Head Start
and State Preschool
Birth to age 5

capk
Community Action Partnership of Kern

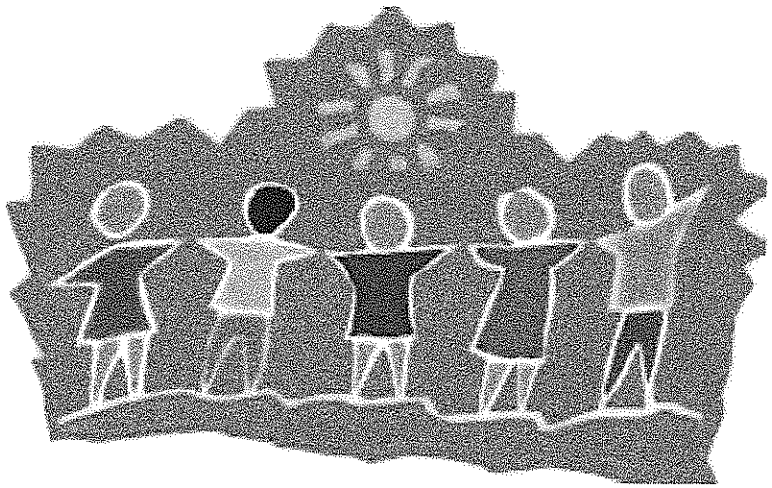
Head Start/State Child Development Services

POLICY COUNCIL MEETING PACKET

February 25, 2016

**Policy Council agenda amended February 19, 2016*

GET INVOLVED!



POLICY COUNCIL
STANDING COMMITTEES
February 2016

EXECUTIVE COMMITTEE

Chairperson: Ashley Womack
Vice Chairperson: Open
Secretary: Ana Luna
Treasurer: Catarina Cerda
Parliamentarian: Janeth Rivera

STANDING COMMITTEE MEMBERS

*The chairperson of each standing committee is taken from the Policy Council Executive Committee.

BYLAWS (0 Openings)
Chairperson: Janeth Rivera

1. Jalisa Cockrell
2. Sonja Segoviano
3. Cindy Granados
4. Ashley Womack
5. Ana Vigil

PLANNING (1 Opening)
Chairperson:

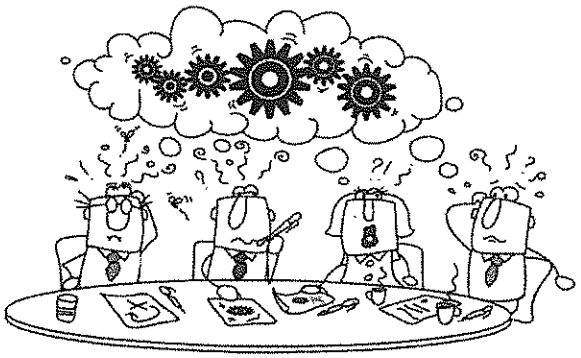
1. Jason Warren
2. Caterina Cerda
3. Deborah Martinez
4. Estrella Mendez
5. Bryce Bray
6. Opening

PERSONNEL (1 Opening)
Chairperson: Ana Luna

1. Jason Warren
2. Josenn Vergara
3. Erica Ruvalcaba
4. Opening

FINANCE (1 Opening)
Chairperson- Catarina Cerda

1. Gabriella McCutcheon
2. Christina Bates
3. Christine Hernandez
4. Mary Robinson
5. Salvador Zambrano
6. Opening



Policy Council Attendance '15-'16

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

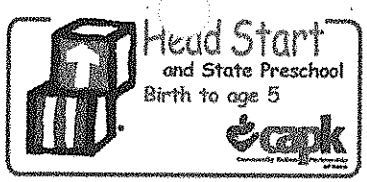
#	REGION 1 PC Member Name	Nov 11 2015	Dec 2015	Jan 2016	Feb 2016	Mar 2016	Apr 2016	May 2016	June 2016	July 2016	Aug 2016	Sept 2016	Oct 2016
1	Ana Luna - East Cal	X	ABS	X									
2	Desiree Sandoval- East Cal	X	ABS	ABS									
3	Mario Torres- East Cal	ABS	ABS										
4	Bryce Bray- Franklin			X									
5	Brenna Mathis- Franklin	ABS											
#	REGION 2 PC Member Name	Nov 11 2015	Dec 2015	Jan 2016	Feb 2016	Mar 2016	Apr 2016	May 2016	June 2016	July 2016	Aug 2016	Sept 2016	Oct 2016
1	Christine Hernandez- MJM	X	X	X									
2	Janeth Rivera- Pacific	X	X	X									
3	Dana Lloved- Sterling	X											
4	Estrella Mendez- Pacific			X									
5	Ashley Womack- MJM	X	ABS	X									
#	REGION 3 PC Member Name	Nov 11 2015	Dec 2015	Jan 2016	Feb 2016	Mar 2016	Apr 2016	May 2016	June 2016	July 2016	Aug 2016	Sept 2016	Oct 2016
1	Salvador Zambrono- Heritage	X	ABS	X									
2	Jason Warren- Cleo Foran	X	X	X									
3	Sara Hanningan- Oildale	X	ABS	ABS									
4	Catherine Velasquez- Pete			X									
5	Shelby Muniz	ABS											
#	Region 4 PC Member Name	Nov 11 2015	Dec 2015	Jan 2016	Feb 2016	Mar 2016	Apr 2016	May 2016	June 2016	July 2016	Aug 2016	Sept 2016	Oct 2016
1	Gabriella McCutcheon- Willow	ABS	X	X									
2	Christina Bates- Willow	ABS	X	X									
3	Veronica Aguirre- Shafter EHS			X									
4	Jalisa Cockrell- Buttonwillow		X	ABS									
5	Danny Pate- Delano												
6	Alejandra Camacho- Delano												
#	Region 5 PC Member Name	Nov 11 2015	Dec 2015	Jan 2016	Feb 2016	Mar 2016	Apr 2016	May 2016	June 2016	July 2016	Aug 2016	Sept 2016	Oct 2016
1	Sandra Nieves- Alicante	ABS	X	ABS									
2	Sonia Segoviano- Alicante	X	X	X									
3	Katherine Goodwin- Vineland												
4	Jairon Castillo- Cal City	X	X										
5	Erendida Meza- Alicante	ABS	ABS										
#	Home Base PC Member Name	Nov 11 2015	Dec 2015	Jan 2016	Feb 2016	Mar 2016	Apr 2016	May 2016	June 2016	July 2016	Aug 2016	Sept 2016	Oct 2016
1	Caterina Cerda- K.Woods	X	X	X									
2	Cindy Granados- Magaly Diaz		X	X									
3	Carey Behill- T. Cordova												
	BC/Blanton EHS Partnership	Nov 11 2015	Dec 2015	Jan 2016	Feb 2016	Mar 2016	Apr 2016	May 2016	June 2016	July 2016	Aug 2016	Sept 2016	Oct 2016
1	Deborah Martinez		X	X									
	San Joaquin EHS Partnership	Nov 11 2015	Dec 2015	Jan 2016	Feb 2016	Mar 2016	Apr 2016	May 2016	June 2016	July 2016	Aug 2016	Sept 2016	Oct 2016
1	Mary Robinson	X	X	X									
2	Josenn Vergara	X	X	X									
	Community Rep Member	Nov 11 2015	Dec 2015	Jan 2016	Feb 2016	Mar 2016	Apr 2016	May 2016	June 2016	July 2016	Aug 2016	Sept 2016	Oct 2016
1	Open (Past Parent)												
2	Open (Community)												
	Board Member	Nov 11 2015	Dec 2015	Jan 2016	Feb 2016	Mar 2016	Apr 2016	May 2016	June 2016	July 2016	Aug 2016	Sept 2016	Oct 2016
1	Ana Vigil-GBLA	X	X	X									

Policy Council Sub-Committee Attendance Sheet
2015-2016

By-Laws Policy Council Sub-Committee											
Member	Dec.	Jan.	Feb.	Mar.	Apr.	May.	Jun.	Jul.	Aug.	Sept.	Oct.
Janeth Rivera (Chair)	ϕ	ϕ	ϕ								
Jalisa Cockrell	ϕ	ϕ	ϕ								
Sonja Segoviano	ϕ	ϕ	ϕ								
Cindy Granados	ϕ	ϕ	ϕ								
Ashley Womack	ϕ	ϕ	ϕ								
Ana Vigil	ϕ	ϕ	ϕ								

Finance Policy Council Sub-Committee											
Member	Dec.	Jan.	Feb.	Mar.	Apr.	May.	Jun.	Jul.	Aug.	Sept.	Oct.
Catarina Cerda (Chair)	ϕ	X									
Gabriella McCutcheon	ϕ	X									
Christina Bates	ϕ	X									
Christine Hernandez	ϕ	ABS									
Mary Robinson	ϕ	ABS									
Salvador Zambrano											
Opening											

Personnel Policy Council Sub-Committee											
Member	Dec.	Jan.	Feb.	Mar.	Apr.	May.	Jun.	Jul.	Aug.	Sept.	Oct.
Ana Luna (Chair)	ABS	X									
Jason Warren	X	X									
Dana Lloved	R	R	R	R	R	R	R	R	R	R	R
Desiree Sandoval	ABS	ABS									
Josenn Vergara	ABS	X									
Erica Ruvalcaba											



Policy Council Sub-Committee Attendance Sheet
2015-2016

Planning Policy Council Sub-Committee											
Member	Dec.	Jan.	Feb.	Mar.	Apr.	May.	Jun.	Jul.	Aug.	Sept.	Oct.
Dana Lloved(Chair)	R	R	R	R	R	R	R	R	R	R	R
Jason Warren	ϕ	X	ϕ								
Caterina Cerda	ϕ	X	ϕ								
Deborah Martinez	ϕ	X	ϕ								
Estrella Mendez			ϕ								
Bryce Bray			ϕ								
Opening											

Legend	
Attended	X
Did not Attend	ABS
Attending another CAPK Function	
Appealed Termination	App
Member Terminated	
Did not Meet	ϕ
Not elected member at the time	

COMMUNITY ACTION PARTNERSHIP OF KERN
HEAD START / STATE CHILD DEVELOPMENT PROGRAMS
POLICY COUNCIL (PC) MEETING MINUTES
January 28, 2016

1. **CALL TO ORDER – Treasurer, Caterina Cerda** called the meeting to order at 5:30 p.m.
   a. Moment of Silence, Pledge of Allegiance
   b. Reading of Promise of Community Action
   "Community Action changes people's lives, embodies the spirit of hope, improves communities, and makes America a better place to live. We care about the entire community and are dedicated to helping people help themselves and each other."

2. **ROLL CALL/SET QUORUM – Secretary - Quorum was established.**
   PC Members Present: Ana Luna, Erica Ruvalcaba, Bryce Bray, Christine Hernandez, Janeth Rivera, Ashley Womack, Estrella Mendez, Salvador Zambrono, Katherine Velasquez, Jason Warren, Gabriella McCutcheon, Christina Bates, Sonja Segoviano, Cindy Granados, Caterina Cerda, Deborah Martinez, Josenn Vergara, Mary Robinson, and Ana Vigil
   Others Present: Shirley Floyd, Senior Provider Relations Representative for Health Net; Donnell Hopkins, Health Net; Yolanda Gonzales, Director of Head Start/State Child Development; Nadine Berry, Quality Assurance Administrative Assistant; Jerry Meade, Program Design and Management Administrator; Gloria Renteria, Program Manager; Mary Ann Mooney, Program Manager; Mike Lackman, Human Resources Manager; Janelle Gonzalez, Governance Coordinator; Argelia Diaz, Family Services and Governance Assistant; Angela Adams, Family Education Coordinator; Donna Holland, Fiscal Manager

3. **APPROVAL OF AGENDA – Treasurer, Caterina Cerda (*ACTION)**
   a. Approval of the PC agenda dated January 28, 2016, with addition to items 9a and 9b motion was made by Jason Warren; seconded by Sonja Segoviano. Motion carried unanimously.

4. **APPROVAL OF MINUTES – Treasurer, Caterina Cerda (*ACTION)**
   a. Approval of the PC meeting minutes dated December 17, 2015, motion was made by Ashley Womack; seconded by Salvador Zambrono. Motion carried unanimously.

5. **PRESENTATION OF GUESTS/PUBLIC FORUM**
   (The public wishing to address the full Policy Council may do so at this time. Policy Council members may respond briefly to statements made or questions posed. However, the PC will take no action other than referring the item(s) to staff for study and analysis. ***Speakers are limited to five minutes each.*** *If more than one person wishes to address the same topic, total group time for topic will be 10 minutes. Please state your name before making your presentation. Thank you.*
   a. None

6. **STANDING COMMITTEE REPORT** (3 minutes each)
   a. Personnel Committee – The meeting was held on December 17, 2016, and members reviewed the Employee Manual. The next committee meeting will be held February 25, 2016, prior to the Policy Council meeting.
   b. Planning Committee – The meeting was held on January 5, 2016 and members reviewed the planning calendar, enrollment, and the Average Daily Attendance Report.
   c. Budget and Finance Committee – Quorum was met during the meeting. Donna provided training about what to expect during the meetings and a brief review of finance reports. The next committee meeting will be held February 18, 2016, at 5:30 p.m.
   d. By-Laws Committee – There is no report at this time. The next meeting will be held in March, date to be determined.

7. **HUMAN RESOURCES REPORT – (*ACTION)**

a. Human Resources Report January 2016

There was no Human Resources Report for January.

b. Executive Session – Mike Lackman, Human Resources Manager

The Treasurer called for a motion to move the meeting to Executive Session. Motion made by Jason Warren to move the meeting to Executive Session at 5:40 p.m.; Motion made by Jason Warren to return the meeting from Executive Session at 5:44 p.m.

8. **PRESENTATIONS**

a. Shirley Floyd, Senior Provider Relations Representative for Health Net (15 minutes)

Ms. Floyd is a previous parent and shared that Head Start works to help families improve their lives. Ms. Floyd shared that her Family Service worker got her involved in Policy Council after her child was enrolled with the program. She spent one year as treasurer and two years as Chairperson. She stated she has been with Health Net for 10 years. She provided each member with an informational brochure and her business card. Lastly it was explained if anyone has any questions in regards to health coverage or benefits to contact her and she will provide her assistance.

b. National Head Start Association Conference, Ana Luna, PC Member (5 minutes)

While attending the NHSA Head Start Conference, Ms. Luna attended a workshop focused on resilience. She shared that information was provided on how to be the best role model for children and to keep your sense of humor to help everyone resolve conflicts. Ms. Luna shared there are a multitude of resources available at the local level. To her, Head Start is one big family, as her center and the Policy Council support her. When she went to the conference, she was welcomed and felt like she belonged there.

9. **NEW BUSINESS – Treasurer/Chairperson (*ACTION)**

a. Nomination and election of the 2015-2016 PC Chairperson (1 opening)

Motion was made by Gabriella McCutcheon to elect Ashley Womack as the 2015-2016 Policy Council Chairperson; seconded by Jason Warren. Motion carried unanimously.

b. Nomination and election of the 2015-2016 PC Vice Chairperson (1 opening)

Motion was made by Bryce Bray to elect Christina Bates as the 2015-2016 Policy Council Vice Chairperson; seconded by Jason Warren. Motion carried unanimously.

c. Nomination and election of 2015 – 2016 Budget & Finance Committee (2 openings)

Motion was made by Gabriella McCutcheon to elect Salvador Zambrono to the 2015-2016 Policy Council Budget & Finance Committee; seconded by Jason Warren. Motion carried unanimously.

d. Nomination and election of 2015 – 2016 Planning Committee Members (3 openings)

Motion was made by Janeth Rivera to elect Estrella Mendez and Bryce Bray to the 2015-2016 Policy Council Planning Committee; seconded by Gabriella McCutcheon. Motion carried unanimously.

e. Nomination and election of 2015 – 2016 Personnel Committee Members (1 opening)

Motion was made by Ana Luna to elect Erica Ruvalcaba to the 2015-2016 Policy Council Personnel Committee; seconded by Estrella Mendez. Motion carried unanimously.

f. 2016 Program Planning Calendar, Jerry Meade, PDM Administrator

Mr. Meade presented the 2016 Program Planning Calendar for setting timelines for the 2017-2018 grant requests. The budget requests also include the proposed program options and days of operation, which need to also be included in the grant. The information needed for all three CAPK grants is the same, the only difference is in the timelines on when each part needs to be completed. The Kern County grant has a funding cycle of March 1 to February 28 (or 29) of each year, the Early Head Start Child Care Partnership grant has a funding cycle of September 1 to August 31 of each year, and the San Joaquin/ Stockton Early Head Start grant has a funding cycle of February 1 to January 31 of each year. Mr. Meade explained that drafting of the budget begins in July of each year and even though the Kern County grant does not need to be submitted until December 1 each year, it is brought forward to the Policy Council in October, as the members of the PC in October are more familiar with everything that has already been presented, and does not need an as in-depth explanation as the members who would be starting in

November. Donna Holland will be reviewing the budget information with the Budget and Finance sub-committee over the upcoming months.

10. CONSENT CALENDAR

Information concerning the Consent item(s) listed below has been forwarded to each Policy Council Member for study prior to this meeting. Unless a PC member, or member of the public, has question concerning a particular item and asks that it may be withdrawn from the Consent Calendar; the items are approved at one time by the full Policy Council. If there are any PC members, or members of the public, wishing to remove any item from the Consent Calendar, please indicate at this time.

a. None

11. COMMUNICATIONS – Chairperson

a) Head Start & Early Head Start Budget vs. Actual Expenditures (Including Non Federal Share and in-Kind), for HS/EHS Kern, EHS San Joaquin, and EHS Child Care Partnerships. March 1, 2015 through December 31, 2015 (English/Spanish)
b) Parent Local Travel & Child Care, March 1, 2015 through December 31, 2015 (English/Spanish)
c) Parent Out-of-County Travel, March 1, 2015 through December 31, 2015 (English/Spanish)
d) Parent Activity Funds, March 1, 2015 through December 31, 2015 (English/Spanish)
e) Parent Meals, March 1, 2015, through December 31, 2015 (English/Spanish)
f) Child and Adult Care Food Program/Central Kitchen report, December 2015
g) Enrollment and Average Daily Attendance Report for HS/EHS Kern, EHS San Joaquin, and EHS Child Care Partnerships. December 2015
h) Parenting with a Purpose 12 week class free January 14 to April 7, 2016 Bakersfield
i) Parenting with a Purpose 12 week class free January 12 to April 5, 2016 Shafter
j) Aggression Replacement Training (A.R.T.) Bakersfield
k) Aggression Replacement Training (A.R.T.) Shafter
l) Free Children's Mobile Immunization Program January 2016 (English/Spanish)
m) Kern County Homeless Census Volunteers needed January 27 & 28, 2016
n) U.S Department of Health and Human Services Administration for Children and Families Changes in Federal Reporting ACF-PI-HS-16-01 issuance date 01/05/2016 (English/Spanish)
o) CAPK Home Energy Assistance Program (English/Spanish)
p) PC Planning Committee Minutes dated January 5, 2016 (English/Spanish)
q) PC Personnel Committee Minutes dated December 17, 2015 (English/Spanish)

Motion was made by Caterina Cerda to receive and file communication items (a) – (q).

12. POLICY COUNCIL REPORT/Training – Janelle Gonzalez, Program Governance Coordinator

Ms. Gonzalez welcomed and congratulated the new Policy Council members. She shared that the Office of Head Start has made changes to the Performance Standards that affect Family Services and Family Partnership Agreements. The National Head Start Association (NHSA) has reached out to all Head Start programs to send a letter to the President asking him and his administration to preserve parent and family engagement and the ability to be flexible with program design to meet local community needs. Ms. Gonzalez explained to the members they are more than welcome to submit a letter expressing the importance of Family services within the Head Start program and to follow up with her for more information. There will be a School Readiness meeting taking place on February 18, 2016, at 9:30 a.m. in the Board Room. Leslie Mitchell, Education Manager, will explain how the importance of School Readiness was established. Ms. Gonzalez encouraged members, if they are available to attend, let her know. Ms. Gonzalez congratulated Ashley Womack and Christina Bates on their elections to their new positions.

13. COMMUNITY REPRESENATIVE REPORT

None given as this position is currently vacant.

14. **POLICY COUNCIL CHAIRPERSON REPORT – Ashley Womack**

No report. However at this time Ms. Womack shared that she is excited to be a part of Head Start and to have been elected as Chairperson.

15. **BOARD OF DIRECTORS REPRESENTATIVE REPORT – Ana Vigil**

During the Board meeting, new auditors were selected. Ms. Vigil shared she would bring the Annual Report to the Policy Council in February for review. It was shared that Louis Medina does a great job keeping up with social media for things happening with the agency.

16. **DIRECTOR'S REPORT (HEAD START/STATE CHILD DEVELOPMENT) – Yolanda Gonzales**

Mrs. Gonzales thanked the Policy Council members for being in attendance and congratulated Ms. Womack on being elected as the 2016 Chairperson. She expressed her appreciation for the members who are attending the sub-committee meetings, as they are very important in assuring the program is in compliance. Mrs. Gonzales explained that Head Start is preparing for two reviews over the next two weeks. The State will review children's files and visit our state funded classrooms and the Federal will review our Fiscal and ERSEA departments. Mrs. Gonzales shared that one of the classrooms at Primeros Pasos was awarded $50,000 for a five-star rating from the Quality Rating Improvement System (QRIS). QRIS is a locally determined system for continuous quality improvement based on a tiered rating structure with progressively higher quality standards for each tier that provides support and incentives for programs, teachers, and administrators to reach higher levels of quality, monitors and evaluates the impacts on child outcomes, and disseminates information to parents and the public about program quality. The grant award will help with continued support of high quality services and training for staff. Mrs. Gonzales stated she would like to have more of the child development centers in Kern County become part of the five-star rating from QRIS.

Mrs. Gonzales indicated that very soon recruitment will begin for the next school year. She encouraged and welcomed the Policy Council to participate in the program recruitment process for the 2016-2017 school year.

17. **ANNOUNCEMENTS – Chairperson**

Ashley Womack announced that her daughter (who was a Head Start child) is excelling in school and is currently at the top of her class in Kindergarten. Ms. Womack thanked Head Start for teaching her to teach her children.

18. **ADJOURNMENT – Chairperson**

Ashely Womack adjourned the meeting at 6:44 p.m.

Nadine Berry/Quality Assurance Administrative Assistant
Completed 2.02.16

ASOCIACIÓN DE ACCIÓN COMUNITARIA DE KERN
PROGRAMS DE DESARROLLO INFANTIL ESTATAL / HEAD START
ACTA DE LA REUNIÓN DEL CONSEJO DE POLÍTICA
28 DE ENERO DEL 2016

1. **Llamado a la orden- Tesorera, Caterina Cerda,** llamó la reunión a la orden a las 5:30 p.m.
   a. Momento de Silencio, Proclamación de Lealtad
   b. Lectura de la Promesa de la Asociación Comunitaria
   "La asociación de acción cambia la vida de las personas, incorpora el espíritu de esperanza, mejora comunidades, y hace de América un mejor lugar donde Vivir. Nos preocupamos por la comunidad entera y estamos dedicados a ayudar a las personas a que se ayuden a sí mismas y a los demás.

2. **Pasar Lista/ Establecer Quórum- Secretaria, Ana Luna**- Quórum fue estableció.
   Miembros del PC Presentes: Ana Luna, Erica Ruvalcaba, Bryce Bray, Christine Hernandez, Janeth Rivera, Ashley Womack, Estrella Mendez, Salvador Zambrono, Katherine Velasquez, Jason Warren, Gabriella McCutcheon, Christina Bates, Sonja Segoviano, Cindy Granados, Caterina Cerda, Deborah Martinez, Josenn Vergara, Mary Robinson, and Ana Vigil
   Otros Presentes: Shirley Floyd, Senior Representante de Relaciones con Proveedores Mayores de Health Net; Donnell Hopkins, Health Net; Yolanda Gonzales, Directora de Desarrollo Infantil Estatal / Head Start; Nadine Berry, Asistente Administrativa; Jerry Meade, Administrador del Programa de Diseño; Gloria Renteria, Gerente del Programa; Mary Ann Mooney, Gerente del Programa; Mike Lackman, Gerente de Recursos Humanos; Janelle Gonzalez, Coordinadora de Gobernación; Argelia Diaz, Asistente del Programa de Servicios Familiares y Gobernación; Angela Adams, Coordinadora de Servicios Familiares; Donna Holland, Gerente Fiscal.

3. **Aprobación de la Agenda- Tesorera, Caterina Cerda (*ACCION)**
   a. **(**Acción)** Aprobación de la agenda de PC con fecha del 28 de enero del 2016, con las adiciones de temas 9A y 9B moción fue hecha por Jason Warren; secundado por Sonja Segoviano. Iniciativa fue aprobada.

4. **Aprobación de la Acta- Tesorera, Caterina Cerda (*ACCION)**
   a. **(**Acción)** Aprobación del acta de la reunión del PC con fecha del 17 de diciembre 2015 fue hecha por Ashley Womack; secundado por Salvador Zambrono. Iniciativa fue aprobada.

5. **Presentación de Invitados/Foro Público**
   El público que desee dirigirse al Consejo de Política podrá hacerlos. Los miembros del Consejo de Política podrán responder brevemente a las declaraciones formuladas o a preguntas formuladas. Sin embargo, el PC no tomara ninguna otra acción que no sea la de remitir dichos asuntos al personal para su estudio y análisis. **Los Presentadores se limitaran a cinco minutos cada uno.** Si más de una persona desea tratar el mismo tema, se le concederá al grupo total de 10 minutos para ese tema. Por favor indique cuál es su nombre antes de hacer su presentación, Gracias.
   a. Ninguno

6. **Informe de los Comités Vigentes**
   a. Comité de Personal- La reunión llevó a cabo el 17 de diciembre del 2016 y los miembros repasaron el manual del personal. La próxima reunión será el 25 de febrero del 2016, antes de la reunión del Consejo de Política.
   b. Comité de Planificación- La reunión se llevó a cabo el 5 de enero del 2016, y los miembros revisaron el calendario de planificación (que será presentado durante esta reunión del PC), inscripción, y el informe del promedio de la asistencia diaria. La próxima reunión será el 2 de febrero del 2016 a las 5:30 p.m.

c. Comité de Finanzas- Quorum fue establecido durante la reunión. Donna proporciono entrenamiento en lo que esperar durante las reuniones del comité y revisaron brevemente los informes de finanzas. La próxima reunión será el 18 de febrero del 2016 a las 5:30 p.m.

d. Comité de Estatutos- Ninguno informe. La próxima reunión será en marzo, fecha de determinará más adelante.

7. Informe de Recursos Humanos- (**ACCION)

a. **El Informe de Recursos Humanos enero 2016**
Ninguno informe para enero 2016

b. **Sesión ejecutiva- Mike Lackman, Gerente de Recursos Humanos**
El Tesorero pidió una moción para mover la reunión en sesión ejecutiva. Moción hecha por Jason Warren para mover la reunión en sesión ejecutiva a las 5:40 p.m.; Moción hecha por Jason Warren para volver a la reunión de la Sesión Ejecutiva en 5:44 p.m.

8. Presentaciones

a. **Shirley Floyd, Senior Representante de Relaciones con Proveedores Mayores de Health Net (15 mins)**
Sra. Floyd es un padre anterior de Head Start y compartió que Head Start trabaja para ayudar a las familias a mejorar sus vidas. Sra. Floyd compartió que su trabajadora de servicios familiares consiguió su participación en el Consejo de Política después de que su niño fue inscrito el programa. Ella pasó un año como tesorero y dos años como Presidente. Sra. Floyd indicó que ella ha estado con Health Net durante 10 años. Ella proporcionó a cada miembro con un folleto informativo y su tarjeta. Sra. Floyd explica que si alguien tiene alguna pregunta en cuanto a la cobertura de salud o beneficios se pueden contactar con ella y ella le proporcionará su ayuda.

b. **Conferencia Nacional de Head Start, Ana Luna, Miembro del PC (5 minutos)**
Mientras asistía a la Conferencia de Head Start NHSA, Sra. Luna asistió a un taller centrado en la capacidad de recuperación. Ella compartió que se proporcionó información sobre cómo ser el mejor modelo para los niños y para mantener su sentido del humor para ayudar a todos a resolver los conflictos. Sra. Luna compartió hay una multitud de los recursos disponibles a nivel local. Para ella, Head Start es una gran familia, como su centro y el Consejo de Política su apoyo. Cuando fue a la conferencia, se le dio la bienvenida y se sentía como si perteneciera allí.

9. Nuevos Asuntos- Presidente (**ACCION)

a. **Nominación y elección del Presidente del PC de 2015-2016** **(1 espacio)**
La propuesta fue hecha por Gabriella McCutcheon para elegir a Ashley Womack como el Presidente del Consejo de Política 2015-2016; secundado por Jason Warren. Iniciativa fue aprobada.

b. **Nominación y elección del Vicepresidente del PC de 2015-2016** **(1 espacio)**
La propuesta fue hecha por Bryce Bray para elegir a Christina Bates como el Vicepresidente del Consejo de Política de 2015-2016; secundado por Jason Warren. Iniciativa fue aprobada.

c. **Nominación y elección de los miembros del Comité de Finanzas 2015-2016** **(2 espacios)**
La propuesta fue hecha por Gabriella McCutcheon para elegir a Salvador Zambrono al Comité de Finanzas del Consejo de Política 2015-2016; secundado por Jason Warren. Iniciativa fue aprobada.

d. **Nominación y elección de los miembros del Comité de Planificación 2015-2016** **(3 espacios)**
La propuesta fue hecha por Janeth Rivera para elegir Estrella Mendez y Bryce Bray al Comité de Planificación del Consejo de Política 2015-2016; secundado por Gabriella McCutcheon. Iniciativa fue aprobada.

e. **Nominación y elección de los miembros del Comité de Personal 2015-2016** **(1 espacio)**
La propuesta fue hecha por Ana Luna para elegir a Erica Ruvalcaba al Comité de Personal del Consejo de Política 2015-2016; secundado por Estrella Méndez. Iniciativa fue aprobada.

f. **Calendario de Planificación del Programa 2016 Jerry Meade, Administrador PDM**
El Sr. Meade presentó el calendario de planificación del programa 2016 para el establecimiento de plazos para las solicitudes de financiación en 2017-2018. Las solicitudes de presupuesto también se incluyen las opciones propuestas de programa y días de funcionamiento, que deben también ser incluidos en la concesión. La información necesaria para las tres becas de CAPK es lo mismo, la única diferencia está en las

líneas de tiempo en que cada parte debe ser completado. La subvención del Condado de Kern tiene un ciclo de financiación de 1 de marzo a la 28 de febrero (o 29) de cada año, la concesión de Asociación de Cuidado de Niños de Early Head Start tiene un ciclo de financiación del 1 de septiembre al 31 de agosto de cada año, y la de San Joaquín / Stockton subvención de Head Start tiene un ciclo de financiación de 1 de febrero al 31 de enero de cada año. El Sr. Meade explicó que la redacción del presupuesto comienza en julio de cada año ya pesar de que la concesión del Condado de Kern no necesita ser presentado hasta el 1 de diciembre de cada año, se lleva adelante para el Consejo de Política en octubre, ya que los miembros del PC en octubre están más familiarizados con todo lo que ya se ha presentado, y no necesita una explicación tan profundo como los miembros que formarían a partir de noviembre. Donna Holanda va a revisar la información del presupuesto con el subcomité de Finanzas en los próximos meses.

10. **Calendario de Consentimiento**

Información concerniente a los artículos de consentimiento que aparecen en la lista siguiente ha sido enviada a cada miembro del Consejo de Política para que la estudien previo a la reunión a menos que algún miembro del Consejo de Política, o miembro del público tenga alguna pregunta concerniente a algún asunto en particular de los temas en la lista y solicite que sea retirado del Calendario de Consentimiento, los artículos se dan por aprobados de una vez por el Consejo de Política en su totalidad. Si hay algún miembro del Consejo de Política o miembro del público que desea remover algún artículo del Calendario de Consentimiento, por favor indíquelo ahora mismo.

a. Ninguno

11. **Comunicaciones- Presidenta**

a. Presupuesto de HS/EHS vs. Reporte Actual de gastos (incluyendo Contribución No-Federal y Contribución Laboral Voluntaria) para HS/EHS Kern, EHS del Condado de San Joaquín, y EHS de las Asociaciones de Cuidado Infantil, 1 de Marzo, 2015 hasta 31 de diciembre (Inglés/Español)
b. Viaje local de Padres y cuidado infantil, 1 de marzo 2015 hasta 31 de diciembre, 2015
c. Viaje de Padres fuera del condado 1 de marzo hasta 31 de diciembre 2015 (Inglés/Español)
d. Fondos de Actividad de Padres, 1 de marzo, 2015 hasta 31 de diciembre, 2015 (Inglés/Español)
e. Informe de Comidas de Padres, 1 de marzo, 2015 hasta 31 de diciembre, 2015 (Inglés/Español)
f. Informe de Programa de Alimentos para el Cuidado de Niños y Adultos/Cocina Central, diciembre
g. Informe de Inscripción y Asistencia de Promedio Diaria de HS/EHS Kern, EHS del Condado de San Joaquín, y EHS de las Asociaciones de Cuidado Infantil fecha diciembre 2015
h. Crianza con un propósito clase de 12 semanas gratis 14 de enero hasta 7 de abril Bakersfield
i. Crianza con un propósito clase de 12 semanas gratis 12 de enero hasta 5 de abril Shafter
j. Entrenamiento de reemplazo de la agresión (A.R.T) Bakersfield
k. Entrenamiento de reemplazo de la agresión (A.R.T) Shafter
l. Programa Mobile de inmunización gratuito enero 2016 (Inglés/Español)
m. Censos de las personas sin hogar en el Condado de Kern voluntarios necesitados 27 y 28 de enero
n. EE.UU Departamento de Salud y Servicios Humanos Administración para Niños y Familias Cambios en los Informes federales ACF-PI-HS-16-01 fecha de emisión 01/05/2016 (Inglés/Español)
o. CAPK Programa de Asistencia de Energía del Hogar (Inglés/Español)
p. Acta del Comité de Planificación del PC con fecha de 5 de enero de 2016 (Inglés/Español)
q. Acta del Comité de Personal del PC con fecha de 17 de diciembre del 2015 (Inglés/Español)

Moción fue hecha por Caterina Cerda para recibir y archivar los elementos de comunicación (a) - (q).

12. **Informes del Consejo de Política/Entrenamiento- Janelle Gonzalez, Coordinadora del Programa de Gobernación** Sra. González dio la bienvenida y felicitó a los nuevos miembros del Consejo de Política. Ella compartió que la Oficina de Head Start ha realizado cambios en las Normas de Desempeño que afectan Servicios para la Familia y los Acuerdos de Asociación de la familia. La Asociación Nacional de Head Start (NHSA) se ha acercado a todos los programas de Head Start para enviar una carta al presidente y gobierno pidiendo preservar los padres y la familia y la capacidad de ser flexible con el diseño de programas para satisfacer las

necesidades de la comunidad local. Sra. González les explicó a los miembros que son más que bienvenidos a enviar una carta expresando la importancia de Servicios para la familia dentro del programa de Head Start y pueden contactarla para obtener más información. Habrá una reunión de preparación escolar que tendrá lugar el 18 de febrero de 2016, a las 9:30 am en la sala de juntas. Leslie Mitchell, Gerente de Educación, explicará cómo se estableció la importancia de la preparación escolar. Sra. González alentó a los miembros, si están disponibles para asistir, por favor déjale saber. Sra. González felicitó a Ashley Womack y Christina Bates por sus nuevas posiciones.

13. **Informe de Representante Comunitario**
Informe no fue reportado ya que esta posición está actualmente vacante.

14. **Informe del Presidente del Consejo de Política - Ashley Womack**
Ningún informe. Sin embargo en este momento la Sra. Womack compartió que ella está emocionada de formar parte de Head Start y de haber sido elegido como Presidente.

15. **Informe del Representante de la Mesa Directiva- Ana Vigil**
Durante la reunión de la mesa directiva, se seleccionaron nuevos auditores. La Sra. Vigil dijo que traería el Informe Anual al Consejo de Política en febrero para su revisión. Se comentó que Luis Medina hace un gran trabajo en mantener el ritmo de los medios de comunicación social para las cosas que suceden con la agencia.

16. **Informe de la Directora (Desarrollo Infantil Estatal / Head Start) – Yolanda Gonzales**
La señora Gonzáles agradeció a los miembros del Consejo de Política por estar presentes y felicitó a la Sra. Womack por haber sido elegido como el Presidente 2016. Expresó su agradecimiento por los miembros que asisten a las reuniones del subcomité, ya que son muy importante para asegurar el programa este en cumplimiento. La señora Gonzales explicó que Head Start se está preparando para dos revisiones más en las siguientes dos semanas. El Estado revisará los archivos de los niños y visitar nuestros salones de clase financiados por el estado y el federal revisará nuestro departamento fiscal y de ERSEA. La señora Gonzáles compartió que un salón de clase de Primeros Pasos recibió $ 50,000 para una calificación de cinco estrellas del Sistema de Mejoramiento de Evaluación de Calidad (QRIS). QRIS es un sistema local para la calidad continua basado en una estructura de calificación por niveles con los estándares cada vez más elevados de calidad para cada nivel que proporciona apoyo e incentivos para los programas, para alcanzar los niveles más altos de calidad, los maestros y administradores monitorea y evalúa los impactos en los resultados de los niños, y difunde información a los padres y al público sobre la calidad del programa. La concesión de una subvención ayudará con el apoyo continuo de los servicios de alta calidad y formación para el personal. La señora Gonzales indicó que le gustaría tener más de los centros de desarrollo infantil en el condado de Kern formar parte de la calificación de cinco estrellas de QRIS.

Sra. González indicó que muy pronto el reclutamiento comenzará para el próximo año escolar. Alentó y le dio la bienvenida a los miembros del Consejo de Política participar en el proceso de reclutamiento del programa para el año escolar 2016-2017.

17. **Anuncios- Presidente**
Ashley Womack anunció que su hija (que era una niña de Head Start) está sobresaliendo en la escuela y se encuentra actualmente en la parte superior de su clase en el jardín de infancia. La Sra. Womack dio las gracias a Head Start por enseñarles a sus hijos.

18. **Cierre de Sesión –Presidente (**ACCION)**
    a. Ashley Womack cerró sesión a las 6:44 p.m.

Head Start and State Preschool Birth to age 5

capk

Policy Council Agenda
February 25, 2016
5005 Business Park North, Suite 130
Bakersfield, CA 93309
5:30-7:00 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. Date of Agenda: February 25, 2016

4. **Approval of Minutes** — Chairperson — ***ACTION**
   a. Date of Minutes: January 28, 2016

5. **Presentation of Guests /Public Forum**
   a. *The public wishing to address the full Policy Council may do so at this time. Policy Council members may respond briefly to statements made or questions posed. However, the PC will take no action other than that referring the item(s) to staff for study and analysis. **Speakers are limited to five minutes each**. If more than one person wishes to address the same topic, total group time for the topic will be 10 minutes. Please state your name before making your presentation. Thank you.*

6. **Standing Committee Reports** — (3 mins. each)

a. Personnel Committee	Ana Luna	**Verbal Report**
b. Planning Committee	Open	**No Report**
c. Finance Committee	Caterina Cerda	**Verbal Report**
d. By-Laws Committee	Janeth Rivera	**No Report**

7. **Human Resources** — ***ACTION**
   a. Human Resources Report- Maura Sandoval, Staffing Specialist
   b. Executive Session- Mike Lackman, Human Resource Manager

8. **Presentations**
   a. Disabilities Training - Delores Patricio, Disabilities Content Area Specialist — 20 mins.

9. **New Business** — Chairperson — ***ACTION**
   a. Administrative Cost rate change to 10% De Minimis- Yolanda Gonzales, Director of Head State/State Child Development
   b. Request to approve the 2016-2017 Parent Activity Fund- Janelle Gonzalez, Governance Coordinator
   c. Nomination and election of the 2015-2016 PC Vice Chairperson

This is to certify that this agenda notice was posted in the lobby of the CAPK Administration Office at 5005 Business Park North, Bakersfield, CA and online at www.capk.org by 12:00pm, February 18, 2016. Janelle Gonzalez, Program Governance Coordinator.

Revised 2.19.16

Head Start and State Preschool Birth to age 5

10. **Consent Calendar** — Policy Council

Information concerning the Consent item(s) listed below has been forwarded to each Policy Council Member for study prior to this meeting. Unless a PC member, or member of the public, has a question concerning a particular item and asks that it may be withdrawn from the Consent Calendar, the items are approved at one time by the full Policy Council. If there are any PC members, or members of the Public, wishing to remove any item from the Consent Calendar, please indicate at this time.

a.)None

11. **Communications**

a. Head Start & Early Head Start Budget vs. Actual Expenditures (including Non-Federal Share and In-Kind), for HS/ EHS Kern, EHS San Joaquin, and EHS Child Care Partnerships March 1, 2015 through January 30, 2016.
b. Parent Local Travel & Child Care, March 1, 2015 through January 30, 2016 (English/Spanish)
c. Parent Out-of-County Travel, March 1, 2015 through January 30, 2016 (English/Spanish)
d. Parent Activity Funds, March 1, 2015 through January 30, 2016 (English/Spanish)
e. Parent Meals Report March 1, 2015 through January 30, 2016 (English/Spanish)
f. Child and Adult Care Food Program/Central Kitchen Report, January 2016
g. Enrollment and Average Daily Attendance Report for HS/EHS Kern, EHS San Joaquin and EHS Child Care Partnerships, January 2016
h. Administration for Children and Families Office of Head Start Overview of Findings Letter dated 1/22/2016 (English/Spanish)
i. U.S. Department of Health & Human Services Administration for Children and Families notice of National Center of EHS Child Care Partnerships expansion and evaluation issued February 2016
j. PC Personnel Subcommittee minutes January 28, 2016

12. **Policy Council Reports/Training**	Janelle Gonzalez	**Verbal Report**
13. **Community Representative Report**	Open	**No Report**
14. **Policy Council Chairperson Report**	Ashely Womack	**Verbal Report**
15. **Board of Directors Representatives Report**	Ana Vigil	**Verbal Report**
16. **Directors Report (HS/State Child Development)**	Yolanda Gonzales	**Verbal Report**
17. **Announcements**	Chairperson	
18. **Adjournment**	Chairperson	

Next meeting is March 31, 2016 held at
5005 Business Park North, Suite 130, Bakersfield, CA 93309 at 5:30 p.m.

This is to certify that this agenda notice was posted in the lobby of the CAPK Administration Office at 5005 Business Park North, Bakersfield, CA and online at www.capk.org by 12:00pm, February 18, 2016. Janelle Gonzalez, Program Governance Coordinator.

Revised 2.19.16

Head Start
and State Preschool
Birth to age 5

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Agenda del Consejo de Política
25 de febrero de 2016
5005 Business Park North, Salon de Conferencia 130
Bakersfield, CA 93309
5:30-7:00 p.m.

1. **Llamado a la orden** — Presidente
   a. Momento de silencio, Proclamación de Lealtad
   b. Lectura de la Promesa de la Asociación Comunitaria

   "La asociación de acción cambia la vida de las personas, incorpora el espíritu de esperanza, mejora comunidades, y hace de América un mejor lugar donde Vivir. Nos preocupamos por la comunidad entera y estamos dedicados a ayudar a las personas a que se ayuden a sí mismas y a los demás."

2. **Pasar lista/Establecer Quórum** — Secretaria

3. **Aprobación de la Agenda** — Presidente — ***ACCIÓN**
   a. Fecha de Agenda: 25 de febrero, 2016

4. **Aprobación del Acta** — Presidente — ***ACCIÓN**
   a. Fecha del Acta: 28 de enero, 2015

5. **Presentación de Invitado/Foro Público**
   a. *El público que desee dirigirse al Consejo de Política podrá hacerlos. Los miembros del Consejo de Política podrán responder brevemente a las declaraciones formuladas o a preguntas formuladas. Sin embargo, el PC no tomara ninguna otra acción que no sea la de remitir dichos asuntos al personal para su estudio y análisis.* ***Los Presentadores se limitaran a cinco minutos cada uno****. Si más de una persona desea tratar el mismo tema, se le concederá al grupo total de 10 minutos para ese tema. Por favor indique cuál es su nombre antes de hacer su presentación, Gracias.*

6. **Informes de los Comités Vigentes** — (3 mins. cada uno)

a. Comité de Personal	Ana Luna	Informe Verbal
b. Comité de Planificación	Open	Ningún Verbal
c. Comité de Finanzas	Caterina Cerda	Informe Verbal
d. Comité de Estatutos	Janeth Rivera	Ningún Informe

7. **Recursos Humano** — ***ACCIÓN**
   a. Informe de Recursos Humanos- Maura Sandoval, Especialista del Personal
   b. Sesión Ejecutiva- Mike Lackman, Gerente de Recursos Humanos

8. **Presentaciones**
   a. Entrenamiento de Discapacidades Delores Patricio, Especialista del Área Contenido de Discapacidades — 20 mins.

9. **Nuevos Asuntos** — Presidente — ***ACCIÓN**
   a. Cambio en la tasa de Costos Administrativos 10% De Mínimis- Yolanda Gonzales, Directora de Desarrollo Infantil Estatal/ Head Start

Certificamos que este aviso de agenda fue publicada en el vestíbulo de la Oficina de Administración CAPK en 5005 Business Park Norte, Bakersfield, CA y en línea en www.capk.org de las 12:00 pm, 18 de febrero de 2016. Janelle González, Coordinadora del Programa de Gobernación

Revisado 2.19.16

b. Solicitud para aprobar los Fondos de Actividad de Padres del 2016-2017- Janelle Gonzalez, Coordinadora del Programa de Gobernación
c. Nominación y elección del Vicepresidente del PC 2015-2016

10. Calendario de Consentimiento Consejo de Política **Sugerencias**

Información concerniente a los artículos de consentimiento que aparecen en la lista siguiente ha sido enviada a cada miembro del Consejo de Política para que la estudien previo a la reunión a menos que algún miembro del Consejo de Política, o miembro del público tenga alguna pregunta concerniente a algún asunto en particular de los temas en la lista y solicite que sea retirado del Calendario de Consentimiento, los artículos se dan por aprobados de una vez por el Consejo de Política en su totalidad. Si hay algún miembro del Consejo de Política o miembro del público que desea remover algún artículo del Calendario de Consentimiento, por favor indíquelo ahora mismo.

a. Ninguno

11. Comunicaciones

a. Presupuesto de HS/EHS vs. Reporte Actual de gastos (incluyendo Contribución No-Federal y Contribución Laboral Voluntaria) para HS/EHS Kern, EHS del Condado de San Joaquín, y EHS de las Asociaciones de Cuidado Infantil, 1 de Marzo, 2016 hasta 30 de enero (Inglés/Español)
b. Viaje local de Padres y cuidado infantil, 1 de marzo 2015 hasta 30 de enero, 2016
c. Viaje de Padres fuera del condado 1 de marzo hasta 30 de enero 2016 (Inglés/Español)
d. Fondos de Actividad de Padres, 1 de marzo, 2015 hasta 30 de enero, 2016 (Inglés/Español)
e. Informe de Comidas de Padres, 1 de marzo, 2015 hasta 30 de enero, 2016 (Inglés/Español)
f. Informe de Programa de Alimentos para el Cuidado de Niños y Adultos/Cocina Central, enero 2016
g. Informe de Inscripción y Asistencia de Promedio Diaria de HS/EHS Kern, EHS del Condado de San Joaquín, y EHS de las Asociaciones de Cuidado Infantil fecha enero 2016
h. Administración para Niños y Familias Oficina de Head Start Carta el Resumen de los Encuentros con fecha de 1/22/2016 (Inglés/Español)
i. Departamento de Salud y Servicios Humanos de EE.UU. Administración para Niños y Familias aviso del Centro Nacional de Asociaciones de cuidado de niños de EHS expansión y evaluación presentada febrero 2016
j. Acta de la Reunión de Sub-Comité Personal del Consejo de Política 28 de enero 2016

12. Informes del Consejo de Política/Entrenamiento	Janelle Gonzalez	**Informe Verbal**
13. Informe de Representante Comunitario	Abierto	**Ninguno**
14. Informe de Presidente del Consejo de Política	Ashley Womack	**Informe Verbal**
15. Informe del Representante de la Mesa Directiva	Ana Vigil	**Informe Verbal**
16. Informe de la Directora de (Head Start)	Yolanda Gonzales	**Informe Verbal**
17. Anuncios	Presidente	
18. Cierre de Sesión	Presidente	

Próxima reunión es el 31 de marzo del 2016 en
5005 Business Park North, Salon 130, Bakersfield, CA 93309 a las 5:30 p.m.

Certificamos que este aviso de agenda fue publicada en el vestíbulo de la Oficina de Administración CAPK en 5005 Business Park Norte, Bakersfield, CA y en línea en www.capk.org de las 12:00 pm, 18 de febrero de 2016. Janelle González, Coordinadora del Programa de Gobernación

COMMUNITY ACTION PARTNERSHIP OF KERN
MEMORANDUM

To: Policy Council

From: Donna Holland, Fiscal Manager

Subject: Kern Head Start and Early Head Start
Budget to Actual Report for the Period Ended January 31, 2016

Date: February 25, 2016

The following are highlights of the Head Start/Early Head Start Budget to Actual Report for the period March 1, 2015 through January 31, 2016.

Personnel & Fringe Benefits
Expenditures are less than expected at this point in the fiscal year; however, an additional 11 days of salaries and fringe benefits (payroll taxes) to be paid in March 2016 will accrue to the fiscal year ending February 29, 2016. Savings are expected in Early Head Start.

Equipment
The Head Start funds in this category were budgeted for the purchase of four program vehicles and one playground/shade structure. These purchases are being deferred to the next fiscal year.

Supplies
With the exception of day-to-day and health and safety requirements, purchases of supplies are being deferred to the next fiscal year.

Contractual
Savings are expected in this category for both Head Start and Early Head Start.

Other
Expenditures in Head Start are slightly less than budgeted at this point in the year. The actual expenditures in Early Head Start reflects fee for terminating the loan interest rate swap agreement as part of the Pete H. Parra/Campus refinance ($284,300).

Cost Pools
Expenditures in Head Start are close to budget at this point in the year. Savings are expected in Early Head Start.

Training & Technical Assistance
Staff expect to fully expend these funds by fiscal year-end.

Non-Federal Share

With 92% of the budget period elapsed, total Non-Federal Share (the sum of California Department of Education funding and in-kind) is at 99% of budget.

- California Department of Education
  Estimated non-federal revenues through January 31 are at 99% of budget.

- In-Kind
  Year-to-date in-kind is at 98% of budget.

Funded enrollments, on which in-kind goals are based, changed effective September 1. Funded enrollments were adjusted to reflect six months at the old enrollment and six months at the new enrollment, thus changing the goal for some centers. These are indicated in bold type on the report.

The five centers with the highest percentage of goal met were San Diego, Fairfax, Stella Hills, Franklin, and Taft. Twenty-eight centers met or exceeded 92% of goal.

The six centers with the lowest percentage of goal met were Mojave, Seibert, California City, Willow, Tehachapi, and Rosamond.

Staff expect to exceed the required Non-Federal Share by year-end.

Community Actic rtnership of Kern
Head Start and Early Head Start
Budget to Actual Report
Budget Period: March 1, 2015 - February 29, 2016
Report Period: March 1, 2015 -January 31, 2016
Month 11 of 12 (92%)

Prepared 02/10/2016

	HEAD START					EARLY HEAD START				
BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	9,569,855	8,288,400	1,281,455	87%	13%	1,753,281	1,414,460	338,821	81%	19%
FRINGE BENEFITS	3,208,147	2,885,977	322,170	90%	10%	529,404	454,767	74,637	86%	14%
TRAVEL	0	16,570	(16,570)			0	1,867	(1,867)		
EQUIPMENT	190,000	0	190,000	0%	100%	0	0	0		
SUPPLIES	1,214,513	1,129,879	84,634	93%	7%	164,666	222,312	(57,646)	135%	-35%
CONTRACTUAL	97,900	49,635	48,265	51%	49%	9,100	5,320	3,780	58%	42%
CONSTRUCTION	0	0	0			0	0	0		
OTHER	3,810,864	3,369,083	441,781	88%	12%	497,718	715,548	(217,830)	144%	-44%
COST POOLS	1,434,915	1,358,301	76,614	95%	5%	339,214	242,792	96,422	72%	28%
TOTAL BASE FUNDING	**19,526,194**	**17,097,845**	**2,428,349**	**88%**	**12%**	**3,293,383**	**3,057,066**	**236,317**	**93%**	**7%**
TRAINING & TECHNICAL ASSISTANCE	**HEAD START**					**EARLY HEAD START**				
TRAVEL	59,036	32,067	26,969	54%	46%	17,446	9,296	8,150	53%	47%
SUPPLIES	21,544	8,502	13,042	39%	61%	12,372	1,725	10,647	14%	86%
CONTRACTUAL	18,655	14,404	4,251	77%	23%	9,019	996	8,023	11%	89%
OTHER	60,784	96,602	(35,818)	159%	-59%	43,498	15,631	27,867	36%	64%
TOTAL TRAINING & TECHNICAL ASSISTANCE	**160,019**	**151,575**	**8,444**	**95%**	**5%**	**82,335**	**27,648**	**54,686.69**	**34%**	**66%**
GRAND TOTAL HS/EHS FEDERAL FUNDS	**19,686,213**	**17,249,420**	**2,436,793**	**88%**	**12%**	**3,375,718**	**3,084,714**	**291,004**	**91%**	**9%**

HEAD START and EARLY HEAD START NON-FEDERAL SHARE**

SOURCE	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
CALIF DEPT OF ED	2,827,514	2,809,335	18,179	99%	1%
IN-KIND	2,937,969	2,874,401	63,568	98%	2%
TOTAL NON-FEDERAL	**5,765,483**	**5,683,736**	**81,747**	**99%**	**1%**

Centralized Administrative Cost	6.2%
Program Administrative Cost	7.5%
Total Administrative Cost	**13.6%**

Community Action Partnership of Kern Agency-Wide Credit Card Report

	CURRENT	1 TO 30	31 TO 60	61 TO 90	OVER 90
Bank of America*	6,867				
Lowe's	1,089	2,286			
Save Mart	820				
Smart & Final	146	157			
Chevron & Texaco Business Card	7,380				
Home Depot	3,524				
	19,826	**2,443**	**0**	**0**	**0**

CREDITS	TOTAL	STATEMENT DATE
	6,867	1/21/2016
	3,375	1/25/2016
	820	1/31/2016
	303	1/31/2016
	7,380	2/5/2016
	3,524	2/5/2016
	22,269	

* Expenditure details are included in the CAPK Financial Report

Budget reflects Notice of Award #09CH9142/02, Amendment #2 (conversion of HS to EHS slots).
Actual expenditures include open purchase orders, unliquidated travel, estimated pending expenditures, estimated HS & EHS share of CACFP, General Child Care, State Preschool, and central administration (Cost Pools) costs accrued through 01/31/16.

Community Action Partnership of Kern
Head Start and Early Head Start
Non-Federal Share and In-Kind
Budget Period: March 1, 2015 through February 29, 2016
Report for period ending January 31, 2016 (Month 11 of 12)

Percent of year elapsed: **92%**

LOCATION	FUNDED ENROLLMENT	March	April	May	June	July	Aug	Sep	Oct	Nov	Dec	Jan	YTD Totals	IN-KIND GOAL	% OF GOAL MET
Alberta Dillard	68	9,303	9,883	11,545	0	0	2,364	6,787	10,224	6,279	7,536	9,603	73,525	77,409	95%
Alicante	34	9,784	9,082	7,761	0	0	1,956	7,890	8,870	3,891	5,297	0	54,531	38,705	141%
Buttonwillow	**27**	2,057	2,633	898	0	0	963	3,263	3,046	1,720	1,680	3,144	19,405	30,736	63%
California City	34	4,010	3,252	2,269	0	0	2,144	1,890	5,330	0	3,076	0	21,971	38,705	57%
Casa Loma	34	7,602	6,812	5,438	0	0	4,123	10,608	11,517	5,335	8,276	0	59,711	38,705	154%
Cleo Foran	34	6,061	4,299	6,002	0	0	3,015	9,812	9,700	3,366	0	4,653	46,908	38,705	121%
Delano	**97**	15,798	20,623	19,254	12,110	9,134	15,989	19,672	16,818	3,242	1,270	0	133,909	110,422	121%
East California	**84**	16,014	16,961	12,837	0	0	3,868	7,860	9,283	3,871	8,101	7,066	85,861	95,623	90%
Fairfax	**34**	0	0	0	0	0	0	0	14,915	17,686	19,311	13,130	65,042	38,705	168%
Fairview	34	4,002	1,450	3,961	0	0	1,771	7,721	9,028	5,991	1,031	0	34,955	38,705	90%
Faith Avenue	34	7,401	7,518	5,013	0	0	3,251	6,913	9,822	0	3,419	0	43,336	38,705	112%
Franklin	24	5,621	6,304	5,376	5,486	4,740	5,765	5,222	3,594	34	1,712	80	43,934	27,321	161%
Heritage Park	34	2,780	3,086	7,522	0	0	2,047	4,877	4,838	2,623	3,274	4,588	35,636	38,705	92%
Home Base	**297**	18,924	20,965	16,179	7,760	8,603	9,752	15,377	23,134	5,971	13,672	14,444	154,781	169,048	92%
Lamont	34	3,606	3,570	2,519	0	0	2,181	6,616	6,333	0	7,712	0	32,537	38,705	84%
Lost Hills	**27**	10,236	10,456	9,936	0	0	2,165	3,670	4,452	0	3,252	3,092	47,259	30,736	154%
Martha J. Morgan	83	17,450	19,719	19,540	0	0	3,457	9,955	11,712	1,877	9,057	14,295	107,061	94,485	113%
McFarland	34	8,173	8,012	5,700	0	0	102	6,255	5,713	0	4,118	5,779	43,851	38,705	113%
Mojave	34	5,184	5,258	4,705	0	0	1,008	1,572	2,136	2,073	1,076	0	23,011	38,705	59%
Noble	34	5,392	5,629	4,063	0	0	3,486	10,139	10,724	0	8,968	9,449	57,850	38,705	149%
Oasis	**93**	12,581	12,995	8,784	0	0	4,716	9,933	11,392	0	3,617	0	64,018	105,869	60%
Oildale	34	3,672	3,607	2,805	0	0	2,513	10,954	10,593	0	10,971	11,262	56,376	38,705	146%
Pacific	**66**	10,174	10,309	8,322	4,074	5,323	4,213	7,334	7,751	3,352	3,267	4,748	68,865	75,133	92%
Pete H. Parra	148	17,755	16,377	15,003	12,606	12,045	11,838	16,187	15,781	8,676	9,816	13,700	149,783	168,479	89%
Pioneer	34	3,522	3,596	2,262	0	0	599	2,625	4,436	4,382	3,931	4,725	30,078	38,705	78%
Planz	34	9,564	9,359	7,395	0	0	2,571	8,017	8,227	0	6,002	0	51,134	38,705	132%
Primeros Pasos	**98**	16,777	19,098	17,092	6,485	3,105	6,236	12,868	15,642	4,237	6,982	15,631	124,153	111,561	111%
Rafer Johnson	34	7,730	7,535	6,457	0	0	1,991	6,232	7,196	3,927	3,311	4,361	48,740	38,705	126%
Roosevelt	34	8,921	9,673	10,178	0	0	2,767	6,092	6,929	6,751	6,053	0	57,364	38,705	148%
Rosamond	34	4,478	2,958	903	0	0	0	0	0	0	0	0	8,338	38,705	22%
San Diego Street	**56**	13,628	18,345	15,681	12,239	11,789	12,406	11,576	12,459	3,520	1,706	0	113,350	63,749	178%
Seibert	34	3,597	3,122	3,628	0	0	1,686	6,783	1,364	151	2,477	0	22,807	38,705	59%
Shafter	34	2,305	4,409	3,352	0	0	1,108	3,492	4,130	251	701	3,676	23,424	38,705	61%
Shafter HS/EHS	**38**	5,475	5,936	5,260	4,961	3,215	3,505	3,265	3,563	0	2,474	0	37,653	43,258	87%
Stella Hills	34	11,985	12,686	11,211	0	0	4,700	11,842	4,421	0	5,873	0	62,717	38,705	162%
Sterling	**124**	18,929	19,993	16,490	12,104	9,845	9,899	15,138	13,881	0	6,514	0	122,793	141,158	87%
Stine Road	**147**	20,211	24,077	20,846	13,898	12,110	14,657	17,207	16,987	13,589	13,157	13,167	179,906	167,341	108%
Sunrise Villa	34	5,487	6,541	5,517	0	0	1,115	3,090	4,667	295	201	0	26,913	38,705	70%
Taft	34	8,675	10,101	6,974	0	0	3,618	10,694	10,511	4,695	6,558	0	61,826	38,705	160%
Tehachapi	34	1,490	1,428	435	0	0	816	2,537	2,063	44	1,077	0	9,889	38,705	26%
Vineland	34	7,921	5,941	4,774	0	0	2,246	4,553	4,502	161	1,294	3,701	35,092	38,705	91%

Community Action Partnership of Kern
Head Start and Early Head Start
Non-Federal Share and In-Kind
Budget Period: March 1, 2015 through February 29, 2016
Report for period ending January 31, 2016 (Month 11 of 12)

Percent of year elapsed: **92%**

LOCATION	FUNDED ENROLL-MENT	March	April	May	June	July	Aug	Sep	Oct	Nov	Dec	Jan	YTD Totals	IN-KIND GOAL	% OF GOAL MET
Virginia	34	5,206	5,554	4,205	0	0	2,447	6,996	9,398	4,639	5,262	4,446	48,155	38,705	124%
Voorhies	34	8,202	7,788	9,297	0	0	886	9,065	9,573	4,343	4,365	6,851	60,370	38,705	156%
Wasco	34	9,476	9,992	7,719	0	0	2,417	5,688	6,071	0	2,812	0	44,174	38,705	114%
Williams	34	5,245	7,331	5,133	0	0	2,660	3,056	10,311	5,123	5,362	0	44,221	38,705	114%
Willow	102	9,416	7,071	4,621	0	0	3,208	9,351	15,649	2,838	1,485	5,480	59,119	116,114	51%
Administrative Services		0	0	0	0	0	0	0	0	0	0	0	0	0	NA
Program Services		6,013	9,308	7,708	6,718	4,229	6,660	4,433	5,196	4,614	4,222	4,176	63,276	115,672	55%
Policy Council and RPC		1,854	2,442	769	659	599	336	682	3,023	2,526	98	231	13,218	64,472	21%
Board of Directors		639	781	142	12	0	0	0	0	0	0	0	1,575	6,945	23%
SUBTOTAL IN-KIND	**2,565**	**400,325**	**423,862**	**363,481**	**99,112**	**84,736**	**181,216**	**355,786**	**406,903**	**142,073**	**231,426**	**185,480**	**2,874,401**	**2,937,969**	**98%**
State General Child Care*		94,459	94,824	84,367	89,643	83,057	73,725	87,080	100,329	77,929	100,243	87,019	972,673	922,078	105%
State Preschool*		158,096	151,335	143,311	135,077	164,012	127,767	155,076	167,901	144,695	158,812	129,932	1,636,012	1,767,277	93%
State Migrant Child Care*		15,519	15,636	13,813	15,069	21,353	20,713	25,347	24,406	18,984	17,684	12,126	200,650	138,159	145%
SUBTOTAL CA DEPT of ED		**268,073**	**261,796**	**241,490**	**239,789**	**268,421**	**222,205**	**267,502**	**292,636**	**241,608**	**276,738**	**229,076**	**2,809,335**	**2,827,514**	**99%**
GRAND TOTAL		**668,398**	**685,658**	**604,971**	**338,901**	**353,157**	**403,421**	**623,288**	**699,539**	**383,681**	**508,164**	**414,556**	**5,683,736**	**5,765,483**	**99%**

*May include estimates

COMMUNITY ACTION PARTNERSHIP OF KERN
MEMORANDUM

To: Policy Council

From: Donna Holland, Fiscal Manager

Subject: Early Head Start – Child Care Partnerships
Budget to Actual Report for the Period Ended January 31, 2016

Date: February 25, 2016

CAPK is in its first year of implementing the Early Head Start – Child Care Partnerships program. The initial budget period is March 1, 2015 through August 31, 2016; the initial funding was awarded through February 29, 2016. The following are highlights of the Budget to Actual Report for the period March 1, 2015 through January 31, 2016.

Program Update

- Bakersfield College served 42 children during the month of January. The funded enrollment at this location is 40 children.
- Blanton Child Development Center – California Department of Social Services, Community Care Licensing was scheduled to make its licensing visit on February 11. Services are planned to begin as soon as possible after the facility license is issued. The funded enrollment at this location is 16 children.

Start-Up Funds

The start-up budget includes the costs of a vehicle, start-up classroom and office supplies, printing, licensing, and hiring costs. Actual expenditures also included the cost of out-of-county travel for the purpose of obtaining training and orientation provided by the Office of Head Start. Staff will procure the vehicle prior to fiscal year-end. The remainder of the start-up funds will be expended primarily on classroom supplies.

Base Funds

Expenditures in Personnel and Fringe Benefits are less than planned for this point in the fiscal year. Savings are expected in these categories.

The child care partners are paid for providing Early Head Start services from the Contractual category. Because services began later than initially planned, savings in this category are expected. Staff are in the process of evaluating the best use of these savings, and will submit a budget revision if required by the funding source.

Training & Technical Assistance Funds

Staff expect to fully expend Training & Technical Assistance funds.

Non-Federal Share

Both child care partners receive non-federal funds for services to children. As children are enrolled in Early Head Start, these funds may be used to meet the non-federal share requirement. Because services are beginning later than planned, it may be necessary to request a partial waiver of non-federal share for the initial project period. Staff are working with its child care partners to determine an effective and efficient method to document the non-federal share.

Administrative Cost

Administrative costs for Head Start and Early Head Start programs are limited to 15% of total expenditures. The administrative cost reported through January is 10.3%, which is a decrease from the 12.1% reported through December. Higher than normal administrative costs are expected during the implementation phase of the project, but have been trending downward; thus, it will not be necessary to request a waiver of the administrative cost limitation for the initial project period.

- June 84.6%
- July 62.8%
- August 58.8%
- September 27.0%
- October 14.6%
- November 12.8%
- December 12.1%
- January 10.3%

Community Action Partnership of Kern
Early Head Start - Child Care Partnerships
Budget to Actual Report
Budget Period: March 1, 2015 - February 29, 2016
Report Period: March 1, 2015 - January 31, 2016
Month 11 of 12 (92%)

Prepared 02/10/2016

START-UP FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	0	0	0		
FRINGE BENEFITS	0	0	0		
TRAVEL	0	4,841	(4,841)		
EQUIPMENT	30,000	0	30,000	0%	100%
SUPPLIES	91,656	29,054	62,602	32%	68%
CONTRACTUAL	0	0	0		
CONSTRUCTION	0	0	0		
OTHER	17,750	489	17,261	3%	97%
COST POOLS	0	0	0		
TOTAL START-UP FUNDING	**139,406**	**34,385**	**105,021**	**25%**	**75%**

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	107,407	55,597	51,810	52%	48%
FRINGE BENEFITS	38,236	17,227	21,009	45%	55%
TRAVEL	0	0	0		
EQUIPMENT	0	0	0		
SUPPLIES	11,290	40,651	(29,361)	360%	-260%
CONTRACTUAL	480,451	124,838	355,613	26%	74%
CONSTRUCTION	0	0	0		
OTHER	33,660	2,840	30,820	8%	92%
COST POOLS	956	7,437	(6,481)	778%	-678%
TOTAL BASE FUNDING	**672,000**	**248,589**	**423,411**	**37%**	**63%**

TRAINING & TECHNICAL ASSISTANCE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
TRAVEL	0	5,620	(5,620)		
SUPPLIES	3,506	499	3,007	14%	86%
CONTRACTUAL	0	0	0		
OTHER	13,294	5,693	7,602	43%	57%
TOTAL TRAINING & TECHNICAL ASSISTANCE	**16,800**	**11,812**	**4,988**	**70%**	**30%**

GRAND TOTAL FEDERAL FUNDS	**828,206**	**294,785**	**533,421**	**36%**	**64%**

NON-FEDERAL SHARE	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
IN-KIND	207,052	0	207,052	0%	100%
TOTAL NON-FEDERAL FUNDS	**207,052**	**0**	**207,052**	**0%**	**100%**

Centralized Administrative Cost	2.5%
Program Administrative Cost	7.8%
Total Administrative Cost	**10.3%**

Budget reflects Notice of Award #09HP0036/01.

The initial grant action for the first 18 month budget period includes 12 months of operating (base) funding, a portion of T&TA funding, and start-up funds. The remaining operating funds ($336,000) and T&TA funds ($84,000) will be awarded at a later date. The initial budget period is 3/1/2015 - 8/31/2016. The remaining budget periods will begin September 1 and end August 31.

COMMUNITY ACTION PARTNERSHIP OF KERN
MEMORANDUM

To: Policy Council Finance Committee

From: Donna Holland, Fiscal Manager

Subject: Early Head Start – San Joaquin County
Budget to Actual Report for the Period Ended January 31, 2016

Date: February 18, 2016

CAPK is in its first year of implementing the Early Head Start – San Joaquin County program. The following are highlights of the Budget to Actual Report for the period July 1, 2015 through January 31, 2016.

Program Update
During the month of January 2016, 286 children received services. The funded enrollment was 364.

- 68 children are being served in center-based settings:
  - California Street (Stockton) – 24 children
  - St. Mary's (Stockton) – 16 children
  - Walnut (Manteca) – 20 children
  - Tracy Toddlers (Tracy) – 8 children (opened January 25)
- The remaining children are being served in the home-based option while an additional 4 centers are renovated and licensed.

Start-Up Funds
Remaining start-up funds have been fully obligated.

Base Funds
At the end of the initial seven-month budget period, there are significant savings in the Personnel, Fringe Benefits, Contractual, and Other categories. A portion of these savings will be used to offset expenditures in other categories; the request to approve remaining facility projects has been approved by Office of Head Start; staff will submit a request to carry over remaining funds into the next budget period.

Training & Technical Assistance Funds
Staff expect to fully expend these funds prior to the end of the budget period.

Non-Federal Share

San Joaquin has implemented procedures for documenting in-kind, and thus far has realized a total of $10,469.

CAPK requested and received a partial waiver of non-federal share with its initial funding award. Because services have begun later than planned, staff have requested a waiver of the remaining non-federal share from Office of Head Start for this budget period.

Administrative Cost

Administrative costs for Head Start and Early Head Start programs are limited to 15% of total expenditures. Administrative cost reported through January is 20.9%, which is a decrease from the 22.3% reported through December. Higher than normal administrative costs are expected during the implementation phase of the project, but have been trending downward:

- July 39.6%
- August 40.7%
- September 29.6%
- October 26.6%
- November 23.1%
- December 22.3%
- January 20.5%

Staff have been advised by Office of Head Start, Region IX Office staff to review the costs of program staff recorded as administrative, since during the start-up period staff typically identified as administrative are actually performing program functions.

Community Action Partnership of Kern
Early Head Start - San Joaquin County
Budget to Actual Report
Pre-Award Budget Period: April 1, 2015 - June 30, 2015[2]
Budget Period: July 1, 2015 - January 31, 2016[1]
Report Period: July 1, 2015 - January 31, 2016
Month 7 of 7 (100%)

Prepared 02/10/2016

START-UP FUNDS	BUDGET	ACTUAL (4/1/15-6/30/15)[2]	ACTUAL (7/1/15 and after)	REMAINING	% SPENT	% REMAINING
PERSONNEL	32,460	17,255	28,106	(12,902)	140%	-40%
FRINGE BENEFITS	9,740	4,604	5,535	(399)	104%	-4%
TRAVEL	14,400	13,752	30,335	(29,687)	306%	-206%
EQUIPMENT	0	0	0	0		
SUPPLIES	145,100	2,925	111,737	30,438	79%	21%
CONTRACTUAL	0	0	0	0		
CONSTRUCTION	0	0	0	0		
OTHER	285,300	10,038	261,248	14,013	95%	5%
COST POOLS	0	1,464	0	(1,464)		
TOTAL	**487,000**	**50,038**	**436,962**	**0**	**100%**	**0%**

BASE FUNDS					
PERSONNEL	1,589,705	1,219,638	370,067	77%	23%
FRINGE BENEFITS	509,459	292,589	216,870	57%	43%
TRAVEL	8,645	31,014	(22,369)	359%	-259%
EQUIPMENT	0	0	0		
SUPPLIES	149,393	219,198	(69,805)	147%	-47%
CONTRACTUAL	26,542	1,958	24,584	7%	93%
CONSTRUCTION	0	0	0		
OTHER	514,397	241,034	273,363	47%	53%
COST POOLS	64,860	160,595	(95,735)	248%	-148%
TOTAL	**2,863,000**	**2,166,025**	**696,975**	**76%**	**24%**

TRAINING & TECHNICAL ASSISTANCE FUNDS					
TRAVEL	10,489	4,061	6,428	39%	61%
SUPPLIES	9,158	3,409	5,750	37%	63%
CONTRACTUAL	9,507	24,500	(14,993)	258%	-158%
OTHER	18,619	15,408	3,210	83%	17%
TOTAL	**47,773**	**47,378**	**395**	**99%**	**1%**

GRAND TOTAL EHS FEDERAL FUNDS	**3,397,773**	**50,038**	**2,650,366**	**697,369**	**79%**	**21%**

NON-FEDERAL SHARE	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
IN-KIND	727,693	10,469	717,225	1%	99%
TOTAL NON-FEDERAL FUNDS	**727,693**	**10,469**	**717,225**	**1%**	**99%**

Centralized Administrative Cost	6.0%
Program Administrative Cost	14.5%
Total Administrative Cost	**20.5%**

Budget reflects Notice of Award #09CH010071-01-00.

[1] Initial budget period is 7/1/2015 - 1/31/2016 (prorated to 7 months). Subsequent budget period will be 2/1/2016 - 1/31/2017.

[2] Pre-award costs (within start-up funds) obligated between 04/01/2015 - 06/30/2015 are not to exceed $75,000.

Actual expenditures include open purchase orders, unliquidated travel, and estimated pending expenditures accrued through 01/31/16.

COMMUNITY ACTION PARTNERSHIP OF KERN
HEAD START and EARLY HEAD START
PARENT LOCAL TRAVEL & CHILD CARE
March 1, 2015 - February 29, 2016

HEAD START

MONTH	BEGINNING BALANCE	SPENT THIS MONTH	SPENT YEAR-TO-DATE	REMAINING BALANCE	% OF YEAR ELAPSED	% OF BUDGET SPENT
MARCH 2015	$20,725.00	$1,230.46	$1,230.46	$19,494.54	8%	6%
APRIL 2015	$19,494.54	$1,221.57	$2,452.03	$18,272.97	17%	12%
MAY 2015	$18,272.97	$475.62	$2,927.65	$17,797.35	25%	14%
JUNE 2015	$17,797.35	$507.76	$3,435.41	$17,289.59	33%	17%
JULY 2015	$17,289.59	$317.84	$3,753.25	$16,971.75	42%	18%
AUGUST 2015	$16,971.75	$372.58	$4,125.83	$16,599.17	50%	20%
SEPTEMBER 2015	$16,599.17	$589.08	$4,714.91	$16,010.09	58%	23%
OCTOBER 2015	$16,010.09	$1,738.69	$6,453.60	$14,271.40	67%	31%
NOVEMBER 2015	$14,271.40	$613.83	$7,067.43	$13,657.57	75%	34%
DECEMBER 2015	$13,657.57	$627.16	$7,694.59	$13,030.41	83%	37%
JANUARY 2016	$13,030.41	$939.81	$8,634.40	$12,090.60	92%	42%
FEBRUARY 2016	$12,090.60		$8,634.40	$12,090.60	100%	42%

EARLY HEAD START

MONTH	BEGINNING BALANCE	SPENT THIS MONTH	SPENT YEAR-TO-DATE	REMAINING BALANCE	% OF YEAR ELAPSED	% OF BUDGET SPENT
MARCH 2015	$2,075.00	$121.67	$121.67	$1,953.33	8%	6%
APRIL 2015	$1,953.33	$120.81	$242.48	$1,832.52	17%	12%
MAY 2015	$1,832.52	$47.03	$289.51	$1,785.49	25%	14%
JUNE 2015	$1,785.49	$50.23	$339.74	$1,735.26	33%	16%
JULY 2015	$1,735.26	$31.46	$371.20	$1,703.80	42%	18%
AUGUST 2015	$1,703.80	$36.85	$408.05	$1,666.95	50%	20%
SEPTEMBER 2015	$1,666.95	$58.22	$466.27	$1,608.73	58%	22%
OCTOBER 2015	$1,608.73	$259.77	$726.04	$1,348.96	67%	35%
NOVEMBER 2015	$1,348.96	$91.72	$817.76	$1,257.24	75%	39%
DECEMBER 2015	$1,257.24	$93.69	$911.45	$1,163.55	83%	44%
JANUARY 2016	$1,163.55	$140.32	$1,051.77	$1,023.23	92%	51%
FEBRUARY 2016	$1,023.23		$1,051.77	$1,023.23	100%	51%

Prepared by Donna Holland
February 11, 2016

COMMUNITY ACTION PARTNERSHIP OF KERN
HEAD START y EARLY HEAD START
VIAJES LOCALES DE LOS PADRES y CUIDADO DE NINOS
1 de marzo, 2015 - 29 de febrero, 2016

HEAD START

MES	BALANCE INICIAL	LO QUE SE GASTO ESTE MES	LO QUE SE HA GASTADO HASTA ESTE ANO	SALDO RESTANTE	PORCEN-TAJE DEL ANO TRANSCUR RIDO	PORCEN-TAJE DEL PRESU-PUESTO QUE SE GASTO
MARZO DEL 2015	$20,725.00	$1,230.46	$1,230.46	$19,494.54	8%	6%
ABRIL DEL 2015	$19,494.54	$1,221.57	$2,452.03	$18,272.97	17%	12%
MAYO DEL 2015	$18,272.97	$475.62	$2,927.65	$17,797.35	25%	14%
JUNIO DEL 2015	$17,797.35	$507.76	$3,435.41	$17,289.59	33%	17%
JULIO DEL 2015	$17,289.59	$317.84	$3,753.25	$16,971.75	42%	18%
AGOSTO DEL 2015	$16,971.75	$372.58	$4,125.83	$16,599.17	50%	20%
SEPTIEMBRE DEL 2015	$16,599.17	$589.08	$4,714.91	$16,010.09	58%	23%
OCTUBRE DEL 2015	$16,010.09	$1,738.69	$6,453.60	$14,271.40	67%	31%
NOVIEMBRE DEL 2015	$14,271.40	$613.83	$7,067.43	$13,657.57	75%	34%
DICIEMBRE DEL 2015	$13,657.57	$627.16	$7,694.59	$13,030.41	83%	37%
ENERO DEL 2016	$13,030.41	$939.81	$8,634.40	$12,090.60	92%	42%
FEBRERO DEL 2016	$12,090.60		$8,634.40	$12,090.60	100%	42%

EARLY HEAD START

MES	BALANCE INICIAL	LO QUE SE GASTO ESTE MES	LO QUE SE HA GASTADO HASTA ESTE ANO	SALDO RESTANTE	PORCEN-TAJE DEL ANO TRANSCUR RIDO	PORCEN-TAJE DEL PRESU-PUESTO QUE SE GASTO
MARZO DEL 2015	$2,075.00	$121.67	$121.67	$1,953.33	8%	6%
ABRIL DEL 2015	$1,953.33	$120.81	$242.48	$1,832.52	17%	12%
MAYO DEL 2015	$1,832.52	$47.03	$289.51	$1,785.49	25%	14%
JUNIO DEL 2015	$1,785.49	$50.23	$339.74	$1,735.26	33%	16%
JULIO DEL 2015	$1,735.26	$31.46	$371.20	$1,703.80	42%	18%
AGOSTO DEL 2015	$1,703.80	$36.85	$408.05	$1,666.95	50%	20%
SEPTIEMBRE DEL 2015	$1,666.95	$58.22	$466.27	$1,608.73	58%	22%
OCTUBRE DEL 2015	$1,608.73	$259.77	$726.04	$1,348.96	67%	35%
NOVIEMBRE DEL 2015	$1,348.96	$91.72	$817.76	$1,257.24	75%	39%
DICIEMBRE DEL 2015	$1,257.24	$93.69	$911.45	$1,163.55	83%	44%
ENERO DEL 2016	$1,163.55	$140.32	$1,051.77	$1,023.23	92%	51%
FEBRERO DEL 2016	$1,023.23		$1,051.77	$1,023.23	100%	51%

Preparado por Donna Holland
11 de febrero 2016

COMMUNITY ACTION PARTNERSHIP OF KERN
HEAD START and EARLY HEAD START
PARENT OUT-OF-COUNTY TRAVEL
March 1, 2015 - February 29, 2016

HEAD START

MONTH	BEGINNING BALANCE	SPENT THIS MONTH	SPENT YEAR-TO-DATE	REMAINING BALANCE	% OF YEAR ELAPSED	% OF BUDGET SPENT
MARCH 2015	$8,247.00	$0.00	$0.00	$8,247.00	8%	0%
APRIL 2015	$8,247.00	$0.00	$0.00	$8,247.00	17%	0%
MAY 2015	$8,247.00	$0.00	$0.00	$8,247.00	25%	0%
JUNE 2015	$8,247.00	$0.00	$0.00	$8,247.00	33%	0%
JULY 2015	$8,247.00	$0.00	$0.00	$8,247.00	42%	0%
AUGUST 2015	$8,247.00	$0.00	$0.00	$8,247.00	50%	0%
SEPTEMBER 2015	$8,247.00	$0.00	$0.00	$8,247.00	58%	0%
OCTOBER 2015	$8,247.00	$0.00	$0.00	$8,247.00	67%	0%
NOVEMBER 2015	$8,247.00	$0.00	$0.00	$8,247.00	75%	0%
DECEMBER 2015	$8,247.00	$2,957.04	$2,957.04	$5,289.96	83%	36%
JANUARY 2016	$5,289.96	$0.00	$2,957.04	$5,289.96	92%	36%
FEBRUARY 2016	$5,289.96		$2,957.04	$5,289.96	100%	36%

EARLY HEAD START

MONTH	BEGINNING BALANCE	SPENT THIS MONTH	SPENT YEAR-TO-DATE	REMAINING BALANCE	% OF YEAR ELAPSED	% OF BUDGET SPENT
MARCH 2015	$810.00	$0.00	$0.00	$810.00	8%	0%
APRIL 2015	$810.00	$0.00	$0.00	$810.00	17%	0%
MAY 2015	$810.00	$0.00	$0.00	$810.00	25%	0%
JUNE 2015	$810.00	$0.00	$0.00	$810.00	33%	0%
JULY 2015	$810.00	$0.00	$0.00	$810.00	42%	0%
AUGUST 2015	$810.00	$0.00	$0.00	$810.00	50%	0%
SEPTEMBER 2015	$810.00	$0.00	$0.00	$810.00	58%	0%
OCTOBER 2015	$810.00	$0.00	$0.00	$810.00	67%	0%
NOVEMBER 2015	$810.00	$0.00	$0.00	$810.00	75%	0%
DECEMBER 2015	$810.00	$441.86	$441.86	$368.14	83%	55%
JANUARY 2016	$368.14	$0.00	$441.86	$368.14	92%	55%
FEBRUARY 2016	$368.14		$441.86	$368.14	100%	55%

Prepared by Donna Holland
February 11, 2016

COMMUNITY ACTION PARTNERSHIP OF KERN
HEAD START y EARLY HEAD START
VIAJES DE LOS PADRES FUERA DEL CONDADO
1 de marzo, 2015 - 29 de febrero, 2016

HEAD START

MES	BALANCE INICIAL	LO QUE SE GASTO ESTE MES	LO QUE SE HA GASTADO HASTA ESTE ANO	SALDO RESTANTE	PORCEN-TAJE DEL ANO TRANSCUR RIDO	PORCEN-TAJE DEL PRESU-PUESTO QUE SE GASTO
MARZO DEL 2015	$8,247.00	$0.00	$0.00	$8,247.00	8%	0%
ABRIL DEL 2015	$8,247.00	$0.00	$0.00	$8,247.00	17%	0%
MAYO DEL 2015	$8,247.00	$0.00	$0.00	$8,247.00	25%	0%
JUNIO DEL 2015	$8,247.00	$0.00	$0.00	$8,247.00	33%	0%
JULIO DEL 2015	$8,247.00	$0.00	$0.00	$8,247.00	42%	0%
AGOSTO DEL 2015	$8,247.00	$0.00	$0.00	$8,247.00	50%	0%
SEPTIEMBRE DEL 2015	$8,247.00	$0.00	$0.00	$8,247.00	58%	0%
OCTUBRE DEL 2015	$8,247.00	$0.00	$0.00	$8,247.00	67%	0%
NOVIEMBRE DEL 2015	$8,247.00	$0.00	$0.00	$8,247.00	75%	0%
DICIEMBRE DEL 2015	$8,247.00	$2,957.04	$2,957.04	$5,289.96	83%	36%
ENERO DEL 2016	$5,289.96	$0.00	$2,957.04	$5,289.96	92%	36%
FEBRERO DEL 2016	$5,289.96		$2,957.04	$5,289.96	100%	36%

EARLY HEAD START

MES	BALANCE INICIAL	LO QUE SE GASTO ESTE MES	LO QUE SE HA GASTADO HASTA ESTE ANO	SALDO RESTANTE	PORCEN-TAJE DEL ANO TRANSCUR RIDO	PORCEN-TAJE DEL PRESU-PUESTO QUE SE GASTO
MARZO DEL 2015	$810.00	$0.00	$0.00	$810.00	8%	0%
ABRIL DEL 2015	$810.00	$0.00	$0.00	$810.00	17%	0%
MAYO DEL 2015	$810.00	$0.00	$0.00	$810.00	25%	0%
JUNIO DEL 2015	$810.00	$0.00	$0.00	$810.00	33%	0%
JULIO DEL 2015	$810.00	$0.00	$0.00	$810.00	42%	0%
AGOSTO DEL 2015	$810.00	$0.00	$0.00	$810.00	50%	0%
SEPTIEMBRE DEL 2015	$810.00	$0.00	$0.00	$810.00	58%	0%
OCTUBRE DEL 2015	$810.00	$0.00	$0.00	$810.00	67%	0%
NOVIEMBRE DEL 2015	$810.00	$0.00	$0.00	$810.00	75%	0%
DICIEMBRE DEL 2015	$810.00	$441.86	$441.86	$368.14	83%	55%
ENERO DEL 2016	$368.14	$0.00	$441.86	$368.14	92%	55%
FEBRERO DEL 2016	$368.14		$441.86	$368.14	100%	55%

Preparado por Donna Holland
11 de febrero 2016

COMMUNITY ACTION PARTNERSHIP OF KERN
HEAD START and EARLY HEAD START
PARENT ACTIVITIES
March 1, 2015 - February 29, 2016

HEAD START

MONTH	BEGINNING BALANCE	SPENT THIS MONTH	SPENT YEAR-TO-DATE	REMAINING BALANCE	% OF YEAR ELAPSED	% OF BUDGET SPENT
MARCH 2015	$41,405.00	$5,845.76	$5,845.76	$35,559.24	8%	14%
APRIL 2015	$35,559.24	$7,865.79	$13,711.55	$27,693.45	17%	33%
MAY 2015	$27,693.45	$494.99	$14,206.54	$27,198.46	25%	34%
JUNE 2015	$27,198.46	$409.08	$14,615.62	$26,789.38	33%	35%
JULY 2015	$26,789.38	$268.01	$14,883.63	$26,521.37	42%	36%
AUGUST 2015	$26,521.37	$1,108.71	$15,992.34	$25,412.66	50%	39%
SEPTEMBER 2015	$25,412.66	$347.22	$16,339.56	$25,065.44	58%	39%
OCTOBER 2015	$25,065.44	$2,273.32	$18,612.88	$22,792.12	67%	45%
NOVEMBER 2015	$22,792.12	$316.80	$18,929.68	$22,475.32	75%	46%
DECEMBER 2015	$22,475.32	$683.96	$19,613.64	$21,791.36	83%	47%
JANUARY 2016	$21,791.36	$375.37	$19,989.01	$21,415.99	92%	48%
FEBRUARY 2016	$21,415.99		$19,989.01	$21,415.99	100%	48%

EARLY HEAD START

MONTH	BEGINNING BALANCE	SPENT THIS MONTH	SPENT YEAR-TO-DATE	REMAINING BALANCE	% OF YEAR ELAPSED	% OF BUDGET SPENT
MARCH 2015	$4,215.00	$926.40	$926.40	$3,288.60	8%	22%
APRIL 2015	$3,288.60	$498.86	$1,425.26	$2,789.74	17%	34%
MAY 2015	$2,789.74	$28.83	$1,454.09	$2,760.91	25%	34%
JUNE 2015	$2,760.91	$48.02	$1,502.11	$2,712.89	33%	36%
JULY 2015	$2,712.89	$26.50	$1,528.61	$2,686.39	42%	36%
AUGUST 2015	$2,686.39	$109.65	$1,638.26	$2,576.74	50%	39%
SEPTEMBER 2015	$2,576.74	$78.89	$1,717.15	$2,497.85	58%	41%
OCTOBER 2015	$2,497.85	$339.70	$2,056.85	$2,158.15	67%	49%
NOVEMBER 2015	$2,158.15	$47.34	$2,104.19	$2,110.81	75%	50%
DECEMBER 2015	$2,110.81	$102.19	$2,206.38	$2,008.62	83%	52%
JANUARY 2016	$2,008.62	$56.09	$2,262.47	$1,952.53	92%	54%
FEBRUARY 2016	$1,952.53		$2,262.47	$1,952.53	100%	54%

Prepared by Donna Holland
February 11, 2016

COMMUNITY ACTION PARTNERSHIP OF KERN
HEAD START y EARLY HEAD START
ACTIVIDADES DE LOS PADRES
1 de marzo, 2015 - 29 de febrero, 2016

HEAD START

MES	BALANCE INICIAL	LO QUE SE GASTO ESTE MES	LO QUE SE HA GASTADO HASTA ESTE ANO	SALDO RESTANTE	PORCEN-TAJE DEL ANO TRANSCUR-RIDO	PORCEN-TAJE DEL PRESU-PUESTO QUE SE GASTO
MARZO DEL 2015	$41,405.00	$5,845.76	$5,845.76	$35,559.24	8%	14%
ABRIL DEL 2015	$35,559.24	$7,865.79	$13,711.55	$27,693.45	17%	33%
MAYO DEL 2015	$27,693.45	$494.99	$14,206.54	$27,198.46	25%	34%
JUNIO DEL 2015	$27,198.46	$409.08	$14,615.62	$26,789.38	33%	35%
JULIO DEL 2015	$26,789.38	$268.01	$14,883.63	$26,521.37	42%	36%
AGOSTO DEL 2015	$26,521.37	$1,108.71	$15,992.34	$25,412.66	50%	39%
SEPTIEMBRE DEL 2015	$25,412.66	$347.22	$16,339.56	$25,065.44	58%	39%
OCTUBRE DEL 2015	$25,065.44	$2,273.32	$18,612.88	$22,792.12	67%	45%
NOVIEMBRE DEL 2015	$22,792.12	$316.80	$18,929.68	$22,475.32	75%	46%
DICIEMBRE DEL 2015	$22,475.32	$683.96	$19,613.64	$21,791.36	83%	47%
ENERO DEL 2016	$21,791.36	$375.37	$19,989.01	$21,415.99	92%	48%
FEBRERO DEL 2016	$21,415.99		$19,989.01	$21,415.99	100%	48%

EARLY HEAD START

MES	BALANCE INICIAL	LO QUE SE GASTO ESTE MES	LO QUE SE HA GASTADO HASTA ESTE ANO	SALDO RESTANTE	PORCEN-TAJE DEL ANO TRANSCUR-RIDO	PORCEN-TAJE DEL PRESU-PUESTO QUE SE GASTO
MARZO DEL 2015	$4,215.00	$926.40	$926.40	$3,288.60	8%	22%
ABRIL DEL 2015	$3,288.60	$498.86	$1,425.26	$2,789.74	17%	34%
MAYO DEL 2015	$2,789.74	$28.83	$1,454.09	$2,760.91	25%	34%
JUNIO DEL 2015	$2,760.91	$48.02	$1,502.11	$2,712.89	33%	36%
JULIO DEL 2015	$2,712.89	$26.50	$1,528.61	$2,686.39	42%	36%
AGOSTO DEL 2015	$2,686.39	$109.65	$1,638.26	$2,576.74	50%	39%
SEPTIEMBRE DEL 2015	$2,576.74	$78.89	$1,717.15	$2,497.85	58%	41%
OCTUBRE DEL 2015	$2,497.85	$339.70	$2,056.85	$2,158.15	67%	49%
NOVIEMBRE DEL 2015	$2,158.15	$47.34	$2,104.19	$2,110.81	75%	50%
DICIEMBRE DEL 2015	$2,110.81	$102.19	$2,206.38	$2,008.62	83%	52%
ENERO DEL 2016	$2,008.62	$56.09	$2,262.47	$1,952.53	92%	54%
FEBRERO DEL 2016	$1,952.53		$2,262.47	$1,952.53	100%	54%

Preparado por Donna Holland
11 de febrero 2016

COMMUNITY ACTION PARTNERSHIP OF KERN
HEAD START and EARLY HEAD START
PARENT MEALS
March 1, 2015 - February 29, 2016

HEAD START

MONTH	BEGINNING BALANCE	SPENT THIS MONTH	SPENT YEAR-TO-DATE	REMAINING BALANCE	% OF YEAR ELAPSED	% OF BUDGET SPENT
MARCH 2015	$28,555.00	$1,176.12	$1,176.12	$27,378.88	8%	4%
APRIL 2015	$27,378.88	$1,114.99	$2,291.11	$26,263.89	17%	8%
MAY 2015	$26,263.89	$0.00	$2,291.11	$26,263.89	25%	8%
JUNE 2015	$26,263.89	$615.64	$2,906.75	$25,648.25	33%	10%
JULY 2015	$25,648.25	$192.30	$3,099.05	$25,455.95	42%	11%
AUGUST 2015	$25,455.95	$3,753.14	$6,852.19	$21,702.81	50%	24%
SEPTEMBER 2015	$21,702.81	$3,112.37	$9,964.56	$18,590.44	58%	35%
OCTOBER 2015	$18,590.44	$1,970.88	$11,935.44	$16,619.56	67%	42%
NOVEMBER 2015	$16,619.56	$1,664.19	$13,599.63	$14,955.37	75%	48%
DECEMBER 2015	$14,955.37	$2,584.24	$16,183.87	$12,371.13	83%	57%
JANUARY 2016	$12,371.13	$2,063.94	$18,247.81	$10,307.19	92%	64%
FEBRUARY 2016	$10,307.19		$18,247.81	$10,307.19	100%	64%

EARLY HEAD START

MONTH	BEGINNING BALANCE	SPENT THIS MONTH	SPENT YEAR-TO-DATE	REMAINING BALANCE	% OF YEAR ELAPSED	% OF BUDGET SPENT
MARCH 2015	$1,395.00	$122.44	$122.44	$1,272.56	8%	9%
APRIL 2015	$1,272.56	$110.27	$232.71	$1,162.29	17%	17%
MAY 2015	$1,162.29	$0.00	$232.71	$1,162.29	25%	17%
JUNE 2015	$1,162.29	$78.33	$311.04	$1,083.96	33%	22%
JULY 2015	$1,083.96	$90.27	$401.31	$993.69	42%	29%
AUGUST 2015	$993.69	$371.17	$772.48	$622.52	50%	55%
SEPTEMBER 2015	$622.52	$307.81	$1,080.29	$314.71	58%	77%
OCTOBER 2015	$314.71	$294.51	$1,374.80	$20.20	67%	99%
NOVEMBER 2015	$20.20	$243.10	$1,617.90	($222.90)	75%	116%
DECEMBER 2015	($222.90)	$386.15	$2,004.05	($609.05)	83%	144%
JANUARY 2016	($609.05)	$472.85	$2,476.90	($1,081.90)	92%	178%
FEBRUARY 2016	($1,081.90)		$2,476.90	($1,081.90)	100%	178%

Prepared by Donna Holland
February 11, 2016

COMMUNITY ACTION PARTNERSHIP OF KERN
HEAD START y EARLY HEAD START
COMIDAS DE LOS PADRES
1 de marzo, 2015 - 29 de febrero, 2016

HEAD START

MES	BALANCE INICIAL	LO QUE SE GASTO ESTE MES	LO QUE SE HA GASTADO HASTA ESTE ANO	SALDO RESTANTE	PORCEN-TAJE DEL ANO TRANSCUR RIDO	PORCEN-TAJE DEL PRESU-PUESTO QUE SE GASTO
MARZO DEL 2015	$28,555.00	$1,176.12	$1,176.12	$27,378.88	8%	4%
ABRIL DEL 2015	$27,378.88	$1,114.99	$2,291.11	$26,263.89	17%	8%
MAYO DEL 2015	$26,263.89	$0.00	$2,291.11	$26,263.89	25%	8%
JUNIO DEL 2015	$26,263.89	$615.64	$2,906.75	$25,648.25	33%	10%
JULIO DEL 2015	$25,648.25	$192.30	$3,099.05	$25,455.95	42%	11%
AGOSTO DEL 2015	$25,455.95	$3,753.14	$6,852.19	$21,702.81	50%	24%
SEPTIEMBRE DEL 2015	$21,702.81	$3,112.37	$9,964.56	$18,590.44	58%	35%
OCTUBRE DEL 2015	$18,590.44	$1,970.88	$11,935.44	$16,619.56	67%	42%
NOVIEMBRE DEL 2015	$16,619.56	$1,664.19	$13,599.63	$14,955.37	75%	48%
DICIEMBRE DEL 2015	$14,955.37	$2,584.24	$16,183.87	$12,371.13	83%	57%
ENERO DEL 2016	$12,371.13	$2,063.94	$18,247.81	$10,307.19	92%	64%
FEBRERO DEL 2016	$10,307.19		$18,247.81	$10,307.19	100%	64%

EARLY HEAD START

MES	BALANCE INICIAL	LO QUE SE GASTO ESTE MES	LO QUE SE HA GASTADO HASTA ESTE ANO	SALDO RESTANTE	PORCEN-TAJE DEL ANO TRANSCUR RIDO	PORCEN-TAJE DEL PRESU-PUESTO QUE SE GASTO
MARZO DEL 2015	$1,395.00	$122.44	$122.44	$1,272.56	8%	9%
ABRIL DEL 2015	$1,272.56	$110.27	$232.71	$1,162.29	17%	17%
MAYO DEL 2015	$1,162.29	$0.00	$232.71	$1,162.29	25%	17%
JUNIO DEL 2015	$1,162.29	$78.33	$311.04	$1,083.96	33%	22%
JULIO DEL 2015	$1,083.96	$90.27	$401.31	$993.69	42%	29%
AGOSTO DEL 2015	$993.69	$371.17	$772.48	$622.52	50%	55%
SEPTIEMBRE DEL 2015	$622.52	$307.81	$1,080.29	$314.71	58%	77%
OCTUBRE DEL 2015	$314.71	$294.51	$1,374.80	$20.20	67%	99%
NOVIEMBRE DEL 2015	$20.20	$243.10	$1,617.90	($222.90)	75%	116%
DICIEMBRE DEL 2015	($222.90)	$386.15	$2,004.05	($609.05)	83%	144%
ENERO DEL 2016	($609.05)		$2,004.05	($609.05)	92%	144%
FEBRERO DEL 2016	($609.05)		$2,004.05	($609.05)	100%	144%

Preparado por Donna Holland
11 de febrero 2016

Community Action Partnership of Kern/ C[illegible]d and Adult Care Food Program
MEAL SUMMAR[illegible]EPORT

JANUARY 2016 MEALS DELIVERED / CLAIMED

	HS CENTERS		EHS CENTERS		HOME BASE		
	HS MEALS DELIVERED	HS MEALS CLAIMED	EHS MEALS DEL IVERED	EHS MEALS CLAIMED	HB MEALS DELIVERED	HB MEALS SERVED	HB MEALS CLAIMED
BREAKFAST	20,274	15,117	2,790	1,815	49	31	12
LUNCH	27,406	20,611	2,790	1,962	339	179	66
SNACKS	19,902	13,653	2,790	1,632	97	48	0
SUBTOTAL MEALS	67,582	49,381	8,370	5,409	485	258	78

VENDED MEALS DELIVERED / CLAIMED

VENDED LUNCHES	HS MEALS DELIVERED	HS MEALS CLAIMED	EHS MEALS DEL IVERED	EHS MEALS CLAIMED	ADULT MEALS SERVED	HB MEALS DELIVERED	HB MEALS SERVED	HB CLAIMED
	5,513	4,143			708	48	40	14

JANUARY 2016: Total sites: 45 Days of Operation: FY:16 PY: 16

January 2016 SUMMARY

TOTAL MEALS DELIVERED	INVENTORY RETURNED	TOTAL MEALS AVAILABLE TO BE SERVED	TOTAL MEALS CLAIMED	ADULT MEALS	% OF MEALS SERVED
23,113	0	23,113	16,944	2,029	82%
30,535	0	30,535	22,639	3,329	85%
22,789	0	22,789	15,285	2,180	77%
76,437	0	76,437	54,868	7,538	82%

VENDED MEALS SUMMARY

TOTAL LUNCHES DELIVERED	INVENTORY RETURNED	TOTAL MEALS AVAILABLE TO BE SERVED	TOTAL LUNCHES CLAIMED	ADULT MEALS	% OF MEALS SERVED
5,561	0	4,805	4,157	708	87%

CAPK TOTALS

TOTAL BREAKFAST CLAIMED	TOTAL LUNCHES CLAIMED	TOTAL SNACKS CLAIMED
16,944	26,796	15,285

TOTAL MEALS DELIVERED	INVENTORY RETURNED	TOTAL MEALS AVAILABLE TO BE SERVED	TOTAL MEALS CLAIMED	ADULT MEALS	% OF MEALS SERVED
81,998	0	81,242	59,025	8,246	83%

JANUARY 2015
% OF CHILD MEALS SERVED
94%
76%
85%
85%
% OF CHILD MEALS SERVED
76%
% OF CHILD MEALS SERVED
83%

Community Action Partnership of Kern (SAN JOAQUIN)/ Child and Adult Care Food Program
MEAL SUMMARY REPORT

JANUARY 2016 MEALS DELIVERED / CLAIMED

	HS CENTERS		EHS CENTERS		HOME BASE		
	HS MEALS DELIVERED	HS MEALS CLAIMED	EHS MEALS DEL IVERED	EHS MEALS CLAIMED	HB MEALS DELIVERED	HB MEALS SERVED	HB MEALS CLAIMED
BREAKFAST			1,229	898	0	0	0
LUNCH			1,226	885	0	0	0
SNACKS			1,226	788	0	0	0
SUBTOTAL MEALS	0	0	3,681	2,571	0	0	0

JANUARY 2016: Total sites: 4 Days of Operation: FY:16

January 2016 SUMMARY

TOTAL MEALS DELIVERED	INVENTORY RETURNED	TOTAL MEALS AVAILABLE TO BE SERVED	TOTAL MEALS CLAIMED	ADULT MEALS	% OF MEALS SERVED
1,229	0	1,229	898	107	82%
1,226	0	1,226	885	130	83%
1,226	0	1,226	788	113	73%
3,681	0	3,681	2,571	350	79%

SAN JOAQUIN TOTALS

TOTAL BREAKFAST CLAIMED	TOTAL LUNCHES CLAIMED	TOTAL SNACKS CLAIMED
898	885	788

TOTAL MEALS DELIVERED	INVENTORY RETURNED	TOTAL MEALS AVAILABLE TO BE SERVED	TOTAL MEALS CLAIMED	ADULT MEALS	% OF MEALS SERVED
3,681	0	3,681	2,571	350	79%

JANUARY 2015
% OF CHILD MEALS SERVED
% OF CHILD MEALS SERVED

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

GRAND TOTALS

TOTAL BREAKFAST CLAIMED	TOTAL LUNCHES CLAIMED	TOTAL SNACKS CLAIMED
17,842	27,681	16,073

TOTAL MEALS DELIVERED	INVENTORY RETURNED	TOTAL MEALS AVAILABLE TO BE SERVED	TOTAL MEALS CLAIMED	ADULT MEALS	% OF MEALS SERVED
85,679	0	84,923	61,596	8,246	82%

Community Action Partnership of Kern
Head Start/State Child Development
ERSEA

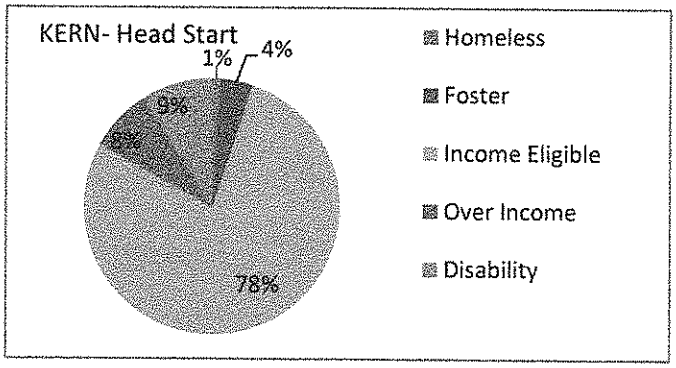
Enrollment and Average Daily Attendance Report
January 2016

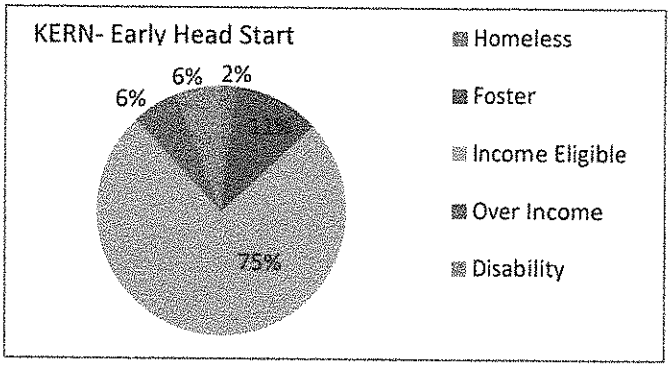
Enrollment and Eligibility

Kern County HS/EHS

Funded Enrollment: **2539** **Total Kern Enrollment:** **2568**

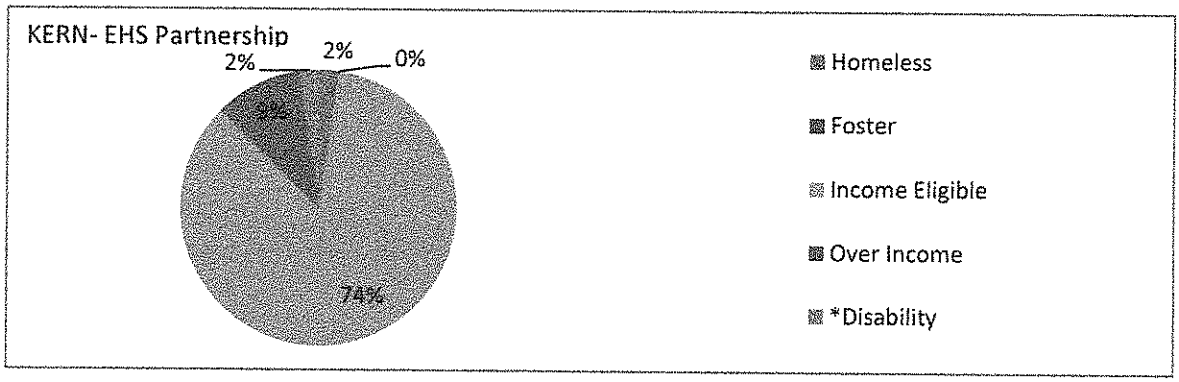
HS Enrollment: 2232 EHS Enrollment: 336





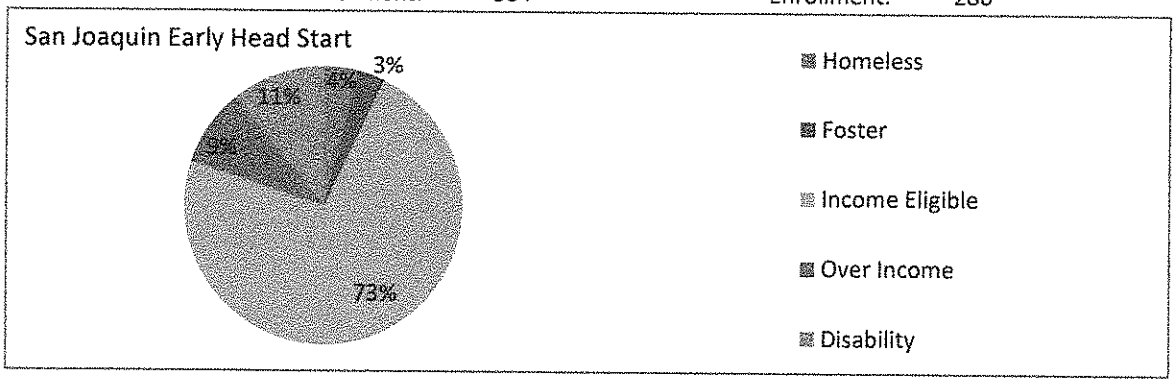
Kern County - EHS Partnership

Funded enrollment: 56 Enrollment: 42



San Joaquin County EHS

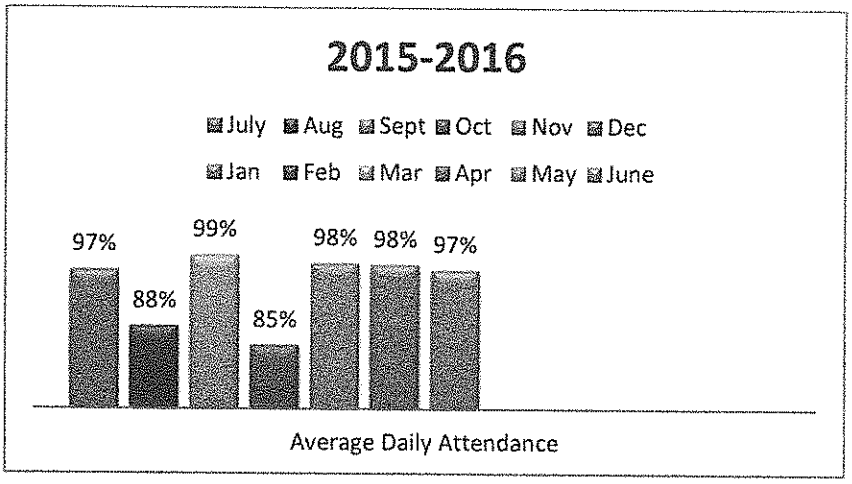
Funded Enrollment: 364 Enrollment: 286



Community Action Partnership of Kern
Head Start/State Child Development
ERSEA

Enrollment and Average Daily Attendance Report
January 2016

HS/EHS Average Daily Attendance



January 2016

Top 5 and Bottom 5

1. Casa Loma	100%	44. Pacific	94.00%
2. Stine EHS	99.85%	44. Lost Hills	93.84 %
3. Franklin	99.75%	45. Virginia	93.09 %
4. Planz	99.62%	46. Lamont	92.65%
5. San Diego EHS	99.49%	47. Rafer Johnson	91.14 %

To: Board Chairperson
Mr. James Camp
Board Chairperson
Community Action Partnership of Kern
5005 Business Park N
Ste 130
Bakersfield, CA 93309-1652

From: Responsible HHS Official
Dr. Blanca Enriquez
Director, Office of Head Start

Blanca E. Enriquez 1/22/16
Date

Overview of Findings

On 8/20/2015, the Administration for Children and Families (ACF) conducted a monitoring review of the Community Action Partnership of Kern Head Start and Early Head Start programs to determine whether the previously identified findings had been corrected. This Head Start Review Report has been issued to Mr. James Camp, Board Chairperson, as legal notice to your agency of the results of the program review.

Based on the information gathered during our review, we have closed the previously identified findings. Accordingly, no corrective action is required at this time. If you have questions about this report, please contact your ACF Regional Office.

Distribution of the Head Start Review Report
Copies of this report will be distributed to the following recipients:
Ms. Jan Len, Regional Program Manager
Ms. Felicia Leland, Policy Council Chairperson
Mr. Jeremy Tobias, CEO/Executive Director
Mrs. Yolanda Gonzales, Head Start Director

Overview Information

Review Type:	*Desk Review*
Organization:	*Community Action Partnership of Kern*
Program Type:	*Head Start and Early Head Start*
Field Lead:	*Ms. Andrea Harvey*
Funded Enrollment HS:	*2211*
Funded Enrollment EHS:	*328*

ADMINISTRATION FOR CHILDREN & FAMILIES

Para: Presidente de la Mesa Directiva
Sr. James Camp
Presidente de la Mesa Directiva
Asociación de Acción Comunitaria de Kern
5005 Business Park North
Ste 130
Bakersfield, CA 93309-1652

De parte de: Oficial Responsable HHS
Dr. Blanca Enriquez
Director, Oficina de Head Start

Resume de los Encuentros

En 8/20/2015, la Administración para Niños y Familia (ACF) condujo una revisión de monitoreo del programa de Head Start y Early Head Start de la Asociación de Acción Comunitaria de Kern para determinar si los encuentros previamente identificados fueron corregidos. Este informe de la revisión fue dada al Sr. James Camp, Presidente de la Mesa Directiva, como notificación legal para su agencia de los resultados de la revisión del programa.

Basado en la información obtenida, hemos cerrado los encuentros previamente identificados. En consecuencia, ninguna acción correctiva es requerida en este momento. Si tiene preguntas sobre este informe, favor de contactar a su oficina regional de ACF.

Distribución del Informe de la Revisión de Head Start
Copias de este informe serán distribuidas a las siguientes personas:
Sra. Jan Len, Gerente Regional del Programa
Sra. Felicia Leland, Presidente del Consejo de Política
Sr. Jeremy Tobias, CEO/Director Executivo
Sra. Yolanda Gonzales, Directora de Head Start

Resume de la Información

Tipo de Revisión:	*Revisión de Pupitre*
Organización:	*Asociación de Acción Comunitaria de Kern*
Tipo de Programa:	*Head Start y Early Head Start*
Lider del Fiel:	*Sr. Andrea Harvey*
La inscripción financiado HS:	*2211*
La inscripción financiado EHS:	*328*

Glossary

A glossary of terms has been included to explain the various terms used throughout this report.

Term	Definition
Compliance Measure (CM)	The specific statements that collectively assess the level of program performance for each Key Indicator, focusing on one or more Federal regulations critical to the delivery of quality services and the development of strong management systems.
Strength	A new and/or unique way of reaching the community.
Compliant	No findings. Meets requirements of Compliance Measure.
Concern	An area or areas of performance which need improvement or technical assistance. These items should be discussed with the Regional Office and do not include a timeframe for correction.
Noncompliance	A finding that indicates the agency is out of compliance with Federal requirements (including, but not limited to, the Head Start Act or one or more of the performance standards) in an area or areas of program performance, but does not constitute a deficiency. Noncompliances require a written timeline of correction and possible technical assistance (TA) or guidance from their program specialist, and if not corrected within the specified timeline, can become a deficiency.
Deficiency	An area or areas of performance in which an Early Head Start or Head Start grantee agency is not in compliance with State or Federal requirements (including but not limited to, the Head Start Act or one or more of the regulations) and which involves: (A) A threat to the health, safety, or civil rights of children or staff; (B) A denial to parents of the exercise of their full roles and responsibilities related to program governance; (C) A failure to perform substantially the requirements related to Early Childhood Development and Health Services, Family and Community Partnerships, or Program Design and Management; or (D) The misuse of Head Start grant funds. (ii) The loss of legal status or financial viability, as defined in part 1302 of this title, loss of permits, debarment from receiving Federal grants or contracts or the improper use of Federal funds; or (iii) Any other violation of Federal or State requirements including, but not limited to, the Head Start Act or one or more of the performance standards of this title, and which the grantee has shown an unwillingness or inability to correct within the period specified by the responsible HHS official, of which the responsible HHS official has given the grantee written notice of pursuant to section 1304.61.

Summary of Findings

Finding Type	Applicable Standards	Program Type	Grant	Timeframe	Status
Safe Learning Environments	*1304.52(i)(1)(iii)*	*HS*	*09CH9142*	*N/A*	*Corrected*

Status of Previously Identified Deficiency Determinations

Finding	Status
PART 1304 - Program Performance Standards For Operation Of Head Start Programs By Grantees And Delegate Agencies **1304.52 Human Resources Management.** **(i) Standards of conduct.** **(1) Grantee and delegate agencies must ensure that all staff, consultants, and volunteers abide by the program's standards of conduct. These standards must specify that** **(iii) No child will be left alone or unsupervised while under their care; and** **EnvHS - 2/2/2015 - Deficiency** The grantee did not ensure all staff abided by the program's standards of conduct requiring no child to be left alone or unsupervised while under their care. A child was left unsupervised on the playground. A review of an August 4, 2014 memorandum from the Director of Child Education and Development Services--the Head Start Director--to the San Diego Street Center Director stated a 4-year-old child was left unsupervised on the San Diego Street Center's playground July 25, 2014. The length of time the child was left unsupervised was unknown. According to statements in the memorandum, the San Diego Street Center Director did not report the incident related to lack of child supervision involving the 4-year-old child left on the playground July 25, 2014. The memorandum further stated the Center Director was in the kitchen at approximately 11:25 a.m., when an unidentified man was observed standing in the center's hallway. The man stated he wanted to report a child observed on the playground alone and said the child was still on the playground at the time. The Center Director immediately retrieved the child from the playground and escorted the child to the classroom. None of the center's employees were aware the child was left alone on the playground. The Head Start Director stated she was made aware of the incident July 28, 2014, when a person from the community notified the Early Head Start/Head Start Program Office, and Child Care Licensing visited the center about a week after the incident occurred. The Head Start Director stated the program did not report the incident because it was reported to the licensing agency by an anonymous person. The Director also stated the program notified the Regional Office July 28, 2014; however, no copies of the reports to the Regional Office and the report from the Child Care Licensing agency were provided for review. The memorandum also included language regarding disciplinary action taken against the Center Director. It stated the Center Director was being suspended without pay for 5 days for "failure to perform job duties and responsibilities in a satisfactory manner." The suspension began August 13, 2014 and continued through August 19, 2014, with a return date of August 20, 2014. The memorandum also stated the Center Director admitted she did not report the incident to the program's administration as required. The memorandum also cited previous corrective actions taken against the Center Director, including a December 16, 2011 disciplinary action, an oral warning for failure to perform job assignments or unsatisfactory performance, and failure to comply with Federal, State, and local regulations governing agency programs. A May 11, 2012 disciplinary action involved a written warning for failure to report suspected child abuse, failure to perform job assignments or unsatisfactory performance, and failure to comply with Federal, State, and local regulations governing agency programs. No disciplinary action was taken against the child's teacher because the teacher resigned August 6, 2014, at the conclusion of the Child Care Licensing investigation. However, staff did not follow the grantee's policies and procedures at the time of the incident.	**Corrected**

Further review of the memorandum found it stated the Center Director did not follow the agency's Standards of Conduct Policy, which stated: "Never leave a child alone or unsupervised at any time (indoors or outdoors)." The Head Start Program Performance Standards stated: "All Head Start agencies are expected to comply with Head Start regulations that mandate staff supervise the outdoor and indoor play areas so that children's safety can be easily monitored and ensured (45 CFR 1304.52(9)(5)) and that agencies establish and implement standards of conduct under which no child will be left alone or unsupervised (45 CFR 1304.52 (i)(1)(iii))." Community Care Licensing also mandated children be supervised at all times. Although requested, copies of the agency's Standards of Conduct Policy, Mandated Reporting Procedures, and the Child Supervision Policies were not provided for review.

The grantee did not ensure all staff abided by the program's standards of conduct requiring no child to be left alone or unsupervised while under their care; therefore, it was not in compliance with the regulation.

Desk Review (8/20/2015) - Corrected

The grantee ensured all staff abided by the program's standard of conduct stating no child would be left alone or unsupervised while under their care.

A review of the Community Action Partnership of Kern (CAPK) Policies and Procedures found the grantee revised its policies and procedures specific to child supervision. The procedures required all children to be visually supervised at all times and include mandated systems to ensure compliance, such as development of frequently updated Classroom Safety plans to be posted in the respective classroom; conduct of frequent head counts to ensure staff were aware of the number of children present at all times; mandating staff communication regarding transitions of children; and use of agency-determined classroom strategies, such as zoning, installation of door chimes, use of whiteboards to display children present, and implementation of a buddy system to engage children in the transition process. The procedure also clearly detailed steps to be taken in the event a child was missing or left unsupervised, including staff roles, whom to contact, and informing parents/guardians. The policies and procedures also mandated all staff, including substitute staff, to receive training on the procedures at new-hire orientation and annually thereafter.

A review of the CAPK Classroom Safety plan found each center was required to complete a detailed plan to guide staff in addressing child supervision, taking into account challenges specific to individual classroom environments. The plan asked teaching staff to consider supervision needs for general transitions, bathroom transitions, staffing-pattern/teacher transitions, zoning of the environment, teacher communication, and potential lockdown situations. The plan also required zoning maps to be developed for both indoor and outdoor environments and assigning zones to staff to ensure proper supervision. A review of the CAPK Teacher Supports documents found they were designed to support teaching teams in implementing agency-determined classroom strategies, including an agency-designed safety curriculum, in every classroom.

A review of August 5 and 6, October 23, and November 20, 2014 and July 7-through-13, and August 3, 2015 CAPK training materials--including agendas, attendance sheets, and other materials--found staff received training on child supervision requirements, strategies, and the revised Child Supervision Policy and Procedures to ensure children were supervised at all times while under their care. The documents showed the grantee implemented strengthened procedures and additional training for staff immediately following the July 2014 incident, and its procedure required staff to receive additional pre-service training annually.

A review of the CAPK monitoring system found child-supervision observations were added to monitoring tools used by the agency across multiple service areas. In addition, the grantee developed a Care and Supervision Classroom Monitoring Tool, which included targeted questions to guide observers in monitoring key components of the CAPK Child Supervision Policies and Procedures. A review of the Care and Supervision Classroom Monitoring Tool found it guided observers in ensuring Classroom Safety plans were developed and posted in prominent locations; head counts were performed as required; classroom plans were followed as written; staff communicated as children transitioned; agency-developed tools and checklists were used; and teaching teams adequately implemented agency child-supervision strategies, such as zoning, the buddy system, and head-count whiteboards. The Care and Supervision Classroom Monitoring Tool was to be completed during unannounced monthly classroom visits by the Mentor Coach and Program Manager, with results to include needed follow-up, which was to be monitored by the Program Manager to ensure it was

completed timely.

In an interview, the grantee's Director stated the original July 2014 child-supervision incident was the result of an employee violating the standards of conduct by not following procedures in place to ensure transitions included head counts and communication among staff. She further stated an investigation was completed, and the teaching staff involved received disciplinary action. The agency since developed a zero-tolerance policy to ensure staff were fully aware of the consequences of violating the Code of Conduct.

The Director confirmed the grantee created a plan to ensure continued compliance, including updating the policies and procedures with secondary systems to ensure constant supervision of children; developing classroom plans for supervision; establishing specific, non-negotiable strategies for classroom supervision; and conducting specific monitoring activities to ensure implementation of all non-negotiable aspects of the plan. The development of Classroom Safety plans would allow each classroom to develop a site/classroom-specific plan, address challenges to supervision, and assign staff roles to ensure the proper management of routines, transitions, and tasks throughout the day--both indoors and outdoors. The plans were to be posted in the classrooms, updated as changes occurred, and be visible to both staff and substitutes.

The Director confirmed staff training was conducted to ensure staff fully understood the Policy and Procedures, classroom strategies, zoning, buddy system, transitions, tools and checklists, and development of Classroom Safety plans. The Director further stated all new hires were to receive initial child safety and supervision orientations before beginning work in classrooms. In addition, the grantee created a safety curriculum--Buzz Bee Safety Patrol--to engage children and families, as well as a Care and Supervision Orientation all parents were to attend in August, to engage them as partners in creating safe environments.

The grantee ensured all staff abided by the program's standard of conduct stating no child would be left alone or unsupervised while under their care. This area of noncompliance is corrected.

— END OF REPORT —

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U.S. Department of Health & Human Services & Administration for Children & Families

OFFICE OF HEAD START

Title: National Center on Early Head Start-Child Care Partnerships (NCEHS-CCP) Evaluation

Category: Notices

Issuing Agency: Department of Health and Human Services, Administration for Children and Families

Action: Comment Request

Issue Date Month/Year: 2/2016

Citation: Federal Register Volume 81, Number 25 (Monday, February 8, 2016) Pages 6521-6522

URL: **https://www.gpo.gov/fdsys/pkg/FR-2016-02-08/html/2016-02351.htm**

Summary: The Administration for Children and Families (ACF) in the Department of Health and Human Services (HHS) has awarded 275 Early Head Start expansion and Early Head Start-child care partnership grants (EHS-CCP) in 50 states; Washington, DC; Puerto Rico; and the Northern Mariana Islands. These grants will allow new or existing Early Head Start programs to partner with local child care centers and family child care providers to expand high-quality early learning opportunities for infants and toddlers from low-income families.

NCEHS-CCP will support the effective implementation of new EHS-CCP grants by disseminating information through training and technical assistance (T/TA) and resources and materials. NCEHS-CCP is primarily targeted to T/TA providers working directly with the EHS-CCP grantees (including Office of Head Start (OHS) and Office of Child Care (OCC) National Centers, regional T/TA specialists, and implementation planners and fiscal consultants). State and federal agencies (including OHS and OCC federal staff, Child Care and Development Fund (CCDF) administrators, Head Start state and national collaboration office directors), as well as EHS-CCP grantees, will also find helpful information on partnerships through NCEHS-CCP's resources.

NCEHS-CCP at ZERO TO THREE is proposing to conduct a descriptive study of NCEHS-CCP that will provide information that will document the activities and progress of NCEHS-CCP toward its goals and objectives. Findings from the evaluation will be translated into action steps to inform continuous quality improvement of NCEHS-CCP...

Action Date: A comment is best assured of having its full effect if OMB receives it within 30 days of publication.

Contact: Copies of the proposed collection may be obtained by writing to the Administration for Children and Families, Office of Planning, Research and Evaluation, 330 C Street SW., Washington, DC 20201. Attention Reports Clearance Officer. All requests should be identified by the title of the information collection. Email address: **infocollection@acf.hhs.gov**.

Full Text: **https://www.gpo.gov/fdsys/pkg/FR-2016-02-08/html/2016-02351.htm**

You are receiving this email because you are signed up for Office of Head Start communications. If you prefer not to receive emails of this sort in the future, you can unsubscribe here. You also may modify your ECLKC email subscriptions. Recipients

Policy Council Personnel Committee Meeting Agenda

January 28, 2016

5005 Business Park North, Bakersfield, California

4:00 p.m. – 5:00 p.m.

Minutes

1. **Welcome**

2. **Call to order-** Ana Luna, Chairperson: Ana called meeting to order at 4:14pm

3. **Roll call and establish quorum (half plus one) :** Ana Luna, Josenn Vergara, Maura Sandoval, Rashi Strother-Quorum was not established
4. **Approval of Agenda-** Quorum was not established

5. **Approval of Meeting Minutes** – Quorum was not established

6. **Introduction of Guests/Public Forum** – Ana Luna, Chairperson
   (The public wishing to address the PC Personnel 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.)

7. **New Business/ Training**
   a. Employee Policy Manual, Open Door Policy, The Chain of command, & Equal Employment Opportunity Commitment (Non-Discrimination Policy) section 2.1- Training- Brief description on section 2.1 of employee manual. No one had any questions. Also discussed how to review applications and assist with interviews. Rashi stated she would get with Malika, HR Specialist to go over with Josenn how to review applications and interview process.
   b. Executive Session - Reviewed what to expect in executive sesión.

8. **Announcements**- none

9. **Motion to Adjourn** (does not require a second per Roberts Rules of Order Newly Revised) Meeting adjourned at 4:25pm

Personnel Committee/Comité Personal

Ana Luna-Chairperson/Presidenta

Jason Warren, Josenn Vergara, Erica Ruvalcaba

Agenda de la Reunión del Sub-Comité Personal

28 de enero del 2016

5005 Business Park North, Bakersfield, California

4:00 p.m. – 5:00 p.m.

Acta

1. **Bienvenida**

2. **Llamar a la Orden-** Ana Luna, La Presidenta: Ana llamo a la orden la reunión a las 4:14 pm

3. **Pasar Lista y Establecer Quorum (la mitad más uno)** Ana Luna, Josenn Vergara, Maura Sandoval, Rashi Strother-Quorum no fue establecido

4. **Aprobación de la Agenda-** Quorum no fue establecido.

5. **Aprobación del Acta** - Quorum no fue establecido

6. **Presentación de Invitados/Foro Público** – Ana Luna, Presidenta
   (El público que desee dirigirse al Comité Personal podrá hacerlos en este momento; Sin embargo, el Comité no tomara ninguna otra acción que no sea la de remitir dichos asuntos al personal para su estudio y análisis.

7. **Nuevos Asuntos /Entrenamiento**
   a. Manual de Políticas para el Empleado, política de puertas abiertas, la cadena de mando, y Igualdad de Oportunidades en el Empleo Compromiso sección (Política de no discriminación) 2.1- Formación-Breve descripción de la sección 2.1 del manual del empleado. Nadie tenía alguna pregunta. También hablaron sobre cómo revisar las solicitudes y ayudar con las entrevistas. Rashi declaró que iba hablar con Malika, Especialista de HR para repasarlo con Josenn cómo revisar las aplicaciones y proceso de la entrevista.
   b. Sesión Ejecutiva – Se revisó que esperar en una sesión executiva.

8. **Anuncios –** Ninguno

9. **Moción para cerrar sesión** (No requiere una segunda moción basado a Reglas de Roberto Nuevamente Revisados) Reunión se cerró a las 4:25 pm

Personnel Committee/Comité Personal
Ana Luna-Chairperson/Presidenta
Jason Warren, Josenn Vergara, Erica Ruvalcaba