Head Start
and State Preschool
Birth to age 5

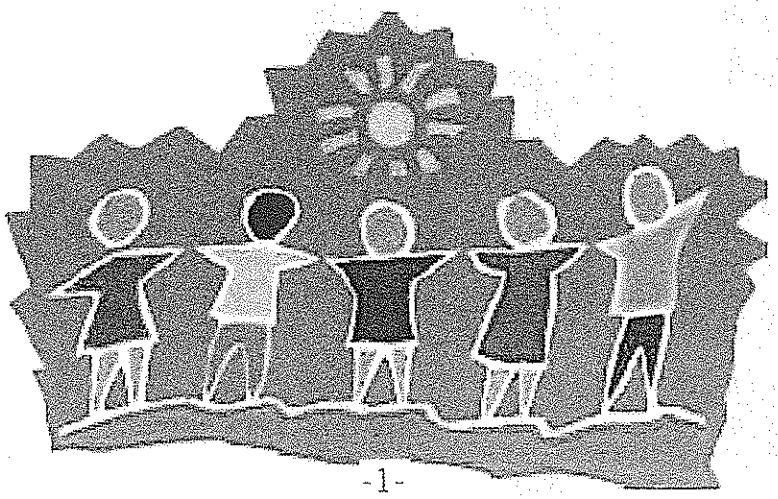
capk
Community Action Partnership of Kern

Head Start/State Child Development Services

POLICY COUNCIL MEETING PACKET

August 25, 2016

GET INVOLVED!



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

Policy Council Attendance '15-'16

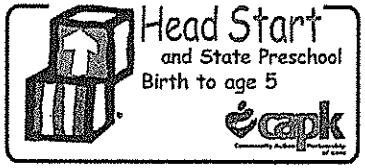
#	REGION 1 PC Member Name	Nov 11 2015	Dec 2015	Jan 2016	Feb 2016	Mar 2016	Apr 2016	May 2016	June 2016	July 2016	Aug 2016	Sept 2016	Oct 2016
1	Ana Luna - East Cal	X	ABS	X	ABS	X	X	X	X	X			
2	Desiree Sandoval- East Cal	X	ABS	ABS	R	R	R	R	R	R	R	R	R
3	Mario Torres- East Cal	ABS	ABS	R	R	R	R	R	R	R	R	R	R
4	Bryce Bray- Franklin			X	X	X	X	X	ABS	X			
5	Erika Ruvalcaba-Faith			X	X	ABS	ABS						
6	Brenna Mathis- Franklin	ABS	R	R	R	R	R	R	R	R	R	R	R

#	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	X	ABS	X	X	X	ABS			
2	Janeth Rivera- Pacific	X	X	X	X	X	X	ABS	X	ABS			
3	Dana Lloved- Sterling	X	R	R	R	R	R	R	R	R	R	R	R
4	[illegible]lla Mendez- Pacific			X	X	ABS	X	X	ABS	ABS			
5	[illegible]y Womack- Stella Hills	X	ABS	X	X	X	ABS	X	X	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 Zambrano- Heritage	X	ABS	X	X	X	X	X	X	X			
2	Jason Warren- Cleo Foran	X	X	X	X	X	X	X	X	X			
3	Sara Hanningan- Oildale	X	ABS	ABS	R	R	R	R	R	R	R	R	R
4	Catherine Velasquez- Pete			X	ABS	X	X	X	X	ABS			
5	Shelby Muniz	ABS	R	R	R	R	R	R	R	R	R	R	R

#	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	X	X	X	ABS	X	X			
2	Christina Bates- Willow	ABS	X	X	X	X	X	ABS	X	X			
3	Veronica Aguirre- Shafter EHS			X	R	R	R	R	R	R	R	R	R
4	Jalisa Cockrell- Buttonwillow		X	ABS	ABS	R	R	R	R	R	R	R	R
5	Danny Pate- Delano	R	R	R	R	R	R	R	R	R	R	R	R
6	Alejandra Camacho- Delano	R	R	R	R	R	R	R	R	R	R	R	R

#	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	X	ABS	ABS	R	R	R	R	R	R
2	Sonja Segoviano- Alicante	X	X	X	ABS	ABS							
3	Katherine Goodwin- Vineland				ABS	R	R	R	R	R	R	R	R
4	Jairon Castillo- Cal City	X	X	R	R	R	R	R	R	R	R	R	R
5	Erendida Meza- Alicante	ABS	ABS	R	R	R	R	R	R	R	R	R	R
#	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	X	X	ABS	X	ABS				
2	Cindy Granados- Magaly Diaz		X	X	X	ABS	X	ABS	R	R	R	R	R
3	Carey Behill- T. Cordova	R	R	R	R	R	R	R	R	R	R	R	R
	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	ABS	X	ABS	X	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	ABS	R	R	R	R	R	R	R	R
2	Tai' Rance Kelly					X	X	X	X	X			
3	Josenn Vergara	X	X	X	X	ABS	ABS	ABS					
	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	ABS	ABS	X	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	X	ϕ	X	ϕ	X			
Jalisa Cockrell	ϕ	ϕ	ϕ	R	ϕ	R	ϕ	R	R	R	R
Sonja Segoviano	ϕ	ϕ	ϕ	ABS	ϕ		ϕ				
Cindy Granados	ϕ	ϕ	ϕ	X	ϕ	ABS	ϕ				
Ashley Womack	ϕ	ϕ	ϕ	X	ϕ	X	ϕ	ABS			
Ana Vigil	ϕ	ϕ	ϕ	X	ϕ	X	ϕ	X			
Tai'Rance Kelly						X	ϕ	X			
Catherine Velasquez							ϕ	X			

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

Personnel Policy Council Sub-Committee											
Member	Dec.	Jan.	Feb.	Mar.	Apr.	May.	Jun.	Jul.	Aug.	Sept.	Oct.
Ana Luna (Chair)	ABS	X	ABS	X	X	X	X	X			

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Policy Council Sub-Committee Attendance Sheet

2015-2016

Jason Warren	X	X	X	X	X	X	X	X			
Dana Lloved	R	R	R	R	R	R	R	R	R	R	R
Desiree Sandoval	ABS	ABS	R	R	R	R	R	R	R	R	R
Josenn Vergara	ABS	X	X	ABS	X	X					
Erica Ruvalcaba			X	ABS	ABS						
Tai'Rance Kelly						X	X	ABS			
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	X	ϕ	X	ABS	ϕ			
Caterina Cerda	ϕ	X	ϕ	X	ϕ	X	ABS	ϕ			
Deborah Martinez	ϕ	X	ϕ	X	ϕ	X	ABS	ϕ			
Estrella Mendez			ϕ	X	ϕ	X	ABS	ϕ			
Bryce Bray			ϕ	ABS	ϕ	X	X	ϕ			
Ana Luna						X	ABS	ϕ			

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	

JG 07. 29.16

COMMUNITY ACTION PARTNERSHIP OF KERN
POLICY COUNCIL MEETING MINUTES
July 28, 2016
5005 Business Park North
Conference Room 130

1. **Call to Order** – Ashley Womack, Chairperson, called the meeting to order at 5:56 p.m.
   a. Moment of Silence, Pledge of Allegiance
   b. Reading of Promise of Community Action
   "Community Action changes people's lives, embodies the spirit of hope, improves communities, and makes America a better place to live. We care about the entire community, and we are dedicated to helping people help themselves and each other."

2. **Roll Call/Set Quorum** – Ana Luna, Secretary. Quorum was established.
   PC Members Present: Ana Luna, Bryce Bray, Ashley Womack, Salvador Zambrano, Jason Warren, Gabriella McCutcheon, Christina Bates, Deborah Martinez, Tai'Rance S. Kelley, Sr., Ana Vigil.

3. **Approval of Agenda** – Chairperson **(**ACTION)**
   a. Request for approval of the PC Agenda dated July 28, 2016. The Chairperson called for a motion to approve the July 28, 2016, meeting agenda; motion made by Jason Warren; Tai'Rance S. Kelley, Sr. seconded; motion carried unanimously.

4. **Approval of Minutes** – Chairperson **(**ACTION)**
   a. Request for approval of PC meeting minutes dated June 30, 2016.
   The Chairperson called for a motion to approve the June 30, 2016, Policy Council minutes. Motion made by Bryce Bray; Gabriella McCutcheon seconded; motion carried unanimously.

5. **Presentation of Guests/Public Forum**
   The following guests were in attendance: Angela Zambrano; Itzel Zambrano; Yolanda Gonzales, Director of Head Start/State Child Development; Lorena Juarez, Family Service Worker; Rashi Strother, Family Services and Governance Specialist; Maura Sandoval, Staffing Specialist; Leslie Mitchell, Administrator of Education Support Services; Donna Holland, Fiscal Manager; Janelle Gonzalez, Governance Coordinator;; Argelia Diaz, Family Services and Governance Program Assistant; Nadine Berry, Administrative Assistant.
   a. *(The public wishing to address the full Policy Council may do so at this time. Policy Council members may respond briefly to statements made or questions posed. However, the PC will take no action other than referring the item(s) to staff for study and analysis. Speakers are limited to five minutes each. If more than one person wishes to address the same topic, total group time for the topic will be 10 minutes. Please state your name before making your presentation. Thank you.)*

6. **Standing Committee Reports** *(five minutes each)*
   a. Personnel Committee – Reviewed 10 applications and part of the employee handbook. The next meeting is scheduled for August 23, 2016, at 5:00 p.m.
   b. Planning Committee – No Report; next meeting will be August 2, 2016, at 5:30 p.m.
   c. Finance Committee – No Report; next meeting will be August 18, 2016 at 5:30 p.m.
   d. By-Laws Committee – Reviewed proposals with only a few changes. This information will be brought forward to the complete Policy Council in August. This was the last By-Laws meeting for the year.

7. **Human Resources** **(**ACTION)**
   a. Maura Sandoval, Staffing Specialist, distributed the Human Resources Report. The Chairperson called for a motion to approve the July 2016, Human Resources Report. Motion made by Ana Luna; Salvador Zambrano seconded; motion carried unanimously.
   b. No Executive Session

8. **Presentations**
   a. None

9. **New Business** – Chairperson **(**ACTION)**
   a. **Request to approve the termination of PC Member Caterina Cerda**
      The Chairperson called for a motion to approve the termination of Policy Council member Caterina Cerda. Motion made by Tai'Rance S. Kelley, Sr.; Bryce Bray seconded; motion carried unanimously.
   b. **Nomination and election of 2015-2016 Policy Council Treasurer**
      There was only one nomination for the office of Policy Council Treasurer. The Chairperson called for a motion to approve Gabriella McCutcheon as the new treasurer. Motion made by Jason Warren; Bryce Bray seconded. Motion carried unanimously.
   c. **Request to approve the 2016-2017 School Readiness Goals Leslie Mitchell, Administrator of Education Support Services**
      The Head Start/State Child Development program develops the School Readiness Goals each year using year-end data collected from the outcomes of the DRDP-2015. These goals are implemented to increase the quality of care and instruction provided to children and their families. All centers, partnerships and Home Based Educators receive copies of the updated and implemented School Readiness Goals. The Chairperson called for a motion to approve the 2016-2017 School Readiness Goals. Motion made by Tai'Rance Kelley, Sr.; Gabriella McCutcheon seconded. Motion carried unanimously.

10. **Consent Calendar** – Policy Council
    a. *Information concerning the Consent item(s) listed below has been forwarded to each Policy Council member for study for 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.*
       i. None

11. **Communications**
    a. Head Start & Early Head Start – Kern Budget vs. Actual Expenditures March 1, 2016 through June 30, 2016
    b. Early Head Start – San Joaquin Budget vs. Actual Expenditures February 1, 2016 through June 30, 2016
    c. Early Head Start Child Care Partnerships Budget vs. Actual Expenditures March 1, 2015 through June 30, 2016
    d. Parent Local Travel & Child Care, March 1, 2016 through June 30, 2016
    e. Parent Activity Funds, March 1, 2016 through June 30, 2016
    f. Parent Meals, March 1, 2016 through June 30, 2016
    g. Enrollment, Average Daily Attendance, and Child & Adult Care Food Program/Central Kitchen Report for HS/EHS Kern, EHS San Joaquin, and EHS Child Care Partnerships June 2016
    h. Policy Council termination letter for Caterina Cerda dated July 2016 (English/Spanish)
    i. PC Subcommittee Budget & Finance minutes dated June 23, 2016 (English/Spanish)
    j. PC Subcommittee Personnel Minutes dated June 28, 2016 (English/Spanish)
    k. Policy Council Executive Officer Treasurer Roles & Responsibilities
    l. Kern County Superintendent of Schools Summer Meals
    m. Global family Care Network Girls Only Club, Daughter project
    n. Kern County Public Health Services Department Shots Before School (English/Spanish)
    o. Reflections of Fathers. HHS/ACF/OHS. 06/17/16.
       The Chairperson called for a motion to receive and file items a - o. Motion made by Bryce Bray to receive and file the Communications items.

12. **Program Governance Report/Training** – Janelle Gonzalez, Governance Coordinator
    This month's training was on "Becoming a Head Start Advocate". This is the final module in the Policy Council training series on ECLKC. Ms. Gonzalez asked ea- 7 - nember to share one word explaining what Head Start

has done for them or their family. When sharing information about Head Start, use this word and share achievements to assist in recruiting efforts. Ms. Gonzalez challenged each member to share and have other parents come to the Open House and encourage them to attend the upcoming parent meetings. The partnership you have created with Head Start will help you grow and it is information they can use in the PTA/PTO at the elementary schools. There is a community advisory meeting at the Kern County Network for Children which is held the third Thursday of each month and is typically open to the public. They also provide trainings. The purpose of the Policy Council is to ensure members are an informed partner of the program where you take part in reviewing the entire program. At the end of the presentation, Ms. Gonzalez shared a video on the importance of early education. She reminded PC members they are Head Start advocates and to share their Head start success stories with the community.

13. **Community Representative Report** – Open
    As position is currently open there is no report.

14. **Policy Council Chairperson Report** – Chairperson
    Ms. Womack wanted to encourage everyone to continue attending meetings and thanked everyone for their commitment and participating and understanding the importance of being a part of the Policy Council.

15. **Board of Directors Representatives Report** – Ana Vigil, Board of Director's Representative
    Ms. Vigil shared information about the Farmer's Market that will be held on August 6th at the Kern County Fairgrounds from 8:00 a.m. to 11:00 a.m. The produce is free to all. There will also be a backpack/school supply giveaway on August 4th sponsored by the Child Support division. This will be held at the fairgrounds as well. Children do have to be present in order to receive the backpacks. There will be about 50 agencies present providing information and services. Ms. Vigil thanked the Policy Council for the work they do.

16. **Director's Report (Head Start/State Child Development)** – Yolanda Gonzales
    Ms. Gonzales shared she is having a great week in Stockton and thanked Ashley for the reminder to the members of their commitment to the Policy Council. The week of July 11th administration staff were in Stockton to provide pre-service training. Head Start staff attended the California Head Start Association (CHSA) Manager & Director Institute conference in Long Beach. They were provided program updates and more information in regards to these updates will be provided during the August Policy Council meeting. Staff are preparing for the return of part-year staff during the next couple of weeks and the training that will be provided. Our centers are close to being fully enrolled. Ms. Gonzales thanked all members for their support and dedication.

17. **Announcements** –Chairperson
    a. Kern Medical Center will be providing immunizations during the second and third weeks of August. There will be no waiting on a doctor. You go in, grab a number, and wait your turn in the line. These are the immunizations that will be needed for children entering Kindergarten or the seventh grade.

18. **Adjournment** –Chairperson
    a. The meeting was adjourned at 6:29 p.m. by the Chairperson.

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

1. **Llamado a la orden- Presidente, Ashley Womack,** llamó la reunión a la orden a las 5:56 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, Bryce Bray, Ashley Womack, Salvador Zambrano, Jason Warren, Gabriella McCutcheon, Christina Bates, Deborah Martinez, Tai'Rance S. Kelley, Sr., Ana Vigil.

3. **Aprobación de la Agenda- Presidente** **(*ACCION)**
   a. Aprobación de la agenda del PC con fecha del 28 de julio de 2016. El presidente pido por una moción para aprobar la agenda con fecha de 28 de julio de 2016; Moción fue hecha por Jason Warren; secundado por Tai'Rance S. Kelly Sr. Iniciativa fue aprobada.

4. **Aprobación de la Acta- Presidente** **(*ACCION)**
   a. Aprobación del acta de la reunión del PC con fecha del 30 de junio del 2016
   El presidente pido una moción para aprobar el acta de la reunión del PC con fecha de 30 de junio de 2016. Moción fue hecha por Bryce Bray; secundado por Gabriella McCutcheon. 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.
   Invitados Presentes: Angela Zambrano; Itzel Zambrano; Yolanda Gonzales, Directora de Desarrollo Infantil Estatal / Head Start ; Lorena Juarez, Trabajadora de Servicios Familiares; Rashi Strother, Especialista de Servicios Familiares y Gobernación; Maura Sandoval, Especialista de Personal; Leslie Mitchell, Administradora de Servicios de Apoyo Educacional; Donna Holland, Gerente Fiscal; Janelle Gonzalez, Coordinadora del Programa de Gobernación; Argelia Diaz, Asistente del Programa de Servicios Familiares y Gobernación; Nadine Berry, Asistente Administradora.

6. **Informe de los Comités Vigentes** (5 minutos cada uno)
   a. Comité de Personal- Revisaron 10 aplicaciones y parte del manual de empleados. La próxima reunión se llevará a cabo el 23 de agosto de 2016 a las 5:00 pm.
   b. Comité de Planificación- Ningún informe, la próxima reunión se llevará cabo el 2 de agosto del 2016 a las 5:30 p.m.
   c. Comité de Finanzas- Ningún informe, la próxima reunión se llevará a cabo el 18 de agosto de 2016 a las 5:30 pm.

d. Comité de Estatutos- Revisaron las propuestas y algunos cambios. Esta información será presentada al Consejo de Política en agosto. Esta fue la última reunión del año.

7. **Informe de Recursos Humanos- (**ACCION)**
   a. Maura Sandoval, Especialista de Personal, distribuyó el informe de Recursos Humanos El presidente pido una moción para aprobar el informe de Recursos Humanos de julio 2016. Moción fue hecha Ana Luna; secundado por Salvador Zambrano. Iniciativa fue aprobada.
   b. Ninguna sesión ejecutiva

8. **Presentaciones**
   Ninguno

9. **Nuevos Asuntos- Presidente (**ACCION)**
   a. **Solicitud para aprobar la terminación del miembro del PC Caterina Cerda**
      El presidente pido una moción para aprobar la terminación del miembro del PC Caterina Cerda. Moción fue hecha por Tai'Rance S. Kelly Sr; fue secundado por Bryce Bray. Iniciativa fue aprobada.
   b. **Nominación y elección del Tesorero del Consejo de Política 2015-2016**
      Sola hubo una candidatura para el cargo de Tesorero del Consejo de Política. El Presidente pidió una moción para aprobar Gabriella McCutcheon como el nuevo tesorero. Moción hecha por Jason Warren; fue secundado por Bryce Bray. Iniciativa fue aprobada.
   c. **Solicitud para aprobar los metas de la preparación escolar 2016-2017 Leslie Mitchell, Administrador de Servicios de Apoyo Educacional**
      Los Metas de la Preparación Escolar del programa de Desarrollo Infantil Estatal / Head Start cada año a partir de datos recogidos de fin de año a partir de los resultados del DRDP-2015. Estos objetivos se implementan para aumentar la calidad de la atención y la instrucción proporcionada a los niños y sus familias. Todos los centros, asociaciones y educadores basados en el hogar reciben copias de los Objetivos de preparación escolar actualizados e implementadas. El Presidente pidió una moción para aprobar las metas de preparación escolar 2016-2017. Moción del Tai'Rance Kelley, Sr; fue secundado por Gabriella McCutcheon. Iniciativa fue aprobada.

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. – Ninguno

11. **Comunicaciones- Presidente**
    a. Head Start y Early Head Start- Kern Presupuesto vs. Informe Actual de gastos
       1 de marzo, 2016 hasta 30 de junio, 2016
    b. Early Head Start- San Joaquín Presupuesto vs. Informe Actual de gastos
       1 de febrero de 2016 hasta 30 de junio de 2016
    c. Las Asociaciones de Early Head Start Cuidado Infantil Presupuesto vs. Informe Actual de Gastos
       1 de marzo de 2015 hasta el 3 de junio de 2016
    d. Viaje local de Padres y cuidado infantil, 1 de marzo del 2016 hasta el 30 de junio de 2016
    e. Fondos de Actividad de Padres 1 de marzo del 2016 hasta el 30 de junio de 2016
    f. Informe de Comidas de Padres 1 de marzo del 2016 hasta el 30 de junio de 2016

g. Informe de Inscripción, Promedio Asistencia Diaria, y Programa de Alimentos Cuidado de Niños y Adultos/Cocina Central de HS/EHS Kern, EHS del Condado de San Joaquín, y EHS de las Asociaciones de Cuidado Infantil junio 2016
h. Carta de terminación del Consejo de Política para Caterina Cerda fecha de julio del 2016
i. El acta del Comité de Finanzas del PC con fecha de 23 de junio de 2016
j. El acta del Comité de Personal del PC con fecha de 28 de junio de 2016
k. Oficial Ejecutivo del Consejo de Política Oficios y Responsabilidades del Tesorero del PC
l. Kern County Superintendent of Schools Alimentos del Verano
m. Red Global de Cuidado Familiar Club de Mujeres solamente, Proyecto de Hija
n. Dpto. de Servicios Públicos del Condado de Kern vacunas antes de la escuela (Ingles/Español)
o. Reflexión de Padres. HHS/ACF/OHS. 06/17/16

El presidente pido una moción para recibir y archivar temas de comunicación (a) – (o). Moción fue hecha por Bryce Bray.

12. **Informes del Consejo de Política/Entrenamiento- Janelle Gonzalez**

El entrenamiento de este mes fue "Como convertirse en alguien que apoya Head Start". Este es el último módulo en la serie de la formación del Consejo de Política de ECLKC. Sra. González pidió a cada miembro que compartieran una palabra que explica lo que Head Start ha hecho por ellos o su familia. Al compartir información acerca de Head Start, utilice esta palabra y comparte los logros para ayudar en los esfuerzos de reclutamiento. Sra. González desafió a cada miembro para compartir y para invitar a otros padres asistir la recepción general y animarles a asistir a las reuniones de padres. La asociación que ha creado con Head Start le ayudará a crecer y es información que pueden utilizar en el PTA / PTO en las escuelas primarias. Hay una reunión de consulta de la comunidad en la Red del Condado de Kern para niños que se celebra el tercer jueves de cada mes y por lo general abierto al público. También ofrecen cursos de formación. El propósito del Consejo de Política es asegurar que los miembros estén en un socio informado del programa en el que toma parte en la revisión de todo el programa. Al final de la presentación, la Sra. González compartió un video sobre la importancia de la educación temprana. Se les recordó a los miembros del PC que son un gran apoyo de Head Start y que deberían compartir sus historias de éxito con la comunidad.

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**

La Sra. Womack quería animar a todos a seguir asistiendo a las reuniones y le doy gracias a todos por su compromiso y participación y la comprensión de la importancia de formar parte del Consejo de Política.

15. **Informe del Representante de la Mesa Directiva- Ana Vigil**

La Sra. Vigilia compartió información sobre el mercado de agricultores que se llevará a cabo el 6 de agosto en el recinto ferial del condado de Kern 08 a.m.-11 a.m. El producto es libre para todos. También habrá un sorteo de suministro de mochila el 4 de agosto patrocinado por la División de Manutención de Niños. Esto se llevará a cabo en el recinto ferial también. Los niños tienen que estar presentes para recibir las mochilas. Habrá alrededor de 50 agencias presentes proporcionar información y servicios. La Sra. Vigilia dio las gracias al Consejo de Política para el trabajo que hacen.

16. **Informe de la Directora (Desarrollo Infantil Estatal / Head Start) – Yolanda Gonzales**

Sra. Gonzales compartió que ella está teniendo una gran semana en Stockton y agradeció a Ashley por el recordatorio a los miembros de su compromiso con el Consejo de Política. No había mucho que hacer en la semana del 11 de julio. Jerry y Jackie estaban en Stockton para proporcionar servicio previo para el personal para garantizar una atención de calidad y el personal asistieron a la conferencia de la Asociación Head Start de

California (CHSA) en Long Beach, donde no se proporcionó información alguna acerca de los cambios que vienen en Head Start. Habrá más información sobre estos cambios previstos durante la reunión del Consejo de Política en agosto. El personal se está preparando para el regreso del personal de medio año durante el próximo par de semanas y la capacitación que será proporcionada. Nuestros centros están a punto de ser totalmente inscrito. Sra. Gonzales agradeció a todos los miembros por su apoyo y dedicación.

17. **Anuncios- Presidente**

Kern Medical Center estará proporcionando vacunas durante la segunda y tercera semanas de agosto. No habrá de espera de un médico. Solo es tomar un número y esperar su turno en la línea. Estas son las vacunas que serán necesarios para los niños entrando en el jardín de infancia o el séptimo grado.

18. **Cierre de Sesión –Presidente**

a. La reunión se cerró a las 6:29 p.m. por el presidente.

Head Start
and State Preschool
Birth to age 5
CAPK

Policy Council Agenda
August 25, 2016
5005 Business Park North, Suite 130
Bakersfield, CA 93309
5:45-7:00 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: August 25, 2016

4. **Approval of Minutes** — Chairperson — ***ACTION**
   a. Date of Minutes: July 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** — (5 mins. each)

a. Personnel Committee	Ana Luna	**Verbal Report**
b. Planning Committee	Jason Warren	**Verbal Report**
c. Finance Committee	Gabriella McCutcheon	**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. Beginning of the year Staff Support- Jackie Ballard, Professional Development Specialist
   b. Families are the Heart of School Readiness-Open House 2016- Patty Hinojosa, Family Services & Governance Manager

9. **New Business** — Chairperson — ***ACTION**
   a. 2017-2018 Early Head Start San Joaquin Refunding Application- Jerry Meade, Program Design Management Administrator
   b. Request to approve the termination of PC member Estrella Mendez
   c. Request to approve the proposed revisions to the 2016-2017 PC Bylaws- Bylaws Subcommittee

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, August 18, 2016. Janelle Gonzal[illegible]um Governance Coordinator.

Head Start
and State Preschool
Birth to age 5
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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 – Kern Budget vs. Actual Expenditures March 1, 2016 through July 31, 2016
b. Early Head Start – San Joaquin Budget vs. Actual Expenditures February 1, 2016 through July 31, 2016
c. Early Head Start Child Care Partnerships Budget vs. Actual Expenditures March 1, 2015 through July 31, 2016
d. Parent Local Travel & Child Care, March 1, 2016 through July 31, 2016 (English/Spanish)
e. Parent Activity Funds, March 1, 2016 through July 31, 2016(English/Spanish)
f. Parent Meals, March 1, 2016 through July 31, 2016 (English/Spanish)
g. Enrollment, Average Daily Attendance, and Child & Adult Care Food Program/Central Kitchen Report for HS/EHS Kern, EHS San Joaquin, and EHS Child Care Partnerships July 2016
h. Policy Council termination letter for Estrella Mendez August 2016
i. PC Subcommittee Personnel Minutes dated July 2016 (English/Spanish)
j. PC Subcommittee Bylaws Minutes dated July 2016 (English/Spanish)
k. CAPK Food Bank Feed the Need September 27, 2016 (English/Spanish)
l. Free Children's Immunization Program Calendar August 2016 (English/Spanish)
m. Consumer Family Learning Center Calendar of Events August 2016
n. Memorandum Early Head Start San Joaquin Refunding Application (English/Spanish)
o. Proposed Bylaws Revisions 2016-2017 (English/Spanish)

12. **Program Governance Report/Training** *Leaders & Advocates for School Readiness*	Janelle Gonzalez	**Verbal Report**
13. **Community Representative Report**	Open	**No Report**
14. **Policy Council Chairperson Report**	Ashley Womack	**Verbal Report**
15. **Board of Directors Representative 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 September 29, 2016 held at
5005 Business Park North, Suite 130, Bakersfield, CA 93309 at 5:45 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, August 18, 2016. Janelle Gonzal[illegible]m Governance Coordinator.

Head Start
and State Preschool
Birth to age 5
capk
Community Action Partnership of Kern

Agenda del Consejo de Política
25 de agosto de 2016
5005 Business Park North, Salon de Conferencia 130
Bakersfield, CA 93309
5:45-7:00 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 agosto, 2016

4. **Aprobación del Acta** — Presidente — ***ACCIÓN**
   a. Fecha del Acta: 28 de julio, 2016

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** — (5 mins. cada uno)

a. Comité de Personal	Ana Luna	Informe Verbal
b. Comité de Planificación	Jason Warren	Informe Verbal
c. Comité de Finanzas	Gabriella McCutcheon	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. Comienzo del Año Apoyo del Personal- Jackie Ballard, Especialista de Desarrollo Profesional
   b. Familias son el Corazón de la Preparación Escolar- Recepción General 2016- Patty Hinojosa, Gerente del Programa de Servicios Familiares y Gobernación

9. **Nuevos Asuntos** — Presidente — ***ACCIÓN**
   a. Aplicación de Reembolso de Early Head Start San Joaquin 2017-2018- Jerry Meade, Administrador del Programa de Designo y Administración
   b. Solicitud para aprobar la terminación del Miembro del PC Estrella Mendez
   c. Solicitud para aprobar las revisiones propuestas de los Estatutos del PC 2016-2017

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 agosto de 2016. J - González, Coordinadora del Programa de Gobernación

Head Start
and State Preschool
Birth to age 5
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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. Head Start y Early Head Start- Kern Presupuesto vs. Informe Actual de gastos 1 de marzo, 2016 hasta 31 de julio de 2016
b. Early Head Start- San Joaquín Presupuesto vs. Informe Actual de gastos 1 de febrero de 2016 hasta 31 de julio de 2016
c. Las Asociaciones de Early Head Start Cuidado Infantil Presupuesto vs. Informe Actual de Gastos 1 de marzo de 2015 hasta el 31 de julio de 2016
d. Viaje local de Padres y cuidado infantil, 1 de marzo del 2016 hasta el 31 de julio de 2016 (Inglés/Español)
e. Fondos de Actividad de Padres 1 de marzo del 2016 hasta el 31 de julio de 2016 (Inglés/Español)
f. Informe de Comidas de Padres 1 de marzo del 2016 hasta el 31 de julio de 2016 (Inglés/Español)
g. Informe de Inscripción, Promedio Asistencia Diaria, y Programa de Alimentos Cuidado de Niños y Adultos/Cocina Central de HS/EHS Kern, EHS del Condado de San Joaquín, y EHS de las Asociaciones de Cuidado Infantil julio 2016
h. Carta de terminación del Consejo de Política para Caterina Cerda fecha de julio del 2016 (Inglés/Español)
i. El acta del Comité de Personal del PC con fecha de julio de 2016
j. El acta del Comité de Estatutos del PC con fecha julio de 2016
k. Banco de Alimentos de CAPK Recaudación de Comida 27 de septiembre 2016 (Inglés/Español)
l. Programa de vacunas para niños gratis Calendario de Agosto 2016 (Inglés/Español)
m. Calendario de Eventos de Agosto 2016 Centro de Aprendizaje de Familia
n. Memorándum Reembolso de Aplicación de Early Head Start San Joaquin Inglés/Español)
o. Las Propuestas Revisiones de los Estatutos del Consejo de Política (Inglés/Español)
p.

12. **Informes del Consejo de Política/Entrenamiento** — Janelle Gonzalez — **Informe Verbal**
Líderes y Apoyadores para la Preparación Escolar
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 29 de septiembre del 2016 en
5005 Business Park North, Salon 130, Bakersfield, CA 93309 a las 5:45 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 agosto de 2016. J- 16 - onzález, 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 July 31, 2016

Date: August 25, 2016

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

Cost of Living Adjustment
CAPK was issued a Notice of Award for the 1.8% Cost of Living Adjustment (COLA), which is effective March 1, 2016. The revenue is reflected in the budget; however, the expense will not be reflected until Head Start employees have been paid their retroactive COLAs.

Personnel & Fringe Benefits
The majority of Head Start employees are off during the months of June and July; thus, the actual salaries are not expended equally over the program year.

Early Head Start salaries and fringe benefits costs are partially offset by earned revenues from its California Department of Education (CDE) General Child Care contract. Revenues tend to trend upward during the spring and early summer months; thus, the net cost of salaries and fringe benefits to Early Head Start are lower than expected at this point in the year. Staff continuously monitor for any savings in these categories that may be used elsewhere in the program.

Equipment
Funds in this category were budgeted for the purchase of four program vehicles and three playground/shade structures. These purchases have not yet been made.

Supplies
Purchases of supplies are on track at this point in the program year. For Head Start, purchasing will increase with the onset of the new school year beginning in August.

Contractual
The annual cost of software support and maintenance for the Head Start/Early Head Start child tracking data base is paid in full at the beginning of the fiscal year; thus, the percentage spent appears high at this point in the program year.

Other
Expenditures in this category are on track at this point in the program year.

Training & Technical Assistance
Expenditures supporting training & technical assistance are on track for this point in the program year.

Indirect
Effective 3/1/2016, CAPK transitioned to the 10% De Minimis Indirect Cost Rate to allocate costs of centralized administrative functions to each grant. A budget revision, approved by the Board on June 29, will be submitted to Office of Head Start to reflect this method of cost allocation. The original budget had already identified planned expenditures for centralized administration; however, these amounts will be adjusted and also included in the Training & Technical Assistance budgets.

Non-Federal Share
With 42% of the budget period elapsed, total Non-Federal Share (the sum of California Department of Education funding and in-kind) is at 47% of budget.

- California Department of Education
  Estimated non-federal revenues through July 2016 are at 46% of budget.

- In-Kind
  Year-to-date in-kind is at 47% of budget.

The five centers with the highest percentage of goal met were Franklin, Planz, Fairfax, San Diego, and Sunrise Villa. A total of 30 out of 46 centers and groups met or exceeded 42% of goal.

The five centers with the lowest percentage of goal met were Heritage, Tehachapi, Wasco, Rosamond, and Mojave.

Community Action Partnership of Kern
Head Start and Early Head Start - Kern
Budget to Actual Report
Budget Period: March 1, 2016 - February 28, 2017
Report Period: March 1, 2016 - July 31, 2016
Month 5 of 12 (41%)

Prepared 8/08/2016

	HEAD START					EARLY HEAD START				
BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	9,675,827	2,745,146	6,930,681	28%	72%	2,266,371	239,477	2,026,894	11%	89%
FRINGE BENEFITS	3,135,316	1,057,277	2,078,039	34%	66%	715,929	40,350	675,579	6%	94%
TRAVEL	0	(0)	0			0	(1)	1		
EQUIPMENT	255,000	0	255,000	0%	100%	65,000	0	65,000		
SUPPLIES	1,095,095	277,558	817,537	25%	75%	232,070	112,741	119,329	49%	51%
CONTRACTUAL	82,680	55,028	27,652	67%	33%	14,320	8,168	6,152	57%	43%
CONSTRUCTION	0	0	0			0	0	0		
OTHER	3,558,572	1,312,701	2,245,871	37%	63%	381,247	189,199	192,048	50%	50%
INDIRECT	1,477,845	524,103	953,742	35%	65%	275,058	57,476	217,583	21%	79%
TOTAL BASE FUNDING	19,280,336	5,971,812	13,308,524	31%	69%	3,949,994	647,410	3,302,584	16%	84%
TRAINING & TECHNICAL ASSISTANCE		HEAD START					EARLY HEAD START			
TRAVEL	30,627	20,028	10,599	65%	35%	36,382	10,770	25,612	30%	70%
SUPPLIES	20,935	15,762	5,173	75%	25%	22,981	8,049	14,932	35%	65%
CONTRACTUAL	18,484	7,706	10,778	42%	58%	11,689	12,204	(515)	104%	-4%
OTHER	75,304	71,643	3,661	95%	5%	25,952	13,756	12,196	53%	47%
INDIRECT	0	11,514	(11,514)			0	4,543	(4,543)		
TOTAL TRAINING & TECHNICAL ASSISTANCE	145,350	126,653	18,697	87%	13%	97,004	49,978	47,026	52%	48%
GRAND TOTAL HS/EHS FEDERAL FUNDS	19,425,686	6,098,465	13,327,221	31%	69%	4,046,998	697,388	3,349,610	17%	83%

HEAD START and EARLY HEAD START NON-FEDERAL SHARE

SOURCE	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
CALIF DEPT OF ED	2,805,361	1,300,081	1,505,280	46%	54%
IN-KIND	3,062,811	1,430,507	1,632,304	47%	53%
TOTAL NON-FEDERAL	5,868,172	2,730,588	3,137,584	47%	53%

Centralized Administrative Cost	6.1%
Program Administrative Cost	2.7%
Total Administrative Cost	8.8%

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	9,494				
Lowe's	1,654	1,974			
Save Mart	434				
Smart & Final	59	50			
Chevron & Texaco Business Card	5,523				
Home Depot	6,294				
	23,458	2,024	0	0	0

CREDITS	TOTAL	STATEMENT DATE
(1,123)	8,370	7/21/2016
(1,065)	2,583	7/25/2016
	434	7/31/2016
	109	7/31/2016
	5,523	8/5/2016
	6,294	8/5/2016
(2,188)	23,293	

* Expenditure details are included in the CAPK Financial Report

Budget reflects Notice of Award #09CH9142-03-01

Actual expenditures include posted expenditures and estimated adjustments through 7/31/2016.

COMMUNITY ACTION PARTNERSHIP OF KERN
MEMORANDUM

To: Policy Council

From: Donna Holland, Fiscal Manager

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

Date: August 25, 2016

The following are highlights of the San Joaquin Early Head Start Budget to Actual Report for the period February 1, 2016 through July 31, 2016.

Cost of Living Adjustment
CAPK was issued a Notice of Award for the 1.8% Cost of Living Adjustment (COLA), which is effective February 1, 2016. The revenue is reflected in the budget; however, the expense will not be reflected until San Joaquin employees have been paid their retroactive COLAs.

Personnel & Fringe Benefits
Savings are expected in these categories.

Travel
Expenditures for travel are higher than anticipated at this point in the program year. Staff are monitoring this line item and have identified savings in other areas to cover these costs.

Supplies
Expenditures for supplies are higher than anticipated at this point in the program year.

Contractual
The annual cost of software support and maintenance for the Head Start/Early Head Start child tracking data base is paid in full at the beginning of the fiscal year. Additional costs for software support and maintenance are higher than anticipated. Staff are monitoring this line item and have identified savings in other areas to cover these costs.

Other
Other expenditures are on track at this point in the program year.

Carryover
Carryover funds are pending Federal approval.

Training & Technical Assistance
Expenditures supporting training & technical assistance are on track for this point in the program year.

Indirect
Effective 3/1/2016, CAPK transitioned to the 10% De Minimis Indirect Cost Rate to allocate costs of centralized administrative functions to each grant. A budget revision, approved by the Board on June 29, will be submitted to Office of Head Start to reflect this method of cost allocation. The original budget had already identified planned expenditures for centralized administration; however, these amounts will be adjusted and also included in the Training & Technical Assistance and Carryover budgets.

Non-Federal Share
With 50% of the budget period elapsed, the total Non-Federal Share is at 8% of budget.

The San Joaquin Early Head Start program has been challenged in meeting its Non-Federal Share budget for the following primary reasons:

- Not all of its centers are licensed and in operation;
- San Joaquin EHS continues to lose qualified, trained employees to the San Joaquin Office of Education Head Start program, which is offering higher rates of pay.

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

Budget Period: February 1, 2016 - January 31, 2017

Report Period: February 1, 2016 - July 31, 2016

Month 6 of 12 (50%)

Prepared 8/08/2016

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	3,264,964	1,269,546	1,995,418	39%	61%
FRINGE BENEFITS	765,792	289,325	476,467	38%	62%
TRAVEL	14,940	14,157	783	95%	5%
EQUIPMENT	0	0	0		
SUPPLIES	191,905	196,711	(4,806)	103%	-3%
CONTRACTUAL	2,000	8,418	(6,418)	421%	-321%
CONSTRUCTION	0	0	0		
OTHER	653,976	250,121	403,855	38%	62%
INDIRECT	102,767	202,639	(99,872)	197%	-97%
TOTAL	**4,996,344**	**2,230,917**	**2,765,427**	**45%**	**55%**

CARRYOVER FUNDS (pending Federal approval)

EQUIPMENT	150,000	0	150,000		
SUPPLIES	90,000	0	90,000		
OTHER	345,000	0	345,000		
INDIRECT	0	0	0		
TOTAL	**585,000**	**0**	**585,000**		

TRAINING & TECHNICAL ASSISTANCE FUNDS

TRAVEL	17,981	1,877	16,104	10%	90%
SUPPLIES	15,700	(262)	15,962	-2%	102%
CONTRACTUAL	16,298	5,790	10,508	36%	64%
OTHER	31,918	8,618	23,300	27%	73%
INDIRECT	0	1,712	(1,712)		
TOTAL	**81,897**	**17,735**	**64,162**	**22%**	**78%**

GRAND TOTAL EHS FEDERAL FUNDS	**5,663,241**	**2,248,651**	**3,414,590**	**40%**	**60%**

NON-FEDERAL SHARE	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
IN-KIND	1,415,810	117,681	1,298,129	8%	92%
TOTAL NON-FEDERAL FUNDS	**1,415,810**	**117,681**	**1,298,129**	**8%**	**92%**

Centralized Administrative Cost	8.6%
Program Administrative Cost	2.7%
Total Administrative Cost	**11.3%**

Budget reflects Notice of Award #09CH010071-02-02.

Actual expenditures include posted expenditures and estimated adjustments through 7/31/2016.

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 July 31, 2016

Date: August 25, 2016

The following are highlights of the Early Head Start Child Care Partnerships Budget to Actual Report for the period March 1, 2015 through July 31, 2016.

Start-Up Funds
Staff expect to fully expend the remaining start-up funds.

Personnel & Fringe Benefits
Savings are expected in the Fringe Benefits category.

Supplies
Expenditures for supplies are higher than anticipated at this point in the program year. Staff are monitoring this line item and have identified savings in other areas to cover these costs.

Contractual
Significant savings are expected in this line item. A budget revision has been submitted to Office of Head Start to redirect the savings to the Equipment, Supplies, and Other categories.

Other
Savings are expected in the Other category.

Training & Technical Assistance
CAPK will submit a request to carry over any unexpended Training & Technical Assistance funds.

Indirect
Effective 3/1/2016, CAPK transitioned to the 10% De Minimis Indirect Cost Rate to allocate costs of centralized administrative functions to each grant. A budget revision has been submitted to Office of Head Start to reflect this method of cost allocation. The original budget had already identified planned expenditures for centralized administration; however, these amounts were adjusted and also included in the Training & Technical Assistance and Start-Up budgets.

Non-Federal Share

With 94% of the year elapsed, the total Non-Federal Share is at 46%. The primary sources of non-federal funding are the child subsidies received by the partner organizations that support center-based services for the children enrolled in Early Head Start.

A budget revision submitted to Office of Head Start requests a partial waiver of Non-Federal Share.

Budget Revision

A budget revision, approved by the Board on June 29, 2016, was submitted to Office of Head Start on July 14, 2016. The revision addresses the following:

- Redirects the projected savings in the Fringe Benefits and Contractual categories to the Equipment, Supplies, and Other categories;
- Reflects the 10% de minimis Indirect Cost Rate adopted by CAPK effective March 1, 2016;
- Requests a waiver of Non-Federal Share in the amount of $100,000.

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

Budget Period: March 1, 2015 - August 31, 2016
Report Period: March 1, 2015 - July 31, 2016
Month 17 of 18 (94%)

Prepared 08/08/2016

START-UP FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	0	0	0		
FRINGE BENEFITS	0	0	0		
TRAVEL	0	4,842	(4,842)		
EQUIPMENT	30,000	25,000	5,000	83%	17%
SUPPLIES	91,656	93,210	(1,554)	102%	-2%
CONTRACTUAL	0	0	0		
CONSTRUCTION	0	0	0		
OTHER	17,750	1,101	16,649	6%	94%
INDIRECT	0	6,436	(6,436)		
TOTAL START-UP FUNDING	**139,406**	**130,589**	**8,817**	**94%**	**6%**

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	161,918	115,432	46,486	71%	29%
FRINGE BENEFITS	57,488	33,283	24,205	58%	42%
TRAVEL	0	(17)	17		
EQUIPMENT	0	0	0		
SUPPLIES	16,935	46,961	(30,026)	277%	-177%
CONTRACTUAL	717,651	389,606	328,045	54%	46%
CONSTRUCTION	0	0	0		
OTHER	50,490	12,673	37,817	25%	75%
COST POOLS	3,518	10,061	(6,543)	286%	-186%
INDIRECT	0	30,020	(30,020)		
TOTAL BASE FUNDING	**1,008,000**	**638,019**	**369,981**	**63%**	**37%**

TRAINING & TECHNICAL ASSISTANCE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
TRAVEL	21,644	24,506	(2,862)	113%	-13%
SUPPLIES	26,642	2,005	24,637	8%	92%
CONTRACTUAL	0	0	0		
OTHER	52,514	26,010	26,504	50%	50%
INDIRECT	0	3,333	(3,333)		
TOTAL TRAINING & TECHNICAL ASSISTANCE	**100,800**	**52,521**	**48,279**	**52%**	**48%**

GRAND TOTAL FEDERAL FUNDS	**1,248,206**	**821,129**	**427,077**	**66%**	**34%**

NON-FEDERAL SHARE**	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
IN-KIND	312,052	143,168	168,884	46%	54%
TOTAL NON-FEDERAL FUNDS	**312,052**	**143,168**	**168,884**	**46%**	**54%**

Centralized Administrative Cost	5.2%
Program Administrative Cost	0.8%
Total Administrative Cost	**6.0%**

Budget reflects Notice of Award #09HP0036-01-01.
The initial budget period is 18 months (3/1/2015 - 8/31/2016). The remaining budget periods will begin 9/1 and end 8/31.
Actual expenditures include posted expenditures and estimated adjustments through 7/31/2016.

COMMUNITY ACTION PARTNERSHIP OF KERN
PARENT LOCAL TRAVEL & CHILD CARE
2016-2017

KERN HEAD START

MONTH	BEGINNING BALANCE	SPENT THIS MONTH	SPENT YEAR-TO-DATE	REMAINING BALANCE	% OF YEAR ELAPSED	% OF BUDGET SPENT
MARCH 2016	$13,072.00	$382.18	$382.18	$12,689.82	8%	3%
APRIL 2016	$12,689.82	$698.09	$1,080.27	$11,991.73	17%	8%
MAY 2016	$11,991.73	$390.41	$1,470.68	$11,601.32	25%	11%
JUNE 2016	$11,601.32	$187.91	$1,658.59	$11,413.41	33%	13%
JULY 2016	$11,413.41	$95.33	$1,753.92	$11,318.08	42%	13%
AUGUST 2016	$11,318.08		$1,753.92	$11,318.08	50%	
SEPTEMBER 2016	$11,318.08		$1,753.92	$11,318.08	58%	
OCTOBER 2016	$11,318.08		$1,753.92	$11,318.08	67%	
NOVEMBER 2016	$11,318.08		$1,753.92	$11,318.08	75%	
DECEMBER 2016	$11,318.08		$1,753.92	$11,318.08	83%	
JANUARY 2017	$11,318.08		$1,753.92	$11,318.08	92%	
FEBRUARY 2017	$11,318.08		$1,753.92	$11,318.08	100%	

KERN EARLY HEAD START

MONTH	BEGINNING BALANCE	SPENT THIS MONTH	SPENT YEAR-TO-DATE	REMAINING BALANCE	% OF YEAR ELAPSED	% OF BUDGET SPENT
MARCH 2016	$2,128.00	$57.04	$57.04	$2,070.96	8%	3%
APRIL 2016	$2,070.96	$104.23	$161.27	$1,966.73	17%	8%
MAY 2016	$1,966.73	$58.31	$219.58	$1,908.42	25%	10%
JUNE 2016	$1,908.42	$28.03	$247.61	$1,880.39	33%	12%
JULY 2016	$1,880.39	$14.22	$261.83	$1,866.17	42%	12%
AUGUST 2016	$1,866.17		$261.83	$1,866.17	50%	
SEPTEMBER 2016	$1,866.17		$261.83	$1,866.17	58%	
OCTOBER 2016	$1,866.17		$261.83	$1,866.17	67%	
NOVEMBER 2016	$1,866.17		$261.83	$1,866.17	75%	
DECEMBER 2016	$1,866.17		$261.83	$1,866.17	83%	
JANUARY 2017	$1,866.17		$261.83	$1,866.17	92%	
FEBRUARY 2017	$1,866.17		$261.83	$1,866.17	100%	

COMMUNITY ACTION PARTNERSHIP OF KERN
PARENT LOCAL TRAVEL & CHILD CARE
2016-2017

SAN JOAQUIN EARLY HEAD START

MONTH	BEGINNING BALANCE	SPENT THIS MONTH	SPENT YEAR-TO-DATE	REMAINING BALANCE	% OF YEAR ELAPSED	% OF BUDGET SPENT
FEBRUARY 2016	$1,000.00	$0.00	$0.00	$1,000.00	8%	0%
MARCH 2016	$1,000.00	$8.50	$8.50	$991.50	17%	1%
APRIL 2016	$991.50	$6.24	$14.74	$985.26	25%	1%
MAY 2016	$985.26	$59.24	$73.98	$926.02	33%	7%
JUNE 2016	$926.02	$0.00	$73.98	$926.02	42%	7%
JULY 2016	$926.02	$0.00	$73.98	$926.02	50%	7%
AUGUST 2016	$926.02		$73.98	$926.02	58%	
SEPTEMBER 2016	$926.02		$73.98	$926.02	67%	
OCTOBER 2016	$926.02		$73.98	$926.02	75%	
NOVEMBER 2016	$926.02		$73.98	$926.02	83%	
DECEMBER 2016	$926.02		$73.98	$926.02	92%	
JANUARY 2017	$926.02		$73.98	$926.02	100%	

EARLY HEAD START CHILD CARE PARTNERSHIPS

MONTH	BEGINNING BALANCE	SPENT THIS MONTH	SPENT YEAR-TO-DATE	REMAINING BALANCE	% OF YEAR ELAPSED	% OF BUDGET SPENT
SEPTEMBER 2015	$0.00	$0.00	$0.00	$0.00	8%	
OCTOBER 2015	$0.00	$0.00	$0.00	$0.00	17%	
NOVEMBER 2015	$0.00	$0.00	$0.00	$0.00	25%	
DECEMBER 2015	$0.00	$0.00	$0.00	$0.00	33%	
JANUARY 2016	$0.00	$0.00	$0.00	$0.00	42%	
FEBRUARY 2016	$0.00	$0.00	$0.00	$0.00	50%	
MARCH 2016	$0.00	$6.48	$6.48	($6.48)	58%	
APRIL 2016	($6.48)	$5.94	$12.42	($12.42)	67%	
MAY 2016	($12.42)	$48.34	$60.76	($60.76)	75%	
JUNE 2016	($60.76)	$46.34	$107.10	($107.10)	83%	
JULY 2016	($107.10)	$45.34	$152.44	($152.44)	92%	
AUGUST 2016	($152.44)		$152.44	($152.44)	100%	

Prepared by Donna Holland
August 9, 2016

COMMUNITY ACTION PARTNERSHIP OF KERN
VIAJES LOCALES DE LOS PADRES y CUIDADO DE NINOS
2016-2017

KERN 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 2016	$13,072.00	$382.18	$382.18	$12,689.82	8%	3%
ABRIL DEL 2016	$12,689.82	$698.09	$1,080.27	$11,991.73	17%	8%
MAYO DEL 2016	$11,991.73	$390.41	$1,470.68	$11,601.32	25%	11%
JUNIO DEL 2016	$11,601.32	$187.91	$1,658.59	$11,413.41	33%	13%
JULIO DEL 2016	$11,413.41	$95.33	$1,753.92	$11,318.08	42%	13%
AGOSTO DEL 2016	$11,318.08		$1,753.92	$11,318.08	50%	
SEPTIEMBRE DEL 2016	$11,318.08		$1,753.92	$11,318.08	58%	
OCTUBRE DEL 2016	$11,318.08		$1,753.92	$11,318.08	67%	
NOVIEMBRE DEL 2016	$11,318.08		$1,753.92	$11,318.08	75%	
DICIEMBRE DEL 2016	$11,318.08		$1,753.92	$11,318.08	83%	
ENERO DEL 2017	$11,318.08		$1,753.92	$11,318.08	92%	
FEBRERO DEL 2017	$11,318.08		$1,753.92	$11,318.08	100%	

KERN 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 2016	$2,128.00	$57.04	$57.04	$2,070.96	8%	3%
ABRIL DEL 2016	$2,070.96	$104.23	$161.27	$1,966.73	17%	8%
MAYO DEL 2016	$1,966.73	$58.31	$219.58	$1,908.42	25%	10%
JUNIO DEL 2016	$1,908.42	$28.03	$247.61	$1,880.39	33%	12%
JULIO DEL 2016	$1,880.39	$14.22	$261.83	$1,866.17	42%	12%
AGOSTO DEL 2016	$1,866.17		$261.83	$1,866.17	50%	
SEPTIEMBRE DEL 2016	$1,866.17		$261.83	$1,866.17	58%	
OCTUBRE DEL 2016	$1,866.17		$261.83	$1,866.17	67%	
NOVIEMBRE DEL 2016	$1,866.17		$261.83	$1,866.17	75%	
DICIEMBRE DEL 2016	$1,866.17		$261.83	$1,866.17	83%	
ENERO DEL 2017	$1,866.17		$261.83	$1,866.17	92%	
FEBRERO DEL 2017	$1,866.17		$261.83	$1,866.17	100%	

COMMUNITY ACTION PARTNERSHIP OF KERN
VIAJES LOCALES DE LOS PADRES y CUIDADO DE NINOS
2016-2017

SAN JOAQUIN 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
FEBRERO DEL 2016	$1,000.00	$0.00	$0.00	$1,000.00	8%	0%
MARZO DEL 2016	$1,000.00	$8.50	$8.50	$991.50	17%	1%
ABRIL DEL 2016	$991.50	$6.24	$14.74	$985.26	25%	1%
MAYO DEL 2016	$985.26	$59.24	$73.98	$926.02	33%	7%
JUNIO DEL 2016	$926.02	$0.00	$73.98	$926.02	42%	7%
JULIO DEL 2016	$926.02	$0.00	$73.98	$926.02	50%	7%
AGOSTO DEL 2016	$926.02		$73.98	$926.02	58%	
SEPTIEMBRE DEL 2016	$926.02		$73.98	$926.02	67%	
OCTUBRE DEL 2016	$926.02		$73.98	$926.02	75%	
NOVIEMBRE DEL 2016	$926.02		$73.98	$926.02	83%	
DICIEMBRE DEL 2016	$926.02		$73.98	$926.02	92%	
ENERO DEL 2017	$926.02		$73.98	$926.02	100%	

EARLY HEAD START CHILD CARE PARTNERSHIPS

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
SEPTIEMBRE DEL 2015	$0.00	$0.00	$0.00	$0.00	8%	
OCTUBRE DEL 2015	$0.00	$0.00	$0.00	$0.00	17%	
NOVIEMBRE DEL 2015	$0.00	$0.00	$0.00	$0.00	25%	
DICIEMBRE DEL 2015	$0.00	$0.00	$0.00	$0.00	33%	
ENERO DEL 2016	$0.00	$0.00	$0.00	$0.00	42%	
FEBRERO DEL 2016	$0.00	$0.00	$0.00	$0.00	50%	
MARZO DEL 2016	$0.00	$6.48	$6.48	($6.48)	58%	
ABRIL DEL 2016	($6.48)	$5.94	$12.42	($12.42)	67%	
MAYO DEL 2016	($12.42)	$48.34	$60.76	($60.76)	75%	
JUNIO DEL 2016	($60.76)	$46.34	$107.10	($107.10)	83%	
JULIO DEL 2016	($107.10)	$45.34	$152.44	($152.44)	92%	
AGOSTO DEL 2016	($152.44)		$152.44	($152.44)	100%	

Preparado por Donna Holland
9 de agosto 2016

COMMUNITY ACTION PARTNERSHIP OF KERN
PARENT ACTIVITIES
2016-2017

KERN HEAD START

MONTH	BEGINNING BALANCE	SPENT THIS MONTH	SPENT YEAR-TO-DATE	REMAINING BALANCE	% OF YEAR ELAPSED	% OF BUDGET SPENT
MARCH 2016	$37,352.00	$9,446.10	$9,446.10	$27,905.90	8%	25%
APRIL 2016	$27,905.90	$10,547.84	$19,993.94	$17,358.06	17%	54%
MAY 2016	$17,358.06	$553.34	$20,547.28	$16,804.72	25%	55%
JUNE 2016	$16,804.72	$203.69	$20,750.97	$16,601.03	33%	56%
JULY 2016	$16,601.03	$180.95	$20,931.92	$16,420.08	42%	56%
AUGUST 2016	$16,420.08		$20,931.92	$16,420.08	50%	
SEPTEMBER 2016	$16,420.08		$20,931.92	$16,420.08	58%	
OCTOBER 2016	$16,420.08		$20,931.92	$16,420.08	67%	
NOVEMBER 2016	$16,420.08		$20,931.92	$16,420.08	75%	
DECEMBER 2016	$16,420.08		$20,931.92	$16,420.08	83%	
JANUARY 2017	$16,420.08		$20,931.92	$16,420.08	92%	
FEBRUARY 2017	$16,420.08		$20,931.92	$16,420.08	100%	

KERN EARLY HEAD START

MONTH	BEGINNING BALANCE	SPENT THIS MONTH	SPENT YEAR-TO-DATE	REMAINING BALANCE	% OF YEAR ELAPSED	% OF BUDGET SPENT
MARCH 2016	$6,038.00	$2,056.85	$2,056.85	$3,981.15	8%	34%
APRIL 2016	$3,981.15	$855.02	$2,911.87	$3,126.13	17%	48%
MAY 2016	$3,126.13	$82.69	$2,994.56	$3,043.44	25%	50%
JUNE 2016	$3,043.44	$22.63	$3,017.19	$3,020.81	33%	50%
JULY 2016	$3,020.81	$27.04	$3,044.23	$2,993.77	42%	50%
AUGUST 2016	$2,993.77		$3,044.23	$2,993.77	50%	
SEPTEMBER 2016	$2,993.77		$3,044.23	$2,993.77	58%	
OCTOBER 2016	$2,993.77		$3,044.23	$2,993.77	67%	
NOVEMBER 2016	$2,993.77		$3,044.23	$2,993.77	75%	
DECEMBER 2016	$2,993.77		$3,044.23	$2,993.77	83%	
JANUARY 2017	$2,993.77		$3,044.23	$2,993.77	92%	
FEBRUARY 2017	$2,993.77		$3,044.23	$2,993.77	100%	

COMMUNITY ACTION PARTNERSHIP OF KERN
PARENT ACTIVITIES
2016-2017

SAN JOAQUIN EARLY HEAD START

MONTH	BEGINNING BALANCE	SPENT THIS MONTH	SPENT YEAR-TO-DATE	REMAINING BALANCE	% OF YEAR ELAPSED	% OF BUDGET SPENT
FEBRUARY 2016	$9,540.00	$86.81	$86.81	$9,453.19	8%	1%
MARCH 2016	$9,453.19	$72.61	$159.42	$9,380.58	17%	2%
APRIL 2016	$9,380.58	$199.90	$359.32	$9,180.68	25%	4%
MAY 2016	$9,180.68	$124.49	$483.81	$9,056.19	33%	5%
JUNE 2016	$9,056.19	$289.29	$773.10	$8,766.90	42%	8%
JULY 2016	$8,766.90	$99.67	$872.77	$8,667.23	50%	9%
AUGUST 2016	$8,667.23		$872.77	$8,667.23	58%	
SEPTEMBER 2016	$8,667.23		$872.77	$8,667.23	67%	
OCTOBER 2016	$8,667.23		$872.77	$8,667.23	75%	
NOVEMBER 2016	$8,667.23		$872.77	$8,667.23	83%	
DECEMBER 2016	$8,667.23		$872.77	$8,667.23	92%	
JANUARY 2017	$8,667.23		$872.77	$8,667.23	100%	

EARLY HEAD START CHILD CARE PARTNERSHIPS

MONTH	BEGINNING BALANCE	SPENT THIS MONTH	SPENT YEAR-TO-DATE	REMAINING BALANCE	% OF YEAR ELAPSED	% OF BUDGET SPENT
SEPTEMBER 2015	$560.00	$0.00	$0.00	$560.00	8%	0%
OCTOBER 2015	$560.00	$0.00	$0.00	$560.00	17%	0%
NOVEMBER 2015	$560.00	$0.00	$0.00	$560.00	25%	0%
DECEMBER 2015	$560.00	$0.00	$0.00	$560.00	33%	0%
JANUARY 2016	$560.00	$30.67	$30.67	$529.33	42%	5%
FEBRUARY 2016	$529.33	$0.00	$30.67	$529.33	50%	5%
MARCH 2016	$529.33	$152.87	$183.54	$376.46	58%	33%
APRIL 2016	$376.46	$30.01	$213.55	$346.45	67%	38%
MAY 2016	$346.45	$48.35	$261.90	$298.10	75%	47%
JUNE 2016	$298.10	$79.67	$341.57	$218.43	83%	61%
JULY 2016	$218.43	$19.71	$361.28	$198.72	92%	65%
AUGUST 2016	$198.72		$361.28	$198.72	100%	

Prepared by Donna Holland
August 9, 2016

COMMUNITY ACTION PARTNERSHIP OF KERN
ACTIVIDADES DE LOS PADRES
2016-2017

KERN 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	$37,352.00	$9,446.10	$9,446.10	$27,905.90	8%	25%
ABRIL DEL 2015	$27,905.90	$10,547.84	$19,993.94	$17,358.06	17%	54%
MAYO DEL 2015	$17,358.06	$553.34	$20,547.28	$16,804.72	25%	55%
JUNIO DEL 2015	$16,804.72	$203.69	$20,750.97	$16,601.03	33%	56%
JULIO DEL 2015	$16,601.03	$180.95	$20,931.92	$16,420.08	42%	56%
AGOSTO DEL 2015	$16,420.08		$20,931.92	$16,420.08	50%	
SEPTIEMBRE DEL 2015	$16,420.08		$20,931.92	$16,420.08	58%	
OCTUBRE DEL 2015	$16,420.08		$20,931.92	$16,420.08	67%	
NOVIEMBRE DEL 2015	$16,420.08		$20,931.92	$16,420.08	75%	
DICIEMBRE DEL 2015	$16,420.08		$20,931.92	$16,420.08	83%	
ENERO DEL 2016	$16,420.08		$20,931.92	$16,420.08	92%	
FEBRERO DEL 2016	$16,420.08		$20,931.92	$16,420.08	100%	

KERN 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	$6,038.00	$2,056.85	$2,056.85	$3,981.15	8%	34%
ABRIL DEL 2015	$3,981.15	$855.02	$2,911.87	$3,126.13	17%	48%
MAYO DEL 2015	$3,126.13	$82.69	$2,994.56	$3,043.44	25%	50%
JUNIO DEL 2015	$3,043.44	$22.63	$3,017.19	$3,020.81	33%	50%
JULIO DEL 2015	$3,020.81	$27.04	$3,044.23	$2,993.77	42%	50%
AGOSTO DEL 2015	$2,993.77		$3,044.23	$2,993.77	50%	
SEPTIEMBRE DEL 2015	$2,993.77		$3,044.23	$2,993.77	58%	
OCTUBRE DEL 2015	$2,993.77		$3,044.23	$2,993.77	67%	
NOVIEMBRE DEL 2015	$2,993.77		$3,044.23	$2,993.77	75%	
DICIEMBRE DEL 2015	$2,993.77		$3,044.23	$2,993.77	83%	
ENERO DEL 2016	$2,993.77		$3,044.23	$2,993.77	92%	
FEBRERO DEL 2016	$2,993.77		$3,044.23	$2,993.77	100%	

COMMUNITY ACTION PARTNERSHIP OF KERN
ACTIVIDADES DE LOS PADRES
2016-2017

SAN JOAQUIN 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
FEBRERO DEL 2016	$9,540.00	$86.81	$86.81	$9,453.19	8%	1%
MARZO DEL 2016	$9,453.19	$72.61	$159.42	$9,380.58	17%	2%
ABRIL DEL 2016	$9,380.58	$199.90	$359.32	$9,180.68	25%	4%
MAYO DEL 2016	$9,180.68	$124.49	$483.81	$9,056.19	33%	5%
JUNIO DEL 2016	$9,056.19	$289.29	$773.10	$8,766.90	42%	8%
JULIO DEL 2016	$8,766.90	$99.67	$872.77	$8,667.23	50%	9%
AGOSTO DEL 2016	$8,667.23		$872.77	$8,667.23	58%	
SEPTIEMBRE DEL 2016	$8,667.23		$872.77	$8,667.23	67%	
OCTUBRE DEL 2016	$8,667.23		$872.77	$8,667.23	75%	
NOVIEMBRE DEL 2016	$8,667.23		$872.77	$8,667.23	83%	
DICIEMBRE DEL 2016	$8,667.23		$872.77	$8,667.23	92%	
ENERO DEL 2017	$8,667.23		$872.77	$8,667.23	100%	

EARLY HEAD START CHILD CARE PARTNERSHIPS

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
SEPTIEMBRE DEL 2015	$560.00	$0.00	$0.00	$560.00	8%	
OCTUBRE DEL 2015	$560.00	$0.00	$0.00	$560.00	17%	
NOVIEMBRE DEL 2015	$560.00	$0.00	$0.00	$560.00	25%	
DICIEMBRE DEL 2015	$560.00	$0.00	$0.00	$560.00	33%	
ENERO DEL 2016	$560.00	$30.67	$30.67	$529.33	42%	
FEBRERO DEL 2016	$529.33	$0.00	$30.67	$529.33	50%	
MARZO DEL 2016	$529.33	$152.87	$183.54	$376.46	58%	
ABRIL DEL 2016	$376.46	$30.01	$213.55	$346.45	67%	
MAYO DEL 2016	$346.45	$48.35	$261.90	$298.10	75%	
JUNIO DEL 2016	$298.10	$79.67	$341.57	$218.43	83%	
JULIO DEL 2016	$218.43		$341.57	$218.43	92%	
AGOSTO DEL 2016	$218.43		$341.57	$218.43	100%	

Preparado por Donna Holland
9 de agosto 2016

COMMUNITY ACTION PARTNERSHIP OF KERN
PARENT MEALS Prepared by Central Kitchen
2016-2017

KERN HEAD START

MONTH	BEGINNING BALANCE	SPENT THIS MONTH	SPENT YEAR-TO-DATE	REMAINING BALANCE	% OF YEAR ELAPSED	% OF BUDGET SPENT
MARCH 2016	$25,757.00	$1,673.82	$1,673.82	$24,083.18	8%	6%
APRIL 2016	$24,083.18	$2,484.96	$4,158.78	$21,598.22	17%	16%
MAY 2016	$21,598.22	$32.09	$4,190.87	$21,566.13	25%	16%
JUNE 2016	$21,566.13	$36.75	$4,227.62	$21,529.38	33%	16%
JULY 2016	$21,529.38	$30.33	$4,257.95	$21,499.05	42%	17%
AUGUST 2016	$21,499.05		$4,257.95	$21,499.05	50%	
SEPTEMBER 2016	$21,499.05		$4,257.95	$21,499.05	58%	
OCTOBER 2016	$21,499.05		$4,257.95	$21,499.05	67%	
NOVEMBER 2016	$21,499.05		$4,257.95	$21,499.05	75%	
DECEMBER 2016	$21,499.05		$4,257.95	$21,499.05	83%	
JANUARY 2017	$21,499.05		$4,257.95	$21,499.05	92%	
FEBRUARY 2017	$21,499.05		$4,257.95	$21,499.05	100%	

KERN EARLY HEAD START

MONTH	BEGINNING BALANCE	SPENT THIS MONTH	SPENT YEAR-TO-DATE	REMAINING BALANCE	% OF YEAR ELAPSED	% OF BUDGET SPENT
MARCH 2016	$4,193.00	$250.11	$250.11	$3,942.89	8%	6%
APRIL 2016	$3,942.89	$371.33	$621.44	$3,571.56	17%	15%
MAY 2016	$3,571.56	$4.80	$626.24	$3,566.76	25%	15%
JUNE 2016	$3,566.76	$5.49	$631.73	$3,561.27	33%	15%
JULY 2016	$3,561.27	$4.53	$636.26	$3,556.74	42%	15%
AUGUST 2016	$3,556.74		$636.26	$3,556.74	50%	
SEPTEMBER 2016	$3,556.74		$636.26	$3,556.74	58%	
OCTOBER 2016	$3,556.74		$636.26	$3,556.74	67%	
NOVEMBER 2016	$3,556.74		$636.26	$3,556.74	75%	
DECEMBER 2016	$3,556.74		$636.26	$3,556.74	83%	
JANUARY 2017	$3,556.74		$636.26	$3,556.74	92%	
FEBRUARY 2017	$3,556.74		$636.26	$3,556.74	100%	

Prepared by Donna Holland
August 9, 2016

COMMUNITY ACTION PARTNERSHIP OF KERN
COMIDAS DE LOS PADRES - Prepared by Central Kitchen
2016-2017

KERN 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 2016	$25,757.00	$1,673.82	$1,673.82	$24,083.18	8%	6%
ABRIL DEL 2016	$24,083.18	$2,484.96	$4,158.78	$21,598.22	17%	16%
MAYO DEL 2016	$21,598.22	$32.09	$4,190.87	$21,566.13	25%	16%
JUNIO DEL 2016	$21,566.13	$36.75	$4,227.62	$21,529.38	33%	16%
JULIO DEL 2016	$21,529.38	$30.33	$4,257.95	$21,499.05	42%	17%
AGOSTO DEL 2016	$21,499.05		$4,257.95	$21,499.05	50%	
SEPTIEMBRE DEL 2016	$21,499.05		$4,257.95	$21,499.05	58%	
OCTUBRE DEL 2016	$21,499.05		$4,257.95	$21,499.05	67%	
NOVIEMBRE DEL 2016	$21,499.05		$4,257.95	$21,499.05	75%	
DICIEMBRE DEL 2016	$21,499.05		$4,257.95	$21,499.05	83%	
ENERO DEL 2017	$21,499.05		$4,257.95	$21,499.05	92%	
FEBRERO DEL 2017	$21,499.05		$4,257.95	$21,499.05	100%	

KERN 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 2016	$4,193.00	$250.11	$250.11	$3,942.89	8%	6%
ABRIL DEL 2016	$3,942.89	$371.33	$621.44	$3,571.56	17%	15%
MAYO DEL 2016	$3,571.56	$4.80	$626.24	$3,566.76	25%	15%
JUNIO DEL 2016	$3,566.76	$5.49	$631.73	$3,561.27	33%	15%
JULIO DEL 2016	$3,561.27	$4.53	$636.26	$3,556.74	42%	15%
AGOSTO DEL 2016	$3,556.74		$636.26	$3,556.74	50%	
SEPTIEMBRE DEL 2016	$3,556.74		$636.26	$3,556.74	58%	
OCTUBRE DEL 2016	$3,556.74		$636.26	$3,556.74	67%	
NOVIEMBRE DEL 2016	$3,556.74		$636.26	$3,556.74	75%	
DICIEMBRE DEL 2016	$3,556.74		$636.26	$3,556.74	83%	
ENERO DEL 2017	$3,556.74		$636.26	$3,556.74	92%	
FEBRERO DEL 2017	$3,556.74		$636.26	$3,556.74	100%	

Preparado por Donna Holland
9 de agosto 2016

COMMUNITY ACTION PARTNERSHIP OF KERN
DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Head Start/State Child Development/Yolanda Gonzales	**Month/Year:** July 2016
Program/Work Unit: Head Start/Early Head Start	**Program Manager/Supervisor:** Jerry Meade/ Donna Holland
Services: Early childhood education for low-moderate income children ages 0-5 in center-based part-day or full-day environments and home-based options.	

Program	Enrollment	Funded	Actual
Head Start Kern	February 2016	2,211	282
Early Head Start Kern	February 2016	328	305
Early Head Start Partnership	February 2016	56	48
Early Head Start San Joaquin	February 2016	345	245
TOTAL Funded Enrollment		**2940**	**880**
Children with Disabilities		**Goal**	**Actual**
Head Start Kern	Identified as having an IEP	10%	2%
Early Head Start Kern	Identified as having an IFSP	10%	10%
Early Head Start Partnership	Identified as having an IFSP	10%	2%
Early Head Start San Joaquin	Identified as having an IFSP	10%	8%
Over Income		**Goal**	**Actual**
Head Start Kern	Within 100% and 130% of Federal Poverty Rate	>10%	2%
Early Head Start Kern	Within 100% and 130% of Federal Poverty Rate	>10%	5%
Early Head Start Partnership	Within 100% and 130% of Federal Poverty Rate	>10%	6%
Early Head Start San Joaquin	Within 100% and 130% of Federal Poverty Rate	>10%	5%
Average Daily Attendance (Program Wide <85%)		96%	

Meals Served						
Total Meals Requested			Meals Allocated		% of Meals Served	
by: Central Kitchen	by: Vendor Kitchens	Total Meals Prepared	to: CACFP/USDA	to: HS/EHS	July 2016	July 2015
25,757	5,631	31,388	17,378	14,010	65%	84%

Other: Centers with highest attendance for July: Chrisman 99.78%; Sterling EHS 99.76%; California Street 99.75%; and Franklin 99.06%.

Total Division Staffing: Currently employed in Head Start: 553
Vacant Positions: 41
Currently out on Leave: 37

Program Updates:

Pending Notice of Award from the Office of Head Start:
EHS Partnership Grant for $402,000.00 for 9/2016 – 8/2017

Community Action Partnership of Kern
Child Education and Development Services
Governance-Policy Council

August 4, 2016

Re: Policy Council Membership

Dear Estrella Mendez,

The Policy Council Bylaws approved August 31, 2015 state that: Membership may be terminated as a result of three (3) consecutive absences throughout the year for any reason, ***except absences for attending a Community Action Partnership of Kern function,*** **or EXTREME weather conditions.**

1. Termination may be appealed.
2. Submit a written letter of appeal to the Program Governance Coordinator within ten (10) working days of receiving the notification of termination
3. The Program Governance Coordinator will place the appeal on the following Policy Council agenda for the full Policy Council vote.
4. The Policy Council's recommendation will be in effect for the remainder of the current Policy Council year.

The attendance records show that you have been absent from the Planning Subcommittee in June 2016 and the Policy Council meetings in June and July 2016.

Please be advised, you have been terminated as a Policy Council Member as of August 18th. If you wish to appeal this termination, please contact Janelle Gonzalez at 1-661-336-5236 ext. 2637 or Rashi Strother at 1-242-9540 ext. 1408.

We appreciate your service to the Policy Council and to Community Action Partnership of Kern Head Start Program.

Thank you,

Ashley Womack
2015-2016 Policy Council Chairperson

Janelle Gonzalez On Behalf of Ashley Womack

cc: Janelle Gonzalez, Program Governance Coordinator

Asociación de Acción Comunitaria de Kern
Servicios de Educación y Desarrollo Infantil
Gobernación-Consejo de Política

4 de agosto del 2016

Re: Membrecía del Consejo de Política

Querida Estrella Mendez,

Los Estatutos del Consejo de Política, aprobado el 31 de agosto del 2015, afirma que: La membrecía puede ser terminada como resultado de tres (3) ausencias durante el año por cualquier razón, **excepto cuando el miembro asiste a cualquier evento que esté relacionado con la Asociación de Acción Comunitaria de Kern, o condiciones ambientales extremas.**

1. Las terminaciones pueden ser apeladas.
2. Una carta de apelación puede ser presentada al Gerente de Servicios familiares y Gobernación dentro de los 10 días de haber recibido la notificación de destitución.
3. El Gerente de Servicios Familiares y Gobernación pondrá la apelación en la agenda de la próxima reunión del Consejo de Política para que todo el consejo pueda hacer una votación.
4. Las recomendaciones que haga el Consejo de Política permanecerá en efecto por el resto del año actual del Consejo de Política.

El registro de asistencia enseña que usted estuvo ausente de la junta del Comité de Planificación en junio 2016 y del Consejo de Política en junio y julio de 2016.

Por favor tenga en cuenta que su membrecía del Consejo de Política se terminara el 18 de agosto del 2016. Si usted le gustaría apelar esta destitución, por favor comunicase con Janelle Gonzalez al (661) 336-5236 ext. 2637 o Rashi Strother al 1-242-9540 ext. 1408.

Le agradecemos por su servicio al Consejo de Política y a la Asociación de Acción Comunitaria de Kern.

Gracias,

Ashley Womack
2015-2016 Presidente del Consejo de Política

Janelle Gonzalez, On Behalf of Lopez Womack

Cc: Janelle Gonzalez, Coordinadora del Programa de Gobernación

Policy Council Personnel Committee Meeting Minutes
5005 Business Park North, Bakersfield, California
July 26, 2016
5:00 p.m. – 6:00 p.m.

1. **Welcome**

2. **Call to order-** Ana Luna, Chairperson- Called meeting to order at 5:10pm

3. **Roll call and establish quorum (half plus one)-** Ana Luna, Jason Warren, Rashi Strother, San Joaquin Family Services and Governance Specialist, Malika McGee, San Joaquin Human Resources Specialist, and Maura Sandoval, Staffing Specialist present. Quorum was established.

4. **Introduction of Guests/Public Forum** – Ana Luna, Chairperson
   (The public wishing to address the PC Planning Committee may do so at this time; however the Committee will take no action other than referring the item to staff for study and analysis.)

5. **New Business/Training**
   a. **Employee Transfer/Reassignments sections 2.12 and 2.13**- Training- Maura, Staffing Specialist read and explained sections from Employee Policy manual. Rashi, Governance Specialist commented that In-House recruitments is posted 7 days and Maura added that parents & current employees are the only ones that can apply for an In-house recruitment. No other comments or questions were asked.
   b. **Review Human Resources Report** - Info Item- Maura, passed out HR report for review, report was sent to Rashi, San Joaquin Family Services & Governance Specialist. No questions were asked. Maura reminded that the committee that the report would be revised because Jason & Ana did review applications before the meeting.
   c. **What to expect during Executive Session** – Standing Item to be reviewed as needed.

6. **Announcements** - None

7. **Motion to Adjourn** (does not require a second per Roberts Rules of Order Newly Revised)- Ana Luna motioned to adjourn the meeting at 5:23pm

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Personnel Committee
Ana Luna- Chairperson
Jason Warren,
Tai'Rance Kelly

Remember to submit receipts in kind and reimbursement documentation

El Acta de la Reunión del Sub-Comité Personal
26 de Julio del 2016
5005 Business Park North, Bakersfield, California
5:00 p.m. – 6:00 p.m.

1. **Bienvenida**

2. **Llamar a la Orden-** Ana Luna, La Presidente llamo la reunión a la orden a las 5:10pm.

3. **Pasar Lista y Establecer Quorum (la mitad más uno)** Ana Luna, Jason Warren, Rashi Strother, Especialista de Servicios Familiares y Gobernación de San Joaquin, Malika McGee, Especialista de Servicios Familiares de Recursos Humanos, Maura Sandoval, Especialista de Personal. Quorum fue establecido.

4. **Presentación de Invitados/Foro Público** – Ana Luna, Presidente
   (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.

5. **Nuevos Asuntos /Entrenamiento**
   a. **Traslado del Empleado/ Resignación sección 2.12 y 2.13** – Entrenamiento Especialista de personal leo y explico secciones del Manual de Normas de Empleado. Rashi comentó que las contrataciones en casa es Publicado por 7 días y Maura añaden que solo los padres y los empleados actuales pueden aplicar por la posición en la agencia. No hubo ningún otro comentario o pregunta.
   b. **Revisión del informe de Recursos Humanos** – Tema informacional Maura, repartió el informe de Recursos Humanos para su revisión, el informe fue enviado a Rashi. Ninguna pregunta se formuló. Maura les recordó al comité que el informe sería revisado porque Jason y Ana revisaron aplicaciones antes de la reunión.
   c. **Que esperar de un Sesión Ejecutiva** – Tema estacionario revisar cuando sea necesario

6. **Anuncios –** Ninguno

7. **Moción para cerrar sesión** (No requiere una segunda moción basado a Reglas de Roberto Nuevamente Revisados) Ana Luna hico la moción para cerrar sesión a las 5:23 pm.

Community Action Partnership of Kern
Head Start/State Child Development
Policy Council Bylaws Committee
Meeting Minutes
July 22, 2016

1. **Call to Order**
   a. Meeting was called to order at 12:08 PM by Janeth Rivera
2. **Roll Call and establish Quorum**
   a. Ana Vigil, Tai'Rance Kelly, Catherine Velasquez, and Janeth Rivera were present. Quorum was established
3. **Introductions of Guests:**
   a. **None**
   b. **Staff present-** Janelle Gonzalez, Program Governance Coordinator, Patty Hinojosa, Family Services & Governance Manager, Argelia Diaz, Family Services & Governance Assistant
4. **Approval of Agenda**. Janeth called for a motion to approve the agenda dated July 22, 2016. Motion by Ana Vigil, 2nd motion by Catherine Velasquez. Motion carried unanimously
5. **Presentation/Discussion**
   a. **Review the By-laws**
   Janelle Gonzalez provided each member a copy of the proposed changes to Bylaws. She explained the review process and how they require Policy Council and Board of Director's approval. The revisions to Bylaws include an increase to the amount of members on the Bylaws Committee, the composition of the Policy Council will go from 5 regions to 4 regions, and the all in favor vote will include to option to state "I". The increase to the subcommittee membership is to ensure there are enough openings for each PC member to be able to sit on at least one Subcommittee in addition to PC. This fulfills the requirement outlined within the Bylaws under PC Membership. With the program decreases the amount of slots for child development services, there are no longer 5 regions; only 4. Finally, adding the option to state "I" when calling for an all in favor supports the inclusion of Stockton families voting via GoToMeeting. Janelle explained Policy Council will receive the proposals in August and the proposals will then go to the Board in September. A question was posed of the outcome to having Proxys and alternates for subcommittees. Janelle explained having a Proxy does not support the current operations of our program. A proxy is a person who will sit in on the meeting in the absence of a current member, but would not be required to attend all meetings or training. It is within the Head Start Performance Standards, every PC Member must be provided training on their role and responsibility and as an active member they are required to vote at each PC meeting they attend. The alternate for subcommittees would only serve to set quorum. We are not required to have approvals during subcommittees. Policy Council Subcommittees review information and ask questions prior to being sent to for policy council for approval.

6. **Adjournment**
   Meeting was adjourned at 12:56 p.m.

Janelle Gonzalez/Program Governance Coordinator
Translation: Argelia Diaz

Asociación de Acción Comunitaria de Kern
Desarrollo Infantil Estatal / Head Start
Consejo de Política Comité de Estatutos
Acta de la Reunión
22 de julio de 2016

1. **Llamo a la orden**
   a. La reunión fue llamada al orden a las 12:08 pm por Janeth Rivera.

2. **Pasar la Lista/Establecer Quórum**
   a. Ana Vigil, Tai'Rance Kelly, Catherine Velasquez, and Janeth Rivera were present. Quorum was established

3. **Presentación de Invitados**:
   a. **Ninguno**
   b. **Personal Presente:** Janelle Gonzalez, Coordinadora del Programa de Gobernación, Patty Hinojosa, Gerente de Servicios Familiares y Gobernación, Argelia Diaz, Asistente del Programa de Servicios Familiares y Gobernación.

4. **Aprobación de la Agenda:**
   Janeth pido una moción para aprobar la agenda con la fecha de 22 de julio de 2016. Moción fue hecha por Ana Vigil, fue segundado por Catherine Velasquez. Moción fue aprobada con unanimidad.

5. **Presentación/ Temas de Discusión:**
   a. **Revisión de los Estatutos**
      Janelle González proporcionó a cada miembro una copia de los cambios propuestos en los Estatutos. Ella explicó el proceso de revisión y cómo se requieren la aprobación del Consejo de Política y de la Mesa Directiva. Las revisiones de los Estatutos incluyen un aumento de la cantidad de miembros del Comité de Estatutos, la composición del Consejo de Política irá de 5 regiones a 4 regiones, y el voto a favor de todo incluirá la opción para indicar "I". El aumento a los miembros del subcomité es asegurar que haya suficientes aberturas para cada miembro del PC para que sea capaz de participar en al menos un Subcomité además del PC. Esto cumple con el requisito descrito en los Estatutos en la virtud de la membresía del PC. Con el programa disminuye la cantidad de espacios para servicios de desarrollo infantil, ya no hay 5 regiones; Sólo 4. Por último, añadir la opción de indicar "I" al llamar para un todo a favor apoya la inclusión de las familias en Stockton que votan a través de GoToMeeting. Janelle explicó que el Consejo de Política recibirá las propuestas en agosto y las propuestas a continuación, ira a la Junta en septiembre. Se formuló una pregunta sobre el resultado de tener Proxys y suplentes de los subcomités. Janelle explicó que tener un proxy no es compatible con las operaciones actuales de nuestro programa. Un proxy es una persona que va a sentarse en la reunión en ausencia de un miembro actual, pero no estaría obligado a asistir a todas las reuniones o formación. Está dentro de las Normas de Desempeño del Programa de Head Start, cada miembro del PC se debe proporcionar formación sobre su papel y responsabilidad y como miembro activo están obligados a votar en cada reunión del PC que asisten. La alternativa a las subcomisiones sólo serviría para establecer quórum. Cuando no estamos obligados a tener las aprobaciones durante subcomités. Subcomités del Consejo Política revisa la información y hace preguntas antes de ser enviado al Consejo para su aprobación.

4. **Cierre de sesión**
   a. La reunión termino a las 12:56 p.m.

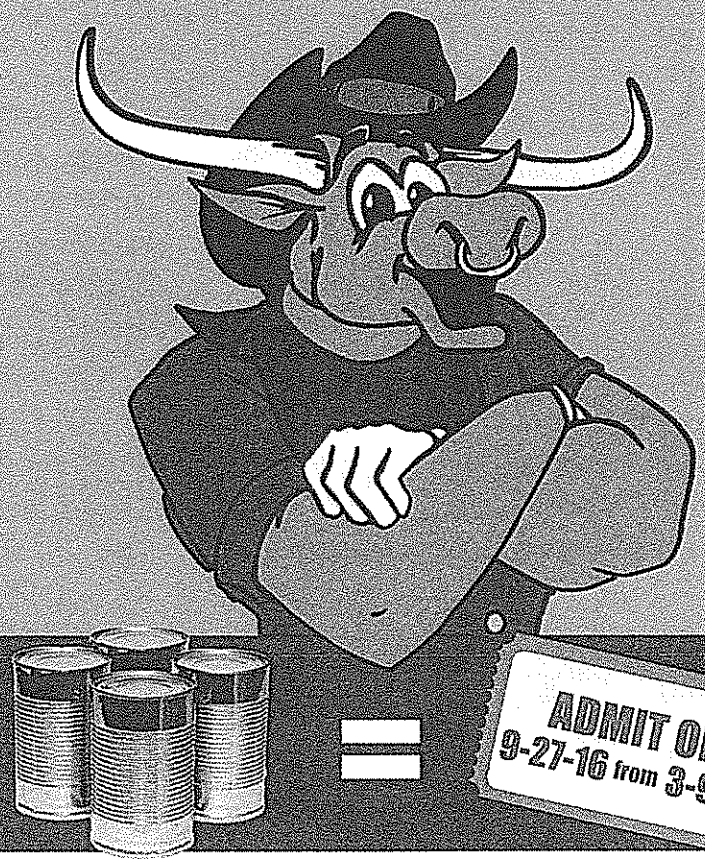
capk
Community Action Partnership of Kern

Feed the Need

Canned Food Drive at the Kern County Fair

Tuesday, September 27, 2016
3-9 pm

The hunger needs in Kern are so great, that the CAPK Food Bank's distributed food volume between 2012 and 2015 more than doubled from 6.1 million to 13.5 million lbs.



Our state's ongoing drought continues to create conditions of hunger for many Kern families through breadwinners' reduced work hours or job loss.

Donate 4 (or more) non-expired canned food items to get One FREE Admission to the Fair!

The Kern County Fair has partnered with the Community Action Partnership of Kern Food Bank (CAPK Food Bank) to bring awareness to the issue of food insecurity throughout Kern County, with its **Feed the Need** Canned Food Drive.

CAPK Food Bank Volunteers will be on hand to graciously accept your canned food donations just inside the Main Gate (1142 South P Street, Bakersfield), as well as the Belle Terrace and Union Avenue entrances.

Feed the Need offers a great opportunity to treat the family to an exceptional entertainment value, while helping to provide a nutritional lifeline for those struggling with hunger in our community.

100 YEARS!
The KERN COUNTY FAIR
1916-2016: 100 YEARS OF FUN!
WWW.KERNCOUNTYFAIR.COM

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

For more information contact the CAPK Food Bank at (661) 398-4520.

capk
Community Action Partnership of Kern

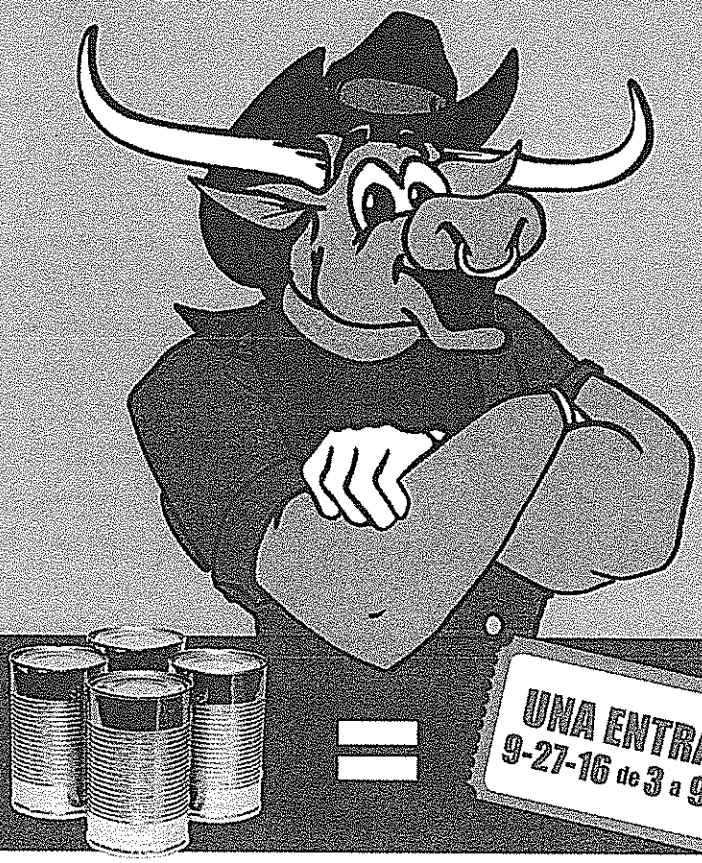
4 Latas son mi "Feria"

(Feed the Need)

Recaudación de Comida Enlatada en la Feria del Condado de Kern

El martes, 27 de septiembre de 2016, de 3 a 9 pm

La necesidad alimenticia en Kern es tan grande, que el volumen de comida distribuida por el Banco de Comida de CAPK aumentó más del doble de 6.1 millones a 13.5 millones de libras entre 2012 y 2015.



La prolongada sequía en nuestro estado continúa creando problemas de inseguridad alimenticia para muchas familias de Kern debido a la pérdida de empleo o reducción de horas laborales de los proveedores.

¡Haz una donación de 4 latas (o más) de comida sin caducar y recibe Una Entrada GRATIS a la Feria!

La Feria del Condado de Kern está colaborando con el Banco de Comida de Community Action Partnership of Kern (CAPK Food Bank en inglés) para crear conciencia sobre el problema de la inseguridad alimenticia en nuestro condado, a través de la recaudación de comida enlatada **4 Latas son mi "Feria" (Feed the Need Food Drive).**

Habrá voluntarios del Banco de Comida de CAPK aceptando tus donaciones de comida enlatada en la Entrada Principal (1142 South P Street, Bakersfield) y las entradas de Belle Terrace y Union Avenue.

4 Latas son mi "Feria" es una gran oportunidad para regalar a tu familia una tarde de diversión, al mismo tiempo que ayudas a brindar asistencia alimenticia a aquellos que pasan hambre en nuestra comunidad.

100 YEARS! The KERN COUNTY FAIR
1916-2016: 100 YEARS OF FUN!
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COMMUNITY ACTION PARTNERSHIP OF KERN
FOOD BANK
"Because no one should go hungry"

Para más información llama al Banco de Comida de CAPK al (661) 398-4520.

San Joaquin Community Hospital
Adventist Health

*FREE Children's Mobile Immunization Program

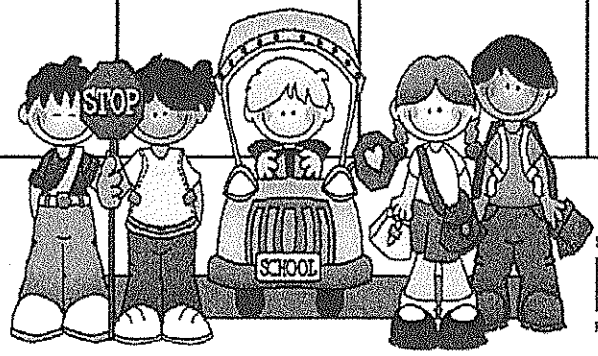
AUGUST 2016

national IMMUNIZATION awareness month

- Vaccines are FREE of charge to children under the age of 18 who meet one of the following criteria:
  1. No health insurance
  2. Enrolled in Medi-Cal (Please bring Medi-cal card to every visit.)
  3. American Indian or Native Alaskan
- We offer the Hemoglobin test FREE of charge for children , expecting/postpartum mothers, and require a WIC, school or doctor referral, regardless of health insurance.
- No appointment necessary, but immunization cards are required.
- Please be aware that our program DOES NOT offer TB skin tests or physicals.
- Clinics may be canceled due to weather conditions. Please call our office prior to arriving.
- We may stop registration 30 minutes before closing time.

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1 Walgreens Pharmacy 4306 Ming Ave. (Parking Lot) 9:00 am—11:30 am 12:00 pm—2:00 pm	2 Kern River Valley— Family Resource Ctr. 5109 Lake Isabella Rd., *LAKE ISABELLA* 9:30 am—11:30 am 12:00 pm—2:00 pm	3 Walgreens Pharmacy 40 Chester Avenue (Parking Lot) 9:00 am—11:30 am 12:00 pm—2:00 pm	4 K.C. Child Support Scvs., - Ready Set Back to School Fair (K.C. Fairgrounds) 1142 S. P street 9:00 am—12:00 pm	5	6
7	8 Benton Park Center 2705 So.H St. @ Wilson Rd. (Dollar Tree-Parking Lot) 9:00 am—11:30 am 12:00 pm—2:00 pm	9 Riverwalk Park 11298 Stockdale Hwy (Parking Lot) 9:00 am—11:30 am 12:00 pm—2:00 pm	10 Kern County Dept. of Human Services 100 E. California Ave (Parking Lot) 9:00 am—11:30 am 12:00 pm—2:00 pm	11 Walgreens Pharmacy 3301 Panama Lane (Parking Lot) 9:00 am—11:30 am 12:00 pm—2:00 pm	12 Blessing Corner 101 Union Ave. (Parking Lot) 9:00 am—12:30pm	13 SJCH/AIS Cancer Center —Health Fair Mercado Latino 2105 Edison Hwy. (Parking Lot) 4:00 pm—7:00 pm
14	15 Walmart Supercenter 5075 Gosford Rd. (Parking Lot) 9:00 am—11:30 am 12:00 pm—2:00 pm	16	17 San Joaquin Community Hospital 2800 Chester Ave. (Parking Lot@ 29th) 1:00 pm—3:00 pm 3:30pm — 6:00pm	18 East Hills Mall 3000 Mall View Rd (West—Parking lot) 9:00 am—11:30 am 12:00 pm—2:00 pm	19	20 Baby and Child Expo (Rabobank Theater & Convention Center) 1001 Truxtun Ave. 11:00 am—4:00 pm
21	22	23	24 New Life Church 4201 Stine Road (Parking Lot) 9:00 am—11:30 am 12:00 pm—2:00 pm	25 Vallarta Supermarket 600 Bear Mountain Blvd., *ARVIN* (Parking Lot) 9:30 am—11:30 am 12:00 pm— 2:00 pm	26	27
28	29 NOR-Riverview Park 437 Willow Drive (Parking Lot) 9:00 am—11:30 am 12:00 pm—2:00 pm	30 Barker Square Ctr. 2425 California 46, *WASCO* (Parking Lot) 9:30 am—11:30 am 12:00pm—2:00 pm	31			

For more information, please call
(661) 869-6740 or visit us at www.sjch.us/shots
This program is sponsored by:
San Joaquin Community Hospital & First 5 Kern



SPONSORED BY FIRST 5 KERN
FIRST 5 KERN
FUNDED BY PROPOSITION 10

San Joaquin Community Hospital
Adventist Health

*Program de Vacunas Para Niños *GRATIS

AGOSTO 2016

national IMMUNIZATION awareness month

* Las vacunas son GRATIS para niños menores de 18 años que cumplen uno de los siguente criterio:
  1. No aseguranza medica
  2. Enscrito a Medi-Cal (Favor de traer la tarjeta de Medi-cal en cada visita)
  3. Indio Americano o Nativo de Alaska
* La prueba para la Hemoglobina esta disponible GRATIS para niños, mujeres emabrazadas/ postparto con la forma de WIC, escuela o doctor sin [illegible]rtar la clase de [illegible]juranza medica. Su [illegible](a) debe de estar al corriente con las vacunas. Si no esta al corriente, es posible que hoy reciba vacunas.
* No se necesita cita, pero las tarjetas de vacunación son obligatorios.
* Tenga en cuenta que nuestro programa no ofrece pruebas de tuberculosis o exámenes fisicos.
* Las clinicas podran ser canceladas por condiciones del clima. Porfavor llame antes de ir a la clinica móvil.
* Lo mas tarde que se puede inscribir es 30 minutos antes de cerrar la clinica.

DOMINGO	LUNES	MARTES	MIERCOLES	JUEVES	VIERNES	SABADO
	1 Walgreens Pharmacy 4306 Ming Ave. (Estacionamiento) 9:00 am—11:30 am 12:00 pm—2:00 pm	2 Kern River Valley— (Family Resource Ctr.) 5109 Lake Isabella Rd., *LAKE ISABELLA* 9:30 am—11:30 am 12:00 pm—2:00 pm	3 Walgreens Pharmacy 40 Chester Avenue (Estacionamiento) 9:00 am—11:30 am 12:00 pm—2:00 pm	4 K.C. Child Support Scvs., - Ready Set Back to School Fair (K.C. Fairgrounds) 1142 S. P street 9:00 am—12:00 pm	5	6
7	8 Benton Park Center 2705 So.H St. @ Wilson Rd. (Dollar Tree-Estacionmnto) 9:00 am—11:30 am 12:00 pm—2:00 pm	9 Riverwalk Park 11298 Stockdale Hwy (Estacionamiento) 9:00 am—11:30 am 12:00 pm—2:00 pm	10 Kern County Dept. of Human Services 100 E. California Ave (Estacionamiento) 9:00 am—11:30 am 12:00 pm—2:00 pm	11 Walgreens Pharmacy 3301 Panama Lane (Estacionamiento) 9:00 am—11:30 am 12:00 pm—2:00 pm	12 Blessing Corner 101 Union Ave. (Estacionamiento) 9:00 am—12:30pm	13 SJCH/AIS Cancer Ctr. Health Fair Mercado Latino 2105 Edison Hwy. (Estacionamiento) 4:00 pm—7:00 pm
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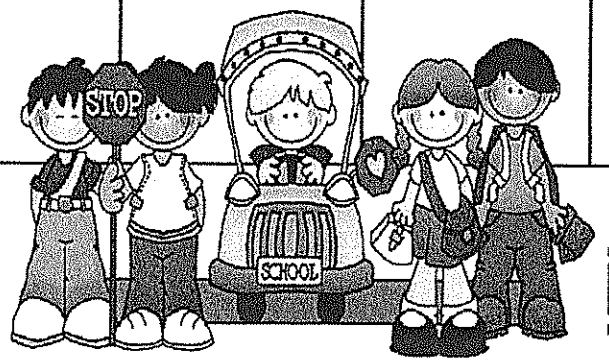
28	29 NOR-Riverview Park 437 Willow Drive (Estacionamiento) 9:00 am—11:30 am 12:00 pm—2:00 pm	30 Barker Square Ctr. 2425 California 46, *WASCO* (Estacionamiento) 9:30 am—11:30 am 12:00pm—2:00 pm	31			

Para mas informacion, porfavor llame a
(661) 869-6740 o visite la pagina sjch.us/shots
Este programa esta patrocinado por:
San Joaquin Community Hospital & First 5



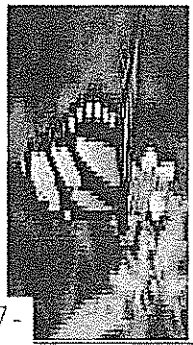
PATROCINADO POR PRIMERO 5 KERN
FIRST 5 KERN
PAGADO POR PROPOSICION 10

Consumer Family Learning Center

August 2016

We welcome anyone seeking recovery from mental illness and/or substance use.

5121 Stockdale Hwy, Suite 150A
661-868-5074 / www.co.kern.ca.us/kcmh

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1 9-10 Good Morning CFLC 10-11 Solutions for Wellness 10-12 Beg Folk Guitar (RSVP) 11-12 Learn Basic Spanish 11-12:30 WRAP #7 (RSVP) 1-2 Woman to Woman 2-3 Conflict Resolution/ Anger Management 3-4 Creative Writing Workshop 3:30-4:30 Mood Disorder Support Group 5-6pm Finding My Strengths (RSVP) 6-7pm Evening Relaxation (RSVP)	2 9-10 Collage for Healing 10-11 Mind-Body Wellness 10-12 Artistic Expressionism 10-12 GED Prep (RSVP) 11-12 Illness Mgmt & Recovery 1-2:30 Quiet & Leisure Activities  1-3 Introduction to Internet (RSVP) 2:30-3 Free-Writing Class 3-4 Low-Impact Zumba 5-7pm Art for the Soul (RSVP by 8/1)	3 9-10 Mindfulness & Meditation 10-11 Schizophrenics Anonymous 10-11 Collage for Healing 11-12 Dual Recovery Anonymous 11-12 Reading, Writing, & Math 1-2 Quilting Tool Skills 1-3 Creative Expressions (RSVP by 8/2) 2-4 Square Biz (Quilting Club) 5-5:30pm Life Skills (RSVP) 5:30-7pm What's In Your Tool Box? (RSVP)	4 9-10 Guided Meditation Yoga 10-11 Dance Therapy 11-12 Laughter Yoga 11-12 Picture Perfect #4 (RSVP) 11-12 Making Time to Talk – Parenting with a Mental Illness 1-2 Seeking Safety (Women) 1-3 Board Game Fun 2-3 Overcoming Anxiety 5-7pm Line Dancing (RSVP)	5 9-10 Tai Chi 10-11 Mavericks (Men's Grp) 10-12 Knitting/Crocheting Class 10-12 A Stitch in Time 11-12 Stomp Out Substances 1-3 Color Me Happy 1-3 Sew Easy 3-4 Friday Fun & Games 5-7pm Movie Night: "My Big Fat Greek Wedding 2" (RSVP)	6 9-11 Game Time: Cards 11-12 Celebrate National Root Beer Float Day ROOT BEER FLOAT DAY 12-1 Group Empowerment Drumming **SUNDAY** 7 12-1 Spirituality and Mental Health 1-3 Inspirational Movie & discussion
8 9-10 Good Morning CFLC 10-11 Solutions for Wellness 10-12 Beg Folk Guitar (RSVP) 11-12 Learn Basic Spanish 11-12:30 WRAP #8 – Graduation (RSVP) 1-2 Woman to Woman 2-3 Conflict Resolution/ Anger Management 3-4 Creative Writing Workshop 3:30-4:30 Mood Disorder Support Group 5-6pm Finding My Strengths (RSVP) 6-7pm Evening Relaxation (RSVP)	9 9-10 Collage for Healing 10-11 Mind-Body Wellness 10-12 Artistic Expressionism 10-12 GED Prep (RSVP) 11-12 Illness Mgmt & Recovery 1-3 Service Animal Workshop (RSVP)  1-2:30 Quiet & Leisure Activities 2:30-3 Free-Writing Class 3-4 Low-Impact Zumba 5-7pm Art for the Soul (RSVP by 8/8)	10 9-10 Mindfulness & Meditation 10-11 Schizophrenics Anonymous 10-11 Collage for Healing 11-12 Dual Recovery Anonymous 11-12 Reading, Writing, & Math 1-2 Quilting Tool Skills 1-3 Creative Expressions (RSVP by 8/9) 2-4 Square Biz (Quilting Club) 5-5:30pm Life Skills (RSVP) 5:30-7pm What's In Your Tool Box? (RSVP)	11 9-10 Guided Meditation Yoga 10-11 Dance Therapy 10-12 Summer Wii Bowling League (RSVP)  11-12 Making Time to Talk – Parenting with a Mental Illness 1-2 Seeking Safety (Women) 1-3 Board Game Fun 2-3 Overcoming Anxiety 5-7pm Line Dancing (RSVP)	12 9-10 Tai Chi 10-11 Mavericks (Men's Grp) 10-12 Knitting/Crocheting Class 10-12 A Stitch in Time 11-12 Stomp Out Substances 1-3:30 Sew Easy 1:30-3 In-the-Kitchen 3-4 Friday Fun & Games 5-7pm Karaoke Night (RSVP)	**SATURDAY** 13 9-11:30 Game Time: Cards 11:30-1 Group Empowerment Drumming **SUNDAY** 14 12-1 Spirituality and Mental Health 1-3 Inspirational Movie & discussion
15 9-10 Good Morning CFLC 10-11 Solutions for Wellness 10-12 Beg Folk Guitar (RSVP) 11-12 Learn Basic Spanish 1-2 Woman to Woman 2-3 Conflict Resolution/ Anger Management 3-4 Creative Writing Workshop 3:30-4:30 Mood Disorder Support Group 5-6pm Finding My Strengths (RSVP) 6-7pm Evening Relaxation (RSVP)	16 9-10 Collage for Healing 10-11 Mind-Body Wellness 10-12 Artistic Expressionism 10-12 GED Prep (RSVP) 11-12 Illness Mgmt & Recovery 1-2:30 Quiet & Leisure Activities 1-3 Introduction to Internet (RSVP) 2:30-3 Free-Writing Class 3-4 Low-Impact Zumba 5-7pm Art for the Soul (RSVP by 8/15)	17 9-10 Mindfulness & Meditation 10-11 Schizophrenics Anonymous 10-11 Collage for Healing 10:30-11:30 Apoyo Emocional y Educación – Para Familias 11-12 Dual Recovery Anonymous 11-12 Reading, Writing, & Math 1-2 Quilting Tool Skills 1-3 Creative Expressions (RSVP by 8/16) 1-4 Square Biz (Quilting Club) 1:30-3 Benefits Workshop (RSVP) 5-5:30pm Life Skills (RSVP) 5:30-7pm What's In Your Tool Box? (RSVP)	18 9-10 Guided Meditation Yoga 10-11 Dance Therapy 10-12 Summer Wii Bowling League (RSVP)  11-12 Making Time to Talk – Parenting with a Mental Illness 11-12 Picture Perfect #5 (RSVP) 1-2 Seeking Safety (Women) 1-3 Board Game Fun 2-3 Overcoming Anxiety 2:30-3:30 Family Support Group 5-7pm Line Dancing (RSVP)	19 9-10 Tai Chi 10-11 Mavericks (Men's Grp) 10-12 Knitting/Crocheting Class 10-12 A Stitch in Time 10:30-12 Beg. Painting (RSVP) 11-12 Stomp Out Substances 1-3 Wii Gaming 1-3:30 Sew Easy 2-3 Un Dia a La Vez 3-4 Friday Fun & Games 5-7 pm Movie Night: "Eddie the Eagle" (RSVP)	**SATURDAY** 20 9-11:30 Game Time: Cards 11:30-1 Group Empowerment Drumming **SUNDAY** 21 12-1 Spirituality and Mental Health 1-3 Inspirational Movie & discussion
22 9-10 Good Morning CFLC 10-11 Solutions for Wellness 10-12 Beg Folk Guitar (RSVP) 11-12 Learn Basic Spanish 11-12:30 WRAP #1 (RSVP) 12-2 Woman to Woman (Special Event) 2-3 Conflict Resolution/ Anger Management 3-4 Creative Writing Workshop 3:30-4:30 Mood Disorder Support Group 5-6pm Finding My Strengths (RSVP) 6-7pm Evening Relaxation (RSVP)	23 9-10 Collage for Healing 10-11 Mind-Body Wellness 10-12 Artistic Expressionism 10-12 GED Prep (RSVP) 11-12 Illness Mgmt & Recovery 1-2:30 Quiet & Leisure Activities 1-3 Introduction to Internet (RSVP) 2:30-3 Free-Writing Class 3-4 Low-Impact Zumba 5-7pm Art for the Soul (RSVP by 8/22)	24 9-10 Mindfulness & Meditation 10-11 Schizophrenics Anonymous 10-11 Collage for Healing 11-12 Dual Recovery Anonymous 11-12 Reading, Writing, & Math 1-2 Quilting Tool Skills 1-3 Creative Expressions (RSVP by 8/23) 2-4 Square Biz (Quilting Club) 5-5:30pm Life Skills (RSVP) 5:30-7pm What's In Your Tool Box? (RSVP)	25 9-10 Guided Meditation Yoga 10-11 Dance Therapy 11-12 Making Time to Talk – Parenting with a Mental Illness 11-12 Understanding Bipolar Disorder 1-2 Seeking Safety (Women) 1-3 Board Game Fun 2-3 Overcoming Anxiety 2:30-3:30 Family Support Group 5-7pm Line Dancing (RSVP)	26 9-10 Tai Chi 10-11 Mavericks (Men's Grp) 10-12 Knitting/Crocheting Class 10-12 A Stitch in Time 10:30-12 Beg. Painting (RSVP) 11-12 Stomp Out Substances 12-12:30 Birthday Celebration 1-3 Color Me Happy 1-3:30 Sew Easy 2-3 Un Dia a La Vez 3-4 Friday Fun & Games 5-7 pm Dominoes Night (RSVP)	**SATURDAY** 27 9-11:30 Game Time: Cards 11:30-1 Group Empowerment Drumming **SUNDAY** 28 12-1 Spirituality and Mental Health 1-3 Inspirational Movie & discussion
29 9-10 Good Morning CFLC 10-11 Solutions for Wellness 10-12 Beg Folk Guitar (RSVP) 11-12 Learn Basic Spanish 11-12:30 WRAP #2 (RSVP) 1-2 Woman to Woman 2-3 Conflict Resolution/ Anger Management 3-4 Creative Writing Workshop 3:30-4:30 Mood Disorder Support Group 5-6pm Finding My Strengths (RSVP) 6-7pm Evening Relaxation (RSVP)	30 9-10 Collage for Healing 10-11 Mind-Body Wellness 10-12 Artistic Expressionism 10-12 GED Prep (RSVP) 11-12 Illness Mgmt & Recovery 1-2:30 Quiet & Leisure Activities 1-3 Introduction to Internet (RSVP) 2:30-3 Free-Writing Class 3-4 Low-Impact Zumba 5-7pm Art for the Soul (RSVP by 8/29)	31 9-10 Mindfulness & Meditation 10-11 Schizophrenics Anonymous 10-11 Collage for Healing 11-12 Dual Recovery Anonymous 11-12 Reading, Writing, & Math 1-2 Quilting Tool Skills 1-3 Creative Expressions (RSVP by 8/30) 2-4 Square Biz (Quilting Club) 5-5:30pm Life Skills (RSVP) 5:30-7pm What's In Your Tool Box? (RSVP)		**September 2** **5-7pm** **Autumn Dance**  Sign up now for our dance at the E. Veterans Hall! (RSVP)	**Suicide Survivor Support Group** Every 1st & 3rd Tuesday 6-8 pm Call Ellen Eggert 661-868-1552 **Hope After Loss** (Support group for mothers – see description for details) Wednesdays 5:30 - 7 pm RSVP Amber Bullard 661-868-5073

Must be 18 years or older to participate. New groups/classes in red. Evening classes highlighted with yellow.

Support Groups

Dual Recovery Anonymous – The Twelve Steps of Dual Recovery Anonymous are based on the proven principles of the traditional Twelve Steps & include the whole disease of chemical dependency, & our emotional or psychiatric illnesses. (Wed 11 am, Rm 151W)

Family Support Group – As a family member or caregiver it is important to know you are not alone and that there are services in the community to help. Attend this supportive group for information on mental illness and community resources. Contact Kevin for more information. (Th 2:30-3:30 pm, Room 127)

Good Morning CFLC – Morning conversation with a peer staff member to start your week out right. (Mon 9-10 am, Room 127)

Hope After Loss – A support group for mothers who have experienced miscarriage, stillbirth, or infant death. (W 5:30 pm, 151E) RSVP Amber Bullard 868-5073.

Making Time to Talk–Parenting with a Mental Illness – Provides moms with positive encouragement, knowledge, & tools to use as they continue their recovery & move toward being the best mothers they can be; sharing, working together, inspired, & encouraged by each other. (Th 11 am, Rm 127)

Mavericks – A men's support group to provide mutual, non-judgmental support, and to share life experiences. (Fri 10 am, Room 127)

Mood Disorder Support Group – Support group for individuals with depression and/or bi-polar symptoms. (M 3:30 pm, Room 151W)

Overcoming Anxiety – Learn and practice coping strategies, skills, and relaxation exercises. (Th 2 pm, Room 129)

Schizophrenics Anonymous – Support group for individuals with schizophrenia. (Wed 10 am, Room 151W)

Stomp Out Substances – Support group for people who are recovering from a mental illness AND alcohol and/or drug use. (Fri 11 am, Room 127)

Suicide Survivor Support Group – A peer-led support group for people who have lost someone to suicide. This support group is offered from KCMH's Crisis Services Division. For details, please call Ellen Eggert, 868-1552. (1st & 3rd Tues. evening of each month)

Woman-to-Woman – A safe place to share, learn, and build relationships with other women. (Mon 1 pm, Room 151E)

Grupos De Apoyo en Español

Apoyo Emocional y Educación–Para Familias - Educando a las/los familiares acerca de la salud emocional de sus seres queridos. (Tercer Miércoles 10:30 am, Salón 127)

Un Día a La Vez – Grupo de apoyo para personas que buscan la recuperación del uso de drogas, el alcohol o la salud mental. (Viernes 2 pm, Salón 127)

Recovery Academy

A Stitch in Time – Learn basics of cross stitch or embroidery–teaches setting up a hoop & common stitches. (F 10 am, Room 151W)

ACT 1 – Teaches acting skills through experience. Explore theatre games, "give and take" improv, and acting out small skits. (Tue 1 pm, Room 129)

Art for the Soul – Join us for a fun evening of relaxation through art. (T 5 pm, Room 129) RSVP required.

Artistic Expressionism (art class) – Students will use various art mediums, including black and colored pencils, pastels, and acrylic paint. (T 10 am, Room 129)

Beginning Folk Guitar – RSVP required. (Mon 10 am, Room 129) – NEW STUDENTS WELCOME.

Beginning Painting – Students who make this 6-week commitment will learn basics and complete an oil painting. RSVP required. (Fri 10:30 am, Room 129)

Benefits Workshop–The Truth About SSDI/SSI "Employment Supports"– Workshop covers how working or school affect social security, Medicare, Medi-Cal benefits; difference between the two benefits; & earnings reporting. RSVP required. (Every 3rd Wednesday 1:30 pm, Room 127)

Board Game Fun – Join in with your peers to have fun playing games. (Thur 1 pm, Room 151E)

Card-Making (Holidays/Celebrations) – Make your own cards. Supplies provided, you may also bring your own. (As scheduled) RSVP required.

Collage for Healing – Get your creativity flowing by expressing yourself through a combination of pictures, words, or phrases that illustrate your story. (Tues. 9 am, Room 129) and (Wed 10 am, Room 129)

Color Me Happy – From choosing colors to the repetitive motion of your hands, coloring can help you achieve a deeply relaxed state. Enjoy music and conversation in a relaxed atmosphere. (Friday as Scheduled, 1 pm, Room 129)

Conflict Resolution/Anger Management – Designed to assist individuals with communicating effectively, setting boundaries, building healthy relationships, and stopping the anger cycle. (Mon 2 pm, Room 151W)

Creative Expressions – An arts and crafts class designed to bring out the artist in all of us. RSVP required. (Wed 1 pm, Room 129)

Creative Writing Workshop – Includes instruction and practice of free writes, journaling, poetry, and report writing. (Mon 3 pm, Room129)

Dance Therapy – Regardless of your fitness level, beginning or advanced – everyone will benefit from this fun class. (Thur 10 am, Room 151)

Evening Relaxation – Learn to incorporate relaxation as a healthy, daily habit. (Mon 6 pm, Room 127) RSVP required.

Finding My Strengths – Look for clues that reveal your own hidden strengths and positive possibilities. (Mon 5 pm, Room 127) RSVP required.

Free-Writing Class – Join this creative writing class where you can express your emotions through personal short stories, essays, or poems. Weekly topics are provided to kick-start your creativity. You have an opportunity to share your creative work at the end of each class. (Tue 2:30 pm, Room 129)

Friday Evening Events – Join us for a night of Bingo, dominoes, a movie, dance, or other event. For Open Mike Night – read poetry (your own or your favorite writer), sing, tell jokes, play guitar, play keyboard, or other talent. Check calendar for specific activity. (Fri 5 pm, Room 151) RSVP required.

Friday Fun & Games – Start your weekend off right. Activities include Pictionary, Scattergories, Toss Across, and board games. (Fri 3 pm, Room 129)

Game Time – Join in with your peers to have fun playing card games. We will mix it up (Hearts, Uno, Snap, War, Phase 10, Kings Corners, Spades, etc.). If you have a favorite card game that you would like to play, let us know. (Sat 9 am, Room 151W)

GED Prep – Assists you in obtaining your GED *(General Education Development)*. Classes are small. (Tue 10 am, 151E) RSVP required – ask for Maricruz.

Group Empowerment Drumming (Formerly called Drum Circle) – Some of the healing benefits of group drumming include stress relief, self-expression, unity, support, boosted immune system, exercise, and the joy of making music. (Sat 11:30 a.m., Room 151W)

Guided Meditation/Yoga – Offers a time for soft music and deep breathing or learning poses and stretches to create balance in the body through developing both strength and flexibility. Physical benefits can lead to better mental health. (Th 9 – 48 – 151E)

All classes at the Consumer Family Learning Center are FREE We do not have clinicians at the Center. Support groups are peer-led. Attend the group or class that suits you and develop friendships with others who understand what you are going through.

"I AM" workshops – Dynamic and interactive workshops on a variety of topics related to recovery. Each workshop is stand alone and may be taken separately. (As scheduled: see calendar and flyer for dates, times, and topics; Room 127). RSVP Required.

Illness Management & Recovery Group – Peer-led group will teach methods to manage your mental illness & enhance your recovery. (Tue 11 am, 151W)

In-The-Kitchen – A fun blend of cooking, baking, & kitchen basics. Participation & eating the finished product is a must! YUM! (Fri 1:30 pm as Scheduled, Kitchen)

Inspirational Movie & Discussion – We all love inspirational movies. They make us laugh. They make us cry. They make us cheer. Inspirational films are about finding strength within ourselves and from the support of others that help us to get through difficult times. (Sun 1 pm, Room 151)

Introduction to Internet – Learn to search Internet; use different search engines, & establish an e-mail account. (Tue 1 pm, Computer Lab) RSVP required.

Knitting & Crocheting Class – Learn the art of knitting &/or crocheting while making new friends & enjoying the company of others. (Fri 10 am, 151W)

Laughter Yoga – Fun & easy exercise combines deep breathing with intentional laughter. "Instant Stress Buster." (1st Th 11 am, Rm 151E)

Learn Basic Spanish – A slow paced class for individuals who want to learn a second language. (Mon 11 am, Room 151W)

Life Skills – Explores concepts of recovery (such as resilience & self-esteem) as skills one can learn and utilize. (Wed 5 pm, Room 127) RSVP required.

Line Dancing – Line dancing is a great way to get everyone out on the dance floor and have fun. (Th 5 pm, Room 151) RSVP required.

Low-Impact Zumba® – A total low-impact workout to Latin & world rhythms. Exercise in disguise because it is so much fun. (Tue 3 pm, Rm 151E)

Mind-Body Wellness – Learn techniques that increase the mind's capacity to affect mental & physical wellness. (Tue 10 am, Rm 151W)

Mindfulness & Meditation – Helps alleviate a variety of mental & physical conditions. Helps reduce depression symptoms, stress, & anxiety. (W 9 am, Rm 151W)

Out and About – A planned field trip where CLFC participants get together and head out into our community to broaden their horizons with enjoyable activities. (As scheduled) RSVP Required.

Picture Perfect – We will show you how to use lighting, composition, and settings to take better digital photos. You may use your own camera or borrow one during class. (Thursdays as Scheduled, 11 am, Rm. 127) RSVP required.

Quiet & Leisure Activities – Activities to stimulate the mind. Read, journal, put together puzzles, color, meditate, complete word activities (crossword puzzles, word searches, anagrams), number games (Sudoku) – you choose your activity. (Tues 1 pm, Room 129)

Quilting Tool Skills – Learn how to cut blocks for quilting and crafting projects. (Wed 1 pm, Room 151E)

Reading, Writing, & Math Skills – Learn and improve basic reading, writing, and math skills. (Wed 11 am, Rm 129)

Recovery Social/Recovery Lunch – Provides an opportunity for individuals to hear inspirational recovery stories with others experiencing recovery. Light refreshments are provided at socials and lunch is provided at luncheons. (As scheduled)

RPG (Role-Playing Game) – Join a game of imagination & improv. Experienced or not in RPGs. (Tue 10 am-12:30 pm, Room 127) RSVP helpful, but not required.

Seeking Safety (Women) – A group to help women attain safety from co-occurring trauma/ PTSD and substance use. (Th 1 pm, Room 129)

Service Animal Workshop – This informational workshop covers what service and emotional support animals can do, ADA requirements, how to obtain an animal, and the responsibility of caring for such an animal. (Special Workshop: T 1 pm, Room 127)

Sew Easy – Class to help you become familiar with using a sewing machine & teach you the basic techniques necessary to get you on your way to sewing. Make new friends, enjoy the company of others, and make projects. (Fri 1 pm, Room 151E)

Smart Money Seminar – Learn the importance of money management; creating a budget; and other topics. (As Scheduled)

Solutions for Wellness – Class offers helpful information and support in the journey to a healthier lifestyle. (M 10 am, Room 151W)

Spirituality and Mental Health – Class discusses spirituality as a tool for mental health recovery. (Sun 12 pm, Room 127)

Summer Wii Bowling League – Sign up by August 10th to play in this fun and competitive tournament. All are welcome to join us to cheer on our players. (2nd & 3rd Th 10 am, Room 129) RSVP required to play.

Tai Chi – A Chinese exercise system that uses slow, smooth body movements that are helpful in achieving a state of physical and mental relaxation while also strengthening the cardiovascular and immune systems. (Fri 9 am, Room 151W)

Understanding Bipolar Disorder – Informational and educational class. Learn coping skills. (4th Th, 11am-12pm, Room 127)

What's in Your Toolbox? – Explore and practice a variety of coping skills. (Wed 5:30 pm, Room 127) RSVP required.

Wii Gaming – Enjoy friendly competition playing Tennis, Bowling, Golf, Boxing, Basketball, Archery, and other games. (Friday as Scheduled, 1 pm, Rm 129)

WRAP Class – WRAP is a Wellness Recovery Action Plan. Individuals with mental health challenges will develop a wellness plan that is designed to be very unique to only that person. WRAP is about staying well. This group will meet once a week for 8 weeks. (M 11 am, Room 127) RSVP required.

Clubs

Square Biz (Quilting Club) – Bring your fabric, thread, and tools to this quilting club. Sewing machines and cutting boards provided. Assistance and instruction is available for your projects. (Wed 2:00 pm, Room 151E)

The CONSUMER FAMILY LEARNING CENTER is a Community Resource for people whose lives have been impacted by a Mental Illness and/or Mental Illness and Substance Use. A program of Kern County Mental Health & funded by the Mental Health Services Act. Adult family members & friends are welcome.

Transportation is offered Monday through Friday for all CFLC events, classes, and groups.
Downtown pick up: 9:30 am, 12:20 pm, and 4:30 pm (RSVP required)
Valley Plaza pick up: 9:40 am, 12:30 pm, and 4:10 pm (RSVP required)
Leave CFLC: 12:00 pm and 4:00 pm (final) (3 pm on Thursdays only)
RSVP required for evening transportation to the bus hubs.

MAKING RECOVERY REAL

If you have questions and/or to RSVP, please call the CFLC line at 661-868-5074. If you leave a message, your call will be handled.

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Policy Council

From: Yolanda Gonzales, Director of Head Start / State Pre-School

Date: August 25, 2016

Subject: Early Head Start San Joaquin Refunding Application – Action Item

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The Head Start and State Child Development Division is requesting approval from the Policy Council to submit an application for continued funding of the Early Head Start San Joaquin grant 09CH010071. The application will continue funding from February 1, 2017 through January 31, 2018.

Within the application, we have made few changes from the latest Budget Revision approved by the Policy Council in June 2016. The few changes include:

- The indirect calculation is $21,829 less after backing out the rent from the modified total direct cost.
- The $21,829 was added to:
  - $12,465 to staff out-of-town travel for a total of $45,386
  - $9,364 to center based curriculum for a total of $28,500

Recommendation

Staff recommends that the Policy Council approve the request to submit the 2017-18 Refunding Application for continued funding for the EHS San Joaquin grant 09CH010071.

ASOCIACION DE ACCION COMUNITARIA DE KERN

MEMORÁNDUM

Para: El Consejo de Política

De: Yolanda Gonzales, Directora de Desarrollo Infantil Estatal / Head Start

Fecha: 28 de septiembre de 2016

Tema: Aplicación de Reembolso de Early Head Start San Joaquin – Tema de Acción

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La División Estatal de Desarrollo Infantil Head Start esta solicita la aprobación del Consejo de Política para presentar una solicitud de continuación de la financiación de la subvención Early Head Start de San Joaquín 09CH010071. La aplicación seguirá financiación 1 de febrero de 2017 al 31 de enero 2018.

Dentro de la aplicación, hemos hecho algunos cambios desde la última revisión del presupuesto aprobado por el Consejo de Política en junio de 2016. Los pocos cambios incluyen:

- El cálculo indirecto es $ 21,829 menos después de respaldar a cabo el alquiler del costo directo total modificado.
- El $21,829 fue añadido:
  - $12,465 para los viajes del personal fuera de la ciudad por un total of $45,386
  - $9,364 para centrar plan de estudios basado en un total of $28,500

Recomendación

El personal recomienda que el Consejo de Política aprueba la solicitud para presentar la Solicitud 2017-18 El reembolso de continuación de fondos para la concesión de EHS San Joaquín 09CH010071.

SAN JOAQUIN EARLY HEAD START
CHILD AND ADULT CARE FOOD PROGRAM
2017-2018 BUDGET

BUDGETED EXPENDITURES

Early Head Start Program Operations EHS Training & Technical Assistance Child & Adult Care Food Program	2016-2017 BUDGET (Revised)	2017-2018 BUDGET	VARIANCE increase (decrease)	Comments
PERSONNEL	3,024,828	3,024,828	0	
FRINGE BENEFITS	663,420	663,420	0	
TRAVEL	32,921	45,386	12,465	Additional budget for support travel
EQUIPMENT		0	0	
SUPPLIES				
Office Supplies	6,900	6,900	0	
Child and Family Services Supplies	124,150	133,514	9,364	Updated cost of center-based curriculum
Food Services Supplies	15,000	15,000	0	
Other Supplies	38,454	38,454	0	
TOTAL SUPPLIES	184,504	193,868	9,364	
CONTRACTUAL				
Administrative Services	15,000	15,000	0	
Training & Technical Assistance	9,500	9,500	0	
Other Contracts	2,000	2,000	0	
TOTAL CONTRACTUAL	26,500	26,500	0	
OTHER				
Rent	240,139	240,139	0	
Utilities, Telephone	118,020	118,020	0	
Building & Child Liability Insurance	16,800	16,800	0	
Building Maintenance/Repair	105,485	105,485	0	
Nutrition Services	185,240	185,240	0	
Child Services Consultants	20,000	20,000	0	
Volunteers	3,338	3,338	0	
Parent Services	16,886	16,886	0	
Publications/Advertising/Printing	4,068	4,068	0	
Training or Staff Development	31,918	31,918	0	
Other	43,668	43,668	0	
TOTAL OTHER	785,562	785,562	0	
INDIRECT	461,612	439,783	(21,829)	Adjustment to Indirect calculation
BUDGETED EXPENDITURES	5,179,347	5,179,347	0	

SAN JOAQUIN EARLY HEAD START
CHILD AND ADULT CARE FOOD PROGRAM
2017-2018 BUDGET

REVENUES

STATE & FEDERAL REVENUES	2015-2016 BUDGET	2016-2017 BUDGET	VARIANCE increase (decrease)	Comments
Early Head Start Program Operations		4,996,344	4,996,344	
EHS Training & Technical Assistance		81,897	81,897	
Subtotal Early Head Start	**0**	**5,078,241**	**5,078,241**	
Estimated Child & Adult Care Food Program		101,106	**101,106**	
TOTAL STATE & FEDERAL REVENUES	**0**	**5,179,347**	**5,179,347**	

SUMMARY - 2016-2017

TOTAL REVENUES	5,179,347
TOTAL BUDGETED EXPENDITURES	5,179,347
DIFFERENCE	**0**

ESTIMATED ADMINISTRATIVE RATE **9.07%**

NOTES:

CAPK uses Child & Adult Care Food Program revenues to support Early Head Start services; however, this application is for Early Head Start funds only.

Non-federal share of funding required by Head Start and Early Head Start will be $1,269,560; this amount will be provided by volunteers, professionals, and other contributors.

Proposed By-laws Revisions 2016-2017

Current: Section 2. Types of Membership

Composition

Reg. 1	Reg. 2	Reg. 3	Reg. 4	Reg. 5	Home Base	EHS Partnership	EHS San Joaquin	Community Representative		CAPK Board of Director
4 Parents	4 Parents	4 Parents	4 Parents	4 Parents	2 Parents	1 Parent	2 Parents	1 Past Parent	1 Comm. Rep.	1 BOD Member

Proposed: Section 2. Types of Membership

Reg. 1	Reg. 2	Reg. 3	Reg. 4	Home Base	EHS CC Partnership	EHS San Joaquin	Community Representative		CAPK Board Of Director
4 Parents	4 Parents	4 Parents	4 Parents	2 Parents	1 Parent	2 Parents	1 Past Parent	1 Comm. Rep.	1 BOD Member

In the event the member's child ages out of the Head Start, EHS Partnership, and/or the San Joaquin program, member will continue their membership until the end of PC Term.

Article VII
Voting Rights

Current: Section 1. Vote

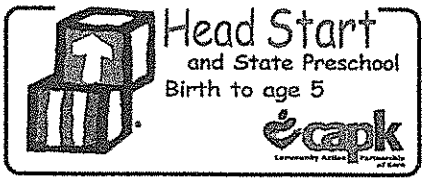
a. The Policy Council will vote by a show of hands.

Proposed: Section 1. Vote

The Policy Council will vote by a show of hands and/or stating "I"

Members joining the Policy Council meeting via GoToMeeting will vote using a color card system. When voting an "All in favor", members will use the Green color card and hold closest to the camera's view for the secretary to get an accurate count of votes. The remaining color cards for members to communicate via GoToMeeting are as follows:

Opposed = Red
Abstain = Blue
Motion = Yellow
Question = White



Article VIII
Standing Committees

Current: Section 1. Standing Committees

a. Each Policy Council member must participate on one committee. Each Policy Council member will sit on a maximum of two (2) committees, and a minimum of one (1) committee, during the course of the Policy Council year. Committees shall develop written recommendations and will be reflected in committee meeting minutes and placed on the next PC Agenda. Minutes shall be available upon request with the exception of meetings involving discussions of the agency employees or potential employees, which are deemed confidential.
   - Budget and Finance-Seven (7) members
   - Planning –Seven (7) members
   - Bylaws –Six (6) members
   - Personnel –Five (5) members

Proposed: Section 1. Standing Committees

a. Each Policy Council member must participate on one committee. Each Policy Council member will sit on a maximum of two (2) committees, and a minimum of one (1) committee, during the course of the Policy Council year. Committees shall develop written recommendations and will be reflected in committee meetings minutes and placed on the next PC Agenda. Minutes shall be available upon request with the exception of meetings involving discussions of the agency employees or potential employees, which are deemed confidential.
   - Budget and Finance-Seven (7) members
   - Planning –Seven (7) members
   - Bylaws –Six (7) members
   - Personnel –Five (5) members

Revisiones Estautos Propuestos 2016-2017

Actual: SECCIÓN 2. Tipos de Membrecía

Composición

Reg. 1	Reg. 2	Reg. 3	Reg. 4	Reg. 5	Basado en el Hogar	Asociaciones de EHS	EHS San Joaquin	Representantes Comunitarios		Director del Consejo de CAPK
4 Padres	4 Padres	4 Padres	4 Padres	4 Padres	2 Padres	1 Padres	2 Padres	1 Padre Anterior	1 Rep. Com.	1 Miembro del BOD

Propuesta: SECCIÓN 2. Tipos de Membrecía

Reg. 1	Reg. 2	Reg. 3	Reg. 4	Basado en el Hogar	Asociaciones de EHS	EHS San Joaquin	Representantes Comunitarios		Director del Consejo de CAPK
4 Padres	4 Padres	4 Padres	4 Padres	2 Padres	1 Padres	2 Padres	1 Padre Anteriro	1 Comm. Rep.	1 Miemrbos del BOD

En el caso que el niño(a) de un miembro se fuera del Programa de Head Start / La Asociaciones de EHS y/o San Joaquín por pasar el requisito de edad, el miembro continuará su membrecía hasta el final del plazo de PC.

ARTICULO VII
DERECHOS DE VOTACION

Actual: Sección 1. Votación

a. El Consejo de Política votara por mano alzada.

Propuesta: Sección 1. Votación

El Consejo de Política votará por mana alzada y/o por indicando "yo"

Los miembros se unen a la reunión del Consejo de Política a través de GoToMeeting votarán utilizando un sistema de tarjeta de color. Para la votación de un "todo a favor", los miembros utilizarán la tarjeta de color verde y mantendrán lo más cerca de visión de la cámara para el secretario obtener un recuento exacto de los votos. Las tarjetas de color restantes para los miembros de comunicarse a través de GoToMeeting son los siguientes:

Opuesto = Rojo
Abstener = Azul
Moción = Amarillo
Pregunta = Blanca

Head Start
and State Preschool
Birth to age 5
capk

ARTICULOS VIII
COMITES VIGENTES

Actual: Sección 1. Comités Vigentes

a. Cada miembro del Consejo de Política debe participar en un comité. Cada miembro del Consejo de Política se sentará en un máximo de dos (2) comités, y un mínimo de un (1) comité, durante el curso del año del Consejo de Política. Los Comités elaborarán recomendaciones escritas y se reflejan en el acta del comité y se coloca en la siguiente Agenda del PC. El acta estarán disponibles a petición, con la excepción de las reuniones que involucran discusiones de los empleados de la agencia o empleados potenciales, que se consideran confidenciales.
   - Comité Ejecutivo- Cinco (5) miembros
   - Presupuesto y Finanzas- Siete (7) miembros
   - Planificación- Siete (7) miembros
   - Estatutos- Seis (6) miembros
   - Personal- Cinco (5) miembros

Propuesta: Sección 1. Comités Vigentes

a. Cada miembro del Consejo de Política debe participar en un comité. Cada miembro del Consejo de Política se sentará en un máximo de dos (2) comités, y un mínimo de un (1) comité, durante el curso del año del Consejo de Política. Los Comités elaborarán recomendaciones escritas y se reflejan en el acta del comité y se coloca en la siguiente Agenda del PC. El acta estarán disponibles a petición, con la excepción de las reuniones que involucran discusiones de los empleados de la agencia o empleados potenciales, que se consideran confidenciales.
   - Comité Ejecutivo- Cinco (7) miembros
   - Presupuesto y Finanzas- Siete (7) miembros
   - Planificación- Siete (7) miembros
   - Estatutos- Seis (7) miembros
   - Personal- Cinco (5) miembros