



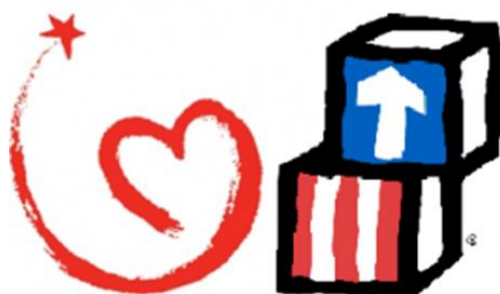
Head Start/State Child Development

POLICY COUNCIL MEETING PACKET

January 26, 2020

5:30 p.m.

Per Governor's Executive Order N-25-20
This meeting will be held via tele-conference
(213) 204-2374 ~ Conference ID: 149 963 451#



POLICY COUNCIL STANDING COMMITTEES

January 2021

EXECUTIVE COMMITTEE

Chairperson: Andrea Martinez
Vice Chairperson: Laura Gonzales
Secretary: Agueda Hernandez
Treasurer: Ashley McCallister
Parliamentarian: Kaylonie Howard

STANDING COMMITTEE MEMBERS

Board of Directors:

BYLAWS

Chairperson: Kaylonie Howard

1. Nicole Cabe
- 2.
- 3.
- 4.
- 5.
- 6.

PLANNING

Chairperson: Laura Gonzales

1. Imelda Felix
2. Nicole Cabe
3. Brittany Dunbar
4. Nila Hogan
- 5.
- 6.

SCHOOL READINESS

Chairperson: Agueda Hernandez

1. Rosalinda Valencia
2. Laura Gonzales
3. Brittany Dunbar
4. Teresa Fajardo

BUDGET & FINANCE

Chairperson: Ashley McCallister

1. Teresa Fajardo
- 2.
- 3.
- 4.
- 5.
- 6.



School Readiness Subcommittee

Member	Dec.	Jan.	Feb.	Mar.	Apr.	May	Jun.	Jul.	Aug.	Sept.	Oct.
Agueda Hernandez											
Brittany Dunbar											
Teresa Fajardo											
Laura Gonzales											
Rosalinda Valencia											

Planning Subcommittee

Member	Dec.	Jan.	Feb.	Mar.	Apr.	May	Jun.	Jul.	Aug.	Sept.	Oct.
Laura Gonzales		X									
Imelda Felix		ABS									
Nicole Cabe		X									
Nila Hogan		X									
Brittany Dunbar		X									

Board of Directors

Member	Dec.	Jan.	Feb.	Mar.	Apr.	May	Jun.	Jul.	Aug.	Sept.	Oct.
Nila Hogan											

Legend

Attended	X
Did Not Attend	ABS
Attended Another CAPK Function	
Resigned	R
Terminated	
No Subcommittee Meeting Held	
Not Yet Elected to Subcommittee	
Absent Due to Weather Conditions	

LEGEND:	
Attended	X
Did Not Attend	ABS
Attended Another CAPK Function	
Meeting Not Held	
Membership Terminated	
Absent Due to Weather Conditions	
Resigned	R
Special Call Meeting	SC
Executive Committee Meeting	EC
Not Yet Elected to Policy Council	

[illegible]



Policy Council Agenda
Per Governor's Executive Order N-25-20
Meeting to be held via teleconference
(213) 204-2374 – Conference ID: 149 963 451#
[Click here to join the meeting](#)
January 26, 2021
5:30 p.m. – 6:30 p.m.

1. **Call to Order** Chairperson
 - a. Moment of Silence, Pledge of Allegiance
 - b. Reading of Promise of Community Action
"Community Action changes people's lives, embodies the spirit of hope, improves communities, and makes America a better place to live. We care about the entire community and we are dedicated to helping people help themselves and each other."
2. **Roll Call/Set Quorum** Secretary
3. **Approval of Agenda** Chairperson ***ACTION**
 - a. Agenda dated: January 26, 2021
4. **Approval of Minutes** Chairperson ***ACTION**
 - a. Date of Minutes: December 15, 2020
5. **Public Forum**
 - a. *The public wishing to address the full Policy Council may do so at this time. Policy Council members may respond briefly to statements made or questions posed. However, the Policy Council will take no action other than that referring the item(s) to staff for study and analysis. **Speakers are limited to five minutes each.** If more than one person wishes to address the same topic, total group time will be 10 minutes Please state your name before making your presentation. Thank you.*
6. **Standing Committee Reports** (3 minutes per report)
 - a. School Readiness Committee Verbal Report
 - b. Planning Committee Verbal Report
 - c. Budget & Finance Verbal Report
 - d. Bylaws Verbal Report
7. **Presentations** (15 minutes per presentation)
CAPK Energy Program ~ Andrea Rodriguez, Energy Outreach Specialist
8. **New Business** Chairperson ***ACTION**
 - a. Election of Andrea Martinez to the Bylaws Committee
 - b. Approval of Revised Policy Council Meeting Dates ~ Lisa Price, Program Governance Coordinator
 - c. 2021-2022 Program Planning Calendar ~ Vanessa Cortez, Administrative Analyst
 - d. 2021-2022 Selection & Recruitment Plan ~ Ginger Mendez, Enrollment & Attendance Manager

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 p.m. on January 21, 2021
Lisa Price, Program Governance Coordinator



9. Communications

- a. Kern Head Start Budget vs. Actual Expenditures, March 1, 2020 through December 31, 2020
- b. Kern Early Head Start Budget vs. Actual Expenditures, March 1, 2020 through December 31, 2020
- c. Early Head Start San Joaquin Budget vs. Actual Expenditures, February 1, 2020 through December 31, 2020
- d. Early Head Start Child Care Partnerships Budget vs. Actual Expenditures, March 1, 2020 through December 31, 2020
- e. Parent Local Travel & Child Care through December 31, 2020
- f. Parent Activity Funds through December 31, 2020
- g. Kern Head Start and Early Head Start Non-Federal and In-Kind Report, March 1, 2020 through December 31, 2020
- h. San Joaquin Early Head Start Non-Federal and In-Kind Report, February 1, 2020 through December 31, 2020
- i. Community Action Partnership of Kern Independent Auditor's Report for the Year Ended February 28, 2020
- j. Notice of Award #09CH011406-02-00 Early Head Start San Joaquin, Budget Year February 1, 2021 – January 31, 2022
- k. Head Start PRE-Report ~ December 2020
- l. Policy Council Planning Committee Minutes ~ January 5, 2021 (English/Spanish)
- m. Children's Mobile Immunizations ~ January 2021 (English/Spanish)
- n. Child Safety Seat Check-up ~ Bakersfield Police Department (English/Spanish)
- o. Carbon Monoxide Safety ~ National Fire Protection Association (English/Spanish)
- p. Free Yoga & Meditation Classes ~ White Wolf Wellness
- q. School Readiness Subcommittee Meeting Dates
- r. Planning Subcommittee Meeting Dates
- s. Budget & Finance Subcommittee Meeting Dates
- t. Bylaws Subcommittee Meeting Dates

10. <u>Program Governance Report</u>	Lisa Price	Verbal Report (3 min.)
11. <u>Community Representative Report</u>	Nicole Cabe/Nila Hogan	Verbal Report (3 min.)
12. <u>School Readiness Report</u>	Carolyn Coffey	Verbal Report (3 min.)
13. <u>Early Head Start San Joaquin Report</u>	Nicole Nino	Verbal Report (3 min.)
14. <u>Early Head Start Partnership Report</u>	Rosita Curry	Verbal Report (3 min.)
15. <u>Board of Directors Representative Report</u>	Jimmie Childress	Verbal Report (3 min.)
16. <u>Director's Report (HS/State Child Development)</u>	Yolanda Gonzales	Verbal Report (5 min.)
17. <u>Policy Council Chairperson</u>	Andrea Martinez	Verbal Report (3 min.)
18. <u>Adjournment</u>	Chairperson	

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 p.m. on January 21, 2021
 Lisa Price, Program Governance Coordinator



Agenda del Concilio de Póliza
Por orden gubernamental N-25-20
Junta a llevarse a cabo por teleconferencia
(213) 204-2374 – Número de identificación: 149 963 451#
[Pulse el enlace para unirse a la junta](#)
26 de enero, 2021
5:30 p.m. – 6:30 p.m.

1. **Convocación de reunión** Presidente
 - a. Momento de silencio, juramento de lealtad
 - b. Lectura de la promesa de Acción Comunitaria
“Acción Comunitaria cambia la vida de personas, simboliza el espíritu de esperanza, mejora a las comunidades y hace de América un mejor lugar para vivir. Estamos interesados en la comunidad y nos dedicamos a que la gente aprenda a ayudarse a sí misma y a otros”.
2. **Pase de lista/establecimiento de los miembros** Secretaria
3. **Aprobación de Agenda** Presidente ***ACCIÓN**
 - a. Agenda con fecha: 26 de enero, 2021
4. **Aprobación de minutos** Presidente ***ACCIÓN**
 - a. Minutos con fecha: 15 de diciembre, 2020
5. **Presentación de invitados/Foro público**
 - a. *El público que desee dirigirse al Concilio de Póliza, podrá hacerlo en este momento. Los miembros del Concilio de Póliza pueden responder brevemente a las declaraciones hechas o a las preguntas presentadas. Sin embargo, el Concilio no tomará ninguna acción, solo podrá referirlo al personal para su estudio y análisis. Los oradores tienen un límite de 5 minutos para exponer. Si más de una persona desea tocar el mismo tema, el total de minutos para dicho tema será de 10 minutos. Favor de proporcionar su nombre antes de su presentación. Gracias*
6. **Reportes de comités permanentes** (3 minutos por reporte)
 - a. Comité de preparación escolar Reporte verbal
 - b. Comité de planeación Reporte verbal
 - c. Comité de presupuesto y finanzas Reporte verbal
 - d. Comité de estatutos Reporte verbal
7. **Presentaciones** (15 minutos por presentación)

Programa de energía de CAPK ~ Andrea Rodriguez, especialista de promoción del programa de energía
8. **Nuevos Intercambios** Presidente *** ACCIÓN**
 - a. Elección de Andrea Martínez para el comité de estatutos
 - b. Aprobación del horario de las juntas del concilio de póliza ~ Lisa Price, coordinadora del programa de gobernanza
 - c. Calendario de planeación del programa 2021-2022 ~ Vanessa Cortez, analista administrativa

Esto es para certificar que esta agenda se publicó en el vestíbulo de la oficina de administración de CAPK localizada en
5005 Business Park North, Bakersfield, CA y en línea en www.capk.org a las 12:00 pm, 21 de enero, 2021
Lisa Price, Coordinadora del programa de Gobernanza



- d. Plan de selección y reclutamiento 2021-2022 ~ Ginger Mendez, gerente de inscripción y asistencia

9. Comunicaciones

- a. Presupuesto de Head Start Kern vs. Gastos actuales, 1 de marzo al 31 de diciembre 2020
- b. Presupuesto de Early Head Start Kern vs. Gastos actuales, 1 de marzo al 31 de diciembre 2020
- c. Presupuesto de Early Head Start San Joaquín vs. Gastos actuales, 1 de febrero al 31 de diciembre 2020
- d. Presupuesto de la Asociación Infantil Early Head Start Child vs. Gastos actuales, 1 de marzo al 31 de diciembre 2020
- e. Viajes locales para padres y cuidado infantil hasta el 31 de diciembre, 2020
- f. Fondos para actividades de padres hasta el 31 de diciembre, 2020
- g. Reporte de contribuciones internas y fondos no federales de Head Start & Early Head Start de Kern, desde el 1 de marzo hasta el 30 de diciembre, 2020
- h. Reporte de contribuciones internas y fondos no federales de Early Head Start de San Joaquín desde el 1 de febrero hasta el 31 de diciembre, 2020
- i. Reporte de auditoría independiente para el fin del año fiscal 28 de febrero 2020, de la Asociación de Acción Comunitaria de Kern
- j. Aviso de cesión de fondos #09CH011406-02-00 para Early Head Start de San Joaquín; año fiscal del 1 de febrero, 2021 al 31 de enero, 2022
- k. Reporte PRE de Head Start ~ diciembre 2020
- l. Resumen de la junta del comité de planeación 5 de enero, 2020 (inglés/español)
- m. Clínica móvil de vacunación ~ enero 2021 (inglés/español)
- n. Revisión de asientos de seguridad ~ Departamento de policía de Bakersfield (inglés/español)
- o. Seguridad contra el monóxido de carbono ~ Asociación Nacional de Protección contra Incendios (inglés/español)
- p. Glases gratuitas de yoga y meditación ~ Fundación de bienestar Lobo Blanco (White Wolf)
- q. Horario de las juntas de subcomité de preparación escolar
- r. Horario de las juntas de subcomité de planeación
- s. Horario de las juntas de subcomité de presupuestos y finanzas
- t. Horario de las juntas de subcomité de estatutos

10. <u>Reporte del programa de gobernanza</u>	Lisa Price	Reporte verbal (3 min.)
11. <u>Reporte del representante comunitario</u>	Nicole Cabe/Nila Hogan	Reporte verbal (3 min.)
12. <u>Reporte de preparación escolar</u>	Carolyn Coffey	Reporte verbal (3 min.)
13. <u>Reporte de Early Head Start de San Joaquín</u>	Nicole Nino	Reporte verbal (3 min.)
14. <u>Reporte de la Asociación Infantil de Early Head Start</u>	Rosita Curry	Reporte verbal (3 min.)
15. <u>Reporte del representante de la Junta Directiva</u>	Jimmie Childress	Reporte verbal (3 min.)
16. <u>Reporte del director de Desarrollo Infantil Estatal</u>	Yolanda Gonzales	Reporte verbal (5 min.)
17. <u>Presidenta del Concilio de Póliza</u>	Andrea Martínez	Reporte verbal (3 min.)
18. <u>Conclusión</u>	Presidente	

Esto es para certificar que esta agenda se publicó en el vestíbulo de la oficina de administración de CAPK localizada en 5005 Business Park North, Bakersfield, CA y en línea en www.capk.org a las 12:00 pm, 21 de enero, 2021

Lisa Price, Coordinadora del programa de Gobernanza

**COMMUNITY ACTION PARTNERSHIP OF KERN
POLICY COUNCIL COMMITTEE MEETING MINUTES
December 15, 2020
Teleconference ID: 315 862 057#
Per Governor's Executive Order N-25-20**

1. Call to Order

Interim Chairperson Nila Hogan called the meeting to order at 5:39 p.m.

a. Moment of Silence

b. Reading of the 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 Agueda Hernandez conducted roll call; quorum was established.

Policy Council Members Present: Brittany Dunbar, Agueda Hernandez, Teresa Fajardo, Kaylonie Howard, Laura Gonzales, Ashley McAllister, Andrea Martinez, Jimmie Childress, Rosalinda Valencia, Nicole Cabe, Nila Hogan

3. Approval of Agenda

***ACTION**

a. A motion was made by Rosalinda Valencia to approve the agenda dated December 15, 2020; seconded by Nicole Cabe. Motion carried unanimously.

4. Approval of Minutes

Chairperson

***ACTION**

a. A motion was made by Rosalinda Valencia to approve the minutes of November 24, 2020; seconded by Laura Gonzales. Motion carried unanimously.

5. Presentation of Guests /Public Forum

The following guests were in attendance: Yolanda Gonzales, Director Head Start/State Child Development; Jerry Meade, Assistant Director Head Start/State Child Development-Program; Gloria Barbero, Assistant Director Head Start and State Child Development-San Joaquin; Sylvia Ortega, Quality Assurance Administrator; Esperanza Contreras, Partnership Administrator; Lorraine Casillas, Finance Director; Heather McCarley, Finance Manager; Mary Ann Mooney, Program Manager; Vanessa Cortez, Administrative Analyst; Cynthia Rodriguez, Curriculum Specialist; Nicole Nino, Family Engagement Specialist/Home Base Supervisor; Lisa Price, Program Governance Coordinator

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 Policy Council will take no action other than that referring the item(s) to staff for study and analysis. **Speakers are limited to five minutes each.** If more than one person wishes to address the same topic, total group time for the topic will be 10 minutes. Please state your name before making your presentation. Thank you.*

None

6. Standing Committee Reports

There were no reports presented as standing committees have not yet convened.

a. **School Readiness Committee**

b. **Planning Committee**

c. **Budget & Finance Committee**

d. **Bylaws Committee**

7. Presentations

None

8. New Business

***ACTION**

a. Kern Head Start/Early Head Start Budget Revision ~ Jerry Meade, Assistant Director Head Start/State Child Development-Program

Jerry shared that as we near the end of our funding period, (February 28, 2021) now is the time through ongoing monitoring and review of budget to actuals that potential savings are identified as well as reallocation of any savings to other projects within the budget. Per Head Start guidelines we must expend all funds allocated within the budget period. In partnership with the Finance Division budgetary information was reviewed with identified savings in the categories of personnel, fringe benefits and (EHS) supplies within the Head Start/Early Head Start Kern budget. This savings was attributed to staff vacancies, positions which were budgeted for but not filled as well as exceeding revenue from California Department of Education (CDE). This generated a savings in the amount of \$3.5M. During a review of current budgetary information, there was a noted rise in construction costs of projects which were previously approved by the Office of Head Start but not yet completed. Jerry shared at this time staff is asking for approval to submit a budget revision to the Office of Head Start. This application submission would request permission from the Office of Head Start, to reallocate savings from the personnel, fringe and EHS supplies categories to the facilities/construction category. This would allow for previously approved construction projects to be fully funded. These projects include, Early Head Start expansions at Harvey L. Hall, Martha J. Morgan, Pete Parra, and Sterling Child Development Centers. At this time, a question was posed as to if there are savings in personnel can we (as an agency) use any of these monies for hiring incentives (in San Joaquin County)? It was noted that this particular grant we are referencing is Head Start/Early Head Start Kern so none of the funds from this particular grant can support the San Joaquin program. Jerry also stated, when we look at incentive-based hiring tactics, we do have the CARES act funding that would allow for such. He added that San Joaquin administrative staff is diligently looking at trying to find ways to hire staff to reopen classrooms. A similar question was posed with regard to Kern staffing. It was asked since additional staff were not hired because classrooms were not open then couldn't we hire extra staff for the classrooms that are open or subs for each classroom so that they do not close due to staffing issues? Jerry shared that Human Resources in collaboration with Professional Development has hired over 40 additional staff in Kern over the past several months. He also recognized that we are struggling as a program both in Kern and San Joaquin counties in finding not only qualified staff but staff that are willing to work in a classroom. Jerry added that there are often times through the hiring process the applicant has the opportunity to ask questions and they inquire as to if they will "actually have to work in a classroom". When the applicant is told, "yes, we are an essential business and we do provide services to children directly", applicants have declined. Staff shortages are not through a lack of effort, or funding but rather due to difficulty finding qualified staff willing to work, given the current environment. A follow up question was posed as to if there any incentives available to staff to "not take days off" if not necessary so that it does not cause classroom closures? Jerry shared that while we do encourage, support and hope that teaching staff want to be at the center serving children, they (Kern County teaching staff) are represented by a union and through a collective bargaining agreement we must honor their requested time off. He added that it has become very difficult and challenging at this time of COVID as we navigate a new world, new times. Jerry was appreciative of the question stating that if one person had an inquiry it is likely others were wondering the same. In resuming dialog pertaining to the budget revision, staff recommended the Policy Council approve the submission of the budget revision for Head Start/Early Head Start Kern for the 2020-2021 budget period. Motion was made by Rosalinda Valencia; seconded by Nicole Cabe. Motion carried unanimously.

b. EHS San Joaquin Budget Revision ~ Jerry Meade, Assistant Director Head Start/State Child Development-Program

Jerry shared that there are savings in the personnel and fringe benefits categories of the San Joaquin grant. Through ongoing monitoring and review, there has been \$400,000 identified that will be unspent. There have been projects identified for use of these unspent funds and staff would like to reallocate these savings to the equipment, supplies and "other" categories. These additional funds would include the purchase of a maintenance vehicle for maintenance & operations support, HVAC equipment and play-yard enhancements. Jerry explained to members, it is

identified as equipment if it has a value of \$5,000 and a useful life of more than 5-years. Also identified were some supplies that will be needed as well as non-construction related maintenance and repair projects. If a project is under \$250,000 it is not considered construction, it is a minor renovation and repair. Budgetary information with regard to the revision request was shared with members. Jerry stated the importance of addressing the personnel/hiring component and clarified that due to our health protocol, introduced because of the COVID pandemic, we have to ensure that teachers assigned to particular classroom do not cross over into other rooms. However, in San Joaquin there are assistant teachers covering one or two classrooms for breaks and that is a situation we have been trying to remedy. We want to maintain groups and have an assistant teacher assigned to each room so that one person isn't going into multiple classrooms. He shared this is purely for the purpose of ensuring we are not cross contaminating from room to room. Jerry added that the hiring efforts (in San Joaquin) have been extensive. He also shared that there is a wage analysis being completed in the community to ensure our last wage analysis is appropriate and accurate for the hiring and recruitment of staff. These efforts will continue until we have all positions filled. Jerry also shared, that in looking at the (Head Start) Performance Standards and guidance we have; incentives are a tricky word, and typically not an allowable expense. However, there were certain provisions made allowable through COVID-19 funding. He exemplified the childcare incentive for staff who have a need for such due to the pandemic. This incentive was brought forth to help ensure our staff stay with us. The agency understands that staff have many of the same challenges that our families have. Jerry stated we have had various recruitment efforts taking place in San Joaquin and staff is working diligently to fill positions. Collaborations and partnerships are being made with local early childhood education entities and sharing across the community positions available within our San Joaquin program. Jerry added that there are efforts being made however it is very challenging at this time to find people who want to come in and work with children in a classroom during a pandemic. In referring back to the budget revision, a recommendation was made for approval of the San Joaquin budget revision. A question was posed as to whether or not this revision will allow for building something new. Jerry shared there is no construction planned with the \$400,000 however there is minor renovations and repair that will occur, and the hope is that we would potentially be able to add additional center-based slots upon completion of this project. Motion to approve the submission of the Early Head Start San Joaquin budget revision for the 2020-2021 budget period was made by Rosalinda Valencia; seconded by Laura Gonzales. Motion carried unanimously.

c. **Nomination and election of Policy Council Chairperson**

Roles and responsibilities of the Policy Council Chairperson were shared with members. Upon conclusion of such, Andrea Martinez self-nominated for this position; Rosalinda Valencia seconded. Motion carried unanimously.

d. **Nomination and election of Policy Council Vice-Chairperson**

Information with regard to the role and responsibility of Policy Council Vice-Chairperson was shared including but not limited to the facilitation of Policy Council meetings in the event the Chairperson is absent. It was also stated that the Vice-Chairperson is the Chairperson of the Planning Committee. It was shared there were two members interested in this position, Laura Gonzales, and Teresa Fajardo. Teresa rescinded her interest and nominated Laura Gonzales for the position of Vice-Chairperson. Motion made by Ashley McAllister; seconded by Teresa Fajardo. Motion carried unanimously.

e. **Nomination and election of Policy Council Board of Directors Representative (1 vacancy)**

Regarding the position of Policy Council Board of Directors Representative, roles and responsibilities were shared. It was stated that the person accepting this position must be available to attend not only monthly CAPK Board of Directors (BOD) meetings but must also serve on a CAPK BOD subcommittee as well. It was shared this is a very dedicated role, noting both meetings are held via teleconference and conducted during the day. Nila Hogan self-nominated for this position with a motion made by Nicole Cabe; seconded by Andrea Martinez. Motion carried unanimously.

f. **Nomination and election of School Readiness Committee (4 vacancies)**

It was shared that there is an overview of the School Readiness Committee included in the Policy Council Packet, adding that the committee meets three times through the course of the term. Topics of these meetings will include Education, Health & Nutrition, and Inclusion & Family

Engagement. It was announced there are 4 vacancies on this committee. Interested nominees were Rosalinda Valencia, Teresa Fajardo, Brittany Dunbar, and Laura Gonzales. Motion was made by Brittany Dunbar to approve the nominees as presented; seconded by Rosalinda Valencia. Motion carried unanimously.

g. **Nomination and election of Bylaws Committee (6 vacancies)**

Information was shared with members regarding the role and responsibility of the Bylaws Committee. The committee is responsible for the guidelines as to how Policy Council is conducted with bylaws to be reviewed annually. It was also shared that the 2019-2020 Bylaws Committee reviewed the document last year, making recommended changes which were in turn presented to the Board of Directors and subsequently approved. The Bylaws Committee is scheduled to meet three times per term or as needed. Nicole Cabe was interested in serving on the committee. Motion was made by Rosalinda Valencia to approve Nicole Cabe to the Bylaws Committee; seconded by Laura Gonzales. Motion carried unanimously.

h. **Nomination and election of Policy Council Budget & Finance Committee Members (6 vacancies)**

The opportunity to participate on the Budget & Finance Committee was brought back to the table this meeting with the hope to garner more interest. A brief summary of the committee was shared. Upon conclusion of such, Teresa Fajardo expressed interest in participating. Motion was made by Rosalinda Valencia to approve Teresa Fajardo to the Budget & Finance Committee; seconded by Laura Gonzales. Motion carried unanimously.

9. Communications

- a. Kern Head Start Budget vs. Actual Expenditures, March 1, 2020 through November 30, 2020
- b. Kern Early Head Start Budget vs. Actual Expenditures, March 1, 2020 through November 30, 2020
- c. Early Head Start San Joaquin Budget vs. Actual Expenditures, February 1, 2020 through November 30, 2020
- d. Early Head Start Child Care Partnerships Budget vs. Actual Expenditures, March 1, 2020 through November 30, 2020
- e. Parent Local Travel & Child Care through November 30, 2020
- f. Parent Activity Funds through November 30, 2020
- g. Kern Head Start and Early Head Start Non-Federal and In-Kind Report, March 1, 2020 through November 30, 2020
- h. San Joaquin Early Head Start Non-Federal and In-Kind Report, February 1, 2020 through November 30, 2020
- i. Head Start PRE-Report ~ November 2020
- j. Kern County Fire Department Food Drive December 1 – 21, 2020 ~ The Station, Bakersfield
- k. Children's Mobile Immunizations ~ December 2020 (English/Spanish)
- l. Trout Fishing ~ Oak Grove Park, Stockton
- m. The Flu: A Guide for Parents ~ U.S. Department of Health and Human Services (English/Spanish)
- n. California Low-Cost Auto Insurance (English/Spanish)
- o. Heating Safety ~ National Fire Protection Association (English/Spanish)
- p. Housing for the Harvest Program (English/Spanish)
- q. Policy Council Meeting Dates

Nicole Cabe made a motion to receive and file communication items (a) through (q).

10. Program Governance Report ~ Lisa Price

Lisa Price thanked members for their time noting that we are close to the holidays and the time they took to participate tonight is very much appreciated as we did have very important action items. In updating members, she shared that Policy Council shirts have been ordered and the vendor is working on getting them completed and ready for delivery. Lisa also shared that there will be an Executive Board Member Training scheduled in January. Additionally, in January is when members can expect to see monthly committees begin their meetings. Lisa stated that staff sponsors will be reaching out to their respective members and encouraged members to check their email for information. She also shared that Policy Council will once again resume presentations as well as reports from various departments within the Head Start/State Child Development program. Lisa wished members a

wonderful holiday. She encouraged them to take this time to rest, reflect and to be hopeful and grateful for all that we have. Lisa noted that it may be difficult at times but if we look, we will see there is good all around us.

11. Director's Report (HS/State Child Development) ~ Yolanda Gonzales

Yolanda expressed her gratitude to parents for their continued commitment. She also thanked Andrea and Laura for their dedication as Policy Council Executive Board members. Yolanda was grateful to members for their questions, throughout the presentations, adding this is the kind of dialog we want to see. She wished members happy holidays, encouraging them to be safe as we look forward to 2021 and perhaps being able to get to some sense of normalcy. Until then she shared that we would continue to follow protocols and provide exceptional quality services to the children enrolled in our program and their families. Yolanda wished everyone well and thanked them for their support.

12. Policy Council Chairperson ~ Nila Hogan

Nila Hogan expressed gratitude as this will be her last meeting as Chairperson. She stated she is very excited and looking forward to continuing as a Policy Council Representative on the CAPK Board of Directors. Nila shared her delight at the new Policy Council Executive Board, noting there have been a lot of really good questions and she can tell this will be a really good board.

13. Adjournment ~ Chairperson

The next Policy Council meeting will take place on January 26, 2021; meeting adjourned at 6:32 p.m.

ASOCIACIÓN DE ACCIÓN COMUNITARIA DE KERN
RESUMEN LA JUNTA DEL CONCILIO DE PÓLIZA
15 de diciembre, 2020

Número de identificación para Teleconferencia: 315 862 057#
Por Orden Ejecutiva Gubernamental N-25-20

1. Convocación de Reunión

Nila Hogan presidenta, llamó la junta al orden a las 5:39 p.m.

a. Momento de silencio

b. Lectura de la promesa de Acción Comunitaria

"Acción Comunitaria cambia la vida de las personas, encarna el espíritu de esperanza, mejora las comunidades y hace de América un mejor lugar para vivir. Nos preocupamos por la comunidad entera, y estamos dedicados a ayudar a la gente a ayudarse a sí mismos y a los demás."

2. Pase de lista /establecimiento de cuórum

La secretaria, Águeda Hernández pasó lista; se estableció cuórum.

Miembros del concilio de póliza presentes: Brittany Dunbar, Águeda Hernández, Teresa Fajardo, Kaylonie Howard, Laura Gonzales, Ashley McAllister, Andrea Martínez, Jimmie Childress, Rosalinda Valencia, Nicole Cabe, Nila Hogan.

3. Aprobación de Agenda

***ACCIÓN**

a. Rosalinda Valencia, presentó una propuesta para la aprobación de la agenda fechada el 15 de diciembre 2020; esta fue secundada por Nicole Cabe. Propuesta aprobada por unanimidad.

4. Aprobación de Minutos

Presidente

***ACCIÓN**

a. Rosalinda Valencia, presentó una propuesta para la aprobación de los minutos fechados el 24 de noviembre 2020; esta fue secundada por Laura Gonzales. Propuesta aprobada por unanimidad.

5. Presentación de Invitados / Foro Público

Los siguientes invitados estuvieron presentes: Yolanda Gonzales, directora de Head Start y desarrollo infantil estatal; Jerry Meade, asistente del director del programa Head Start y desarrollo infantil estatal; Gloria Barbero, asistente del director del programa Head Start y desarrollo infantil estatal de San Joaquín; Sylvia Ortega, administradora de control de calidad; Esperanza Contreras, administradora de la asociación; Lorraine Casillas, directora de finanzas; Heather McCarley, gerente de finanzas; Mary Ann Mooney, gerente del programa; Vanessa Cortez, analista administrativa; Cynthia Rodriguez, especialista de plan de estudios; Nicole Nino, especialista de compromiso familiar y supervisora de servicios a domicilio; Lisa Price, coordinadora del programa de gobernanza.

a. El público que desee dirigirse al Concilio de Póliza puede hacerlo en este momento. Sin embargo, el concilio no tomará ninguna acción, sólo referirá al personal para su estudio y análisis. Los oradores están limitados a cinco minutos cada uno. Si más de una persona desea tocar el mismo tema, se otorgará un total de 10 minutos. Favor de proporcionar su nombre antes de su presentación. Gracias.

Ninguno

6. Reportes de Comités Permanentes

No se presentaron informes debido a que no se han establecido los comités permanentes.

a. **Comité de Preparación Escolar**

b. **Comité de Planeación**

c. **Comité de Presupuestos y Finanzas**

d. **Comité de Estatutos**

7. Presentaciones

Ninguna

8. Nuevos Avisos

***ACCIÓN**

a. **Revisión del presupuesto de los programas Head Start y Early Head Start de Kern ~ Jerry Meade, asistente del director del programa Head Start y desarrollo infantil estatal**

Jerry Meade, informó que nos vamos acercando al final del periodo fiscal (28 de febrero 2021); es el momento de hacer revisión de presupuesto a través de monitoreo y el gasto actual para identificar posibles ahorros así como la reubicación de los mismos para otros proyectos. De acuerdo con las normas de Head Start, el presupuesto tiene que emplearse dentro del periodo presupuestario. La división de finanzas revisó la información presupuestaria, en donde se identificaron ahorros en las categorías de personal, beneficios complementarios y suministros del EHS, dentro del presupuesto de Head Start y Early Head Start de Kern. Los ahorros fueron el resultado de vacantes de personal que se presupuestaron, pero no se cubrieron, así como un excedente proveniente del Departamento de Educación de California (CDE, siglas en inglés). Como resultado se obtuvo la suma de \$3.5 millones en excedentes. Se procedió a revisar la actual información presupuestaria y se denotó que los costos de construcción fueron en aumento para proyectos anteriormente presupuestados y aprobados por la oficina de Head Start, sin embargo, aún no se han completado. Jerry informó que el personal está solicitando la aprobación para presentar la revisión de presupuesto a la oficina de Head Start. Con este proceso, estamos solicitando la reasignación de fondos para la finalización de los proyectos de construcción en las instalaciones. Esta reubicación de presupuesto, nos va a permitir finalizar los proyectos de construcción, previamente aprobados para la extensión de servicios del programa Early Head Start en las siguientes instalaciones: Harvey H. Hall, Martha J. Morgan, Pete Parra e Sterling. En ese momento se planteó la cuestión: ¿Se pueden utilizar los fondos que no se utilizaron para la contratación de personal, para proporcionar incentivos de contratación en el condado de San Joaquín? Se aclaró que los ahorros presupuestarios de los que se estaba hablando, pertenecían al programa de Early Head Start y Head Start de Kern, y que no se podían reubicar para apoyar al programa de San Joaquín. Jerry añadió que el acta CARES ha proporcionado fondos para incentivos para la contratación de personal. También agregó que el personal administrativo de San Joaquín está trabajando diligentemente para encontrar tácticas que les permitan la contratación de personal y poder reabrir las aulas. Otra persona indagó el motivo por el cual no se contrataba personal adicional para mantener las aulas abiertas. Jerry informó que el departamento de recursos humanos en colaboración con la división de desarrollo profesional, han unido esfuerzos para contratar 40 empleados extras en el condado de Kern. Sin embargo reconoció que han enfrentado desafíos en ambos condados para encontrar personal calificado que esté dispuesto a trabajar en los salones de clases. Jerry agregó que muchas veces durante el proceso de contratación, los candidatos tienen un espacio para formular preguntas; en muchas ocasiones han preguntado que si tienen que trabajar directamente en el salón. Cuando se les informa que nosotros formamos parte de servicios esenciales y esto se traduce en proporcionar servicios directos para los niños los solicitantes se han rehusado a tomar el puesto. La escasez de personal calificado, no es por falta de presupuesto o esfuerzo por parte de la división de recursos humanos, sino que nos hemos enfrentado a un sinnúmero de circunstancias que nos impiden contratar personal que esté dispuesto a trabajar dentro de los parámetros actuales. Otro miembro preguntó si existían incentivos para que el personal no tomase días "libres," para evitar el cierre de aulas, a lo que Jerry contestó: nosotros alentamos apoyamos y esperamos que el personal docente quiera estar en el centro en donde se atiende a los niños (as). Sin embargo el personal está representado por un sindicato y se adhieren a un contrato de negociación colectiva; lo que nos obliga a respetar las solicitudes de tiempo libre. Agregó que debido a la pandemia de COVID, nos hemos enfrentado a muchas circunstancias difíciles y desafiantes lo que nos ha obligado a experimentar nuevos tiempos dentro de estas mismas circunstancias. Agregó que si alguien tenía todas estas dudas habría muchas otras que se estarían preguntando lo mismo. Se procedió a reanudar el dialogo relacionado con la revisión del presupuesto, y el personal está recomendado al concilio de Póliza la aprobación de la revisión del presupuesto de Head Start y Early Head Start de Kern para el periodo presupuestario 2020-2021. Rosalinda Valencia presentó una propuesta para la aprobación ésta fue secundada por Nicole Cabe. Propuesta aprobada por unanimidad.

b. **Revisión del presupuesto de los programas Head Start y Early Head Start de Kern ~ Jerry Meade, asistente del director del programa Head Start y desarrollo infantil estatal**

Jerry informó que se han identificado ahorros en las categorías de personal y beneficios complementarios del subsidio de San Joaquín. Por medio del monitoreo y revisión constante se identificó que existe un excedente de \$400,000. Hemos identificado proyectos para el uso de antedicho excedente y el personal está recomendado la reubicación de fondos para la obtención de equipo, suministros y "otros". Dentro de lo que se ha proyectado incluimos la adquisición de un vehículo de mantenimiento, para apoyar a la división de operaciones y conservación de vehículos, un sistema de calefacción y enfriamiento (HVAC), así como mejoras para la zona de juegos. Jerry explicó que se identifica como equipo a cualquier adquisición que cuenta con un valor de \$5,000 y tiene un uso garantizado de más de 5 años. Se identificó la falta de suministros necesarios así como proyectos de reparación y mantenimiento irrelevantes con la construcción. Si un proyecto cuenta con un presupuesto menor a \$250,000, no se denomina como construcción, sino como renovación y reparación menor. Se compartió la información presupuestaria respecto a la solicitud de revisión. Jerry señaló la importancia de abordar el tema de contratación de personal y aclaró que debido al protocolo de salud, iniciado después de la pandemia de COVID, estamos asegurando la asignación de un maestro por aula, para que no tengan que cambiarse de la misma. Sin embargo, en San Joaquín, contamos con asistentes de maestros que cubren una o dos aulas durante los descansos, situación que estamos intentando remediar. Queremos mantener los mismos grupos con el maestro así como un asistente para que no suceda la situación anteriormente mencionada. Jerry agregó que este es únicamente con el propósito de asegurar que no se contaminen los salones. Añadió que los esfuerzos de contratación en San Joaquín han sido extenuantes. También hemos realizado un análisis salarial en la comunidad con el objetivo de garantizar que nuestro último análisis salarial sea apropiado y preciso para la contratación y reclutamiento de personal. Se continuará con estos esfuerzos hasta cubrir todas las vacantes. Jerry agregó que los incentivos por lo general, no se consideran un gasto admisible dentro de las normas de Head Start. Sin embargo debido a provisiones permitidas con el subsidio de COVID, se pudieron lograr algunos de estos incentivos. Jerry recalcó sobre el incentivo de cuidado infantil para el personal, quienes tenían esa necesidad debido a la pandemia. Este incentivo se activó para garantizar la permanencia de nuestro personal. Nuestra agencia comprende que el personal se ha enfrentado a muchos de los mismos desafíos que las familias a las que prestamos servicios. Jerry agregó que los esfuerzos de contratación continúan y la división de recursos humanos está trabajando arduamente para cubrir las vacantes. Hemos unido esfuerzos con entidades locales de cuidado infantil para compartir las posiciones disponibles en el programa de San Joaquín; sin embargo al igual que Kern esta situación es desafiante. Es muy difícil encontrar personas que deseen venir a trabajar con los niños en un salón durante la pandemia. Volviendo al tema de revisión de presupuesto, se presentó la recomendación para la aprobación de revisión presupuestaria para San Joaquín. Se planteó la cuestión si esta revisión permitiría una nueva construcción, a lo que Jerry contestó que no existe ningún plan de construcción con el excedente de \$400,000, sin embargo, se realizarán renovaciones y reparaciones a menor escala. Se espera que a futuro se pueda agregar espacios adicionales en el centro a la finalización de este proyecto. Rosalinda Valencia presentó una propuesta para la revisión presupuestaria 2020-2021 de Early Head Start San Joaquín; Laura Gonzales la secundó. Propuesta aprobada por unanimidad.

c. **Nominación y elección del presidente del concilio de póliza**

Se presentó una descripción general de las responsabilidades y la función del cargo del presidente del concilio de póliza. Acto seguido, Andrea Martínez se auto nominó para este cargo, Rosalinda Valencia, la secundó. Propuesta aprobada por unanimidad.

d. **Nominación y elección del vice-presidente del concilio de póliza**

Se presentó una descripción de la función y responsabilidades del cargo de vice-presidente del concilio de póliza, incluyendo la conducción de las juntas del concilio de póliza en ausencia de la presidenta. Dos miembros presentaron interés por el puesto. Laura Gonzales y Teresa Fajardo. Teresa revocó su interés y nominó Laura Gonzales par el cargo de vicepresidente. Ashley McAllister presento la propuesta para aprobación; secundada por Terrosa Fajardo. Propuesta aprobada por unanimidad.

- e. **Nominación y elección del representante del concilio de póliza para la junta directiva (1 vacante)**
Se presentó una descripción de la función y responsabilidades del cargo de representante del concilio de póliza ante la junta directiva. Se estableció que la persona que aceptara este cargo, debería tener disponibilidad para asistir, no sólo a las juntas de la junta directiva (BOD, siglas en inglés) sino que también tendría que participar en algunos de los subcomités de la misma. Se hizo hincapié sobre el compromiso de este cargo, recalcando que ambas juntas se llevan a cabo por teleconferencia durante el día. Nila Hogan se auto denominó para este puestos seguida por la propuesta de Nicole Cabe, y secundada por Andrea Martínez. Propuesta aprobada por unanimidad.
- f. **Nominación y elección de miembros para el comité de preparación escolar (4 vacantes)**
Se presentó una reseña sobre el comité de preparación escolar, la cual se habían incluido en el paquete del concilio de póliza, añadiendo que el comité se reúne tres veces durante el término. Los temas que se discuten en este comité son educación, salud, incorporación y compromiso familiar. Se anunció la existencia de 4 vacantes para este comité. Los miembros interesados fueron Rosalinda Valencia, Teresa Fajardo, Brittany Dunbar y Laura Gonzales. Brittany Dunbar presentó una propuesta para la aprobación de los nominados; esta fue secundada por Rosalinda Valencia. Propuesta aprobada por unanimidad.
- g. **Nominación y elección de miembros para el comité de estatutos (6 vacantes)**
Se compartió información pertinente sobre el papel y responsabilidad del comité de estatutos. Este comité es responsable del establecimiento de guías para la conducción del concilio de póliza, y su revisión anual. Se informó que durante el periodo 2019-2020 el comité revisó el documento el año pasado, realizó cambios que se presentaron y aprobaron subsecuentemente ante la junta directiva. El comité de estatutos está programado para reunirse tres veces por año o cuando sea necesario. Nicole Cabe mostró interés por participar en el comité. Rosalinda Valencia presentó una propuesta para aprobar a Nicole Cabe como miembro del comité de estatutos; esta fue secundada por Laura Gonzales. Propuesta aprobada por unanimidad.
- h. **Nominación y elección de miembros para el comité de presupuestos y finanzas (6 vacantes)**
Se otorgó nuevamente la oportunidad de participar en el comité de presupuestos y finanzas, con esperanza de crear interés. Se dio una breve descripción de las funciones del comité, al finalizar Teresa Fajardo, expresó su interés por participar. Rosalinda Valencia presentó una propuesta para la aprobación de Teresa Fajardo como miembro del comité de presupuestos y finanzas; esta fue secundada por Laura Gonzales. Propuesta aprobada por unanimidad.

9. Comunicaciones

- a. Presupuesto Kern Head Start vs. gastos actuales, 1 de marzo hasta el 30 de noviembre, 2020
- b. Presupuesto Kern Early Head Start vs. gastos actuales, 1 de marzo hasta el 30 de noviembre, 2020
- c. Presupuesto Early Head Start de San Joaquín vs. gastos actuales, 1 de febrero hasta el 30 de noviembre, 2020
- d. Presupuesto de la asociación de cuidado infantil Early Head Start vs. gastos actuales, 1 de marzo hasta el 30 de noviembre, 2020
- e. Fondos para viajes locales para padres y cuidado infantil hasta el 30 de noviembre, 2020
- f. Fondos para actividades para padres hasta el 30 de noviembre, 2020
- g. Reporte de contribuciones internas y fondos no federales para Head Start y Early Head Start Kern, 1 de marzo hasta el 30 de noviembre, 2020
- h. Reporte de contribuciones internas y fondos no federales de Early Head Start San Joaquín desde el 1 de febrero hasta el 30 de noviembre, 2020
- i. Reporte PRE Head Start ~ noviembre 2020
- j. Recolección de alimentos, departamento de Bomberos del condado de Kern del 1 al 21 de diciembre 2020 ~La estación de Bakersfield
- k. Vacunación móvil infantil ~ diciembre 2020 (inglés/español)
- l. Pesca de truchas ~ Parque Oak Grove, Stockton
- m. La gripe: Guía para padres ~ Departamento de Salud y Servicios Humanos de E.U.A (inglés/español)
- n. Seguro para automóviles de bajo costo de California (inglés/español)

- o. Seguridad sobre la calefacción ~ Asociación Nacional de Protección contra Incendios (inglés/español)
 - p. Programa de vivienda para la cosecha (inglés/español)
 - q. Fechas propuestas para las reuniones del concejo de póliza
- Nicole Cabe presentó una propuesta para recibir y archivar los componentes desde la (a) hasta la (q).

10. Reporte del programa de gobernanza ~ Lisa Price

Lisa Price agradeció a los miembros su asistencia, señalando que estamos cerca de las vacaciones y que el tiempo que tomaron para participar esta noche se aprecia profundamente ya que esta noche contamos con temas importantes que requieren de su aprobación. Informó a los miembros que ya se han ordenado las camisetas del consejo de póliza y la compañía está trabajando en la orden para su entrega. Lisa añadió que está programada una capacitación para los miembros de la junta ejecutiva en enero. Durante el mismo mes también inician las juntas mensuales de los subcomités. Lisa agregó que los empleados patrocinadores, iniciarán comunicación con sus respectivos miembros y urgió a los miembros a revisar sus cuentas de correos electrónicos. Añadió que el concilio de póliza, reanudará las presentaciones y reportes de varias divisiones dentro de Head Start y Desarrollo Infantil estatal. Les deseó unas vacaciones maravillosas y los exhortó a descansar, reflexionar y continuar con esperanza y agradecimiento por todo lo que tenemos. Lisa denotó que a veces puede ser difícil, pero podemos enfocarnos en lo bueno que existe en nuestro alrededor.

11. Reporte de la directora (HS/Desarrollo Infantil Estatal) ~ Yolanda Gonzales

Yolanda expresó su gratitud a los padres por su continuo compromiso. Reiteró su agradecimiento a Laura y Andrea por su dedicación y participación en la junta del comité ejecutivo del concilio de póliza. Continuó reiterando su agradecimiento por las preguntas presentadas a lo largo de las presentaciones, enfatizando que éste es el tipo de interacción que nos deleita. Les deseó felices fiestas, alentándoles a continuar manteniéndose seguros en espera del 2021 y mantener la esperanza de poder llegar a algún tipo de normalidad. Continuaremos aplicando los protocolos de salud hasta que la situación se normalice. Y seguiremos proporcionando servicios de calidad excepcional los niños inscritos en nuestros programas así como también a sus familias. Yolanda terminó reiterando su agradecimiento y les deseó lo mejor a todos.

12. Avisos de la presidenta del Concilio de Póliza ~ Nila Hogan

Nila Hogan expresó su gratitud, ya que esta es su última reunión fungiendo como presidenta. Expresó su entusiasmo por su nuevo puesto como representante del concilio de póliza ante la junta directiva de CAPK. Nila compartió su entusiasmo por el reciente nombramiento de los miembros a la junta ejecutiva del mismo concilio y señaló que ha habido buenas preguntas y predice que esta junta no será la excepción.

13. Conclusión ~ presidenta

La próxima junta se llevará a cabo el 26 de enero, 2021; la junta concluyó a las 6:32 p.m.

REVISED 2020-2021 Head Start Policy Council Meeting Dates

At this time, all meetings will be held via teleconference through Microsoft Teams. Members of the public may join via teleconference or may listen to the call from the CAPK Administrative Office at 5005 Business Park North, Bakersfield, CA. Teleconference information can be found on monthly meeting agendas, located on the CAPK website at www.capk.org/documents/.

En este momento, todas las reuniones se llevarán a cabo por teleconferencia a través de Microsoft Teams. Los miembros del público pueden unirse por medio de teleconferencia o pueden escuchar la llamada de la Oficina Administrativa de CAPK, ubicada en 5005 Business Park North, Bakersfield, CA. La información sobre las teleconferencias se puede encontrar en las agendas mensuales de las reuniones, localizadas en el sitio web de CAPK en www.capk.org/documents/

Tuesday, November 24, 2020
Tuesday, December 15, 2020*
Tuesday, January 26, 2021
Tuesday, February 23, 2021
Tuesday, March 23, 2021
Tuesday, April 27, 2021
Tuesday, May 25, 2021
Tuesday, June 22, 2021
Tuesday, August 24, 2021
Tuesday, September 28, 2021
Tuesday, October 26, 2021

Policy Council Meetings are generally held on the 4th Tuesday of the month.

*December meeting will be held one week earlier due to the Christmas holiday.

Revision Approved:



To: Policy Council
Vanessa Cortez

From: Vanessa Cortez, Administrative Analyst

Date: January 26th, 2021

Subject: 2021-22 Program Planning Calendar – **Action Item**

The Head Start/ State Child Development Division is requesting approval of an annualized Program Planning Calendar for the Kern Head Start/Early Head Start and San Joaquin Early Head Start programs. The Program Planning Calendar is based on the funding cycles for each program; the funding cycles begin on February 1st and March 1st, 2021 for San Joaquin County and Kern County, respectively.

The intent of the program is to continue to provide a comprehensive service delivery plan that support school readiness for children 0-5. These programs are funded by the California Department of Education, Office of Head Start, and United States Department of Agriculture. This calendar will guide CAPK's initiatives in managing the development, implementation, and evaluation of early learning theories. The calendar includes a list of activities and persons responsible, timelines, and governing bodies involved in the decision-making process. Indirect funds represent the primary benefit to CAPK.

This program supports state and county efforts to improve communities by promoting educational opportunities that enrich the lives of children and their families. The Planning Committee reviewed the document and recommends the approval of the full Policy Council. Upon approval, the Head Start/ State Child Development Division will begin priority-based initiatives noted for January and February.

Recommendation

Staff recommends the Policy Council approves the submission of the 2021-22 Program Planning Calendar.

Attachments:
2021-22 Program Planning Calendar

Community Action Partnership of Kern
Head Start and State Child Development Division
2021 Program Planning Calendar for Grant Application Due November and December 1st
Funding Cycles: SJC 2/1/2021 - 1/31/2022 and Kern 3/1/2021 – 2/28/2022

Planning Activity	Persons Responsible/ Team Leader	Timelines	Governing Bodies Involved	Governance Timelines	Governance Action Type
Written Planning Procedure - Identify the planning team - Review & update planning calendar	Administrative Analyst & Assistant Director Program	January – February	Policy Council Board of Directors	March	Approval Approval
Recruitment Plan and Selection Criteria - Based on Community Assessment - Develop selection criteria (requires PC approval) - Develop Recruitment Plan	PDM Administrator; Audit & Enrollment Committee; Community Partners; Program Parents	October – November	Policy Council Board of Directors	January	Approval Approval
Self-Assessment - Identify strengths & areas needing improvement - Develop Corrective Action Plans	Quality Assurance Administrator, ED & SS Administrator	January – March	Policy Council Board of Directors	March	Approval Approval
Comprehensive Data Analysis - Community Assessment - Child outcomes - Child assessments - CLASS assessments - ITERS & ECERS - Family Services data - Health data - Evaluate Staffing Data - Budget vs. actual expenditures - Non-Federal share - Parent surveys - ERSEA Data - Disabilities Data	PDM Administrator; ED & SS Administrator; Quality Assurance Manager; Professional Development Coordinator, Assistant Directors	March – June			
<i>Comprehensive Data Analysis continued...</i>					

Policy Council Approval Date:
Board of Directors Approval Date:

Community Action Partnership of Kern
Head Start and State Child Development Division
2021 Program Planning Calendar for Grant Application Due November and December 1st
Funding Cycles: SJC 2/1/2021 - 1/31/2022 and Kern 3/1/2021 – 2/28/2022

Planning Activity	Persons Responsible/ Team Leader	Timelines	Governing Bodies Involved	Governance Timelines	Governance Action Type
• Training evaluations • Program Information Report (PIR) • Ongoing monitoring results • Self assessment results • May include other data sets relevant for determining community and program needs and strengths					
Program Improvement Plans • Based on data including those from the Self Assessment, PIR, federal review report, etc...	HS Director; Administrative Team	June – July	Policy Council Board of Directors	August	Approval Approval
Program Design & Program Options • Review site locations • Basis for program options • Include in Refunding Application	Administrative Analyst & HS AD Program; Audit & Enrollment Committee	April – May	Policy Council Board of Directors	June	Approval Approval
Goals and Objectives • Identify priorities • Review/revise CEDS division mission statement • Identify long & short term program goals	Administrative Analyst & HS AD Program; Administrative Team; Board of Directors; Policy Council	April – May	Policy Council Board of Directors	June	Approval Approval
Program Information Report (PIR) • Summarize data • Verify data • Input data into online Head Start Enterprise System	Quality Assurance Administrator; Administrative Staff	June – August	Policy Council Board of Directors	February	Informational Informational
Begin Budget Draft • Include funds to support program goals/ objectives	Finance; Admin Team	June – August			

Policy Council Approval Date:
Board of Directors Approval Date:

Community Action Partnership of Kern
Head Start and State Child Development Division
2021 Program Planning Calendar for Grant Application Due November and December 1st
Funding Cycles: SJC 2/1/2021 - 1/31/2022 and Kern 3/1/2021 – 2/28/2022

Planning Activity	Persons Responsible/ Team Leader	Timelines	Governing Bodies Involved	Governance Timelines	Governance Action Type
Involve all divisions that support the requirements of the Head Start program					
Program Objectives & Need for Assistance Draft program narrative	Administrative Analyst & HS AD Program; Administrative Analyst	June – August			
Training and Technical Assistance Plan - Identify training needs based on the results of data analysis - Indicate outcomes and evaluation of achievement	PDM Administrator; Professional Development Coordinator	Draft June-Aug Final October	Policy Council Board of Directors	October	Approval Approval
Completed Budget Final management review & approval	HS Director; CEO; CFO	August			
Completed grant application including: - Program options and design - Program priorities, goals & objectives - Training & Technical Assistance (T/TA) Plan - Line item budget & budget narrative	HS Director; Finance, HS AD Program, Administrative Analyst	October	Policy Council Board of Directors	October	Approval Approval
Approved Grant Application Submitted for funding	Administrative Analyst & HS AD Program	Oct./Nov. 15 th			
Head Start Annual Report	ED & SS Administrator; Admin Team	February			

Policy Council Approval Date:
Board of Directors Approval Date:

Community Action Partnership of Kern
Head Start and State Child Development Division
2021 Program Planning Calendar for Grant Application Due November and December 1st
Funding Cycles: SJC 2/1/2021 - 1/31/2022 and Kern 3/1/2021 – 2/28/2022

Planning Activity	Persons Responsible/ Team Leader	Timelines	Governing Bodies Involved	Governance Timelines	Governance Action Type
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Begin planning cycle for 2022 – February 2023 Program Year

Community Assessment • Collect data • Compile information into written Community Assessment	Administrative Analyst & HS AD Program; Administrative Staff	November – January	Policy Council Board of Directors	March	Informational Informational
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MEMORANDUM

To: Policy Council

From: Ginger Mendez, Manager Enrollment & Attendance

Date: January 26, 2021

Subject: *Agenda Item: Head Start's Annual Selection Criteria– Action Item*

Head Start Performance Standards require each program annually review and revise, if necessary, its Recruitment and Selection Plan. CAPK engages a committee of staff, parents, and community partners in this process. The committee members come together to review the current plan, make recommendations, and provide feedback on the revisions once discussed.

This year the Recruitment and Selection Plan committee members included staff representing governance, program, enrollment, our Partnerships, and administration. In addition, our committee included CAPK Board member, Michelle Jara-Rangel and Policy Council member, Andrea Martinez.

The committee came together for a total of two meetings via TEAMS. During these meetings a thorough review of our Community Assessment, including current situations impacting families in our community, an analysis of the current Selection Criteria point system to ensure our Selection Criteria and Recruitment Plan meet the Head Start Program Performance Standard's requirements to ensure the most vulnerable families/children in our community have an opportunity to enroll; which specifically mandates families experiencing homelessness, children in foster care and/or kinship care, as well as children with disabilities and children enrolled in our Early Head Start and wishing to continue into Head Start.

It is the decision of the committee the current Selection Criteria point system meets each of these criteria. Therefore, the committee has made no revisions to the points approved for the 2020—2021 program year.

The committee has made the following revisions to the Selection Criteria Verification Form Guidance:

- Foster Care in Process – letter from GBLA has been expanded to include “or other legal entity”.

Staff recommends the Policy Council approve the 2021—2022 Recruitment and Selection Plan with the adjustments to the Selection Criteria Verification Form.

Attachments:

2021—2022 Selection Criteria Verification Form

2021—2022 Selection Criteria Verification Guide



2021—2022 Selection Criteria Verification Form

Applicant Name: _____ **DOB:** _____

Program: ☐ HS ☐ EHS ☐ EHS-SJ ☐ EHS Partnership

Option: ☐ HB ☐ PD ☐ FD/PY ☐ FD/FY **Center/HB Educator:** _____

Eligibility Type: (select only one)	Documentation	Examined
☐ Homeless*	☐ Public Assistance (TANF)	☐ Pay Stub/W2
☐ Foster Care	☐ Foster Care Reimbursement	☐ 2020 Taxes-Form 1040
☐ Income Eligible	☐ SSI	☐ Employer Statement
☐ Public Assistance (TANF—SSI)	☐ EDD-Unemployment	☐ Other:
☐ Over Income		

CRITERIA***	POINTS	CRITERIA***	POINTS
ELIGIBILITY		OTHER FACTORS (Circle all that apply)	
Homeless*/Foster-Kinship Care**	900	Disability (IFSP/IEP)	150
Income/Public Assistance		Public Assistance (Valid Aid Code or SSI)	50
75—100% Below Poverty	255	Caregiver-Kinship care (Guardian) in process (GBLA letter)	15
50—74% Below Poverty	250	Transitioning from EHS/HS 3 rd year enrollee	350
25-- 49% Below Poverty	245	Child on Waitlist prior year—not enrolled	50
0—24% Below Poverty	240		
Over-Income	5	Parents(s) work FT/Attend school FT or CalWorks	50
AGE		Court Ordered Family Maintenance	50
HS: 4 yr old (on Sept. 1)	60	Medical/Social Service Referral	20
3 yr old (on Sept. 1)	15	Sibling enrolled EHS or HS	15
		Primary Language in home other than English	10
EHS: Pregnant Woman	25	First Time Pregnancy	30
Infant	25	High Risk Pregnancy	50
Toddler	20	Teen Parent (19 yrs or under at time of applicant's birth)	30
		One Parent	20
*Homeless according to McKinney-Vento Act Definition		***Refer to descriptors on backside for clarification	
**Kinship Care according to ACF-IM-HS-19-03			

Residential Verification: ☐ Dept Human Services ☐ Utility Bill ☐ Other: _____

Staff Verifying Eligibility--Printed

Signature

Date

Guidance for Selection Criteria Verification Form

Participant Name and DOB: The name and date of birth (DOB) that is on the child's birth certificate or other document used to verify legal name and age.

Program: The program which the family is applying for HS, EHS Kern, EHS SJC, or EHS Partnership

Option: Select the program option which the family is applying: Home Based (HB); Part Day (PD); Full Day/Part Year (FD/PY); and/or Full Day/Full Year (FD/FY).

Center/Educator Name: Name of Center or Home Based Educator for which they are applying.

Eligibility Type: Only one type of eligibility may be selected. Choose the most applicable to the highest need.

Documentation Examined: To determine eligibility, select all that apply. For documentation not listed, must identify on the "other" line. All documents used to determine eligibility MUST be attached to the application.

Eligibility: Applicants are considered eligible if Homeless (as defined by the McKinney-Vento Homeless Assistance Act), in Foster Care-Kinship Care, or are Income/Public Assistance eligible.

Income: Income points are determined by the Federal Poverty Guideline and Family size, even those that are categorically eligible.

Age: Select the classroom age of the child. For Pre-K (HS) children, if the child turns 4 years old after cutoff of September 1, the child is considered 3 years old. If the child turns 5 after September 1, they are considered a 4-year-old. (Based on cut-off age for Kindergarten.)

Other Factors:

Disability: ONLY if current Individualized Education Plan (IEP) or Individualized Family Service Plan (IFSP) is provided. **Public Assistance (TANF with valid Aid Code or SSI):** Documentation provided must have valid Aid Code.

Caregiver in process: Caregiver/Kinship Care (includes Guardian) does not yet have legal documentation; however, is in process and has letter stating as such from Greater Bakersfield Legal Assistance, Inc., or similar legal entity.

Transitioning (EHS to HS or 3rd year enrollee): Select only if currently enrolled EHS participant or 3rd year HS applicant.

Child on waitlist prior program year: The applicant was on the waitlist the previous program year and was not enrolled.

Parent Works/Attends School: Documentation must be provided, and Case note must include that the parent(s) is employment and/or attending school.

Court Ordered Family Maintenance: Family is engaged in court-ordered program/classes. (Court documents must be provided.)

Medical Referral: A medical referral from the physician must be provided.

Social Service Referral: A social service agency referral must be provided.

Sibling Enrolled: Must have a sibling currently enrolled in Head Start/Early Head Start.

Home Language is other than English: Any language other than English spoken in the home.

At-risk Pregnancy and First Pregnancy: Pregnant women applying for EHS Home Base only.

Teen Parent: Parent was/will be 19 years or under at time of applicant's birth. (Including currently pregnant women.)

One Parent: Family size is one parent.

Residential Verification: Must provide proof of residency in Kern County or San Joaquin County.

Signature: The staff member who verified eligibility must print their name and sign the Selection Criteria Verification form.



MEMORANDUM

To: Budget & Finance Committee of the Policy Council
Heather McCarley
From: Heather McCarley, Finance Manager
Date: January 19, 2021
Subject: *Head Start - Kern*
Budget to Actual Report for the period ended December 31, 2020 – **Info Item**

The Office of Head Start has awarded CAPK the full amount of its Head Start and Early Head Start grant for a five-year budget period, The second-year budget period is March 1, 2020 through February 28, 2021.

The following are highlights of the Kern Head Start Budget to Actual Report for the period of March 1, 2020 through December 31, 2020. Ten months (83.33%) of the 12-month budget period have elapsed.

Base Funds

Overall expenditures are at 77% of the budget, which is on trend with expenditures at this point in the prior budget period

Training & Technical Assistance Funds

Overall expenditures are at 53% of the budget.

Carryover Funds

Overall expenditures are at 6% of the budget.

COVID Cares Funds

Overall expenditures are at 31% of the budget.

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

Non-Federal share is at 82% of the budget.

Community Action Partnership of Kern
Head Start - Kern
Budget to Actual Report
Budget Period: March 1, 2020 - February 28, 2021
 Report Period: March 1, 2020 - December 31, 2020
 Month 10 of 12 (83.33%)

Prepared 1/12/2021

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	9,818,776	6,948,456	2,870,320	71%	29%
FRINGE BENEFITS	3,060,914	2,168,021	892,893	71%	29%
TRAVEL	0	0	0		
EQUIPMENT	0	0	0		
SUPPLIES	544,252	503,840	40,412	93%	7%
CONTRACTUAL	110,999	87,202	23,797	79%	21%
CONSTRUCTION	0	0	0		
OTHER	2,688,652	2,672,707	15,945	99%	1%
INDIRECT	1,561,956	1,238,023	323,933	79%	21%
TOTAL BASE FUNDING	17,785,549	13,618,248	4,167,301	77%	23%

TRAINING & TECHNICAL ASSISTANCE

TRAVEL	45,136	2,035	43,101	5%	95%
SUPPLIES	23,986	8,317	15,669	35%	65%
CONTRACTUAL	10,005	0	10,005	0%	100%
OTHER	82,315	75,438	6,877	92%	8%
INDIRECT	16,144	8,579	7,565	53%	47%
TOTAL TRAINING & TECHNICAL ASSISTANCE	177,586	94,369	83,217	53%	47%

CARRYOVER

CONSTRUCTION	1,874,586	107,848	1,766,738	6%	94%
INDIRECT	0	0	0		
TOTAL CARRYOVER	1,874,586	107,848	1,766,738	6%	94%

COVID CARES

SUPPLIES	631,304	299,420	331,884		
OTHER	420,869	19,098	401,771		
INDIRECT	105,217	45,907	59,310		
TOTAL COVID CARES	1,157,390	364,425	792,965	31%	69%

GRAND TOTAL HS FEDERAL FUNDS	20,995,111	14,184,890	6,810,221	68%	32%
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HEAD START and EARLY HEAD START KERN NON-FEDERAL SHARE

SOURCE	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
IN-KIND	1,567,638	744,650	822,988	48%	52%
CALIF DEPT OF ED	5,130,608	4,754,470	376,138	93%	7%
TOTAL NON-FEDERAL	6,698,246	5,499,120	1,199,126	82%	18%

Budget reflects Notice of Award #09CH011132-02-02

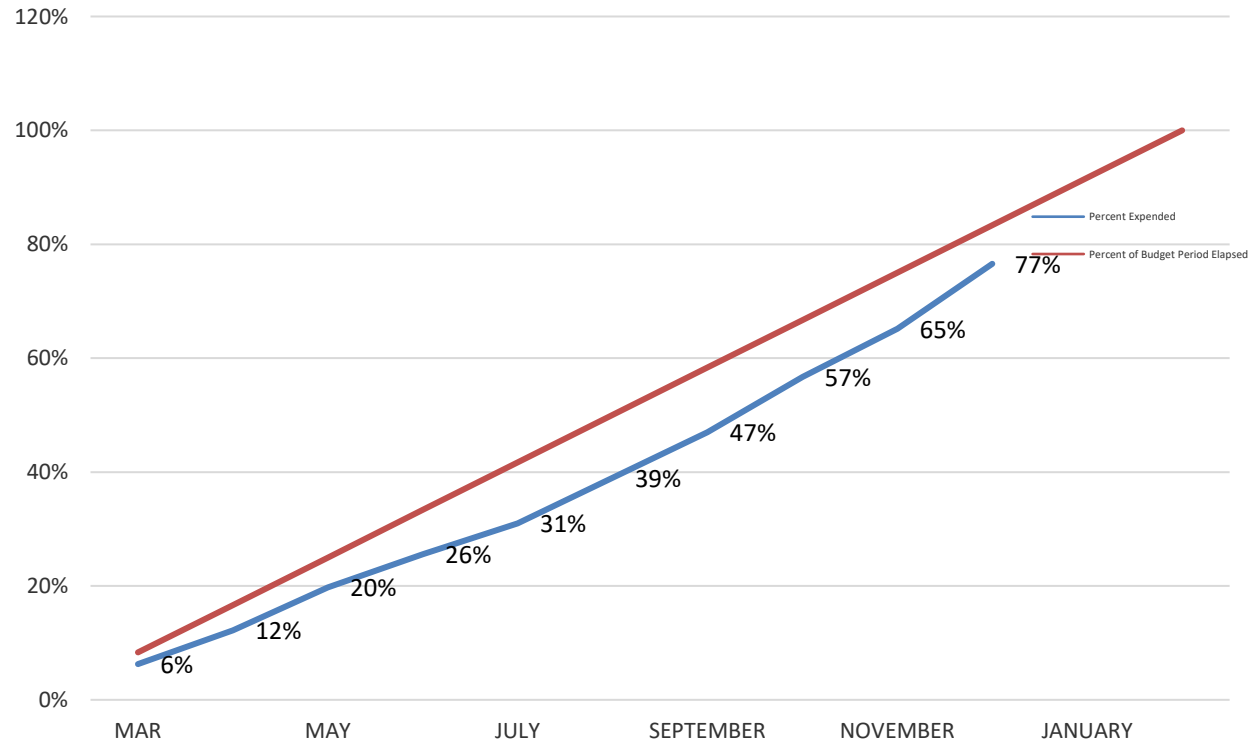
Actual expenditures include posted expenditures and estimated adjustments through 12/31/2020

Administrative Cost for HS and EHS Kern 7.6%

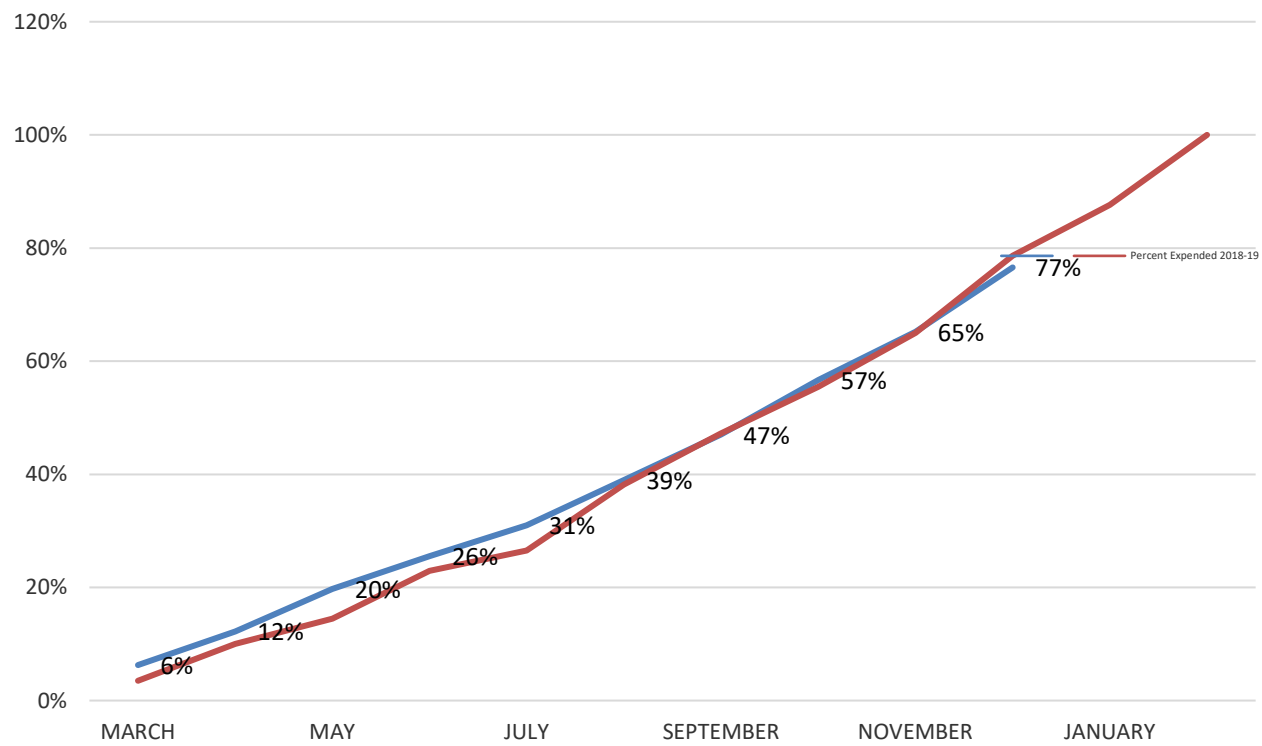
Agency-Wide Credit Card Report

	CURRENT	1 TO 30	31 TO 60	61 TO 90	TOTAL	STATEMENT DATE
Wells Fargo	24,756				24,756	1/4/2021
Lowe's	51,649	1,093			52,743	12/25/2020
Smart & Final	200				200	12/1/2020
Save Mart	1,618				1,618	1/5/2021
Chevron & Texaco Business Card	4,672				4,672	1/6/2021
Home Depot	5,806				5,806	1/5/2021
	88,702	1,093	0	0	89,795	

Head Start Kern
Percent Expended Compared to Percent of Budget Period Elapsed



Head Start Kern
Percent Expended Compared to Prior Year





MEMORANDUM

To: Budget & Finance Committee of the Policy Council
Heather McCarley
From: Heather McCarley, Finance Manager
Date: January 19, 2021
Subject: *Early Head Start - Kern*
Budget to Actual Report for the period ended December 31, 2020 – **Info Item**

The Office of Head Start has awarded CAPK the full amount of its Head Start and Early Head Start grant for a five-year budget period. The second-year budget period is March 1, 2020 through February 28, 2021.

The following are highlights of the Kern Early Head Start Budget to Actual Report for the period of March 1, 2020 through December 31, 2020. Ten months (83.3%) of the 12-month budget period have elapsed.

Base Funds

Overall expenditures are at 71% of the budget.

Training & Technical Assistance Funds

Overall expenditures are at 44% of the budget.

Carryover Funds

Overall expenditures are at 3% of the budget.

COVID Cares Funds

Overall expenditures are at 42% of the budget.

Community Action Partnership of Kern
Early Head Start - Kern
Budget to Actual Report
Budget Period: March 1, 2020 - February 28, 2021
Report Period: March 1, 2020 - December 31, 2020
Month 10 of 12 (83.33%)

Prepared 1/12/2021

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	4,462,290	3,659,329	802,961	82%	18%
FRINGE BENEFITS	1,659,459	1,014,439	645,020	61%	39%
TRAVEL	0	0	0		
EQUIPMENT	0	0	0		
SUPPLIES	390,472	258,480	131,992	66%	34%
CONTRACTUAL	37,099	24,082	13,017	65%	35%
CONSTRUCTION	610,998	0	610,998		
OTHER	953,456	815,844	137,612	86%	14%
INDIRECT	799,530	577,217	222,313	72%	28%
TOTAL BASE FUNDING	8,913,304	6,349,392	2,563,912	71%	29%

TRAINING & TECHNICAL ASSISTANCE

TRAVEL	36,140	843	35,297	2%	98%
SUPPLIES	6,807	2,952	3,855	43%	57%
CONTRACTUAL	7,169	4,543	2,626	63%	37%
OTHER	103,144	59,117	44,027	57%	43%
INDIRECT	15,326	6,746	8,580	44%	56%
TOTAL TRAINING & TECHNICAL ASSISTANCE	168,586	74,201	94,385	44%	56%

CARRYOVER

CONSTRUCTION	3,178,199	108,391	3,069,808	3%	97%
INDIRECT	0	0	0		
TOTAL CARRYOVER	3,178,199	108,391	3,069,808	3%	97%

COVID CARES

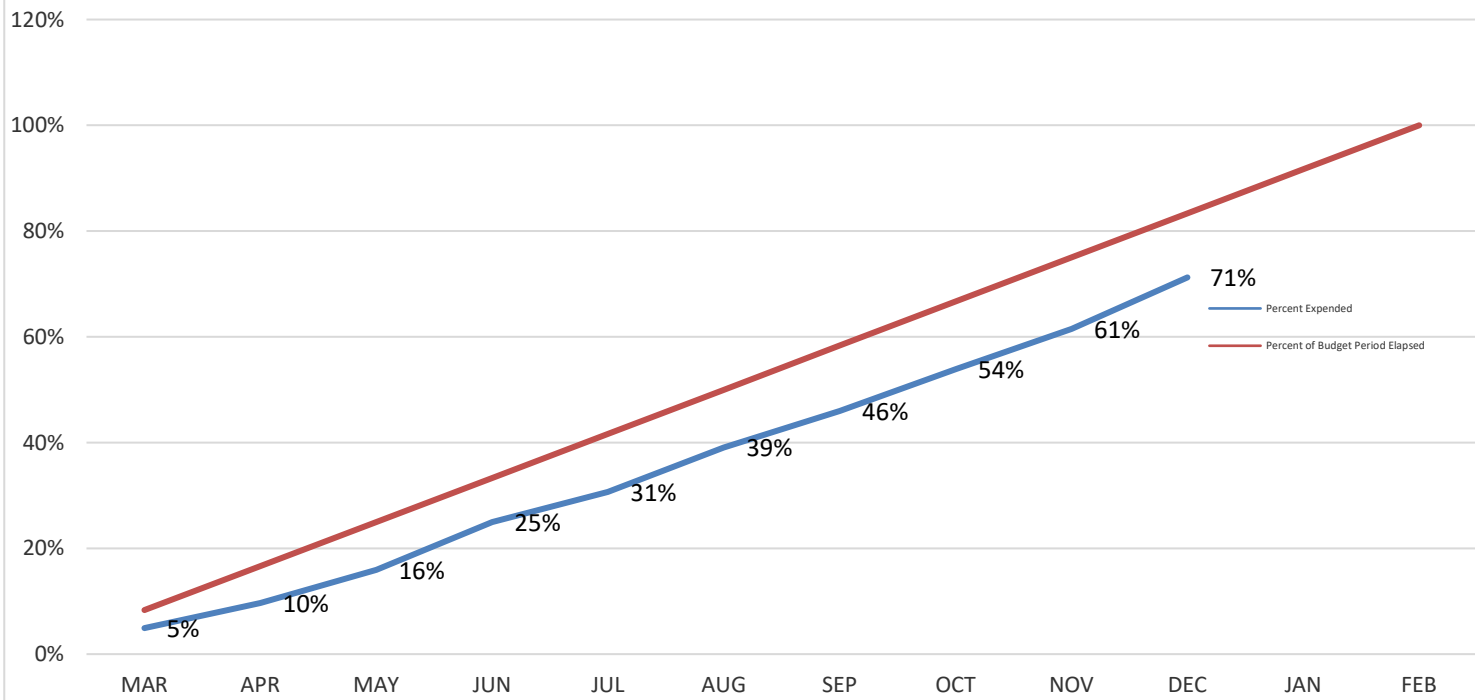
SUPPLIES	213,789	127,413	86,376	60%	40%
OTHER	142,527	17,606	124,921	12%	88%
INDIRECT	35,632	20,714	14,918		
TOTAL COVID CARES	391,948	165,733	226,215	42%	58%

GRAND TOTAL EHS FEDERAL FUNDS	12,652,037	6,697,717	5,954,320	53%	47%
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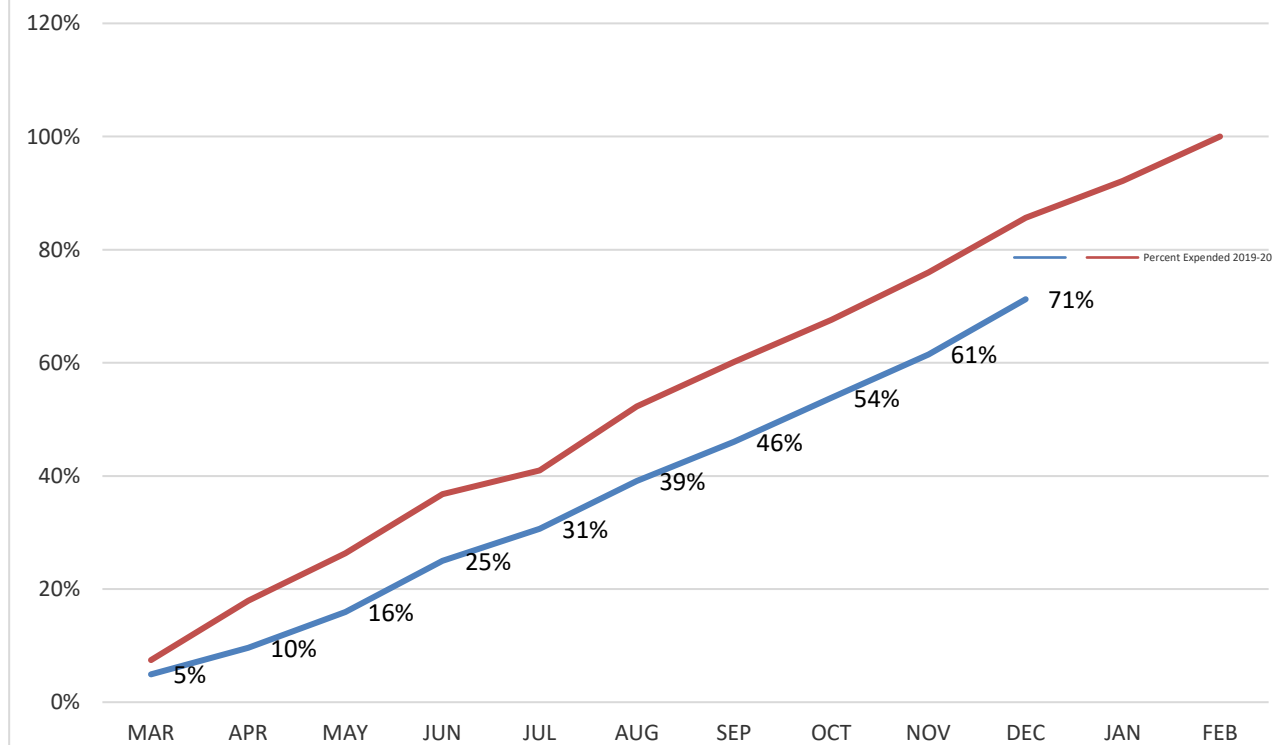
Budget reflects Notice of Award #09CH011132-02-02

Actual expenditures include posted expenditures and estimated adjustments through 12/31/2020

Early Head Start Kern
Percent Expended Compared to Percent of Budget Period Elapsed



Early Head Start Kern
Percent Expended Compared to Prior Year





MEMORANDUM

To: Budget & Finance Committee of the Policy Council
Heather McCarley
From: Heather McCarley, Finance Manager
Date: January 19, 2021
Subject: *Early Head Start – San Joaquin*
Budget to Actual Report for the period ended December 31, 2020 – **Info Item**

The following are highlights of the San Joaquin Early Head Start Budget to Actual Report for the period of February 1, 2020 through December 31, 2020. Eleven months (91.67%) of the 12-month budget period have elapsed.

Base Funds

Overall expenditures are at 82% of the budget, which is on slightly less than where we were compared to last year at this time.

Training & Technical Assistance Funds

Overall expenditures are at 75% of the budget. The combined personnel and fringe benefit expenses are at 106% of this budget.

COVID Cares Funds

Overall expenditures are at 45% of the budget.

Non-Federal Share

Non-Federal share is at 56% of the budget.

**Community Action Partnership of Kern
Early Head Start - San Joaquin County**

Budget to Actual Report

Budget Period: February 1, 2020 - January 31, 2021

Report Period: February 1, 2020 - December 31, 2020

Month 11 of 12 (91.67%)

Prepared 1/12/2021

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	3,173,727	2,711,168	462,559	85%	15%
FRINGE BENEFITS	959,615	685,267	274,348	71%	29%
TRAVEL	0	1,916	(1,916)	0%	0%
SUPPLIES	125,025	152,834	(27,809)	122%	-22%
CONTRACTUAL	10,600	11,521	(921)	109%	-9%
OTHER	741,956	551,046	190,910	74%	26%
INDIRECT	478,171	402,080	76,091	84%	16%
TOTAL	5,489,094	4,515,832	973,262	82%	18%

TRAINING & TECHNICAL ASSISTANCE FUNDS

PERSONNEL	21,912	28,368	(6,456)	129%	-29%
FRINGE BENEFITS	13,758	11,445	2,313	83%	17%
TRAVEL	18,226	0	18,226	0%	100%
SUPPLIES	6,815	536	6,279	8%	92%
CONTRACTUAL	3,845	0	3,845	0%	100%
OTHER	43,785	40,735	3,050	93%	7%
INDIRECT	10,834	8,106	2,728	75%	25%
TOTAL	119,175	89,190	29,985	75%	25%

COVID CARES

PERSONNEL		30,368	(30,368)	0%	0%
FRINGE BENEFITS		3,228	(3,228)	0%	0%
SUPPLIES	187,546	77,186	110,360	41%	59%
OTHER	62,515	3,716	58,799	6%	94%
INDIRECT	25,006	10,558	14,448	42%	58%
TOTAL	275,067	125,056	183,607	45%	55%

GRAND TOTAL EHS FEDERAL FUNDS	5,883,336	4,730,078	1,186,854	80%	20%
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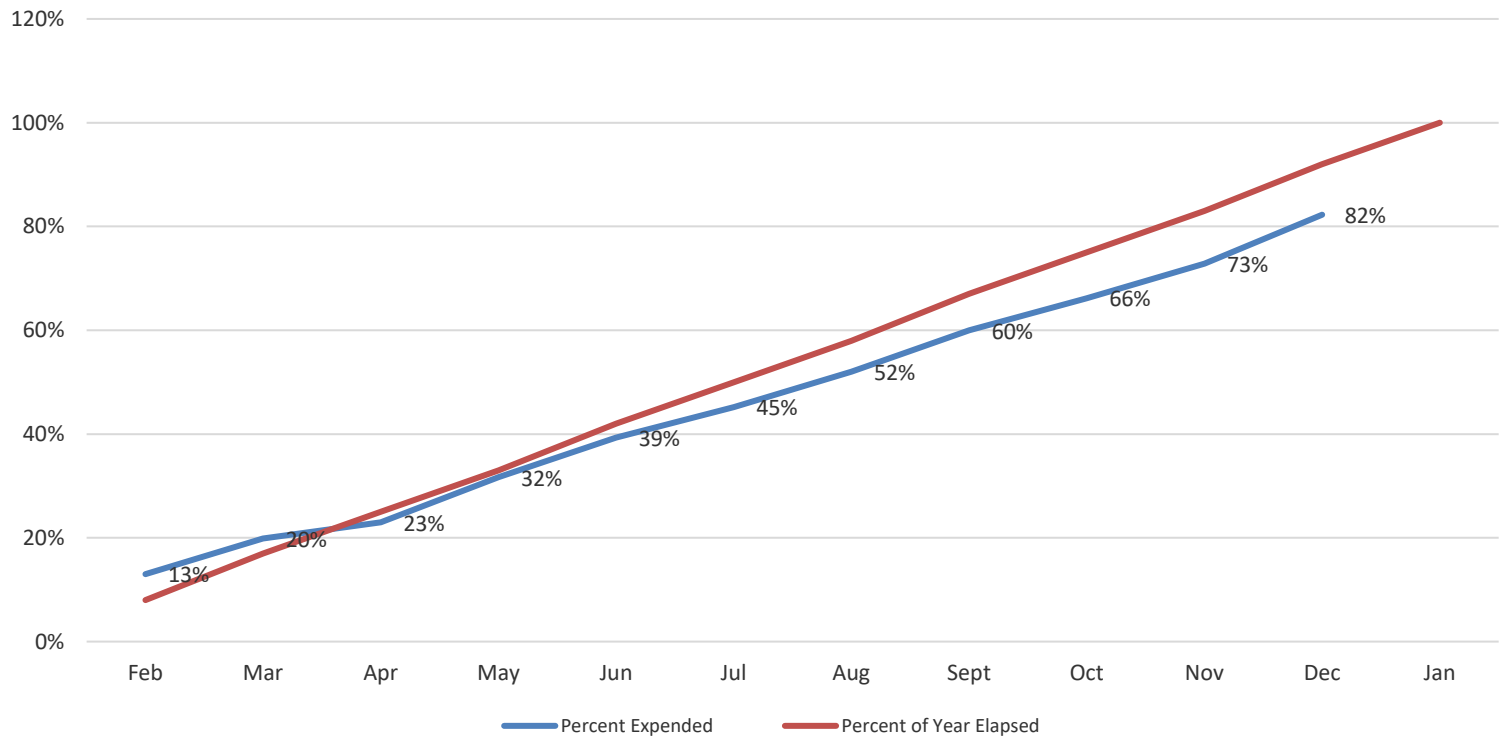
NON-FEDERAL SHARE	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
IN-KIND	1,347,082	758,536	588,546	56%	44%
TOTAL NON-FEDERAL FUNDS	1,347,082	758,536	588,546	56%	44%

Centralized Administrative Cost	7.5%
Program Administrative Cost	3.8%
Total Administrative Cost	11.3%

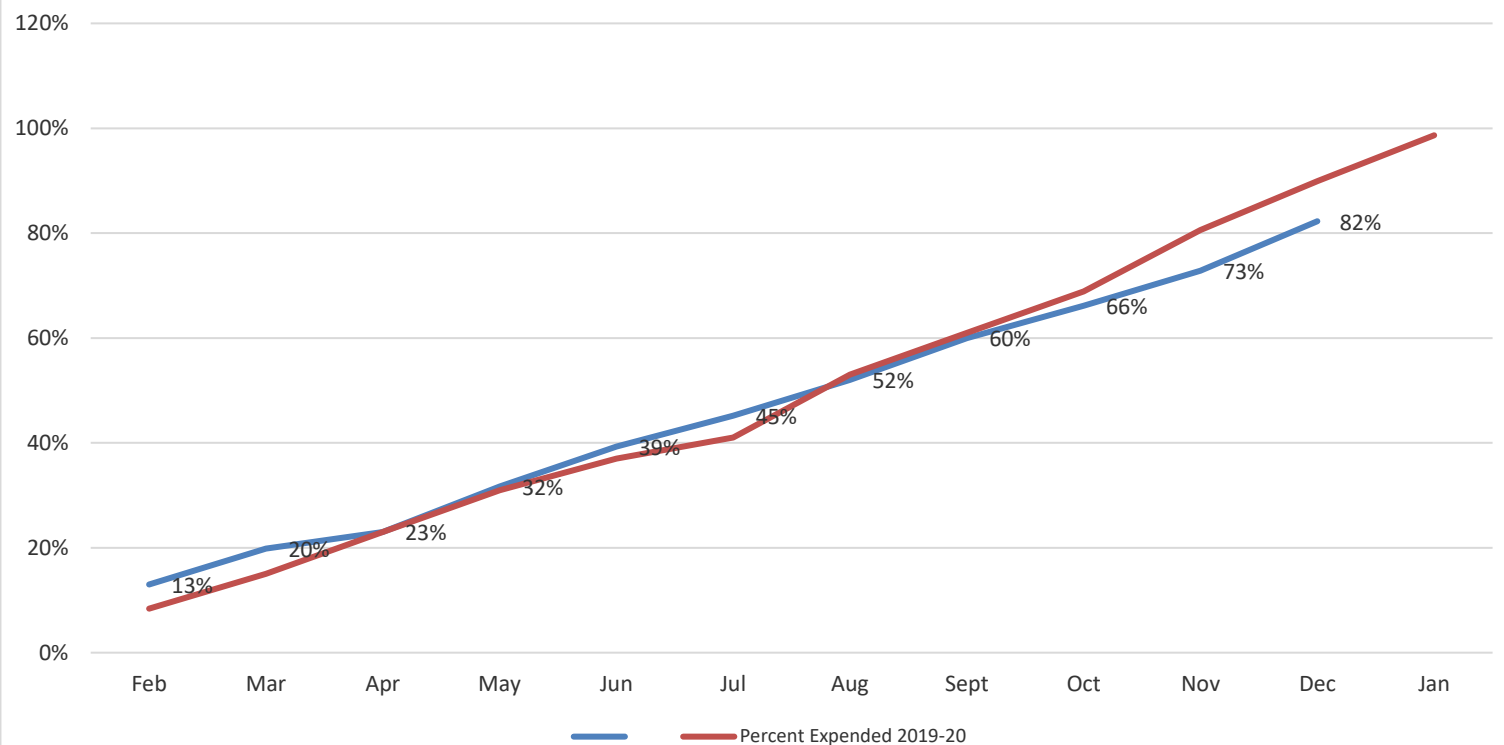
Budget reflects Notice of Award #09CH011406-01-02

Actual expenditures include posted expenditures and estimated adjustments through 12/31/2020

Early Head Start San Joaquin
Percent Expended Compared to Percent of Year Elapsed



Early Head Start San Joaquin
Percent Expended Compared to Prior Year





MEMORANDUM

To: Budget & Finance Committee of the Policy Council
Heather McCarley
From: Heather McCarley, Finance Manager
Date: January 19, 2021
Subject: *Early Head Start Child Care Partnerships*
Budget to Actual Report for the period ended December 31, 2020 – **Info Item**

The following are highlights of the Early Head Start Child Care Partnership Budget to Actual Report for the period of March 1, 2020 through December 31, 2020. Ten months (83.33%) of the 12-month budget period have elapsed.

Base Funds

Overall expenditures are at 43% of the budget.

Training & Technical Assistance Funds

Overall expenditures are at 9% of the budget.

Carryover Funds

Overall expenditures are at 2% of the budget.

COVID Cares Funds

Overall expenditures are at 2% of the budget.

Non-Federal Share

Non-Federal share is at 21% of the budget.

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

Budget Period: March 1, 2020 - February 28, 2021

Report Period: March 1, 2020 - December 31, 2020

Month 10 of 12 (83.33%)

Prepared 1/12/2021

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	761,292	339,804	421,488	45%	55%
FRINGE BENEFITS	222,791	64,584	158,207	29%	71%
SUPPLIES	28,175	31,267	(3,092)	111%	-11%
CONTRACTUAL	1,030,071	372,529	657,542	36%	64%
OTHER	143,707	134,675	9,032	94%	6%
INDIRECT	212,371	89,799	122,572	42%	58%
TOTAL BASE FUNDING	2,398,407	1,032,657	1,365,750	43%	57%

TRAINING & TECHNICAL ASSISTANCE

TRAVEL	5,294	0	5,294	0%	100%
SUPPLIES	16,391	481	15,910	3%	97%
OTHER	29,393	1,338	28,055	5%	95%
INDIRECT	5,107	457	4,650	9%	91%
TOTAL TRAINING & TECHNICAL ASSISTANCE	56,185	5,026	51,159	9%	91%

CARRYOVER

SUPPLIES	229,928	29,778	200,150	13%	87%
CONSTRUCTION	566,959	0	566,959	0%	100%
OTHER	565,121	0	565,121	0%	100%
INDIRECT	136,201	2,977	133,224	2%	98%
TOTAL CARRYOVER	1,498,209	32,755	1,465,454	2%	98%

COVID CARES

SUPPLIES	91,077	1,144	89,933	1%	99%
OTHER	30,359	1,063	29,296	4%	96%
INDIRECT	12,143	784	11,359	6%	94%
TOTAL COVID	133,579	2,991	130,588	2.2%	98%

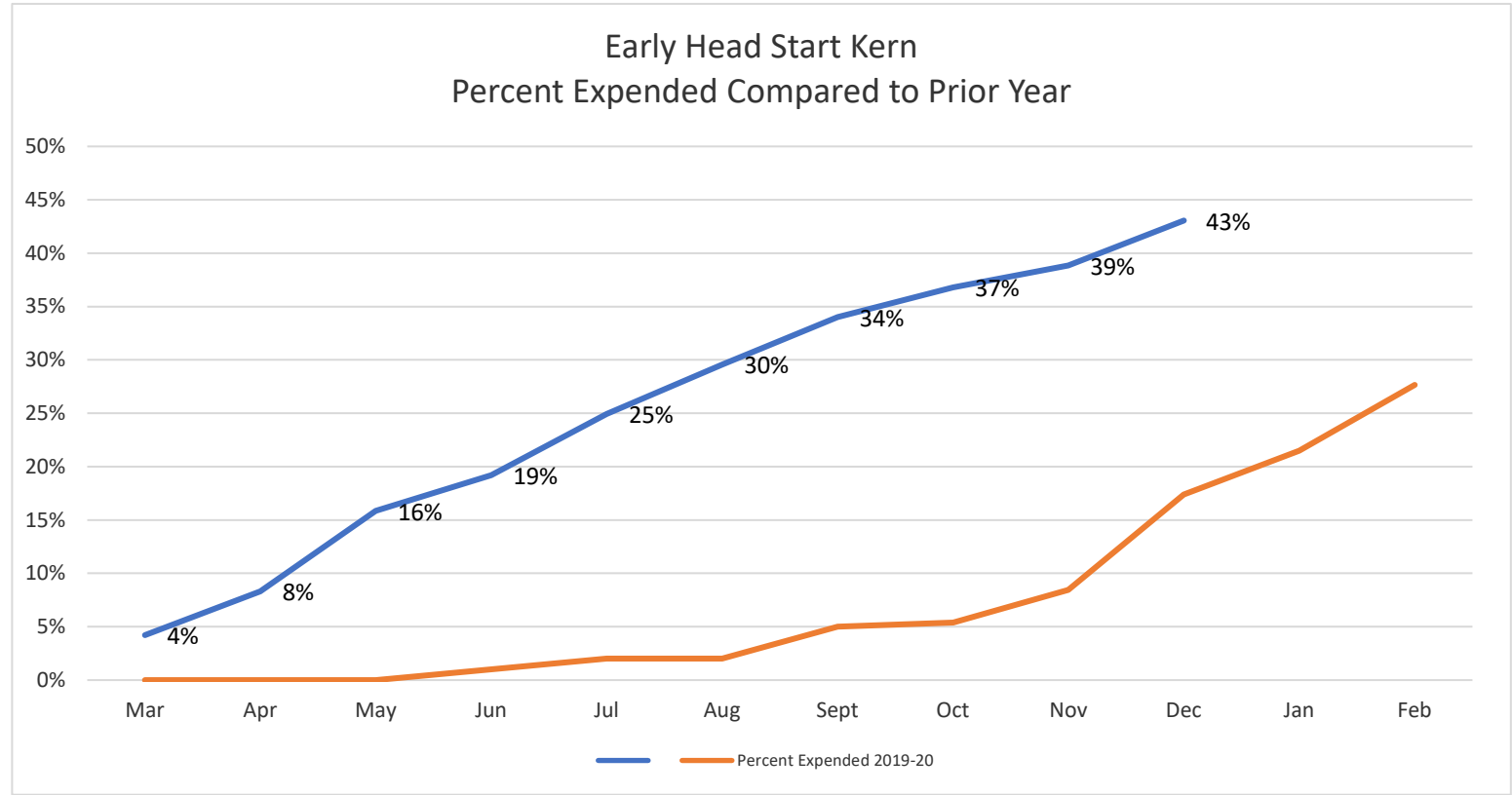
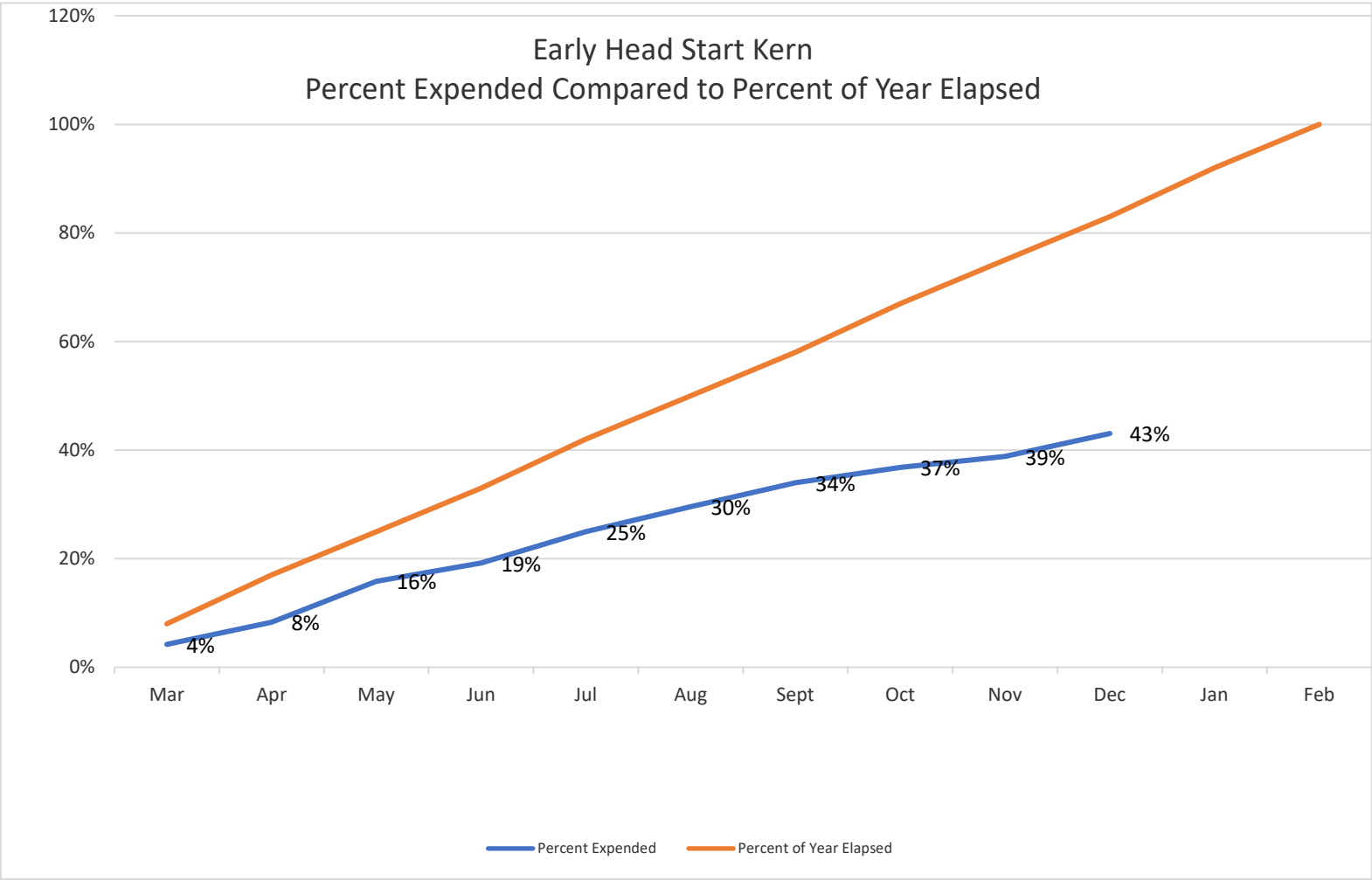
GRAND TOTAL EHS FEDERAL FUNDS	4,086,380	1,073,428	3,012,952	26%	74%
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NON-FEDERAL SHARE

SOURCE	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
IN-KIND	588,256	124,755	463,501	21%	79%
TOTAL NON-FEDERAL	588,256	124,755	463,501	21%	79%

Budget reflects Notice of Award #09HP000163-02-02

Actual expenditures include posted expenditures and estimated adjustments through 12/31/2020



**COMMUNITY ACTION PARTNERSHIP OF KERN
PARENT TRAVEL & CHILD CARE
2020-2021**

KERN HEAD START

MONTH	BEGINNING BALANCE	SPENT THIS MONTH	SPENT YEAR-TO- DATE	REMAINING BALANCE	% OF YEAR ELAPSED	% OF BUDGET SPENT
MARCH 2020	\$ 7,613.00	\$ 15.51	\$ 15.51	\$ 7,597.49	8%	0%
APRIL 2020	\$ 7,597.49		\$ 15.51	\$ 7,597.49	17%	0%
MAY 2020	\$ 7,597.49		\$ 15.51	\$ 7,597.49	25%	0%
JUNE 2020	\$ 7,597.49		\$ 15.51	\$ 7,597.49	33%	0%
JULY 2020	\$ 7,597.49		\$ 15.51	\$ 7,597.49	42%	0%
AUGUST 2020	\$ 7,597.49		\$ 15.51	\$ 7,597.49	50%	0%
SEPTEMBER 2020	\$ 7,597.49		\$ 15.51	\$ 7,597.49	58%	0%
OCTOBER 2020	\$ 7,597.49		\$ 15.51	\$ 7,597.49	67%	0%
NOVEMBER 2020	\$ 7,597.49		\$ 15.51	\$ 7,597.49	75%	0%
DECEMBER 2020	\$ 7,597.49		\$ 15.51	\$ 7,597.49	83%	0%
JANUARY 2021	\$ 7,597.49		\$ 15.51	\$ 7,597.49	92%	0%
FEBRUARY 2021	\$ 7,597.49		\$ 15.51	\$ 7,597.49	100%	0%

KERN EARLY HEAD START

MONTH	BEGINNING BALANCE	SPENT THIS MONTH	SPENT YEAR-TO- DATE	REMAINING BALANCE	% OF YEAR ELAPSED	% OF BUDGET SPENT
MARCH 2020	\$ 2,537.00	\$ 5.17	\$ 5.17	\$ 2,531.83	8%	0%
APRIL 2020	\$ 2,531.83		\$ 5.17	\$ 2,531.83	17%	0%
MAY 2020	\$ 2,531.83		\$ 5.17	\$ 2,531.83	25%	0%
JUNE 2020	\$ 2,531.83		\$ 5.17	\$ 2,531.83	33%	0%
JULY 2020	\$ 2,531.83		\$ 5.17	\$ 2,531.83	42%	0%
AUGUST 2020	\$ 2,531.83		\$ 5.17	\$ 2,531.83	50%	0%
SEPTEMBER 2020	\$ 2,531.83		\$ 5.17	\$ 2,531.83	58%	0%
OCTOBER 2020	\$ 2,531.83		\$ 5.17	\$ 2,531.83	67%	0%
NOVEMBER 2020	\$ 2,531.83		\$ 5.17	\$ 2,531.83	75%	0%
DECEMBER 2020	\$ 2,531.83		\$ 5.17	\$ 2,531.83	83%	0%
JANUARY 2021	\$ 2,531.83		\$ 5.17	\$ 2,531.83	92%	0%
FEBRUARY 2021	\$ 2,531.83		\$ 5.17	\$ 2,531.83	100%	0%

**COMMUNITY ACTION PARTNERSHIP OF KERN
PARENT TRAVEL & CHILD CARE
2020-2021**

SAN JOAQUIN EARLY HEAD START

MONTH	BEGINNING BALANCE	SPENT THIS MONTH	SPENT YEAR-TO- DATE	REMAINING BALANCE	% OF YEAR ELAPSED	% OF BUDGET SPENT
FEBRUARY 2020	\$ 50.00	\$ 21.28	\$ 21.28	\$ 28.72	8%	43%
MARCH 2020	\$ 28.72	\$ -	\$ 21.28	\$ 28.72	17%	43%
APRIL 2020	\$ 28.72	\$ -	\$ 21.28	\$ 28.72	25%	43%
MAY 2020	\$ 28.72	\$ -	\$ 21.28	\$ 28.72	33%	43%
JUNE 2020	\$ 28.72	\$ -	\$ 21.28	\$ 28.72	42%	43%
JULY 2020	\$ 28.72	\$ -	\$ 21.28	\$ 28.72	50%	43%
AUGUST 2020	\$ 28.72	\$ -	\$ 21.28	\$ 28.72	58%	43%
SEPTEMBER 2020	\$ 28.72	\$ -	\$ 21.28	\$ 28.72	67%	43%
OCTOBER 2020	\$ 28.72	\$ -	\$ 21.28	\$ 28.72	75%	43%
NOVEMBER 2020	\$ 28.72	\$ -	\$ 21.28	\$ 28.72	83%	43%
DECEMBER 2020	\$ 28.72	\$ -	\$ 21.28	\$ 28.72	92%	43%
JANUARY 2021	\$ 28.72	\$ -	\$ 21.28	\$ 28.72	100%	43%

EARLY HEAD START CHILD CARE PARTNERSHIPS

MONTH	BEGINNING BALANCE	SPENT THIS MONTH	SPENT YEAR-TO- DATE	REMAINING BALANCE	% OF YEAR ELAPSED	% OF BUDGET SPENT
MARCH 2020	\$ 250.00	\$ -	\$ -	\$ 250.00	8%	0%
APRIL 2020	\$ 250.00	\$ -	\$ -	\$ 250.00	17%	0%
MAY 2020	\$ 250.00	\$ -	\$ -	\$ 250.00	25%	0%
JUNE 2020	\$ 250.00	\$ -	\$ -	\$ 250.00	33%	0%
JULY 2020	\$ 250.00	\$ -	\$ -	\$ 250.00	42%	0%
AUGUST 2020	\$ 250.00	\$ -	\$ -	\$ 250.00	50%	0%
SEPTEMBER 2020	\$ 250.00	\$ -	\$ -	\$ 250.00	58%	0%
OCTOBER 2020	\$ 250.00	\$ -	\$ -	\$ 250.00	67%	0%
NOVEMBER 2020	\$ 250.00	\$ -	\$ -	\$ 250.00	75%	0%
DECEMBER 2020	\$ 250.00	\$ -	\$ -	\$ 250.00	83%	0%
JANUARY 2021	\$ 250.00	\$ -	\$ -	\$ 250.00	92%	0%
FEBRUARY 2021	\$ 250.00		\$ -	\$ 250.00	100%	0%

Prepared by: Heather McCarley
January 12, 2020

**COMMUNITY ACTION PARTNERSHIP OF KERN
VIAJES DE LOS PADRES y CUIDADO DE NIÑOS
2019-2020**

KERN HEAD START

MES	BALANCE INICIAL	LO QUE SE GASTO ESTE MES	LO QUE SE HA GASTADO HASTA ESTE AÑO	SALDO RESTANTE	PORCENTAJE DEL AÑO TRANSCURRIDO	PORCENTAJE DEL PRESUPUESTO QUE SE GASTO
MARZO DEL 2019	\$ 7,613.00	\$ 15.51	\$ 15.51	\$ 7,597.49	25%	0%
ABRIL DEL 2019	\$ 7,597.49	\$ -	\$ 15.51	\$ 7,597.49	50%	0%
MAYO DEL 2019	\$ 7,597.49	\$ -	\$ 15.51	\$ 7,597.49	75%	0%
JUNIO DEL 2019	\$ 7,597.49	\$ -	\$ 15.51	\$ 7,597.49	100%	0%
JULIO DEL 2019	\$ 5,475.00	\$ -	\$ 15.51	\$ 5,475.00	13%	0%
AGOSTO DEL 2019	\$ 5,475.00	\$ -	\$ 15.51	\$ 5,475.00	25%	0%
SEPTIEMBRE DEL 2018	\$ 5,475.00	\$ -	\$ 15.51	\$ 5,475.00	38%	0%
OCTUBRE DEL 2019	\$ 5,475.00	\$ -	\$ 15.51	\$ 5,475.00	50%	0%
NOVIEMBRE DEL 2019	\$ 5,475.00	\$ -	\$ 15.51	\$ 5,475.00	63%	0%
DICIEMBRE DEL 2019	\$ 5,475.00	\$ -	\$ 15.51	\$ 5,475.00	75%	0%
ENERO DEL 2020	\$ 5,475.00	\$ -	\$ 15.51	\$ 5,475.00	88%	0%
FEBRERO DEL 2020	\$ 5,475.00	\$ -	\$ 15.51	\$ 5,475.00	100%	0%

KERN EARLY HEAD START

MES	BALANCE INICIAL	LO QUE SE GASTO ESTE MES	LO QUE SE HA GASTADO HASTA ESTE AÑO	SALDO RESTANTE	PORCENTAJE DEL AÑO TRANSCURRIDO	PORCENTAJE DEL PRESUPUESTO QUE SE GASTO
MARZO DEL 2019	\$ 2,537.00	\$ 5.17	\$ 5.17	\$ 2,531.83	25%	0%
ABRIL DEL 2019	\$ 2,531.83	\$ -	\$ 5.17	\$ 2,531.83	50%	0%
MAYO DEL 2019	\$ 2,531.83	\$ -	\$ 5.17	\$ 2,531.83	75%	0%
JUNIO DEL 2019	\$ 2,531.83	\$ -	\$ 5.17	\$ 2,531.83	100%	0%
JULIO DEL 2019	\$ 1,824.00	\$ -	\$ 5.17	\$ 1,824.00	13%	0%
AGOSTO DEL 2019	\$ 1,824.00	\$ -	\$ 5.17	\$ 1,824.00	25%	0%
SEPTIEMBRE DEL 2018	\$ 1,824.00	\$ -	\$ 5.17	\$ 1,824.00	38%	0%
OCTUBRE DEL 2019	\$ 1,824.00	\$ -	\$ 5.17	\$ 1,824.00	50%	0%
NOVIEMBRE DEL 2019	\$ 1,824.00	\$ -	\$ 5.17	\$ 1,824.00	63%	0%
DICIEMBRE DEL 2019	\$ 1,824.00	\$ -	\$ 5.17	\$ 1,824.00	75%	0%
ENERO DEL 2020	\$ 1,824.00	\$ -	\$ 5.17	\$ 1,824.00	88%	0%
FEBRERO DEL 2020	\$ 1,824.00	\$ -	\$ 5.17	\$ 1,824.00	100%	0%

**COMMUNITY ACTION PARTNERSHIP OF KERN
VIAJES DE LOS PADRES y CUIDADO DE NIÑOS
2019-2020**

SAN JOAQUIN EARLY HEAD START

MES	BALANCE INICIAL	LO QUE SE GASTO ESTE MES	LO QUE SE HA GASTADO HASTA ESTE AÑO	SALDO RESTANTE	PORCENTAJE DEL AÑO TRANSCURRIDO	PORCENTAJE DEL PRESUPUESTO QUE SE GASTO
FEBRERO DEL 2019	\$ 50.00	\$ 21.28	\$ 21.28	\$ 28.72	8%	43%
MARZO DEL 2019	\$ 28.72	\$ -	\$ 21.28	\$ 28.72	17%	43%
ABRIL DEL 2019	\$ 28.72	\$ -	\$ 21.28	\$ 28.72	25%	43%
MAYO DEL 2019	\$ 28.72	\$ -	\$ 21.28	\$ 28.72	33%	43%
JUNIO DEL 2019	\$ 28.72	\$ -	\$ 21.28	\$ 28.72	42%	43%
JULIO DEL 2019	\$ 28.72	\$ -	\$ 21.28	\$ 28.72	50%	43%
AGOSTO DEL 2019	\$ 28.72	\$ -	\$ 21.28	\$ 28.72	58%	43%
SEPTIEMBRE DEL 2019	\$ 28.72	\$ -	\$ 21.28	\$ 28.72	67%	43%
OCTUBRE DEL 2019	\$ 28.72	\$ -	\$ 21.28	\$ 28.72	75%	43%
NOVIEMBRE DEL 2019	\$ 28.72	\$ -	\$ 21.28	\$ 28.72	83%	43%
DICIEMBRE DEL 2019	\$ 28.72	\$ -	\$ 21.28	\$ 28.72	92%	43%
ENERO DEL 2020	\$ 28.72	\$ -	\$ 21.28	\$ 28.72	100%	43%

EARLY HEAD START CHILD CARE PARTNERSHIPS

MES	BALANCE INICIAL	LO QUE SE GASTO ESTE MES	LO QUE SE HA GASTADO HASTA ESTE AÑO	SALDO RESTANTE	PORCENTAJE DEL AÑO TRANSCURRIDO	PORCENTAJE DEL PRESUPUESTO QUE SE GASTO
MARZO DEL 2019	\$ 250.00	\$ -	\$ -	\$ 250.00	8%	0%
ABRIL DEL 2019	\$ 250.00	\$ -	\$ -	\$ 250.00	17%	0%
MAYO DEL 2019	\$ 250.00	\$ -	\$ -	\$ 250.00	25%	0%
JUNIO DEL 2019	\$ 250.00	\$ -	\$ -	\$ 250.00	33%	0%
JULIO DEL 2019	\$ 250.00	\$ -	\$ -	\$ 250.00	42%	0%
AGOSTO DEL 2019	\$ 250.00	\$ -	\$ -	\$ 250.00	50%	0%
SEPTIEMBRE DEL 2018	\$ 250.00	\$ -	\$ -	\$ 250.00	58%	0%
OCTUBRE DEL 2019	\$ 250.00	\$ -	\$ -	\$ 250.00	67%	0%
NOVIEMBRE DEL 2019	\$ 250.00	\$ -	\$ -	\$ 250.00	75%	0%
DICIEMBRE DEL 2019	\$ 250.00	\$ -	\$ -	\$ 250.00	83%	0%
ENERO DEL 2020	\$ 250.00	\$ -	\$ -	\$ 250.00	92%	0%
FEBRERO DEL 2020	\$ 250.00	\$ -	\$ -	\$ 250.00	100%	0%

Preparado por Heather McCarley
12 de Enero 2021

**COMMUNITY ACTION PARTNERSHIP OF KERN
PARENT ACTIVITIES
2019-2020**

KERN HEAD START

MONTH	BEGINNING BALANCE	SPENT THIS MONTH	SPENT YEAR-TO- DATE	REMAINING BALANCE	% OF YEAR ELAPSED	% OF BUDGET SPENT
MARCH 2020	\$ 20,985.00	\$ 173.18	\$ 173.18	\$ 20,811.82	8%	1%
APRIL 2020	\$ 20,811.82	\$ -	\$ 173.18	\$ 20,811.82	17%	1%
MAY 2020	\$ 20,811.82	\$ -	\$ 173.18	\$ 20,811.82	25%	1%
JUNE 2020	\$ 20,811.82	\$ -	\$ 173.18	\$ 20,811.82	33%	1%
JULY 2020	\$ 20,811.82	\$ -	\$ 173.18	\$ 20,811.82	42%	1%
AUGUST 2020	\$ 20,811.82	\$ -	\$ 173.18	\$ 20,811.82	50%	1%
SEPTEMBER 2020	\$ 20,811.82	\$ 731.64	\$ 904.82	\$ 20,080.18	58%	4%
OCTOBER 2020	\$ 20,080.18	\$ 570.25	\$ 1,475.07	\$ 19,509.93	67%	7%
NOVEMBER 2020	\$ 19,509.93	\$ -	\$ 1,475.07	\$ 19,509.93	75%	7%
DECEMBER 2020	\$ 19,509.93	\$ 416.08	\$ 1,891.15	\$ 19,093.85	83%	9%
JANUARY 2021	\$ 19,093.85	\$ -	\$ 1,891.15	\$ 19,093.85	92%	9%
FEBRUARY 2021	\$ 19,093.85	\$ -	\$ 1,891.15	\$ 19,093.85	100%	9%

KERN EARLY HEAD START

MONTH	BEGINNING BALANCE	SPENT THIS MONTH	SPENT YEAR-TO- DATE	REMAINING BALANCE	% OF YEAR ELAPSED	% OF BUDGET SPENT
MARCH 2020	\$ 7,030.00	\$ 57.72	\$ 57.72	\$ 6,972.28	8%	1%
APRIL 2020	\$ 6,972.28	\$ -	\$ 57.72	\$ 6,972.28	17%	1%
MAY 2020	\$ 6,972.28	\$ -	\$ 57.72	\$ 6,972.28	25%	1%
JUNE 2020	\$ 6,972.28	\$ -	\$ 57.72	\$ 6,972.28	33%	1%
JULY 2020	\$ 6,972.28	\$ -	\$ 57.72	\$ 6,972.28	42%	1%
AUGUST 2020	\$ 6,972.28	\$ -	\$ 57.72	\$ 6,972.28	50%	1%
SEPTEMBER 2020	\$ 6,972.28	\$ 243.88	\$ 301.60	\$ 6,728.40	58%	4%
OCTOBER 2020	\$ 6,728.40	\$ 190.08	\$ 491.68	\$ 6,538.32	67%	7%
NOVEMBER 2020	\$ 6,538.32	\$ -	\$ 491.68	\$ 6,538.32	75%	7%
DECEMBER 2020	\$ 6,538.32	\$ 138.69	\$ 630.37	\$ 6,399.63	83%	9%
JANUARY 2021	\$ 6,399.63	\$ -	\$ 630.37	\$ 6,399.63	92%	9%
FEBRUARY 2021	\$ 6,399.63	\$ -	\$ 630.37	\$ 6,399.63	100%	9%

**COMMUNITY ACTION PARTNERSHIP OF KERN
PARENT ACTIVITIES
2019-2020**

SAN JOAQUIN EARLY HEAD START

MONTH	BEGINNING BALANCE	SPENT THIS MONTH	SPENT YEAR-TO- DATE	REMAINING BALANCE	% OF YEAR ELAPSED	% OF BUDGET SPENT
FEBRUARY 2020	\$ 1,500.00	\$ -	\$ -	\$ 1,500.00	8%	0%
MARCH 2020	\$ 1,500.00	\$ -	\$ -	\$ 1,500.00	17%	0%
APRIL 2020	\$ 1,500.00	\$ -	\$ -	\$ 1,500.00	25%	0%
MAY 2020	\$ 1,500.00	\$ -	\$ -	\$ 1,500.00	33%	0%
JUNE 2020	\$ 1,500.00	\$ -	\$ -	\$ 1,500.00	42%	0%
JULY 2020	\$ 1,500.00	\$ -	\$ -	\$ 1,500.00	50%	0%
AUGUST 2020	\$ 1,500.00	\$ -	\$ -	\$ 1,500.00	58%	0%
SEPTEMBER 2020	\$ 1,500.00	\$ -	\$ -	\$ 1,500.00	67%	0%
OCTOBER 2020	\$ 1,500.00	\$ 255.63	\$ 255.63	\$ 1,244.37	75%	17%
NOVEMBER 2020	\$ 1,244.37	\$ -	\$ 255.63	\$ 1,244.37	83%	17%
DECEMBER 2020	\$ 1,244.37	\$ -	\$ 255.63	\$ 1,244.37	92%	17%
JANUARY 2021	\$ 1,244.37	\$ -	\$ 255.63	\$ 1,244.37	100%	17%

EARLY HEAD START CHILD CARE PARTNERSHIPS

MONTH	BEGINNING BALANCE	SPENT THIS MONTH	SPENT YEAR-TO- DATE	REMAINING BALANCE	% OF YEAR ELAPSED	% OF BUDGET SPENT
MARCH 2020	\$ 760.00	\$ -	\$ -	\$ 760.00	8%	0%
APRIL 2020	\$ 760.00	\$ -	\$ -	\$ 760.00	17%	0%
MAY 2020	\$ 760.00	\$ -	\$ -	\$ 760.00	25%	0%
JUNE 2020	\$ 760.00	\$ -	\$ -	\$ 760.00	33%	0%
JULY 2020	\$ 760.00	\$ -	\$ -	\$ 760.00	42%	0%
AUGUST 2020	\$ 760.00	\$ -	\$ -	\$ 760.00	50%	0%
SEPTEMBER 2020	\$ 760.00	\$ -	\$ -	\$ 760.00	58%	0%
OCTOBER 2020	\$ 760.00	\$ -	\$ -	\$ 760.00	67%	0%
NOVEMBER 2020	\$ 760.00	\$ -	\$ -	\$ 760.00	75%	0%
DECEMBER 2020	\$ 760.00	\$ -	\$ -	\$ 760.00	83%	0%
JANUARY 2021	\$ 760.00	\$ -	\$ -	\$ 760.00	92%	0%
FEBRUARY 2021	\$ 760.00		\$ -	\$ 760.00	100%	0%

Prepared by: Heather McCarley
January 12, 2020

**COMMUNITY ACTION PARTNERSHIP OF KERN
ACTIVIDADES DE LOS PADRES
2019-2020**

KERN HEAD START

MES	BALANCE INICIAL	LO QUE SE GASTO ESTE MES	LO QUE SE HA GASTADO HASTA ESTE AÑO	SALDO RESTANTE	PORCENTAJE DEL AÑO TRANSCURRIDO	PORCENTAJE DEL PRESUPUESTO QUE SE GASTO
MARZO DEL 2019	\$ 8,731.00	\$ 173.18	\$ 173.18	\$ 8,557.82	8%	1%
ABRIL DEL 2019	\$ 8,557.82	\$ -	\$ 173.18	\$ 8,557.82	17%	1%
MAYO DEL 2019	\$ 8,557.82	\$ -	\$ 173.18	\$ 8,557.82	25%	1%
JUNIO DEL 2019	\$ 8,557.82	\$ -	\$ 173.18	\$ 8,557.82	33%	1%
JULIO DEL 2019	\$ 18,711.00	\$ -	\$ -	\$ 18,711.00	13%	0%
AGOSTO DEL 2019	\$ 18,711.00	\$ -	\$ -	\$ 18,711.00	25%	0%
SEPTIEMBRE DEL 2018	\$ 18,711.00	\$ 731.64	\$ 731.64	\$ 17,979.36	38%	4%
OCTUBRE DEL 2019	\$ 17,979.36	\$ 570.25	\$ 1,301.89	\$ 17,409.11	50%	7%
NOVIEMBRE DEL 2019	\$ 17,409.11	\$ -	\$ 1,301.89	\$ 17,409.11	63%	7%
DICIEMBRE DEL 2019	\$ 17,409.11	\$ 416.08	\$ 1,717.97	\$ 16,993.03	75%	9%
ENERO DEL 2020	\$ 16,993.03	\$ -	\$ 1,717.97	\$ 16,993.03	88%	9%
FEBRERO DEL 2020	\$ 16,993.03	\$ -	\$ 1,717.97	\$ 16,993.03	100%	9%

KERN EARLY HEAD START

MES	BALANCE INICIAL	LO QUE SE GASTO ESTE MES	LO QUE SE HA GASTADO HASTA ESTE AÑO	SALDO RESTANTE	PORCENTAJE DEL AÑO TRANSCURRIDO	PORCENTAJE DEL PRESUPUESTO QUE SE GASTO
MARZO DEL 2019	\$ 1,363.00	\$ 57.72	\$ 57.72	\$ 1,305.28	8%	1%
ABRIL DEL 2019	\$ 1,305.28	\$ -	\$ 57.72	\$ 1,305.28	17%	1%
MAYO DEL 2019	\$ 1,305.28	\$ -	\$ 57.72	\$ 1,305.28	25%	1%
JUNIO DEL 2019	\$ 1,305.28	\$ -	\$ 57.72	\$ 1,305.28	33%	1%
JULIO DEL 2019	\$ 6,264.00	\$ -	\$ -	\$ 6,264.00	13%	0%
AGOSTO DEL 2019	\$ 6,264.00	\$ -	\$ -	\$ 6,264.00	25%	0%
SEPTIEMBRE DEL 2018	\$ 6,264.00	\$ 243.88	\$ 243.88	\$ 6,020.12	38%	4%
OCTUBRE DEL 2019	\$ 6,020.12	\$ 190.08	\$ 433.96	\$ 5,830.04	50%	7%
NOVIEMBRE DEL 2019	\$ 5,830.04	\$ -	\$ 433.96	\$ 5,830.04	63%	7%
DICIEMBRE DEL 2019	\$ 5,830.04	\$ 138.69	\$ 572.65	\$ 5,691.35	75%	9%
ENERO DEL 2020	\$ 5,691.35	\$ -	\$ 572.65	\$ 5,691.35	88%	9%
FEBRERO DEL 2020	\$ 5,691.35	\$ -	\$ 572.65	\$ 5,691.35	100%	9%

**COMMUNITY ACTION PARTNERSHIP OF KERN
ACTIVIDADES DE LOS PADRES
2019-2020**

SAN JOAQUIN EARLY HEAD START

MES	BALANCE INICIAL	LO QUE SE GASTO ESTE MES	LO QUE SE HA GASTADO HASTA ESTE AÑO	SALDO RESTANTE	PORCENTAJE DEL AÑO TRANSCURRIDO	PORCENTAJE DEL PRESUPUESTO QUE SE GASTO
FEBRERO DEL 2019	\$ 1,500.00	\$ -	\$ -	\$ 1,500.00	8%	0%
MARZO DEL 2019	\$ 1,500.00	\$ -	\$ -	\$ 1,500.00	17%	0%
ABRIL DEL 2019	\$ 1,500.00	\$ -	\$ -	\$ 1,500.00	25%	0%
MAYO DEL 2019	\$ 1,500.00	\$ -	\$ -	\$ 1,500.00	33%	0%
JUNIO DEL 2019	\$ 1,500.00	\$ -	\$ -	\$ 1,500.00	42%	0%
JULIO DEL 2019	\$ 1,500.00	\$ -	\$ -	\$ 1,500.00	50%	0%
AGOSTO DEL 2019	\$ 1,500.00	\$ -	\$ -	\$ 1,500.00	58%	0%
SEPTIEMBRE DEL 2019	\$ 1,500.00	\$ -	\$ -	\$ 1,500.00	67%	0%
OCTUBRE DEL 2019	\$ 1,500.00	\$ 255.63	\$ 255.63	\$ 1,244.37	75%	17%
NOVIEMBRE DEL 2019	\$ 1,244.37	\$ -	\$ 255.63	\$ 1,244.37	83%	17%
DICIEMBRE DEL 2019	\$ 1,244.37	\$ -	\$ 255.63	\$ 1,244.37	92%	17%
ENERO DEL 2020	\$ 1,244.37	\$ -	\$ 255.63	\$ 1,244.37	100%	17%

EARLY HEAD START CHILD CARE PARTNERSHIPS

MES	BALANCE INICIAL	LO QUE SE GASTO ESTE MES	LO QUE SE HA GASTADO HASTA ESTE AÑO	SALDO RESTANTE	PORCENTAJE DEL AÑO TRANSCURRIDO	PORCENTAJE DEL PRESUPUESTO QUE SE GASTO
MARZO DEL 2019	\$ 760.00	\$ -	\$ -	\$ 760.00	8%	0%
ABRIL DEL 2019	\$ 760.00	\$ -	\$ -	\$ 760.00	17%	0%
MAYO DEL 2019	\$ 760.00	\$ -	\$ -	\$ 760.00	25%	0%
JUNIO DEL 2019	\$ 760.00	\$ -	\$ -	\$ 760.00	33%	0%
JULIO DEL 2019	\$ 760.00	\$ -	\$ -	\$ 760.00	42%	0%
AGOSTO DEL 2019	\$ 760.00	\$ -	\$ -	\$ 760.00	50%	0%
SEPTIEMBRE DEL 2018	\$ 760.00	\$ -	\$ -	\$ 760.00	58%	0%
OCTUBRE DEL 2019	\$ 760.00	\$ -	\$ -	\$ 760.00	67%	0%
NOVIEMBRE DEL 2019	\$ 760.00	\$ -	\$ -	\$ 760.00	75%	0%
DICIEMBRE DEL 2019	\$ 760.00	\$ -	\$ -	\$ 760.00	83%	0%
ENERO DEL 2020	\$ 760.00	\$ -	\$ -	\$ 760.00	92%	0%
FEBRERO DEL 2020	\$ 760.00	\$ -	\$ -	\$ 760.00	100%	0%

Preparado por Heather McCarley
12 de Enero 2021

Community Action Partnership of Kern

Head Start and Early Head Start Kern

Year-to-Date Non-Federal Share and In-Kind Report

Budget Period: March 1, 2020 through February 28, 2021

Report for period ending **November 30, 2020** (Month 9 of 12)Percent of budget period elapsed: **75%**

LOCATION	Enroll- ment	March	April	May	June	July	Aug	Sep	Oct	Nov	YTD Totals	IN-KIND GOAL	% OF GOAL MET
Alberta Dillard	80	243	0	0	0	0	1,678	4,985	3,739	2,309	12,954	70,588	18%
Alicante	20	617	0	0	959	1,518	2,633	2,829	2,299	1,942	12,796	17,647	73%
Broadway	40	0	0	0	0	0	358	2,864	6,900	6,329	16,451	35,294	47%
California City	34	3,233	0	0	0	0	2,940	5,322	7,086	8,851	27,433	30,000	91%
Cleo Foran	23	0	0	0	0	0	0	3,053	7,146	11,639	21,838	20,294	108%
Delano	76	2,431	0	0	0	0	3,188	11,938	15,407	5,209	38,174	67,058	57%
East California	56	221	0	0	5,571	5,367	4,578	7,720	6,475	4,685	34,618	49,411	70%
Fairfax	40	4,454	0	0	0	0	544	4,733	4,718	5,048	19,497	35,294	55%
Fairview	40	291	0	0	0	0	2,068	4,021	8,436	7,657	22,474	35,294	64%
Harvey L. Hall	156	5,570	234	0	6,959	6,651	8,639	9,133	12,149	10,302	59,638	137,646	43%
Heritage	40	0	0	0	0	0	0	5,563	5,976	3,528	15,067	35,294	43%
Home Base	124	437	0	0	12,964	13,612	9,343	12,407	16,818	11,157	76,739	54,706	140%
Jewett	0	0	0	0	0	0	0	0	0	0	0	0	0%
Lamont	40	103	0	0	0	0	2,304	4,095	5,253	0	11,755	35,294	33%
Martha J. Morgan	44	4,024	2,384	0	2,010	1,793	3,134	3,180	4,090	3,022	23,636	38,823	61%
McFarland	20	120	0	0	0	0	0	914	1,050	1,278	3,362	17,647	19%
Mojave	20	0	0	0	0	0	0	0	0	0	0	17,647	0%
Oasis	57	546	4,398	0	0	0	465	5,796	8,049	5,122	24,375	50,294	48%
Pete H. Parra	128	768	0	0	3,565	4,394	6,366	8,318	9,429	8,361	41,201	112,940	36%
Planz	20	1,840	0	0	0	0	0	118	0	438	2,396	17,647	14%
Primeros Pasos	80	533	0	0	2,714	2,205	3,460	7,381	5,958	4,658	26,908	70,588	38%
Rosamond	80	0	0	0	0	0	3,297	6,645	7,166	0	17,109	70,588	24%
San Diego Street	40	131	0	0	2,279	3,288	2,491	3,086	3,961	2,115	17,352	35,294	49%
Seibert	40	0	0	0	0	0	861	5,105	6,486	5,479	17,931	35,294	51%
Shafter	20	0	0	0	1,432	954	2,568	2,305	3,336	1,725	12,318	17,647	70%
Shafter HS/EHS	26	0	0	0	3,180	0	2,719	3,860	3,284	1,546	14,588	22,941	64%
Sterling	124	4,465	131	0	7,724	2,684	4,167	6,656	7,342	5,577	38,747	109,411	35%
Sunrise Villa	20	86	0	0	0	0	842	3,182	2,850	2,710	9,669	17,647	55%
Taft	66	3,038	0	0	0	0	445	1,260	2,200	1,553	8,496	58,235	15%
Tehachapi	34	309	0	0	0	0	1,382	3,799	3,990	3,257	12,735	30,000	42%
Vineland	20	1,193	0	0	0	0	531	1,151	2,719	1,176	6,770	17,647	38%
Virginia	40	0	0	0	0	0	3,516	3,024	3,932	5,198	15,669	35,294	44%
Wesley	60	0	0	0	0	0	6,443	18,553	20,383	24,038	69,418	52,941	131%
Willow	55	0	0	0	0	0	1,023	2,931	4,368	3,849	12,171	48,529	25%
Administrative Services		0	0	0	0	0	0	0	0	0	0	0	NA
Program Services		221	0	0	0	0	0	143	0	0	364	66,765	1%
SUBTOTAL IN-KIND	1,763	34,874	7,147	0	49,358	42,466	81,983	166,070	202,995	159,757	744,650	1,567,638	48%

State General Child Care*

State Preschool*

State Migrant Child Care*

SUBTOTAL CA DEPT of ED

272,771	247,499	213,702	247,499	108,858	111,141	111,123	154,685	127,370	1,594,648	1,871,571	85%
543,194	529,058	456,933	529,088	58,501	78,791	212,560	366,746	233,099	3,007,970	3,074,165	98%
30,418	28,139	25,612	28,139	9,664	7,886	6,837	7,877	7,282	151,853	184,872	82%
846,383	804,695	696,248	804,725	177,022	197,818	330,520	529,308	367,751	4,754,470	5,130,608	93%

GRAND TOTAL**881,257 811,842 696,248 854,083 219,488 279,801 496,590 732,303 527,508 5,499,120 6,698,246 82%**

*May include estimates

Community Action Partnership of Kern

San Joaquin Early Head Start

Non-Federal Share and In-Kind Year-to-Date Report

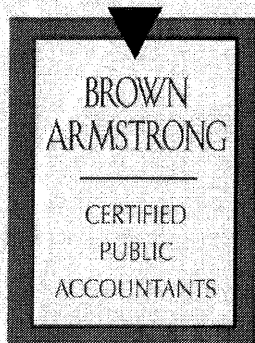
Budget Period: February 1, 2020 through January 31, 2021

Report for period ending November **30, 2020** (Month 9 of 12)

Percent of budget period elapsed: **83%**

LOCATION	FUNDED ENROLL- MENT	Feb	March	April	May	June	July	Aug	Sep	Oct	Nov	YTD Totals	IN-KIND GOAL	% OF GOAL MET
California Street	24	7,823	0	0	0	0	0	4,782	5,658	4,606	1,203	24,072	39,314	61%
Chrisman	30	11,922	3,469	3,090	1,953	2,227	4,712	5,770	3,202	2,159	1,620	40,124	49,142	82%
Kennedy	16	83	1,665	1,413	1,521	1,812	1,620	3,943	2,037	985	1,175	16,253	26,209	62%
Lodi Home Base	35	44	263	0	0	0	8,795	7,474	7,276	5,163	7,130	36,145	28,666	126%
Lodi UCC	30	100	1,200	171	177	171	5,267	6,775	6,634	5,037	4,172	29,705	49,142	60%
Manteca Home Base	12	0	1,276	537	551	533	4,854	5,673	4,747	3,539	1,235	22,946	9,828	233%
Marci Massei	24	9,019	0	0	0	0	3,595	3,914	2,812	1,697	1,638	22,675	39,314	58%
St. Mary's	16	183	0	0	0	0	3,756	4,611	4,897	5,145	4,004	22,597	26,209	86%
Stockton Home Base	90	133	3,163	1,803	2,128	2,199	17,292	17,625	14,132	9,920	3,576	71,970	73,714	98%
Tracy Home Base	12	0	0	0	0	0	0	0	0	0	0	0	9,828	0%
Walnut	24	10,479	8,850	6,671	2,388	2,400	5,134	5,107	4,735	3,795	2,651	52,210	39,314	133%
Administrative Services		0	0	0	0	0	0	0	0	0	0	0	0	
Program Services		8,655	8,655	8,655	8,655	8,655	9,989	19,844	9,629	9,090	8,655	117,791	108,412	109%
Policy Council		0	0	0	0	0	0	0	0	0	26	26	1,000	3%
SUBTOTAL IN-KIND	313	48,441	28,540	22,340	17,374	17,996	65,014	85,518	65,758	51,137	37,085	456,513	500,094	91%
State General Child Care*		0	0	0	0	0	24,048	48,006	89,578	72,037	68,355	302,023	846,988	36%
SUBTOTAL CA DEPT of ED		0	0	0	0	0	24,048	48,006	89,578	72,037	68,355	302,023	846,988	36%
GRAND TOTAL		48,441	28,540	22,340	17,374	17,996	89,062	133,524	155,336	123,174	105,440	758,536	1,347,082	56%

*May include estimates



BROWN ARMSTRONG

Certified Public Accountants

INDEPENDENT AUDITOR'S REPORT

Board of Directors
Community Action Partnership of Kern

Report on the Financial Statements

We have audited the accompanying financial statements of Community Action Partnership of Kern (a nonprofit organization) (the Organization), which comprise the statements of financial position as of February 29, 2020 and February 28, 2019, the related statements of operations, statements of functional expenses, and cash flows for the years then ended, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audits. We conducted our audits in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audits to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the Organization's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Organization's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

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STOCKTON OFFICE

1919 GRAND CANAL BLVD
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Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the Organization as of February 29, 2020 and February 28, 2019, and the changes in its net assets, statements of functional expenses, and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Other Information

Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The schedules of revenues and expenditures are presented for purposes of additional analysis and are not a required part of the financial statements. The accompanying schedule of expenditures of federal and state awards is presented for purposes of additional analysis as required by Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, and is also not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated, in all material respects, in relation to the financial statements as a whole.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated November 19, 2020, on our consideration of the Organization's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Organization's internal control over financial reporting and compliance.

BROWN ARMSTRONG
ACCOUNTANCY CORPORATION

Brown Armstrong
Accountancy Corporation

Bakersfield, California
November 19, 2020

**COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
FOR THE YEAR ENDED FEBRUARY 29, 2020**

SECTION I – SUMMARY OF AUDITOR'S RESULTS

Financial Statements

Type of auditor's report issued:

Unmodified

Internal control over financial reporting:

- Material weakness identified? ☐ Yes ☒ No
 - Significant deficiencies identified that are not considered to be material weaknesses? ☐ Yes ☒ None Reported
- Noncompliance material to financial statements noted? ☐ Yes ☒ No

Federal Awards

Internal control over major federal programs:

- Material weakness identified? ☐ Yes ☒ No
- Significant deficiencies identified that are not considered to be material weaknesses? ☐ Yes ☒ None Reported

Type of auditor's report issued on compliance for major programs:

Unmodified

Any audit findings disclosed that are required to be reported in accordance with the Uniform Guidance

☐ Yes ☒ No

Identification of major programs:

<u>CFDA Number(s)</u>	<u>Name of Federal Program or Cluster</u>
93.575/93.596	Child Care and Development Cluster
93.600	Head Start
10.557	Special Supplemental Nutrition Program for Women, Infants, and Children

Dollar threshold used to distinguish between Type A and B programs: \$1,666,796

Auditee qualified as low-risk auditee? ☒ Yes ☐ No

**COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF FINDINGS AND QUESTIONED COSTS (Continued)
FOR THE YEAR ENDED FEBRUARY 29, 2020**

**SECTION II - FINDINGS RELATING TO FINANCIAL STATEMENTS REQUIRED UNDER
GENERALLY ACCEPTED GOVERNMENT AUDITING STANDARDS**

None.

SECTION III - FINDINGS AND QUESTIONED COSTS FOR FEDERAL AWARDS

None.

**COMMUNITY ACTION PARTNERSHIP OF KERN
SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS
FOR THE YEAR ENDED FEBRUARY 29, 2020**

**SECTION II - FINDINGS RELATING TO FINANCIAL STATEMENTS REQUIRED UNDER
GENERALLY ACCEPTED GOVERNMENT AUDITING STANDARDS**

None.

SECTION III - FINDINGS AND QUESTIONED COSTS FOR FEDERAL AWARDS

None.

For the Period March 1, 2019 through February 29, 2020

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COMMUNITY ACTION PARTNERSHIP OF KERN

Schedule of Revenue and Expenditures

Early Head Start Childcare Partnership Award No. 09HP0036/04

For the Period September 1, 2018 through August 31, 2019

REVENUE

Federal Grant Revenue	\$	322,638	\$	384,200	\$	5,471	\$	6,727	\$	-	\$	-	\$	719,036
Other Revenue		179		5		-		-		-		-		184
In-Kind		186,875		52,337		-		-		-		-		239,212
Total Revenue		509,692		436,542		5,471		6,727		-		-		958,432

EXPENDITURES

Salaries	54,348	91,134	-	-	-	-	145,482
Fringe Benefits	19,606	28,285	-	-	-	-	47,891
Travel	800	384	-	-	-	-	4,000
Space Costs	1,550	5,222	1,787	1,029	-	-	6,772
Consumable Supplies	252	1,250	-	-	-	-	1,502
Equipment	-	-	-	-	-	-	-
Consultant/Contract Services	213,909	219,022	-	-	-	-	432,931
Other Costs	2,507	3,643	3,187	5,100	-	-	14,437
Program Costs	148	18	-	-	-	-	166
Depreciation	528	225	-	-	-	-	753
Administration Cost	29,169	35,022	497	598	-	-	65,286
In-Kind	186,875	52,337	-	-	-	-	239,212
Total Expenditures	509,692	436,542	5,471	6,727	-	-	958,432

REVENUE OVER/(UNDER)
EXPENDITURES

\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
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COMMUNITY ACTION PARTNERSHIP OF KERN

Schedule of Revenue and Expenditures

Early Head Start Childcare Partnership Award No. 09HP000163/01

For the Period March 1, 2019 to February 29, 2020

	EARLY HEAD START CHILDCARE PARTNERSHIP BASE	EARLY HEAD START CHILDCARE PARTNERSHIP T & TA	EARLY HEAD START CHILDCARE PARTNERSHIP STARTUP	
	Mar. 1, 2019 through Feb. 29, 2020	Mar. 1, 2019 through Feb. 29, 2020	Mar. 1, 2019 through Feb. 29, 2020	TOTAL
REVENUE				
Federal Grant Revenue	\$ 604,034	\$ 44,966	\$ 333,870	\$ 982,870
Other Revenue	3	-	-	3
In-Kind	267,612	-	-	267,612
Total Revenue	871,649	44,966	333,870	1,250,485
EXPENDITURES				
Salaries	173,135	-	-	173,135
Fringe Benefits	37,933	-	-	37,933
Travel	2,554	5,860	-	8,414
Space Costs	41,427	-	-	41,427
Consumable Supplies	7,601	28,558	215,726	251,885
Equipment	-	-	-	-
Consultant/Contract Services	283,423	-	-	283,423
Other Costs	3,539	6,461	88,216	98,216
Program Costs	-	-	-	-
Depreciation	894	-	-	894
Administration Cost	53,531	4,087	29,928	87,546
In-Kind	267,612	-	-	267,612
Total Expenditures	871,649	44,966	333,870	1,250,485
REVENUE OVER/(UNDER) EXPENDITURES	\$ -	\$ -	\$ -	\$ -

COMMUNITY ACTION PARTNERSHIP OF KERN

Schedule of Revenue and Expenditures

Early Head Start San Joaquin Award No. 09CH010071/05

For the Period February 1, 2019 through January 31, 2020

	EARLY HEAD START SAN JOAQUIN BASE	EARLY HEAD START SAN JOAQUIN BASE	EARLY HEAD START SAN JOAQUIN T & TA	EARLY HEAD START SAN JOAQUIN T & TA	TOTAL
	Feb. 1, 2019 through Feb. 28, 2019	Mar. 1, 2019 through Jan. 31, 2020	Feb. 1, 2019 through Feb. 28, 2019	Mar. 1, 2019 through Jan. 31, 2020	
REVENUE					
Federal Grant Revenue	\$ 440,362	\$ 4,764,493	\$ 8,338	\$ 97,319	\$ 5,310,512
Other Revenue	18	883	-	663	1,564
In-Kind	107,457	1,315,904	-	-	1,423,361
Total Revenue	547,837	6,081,280	8,338	97,982	6,735,437
EXPENDITURES					
Salaries	268,553	2,904,608	3,666	23,309	3,200,136
Fringe Benefits	77,700	774,115	1,775	11,975	865,565
Travel	3,072	51,410	975	13,042	68,499
Space Costs	29,785	336,298	-	-	366,083
Consumable Supplies	8,814	133,148	-	-	141,962
Equipment	-	-	-	-	-
Consultant/Contract Services	177	12,657	-	-	20,514
Other Costs	6,054	73,486	1,164	33,071	113,775
Program Costs	6,709	60,406	-	-	67,115
Depreciation	111	1,328	-	-	1,439
Administration Cost	39,405	417,920	758	8,905	466,988
In-Kind	107,457	1,315,904	-	-	1,423,361
Total Expenditures	547,837	6,081,280	8,338	97,982	6,735,437
REVENUE OVER/(UNDER) EXPENDITURES	\$ -	\$ -	\$ -	\$ -	\$ -



Recipient Information

1. Recipient Name

Community Action Partnership Of Kern
5005 Business Park N
Bakersfield, CA 93309-1651
661-336-5236

2. Congressional District of Recipient

23

3. Payment System Identifier (ID)

1952402760A1

4. Employer Identification Number (EIN)

952402760

5. Data Universal Numbering System (DUNS)

072947617

6. Recipient's Unique Entity Identifier

7. Project Director or Principal Investigator

Mrs. Yolanda Gonzales
Director of Head Start/ State Child Development
ygonzale@capk.org
661-336-5236

8. Authorized Official

Mr. Curtis Floyd
Authorizing Official/Board Chair
curtis@curtisfloydaw.com
(661) 336-5236

Federal Agency Information

ACF/OHS Region IX Grants Office

9. Awarding Agency Contact Information

Mr. Jeffrey Arciero
Grants Management Officer
jeffrey.arciero@acf.hhs.gov
617-565-2446

10. Program Official Contact Information

Ms. Cynthia T Yao
Head Start Program
Cynthia.Yao@acf.hhs.gov
415-437-8451

Federal Award Information

11. Award Number

09CH011406-02-00

12. Unique Federal Award Identification Number (FAIN)

09CH011406

13. Statutory Authority

42 USC 9801 ET SEQ

14. Federal Award Project Title

Early Head Start

15. Assistance Listing Number

93.600

16. Assistance Listing Program Title

Head Start

17. Award Action Type

Non-Competing Continuation

18. Is the Award R&D?

No

Summary Federal Award Financial Information

19. Budget Period Start Date 02/01/2021 - End Date 01/31/2022

20. Total Amount of Federal Funds Obligated by this Action \$2,804,135.00

20a. Direct Cost Amount \$2,552,724.00

20b. Indirect Cost Amount \$251,411.00

21. Authorized Carryover \$0.00

22. Offset \$0.00

23. Total Amount of Federal Funds Obligated this budget period \$0.00

24. Total Approved Cost Sharing or Matching, where applicable \$701,034.00

25. Total Federal and Non-Federal Approved this Budget Period \$3,505,169.00

26. Project Period Start Date 02/01/2020 - End Date 01/31/2025

27. Total Amount of the Federal Award including Approved
Cost Sharing or Matching this Project Period \$9,388,505.00

28. Authorized Treatment of Program Income

Additional Costs

29. Grants Management Officer - Signature

Mr. Jeffrey Arciero
Grants Management Officer

30. Remarks



Department of Health and Human Services

Administration for Children and Families

Notice of Award

Award# 09CH011406-02-00

FAIN# 09CH011406

Federal Award Date: 12/09/2020

Recipient Information

Recipient Name

Community Action Partnership Of Kern
5005 Business Park N
Bakersfield, CA 93309-1651
661-336-5236

Congressional District of Recipient

23

Payment Account Number and Type

1952402760A1

Employer Identification Number (EIN) Data

952402760

Universal Numbering System (DUNS)

072947617

Recipient's Unique Entity Identifier

Not Available

31. Assistance Type

Project Grant

32. Type of Award

Service

33. Approved Budget

(Excludes Direct Assistance)

I. Financial Assistance from the Federal Awarding Agency Only

II. Total project costs including grant funds and all other financial participation

a. Salaries and Wages	\$1,619,980.00
b. Fringe Benefits	\$461,877.00
c. Total Personnel Costs	\$2,081,857.00
d. Equipment	\$22,500.00
e. Supplies	\$68,518.00
f. Travel	\$1,630.00
g. Construction	\$0.00
h. Other	\$369,796.00
i. Contractual	\$8,423.00
j. TOTAL DIRECT COSTS	\$2,552,724.00
k. INDIRECT COSTS	\$251,411.00
l. TOTAL APPROVED BUDGET	\$2,804,135.00
m. Federal Share	\$2,804,135.00
n. Non-Federal Share	\$701,034.00

34. Accounting Classification Codes

FY-ACCOUNT NO.	DOCUMENT NO.	ADMINISTRATIVE CODE	OBJECT CLASS	AMT ACTION FINANCIAL ASSISTANCE	APPROPRIATION
1-G094122	09CH01140602	ACFOHS	41.51	\$2,744,547.00	75-21-1536
1-G094121	09CH01140602	ACFOHS	41.51	\$59,588.00	75-21-1536



Department of Health and Human Services

Administration for Children and Families

Notice of Award

Award# 09CH011406-02-00

FAIN# 09CH011406

Federal Award Date: 12/09/2020

35. Terms And Conditions

STANDARD TERMS

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

This includes requirements in Parts I and II (available at <http://www.hhs.gov/grants/grants/policies-regulations/index.html>) of the HHS GPS. Although consistent with the HHS GPS, any applicable statutory or regulatory requirements, including 45 CFR Part 75, directly apply to this award apart from any coverage in the HHS GPS. This award is subject to requirements or limitations in any applicable Appropriations Act. This award is subject to the requirements of Section 106 (g) of the trafficking Victims Protection Act of 2000, as amended (22 U.S.C. 7104). For the full text of the award term, go to <http://www.acf.hhs.gov/discretionary-post-award-requirements>

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

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

The Administration for Children and Families U.S. Department of Health and Human Services Office of Grants Management ATTN: Grants Management Specialist 330 C Street, SW., Switzer Building Corridor 3200 Washington, DC 20201 AND

U.S. Department of Health and Human Services Office of Inspector General ATTN: Mandatory Grant Disclosures, Intake Coordinator 330 Independence Avenue, SW, Cohen Building Room 5527 Washington, DC 20201 Fax: (202) 205-0604 (Include "Mandatory Grant Disclosures" in subject line) or Email: MandatoryGranteeDisclosures@oig.hhs.gov

Failure to make required disclosures can result in any of the remedies described in 45 CFR 75.371 Remedies for noncompliance, including suspension or debarment (See 2 CFR parts 180 & 376 and 31 U.S.C. 3321).

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

AWARD ATTACHMENTS

Community Action Partnership Of Kern

09CH011406-02-00

1. Remarks

30. REMARKS (Continued from previous page)

This action awards partial funds for the 02/01/2021-01/31/2022 budget period.

The projected annual levels for this period are \$5,489,094 for operations and \$119,175 for training and technical assistance. Subject to availability of a Fiscal Year 2021 appropriation, the balance of funds will be awarded at a later date.

Early Head Start population: 313 infants, toddlers, and pregnant women.

Designated Early Head Start service area(s): San Joaquin County, CA.

Approved program option(s) for the Early Head Start program: Center-based, Home-based.

This grant is subject to the requirements included in Attachment 1.

As per Program Instruction ACF-PI-HS-17-04, the grantee is required to submit one semi-annual SF-425 report, one annual SF-425 report, and one final SF-425 report. For Community Action Partnership of Kern, SF-425 reports must be received by:

- Semi-Annual Report: 10/30/2021
- Annual Report: 04/30/2022
- Final Report: 04/30/2022

Additionally, the grantee must submit their SF-429 Real Property Status report via the Online Data Collection System, accessible through GrantSolutions. Your SF-429 report is due by the Annual SF-425 due date given above. Please refer to Program Instruction ACF-PI-HS-17-03 for further details.

Attachment 1

Award Number: 09CH011406/02

Recipient Organization: Community Action Partnership of Kern

This grant is subject to Section 640(b) of the Head Start Act and 45 C.F.R. § 1303.4 requiring a non-federal match of 20 percent of the total cost of the program. This grant is also subject to the requirements in Section 644(b) of the Head Start Act and 45 C.F.R. § 1303.5 limiting development and administrative costs to a maximum of 15 percent of the total costs of the program, including the non-federal match contribution of such costs. The requirements for a non-federal match of 20 percent and the limitation of 15 percent for development and administrative costs apply to the 02/01/2021-01/31/2022 budget period unless a waiver is approved. Any request for a waiver of the non-federal match, or a portion thereof, that meets the conditions under Section 640(b)(1)-(5) of the Head Start Act and 45 C.F.R. § 1303.4 or a waiver of the limitation on development and administrative costs that meets the conditions under 45 C.F.R. § 1303.5 must be submitted in advance of the end of the budget period. Any waiver request submitted after the expiration of the project period will not be considered.

The HHS Uniform Administrative Requirements (see 45 C.F.R. § 75.308(c)(1)(ii)) provide the authority to ACF to approve key staff of Head Start grantees. For the purposes of this grant, key staff is defined as the Head Start Director or person carrying out the duties of the Head Start Director if not under that title and the Chief Executive Officer, Executive Director and/or Chief Fiscal Officer if any of those positions is funded, either directly or through indirect cost recovery, more than 50 percent with Head Start funds.

Section 653 of the Head Start Act prohibits the use of any federal funds, including Head Start grant funds, to pay any portion of the compensation of an individual employed by a Head Start agency if that individual's compensation exceeds the rate payable for Level II of the Executive Schedule.

Prior written approval must be obtained for the purchase of equipment and other capital expenditures as described in 45 C.F.R. § 75.439(a). Prior written approval must also be obtained under 45 C.F.R. § 75.439(b)(3) and 45 C.F.R. Part 1303 Subpart E - Facilities to use Head Start grant funds for the initial or ongoing purchase, construction and major renovation of facilities. No Head Start grant funds may be used toward the payment of one-time expenses, principal and interest for the acquisition, construction or major renovation of a facility without prior written approval of the Administration for Children and Families.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Head Start/State Child Development/Yolanda Gonzales	Month/Year: December 2020
Program/Work Unit: Head Start/Early Head Start	Program Manager/Supervisor: Ginger Mendez/Jerry Meade
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	Funded Enrollment	Reportable Enrollment	Percentage	Enrollment Breakdown	Disabilities Goal 10%	Over Income Goal <10%
Head Start Kern *Full Year, all month *Part Year began 8/17/2020	1317	875	66%		3.7%	8.6%
Early Head Start Kern • EHS Center Based • EHS Home Based • EHS Home Based-Interim	446 243 123 80	316	71%	182 /243 105/123 29/80	9.9%	8.3%
Early Head Start San Joaquin	313	228	73%		14.4%	8.3%
Early Head Start Partnership * Angela Martinez • Bakersfield College • Blanton • Garden Pathways • Taft College • Escuelita Hernandez • Seeking Partner	152 24 32 16 11 42 16 11	57	37.5%	0% 31% 75% 73% 62% 6% 0%	0/24 10/32 12/16 8/11 26/42 1/16 0/11	4%

Home Visiting Program	Cumulative Enrollment	Contract Enrollment Target
	141	140

HIGHLIGHTS: HVP has been able to continuously engage with families to provide resources and educational activities to families during the pandemic. Families have been open to the virtual connection. It has been a challenge for many families as they are experiencing challenges such as homelessness. Staff has been able to provide support and connection to the program.

Division Staffing			
Currently Employed	Vacant Positions	Continuous Family Leave	Intermittent Family Leave
622	21	19	92

HIGHLIGHTS:

- 6 candidates are going through the onboarding process: ranging from checking references to background checks.
- 7 new staff were onboarded in the month of December.

Compliance

Staff is preparing for the Child and Adult Care Meal Program (CACFP) off-site monitoring review. The review is scheduled for the week of January 26, 2021.

Monitoring validations close out reports are demonstrating that corrective action steps are being completed timely.

Central Kitchen December 2020

Meals & Snacks	Total # Prepared	Breakfast	Lunch	Snack
Head Start / Early Head Start Centers	23,987	8,710	7,326	7,951
Boxed Meals—Virtual	19,971	6,657	6,657	6,657
Home Based	5,625	1,875	1,875	1,875
TOTALS	49,583	17,242	15,858	16,483

HIGHLIGHTS: We would like to highlight both Isabel Urena and the food production staff in their communication with the center staff to ensure we are all keeping current and accurate records with the daily changes. The center staff, clerical staff and the production staff have been working together to keep our counts balanced at the end of the day. Great Teamwork!

CACFP

November 2020

Total Meals Requested			Meals Allocated		% of Meals Served
Central Kitchen	Vendor Meals	Total Meals	CACFP/USDA	HS/EHS	November 2020
44,029	7,015	51,044	38,777	12,267	86%

**Community Action Partnership of Kern
Head Start / State Child Development
Policy Council Planning Committee Meeting Minutes
January 5, 2021
Teleconference ID: 620 934 966#
Per Governor's Executive Order N-25-20**

1. Welcome

The group was welcomed to the meeting.

2. Call to Order

- a. Meeting was called to order at 5:50 p.m. by Laura Gonzales

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

- a. Quorum was established.
- b. **PC Members present:** Laura Gonzales, Brittany Dunbar, Nila Hogan & Nicole Cabe
- c. **PC Members not present:** Imelda Felix

4. Approval of Agenda

N/A

5. Approval of Minutes

Motion to approve the minutes dated October 6, 2020, was made by Nila Hogan; Nicole Cabe seconded. Motion carried unanimously.

6. Introduction of Guests

Guests in attendance tonight were Jerry Meade, Program Assistant Director, Robert Espinosa, PDM Administrator, Vanessa Cortez, Administrative Analyst and Leticia Villegas, Program Assistant/Translator.

7. Public Forum

(The public wishing to address the PC Planning Committee may do so at this time; however, the Committee will take no action other than referring the item to staff for study and analysis.)
None

8. Presentation / Discussion Items

- a. Vanessa provided an overview of the 2021 Program Planning Calendar. The calendar pertains to funding cycles for both San Joaquin and Kern. The starting date for San Joaquin will be in February and March for Kern. The Program Planning Calendar is an outline of the planning activity, the persons/team leader responsible for the activity, timelines, governing bodies, governance timelines as well as the governance action type. Nila Hogan presented a motion to approve the 2021 Planning Calendar and was seconded by Laura Gonzales. The motion carried unanimously.
- b. The 2021 Planning schedule was presented, and members were provided with the opportunity to comment. Since there were no objections or changes, the item was presented for voting. Brittany Dunbar presented a motion to approve the 2021 Planning schedule as presented; seconded by Nila Hogan. Motion carried unanimously.
- c. The Enrollment Report was shared for December 2020. Head Start of Kern reported 66% of enrollment, and Early Head Start of San Joaquin reported 73% enrollment. Early Head Start Kern & Early Head Start Partnership reported 71% & 37.5% respectively for the same month.

Enrollment for children with an IFSP/IEP in December included 3.7% of children in Head Start Kern; Early Head Start of Kern reported 9.9%. Early Head Start Partnership reported a 4% of enrollment. San Joaquin was above the expected enrollment with a 14.4%. In the over income category, none of the programs were above the 10% goal; therefore, we are in compliance.

- d. The division staffing report included 21 vacant positions for the month of December; however, Human Resources is working to fill these vacancies. Family Medical leave reports in December there was 19 employees on continuous leave and 92 on intermittent leave.

The highlights for this report included six candidates that are going through the onboarding process, ranging from checking reference to background checks. Seven new staff were on boarded in the month of December

- e. Vanessa shared the Child and Adult Care Food Program (CACFP) report. There was a total of 51,044 meals requested with 44,049 prepared by Central Kitchen for the month November. Additionally, staff is preparing for the CACFP off-site monitoring review. This review is scheduled for the week of January 26, 2021. Monitoring validations close-out reports are demonstrating corrective actions steps are being completed timely.

9. Communications

None

10. Announcements

None

11. Adjournment

Meeting was adjourned at 6:27 p.m. The next meeting will take place on February 2nd, 2021.

**Asociación de Acción Comunitaria de Kern
Head Start / Desarrollo Infantil Estatal
Resumen de la junta del comité de planeación del concilio de póliza
5 de enero, 2021
Número de identificación para la teleconferencia: 620 934 966#
Por orden ejecutiva gubernamental N-25-20**

1. Bienvenida

Se le dio la bienvenida al grupo.

2. Llamado de orden

a. Laura Gonzales, llamó al orden la junta a las 5:50 p.m.

3. Pase de lista y establecimiento de cuórum (la mitad más uno)

a. Se estableció cuórum

b. **Miembros del comité presentes:** Laura Gonzales, Brittany Dunbar, Nila Hogan & Nicole Cabe,

c. **Miembros del comité ausentes:** Imelda Félix

4. Aprobación de agenda

N/A

5. Aprobación de minutos

Nila Hogan presentó una propuesta para la aprobación de los minutos fechados el 6 de octubre, 2020; Nicole Cabe la secundó. Propuesta aprobada por unanimidad.

6. Presentación de invitados

Los invitados que asistieron a la junta fueron: Jerry Meade, subdirector de Head Start; Robert Espinosa; administrador de PDM; Vanessa Cortez, analista administrativa & Leticia Villegas traductor, asistente del programa.

7. Foro público

(El público que desee dirigirse a al comité de Planeación, puede hacerlo en este momento; sin embargo, el comité no tomará ninguna acción que no sea referir el asunto al personal docente para estudio y análisis.)

Ninguno

8. Presentación y discusión de temas

a. Calendario de planeación del programa 2021 ~ Vanessa Cortez, analista administrativa

Vanessa presentó una descripción general del calendario de planeación del programa. Este calendario rige los ciclos de financiamiento para ambos programas; San Joaquín y Kern. La fecha de inicio del programa de San Joaquín se establece en el mes de febrero; así como marzo para Kern. El calendario es un esquema de actividades de planeación, en donde delinea las personas y líderes de equipo responsables para cada actividad y fechas límite para todos los elementos del programa de gobernanza. Nila Hogan presentó una propuesta para la aprobación del calendario de planeación del programa 2021, esta fue secundada por Laura Gonzales. Propuesta aprobada por unanimidad.

- b. Horario tentativo 2021 para juntas del comité de planeación ~ Vanessa Cortez, analista administrativa
Se presentó el horario de las juntas del comité. Los miembros tuvieron la oportunidad de hacer comentarios. Ya que no se presentaron objeciones o cambios, el tema se presentó para votación. Brittany Dunbar presentó una propuesta para la aprobación del horario de las juntas del comité de planeación, Nila Hogan la secundó. Propuesta aprobada por unanimidad.
- c. Se revisaron los informes de inscripción de diciembre 2020. En diciembre Head Start de Kern, reportó una tasa de inscripción del 66% y Early Head Start de San Joaquín reportó un 73% de inscripción para el mismo período. Early Head Start Kern y la Asociación de cuidado infantil Early Head Start reportaron una tasa de inscripción de 71 y 37.5 % respectivamente. En el área de discapacidades durante el mes de diciembre, Head Start Kern presentó un porcentaje de inscripción en esta área de 3.7, mientras que Early Head Start de Kern, presentó un 9.9%. La tasa de inscripción para la asociación de Early Head Start fue de 4%. San Joaquín estuvo por arriba del porcentaje reportando un 14.4%. En la categoría de ingresos superiores, ninguno de los programas superó la meta del 10 por ciento, de esta manera estamos cumpliendo con los parámetros.
- d. El reporte de la división de personal reportó que existen 21 vacantes durante el mes de diciembre, recursos humanos está trabajando en atestarlas. Los reportes de licencias médicas de la familia informan que durante el mes de diciembre, 19 empleados estaban fuera de función con licencia continua y 92 con licencia intermitente.
Los aspectos más destacados de este reporte incluyeron a seis candidatos que están pasando por el proceso de incorporación, cuyos trámites se encuentran en verificación de referencias y verificación de antecedentes penales. Durante diciembre se contrataron a siete empleados.
- e. Vanesa presentó el reporte del programa de alimentación y cuidado para niños y adultos (CACFP, siglas en inglés). Hubo un total de 51,044 comidas solicitadas, de las cuales 44,049 fueron preparadas por la cocina central durante el mes de noviembre. Además, el personal está preparándose para la revisión de monitoreo de CACFP. Esta revisión está programada para la semana del 26 de enero 2021. Los reportes de cierre de las validaciones de monitoreo demuestran que los pasos para corregirlas se están entregando a tiempo.

9. Comunicaciones

Ninguna

10. Anuncios.

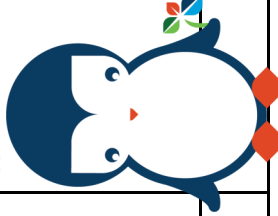
Ninguno

11. Clausura de sesión

La sesión se clausuró a las 6:27 p.m. La próxima junta se llevará a cabo el 2 de febrero, 2021.

January 2021

- * Vaccines are FREE for children ages 0-5 regardless of health insurance.
- * Vaccines are FREE for children ages 6-18 who meet one of the following criteria:
 1. No health insurance
 2. Enrolled in Medi-Cal (Please bring Medi-cal card to every visit.)
 3. American Indian or Native Alaskan
- * We offer the Hemoglobin test FREE of charge for children, expecting/postpartum mothers, regardless of health insurance. Your child's Immunization cards are required.
- * Please be aware that our program DOES NOT offer TB skin tests or physicals.
- * Clinics may be canceled due to weather conditions. Please call our office prior to arriving.
- * We may stop registration 30 minutes before closing time.

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1 OFFICE CLOSED	2
3	4 Food Maxx 4400 Ming Ave. (Parking Lot) 9:00 am—11:30 am 12:00 pm—2:00 pm	5	6 Albertson's 1520 Brundage Ln. (Parking Lot) 9:00 am—11:30 am 12:00 pm—2:00 pm	7	8	9
10	11 Greenfield Family Resource Center 5400 Monitor Street (Parking Lot) 9:00 am—11:30 am 12:00 pm—2:00 pm	12	13 Kern County Dept. of Human Services 100 E. California Ave (Parking Lot) 9:00 am—11:30 am 12:00 pm—2:00 pm	14	15	16
17	18 OFFICE CLOSED	19 La Hacienda Market 315 James St. SHAFTER (Parking Lot) 9:30 am-11:30am 12:00pm—2:00pm	20 Adventist Health Bakersfield 2800 Chester Ave. (Parking Lot@29th) 1:00 pm—3:00 pm 3:30 pm—6:00 pm	21	22	23
24	25	26	27 New Life Church 4201 Stine Road (Parking Lot) 9:00 am—11:30 am 12:00 pm—2:00 pm	28 Vallarta Market 600 Bear Mountain Blvd., ARVIN (Parking Lot) 9:30 am-11:30am 12:00pm—2:00pm	29 Hi I'm Pip!	30 
31						

Prior to attending one of the clinics listed, please call (661) 869-6740, for additional instructions

Due to COVID-19 precautions, children over the age of 5 require an appointment.

To view our clinic schedule online visit <http://www.adventisthealthbakersfield.org/immunizations>

Enero 2020

- * Vacunas son GRATIS para niños menores de 5 años sin importar cobertura medica.
- * Vacunas son GRATIS para niños de 6-18 años que cumplen uno de los siguientes criterios:
 1. No aseguranza medica
 2. Inscrito a Medi-Cal (Favor de traer la tarjeta de Medi-cal en cada visita)
 3. Indio Americano o Nativo de Alaska
- * Ofrecemos prueba de Hemoglobina GRATIS para niños, mujeres embarazadas/postparto sin importar cobertura medica.
- * La tarjetas de vacunas de su hijo(a) son requeridas.
- * **NO OFRECEMOS** pruebas de tuberculosis o exámenes físicos.
- * Las clinicas podran ser canceladas por condiciones del clima. Porfavor llame antes de ir a la clinica móvil.
- * Podemos parar de registrar 30 minutos antes de cerrar.

DOMINGO	LUNES	MARTES	MIÉRCOLES	JUEVES	VIERNES	SABADO
3	4 Food Maxx 4400 Ming Ave. (Estacionamiento) 9:00 am—11:30 am 12:00 pm—2:00 pm	5	6 Albertson's 1520 Brundage Ln. (Estacionamiento) 9:00 am—11:30 am 12:00 pm—2:00 pm	7	8	9
10	11 Greenfield Family Resource Center 5400 Monitor Street (Estacionamiento) 9:00 am—11:30 am 12:00 pm—2:00 pm	12	13 Kern County Dept. of Human Services 100 E. California Ave (Estacionamiento) 9:00 am—11:30 am 12:00 pm—2:00 pm	14	15	16
17	18 OFICINA CERRADA	19 La Hacienda Market 315 James St. SHAFTER (Estacionamiento) 9:30 am-11:30am 12:00pm—2:00pm	20 Adventist Health Bakersfield 2800 Chester Ave. (Estacionamiento) 1:00 pm—3:00 pm 3:30 pm—6:00 pm	21	22	23
24	25	26	27 New Life Church 4201 Stine Road (Estacionamiento) 9:00 am—11:30 am 12:00 pm—2:00 pm	28 Vallarta Market 600 Bear Mountain Blvd., ARVIN (Estacionamiento) 9:30 am-11:30am 12:00pm—2:00pm	29 Hola soy Pip!	30 
31						

Favor de llamar al (661) 869-6740 antes de acudir a una de las clinicas para mas instrucciones

Debido a precauciones de COVID-19, niños mayores de 5 años necesitan hacer cita.

Para ver la programacion de clinicas visite la pagina <http://www.adventisthealthbakersfield.org/immunizations>



BAKERSFIELD POLICE



ATTENTION PARENTS

90% of child safety seats are used incorrectly!

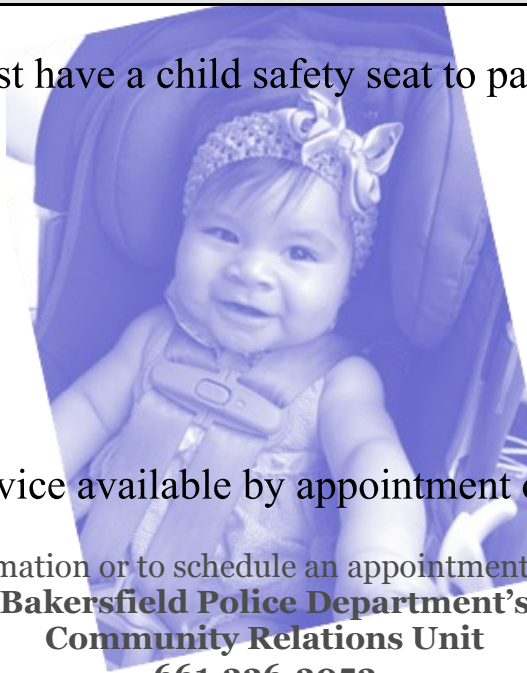
Schedule a FREE Child Safety Seat Check-Up

-make sure your child is riding safely-

Get your child's safety seat inspected by trained Child Passenger Safety Technician

- You will get advice on the safe transportation of all your children under age 13.
- You will learn how to properly install your child's safety seat in your vehicle.
- You will be required to install the child safety seat yourself after you learn how the seat belts in your vehicle work with your safety seat.
- The inspection will take a **minimum** of ½ hour, depending on the number of children you transport in your vehicle.

You must have a child safety seat to participate.



Service available by appointment only

For more information or to schedule an appointment please contact:

**Bakersfield Police Department's
Community Relations Unit
661-326-3053**



BAKERSFIELD POLICE



ATTENCION PADRES

¡ 90% de sillas de seguridad infantil no son usadas correctamente!

Has una cita GRATUITA para hacer una inspeccion de su silla de seguridad, asegure que su hijo/a este seguro

Tenga su asiento de seguridad inspeccionado e instalado por un Técnico de Seguridad para Pasajeros Menores.

- Usted recibirá asesoramiento en el transporte seguro de todos sus hijos menores de 13 años.
- Aprenderá cómo instalar correctamente su asiento de seguridad en su vehículo.
- La inspección tardara un mínimo de ½ hora, dependiendo del número de niños se transportar en su vehículo.

Necesita ya tener asiento de seguridad para participar



Servicio disponible con cita solamente

Para mas informacion o para cita llame a:
Unidad de Relaciones Comunitarias de
Bakersfield Police Department
661-326-3053

Carbon Monoxide Safety



Often called the invisible killer, carbon monoxide is an invisible, odorless, colorless gas created when fuels (such as gasoline, wood, coal, natural gas, propane, oil, and methane) burn incompletely. In the home, heating and cooking equipment that burn fuel can be sources of carbon monoxide.

- CO alarms should be installed in a central location outside each sleeping area and on every level of the home and in other locations where required by applicable laws, codes or standards. For the best protection, interconnect all CO alarms throughout the home. When one sounds, they all sound.
- Follow the manufacturer's instructions for placement and mounting height.
- Choose a CO alarm that is listed by a qualified testing laboratory.
- Call your local fire department's non-emergency number to find out what number to call if the CO alarm sounds.
- Test CO alarms at least once a month; replace them according to the manufacturer's instructions.
- If the audible trouble signal sounds, check for low batteries. If the battery is low, replace it. If it still sounds, call the fire department.
- If the CO alarm sounds, immediately move to a fresh air location outdoors or by an open window or door. Make sure everyone inside the home is accounted for. Call for help from a fresh air location and stay there until emergency personnel declare that it is safe to re-enter the home.
- If you need to warm a vehicle, remove it from the garage immediately after starting it. Do not run a vehicle or other fueled engine or motor indoors, even if garage doors are open. Make sure the exhaust pipe of a running vehicle is not covered with snow.
- During and after a snowstorm, make sure vents for the dryer, furnace, stove, and fireplace are clear of snow build-up.
- A generator should be used in a well-ventilated location outdoors away from windows, doors and vent openings.
- Gas or charcoal grills can produce CO — only use outside.

HOME HEATING EQUIPMENT



Have fuel-burning heating equipment and chimneys inspected by a professional every year before cold weather sets in. When using a fireplace, open the flue for adequate ventilation. Never use your oven to heat your home.

FACTS

- ❗ A person can be poisoned by a small amount of CO over a longer period of time or by a large amount of CO over a shorter amount of time.
- ❗ In 2010, U.S. fire departments responded to an estimated 80,100 non-fire CO incidents in which carbon monoxide was found, or an average of nine calls per hour.



NATIONAL FIRE PROTECTION ASSOCIATION

The leading information and knowledge resource on fire, electrical and related hazards



Seguridad en el uso del Monóxido de Carbono

El monóxido de carbono (CO) es un gas. No tiene olor y es tóxico. Puede hacer que una persona sienta náuseas y también puede ser mortal. En el hogar, los artefactos de calefacción y cocción que queman combustible pueden ser fuentes de monóxido de carbono.

ALARMAS DE CO

- » Las alarmas para detectar CO deben instalarse fuera de las áreas de dormir. Instale alarmas en cada nivel de la vivienda. Lo mejor es instalar alarmas de CO interconectadas, de modo que si una se activa en la vivienda, todas se activan.
- » Siga las instrucciones del embalaje para instalar correctamente la alarma de CO.
- » Pruebe las alarmas de CO por lo menos una vez al mes.
- » Reemplace las alarmas de CO según las instrucciones del embalaje.
- » Conozca los sonidos que emite una alarma de CO cuando se activa. Sonará si se detecta CO. Emitirá un sonido diferente del que emite cuando tiene poca batería o para indicar que es necesario su reemplazo.
- » Si la batería está baja, reemplácela.
- » Si la alarma de CO se activa, debe procederse a la ventilación de la sala. Mueva las puertas cercanas a una ventana o a una puerta abierta. Asegúrese de que todos en el hogar respiren aire fresco. Llame al departamento de bomberos desde algún lugar ventilado. Permanezca en ese sitio hasta que los respondientes le avisen que puede ingresar a casa.

EVITE EL ENVENENAMIENTO CON CO

- » Mientras se calienta el motor del auto, sáquelo del garaje. No haga funcionar un motor alimentado a combustible dentro de un espacio cerrado, aún cuando las puertas del garaje se encuentren abiertas. Asegúrese de que el escape del vehículo en marcha no se encuentre tapado. Remueva la nieve del mismo.
- » Durante y luego de una tormenta de nieve, asegúrese que la ventilación de secadoras, hornos, estufas y hogares se encuentre destapada y libre de acumulaciones de nieve.
- » Limpie todo residuo de los conductos de ventilación de secadoras, hornos, estufas y hogares.
- » Los generadores deben utilizarse al aire libre. Utilícelos en sitios bien ventilados, lejos de ventanas, puertas y rejillas de ventilación.
- » Las parrillas de gas o carbón pueden generar CO. Utilícelas solo en espacios exteriores.
- » Sus artefactos de calefacción y chimeneas deben ser inspeccionadas por un profesional cada año, antes de que llegue el frío.
- » Abra el regulador de tiro cuando use la chimenea para su adecuada ventilación.
- » Nunca utilice el horno ni las hornallas para calefaccionar su casa.

ES UN HECHO

El CO es conocido como el asesino invisible porque es un gas que no puede verse ni olerse. Tome medidas para evitar el envenenamiento por CO.



**NATIONAL FIRE
PROTECTION ASSOCIATION**

La fuente líder en información y conocimiento sobre
seguridad contra incendios, eléctrica y peligros relacionados

FEELING STRESSED OR NERVOUS DURING THESE TIMES?

Bend. Don't Break.



WHITE WOLF
WELLNESS FOUNDATION

(661) 374-8693

Questions: info@whitewolfwellness.org

**No cost yoga, meditation and more.
Over 8 different types of yoga to choose from.
Live as well as recorded sessions available.**

www.whitewolfwellness.org

Funded by the Mental Health Services Act through Kern BHRS.

Policy Council

SCHOOL READINESS COMMITTEE

2020 – 2021 Meeting Dates

All meetings will be held through Microsoft Teams. As the meeting date approaches you will be sent a meeting invitation via email. In preparation for these subcommittee meetings please mark your calendar accordingly.

All meetings will begin at 5:30 p.m.

Thursday, February 11, 2021

Topic: Education

Thursday, March 11, 2021

Topic: Inclusion & Family Engagement

Thursday, April 8, 2021

Topic: Health & Nutrition

Any necessary documentation and/or information for meetings will be sent via email (or in some instances USPS) prior to the meeting for your review.



2021 PC Planning Committee

Monthly Meeting Schedule

All Meetings will be held virtually the first Tuesday of the month at 5:30 p.m.

Tuesday, January 5, 2021
Tuesday, February 2, 2021
Tuesday, March 2, 2021
Tuesday, April 6, 2021
Tuesday, May 4, 2021
Tuesday, June 1, 2021
Tuesday, July 6, 2021
Tuesday, August 3, 2021
Tuesday, September 7, 2021
Tuesday, October 5, 2021
Tuesday, November 2, 2021
Tuesday, December 7, 2021

****Meeting dates subject to change, upon agreement of the committee***

Policy Council

BUDGET & FINANCE COMMITTEE

2020 – 2021 Meeting Dates

All meetings will be conducted through Teams and will begin at 5:30 p.m. As the meeting date approaches you will receive an email invitation as well as all necessary documentation/information for the meeting. Please mark your calendar accordingly.

Tuesday, January 19, 2021
Tuesday, February 16, 2021
Tuesday, March 16, 2021
Tuesday, April 20, 2021
Tuesday, May 18, 2021
Tuesday, June 22, 2021
Tuesday, August 17, 2021
Tuesday, September 21, 2021
Tuesday, October 19, 2021



Policy Council
BYLAWS COMMITTEE
2020 - 2021 Meeting Dates

All meetings will be held via teleconference. As the meeting date approaches you will be sent an email invitation for the meeting. In preparation for subcommittee meetings please mark your calendar accordingly.
All meetings will begin at 5:30 p.m.

Tuesday, February 9, 2021
Tuesday, May 11, 2021
Thursday, August 10, 2021

Any necessary documentation and/or information for meetings will be sent via email (or in some instances USPS) prior to the meeting for your review.

