

COMMUNITY ACTION PARTNERSHIP OF KERN
BOARD OF DIRECTORS MEETING

5005 Business Park North, Bakersfield, CA
October 31, 2018
12:00 pm

AGENDA

I. Call to Order

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

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

- c. Roll Call

Garth Corrigan

Fred Plane

Lorena Fernandez

Jonathan Mullings

Guadalupe Perez

Curtis Floyd

Janea Benton

Craig Henderson

Yolanda Ochoa

Ulyses Rodriguez

Warren Peterson

Jimmie Childress

Mike Maggard

Marian Panos

Ana Vigil

II. Approval of Agenda

III. Closed Session

- a. Employee Evaluation – Chief Executive Officer (Government Code Section 54957)
- b. Conference with Real Property Negotiators (Government Code Section 54956.8)
 - i. Property: 1200 N. Chester Avenue Bakersfield, CA 93308-3521
 - ii. Agency Negotiator: Jeremy T. Tobias
 - iii. Negotiation Parties: Standard School District
 - iv. Under Negotiation: Price and Terms
- c. Reconvene into Open Session

IV. Closed Session Report

V. Approval of meeting minutes

- a. Minutes of September 26, 2018 Board of Directors meeting – **Action Item (p. 4-8)**

VI. Introduction of Guests/Public Forum: (*The public may address the Board of Directors on items not on the agenda. Speakers are limited to 3 minutes. If more than one person wishes to address the same topic, the total group time for the topic will be 10 minutes. Please state your name before making your presentation.*)

VII. Special Presentation

There are no special presentations.

VIII. New Business

- a. 5-Year Competitive Funding Application for Head Start and Early Head Start Kern – Jerry Meade, Program Design and Management Administrator – **Action Item (p. 9-14)**
- b. Resolutions to Approve the Submission of the Community Development Block Grant (CDBG) Application to the City of Bakersfield and the County of Kern for Warehouse capacity Expansion at the Food Bank – Ralph Martinez, Director of Community Development – **Action Item (p. 15-17)**
- c. Resolution to Approve the Submission of the HOME Investment Partnership Program Application to the City of Bakersfield for the CAPK Affordable Home Ownership Program – Ralph Martinez, Director of Community Development – **Action Item (p. 18-19)**
- d. Resolution to Approve the Submission of the California Coastal Commission Whale Tail Application for the Marine Studies Program at Friendship House Community Center and Shafter Youth Center – Ralph Martinez, Director of Community Development – **Action Item (p. 20-21)**
- e. 2019 Agency Holiday Schedule – Raymond Quan, Director of Human Resources – **Action Item (p. 22)**

IX. Committee Reports

- a. Program Review & Evaluation Committee Report – Ralph Martinez, Director of Operations – **Action Item**
 - i. Minutes of October 17, 2018 Committee Meeting **(p. 23-26)**
 - ii. Special Presentation – Head Start School Readiness for All **(p. 27-41)**
 - iii. September 2018 Program Reports **(p. 42-55)**
 - iv. Application Status Report and Funding Requests **(p. 56-60)**
 - v. September 2018 Head Start / State Child Development Enrollment and Meals Report **(p. 61)**
 - vi. Head Start Designation Renewal System (DRS) **Verbal Report**
 - vii. Desired Results Development Profile (DRDP) 2015 Essential View Approval **(p. 62)**
 - viii. September 2018 Outreach & Advocacy Report **(p. 63)**
- b. Budget & Finance Committee Report – Tracy Webster, Chief Financial Officer - **Action Item**
 - i. Minutes of October 24, 2018 Committee Meeting **(p. 64-67)**
 - ii. Application Status Report and Funding Requests **(p. 68-72)**
 - iii. Head Start & Early Head Start Budget to Actual Reports **(p. 73-84)**
 - iv. Application for Duration Funding of Head Start Kern with Resolution **(p. 85-87)**
 - v. Application for Continued Funding of Head Start and Early Head Stat Kern with Resolution **(p. 88-91)**
 - vi. Finance Division Job Descriptions **(p. 92-105)**
 - vii. Discretionary Fund Update **(p. 106)**
 - viii. Financial Statements, September 2018 **(p. 107-157)**

X. Advisory Board Reports

- a. Head Start Policy Council Report – Ulyses Rodriguez, Policy Council Representative – **Action Item**
 - i. September 2018 Policy Council Report (**p. 158**)
 - ii. Minutes of September 20, 2018 meeting (**p. 159-162**)
- b. Friendship House Advisory Report – Ralph Martinez, Director of Community Development – **Action Item**
 - i. Verbal Report

XI. Chief Executive Officer Report – Jeremy Tobias, Chief Executive Officer – **Action Item (Verbal Report)**

XII. Board Member Comments

XIII. Next Scheduled Meeting

Board of Directors Meeting
Wednesday, November 28, 2018
12:00 p.m.
5005 Business Park North
Bakersfield, CA 93309

XIV. Adjournment

This is to certify that this Agenda notice was posted in the lobby of the CAPK Administrative Office at 5005 Business Park North, Bakersfield, CA and online at www.capk.org by 12:00 pm, October 26, 2018. Paula Daoutis, Administrative Coordinator

COMMUNITY ACTION PARTNERSHIP OF KERN
BOARD OF DIRECTORS MEETING

5005 Business Park North, Bakersfield, CA
September 26, 2018
12:00pm

MEETING MINUTES

I. Call to Order

Garth Corrigan called the meeting to order at 12:02 pm at the Community Action Partnership of Kern Administrative Building, 5005 Business Park North, Bakersfield, CA.

- a. Moment of Silence/Pledge of Allegiance
- b. Reading of the "Promise of Community Action"
- c. Roll Call

Roll Call was taken with a quorum present:

Present: Garth Corrigan, Curtis Floyd (left meeting during closed session), Fred Plane, Warren Peterson, Janea Benton (left meeting during closed session), Jimmie Childress, Yolanda Ochoa, Ulyses Rodriguez (left the meeting at 12:45 pm), Ana Vigil

Absent: Lorena Fernandez, Craig Henderson, Mike Maggard, Jonathan Mullings, Marian Panos, Guadalupe Perez

Others Present: Jeremy Tobias, Chief Executive Officer; Yolanda Gonzales, Director of Head Start / State Child Development Programs; Ralph Martinez, Director of Community Development; Raymond Quan, Director of Human Resources; Pritika Ram, Director of Administration; Carmen Segovia, Director of Health & Nutrition; Emilio Wagner, Director of Operations; Tracy Webster, Chief Financial Officer; other CAPK staff.

II. Approval of Agenda

Motion was made and seconded to approve the Board of Directors meeting agenda for September 26, 2018. Carried by unanimous vote. (Plane/Benton).

III. Approval of meeting minutes

- a. Minutes of August 22, 2018 Board of Directors meeting.

Motion was made and seconded to approve the minutes of the August 22, 2018 meeting. Carried by unanimous vote. (Plane/Ochoa).

IV. Introduction of Guests/Public Forum:

No one addressed the Board.

V. Special Presentations

- a. Deb Johnson, President / CEO of California Veterans Assistance Foundation (CVAF) regarding Veterans Stand Down Event on Thursday, October 11, 2018.

Deb Johnson provided an overview of the programs offered by CVAF and discussed the upcoming Veterans Stand Down event taking place on October 11th. The CAPK Food Bank will participate and provide a bag of food for Veterans to go home with and a variety of other organizations will be there to provide resource information to local Veterans. Deb also spoke about another event "Party in the Park" taking place on October 10th that will raise funds for the development of a pilot project to build 12 tiny homes in the Oildale area for homeless Veterans. CVAF tracks homeless Veterans and provides a bridge to connect them to housing placement. CVAF services are specific to Kern County but they can assist any Veteran in the state as long as they are willing to relocate to Kern County for housing.

VI. **New Business**

- a. Renewal of the Employee Health Insurance and Benefit Plan for 2019 – Raymond Quan, Director of Human Resources and Steve Hulbert, Senior Vice President of USI – **Action Item**

Raymond Quan introduced Steve Hulbert from USI who provided a detailed summary of the proposed Renewal of the Employee Health Insurance and Benefit Plan for 2019. Steve stated that USI was responsible for seeking the most competitive rates for the CAPK Health Insurance and Blue Shield of California provides the best plan at the lowest rates. After negotiating rates with Blue Shield, the increase to CAPK is 14% with no changes to the plan. After careful review of the plan benefits and costs to CAPK and employees, staff recommends the following changes:

- Renew with Blue Shield of California for 2019
- Increase the coinsurance to 80%
- Increase the office visit copayment to \$35 for primary and specialists
- Retain the existing HRA Plan with the current values of \$500 per individual and \$1,000 per family
- Allow unused HRA Plan account balances from 2018 to roll forward into 2019
- Renew with the UCCI Dental Plan
- Renew with Hartford for Life and Disability Insurance
- CAPK and Employees share 2019 medical costs using the same percentage splits that exist for 2018
- Dental contributions remain unchanged

Janea Benton and Ana Vigil expressed concern about the recommended changes to the coinsurance and copays amounts, and Jeremy Tobias responded that we are balancing the increases to the monthly premiums that the covered employee pays, versus increasing other items such as coinsurance rate or copays. The increase to the coinsurance and copays, allows us to keep the monthly premium increases as low as possible, while continuing to provide the best possible benefit plan to our employees, given the rising cost of insurance. Jeremy also recommended that a committee be formed to include staff and a few Board Members to begin looking into other models such as self-funding options for future years. Janea responded that she would like to be part of the committee. It was decided that staff will work with the Board Chair to appoint the committee once we get the open enrollment period completed.

Motion was made and seconded to approve the Renewal of the Employee Health Insurance and Benefit Plan for 2019. Carried by unanimous vote. (Floyd/Plane)

- b. Housing programs at CAPK – Ralph Martinez, Director of Community Development - **Info Item**

Ralph Martinez provided an update regarding proposed housing projects and reviewed the past history of CAPK in the low-income housing market. Staff has been researching other options over the past few months and stressed there is a need for all types of housing and it needs to be determined what works best for CAPK. Ralph also reported that a small committee has been assembled to address housing issues, consisting of two Board Members (Jimmie Childress and Janea Benton), 2 Staff (Ralph Martinez and Sheila Shegos) and 2 individuals from outside of CAPK. The Committee will review and discuss the findings presented by staff and bring their recommendations to the Board at a later date.

- c. Head Start / Early Head Start Kern DRS Application Update – Yolanda Gonzales, Director of Head Start / State Child Development Programs – **Action Item**

Yolanda Gonzales announced that the Office of Head Start released the Funding Opportunity for the Kern County service area. The application is due on November 19, 2018 and Yolanda provided the proposed timeline for tasks to be completed prior to the due date and requests approval from the Board to proceed with the timeline presented. Tasks and responsible parties are identified, and it is expected that staff will provide the final draft for approval by the Board at the October 31st meeting. Staff also requests approval to reaffirm that Fred Plane and Marian Panos remain the Board Representatives. Yolanda responded to questions from the Board and stated that she has not been made aware of any other organizations who are competing for the grant.

Motion was made and seconded to approve the proposed timeline and Board Representatives, Fred Plane and Marian Panos, to support staff throughout the DRS application process. Carried by unanimous vote. (Childress/Ochoa)

V. Committee Reports

- a. Program Review & Evaluation Committee Report – Ralph Martinez, Director of Community Development – **Action Item**
 - i. Minutes of September 12, 2018 Committee Meeting
 - ii. Special Presentation – East Kern Family Resource Center
 - iii. August 2018 Program and Division Reports
 - iv. Application Status Report and Funding Requests
 - v. August 2018 Head Start / State Child Development Enrollment and Meals Report
 - vi. Head Start Designation Renewal System (DRS)
 - vii. Focus Area Two Monitoring Review
 - viii. August 2018 Outreach & Advocacy Report

Ralph Martinez reported that the PRE Committee met on September 12th and approved all action items presented.

Motion was made and seconded to approve the Program Review & Evaluation Committee Report. Carried by unanimous vote. (Plane/Vigil).

- b. Budget & Finance Committee Report – Tracy Webster, Chief Financial Officer – **Action Item**
 - i. Minutes of September 19, 2018 Committee Meeting
 - ii. Application Status Report and Funding Requests
 - iii. Head Start & Early Head Start Budget to Actual Reports
 - iv. Early Head Start San Joaquin Refunding Application with Resolution

- v. Request to Approve the Submission of the Fiscal Year 2019-20 Continued Funding Application for California Department of Education Programs (CSPP, CMIG, CMSS, CCTR, CMAP) with Resolution
- vi. Discretionary Fund Update
- vii. Financial Statements, August 2018

Tracy Webster reported that the Committee met on September 19, 2018 and approved the four action items presented, including items v. and vi. above that require Board Resolutions. There were no unusual or out of the ordinary transactions for the month of August. Tracy also reported that the annual audit began on September 24th.

Motion was made and seconded to approve the Budget & Finance Committee Report and all action items, including Resolution Numbers 2018-13 and 2018-14. Carried by unanimous vote. (Plane/Peterson)

VI. Advisory Board Reports

- a. Head Start Policy Council Report – Ulyses Rodriguez, Policy Council Representative - **Action Item**
 - i. August 2018 Policy Council Report
 - ii. Minutes of August 30, 2018, Special Call Meeting on July 6, 2018, and July 26, 2018 meetings.

Lisa Price provided the Policy Council report for August 2018.

Motion was made and seconded to approve the Head Start Policy Council Report. Carried by unanimous vote. (Vigil/Ochoa)

- b. Friendship House Advisory Board Report – Ralph Martinez, Director of Community Development – **Action Item**

Ralph Martinez reported that the Advisory Board continues to work on the Annual Mixer & More Event, "A Night in Hollywood." Tickets can be purchased online through the CAPK website or from the Community Development Office. Proceeds benefit Friendship House programs. Plans are also underway for the Annual Fall Festival taking place on October 26th.

Motion was made and seconded to approve the Friendship House Advisory Board Report. Carried by unanimous vote. (Floyd/Peterson)

VII. Chief Executive Officer's Report – Jeremy Tobias, Chief Executive Officer – **Action Item**

- a. Briefing on National CAP Convention in Denver, CO the week of August 27, 2018

Jeremy Tobias reported that five staff and two Board Members attended the CAP Annual Convention in Denver, CO. Some of the highlighted topics included: Doing business better regarding the Federal Government; DRS; Housing and Homelessness; Financial health of nonprofit agencies; and the urgency of funding for nonprofit human services sector.

- b. Update on New Furniture in the Board Room

Jeremy Tobias reported that Head Start has purchased new furniture for the Board Room to accommodate the increased number of trainings and college courses for our Head Strat staff taking place in the room. It is expected the new furniture will be in place by the next Board Meeting.

Motion was made and seconded to approve the Chief Executive Officer's Report. Carried by unanimous vote. (Plane/Childress)

VIII. Board Member Comments

Yolanda said it was a great experience attending the National Conference.

IX. Closed Session

The Board Chair announced that the Board would move into closed session to consider two items:

- a. Conference with Legal Counsel – Anticipated Litigation (Significant exposure to litigation pursuant to subdivision (b) of Section 54956: (2 cases)
- b. Employee Evaluation – Chief Executive Officer (Government Code Section 54957)

The Board went into closed session at 1:38 pm.

- c. Reconvene into Open Session

The Board reconvened from closed session at 2:00 pm

X. Closed Session Report

Jeremy Tobias reported that an update and report were given to the Board from legal counsel on item "a", with no reportable action taken. For item "b", some Board members needed to leave the meeting, so quorum was lost on the closed session item b. The Board took no action and the item will be carried over to the closed session of the October 31st regular Board meeting.

XI. Next Scheduled Meeting

Board of Directors Meeting
Wednesday, October 31, 2018
12:00 p.m.
5005 Business Park North
Bakersfield, CA 93309

XII. Adjournment

The meeting adjourned at 2:02 pm.

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Board of Directors



From: Jerry Meade, Program Design and Management Administrator

Subject: *Agenda Item VIII(a):* 5-year Competitive Funding Application for Head Start and Early Head Start Kern – **Action Item**

Date: October 31, 2018

Pursuant to the ongoing communication to the Board regarding the Designated Renewal System (DRS) and 5-year funding application development, the Head Start and State \Child Development Division is requesting approval to submit said application for Head Start and Early Head Start Kern.

In January 2018, CAPK received notice from the Office of Head Start that our Kern HS/EHS grant 09CH9142 met one of the criteria requiring an open competition application at the end of current grant cycle as required in DRS. The one criterion met was in relation to a health and safety finding in 2014, which any further risk has been mitigated by staff with a rigorous change to process. Staff have provided updates monthly to the Board on the progress of the grant application development. Additionally, staff have worked under the direction of the Board to include Board representatives assigned to support the development of the application. The board representatives provided valuable insight and guidance to the application development.

The attached Executive Summary provides an overview of the 5-year funding grant application and includes the request of \$25,202,974. This amount represents funding for Year 1 of our next 5-year funding cycle. The funding is anticipated to begin July 1, 2019. The overview in the Executive Summary includes: the scoring criteria, application development process, a table of proposed programmatic changes, and budget summary.

Recommendation:

Staff recommends the Board of Directors approve the submission of the 5-year funding application with resolution for Head Start and Early Head Start Kern.

Attachment:

Executive Summary

Resolution Number 2018-17

Executive Summary

CAPK Head Start/Early Head Start Competitive Grant Opportunity

Summary of the Opportunity

The Administration for Children and Families (ACF) has solicited applications from public or private non-profit organizations, including community-based and faith-based organizations, or for-profit organizations that wish to compete for funds that are available to provide Head Start (children 3 – 5 years) and/or Early Head Start (pregnant women, infants, and toddler) services to children and families residing in Kern County (see www.grants.gov and search for HHS-2019-ACF-OHS-CH-R09-1440). This is a competitive funding opportunity. Absent award, CAPK will no longer receive Head Start/Early Head Start Kern funds.

- Funds in the amount of **\$25,202,974 annually** are available; this includes both operational funds (\$24,856,802) and training and technical assistance funds (\$346,172). If awarded, CAPK will receive a 5-year project period grant, with five, one-year budgets to support the project. Up to 4 awards are possible.
- **The application due date is November 19, 2018. CAPK's target submission date is November 14, 2018.**

Application Components

1. A 75-page narrative provides a programmatic and budget proposal across seven scoring criteria:
 - a. Demonstration of Need: Location, Population, and Service Delivery Options (20 points)
 - b. Achieving Early Learning and Development Outcomes to Promote School Readiness for Children (30 points)
 - c. Past Performance (20 points)
 - d. Staffing and Supporting a Strong Early Learning Workforce (20 points)
 - e. Planning and Implementation (15 points)
 - f. Organizational Capacity and Governance (25 points)
 - g. Budget and Budget Justification (20 points)
2. A 75-page appendix that details the organization's capacity including but not limited to:
 - a. Signed Board of Directors Attestation – *The Board must sign a statement acknowledging the support that the program received in the development of this proposal, and to attest that the staff are knowledgeable about the requirements of the Head Start program.*
 - b. Certificate of Good Standing/Proof of Legal Status
 - c. Policy Council Approval
 - d. Resumes, job descriptions, organizational charts
 - e. Signed memoranda of understanding and third-party agreements
 - f. Indirect cost rate agreement (IDR)
 - g. Letters of support
 - h. Oversight of Federal Awards
 - i. Protection of Sensitive and/or Confidential Information
3. The most recent annual independent audit, including financial statements, related notes to the financial statements and the schedule of findings and questioned cost

Application Development Process

1. CAPK is working with an independent consultant to provide technical guidance on the process and to support the Head Start/State Child Development Division with the development of a comprehensive proposal.
2. The Head Start/State Child Development Director and Administrative Team have been engaged in a review of data (including community needs, enrollment/wait list/attendance, fiscal expenditures, child and family needs, child and family outcomes) to determine what programmatic changes, if any, should be proposed as part of this opportunity. The Office of Head Start in 2016 released a series of priorities including:
 - a. Significantly limiting the use of a double-session model which is “discouraged” by the funding opportunity announcement
 - b. Significantly limiting the use of home-based services in Head Start for the preschool-age population
 - c. Increasing the total duration of services to 1,380 hours of EHS center-based care and 1,020 hours of Head Start center-based care annually
 - d. Emphasis on the need to recruit and retain the workforce and respond to the labor market conditions present in the service area
3. Staff have submitted documents to the consultant for use in the application narrative development and are reviewing draft narrative throughout the grant development process.
4. Two members of the CAPK Board of Directors have been engaged in the development of the proposal, including review of preliminary decisions regarding program enrollment and program options.

Table 1: Proposed Programmatic Changes		
	Changes from Current Operations (Y/N)	Description
Program Approach		
Funded slots/enrollment by program type	Y	Priorities for CAPK: - Increase enrollment in EHS due to community need for support for pregnant women and parents of young children birth to 3 years
Program options	Y	Priorities for CAPK: - Eliminate Head Start home-based option based on language of funding opportunity announcement - Increase EHS home-based option to reflect need to provide more services to pregnant women and parents of young children - Increase EHS center-based option to reflect the high need for child care for infants and toddlers - Reduce Head Start part-day and double-session model and move to full day services of 1,020 hours per year in alignment with the Head Start Program Performance Standards; this requires enrolling children for approximately 6 hours per day rather than a 3.5 – 4 hour model.
Program Service Area Components		
Education	N	There are no proposed changes to research-based curriculum, screening, assessment, individualization or transition. - <i>Head Start: Creative Curriculum for Preschool</i> - <i>EHS center-based: Creative Curriculum for Infants, Toddlers, and Twos</i> - <i>EHS home-based: Partners for a Healthy Baby</i>
Family engagement	N	There are no proposed changes to the approach to identifying family strengths and needs, goal setting, and engaging families as their child's first and most important teacher and advocate. - <i>Parenting curriculum: Ready Rosie</i>
Health (including oral health and nutrition)	N	There are no proposed changes in the approach to identifying and responding to the comprehensive health needs of children.
Mental health	N	
Transportation	N	There are no proposed changes.
Program Infrastructure		
Staffing	Y	Changes correspond to the program options/enrollment changes noted above
Professional Development/Coaching	N	

The changes that are proposed directly impact the allocation of funds/slots between the Head Start and Early Head Start programs.

	Current 2018 – 2019	Proposed 2019 – 2020	Change (+/-)
Head Start Enrollment	2041	1253	-788*
Early Head Start	328	419	+91

*559 of the HS slots stem the significant reduction of the double session model. The costs associated with EHS being higher does not allow for a 1 for 1 conversion. Several variable were used to determine the HS to EHS conversion.

Below is the projected line item budget; staff are continuing to make changes to the budget to reflect final numbers.

Cost Category	Head Start	EHS	Head Start TTA	EHS TTA
Personnel	9,491,796	4,084,577	0	0
Fringe	2,952,728	1,269,303	0	0
Travel	0	0	36,322	44,954
Supplies	886,531	406,573	25,810	4,978
Contractual	87,420	29,760	8,485	8,689
Other	2,630,615	810,618	155,899	29,564
Indirect	1,557,673	649,207	22,652	8,819
Total	17,606,763	7,250,039	249,168	97,004

TOTAL FUNDS REQUESTED: \$25,202,974

The funding request cannot exceed **\$25,202,974**.

RESOLUTION # 2018-17

A Resolution of the Board of Directors of the Community Action Partnership of Kern Approving the Submission of the 5-Year Competitive Funding Application for Head Start and Early Head Start Kern

The Board of Directors of the Community Action Partnership of Kern located at 5005 Business Park North, Bakersfield, CA 93309, met on October 31, 2018, in Bakersfield, California at a scheduled Board meeting and resolved as follows:

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

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

WHEREAS, In January 2018, CAPK received notice from the Office of Head Start (OHS) that the Kern Head Start and Early Head Start grant #09CH9142 met one of the criteria requiring an open competition application at the end of the current grant cycle as required in Designated Renewal System (DRS); and

WHEREAS, the criteria met was in relation to a health and safety finding in 2014, and where any further risk has been mitigated by staff with a rigorous change to process; and

WHEREAS, Staff has worked under the direction of the Board to include Board representatives assigned to support the development of the application; and

WHEREAS, the 5-year funding grant application includes the request of \$25,202,974, which represents funding for Year 1 of the 5-year funding cycle, with the anticipated funding to begin July 1, 2019; and

NOW, THEREFORE, be it resolved that the CAPK Board of Directors hereby authorizes Jeremy T. Tobias, Chief Executive Officer or Yolanda Gonzales, Director of Head Start / State Child Development, to act on behalf of the Board as CAPK's representative signatory with regards to the submission of the 5-Year Competitive Funding Application for Head Start and Early Head Start Kern.

APPROVED by a majority vote of the Directors of the Community Action Partnership of Kern, this 31st day of October 2018.

Garth Corrigan, Chair
CAPK Board of Directors

Date

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Board of Directors

From: Ralph Martinez, Director of Community Development
Date: October 31, 2018
Subject: *Agenda Item VIII(b):* Resolutions to Approve the Submission of the Community Development Block Grant (CDBG) Application to the City of Bakersfield and the County of Kern for Warehouse Capacity Expansion at the Food Bank– **Action Item**

Background

CAPK wishes to request approximately \$500,000 each from the City of Bakersfield and the County of Kern in 2019-2020 Community Development Block Grant (CDBG) funding, with the remaining funds provided by CAPK, to expand the CAPK Food Bank warehouse by 20,000 square feet.

The increase in need for emergency food assistance in Kern County, along with the introduction of new food programs, require additional dry storage space. CAPK Food Bank added the Senior Food Program to serve low-income senior residents aged 60 years and older. The new program required the leasing of additional space for the storage and assembly of food boxes. CAPK's current caseload is 3,500 participants a month, but is likely to grow larger in order to meet the high level of need.

The applications will be completed and submitted to the City of Bakersfield by November 2, 2018, and the County of Kern by December 14, 2018.

Recommendation

Staff recommends the Board of Directors approve the two Resolutions approving the submission of the Community Development Block Grant (CDBG) Application to the City of Bakersfield and the County of Kern for Warehouse Capacity Expansion at the Food Bank.

Attachments:
Resolution Number 2018-18
Resolution Number 2018-19

RESOLUTION # 2018-18

A Resolution of the Board of Directors of the Community Action Partnership of Kern Approving the Submission of Application for 2018-2019 City of Bakersfield Community Development Block Grant (CDBG) Funds

The Board of Directors of Community Action Partnership of Kern, located at 5005 Business Park North, Bakersfield, CA 93309 met on October 31, 2018 at a scheduled Board meeting located at 5005 Business Park North, Bakersfield, CA 93309, and resolved as follows:

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

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

WHEREAS, CAPK Board of Directors has determined that there is a need for anti-poverty programs to meet the needs of the low-income residents of the City of Bakersfield; and

NOW, THEREFORE, be it resolved that the CAPK Board of Directors hereby authorizes staff to submit an application to the City of Bakersfield, and hereby requests the City of Bakersfield provide financial assistance and the obligations that accompany said funds for the purpose of expansion of the CAPK Food Bank Warehouse facility. Be it further resolved that Jeremy T. Tobias, Chief Executive Officer, and/or, Tracy Webster, Chief Financial Officer, are hereby authorized to request this course of action by completing any and all application documents for submittal to the City of Bakersfield on behalf of Community Action Partnership of Kern.

APPROVED by a majority vote of the Directors of the Community Action Partnership of Kern, this 31st day of October 2018.

Garth Corrigan, Chair
CAPK Board of Directors

Date

RESOLUTION # 2018-19

A Resolution of the Board of Directors of the Community Action Partnership of Kern Approving the Submission of Application for 2018-2019 Kern County Community Development Block Grant (CDBG) Funds

The Board of Directors of Community Action Partnership of Kern, located at 5005 Business Park North, Bakersfield, CA 93309 met on October 31, 2018 at a scheduled Board meeting located at 5005 Business Park North, Bakersfield, CA 93309, and resolved as follows:

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

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

WHEREAS, CAPK Board of Directors has determined that there is a need for anti-poverty programs to meet the needs of the low-income residents of County of Kern; and

NOW, THEREFORE, be it resolved that the CAPK Board of Directors hereby authorizes staff to submit an application to the County of Kern, and hereby requests the County of Kern provide financial assistance and the obligations that accompany said funds for the purpose of expansion of the CAPK Food Bank Warehouse facility. Be it further resolved that Jeremy T. Tobias, Chief Executive Officer, and/or, Tracy Webster, Chief Financial Officer, are hereby authorized to request this course of action by completing any and all application documents for submittal to the County of Kern on behalf of Community Action Partnership of Kern.

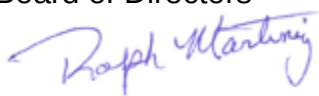
APPROVED by a majority vote of the Directors of the Community Action Partnership of Kern, this 31st day of October 2018.

Garth Corrigan, Chair
CAPK Board of Directors

Date

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Board of Directors

From: Ralph Martinez, Director of Community Development
Date: October 31, 2018
Subject: *Agenda Item VIII(c):* Resolution to Approve the Submission of the HOME Investment Partnership Program Application to the City of Bakersfield for the CAPK Affordable Home Ownership Program – **Action Item**

Background

CAPK wishes to request approximately \$150,000 from the City of Bakersfield HOME Investment Partnership Program, to purchase, rehab, and sell homes to low-to-moderate income families in Bakersfield.

Home ownership provides stability and financial security for families. However, for those who can benefit the most, the door to ownership can be almost impossible to open. The CAPK Affordable Home Ownership Program will provide low-to-moderate income families the opportunity to become home owners. As part of this project, CAPK will become a Community Housing Development Organization (CHDO), allowing the organization first bid on available HUD homes.

The requested funds will be used the down payment on the homes, working with lenders to include the costs for rehab to bring the homes to FHA (Federal Housing Administration) standards. As homes are sold, profits will be used to continue the program. Potential home buyers will also receive assistance such as credit counselling, budgeting, banking basics and other financial empowerment services to assure their home buying readiness and continued success as home owners.

The application will be completed and submitted to the City of Bakersfield by November 2, 2018.

Recommendation

Staff recommends the Board of Directors approve the Resolution for the submission of the HOME Investment Partnership Program application to the City of Bakersfield

Attachment:
Resolution Number 2016-20

RESOLUTION # 2018-20

A Resolution of the Board of Directors of Community Action Partnership of Kern Approving the Submission of Application for 2018-2019 City of Bakersfield HOME Partnership Program

The Board of Directors of Community Action Partnership of Kern, located at 5005 Business Park North, Bakersfield, CA 93309 met on October 31, 2018 at a scheduled Board meeting located at 5005 Business Park North, Bakersfield, CA 93309, and resolved as follows:

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

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

WHEREAS, the CAPK Board of Directors has determined that there is a need for anti-poverty programs to meet the needs of the low-income residents of the City of Bakersfield, and

NOW, THEREFORE, be it resolved that the CAPK Board of Directors hereby authorizes staff to submit an application to the City of Bakersfield, and hereby requests the City of Bakersfield to provide financial assistance and the obligations that accompany said funds for the purpose of providing affordable home ownership opportunities to Bakersfield and Kern County low-to-moderate residents. Be it further resolved that Jeremy T. Tobias, Chief Executive Officer, and/or, Tracy Webster, Chief Financial Officer, are hereby authorized to request this course of action by completing any and all application documents for submittal to the City of Bakersfield on behalf of Community Action Partnership of Kern.

APPROVED by a majority vote of the Directors of the Community Action Partnership of Kern, this 31st day of October 2018.

Garth Corrigan, Chair
CAPK Board of Directors

Date

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Board of Directors

From: Ralph Martinez, Director of Community Development
Date: October 31, 2018
Subject: *Agenda Item VIII(d):* Resolution to Approve the Submission of the California Coastal Commission Whale Tail Application for the Marine Studies Program at Friendship House Community Center and Shafter Youth Center – **Action Item**

Background

CAPK wishes to request approximately \$15,000 from the California Coastal Commission to provide the After School Marine Studies program at Friendship House Community Center and Shafter Youth Center.

The program will provide fun educational activities and interactive experiences to teach children and youth the importance of the ocean in maintaining the eco-system. A new activity will be EcoColumn, made of two-liter soda bottles to model a small ecosystem that demonstrate how different parts of nature interact. The children and youth will also receive instruction using curriculum from the Long Beach Aquarium, and a beach clean-up field trip will round-out the experience.

The application will be completed and submitted to California Coastal Commission by November 5, 2018.

Recommendation

Staff recommends the Board of Directors approve the Resolution for the submission of the California Coastal Commission Whale Tail Application for the Youth Center's After School Marine Studies program.

Attachment:
Resolution Number 2018-21

RESOLUTION # 2018-21

A Resolution of the Board of Directors of the Community Action Partnership of Kern Approving the Submission of Application for the 2018-2019 California Coastal Commission Whale Tail Program

The Board of Directors of Community Action Partnership of Kern, located at 5005 Business Park North, Bakersfield, CA 93309 met on October 31, 2018 at a scheduled Board meeting located at 5005 Business Park North, Bakersfield, CA 93309, and resolved as follows:

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

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

WHEREAS, CAPK Board of Directors has determined that there is a need for anti-poverty programs to meet the needs of the low-income residents of the City of Bakersfield, and

NOW, THEREFORE, be it resolved that the CAPK Board of Directors hereby authorizes staff to submit an application to the California Coastal Commission, and hereby requests the California Coastal Commission to provide financial assistance and the obligations that accompany said funds for the purpose of providing after-school marine studies for children and youth at Friendship House Community Center and Shafter Youth Center. Be it further resolved that Jeremy T. Tobias, Chief Executive Officer, and/or, Tracy Webster, Chief Financial Officer, are hereby authorized to request this course of action by completing any and all application documents for submittal to the California Coastal Commission Whale Tail Program on behalf of Community Action Partnership of Kern.

APPROVED by a majority vote of the Directors of the Community Action Partnership of Kern, this 31st day of October 2018.

Garth Corrigan, Chair
CAPK Board of Directors

Date

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Board of Directors

From: Raymond Quan, Director of Human Resources

Date: October 31, 2018

Subject: *Agenda Item VIII(e): 2019 Agency Holiday Schedule - Action Item*

Below is the Agency Holiday Schedule for 2019 and staff recommends the Board's approval.

2019 Holiday Schedule

Date	Holiday
Tuesday, January 1, 2019	New Year's Day
Monday, January 21, 2019	Martin Luther King Jr. Day
Monday, February 11, 2019	Lincoln's Birthday
Monday, February 18, 2019	President's Day
Monday, May 27, 2019	Memorial Day
Thursday, July 4, 2019	Independence Day
Monday, September 2, 2019	Labor Day
Monday, November 11, 2019	Veteran's Day
Thursday, November 28, 2019	Thanksgiving Day
Friday, November 29, 2019	Day After Thanksgiving
Tuesday, December 24, 2019	Christmas Eve
Wednesday, December 25, 2019	Christmas Day
Tuesday, December 31, 2019	New Year's Eve

Date	Holiday
Wednesday, January 1, 2020	New Year's Day

Recommendation:

Staff recommends the Board of Directors approve the 2019 agency holiday schedule.

COMMUNITY ACTION PARTNERSHIP *of* KERN
BOARD OF DIRECTORS
PROGRAM REVIEW & EVALUATION COMMITTEE MEETING
October 17, 2018
12:00 p.m.

MEETING MINUTES

1. **Call to Order**

Fred Plane called the meeting to order at 12:00 pm at the Community Action Partnership of Kern administrative building, 5005 Business Park North, Bakersfield, CA.

2. **Roll Call**

Roll Call was taken with a quorum present.

Present: Fred Plane, Jonathan Mullings, Marian Panos, Ulyses Rodriguez

Absent: Lorena Fernandez

Others present: Others present: Jeremy Tobias, Chief Executive Officer; Yolanda Gonzales, Director of Head Start / State Child Development Programs; Ralph Martinez, Director of Community Development; Carmen Segovia, Director of Health & Nutrition; Raymond Quan, Director of Human Resources; Pritika Ram, Director of Administration; and other CAPK staff.

3. **Approval of Agenda**

Motion was made and seconded to approve the Program Review and Evaluation Committee meeting agenda for October 17, 2018. Carried by unanimous vote. (Panos/Rodriguez).

4. **Public Forum:**

No one addressed the Committee.

5. **Program Presentation**

a. Head Start School Readiness for All – Leslie Mitchell, Education & Support Services Administrator

Leslie Mitchell presented information about the School Readiness Curriculum, which included: Preschool; Infants, Toddlers and Two's; Home Based Curriculum; and Social Emotional Curriculum. CAPK's Qualified Staff meet the high standards for professional development and all staff are CPR and First Aid certified. To ensure CAPK provides quality programs, regular monitoring processes are conducted for each classroom and each child has an individual education program based on his or her strengths and needs. CAPK also collects, analyzes and aggregates school readiness data three times per year to track individual child progress, as well as the overall achievement of its school readiness goals. The Policy Council is designed to provide parents the opportunity to participate in policy and decision-making arenas of the Head Start program, such as annual budgets, program planning, operations, personnel, policies, and procedures.

6. **New Business**

a. September 2018 Program and Division Reports – Ralph Martinez, Director of Community Development–
Action Item

- 2-1-1 Kern
- Central Kitchen
- Community Development – Grants & Research

- East Kern Family Resource Center
- Energy
- Food Bank
- Friendship House
- Human Resources
- Migrant Childcare Alternative Payment
- Operations
- Shafter Youth Center
- Volunteer Income Tax Assistance
- Women, Infants and Children

Ralph Martinez presented the highlights from the Division Program reports for September 2018. Ralph reported that the new Coordinated Entry System program will be managed by 211 and collect data for the homeless in Kern County and provide them resource information. Community Development submitted the Organizational Standards to CSD and they were accepted and approved. Last month, the first meeting was held for the small business initiative to create an Advisory Board to provide assistance to individuals wanting to start their own businesses. The Realignment for Success Program was not re-funded but given the success of the program and support from Kern County Law Enforcement, the funders are reconsidering.

Motion was made and seconded to approve the September 2018 Program & Division Reports Carried by unanimous vote. (Mullings/Rodriguez)

b. Application Status Report and Funding Requests – Ralph Martinez, Director of Community Development – **Action Item**

Ralph Martinez presented the Application Status Report and provided an overview of the funding request presented. \$175,000 was awarded to CAPK for the VITA California Earned Income Tax Credit (CalEITC) Outreach & Education Project to increase awareness and use of the CalEITC for low-income individuals and families in Kern and Tulare County's. The application to Blue Shield of California was denied for art classes at Friendship Houses.

Motion was made and seconded to approve the Application Status Report and Funding Requests. Carried by unanimous vote. (Rodriguez/Mullings).

c. Head Start / State Child Development September 2018 Enrollment Update and Meals Report – Emily Gonzalez Demont, Assistant Director of Grants Management – **Action Item**

Emily Gonzalez Demont provided the Enrollment & Meals report and noted that Head Start Kern achieved 94% enrollment while the other three programs achieved 100% enrollment. When reporting to the Office of Head Start (OHS), Head Start Kern and Early Head Start Kern are combined for 97% overall enrollment. Marian Panos expressed concern for HS Kern enrollment and Yolanda Gonzales stated that the OHS allows programs 4 months to be fully enrolled before it becomes a corrective action.

For children with disabilities, the combined totals for Head Start Kern and Early Head Start Kern are at 9% and Early Head Start Partnership has increased to 7%. Staff has continued their efforts to meet the 10% requirement for each program by Collaborating with two new LEA's to attend IEP meetings, launching of a Disabilities Resource Fair last April to share resources with families with children with disabilities. In addition, the Disabilities Advisory Committee meeting attendees have grown to more than 20, and staff will continue to expand collaboration with the community.

Each program is meeting the goal of less than 10% of children enrolled for Over Income, and the Average Daily Attendance is 98%. A total of 83,226 meals were served for the month of August and the revised report format indicates the total number of meals prepared by Central Kitchen and Vendor Kitchens, and how the meals were allocated. Fred Plane stated that he would like the Meals Served report to include historical data.

Motion was made and seconded to approve the Head Start / State Child Development September 2018 Enrollment Update and Meals Report. Carried by unanimous vote. (Panos/Mullings).

- d. Head Start Designation Renewal System Update – Yolanda Gonzales, Director of Head Start / State Child Development Programs – **Info Item**

Yolanda Gonzales provided a verbal report to update the Committee on progress of the Designation Renewal System (DRS). Key staff continues to meet with the consultant and Board Members assigned to review (Fred Plane and Marian Panos). Yolanda reports that once the wage study is completed, the budget will be finalized and we are on track to submit grant application on November 14th.

- e. Desired Results Development Profile (DRDP) 2015 – Leslie Mitchell, Education and Support Services Administrator – **Action Item**

Leslie Mitchell reported that the DRDP is an observational tool with two views that represents a full continuum of development infants/toddlers and preschool. The OHS requires preschool programs to use the DRDP-2015 tool three times a year to capture evidence for all measures. However, the new Essential tool was released in August 2018 has provided the autonomy to pick one of the three tools. Staff recommends the Committee approve the Head Start Education and Support Services Department to implement the use of the Essential view in winter 2018. The approval will allow teaching staff to collect evidence and rate each child with only 29 measures which meets all the required School Readiness domains and is aligned with the Head Start Early Learning Framework.

Motion was made and seconded to approve the Desired Results Development Profile (DRDP) 2015. Carried by unanimous vote. (Rodriguez/Panos).

- f. September 2018 Outreach & Advocacy Report – James Burger, Outreach & Advocacy Coordinator – **Action Item**

James Burger reported the outreach activities during the months of September and said that the Outreach team hosted a lunch for key staff across CAPK programs to strengthen advocacy efforts across the agency and in communities served. James reported that the Feed the Need Canned Food Drive received a total of 48,286 pounds of food as a result of CAPK's partnership with the Kern County Fair. Additional donations of meat from livestock will be received from Buyer Number Nine. James reported additional activities and called attention to the events taking place in October.

Motion was made and seconded to approve the September 2018 Outreach & Advocacy Report. Carried by unanimous vote. (Mullings/Panos).

7. Committee Member Comments

8. **Next Scheduled Meeting**

Program Review & Evaluation
Wednesday, November 7, 2018
12:00 p.m.
5005 Business Park North
Bakersfield, California 93309

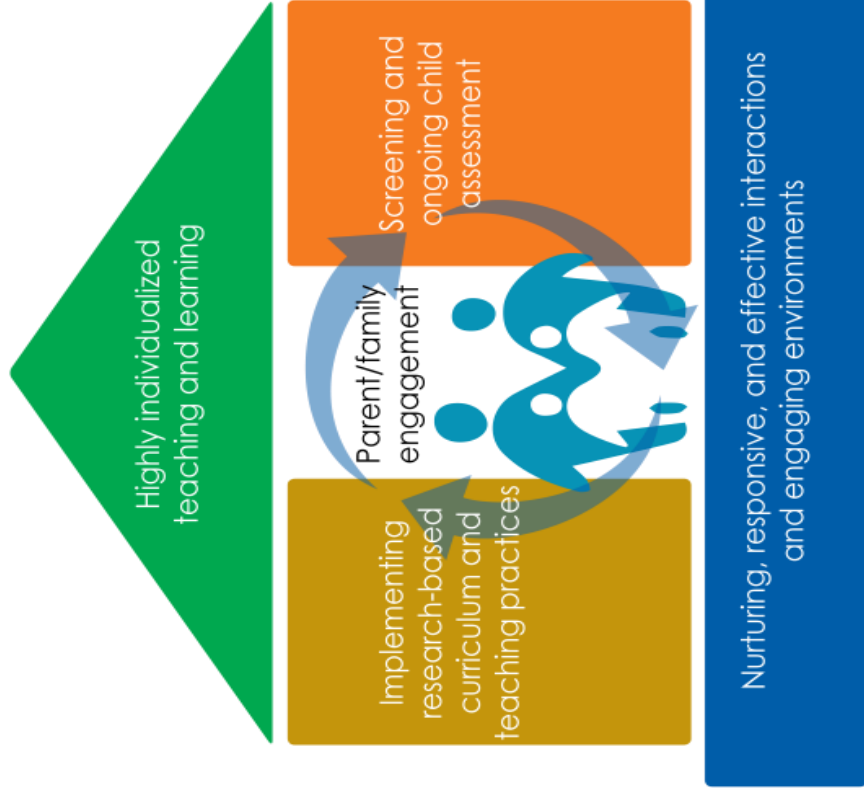
9. **Adjournment**

The meeting adjourned at 12:51 pm.



School Readiness for ALL

Delivering High Quality Services, Teaching and Learning



Getting young children and their families ready for school and for life.

CAPK Head Start Programs

Center Based Programs

Child Development Centers located throughout Kern County.

- **Part Day Option**
- offers 3.5 hours per day for 4 days a week
- Part-Day classes operate morning and afternoon sessions.
- **Full Day Option**
- offers 6.0 hours or more per day for 5 days a week. This option is designed to meet the needs of families who are working and/or going to school. (Full Day PY/Full Day FY)





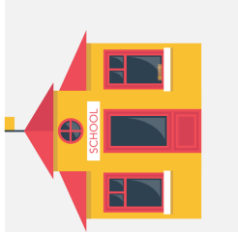
Home Based Program

Home setting services provided for children and their families.



Weekly Visits

1.5 hours a week per visit



Socializations

Twice a month in a Center base setting



Comprehensive Services

Health, Nutrition, Wellness, Disabilities, Family Engagement

We collaborate and have a Partnership providing services for Infant, Toddler and Two's with the following programs:

- Blanton Center
- Bakersfield College
- Garden Pathways



Early Head Start Partnerships

The **Early Head Start-Child Care Partnership (EHS-CCP)** initiative brings together the best of **Early Head Start** and child care through layering of funding to provide comprehensive and continuous services to low-income infants, toddlers, and their families.

School Readiness Curriculum



Creative Curriculum for Preschool

English/Spanish Bilingual
Investigations System



Creative Curriculum for Infants, Toddlers and Two's

Fostering
Children's learning
and growth



Home Based Curriculum

Prepare parents with the
knowledge and skills
needed to care for their
baby



Social Emotional Curriculum

Supporting Social
Emotional Competence in
Infants and Young Children



Policy Council

Designed to provide parents the opportunity to participate in policy and decision making arenas of the Head Start program such as annual budgets, program planning, operations, personnel, policies, and procedures.



Qualified Staff

We are committed to employing classroom teachers that are highly qualified and demonstrate competencies in early care and education and child development.



Associate Degrees
or Higher



Professional
Development



First Aid and CPR
Certified



Diversity

To guarantee the highest standards are met, CAPK Head Start Programs regularly monitor the service delivery quality of each classroom. This is accomplished through:

- Classroom Assessment Scoring System (CLASS)
- Desired Results Developmental Profile (DRDP-2015)
- Environmental Rating Scales (ECERS/ITERS)
- Health and Safety Checklists
- On-going Monitoring



Ensuring Quality

Our Programs ensures all classroom interactions and school environments meet the most stringent standards in the field of child development.



Each child receives:

- An individualized educational program
- Based on his/her strengths and needs
- Each curriculum is evidenced-based and specifically designed to help children develop language and literacy, problem solving skills, and learn how to socialize and interact with others.
- Children are provided with the opportunity to participate in activities that support math, science, art, drama, language and culture.
- Children leave Head Start prepared for kindergarten, excited about learning, confident in their own abilities and ready to succeed.

Individualization

Every child and family is special and unique

- Planning goals and action steps
- Engaging in focused observation
- Reflecting on and sharing feedback about teaching practices
- Collaborative partnership
- Individualized or small group coaching
- Intensive coaching



Mentoring and Coaching

To increase and sustain higher learning outcomes

- CPR/First Aid Certified Staff
- Disaster Plan
- Pedestrian Safety
- Bee Safe Curriculum
- Teacher – Child Ratios
- Zoning
- Teacher to Teacher Talk



Safe and Engaging Environments

Each center is monitored on a regular basis and information is reviewed for action to meet performance standards, assuring all children and staff are free from injury and harm.

Ongoing Accountability and Quality Assurance

CAPK Head Start is comprised of professionals, trainers, and educators in the areas of Health, Nutrition, Mental Health, Education, Disabilities, Governance, Family Engagement

Support services include but are not limited to:

- Individual Consultations
- Training
- Administrative Support
- Technical Assistance Support
- Compliance Monitoring Visits

Data Driven

Accountability and Results

CAPK Head Start collects, analyzes and aggregates school readiness data three times per year to track individual child progress, as well as the program's overall achievement of its school readiness goals.





Thank You



Leslie Mitchell

Education and Support Services
Administrator



lmitchell@capk.org

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Operations/Emilio Wagner		Month/Year: September 2018
Program/Work Unit: 2-1-1 Kern County	Staffing: 17	Program Manager/Supervisor: Esperanza Contreras
Services: Provides 24/7 information and referral services via phone or CAPK's website to residents of Kern. Also provides call handling services for Kings, Tulare, Merced, Mariposa and Stanislaus Counties and schedules appointments for the CAPK Energy Program utility assistance services and provides applications.		

Activities	Description			
Information & Referral Services	Incoming	Answered	Unanswered	Referrals
Kern County	3,504	3,060	444 (13%)	6,778
Kings County	181	175	6 (3%)	*
Tulare County	736	691	45 (6%)	*
Mountain Valley (Mariposa and Merced Counties)	122	112	10(8%)	*
Stanislaus County	903	817	86(10%)	*
Total	5,446	4,855	591 (11%)	

*2-1-1 Kern does not have access to the iCarol database for these counties. Per the agreements, 2-1-1 Kern provides referrals but does not track them. The information goes directly to the iCarol databases for the individual counties.

Most Requested Services	Food Pantries	Utility Assistance	Rental Assistance
Top 3 Unmet Needs	Food/ Meals	Clothing/Personal/Household Needs	Family Support Centers

Other Services		Month	YTD
LIHEAP	Calls Answered	5,257	30,608
Weatherization	Calls Routed through 2-1-1	414	4,256
Mental Health	Calls Answered	106	1,119
Website Visitors	Visitors to CAPK's 2-1-1 Kern web page	3,117	25,456
VITA	Calls Routed through 2-1-1	N/A	6,699

CalFresh Enrollments	Onsite enrollment into CalFresh (Supplemental Nutrition Assistance Program (SNAP/food stamps)	Submitted	Approved	Pending
		3	1	2

Outreach Activities	Outcomes
- CSUB Emergency Preparedness Event	211 Kern informational cards: 100
- Bakersfield City School District Resource Fair	211 Kern informational cards: 200
- Buttonwillow FRC Collaborative	211 Kern informational cards: 50
- Frank West FRC Presentation	211 Kern informational cards: 50
- Department of Human Services New Hire Orientation	211 Kern informational cards: 100

Highlights:

- 2-1-1 Kern has been meeting with the Kern County Homeless Collaborative service providers to share the Coordinated Entry System (CES) Light version and set to begin mid-October/early November. There is a positive and supportive reception from all the service providers.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Nutrition Services/Carmen Segovia		Month/Year: September 2018
Program/Work Unit: Central Kitchen	Staffing: 22 Staff Members	Program Manager: Lorenzo Maldonado
Services: Preparation and delivery of meals and snacks for children enrolled in CAPK's Head Start/Early Head Start and Home Base option. The program provides the meals for the H.S. /E.H.S and Home Base. The program also delivers food service and janitorial supplies to the Head Start/Early Head Start centers and Home Base locations. - Total meals prepared are supported by the daily meal production sheets and food transport sheets. - Home base meal totals are supported by meal request forms submitted by center and Home Base staff.		

Activities	Status			
	Total # Prepared	Breakfast	Lunch	Snack
Meals & Snacks				
Central Kitchen prepared for the HS/EHS centers	84,004	28,398	29,380	26,226
Home Base Meals	308	65	224	19
Total	84,312	28,463	29,604	26,245

Other:

- The four new vans were decaled and numbered by Primetime Signs with decals on the doors, all four vans are now identifiable as Central Kitchen vehicle along with the direct phone number.
- Kern County Environmental Health Department conducted the Central Kitchen inspection in the month of September. The inspector who conducted the inspection did not find any violations, ***the Central Kitchen received an "A" rating with a 100% score.***
- Thanks to the increase security, there has been a decrease in loitering. In September, we did not find any needles or syringes on the premises. We also have had less people loitering at the Central Kitchen and the parking lot has been cleaner.
- Yolanda Gonzalez, Director of Head Start/State Child Development, has asked Jerry Meade, Program Design and Management Administrator, are putting a plan in place to tackle the repairs and equipment replacement issues at the Central Kitchen. The Central Kitchen would like to thank the administration for taking the time to look in to the issues at the Central Kitchen and for the concern that they have expressed in making the repairs a priority.
- The Central Kitchen staff provided 252 meals for the Home Base Field trips to the Kern County Fairgrounds. The Central Kitchen and Mary Lopez, Home Base Supervisor, all worked together to make it as smooth as possible. Full access to the Fairgrounds was granted by the Chelsey Roberts Assistant Administrator for the Kern County Fair and Christy Sharing. Having access to the grounds made it easier for the food to be delivered by the Central Kitchen.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Community Development/Ralph Martinez		Month/Year: September 2018	
Program/Work Unit: Grants & Research	Total Staffing: 4 1 Vacancies	Program Manager/Supervisor: Sheila Shegos	
Services: Grant research on funding resources and opportunities, proposal preparation, and special projects.			
		Status	
Activities	Description	In Progress	Submitted
Grant Proposals	Community Services & Development EITC Outreach & Education		X
	Community Services & Development VITA		X
	City of Bakersfield-CDBG	X	
	City of Bakersfield-HOME	X	
	County of Kern-CDBG	X	
	Women’s & Girls Fund	X	
	California Coastal Commission - Whale Tail Grants Program	X	
Potential Funding– Research in Progress	California Office of Grants and local Communities, Statewide Park Program		
	New Funders to support & build capacity for on-going CAPK programs		
	Funding for CAPK Food Bank Expansion Project		
Projects	Description		
Community Services Block Grant (CSBG)	- Organizational Standards – Reports submitted and approved - CSBG Annual Reporting due March 2019.		
CAP Report & Needs Assessment	Planning for CAP Report and Community Needs Surveys – due June 2019.		
Small Business Initiative	- First advisory committee meeting held on September 25, 2018 at BPN - Advisory Committee to provide data and resources for needs/gap survey. - Next Advisory meeting on Jan. 22, 2019. - Needs & gaps survey, collective inventory of resources by December 31, 2018.		
Grant Reporting & Support	- Wonderful Company Foundation Monthly Report (Free Farmers Markets/Wasco); - Wonderful new applications interview-Wasco & Delano		
Learning Communities	- Presentation for the Company Wide Mangers Meeting. - Participated in monthly peer sessions—Completed/presented Client Journey Map		
Program Grant Budgets	- Met with CD programs to review CSBG budgets and continue monitoring/spend-down/contract/grant renewals. - Next steps: Program managers to conduct internal expense review and report back.		
ROMA/Org. Standards	- Participating in ROMA Implementer’s final phase training modules - Scheduling Staff, Executive Management & Board Member trainings		
Strategic Plan 2016-2021	Preparing annual BOD report to be completed by December 31, 2018.		

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Nutrition Services/Carmen Segovia		Month/Year: September, 2018
Program/Work Unit: East Kern Family Resource Center	Total Program Staffing: 6	Program Manager/Supervisor: Whitney Hughes
Program/Work Unit Description: Serves low-income individuals and families residing in East Kern County communities of Boron, California City, Mojave, North Edwards, Rosamond, and Tehachapi. Services include case managing families with children who are at risk of abuse and neglect (Differential Response); preparing children to enter kindergarten (School Readiness Initiative); parenting education; emergency supplies closet for immediate basic needs such as clothing, food, diapers, infant formula, bus passes, and gas vouchers.		

Activities	Description	Status	
		Month	YTD
Referrals for services	Differential Response	23	224
Case Managed Families	F5K School Readiness	0	9
Children enrolled in center-base program			38
Adults in Court Mandated Parenting Classes		0	3
Services to Walk-ins	Services e.g., faxing and photocopying legal documents (such as birth certificates, Social Security cards, immigration status information needed to receive public assistance), food, clothing, referrals to other support services, and ongoing case management	59	515
Emergency Supplies Closet and Other Services	Food (individuals)	6	133
	Clothing (individuals)	27	189
	Photocopies (individuals)	283	2972
	HEAP Application Supporting Docs	62	484

Other: The Economic Empowerment Program now has 13 clients enrolled. The client's level of participation in this program is strong. There are 2 Outreach events scheduled for the month of October.

Staffing: Fully staffed at this time

COMMUNITY ACTION PARTNERSHIP OF KERN
DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Operations/Emilio Wagner		Month/Year: September 2018
Program/Work Unit: Energy	Total Program Staffing: 42	Program Manager/Supervisor: Margaret Palmer
Services: Residential weatherization, utility bill payment assistance, and energy efficiency education for low-to-moderate-income Kern County residents. Also, installation of interim water tanks for low-income households affected by the drought.		

Activities	Description	Status	
		Households Served	
		Month	YTD
1A. Low Income Home Energy Assistance Program (LIHEAP) Utility Assistance (2018)	Assistance with utility bill payments	966	6164
1B. Low Income Home Energy Assistance Program (LIHEAP) Utility Assistance (2017)		233	7408
2. Low Income Home Energy Assistance Program (LIHEAP) Weatherization Assistance (2016, 2017 & 2018)	• Assistance with residential repair/weatherization (e.g., weather stripping, thermostats, door/window replacement, etc.)	56	1,534
	• Energy-efficient appliance installation	4	232
3. Low-Income Weatherization Program (LIWP Phase 2). Program from 10/1/17 - 9/30/18	Assistance with residential repair/weatherization (e.g., weather stripping, thermostats, door/window replacement, etc.)	-0-	76
5. Total Value of Services (utility payments only)		\$582,777	\$7,235,781
		Results	
6. Energy calls received (from 2-1-1)		5,671	
		HEAP	Wx
7. Number of LIHEAP applications Received		1221	22
8. Number of LIHEAP applications Completed		966	5
9. Number of LIHEAP applications in Progress		255	3
10. Outreach Events attended	9/7 – Casa Loma School Parent Meeting 9/13 – 5 th Annual Family Self-Sufficiency Conf. 9/27 – Shafter Youth Center Food distribution 9/28 – Bakersfield College Presentation	Give presentations, distribute brochures, applications, tote bags, ink pens and energy savings wheels.	

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Nutrition Services/Carmen Segovia		Month/Year: September 2018	
Program/Work Unit: Food Bank	Total Staffing: 16	Program Manager: Jaime Orona	
Services: Partners with 115 food distribution sites throughout Kern County to provide food assistance to low-income families and individuals.			
Activities	Description	Month	YTD
USDA Commodities	Individuals Served (September)	37,307	330,202
	Poundage Received all Programs	1,025,440	9,629,759
	TOTAL POUNDAGE DIST. ALL SITES	1,084,143	9,802,782
Food Sourcing	Donations Received: 223,000pounds of produce & 11 different produce items: • Ag Against Hunger: Leafy Greens, Broccoli, cauliflower, & cabbage • Bolthouse: Carrots • California Association of Food Banks/Farm to Family: honeydew, watermelon, & onions • Cal Organic: Leafy greens & potatoes • Grimmway: Carrots, & potatoes • Polos Produce: Mixed salad bowls • Target: Mixed produce • Tasteful Selections: Sweet Potatoes & Yams • Varsity Produce: Onions • Wonderful Co: Citrus CAPK FB distributed fresh produce at the following CSFP Sites: Rasmussen Center & Shafter Youth Connection • Distributed 4,000lbs of fresh produce • Serving 500 seniors		
Food Drives: Feed the Need	Farmers Markets: Catholic Charities, Delano Medical Regional Center, Lamont Library, & Wasco. • Distributed 93,200 pounds of produce • Served 2,300 households/10,769 Individuals		

Other:

- Back-Pack Buddies program continued with 75 bags of food to Buttonwillow and Greenfield schools, every other week.
- CSFP (senior distribution program) held 35 distributions during the month distributed boxes of to 3,615 lbs. of healthy and non-perishable food to Kern seniors.
- September 1st, Isiah Crompton's Annual Family Fun Fishing Day at Hart Park. Isiah has been having this event for 33 years.
- Last Wasco's Farmers Market was held on September 8th, distributed 27,460 pounds of produce to 470 families. 78 volunteers showed up to help make our last distribution a success.
- Sept 11th, donated furniture (chairs, trash cans, file cabinets and dry erase boards) and supplies to Pete Parra, Buttonwillow Elementary and local pantries.
- Sept 18th, one-time donation of water, bread, produce, & fruit to Valley View Church
- Sept 26th, Food Bank Program Manager attend CAFB Annual conference in Oakland.
- Sept 27th, the Kern County Fairgrounds hosted their annual Feed the Need event with 48,286 lbs. of canned and dry goods collected.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Community Development/Ralph Martinez		Month/Year: September 2018	
Program/Work Unit: Friendship House	Total Program Staffing: 6	Program Manager/Supervisor: Lois Hannible	
Services: After-school and summer programs, pre-employment program for youths, parenting classes, nutrition education, sports, gang prevention, and access to social services.			
Activities		Participants	
Description		Month	YTD
After-School Program Tutoring, homework assistance, recreation.		31	94
Summer Program Recreational activities, educational games, and activities.			93
Gang Prevention Program Aggression Replacement Training (ART), Nurturing Parenting and Parents on Mission (POM) parenting classes are provided at local school sites, correctional facilities, at the Friendship House and other community centers, to prevent at-risk youths from joining gangs.		8	114
STEM (Science, Technology, Engineering, Math) Program Chevron STEM teaches robotics, coding, engineering, and mathematics to program youth, engaging them in hands-on science focused learning.			22
Mobile Mexican Consulate Consular services are provided at FHCC every Tues. & every other Wed., providing passport renewals, assistance with obtaining important documents, and providing DACA & protection information.		300	3716
PREP Works Program Pre-employment program for at-risk youth that provides them with financial literacy; skills and knowledge to conduct job searches and plan for college/career; and an incentivized savings program. Participants also have an opportunity to gain paid work experience.			104
Realignment for Success Transitional services are provided to adults referred to the program by the Probation and Sheriff’s Departments. The program is to provide the participants with Aggression Replacement Training, Thinking for A Change, and parenting classes.			15

Other:

- On Sept. 18 Friendship House Gang Prevention staff started facilitating Aggression Replacement Training (ART) classes at Stiern Middle School.
- On Sept. 21 Friendship House Realignment staff attended the Next Step outreach event for formerly incarcerated individuals seeking employment and other resources.
- On Sept. 25 the Friendship House Program Manager attended the Central California Women's Conference in Fresno, CA., courtesy of the Wonderful Company. The event offered networking, great workshops, and a fantastic keynote address, delivered by Maria Shriver.
- On Sept. 27 Friendship House Program Manager joined forces with other volunteers for the Feed the Need Canned Food Drive at the Kern County Fair. It was truly a great event to be a part of!

COMMUNITY ACTION PARTNERSHIP OF KERN
DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Raymond Quan		Month/Year: September 2018
Program/Work Unit: HR/Payroll/Staffing	Total Division Staffing: 13	Program Manager/Supervisor: Mike Lackman/Eric Kelley/Dawn Bledsoe/Laurie Sproule
Services: All functions and activities related to payroll, staffing, employee benefits administration, labor law compliance, personnel management, and Union Contract.		

		Status	
Activities	Description	Month	YTD
Employee Count	Regular	840	
	Subs/Temps	28	
	Total Staff	868	
New Hires	All divisions and programs		
	Regular	14	80
	Subs/Temps	3	68
	Total New Hires	17	148
Leaves of Absence	Intermittent Leave	125	
	Full-time Leave	27	
	Total on Leave	152	
Terminations	All divisions and programs		
	Voluntary	10	85
	Involuntary	4	24
	Total Terminations	14	109
Staffing	Vacancy	30	194
	Total Applications Received	214	1410
Payroll	Total Hours Paid	133,013	
	Total Gross Payroll	\$2,440,258	

Projects HR/Payroll-Electronic Job Requisitioning HR-Pension Plan Correction HR-Recruitment Issues HR-Licensing Issues Online Recruitment	Completed: - Efforts continued on the pension plan corrections - Estimated completion of the payroll/pension work is December 2018 or January 2018 - Continued work on HR/Legal concerns - Using Strategic Pay Resources (outside consultant) to conduct a salary survey on Head Start positions for the DRS application - Finalized the contract for legal services with KDG - Board approved the 2019 health insurance renewal proposal by USI - Planned for open enrollment in November 2018, effective January 1, 2019; -Scheduled train-the-trainer on 11/05/2018 and employee meetings thereafter; deadline for open enrollment is November 19, 2018
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COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Health & Nutrition Services/Carmen Segovia		Month/Year: September 2018*	
Program/Work Unit: Migrant Childcare AP Program (MCAP)	Total Staffing: 17, 2 vacancies; Admin. Clerk, Family Service Clerk (Kings Co)	Program Manager/Supervisor: Susana Magana	
Services: The Migrant Childcare Alternative Payment Program is a voucher-based child care program for migrant agriculturally working families. The program has six entry counties: Kern, Kings, Madera, Merced, Tulare, and Fresno. Once enrolled, families can continue child care services as they migrate throughout the state following agricultural work. The program’s current Fiscal Year is July 1, 2018, to June 30, 2019. <i>*This report is for the service months of August 2018, which were processed in the month of September 2018.</i>			
		Status	
Activities	Description	Total	% by County
Active Enrollments	Kern**	368	42%
	Madera	89	10%
	Merced	10	1%
	Tulare	181	21%
	Kings	94	11%
	Fresno	132	15%
	Total	874	100%

*Kern totals include services provided outside of the six entry counties. The case management for those families working and residing outside the six entry counties are handled by the regional office in Bakersfield.

Other:

Current Activities:

Staff has been actively recruiting and accepting pre-applications in all entry counties for the program's waiting list. Staff are processing new enrollments in all entry counties to ensure that families are authorized for care before families start migrating to non-entry counties throughout California.

On 9/11 and 9/12 the program Coordinator and the program Manager attended a training on Eligibility and Need hosted by CA Child Development Administrators Association (CCDAA). The training was in Bakersfield and it was very informative.

On 9/21 the program manager attended the supervisor training Session 8 Effective Presentations at Work Logic. This was the last session of this series.

On 9/28 the program received an addendum from the CA Department of Education to our contract. We received an increase of \$1.3 million. Our contract amount is now \$8.4 million. This was for additional slots approved for AP programs in the 2018 Budget Act. We are very excited about this increase, as we will be able to provide services to an additional 150-200 children this year.

We are currently recruiting for a Family Services Specialist for the Kings County office located in Hanford, CA. The caseload for this county is currently being handled out of the Kern office in Bakersfield.

Upcoming Activities:

On October 17th -19th, the program manager and 6 staff members will be traveling to Sacramento to attend the annual conference hosted by the California Alternative Payment Program Association and the Resource and Referral Network.

On October 24th -26th, the program manager and the two program coordinators will be traveling to Sacramento to attend the California Child Development Administrators Association's Fall Technical Assistance conference.

COMMUNITY ACTION PARTNERSHIP OF KERN
DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Operations/Emilio Wagner		Month/Year: September 2018
Program/Work Unit: Business Services/ Maintenance & Operations/Information Technology/Risk Management	Total Division Staffing: 19	Program Manager/Supervisor: Dan Ripoli, Douglas Dill, Kerri Davis
Services: Facility repair and maintenance, procurement, information technology, risk insurance, vehicle registration, contracts, facility leases and facility planning.		

		STATUS	
Activities	Description	Received	Completed March 1, 2018 to Date
Business Services			
Purchase Orders Processed		211	1013
Contracts/Leases Processed		20	90
Request for Proposals (RFP)	- Insurance Broker Consulting - Wage Survey - Legal Services - Security - Real Estate Brokers	In Progress Completed Contract in Review In Progress In progress	
Leases	- HS Sunrise Villa - Home Base - Seibert - Omni Family Health -WIC - WIC-Needles - Better Tomorrows -WIC (Sublease) - Crestline -WIC	Completed In Progress In Progress In Progress In Progress In Progress In Progress	
Contracts	- Safety N.E.T - San Joaquin Interiors (4) - Tres Ombres - Cathy Cole - PVC Plumbing - Strategic Pay Resources (Wage Survey) - Alamo - Klein DeNatale Goldner - Cushman Wakefield - Owen's Valley -Friendship House	Complete Complete Complete Complete Complete Complete In Progress In Progress In Progress In Progress	

Maintenance & Operations		Work in Progress	03/01/2018 to Date Closed
Facility Work Orders Processed	Repair and maintenance of CAPK facilities and vehicles.	93	1452
Projects	- Continuing to work with PG&E to install LED exterior and interior lighting at a much-reduced rate in multiple locations. - LED lighting has been installed and completed at the Central Kitchen, Martha J Morgan center, Sterling center, Friendship house, Shafter youth center and the Maintenance Warehouse and has greatly improved the visibility at these locations. - Led lighting company has started installation at the Energy location at 300 19th Street and Shafter HS. - Oasis and Shafter Head Start centers renovations have been completed. - The Harvey L Hall Center is in the starting phase of a major renovation by moving classrooms and enlarging the parking lot by removing the center building and securing all facilities behind fencing and directing all children through the office to the classrooms.	In Progress Complete Complete In Progress Complete In Process	
Information Technology		Received	03/01/2018 to Date Closed
Help Desk Work Orders Processed	Technical assistance to employees, repairs, troubleshooting, coordination of services with IT services subcontractor	416	2,139
Projects	- Cyber Security RFP - AT&T Erate Installation - Training Room Remote Meeting Camera and audio - Central Kitchen Hard drive/OS upgrades	In Progress In progress In Progress In Progress	
Risk Management		Reported	01/01/2018 to Date
General Liability		0	0
Property Incidents		2	8
Vehicle Incidents		1	4

Other:

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Community Development/Ralph Martinez		Month/Year: September 2018
Program/Work Unit: Shafter Youth Center	Total Program Staffing: 3.5	Program Manager/Supervisor: Angelica Nelson
Services: Summer and after-school tutoring, homework assistance, educational, recreational, and social enrichment activities and services for children ages 6-18. Evening programming is offered Monday through Friday, 5:00 to 9:00 pm; activities include basketball, ancestry class, and various local groups who utilize the meeting space.		

Activities Description	Participants	
	Month	YTD
After-School Program Tutoring, homework assistance, recreation, health & nutrition education.	2	89
Teen Pregnancy and Sexually Transmitted Infections Prevention (Information and Education) (#'s as of 7/1/2017) Informing and educating teens ages 12-19 years on preventing pregnancy and the spread of sexually transmitted infections.	5	23
Evening Program – Open Basketball, Zumba	20 – 45 per night	
Summer Program Academics, sports, recreation, health & nutrition education, themed weeks with coordinated guest speakers.		104

Other:

- Shafter's Information & Education Program (I&E) focuses on Teen Pregnancy Prevention Awareness with teens throughout Kern County. Our partner, Kern County Housing Authority, asked to present our information classes to adults due to the rising cases in sexually transmitted infections (STI). One class was held at a senior citizen living complex, where there has been a sharp rise in STIs.
- After School Program attendance is increasing. We had two parents come by and thank us for working with their child on homework assistance. They mentioned that their teachers reported student improvement in grades at recent teacher conferences. Great job SYC Staff!
- Communication is key to everything. We recently had a challenge where we had two students enroll in our program, who spoke not one word of English. The 6 and 8 year old boys from Vietnam would sit quietly and watch what others were doing. Staff came up with the idea of using Google Translate on our cell phones to communicate with the boys. It worked! In a few weeks, the boys were able to understand our simple directions like "get in line", "wash your hands", and "It's time for snack", without the use of the app. We now use the app when we have to speak to a parent that does speak English, if language compliant staff is not available.

COMMUNITY ACTION PARTNERSHIP OF KERN
DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Community Development/Ralph Martinez		Month/Year SEPTEMBER 2018
Program/Work Unit: VITA	Total Program Staffing: 1 full-time staff	Program Manager/Supervisor: Sandi Truman
Services: Trained volunteers provide free tax preparation and e-filing for low- medium income individuals and families and assist clients with application for Earned Income Tax Credit (EITC).		

		Results			
Activities	Description	Month		YTD	
Tax Returns Completed	State & Federal		79		5195
Refunds	Federal	\$49,172		\$7,606,474	
	Federal EITC	\$23,164	16	\$3,382,021	1701
	Federal Total				\$7,606,474
	State	\$4,635		\$1,126,003	
	California EITC	\$552	5	\$302,222	1019
	State Total				\$1,126,003
Total Credits & Refunds	State & Federal		79		\$8,732,477

Orientations were held 2 days and evenings per week for new volunteers. We have 45 new trainees signed up.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Nutrition Services/Carmen Segovia		Month/Year: September 2018
Program/Work Unit: WIC	Total Program Staffing: 80 staff	Program Manager: Kathlyn Lujan
Services: Nutrition education, breastfeeding support, and food vouchers for families with infants, children up to age 5, and women who are pregnant, postpartum or breastfeeding. Services provided at 21 sites in Kern County, 5 sites in San Bernardino County.		

			Participation 10/1/17 – 9/30/18			
Description			Case Load	Month	Central Valley Avg.	State Avg.
Total	All services	September 2018	20,170	15,661	77.6%	80.9%
Participation by WIC site	Location	Participants	Location		Participants	
Note: The * indicates that the participants served at this site are included in the count for other sites. IT Equipment from other WIC site was used to issue food vouchers.	Arvin	63	Mojave		115	
	Bakersfield		Oildale		419	
	044	14*	Ridgecrest		775	
	E. California Avenue	1629	Rosamond		818	
	Niles Street	2138	Shafter		1236	
	Montclair	364	Tehachapi		452	
	Friendship House	85	Wasco		1845	
	Panama	1458				
	Boron	*	<u>San Bernardino County</u>			
	Buttonwillow	76	Adelanto		1918	
	California City	418	Big Bear		312	
	Delano	975	Crestline		268	
	Edwards Air Force	*	Needles		149	
	Base	83	Phelan		*	
	Lost Hills		<u>Mobile WIC</u>		51*	

Projects

CAPK WIC continues to exceed the State average in participation.

Nutrition Education and Staff Development: September - Staff was trained on WNA protocol for Short Stature and How to read a Nutrition Label. Staff meetings include nutrition topics for the enrichment of nutrition knowledge.

Lorna Speight and Ruth Bliss attended the 2018 Nutrition Education and Breastfeeding Promotion Conference and Exhibits in New Orleans. It was sponsored by the National WIC Association. It was a great opportunity to learn from other WIC agencies across the country. Some of the topics covered were Dad's and WIC, Food Dignity, and Federal WIC updates.

Breastfeeding staff attended a State sponsored training on Breastfeeding curriculum which will replace the current Grow and Glow breastfeeding curriculum. It is a web based curriculum aimed at all interest and education levels for CAPK WIC staff and participants.

Outreach: CAPK WIC was represented at various community activities: Wendel Davis Foundation: Walk for Peace & Family Health Resource Fair, the BCSD parent kickoff with over 1,000 parents in attendance, and the Bakersfield High School Resource Fair.

Regional Breastfeeding Liaison: Continues to visit community health care providers to improve breastfeeding awareness.

All WIC offices are working to increase WIC participation: Recruitment, Retention and Reengagement are the three areas of focus.

COMMUNITY ACTION PARTNERSHIP OF KERN
FUNDING REQUESTS AND APPLICATION STATUS REPORT
PENDING - September 2018

Date Approved	Date of App. Submission	Funding Source	Program/Proposal	Amount Requested
11/29/2017	12/4/2017	US Department of Agriculture	CAPK Food Bank Network Capacity Building & Emergency Preparedness Project	\$ 350,000
3/14/2018	2/15/2018	US Department of Justice, Office of Violence Against Women	The East Kern Partnership-3yrs	\$ 500,000
5/30/2018	5/1/2018	US Dept. of Justice Office of Justice Programs (DOJ OJP)	FHCC-Kern Partners in Reentry (3 years of Funding)	\$993,682
5/30/2018	5/10/2018	Target Community Engagement	Shafter Youth Center's Yoga Classes	\$2,000
5/30/2018	5/31/2018	US Dept. Of Treasury, Internal Revenue Service	Kern VITA Partnership (2 years of Funding)	\$324,020
7/11/2018	6/29/2018	US Department of Health and Human Services	CAPK Teen Pregnancy Prevention Program (2 years of funding)	\$560,970
7/11/2018	7/26/2018	Kern County Behavioral Health	Homeless Engagement and Linkage (HEAL) & Homeless Drop-in Center Project	\$1,484,774
7/31/2018	7/31/2018	Kern County Community Corrections Partnership CCP	FHCC Realignment, Reapplication (3 years of funding)	\$362,305
8/31/2018	8/1/2018	So Cal Gas Co	Clean Energy Project	\$25,000
9/12/2018	8/17/2018	InterConnection Foundation	20 Refurbished Desk Top Computers w/monitors for VITA	N/A
9/12/2018	8/27/2018	Wonderful Foundation	CAPK Food Bank Free Farmers Markets-Delano	\$50,000
9/12/2018	8/28/2018	Wonderful Foundation	CAPK Food Bank Free Farmers Markets-Wasco 2nd Year	\$50,000
TBD	9/14/2018	California Department of Community Services and Development (CSD)	CAPK VITA	\$125,000
8/15/2018	9/13/2018	HUD 2018 Continuum of Care Program Application	211 Kern Coordinated Entry	\$236,838

COMMUNITY ACTION PARTNERSHIP OF KERN
FUNDING REQUESTS AND APPLICATION STATUS REPORT
AWARDED - September 2018

Date Approved	Date of Notification	Funding Source	Program/Proposal	Amount Requested	Amount Awarded	Funding Period
5/17/2017 (PRE)	5/22/2017	Target Distribution Center	SYC/ Museum on the Move	\$ 2,500	\$ 2,500	10/1/2017 - 9/30/2018
5/17/2017 (PRE)	5/30/2017	Target Distribution Center	Food Bank/ BackPack Buddies	\$ 2,000	\$ 2,000	8/1/2017 - 6/30/2018
4/12/2017 (PRE)	5/8/2017	Kern Family Health Care	Food Bank/ Senior Food Program	\$ 2,000	\$ 2,000	7/1/2017 - 6/30/2018
5/17/2017 (PRE)	6/7/2017	United Way of Kern County	Food Bank/ Food Procurement & Distribution	\$ 100,000	\$ 94,750	4/1/2017 - 3/31/2018
9/21/2016 (B&F)	6/29/2017	Kern County Network for Children	EKFR/ Differential Response Services	\$ 209,094	\$ 209,094	7/1/2017 - 6/30/2018
3/15/2017 (PRE)	7/5/2017	Friends of Mercy Foundation / Sister Phyllis Hughes Endowment for Special Needs	EKFR/ Emergency Supplies Closet	\$ 5,000	\$ 3,000	8/1/2017 - 7/31/2018
6/14/2017 (PRE)	7/9/2017	Starbucks Foundation	FHCC/SYC PREP Works	\$ 49,600	\$ 30,000	1/1/2018 - 6/30/2018
6/21/2017 (B&F)	9/7/2017	Bank of the West	VITA/ 2017 Tax Season	\$ 3,500	\$ 3,500	9/1/2017 - 6/30/2018
5/25/2016 (Board)	10/3/2017	U.S. Dept. of Treasury/IRS	VITA/ Kern VITA Partnership - Year 2	\$ 223,315	\$ 84,815	7/1/2017 - 6/30/2018
9/13/2017 (PRE)	10/30/2017	Wells Fargo	FHCC & SYC/ PREP Works Program	\$ 50,000	\$ 25,000	1/1/2018 - 6/30/2018
10/18/17 (B&F)	11/9/2017	CA Department of Social Services, Office of Child Abuse Prevention	EKFR/ Financial Empowerment (2-year grant, \$75,000 per year)	\$ 150,000	\$ 150,000	3/01/2018 - 2/29/2020
8/09/2017 (PRE)	11/14/2017	Allstate Foundation Group / Helping Hands	Food Bank/ General Operating Support	\$ 14,000	\$ 14,000	1/01/2018 - 12/31/2018
10/11/17 (PRE)	11/15/2017	Stater Bros. Charities/ Harvesting Hope	Food Bank/ General Operating Support	\$ 5,000	\$ 3,000	1/01/2018 - 12/31/2018
11/08/2017 (PRE)	11/20/2017	Bank of the West	CAPK Small Business Assistance Program (3 years @ \$25,000 per)	\$ 75,000	\$ 75,000	1/01/2018-12/31/2020
9/13/2017 (PRE)	12/11/2017	Dignity Health	EKFR East Kern Health Link	\$ 69,926	\$ 24,701	1/01/2018-12/31/2020
09/13/2017 (PRE)	12/15/2017	Wonderful Community Grants	CAPK Food Bank Free Farmers Markets, Wasco	\$ 50,000	\$ 30,000	01/01/2018-12/31/2018
3/21/2018 (PRE)	4/18/2018	Kern Family Health Care	EKFR Emergency Closet	\$ 2,000	\$ 2,000	6/1/2018-12/31/2018
3/21/2018 (PRE)	4/18/2018	Kern Family Health Care	FHCC Grow Fit	\$ 2,000	\$ 2,000	6/1/2018-12/31/2018
3/21/2018 (PRE)	4/18/2018	Kern Family Health Care	SYC Yoga and CPR	\$ 2,000	\$ 2,000	6/1/2018-12/31/2018
4/11/18 (PRE)	5/15/2018	Borax Visitors Center Foundation	East Kern Family Resource Center, East Kern Health Link	\$ 2,750	\$ 2,750	6/1/2018-12/31/2018
5/30/2018	6/13/2018	US FEMA, United Way of Kern County	Food Bank Emergency Food-Phase 35	\$125,000	\$ 93,230	1/1/2019-12/31/2019
6/27/2018	6/19/2018	Starbucks Foundation	PREP Works	\$50,000	\$ 30,000	01/01/2019-6/30/2019
N/A	8/22/2018	Molina Foundation	19,000 Children's books for CAPK/Community			N/A
9/26/2018	9/28/2018	California Department of Community Services and Development (CSD)	Cal EITC Outreach & Education	\$175,000	\$ 175,000	10/15/2018-5/30/2019
				Total Awards	\$ 1,060,340	

COMMUNITY ACTION PARTNERSHIP OF KERN
FUNDING REQUESTS AND APPLICATION STATUS REPORT
DECLINED -September 2018

Date Approved	Date of Notification	Funding Source	Program/Proposal	Amount Requested
8/17/2016 (B&F)	1/31/2017	U.S Dept. of Housing & Urban Development	2-1-1 Kern/ Kern County Homeless Coordinated Entry System	\$ 178,000
10/26/2016 (Board)	2/6/2017	TJX Foundation	Food Bank/ General Support	\$ 5,000
3/22/2017 (B&F)	6/14/2017	Kaiser Permanente Southern Cal. Community Benefits Grant Program	FHCC & SYC/ Summertime Yoga Challenge	\$ 12,600
2/8/2017 (PRE)	No response	Pacific Western Bank	VITA / 2016 Tax Season	\$ 10,000
6/14/2017 (PRE)	No response	Enterprise Rent-A-Car / Feeding America	Food Bank / Operation Software	\$ 25,000
8/09/17 (PRE)	9/1/2017	American Honda Foundation	FHCC & SYC/ Building Youth Capacity in STEM	\$ 75,000
1/11/2017 (PRE)	No response	Walmart Community Grants	VITA/ Wasco	\$ 2,500
1/11/2017 (PRE)	No response	Junior League of Bakersfield	EKFRCC/ Computer Skills Training & Access	\$ 26,000
9/13/2017 (PRE)	10/31/2017	Disney / Feeding America	Food Bank/ Capacity Building	\$ 15,000
9/13/2017 (PRE)	9/15/2017	Heffernan Foundation	FHCC & SYC/ STEM	\$ 19,000
2/15/2017 (B&F)	No response	Bank of America Charitable Foundation	FHCC/ PREP Works for Opportunity Youth	\$ 60,000
	1/31/2018	Strategic Growth Council Transformative Climate Communities	Kern County Disadvantage Communities Study	\$ 250,000
10/25/2017 (Board)	11/6/2017	California Coastal Commission - Whale Tail	FHCC and SYC After School Marine Studies Program	\$ 10,000
1/17/2018 (PRE)	4/11/18	CA Board of State and Community Corrections	The Partnership for Advancement of Youth-2 years funding	\$ 492,850
10/25/17 (Board)	4/18/2018	City of Bakersfield/ Community Development Block Grant	Food Bank/ Expansion & Disaster Preparedness Project	\$ 749,285
10/25/2017 (Board)	4/18/2018	CDBG-County	Food Bank/ Expansion & Disaster Preparedness Project	\$ 749,285
5/16/18 (PRE)	7/2/2018	U.S. Administration for Community Living, Administration for Aging	SYC Happy, Healthy Seniors Program (3 Years)	\$ 150,000
6/27/2018	9/12/2018	Blue Shield of California	FHCC ART and Relationship Violence for Youth	\$ 250,000

Community Action Partnership of Kern Funding Request Profile

Source of Funds: Public

Funding Period: 10/1/2018-06/31/2019
CFDA # N/A

Project Name: CAPK VITA CalEITC Outreach
& Education Project

Division Director: Ralph Martinez

Funder Name: California Department of
Community Services and Development

Program Manager: Sandi Truman

☒ **New Funding**

☐ **Re-Application**

Grant Program Name: CAPK VITA

A. Narrative description of funding request, including goals:

CAPK's VITA is applying for \$175,000 from the Department of Community Services and Development to increase awareness and use of the California Earned Income Tax Credit (CalEITC) for low-income individuals and families in Kern and Tulare Counties.

CAPK will form a new partnership with Community Services and Employment Training, Inc. (CSET) on this project to also serve Tulare County. The goal for the CalEITC project is to provide low-income residents with education and outreach in Kern/Tulare Counties in accessing the California Earned Income Tax Credit at no cost to the applicants, as well as with the resources they need to reach self-sufficiency. This goal will be achieved through marketing items such as: a new Webpage, Social Media, Canvassing, and Group Events.

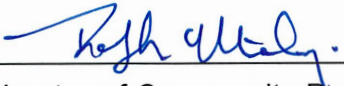
B. Use of Funds:

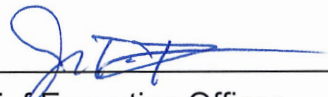
Funding of \$175,000 will be used to hire 1.5 employees, one full-time 40 hours per week, and one part-time 20 hours per week staff-Outreach Specialists; Advertising costs; staff's mileage, general program supplies, facilities costs and the EITC event.

C. Approvals:

1. _____
Division Director Date

3.  9/27/18
Chief Financial Officer Date

2.  9-12-18
Director of Community Development
Date

4.  9/28/18
Chief Executive Officer Date

D. Board:

☐ Policy Council

☐ PRE Presentation

☐ B&F Approval

☐ Board Approval

Date: _____

Date: _____

Date: _____

Date: _____

Community Action Partnership of Kern Funding Request Profile

Source of Funds: Private

Project Name: Backpack Buddies Program

Funder Name: C.A.R.E. For Kids

Grant Program Name: CAPK Food Bank

Funding Period: 1/1/2019-12/31/2019

CFDA # N/A

Division Director: Carmen Segovia

Program Manager: Jaime Orona

☒ **New Funding**

☐ **Re-Application**

A. Narrative description of funding request, including goals:

CAPK is applying to the Children Advocates Resource Endowment (C.A.R.E) for up to \$10,000 for the Backpack Buddies Program. The Backpack Buddies Program helps to **alleviate child hunger** by providing **chronically hungry** and/or food-insecure children—who depend on free school meals as their main food source—with wholesome, nutritious, and ready-to-eat foods at times when other resources are not available, such as during weekends and school vacations.

Under this proposal, the Backpack Buddies Program will procure and distribute approx. 18,000 lbs. of food for up to 100 children in 3 elementary schools—Buttonwillow, Greenfield, and Rosamond. Throughout the school year, children will receive a Backpack every-other Friday containing approx. 10 lbs. of food items that are high in nutrition and easily prepared/consumed.

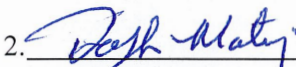
B. Use of Funds:

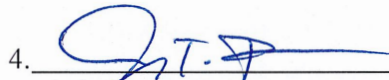
The funds of up to \$10,000 will be used for procurement and distribution of food.

C. Approvals:

1. _____
Division Director Date

3.  10/9/18
Chief Financial Officer Date

2.  10-9-18
Director of Community Development
Date

4.  10/9/18
Chief Executive Officer Date

D. Board:

☐ Policy Council

☐ PRE Presentation

☐ B&F Approval

☐ Board Approval

Date: _____

Date: _____

Date: _____

Date: _____

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Head Start/State Child Development/Yolanda Gonzales			Month/Year: September 2018		
Program/Work Unit: Head Start/Early Head Start			Program Manager/Supervisor: Ginger Mendez / Emily Gonzalez Demont		
Services: Head Start and Early Head Start childhood education for low-moderate income children ages 0-5 in center-based, part-day or full-day environments and home-based options.					
Program		Enrollment		Funded	Actual
Head Start Kern		September 2018		2,041	94%
Early Head Start Kern		September 2018		328	100%
Early Head Start Partnership		September 2018		56	100%
Early Head Start San Joaquin		September 2018		313	100%
TOTAL Funded Enrollment				2,738	
Children with Disabilities				Goal	Actual
Head Start Kern		Identified as having an IEP		10%	5%
Early Head Start Kern		Identified as having an IFSP		10%	14%
Early Head Start Partnership		Identified as having an IFSP		10%	7%
Early Head Start San Joaquin		Identified as having an IFSP		10%	17%
Over Income				Goal	Actual
Head Start Kern		Within 100% and 130% of Federal Poverty Rate		<10%	5%
Early Head Start Kern		Within 100% and 130% of Federal Poverty Rate		<10%	0%
Early Head Start Partnership		Within 100% and 130% of Federal Poverty Rate		<10%	9%
Early Head Start San Joaquin		Within 100% and 130% of Federal Poverty Rate		<10%	7%
Average Daily Attendance (Program Wide >85%)				98%	
Meals Served for the month of August 2018					
Total Meals Prepared	Number		Meals Allocated		Number
Central Kitchen	69,616		CACFP/USDA		56,464
Vendor Kitchens	13,610		HS/EHS		26,762
Total	83,226		Total		83,226

Highlights:

- Ongoing outreach efforts to recruit new families
- Attendance Matters Campaign continues
- Enrollment Awareness Campaign in development
- Enrollment tracking and monitoring data communication strengthened

Total Division Staffing:

- Currently employed in Head Start: 608
- Vacant Positions: 44
- Currently on Leave: 121
- Actively recruiting, interviewing, and onboarding new staff

Compliance:

To ensure that we are aligning health and safety efforts and standards, the Health and Safety Screener was created. During the month of September, 82 classrooms were monitored. A benchmark will be established after 100% of classrooms have been observed to measure performance and track progress.

COMMUNITY ACTION PARTNERSHIP *OF* KERN

MEMORANDUM

To: PRE Committee



From: Leslie Mitchell, Education & Support Services Administrator

Date: October 17, 2018

Subject: *Agenda Item 6e*: Desired Results Development Profile (DRDP) 2015 Essential View Approval - **Action Item**

The Desired Results Development Profile (DRDP) (2015) is administered in natural settings through teacher observations, family observations, and examples of children's work. Ongoing documentation of children's knowledge and skills in everyday environments is a recommended practice for early childhood assessment.

The DRDP (2015) represents a full continuum of development from early infancy up to kindergarten entry. It has two views: The Infant/Toddler view for use with children in infant/toddler programs, and the Preschool View, for children in preschool programs.

The Preschool View has three forms: The **Comprehensive View** (56 measures) focuses on the full range of learning and development that early childhood curricula generally cover. The **Fundamental View** (43 measures) fully addresses the five domains of school readiness and meets the needs of OSEP reporting for children with IEPs. The **Essential View** (29 measures) focuses on selected measures within selected domains.

The DRDP (2015) is aligned with all volumes of the California's Infant/Toddler and Preschool Learning and Development Foundations, the Common Core Standards, and has all the School Readiness domains that are required by the Head Start Child Development and Early Learning Framework.

The Office of Head Start has required preschool programs to use the DRDP-2015 tool three times a year capturing evidence for all measures. However, as the new Essential tool was released later this past August they have given us the autonomy to pick one of the three tools. We will continue to use the fundamental view for all children with disabilities and IEPs.

Recommendation:

Staff recommends the Committee approve the Head Start Education and Support Services Department to implement the use of the Essential view in winter - 2018. The approval will allow teaching staff to collect evidence and rate each child with only 29 measures which meets all the required School Readiness domains and is aligned with the Head Start Early Learning Framework.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Community Development/Ralph Martinez		Month/Year: September 2018
Program/Work Unit: Outreach & Advocacy	Total Staffing: 5	Program Manager/Supervisor: Sheila Shegos
Services: <i>Media and public relations, agency and program promotional materials, advocacy, social media and website management, special events and fundraising, English-Spanish translations.</i>		
September Outreach Team Activities		
Wrapped up the summer’s CAPK Food Bank Farmers’ Markets in Wasco. 75 volunteers distributed 27,460 lbs. of food to 470 families.		
We kicked off a month-long Canned Food Drive with our partners at Rabobank.		
Outreach teams and leaders from across CAPK programs participated in their first “Outreach Day” to strengthen advocacy efforts across the agency and in communities served.		
We brought together a team of community business leaders for lunch and to kick off our Small Business Initiative in partnership with Bank of the West.		
We participated in the Feed the Need Canned Food Drive event at the Kern County Fairgrounds. 48,286 lbs. of food was collected. The media was there and engaged, which included a follow-up feature story by ABC23 about “angel” Buyer Number Nine and the impact of the livestock donation coming back to Community Action Partnership of Kern.		
Agency/ Outreach	• Veteran Stand Down event • Brightwood College – CAPK presentation (Sept. 12) • CAPK Outreach Day (Sept. 14) • Bank of the West Small Business Initiative meeting (Sept. 25) • CAPK Weekly Reader • Agency/program website updates	
Food Bank	• Final Free Farmers Markets in Wasco (Sept. 8) • Rabobank Food Drive Kick Off Event (Sept. 6) • Feed the Need Event at the Kern County Fairgrounds (Sept. 27)	
Friendship House	• Mixer & More event support (marketing materials, video, online promotions)	
Shafter Youth Center	• Fall Festival event prep • Free CPR & First Aid training	
Energy	• Weatherization Month prep • Weatherization Video	
Head Start	• Radio interview on Danny Morrison show (prep)	
WIC	• Marketing materials and tools for WIC	
VITA	• Kern VITA Partnership materials and promotion	
Upcoming Events – October, Energy Awareness Month		
Oct. 11	Veterans’ Stand Down	
Oct. 13	Rabobank Food Drive at Bakersfield Condors Game	
Oct. 25	Friendship House Community Center Mixer & More	
Oct. 26	Friendship House Community Center Fall Carnival	
Oct. 31	Shafter Youth Center Harvest Festival	



COMMUNITY ACTION PARTNERSHIP *of* KERN
BUDGET & FINANCE COMMITTEE MEETING
5005 Business Park North, Bakersfield, CA
October 24, 2018
12:00 p.m.

MEETING MINUTES

a. **Call to Order**

Janea Benton called the meeting to order at 12:01 pm at the Community Action Partnership of Kern administrative building, 5005 Business Park North, Bakersfield, CA.

b. **Roll Call**

Roll Call was taken with a quorum present.

Present: Janea Benton, Jimmie Childress, Guadalupe Perez, Ana Vigil

Absent: Warren Peterson

Others Present: Jeremy Tobias Chief Executive Officer; Ralph Martinez, Director of Community Development; Ray Quan, Director of Human Resources; Pritika Ram, Director of Administration; Carmen Segovia, Director of Health & Nutrition; Emilio Wagner, Director of Operations; Tracy Webster, Chief Financial Officer; other CAPK staff

c. **Approval of Agenda**

Motion was made and seconded to approve the Budget & Finance Committee Meeting Agenda for October 24, 2018. Carried by unanimous vote (Perez/Vigil).

d. **Public Forum:**

No one addressed the committee.

e. **New Business**

a. Application Status Report and Funding Requests – Ralph Martinez, Director of Community Development – **Action Item**

- California Department of Community Services & Development for VITA Cal EITC Outreach & Education Project
- C.A.R.E. for Kids Backpack Buddies Program for CAPK Food Bank

Ralph Martinez reported that the Application Status Reports and Funding Requests presented at the PRE Committee Meeting on October 17, 2018, were approved.

Motion was made and seconded to approve the Application Status Report and Funding Requests. Carried by unanimous vote. (Vigil/Perez).

b. Head Start and Early Head Start Budget to Actual Reports - Donna Holland, Fiscal Administrator – **Info Item**

- Kern Head Start Budget to Actual for the Period Ended September 30, 2018
- Kern Early Head Start Budget to Actual for the Period Ended September 30, 2018
- San Joaquin Early Head Start Budget to Actual for the Period Ended September 30, 2018

- Early Head Start Child Care Partnerships Budget to Actual for the Period Ended August 31, 2018
- Early Head Start Child Care Partnerships Budget to Actual for the Period Ended September 30, 2018

Donna Holland provided the Kern Head Start Budget to Actual Report for the period ended September 30, 2018. At seven months (58%) into the budget period, overall Base Fund expenditures are at 50% of budget. Training & Technical Assistance (T&TA) funds are at 80% of budget. Carryover funds were used to purchase three food delivery vans and other uses for the remaining carryover funds are identified in the report. The Non-Federal Share is at 61% of budget.

Donna Holland provided the Kern Early Head Start Budget to Actual Report for the period ended September 30, 2018. Seven months (58%) of the budget period have elapsed. Overall Base Fund expenditures are at 44% of budget and the Training & Technical Assistance funds are at 36% of budget. Carryover funds were used to purchase a replacement food delivery van and procurement for a second replacement program vehicle is in progress.

Donna Holland provided the San Joaquin Early Head Start Budget to Actual Report for the Period Ended September 30, 2018. Eight months (67%) of the budget period have elapsed and overall Base Fund expenditures are at 65% of budget. Training & Technical Assistance Funds are at 62% of budget and the Non-Federal Share is at 58% of budget.

Donna Holland provided the Early Head Start Child Care Partnerships Budget to Actual Report for the Period ended August 31, 2018. Twelve months (100%) of the budget period have elapsed. Overall Base Fund expenditures are at 100% of budget. Carryover funds are at 100% of budget, Training & Technical Assistance funds are at 99% of budget, and the Non-Federal Share is at 108% of budget. This report will continue to be included until all expenses are reported and the contract is closed.

Donna Holland provided the Early Head Start Child Care Partnerships Budget to Actual Report for the period ended September 30, 2018. One month (8%) of the budget period have elapsed. Overall Base Fund expenditures are at 7% of budget. Training & Technical Assistance funds are incurred as needed and are currently at 0% of budget. The Non-Federal Share is at 11% of budget.

A motion was made and seconded to receive and file the Head Start and Early Head Start Budget to Actual Reports. (Vigil/Childress)

- c. Application for Duration Funding of Head Start Kern with Resolution – Jerry Meade, Program Design and Management Administrator – **Action Item**

Jerry Meade reported the Head Start and State Child Development Division is requesting approval to submit an application for supplemental funds available from the Office of Head Start (OHS) to extend the duration of services for CAPK's Head Start program, which includes two additional classrooms. The attached Resolution will be presented to the full Board for approval on October 31, 2018.

A motion was made and seconded to approve the submission of the Application for Duration Funding of Head Start Kern with Resolution and present to the full Board for approval on October 31, 2019. Carried by unanimous vote. (Childress/Vigil)

- d. Application for Continued Funding of Head Start and Early Head Start Kern with Resolution – Jerry Meade, Program Design and Management Administrator – **Action Item**

Jerry Meade reported that the Head Start and State Child Development Division is requesting approval

to submit an application for 2019-2020 continued funding of the Head Start and Early Head Start Kern grant #09CH9142. There are no planned changes to the program's service delivery and CAPK will continue to provide center and home-based services enrolled in Head Start and Early Head Start Kern programs. Staff recommends approval with resolution, to submit the application for continued funding of the Head Start and Early Head Start Kern grant and to present to the full Board for approval on October 31, 2018.

A motion was made and seconded to approve the submission of the application for 2019-2020 continued funding of the Head Start and Early Head Start Kern grant with Resolution and to submit to the full Board for approval at the October 31, 2018 meeting. Carried by unanimous vote. (Perez/Childress)

e. Finance Division Job Descriptions – Tracy Webster, Chief Financial Officer – **Action Item**

Tracy Webster presented a revised organizational chart for the Finance Division and revised Job Descriptions, which include title changes and revised job requirements, and requested the Committee's approval of the job description modifications.

A motion was made and seconded to approve the Finance Division Job Descriptions. Carried by unanimous vote. (Perez/Vigil)

f. **Finance Director Report**

a. Discretionary Fund Update – Tracy Webster, Chief Financial Officer – **Info Item**

Tracy Webster provided a copy of the Discretionary Fund Report and stated that there is a slight increase in cash and stated there is a 9.4% overall increase to the fund for this budget year.

b. Financial Statements, September 2018 – Tracy Webster, Chief Financial Officer – **Action Item**

Tracy Webster provided a copy of the Financial Statements for September 2018 and reported that it was necessary to borrow against the line of credit for \$615,000 at month end and was immediately paid off on October 1st. Tracy also reported that Central Kitchen is on track with expenditures and each of the contracts from the Department of Education received significant increases to the MRA for the current contract year. Budget to Actual expenses for the current year are satisfactory at 52%. Indirect Fund revenue exceeded expenditures by \$89,049 and continues to track favorably. Despite the Finance Division having three vacancies and one position on extended leave, all deadlines are being met.

Motion was made and seconded to approve the Financial Statements for September 2018. Carried by unanimous vote. (Perez/Vigil)

7. **Committee Member Comments**

Janea said she is looking forward to attending the Friendship House Mixer and More event tomorrow evening at Metro Galleries.

8. **Next Scheduled Meeting**

Budget & Finance Committee Meeting
Wednesday, November 14, 2018
12:00 p.m.
5005 Business Park North
Bakersfield, California 93309

9. **Adjournment**

The Meeting was adjourned at 12:40 pm

COMMUNITY ACTION PARTNERSHIP OF KERN
FUNDING REQUESTS AND APPLICATION STATUS REPORT
PENDING - September 2018

Date Approved	Date of App. Submission	Funding Source	Program/Proposal	Amount Requested
11/29/2017	12/4/2017	US Department of Agriculture	CAPK Food Bank Network Capacity Building & Emergency Preparedness Project	\$ 350,000
3/14/2018	2/15/2018	US Department of Justice, Office of Violence Against Women	The East Kern Partnership-3yrs	\$ 500,000
5/30/2018	5/1/2018	US Dept. of Justice Office of Justice Programs (DOJ OJP)	FHCC-Kern Partners in Reentry (3 years of Funding)	\$993,682
5/30/2018	5/10/2018	Target Community Engagement	Shafter Youth Center's Yoga Classes	\$2,000
5/30/2018	5/31/2018	US Dept. Of Treasury, Internal Revenue Service	Kern VITA Partnership (2 years of Funding)	\$324,020
7/11/2018	6/29/2018	US Department of Health and Human Services	CAPK Teen Pregnancy Prevention Program (2 years of funding)	\$560,970
7/11/2018	7/26/2018	Kern County Behavioral Health	Homeless Engagement and Linkage (HEAL) & Homeless Drop-in Center Project	\$1,484,774
7/31/2018	7/31/2018	Kern County Community Corrections Partnership CCP	FHCC Realignment, Reapplication (3 years of funding)	\$362,305
8/31/2018	8/1/2018	So Cal Gas Co	Clean Energy Project	\$25,000
9/12/2018	8/17/2018	InterConnection Foundation	20 Refurbished Desk Top Computers w/monitors for VITA	N/A
9/12/2018	8/27/2018	Wonderful Foundation	CAPK Food Bank Free Farmers Markets-Delano	\$50,000
9/12/2018	8/28/2018	Wonderful Foundation	CAPK Food Bank Free Farmers Markets-Wasco 2nd Year	\$50,000
TBD	9/14/2018	California Department of Community Services and Development (CSD)	CAPK VITA	\$125,000
8/15/2018	9/13/2018	HUD 2018 Continuum of Care Program Application	211 Kern Coordinated Entry	\$236,838

COMMUNITY ACTION PARTNERSHIP OF KERN
FUNDING REQUESTS AND APPLICATION STATUS REPORT
AWARDED - September 2018

Date Approved	Date of Notification	Funding Source	Program/Proposal	Amount Requested	Amount Awarded	Funding Period
5/17/2017 (PRE)	5/22/2017	Target Distribution Center	SYC/ Museum on the Move	\$ 2,500	\$ 2,500	10/1/2017 - 9/30/2018
5/17/2017 (PRE)	5/30/2017	Target Distribution Center	Food Bank/ BackPack Buddies	\$ 2,000	\$ 2,000	8/1/2017 - 6/30/2018
4/12/2017 (PRE)	5/8/2017	Kern Family Health Care	Food Bank/ Senior Food Program	\$ 2,000	\$ 2,000	7/1/2017 - 6/30/2018
5/17/2017 (PRE)	6/7/2017	United Way of Kern County	Food Bank/ Food Procurement & Distribution	\$ 100,000	\$ 94,750	4/1/2017 - 3/31/2018
9/21/2016 (B&F)	6/29/2017	Kern County Network for Children	EKFR/ Differential Response Services	\$ 209,094	\$ 209,094	7/1/2017 - 6/30/2018
3/15/2017 (PRE)	7/5/2017	Friends of Mercy Foundation / Sister Phyllis Hughes Endowment for Special Needs	EKFR/ Emergency Supplies Closet	\$ 5,000	\$ 3,000	8/1/2017 - 7/31/2018
6/14/2017 (PRE)	7/9/2017	Starbucks Foundation	FHCC/SYC PREP Works	\$ 49,600	\$ 30,000	1/1/2018 - 6/30/2018
6/21/2017 (B&F)	9/7/2017	Bank of the West	VITA/ 2017 Tax Season	\$ 3,500	\$ 3,500	9/1/2017 - 6/30/2018
5/25/2016 (Board)	10/3/2017	U.S. Dept. of Treasury/IRS	VITA/ Kern VITA Partnership - Year 2	\$ 223,315	\$ 84,815	7/1/2017 - 6/30/2018
9/13/2017 (PRE)	10/30/2017	Wells Fargo	FHCC & SYC/ PREP Works Program	\$ 50,000	\$ 25,000	1/1/2018 - 6/30/2018
10/18/17 (B&F)	11/9/2017	CA Department of Social Services, Office of Child Abuse Prevention	EKFR/ Financial Empowerment (2-year grant, \$75,000 per year)	\$ 150,000	\$ 150,000	3/01/2018 - 2/29/2020
8/09/2017 (PRE)	11/14/2017	Allstate Foundation Group / Helping Hands	Food Bank/ General Operating Support	\$ 14,000	\$ 14,000	1/01/2018 - 12/31/2018
10/11/17 (PRE)	11/15/2017	Stater Bros. Charities/ Harvesting Hope	Food Bank/ General Operating Support	\$ 5,000	\$ 3,000	1/01/2018 - 12/31/2018
11/08/2017 (PRE)	11/20/2017	Bank of the West	CAPK Small Business Assistance Program (3 years @ \$25,000 per)	\$ 75,000	\$ 75,000	1/01/2018-12/31/2020
9/13/2017 (PRE)	12/11/2017	Dignity Health	EKFR East Kern Health Link	\$ 69,926	\$ 24,701	1/01/2018-12/31/2020
09/13/2017 (PRE)	12/15/2017	Wonderful Community Grants	CAPK Food Bank Free Farmers Markets, Wasco	\$ 50,000	\$ 30,000	01/01/2018-12/31/2018
3/21/2018 (PRE)	4/18/2018	Kern Family Health Care	EKFR Emergency Closet	\$ 2,000	\$ 2,000	6/1/2018-12/31/2018
3/21/2018 (PRE)	4/18/2018	Kern Family Health Care	FHCC Grow Fit	\$ 2,000	\$ 2,000	6/1/2018-12/31/2018
3/21/2018 (PRE)	4/18/2018	Kern Family Health Care	SYC Yoga and CPR	\$ 2,000	\$ 2,000	6/1/2018-12/31/2018
4/11/18 (PRE)	5/15/2018	Borax Visitors Center Foundation	East Kern Family Resource Center, East Kern Health Link	\$ 2,750	\$ 2,750	6/1/2018-12/31/2018
5/30/2018	6/13/2018	US FEMA, United Way of Kern County	Food Bank Emergency Food-Phase 35	\$125,000	\$ 93,230	1/1/2019-12/31/2019
6/27/2018	6/19/2018	Starbucks Foundation	PREP Works	\$50,000	\$ 30,000	01/01/2019-6/30/2019
N/A	8/22/2018	Molina Foundation	19,000 Children's books for CAPK/Community			N/A
9/26/2018	9/28/2018	California Department of Community Services and Development (CSD)	Cal EITC Outreach & Education	\$175,000	\$ 175,000	10/15/2018-5/30/2019
				Total Awards	\$ 1,060,340	

COMMUNITY ACTION PARTNERSHIP OF KERN
FUNDING REQUESTS AND APPLICATION STATUS REPORT
DECLINED -September 2018

Date Approved	Date of Notification	Funding Source	Program/Proposal	Amount Requested
8/17/2016 (B&F)	1/31/2017	U.S Dept. of Housing & Urban Development	2-1-1 Kern/ Kern County Homeless Coordinated Entry System	\$ 178,000
10/26/2016 (Board)	2/6/2017	TJX Foundation	Food Bank/ General Support	\$ 5,000
3/22/2017 (B&F)	6/14/2017	Kaiser Permanente Southern Cal. Community Benefits Grant Program	FHCC & SYC/ Summertime Yoga Challenge	\$ 12,600
2/8/2017 (PRE)	No response	Pacific Western Bank	VITA / 2016 Tax Season	\$ 10,000
6/14/2017 (PRE)	No response	Enterprise Rent-A-Car / Feeding America	Food Bank / Operation Software	\$ 25,000
8/09/17 (PRE)	9/1/2017	American Honda Foundation	FHCC & SYC/ Building Youth Capacity in STEM	\$ 75,000
1/11/2017 (PRE)	No response	Walmart Community Grants	VITA/ Wasco	\$ 2,500
1/11/2017 (PRE)	No response	Junior League of Bakersfield	EKFRCC/ Computer Skills Training & Access	\$ 26,000
9/13/2017 (PRE)	10/31/2017	Disney / Feeding America	Food Bank/ Capacity Building	\$ 15,000
9/13/2017 (PRE)	9/15/2017	Heffernan Foundation	FHCC & SYC/ STEM	\$ 19,000
2/15/2017 (B&F)	No response	Bank of America Charitable Foundation	FHCC/ PREP Works for Opportunity Youth	\$ 60,000
	1/31/2018	Strategic Growth Council Transformative Climate Communities	Kern County Disadvantage Communities Study	\$ 250,000
10/25/2017 (Board)	11/6/2017	California Coastal Commission - Whale Tail	FHCC and SYC After School Marine Studies Program	\$ 10,000
1/17/2018 (PRE)	4/11/18	CA Board of State and Community Corrections	The Partnership for Advancement of Youth-2 years funding	\$ 492,850
10/25/17 (Board)	4/18/2018	City of Bakersfield/ Community Development Block Grant	Food Bank/ Expansion & Disaster Preparedness Project	\$ 749,285
10/25/2017 (Board)	4/18/2018	CDBG-County	Food Bank/ Expansion & Disaster Preparedness Project	\$ 749,285
5/16/18 (PRE)	7/2/2018	U.S. Administration for Community Living, Administration for Aging	SYC Happy, Healthy Seniors Program (3 Years)	\$ 150,000
6/27/2018	9/12/2018	Blue Shield of California	FHCC ART and Relationship Violence for Youth	\$ 250,000

Community Action Partnership of Kern Funding Request Profile

Source of Funds: Public

Funding Period: 10/1/2018-06/31/2019
CFDA # N/A

Project Name: CAPK VITA CalEITC Outreach
& Education Project

Division Director: Ralph Martinez

Funder Name: California Department of
Community Services and Development

Program Manager: Sandi Truman

☒ **New Funding**

☐ **Re-Application**

Grant Program Name: CAPK VITA

A. Narrative description of funding request, including goals:

CAPK's VITA is applying for \$175,000 from the Department of Community Services and Development to increase awareness and use of the California Earned Income Tax Credit (CalEITC) for low-income individuals and families in Kern and Tulare Counties.

CAPK will form a new partnership with Community Services and Employment Training, Inc. (CSET) on this project to also serve Tulare County. The goal for the CalEITC project is to provide low-income residents with education and outreach in Kern/Tulare Counties in accessing the California Earned Income Tax Credit at no cost to the applicants, as well as with the resources they need to reach self-sufficiency. This goal will be achieved through marketing items such as: a new Webpage, Social Media, Canvassing, and Group Events.

B. Use of Funds:

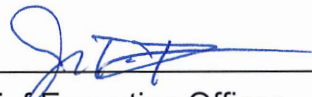
Funding of \$175,000 will be used to hire 1.5 employees, one full-time 40 hours per week, and one part-time 20 hours per week staff-Outreach Specialists; Advertising costs; staff's mileage, general program supplies, facilities costs and the EITC event.

C. Approvals:

1. _____
Division Director Date

3.  9/27/18
Chief Financial Officer Date

2.  9-12-18
Director of Community Development
Date

4.  9/28/18
Chief Executive Officer Date

D. Board:

☐ Policy Council

☐ PRE Presentation

☐ B&F Approval

☐ Board Approval

Date: _____

Date: _____

Date: _____

Date: _____

Community Action Partnership of Kern Funding Request Profile

Source of Funds: Private

Project Name: Backpack Buddies Program

Funder Name: C.A.R.E. For Kids

Grant Program Name: CAPK Food Bank

Funding Period: 1/1/2019-12/31/2019

CFDA # N/A

Division Director: Carmen Segovia

Program Manager: Jaime Orona

☒ **New Funding**

☐ **Re-Application**

A. Narrative description of funding request, including goals:

CAPK is applying to the Children Advocates Resource Endowment (C.A.R.E) for up to \$10,000 for the Backpack Buddies Program. The Backpack Buddies Program helps to **alleviate child hunger** by providing **chronically hungry** and/or food-insecure children—who depend on free school meals as their main food source—with wholesome, nutritious, and ready-to-eat foods at times when other resources are not available, such as during weekends and school vacations.

Under this proposal, the Backpack Buddies Program will procure and distribute approx. 18,000 lbs. of food for up to 100 children in 3 elementary schools—Buttonwillow, Greenfield, and Rosamond. Throughout the school year, children will receive a Backpack every-other Friday containing approx. 10 lbs. of food items that are high in nutrition and easily prepared/consumed.

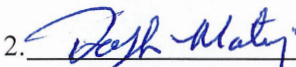
B. Use of Funds:

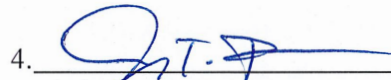
The funds of up to \$10,000 will be used for procurement and distribution of food.

C. Approvals:

1. _____
Division Director Date

3.  10/9/18
Chief Financial Officer Date

2.  10-9-18
Director of Community Development
Date

4.  10/9/18
Chief Executive Officer Date

D. Board:

☐ Policy Council

☐ PRE Presentation

☐ B&F Approval

☐ Board Approval

Date: _____

Date: _____

Date: _____

Date: _____

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Budget & Finance Committee



From: Donna Holland, Fiscal Administrator

Subject: *Agenda Item 5b:* Head Start - Kern
Budget to Actual Report for the Period Ended September 30, 2018 – Info Item

Date: October 24, 2018

The following are highlights of the Kern Head Start Budget to Actual Report for the period March 1, 2018 through September 30, 2018. Seven months (58%) of the 12-month budget period have elapsed.

Base Funds

Overall expenditures are at 50% 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.

Training & Technical Assistance Funds

Overall expenditures are at 80% of the budget. Base Funds were budgeted to cover anticipated additional expenses.

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) – procurement is in progress;
- Replacement maintenance utility vehicle (1) – procured; delivery is pending;
- Replacement convection oven (1) – purchased;
- Facility improvements at the Delano and Harvey L. Hall child development centers – work is in progress.

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

Non-Federal share is at 61% 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 - September 30, 2018

Month 7 of 12 (58%)

Prepared 10/10/2018

HEAD START

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	10,597,810	5,256,464	5,341,346	50%	50%
FRINGE BENEFITS	3,533,118	1,831,440	1,701,678	52%	48%
TRAVEL	5,000	0	5,000	0%	100%
EQUIPMENT	23,000	16,760	6,240	73%	27%
SUPPLIES	886,988	374,449	512,539	42%	58%
CONTRACTUAL	126,502	53,405	73,097	42%	58%
OTHER	3,764,462	2,205,767	1,558,695	59%	41%
INDIRECT	1,826,701	625,381	1,201,320	34%	66%
TOTAL BASE FUNDING	20,763,581	10,363,666	10,399,915	50%	50%

TRAINING & TECHNICAL ASSISTANCE

TRAVEL	45,946	42,656	3,290	93%	7%
SUPPLIES	20,839	18,853	1,986	90%	10%
CONTRACTUAL	8,944	6,106	2,838	68%	32%
OTHER	150,787	113,207	37,580	75%	25%
INDIRECT	22,652	17,986	4,666	79%	21%
TOTAL TRAINING & TECHNICAL ASSISTANCE	249,168	198,808	50,360	80%	20%

CARRYOVER

EQUIPMENT	134,000	106,099	27,901	79%	21%
OTHER	343,802	0	343,802	0%	100%
INDIRECT	34,380	0	34,380	0%	100%
TOTAL CARRYOVER	512,182	106,099	406,083	21%	79%

GRAND TOTAL HS FEDERAL FUNDS	21,524,931	10,668,573	10,856,358	50%	50%
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HEAD START and EARLY HEAD START KERN NON-FEDERAL SHARE

SOURCE	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
IN-KIND	2,638,566	1,933,966	704,600	73%	27%
CALIF DEPT OF ED	3,804,474	2,006,806	1,797,668	53%	47%
TOTAL NON-FEDERAL	6,443,040	3,940,772	2,502,268	61%	39%

Budget reflects Notice of Award #09CH9142-05-04 (adjusted for Child Care Food Subsidy).

Actual expenditures include posted expenditures and estimated adjustments through 09/30/2018.

Administrative Cost for HS and EHS Kern 8.0%

Agency-Wide Credit Card Report

	CURRENT	1 TO 30	31 TO 60	61 TO 90	TOTAL	STATEMENT DATE
Bank of America	37,789				37,789	9/21/2018
Lowe's	7,307	946			8,253	9/25/2018
Smart & Final		64			64	9/30/2018
Save Mart	3,085				3,085	9/30/2018
Chevron & Texaco Business Card	9,389				9,389	10/5/2018
Home Depot	9,404	726			10,130	10/5/2018
	66,974	1,736	0	0	68,710	

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Budget & Finance Committee



From: Donna Holland, Fiscal Administrator

Subject: *Agenda Item 5b:* Early Head Start – Kern
Budget to Actual Report for the Period Ended September 30, 2018

Date: October 24, 2018

The following are highlights of the Kern Early Head Start Budget to Actual Report for the period March 1, 2018 through September 30, 2018. Seven months (58%) of the 12-month budget period have elapsed.

Base Funds

Overall expenditures are now at 44% of the budget.

Salaries & Fringe Benefits costs are low compared to this point in the budget period. Staff continuously monitor these categories to identify 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.

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

Training & Technical Assistance Funds

Overall expenditures are at 36% of the budget. A number of training events are taking place this month; the costs will be reflected in the October budget to actual report.

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 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 - September 30, 2018

Month 7 of 12 (58%)

Prepared 10/10/2018

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	2,221,842	944,086	1,277,756	42%	58%
FRINGE BENEFITS	655,042	301,371	353,671	46%	54%
EQUIPMENT	30,000	0	30,000	0%	100%
SUPPLIES	263,896	120,391	143,505	46%	54%
CONTRACTUAL	22,328	9,082	13,246	41%	59%
OTHER	535,893	282,030	253,863	53%	47%
INDIRECT	364,220	162,046	202,174	44%	56%
TOTAL BASE FUNDING	4,093,221	1,819,005	2,274,216	44%	56%
TRAINING & TECHNICAL ASSISTANCE					
TRAVEL	35,330	6,109	29,221	17%	83%
SUPPLIES	4,020	3,725	295	93%	7%
CONTRACTUAL	3,656	2,706	950	74%	26%
OTHER	45,179	19,542	25,637	43%	57%
INDIRECT	8,819	3,196	5,623	36%	64%
TOTAL TRAINING & TECHNICAL ASSISTANCE	97,004	35,278	61,726	36%	64%
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	1,883,254	2,363,971	44%	56%

Budget reflects Notice of Award #09CH9142-05-04 (adjusted for Child Care Food Subsidy)

Actual expenditures include posted expenditures and estimated adjustments through 09/30/2018.

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 September 30, 2018 (Month 7 of 12)

Page 1 of 1

Percent of year elapsed: 58%

LOCATION	FUNDED ENROLLMENT	March	April	May	June	July	Aug	Sep	YTD Totals	IN-KIND GOAL	% OF GOAL MET
Shafter	34	15,216	16,512	8,503	0	0	7,601	16,055	63,886	38,154	167%
Alberta Dillard	68	34,035	33,381	21,731	0	0	10,517	25,456	125,121	76,308	164%
Pacific	62	16,766	16,247	13,908	11,839	11,369	12,835	11,695	94,659	69,575	136%
San Diego Street	48	11,831	13,317	14,156	10,771	9,896	6,525	3,877	70,373	53,864	131%
East California	70	29,277	35,209	15,896	0	0	5,521	3,388	89,290	78,552	114%
Martha J. Morgan	83	31,274	30,303	17,626	0	0	8,339	14,304	101,845	93,140	109%
Fairview	34	13,069	11,503	6,105	0	0	3,748	7,264	41,689	38,154	109%
Willow	72	22,239	25,426	14,557	0	0	8,989	13,409	84,620	80,796	105%
Primeros Pasos	76	9,563	21,624	16,661	10,089	6,159	10,438	14,034	88,568	85,285	104%
Williams	34	10,911	10,920	6,048	0	0	4,715	5,945	38,539	38,154	101%
Faith	34	12,847	12,659	7,030	0	0	4,741	357	37,633	38,154	99%
Franklin	24	3,513	6,447	4,266	0	0	2,193	7,436	23,855	26,932	89%
Vineland	20	8,266	7,254	2,213	0	0	428	1,680	19,842	22,443	88%
Fairfax	40	6,009	9,054	12,009	0	0	5,783	3,547	36,401	44,887	81%
Sterling	122	19,096	23,747	18,601	8,400	9,139	15,899	16,017	110,899	136,905	81%
Delano	76	19,655	19,877	16,675	0	0	1,788	9,124	67,119	85,285	79%
Lamont	34	7,478	10,778	7,882	0	0	3,185	227	29,549	38,154	77%
Heritage	34	7,911	10,768	4,963	0	0	999	4,771	29,412	38,154	77%
Pete H. Parra	112	19,356	23,534	21,390	9,188	9,149	13,659	245	96,521	125,683	77%
Harvey L. Hall	138	21,720	29,503	22,725	15,148	9,555	17,133	343	116,127	154,860	75%
Shafter HS/EHS	36	4,713	6,144	4,731	5,032	4,275	3,743	52	28,691	40,398	71%
California City	34	7,639	8,452	5,366	0	0	0	3,626	25,083	38,154	66%
Tehachapi	34	6,832	6,982	3,413	0	0	3,243	4,479	24,950	38,154	65%
Home Base	225	17,049	17,202	15,282	12,065	11,441	7,001	1,196	81,236	126,244	64%
Cleo Foran	34	5,926	8,272	3,789	0	0	1,682	4,324	23,993	38,154	63%
Pioneer	34	6,475	8,081	4,443	0	0	797	4,185	23,981	38,154	63%
Noble	34	9,452	10,102	3,947	0	0	0	0	23,500	38,154	62%
Oildale	34	5,905	5,413	3,750	0	0	2,336	5,421	22,825	38,154	60%
Oasis	57	13,411	12,306	6,813	0	0	5,302	0	37,831	63,964	59%
Rosamond	100	19,580	22,748	13,481	0	0	6,798	1,389	63,996	112,217	57%
Lost Hills	20	2,937	3,716	2,597	0	0	654	2,875	12,779	22,443	57%
McFarland	24	4,784	3,808	2,560	0	0	0	3,161	14,314	26,932	53%
Planz	34	5,440	5,916	3,617	0	0	3,462	229	18,663	38,154	49%
Virginia	34	5,596	5,282	0	0	0	1,761	4,908	17,546	38,154	46%
Seibert	34	6,818	4,353	2,998	0	0	2,337	240	16,746	38,154	44%
Alicante	34	4,692	4,448	2,107	0	0	1,526	3,227	16,000	38,154	42%
Casa Loma	34	4,741	5,183	1,355	0	0	1,722	2,375	15,375	38,154	40%
Wesley	60	6,389	8,795	3,719	0	0	2,855	1,496	23,255	67,330	35%
Sunrise Villa	34	4,377	3,346	1,945	0	0	0	3,055	12,723	38,154	33%
Rafer Johnson	34	3,563	3,419	0	0	0	1,684	3,338	12,002	38,154	31%
Mojave	34	4,209	4,167	2,109	0	0	413	0	10,896	38,154	29%
Roosevelt	34	2,820	4,408	1,913	0	0	0	0	9,142	38,154	24%
Taft	78	6,592	6,061	1,103	0	0	902	5,182	19,840	87,529	23%
Broadway	44	0	0	0	0	0	4,411	1,894	6,305	49,376	13%
Administrative Services		0	0	0	0	0	0	0	0	0	NA
Program Services		920	1,867	0	0	0	0	0	2,787	67,661	4%
Policy Council and RPC		1,239	1,542	108	515	25	72	56	3,557	38,727	9%
SUBTOTAL IN-KIND	2,369	482,130	540,073	344,091	83,047	71,009	197,736	215,881	1,933,966	2,638,566	73%
State General Child Care*		156,851	158,335	88,070	0	124,100	149,050	156,503	832,909	1,293,059	64%
State Preschool*		252,099	284,045	170,865	0	88,389	130,107	132,710	1,058,216	2,302,208	46%
State Migrant Child Care*		27,786	29,131	3,478	0	13,277	20,796	21,212	115,681	209,207	55%
SUBTOTAL CA DEPT of ED		436,736	471,511	262,413	0	225,767	299,954	310,425	2,006,806	3,804,474	53%
GRAND TOTAL		918,866	1,011,584	606,504	83,047	296,776	497,690	526,306	3,940,772	6,443,040	61%

*May include estimates

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Budget & Finance Committee



From: Donna Holland, Fiscal Administrator

Subject: *Agenda Item 5b:* Early Head Start – San Joaquin
Budget to Actual Report for the Period Ended September 30, 2018 – Info Item

Date: October 24, 2018

The following are highlights of the San Joaquin Early Head Start Budget to Actual Report for the period February 1, 2018 through September 30, 2018. Eight months (67%) of the 12-month budget period have elapsed.

Base Funds

Overall expenditures are at 65% of the budget.

Travel costs are high compared to the period elapsed. Travel costs in addition to regular monthly support were incurred as staff prepared for the Office of Head Start Focus Area Two Monitoring event, which took place in May 2018. 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.

Training & Technical Assistance Funds

Overall expenditures are at 62% of the budget.

Travel costs are higher than expected compared to the period elapsed. The overage will be covered by decreasing expenditures in other categories.

Non-Federal Share

Non-Federal share is at 58% 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 - September 30, 2018
Month 8 of 12 (67%)

Prepared 10/10/2018

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	3,097,074	1,957,677	1,139,397	63%	37%
FRINGE BENEFITS	827,018	584,193	242,825	71%	29%
TRAVEL	20,232	17,397	2,835	86%	14%
EQUIPMENT	47,500	0	47,500	0%	100%
SUPPLIES	135,535	91,080	44,455	67%	33%
CONTRACTUAL	11,923	10,140	1,783	85%	15%
OTHER	593,113	400,129	192,984	67%	33%
INDIRECT	445,116	288,847	156,269	65%	35%
TOTAL	5,177,511	3,349,464	1,828,047	65%	35%

TRAINING & TECHNICAL ASSISTANCE FUNDS

PERSONNEL	25,200	13,356	11,844	53%	47%
FRINGE BENEFITS	8,689	5,978	2,711	69%	31%
TRAVEL	9,959	12,317	(2,358)	124%	-24%
SUPPLIES	7,961	3,609	4,352	45%	55%
CONTRACTUAL	3,500	0	3,500	0%	100%
OTHER	53,033	31,953	21,080	60%	40%
INDIRECT	10,833	6,709	4,124	62%	38%
TOTAL	119,175	73,923	45,252	62%	38%

GRAND TOTAL EHS FEDERAL FUNDS	5,296,686	3,423,387	1,873,299	65%	35%
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NON-FEDERAL SHARE	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
IN-KIND	1,324,172	763,218	560,954	58%	42%
TOTAL NON-FEDERAL FUNDS	1,324,172	763,218	560,954	58%	42%

Centralized Administrative Cost	7.1%
Program Administrative Cost	2.4%
Total Administrative Cost	9.5%

Budget reflects Notice of Award #09CH010071-04-03

Actual expenditures include posted expenditures and estimated adjustments through 9/30/2018

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 September 30, 2018 (Month 8 of 12)

Percent of year elapsed: 67%

LOCATION	FUNDED ENROLL- MENT	Feb	March	April	May	June	July	Aug	Sep	YTD Totals	IN-KIND GOAL	% OF GOAL MET
Home Base - Lodi	35	5,551	10,440	10,444	9,950	9,500	11,137	13,314	11,983	82,317	95,359	86%
Home Base - Manteca	12	3,628	4,255	2,413	2,207	152	1,409	5,305	4,774	24,143	32,694	74%
Lodi UCC	30	12,131	13,605	10,882	13,879	8,702	12,859	12,447	7,918	92,422	163,472	57%
Chrisman	30	7,252	12,783	13,845	9,312	6,179	12,443	15,341	13,934	91,089	163,472	56%
Home Base - Stockton	90	13,682	25,071	21,954	16,555	8,424	12,438	13,889	12,303	124,316	245,208	51%
Walnut	24	4,138	8,093	8,225	10,273	5,925	9,478	9,033	8,129	63,294	130,777	48%
St. Mary's	16	3,507	5,683	5,348	6,174	4,066	5,954	6,009	5,408	42,150	87,185	48%
California Street	24	5,705	9,601	8,203	9,043	4,715	7,911	7,658	6,987	59,822	130,777	46%
Kennedy	16	1,791	5,701	6,263	4,418	441	4,887	6,252	3,302	33,055	87,185	38%
Marci Massei	24	3,176	5,938	5,703	6,298	3,735	5,983	6,095	5,485	42,414	130,777	32%
Home Base - Tracy	12	1,484	2,342	1,064	1,059	0	836	0	0	6,784	32,694	21%
Administrative Services		0	0	0	0	0	0	0	0	0	0	
Program Services		10,954	12,376	16,171	16,673	11,973	10,738	11,350	10,738	100,972	21,858	462%
Policy Council		342	97	0	0	0	0	0	0	439	2,713	16%
SUBTOTAL IN-KIND	313	73,340	115,986	110,514	105,841	63,810	96,072	106,692	90,962	763,218	1,324,172	58%

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Budget & Finance Committee



From: Donna Holland, Fiscal Administrator

Subject: *Agenda Item 5b:* Early Head Start Child Care Partnerships
Budget to Actual Report for the Period Ended August 31, 2018 – Info Item

Date: October 24, 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 - INTERIM
Month 12 of 12 (100%)

Prepared 10/10/2018

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	120,354	123,031	(2,677)	102%	-2%
FRINGE BENEFITS	32,245	31,682	563	98%	2%
SUPPLIES	1,000	14,255	(13,255)	1425%	-1325%
CONTRACTUAL	461,870	449,212	12,658	97%	3%
OTHER	12,662	9,880	2,782	78%	22%
INDIRECT	62,806	62,844	(38)	100%	0%
TOTAL BASE	690,937	690,904	33	100%	0%

CARRYOVER FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
EQUIPMENT	60,310	48,500	11,810	80%	20%
SUPPLIES	29,226	15,647	13,579	54%	46%
OTHER	73,353	94,893	(21,540)	129%	-29%
INDIRECT	10,258	11,054	(796)	108%	-8%
TOTAL CARRYOVER	173,147	170,094	3,053	98%	2%

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	882,030	3,245	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 6.8%
Program Administrative Cost 1.3%
Total Administrative Cost 8.1%

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

Actual expenditures include posted expenditures and estimated adjustments through 9/30/2018.

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Budget & Finance Committee



From: Donna Holland, Fiscal Administrator

Subject: *Agenda Item 5b:* Early Head Start Child Care Partnerships
Budget to Actual Report for the Period Ended September 30, 2018 – Info Item

Date: October 24, 2018

The following are highlights of the Early Head Start Child Care Partnerships Budget to Actual Report for the period September 1, 2017 through September 30, 2018. One month (8%) of the 12-month budget period has elapsed.

Base Funds

Overall expenditures are at 7% of the budget.

Training & Technical Assistance (T&TA)

Overall expenditures are at 0% of the budget. Training expenses are incurred as needed, rather than evenly each month.

Non-Federal Share

Non-Federal share is at 11% of the budget.

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

Budget Period: September 1, 2018 - August 31, 2019
Report Period: September 1, 2018 - September 30, 2018
Month 1 of 12 (8%)

Prepared 10/10/2018

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	130,082	8,317	121,765	6%	94%
FRINGE BENEFITS	33,248	2,244	31,004	7%	93%
SUPPLIES	1,750	23	1,727	1%	99%
CONTRACTUAL	462,028	36,000	426,028	8%	92%
OTHER	17,395	457	16,938	3%	97%
INDIRECT	64,398	4,704	59,694	7%	93%
TOTAL BASE	708,901	51,744	657,157	7%	93%

TRAINING & TECHNICAL ASSISTANCE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
TRAVEL	5,294	0	5,294	0%	100%
SUPPLIES	3,506	0	3,506	0%	100%
OTHER	6,473	0	6,473	0%	100%
INDIRECT	1,527	0	1,527	0%	100%
TOTAL TRAINING & TECHNICAL ASSISTANCE	16,800	0	16,800	0%	100%

GRAND TOTAL FEDERAL FUNDS	725,701	51,744	673,957	7%	93%
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NON-FEDERAL SHARE	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
IN-KIND	181,425	20,015	161,410	11%	89%
TOTAL NON-FEDERAL FUNDS	181,425	20,015	161,410	11%	89%

Centralized Administrative Cost	6.6%
Program Administrative Cost	0.1%
Total Administrative Cost	6.6%

Budget reflects Notice of Award #09HP0036-04-00.

Actual expenditures include posted expenditures and estimated adjustments through 9/30/2018.

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Budget and Finance Committee



From: Jerry Meade, Program Design and Management Administrator

Subject: *Agenda Item 5c: Application for Duration Funding of Head Start Kern – Action Item*

Date: October 24, 2018

The Head Start and State Child Development Division is requesting approval to submit an application for supplemental funds available from the Office of Head Start (OHS) to extend the duration of services for our Head Start program. OHS announced the availability of \$260 million to be awarded for the purpose of increasing the total in the number of hours of high-quality early learning in Head Start center-based program options. Only Head Start grantees that do not provide continuous service equivalent to full-day for 45% or more of their Head Start center-based program options can apply. Full day school is defined as more than 1020 contact hours annually. The due date for this application is December 1, 2018.

CAPK's Head Start program currently offers a full-day equivalent to only 43% of our center - based program option which qualifies our program to apply for the supplemental dollars. The application will request supplemental funds to increase base funding to support an additional 40 of are currently funded program participants to benefit from a school full day service. If awarded 45% of our center-based program participants will be receiving the equivalent to full-day services.

Recommendation:

Staff recommends the Budget and Finance Committee approve the Duration application with resolution for Head Start Kern for the 2019 – 2020 budget period.

Attachments:

Kern Duration and Start Up Budget Detail by Major Category
Resolution #2018-15

**HEAD START DURATION FUNDING
2019-2020
ANNUALIZED BUDGET**

HEAD START DURATION FUNDING	ANNUAL BUDGET
PERSONNEL	223,623

FRINGE BENEFITS	73,930
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SUPPLIES

Office Supplies	2,250
Other Supplies	3,000
TOTAL SUPPLIES	5,250

OTHER

Rent	29,820
Utilities, Telephone	11,600
Building & Child Liability Insurance	2,000
Building Maintenance/Repair	8,900
TOTAL OTHER	52,320

INDIRECT	35,512
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TOTAL BUDGET **390,635**

ESTIMATED ADMINISTRATIVE RATE **7.27%**

The Non-Federal Share required by Head Start will be \$97,659.

RESOLUTION # 2018-15

A Resolution of the Board of Directors of the Community Action Partnership of Kern Approving the Submission of the Application for Duration Funding of Head Start Kern

The Board of Directors of the Community Action Partnership of Kern located at 5005 Business Park North, Bakersfield, CA 93309, met on October 31, 2018, in Bakersfield, California at a scheduled Board meeting and resolved as follows:

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

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

WHEREAS, The Office of Head Start (OHS) announced the availability of \$260 million to be awarded for the purpose of increasing the total number of hours of high-quality early learning in Head Start center-based program options, which qualifies the program to apply for supplemental dollars; and

WHEREAS, Only Head Start grantees that do not provide continuous service equivalent to full-day for 45% or more of their Head Start center-based program options can apply; and

WHEREAS, CAPK’s Head Start program currently offers a full-day equivalent to only 43% of center-based program option, which qualifies the program to apply for supplemental dollars; and

WHEREAS, the CAPK Board of Directors has determined there is a need for supplemental funds to extend the duration of services for the CAPK Head Start Kern program; and

NOW, THEREFORE, be it resolved that the CAPK Board of Directors hereby authorizes Jeremy T. Tobias, Chief Executive Officer or Yolanda Gonzales, Director of Head Start / State Child Development, to act on behalf of the Board as CAPK’s representative signatory with regards to the submission of the Application for Duration Funding of Head Start Kern.

APPROVED by a majority vote of the Directors of the Community Action Partnership of Kern, this 31st day of October 2018.

Garth Corrigan, Chair
CAPK Board of Directors

Date

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Budget and Finance Committee


From: Jerry Meade, Program Design and Management Administrator

Subject: *Agenda Item 5d:* Application for Continued Funding of Head Start and Early Head Start Kern – **Action Item**

Date: October 24, 2018

Head Start is requesting approval to submit an application for 2019-2020 continued funding of the Head Start and Early Head Start Kern grant #09CH9142.

This application is in addition to the DRS Grant application and will provide funding between March 1, 2019 and the new grant award date. There are no planned changes to the program's service delivery in this application. CAPK will continue to provide center and home-based services to 2,041 preschool aged children (Head Start) and 328 infant and toddlers Early Head Start. The funding will include \$24,856,802 in base funds and \$346,172 in Training and Technical Assistance funds, for a total of \$25,202,974 in funding.

Recommendation:

Staff recommends the Budget and Finance Committee approve the application with resolution for continued funding of Head Start and Early Head Start Kern for the 2019-2020 budget period.

Attachments:

Kern Budget Detail by Major Category
Resolution #2018-16

**HEAD START & EARLY HEAD START KERN
CALIFORNIA DEPARTMENT OF EDUCATION & CHILD AND ADULT CARE FOOD PROGRAM
2019-2020 BUDGET**

BUDGETED EXPENDITURES

Head Start/Early Head Start Program Operations, Training & Technical Assistance, California Department of Education, Child & Adult Care Food Program	2018-2019 BUDGET	2019-2020 BUDGET	VARIANCE increase (decrease)	Comments
PERSONNEL	16,977,583	18,234,826	1,257,243	2.6% COLA; cost of reorganization Sept 2018

FRINGE BENEFITS	5,408,949	6,018,694	609,745	2.6% COLA; cost of reorganization Sept 2018; increased cost of medical insurance
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TRAVEL	74,276	86,276	12,000	Supplemental T&TA awarded in 2018
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EQUIPMENT	53,000	-	(53,000)	No planned equipment purchases
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SUPPLIES

Office Supplies	272,470	291,460	18,990	Anticipate increased costs
Child and Family Services Supplies	723,014	723,014	-	
Food Services Supplies	108,900	108,900	-	
Other Supplies	182,193	186,259	4,066	Anticipate Increased cost to T&TA
TOTAL SUPPLIES	1,286,577	1,309,633	23,056	

CONTRACTUAL

Administrative Services	65,000	30,000	(35,000)	Deleted organizational consultant
Training & Technical Assistance	17,174	12,600	(4,574)	Anticipate decreased cost to T&TA
Other Contracts	83,830	83,830	-	
TOTAL CONTRACTUAL	166,004	126,430	(39,574)	

OTHER

Rent	648,121	656,611	8,490	Anticipated increased costs
Mortgage	386,748	386,748	-	
Utilities, Telephone	767,410	767,410	-	
Building & Child Liability Insurance	119,800	119,800	-	
Building Maintenance/Repair	849,388	903,666	54,278	Anticipated increased costs
Local Travel (children)	43,140	43,140	-	
Nutrition Services	1,057,058	1,057,058	-	
Child Services Consultants	22,000	22,000	-	
Volunteers	14,405	14,405	-	
Parent Services	42,396	42,396	-	
Publications/Advertising/Printing	122,700	122,700	-	
Training or Staff Development	135,078	217,966	82,888	Supplemental T&TA awarded in 2018
Other	510,432	512,232	1,800	Increased costs - vehicle registration
TOTAL OTHER	4,718,676	4,866,132	147,456	

INDIRECT	2,155,691	2,226,433	70,742	
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BUDGETED EXPENDITURES	30,840,756	32,868,424	2,027,668
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**HEAD START & EARLY HEAD START KERN
CALIFORNIA DEPARTMENT OF EDUCATION & CHILD AND ADULT CARE FOOD PROGRAM
2019-2020 BUDGET**

REVENUES

	2018-2019 BUDGET	2019-2020 BUDGET	VARIANCE increase (decrease)	
STATE & FEDERAL REVENUES				
Head Start Program Operations	20,237,408	20,763,581	526,173	COLA
Head Start Training & Technical Assistance	145,350	249,168	103,818	Supplemental T&TA awarded in 2018
Early Head Start Program Operations	3,989,494	4,093,221	103,727	COLA
Early Head Start Training & Technical Assistance	97,004	97,004	-	
Subtotal Head Start/Early Head Start	24,469,256	25,202,974	733,718	
Estimated Child & Adult Care Food Program	1,265,857	1,339,959	74,102	Based on prior 12 months actual
Estimated California Department of Education	5,105,643	6,325,491	1,219,848	CSPP Expansion + funding increases
Subtotal Additional Revenues	6,371,500	7,665,450	1,293,950	
TOTAL STATE & FEDERAL REVENUES	30,840,756	32,868,424	2,027,668	

SUMMARY - 2019-2020

TOTAL REVENUES	32,868,424
TOTAL BUDGETED EXPENDITURES	32,868,424
DIFFERENCE	-

ESTIMATED ADMINISTRATIVE RATE **9.64%**

NOTES:

Child Education & Development Services uses California Department of Education and Child & Adult Care Food Program revenues to support Head Start & Early Head Start services; however, this application is for Head Start and Early Head Start funds only.

Non-federal share of funding required by Head Start and Early Head Start will be \$6,300,744. The state portion of California Department of Education funds, estimated at approximately \$2,800,000, will be used toward non-federal share. The remainder will be furnished by volunteers, professionals, and other contributors.

RESOLUTION # 2018-16

A Resolution of the Board of Directors of the Community Action Partnership of Kern Approving the Submission of the Application for Continued Funding of Head Start and Early Head Start Kern

The Board of Directors of the Community Action Partnership of Kern located at 5005 Business Park North, Bakersfield, CA 93309, met on October 31, 2018, in Bakersfield, California at a scheduled Board meeting and resolved as follows:

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

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

WHEREAS, The requested application is in addition to the DRS Grant application and will provide funding between March 1, 2019 and the new grant award date; and

WHEREAS, There are no planned changes to the program’s service delivery in the application and CAPK will continue to provide center and home-based services to 2,041 preschool aged children (Head Start) and 328 infant and toddlers (Early Head Start);; and

WHEREAS, Continued funding will include \$24,856,802 in base funds and \$346,172 in Training and Technical Assistance funds for a total of \$25,202,974 in continued funding; and

WHEREAS, the CAPK Board of Directors has determined there is a need for continued funding of Head Start and Early Head Start Kern, grant #09CH9142; and

NOW, THEREFORE, be it resolved that the CAPK Board of Directors hereby authorizes Jeremy T. Tobias, Chief Executive Officer or Yolanda Gonzales, Director of Head Start / State Child Development, to act on behalf of the Board as CAPK’s representative signatory with regards to the submission of the Application for Continued Funding of Head Start and Early Head Start Kern.

APPROVED by a majority vote of the Directors of the Community Action Partnership of Kern, this 31st day of October 2018.

Garth Corrigan, Chair
CAPK Board of Directors

Date



MEMORANDUM

TO: Budget and Finance Committee

FROM: 
Tracy Webster, Chief Financial Officer

DATE: October 24, 2018

RE: *Agenda Item 5e:* Finance Division Job Descriptions – **Action Item**

Please find the attached job descriptions for Accounting Manager, Finance Manager, and Controller submitted for review and approval. Changes have been made as follows:

Accounting Manager – Additional education and experience requirements have been added to ensure greater expertise and rigor in filling the position of Accounting Manager.

Finance Manager – This position has been renamed from Business Manager to Finance Manager to reflect the actual duties and responsibilities of the position.

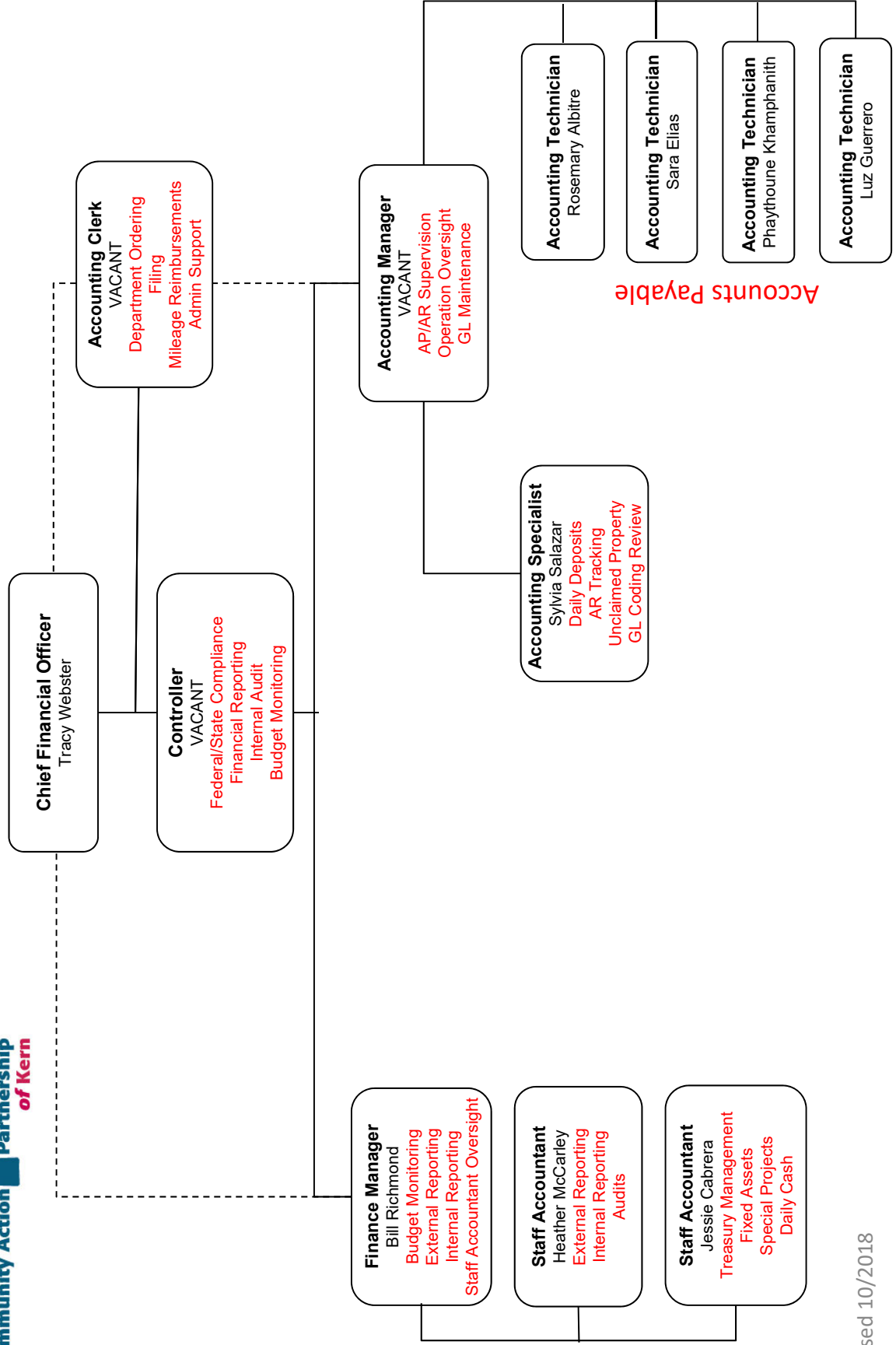
Controller – This position has been renamed from Deputy CFO to Controller.

The job responsibilities of each of these positions remain the same.

For your reference, please see a copy of the proposed Finance Department's functional organization chart.

Staff recommends approval of the job description modifications.

Finance Division



COMMUNITY ACTION PARTNERSHIP of KERN
FINANCE
Accounting Manager

Disclaimer: Job descriptions are written as a representative list of the ADA essential duties performed by a job class. They cannot include nor are they intended to include all duties performed by all positions occupying a class.

Salary Range: Grade 11 **FLSA Status:** Exempt **Date Approved:** XX/XX/XXXX

SUMMARY:

Under general supervision, responsible for managing, planning, directing and coordinating the day to day accounting operations of the organization. Additionally responsible for specialized accounting, auditing and monitoring tasks.

SUPERVISION RECEIVED:

Receives supervision from the Controller or from the Chief Financial Officer in the absence of the Controller.

SUPERVISION EXERCISED:

Directly supervises 5 Accounting Technicians (Accounts Payable, Accounts Receivable and General Ledger).

DUTIES AND RESPONSIBILITIES:

Disclaimer – This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed or may perform related duties as assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

A. Essential Job Specific Duties:

1. Manage, plan and coordinate the day to day accounting operations of the organization to include cash disbursements, cash receipts and recording of all accounting transactions to the general ledger.
2. Ensure the accuracy of the financial records of the organization.
3. Review and analyze general ledger accounts to ensure reliability and accuracy.
4. Review voucher packages to ensure completeness and accuracy, including proper authorizations and proper coding of transactions in accordance with the established chart of accounts.
5. Assist with cash flow analysis to determine vendor payments to be processed in conjunction with cash availability.
6. Maintain effective working relationships and communication with vendors of the organization.
7. Ensure the timely depositing and recording of all cash and cash equivalents.
8. Prepare audit schedules and financial schedules and reports as assigned.
9. Assist with facilitating the annual organization-wide audits and funding source financial on site monitoring reviews.

Accounting Manager

10. Provide technical support to program managers on use of the chart of accounts and maximizing use of grant/program funds.
11. Coordinate with the Business Services Department on purchase orders and contract services agreements.
12. Coordinate with the Human Resources Division on the recording of payroll related transactions.
13. Ensure that established general ledger, cash receipts, accounts payable and payroll accounting procedures and processes are being followed.
14. Make recommendations to streamline the organization's accounting processes for enhanced effectiveness and efficiency and ensure that adequate accounting controls are in place.
15. Ensure that supporting documentation is adequate to support all accounting transactions of the organization.
16. Maintain original documentation for grant/award letters, lease agreements, contract services agreements, memorandums of understanding, general ledger journal entries and funding source correspondence.
17. Supervise and evaluate Finance staff in performance of duties.
18. Keep the Controller and Chief Financial Officer informed on all issues affecting the accounting activities of the organization in a timely manner.
19. Provide divisional oversight on all areas of the Finance Division in the absence of the CFO and/or Controller.
20. Perform other financial and accounting duties as assigned.

B. Other Job Specific Duties:

1. Attend all meetings, trainings, and conferences as assigned.
2. Maintain safe and functional work environment.
3. Work alternative hours as required, including nights and weekends.
4. Perform any other like duties as assigned.

MINIMUM QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skills, and abilities required to satisfactorily perform the essential duties and responsibilities.

Knowledge of:

Organization and Finance division policies and procedures

Applicable federal, state, and local laws, codes, and regulations

Principles, methods, practices and procedures concerning financial record management and reporting systems

Computer-assisted accounting systems, system analysis techniques, computer accounting and financial forecasting programs and data processing related equipment

Accounting, budget planning and fiscal record management, storage and retrieval systems

Advance accounting concepts; cost and general accounting, fiscal planning, audit procedures, management systems and organizational analysis

Ability to:

Work under frequent time pressures or deadlines
Research and resolve accounting issues
Plan, organize, allocate, and control confidential data and organizational resources
Use good organizational methods and procedures
Supervise and motivate a diverse group of individuals
Coordinate work requiring attention to detail
Communicate effectively both orally and in writing
Establish and maintain effective working relationships, both internally and externally
Exercise good or independent judgment including initiative and ingenuity
Prepare fiscal, statistical, and written reports in a clear and concise manner

EDUCATION AND EXPERIENCE:

The following requirements generally demonstrate possession of the minimum requisite knowledge and ability necessary to perform the duties of the position.

- Bachelor's degree in accounting, business administration or related field with at least 24 units in accounting and accounting related courses
- Five (5) years of progressive accounting experience, including two (2) years of supervisory experience
- Accounting experience in a non-profit or governmental entity is desirable

OTHER REQUIREMENTS

- Possession of a valid California Driver's License and State automobile insurance, and acceptable driving record substantiated by a DMV printout
- Completion of a physical and substance abuse screening upon offer of employment
- Must be fingerprinted and have such records filed with the State Department of Social Services

WORK ENVIRONMENT:

The work environment characteristics described are representative of those an employee encounters in performing the essential functions of this job.

- Work is primarily performed indoors.
- Noise level is quiet to moderately quiet.
- Hazards are minimal.

ESSENTIAL PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable employees with disabilities to perform the essential duties.

POSITION TITLE Accounting Manager

Accounting Manager

ACTIVITY (HOURS PER DAY)	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS
Sitting			X
Walking			X
Standing			X
Bending (neck)			X
Bending (waist)			X
Squatting		X	
Climbing	X		
Kneeling		X	
Crawling	X		
Twisting (neck)			X
Twisting Waist			X
Is repetitive use of hand required?			X
Simple Grasping (right hand)			X
Simple Grasping (left hand)			X
Power Grasping (right hand)		X	
Power Grasping (left hand)		X	
Fine Manipulation (right hand)			X
Fine Manipulation (left hand)			X
Pushing & Pulling (right hand)		X	
Pushing & Pulling (left hand)		X	
Reaching (above shoulder level)		X	
Reaching (below shoulder level)		X	

	LIFTING			CARRYING		
	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS
0-10 lbs			X			X
11-25 lbs		X			X	
26-50 lbs		X			X	
51-75lbs	X			X		
76-100lb	X			X		
100lbs+	X					

Accounting Manager

**COMMUNITY ACTION PARTNERSHIP of KERN
FINANCE
Controller**

Disclaimer: Job descriptions are written as a representative list of the ADA essential duties performed by a job class. They cannot include nor are they intended to include all duties performed by all positions occupying a class.

Salary Range: Grade 14

FLSA Status: Exempt

Date Approved: XX/XX/XXXX

SUMMARY:

Responsible for assisting the Chief Financial Officer (CFO) in planning, organizing, guiding and controlling the overall financial and accounting functions of the organization

SUPERVISION RECEIVED:

Receives supervision from the Chief Financial Officer (CFO)

SUPERVISION EXERCISED:

Direct supervision of the Finance Manager, Accounting Manager and Accounting Clerk.
Indirect supervision of two Accountants, Accounting Specialist and four Accounting Technicians.

DUTIES AND RESPONSIBILITIES:

Disclaimer – This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed or may perform related duties as assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

A. Essential Job Specific Duties:

1. Assist with the financial management and accounting functions of the Finance division.
2. Ensure that accounting policies, procedures and controls comply with generally accepted accounting principles, governmental regulations and guidelines.
3. Act as a liaison with funding sources in resolving budget, financial and reporting issues.
4. Assist the CFO in developing and implementing policies and procedures to ensure corporate assets are safeguarded, including confidential data.
5. Assist the CFO in designing and implementing financial reporting systems.
6. Assist in the preparation of monthly financial reports that accurately reflect the financial status of the organization for presentation to the Board of Directors.
7. Assist in developing and establishing budgeting standards to evaluate expenditures for all grants/contracts and programs.
8. Identify and present financial issues. Recommend appropriate action to strengthen and enhance the financial environment.
9. Assist in the approval of expenditures within grant/program budget limits.
10. Assist in the development and preparation of budgets, budget modifications and amendments and other supporting financial analyses and schedules required for ongoing grants/contracts and proposals for additional funding.
11. Assist in establishing and maintaining all banking relationships.

12. Provide general business and financial advice to the CFO on the overall operations and financial condition of the organization. Provide technical support and direction to senior management staff to ensure compliance with government rules and regulations and grant/contract requirements.
13. Analyze and interpret legislation and other financial directives issued by the Controller General of the United States and the Office of Management and Budget (OMB).
14. Establish and maintain effective relationships with senior management, the Board of Directors, funding source representatives and auditors.
15. Train staff on effective use of the accounting software applications/modules (Abila MIP).
16. Perform other financial and accounting duties as assigned.

B. Other Job Specific Duties:

1. Attend all meetings, trainings, and conferences as assigned.
2. Maintain safe and functional work environment.
3. Work alternative hours as required, including nights and weekends.
4. Perform any other like duties as assigned.

MINIMUM QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skills, and abilities required to satisfactorily perform the essential duties and responsibilities.

Knowledge of:

Generally accepted accounting principles
Applicable federal, state, and local laws, codes, and regulations
Organization and Finance division policies and procedures
Modern office practices, methods, procedures and equipment including computers
Word processing, spreadsheet, general ledger database, and other related software applications

Ability to:

Deal with conceptual matters
Plan, organize, allocate, and control confidential data and organizational resources
Communicate effectively both orally and in writing
Maintain and organize a variety of files, records, and logs
Plan and coordinate work requiring constant alertness and considerable mental attention
Work under frequent time pressures or deadlines
Supervise and motivate a diverse group of individuals
Research and resolve financial issues and problems
Analyze financial data with successful results
Prepare accurate and concise financial statements, reports and budgets
Establish and maintain good working relationships, both internally and externally with funding sources, banks, board of directors and auditors
Exercise good or independent judgment

EDUCATION AND EXPERIENCE:

The following requirements generally demonstrate possession of the minimum requisite knowledge and ability necessary to perform the duties of the position.

- Bachelor's degree in accounting, business administration or related field
- CPA (Certified Public Accountant) preferred
- Eight (8) years of progressive financial accounting experience, including four (4) years of supervisory experience
- Financial accounting experience in a non-profit organization or governmental entity is desirable including familiarity with governmental accounting standards and regulations

OTHER REQUIREMENTS

- Possession of a valid California Driver's License and State automobile insurance, and acceptable driving record substantiated by a DMV printout
- Completion of a physical and substance abuse screening upon offer of employment
- Must be fingerprinted and have such records filed with the State Department of Social Services

WORK ENVIRONMENT:

The work environment characteristics described are representative of those an employee encounters in performing the essential functions of this job.

- Work is primarily performed indoors
- Noise level is quiet to moderately quiet
- Hazards are minimal

ESSENTIAL PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable employees with disabilities to perform the essential duties.

POSITION TITLE Controller			
ACTIVITY (HOURS PER DAY)	NEVER 0 HOURS	OCCASION ALLY UP TO 4 HOURS	FREQUEN TLY 4-8 HOURS
Sitting			X
Walking			X
Standing			X
Bending (neck)			X
Bending (waist)			X
Squatting		X	
Climbing	x		
Kneeling		X	
Crawling	x		
Twisting (neck)			X
Twisting Waist			X
Is repetitive use of hand required?			X
Simple Grasping (right hand)			X
Simple Grasping (left hand)			X
Power Grasping (right hand)		X	
Power Grasping (left hand)		X	
Fine Manipulation (right hand)			X
Fine Manipulation (left hand)			X
Pushing & Pulling (right hand)		x	
Pushing & Pulling (left hand)		x	
Reaching (above shoulder level)		x	
Reaching (below shoulder level)		x	

	LIFTING			CARRYING		
	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS
0-10 lbs			x			X
11-25 lbs		x			x	
26-50 lbs		x			x	
51-75lbs	x			x		
76-100lb	x			x		
100lbs+	x					

COMMUNITY ACTION PARTNERSHIP of KERN
FINANCE
Finance Manager

Disclaimer: Job descriptions are written as a representative list of the ADA essential duties performed by a job class. They cannot include nor are they intended to include all duties performed by all positions occupying a class.

Salary Range: Grade 11 **FLSA Status:** Exempt **Date Approved:** XX/XX/XXXX

SUMMARY:

Under general supervision, responsible complex general accounting and financial reporting functions of the organization to include preparing financial statements, preparing budget to actual reports, reconciling bank accounts, and monitoring and analyzing assets, liabilities, revenue and expenditures accounts.

SUPERVISION RECEIVED:

Receives supervision from the Controller or from the Chief Financial Officer in the absence of the Controller.

SUPERVISION EXERCISED:

Directly supervises 2 Staff Accountants.

DUTIES AND RESPONSIBILITIES:

Disclaimer – This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed or may perform related duties as assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions

A. Essential Job Specific Duties:

1. Manage the Abila MIP accounting software system to include understanding its capabilities and maximizing the use of its modules/application.
2. Train key management staff and division staff on effective use of the accounting software modules/applications.
3. Prepare organization-wide financial statements.
4. Prepare financial reports for grants/contracts in accordance with funding source requirements.
5. Prepare organization-wide budget to actual reports.
6. Review and analyze general ledger accounts to ensure reliability and accuracy.
7. Maintain fixed assets subsidiary ledger in accordance with regulatory requirements.
8. Reconcile bank accounts on a monthly basis.
9. Analyze organization cash balances on a daily basis by grant and program.
10. Prepare U.S. Treasury cash drawdown supporting schedules.

11. Monitor expenditures on an ongoing basis to ensure that expenditures do not exceed the established budget.
12. Prepare periodic and special reports for financial, statistical, and other purposes for use by management staff.
13. Prepare annual audit schedules.
14. Provide technical support to program staff in resolving budget, financial, and reporting issues.
15. Keep Chief Financial Officer informed on all accounting and financial issues affecting grants/programs. Recommend solutions for improvement.
16. Represent Chief Financial Officer and/or Controller at board and committee meetings in their absence.
17. Provide divisional oversight on all areas of the Finance Division in the absence of the CFO and/or Controller.
18. Perform other financial and accounting duties as assigned.

B. Other Job Specific Duties:

1. Attend all meetings, trainings, and conferences as assigned.
2. Maintain safe and functional work environment.
3. Work alternative hours as required, including nights and weekends.
4. Perform any other like duties as assigned.

MINIMUM QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skills, and abilities required to satisfactorily perform the essential duties and responsibilities.

Knowledge of:

Organization and Finance division policies and procedures
 Applicable federal, state, and local laws, codes, and regulations
 Principles, methods, practices and procedures concerning financial record management and reporting systems
 Computer-assisted accounting systems, system analysis techniques, computer accounting and financial forecasting programs and data processing related equipment
 Accounting, budget planning and fiscal record management, storage and retrieval systems
 Advance accounting concepts; cost and general accounting, fiscal planning, audit procedures, management systems and organizational analysis

Ability to:

Prepare financial statements and reports
 Analyze financial data
 Research and resolve accounting issues
 Work independently
 Work under frequent time pressures and deadlines
 Plan, organize, allocate, and control confidential data and organizational resources
 Communicate effectively both orally and in writing

Finance Manager

Use good organizational methods and procedures
Establish and maintain effective working relationships, both internally and externally
Supervise and motivate a diverse group of individuals
Coordinate work requiring attention to detail
Exercise good or independent judgment including initiative and ingenuity
Prepare fiscal, statistical, and written reports in a clear and concise manner

EDUCATION AND EXPERIENCE:

The following requirements generally demonstrate possession of the minimum requisite knowledge and ability necessary to perform the duties of the position.

- Bachelor's degree in accounting, business administration or related field with at least 24 units in accounting and accounting related courses
- Five (5) years of progressive accounting experience, including two (2) years of supervisory experience
- Financial accounting experience in a non-profit organization or governmental entity is desirable, including familiarity with governmental accounting standards and regulations

OTHER REQUIREMENTS

- Possession of a valid California Driver's License and State automobile insurance, and acceptable driving record substantiated by a DMV printout
- Completion of a physical and substance abuse screening upon offer of employment
- Must be fingerprinted and have such records filed with the State Department of Social Services

WORK ENVIRONMENT:

The work environment characteristics described are representative of those an employee encounters in performing the essential functions of this job.

- Work is primarily performed indoors.
- Noise level is quiet to moderately quiet.
- Hazards are minimal.

ESSENTIAL PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable employees with disabilities to perform the essential duties.

POSITION TITLE Finance Manager			
ACTIVITY (HOURS PER DAY)	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS
Sitting			x
Walking			x
Standing			x
Bending (neck)			x
Bending (waist)			x
Squatting		X	
Climbing	x		
Kneeling		X	
Crawling	x		
Twisting (neck)			x
Twisting Waist			x
Is repetitive use of hand required?			x
Simple Grasping (right hand)			x
Simple Grasping (left hand)			x
Power Grasping (right hand)		X	
Power Grasping (left hand)		X	
Fine Manipulation (right hand)			x
Fine Manipulation (left hand)			x
Pushing & Pulling (right hand)		x	
Pushing & Pulling (left hand)		x	
Reaching (above shoulder level)		x	
Reaching (below shoulder level)		x	

	LIFTING			CARRYING		
	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS
0-10 lbs			x			x
11-25 lbs		x			x	
26-50 lbs		x			x	
51-75lbs	x			x		
76-100lb	x			X		
100lbs+	x					

Finance Manager

**COMMUNITY ACTION PARTNERSHIP OF KERN
DISCRETIONARY AND FUND RAISING FUNDS
FOR THE MONTH ENDED SEPTEMBER 30, 2018**

	03/01/18- 08/31/18	09/01/18- 09/30/18	TOTAL
BEGINNING BALANCE (NOTE 1)	\$ 475,812.07	\$ -	\$ 475,812.07
CASH RECEIPTS			
2018 Awards Banquet Donations	71,974.47	-	71,974.47 a
Donations	2,048.86	-	2,048.86
Misc. Revenue	889.81	2,549.41	3,439.22
Interest Income/Union Administrative Fee	404.45	-	404.45
TOTAL CASH RECEIPTS	75,317.59	2,549.41	77,867.00
CASH DISBURSEMENTS			
Line of Credit Interest Expense	90.26	166.11	256.37
Line of Credit Unused Commitment Fee	959.72	-	959.72 b
2018 Awards Banquet Expenses	21,688.09	-	21,688.09 a
Volunteer Appreciation	2,716.77	-	2,716.77 c
Fundraising Expenses	3,244.00	-	3,244.00
Miscellaneous Expenses	1,391.51	-	1,391.51
Indirect	2,882.97	16.61	2,899.58
TOTAL CASH DISBURSEMENTS	32,973.32	182.72	33,156.04
CASH PROVIDED (USED)	42,344.27	2,366.69	44,710.96
ENDING BALANCE	\$ 518,156.34		\$ 520,523.03
		Discretionary Cash	\$ 218,022.99
		Fund Raising Cash	302,500.04
			520,523.03
		Add: Prepaid	-
		Less: AP	-
			\$ 520,523.03

NOTES

1. For the year ended 2/28/18, the net increase to the Discretionary/Fund Raising Funds was \$54,300.66.
- a. As of 7/31/18, net 2018 awards banquet gain is \$55,039.85 (FYE 2/28/18 = \$4,753.47 + \$50,286.38 for 2018/19).
- b. Commitment fee for the period 12/31/17 to 9/30/18 that the \$2 million line of credit was not used.
The fee is equal to one-quarter percent (0.25%) per annum based on a 360 day year.
- c. Annual appreciation expense for the VITA volunteers.

Date Prepared: 10/13/18

COMMUNITY ACTION PARTNERSHIP OF KERN

BUDGET AND FINANCE COMMITTEE

FINANCIAL REPORT

OCTOBER 2018

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET AND FINANCE COMMITTEE

OCTOBER 24, 2018

FINANCIAL REPORT

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**COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF PROGRAMS (FUNDS)
FOR THE PERIOD MARCH 1, 2018 THROUGH FEBRUARY 28, 2019**

PROGRAM (COMPONENT)	AMOUNT	CFDA #	GRANT NUMBER	PROGRAM YEAR	FUND#	FUNDING SOURCE
<u>UNRESTRICTED</u>						
GENERAL FUND			NOT APPLICABLE	03/01/18 - 02/28/19	501	NOT APPLICABLE
DISCRETIONARY FUND			NOT APPLICABLE	03/01/18 - 02/28/19	502	NOT APPLICABLE
FOOD BANK			NOT APPLICABLE	03/01/18 - 02/28/19	504	SHARED MAINTENANCE, MEMBERSHIP FEES, DONATIONS, ETC.
ENERGY			NOT APPLICABLE	03/01/18 - 02/28/19	524	NOT APPLICABLE
SHAFTER YOUTH CENTER			NOT APPLICABLE	03/01/18 - 02/28/19	527	DONATIONS, RENTAL INCOME
FRIENDSHIP HOUSE			NOT APPLICABLE	03/01/18 - 02/28/19	531	DONATIONS, RENTAL INCOME
211			NOT APPLICABLE	03/01/18 - 02/28/19	536	FEE FOR SERVICE
FUND RAISING			NOT APPLICABLE	03/01/18 - 02/28/19	595	DONATIONS
<u>RESTRICTED</u>						
EARLY HEAD START/HEAD START	12,234,628	93.600	09CH9142 - 05 - 00	03/01/18 - 02/28/19	108/109	U S DEPT OF HEALTH & HUMAN SERVICES
EARLY HEAD START CHILD CARE PARTNERSHIP	885,275	93.600	09HP0036 - 03	09/01/17 - 08/31/18	110	U S DEPT OF HEALTH & HUMAN SERVICES
EARLY HEAD START SAN JOAQUIN	2,564,103	93.600	09CHO10071 - 04	02/01/18 - 01/31/19	117	U S DEPT OF HEALTH & HUMAN SERVICES
VITA	169,630	21.009	17VITA0187	08/01/16 - 07/31/18	149	U S DEPT OF THE TREASURY - INTERNAL REVENUE SERVICE
CSBG (COMMUNITY SERVICES BLOCK GRANT)	1,469,183	93.569	18F - 5015	01/01/18 - 12/31/18	103	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF COMMUNITY SERVICES AND DEVELOPMENT
LIHEAP (LOW-INCOME HOME ENERGY ASSISTANCE PROGRAM)	4,327,137 3,665,139 3,721,750	93.568	16B - 4012 17B - 3012 18B - 4012	01/01/16 - 03/31/18 10/01/16 - 12/31/18 10/01/17 - 12/31/18	122-36 122-37 122-38	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF COMMUNITY SERVICES AND DEVELOPMENT
GENERAL CENTER CHILD CARE	274,183	93.575	CCTR - 7050	07/01/17 - 06/30/18	253	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF EDUCATION
GENERAL CENTER CHILD CARE	586,490	93.596	CCTR - 7050	07/01/17 - 06/30/18	253	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF EDUCATION
MIGRANT ALTERNATIVE PAYMENT	5,411,000	93.575	CMAP - 7000	07/01/17 - 06/30/18	261	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF EDUCATION
CALIFORNIA STATE PRESCHOOL PROGRAM	188,396	93.575	CSPP - 7119	07/01/17 - 06/30/18	258	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF EDUCATION
CALIFORNIA STATE PRESCHOOL PROGRAM	366,642	93.596	CSPP - 7119	07/01/17 - 06/30/18	258	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF EDUCATION

**COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF PROGRAMS (FUNDS)
FOR THE PERIOD MARCH 1, 2018 THROUGH FEBRUARY 28, 2019**

<u>RESTRICTED cont'd.</u>	PROGRAM (COMPONENT)	AMOUNT	CFDA #	GRANT NUMBER	PROGRAM YEAR	FUND #	FUNDING SOURCE
ECONOMIC EMPOWERMENT		150,000	93.590	EE - KERN - 17 - 20	PENDING - 02/29/20	171	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES, OFFICE OF CHILD ABUSE PREVENTION
211 HOSPITAL PREPAREDNESS PROGRAM - EMERGENCY RESPONSE & SURGE CAPACITY		10,000	93.074	659 - 2017	10/24/17 - 02/28/19	186	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF HEALTH SERVICES, COUNTY OF KERN, DEPT OF PUBLIC HEALTH
EFAP (EMERGENCY FOOD ASSISTANCE PROGRAM)		92,096	10.568/ 569	15 - MOU - 00118	10/01/17 - 09/30/18	105/111	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
CSFP (COMMODITY SUPPLEMENTAL FOOD PROGRAM)		283,449	10.565	16 - 6017	10/01/17 - 09/30/18	147	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
CHILD AND ADULT CARE FOOD PROGRAM (CACFP) - KERN & SAN JOAQUIN		BASED ON MEALS SERVED	10.558	15 - 1248 - OJ	10/01/17 - 09/30/18	112/139	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF EDUCATION
WIC (WOMEN, INFANTS & CHILDREN)		4,121,940	10.557	15 - 10064	10/01/17 - 09/30/18	115	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF PUBLIC HEALTH
SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM (SNAP) AKA CALFRESH PROGRAM		15,999	10.561	16 - SUB - 00876	10/01/17 - 09/30/18	164	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES, INFO LINE OF SAN DIEGO dba 211 SAN DIEGO
HUD CONTINUUM OF CARE PLANNING GRANT		12,000	14.267	N/A	03/01/18 - 06/30/18	428	U S DEPT OF HOUSING & URBAN DEVELOPMENT - CITY OF BAKERSFIELD UNITED WAY OF KERN COUNTY
QUALITY RATING AND IMPROVEMENT SYSTEM (QRIS) - SAN JOAQUIN		14,000	84.412	N/A	07/01/17 - 06/30/18	117-005	U.S. DEPT OF EDUCATION - STATE OF CALIFORNIA, DEPT OF EDUCATION - FIRST 5 CALIFORNIA, COUNTY OF SAN JOAQUIN, FIRST 5 SAN JOAQUIN, RACE TO THE TOP
CCTR QRIS BLOCK GRANT		22,200		N/A	07/01/17 - 06/30/18	253-005	STATE OF CALIFORNIA, DEPT OF EDUCATION - KERN COUNTY SUPERINTENDENT OF SCHOOLS, KERN EARLY STARS
CSPP QRIS BLOCK GRANT		23,400		N/A	07/01/17 - 06/30/18	258-005	STATE OF CALIFORNIA, DEPT OF EDUCATION - KERN COUNTY SUPERINTENDENT OF SCHOOLS, KERN EARLY STARS
LIWP SOLAR PV PILOT		BASED ON WATTS INSTALLED		N/A	07/01/16 - 06/30/18	241	STATE OF CALIFORNIA - DEPT OF COMMUNITY SERVICES AND DEVELOPMENT, FRESNO ECONOMIC OPPORTUNITY COMMISSION
LIWP SINGLE FAMILY		501,468		PC06436	08/16/17 - 06/30/18	245	STATE OF CALIFORNIA - DEPT OF COMMUNITY SERVICES AND DEVELOPMENT, COMMUNITY ACTION PARTNERSHIP OF ORANGE COUNTY, RICHARD HEATH & ASSOCIATES, INC.
MIGRANT ALTERNATIVE PAYMENT		1,658,866		CMAP - 7000	07/01/17 - 06/30/18	261	STATE OF CALIFORNIA, DEPT OF EDUCATION
GENERAL CENTER CHILD CARE		1,458,400		CCTR - 7050	07/01/17 - 06/30/18	253	STATE OF CALIFORNIA, DEPT OF EDUCATION
CALIFORNIA STATE PRESCHOOL PROGRAM		2,596,232		CSPP - 7119	07/01/17 - 06/30/18	258	STATE OF CALIFORNIA, DEPT OF EDUCATION
MIGRANT CHILD CARE		236,499		CMIG - 7004	07/01/17 - 06/30/18	250	STATE OF CALIFORNIA, DEPT OF EDUCATION
MIGRANT SPECIALIZED SERVICES		35,172		CMSS - 7004	07/01/17 - 06/30/18	252	STATE OF CALIFORNIA, DEPT OF EDUCATION
INFORMATION & EDUCATION		80,000 80,000		16 - 10206	07/01/17 - 06/30/18 07/01/18 - 06/30/19	120	STATE OF CALIFORNIA, DEPT OF PUBLIC HEALTH

**COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF PROGRAMS (FUNDS)
FOR THE PERIOD MARCH 1, 2018 THROUGH FEBRUARY 28, 2019**

RESTRICTED cont'd.	PROGRAM (COMPONENT)	AMOUNT	CFDA #	GRANT NUMBER	PROGRAM YEAR	FUND #	FUNDING SOURCE
	TAX CHECK - OFF (FOOD BANK)	9,784		15 MOU - 00118	07/01/17 - 06/30/18	216-000	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
	STATE EMERGENCY FOOD ASSISTANCE (FOOD BANK)	242,296		N/A	07/01/17 - 06/30/18	216-087	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
	DIFFERENTIAL RESPONSE SERVICES	209,094		N/A	07/01/17 - 06/30/18	280	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES, COUNTY OF KERN, SUPERINTENDENT OF SCHOOLS, CHILD AND FAMILY SERVICES AGENCY, NETWORK FOR CHILDREN
	FIRST 5 KERN - HELPLINE 211	90,660		2015.2.5	07/01/17 - 06/30/18	288	STATE OF CALIFORNIA, FIRST 5 CALIFORNIA, COUNTY OF KERN, FIRST 5 KERN
	FIRST 5 KERN EAST KERN FAMILY RESOURCE CENTER	134,418		2015.2.6	07/01/17 - 06/30/18	281	STATE OF CALIFORNIA, FIRST 5 CALIFORNIA, COUNTY OF KERN, FIRST 5 KERN
	FIRST 5 KERN - HELP ME GROW	50,921		2017.2.01	07/01/17 - 06/30/18	284	STATE OF CALIFORNIA, FIRST 5 CALIFORNIA, COUNTY OF KERN, FIRST 5 KERN
	REALIGNMENT FOR SUCCESS	138,906		236 - 2017	06/01/17 - 12/31/18	246	STATE OF CALIFORNIA, DEPT OF CORRECTIONS AND REHABILITATION, COUNTY OF KERN, COMMUNITY CORRECTIONS PARTNERSHIP
	COUNTY OF KERN HELPLINE 211	44,738		105 - 2018	07/01/17 - 06/30/18	389	COUNTY OF KERN
	GANG PREVENTION EDUCATION SERVICES	71,406		230 - 2017	07/01/17 - 06/30/18	335	COUNTY OF KERN, DEPT OF HUMAN SERVICES
	READY KERN	1,098		N/A	06/28/17 - 06/30/18	366	COUNTY OF KERN, FIRE DEPT - OFFICE OF EMERGENCY SERVICES
	211 KINGS COUNTY	42,000		N/A	07/01/15 - 06/30/18	536-231	KINGS UNITED WAY
	211 TULARE COUNTY	162,000		N/A	07/01/15 - 06/30/18	536-232	UNITED WAY OF TULARE COUNTY
	211 MERCED COUNTY	27,400		N/A	10/22/15 - PENDING	536-233	UNITED WAY OF MERCED COUNTY
	211 STANISLAUS COUNTY	60,000		N/A	07/01/17 - 06/30/18	536-234	UNITED WAY OF STANISLAUS COUNTY
	PENDING	22,716		20121633	03/01/18 - 02/28/19	407-000	THE CALIFORNIA ENDOWMENT
	FOOD BANK SOLAR	5,000		N/A	03/01/18 - 02/28/19	485	SOUTHERN CALIFORNIA GAS COMPANY
	HUMAN RESOURCES	25,000		N/A	01/01/16 - 12/31/18	501-006	BLUE SHIELD
	PREP WORKS - YOUTH CENTERS	30,000		N/A	08/01/17 - 07/31/18	444	STARBUCKS
	PREP WORKS PROGRAM	25,000		N/A	07/01/17 - 06/30/18	448	WELLS FARGO FOUNDATION

**COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF PROGRAMS (FUNDS)
FOR THE PERIOD MARCH 1, 2018 THROUGH FEBRUARY 28, 2019**

RESTRICTED cont'd.	PROGRAM (COMPONENT)	AMOUNT	CFDA #	GRANT NUMBER	PROGRAM YEAR	FUND #	FUNDING SOURCE
	EAST KERN EMERGENCY CLOSET	3,000		N/A	07/01/17 - 06/30/18	501-005	FRIENDS OF MERCY FOUNDATION, SISTER PHYLLIS HUGHES ENDOWMENT FOR SPECIAL NEEDS
	EAST KERN HEALTH LINK	24,701		N/A	01/01/18 - 02/28/19	454	DIGNITY HEALTH
	FOOD BANK FREE FARMERS MARKET - WASCO	30,000		N/A	01/01/18 - 12/31/18	467	THE WONDERFUL COMPANY FOUNDATION
	CENTRAL VALLEY SMALL BUSINESS DEVELOPMENT INITIATIVE	25,000		N/A	01/01/18 - 12/31/18	456	BANK OF THE WEST

COMMUNITY ACTION PARTNERSHIP OF KERN
FUNCTIONAL CLASSIFICATIONS BY FUND
FISCAL YEAR 2018/19

Abila Fund #	Fund Name	PROGRAM SERVICES				SUPPORT SERVICES	
		Education	Nutrition	Energy Conservation	Community Services	Discretionary/ Fund Raising	General & Admin
103	Community Services Block Grant (CSBG)	X	X		X		X
501	General Fund				X		X
800	GAAP Fund						X
910	Community Development Pool				X		
915	Operations Pool			X	X		X
920	Facilities Pool						X
925	Health & Nutrition Pool	X	X		X		
999	Indirect Fund						X
502	Discretionary Fund					X	
595	Fund Raising					X	
108	Early Head Start	X					
109	Head Start	X					
110	Early Head Start Child Care Partnership	X					
117	Early Head Start San Joaquin	X					
117-005	EHS San Joaquin QRIS	X					
250	Migrant Child Care	X					
252	Migrant Specialized	X					
253	General Child Care	X					
253-005	CCTR - QRIS	X					
258	California State Preschool (CSPP)	X					
258-005	CSPP QRIS	X					
260	Child Care Facilities	X					
261	Migrant Alternative Payment	X					
262/265	Child Development Reserve	X					
112	Child Care Food Program (CACFP)		X				
115	Women, Infants & Children		X				
139	CACFP - San Joaquin		X				
	<u>Food Bank</u>		X				
105	Emergency Food Assistance		X				
111	USDA Commodities		X				
114	Emergency Food & Shelter		X				
147	Commodity Supplemental Food Program		X				
216-000	Food Bank Tax Check-Off		X				
216-087	State Emergency Food Assistance		X				
413	Resnick Foundation		X				
485	Southern California Gas Company (Solar)		X				
467	Wonderful Company Foundation		X				
504	Food Bank		X				
122	Low Income Home Energy Assistance			X			
123	Dept of Energy Weatherization			X			
241	LIWP Solar PV Pilot			X			
245	LIWP Single Family			X			
524	Energy			X			

COMMUNITY ACTION PARTNERSHIP OF KERN
FUNCTIONAL CLASSIFICATIONS BY FUND
FISCAL YEAR 2018/19

Abila Fund #	Fund Name	PROGRAM SERVICES				SUPPORT SERVICES	
		Education	Nutrition	Energy Conservation	Community Services	Discretionary/ Fund Raising	General & Admin
	<u>VITA (Volunteer Income Tax Assistance)</u>						
149	Internal Revenue Service - VITA				X		
	<u>Small Business Development</u>						
456	Bank of the West				X		
	<u>East Kern Family Resource Center</u>						
171	Economic Empowerment				X		
280	Differential Response				X		
281	First 5 East Kern Family Resource				X		
454	Dignity Health East Kern Health Link				X		
	<u>Youth Services</u>						
120	Information & Education				X		
242	Youth Authority				X		
246	Realignment for Success				X		
335	Gang Prevention				X		
444	Starbucks Foundation				X		
448	Wells Fargo Foundation				X		
527	Shafter Youth Center				X		
527-068	SYC - Robotics/STEM				X		
531	Friendship House Community Center				X		
531-068	FHCC - Robotics/STEM				X		
531-070	FHCC - Aggression Replacement Training				X		
	<u>2-1-1</u>						
164	Cal Fresh				X		
186	2-1-1 Hospital Preparedness Program				X		
284	First 5 Kern Help Me Grow				X		
288	First 5 Kern 2-1-1				X		
366	ReadyKern				X		
389	County of Kern 2-1-1				X		
428	2-1-1 United Way				X		
536-231	2-1-1: Kings County				X		
536-232	2-1-1: Tulare County				X		
536-233	2-1-1: Merced County				X		
536-234	2-1-1: Stanislaus County				X		

COMMUNITY ACTION PARTNERSHIP OF KERN
LINE OF CREDIT ADVANCES AND REPAYMENTS
FISCAL YEAR 2018/19

Date	Advance Amount	Repayment Amount	No. of Days Borrowed	Interest Expense	Interest Rate
02/28/18	n/a				
03/30/18	n/a				
04/30/18	n/a				
05/31/18	\$ 565,000	\$ 565,000	1	\$ 90.26	5.75070%
06/30/18	n/a				
07/31/18	n/a				
08/31/18	\$ 255,000	\$ 255,000	3	166.11	5.85950%
09/28/18	\$ 615,000	\$ 615,000	2		

Note 1: Line of Credit agreement was entered into with Wells Fargo Bank as of January 5, 2018 for \$1 million and will terminate on January 15, 2019. On February 9, 2018, the line of credit was increased to \$2 million with the same termination date.

Note 2: Interest expense is calculated at 3.75% above daily one month LIBOR.

Note 3: Line of credit was used on September 28, 2018, and the amount drawn was \$615,000. The loan was repaid on 10/1/18.

LINE OF CREDIT COMMITMENT FEE (Based on the daily unused amount of the line of credit calculated quarterly)

Period	No. of Days in Period	Commitment Fee	Interest Rate
12/31/17 - 3/30/18	90 days	959.72	0.25%

Note 3: The interest expense and commitment fee are automatically deducted from CAPK's operating bank account at Wells Fargo Bank.

COMMUNITY ACTION PARTNERSHIP OF KERN OPERATING CASH SUMMARY AS OF SEPTEMBER 30, 2018	
PROGRAM (FUND)	CASH BALANCE
CHILD AND ADULT CARE FOOD PROGRAM	(439,431.51)
HEAD START/EARLY HEAD START	550,384.31
SUBTOTAL	110,952.80
CHILD DEVELOPMENT RESERVE No. 2	41,595.94
GENERAL CHILD CARE	(258,015.35)
MIGRANT A/P	1,168,022.05
MIGRANT CHILD CARE	(25,990.80)
MIGRANT SPECIALIZED SERVICES	8,666.62
STATE PRESCHOOL	447,869.24
SUBTOTAL	1,382,147.70
BAKERSFIELD CALIFORNIAN FOUNDATION	53.32
COMMODITY SUPPLEMENTAL FOOD PROGRAM	(70,667.89)
EF&S	46,615.00
EFAP	(17,031.88)
FOOD BANK	191,557.27
FOOD BANK - STATE	428,249.44
SOCAL GAS	5,000.00
WONDERFUL FOUNDATION	2,280.34
SUBTOTAL	586,055.60
ENERGY	(106,449.29)
DOE WAP	(90,333.05)
LIHEAP	(1,133,904.90)
LIWP SOLAR PV	(749.41)
LIWP SINGLE FAMILY	(16,959.42)
WATER TANK	(23.63)
TRANSFER NEGATIVE BALANCE	1,348,419.70
SUBTOTAL	0.00
CALIFORNIA ENDOWMENT	
CENTRAL VALLEY SMALL BUSINESS DEVELOPMENT	2,000.00
SUBTOTAL	2,000.00
211	(32,710.31)
BANK OF THE WEST	22,050.35
CAL FRESH	(6,587.04)
COST POOLS	137,421.97
CSBG	207,602.03
DIFFERENTIAL RESPONSE	(44,680.42)
DIGNITY HEALTH	14,301.95
DISCRETIONARY FUND	206,681.35
ECONOMIC EMPOWERMENT	(15,172.30)
FIRST 5 KERN 211	(1,723.12)
FIRST 5 KERN EAST KERN FAMILY RESOURCE CENTER	8,843.26
FIRST 5 HELP ME GROW	(10,884.23)
FRIENDSHIP HOUSE	(114,013.79)
FUNDRAISING	302,500.04
GANG PREVENTION	(5,618.17)
GENERAL FUND	32,355.43
INDIRECT FUND	1,347,611.52
IRS - VITA	(1,401.37)
INFORMATION & EDUCATION	(61,157.95)
REALIGNMENT FOR SUCCESS	(13,540.80)
SHAFTER YOUTH CENTER	(37,576.49)
STARBUCKS FOUNDATION	30,236.05
UNITED WAY 211	(313.09)
WELLS FARGO FOUNDATION	2,239.00
WIC	(1,041,194.21)
LESS: ENERGY NEGATIVE BALANCE	(1,348,419.70)
ADD: LINE OF CREDIT	615,000.00
SUBTOTAL	191,849.96
TOTAL OPERATING CASH	2,273,006.06

COMMUNITY ACTION PARTNERSHIP OF KERN (CAPK)

WELLS FARGO BANK ACCOUNTS

1. Operating Account: Used to make all CAPK disbursements and for deposits of all cash receipts unless there are requirements to deposit cash to a restricted bank account.
2. Head Start Accrued Vacation: This is an interest bearing restricted bank account that holds cash reserved for the payment of accrued vacation for Head Start and Early Head Start employees.
3. CSD Advances Account: This is an interest bearing restricted bank account for CSBG and Energy grants. Advances on the Community Services Block Grant (CSBG), Department of Energy – Weatherization Assistance Program (DOE WAP) and Low Income Home Energy Assistance Program (LIHEAP) grants are required to be deposited to a restricted bank account until there is an immediate need for the cash. Once the immediate need is determined, the cash is transferred to the Operating Account to make disbursements.
4. On-Line Donations Account: This is an interest bearing restricted bank account that is designated for internet donations to CAPK. The deposits are subsequently transferred to the Operating Account.
5. Child Development Reserve #1: This is an interest bearing restricted bank account that is required by the California Department of Education for center-based contracts, such as General Child Care (CCTR), State Preschool (CSPP) and State Migrant (CMIG) for the purpose of holding revenue earned in excess of costs. When the revenue is used, the cash is transferred to the Operating Account to make disbursements.
6. Child Development Reserve #2: This is an interest bearing restricted bank account that is required by the California Department of Education for alternative payment contracts, such as Migrant Childcare Alternative Payment (CMAP) for the purpose of holding revenue earned in excess of costs. When the revenue is used, the cash is transferred to the Operating Account to make disbursements.

Note: All CAPK bank accounts are with Wells Fargo Bank.

COMMUNITY ACTION PARTNERSHIP OF KERN
5005 BUSINESS PARK NORTH
BAKERSFIELD, CA 93309-1651

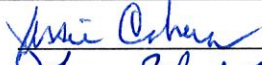
BANK RECONCILIATION FOR THE MONTH ENDED
September 30, 2018

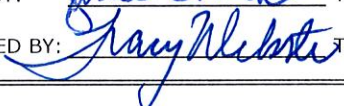
WELLS FARGO BANK, N.A.
P. O. BOX 63020
SAN FRANCISCO, CA 94163

OPERATING ACCOUNT
ACCOUNT NO: XXXXX-X2976

BANK BALANCE AT	09/30/18		3,007,340.68
Bank Adj			
LESS: OUTSTANDING CHECKS		755,862.36	
ADD: WIRE IN TRANSIT		21,579.00	
ADJUSTED BANK BALANCE AT	09/30/18		2,273,057.32
GENERAL LEDGER BALANCE AT	08/31/18		1,935,395.56
ADD: DEPOSITS		1,797,958.80	
ACH DEPOSITS		1,300.90	
US TREAS DRAWDOWNS		2,837,713.99	
GANG PREVENTION GRANT		6,960.83	
FUNDS FROM OTHER GRANTS		4,072.93	
BORROWED FUNDS OBL133 LOC		615,000.00	
ADD: DEPOSITS UNPOSTED			
LESS: CHECKS ISSUED (CURRENT MONTH)		2,169,173.47	
ADP PAYROLL 09/14/18		1,202,047.60	
ADP PAYROLL 09/28/19		1,212,368.44	
EFTS FOR HRA & STD/403B		54,651.83	
REC LOAN PRINCIPAL/INT EXPENSES		286,900.67	
CLIENT ANALYSIS SERVICE CHARGE		88.83	
CLIENT UNUSED FEE FOR LINE OF CREDIT		166.11	
UNRECONCILED DIFFERENCE		(51.26)	
GENERAL LEDGER BALANCE AT	09/30/18		2,273,057.32

DIFFERENCE: -

PREPARED BY:  TITLE: Accountant DATE: 10/15/2018

APPROVED BY:  TITLE: Chief Financial Officer DATE: 10/15/2018

**COMMUNITY ACTION PARTNERSHIP OF KERN
CSD ADVANCES ACCOUNT****

5005 BUSINESS PARK NORTH
BAKERSFIELD, CA 93309-1651

**BANK RECONCILIATION FOR MONTH ENDING
September 30, 2018**

WELLS FARGO BANK, N.A.
P. O. BOX 63020
SAN FRANCISCO, CA 94163

ACCOUNT NO.: XXXXX-X1095

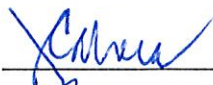
BANK BALANCE ENDING:	09/30/18	144,343.02
DEPOSITS IN TRANSIT		0.00
OUTSTANDING CHECKS		0.00
OTHER		0.00
ADJUSTED BANK BALANCE:	09/30/18	144,343.02

BALANCE PER G/L	08/31/18	144,373.10
ADD:		
DEPOSITS		0.00
INTEREST		21.35
LESS:		
CHECKS		0.00
CLIENT ANALYSIS SERVICE CHARGE		51.43
		0.00
BALANCE PER G/L	09/30/18	144,343.02

* December 2009 name changed from Food Bank to DOE ARRA.

DIFFERENCE: 0.00

** January 2018 name changed from DOE ARRA to CSD Advances.

PREPARED BY: 

TITLE: Accountant

DATE: 10/11/18

APPROVED BY: 

TITLE: Chief Financial Officer

DATE: 10/11/18

COMMUNITY ACTION PARTNERSHIP OF KERN
ON-LINE DONATIONS ACCOUNT***
5005 BUSINESS PARK NORTH
BAKERSFIELD, CA 93309-1651

BANK RECONCILIATION FOR MONTH ENDING
9/30/2018

WELLS FARGO BANK, N.A.
P. O. BOX 63021
SAN FRANCISCO, CA 94163

ACCOUNT NO.: XXXXX-X1921

BANK BALANCE ENDING:	9/30/2018	11,272.30
DEPOSITS IN TRANSIT		0.00
OUTSTANDING CHECKS		0.00
OTHER		0.00
ADJUSTED BANK BALANCE:	9/30/2018	11,272.30

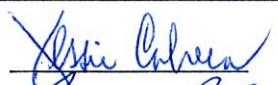
BALANCE PER GENERAL LEDGER	08/31/18	11,261.52
ADD:		
DEPOSITS (Credit Card Donations & Shared Fee)		0.00
BANKCARD DEPOSIT		50.75
PAYPAL DEPOSIT		0.00
INTEREST		1.67
LESS:		
APPLIED MERCHANT DEBITS		0.00
CLIENT ANALYSIS SERVICE CHARGE		29.19
BANKCARD FEES		12.45
CASH CONCENTRATION FEE		0.00
FUND TRANSFER TO GENERAL FUND		0.00
		0.00
BALANCE PER GENERAL LEDGER:	9/30/2018	11,272.30

* October 2009 name changed from WIC Account to CSBG ARRA Account and is now interest-bearing.

Difference: 0.00

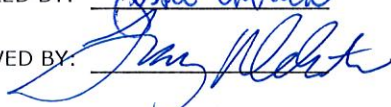
** August 2010 name changed from CSBG ARRA Account to HOPE Program Account.

*** January 2018 name changed from HOPE Program Account to On-line Donations Account.

PREPARED BY: 

TITLE: Accountant

DATE: 10/11/18

APPROVED BY: 

TITLE: Chief Financial Officer

DATE: 10/11/18

COMMUNITY ACTION PARTNERSHIP OF KERN
HEADSTART ACCRUED VACATION*
5005 BUSINESS PARK NORTH
BAKERSFIELD, CA 93309-1651

BANK RECONCILIATION FOR MONTH ENDING
September 30, 2018

WELLS FARGO BANK, N.A.
P. O. BOX 63020
SAN FRANCISCO, CA 94163

ACCOUNT NO.: XXXXX-X6256

BANK BALANCE ENDING: 09/30/18 482,571.06

DEPOSITS IN TRANSIT 0.00

OUTSTANDING CHECKS 0.00

OTHER 0.00

ADJUSTED BANK BALANCE: 09/30/18 482,571.06

BALANCE PER G/L 08/31/18 482,474.69

ADD: DEPOSITS 0.00

INTEREST 96.37

BANK ACCOUNT TRANSFER FROM GENERAL FUND 0.00

LESS: CHECKS 0.00

CLIENT ANALYSIS SERVICE CHARGE 0.00

BANK ACCOUNT TRANSFER TO GENERAL FUND 0.00

BALANCE PER G/L 09/30/18 482,571.06

DIFFERENCE: 0.00

* This account changed name in March 2011 from "Discretionary Fund" to "Head Start Accrued Vacation".

PREPARED BY: 

TITLE: Accountant

DATE: 10/11/18

APPROVED BY: 

TITLE: Chief Financial Officer

DATE: 10/10/2018

COMMUNITY ACTION PARTNERSHIP OF KERN
CHILD DEVELOPMENT RESERVE #2
5005 BUSINESS PARK NORTH
BAKERSFIELD, CA 93309-1651

BANK RECONCILIATION FOR MONTH ENDING
September 30, 2018

WELLS FARGO BANK, N.A.
P. O. BOX 63020
SAN FRANCISCO, CA 94163

ACCOUNT NO.: XXXXX-X2049

BANK BALANCE ENDING: 09/30/18 159.15

DEPOSITS IN TRANSIT 0.00

OUTSTANDING CHECKS 0.00

OTHER 21,579.00

ADJUSTED BANK BALANCE: 09/30/18 21,738.15

BALANCE PER G/L 08/31/18 322.40

ADD: DEPOSITS 0.00

INTEREST 0.06

BANK ACCOUNT TRANSFER FROM GENERAL FUND 21,579.00
on 10/10/18

LESS: CHECKS 0.00

CLIENT ANALYSIS SERVICE CHARGE 54.23

BANK ACCOUNT TRANSFER TO GENERAL FUND
UNPROCESSED JULY/AUG SERVICE CHARGE 109.08

BALANCE PER G/L 09/30/18 21,738.15

DIFFERENCE: 0.00

PREPARED BY: Jessie Coburn TITLE: Accountant DATE: 10/11/18

APPROVED BY: Greg Nichols TITLE: Chief Financial Officer DATE: 09/12/2018

COMMUNITY ACTION PARTNERSHIP OF KERN
CHILD DEVELOPMENT RESERVE #1
5005 BUSINESS PARK NORTH
BAKERSFIELD, CA 93309-1651

BANK RECONCILIATION FOR MONTH ENDING
September 30, 2018

WELLS FARGO BANK, N.A.
P. O. BOX 63020
SAN FRANCISCO, CA 94163

ACCOUNT NO.: XXXXX-X6264

BANK BALANCE ENDING: 09/30/18 0.00

DEPOSITS IN TRANSIT 0.00

OUTSTANDING CHECKS 0.00

OTHER 0.00

ADJUSTED BANK BALANCE: 09/30/18 0.00

BALANCE PER G/L 08/31/18 0.00

ADD: DEPOSITS

INTEREST 0.00

BANK ACCOUNT TRANSFER FROM GENERAL FUND

LESS: CHECKS 0.00

CLIENT ANALYSIS SERVICE CHARGE 0.00

BANK ACCOUNT TRANSFER TO GENERAL FUND 0.00

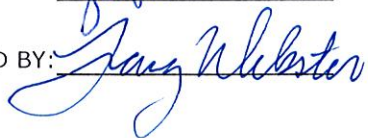
BALANCE PER G/L 09/30/18 0.00

DIFFERENCE: 0.00

PREPARED BY: 

TITLE: Accountant

DATE: 10/11/18

APPROVED BY: 

TITLE: Chief Financial Officer

DATE: 10/11/2018

**COMMUNITY ACTION PARTNERSHIP OF KERN
BANK OF AMERICA MASTERCARD SUMMARY
STATEMENTS DATED AUGUST 22 - SEPTEMBER 21, 2018**

Cardholder	Position	Amount Charged
Gloria Barbero	Administrator - EHS San Joaquin	\$ 626.83
Emily Gonzalez Demont	Assistant Director - Grants Management	8,538.60
Yolanda Gonzales	Director of Head Start/State Child Development Programs	8,551.62
Ralph Martinez	Director of Community Development	668.48
Raymond Quan	Director of Human Resources	800.00
Pritika Ram	Director of Administration	1,219.34
Carmen Segovia	Director of Health & Nutrition Services	7,516.94
Jeremy Tobias	Chief Executive Officer	4,665.98
Emilio Wagner	Director of Operations	5,252.07
	Total	\$ 37,839.86



GLORIA BARBERO

Platinum Plus® for Business

August 22, 2018 - September 21, 2018

Cardholder Statement

Account Information:
www.bankofamerica.com

Mail Billing Inquiries to:
BANK OF AMERICA
PO BOX 982238
EL PASO, TX 79998-2238

Mail Payments to:
BUSINESS CARD
PO BOX 15796
WILMINGTON, DE 19886-5796

Customer Service:
1.800.673.1044, 24 Hours

TTY Hearing Impaired:
1.888.500.6267, 24 Hours

Outside the U.S.:
1.509.353.6656, 24 Hours

For Lost or Stolen Card:
1.800.673.1044, 24 Hours

Business Offers:
www.bankofamerica.com/mybusinesscenter

Payment Information

New Balance Total \$626.83
Minimum Payment Due \$10.00
Payment Due Date 10/18/18

Late Payment Warning: If we do not receive your minimum payment by the date listed above. You may have to pay a fee based on the outstanding balance on the fee assessment date:
\$19.00 for balance less than \$100.01
\$29.00 for balance less than \$1,000.01
\$39.00 for balance less than \$5,000.01
\$49.00 for balance equal to or greater than \$5,000.01

Minimum Payment Warning: If you make only the minimum payment each period, you will pay more in interest and it will take you longer to pay off your balance.

Account Summary

Previous Balance \$1,651.64
Payments and Other Credits -\$1,651.64
Balance Transfer Activity \$0.00
Cash Advance Activity \$0.00
Purchases and Other Charges \$626.83
Fees Charged \$0.00
Finance Charge \$0.00

New Balance Total \$626.83

Credit Limit \$5,000
Credit Available \$4,373.17
Statement Closing Date 09/21/18
Days in Billing Cycle 31

Transactions

Posting Date	Transaction Date	Description	Reference Number	Amount
Payments and Other Credits				
09/13	09/13	CA Banking Center payment	25606005750006860232126	- 1,651.64
TOTAL PAYMENTS AND OTHER CREDITS FOR THIS PERIOD				-\$1,651.64
Purchases and Other Charges				
08/27	08/24	BRENTWOOD DECORATIVE R 209-835-0131 CA	05227028236300240667862	82.89
08/30	08/29	WWW COSTCO COM 800-955-2292 WA	55432868241200043227005	59.94
09/17	09/14	COMMUNITY CARE LICENSI 678-7315516 CA	55436878258132584784117	242.00

BUSINESS CARD
PO BOX 15796
WILMINGTON, DE 19886-5796

GLORIA BARBERO
COMM ACTION PRTRNSH KERN
COMM ACTION PRTRNSH KERN
5005 BUSINESS PARK N
BAKERSFIELD, CA 93309-165105

Account Number:
August 22, 2018 - September 21, 2018

New Balance Total \$626.83
Minimum Payment Due \$10.00
Payment Due Date 10/18/18

Enter payment amount

\$

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BUSINESS CARD,
or make your payment online at
www.bankofamerica.com

Transactions

Posting Date	Transaction Date	Description	Reference Number	Amount
09/18	09/17	COMMUNITY CARE LICENSI	678-7315516 CA	242.00
		TOTAL PURCHASES AND OTHER CHARGES FOR THIS PERIOD		\$626.83

Finance Charge Calculation

Your **Annual Percentage Rate (APR)** is the annual interest rate on your account.

	Annual Percentage Rate	Balance Subject to Interest Rate	Finance Charges by Transaction Type
PURCHASES	13.99%	\$0.00	\$0.00
CASH	25.99% V	\$0.00	\$0.00

V = Variable Rate (rate may vary), Promotional Balance = APR for limited time on specified transactions.

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¹ You may elect to receive alerts via text or email. Bank of America does not charge for this service but your mobile carrier's message and data rates may apply. Delivery of alerts may be affected or delayed by your mobile carrier's coverage.
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EMILY GONZALEZ DEMONT

Platinum Plus® for Business

August 22, 2018 - September 21, 2018

Cardholder Statement

Account Information:
www.bankofamerica.com

Mail Billing Inquiries to:
BANK OF AMERICA
PO BOX 982238
EL PASO, TX 79998-2238

Mail Payments to:
BUSINESS CARD
PO BOX 15796
WILMINGTON, DE 19886-5796

Customer Service:
1.800.673.1044, 24 Hours

TTY Hearing Impaired:
1.888.500.6267, 24 Hours

Outside the U.S.:
1.509.353.6656, 24 Hours

For Lost or Stolen Card:
1.800.673.1044, 24 Hours

Business Offers:
www.bankofamerica.com/mybusinesscenter

Payment Information

New Balance Total \$8,538.60
Minimum Payment Due \$85.39
Payment Due Date 10/18/18

Late Payment Warning: If we do not receive your minimum payment by the date listed above. You may have to pay a fee based on the outstanding balance on the fee assessment date:
\$19.00 for balance less than \$100.01
\$29.00 for balance less than \$1,000.01
\$39.00 for balance less than \$5,000.01
\$49.00 for balance equal to or greater than \$5,000.01

Minimum Payment Warning: If you make only the minimum payment each period, you will pay more in interest and it will take you longer to pay off your balance.

Account Summary

Previous Balance \$1,014.41
Payments and Other Credits -\$1,014.41
Balance Transfer Activity \$0.00
Cash Advance Activity \$0.00
Purchases and Other Charges \$8,538.60
Fees Charged \$0.00
Finance Charge \$0.00

New Balance Total \$8,538.60
Credit Limit \$10,000
Credit Available \$1,461.40
Statement Closing Date 09/21/18
Days in Billing Cycle 31

Transactions

Posting Date	Transaction Date	Description	Reference Number	Amount
Payments and Other Credits				
09/13	09/13	CA Banking Center payment	25606005750016860191305	- 1,014.41
		TOTAL PAYMENTS AND OTHER CREDITS FOR THIS PERIOD		-\$1,014.41
Purchases and Other Charges				
08/24	08/22	RIO SUITES ADVANCE DEP 8662094732 NV Arr: 08/22/18 Dep: 08/22/18 Inv: 0005695890	55310208236006056958904	87.30
08/24	08/22	RIO SUITES ADVANCE DEP 8662094732 NV Arr: 08/22/18 Dep: 08/22/18 Inv: 0005695916	55310208236006056959167	87.30

BUSINESS CARD
PO BOX 15796
WILMINGTON, DE 19886-5796

EMILY GONZALEZ DEMONT
COMM ACTION PRTRNRSH KERN
COMM ACTION PRTRNRSH KERN
5005 BUSINESS PARK N
BAKERSFIELD, CA 93309-165105

Account Number:
August 22, 2018 - September 21, 2018

New Balance Total \$8,538.60
Minimum Payment Due \$85.39
Payment Due Date 10/18/18

Enter payment amount

\$

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BUSINESS CARD,
or make your payment online at
www.bankofamerica.com

Transactions

Posting Date	Transaction Date	Description	Reference Number	Amount
08/24	08/22	RIO SUITES ADVANCE DEP 8662094732 NV Arr: 08/22/18 Dep: 08/22/18 Inv: 0005695930	55310208236006056959308	87.30
08/24	08/22	RIO SUITES ADVANCE DEP 8662094732 NV Arr: 08/22/18 Dep: 08/22/18 Inv: 0005695937	55310208236006056959373	87.30
08/24	08/22	RIO SUITES ADVANCE DEP 8662094732 NV Arr: 08/22/18 Dep: 08/22/18 Inv: 0005695947	55310208236006056959472	87.30
08/24	08/22	RIO SUITES ADVANCE DEP 8662094732 NV Arr: 08/22/18 Dep: 08/22/18 Inv: 0005695955	55310208236006056959555	87.30
08/27	08/23	RIO SUITES ADVANCE DEP 8662094732 NV Arr: 08/23/18 Dep: 08/23/18 Inv: 0005699654	55310208237006056996549	87.30
08/29	08/28	EXPEDIA 7376368072031 EXPEDIA.COM WA	55432868240200879925251	2.33
08/29	08/27	RIO SUITES ADVANCE DEP 8662094732 NV Arr: 08/27/18 Dep: 08/27/18 Inv: 0005720325	55310208241006057203253	174.60
08/30	08/28	AMERICAN 00171276057186 BELLEVUE WA ORTEGA/SYLVA P 00171276057186 Departure Date: 10/20/18 Airport Code: LAX AA B MSY	55417348241872413091476	149.20
08/30	08/28	AMERICAN 00171766913780 BELLEVUE WA RANGEL/CHASE M 00171766913780 Departure Date: 10/21/18 Airport Code: BFL AA S PHX Departure Date: 10/21/18 Airport Code: PHX AA V DFW Departure Date: 10/21/18 Airport Code: DFW AA G MSY Departure Date: 10/26/18 Airport Code: MSY AA O LAX	55417348241872413094025	882.81
08/30	08/28	DELTA 00671766790940 BELLEVUE WA ORTEGA/SYLVA P 00671766790940 Departure Date: 10/26/18 Airport Code: MSY DL E LAX	55417348241872414287644	129.20
08/30	08/28	UNITED 01671767691672 800-932-2732 TX BARBERO/GLORIA M 01671767691672 Departure Date: 10/02/18 Airport Code: SMF UA N DEN Departure Date: 10/06/18 Airport Code: DEN UA N SMF	55432868241200059709847	256.40
08/30	08/28	UNITED 01671767691683 800-932-2732 TX MENDOZA/NELLY 01671767691683 Departure Date: 10/02/18 Airport Code: SMF UA N DEN Departure Date: 10/06/18 Airport Code: DEN UA N SMF	55432868241200059709854	256.40
08/30	08/28	RIO SUITES ADVANCE DEP 8662094732 NV Arr: 08/28/18 Dep: 08/28/18 Inv: 0005722600	55310208242006057226006	174.60
08/30	08/28	RIO SUITES ADVANCE DEP 8662094732 NV Arr: 08/28/18 Dep: 08/28/18 Inv: 0005722602	55310208242006057226022	174.60
08/30	08/28	RIO SUITES ADVANCE DEP 8662094732 NV Arr: 08/28/18 Dep: 08/28/18 Inv: 0005722619	55310208242006057226196	174.60
08/30	08/28	RIO SUITES ADVANCE DEP 8662094732 NV Arr: 08/28/18 Dep: 08/28/18 Inv: 0005722638	55310208242006057226386	174.60
08/30	08/28	RIO SUITES ADVANCE DEP 8662094732 NV Arr: 08/28/18 Dep: 08/28/18 Inv: 0005722755	55310208242006057227558	174.60
08/31	08/29	ALASKA A 02771770478923 8006545669 WA BARBERO/GLORIA M 02771770478923 Departure Date: 10/14/18 Airport Code: SJC AS L SNA Departure Date: 10/17/18 Airport Code: SNA AS G SJC	55310208242331901265087	159.20
08/31	08/29	ALASKA A 02771770478934 8006545669 WA CAFFESE/VALERIE 02771770478934	55310208242331901265095	159.20

Transactions

Posting Date	Transaction Date	Description	Reference Number	Amount
		Departure Date: 10/14/18 Airport Code: SJC AS L SNA		
		Departure Date: 10/17/18 Airport Code: SNA AS G SJC		
09/03	08/30	SOUTHWES 5261483300697 800-435-9792 TX VANG/CHA PAO 5261483300697	55432868243200465313760	281.96
		Departure Date: 10/22/18 Airport Code: SMF WN P LAS		
		Departure Date: 10/25/18 Airport Code: LAS WN I SMF		
09/03	08/30	SOUTHWES 5261483300696 800-435-9792 TX CAFFESE/VALERIE 5261483300696	55432868243200465313778	281.96
		Departure Date: 10/22/18 Airport Code: SMF WN P LAS		
		Departure Date: 10/25/18 Airport Code: LAS WN I SMF		
09/03	08/30	SOUTHWES 5261483300695 800-435-9792 TX NINO/NICOLE CAROLINA 5261483300695	55432868243200465313786	281.96
		Departure Date: 10/22/18 Airport Code: SMF WN P LAS		
		Departure Date: 10/25/18 Airport Code: LAS WN I SMF		
09/07	09/05	RIO SUITES ADVANCE DEP 8662094732 NV Arr: 09/05/18 Dep: 09/05/18 Inv: 0005755171	55310208250006057551717	174.60
09/10	09/06	ANAHEIM MAJESTIC GRDN ANAHEIM CA Arr: 09/06/18 Dep: 09/06/18 Inv: 7180907124	55436878250262501952576	559.11
09/10	09/06	ANAHEIM MAJESTIC GRDN ANAHEIM CA Arr: 09/06/18 Dep: 09/06/18 Inv: 7180907124	55436878250262501952907	559.11
09/10	09/06	ANAHEIM MAJESTIC GRDN ANAHEIM CA Arr: 09/06/18 Dep: 09/06/18 Inv: 7180907124	55436878250262501952915	559.11
09/10	09/06	ANAHEIM MAJESTIC GRDN ANAHEIM CA Arr: 09/06/18 Dep: 09/06/18 Inv: 7180907124	55436878250262501952923	559.11
09/10	09/06	ANAHEIM MAJESTIC GRDN ANAHEIM CA Arr: 09/06/18 Dep: 09/06/18 Inv: 7180907124	55436878250262501953293	613.11
09/10	09/06	ANAHEIM MAJESTIC GRDN ANAHEIM CA Arr: 09/06/18 Dep: 09/06/18 Inv: 7180907124	55436878250262501953301	613.11
09/14	09/13	FREDPRYOR CAREERTRACK 800-5563012 KS	75418238256060425112215	256.00
09/17	09/15	SPRINGHILL SUITES RIDG RIDGECREST CA Arr: 09/15/18 Dep: 09/15/18 Inv: 258006	55432868258200444370453	146.02
TOTAL PURCHASES AND OTHER CHARGES FOR THIS PERIOD				\$8,538.60

Finance Charge Calculation

Your **Annual Percentage Rate (APR)** is the annual interest rate on your account.

	Annual Percentage Rate	Balance Subject to Interest Rate	Finance Charges by Transaction Type
PURCHASES	13.99%	\$0.00	\$0.00
CASH	25.99% V	\$0.00	\$0.00

V = Variable Rate (rate may vary), Promotional Balance = APR for limited time on specified transactions.



YOLANDA GONZALES

Platinum Plus® for Business

August 22, 2018 - September 21, 2018

Cardholder Statement

Account Information:

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Mail Billing Inquiries to:

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EL PASO, TX 79998-2238

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Customer Service:

1.800.673.1044, 24 Hours

TTY Hearing Impaired:

1.888.500.6267, 24 Hours

Outside the U.S.:

1.509.353.6656, 24 Hours

For Lost or Stolen Card:

1.800.673.1044, 24 Hours

Business Offers:

www.bankofamerica.com/mybusinesscenter

Payment Information

New Balance Total \$8,551.62

Minimum Payment Due \$85.52

Payment Due Date 10/18/18

Late Payment Warning: If we do not receive your minimum payment by the date listed above. You may have to pay a fee based on the outstanding balance on the fee assessment date:
\$19.00 for balance less than \$100.01
\$29.00 for balance less than \$1,000.01
\$39.00 for balance less than \$5,000.01
\$49.00 for balance equal to or greater than \$5,000.01

Minimum Payment Warning: If you make only the minimum payment each period, you will pay more in interest and it will take you longer to pay off your balance.

Account Summary

Previous Balance \$3,827.93

Payments and Other Credits -\$3,827.93

Balance Transfer Activity \$0.00

Cash Advance Activity \$0.00

Purchases and Other Charges \$8,551.62

Fees Charged \$0.00

Finance Charge \$0.00

New Balance Total \$8,551.62

Credit Limit \$10,000

Credit Available \$1,448.38

Statement Closing Date 09/21/18

Days in Billing Cycle 31

Transactions

Posting Date	Transaction Date	Description	Reference Number	Amount
Payments and Other Credits				
09/13	09/13	CA Banking Center payment	25606005760028860099030	- 3,827.93
		TOTAL PAYMENTS AND OTHER CREDITS FOR THIS PERIOD		- \$3,827.93
Purchases and Other Charges				
08/23	08/21	COMMTEACHERCREDENTIAL* SACRAMENTO CA	55420368234630150518669	102.50
08/30	08/29	TARGET 00027151 BAKERSFIELD CA	05410198241091007495891	2,114.82
09/03	08/31	OFFICE DEPOT #952 BAKERSFIELD CA	05436848244100086498234	296.90
09/10	09/06	OFFICE DEPOT #952 BAKERSFIELD CA	05436848250100067238360	356.19

Account Number:

August 22, 2018 - September 21, 2018

New Balance Total \$8,551.62

Minimum Payment Due \$85.52

Payment Due Date 10/18/18

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YOLANDA GONZALES
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Transactions

Posting Date	Transaction Date	Description	Reference Number	Amount
09/10	09/06	WALDORF WAILEA HI Arr: 09/06/18 Dep: 09/06/18 Inv: 2410907124	55436878250262500254784	284.89
09/10	09/06	WALDORF WAILEA HI Arr: 09/06/18 Dep: 09/06/18 Inv: 2410907124	55436878250262500254818	284.89
09/10	09/06	WALDORF WAILEA HI Arr: 09/06/18 Dep: 09/06/18 Inv: 2410907124	55436878250262500257670	284.89
09/10	09/07	DELTA 00671797426952 BELLEVUE WA GONZALES/YOLAND 00671797426952 Departure Date: 10/21/18 Airport Code: LAX DL E OGG Departure Date: 10/26/18 Airport Code: OGG DL E LAX	55417348251872513811440	495.60
09/10	09/07	DELTA 00671797426963 BELLEVUE WA CURRY/ROSITA C 00671797426963 Departure Date: 10/21/18 Airport Code: LAX DL E OGG Departure Date: 10/26/18 Airport Code: OGG DL E LAX	55417348251872513811457	495.60
09/10	09/07	HAWAIIAN 17371798130525 BELLEVUE WA STROTHER/RASHI 17371798130525 Departure Date: 10/21/18 Airport Code: SFO HA Z OGG Departure Date: 10/26/18 Airport Code: OGG HA Z SFO	55417348251872512760036	416.60
09/20	09/18	WALDORF WAILEA HI Arr: 09/18/18 Dep: 09/18/18 Inv: 2550919125	55436878262172624748148	1,139.58
09/20	09/18	WALDORF WAILEA HI Arr: 09/18/18 Dep: 09/18/18 Inv: 2550919125	55436878262172624749138	1,139.58
09/20	09/18	WALDORF WAILEA HI Arr: 09/18/18 Dep: 09/18/18 Inv: 2550919125	55436878262172624749963	1,139.58
TOTAL PURCHASES AND OTHER CHARGES FOR THIS PERIOD				\$8,551.62

Finance Charge Calculation

Your **Annual Percentage Rate (APR)** is the annual interest rate on your account.

	Annual Percentage Rate	Balance Subject to Interest Rate	Finance Charges by Transaction Type
PURCHASES	13.99%	\$0.00	\$0.00
CASH	25.99% V	\$0.00	\$0.00

V = Variable Rate (rate may vary), Promotional Balance = APR for limited time on specified transactions.



RALPH MARTINEZ

Platinum Plus® for Business August 22, 2018 - September 21, 2018 Cardholder Statement

Account Information:
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Customer Service:
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Outside the U.S.:
1.509.353.6656, 24 Hours

For Lost or Stolen Card:
1.800.673.1044, 24 Hours

Business Offers:
www.bankofamerica.com/mybusinesscenter

Payment Information	Account Summary
New Balance Total \$668.48	Previous Balance \$975.88
Minimum Payment Due \$10.00	Payments and Other Credits -\$975.88
Payment Due Date 10/18/18	Balance Transfer Activity \$0.00
Late Payment Warning: If we do not receive your minimum payment by the date listed above. You may have to pay a fee based on the outstanding balance on the fee assessment date: \$19.00 for balance less than \$100.01 \$29.00 for balance less than \$1,000.01 \$39.00 for balance less than \$5,000.01 \$49.00 for balance equal to or greater than \$5,000.01	Cash Advance Activity \$0.00
	Purchases and Other Charges \$668.48
	Fees Charged \$0.00
	Finance Charge \$0.00
Minimum Payment Warning: If you make only the minimum payment each period, you will pay more in interest and it will take you longer to pay off your balance.	New Balance Total \$668.48
	Credit Limit \$10,000
	Credit Available \$9,331.52
	Statement Closing Date 09/21/18
	Days in Billing Cycle 31

Transactions				
Posting Date	Transaction Date	Description	Reference Number	Amount
Payments and Other Credits				
09/13	09/13	CA Banking Center payment	25606005760028860314520	- 975.88
		TOTAL PAYMENTS AND OTHER CREDITS FOR THIS PERIOD		-\$975.88
Purchases and Other Charges				
09/03	09/01	INDEED 203-564-2400 CT	55432868244200725783447	9.68
09/03	09/01	STAYCLASSYP STAYCLASSY 6199611892 CA	55429508244894807543583	69.00
09/17	09/14	FOOD-EX BAKERSFIELD CA	25247808257002405032105	589.80
		TOTAL PURCHASES AND OTHER CHARGES FOR THIS PERIOD		\$668.48

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RALPH MARTINEZ
COMM ACTION PRTRSH KERN
COMM ACTION PRTRSH KERN
5005 BUSINESS PARK N
BAKERSFIELD, CA 93309-165105

Account Number:
August 22, 2018 - September 21, 2018

New Balance Total \$668.48

Minimum Payment Due **\$10.00**

Payment Due Date **10/18/18**

Enter payment amount

\$

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Finance Charge Calculation

Your Annual Percentage Rate (APR) is the annual interest rate on your account.

	Annual Percentage Rate	Balance Subject to Interest Rate	Finance Charges by Transaction Type
PURCHASES	13.99%	\$0.00	\$0.00
CASH	25.99% V	\$0.00	\$0.00

V = Variable Rate (rate may vary), Promotional Balance = APR for limited time on specified transactions.

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RAYMOND T QUAN

Platinum Plus® for Business

August 22, 2018 - September 21, 2018

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1.800.673.1044, 24 Hours

Business Offers:
www.bankofamerica.com/mybusinesscenter

Payment Information

New Balance Total \$800.00
Minimum Payment Due \$10.00
Payment Due Date 10/18/18

Late Payment Warning: If we do not receive your minimum payment by the date listed above. You may have to pay a fee based on the outstanding balance on the fee assessment date:
\$19.00 for balance less than \$100.01
\$29.00 for balance less than \$1,000.01
\$39.00 for balance less than \$5,000.01
\$49.00 for balance equal to or greater than \$5,000.01

Minimum Payment Warning: If you make only the minimum payment each period, you will pay more in interest and it will take you longer to pay off your balance.

Account Summary

Previous Balance \$0.00
Payments and Other Credits \$0.00
Balance Transfer Activity \$0.00
Cash Advance Activity \$0.00
Purchases and Other Charges \$800.00
Fees Charged \$0.00
Finance Charge \$0.00

New Balance Total \$800.00
Credit Limit \$10,000
Credit Available \$9,200.00
Statement Closing Date 09/21/18
Days in Billing Cycle 31

Transactions

Posting Date	Transaction Date	Description	Reference Number	Amount
		Purchases and Other Charges		
09/17	09/14	ARRC TECHNOLOGY 661-2814000 CA	25265088258000011604122	800.00
		TOTAL PURCHASES AND OTHER CHARGES FOR THIS PERIOD		\$800.00

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RAYMOND T QUAN
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COMM ACTION PRTRSH KERN
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BAKERSFIELD, CA 93309-165105

Account Number:
August 22, 2018 - September 21, 2018

New Balance Total \$800.00
Minimum Payment Due \$10.00
Payment Due Date 10/18/18

Enter payment amount

\$

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RAYMOND T QUAN

August 22, 2018 - September 21, 2018
Page 3 of 4

Finance Charge Calculation

Your **Annual Percentage Rate (APR)** is the annual interest rate on your account.

	Annual Percentage Rate	Balance Subject to Interest Rate	Finance Charges by Transaction Type
PURCHASES	13.99%	\$0.00	\$0.00
CASH	25.99% V	\$0.00	\$0.00

V = Variable Rate (rate may vary), Promotional Balance = APR for limited time on specified transactions.



PRITIKA RAM

Platinum Plus® for Business

August 22, 2018 - September 21, 2018

Cardholder Statement

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1.800.673.1044, 24 Hours**Business Offers:**
www.bankofamerica.com/mybusinesscenter**Payment Information**

New Balance Total \$1,219.34

Minimum Payment Due **\$12.19****Payment Due Date** **10/18/18****Late Payment Warning:** If we do not receive your minimum payment by the date listed above. You may have to pay a fee based on the outstanding balance on the fee assessment date:
\$19.00 for balance less than \$100.01
\$29.00 for balance less than \$1,000.01
\$39.00 for balance less than \$5,000.01
\$49.00 for balance equal to or greater than \$5,000.01**Minimum Payment Warning:** If you make only the minimum payment each period, you will pay more in interest and it will take you longer to pay off your balance.**Account Summary**

Previous Balance \$0.00

Payments and Other Credits \$0.00

Balance Transfer Activity \$0.00

Cash Advance Activity \$0.00

Purchases and Other Charges \$1,219.34

Fees Charged **\$0.00****Finance Charge** **\$0.00**

New Balance Total \$1,219.34

Credit Limit \$10,000

Credit Available \$8,780.66

Statement Closing Date 09/21/18

Days in Billing Cycle 31

Transactions

Posting Date	Transaction Date	Description	Reference Number	Amount
		Purchases and Other Charges		
08/28	08/26	UNITED 01626075316482 800-932-2732 TX RAM /FIRST CHECKED BAG 01626075316482 Departure Date: 08/26/18 Airport Code: BFL UA ED DEN	55432868239200645979882	25.00
08/29	08/28	SHERATON DENVER DENVER CO Arr: 08/26/18 Dep: 08/28/18 Inv: 9780828123	55436878240172405489810	267.77

BUSINESS CARD
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WILMINGTON, DE 19886-5796PRITIKA RAM
COMM ACTION PRTRNSH KERN
COMM ACTION PRTRNSH KERN
5005 BUSINESS PARK N
BAKERSFIELD, CA 93309-165105Account Number:
August 22, 2018 - September 21, 2018

New Balance Total \$1,219.34

Minimum Payment Due **\$12.19****Payment Due Date** **10/18/18****Enter payment amount**\$ ☐ Check here for a change of mailing address or phone numbers.
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Transactions

Posting Date	Transaction Date	Description	Reference Number	Amount
09/03	09/01	SHERATON DENVER DENVER CO Arr: 08/27/18 Dep: 09/01/18 Inv: 9930901124	55436878244272441105150	875.08
09/21	09/20	CHEVRON 0305034 FIREBAUGH CA	55432868264200531551090	51.49
TOTAL PURCHASES AND OTHER CHARGES FOR THIS PERIOD				\$1,219.34

Finance Charge Calculation

Your **Annual Percentage Rate (APR)** is the annual interest rate on your account.

	Annual Percentage Rate	Balance Subject to Interest Rate	Finance Charges by Transaction Type
PURCHASES	13.99%	\$0.00	\$0.00
CASH	25.99% V	\$0.00	\$0.00

V = Variable Rate (rate may vary), Promotional Balance = APR for limited time on specified transactions.

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CARMEN SEGOVIA

Platinum Plus® for Business

August 22, 2018 - September 21, 2018

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Outside the U.S.:
1.509.353.6656, 24 Hours

For Lost or Stolen Card:
1.800.673.1044, 24 Hours

Business Offers:
www.bankofamerica.com/mybusinesscenter

Payment Information

New Balance Total \$7,465.87
Minimum Payment Due \$74.66
Payment Due Date 10/18/18

Late Payment Warning: If we do not receive your minimum payment by the date listed above. You may have to pay a fee based on the outstanding balance on the fee assessment date:
\$19.00 for balance less than \$100.01
\$29.00 for balance less than \$1,000.01
\$39.00 for balance less than \$5,000.01
\$49.00 for balance equal to or greater than \$5,000.01

Minimum Payment Warning: If you make only the minimum payment each period, you will pay more in interest and it will take you longer to pay off your balance.

Account Summary

Previous Balance \$1,826.32
Payments and Other Credits -\$1,877.39
Balance Transfer Activity \$0.00
Cash Advance Activity \$0.00
Purchases and Other Charges \$7,516.94
Fees Charged \$0.00
Finance Charge \$0.00

New Balance Total \$7,465.87
Credit Limit \$20,000
Credit Available \$12,534.13
Statement Closing Date 09/21/18
Days in Billing Cycle 31

Transactions

Posting Date	Transaction Date	Description	Reference Number	Amount
Payments and Other Credits				
09/10	09/07	COMFORT SUITES FRESNO CA Arr: 09/04/18 Dep: 09/07/18 Inv: 865587	55432868251200066154463	-51.07
09/13	09/13	CA Banking Center payment	25606005750016860146218	-1,826.32
TOTAL PAYMENTS AND OTHER CREDITS FOR THIS PERIOD				-\$1,877.39
Purchases and Other Charges				
08/22	08/21	VIOC GN0163 BAKERSFIELD CA	55457028234837000052924	40.44
08/22	08/21	VIOC GN0163 BAKERSFIELD CA	55457028234837000052932	87.83

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CARMEN SEGOVIA
COMM ACTION PRTRSH KERN
COMM ACTION PRTRSH KERN
5005 BUSINESS PARK N
BAKERSFIELD, CA 93309-165105

Account Number:
August 22, 2018 - September 21, 2018

New Balance Total \$7,465.87
Minimum Payment Due \$74.66
Payment Due Date 10/18/18

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\$

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Transactions

Posting Date	Transaction Date	Description	Reference Number	Amount
08/23	08/21	OFFICE DEPOT #952 BAKERSFIELD CA	05436848234100077063684	51.44
08/28	08/27	VIOC GN0163 BAKERSFIELD CA	55457028240837000047637	40.44
08/29	08/29	WALMART.COM 8009666546 AR	55500368241083167666697	383.80
08/30	08/29	AMAZON.COM AMZN.COM/BI AMZN.COM/BILLWA	55310208241083223323794	125.71
08/31	08/30	PAYPAL *BREASTFEEDL 4029357733 CA	55429508242894728805683	100.00
09/03	08/30	COMFORT SUITES FRESNO CA	55432868243200430919139	513.03
		Arr: 08/29/18 Dep: 08/30/18 Inv: 567829		
09/03	08/30	COMFORT SUITES FRESNO CA	55432868243200430919147	513.03
		Arr: 08/29/18 Dep: 08/30/18 Inv: 567854		
09/03	08/30	AMTRAK .CO2420732032956 8008727245 DC	55499678243823483552805	90.00
		PATEL/MITCHALL		
		2420732032956		
		Departure Date: 09/17/18 Airport Code: BFD		
		2V U SKN		
09/07	09/05	OFFICE DEPOT #952 BAKERSFIELD CA	05436848249100067694582	225.23
09/07	09/06	TRAVEL GUARD GROUP INC 8779348308 WI	55500368249083217852190	113.56
09/07	09/06	NATIONAL WIC ASSOC 2022325492 DC	55429508249637902358638	820.00
09/10	09/06	UNITED 01624160027490 800-932-2732 TX	55432868250200846639180	873.60
		SPEIGHT/LORNA		
		01624160027490		
		Departure Date: 09/24/18 Airport Code: BFL		
		UA EA DEN		
		Departure Date: 09/24/18 Airport Code: DEN		
		UA EA MSY		
		Departure Date: 09/27/18 Airport Code: MSY		
		UA WR DEN		
		Departure Date: 09/27/18 Airport Code: DEN		
		UA WR BFL		
09/10	09/06	UNITED 01624160027501 800-932-2732 TX	55432868250200846639198	873.60
		BLISS/RUTH		
		01624160027501		
		Departure Date: 09/24/18 Airport Code: BFL		
		UA EA DEN		
		Departure Date: 09/24/18 Airport Code: DEN		
		UA EA MSY		
		Departure Date: 09/27/18 Airport Code: MSY		
		UA WR DEN		
		Departure Date: 09/27/18 Airport Code: DEN		
		UA WR BFL		
09/11	09/10	LASSENS NATURAL FOODS- BAKERSFIELD CA	55500368254837000181410	163.00
09/12	09/11	WALMART.COM 800-966-6546 AR	55432868254200649117992	137.79
09/13	09/11	ASTOR CROWNE PLAZA NEW NEW ORLEANS LA	55310208255708053963656	486.39
		Arr: 09/24/18 Dep: 09/27/18 Inv: 15625978		
09/19	09/17	SVM PREPAID CARD 8007206428 IL	55460298261286082700440	224.05
09/21	09/19	PERFORMANCE SELF STORA 928-768-4383 AZ	85175308263001000056413	62.00
09/21	09/20	FREDPRYOR CAREERTRACK 800-5563012 KS	75418238263060754261212	1,592.00
		TOTAL PURCHASES AND OTHER CHARGES FOR THIS PERIOD		\$7,516.94

Finance Charge Calculation

Your **Annual Percentage Rate (APR)** is the annual interest rate on your account.

	Annual Percentage Rate	Balance Subject to Interest Rate	Finance Charges by Transaction Type
PURCHASES	13.99%	\$0.00	\$0.00
CASH	25.99% V	\$0.00	\$0.00

V = Variable Rate (rate may vary), Promotional Balance = APR for limited time on specified transactions.



JEREMY T TOBIAS

Platinum Plus® for Business

August 22, 2018 - September 21, 2018

Cardholder Statement

Account Information:
www.bankofamerica.com

Mail Billing Inquiries to:
BANK OF AMERICA
PO BOX 982238
EL PASO, TX 79998-2238

Mail Payments to:
BUSINESS CARD
PO BOX 15796
WILMINGTON, DE 19886-5796

Customer Service:
1.800.673.1044, 24 Hours

TTY Hearing Impaired:
1.888.500.6267, 24 Hours

Outside the U.S.:
1.509.353.6656, 24 Hours

For Lost or Stolen Card:
1.800.673.1044, 24 Hours

Business Offers:
www.bankofamerica.com/mybusinesscenter

Payment Information

New Balance Total \$4,665.98
Minimum Payment Due \$46.66
Payment Due Date 10/18/18

Late Payment Warning: If we do not receive your minimum payment by the date listed above. You may have to pay a fee based on the outstanding balance on the fee assessment date:
\$19.00 for balance less than \$100.01
\$29.00 for balance less than \$1,000.01
\$39.00 for balance less than \$5,000.01
\$49.00 for balance equal to or greater than \$5,000.01

Minimum Payment Warning: If you make only the minimum payment each period, you will pay more in interest and it will take you longer to pay off your balance.

Account Summary

Previous Balance \$305.19
Payments and Other Credits -\$305.19
Balance Transfer Activity \$0.00
Cash Advance Activity \$0.00
Purchases and Other Charges \$4,665.98
Fees Charged \$0.00
Finance Charge \$0.00

New Balance Total \$4,665.98
Credit Limit \$10,000
Credit Available \$5,334.02
Statement Closing Date 09/21/18
Days in Billing Cycle 31

Transactions

Posting Date	Transaction Date	Description	Reference Number	Amount
Payments and Other Credits				
09/13	09/13	CA Banking Center payment	25606005760028860272140	- 305.19
		TOTAL PAYMENTS AND OTHER CREDITS FOR THIS PERIOD		-\$305.19
Purchases and Other Charges				
08/27	08/24	SHERATON DENVER DENVER CO Arr: 08/24/18 Dep: 08/24/18 Inv: 9570824124	55436878236262361516114	1,093.84
08/27	08/24	SHERATON DENVER DENVER CO Arr: 08/24/18 Dep: 08/24/18 Inv: 9570824124	55436878236262361516122	1,093.84

BUSINESS CARD
PO BOX 15796
WILMINGTON, DE 19886-5796

JEREMY T TOBIAS
COMM ACTION PRTRNSH KERN
COMM ACTION PRTRNSH KERN
5005 BUSINESS PARK N
BAKERSFIELD, CA 93309-165105

Account Number:
August 22, 2018 - September 21, 2018

New Balance Total \$4,665.98
Minimum Payment Due \$46.66
Payment Due Date 10/18/18

Enter payment amount

\$

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Please provide all corrections on the reverse side.

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BUSINESS CARD,
or make your payment online at
www.bankofamerica.com

Transactions

Posting Date	Transaction Date	Description	Reference Number	Amount
08/27	08/26	SQU*SQ *AFEWORK ANDENE Denver CO	55432868239200552206840	75.90
08/29	08/28	SHERATON DENVER DENVER CO	55436878240172405488291	230.34
		Arr: 08/26/18 Dep: 08/28/18 Inv: 9780828123		
09/03	08/31	SQ *SQ *MILEHIGH TAXI AURORA CO	55432868243200504328001	71.98
09/03	08/31	UNITED 01626078759561 HOUSTON TX	55432868244200648315913	25.00
		TOBIAS /FIRST CHECKED BAG		
		01626078759561		
		Departure Date: 08/31/18 Airport Code: DEN		
		UA ED BFL		
09/03	09/01	SHERATON DENVER DENVER CO	55436878244272441107594	875.08
		Arr: 08/27/18 Dep: 09/01/18 Inv: 9930901124		
09/12	09/10	KERN COUNTY FAIR 6618334900 CA	55547508254206492400066	1,200.00
		TOTAL PURCHASES AND OTHER CHARGES FOR THIS PERIOD		\$4,665.98

Finance Charge Calculation

Your **Annual Percentage Rate (APR)** is the annual interest rate on your account.

	Annual Percentage Rate	Balance Subject to Interest Rate	Finance Charges by Transaction Type
PURCHASES	13.99%	\$0.00	\$0.00
CASH	20.99% V	\$0.00	\$0.00

V = Variable Rate (rate may vary), Promotional Balance = APR for limited time on specified transactions.

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EMILIO WAGNER

Platinum Plus® for Business

August 22, 2018 - September 21, 2018

Cardholder Statement

Account Information:
www.bankofamerica.com

Mail Billing Inquiries to:
BANK OF AMERICA
PO BOX 982238
EL PASO, TX 79998-2238

Mail Payments to:
BUSINESS CARD
PO BOX 15796
WILMINGTON, DE 19886-5796

Customer Service:
1.800.673.1044, 24 Hours

TTY Hearing Impaired:
1.888.500.6267, 24 Hours

Outside the U.S.:
1.509.353.6656, 24 Hours

For Lost or Stolen Card:
1.800.673.1044, 24 Hours

Business Offers:
www.bankofamerica.com/mybusinesscenter

Payment Information

New Balance Total \$5,252.07
Minimum Payment Due \$52.52
Payment Due Date 10/18/18

Late Payment Warning: If we do not receive your minimum payment by the date listed above. You may have to pay a fee based on the outstanding balance on the fee assessment date:
\$19.00 for balance less than \$100.01
\$29.00 for balance less than \$1,000.01
\$39.00 for balance less than \$5,000.01
\$49.00 for balance equal to or greater than \$5,000.01

Minimum Payment Warning: If you make only the minimum payment each period, you will pay more in interest and it will take you longer to pay off your balance.

Account Summary

Previous Balance \$2,337.56
Payments and Other Credits -\$2,337.56
Balance Transfer Activity \$0.00
Cash Advance Activity \$0.00
Purchases and Other Charges \$5,252.07
Fees Charged \$0.00
Finance Charge \$0.00

New Balance Total \$5,252.07
Credit Limit \$10,000
Credit Available \$4,747.93
Statement Closing Date 09/21/18
Days in Billing Cycle 31

Transactions

Posting Date	Transaction Date	Description	Reference Number	Amount
09/13	09/13	Payments and Other Credits		
		CA Banking Center payment	25606005750006860056145	- 2,337.56
		TOTAL PAYMENTS AND OTHER CREDITS FOR THIS PERIOD		-\$2,337.56
08/28	08/26	Purchases and Other Charges		
		UNITED 01626074946985 800-932-2732 TX	55432868239200645979874	25.00
		WAGNER /FIRST CHECKED BAG		
		01626074946985		

BUSINESS CARD
PO BOX 15796
WILMINGTON, DE 19886-5796

EMILIO WAGNER
COMM ACTION PRTRSH KERN
COMM ACTION PRTRSH KERN
5005 BUSINESS PARK N
BAKERSFIELD, CA 93309-165105

Account Number:
August 22, 2018 - September 21, 2018

New Balance Total \$5,252.07
Minimum Payment Due \$52.52
Payment Due Date 10/18/18

Enter payment amount

\$

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BUSINESS CARD,
or make your payment online at
www.bankofamerica.com

Transactions

Posting Date	Transaction Date	Description	Reference Number	Amount
		Departure Date: 08/26/18 Airport Code: BFL UA ED DEN		
		Departure Date: 08/26/18 Airport Code: DEN UA ED ORD		
		Departure Date: 08/26/18 Airport Code: ORD UA ED FNT		
08/28	08/27	ENTERPRISE RENT-A-CAR FLINT MI	05410198239060407517947	108.93
08/28	08/27	UNION TAXI COOPERATIVE DENVER CO	55126858240207188702521	56.00
08/29	08/27	UNITED 01626076022211 800-932-2732 TX WAGNER /FIRST CHECKED BAG 01626076022211	55432868240200844019362	25.00
		Departure Date: 08/27/18 Airport Code: FNT UA ED ORD		
		Departure Date: 08/27/18 Airport Code: ORD UA ED DEN		
08/29	08/28	SHERATON DENVER DENVER CO Arr: 08/27/18 Dep: 08/28/18 Inv: 9780828123	55436878240172405488598	875.07
08/29	08/28	SHERATON DENVER DENVER CO Arr: 08/27/18 Dep: 08/28/18 Inv: 9780828123	55436878240172405488606	875.07
08/29	08/27	HOLIDAY INN FLINT FLINT MI Arr: 08/26/18 Dep: 08/27/18 Inv: 11383853	55310208240708257084042	126.54
08/29	08/27	HOLIDAY INN FLINT FLINT MI Arr: 08/26/18 Dep: 08/27/18 Inv: 11383850	55310208240708257567574	126.54
08/29	08/27	HOLIDAY INN FLINT FLINT MI Arr: 08/26/18 Dep: 08/27/18 Inv: 11383849	55310208240708257571329	126.54
09/03	08/31	SQU*SQ *SHALOM LUXURY Denver CO	55432868243200437061521	80.00
09/03	08/31	UNITED 01626078463402 HOUSTON TX WAGNER /FIRST CHECKED BAG 01626078463402	55432868244200648315905	25.00
		Departure Date: 08/31/18 Airport Code: DEN UA ED BFL		
09/03	09/01	SHERATON DENVER DENVER CO Arr: 08/27/18 Dep: 09/01/18 Inv: 9930901124	55436878244272441110374	875.08
09/13	09/12	ONESTEPGPSCOM 18182548150 CA	55429508255717756574281	418.50
09/13	09/12	BESTBUYCOM805561753519 888-BESTBUY MN	05410198255503590009502	1,063.40
09/21	09/20	MINDBODY, INC 805-4762700 CA	85454918263900016249490	445.40
		TOTAL PURCHASES AND OTHER CHARGES FOR THIS PERIOD		\$5,252.07

Finance Charge Calculation

Your **Annual Percentage Rate (APR)** is the annual interest rate on your account.

	Annual Percentage Rate	Balance Subject to Interest Rate	Finance Charges by Transaction Type
PURCHASES	13.99%	\$0.00	\$0.00
CASH	25.99% V	\$0.00	\$0.00

V = Variable Rate (rate may vary), Promotional Balance = APR for limited time on specified transactions.

COMMUNITY ACTION PARTNERSHIP OF KERN
CENTRAL KITCHEN - BUDGET TO ACTUAL
FOR THE PERIOD MARCH 1, 2018 TO FEBRUARY 28, 2019 (7 OF 12 MONTHS OR 58.33%)

Line Item	2018/19 Budget	3/1/18 - 9/30/18 Actual	% Expended	Available Budget
USDA Revenue (Note A)	1,265,857	777,027	61.4%	488,830
Head Start Subsidy	<u>1,151,461</u>	<u>489,967</u>	42.6%	<u>661,494</u>
Total Revenue	<u>2,417,318</u>	<u>1,266,994</u>	52.4%	<u>1,150,324</u>
Expenditures (Note B)				
Salaries	557,792	347,466	62.3%	210,326
Benefits	167,338	120,121	71.8%	47,217
Vehicle Gasoline, Repair/Maintenance	70,000	41,758	59.7%	28,242
Space Costs	101,200	46,681	46.1%	54,519
Supplies - Office & Food Service	114,900	71,288	62.0%	43,612
Equipment Purchase		7,271		(7,271)
Equipment Repair/Maintenance	6,000	6,101	101.7%	(101)
Communication	13,000	5,382	41.4%	7,618
Risk Insurance	12,700	6,167	48.6%	6,533
Printing	1,700	506	29.7%	1,194
Hiring & Employee Costs	1,800	213	11.8%	1,587
First Aid	2,600	25	1.0%	2,575
Home Base Socializations	9,568		0.0%	9,568
Raw Food/Vended Meals	<u>763,418</u>	<u>425,352</u>	55.7%	<u>338,066</u>
Sub Total	1,822,016	1,078,332	59.2%	743,684
Adult Meals Prepared	188,000	99,004	52.7%	88,996
Indirect	<u>219,302</u>	<u>89,659</u>	40.9%	<u>129,643</u>
Total Expenditures	<u>2,229,318</u>	<u>1,266,994</u>	56.8%	<u>962,324</u>

	Prior Period	September	Cum
Total Meals Prepared and Vended (Note C)	345,235	98,990	444,225
Total Meals Claimed	<u>268,924</u>	<u>72,707</u>	<u>341,631</u>
Difference	76,311	26,283	102,594

Percentage Claimed to Prepared/Vended	77.9%	73.4%	76.9%
---------------------------------------	-------	-------	-------

Note A: Source of USDA revenue is monthly report submitted to California Department of Education by Head Start/State Child Development Program Division. Revenue is reimbursement for meals claimed.

Note B: Expenditures are for meals prepared, including vended meals.

Note C: Total number of meals delivered to the centers and homebase excluding adult prepared and adult meals vended. The total represents the number of meals available to be served to center and homebase children.

COMMUNITY ACTION PARTNERSHIP OF KERN
STATE DEPARTMENT OF EDUCATION CONTRACT - MIGRANT ALTERNATIVE PAYMENT
FOR THE PERIOD 7/1/18 - 6/30/19 (2 OF 12 MONTHS = 16.67%)

Contract CMAP-7000	July 2018	Aug 2018	Sept 2018	Oct 2018	Nov 2018	Dec 2018	Jan 2019	Feb 2019	Mar 2019	Apr 2019	May 2019	June 2019	Total	%	% Earned to MRA
Provider Payments	\$ 376,158	\$ 491,901	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 868,058		
Add: Family Fees	<u>7,417</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>7,417</u>		
Net Provider Payments	\$ 383,575	\$ 491,901	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 875,475	79.20%	
Maximum Reimbursable Amount (MRA) for Provider Payments													6,977,689		12.55%
Administration & Support Services Revenue															
Provider Payments	\$ 383,575	\$ 491,901	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 875,475		
Reimbursement Rate	x 21.2121%	x 21.2121%	x 21.2121%	x 21.2121%	x 21.2121%	x 21.2121%	x 21.2121%	x 21.2121%	x 21.2121%	x 21.2121%	x 21.2121%	x 21.2121%	x 21.2121%		
Revenue Earned	<u>\$ 81,364</u>	<u>\$ 104,342</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 185,707</u>		
Program Administration/Support Services Costs															
Indirect (10% x MTDC) Costs	42,513	88,735	-	-	-	-	-	-	-	-	-	-	131,247	11.87%	
Transfer Indirect to CSBG	41,215	57,414	-	-	-	-	-	-	-	-	-	-	98,629	8.92%	
Total Operating Costs	<u>\$ 83,727</u>	<u>\$ 146,149</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 229,876</u>	20.80%	
Revenue Earned Over/(Under) Costs	<u>\$ (2,363)</u>	<u>\$ (41,806)</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ (44,169)</u>		
TOTAL COSTS - NET OF FAMILY FEES	<u>\$ 467,302</u>	<u>\$ 638,050</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,105,351</u>	100.00%	

Note 1: Administration and Support Services revenue is earned based on the amount of provider payments incurred. Example:

Provider payments 875,475
Reimbursement Rate (17.5% / 82.5%) x 21.2121%
Revenue Earned 185,707

Note 2: The maximum reimbursable amount per the 2017/18 State contract is as follows:

Provider Payments 6,977,689 82.50%
Administration 1,268,671 15.00%
Support Services 211,445 2.50%
Maximum Reimbursable Amount (MRA) 8,457,805 100.00%

Note 3: The MRA for 2018/19 is \$1,387,939 greater than 2017/18

COMMUNITY ACTION PARTNERSHIP OF KERN
STATE DEPARTMENT OF EDUCATION 2017/18 CONTRACTS - EARNED REVENUE
FOR THE PERIOD 7/1/18 - 6/30/19 (3 OF 12 MONTHS = 25.0%)

	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	TOTAL	% Earned to MRA
<u>GENERAL CHILD CARE (CCTR-8049)</u>														
Adjusted Days of Enrollment - Certified	5,122	6,145	4,840	-	-	-	-	-	-	-	-	-	16,107	
Reimbursement Rate per Child per Day	<u>X \$47.98</u>	<u>X \$47.98</u>	<u>X \$47.98</u>	<u>X \$47.98</u>	<u>X \$47.98</u>	<u>X \$47.98</u>	<u>X \$47.98</u>	<u>X \$47.98</u>	<u>X \$47.98</u>	<u>X \$47.98</u>	<u>X \$47.98</u>	<u>X \$47.98</u>	<u>X \$47.98</u>	
Revenue Earned	\$ 245,773	\$ 294,816	\$ 232,230	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 772,820	26.26%
Maximum Reimbursable Amount (MRA)													\$2,943,028	
<u>CALIFORNIA STATE PRESCHOOL (CSPP-8120)</u>														
Adjusted Days of Enrollment - Certified	2,323	3,413	4,562	-	-	-	-	-	-	-	-	-	10,299	
Reimbursement Rate per Child per Day	<u>X \$48.28</u>	<u>X \$48.28</u>	<u>X \$48.28</u>	<u>X \$48.28</u>	<u>X \$48.28</u>	<u>X \$48.28</u>	<u>X \$48.28</u>	<u>X \$48.28</u>	<u>X \$48.28</u>	<u>X \$48.28</u>	<u>X \$48.28</u>	<u>X \$48.28</u>	<u>X \$48.28</u>	
Revenue Earned	\$ 112,176	\$ 164,802	\$ 220,268	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 497,246	15.88%
Maximum Reimbursable Amount (MRA)													\$3,131,270	
<u>MIGRANT CHILD CARE (CMIG-8004)</u>														
Adjusted Days of Enrollment - Certified	292	458	403	-	-	-	-	-	-	-	-	-	1,153	
Reimbursement Rate per Child per Day	<u>X \$47.98</u>	<u>X \$47.98</u>	<u>X \$47.98</u>	<u>X \$47.98</u>	<u>X \$47.98</u>	<u>X \$47.98</u>	<u>X \$47.98</u>	<u>X \$47.98</u>	<u>X \$47.98</u>	<u>X \$47.98</u>	<u>X \$47.98</u>	<u>X \$47.98</u>	<u>X \$47.98</u>	
Revenue Earned	\$ 14,020	\$ 21,959	\$ 19,352	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 55,331	21.75%
Maximum Reimbursable Amount (MRA)													\$254,377	

Note 1: Source of adjusted days of enrollment for certified children is the monthly attendance report prepared by the Fiscal Dept. of the Head Start/State Child Development Division.

Note 2: Source of reimbursement rate per child per day and maximum reimbursable amount is per the 2017/18 State contracts.

Note 3: CCTR's MRA for 2018/19 is \$613,955 greater than 2017/18.
CSPP's MRA for 2018/19 is \$163,872 greater than 2017/18.
CMIG's MRA for 2018/19 is \$17,878 greater than 2017/18.

Division/CFO: Tracy Webster, CFO	Month/Year: September 2018
Program/Work Unit: Not Applicable	Deputy CFO: Vacant
Services: Overall financial and accounting functions of the organization	

Activities	September 2018		Year to Date (3/1/18 -9/30/18)	
Description	Number	Amount	Number	Amount
Accounting Transactions Processed	1,301		100,480	
Bank Deposits	7	1,797,959	44	13,090,803
Wire Deposits	3	12,335	26	390,871
Head Start/IRS Drawdowns	4	3,784,594	36	17,356,590
Vendor Checks Issued	862	2,169,173	6,258	15,119,871
Payroll Disbursed		2,435,549		16,698,150
Grant Reports Prepared in September 2018	13		99	
Cal Fresh Outreach				
CSBG				
CSBG - Discretionary				
Differential Response				
DOE				
Economic Empowerment				
Gang Prevention				
LIHEAP 2016				
LIHEAP 2017				
LIHEAP 2018				
Realignment for Success				
U. S. Treasury Cash Report				
• Head Start				
WIC				

Other: Total Division Staffing: 8 + 3 vacancies – Deputy CFO, Accounting Manager & Accounting Clerk

CFO	Deputy CFO
Accounting Manager	Accountant II
Accountant (2)	Accounting Specialist
Accounting Technician (4)	Accounting Clerk

Community Action of Partnership of Kern Agency Total

STATEMENT OF POSITION (UNAUDITED) AS OF FEBRUARY 28, 2018

ASSETS

Cash in Bank	3,327,316.09
Cash - Vacation Reserve	522,349.93
Petty Cash	500.00
Accounts Receivable	3,323,123.25
Travel Advance	10,419.51
Prepaid Expense	388,196.42
Inventory	1,265,582.73
Net Fixed Assets - Unrestricted	2,590,181.40
Net Fixed Assets - Restricted	<u>9,236,431.72</u>

Total Assets 20,664,101.05

LIABILITIES AND NET ASSETS

Accounts Payable	1,883,875.63
Accrued Expenses	1,687,060.24
Accrued Vacation	911,138.65
Line of Credit	-
Note Payable	2,781,719.93
Advance Payable	22,808.43
Deferred Revenue	<u>2,569,389.97</u>

Total Liabilities 9,855,992.85

Total Net Assets 10,808,108.20

Total Liabilities and Net Assets 20,664,101.05

STATEMENT OF OPERATIONS (UNAUDITED) FOR THE PERIOD MARCH 1, 2017 TO FEBRUARY 28, 2018

REVENUE

Grant Revenue	40,187,171.67
Donations	16,116,503.21
Other Revenue	1,507,767.08
In-Kind	<u>78,737.84</u>

Total Revenue 57,890,179.80

EXPENDITURES

Salaries	25,685,452.68
Benefits	7,818,215.82
Travel	503,701.23
Space Costs	5,103,043.63
Supplies	2,271,144.31
Consultant/Contract Services	1,493,279.77
Other Costs	2,107,414.67
Program Costs	7,973,555.16
Capital Expenditures	(5,408.92)
Indirect	5,060,831.66
In-Kind	<u>78,737.84</u>

Total Expenditures 58,089,967.85

Net Change in Assets (199,788.05)

Net Assets, beginning 11,007,896.25

Net Assets, ending 10,808,108.20

Community Action of Partnership of Kern Agency Total

STATEMENT OF POSITION (UNAUDITED) AS OF SEPTEMBER 30, 2018

ASSETS

Cash in Bank	2,450,457.90
Cash - Vacation Reserve	482,483.71
Petty Cash	500.00
Accounts Receivable	1,067,219.12
Travel Advance	5,290.36
Prepaid Expense	426,267.31
Inventory	1,311,832.52
Net Fixed Assets - Unrestricted	2,401,025.83
Net Fixed Assets - Restricted	<u>9,066,425.72</u>

Total Assets 17,211,502.47

LIABILITIES AND NET ASSETS

Accounts Payable	784,956.20
Accrued Expenses	674,544.31
Accrued Vacation	470,878.79
Line of Credit	615,000.00
Note Payable	2,615,013.62
Advance Payable	393,726.00
Deferred Revenue	<u>1,002,300.45</u>

Total Liabilities 6,556,419.37

Total Net Assets 10,655,083.10

Total Liabilities and Net Assets 17,211,502.47

STATEMENT OF OPERATIONS (UNAUDITED) FOR THE PERIOD MARCH 1, 2018 TO SEPTEMBER 30, 2018

REVENUE

Grant Revenue	29,520,018.11
Donations	90,138.77
Other Revenue	2,745,130.44
In-Kind	<u>3,801,808.62</u>

Total Revenue 36,157,095.94

EXPENDITURES

Salaries	14,759,328.67
Benefits	4,632,816.04
Travel	335,916.35
Space Costs	2,607,876.75
Supplies	943,705.92
Consultant/Contract Services	1,397,369.16
Other Costs	1,363,857.95
Program Costs	3,794,375.62
Capital Expenditures	155,028.59
Indirect	2,518,037.37
In-Kind	<u>3,801,808.62</u>

Total Expenditures 36,310,121.04

Net Change in Assets (153,025.10)

Net Assets, beginning 10,808,108.20

Net Assets, ending 10,655,083.10

**COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-18 TO 09-30-18 (58.3%)**

	AGENCY TOTAL			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	25,995,600	13,424,393	12,571,207	52%
BENEFITS	7,979,525	4,285,500	3,694,025	54%
TRAVEL	536,271	317,992	218,279	59%
SPACE COST	3,765,111	2,288,541	1,476,570	61%
SUPPLIES	1,796,041	873,092	922,949	49%
EQUIPMENT	211,038	154,635	56,403	73%
CONSULTANT/CONTRACT SERVICES	954,462	938,542	15,920	98%
OTHER COSTS	2,259,160	1,239,749	1,019,411	55%
PROGRAM COSTS	9,151,790	3,804,002	5,347,788	42%
INDIRECT	5,059,589	2,632,581	2,427,008	52%
TOTAL	57,708,587	29,959,026	27,749,561	52%

**COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-18 TO 09-30-18 (58.3%)**

	EDUCATION			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	20,001,314	10,252,020	9,749,294	51%
BENEFITS	6,306,887	3,368,748	2,938,139	53%
TRAVEL	323,189	180,672	142,517	56%
SPACE COST	2,763,629	1,638,533	1,125,096	59%
SUPPLIES	1,391,790	663,799	727,991	48%
EQUIPMENT	113,310	147,364	(34,054)	130%
CONSULTANT/CONTRACT SERVICES	697,686	488,203	209,483	70%
OTHER COSTS	1,273,028	689,755	583,273	54%
PROGRAM COSTS	6,935,676	2,945,859	3,989,818	42%
INDIRECT	3,489,828	1,972,536	1,517,292	57%
TOTAL	43,296,337	22,347,487	20,948,850	52%

**COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-18 TO 09-30-18 (58.3%)**

	NUTRITION			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	3,431,870	1,724,886	1,706,984	50%
BENEFITS	981,090	490,141	490,949	50%
TRAVEL	106,391	75,035	31,356	71%
SPACE COST	576,555	334,751	241,804	58%
SUPPLIES	214,757	147,807	66,950	69%
EQUIPMENT	97,728	7,271	90,457	7%
CONSULTANT/CONTRACT SERVICES	11,300	1,964	9,336	17%
OTHER COSTS	310,015	183,899	126,116	59%
PROGRAM COSTS	1,235,539	548,910	686,629	44%
INDIRECT	604,331	325,028	279,303	54%
TOTAL	7,569,576	3,839,693	3,729,883	51%

**COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-18 TO 09-30-18 (58.3%)**

	ENERGY CONSERVATION			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	1,300,000	841,484	458,516	65%
BENEFITS	377,000	221,861	155,139	59%
TRAVEL	60,000	42,586	17,414	71%
SPACE COST	200,000	126,589	73,411	63%
SUPPLIES	140,000	31,618	108,382	23%
EQUIPMENT	0	-	0	0%
CONSULTANT/CONTRACT SERVICES	200,000	439,373	(239,373)	220%
OTHER COSTS	535,000	292,438	242,562	55%
PROGRAM COSTS	950,000	292,634	657,366	31%
INDIRECT	376,200	222,895	153,305	59%
TOTAL	4,138,200	2,511,478	1,626,722	61%

**COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-18 TO 09-30-18 (58.3%)**

	COMMUNITY SERVICES			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	652,004	263,285	388,719	40%
BENEFITS	150,654	88,413	62,242	59%
TRAVEL	32,701	15,090	17,611	46%
SPACE COST	102,402	154,067	(51,665)	150%
SUPPLIES	25,419	23,231	2,188	91%
EQUIPMENT	0	-	0	0%
CONSULTANT/CONTRACT SERVICES	43,226	8,611	34,615	20%
OTHER COSTS	66,152	33,800	32,352	51%
PROGRAM COSTS	20,025	11,358	8,667	57%
INDIRECT	101,673	58,147	43,526	57%
TOTAL	1,194,256	656,003	538,253	55%

**COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-18 TO 09-30-18 (58.3%)**

	CSBG			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	606,412	340,217	266,195	56%
BENEFITS	163,069	115,990	47,079	71%
TRAVEL	13,990	4,610	9,380	33%
SPACE COST	118,325	34,568	83,757	29%
SUPPLIES	21,875	4,503	17,372	21%
EQUIPMENT	0	-	0	0%
CONSULTANT/CONTRACT SERVICES	2,250	390	1,860	17%
OTHER COSTS	48,705	16,088	32,617	33%
PROGRAM COSTS	10,550	2,525	8,025	24%
INDIRECT	484,007	51,084	432,923	11%
TOTAL	1,469,183	569,974	899,209	39%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-18 TO 09-30-18 (58.3%)

	DISCRETIONARY & FUND RAISING			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	4,000	2,501	1,499	63%
BENEFITS	825	348	477	42%
TRAVEL	0	-	0	0%
SPACE COST	4,200	32	4,168	1%
SUPPLIES	2,200	2,133	67	97%
EQUIPMENT	0	-	0	0%
CONSULTANT/CONTRACT SERVICES	0	-	0	0%
OTHER COSTS	26,260	23,768	2,492	91%
PROGRAM COSTS	0	2,717	(2,717)	not budgeted
INDIRECT	3,550	2,891	659	81%
TOTAL	41,035	34,390	6,645	84%

COMMUNITY ACTION PARTNERSHIP OF KERN
INDIRECT FUND - FY 2018/19
BUDGET TO ACTUAL - 3/1/18 TO 2/28/19 (6 OF 12 MONTHS = 58.33%)

	Budget	Actual	% Earned/ Expended	Available Balance
Revenue	\$ 5,059,589	\$ 2,632,581	52.0%	\$ 2,427,008
Expenditures				
Salaries	2,820,260	1,455,791	51.6%	1,364,469
Benefits @ 24.11% actual	<u>674,091</u>	<u>323,675</u>	<u>48.0%</u>	<u>350,416</u>
Total Personnel Costs	3,494,351	1,779,466	50.9%	1,714,885
Operating Costs				
Travel	90,750	36,510	40.2%	54,240
Space Costs	187,900	102,095	54.3%	85,805
Supplies	138,400	65,692	47.5%	72,708
Consultant/Contract	630,725	442,883	70.2%	187,842
Other Operating Costs	<u>363,950</u>	<u>116,887</u>	<u>32.1%</u>	<u>247,063</u>
Total Operating Costs	1,411,725	764,066	54.1%	647,659
Total Expenditures	<u>\$ 4,906,076</u>	<u>\$ 2,543,532</u>	<u>51.8%</u>	<u>\$ 2,362,544</u>
Excess Indirect Revenue	<u>\$ 153,513</u>	<u>\$ 89,049</u>		

RECAP BY SUPPORT DIVISION	Revised Budget	Actual	% Expended	Available Balance
HR	\$ 1,223,465	\$ 592,610	48.4%	\$ 630,855
Operations	1,394,366	755,659	54.2%	638,707
Executive	536,935	305,850	57.0%	231,085
Community Development	704,410	331,899	47.1%	372,511
Finance	<u>1,046,900</u>	<u>557,515</u>	<u>53.3%</u>	<u>489,385</u>
	<u>\$ 4,906,076</u>	<u>\$ 2,543,532</u>	<u>51.8%</u>	<u>\$ 2,362,544</u>

Prepared Date: 10/15/18

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Board of Directors
From: Lisa Price, Program Governance Coordinator 
Date: October 31, 2018
Subject: *Agenda Item X(a)*: April Policy Council Report – **Action Item**

The Policy Council convened on September 20, 2018; quorum was established.

Members of the Leadership Counsel for Justice and Accountability provided a presentation to the Policy Council regarding their community advocacy program which works to ensure equitability and fair legal issues within the state such as but not limited to proper street lighting, access to clean water, etc.

The 2019 – 2020 refunding application for the Early Head Start San Joaquin program was presented. Information shared indicated there were no changes to the program operations and funding would remain the same as the current year. A motion was made and subsequently approved with resolution to submit this application to the Office of Head Start.

A new Policy Council Term will begin next month (November) which will also include a new board.

COMMUNITY ACTION PARTNERSHIP OF KERN
POLICY COUNCIL MEETING MINUTES
September 20, 2018
5005 Business Park North
Board Room 130

1. **Call to Order – Chairperson, Enrique Salazar, Jr.**, called the meeting to order at 5:30 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, Enrique Salazar, Jr., Joanna Guillen, Destiny Thompson-Butler, Rosa Reyes, Ana Lester, Lindsay Harrison.
3. **Approval of Agenda – Chairperson** (**ACTION)
 - a. Motion for approval of the PC Agenda as amended removing item 8.b. dated August 30, 2018, was made by Destiny Thompson-Butler; Amber Dunlap 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 Joanna Guillen; Jacqueline Boykin seconded; motion carried unanimously.
5. **Presentation of Guests/Public Forum**
The following guests were in attendance: Jerry Meade, Program Design and Management Administrator; Claudia Sanchez, FSW Sterling; LeTisha Brooks, Program Manager; Lisa Price, Program Governance Coordinator; Bryan Lopez, IT Specialist; Emily Gonzalez Demont, Assistant Director of Grants Management; Yolanda Gonzales, Director of Head Start and State Child Development; Donna Holland, Fiscal Administrator; Nila Hogan, Pete Parra Parent Committee Chairperson; Jasmene del Aguila, Leadership Counsel for Justice and Accountability; Adeyinka Glover, Leadership Counsel for Justice and Accountability.
 - 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
Jerry shared enrollment for August 2018. All EHS Programs were fully enrolled and HS Kern is working to meet full enrollment. Disabilities, over income, and average Daily attendance were all in line with head start expectations. Next meeting to be held October 2, 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 September 19, 2018.
 - d. By-Laws Committee
No report. Next meeting not announced.
7. **Presentations**
 - a. Leadership Counsel for Justice and Accountability – Adeyinka Glover & Jasmene del Aguila
Ms. Glover provided information about Leadership Counsel for Justice and Accountability. The community advocacy program to ensure equitability and fair legal issues are prominent within the State. PC member asked questions regarding their personal situations that were fielded accordingly by Ms. Glover and her colleague Ms. Del Aguila. The council was invited to participate in their Summer Regional Convening on September 22 at CAPK’s Friendship House.

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

- a. Early Head Start San Joaquin Refunding Application – Emily Gonzalez Demont
Mrs. Gonzalez Demont presented the Council with the 2019-2020 Refunding Application for EHS San Joaquin. She shared there were no changes to the program operations and funding would remain the same as the current year. She requested to the council to approve with resolution to submit the application. Rosa Reyes; Amber Dunlap seconded; motion carried unanimously
- b. Item Removed.
- c. Request to change scheduled October Policy Council meeting date – Lisa Price, Program Governance Coordinator
Ms. Price shared that the October Policy Council meeting is scheduled at a time when staff were not available to attend. Through discussion from council members, the October meeting was proposed to be changed to be held on October 30, 2018, at 5:30 PM. A motion for approval of the new date was made by Amber Dunlap; Joanna Guillen seconded; motion carried unanimously

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
- 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

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

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. Ms. Price provided a parent meeting overview explaining the process of returning to the Council. She shared the Regional Parent Committee Meeting were scheduled for October and at the Regional Parent Committee meetings, the next Policy Council will be elected. She hoped to see many of the members there.

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

Ms. Lester spoke about the Free Citizens Workshop scheduled for September 22 at East Bakersfield High School. A flyer was provided with the details of the even. Ms. Harrison shared information regarding Dress for Success Bakersfield, Fall Clearance sale. A flyer was provided with the details. Ms. Harrison and members from the council shared the deals they have received in purchasing gently used business attire at lost costs from this event in the past.

12. **Early Head Start San Joaquin Report** – Rosa Reyes, San Joaquin Parent

Ms. Reyes shares that on Saturday, September 15th San Joaquin participated in a local community event, Family Day at the Park. The event attracts approximately 2000 families annually. The focus in on early

language and literacy development for young children. Program services were provided to families. Staff collected contact information 34 potential new enrollees. Ms. Reyes invited the council to come up and participate in 2019.

13. **Early Head Start Partnership Report** – Yolanda Gonzales, Director of Head Start and State Child Development Services.

Mrs. Gonzales shared that Partnership program was going well.

14. **Board of Directors Representatives Report** – No report as Yolanda Ochoa was attending a CAPK event also scheduled for the same evening.

15. **Director's Report (HS/State Child Development)** – Yolanda Gonzales, Director of Head Start/State Child Development

Mrs. Gonzales thanked the members for being present and making quorum. She shared that we were a month into the new school year and that center staff were still on “protected time” as the beginning of the new school year is always busy. She shared that many grants are due during this time of year and staff are working diligently to complete the planning and development of these grant actions. New funding opportunities are available, and staff will explore all options to expand funding for our program. She once again thanked the council for their commitment and service.

16. **Policy Council Chairperson/Announcements** – Enrique Salazar, Jr., Chairperson

Mr. Salazar expressed his thanks for attending meetings throughout the long year, as their term only had one more month to go. He introduced Ms. Hogan as the recently elected Parent Committee Chairperson at Pete Parra. He reminded the council to connect with Jerry and or Lisa to support the letters of reference requested at the September meeting.

17. **Adjournment** – Chairperson

The meeting was adjourned at 6:29 p.m. by the Chairperson.