
Non-Federal Share and In-Kind Year-to-Date Report
Budget Period: March 1, 2018 through February 28, 2019
Report for period ending August 31, 2018 (Month 6 of 12)

Percent of year elapsed: 50%

LOCATION	FUNDED ENROLL- MENT	March	April	May	June	July	Aug	YTD Totals	IN-KIND GOAL	% OF GOAL MET
Alberta Dillard	68	33,692	32,937	21,731	0	0	10,157	98,517	76,308	129%
Alicante	34	4,692	4,248	2,107	0	0	1,526	12,573	38,154	33%
Broadway	44	0	0	0	0	0	1,428	1,428	49,375	3%
California City	34	6,563	6,858	5,366	0	0	0	18,787	38,154	49%
Casa Loma	34	4,741	5,183	1,355	0	0	0	11,279	38,154	30%
Cleo Foran	34	5,926	8,272	3,789	0	0	0	17,987	38,154	47%
Delano	76	19,655	19,877	16,675	0	0	1,788	57,995	85,285	68%
East California	70	29,277	35,209	15,896	0	0	5,336	85,717	78,552	109%
Fairfax	40	6,009	9,054	12,009	0	0	5,046	32,118	44,887	72%
Fairview	34	13,069	11,503	6,105	0	0	3,147	33,824	38,154	89%
Faith	34	12,847	12,659	7,030	0	0	0	32,536	38,154	85%
Franklin	24	3,513	6,447	4,266	0	0	2,193	16,419	26,932	61%
Harvey L. Hall	138	21,720	29,503	22,725	15,148	9,555	12,008	110,659	154,859	71%
Heritage	34	7,911	10,768	4,963	0	0	999	24,641	38,154	65%
Home Base	225	17,049	17,202	15,282	12,065	11,441	2,105	75,144	126,244	60%
Lamont	34	7,478	10,778	7,882	0	0	3,185	29,323	38,154	77%
Lost Hills	20	2,937	3,716	2,597	0	0	654	9,904	22,443	44%
Martha J. Morgan	83	30,873	29,947	17,626	0	0	6,744	85,191	93,140	91%
McFarland	24	4,784	3,808	2,560	0	0	0	11,153	26,932	41%
Mojave	34	4,209	4,167	2,109	0	0	413	10,896	38,154	29%
Noble	34	9,452	10,102	3,947	0	0	0	23,500	38,154	62%
Oasis	57	13,411	12,306	6,813	0	0	3,948	36,477	63,964	57%
Oildale	34	5,905	5,413	3,750	0	0	747	15,815	38,154	41%
Pacific	62	16,766	16,247	13,908	11,839	11,369	12,835	82,965	69,575	119%
Pete H. Parra	112	19,356	23,534	21,390	9,188	9,149	0	82,617	125,683	66%
Pioneer	34	6,475	7,451	4,283	0	0	797	19,006	38,154	50%
Planz	34	5,440	5,916	3,617	0	0	2,184	17,157	38,154	45%
Primeros Pasos	76	9,563	21,624	16,661	10,089	6,159	10,438	74,534	85,285	87%
Rafer Johnson	34	3,563	3,419	0	0	0	1,337	8,318	38,154	22%
Roosevelt	34	2,820	4,408	1,913	0	0	0	9,142	38,154	24%
Rosamond	100	19,580	22,748	13,481	0	0	1,221	57,031	112,217	51%
San Diego Street	48	11,831	13,317	14,156	10,771	9,896	5,103	65,075	53,864	121%
Seibert	34	6,818	4,353	2,998	0	0	0	14,170	38,154	37%
Shafter	34	15,216	16,512	8,503	0	0	7,601	47,832	38,154	125%
Shafter HS/EHS	36	4,713	6,144	4,731	5,032	4,275	2,120	27,017	40,398	67%
Sterling	122	19,096	23,747	18,601	8,400	9,139	15,899	94,882	136,905	69%
Sunrise Villa	34	4,377	2,811	1,945	0	0	0	9,133	38,154	24%
Taft	78	6,592	6,061	1,103	0	0	0	13,756	87,529	16%
Tehachapi	34	6,832	6,982	3,413	0	0	3,075	20,302	38,154	53%
Vineland	20	8,266	7,254	2,213	0	0	428	18,161	22,443	81%
Virginia	34	5,596	5,282	0	0	0	1,761	12,639	38,154	33%
Wesley	60	6,389	8,795	3,719	0	0	2,855	21,758	67,330	32%
Williams	34	10,911	10,920	6,048	0	0	4,715	32,594	38,154	85%
Willow	72	22,239	25,426	14,557	0	0	8,303	70,525	80,796	87%
Administrative Services		0	0	0	0	0	0	0	0	NA
Program Services		920	1,867	0	0	0	0	2,787	67,661	4%
Policy Council and RPC		1,239	1,542	108	515	0	0	3,404	38,727	9%
SUBTOTAL IN-KIND	2,369	480,311	536,314	343,931	83,047	70,984	142,096	1,656,683	2,638,565	63%

State General Child Care*	156,851	158,335	88,070	0	124,100	124,100	651,456	1,293,059	50%
State Preschool*	252,099	284,045	170,865	0	88,389	88,389	883,788	2,302,208	38%
State Migrant Child Care*	27,786	29,131	3,478	0	13,277	13,277	86,949	209,207	42%
SUBTOTAL CA DEPT of ED	436,736	471,511	262,413	0	225,767	225,767	1,622,194	3,804,474	43%

GRAND TOTAL 917,047 1,007,825 606,344 83,047 296,751 367,863 3,278,877 6,443,039 51%

*May include estimates

Community Action Partnership of Kern
San Joaquin Early Head Start
Non-Federal Share and In-Kind Year-to-Date Report
Budget Period: February 1, 2018 through January 31, 2019
Report for period ending August 31, 2018 (Month 7 of 12)

Percent of year elapsed: 58%

LOCATION	FUNDED ENROLL- MENT	Feb	March	April	May	June	July	Aug	YTD Totals	IN-KIND GOAL	% OF GOAL MET
California Street	24	5,705	9,601	8,203	9,043	4,715	7,911	218	45,395	130,777	35%
Chrisman	30	7,252	12,783	13,845	9,312	5,737	11,951	0	60,880	163,472	37%
Home Base - Lodi	35	5,551	10,440	10,444	9,950	8,352	10,640	0	55,376	95,359	58%
Home Base - Manteca	12	3,628	4,255	2,413	2,207	152	1,409	0	14,064	32,694	43%
Home Base - Stockton	90	13,682	25,071	21,954	16,155	7,872	8,746	0	93,479	245,208	38%
Home Base - Tracy	12	1,484	2,342	1,064	1,059	0	836	0	6,784	32,694	21%
Kennedy	16	1,791	5,701	5,717	4,418	441	4,887	0	22,955	87,185	26%
Lodi UCC	30	12,131	13,605	10,882	13,879	8,383	12,859	12,447	84,186	163,472	51%
Marci Massei	24	3,176	5,938	5,703	6,298	3,735	5,983	0	30,834	130,777	24%
St. Mary's	16	3,507	5,683	5,348	6,174	4,066	3,396	0	28,174	87,185	32%
Walnut	24	4,138	8,093	8,225	10,273	5,925	9,478	0	46,132	130,777	35%
Administrative Services		0	0	0	0	0	0	0	0	0	
Program Services		10,954	12,376	16,171	16,673	11,973	8,655	8,655	85,457	21,858	391%
Policy Council		342	97	0	0	0	0	0	439	2,713	16%
SUBTOTAL IN-KIND	313	73,340	115,986	109,968	105,440	61,350	86,751	21,320	574,156	1,324,172	43%

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
ADMINISTRATION FOR CHILDREN AND FAMILIES
NOTICE OF AWARD**

SAI NUMBER:

PMS DOCUMENT NUMBER:

1. AWARDING OFFICE: Office of Head Start		2. ASSISTANCE TYPE: Discretionary Grant	3. AWARD NO.: 09CH9142-05-04	4. AMEND. NO. 4
5. TYPE OF AWARD: Service		6. TYPE OF ACTION: Change in Scope	7. AWARD AUTHORITY: 42 USC 9801 ET SEQ.	
8. BUDGET PERIOD: 03/01/2018 THRU 02/28/2019		9. PROJECT PERIOD: 03/01/2014 THRU 02/28/2019		10. CAT NO.: 93.600
11. RECIPIENT ORGANIZATION: Community Action Partnership Of Kern 5005 Business Park N Bakersfield, CA 93309-1651 Grantee Authorizing Official: Garth Corrigan , Board Chair			12. PROJECT / PROGRAM TITLE: Head Start and Early Head Start	
13. COUNTY: Kern	14. CONGR. DIST: 23	15. PRINCIPAL INVESTIGATOR OR PROGRAM DIRECTOR: Yolanda Gonzales Director of Head Start/ State		

16. APPROVED BUDGET:		17. AWARD COMPUTATION:	
Personnel.....	\$ 13,150,303.00	A. NON-FEDERAL SHARE.....	\$ 6,443,040.00 20%
Fringe Benefits.....	\$ 4,296,856.00	B. FEDERAL SHARE.....	\$ 25,772,156.00 80%
Travel.....	\$ 86,276.00	18. FEDERAL SHARE COMPUTATION:	
Equipment.....	\$ 244,000.00	A. TOTAL FEDERAL SHARE.....	\$ 25,772,156.00
Supplies.....	\$ 1,290,643.00	B. UNOBLIGATED BALANCE FEDERAL SHARE.....	\$ 669,074.00
Contractual.....	\$ 161,430.00	C. FED. SHARE AWARDED THIS BUDGET PERIOD...	\$ 25,103,082.00
Facilities/Construction.....	\$ 0.00	19. AMOUNT AWARDED THIS ACTION:	
Other.....	\$ 4,285,876.00	\$ 0.00	
Direct Costs.....	\$ 23,515,384.00	20. FEDERAL \$ AWARDED THIS PROJECT PERIOD:	
Indirect Costs.....	\$ 2,256,772.00	\$ 119,783,251.99	
At % of \$		21. AUTHORIZED TREATMENT OF PROGRAM INCOME:	
In Kind Contributions.....	\$ 0.00	Additional Costs	
Total Approved Budget.....	\$ 25,772,156.00	22. APPLICANT EIN: 952402760	23. PAYEE EIN: 1952402760A1
		24. OBJECT CLASS: 41.51	

25. FINANCIAL INFORMATION:						
ORGN	DOCUMENT NO.	APPROPRIATION	CAN NO.	NEW AMT.	DUNS	072947617
	09CH914205	75-18-1536	8-G094122	\$0.00	UNOBLIG.	NONFED %

26. REMARKS: (Continued on separate sheets)

27. SIGNATURE - ACF GRANTS OFFICER Clinton A Mcgrane	DATE: 09/07/2018	28. SIGNATURE(S) CERTIFYING FUND AVAILABILITY Ms. TaWanda Goodman	DATE: 09/05/2018
29. SIGNATURE AND TITLE - PROGRAM OFFICIAL(S) Ms. Jan Y Len - Regional Program Manager, Office of He		DATE: 09/06/2018	

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
ADMINISTRATION FOR CHILDREN AND FAMILIES
NOTICE OF AWARD**

SAI NUMBER:

PMS DOCUMENT NUMBER:

1. AWARDING OFFICE: Office of Head Start		2. ASSISTANCE TYPE: Discretionary Grant	3. AWARD NO.: 09CH9142-05-04	4. AMEND. NO. 4
5. TYPE OF AWARD: Service		6. TYPE OF ACTION: Change in Scope	7. AWARD AUTHORITY: 42 USC 9801 ET SEQ.	
8. BUDGET PERIOD: 03/01/2018 THRU 02/28/2019		9. PROJECT PERIOD: 03/01/2014 THRU 02/28/2019		10. CAT NO.: 93.600
11. RECIPIENT ORGANIZATION: Community Action Partnership Of Kern				

STANDARD TERMS

1. Paid by DHHS Payment Management System (PMS), see attached for payment information. This award is subject to the requirements of the HHS Grants Policy Statement (HHS GPS) that are applicable to you based on your recipient type and the purpose of this award.

This includes requirements in Parts I and II (available at <http://www.hhs.gov/grants/grants/policies-regulations/index.html>) of the HHS GPS. Although consistent with the HHS GPS, any applicable statutory or regulatory requirements, including 45 CFR Part 75, directly apply to this award apart from any coverage in the HHS GPS. This award is subject to requirements or limitations in any applicable Appropriations Act. 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/discretionary-post-award-requirements>.

This award is subject to the Federal Financial Accountability and Transparency Act (FFATA or Transparency) of 2006 subaward and executive compensation reporting requirements. For the full text of the award term, go to <http://www.acf.hhs.gov/discretionary-post-award-requirements>. This award is subject to requirements as set forth in 2 CFR 25.110 Central Contractor Registration (CCR) and DATA Universal Number System (DUNS). For full text go to <http://www.acf.hhs.gov/discretionary-post-award-requirements>.

Consistent with 45 CFR 75.113, applicants and recipients must disclose in a timely manner, in writing to the HHS awarding agency, with a copy to the HHS Office of Inspector General (OIG), all information related to violations of federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the federal award. Subrecipients must disclose, in a timely manner, in writing to the prime recipient (pass through entity) and the HHS OIG, all information related to violations of federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the federal award. Disclosures must be sent in writing to the awarding agency and to the HHS OIG at the following addresses:

The Administration for Children and Families
U.S. Department of Health and Human Services
Office of Grants Management
ATTN: Grants Management Specialist
330 C Street, SW.,
Switzer Building Corridor 3200
Washington, DC 20201
AND
U.S. Department of Health and Human Services
Office of Inspector General
ATTN: Mandatory Grant Disclosures
Intake Coordinator
330 Independence Avenue, SW, Cohen Building
Room 5527
Washington, DC 20201
Fax: (202) 205-0604 (Include "Mandatory Grant Disclosures" in subject line) or Email: MandatoryGranteeDisclosures@oig.hhs.gov
Failure to make required disclosures can result in any of the remedies described in 45 CFR 75.371
Remedies for noncompliance, including suspension or debarment (See 2 CFR parts 180& 376 and 31 U.S.C. 3321).

This award is subject to the requirements as set forth in 45 CFR Part 87. This award is subject to HHS regulations codified at 45 CFR Chapter XIII, Parts 1301, 1302, 1303, 1304 and 1305. Attached are terms and conditions, reporting requirements, and payment instructions. Initial expenditure of funds by the grantee constitutes acceptance of this award.

AWARD ATTACHMENTS

Community Action Partnership Of Kern

09CH9142-05-04

1. Remarks

26. REMARKS (Continued from previous page)

This grant action approves your request, dated July 23, 2018, to revise your budget. Your budget has been revised in CAN G094122, moving funds from Facilities/Construction (\$378,182) to Other \$343,802, and Indirect \$34,380.

These revised funds will be utilized to complete the following projects: Minor renovation to classrooms and playgrounds at the Delano and Harvey L. Hall centers.

This grant action approves your request, dated July 23, 2018, for a Locally-Designed program option (LDO) class size waiver of 1302.21(b). Your waiver to serve up to 24 children in a classroom through a combination of Head Start and State Preschool funding for 10 classrooms is approved for the remainder of your 5-year project period, unless it is determined this locally-designed program option is no longer valid.

Community Action Partnership of Kern must ensure classrooms serve predominately 4 year old children throughout the school year. Community Action Partnership of Kern must deliver the full range of services, consistent with the Head Start Performance Standards. Continuation of this LDO is contingent on Community Action Partnership of Kern demonstrating this option effectively supports appropriate learning and development as demonstrated by children's early learning outcomes. The locally-designed program option is approved for centers/classrooms listed on Attachment A.

Head Start population: 2,041 children.

Designated Head Start service area: Kern County, California

Approved program options for the Head Start program: Center-based, Home-based, Locally Designed Program.

Early Head Start population: 328 infants, toddlers and pregnant women.

Designated Early Head Start service area: Kern County, California

Approved program options for the Early Head Start program: Center-based, Home-based.

Attachment A - LDO Center/Classroom

Center	Classroom	Number of Children
San Diego	Class A	24
Broadway	Class A	22
Broadway	Class B	22
Rosamond	Class B	22
Rosamond	Class C	21
Rosamond	Class D	21
Rosamond	Class E	21
Franklin	Class A	24
Taft	Class C	22
Taft	Class D	22

Community Action Partnership of Kern
Head Start / State Child Development
Policy Council Planning Committee
Meeting Minutes
September 4, 2018

1. **Welcome**

The group was welcomed to the meeting.

2. **Call to Order**

a. Meeting was called to order at 5:26 p.m. by Chairperson Joanna Guillen.

3. **Roll Call and establish Quorum (half plus one)**

a. Quorum was established.

b. **PC Members present:** Joanna Guillen, Anastasia Lester, Victoria Garcia Carlos, Lindsay Harrison, Yolanda Ochoa

c. **PC Members not present:**

4. **Approval of Agenda**

Motion was made by Victoria G. Carlos to approve the agenda date September 4, 2018; seconded by Yolanda Ochoa. Motion carried unanimously.

5. **Approval of Minutes**

Motion was made by Ana Lester to approve the minutes dated August 6, 2018; seconded by Victoria G. Carlos. Motion carried unanimously.

6. **Introduction of Guests**

Guests in attendance tonight were Ryan Harrison, husband of PC Planning Member Lindsay Harrison; Destiny Ochoa, daughter of PC Planning Member Yolanda Ochoa, Emily Gonzalez Demont, Assistant Director Grants Management; Jerry Meade, PDM Administrator and Lisa Price Program Governance Coordinator

7. **Public Forum**

(The public wishing to address the PC Planning Committee may do so at this time; however, the Committee will take no action other than referring the item to staff for study and analysis.)

None

8. **Presentation / Discussion Items**

a. The Enrollment Report was shared for August. All Early Head Start programs (Kern, San Joaquin & Partnership) were 100% fully enrolled during this reporting time. Kern Head Start did not meet full enrollment and was 80% enrolled. Jerry shared while we had identified children to fill all vacant slots, the requirements as outlined by the new performance standards were not met. New criteria indicate a child must be physically present, walk through the door and be seated on the first day of class. Additionally, Home Base enrollees must have had a visit take place by an Educator. Some of the reasons this did not occur was families were no longer interested in the program, or they did not have an updated contact information on file and could not be reached. While 80% of enrollment attained is greater than this same time last year, we need to do better and are currently brainstorming for

summer strategies to meet full enrollment at this time next year. EHS Kern as well as EHS San Joaquin during this reporting time were at or above the expected 10% of children enrolled with an IFSP/IEP. HS Kern reach 4% while though not meeting the requirement EHS Partnership reached 5%, which is the highest percentage ever attained. The Partnership did receive a waiver last year, but we will continue to work towards meeting the 10% expectation. Program wide we are below the allotted 10% over income enrollment.

- b. The Average Daily Attendance (ADA) Report was reviewed and discussed. At the time of this report our ADA was at 98%. However, it was noted this figure may change as the report was calculated prior to all sign-in and outs being processed. Every child defaults as to "present" for attendance until otherwise noted, hence the possibility of this percentage changing upon completion of processing all paperwork received.
- c. Jerry shared the Child and Adult Care Food Program (CACFP) report for June. There was a total of 27,491 of meals requested with 20,771 prepared by the Central Kitchen. There were 6,720 vendor meals prepared as well. This is a 4% decrease in meals prepared during the same reporting time last year. This was thought to be attributed to lack of attendance as well as a change in the program options provided this year versus last year. Jerry stated Attendance Matters was presented to all staff. Chronic absenteeism and the importance of attendance will be a key focus and we will review throughout the year. Attendance will also be a focus at VIP Meetings as well. With the Head Start/State Child Development reorganization there is an emphasis on enrollment and attendance. Jerry also shared the division staffing report which includes 52 vacant positions which is a significant increase from last months report. This increase is because with the reorganization of the division many positions were added and not all have been filled at this point. The reason for the additional positions stems from the 8 hours of service in our full day module. Additionally, there were 108 employees on various type of leave in August. Upon conclusion of sharing the monthly report Emily Gonzalez Demont shared that she is working on the 2019 Non-Competing Grant Application for San Joaquin County. She shared that the school readiness goals, which Policy Council has approved will be a part of the application. Emily shared a few facts about this program stating there are 7 center locations as well as a Home Base option. The San Joaquin Program serves 313 children and their families with 87 staff members. This is a \$5.3 million grant. In closing Emily shared that the application will be brought to the monthly September Policy Council for presentation and request for approval.

9. Communications

None

10. Announcements

None

11. Adjournment

Meeting was adjourned at 5:54 p.m. The next PC Planning meeting is scheduled for Tuesday October 2, 2018.

La Asociación de acción comunitaria de Kern
División de Head Start/desarrollo para niños del estado
Planificación del Comité del consejo de políticas
Acta de reunión
4 de septiembre del 2018

1. Bienvenidos

El grupo fue bienvenido a la reunión.

2. Llamar al orden

a. La reunión se inició a las 5:26 p.m. por la presidenta Joanna Guillen.

3. Pasar lista y establecer quorum (la mitad más uno)

a. Quorum fue establecido.

b. **CP miembros presentes:** Joanna Guillen, Anastasia Lester, Victoria Garcia Carlos, Lindsay Harrison, Yolanda Ochoa

c. **CP miembros no presentes:**

4. Aprobación de agenda

la moción fue hecha por Victoria G. Carlos para aprobar la fecha de la agenda el 4 de septiembre del 2018;

Secundado por Yolanda Ochoa. Moción llevada por unanimidad.

5. Aprobación de minutos

La moción fue hecha por Ana Lester para aprobar la fecha de la agenda el 6 de agosto del 2018; Secundado por Victoria G. Carlos. Moción llevada por unanimidad.

6. Presentación de invitados

Los invitados que asistieron esta noche fueron Ryan Harrison, esposo de Lindsay Harrison que es un Miembro de planificación del Consejo de Políticas; hija de Destiny Ochoa que es un Miembro de Planificación del Consejo de Políticas, Yolanda Ochoa, Emily Gonzalez Demont, subdirectora de gestión de subvenciones; Jerry Meade, administrador de diseño y administración de programas y Lisa Price Coordinadora de gobernanzas del programa

7. Foro publico

(El público que dirigirse al comité de planificación de CP puede hacerle en este momento, sin embargo, el comité no tomara ninguna otra acción que no sea remitir el elemento al personal para su estudio y análisis.)

Ninguna

8. Artículos de presentación / discusión

a. El informe de inscripción se compartió en agosto. Todos los programas de Early Head Start (Kern, San Joaquin & Asociación) se inscribieron al 100% durante este período de informe. Kern Head Start no cumplió con la inscripción completa y se inscribió en un 80%. Jerry compartió mientras identificamos a los niños para llenar todos los puestos vacantes, pero no se cumplieron los requisitos establecidos por los nuevos estándares de desempeño. Los nuevos criterios indican que un niño debe estar físicamente presente, cruzar la puerta y sentarse el primer día de clase. Además, los inscritos en Home Base deben haber tenido una visita realizada por

un Educador. Algunas de las razones por las cuales esto no ocurrió fueron que las familias ya no estaban interesadas en el programa, o que no tenían una información de contacto actualizada en el archivo y no pudieron ser contactados. Si bien el 80% de la inscripción alcanzada es mayor que la misma época del año pasado, tenemos que mejorar y actualmente estamos intercambiando ideas para que las estrategias de verano cumplan con la inscripción completa en este momento el próximo año. Early Head Start Kern, así como Early Head Start San Joaquin, durante este período de informe estuvieron en o por encima del 10% esperado de los niños inscritos en un IFSP / IEP. Head Start Kern alcanza el 4% y aunque no cumple con el requisito, Asociación de Early Head Start alcanzó el 5%, que es el porcentaje más alto jamás alcanzado. La Asociación recibió una exención el año pasado, pero seguiremos trabajando para cumplir con la expectativa del 10%. En todo el programa estamos por debajo del 10% asignado sobre la inscripción de ingresos.

- b. El Informe de Asistencia Diaria Promedio (ADA) fue revisado y discutido. En el momento de este informe, nuestra asistencia diaria promedio era del 98%. Sin embargo, se observó que esta cifra puede cambiar a medida que se calculó el informe antes de que se procesen todas las entradas y salidas. Todo niño incumple en "presentar" la asistencia hasta que se indique lo contrario, de ahí la posibilidad de que este porcentaje cambie una vez que se complete el procesamiento de todos los documentos recibidos.
- c. Jerry compartió el informe del Programa de Alimentos para el Cuidado de Niños y Adultos (CACFP) de junio. Hubo un total de 27,491 de comidas solicitadas con 20,771 preparadas por Central Kitchen. También se prepararon 6.720 comidas de vendedores. Esta es una disminución del 4% en las comidas preparadas durante el mismo período de tiempo del año anterior. Se pensó que esto se atribuía a la falta de asistencia, así como a un cambio en las opciones del programa proporcionadas este año en comparación con el año pasado. Jerry dijo que La asistencia es importante se presentó a todo el personal. El ausentismo crónico y la importancia de la asistencia serán un enfoque clave y lo revisaremos a lo largo del año. La asistencia también será un foco en las reuniones VIP también. Con la reorganización de Head Start / Desarrollo para niños Estatal, se hace hincapié en la inscripción y la asistencia. Jerry también compartió el informe de personal de la división que incluye 52 puestos vacantes, lo que representa un aumento significativo con respecto al informe de los últimos meses. Este aumento se debe a que con la reorganización de la división se agregaron muchas posiciones y no todas se han llenado en este punto. La razón de las posiciones adicionales proviene de las 8 horas de servicio en nuestro módulo de día completo. Además, hubo 108 empleados con varios tipos de licencia en agosto. Al concluir el intercambio del informe mensual, Emily Gonzalez Demont compartió que está trabajando en la Solicitud de Subvención No Competitiva 2019 para el Condado de San Joaquin. Ella compartió que las metas de preparación escolar, que el Consejo de Políticas ha aprobado formarán parte de la solicitud. Emily compartió algunos hechos sobre este programa que indica que hay 7 ubicaciones en el centro, así como también una opción de la Home Base. El Programa de San Joaquín atiende a 313 niños y sus familias con 87 miembros del personal. Esta es una subvención de \$ 5.3 millones. Al concluir, Emily compartió que la solicitud se presentará al Consejo de Políticas mensual de septiembre para su presentación y solicitud de aprobación.

9. Comunicaciones

Ninguna

10. Anuncios

Ninguna

11. Aplazamiento

La reunión fue aplazada a las 5:54 p.m. La próxima reunión de planificación de consejo de políticas está programada para el martes 2 de octubre del 2018.

Lisa Price/ Coordinadora de gobernanzas del programa
Completado 09/06/18

School Readiness Meeting Dates:



(2nd Thursday, 8:00 – 11:30 AM)

September 13th, 2018

October 11th, 2018

November 8th, 2018

December 13th, 2018

January 10th, 2019

February 14th, 2019

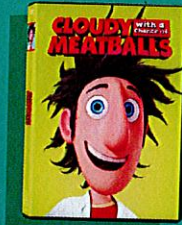
March 14th, 2019

April 11th, 2019

May 9th, 2019



Healthy Kern Free Farmers Market Film, Food & Fun!



Family Film Night:

Cloudy With a Chance of Meatballs



**Kern County Public Health
ReThink Your Drink**

Learn about healthy drink options!



**FREE, FRESH
PRODUCE!**



**Grand Opening
of the Seed Library**

*Now you can check out
seeds for your garden!*



COMMUNITY ACTION PARTNERSHIP OF KERN
FOOD BANK
"Because no one should go hungry"



KERN COUNTY
Public Health Services
DEPARTMENT

kern county **LIBRARY**



661-588-7908



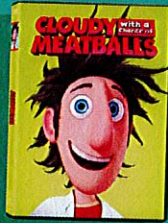
**BUILDING HEALTHY
COMMUNITIES**
CONSTRUYENDO COMUNIDADES SALUDABLES
SOUTH KERN - SUR DE KERN

**Wednesday
Sept. 19
3-5:00pm**

**Lamont Library
8304 Segreue Road**

Kern Saludable - Mercado de Frutas y Vegetales GRATIS

¡Película, comida y diversion!



Noche de cine con la familia:
Lluvia de hamburguesas



Kern County Public Health
Piensa Bien en Lo Que Tomas
¡Cambia el refresco por algo mejor!



Gran Inauguración
de la Biblioteca de Semillas
*¡Ahora puedes obtener semillas
para tu jardín!*



LAS FRUITAS
Y VEGETALES SON
GRATIS



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**BUILDING HEALTHY
COMMUNITIES**
CONSTRUYENDO COMUNIDADES SALUDABLES
SOUTH KERN - SUR DE KERN

**miércoles
19 de set.
3-5:00pm**

Lamont Library
8304 Segreue Road

FEEL *the* NEED

Canned Food Drive *at the* **Kern County Fair!**

3-9 pm **Thursday, September 27**

Donate 4 (or more) non-expired canned food items
and get **ONE FREE ADMISSION** to the Fair.

Donations will benefit the
CAPK Food Bank and fight
hunger in Kern County!

Donations will be accepted at the
Main Gate (1142 South P Street),
as well as the Belle Terrace and
Union Avenue entrances.



KERN COUNTY VETERANS STAND DOWN

**THURSDAY
OCTOBER 11, 2018**

All Veterans Welcome!

Stramler Park

3805 Chester Avenue
(Near Sam Lynn Ball park)

Veterans Court

Register with CVAF between
7/01/18 - 9/20/18

At 729 Decatur St., Bakersfield
(661)829-5908

Transportation

Call (661)829-5908

Gates open from: 8:00am to 3:00pm

