COMMUNITY ACTION PARTNERSHIP *OF* KERN
BOARD OF DIRECTORS MEETING

5005 Business Park North, Bakersfield, CA
April 26, 2017
12:00pm

AGENDA

I. Call to Order

a. Moment of Silence/Pledge of Allegiance *(Please Stand)*

b. Reading of the "Promise of Community Action" *(Please Stand)*

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

c. Roll Call

Garth Corrigan	*Curtis Floyd*	*Fred Plane*	*Warren Peterson*
Janea Benton	*James Camp*	*Lorena Fernandez*	*Craig Henderson*
Mike Maggard	*Yolanda Ochoa*	*Marian Panos*	*Ana Vigil*

II. Approval of Agenda

III. Approval of meeting minutes

a. Minutes of March 29, 2017 Board of Directors meeting – ***Action Item (p. 1-6)***

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

V. Special Presentations

a. Presentation to Charlie Rodriguez, Board Member, for 21 years of service to Community Action Partnership of Kern – Jeremy Tobias, Executive Director

VI. New Business

a. Appointment of Jimmie D. Childress as Private Sector Representative on CAPK Board of Directors – Jeremy Tobias, Executive Director – ***Action Item (p. 7-8)***

b. Results from Head Start CLASS Observations – Yolanda Gonzales, Director of Head Start / State Child Development – ***Info Item (p. 9-10)***

c. Revisions to the Head Start and State Child Development Program Options – Yolanda Gonzales, Director of Head Start / State Child Development – ***Action Item (p. 11-13)***

d. Early Head Start Child Care Partnerships Refunding Application – Yolanda Gonzales, Director Of Head Start / State Child Development – ***Action Item (p. 14-16)***

e. CAPK Succession Plan for Executive Director – Brady Bernhart, Community Development Specialist – ***Action Item (p. 17-31)***

f. Allocation of Wells Fargo Funds Awarded to CAPK in October 2016 – Ralph Martinez, Director of Community Development – ***Action Item (p. 32)***

g. Vendor Contract Extension and Aggregate Amount – Lauren Wright, Acting Business Manager – ***Action Item (p. 33-35)***

h. New Leases and Lease Extensions for Head Start Locations – Lauren Wright, Acting Business Manager – ***Action Item (p. 36-51)***

VII. Committee Reports

a. Audit and Pension Committee Report – Christine Anami, Director of Finance – ***Action Item***
   i. Minutes of April 6, 2017 ***(p. 52-56)***
   ii. Brown Armstrong Plan for the 2016-17 Audit ***(p. 57-66)***
   iii. Employee Pension Plan Quarterly Update Mutual America
   iv. Discussion of Pension Plan Benchmark Study
   v. Review of Prior Year Audit Recommendations and Corrective Actions ***(p. 67-131)***
   vi. State CSD Monitoring Report of the Energy Program ***(p. 132-160)***
   vii. Upcoming Program Reviews

b. Program Review & Evaluation Committee Report – Ralph Martinez, Director of Community Development – ***Action Item***
   i. Minutes of April 12, 2017 ***(p. 161-165)***
   ii. Program Reports
      1. March 2017 Program and Division Reports ***(p. 166-178)***
      2. Application Status Report and Funding Requests ***(p. 179-182)***
         a. Kern Family Health Care for CAPK Food Bank
      3. Head Start / State Child Development March Enrollment Update and Meals Report ***(p. 183)***
      4. March 2017 Outreach and Advocacy Report ***(p. 184)***

c. Budget & Finance Committee Report – Christine Anami, Director of Finance – ***Action Item***

i. Minutes of April 19, 2017 ***(p. 185-189)***
ii. Application Status Report and Funding Requests ***(p. 190-193)***
    1. Kern Family Health Care for CAPK Food Bank
iii. Head Start and Early Head Start Budget to Actual Reports for the Period Ending March 31, 2017 ***(p. 194-208)***
iv. Discretionary Fund Update ***(p. 209)***
v. Financial Statements, March 2017 **(Section 3 of binder)**

VIII. Advisory Board Reports

a. Head Start Policy Council Report – Lorena Fernandez, Policy Council Representative - ***Action Item (p. 210)***
    i. Minutes of March 30, 2017 ***(p. 211-214)***

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

IX. Executive Director Report – Jeremy Tobias, Executive Director – ***Action Item***

a. Update on Annual Humanitarian Awards Banquet (verbal report)

X. Board Member Comments

XI. Closed Session

XII. Close Session Report

XIII. Next Scheduled Meeting

Board of Directors Meeting
Wednesday, May 31, 2017
12:00 p.m.
5005 Business Park North
Bakersfield, CA 93309

XIV. Adjournment

This is to certify that this Agenda notice was posted in the lobby of the CAPK Administrative Office at 5005 Business Park North, Bakersfield, CA and online at www.capk.org by 12:00pm, April 21, 2017. Swathi Venkatesh, Community Development Specialist

COMMUNITY ACTION PARTNERSHIP *OF* KERN
BOARD OF DIRECTORS MEETING

5005 Business Park North, Bakersfield, CA
March 29, 2017
12:00pm

MEETING MINUTES

I. Call to Order

Garth Corrigan called the meeting to order at 12:06pm at the Community Action Partnership of Kern Administrative Building, 5005 Business Park North, Bakersfield, CA.

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

Roll Call was taken with a quorum present:

Present: Garth Corrigan, James Camp, Marian Panos, Craig Henderson, Fred Plane, Mike Maggard, Lorena Fernandez, Warren Peterson, Janea Benton, Ana Vigil (12:19pm)

Absent: Curtis Floyd, Charlie Rodriguez, Yolanda Ochoa

Others Present: Jeremy Tobias, Executive Director; Ralph Martinez, Director of Community Development; Michele Nowell, Director of Human Resources; Carmen Segovia, Director of Health and Nutrition; other CAPK staff.

II. Approval of Agenda

Motion was made and seconded to approve the Board of Directors meeting agenda for March 29, 2017. Carried by unanimous vote. (Peterson/Maggard)

III. Approval of meeting minutes

a. Minutes of February 22, 2017 Board of Directors meeting – ***Action Item***

Motion was made and seconded to approve the minutes of the February 22, 2017 Board of Directors meeting. Carried by unanimous vote. (Maggard/Peterson)

IV. Introduction of Guests/Public Forum:

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

No one addressed the Board.

V. Special Presentations

a. Presentation to Elizabeth (Beth) Tolley, Women Infants & Children (WIC) Program Manager, upon her retirement from Community Action Partnership of Kern – Carmen Segovia, Director of Health and Nutrition

Carmen Segovia presented Elizabeth (Beth) Tolley with a plaque in recognition for her years of service and dedication to CAPK.

b. Give Big Kern 2017- Presentation – Louis Medina, Outreach & Advocacy Manager and Rachel M. Every, Manager of Development and Donor Services, Kern Community Foundation

Rachel M. Every stated that Give Big Kern is a countywide collaborative effort to raise funds for the community. There are over 100 non-profit participants at this time. Online giving begins April 1, 2017, with a Countywide Giving Day to take place on May 2, 2017. The goal is 8000 supporters or givers, or approximately 1% of the county's population. Donors are encouraged to volunteer their time as well as pledging a monetary contribution. Kern Community Foundation will be awarding prizes for participation to encourage agencies to get involved. Last year, Carmen Segovia's family donated $500 -$700 which helped placed CAPK on the leader board. The minimum donation is $5 which does not have to be made online. Donors can give cash, checks, or their time.

Mike Maggard wanted to know if board members could receive credit for time served on the board in consideration of prizes being awarded. Rachel stated that they could not.

A group photo of the Board was taken at this time to be used in a Boomerang for social media exposure

VI. New Business

a. Risk Assessment Compliance and Organizational Standards Update – Brady Bernhart, Community Development Specialist – ***Info Item***

Brady stated that the Department of Health and Human Services, Office of Administration for Children and Families established organizational standards to ensure effective oversight of CSBG eligible entities. Brady stated that there are 58 organizational standards. CAPK currently meets 55 of the 58 organizational standards.

He stated that one of the outstanding items is risk assessment. Risk assessment is the process by which state and federal government would like us to review organizational standards. This process is required every 2 years. He stated that we only have minor issues, however, per the state, we are not required to share a report of those issues in a public setting with the board, and in fact, are discouraged from doing so to limit our liability. Brady shared that the Executive Director is available to privately discuss the matter. The topics explored in the assessment were: Contracts and Procurement, Financial Management, Governance, and Human Resources.

Brady also noted that Board Members are required to complete a Conflict of Interest statement every 2 years***.***

b. CAPK Succession Plan – Brady Bernhart, Community Development Specialist – ***Info Item***

Brady provided a brief narrative on the nature and purpose of the Executive Director Succession Plan. He then stated that in the event the Executive Director was incapacitated in a way that prevented him from performing his duties as Executive Director, Ralph Martinez, Director of Community Development and Planning would step in to act as interim Executive Director. As part of the succession plan, there is an emergency backup plan outlining the individual that would step into the position vacated by Ralph should he be required to take on the role of Executive Director. Brady stated that the succession plan and emergency back-up plan should be ready to come before the board at the next meeting for approval.

c. Revision to the Early Head Start Child Development Partnership Agreement with Kern County Superintendent of Schools – Yolanda Gonzales, Director of Head Start / State Child Development – ***Action Item***

Pam Pritchard stated that in March 2016, a 1.8% Cost of Living Adjustment (COLA) was granted by the Office of Head Start for the contract. Based on communication with the Regional Office, it was determined that the COLA also applied to the Partnership Agreement.

Due to the COLA, it was determined that the Agreement with the Kern County Superintendent of Schools needed to be revised. The amount per child has increased from $700 to $712 per month.

Craig asked if the $12 increase will be passed on to employees. Pam stated that Partnership Staff are not our staff and we cannot require them to pass the increase on to staff. Jeremy stated that in this case for Head Start, the term COLA refers to a contract COLA, not necessarily a specific employee wage COLA.

Motion was made and seconded to approve the Revision to the Early Head Start Child Development Partnership Agreement with Kern County Superintendent of Schools. Carried by unanimous vote. (Henderson/Peterson)

d. Head Start 2017 Program Planning Calendar – Jerry Meade, Program Design & Management Administrator – ***Action Item***

Jerry stated that the program planning calendar identifies the steps that we must follow to complete the annual refunding application. Jerry stated that there were a few changes made to the program planning calendar from previous years. He stated that the changes were aligned with the new organizational standards. Among the changes: Jerry now includes a graph that tracks action items for all three head start programs to help them stay on top of what needs to be done for each grant. The Policy Council is no longer responsibility to approve the items; they will solely be

provided info only items. Jerry stated that the programs rigidly follow these steps to ensure they meet their deadlines.

Motion was made and seconded to approve the Head Start 2017 Program Planning Calendar. Carried by unanimous vote. (Henderson/Panos)

VII. Committee Reports

a. Program Review & Evaluation Committee Report – Ralph Martinez, Director of Community Development – ***Action Item***
   i. Minutes of March 15, 2017
   ii. Program Reports
      1. February 2017 Program and Division Reports
      2. Application Status Report and Funding Requests
         a. Friends of Mercy Foundation/Sister Phyllis Hughes Endowment for East Kern Family Resource Center
      3. Head Start / State Child Development February Enrollment Update and Meals Report
      4. February 2017 Outreach and Advocacy Report

Ralph reported that during the March 15, 2015 PRE Committee Meeting, Whitey Hughes provided a presentation on the East Kern Family Resource Center. The two main programs out of their Mojave office are the Differential Response program and the First 5 School Readiness program.

Ralph reviewed grants that were awarded/declined in the past month. There were two declines- the TJX Foundation to support the Food Bank, and Astra Zeneca to fund activities at the youth centers. He also presented a funding request to submit an application to the Friends of Mercy Foundation to support the emergency supplies closed at EFFRC.

Motion was made and seconded to approve the March 2016 Program Division Reports. Carried by unanimous vote. (Henderson/Peterson)

b. Budget & Finance Committee Report – Christine Anami, Director of Finance – ***Action Item***
   i. Minutes of March 22, 2017
   ii. Application Status Report and Funding Requests
      1. Friends of Mercy Foundation/Sister Phyllis Hughes Endowment for East Kern Family Resource Center
      2. Kaiser Permanente for Shafter Youth Center and Friendship House Community Center
   iii. Addition of Quality Assurance Specialist to Energy Organizational Chart
   iv. Head Start and Early Head Start Budget to Actual Reports for the Period Ended February 28, 2017
   v. Discretionary Fund Update
   vi. Financial Statements, February 2017 **(Section 3 of binder)**

Jeff Looker, Assistant Director of Finance presented a recap of the March meeting, including a discussion of the addition of the Quality Assurance Specialist position to the Energy Program.

Motion was made and seconded to approve the Budget & Finance Committee Report with the exception of item VII.b.(iii). Addition of Quality Assurance Specialist to Energy Organizational Chart. Carried by unanimous vote. (Camp/Vigil)

VIII. Advisory Board Reports

a. Head Start Policy Council Report – Lorena Fernandez, Policy Council Vice-Chairperson - ***Action Item***

Lorena provided a report of the Head Start Policy Council. Motion was made and seconded to approve the Head Start Policy Council Report. Carried by unanimous vote. (Camp/Vigil)

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

Ralph provided a verbal report, highlighting the Kiwanis One Day Project, they will be replanting the FHCC community garden on April 1, 2017.

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

IX. Executive Director Report – Jeremy Tobias, Executive Director – ***Action Item***

Jeremy shared an update on the Humanitarian Awards Banquet being held May 18, 2017; monies received to date are $35,495. Jeremy reached out to Board Members to help assist the agency with sponsorships. Jeremy thanked the SA Camp Company for their generous Bronze Level donation to the Humanitarian Awards Banquet.

Jeremy recommended that item “IX.b”, the Agency Reorganization and Approval of New Assistant Director Position be deferred until after the completion of closed session. The item can be taken up after the closed session report.

Jeremy thanked Board member Janea Benton who has been instrumental with helping the agency work with State Assembly member Rudy Salas on language for the migrant alternative contract. The bill is referred to as SB 441.

Jeremy announced that Charlie Rodriguez term expired this month. Jeremy said we plan to acknowledge Charlie’s years of service during the next Board Meeting.

X. Board Member Comments

Craig thanked staff.

XI. Closed Session

Garth Corrigan announced we have a closed session item listed on the agenda. The Board adjourned into closed session at 12:55pm.

XII. Closed Session Report

The Board returned to open session at 1:40pm. Board Secretary Fred Plan announced that no reportable action was taken during closed session.

XI.b Deferred item IX.b titled Agency Reorganization and Approval of New Assistant Director Position

Jeremy explained that with the recent resignation of Division Director Romala Ramkissoon, and the vacancy in the Assistant to the Executive Director position, an opportunity existed to reconsider some duties and responsibilities of the senior management. Also there is a need for additional help for the Executive Director in the day to day operations of the agency. Jeremy recommended the reorganization of the senior management, removal of the Director of Community Services and the approval of a new Division Director position, with the amended title of Director of Administration, based on the job description.

Motion was made and seconded to approve the Reorganization and the creation of a new position titled Director of Administration. Carried by unanimous vote. (Plane/Henderson)

XIII. Next Scheduled Meeting

Board of Directors Meeting
Wednesday, April 26, 2017
12:00 p.m.
5005 Business Park North
Bakersfield, CA 93309

XIV. Adjournment

The meeting adjourned at 1:42pm.

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Board of Directors

From: Jeremy T. Tobias, Executive Director

Date: April 26, 2017

Subject: *Agenda Item VI(a):* Appointment of Jimmie D. Childress as Private Sector Representative on CAPK Board of Directors - Action Item

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Kathy Philley, formerly a Private Sector Representative on the CAPK Board of Directors, announced her resignation from the position at the Board meeting on November 30th, 2016.

Advertising the Vacancy
In January of 2017, staff began the process of recruitment by publishing announcements of the vacancy in English and Spanish-language newspapers throughout Kern County. A link to the application and additional information was posted on www.capk.org and shared on the main CAPK Facebook page, and on CAPK program pages. Staff reached out to marketing contacts at the Greater Bakersfield Chamber of Commerce, Kern County Black Chamber of Commerce, and the Kern County Hispanic Chamber of Commerce.

Applicant
By the application deadline of February 22nd, 2017, we had received one completed application for the Private Sector Representative, from Jimmie D. Childress. CAPK Board Chair Garth Corrigan appointed an Elections Committee, with Board Members Yolanda Ochoa, Craig Henderson, and Fred Plane. The Committee reviewed the application materials and requested an interview with Mr. Childress on March 29th, 2017.

Recommendation:
Staff and the Elections Committee recommend that the Board approve the appointment of Jimmie D. Childress as a Private Sector Representative on the CAPK Board of Directors.

Attachment: Statement of Interest from Jimmie D. Childress

Jimmie D. Childress: Statement of Interest (February 10, 2017)

I wish to serve on the board and believe I could be an asset based on my years of experience in teaching, building and civic participation.

As a teacher I taught from first grade through Jr. College. I helped develop the system of readiness testing for preschool children in the Fairfax School District. These tests helped in evaluating maturity levels of children with the intent of ensuring a successful academic outcome in their future. I promoted placement of male teachers into early education. I hold a lifetime teaching credential.

I now mentor in an afterschool program at Calvary Bible Church in affiliation with Standard School District. This program includes developing reading and math competency as well as life skills for students deemed at risk. I mentor reading and have developed the shop program.

As a builder, I specialized in affordable and specialty housing as well as developing work training programs for young men and women. I was Proteus employer of the year. During the forty years of building I developed land and affordable housing in Arvin, Bakersfield, Earlimart and Wasco. These projects were in part done in cooperation with the Federal Rural Development.

My company produced the grant for federally subsidized rents for housing of clients with dual diagnoses in danger of homelessness. This project, Green Gardens, included a120 apartment complex with supporting offices for services onsite. It required a collaboration between the City of Bakersfield, the Housing Authority of Kern County, Golden Empire Affordable Housing, Kern Mental Health, Clinica Sierra Vista and the Gleaners. It has been successfully operational since 2000 and was also selected as one to receive a Beautiful Bakersfield award.

I have provided organizational expertise, building materials and financial help in relief housing in Mississippi after hurricane Katrina as a cooperative effort with local churches and the Presbyterian Church of America. I have also produced housing in Baja Mexico.

I am a former member of Mayor Hall's committee on homelessness. I have served on the boards of Salvation Army and the Mission. I am a twelve gallon donor at Houchin Blood Bank.

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

From: Responsible HHS Official
Ms. Ann Linehan
Acting Director, Office of Head Start

Ann Linehan
04/10/2017

Results from CLASS® Observations

Thank you for your support during the recent Office of Head Start onsite CLASS® review conducted from **03/06/2017** to **03/10/2017** of your Head Start program. Grant **09CH9142**.

Observations were conducted in preschool center-based classrooms using the Pre-K Classroom Assessment Scoring System (CLASS®). The CLASS® tool looks at three domains and ten dimensions of teacher-child interactions and measures those observed interactions on a seven point scale. Please share these results with the appropriate governing board, policy council, management, staff and stakeholders.

DOMAIN	Score	DOMAIN	Score	DOMAIN	Score
Emotional Support	6.2686	Classroom Organization	6.0816	Instructional Support	3.4610

DIMENSIONS					
Positive Climate	6.24	Behavior Management	6.05	Concept Development	2.87
Negative Climate*	1.03	Productivity	6.46	Quality of Feedback	3.40
Teacher Sensitivity	6.09	Instructional Learning Formats	5.73	Language Modeling	4.11
Regard for Student Perspectives	5.78				

*Note: To calculate the Emotional Support domain, subtract the Negative Climate score from 8, add the Positive Climate, Teacher Sensitivity, and Regard for Student Perspective scores, then divide by 4.

For more information on CLASS® domains and dimensions, please see the attached description and visit the Early Childhood Learning and Knowledge Center, National Center on Quality Teaching and Learning at http://eclkc.ohs.acf.hhs.gov/hslc/tta-system/teaching.

If you have any questions, please contact your Regional Office.

cc: *Ms. Jan Len*, Regional Program Manager
Mr. Jason Warren, Policy Council Chairperson
Mr. Jeremy Tobias, CEO/Executive Director
Mrs. Yolanda Gonzales, Head Start Director

Classroom Assessment Scoring System and CLASS are trademarks of Robert C. Pianta, Ph.D

About CLASS®

The Improving Head Start for School Readiness Act of 2007 requires that the Office of Head Start (OHS) include in the monitoring reviews of Head Start agencies a valid and reliable research-based observational instrument that assesses classroom quality, including the assessment of multiple dimensions of teacher-child interactions that are linked to positive child outcomes and later achievement.

CLASS® assesses interactions between children and teachers in three broad domains of classroom quality: Emotional Support, Classroom Organization, and Instructional Support. The Office of Head Start believes that the domains of quality measured by CLASS® remain central to its approach to child development and education and serve as important indicators of the future school readiness of all Head Start children.

For all dimensions*, the scoring principles are as follows[1]:

Low range score
1—The low range description of the CLASS® dimension fits the classroom and/or teacher very well. All, or almost all, relevant indicators in the low range are present.
2—The low range description of the CLASS® dimension mostly fits the classroom and/or teacher, but there are one or two indicators that are in the middle range.

Middle range score
3—The middle range description of the CLASS® dimension mostly fits the classroom and/or teacher, but there are one or two indicators in the low range.
4—The middle range description of the CLASS® dimension fits the classroom and/or teacher very well. All, or almost all, relevant indicators in the middle range are present.
5—The middle range description of the CLASS® dimension mostly fits the classroom and/or teacher, but there are one or two indicators in the high range.

High range score
6—The high range description of the CLASS® dimension mostly fits the classroom and/or teacher, but there are one or two indicators in the middle range.
7—The high range description of the CLASS® dimension fits the classroom and/or teacher very well. All, or almost all, relevant indicators in the high range are present.

*Note: The Negative Climate dimension is inversely scored with a higher score indicating lower quality. For all other dimensions and domains, a higher score indicates higher quality.

The scores from each class observation are averaged across the grantee to result in **grantee-level** dimension scores. The grantee dimension scores are then used to calculate the grantee-level domain scores.

The scores from CLASS® observations can be used for a variety of purposes, including professional development, program improvement, policy, goal-setting and monitoring. The Office of Head Start began using the CLASS® for monitoring purposes in FY2010 to collect information on the experiences of children at each grantee.

In FY2012, OHS refined the use of the CLASS® in monitoring to include the use of a randomly selected sample of center-based preschool classes for observations, a clearly articulated methodology followed by CLASS® reviewers, and additional support for the CLASS® reviewer pool. For each preschool class selected in the sample, trained and certified CLASS reviewers conduct two 20 minute observations and score at the dimension level using a 7-point scale at the end of each observation cycle.

[1] Pianta R, La Paro K, Hamre, B. *Classroom Assessment Scoring System Manual—Pre-K*, Paul H. Brookes Publishing Co., 2008.

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COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Board of Directors

From: Yolanda Gonzales, Director of Head Start / State Child Development

Date: April 26, 2017

Subject: *Agenda Item VI(c)*: Revisions to the Head Start and State Child Development Program Options – Action Item

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Since 1998, the Head Start / State Child Development Division has blended Head Start and California Department of Education (CDE) State Preschool funds to create a full day, full year option of services for children whose parents are working or attending school / job training. Children are enrolled concurrently in both Head Start and CDE State Preschool. Each program has its own eligibility and enrollment criteria set forth by federal and state regulations.

While Head Start funds are granted with the expectation that the program will be fully enrolled year-round, CDE funds are "earned" based on certified (eligible) days of enrollment.

Once a child has been enrolled in Head Start, eligibility continues for two years. However, CDE regulations require constant monitoring of family income and need requirements. If the family's income or need changes, the child may lose CDE certification (eligibility).

At CAPK, each child enrolled in a Head Start / CDE State Preschool blended classroom is considered a 'Head Start child' first, prior to CDE eligibility certification. Once enrolled in Head Start, the child cannot be dropped by the program due to loss of CDE certification. When a child loses CDE certification, the program identifies the child as "non-certified" but the child remains in Head Start. During the time a non-certified child remains in that Head Start/ CDE State Preschool blended classroom, no CDE revenue is being earned for that child.

Over the last two school years, the Division has experienced challenges to earning the maximum reimbursable amount of its CDE State Preschool contract funding. This is due in large part to the changing demographics of families, and the difficulty families are experiencing in maintaining the "need" component required to continue to be eligible for CDE full day, full year funding.

The program earns CDE full day, full year funding based on the number of days of enrollment of each certified child. The daily rate is then adjusted based on adjustment factors (e.g., special needs, limited English proficiency, at-risk) and daily schedules (full time plus, full time, three quarters time, half time). Additionally, depending on income, some CDE certified families are assessed a monthly fee for child care, and if the fee is not paid in a timely manner, the child will lose eligibility for CDE funding.

The Division's strategy over the years has been as follows: increase the number of Head Start/ CDE State Preschool blended slots to accommodate the potential of non-certified children; encourage parents of non-certified children to select a Head Start only program option of 3.5 hours; and introduce a part year CDE State Preschool program option that does not require demonstration of need, which we refer to as the "No Need" program option. This "No Need" CDE State Preschool program option requires that we verify eligibility once per year, unless there is an income change reported by the parent, and there are no fees for parents. This provides potential to significantly reduce non-certified children as well as decrease workload for staff. One drawback is that the daily reimbursement rate from CDE is less than the full day, full year program schedule.

The program has also been in the process of transitioning to Head Start Single Session classrooms of 6 hours / five days a week to meet the 1,020 hour expectation in the Head Start Performance Standards. These single session classrooms are prime candidates for Head Start/ CDE State Preschool blends as they already operate in a single session and staffing is established to support a longer day. In the 2016-17 school year, the Division started a pilot program to track the effectiveness of increasing the "No Need" program option in all Head Start Single Session classrooms. During this pilot program we trained staff not currently working with CDE certifications along with a temporary promotion to Family Service Worker II, extended the daily hours for 355 slots, and significantly expanded our potential to fully earn our CDE contract for the 2016-17 funding year. The information learned from this pilot program has identified an opportunity to revise our program options that would align our program to fully earn our CDE funding, reduce staff workloads, reduce parent fees for services, and maintain continuity of services for children leading to even better child outcomes.

In looking at the 2017-18 school year, the program is recommending an increase in the Head Start/State "No Need" program option. In an effort to maximize our potential earnings, the recommendation also includes reducing the CDE Full Year program option to reduce the risk of non-certified children. The following changes are being recommended to the Head Start and State Program Options for 2017-18:

2016-17 Program Options	Slots
HS Double Session PY	1,210
HS Single Session PY	355
HS/State Full Year	290
HS/State Part Year	85
HS Home Base	101
Total	**2,041**

2017-18 Program Options	Slots
HS Double Session PY	1,088
HS Single Session PY	241
HS/State Full Year	182
HS/State Part Year	457
HS Home Base	73
Total	**2,041**

Difference
Decrease of 122
Decrease of 114
Decrease of 108
Increase of 372
Decrease of 28

The projected outcomes of said recommendations will include many benefits as shared above including: earning CDE revenue, reduction in parent fees, improved child outcomes. However, we also know that the transitioning of programs from full year to part year will affect staff.

We anticipate a mixture of feelings from staff affected by this change. Some staff will welcome the summer break, and others will not. It is our intention to maintain the full year option through the summer of 2017. Centers/classrooms affected by the part year change will begin the Fall 2017-18 school year as a 10-month program option and close in May of 2018. Throughout the year implementation timeline, staff wishing to maintain their Full Year status, will have the opportunity to transfer or promote as Full Year positions become available.

Few families will be affected by this change. The children currently enrolled will maintain full year status through the summer of 2017. Some of these children will transition to Kindergarten and those rolling-over into the next school year will maintain enrollment through the end of the program year ending in May 2018. Parents will be notified at the beginning of the school year of their child's days of operation which includes winter and spring breaks and the last day of services. We anticipate some families being open to the summer break, as it mirrors the school system and the schedules of their older children, who will already be off for the summer. Another positive for these families with children transitioning to the part year program is that those who are currently paying a fee will no longer have to pay for services from July 2017 onward. Even though we are confident that families will appreciate 10 months of childcare with no fee as opposed to 12 months of childcare with a fee, we have intentionally maintained 182 slots of full year services to support those that need it, and they can request a transfer to one of those programs if they choose.

Upon approval from the Board of Directors, the program will begin the transition process which will include the following timeline:

By April 28, 2017 ~ Finalize Meet and Confer discussions with SEIU
By May 12, 2017 ~ Meet with Staff affected by the change to discuss new assignment
By June 30, 2017 ~ Distribute correspondence to families continuing services in 2017-2018 school year

Recommendation

Staff recommends that the Board of Directors approve the revisions to the Head Start and State Child Development program options for the 2017-2018 school year.

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Board of Directors

From: Yolanda Gonzales, Director of Head Start / State Child Development

Date: April 26, 2017

Subject: *Agenda Item VI(d):* Early Head Start Child Care Partnerships Refunding Application – Action Item

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The Head Start and State Child Development Division is requesting approval to submit the Year 3 application for continued funding from September 1, 2017 through August 31, 2018 for the Early Head Start Child Care Partnership Grant #09HP0036. There are no changes to the program's service delivery options for this grant at this time. We will continue to provide services in partnership with the three programs in which we are under contract. The funding will include $684,096 in base funds and $16,800 in Training and Technical Assistance funds (see attachment for more detail). This grant will continue to support 56 children.

Recommendation

Staff recommends the Board of Directors approve the funding request with resolution for the Early Head Start Child Care Partnership Refunding Application for 2017-18.

Attachment: Funding by Major Category

COMMUNITY ACTION PARTNERSHIP OF KERN

EARLY HEAD START CHILD CARE PARTNERSHIPS
2017-2018 BUDGET

BUDGETED EXPENDITURES - BASE	2016-2017	2017-2018	VARIANCE increase (decrease)	
PERSONNEL	122,245	119,163	(3,082)	Adjusted hourly rates to reflect actual rates of pay; updated allocated positions; increased (1) FSW to full-year
FRINGE BENEFITS	28,705	31,926	3,221	Adjusted costs based on historical expense and changes made to Personnel
SUPPLIES	1,650	1,000	(650)	Moved copy machine leases to Other; increased supplies from $400 to $1,000
CONTRACTUAL	459,322	457,308	(2,014)	Adjusted numbers of children per partner to reflect current contracts; added software support/maintenance
OTHER				Adjusted costs based on historical expense; added reimbursement for governance (parents); added copy machine leases
Occupancy				
Direct child & family services				
Staff local travel				
Office equipment lease/repair/maintenance	9,990	12,515	2,525	
INDIRECT COSTS	62,184	62,184	0	No change
TOTAL BASE	**684,096**	**684,096**	**0**	
BUDGETED EXPENDITURES - TRAINING & TECHNICAL ASSISTANCE				
TRAVEL	5,294	5,294	0	
SUPPLIES	3,506	3,506	0	
OTHER				
Staff development costs; consultant fees	6,473	6,473	0	
INDIRECT COSTS (10%)	1,527	1,527	0	
TOTAL T&TA	**16,800**	**16,800**	**0**	
NON-FEDERAL SHARE[1]	**175,224**	**175,224**	**0**	
ESTIMATED ADMINISTRATIVE COST RATE	**8.4%**			

[1]The Head Start Act requires non-federal matching funds equal to 20% of total funding. The non-federal portion of subsidies supporting children enrolled in the Partnership program will be used toward non-federal share. The remainder will be provided by volunteers and other contributors.

RESOLUTION # 2017-03

A Resolution of the Board of Directors of the Community Action Partnership of Kern Approving the submission of the Early Head Start Child Care Partnership Refunding Application

The Board of Directors of the Community Action Partnership of Kern located at 5005 Business Park North, Bakersfield, CA 93309, met on April 26, 2017, in Bakersfield, California at a scheduled Board meeting and resolved as follows:

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

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

WHEREAS, the Early Head Start Child Care Partnership program to submit a refunding application for the Early Head Start Child Care Partnership Grant # 09HP0036 for budget period September 1, 2017 through August 31, 2018, and

WHEREAS, the Office of Head Start requires that an authorized signatory be named for the supplemental funding, and

WHEREAS, the CAPK Board of Directors has determined that there is a need for anti-poverty programs and is willing to accept the submission of application, and

NOW, THEREFORE, be it resolved that the CAPK Board of Directors hereby authorizes Jeremy T. Tobias, Executive Director or Yolanda Gonzales, Director of Head Start / State Child Development, to act on behalf of the Board as CAPK's representative signatory with regards to the submission of the refunding application for the Early Head Start Child Care Partnership Grant #09HP0036.

APPROVED by a majority vote of the Board of Directors of Community Action Partnership of Kern, this 26th day of April, 2017.

_____ _____

Garth Corrigan, Chair Date
Partnership Board of Directors

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Board of Directors

From: Brady Bernhart, Community Development Specialist

CC: Ralph Martinez, Director of Community Development

Date: April 26, 2017

Subject: *Agenda Item VI(e)* : CAPK Succession Plan for Executive Director – Action Item

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In early 2016, the Department of Health and Human Services, Office of the Administration for Children and Families issued OCS IM-138 with a requirement that CSBG-eligible entities comply with minimum organizational standards. CAPK staff prepared the Succession Plan as a result of Organizational Standard 4.5. The Succession Plan includes:

- **Draft Succession Plan Policy for CAPK**
  Provides policy for replacement of the Executive Director.

- **Emergency Backup Plan Succession Guidelines**
  Provides specific actions for unexpected vacancies in executive level positions.

- **Emergency Backup Plan Details**
  Provides a communication plan and names the primary and secondary backup to assume Acting Executive Director duties. This form includes specific titles with a proposed annual training plan.

The Director of Administration is identified as the primary Division Director and the Director of Community Development is identified as the secondary Division Director in the Emergency Backup Plan Succession Guidelines and the Emergency Backup Plan Details. The Health and Nutrition Services Director is identified as the third backup.

Recommendation:
Staff recommends the Board of Directors approve the CAPK Succession Plan Policy for the Executive Director.

Attachments: CAPK Executive Draft Succession Plan Policy
Emergency Backup Plan Succession Guidelines
Emergency Backup Plan Details

Community Action Partnership of Kern
Executive Director Succession Plan Policy

Introduction

A change in executive leadership is inevitable for all organizations. It is a time of both risk and opportunity. It is a period in an organization's history when the board chair must increase his/her level of engagement. It is also a time when some may seek assurance of the organization's viability and long-term sustainability.

A succession policy for the Executive Director (ED) position is a routine risk management and sustainability planning tool. The policy ensures organizational sustainability by providing a proactive and orderly plan for executive leadership transitions.

To that end, the Board of Community Action Partnership of Kern (CAPK Board) is adopting this succession policy for purposes of:

- Focusing board attention on leadership team development through annual communications between the ED and board about the depth of staffing and succession plans for management team positions;
- Establishing principles, role clarity, and procedures to support positive leadership transitions that foster good transitions with departing and arriving leaders; and
- Build organizational capacity when a planned or unplanned executive leadership change occurs.

The board chair shall be responsible for implementing this policy and its related procedures, and for annually reviewing and updating the policy as needed. In the event of a planned or unplanned leadership transition, the board shall immediately appoint a transition committee which shall plan and manage the transition, including the search for a new ED.

Guiding Principles

- CAPK is open to and will consider both internal and external candidates when filling the ED position. A national search will be conducted, as deemed appropriate by the transition committee.
- In organizations such as CAPK, the ED's position is often shaped by the incumbent's talents and areas of specialized interest. That ED's departure might necessitate other organizational changes including the creation of new positions and/or realignment of current positions.
- The primary goal of a transition to a new ED is maintaining continuity of CAPK's mission-related work. A transition also presents an opportunity for the organization to continue to grow and develop.

Lines of Authority

1. The selection of the ED is the responsibility of the board.
2. The current ED has the responsibility to continuously identify, encourage, and help to develop

senior managers within the organization who are qualified to meet future leadership needs, whether that be on a temporary or permanent basis.

3. The current ED has the responsibility to plan for the orderly transition of all senior managers.

Emergency Backup Plan With Guidelines (attachment 1)

1. Related to the position of ED: To be prepared at all times for a leadership transition, the organization shall maintain an up-to-date Emergency Backup Plan with guidelines for the planned or unplanned short-term and long-term absence of the ED. This plan is approved by the board and should be reviewed annually. The plan can also serve as the transition plan when there is a vacancy in the ED position.

2. Related to management team positions: To be prepared at all times for a senior management transition, the ED shall maintain an up-to-date Emergency Backup Plan with guidelines for the planned or unplanned short-term and long-term absence of members of the management team. Those plans shall be provided to the board chair and made available to the board.

Board Action in the Event of Vacancy in the ED Position

1. Organizational Assessment: The board or transition committee shall take time to assess the leadership needs of the organization before the search for a new ED is conducted. The assessment shall include a review and update (if needed) of the organization's strategic plan. The assessment will be designed to help assure the selection of a qualified and capable leader who fits well with the organization's mission, vision, values, culture, goals, and objectives, and who has the necessary skills to lead the organization.

2. Option of appointing an acting or interim ED: To assure the organization's operations are not interrupted while the board assesses the leadership needs and recruits a new ED, the board may appoint an acting ED from among senior executive staff or hire an interim ED from outside the organization.

3. Duties of the acting/interim ED: Among such duties will be to ensure that the organization continues to operate without disruption, and that all organizational commitments previously made are appropriately executed, including but not limited to: speaking engagements, grant and contract obligations, reports, licenses, certifications, membership renewals, and other obligations to funders and other stakeholders.

4. Simultaneous transitions for the ED and senior management positions: After appointing an acting or interim ED from within, the board may make other temporary senior management appointments from among other senior management staff, external hires, or a combination of those options that best assures continuity in leadership and program success through the transition period and afterwards.

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Preparation Time Frame for Replacement of the ED

1. The optimal period for the ED to announce his/her departure from that role – or proposed commencement of a new role in the organization – is at least six to twelve months before the date of departure.

2. The organization's board understands that the time required for successfully completing a planned leadership transition is approximately eight to twelve months.

Role of the Outgoing ED in Planned Transitions

The departing ED, unless otherwise directed by the transition committee, will be involved in some transition activities such as: fundraising, communicating with funders and other stakeholders, and briefing the incoming ED. The departing ED's role during the transition and after the new ED starts shall be developed in consultation with the board chair and/or transition committee and communicated to the board.

Initial Implementation of the Transition Plan

1. Within fifteen (15) days of the announcement of a planned departure, the board chair shall appoint a transition committee. This committee shall be comprised of at least three members of the board. Other external stakeholders and/or staff may be recruited to advise or assist the committee at the discretion of the board chair and transition committee.

2. The transition committee will develop a transition plan that addresses: the appropriate preparation prior to launching the search, the conduct of the search and selection process, and the post hire follow-through to ensure the successful onboarding of the new ED.

3. The transition committee shall be responsible for implementing the transition plan and further developing the plan as needed. At its first meeting, the transition committee shall determine its role, including responsibilities related to conducting the search process. (The transition committee may recommend that the board chair appoint a separate search committee, while the transition committee manages the overall transition process for the organization.) The committee shall also discuss and decide on how the senior management staff will be substantively involved in the transition planning process and consulted in the selection process.

4. The transition committee shall also determine the need for consulting assistance (i.e., transition management consultant and/or executive search firm) based on the circumstances.

5. As needed, the board chair shall authorize an organizational assessment and schedule a board retreat to review and refresh the organization's strategic plan.

CAPK Commitment Regarding Diverse Candidates and Staff Leader Development

1. In order to provide career advancement for staff, the organization shall encourage the professional development of current employees.

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2. In order to support the board's due diligence and ensure that the best possible candidate is hired, the organization shall implement a search and selection process that is open to internal and external candidates.

3. In order to develop a finalist pool that is reflective of the community, the organization shall work proactively to develop a diverse pool of candidates for the ED position.

Adopted by the Board of Directors on the ____ day of _____, 2017.

_____

Garth Corrigan, Board Chair

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Community Action Partnership of Kern
Emergency Backup Plan With Guidelines
Guideline for the Appointment of an Acting Executive Director in the Event of an Unplanned Absence of the Incumbent

Rationale

The Executive Director (ED) position in a nonprofit organization is a central element in the organization's success. Therefore, ensuring that the functions of the ED are well-understood and shared among the executive team and senior staff is important to ensure organizational stability and leadership continuity in the event of unplanned and unexpected change. This kind of risk management is equally helpful in facilitating a smooth leadership transition even when it is predictable and planned.

The purpose of this plan is to ensure the continuous coverage of duties critical to the ongoing successful operations of Community action Partnership of Kern (CAPK). The board of directors is adopting policies and procedures for the temporary appointment of an acting ED in the event of an unplanned and extended absence of the ED. The board chair, or board vice-chair in the absence of the board chair, may determine the appropriate time to initiate the implementation of this plan.

While the board of directors acknowledges that such an absence is highly improbable and certainly undesirable, they believe that due diligence in exercising executive-level management functions requires that it have an emergency backup succession plan in place. It is expected that this plan will ensure continuity in the administration of the organization's day-to-day programs and operations, management of external relationships and supervision of staff and finances.

Priority functions of the Executive Director position

Of the duties listed in the position description, the key functions of the ED have a corresponding temporary staffing strategy for an acting ED in the attached Emergency Backup Succession Plan Detail (See Attachment 2).

The positions assigned in the Temporary Staffing Strategy are based on CAPK's organizational structure as of April 2017. In the event this plan is implemented and those assigned are no longer available or positions are vacant, the board chair may select other senior staff to support each of the key ED functions. It is the responsibility of the ED to ensure that positions have appropriate cross-training to successfully implement the temporary staffing strategy.

Business as Usual

This emergency backup succession plan and the staffing structure at CAPK are intended to minimize disruption in quality service and maintain business as usual to the extent possible.

In the absence of the ED, unless otherwise determined by the board of directors, business as usual includes maintenance of the following:

- Leadership and vision
- Fiscal oversight
- Oversight and guidance on programs and reporting
- Maintain communication with key relationships
- Liaison with the board of directors

Emergency Backup Succession Plan Implementation

The board of directors authorizes the board chair to implement the terms of this emergency backup succession plan in the event of a planned or unplanned temporary, short-term absence of the ED. The board vice chair is authorized to implement this plan in the event that the board chair is unavailable or cannot be reached. Phone calls and conference calls are an acceptable substitute for any meetings designated in this plan.

As soon as feasible, following notification of an unplanned temporary or short-term absence, the board chair may convene an executive committee meeting to affirm the procedures prescribed in this plan, or to modify them if needed.

While this timeline may vary based on circumstances, the suggested steps for implementation are:

- The management team informs the board chair immediately of unplanned absence.
- The board chair appoints an acting ED.
- The board chair informs the board of the acting ED appointment.
- The board chair (and potentially other officers) consults with the acting ED on the circumstances of the absence, organizational situation, and related factors.
- After the board chair and acting ED consult, stakeholders will be notified following the communications plan outlined below.

Definitions

- A *temporary absence* is one in which it is expected that the ED will return to his/her position once the events precipitating the absence are resolved.
- An *unplanned absence* is one that arises unexpectedly, in contrast to a planned leave, such as a vacation or a sabbatical.
- A *short-term absence* is a designated as three months or less.
- A *long-term absence* is designated as more than three months.
- A *permanent absence* is one in which it is firmly determined that the incumbent ED will not be returning to the position.

Emergency Backup plan in event of a short-term, unplanned absence

Appointment of an Acting ED

1. The board of directors authorizes the board chair to implement the terms of this emergency backup succession plan in the event of the unplanned absence of the ED.
2. In the event of an unplanned absence of the ED, a member of the management team shall immediately inform the board chair of the absence.
3. As soon as is feasible, the board chair may convene a meeting of the management team to affirm the procedures prescribed in this plan or to make modifications the board chair and team deem appropriate.

First backup for the ED position

The board chair may designate a CAPK Division Director, to the position of acting ED. His/her position description will specify that s/he may serve as acting ED in the absence of the ED unless otherwise decided by the board chair. S/he will have an emergency backup succession plan with designated appointees if s/he becomes acting ED or if s/he is otherwise unable to serve his/her own functions as Director.

Second backup for the ED position

The board chair may also consider splitting duties among designated appointees based on the primary functions to be carried out. (See Attachment 2, Emergency Backup Detail, for complete listing.)

A Division Director, may serve as second backup for the position of acting ED based on the discretion of the board chair. S/he may serve should the initially selected Division Director, be unable or unwilling to serve as acting ED or as otherwise decided by the board chair. S/he will have an emergency backup plan with designated appointees.

Cross-training plan for appointees

The ED, in collaboration with the board chair, will develop a plan for training the potential appointees in the priority functions of the ED which are listed in section 2 above. The cross-training plan is attached to this document. (See Attachment 2, for detailed Cross-training Plan.)

The ED will have the responsibility of handling the logistics of the plan's implementation.

Authority and restrictions of the appointee

The person appointed as acting ED will have the authority outlined below, except as may be further defined by the board chair.

- Staffing – is authorized to hire and terminate management staff after consultation with the board.
- Financial – [will or will not] have check signing authority. Is authorized to expand resources, in consultation with the board treasurer and chair.
- Public Policy – is to take public policy positions on behalf of the organization with board chair approval.
- Media – is authorized to speak on behalf of the organization or designate a spokesperson.
- Contracts – is authorized to enter into and execute contracts after consultation with the board chair and/or board treasurer.
- Programs – is authorized to develop new programs and assume new programmatic responsibilities on behalf of the organization in consultation with the management team and board as necessary.
- Collaboration/Partnerships – is authorized to enter into partnerships or develop collaborations with external parties in consultation with the management team and board as necessary.

Compensation

The board chair, in consultation with the executive committee or Board, shall consider a salary adjustment for the acting ED. Any salary adjustment will be applied retroactive to the date Acting ED duties began.

Oversight and support for the Acting ED

As with the ED, the board chair and board of directors will have the responsibility for monitoring the work of the acting ED. The acting ED will provide regular updates, and will meet with the board chair as often as the acting ED and board chair may determine necessary. The board chair will also be alert to the special support needs of the acting ED serving in this temporary leadership role, and act to address them.

Communications plan

Within twenty-four (24) hours after an acting ED is appointed, the board chair and the acting ED will meet to implement an external communications plan to announce the organization's temporary leadership structure, including the kind of information that will be shared, and with whom (e.g. major donors, state associations, partnering agencies, etc.).

Within 24 hours after an acting ED is appointed, the board chair and acting ED will implement the communications plan to announce the organization's temporary leadership structure to the management team and the board of directors.

Notifications will take place in sequence on the following timetable:

- Within 24 hours, the board chair will notify the board of directors, the [strategic alliance partners and really close-in stakeholders], and the management team by phone, conference call, or meeting.
- Within 24 hours, the acting ED will notify the staff by email or meeting.
- Within five business days, the acting ED will notify the donors and key stakeholders by phone or email.

Updated Key Contact information will be maintained in the organization's database for easy access on an ongoing basis by a staff member designated by the ED. (For a full overview of the communications plan see Attachment 2.)

Emergency Backup Plan in event of a long-term temporary, unplanned absence

The procedures and conditions to be followed will be the same as for a short-term absence with one addition: The board chair will give immediate consideration, in consultation with the executive management team, to temporarily back-filling the position left vacant by the acting ED. This is in recognition of the fact that, for a term of more than three months, it may not be reasonable to expect the acting ED to carry the duties of both positions. The position description of a temporary appointment would focus on covering the priority areas in which the acting ED needs assistance. (See attachment 2, Cross-training plan)

Emergency Backup Plan in event of a PERMANENT unplanned absence

The procedures and conditions will be the same as for a long-term temporary absence with one addition: The board chair may appoint a transition and search committee in accordance with the terms of CAPK's Succession Policy and follow the procedures set forth in the Policy.

Approvals, updates and maintenance of record

Emergency Backup Plan Approval

This emergency backup plan will be approved by the full board of directors and reviewed annually at a formal board meeting to make any needed changes in the designated backup appointees. The board chair may review and amend the plan at other times if a standing appointee or backup is no longer available to serve in an acting ED capacity. The board chair may reevaluate the plan when new designees are appointed.

Signatories

The board chair, the ED, and the designated backup appointees will sign this plan.

Maintenance of Record

The board chair, the ED, and the designated backup appointees will maintain copies of this plan.

Approved by:

CAPK's Board of Directors on _____.

Acknowledged by:

I acknowledge that I have reviewed this plan.

_____	_____
Garth Corrigan, Board Chair	Date
_____	_____
Jeremy T. Tobias, Executive Director	Date
_____	_____
Ralph Martinez, Primary Backup	Date
	_____
Carmen Segovia, Secondary Backup	Date

Community Action Partnership of Kern
Executive Director Succession Plan

Emergency Backup Plan Detail
Detailed Cross Training Plan#

Name: Jeremy Tobias, Executive Director

First Backup: Primary Division Director – Director of Administration

Second Backup(s): Secondary Division Director – Director of Community Development

Communications Plan#

Who's being contacted?	Who's contacting them?	How will they be contacted?	By when will they be contacted?
Primary Division Director Director of Administration	CAPK Board Chair & Executive Secretary	Phone & Email	Within 24 Hours
Secondary Division Director, Director of Community Development	Primary Division Director & Executive Secretary	Phone & Email	Within 24 Hours
Tertiary Division Director, Director of Health and Nutrition Services	Secondary Division Director & Executive Secretary	Phone & Email	Within 24 Hours

Short-Term Staffing of Key Functions#

Key functions	**Short term staffing strategies** *(Under 3 months)* [Name], *[Title]*
Interim Executive Director	TBD-Director of Administration
Interim Director of Administration	Secondary Division Director Director of Community Development
Interim Primary Division Manager	Community Development Administrator

For Longer Term Staffing: For longer term staffing, the staffing strategy will remain the same.

Cross-training Plan#

Cross-training Area	**Staff to be cross-trained this area**		**Plan/timeline for training Type/Duration**
	Trainee Name, *Title*	**Trainer Name, *Title***	
Executive Management Duties	Primary Division Director- Director of Administration	Jeremy T. Tobias, Executive Director	4 Hours Each Year
Director of Administration Duties	Secondary Division Director- Director of Community Development	Director of Administration	4 Hours Each Year
Secondary Division Director Duties	Community Development Administrator	Secondary Division Director Director of Community Development	4 Hours Each Year

Critical Relationships#

Critical relationship that must be maintained	Who's accountable for maintaining?	Contact information *(Contact information location)*
CSD – California Department of Community Services	Executive Director	CSD Director-Linné K. Stout 2389 Gateway Oaks, Suite 100 Sacramento, CA 95833 916-576-7109 phone
CalCAPA - California Community Action Plan Association Board Membership Committees	Executive Director	CalCAPA Executive Director 225 30th Street Sacramento, CA 95816 916-443-1721 phone 916-325-2549 fax
NCAF - National Community Action Foundation	Executive Director	David Bradley or Executive Director, P.O. Box 78214, Washington DC 20013 202-842-2092 phone 202-842-2095 fax
Kern County Board of Supervisors	Executive Director	Kern County Board of Supervisors 1115 Truxtun Avenue, 5th Floor Bakersfield, CA 93301 661-868-3601
City of Bakersfield-City Council City Manager-Alan Tandy	Executive Director	City Manager's Office 1600 Truxtun Avenue Bakersfield, CA 93301 661-326-3751 phone 661-324-1850 fax
Community Action Partnership	Executive Director	National CAP Denise Harlow CEO 1020 19th Street NW Ste. 700 Washington, DC 20036 202-265-7546 phone
California Community Economic Development Association Board Member	Executive Director	CCEDA Ralph Lippman Executive Director 244 S. San Pedro Street, Suite 412 Los Angeles, CA 90012 Phone: 213-625-0105 Fax: 213-625-1227
Kern County Administration Officer (CAO)	Executive Director	Kern County Administrative Office 1115 Truxtun Avenue, Fifth Floor, Bakersfield, CA 93301 (661) 868-3140

Critical relationship that must be maintained	Who's accountable for maintaining?	Contact information (Contact information location)
Workforce Development Board Kern, Inyo & Mono Board Member	Executive Director	Theresa Hitchcock 1600 East Belle Terrace Bakersfield, CA 93307 (661) 325-HIRE

Annual Key Events/Milestones Calendar

Month	Key Events/Milestones *(Only those that directly involve CEO)*	Key Associated Activities/Responsibilities *(CEO's accountability or involvement)*
January	VITA Awareness Day CSBG Reporting Due	Start CSBG Contract Year Start United Way 2-1-1 Grant
February	2-1-1 Awareness Day Washington D.C. Trip- CAP Event Quarterly Newsletter	End CAPK Agency Budget End Head Start Contract
March	Stuff the Bus Food Drive- GET BUS Begin Agency Fiscal Year	Start CAPK Agency Budget Start Head Start Contract
April	CALCAPA State Conference	
May	CAPK Humanitarian Awards Banquet Quarterly Newsletter	
June	Shafter Youth Summer Program with Community Leaders	
July	Executive Committee Kern County Fiscal Year Begins	Start Help Me Grow 2-1-1 Grant Start Kern County 2-1-1 Grant
August	Back to School Activities with Head Start National CAP Convention Breast Feeding Awareness Month	Start VITA Grant
September	Kern County Fair Feed the Need Food Drive	End WIC Budget Year End Energy LIHEAP and DOE Grants End Kern Public Health 2-1-1 Grant
October	Energy Awareness Month	Start WIC Budget Year Start Energy LIHEAP & DOE Grants Start Kern Public Health 2-1-1 Grant
November	Holiday Food Drive – KGET TV Agency Audit Due	
December	Executive Committee Meeting Head Start Holiday Themed Activities CAPK Annual Report	End CSBG Contract Year End United Way 2-1-1 Grant

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Board of Directors

From: Ralph Martinez, Director of Community Development

Date: April 26, 2017

Subject: *Agenda Item VI(f):* Allocation of Wells Fargo Funds Awarded to CAPK in October 2016 - Action Item

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In the fall of 2016, CAPK was awarded $20,000 from Wells Fargo to initiate a Microloan and Financial Literacy Pilot Program for clients. At the October 7, 2016 Board meeting, the CAPK Board of Directors requested that staff look at a hybrid system, where CAPK would refer clients to obtain a loan from a partner agency rather than CAPK being directly involved with providing loans.

After several discussions with Wells Fargo, we propose to shift the focus of the grant to provide a Financial Literacy & Savings component for at-risk opportunity youth enrolled in CAPK's Pre-Employment and Work Experience Program (PREP Works) offered through CAPK's Friendship House Community Center and Shafter Youth Center. Adding Wells Fargo as a partner to PREP Works, currently funded by Starbucks, would enable CAPK to strengthen this high-quality program and increase its impact on low-income youth in these otherwise disenfranchised communities.

1. Expand the current financial literacy curriculum
Partnering with Wells Fargo to introduce a strong financial literacy component to PREP Works will add tremendous value to the program. Wells Fargo staff can lead sessions on financial literacy, educate participants on the importance of saving, and speak to our youth about their own career trajectory.

2. Increase paid work experience participants from 30 to 50 youths
With a record number of participants and so much enthusiasm for the PREP Works Program, it is unfortunate that we are not able to offer 6 weeks of paid work experience to every deserving youth. With the new funding, CAPK would be able to offer the work experience component to an additional 20 youth. The funds would also allow each participant to purchase appropriate attire for job interviews.

3. Offer 1:1 savings match (up to $75) for all 50 paid work experience participants
With this additional support from Wells Fargo, we would be able to introduce an innovative new component to PREP Works: a 1:1 savings match up to $75 for each participant. Financial literacy can be taught in a very real way, as participants earn an income through paid work experience and have an incentive to save money to earn bonus savings up to $75. Each participant could graduate from the program with $150 in hard-earned savings.

Recommendation:
Staff recommends that the Board of Directors approve the use of funds ($20,000 awarded) from Wells Fargo to strengthen the PREP Works Program at Friendship House and Shafter Youth Center by expanding financial literacy, increasing paid work experience participants, and offering a savings program.

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Board of Directors

From: Lauren W. Wright, Acting Business Manager

Date: April 26, 2017

Subject: *Agenda Item VI(g)*: Vendor Contract Extension and Aggregate Amount – Action Item

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CAPK's contract with Michael K. Brown Landscape & Maintenance Company, Inc., has expired. Staff wishes to extend contract with Michael K. Brown Landscape & Maintenance Company, Inc. for an additional year. This extension will be the first of three one-year extension options.

The total aggregate amount for one year will be $332,600.00. This amount includes the monthly maintenance and possible additional services.

Recommendation:

Staff recommends that the Board approve the proposed extension and aggregate amount, and authorize the Executive Director to execute such Addendum.

Attachments: Addendum I to Contract for Services Agreement
Revised Attachment B

ADDENDUM I TO CONTRACT FOR SERVICES AGREEMENT

This is an Addendum to the Contract for Services Agreement (the "Agreement") dated April 1, 2016, by and between Community Action Partnership of Kern ("CAPK") and Michael K. Brown Landscape & Maintenance Company, Inc. ("Vendor"). CAPK and Vendor are at times referred to herein individually as a "Party" and collectively as the "Parties." The effective date for this Addendum I will be May 1, 2017.

WHEREAS, the Agreement between the Parties expired on February 28, 2017 and is currently a month-to-month agreement. The Parties want to extend and continue said Agreement; it is agreed that said Agreement is extended for an additional one (1) year term commencing upon the effective date for this Addendum I and shall now expire on April 30, 2018.

WHEREAS, Attachment B, attached to the Agreement, is hereby amended and restated in its entirety and shall hereafter be and read as provided in Revised Attachment B, attached to this Addendum and incorporated herein by reference.

WHEREAS, Revised Attachment B removes the Buttonwillow, Voorhies, and Wasco sites from the Agreement. Voorhies and Wasco services shall be terminated immediately. Buttonwillow services shall be terminated on May 31, 2017.

WHEREAS, Revised Attachment B adds Wesley, Shafter HS, and Friendship House sites to the Agreement. Services shall begin upon the effective date for this Addendum.

WHEREAS, the total monthly aggregate under the original Agreement was not to exceed $17,150.00 monthly. This amount shall be revised to not exceed $17,850.00 for the month of May. After May 30, 2017, the monthly amount shall be reduced to $17,250.00 for the remainder of the term due to the termination of services for the Buttonwillow site.

WHEREAS, CAPK may hire Vendor for additional services not addressed in Attachment A. Additional services shall be billed separately from the monthly fees invoices and the aggregate cost of additional services shall not exceed $125,000.00 annually.

All other terms of the original Agreement remain binding except where they contradict Addendum I of the Agreement, which shall prevail.

VENDOR: MICHAEL K. BROWN LANDSCAPE & MAINTENANCE COMPANY, INC.

Signed by: _____ **Date:** _____

Michael K. Brown, Owner

CAPK: COMMUNITY ACTION PARTNERSHIP OF KERN

Signed by: _____ **Date:** _____

Jeremy T. Tobias, Executive Director

CAPK Staff INITIALS			

REVISED **ATTACHMENT B**

BID FORM

Buttonwillow monthly services shall be terminated May 31, 2017.

Locations:	Monthly Fees:	Annual Fees:
Alberta Dillard: 5704 Pioneer Dr., Bakersfield	$ 300	$3600
Alicante: 7998 Alicante Ave, Lamont	$ 300	$3600
Buttonwillow: 400 McKittrick Hwy, Buttonwillow	$ 600	$7200
California City: 9124 Catalpa Ave, California City	$ 400	$4800
Cleo Foran: 1410 11th Street, Bakersfield	$ 250	$3000
Delano: 1835 Cecil Ave., Delano	$ 600	$7200
Fairfax: 1500 S. Fairfax, Bakersfield	$ 400	$4800
Fairview: 425 E. Fairway Rd., Bakersfield	$ 300	$3600
Lamont: 8201 Palm Ave., Lamont	$ 300	$3600
Lost Hills: 21109 Paso Robles Hwy, Lost Hills	$ 600	$7200
Martha J Morgan: 3811 River Rd., Bakersfield	$ 250	$3000
McFarland: 410 Perkins, McFarland	$ 600	$7200
Mojave: 1940 Inyo Street, Mojave	$ 400	$4800
Oildale: 127 E. Minor Street, Oildale	$ 250	$3000
Pacific: 1000 Pacific Street, Bakersfield	$ 300	$3600
Pete H Parra: 1825 Felix Dr., Bakersfield	$ 350	$4200
Pioneer: 4404 Pioneer Dr., Bakersfield	$ 300	$3600
Planz: 2400 Planz, Bakersfield	$ 300	$3600
Primeros Pasos: 1111 Bush Street, Arvin	$ 400	$4800
San Diego: 10300 ½ San Diego Street, Lamont	$ 600	$7200
Seibert: 2800 Agate Street, Bakersfield	$ 300	$3600
Shafter: 452 W. Los Angeles Ave., Shafter	$ 600	$7200
Sterling: 3000 Sterling Ave., Bakersfield	$ 600	$7200
Stine: 315 Stine Rd., Bakersfield	$ 350	$4200
Sunrise Villa: 1600 Poplar Street, Wasco	$ 300	$3600
Tehachapi: 1120 S. Curry, Tehachapi	$ 600	$7200
Vineland: 14327 S. Vineland Rd., Bakersfield	$ 300	$3600
Virginia: 3301 Virginia Ave., Bakersfield	$ 300	$3600
Voorhies: 6001 Pioneer Dr., Bakersfield	$ 300	$3600
Wasco: 523 Broadway Street, Wasco	$ 600	$7200
Wayside, 2584 Felsite Ave., Rosamond	$ 600	$7200
Willow: 401 Willow, Bakersfield	$ 500	$6000
BPN: 5005 Business Park North, Bakersfield	$ 600	$7200
Central Kitchen: 3101 Mall View Rd., Bakersfield	$ 500	$6000
Energy: 300 19th Street, Bakersfield	$ 500	$6000
Friendship House: 2425 Cottonwood, Bakersfield	$ 1550	$18600
Maintenance: 1825 Felix Dr., Bakersfield	$ 250	$3000
Shafter Youth Center: 455 E. Euclid Ave., Shafter	$ 600	$7200

Hourly labor rate for work outside of monthly fees: $ 45
Hourly Davis Bacon (over $2,000.00) labor rate for work outside of monthly fees: $ 75

Wesley: 1314 Oswell Street, Bakersfield	$700.00	$8,400.00
Shafter HS: 459 Euclid Avenue, Shafter	$400.00	$4,800.00
Friendship House: 2424 Cottonwood Road, Bakersfield	$500.00	$6,000.00

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Board of Directors

From: Lauren W. Wright, Acting Business Manager

Date: April 26, 2017

Subject: *Agenda Item VI(h)*: New Leases and Lease Extensions for Head Start Locations – Action Item

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CAPK's Business Services has been working on securing new leases and extending current leases for our Head Start centers.

Lease Extensions:

- **Faith Head Start: 1900 Faith Street, Bakersfield CA – 2,900 square feet**
  Our lease for the Faith Head Start center with New Life Church has expired and staff wishes to extend the lease for an additional five years. The rent will continue with the previously established annual increase of $0.10 per square foot and CAPK's portion of the water bill will increase to $120.54 per month. New Life Church will be required to provide copies of utility bills on a monthly basis and our portion of the bill can be revised if warranted. The total lease amount for the five years will equal $222,554.40.

- **Taft Head Start: 819 6th Street, Taft, CA – 4,200 square feet**
  CAPK will be adding a third classroom to the Head Start lease with Taft City School District. The new addendum incorporates the third classroom into the existing lease and extends the lease as a whole for five years. The total lease amount for the five years will equal $267,354.00.

New Leases:

- **St. John's Head Start: 929 Broadway Street, Wasco, CA – Square footage TBD**
  CAPK will be opening a Head Start center in Wasco at St. John's. The lease, drawn up by the landlord, is for five years and three months with an aggregate amount for the entire term of $228,928.89. CAPK will be leasing two classrooms, an office, and fencing off an area of the property for a playground.

- **Pacific and Owens Head Start: 1000 Pacific Street and 1505 Owens Street 3,712 square feet**
  CAPK's lease of the Pacific and Owens Head Start center has changed owners. The new landlord has provided a five year lease. The rent is increasing due to extensive improvements the landlord will be making to the property. The total cost for improvements will be $25,682.00. The cost of improvements is divided evenly between the Landlord and CAPK. CAPK's portion

for the improvements will be $12,841.00 and will be incorporated into the rent over the five year term of the lease. The total lease amount for the five years will equal $221,760.00

Recommendation:

Staff recommends that the Board approve the proposed lease extensions and new leases and authorize the Executive Director to execute such Addendums and Leases.

Attachments: Addendums to two (2) leases
Leases for two (2) new locations

Addendum III to Lease Agreement

THIS AGREEMENT is ADDENDUM III to the Lease Agreement for the property located at 1900 Faith Avenue, Bakersfield, CA 93304-7238, made by and between New Life Community Church as LESSOR and Community Action Partnership of Kern as LESSEE dated April 1, 2012. The effective date for this ADDENDUM will be **May 1, 2017.**

Section 4 of the Lease Agreement is revised to read as follows:

4. TERM. The Agreement shall be for five (5) year term commencing May 1, 2017 and terminating on April 30, 2022.

Section 5 of the Lease Agreement is revised to read as follows:

5. RENT. Lessee shall pay to Lessor a monthly rent in the amount as listed below, in advance, on the first day of each month. Rent for any period, which is less than one (1) month shall be a prorated portion of the monthly rent herein based upon a thirty (30) day month. A 10 cents annual increase will begin May 1, 2017, annual increase schedule below:

05/01/17- 04/30/18	$2,528.90 per month
05/01/18 - 04/30/19	$2,758.80 per month
05/01/19 - 04/30/20	$2,988.70 per month
05/01/20 - 04/30/21	$3,218.60 per month
05/01/21 - 04/30/22	$3,448.50 per month

Section 14 of the Lease Agreement is revised to read as follows:

1. **UTILITIES.** Lessee agrees to pay $600.00 per month for electricity, and $120.54 per month for water for a total of $720.54 per month. Lessor agrees to provide Lessee with copies of monthly electricity and water bills. Bills will be reviewed by Lessee on a monthly basis and Lessee's utility cost shall be adjusted if warranted. Lessee will pay for exclusive telephone, data, security, gardening, pest control services and refuse services for Lessees program only. Lessor agrees to pay all water, electricity and gas during the term of the Lease, commencing upon the execution or any extension hereof, for any and all utilities used or consumed by the Lessee on the Premises. The term "utilities," as used herein, shall include gas and water.

All other terms of the original Lease Agreement, Addendum I and Addendum II remain binding except where they contradict this Addendum, which shall prevail.

AGREED AND ACCEPTED

LESSOR: NEW LIFE COMMUNITY CHURCH

Signature: _____

Printed Name: Dennis A. Wells, Pastor

Date: _____

LESSEE: COMMUNITY ACTION PARTNERSHIP OF KERN

Signature: _____

Printed Name: Jeremy T. Tobias, Executive Director

Date: _____

CAPK Staff INITIALS			

ADDENDUM III TO LEASE AGREEMENT

THIS AGREEMENT is ADDENDUM III for the property located at **819 6th Street, Taft, CA 93266** made by and between **Taft City School District** as LESSOR and Community Action Partnership of Kern as LESSEE dated July 6, 2009. The effective dates for this ADDENDUM will be March 16, 2017 thru June 30, 2022.

Section 2 of the Lease Agreement Reads as follows:

1. **2. PREMISES.** Lessor does hereby lease to the Lessee and Lessee hereby leases from Lessor the Premises described below, upon the terms and conditions stated herein. Lessee shall have full access to and use of two (2) Buildings, approximately 1,400 square feet each, located at 819 6th Street, Taft, County of Kern, State of California.

REVISED TO READ AS FOLLOWS:

2. **2. PREMISES.** Lessor does hereby lease to the Lessee and Lessee hereby leases from Lessor the Premises described below, upon the terms and conditions stated herein. Lessee shall have full access to and use of three (3) Buildings, approximately 1,400 square feet each, located at 819 6th Street, Taft, County of Kern, State of California.

Section 5 of the Lease Agreement Reads as follows:

3. **5. RENT.** Lessee shall pay to Lessor a monthly rent in the amount of $2,644.00 on the first day of each month beginning August, 2015. Rent for August, 2015 shall be calculated based on first day of possession of the second building by Lessee. Rent for any period, which is less than one (1) month shall be a prorated portion of the monthly rent herein based upon a thirty (30) day month. An annual increase will be July 1, 2016, annual increase schedule below:

August 2015-June 2016	$2,644.00
2016-2017	$2,714.00
2017-2018	$2,790.00
2018-2019	$2,864.00

REVISED TO READ AS FOLLOWS:

4. **5. RENT.** Lessee shall pay to Lessor a monthly rent in the amount of $2,790.00 on the first day of each month beginning July 1, 2017. Rent for any period, which is less than one (1) month shall be a prorated portion of the monthly rent herein based upon a thirty (30) day month. An annual increase will occur based on the schedule below:

August 1, 2017 - June 30, 2018	$4,185.00
July 1, 2018 - June 30, 2019	$4,296.00
July 1, 2019 - June 30, 2020	$4,404.00
July 1, 2020 - June 30, 2021	$4,521.00
July 1, 2021 - June 30, 2022	$4,641.00

This Addendum may be executed in several counterparts, each of which shall be deemed an original and all of which shall constitute one and the same instrument, and shall become effective when counterparts have been signed by Lessor and Lessee and delivered to the other; it being understood that Lessor and Lessee need not sign the same counterparts.

All other terms of the original Lease Agreement, Addendum I, and Addendum II remain binding except where they contradict this addendum, which shall prevail.

AGREED AND ACCEPTED

Lessor: **Taft City School District**	**Lessee: Community Action Partnership of Kern**
Signature: [signature]	Signature: _____
Title: CBO	Title: _____
Date: 4/5/17	Date: _____

CAPK Staff INITIALS			

GROSS LEASE AGREEMENT
Between
THE DIOCESE OF FRESNO EDUCATION CORPORATION
And
COMMUNITY ACTION PARTNERSHIP OF KERN

This lease made and entered into as of the 1st day of May, 2017 by and between The Diocese of Fresno Education Corporation (DOFEC), hereinafter referred to as "Landlord", and Community Action Partnership of Kern (CAPK), hereinafter referred to as "Tenant." Both the Tenant and the Landlord are collectively referred to as "Parties" and either or both of them are referred to as "Party" in the singular.

DOFEC is a California nonprofit religious corporation exempt from income taxation under Federal and California law. DOFEC is a civil law entity for the religious ministries and educational activities of the Roman Catholic Diocese of Fresno. The duly appointed Roman Catholic Bishop of the Roman Catholic Diocese of Fresno is the president of the DOFEC.

CAPK, a California 501(c)(3) corporation has applied for exemption from federal and California income taxation. CAPK is a federally contracted Head Start and Early Head Start service provider. CAPK's Head Start and Early Head Start programs provide early childhood education, health, nutrition, and parent involvement services to low-income children and their families.

Subject to the terms and conditions set forth in this lease, Landlord hereby leases to Tenant buildings and facilities referred herein as "Premises" indicated on the map attached and marked **Exhibit B** known as St. John the Evangelist Catholic School located at 929 Broadway in Wasco, CA 93280, within the County of Kern, California, APN 029-340-02, known herein as "Site".

The Site is that parcel bounded by 9th Street to the North, Griffith Ave. to the West, 9th Place to the south, and Broadway St. to the East. The Premises includes (2) Classrooms in a standalone building, adjacent yard, and separate Office/Support space for Tenants exclusive use. Exhibit "A" has designated the rooms and areas as (LL) exclusive use by Landlord; or (T) exclusive use by Tenant. All of the foregoing shall hereinafter be referred to as the "Premises." **See Exhibit A.**

1. **CONDITIONAL LEASE:**

   a. Tenant acknowledges that the premises must be approved for Tenant's use by federal, state, and local authorities. Tenant assumes all responsibility for requesting and obtaining inspections and approval. Tenant's obligation and right to occupy the Premises under this lease is conditioned on Tenant's obtaining and maintaining all approvals required, including but not limited to a conditional use permit from the County of Kern and/or City of Wasco. All costs and expenses of seeking and obtaining approval shall be paid by Tenant, whether or not approvals are obtained.

   b. Tenant will accept the Premises "as is", in the current condition. Tenant's obligation and right to occupy the Premises under this lease is conditioned on Tenant's determination that Tenant can afford to complete and pay for any repairs, modifications, or upgrades for all approvals needed to open and operate the school.

   c. If Tenant determines it cannot afford to open and operate Tenant's program, or if Tenant cannot obtain all approvals required, Tenant agrees to surrender the lease and any rights and Landlord is free to use the Premises as Landlord chooses, including lease to another tenant, with no reimbursement to Tenant.

2. **TERM:** The term of this lease and possession of the Premises shall be for a period of Five (5) years and Three (3) months commencing at 12:01 A.M. on May 1, 2017 and ending at 12:00 A.M. on July 31, 2022 unless terminated earlier as provided in this lease. The first 3 months of the term shall be for Tenant's Early Occupancy. Full Occupancy of the Premises and the Anniversary month for subsequent lease years shall be August 1, 2017. Either party, Landlord or Tenant, reserves the right not to renew the lease at the end of the Lease term in affect at the time notice is given. **See Exhibit A**

3. **RENT:** Tenant agrees to pay Gross Rent to DOFEC for the use and occupancy of the Premises. For this lease, the monetary obligation of Rent is **Three Thousand Dollars ($3,000.00)** per Month, which includes Tenant's proportional share of Utilities and Common Area Operational Expenses.

   See Exhibit A Item 31 & 32 for Rent, Utilities, and Common Area Expenses.

Rent is payable beginning at Full possession of the Premises, August 1, 2017. All payments shall be payable in advance by the 1st day of each subsequent calendar month and shall be mailed or delivered to Landlord at The Diocese of Fresno Education Corporation office, 1550 N. Fresno Street, Fresno, Ca 93703, or any other place or places that Landlord may from time to time designate by written notice given to Tenant. Rent shall be increased by 3% per year beginning at the 2nd year. Utility and CAOE shall be increased and occur as described in EXHIBIT A, Item 32.

4. **USE OF PREMISES:**

(A.) Tenant acknowledges that the Premises, although owned by DOFEC, are integrated with the activities of St. John's the Evangelist Catholic parish that occur on the Site and other nearby locations.

(B.) The Premises shall be used exclusively by the Tenant, for the purpose of operating a Head Start daycare program to serve a maximum of 40 children at the Premises at any given time. Tenant shall have the exclusive use of the Premises Monday through Sunday. The Head Start program operational hours are from 7:00 a.m. to 5:00 p.m. Monday – Friday.

(C.) Instructional Program

(i) Tenant acknowledges that the facility is owned by the Diocese of Fresno Education Corporation (DOFEC), which is part of the Roman Catholic Diocese of Fresno (RCDOF), and that the use of DOFEC facilities (and corporation sole property) by Tenant must not be in conflict with the teachings of the Roman Catholic Church. A material condition of this lease is that Tenant's curriculum and advocacy (including by way of example, any of Tenant's sponsored, endorsed, or allowed extracurricular activities on the Premise) will **not be in conflict** with the teachings and beliefs of the Roman Catholic Church. Tenant acknowledges that teaching or advocating abortion, artificial means of contraception, and homosexuality as a lifestyle would be **in conflict** to the teachings and beliefs of the Roman Catholic Church and would be a violation of this material covenant of this lease.

(ii) Landlord acknowledges that the Tenant will use the facilities to house a Head Start program and the Tenant is obligated to follow all State and Federal laws applicable to that program.

(iii) The parties observe that DOFEC and Tenant have discussed the need for consistency and have agreed that currently there is no State or Federal mandated law affecting the Head Start program that is in conflict with the teachings of the Catholic Church. Tenant has no curriculum content or advocacy that violates the teachings of the Roman Catholic Church. In the event that the State or Federal law changes to require curriculum contrary to the teachings of the Roman Catholic Church or the school teaches or advocates for abortion, artificial means of contraception or homosexuality as a lifestyle in ways not anticipated by State and or Federal law, the Tenant would be in violation of this material covenant of this lease.

(iv) To ensure the consistency of the implementation of this covenant of this lease, the Landlord and Tenant agree to work together in a cooperative manner to fairly identify and resolve any disagreements arising from this covenant of this lease. In the event that the parties cannot resolve a disagreement regarding conflict with the material covenant, the Bishop of the Roman Catholic Diocese of Fresno or the Bishop's delegate may, at his sole discretion, declare a violation of this material covenant of this lease

(v) In the event of a mandated violation of this material covenant of this lease, the DOFEC's only remedy will be to terminate the lease at the end of the Lease year provided that the DOFEC has given tenants reasonable time to vacate the Premises and to find an alternative school site.

5. **PROHIBITED USES:** During the time Tenant is present at the Premises, as outlined in the lease, the Tenant shall not commit or permit the commission of any acts by those under the Tenant's supervision on the Premises or Site in any way that violates or conflicts with any law, statute, ordinance, or governmental rule or regulation, whether now in force or hereinafter enacted, governing the Premises or the Site;

6. **SHARED USE:** Landlord (including clergy, parishioners, family, guests, and other participants in activities of The Diocese of Fresno Education Corporation and St. John's the Evangelist parish shall have shared use of the Site during Tenant's on-use and off-use hours identified in **Exhibit B.** The Landlord's scheduled use includes Business office activities, Religious education classes, meeting for various parish ministries, and other activities normal to the operations of the parish.

As provided herein, Landlord reserves exclusive and shared use of portions of the Site. For purposes of this agreement, the phrase "off-use hours" refers to those times Tenant is not present at the Site. Landlord will regularly use the Shared Portion for religious education, meetings, and activities at various times during off-hours. Landlord and Tenant shall exercise reasonable cooperation in coordinating schedules in advance for any special programs. Landlord and Tenant are financially responsible for any loss or damage of the other Party's possessions where damage is conclusively proven to be caused by the other Party. Employee, student, parishioner, guest and/or volunteer's personal property are not included. Reasonable care shall be taken by any Party who is then using the Shared Portion, to secure possessions, buildings, and grounds at all times.

7. **ALTERATIONS BY TENANT:** Tenant shall make no alteration, addition, or improvement to the Premises without the written consent of Landlord. Upon lease expiration or termination, Tenant shall be required to abide by Landlords specific right to removal of Tenant's improvements and return of landlords property to its original state. The addition of improvements paid for solely by the Tenant on the Premises will not incur any rent increases. Concurrently with requesting Landlord's consent to proposed alteration, addition, or improvement, Tenant shall submit to Landlord preliminary plans for the alteration, addition, or improvement. Landlord shall, in its sole discretion, approve or disapprove the proposed alteration, addition, or improvement, within 30-days after its receipt of Tenant's written request for approval. If Landlord fails to affirmatively approve or disapprove the proposed alteration, addition, or improvement within the same 30-day period, the proposed alteration, addition, or improvement shall be deemed disapproved. If Landlord gives such written consent to any alteration, addition, or improvement to the leased premises, Landlord and Tenant shall agree in writing at that time to the date when that undertaking shall be completed. Tenant shall obtain all necessary governmental permits required for any alteration, addition, or improvement approved by Landlord and shall comply with all applicable governmental law, regulations, ordinances, and codes.

   Any alteration, addition, or improvement made by Tenant after consent has been given, and any fixtures installed as part of the construction, shall at Landlord's option become the property of Landlord on the expiration or other earlier termination of this lease; provided, however, that Landlord shall have the right to require Tenant to remove the fixtures at Tenant's cost on termination of this lease. If Tenant is required by Landlord to remove the fixtures on termination of this lease, Tenant shall repair and restore any damages to the leased premises caused by such removal.

   Tenant is permitted to modify and improve Premises as required and necessary for compliance with State, Local and/or Federal certifications and regulations, laws and/or ordinances governing Tenant's operation. The Landlord shall approve plans prior to improvements and modifications being made and Tenant shall provide necessary building permits as required by local jurisdiction and statute.

   Nothing in this Section prohibits the Tenant from decorating the school, hanging necessary items on walls in and out of classrooms, placing signs on the campus for the safety and direction of the students, parents and staff as is customary on school premises.

   Tenant may install signs, banners, and the like to identify Tenant's facility. Tenant is responsible for obtaining sign permits that may be required and complying with City sign ordinances that may apply.

8. **MECHANICS' LIENS:** If Tenant causes any alterations, additions, or improvements to be made to the Premises; Tenant agrees to keep the Premises free of liens for both labor and materials. If a lien is placed on the Premises in connection with any construction, repair, or replacement work that Tenant may or must cause to be performed under this lease, which results in a final judgment, Landlord may pay the amount of that judgment. Tenant shall reimburse Landlord for the full amount paid within 5 days after Landlord pays that amount; otherwise Tenant shall be in default under this lease.

9. **ALTERATIONS BY LANDLORD:** Landlord shall be responsible for all building code compliance not necessarily required for Tenant's use.

10. **UTILITIES AND TAXES: See Exhibit A**
    Tenant shall pay a proportional share of gas, electricity, water, and utilities used for the Premises. Tenant acknowledges that the Premises currently are exempt from real property taxation based on a religious welfare use exemption. Tenant will maintain the exemption by filing an application to continue the exemption from real property taxation, providing no more than Tenant's name, address, and tax exempt status. Tenant acknowledges that the Premises currently are exempt from real property taxation based on the Landlord's religious welfare use exemption. Tenant shall be responsible for maintaining the tax exemption by filing an application to continue the exemption from real property taxation, providing such information necessary to the Landlord and taxing authority including but not limited to Tenant's names, addresses, and tax exempt status. Any property Tax liability levied on the property due to the Tenant's occupancy shall be the monetary obligation of the Tenant to the Landlord. Tenant shall immediately cure the monetary tax liability upon written notice from the Landlord.

11. **OPERATIONS, REPAIRS AND MAINTENANCE: See Exhibit A**
    (A) By Tenant,
        (i) Tenant shall assist Landlord to keep and maintain in good order, condition and repair, the major structural components and/or primary elements of the foundation, outer walls, roof, ceiling, floor slab/framing, and mechanical and plumbing systems to the limit set forth in paragraph (A)(viii) below. Tenant and Landlord are responsible to perform general maintenance on all building systems to ensure their good operation and repair.
        (ii) Tenant shall keep and maintain in good order, condition and repair the surface elements of the buildings' corridors, walls, ceiling, floor, and the playground's landscape and perimeter fence and gates including, but not limited to irrigation system clock(s) and sprinklers.
        (iii) Tenant shall keep and maintain the Premises in good, clean, safe and sanitary condition including but not limited to daily garbage collection, daily (full) janitorial services to all rooms and weekly landscape maintenance, including, but not limited to weed control

along fences, and backstops and around all shrubs. Daily litter needs to be picked up over entire grounds and parking areas. Garbage cans shall be used with liners and be emptied twice weekly or more often as needed if full or emitting foul odor. Exterior of buildings and grounds will be kept clean and tidy at all times. Tenant will not cause, suffer, or permit any nuisance to exist on the Premises during any time Tenant has exclusive control, and will not commit any waste or suffer any waste to be committed on the premises during any time Tenant has exclusive control during their term of the Lease or any extension thereof. Tenant will make the Premises secure at the end of every day. All gates, doors and lockable access shall be secured. All lights, plumbing, air-conditioning and other building equipment shall be turned off.

(iv) Upon termination of the Lease, Tenant shall return the Premises to Landlord in as good a condition as when received and improved, reasonable wear and tear and damage from the elements excepted and exclusive of damage from fire not caused by Tenant or its agents, earthquake or other act of God;

(v) Tenant shall leave Premises in good, clean and sanitary condition after its daily use, including any necessary janitorial servicing (cleaning, garbage removal and/or paper dispenser refills) and leave the classrooms in a clean, presentable condition for Landlords use; and

(vi) Access by Tenant. Except as set forth above, Tenant shall have access to the Site and Premises for the purpose of maintenance, repairs, improvements and preparations of the facility, beginning on the effective date; i.e., the date this Lease Agreement is signed and ratified.

(vii) Should any damage occur to the Premises caused by Tenant's use, while in the possession of the Tenant, the Tenant shall immediately advise the Landlord of the same and Tenant shall be completely and solely responsible for all costs and expenses associated with the repairs of such damage.

(B) By Landlord,

(i) Landlord and Tenant shall keep and maintain in good order, condition and repair, the major structural components and/or primary elements of the foundation, outer walls, roof, ceiling, floor slab/framing, and mechanical and plumbing systems to the limit set forth in paragraph (A)(i) above. Landlord reserves the right to enter the Premises at any reasonable time during the term of this Lease or any extension hereof to inspect and to make repairs;

(ii) Landlord shall, upon 3 days written notice, have the right to perform Tenant's duties described in 11(A) above if Landlord determines Tenant's duties are not being performed. Tenant shall be required to pay directly, any bill or invoice presented by Landlord to Tenant, or reimburse Landlord for the cost of said work.

(iii) Should any damage occur to the Premises caused by Landlord use, while in the possession of Landlord, Landlord shall immediately advise Tenant of the same and Landlord shall be completely and solely responsible for all costs and expenses associated with the repairs of such damage.

(iv) Landlord will pay for repairs for damage to the Premises caused by the Landlord. The Landlord will pay for necessary repairs to building systems as described in paragraph (A)(viii) above.

12. **INSPECTION BY LANDLORD:** Tenant shall permit Landlord or Landlord's agents, representatives, or employees to enter the Premises upon 24 hours written notice for the purpose of inspecting the Premises to determine whether Tenant is complying with the terms of this lease and for the purpose of doing other lawful acts that may be necessary to protect Landlord's interest in the Premises under this lease.

13. **EQUIPMENT & FURNITURE:**

(A) The Tenant will furnish all of its own equipment and furniture, including office equipment and furniture, classroom equipment and furniture, janitorial, and necessary equipment and supplies;

(B) Landlord has equipment, fixtures and furniture in classrooms and on premises for use by Tenant at no additional cost. Tenant will not remove, or relocate any of the Landlord's equipment, furniture, furnishings or religious icons in the classrooms or on the Premises without the Landlords written approval. It is understood that the Tenant is required by law to cover any religious icons as they may occur within the school during the time the Tenant occupies the facility. Prior to occupancy, Landlord & Tenant will prepare a mutually signed inventory list of Landlord's personal property (desks, chairs, supplies, etc.)

14. **INSURANCE:** The Tenant shall provide and maintain in effect during the term of its Lease, including any period of extension or holding over, a policy of comprehensive public liability insurance for personal injury or property damage with a single limit of not less than $1,000,000.00 and a combined limited of not less than $2,000,000.00. Issuance of an underwriter's endorsement with Certificate of Insurance shall be made and list **The Roman Catholic Bishop of Fresno, a Corporation Sole, and Diocese of Fresno Education Corporation** as additional insured. The endorsement and certificate shall be sent directly to the **Roman Catholic Bishop of Fresno (RCB)** C/o of Property Department, Ryan Pastoral Center, 1550 North Fresno Street, Fresno, California 93703.

Landlord shall procure, maintain, and pay for property and liability insurance on the buildings and improvements leased to Tenant at the beginning of this lease, and Tenant shall procure,

maintain, and pay for property insurance on Tenant's equipment and any improvements by Tenant, including improvements added by Tenant. In the event of destruction or damage during the term of this lease or any extension, Landlord shall have the exclusive right to decide whether to rebuild or repair the buildings and improvements leased to Tenant at the beginning of this lease. Landlord and Tenant shall agree on plans and specifications for rebuilding or repair.

15. **HOLD HARMLESS:**
(A.) Tenant agrees to defend, indemnify, and hold harmless Landlord from any and all claims for damages, including reasonable legal and investigation costs and expenses, for injuries to or death of person and for damage to property arising out of or in connection with Tenants use and/or occupancy of Landlord facilities under this lease agreement.

(B.) Landlord agrees to defend, indemnity, and hold harmless Tenant from any and all claims for any damages, including reasonable legal and investigation costs and expenses, for injuries to or death of persons and for damage to property arising out of or in connection with Landlord's use and/or occupancy of the premises or other property.

(C.) The indemnity referenced in this section does not apply to the sole negligence or intentional misconduct of the party claiming indemnity.

16. **EARLY TERMINATION OF LEASE:** Subject to Tenant's obligations this Lease may also be terminated prior to the expiration of its term by the Tenant, without cause, upon six-month prior written notice to the Landlord.

17. **DESTRUCTION OF PREMISES OR BUILDING:**

If the buildings and improvements leased to Tenant (excluding portables) are damaged beyond use or destroyed from causes not the fault of or in connection with Tenant's use or occupancy of the buildings and improvements leased to Tenant under this lease, that the rent is abated for that portion. If the Tenant is unable to adequately operate the school with the remaining facilities, the Tenant may terminate the lease by giving Landlord 30 day's written notice of termination.

18. **CONDEMNATION:**

(A) If all or any part of the Premises is taken by any public or quasi-public agency or entity under the power of eminent domain during the term of this lease,

(i) Either Landlord or Tenant may terminate this lease by giving the other 30 days' written notice of termination; provided, however, that Tenant cannot terminate this lease unless the portion of the Premises taken by eminent domain is so extensive as to render the remainder of the Premises useless for the uses contemplated by this lease.

(ii) If only a portion of the Premises is taken by eminent domain and neither Landlord nor Tenant terminates this lease, the rent thereafter payable under this lease shall be reduced by the same percentage that the floor area of the portion taken by eminent domain bears to the floor area of the entire Premises.

(B) If any portion of the Building other than the Premises is taken by eminent domain, Landlord may, at its option, terminate this lease by written notice to Tenant.

(C) Any and all damages and compensation awarded or paid because of a taking of the Premises or the Building shall belong to Landlord, and Tenant shall have no claim against Landlord or the entity exercising eminent domain power for the value of the unexpired term of this lease or any other right arising from this lease; provided, however, that tenant shall have the right to receive promptly all proceeds allocated by condemner to Tenant's relocation costs and trade fixtures.

19. **ASSIGNMENT AND SUBLETTING:** Tenant shall not encumber, assign, sublet, or otherwise transfer this lease, any right or interest in this lease, or any right or interest in the Premises without first obtaining the express written consent of Landlord. Furthermore, Tenant shall not sublet the Premises or any part of it or allow any other persons, other than Tenant's employees and agents, students, family members and volunteers to occupy or use the Premises or any part of it without the prior written consent of Landlord. A consent by Landlord to one assignment, subletting, or occupation and use by another person shall not be deemed to be a consent to any subsequent assignment, subletting, or occupation and use by another person. Any encumbrance, assignment, transfer, or subletting without the prior written consent of Landlord, whether voluntary or involuntary, by operation of law or otherwise, is void and shall, at the option of Landlord, terminate this lease. The consent of Landlord to any assignment of Tenant's interest in this lease or the subletting by Tenant of the Premises shall not be unreasonably withheld.

20. **ACTS CONSTITUTING BREACH BY TENANT:** The following shall constitute a default under and a breach of this lease by Tenant:

(A) The nonpayment of rent when due, when the nonpayment continues for 10 days after written notice to pay rent or surrender possession of the Premises has been given by Landlord to Tenant;

(B) A material failure to perform any material provision, covenant, or material condition of this lease other than one for the payment of rent, when that failure is not cured within 30 days after written notice of the specific failure is given by Landlord to Tenant;

(C) The breach of this lease and abandonment of the Premises before expiration of the term of this lease;

(D) Failure to maintain in good standing or otherwise lose the Charter authorization from FCOE;

The notices provided for in subsections (A) and (B) of this Paragraph 21 are not intended to replace, but rather are in addition to, any required statutory notices for unlawful detainer proceedings under *Code of Civil Procedure Section 1161* et seq.

21. **QUIET POSSESION** The Tenant's right to quiet possession of the Premises shall not be disturbed if Tenant is not in default, unless this agreement is otherwise terminate pursuant to its terms.

22. **DISPUTE RESOLUTION**:

(A.) In the event of a dispute, the Parties agree to meet in good faith to attempt to resolve the dispute.

(B.) Except as otherwise provided herein, in addition to and prior to binding arbitration or any court action, Landlord and Tenant agree that any disputes between them arising out of or relating to this agreement shall be submitted to an impartial mediator in the City of Fresno, California, who is authorized to facilitate the resolution of the dispute, but not empowered to impose a settlement on the parties. The requirement to submit to mediation does not apply to an unlawful detainer action to recover possession of the leased premises for a failure to comply with a material covenant of this lease that is not mandated by Local, State and/or Federal law.. The mediation fee, if any, shall be divided equally.

(C.) Except as otherwise provided herein, in the event of a dispute not resolved by mediation, the parties agree to submit such dispute to binding arbitration to be held in the City of Fresno, California. Unless otherwise agreed, the Parties agree to apply the rules for contractual arbitration under California Code of Civil Procedure §1280 and following, except as stated in this agreement. The Parties shall appoint a single neutral arbitrator, and if unable to agree, shall each appoint an arbitrator and the two appointed arbitrators shall appoint the third arbitrator. The award shall include findings of fact and conclusions of law and shall be binding and conclusive on both parties to this Agreement, except that in any application by either party to a court for an order confirming, modifying, or vacating the award, in addition to any other power provided by law, the court shall have the power to review and determine whether the findings of fact are supported by substantial evidence, and to review and determine whether or not based on the conclusions of law, the award should be confirmed. Upon such review and determination, judgment shall be entered accordingly. Any judicial proceedings relating to this lease shall be filed in the County of Fresno, California. The requirement to submit to arbitration does not apply to an unlawful detainer action to recover possession of the leased premises whether for failure to pay rent or a failure to comply with the teachings and beliefs of the Roman Catholic Church. The prevailing party in any disputes whether arbitration or court action shall be entitled to recover reasonable attorney fees and costs.

23. **TERMINATION NOTICE:** No act of Landlord, including but not limited to Landlord's entry on the Premises or efforts to re-let the Premises, or the giving by Landlord to Tenant of a notice of default, shall be construed as an election to terminate this lease unless a written notice of the Landlord's election to terminate this lease is given to Tenant.

24. **WAIVER OF BREACH:** The waiver by Landlord of any breach by Tenant of any of the provisions of this lease shall not constitute a continuing waiver or a waiver of any subsequent default or breach by Tenant either of the same or a different provision of this lease.

25. **NOTICES:** Except as otherwise expressly provided by law, any and all notices or other communications required or permitted by this lease or by law to be served on or given to either party to this lease by the other Party shall be in writing, and shall be deemed duly served and given when personally delivered to the Party to whom it is directed or any managing employee of that party or, in lieu of personal service, when deposited in the United States mail, first-class postage prepaid, addressed to Landlord at Diocese of Fresno Education Corporation, Director of Property and Construction, 1550 N. Fresno St., Fresno CA 93703 or to Community Action Partnership of Kern, Director of Operations, 5055 Business Park North, Bakersfield, CA 93309. Either Party may change its address for purposes of this paragraph by giving written notice of the change to the other Party in the manner provided in this paragraph.

26. **ATTORNEYS' FEES:** If any litigation is commenced between the Parties to this lease concerning the Premises, this lease, or the rights and duties of either in relation to the Premises or the lease, the Party prevailing in that litigation shall be entitled, in addition to any other relief granted, to a reasonable sum as and for its attorneys' fees in the litigation, which shall be determined by the court in that litigation or in a separate action brought for that purpose.

27. **BINDING ON HEIRS AND SUCCESSORS:** This lease shall be binding on and shall inure to the benefit of the heirs, executors, administrators, successors, and assigns of the Parties, but nothing in this paragraph shall be construed as a consent by Landlord to any assignment of this lease or any interest therein by Tenant except as provided in Paragraph 20 of this lease.

28. **TIME OF ESSENCE:** Time is expressly declared to be of the essence in this lease.

29. **SOLE AND ONLY AGREEMENT:** This instrument constitutes the sole and only full, final, and complete agreement between Landlord and Tenant respecting the Premises or the leasing of the Premises to Tenant, and correctly sets forth the obligations of Landlord and Tenant to each other as of its date. Any agreements or representations respecting the Leased Space or their leasing by Landlord to Tenant not expressly set forth in this instrument are null and void. All prior negotiations between the Parties are subsumed into this lease to the extent they have been agreed to, and if not agreed to by the Parties such negotiations are not set forth in the terms and conditions of this lease. This lease may not be extended, amended, modified, altered, or changed, except in a writing signed by Landlord and Tenant.

EXECUTED on at Fresno, Fresno County, California

LANDLORD
Diocese of Fresno Education Corporation
1550 N. Fresno Street
Fresno, California 93703

By: _____

TENANT
Community Action Partnership of Kern
5005 Business Park North
Bakersfield, CA 93309

By: _____

EXHIBIT A - Addendum

This Addendum modifies the terms and conditions above as follows:

30. EARLY OCCUPANCY
Tenant shall have the right to occupy the Premises at the commencement of the Lease for period of not more than (3) months to accommodate Tenant Improvements and move-in. The Rent shall be $0.00 for this Early Occupancy. Tenant shall pay monthly proportional Utility and CAOE upon execution of this agreement and commencing with Early Occupancy of the Premises described in Item 2 and 32 of this Agreement.

31. RENT CALCULATION
Rent shall be calculated as follows:

(2 Classrooms x $1,000.00/MO) + (1 Business Office x $600.00/MO) = $2,400.00/MO.

32. TENANT SHARE OF UTILITY AND COMMON AREA OPREATING EXPENSES
The Site and Premises Utilities are metered as a single address. Utilities include Water & Sewer, Electricity, and Gas. Common Area Operating Expenses (CAOE), which may or may not include Trash/Rubbish, Janitorial, Security Alarm, Fire Alarm, Landscape Maintenance, and HVAC Equipment Maintenance.

Tenant's estimated proportional share of Utility and CAOE is based on the occupancy and operation of (2) Classrooms plus (1) Business Office divided by (8 Total Classrooms and (2) Business offices on Site; and, adjusted for expected increased demand based on planned added HVAC equipment and added operational hours per month. The Tenant's proportional share is estimated at **Thirty Three and 1/3 percent (33 1/3 %)**. Initial Utility and CAOE rates are based on Site costs for Fiscal Year 2016 and predicted escalation. The total estimated cost for Utility and COAE of the Site is estimated at $1,800/month or $21,600.00 annually for the Base Year. The Tenant's proportional estimated share is $1,800 x .333 = **$600.00/month, or $7,200.00/year**.

Tenant shall be responsible for any increase in Utility and CAOE. Adjustments to Tenant's estimated proportional share of Utility and CAOE shall be made after every 3-months commencing with the 4th month of the Base Year, and shall continue throughout the Term of this Lease. The Landlord shall provide accounting documents to Tenant to substantiate any increase costs.

Tenant shall pay $600.00/month or portion thereof during Tenant's Early Occupancy until completion of tenant Improvement construction and commencement of Full Occupancy of the Premises,

33. EXCLUSIVE AND SHARED USE
Rooms and spaces in Exhibit B labeled "T/LL" indicate shared use of the Tenant and Landlord. Rooms and spaces in Exhibit B labeled "LL" are for the exclusive use of the Landlord and are not shared rooms or spaces. Rooms and spaces in Exhibit B labeled "T" are for the exclusive use of the Tenant and are not shared rooms or spaces. The lower level Basement storage areas shall be for the exclusive use of the Landlord.

34. LOSS OF FUNDING
The Parties hereto acknowledge that the Tenant may terminate this Lease due to lack of funding for Tenant's programs, or other circumstances for termination provided in this Lease. A sixty (60) days written notice of intent to terminate shall be given by Tenant to Landlord.

35. HOLDING OVER
Any hold over after the expiration of this Lease shall be construed as a month-to-month tenancy at the monthly rental payable for the last month this Lease is in effect, otherwise in accordance with the terms hereof as applicable.
End

LEASE AGREEMENT

THIS LEASE AGREEMENT ("Lease") is made on this 6th April 2017 ("Effective Date"), by and between Arredondo Ventures, Inc. a California Corporation (hereinafter known as the "Landlord"), and the Community Action Partnership of Kern ("Tenant").

RECITALS:

WHEREAS, Landlord owns the real property constituting at

1000 Pacific St., Bakersfield, CA 93305 & 1505 Owens Street Bakersfield, CA. 93305

WHEREAS, Tenant is a Corporation that desires to operate a child care facility for its head start, State, and/or Migrant Childcare Programs. Tenant desires to lease the site from the Landlord for such purpose.

WHEREAS, Landlord desires to lease the premises to Tenant and Tenant desires to lease the Premises from Landlord upon the terms and conditions set forth herein;

NOW THEREFORE, in consideration of the covenants and agreements hereinafter set forth, Landlord and Tenant agree as follows:

LEASE OF PREMISES: Landlord does herby lease to Tenant the Premises at

1000 Pacific St., Bakersfield, CA 9330S & 1505 Owens Street Bakersfield, CA. 93305

1. Including all improvements located there on the property.
2. **TERM:** The term of the Lease shall be a (5) year lease, commencing on May 1st 2017 and terminating on April 30, 2022 with an option to renew for an additional 2 years, HOLDING OVER: Any hold over after expiration of this lease shall be construed as a month-to-month tenancy at the monthly rental payable for the last month this lease is in effect, otherwise in accordance with the terms hereof as applicable.
3. **PURPOSE OF LEASE:** The purpose of this lease is for Landlord to provide tenant the use of the premises for a child care facility for its head start, State, and/or Migrant Childcare Programs.
4. **RENT:** Tenant shall pay Landlord a monthly rent of **$3,696.00** Three thousand six hundred ninety six dollars in advance, on the first day of each month. Base on the rent for the first month of the term shall be due upon commencement of this Lease and subsequent rent payments shall be due on the first of day of each succeeding month until the expiration or termination of this lease. A fee of $100.00 will apply if paid after the 5th of each month.
5. **SECURITY DEPOSIT:** Amount of Security Deposit shall equal to First Month's Rent Three thousand six hundred ninety six dollars ($3,696.00). Security deposit can NOT be used to cover last month rent or any balances due to landlord.
6. **REPAIRS & IMPROVEMENTS:** Landlord shall, at its cost, maintain and repair all items related to the structure of the Premises, the roof, foundation, exterior walls, heating and air conditioning, electrical, plumbing and water systems not including clogs. Tenant is responsible for minor repairs and necessary maintenance needed during the term of the lease.
7. **PROPERTY TAXES:** Tenant shall be responsible for the Property Taxes for the real properties 1000 Pacific St., Bakersfield, CA. 93305 & 1505 Owens Street Bakersfield, CA. 93305.

8. **SERVICES:** Tenant shall pay the cost of all utilities and services serving the Premises, as required and solely used by Tenant in and for operating a child care facility for its head start, State, and/or Migrant Childcare Programs. The term "utilities" as used herein, shall include electrical, gas, sewer, landscaping, janitorial, telephone service. Tenant shall provide its own security and pest control services.
9. **USE OF PREMISES:** Tenant shall use the Premises solely for the purpose of operating a child care facility for its head start, State, and/or Migrant Childcare Programs. Tenant shall not use the premises for any use prior written consent of the Landlord. Tenant agrees to maintain the Premises and to conduct the child care facility for its head start, State, and/or Migrant Childcare Programs, in a manner that meets all Federal, State and Local Laws, regulations and ordinances, now or hereafter enacted concerning the Premises, the use of the Premises, and/or the Program. If required, Tenant shall obtain all permits and licenses required from the City of Bakersfield, CA. for Tenants use throughout the term of this Lease.
10. **SIGNS:** Tenant shall not place any sign, awning or canopy, or advertising matter, on the premises without first obtaining Landlord's written approval and the approval and consent of any governmental body having jurisdiction over signs in the Bakersfield City Limits.
11. **INDEMNIFICATION:** Tenant agrees to indemnify, reimburse, hold harmless, defend Landlord, its trustees, officers, employees and agents against any and all claims, causes of action, judgments, obligations or liabilities and all reasonable expenses incurred in investigating or resisting the same(including reasonable attorneys' fees), on account of or arising out of the operation, condition, use or occupancy of the Premises and all areas appurtenant thereto or from the conduct of Tenant's Program or from any activity, work or other things done, permitted or suffered by Tenant in or about the Premises. Tenant shall further indemnify, hold harmless, and defend Landlord against and from any and all claims arising from any breach or default in the performance of any obligation on Tenant's part to be performed under the terms of this Lease or arising from any act, omission or negligence of the Tenant, or any officer,agent,employee,guest or invitee of Tenant and from all costs, attorney's fees and liabilities incurred in or about the defense of any such claim or any action or proceeding brought thereon.
12. **COSTS TO ENFORCE INDEMNIFICATION:** Any reasonable costs incurred after providing written request for indemnification to the indemnifying party for indemnification shall be owed to the requesting party if it is determined the indemnification was owed. In addition the indemnifying party shall pay reasonable attorney's fees and cost incurred to enforce the indemnity obligations of this Lease to the indemnified party.
13. **ASSIGNMENT:** Tenant may not assign this lease without Landlords consent and written approval.
14. **HAZARDOUSE MATERIALS:** Tenant shall not cause or permit Hazardous Material to be generated, brought onto, used, stored or disposed of in or about the Premises.

15. **INSURANCE:** Tenant shall maintain General Liability Insurance in the amount of $1,000,000.00 and name Landlord as an additional insured. Tenant shall maintain public liability, property damage and fire insurance, which policy shall name Partnership as an additional insured and shall hold harmless Partnership and all its agents, officers, and employees against claims and liabilities for bodily injury and property damage arising from acts and events occurring upon the Premises. Tenant will inform Landlord 30 days before cancellation of Insurance coverage. Prior to the commencement date Tenant shall deliver to Landlord a certificate of insurance evidencing the existence of the policies required hereunder and copies of endorsements that include a separate endorsement naming Landlord.
16. **WORKERS' COMPENSATION INSURANCE:** During the term of the Lease, Tenant shall comply with all provisions of law applicable to tenant with respect to obtaining and maintaining worker's compensation insurance.
17. **MUTUAL RELEASE:** Except as set forth in this lease, Tenant hereby releases the Landlord, and its trustees, officers, agents and employees from any and all claims, demands, loss, expense or injury to the premises or to the furnishing, fixtures, equipment, inventory or other personal property of Tenant in, about, or upon the Premises which is caused by perils, events or happening which are covered by the insurance required by this Lease or which are the subject of insurance carried by Tenant and in force at the time of loss.
18. **ALTERATIONS AND IMPROVEMENTS:** With prior written approval of the Landlord, Tenant may, at its sole cost and expense, construct or cause to be constructed on the premises improvements which Tenant deems necessary to the operation of its program provided such improvements are subject to local site, zoning and design review and other required approvals and provided Landlord has approved all such improvements. Prior to construction of any improvements, tenant shall obtain written approval from landlord for the improvements and their related costs. All work or improvements shall be performed in compliance with all applicable laws and building codes, in conformance with the plans and specifications approved by landlord, if applicable or any modifications thereto which have been approved in writing by landlord.
19. **DEFAULT:** In the event of default, a breach of this lease shall exist if any of the following events shall occur. Default in the payment when due of any installment of rent or other payment required to be made by Tenant hereunder, and the default shall not have been cured within ten (10) days after written notice from landlord. Tenant failure to perform any other term, covenant or condition contained in this lease and failure shall have continued for thirty (30) days after written notice of such failure is given to tenant; The waiver by landlord or tenant of any breach of any term, covenant or condition herein contained shall not be deemed to be a waiver of the term, covenant or condition or any subsequent breach of the same or any other term, covenant or condition herein contained.
20. **INSPECTION OF PREMISES:** Tenant shall permit Landlord and its agents to enter the premises at any reasonable time for the purpose of inspecting the property. However, such access shall be obtainable only upon reasonable notice and accompaniment by an authorized employee if entry is during non-business hours. Lessor shall have unlimited access to the premises for any other purpose.

21. **NOTICES:** All notices under this agreement shall be in writing and shall be deemed given when delivered personally, when sent by fax (with prompt confirmation by mail), four business days mailed by certified mail (return receipt requested), or one business day after being sent by a recognized overnight courier, to the parties at the following addresses (or at such other address for a party as be specified by like notice):

CONTACT INFORMATION:

Landlord:
Arredondo Ventures
4410 Wible Road
Bakersfield, Ca 93313
Phone: (661) 832-1380
Fax: (661) 832-1340

Tenant:
Community Action Partnership of Kern
Jeremy Tobias, Executive Director
5005 Business Park N
Bakersfield, CA. 93309
Phone: (661) 336-5236 Fax: (661) 633-1080

If this Lease constitutes the entire understanding and expresses our entire agreement between the two parties, please show your acceptance of this Lease Agreement by signing in the space provided below. Your signature on this Lease agreement will make our agreement binding effective the date of your signature.

_____

Jose Arredondo Date
Arredondo Ventures, Inc. (Landlord)

_____

Jeremy Tobias Date
Executive Director
Community Action Partnership of Kern (Tenant)

COMMUNITY ACTION PARTNERSHIP *of* KERN
BOARD OF DIRECTORS
AUDIT & PENSION COMMITTEE MEETING
April 6, 2017
12:00 p.m.

MEETING MINUTES

1. **Call to Order**

   Jim Camp called the meeting to order at: 11:59 am at the Community Action Partnership of Kern administrative building, 5005 Business Park North, Bakersfield, CA.

2. **Roll Call**

   Roll Call was taken with a quorum present.

   Present: James Camp, Mike Maggard, Craig Henderson

   Absent: Yolanda Ochoa

   Others Present: Jeremy Tobias, Executive Director; Michele Nowell, Director of Human Resources; Christine Anami, Director of Finance; Emilio Wagner, Director of Operations; Yolanda Gonzales, Director of Head Start / State Child Development; other CAPK staff.

3. **Approval of Agenda**

   Motion was made and seconded to approve the Audit and Pension Committee meeting agenda for April 6, 2017. Carried by unanimous vote. (Camp/Maggard).

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

   No one addressed the Committee.

5. **New Business**

   a. Brown Armstrong Plan for the 2016-17 Audit – Christine Anami, Director of Finance – ***Info Item***

      Brown Armstrong's Engagement Partner Andrew Paulden and Engagement Manager Brooke Baird provided a summary overview of plans and expectations for the 2017 audit. Audit objectives and deliverables are based on the unique requirements of various funding sources. Once all engagements have been accepted by the CAPK Board of Directors, Brown Armstrong then assists CAPK with filing federal and state tax returns.

      Brooke reported that this year the audit will look at the Head Start Child Care Development Block Grant, and Women Infants & Children (WIC). In response to a question from Jim

Camp, Brooke stated that WIC was last audited in 2014, and is going to be audited this year as part of a 3-year rotation. The audit will also examine California Department of Education and First 5 grants. Brown Armstrong will create a critical dates list to ensure they are on track to meet CAPK's deadlines.

Interim field work is conducted in May, and concentrates on allowability of expenditure, and testing of areas that may be open to fraud, determined by either a rotational basis or if it is a 'high-risk' year. Fraud evaluation involves: interviews of Board members, management, and non-management staff; review of Board and Committee minutes; as well as any issues CAPK would like to raise. Final fieldwork occurs in late September and early October, and then the reporting stage begins.

An inventory observation has been conducted this year at the Food Bank and Energy; Food Bank has been wrapped up, but Energy had some discrepancies.

Jim asked what discrepancies were found. Brooke stated that they are being addressed with Emilio, and she stated that there is nothing material.

Mike Maggard stated that the County is encountering the risk of cyber-attacks and hacking, and asked how these risks are being addressed. Brooke responded that Brown Armstrong's IT expert Joe Peters recently came out to study those risks and is following up before making recommendations.

Jim asked when those recommendations will be shared. Brook stated that the findings tend to be very lengthy and detailed and will not be immediately available. However, the findings at this time are business improvements more than financial risks. Andrew stated that they would alert the agency if there were urgent risks needing to be addressed immediately.

Craig Henderson asked if the results would be presented in June, and Brooke indicated that this is her goal.

Jim asked whether Brown Armstrong picked up on the late fee penalty problem that the Head Start program had ongoing for several years. Jeremy Tobias stated that the licensing fee probably would not have been within their scope. Christine Anami added that the audit is based on testing of transactions, and whether the transaction would have been selected for review.

Jim indicated that if this is not something that is coming to light, then it needs to be added and looked at in future audits. The fact that it happened and continued to happen over a few years should come up. Mike added that if we receive penalties, we would like to be aware of that. Andrew stated that Brown Armstrong will get more information about the issue, the materiality of it, and whether it is a minor issue or indicative of a systemic problem.

Christine indicated that the next scheduled Audit Committee meeting is on August 3, but a special meeting can be requested in June if needed. Andrew indicated that if anything is identified requiring the Board's attention, they will present earlier.

b. Employee Pension Plan Quarterly Update Mutual of America – Michele Nowell, Director of Human Resources – ***Info Item***

Michele Nowell introduced Chris Conway and Shannon Moriarty of Mutual of America. Chris provided a snapshot of the services provided. The plans ranked in the top quartile relative to other plans on a national basis. There are no commissions, which allows Mutual of America to be independent with the retirement plan options and avoids conflict of interest.

Jim asked how often they change out underperforming funds. Chris stated that an evaluation committee looks at the reason behind the fund's underperformance. Shannon indicated that they do not paint with a broad brush, but continually take a closer look at the fund lineup.

Mike asked what the 1-year, 3-year, and 5-year rates of return are on the funds.

Shannon responded that it is an individual fund selection based on each person's personal time horizon and risk tolerance. There are currently 1,500 participants, including terminated but vested former employees.

Mike asked if there was a report that could consolidate the information, and a list of the top five funds. Shannon indicated that a benchmarking report was provided at the start of the year, but it could be shared again, updated to show figures as of March 31st. Jeremy requested that the updated report be sent to staff, and the staff would then share it with the Committee.

Shannon indicated that CAPK employees generally lean towards passive funds and do not have a high level of expertise. Over the last year Mutual of America has held 19 on-site employee education meetings, in addition to administrative meetings. Natasha Karbasi, who does the on-site meetings, conducts a risk analysis when she meets individuals. Since October 2016, there was a 3.7% increase in employee participation in the voluntary savings plan. Shannon recognized that face-to-face interaction is important to CAPK employees, though Mutual of America has leveraged technology and online platforms.

Mike asked if CAPK matches employee contributions. Jeremy indicated no, that there is a 5% contribution by CAPK on behalf of the employee into the 401(a), and the other 403(b) TDA employee driven account is all employee contribution, which means education is important to help employees improve participation and understanding.

c. Discussion of Pension Plan Benchmark Study – Michele Nowell, Director of Human Resources – ***Info Item***

Michele reported that Jeremy was contacted by Audit Committee Chair Jim Camp to look into efficient operation of our retirement plans. Michele reported that two companies are currently studying this – SFG Retirement Plan Consulting and Pension Mark Retirement Group. Once the reports are available, possibly by mid-May, Jeremy or Michele will reach out to the Committee.

Jim requested a special meeting once the reports are completed. Jeremy indicated that he will contact the Committee once the reports are available to set up a meeting.

d. Review of Prior Year Audit Recommendations and Corrective Actions – Christine Anami, Director of Finance – ***Info Item***
    - Agreed Upon Condition 1 – Payroll Testing

    Michele Nowell and Payroll/HRIS Manager Erik Kelley addressed Agreed Upon Condition 1. The issue arose from an incident where employee had been incorrectly paid sick leave instead of vacation time. At the time, it was a manual process. Everything is now electronically captured through ADP. Training has been provided to payroll specialists. Payroll is no longer using paper and Excel spreadsheets to track time, and errors have been reduced.

    Craig asked if a second person reviews the data that is put in. Eric indicated that the employee and supervisor both approve the time sheet, and then a payroll specialist looks at it. Eric is also able to do a third independent review and sign-off as needed. Further reconciliation happens to ensure data collected is transferred correctly.

    Craig asked if someone is scanning in the timesheets. Eric indicated that it is all collected electronically with time stamps, and the whole process is electronic from start to finish.

    - Agreed Upon Condition 2 – Child Care Development Grant, Eligibility
        - Application Certification Process Policy
        - Training Evidence
        - Documentation for Process in Use

    Program, Design, and Management Administrator Jerry Meade reported that the monitoring process has been updated to include increased sample size to in the secondary audit process, as well as increased frequency of secondary audits. We have strengthened the policy to include a time-based structure, and increased training to the ERSEA Manager and Family Service Workers. All of the months tested recently showed no errors, but the team will continue to go back to make sure all State files have a secondary audit in preparation for the Brown Armstrong audit.

    - Agreed Upon Condition 3 – Child Care Development Grant, Reporting
        - Monthly Center Monitoring Checklist Procedure
        - Monthly Due Date Calendar
        - Center Director Monitoring Reminder
        - Program Manager Monitoring Reminder
        - Agenda for March 2017 Center Director Meeting
        - Center Director Meeting Sign-in Sheets
        - Monthly Center Monitoring Checklist
        - Monthly Monitoring Binder Review Form

    Assistant Director of Head Start / State Child Development Pamela Pritchard stated that there is now a monthly center monitoring check list that center directors send to the Program Manager. Center staff have a pop-up reminder on their system so the

monitoring does not fall through the cracks. We have over 100 classrooms, so we have simplified the tool so it is clear what they need to be monitoring, and that required items are received at Business Park North by the 18th of every month.

e. State CSD Monitoring Report of the Energy Program – Emilio Wagner, Director of Operations – ***Info Item***
   - CSD 2016 Monitoring Report – Energy
   - CAPK's Corrective Action Plan on Monitoring Report Findings
   - CSD Response Letter to CAPK's Corrective Actions

   Emilio Wagner indicated that the issues identified recently were low level clerical issues, such as the completion of forms, ensuring all forms are filed, and post-inspection and billing forms not matching. In February, a response was submitted to CSD to address these findings by providing additional staff training and hiring a Quality Assurance Specialist. Emilio has been overseeing the program for 7 days and at this point does not have Board approval to hire a QA Specialist. If the new hire is not approved, the response to CSD will need to be amended.

   Mike asked whether the findings can be addressed without hiring another person. Emilio indicated that it requires further study, but he feels it is possible. Jeremy explained that the Budget & Finance Committee rejected the request to hire a QA Specialist, so currently staff is reevaluating existing employees to ensure they are fulfilling their duties. If the additional position hire is required, staff will bring it back to the Board with justification.

f. Upcoming Program Reviews – ***Info Item***
   - HS CLASS Review (completed on March 10, 2017)
   - CSD 2016 DOE Review Scheduled for May 2017
   - CSD 2017 CSBG Review Scheduled for June 2017

   Jeremy indicated that this item is just to alert the Committee that these reviews are coming up or underway, and the reports will come to the Audit Committee soon. If ever an urgent matter arises, either a special Audit Committee meeting would be convened, or it would be taken to the Budget & Finance Committee, or Board.

6. **Committee Member Comments**
   No comments were made.

7. **Next Scheduled Meeting**

   Audit Committee Meeting
   Thursday, August 3, 2017
   12:00 p.m.
   5005 Business Park North
   Bakersfield, California 93309

8. **Adjournment**

   The meeting adjourned at 1:11 pm.



Brown Armstrong
Accountancy Corporation
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Contacts: Andrew Paulden, CPA
Brooke Baird, CPA

BROWN ARMSTRONG
Certified Public Accountants

April 6, 2017

We are pleased to have the opportunity to present to you our plan for the audit of the Community Action Partnership of Kern (CAPK) for the year ending February 28, 2017.

This presentation has been prepared to discuss the scope of the audit.

We look forward to presenting this information, addressing your questions and discussing any other matters of interest to the Audit Committee and Management of CAPK.

Best Regards,

Andrew Paulden, Partner
Brooke Baird, Manager
Brown Armstrong Accountancy Corporation

Contents

	Page
Engagement Team	4
Scheduled Dates of Fieldwork	5
Our Audit Objectives	6
Audit Strategy	7
Significant Audit Areas	8
Reports Expected to be Issued	9
Questions	10

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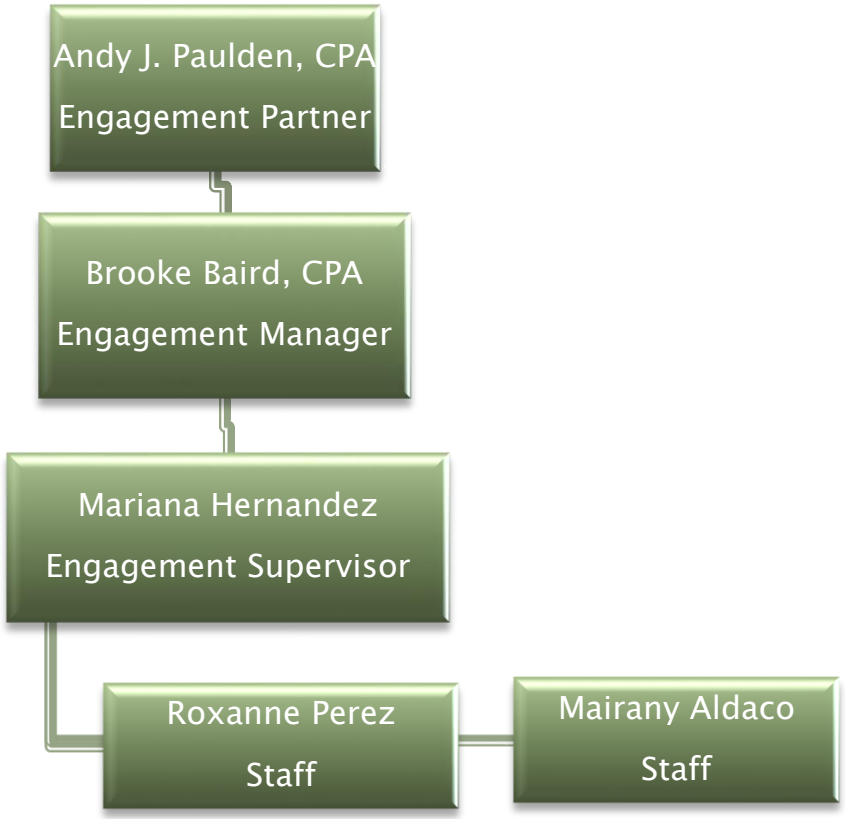
The Engagement Team



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Scheduled Dates of Fieldwork

- Interim
  - Set-up- Week of May 8th
  - Fieldwork at Client's Office- Weeks of May 15th and May 22nd
- CAPK Defined Contribution Plan- Week of June 12th
- Final
  - Set-up from Brown Armstrong Office: Week of September 18th
  - Fieldwork at Client's Office- Weeks of September 25th and October 2nd

Our Audit Objectives

We are responsible for auditing the statements of financial position of CAPK as of February 28, 2017, and related statements of activities/operations and cash flows for the period then ended. Additionally, following supplementary information accompanying the financial statements will be subjected to the auditing procedures applied in our audit of the financial statements:

- Schedule of expenditures of federal and state awards;
- California Department of Community Services and Development- Supplemental schedules of revenue and expenditures;
- Grant/Contract closeout schedules; and
- Statements of functional expenses

We will perform the additional services as specified by our audit agreement for fiscal year ended February 28, 2017:

- Single Audit in accordance with Uniform Guidance for federal grants;
- Financial and compliance audit of special purpose financial statement to comply with the reporting requirement specified in the agreement with the CDE for the year ended June 30, 2017.
- Compliance and financial audit for the First 5 programs;
- Limited scope audit of CAPK's Defined Contribution Plan; and
- Preparation of the organization's federal and state information returns.

In accordance with the engagement letter our primary objective is the expression of an opinion on CAPK's financial statements in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, which includes:

- Obtaining reasonable assurance as to whether the financial statements are prepared in accordance with U.S. generally accepted accounting principles and are free of material misstatements, whether caused by error or fraud; and

- Obtaining reasonable assurance about whether effective internal control over financial reporting was maintained in all material respects.

Audit Strategy

Phase I	Phase II	Phase III	Phase IV
Audit Planning	**Interim Field Work**	**Final Field Work**	**Completion**
Familiarize ourselves with any changes in CAPK's operating environment	Assess Internal control environment through client interview and test of controls	Plan and perform substantive audit procedures on financial statement balances	Perform completion procedures
Perform risk assessment procedures	Perform SAS 99 (Fraud evaluation) procedures	Complete any outstanding procedures from interim	Draft internal control management letter comments
Determine planning materiality for financial statements audits and individual federal grants	Identify internal control strengths and weaknesses	Audit of DC plan	Draft Reports
Perform preliminary analytical review	Evaluate design and implementation of selected controls	Conduct final analytical review	Draft management representation letter and have signed
Develop Audit Plan	Test controls over financial reporting and administration	Consider Audit Evidence Sufficiency	Issue auditor's reports and management letter
Identify significant audit areas	Understand accounting and reporting activities	Conclude on critical accounting matters	Presentations
Determine nature and extent of audit procedures for each of the significant audit areas	Perform federal and CDE compliance audits and the First 5 program audit.		
Reevaluate the progress of the audit and make any changes on audit approach and procedures, if necessary			
Confirmation of account balances, using client prepared confirmations			

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Significant Audit Areas

Based on the results of prior year's audit, we have identified the following as our most significant audit areas:

- Expenses for Program and Supporting Services, Accounts Payable and Accrued Liabilities
- Program Revenue, Receivables and Deferred Revenue
- Property and Equipment
- Inventory
- Long Term Debt

Reports to be Issued

- Consolidated financial statements and the related consolidated statements of operations and cash flows for the year than ended February 28, 2017:
  - Independent Auditor's Report;
  - Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statement Performance in Accordance with Government Auditing Standards;
  - Report on Compliance with Requirements Applicable to Each Major Program and on Internal Control Over Compliance in Accordance with the Uniform Guidance;
  - Report on Compliance with Requirements Applicable to First 5 programs in Accordance with the Program Specific Audit Option Under the Uniform Guidance; and
  - Consolidated schedule of findings and questioned cost.

- Defined Contribution Plan
  - Independent Auditor's Report
  - Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statement Performance in Accordance with Government Auditing Standards;

- Special Purpose Financial Statements
  - Independent Auditor's Report
  - Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statement Performance in Accordance with Government Auditing Standards; and
  - Consolidated schedule of findings and questioned cost.

Questions

We are looking forward to working with the CAPK team to complete the audit.

Thank you!

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: **Audit and Pension Committee**

Christine Anami

From: **Christine Anami, Director of Finance**

Date: **April 6, 2017**

Subject: ***Agenda Item 5d*: Review of Prior Year Audit Recommendations and Corrective Actions – Info Item**

At the January 25, 2017 board meeting, Brown Armstrong, CPA's presented the results of the 2016 audits. Although CAPK received an unmodified "clean" opinion and no deficiencies or material weaknesses were noted, the auditors issued an agreed upon conditions report designed to increase efficiency, internal controls, and/or financial reporting. The report included three conditions and recommendations on (1) payroll accuracy, (2) state child eligibility and (3) Head Start/State center monthly monitoring reporting.

The board requested that staff update the Audit and Pension Committee on the three conditions at the April 6, 2017 meeting to provide assurances to the board that corrective actions have been taken and adequate oversight is in place to prevent the conditions from occurring again.

In addition to Brown Armstrong's Agreed Upon Conditions Report, attached is documentation from the Human Resources Division and Head Start/State Child Development Division describing the actions staff has taken to address the conditions and recommendations.

Attachments: 1. Brown Armstrong's Agreed Upon Conditions Report
2. Condition Update – Payroll Testing
3. Condition Update – Eligibility, Child Care Development Block Grant
4. Condition Update – Reporting, Child Care Development Block Grant

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BROWN ARMSTRONG
Certified Public Accountants

AGREED UPON CONDITIONS REPORT DESIGNED TO INCREASE EFFICIENCY, INTERNAL CONTROLS, AND/OR FINANCIAL REPORTING

To the Board of Directors
Community Action Partnership of Kern

We have audited the financial statements of the Community Action Partnership of Kern (the Organization) for the year ended February 29, 2016, and have issued our report dated November 9, 2016. In planning and performing our audit of the financial statements of the Organization, we considered its internal control structure over financial reporting (internal control) as a basis for designing our auditing procedures for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Organization's internal control. Accordingly, we do not express an opinion on the effectiveness of the Organization's internal control.

A deficiency in internal control exists when the design or operation of control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis.

Our consideration of internal control was for the limited purpose described in the first paragraph and was not designed to identify all deficiencies in internal control that might be significant deficiencies or material weaknesses and, therefore, there can be no assurance that all such deficiencies have been identified. In addition, because of inherent limitations in internal control, including the possibility of management override of controls, misstatements due to error or fraud may occur and not be detected by such controls. We did not identify any deficiencies in internal control that we considered to be material weaknesses.

Current Year Agreed Upon Conditions and Recommendations

Agreed Upon Condition 1 – Payroll Testing

During our payroll testing of the Defined Contribution Pension Plan, we noted that one of the forty participants tested was incorrectly paid out of their sick hours rather than their accrued vacation hours.

Potential Effects

The potential effect is incorrect tracking of employee vacation accruals, along with misstating accrued liabilities on the financial statements due to errors made during payroll entry.

Recommendations

We recommend that the Organization perform diligent reviews of the timecard entry into the payroll system, by a secondary person who did not enter the data, to avoid future errors.

Views of Responsible Officials:

The Organization strives to pay employees all wages due promptly and accurately. In early 2015, the Payroll department implemented the recommendation as suggested, assigning a staff member to review the pay data who did not calculate time on the paper timecard or enter data into the Pay Data worksheet. Due to the volume of employees, it did take several hours and had to be performed during weekend hours so the review was complete by Monday morning to meet payroll transmission deadlines. Despite performing this review, the error was missed and not corrected for the actual payroll and was not reported to Payroll by the employee.

While this review was effective in many cases, it was understood that a better, long-term solution should be found to manage time collection. The Organization has replaced the manual method of time collection and data entry with an electronic timekeeping solution, collecting real-time timestamps via secure means and using automated pay calculation of worked hours and accrued hours taken. This calculated data is then validated and reconciled prior to transmission to ADP for pay processing. The Organization implemented this electronic process only a few weeks after the audited paper record. The processes presently in place have eliminated the possibility of this type of data entry error.

Agreed Upon Condition 2 – Child Care Development Block Grant, Eligibility

Condition:

During our testing, we noted that two of the 64 samples tested used the wrong information when calculating the income verification and calculation fee. In one instance, the income used to calculate the child's fees was the total hours worked by the parent and not the total gross earned on the pay stub. In the second instance, the staff wrote down the income amount incorrectly.

Criteria:

Under Section V of the Migrant Child Care (CMIG) program requirements, the fee assessment is to be made using the family's adjusted monthly family income and size compared against the approved California Department of Education (CDE) fee schedule.

Cause of Condition:

Employee error and lack of over sight.

Potential Effects

The potential effect of using the incorrect data is that family could be charged the wrong fee, and a child who is not income eligible could be accepted into the program.

Recommendations

We recommend that a more diligent review be completed by a person other than the preparer.

Views of Responsible Officials:

The ERSEA department has in place a monitoring system for verification of family income. A family's adjusted monthly income is determined at the time the application is completed by the Family Service Worker II as part of the California Department of Education Confidential Application for Child Development Services and Certification of Eligibility CD-9600 form, otherwise referred to as the "State Application." Family income is reviewed for accuracy by the ERSEA Specialist prior to certification of State services. In the absence of the Family Service Worker II, the ERSEA Specialist would complete the State Application and the review is completed by the ERSEA Manager prior to certification of State services. The ERSEA Manager conducts quarterly file reviews to identify training needs for the ERSEA team and Family Service Worker IIs.

For the two samples tested, the errors were not identified at the time of the review as a result of staff oversight. Additional training will be provided using these two samples as examples to ensure compliance during the review of family income for accuracy. Additionally, the program will strengthen its quarterly monitoring. Three samples per region (12 in total) of the State files will be reviewed by the ERSEA Manager each quarter. The results of the review will determine if additional training is needed for the department and center staff.

Agreed Upon Condition 3 – Child Care Development Block Grant, Reporting

Condition:

During our testing of monthly center monitoring reports, we noted that three of the five samples tested were missing monthly monitoring reports. It was also noted that the monthly monitoring report for the month of October 2015 was not completed for one of the five centers tested.

Criteria:

Special Tests and Provisions – Part 3.2 – Awards Made/Changed On or After December 26, 2014, Compliance Requirements indicates "Lead Agencies must certify that procedures are in effect (e.g., monitoring and enforcement) to ensure that providers serving children who receive subsidies comply with all applicable health and safety requirements."

Cause of Condition:

The cause of the condition was a lack of oversight.

Potential Effects:

Monitoring reports are set in place to ensure the safety and health of the children attending these centers. If these reports are missing then there is no assurance that all of the safety and health procedures are being followed to ensure the safety of the children.

Recommendations:

We recommend that a more diligent review be completed by a person other than the preparer.

Views of Responsible Officials:

The Monthly Center Monitoring Report system will be strengthened to include more clearly defined due dates, reminders and utilization of our electronic capabilities including scanning and storage on a shared drive.

The Center Director completes this report monthly, with a copy submitted to the Program Manager. Due to the sudden vacancy of a Program Manager position during the 15/16 school year, we were unable to locate copies of this report for some centers. Existing procedures will be strengthened to clearly identify responsibility for receipt of and follow up on these reports, and include the use of technology to store copies of the reports in a location accessible to staff assigned to monitor and/or follow up on health and safety conditions.

Prior Year Agreed Upon Conditions and Recommendations

None.

****

This communication is intended solely for the information and use of the Board of Directors and management of the Organization and is not intended to be, and should not be, used by anyone other than these specified parties.

BROWN ARMSTRONG
ACCOUNTANCY CORPORATION



Bakersfield, California
November 9, 2016

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Christine Anami, Director of Finance

From: Michele Nowell, Director of Human Resources
Eric Kelley, Payroll/HRIS Manager

Date: April 6, 2017

Subject: Update to Agreed Upon Condition 1 – Payroll Testing

In follow-up to our meeting on February 3, 2017, please find attached the update on Agreed Upon Condition 1 – Payroll Testing.

Payroll practices have changed significantly since the end date of the audit period, February 29, 2016. The following practices have been implemented to ensure efficient, accurate payroll processing:

- Electronic collection of time worked; and automatic rules-based calculation of pay data and leave accruals, using:
    - Electronic, real-time devices to collect time worked from the beginning to the end of an employee's shift.
    - Configuration of a rules-based time calculation engine to ensure hours worked/unworked and hours of leave have been earned and taken to meet agency, union, and overtime pay compliance.
    - Automatic calculation of employee's leave balance to ensure paid time off does not exceed an employee's accrued balance.
    - Online audited workflow or supervisor timecard edit to review and approve paid/unpaid time off.
- Training of payroll specialists on different classes of pay (pay codes), and their subsequent impact on an employee's hourly accruals and leave/pay/union benefit eligibility.
    - Payroll specialists are encouraged to request clarification when suspected errors are presented.
    - All entries and edits to time data are recorded and auditable. Edits are reviewable by the employee and signed off by a program supervisor and payroll staff.

- Mandatory employee and supervisory review and approval of all reported time prior to payroll processing.
    - Real-time data of time worked is visible to HR and payroll staff.
    - Sign-off of submitted time for pay does not begin until necessary approvals are in place.
- Payroll staff review all time card data and correlation of time reported with employee's job classification.
    - Employees are grouped by job classification (for example, hourly full-time benefited, hourly non-benefited, exempt, etc) and their weekly hours are validated accordingly.
- All valid and approved time submitted to the timekeeping system is compiled using a software-based data transfer tool, eliminating the need for manual data entry. This ensures that coded pay data is posted and calculated in the payroll engine as it was reviewed and approved in the time keeping system.
- Use of a preview reporting feature to reconcile transferred data to ensure complete and accurate transfer of information during the payroll process.
    - Validation process ensures that all pay data was transferred correctly.
    - Validation process includes producing a summary report from each system after time has been transferred and while the time keeping system is locked from further edits.
    - Summary reports are compared to ensure totals of each class of pay data (pay codes) match. Further, individual pay data amounts are easily viewed within each system and can be compared at the detail level.

Attachment:

Payroll Procedure: Biweekly Payroll Processing – ADP Time Reconciliation with ADP Payroll Pay Data Grid

SUBJECT: Biweekly Payroll Processing – ADP Time Reconciliation with ADP Payroll Pay Data Grid.

OBJECTIVE: To describe the method of collection and validation of time data in ADP Time and the transfer of time data to the ADP Payroll Pay Data system.

RESPONSIBILITY: Payroll Technicians, Payroll/HRIS Manager

PROCEDURE:

Payroll is processed biweekly. Each pay period ends on alternating Sundays.

Employees and managers are advised to review and approve timecards before the standard payroll deadline: the first business day after the last Sunday of the pay period by 10:00 AM. This is generally every other Monday but may vary depending on the Agency holiday schedule.

Payroll takes two technicians approximately two business days to review all time data and to submit. Transmission of payroll is adjusted to be no later than Wednesday of the week if pay day is Friday. Ideally the transmission occurs by Tuesday for Friday payday, to ensure adequate time to distribute paper paychecks.

In preparation of the biweekly payroll process, daily review of HR-initiated status changes occur by both payroll technicians. All system changes are anticipated to be provided to Payroll in the form of a hardcopy status change form or alternate written method. Payroll staff reviews and initials hardcopy status indicating review of status changes daily. All maintenance documents are batched by pay period and undergo a duplicate review by a second technician or supervisor.

Additionally, technicians maintain a spreadsheet list of manual check/maintenance items which must be excluded from the payroll process because they were paid through A/P. Manual check statement details are transmitted along with the regular payroll data each pay period to bring the employee's pay record up to date. The source of that data has been entered into a special manual check interface and must not be duplicated from pay data that has been entered into ADP Time. The spreadsheet list is used to log the data that must be removed from the payroll data grid at processing. There is a sum of hours amounts that is maintained on the spreadsheet report that can be reconciled when edits are made to the payroll pay data grid.

<u>Payroll Process Day 1</u>:

Review process assumes two payroll technicians are available. Two parallel processes occur throughout payroll processing day 1.

One technician will use the ADP Time interface to batch related timecards together, i.e. WIC, Part-Year Head Start, Exempt, etc. and review similar timecards one at a time in a batch process. This ensures like timecards are reviewed for consistency and helps highlight errors. Timecards are reviewed for:

-complete time pairs
-total weekly hours, depending on employee status
-proper calculation of overtime
-approval of timecard by employee and supervisor
-appropriate cost center allocation

The technician is empowered to investigate and question data on timecards and reach out to supervising managers and/or employees and/or HR staff for clarification as needed.

When an individual timecard is reviewed and deemed complete and correct, the reviewing technician will sign off timecard electronically, preventing it from further editing.

The second technician performs a review of all hardcopy maintenance items that have been completed during the current pay period and physically signs off that the status change was complete. The technician notes any issues and questions are resolved as they occur. The first technician will assume the second technician's tasks and the second technician will assume the first technicians tasks as time permits to ensure a second review of all data entry.

This work generally takes both technicians 8 hours. Payroll staff also provide on-call support to supervisory staff regarding timekeeping and related issues throughout the pay period and during processing.

Payroll Process Day 2:

Both technicians complete their review process throughout the morning of the second day. As the second pass through of maintenance items is completed, that technician will ensure the manual check spreadsheet is up to date and ready for use after time is imported into ADP payroll.

When timecard review is complete, payroll staff will confer to determine if any further maintenance item or timecard questions exist. All questions are resolved before moving on with the payroll process.

When ready, one technician will produce a pay data export report which summarizes each pay code's totals from the ADP Time system. The filters used to produce this report (pay period range, employees with pay data) are the same as those that are used to produce the export file for import into payroll from Time. This report is summarized by hours and is used to compare against the pay data file that is imported into ADP payroll to ensure all records are completely loaded.

One technician imports the pay data file and ensures it is complete by comparing the totals available in the payroll system with the totals from ADP Time. Once the import is complete and verified, the reconciliation report is signed off by payroll supervision. The technician then proceeds to modify the pay data grid to remove any manual check hours amounts. The total of the edits is reconciled with the totals from the manual check spreadsheet.

When the grid is complete, the batch is balanced and totals reviewed and verified by the second technician and payroll supervision.

Additional batches (i.e. accrual balances, GTL, and other accumulators) are loaded and totals are reconciled with their source file totals.

When all files are completely loaded and verified, the payroll may be submitted in preview mode in order to produce payroll reporting. This payroll reporting will include actual gross to net amounts. The reports are reviewed by both technicians and payroll supervision to ensure manual checks data is incorporated but not duplicated with Time pay data and that the supporting batch file data has been incorporated correctly.

When the reports totals and detail review is complete, payroll is submitted and Finance is notified of the payroll amounts to be paid. Finance should be notified in advance anytime there is unusual payroll activity also, for example excessive vacation payouts, retroactive payments, or increases or decreases in the number of pays or pay rates.

In the event an error is determined to have occurred after payroll has been submitted, a correcting entry with retroactive pay calculation can be incorporated into the next payroll process to adjust and correct the error.

Permanent payroll records are delivered after payroll is submitted and those reports are stored and select reports printed and kept for reference for 7 years.

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Christine Anami, Director of Finance

From: Jerry Meade, PDM Administrator
Yolanda Gonzales, Director of Head Start/ State Child Development

Date: April 6, 2017

Subject: Update to Agreed Upon Condition 2: Child Care Development Grant, Eligibility

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In response to the Audit's *Agreed Upon Conditions*, the Head Start and State Child Development division's ERSEA department has strengthened their monitoring process. Attached to this memo you will find three key areas demonstrating the changes. They include: the revised procedure, evidence of trainings provided, and examples of recent monitoring completed with the strengthened process.

Procedure
The latest revised procedure was effective March 8, 2017.We strengthened the monitoring of State Child Enrollment files by increasing the monthly sample size to be reviewed. A monitoring section of the procedure titled "Support and Monitoring" was revised to include a monthly due date, use of compliance report, as well as an increased frequency of monitoring.

Training
Correspondence and meetings were held with the ERSEA team to discuss the changes. Documents attached identify the participants of the training.

Monitoring
An example of the monitoring tool is attached to share the outcomes of the latest monitoring of the State Child Enrollment files.

Attachments: Application Certification Process Policy
Evidence of Training
Example of Process in Use

Performance Standards, Relates to CFR# (s): **Title V 18082**			Forms: CD9600 State File Monitoring Form Monthly State File Monitoring Form
Effective Date: **11-8-2016**	Revised Date: 4-3-17	Policy Approved By:	
Reference:			

SUBJECT: Application Certification Process

OBJECTIVE: Child files are reviewed at the time of initial certification, recertification and updates of family size and income to ensure the files are complete and properly document the need to charge a family fee for services.

RESPONSIBILITY: ERSEA Technician, ERSEA Specialist, ERSEA Manager, Family Service Worker II, Center Director, Program Manager, and Fiscal Specialist.

PROCEDURE:

Initial Certification

When the next eligible child is selected from the wait list for full day services, ERSEA will notify the FSW II to contact the family. When the family accepts the vacant slot, the FSW II will schedule an appointment to issue a 5- day notice for state required documentation to be provided for family certification.

In the event that the state application cannot be completed within the 5 days as required by the 5- day notice the FSW II will notify the ERSEA Specialist to determine what additional support from the program is needed to ensure the application is complete with all required documentation. If it is determined that the program has provided all needed support, but the family does not provide the documentation, the child will be offered a home base or a part day slot (Pre-K only) up to 6 hours Monday through Friday.

Recertifications

Title V requires all families receiving services in the full day program to be recertified at least once every 12 months (6 months for active CPS Plans). The FSW II will track the recertification dates with support from ERSEA Specialist on a monthly basis for upcoming recertification dates.

The FSW II will issue a 5-day notice to the family on the first day of the 10th month, requesting documentation for recertification. When the 5-day notice is given, the FSW II will also provide a NOA terminating State services in 19 days if the documents are not provided, as requested within the 5 day notice.

Once the documentation is received for recertification, the FSW II will complete the appropriate paper work. The entire recertification application is due to ERSEA no later than 5 days before the 11th month following date of initial certification. ERSEA will review and certify the application before the recertification date ensuring all documentation is in NOHO. Once the certification is complete, ERSEA Specialist will notify the FSW II, Fiscal Specialist, Center Director and Program Manager.

Updates

Updates are required for families as changes occur. For updates such as variable schedules, with additional monitoring from the ERSEA Specialist, the FSW II will track updates and review monthly reports to ensure that updates are being completed when due. The FSW II will work with the parent to obtain the needed paperwork. Once the paperwork has been completed, the FSW II will ensure that the documentation is provided to the ERSEA Specialist 5 days prior to the update due date. The ERSEA Specialist will review the provided documentation to ensure accuracy before the deadline.

Support and Monitoring:

The ERSEA Specialist and/or ERSEA Technician will monitor certifications, recertifications and update dates.

The ERSEA Specialist and/or ERSEA Technician will monitor monthly reports for upcoming recertifications, and updates.

The ERSEA Specialist will make center visits as needed to gather documentation, support staff with completion of applications and updates or review applications.

In the case where the ERSEA Specialist completes the State Application, the ERSEA Manager will review the state Application prior to certification of state services.

The ERSEA Manager will conduct Monthly File Reviews (due by the 15th of each month) utilizing the State File Monitoring Form to review files and identify training needs for the ERSEA Team and Family Service Worker IIs. Manager will utilize the Monthly State File Monitoring form to track files reviewed. In the absence of the ERSEA Manager the PDM Administrator will conduct the monthly monitoring reports.

Four (4) samples per region, Sixteen (16) in total of the State Files will be reviewed by the ERSEA Manager each Month. When there are errors noted on an application, a compliance report will be created in NOHO. The compliance report will indicate the FSWII (identified as specialist in NOHO) who completed the application, the compliance type of error, the task that was completed inaccurately, the status will be moved to Incomplete, as well as the due date (not to exceed 2 business days) for the correction/s to be completed. Compliance report will be shared with staff via email with a cc to the Center Director. Report may be faxed if email is unavailable. Once the non-compliance area has been corrected, ERSEA Specialist should be notified by email of the correction. Once the correction is verified by ERSEA Specialist, the annotation will be made in NOHO with a case note entry. Then both the FSWII and the Center Director will be notified. If the same error is identified on three consecutive applications, there will be training provided to the staff, by ERSEA Specialist with the correct procedure for the area of non-compliance. If errors continue after training is provided, disciplinary action may be initiated at the discretion of their manager.

ERSEA Specialist Meeting
Wednesday, March 8, 2017
3:00-4:00 PM

Accomplishments/Progress since last meeting
- 317 CSPP PY State Files were completed
- Reached full enrollment goal for February

Upcoming end of the year procedures
- 2030 Roll Over Reports
- Cleaning out waitlists for 2017-2018

Updates ERSAE Procedures
- State File assignments
- Strengthening Identification process for Full Day
- Monitoring Procedure~ compliance reports in NOHO

Concerns/Comments/Questions

Community Action Partnership of Kern
Child Education and Development Services Division

Training Title: Specialist Meeting Content Area: ERSEA Updates

Date: Wednesday, March 8, 2017 Start/End Time: 3:00 pm -4:00 pm

Sign-In Sheet

Print Name	Position	Location	Signature
Norma Bautista	ERSEA Specialist	ERSEA	
Ceresa Robinson	ERSEA Specialist	ERSEA	
Kimika Porter	ERSEA Specialist	ERSEA	
Theresa Priest	ERSEA Specialist	ERSEA	

Agenda MUST be Attached

Number of Attendees: _____

Number of Training Hours: _____

Erika Arias

Subject:	Specialist Meeting
Location:	Erika's Office
Start:	Wed 3/8/2017 3:00 PM
End:	Wed 3/8/2017 4:00 PM
Recurrence:	(none)
Meeting Status:	Meeting organizer
Organizer:	Erika Arias
Required Attendees:	Kimika Porter; Ceresa Robinson; Theresa Priest; Norma Bautista

Please come prepared with the following information to discuss at our meeting:

End of the year procedures, reports, task, that need to be accomplished
Any concerns or questions that you currently have. Make sure that you ask your technician if there is anything they would like addressed prior to compiling your list.

We will be going over

- State file assignments when family is spilt up in different centers
- Identification of families for State process
- Termination of children from EHS, HS and State Programs
- New monitoring procedure that we will implement to support our turn around process and staff awareness of errors.

Reporting Month: March

Monthly State File Monitoring

Region One					Evidence of Compliance		
Center Name	Child	Findings	No findings	Staff Involved	Due Date:	Completion Date:	Initials
East California	Julian Mendoza		✓				
Franklin	Wiliam Polk		✓				
Stine EHS	Cinsere Pettus		✓				
Stine EHS	Akaden Pantoja		✓				

Region Two					Evidence of Compliance		
Center Name	Child	Findings	No findings	Staff Involved	Due Date:	Completion Date:	Initials
Martha Morgan	Xyla Granados		✓				
Pacific	Matthew Ojeda		✓				
Pacific	Aylin Castro Perez		✓				
Sterling EHS	Alfonoso Torres III		✓				

Region Three					Evidence of Compliance		
Center Name	Child	Findings	No findings	Staff Involved	Due Date:	Completion Date:	Initials
Delano	Melani Delgado		✓				
Pete Parra	Ramos Noemi		✓				
Pete Parra EHS	Calvin Brown		✓				
Shafter HS/EHS	Lexia Rios		✓				

Region Four					Evidence of Compliance		
Center Name	Child	Findings	No findings	Staff Involved	Due Date:	Completion Date:	Initials
Primeros Pasos	Ruby Diaz Rauda		✓				
Primeros Pasos EHS	Kayla Rodriguez		✓				
San Diego	Stephanie Lue		✓				
San Diego EHS	David Ortiz		✓				

ERSEA Manager: Cynthia Arvizu Date: 3/21/17

PDM Administrator: Stacy Needle Date: 3/22/17

Child's Name: Xyla Granados Child NOHO#: 34929 Center: Martha J. Morgan NOHO#: 31165	☐ CSPP - FD ☑ CSPP - FD/PY ☐ CCTR - EHS ☐ CMIG	☑ Initial ☐ Recertification ☐ Update

State Application 9600 Sec. 1	Correct or N/A	Incorrect or Blank	Comments	Corrected/Completed by: signature/date
Box ✓ for Single Parent	✓		two parents	
Parent A	✓			
Parent B	✓			
Address	✓			
FIPS code	✓			
Sec. 2				
Eligibility Status	✓		Income Elig. CSPP PY	
Need Status	✓			
Parent A. Employment	✓			
Parent B. Employment	✓			
Sec. 3				
Income/Family size	✓		4	
Income source				
9600 Pg.2 Sec. 4				
Child's name, sex, b-day	✓			
Adjust code, ethnic, race, lang. code, LEP	✓			
Program Code, Type of Care Code, Provider/Site	✓			
Hours of care	✓			
Sec. 5				
Signature/ relation to child, Date	✓			
Sec. 6				
Family Fee	✓			
Sec. 7				
Agency Rep. Sign, Date	✓			
9600A	✓			
NOA	✓			
Receipt of parent handbook	✓			
Address Verification	✓			
Work Verification	✓		CSPP PY	
Income Worksheet	✓			
Income Documentation	✓			
Job Search/Training/Incapacity	✓			
Birth Certificates/Foster/ Adoption Letter	✓			
Absent Parent Verification IEP/IFSP	✓			

FSW, II: Laura Muñoz Review Date: 3.16.17 Completed By: E. Arias	Contract hours: M-F 8am - 11:30am ☐ Variable ☑ Set Fee: $ 0
Notes:	

Child's Name: Matthew Ojeda Child NOHO#: 36136 Center: Pacific NOHO#: 31665	☑ CSPP - FD ☐ CSPP - FD/PY ☐ CCTR - EHS ☐ CMIG	☐ Initial ☐ Recertification ☐ Update

State Application 9600 Sec. 1	Correct or N/A	Incorrect or Blank	Comments	Corrected/Completed by: signature/date
Box ✓ for Single Parent	✓		two parents	
Parent A	✓			
Parent B	✓			
Address	✓			
FIPS code	✓			
Sec. 2				
Eligibility Status	✓		Income elig.	
Need Status	✓		employment	
Parent A. Employment	✓			
Parent B. Employment	✓			
Sec. 3				
Income/Family size	✓		F. Size 3	
Income source	✓			
9600 Pg.2 Sec. 4				
Child's name, sex, b-day	✓			
Adjust code, ethnic, race, lang. code, LEP	✓			
Program Code, Type of Care Code, Provider/Site	✓			
Hours of care	✓			
Sec. 5				
Signature/ relation to child, Date	✓			
Sec. 6				
Family Fee	✓			
Sec. 7				
Agency Rep. Sign, Date	✓			
9600A	✓			
NOA	✓			
Receipt of parent handbook	✓			
Address Verification	✓			
Work Verification	✓			
Income Worksheet	✓			
Income Documentation	✓			
Job Search/Training/Incapacity	✓			
Birth Certificates/Foster/ Adoption Letter	✓			
Absent Parent Verification IEP/IFSP	✓			

FSW, II: Teresa Barrientos Review Date: 3/16/17 Completed By: E. Arias	Contract hours: M-F 6:30 am - 3:30 pm ☐ Variable ☑ Set Fee: $ 162
Notes:	

Child's Name: Aylin Castro Perez Child NOHO#: 34984 Center: Pacific NOHO#: 31186	☐ CSPP - FD ☐ CSPP - FD/PY ☐ CCTR - EHS ☑ CMIG	☑ Initial ☐ Recertification ☐ Update

State Application 9600 Sec. 1	Correct or N/A	Incorrect or Blank	Comments	Corrected/Completed by: signature/date
Box ✓ for Single Parent	✓		two parent	
Parent A	✓			
Parent B	✓			
Address	✓			
FIPS code	✓			
Sec. 2				
Eligibility Status			income elig.	
Need Status	✓		employment	
Parent A. Employment	✓			
Parent B. Employment	✓			
Sec. 3				
Income/Family size	✓		F. size lc	
Income source	✓		check stubs	
9600 Pg.2 Sec. 4				
Child's name, sex, b-day	✓			
Adjust code, ethnic, race, lang. code, LEP	✓			
Program Code, Type of Care Code, Provider/Site	✓			
Hours of care	✓			
Sec. 5				
Signature/ relation to child, Date	✓			
Sec. 6				
Family Fee	✓			
Sec. 7				
Agency Rep. Sign, Date	✓			
9600A	✓			
NOA	✓			
Receipt of parent handbook	✓			
Address Verification	✓			
Work Verification	✓			
Income Worksheet	✓			
Income Documentation	✓			
Job Search/Training/Incapacity	✓			
Birth Certificates/Foster/ Adoption Letter	✓			
Absent Parent Verification IEP/IFSP	✓			

FSW, II: Teresa Barrientos Review Date: 3.16.17 Completed By: E. Arias	Contract hours: upto 12 hrs. 5am-5pm ☑ Variable ☐ Set Fee: $ 0
Notes:	

Child's Name: Alfonso Torres III Child NOHO#: 36232 Center: Sterling EHS NOHO#: 31690	☐ CSPP - FD ☐ CSPP - FD/PY ☑ CCTR - EHS ☐ CMIG	☑ Initial ☐ Recertification ☐ Update

State Application 9600 Sec. 1	Correct or N/A	Incorrect or Blank	Comments	Corrected/Completed by: signature/date
Box ✓ for Single Parent	✓		Single	
Parent A	✓			
Parent B	✓			
Address	✓			
FIPS code	✓			
Sec. 2				
Eligibility Status	✓		Income	
Need Status	✓		employed	
Parent A. Employment	✓			
Parent B. Employment	✓			
Sec. 3				
Income/Family size	✓		3	
Income source	✓		employmen Check Stubs	
9600 Pg.2 Sec. 4				
Child's name, sex, b-day	✓			
Adjust code, ethnic, race, lang. code, LEP	✓			
Program Code, Type of Care Code, Provider/Site	✓			
Hours of care	✓			
Sec. 5				
Signature/ relation to child, Date	✓			
Sec. 6				
Family Fee	✓			
Sec. 7				
Agency Rep. Sign, Date	✓			
9600A	✓			
NOA	✓			
Receipt of parent handbook	✓			
Address Verification	✓			
Work Verification	✓			
Income Worksheet	✓			
Income Documentation	✓			
Job Search/Training/Incapacity	✓			
Birth Certificates/Foster/ Adoption Letter	✓			
Absent Parent Verification IEP/IFSP	✓		on CD 9600	

FSW, II: Barbara Murgia Review Date: 3-16-17 Completed By: E-Arias	Contract hours: M 8-2 T-F 7:30-2:30 ☐ Variable ☑ Set Fee: $ 0
Notes:	

Child's Name: Melanie Delgado Child NOHO#: 33148 Center: Delano NOHO#: 30319	☑ CSPP - FD ☐ CSPP - FD/PY ☐ CCTR - EHS ☐ CMIG	☐ Initial ☐ Recertification ☐ Update

State Application 9600 Sec. 1	Correct or N/A	Incorrect or Blank	Comments	Corrected/Completed by: signature/date
Box ✓ for Single Parent	✓		Single	
Parent A	✓			
Parent B	✓			
Address	✓			
FIPS code	✓			
Sec. 2				
Eligibility Status	✓		Income	
Need Status	✓		employment	
Parent A. Employment	✓			
Parent B. Employment	✓			
Sec. 3				
Income/Family size	✓		F- Size 3	
Income source	✓		work check stubs	
9600 Pg.2 Sec. 4				
Child's name, sex, b-day	✓			
Adjust code, ethnic, race, lang. code, LEP	✓			
Program Code, Type of Care Code, Provider/Site	✓			
Hours of care	✓			
Sec. 5				
Signature/ relation to child, Date	✓			
Sec. 6				
Family Fee	✓			
Sec. 7				
Agency Rep. Sign, Date	✓			
9600A	✓			
NOA	✓			
Receipt of parent handbook	✓			
Address Verification	✓			
Work Verification	✓			
Income Worksheet	✓			
Income Documentation	✓			
Job Search/Training/Incapacity	✓			
Birth Certificates/Foster/ Adoption Letter	✓			
Absent Parent Verification IEP/IFSP	✓			

FSW, II: Luisa Saldana Flores Review Date: 3.16.17 Completed By: E. Arias	Contract hours: 8.5 BM ☐ Variable ☑ Set Fee: $ 53
Notes:	

Child's Name: Noemi Ramos Child NOHO#: 35316 Center: Pete H Parra NOHO#: 31327	☑ CSPP - FD ☐ CSPP - FD/PY ☐ CCTR - EHS ☐ CMIG	☑ Initial ☐ Recertification ☐ Update

State Application 9600 Sec. 1	Correct or N/A	Incorrect or Blank	Comments	Corrected/Completed by: signature/date
Box ✓ for Single Parent	✓		Single	
Parent A	✓			
Parent B	✓			
Address	✓			
FIPS code	✓			
Sec. 2				
Eligibility Status	✓		Income	
Need Status	✓			
Parent A. Employment	✓			
Parent B. Employment	✓			
Sec. 3				
Income/Family size	✓		F. Size 2	
Income source				
9600 Pg.2 Sec. 4				
Child's name, sex, b-day	✓			
Adjust code, ethnic, race, lang. code, LEP	✓			
Program Code, Type of Care Code, Provider/Site	✓			
Hours of care	✓			
Sec. 5				
Signature/ relation to child, Date	✓			
Sec. 6				
Family Fee	✓			
Sec. 7				
Agency Rep. Sign, Date	✓			
9600A	✓			
NOA	✓			
Receipt of parent handbook	✓			
Address Verification	✓		P	
Work Verification	✓			
Income Worksheet	✓			
Income Documentation	✓			
Job Search/Training/Incapacity	✓			
Birth Certificates/Foster/ Adoption Letter	✓			
Absent Parent Verification IEP/IFSP	✓			

FSW, II: India Ramirez Review Date: 3.16.17 Completed By: E. Arias	Contract hours: M, T, R 8. 1.45 W F 9:30-5:30 ☐ Variable ☒ Set Fee: $ 0
Notes:	

Child's Name: Calvin Brown Child NOHO#: 33509 Center: Pete H Parra EHS NOHO#: 30503	☐ CSPP - FD ☐ CSPP - FD/PY ☑ CCTR - EHS ☐ CMIG	☐ Initial ☑ Recertification ☐ Update

State Application 9600 Sec. 1	Correct or N/A	Incorrect or Blank	Comments	Corrected/Completed by: signature/date
Box ✓ for Single Parent	✓		Single	
Parent A	✓			
Parent B	✓			
Address	✓			
FIPS code	✓			
Sec. 2				
Eligibility Status	✓		Income elig.	
Need Status	✓		School + work	
Parent A. Employment	✓			
Parent B. Employment	✓			
Sec. 3				
Income/Family size	✓		2	
Income source	✓		employment	
9600 Pg.2 Sec. 4				
Child's name, sex, b-day	✓			
Adjust code, ethnic, race, lang. code, LEP	✓			
Program Code, Type of Care Code, Provider/Site	✓			
Hours of care	✓			
Sec. 5				
Signature/ relation to child, Date	✓			
Sec. 6				
Family Fee	✓		0	
Sec. 7				
Agency Rep. Sign, Date	✓			
9600A	✓			
NOA	✓			
Receipt of parent handbook	✓			
Address Verification	✓			
Work Verification	✓			
Income Worksheet	✓			
Income Documentation	✓			
Job Search/Training/Incapacity	✓			
Birth Certificates/Foster/ Adoption Letter	✓			
Absent Parent Verification IEP/IFSP	✓			

FSW, II: Christina Bustamante Review Date: 3.16.17 Completed By: E. Arias	Contract hours: 7:30 - 5:30 ☐ Variable ☑ Set Fee: $_____
Notes:	

Child's Name: Lexia Rios Child NOHO#: 34489 Center: Shafter HS/EHS NOHO#: 30958	☐ CSPP - FD ☐ CSPP - FD/PY ☑ CCTR - EHS ☐ CMIG	☑ Initial ☐ Recertification ☐ Update

State Application 9600 Sec. 1	Correct or N/A	Incorrect or Blank	Comments	Corrected/Completed by: signature/date
Box ✓ for Single Parent	✓		single	
Parent A	✓			
Parent B	✓			
Address	✓			
FIPS code	✓			
Sec. 2				
Eligibility Status	✓		Income eligible	
Need Status	✓		employment	
Parent A. Employment	✓			
Parent B. Employment	✓			
Sec. 3				
Income/Family size	✓			
Income source	✓		employment	
9600 Pg.2 Sec. 4				
Child's name, sex, b-day	✓			
Adjust code, ethnic, race, lang. code, LEP	✓			
Program Code, Type of Care Code, Provider/Site	✓			
Hours of care	✓			
Sec. 5				
Signature/ relation to child, Date	✓			
Sec. 6				
Family Fee	✓			
Sec. 7				
Agency Rep. Sign, Date	✓			
9600A	✓			
NOA	✓			
Receipt of parent handbook	✓			
Address Verification	✓			
Work Verification	✓			
Income Worksheet	✓			
Income Documentation	✓			
Job Search/Training/Incapacity	✓			
Birth Certificates/Foster/ Adoption Letter	✓			
Absent Parent Verification IEP/IFSP	✓		on CD9600	

FSW, II: Michele Holiwell Review Date: 3.10.17 Completed By: E. Arias	Contract hours: 9.5:30 ☐ Variable ☑ Set Fee: $_____
Notes:	

Child's Name: Ruby Diaz Rauda Child NOHO#: 35512 Center: Primeros Pasos NOHO#: 31412	☐ CSPP - FD ☑ CSPP - FD/PY ☐ CCTR - EHS ☐ CMIG	☑ Initial ☐ Recertification ☐ Update

State Application 9600 Sec. 1	Correct or N/A	Incorrect or Blank	Comments	Corrected/Completed by: signature/date
Box ✓ for Single Parent	✓		Single	
Parent A	✓			
Parent B	✓			
Address	✓			
FIPS code	✓			
Sec. 2				
Eligibility Status	✓		Income elig. CSPP PY	
Need Status	✓			
Parent A. Employment	✓			
Parent B. Employment	✓			
Sec. 3				
Income/Family size	✓		f - Size 3	
Income source	✓		SSI	
9600 Pg2. Sec. 4				
Child's name, sex, b-day	✓			
Adjust code, ethnic, race, lang. code, LEP	✓			
Program Code, Type of Care Code, Provider/Site	✓			
Hours of care	✓			
Sec. 5				
Signature/ relation to child, Date	✓			
Sec. 6				
Family Fee	✓			
Sec. 7				
Agency Rep. Sign, Date	✓			
9600A	✓			
NOA	✓			
Receipt of parent handbook	✓			
Address Verification	✓			
Work Verification	✓			
Income Worksheet	✓			
Income Documentation	✓			
Job Search/Training/Incapacity	✓			
Birth Certificates/Foster/ Adoption Letter	✓			
Absent Parent Verification IEP/IFSP	✓		on CD9600	

FSW, II: Marra Martinez Review Date: 3-13-17 Completed By: E. Arias	Contract hours: 8 - 11:30 am ☑ Variable ☑ Set EA Fee: $ 0
Notes:	

Child's Name: Kayla Rodriguez Child NOHO#: 35307 Center: Primeros Pasos EHS NOHO#: 31323	☐ CSPP - FD ☐ CSPP - FD/PY ☑ CCTR - EHS ☐ CMIG	☑ Initial ☐ Recertification ☐ Update

State Application 9600 Sec. 1	Correct or N/A	Incorrect or Blank	Comments	Corrected/Completed by: signature/date
Box ✓ for Single Parent	✓		Single	
Parent A	✓			
Parent B	✓			
Address	✓			
FIPS code	✓			
Sec. 2				
Eligibility Status	✓		Income elig.	
Need Status	✓		employment	
Parent A. Employment	✓			
Parent B. Employment	✓			
Sec. 3				
Income/Family size	✓		f. size 5	
Income source	✓		employment + Cash aid	
9600 Pg.2 Sec. 4				
Child's name, sex, b-day	✓			
Adjust code, ethnic, race, lang. code, LEP	✓			
Program Code, Type of Care Code, Provider/Site	✓			
Hours of care	✓			
Sec. 5				
Signature/ relation to child, Date	✓			
Sec. 6				
Family Fee	✓			
Sec. 7				
Agency Rep. Sign, Date	✓			
9600A	✓			
NOA	✓			
Receipt of parent handbook	✓			
Address Verification	✓			
Work Verification	✓			
Income Worksheet	✓			
Income Documentation	✓			
Job Search/Training/Incapacity	✓			
Birth Certificates/Foster/ Adoption Letter	✓			
Absent Parent Verification IEP/IFSP	✓			

FSW, II: Maria Martinez Review Date: 3-13-17 Completed By: E. Arias	Contract hours: 7:15 - 5:00 ☑ Variable ☐ Set Fee: $ 0
Notes:	

Child's Name: Stephanie Lue Child NOHO#: 32727 Center: San Diego NOHO#: 30117	☑ CSPP - FD ☐ CSPP - FD/PY ☐ CCTR - EHS ☐ CMIG	☐ Initial ☑ Recertification ☐ Update

State Application 9600 Sec. 1	Correct or N/A	Incorrect or Blank	Comments	Corrected/Completed by: signature/date
Box ✓ for Single Parent	✓		Single	
Parent A	✓			
Parent B	✓			
Address	✓			
FIPS code	✓			
Sec. 2				
Eligibility Status	✓		Income elig.	
Need Status	✓		S. employment	
Parent A. Employment	✓			
Parent B. Employment	✓			
Sec. 3				
Income/Family size	✓		F. Size 4	
Income source	✓		employment.	
9600 Pg.2 Sec. 4				
Child's name, sex, b-day	✓			
Adjust code, ethnic, race, lang. code, LEP	✓			
Program Code, Type of Care Code, Provider/Site	✓			
Hours of care	✓			
Sec. 5				
Signature/ relation to child, Date	✓			
Sec. 6				
Family Fee	✓			
Sec. 7				
Agency Rep. Sign, Date	✓			
9600A	✓			
NOA	✓			
Receipt of parent handbook	✓			
Address Verification	✓			
Work Verification	✓		S. employment 1 ~~13~~ 17	
Income Worksheet	✓			
Income Documentation	✓			
Job Search/Training/Incapacity	✓		S. employment Plan	
Birth Certificates/Foster/ Adoption Letter	✓			
Absent Parent Verification IEP/IFSP	✓		on CD9600	

FSW, II: Elizabeth Cisneros Review Date: 3·13·17 Completed By: E. Arias	Contract hours: 8 - 1:45 PM ☑ Variable ☐ Set Fee: $ 0
Notes:	

Child's Name: David Ortiz Child NOHO#: 34966 Center: San Diego EHS NOHO#: 31179	☐ CSPP - FD ☐ CSPP - FD/PY ☑ CCTR - EHS ☐ CMIG	☐ Initial ☐ Recertification ☐ Update

State Application 9600 Sec. 1	Correct or N/A	Incorrect or Blank	Comments	Corrected/Completed by: signature/date
Box ✓ for Single Parent	✓		Single	
Parent A	✓			
Parent B	✓			
Address	✓			
FIPS code	✓			
Sec. 2				
Eligibility Status	✓		income elig.	
Need Status	✓		employment	
Parent A. Employment	✓			
Parent B. Employment	✓			
Sec. 3				
Income/Family size	✓		f. size 3	
Income source	✓		Cash aid & employment	
9600 Pg.2 Sec. 4				
Child's name, sex, b-day	✓			
Adjust code, ethnic, race, lang. code, LEP	✓			
Program Code, Type of Care Code, Provider/Site	✓			
Hours of care	✓			
Sec. 5				
Signature/ relation to child, Date	✓			
Sec. 6				
Family Fee	✓		90	
Sec. 7				
Agency Rep. Sign, Date	✓			
9600A	✓			
NOA	✓			
Receipt of parent handbook	✓			
Address Verification	✓			
Work Verification	✓			
Income Worksheet	✓			
Income Documentation	✓			
Job Search/Training/Incapacity	✓			
Birth Certificates/Foster/ Adoption Letter	✓			
Absent Parent Verification IEP/IFSP	✓		on CD 9600	

FSW, II: Elizabeth Cisneros Review Date: 3-13-17 Completed By: E. Arias	Contract hours: 7 · 3:30 ☐ Variable ☑ Set Fee: $ 0
Notes:	

Child's Name: Akaden Pantoja Child NOHO#: 35240 Center: Stine EHS NOHO#: 31293	☐ CSPP - FD ☐ CSPP - FD/PY ☑ CCTR - EHS ☐ CMIG	☑ Initial ☐ Recertification ☐ Update

State Application 9600 Sec. 1	Correct or N/A	Incorrect or Blank	Comments	Corrected/Completed by: signature/date
Box ✓ for Single Parent	✓		Single	
Parent A	✓			
Parent B	✓			
Address	✓			
FIPS code	✓			
Sec. 2				
Eligibility Status	✓		Income eligible.	
Need Status	✓		CPS	
Parent A. Employment	✓		N/A	
Parent B. Employment	✓		N/A	
Sec. 3				
Income/Family size	✓		3 Foster Siblings	
Income source	✓		Foster Care	
9600 Pg.2 Sec. 4				
Child's name, sex, b-day	✓			
Adjust code, ethnic, race, lang. code, LEP	✓			
Program Code, Type of Care Code, Provider/Site	✓			
Hours of care	✓			
Sec. 5				
Signature/ relation to child, Date	✓			
Sec. 6				
Family Fee	✓			
Sec. 7				
Agency Rep. Sign, Date	✓			
9600A	✓		N/A Foster	
NOA	✓			
Receipt of parent handbook	✓			
Address Verification	✓			
Work Verification	✓			
Income Worksheet	✓			
Income Documentation	✓			
Job Search/Training/Incapacity	✓			
Birth Certificates/Foster/ Adoption Letter	✓			
Absent Parent Verification IEP/IFSP	✓			

FSW, II: Maria Castro Review Date: 3.16.17 Completed By: E. Arias	Contract hours: M-F 10 am - 4 pm ☐ Variable ☑ Set Fee: $ 0
Notes:	

Child's Name: Cinsere Pettus Child NOHO#: 36224 Center: Stine EHS NOHO#: 31689	☐ CSPP - FD ☐ CSPP - FD/PY ☑ CCTR - EHS ☐ CMIG	☑ Initial ☐ Recertification ☐ Update

State Application 9600 Sec. 1	Correct or N/A	Incorrect or Blank	Comments	Corrected/Completed by: signature/date
Box ✓ for Single Parent	✓		Single	
Parent A	✓			
Parent B	✓			
Address	✓			
FIPS code	✓			
Sec. 2				
Eligibility Status	✓		Income elig.	
Need Status	✓		OS	
Parent A. Employment	✓			
Parent B. Employment	✓			
Sec. 3				
Income/Family size	✓		1	
Income source			Foster Care	
9600 Pg.2 Sec. 4				
Child's name, sex, b-day	✓			
Adjust code, ethnic, race, lang. code, LEP	✓			
Program Code, Type of Care Code, Provider/Site	✓			
Hours of care	✓			
Sec. 5				
Signature/ relation to child, Date	✓			
Sec. 6				
Family Fee	✓			
Sec. 7				
Agency Rep. Sign, Date	✓			
9600A	✓		N/A Foster	
NOA	✓			
Receipt of parent handbook	✓			
Address Verification	✓			
Work Verification	✓			
Income Worksheet	✓			
Income Documentation	✓			
Job Search/Training/Incapacity	✓			
Birth Certificates/Foster/ Adoption Letter	✓			
Absent Parent Verification IEP/IFSP	✓			

FSW, II: M. Castro Review Date: 3-19-17 Completed By: E. Arias	Contract hours: M-F 8am-2pm ☐ Variable ☑ Set Fee: $ ~~0~~
Notes:	

Child's Name: William Polk Child NOHO#: 32831 Center: Franklin NOHO#: 30165	☑ CSPP - FD ☐ CSPP - FD/PY ☐ CCTR - EHS ☐ CMIG	☑ Initial ☐ Recertification ☐ Update

State Application 9600 Sec. 1	Correct or N/A	Incorrect or Blank	Comments	Corrected/Completed by: signature/date
Box ✓ for Single Parent	✓		Two Parent	
Parent A	✓			
Parent B	✓			
Address	✓			
FIPS code	✓			
Sec. 2				
Eligibility Status	✓		Income elig:	
Need Status	✓			
Parent A. Employment	✓		incapacity & employment	
Parent B. Employment	✓			
Sec. 3				
Income/Family size	✓		F. Size 6	
Income source	✓		parent D employment	
9600 Pg.2 Sec. 4				
Child's name, sex, b-day	✓			
Adjust code, ethnic, race, lang. code, LEP	✓			
Program Code, Type of Care Code, Provider/Site	✓			
Hours of care	✓			
Sec. 5				
Signature/ relation to child, Date	✓			
Sec. 6				
Family Fee	✓			
Sec. 7				
Agency Rep. Sign, Date	✓			
9600A	✓			
NOA	✓			
Receipt of parent handbook	✓			
Address Verification	✓			
Work Verification	✓			
Income Worksheet	✓			
Income Documentation	✓			
Job Search/Training/Incapacity	✓			
Birth Certificates/Foster/ Adoption Letter	✓			
Absent Parent Verification IEP/IFSP	✓			

FSW, II: Susana Garcia Review Date: 3.19.17 Completed By: E. Arias	Contract hours: 8:30 - 4:30 M-F ☐ Variable ☑ Set Fee: $ 0
Notes:	

Child's Name: Julian Mendoza Child NOHO#: 33788 Center: East California NOHO#: 27732	☐ CSPP - FD ☑ CSPP - FD/PY ☐ CCTR - EHS ☐ CMIG	☑ Initial ☐ Recertification ☐ Update

State Application 9600 Sec. 1	Correct or N/A	Incorrect or Blank	Comments	Corrected/Completed by: signature/date
Box ✓ for Single Parent	✓		Single	
Parent A	✓			
Parent B	✓			
Address	✓			
FIPS code	✓			
Sec. 2				
Eligibility Status	✓		Income	
Need Status	✓		CSPP PY	
Parent A. Employment	✓			
Parent B. Employment	✓			
Sec. 3				
Income/Family size	✓		F. Size 4	
Income source	✓		Check Stubs emp.	
9600 Pg.2 Sec. 4				
Child's name, sex, b-day	✓			
Adjust code, ethnic, race, lang. code, LEP	✓			
Program Code, Type of Care Code, Provider/Site	✓			
Hours of care	✓			
Sec. 5				
Signature/ relation to child, Date	✓			
Sec. 6				
Family Fee	✓			
Sec. 7				
Agency Rep. Sign, Date	✓			
9600A	✓			
NOA	✓			
Receipt of parent handbook	✓			
Address Verification	✓			
Work Verification	✓			
Income Worksheet	✓		CSPP PY	
Income Documentation	✓			
Job Search/Training/Incapacity	✓			
Birth Certificates/Foster/ Adoption Letter	✓			
Absent Parent Verification IEP/IFSP	✓			

FSW, II: Ana Ramirez @ Delano Angel Perez @ E. Cal Review Date: 3.19.17 Completed By: E. Arras	Contract hours: M-F 8. 11:30 am ☐ Variable ☑ Set Fee: $ 0
Notes: Child transfered from Delano to East. CAL 1/17/17.	

Dashboard > Family > Reminders

Change Password | About CARE | Logout

Family

Jaime Francisco Barrios Family ID: 31379 Go

Add Family

Secondary Parent: Alma Barrios
Division: CAPK - State Programs
1st Served Date: 1/25/2017
Term. Date:
Specialist: Juarez, Lorena x 2634
Case Number:
Cert. Start Date: 2/1/2017
Cert. Stop Date: 1/1/2018

Reminders

Family Form Menu | Family Reports | History

Due Date	Completion Date	Specialist	Reminder	Tasks
[Add Reminder]				Preview Reminder Report
3/15/2017		Lorena Juarez	FSW was notified by email on 3-13-17, of the issued non-compliance areas. Parent signature due date 3-15-2017.	5a. Parent Signature - Blank

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example: It all error were noted.

Compliance Report

Specialist Name: **Juarez, Lorena**

Family Name: Barrios, Jaime Francisco
411 S Helena Street
Ridgecrest, CA, CA 93555-4653

Family ID: 31379
(818) 235-7636

Due Date: 3/15/2017

Completion Date	Task	Memo
	5a. Parent Signature - Blank	

COMMUNITY ACTION PARTNERSHIP *OF* KERN

MEMORANDUM

To: Christine Anami, Director of Finance

From: Pamela Pritchard, Assistant Director of Head Start/State Child Development

Yolanda Gonzales, Director of Head Start/ State Child Development

Date: April 6, 2017

Subject: Update to Agreed Upon Condition 3: Child Care Development Grant, Reporting

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In an effort by CAPK to address noted concerns regarding Monitoring Overview, CAPK has implemented the following system to strengthen the procedure and oversight of monitoring. These steps will help ensure that monitoring is completed and effective, thereby guaranteeing full compliance with current guidelines.

Procedures

The current Monthly Center Monitoring Checklist Procedure has been rewritten (see attached). Notable revisions include:

- Clarification as to when the Monthly Center Monitoring Checklist is to be completed and when it is to be sent to the Program Manager.
- Direction as to who is to sign the completed checklist and what steps are to be taken after completion.
- At the close of each month, the Program Manager will submit their Monthly Center Monitoring binder to the Compliance Coordinator for review.
- A Monthly Due Date Calendar (see attached) is to be sent to the Center Directors with important dates, including the date the Monitoring Checklist is due to the Program Manager.
- The Outlook Calendar System sends a Center Director Monitoring Reminder (see attached) providing the Center Directors with an electronic reminder each month to submit their Monitoring Checklist.
- Program Manager Monitoring Reminders (see attached) are sent electronically, reminding Program Managers to submit their binder for timely review.

Training

On March 13, 2017, during the monthly Center Director Meeting, Center Directors received initial training as well as an updated copy of the Monthly Center Monitoring Checklist Procedure. Training on a different component of the new procedure will be provided at each subsequent meeting. At all meetings, attendees will receive Meeting Agendas (see attached) and record attendance on Center Director Meeting Sign-in Sheets (see attached). Additional training can be provided on an as-needed basis.

Monitoring

According to the revised procedure, the Monthly Center Monitoring Checklist (see attached) will be signed and dated by both the Center Director and Program Manager to indicate that monitoring has been completed. The Program Manager will review any noted concerns with the Center Director to ensure that these are being addressed or have been resolved. During the month end review by the Compliance Coordinator, she/he will sign and date the Monthly Monitoring Binder Review Form (see attached) to show that the Checklists have been reviewed. Any outstanding concerns will be discussed with the Program Manager to ensure they are corrected.

Attachments: Monthly Center Monitoring Checklist Procedure
Monthly Center Monitoring Checklist
Monthly Due Date Calendar
Center Director Monitoring Reminder
Program Manager Monitoring Reminder
Agenda for March 2017 Center Director Meeting
Center Director Meeting Sign-in Sheet
Monthly Monitoring Binder Review Form

Performance Standards, Relates to CFR# (s): 1302.100; 1302.101(b)(1); 1302.102(a)(4)(b)(1)(ii)(iv)			Notes:
Effective Date: January 1, 2015	Revised Date: March 13, 2017	Initials: PP	
Reference: Education Manual			

SUBJECT: Monthly Center Monitoring Checklist

OBJECTIVE: To ensure that each child care facility is meeting State licensing and Head Start Performance Standard requirements.

RESPONSIBILITY: Center Director, Program Manager, Compliance Coordinator

PROCEDURE:

- The Center Director or designee will conduct a site inspection every month using the Monthly Center Monitoring Checklist.
- Inspections are to be completed by the 15th of each month. The Checklist will be scanned and submitted to the appropriate Program Manager by the 18th.
- All health and safety concerns will be corrected immediately or the Center Director/ Program Manager will contact the appropriate staff or the Maintenance Supervisor.
- The Program Manager will discuss the results of the Checklist with the Center Director during the monthly Center Director meeting.
- After completion of the inspection the Checklist will be signed by the Center Director. When the Program Manager receives the Checklist, s/he will sign with the date of receipt.
- After completion of the inspection the Checklist, including any follow-up attachments for identified concerns which were submitted and/or completed, is to be filed in the monitoring binder at the center and with the Program Manager.
- The Program Manager will review current and past Checklists monthly for trends of non-compliance. Results of Checklists will be used to determine staff training and technical assistance and staff performance evaluations.
- By the 25th of each month the Program Manager will provide the monitoring binder to the Compliance Coordinator who will review all Checklists to ensure monitoring is being done and that any needed follow-up has been completed. If there are any outstanding concerns, the Program Manager will be contacted. The Compliance Coordinator will sign the Monthly Center Monitoring Binder Review form in the front of each binder indicating the Checklists were reviewed.

MONTHLY CENTER MONITORING CHECKLIST

Date: _____ Site Name: _____ Classroom: _____

YES	NO	N/A	OBSERVATION	PLAN OF ACTION AND PROPOSED COMPLETION DATE	DATE COMPLETED
LICENSING AND SAFETY REQUIREMENTS					
			Emergency Disaster Plan Posted. *LIC 101174; LIC Form 600; 1302.47(b)(4)(i)(A-K)(7)(i)(8)*		
			Emergency evacuation route, safety procedures & earthquake safety check list. *LIC 101174; 1302.47(b)(4)(i)(A-K)(7)(i)(8)*		
			Disaster Drills Practiced Monthly. *LIC 101174; 1302.47(b)(4)(i)(A-K)(7)(i)(8)*		
			Personnel Report. *LIC Form 500, LIC 101217(d)(i)*		
			Parents Rights in English and Spanish. *LIC 101217(d)(i)*		
			Children's rights are respected. *LIC 101223; 1302.1302.90(c)(1)(i-v)(2)*		
			Current Facility License. *LIC 101156*		
			Designated Administrative Responsibility. *LIC Form 308, LIC 101170(2)(A)*		
			Daily Schedule Posted. *1302.31(b)(1)(ii)(c)*		
			Exit Sign(s) in English & Spanish.		
			Emergency phone numbers at each phone. *LIC 101174; 1302.47(b)(4)(G)(7)(i)(8)*		
			Electrical outlets are covered. *1302.47(b)(1)(iv)*		
			Disaster kits are accessible. *LIC 101174; 1302.47(b)(4)(G)(7)(i)(8)*		
			Staff, Visitor, Community Volunteer Sign-in/Sign-out binder are completed regularly.		
			Child Sign In/Out records are completed daily.		
			Center staff implement zoning/scanning to ensure all children are supervised at all times. *LIC 101229; 1302.47(a)(b)(2)(iii)(5)(iii)*		
			Staff are available and responsive to meet each child's special needs. *1302.31(a)(b)(1, ii, iv); 1302.61(a-b)(c)(1)(i-v)*		
			Inside/Outside Daily Safety Checklists are completed daily. *1302.47(a)(b)(1)(i-ix)(2)(i-v)*		
HEALTH AND NUTRITION REQUIREMENTS					
			Hand Washing poster. *1302.47(a)(b)(6)*		
			Tooth Brushing poster. *1302.42(c)(1); 1302.43*		
			First Aid Booklet. *1302.47(b)(4)(i)(A-K)(7)(i)(8)*		

YES	NO	N/A	OBSERVATION	PLAN OF ACTION AND PROPOSED COMPLETION DATE	DATE COMPLETED
			Seat Belt Safety poster.		
			"Never Shake a Baby" poster.		
			Well supplied First Aid Kit is easily accessible & out of reach of children. *LIC 101326(d); 1302.47(b)(4)(i)(A-K)(7)(i)(8)*		
			Consent and Emergency Info and roster (in first aid kits) up-to-date. *LIC 101221; 1302.47(b)(4)(i)(A-K)(7)(i)(8)*		
			Policies on handling medical/health/dental emergencies are posted clearly & visible. (*i.e. dental, choking & asthma attack)* *1302.43; 1302.47(a)(b)(4)(i)(C)(D)(G)(J)(7)(i-vi)(8)*		
			Isolation area for illness. *LIC 101326(a)(1); 1302.47(b)(4)(i)(A)(7)(iii)*		
			Fire extinguisher is visible, current and indicates "PASS". *1302.47(b)(4)(i)(A-K)(7)(i)(8)*		
			Observe daily health check. *LIC 101326.1; 1302.47(b)(4)(i)(A)(7)(iii)*		
			All cleaning supplies are properly labeled, stored away from food and food service items & locked. *1302.47(a)(b)(1)(i-ix)(2)(i-v)*		
			Staff and volunteers wear nonporous gloves when in contact with blood or other visibly bloody bodily fluids. *1302.47(a)(b)(4)(i)(6)(i-iii)(7)(iii)*		
			Spilled bodily fluids are immediately cleaned up and disinfected according to professionally established guidelines. *1302.47(a)(b)(4)(i)(6)(i-iii)(7)(iii)*		
			Tools and equipment used to clean spills are promptly disinfected; and blood-contaminated materials are disposed of in a plastic bag with a secure tie. *1302.47(a)(b)(4)(i)(6)(i-iii)(7)(iii)*		
			Staff, volunteers, & children wash their hands with soap and running water after the following: diapering & toilet use, before & after food related preparation/activity, after hands have become contaminated with blood or other bodily fluids, after handling pets or other animals, before & after giving medications and before & after bandaging a wound. *1302.47(a)(b)(4)(i)(6)(i-iii)(7)(iii)*		
			Sanitation and hygiene procedures for diapering have been adopted and adequately protect the health and safety of children served by the program and staff. *1302.47(a)(b)(4)(i)(6)(i-iii)(7)(iii)*		
			Diapers are disposed of in a safe and sanitary manner. *1302.47(a)(b)(4)(i)(6)(i-iii)(7)(iii)*		
			Toilet training equipment is available for children being toilet trained. *1302.47(a)(b)(4)(i)(6)(i-iii)(7)(iii)*		

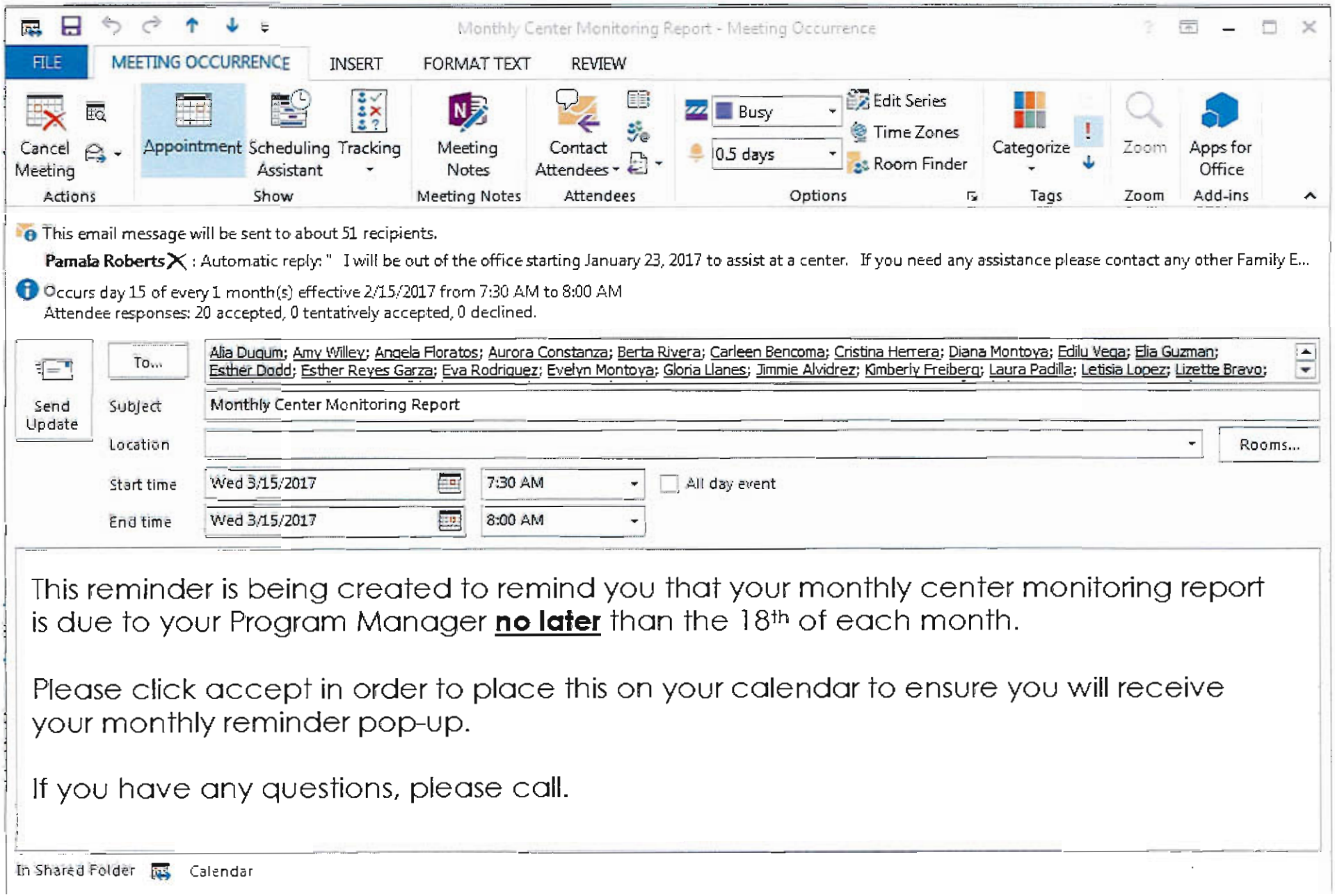
YES	NO	N/A	OBSERVATION	PLAN OF ACTION AND PROPOSED COMPLETION DATE	DATE COMPLETED
			EHS-Infant sleeping arrangements use firm mattresses and no soft bedding materials, such as comforters, pillows, fluffy blankets, or stuffed toys. *1302.47(b)(2)(i)(iii)(4)(B)(5)(ii)(iii)*		
			EHS-Infant toys are sanitized daily or sooner if needed. *1302.47(b)(2)(i-ii)(v)*		
			HS-Toys are sanitized weekly or sooner if needed. *1302.47(b)(2)(i-ii)(v)*		
			Medications are locked up, stored according to instructions and out of reach of children. *LIC 101326(c)(1)(A)-(C); 1302.47(a)(b)(4)(i)(A-K)(7)(i-vi)(8)*		
			Incidental Medical Services (IMS) Binder is available to staff and utilized according to procedure.		
			Menu and "Justice for All" poster on the wall. *CACFP, LIC 101227.5*		
			Refrigerator/freezer temperature log sheets recorded daily.		
			Children with special dietary needs and children with disabilities are served appropriately. *LIC 101227.6, 101227.8, 101227.23; 1302.44(a)(1); 1302.47(b)(7)(vi)*		
			The blue Allergy/Special Diet folder is easily accessible to staff. *1302.44(a)(1); 1302.47(b)(7)(vi)*		
FAMILY SERVICES AND GOVERNANCE REQUIREMENTS					
			Center community volunteers who volunteer more than 16 hours in a week have a DOJ clearance processed by CAPK, up-to-date immunizations and received orientation training that includes CPS and Universal Precautions. *Title 22 1596.871; 1302.50(a)(b)(4); 1302.53(a)(1)*		

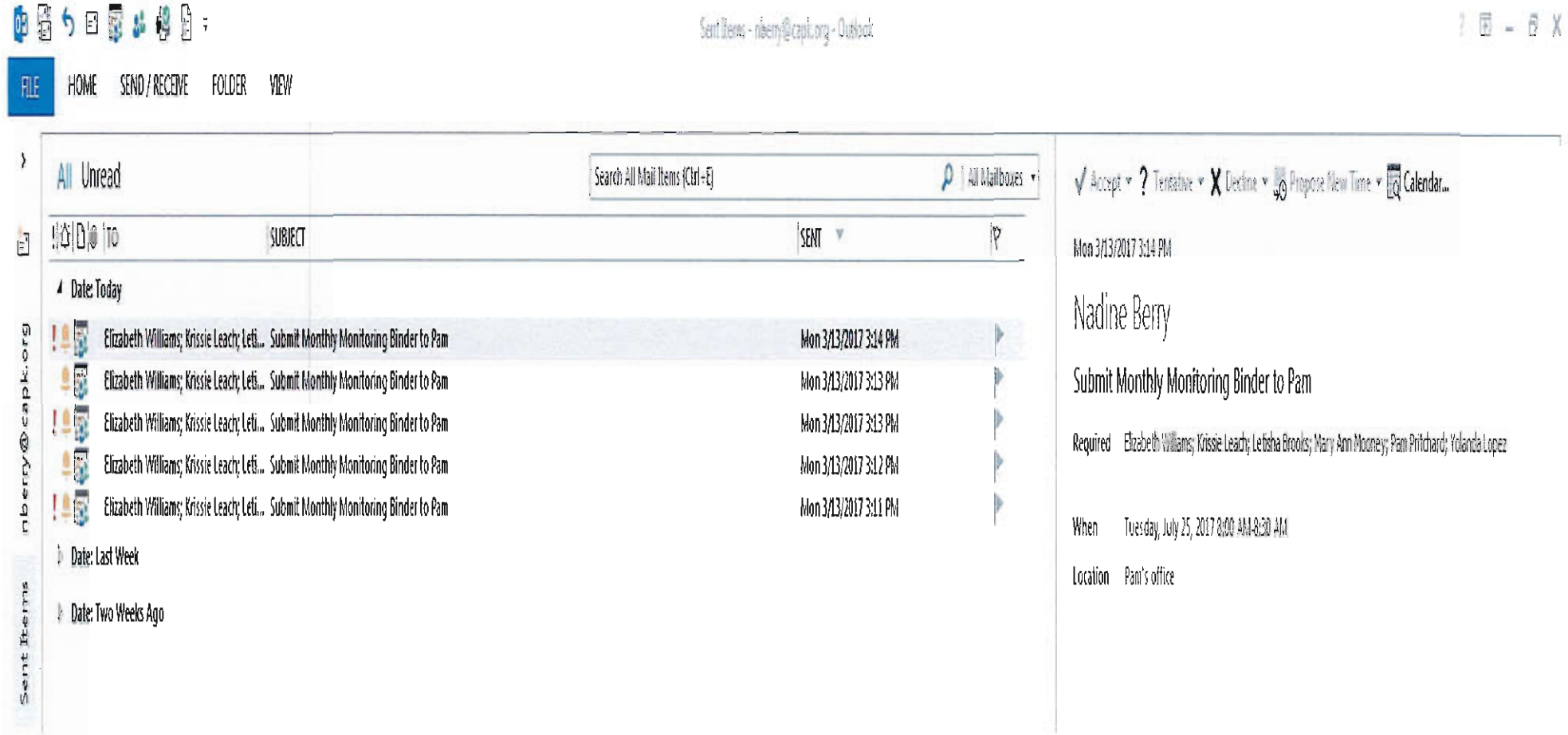
Center Director Signature/Date **Program Manager Signature/Date**

ADDITIONAL COMMENTS or N/A _____

March 2017

Mon	Tue	Wed	Thu	Fri
Recruitment push for upcoming program year begins this month ♦ Monthly Parent Meetings ♦ Facilitate School Readiness Parent Activities ♦ Begin updating families on the waitlist for the next program year ♦ Identify rollover children that wish to continue during the next program year ♦ Disaster drills completed by end of the month		*1* ***In-kind due to Fiscal*** *Original Meal Count & SISO for 2/27-2/28 to ERSEA by 12:00*	*2* ***Mileage due to Fiscal*** *Read Across America* 	*3 Pay Day*
6 Part Day Staff Development	*7* *Original Meal Count & SISO for 2/27-3/3 to ERSEA by 12:00* PC Planning Sub-Committee Meeting, Jerry's Office, 5:30 p.m.	*8*	*9*	*10* ***Last day to complete Child Developmental Progress for Part-year-Winter*** **Last day to submit to submit financial documents for 2016-2017**
13 Part Day Staff Development Center Director Meeting, 10:00 a.m., Board Room ***Approve ADP Time cards by 10:00 a.m.***	*14* *Original Meal Count & SISO for 3/6-3/10 due to ERSEA by 12:00*	*15* *PRE, Board Room, 12:00 p.m.* *All Full-day classrooms close at 12:00 p.m. (does not include 6.5 hour classes)*	*16* Nutrition Advisory Committee, Board Room, 12:00 p.m. PC Budget & Finance Sub-Committee Meeting, Fiscal Office, 5:30 p.m.	*17 Pay Day* **Monthly Center Monitoring Report to be completed and sent to Program Managers**
20 Part Day Staff Development	*21* *Original Meal Count & SISO for 3/13-3/17 to ERSEA by 12:00*	*22* *B & F, Board Room, 12:00 p.m.*	*23*	*24* ***Safety meeting/self-inspection completed/ submitted to Laurie Sproule***
Spring Break for California City, Mojave, Oasis and Rosamond.				
27 Part Day Staff Development CPR, 8:00 a.m., Board Room ***Approve ADP Time cards by 10:00 a.m.***	*28* *Original Meal Count & SISO for 3/20-3/24 to ERSEA by 12:00*	*29* *Board of Directors, Board Room, 12:00 p.m.*	*30* Disabilities Transition Meeting, Board Room, 9:00 a.m. Policy Council, Board Room, 5:30 p.m.	*31 Pay Day* *Fax Meal Count & SISO for 3/27-3/31 to ERSEA by end of day* Disaster drills to be completed by end of the month.


Monthly Center Monitoring Report - Meeting Occurrence
FILE
MEETING OCCURRENCE
INSERT
FORMAT TEXT
REVIEW
Cancel Meeting
Actions
Appointment
Scheduling Assistant
Tracking
Show
Meeting Notes
Meeting Notes
Contact Attendees
Attendees
Busy
0.5 days
Edit Series
Time Zones
Room Finder
Options
Categorize
Tags
Zoom
Zoom
Apps for Office
Add-ins
This email message will be sent to about 51 recipients.
Pamala Roberts : Automatic reply: " I will be out of the office starting January 23, 2017 to assist at a center. If you need any assistance please contact any other Family E...
Occurs day 15 of every 1 month(s) effective 2/15/2017 from 7:30 AM to 8:00 AM
Attendee responses: 20 accepted, 0 tentatively accepted, 0 declined.
Send Update
To...
Alia Duqum; Amy Willey; Angela Floratos; Aurora Constanza; Berta Rivera; Carleen Bencoma; Cristina Herrera; Diana Montoya; Edilu Vega; Elia Guzman; Esther Dodd; Esther Reyes Garza; Eva Rodriguez; Evelyn Montoya; Gloria Llanes; Jimmie Alvidrez; Kimberly Freiberg; Laura Padilla; Letisia Lopez; Lizette Bravo;
Subject
Monthly Center Monitoring Report
Location
Rooms...
Start time
Wed 3/15/2017
7:30 AM
All day event
End time
Wed 3/15/2017
8:00 AM
This reminder is being created to remind you that your monthly center monitoring report is due to your Program Manager no later than the 18th of each month.
Please click accept in order to place this on your calendar to ensure you will receive your monthly reminder pop-up.
If you have any questions, please call.
In Shared Folder
Calendar


Sent Items - nberry@capk.org - Outlook
FILE
HOME
SEND / RECEIVE
FOLDER
VIEW
All
Unread
Search All Mail Items (Ctrl+E)
All Mailboxes
TO
SUBJECT
SENT
Date: Today
Elizabeth Williams; Krissie Leach; Leti... Submit Monthly Monitoring Binder to Pam Mon 3/13/2017 3:14 PM
Elizabeth Williams; Krissie Leach; Leti... Submit Monthly Monitoring Binder to Pam Mon 3/13/2017 3:13 PM
Elizabeth Williams; Krissie Leach; Leti... Submit Monthly Monitoring Binder to Pam Mon 3/13/2017 3:13 PM
Elizabeth Williams; Krissie Leach; Leti... Submit Monthly Monitoring Binder to Pam Mon 3/13/2017 3:12 PM
Elizabeth Williams; Krissie Leach; Leti... Submit Monthly Monitoring Binder to Pam Mon 3/13/2017 3:11 PM
Date: Last Week
Date: Two Weeks Ago
nberry@capk.org
Sent Items
Accept
Tentative
Decline
Propose New Time
Calendar...
Mon 3/13/2017 3:14 PM
Nadine Berry
Submit Monthly Monitoring Binder to Pam
Required Elizabeth Williams; Krissie Leach; Letisha Brooks; Mary Ann Mooney; Pam Pritchard; Yolanda Lopez
When Tuesday, July 25, 2017 8:00 AM-8:30 AM
Location Pam's office

Head Start / State Child Development

Center Director Meeting

March 13, 2017

- Welcoming remarks and Congratulations
- Share CLASS Review Experiences and drawings
- Scanning Training – Jerry Meade
- Mentor Program – Pam Pritchard
- Licensing updates, i.e., zoning – Pam
- Calendar/Monthly Monitoring/Outlook Invites – Pam
- Nutrition Information – Nutrition
- My Teacher Wants to Know – Wellness
- ASQ Contact Notes – Disabilities
- Family Services Updates – Family Education Coordinator
- Break into regions



Head Start / State Child Development
Center Director Meeting
March 13, 2017
Region 1

Print Name	Center	Signature
Shawna Marks	Stine EHS	Shawna Marks
Renarda Ry	Stine	[illegible]
Alia Dugum	East Cal	Alia
Diana Montoya	Franklin	[illegible]
Edilu Vega	Fairview	Edilu Vega
Rosh Johnson	Casa Loma	[illegible]
Esther Reyes Coarza	Plunz	Esther R Coarza
Marie Galavis	Alberta Dillard	Marie Galavis
Kimberly Freiberg	Pioneer	Kimberly Freiberg

Head Start / State Child Development
Center Director Meeting
March 13, 2017
Region 2

11

Print Name	Center	Signature
Aurora Constanza	Fairfax	Aurora Constanza
Yolanda Martinez	Virginia	
Simitrio Orza	Ruben Jonson	
Maria R. Alldredge	Pacific	
Marisol Cordero	Stella Hills	
Berta Rivera	Roosevelt	
[illegible]	[illegible]	
[illegible]	[illegible]	
[illegible]	[illegible]	
Sharon Briggs	Wesley	
Cristina Herrera	Heritage	

Head Start / State Child Development
Center Director Meeting
March 13, 2017
Region 3

10

Print Name	Center	Signature
Sonia Moreno	Pete Parra	[illegible]
Tommie Sue Cordova	Buttonwillow	[illegible]
Rosa Rabago	Delano	[illegible]
Veronica Ballesteros	Lost Hills	[illegible]
Ursula Rios	Mcfarland	[illegible]
Mary A. Lopez	Shafter HS/EHS	[illegible]
Jimmie K. Hudson	Oildale	[illegible]
Monica Rogers Kelly	Taft	Monica Rogers Kelly
Esther Dodd	PHP	[illegible]
Rebecca Love	Shafter HS	[illegible]

Head Start / State Child Development
Center Director Meeting
March 13, 2017
Region 4

12

Print Name	Center	Signature
Erlyn Montoya	Alicante	
Carleen Bencomo	Oasis	
Elia Guzman	CAL City	
Pamela Roberts	Mojave	
Amy Willey	Teacher	
Luz Adams	Clw Foran	
Tina Nuno	Rosamond	
Gloria Jones	Primeros Pasos	
Rosa Del Toro	San Diego	
Leticia Lopez	Faith	
Nikki Jones	Willow	
Laura Padilla	Williams	

MONTHLY CENTER MONITORING BINDER REVIEW

By signing below, I verify that I have reviewed each Monthly Center Monitoring Checklist for the month specified. Each one is complete and, if applicable, have attached documentation showing the status of any health and safety concerns that were identified during monitoring. Any concerns that show as open have been discussed with the appropriate Program Manager.

MONTH	DATE REVIEWED	OUTSTANDING CONCERNS ADDRESSED WITH PROGRAM MANAGER YES OR N/A	SIGNATURE
MARCH			
APRIL			
MAY			
JUNE			
JULY			
AUGUST			
SEPTEMBER			
OCTOBER			
NOVEMBER			
DECEMBER			
JANUARY			
FEBRUARY			

STATE OF CALIFORNIA
Department
of
Community Services And Development

January 19, 2017

Monitoring Report E-16-009

The Department of Community Services and Development (CSD) is responsible for the oversight of the Low Income Home Energy Assistance Program (LIHEAP), Low Income Weatherization Program (LIWP), and/or the Department of Energy Weatherization Assistance Program (DOE WAP). Hence, CSD is required to monitor the activities of Community Action Partnership of Kern County to ensure compliance with all contractual and statutory requirements.

INTRODUCTION

CSD conducted an onsite monitoring of Community Action Partnership of Kern County (CAPK) from September 12 to September 16, 2016. CSD reviewed Community Action Partnership of Kern County's 16B-4012, 15K-6006, and 15C-1012 contracts. Darrell Scheidegger, Field Representative conducted the onsite review in accordance with CSD's Energy and Environmental Services Division's Monitoring Scope.

The purpose of the onsite review is to ensure the Contractor meets the Administrative Requirements, Financial Requirements, Programmatic Requirements, Compliance Requirements, Certification and Assurances Requirements, and other applicable requirements as prescribed in the contract and referenced therein (OMB Supercircular §200.328; DOE WAP and LIHEAP Part II Subpart Article 10.3 A-E; and LIWP Part II Subpart D Article 11.3 A-E).

This monitoring report contains the following sections:

I. Administrative Requirements
II. Financial Requirements
III. Programmatic Requirements
IV. Certifications and Assurances: Federal and State Policy Provisions
V. Onsite Monitoring Summary
VI. Recommendations, Observations, and Findings

I. ADMINISTRATIVE REQUIREMENTS

The purpose of the Administrative Requirements review is to ensure that the Contractor is properly administering the Federal and/or State programs in accordance with CSD's contract requirements. The areas covered under the Administrative Requirements are Internal Controls Requirements, Record Maintenance Requirements, Travel and per diem, Codes of Conduct, Conflict of Interest, Procurement, Subcontracts, Complaint Management Policies and Procedures, Fair Hearing Process for Applications for Denial of Benefits by Contractor, and Fraud, Waste and Abuse.

Based on CSD Field Representative's review, CSD Field Representative did not identify any issues regarding Administrative Requirements.

II. FINANCIAL REQUIREMENTS

The purpose of the Financial Requirements review is to ensure that Contractor's financial management systems, including records documenting compliance with Federal and/or State statutes, regulations, and the terms and conditions of the Federal and/or State award, must be sufficient to permit the preparation of reports required by general and program-specific terms and conditions; and the tracing of funds to a level of expenditures adequate to establish that such funds have been used according to the Federal and/or State statutes, regulations, and the terms and conditions of the Federal and/or State award. The areas covered under the Financial Requirements are Working Capital Advance and Major Purchase Advances: Interest on Advances, Program Income, Wood, Propane and Oil Returned Payments, Allowable Costs, and Reimbursement Guidelines.

Based on CSD Field Representative's review, CSD Field Representative did not identify any issues regarding Financial Requirements.

III. PROGRAMMATIC REQUIREMENTS

The purpose of the Programmatic Requirements review is to ensure that the Contractor is adhering to the programmatic requirements of the contract. The areas that was covered under the Programmatic Requirements are Program Policies and Procedures; Program Implementation; and Training, Licensing and Certifications.

PROGRAM POLICIES AND PROCEDURES: Record Keeping Responsibilities: Wx and/or ECIP EHCS Specific Client File Requirements

The purpose of this review is to confirm the agency is adhering to the Program and Procedures Requirements by maintaining records in accordance to the Record Keeping Responsibilities stated within the contracts. *(2016 LIHEAP Part II Subpart C Article 7 section 7.8; 2016 DOE Part II Subpart C Article 7 section 7.6; and 2015 LIWP Part II Subpart C Article 8 section 8.7)*

CSD Representative reviewed 26 client files and identified 20 files with the following issues (77% error rate):

a) client notification not indicated on CSD 708: Lead-Based Paint Regulatory Compliance Form (12)

b) certification doesn't match name on CSD 708: Lead-Based Paint Regulatory Compliance Form (9)

c) missing renovator signature/date on CSD 708: Lead-Based Paint Regulatory Compliance Form (2)

d) confusion between “minor envelope repair” and “limited home repair” (2)

The following issues were identified in only one (1) file each:

e) missing client signature/date on CSD 540: Dwelling Assessment Form

f) missing manager signature/date on CSD 515: Energy Service Agreement

g) incomplete CSD 540D: Mechanical Ventilation Assessment Form

h) missing CSD 540D: Mechanical Ventilation Assessment Form

i) floor furnace replaced with wall furnace

j) missing photos of wall furnace and evaporative cooler

k) discrepancy between forms of year built data

l) missing year built data.

The 2015 Monitoring Report (E-15-009) listed a client file error rate of 72%, and 2013 E-13-009 had a 75% error rate. The agency has not shown improvement in Quality Assurance relating to client files and is not incompliance with the Record Keeping Responsibilities as required in the contract.

PROGRAM POLICIES AND PROCEDURES: Record Keeping Responsibilities: Wx and/or ECIP EHCS Specific Client File Requirements

The purpose of this review is to confirm the agency is adhering to the Program and Procedures Requirements by maintaining records in accordance to the Record Keeping Responsibilities stated within the contracts. *(2016 LIHEAP Part II Subpart C Article 7 section 7.8; 2016 DOE Part II Subpart C Article 7 section 7.6; and 2015 LIWP Part II Subpart C Article 8 section 8.7)*

During Client File Review, CSD Representative found discrepancies between CSD 611: Post-Weatherization inspection Form and CAP 60 and agency forms (6 files).

Discrepancies identified:

	Client	Discrepancy
1	Garcia, R.	Mechanical Ventilation on CSD 611, but not on agency install form
2	Perla, M.	Cooling Source Replacement doesn't match with CSD 611 and other forms
3	Moreno, R.	Duct Register Repair on CSD 611, but not on agency install form
4	Velez, Z.	Duct Repair on agency install form, but not on CSD 611
5	Sackett, K.	Replacement Bulbs on agency install form and CAP 60, but not on CSD 611
6	Abundis, R.	CSD 611 and CAP 60 billing printout do not match

Those measures installed or services provided will be disallowed in whole or in part unless supporting documentation can be supplied by the agency showing that measures billed were installed.

PROGRAM POLICIES AND PROCEDURES: Record Keeping Responsibilities: Wx and/or ECIP EHCS Specific Client File Requirements

The purpose of this review is to confirm the agency is adhering to the Program and Procedures Requirements by maintaining records in accordance to the Record Keeping Responsibilities stated within the contracts. *(2016 LIHEAP Part II Subpart C Article 7 section 7.8; 2016 DOE Part II Subpart C Article 7 section 7.6; and 2015 LIWP Part II Subpart C Article 8 section 8.7)*

During Client File Review, CSD Representative found CSD 710: DOE Priority List Checklist Form missing from three (3) files.

Moreno, R.

Garcia, R.

Velez, Z.

Those files will be disallowed in whole or in part unless supporting documentation can be supplied by the agency showing that measures installed and services provided followed the priority list for type of dwelling and location in Climate Zones 13, 14, and/or 16.

PROGRAM IMPLEMENTATION: Energy Crisis Intervention Program (ECIP) Service Activity Guidelines: ECIP EHCS

The purpose of this review is to confirm that ECIP EHCS client files are in compliance with the ECIP EHCS federal statute and CSD's ECIP EHCS Policy. *(42 U.S.C. § 8623(c)(1)-(3), and 2016 LIHEAP Part II Article 8 section 8.3. D.)*

Title 42 of the United States Code section 8623(c)(1)-(3) states that energy crises must be resolved within 18 or 48 hours after a household applies for services; 18 hours if energy crisis and life-threatening, and 48 hours if energy crisis only.

CSD's ECIP EHCS Policy defines mitigation as an *"…immediate action taken in short-term to address the emergency. An agency may charge all emergency heating and cooling services, including the eventual repair and replacement of an HVAC or Water Heating appliance, when the following mitigation is provided:*

a. *Hazardous Conditions: For all hazardous conditions, the agency must, at a minimum, cap or disable the HVAC appliance within eighteen (18) hours;*
b. *Provide education (if not already accomplished by another entity);*
c. *Temporary Portable Devices: For all hazardous, nonexistent and inoperable HVAC appliances, the agency must offer to make available a temporary portable heating and/or cooling device to provide seasonally appropriate indoor climate control until the HVAC appliance is repaired or replaced, as follows:*
    i. *Such device shall be offered within eighteen (18) hours to any applicant with a qualifying "medical condition" as described above;*
    ii. *Such heating device shall be offered within eighteen (18) hours to any elderly or disabled applicant whose wood-burning stove is inoperable, or is operable but handling the fuel is a physical hardship;*
    iii. *Such device shall be offered within forty-eight (48) hours to all other applicants." (ECIP EHCS Policy and Procedure, at pp. 3-4.)*

CSD Field Representative reviewed six (6) ECIP EHCS client files and identified six (6) files (100% error rate) lacking documentation to support that the energy crisis was mitigated within 18 or 48 hours. CSD Field Representative reviewed the entirety of the client files, not limited to the required ECIP EHCS forms, to determine whether the required ECIP EHCS mitigation substantiation existed. As

a result of the lack of documentation, CAPK is not in compliance with the Federal mitigation timeframe requirements.

IV. CERTIFICATIONS AND ASSURANCES: FEDERAL AND STATE POLICY PROVISIONS

The purpose of this review is to ensure that the Contractor is in compliance with the Federal and State Policy Provisions as prescribed in the contract. The areas covered under the Certification and Assurances are Affirmative Action Compliance and Specific Assurances; American-Made Equipment/Products and Federal and State Occupational Safety and Health Statutes.

Based on CSD Field Representative's review, CSD Field Representative did not identify any issues regarding Certifications and Assurances.

V. ONSITE MONITORING SUMMARY

Training and Technical Assistance:

CSD Field Representative provided the following suggestions onsite:

- Use justification codes on CSD 540 (or explain in the comments section).
- Blank forms should be deleted from files or marked N/A.

Exit Conference & Discussion:

At the Agency's Exit Conference on Friday, September 16, 2016, CSD Field Representative provided an overview of the outcome of the onsite visit. The following were in attendance:

- Jeremy Tobias, Executive Director
- Romala Ramkissoon, Division Director
- Loretta Anrews, Assistant Energy Program Manager
- Christine Anami, Finance Director
- Jeff Looker, Assistant Finance Director
- William Richmond, Accountant II
- Jose Gomez, Wx Assistant Manager
- Darrell Scheidegger, CSD Field Representative

During the Exit Conference, CSD Representative discussed the client file issues (identified on pages 3-5 of this report) and provided T&TA (referenced above).

VI. RECOMMENDATIONS, OBSERVATIONS, AND FINDINGS

This section outlines the issues identified during the on-site monitoring. Those issues are categorized into three (3) categories and are Recommendation, Observation, and Finding.

Recommendation lack the physical backing of the Contract but are areas of deficiency that the Field Representative believes that the agency should be aware of; simply stated, 'Recommendations' are agency business practices that the agency should consider improving upon, as the current business practice may eventually lead to a future infraction or improvement in its current business practice. Please note that 'Recommendations' do not require a Corrective Action Plan response.

'Observation' is a minor breach of the Contract and any material referenced therein. A minor breach is a less severe infraction than a material breach and can be thought of as more of a 'warning' requiring immediate remedy. Thus, if the agency forsakes to remedy an 'Observation' by the agency's subsequent Monitoring Visits, the 'Observation' may then be elevated to a 'Finding' as it now carries material error. Please note that 'Observation' do not require a Corrective Action Plan response; however, the agency must immediately remedy the issue.

'Finding' is a material breach of the Contract, and any materials referenced therein, with consequences including (but not limited to) 'Disallowances', 'Stop Work Orders', and 'High-Risk Designations'. Please note that the concern must have Contract backing in order to be considered a 'Finding'. A material breach is defined as any issue which carries substantial financial, personnel, public, and/or agency/CSD ramifications; a material breach may or may not preclude the agency from further performance. Please note that 'Findings' require a Corrective Action Plan from the agency and other course of action as outlined in each topic.

OBSERVATIONS:

Observation 1: PROGRAM IMPLEMENTATION ECIP Service Activity Guidelines: ECIP EHCS

Summary: The ECIP EHCS files lacked sufficient documentation to substantiate compliance with the Federal and CSD ECIP EHCS requirements.

Reference: 42 U.S.C. §8623(c)(1)-(3); and 2016 LIHEAP Part II Article 8 section 8.3.D.

Action Required: The agency must immediately remedy this issue

FINDINGS:

Finding 1: PROGRAM POLICIES AND PROCEDURES: Record Keeping Responsibilities: Wx and/or ECIP EHCS Specific Client File Requirements

Summary: Out of 26 client files reviewed, 20 were found to have issues resulting in a 77% error rate. The agency has not improved this error rate from 2013 (75%) and 2015 (72%) monitoring reviews.

Reference: 2016 LIHEAP 7.8, 2015 DOE WAP 7.6, 2015 LIWP 8.7

Action Required: The agency must submit a Corrective Action Plan outlining the steps it will take to prevent recurrence of this issue. The plan should identify the procedures that will be adopted to ensure accuracy in reporting, and should include an implementation date.

Finding 2: PROGRAM POLICIES AND PROCEDURES: Record Keeping Responsibilities: Wx and/or ECIP EHCS Specific Client File Requirements

Summary: Discrepancies between the post-inspection form (CSD 611) and agency billing and install forms need to be corrected to verify that measures billed were installed (and vice versa).

Reference: 2016 LIHEAP 7.8, 2015 DOE WAP 7.6, 2015 LIWP 8.7

Action Required: The agency must provide supporting documentation to avoid disallowance of costs, and submit a Corrective Action Plan outlining the steps it will take to prevent recurrence of this issue. The plan should identify the procedures that will be adopted to ensure accuracy in reporting, and should include an implementation date.

Finding 3: PROGRAM POLICIES AND PROCEDURES: Record Keeping Responsibilities: Wx and/or ECIP EHCS Specific Client File Requirements

Summary: CSD 710: DOE Priority Lists were missing from three (3) files and measures installed need to be verified that they correspond to the checklist.

Reference: 2015 DOE WAP 7.6

Action Required: The agency must provide supporting documentation to avoid disallowance of costs, and submit a Corrective Action Plan outlining the steps it will take to prevent recurrence of this issue. The plan should identify the

procedures that will be adopted to ensure accuracy in reporting, and should include an implementation date.

Community Action Partnership of Kern County must submit a written Corrective Action Plan addressing all of the Findings listed above no later than 30 days after the finalization of the report.

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Jeremy T. Tobias

February 14th, 2017

Darrell Scheidegger, Field Representative
State of California Department of Community Services & Development (CSD)
2389 Gateway Oaks Drive, Suite 100
Sacramento, CA 95833

Re: Monitoring Report – E-16-009

Dear Mr. Scheidegger,

With regards to Monitoring Report E-16-009, attached is Community Action Partnership of Kern's Corrective Action Plan for the 3 findings mentioned in the report.

If you have any questions or need further information, please contact Romala Ramkissoon, Director of Community Services, at 661-336-5236 ext. 1177 or via e-mail at rramkiss@capk.org.

Sincerely,

Jeremy T. Tobias
Executive Director

Finding 1: PROGRAM POLICIES AND PROCEDURES: Record Keeping Responsibilities: Wx and/or ECIP EHCS Specific Client File Requirements

Summary: Out of 26 client files reviewed, 20 were found to have issues resulting in a 77% error rate. The agency has not improved this error rate from 2013 (75%) and 2015 (72%) monitoring reviews.

Reference: 2016 LIHEAP 7.8, 2015 DOE WAP 7.6, 2015 LIWIP 8.7

Action Required: The agency must submit a Corrective Action Plan outlining the steps it will take to prevent recurrence of this issue. The plan should identify the procedures that will be adopted to ensure accuracy in reporting, and should include an implementation date.

Corrective Action Plan:
Many of the errors identified in the monitoring report centered on the completion of CSD 708 Lead Based Paint Regulatory form and Mechanical Ventilation (MV) forms (CSD 540D). These are forms that are completed by Assessors. Staff failed to fully complete the form meaning that certain areas were not checked or marked. Even though the forms were not fully completed the supporting documents to verify the necessary information were present in the client file. Regarding the MV forms (CSD 540D) the program recognized that staff were lacking the necessary training in MV and requested training from CSD. Trainer Tom Geoghegan provided training to staff in May 2016. Many of the files reviewed were completed prior to the training being provided.

To strengthen the Quality Assurance process for our files the program has/or will be implementing the following steps:

1. On-going training program – In July 2016, the program implemented an on-going training program for its weatherization staff (Assessors, Installers, Inspectors, Crew Leader, Weatherization Coordinator). These trainings are provided every Tuesday at 8am by staff Abran Gonzalez. Mr. Gonzalez is a senior staff who is knowledgeable on the Weatherization Installation Standards (WIS) Manual and the requirements of the weatherization program. Staff is required to sign in at the beginning of each training. These trainings cover many areas including: updates to the WIS; changes to policies and procedures; areas that have been identified as needing more training.
2. Assessor Training – The findings of the 2016 Monitoring report were discussed with the Assessors at a training provided on January 16, 2017 (see attached sign-in sheet). Each finding was reviewed by the Supervisor with the Assessors and they were provided training on the completion of all Assessment forms including the CSD 708 and CSD 540 D (Mechanical Ventilation form).
3. The Weatherization Coordinator will continue to perform reviews on the Assessment forms prior to measures being installed. He will also continue to initial the forms once the review is completed. We have had staff changes in this position partially due to these oversight errors.
4. Hire a Quality Assurance (QA) Specialist by May 2017– The QA Specialists' main task will be to perform a final quality review on the files before submitting to Billing for invoicing. The QA Specialist will attend the basic weatherization, combustion appliance and duct/shell trainings provided by CSD. In addition, the QA Specialist will shadow the Assessors and Inspectors to learn the process of completing the CSD 540-Assessment form, CSD 611-

Agency Weatherization Inspection Report, CSD 708-Mechanical Ventilation Assessment form and the CSD 710-DOE Priority Checklist form.

5. Develop a quality review checklist

The quality review process will include the QA Specialist using the checklist, that identifies mandatory forms and documents that must be present in the client file. Once the home has been completed, which includes inspection, the client file will be submitted to the QA Specialist for review as follows:

- Using the checklist ensure mandatory forms and documents are present in the client file.
- Review all forms to ensure they are accurately completed and all necessary documents are included in the client file.
- If the file is complete and accurate, it will be submitted to the Billing Department for invoicing.
- If the file is incomplete, it will be returned to the Weatherization Coordinator for correction.
- After the file has been corrected, it will be returned to the QA Specialist for review and submission to the Billing Department.
- The QA Specialist will initial all files before forwarding to the Billing Department.

Finding 2: PROGRAM POLICIES AND PROCEDURES: Record Keeping Responsibilities: Wx and/or ECIP EHCS Specific Client File Requirements

Summary: Discrepancies between the post-inspection form (CSD 611) and agency billing and install forms need to be corrected to verify that measures billed were installed (and vice versa).

Reference: 2016 LIHEAP 7.8, DOE WAP 7.6, 2015 LIHEAP 8.7

Action Required: The agency must provide supporting documentation to avoid disallowance of costs, and submit a Corrective Action Plan outlining the steps it will take to prevent recurrence of this issue. The plan should identify the procedures that will be adopted to ensure accuracy in reporting, and should include an implementation date.

Corrective Action Plan:
As highlighted in the monitoring report discrepancies were found between our Agency Billing and Install form (which mirrors EARS) and CSD Post inspection form (CSD 611). Some of these discrepancies were due to Inspectors not being thorough when completing the CSD 611. In other cases the discrepancy was due to differences in methodology between the CSD Monitor and program staff. For example, in one of the errors staff checked both heating and cooling on the CSD 611 since the client received a dual pak. In EARS the dual pak is reported under Heating Replacement. All measures invoiced/billed in the files reviewed were installed in the homes and are supported by documents in the files. The attached table summarizes the discrepancies identified and includes documentation, where applicable, to support costs invoiced for in EARS.

To strengthen the Quality Assurance process for our files the program has/or will be implementing the following steps:

1. On-going training program – In July 2016, the program implemented an on-going training program for its weatherization staff (Assessors, Installers, Inspectors, Crew Leader, Weatherization Coordinator). These trainings are provided every Tuesday at 8am by staff Abran Gonzalez. Mr. Gonzalez is a senior staff who is knowledgeable on the Weatherization Installation Standards (WIS) manual and the requirements of the program. Staff is required to sign in at the beginning of each training. These trainings cover many areas including: updates to the WIs; changes to policies and procedures; areas that have been identified as needing more training.
2. Inspector Training – the findings of the 2016 Monitoring reports were discussed by the Supervisor with staff at training provided on January 16, 2017 (see attached sign-in sheet). The training included thorough completion of the CSD 611; how to document measures, per recommendations from the CSD Monitor, such as the Dual Pak on the CSD 611; and the importance of making accurate notes on the form.
3 The Weatherization Coordinator will continue to perform reviews on the Inspection form (CSD 611). He will also continue to initial the forms once the review is completed. We have had staff changes in this position partially due to these oversight errors.
4 Hire a Quality Assurance (QA) Specialist by May 2017 – the QA Specialist's main task will be to perform a final quality review on the files before submitting to Billing for invoicing. The QA Specialist will attend the basic weatherization, combustion appliance and duct/shell trainings provided by CSD. In addition, the QAS will shadow the Assessors and Inspectors to learn the process of completing the CSD 540-Assessment form, CSD 611-Agency Weatherization Inspection Report, CSD 708-Mechanical Ventilation Assessment form and the CSD 710-DOE Priority Checklist form.
5 Develop a quality review checklist

The quality review process will include the QA Specialist using the checklist, that identifies mandatory forms and documents that must be present in the client file. Once the home has been completed, which includes inspection, the client file will be submitted to the QA Specialist for review as follows:

- Using a checklist ensure mandatory forms and documents are present in the client file.
- Review all forms to ensure they are accurately completed and all necessary documents are included in the client file.
- If the file is complete and accurate, it will be submitted to the Billing Department for invoicing.
- If the file is incomplete, it will be returned to the Weatherization Coordinator for correction.
- After the file has been corrected, it will be returned to the QA Specialist for review and submission to the Billing Department.
- The QA Specialist will initial all files before forwarding to the Billing Department.

Finding 3: PROGRAM POLICIES AND PROCEDURES: Record Keeping Responsibilities: Wx and/or ECIP EHCS Specific Client File Requirements

Summary: CSD 710: DOE Priority Lists were missing from three (3) files and measures installed need to be verified that they correspond with the checklist.

Reference: 2015 DOE WAP 7.6

Action Required: The agency must provide supporting documentation to avoid disallowance of costs, and submit a Corrective Action Plan outlining the steps it will take to prevent recurrence of this issue. The plan should identify the procedures that will be adopted to ensure accuracy in reporting, and should include an implementation date.

Corrective Action Plan:
Attached are the three (3) CSD 710 forms that were not found in the client file. Although the forms were not in the file, the DOE Priority list was followed prior to measures being installed.

It is the Weatherization Coordinator's responsibility to review all Assessment forms and documents before measures are installed. This includes ensuring that the CSD 710 – DOE Priority Checklist form has been completed and is the file before measures are installed. The Weatherization Coordinator initials the file once the review is completed. We have had staff changes in this position partially due to these oversight errors.

To strengthen the Quality Assurance process for our files the program is hiring a QA Specialist – the QA Specialist's main task will be to perform a final quality review on the files before submitting to Billing for invoicing. The QA Specialist will attend the basic weatherization, combustion appliance and duct/shell trainings provided by CSD. In addition, the QA Specialist will shadow the Assessors and Inspectors to learn the process of completing the CSD 540-Assessment form, CSD 611-Agency Weatherization Inspection Report, CSD 708-Mechanical Ventilation Assessment form and the CSD 710-DOE Priority Checklist form.

The quality review process will include the QA Specialist using the checklist, that identifies mandatory forms and documents that must be present in the client file. Once the home has been completed, which includes inspection, the client file will be submitted to the QA Specialist for review as follows:

- Using a checklist ensure mandatory forms and documents are present in the client file.
- Review all forms to ensure they are accurately completed and all necessary documents are included in the client file.
- If the file is complete and accurate, it will be submitted to the Billing Department for invoicing.
- If the file is incomplete, it will be returned to the Weatherization Coordinator for correction.
- After the file has been corrected, it will be returned to the QA Specialist for review and submission to the Billing Department.
- The QA Specialist will initial all files before forwarding to the Billing Department.

Monitoring Report E-16-009

Finding 2: PROGRAM POLICIES AND PROCEDURES: Record Keeping Responsibilities: Wx and/or ECIP EHCS Specific Client File Requirements

	Client	Discrepancy	CAP of Kern's response
1.	Garcia, R.	Mechanical Ventilation on CSD 611, but not on agency install form	CAP of Kern did not invoice for Mechanical Ventilation for this client.
2.	Perla, M.	Cooling Source Replacement doesn't match with CSD 611 and other forms.	Client received dual pak and Inspectors checked both heating and cooling on CSD 611. On Agency Install form Heating Source Replacement was selected See attached invoice for this client showing that dual pak was installed.
3.	Moreno, R.	Duct Register Repair on CSD 611, but not on agency install form.	The Inspector indicated on the CSD 611 that the measure was assessed for but not installed since the measure was in place. CAP of Kern did not invoice for this measure.
4.	Velez, Z.	Dust Repair on agency install form, but not on CSD 611	The duct work was performed by in-house by Installers. See attached document. Inspector failed to include this measure in CSD 611.
5.	Sackett, K.	Replacement bulbs on agency install form and CAP 60, but not on CSD 611.	The Inspector failed to include the LED bulbs in the CSD 611. See attached document showing LED bulbs were installed in home.
6.	Abundis, R.	CSD 611 and CAP 60 billing printout do not match	Inspector failed to include the Kitchen Exhaust damper on CSD 611. Please see attached document showing measure was installed.

COMMUNITY ACTION PARTNERSHIP OF KERN
CHECK REQUEST FORM

COPY

5005 Business Park North Bakersfield, CA 93309-1651 (661) 336-5236 FAX (661) 325-2169

DATE OF REQUEST: 3/07/2016 CHECK AMOUNT: $ 9,841.25

DATE CHECK NEEDED _____ SAGE CODE: Please see below

REQUESTED BY:		VENDOR INFORMATION:	
NAME:	Terry Flores	Name on W-9:	Oasis Air Conditioning, Inc.
FUND:	122	DBA	
ACTIVITY:	040	ADDRESS	1000 E. Truxtun Ave.
FUNCTION:	131	CITY	Bakersfield STATE CA ZIP 93305
Supervisor/Manager Signature		NEW VENDOR:	YES ☐ NO ☒

ALL CHECKS WILL BE MAILED UNLESS OTHERWISE INDICATED

☐ Return to: _____ **W-9 Attached:** YES ☐ NO ☐

☐ Hold for Pickup

REASON FOR REQUEST: Invoice # S34223 Date:2/16/2016; Martha Perla 21 Beech St. Bakersfield

Rooftop; ductwork ; and Water Heater L15-689

P. O. Number (if used or overage on P.O.) _____

Employee Reimbursement ☐

Vendor does not accept P. O.'s ☐

Other (Explain): 6530-122-040-131-000-35-3-1= $ 2,930.00

7110-122-040-131-000-35-3-1= $6,791.25

7115-122-040-131-000-35-3-1= $ 120.00

SIGNATURE BELOW CERTIFIES THAT THE PROPOSED EXPENDITURE IS ALLOWABLE AND WITHIN CONTRACT LIMIT(S).

[signature] 3/8/16

MANAGER / ADMINISTRATOR (UP TO $15,000/$25,000) DATE

For Finance Division Use Only

DIVISION DIRECTOR (OVER $ 15,000/$25,000) DATE

DIRECTOR OF FINANCE (OVER $75,000) DATE

EXECUTIVE DIRECTOR (OVER $100,000) DATE

BOARD MEMBER (OVER $200,000) DATE

APK 6/2014

Oasis Air Conditioning Inc.
1000 E Truxtun Ave
Bakersfield, Ca 93305

(661) 322-2665
Fax (661) 322-6889
www.322cool.com

Invoice

Number	Date
S34223	02/16/16

BILL TO: #KCE021

COMMUNITY ACTION PARTNERSHIP/KERN
5005 BUSINESS PARK NORTH
BAKERSFIELD CA 93309

SERVICE PERFORMED AT:

21 BEECH ST
MARTHA PERLA
21 BEECH ST
BAKERSFIELD CA 93304

Site # : L15-689 L/Heap

Return this portion with payment Amount Paid: _____

Work Order Date	Call Slip Number	P.O. Number	Salesman	Terms	Contract #	Batch #
02/04/16	114978			30		

DESCRIPTION

BRAND [MODEL # / SERIAL #] SERVING AREA
RHEEM RGEA14042AJT08X / F311501257 RFTP
STATE GS640BCUTG400 / 1543J011146 40G HWH

REMOVED WATER HEATER AND INSTALLED NEW. UPGRADED GAS WATER LINE AND FLUE 100%. PERMIT FROM CITY OF BKFD.
REMOVED ROOFTOP HVAC SYSTEM AND INSTALLED NEW. UPGRADED GAS, ELECTRICAL AND THERMOSTAT WIRE. ALL UP TO CODE. HERs TESTED AND INSPECTED BY CITY OF BAKERSFIELD.
INSTALLERS: VICENTE/MIKE G
CHARGES:

RFTP AC	DUCTWORK	WATER HEATER
PARTS $4150.00	PARTS $1100.00	PARTS $900.00
TAX $311.25	TAX $82.50	TAX $67.50
LABOR $1000.00	LABOR $1000.00	LABOR $750.00
PERMIT $60.00	----------	PERMIT $60.00
DUCT TEST $180	TOTAL $2182.50	----------
CRANE $180.00		TOTAL $1777.50

TOTAL $5881.25		

AS AGREED 9841.25

TOTAL $ 9,841.25

Thank you for your business!

received 2/29/16

State of California
DEPARTMENT OF COMMUNITY SERVICES AND DEVELOPMENT
CSD 706 (Rev. 03/02/12)

Duct Test Data Sheet

© RHA, Inc.

Agency/Contractor: Community Action Partnership of Kern
Address: 300 19th Street Bakersfield Ca 93301

Customer: Last Name: Velez | First Name, Inc.: Zulma | Telephone Number: (661) 431 - 9331

Customer: Street Address: 3419 Anderson ST | Unit # | City: Bakersfield | ZIP Code: 93307

ESP (Economic Stop Parameters, Appendix E) and FAU System Airflow (Appendix F, Part 6) ▶ Test Not Feasible/Refused—explain in "Comments" line.

Crew Persons: [2] • Duct ESP = 1-Hr: 53 CFM25, 1/2-Hr: 26.5 CFM25 • System Airflow = 1400 CFM

CEC Climate Zone: 13 • Duct Sealing is: [X] CSD [ ] T-24 • Duct Tester Location: [X] Return Grille [ ] FAU/Air Handler Inlet

[X] CSD Job—Start & Stop CFM25 • [X] Total Leakage (with Duct Tester), [ ] Leakage to Outside (with Duct Tester & Blower Door)

START = (Airflow x 0.14) + 1/2-Hr ESP = 249 CFM25 • STOP = TARGET (Airflow x 0.14) = 196 CFM25 or ESP = 53 CFM25

[ ] T-24 Job—Start & Stop CFM25 • [ ] Total Leakage (with Duct Tester), [ ] Leakage to Outside (with Duct Tester & Blower Door)

START = (Airflow x 0.15) = _____ CFM25 • STOP = (Airflow x 0.14) = _____ CFM25 or >60% Reduction = Below: _____ CFM25

DP Pa	CRP Factor	DP Pa	CRP Factor
24	1.02	16	1.31
23	1.05	15	1.36
22	1.08	14	1.42
21	1.11	13	1.48
20	1.14	12	1.55
19	1.18	11	1.64
18	1.22	10	1.73
17	1.26	9	1.85

CRP = Can't Reach Pressure* DP = Duct Pressure Achieved

PRE-Wx Tests Date: 1/11/16
[X] Calm, [ ] Windy: _____ mph

Duct Pre-Test: Initial Duct Leakage (A): 810 CFM25 • Flow Ring: 0 1 (2) 3 • Time Avg: 1 Sec.
[ ] "Can't Reach Pressure": Max Reached: _____ Pa (CRP Factor*: _____) ▶Reason:

POST-Wx Tests Date: 1/11/16
[X] Calm, [ ] Windy: _____ mph

Duct Post-Test: Final Duct Leakage (B): 801 CFM25 • Flow Ring: 0 1 (2) 3 • Time Avg: 1 Sec.
[ ] "Can't Reach Pressure": Max Reached: 9 Pa (CRP Factor*: _____) ▶Reason:

Leakage: Initial Leakage (A): 810 CFM25 • **Final** Leakage (B): 801 CFM25 • ESP Reached? (Y) N • **Target** Reached? Y (N) ▶If NO, Reason:
(A – B) = **Total Reduction (C)** 9 CFM25 • (C ÷ A) x 100 = **% Reduction (D)**: 1.1 % | No other Leakage found

Duct Sealing Date: 1/11/16 • # Crew Persons: [2] • Duct Types ▶ FLEXIBLE: [X] Plastic [X] Metal • RIGID: [X] Metal [ ] Fiberglass [ ] Building Cavity [ ] Wooden Platform

Hazardous Materials: [X] Not present or Present at: [ ] Supply, [ ] Return • Comments: Pretest of groundwork, assessor doesn't have Duct Blaster

1st Work: Sealed Around Supply/Return on Roof, Sealed @ Supply And Return in Attic and Connections @ Unit And Around Covers @ Unit

Pre CFM25: 810 – Post CFM25: 801 = Reduction CFM25: 9 • Clock Hrs: [2] • ESP reached? Y N • Target reached? Y N

2nd Work: _____

Pre CFM25: _____ – Post CFM25: _____ = Reduction CFM25: _____ • Clock Hrs: [ ] • ESP reached? Y N • Target reached? Y N

3rd Work: _____

Pre CFM25: _____ – Post CFM25: _____ = Reduction CFM25: _____ • Clock Hrs: [ ] • ESP reached? Y N • Target reached? Y N

Last Name and First Initial of each Crew Member Conducting Test

[ ] Anderson [X]
[ ] Barrigan [X]

*DG-700 automatically computes CRP—so CRP Factor is not used with DG-700.

Crew Leader's Signature: x _____ Completion Date: 1/11/16

Zulma Velez

Assessor's Proposed Improvements	Work Crew Improvements
Water Heater Blanket: ☒ Needed MIP REF MLR MCBI:_____	Water Heater Blanket: ☐ Yes MIP (MNN) REF MLR MCBI:_____ ✓ Comments: HWH is R-16
Water Heater Pipewrap: ☐ Needed MIP MNN REF MLR (MCBI) No Clearance. Comments:	Water Heater Pipewrap: ☐ Yes MIP MNN REF MLR (MCBI) No clearance Comments:
Stove Exhaust Vent: ☐ Repair ☐ Replacement Size:_____ (MIP) MNN REF MLR MCBI:_____ Comments:	Stove Exhaust Vent: ☐ Repair ☐ Replacement Size:_____ (MIP) MNN REF MLR MCBI:_____ Comments: Recirculating

INFILTRATION MEASURES/CATASTROPHIC LEAKS

Glass: ☐ Single-Pane ☐ Dual-Pane ☐ Glass Co. Needed ☐ Catastrophic ☐ Infiltration MIP (MNN) REF MLR MCBI:_____ Comments: _____X_____ _____X_____ _____X_____ _____X_____ _____X_____ _____X_____ ☐ Sliding Glass Door ☐ Single-Pane ☐ Dual-Pane	Glass: ☐ Single-Pane ☐ Dual-Pane ☐ Glass Co. Needed ☐ Catastrophic ☐ Infiltration (MIP) MNN REF MLR MCBI:_____ Comments: _____X_____ _____X_____ _____X_____ _____X_____ _____X_____ _____X_____ ☐ Sliding Glass Door ☐ Single-Pane ☐ Dual-Pane
Windows: ☐ Glass Co. Needed ☐ Catastrophic ☐ Infiltration MIP (MNN) REF MLR MCBI:_____ Comments: _____X_____ _____X_____ _____X_____ _____X_____ _____X_____ _____X_____ ☐ Sliding Glass Door ☐ Single-Pane ☐ Dual-Pane	Windows: ☐ Glass Co. Needed ☐ Catastrophic ☐ Infiltration (MIP) MNN REF MLR MCBI:_____ Comments: _____X_____ _____X_____ _____X_____ _____X_____ _____X_____ _____X_____ ☐ Sliding Glass Door ☐ Single-Pane ☐ Dual-Pane
Doors: Size: _____X_____X_____ Qty:_____ _____X_____X_____ Qty:_____ MIP (MNN) REF MLR MCBI:_____ Comments: ☐ Catastrophic ☐ Infiltration	Doors: Size: _____X_____X_____ Qty:_____ _____X_____X_____ Qty:_____ (MIP) MNN REF MLR MCBI:_____ Comments: ☐ Catastrophic ☐ Infiltration
Cover Plate Gaskets: ☒ Needed MIP MNN REF MLR MCBI:_____ Comments: 14	Cover Plate Gaskets: ☐ Yes (MIP) MNN REF MLR MCBI:_____ Comments:
Switch/Outlet Cover Plates: ☐ Needed MIP (MNN) REF MLR MCBI:_____ Comments:	Switch/Outlet Cover Plates: ☐ Yes MIP (MNN) REF MLR MCBI:_____ Comments:
Drywall Patching: ☐ Needed MIP (MNN) REF MLR MCBI:_____ Comments:	Drywall Patching: ☐ Yes MIP (MNN) REF MLR MCBI:_____ Comments:
Duct Repair: ☐ Needed MIP MNN REF MLR MCBI:_____ Comments: Please test @ groundwork	Duct Repair: ☒ Yes (MIP) MNN REF MLR MCBI:_____ Comments:
Duct Sealing: ☐ Needed MIP MNN REF MLR MCBI:_____ Comments: Please test @ groundwork	Duct Sealing: ☒ Yes MIP MNN REF MLR MCBI:_____ ✓ Comments: for Duct tape @ Plenum and ductwork
Caulking: ☐ Needed MIP (MNN) REF MLR MCBI:_____ Comments:	Caulking: ☐ Yes MIP (MNN) REF MLR MCBI:_____ Comments:
Rigid Weather-stripping: ☐ Needed (MNN) REF MLR MCBI:_____ Comments:	Rigid Weather-stripping: ☐ Yes (MIP) MNN REF MLR MCBI:_____ Comments:

Legend: MIP=Measure in Place,MNN=Measure Not Needed,REF=Refused,MLR=Maximum Level Reached,MCBI=Measure cannot be Installed

...NT OF COMMUNITY SERVICES AND DEVELOPMENT
...0/22/15)

CSD DWELLING ASSESSMENT FORM

Section 1: Client/Dwelling Information

Client Name: Kenneth L. Sackett	Client Is: ☐ Owner ☒ Renter	Job Number: L16-150
Address: 830 Almond Ct. #104		
City: Wasco CA.		Zip: 93280
Phone1: (661) 758-2257 ☐ Home ☐ Work ☐ Cell	Phone2: ( )	☐ Home ☐ Work ☐ Cell
Email:		

Sq Ft:	# Stories: 3	Year Home Built: 2007 Documentation Required! See Section 16
Does Dwelling Have More Than One FAU? Y (N)	HPO #:	HUD Unit? Y (N)
		CEC Climate Zone: 1 2 3 4 5 6 7 8 9 10 11 12 (13) 14 15 16

Dwelling Type: ☐ SFD • ☐ Mobile • ☐ MUD (2-4 units) • ☒ MUD (5 or more units) • ☐ Unoccupied MUD • ☐ Shelter [#_____Units #_____Residents]

Heating Type: ☐ Exterior Wall Direct Vent • ☒ Forced Air Unit (FAU) • ☐ Floor Furnace • ☐ Interior Wall Furnace • ☐ Package Unit • ☐ Wood Fueled Appliance • ☐ No Primary Heating • ☐ Other:

Heat Fuel: ☒ Natural Gas • ☐ Propane (LP-Gas) • ☐ Electric • ☐ Wood • ☐ Fuel Oil • ☐ Kerosene • ☐ None • ☐ Fuel Change Req'd ☐ Other:

Cooling Type: ☒ Central AC • ☐ Wall AC • ☐ Window A/C • ☐ Evap Cooler Roof • ☐ Evap Cooler Wall • ☐ Evap Cooler Window • ☐ Fans • ☐ None • ☐ Other:

Cooking Type: ☒ Range • ☐ Cooktop • ☐ None • ☐ Other: **Cooking Fuel:** ☒ Electric • ☐ Natural Gas • ☐ Propane • ☐ Wood • ☐ Fuel Oil • ☐ Kerosene • ☐ None • ☐ Other

Water Heater Type: ☒ Conventional Storage • ☐ Instant-On Demand • ☐ Heat Pump • ☐ Ground Source Heat Pump • ☐ Integrated • ☐ Solar • ☐ None • ☐ Other:

Water Heater Fuel: ☐ Electric • ☒ Natural Gas • ☐ Propane • ☐ Wood • ☐ Fuel Oil • ☐ Kerosene • ☐ None • ☐ Other

Assessor / Auditor Printed Name:	1. Horacio Romero	Signature:		Date:	4-18-16
Time In:	9:00	Time Out:	11:00		
Assessor / Auditor Printed Name:	2.	Signature:		Date:	
Time In:		Time Out:			

Section 2: Diagnostic Tests & Lead-Safe Weatherization Requirements

Lead Renovator Req'd?	Pre-1978 home? Y (N)	Is home "Certified Lead Free? Y (N)	Is Lead-safe Wx req'd? Y (N)						
CAS:	Test Required? (Y) N	Pre-Test: N/A ☐	Pass ☐	Fail ☐	Post-Test: N/A ☐	Pass ☐	Fail ☐		
Blower Door:	Test Required? Y (N)	Pre-Test: N/A ☐	Pass ☐	Fail ☐	Post-Test: N/A ☐	Pass ☐	Fail ☐		
Duct Leakage:	Test Required? Y (N)	Pre-Test: N/A ☐	Pass ☐	Fail ☐	Post-Test: N/A ☐	Pass ☐	Fail ☐		
Energy Audit:	Audit Required? Y (N)	Priority List: DOE Priority List Used? Y	N						
...ditional Forms Attached:	CASIF ☐	Blower Door ☐	Duct Leakage ☐	Other ☐					

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K. Sackett

CSD DWELLING ASSESSMENT FORM

...ction 12: Infiltration Reduction—Shell Sealing, Continued

Walls	Y (N)	# Patches: _____	
Floors	Y (N)	# Patches: _____	
Damper	Y (N)	☐ Range hood, size: ☐ Fireplace, size:	
Other Weatherstripping		**Qty Needed**	**Size / Type**
Attic	Y (N)		
Crawlspace	Y (N)		
Appliance Door	Y (N)		
Other _____	Y (N)		

Notes on Infiltration Reduction – Shell Sealing:

Section 13: Mechanical Ventilation

Existing? Y (N)	_____Measured CFM	Type/Location:	Duct ok? Y N
Feasible? Y (N)	Reason		
Required? Y (N)	_____Required CFM	Type/Location:	Duct Material:

Notes on Mechanical Ventilation:

Section 14: Electric Baseload Measures

Measure	Qty Needed	Description / Location / Comments
Ceiling Fan	# 1	#1: at: 1-INSTALLED Model: _____ Size: _____ ☐ Light Kit #2: at: _____ Model: _____ Size: _____ ☐ Light Kit
CFL Replacement Bulbs	# 6	# ____ Cluster Lighting, # ____ Others Sizes: Locations: ~~9-23W-INSTALLED~~
Fluorescent Torchiere Lamp	# 0	# Removed: ____ at:
Hard-Wired CF Fixture	# 0	#1: at: _____ Model: _____ ☐ Dry ☐ Damp ☐ Wet #2: at: _____ Model: _____ ☐ Dry ☐ Damp ☐ Wet
LED Night-Light	# 4	Location: 3 INSTALLED
LED Replacement Bulbs	# 0	10 INSTALLED # ____ Cluster Lighting, # ____ Others, at: 9W. INSTALLED
Microwave Oven	# 1	Ground OK? (Y) N • GFCI Needed? Y (N) • Extension Cord? Y (N)
Occupancy Sensor	# 0	Location:
Power Strip, Tier 2 Advanced	# 2	Location: office / Living Room
...ater Heater Timer (Electric)	# 0	

1 MICROWAVE W# MCD1311W
S# - DJ15900512

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CUSTOMER ASSESSMENT/WORK ORDER FORM

Name: Demigia R. Abundis Tracking # L15.693

ss: 3525 Ridgemont St Landlord/Manager Name (if applicable)

Code: 9 3 3 1 3 Telephone:

Dwelling Type: Pre 1979 ☐ Yes ☒ No HUD-Funded ☐ Yes ☒ No Number of Units: 1

Tenancy Status: ☒ Owner Occupied ☐ Rented ☐ Temporary/Group Shelter ☐ Residential Hotel ☐ Emergency Housing ☐ Farmworker Housing ☐ LIC Comm. Care Facility ☐ Vacant

Number of Occupants in Home: 3

Building Structure Type: ☐ Mobile Home ☒ Single Story ☐ Multi Story ☐ Wood ☐ Brick ☒ Stucco

Appliance Type: All Electric ☐ Yes ☒ No

Assessor

Cooking: Energy: ☒ Gas ☐ Electric ☐ Propane ☐ Wood Other:

Operational Status: ☒ Operational ☐ Non Operational ☐ In Crisis ☐ Not Available

Heater: ☐ Wall Furnace ☐ Forced Air Unit ☒ Package Unit ☐ Floor ☐ None Other

Energy: ☒ Gas ☐ Electric ☐ Propane ☐ Wood ☐ Other:

Operational Status: ☒ Operational ☐ Non Operational ☐ In Crisis ☐ Not Available

Cooling: Air Conditioning: ☒ Central ☐ Wall ☐ Window ☐ None

Evaporative Cooler: ☐ Rooftop ☐ Wall ☐ Window ☒ None

Operational Status: ☒ Operational ☐ Non Operational ☐ In Crisis ☐ Not Available

Water Heater: Energy: ☒ Gas ☐ Electric ☐ Propane ☐ Wood ☐ Other:

Operational Status: ☐ Operational ☐ Non Operational ☒ In Crisis ☐ Not Available

Assessor: Henry Degarmond Assessment Completion Date: 12-11-15

Assessor's Proposed Improvements

Work Crew Improvements

GAS APPLIANCE REPAIR/REPLACEMENT

Main Heating System: ☐ Repair ☐ Replacement

MIP MNN REF MLR MCBI:

Comments:

Main Heating System: ☐ Repair ☐ Replacement

Filter Replaced: ☒ Yes Size 14 x 25

MIP MNN REF MLR MCBI:

Comments:

Thermostat: ☐ Manual ☒ Programmable

MIP MNN REF MLR MCBI:

Comments:

Thermostat: ☐ Manual ☐ Programmable Non Programmable

MIP MNN REF MLR MCBI:

Comments: did not have lithium batteries. during ground work.

Main Cooling System: ☐ Repair ☐ Replacement

MIP MNN REF MLR MCBI:

Comments:

Main Cooling System: ☐ Repair ☐ Replacement

MIP MNN REF MLR MCBI:

Comments:

Gas Range/Cooktop: ☐ Repair ☐ Replacement

Size:

MIP MNN REF MLR MCBI:

Comments:

Gas Range/Cooktop: ☐ Repair ☐ Replacement

Size:

MIP MNN REF MLR MCBI:

Comments:

Gas Water Heater: ☒ Repair ☐ Replacement

MIP MNN REF MLR MCBI:

Comments: HWH Backdrafting

Gas Water Heater: ☐ Repair ☐ Replacement

MIP MNN REF MLR MCBI:

Comments: Heat Leaking? Still Spilling

Electric Water Heater: ☐ Repair ☐ Replacement

MIP MNN REF MLR MCBI:

Comments:

Electric Water Heater: ☐ Repair ☐ Replacement

MIP MNN REF MLR MCBI:

Comments:

Legend: MIP=Measure In Place,MNN=Measure Not Needed,REF=Refused,MLR=Maximum Level Reached,MCBI=Measure cannot be Installed

R. Abendis

...or's Proposed Improvements	Work Crew Improvements
...ket: ☒ Needed ...REF MLR MCBI: 1	Water Heater Blanket: ☐ Yes MIP MNN REF MLR MCBI: Comments: ~~HWH Leaking~~? New HWH Present
...eater Pipewrap: ☒ Needed ... MNN REF MLR MCBI: ...mments: 1	Water Heater Pipewrap: ☐ Yes MIP MNN REF MLR MCBI: No clearance Comments:
Stove Exhaust Vent: ☒ Repair ☐ Replacement Size: MIP MNN REF MLR MCBI: Comments: 7" Damper	Stove Exhaust Vent: ☒ Repair ☐ Replacement Size: 7" damper installed. MIP MNN REF MLR MCBI: ~~NIM unit~~ Comments: 4ft of metal tape, and white caulk around vent pipe.

INFILTRATION MEASURES/CATASTROPHIC LEAKS

Glass: ☐ Single-Pane ☐ Dual-Pane ☐ Glass Co. Needed ☐ Catastrophic ☐ Infiltration MIP MNN REF MLR MCBI: Comments: X X X X X X ☐ Sliding Glass Door ☐ Single-Pane ☐ Dual-Pane	Glass: ☐ Single-Pane ☐ Dual-Pane ☐ Glass Co. Needed ☐ Catastrophic ☐ Infiltration MIP MNN REF MLR MCBI: Comments: X X X X X X ☐ Sliding Glass Door ☐ Single-Pane ☐ Dual-Pane
Windows: ☐ Glass Co. Needed ☐ Catastrophic ☐ Infiltration MIP MNN REF MLR MCBI: Comments: X X X X X X ☐ Sliding Glass Door ☐ Single-Pane ☐ Dual-Pane	Windows: ☐ Glass Co. Needed ☐ Catastrophic ☐ Infiltration MIP MNN REF MLR MCBI: Comments: X X X X X X ☐ Sliding Glass Door ☐ Single-Pane ☐ Dual-Pane
Doors: Size: X X Qty: X X Qty: MIP MNN REF MLR MCBI: Comments: ☐ Catastrophic ☐ Infiltration	Doors: Size: X X Qty: X X Qty: MIP MNN REF MLR MCBI: Comments: ☐ Catastrophic ☐ Infiltration
Cover Plate Gaskets: ☒ Needed MIP MNN REF MLR MCBI: Comments: 15	Cover Plate Gaskets: ☐ Yes MIP MNN REF MLR MCBI: ~~NIM unit~~ Comments: 5 gaskets installed, others are in place
Switch/Outlet Cover Plates: ☒ Needed MIP MNN REF MLR MCBI: Comments: 1	Switch/Outlet Cover Plates: ☐ Yes MIP MNN REF MLR MCBI: ~~NIM unit~~ Comments: 1 Single outlet cover behind refrigerator
Drywall Patching: ☐ Needed MIP MNN REF MLR MCBI: Comments:	Drywall Patching: ☐ Yes MIP MNN REF MLR MCBI: Comments:
Duct Repair: ☐ Needed MIP MNN REF MLR MCBI: Comments:	Duct Repair: ☐ Yes MIP MNN REF MLR MCBI: Comments:
Duct Sealing: ☐ Needed MIP MNN REF MLR MCBI: Comments:	Duct Sealing: ☐ Yes MIP MNN REF MLR MCBI: Comments:
Caulking: ☐ Needed MIP MNN REF MLR MCBI: Comments:	Caulking: ☒ Yes MIP MNN REF MLR MCBI: Comments: white caulk around plumbing penetrations, around stove vent, and garage threshold.
Rigid Weather-stripping: ☐ Needed MIP MNN REF MLR MCBI: Comments:	Rigid Weather-stripping: ☒ Yes MIP MNN REF MLR MCBI: Comments: 2 Kerf weatherstrip kits.

Legend: MIP=Measure in Place,MNN=Measure Not Needed,REF=Refused,MLR=Maximum Level Reached,MCBI=Measure cannot be Installed

Assessor's Proposed Improvements	Work Crew Improvements
combustion air for this appliance: _____ vents will be installed at: _____ Clients Initials: _____	☐ To obtain combustion air for this appliance: _____ vents will be installed at: _____ Clients Initials: _____
☐ Gas leak is present in this location: _____ and it is understood caution is required until leak is repaired. Clients Initials: _____	☐ Gas leak is present in this location: _____ and it is understood caution is required until leak is repaired. Clients Initials: _____
☐ Because furnace flue pipe is close to evap. cooler vent cover(s) must be in place during heating season. Clients Initials: _____	☐ Because furnace flue pipe is close to evap. cooler vent cover(s) must be in place during heating season. Clients Initials: _____
☐ Fireplace damper must be open for gas log. Clients Initials: _____	☐ Fireplace damper must be open for gas log. Clients Initials: _____

MHR DESCRIPTION

Detailed description of minor home repair wok done:

1 Single outlet cover installed behind the refrigerator. A 7" damper was installed inside of the Stove exhaust vent.

Printed Name of Crew Member: Taylor, Flores

Signature of Crew Member: [signature] 3-17-16

Client Assurance:
Signature: [signature]
I agree that the work described above has been performed satisfactorily and that the premises were left clean. 3-17-16

Quality Assurance:
Signature: [signature] Date: 3-25-16
The above materials have been installed according to the contract/installation standards.

Contractor Certification:
Signature: _____ Date: _____
I hereby certify that the above information is true. All proper documentation supporting this claim is on file available for audit.

R. Abundis

Legend: MIP=Measure In Place,MNN=Measure Not Needed,REF=Refused,MLR=Maximum Level Reached,MCBI=Measure cannot be Installed

Department of Community Services and Development
CSD 710-13 (Rev. 12/11/12)

CLIMATE ZONE	13
BLDG TYPE	SFD POST-1950 WITH A/C

DOE PRIORITY LIST CHECKLIST

CLIENT INFORMATION			
CLIENT	Rolando A. Garcia	JOB #	DOE-007
ADDRESS	8408 Verona Dr.		
CITY/STATE	Bakersfield	ZIP	93313
AUDIT CONDUCTED? (Circle one (If yes, skip to Signature))		Yes	No

MEASURE INSTALLED IN SIR ORDER	SIR	FEASIBLE	NON-FEASIBILITY JUSTIFICATION: ALREADY PRESENT	NON-FEASIBILITY JUSTIFICATION: OTHER	NON-FEASIBILITY JUSTIFICATION: EXPLANATION (OTHER)
PROGRAMMABLE THERMOSTAT	10.2		✓		
CEILING INSULATION (When R-0, increase to min. R-30; Max. R-38)	6.2		✓		
WALL INSULATION (R-11 TO R-13, based on type)	5.3		✓		
CEILING INSULATION (When R-12 to R-19, increase to min. R-30; Max. R-38)	1.3		✓		
CEILING INSULATION (When R-1 to R-11, increase to min. R-30; Max. R-38)	1.2		✓		

ASSESSOR SIGNATURE	
ASSESSOR NAME (PRINT)	Ruben Minor
ASSESSMENT DATE	4/1/2016

Feasible measures must be installed in SIR order.

Department of Community Services and Development
CSD 710-13 (Rev. 12/11/12)

CLIMATE ZONE	13
BLDG TYPE	SFD POST-1950 WITH A/C

DOE PRIORITY LIST CHECKLIST

CLIENT INFORMATION			
CLIENT	Rosa Malagon De Moreno	JOB #	DOE-005
ADDRESS	926 Walnut Dr.		
CITY/STATE	Arvin	ZIP	93203
AUDIT CONDUCTED? Circle One (If yes, skip to next row)		Yes	No

MEASURE INSTALLED IN SIR ORDER	SIR	FEASIBLE	ALREADY PRESENT	NON-FEASIBILITY JUSTIFICATION: OTHER	EXPLANATION (OTHER)
PROGRAMMABLE THERMOSTAT	10.2		✓		
CEILING INSULATION (When R-0, increase to min. R-30; Max. R-38)	6.2		✓		
WALL INSULATION (R-11 TO R-13, based on type)	5.3		✓		
CEILING INSULATION (When R-12 to R-19, increase to min. R-30; Max. R-38)	1.3		✓		
CEILING INSULATION (When R-1 to R-11, increase to min. R-30; Max. R-38)	1.2		✓		

ASSESSOR SIGNATURE	
ASSESSOR NAME (PRINT)	Ruben Minor
ASSESSMENT DATE	1/13/2016

Feasible measures must be installed in SIR order.

Department of Community Services and Development
CSD 710-13 (Rev. 12/11/12)

CLIMATE ZONE	13
BLDG TYPE	SFD POST-1950 WITH A/C

DOE PRIORITY LIST CHECKLIST

CLIENT INFORMATION			
CLIENT	Zulma E. Velez	JOB #	DOE-003
ADDRESS	3418 Anderson St.		
CITY/STATE	Bakersfield	ZIP	93307
AUDIT CONDUCTED? Circle One (If yes, skip to signature)		Yes	No

MEASURE INSTALLED IN SIR ORDER	SIR	FEASIBLE	ALREADY PRESENT	OTHER	NON-FEASIBILITY JUSTIFICATION EXPLANATION (OTHER)
PROGRAMMABLE THERMOSTAT	10.2		✓		
CEILING INSULATION (When R-0, increase to min. R-30; Max. R-38)	6.2		✓		
WALL INSULATION (R-11 TO R-13, based on type)	5.3		✓		
CEILING INSULATION (When R-12 to R-19, increase to min. R-30; Max. R-38)	1.3		✓		
CEILING INSULATION (When R-1 to R-11, increase to min. R-30; Max. R-38)	1.2		✓		

ASSESSOR SIGNATURE	
ASSESSOR NAME (PRINT)	Graciela Araujo
ASSESSMENT DATE	12/30/2015

Feasible measures must be installed in SIR order.

State of California-Health and Human Services Agency
DEPARTMENT OF COMMUNITY SERVICES AND DEVELOPMENT
2389 Gateway Oaks Drive, Suite 100, Sacramento, CA 95833
Telephone: (916) 576-7109 | Fax: (916) 263-1406
www.csd.ca.gov

LINNÉ K. STOUT
DIRECTOR

EDMUND G. BROWN JR.
GOVERNOR

Chris
Romala.
Audit Committee.

March 3, 2017

Jeremy Tobias, Executive Director
Community Action Partnership of Kern County
5005 Business Park North
Bakersfield, CA 93309

Dear Mr. Tobias:

Thank you for your response to the Findings #1- 3 detailed in Monitoring Report E-16-009. Your agency's response submitted on February 21, 2017, does sufficiently address the Findings. Based on the review of your information, Field Operations Unit considers the Findings closed. However, your response and backup documentation is subject to a final review by CSD's Field Operations Unit during the next site visit.

Please refer to the report number, referenced above, in any future communication regarding this report. Please contact me at (916) 576-4356 or via email at Darrell.Scheidegger@csd.ca.gov if you have questions or concerns regarding this letter.

Thank you for your dedication and commitment to serve low-income individuals and families in our community. I look forward to working in partnership with you to develop innovative and effective programs as well as strengthen our capacity to improve the lives of those living in poverty and ultimately reduce poverty in California.

Sincerely,

DARRELL SCHEIDEGGER
Field Representative

cc: James Camp, Board Chair

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COMMUNITY ACTION PARTNERSHIP *of* KERN
BOARD OF DIRECTORS
PROGRAM REVIEW & EVALUATION COMMITTEE MEETING
April 12, 2017
12:00 p.m.

MEETING MINUTES

1. **Call to Order**

   Fred Plan called the meeting to order at 12:02 pm at the Community Action Partnership of Kern administrative building, 5005 Business Park North, Bakersfield, CA.

2. **Roll Call**

   Roll Call was taken with a quorum present.

   Present: Fred Plane, Marian Panos, Lorena Fernandez

   Absent: None

   Others present: Michele Nowell, Director of Human Resources; Carmen Segovia, Director of Health & Nutrition Services; Ralph Martinez, Director of Community Development; other CAPK staff.

3. **Approval of Agenda**

   Ralph Martinez requested the addition of an item under 'old business.' He stated that Michele Nowell would address a question asked by Board Member Lorena Fernandez, regarding employee leave of absence, at the March 15th PRE committee meeting.

   Ralph stated the new Performance Standards required us to document and address the questions asked by Low-Income Representatives on the Board to ensure they have an equal voice.

   Fred Plane stated that 'Old Business' item would be addressed after New Business was concluded.

   Motion was made and seconded to approve the Program Review and Evaluation meeting agenda as revised for April 12, 2017. Carried by unanimous vote. (Panos/Fernandez)

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

   No one addressed the Committee.

5. **Program Presentations**

a. 2-1-1 Kern County – Esperanza Contreras, Program Manager
Esperanza provided an overview of 2-1-1 Kern County with emphasis on the community, health and human services, and disaster support the program provides to callers 24 hours a week, 365 days a year. The program is presently staffed by 16 individuals, many of whom work from their homes, which allows 2-1-1 Kern County to answer calls 24/7. 2-1-1 Kern County can also be accessed through an online database. 2-1-1 Kern County has answered over 19,000 calls this year alone and provided over 7,670 referrals. In addition, the newly relaunched website has received over 8,430 visits this year to date.

Esperanza stated that 2-1-1 Kern County is regularly on the calendar to present at new employee orientations for DHS.

Marian Panos asked if they presented to social workers specifically at DHS. Esperanza stated that they present 2-1-1 information to all DHS staff.

6. **New Business**

a. March 2017 Program and Division Reports – Ralph Martinez, Director of Community Development – ***Action Item***
- Volunteer Income Tax Assistance
- 2-1-1 Kern County
- East Kern Family Resource Center
- Shafter Youth Center
- Friendship House Community Center
- Food Bank
- Women, Infants and Children
- Migrant Childcare Alternative Payment
- Central Kitchen
- Human Resources
- Operations
- Community Development – Grants & Research

Ralph stated that he was seeking clarification on the presentation of program and division reports, since at the time the new format was implemented, he had provided the board with a recap of each division, its function, accomplishments, etc. He then asked the board if he should continue to offer a recap of each division or merely provide the highlights.

Fred Plane stated that he was fine with highlights, unless one of the other board members had an objection.

Ralph provided a summary of program achievements and activities. VITA took 1,500 appointments last month alone and were only taking walk-in clients as of 4/11/17. The McFarland and Wasco sites were now closed.

Shafter Youth Center is partnering with the United Farm Workers Foundation to bring client education to the community in regards to immigration and legal status. They are also hosting a Community Information Night on April 25th, 2017 and a workshop day to complete paperwork on June 3rd, 2017.

The Food Bank secured a warehouse at 2250 Belle Terrace for the Senior Food Program for low-income senior residents over 60 years of age. This year Stuff the Bus exceeded last year's numbers by 300 lbs of non-perishable food and double the cash donations. Carmen Segovia introduced the new Food Bank Manager, Jaime Orona.

Marian Panos asked how often they deliver the food boxes for the seniors. Carmen Segovia answered that food boxes were distributed once a month however they did not deliver the boxes. The boxes were distributed at a number of sites, mostly at senior housing centers. It is a countywide program, making the logistics challenging.

Motion was made and seconded to approve the March 2017 Program and Division Reports. Carried by unanimous vote. (Panos/Fernandez)

b. Application Status Report and Funding Requests – Ralph Martinez, Director of Community Development – ***Action Item***
    - Funding Request to Kern Family Health Care for Food Bank

Ralph stated that there were two awards: $5,000 from the United Way to support the Food Bank and $2,500 from Tri Counties Bank in support of the VITA program. There were no declines for the month. He also presented a funding request to apply for funds from Kern Family Health Care to support the Senior Food Program at the Food Bank.

Motion was made and seconded to approve the Application Status Report and Funding Request. Carried by unanimous vote. (Fernandez/Panos)

c. Head Start / State Child Development December and January Enrollment Update and Meals Report– Jerry Meade, Program, Design and Management Administrator – ***Action Item***

Jerry Meade stated that we had met full enrollment for March for Head Start Kern County, Early Head Start Kern County and the Early Head Start Partnership. Early Head Start San Joaquin County is still working on becoming fully operational. For Children with Disabilities they met 3 out of 4 goals, the only one falling short = the Early Head Start Partnership. Jerry stated that while they fully encourage the enrollment of disabled children they will never reach the 10% goal because it isn't their program and they intend to ask the region for a waiver. Over Income rate was below 10% for all programs; however they were at 9% for Early Head Start Partnership due to their efforts to meet enrollment for that program.

Marian Panos asked if there was a cap on Over Income rates. Jerry replied that they do not exceed10%, so the 9% figure in the Early Head Start Partnership is already higher than they would like.

Jerry briefly discussed the CLASS Review Observation Results stating that they had performed exceedingly well earning exceptional scores in all categories. Jerry stated that they had 4 centers with 100% attendance and that Lodi UCC had received their licenses and that the facility would become fully operational in April.

Marian asked is Early Head Start San Joaquin Lodi UCC is part day or full day and Jerry replied that they were Early Head Start so they ran 6 hours a day.

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

d. March 2017 Outreach & Advocacy Report – Louis Medina, Outreach and Advocacy Manager – ***Info Item***

Louis Medina presented highlights from the month of March, such as the Coffee with the Congressmen Event with Congressman David Valadao; Read Across America; and Stuff the Bus. Louis stated that CAPK was working with Friends of the Kern County Fair to set up Food Bank donation receptacles during bingo sessions every Tuesday of the month at 5pm. Players could donate 2 or more canned goods in exchange for a free game.

Marian asked if we knew the dates of these bingos and Jaime Orona stated that he would check and report back.

Louis invited committee members to attend several upcoming events including: Kiwanis One Day Event at Friendship House on April 1, 2017; GET Bus Resource Fair Downtown on April 14th, 2017; and CAPK's Humanitarian Awards Banquet on May 18, 2017.

Old Business

Michele Nowell addressed question by Lorena Fernandez regarding to employee leave of absence. Michele stated that national average for FMLA is currently around 10.7%. CAPK has an average of around 13% which is up over the last year. She stated that we have 76 employees currently on intermittent FMLA with 24 employees on continuous leave. She stated that 10-month employees receive 40 hours of vacation time, 40 hours of sick time, with the weeks of Christmas and Easter and the summer months off. Michele suggested that our FMLA average may be higher because the majority of our employees are women, and may be more likely to take FMLA due to pregnancy. Michele stated that the numbers would be reviewed after summer, and FMLA policies reevaluated if necessary.

Board Member Marian asked if there was a sub list. Michele stated that we do currently have sub list with 10 full-time floaters in addition to a sub pool.

7. **Committee Member Comments**

No comments were made.

8. **Next Scheduled Meeting**
   Program Review & Evaluation
   Wednesday, May 17, 2017
   12:00 p.m.
   5005 Business Park North
   Bakersfield, California 93309

9. **Adjournment**

   The meeting adjourned at 1:07 pm.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Community Development/Ralph Martinez		**Month/Year:** March 2017
Program/Work Unit: VITA	**Total Program Staffing**: 5 full-time ; 1 part time	**Program Manager/Supervisor:** Sandi Truman
Services: Trained volunteers provide free tax preparation and e-filing for low- medium income individuals and families and assist clients with application for Earned Income Tax Credit (EITC).		

		Results	
Activities	**Description**	**Month**	**YTD**
Tax Returns Completed	State and Federal	1,476	3,738
Refunds	Federal	$1,731,251	$6,386,287
	State	$224,264	$715,307
	EITC	$700,375	$2,887,000
	CA EITC	$56,821	$183,723,
Total Refunds		**$1,955,515**	**$7,101,594**

Other: Wasco and McFarland are now closed locations. Bakersfield location is still open.

As of April 11th we will no longer be accepting appointments and will become a "Walk-in" only location. 2-1-1 call answering for VITA services will no longer be active as of April 9th.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Operations/Emilio Wagner		**Month/Year:** March 2017
Program/Work Unit: 2-1-1 Kern County	**Staffing:** 16 (3 Vacancy)	**Program Manager/Supervisor:** Esperanza Contreras
Services: Provides 24/7 information and referral services via phone or CAPK's website to residents of Kern. Also provides call handling services for Kings, Tulare, Merced, Mariposa and Stanislaus Counties and schedules appointments for the CAPK Energy Program utility assistance services and provides application status updates.		

Activities	Description			
Information & Referral Services	**Incoming**	**Answered**	**Unanswered**	**Referrals**
Kern County	3,997	3,483	514 (13%)	7,670
Kings County	207	175	32 (15%)	*
Tulare County	755	626	129 (17%)	*
Mountain Valley (Mariposa and Merced Counties)	172	158	14(8%)	*
Stanislaus County	826	712	114(14%)	*
Total	5,957	5,154	803 (13%)	

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

Most Requested Services	Food Pantries	Utility Assistance	Clothing/ Personal/Household Needs
Top 3 Unmet Needs	Food/ Meals	Clothing/ Personal/Household	Housing

Other Services		Month	YTD
LIHEAP	Calls Answered	3,649	11,905
Weatherization	Calls Routed through 2-1-1	223	788
Mental Health	Calls Answered	177	563
Website Visitors	Visitors to CAPK's 2-1-1 Kern web page	2,976	8,430
VITA	Calls Routed through 2-1-1	1,879	5,863

CalFresh Enrollments	Onsite enrollment into CalFresh (Supplemental Nutrition Assistance Program / food stamps)	**Submitted**	**Approved**	**Pending**
		14	**4**	**10**

Outreach Activities	Outcomes
- CAPK WIC	Distributed 25 2-1-1 Kern informational cards.
- KC Public Health Nursing Staff Development	Distributed 45 2-1-1 Kern informational cards.
- Congressman Valadao's Community Outreach	Distributed 35 2-1-1 Kern informational cards.
- Valley Clean Air Now CalFresh Outreach	Distributed 50 2-1-1 Kern informational cards.
- BC PH Hachathon	Distributed 100 2-1-1 Kern informational cards.
- BFMC Senior Group	Distributed 20 2-1-1 Kern informational cards
- KC Child Support Staff Meeting	Distributed 35 2-1-1 Kern informational cards
- KC Veterans Resource Fair	Distributed 40 2-1-1 Kern informational cards
- GET - Stuff The Bus	Distributed 25 2-1-1 Kern informational cards

Highlights:

- 2-1-1 Kern participated as a resource and workshop presenter at the Bakersfield College Public Health Renegades Hackathon.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Nutrition Services/Carmen Segovia		**Month/Year:** March, 2017
Program/Work Unit: East Kern Family Resource Center	**Total Program Staffing**: 5; 1 vacancy	**Program Manager/Supervisor:** Whitney Hughes
Program/Work Unit Description: Serves low-income individuals and families residing in East Kern County communities of Boron, California City, Mojave, North Edwards, Rosamond, and Tehachapi. Services include case managing families with children who are at risk of abuse and neglect (Differential Response); preparing children to enter kindergarten (School Readiness Initiative); parenting education; emergency supplies closet for immediate basic needs such as clothing, food, diapers, infant formula, bus passes, and gas vouchers.		

Activities	Description	Status	
		Month	YTD
Referrals for services Case Managed Families	Differential Response First 5 Kern School Readiness	19 0	85 5
Children participating in center-base program		1	25
Adults in Court Mandated Parenting Classes		3	3
Services to Walk-ins	Services e.g., faxing and photocopying legal documents (such as such as birth certificates, Social Security cards, immigration status information needed to receive public assistance), food, clothing, referrals to other support services, and ongoing case management	76	199
Emergency Supplies Closet and Other Services	Food (individuals)	3	38
	Clothing (individuals)	23	66
	Photocopies (individuals) HEAP Application Supporting Docs	259 28	689 203

Other:

- The Salvation Army in Mojave gave EKFRC a donation of jarred baby food.
- The First 5 Kern Case Manager position remains vacant this month.

COMMUNITY ACTION PARTNERSHIP OF KERN
DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Community Development/Ralph Martinez		**Month/Year:** March 2017
Program/Work Unit: Shafter Youth Center	**Total Program Staffing:** 2	**Program Manager/Supervisor:** Angelica Nelson
Services: Summer and after-school tutoring, homework assistance, educational, recreational, and social enrichment activities and services for children ages 6-18.		

Activities		Enrollment Status	
Description	**Purpose**	**Month**	**YTD**
After-School Program (#'s as of 1/1/2017)	Tutoring, homework assistance, recreation	36	36
Teen Pregnancy and Sexually Transmitted Infections Prevention (Information and Education) (#"s as of 7/1/2016)	Informing and educating teens ages 12-19 years on preventing pregnancy and the spread of sexually transmitted infections.	6	6
Evening Program	Activities held Monday through Friday evenings, 5:00-9:00; used for open basketball, ancestry class and local groups use for meeting space.	• Basketball – 20-45 per night	
Nutrition Education through Kern County Dept. of Public Health	Education classes teaching students to eat right, and exercise. Gardening sessions will begin later.	36	36
STEM Program	Sessions by Sylvan Learning Center teaching kids about Science, Technology, Engineering and Math. Instructors have been having lessons in computer lab learning about coding. Kids have recently been exposed to robotics and engineering with the use of legos and other structure building tools.	32	32

Other: Shafter Youth Center will be partnering with Marley's Mutts on April 1, 2017. Marley's Mutts will be offering low cost spay and neuter services at SYC for Shafter's low income residents.

Shafter Youth Center is partnering with the United Farm Workers Foundation to bring client education to the community in regards to immigration and legal status. They will have a Community Information Night on April 25th; and a Workshop Day to complete paperwork on June 3rd.

Shafter Youth Center kids will be going on a couple of field trips to explore more of Kern County and learn of its rich history. Panorama Vista Preserve and Bakersfield Museum of Natural History during Spring Break. SYC kids will also enjoy an evening at the last Bakersfield Condors Hockey game of the season on April 15th.

SYC will be hosting another Creative Palette Fundraiser… **Friday, May 19th at Shafter Youth Center.**

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Community Development/Ralph Martinez		**Month/Year:** March 2017
Program/Work Unit: Friendship House	**Total Program Staffing:** 7	**Program Manager/Supervisor:** Lois Hannible
Services: After-school and summer programs, pre-employment program for youths, parenting classes, nutrition education, sports, gang prevention, and access to social services.		

Activities		Participants	
Description	**Purpose**	**Month**	**YTD**
After-School Program	Tutoring, homework assistance, recreation	8	23
GATES Gang Prevention	The Gang Prevention Program Aggression Replacement Training (ART) & Forward Thinking classes are provided at five local school sites to prevent at-risk youths from joining gangs.	10	21
Justice Assistance Grant (JAG)	The JAG program provides Aggression Replacement Training (ART) at two local school sites. As of August of 2016, the program is being provided at two additional school sites.	0	23
Grow Fit Families	Increase participants' knowledge of nutrition, healthy eating choices, gardening, exposure to seasonal fresh produce, and participation in physical activities.	0	21
STEM (Science, Technology, Engineering, Math)	Engineering for Kids facilitated STEM camps during the FHCC summer program. The camps were sponsored by the Kern County Black Chamber of Commerce (KCBCC), Bright House Networks, and Californians for Energy Independence.	7	18
Mobile Mexican Consulate	Consulate services are provided at the Friendship House every Tuesday & every other Wednesday providing passport renewals, assistance with obtaining important documents, and providing DACA & protection information.	436	1,186
PREP Works Program	Pre-employment program for at-risk youth that provides them with skills and knowledge to conduct job searches, financial literacy, plan for college/career. The program also provides the opportunity for paid work experience.	0	122
Realignment for Success	Transitional services are provided to adults referred to the program by the Probation and Sheriff's Departments. The program is to provide the participants with Aggression Replacement Training, Thinking for a Change, & parenting classes. (Program participants will start in June 2017).	0	0

Other: On March 16th, 2017 the Bakersfield Police Department (BPD) Crime Scene Technicians provided a presentation to the STEM Program participants on how science and technology is used to solve crimes, including a fingerprinting demonstration. In addition, the BPD Crime Scene Technicians spoke to the program youth about the various career opportunities in Law Enforcement. The youth found the presentation very fascinating!

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Nutrition Services/Carmen Segovia		**Month/Year:** March 2017
Program/Work Unit: Food Bank	**Total Staffing**: 14; 1 vacant positions.	**Program Manager/Supervisor:** Maureen Andrew(Interim)
Services: Partners with 119 food distribution sites throughout Kern County to provide food assistance to low-income families and individuals. Also operates the Back Pack Buddies program at several school sites during the school year to provide low-income, food-insecure children with ready-to-eat food on weekends and school breaks.		

		Status	
Activities	**Description**	**Month**	**YTD**
USDA Commodities	Individuals Served	41,169	265,929
	Poundage Received all Programs	1,129,023	1,129,023
	1,082,381	1,082,381	1,082,381
Drought Emergency Food Assistance (DEFAP)	Clients Served	**Families**	**Individuals**
	March 2017	3,818	22,958
	Total Poundage Distributed	255,630	255,630
Food Sourcing	Donations Received: **198,198** pounds of produce & 8 different produce items. • Ag Against Hunger: Cabbage, tomatoes, and potatoes • Bolthouse: Carrots • CA Emergency Food Link: Cabbage, potatoes, sweet potatoes, and onions • Calpine Containers: Cabbage • Country Sweet Produce: Sweet Potatoes • Grimmway/Cal Organic: Tomatoes, & potatoes • Target: Mixed produce • Wonderful Co: Citrus		
Food Drives : 6,915 lbs & $4,565.79	• Stuff the Bus Food Drive 6,915 lbs $1,365.79 • Sponsors $3,200		

Other:

- Food Bank has secured a new warehouse for the Senior Food Program (Commodity Supplemental Food Program) for low-income senior residents over 60 years of age. The warehouse is located at 2250 Belle Terrace.
- Food Bank has 5 sites in Kern County to distribute 30 pound boxes of non-perishable food to 1,000 seniors in April. CSFP is in the process of securing more sites in order to distribute 3,500 boxes by July 2017.
- This year "Stuff the Bus" exceeded last year by 300lbs of non-perishable food, and doubled the cash donations.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Nutrition Services/Carmen Segovia		**Month/Year:** March 2017
Program/Work Unit: WIC	**Total Program Staffing**: 78 staff; 3 vacancies	**Program Manager/Supervisor:** Kathlyn Lujan
Services: Nutrition education, breastfeeding support, and food vouchers for families with infants, children up to age 5, and women who are pregnant, postpartum or breastfeeding. Services provided at 21 sites in Kern County, 5 sites in San Bernardino County, and through the WIC mobile clinic.		

Description			Participation (10/1/16 - 9/30/17) Case Load	Month	Central Valley Avg.	State Avg.
Total	All services		**19,970**	**16562 – 83%**	--------	-------
Participation by WIC site	**Location**	**Participants**	**Location**			**Participants**
Note: The * indicates that the participants served at this site are included in the count for other sites. IT Equipment from other WIC site was used to issue food vouchers. Note: March average participation for the Central Valley and State was not available.	Arvin	72	Mojave			98
	Bakersfield		Oildale			479
	Homeless Shelter	07	Ridgecrest			724
	E. California Avenue	1650	Rosamond			694
	Niles Street	2473	Shafter			1387
	Montclair	435	Tehachapi			470
	Friendship House	192	Wasco			1921
	Panama	1160				
	Boron	23	San Bernardino County			
	Buttonwillow	86	Adelanto			1528
	California City	709	Big Bear			295
	China Lake Naval Station	*	Crestline			309
			Needles			190
	Delano	990	Phelan			311
	Edwards Air Force Base	121				
	Lost Hills	163	Mobile WIC			75

Projects

- CAPK WIC promotes healthy eating habits for all age groups. While WIC's focus is promoting healthy outcomes for pregnant women and children under the age of 5, CAPK knows that the whole community can benefit from healthy eating messages. Ruth Bliss, R.D. published an article in the Community Voices section for the Bakersfield Californian, "Put Your Best Fork Forward", to highlight healthy eating as well as celebrate National Nutrition Month. The article focused on the 5-2-1-0 message for increasing fruits and vegetables, limiting screen time, encouraging daily activity, and restricting sugary drinks.
- Katherine Campos, RBL, continued to make contacts within Kern County to promote lactation accommodation. She has also initiated a partnership with the Central Valley Lactation Association and Baby Café to foster breastfeeding support groups in the Taft/Maricopa area.
- Mitchall Patel, Outreach Coordinator, had a second radio interview on Radio Manantial. WIC staff was interviewed about WIC services and benefits. CAPK WIC participated in the "Stuff the Bus" food drive and the Ridgecrest Health Fair.
- The 500 E. California office hosted staff from CAPK 2-1-1 in the lobby area. 2-1-1 provided information to WIC staff as well as WIC participants.
- Karen Meeks, Degreed Nutritionist, spoke to a group of students and staff about the WIC program and general nutrition at CSUB. The presentation was very well received and stimulated a lot of questions and answers.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Health & Nutrition Services/Carmen Segovia		**Month/Year:** March 2017*
Program/Work Unit: Migrant Childcare AP Program (MCAP)	**Total Staffing**: 17; *2 vacancies (Office Clerk & Subsidized Reimbursement Specialist)*	**Program Manager/Supervisor:** Susana Magana
Services: The Migrant Childcare Alternative Payment Program is a voucher-based child care program for migrant agriculturally working families. The program has six entry counties: Kern, Kings, Madera, Merced, Tulare, and Fresno. Once enrolled, families can continue child care services as they migrate throughout the state following agricultural work. The program's current Fiscal Year is July 1, 2015, to June 30, 2016. **This report is for the service month of February 2017, which was processed in the month of March 2017.*		

		Status	
Activities	**Description**	**Total**	**% by County**
Active Enrollments	Kern**	375	42%
	Tulare	193	22%
	Kings	80	9%
	Fresno	128	14%
	Madera	84	9%
	Merced	37	4%
	Total	**897**	**100%**

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

Current Activities:

The Family Services Coordinator conducted a half-day "Need and Eligibility" training for the local and satellite office Family Services teams on March 30th.

Tulare County Parent and Provider meetings were held on April 4th; these meetings provide updated program information pertaining to the client's participation. The meetings also provide a forum for parents and providers to receive technical assistance on current program requirements. Staff worked an alternate work schedule as these meetings are held in the evening.

MCAP staff continues to conduct outreach by distributing flyers, posting outreach materials and attending collaborative meetings. Staff continues to conduct outreach and enroll qualifying families in all counties. Several staff is attending the opening of the Parlier labor camp on April 4th and 5th in Fresno County.

MCAP's management staff attended the California Child Development Administrators Association (CCDAA) Spring Technical Assistance Conference March 21st – 22nd in Santa Rosa, CA. The sessions provided valuable information and staff was able to network with other agencies to spread the word about the services the Program provides.

Upcoming Activities:

MCAP's management staff will be working on the Program Self-Evaluation (PSE) mandated by the Department of Education in the months of April and May. This year the report is due Thursday, June 1, 2017.

Parent and Provider meetings for Madera County are scheduled for June 1st and meetings for Merced County are scheduled for June 29th.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Nutrition Services/Carmen Segovia		**Month/Year**: March 2017
Program/Work Unit: Central Kitchen	**Staffing:** 25, including 2 subs	**Program Manager:** Lorenzo Maldonado
Services: Preparation and delivery of meals and snacks for children enrolled in CAPK's Head Start/Early Head Start and Home Base option. The program provides the meals for the H.S. /E.H.S and Home Base parent meetings. The program also delivers food service and janitorial supplies to the Head Start/Early Head Start centers and Home Base locations. In summer, the program prepares and delivers meals for children at the Friendship House, Shafter Youth Center, and other locations throughout Kern County. • Total meals prepared are supported by the daily meal production sheets and food transport sheets. • VIP Parent meeting meal totals are supported by meal request forms submitted by center and Home Base staff.		

Activities	Status			
Meals & Snacks	**Total # Prepared**	**Breakfast**	**Lunch**	**Snack**
Central Kitchen prepared for the HS/EHS centers	92,659	30,033	33,541	29,085
Home Base Meals	280	44	215	21
VIP Parent Café Meeting Meals	1,248			
Summer Food Program Service				
Total	**94,187**	**30,077**	**33,756**	**29,106**

Other:

1. During the month of March, I attended the National CACFP Leadership Conference in Washington D.C. , which provided further insight on food preparation for children and the policies that we are mandated to follow. The information was directly given by USDA representatives; information was provided on meal patterns and the expectations for the coming year. The conference was also a great opportunity to network with individuals in a similar capacity from different states.

2. The part-year Food Production Driver position was filled by Manuel Martin Jr., who was previously in the same role as a substitute. He now joins the CAPK team as part-year, full time-employee at the Central Kitchen. There are two substitute positions currently open, to be filled starting in April.

3. During the month of March, the Central Kitchen accommodated special diets, including baby formulas and special diet meal substitutions for allergies. We have been diligent in providing nutritional meals that are appealing to the children.

4. Additional training I attended in March include Food Safety, Planning, Preparing and Serving Reimbursable Meals for Child Care Centers. I received a certificate of completion for a two-day training for Promoting Integrity Now (PIN).

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Human Resources/Michele Nowell		**Month/Year:** March 2017
Program/Work Unit: HR/Payroll/Staffing	**Total Division Staffing**: 12	**Program Manager/Supervisor:** Mike Lackman/Eric Kelley/Dawn Bledsoe
Services: All functions and activities related to payroll, staffing, employee benefits administration, labor law compliance, personnel management, and Union Contract.		

		Status	
Activities	**Description**	**Month**	**YTD**
Employee Count	Regular	835	
	Subs/Temps	29	
	Total Staff	**864**	
New Hires	**All divisions and programs**		
	Regular	10	41
	Subs/Temps	0	5
	Total New Hires	**10**	**46**
Leaves of Absence	Intermittent Leave	82	
	Full-time Leave	36	
	Total on Leave	**118**	
Terminations	**All divisions and programs**		
	Voluntary	12	30
	Involuntary	1	9
	Total Terminations	**13**	**39**
Staffing	**Vacancy**	21	-
	Total Applications Received	**190**	**431**
Payroll	**Total Hours Paid**	198,242	
	Total Payroll	**$ 3,444,212**	

Projects	**Completed (last 6 months):** Benefits online training for all Managers and Center Directors completed. Completed 2017 Open Enrollment online. Trained Head Start Managers on Electronic Attendance tracking. Regular Part-Year staff (10 month employees) went to electronic attendance on 9/26/16. New Sick Leave Cash Out policy for full year employees, effective 1/1/17. Full-year attendance procedure approved and implemented 1/27/17. W-2 and ACA 1095C completed and mailed. Employee Policy Manual Approved 2/22/17. Time and Attendance in ADP. **Ongoing:** Online Recruitment via ADP. Internal HR Analytics.

COMMUNITY ACTION PARTNERSHIP OF KERN
DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Operations/Emilio Wagner		**Month/Year:** March 2017
Program/Work Unit: Business Services/ Maintenance & Operations/Information Technology/Risk Management	**Total Division Staffing:** 23	**Program Manager/Supervisor:** Margaret Palmer/Dan Ripoli/Bryon Vanderhoff/Laurie Sproule
Services: Facility repair and maintenance, procurement, information technology, safety, risk insurance, vehicle registration, contracts, and facility planning.		

		STATUS	
Activities	**Description**	**Received**	**Completed March 1, 2016 to Date**
Business Services			
Purchase Orders Processed		62	46
Contracts/Leases Processed		7	7
Request for Proposals (RFP)	• Food Vendors – Central Kitchen • Mechanical Ventilation – Weatherization • Insulation Contractor – Weatherization • E-Rate RFP (internet service providers MPLS Network)	Complete In progress Contracts Executed Out to Bid	
Leases	• Shafter Head Start • WIC – California Ave • Renew James St - WIC • St John's Wasco Head Start • Taft School District – Head Start • Food Bank Overflow Storage – Senior Food Program	Renewal Complete Renewal in Progress In progress In negotiations Lease Drafted Lease Executed	
Contracts	• Amendment to PLC - HVAC • Renewal of pest control & landscaping contracts • Valley Fleet Cleaning	Complete In progress Complete	
Maintenance & Operations		**Received**	**03/01/2016 to Date Closed**
Facility Work Orders Processed	Repair and maintenance of CAPK facilities and vehicles.	14	73
Projects	• Primeros Pasos & Stine Toddler sinks • Balance HVAC Finance Division • Install Card Access at Main doors of Home Base Office	PO Issued Complete In progress	

Operations Division March 2017 Report – Continued

Information Technology		**Received**	**03/01/2016 to Date Closed**
Help Desk Work Orders Processed	Technical assistance to employees, repairs, troubleshooting, coordination of services with IT services subcontractor	210	2819
Projects	• CAPK infrastructure analysis and planning • Implement Office 365 password sync with CAPK active directory. • Train staff on use of Skype For Business	In progress In progress In progress	
Risk Management		**Reported**	**07/01/2016 to Date**
Workers Compensation Incidents	• For Report Only • First Aid • Medical Treatment • Modified Duty • Non-Industrial (not work related) • Under Investigation	0 0 0 0 0 0	20 4 3 1 1 1
Property Incidents		0	4
Vehicle Incidents		0	2
Projects	• Risk Assessment • Earth Quake Evacuation – Identifying Area Safety Captains • Other—safety training and meetings, update Material Safety Data Sheets (MSDS) and Safety Data Sheets (SDS)	In Progress In Progress In Progress	

Other: Food Bank Overflow Storage – Senior Food Program: After an extensive search for available warehouse space and evaluating the conversion of CAPK's available warehouse space, it was determined that renting space would prove to be the more cost effective option. The one-time improvements to modify CAPK's existing warehouse space and finding alternate storage for CAPK files proved to be costlier than leasing additional space. A facility was found that was near to the existing Food Bank, which will be used to house and box food provided through the Senior Food Program.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Community Development/Ralph Martinez		**Month/Year:** March 2017
Program/Work Unit: Grants & Research	**Total Staffing**: 3; 1 vacancy	**Program Manager/Supervisor:** Vacant
Services: Grant proposal preparation, research on funding resources and opportunities, and special projects.		

		Status	
Activities	**Description**	**In Progress**	**Submitted**
Grant Applications	• Kern Family Health Care – Senior Food Program – Food Bank	X	
	• Friends of Mercy Foundation – Sister Phyllis Hughes Endowment – Emergency Supplies Closet – EKFRC	X	
	• Kaiser Permanente 2017 Community Grants Program – Summertime Yoga Challenge		X
Potential Funding Opportunities – Research in Progress	• Best Buy Teen Technology Grant • Bank of America Community Development • Bank of the Sierra • Feeding America / Morgan Stanley Produce Capacity Grant • Exploring U.S. Department of Agriculture & Office of Community Services grants with nutrition focus area		

Projects	**Description**
Strategic Plan 2016-2021	Feedback on Implementation Process and outreach materials collected from Strategic Planning committee members. Goal groups are finalizing activities, based on feedback from the peer review process at March 1st meeting.
Organizational Standards	• Executive Director Succession Plan – planned adoption date 4/26/17 • CAPK Board Bylaws
Surveys	Full analysis and summaries of CAPK Partners Satisfaction Survey, Customer Satisfaction Survey, and Employee Satisfaction Survey are complete. Results will be distributed by April 21, 2017.
2018-19 Community Action Plan	2017 Community Needs Assessment to be conducted in English and Spanish – open to Kern County residents. Data collection methods include online surveys, and distribution of paper surveys to clients at various program locations.
Board Recruitment	Received applications for two of the three advertised positions, Low-Income Greater Bakersfield and Private Sector. Continuing to recruit for Low-Income South Kern.
Head Start Financial Capabilities TA	Completing Tool 2: Outcomes Based on Analysis of Program Clients. Next step: interview center staff and family service workers.

Other:

- Staff provided support at the Kern Food Policy Council Steering Committee on March 22nd
    - Countywide Food Systems Assessment expected to be completed in May
    - Recommendations based on Assessment results to be released early fall.

COMMUNITY ACTION PARTNERSHIP OF KERN

FUNDING REQUESTS AND APPLICATION STATUS REPORT

PENDING - March 2017

Date Approved	Date of App. Submission	Funding Source	Program/Proposal	Amount Requested
5/25/2016 (Board)	5/31/2016	U.S Dept of Treasury/ IRS	VITA/Kern VITA Partnership - Year 2*	$ 223,315
6/22/2016 (B&F)	6/28/2016	Best Buy Foundation	FHCC/Winners Program	$ 9,800
7/13/2016 (Exec)**	8/10/2016	Wells Fargo	Community Development/ Financial Literacy & Microloan Program	$ 30,000
8/17/2016 (B&F)	8/23/2016	U.S Dept. of Labor/ Fresno Regional Workforce Development Board (MOU)	Program TBD/ America's Promise Job Driven Grant Program	$ 50,000
9/21/2016 (B&F)	10/14/2016	Kern County Network for Children	EKFRC/ Differential Response Services	$ 209,094
9/21/2016 (B&F)	10/13/2016	Dignity Health	FHCC & SYC/ Grow Fit Families Program	$ 73,800
10/26/2016 (Board)	10/28/2016	City of Bakersfield/ Community Development Block Grant	Food Bank/ Proprerty & Security Improvements	$ 61,500
10/26/2016 (Board)	11/22/2016	County of Kern/ Community Development Block Grant	Food Bank/ Proprerty & Security Improvements	$ 61,500
12/14/2016 (Exec)	12/13/2016	Rabobank Community Development Grant	VITA/ 2016 Tax Season	$ 4,500
1/11/2017 (PRE)	12/29/2016	Walmart Community Grants	VITA/ Wasco	$ 2,500
1/11/2017 (PRE)	1/13/2017	Junior League of Bakersfield	EKFRC/ Computer Skills Training & Access	$ 26,000
2/8/2017 (PRE)	2/1/2017	Pacific Western Bank	VITA/ 2016 Tax Season	$ 10,000
2/15/2017 (B&F)	2/24/2017	Bank of America Charitable Foundation	FHCC/ PREP Works for Opportunity Youth	$ 60,000
3/22/2017 (B&F)	**3/15/2017**	**Kaiser Permanente Southern California Community Benefits Grant Program**	**FHCC & SYC/ Summertime Yoga Challenge**	**$ 12,600**

*Received notification of IRS funding for Year 1 of request; Year 2 notification pending.

**Board did not approve use of funds for Microloan Program. Currently exploring alternatives with Wells Fargo.

COMMUNITY ACTION PARTNERSHIP OF KERN

FUNDING REQUESTS AND APPLICATION STATUS REPORT

AWARDED - March 2017

Date Approved	Date of Notification	Funding Source	Program/Proposal	Amount Requested	Amount Awarded	Funding Period
1/13/2016 (PRE)	3/24/2016	California Department of Public Health	FHCC & SYC/Sexual Health Information & Education (I&E) Program	$ 115,000	$ 80,000	7/1/2016 - 6/30/2017
1/13/2016 (PRE)	5/23/2016	United Way of Kern County (Emergency Food & Shelter)	Food Bank/Food	$ 85,000	$ 84,507	1/16/2015 - 12/31/2016
5/11/2016 (PRE)	6/20/2016	Kern Family Health Care	East Kern Family Resource Center/ Emergency Supplies Closet	$ 2,000	$ 2,000	7/1/2016 - 6/30/2017
2/10/2016 (PRE)	6/23/2016	Kaiser Permanente Kern County	FHCC/Grow Fit Program	$ 13,181	$ 10,000	7/1/2016 - 6/30/2017
6/22/2016 (B&F)	7/1/2016	PG&E	FHCC/Computer Lab Upgrade	$ 3,000	$ 3,000	7/1/2016 - 6/30/2017
5/25/2016 (Board)	7/11/2016	Target	SYC/Art Smart Program	$ 2,500	$ 2,500	10/1/2016 - 9/30/2017
6/22/2016 (B&F)	7/13/2016	The Starbucks Foundation	FHCC & SYC/PREP Works	$ 49,606	$ 40,000	1/1/2017 - 6/30/2017
3/30/2016 (Board)	8/11/2016	Chevron 2016 Social Investment Program	FHCC & SYC/STEM Program	$ 21,500	$ 21,500	7/1/2016 - 6/31/2017
5/25/2016 (Board)	9/15/2016	U.S Dept of Treasury/ IRS	VITA/Kern VITA Partnership - Year 1	$ 222,723	$ 84,815	8/1/2016 - 7/31/2017
8/17/2016 (B&F)	9/6/2016	Bank of America	Food Bank/ BackPack Buddies - Lamont	$ 25,000	$ 9,000	1/1/2017 - 12/31/2017
8/17/2016 (B&F)	9/6/2016	United Way of Stanislaus County	2-1-1 Kern/ Call Answering Services	$ 45,000	$ 40,500	10/1/2016 - 6/30/2017
10/26/2016 (Board)	10/14/2016	Walmart/ Community Grants Program	Food Bank/ General Support	$ 2,500	$ 1,000	1/1/2017 - 12/31/2017
8/10/2016	11/10/2016	County of Kern (Community Corrections Partnership)	FHCC/Workforce Development Services for Ex-offenders	$ 354,840	$ 138,906	10/1/2016 - 12/31/2018
10/26/2016 (Board)	11/14/2016	Southern California Gas Company	Food Bank/ Delano Fall Food Drive	$ 2,000	$ 2,000	1/1/2017 - 12/31/2017
10/26/2016 (Board)	12/9/2016	Bank of the West	VITA/ 2016 Tax Season	$ 2,500	$ 2,500	9/1/2016 - 6/30/2017
8/17/2016 (B&F)	12/5/2016	Southern California Gas Company	Food Bank/ Solar Energy Improvement Project	$ 25,000	$ 5,000	1/1/2017 - 12/31/2017
10/26/2016 (Board)	12/20/2016	Kern Family Health Care	FHCC & SYC/ First Aid, Emergency Preparedness & Hygiene Kits	$ 1,500	$ 1,500	1/1/2017 - 12/31/2017
11/30/2016 (Board)	12/22/2016	Feeding America/ Disney	Food Bank/ Produce Program	$ 15,000	$ 15,000	1/1/2017 - 6/30/2017
9/21/2016 (B&F)	1/12/2017	U.S. Dept of Ag./ California Department of Social Services	Food Bank/ Commodity Supplemental Food Program	$ 444,000	$ 252,000	1/1/2017 - 12/31/2017
10/26/2016 (Board)	**2/10/2017**	**United Way of Kern County - 2017 Hunger & Homelessness**	**Food Bank/ General Support**	**$ 50,000**	**$ 5,000**	**1/1/2017 - 12/31/2017**
12/14/2016 (Exec)	**3/2/2017**	**Tri Counties Bank**	**VITA/ 2016 Tax Season**	**$ 2,500**	**$ 2,500**	**9/1/2016 - 6/30/2017**
				TOTAL	**$ 803,228**	

COMMUNITY ACTION PARTNERSHIP OF KERN
FUNDING REQUESTS AND APPLICATION STATUS REPORT
DECLINED - March 2017

Date Approved	Date of Notification	Funding Source	Program/Proposal	Amount Requested
2/10/2016 (PRE)	3/31/2016	Walmart State Giving Program	Food Bank/Pickup Truck	$ 30,000
1/13/2016 (PRE)	5/23/2016	Junior League of Bakersfield	East Kern Family Resource Center/ Emergency Supplies Closet	$ 5,000
5/25/2016 (Board)	5/26/2016	First 5 Kern	211 Kern/Developmental Screening and Care Coordination	$ 332,859
6/22/2016 (B&F)	7/1/2016	United Way of Fresno and Madera Counties	2-1-1 Kern/After-hours & Weekend Call Answering	$ 39,756
7/16/2016 (Exec)	8/31/2016	Walmart State Giving Program	Food Bank/Equipment	$ 34,350
12/9/2015 (Exec)	9/22/2016	USDA/National Institute of Food and Agriculture (NIFA)	Food Bank/Kern Nutrition on Wheels Program	$ 329,500
6/29/2016 (Board)	12/6/2016	Cy Pres CRT Settlement Fund	East Kern Family Resource Center/Computers, Internet Service, Printer	$ 65,539
8/17/2016 (B&F)	12/9/2016	Wonderful Foundation	Food Bank/ BackPack Buddies - Wasco	$ 24,661
9/21/2016 (B&F)	12/9/2016	Wonderful Foundation	VITA/ Wasco	$ 18,600
11/30/2016 (Board)	12/22/2016	Feeding America/ Morgan Stanley	Food Bank/ Produce Program	$ 25,000
8/17/2016 (B&F)	1/31/2017	U.S Dept of Housing & Urban Development	2-1-1 Kern/ Kern County Homeless Coordinated Entry System	$ 178,000
10/26/2016 (Board)	2/6/2017	TJX Foundation	Food Bank/ General Support	$ 5,000
2/17/2016 (B&F)	*No response*	AstraZeneca	FHCC & SYC/Grow Fit Program	$ 175,198

Community Action Partnership of Kern
Funding Request Profile

Source of Funds: Private

Project Name: Senior Food Program

Funder Name: Kern Family Health Care

Grant Program Name: CAPK Food Bank

Funding Period: July 1, 2017 – June 30, 2018

CFDA # N/A

Division Director: Carmen Segovia

Program Manager: Maureen Andrew (Interim)

☒ ***New Funding***
☐ ***Re-Application***

A. *Narrative description of funding request, including goals:*

CAPK is requesting $2,000 from Kern Family Health Care to support the operation of CAPK Food Bank's Senior Food Program, funded by the USDA's Commodity Supplemental Food Program (CSFP). The Senior Food Program will provide monthly food packages to up to 3,500 low-income senior citizens, aged 60 years of age or older, throughout Kern County. Many of the food distributions will be held outdoors and will need awnings, tables, and chairs to make the process efficient and comfortable for clients. Modified hand trucks will also be used to assist clients with getting their food packages to their cars.

B. *Use of Funds:*

Requested funds of $2,000 will be used to purchase pop-up awnings, tables, chairs, and modified hand trucks.

C. *Approvals:*

1. Carmen Segovia 3/31/17
Division Director Date

2. 3-31-17
Director of Community Development Date

3. 3/31/17
Director of Finance Date

4. 4/3/17
Executive Director Date

D. *Board:*

☐Policy Council Date: _____
☐PRE Presentation Date: _____
☐B&F Approval Date: _____
☐Board Approval Date: _____

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Head Start/State Child Development/Yolanda Gonzales	**Month/Year:** March 2017
Program/Work Unit: Head Start/Early Head Start	**Program Manager/Supervisor:** Jerry Meade/ Donna Holland
Services: Head Start and Early Head Start childhood education for low-moderate income children ages 0-5 in center-based, part-day or full-day environments and home-based options.	

Program	Enrollment	Funded	Actual
Head Start Kern	March 2017	2,041	2,048
Early Head Start Kern	March 2017	328	332
Early Head Start Partnership	March 2017	56	61
Early Head Start San Joaquin	March 2017	345	249
TOTAL Funded Enrollment		**2770**	**2690**
Children with Disabilities		**Goal**	**Actual**
Head Start Kern	Identified as having an IEP	10%	10%
Early Head Start Kern	Identified as having an IFSP	10%	13%
Early Head Start Partnership	Identified as having an IFSP	10%	1%
Early Head Start San Joaquin	Identified as having an IFSP	10%	13%
Over Income		**Goal**	**Actual**
Head Start Kern	Within 100% and 130% of Federal Poverty Rate	<10%	5%
Early Head Start Kern	Within 100% and 130% of Federal Poverty Rate	<10%	6%
Early Head Start Partnership	Within 100% and 130% of Federal Poverty Rate	<10%	9%
Early Head Start San Joaquin	Within 100% and 130% of Federal Poverty Rate	<10%	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	March 2016	March 2017
95,833	14,560	110,393		83,031	27,362	82%	87%

Other: We had 4 Centers with 100% attendance for March: Chrisman, Seibert, Sterling, and Walnut Child Development Centers.

Total Division Staffing: Currently employed in Head Start: 586
Vacant Positions: 18
Currently out on Leave: 81

Program Updates: Early Head Start San Joaquin received Licenses for the Lodi UCC Child Development Center. Staff are being hired and children will be enrolled from our waitlists to open these facilities in April.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Community Development/Ralph Martinez		**Month/Year:** March 2017
Program/Work Unit: Outreach & Advocacy	**Total Staffing**: 3	**Program Manager/Supervisor:** Louis Medina
Services: Media relations, public relations, agency promotional materials development, advocacy, website management, social media, fundraising, English-Spanish translation.		

MARCH ACTIVITIES	
Date	**Activity**
All month long	• CAPK WIC promotes Nutrition Awareness Month • Ongoing training for GIVE BIG KERN • Weekly assistance to the Staff Development Day Communications Committee
March 2	• Read Across America Breakfast & Reading Event • Professional Baseball pitcher Michael McCarthy who plays for the Boston Red Sox made a special visit to the Friendship House Community Center.
March 6	• CAPK WIC was featured on one-hour Spanish Language Radio Manantial de Vida Eterna, 100.3 FM
March 8	• Networking: Attended Hispanic Chamber of Commerce mixer at La Costa Mariscos.
March 13	• Created Social Media graphic to promote VITA and our Electronic-filing service option. This graphic was picked up by a CAP Agency in South Carolina, and we were given credit for it.
March 15-16	• Participated in Call to Action for a Healthy Kern – Rural City Tour and Kern Health Summit
March 17 - 19	• CAPK participated in the Public Health Renegades Hackathon at Bakersfield College in partnership with the Kern Innovation & Technology Community (KIT Community)
March 18	• Congressman David Valadao Resource Fair at CAPK's 19th Street Office
March 20	• Personally announced Community Partner of the Year Award to the Kern County Fair Board at its March Board Meeting
March 21	• Energy Program & Outreach Division Presented at Kegley Institute of Ethics Panel on "What Happened to all the Trees: Climate Change and the Sierra Nevada Die-Off."
March 29	• Presentation to CAPK Board on Give BIG Kern with Rachel Evey of Kern Community Foundation
March 30	• Winter-Spring 2017 Issue of The CAPK Times Newsletter is published
March 31	• Stuff the Bus Food Drive at the Valley Plaza Mall

UPCOMING ACTIVITIES	
Date	**Activity**
April 1	**Kiwanis One Day Event at Friendship House**
April 14	**GET Bus Resource Faire Downton in partnership with CAPK and Self-Help Federal Credit Union**
April 18	**Tax Day – VITA will do walk-in appointments the last week of tax season.**
May 18	• **CAPK Humanitarian Awards Banquet & Fundraiser** • **Third Thursday Downtown with the Downtown Business Association**

COMMUNITY ACTION PARTNERSHIP *of* KERN
BUDGET & FINANCE COMMITTEE MEETING
5005 Business Park North, Bakersfield, CA
April 19, 2017
12:00 p.m.

MEETING MINUTES

1. **Call to Order**

   Warren Peterson called the meeting to order at 12:03pm at the Community Action Partnership of Kern administrative building, 5005 Business Park North, Bakersfield, CA.

2. **Roll Call**

   Roll Call was taken with a quorum present.

   Present: Warren Peterson, Craig Henderson, Janea Benton, Ana Vigil (12:15pm)

   Absent: None

   Others Present: Jeremy Tobias, Executive Director; Ralph Martinez, Director of Community Development; Emilio Wagner, Director of Operations; Christine Anami, Director of Finance; Carmen Segovia, Director of Health & Nutrition; other CAPK staff.

3. **Approval of Agenda**

   Motion was made and seconded to approve the Budget & Finance Committee Meeting agenda for April 19, 2017. Carried by unanimous vote. (Henderson/Benton)

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

   No one addressed the Committee.

5. **New Business**

   a. Application Status Report and Funding Requests -Ralph Martinez, Director of Community Development – ***Action Item***
      - Funding Request to Kern Family Health Care for Food Bank

      Ralph Martinez reported that two funding requests were awarded; $2,500 from Tri Counties Bank for the VITA program, and $5,000 from United Way of Kern County -2017 Hunger and Homelessness to support the Food Bank. Ralph stated that due to United Way's reduction in funding, their donations have significantly decreased over the past few years. Jeremy added that United Way is not doing as well on a national level. Plus the

local office relies very heavily on oil companies, which recently have had problems. Jeremy stated that the future expectation is we expect a continued decline in United Way funding. Warren stated that United Way is not as visible as they used to be.

No funding requests were declined this month.

Ralph presented one funding request: $2,000 from Kern Family Health Care to support the operation of CAPK Food Bank's Senior Food Program. Many of the food distributions will be held outdoors and will need awnings, tables, and chairs to make the process comfortable for clients. Ralph stated that this month the Senior Food Program will provide food packages to up to 1,000 low-income senior citizens throughout Kern County; this number should increase to 3,500 by July.

Craig asked if the awnings would be used at the Food Bank or another location the agency owns. Ralph stated that pop-up awnings are being purchased that are portable.

Motion was made and seconded to approve the Application Status Report and Funding Request to Kern Family Health Care to support the Food Bank. Carried by unanimous vote. (Henderson/Benton)

b. Head Start and Early Head Start Budget to Actual Reports - Donna Holland, Fiscal Administrator – ***Info Item***
   - Kern Head Start and Early Head Start Budget to Actual for the Period Ended February 28, 2017 Interim Year-End
   - Kern Head Start and Early Head Start Budget to Actual for the Period Ended March 31, 2017
   - San Joaquin Early Head Start Budget to Actual for the Period Ended January 31, 2017 Final Report
   - San Joaquin Early Head Start Budget to Actual for the Period Ended March 31, 2017
   - Partnerships Early Head Start Child Care Partnerships Budget to Actual for the period Ended March 31, 2017

   Donna presented the Head Start and Early Head Start Budget to Actual Reports.

   The Kern grant ended its budget period on February 28, 2017, and it is on the process of close-out. The Interim Year-End report was presented. Costs budgeted for fringe benefits in both Early Head Start and Early Head Start, particularly Medical Insurance and Worker's Compensation were underestimated. Adjustments have been made for the current budget period.

   Donna shared that in Early Head Start, the cost of preparing the new Wesley Child Development Center for licensing was not included in the budget.

   Donna shared that we have achieved 125% of the non-federal share requirement. The majority of the child development centers achieved their in-kind goal for the year. Craig asked if the agency can carryover any of the exceeded non-federal share funds. Donna stated that our funding source does not allow for non-federal share to be carried over.

Craig asked how the agency plans to pay for the budget line items that exceeded the budgeted amount. Christine stated that as long as we do not exceed the total dollar amount budgeted, we can be over and under on individual line items.

Craig was concerned that personnel and fringe benefits were over spent. Donna stated that there are other sources of variable funding that the program relies on. Christine stated that the Department of Education funding is monitored monthly.

Craig was concerned that the agency almost completely met the Head Start and Early Head Start funding. Jeremy stated that grants are monitored monthly. Head Start monies that are not obligated are returned to the funding source. The agency is unable to retain any dollars not spent. We try and get as close to full expenditure as possible without exceeding.

The Kern grant finished its first month of its budget period. With 8% of the budget period elapsed, expenditures are on track. Non-Federal share received and tabulated for this report is equal to 13% of the budget.

Janea asked if the agency forecasts to exceed the budgeted amount for personnel and fringe benefits. Donna stated that part-year staff do not work for 2-months during the summer.

Janea inquired if the agency absorbs any costs for staff during this time. Jeremy stated that part-year staff are hired for 10-months. This makes them eligible for unemployment during the two summer months.

The San Joaquin Early Head Start grant ended its budget period on January 31, 2017. The final report for this budget period was presented. Donna shared that all centers have been licensed and operational.

Craig asked how many centers are in San Joaquin. Jerry Meade stated there were 7 child development centers in San Joaquin.

Jeremy stated that the San Joaquin Early Head Start grant is a stand-alone grant with no state funding.

The San Joaquin grant finished its second month of its budget period.

Warren noticed that the travel line item has been increased from the previous budget period. He inquired if travel to San Joaquin will decrease since they are up and running. Donna stated that she does not believe that much travel will be necessary.

Craig asked if staff were traveling to San Joaquin monthly. Jerry stated that Yolanda travels to San Joaquin one week every month to provide support. In addition, there is a weekly conference call with the San Joaquin administrative team. The program has an obligation to provide support and oversight to San Joaquin while being conscious of the budget.

The Early Head Start Child Care Partnership grant is seven months into its budget period. CAPK received the award letter to carry over prior-year funds in the amount of $315,000 (base funds); and $47,000 (training and technical assistance funds).

6. **Finance Director Report**

a. Discretionary Fund Update – ***Info Item***

Christine updated the Committee on the Discretionary Fund. March is the first month of the fiscal year. For the previous year ended February 28, 2017, the net increase to the discretionary/fund raising funds was $17,173.

Craig asked why the agency received a $1,929.65 rebate from Office Depot. Christine stated that the rebate was issued based on the volume of purchases the agency made with Office Depot. The agency cannot identify the rebate to a specific grant, and has placed the monies into the Discretionary Fund.

b. Financial Statements, March 2017 – ***Action Item***

Christine stated that Section C1: Line of Credit Advances and Repayments notes that on March 31, 2017, CAPK requested to borrow $325,000 on the line of credit. Due to bank error, the request was not processed by the bank.

Warren asked if the bank has made errors in the past. Christine stated that this was the first time.

Warren asked if the agency can charge interest to programs that borrow against the Discretionary Fund. Chris stated no, that programs are not allowed to pay for interest payments out of their grants.

Christine stated that Section D1: Operating Cash Summary ended with a negative balance. If the bank had executed our request, the subtotal would have been a positive number. This is our goal each month.

Craig asked if there were any potential ramifications with funding sources due to this. Christine stated that if the federal agency would analyze our funding on a monthly basis, this would be discovered, however, this is unlikely. Christine stated that the agency is expected to have positive funds at all times.

Christine stated that in Section H1: State Department of Education Contracts Earned Revenue is a snapshot of the three center-based contracts that assist Head Start and Early Head Start.

The General Child Care contract is close to the Maximum Reimbursable Amount (MRA) that CAPK can earn.

In February 2017, 335 slots were added to CSPP in order to earn the 2016/2017 contract.

Christine stated that in Section J1: CAPK Agency Total report shows no unusual transactions for this month. Christine stated that agency's net assets level cannot fall below $10,500,000. The agency is at a healthy position with $11,778,413.

Motion was made and seconded to approve the Financial Statements, March 2017. Carried by unanimous vote. (Henderson/Peterson)

7. **Committee Member Comments**

No Comments were made.

8. **Next Scheduled Meeting**

Budget & Finance Committee Meeting
Wednesday, May 24, 2017
12:00 p.m.
5005 Business Park North
Bakersfield, California 93309

9. **Adjournment**

The Meeting adjourned at 12:50pm

COMMUNITY ACTION PARTNERSHIP OF KERN

FUNDING REQUESTS AND APPLICATION STATUS REPORT

PENDING - March 2017

Date Approved	Date of App. Submission	Funding Source	Program/Proposal	Amount Requested
5/25/2016 (Board)	5/31/2016	U.S Dept of Treasury/ IRS	VITA/Kern VITA Partnership - Year 2*	$ 223,315
6/22/2016 (B&F)	6/28/2016	Best Buy Foundation	FHCC/Winners Program	$ 9,800
7/13/2016 (Exec)**	8/10/2016	Wells Fargo	Community Development/ Financial Literacy & Microloan Program	$ 30,000
8/17/2016 (B&F)	8/23/2016	U.S Dept. of Labor/ Fresno Regional Workforce Development Board (MOU)	Program TBD/ America's Promise Job Driven Grant Program	$ 50,000
9/21/2016 (B&F)	10/14/2016	Kern County Network for Children	EKFRC/ Differential Response Services	$ 209,094
9/21/2016 (B&F)	10/13/2016	Dignity Health	FHCC & SYC/ Grow Fit Families Program	$ 73,800
10/26/2016 (Board)	10/28/2016	City of Bakersfield/ Community Development Block Grant	Food Bank/ Proprerty & Security Improvements	$ 61,500
10/26/2016 (Board)	11/22/2016	County of Kern/ Community Development Block Grant	Food Bank/ Proprerty & Security Improvements	$ 61,500
12/14/2016 (Exec)	12/13/2016	Rabobank Community Development Grant	VITA/ 2016 Tax Season	$ 4,500
1/11/2017 (PRE)	12/29/2016	Walmart Community Grants	VITA/ Wasco	$ 2,500
1/11/2017 (PRE)	1/13/2017	Junior League of Bakersfield	EKFRC/ Computer Skills Training & Access	$ 26,000
2/8/2017 (PRE)	2/1/2017	Pacific Western Bank	VITA/ 2016 Tax Season	$ 10,000
2/15/2017 (B&F)	2/24/2017	Bank of America Charitable Foundation	FHCC/ PREP Works for Opportunity Youth	$ 60,000
3/22/2017 (B&F)	**3/15/2017**	**Kaiser Permanente Southern California Community Benefits Grant Program**	**FHCC & SYC/ Summertime Yoga Challenge**	**$ 12,600**

*Received notification of IRS funding for Year 1 of request; Year 2 notification pending.

**Board did not approve use of funds for Microloan Program. Currently exploring alternatives with Wells Fargo.

COMMUNITY ACTION PARTNERSHIP OF KERN

FUNDING REQUESTS AND APPLICATION STATUS REPORT

AWARDED - March 2017

Date Approved	Date of Notification	Funding Source	Program/Proposal	Amount Requested	Amount Awarded	Funding Period
1/13/2016 (PRE)	3/24/2016	California Department of Public Health	FHCC & SYC/Sexual Health Information & Education (I&E) Program	$ 115,000	$ 80,000	7/1/2016 - 6/30/2017
1/13/2016 (PRE)	5/23/2016	United Way of Kern County (Emergency Food & Shelter)	Food Bank/Food	$ 85,000	$ 84,507	1/16/2015 - 12/31/2016
5/11/2016 (PRE)	6/20/2016	Kern Family Health Care	East Kern Family Resource Center/ Emergency Supplies Closet	$ 2,000	$ 2,000	7/1/2016 - 6/30/2017
2/10/2016 (PRE)	6/23/2016	Kaiser Permanente Kern County	FHCC/Grow Fit Program	$ 13,181	$ 10,000	7/1/2016 - 6/30/2017
6/22/2016 (B&F)	7/1/2016	PG&E	FHCC/Computer Lab Upgrade	$ 3,000	$ 3,000	7/1/2016 - 6/30/2017
5/25/2016 (Board)	7/11/2016	Target	SYC/Art Smart Program	$ 2,500	$ 2,500	10/1/2016 - 9/30/2017
6/22/2016 (B&F)	7/13/2016	The Starbucks Foundation	FHCC & SYC/PREP Works	$ 49,606	$ 40,000	1/1/2017 - 6/30/2017
3/30/2016 (Board)	8/11/2016	Chevron 2016 Social Investment Program	FHCC & SYC/STEM Program	$ 21,500	$ 21,500	7/1/2016 - 6/31/2017
5/25/2016 (Board)	9/15/2016	U.S Dept of Treasury/ IRS	VITA/Kern VITA Partnership - Year 1	$ 222,723	$ 84,815	8/1/2016 - 7/31/2017
8/17/2016 (B&F)	9/6/2016	Bank of America	Food Bank/ BackPack Buddies - Lamont	$ 25,000	$ 9,000	1/1/2017 - 12/31/2017
8/17/2016 (B&F)	9/6/2016	United Way of Stanislaus County	2-1-1 Kern/ Call Answering Services	$ 45,000	$ 40,500	10/1/2016 - 6/30/2017
10/26/2016 (Board)	10/14/2016	Walmart/ Community Grants Program	Food Bank/ General Support	$ 2,500	$ 1,000	1/1/2017 - 12/31/2017
8/10/2016	11/10/2016	County of Kern (Community Corrections Partnership)	FHCC/Workforce Development Services for Ex-offenders	$ 354,840	$ 138,906	10/1/2016 - 12/31/2018
10/26/2016 (Board)	11/14/2016	Southern California Gas Company	Food Bank/ Delano Fall Food Drive	$ 2,000	$ 2,000	1/1/2017 - 12/31/2017
10/26/2016 (Board)	12/9/2016	Bank of the West	VITA/ 2016 Tax Season	$ 2,500	$ 2,500	9/1/2016 - 6/30/2017
8/17/2016 (B&F)	12/5/2016	Southern California Gas Company	Food Bank/ Solar Energy Improvement Project	$ 25,000	$ 5,000	1/1/2017 - 12/31/2017
10/26/2016 (Board)	12/20/2016	Kern Family Health Care	FHCC & SYC/ First Aid, Emergency Preparedness & Hygiene Kits	$ 1,500	$ 1,500	1/1/2017 - 12/31/2017
11/30/2016 (Board)	12/22/2016	Feeding America/ Disney	Food Bank/ Produce Program	$ 15,000	$ 15,000	1/1/2017 - 6/30/2017
9/21/2016 (B&F)	1/12/2017	U.S. Dept of Ag./ California Department of Social Services	Food Bank/ Commodity Supplemental Food Program	$ 444,000	$ 252,000	1/1/2017 - 12/31/2017
10/26/2016 (Board)	**2/10/2017**	**United Way of Kern County - 2017 Hunger & Homelessness**	**Food Bank/ General Support**	**$ 50,000**	**$ 5,000**	**1/1/2017 - 12/31/2017**
12/14/2016 (Exec)	**3/2/2017**	**Tri Counties Bank**	**VITA/ 2016 Tax Season**	**$ 2,500**	**$ 2,500**	**9/1/2016 - 6/30/2017**
				TOTAL	**$ 803,228**	

COMMUNITY ACTION PARTNERSHIP OF KERN
FUNDING REQUESTS AND APPLICATION STATUS REPORT
DECLINED - March 2017

Date Approved	Date of Notification	Funding Source	Program/Proposal	Amount Requested
2/10/2016 (PRE)	3/31/2016	Walmart State Giving Program	Food Bank/Pickup Truck	$ 30,000
1/13/2016 (PRE)	5/23/2016	Junior League of Bakersfield	East Kern Family Resource Center/ Emergency Supplies Closet	$ 5,000
5/25/2016 (Board)	5/26/2016	First 5 Kern	211 Kern/Developmental Screening and Care Coordination	$ 332,859
6/22/2016 (B&F)	7/1/2016	United Way of Fresno and Madera Counties	2-1-1 Kern/After-hours & Weekend Call Answering	$ 39,756
7/16/2016 (Exec)	8/31/2016	Walmart State Giving Program	Food Bank/Equipment	$ 34,350
12/9/2015 (Exec)	9/22/2016	USDA/National Institute of Food and Agriculture (NIFA)	Food Bank/Kern Nutrition on Wheels Program	$ 329,500
6/29/2016 (Board)	12/6/2016	Cy Pres CRT Settlement Fund	East Kern Family Resource Center/Computers, Internet Service, Printer	$ 65,539
8/17/2016 (B&F)	12/9/2016	Wonderful Foundation	Food Bank/ BackPack Buddies - Wasco	$ 24,661
9/21/2016 (B&F)	12/9/2016	Wonderful Foundation	VITA/ Wasco	$ 18,600
11/30/2016 (Board)	12/22/2016	Feeding America/ Morgan Stanley	Food Bank/ Produce Program	$ 25,000
8/17/2016 (B&F)	1/31/2017	U.S Dept of Housing & Urban Development	2-1-1 Kern/ Kern County Homeless Coordinated Entry System	$ 178,000
10/26/2016 (Board)	2/6/2017	TJX Foundation	Food Bank/ General Support	$ 5,000
2/17/2016 (B&F)	*No response*	AstraZeneca	FHCC & SYC/Grow Fit Program	$ 175,198

Community Action Partnership of Kern
Funding Request Profile

Source of Funds: Private

Project Name: Senior Food Program

Funder Name: Kern Family Health Care

Grant Program Name: CAPK Food Bank

Funding Period: July 1, 2017 – June 30, 2018

CFDA # N/A

Division Director: Carmen Segovia

Program Manager: Maureen Andrew (Interim)

☒ ***New Funding***
☐ ***Re-Application***

A. *Narrative description of funding request, including goals:*

CAPK is requesting $2,000 from Kern Family Health Care to support the operation of CAPK Food Bank's Senior Food Program, funded by the USDA's Commodity Supplemental Food Program (CSFP). The Senior Food Program will provide monthly food packages to up to 3,500 low-income senior citizens, aged 60 years of age or older, throughout Kern County. Many of the food distributions will be held outdoors and will need awnings, tables, and chairs to make the process efficient and comfortable for clients. Modified hand trucks will also be used to assist clients with getting their food packages to their cars.

B. *Use of Funds:*

Requested funds of $2,000 will be used to purchase pop-up awnings, tables, chairs, and modified hand trucks.

C. *Approvals:*

1. Carmen Segovia 3/31/17
Division Director Date

2. 3-31-17
Director of Community Development Date

3. 3/31/17
Director of Finance Date

4. 4/3/17
Executive Director Date

D. *Board:*

☐Policy Council Date: _____
☐PRE Presentation Date: _____
☐B&F Approval Date: _____
☐Board Approval Date: _____

COMMUNITY ACTION PARTNERSHIP OF KERN
MEMORANDUM

To: Budget & Finance Committee

From: Donna Holland, Fiscal Administrator

Subject: *Agenda Item 5b:* Kern Head Start and Early Head Start Budget to Actual Report for the Period Ended February 28, 2017 Interim Year-End - Info Item

Date: April 19, 2017

The following are highlights of the Head Start/Early Head Start Budget to Actual Report for the 12-month period March 1, 2016 through February 28, 2017. Monthly budget to actual reports will continue to be presented to the Committee until this budget period has been closed out.

Overall, with the exception of the Duration Grant Start-up funding, expenditures were within 5% of budget.

Personnel & Fringe Benefits
Costs budgeted for salaries in Early Head Start were underestimated. Costs budgeted for Fringe Benefits in both Head Start and Early Head Start, particularly Medical Insurance and Workers Compensation, were underestimated.

Travel
Costs in this category were incidental to training and technical assistance (T&TA) objectives that were in excess of T&TA funding.

Equipment
CAPK purchased two of the four vehicles originally budgeted.

Contractual
In both Head Start and Early Head Start, costs budgeted for software support/maintenance and legal services related to union issues were underestimated.

Other
Of the many types of costs in this category, the variance in actual cost compared to budget were primarily due to the following:

In Head Start, the cost of preparing the new Wesley Child Development Center for licensing was not included in the budget. Additionally, the budgeted cost of support for the Central Kitchen was underestimated.

In Early Head Start, costs budgeted for facility repair and maintenance were overestimated.

Base and Training & Technical Assistance Funds
Overall, nearly 100% of these funds were expended.

Duration Grant
CAPK was awarded funds to increase the duration of hours of planned services for its Head Start program. This award added $723,019 in operating and start-up funds to its federal funding. The operating portion was prorated to 3 months. The portion of funds that were not obligated by February 28, 2017 will be carried over to the next fiscal year.

Non-Federal Share
With 100% of the budget period elapsed, total Non-Federal Share (the sum of California Department of Education funding and in-kind) is at 125% of budget. This is significant because the amount of non-federal share required increased by $180,755 with the Duration award.

- California Department of Education
  Actual and estimated non-federal revenues through February 2017 are at 116% of budget.

- In-Kind
  Year-to-date in-kind is at 132% of budget.

The five centers with the highest percentage of goal met were Fairfax, Sunrise Villa, Planz, Roosevelt, and Martha J. Morgan. Of 44 centers and groups, all but 3 exceeded 100% of goal.

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 - February 28, 2017
Month 12 of 12 (100%)

Prepared 04/12/2017

	HEAD START					EARLY HEAD START				
BASE FUNDS	**BUDGET**	**ACTUAL**	**REMAINING**	**% SPENT**	**% REMAINING**	**BUDGET**	**ACTUAL**	**REMAINING**	**% SPENT**	**% REMAINING**
PERSONNEL	10,246,395	10,110,234	136,161	99%	1%	1,869,515	2,164,388	(294,873)	116%	-16%
FRINGE BENEFITS	3,080,648	3,344,764	(264,116)	109%	-9%	560,855	615,911	(55,056)	110%	-10%
TRAVEL	0	19,323	(19,323)			0	5,720	(5,720)		
EQUIPMENT	0	0	0			120,000	59,601	60,399	50%	50%
SUPPLIES	1,037,719	622,058	415,661	60%	40%	464,862	223,574	241,288	48%	52%
CONTRACTUAL	64,750	105,109	(40,359)	162%	-62%	12,250	15,274	(3,024)	125%	-25%
CONSTRUCTION	0	0	0			0	0	0		
OTHER	3,161,984	3,513,969	(351,985)	111%	-11%	545,592	445,142	100,450	82%	18%
INDIRECT	1,879,907	1,723,986	155,921	92%	8%	376,920	347,316	29,604	92%	8%
TOTAL BASE FUNDING	**19,471,403**	**19,439,444**	**31,959**	**100%**	**0%**	**3,949,994**	**3,876,925**	**73,069**	**98%**	**2%**
TRAINING & TECHNICAL ASSISTANCE										
PERSONNEL	0	0	0			0	(59)	59		
FRINGE BENEFITS	0	0	0			0	715	(715)		
TRAVEL	19,322	25,348	(6,026)	131%	-31%	34,690	19,276	15,414	56%	44%
SUPPLIES	22,797	18,036	4,761	79%	21%	16,152	24,896	(8,744)	154%	-54%
CONTRACTUAL	18,485	6,126	12,359	33%	67%	11,689	12,204	(515)	104%	-4%
OTHER	70,211	82,681	(12,470)	118%	-18%	24,773	31,134	(6,361)	126%	-26%
INDIRECT	14,535	13,157	1,378	91%	9%	9,700	8,806	894	91%	9%
TOTAL TRAINING & TECHNICAL ASSISTANCE	**145,350**	**145,348**	**2**	**100%**	**0%**	**97,004**	**96,972**	**32**	**100%**	**0%**
DURATION GRANT START-UP										
EQUIPMENT	120,000	0	120,000	0%	100%					
SUPPLIES	199,700	23,490	176,210	12%	88%					
OTHER	174,802	0	174,802	0%	100%					
INDIRECT	37,450	2,349	35,101	6%	94%					
TOTAL TRAINING & TECHNICAL ASSISTANCE	**531,952**	**25,839**	**506,113**	**5%**	**95%**					
GRAND TOTAL HS/EHS FEDERAL FUNDS	**20,148,705**	**19,610,630**	**538,075**	**97%**	**3%**	**4,046,998**	**3,973,897**	**73,101**	**98%**	**2%**

HEAD START and EARLY HEAD START KERN NON-FEDERAL SHARE

SOURCE	**BUDGET**	**ACTUAL**	**REMAINING**	**% SPENT**	**% REMAINING**
CALIF DEPT OF ED	2,805,361	3,243,269	(437,908)	116%	-16%
IN-KIND	3,243,566	4,291,982	(1,048,416)	132%	-32%
TOTAL NON-FEDERAL	**6,048,927**	**7,535,251**	**(1,486,324)**	**125%**	**-25%**

Centralized Administrative Cost	7.1%
Program Administrative Cost	2.0%
Total Administrative Cost	**9.1%**

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

Actual expenditures include posted expenditures and estimated adjustments through 02/28/2017.

Community Action Partnership of Kern
Head Start and Early Head Start
Non-Federal Share and In-Kind
Budget Period: March 1, 2016 through February 28, 2017
Report for period ending February 2017 (Month 12 of 12)

Percent of year elapsed: 100%

LOCATION	FUNDED ENROLL-MENT	March	April	May	June	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	YTD Totals	IN-KIND GOAL	% OF GOAL MET
Fairfax	40	24,746	25,251	18,439	0	0	10,005	22,272	20,029	18,541	18,363	14,491	12,992	185,129	55,233	335%
Sunrise Villa	34	13,146	12,371	6,775	0	0	6,077	9,342	10,224	16,587	18,081	16,681	13,216	122,501	46,948	261%
Roosevelt	34	9,039	8,311	6,674	0	0	4,841	9,597	13,633	11,672	11,389	11,298	9,736	96,191	46,948	205%
Planz	34	12,315	10,461	12,154	0	0	6,295	5,907	9,719	8,437	9,423	10,455	10,904	96,071	46,948	205%
Martha J. Morgan	83	22,338	20,999	13,606	0	0	9,484	23,523	25,761	23,754	24,229	23,806	22,881	210,380	114,607	184%
Faith Avenue	34	8,435	9,094	5,748	0	0	3,592	10,419	9,096	10,854	9,376	9,256	10,155	86,024	46,948	183%
Casa Loma	34	10,304	11,410	8,328	0	0	4,132	7,952	9,553	7,863	8,045	9,636	6,487	83,708	46,948	178%
Vineland	20	5,180	5,542	4,335	0	0	2,175	4,314	7,446	4,619	6,876	3,901	4,362	48,749	27,616	177%
San Diego Street	48	12,075	10,439	11,730	7,067	7,027	6,596	7,444	12,869	8,978	10,410	9,336	9,623	113,595	66,279	171%
McFarland	20	7,117	5,767	2,921	0	0	1,979	4,768	6,828	6,040	5,629	2,336	3,778	47,162	27,616	171%
Virginia	34	8,315	7,701	4,854	0	0	5,080	11,006	9,713	8,356	7,855	7,168	9,227	79,275	46,948	169%
Alicante	34	7,661	11,592	9,673	0	0	2,224	7,140	7,856	7,383	7,541	6,643	7,672	75,384	46,948	161%
Franklin	24	6,049	6,281	6,607	4,113	3,364	2,645	2,368	2,392	4,102	4,340	4,524	5,422	52,206	33,140	158%
Stella Hills	34	7,753	7,910	3,580	0	0	0	7,968	9,917	14,914	10,990	6,189	3,664	72,884	46,948	155%
Lamont	34	8,086	7,960	3,598	0	0	4,313	9,137	3,914	10,424	9,485	5,645	9,283	71,846	46,948	153%
Williams	34	8,967	8,329	5,460	0	0	2,512	7,756	9,007	8,442	7,273	6,088	7,951	71,786	46,948	153%
Oildale	34	7,387	5,882	4,163	0	0	4,231	6,946	6,578	6,068	9,686	8,354	8,692	67,986	46,948	145%
Noble	34	9,834	9,733	4,957	0	0	2,902	8,287	7,709	6,805	4,507	6,002	6,328	67,064	46,948	143%
Alberta Dillard	68	10,211	11,434	6,909	0	0	5,264	17,746	21,763	19,581	12,247	12,568	13,178	130,900	93,895	139%
Sterling	103	17,160	17,130	15,890	12,936	13,487	13,651	17,265	18,196	16,378	9,838	25,673	13,867	191,471	142,224	135%
Fairview	34	6,551	2,602	10,537	0	0	2,518	6,472	7,351	5,959	5,837	7,950	7,266	63,043	46,948	134%
California City	34	7,771	5,648	3,856	0	0	4,081	7,633	8,484	6,850	5,862	6,621	6,144	62,951	46,948	134%
Cleo Foran	34	8,912	7,514	5,035	0	0	3,856	7,882	9,888	9,128	4,798	5,188	268	62,469	46,948	133%
Taft	54	11,902	14,092	8,130	0	0	6,109	11,065	11,094	10,059	9,020	8,544	8,948	98,962	74,564	133%
Home Base	249	28,093	29,509	20,270	9,987	16,080	12,959	13,353	20,628	17,145	19,557	19,770	14,537	221,888	171,911	129%
Delano	90	20,376	21,196	20,989	6,730	9,199	8,591	15,748	13,507	14,784	11,493	10,622	6,057	159,292	124,273	128%
Stine Road	123	19,627	19,450	20,299	12,398	12,961	17,223	17,952	20,706	18,177	20,367	18,370	16,132	213,663	169,840	126%
Primeros Pasos	76	17,227	15,148	12,143	4,696	6,094	7,661	12,619	13,961	13,204	11,164	9,813	7,731	131,461	104,942	125%
Seibert	34	8,157	5,695	2,844	0	0	3,573	7,654	9,607	7,396	4,393	5,788	3,666	58,772	46,948	125%
East California	70	18,493	17,503	10,688	0	0	3,650	9,906	15,504	13,269	10,227	9,066	12,352	120,659	96,657	125%
Rafer Johnson	34	6,998	7,935	4,364	0	0	2,058	5,591	7,061	5,479	5,033	5,836	6,775	57,129	46,948	122%
Tehachapi	34	4,004	3,431	2,343	0	0	3,995	7,771	7,717	7,007	6,795	6,966	6,576	56,606	46,948	121%
Shafter	34	7,714	8,400	4,578	0	0	4,532	5,330	6,382	5,688	4,811	3,174	5,407	56,016	46,948	119%
Oasis	60	15,379	15,691	8,735	0	0	5,706	10,295	10,360	9,256	8,177	10,216	5,015	98,830	82,849	119%
Pacific	62	8,933	8,417	9,357	5,612	6,985	7,204	8,500	8,304	7,831	9,248	9,770	9,085	99,246	85,610	116%
Shafter HS/EHS	36	4,412	3,559	4,529	4,868	3,689	3,486	4,603	5,229	5,796	5,020	5,116	5,287	55,595	49,709	112%
Buttonwillow	20	4,372	4,279	1,356	0	0	1,268	4,436	4,058	3,842	2,008	2,071	2,720	30,410	27,616	110%
Pioneer	34	4,152	5,201	3,267	0	0	695	2,895	4,107	8,212	7,926	7,643	7,300	51,397	46,948	109%
Heritage Park	34	5,518	3,282	3,089	0	0	2,248	5,839	6,139	5,014	6,190	6,891	6,974	51,184	46,948	109%
Pete H. Parra	148	18,586	19,028	16,876	12,447	10,834	17,506	24,579	24,618	23,952	21,261	16,272	13,445	219,406	204,360	107%
Willow	72	15,550	13,919	7,577	0	0	4,987	10,626	11,891	13,322	10,480	9,262	8,669	106,284	99,419	107%

Community Action Partnership of Kern
Head Start and Early Head Start
Non-Federal Share and In-Kind
Budget Period: March 1, 2016 through February 28, 2017
Report for period ending February 2017 (Month 12 of 12)

Percent of year elapsed: 100%

LOCATION	FUNDED ENROLL-MENT	March	April	May	June	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	YTD Totals	IN-KIND GOAL	% OF GOAL MET
Lost Hills	20	5,126	4,434	4,058	0	0	945	2,602	2,214	2,335	1,947	2,200	3,522	29,381	27,616	106%
Rosamond	75	5,240	3,210	1,585	0	0	3,245	7,962	9,274	9,923	12,709	20,892	19,642	93,681	103,561	90%
Mojave	34	1,767	1,406	626	0	0	888	1,701	2,722	3,195	1,959	1,995	2,445	18,703	46,948	40%
Wesley	60											3,561	4,863	8,424	82,849	10%
Voorhies	0	6,800	4,740	3,424	0	0						0	0	14,964		
Wasco	0	4,131	4,038	1,346	0	0						0	0	9,515		
Administrative Services		0	0	0	0	0	0	0	0	0	0	0	0	0	0	NA
Program Services		5,049	5,889	4,138	3,997	3,985	3,970	4,012	5,779	3,978	4,024	3,955	6,374	55,148	93,094	59%
Policy Council and RPC		1,284	1,659	1,421	1,093	753	1,026	957	3,739	1,255	433	1,773	1,197	16,591	51,236	32%
SUBTOTAL IN-KIND	**2,369**	**488,241**	**470,470**	**353,859**	**85,943**	**94,458**	**231,976**	**419,141**	**472,528**	**451,852**	**416,322**	**419,375**	**387,815**	**4,291,982**	**3,243,565**	**132%**
State General Child Care*		119,166	118,090	117,337	112,669	84,946	97,955	91,201	101,083	90,000	92,923	95,303	94,487	1,215,160	1,031,472	118%
State Preschool*		153,872	147,825	136,205	113,114	123,138	135,082	151,682	170,658	157,606	156,402	152,569	255,369	1,853,522	1,680,926	110%
State Migrant Child Care*		15,699	13,899	14,129	11,870	14,150	16,361	15,879	17,206	14,271	14,954	14,271	11,899	174,588	92,963	188%
SUBTOTAL CA DEPT of ED		**288,736**	**279,814**	**267,671**	**237,653**	**222,234**	**249,398**	**258,762**	**288,946**	**261,877**	**264,280**	**262,143**	**361,755**	**3,243,269**	**2,805,361**	**116%**
GRAND TOTAL		**776,977**	**750,284**	**621,530**	**323,596**	**316,692**	**481,374**	**677,903**	**761,474**	**713,729**	**680,602**	**681,518**	**749,570**	**7,535,251**	**6,048,926**	**125%**

*May include estimates

COMMUNITY ACTION PARTNERSHIP OF KERN
MEMORANDUM

To: Budget & Finance Committee

From: Donna Holland, Fiscal Administrator

Subject: *Agenda Item 5b:* Kern Head Start and Early Head Start Budget to Actual Report for the Period Ended March 31, 2017 - Info Item

Date: April 19, 2017

The following are highlights of the Head Start/Early Head Start Budget to Actual Report for the 1-month period March 1, 2017 through March 31, 2017.

Base Funds
Expenditures in all categories are as expected at this point in the budget period.

Base and Training & Technical Assistance Funds
Expenditures in all categories are as expected at this point in the budget period.

Duration Grant
CAPK was awarded funds to increase the duration of hours of planned services for its Head Start program. The funds for this budget period will be awarded at a later date. The portion of prior-year funds that were not obligated by February 28, 2017 will be carried over to the current budget period.

Non-Federal Share
With 8% of the budget period elapsed, total Non-Federal Share (the sum of California Department of Education funding and in-kind) is at 13% of budget.

- California Department of Education
  Actual and estimated non-federal revenues through February 2017 are at 16% of budget.

- In-Kind
  Year-to-date in-kind is at 10% of budget.

The five centers with the highest percentage of goal met were Vineland, Roosevelt, Planz, Heritage Park, and Martha J. Morgan. Of 44 centers and groups, 29 met or exceeded 8% of goal.

Community Action Partnership of Kern
Head Start and Early Head Start - Kern
Budget to Actual Report
Budget Period: March 1, 2017 - February 28, 2018
Report Period: March 1, 2017 - March 31, 2017
Month 1 of 12 (8%)

Prepared 4/10/2017

	HEAD START					EARLY HEAD START				
BASE FUNDS	**BUDGET**	**ACTUAL**	**REMAINING**	**% SPENT**	**% REMAINING**	**BUDGET**	**ACTUAL**	**REMAINING**	**% SPENT**	**% REMAINING**
PERSONNEL	9,995,228	954,487	9,040,741	10%	90%	2,127,767	89,769	2,037,998	4%	96%
FRINGE BENEFITS	2,992,014	367,022	2,624,992	12%	88%	638,330	36,129	602,201	6%	94%
TRAVEL	0	(1)	1			0	1	(1)		
EQUIPMENT	0	0	0			0	0	0		
SUPPLIES	1,026,270	75,042	951,228	7%	93%	376,583	8,682	367,901	2%	98%
CONTRACTUAL	47,110	3,951	43,159	8%	92%	23,390	648	22,742	3%	97%
CONSTRUCTION	0	0	0			0	0	0		
OTHER	3,523,700	194,440	3,329,260	6%	94%	429,129	17,327	411,802	4%	96%
TOTAL BASE FUNDING	**17,584,322**	**1,594,940**	**15,989,382**	**9%**	**91%**	**3,595,199**	**152,556**	**3,442,643**	**4%**	**96%**
TRAINING & TECHNICAL ASSISTANCE										
TRAVEL	19,322	9,125	10,197	47%	53%	39,954	1,485	38,469	4%	96%
SUPPLIES	20,812	0	20,812	0%	100%	9,981	0	9,981	0%	100%
CONTRACTUAL	18,485	0	18,485	0%	100%	15,689	0	15,689	0%	100%
OTHER	73,517	6,536	66,981	9%	91%	22,561	1,445	21,116	6%	94%
TOTAL TRAINING & TECHNICAL ASSISTANCE	**132,136**	**15,660**	**116,476**	**12%**	**88%**	**88,185**	**2,931**	**85,254**	**3%**	**97%**
DURATION GRANT CARRYOVER (FORMERLY "START-UP") pending Federal approval										
EQUIPMENT	0	0	0							
SUPPLIES	0	0	0							
OTHER	0	0	0							
TOTAL TRAINING & TECHNICAL ASSISTANCE	**0**	**0**	**0**							
INDIRECT	1,709,228	154,669	1,554,559	9%	91%	363,614	14,846	348,768	4%	96%
GRAND TOTAL HS/EHS FEDERAL FUNDS	**19,425,686**	**1,765,269**	**17,660,417**	**9%**	**91%**	**4,046,998**	**170,332**	**3,876,666**	**4%**	**96%**

HEAD START and EARLY HEAD START KERN NON-FEDERAL SHARE

SOURCE	**BUDGET**	**ACTUAL**	**REMAINING**	**% SPENT**	**% REMAINING**
CALIF DEPT OF ED	2,818,027	448,950	2,369,077	16%	84%
IN-KIND	3,050,144	298,947	2,751,197	10%	90%
TOTAL NON-FEDERAL	**5,868,171**	**747,897**	**5,120,274**	**13%**	**87%**

Agency-Wide Credit Card Report *

	CURRENT	**1 TO 30**	**31 TO 60**	**61 TO 90**	**OVER 90**	**CREDITS**	**TOTAL**	**STATEMENT DATE**
Bank of America	21,815						**21,815**	3/21/2017
Lowe's	6,235						**6,235**	3/25/2017
Save Mart	2,886						**2,886**	3/26/2017
Smart & Final	184						**184**	3/31/2017
Chevron & Texaco Business Card	8,439						**8,439**	4/4/2017
Home Depot	9,518						**9,518**	4/5/2017
	49,077	**0**	**0**	**0**	**0**	**0**	**49,077**	

* Expenditure details are included in the CAPK Financial Report

Budget reflects projects the projected annual funding level in Fiscal Year 2017 (Notice of Award #09CH9142-04-00)

Actual expenditures include posted expenditures and estimated adjustments through 03/31/2017.

Community Action Partnership of Kern
Head Start and Early Head Start
Non-Federal Share and In-Kind
Budget Period: March 1, 2017 through February 28, 2018
Report for period ending March 2017 (Month 1 of 12)

Percent of year elapsed: 8%

LOCATION	FUNDED ENROLL-MENT	March	YTD Totals	IN-KIND GOAL	% OF GOAL MET
Vineland	20	6,895	6,895	26,088	26%
Roosevelt	34	11,258	11,258	44,349	25%
Planz	34	10,632	10,632	44,349	24%
Heritage Park	34	10,460	10,460	44,349	24%
Martha J. Morgan	83	22,829	22,829	108,264	21%
Lamont	34	9,115	9,115	44,349	21%
Rosamond	75	19,634	19,634	97,829	20%
Alicante	34	8,770	8,770	44,349	20%
Fairfax	40	9,814	9,814	52,175	19%
Alberta Dillard	68	15,424	15,424	88,698	17%
Casa Loma	34	7,350	7,350	44,349	17%
Williams	34	7,250	7,250	44,349	16%
Cleo Foran	34	6,753	6,753	44,349	15%
Virginia	34	6,593	6,593	44,349	15%
San Diego Street	48	9,279	9,279	62,610	15%
Tehachapi	34	6,396	6,396	44,349	14%
Noble	34	6,242	6,242	44,349	14%
Taft	54	9,860	9,860	70,437	14%
Stella Hills	34	5,908	5,908	44,349	13%
Primeros Pasos	76	12,967	12,967	99,133	13%
Faith Avenue	34	5,704	5,704	44,349	13%
Lost Hills	20	3,195	3,195	26,088	12%
East California	70	10,409	10,409	91,307	11%
California City	34	4,945	4,945	44,349	11%
Rafer Johnson	34	4,731	4,731	44,349	11%
Mojave	34	4,416	4,416	44,349	10%
Pioneer	34	4,232	4,232	44,349	10%
Shafter	34	4,207	4,207	44,349	9%
Sterling	103	12,586	12,586	134,352	9%
Shafter HS/EHS	36	4,162	4,162	46,958	9%
Oasis	60	5,837	5,837	78,263	7%
Willow	72	6,550	6,550	93,916	7%
Stine Road	123	9,703	9,703	160,439	6%
Wesley	60	4,517	4,517	78,263	6%
Seibert	34	1,671	1,671	44,349	4%
Delano	90	3,301	3,301	117,395	3%
Home Base	249	4,371	4,371	162,396	3%
Buttonwillow	20	134	134	26,088	1%
McFarland	20	119	119	26,088	0%
Sunrise Villa	34	178	178	44,349	0%
Franklin	24	89	89	31,305	0%
Pacific	62	208	208	80,872	0%
Fairview	34	88	88	44,349	0%
Pete H. Parra	148	164	164	193,049	0%
Oildale	34	0	0	44,349	0%
Administrative Services		0	0	0	NA
Program Services		0	0	69,535	0%
Policy Council and RPC		0	0	52,917	0%
SUBTOTAL IN-KIND	**2,369**	**298,947**	**298,947**	**3,050,144**	**10%**
State General Child Care*		122,967	122,967	929,949	13%
State Preschool*		311,431	311,431	1,718,996	18%
State Migrant Child Care*		14,552	14,552	169,082	9%
SUBTOTAL CA DEPT of ED		**448,950**	**448,950**	**2,818,027**	**16%**
GRAND TOTAL		**747,897**	**747,897**	**5,868,171**	**13%**

*May include estimates

COMMUNITY ACTION PARTNERSHIP OF KERN
MEMORANDUM

To: Budget & Finance Committee

From: Donna Holland, Fiscal Administrator

Subject: *Agenda Item 5b:* San Joaquin Early Head Start Budget to Actual Report for the Period Ended January 31, 2017 Final Report - Info Item

Date: April 19, 2017

The following are highlights of the San Joaquin Early Head Start Budget to Actual Report for the period February 1, 2016 through January 31, 2017, which is at the end of its 12-month budget period.

Fringe Benefits
The budgeted costs for fringe benefits were overestimated.

Travel
The budgeted costs for travel to and from San Joaquin for support purposes were underestimated.

Supplies
Additional classroom supplies were purchase with savings from salaries and fringe benefits.

Contractual
The budgeted costs for this category were overestimated

Carryover Funds
Funds have been obligated for each of the planned facility improvement projects. Facility projects will have been completed 90 days after the end of the budget period. The report reflects all of the expended and obligated funds.

Training & Technical Assistance Funds
These funds have been nearly fully expended.

Non-Federal Share
CAPK's requested waiver of Non-Federal Share was approved by Office of Head Start. Actual Non-Federal Share exceeds the revised budget by $28,770.

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 - January 31, 2017 - FINAL REPORT

Month 12 of 12 (100%)

Prepared 04/06/2017

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	2,935,476	2,843,178	92,298	97%	3%
FRINGE BENEFITS	741,255	670,809	70,446	90%	10%
TRAVEL	14,940	25,957	(11,017)	174%	-74%
EQUIPMENT	0	0	0		
SUPPLIES	191,905	346,859	(154,954)	181%	-81%
CONTRACTUAL	22,500	10,418	12,082	46%	54%
CONSTRUCTION	0	0	0		
OTHER	653,676	652,377	1,299	100%	0%
INDIRECT	436,592	443,973	(7,381)	102%	-2%
TOTAL	**4,996,344**	**4,993,571**	**2,773**	**100%**	**0%**

CARRYOVER FUNDS					
EQUIPMENT	112,500	107,384	5,116	95%	5%
SUPPLIES	82,660	57,312	25,348	69%	31%
OTHER	320,898	354,937	(34,039)	111%	-11%
INDIRECT	44,840	41,217	3,623	92%	8%
TOTAL	**560,898**	**560,850**	**48**	**100%**	**0%**

TRAINING & TECHNICAL ASSISTANCE FUNDS					
TRAVEL	17,981	23,780	(5,799)	132%	-32%
SUPPLIES	14,389	3,154	11,235	22%	78%
CONTRACTUAL	9,500	17,414	(7,914)	183%	-83%
OTHER	31,918	30,052	1,866	94%	6%
INDIRECT	8,109	7,194	915	89%	11%
TOTAL	**81,897**	**81,594**	**303**	**100%**	**0%**

GRAND TOTAL EHS FEDERAL FUNDS	**5,639,139**	**5,636,015**	**3,124**	**100%**	**0%**

NON-FEDERAL SHARE	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
IN-KIND	360,784	389,554	(28,770)	108%	-8%
TOTAL NON-FEDERAL FUNDS	**360,784**	**389,554**	**(28,770)**	**108%**	**-8%**

Centralized Administrative Cost	8.2%
Program Administrative Cost	2.2%
Total Administrative Cost	**10.4%**

Budget reflects Notice of Award #09CH010071-02-04

COMMUNITY ACTION PARTNERSHIP OF KERN
MEMORANDUM

To: Budget & Finance Committee

From: Donna Holland, Fiscal Administrator

Subject: *Agenda Item 5b:* San Joaquin Early Head Start Budget to Actual Report for the Period Ended March 31, 2017 - Info Item

Date: April 19, 2017

The following are highlights of the San Joaquin Early Head Start Budget to Actual Report for the period February 1, 2017 through March 31, 2017.

Base Funds
Expenditures in all categories are as expected at this point in the budget period.

Base and Training & Technical Assistance Funds
Expenditures in all categories are as expected at this point in the budget period.

Non-Federal Share
With 17% of the budget period elapsed, total Non-Federal Share is at 8% of budget.

Community Action Partnership of Kern

Early Head Start - San Joaquin County

Budget to Actual Report

Budget Period: February 1, 2017 - January 31, 2018

Report Period: February 1, 2017 - March 31, 2017

Month 2 of 12 (17%)

Prepared 4/10/2017

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	3,065,456	405,938	2,659,518	13%	87%
FRINGE BENEFITS	762,444	126,079	636,365	17%	83%
TRAVEL	20,232	2,579	17,653	13%	87%
EQUIPMENT	0	0	0		
SUPPLIES	142,025	18,337	123,688	13%	87%
CONTRACTUAL	5,000	364	4,636	7%	93%
CONSTRUCTION	0	0	0		
OTHER	524,403	92,288	432,115	18%	82%
TOTAL	**4,519,560**	**645,585**	**3,873,975**	**14%**	**86%**
TRAINING & TECHNICAL ASSISTANCE FUNDS					
TRAVEL	14,475	754	13,721	5%	95%
SUPPLIES	16,404	0	16,404	0%	100%
CONTRACTUAL	19,823	0	19,823	0%	100%
OTHER	23,005	3,750	19,255	16%	84%
TOTAL	**73,707**	**4,504**	**69,203**	**6%**	**94%**
INDIRECT	484,974	61,303	423,671	13%	87%
GRAND TOTAL EHS FEDERAL FUNDS	**5,078,241**	**711,392**	**4,366,849**	**14%**	**86%**

NON-FEDERAL SHARE	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
IN-KIND	1,269,560	106,296	1,163,264	8%	92%
TOTAL NON-FEDERAL FUNDS	**1,269,560**	**106,296**	**1,163,264**	**8%**	**92%**

Centralized Administrative Cost	7.5%
Program Administrative Cost	1.3%
Total Administrative Cost	**8.8%**

Budget reflects projects the projected annual funding level in Fiscal Year 2017 (Notice of Award #09CH010071-03-00)

Actual expenditures include posted expenditures and estimated adjustments through 03/31/2017

Community Action Partnership of Kern
San Joaquin Early Head Start
Non-Federal Share and In-Kind
Budget Period: February 1, 2017 through January 31, 2018
Report for period ending March 2017 (Month 2 of 12)

Percent of year elapsed: 17%

LOCATION	FUNDED ENROLL-MENT	Feb	March	YTD Totals	IN-KIND GOAL	% OF GOAL MET
4th Street	24	8,398	7,846	16,244	121,710	13%
California Street	24	11,719	11,806	23,525	121,710	19%
Chrisman	30	8,315	149	8,464	152,137	6%
Gianone	16	0	0	0	81,140	0%
Kennedy	16	1,654	924	2,578	81,140	
Lodi UCC	30	5,167	4,111	9,278	152,137	6%
St. Mary's	16	2,627	3,906	6,534	81,140	8%
Walnut	22	305	10,749	11,054	111,567	10%
Home Base - Lodi	44	6,975	93	7,068	111,567	6%
Home Base - Manteca	12	3,607	55	3,661	30,427	12%
Home Base - Stockton	67	13,421	209	13,630	169,886	8%
Home Base - Tracy	12	2,053	1,903	3,956	30,427	13%
Administrative Services		0	0	0	0	
Program Services		80	0	80	21,858	0%
Policy Council		199	25	224	2,713	8%
SUBTOTAL IN-KIND	**313**	**64,517**	**41,779**	**106,296**	**1,269,560**	**8%**

COMMUNITY ACTION PARTNERSHIP OF KERN
MEMORANDUM

To: Budget & Finance Committee

From: Donna Holland, Fiscal Administrator

Subject: *Agenda Item 5b:* Early Head Start Child Care Partnerships Budget to Actual Report for the Period Ended March 31, 2017 - Info Item

Date: April 19, 2017

The following are highlights of the Early Head Start Child Care Partnerships Budget to Actual Report for the period September 1, 2016 through March 31, 2017.

Base Funds

Personnel and Fringe Benefits costs are slightly high through the first 7 months of the budget period. Staff conducted a review of costs allocated to the grant, and updated its roster of employees who materially support the objectives of the EHS Child Care Partnership. This will result in more reasonable cost with no negative effects on the program and its services.

Expenditures in Supplies indicate costs that are intended to be charged to the Carryover Funds (discussed below). The correction will be reflected in the report for April 2017.

Expenditures in the Contractual category reflect cost savings of approximately $24,000 at this point in the year.

Total costs overall are on target at this point in the budget period.

Carryover Funds

CAPK has submitted a request to carry over unexpended prior-year funds in the amount of $315,000; (base funds) and $47,000 (training & technical assistance funds). The request has been approved by Office of Head Start; the award letter is pending.

Training & Technical Assistance (T&TA)

Expenditures indicate costs that are intended to be charged to the Carryover Funds. The correction will be reflected in the report for April 2017.

Non-Federal Share

With 58% of the year elapsed, total Non-Federal Share is at 59%.

Community Action Partnership of Kern
Early Head Start - Child Care Partnerships
Budget to Actual Report
Budget Period: September 1, 2016 - August 31, 2017
Report Period: September 1, 2016 - March 31, 2017
Month 7 of 12 (58%)

Prepared 04/5/2017

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	122,245	84,092	38,153	69%	31%
FRINGE BENEFITS	28,705	18,893	9,812	66%	34%
TRAVEL	0	0	0		
EQUIPMENT	0	0	0		
SUPPLIES	1,650	6,506	(4,856)	394%	-294%
CONTRACTUAL	459,322	244,393	214,929	53%	47%
CONSTRUCTION	0	0	0		
OTHER	9,990	4,578	5,412	46%	54%
TOTAL BASE FUNDING	**621,912**	**358,462**	**263,450**	**58%**	**42%**

CARRYOVER FUNDS (pending Federal approval)	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	0	0	0		
FRINGE BENEFITS	0	0	0		
TRAVEL	0	0	0		
EQUIPMENT	0	0	0		
SUPPLIES	0	0	0		
CONTRACTUAL	0	0	0		
CONSTRUCTION	0	0	0		
OTHER	0	0	0		
TOTAL START-UP FUNDING	**0**	**0**	**0**		

TRAINING & TECHNICAL ASSISTANCE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
TRAVEL	5,294	7,889	(2,595)	149%	-49%
SUPPLIES	3,506	0	3,506	0%	100%
CONTRACTUAL	0	9,025	(9,025)		
OTHER	8,000	4,358	3,642	54%	46%
TOTAL TRAINING & TECHNICAL ASSISTANCE	**16,800**	**21,273**	**(4,473)**	**127%**	**-27%**

INDIRECT	**62,184**	**37,974**	**24,210**	**61%**	**39%**
GRAND TOTAL FEDERAL FUNDS	**700,896**	**417,708**	**283,188**	**60%**	**40%**

NON-FEDERAL SHARE	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
IN-KIND	175,224	103,497	71,727	59%	41%
TOTAL NON-FEDERAL FUNDS	**175,224**	**103,497**	**71,727**	**59%**	**41%**

Centralized Administrative Cost	7.3%
Program Administrative Cost	1.4%
Total Administrative Cost	**8.7%**

Budget reflects Notice of Award #09HP0036-02-00.

Actual expenditures include posted expenditures and estimated adjustments through 03/31/2017.

COMMUNITY ACTION PARTNERSHIP OF KERN
DISCRETIONARY AND FUND RAISING FUNDS
FOR THE MONTH ENDED MARCH 31, 2017

	02/28/17	03/01/17-03/31/17		TOTAL	
BEGINNING BALANCE (NOTE 1)	419,606.24			419,606.24	
CASH RECEIPTS					
2017 Awards Banquet Donations		5,600.00		5,600.00	a
Misc. Revenue		1,929.65	b	1,929.65	
Interest Income/Union Administrative Fee		105.04		105.04	
TOTAL CASH RECEIPTS	0.00	7,634.69		7,634.69	
CASH DISBURSEMENTS					
Line of Credit Interest Expense		15.76	c	15.76	
Line of Credit Unused Commitment Fee		514.41	d	514.41	
2017 Awards Banquet Expenses				0.00	a
Fundraising Expenses		159.00		159.00	
Miscellaneous Expenses		260.41		260.41	
Indirect Costs		41.94		41.94	
TOTAL CASH DISBURSEMENTS	0.00	991.52		991.52	
CASH PROVIDED (USED)	0.00	6,643.17		6,643.17	
ENDING BALANCE	419,606.24			426,249.41	

Discretionary Cash	210,905.76
Fund Raising Cash	211,214.23
	422,119.99
Add: Prepaid	4,179.42
Less: AP	(50.00)
	426,249.41

NOTES

1. For the year ended 2/28/17, the net increase to the Discretionary/Fund Raising Funds was $17,173.63.

a. As of 3/31/17, net 2017 awards banquet gain is $6,543.40 (FYE 2/28/17 = $943.40 + $5,600 for 2017/18)
b. Rebate from Office Depot.
c. Interest expense on operating line of credit advance for $125,000 for 1 day.
d. Commitment fee for the period 1/15/17 to 3/30/17 that the $1 million line of credit was not used. The fee is equal to one-quarter percent (0.25%) per annum based on a 360 day year.

Date Prepared: 4/9/17

To: Board of Directors

From: Janelle Gonzalez, Program Governance Coordinator

Date: April 17, 2017

Subject: *Agenda Item VIII(a)*: March 30, 2017 Policy Council Report – Action Item

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The Policy Council met on March 30, 2017

The Content Area Specialists Janey Felsoci and Roxanne Harris presented on nutrition and shared with the group how it is important to eat a "rainbow" of foods. Janey also encouraged families to exercise and to try new foods with their children. Janey shared some aspects within the scope of her work as a Nutrition Specialist including but not limited to special diets, heights & weights and sanitation. A short activity was demonstrated about creatively tracking your child's height using yarn as a measuring tool and incorporating school readiness by asking questions of your child regarding the measurements, e.g. similarities, differences. Explaining further, Roxanne stated 5 is the number of servings of fruits and vegetables you should have every day. A great alternative to television are the Ready Rosie and Ready Baby apps that we have. She also stated that an hour of exercise does not necessarily need to occur all at one time, it can take place throughout the day in increments. In closing, the team shared healthy lifestyles are important not only to combat obesity but help prevent high risk diseases and create a good nutritional foundation for our children.

Yolanda thanked members for their attendance adding how important it is as they are partners of the Head Start program. She is pleased that our bylaws now allow for two community representatives. Yolanda stated we had a CLASS federal review earlier in the month. The review team visited about 44 classrooms throughout the week. An official report will be sent within 30 days. March and April are very busy months. We have several recruitment events, are busy enrolling families and there was also an offsite Planning Meeting looking at our goals and the direction of the program. Congratulations were given to Stockton at the announcement of the Lodi center receiving its license. We have had 11 licensing visits and zero noncompliance issues; staff is continuing to do a great job! We are also working on the calendar for our grants as well as for trainings and preservice. In closing, Yolanda thanked everyone and stated she is looking forward to working together for the remaining of the program year.

Next Policy Council Meeting will be April 26th in the Board Room
5005 Business Park North, Suite 130 Bakersfield, CA 93309
Bakersfield, CA 93308

COMMUNITY ACTION PARTNERSHIP OF KERN
HEAD START / STATE CHILD DEVELOPMENT PROGRAMS
POLICY COUNCIL (PC) MEETING MINUTES
MARCH 30, 2017

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

2. **ROLL CALL/SET QUORUM – Secretary, Christina Bates - Quorum was established.**
   PC Members Present: Enrique Salazar, Ana Luna, LaChelle Calvillo, Maria Martinez, Gabriella McCutcheon, Christina Bates, Jason Warren, Savannah Scarpa, Lorena Fernandez, Shevada Dove, Ramona Campos, Ana Lester, Lindsay Harrison, Erica Freehoffer

3. **APPROVAL OF AGENDA – Vice Chairperson, Lorena Fernandez (*ACTION)**
   a. Motion for approval of the PC Agenda as amended dated March 30, 2017 was made by Gabriella McCutcheon; seconded by Savannah Scarpa. Motion carried unanimously.

4. **APPROVAL OF MINUTES – Vice Chairperson, Lorena Fernandez (*ACTION)**
   a. Motion for approval of the PC meeting minutes dated February 23, 2017 was made by Gabriella McCutcheon; seconded by Christina Bates. Motion carried unanimously.

5. **PRESENTATION OF GUESTS/PUBLIC FORUM**
   (The public wishing to address the full Policy Council may do so at this time. Policy Council members may respond briefly to statements made or questions posed. However, the PC will take no action other than referring the item(s) to staff for study and analysis. ***Speakers are limited to five minutes each.*** *If more than one person wishes to address the same topic, total group time for topic will be 10 minutes. Please state your name before making your presentation. Thank you.*
   Guests in attendance: Argelia Diaz, Program Assistant; Margaret Edwards, FSW Cal City; Lisa Price, PD M Administrative Assistant; Janey Felsoci, CAS Nutrition; Roxanne Harris, CAS Nutrition; Janelle Gonzalez, Governance Coordinator; Jerry Meade, Program Design & Management Administrator; Mary Ann Mooney, Program Manager; Patty Hinojosa, Family Engagement Support Services Manager; Rashi Strother; Family Services & Governance Specialist

6. **STANDING COMMITTEE REPORTS** (3 minutes each)
   a. School Readiness – No report given
   b. Planning Committee – Lorena Fernandez reported quorum was met. The Enrollment Report, Average Daily Attendance and CACFP Reports for February were reviewed and the revised Program Planning Calendar was handed out. The next meeting is scheduled for April 4, 2017 at 5:15 p.m. in Suite 130.
   c. Finance Committee – Christina Bates reported there was discussion about in-kind stating it has improved and gone up at some centers. The auditor's report was also discussed and that information will be shared in a presentation by Donna Holland, Fiscal Administrator at the April PC Meeting.
   d. By-Laws Committee – No report given

7. **PRESENTATIONS**
   a. Growing Healthy on the Road to School Readiness – Janey Felsoci & Roxanne Harris, Nutrition Content Area Specialist
   Janey Felsoci talked about nutrition and shared with the group how it is important to eat a "rainbow" of foods. Janey also encouraged families to exercise and to try new foods with their children. She added that exercise could be as simple as taking a walk. Janey also shared some aspects within the scope of

her work as a Nutrition Specialist including but not limited to special diets, heights & weights and sanitation. A short activity was demonstrated about creatively tracking your child's height using yarn as a measuring tool and incorporating school readiness by asking questions of your child regarding the measurements, e.g. similarities, differences. Janey added twice a year children's heights are taken and she encouraged parents to ask their FSWs to share their child's chart with them. Roxanne Harris spoke about healthy eating and the importance of "5-2-1-0". Explaining further, Roxanne stated 5 is the number of servings of fruits and vegetables you should have every day. Television time and other electronical gadgets should be limited to 2 hours; 1 references the number of hours of exercise per day one should have with 0 representing the amount of sugar intake. Roxanne shared to make meal time and the incorporation of fruits and veggies more inviting parents can look for different colored items to introduce to their family. A great alternative to television are the Ready Rosie and Ready Baby apps that we have. She also stated that an hour of exercise does not necessarily need to occur all at one time, it can take place throughout the day in increments. Roxanne added that games such as Mother/Father May I are great forms of exercise as they also incorporate language and different types of movement. Milk and water are the preferred beverages for children; however, if you would like to give your child juice 100% fruit juice is best. In closing, the team shared healthy lifestyles are important not only to combat obesity but help prevent high risk diseases and create a good nutritional foundation for our children.

b. Financial Report and Independent Auditor's Report – Donna Holland, Fiscal Administrator
Presentation to be given at April Policy Council Meeting.

8. <u>NEW BUSINESS</u> – Chairperson (*ACTION)

a. Request to approve Policy Council meet on April 26, 2017 due to Staff Development Day
Motion was made by Gabriella McCutcheon to approve Policy Council meet on April 26, 2017; seconded by Jason Warren. Motion carrie.d unanimously.

b. Request to approve PC Member Lizeth Calvo to the Planning Subcommittee
Motion was made by Lindsay Harrison to approve the election of Lizeth Calvo as a member of the PC Planning subcommittee; seconded by Savannah Scarpa. Motion carried unanimously.

c. Request to approve PC Member Enrique Salazar to the Planning and Finance Subcommittees
Motion was made by Savannah Scarpa to approve the election of Enrique Salazar to the Planning and Finance Subcommittees; seconded by Christina Bates. Motion carried unanimously.

9. <u>COMMUNICATIONS</u>

a) Head Start & Early Head Start – Kern Budget vs. Actual Expenditures March 1, 2016 through February 28, 2017
b) Early Head Start – San Joaquin Budget vs. Actual Expenditures February 1, 2016 through January 31, 2017
c) Early Head Start – San Joaquin Budget vs. Actual Expenditures February 1, 2016 through February 28, 2017
d) Early Head Start Child Care Partnerships Budget vs. Actual Expenditures September 1, 2016 through February 28, 2017
e) Parent Local Travel & Child Care for the period ending February 28, 2017 (English/Spanish)
f) Parent Activity Funds for the period ending February 28, 2017 (English/Spanish)
g) Parent Meals for the period ending February 28, 2017 (English/Spanish)
h) 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 February 28, 2017
i) Termination Letter – Policy Council Member Irma Sandoval, February 24, 2017 (English/Spanish)
j) Termination Letter – Policy Council Member Marion Gomez, March 14, 2017 (English/Spanish)
k) Policy Council Bylaws Subcommittee Minutes, February 9, 2017 (English/Spanish)
l) Policy Council Finance Subcommittee Minutes, February 16, 2017 (English/Spanish)
m) Policy Council School Readiness Subcommittee Minutes, February 15, 2017 (English/Spanish)
n) Policy Council Planning Subcommittee Minutes, February 8, 2017 (English/Spanish)

o) Kern County Network for Children – See Poverty Be the Difference
p) Convoy of Hope Seize the Moment, Donate, Volunteer or Sponsor (English/Spanish)
q) Convoy of Hope Free Community Event (English/Spanish)
r) Clinica Sierra Vista Nurturing Parenting/Neglect Classes
s) Kern County Department of Child Support Services (English/Spanish)
t) CASA of Kern County Superhero Run April 1, 2017
u) Parenting Partners with John Madrid April 4, 2017 (English/Spanish)
v) Cal EITC Volunteer Income Tax Assistance Program
w) ACE – Advanced Center for Eyecare Clinic
x) Healthychildren.org Getting your Baby to Sleep (English/Spanish)

Motion made by Gabriella McCutcheon to receive and file items (a) – (x)

10. PROGRAM GOVERNANCE REPORT/TRAINING – Janelle Gonzalez

Janelle reviewed RPC Meeting dates and encouraged members to attend their respective meetings. Regions 1 & 2 will meet on April 5 at 5:30 p.m.; Regions 3 & 4 will meet on April 6 at 5:30 p.m. with Home Base and the EHS Partnership meeting on April 7 at 4:30 p.m. Janelle shared that the guest speaker at these meetings will be discussing ways to save money on your grocery bill. She added Policy Council vacancies and alternate positions will be discussed. In the coming months, Janelle will review Parent Café forms and revise based upon feedback received.

11. COMMUNITY REPRESENTATIVES REPORT – Ana Lester and Lindsay Harrison

Ana reminded members to complete their taxes if they haven't already done so. She also shared that if you are in a rural area of the county there may still be openings to have the mobile unit come out to your community to provide tax services. Ana also spoke briefly about ACE (Advanced Center for Eyecare). This is a service for low income families from which both children and adults can benefit. Services are rendered by appointment only, Head Start can refer clients or interested parties can call and self-refer.

Lindsay restated the quality services provided by ACE adding that they work with her school as well and if members need additional contact information she can provide them with that information. Lindsay also talked about a USDA Home Repair Program for very low income homeowners to aid in the repair their homes such as roofing among other things. Applications for this program are also available for the elderly. Lindsay provided the group with the contact information.

12. EARLY HEAD START PARTNERSHIP REPORT – Jadine Gonzalez

No report was provided.

13. BOARD OF DIRECTORS REPRESENTATIVE REPORT – Lorena Fernandez

Lorena shared the approvals were given for the Partnership Grant as well as for the Program Planning Calendar. She added that there is an open position on the Board of Directors. Additionally, it was announced that WIC Manager, Beth Tolley is retiring.

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

Yolanda thanked members for their attendance adding how important it is as they are our partners. She is pleased that our bylaws now allow for two community representatives. Yolanda stated we had a CLASS federal review earlier in the month. The review team visited about 44 classrooms throughout the week. In receiving feedback from teachers, they felt confident in their jobs and felt that the review went well. An official report will be sent within 30 days. March and April are very busy months. We have several recruitment events, are busy enrolling families and there was also an offsite Planning Meeting looking at our goals and the direction of the program. Congratulations were given to Stockton at the announcement of the Lodi center receiving its license. We have had 11 licensing visits and zero noncompliance issues; staff is continuing to do a great job! We are also working on the calendar for our

grants as well as for trainings and preservice. In closing Yolanda again thanked everyone and stated she is looking forward to continuing to work together.

15. POLICY COUNCIL CHAIRPERSON/ANNOUNCEMENTS – Janelle Gonzalez

Janelle stated that we are at the peak of recruitment and there are many upcoming events. She encouraged parents to participate and volunteer when able to do so as they are our experts. Janelle dispersed recruitment flyers to the group and stated that at each meeting she will be distributing flyers to members to hand out to anyone they encounter who may need our services. She also shared a few specific recruitment events taking place in the next few weeks and asked that interested volunteers contact her after the meeting. It was also shared that Stuff the Bus will be taking place on Friday, March 31 at the Valley Plaza parking lot. Donations will be collected to benefit the CAPK Food Bank and in addition there will be many other resources present if anyone would like to donate and/or obtain information on other services.

16. ADJOURNMENT – Chairperson

Meeting was adjourned at 6:07 p.m.

Lisa Price/PDM Administrative Assistant
Completed 04.03.17