COMMUNITY ACTION PARTNERSHIP *OF* KERN
BOARD OF DIRECTORS MEETING

5005 Business Park North, Bakersfield, CA
August 23, 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. Introduction of Newly Appointed Board Member
- Enrique Salazar, Jr., Head Start Policy Council Representative

d. Roll Call

Garth Corrigan	*Curtis Floyd*	*Fred Plane*	*Warren Peterson*
Janea Benton	*James Camp*	*Jimmie Childress*	*Lorena Fernandez*
Craig Henderson	*Mike Maggard*	*Yolanda Ochoa*	*Marian Panos*
Guadalupe Perez	*Enrique Salazar, Jr.*		*Ana Vigil*

II. Approval of Agenda

III. Approval of meeting minutes

a. Minutes of June 28, 2017 Board of Directors meeting – ***Action Item (p. 1-10)***

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 Tony Martinez, Board Member for 15 years of service to Community Action Partnership of Kern – Jeremy Tobias, Chief Executive Officer

VI. New Business

a. Review of Employee Health Benefits & Industry Trends – Michelle Nowell, Director of Human Resources & Payroll, and Steve Hulbert, Wells Fargo Insurance. – ***Info Item (p. 11-41)***

b. Revision of CAPK Bylaws – Ralph Martinez, Director of Community Development – ***Action Item (p. 42-61)***

c. Early Head Start San Joaquin Refunding Application – Yolanda Gonzales, Director of Head Start / State Child Development Program – ***Action Item (p. 62-63)***

d. Strategic Plan Mid-Year Progress Report – Ralph Martinez, Director of Community Development – ***Info Item***

e. Head Start Lease at Wayside Chapel – Shane Stapleton, Business Contract Specialist – ***Action Item (p. 64-74)***

f. Employee Pension Plan Review & Contract for Services – Jeremy Tobias, Chief Executive Officer – ***Action Item***

g. 2017 Low Income Weatherization Program (LIWP) Contract with Richard Heath Associates – Emilio Wagner, Director of Operations – ***Action Item***

VII. Committee Reports

a. Executive Committee Report – Jeremy Tobias, Chief Executive Officer – ***Action Item***
   i. Minutes of July 19, 2017 ***(p. 75-79)***
   ii. Selection of Workers Compensation Insurance Coverage for 2017-2018 ***(p. 80)***
      1. 2017-2018 Workers Compensation Proposal ***(p. 81-88)***
   iii. 2016-2017 Early Head Start Child Care Partnership Self-Assessment ***(p. 89-93)***
   iv. Revision of CAPK Bylaws ***(p. 94-147)***
   v. Head Start and Early Head Start Budget to Actual Reports for the Period Ended June 30, 2017 ***(p. 148-155)***
   vi. Chief Financial Officer Report ***(p. 156-165) Financial Statements For June, 2017 are in Section 3 of the Binder***

b. Program Review & Evaluation Committee Report – Ralph Martinez, Director of Community Development – ***Action Item***
   i. Minutes of August 9, 2017 ***(p. 166-169)***
   ii. Program Reports
      1. July 2017 Program and Division Reports ***(p. 170-183)***
      2. Application Status Report and Funding Requests ***(p. 184-188)***
      3. July 2017 Head Start / State Child Development May Enrollment Update and Meals Report ***(p. 189)***
      4. July 2017 Outreach & Advocacy Report ***(p. 190)***
      5. Head Start / State Child Development Self-Assessment ***(p. 191-195)***

c. Budget & Finance Committee Report – Christine Anami, Chief Financial Officer – ***Action Item***
   i. Minutes of August 16, 2017 ***(p. 196-199)***
   ii. Application Status Report and Funding Requests ***(p. 200-204)***
   iii. Kern Head Start and Early Head Start Budget to Actual for the Period Ending July 31, 2017 ***(p. 205-207)***

iv. San Joaquin Head Start and Early Head Start Budget to Actual Reports for the Period Ending July 31, 2017 ***(p. 208-210)***
v. Early Head Start Child Care Partnerships Budget to Actual Report for the Period Ended July 31, 2017 ***(p. 211-212)***
vi. 2016-2017 Head Start Federal Financial Reports – ***Info Item (p. 213-216)***
vii. Addition of Authorized signers on CAPK Bank Accounts – ***Action Item (p. 217)***
viii. Discretionary Fund Update ***(p. 218)***
ix. Financial Statements, July 2017 ***(Section 3 of binder)***

d. Audit & Pension Committee Report – Christine Anami, Chief Financial Officer – ***Action Item***
   i. Minutes of August 17, 2017 ***(p. 219-220)***
   ii. Pension Plan Report by Mutual of America (verbal report)
   iii. First 5 Kern Annual Administrative Review of the 2-1-1 Program ***(p. 221-222)***
   iv. First 5 Kern Annual Administrative Review of East Kern Family Resource Center ***(p. 223-224)***

VIII. Advisory Board Reports

a. Head Start Policy Council Report – Enrique Salazar, Jr. Policy Council Representative - ***Action Item (p. 225)***
   i. Minutes of June 29, 2017 ***(p. 226-230)***
   ii. Minutes of July 27, 2017 ***(p. 231-233)***

b. Summary of Proposed Changes to the 2017-2018 Policy Council Bylaws – Janelle Gonzalez, Program Governance Coordinator - ***Action Item (p. 234)***
   i. Policy Council Bylaw Revisions ***(p. 235-246)***

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

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

a. Food Bank Solar Project Update ***(p. 247)***
b. CFO Recruitment Update ***(p. 247)***

X. Board Member Comments

XI. Closed Session

XII. Closed Session Report

XIII. Next Scheduled Meeting

Board of Directors Meeting
Wednesday, September 27, 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 12:00 pm August 18, 2017. Paula Daoutis, Administrative Assistant.

COMMUNITY ACTION PARTNERSHIP *OF* KERN
BOARD OF DIRECTORS MEETING

5005 Business Park North, Bakersfield, CA
June 28, 2017
12:00pm

MEETING MINUTES

I. Call to Order

Garth Corrigan called the meeting to order at 12:10 pm at the Community Action Partnership of Kern Administrative Building, 5005 Business Park North, Bakersfield, CA.

a. Moment of Silence/Pledge of Allegiance
b. Reading of the "Promise of Community Action"
c. Introduction of Newly Appointed Board Member
    - Guadalupe Perez, Greater Bakersfield Representative
d. Roll Call

Roll Call was taken with a quorum present:

Present: Garth Corrigan, Fred Plane, Janea Benton, Jimmie Childress, Lorena Fernandez, Yolanda Ochoa, Guadalupe Perez, Ana Vigil

Absent: Curtis Floyd, Warren Peterson, James Camp, Mike Maggard, Craig Henderson, Marian Panos

Others Present: Jeremy Tobias, Chief Executive Officer; Christine Anami, Chief Financial Officer; Ralph Martinez, Director of Community Development; Pritika Ram, Director of Administration; Carmen Segovia, Director of Health & Nutrition; Emilio Wagner, Director of Operations; other CAPK staff.

Jeremy Tobias introduced new CAPK Board Member Guadalupe Perez, representing the metro Bakersfield Low-Income Sector. Lupe was appointed by the Board of Directors at the May 31 Board meeting. Lupe said that she is looking forward to serving her community as a member of the Board of Directors.

II. Approval of Agenda

Motion was made and seconded to approve the Board of Directors meeting agenda for June 28, 2017. Carried by unanimous vote. (Plane/Benton).

III. Approval of meeting minutes

a. Minutes of May 31, 2017 Board of Directors meeting.

Motion was made and seconded to approve the minutes of the May 31, 2017 Board of Directors meeting. Carried by unanimous vote. (Plane/Fernandez).

IV. Introduction of Guests/Public Forum:

No one addressed the Board.

V. Special Presentations

a. 2017 PREP Works Program – Lois Hannible, Program Manager, Friendship House Community Center

Lois Hannible summarized the PREP Works Youth Employment Program for 2017, which connected 53 students to the community through education, service, and employment. The program included education to gain valuable job skills, instruction on completing resumes, job applications, and mock interviews. Students were then selected for paid work experience where they were provided with a work site and utilized skills learned in the classroom.

The PREP Works Program was made possible by two funders, Starbucks Foundation and Wells Fargo. Lois introduced Jerri Cochran, Starbucks General Manager, and Hector Avila, Wells Fargo District Manager, and presented each with a certificate of appreciation. Lois reported that in addition to supporting the program with funding, Starbucks and Wells Fargo staff also gave their time and expertise to the program. Jerri assisted with the facilitation of the workshops and encouraged volunteerism in the community. Wells Fargo employees provided financial literacy classes for the students

Aida Cruz, Program Educator for Friendship House, facilitated the workshops and reported that 53 students completed the job preparation classes; 41 completed community service projects; and 40 were placed at job sites from 7 local businesses for paid work experience.

Following his participation in the program, Ethan Kaiser was hired by CAPK as the Activity Specialist for the Summer Program at Friendship House. Alexander Catalan also participated in the PREP Works Program and said he learned valuable skills from the program.

VI. New Business

a. Appointment of Lorena Fernandez as South Kern Low-Income Sector Representative on CAPK Board of Directors – Jeremy Tobias, Chief Executive Officer – ***Action Item***

Jeremy Tobias reported that there is currently one Board vacancy representing the South Kern County Low-Income Sector on the CAPK Board. Staff initiated recruitment earlier this year utilizing postings at various locations such as local newspapers, social media, at CAPK Head Start centers, WIC offices, and working with the local community groups to get the word out. We have received one application from current Board Member Lorena Fernandez, who lives in Lamont and expressed interest in serving as the low income representative for South Kern. Lorena currently serves as the Head Start Policy Council representative, and she prefers to move over to the seat representing the south Kern area. The required application and documentation was received by staff and forwarded to the Elections

Committee for review. Both staff and the Elections Committee recommend that the Board appoint Lorena Fernandez as the South Kern County Low-Income Representative. If the appointment is approved, the Head Start Policy Council Representative seat will then become vacant. The Policy Council meets on June 29, 2017, and will possibly appoint a new representative if the position becomes vacant. The item is on their agenda in anticipation of a possible opening. Jeremy further reported that if the Board approves the recommendation, we will have a full 15-member Board of Directors once the appointment is made by the Policy Council on June 29.

Motion was made and seconded to appoint Lorena Fernandez as the South Kern County Representative on the CAPK Board of Directors. Carried by unanimous vote. (Ochoa/Vigil).

b. CAPK Employee Retirement Plan – 401(a) and 403(b): Current Service Provider Mutual of America – Jeremy Tobias, Chief Executive Officer – ***Info Item***

Jeremy reported that a special ad-hoc Pension Plan Review Committee met on June 22, 2017, to review the Employee Pension Plan, which included our current plan provider, Mutual of America, and two other providers. Questions arose regarding the fiduciary responsibilities for the agency and our indemnification through Mutual of America, and our liability insurance that we carry. Upon review by staff and an attorney, it was determined our liability coverage is adequate; however, in light of our growing account balance it would prudent to consider an increase to the amount of coverage. With caution in mind, it was recommended that we increase the liability insurance from $3M to $5M. There will be a small monetary increase for the premium increase in the coming months. The committee will continue to review the options presented by the three providers and bring their recommendations to the Board in the coming months.

c. CAPK 2016-2021 Strategic Plan Update – Swathi Venkatesh, Community Development Specialist – ***Info Item***

Swathi Venkatesh provided an update on the Five-Year Strategic Plan that was approved by the Board at the October 26, 2016 meeting. The Strategic Planning Committee is comprised of employees and Board Members, Ana Vigil, Fred Plane and Garth Corrigan. In December 2016, the Committee divided into six goal groups, one for each strategic goal. The groups adjusted timelines to more realistic estimates based on newly outlined activities; reduced the use of technical terms, jargon, and acronyms for greater accessibility to all levels of stakeholders; and removed redundant language and activities that occurred under multiple strategies. The Committee also came up with outreach materials to help familiarize employees, clients, and partners with the Strategic Plan. After revisions have been made, the Committee will provide the Board with the revised Plan.

Recent staff transitions resulted in vacancies on the Strategic Planning Committee. Delays are expected as new Committee members are identified and oriented to the Strategic Plan and the work completed thus far.

d. Approval of the CAPK 2018-2019 Community Action Plan – Ralph Martinez, Director of Community Development – ***Action Item***

Ralph Martinez summarized the Community Action Plan for the Community Services Block Grant that was presented in detail during a public hearing at the May 31, 2017, Board Meeting. CAPK is required to perform a Needs Assessment and prepare a Plan on how CAPK will address the needs. CAPK is also required to submit the Plan to the board for review. The Plan was included in the May 31, 2017 Agenda Packet and since that time, minor changes were made and the revised version is included in the June 28, 2017, Agenda Packet. Staff recommends the Board approve the 2018-2019 Community Action Plan.

Motion was made and seconded to approve the CAPK 2018-2019 Community Action Plan. Carried by unanimous vote. (Plane/Fernandez).

e. 2017-2018 Early Head Start and Head Start School Readiness Goals – Yolanda Gonzales, Director of Head Start / State Child Development – ***Action Item***

Leslie Mitchel, Administrator of Education and Support Services, presented on Early Head Start & Head Start School Readiness Goals that drive and strengthen the educational year by offering strategies to families and teaching staff to create developmental learning outcomes and promote school readiness. To ensure success, each center, partnership, and home-based educator will receive training and a copy of the 2017-2018 School Readiness Goals prior to implementation.

Staff recommends the Board of Directors approve the 2017-2018 Early Head Start and Head Start School Readiness Goals.

Motion was made and seconded to approve the 2017-2018 Early Head Start and Head Start School Readiness Goals. Carried by unanimous vote. (Plane/Ochoa).

f. Head Start / Early Head Start Cost-of-Living Adjustment (COLA) Application – Yolanda Gonzales, Director of Head Start / State Child Development – ***Action Item***

Donna Holland, Fiscal Administrator for Head Start & State Child Development, presented on behalf of Yolanda Gonzales. The Office of Head Start has announced the availability of a 1% Cost-of-Living Adjustment (COLA) for all Head Start and Early Head Start Grants. This is to assist grantees ability to increase staff salaries and fringe benefits as well as offsetting higher operating costs. With Board approval, CAPK will submit 3 funding applications to Head Start: $232,303 for Head Start/Early Head Start Kern; $6,841 for Early Head Start Child Care Partnership; and $49,963 for Early Head Start San Joaquin. The total funding opportunity is $289,107 across all of CAPK's HS/EHS grants. Applications are due on June 30, 2017.

Staff and the Budget & Finance Committee recommends Board approval with resolution.

Motion was made and seconded to approve the Head Start and Head Start / Early Head Start Cost-of-Living Adjustment (COLA) Application. Carried by unanimous vote. (Plane/Ochoa).

g. Cost-of-Living Adjustment (COLA) of One Percent for All Employee Wages – Jeremy Tobias, Chief Executive Officer – ***Action Item***

Jeremy Tobias reported that typically, when office of Head Start makes funds available for a COLA increase, we try to extend the same increase to other employees within CAPK. Currently, we have 261 employees outside of Head Start. Each of the Department Heads have budgeted for salary adjustments throughout the year in anticipation of a COLA from Head Start.

Staff and the Budget & Finance Committee recommend the Board approve the 1% COLA for the remaining CAPK staff.

Motion was made and seconded to approve the 1% Cost-of-Living Adjustment (COLA) for all CAPK employees. Carried by unanimous vote. (Ochoa/Vigil).

h. 2017-2018 Recruitment and Selection Plan Summary of Changes – Erika Arias, ERSEA Manager – ***Action Item***

Erika Arias provided an update on the 2017-2018 Recruitment & Selection Plan Summary of Changes. Erika reported that following the PRE Committee Meeting on May 17, 2017, additional changes were made based in recommendations from Board member Marian Panos, who spent time working with staff to revise the Plan to ensure that the point system is in line with specific governance of the program.

The process for selection remains unchanged. The point system in which the agency has identified is an effective process that ensures Head Start meets the needs of the neediest families in our community remains intact. The Point Sheet, used to place the applicant child on the waitlist to be selected in accordance with the priority points, was updated to comply with both CAPK and Head Start standards.

Staff recommends the Board of Directors approve the 2017-2018 Recruitment and Selection Plan with adjustments to the Selection Criteria Verification Form.

Jeremy applauded the PRE Committee, in particular, Marian Panos, for spending so much time to work with staff to ensure that all necessary changes were reflected, which resulted in a great document. The process works well, and having an early childhood education expert on the Board is working to the benefit of CAPK and the program.

Ana Vigil requested that the Head Start Program provide a printout of the application to the parent/guardian for verification purposes. Many families need verification of enrollment or application in a timely manner to provide the courts in regards to guardianship issues. Erika responded that she will relay Ana's comments.

Motion was made and seconded to approve the 2017-2018 Recruitment and Selection Plan Summary of Changes. Carried by unanimous vote. (Ochoa/Fernandez).

VII. Committee Reports

a. Executive Committee Report – Jeremy Tobias, Chief Executive Officer – ***Action Item***
   i. Minutes of June 13, 2017.
   ii. Job Description for Chief Executive Officer
   iii. Job Description for Chief Financial Officer

The Board tasked the Executive Committee with specific direction to assist in proceeding with recruitment for a replacement of the Finance Director, Christine Anami, who is scheduled to retire in February, 2018. They tasked the Committee with changing the title to Chief Financial Officer. The Committee did address those issues at the June 13, 2017, meeting and suggests making the change to a CEO / CFO structure and gave staff detailed guidelines for the recruitment, which is now currently underway. It is anticipated that interviews will begin by the end of July.

Changing the titles of the Executive Director and Finance Director positions require changes to the Bylaws. The Executive Committee gave direction to staff to draft changes to the Bylaws. Jeremy said that since there was already a Bylaw update currently underway, these changes will be incorporated into the draft document for review. The draft bylaw document is expected to be presented to the Executive Committee at the July 19th meeting.

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

b. Program Review & Evaluation Committee Report – Ralph Martinez, Director of Community Development – ***Action Item***
   i. Minutes of June 14, 2017
   ii. Program Reports:
      1. May 2017 Program and Division Reports
      2. Application Status Report and Funding Requests
         a. Enterprise Rent-A-Car for Food Bank
         b. Starbucks Foundation for Friendship House Community Center & Shafter Youth Center
      3. Head Start / State Child Development March Enrollment Update and Meals Report
      4. May 2017 Outreach & Advocacy Report

Ralph Martinez reported that the PRE Committee met on June 14, 2017, and staff provided updated Application Status Reports, reflecting funds received from Target Distribution Center for two programs: Shafter Youth Center, Museum on the Move; and Food Bank BackPack Buddies program.

Two funding applications were approved: $25,000 for Enterprise Rent-A-Car for the Food Bank for updated software systems to provide enhanced tracking opportunities; and $49,600 for Starbucks for the PREP Works Program. Starbucks has a funding limit of $50,000, therefore, we will look for additional options to increase funding for the program to offer education to 55 students and work experience for 27.

The Head Start program reported that there is full enrollment in Kern County and near full enrollment in San Joaquin.

Jimmie Childress asked which schools are participating in the PREP Works Program. Ralph responded that students are coming from continuation schools and are considered at risk for dropping out or in need of some assistance to secure jobs after high school. Participants in the program are gaining valuable education and practical work experience to help them in their future.

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

c. Budget & Finance Committee Report – Christine Anami, Chief Financial Officer – ***Action Item***
   i. Minutes of May 24, 2017
   ii. Application Status Report and Funding Requests
      a. Enterprise Rent-A-Car for Food Bank
      b. Starbucks Foundation for Friendship House Community Center & Shafter Youth Center
      c. Bank of the West for CAPK VITA
   iii. Head Start and Early Head Start Budget to Actual Reports for the Period Ending May 31, 2017
   iv. Discretionary Fund Update
   v. Financial Statements, May 2017

Christine Anami reported that the Budget & Finance Committee met on June 21, 2017, and staff presented 4 action items to the committee:

1. Additional funding request in the amount of $3,500 for Bank of the West to help cover the VITA program's general operating costs.
2. Application of the 1% Cost-of-Living Adjustment (COLA) for Head Start & Early Head Start program employees.
3. 1% Cost-of-Living Adjustment (COLA) for the remaining 261 CAPK employees.
4. The May 31st Financial Report where Chris reported that there were no unusual or out of the ordinary transactions reflected in the financial statements.

Christine reviewed the activity for the Discretionary Fund, which has gained over $44,000 since March 1, 2017. The fund continues to grow and the available balance is $463,606.

Christine also reported on the annual audit that is underway by Brown Armstrong. The 401(a) Pension Plan was audited two weeks ago and we hope to receive their report in September for presentation to the full Board.

Staff and the Budget & Finance Committee request approval for the Action Items presented.

Motion was made and seconded to approve the Budget & Finance Committee Reports. Carried by unanimous vote. (Childress/Fernandez).

VIII. Advisory Board Reports

a. Head Start Policy Council Report – Janelle Gonzalez, Program Governance Coordinator – ***Action Item***

i. Minutes of the May 25, 2017 meeting

Lorena Fernandez gave the Head Start Policy Council report and shared that at the Council's meeting on May 25, 2017, the Policy Council approved the Board of Director's representative, Yolanda Ochoa, to be seated on the council; A representative from McMurtry Aquatics Center provided information on water safety and encouraged CPR training and swim lessons; May 19 was the last day of services for children and will be operating 9 centers over the summer; and Jerry Mead spoke about the cost of living adjustments for employees and thanked members for their dedication to the program.

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

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

Ralph Martinez provided the report for the Friendship House Advisory Board and shared that Friendship House is busy with the summer program; the Advisory Board received an application from an individual wanting to become a member of the Advisory Board but Ralph explained that the Board will proceed with caution and invite the person to participate in the planning for the fall mixer to measure their commitment; the Kiwanis has adopted Friendship House and provided materials and books to convert one of the classrooms into a reading room and the students are eager for it to be completed; the facility continues to be used for many purposes from other organizations within the community.

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

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

a. Special Committee reviewing employee retirement plans.

Jeremy Tobias restated that a special committee is in place to review the Agency's retirement plans and anticipates that the committee's recommendations will be brought before the Board within the next few months.

Jeremy added some additional updates:

He introduced Pritika Ram, Director of Administration, who came to CAPK from Clinica Sierra Vista. Pritika said that prior to her work at Clinica Sierra Vista, she worked for the Department of Human Services and is well versed on services that CAPK provides and is happy to be here.

Jeremy reminded the Board that we are dark in July, with the exception for the Executive Committee that meets on July 19th.

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

X. Board Member Comments

Janae Benton said that she appreciates the Chief Executive Officer's weekly reports to the Board of Directors.

Jimmie Childress reported that he was greeted by a young man from the PREP Works Program this afternoon and noted the student's confidence and appreciation for the Program. Jimmie was impressed with his ability to feel comfortable to approach Board Members and feels that he will be a good employee in his future.

Lorena Fernandez welcomed Pritika and thanked the Board for accepting her application to represent the South Kern Low-Income Sector. Lorena said that she attended the graduation for the PREP Works Program and she spoke with several students who told her that the program changed their lives. Lorena hopes that more funding will become available to extend the program to other areas in the County.

Yolanda Ochoa said that on June 14, she visited the Mojave Family Resource Center and acknowledged an improvement with the resources that they are providing. Yolanda is planning to return on July 13th to deliver gently used clothing for individuals in need. Jeremy said there is a lot of need in the Mojave area but not a lot of services. We found a good location for our office and it is helping.

Lupe Perez thanked everyone for the warm welcome and looks forward to becoming more involved. Lupe also reiterated Lorena's comments about the need to seek funding to support the PREP Works Program in other areas.

Janea Benton welcomed new employee Pritika and Board Member Lupe Perez and said she will be representing CAPK on July 7th for Patriotic Week in the Shafter community.

XI. Closed Session

a. Conference with Real Property Negotiators
Property address: 3101 Mall View Rd.
Agency negotiator: Jeremy Tobias, Ralph Martinez, Emilio Wagner
Negotiating parties: Chris Johnston, Millennium Holdings, LLC
Under negotiation: Concerning price and terms of payment

The Board went into closed session at 1:02 pm.

XII. Closed Session Report

The Board Meeting reconvened in open session at 1:16 pm.

Jeremy Tobias reported that an update was given to the Board and there was no reportable action taken.

XIII. Next Scheduled Meeting

Board of Directors Meeting
Wednesday, August 23, 2017
12:00 p.m.
5005 Business Park North
Bakersfield, CA 93309

XIV. Adjournment

The meeting adjourned at 1:17 pm.

Community Action Partnership of Kern 2018 Board Meeting

Presented by:

Steve Hulbert
Vice President

August 23, 2017



Wells Fargo Insurance Services USA, Inc.
CA License #0D08408

Agenda

- 2017 Recap
- 2018 Cost Overview
  - Experience
  - Medical (Blue Shield of CA)
  - Contributions
  - Plan Design Changes / Renewal Considerations
- Appendix
  - Rate Review (plans in rate guarantee)
  - Current Benefit Summaries
  - Disclosures

2017 Recap

2017 Recap

Executive Summary

- **Blue Shield of CA Medical/Vision Plans**
  CAPK asked Wells Fargo to do a high level market check; Blue Shield was able to come in with a single digit renewal through negotiations; CAPK also made benefit changes to the Trio HMO and Access+ HMO plans (PCP/Specialist OV, Hospital and Outpatient Surgery, and Emergency Room).

  All markets declined to quote due to not being competitive or not having GemCare in their network.

- **MetLife Dental / United Concordia Dental**
  WFI also marketed dental as there had been some challenges with MetLife. CAPK decided to move to UCCI. There was an overall decrease of 5% below the current MetLife plans.

- **The Hartford Life/AD&D, STD and LTD**
  All plans are under a rate guarantee until January 1, 2019.

- **Contributions**
  CAPK retained the same Employer percentage (%) for the medical and dental plans.

2018 Cost Overview

2018 Renewals

2018 Renewal Summary

Coverage	Carrier	Description	Renewal Date	2018 Renewal Dates and Beyond
Medical/Vision	Blue Shield of CA	TRIO HMO/ Access+ HMO / HDHP with HSA	1/1/2017	1/1/2018
Dental	UCCI	DHMO / DPPO	1/1/2017	Rate Guarantee 1/1/2019
Life and AD&D	The Hartford	Basic Life and AD&D	1/1/2016	Rate Guarantee 1/1/2019
Life and AD&D	The Hartford	Supplemental Life and AD&D	1/1/2016	Rate Guarantee 1/1/2019
Disability	The Hartford	Long-Term Disability (carve out)	1/1/2016	Rate Guarantee 1/1/2019
Disability	The Hartford	Short-Term Disability (carve out)	1/1/2016	Rate Guarantee 1/1/2019

2016-2017 Blue Shield HMO Experience

July 2016 – June 2017

Month	Total Subscribers	Total Members	Monthly Billed Premiums (Med + Rx)	Capitation	Medical Claims Paid	Total Medical Expenses	Total Rx Claims	Total Incurred Claims	Loss Ratio
Jul-16	494	1,085	$373,671	$307,663	$73,631	$381,294	$70,140	$451,434	120.8%
Aug-16	493	1,073	$371,609	$311,448	$92,637	$404,085	$69,344	$473,428	127.4%
Sep-16	485	1,053	$362,643	$310,888	$41,024	$351,912	$83,318	$435,230	120.0%
Oct-16	487	1,052	$366,054	$312,503	$33,659	$346,162	$77,725	$423,887	115.8%
Nov-16	489	1,045	$368,604	$314,990	$40,804	$355,794	$53,507	$409,301	111.0%
Dec-16	494	1,053	$370,527	$305,226	$43,786	$349,012	$42,828	$391,840	105.8%
Jan-17	503	1,075	$396,375	$306,121	$97,624	$403,744	$74,359	$478,103	120.6%
Feb-17	501	1,062	$390,373	$300,107	$42,010	$342,117	$34,187	$376,305	96.4%
Mar-17	507	1,086	$395,094	$304,395	$40,792	$345,188	$34,111	$379,298	96.0%
Apr-17	501	1,070	$393,736	$305,507	$49,486	$354,993	$45,569	$400,562	101.7%
May-17	503	1,067	$390,711	$304,854	$14,123	$318,977	$37,598	$356,575	91.3%
Jun-17	501	1,056	$385,368	$299,225	$12,158	$311,382	$45,727	$357,110	92.7%
TOTAL	**5,958**	**12,777**	**$4,564,765**	**$3,682,927**	**$581,733**	**$4,264,661**	**$668,413**	**$4,933,074**	**108.1%**
Pooled Claims						**$27,563**			
Net Claims			**$4,564,765**	**$3,682,927**	**$581,733**	**$4,237,098**	**$668,413**	**$4,905,511**	**107.5%**
Net PMPM	**497**	**1,065**	**$357.26**			**$331.62**	**$52.31**	**$383.93**	
% of Total						**86.37%**	**13.63%**		

2016-2017 Blue Shield HMO Experience

July 2016 – June 2017

#	Total Claim	Experience Amount	Excluded Amount	Information Available
1	$142,563	$115,000	$27,563	Complications Peculiar to Certain Specified Prodcedures
2	$95,294	$95,294	$0	Subarachnoid, Subdural and Extradural Hemorrhage, Following Injury
Total	**$237,857**	**$210,294**	**$27,563**	

Pooling Point is $115,000

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2018 Initial Renewal

Current vs. Renewal

		Current		Renewal		
Coverage	**Census**	**Current**	**PEPY**	**Renewal**	**PEPY**	**%**
Medical / Vision	497	$4,661,867	$9,380	$5,371,532	$10,808	15.2%
Dental	552	$191,524	$347	$191,524	$347	0.0%
Basic Life and AD&D	797 / 784	$36,387	$46	$36,387	$46	0.0%
Short Term disability	51	$2,218	$43	$2,218	$43	0.0%
Long Term disability	51	$12,281	$241	$12,281	$241	0.0%
Total Annual "Gross" Costs* (does not include Voluntary Life)	**497**	**$4,904,276**	**$9,868**	**$5,613,942**	**$11,296**	**14.5%**
$ Change over current				**$709,665**		
% Change over current				**14.5%**		
Less Employee Contributions		**$1,438,980**		**$1,639,192**		**13.9%**
CAPK "Net" Annual Costs		**$3,465,297**		**$3,974,750**		**14.7%**
$ Change over current		**N/A**		**$509,453**		
% Change over current		**N/A**		**14.7%**		

Notes:

Rates above are based on the census data provided by CAPK and assume an 1/1/2018 effective date.

Final rates are subject to actual enrollment, plan design(s) selected and underwriting approval.

2018 Renewal

Medical / Vision Renewal

	Blue Shield of CA		
	Census	**Current**	**Renewal**
Blue Shield TRIO HMO/Vision			
Employee	234	$440.03	$506.96
Employee +1	77	$966.47	$1,113.72
Family	130	$1,253.76	$1,444.51
Monthly premium	**441**	**$340,374**	**$392,171**
Annual premium		**$4,084,488**	**$4,706,057**
PEPY		**$9,262**	**$10,671**
Annual $ change over current		**N/A**	**$621,568**
% change over current		**N/A**	**15.2%**
Blue Shield Access+ HMO/Vision			
Employee	34	$571.12	$658.24
Employee +1	5	$1,254.84	$1,446.50
Family	10	$1,627.32	$1,875.60
Monthly premium	**49**	**$41,965**	**$48,369**
Annual premium		**$503,586**	**$580,424**
PEPY		**$10,277**	**$11,845**
Annual $ change over current		**N/A**	**$76,838**
% change over current		**N/A**	**15.3%**
Blue Shield HDHP/HSA/Vision			
Employee	5	$574.74	$662.42
Employee +1	0	$1,262.74	$1,455.62
Family	2	$1,637.86	$1,887.77
Monthly premium	**7**	**$6,149**	**$7,088**
Annual premium		**$73,793**	**$85,052**
PEPY		**$10,542**	**$12,150**
Annual $ change over current		**N/A**	**$11,259**
% change over current		**N/A**	**15.3%**
Total monthly premium	**497**	**$388,489**	**$447,628**
Total annual premium		**$4,661,867**	**$5,371,532**
PEPY		**$9,380**	**$10,808**
Annual $ change over current		**N/A**	**$709,665**
% change over current		**N/A**	**15.2%**
Rate Guarantee		**N/A**	**1-year**

Notes:
Participation in the HMO and PPO plans is based on current medical elections.
Rates above are based on the census data provided by CAPK and assume an 1/1/2018 effective date.
Final rates are subject to actual enrollment, plan design(s) selected and underwriting approval.

2018 Initial Renewal

Medical/Vision and Dental Contributions

	2017 Blue Shield Current Rates/Contributions						2018 Blue Shield - Projected Renewal (same ER % contributions)					
Blue Shield Trio HMO/Vision	**Census**	**Current**	**ER Cont.**	**ER %**	**EE Cont.**	**EE %**	**Projected Renewal**	**ER Cont.**	**ER %**	**EE Contr.**	**EE %**	**EE Diff.**
Employee	234	$440.03	$318.09	72%	$121.94	28%	$506.96	$366.47	72%	$140.49	28%	$18.55
Employee +1	77	$966.47	$698.35	72%	$268.12	28%	$1,113.72	$804.75	72%	$308.97	28%	$40.85
Family	130	$1,253.76	$905.48	72%	$348.28	28%	$1,444.51	$1,043.24	72%	$401.27	28%	$52.99
Monthly Subtotal	**441**	**$340,374**	**$245,918**		**$94,456**		**$392,171**	**$283,342**		**$108,830**		
Blue Shield HMO Access+/Vision												
Employee	34	$571.12	$382.95	67%	$188.17	33%	$658.24	$441.37	67%	$216.87	33%	$28.70
Employee +1	5	$1,254.84	$841.15	67%	$413.69	33%	$1,446.50	$969.62	67%	$476.88	33%	$63.19
Family	10	$1,627.32	$1,090.05	67%	$537.27	33%	$1,875.60	$1,256.36	67%	$619.24	33%	$81.97
Monthly Subtotal	**49**	**$41,965**	**$28,127**		**$13,839**		**$48,369**	**$32,418**		**$15,951**		
Blue Shield HDHP HSA/Vision												
Employee	5	$574.74	$452.80	79%	$121.94	21%	$662.42	$521.93	79%	$140.49	21%	$18.55
Employee +1	0	$1,262.74	$994.62	79%	$268.12	21%	$1,455.62	$1,146.65	79%	$308.97	21%	$40.85
Family	2	$1,637.86	$1,289.58	79%	$348.28	21%	$1,887.77	$1,486.50	79%	$401.27	21%	$52.99
Monthly Subtotal	**7**	**$6,149**	**$4,843**		**$1,306**		**$7,088**	**$5,583**		**$1,505**		
Annual Total	**497**	**$4,661,867**	**$3,346,657**		**$1,315,209**		**$5,371,532**	**$3,856,111**		**$1,515,421**		
$ Difference							**$709,665**	**$509,453**		**$200,212**		
% Difference							**15.2%**	**15.2%**		**15.2%**		
	2017 MetLife Current Dental Rates/Contributions						**2018 United Concordia (no change - 2nd year of 2-year RG)**					
UCCI DHMO	**Census**	**Current**	**ER Cont.**	**ER %**	**EE Cont.**	**EE %**	**Renewal**	**ER Cont.**	**ER %**	**EE Cont.**	**EE %**	**EE Diff.**
Employee	205	$11.35	$3.56	31%	$7.79	69%	$11.35	$3.56	31%	$7.79	69%	$0.00
Employee +1	91	$21.02	$9.26	44%	$11.76	56%	$21.02	$9.26	44%	$11.76	56%	$0.00
Family	163	$34.60	$15.42	45%	$19.18	55%	$34.60	$15.42	45%	$19.18	55%	$0.00
Monthly Subtotal	**459**	**$9,879**	**$4,086**		**$5,793**		**$9,879**	**$4,086**		**$5,793**		
UCCI DPPO												
Employee	40	$36.58	$7.98	22%	$28.60	78%	$36.58	$7.98	22%	$28.60	78%	$0.00
Employee +1	22	$70.75	$22.69	32%	$48.06	68%	$70.75	$22.69	32%	$48.06	68%	$0.00
Family	31	$98.75	$23.93	24%	$74.82	76%	$98.75	$23.93	24%	$74.82	76%	$0.00
Monthly Subtotal	**93**	**$6,081**	**$1,560**		**$4,521**		**$6,081**	**$1,560**		**$4,521**		
Annual Total	**552**	**$191,524**	**$67,754**		**$123,770**		**$191,524**	**$67,754**		**$123,770**		
$ Difference							**$0**	**$0**		**$0**		
% Difference							**0.0%**	**0.0%**		**0.0%**		
GRAND ANNUAL TOTAL		**$4,853,391**	**$3,414,411**	**70.4%**	**$1,438,980**	**29.6%**	**$5,563,056**	**$3,923,864**		**$1,639,192**		
GRAND $ DIFFERENCE							**$709,665**	**$509,453**		**$200,212**		
GRAND % DIFFERENCE							**14.6%**	**14.9%**		**13.9%**		

Participation in the HMO and PPO plans is based on current medical elections per the CAPK census dated August 3, 2016.
Rates above are based on the census data provided by Community Action Partnership of Kern and assume an 1/1/2017 effective date.
Final rates are subject to actual enrollment, plan design(s) selected and underwriting approval.

2018 Renewal

Impact of Plan Design Changes - Estimated

Estimated % Change	Estimated $ Change	Estimated % off Renewal
Medical Trio HMO		
1. Increase Office Visit copay from $25 to $30	-$70,591	-1.5%
2. Increase Emergency Room copay from $150 to $200	-$23,530	-0.5%
3. Increase Rx from $15/$30/$45 to $15/$30/$50	-$23,530	-0.5%
4. Increase In-Patient Hospitalization from $250 to $500	-$47,061	-1.0%
5. Increase Out-Patient Surgery from $125 to $250	Value Included Above	
6. Increase Out-of-Pocket Maximum from $1,000 to $2,000 (2x family)	-$47,061	-1.0%
7. Reduce Coinsurance from 100% to 90%	-$117,651	-2.5%
8. Reduce Coinsurance from 100% to 80%	-$188,242	-4.0%
Medical Access+ HMO		
1. Increase Office Visit copay from $25 to $30	-$8,706	-1.5%
2. Increase Emergency Room copay from $150 to $200	-$2,902	-0.5%
3. Increase Rx from $15/$30/$45 to $15/$30/$50	-$2,902	-0.5%
4. Increase In-Patient Hospitalization from $250 to $500	-$5,804	-1.0%
5. Increase Out-Patient Surgery from $125 to $250	Value Included Above	
6. Increase Out-of-Pocket Maximum from $1,000 to $2,000 (2x family)	-$5,804	-1.0%
7. Reduce Coinsurance from 100% to 90%	-$14,511	-2.5%
8. Reduce Coinsurance from 100% to 80%	-$23,217	-4.0%

Notes:

Plan design changes are priced independently and are not necessarily cumulative.

Any pricing impacts would have to be confirmed by the carrier.

2018 Renewal Considerations

Other Options

- **Modify Medical Plan to Reduce Capitation Expense with GemCare**
  - Increase Office Visit Copayment
  - Reduce Coinsurance to 80%
  - Increase out of pocket limit to $2,000
  - Increase ER Copayment to $200
  - Savings from above changes could be up to $350,000.

- **Add a Health Reimbursement Account to help members with out-of-pocket costs**
  - CAPK would provide employees with funds through an HRA.
  - CAPK could provide $500 to $1,000 per employee to help offset costs when they use healthcare services. These funds could roll over from year to year if they are unused.
  - CAPK would fund the HRA costs which could be $150,000 to $300,000. Blue Shield would administer the HRA.

- **Consider Voluntary Benefits to help members with out-of-pocket costs**
  - CAPK could offer Hospital Indemnity, Accident and/or Critical Illness coverage(s) to help members offset high costs when obtaining services. We are getting quotes for these coverages now.
  - CAPK could offer these on a voluntary basis or fund some of these coverages on behalf of employees.

- **Consider 4-Tier Employee Contributions**
  - Current Rates are 3-Tier: Single EE, EE+1 Dependent, EE + 2 or more Dependents
  - Four Tier Rates: Single EE, EE+Spouse, EE+Child(ren), EE+Family
  - This is cost neutral but would help single parents with payroll costs for healthcare

2018 Marketing Summary

Carrier Reponses

Carrier	RFP Response	Response
Medical		
Aetna	in review	
Anthem Blue Cross	in review	
Health Net	in review	
Kaiser Permanente	in review	Indicated that they will not offer a competitive total replacement quote. Will only quote alongside another carrier like Blue Shield
Vision		
EyeMed	Quoted	15.16% below current
Voluntary Benefits		
Allstate	in review	
The Hartford	in review	
Unum	in review	
Voya	in review	

Appendix

Rate Review

Plans in Rate Guarantee

Rate Review

United Concordia Dental – next renewal January 1, 2019

		United Concordia (UCCI)
	Census	Current
United Concordia DHMO		
Employee	205	$11.35
Employee +1	91	$21.02
Family	163	$34.60
Monthly premium	**459**	**$9,879**
Annual premium		**$118,552**
PEPY		**$258**
Annual $ change over current		**N/A**
% change over current		**N/A**
United Concordia DPPO		
Employee	40	$36.58
Employee +1	22	$70.75
Family	31	$98.75
Monthly premium	**93**	**$6,081**
Annual premium		**$72,971**
PEPY		**$785**
Annual $ change over current		**N/A**
% change over current		**N/A**
Total monthly premium	**552**	**$15,960**
Total annual premium		**$191,524**
PEPY		**$347**

Notes:

Participation in the DHMO and DPPO plans is based on current dental elections.
Rates above are based on the census data provided by CAPK and assume an 1/1/2018 effective date.
Final rates are subject to actual enrollment, plan design(s) selected and underwriting approval.

Rate Review

The Hartford Life & Disability– next renewal January 1, 2019

			The Hartford	
Coverage	**Census**	**Current Rates**	**Current Volume**	**Current Annual Cost**
Basic Life and AD&D	797 / 784	$0.06 / $0.015	$40,548,900 / $39,953,900	$36,494
Short Term Disability	51	$0.045	$41,074	$2,218
Long term Disability	51	$0.345	$296,637	$12,281
Total Annual Premium				**$50,993**

Notes:
Rates above are based on the census data provided by CAPK and assume an 1/1/2018 effective date.
Final rates are subject to actual enrollment, plan design(s) selected and underwriting approval.

WELLS FARGO INSURANCE

Benefit Summaries

Plan Designs

Blue Shield of CA Trio HMO and Access+ HMO

	Blue Shield Trio ACO HMO	Blue Shield Access+ HMO
General plan information		
Annual deductible: individual / family	None	None
Annual out-of-pocket limit: individual / family	$1,000 / $2,000	$1,000 / $2,000
Office visit: PCP / Specialist	$25 per visit	$25 per visit
Preventive Care		
Preventive Care	100% covered	100% covered
Diagnostic x-ray and lab tests	No charge	No charge
Complex x-ray and lab tests	No charge	No charge
Inpatient Hospital Services		
Inpatient hospitalization	$250 per admit	$250 per admit
Outpatient Services		
Outpatient facility charge	$125 per surgery	$125 per surgery
Emergency room	$150 per visit	$150 per visit
Urgent Care facility	$25 per visit	$25 per visit
Mental Health & Substance Abuse Benefits		
Inpatient care	$250 per admit	$250 per admit
Outpatient care	$25 per visit	$25 per visit
Pharmacy		
Retail		
Generic / Tier 1	$15	$15
Brand / Tier 2	$30	$30
Non-formulary / Tier 3	$45	$45
Specialty / Tier 4	20%, up to $200 max. (30-day supply only)	20%, up to $200 max. (30-day supply only)
Number of days supply	30	30
	Mail order: 2 times retail, 90 days	
Other Services and Supplies		
Durable Medical Equipment	50%	50%
Chiropractic Services	$10 per visit (up to 30 per calendar year)	$10 per visit (up to 30 per calendar year)

Notes: *This exhibit is intended as a brief comparison of benefits and does not include all benefits, exclusions or limitations. Please refer to SPD or proposal for full details.*

Plan Designs

Blue Shield of CA HDHP / HSA

	Blue Shield HDHP HSA	
General plan information	**In Network[1]**	**Out of Network[1]**
Annual deductible		
Individual	$1,500	
Family	$2,600 individual; $3,000 per family	
Annual out-of-pocket limit		
Individual	$3,000	$6,000
Family	$3,000 individual / $6,000 family	$6,000 individual / $12,000 family
Coinsurance	10%	40%
Office visit: PCP / Specialist	10%	40%
Preventive Care		
Preventive Care	100% covered; deductible waived	Not covered
Inpatient Hospital Services		
Inpatient hospitalization	$100 + 10% per admission	40%, up to $600 per day
Outpatient Services		
Diagnostic x-ray and lab tests	$25 + 10% per visit	40%, up to $350 per day
Complex x-ray and lab tests	$100 + 10% per visit	40%, up to $350 per day
Outpatient facility charge	10%	40%, up to $350 per day
Emergency room	$100 + 10% per visit	$100 + 10% per visit
Urgent Care facility	10%	40%
Mental Health & Substance Abuse Benefits		
Inpatient care	$100 + 10% per admission	40% + up to $600 per day
Outpatient care	10%	40%
Pharmacy		
Retail: Generic / Tier 1	$10	25% of retail + $10 copay
Brand / Tier 2	$25	25% of retail + $25 copay
Non-formulary / Tier 3	$40	25% of retail + $40 copay
Specialty / Tier 4	30%, up to $200 max. (30-day supply only)	Not covered
Number of days supply	30	30
	Mail order: 2 times retail, 90 days	Not covered
Other Services and Supplies		
Durable medical equipment	10%	40%
Chiropractic services	10%	40%

Notes: *This exhibit is intended as a brief comparison of benefits and does not include all benefits, exclusions or limitations. Refer to SPD or proposal for full details.*

1. All benefits are subject to deductible unless noted as deductible waived.

Plan Designs

United Concordia DHMO

		United Concordia
Covered Services	**ADA Codes**	**Copays**
Office Exam		$0
Periodic oral examination	D0120	$0
Bitewing - single film/two films/four films	D0270/72/74	$0
Prophylaxis - adult/child (limited to twice per year)	D1110/20	$0
Amalgam - one surface, primary or permanent	D2140	$0
Amalgam - two surfaces, primary or permanent	D2150	$0
Amalgam - three surfaces, primary or permanent	D2160	$0
Amalgam - four or more surfaces, primary or permanent	D2161	$0
Crown - porcelain fused to predominately base metal	D2751	$175
Crown - full cast, high noble metal	D2790	$175
Anterior Root Canal	D3310	$55
Bicuspid Root Canal	D3320	$70
Molar Root Canal	D3330	$110
Gingivectomy or gingivoplasty - per quadrant	D4210	$40
Scaling & root planing - per quadrant	D4341	$30
Complete upper denture/lower denture	D5110/20	$175
Removal of impacted tooth - soft tissue	D7220	$25
Removal of impacted tooth - partially bony	D7230	$30
Removal of impacted tooth - completely bony	D7240	$40
Ortho - Comprehensive - adolescent to age 19	D8080	$1,500
Ortho - Comprehensive - adults 19 and over	D8090	$2,000
Ortho - Pre-orthodontic treatment visit	D8660	$40
Ortho - Periodic orthodontic treatment visit	D8670	$0
Ortho - Retention	D8680	$240

This exhibit is intended as a brief comparison of benefits and does not include all benefits, exclusions or limitations. Please refer to SPD or proposal for full details.

Plan Designs

United Concordia DPPO

	United Concordia DPPO	
General plan information	**In Network**	**Out of Network**
Annual deductible		
Individual	$50	$75
Family	$150	$225
Waived for preventive	Yes	Yes
Annual plan maximum	$1,000	$750
Reasonable & customary percentile	N/A	90th percentile
Waiting period	None	
Covered services		
Diagnostic and preventive services		
Examinations X-rays Prophylaxis Fluoride treatments	No Charge	20%
Basic services		
Sealants Space maintainers Endodontics Oral surgery Non-surgical periodontics Surgical periodontics Inlays and onlays	20%	20%
Major services		
Crowns Bridges Dentures Implants	50%	50%
Orthodontia	Not covered	Not covered

Notes: *This exhibit is intended as a brief comparison of benefits and does not include all benefits, exclusions or limitations. Please refer to SPD or proposal for full details.*

Plan Designs

United Concordia DPPO

	United Concordia DPPO	
General plan information	**In Network**	**Out of Network**
Annual deductible		
Individual	$50	$75
Family	$150	$225
Waived for preventive	Yes	Yes
Annual plan maximum	$1,000	$750
Reasonable & customary percentile	N/A	90th percentile
Waiting period	None	
Covered services		
Diagnostic and preventive services		
Examinations X-rays Prophylaxis Fluoride treatments	No Charge	20%
Basic services		
Sealants Space maintainers Endodontics Oral surgery Non-surgical periodontics Surgical periodontics Inlays and onlays	20%	20%
Major services		
Crowns Bridges Dentures Implants	50%	50%
Orthodontia	Not covered	Not covered

Notes: *This exhibit is intended as a brief comparison of benefits and does not include all benefits, exclusions or limitations. Please refer to SPD or proposal for full details.*

Plan Designs

The Hartford Life and AD&D

	The Hartford
General plan information	
Life and AD&D benefit amount	
Class 1 - Executive Directors	1.5x annual earnings to a max of $400,000
Class 2 - All Other Employees	1.5x annual earnings to a max of $200,000
Reduction of benefits schedule (Life and AD&D)	Benefits reduce by:
At age 70	33%
At age 75	50%
Waiver of premium	Included
Accelerated benefit	Included
Portability	Included
Conversion	Included

Notes:
This exhibit is intended as a brief comparison of benefits and does not include all benefits, exclusions or limitations. Please refer to SPD or proposal for full details.

Plan Designs

The Hartford Voluntary Life and AD&D

Voluntary Life / AD&D benefits	Current
Life and AD&D benefit amount	
Employee	The lesser of 5x annual earnings or $500,000
Spouse	$5,000 increments up to $100,000; not to exceed 50% of the Employee's amount
Child(ren)	$1,000; $2,000; $4,000; $5,000 or $10,000; not to exceed 50% of the Employee's amount
Guarantee issue amount	
Employee	$100,000
Spouse	$25,000
Child(ren)	$10,000
Reduction of benefits schedule (Life and AD&D)	Benefits reduce by:
At age 70	33%
At age 75	50%
Waiver of premium	Included
Accelerated death benefit	Included
Portability	Included
Conversion	Included
Suicide exclusion	Included

Notes:
This exhibit is intended as a brief comparison of benefits and does not include all benefits, exclusions or limitations. Please refer to SPD or proposal for full details.

Plan Designs

The Hartford Short-Term Disability (STD)

	The Hartford
General plan information	
Eligibility requirement	All active full-time employees who are exempt salaried employees who are U.S. citizens or U.S. residents, excluding temporary and seasonal employees
Elimination period	
Accident	30 days
Sickness	30 days
Benefit percentage	60%
Weekly benefit maximum	$1,385
Maximum period of payment	22 weeks
Definition of earnings	Weekly earnings, not including commissions, bonuses, overtime pay or any other fringe benefit or extra compensation

Notes:
This exhibit is intended as a brief comparison of benefits and does not include all benefits, exclusions or limitations. Please refer to SPD or proposal for full details.

Plan Designs

The Hartford Long-Term Disability (LTD)

LTD benefits	The Hartford
General plan information	**Current**
Eligibility requirement	All active full-time employees who are exempt salaried employees who are U.S. citizens or U.S. residents, excluding temporary and seasonal employees
Definition of disability	Residual
Definition of earnings	Prior year W-2
Own occupation period	2-years
Benefit percentage	60%
Maximum monthly benefit	$6,000
Minimum weekly benefit	Greater of $100 or 10% of monthly benefit before deduction of other income benefits
Elimination period	180 days
Benefit duration	SSNRA; reduced schedule if disabled age 63 or older
Limitations	
Pre-existing condition limitations	3/12
Mental and nervous Illness, and drug and alcohol abuse limitation	24-months
Waiver of premium	Included

Notes:
This exhibit is intended as a brief comparison of benefits and does not include all benefits, exclusions or limitations. Please refer to SPD or proposal for full details.

Disclosure

- Products and services are offered through Wells Fargo Insurance Services USA, Inc. (Wells Fargo Insurance), non-bank insurance agency affiliate of Wells Fargo & Company.

- Products and services are underwritten by unaffiliated insurance companies, except crop and flood insurance which may be underwritten by their affiliate, Rural Community Insurance Company. Some services may require additional fees and may be offered directly through third party providers. Banking and insurance decisions are made independently and do not influence each other.

- The coverage and rates presented in this proposal are a simplified outline of the proposed insurance policies. The actual policies issued by the insurance company govern the coverage provided, and should be read for coverage terms, limitations, definitions and conditions pertaining to your specific insurance program.

- Some services may be provided by third parties. Wells Fargo Insurance intends to assist its customers in identifying third parties that will meet the customers' needs, but Wells Fargo Insurance has not reviewed these third parties for data security practices, financial stability, or the other factors you should consider as you choose a vendor to meet your needs. As with any company you choose to do business with, it is important that you conduct due diligence.

- Wells Fargo Insurance may receive compensation in connection with a client's engagement of certain third-party service providers.

Transparency & Disclosure

Insurance is a highly regulated, competitive industry that fuels the US economy and protects individuals and commercial entities from losses. There is nothing more important to our industry and to Wells Fargo Insurance than maintaining the trust of our customers and conducting business with the utmost integrity. We believe that our leadership role on disclosure should tie directly to our core values. Among these we state that we:

- Value and reward open, honest, two-way communication
- Do what is right for the customer
- Talk and act with the customer in mind
- Exceed our customers' expectations

Wells Fargo Insurance is proactively providing customers with complete transparency on standard and contingent commission income. We receive compensation from the insurance companies we represent when placing your insurance. Our compensation is usually a percentage of the premium you pay for your insurance policy or bond (a "commission"), which is paid to us by the insurance companies for placing and servicing your insurance or bonds with them. We also may receive fees agreed to in writing from our customers. Intermediaries, such as wholesale brokers, may sometimes be used to access certain insurance companies. Such intermediaries will allocate a portion of the compensation from the insurance companies to us and may, in some cases, be an affiliated company.

We receive payments from insurance companies to defray the cost of services provided for them, including advertising, training, certain employee compensation, and other expenses.

Consistent with longstanding industry practice, we may earn interest on premiums received from you and forwarded to the insurance companies through our bank accounts. We may also earn interest when the insurance company issues you a refund and that refund is processed through our bank accounts. We retain the interest earnings on our bank accounts.

Some of the insurance companies we represent may pay us additional commissions, sometimes referred to as contingent or bonus commissions, which may be based on the total volume of business we sell for them, and/or the growth rate of that business, retention rate, claims loss ratio, or other factors considering our entire book of business with an insurance company for a designated period of time.

The amount of premium you pay for a policy may change over the term of the policy. For example, your endorsement requests will affect the premium. Should the premium for any of your policies change, the amount of compensation paid to us by the insurance company would change accordingly.

Market Security

Market security guidelines

Wells Fargo Insurance Services USA, Inc. is not a guarantor of the solvency of carriers with which its brokers place business. However, Wells Fargo Insurance Services USA, Inc.'s objective is to place client risks with insurers and reinsurers that are financially sound. We only authorize carriers that we believe, at the time of placement, have the financial ability to fulfill their claim payment obligations to our clients.

Wells Fargo Insurance Services USA, Inc. has appointed a group of experienced insurance professionals to serve on a Market Security Committee. This Committee is responsible for establishing and utilizing guidelines for the selection of insurers and supporting employees in their efforts to utilize financially sound insurers. In assessing the financial strength of insurers, the Committee relies upon the opinions and assessments of recognized rating agencies and other carrier review companies.

Market security disclaimer

Wells Fargo Insurance's objective is to place client risks with insurers and reinsurers that are financially sound. In assessing the financial strength of insurers, Wells Fargo Insurance relies upon the statutory financial statements as well as the opinions and assessments of recognized rating agencies and other carrier review companies. Wells Fargo Insurance authorized insurers that it believes, at the time of placement, have the financial ability to fulfill their claim payment obligations to our clients. Wells Fargo Insurance is not a guarantor of the solvency of insurers with which its brokers place business. However, our goal is to use reasonable measures to do business with financially healthy insurers. Our recommendations are based on financial and other relevant information that is available at the time of placement.

If clients elect to place their business through a state health insurance exchange, please note that these exchanges may require their list of available insurers to include insurers not included on Wells Fargo Insurance's authorized list. In such cases, Wells Fargo Insurance will recommend a carrier that has been authorized based on our aforementioned assessment process, although the Client has the ultimate decision on insurer choice.

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Board of Directors

From: Ralph Martinez, Director of Community Development

Date: August 23, 2017

Subject: *Agenda Item VI(b)* - Approval of the Amended CAPK Board Bylaws **– Action Item**

On July 19, 2017, the CAPK Executive Committee of the Board approved the proposed Bylaws for consideration by the full Board.

The Community Services Block Grant organizational standards outlined by the Federal Office of Community Services Information Memorandum 138 requires attorney review and approval of Board Bylaws at least once every five years. The current CAPK Board Bylaws were approved in 2011 and require review and approval by the CAPK Board for agency compliance with organizational standards.

In order to meet the current State and Federal deadline for organizational standards compliance, the CAPK Full Board should consider the attached Bylaws and resolution for approval and transmittal to CSD. CAPK will meet all 58 organizational standards upon approval of the Bylaws.

Next Steps:
CAPK staff will bring additional information to the CAPK Board in the next few months to discuss term limits and low-income selection procedures. These items should be discussed without concern for meeting a State and Federal deadline.

Several of the other 57 organizational standards are continuous or yearly requirements and will be considered again by the CAPK Board before the end of 2017.

Recommendation:
Staff recommends approval of the proposed Bylaw changes.

Attachments:
Resolution Number 2017-05 – Approving the Bylaws of the Agency
Key to changes proposed in the 2017 Bylaws
Draft Community Action Partnership of Kern Bylaws

RESOLUTION # 2017-05

A Resolution of the Board of Directors of the Community Action Partnership of Kern Approving the Bylaws of the Agency

The Board of Directors of the Community Action Partnership of Kern located at 5005 Business Park North, Bakersfield, CA 93309, met on August 23, 2017, in Bakersfield, California at a regularly 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 Agency Bylaws are required to be updated, reviewed by an attorney and approved by the governing Board at least once every five years as indicated by US Health and Human Services Informational Memorandum 138 dated January 26, 2015, for CSBG Eligible Entities under 678B of the CSBG Act, 42 U.S.C. § 9914; and

WHEREAS, the CAPK Board of Directors has determined that there is a need for updated Bylaws that are reviewed by an attorney at least once every five years; and

NOW, THEREFORE, be it resolved that the CAPK Board of Directors hereby approves and adopts the CAPK Agency Bylaws as presented on August 23, 2017.

APPROVED by a majority vote of the Board of Directors of Community Action Partnership of Kern, this 23rd day of August, 2017.

_____ _____

Garth Corrigan, Chair Date
CAPK Board of Directors

August 23, 2017
CAPK Bylaws
Revision Notes and Recommendations

(Yellow indicates changes shown below)

1. Updated legal reference or authorizing legislation.

2. Keep existing quorum language.

3. Change in title from Executive Director to Chief Executive Officer.

4. Change in title from Finance Director to Chief Financial Officer.

BYLAWS

OF THE

COMMUNITY ACTION PARTNERSHIP OF KERN

DRAFT

Adopted by
The Board of Directors on

May 12, 1965

Amended _____ __, 2017

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DRAFT

COMMUNITY ACTION PARTNERSHIP OF KERN

BYLAWS

This private nonprofit corporation's name shall be the Community Action Partnership of Kern. It shall act as the official Community Action Agency for Kern County, California, in conformity with the standards and regulations set forth by Public Law 88-452 (The Economic Opportunity Act), the Omnibus Reconciliation Act of 1981, Public Law 97-35, the Coates Human Services Reauthorization Act of 1998, Public Law 105-285, the Community Services Block Grant (CSBG) Act, [1] and State and Federal statutes regulating private nonprofit corporations. The principal place for the transaction of business of the corporation is located in Bakersfield, California. The Community Action Partnership of Kern (CAPK or Agency) shall primarily serve Kern County but may also serve other areas needing assistance or programs as approved by the Board of Directors. For the purposes of being a Community Housing Development Organization (CHDO), Community Action Partnership of Kern considers its primary service area, Kern County, as a 'community' which is equivalent to the definition contained within the federal HOME regulation 24 CFR 92.2(8)(i).

PURPOSE AND FUNCTIONS

The purpose and functions of the organization shall include the following:

1. To identify and diagnose areas and causes of poverty in Kern County and/or other areas.

2. To develop a comprehensive plan to alleviate or eliminate poverty in Kern County and/or other areas.

3. To develop, conduct, and administer programs or oversee the conduct and administration of anti-poverty programs, as established under provisions of Public Law 88-452, The Economic Opportunity Act of 1964 and subsequently repealed and replaced with the Omnibus Reconciliation Act and Coates Human Services Reauthorization Act. [1]

4. To encourage, stimulate, and assist in the development of anti-poverty projects by public, private nonprofit, voluntary organizations and indigenous low-income groups to meet the needs of the low-income population.

5. To provide quality housing that is affordable to low-income and moderate-income persons, in accordance with its charter, articles of incorporation, resolutions or bylaws.

ARTICLE I

MEMBERSHIP AND COMPOSITION OF BOARD OF DIRECTORS

The Board of Directors shall hereinafter be referred to as the "Board."

Section 1. The authorized number of Directors of the Corporation shall be fifteen (15) unless amended by specific action of a simple majority of a quorum of the Board. [2]

Section 2. Board seats shall be allotted on a tripartite basis and shall include at least one member who shall have a background and expertise in fiscal management or accounting; and at least one member who shall have a background and expertise in early childhood education and development; and at least one member who shall be a licensed attorney familiar with the issues that come before the Board of Directors. If the Board is unable to recruit individuals to serve on the Board with these qualifications, then the Board shall use consultants or other individuals with the expertise to work with the Board in an advisory capacity. The Directors shall be drawn primarily from the following spheres of community activity in Kern County:

1. Public Official Representatives hereinafter referred to as Category I.

    a. In accordance with Public Law 105-285 Section 676B, [1] Community Services Block Grant (CSBG) Act, one-third of the Board are elected public officials, currently holding office, or their representatives, except that if the number of elected officials reasonably available and willing to serve is less than one-third of the memberships of the Board, membership on the board of appointive public officials may be counted in meeting such one-third requirement; and

    b. In accordance with 24 CFR Section 92.2, (5); "…the governmental entity may not have the right to appoint more than one-third of the membership of the organization's governing body and no more than one-third of the board members may be public officials or employees of governmental entity. Board members appointed by a governmental entity may not appoint the remaining two-thirds of the board members. The officers or employees of a governmental entity may not be officers or employees of a community housing development organization;" [1] and

    c. In accordance with qualification as a Community Housing Development Organization (CHDO) under the HOME Program no more than one-third of the Board of Directors (or CHDO Board) or five (5) members of the Board of Directors can be elected or appointed public officials or persons appointed by a public official.

2. Low-Income Representatives, hereinafter referred to as Category II:

    a. In accordance with Public Law 105-285 Section 676B, [1] Community Services Block Grant (CSBG) Act, at least one-third of the members are persons chosen in accordance with democratic selection procedures adequate to assure that they are representatives of the low-income in the area served. Low-income representatives must reside in the area they represent; and

    b. In accordance with Public Law 105-285 Section 676B and 24 CFR Section 92.2, [1] the Board of Directors shall maintain at least one-third of its membership for residents of low-income neighborhoods, other low-income community residents, or elected representatives of low-income neighborhood organizations.

c. Low income residents shall be defined as those persons living in the low-income community and whose incomes fall within the Federal Poverty Guidelines as being low-income, are an elected representative of a low-income neighborhood organization, e.g. block groups, town watch organizations, civic associations, neighborhood church groups and NeighborhoodWorks® organizations. Low income representatives must not be elected or appointed public officials, or persons appointed by a public official.

3. Private Sector/Community Representatives, hereinafter referred to as Category III.

In accordance with Public Law 105-285 Section 676B(a)(2)(C), the remainder of the members are officials or members of business, industry, labor, religious, law enforcement, education, or other major groups and interests in the community. [1]

All channels of communication will be utilized to inform the public of a Board vacancy. Such communication channels will include bilingual printed and electronic media, along with Community Action Partnership of Kern staff, programs and members of the Board of Directors. In order to provide representation from various parts of the private sector and/or community, representation shall be selected from the following types of organizations, including but not limited to: business, industry, labor, religious, civic, welfare/social service organizations, education, media or other major groups and interests in the community.

Section 3. The procedure for selecting Directors shall be as follows:

1. General Procedures

   The name and a brief biography of the candidate shall be submitted to the Board. This shall become a part of the permanent files of the Corporation. The candidate shall then be invited to appear before the Board at a public meeting for formal seating by the Board.

2. Specific Procedures

   A. Category I - (Five Seats). The Board shall determine the public officials who shall serve on the Board. The five elected public officials shall include one Kern County representative each from a U.S. Congressional district; one representative from the State of California Senate, and Assembly, one representative from the Kern County Board of Supervisors, along with one representative from the City of Bakersfield Mayor.

   Each public official selected may choose one (1) representative to serve on the Board in his/her place. Representatives of public officials may not themselves select alternates to serve on the Board.

   Term of Representation - (Category I). There shall be no tenure restrictions of public officials so designated by the Board. However, the term of public officials or their representatives shall be simultaneous with the term of the public official. The U.S.

Congressional, State Senate, and State Assembly representatives shall rotate as they leave office. The rotation of office shall alternate between the two districts that have the highest number of Kern County residents in their district. The Chairman of the Kern County Board of Supervisors shall designate the representative to the CAPK Board. The Mayor of Bakersfield shall designate the representative to the Board.

B. Category II - (Five Seats). Low-income representatives shall be selected through the democratic process of holding elections in four (4) areas of the county as defined by the Kern County Superior Court Regional Divisions: Metropolitan Bakersfield, East Kern, North Kern, and South Kern. In addition, one (1) representative in Category II shall be a member of the Head Start Policy Council (PC), selected by the Head Start Policy Council, and shall serve on the Community Action Partnership of Kern Board of Directors as the Kern County PC representative for one year. Representatives must reside in the respective area. Voting shall be limited to residents of the respective area who are 18 years of age, or older. Those elected need not themselves be low-income, but they must be elected in a manner that will ensure that they truly represent the low-income. The procedures to be followed in holding these elections will be in conformity with Federal and State regulations, including a certificate that must be signed by the candidate certifying that he/she meets all eligibility requirements and pledges to represent the low-income community. Community Action Partnership of Kern Election Rules and Procedures, and an official petition form, shall be provided to candidates. Elections shall be held on weekdays that do not occur on a Federal, State, or local holiday.

Low-income residents shall be defined as those persons determined by the Federal Poverty Guidelines as meeting low-income requirements. Low-Income verification will be done by having the resident sign a self-certification proclaiming themselves to be low-income or pledging to represent the low-income community. The Ad Hoc Election Committee may extend the deadline for receipt of the petitions if no candidates have filed by the required date and time. If fewer than two (2) candidates file nomination papers by the extended deadline date, the Board has the right to waive the election and appoint a representative for the Regional Division consistent with eligibility criteria.

If a duly elected representative of the low-income category fails to complete his/her term of office, the Board will have the option of appointing a successor to complete the term. The successor shall be from the same District as the representative being replaced and shall meet the requirements for a low-income representative as set forth above.

Terms of Representation (Category II). The Directors in Category II shall serve a consecutive five (5) year term. After serving five (5) consecutive years, a Director's seat will be opened up for election. If the Director wishes to remain on the Board, (s) he must run for re-election and meet all requirements as set forth in the Election Rules & Procedures. There will be no limit set on the number of terms a person may serve as a Category II Representative. The period of Board service for this category will begin at the regularly scheduled Board meeting following the election or appointment.

C. Category III - (Five Seats). At the direction of the Board Chairperson, Community Action Partnership of Kern staff shall correspond with appropriate community organizations and businesses inviting them to select one (1) Representative from their organization or

business. Those individuals selected by their organization, business, etc. will be given an application to be completed and returned to the Agency.

The Elections Committee shall hold a meeting to review all applications to determine eligibility of the applicants. The Committee will prepare recommendations for the Board, giving priority to candidates who best facilitate the Agency goal of equal representation of community organizations and businesses to represent a cross section of Kern County.

The full Board shall have the opportunity to review all applications at the time the Elections Committee makes its recommendations. A vote of Board will then be taken to determine which candidates, if any, will be invited to sit on the Board. Seating of invited candidates will take place at the next regularly scheduled Board Meeting.

Terms of Representation (Category III). Every five (5) years the composition of Category III may be rotated. The method for rotation shall be as follows:

Upon receipt of a private organization's interest in serving on the Board, and after the organization is determined to be a duly representative organization based upon criteria set forth above, the organization may replace an existing organization. The requesting organization may replace an existing organization after the existing organization has served a period of five (5) years consecutively. If there is no organization of the same "type" to replace the existing organization, another "type" of organization may be selected for the seat. When there are more organizations willing to serve than there are seats available, then priority shall be given to those organizations that can provide a balance to the community and best meet the criteria established in this section. The Board shall make final determination as to the organization that shall serve.

Section 4. Conflict of Interest. No person who serves on the Board may be employed by CAPK nor may they have a financial conflict of interest with the agency. The responsibilities of the Board and its committees shall be independent of the staff. Individuals leaving the Board who wish to apply for Agency positions may do so after a waiting period of six months from the time they leave the position. No person may sit on the Board who is an officer or an employee of, or has a direct or indirect ownership or profit participation in an organization contracting to perform a component of any CAPK program. No employee of the Department of Community Services and Development (CSD) may serve on the Board.

No person shall be employed with Community Action Partnership of Kern while a member of his/her family, or a roommate serves on the Board, Head Start Policy Council, or any non-staff committee or delegate division of the Agency.

For purposes of this section, a member of the immediate family shall include any of the following:

- Spouse
- Parents
- Step-Parents
- Children
- Step-Children
- Sister
- Step Sister
- Brother
- Step-Brother
- Father-in-law
- Mother-in-law
- Brother-in-law
- Sister-in-law
- Daughter-in-law
- Son-in-law
- Grandparents
- Common-law spouse (as defined by the State of California)

The Conflict of Interest Policy shall be reviewed and signed by the Board on an annual basis.

Section 5. Policy for Receiving Agency Services. Board members who meet all eligibility requirements may access Agency services. The Agency shall not under any circumstances give Board members preferential treatment. In addition, Board members must provide all required documentation and follow contract guidelines before the Agency will provide assistance or allow access to programs. No Board member, if qualified for services, may participate in processing his or her own application for services or provide direction to staff on personal application processing.

Section 6. Limitations. No person may serve as a Director who has been convicted within the past five (5) years of a crime involving moral turpitude. As used herein, the term "moral turpitude" shall include, but not be limited to, conduct contrary to justice, honesty, modesty, or good morals. The minimum age of a Director shall be eighteen (18) years of age.

Section 7. Vacancies.

1. Definition

   A vacancy shall occur when:

   A. Board member is notified of his/her removal by action of the Board for cause;
   B. Death of a Board member;
   C. A Board member notified the Board of his/her resignation;
   D. A public official leaves office;
   E. Low-income representative moves out of respective area he/she represents;
   F. Term expires.

2. Filling Vacant Seats of Public Officials

   The Board shall select another public official to fill the seat or solicit the newly elected public official to make an appointment as soon as reasonably possible.

3. Filling Vacant Seats of Representatives of the Low-Income

   Elections will be held in accordance with Community Action Partnership of Kern Election Rules and Procedures.

4. Filling Vacant Seats of Representatives of the Private Sector/Community

   The Board may request the organization to name a new representative or refer to process in Article I: Section 3 (Selection of Directors) to fill the seat.

Section 8. Removal

1. Grounds. The following shall constitute grounds for removal:

A. Conviction of a crime involving moral turpitude. As used herein, the term "moral turpitude" shall include, but not be limited to, conduct contrary to justice, honesty, modesty, or good morals.

B. Absences from three (3) consecutive regularly scheduled Board meetings.

C. Absences from five (5) regularly scheduled Board meetings in any consecutive twelve (12) month period.

D. Absences may be grounds for removal under Items B and C above; however, the Board will consider the nature of absences when making a determination or consideration of removal.

E. Low-income representative moves out of area he/she represents.

F. The Board member engages in conduct that is unlawful, unethical, or in any way brings the organization into disrepute. Said Board member shall be entitled to a due process hearing before a simple majority of a quorum of the [2] Board of Directors, which shall include the right to call witnesses and be represented by counsel. Upon a finding of good cause for removal under this section by a two-thirds (2/3) majority of a quorum of the Board, a Board member can be removed.

2. Procedure

A Board member may be removed by a majority vote of a simple majority of a quorum of the Board for any ground listed in Article I: Section 8.1, Subsections A-D. [2]

Prior to removal, the Board member shall be notified in writing of the grounds for removal (including specific facts, dates, times, and places) and shall be given an opportunity to be heard by the Board. The representative organization (if any) shall also be notified of the grounds for removal.

Private Sector/Community representatives and public official representatives may be replaced by the appointing organization, or public official he/she represents, if the Board member no longer commands the support and/or confidence of the agency, organization, group, or individual represented. The group shall give the Board member prior notice for an opportunity to be heard. Directors dropped from membership on the Board for any of the above listed reasons will be notified in writing of their termination, as will the sponsoring organization after an opportunity for a fair hearing has been afforded.

Section 9. Petitions for Category III Representation. Provision is hereby made for a fair hearing for any community, private sector firm, or representative group that may feel inadequately represented on the Board to petition for such representation. To prevent frivolous petitions or those coming from very small groups, it is hereby established that no less than twenty-five (25) signatures of persons who belong to or who serve the petitioning group will be required on each such petition. The Board shall make a written statement of reasons supporting the action taken on the petition and communicate its decision to the petitioners. In the event a petition is presented to the Board and deemed meritorious, the Board, by procedures set forth in Article 1: Section 3 (Selection of Directors), shall provide a

seat for such organization and shall adjust the size of the Board as necessary to maintain its tripartite structure. These Bylaws shall be amended to reflect such change.

ARTICLE II

FUNCTIONS AND RESPONSIBILITIES OF THE DIRECTORS

Section 1. Directors shall be concerned with all problems of poverty in Kern County, as well as in their respective areas, and shall be responsible for reporting back to their organization and areas where required. The Board is also responsible for determining overall plans and priorities of the agency as well as for evaluating the progress against performance.

The Board shall have the power to enter into legally binding agreements with any Federal, State, or local agency, or with any private funding organization for the purpose of administering programs or providing services.

In addition, the Board shall exercise the following specific powers:

1. Approve personnel policies and procedures, including policies and procedures regarding the hiring, evaluation, compensation (at least every five years), and termination of the Chief Executive Officer (3, Head Start/ State Child Development Services Director, Human Resources Director, Chief Finance Officer (4), and any other person in an equivalent position with CAPK;

2. Appoint, evaluate (each calendar year), discipline, and/or remove the Chief Executive Officer of CAPK; [3]

3. Approve personnel, organization, fiscal and program policies, including job descriptions at least every five years;

4. Determine overall program plans and priorities for CAPK including evaluating progress against performance by reviewing and analyzing results each calendar year;

5. Approve all program proposals and budgets, including the creation of an annual agency wide budget. Ensure the annual audit is completed and presented by a CPA and formally accepted by the Board. Ensure any prior year findings are assessed and addressed by the agency;

6. Enforce compliance with all conditions of grants;

7. Oversee the extent and the quality of the participation of the low-income in programs of CAPK through a systematic approach for collecting, analyzing and reporting customer satisfaction;

8. Elect the officers of the Board;

9. Head Start Duties. In accordance with the Head Start Act, the Board has the following specific duties and responsibilities with regard to the Head Start programs operated by CAPK:

- Assume legal and fiscal responsibility for administering and overseeing all Head Start programs, including the safeguarding of Federal funds;
- Approve practices that assure active, independent and informed governance of the Head Start program and full participation in the development, planning and evaluation of Head Start programs;
- Ensure compliance with Federal and State laws and regulations that are in any way related to the operation of the Head Start program;
- Approve procedures and criteria for recruitment, selection and enrollment of children in the Head Start programs;
- Review all applications for funding and amendments to application for funding for CAPK's Head Start programs;
- Approve procedures guidelines for accessing and collecting information in regards to programs planning, policies and Head Start program operations as defined in the Head Start Act;
- Approve all major policies of the Agency, including an annual self-assessment, financial audit, progress in carrying out the programmatic and fiscal provisions of CAPK's grant application(s), including implementation of any necessary or suggested corrective actions, and personnel policies regarding the hiring, evaluation, termination and compensation of the agency employees.
- Approve procedures for the selection of members of the policy councils and policy committees;
- Approve all financial management, accounting, reporting policies, and legal and regulatory compliance with regard to financial matters relating to Head Start operations, including approval of all major financial expenditures, annual approval of the operating budget, selection of independent auditors, and monitoring of CAPK's actions to correct any audit findings;
- Review results from program monitoring, including appropriate follow-up activities;
- As necessary and appropriate, establish advisory committees to oversee key responsibilities related to program governance and improvement of CAPK Head Start programs.

Section 2. The Board shall schedule no less than ten (10) monthly meetings in a calendar year period for the purpose of transacting the business of the Corporation. Between meetings of the Board, the Executive Committee of the Board or in certain circumstances the Chairperson of the Board (see Article IV, Committees) may act on behalf of the full Board to ensure continuity of Agency business. The Executive Committee or Chairperson shall report any action taken pursuant to this paragraph to the full Board of Directors at the next regular Board meeting for consideration and ratification by the Board.

Section 3. The Chairperson or a group of five or more active Directors may call a special meeting by complying with the Brown Act notice and agenda requirements for special meetings.

Section 4. Notification. Notice of all regular and special Board meetings shall be made in accordance with the Brown Act, including notice to each Board member.

Section 5. Minutes. The Board shall keep minutes for each meeting. Minutes of the previous meeting shall be distributed to all members before the next meeting and shall be made available to the public, upon request. Written translations of the minutes in areas where a significant portion of the poverty population does not speak English shall be made available upon request.

Section 6. Quorum. A quorum shall consist of at least fifty percent (50%) of the non-vacant seats on the Board. [2]

Section 7. Committees. Each Board member shall be a member of at least one committee identified in Article IV, Section 2.

ARTICLE III

OFFICERS

Section 1. The Board shall have the following officers: Chairperson, Vice-Chairperson, Secretary, and Treasurer. No person may hold two or more offices concurrently.

Section 2. The duties of the Chairperson shall be to preside over the meetings of the Board as Chairperson, serve as the supervisor of the Chief Executive Officer, and perform those duties customarily performed by the Chairperson of the Board of a nonprofit corporation. The Chairperson shall have the power to make committee appointments as set forth in Article IV below. [3]

Section 3. The duties of the Vice Chairperson shall be to fulfill the duties of the Chairperson in his/her absence, and other duties as required.

Section 4. The duties of the Secretary shall be to keep, or cause to be kept, in the office of the Corporation, the official records and minutes of the Board meetings.

Section 5. The Treasurer shall keep, or cause to be kept, the records of the receipt, care and disbursement of funds of Community Action Partnership of Kern. In carrying out these functions, the Treasurer shall work with the Chief Financial Officer and his/her assistants who shall perform the day-to-day accounting functions for CAPK. [4]

Section 6. In the absence of the Chairperson, the chain-of-command will be as follows: 1) Vice Chairperson; 2) Secretary; 3) Treasurer; 4) Senior Board Member by years served on the Board.

Section 7. Officer Terms. No Chairperson shall serve as Chairperson for more than three (3) consecutive terms of one (1) year each during their overall Board term limitation. A Board member may serve as the Vice Chairperson, Secretary, and/or Treasurer (in accordance with Article III: Section 1) up to their overall Board term limitation.

Section 8. Election of Officers.

1. Officers will be elected for one (1) year terms at the first Board meeting of each calendar year.

2. Only Directors present may participate.

3. Interim officer elections will be held at the next regular meeting following notice of vacancy. Less than a six (6) month term of service shall not constitute a full term. A simple majority vote of a quorum of [2] the Board shall be necessary to fill the vacant officer position.

ARTICLE IV

COMMITTEES

Section 1. All Standing Committees shall include at least one (1) Board member from each category and shall generally reflect the composition of the full Board. Committee Chairpersons shall be appointed by the Board Chairperson. [2] The quorum requirements for such Committees shall be a simple majority (3 of 5) of the total membership of the Committee. All committee meetings shall be conducted in accordance with the open meeting requirements of the Brown Act.

Section 2.

1. The Executive Committee shall be comprised of the Officers and up to two (2) Directors appointed annually by the Chairperson.

   A. The Executive Committee shall act on behalf of the Community Action Partnership *of* Kern Board between regular Board meetings. The Executive Committee shall report to the Board any actions it has taken in the interim between regular meetings.

   B. In the event that the Executive Committee cannot convene within the timeframe required for action to be taken, the Chairperson of the Board may act on behalf of the Board of Directors. The Chairperson shall report any action taken pursuant to this paragraph to the full Board of Directors at the next regular Board meeting for consideration and ratification by the Board.

   C. The Executive Committee shall determine its own meeting schedule.

2. The Personnel/Affirmative Action Committee shall be comprised of the Vice Chairperson who shall serve as the Chairperson of the Committee and up to five (5) Directors appointed annually by the Board Chairperson.

   A. The Personnel/Affirmative Action Committee shall act as arbitrator in any labor or personnel disputes not resolved by the Chief Executive Officer. [3]

   B. The Personnel/Affirmative Action Committee shall review, monitor and recommend for approval the Community Action Partnership of Kern Personnel Policies.

C. The Personnel/Affirmative Action Committee shall obtain information concerning employment practices including, but not limited to, overtime, vacations, wage and hour issues, and other relevant concerns and shall keep the Board of Directors apprised as to significant trends and make recommendations regarding future policy changes.

D. The Personnel/Affirmative Action Committee shall determine its own meeting schedule.

3. The Budget and Finance Committee shall be comprised of the Treasurer, who shall serve as its Chairperson, and up to five (5) Directors. The Committee shall cause to have made (in accordance with scheduled board meetings) a review of the financial position of all component programs, and report their findings to the Board. The Committee will also review and comment upon each new budget before its submission to the respective funding sources.

4. The Program Review and Evaluation Committee shall be comprised of the Secretary, who shall serve as its Chairperson, and up to five (5) Directors. The Committee shall review all program ideas and project proposals and report their reactions and recommendations to the Board. This Committee shall also be responsible for recommending overall plans and priorities for the Agency and for making periodic examinations of projects underway and reporting to the Board where, in their judgment, each project is achieving its stated goals.

5. The Audit Committee and Pension Committee shall be comprised of the Chairperson, who shall be appointed by the Board Chairperson, and up to five (5) Directors. The Chairperson of the Audit Committee and Pension Committee may not be a member of the Budget & Finance Committee, nor may the Budget & Finance Committee members constitute more than 49% of the total membership of the Audit Committee. The Committee shall recommend the retention and termination of the independent auditor, may negotiate the compensation of the auditor on behalf of the Board, shall confer with the auditor to satisfy the Committee members that the financial affairs of the Partnership are in order, shall review and determine whether to accept the audit, and shall approve performance of any non-audit services to be provided by the auditing firm.

   The Audit and Pension Committee shall oversee and monitor the administrative and fiduciary responsibilities of our retirement programs. They will do so by meeting on a regular and ad-hoc basis and will receive regular presentations from our retirement plan provider(s).

Section 3. Special Ad-Hoc Committees may be established by the Chairperson to investigate, review and/or make recommendations in areas, matters, or problems not covered by Standing Committees. In establishing committees and appointing members thereof, the Chairperson may draw upon citizens who utilize the services of Community Action Partnership *of* Kern and/or who have demonstrated concern with poverty and have special training or experience that can be employed in effectuating the purpose for which the Corporation is organized.

The number of Directors on any Committee may not constitute a quorum of the Board.

ARTICLE V

CHIEF EXECUTIVE OFFICER RESPONSIBILITIES

Section 1. The Board shall appoint the Chief Executive Officer who shall serve at the discretion of the Board of Directors as the Administrative Officer of Community Action Partnership of Kern. [3]

Section 2. The Chief Executive Officer shall be responsible for the conduct and administration of approved programs and delegate programs within the authority of policies established by the Officers and Board of Directors of Community Action Partnership *of* Kern. [3]

Section 3. The Chief Executive Officer shall be responsible to the Board of Directors for implementing and enforcing all employment policies and procedures and guidelines established by CSD and the Community Action Partnership of Kern Board of Directors. [3]

Section 4. The Chief Executive Officer shall be responsible to the Board of Directors for ensuring compliance with the open meeting requirements of the Brown Act. [3]

ARTICLE VI

OPERATING PROCEDURES

Section 1. CAPK shall be governed by Robert's Rules of Order, Revised, except where modified or limited by these Bylaws and subsequent amendments and the open meeting requirements of the Brown Act.

Proxy voting by any Board members is prohibited at meetings of the Board and its Committees.

Section 2. Compensation. The following reimbursements are permitted:

- Child care reimbursement for low-income representatives.
- Mileage reimbursement for all Board members.
- Accommodation and meal costs for the East Kern low-income representative to attend meetings in person when teleconferencing is not available or personal attendance is required.
- Agency-related business expense reimbursement for all Board members.
- Regular compensation is prohibited.

Section 3. Teleconferencing. The East Kern Board of Director representative may use teleconferencing to attend Board meetings. The teleconferencing facility shall be fully accessible to the public to address the Board during times allotted for public comment. Teleconferences may take place from a CAPK owned physical location or privately rented facility to accommodate the Board member participation. The Board shall establish the location for the teleconference. All requirements of California Government Code Section 54953 shall be followed. If teleconferencing is used in East Kern County, Community

Action Partnership of Kern staff shall post the meeting agenda and allow public comment in accordance with California Government Code Section 54953 and the Brown Act. [1]

ARTICLE VII

AMENDMENTS

Section 1. These Bylaws may be amended by a majority vote of the total membership of the Board at any legal meeting of the regular Board. Written copies of the proposed amendments shall be provided to all Board members at least ten (10) days prior to the consideration of the amendment(s).

Most recent previous revision:

April 27, 2011

DRAFT

CERTIFICATE BY SECRETARY

I DO HEREBY CERTIFY AS FOLLOWS:

That I am the duly elected, qualified and acting Secretary of Community Action Partnership of Kern and that the foregoing Bylaws were amended as the Bylaws of said corporation at a regularly scheduled meeting of the Board of Directors on _____ ___, 2017 in accordance with the Articles of Incorporation and Bylaws of said corporation.

IN WITNESS WHEREOF, I have hereunto set my hand this _____day of _____ 2017.

_____
Fred Plane, Secretary

DRAFT

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Board of Directors

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

Date: August 23, 2017

Subject: *Agenda Item VI(c):* Early Head Start San Joaquin Refunding Application – **Action Item**

The Head Start and State Child Development Division is requesting approval to submit the Year 4 application for continued funding for our Early Head Start San Joaquin Grant (# 09CH010071). Funding will support program operations from February 1, 2018 through January 31, 2019. There are no changes to the program's service delivery options for this grant at this time. We will continue to provide services within San Joaquin County as described in the latest notice of award from the Office of Head Start, which includes 164 children served in a center-based program option and 149 in a home-based program option. The funding will include $5,046,307 in base funds and $81,897 in Training and Technical Assistance funds (see attachment for more detail). This grant will continue to support 313 children.

Recommendation

Staff recommends the Board of Directors approve the funding request with resolution for the Early Head Start San Joaquin Refunding Application for 2018-19.

Attachment: Funding by Major Category

EARLY HEAD START SAN JOAQUIN COUNTY
and
CHILD AND ADULT CARE FOOD PROGRAM
2018-2019 BUDGET

BUDGETED EXPENDITURES

Early Head Start Program Operations and Training & Technical Assistance; Child & Adult Care Food Program	2017-2018 BUDGET	2018-2019 BUDGET	VARIANCE increase (decrease)	Comments
PERSONNEL	**3,065,457**	**3,048,007**	**(17,450)**	Fewer CAPK Kern staff are now allocated to support this grant
FRINGE BENEFITS	**762,443**	**796,118**	**33,675**	Increased budget for workers compensation insurance, health insurance, and pension
TRAVEL	**38,213**	**30,191**	**(8,022)**	Costs of travel to training conferences are anticipated to decrease
SUPPLIES				
Office Supplies	9,840	10,350	**510**	Increased budgeted cost of postage
Child and Family Services Supplies	105,785	105,785	**-**	
Food Services Supplies	10,000	10,000	**-**	
Other Supplies	30,708	24,361	**(6,347)**	Actual costs are less than previously budgeted
TOTAL SUPPLIES	**156,333**	**150,496**	**(5,837)**	
CONTRACTUAL				
Administrative Services	5,000	11,923	**6,923**	Increased budgeted cost of software support
Training & Technical Assistance	9,500	3,500	**(6,000)**	Costs of contracted T&TA are anticipated to decrease
TOTAL CONTRACTUAL	**14,500**	**15,423**	**923**	
OTHER				
Rent	212,843	213,165	**322**	
Utilities, Telephone	102,743	95,500	**(7,243)**	Actual costs are less than previously budgeted
Building & Child Liability Insurance	12,480	14,800	**2,320**	Actual costs are greater than previously budgeted
Building Maintenance/Repair	81,589	92,023	**10,434**	Actual costs are greater than previously budgeted
Nutrition Services	131,364	236,000	**104,636**	All child development centers are now in operation
Child Services Consultants	20,000	20,000	**-**	
Volunteers	3,338	3,338	**-**	
Parent Services	12,373	9,723	**(2,650)**	Actual costs are less than previously budgeted
Publications/Advertising/Printing	10,890	16,600	**5,710**	Actual costs of printing forms are greater than previously budgeted
Training or Staff Development	31,918	53,033	**21,115**	Costs of conference registration are expected to decrease; increased budget for cost of mentor coaching services
Other	68,147	67,524	**(623)**	
TOTAL OTHER	**687,685**	**821,706**	**134,021**	
INDIRECT	**484,974**	**445,263**	**(39,711)**	Corrected calculation of indirect cost
BUDGETED EXPENDITURES	**5,209,605**	**5,307,204**	**97,599**	

REVENUES

STATE & FEDERAL REVENUES	2017-2018 BUDGET	2018-2019 BUDGET	VARIANCE increase (decrease)
Early Head Start Program Operations	4,996,344	5,046,307	**49,963**
Early Head Start Training & Technical Assistance	81,897	81,897	**-**
Estimated Child & Adult Care Food Program	131,364	179,000	**47,636**
TOTAL STATE & FEDERAL REVENUES	**5,209,605**	**5,307,204**	**97,599**

SUMMARY - 2018-2019

TOTAL REVENUES	5,307,204
TOTAL BUDGETED EXPENDITURES	5,307,204
DIFFERENCE	**(0)**

ESTIMATED ADMINISTRATIVE RATE **9.2%**

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

The non-federal share of funding, required by the Head Start Act, will be $1,282,051.

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Board of Directors

From: Shane Stapleton – Business Contract Specialist

Date: August 23, 2017

Subject: *Agenda Item VI(e)*: Head Start Lease at Wayside Chapel – **Action Item**

The lease for Head Start's Rosamond location is up for renewal. The current lease is for a 14,307-square foot space at the Wayside Chapel. Head Start currently serves 100 children in 5 preschool classrooms. The facility includes a large parent and staff training room, staff break room, office areas, commercial prep kitchen, large play structure, and covered yard. This is a Class A space in a high need area of Kern County's high desert, where quality facilities are scarce. Additionally, this is currently the only facility able to accommodate Head Starts functions in the area.

The lease renewal is for a period of 3 years. Costs associated with the lease are broken down below:

Monthly Rent: $10,014.90 Utilities: $3,000 **Total Monthly Cost: $13,014.90 (price per sq. ft. $0.91)**

Yearly Spend: $156,178.80

Contract Total: $468,536.40

Recommendation:

Staff recommends the Board of Directors approve the lease agreement as written.

Attachments:

Lease Renewal Agreement
Previously Executed Lease Agreement
Previous Lease Renewal Letter

OPTION TO RENEW LEASE AT 2854 FELSITE AVENUE, ROSAMOND CA, 93560

This **OPTION TO RENEW LEASE FOR 2854 FELSITE AVENUE, ROSAMOND CA, 93560** is made as of October 1, 2017, between WAYSIDE CHAPEL COMMUNITY CHURCH ("Lessor"), and between COMMUNITY ACTION PARTNERSHIP OF KERN ("Lessee").

RECITALS

A. Lessor is the owner of that certain real property located at 2854 Felsite Avenue, in the city of Rosamond, state of California ("Premises").

B. Lessor entered into a Standard Lease dated October 9, 2015 with Lessee pertaining to the Premises. The original lease shall be referred to as the "Lease".

AGREEMENT

NOW, THEREFORE, in consideration of the mutual covenants and conditions contained herein and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, Lessor and Lessee agree that the Lease is modified as follows:

1. Extension of Term. The term of the Lease is hereby extended for a period of three (3) years, from October 1, 2017 through September 30, 2020.

2. Additional Option. The parties further agree to grant Lessee an additional option to extend the term of the Lease for a period of one (1) year ("Additional Option"). Lessee shall exercise this Additional Option by giving Lessor notice of Lessee's intent to exercise the Additional Option at least ninety (90) days prior to the expiration of the First Addendum. Base rent during the Additional Option period will be subject to negotiation between the parties. Negotiations on the base rent shall be completed within thirty (30) days from Lessee's exercise of the Additional Option.

3. Notice. Any notice required or permitted under the Lease shall be deemed sufficiently given or served when hand-delivered or sent by mail to:

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

Attention: Emilio Wagner

4. Rent. For the period from October 1, 2017 through September 30, 2020, Lessee's obligation for Monthly Rent shall be Ten Thousand Fourteen Six Dollars and Ninety Cents ($10,014.90) per month. In addition, Lessee agrees to pay a prorated amount of Three Thousand Dollars ($3000) per month for utility services received.

5. Full Force and Effect. Neither the Lease nor any of the Addendums thereto may be amended or modified orally. Except as modified by this First Addendum, the Lease is unmodified and shall continue in full force and effect.

IN WITNESS WHEREOF, Lessor and Lessee have executed this **OPTION TO RENEW LEASE FOR 2854 FELSITE AVENUE, ROSAMOND CA, 93560** as of the day and year first above written.

LESSEE: _____
Wayside Chapel Community Church
By: Roy Coombes

LESSOR: _____
Community Action Partnership of Kern
By: Jeremy T. Tobias, Chief Executive Officer

COMMUNITY ACTION PARTNERSHIP OF KERN
CONTRACT SUMMARY

Contract Name: Lease Agreement Date: 11/12/2015

Program(s): Head Start Location(s): 2584 Felsite Ave., Rosamond, CA 93560

Contractor/Vendor: Wayside Chapel Community Church

Contractor Address: 2854 Felsite Ave., Rosamond, CA 93560 Primary Contact: Roy Coombes

Contractor Phone: 661-256-9222 FAX: 661-256-4325 Email: rcoombes1974@gmail.com

Term: 10/9/2015 to 9/31/2016 Extension/Renewal Option: N/A

Total Contract Amount: $110,163.90 Monthly Contract Amount: $10,014.90

Accounting Codes:

Account	Fund	Activity	Function	Location	Dept.	Category	Restriction
6205	109	001	120	376	16	1	1

Review/Approvals: (Initials)

	Program Manager	mlp	Business Services		Finance Director
	Program Administrator		Division Director		Executive Director

NOTES:

2015: $10,014.90 X 2 months = $20,029.80 (no rent due for October)

2015: $10,014.90 X 9 months = $90,134.10

CONTRACT LOG No. 151026-01

LEASE AGREEMENT
BETWEEN
WAYSIDE CHAPEL COMMUNITY CHURCH
AND
COMMUNITY ACTION PARTNERSHIP OF KERN

Lessor: Wayside Chapel Community Church

Lessee: Community Action Partnership of Kern

1. **PARTIES.** This lease (herein called the "Lease"), dated to be effective as of October 9, 2015, is made by Wayside Chapel Community Church (herein called the "Lessor") and the Community Action Partnership of Kern (herein called "Lessee").

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 approximately 14,307 square feet in a building and a play area, located at 2584 Felsite Ave, Rosamond, CA 93560 County of Kern, State of California, as show in Attachment A (the "Premises").

3. **USE.** Lessee shall use the Premises as a child care facility for its child care and development services programs (herein called "Lessee's Programs"). The Premises shall be developed in accordance with local building and planning department regulations for childcare facilities, Department of Social Services, Community Care Licensing Division. All staffing, equipment, and supplies for programs conducted by Lessee shall be the sole responsibility of Lessee. The supervision of all participants in Lessee's Programs on the Premises shall be the sole and exclusive responsibility of Lessee personnel. Lessee's Programs shall require the use of the Premises from the hours of 6:00 a.m. to 6:00 p.m., Monday through Friday. The first priority for all uses of the Premises shall be for the operation of the Lessee's Programs; however, Lessor may use the Premises at such reasonable times when no other activities are scheduled by Lessee. No charge will be incurred by Lessor for use of the Premises under this paragraph. Lessor shall return the Premises to the condition prior to its use and shall provide any consumable supplies required during Lessor's use of the Premises.

4. **TERM.** The Lease shall be for a one (1) year term commencing October 9, 2015 and terminating on September 31, 2016.

5. **RENT.** Lessee shall pay to Lessor a monthly rent in the amount of Ten Thousand Fourteen and 90/100 ($10,014.90) 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.

6. **OPTION TO RENEW.** Lessee shall notify Lessor of its intent to renew this contract by giving 60 days written notice prior to the expiration of this Lease. In the event Lessee and Lessor agree to exercise such option to renew this Lease, the new monthly rent shall be negotiated at time of renewal option notice, otherwise in accordance with the terms hereof as applicable. During such renewal period, all the terms and conditions of this Lease shall remain in effect.

7. **TERMINATION.** The parties hereto acknowledge that the Lessee may terminate this Lease due to lack of funding for Lessee's Programs, or for non-compliance with State Licensing, or other circumstances for termination provided in this Lease. Sixty (60) days written notice of intent to terminate shall be given by Lessee to Lessor due to lack of funding; thirty (30) days written notice shall be given for any other circumstance. Termination for cause shall include any material violation of the terms and conditions of this Lease by Lessee or Lessor. Alternatively, upon termination of the Lease, at Lessee's option, Lessee shall be allowed to remove any and all classroom materials, supplies, trade fixtures, playground equipment and equipment installed including PBX systems, servers and/or routers purchased by Lessee. Lessee will be responsible for repairing all damages caused by the removal of trade fixtures and repair area in which item was removed to its original condition.

8. **MAINTENANCE AND REPAIRS.** Lessor shall, at its own cost and expense, keep the Premises in reasonably good condition and repair (implied warranty of habitability). Lessor shall be responsible for structural repairs and maintenance including but not limited to air conditioning/heating units, piping (water, gas, sewer) electrical wiring, etc. Lessee shall keep the Premises in reasonably clean condition. Lessee shall be responsible for minor (less than $1,000.00) general maintenance including but not limited to hardware, lighting, etc. Any cleaning or repair which may be necessitated by the neglect, omission or act of Lessee, its agents, employees, members or invitees, shall be the responsibility of Lessee. Any changes in responsibility of costs for maintenance and repairs shall be mutually agreed upon and in writing. The Lessee will provide notification to the Lessor of the necessary repairs via phone and writing. After a reasonable amount of time, repairs are not complete, the Lessee has the right to make the necessary

Initial Lessee Initial Lessor

repairs and deduct the repair expense from the rent due. Any changes in responsibility of costs for maintenance and repairs shall be mutually agreed upon and in writing.

9. CONSTRUCTION, ALTERATIONS AND IMPROVEMENTS. Subject to paragraph 9 a) below, no improvements or alterations of the Premises, including non-structural alterations shall be made without the prior written consent of the Lessor. Lessor's consent will not be unreasonably delayed or withheld.

a) Construction and Alterations. Upon execution of this Lease, Lessee may, at its sole cost and expense, make improvements and alterations to the Premises to facilitate Lessee's use thereof. Lessor shall not be responsible for any costs required to complete the changes and improvements including, but not limited to, the costs of plan preparation by an architect and engineer and all necessary permits, licenses and entitlements Lessee may install playground equipment and other improvements as required by State of California, Department of Social Services, and Community Care Licensing Division. Prior to any construction on the Premises, Lessee shall obtain all necessary permits, licenses and entitlements and shall comply with the requirements arising out of the California Environmental Quality Act (CEQA). Lessee shall indemnify, defend (upon written request of the Lessor) and hold the Lessor harmless against all claims, costs, causes of action, attorney's fees, damages and liability arising out of or caused by Lessee's failure to comply with its obligations described in this paragraph.

b) Lessee shall keep the Premises free from any liens arising out of any work performed, materials furnished or obligations incurred by Lessee. In the event Lessee becomes insolvent, voluntarily or involuntarily bankrupt, or if a receiver, assignee or other liquidating officer is appointed for the business of the Lessee, then Lessor may cancel this Lease at Lessor's option.

11. SIGNS. Lessee shall not place any sign, awning or canopy, or advertising matter, on the Premises without first obtaining Lessor's written approval and the approval and consent of any governmental body having jurisdiction over signs in the Bakersfield City limits.

12. INSURANCE. Lessee shall maintain General Liability Insurance including umbrella policy in the amount of $2,000,000.00, which policy shall name the Lessor as additional insured in so far as this Lease is concerned. Lessee shall maintain Automobile Liability Insurance in the amount of $1,000,000.00 each occurrence, against claims of Personal Injury (including bodily injury and death) and Property Damage covering all owned, leased, hired and non-owned vehicles used in the performance of Lessee's obligations pursuant to this Lease. Lessor shall maintain General Liability Insurance in the amount of $2,000,000.00 which policy shall name Lessee as an additional insured in so for as this Lease is concerned. Each party shall furnish the other party with a certificate of insurance containing the endorsements required under this section. Lessor shall maintain Fire and Extended Coverage Insurance on a blanket basis or with an agreed amount clause in amounts not less than 100% of the property's replacement value. Lessor shall also maintain property damage and fire insurance on the Premises leased to Lessee. Both parties shall maintain Workers' Compensation coverage during the term of the Lease. Lessee and Lessor hereby mutually waive Rights of Subrogation against each party, with respect to the Lease and use of the Premises.

13. UTILITIES. Lessee agrees to pay during the term of the Lease, commencing upon the execution or any extension hereof, for the utilities used or consumed by the Lessee on the Premises. The term "utilities," as used herein, shall include electric, gas, water and refuse. Lessee shall pay lessor Three Thousand and 00/100 ($3,000.00) on a monthly basis for Utilities, computed as the utility usage for the same period in 2013. Adjustments based on actual usage shall be made in writing and will take effect at the next rent due date. Lessee is to provide and pay for its own telephone, internet, and pest control services.

14. DESTRUCTION OF PREMISES. In the event that the building, including the Premises is totally destroyed, this Lease shall automatically terminate, effective on the date of such destruction, and no rent shall accrue or be payable to Lessor after such termination. In the event the extent of damage to, or partial destruction of, the Premises is such that normal operations by Lessee cannot be continued, this Lease shall terminate at the option of Lessee upon giving written notice to Lessor within thirty (30) days after such damage or partial destruction, and no rent shall accrue or be payable to Lessor after such termination.

15. INDEMNITY. Lessee agrees to indemnify, defend and hold harmless Lessor and their agents, officers and employees, volunteers and authorized representatives; and Lessor conversely shall indemnify, defend and hold harmless Lessee and its agents, officers, directors, employees, volunteers and authorized representatives from and against all suits, claims, actions, proceedings, demands, liability, costs and charges, legal expenses and costs, as damages or penalties against the other or any of its agents, officers, directors and employees in any way caused by the other party or any person acting for or on their behalf, occasioned by the operations which are the subject of this Lease.

16. RIGHT OF INSPECTION. Lessor and such agents as Lessor may designate, may enter upon the Premises at all times and intervals for the purpose of inspecting, maintaining, repairing, and altering the Premises in a manner consistent with the purpose of this Lease and with reasonable commercial practices in the management of property. However, such access shall be obtainable only

Initial Lessee Initial Lessor

upon reasonable notice and accompaniment by an authorized Lessee employee if entry is during non-business hours, except in an emergency where immediate access is required in order to avoid injury to person or property.

17. ORDINANCES AND STATUTES. Lessee shall comply with all statutes, ordinances and requirements of all municipal, state and federal authorities now in force or which may hereafter be in force, pertaining to the Premises and their use, occasioned by or affecting the use thereof by Lessee.

18. GOVERNING LAW, VENUE. This Lease shall be construed and enforced in accordance with the laws of the State of California. If either Lessor or Lessee initiates an action to enforce the terms hereof or declare rights hereunder, the parties agree that the venue thereof shall be the County of Kern, State of California.

19. SUCCESSORS. All terms and provisions of this Lease, shall extend to, be binding upon and inure to the benefit of heirs, executors, administrators, successors, and assigns of the respective parties hereto.

20. ABANDONMENT OF PREMISES. Except as otherwise provided in this Lease, Lessee shall not vacate or abandon the Premises at any time during the term hereof, and if Lessee shall abandon or vacate the Premises, or be dispossessed by process of law, or otherwise, any personal property belonging to Lessee left upon the Premises shall be deemed to be abandoned. At the option of the Lessor, the personal property deemed abandoned shall be removed from the Premises.

21. CONDEMNATION. If any part or all of the Premises shall be taken or condemned for public use, this Lease shall terminate as of the date the condemner acquires possession. Notwithstanding Lessee's right to terminate this Lease, Lessee shall further be entitled to a prorated share of any condemnation award, the amount of which shall be determined by the value of Lessee's improvements to the Premises in relation to the overall value of such Premises.

22. WAIVER. The parties hereto agree that failure of Lessor or Lessee to enforce any term and/or provision hereof shall not be deemed to constitute a waiver of other provisions of this Lease.

23. ATTORNEY'S FEES. In case suit should be brought for recovery of said Premises or for any sum due hereunder, or because of any act which may arise out of the possession of the Premises, by either party, the prevailing party shall be entitled to all costs incurred in connection with such actions, including reasonable attorneys' fees.

24. NOTICES. All notices under this Lease shall be in writing and shall be deemed given when delivered personally, when sent by fax (with prompt confirmation by mail), four business days after 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 shall be specified by like notice):

Lessor to:
Wayside Chapel Community Church
c/o Roy Coombes
2584 Felsite Ave
Bakersfield, CA 93560
Phone: 661-256-9222 Fax: 661-256-4325

Lessee to:
Community Action Partnership of Kern
c/o Emilio Wagner, Director of Operations
5005 Business Park North
Bakersfield, CA 93309
Phone: 661-336-5236 Fax: 661-864-1312

25. PUPIL SAFETY REQUIREMENTS. Lessor certifies that none of its employees or subcontractors who may come in contact with Lessee's pupils has been convicted of a felony as defined in Education Code section 45122.1. Lessor shall immediately inform Lessee, and remove from the Premises where Lessee's pupils may be present, any employee or subcontractor whom Lessor discovers has been subsequently convicted of a felony defined in Education Code section 45122.1. Lessor shall immediately inform Lessee when it discovers that any employee or subcontractor of Lessor has been arrested and charged with a felony defined in Education Code section 45122.1. Lessor shall indemnify, defend and hold Lessee harmless from any and all damages, claims, lawsuits, penalties or causes of action arising out of Lessor's failure to comply with this section.

26. 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.

Initial Lessee Initial Lessor

27. ENTIRE AGREEMENT. The foregoing constitutes the entire agreement between the parties and may not be modified, unless done in writing and signed by both parties.

Lessor: Wayside Chapel Community ~~Church~~

Signature: _____

Title: ROY COOMBES, BUSINESS MANAGER

Date: 10/13/2015

Lessee: Community ~~Action~~ Partnership of Kern

Signature: _____

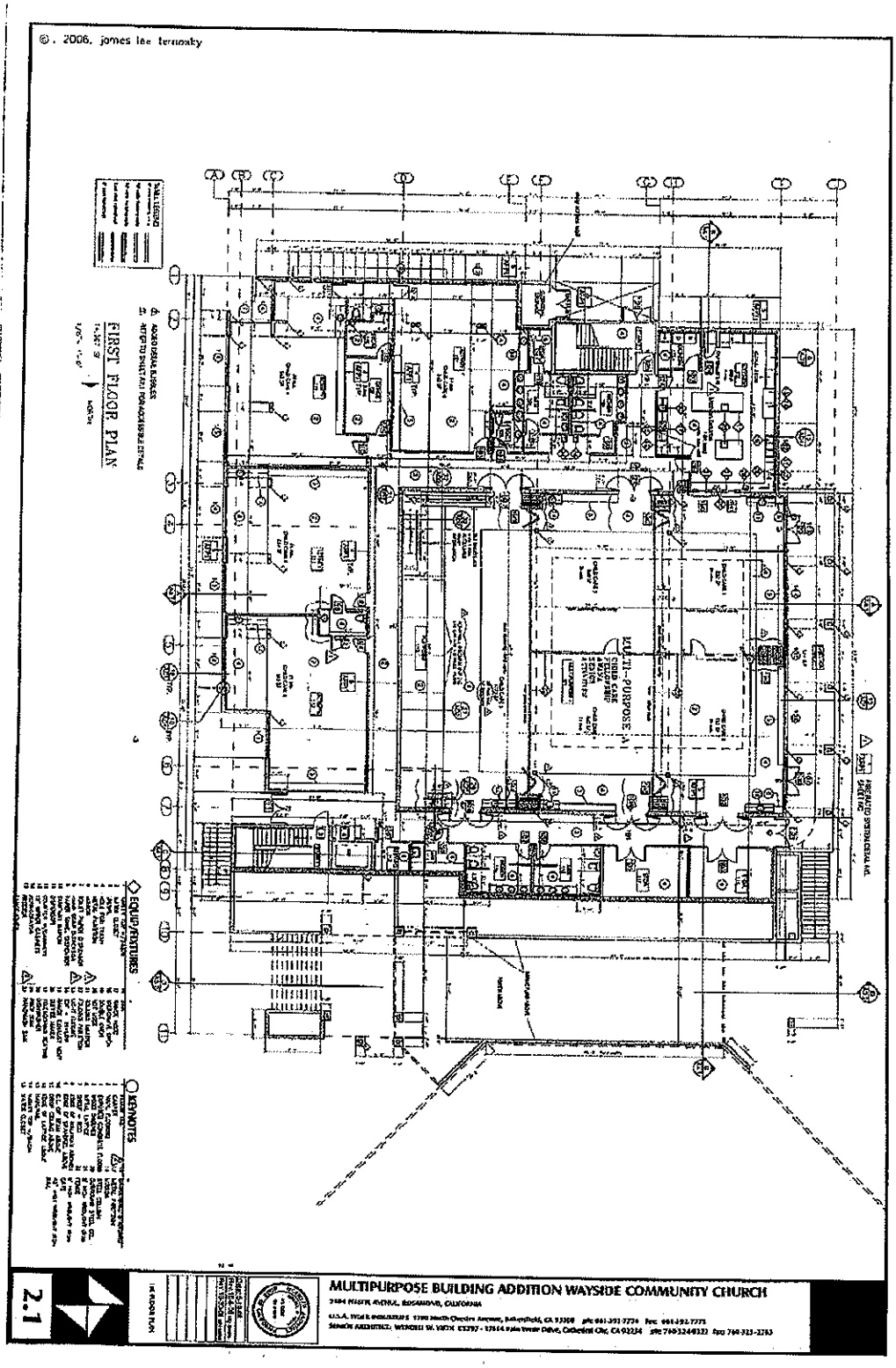
Title: Jeremy T. Tobias, Executive Director

Date: 10/22/15

CAPK Staff INITIALS			
mlp			

Initial (Lessee) Initial (Lessor)

ATTACHMENT A



Initial Lessee

Initial Lessor

COMMUNITY ACTION PARTNERSHIP OF KERN
CONTRACT SUMMARY

Contract Name: Lease Renewal Letter Agreement Date: 9/22/2016

Program(s): Head Start Location(s): 2854 Felsite Ave., Rosamond, CA

Contractor/Vendor: Wayside Chapel Community Church

Contractor Address: 2854 Felsite Ave., Rosamond, CA 93560 Primary Contact: Roy Coombes

Contractor Phone: 661-256-9222 FAX: 661-256-4325 Email: rcoombes1974@gmail.com

Term: 10/1/2016-9/30/2017 Extension/Renewal Option: 60 days written notice

Total Contract Amount: $156,178.80 Monthly Contract Amount: $13,014.90

Accounting Codes:

Account	Fund	Activity	Function	Location	Dept.	Category	Restriction
6205	109	001	120	376	16	1	1
6235	109	001	120	376	16	1	1

Review/Approvals: (Initials)

	Program Manager	mlp	Business Services		Finance Director
	Program Administrator		Division Director		Executive Director

NOTES:
Rent = $10,014.90
Utilities = $3,000.00

CONTRACT LOG No. 160919-01

BOARD OF DIRECTORS

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34th State Assembly District Representative

Curtis Floyd, Vice Chair
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Ashley Womack
Head Start Policy Council Representative

EXECUTIVE DIRECTOR
Jeremy T. Tobias

September 9, 2016

Mr. Roy Coombes
Business Manager
Wayside Chapel Community Church
2854 Felsite Avenue
Rosamond, CA 93560

RE: Option to Renew Lease Agreement
2854 Felsite Avenue, Rosamond, CA

Dear Mr. Coombes:

As you are aware, the current lease between Community Action Partnership of Kern (CAPK) and Wayside Chapel Community Church will expire on September 30, 2016. CAPK would like to exercise the option of renewing the Lease Agreement dated October 9, 2015 (the "Lease") for the above referenced property, for an additional one (1) year period. The same rental amount, terms and conditions as indicated in the Lease will remain in effect. The new Lease termination date will be September 30, 2017.

Thank you for working with us as we continue to serve the children and families of Kern County.

CAPK requests your below signed acknowledgement of the new terms be returned by September 23, 2016.

Sincerely,

Jeremy T. Tobias
Executive Director

Dated: 9/12/16

Acknowledgement of Terms

Wayside Chapel Community Church
Roy Coombes, Business Manager

Dated: 9/15/2016

cc: Emilio G. Wagner, Director of Operations
Yolanda Gonzales, Director of Head Start/State Child Development Programs
Christine Anami, Director of Finance

CAPK Staff INITIALS			
mep			

5005 Business Park North, Bakersfield, CA 93309 (661) 336-5236 Toll Free (888) 445-0090 Fax (661) 322-2237
www.capk.org

COMMUNITY ACTION PARTNERSHIP *OF* KERN
BOARD OF DIRECTORS
EXECUTIVE COMMITTEE MEETING
5005 Business Park North
July 19, 2017
12:00 p.m.

1. **Call to Order**

   Garth Corrigan called the meeting to order at 12:05 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: Garth Corrigan, Curtis Floyd (arrived 12:07 pm), Fred Plane, Warren Peterson, Yolanda Ochoa and Ana Vigil

   Absent: None

   Others Present: Jeremy Tobias, Chief Executive Officer; Christine Anami, Chief Financial Officer; Ralph Martinez, Director of Community Development; Michele Nowell, Director of Human Resources; Pritika Ram, Director of Administration Carmen Segovia, Director of Health and Nutrition; other CAPK staff.

3. **Approval of Agenda**

   Motion was made and seconded to approve the Executive Committee meeting agenda for July 19, 2017. Carried by unanimous vote. (Plane/Vigil)

4. **Public Forum:**

   Ralph Martinez introduced new staff member Sheila Shegos, Outreach & Grants Administrator.

5. **Special Presentations**

   No presentations were made.

6. **New Business**

   a. Selection of Workers Compensation Insurance Coverage for 2017-2018 – Emilio Wagner, Director of Operations and Michael Cooper, Clifford & Bradford – ***Action Item***

      Laurie Sproule, Risk Management Supervisor, introduced Michael Cooper from Clifford & Bradford, who provided the Committee with an overview of the written proposals for Workers Compensation coverage for 2017-2018. Mr. Cooper pointed out that the experience mod rate increased by 4% and estimated payroll is increased by $2.7 Million. Those increases would normally increase the premium rates; however, the carrier dropped their rates, resulting in a $38,000 reduction in annual premiums.

Staff recommends the Committee approve the renewal of Cypress Insurance Company (Berkshire Hathaway) as CAPK's Worker Compensation carrier, with the renewal cost of $1.022 million.

Motion was made and seconded to approve Cypress Insurance (Berkshire Hathaway) as the agency's Workers Compensation Insurance Carrier for 2017-2018. Carried by unanimous vote. (Plane/Ochoa)

b. 2016-2017 Early Head Start Child Care Partnership Self-Assessment – Pam Pritchard, Assistant Director of Program – ***Action Item***

Sylvia Ortega, Head Start Compliance Coordinator, presented on behalf of Pam Pritchard and reported the Head Start / State Child Development Division conducts an annual self-assessment for all its programs. For the Early Head Start Child Care Partnership program, this is the first self-assessment since funding was received in 2015. Three (3) issues were identified that staff addressed and resolved.

Staff recommends the Executive Committee approve the 2016-2017 Early Head Start Child Care Partnership Self-Assessment.

Motion was made and seconded to approve the 2016-2017 Early Head Start Child Care Partnership Self-Assessment. Carried by unanimous vote. (Plane/Vigil)

c. Revision of CAPK Bylaws – Ralph Martinez, Director of Community Development – ***Action Item***

Ralph Martinez reported that the existing CAPK Bylaws have not been reviewed since 2011 and the new Organizational Standards require our Bylaws be reviewed and approved by the Board of Directors every five (5) years. A Bylaw Review Committee has been established and has recommended minor changes, which include: updating legal reference or authorizing legislation; refining the language as it pertains to quorum to a simple majority, which is 50% of the Directors plus one; two title changes, Executive Director to Chief Executive Officer; Director of Finance to Chief Financial Officer.

Ralph stated that the Bylaw Review Committee is also following the recommendations of the new Organizational Standards & Best Practices and will propose a future Bylaw revision to include term limits for the private and low sector members. Currently, there are no term limits stated, only terms. Those recommended changes will be addressed in the coming months and brought before the full board for review.

Curtis Floyd asked if the changes proposed today will also require approval from the full board. Jeremy responded that if the recommended changes are approved by the Executive Committee, it will be reflected in Executive Committee Report and become an action item on the agenda for approval by the full board at the August 23, 2017 meeting.

Motion was made and seconded to approve the proposed revisions to the CAPK Bylaws and discuss term limits with the full board at the next meeting. Carried by unanimous vote. (Floyd/Ochoa).

d. Head Start and Early Head Start Budget to Actual Reports – Donna Holland, Fiscal Manager – ***Info Item***

Sylvia Ortega presented the Head Start and Early Head Start Budget to Actual Reports on behalf of Donna Holland.

For Kern Head Start & Early Head Start Budget to Actual for the Period Ending June 30, 2017, Sylvia reported that personnel and fringe benefits percentages are lower because part-year employees are off work during the summer months. For contractual expenditures, which are incurred at intervals throughout the year, Head Start is at 53% and Early Head Start is at 15%. CAPK has submitted its request to carry over the Duration Grant start-up funds that were awarded in the prior budget year. The carry over request is in the amount of $508,006 and will continue to be reported until the request has been approved.

For the San Joaquin Early Head Start Budget to Actual for the Period Ending June 30, 2017, Sylvia reported that we are in the fifth month (42%) of the twelve-month period for San Joaquin. Base Fund costs are on track and includes costs for travel, supplies and contractual. For Training and Technical Assistance Funds, the overall expenditures are less than the percentage of the budget period elapsed, largely due to travel expenditures. Staff is working to minimize the travel, however, Yolanda Gonzales travels at least once a week to ensure the program is running efficiently. Base Funds are being used under Training and Technical Assistance for Yolanda's travel. The Non-Federal Share is at 34% of budget.

Curtis Floyd asked Sylvia to further explain how the Base Funds are being used for Travel. Sylvia explained that Base Funds are set aside for travel expenditures and we have spent 30% to date with 70% remaining and we are at 42% of the year.

For the Early Head Start Child Care Partnerships Budget to Actual for the Period Ending June 30, 2017, Sylvia reported that we are at ten months (83%) into the twelve-month cycle for this program. Staff estimates that by year-end on August 31, 2017, costs of personnel and fringe benefits will be close to budget. Costs of classroom and curriculum supplies are more than budget by almost $5,000, due to a late shipment from the last budget period. Contractual will be under budget by close to $20,000 due to temporary under enrollment early in the budget period. CAPK staff continues to work with its child care partners to expend carryover funds for playground improvements, additional classroom curriculum supplies, building, maintenance and repair. Overall expenditures for Training & Technical Assistance are at 79% of budget and staff is expected to fully expend these funds by year-end. Non-Federal Share is at 84% with 83% of the year elapsed.

h. Chief Financial Officer Report – Christine Anami, Chief Financial Officer

- Indirect Fund Close-out Report for FY 2016-2017 – ***Info Item***

Christine Anami reported on the fiscal year close-out report for the Indirect Fund. With prior board approval, the agency adopted the 10% de minimis indirect cost rate, effective in March 2016. CAPK was eligible to elect the 10% rate because it had never negotiated an indirect cost rate with our cognizant federal agency, U.S. Department of Health & Human Services, and had always used the direct cost method instead. The advantage to going to the 10% indirect cost rate is that funds are generated to recover

centralized administrative costs from grants, that are more than actual centralized administrative costs, can carry over into future years. For the first fiscal year of using the 10% indirect cost rate to recover centralized administrative costs, the excess revenue of $510,546 was realized, which can carry over into the next fiscal year. Chris reaffirmed that those funds are unrestricted but advised the committee to retain the funds within the Indirect Fund, rather than move the funds to the Discretionary Fund.

Chris explained that the key to success is to expend 100% of the grant. The indirect revenue is based on modified total costs. Every time we invoice, we charge 10%.

- Indirect Fund 2016-2017 Budget – ***Action Item***

  Chris presented the 2016-2017 Indirect Fund Actual Budget for the current fiscal year. This is a realistic budget amount for the revenue but if the budget is determined to be over or under estimated, a revision will be brought to the board.

  Overall, the budget is 10% higher than the actuals from last year, due to the addition of 2 positions within the support Divisions. However, there is a reduction in Operations because of less dependency on a software vendor. We are within the budgeting criteria for the elapsed time which is an indication that the expenditure budget is realistic now. Chris estimates the Indirect Fund will have excess revenue of $60,000.

  Staff is requesting the Committee's approval of the 2017-2018 Indirect Fund Budget.

  Motion was made and seconded to approve the Indirect Fund 2016-2017 Budget. Carried by unanimous vote. (Plane/Peterson)

- Discretionary Fund Update – Info Item

  Chris reported there was a net gain in June of $4,600 to the Discretionary Fund due in part to donations received for the Awards Banquet. Other charges are usual and customary. Chris noted that we were charged the 2.5% interest fee from Wells Fargo for not using the $1 million line of credit from 3/31/17 to 6/29/17

- Financial Statements, June 2017 – ***Action Item***

  Chris reported on the analysis of the line of credit. At the end of June, there was sufficient cash to where we did not have to borrow from the line of credit. To date, we have only incurred $1,100 in commitment fees for the for the privilege of having the availability to access $1 million.

  As Jeremy indicated, we can utilize the cash from the Discretionary and Indirect Fund to help with cash flow of programs that are in a cash flow deficit. As shown on schedule D1, there was a subtotal of $52,737 and there was no need to borrow from the line of credit. These are programs where we don't have advances and we must incur the cost before we can invoice for recovery.

  The final report for the State Department of Education is displayed on schedule H1. In case of the General Child Care and California State Preschool grants, we earned 100%

of the MRA (Maximum Reimbursable Amount). The Migrant Child Care, through their efforts, captured almost 99% of the grant.

Motion was made and seconded to approve the Financial Statements for June 2017. Carried by unanimous vote. (Plane/Floyd)

7. **Committee Member Comments**

No comments were made.

8. **Closed Session**

Employee Evaluation – Chief Executive Officer (Government Code Section 54957).

The Board went into closed session at 12:53 pm.

9. **Closed Session Report**

The Board reconvened in open session at 1:29 pm.

Jeremy Tobias reported that the Executive Committee approved the CEO evaluation including modified and approved goals for the CEO for the 2017-2018 year. The Committee also approved a merit increase to an annual base salary of $172,000.

10. **Next Scheduled Meeting**

Executive Committee Meeting
Wednesday**,** December 13, 2017
12:00 p.m.
5005 Business Park North
Bakersfield, California 93309

11. **Adjournment**

The meeting adjourned at 1:30 pm.

COMMUNITY ACTION PARTNERSHIP OF KERN
MEMORANDUM

To: Executive Committee

From: Emilio G. Wagner, Director of Operations

Date: July 19, 2017

Subject: *Agenda Item 6a*: Selection of Workers Compensation Insurance Coverage for 2017-2018 – **Action Item**

The Workers compensation policy of CAPK is due to expire on July 31, 2017 and requires a renewal to prevent a lapse of coverage. In an effort to receive timely competitive proposals, Clifford and Bradford, the insurance broker that represents CAPK, requested proposals 90 days prior to the expiration of the Workers Compensation policy.

Clifford and Bradford has solicited proposals from 21 insurance carriers in an attempt to find the most qualified and cost-effective coverage provider. Of the 21 carriers solicited four submitted proposals. As part of the Clifford and Bradford's services, they evaluate the proposals to ensure that the most cost-effective proposal will meet the needs of CAPK. The following are the four insurance carriers and their annual premium:

Cypress Insurance Company (Berkshire Hathaway)	$1,022,556
State Fund	$1,440,368
AIG	$1,600,000
TKG	$1,700,000

Berkshire Hathaway has been CAPK's Workers Compensation Insurance provider for the past two years and has performed well with the relationship improving as we progress. In addition, the current proposal when compared to the premium for the 16/17 coverage year is $38,046 less.

Recommendation:
Staff recommends the Executive Committee approves the proposed selection of Cypress Insurance Company made by Clifford and Bradford for the 2016-2017 Workers Compensation Insurance Coverage.

Attachment: 17/18 Workers Compensation Proposal

INSURANCE PROPOSAL PREPARED FOR:

COMMUNITY ACTION PARTNERSHIP OF KERN
5005 BUSINESS PARK N #100
BAKERSFIELD, CA 93309-1651



PRESENTED BY:

MICHAEL W. COOPER
CLIFFORD & BRADFORD INSURANCE AGENCY
1800 19TH STREET
BAKERSFIELD, CA 93301
License # 0673141

7/13/2017

DISCLAIMER - The abbreviated outlines of coverages used throughout this proposal are not intended to express any legal opinion as to the nature of coverage. They are only visuals to a basic understanding of coverages. Please read your policy for specific details of coverages.

Workers Compensation

This coverage agreement obligates the insurer to pay all compensation and other benefits required of the insured by the workers compensation law or occupational disease law of any state listed in the policy. The coverage applies to bodily injury by accident and by disease.

Coverage (A) shows no dollar limit for the benefits provided since any applicable limits would be those established within the law. Benefits under coverage (A) are paid to the employee without regard to fault.

Employers Liability

This coverage protects employers for their legal liability for bodily injury by accident or disease to an employee arising out of and in the course of the employee's employment when not covered under the workers compensation law. Before benefits are paid under this coverage, the employee must prove the employer is liable for the injury.

Bodily Injury by Accident

This amount is the most an insurer will pay under coverage (B) for all claims arising from any one accident, regardless of how many employees are involved in the accident. The standard limit is $100,000 for any one accident, which can be increased.

Bodily Injury by Disease (Policy Limit)

This is the aggregate limit the insurer will pay under coverage (B) for all claims sustaining bodily injury by disease during the policy period. The standard policy limit is $500,000, which can be increased.

Bodily Injury by Disease (Each Employee)

This amount is the most an insurer will pay under coverage (B) for damages due to bodily injury by disease to any one employee. The standard limit of liability for each employee is $100,000, which can be increased.

Other States Insurance

This provides workers compensation coverages if the insured expands operations into other states not declared at the time the policy is issued or renewed. If the insured elects this coverage and operations begin in a state listed in other states, the insurer provides the same coverage as if the state was declared in the policy at the time of policy issuance.

Voluntary Compensation Endorsement

Workers compensation laws of most states exempt some type of employment from workers compensation benefits. This endorsement amends the standard policy to provide coverage for employees with exempted occupations from the workers compensation act. When the endorsement is added it does not make employees subject to the workers compensation law

United States Longshore & Harbor Workers Act Endorsement (USL&HWA)

This is a federal act which is similar to the state workers compensation act. The federal act was designed to provide workers compensation benefits to employees who work in maritime employment upon the navigable waters of the United States and who are usually considered outside the scope of state workers compensation laws. When the USL&HWA endorsement is added to the standard policy it applies to work done in the states scheduled on the policy and extends the definition of the workers compensation law to include the USL&HWCA.

Executive Officers, Partners Exclusion Endorsement

In some states, workers compensation law allows an insured to include or exclude Executive Officers and Partners, or both, from coverage. Adding this endorsement can designate the individuals not covered under the policy.

Experience Modification

This is a factor that deals with the rating of the policy. The Experience Modification figure is insured's loss experience. The factor is used to increase or decrease the manual rates of insurance.

Monopolistic States

There are six states that require all workers compensation insurance to be placed with their state fund. No private insurer is allowed to write Workers Compensation Coverage in the six states. The states are: Nevada, North Dakota, Ohio, Washington, Wyoming and West Virginia.

Workers Compensation Limits

Issuing Company: Cypress Insurance Co.
Policy Term: 7/31/2017 - 7/31/2018

Employers Liability – Bodily Injury by Accident (Each Accident) $1,000,000

Employers Liability – Bodily Injury by Disease (Policy Limit) $1,000,000

Employers Liability – Bodily Injury by Disease (Each Employee) $1,000,000

Workers Compensation Employee Benefits As Required by Law for Covered States

Classifications

State	Loc	Class Code	Description	Rate	Estimated Annual Remuneration
CA	1	5479	Insulation Work	$14.88	$647,313
CA	1	5140	Electric Wiring >$30	$4.51	$0
CA	1	5190	Electric Wiring <$30	$9.52	$0
CA	1	5107	Door, Pre-Gazed Window Install	$12.73	$0
CA	1	9519	Household Appliance	$14.47	$0
CA	1	8227	Construction Yards	$9.43	$58,224
CA	1	3724	Millwright Work- NOC	$8.66	$0
CA	1	5183	Plumbing <$26	$11.62	$0
CA	1	5187	Plumbing >$26	$7.59	$0
CA	1	8742	Salespersons-Outside	$.83	$2,113,338
CA	1	8810	Clerical Office Employees	$.65	$7,150,890
CA	1	8018	Stores Wholesale NOC	$11.95	$318,853
CA	1	9059	Day Care-Child	$5.29	$16,201,975

CA	1	8834	Physicians-All Employees	$1.97	$0
CA	1	8868	Colleges or Schools	$1.60	$0
CA	1	9067	Clubs - Boys & Girls	$4.33	$277,835
CA	1	8078	Sandwich Shops-NOC	$4.82	$0

Base Premium $1,073,050

Blanket Waiver of Subrogation $21,461

Experience Modification $317,408

Premium Discount -$389,463

Expense Constant $100

TOTAL ESTIMATED ANNUAL PREMIUM $1,022,556

Assessment Fees: $31,783 *(not included in the above premium)*

PAYMENT PLAN: Down payment of $185,166.40 with 9 monthly installments of $96,574.73

REQUIRED TO BIND: Signed acord application with written bind request

2016/2017 Base Rates Comparison

Class Description	Code	Rate	Estimated Payroll
Insulation Work	5479	$15.09	$648,000
Electric Wiring >$30	5140	$4.57	$0
Electric Wiring <$30	5190	$10.75	$40,800
Door, Pre-Gazed Window Install	5107	$14.91	$0
Household Appliances	9519	$15.30	$0
Construction Yards	8227	$10.62	$0
Millwright Work- N.O.C	3724	$9.63	$0
Plumbing <$26	5183	$13.28	$0
Plumbing >$26	5187	$7.24	$0
Salespersons-Outside	8742	$0.92	$1,972,800
Clerical Office Employees	8810	$0.74	$6,736,800
Stores Wholesale NOC	8018	$12.95	$271,200
Day Care-Children	9059	$6.08	$13,941,600
Physicians-All Employees	8834	$2.32	$88,800
Colleges or Schools	8868	$1.88	$0
Clubs - Boys & Girls	9067	$5.75	$300,000
Sandwich Shops- NOC	8078	$5.02	$0

2016 & 2017 Net Rates & Premium Comparison

2016-2017 Policy Period			2017-2018 Policy Period		
Class Description	Code	Rate	Class Description	Code	Rate
Insulation Work	5479	$14.93	Insulation Work	5479	$14.18
Electric Wiring >$30	5140	$4.52	Electric Wiring >$30	5140	$4.30
Electric Wiring <$30	5190	$10.63	Electric Wiring <$30	5190	$9.07
Door, Pre-Gazed Window Install	5107	$14.75	Door, Pre-Gazed Window Install	5170	$12.13
Household Appliances	9519	$15.13	Household Appliances	9519	$13.79
Construction Yards	8227	$10.50	Construction Yards	8227	$8.99
Millwright Work- N.O.C	3724	$9.53	Millwright Work- N.O.C	3724	$8.25
Plumbing <$26	5183	$13.14	Plumbing <$26	5183	$11.07
Plumbing >$26	5187	$7.16	Plumbing >$26	5187	$7.23
Salespersons-Outside	8742	$.91	Salespersons-Outside	8742	$.79
Clerical Office Employees	8810	$.73	Clerical Office Employees	8810	$.62
Stores Wholesale NOC	8018	$12.81	Stores Wholesale NOC	8018	$11.39
Day Care-Children	9059	$6.01	Day Care-Children	9059	$5.04
Physicians-All Employees	8834	$2.29	Physicians-All Employees	8834	$1.88
Colleges or Schools	8868	$1.86	Colleges or Schools	8868	$1.52
Clubs - Boys & Girls	9067	$5.69	Clubs - Boys & Girls	9067	$4.13
Sandwich Shops- NOC	8078	$4.96	Sandwich Shops- NOC	8078	$4.59

2016/2017 Estimated Annual Payroll: $24,000,000
Estimated Annual Premium: $1,060,602 plus fees of $31,858
Experience Modification: 1.25

2017/2017 Estimated Annual Payroll: $26,768,428
Estimated Annual Premium: $1,022,556 plus fees of $31,783
Experience Modification: 1.29

MARKETS:
State Fund- $1,440,368
AIG- $1,600,000
TKG- $1,700,000
All Ins Underwriters- Declined
Arrowhead- Declined
AmTrust- Declined
Breckenridge- Declined
Charity First- Declined
Employers Comp- Declined
First Comp- Declined
Ins Co of the West- Declined
Midwest Ins- Declined
Networked Ins- Declined
Preferred Employers- Declined
Travelers- Declined
The Hartford- Declined
The Zenith- Declined
Networked Ins- Declined
NIF Insurance Services- Declined
Atlas General- Declined

Exclusion Endorsement

In, the Worker Compensation Act allows an insured to include or exclude employees/owners and their family from coverage. Below you will find the persons that are eligible for exclusion by legal entity:

LLC	Managing Member
Partnership	General Partner
Corporation	Executive Officer may elect exclusion if corporation has ten (10) or fewer stockholders and the executive officer owns at least 15% of the stock. A corporate board resolution authorizing exclusion is required to be executed. Real estate salespersons and associate real estate brokers may be excluded in all corporations subject to (418.199).

Cost Containment

By implementing various programs in your business, you may be able to reduce your premiums. Below are several for which you may qualify:

Return to Work Program

- Accurate functional job description provided to the doctor at the workers first visit.
- A program to keep in contact with workers who are at home to recover.
- Transitional employment.
- A demonstrated willingness to provide modified duty to return injured workers to the workplace in a modified capacity as defined by the treating physician.
- A written return to work policy statement is posted where all employees may see it.

Employee Assistance Program

- Have a written program to assist employees with personal issues that adversely affect job performance and worker's compensation costs. Issue may include stress, depression, drug addiction, marital problems, alcohol abuse, compulsive gambling, eating disorders, domestic violence, sexual harassment, financial problems, dependent care needs, and workplace violence.
- Utilize case management that includes a comprehensive assessment of the employee's problems by trained Employee Assistance Program counselors, development of an action plan for the employee with goals set, monitoring of the employee's progress and follow up.
- Where appropriate, the Employee Assistance Program case manager will refer employees to external service providers or specialists.
- The Employee Assistance Program managers are to be involved in the evaluation of multiple workers' compensation claims filed by an employee or claims where substance abuse or other personal issues may have contributed to the accident. Where appropriate the Employee Assistance Program manager should contact the at-risk employee for consultation.
- The Employee Assistance Program should include critical incident stress debriefing.
- A written Employee Assistance Program statement is posted where all employees may see it.

Employee Drug Screening

Must require all applicants to submit to a post-offer, pre-employment screening to detect the illegal use of drugs.

Subject to Audit

The proposed premium is based on the above estimates of annual exposures. This policy is subject to a Monthly audit. A deposit premium will be collected at the time of inception and each month a reporting form will be obtained. Any adjustments will be invoiced at that time. A final audit of the policy will be made at the end of the policy period.

Minimum & Maximum payroll:

2017 - $48,100 and $122,200

2016 - $45,500 and $117,000

2015 - $44,200 and $109,200

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Board of Directors – Executive Committee

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

Date: July 19, 2017

Subject: *Agenda Item 6b*: 2016-2017 Early Head Start Child Care Partnership Self-Assessment - **Action Item**

The Head Start/State Child Development Division conducts an annual self-assessment to involve the agency in a review of its program's operations, goals, and objectives. The Partnership must self-assess the implementation systems and services of fiscal management, health and safety, education and child development, family and community engagement, and program management.

Recommendation
Staff recommends the Executive Committee of the Board of Directors approve the 2016-2017 Early Head Start Child Care Partnership Self-Assessment Report.

Attachment: Summary of 2016-2017 Self-Assessment Report
2016-2017 Self-Assessment Report

Summary of 2016-2017 Self-Assessment process

The Early Head Start Child Care Partnership self-assessment was completed the week of March 20-24, 2017. A review of the self-assessment process was completed with key management staff.

Self-assessment teams were comprised of Head Start and Early Head Start staff. Staff completed folder reviews, site visits, and observations. Teams reviewed requirements of the program, including comprehensive services and fiscal oversight.

The self-assessment teams used the Health and Safety checklist which includes care and supervision, the ERSEA folder review form, and child's file review form. In addition, the self-assessment teams reviewed DRDP results and Plans of Action and ITERS scores and Plans of Actions.

The program self-assessment resulted in three program findings. The chief concern that came out of the self-assessment process was the need to ensure full enrollment at all times.

Through the self-assessment process, and conducting interviews with the Partners and Grantee, it has been determined that the Partnership grant has provided quality improvement systems. Funds have been used to improve and support the Partners' ability to manage their programs and implement a process of continuous program improvement.

The HS/EHS Assistant Director conducted follow-up meetings with key staff to ensure completion of the plans of action, including supporting documentation.

Policy Council approval will take place July 27, 2017

Board of Directors approval will take place July 19, 2017

Community Action Partnership of Kern
Head Start / State Child Development
Early Head Start Child Care Partnership Self-Assessment
2016-2017

Compliance Item: Enrollment

Compliance Items	Potential Areas of Non-Compliance	Person Responsible	Time Lines	Corrective Action	Documentation	Expected Outcomes
1302.15(a)(b)(1)	During the months of October, November, December 2016, and January 2017, full enrollment was not met.	EHS Program Coordinator ERSEA Specialist Family Advocates Assistant Director of Head Start	January 2017 and ongoing February 2017 February 2017 and ongoing May 2017 and ongoing	Team meeting with Partners Transfer eight (8) slots to new Partner Recruit for additional enrollment opportunities within the program and community Update data with the local Resource and Referral data system	• Meeting agenda • Sign-in • Revised contracts • Flyers and announce-ments • Review online data system	Meet full enrollment on a monthly basis.

Community Action Partnership of Kern
Head Start / State Child Development
Early Head Start Child Care Partnership Self-Assessment
2016-2017

Compliance Item: Oral Health Practices

Compliance Items	Potential Areas of Non-Compliance	Person Responsible	Time Lines	Corrective Action	Documentation	Expected Outcomes
1302.43 A program must promote effective oral health hygiene by ensuring all children with teeth are assisted by appropriate staff, or volunteers, if available, in brushing their teeth with toothpaste containing fluoride once daily.	The Bakersfield College Child Development Center has not implemented tooth brushing to toddlers into their daily schedule	EHS Program Coordinator Content Area Specialist-Health Assistant Director of Head Start	June 2017 June 30, 2017 July 2017 and ongoing	Schedule meeting with Bakersfield College Director and review policy and current daily schedule Submit revised daily schedule Monitor program to ensure tooth brushing is taking place	• Meeting agenda • Sign-in • Current schedule • Tooth brushing procedure • Revised daily schedule • Monthly monitoring and self-assessment	Ensure tooth brushing is being incorporated into the daily schedule and to assist children with developing healthy habits.

Community Action Partnership of Kern
Head Start / State Child Development
Early Head Start Child Care Partnership Self-Assessment
2016-2017

Compliance Item: Nutrition

Compliance Items	Potential Areas of Non-Compliance	Person Responsible	Time Lines	Corrective Action	Documentation	Expected Outcomes
1302.47(a)(b)(2)(i)(6)(ii) All equipment and materials must at a minimum be clean and safe for children's use and are appropriately disinfected. All staff systematically and routinely implement hygiene practices that at a minimum ensure safe food preparation.	During the self-assessment, it was observed that the proper procedure for cleaning and sanitizing of tables was not being followed.	EHS Program Coordinator Content Area Specialist-Nutrition Assistant Director of Head Start Center Directors	June 2017 June and July 2017 Ongoing	Conduct meeting and review sanitizing procedure Provide training Ensure procedure is implemented	• Meeting agenda • Sign-in • Sanitizing procedure • Training agenda • Sign-in • Monthly monitoring and self-assessment	Ensure Performance Standards for cleanliness and disinfection are enforced.

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Board of Directors

From: Ralph Martinez, Director Community Development

Date: July 19, 2017

Subject: *Agenda Item 6c*: Revision of CAPK Bylaws – **Action Item**

Over the past year, staff has discussed with the Board the requirements of the new Organizational Standards now required of all Community Action agencies nationally. Currently CAPK has addressed and met all but one of the 58 specific standards. The one remaining standard to be met is the review and approval of our Bylaws, which must be completed every five years.

Late last year, a Bylaws ad hoc committee was formed and has spent significant time reviewing proposed amendments to the Bylaws.

Early versions of the revised Bylaws included changes to term limits for the private and Low-Income representatives, along with minor language clarifications, and updates in reference to public law, rules and regulations mentioned in the document. However, it was decided to present these Bylaws without the reference to term limits, and at a later date address this issue with the full Board of Directors. The version of the Bylaws presented to the Board for approval today only include relatively minor amendments, generally considered “clean-up” language.

Recommendation:

The Bylaws Committee and staff recommend approval of the amendments to CAPK Bylaws as presented.

Attachments:

- Bylaws Notes and recommendation
- Proposed Bylaws
- Redlined revised Bylaws
- Current Bylaws

June 30, 2017
CAPK Bylaws
Revision Notes and Recommendations

(Yellow indicates changes shown below)

1. Updated legal reference or authorizing legislation.

2. Keep existing quorum language.

3. Change in title from Executive Director to Chief Executive Officer.

4. Change in title from Finance Director to Chief Financial Officer.

BYLAWS

OF THE

COMMUNITY ACTION PARTNERSHIP OF KERN

DRAFT

Adopted by
The Board of Directors on

May 12, 1965

Amended _____ __, 2017

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COMMUNITY ACTION PARTNERSHIP OF KERN

BYLAWS

This private nonprofit corporation's name shall be the Community Action Partnership of Kern. It shall act as the official Community Action Agency for Kern County, California, in conformity with the standards and regulations set forth by Public Law 88-452 (The Economic Opportunity Act), the Omnibus Reconciliation Act of 1981, Public Law 97-35, the Coates Human Services Reauthorization Act of 1998, Public Law 105-285, the Community Services Block Grant (CSBG) Act, [1] and State and Federal statutes regulating private nonprofit corporations. The principal place for the transaction of business of the corporation is located in Bakersfield, California. The Community Action Partnership of Kern (CAPK or Agency) shall primarily serve Kern County but may also serve other areas needing assistance or programs as approved by the Board of Directors. For the purposes of being a Community Housing Development Organization (CHDO), Community Action Partnership of Kern considers its primary service area, Kern County, as a 'community' which is equivalent to the definition contained within the federal HOME regulation 24 CFR 92.2(8)(i).

PURPOSE AND FUNCTIONS

The purpose and functions of the organization shall include the following:

1. To identify and diagnose areas and causes of poverty in Kern County and/or other areas.

2. To develop a comprehensive plan to alleviate or eliminate poverty in Kern County and/or other areas.

3. To develop, conduct, and administer programs or oversee the conduct and administration of anti-poverty programs, as established under provisions of Public Law 88-452, The Economic Opportunity Act of 1964 and subsequently repealed and replaced with the Omnibus Reconciliation Act and Coates Human Services Reauthorization Act. [1]

4. To encourage, stimulate, and assist in the development of anti-poverty projects by public, private nonprofit, voluntary organizations and indigenous low-income groups to meet the needs of the low-income population.

5. To provide quality housing that is affordable to low-income and moderate-income persons, in accordance with its charter, articles of incorporation, resolutions or bylaws.

ARTICLE I

MEMBERSHIP AND COMPOSITION OF BOARD OF DIRECTORS

The Board of Directors shall hereinafter be referred to as the "Board."

Section 1. The authorized number of Directors of the Corporation shall be fifteen (15) unless amended by specific action of a simple majority of a quorum of the Board. [2]

Section 2. Board seats shall be allotted on a tripartite basis and shall include at least one member who shall have a background and expertise in fiscal management or accounting; and at least one member who shall have a background and expertise in early childhood education and development; and at least one member who shall be a licensed attorney familiar with the issues that come before the Board of Directors. If the Board is unable to recruit individuals to serve on the Board with these qualifications, then the Board shall use consultants or other individuals with the expertise to work with the Board in an advisory capacity. The Directors shall be drawn primarily from the following spheres of community activity in Kern County:

1. Public Official Representatives hereinafter referred to as Category I.

    a. In accordance with Public Law 105-285 Section 676B, [1] Community Services Block Grant (CSBG) Act, one-third of the Board are elected public officials, currently holding office, or their representatives, except that if the number of elected officials reasonably available and willing to serve is less than one-third of the memberships of the Board, membership on the board of appointive public officials may be counted in meeting such one-third requirement; and

    b. In accordance with 24 CFR Section 92.2, (5); "…the governmental entity may not have the right to appoint more than one-third of the membership of the organization's governing body and no more than one-third of the board members may be public officials or employees of governmental entity. Board members appointed by a governmental entity may not appoint the remaining two-thirds of the board members. The officers or employees of a governmental entity may not be officers or employees of a community housing development organization;" [1] and

    c. In accordance with qualification as a Community Housing Development Organization (CHDO) under the HOME Program no more than one-third of the Board of Directors (or CHDO Board) or five (5) members of the Board of Directors can be elected or appointed public officials or persons appointed by a public official.

2. Low-Income Representatives, hereinafter referred to as Category II:

    a. In accordance with Public Law 105-285 Section 676B, [1] Community Services Block Grant (CSBG) Act, at least one-third of the members are persons chosen in accordance with democratic selection procedures adequate to assure that they are representatives of the low-income in the area served. Low-income representatives must reside in the area they represent; and

    b. In accordance with Public Law 105-285 Section 676B and 24 CFR Section 92.2, [1] the Board of Directors shall maintain at least one-third of its membership for residents of low-income neighborhoods, other low-income community residents, or elected representatives of low-income neighborhood organizations.

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c. Low income residents shall be defined as those persons living in the low-income community and whose incomes fall within the Federal Poverty Guidelines as being low-income, are an elected representative of a low-income neighborhood organization, e.g. block groups, town watch organizations, civic associations, neighborhood church groups and NeighborhoodWorks® organizations. Low income representatives must not be elected or appointed public officials, or persons appointed by a public official.

3. Private Sector/Community Representatives, hereinafter referred to as Category III.

In accordance with Public Law 105-285 Section 676B(a)(2)(C), the remainder of the members are officials or members of business, industry, labor, religious, law enforcement, education, or other major groups and interests in the community. [1]

All channels of communication will be utilized to inform the public of a Board vacancy. Such communication channels will include bilingual printed and electronic media, along with Community Action Partnership of Kern staff, programs and members of the Board of Directors. In order to provide representation from various parts of the private sector and/or community, representation shall be selected from the following types of organizations, including but not limited to: business, industry, labor, religious, civic, welfare/social service organizations, education, media or other major groups and interests in the community.

Section 3. The procedure for selecting Directors shall be as follows:

1. General Procedures

The name and a brief biography of the candidate shall be submitted to the Board. This shall become a part of the permanent files of the Corporation. The candidate shall then be invited to appear before the Board at a public meeting for formal seating by the Board.

2. Specific Procedures

A. Category I - (Five Seats). The Board shall determine the public officials who shall serve on the Board. The five elected public officials shall include one Kern County representative each from a U.S. Congressional district; one representative from the State of California Senate, and Assembly, one representative from the Kern County Board of Supervisors, along with one representative from the City of Bakersfield Mayor.

Each public official selected may choose one (1) representative to serve on the Board in his/her place. Representatives of public officials may not themselves select alternates to serve on the Board.

Term of Representation - (Category I). There shall be no tenure restrictions of public officials so designated by the Board. However, the term of public officials or their representatives shall be simultaneous with the term of the public official. The U.S.

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Congressional, State Senate, and State Assembly representatives shall rotate as they leave office. The rotation of office shall alternate between the two districts that have the highest number of Kern County residents in their district. The Chairman of the Kern County Board of Supervisors shall designate the representative to the CAPK Board. The Mayor of Bakersfield shall designate the representative to the Board.

B. Category II - (Five Seats). Low-income representatives shall be selected through the democratic process of holding elections in four (4) areas of the county as defined by the Kern County Superior Court Regional Divisions: Metropolitan Bakersfield, East Kern, North Kern, and South Kern. In addition, one (1) representative in Category II shall be a member of the Head Start Policy Council (PC), selected by the Head Start Policy Council, and shall serve on the Community Action Partnership of Kern Board of Directors as the Kern County PC representative for one year. Representatives must reside in the respective area. Voting shall be limited to residents of the respective area who are 18 years of age, or older. Those elected need not themselves be low-income, but they must be elected in a manner that will ensure that they truly represent the low-income. The procedures to be followed in holding these elections will be in conformity with Federal and State regulations, including a certificate that must be signed by the candidate certifying that he/she meets all eligibility requirements and pledges to represent the low-income community. Community Action Partnership of Kern Election Rules and Procedures, and an official petition form, shall be provided to candidates. Elections shall be held on weekdays that do not occur on a Federal, State, or local holiday.

Low-income residents shall be defined as those persons determined by the Federal Poverty Guidelines as meeting low-income requirements. Low-Income verification will be done by having the resident sign a self-certification proclaiming themselves to be low-income or pledging to represent the low-income community. The Ad Hoc Election Committee may extend the deadline for receipt of the petitions if no candidates have filed by the required date and time. If fewer than two (2) candidates file nomination papers by the extended deadline date, the Board has the right to waive the election and appoint a representative for the Regional Division consistent with eligibility criteria.

If a duly elected representative of the low-income category fails to complete his/her term of office, the Board will have the option of appointing a successor to complete the term. The successor shall be from the same District as the representative being replaced and shall meet the requirements for a low-income representative as set forth above.

Terms of Representation (Category II). The Directors in Category II shall serve a consecutive five (5) year term. After serving five (5) consecutive years, a Director's seat will be opened up for election. If the Director wishes to remain on the Board, (s) he must run for re-election and meet all requirements as set forth in the Election Rules & Procedures. There will be no limit set on the number of terms a person may serve as a Category II Representative. The period of Board service for this category will begin at the regularly scheduled Board meeting following the election or appointment.

C. Category III - (Five Seats). At the direction of the Board Chairperson, Community Action Partnership of Kern staff shall correspond with appropriate community organizations and businesses inviting them to select one (1) Representative from their organization or

business. Those individuals selected by their organization, business, etc. will be given an application to be completed and returned to the Agency.

The Elections Committee shall hold a meeting to review all applications to determine eligibility of the applicants. The Committee will prepare recommendations for the Board, giving priority to candidates who best facilitate the Agency goal of equal representation of community organizations and businesses to represent a cross section of Kern County.

The full Board shall have the opportunity to review all applications at the time the Elections Committee makes its recommendations. A vote of Board will then be taken to determine which candidates, if any, will be invited to sit on the Board. Seating of invited candidates will take place at the next regularly scheduled Board Meeting.

Terms of Representation (Category III). Every five (5) years the composition of Category III may be rotated. The method for rotation shall be as follows:

Upon receipt of a private organization's interest in serving on the Board, and after the organization is determined to be a duly representative organization based upon criteria set forth above, the organization may replace an existing organization. The requesting organization may replace an existing organization after the existing organization has served a period of five (5) years consecutively. If there is no organization of the same "type" to replace the existing organization, another "type" of organization may be selected for the seat. When there are more organizations willing to serve than there are seats available, then priority shall be given to those organizations that can provide a balance to the community and best meet the criteria established in this section. The Board shall make final determination as to the organization that shall serve.

Section 4. Conflict of Interest. No person who serves on the Board may be employed by CAPK nor may they have a financial conflict of interest with the agency. The responsibilities of the Board and its committees shall be independent of the staff. Individuals leaving the Board who wish to apply for Agency positions may do so after a waiting period of six months from the time they leave the position. No person may sit on the Board who is an officer or an employee of, or has a direct or indirect ownership or profit participation in an organization contracting to perform a component of any CAPK program. No employee of the Department of Community Services and Development (CSD) may serve on the Board.

No person shall be employed with Community Action Partnership of Kern while a member of his/her family, or a roommate serves on the Board, Head Start Policy Council, or any non-staff committee or delegate division of the Agency.

For purposes of this section, a member of the immediate family shall include any of the following:

- Spouse
- Parents
- Step-Parents
- Children
- Step-Children
- Sister
- Step Sister
- Brother
- Step-Brother
- Father-in-law
- Mother-in-law
- Brother-in-law
- Sister-in-law
- Daughter-in-law
- Son-in-law
- Grandparents
- Common-law spouse (as defined by the State of California)

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The Conflict of Interest Policy shall be reviewed and signed by the Board on an annual basis.

Section 5. Policy for Receiving Agency Services. Board members who meet all eligibility requirements may access Agency services. The Agency shall not under any circumstances give Board members preferential treatment. In addition, Board members must provide all required documentation and follow contract guidelines before the Agency will provide assistance or allow access to programs. No Board member, if qualified for services, may participate in processing his or her own application for services or provide direction to staff on personal application processing.

Section 6. Limitations. No person may serve as a Director who has been convicted within the past five (5) years of a crime involving moral turpitude. As used herein, the term "moral turpitude" shall include, but not be limited to, conduct contrary to justice, honesty, modesty, or good morals. The minimum age of a Director shall be eighteen (18) years of age.

Section 7. Vacancies.

1. Definition

   A vacancy shall occur when:

   A. Board member is notified of his/her removal by action of the Board for cause;
   B. Death of a Board member;
   C. A Board member notified the Board of his/her resignation;
   D. A public official leaves office;
   E. Low-income representative moves out of respective area he/she represents;
   F. Term expires.

2. Filling Vacant Seats of Public Officials

   The Board shall select another public official to fill the seat or solicit the newly elected public official to make an appointment as soon as reasonably possible.

3. Filling Vacant Seats of Representatives of the Low-Income

   Elections will be held in accordance with Community Action Partnership of Kern Election Rules and Procedures.

4. Filling Vacant Seats of Representatives of the Private Sector/Community

   The Board may request the organization to name a new representative or refer to process in Article I: Section 3 (Selection of Directors) to fill the seat.

Section 8. Removal

1. Grounds. The following shall constitute grounds for removal:

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A. Conviction of a crime involving moral turpitude. As used herein, the term "moral turpitude" shall include, but not be limited to, conduct contrary to justice, honesty, modesty, or good morals.

B. Absences from three (3) consecutive regularly scheduled Board meetings.

C. Absences from five (5) regularly scheduled Board meetings in any consecutive twelve (12) month period.

D. Absences may be grounds for removal under Items B and C above; however, the Board will consider the nature of absences when making a determination or consideration of removal.

E. Low-income representative moves out of area he/she represents.

F. The Board member engages in conduct that is unlawful, unethical, or in any way brings the organization into disrepute. Said Board member shall be entitled to a due process hearing before a simple majority of a quorum of the [2] Board of Directors, which shall include the right to call witnesses and be represented by counsel. Upon a finding of good cause for removal under this section by a two-thirds (2/3) majority of a quorum of the Board, a Board member can be removed.

2. Procedure

A Board member may be removed by a majority vote of a simple majority of a quorum of the Board for any ground listed in Article I: Section 8.1, Subsections A-D. [2]

Prior to removal, the Board member shall be notified in writing of the grounds for removal (including specific facts, dates, times, and places) and shall be given an opportunity to be heard by the Board. The representative organization (if any) shall also be notified of the grounds for removal.

Private Sector/Community representatives and public official representatives may be replaced by the appointing organization, or public official he/she represents, if the Board member no longer commands the support and/or confidence of the agency, organization, group, or individual represented. The group shall give the Board member prior notice for an opportunity to be heard. Directors dropped from membership on the Board for any of the above listed reasons will be notified in writing of their termination, as will the sponsoring organization after an opportunity for a fair hearing has been afforded.

Section 9. Petitions for Category III Representation. Provision is hereby made for a fair hearing for any community, private sector firm, or representative group that may feel inadequately represented on the Board to petition for such representation. To prevent frivolous petitions or those coming from very small groups, it is hereby established that no less than twenty-five (25) signatures of persons who belong to or who serve the petitioning group will be required on each such petition. The Board shall make a written statement of reasons supporting the action taken on the petition and communicate its decision to the petitioners. In the event a petition is presented to the Board and deemed meritorious, the Board, by procedures set forth in Article 1: Section 3 (Selection of Directors), shall provide a

seat for such organization and shall adjust the size of the Board as necessary to maintain its tripartite structure. These Bylaws shall be amended to reflect such change.

ARTICLE II

FUNCTIONS AND RESPONSIBILITIES OF THE DIRECTORS

Section 1. Directors shall be concerned with all problems of poverty in Kern County, as well as in their respective areas, and shall be responsible for reporting back to their organization and areas where required. The Board is also responsible for determining overall plans and priorities of the agency as well as for evaluating the progress against performance.

The Board shall have the power to enter into legally binding agreements with any Federal, State, or local agency, or with any private funding organization for the purpose of administering programs or providing services.

In addition, the Board shall exercise the following specific powers:

1. Approve personnel policies and procedures, including policies and procedures regarding the hiring, evaluation, compensation (at least every five years), and termination of the Chief Executive Officer (3, Head Start/ State Child Development Services Director, Human Resources Director, Chief Finance Officer (4), and any other person in an equivalent position with CAPK;
2. Appoint, evaluate (each calendar year), discipline, and/or remove the Chief Executive Officer of CAPK; [3]
3. Approve personnel, organization, fiscal and program policies, including job descriptions at least every five years;
4. Determine overall program plans and priorities for CAPK including evaluating progress against performance by reviewing and analyzing results each calendar year;
5. Approve all program proposals and budgets, including the creation of an annual agency wide budget. Ensure the annual audit is completed and presented by a CPA and formally accepted by the Board. Ensure any prior year findings are assessed and addressed by the agency;
6. Enforce compliance with all conditions of grants;
7. Oversee the extent and the quality of the participation of the low-income in programs of CAPK through a systematic approach for collecting, analyzing and reporting customer satisfaction;
8. Elect the officers of the Board;
9. Head Start Duties. In accordance with the Head Start Act, the Board has the following specific duties and responsibilities with regard to the Head Start programs operated by CAPK:

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- Assume legal and fiscal responsibility for administering and overseeing all Head Start programs, including the safeguarding of Federal funds;
- Approve practices that assure active, independent and informed governance of the Head Start program and full participation in the development, planning and evaluation of Head Start programs;
- Ensure compliance with Federal and State laws and regulations that are in any way related to the operation of the Head Start program;
- Approve procedures and criteria for recruitment, selection and enrollment of children in the Head Start programs;
- Review all applications for funding and amendments to application for funding for CAPK's Head Start programs;
- Approve procedures guidelines for accessing and collecting information in regards to programs planning, policies and Head Start program operations as defined in the Head Start Act;
- Approve all major policies of the Agency, including an annual self-assessment, financial audit, progress in carrying out the programmatic and fiscal provisions of CAPK's grant application(s), including implementation of any necessary or suggested corrective actions, and personnel policies regarding the hiring, evaluation, termination and compensation of the agency employees.
- Approve procedures for the selection of members of the policy councils and policy committees;
- Approve all financial management, accounting, reporting policies, and legal and regulatory compliance with regard to financial matters relating to Head Start operations, including approval of all major financial expenditures, annual approval of the operating budget, selection of independent auditors, and monitoring of CAPK's actions to correct any audit findings;
- Review results from program monitoring, including appropriate follow-up activities;
- As necessary and appropriate, establish advisory committees to oversee key responsibilities related to program governance and improvement of CAPK Head Start programs.

Section 2. The Board shall schedule no less than ten (10) monthly meetings in a calendar year period for the purpose of transacting the business of the Corporation. Between meetings of the Board, the Executive Committee of the Board or in certain circumstances the Chairperson of the Board (see Article IV, Committees) may act on behalf of the full Board to ensure continuity of Agency business. The Executive Committee or Chairperson shall report any action taken pursuant to this paragraph to the full Board of Directors at the next regular Board meeting for consideration and ratification by the Board.

Section 3. The Chairperson or a group of five or more active Directors may call a special meeting by complying with the Brown Act notice and agenda requirements for special meetings.

Section 4. Notification. Notice of all regular and special Board meetings shall be made in accordance with the Brown Act, including notice to each Board member.

Section 5. Minutes. The Board shall keep minutes for each meeting. Minutes of the previous meeting shall be distributed to all members before the next meeting and shall be made available to the public, upon request. Written translations of the minutes in areas where a significant portion of the poverty population does not speak English shall be made available upon request.

Section 6. Quorum. A quorum shall consist of at least fifty percent (50%) of the non-vacant seats on the Board. [2]

Section 7. Committees. Each Board member shall be a member of at least one committee identified in Article IV, Section 2.

ARTICLE III

OFFICERS

Section 1. The Board shall have the following officers: Chairperson, Vice-Chairperson, Secretary, and Treasurer. No person may hold two or more offices concurrently.

Section 2. The duties of the Chairperson shall be to preside over the meetings of the Board as Chairperson, serve as the supervisor of the Chief Executive Officer, and perform those duties customarily performed by the Chairperson of the Board of a nonprofit corporation. The Chairperson shall have the power to make committee appointments as set forth in Article IV below. [3]

Section 3. The duties of the Vice Chairperson shall be to fulfill the duties of the Chairperson in his/her absence, and other duties as required.

Section 4. The duties of the Secretary shall be to keep, or cause to be kept, in the office of the Corporation, the official records and minutes of the Board meetings.

Section 5. The Treasurer shall keep, or cause to be kept, the records of the receipt, care and disbursement of funds of Community Action Partnership of Kern. In carrying out these functions, the Treasurer shall work with the Chief Financial Officer and his/her assistants who shall perform the day-to-day accounting functions for CAPK. [4]

Section 6. In the absence of the Chairperson, the chain-of-command will be as follows: 1) Vice Chairperson; 2) Secretary; 3) Treasurer; 4) Senior Board Member by years served on the Board.

Section 7. Officer Terms. No Chairperson shall serve as Chairperson for more than three (3) consecutive terms of one (1) year each during their overall Board term limitation. A Board member may serve as the Vice Chairperson, Secretary, and/or Treasurer (in accordance with Article III: Section 1) up to their overall Board term limitation.

Section 8. Election of Officers.

1. Officers will be elected for one (1) year terms at the first Board meeting of each calendar year.

2. Only Directors present may participate.

3. Interim officer elections will be held at the next regular meeting following notice of vacancy. Less than a six (6) month term of service shall not constitute a full term. A simple majority vote of a quorum of [2] the Board shall be necessary to fill the vacant officer position.

ARTICLE IV

COMMITTEES

Section 1. All Standing Committees shall include at least one (1) Board member from each category and shall generally reflect the composition of the full Board. Committee Chairpersons shall be appointed by the Board Chairperson. [2] The quorum requirements for such Committees shall be a simple majority (3 of 5) of the total membership of the Committee. All committee meetings shall be conducted in accordance with the open meeting requirements of the Brown Act.

Section 2.

1. The Executive Committee shall be comprised of the Officers and up to two (2) Directors appointed annually by the Chairperson.

   A. The Executive Committee shall act on behalf of the Community Action Partnership *of* Kern Board between regular Board meetings. The Executive Committee shall report to the Board any actions it has taken in the interim between regular meetings.

   B. In the event that the Executive Committee cannot convene within the timeframe required for action to be taken, the Chairperson of the Board may act on behalf of the Board of Directors. The Chairperson shall report any action taken pursuant to this paragraph to the full Board of Directors at the next regular Board meeting for consideration and ratification by the Board.

   C. The Executive Committee shall determine its own meeting schedule.

2. The Personnel/Affirmative Action Committee shall be comprised of the Vice Chairperson who shall serve as the Chairperson of the Committee and up to five (5) Directors appointed annually by the Board Chairperson.

   A. The Personnel/Affirmative Action Committee shall act as arbitrator in any labor or personnel disputes not resolved by the Chief Executive Officer. [3]

   B. The Personnel/Affirmative Action Committee shall review, monitor and recommend for approval the Community Action Partnership of Kern Personnel Policies.

C. The Personnel/Affirmative Action Committee shall obtain information concerning employment practices including, but not limited to, overtime, vacations, wage and hour issues, and other relevant concerns and shall keep the Board of Directors apprised as to significant trends and make recommendations regarding future policy changes.

D. The Personnel/Affirmative Action Committee shall determine its own meeting schedule.

3. The Budget and Finance Committee shall be comprised of the Treasurer, who shall serve as its Chairperson, and up to five (5) Directors. The Committee shall cause to have made (in accordance with scheduled board meetings) a review of the financial position of all component programs, and report their findings to the Board. The Committee will also review and comment upon each new budget before its submission to the respective funding sources.

4. The Program Review and Evaluation Committee shall be comprised of the Secretary, who shall serve as its Chairperson, and up to five (5) Directors. The Committee shall review all program ideas and project proposals and report their reactions and recommendations to the Board. This Committee shall also be responsible for recommending overall plans and priorities for the Agency and for making periodic examinations of projects underway and reporting to the Board where, in their judgment, each project is achieving its stated goals.

5. The Audit Committee and Pension Committee shall be comprised of the Chairperson, who shall be appointed by the Board Chairperson, and up to five (5) Directors. The Chairperson of the Audit Committee and Pension Committee may not be a member of the Budget & Finance Committee, nor may the Budget & Finance Committee members constitute more than 49% of the total membership of the Audit Committee. The Committee shall recommend the retention and termination of the independent auditor, may negotiate the compensation of the auditor on behalf of the Board, shall confer with the auditor to satisfy the Committee members that the financial affairs of the Partnership are in order, shall review and determine whether to accept the audit, and shall approve performance of any non-audit services to be provided by the auditing firm.

   The Audit and Pension Committee shall oversee and monitor the administrative and fiduciary responsibilities of our retirement programs. They will do so by meeting on a regular and ad-hoc basis and will receive regular presentations from our retirement plan provider(s).

Section 3. Special Ad-Hoc Committees may be established by the Chairperson to investigate, review and/or make recommendations in areas, matters, or problems not covered by Standing Committees. In establishing committees and appointing members thereof, the Chairperson may draw upon citizens who utilize the services of Community Action Partnership *of* Kern and/or who have demonstrated concern with poverty and have special training or experience that can be employed in effectuating the purpose for which the Corporation is organized.

The number of Directors on any Committee may not constitute a quorum of the Board.

ARTICLE V

CHIEF EXECUTIVE OFFICER RESPONSIBILITIES

Section 1. The Board shall appoint the Chief Executive Officer who shall serve at the discretion of the Board of Directors as the Administrative Officer of Community Action Partnership of Kern. [3]

Section 2. The Chief Executive Officer shall be responsible for the conduct and administration of approved programs and delegate programs within the authority of policies established by the Officers and Board of Directors of Community Action Partnership *of* Kern. [3]

Section 3. The Chief Executive Officer shall be responsible to the Board of Directors for implementing and enforcing all employment policies and procedures and guidelines established by CSD and the Community Action Partnership of Kern Board of Directors. [3]

Section 4. The Chief Executive Officer shall be responsible to the Board of Directors for ensuring compliance with the open meeting requirements of the Brown Act. [3]

ARTICLE VI

OPERATING PROCEDURES

Section 1. CAPK shall be governed by Robert's Rules of Order, Revised, except where modified or limited by these Bylaws and subsequent amendments and the open meeting requirements of the Brown Act.

Proxy voting by any Board members is prohibited at meetings of the Board and its Committees.

Section 2. Compensation. The following reimbursements are permitted:

- Child care reimbursement for low-income representatives.
- Mileage reimbursement for all Board members.
- Accommodation and meal costs for the East Kern low-income representative to attend meetings in person when teleconferencing is not available or personal attendance is required.
- Agency-related business expense reimbursement for all Board members.
- Regular compensation is prohibited.

Section 3. Teleconferencing. The East Kern Board of Director representative may use teleconferencing to attend Board meetings. The teleconferencing facility shall be fully accessible to the public to address the Board during times allotted for public comment. Teleconferences may take place from a CAPK owned physical location or privately rented facility to accommodate the Board member participation. The Board shall establish the location for the teleconference. All requirements of California Government Code Section 54953 shall be followed. If teleconferencing is used in East Kern County, Community

Action Partnership of Kern staff shall post the meeting agenda and allow public comment in accordance with California Government Code Section 54953 and the Brown Act. [1]

ARTICLE VII

AMENDMENTS

Section 1. These Bylaws may be amended by a majority vote of the total membership of the Board at any legal meeting of the regular Board. Written copies of the proposed amendments shall be provided to all Board members at least ten (10) days prior to the consideration of the amendment(s).

Most recent previous revision:

April 27, 2011

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CERTIFICATE BY SECRETARY

I DO HEREBY CERTIFY AS FOLLOWS:

That I am the duly elected, qualified and acting Secretary of Community Action Partnership of Kern and that the foregoing Bylaws were amended as the Bylaws of said corporation at a regularly scheduled meeting of the Board of Directors on _____ ___, 2017 in accordance with the Articles of Incorporation and Bylaws of said corporation.

IN WITNESS WHEREOF, I have hereunto set my hand this _____day of _____ 2017.

_____
Fred Plane, Secretary

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~~BY-LAWS~~

BYLAWS

OF THE

COMMUNITY ACTION PARTNERSHIP OF KERN

~~adopted~~Adopted by
the Board of Directors on

May 12, 1965

Amended ~~April 27, 2011~~_____, 2017

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COMMUNITY ACTION PARTNERSHIP OF KERN

~~BY-LAWS~~BYLAWS

This private nonprofit corporation's name shall be the Community Action Partnership of Kern. It shall act as the official Community Action Agency for Kern County, California, in conformity with the standards and regulations set forth by Public Law 88-452 (The Economic Opportunity Act), the Omnibus Reconciliation Act of 1981, Public Law 97-35, the Coates Human Services Reauthorization Act of 1998, Public Law 105-285, the Community Services Block Grant (CSBG) Act, [1] and State and Federal statutes regulating private nonprofit corporations. The principal place for the transaction of business of the corporation is located in Bakersfield, California. The Community Action Partnership of Kern (CAPK or Agency) shall primarily serve Kern County but may also serve other areas needing assistance or programs as approved by the Board of Directors. For the purposes of being a Community Housing Development Organization (CHDO), Community Action Partnership of Kern considers its primary service area, ~~the superior judicial districts of~~ Kern County, as a 'community' which is equivalent to the definition contained within the federal HOME regulation 24 CFR 92.~~28(l).~~ 2(8)(i).

PURPOSE AND FUNCTIONS

The purpose and functions of the organization shall include the following:

1. To identify and diagnose areas and causes of poverty in Kern County and/or other areas.

2. To develop a comprehensive plan to alleviate or eliminate poverty in Kern County and/or other areas.

3. To develop, conduct, and administer programs or oversee the conduct and administration of anti-poverty programs, as established under provisions of Public Law 88-452, The Economic Opportunity Act of 1964 and ~~subsequent amendments.~~ subsequently repealed and replaced with the Omnibus Reconciliation Act and Coates Human Services Reauthorization Act. [1]

4. To encourage, stimulate, and assist in the development of anti-poverty projects by public, private nonprofit, voluntary organizations and indigenous low-income groups to meet the needs of the low-income population.

5. To provide ~~decent~~quality housing that is affordable to low-income and moderate-income persons, in accordance with its charter, articles of incorporation, resolutions or ~~by-laws.~~ bylaws.

~~5.~~

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ARTICLE I

MEMBERSHIP AND COMPOSITION OF BOARD OF DIRECTORS

The Board of Directors shall hereinafter be referred to as the "Board."

Section 1. The authorized number of Directors of the Corporation shall be fifteen (15) unless amended by specific action of a simple majority ~~(50% plus 1)~~ of ~~the Directors~~a quorum of the ~~Corporation.~~ Board. [2]

Section 2. Board seats shall be allotted on a tripartite basis and shall include at least one member who shall have a background and expertise in fiscal management or accounting; and at least one member who shall have a background and expertise in early childhood education and development; and at least one member who shall be a licensed attorney familiar with the issues that come before the Board of Directors. If the Board is unable to recruit individuals to serve on the Board with these qualifications, then the Board shall use consultants or other individuals with the expertise to work with the Board in an advisory capacity. The Directors shall be drawn primarily from the following spheres of community activity in Kern County:

1. Public Official Representatives~~,~~ hereinafter referred to as Category I.

   a. – In accordance with Public Law ~~103-252,~~105-285 Section 676B, [1] Community Services Block Grant (CSBG) Act, one-third of the Board are elected public officials, currently holding office, or their representatives, except that if the number of elected officials reasonably available and willing to serve is less than one-third of the memberships of the Board, membership on the board of appointive public officials may be counted in meeting such one-third requirement; and

   b. – In accordance with 24 CFR Section 92.2, (5); "…the ~~State or local government~~governmental entity may not have the right to appoint more than one-third of the membership of the ~~organization's~~organization's governing body and no more than one-third of the board members may be public officials or employees of ~~the participating jurisdiction or State recipient" and~~governmental entity. Board members appointed by a governmental entity may not appoint the remaining two-thirds of the board members. The officers or employees of a governmental entity may not be officers or employees of a community housing development organization;" [1] and

   c. In accordance with qualification as a Community Housing Development Organization (CHDO) under the HOME Program no more than one-third of the Board of Directors (or CHDO Board) or five (5) members of the Board of Directors can be elected or appointed public officials or persons appointed by a public official.

2. Low-Income Representatives, hereinafter referred to as Category II:

   a. In accordance with Public Law ~~103-252,~~105-285 Section 676B, [1] Community Services Block Grant (CSBG) Act, at least one-third of the members are persons chosen in accordance with democratic selection procedures adequate to assure that

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they are representatives of the low-income in the area served. Low-income representatives must reside in the area they represent; and

b. In accordance with Public Law 105-285 Section 676B and 24 CFR Section 92.2~~;~~ ~~"Maintaining,~~ [1] the Board of Directors shall maintain at least one-third of its ~~governing board's~~ membership for residents of low-income neighborhoods, other low-income community residents, or elected representatives of low-income neighborhood organizations~~."~~.

c. Low income residents shall be defined as those persons living in the low-income community and whose incomes fall within the Federal Poverty Guidelines as being low-income, ~~or~~ are an elected representative of a low-income neighborhood organization, e.g. block groups, town watch organizations, civic associations, neighborhood church groups and NeighborhoodWorks® organizations. Low income representatives must not be elected or appointed public officials, or persons appointed by a public official.

3. Private Sector/Community Representatives, hereinafter referred to as Category III.

In accordance with Public Law ~~103-252, Community Services Block Grant (CSBG) Act,~~105-285 Section 676B(a)(2)(C), the remainder of the members are ~~designated as private sector/community representatives these are~~officials or members of business, industry, labor, religious, ~~civic, welfare/social service organizations, media~~law enforcement, education, or other major groups and interests in the community. [1]

All channels of communication will be utilized to inform the public of a Board vacancy. Such communication channels will include bilingual printed and electronic media, along with Community Action Partnership of Kern staff, programs and members of the Board of Directors. In order to provide representation from various parts of the private sector and/or community, representation shall be selected from the following types of organizations, including but not limited to: business, industry, labor, religious, civic, welfare/social service organizations, education, media or other major groups and interests in the community.~~The Board membership may consist of 51 percent of the active users of the corporation's health services and may represent the population served in terms of age, sex and ethnicity generally representative of the community served provided, however, that no more than one-half of the Board be individuals who derive more than 10 percent of their annual income from the health care industry.~~

Section 3. The procedure for selecting Directors shall be as follows:

1. General Procedures

   The name and a brief biography of the candidate shall be submitted to the Board. This shall become a part of the permanent files of the Corporation. The candidate shall then be invited to appear before the Board at a public meeting for formal seating by the Board.

2. Specific Procedures

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A. Category I - (Five Seats). The Board shall determine the public officials who shall serve on the Board. The five elected public officials shall include one Kern County representative each from a U.S. Congressional district; one representative from the State of California Senate, and Assembly, one representative from the Kern County Board of Supervisors, along with one representative from the City of Bakersfield Mayor.

Each public official selected may choose one (1) representative to serve on the Board in his/her place. Representatives of public officials may not themselves select alternates to serve on the Board.

Term of Representation - (Category I). There shall be no tenure restrictions of public officials so designated by the Board. However, the term of public officials~~,~~ or their representatives shall be simultaneous with the term of the public official. The U.S. Congressional, State Senate, and State Assembly representatives shall rotate as they leave office. The rotation of office shall alternate between the two districts that have the highest number of Kern County residents in their district. The Chairman of the Kern County Board of Supervisors shall designate the representative to the CAPK Board. The Mayor of Bakersfield shall designate the representative to the Board.

B. Category II - (Five Seats). Low-income representatives shall be selected through the democratic process of holding elections in four (4) areas of the ~~County~~county as defined by the ~~superior court district areas~~Kern County Superior Court Regional Divisions: Metropolitan Bakersfield, East Kern, North Kern, and South Kern. In addition, one (1) representative in Category II shall be a member of the Head Start Policy Council (PC), selected by the Head Start Policy Council, and shall serve on the Community Action Partnership of Kern Board of Directors as the Kern County PC representative for one year. Representatives must reside in the respective area. Voting shall be limited to residents of the respective area who are 18 years of age, or older. Those elected need not themselves be low-income, but they must be elected in a manner that will ensure that they truly represent the low-income. The procedures to be followed in holding these elections will be in conformity with Federal and State regulations, including a certificate that must be signed by the candidate certifying that he/she meets all eligibility requirements~~.~~ and pledges to represent the low-income community. Community Action Partnership of Kern Election Rules and Procedures, and an official petition form, shall be provided to candidates. Elections shall be held on weekdays that do not occur on a Federal, State, or local holiday.

Low-income residents shall be defined as those persons determined by the Federal Poverty Guidelines as meeting low-income requirements. Low-Income verification will be done by having the resident sign a self-certification proclaiming themselves to be low-income~~.~~ or pledging to represent the low-income community. The Ad~~-~~ Hoc ~~Board~~ Election Committee may extend the deadline for receipt of the petitions if no candidates have filed by the required date and time. If ~~no candidate files~~fewer than two (2) candidates file nomination papers by the extended deadline date, the Board has the ~~option of appointing~~right to waive the election and appoint a representative for the ~~District~~Regional Division consistent with eligibility criteria.

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If a duly elected representative of the low-income category fails to complete his/her term of office, the Board will have the option of appointing a successor to complete the term. The successor shall be from the same District as the representative being replaced and shall meet the requirements for a low-income representative as set forth above.

Terms of Representation (Category II). The Directors in Category II shall serve a consecutive five (5) year term. After serving five (5) consecutive years, a Director's seat will be opened up for election. If the Director wishes to remain on the Board, (s) he must run for re-election and meet all requirements as set forth in the Election Rules & Procedures. There will be no limit set on the number of terms a person may serve as a Category II Representative. The period of Board service for this category will begin at the regularly scheduled Board meeting following the election or appointment.

~~C. Category III - (Five Seats).~~ Category III - (Five Seats). ~~All channels of communication will be utilized to inform the public of a Board vacancy. Such communication channels will include bilingual printed and electronic media, along with Community Action Partnership of Kern staff, programs and members of the Board of Directors. In order to provide representation from various parts of the private sector and/or community, representation shall be selected from the following types of organizations, including but not limited to: business, industry, labor, religious, civic, welfare/social service organizations, education, media or other major groups and interests in the community.~~

C. At the direction of the Board Chairperson, Community Action Partnership of Kern staff shall correspond with appropriate community organizations and businesses inviting them to select one (1) Representative from their organization or business. Those individuals selected by their organization, business, etc. will be given an application to be completed and returned to the Agency.

The Elections Committee shall hold a meeting to review all applications to determine eligibility of the applicants. The Committee will prepare recommendations for the Board, giving priority to candidates who best facilitate the Agency goal of equal representation of community organizations and businesses to represent a cross section of Kern County.

The full Board shall have the opportunity to review all applications at the time the Elections Committee makes its recommendations. A vote of ~~the full~~ Board will then be taken to determine which candidates, if any, will be invited to sit on the Board. Seating of invited candidates will take place at the next regularly scheduled Board Meeting.

Terms of Representation (Category III). Every five (5) years the composition of Category III may be rotated. The method for rotation shall be as follows:

Upon receipt of a private organization's interest in serving on the Board, and after the organization is determined to be a duly representative organization based upon criteria set forth above, the organization may replace an existing organization. The requesting organization may replace an existing organization after the existing organization has served a period of five (5) years consecutively. If there is no organization of the same "type" to replace the existing organization, another "type" of organization may be selected for the seat. When there are more organizations willing to serve than there are seats

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available, then priority shall be given to those organizations that can provide a balance to the community and best meet the criteria established in this section. The Board shall make final determination as to the organization that shall serve.

Section 4. Conflict of Interest. No person who serves on the Board may be employed by CAPK nor may they have a financial conflict of interest with the agency. The responsibilities of the Board and its committees shall be independent of the staff. Individuals leaving the Board who wish to apply for Agency positions may do so after a waiting period of six months from the time they leave the position. No person may sit on the Board who is an officer or an employee of, or has a direct or indirect ownership or profit participation in an organization contracting to perform a component of any CAPK program. No employee of the Department of Community Services and Development (CSD) may serve on the Board.

No person shall be employed with Community Action Partnership of Kern while a member of his/her family, or a roommate serves on the Board, Head Start Policy Council, or any non-staff committee or delegate division of the Agency.

For purposes of this section, a member of the immediate family shall include any of the following:

~~Spouse~~
~~Parents~~
~~Step-Parents~~
~~Children~~
~~Step-Children~~
~~Sister~~

~~Step-Sister~~
~~Brother~~
~~Step-Brother~~
~~Father-in-law~~
~~Mother-in-law~~
~~Brother-in-law~~

~~Sister-in-law~~
~~Daughter-in-law~~
~~Son-in-law~~
~~Grandparents~~
~~Common-law spouse (as defined by the State of California)~~

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Spouse	Step Sister	Sister-in-law
Parents	Brother	Daughter-in-law
Step-Parents	Step-Brother	Son-in-law
Children	Father-in-law	Grandparents
Step-Children	Mother-in-law	Common-law spouse (as defined by the State of California)
Sister	Brother-in-law	

The Conflict of Interest Policy shall be reviewed and signed by the Board on an annual basis.

Section 5. Policy for Receiving Agency Services. Board members who meet all eligibility requirements may access Agency services. The Agency shall not under any circumstances give Board members preferential treatment. In addition, Board members must provide all required documentation and follow contract guidelines before the Agency will provide assistance or allow access to programs. No Board member, if qualified for services, may participate in processing ~~their~~his or her own application for services or provide direction to staff on personal application processing.

Section 6. Limitations. No person may serve as a Director who has been convicted within the past five (5) years of a crime involving moral turpitude. As used herein, the term "moral turpitude" shall include, but not be limited to, conduct contrary to justice, honesty, modesty, or good morals. The minimum age of a Director shall be eighteen (18) years of age.

Section 7. Vacancies.

1. Definition

   A vacancy shall occur when:

   A. Board member is notified of his/her removal by action of the Board for cause;
   B. Death of a Board member;
   C. A Board member notified the Board of his/her resignation;
   D. A public official leaves office;
   E. Low-income representative moves out of respective area he/she represents;
   F. Term expires.

2. Filling Vacant Seats of Public Officials

   The Board shall select another public official to fill the seat or solicit the newly elected public official to make an appointment as soon as reasonably possible.

3. Filling Vacant Seats of Representatives of the Low-Income

   Elections will be held in accordance with Community Action Partnership of Kern Election Rules and Procedures.

4. Filling Vacant Seats of Representatives of the Private Sector/Community

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The Board may request the organization to name a new representative or refer to process in Article I: Section 3 (Selection of Directors) to fill the seat.

Section 8. Removal

1. Grounds. The following shall constitute grounds for removal:

   A. Conviction of a crime involving moral turpitude. As ~~use~~used herein, the term "moral turpitude" shall include, but not be limited to, conduct contrary to justice, honesty, modesty, or good morals.

   B. ~~Unexcused absences~~ Absences from three (3) consecutive regularly scheduled Board meetings.

   ~~C. Unexcused absences~~C. Absences from five (5) regularly scheduled Board meetings in any consecutive twelve (12) month period.

   D. ~~D. Absences may be "excused" or "unexcused". Absences are excused when a Board member advises the Chairperson or Executive Director of a planned absence at least 24 hours in advance of any Board meeting. All other absences are unexcused. Any combination of excused or unexcused absences~~Absences may be grounds for removal under Items B and C above; however, the Board will consider the nature of absences when making a determination or consideration of removal.

   E. Low-income representative moves out of area he/she represents.

   F. The Board member engages in conduct that is unlawful, unethical, or in any way brings the organization ~~in to~~into disrepute. Said Board member shall be entitled to a due process hearing before ~~the full~~a simple majority of a quorum of the [2] Board of Directors, which shall include the right to call witnesses and be represented by counsel. Upon a finding of good cause for removal under this section by a two-thirds (2/3) majority of ~~the entire board (regardless of the number of members present for purposes of making~~ a quorum of the ~~meeting)~~Board, a ~~board~~Board member can be removed.

2. Procedure

   A Board member may be removed by a majority vote ~~(50% plus 1)~~of a simple majority of a quorum of the Board for any ground listed in Article I: Section 8.1, Subsections A-D. [2]

   Prior to removal, the Board member shall be notified in writing of the grounds for removal (including specific facts, dates, times, and places) and shall be given an opportunity to be heard by the Board. The representative organization (if any) shall also be notified of the grounds for removal.

   Private Sector/Community representatives and public official representatives may be replaced by the appointing organization, or public official he/she represents, if the Board member no longer commands the support and/or confidence of the agency, organization,

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group, or individual represented. The group shall give the Board member prior notice for an opportunity to be heard. Directors dropped from membership on the Board for any of the above listed reasons will be notified in writing of their termination, as will the sponsoring organization after an opportunity for a fair hearing has been afforded.

Section 9. Petitions for Category III Representation. Provision is hereby made for a fair hearing for any community, ~~agency~~private sector firm, or representative group that may feel ~~itself~~ inadequately represented on the Board to petition for such representation. To prevent frivolous petitions or those coming from very small groups, it is hereby established that no less than twenty-five (25) signatures of persons who belong to or who serve the petitioning group will be required on each such petition. The Board shall make a written statement of reasons supporting the action taken on the petition and communicate its decision to the petitioners. In the event a petition is presented to the Board and deemed meritorious, the Board, by procedures set forth in Article 1: Section 3 (Selection of Directors), shall provide a seat for such organization and shall adjust the size of the Board as necessary to maintain its tripartite structure. These ~~By-Laws~~Bylaws shall be amended to reflect such change.

ARTICLE II

FUNCTIONS AND RESPONSIBILITIES OF THE DIRECTORS

Section 1. Directors shall be concerned with all problems of poverty in Kern County, as well as in their respective areas, and shall be responsible for reporting back to their organization and areas where required. The Board is also responsible for determining overall plans and priorities of the agency as well as for evaluating the progress against performance.

The Board shall have the power to enter into legally binding agreements with any Federal, State, or local agency, or with any private funding organization for the purpose of administering programs or providing services.

In addition, the Board shall exercise the following specific powers:

1. Approve personnel policies and procedures, including policies and procedures regarding the hiring, evaluation, compensation~~,~~ (at least every five years), and termination of the Chief Executive ~~Director,~~Officer (3, Head Start/ State Child ~~Education and~~ Development Services Director ~~(CEDS),~~ Human Resources Director, Chief Finance ~~Director ,~~Officer (4), and any other person in an equivalent position with CAPK;

2. Appoint, evaluate~~,~~ (each calendar year), discipline, and/or remove the Chief Executive ~~Director~~Officer of CAPK; [3]

3. ~~Determine major~~Approve personnel, organization, fiscal and program policies~~;~~, including job descriptions at least every five years;

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4. Determine overall program plans and priorities for CAPK including evaluating progress against performance~~;~~ by reviewing and analyzing results each calendar year;

5. Approve all program proposals and budgets~~;~~, including the creation of an annual agency wide budget. Ensure the annual audit is completed and presented by a CPA and formally accepted by the Board. Ensure any prior year findings are assessed and addressed by the agency;

6. Enforce compliance with all conditions of grants;

7. Oversee the extent and the quality of the participation of the low-income in programs of CAPK~~;~~ through a systematic approach for collecting, analyzing and reporting customer satisfaction;

8. Elect the officers of the Board;

9. Head Start Duties. In accordance with the Head Start Act, the Board has the following specific duties and responsibilities with regard to the Head Start programs operated by CAPK:

    - Assume legal and fiscal responsibility for administering and overseeing all Head Start programs, including the safeguarding of ~~federal~~Federal funds;
    - ~~Adopt~~Approve practices that assure active, independent and informed governance of the Head Start program and full participation in the development, planning and evaluation of Head Start programs;
    - Ensure compliance with Federal and State laws and regulations that are in any way related to the operation of the Head Start program;
    - ~~Establish~~Approve procedures and criteria for recruitment, selection and enrollment of children in the Head Start programs;
    - Review all applications for funding and amendments to application for funding for CAPK's Head Start programs;
    - ~~Establish~~Approve procedures guidelines for accessing and collecting information in regards to programs planning, policies and Head Start program operations as defined in the Head Start Act;
    - ~~Review and approve~~Approve all major policies of the Agency, including an annual self-assessment, financial audit, progress in carrying out the programmatic and fiscal provisions of CAPK's grant application(s), including implementation of any necessary or suggested corrective actions, and personnel policies regarding the hiring, evaluation, termination and compensation of the agency employees.
    - ~~Develop and implement~~Approve procedures for the selection of members of the policy councils and policy committees;
    - Approve all financial management, accounting, reporting policies, and legal and regulatory compliance with regard to financial matters relating to Head Start operations, including approval of all major financial expenditures, annual approval of the operating budget, selection of independent auditors, and monitoring of CAPK's actions to correct any audit findings;
    - Review results from program monitoring, including appropriate follow-up activities;

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- As necessary and appropriate, establish advisory committees to oversee key responsibilities related to program governance and improvement of CAPK Head Start programs.

Section 2. The Board shall schedule no less than ten (10) monthly meetings in a ~~one (1)~~calendar year period for the purpose of transacting the business of the Corporation. Between meetings of the Board, the Executive Committee of the Board or in certain circumstances the Chairperson of the Board (see Article IV, Committees) may act on behalf of the full Board to ensure continuity of Agency business. The Executive Committee or Chairperson shall report any action taken pursuant to this paragraph to the full Board of Directors at the next regular Board meeting for consideration and ratification by the Board.

Section 3. The Chairperson or a group of five or more active Directors may call a special meeting by complying with the Brown Act notice and agenda requirements for special meetings.

Section 4. Notification. Notice of all regular and special Board meetings shall be made in accordance with the Brown Act, including notice to each Board member.

Section 5. Minutes. The Board shall keep minutes for each meeting. Minutes of the previous meeting shall be distributed to all members before the next meeting and shall be made available to the public, upon request. Written translations of the minutes in areas where a significant portion of the poverty population does not speak English shall be made available upon request.

Section 6. Quorum. A quorum shall consist of at least fifty percent (50%) of the non-vacant seats on the Board. [2]

Section 7. Committees. Each Board member shall be a member of at least one committee identified in Article IV, Section 2.

ARTICLE III

OFFICERS

Section 1. The Board shall have the following officers: Chairperson, Vice-Chairperson, Secretary, and Treasurer. No person may hold two or more offices concurrently.

Section 2. The duties of the Chairperson shall be to preside over the meetings of the Board as Chairperson, serve as the supervisor of the Chief Executive ~~Director~~Officer, and perform those duties customarily performed by the ~~Chief Executive Officer and~~ Chairperson of the Board of a ~~non-profit~~nonprofit corporation. The Chairperson shall have the power to make committee appointments as set forth in Article IV below. [3]

Section 3. The duties of the Vice Chairperson shall be to fulfill the duties of the Chairperson in his/her absence, and other duties as required.

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Section 4. The duties of the Secretary shall be to keep, or cause to be kept, in the office of the Corporation, the official records and minutes of the Board meetings.

Section 5. The Treasurer ~~shall be the Chief Financial Officer and~~ shall keep, or cause to be kept, the records of the receipt, care and disbursement of funds of Community Action Partnership of Kern. In carrying out these functions, the Treasurer shall work with the ~~Director of Finance~~Chief Financial Officer and his/her assistants who shall perform the day-to-day accounting functions for ~~Community Action Partnership of Kern.~~ CAPK. [4]

Section 6. In the absence of the Chairperson, the chain-of-command will be as follows: 1) Vice Chairperson; 2) Secretary; 3) Treasurer~~.~~; 4) Senior Board Member by years served on the Board.

Section 7. Officer Terms. No Chairperson shall serve as Chairperson for more than three (3) consecutive terms of one (1) year each~~.~~ during their overall Board term limitation. A Board member may serve as the Vice Chairperson, Secretary, and/or Treasurer (in accordance with Article III: Section 1) up to their overall Board term limitation.

Section 8. Election of Officers.

1. Officers will be elected for one (1) year terms ~~in January~~at the first Board meeting of each calendar year.
2. Only Directors present may participate.
3. Interim ~~Officer~~officer elections will be held at the next regular meeting following notice of vacancy. Less than a six (6) month term of service shall not constitute a full term. A ~~quorum~~ simple majority vote ~~(at least 50% of the non-vacant seats on the Board)~~ a quorum of [2] the Board shall be necessary ~~for election~~ to fill the vacant ~~office~~officer position.

ARTICLE IV

COMMITTEES

Section 1. All Standing Committees shall include at least one (1) Board member from each category and shall generally reflect the composition of the full Board. Committee Chairpersons shall be appointed ~~and removed~~ by the Board Chairperson ~~after consultation with the Committee Chairperson, except as provided for the Personnel/Affirmative Action Committee, the Budget and Finance Committee, and the Program Review and Evaluation Committee herein.~~ [2] The quorum requirements for such Committees shall be ~~at least fifty percent (50%)~~a simple majority (3 of 5) of the total membership of the Committee. All committee meetings shall be conducted in accordance with the open meeting requirements of the Brown Act.

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Section 2.

1. The Executive Committee shall be comprised of the Officers and up to two (2) Directors appointed annually by the Chairperson.

   A. The Executive Committee shall act on behalf of the Community Action Partnership *of* Kern Board between regular Board meetings. The Executive Committee shall report to the Board any actions it has taken in the interim between regular meetings.

   B. In the event that the Executive Committee cannot convene within the timeframe required for action to be taken, the Chairperson of the Board may act on behalf of the Board of Directors. The Chairperson shall report any action taken pursuant to this paragraph to the full Board ~~any actions s/he has taken in~~of Directors at the ~~interim between meetings~~next regular Board meeting for consideration and ratification by the Board.

   C. The Executive Committee shall determine its own meeting schedule.

2. The Personnel/Affirmative Action Committee shall be comprised of the Vice Chairperson who shall serve as the Chairperson of the Committee and up to five (5) Directors appointed annually by the Board Chairperson.

   A. The Personnel/Affirmative Action Committee shall act as arbitrator in any labor or personnel disputes not resolved by the Chief Executive ~~Director.~~ Officer. [3]

   B. The Personnel/Affirmative Action Committee shall review, monitor and recommend for approval the Community Action Partnership of Kern Personnel Policies.

   C. The Personnel/Affirmative Action Committee shall obtain information concerning employment practices including, but not limited to, overtime, vacations, wage and hour issues, and other relevant concerns and shall keep the Board of Directors apprised as to significant trends and make recommendations regarding future policy changes.

   D. The Personnel/Affirmative Action Committee shall determine its own meeting schedule.

3. The Budget and Finance Committee shall be comprised of the Treasurer, who shall serve as its Chairperson, and up to five (5) Directors. The Committee shall cause to have made (in accordance with scheduled board meetings) a review of the financial position of all component programs, and report their findings to the Board. The Committee will also review and comment upon each new budget before its submission to the respective funding sources.

4. The Program Review and Evaluation Committee shall be comprised of the Secretary, who shall serve as its Chairperson, and up to five (5) Directors. The Committee shall review all program ideas and project proposals and report their reactions and recommendations to the Board. This Committee shall also be responsible for recommending overall plans and priorities for the Agency and for making periodic examinations of projects underway

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and reporting to the Board where, in their judgment, each project is achieving its stated goals.

5. The Audit Committee and Pension Committee shall be comprised of the Chairperson, who shall be appointed by the Board Chairperson, and up to five (5) Directors. The Chairperson of the Audit Committee and Pension Committee may not be a member of the Budget & Finance Committee, nor may the Budget & Finance Committee members constitute more than 49% of the total membership of the Audit Committee. The Committee shall recommend the retention and termination of the independent auditor, may negotiate the compensation of the auditor on behalf of the Board, shall confer with the auditor to satisfy the Committee members that the financial affairs of the Partnership are in order, shall review and determine whether to accept the audit, and shall approve performance of any non-audit services to be provided by the auditing firm.

   The Audit and Pension Committee shall oversee and monitor the administrative and fiduciary responsibilities of our retirement programs. They will do so by meeting on a regular and ad-hoc basis and will receive regular presentations from our retirement plan provider(s).

Section 3. Special Ad-Hoc Committees may be established by the Chairperson to investigate, review and/or make recommendations in areas, matters, or problems not covered by Standing Committees. In establishing committees and appointing members thereof, the Chairperson ~~shall~~may draw upon citizens who utilize the services of Community Action Partnership *of* Kern and/or who have demonstrated concern with poverty and have special training or experience that can be employed in effectuating the purpose for which the Corporation is organized.

The number of Directors on any Committee may not constitute a quorum of the Board.

ARTICLE V

CHIEF EXECUTIVE ~~DIRECTOR~~OFFICER RESPONSIBILITIES

Section 1. The Board shall appoint ~~an~~the Chief Executive ~~Director~~Officer who shall serve at the discretion of the Board of Directors as the Administrative Officer of Community Action Partnership of Kern. [3]

Section 2. The Chief Executive ~~Director~~Officer shall be responsible for the conduct and administration of approved programs and delegate programs within the authority of policies established by the Officers and Board of Directors of Community Action Partnership *of* Kern. [3]

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Section 3. The Chief Executive ~~Director~~Officer shall be responsible to the Board of Directors for implementing and enforcing all employment policies and procedures and guidelines established by CSD and the Community Action Partnership of Kern Board of Directors. [3]

Section 4. The Chief Executive ~~Director~~Officer shall be responsible to the Board of Directors for ensuring compliance with the open meeting requirements of the Brown Act. [3]

ARTICLE VI

OPERATING PROCEDURES

Section 1. ~~Community Action Partnership of Kern~~CAPK shall be governed by Robert's Rules of Order, Revised, except where modified or limited by these ~~By Laws~~Bylaws and subsequent amendments and the open meeting requirements of the Brown Act.

Proxy voting by any Board members is prohibited at meetings of the Board and its Committees.

Section 2. Compensation. The following reimbursements are permitted:

- ~~Childcare~~Child care reimbursement for low-income representatives.
- Mileage reimbursement for all Board members.
- Accommodation and meal costs for the East Kern low-income representative to attend meetings in person when teleconferencing is not available or personal attendance is required.
- Agency-related business expense reimbursement for all Board members.
- Regular compensation is prohibited.

Section 3. Teleconferencing. The East Kern Board of Director representative may use teleconferencing to attend Board meetings. The teleconferencing facility shall be fully accessible to the public to address the Board during times allotted for public comment. Teleconferences may take place from a CAPK owned physical location or privately rented facility to accommodate the Board member participation. The Board shall establish the location for the teleconference. All requirements of California Government Code Section 54953 shall be followed. If teleconferencing is used in East Kern County, Community Action Partnership of Kern staff shall post the meeting agenda and allow public comment in accordance with California Government Code Section 54953 and the Brown Act. [1]

ARTICLE VII

AMENDMENTS

Section 1. These ~~By Laws~~Bylaws may be amended by a majority vote of the total membership of the Board at any legal meeting of the regular Board. Written copies of the

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proposed amendments shall be provided to all Board members at least ten (10) days prior to the consideration of the amendment(s).

Most recent previous revision:

~~March~~

- April 27, ~~2007~~2011

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CERTIFICATE BY SECRETARY

I DO HEREBY CERTIFY AS FOLLOWS:

That I am the duly elected, qualified and acting Secretary of Community Action Partnership of Kern and that the foregoing Bylaws were amended as the Bylaws of said corporation at a regularly scheduled meeting of the Board of Directors on ~~March 27, 2007~~ _____, 2017 in accordance with the Articles of Incorporation and Bylaws of said corporation.

IN WITNESS WHEREOF, I have hereunto set my hand this ~~27th~~ _____ day of ~~April 2011~~ _____ 2017.

_____

~~John Ritchie~~ Fred Plane,

Secretary

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BY-LAWS

OF THE

COMMUNITY ACTION PARTNERSHIP *OF* KERN

adopted by
the Board of Directors on

May 12, 1965

Amended April 27, 2011

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COMMUNITY ACTION PARTNERSHIP *OF* KERN

BY-LAWS

This private nonprofit corporation's name shall be the Community Action Partnership *of* Kern. It shall act as the official Community Action Agency for Kern County, California, in conformity with the standards and regulations set forth by Public Law 88-452 (The Economic Opportunity Act), State and Federal statutes regulating private nonprofit corporations. The principal place for the transaction of business of the corporation is located in Bakersfield, California. The Community Action Partnership *of* Kern shall primarily serve Kern County but may also serve other areas needing assistance or programs as approved by the Board of Directors. For the purposes of being a Community Housing Development Organization (CHDO), Community Action Partnership of Kern considers its service area, the superior judicial districts of Kern County, as a 'community' which is equivalent to the definition contained within the federal HOME regulation 24 CFR 92.28(l).

PURPOSE AND FUNCTIONS

The purpose and functions of the organization shall include the following:

1. To identify and diagnose areas and causes of poverty in Kern County and/or other areas.

2. To develop a comprehensive plan to alleviate or eliminate poverty in Kern County and/or other areas.

3. To develop, conduct, and administer programs or oversee the conduct and administration of anti-poverty programs, as established under provisions of Public Law 88-452, The Economic Opportunity Act of 1964 and subsequent amendments.

4. To encourage, stimulate, and assist in the development of anti-poverty projects by public nonprofit voluntary organizations and indigenous low-income groups to meet the needs of the low-income population.

5. To provide decent housing that is affordable to low-income and moderate-income persons, in accordance with its charter, articles of incorporation, resolutions or by-laws.

ARTICLE I

MEMBERSHIP AND COMPOSITION OF BOARD OF DIRECTORS

The Board of Directors shall hereinafter be referred to as the "Board."

Section 1. The authorized number of Directors of the Corporation shall be fifteen (15) unless amended by specific action of a majority (50% plus 1) of the Directors of the Corporation.

Section 2. Board seats shall be allotted on a tripartite basis and shall include at least one member who shall have a background and expertise in fiscal management or accounting; and at least one member who shall have a background and expertise in early childhood education and development; and at least one member who shall be a licensed attorney familiar with the issues that come before the Board of Directors. If the Board is unable to recruit individuals to serve on the Board with these qualifications, then the Board shall use consultants or other individuals with the expertise to work with the Board in an advisory capacity. The Directors shall be drawn from the following spheres of community activity in Kern County:

1. Public Official Representatives, hereinafter referred to as Category I.

   a. In accordance with Public Law 103-252, Community Services Block Grant (CSBG) Act, one-third of the Board are elected public officials, currently holding office, or their representatives, except that if the number of elected officials reasonably available and willing to serve is less than one-third of the memberships of the Board, membership on the board of appointive public officials may be counted in meeting such one-third requirement; and

   b. In accordance with 24 CFR Section 92.2, (5); "...the State or local government may not have the right to appoint more than one-third of the membership of the organization's governing body and no more than one-third of the board members may be public officials or employees of the participating jurisdiction or State recipient" and

   c. In accordance with qualification as a Community Housing Development Organization (CHDO) under the HOME Program no more than one-third of the Board of Directors (or CHDO Board) or five (5) members of the Board of Directors can be elected or appointed public officials or persons appointed by a public official.

2. Low-Income Representatives, hereinafter referred to as Category II:

   a. In accordance with Public Law 103-252, Community Services Block Grant (CSBG) Act, at least one-third of the members are persons chosen in accordance with democratic selection procedures adequate to assure that they are representatives of the low-income in the area served. Low-income representatives must reside in the area they represent; and

   b. In accordance with 24 CFR Section 92.2; "Maintaining at least one-third of its governing board's membership for residents of low-income neighborhoods, other low-income community residents, or elected representatives of low-income neighborhood organizations."

   c. Low income residents shall be defined as those persons living in the low income community and whose incomes fall within the Federal Poverty Guidelines as being low income, or are an elected representative of a low income neighborhood organization, e.g. block groups, town watch organizations, civic associations, neighborhood church groups and NeighborhoodWorks® organizations. Low income

representatives must not be elected or appointed public officials, or persons appointed by a public official.

3. Private Sector/Community Representatives, hereinafter referred to as Category III.

In accordance with Public Law 103-252, Community Services Block Grant (CSBG) Act, the remainder of the members are designated as private sector/community representatives these are members of business, industry, labor, religious, civic, welfare/social service organizations, media, education, or other major groups and interests in the community.

The Board membership may consist of 51 percent of the active users of the corporation's health services and may represent the population served in terms of age, sex and ethnicity generally representative of the community served provided, however, that no more than one-half of the Board be individuals who derive more than 10 percent of their annual income from the health care industry.

Section 3. The procedure for selecting Directors shall be as follows:

1. General Procedures

   The name and a brief biography of the candidate shall be submitted to the Board. This shall become a part of the permanent files of the Corporation. The candidate shall then be invited to appear before the Board at a public meeting for formal seating by the Board.

2. Specific Procedures

A. Category I - (Five Seats). The Board shall determine the public officials who shall serve on the Board.

   Each public official selected may choose one (1) representative to serve on the Board in his/her place. Representatives of public officials may not themselves select alternates to serve on the Board.

   Term of Representation - (Category I). There shall be no tenure restrictions of public officials so designated by the Board. However, the term of public officials, or their representatives shall be simultaneous with the term of the public official.

B. Category II - (Five Seats). Low-income representatives shall be selected through the democratic process of holding elections in four (4) areas of the County as defined by the superior court district areas: Metropolitan Bakersfield, East Kern, North Kern, and South Kern. In addition, one (1) representative in Category II shall be a member of the Head Start Policy Council (PC), selected by the Head Start Policy Council, and shall serve on the Community Action Partnership *of* Kern Board of Directors as the PC representative for one year. Representatives must reside in the respective area. Voting shall be limited to residents of the respective area who are 18 years of age, or older. Those elected need not themselves be low-income, but they must be elected in a manner that will ensure that they truly represent the low-income. The procedures to be followed in holding these elections will be in conformity with Federal and State regulations,

including a certificate that must be signed by the candidate certifying that he/she meets all eligibility requirements. Community Action Partnership *of* Kern Election Rules and Procedures, and an official petition form, shall be provided to candidates. Elections shall be held on weekdays that do not occur on a Federal, State, or local holiday.

Low-income residents shall be defined as those persons determined by the Federal Poverty Guidelines as meeting low-income requirements. Low-Income verification will be done by having the resident sign a self-certification proclaiming themselves to be low-income. The Ad-Hoc Board Election Committee may extend the deadline for receipt of the petitions if no candidates have filed by the required date and time. If no candidate files nomination papers by the extended deadline date, the Board has the option of appointing a representative for the District consistent with eligibility criteria.

If a duly elected representative of the low-income category fails to complete his/her term of office, the Board will have the option of appointing a successor to complete the term. The successor shall be from the same District as the representative being replaced and shall meet the requirements for a low-income representative as set forth above.

Terms of Representation (Category II). The Directors in Category II shall serve a consecutive five (5) year term. After serving five (5) consecutive years, a Director's seat will be opened up for election. If the Director wishes to remain on the Board, (s)he must run for re-election and meet all requirements as set forth in the Election Rules & Procedures. There will be no limit set on the number of terms a person may serve as a Category II Representative. The period of Board service for this category will begin at the regularly scheduled Board meeting following the election or appointment.

C. Category III - (Five Seats). All channels of communication will be utilized to inform the public of a Board vacancy. Such communication channels will include bilingual printed and electronic media, along with Community Action Partnership *of* Kern staff, programs and members of the Board of Directors. In order to provide representation from various parts of the private sector and/or community, representation shall be selected from the following types of organizations, including but not limited to: business, industry, labor, religious, civic, welfare/social service organizations, education, media or other major groups and interests in the community.

At the direction of the Board Chairperson, Community Action Partnership *of* Kern staff shall correspond with appropriate community organizations and businesses inviting them to select one (1) Representative from their organization or business. Those individuals selected by their organization, business, etc. will be given an application to be completed and returned to the Agency.

The Elections Committee shall hold a meeting to review all applications to determine eligibility of the applicants. The Committee will prepare recommendations for the Board, giving priority to candidates who best facilitate the Agency goal of equal representation of community organizations and businesses to represent a cross section of Kern County.

The full Board shall have the opportunity to review all applications at the time the Elections Committee makes its recommendations. A vote of the full Board will then be

taken to determine which candidates, if any, will be invited to sit on the Board. Seating of invited candidates will take place at the next regularly scheduled Board Meeting.

Terms of Representation (Category III). Every five (5) years the composition of Category III may be rotated. The method for rotation shall be as follows:

Upon receipt of a private organization's interest in serving on the Board, and after the organization is determined to be a duly representative organization based upon criteria set forth above, the organization may replace an existing organization. The requesting organization may replace an existing organization after the existing organization has served a period of five (5) years consecutively. If there is no organization of the same "type" to replace the existing organization, another "type" of organization may be selected for the seat. When there are more organizations willing to serve than there are seats available, then priority shall be given to those organizations that can provide a balance to the community and best meet the criteria established in this section. The Board shall make final determination as to the organization that shall serve.

Section 4. Conflict of Interest. No person who serves on the Board may be employed by CAPK nor may they have a financial conflict of interest with the agency. The responsibilities of the Board and its committees shall be independent of the staff. Individuals leaving the Board who wish to apply for Agency positions may do so after a waiting period of six months from the time they leave the position. No person may sit on the Board who is an officer or an employee of, or has a direct or indirect ownership or profit participation in an organization contracting to perform a component of any CAPK program. No employee of the Department of Community Services and Development (CSD) may serve on the Board.

No person shall be employed with Community Action Partnership *of* Kern while a member of his/her family, or a roommate serves on the Board, Head Start Policy Council, or any non-staff committee or delegate division of the Agency.

For purposes of this section, a member of the immediate family shall include any of the following:

Spouse	Step Sister	Sister-in-law
Parents	Brother	Daughter-in-law
Step-Parents	Step-Brother	Son-in-law
Children	Father-in-law	Grandparents
Step-Children	Mother-in-law	Common-law spouse (as defined
Sister	Brother-in-law	by the State of California)

Section 5. Policy for Receiving Agency Services. Board members who meet all eligibility requirements may access Agency services. The Agency shall not under any circumstances give Board members preferential treatment. In addition, Board members must provide all required documentation and follow contract guidelines before the Agency will provide assistance or allow access to programs. No Board member, if qualified for services, may participate in processing their own application for services.

Section 6. Limitations. No person may serve as a Director who has been convicted within the past five (5) years of a crime involving moral turpitude. As used herein, the term "moral

turpitude" shall include, but not be limited to, conduct contrary to justice, honesty, modesty, or good morals. The minimum age of a Director shall be eighteen (18) years of age.

Section 7. Vacancies

1. Definition

   A vacancy shall occur when:

   A. Board member is notified of his/her removal by action of the Board for cause;
   B. Death of a Board member;
   C. A Board member notified the Board of his/her resignation;
   D. A public official leaves office;
   E. Low-income representative moves out of respective area he/she represents;
   F. Term expires.

2. Filling Vacant Seats of Public Officials

   The Board shall select another public official to fill the seat or solicit the newly elected public official to make an appointment as soon as reasonably possible.

3. Filling Vacant Seats of Representatives of the Low-Income

   Elections will be held in accordance with Community Action Partnership *of* Kern Election Rules and Procedures.

4. Filling Vacant Seats of Representatives of the Private Sector/Community

   The Board may request the organization to name a new representative or refer to process in Article I: Section 3 (Selection of Directors) to fill the seat.

Section 8. Removal

1. Grounds. The following shall constitute grounds for removal:

   A. Conviction of a crime involving moral turpitude. As use herein, the term "moral turpitude" shall include, but not be limited to, conduct contrary to justice, honesty, modesty, or good morals.

   B. Unexcused absences from three (3) consecutive regularly scheduled Board meetings.

   C. Unexcused absences from five (5) regularly scheduled Board meetings in any consecutive twelve (12) month period.

   D. Absences may be "excused" or "unexcused". Absences are excused when a Board member advises the Chairperson or Executive Director of a planned absence at least 24 hours in advance of any Board meeting. All other absences are unexcused. Any combination of excused or unexcused absences may be grounds for removal

under Items B and C above; however, the Board will consider the nature of absences when making a determination or consideration of removal.

E. Low-income representative moves out of area he/she represents.

F. The Board member engages in conduct that is unlawful, unethical, or in any way brings the organization in to disrepute. Said Board member shall be entitled to a due process hearing before the full Board of Directors, which shall include the right to call witnesses and be represented by counsel. Upon a finding of good cause for removal under this section by a two-thirds (2/3) majority of the entire board (regardless of the number of members present for purposes of making a quorum of the meeting) a board member can be removed.

2. Procedure

A Board member may be removed by a majority vote (50% plus 1) of the Board for any ground listed in Article I: Section 8.1, Subsections A-D.

Prior to removal, the Board member shall be notified in writing of the grounds for removal (including specific facts, dates, times, and places) and shall be given an opportunity to be heard by the Board. The representative organization (if any) shall also be notified of the grounds for removal.

Private Sector/Community representatives and public official representatives may be replaced by the appointing organization, or public official he/she represents, if the Board member no longer commands the support and/or confidence of the agency, organization, group, or individual represented. The group shall give the Board member prior notice for an opportunity to be heard. Directors dropped from membership on the Board for any of the above listed reasons will be notified in writing of their termination, as will the sponsoring organization after an opportunity for a fair hearing has been afforded.

Section 9. Petitions for Category III Representation. Provision is hereby made for a fair hearing for any community, agency, or representative group that may feel itself inadequately represented on the Board to petition for such representation. To prevent frivolous petitions or those coming from very small groups, it is hereby established that no less than twenty-five (25) signatures of persons who belong to or who serve the petitioning group will be required on each such petition. The Board shall make a written statement of reasons supporting the action taken on the petition and communicate its decision to the petitioners. In the event a petition is presented to the Board and deemed meritorious, the Board, by procedures set forth in Article 1: Section 3 (Selection of Directors), shall provide a seat for such organization and shall adjust the size of the Board as necessary to maintain its tripartite structure. These By-Laws shall be amended to reflect such change.

ARTICLE II

FUNCTIONS AND RESPONSIBILITIES OF THE DIRECTORS

Section 1. Directors shall be concerned with all problems of poverty in Kern County, as well as in their respective areas, and shall be responsible for reporting back to their organization and areas where required. The Board is also responsible for determining overall plans and priorities of the agency as well as for evaluating the progress against performance.

The Board shall have the power to enter into legally binding agreements with any Federal, State, or local agency, or with any private funding organization for the purpose of administering programs or providing services.

In addition, the Board shall exercise the following specific powers:

1. Approve personnel policies and procedures, including policies and procedures regarding the hiring, evaluation, compensation, and termination of the Executive Director, Child Education and Development Services Director (CEDS), Human Resources Director, Finance Director , and any other person in an equivalent position with CAPK;

2. Appoint, evaluate, discipline, and remove Executive Director of CAPK;

3. Determine major personnel, organization, fiscal and program policies;

4. Determine overall program plans and priorities for CAPK including evaluating progress against performance;

5. Approve all program proposals and budgets;

6. Enforce compliance with all conditions of grants;

7. Oversee the extent and the quality of the participation of the low-income in programs of CAPK;

8. Elect the officers of the Board;

9. Head Start Duties. In accordance with the Head Start Act, the Board has the following specific duties and responsibilities with regard to the Head Start programs operated by CAPK:
    - Assume legal and fiscal responsibility for administering and overseeing all Head Start programs, including the safeguarding of federal funds;
    - Adopt practices that assure active, independent and informed governance of the Head Start program and full participation in the development, planning and evaluation of Head Start programs;
    - Ensure compliance with Federal and State laws and regulations that are in any way related to the operation of the Head Start program;
    - Establish procedures and criteria for recruitment, selection and enrollment of children in the Head Start programs;
    - Review all applications for funding and amendments to application for funding for CAPK's Head Start programs;

- Establish procedures guidelines for accessing and collecting information in regards to programs planning, policies and Head Start program operations as defined in the Head Start Act;
- Review and approve all major policies of the Agency, including an annual self-assessment, financial audit, progress in carrying out the programmatic and fiscal provisions of CAPK's grant application(s), including implementation of any necessary or suggested corrective actions, and personnel policies regarding the hiring, evaluation, termination and compensation of the agency employees.
- Develop and implement procedures for the selection of members of the policy councils and policy committees;
- Approve all financial management, accounting, reporting policies, and legal and regulatory compliance with regard to financial matters relating to Head Start operations, including approval of all major financial expenditures, annual approval of the operating budget, selection of independent auditors, and monitoring of CAPK's actions to correct any audit findings;
- Review results from program monitoring, including appropriate follow-up activities;
- As necessary and appropriate, establish advisory committees to oversee key responsibilities related to program governance and improvement of CAPK Head Start programs.

Section 2. The Board shall schedule no less than ten (10) monthly meetings in a one (1) year period for the purpose of transacting the business of the Corporation. Between meetings of the Board, the Executive Committee of the Board or in certain circumstances the Chairperson of the Board (see Article IV, Committees) may act on behalf of the full Board to ensure continuity of Agency business. The Executive Committee or Chairperson shall report any action taken pursuant to this paragraph to the full Board of Directors at the next regular Board meeting for consideration and ratification by the Board.

Section 3. The Chairperson or a group of five or more active Directors may call a special meeting by complying with the Brown Act notice and agenda requirements for special meetings.

Section 4. Notification. Notice of all regular and special Board meetings shall be made in accordance with the Brown Act, including notice to each Board member.

Section 5. Minutes. The Board shall keep minutes for each meeting. Minutes of the previous meeting shall be distributed to all members before the next meeting and shall be made available to the public, upon request. Written translations of the minutes in areas where a significant portion of the poverty population does not speak English shall be made available upon request.

Section 6. Quorum. A quorum shall consist of at least fifty percent (50%) of the non-vacant seats on the Board.

Section 7. Committees. Each Board member shall be a member of at least one committee identified in Article IV, Section 2.

ARTICLE III

OFFICERS

Section 1. The Board shall have the following officers: Chairperson, Vice-Chairperson, Secretary, and Treasurer. No person may hold two or more offices concurrently.

Section 2. The duties of the Chairperson shall be to preside over the meetings of the Board as Chairperson, serve as the supervisor of the Executive Director, and perform those duties customarily performed by the Chief Executive Officer and Chairperson of the Board of a non-profit corporation. The Chairperson shall have the power to make committee appointments as set forth in Article IV below.

Section 3. The duties of the Vice Chairperson shall be to fulfill the duties of the Chairperson in his/her absence, and other duties as required.

Section 4. The duties of the Secretary shall be to keep, or cause to be kept, in the office of the Corporation, the official records and minutes of the Board meetings.

Section 5. The Treasurer shall be the Chief Financial Officer and shall keep, or cause to be kept, the records of the receipt, care and disbursement of funds of Community Action Partnership *of* Kern. In carrying out these functions the Treasurer shall work with the Director of Finance and his/her assistants who shall perform the day-to-day accounting functions for Community Action Partnership *of* Kern.

Section 6. In the absence of the Chairperson, the chain-of-command will be as follows: 1) Vice Chairperson; 2) Secretary; 3) Treasurer.

Section 7. Officer Terms. No Chairperson shall serve as Chairperson for more than three (3) consecutive terms of one (1) year each. A Board member may serve as the Vice Chairperson, Secretary, and/or Treasurer (in accordance with Article III: Section 1) up to their overall term limitation.

Section 8. Election of Officers.

1. Officers will be elected for one (1) year terms in January of each year.

2. Only Directors present may participate.

3. Interim Officer elections will be held at the next regular meeting following notice of vacancy. Less than a six (6) month term of service shall not constitute a full term. A quorum vote (at least 50% of the non-vacant seats on the Board) of the Board shall be necessary for election to fill the vacant office.

ARTICLE IV

COMMITTEES

Section 1. All Standing Committees shall include at least one (1) Board member from each category and shall generally reflect the composition of the full Board. Committee Chairpersons shall be appointed and removed by the Board Chairperson after consultation with the Committee Chairperson, except as provided for the Personnel/Affirmative Action Committee, the Budget and Finance Committee, and the Program Review and Evaluation Committee herein. The quorum requirements for such Committees shall be at least fifty percent (50%) of the total membership of the Committee. All committee meetings shall be conducted in accordance with the open meeting requirements of the Brown Act.

Section 2.

1. The Executive Committee shall be comprised of the Officers and up to two (2) Directors appointed annually by the Chairperson.

   A. The Executive Committee shall act on behalf of the Community Action Partnership *of* Kern Board between Board meetings. The Executive Committee shall report to the Board any actions it has taken in the interim between meetings.

   B. In the event that the Executive Committee cannot convene within the timeframe required for action to be taken, the Chairperson of the Board may act on behalf of the Board of Directors. The Chairperson shall report to the Board any actions s/he has taken in the interim between meetings.

   C. The Executive Committee shall determine its meeting schedule.

2. The Personnel/Affirmative Action Committee shall be comprised of the Vice Chairperson who shall serve as the Chairperson of the Committee and up to five (5) Directors appointed annually by the Board Chairperson.

   A. The Personnel/Affirmative Action Committee shall act as arbitrator in any labor or personnel disputes not resolved by the Executive Director.

   B. The Personnel/Affirmative Action Committee shall review, monitor and recommend for approval the Community Action Partnership *of* Kern Personnel Policies.

   C. The Personnel/Affirmative Action Committee shall obtain information concerning employment practices including, but not limited to, overtime, vacations, wage and hour issues, and other relevant concerns and shall keep the Board of Directors apprised as to significant trends and make recommendations regarding future policy changes.

   D. The Personnel/Affirmative Action Committee shall determine its own meeting schedule.

3. The Budget and Finance Committee shall be comprised of the Treasurer, who shall serve as its Chairperson, and up to five (5) Directors. The Committee shall cause to have made (in accordance with scheduled board meetings) a review of the financial position of all component programs, and report their findings to the Board. The Committee will also review and comment upon each new budget before its submission to the respective funding sources.

4. The Program Review and Evaluation Committee shall be comprised of the Secretary, who shall serve as its Chairperson, and up to five (5) Directors. The Committee shall review all program ideas and project proposals and report their reactions and recommendations to the Board. This Committee shall also be responsible for recommending overall plans and priorities for the Agency and for making periodic examinations of projects underway and reporting to the Board where, in their judgment, each project is achieving its stated goals.

5. The Audit Committee and Pension Committee shall be comprised of the Chairperson, who shall be appointed by the Board Chairperson, and up to five (5) Directors. The Chairperson of the Audit Committee and Pension Committee may not be a member of the Budget & Finance Committee, nor may the Budget & Finance Committee members constitute more than 49% of the total membership of the Audit Committee. The Committee shall recommend the retention and termination of the independent auditor, may negotiate the compensation of the auditor on behalf of the Board, shall confer with the auditor to satisfy the Committee members that the financial affairs of the Partnership are in order, shall review and determine whether to accept the audit, and shall approve performance of any non-audit services to be provided by the auditing firm.

   The Audit and Pension Committee shall oversee and monitor the administrative and fiduciary responsibilities of our retirement programs. They will do so by meeting on a regular and ad-hoc basis and will receive regular presentations from our retirement plan provider(s).

Section 3. Special Committees may be established by the Chairperson to investigate, review and/or make recommendations in areas, matters, or problems not covered by Standing Committees. In establishing committees and appointing members thereof, the Chairperson shall draw upon citizens who utilize the services of Community Action Partnership *of* Kern and/or who have demonstrated concern with poverty and have special training or experience that can be employed in effectuating the purpose for which the Corporation is organized.

The number of Directors on any Committee may not constitute a quorum of the Board.

ARTICLE V

EXECUTIVE DIRECTOR RESPONSIBILITIES

Section 1. The Board shall appoint an Executive Director who shall serve at the discretion of the Board of Directors as the Administrative Officer of Community Action Partnership *of* Kern.

Section 2. The Executive Director shall be responsible for the conduct and administration of approved programs and delegate programs within the authority of policies established by the Officers and Board of Directors of Community Action Partnership *of* Kern.

Section 3. The Executive Director shall be responsible to the Board of Directors for implementing and enforcing all employment policies and procedures and guidelines established by CSD and the Community Action Partnership *of* Kern Board of Directors.

Section 4. The Executive Director shall be responsible to the Board of Directors for ensuring compliance with the open meeting requirements of the Brown Act.

ARTICLE VI

OPERATING PROCEDURES

Section 1. Community Action Partnership *of* Kern shall be governed by Robert's Rules of Order, Revised, except where modified or limited by these By-Laws and subsequent amendments and the open meeting requirements of the Brown Act.

Proxy voting by any Board members is prohibited at meetings of the Board and its Committees.

Section 2. Compensation. The following reimbursements are permitted:

- Childcare reimbursement for low-income representatives.
- Mileage reimbursement for all Board members.
- Agency-related business expense reimbursement for all Board members.

Regular compensation is prohibited.

ARTICLE VII

AMENDMENTS

Section 1. These By-Laws may be amended by a majority vote of the total membership of the Board at any legal meeting of the Board. Written copies of the proposed amendments shall be provided to all Board members at least ten (10) days prior to the consideration of the amendment(s).

Most recent previous revision:

- March 27, 2007

CERTIFICATE BY SECRETARY

I DO HEREBY CERTIFY AS FOLLOWS:

That I am the duly elected, qualified and acting Secretary of Community Action Partnership of Kern and that the foregoing Bylaws were amended as the Bylaws of said corporation at a regularly scheduled meeting of the Board of Directors on March 27, 2007 in accordance with the Articles of Incorporation and Bylaws of said corporation.

IN WITNESS WHEREOF, I have hereunto set my hand this 27th day of April 2011.

John Ritchie - Secretary

COMMUNITY ACTION PARTNERSHIP OF KERN
MEMORANDUM

To: Executive Committee

From: Donna Holland, Fiscal Administrator

Subject: Agenda *Item 6d:* Kern Head Start and Early Head Start Budget to Actual Report for the Period Ended June 30, 2017 – **Info Item**

Date: July 19, 2017

The following are highlights of the Head Start/Early Head Start Budget to Actual Report for the period March 1, 2017 through June 30, 2017. Four months (33%) of the 12-month budget period have elapsed.

Base Funds

- Head Start **Personnel** and **Fringe Benefits** (27% and 30%) are lower than the percentage of the year elapsed because part-year employees were off work during the month of June.
- Head Start **Supplies** (44%) are purchased as needed throughout the year, rather than monthly.
- **Contractual** expenditures in Head Start (53%) and Early Head Start (15%) are incurred at intervals throughout the year, rather than monthly;

Training & Technical Assistance Funds

- CAPK Head Start was one of a few grantees invited by Office of Head Start Region IX to participate in trainings designed to provide strategies for working with difficult behaviors in the classroom. Approximately $6,700 of the Head Start **Travel** expense (128%) was for this purpose. Additional travel costs will be incurred, but the overall costs charged to Training and Technical assistance will not exceed the grant amount.
- Additional funds to supplement Head Start training expenses in the **Other** category (59%) are budgeted in the base grant.
- **Contractual** expenditures in Head Start (0%) and Early Head Start (24%) are incurred as needed, rather than monthly.

Duration Grant

CAPK has submitted its request to carry over Duration start-up funds that were awarded late in the prior budget period. The funds, in the amount of $508,006, will be used for the purchase of supplies, maintenance and repair of three additional classrooms, and playground shade and surface at two new locations.

Non-Federal Share

Total Non-Federal Share (the sum of California Department of Education funding and in-kind) is at 46% of budget.

- California Department of Education
  Actual and estimated non-federal revenues are at 55% of budget.

- In-Kind
  Year-to-date in-kind is at 39% of budget.

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 - June 30, 2017
Month 4 of 12 (33%)

Prepared 07/10/2017

	HEAD START					EARLY HEAD START				
BASE FUNDS	**BUDGET**	**ACTUAL**	**REMAINING**	**% SPENT**	**% REMAINING**	**BUDGET**	**ACTUAL**	**REMAINING**	**% SPENT**	**% REMAINING**
PERSONNEL	9,995,228	2,715,795	7,279,433	27%	73%	2,127,767	655,002	1,472,765	31%	69%
FRINGE BENEFITS	2,992,014	906,447	2,085,567	30%	70%	638,330	200,896	437,434	31%	69%
TRAVEL	0	0	0			0	0	0		
EQUIPMENT	0	0	0			0	0	0		
SUPPLIES	1,026,270	454,167	572,103	44%	56%	376,583	108,441	268,142	29%	71%
CONTRACTUAL	47,110	24,922	22,188	53%	47%	23,390	3,537	19,853	15%	85%
CONSTRUCTION	0	0	0			0	0	0		
OTHER	3,523,700	1,001,339	2,522,361	28%	72%	429,129	179,827	249,302	42%	58%
INDIRECT	1,696,014	490,618	1,205,396	29%	71%	354,795	113,020	241,775	32%	68%
TOTAL BASE FUNDING	**19,280,336**	**5,593,288**	**13,687,048**	**29%**	**71%**	**3,949,994**	**1,260,723**	**2,689,271**	**32%**	**68%**
TRAINING & TECHNICAL ASSISTANCE										
TRAVEL	19,322	24,672	(5,350)	128%	-28%	39,954	10,330	29,624	26%	74%
SUPPLIES	20,812	5,105	15,707	25%	75%	9,981	1,393	8,588	14%	86%
CONTRACTUAL	18,485	0	18,485	0%	100%	15,689	3,825	11,864	24%	76%
OTHER	73,517	43,343	30,174	59%	41%	22,561	8,855	13,706	39%	61%
INDIRECT	13,214	7,266	5,948	55%	45%	8,819	2,433	6,386	28%	72%
TOTAL TRAINING & TECHNICAL ASSISTANCE	**145,350**	**80,387**	**64,963**	**55%**	**45%**	**97,004**	**26,837**	**70,167**	**28%**	**72%**
DURATION GRANT CARRYOVER (FORMERLY "START-UP") pending Federal approval										
EQUIPMENT		0	0							
SUPPLIES		0	0							
OTHER		0	0							
INDIRECT		0	0							
TOTAL TRAINING & TECHNICAL ASSISTANCE	**0**	**0**	**0**							
GRAND TOTAL HS/EHS FEDERAL FUNDS	**19,425,686**	**5,673,675**	**13,752,011**	**29%**	**71%**	**4,046,998**	**1,287,559**	**2,759,439**	**32%**	**68%**

HEAD START and EARLY HEAD START KERN NON-FEDERAL SHARE

SOURCE	**BUDGET**	**ACTUAL**	**REMAINING**	**% SPENT**	**% REMAINING**
CALIF DEPT OF ED	2,818,027	1,537,263	1,280,764	55%	45%
IN-KIND	3,050,144	1,190,269	1,859,875	39%	61%
TOTAL NON-FEDERAL	**5,868,171**	**2,727,532**	**3,140,639**	**46%**	**54%**

Centralized Administrative Cost	6.3%
Program Administrative Cost	3.0%
Total Administrative Cost	**9.3%**

Budget reflects the projected annual funding level in Fiscal Year 2017 (Notice of Award #09CH9142-04-00)
Actual expenditures include posted expenditures and estimated adjustments through 06/30/2017.

Agency-Wide Credit Card Report

	CURRENT	**1 TO 30**	**31 TO 60**	**61 TO 90**	**OVER 90**	**CREDITS**	**TOTAL**	**STATEMENT DATE**
Bank of America	10,104						**10,104**	6/21/2017
Lowe's	5,504						**5,504**	6/25/2017
Save Mart	3,932						**3,932**	6/25/2017
Smart & Final	192						**192**	6/30/2017
Chevron & Texaco Business Card	5,606						**5,606**	7/5/2017
Home Depot	5,697						**5,697**	7/5/2017
	31,035	**0**	**0**	**0**	**0**	**0**	**31,035**	

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 June 30, 2017 (Month 4 of 12)

Percent of year elapsed: 33%

LOCATION	FUNDED ENROLL-MENT	March	April	May	June	YTD Totals	IN-KIND GOAL	% OF GOAL MET
Sunrise Villa	34	17,097	13,051	6,550	0	36,697	44,349	83%
Heritage Park	34	12,084	10,752	7,261	0	30,097	44,349	68%
San Diego Street	48	11,089	10,871	10,419	10,052	42,431	62,610	68%
Fairfax	40	14,732	11,648	7,741	0	34,121	52,175	65%
Roosevelt	34	11,919	10,962	5,653	0	28,533	44,349	64%
Faith Avenue	34	13,062	8,485	6,670	0	28,216	44,349	64%
Planz	34	12,344	9,988	4,851	0	27,184	44,349	61%
Martha J. Morgan	83	27,956	22,725	13,972	0	64,653	108,264	60%
Vineland	20	7,955	4,026	1,925	0	13,906	26,088	53%
Rosamond	75	22,378	18,460	7,932	0	48,770	97,829	50%
Sterling	103	20,515	17,254	16,347	7,833	61,949	134,352	46%
Oildale	34	9,626	7,108	3,628	0	20,362	44,349	46%
McFarland	20	5,400	4,732	1,711	0	11,843	26,088	45%
Virginia	34	9,882	6,594	3,576	0	20,052	44,349	45%
Alberta Dillard	68	17,235	14,278	7,823	0	39,336	88,698	44%
Tehachapi	34	8,461	7,372	3,800	0	19,633	44,349	44%
Stella Hills	34	9,153	7,612	2,720	0	19,485	44,349	44%
Casa Loma	34	10,045	5,902	3,417	0	19,364	44,349	44%
Pioneer	34	8,234	6,887	3,547	0	18,668	44,349	42%
Stine Road	123	18,162	16,204	19,189	13,910	67,465	160,439	42%
Cleo Foran	34	7,624	6,949	3,950	0	18,523	44,349	42%
Primeros Pasos	76	13,509	11,013	10,928	5,800	41,250	99,133	42%
Franklin	24	5,953	4,296	2,617	45	12,911	31,305	41%
Lamont	34	9,115	5,854	3,225	0	18,194	44,349	41%
Pacific	62	12,190	9,953	6,959	3,160	32,262	80,872	40%
Shafter HS/EHS	36	5,894	5,073	4,436	3,322	18,724	46,958	40%
Williams	34	8,701	6,370	2,440	0	17,511	44,349	39%
Home Base	249	23,899	21,309	12,320	4,736	62,265	162,396	38%
Taft	54	12,166	8,538	5,262	0	25,966	70,437	37%
Noble	34	7,130	5,708	3,486	0	16,324	44,349	37%
California City	34	7,464	5,967	2,640	0	16,071	44,349	36%
Delano	90	16,824	12,985	10,073	37	39,919	117,395	34%
Alicante	34	8,933	3,798	1,981	0	14,713	44,349	33%
East California	70	13,042	7,973	5,477	0	26,493	91,307	29%
Rafer Johnson	34	7,010	4,290	1,382	0	12,682	44,349	29%
Willow	72	11,499	9,455	4,751	0	25,705	93,916	27%
Seibert	34	4,457	4,656	2,920	0	12,033	44,349	27%
Pete H. Parra	148	18,018	17,785	14,195	104	50,102	193,049	26%
Fairview	34	4,848	3,329	3,022	0	11,198	44,349	25%
Lost Hills	20	3,195	1,763	1,560	0	6,519	26,088	25%
Shafter	34	4,257	4,019	2,801	0	11,077	44,349	25%
Mojave	34	5,884	2,935	1,109	0	9,928	44,349	22%
Buttonwillow	20	2,742	1,832	903	0	5,478	26,088	21%
Oasis	60	6,568	6,949	2,245	0	15,763	78,263	20%
Wesley	60	8,676	5,052	1,900	0	15,628	78,263	20%
Administrative Services		0	0	0	0	0	0	NA
Program Services		0	0	0	0	0	69,535	0%
Policy Council and RPC		125	97	35	9	266	52,917	1%
SUBTOTAL IN-KIND	**2,369**	**497,052**	**392,859**	**251,350**	**49,008**	**1,190,269**	**3,050,144**	**39%**
State General Child Care*		122,967	102,229	122,920	121,327	469,444	929,949	50%
State Preschool*		311,431	230,967	311,406	126,301	980,105	1,718,996	57%
State Migrant Child Care*		14,552	15,236	29,786	28,140	87,714	169,082	52%
SUBTOTAL CA DEPT of ED		**448,950**	**348,432**	**464,112**	**275,769**	**1,537,263**	**2,818,027**	**55%**
GRAND TOTAL		**946,002**	**741,291**	**715,462**	**324,777**	**2,727,532**	**5,868,171**	**46%**

*May include estimates

COMMUNITY ACTION PARTNERSHIP OF KERN
MEMORANDUM

To: Executive Committee



From: Donna Holland, Fiscal Administrator

Subject: Agenda *Item 6d:* San Joaquin Early Head Start Budget to Actual Report for the Period Ended June 30, 2017 – **Info Item**

Date: July 19, 2017

The following are highlights of the San Joaquin Early Head Start Budget to Actual Report for the period February 1, 2017 through June 30, 2017. Five months (42%) of the 12-month budget period have elapsed.

Base Funds

Expenditures in most categories are on track for this point in the budget period.

- Costs of **Travel** associated with monthly support are less than budgeted.
- Purchases of **Supplies** are as needed and typically not made evenly throughout the year.
- Costs of **Contractual** services are less than budgeted.

Training & Technical Assistance Funds

Overall expenditures are less than the percentage of the budget period elapsed.

- Costs of **Travel** include the expenses of providing transportation to Bakersfield and lodging for 56 San Joaquin staff attending the CAPK Staff Development Day. This event was not itemized in the original budget.
- Purchases of **Supplies** are as needed and typically not made evenly throughout the year.
- Costs of consultants for annual pre-service training have exhausted the **Contractual** budget.
- Expenses in the **Other** category include the cost of the venue for training provided to San Joaquin staff on the day following the CAPK Staff Development Day. This event was not itemized in the original budget.

Non-Federal Share

Non-Federal Share is at 34% of budget. This is an improvement over the in-kind amounts recorded during the earlier months of operating the San Joaquin grant, and is the direct result of the commitment of San Joaquin staff to seeking community resources and supporting parent volunteers.

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 - June 30, 2017

Month 5 of 12 (42%)

Prepared 07/10/2017

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	3,065,456	1,163,309	1,902,147	38%	62%
FRINGE BENEFITS	762,444	291,210	471,234	38%	62%
TRAVEL	20,232	6,076	14,156	30%	70%
EQUIPMENT	0	0	0		
SUPPLIES	142,025	98,981	43,044	70%	30%
CONTRACTUAL	5,000	1,541	3,459	31%	69%
CONSTRUCTION	0	0	0		
OTHER	524,403	262,769	261,634	50%	50%
INDIRECT	476,784	172,844	303,940	36%	64%
TOTAL	**4,996,344**	**1,996,730**	**2,999,614**	**40%**	**60%**

TRAINING & TECHNICAL ASSISTANCE FUNDS					
TRAVEL	14,475	7,441	7,034	51%	49%
SUPPLIES	16,404	1,167	15,237	7%	93%
CONTRACTUAL	19,823	20,300	(477)	102%	-2%
OTHER	23,005	11,245	11,760	49%	51%
INDIRECT	8,190	4,015	4,175	49%	51%
TOTAL	**81,897**	**44,168**	**37,729**	**54%**	**46%**

GRAND TOTAL EHS FEDERAL FUNDS	**5,078,241**	**2,040,898**	**3,037,343**	**40%**	**60%**

NON-FEDERAL SHARE	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
IN-KIND	1,269,560	426,825	842,735	34%	66%
TOTAL NON-FEDERAL FUNDS	**1,269,560**	**426,825**	**842,735**	**34%**	**66%**

Centralized Administrative Cost	7.2%
Program Administrative Cost	1.4%
Total Administrative Cost	**8.6%**

Budget reflects the projected annual funding level in Fiscal Year 2017 (Notice of Award #09CH010071-03-01)

Actual expenditures include posted expenditures and estimated adjustments through 06/30/2017

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 June 2017 (Month 5 of 12)

Percent of year elapsed: 42%

LOCATION	FUNDED ENROLL-MENT	Feb	March	April	May	June	YTD Totals	IN-KIND GOAL	% OF GOAL MET
Home Base - Manteca	12	3,607	3,791	5,304	4,625	4,854	22,180	31,320	71%
Home Base - Tracy	12	2,053	2,522	2,553	3,812	4,003	14,942	31,320	48%
Home Base - Lodi	35	6,975	8,762	9,482	7,926	8,321	41,465	91,351	45%
California Street	24	11,719	12,634	8,450	8,120	8,689	49,611	125,282	40%
Chrisman	30	8,771	9,937	11,674	12,307	12,933	55,621	156,602	36%
Home Base - Stockton	90	13,421	16,503	18,909	16,031	16,828	81,692	234,904	35%
4th Street	24	8,398	8,489	7,478	8,986	9,426	42,777	125,282	34%
St. Mary's	16	2,627	4,100	6,543	4,687	4,919	22,878	83,521	27%
Walnut	24	2,084	11,779	7,270	4,677	4,900	30,710	125,282	25%
Lodi UCC	30	5,167	4,343	4,417	7,737	8,119	29,783	156,602	19%
Kennedy	16	1,654	924	705	1,193	1,251	5,727	83,521	7%
Administrative Services		0	0	0	0	0	0	0	
Program Services		80	0	75	29,002	0	29,156	21,858	133%
Policy Council		199	28	17	27	11	282	2,713	10%
SUBTOTAL IN-KIND	**313**	**66,752**	**83,813**	**82,876**	**109,131**	**84,253**	**426,825**	**1,269,560**	**34%**

COMMUNITY ACTION PARTNERSHIP OF KERN
MEMORANDUM

To: Executive Committee

From: Donna Holland, Fiscal Administrator

Subject: Agenda *Item 6d:* Early Head Start Child Care Partnerships Budget to Actual Report for the Period Ended June 30, 2017 – **Info Item**

Date: July 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 June 30, 2017. Ten months (83%) of the 12-month budget period have elapsed.

Base Funds

Staff estimate that by year-end (August 31, 2017), costs of **Personnel and Fringe Benefits** will be close to budget.

Costs of classroom and curriculum **Supplies** are in excess of budget by $4,761. This amount includes (1) a late shipment that was received after the last day of the prior budget period; and (2) a purchase that was originally intended to be charged to the Carryover Funds.

Staff estimate that by year-end, costs in the **Contractual** category will be under budget by $19,790. This is due to temporary under-enrollment of children earlier in the budget period, which resulted in decreased payments to contractors providing the child care services.

Costs in the **Other** category are estimated to be $924 less than budget by year-end.

Total base costs overall are slightly under budget.

Carryover Funds

CAPK staff continue to work with its child care partners to expend the carryover funds for playground improvements, additional classroom and curriculum supplies, building maintenance and repair.

Training & Technical Assistance (T&TA)

Overall expenditures are at 79% of budget; staff expect to fully expend these funds by year-end.

Non-Federal Share

With 83% of the year elapsed, total Non-Federal Share is at 84% of budget.

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 - June 30, 2017
Month 10 of 12 (83%)

Prepared 07/10/2017

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	122,245	107,563	14,682	88%	12%
FRINGE BENEFITS	28,705	24,430	4,275	85%	15%
TRAVEL	0	0	0		
EQUIPMENT	0	0	0		
SUPPLIES	1,650	6,411	(4,761)	389%	-289%
CONTRACTUAL	459,322	359,623	99,699	78%	22%
CONSTRUCTION	0	0	0		
OTHER	9,990	7,202	2,788	72%	28%
INDIRECT	62,184	50,488	11,696	81%	19%
TOTAL BASE FUNDING	**684,096**	**555,716**	**128,380**	**81%**	**19%**

CARRYOVER FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	0	0	0		
FRINGE BENEFITS	0	0	0		
TRAVEL	0	0	0		
EQUIPMENT	115,000	0	115,000	0%	100%
SUPPLIES	83,333	49,455	33,878	59%	41%
CONTRACTUAL	0	0	0		
CONSTRUCTION	0	0	0		
OTHER	100,000	0	100,000	0%	100%
INDIRECT	16,667	4,945	11,722	30%	70%
TOTAL CARRYOVER FUNDING	**315,000**	**54,400**	**260,600**	**17%**	**83%**

TRAINING & TECHNICAL ASSISTANCE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
TRAVEL	5,294	7,900	(2,606)	149%	-49%
SUPPLIES	16,233	434	15,799	3%	97%
CONTRACTUAL	0	0	0		
OTHER	38,000	37,628	372	99%	1%
INDIRECT	4,273	4,596	(323)	108%	-8%
TOTAL TRAINING & TECHNICAL ASSISTANCE	**63,800**	**50,558**	**13,242**	**79%**	**21%**

GRAND TOTAL FEDERAL FUNDS	**1,062,896**	**660,675**	**402,221**	**62%**	**38%**

NON-FEDERAL SHARE	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
IN-KIND	175,224	146,471	28,753	84%	16%
TOTAL NON-FEDERAL FUNDS	**175,224**	**146,471**	**28,753**	**84%**	**16%**

Centralized Administrative Cost	7.4%
Program Administrative Cost	1.2%
Total Administrative Cost	**8.7%**

Budget reflects Notice of Award #09HP0036-02-01.

Actual expenditures include posted expenditures and estimated adjustments through 06/30/2017.

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Executive Committee

Christine Anami

From: Christine Anami, Chief Financial officer

Date: July 19, 2017

Subject: *Agenda Item 6e*: Indirect Fund Close-out Report for FY 2016/17 – **Info Item**

Community Action Partnership of Kern (CAPK), with Board approval, adopted the use of the 10% de minimis indirect cost rate effective 3/1/16. When the Office of Management and Budget (OMB) issued the Uniform Guidance in December 2014, it allowed agencies to recover centralized administrative costs using a pre-approved 10% rate as long as the agency had never negotiated an indirect cost rate before. CAPK was eligible to elect the 10% rate because it had never negotiated an indirect cost rate with our cognizant federal agency, U.S. Department of Health and Human Services and had always used the direct cost method instead. One of the advantages of using the 10% indirect cost rate is that funds generated to recover centralized administrative costs from grants/program that are in excess of actual centralized administrative costs can carry over into future years. This is not the case when using the direct cost method.

For the first fiscal year using the 10% indirect cost rate to recover centralized administrative costs, the revenue earned was $4,827,346 compared to expenditures of $4,316,800, producing excess revenue of $510,546 which can carry over into the next fiscal year.

Financial statements for the Indirect Fund as of February 28, 2017 and detail revenue and expenditure schedules are attached for additional information on using the 10% indirect cost rate for the 2016/17 fiscal year.

Attachments: Indirect Fund Financial Statements as of February 28, 2017
Indirect Revenue by Program
Indirect Expenditures – Budget to Actual
Indirect Expenditures by Program

COMMUNITY ACTION PARTNERSHIP OF KERN
INDIRECT FUND

STATEMENT OF POSITION (UNAUDITED)
AS OF FEBRUARY 28, 2017

ASSETS	
Cash	775,250
Accounts Receivable	59
Travel Advance	1,174
Prepaid Expenses	22,111
Other Deferred Charges	5,934
Total Assets	804,528
LIABILITIES AND NET ASSETS	
Accounts Payable	156,098
Accrued Expenses	137,884
Total Liabilities	293,982
Total Net Assets	510,546
Total Liabilities and Net Assets	804,528

STATEMENT OF OPERATIONS (UNAUDITED)
FOR THE PERIOD MARCH 1, 2016 TO FEBRUARY 28, 2017

REVENUE	
Head Start Programs	3,217,891
CSBG	429,649
Energy Programs	427,449
Migrant Alternative Payment	352,791
WIC	246,542
211 Programs	63,839
Food Bank Programs	34,942
E Kern Family Resource Center Programs	22,126
Youth Center Programs	18,906
SAP	5,839
VITA Programs	3,168
Fund Raising	2,448
Discretionary Fund	964
General Fund	790
Total Revenue	4,827,346
EXPENDITURES	
Salaries	2,370,849
Benefits	532,276
Operating Costs	
Travel	57,537
Space Costs	177,859
Supplies	109,599
Consultant/Contract Services	768,242
Communication	40,048
Postage	47,199
Risk Insurance	78,521
Hiring Costs	33,939
Other Costs	100,732
Total Expenditures	4,316,800
Change in Net Assets	510,546
Net Assets, beginning	0
Net Assets, ending	510,546

COMMUNITY ACTION PARTNERSHIP OF KERN

INDIRECT REVENUE BY PROGRAM - FY 2016/17

Abila Fund No.	Fund Title	Indirect Revenue	Indirect Subsidy	Total Indirect	Indirect by Program	%
103	CSBG	105,805.84	323,843.56	429,649.40	429,649.40	8.90%
261	Migrant Alternative Payment	583,499.16	(230,708.09)	352,791.07	352,791.07	7.31%
115	WIC	308,885.30	(62,343.03)	246,542.27	246,542.27	5.11%
118	SAP	5,881.87	(43.34)	5,838.53	5,838.53	0.12%
595	Fundraising	2,447.94		2,447.94	2,447.94	0.05%
502	Discretionary Fund	964.48		964.48	964.48	0.02%
501	General Fund	790.34		790.34	790.34	0.02%
Head Start Programs						
108	Early Head Start	350,275.88	(5.47)	350,270.41		
109	Head Start	1,730,980.26	(10.63)	1,730,969.63		
110	EHS Child Care Partnerships	77,256.40		77,256.40		
112	CACFP	130,010.10		130,010.10		
117	EHS San Joaquin	483,212.88	7,567.09	490,779.97		
139	CACFP - San Joaquin	7,567.09	(7,567.09)	0.00		
250	Migrant Child Care	15,868.13	0.65	15,868.78		
253	General Child Care	196,185.81	5.47	196,191.28		
258	State Preschool	226,391.70	9.98	226,401.68		
265	Child Development Reserve #2	142.70		142.70	3,217,890.95	66.66%
Energy Programs						
122	LIHEAP	365,775.70		365,775.70		
123	DOE WAP	6,826.60	(1,269.18)	5,557.42		
221	LIWP	40,905.39	(23,793.70)	17,111.69		
229	Water Tank Installation	4,572.29		4,572.29		
241	LIWP Solar PV Pilot	9,082.42		9,082.42		
524	Energy	286.52	25,062.88	25,349.40	427,448.92	8.85%
211 Programs						
164	Cal Fresh	1,299.12	(751.84)	547.28		
187	County I&R - Bioterrorism	1,169.20	(1,169.20)	0.00		
284	First 5 Kern - Help Me Grow	880.14	(176.03)	704.11		
288	First 5 Kern - 211	5,262.04	(898.85)	4,363.19		
389	County of Kern - 211	9,335.49	(734.71)	8,600.78		
428	211 - United Way	35,297.33	(2,643.60)	32,653.73		
468	CalEITC4Me	636.10		636.10		
536	211	10,129.27	6,205.03	16,334.30	63,839.49	1.32%
Food Bank Programs						
105	EFAP	20,670.59	(20,670.59)	0.00		
114	EF&S	8,562.96	(8,562.96)	0.00		
216	State Food Bank	2,835.37	(2,835.37)	0.00		
413	Resnick Foundation	4,584.51	(4,354.92)	229.59		
419-086	Kaiser - Food Bank Healthy Eating	1,245.87	(1,245.87)	0.00		
443	Bakersfield Californian Foundation	319.67	(319.67)	0.00		
504	Food Bank	12,857.43	21,855.35	34,712.78	34,942.37	0.72%
East Kern Family Resource Center Programs						
280	Differential Response	15,821.58	(2,297.02)	13,524.56		
281	First 5 Kern - E Kern Family Resource	10,267.82	(1,666.47)	8,601.35	22,125.91	0.46%
Youth Centers Programs						
120	Information & Education	6,581.23	(62.90)	6,518.33		
130	Justice Assistance Grant	5,706.95	(5,706.95)	0.00		
133	Summer Food Program	4,326.33		4,326.33		
175-173	CSBG Discretionary - Youth Employment	1,233.73		1,233.73		
232	California Coastal Commission	348.20	(348.20)	0.00		
335	Gang Prevention	5,993.53	(789.97)	5,203.56		
407-069	The California Endowment - LCAP	753.08	(753.08)	0.00		
419-066	Kaiser - FHCC Nutrition Education	897.19	(897.19)	0.00		
444	Starbuck Foundation	348.40		348.40		
527	Shafter Youth Center	55.90	156.32	212.22		
531	Friendship House	3,229.82	(2,165.97)	1,063.85	18,906.42	0.39%
VITA Programs						
149	IRS VITA	1,290.77	85.56	1,376.33		
175-174	CSBG Discretionary - EITC	1,792.02		1,792.02	3,168.35	0.07%
		4,827,346.44	**0.00**	**4,827,346.44**	**4,827,346.44**	**100.00%**

Note: Indirect Subsidy = 384,791.89 debits and credits. Respresents amount that grants could not recover directly but needed a subsidy from another grant.

Prepared Date: 7/5/17

COMMUNITY ACTION PARTNERSHIP OF KERN
INDIRECT FUND - 2016/17 FY
BUDGET TO ACTUAL EXPENDITURES - 3/1/16 TO 2/28/17 (12 OF 12 MONTHS = 100%) - FINAL

	Revised Budget	Actual	% Expended	Available Balance
Salaries	2,400,911	2,370,849	98.7%	30,062
Benefits @ 24%	576,218	532,276	92.4%	43,942
Total Personnel Costs	2,977,129	2,903,125	97.5%	74,004
Operating Costs				
Travel	41,800	57,537	137.6%	(15,737)
Space Costs	123,000	177,859	144.6%	(54,859)
Supplies	115,000	109,599	95.3%	5,401
Consultant/Contract	715,500	768,242	107.4%	(52,742)
Other Operating Costs	280,000	300,438	107.3%	(20,438)
Total Operating Costs	1,275,300	1,413,675	110.9%	(138,375)
Total	4,252,429	4,316,800	101.5%	(64,371)

RECAP BY SUPPORT DIVISION	Revised Budget	Actual	% Expended	Available Balance
HR	985,536	1,019,027	103.4%	(33,491)
Operations	1,461,898	1,551,623	106.1%	(89,725)
Executive	376,245	392,348	104.3%	(16,103)
Community Development	456,804	433,859	95.0%	22,945
Finance	971,946	919,943	94.6%	52,003
	4,252,429	4,316,800	101.5%	(64,371)

Prepared Date: 7/4/17

COMMUNITY ACTION PARTNERSHIP OF KERN

INDIRECT FUND - 2016/17 FY - FINAL

ACTUAL EXPENDITURES 3/1/16 - 2/28/17 BY DIVISION

	HR 999-900	Operations 999-901	Executive 999-902	Community 999-903	Finance 999-904	TOTAL
Salaries	**632,144.75**	**546,904.27**	**248,627.33**	**317,336.44**	**625,836.19**	**2,370,848.98**
Benefits	**137,501.04**	**148,153.40**	**55,095.88**	**73,460.82**	**118,064.69**	**532,275.83**
Total Personnel Costs	**769,645.79**	**695,057.67**	**303,723.21**	**390,797.26**	**743,900.88**	**2,903,124.81**
Operating Costs						
Travel						
Local Travel - Staff	1,218.50	4,117.77		747.69		6,083.96
Local Travel - Board			1,470.90			1,470.90
Out of Town Travel	8,435.80	10,645.72	3,980.42	6,747.30	1,802.57	31,611.81
Out of Town Travel -Board			6,626.76			6,626.76
Per Diem	2,541.74	2,832.75	587.00	1,138.25	577.00	7,676.74
Per Diem - Board			1,038.00			1,038.00
Vehicle Gasoline		2,098.99				2,098.99
Vehicle Rental	745.38				184.56	929.94
	12,941.42	**19,695.23**	**13,703.08**	**8,633.24**	**2,564.13**	**57,537.10**
Space Costs						
Rent		44,107.84				44,107.84
Depreciation		24,272.64				24,272.64
Repair/Maintenance	2,890.86	62,420.14		4.25	3,267.21	68,582.46
Security		4,625.87		(5.00)		4,620.87
Utilities	281.00	35,510.92			340.00	36,131.92
Property Taxes		143.05				143.05
	3,171.86	**171,080.46**		**(0.75)**	**3,607.21**	**177,858.78**
Supplies						
Supplies	16,744.98	33,910.98	2,200.98	4,871.15	14,572.56	72,300.65
Computer Supplies	4,490.89	12,404.56	4,927.38	1,176.78		22,999.61
Computer Software	755.89	12,321.68		1,220.75		14,298.32
	21,991.76	**58,637.22**	**7,128.36**	**7,268.68**	**14,572.56**	**109,598.58**
Consultant/Contract						
Legal Fees	6,516.00					6,516.00
Audit Fees					95,482.05	95,482.05
Payroll Service Fees	162,921.58					162,921.58
Consultant Services	2,300.00	11,795.19		10,265.50	19,867.92	44,228.61
Software Support		458,010.84		1,083.00		459,093.84
	171,737.58	**469,806.03**		**11,348.50**	**115,349.97**	**768,242.08**
Other Operating Costs						
Communication	756.12	35,612.75	3,120.87	225.00	332.78	40,047.52
Postage	29.29	791.36	46,169.29	59.15	149.67	47,198.76
Printing	3,622.12	80.63	193.94	1,705.30	1,668.38	7,270.37
Risk Insurance		78,520.97				78,520.97
Hiring Costs	12,971.17	796.00	194.00	1,624.59	18,353.00	33,938.76
Employee Costs	5,004.45	11.00	5.00	5.00		5,025.45
First Aid		4.08				4.08
Board Costs			9,879.02			9,879.02
Tuition/Registration	2,516.00	4,914.00	1,715.00	3,116.99	1,800.00	14,061.99
Tuition - Board			3,085.00			3,085.00
Equipment Rent/Lease	1,889.41	5,191.87	1,257.76		1,478.44	9,817.48
Equip Repair/Maint	939.48	996.11	291.67		1,318.21	3,545.47
Vehicle Repair/Maint		2,875.03				2,875.03
Outreach				5,771.26		5,771.26
Training Expenses	4,454.00	6,846.03		549.51		11,849.54
Meeting Expenses	325.00	450.00	1,016.53	981.45	300.00	3,072.98
Membership Dues	2,649.20		825.00	1,774.00		5,248.20
Bank Charges					14,247.85	14,247.85
Licensing/Misc Fees	4,382.00	256.50	40.00		300.00	4,978.50
	39,538.24	**137,346.33**	**67,793.08**	**15,812.25**	**39,948.33**	**300,438.23**
TOTAL	**1,019,026.65**	**1,551,622.94**	**392,347.73**	**433,859.18**	**919,943.08**	**4,316,799.58**
Prepared Date: 7/4/17						

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Executive Committee

Christine Anami

From: Christine Anami, Chief Financial officer

Date: July 19, 2017

Subject: *Agenda Item 6e*: 2017/18 Indirect Fund Budget – **Action Item**

The Indirect Fund budget for Community Action Partnership of Kern's 2017/18 fiscal year has been developed using the prior year budget and prior year actual revenue and expenditures. Fiscal year 2017/18 will be the second year using the 10% indirect cost rate.

The 2017/18 revenue budget is the actual revenue amount from the prior year that was generated using the 10% indirect cost rate to recover centralized administrative costs. This amount is considered to be a realistic budget amount for 2017/18. For expenditures, 71% of the 2017/18 budget is for personnel costs and 29% for operating costs which is fairly consistent with the prior year budget as well as the prior year actual expenditures.

Overall, the 2017/18 expenditures budget is 10.4% greater than the prior year actual expenditures. The budget for personnel costs increased due to the addition of two staff, Director of Administration and IT Specialist. In addition, the budget includes an additional CFO position for six months to receive training from the current CFO who will be retiring at the end of the current fiscal year. The budget for operating costs decreased due to the planned usage reduction of an outside software support consultant with the addition of the IT Specialist position as well as other technology efforts that are ongoing.

The 2017/18 budget comparison between the prior year budget and the prior year actual revenue and expenditures is attached including the 2017/18 expenditure budget by support division, Human Resources, Operations, Executive, Community Development and Finance.

Also, attached is the Indirect Fund budget to actual report for the 4 month period March 1, 2017 to June 30, 2017. The report will show with 4 months or 33.33% of the budget year completed, total expenditures are 30% of budget. The revenue earned for 4 months exceeds expenditures in the amount of $149,868.

Recommendation:

Staff recommends approval of the 2017/18 Indirect Fund Budget.

Attachments: 2017/18 Indirect Fund Budget
2017/18 Indirect Fund Budget by Support Division
2017/18 Indirect Fund Budget to Actual Report

COMMUNITY ACTION PARTNERSHIP OF KERN
INDIRECT FUND BUDGET - FY 2017/18
CURRENT YEAR BUDGET COMPARED TO PRIOR YEAR BUDGET AND PRIOR YEAR ACTUAL

Line Items	FY 2016/17 Budget	FY 2016/17 Actual	FY 2017/18 Budget	% Change 2017/18 Budget to 2016/17 Actual
Revenue	4,626,905	4,827,346	4,827,346	100.0%
		4.3% Over		
Expenditures				
Salaries	2,400,911	2,370,849	2,742,700	115.7%
Benefits	576,218	532,276	641,700	120.6%
Benefit Rate	24.0%	22.5%	23.4%	
Total Personnel Costs	2,977,129	2,903,125	3,384,400	116.6%
	70.0%	67.3%	71.0%	
Operating Costs				
Travel	41,800	57,537	70,100	121.8%
Space Costs	123,000	177,859	192,400	108.2%
Supplies	115,000	109,599	153,000	139.6%
Consultant/Contract	715,500	768,242	613,000	79.8%
Other Operating Costs	280,000	300,438	353,900	117.8%
Total Operating Costs	1,275,300	1,413,675	1,382,400	97.8%
	30.0%	32.7%	29.0%	
Total Expenditures	4,252,429	4,316,800	4,766,800	110.4%
		1.5% Over		
Excess Indirect Revenue	374,476	510,546	60,546	

RECAP - EXPENDITURES BY SUPPORT DIVISION	FY 2016/17 Budget	FY 2016/17 Actual	FY 2017/18 Budget	% Change 2017/18 Budget to 2016/17 Actual
Operations	1,461,898	1,551,623	1,526,000	98.3%
Human Resources	985,536	1,019,027	1,151,500	113.0%
Finance	971,946	919,943	1,049,800	114.1%
Community Development	456,804	433,859	525,400	121.1%
Executive	376,245	392,348	514,100	131.0%
	4,252,429	4,316,800	4,766,800	110.4%

Date Prepared: 7/9/17

COMMUNITY ACTION PARTNERSHIP OF KERN						
INDIRECT FUND BUDGET BY DIVISION - FY 2017/18						
	HR 999-900	Operations 999-901	Executive 999-902	Comm Dev 999-903	Finance 999-904	TOTAL
SALARIES	**665,600**	**629,500**	**306,200**	**385,100**	**756,300**	**2,742,700**
BENEFITS	**159,800**	**176,300**	**61,300**	**93,000**	**151,300**	**641,700**
TOTAL PERSONNEL COSTS	**825,400**	**805,800**	**367,500**	**478,100**	**907,600**	**3,384,400**
OPERATING COSTS						
Travel						
Local Travel - Staff	1,500	4,000		1,800		7,300
Local Travel - Board			2,000			2,000
Out of Town Travel	9,000	12,400	7,000	9,500	1,500	39,400
Out of Town Travel -Board			8,000			8,000
Per Diem	2,400	3,500	2,000	1,900	500	10,300
Per Diem - Board			2,000			2,000
Vehicle Rental	900				200	1,100
	13,800	**19,900**	**21,000**	**13,200**	**2,200**	**70,100**
Space Costs						
Rent		48,100				48,100
Depreciation		24,500				24,500
Repair/Maintenance	10,500	64,500			500	75,500
Security		4,200				4,200
Utilities	300	38,800			500	39,600
Property Taxes		500				500
	10,800	**180,600**	**0**	**0**	**1,000**	**192,400**
Supplies						
Supplies	33,500	40,000	5,000	7,000	16,000	101,500
Computer Supplies	6,500	15,000	5,000	1,500	3,000	31,000
Computer Software	1,500	18,000		1,000		20,500
	41,500	**73,000**	**10,000**	**9,500**	**19,000**	**153,000**
Consultant/Contract						
Legal Fees	7,000					7,000
Audit Fees					85,000	85,000
Payroll Service Fees	155,000					155,000
Consultant Services	11,000	53,500		6,000		70,500
Software Support		250,000		1,000	9,500	260,500
Subcontract Labor			35,000			
	173,000	**303,500**	**35,000**	**7,000**	**94,500**	**613,000**
Other Operating Costs						
Communication	700	45,000	4,000		700	50,400
Postage	1,000	900	54,000	100	300	56,300
Printing	12,000	200	500	3,500	2,000	18,200
Risk Insurance		79,000				79,000
Hiring Costs	25,000	1,200	500	1,500	500	28,700
Employee Costs	6,000					6,000
Board Costs			10,000			10,000
Tuition/Registration	4,000	5,100	3,000	4,500	1,000	17,600
Tuition - Board			4,000			4,000
Equipment Rent/Lease	2,000	2,500	3,000		1,500	9,000
Equip Repair/Maint	1,000	800			2,000	3,800
Outreach				6,000		6,000
Training Expenses	3,500	8,000		300		11,800
Meeting Expenses	23,800		1,500	800	500	26,600
Membership Dues	3,500			900		4,400
Bank Charges					17,000	17,000
Licensing/Misc Fees	4,500	500	100			5,100
	87,000	**143,200**	**80,600**	**17,600**	**25,500**	**353,900**
TOTAL OPERATING COSTS	**326,100**	**720,200**	**146,600**	**47,300**	**142,200**	**1,382,400**
TOTAL BUDGET	**1,151,500**	**1,526,000**	**514,100**	**525,400**	**1,049,800**	**4,766,800**
Date Prepared: 7/9/17						

COMMUNITY ACTION PARTNERSHIP OF KERN
INDIRECT FUND - FY 2017/18
BUDGET TO ACTUAL - 3/1/17 TO 6/30/17 (4 OF 12 MONTHS = 33.33%)

	Budget	Actual	% Expended	Available Balance
Revenue	**4,827,346**	**1,580,436**	**32.7%**	**3,246,910**
Expenditures				
Salaries	2,742,700	751,697	27.4%	1,991,003
Benefits	641,700	176,322	27.5%	465,378
Benefit Rate	23.4%	23.5%		
Total Personnel Costs	3,384,400	928,019	27.4%	2,456,381
	71.0%	64.9%		
Operating Costs				
Travel	70,100	17,705	25.3%	52,395
Space Costs	192,400	62,814	32.6%	129,586
Supplies	153,000	42,728	27.9%	110,272
Consultant/Contract	613,000	282,487	46.1%	330,513
Other Operating Costs	353,900	96,815	27.4%	257,085
Total Operating Costs	1,382,400	502,549	36.4%	879,851
	29.0%	35.1%		
Total Expenditures	**4,766,800**	**1,430,568**	**30.0%**	**3,336,232**
Excess Indirect Revenue	**60,546**	**149,868**		

RECAP BY SUPPORT DIVISION	Revised Budget	Actual	% Expended	Available Balance
HR	1,151,500	377,578	32.8%	773,922
Operations	1,526,000	460,785	30.2%	1,065,215
Executive	514,100	131,353	25.6%	382,747
Community Development	525,400	150,989	28.7%	374,411
Finance	1,049,800	309,863	29.5%	739,937
	4,766,800	1,430,568	30.0%	3,336,232

Prepared Date: 7/9/17

COMMUNITY ACTION PARTNERSHIP OF KERN
DISCRETIONARY AND FUND RAISING FUNDS
FOR THE MONTH ENDED JUNE 30, 2017

	03/01/17-05/31/17	06/01/17-06/30/17	TOTAL	
BEGINNING BALANCE (NOTE 1)	422,293.24		422,293.24	
CASH RECEIPTS				
2017 Awards Banquet Donations	53,050.00	5,916.00	58,966.00	a
Give Big Kern (Net)	6,414.68	(193.66)	6,221.02	
Donations	1,311.66	556.64	1,868.30	
Misc. Revenue	3,100.16		3,100.16	
Interest Income/Union Administrative Fee	208.53	154.43	362.96	
TOTAL CASH RECEIPTS	64,085.03	6,433.41	70,518.44	
CASH DISBURSEMENTS				
Line of Credit Interest Expense	154.16		154.16	
Line of Credit Unused Commitment Fee	514.41	624.65	1,139.06	b
2017 Awards Banquet Expenses	13,359.28	510.59	13,869.87	a
Staff Development Day (4/27/17) - Raffle Prizes	1,151.54		1,151.54	
Outreach	912.62		912.62	
Prior Period Cost - Pension	477.36		477.36	
Travel Cost - SB 441 Hearing	328.72	138.00	466.72	
Fundraising Expenses	530.63	105.37	636.00	
Miscellaneous Expenses	414.82	597.11	1,011.93	
Indirect	2,056.29	(174.08)	1,882.21	
TOTAL CASH DISBURSEMENTS	19,899.83	1,801.64	21,701.47	
CASH PROVIDED (USED)	44,185.20	4,631.77	48,816.97	
ENDING BALANCE	466,478.44		471,110.21	

Discretionary Cash	212,215.49
Fund Raising Cash	259,379.92
	471,595.41
Add: AR	1,682.74
Less: AP	(2,167.94)
	471,110.21

NOTES

1. For the year ended 2/28/17, the net increase to the Discretionary/Fund Raising Funds was $19,860.63.

a. As of 6/30/17, net 2017 awards banquet gain is $46,039.53 (FYE 2/28/17 = $943.40 + $45,096.13 for 2017/18).

b. Commitment fee for the period 3/31/17 to 6/29/17 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: 7/11/17

COMMUNITY ACTION PARTNERSHIP *of* KERN
BOARD OF DIRECTORS
PROGRAM REVIEW & EVALUATION COMMITTEE MEETING
August 9, 2017
12:00 p.m.

MEETING MINUTES

1. **Call to Order**

   Fred Plane called the meeting to order at 12:13 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, Jimmie Childress, Lorena Fernandez, Marian Panos

   Absent: Guadalupe Perez, Enrique Salazar, Jr.

   Others present: Yolanda Gonzales, Director of Head Start / State Child Development; Ralph Martinez, Director of Community Development; Pritika Ram, Director of Administration; Carmen Segovia, Director of Health & Nutrition Services; other CAPK staff.

3. **Approval of Agenda**

   Motion was made and seconded to approve the Program Review and Evaluation meeting agenda for August 9, 2017. Carried by unanimous vote. (Panos/Fernandez).

4. **Public Forum:**

   No one addressed the Committee.

5. **Program Presentation:**

   Jaime Orona provided an overview of the CAPK Food Bank programs offered in Kern County, which covers a service area of 8,319 square miles, with 110 Distribution Sites (37 are USDA Commodity Sites and 73 are Food Pantries). Jaime also stated that 23% of Kern County's population is food insecure, which is the highest rate in California. The CAPK Food Bank serves over 103,000 individuals per month and 58% of the Food Bank clients are children.

   To help drive donations, the CAPK Food Bank partners with local organizations to hold 4 events per year:
   - Stuff the Bus (GET Bus) in March
   - Stamp Out Hunger (U.S. Postal Service) in May
   - Feed-the-Need Food Drive (Kern County Fair) in September
   - Holiday Food Drive (KGET) in November

   The CAPK Food Bank employs 16.5 full-time employees but some of the work is performed by volunteers. 80% of the volunteers are part of a paid training program called Employment Preparation Program (EPP) where they learn valuable skills such as warehouse inventory, building pallets, and clerical data entry.

   Jaime added that CSUB is getting a C train (container) and will soon begin distributing food Monday-Friday to college students on campus.

Members of the Board expressed the satisfaction with the operation and community reach of the Food Bank Program.

6. **New Business**

a. July 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
- Energy
- Migrant Childcare Alternative Payment
- Central Kitchen
- Human Resources
- Operations
- Community Development – Grants & Research

Ralph Martinez provided a summary of each of CAPK's programs and services, and highlighted accomplishments from the month of July.

Assemblyman Vince Fong visited 3 CAPK sites in the last month, including Friendship House Community Center. Both Friendship House and the Shafter Youth Center have been open over the summer providing educational and recreational activities, along with healthy meals and snacks. On July 29th, children and their families from both centers enjoyed a picnic at Jastro Park which included multiple activities and food.

Central Kitchen served over 27,000 meals over the summer and concentrated their efforts on facility and vehicle maintenance. Employees from Central Kitchen also participated in food show at the Marriott which offered ideas on how to incorporate more fresh fruits and vegetables into meals.

Ralph reported that the Kern Food Policy Council has completed and finalized a food systems assessment and that information will be available later this month. CAPK has been involved with this council and the report will be shared with the board soon.

Motion was made and seconded to approve the July 2017 Program & Division Reports Carried by unanimous vote. (Childress/Fernandez).

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

- Allstate Foundation for Food Bank
- American Honda Foundation for Friendship House Community Center & Shafter Youth Center

Ralph highlighted the awarded funds from June and July which included: $94,750 from United Way of Kern County for the Food Bank; $209,094 from Kern County Network for Children for EKFRC / Differential Response Services; $3,000 from Friends of Mercy Foundation for EKFRC Emergency Supplies Closet and $30,000 from Starbucks Foundation for the FHCC/SYC Prep Works programs.

Ralph presented two Funding Requests: $14,000 from Allstate Foundation for the Food Bank; and $70,000 from American Honda Foundation to build capacity for the Science, Technology, Engineering, and Math (STEM) programs at both youth centers.

Marian Panos asked about the qualifications of the educators for the STEM program. Ralph said the educators are contracted while we build capacity to be able to handle the education requirements internally.

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

c. Head Start / State Child Development July Enrollment Update and Meals Report – Erika Arias, ERSEA Manager – ***Action Item***

Erika Arias provided the updated enrollment and meals report for July and reported that only 9 centers were operational over the summer with an average daily attendance of 96%. The Franklin center achieved 100% attendance for July and SJC Early Head Start met full enrollment. Enrollment numbers can be more than the stated count in instances when a child is dropped and replaced by another child before 30 days, the program is able to include the dropped child in the total enrollment number.

The waiver for under-enrolled children with disabilities is effective of one year, and staff will provide the Board the exact expiration date for the next meeting. .

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

d. July 2017 Outreach & Advocacy Report – Cristina Hernandez, Bilingual Resource & Outreach Coordinator – ***Info Item***

Cristina showed the committee a video of the food drive advertisement for the Kern County Fair for Sept. 26th. Cristina also elaborated on the role of the Outreach & Advocacy group stating that they support CAPK programs by preparing flyers, posting on all social media platforms, photographing events, preparing press releases and radio PSA's.

Coming in August, the newly redesigned CAPK Newsletter will begin bi-monthly distribution. The group is also working on plans for the 2018 Awards Banquet.

e. July 2016-2017 Head Start and Early Head Start Self-Assessment – Sylvia Ortega, Compliance Coordinator – ***Action Item***

Sylvia Ortega reported that the Head Start State Child Development Division conducts an annual self-assessment to review its program's operations, and to check the progress

towards achieving its goals, and objectives. Three program findings were noted and all have been corrected with staff having been trained, including handwashing. The program will continue to monitor and re-train staff as needed, including cross training staff. The Head Start Policy Council has approved the Self-Assessment and if approved today, a Board Resolution will be presented at the August 23, 2017 Board Meeting.

Timelines for Health & Safety is a priority and hand washing is an ongoing process for training.

Motion was made and seconded to approve the Head Start / Early Head Start Self-Assessment. Carried by unanimous vote. (Panos/Fernandez).

6. **Committee Member Comments**

There were no comments by Committee members.

7. **Next Scheduled Meeting**

Program Review & Evaluation
Wednesday, September 13, 2017
12:00 p.m.
5005 Business Park North
Bakersfield, California 93309

8. **Adjournment**

The meeting adjourned at 12:56 pm.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Community Development/Ralph Martinez		**Month/Year:** July 2017
Program/Work Unit: VITA	**Total Program Staffing**: 1 full-time staff	**Program Manager/Supervisor:** Sandi Truman
Services: Trained volunteers provide free tax preparation and e-filing for low- medium income individuals and families and assist clients with application for Earned Income Tax Credit (EITC).		

		Results			
Activities	**Description**	**Month**		**YTD**	
Tax Returns Completed	State & Federal		**51**		**4975**
Refunds	Federal	$26,123		$4,080,097	
	Federal EITC	$5,772		$3,305,174	
	Federal Total				**$7,379,499**
	State	$3,947		$655,089	
	California EITC	$80		$218,770	
	State Total				**$873,779**
Total Credits & Refunds	**State & Federal**		**$30,070**		**$8,253,278**

Other: The main tax season has ended as of April 18th, 2017. We continue to be open and continue to see tax payers, but on a limited basis. We are by appointment only during the off season. The returns that we do are based on extensions, self-employed, rental income, late filers, amended returns, previous years returns that were never done and referrals from the local IRS office.

This month I was chosen by IRS to go to Fresno and meet with the Deputy Commission to talk about our VITA program. Our program was the only one chosen for all of Southern California. We were presented a framed certificate for “Recognizing Remarkable Relationships” “Partner Innovation”

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Operations/Emilio Wagner		**Month/Year:** July 2017
Program/Work Unit: 2-1-1 Kern County	**Staffing:** 17 (4 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	3,248	2,817	431 (13%)	6,429
Kings County	157	133	24 (15%)	*
Tulare County	751	636	115 (15%)	*
Mountain Valley (Mariposa and Merced Counties)	139	120	19 (14%)	*
Stanislaus County	721	640	81 (11%)	*
Total	5,016	4,346	640 (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	Housing	Developmental Screening

Other Services		Month	YTD
LIHEAP	Calls Answered	2,971	23,639
Weatherization	Calls Routed through 2-1-1	165	1,769
Mental Health	Calls Answered	98	1,006
Website Visitors	Visitors to CAPK's 2-1-1 Kern web page	2,408	17,468
VITA	Calls Routed through 2-1-1	N/A	6,252

CalFresh Enrollments	Onsite enrollment into CalFresh (Supplemental Nutrition Assistance Program (SNAP/food stamps)	**Submitted**	**Approved**	**Pending**
		3	**0**	**1**

Outreach Activities	Outcomes
- GET Bus Food Distribution	Distributed 60 2-1-1 Kern informational cards.
- Bakersfield Burrito Project Resource Fair	Distributed 60 2-1-1 Kern informational cards.
- Planned Parenthood Presentation	Distributed 10 2-1-1 Kern informational cards.
- Parolee Outreach	Distributed 16 2-1-1 Kern informational cards.
- DHS Staff Presentation	Distributed 65 2-1-1 Kern informational cards.
- Dream Center Presentation	Distributed 20 2-1-1 Kern informational cards.

Highlights:

- 2-1-1 Kern represented CAPK at Bakersfield College in a presentation to a Business Communication class. The class was to pick one non-profit agency from the several presentations and provide an awareness event in the community. 2-1-1 Kern presented a BC Student CalFresh enrollment event.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Nutrition Services/Carmen Segovia		**Month/Year:** July , 2017
Program/Work Unit: East Kern Family Resource Center	**Total Program Staffing**: 6	**Program Manager/Supervisor:** Whitney Hughes
Program/Work Unit Description: Serves low-income individuals and families residing in East Kern County communities of Boron, California City, Mojave, North Edwards, Rosamond, and Tehachapi. Services include case managing families with children who are at risk of abuse and neglect (Differential Response); preparing children to enter kindergarten (School Readiness Initiative); parenting education; emergency supplies closet for immediate basic needs such as clothing, food, diapers, infant formula, bus passes, and gas vouchers.		

Activities	Description	Status	
		Month	YTD
Referrals for services Case Managed Families	Differential Response F5K School Readiness	13 2	182 18
Children participating in center-base program			25
Adults in Court Mandated Parenting Classes		5	15
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	75	495
Emergency Supplies Closet and Other Services	Food (individuals)	26	123
	Clothing (individuals)	32	187
	Photocopies (individuals) HEAP Application Supporting Docs	259 0	1792 386

Other: The EKFRC has made connections with the Mojave Chamber of Commerce and California Veteran's Assistance.

Staffing: The ECFRC is fully staffed and extremely patient as we continue our struggles with computers. The EKFRC was fortunate enough to purchase new CPU's and a stronger Wifi signal (Cradle Point) for the staff to fix the connectivity issues we were having. Unfortunately, now we are experiencing the unintentional consequence of the new operating system using a lot of data for maintenance and leaving us with very little for our daily use. This is greatly impacting our productivity. The EKFRC will be purchasing additional data beginning the month of August.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Community Development/Ralph Martinez		**Month/Year:** July 2017
Program/Work Unit: Shafter Youth Center	**Total Program Staffing:** 6	**Program Manager/Supervisor:** Angelica Nelson
Services: Summer and after-school tutoring, homework assistance, educational, recreational, and social enrichment activities and services for children ages 6-18. Evening programming is offered Monday through Friday, 5:00 to 9:00 pm; activities include basketball, ancestry class, and various local groups who utilize the meeting space.		

Activities	Participants	
Description	**Month**	**YTD**
After-School Program Tutoring, homework assistance, recreation, health & nutrition education.		45
Teen Pregnancy and Sexually Transmitted Infections Prevention (Information and Education) (#"s as of 7/1/2017) Informing and educating teens ages 12-19 years on preventing pregnancy and the spread of sexually transmitted infections.	3 new	3
Evening Program - Open Basket Ball	20 – 45 per night	
Summer Program Academics, sports, recreation, health & nutrition education, themed weeks with coordinated guest speakers.	101	
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

Other:

- Shafter Youth Center will be attending our first overnight camping trip! Shafter Youth Center has partnered up with Wind Wolves Preserve to teach girls about STEM and the outdoors. Trip will be on July 31st.

- SYC has hosted a great number guest speakers for the Summer Program. June guests include: Shafter Mayor, Cathy Prout; Shafter Historical Society's Dolly Hei, Susan Shafner and Stephanie Benito; American Red Cross; CSUB Fab Lab; Kern County Honor Flight; Minter Field Air Museum's, Ron Pierce; Bike Bakersfield; Kern Council of Governments; City of Shafter Public Works Dept.; Kern County Waste Management; Shafter High School Drama Club; Art Teachers, Karen Valenzuela and Jasmine Trejo; Leave No Trace; Kern Green; University of California Cooperative Extension Entomologist, Stephanie Rill; and San Joaquin Lapidary Society.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Community Development/Ralph Martinez		**Month/Year:** July 2017
Program/Work Unit: Friendship House	**Total Program Staffing:** 9	**Program Manager/Supervisor:** Lois Hannible
Services: After-school and summer programs, pre-employment program for youths, parenting classes, nutrition education, sports, gang prevention, and access to social services.		

Activities	Participants	
Description	**Month**	**YTD**
After-School Program Tutoring, homework assistance, recreation.	0	30
Summer Program Recreational activities, educational games, and activities.	0	127
Gang Prevention Program Aggression Replacement Training (ART), Nurturing Parenting and Parents on Mission (POM) parenting classes are provided at local school sites, correctional facilities, at the Friendship House and other community centers, to prevent at-risk youths from joining gangs.	0	55
Justice Assistance Grant (JAG) Program The JAG program provides Aggression Replacement Training (ART) at Stiern, Cato, and Compton Middle Schools, and provides additional JAG services at East High School.	0	52
Grow Fit Families Program 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) Program Chevron STEM teaches robotics, coding, engineering, and mathematics to program youth, engaging them in hands-on science focused learning.	0	18
Mobile Mexican Consulate Consular services are provided at FHCC every Tues. & every other Wed., providing passport renewals, assistance with obtaining important documents, and providing DACA & protection information.	0	3,192
PREP Works Program Pre-employment program for at-risk youth that provides them with financial literacy; skills and knowledge to conduct job searches and plan for college/career; and an incentivized savings program. Participants also have the opportunity to gain paid work experience. Work sites include: Super Cuts, Tastries Bakery, Factory 2 U, Maria's Bridal, CAPK Food Bank, Fiesta Grocery Store (Wasco, CA).	0	122
Realignment for Success (Program will begin June 2017) Transitional services are provided to adults referred to the program by the Probation and Sheriff's Departments. The program is to provide the participants with Aggression Replacement Training, Thinking for A Change, and parenting classes.	2	6

Other:

- Assemblymember Vince Fong will be visiting the CAPK Friendship House on Monday, July 31st for a tour of the facility and to learn of the many programs that are provided to the community.
- The Bakersfield Police provided a bicycle safety workshop at the FHCC on July 12th for the Summer Program participants where they instructed the youth on the laws of the road, how to use hand signals, and the importance of always wearing a helmet. After the presentation, the youth were provided a new helmet that was properly fitted for each by a Police Officer.
- Airport Valet Express, that provided the beach field trips for the FHCC, invited the FHCC Summer Program participants to attend a Kindness for Life picnic that they are hosting at Jastro Park on Saturday, July 29th, which will feature fun activities and lunch.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Nutrition Services/Carmen Segovia		**Month/Year:** July 2017
Program/Work Unit: Food Bank	**Total Staffing**: 16	**Program Manager/Supervisor:** Jaime Orona
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 (JUNE 2017)	34,992	148,627
	Poundage Received all Programs	1,316,760	5,991,889
	TOTAL POUNDAGE DIST. ALL SITES	1,268,000	5,849,180
Drought Emergency Food Assistance (DEFAP)	Families Served	3,099	16,555
	Individuals Served	19,619	101,306
	Total Poundage Distributed	213,360	1,130,310
Food Sourcing	Donations Received: **172,503** pounds of produce & 11 different produce items. • Ag Against Hunger: Leafy Greens, Broccoli, strawberries, & raspberries • Bolthouse: Carrots • California Association of Food Banks/Farm to Family: Broccoli • Grimmway: Mixed Produce • Kirschenman: Potatoes • Target: Mixed produce • Varsity Produce: Onions • Wonderful Co: Citrus CAPK FB held 3 fresh produce distributions at the following sites: Kern County Fair, Catholic Charities, & New Life. • Distributed 34,3170 lbs of produce & bread • Served 1,625 households/5,300 Individuals		
Food Drives: 696 lbs for the month of July.	• **Color Me Mine** "Food Bank Tuesday" 40 lbs • "Bingo Night Tuesday" at the **Kern County Fairgrounds** 176 lbs • **Allstate** "Let's CAN Hunger" 480 lbs		

Other:

- Assemblyman Vince Fong stopped by the Food Bank on July 31, 2017, it was our pleasure to give Mr. Fong a tour of our Food Bank Facility. He was greatly impressed of our work here at the Food Bank.
- CSFP held 31 distributions during the month of July and successfully distributed 30-pound boxes of non-perishable food to 3200 seniors. For the month of August, CSFP staff is in the process of securing 3 more sites for a total of 34 in order to distribute 3,500 boxes to seniors.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Nutrition Services/Carmen Segovia		**Month/Year:** July 2017
Program/Work Unit: WIC	**Total Program Staffing**: 80 staff,4 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.

		Participation 10/1/16-9/30/17			
Description		**Case Load**	**Month**	**Central Valley Avg.**	**State Avg.**
Total	All services	**19,970**	**16282 – 81.5%**		

Participation by WIC site	**Location**	**Participants**	**Location**	**Participants**
Note: The * indicates that the participants served at this site are included in the count for other sites. IT Equipment from other WIC site was used to issue food vouchers.	Arvin	72	Mojave	149
	Bakersfield		Oildale	471
	Homeless Shelter	2	Ridgecrest	719
	E. California Avenue	1684	Rosamond	708
	Niles Street	2421	Shafter	1310
	Montclair	421	Tehachapi	488
	Friendship House	152	Wasco	1829
	Panama	1138		
	Boron	31	San Bernardino County	
	Buttonwillow	65	Adelanto	1764
	California City	721	Big Bear	325
	China Lake Naval Station	*	Crestline	300
			Needles	181
	Delano	1013	Phelan	108
	Edwards Air Force Base	80		
	Lost Hills	129	Mobile WIC	1*

Projects

The CAPK WIC program promotes healthy eating habits for all age groups.

The staff from our Big Bear office participated in the Immunization Fair at the Clinic/Hospital facility on Saturday, July 22. A variety of community services were represented. Immunizations were offered to all children as well as a dental exam.

The popular Farmers Market program continues this month. Additional Farmers Market sites have been added to Kern County so that our participants have more sites to use the special Farmers Market vouchers.

Katherine Campos, RBL, is back from leave. She continues to educate physicians and their office staffs on breastfeeding accommodation.

Outreach Coordinator, Mitchall Patel, continues to spread the word about CAPK WIC. CAPK WIC's Instagram page was launched, @capkwic. It currently has 144 followers. Our Facebook page currently has 427 Likes. We had 23 referrals from the CAPK website. During the month he visited America's Job Center and UEI College where he received 9 referrals. Migrant camps have opened. He is visiting the migrant camps to inform staff and workers how and where to get WIC services from CAPK.

CAPK WIC held Hub Meetings at four locations. We Laurie Sproul helped train our staff on Workplace safety – How to De-Escalate a Threatening Situation. We also trained on Breastfeeding and WIC Ht/Wt procedures.

Our staff and Outreach efforts are dedicated to increasing participation. The CAPK WIC program promotes healthy eating habits for all age groups.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Operations/Emilio Wagner		**Month/Year:** July 2017
Program/Work Unit: Energy	**Total Program Staffing**: 50, including 1 temp	**Program Manager/Supervisor:** Margaret Palmer
Services: Residential weatherization, utility bill payment assistance, and energy efficiency education for low-to-moderate-income Kern County residents. Also installation of interim water tanks for low-income households affected by the drought.		

		Status	
Activities	**Description**	**Households Served**	
		Month	**YTD**
1A. Low Income Home Energy Assistance Program (LIHEAP) Utility Assistance (2017)	Assistance with utility bill payments	524	3,149
1B. Low Income Home Energy Assistance Program (LIHEAP) Utility Assistance (2016)		0	7,931
1C. Low Income Home Energy Assistance Program (LIHEAP) Utility Assistance (2015)		0	9,911
2. Low Income Home Energy Assistance Program(LIHEAP) Weatherization Assistance (2016 and 2017)	• Assistance with residential repair/weatherization (e.g., weather stripping, thermostats, door/window replacement, etc.) • Energy-efficient appliance installation	60 10	899 147
3. Low-Income Weatherization Program (LIWP) (2015)	Assistance with residential repair/ weatherization (e.g., weather stripping, thermostats, door/window replacement, etc.)	0	531
4. Interim Water Tank Installation Program	Installation of interim water tanks for low-income households affected by the drought.	-0-	33
5. Total Value of Services (utility payments only)		**$275,502.00**	**$10,456,552**
		Results	
6. Energy calls received (from 2-1-1)		**3136**	
		HEAP	**Wx**
7. Number of LIHEAP applications Received		**820**	**184**
8. Number of LIHEAP applications Completed		**524**	**56**
9. Number of LIHEAP applications in Progress		**184**	**98**
10. Outreach	- Vision Y Compromiso Fair-Bkfld - Primeros Pasos Presentation-Arvin -Family Carnival - Bakersfield	Distributed HEAP/Wx applications	
11.	Collaborative Meetings	Attended -0- meeting	

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Health & Nutrition Services/Carmen Segovia		**Month/Year:** July 2017*
Program/Work Unit: Migrant Childcare AP Program (MCAP)	**Total Staffing**: 17, *3 vacancies; Office Clerk, Subsidized Reimbursement Specialist, Family Services Specialist Kern*	**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, 2017, to June 30, 2018.
**This report is for the service month of June 2017, which was processed in the month of July 2017.*

		Status	
Activities	**Description**	**Total**	**% by County**
Active Enrollments	Kern*	397	44
	Tulare	163	18
	Kings	87	10
	Fresno	138	15
	Madera	99	10
	Merced	23	3
	Total	**907**	**100%**

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

Other:

Current Activities:

Program Manager participated as a panelist at Alternative Payment Program Association (CAPPA) Regional meeting on 7/12/17 in Hanford, CA. Susana was asked to share with other CDE contractors the MCAP provider reimbursement process.

This is the first month of our new fiscal year FY 2017-2018. There were no delays in the passing of the State Budget this year, so the MCAP contract has been executed. There were no cuts made to our contract amount. Staff is processing pre-applications for families in all counties and working on building our waiting list.

The new Budget had several regulation changes. At this time, the program is waiting for directive from the California Department of Education to determine how the program will be rolling out the implementation of the changes. MCAP management staff will be participating in a webinar on 7/28/17 hosted by CAPPA and California Child Development Administrators Association (CCDAA) in which the CDE staff will review the recently released Management Bulletins (MB's). There are two pending MB's not released yet. Program manager anticipates that several program policy and procedure changes will need to be made to reflect these regulation changes.

The recruitment process to fill the Family Services Coordinator (FSC) position for the Kern regional office was a success. Family Services Specialist, Maria Verduzco accepted the position and her status change became effective 7/17/17. The program is currently recruiting to fill the Family Services Specialist vacancy for the Kern regional office.

Upcoming Activities:

At this time the program is not scheduled to attend any outreach activities or events for the month of August or September.

A total of 5 staff will be attending the Annual CAPPA conference 10/18-10/20 and the CCDAA Fall Technical Assistance conference 11/01-11/03. Both conferences are held in Sacramento.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Nutrition Services/Carmen Segovia		**Month/Year**: July 2017
Program/Work Unit: Central Kitchen	**Staffing:** 14, including 2 subs w/ 9 off on Summer break	**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. • 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	**26,367**	**9,006**	**8,355**	**9,006**
Home Base Meals	**132**	**33**	**46**	**53**
VIP Parent Café Meeting Meals	**231**			
Summer Food Program Service	**0**			
Total	**26,730**	**9,039**	**8,401**	**9,059**

Other:

1. The start of the month the central kitchen had the vans get a pre-start-up check and found that we had to replace parts for a few of the vans. The central kitchen's vans range from 10 years to 15 years old, the oldest from 2002 and 2008 being the newest van. During the course of this year repairs, paint and signage has been done to maintain the van appearance and operation. In the month of July vehicles #52, 54, 66, 67, 74 and 77 received Safety Inspection/Services and Repairs. Two of the vans have water and oil leaks, the third van needs brake replacement. Kern County Superintendent of Schools' (KCSOS) mechanics have done a great job in keeping the vans maintained and operational.
2. The central kitchen staff were invited to attend the SYSCO food show at Bakersfield Marriot. The cooks and food production supervisor went to get new ideas for menu planning. We were looking for new meal items to add to our menu, some breakfast items and fresh fruit to add to what is on the menu now. The central kitchen is currently serving watermelon, cantaloupe, honeydew melon, apples, pears, oranges, bananas, pineapple and strawberries.
3. The central kitchen provided the centers with the items for the little chefs' week. The event was from July 10 to July 14, the centers received items for the children to make special lunches. Some of the menu items were fruit on a stick, and strawberry milk shakes.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Human Resources/Michele Nowell		**Month/Year:** July 2017
Program/Work Unit: HR/Payroll/Staffing	**Total Division Staffing**: 11	**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	798	
	Subs/Temps	43	
	Total Staff	**841**	
New Hires	**All divisions and programs**		
	Regular	10	71
	Subs/Temps	2	55
	Total New Hires	**12**	**126**
Leaves of Absence	Intermittent Leave	89	
	Full-time Leave	19	
	Total on Leave	**108**	
Terminations	**All divisions and programs**		
	Voluntary	14	72
	Involuntary	5	46
	Total Terminations	**19**	**118**
Staffing	**Vacancy**	5	**91**
	Total Applications Received	**210**	**1,017**
Payroll	**Total Hours Paid**	89,734	
	Total Gross Payroll	**$ 1,613.995.75**	

Projects Pension Review Performance Management on-line	**Completed:** Head Start Bumping with SEIU Organizational Changes in Energy **In Progress** HR Procedures Update Travel Procedures Return of Part Year Staff

COMMUNITY ACTION PARTNERSHIP OF KERN
DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Operations/Emilio Wagner		**Month/Year:** July 2017
Program/Work Unit: Business Services/ Maintenance & Operations/Information Technology/Risk Management	**Total Division Staffing:** 23	**Program Manager/Supervisor:** Lauren Wright, 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, 2017 to Date**
Business Services			
Purchase Orders Processed		98	540
Contracts/Leases Processed		12	43
Request for Proposals (RFP)	• Glass Subcontractor – Energy • Re-Roofing Contractor – HS Sterling • 2 WIC Vehicles • Food Bank Truck • Remodel Contractor – HS Wasco	Re-issued Awarded In progress In progress In progress	
Leases	• WIC – California Ave • Renew James St – WIC • Renew Niles St. - WIC • WIC Tehachapi	Renewal in Progress In progress In progress Lease executed	
Contracts	• County of Kern DHS Agreement • Copier Lease – Food Bank • Ready Rosie Agreement • Olympic Cleaning Agreement • G.OCHOA Agreement (Taft HS Remodel) • Bay Alarm Agreement • Orkin Pest Control Agreement	Contract executed Contract executed Contract executed In progress In progress In progress In progress	
Maintenance & Operations		**Received**	**03/01/2017 to Date Closed**
Facility Work Orders Processed	Repair and maintenance of CAPK facilities and vehicles.	174	1381
Projects	• Stine Toddler sinks • Taft HS – renovate newly leased modular • Sterling re-roof • Wasco- Renovate Facility • Wesley Homebase- renovate	Complete In progress Complete In progress Complete	

Operations Division July 2017 Report – Continued

Information Technology		**Received**	**03/01/2017 to Date Closed**
Help Desk Work Orders Processed	Technical assistance to employees, repairs, troubleshooting, coordination of services with IT services subcontractor	286	1378
Projects	• CAPK infrastructure analysis and planning • Implement Office 365 password sync with CAPK active directory. • Train staff on use of Skype For Business • Password policy • Deploying CEDS computer equipment • Deployment of Sophos Anti-Virus • Share Point Implementation	In progress Completed In progress In progress Completed Completed 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	7 3 1 0 1 0	30 13 6 4 2 1
Property Incidents		1	11
Vehicle Incidents		2	4
Projects	• 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	

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Community Development/Ralph Martinez		**Month/Year:** July 2017
Program/Work Unit: Grants & Research	**Total Staffing**: 5	**Program Manager/Supervisor:** Sheila Shegos
Services: Grant proposal preparation, research on funding resources and opportunities, and special projects.		

		Status	
Activities	**Description**	**In Progress**	**Submitted**
Grant Applications	• Dignity Health Community Grants Program	X	
	• Allstate Foundation Group		X
	• Wonderful Community Grants	X	
	• Enterprise Rent-A-Car – Technology Grant for Food Bank		X
	• Heffernan Foundation- STEM Youth Centers	X	
	• Bank of the West- VITA		X
	• American Honda Foundation		X
Potential Funding Opportunities – Research in Progress	• Dignity Health Community Grants Program LOI-Accepted, invited to apply. • Exploring U.S. Department of Agriculture & Office of Community Services grants with nutrition focus area • California Wellness Foundation LOI		

Projects	**Description**
Strategic Plan 2016-2021	Collecting progress reports and preparing mid-year report for BOD. Goal groups are recruiting new members and meeting regularly. CDD training new management staff on implementation process as needed.
Organizational Standards	CAPK Board Bylaws (Anticipate additional August 2017 review). Ongoing updates provided to CSD by staff, as needed.
ROMA Training	New next generation Results Oriented Management and Accountability training for managers and directors starting in August 2017.
Board Recruitment	Lorena Fernandez is appointed Low-Income South Kern Representative beginning July 2017.
CSBG Reporting	Staff attended mandatory training in Sacramento on July 11-12 in preparation for 2018 reporting changes. Staff will train management between now and the end of the year on new reporting standards.
Financial Capabilities TA	Staff is in the process of building the Team and Identifying community Stakeholders and partners.

Other: The final Kern Food Policy Council Food Systems Assessment will be available in August 2017. Community Development welcomed our newest team member Sheila Shegos as the Outreach and Grant Administrator.

COMMUNITY ACTION PARTNERSHIP OF KERN

FUNDING REQUESTS AND APPLICATION STATUS REPORT

PENDING - June-July 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
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
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
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
3/15/2017 (PRE)	4/6/2017	Friends of Mercy Foundation / Sister Phyllis Hughes Endowment for Special Needs	EKFRC/ Emergency Supplies Closet	$ 5,000
6/14/2017 (PRE)	**6/9/2017**	**The Starbucks Foundation**	**FHCC & SYC/ PREP Works for Opportunity Youth**	**$ 49,670**
6/14/2017 (PRE)	**6/20/2017**	**Enterprise Rent-A-Car / Feeding America**	**Food Bank / Operation Software**	**$ 25,000**
6/21/2017 (B&F)	**6/22/2017**	**Bank of the West**	**VITA/ 2017 Tax Season**	**$ 3,500**
8/09/2017 (PRE)	**7/11/2017**	**Allstate Foundation Group**	**Helping Hands - General Operating Support**	**$ 14,000**
8/9/17 (PRE)	**7/27/2017**	**American Honda Foundation**	**BYC_STEM**	**$ 75,000**

*Received notification of IRS funding for Year 1 of request; Year 2 notification pending.

COMMUNITY ACTION PARTNERSHIP OF KERN

FUNDING REQUESTS AND APPLICATION STATUS REPORT

AWARDED - June - July 2017

Date Approved	Date of Notification	Funding Source	Program/Proposal	Amount Requested	Amount Awarded	Funding Period
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
7/13/2016 (Exec)*	8/10/2016	Wells Fargo	FHCC & SYC/PREP Works	$ 30,000	$ 20,000	1/1/2017 - 12/31/2017
12/14/2016 (Exec)	4/4/2017	Rabobank Community Development Grant	VITA/ 2016 Tax Season	$ 4,500	$ 2,000	9/1/2016 - 6/30/2017
5/17/2017 (PRE)	5/22/2017	Target Distribution Center	SYC/ Museum on the Move	$ 2,500	$ 2,500	10/1/2017 - 9/30/2018
5/17/2017 (PRE)	5/30/2017	Target Distribution Center	Food Bank/ BackPack Buddies	$ 2,000	$ 2,000	8/1/2017 - 6/30/2018
4/12/2017 (PRE)	5/8/2017	Kern Family Health Care	Food Bank/ Senior Food Program	$ 2,000	$ 2,000	7/1/2017 - 6/30/2018
5/17/2017 (PRE)	**6/7/2017**	**United Way of Kern County**	**Food Bank/ Food Procurement & Distribution**	**$ 100,000**	**$ 94,750**	**4/1/2017 - 3/31/2018**
9/21/2016 (B&F)	**6/29/2017**	**Kern County Network for Children**	**EKFRC/ Differential Response Services**	**$ 209,094**	**$ 209,094**	**7/1/2017 - 6/30/2018**
3/15/2017 (PRE)	**7/5/2017**	**Friends of Mercy Foundation / Sister Phyllis Hughes Endowment for Special Needs**	**EKFRC/ Emergency Supplies Closet**	**$ 5,000**	**$ 3,000**	**8/01/2017-7/31/2018**
6/14/2017 (PRE)	**7/9/2017**	**Starbucks Foundation**	**FHCC/SYC PREP Works**	**$ 49,600**	**$ 30,000**	**01/01/2018-06/30/2018**
				TOTAL	**$ 946,565**	

COMMUNITY ACTION PARTNERSHIP OF KERN
FUNDING REQUESTS AND APPLICATION STATUS REPORT
DECLINED - June - July 2017

Date Approved	Date of Notification	Funding Source	Program/Proposal	Amount Requested
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
6/22/2016 (B&F)	*No response*	Best Buy Foundation	FHCC/Winners Program	$ 9,800
9/21/2016 (B&F)	*No response*	Dignity Health	FHCC & SYC/ Grow Fit Families Program	$ 73,800
3/22/2017 (B&F)	**6/14/2017**	**Kaiser Permanente Southern Cal. Community Benefits Grant Program**	**FHCC & SYC/ Summertime Yoga Challenge**	**$ 12,600**

Community Action Partnership of Kern
Funding Request Profile

Source of Funds: Private

Project Name: CAPK Food Bank General Support

Funder Name: Allstate Foundation

Grant Program Name: CAPK Food Bank

Funding Period: January 1, 2018 – December 31-2018

CFDA # N/A

Division Director: Carmen Segovia

Program Manager: Jaimie Orona

☒ ***New Funding***
☐ ***Re-Application***

A. *Narrative description of funding request, including goals:*

The Allstate Foundation invited CAPK to apply for up to $14,000 in general operating support for the CAPK Food Bank. Allstate sponsored a food drive from June 19 to June 30, 2017 involving 14 Allstate volunteers that collected non-perishable food items through their local offices. Upon completion of the event, CAPK can receive up to $1,000 per Allstate volunteer, towards general operating support of the CAPK Food Bank.

B. *Use of Funds:*

The funds of up to $14,000 will be used as general operating support for the CAPK Food Bank and go towards items such as food procurement, food distributions, and other general operating costs.

C. *Approvals:*

1. Carmen Segovia 7/11/17
Division Director Date

2. Ralph Martin 7-13-17
Director of Community Development Date

3. Christine Anami 7/13/17
Chief Financial Officer Date

4. [signature] 7/13/17
Chief Executive Officer Date

D. *Board:*

☐Policy Council Date: _____
☐PRE Presentation Date: _____
☐B&F Approval Date: _____
☐Board Approval Date: _____

Community Action Partnership of Kern
Funding Request Profile

Source of Funds: Private

Project Name: Building Youth Capacity in Science, Technology, Engineering, and Math (BYC_STEM)

Funder Name: American Honda Foundation

Grant Program Name: Friendship House Community Center and Shafter Youth Center

Funding Period: January 1, 2018 – December 31, 2018

CFDA # N/A

Division Director: Ralph Martinez

Program Manager: Lois Hannible and Angelica Nelson

☒ ***New Funding***
☐ ***Re-Application***

A. *Narrative description of funding request, including goals:*

CAPK is applying for up to $70,000 for the Building Youth Capacity in Science, Technology, Engineering, and Math (BYC_STEM) program at the FHCC and SYC. The program will serve 160 youths ages 5 to 18 in a full-year program. Expanding STEM education to underserved, impoverished, and minority young people can bring opportunities that can have a huge impact on their lives.

The FHCC and SYC will partner with Engineering for Kids Kern County who will provide all the materials, laptops, and two staff persons for twelve BYC_STEM labs. Topics will include Power and Energy; Mechanical Engineering; Environmental Engineering; Hardware Engineering; and Robotics. The BYC_STEM program will also hire a 30 hour per week program educator to provide additional labs using purchased STEM lab kits from Kern's 4-H club. These are fun projects that tie into key areas of Kerns current and emerging industries—alternative energy and aerospace as well as robotics. The program educator will also work with the program managers to strengthen program capacity so that future STEM programs will not need to use paid contractors to conduct the labs.

B. *Use of Funds:* The requested funds of up to $70,000 will be used to pay Engineering for Kids to conduct 12 STEM labs, salary and benefits for a 30 hour per week program educator, mileage, CSUB Fab Lab field trip and campus tour, additional STEM kits, and general program supplies.

C. *Approvals:*

1. _____ Division Director — Date

2. _____ 7-21-17 Director of Community Development — Date

3. Christina Arami 7/21/17 Chief Financial Officer — Date

4. _____ 7/24/17 Chief Executive Officer — 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:** July 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	July 2017 (Summer Enrollment 290)	2,041	301
Early Head Start Kern	July 2017	328	331
Early Head Start Partnership	July 2017	56	55
Early Head Start San Joaquin	July 2017	313	314
TOTAL Funded Enrollment		**2,738**	**1001**
Children with Disabilities		**Goal**	**Actual**
Head Start Kern	Identified as having an IEP	10%	2%
Early Head Start Kern	Identified as having an IFSP	10%	10%
Early Head Start Partnership	Identified as having an IFSP	10%	1%
Early Head Start San Joaquin	Identified as having an IFSP	10%	11%
Over Income		**Goal**	**Actual**
Head Start Kern	Within 100% and 130% of Federal Poverty Rate	<10%	4%
Early Head Start Kern	Within 100% and 130% of Federal Poverty Rate	<10%	4%
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	July 2016	July 2017
**							

Other: We had 1 Center with 100% attendance for July: Franklin

Total Division Staffing: Currently employed in Head Start: 548
Vacant Positions: 23
Currently out on Leave: 84
Currently on Summer break: 262

Program Updates: SJC EHS met full enrollment!!

**CACFP Data was not available at the time this report was created.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Community Development/Ralph Martinez		**Month/Year:** July 2017
Program/Work Unit: Outreach & Advocacy	**Total Staffing**: 2	**Program Manager/Supervisor:** Sheila Shegos
Services: *Media relations, public relations, agency promotional materials development, advocacy, website management, social media, fundraising, English-Spanish translation.*		

JULY ACTIVITIES	
Program	**Activity**
CAPK WIC	• Breastfeeding Awareness Month PSA on The Groove 99.3. Thanks to generously donated airtime by fellow board member Curtis Floyd. • Press release- Promoting Breastfeeding Awareness Month
CAPK Food Bank	• Thank You Thursdays: Carbajal Martial Arts Academy Food Drive, Stater Bros. Charities generous donated $5,000 to the CAPK Food Bank. • Social media posts: Food Assistance Event (in partnership with The Kern County Department of Human Services) and DEFAP for the month of June & July. • Free Produce Farmers Market flyer & social media posts in English & Spanish and press release. • Feed the Need PSA- https://vimeo.com/223349969
Shafter Youth Center	• Photos & social media posts of California Assemblymember Rudy Salas, fellow board member Ana Vigil, nature conservationist, Lynn Joiner, from Leave No Trace during their visits to the Shafter Youth Center this summer. • Jastro Park Picnic & Beach Trip
Friendship House Community Center	• The Friendship House Community Center also received some special guests this summer. ▪ California Assemblyman Vince Fong ▪ The American Red Cross ▪ Roaming Reptiles ▪ The Bakersfield Police Department • Jastro Park Picnic & Beach Trip
Head Start	• Photos & social media post of Franklin Head Start Center who celebrated Fourth of July with a Tricycle Parade. • Updated marketing materials
CAPK Agency	• August Newsletter and resign (bi-monthly publication) • 2018 Humanitarian Awards Banquet venue & menu prep

UPCOMING ACTIVITIES	
Date	**Activity**
August 1	• National Night Out: Bakersfield & Arvin
August 3	• Ready-Set Back 2 School Health & Wellness Fair
August 8	• Annual Back to School Event

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Program Review & Evaluation Committee

From: Sylvia Ortega, Compliance Coordinator

Date: August 9, 2017

Subject: *Agenda Item 6e:* 2016-2017 Head Start/ State Child Development Self-Assessment – **Action Item**

The Head Start/State Child Development Division conducts an annual self-assessment to involve the agency in a review of its program's operations, goals, and objectives. The agency must self-assess the implementation systems and services of program governance and management systems, fiscal integrity, Enrollment Recruitment Selection Eligibility and Attendance (ERSEA), environmental health and safety, Classroom Assessment Scoring System (CLASS), comprehensive services and school readiness.

Recommendation
Staff recommends the Program Review & Evaluation Committee approve the 2016-2017 Head Start/ State Child Development Self-Assessment Report.

Attachment: Summary of 2016-2017 Self-Assessment Process
2016-2017 Self-Assessment Report

Summary of 2016-2017 Self-Assessment process

The Head Start/ State Child Development self-assessment was completed the week of February 6-10, 2017. A review of the self-assessment process was completed with key management staff.

Self-assessment teams were comprised of Head Start and Early Head Start staff. Staff completed folder reviews, site visits, and observations. Teams reviewed requirements of the program, including comprehensive services and fiscal oversight.

The self-assessment teams used the Health and Safety checklist which includes care and supervision, the ERSEA folder review form, and child's file review form. In addition, the self-assessment teams reviewed DRDP results and Plans of Action and ITERS scores and Plans of Actions.

The program self-assessment resulted in three program findings: Implementation of the Wellness Pyramid Model, handwashing and Implementation of HB curriculum to fidelity during socializations.

The HS/EHS Assistant Director conducted follow-up meetings with key staff to ensure completion of the plans of action, including supporting documentation.

Policy Council approval obtained July 27, 2017

Compliance Item: Health

Compliance Items	Potential Areas of Non-Compliance	Person Responsible	Time Lines	Corrective Action	Documentation	Expected Outcomes
1302.47 (b)(6) Safety practices- Hygiene practices. All staff systematically and routinely implement hygiene practices that at a minimum ensure: (i) appropriate toileting, hand washing, and diapering procedures are followed.	During monitoring visits to both Head Start and Early Head Start classrooms, it was observed that staff were not following procedures for hand washing.	Content Area Specialist – Health Assistant Director of Head Start Content Area Specialist – Health Content Area Specialist- Health Content Area Specialist - Health	February 2017 March 2017 July 2017 August 2017 Ongoing	Onsite handwashing overview was conducted at specific sites. Schedule meeting with Assistant to the Director and review handwashing policy and current daily schedule. Summer Training Series: Handwashing and sanitation training. Pre-Service: Provide Training on proper handwashing and sanitation. Monitor program to ensure proper handwashing is taking place	• Training • Current handwashing procedure. • Meeting agenda, sign in sheet and procedure. • Meeting agenda, sign in sheet and procedure. • Monthly Monitoring	Ensure proper handwashing is being incorporated into the daily schedule and to assist children with developing healthy habits.

Compliance Item: Wellness

Compliance Items	Potential Areas of Non-Compliance	Person Responsible	Time Lines	Corrective Action	Documentation	Expected Outcomes
1302.45 Child mental health and social and emotional well-being. (a) Wellness promotion. To support a program-wide culture that promotes children's mental health, social and emotional well-being, and overall health.	During monitoring visits, it was observed that staff needed additional training implementing the Wellness Pyramid Model.	Wellness Content Area Specialist Wellness Content Area Specialist Assistant Director of Head Start Wellness Content Area Specialist	February 2017 March 2017 May 2017 Ongoing	Pyramid Model Training Pyramid Training, Information and Support. Two-day Parents Interacting with Infants (PIWI) Training for Home-Based staff. Monitor program to ensure pyramid model is fully implemented.	• Meeting agenda, sign in and handouts. • Meeting agenda, sign in and handouts. • Meeting agenda, sign in and interactive training. • Monthly Monitoring	Ensure staff fully implement pyramid model to promote the social and emotional development of infants and young children.

Compliance Item: Education

Compliance Items	Potential Areas of Non-Compliance	Person Responsible	Time Lines	Corrective Action	Documentation	Expected Outcomes
1302.35 Education in home-based programs. (e)(2)(i). Group socializations must be structured to provide age appropriate activities for participating children that are intentionally aligned to school readiness goals, the HS Early Learning Outcomes Framework and the home-based curriculum.	During monitoring visits to both Head Start and Early Head Start home-based program options, it was observed that staff was not effectively implementing the curriculum to fidelity during socializations.	Education Coordinator Education Coordinator Education Coordinator	February 2017 May 2017 Ongoing	One-on-one training on individualization of lesson plans and using curriculum to fidelity. Individualized training on using curriculum to fidelity. Monitor program to ensure home base educators are implementing home-based curriculum.	• Training • Training • Monthly Monitoring	Ensure the Home-Based educators are using creative curriculum to fidelity during socializations and helping parents understand curriculum.

COMMUNITY ACTION PARTNERSHIP *of* KERN
BUDGET & FINANCE COMMITTEE MEETING
5005 Business Park North, Bakersfield, CA
August 16, 2017
12:00 p.m.

MEETING MINUTES

1. **Call to Order**

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

2. **Roll Call**

Roll Call was taken with a quorum present.

Present: Janea Benton, Craig Henderson, Ana Vigil

Absent: Warren Peterson

Others Present: Christine Anami, Chief Financial Officer; Michele Nowell, Director of Human Resources & Payroll, Pritika Ram, Director of Administration; 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 August 16, 2017. Carried by unanimous vote (Benton/Vigil).

4. **Public Forum:**

No one addressed the Committee.

5. **New Business**

a. Application Status Report and Funding Requests -Ralph Martinez, Director of Community Development – ***Action Item***
   - Allstate Foundation for Food Bank
   - American Honda Foundation for Friendship House Community Center & Shafter Youth Center

Brady Bernhart, Community Development Specialist, presented the report on behalf of Ralph Martinez, and highlighted the awarded funding requests from July, 2017, and reported that two funding requests are before the Committee for approval.

The request to Allstate Foundation is a result from an Allstate sponsored food drive held from June 19 – June 30, 2017, involving 14 Allstate employees. Upon completion of the event, CAPK is eligible to apply for a total of $14,000 towards general operating support for the CAPK Food Bank.

A $70,000 funding request to American Honda Foundation will be applied to the Building Youth Capacity in Science, Technology, Engineering, and Math (BYC_STEM). The program will serve 160 youths ages 5-18 in a full-year program. If awarded, the

requested funds will be used to pay Engineering for Kids to conduct 12 STEM labs, salary & benefits for a 30 hour per week program educator, mileage, CSUB Fab Lab field trip and campus tour, additional STEM kits and general program supplies.

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

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 July 31, 2017
   - San Joaquin Early Head Start Budget to Actual for the Period Ended July 31, 2017
   - Early Head Start Child Care Partnerships Budget to Actual for the Period Ended July 31, 2017

Donna Holland reported on the Kern Head Start and Early Head Start for the period ended July 31, 2017. The program has completed five months (42%) of the funding period. Base Funds for Head Start & Early Head Start, Personnel costs are lower than the percentage of the year elapsed, primarily due to part year staff being off during the months of June & July. Training & Technical Assistance funds were overspent by $12,600 due to unexpected but necessary regional office training. Decreased spending in other categories will compensate for the overage. A request has been submitted to carry over Duration start-up funds that were awarded late in the prior budget period. $508,006 is expected by the end of this week and will be used for the purchase of supplies, maintenance and repair of three additional classrooms (two in Wasco and one in Taft), and playground upgrades.

Six months (50%) of the 12-month budget period have elapsed for San Joaquin Early Head Start grant. Travel is lower than expected and supplies are a bit over budget due to timing. Training & Technical Assistance costs are on budget. It is estimated by year end; some costs will go to the Base Grant. For Non-Federal, we are at 36% of budget with 50% of the year remaining.

The budget period for Early Head Start Child Partnerships will end on August 31, 2017, and overall, it does not appear that the grant was overspent and it is expected that approximately $2,000 will be remining. Savings are realized from the contractual category due to under enrollment earlier in the budget period, which has since been corrected. The remaining funds will be spent in other areas within the budget. Overall Base Funds are at 89% spent. Carryover is 17%. All funds will be obligated before the end of the month, with funds being allocated to facility improvements at partner sites. The Non-Federal Share is at 88% of budget.

6. **Finance Director Report**

a. 2016-2017 Head Start Federal Financial Reports – ***Info Item***

Christine Anami reported that Head Start regulations require Standard Form 425, Federal Financial Report (FFR), be filed by grantees to report financial data at three period intervals throughout the year. The final reports are included for Early Head Start San Joaquin and the Kern Early Head Start & Head Start. Also included is the Semi-Annual

FFR for the Partnership.

b. Addition of Authorized signers on CAPK Bank Accounts – ***Action Item***

Christine Anami requested the committee approve the addition of 2 staff members (Yolanda Gonzales and Pritika Ram) to list of authorized check signers.

Motion was made and seconded to approve the list of 12 authorized signers on the seven accounts with Wells Fargo Bank, and to authorize Jeremy T Tobias, Chief Executive Officer or Christine Anami, Chief Financial Officer, to add Yolanda Gonzales and Pritika Ram as check signers. Carried by unanimous vote. (Henderson/Vigil).

c. Discretionary Fund Update – ***Info Item***

Christine Anami reported the final outcome of the Annual Banquet is $44,628 net gain to the Discretionary Fund. Also noted was the underpayment of pension contributions for closed contracts for three employees for the prior year, resulting in $2,626.69 in expenses paid from the Discretionary Fund. Additional reviews and controls have been implemented to minimize the risk of recurrence.

b. Financial Statements, July 2017 – ***Action Item***

Christine Anami presented the Financial Reports with activity through July 31, 2017, and reported that on July 31, 2017, CAPK requested $260,000 from the Wells Fargo line of Credit. Due to bank error, the request was not processed until August 1, 2017, and CAPK will not incur interest expense because of the error. Christine has met with Wells Fargo and has received assurances that the error will not occur again due to procedural changes at the local office level. It was requested that Wells Fargo write a letter to the Agency to explain that the responsibility of the failure lies with Wells Fargo, not CAPK, so there is documentation for audit purposes.

Christine directed the Committee to schedule D1 and noted the subtotal was a negative $150,098.98 for the month of July, 2017. This is not out of the ordinary as it is customary for some programs to have a negative cash flow.

From schedule H1 – Head Start / Early Head Start are impacted by revenue earned by the State Department of Education. July is the first month of the new contract and this schedule helps to determine if we need to use Head Start dollars or rely on the State to cover expenses.

For Schedule J1, the Agency Wide Financial Statements, there is nothing unusual. The loan covenant has been met regarding net assets. CAPK is required to have $10.5 million at any given time and CAPK is at $11.4 million which is an indication that the Agency is financially healthy.

A new schedule was added, L1, which is an analysis of the Indirect Fund Budget to Actual. Since approved last month by the Executive Committee, the schedule shows a net profit of $135,574. The revenue is a result of the 10% de minimis, and all indications are that it has worked well since its implementation. At the end of the budget period, the estimated

net gain is $60,546.

Schedule I1 contains statistical monthly data and cumulative YTD data. Christine noted that vendor detail is not included but offered to share with the committee if interested. Craig Henderson requested a single copy of the vendor detail be provided at each meeting for the Committee's review. It was also decided that the MasterCard detail will be provided to the Committee bi-annually beginning in September, 2017.

Christine advised the Committee that interviews for the CFO replacement will begin next week with five candidates selected for the first round of interviews.

Motion was made and seconded to approve the Financial Statements, July 2017.
Carried by unanimous vote. (Benton/Vigil)

7. **Committee Member Comments**

No Comments were made.

8. **Next Scheduled Meeting**

Budget & Finance Committee Meeting
Wednesday, September 20, 2017
12:00 p.m.
5005 Business Park North
Bakersfield, California 93309

9. **Adjournment**

The Meeting was adjourned at 12:59 pm

COMMUNITY ACTION PARTNERSHIP OF KERN

FUNDING REQUESTS AND APPLICATION STATUS REPORT

PENDING - June-July 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
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
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
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
3/15/2017 (PRE)	4/6/2017	Friends of Mercy Foundation / Sister Phyllis Hughes Endowment for Special Needs	EKFRC/ Emergency Supplies Closet	$ 5,000
6/14/2017 (PRE)	**6/9/2017**	**The Starbucks Foundation**	**FHCC & SYC/ PREP Works for Opportunity Youth**	**$ 49,670**
6/14/2017 (PRE)	**6/20/2017**	**Enterprise Rent-A-Car / Feeding America**	**Food Bank / Operation Software**	**$ 25,000**
6/21/2017 (B&F)	**6/22/2017**	**Bank of the West**	**VITA/ 2017 Tax Season**	**$ 3,500**
8/09/2017 (PRE)	**7/11/2017**	**Allstate Foundation Group**	**Helping Hands - General Operating Support**	**$ 14,000**
8/9/17 (PRE)	**7/27/2017**	**American Honda Foundation**	**BYC_STEM**	**$ 75,000**

*Received notification of IRS funding for Year 1 of request; Year 2 notification pending.

COMMUNITY ACTION PARTNERSHIP OF KERN

FUNDING REQUESTS AND APPLICATION STATUS REPORT

AWARDED - June - July 2017

Date Approved	Date of Notification	Funding Source	Program/Proposal	Amount Requested	Amount Awarded	Funding Period
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
7/13/2016 (Exec)*	8/10/2016	Wells Fargo	FHCC & SYC/PREP Works	$ 30,000	$ 20,000	1/1/2017 - 12/31/2017
12/14/2016 (Exec)	4/4/2017	Rabobank Community Development Grant	VITA/ 2016 Tax Season	$ 4,500	$ 2,000	9/1/2016 - 6/30/2017
5/17/2017 (PRE)	5/22/2017	Target Distribution Center	SYC/ Museum on the Move	$ 2,500	$ 2,500	10/1/2017 - 9/30/2018
5/17/2017 (PRE)	5/30/2017	Target Distribution Center	Food Bank/ BackPack Buddies	$ 2,000	$ 2,000	8/1/2017 - 6/30/2018
4/12/2017 (PRE)	5/8/2017	Kern Family Health Care	Food Bank/ Senior Food Program	$ 2,000	$ 2,000	7/1/2017 - 6/30/2018
5/17/2017 (PRE)	**6/7/2017**	**United Way of Kern County**	**Food Bank/ Food Procurement & Distribution**	**$ 100,000**	**$ 94,750**	**4/1/2017 - 3/31/2018**
9/21/2016 (B&F)	**6/29/2017**	**Kern County Network for Children**	**EKFRC/ Differential Response Services**	**$ 209,094**	**$ 209,094**	**7/1/2017 - 6/30/2018**
3/15/2017 (PRE)	**7/5/2017**	**Friends of Mercy Foundation / Sister Phyllis Hughes Endowment for Special Needs**	**EKFRC/ Emergency Supplies Closet**	**$ 5,000**	**$ 3,000**	**8/01/2017-7/31/2018**
6/14/2017 (PRE)	**7/9/2017**	**Starbucks Foundation**	**FHCC/SYC PREP Works**	**$ 49,600**	**$ 30,000**	**01/01/2018-06/30/2018**
				TOTAL	**$ 946,565**	

COMMUNITY ACTION PARTNERSHIP OF KERN
FUNDING REQUESTS AND APPLICATION STATUS REPORT
DECLINED - June - July 2017

Date Approved	Date of Notification	Funding Source	Program/Proposal	Amount Requested
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
6/22/2016 (B&F)	*No response*	Best Buy Foundation	FHCC/Winners Program	$ 9,800
9/21/2016 (B&F)	*No response*	Dignity Health	FHCC & SYC/ Grow Fit Families Program	$ 73,800
3/22/2017 (B&F)	**6/14/2017**	**Kaiser Permanente Southern Cal. Community Benefits Grant Program**	**FHCC & SYC/ Summertime Yoga Challenge**	**$ 12,600**

Community Action Partnership of Kern
Funding Request Profile

Source of Funds: Private

Project Name: CAPK Food Bank General Support

Funder Name: Allstate Foundation

Grant Program Name: CAPK Food Bank

Funding Period: January 1, 2018 – December 31-2018

CFDA # N/A

Division Director: Carmen Segovia

Program Manager: Jaimie Orona

☒ ***New Funding***
☐ ***Re-Application***

A. *Narrative description of funding request, including goals:*

The Allstate Foundation invited CAPK to apply for up to $14,000 in general operating support for the CAPK Food Bank. Allstate sponsored a food drive from June 19 to June 30, 2017 involving 14 Allstate volunteers that collected non-perishable food items through their local offices. Upon completion of the event, CAPK can receive up to $1,000 per Allstate volunteer, towards general operating support of the CAPK Food Bank.

B. *Use of Funds:*

The funds of up to $14,000 will be used as general operating support for the CAPK Food Bank and go towards items such as food procurement, food distributions, and other general operating costs.

C. *Approvals:*

1. Carmen Segovia 7/11/17
Division Director Date

2. Ralph Martin 7-13-17
Director of Community Development Date

3. Christine Anami 7/13/17
Chief Financial Officer Date

4. [signature] 7/13/17
Chief Executive Officer Date

D. *Board:*

☐Policy Council Date: _____
☐PRE Presentation Date: _____
☐B&F Approval Date: _____
☐Board Approval Date: _____

Community Action Partnership of Kern
Funding Request Profile

Source of Funds: Private

Project Name: Building Youth Capacity in Science, Technology, Engineering, and Math (BYC_STEM)

Funder Name: American Honda Foundation

Grant Program Name: Friendship House Community Center and Shafter Youth Center

Funding Period: January 1, 2018 – December 31, 2018

CFDA # N/A

Division Director: Ralph Martinez

Program Manager: Lois Hannible and Angelica Nelson

☒ ***New Funding***
☐ ***Re-Application***

A. *Narrative description of funding request, including goals:*

CAPK is applying for up to $70,000 for the Building Youth Capacity in Science, Technology, Engineering, and Math (BYC_STEM) program at the FHCC and SYC. The program will serve 160 youths ages 5 to 18 in a full-year program. Expanding STEM education to underserved, impoverished, and minority young people can bring opportunities that can have a huge impact on their lives.

The FHCC and SYC will partner with Engineering for Kids Kern County who will provide all the materials, laptops, and two staff persons for twelve BYC_STEM labs. Topics will include Power and Energy; Mechanical Engineering; Environmental Engineering; Hardware Engineering; and Robotics. The BYC_STEM program will also hire a 30 hour per week program educator to provide additional labs using purchased STEM lab kits from Kern's 4-H club. These are fun projects that tie into key areas of Kerns current and emerging industries—alternative energy and aerospace as well as robotics. The program educator will also work with the program managers to strengthen program capacity so that future STEM programs will not need to use paid contractors to conduct the labs.

B. *Use of Funds:* The requested funds of up to $70,000 will be used to pay Engineering for Kids to conduct 12 STEM labs, salary and benefits for a 30 hour per week program educator, mileage, CSUB Fab Lab field trip and campus tour, additional STEM kits, and general program supplies.

C. *Approvals:*

1. _____
Division Director — Date

2. Ralph Martinez 7-21-17
Director of Community Development — Date

3. Christina Anami 7/21/17
Chief Financial Officer — Date

4. _____ 7/24/17
Chief Executive Officer — 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 July 31, 2017 – **Info Item**

Date: August 16, 2017

The following are highlights of the Head Start/Early Head Start Budget to Actual Report for the period March 1, 2017 through July 31, 2017. Five months (42%) of the 12-month budget period have elapsed.

Base Funds

- Head Start **Personnel** costs are lower than the percentage of the year elapsed, primarily because part-year employees were off work during the months of June & July.
- Early Head Start **Personnel** costs are lower than the percentage of the year elapsed. Staff are monitoring this category for possible savings.
- **Supplies** are purchased as needed throughout the year, rather than monthly.
- **Contractual** expenditures take place as needed throughout the year, rather than monthly.
- In the **Other** category, costs of facility repair and maintenance are incurred as needed throughout the year, rather than monthly.

Training & Technical Assistance Funds

- CAPK Head Start was one of a few grantees invited by Office of Head Start Region IX to participate in trainings designed to provide strategies for working with difficult behaviors in the classroom. Approximately $6,700 of the Head Start **Travel** expense was for this purpose. Additional travel costs will be incurred, but the overall costs charged to Training and Technical assistance will not exceed the grant amount.
- Additional funds to supplement Head Start training expenses in the **Other** category are budgeted in the base grant.
- **Contractual** expenditures take place as needed throughout the year, rather than monthly.

Duration Grant

CAPK has submitted its request to carry over Duration start-up funds that were awarded late in the prior budget period. The funds, in the amount of $508,006, will be used for the purchase of supplies, maintenance and repair of three additional classrooms, and playground shade and surface at two new locations.

Non-Federal Share

Total Non-Federal Share (the sum of California Department of Education funding and in-kind) is at 52% of budget.

- California Department of Education
  Actual and estimated non-federal revenues are at 62% of budget.

- In-Kind
  Year-to-date in-kind is at 42% of budget.

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 - July 31, 2017
Month 5 of 12 (42%)

Prepared 08/08/2017

	HEAD START					EARLY HEAD START				
BASE FUNDS	**BUDGET**	**ACTUAL**	**REMAINING**	**% SPENT**	**% REMAINING**	**BUDGET**	**ACTUAL**	**REMAINING**	**% SPENT**	**% REMAINING**
PERSONNEL	10,464,364	2,987,693	7,476,671	29%	71%	2,127,767	648,404	1,479,363	30%	70%
FRINGE BENEFITS	3,156,213	1,138,817	2,017,396	36%	64%	638,330	230,419	407,911	36%	64%
TRAVEL	0	0	0			0	0	0		
EQUIPMENT	0	0	0			0	0	0		
SUPPLIES	1,029,470	434,441	595,029	42%	58%	376,583	80,397	296,186	21%	79%
CONTRACTUAL	47,110	28,132	18,978	60%	40%	23,390	3,990	19,400	17%	83%
CONSTRUCTION	0	0	0			0	0	0		
OTHER	3,585,882	1,259,540	2,326,342	35%	65%	429,129	225,646	203,483	53%	47%
INDIRECT	1,761,566	560,294	1,201,272	32%	68%	354,795	116,686	238,109	33%	67%
TOTAL BASE FUNDING	**20,044,605**	**6,408,917**	**13,635,688**	**32%**	**68%**	**3,949,994**	**1,305,542**	**2,644,452**	**33%**	**67%**
TRAINING & TECHNICAL ASSISTANCE										
TRAVEL	19,322	31,931	(12,609)	165%	-65%	39,954	12,876	27,078	32%	68%
SUPPLIES	20,812	6,061	14,751	29%	71%	9,981	1,658	8,323	17%	83%
CONTRACTUAL	18,485	3,182	15,303	17%	83%	15,689	4,343	11,346	28%	72%
OTHER	73,517	61,597	11,920	84%	16%	22,561	25,770	(3,209)	114%	-14%
INDIRECT	13,214	10,231	2,983	77%	23%	8,819	4,457	4,362	51%	49%
TOTAL TRAINING & TECHNICAL ASSISTANCE	**145,350**	**113,002**	**32,348**	**78%**	**22%**	**97,004**	**49,104**	**47,900**	**51%**	**49%**
DURATION GRANT CARRYOVER (FORMERLY "START-UP") pending Federal approval										
EQUIPMENT		0	0							
SUPPLIES		0	0							
OTHER		0	0							
INDIRECT		0	0							
TOTAL TRAINING & TECHNICAL ASSISTANCE	**0**	**0**	**0**							
GRAND TOTAL HS/EHS FEDERAL FUNDS	**20,189,955**	**6,521,919**	**13,668,036**	**32%**	**68%**	**4,046,998**	**1,354,646**	**2,692,352**	**33%**	**67%**

HEAD START and EARLY HEAD START KERN NON-FEDERAL SHARE

SOURCE	**BUDGET**	**ACTUAL**	**REMAINING**	**% SPENT**	**% REMAINING**
CALIF DEPT OF ED	2,818,027	1,739,154	1,078,873	62%	38%
IN-KIND	3,050,144	1,288,048	1,762,096	42%	58%
TOTAL NON-FEDERAL	**5,868,171**	**3,027,202**	**2,840,969**	**52%**	**48%**

Centralized Administrative Cost	6.3%
Program Administrative Cost	3.2%
Total Administrative Cost	**9.6%**

Budget reflects the projected annual funding level in Fiscal Year 2017 (Notice of Award #09CH9142-04-01)
Actual expenditures include posted expenditures and estimated adjustments through 07/31/2017.

Agency-Wide Credit Card Report

	CURRENT	**1 TO 30**	**31 TO 60**	**61 TO 90**	**OVER 90**	**CREDITS**	**TOTAL**	**STATEMENT DATE**
Bank of America	15,554						**15,554**	7/21/2017
Lowe's	3,514	301					**3,815**	7/25/2017
Save Mart	860						**860**	7/30/2017
Smart & Final	73						**73**	7/31/2017
Chevron & Texaco Business Card	5,964						**5,964**	8/5/2017
Home Depot	3,397	5					**3,402**	8/4/2017
	29,362	**306**	**0**	**0**	**0**	**0**	**29,668**	

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 July 2017 (Month 5 of 12)

Percent of year elapsed: 42%

LOCATION	FUNDED ENROLL-MENT	March	April	May	June	July	YTD Totals	IN-KIND GOAL	% OF GOAL MET
Alberta Dillard	68	17,235	14,278	7,823	0	0	39,336	88,698	44%
Sunrise Villa	34	17,097	13,051	6,550	0	0	36,697	44,349	83%
San Diego Street	48	11,089	10,871	10,601	11,518	7,498	51,577	62,610	82%
Heritage Park	34	12,084	10,752	7,261	0	0	30,097	44,349	68%
Fairfax	40	14,732	11,648	7,741	0	0	34,121	52,175	65%
Roosevelt	34	11,919	10,962	5,653	0	0	28,533	44,349	64%
Faith Avenue	34	13,062	8,485	6,670	0	0	28,216	44,349	64%
Planz	34	12,344	9,988	4,851	0	0	27,184	44,349	61%
Franklin	24	5,953	4,296	2,617	2,315	3,846	19,028	31,305	61%
Martha J. Morgan	83	27,956	22,725	13,972	0	0	64,653	108,264	60%
Sterling	103	20,515	17,254	16,347	12,271	5,710	72,097	134,352	54%
Vineland	20	7,955	4,026	1,925	0	0	13,906	26,088	53%
Primeros Pasos	76	13,509	11,897	11,322	7,390	7,001	51,119	99,133	52%
Rosamond	75	22,378	18,460	7,932	0	0	48,770	97,829	50%
Shafter HS/EHS	36	5,894	5,073	4,436	4,041	3,901	23,344	46,958	50%
Stine Road	123	18,162	16,204	19,189	15,050	10,608	79,213	160,439	49%
Home Base	249	24,130	21,418	14,268	11,636	6,081	77,533	162,396	48%
Oildale	34	9,626	7,108	3,628	0	0	20,362	44,349	46%
McFarland	20	5,400	4,732	1,711	0	0	11,843	26,088	45%
Virginia	34	9,882	6,594	3,576	0	0	20,052	44,349	45%
Tehachapi	34	8,461	7,372	3,800	0	0	19,633	44,349	44%
Stella Hills	34	9,153	7,612	2,720	0	0	19,485	44,349	44%
Casa Loma	34	10,045	5,902	3,417	0	0	19,364	44,349	44%
Pacific	62	12,190	9,953	6,959	5,247	672	35,021	80,872	43%
Pioneer	34	8,234	6,887	3,547	0	0	18,668	44,349	42%
Cleo Foran	34	7,624	6,949	3,950	0	0	18,523	44,349	42%
Delano	90	16,824	13,340	10,738	4,060	3,560	48,521	117,395	41%
Lamont	34	9,115	5,854	3,225	0	0	18,194	44,349	41%
Williams	34	8,701	6,370	2,440	0	0	17,511	44,349	39%
Taft	54	12,166	8,538	5,262	0	0	25,966	70,437	37%
Noble	34	7,130	5,708	3,486	0	0	16,324	44,349	37%
California City	34	7,464	5,967	2,640	0	0	16,071	44,349	36%
Pete H. Parra	148	18,018	17,785	14,195	9,771	9,835	69,604	193,049	36%
Alicante	34	8,933	3,798	1,981	0	0	14,713	44,349	33%
East California	70	13,042	7,973	5,477	0	0	26,493	91,307	29%
Rafer Johnson	34	7,010	4,290	1,382	0	0	12,682	44,349	29%
Willow	72	11,499	9,455	4,751	0	0	25,705	93,916	27%
Seibert	34	4,457	4,656	2,920	0	0	12,033	44,349	27%
Fairview	34	4,848	3,329	3,022	0	0	11,198	44,349	25%
Lost Hills	20	3,195	1,763	1,560	0	0	6,519	26,088	25%
Shafter	34	4,257	4,019	2,801	0	0	11,077	44,349	25%
Mojave	34	5,884	2,935	1,109	0	0	9,928	44,349	22%
Buttonwillow	20	2,742	1,832	903	0	0	5,478	26,088	21%
Oasis	60	6,568	6,949	2,245	0	0	15,763	78,263	20%
Wesley	60	8,676	5,052	1,900	0	0	15,628	78,263	20%
Administrative Services		0	0	0	0	0	0	0	NA
Program Services		0	0	0	0	0	0	69,535	0%
Policy Council and RPC		125	97	35	9	0	266	52,917	1%
SUBTOTAL IN-KIND	**2,369**	**497,283**	**394,206**	**254,538**	**83,309**	**58,711**	**1,288,048**	**3,050,144**	**42%**
State General Child Care*		122,967	102,229	122,920	121,327	88,386	557,830	929,949	60%
State Preschool*		311,431	230,967	311,406	126,301	96,719	1,076,824	1,718,996	63%
State Migrant Child Care*		14,552	15,236	29,786	28,140	16,787	104,501	169,082	62%
SUBTOTAL CA DEPT of ED		**448,950**	**348,432**	**464,112**	**275,769**	**201,891**	**1,739,154**	**2,818,027**	**62%**
GRAND TOTAL		**946,233**	**742,638**	**718,650**	**359,078**	**260,602**	**3,027,202**	**5,868,171**	**52%**

*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 July 31, 2017 – **Info Item**

Date: August 16, 2017

The following are highlights of the San Joaquin Early Head Start Budget to Actual Report for the period February 1, 2017 through July 31, 2017. Six months (50%) of the 12-month budget period have elapsed.

Base Funds

Expenditures in most categories are on track for this point in the budget period.

- Costs of **Travel** associated with monthly support are currently less than budgeted.
- Costs of **Contractual** services are incurred as needed, rather than by the month.

Training & Technical Assistance Funds

Overall expenditures are less than the percentage of the budget period elapsed.

- Purchases of **Supplies** are as needed and typically not made evenly throughout the year.
- Expenses in the **Other** category include the costs of annual pre-service training.

Non-Federal Share

Non-Federal Share is at 36% of budget. This is an improvement over the in-kind amounts recorded during the earlier months of operating the San Joaquin grant, and is the direct result of the commitment of San Joaquin staff to seeking community resources and supporting parent volunteers.

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 - July 31, 2017

Month 6 of 12 (50%)

Prepared 08/07/2017

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	3,065,456	1,272,224	1,793,232	42%	58%
FRINGE BENEFITS	762,444	339,663	422,781	45%	55%
TRAVEL	20,232	6,364	13,868	31%	69%
EQUIPMENT	0	0	0		
SUPPLIES	142,025	84,288	57,737	59%	41%
CONTRACTUAL	5,000	1,926	3,074	39%	61%
CONSTRUCTION	0	0	0		
OTHER	524,403	294,465	229,938	56%	44%
INDIRECT	476,784	196,209	280,575	41%	59%
TOTAL	**4,996,344**	**2,195,138**	**2,801,206**	**44%**	**56%**

TRAINING & TECHNICAL ASSISTANCE FUNDS					
TRAVEL	14,475	4,271	10,204	30%	70%
SUPPLIES	16,404	1,231	15,173	8%	92%
CONTRACTUAL	19,823	9,890	9,933	50%	50%
OTHER	23,005	21,152	1,853	92%	8%
INDIRECT	8,190	3,654	4,536	45%	55%
TOTAL	**81,897**	**40,198**	**41,699**	**49%**	**51%**

GRAND TOTAL EHS FEDERAL FUNDS	**5,078,241**	**2,235,336**	**2,842,905**	**44%**	**56%**

NON-FEDERAL SHARE	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
IN-KIND	1,269,560	451,976	817,584	36%	64%
TOTAL NON-FEDERAL FUNDS	**1,269,560**	**451,976**	**817,584**	**36%**	**64%**

Centralized Administrative Cost	7.4%
Program Administrative Cost	1.6%
Total Administrative Cost	**9.0%**

Budget reflects the projected annual funding level in Fiscal Year 2017 (Notice of Award #09CH010071-03-01)

Actual expenditures include posted expenditures and estimated adjustments through 06/30/2017

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 July 2017 (Month 6 of 12)

Percent of year elapsed: 50%

LOCATION	FUNDED ENROLL-MENT	Feb	March	April	May	June	July	YTD Totals	IN-KIND GOAL	% OF GOAL MET
Home Base - Manteca	12	3,607	3,791	5,304	4,625	3,449	0	20,775	31,320	66%
Home Base - Lodi	35	6,975	8,762	9,482	7,926	6,223	1,038	40,405	91,351	44%
Home Base - Tracy	12	2,053	2,522	2,553	3,812	2,344	0	13,284	31,320	42%
California Street	24	11,719	12,634	8,450	8,120	7,746	56	48,724	125,282	39%
4th Street	24	8,398	8,489	7,478	9,488	6,843	4,302	44,998	125,282	36%
Home Base - Stockton	90	13,421	16,503	18,909	16,360	12,571	3,520	81,284	234,904	35%
Chrisman	30	8,771	9,937	11,674	12,307	8,824	149	51,661	156,602	33%
St. Mary's	16	2,627	4,100	6,543	4,687	3,676	2,845	24,480	83,521	29%
Walnut	24	2,084	11,779	7,270	5,354	2,459	2,145	31,091	125,282	25%
Lodi UCC	30	5,167	4,343	4,417	7,737	4,793	4,876	31,333	156,602	20%
Kennedy	16	1,654	924	705	1,193	1,234	836	6,546	83,521	8%
Administrative Services		0	0	0	0	0	0	0	0	
Program Services		80	1,807	1,283	29,539	21,951	2,240	56,900	21,858	260%
Policy Council		199	127	132	27	11	0	495	2,713	18%
SUBTOTAL IN-KIND	**313**	**66,752**	**85,719**	**84,199**	**111,175**	**82,124**	**22,007**	**451,976**	**1,269,560**	**36%**

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 July 31, 2017 – **Info Item**

Date: August 16, 2017

The following are highlights of the Early Head Start Child Care Partnerships Budget to Actual Report for the period September 1, 2016 through July 31, 2017. Eleven months (92%) of the 12-month budget period have elapsed.

Base Funds

Staff estimate that by year-end (August 31, 2017), costs of **Personnel and Fringe Benefits** will exceed the budget by $3,626.

Costs of classroom and curriculum **Supplies** are in excess of budget by $4,789. This amount includes (1) a late shipment that was received after the last day of the prior budget period; and (2) a purchase that was originally intended to be charged to the Carryover Funds.

Staff estimate that by year-end, costs in the **Contractual** category will be under budget by $15,345. This is partially due to temporary under-enrollment of children earlier in the budget period, which resulted in decreased payments to contractors providing the child care services.

Costs in the **Other** category are estimated to be $1,146 less than budget by year-end.

Total base costs overall are slightly under budget.

Carryover Funds

CAPK staff continue to work with its child care partners to expend the carryover funds for playground improvements, additional classroom and curriculum supplies, building maintenance and repair.

Training & Technical Assistance (T&TA)

Overall expenditures are at 87% of budget; staff expect to fully expend these funds by year-end.

Non-Federal Share

With 92% of the year elapsed, total Non-Federal Share is at 88% of budget.

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 - July 31, 2017
Month 11 of 12 (92%)

Prepared 08/07/2017

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	122,245	111,321	10,924	91%	9%
FRINGE BENEFITS	28,705	25,303	3,402	88%	12%
TRAVEL	0	0	0		
EQUIPMENT	0	0	0		
SUPPLIES	1,650	6,439	(4,789)	390%	-290%
CONTRACTUAL	459,322	402,556	56,766	88%	12%
CONSTRUCTION	0	0	0		
OTHER	9,990	7,638	2,352	76%	24%
INDIRECT	62,184	55,285	6,899	89%	11%
TOTAL BASE FUNDING	**684,096**	**608,542**	**75,554**	**89%**	**11%**

CARRYOVER FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	0	0	0		
FRINGE BENEFITS	0	0	0		
TRAVEL	0	0	0		
EQUIPMENT	115,000	0	115,000	0%	100%
SUPPLIES	83,333	49,455	33,878	59%	41%
CONTRACTUAL	0	0	0		
CONSTRUCTION	0	0	0		
OTHER	100,000	0	100,000	0%	100%
INDIRECT	16,667	4,945	11,722	30%	70%
TOTAL CARRYOVER FUNDING	**315,000**	**54,400**	**260,600**	**17%**	**83%**

TRAINING & TECHNICAL ASSISTANCE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
TRAVEL	5,294	10,460	(5,166)	198%	-98%
SUPPLIES	14,706	434	14,272	3%	97%
CONTRACTUAL	0	0	0		
OTHER	38,000	39,680	(1,680)	104%	-4%
INDIRECT	5,800	5,057	743	87%	13%
TOTAL TRAINING & TECHNICAL ASSISTANCE	**63,800**	**55,631**	**8,169**	**87%**	**13%**

GRAND TOTAL FEDERAL FUNDS	**1,062,896**	**718,573**	**344,323**	**68%**	**32%**

NON-FEDERAL SHARE	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
IN-KIND	175,224	153,437	21,787	88%	12%
TOTAL NON-FEDERAL FUNDS	**175,224**	**153,437**	**21,787**	**88%**	**12%**

Centralized Administrative Cost	7.5%
Program Administrative Cost	1.2%
Total Administrative Cost	**8.7%**

Budget reflects Notice of Award #09HP0036-02-01.

Actual expenditures include posted expenditures and estimated adjustments through 07/31/2017.

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Budget & Finance Committee

Christine Anami

From: Christine Anami, Chief Financial officer

Date: August 16, 2017

Subject: *Agenda Item 6a:* 2016-17 Head Start Federal Financial Reports - **Info Item**

Head Start regulations require that the Standard Form 425 – Federal Financial Report (FFR) be used by grantees to report financial data at three period intervals (semi-annual, annual and final).

The following final FFR's were filed:

- EHS San Joaquin – #09CH01007-02 (2/1/16 – 1/31/17)
- Kern EHS/Head Start – #09CH9142-03 (3/1/16 – 2/28/17)

The following semi-annual FFR was filed:

- EHS Child Care Partnerships - #09HP0036-02 (9/1/16 – 8/31/17)

Attached are the final and semi-annual Federal Financial Reports that were uploaded to the Grant Solutions system which is a relatively new requirement for submitting the Federal Financial Report. Grantees are no longer required to submit the report to their regional office. The change in federal reporting per Program Instruction went into effect January 5, 2016.

Attachments: SF-425 Federal Financial Report – EHS San Joaquin
SF-425 Federal Financial Report – Kern EHS/Head Start
SF-425 Federal Financial Report – EHS Child Care Partnerships

FEDERAL FINANCIAL REPORT

(Follow form instructions)

1. Federal Agency and Organizational Element to Which Report is Submitted	2. Federal Grant or Other Identifying Number Assigned by Federal Agency (To report multiple grants, use FFR Attachment)	Page 1 of 1 Pages
DHHS ACF REGION IX	09CH010071-02-04	

3. Recipient Organization (Name and complete address including Zip code)

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

4a. DUNS Number	4b. EIN	5. Recipient Account Number or Identifying Number (To report multiple grants, use FFR Attachment)	6. Report Type	7. Basis of Accounting
072947617	95-2402760	1-952402760A1	☐ Quarterly ☐ Semi-Annual ☐ Annual ■ Final	☐ Cash ■ Accrual

8. Project/Grant Period From: (Month, Day, Year)	To: (Month, Day, Year)	9. Reporting Period End Date (Month, Day, Year)
02/01/2016	01/31/2017	01/31/2017

10. **Transactions**	Cumulative
(Use lines a-c for single or multiple grant reporting)	
Federal Cash (To report multiple grants, also use FFR Attachment):	
a. Cash Receipts	0.00
b. Cash Disbursements	0.00
c. Cash on Hand (line a minus b)	0.00
(Use lines d-o for single grant reporting)	
Federal Expenditures and Unobligated Balance:	
d. Total Federal funds authorized	5,639,139.00
e. Federal share of expenditures	5,636,076.00
f. Federal share of unliquidated obligations	0.00
g. Total Federal share (sum of lines e and f)	5,636,076.00
h. Unobligated balance of Federal funds (line d minus g)	3,063.00
Recipient Share:	
i. Total recipient share required	360,784.00
j. Recipient share of expenditures	360,784.00
k. Remaining recipient share to be provided (line i minus j)	0.00
Program Income:	
l. Total Federal program income earned	0.00
m. Program income expended in accordance with the deduction alternative	0.00
n. Program income expended in accordance with the addition alternative	0.00
o. Unexpended program income (line l minus line m or line n)	0.00

	a. Type	b. Rate	c. Period From	Period To	d. Base	e. Amount Charged	f. Federal Share
11. Indirect Expense	10% Deminimus	10%	03/01/2016	01/31/2017	4,565,660.00	456,566.00	456,566.00
					-	-	-
				g. Totals:	4,565,660.00	456,566.00	456,566.00

12. *Remarks: Attach any explanations deemed necessary or information required by Federal sponsoring agency in compliance with governing legislation:*

G094125 Operation Expenses = $5,359,225 ($2,712 Unobligated Balance)

G094121 T&TA Expenses = $81,897 ($303 Unobligated Balance)

G094125 Carry Over = $560,850 ($48 Unobligated Balance)

USDA Reimbursement = $76,728

Administrative Costs = $625,580 (10.43%)

Mortgages = None

13. Certification: By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and intent set forth in the award documents. I am aware that any false, fictitious, or fraudulent information may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 18, Section 1001)

a. Typed or Printed Name and Title of Authorized Certifying Official	c. Telephone (Area code, number and extension)
Jeremy T. Tobias, Executive Director	(661) 336-5236
	d. Email address Jeremy T. Tobias, Executive Director: jtobias@capk.org
b. Signature of Authorized Certifying Official	e. Date Report Submitted (Month, Day, Year): 04/22/17
	14. Agency use only:

Standard Form 425 - Revised 10/11/2011
OMB Approval Number: 0348-0061
Expiration Date: 02/29/2016

Paperwork Burden Statement
According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB Control Number. The valid OMB control number for this information collection is 0348-0061. Pubic reporting burden for this collection of information is estimated to average 1.5 hours per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0061), Washington, DC 20503.

FEDERAL FINANCIAL REPORT

(Follow form instructions)

1. Federal Agency and Organizational Element to Which Report is Submitted	2. Federal Grant or Other Identifying Number Assigned by Federal Agency (To report multiple grants, use FFR Attachment)	Page 1 of 1 Pages
DHHS ACF REGION IX	09CH9142-03-03	

3. Recipient Organization (Name and complete address including Zip code)

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

4a. DUNS Number	4b. EIN	5. Recipient Account Number or Identifying Number (To report multiple grants, use FFR Attachment)	6. Report Type	7. Basis of Accounting
072947617	95-2402760	1-952402760A1	☐ Quarterly ☐ Semi-Annual ☐ Annual ■ Final	☐ Cash ■ Accrual

8. Project/Grant Period From: (Month, Day, Year)	To: (Month, Day, Year)	9. Reporting Period End Date (Month, Day, Year)
03/01/2016	02/28/2017	02/28/2017

10. **Transactions**	Cumulative
(Use lines a-c for single or multiple grant reporting)	
Federal Cash (To report multiple grants, also use FFR Attachment):	
a. Cash Receipts	0.00
b. Cash Disbursements	0.00
c. Cash on Hand (line a minus b)	0.00
(Use lines d-o for single grant reporting)	
Federal Expenditures and Unobligated Balance:	
d. Total Federal funds authorized	24,195,703.00
e. Federal share of expenditures	23,587,804.00
f. Federal share of unliquidated obligations	0.00
g. Total Federal share (sum of lines e and f)	23,587,804.00
h. Unobligated balance of Federal funds (line d minus g)	607,899.00
Recipient Share:	
i. Total recipient share required	6,048,927.00
j. Recipient share of expenditures	6,048,927.00
k. Remaining recipient share to be provided (line i minus j)	0.00
Program Income:	
l. Total Federal program income earned	18,251.00
m. Program income expended in accordance with the deduction alternative	0.00
n. Program income expended in accordance with the addition alternative	18,251.00
o. Unexpended program income (line l minus line m or line n)	0.00

11. Indirect Expense	a. Type	b. Rate	c. Period From	Period To	d. Base	e. Amount Charged	f. Federal Share
	10% Deminimus	10%	03/01/2016	02/28/2017	20,812,400.00	2,081,240.00	2,081,240.00
					-	-	-
				g. Totals:	20,812,400.00	2,081,240.00	2,081,240.00

12. *Remarks: Attach any explanations deemed necessary or information required by Federal sponsoring agency in compliance with governing legislation:*

G094122 HS Base = $19,280,336 ($28,074 Unobligated Balance)
G094125 EHS Base = $3,949,994 ($71,802 Unobligated Balance)
G094121 EHS T/TA = $97,004 ($16 Unobligated Balance)
G094120 HS T/TA = $145,350 ($0 Unobligated Balance)
Program Income: Rental Income (Cell Tower) = $18,251
G094123 Duration = $723,019 ($508,007 Unobligated Balance)
Admin Cost = $2,930,558 (9.89%)
Mortgages: Business Park North Facility = $82,840
Mortgages: Pete Parra CDC Facility = $108,509
USDA Reimbursement = $1,392,445

13. Certification: By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and intent set forth in the award documents. I am aware that any false, fictitious, or fraudulent information may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 18, Section 1001)

a. Typed or Printed Name and Title of Authorized Certifying Official	c. Telephone (Area code, number and extension)
Jeremy T. Tobias, Executive Director	(661) 336-5236
	d. Email address Jeremy T. Tobias, Executive Director jtobias@capk.org
b. Signature of Authorized Certifying Official	e. Date Report Submitted (Month, Day, Year) 07/24/17
	14. Agency use only:

Standard Form 425 - Revised 10/11/2011
OMB Approval Number: 0348-0061
Expiration Date: 02/29/2016

Paperwork Burden Statement

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FEDERAL FINANCIAL REPORT

(Follow form instructions)

1. Federal Agency and Organizational Element to Which Report is Submitted	2. Federal Grant or Other Identifying Number Assigned by Federal Agency (To report multiple grants, use FFR Attachment)	Page 1 of 1 pages
DHHS ACF REGION IX	09HP0036-02-00	

3. Recipient Organization (Name and complete address including Zip code)

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

4a. DUNS Number	4b. EIN	5. Recipient Account Number or Identifying Number (To report multiple grants, use FFR Attachment)	6. Report Type	7. Basis of Accounting
072947617	95-2402760	1-952402760A1	☐ Quarterly ☑ Semi-Annual ☐ Annual ☐ Final	☐ Cash ☑ Accrual

8. Project/Grant Period (Month, Day, Year)		9. Reporting Period End Date (Month, Day, Year)
From: 09/01/2016	To: 08/31/2017	02/28/2017

10. **Transactions**	Cumulative
(Use lines a-c for single or combined multiple grant reporting)	
Federal Cash (To report multiple grants separately, also use FFR Attachment):	
a. Cash Receipts	
b. Cash Disbursements	
c. Cash on Hand (line a minus b)	
(Use lines d-o for single grant reporting)	
Federal Expenditures and Unobligated Balance:	
d. Total Federal funds authorized	$ 700,896.00
e. Federal share of expenditures	$ 361,966.00
f. Federal share of unliquidated obligations	$ 0.00
g. Total Federal share (sum of lines e and f)	$ 361,966.00
h. Unobligated balance of Federal funds (line d minus g)	$ 338,930.00
Recipient Share:	
i. Total recipient share required	$ 175,224.00
j. Recipient share of expenditures	$ 21,073.00
k. Remaining recipient share to be provided (line i minus j)	$ 154,151.00
Program Income:	
l. Total Federal share of program income earned	$ 0.00
m. Program income expended in accordance with the deduction alternative	$ 0.00
n. Program income expended in accordance with the addition alternative	$ 0.00
o. Unexpended program income (line l minus line m or line n)	$ 0.00

11. Indirect Expense	a. Type	b. Rate	c. Period From	Period To	d. Base	e. Amount Charged	f. Federal Share
	10% De Minimis	10%	09/01/2016	02/28/2017		$ 32,885.00	$ 32,885.00
				g. Totals:			

12. Remarks: Attach any explanations deemed necessary or information required by Federal sponsoring agency in compliance with governing legislation:

13. Certification: By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and intent set forth in the award documents. I am aware that any false, fictitious, or fraudulent information may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 18, Section 1001)

a. Typed or Printed Name and Title of Authorized Certifying Official	c. Telephone (Area code, number, and extension)
JEREMY T. TOBIAS, EXECUTIVE DIRECTOR	661-336-5236 X1138
	d. Email Address: jtobias@capk.org
b. Signature of Authorized Certifying Official	e. Date Report Submitted (Month, Day, Year): 04/21/2017
	14. Agency use only:

Standard Form 425 - Revised 10/11/2011
OMB Approval Number: 0348-0061
Expiration Date: 2/28/2015

Paperwork Burden Statement

According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB Control Number. The valid OMB control number for this information collection is 0348-0061. Public reporting burden for this collection of information is estimated to average 1.5 hours per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0061), Washington, DC 20503.

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Budget & Finance Committee

Christine Anami

From: Christine Anami, Chief Financial Officer

Date: August 16, 2017

Subject: *Agenda Item 6b:* Addition of Authorized Signers on CAPK Bank Accounts – **Action Item**

Community Action Partnership of Kern (CAPK) maintains seven accounts with Wells Fargo Bank. Due to senior management staff changes, staff is proposing to add Yolanda Gonzales, Director of Head Start/State Child Development Programs and Pritika Ram, Director of Administration as authorized signers. There are no changes required to be made to the list of board members that are authorized signers. Per CAPK policy, authorized signers are as follows:

- External signers are Board officers and one to two board members
- Internal signers are the Chief Executive Officer and Division Directors
- The Chief Financial Officer cannot be an authorized signer

CAPK's check signing policy is as follows:

- $5,000.00 and greater check amount: two signers – one external and one internal
- $2,500.00 - $4,999.99: two signers (can be two external, two internal or one external and one internal)
- $0.01 - $2,499.99: one signer (can be one external or one internal)

If approved, the twelve authorized check signers will be:

1. Garth Corrigan – Board Chair
2. Curtis E. Floyd – Board Vice Chair
3. Warren Peterson – Board Treasurer
4. Fred Plane – Board Secretary
5. Ana Vigil – Board Member
6. Jeremy T. Tobias – Chief Executive Officer
7. Yolanda Gonzales – Director of Head Start/State Child Development Programs
8. Ralph Martinez – Director of Community Development
9. Michele Nowell – Director of Human Resources
10. Pritika Ram – Director of Administration
11. Carmen Segovia – Director of Health & Nutrition
12. Emilio Wagner – Director of Operations

Recommendation

Staff recommends approval of the list of authorized signers on the seven accounts with Wells Fargo Bank and to authorize Jeremy T. Tobias, Chief Executive Officer or Christine Anami, Chief Financial Officer to add Yolanda Gonzales and Pritika Ram as check signers.

COMMUNITY ACTION PARTNERSHIP OF KERN
DISCRETIONARY AND FUND RAISING FUNDS
FOR THE MONTH ENDED JULY 31, 2017

	03/01/17-06/30/17	07/01/17-07/31/17	TOTAL	
BEGINNING BALANCE (NOTE 1)	422,153.24		422,153.24	
CASH RECEIPTS				
2017 Awards Banquet Donations	58,966.00	3,002.76	61,968.76	a
Give Big Kern (Net)	6,221.02		6,221.02	
Donations	1,868.30		1,868.30	
Misc. Revenue	3,100.16		3,100.16	
Interest Income/Union Administrative Fee	362.96	50.98	413.94	
TOTAL CASH RECEIPTS	70,518.44	3,053.74	73,572.18	
CASH DISBURSEMENTS				
Line of Credit Interest Expense	154.16		154.16	
Line of Credit Unused Commitment Fee	1,139.06		1,139.06	
2017 Awards Banquet Expenses	13,869.87	4,413.63	18,283.50	a
Staff Development Day (4/27/17) - Raffle Prizes	1,151.54	(59.40)	1,092.14	
Outreach	912.62		912.62	
Prior Period Cost - Pension	477.36	2,626.69	3,104.05	b
Travel Cost - SB 441 Hearing	466.72		466.72	
Fundraising Expenses	636.00		636.00	
Miscellaneous Expenses	1,011.93	39.15	1,051.08	
Indirect	1,882.21	701.76	2,583.97	
TOTAL CASH DISBURSEMENTS	21,701.47	7,721.83	29,423.30	
CASH PROVIDED (USED)	48,816.97	(4,668.09)	44,148.88	
ENDING BALANCE	470,970.21		466,302.12	
		Discretionary Cash	211,738.03	
		Fund Raising Cash	257,317.51	
			469,055.54	
		Less: AP	(2,753.42)	
			466,302.12	

NOTES

1. For the year ended 2/28/17, the net increase to the Discretionary/Fund Raising Funds was $19,720.63.

a. As of 7/31/17, net 2017 awards banquet gain is $44,628.66 (FYE 2/28/17 = $943.40 + $43,685.26 for 2017/18).
b. Underpayment of pension contribution for closed contracts for three employees for the prior year.

Date Prepared: 8/7/17

COMMUNITY ACTION PARTNERSHIP *of* KERN
BOARD OF DIRECTORS
AUDIT & PENSION COMMITTEE MEETING
August 17, 2017
12:00 p.m.

MEETING MINUTES

1. **Call to Order**

   Jim Camp called the meeting to order at: 12:05 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: James Camp, Craig Henderson, Yolanda Ochoa

   Absent: Mike Maggard

   Others Present: Jeremy Tobias, Chief Executive Officer; Michele Nowell, Director of Human Resources; Pritika Ram, Director of Administration; Carmen Segovia, Director of Health & Nutrition; Emilio Wagner, Director of Operations; other CAPK staff.

3. **Approval of Agenda**

   Motion was made and seconded to approve the Audit and Pension Committee meeting agenda for August 17, 2017. Carried by unanimous vote. (Henderson/Ochoa).

4. **Public Forum:**

   No one addressed the Committee.

5. **New Business**

   a. Pension Plan Report by Mutual of America – Michele Nowell, Director of Human Resources & Payroll – ***Info Item***

      Shannon Moriarty from Mutual of America presented the Quarterly Pension Plan Report and provided the Committee with the following updates: Equity Market Performance through June 30, 2017; Fund Performance highlights; Total Plan Assets and Participation; and the Benchmark Fee Report. The Committee requested a copy of the employee participation summary report that provides a breakdown of participation by salary.

   b. First 5 Kern Annual Administrative Review of the 2-1-1 Program – Esperanza Contreras, Program Manager – ***Info Item***

      Esperanza Contreras provided an update from the First 5 Kern Administrative Review for 2-1-1 Kern, which is based on the number of referrals for children without insurance, and for pregnant women who are not linked to a family resource center or do not have prenatal care. The enclosed letter shows the goal was not met for social service referrals; however, there was an error on the part of First 5 Kern who incorrectly input the goal number and subsequently reflected an incorrect outcome on the review letter. The error was corrected and First 5 Kern will issue a revision.

Esperanza will provide the corrected letter referenced above from First 5 to reflect the compliance of the milestones for Quarters 1 &2, along with a productivity summary sheet.

c. First 5 Kern Annual Administrative Review of East Kern Family Resource Center – Carmen Segovia, Director of Health & Nutrition – ***Info Item***

Carmen Segovia reported the First 5 Kern Annual Administrative Review for East Kern Family Resource Center measured outcomes for nine milestone objectives being tracked by the program. Only one objective was not met, the enrollment for the Summer Bridge Program. Carmen reported the program runs in July to prepare children for Kindergarten starting in August. Children in this program have never attended preschool or Head Start, and the program helps to ready those children for school. There are challenges to sustain enrollment, largely due to transportation issues and other socioeconomic factors that hinder participation, including prevalent drug use in the area. Staff at the East Kern Family Resource Center are working closely with the local elementary school, Head Start & WIC for referrals to the program.

6. **Committee Member Comments**

The Committee acknowledged the good work by staff.

7. **Next Scheduled Meeting**

Audit Committee Meeting
Thursday, November 2, 2017
12:00 p.m.
5005 Business Park North
Bakersfield, California 93309

8. **Adjournment**

The meeting adjourned at 12:49 pm.

FIRST 5 KERN

2724 L Street
Bakersfield, California 93301

Telephone (661) 328-8888
Fax (661) 328-8880

June 28, 2017

Commissioners

Al Sandrini
Chairperson

Rick Robles
Vice Chairperson

Dena Murphy
Treasurer

Claudia Jonah, M.D.
Secretary

Sam Aunai

Supervisor David Couch

Susan Lerude

Jennie Sill

Lucinda Wasson

Alternate Commissioners

Michelle Curioso

Heather Hornibrook

Supervisor Leticia Perez

Antanette Reed

Executive Director

Roland Maier

Jeremy T. Tobias, Executive Director
Community Action Partnership of Kern
5005 Business Park North
Bakersfield, CA 93309

Re: 2015.2.5 – 2-1-1 Kern County

Dear Mr. Tobias:

This letter addresses the results of our Annual Administrative Review conducted on February 14, 2017, of the 2-1-1 Kern County program. The objectives of the review determine program compliance with First 5 Kern program, evaluation and fiscal requirements. The visit was also an opportunity to discuss accomplishments and challenges experienced by the program.

Program Summary

Quarterly reports were reviewed to verify milestone progress, timeliness, participant counts and an executive summary detailing community activities. Milestone progress is based on estimated quarterly target projections set by the program coordinator.

Milestone Review:

- FY 2015-16:
  - Of the three milestones tracked by the program, one did not meet its target: parents/guardians who received social service referrals (34%).
- FY 2016-17:
  - Quarter 1: Milestone projections were not met.
  - Quarter 2: Milestone projections were not met.

Timeliness:

- FY 2015-16:
  - Quarters 3-4: Quarterly progress reports, quarterly feedback, and data entry were submitted timely.
- FY 2016-17:
  - Quarters 1-2: Quarterly progress reports, quarterly feedback, and data entry were submitted timely.

Fiscal Summary

Due to unforeseen circumstances, the fiscal portion of the Annual Administrative Review will be completed this summer via telephone interview and e-files.

We appreciate your understanding during this time. If you have any questions, please call Kathy Ives, Chief Finance Officer, at (661)-328-8882.

Recommendations

2015-16: Recommendations:

- No recommendations made.

2016-17: Recommendations:

- No program recommendations were made.

A copy of the full report is maintained on file with First 5 Kern and is available at your request. If you have any questions or comments regarding this correspondence, please feel free to contact your respective program or finance officer.

Sincerely,

Roland Maier
Executive Director

cc: Esperanza Contreras, Program Manager
Christine Anami, Director of Finance

FIRST 5 KERN

2724 L Street
Bakersfield, California 93301

Telephone (661) 328-8888
Fax (661) 328-8880

June 28, 2017

Commissioners

Al Sandrini
Chairperson

Rick Robles
Vice Chairperson

Dena Murphy
Treasurer

Claudia Jonah, M.D.
Secretary

Sam Aunai

Supervisor David Couch

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Lucinda Wasson

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Michelle Curioso

Heather Hornibrook

Supervisor Leticia Perez

Antanette Reed

Executive Director

Roland Maier

Jeremy T. Tobias, Executive Director
Community Action Partnership of Kern
5005 Business Park North
Bakersfield, CA 93309

Re: 2015.2.6 – East Kern Family Resource Center

Dear Mr. Tobias:

This letter addresses the results of our Annual Administrative Review conducted on March 21, 2017 of the East Kern Family Resource Center. The objectives of the review determine program compliance with First 5 Kern program, evaluation and fiscal requirements. The visit was also an opportunity to discuss accomplishments and challenges experienced by the program.

Program Summary

Quarterly Reports were reviewed to verify milestone progress, participant counts and an executive summary detailing community activities. Milestone progress is based on estimated quarterly target projections set by the program coordinator.

Milestone Review:

- FY 2015-16:
  - Of the nine milestone tracked by the program, one target was not met: 3.1.3 summer bridge (93%).
- FY 2016-17:
  - Quarters 1-2: All milestone projections were met.

Timeliness:

- FY 2015-16:
  - Quarters 3-4: Quarterly progress reports, quarterly feedback, and data entry were submitted timely.
- FY 2016-17:
  - Quarters 1-2: Quarterly progress reports, quarterly feedback, and data entry were submitted timely.

Fiscal Summary

Due to unforeseen circumstances, the fiscal portion of the Annual Administrative Review will be completed this summer via telephone interview and e-files.

We appreciate your understanding during this time. If you have any questions, please call Kathy Ives, Chief Finance Officer, at (661) 328-8882.

Recommendations

2015-16: Recommendations:

- No recommendations made.

2016-17: Recommendations:

- No program recommendations were made.

A copy of the full report is maintained on file with First 5 Kern and is available at your request. If you have any questions or comments regarding this correspondence, please feel free to contact your respective program or finance officer.

Sincerely,

Roland Maier
Executive Director

cc: Carmen Segovia, Director
Whitney Hughes, Supervisor

To: Board of Directors

From: Janelle Gonzalez, Program Governance Coordinator

Subject: *Agenda Item VIII(a)* - June and July Policy Council Report – **Action Item**

Date: August 23, 2017

The Policy Council met on June 29th and July 27th

In June, the Policy Council approved the following items:

- The 2017-2018 School Readiness goals
- We elected a member to the Board
- The EHS Child Care refunding application
- The Head Start Duration carry over application
- The COLA application
- The 2017-2018 Recruitment & Selection Plan

In July, the Policy Council approved the following items:

- The EHS Child Care Partnership Non-Federal Share Waiver
- Both Self-Assessments for Kern Head Start and the EHS Child Care Partnership

The Policy Council was provided information about the Habitat for Humanity Program and how they can qualify to become home owners. Ryan Hernandez from the Garden Pathways gave a presentation on all the services they provide to support individuals with career goals and counseling services.

Jerry Meade shared on Yolanda's behalf, the program is in full recruitment mode to ensure we meet full enrollment the first day of school. Part-year staff will be returning in August for pre-service and to start off the 2017-2018 program year.

Next Policy Council Meeting will be August 31st at 5:30 in the Board Room
5005 Business Park North, Suite 130 Bakersfield, CA 93309
Bakersfield, CA 93309

COMMUNITY ACTION PARTNERSHIP OF KERN
HEAD START / STATE CHILD DEVELOPMENT PROGRAMS
POLICY COUNCIL (PC) MEETING MINUTES
JUNE 29, 2017

1. **CALL TO ORDER – Chairperson, Enrique Salazar** called the meeting to order at 5:32 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, Savannah Scarpa - Quorum was established.**
   PC Members Present: Enrique Salazar, Breyona Millard, Maria Martinez, Jason Warren, Savannah Scarpa, Lorena Fernandez, Shevada Williams, Jodi Sanchez, Ramona Campos, Ana Lester, Lindsay Harrison, Yolanda Ochoa

3. **APPROVAL OF AGENDA – Chairperson, Enrique Salazar (*ACTION)**
   a. Motion for approval of the PC Agenda dated June 29, 2017 was made by Lorena Fernandez; seconded by Jason Warren. Motion carried unanimously.

4. **APPROVAL OF MINUTES – Chairperson, Enrique Salazar (*ACTION)**
   a. Motion for approval of the PC meeting minutes dated May 25, 2017 was made by Jason Warren; seconded by Maria Martinez. 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: Yolanda Gonzales, Head Start/State Child Development Director; Tracey Wheat, Education Coordinator; Chase Rangel, Data Analyst; Janelle Gonzalez, Governance Coordinator; Lisa Price, PDM Administrative Assistant; Jerry Meade, Program Design & Management Administrator; Donna Holland, Fiscal Administrator; Gloria Barbero; Program Administrator; Shawn Brown, Guest; Daniel Jimenez, Guest; Trista Carter, Habitat for Humanity Guest Presenter

6. **STANDING COMMITTEE REPORTS** (3 minutes each)
   a. School Readiness – No report given
   b. Planning Committee – Lorena Fernandez reported quorum was not met. The Enrollment Report and the Average Daily Attendance for May were reviewed, as well as the CACFP report for April. The committee also reviewed the Kern HS/EHS and EHS Partnership draft budgets. The next meeting is scheduled for August 1, 2017 at 5:15 p.m. in Suite 130.
   c. Finance Committee – Janelle reported on Christina's behalf stating that the fiscal department has moved its office to Suite 130 noting that all future subcommittee meetings will be held in the Board Room. The committee discussed the 1% COLA. It was also shared that Shafter EHS received 4-star rating for which they were awarded $20,000. The next meeting will be held on August 24 at 5:30 p.m.
   d. By-Laws Committee – No report given

7. **PRESENTATIONS**
   a. Habitat for Humanity – Trista Carter, Homeowners Services Coordinator
   A PowerPoint presentation was shown along with brochures distributed providing information on the Habitat for Humanity organization and the processes and requirements for those interested in being a

recipient of the program. It was further stated there are currently 2 homes in Taft accepting applications from interested potential homeowners. Additionally, it was noted that there is an extensive waitlist for services in Bakersfield. The selection process is currently being reviewing the by Habitat for Humanity to ensure the neediest of families are served.

b. Children's Learning Outcomes and Program Self-Assessment – Tracey Wheat, Education Coordinator & Chase Rangel, Data Analyst

Tracey stated that all children in our program are assessed using the DRDP (Desired Results Developmental Profile) tool. Results as compiled by data from the DRDP was reviewed with the council as were the domains and assessment period, i.e. fall, winter, etc. It was reported that all domain goals for infants were met, event surpassing goals set; the same was true for our toddler bracket. "Preschool" is divided into 2 categories, 3-year-old children and 4-year-old children. Data showed all goals were met for both the 3-year-old group as well as the 4-year-old group. Data also revealed that many children in this category scored at the integrated level, meaning as preschoolers they assessed at the kindergarten level. Chase reported on the Parent Surveys distributed to all our state centers. He reported that 300-400 surveys were returned with 100% indicating they were satisfied or very satisfied with the safety of the program as well as their children's happiness while attending the program. It was also shared 90-100% of parents were satisfies with how the program shares information. Chase did state there will be improvements made to the survey in the future. It was commented that the survey language was not always clear. Chase stated the content and the survey itself cannot be changed as it is provided by the State of California however in years past and the thought for the future is to have an accompanying document/pamphlet that would provide more direction and clarification. Tracey also reported on the Environmental Ratings scales data. She shared that this assessment is required by all state centers twice per year. The expectation/standard is to receive a "5" (or above) in all areas of the assessment. This goal was met in all areas except for "Activities"; the rating for this area was 4.96. Because the standard was not met a Plan of Action was developed. This plan included but was not limited to more parent involvement and training, electronic data filing and other activities that would support attaining a higher score at the next assessment period. Council member indicated there are many Spanish speaking children in our program and posed a question regarding bilingual classrooms. It was shared there are bilingual books available and provided to students; additionally, curriculum is presented in both English and Spanish and tracked accordingly.

8. NEW BUSINESS – Chairperson (*ACTION)

a. Nominate and Elect a Policy Council Member to the Board of Directors

Prior to nominations being accepted, Lorena shared her experience as PC Board Representative noting it is a great experience and there is so much to be learned. She also expressed excitement in her new position on the CAPK Board of Directors, as the South Kern Low Income Sector Representative. Nominations were taken to vote and elect a Policy Council Representative to the Board of Directors. Enrique Salazar self-nominated as did Jason Warren. Each candidate spoke briefly as to their interest in serving in this capacity, upon conclusion a vote by a show of hands took place. Jason Warren received 4 votes while Enrique Salazar received 7 votes. Motion was made by Savannah Scarpa to approve the election of Enrique Salazar as Policy Council Representative on the Board of Directors; seconded by Breyona Millard. Motion carried unanimously.

b. Request to approve the 2017 – 2018 School Readiness Goals – Tracey Wheat, Education Coordinator

Tracey stated the School Readiness goals were developed by using current data and ongoing assessments that were implemented into the classroom during the 2016-2017 school year. This aggregated data was analyzed and compared to create goals that will reflect successful learning across five key areas of learning and development. Tracey further stated program staff will work in partnership with parents to support the school readiness goals; the request was made to approve these goals. Motion made by Savannah Scarpa to approve the 2017-2018 School Readiness Goals; seconded by Lindsay Harrison. Motion carried unanimously.

c. Request to approve the Early Head Start Child Care Partnership 2017 – 2018 Refunding Application – Jerry Meade, Program Design & Management Administrator

Jerry shared that it is time to submit the third-year application for continued funding for the Early Head Start Child Care Partnership Grant. The duration of this grant application is September 1, 2017 through August 31, 2018. Jerry stated that there are not changes to the programs delivery of service options. We will continue to provide services in partnership with the three programs which we are under contract with; Blanton High School, Bakersfield College and Garden Pathways. The funding will include $684,096 in base funds and $16,800 in Training and Technical Assistance funds and will support services for 56 children. Motion was made by Lorena Fernandez to approve the funding request for the Early Head Start Child Care Partnership Refunding Application for 2017 - 2018; seconded by Savannah Scarpa. Motion carried unanimously.

d. Request to approve the Head Start Duration Carry over Application – Jerry Meade, Program Design & Management Administrator

Jerry shared that CAPK received a Notice of Award from the Department of Health and Human Services for the Head Start/State Child Development Duration funding in the amount of $723,019. These funds (in part) would be added to the base funding. They would also provide a one-time start-up funding for projects that we have identified in the grant application. The additional base funding would support a third staff member (an Assistant Teacher) in classrooms that will now operate 1020 hours annually as well as start-up funds to support an additional classroom in Taft and the acquisition of our new Wasco facility. These centers (Wasco and Taft) are currently being renovated. Start-up funds were not fully obligated in the 2016-2017 funding year and the request is to carryover these funds into the 2017-2018 funding year. The carryover request will consist of $531,952 in Head Start Duration start-up funds to complete renovations and preparation of the two new classrooms in Wasco and at the new classroom in Taft. Staff is in the process of negotiating the contractor to oversee these renovations. Motion was made by Jason Warren to approve the carryover of unobligated balances from the Head Start Duration funding award; 2016-2017 funding year to the 2017-2018 funding year; seconded by Savannah Scarpa. Motion carried unanimously.

e. Request to approve the Head Start/Early Head Start COLA Application – Jerry Meade, Program Design & Management Administrator

Jerry shared that through the Consolidated Appropriations Act of 2017 there is an increase in funding, approximately $85 million for programs under the Head Start Act for the 2017 fiscal year. A portion of this funding increase provides a cost of living adjustment (COLA) of 1.0% to assist grantees in increasing staff salaries/fringe benefits and offsetting higher operating costs. CAPK will submit three funding applications to the Office of Head Start prior to June 30, 2017 requesting the following amounts: Head Start/Early Head Start Kern - $232,303; Early Head Start Child Care Partnership - $6,841 and Early Head Start San Joaquin - $49,963 for a total of $289,107 across all CAPK's grants. These funds will be used to increase pay scales by at least 1.0% across HS/EHS positions. The recommendation is that Policy Council approve the COLA applications. Motion was made by Shevada Williams to approve the Head Start/Early Head Start Cost of Living Adjustment (COLA) funding applications; seconded by Jason Warren. Motion carried unanimously.

f. Request to approve the 2017 – 2018 Recruitment and Selection Plan – Jerry Meade, Program Design & Management Administrator

Jerry stated the Recruitment and Selection Plan (RSP) was revised in March 2017 however upon review of the new Head Start Performance Standards, the RSP Committee implemented changes in the support of such. Changes included but not limited to include regulatory and performance standard citations and references, revised categories of eligibility to align with new standards, additional points for children with an IEP/IFSP. The process for selection remains unchanged as the point system which the agency uses and has identified as an effective process ensuring Head Start meets the needs of the neediest families in our community remains intact. Staff are seeking Policy Council's support of this adjustment to the 2017-2018 RSP. Motion made by Savannah Scarpa to approve the 2017-2018 Recruitment and Selection Plan with adjustments to the Selection Criteria Form (point sheet) as identified; seconded by Lorena Fernandez. Motion carried unanimously.

9. COMMUNICATIONS

a) Kern Head Start & Early Head Start Budget vs. Actual Expenditures
March 1, 2016 through May 31, 2017
b) San Joaquin Early Head Start Budget vs. Actual Expenditures
February 1, 2017 through May 31, 2017
c) Early Head Start Child Care Partnerships Budget vs. Actual Expenditures
September 1, 2016 through May 31, 2017
d) Parent Local Travel & Child Care through May 31, 2017
e) Parent Activity Funds through May 31, 2017
f) Parent Meals prepared by the Central Kitchen through May 31, 2017
g) Enrollment, Average Daily Attendance and Child & Adult Care Food Program/Central Kitchen Report for HS/EHS Kern, EHS San Joaquin and EHS Child Care Partnerships May 2017
h) Healthychildren.org Hand Washing: A Powerful Antidote to Illness Handout (English/Spanish)
i) Program Instruction ACF-PI-HS-17-02 – Fiscal Year (FY) 2017 Head Start Funding Increase
j) Funding Guidance for Cost of Living Allowance (COLA)
    1. Grant #09CH9142 – Head Start/Early Head Start Kern
    2. Grant #09HP0036 – Early Head Start Child Care Partnerships
    3. Grant #09CH010071 – Early Head Start San Joaquin

Motion made by Lorena Fernandez to receive and file items (a) – (j)

10. PROGRAM GOVERNANCE REPORT/TRAINING – Janelle Gonzalez

Janelle thanked everyone for their attendance and stated she is currently working on the preparations for the final PC Meeting of this term adding that it will be a "Round-Up", country theme. Janelle thanked members for their patience as this is a year of transition; as we introduce the new Head Start Program Performance Standards. Janelle stated members have each received current Head Start Program Performance Standards placed at their seats. She also shared the content area as to where to find the roles and responsibilities as they pertain to Governance noting that this section in the standards is only 2 pages in content; however further details may be found in the Head Start Act. Should PC members have any questions, Janelle encouraged them to contact her and she will provide clarification, training or any other assistance/resources they may need. In closing, Janelle congratulated Enrique Salazar on his election to the CAPK Board of Representatives as the Policy Council Representative and thanked Lorena for her time of service in that capacity.

11. COMMUNITY REPRESENTATIVES REPORT – Ana Lester and Lindsay Harrison

Lindsay did not have any information to share with the council at this time. Ana spoke briefly about the nextdoor app. She shared that this is a private app between people in your neighborhood. This app can connect you to your neighbors to keep in touch via social media providing a way to connect with your neighbors. Ana also distributed a First 5 handout and shared that there is a First 5 app which will provide you with fun daily activities to ensure you talk, read or sing every day with your child.

12. EARLY HEAD START PARTNERSHIP REPORT – Jadine Gonzalez

No report

13. BOARD OF DIRECTORS REPRESENTATIVE REPORT – Lorena Fernandez

Lorena thanked members for the opportunity to represent Policy Council on the Board Directors. She also encouraged members to attend Board Meetings should they have an opportunity to do so as they are open to the public and are very informative; you learn a lot. Lorena shared the Board of Directors will meet next in August, there will not be a meeting in July. CAPK Board of Directors meet at 12:00 p.m. on the last Wednesday of the month.

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

Yolanda congratulated Lorena on her new position on the CAPK Board of Directors. She also said that she looks forward to Enrique Salazar serving as Policy Council Representative as he will be a great asset.

Yolanda stated that we are very busy as a program, sharing that she just returned earlier today from San Joaquin, as they had their preservice event for staff. She added things are going well in San Joaquin County. We are very busy working on our grants as well as renovations and other projects. Policies and procedures are also being updated to match and align with the new Head Start Program Performance Standards. Kern preservice will take place on August 15 and 16 for staff. Yolanda also shared that members may notice this week there will be two positions flown; one is that of an Assistant Director of Grants. The responsibility of this position (in part) is to help support all the grants across our program and meet the varying timelines of such. The other position is Assistant to the Head Start/State Child Development Director. Sylvia Ortega (who previously held the position) is now the Compliance Coordinator; responsible for monitoring our systems and processes. Yolanda said that she is excited and eager to get things done and to start the new school year.

15. <u>POLICY COUNCIL CHAIRPERSON/ANNOUNCEMENTS</u> – Enrique Salazar

Enrique shared the application renewal process with the group as he recently met with the E.R.S.E.A. Specialist in his region to update required information. Enrique stated it was an easy process, as he knew what to expect this time. He encouraged members to do the same, to call and make an appointment with the appropriate specialist to update their application/file information. Enrique added that this alleviates the "rush" as we get closer to the start of the new program year and allows to you to enjoy your summer and look forward to the first day of school.

16. <u>ADJOURNMENT</u> – Chairperson

Meeting was adjourned at 7:04 p.m.

Lisa Price/PDM Administrative Assistant
Completed 06.30.17

COMMUNITY ACTION PARTNERSHIP OF KERN
POLICY COUNCIL MEETING MINUTES
July 27, 2017
5005 Business Park North
Board Room 130

1. **Call to Order** – **Chairperson, Enrique Salazar**, called the meeting to order at 5:35 p.m.
   a. Moment of Silence, Pledge of Allegiance
   b. Reading of Promise of Community Action
   "Community Action changes people's lives, embodies the spirit of hope, improves communities, and makes America a better place to live. We care about the entire community, and we are dedicated to helping people help themselves and each other."
2. **Roll Call/Set Quorum** – **Secretary, Christina Bates**. Quorum was established.
   PC Members Present: Enrique Salazar, Christina Bates, Gabriella McCutcheon, Savannah Scarpa, Jadine Gonzalez, Jodi Sanchez, Maria Martinez, Shevada Dove Williams, Jason Warren, Yolanda Ochoa.
3. **Approval of Agenda** – **Chairperson** **(**ACTION)**
   a. Motion for approval of the PC Agenda dated July 27, 2017, was made by Jason Warren; Gabriella McCutcheon seconded; motion carried unanimously.
4. **Approval of Minutes** – **Chairperson** **(**ACTION)**
   Motion for approval of the PC meeting minutes dated June 29, 2017, was made by Shevada Dove Williams; Jadine Gonzalez seconded; motion carried unanimously.
5. **Presentation of Guests/Public Forum**
   The following guests were in attendance: Ryan Hernandez, Director of Operations at Garden Pathways; Troy Gomes, Mentoring Specialist at Garden Pathways; Jerry Meade, Program Design and Management Administrator; Pritka Ram, Director of Administration; Rashi Strother, Family Services and Governance Specialist; Donna Holland, Fiscal Manager; Sylvia Ortega, Monitoring Coordinator; Janelle Gonzalez, Governance Coordinator; Nadine Berry, Administrative Assistant.
   a. *(The public wishing to address the full Policy Council may do so at this time. Policy Council members may respond briefly to statements made or questions posed. However, the PC will take no action other than referring the item(s) to staff for study and analysis. Speakers are limited to five minutes each. If more than one person wishes to address the same topic, total group time for the topic will be 10 minutes. Please state your name before making your presentation. Thank you.)*
6. **Standing Committee Reports** *(five minutes each)*
   a. School Readiness Committee, Christina Bates – No report.
   b. Planning Committee, Lorena Fernandez – No report.
   c. Finance Committee, Gabriella McCutcheon – No report.
   d. By-Laws Committee, Savannah Scarpa – No report.
7. **Presentations**
   a. Garden Pathways, Building Community from the Inside Out-Ryan Hernandez, Director of Operations and Troy Gomes, Mentoring Specialist
   Mr. Hernandez and Mr. Gomes advised that it is not up to one organization to bring about change in the community, that is up to everyone. Garden Pathways is a community-based mentoring organization founded in 1997 for families; those coming out of incarceration, trying to get away from gangs, individuals or families who are experiencing homelessness, as well as those struggling with substance abuse. The program provides mentoring to children, youth, and adults to build productive lives. They offer comprehensive mentoring services to help people seek a fresh start with a mentor who will guide and encourage them on their path. There is also an arts mentoring program which guides youth to artistic and personal growth. Garden Pathways provides assistance with health insurance enrollment, provides referrals to assist participants in locating employment and assists in breaking the cycle of domestic abuse. If an individual does not qualify for services with Garden Pathways, referrals will be provided to that person so that may obtain assistance from another community program. Community Mentors help promote positive outcomes by helping families make a personal investment in their future.

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

a. Request to approve the Non-Federal Share waiver for EHS Child Care Partnership-Jerry Meade, Program Design & Management Administrator

Mr. Meade shared that at the beginning of the current funding year a request was made to carryover $315,00 from the previous funding year for the EHS Child Care Partnership. A waiver for Non-Federal Share was in place for that funding year, but it does not carry over to the next year. The goal is being met for Non-Federal Share on base grant funding for the current year, which ends August 31, 2017, but a waiver is being requested on the carry over. The amount of Non-Federal Share that is requested to be waived is $78,750.00. Motion was made by Jason Warren to approve the Non-Federal Share Waiver for the EHS Child Care Partnership; Jadine Gonzalez seconded; motion carried unanimously.

b. Request to approve the Kern Head Start/Early Head Start Self-Assessment-Sylvia Ortega, Monitoring Coordinator

Ms. Ortega shared that the program conducts an annual self-assessment to make sure that any challenges are addressed and resolved. The self-assessment is mandated by the Office of Head Start and the agency uses its own checklists, as well as protocols provided by OHS. During the process, it was determined that there were three areas that need improvement. The first area is in following the procedure to ensure proper handwashing is taking place. It was observed that staff and children are not washing their hands for the proper length of time. The next area is in the need of training and implementation of the Pyramid Model. The Pyramid Model is in the process of implementation, and additional training was needed to ensure program-wide implementation. The last area is in proper implementation of curriculum to fidelity during socializations. Training has taken place and will continue to take place to ensure all areas of the Home Base Curriculum is implemented to fidelity in all areas. Motion was made by Savannah Scarpa to approve the Kern Head Start/Early Head Start Self-Assessment; Christina Bates seconded; motion carried unanimously.

c. Request to approve the Early Head Start Child Care Partnership Self-Assessment-Pam Pritchard, Assistant Director of Program

Ms. Ortega shared that the program conducts an annual self-assessment to make sure that any challenges are addressed and resolved. The self-assessment is mandated by the Office of Head Start and the agency uses its own checklists, as well as protocols provided by OHS. During the process, it was determined that there were three areas that need improvement. The first area is in following the procedure to ensure tooth brushing is taking place in the toddler classroom. It was observed that tooth brushing was not implemented into the daily schedule. This has been corrected. The next area that was observed was table sanitation. The procedure for the use of the sanitizing solution was not properly implemented. Training took place and monitoring is in place to ensure proper sanitizing takes place. The last area was not maintaining full enrollment. Meetings and changes have taken place to ensure that full enrollment will be met each month. Motion was made by Jadine Gonzalez to approve the Early Head Start Child Care Partnership Self-Assessment; Gabriella McCutcheon seconded; motion carried unanimously.

9. **Communications**

a. Kern Head Start & Early Head Start Budget vs. Actual Expenditures, March 1, 2017 through June 30, 2017
b. Kern Head Start & Early Head Start In-Kind Accrual Report, March 1, 2017 through June 30, 2017
c. San Joaquin Early Head Start Budget vs. Actual Expenditures, February 1, 2017 through June 30, 2017
d. Early Head Start Child Care Partnerships Budget vs. Actual Expenditures, September 1, 2016 through June 30, 2017
e. Parent Local Travel & Child Care through June 30, 2017 (English/Spanish)
f. Parent Activity Funds through June 30, 2017
g. Parent Meals prepared by Central Kitchen through June 30, 2017
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 June 2017
i. Policy Council School Readiness Committee Minutes dated 05.10.17 (English/Spanish)
j. Policy Council Budget & Finance Committee Minutes dated 06.22.17 (English/Spanish)
k. Policy Council Planning Committee Minutes dated 06.06.17 (English/Spanish)
l. CAPK Winter/Spring 2017 Newsletter http://www.capk.org

The Chairperson called for a motion to motion to move and file the July 27, 2017, Communications. Motion made by Gabriella McCutcheon to move and file the Communications items.

10. **Program Governance Report/Training** – Janelle Gonzalez, Governance Coordinator

    Ms. Gonzalez shared a portion of a video about the new Performance Standards and how the changes affect Governance. The video stated that parents are the cornerstone of Head Start and their participation is vital to ensure children are prepared for elementary school. Parent meetings are where communication with the Policy Council starts. In parent meetings, parents find out what is going on in their center and what else may be needed to ensure school readiness. Parent meetings also give parents a better understanding of how voting works and how their peers are elected to the Policy Council. Parents should let their center staff know what items they would like to learn more about and have them bring in community speakers to share the information. Ms. Gonzalez advised the Policy Council that the first parent meetings for the new school year will be in September.

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

    No report

12. **Early Head Start Partnership Report** – Jadine Gonzalez

    No report

13. **Board of Directors Representatives Report** – Yolanda Ochoa, Board of Director's Representative

    No report

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

    As Ms. Gonzalez was traveling back from San Joaquin, Jerry Meade, Program Design and Management provided her report. Ms. Gonzales sends her regards to the Policy Council and wants them to know she appreciates the time and effort all the members put in while serving on PC. Mr. Meade shared that the program is currently in full-force enrollment mode to ensure full enrollment on the first day of school. Rosamond and Mojave need help to make sure they can meet full enrollment. As of July 26th only 10 more are needed for full enrollment, and we have until the end of the Monday to be fully enrolled. Part-year staff will be returning in August for pre-service and to start off the new school year.

15. **Policy Council Chairperson/Announcements** – Enrique Salazar

    Mr. Salazar shared that fall is almost here and school starts on August 21. He stated he spoke with some people at Costco and provided referrals to them for Head Start. Mr. Salazar thanked Ms. Gonzalez for putting the meetings together and thanked all the members who were in attendance.

16. **Adjournment** –Chairperson

    The meeting was adjourned at 6:26 p.m. by the Chairperson.

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: CAPK Board of Directors

From: Janelle Gonzalez, Program Governance Coordinator

Date: August 23, 2017

Subject: *Agenda Item VIII(b)* - Summary of proposed changes to the 2017-2018 Policy Council Bylaws – **Action Item**

On January 28, 2017, the CAPK Board of Directors approved changes to the Head Start Policy Council Bylaws. At that time, program staff shared that the Head Start Policy Council Bylaws Committee would complete their revisions to the document's cited references to reflect the recently released Head Start Performance Standards. The document presented today is now complete with all the new Performance Standard cited references.

Additionally, the committee has proposed the two changes referenced below:

1. Article II, Section 2.1 was removed as it was a duplication from Article VIII, Section 7, where it remains in the final draft.

2. Article II, Section 2.4 was revised to say:
    a. **642(2)(D)(vi)** Program personnel policies and decisions regarding the employment of program staff, consistent with paragraph (1)(E)(iv)(IX), including standards of conduct for program staff, contractors, and volunteers and criteria for the employment and dismissal of program staff.

Recommendation:
Staff and the Policy Council recommend the Board of Director's approve the 2017-2018 Policy Council Bylaws to reflect the revised Office of Head Start Performance Standards.

COMMUNITY ACTION PARTNERSHIP OF KERN
Head Start/State Child Development

POLICY COUNCIL
BYLAWS

By-Laws Committee Reviewed: February 9, 2017
Policy Council Approval: May 25, 2017
Initial Board of Directors Approval: January 25, 2017
Final Board of Directors Approval:

ARTICLE I
NAME

The name of this organization will be the Community Action Partnership of Kern Head Start/Early Head Start Policy Council, hereafter known as the "Policy Council."

ARTICLE II
PURPOSE AND FUNCTIONS

SECTION 1. Purpose

An agency must establish and maintain a formal structure for program governance that includes a governing body and a policy council at the agency level. Policy councils are responsible for the direction of the agency's Head Start and Early Head Start programs.

1. **General Procedures**
   - **a.** 1301.3 (a) Each agency must establish and maintain a policy council responsible for the direction of the Head Start program.
   - **b.** 1301.3 (b) A program must establish a policy council in accordance with section 642 (c)(2)(B) of the Act. Parents of children currently enrolled in each program option must be proportionately represented on the policy council.
   - **c.** 1301.6 Impasse Procedures. Each agency's governing body and policy council jointly must establish written procedures for resolving internal disputes between the governing body and policy council in a timely manner that include impasse procedures.

2. **Human Resource Management – Must approve or disapprove:**
   - **a.** 642 (2)(D)(vi) Program personnel policies and decisions regarding the employment of program staff, consistent with paragraph (1)(E)(iv)(IX), including standards of conduct for program staff, contractors, and volunteers and criteria for the employment and dismissal of program staff.

ARTICLE III
MEMBERSHIP

SECTION 1. Membership

1. **Composition**
   - **a.** The Policy Council will be made up of:
     Community Representatives – may be former Head Start parents or from the community. At least fifty-one percent (51%) of the Policy Council will be parents of Children currently enrolled in Early Head Start/Head Start.
   - **b.** A parent is defined as "a Head Start/Early Head Start child's mother or father, other family member who is the primary care giver, foster parent, guardian or the person with whom the child has been placed for purposes of adoption pending a final adoption decree."

SECTION 2. Types of Membership

A parent must have a child currently enrolled in the Head Start/Early Head Start program to be a member of the Regional Parent Committee (RPC). The RPC was developed to ensure the policy council is proportionately represented for each program option. The policy council membership shall consist of the following:

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

a. The meetings will be held as needed to elect members to the policy council.
b. If a member's child changes to another program option or region during the program year, they will remain on policy council until the position is filled. Once the position is filled, the current member will be terminated and encouraged to seek election with new parent committee.
c. In the event the member's child ages out of the Head Start, EHS Partnership, and/or the San Joaquin program, the member will continue their membership until the end of the PC term.

1. Community Representatives

Community Representatives may be drawn from the local community: businesses; public or private community, civic, and professional organizations; and others who are familiar with resources and services for low-income children and families, including, for example, the parents of formerly enrolled children. 642(2)(B)(ii)(II)

a. Two (2) Community Representatives appointed by a community agency. Responsibilities will include a monthly verbal report on agency events and support to the Head Start program.
b. One (1) Community Representative-Past Parent Representative. The Past Parent elected to the PC must not have child and/or children enrolled in the HS/EHS Program. Past parent representative must be in an elementary school Parent Teacher Association or Parent Teacher Organization. Responsibilities will include a monthly verbal report sharing information that supports School Readiness for Head Start parents.
c. Community Representatives may serve on the policy council for a total of five years. Representatives must stand for election annually. (collective total as a parent PC Member and/or Community Representative PC Member)

Community Representatives must apply and be approved by the policy council before they can be seated. Community Representatives will provide a monthly oral report on current events and support to the Head Start Program.

If any Community Representative becomes a Head Start parent during a policy council year, their current membership will be terminated. When a vacancy occurs, they may seek election with their new parent committee.

2. Board of Director's Representative:

One (1) member of the Board of Directors of the Community Action Partnership of Kern will be appointed to serve on the policy council each year. The appointed Board Member may serve as the Board of Director's Representative for up to five years (collective total as a parent PC Member, Community Representative PC Member and/or Board of Director's Community Representative).

SECTION 3. Seating and Training of Members

Parent representatives and community representatives are seated as official voting policy council members, at the first policy council meeting, following their completion of the policy council orientation and training.

a. An annual orientation and training for **ALL** policy council members shall be provided, within 30 days after elections or as-needed. Training must be attended by the following PC Meeting. If training is not attended the member will be removed, and an opening will be available at the next RPC meeting. Only those parent representatives and Community Representatives who complete the training shall be seated.

SECTION 4. Vacancy

When a parent representative position is vacated, the affected Regional Parent Committee will elect a new representative.

SECTION 5. Resignation

A member must give the Program Governance Coordinator a written or verbal statement of resignation.

SECTION 6. Termination/Absence

Membership may be terminated because of three (3) consecutive absences between policy council and/or subcommittee meetings throughout the year for any reason, *except absences for attending a Community Action Partnership of Kern function*, or EXTREME Weather conditions. Policy council Member will assume responsibilities until policy council approval of termination.

1. Termination may be appealed.
2. Submit a written letter of appeal to the Program Governance Coordinator within ten (10) working days of receiving the notification of termination.
3. The Governance Coordinator will place the appeal on the following policy council agenda for the full policy council vote.
4. The policy council's recommendation will be in effect for the remainder of the current policy council year.
5. If an appeal is approved, the termination/absence record will recommence.

SECTION 7. Term of Membership

Head Start policy council representatives are limited to a combined total of three one-year terms. Parent representatives must stand for election annually. Once a Parent has served a total of three years and their child is no longer enrolled in the program they may seek re-election as a past parent community representative for an additional two years. Any member holding membership for four months or more on the policy council will be considered to have served one full year.

SECTION 8. Conduct and Conflict of Interest

Any member of the policy council who fails to act in the best interest of the policy council, or the Agency, may be removed by a two-thirds (2/3) vote of the membership in attendance, provided the member has been notified of the proposed action. Any persons so removed shall not be considered for participation on the policy council in subsequent years (*see Article X*).

No person who serves on policy council may be employed by CAPK nor may they have a financial conflict of interest with the agency. The responsibilities of the council and its committees shall be independent of the staff. Individuals serving on the policy council may apply for employment with the Agency at any time. Any policy council representative who accepts employment with CAPK must resign from the policy council immediately.

No person shall be employed with Community Action Partnership of Kern while a member of his/her family or a roommate serves on the policy council or any non-staff committee or delegate division of the agency. A member of the immediate family shall include any of the following; Spouse, parent, step-parents, children, step-children, sister, step-sister, brother, step-brother, father-in-law, mother-in-law, brother-in-law, sister-in-law, daughter-in-law, son-in-law, grandparents, common-law spouse (as defined by the state of California).

ARTICLE IV
OFFICERS

SECTION 1. Officers of the Policy Council

a. The policy council shall elect a Chairperson, Vice-Chairperson, Secretary, Treasurer, and Parliamentarian.
b. These officers shall perform the duties prescribed by these bylaws.
c. Currently enrolled parents may hold any office.
d. Officers will be elected by a majority vote at the first policy council meeting of the new school year and shall serve from election until the seating of new officers the following year.
e. If a standing officer is elected to another executive position, that person will be automatically terminated from his/her former position.
f. No member shall hold more than one office at a time.
g. If the Vice-Chairperson, Secretary, Treasurer or Parliamentarian resigns or is removed from his/her office, an election will be held at the next policy council meeting after the official resignation announcement or removal process is voted upon. The policy council Chairperson must appoint a policy council member to fill a vacant office on an interim basis until the next policy council meeting where a quorum is present, and an election for that office can be conducted.
h. If the Chairperson resigns or is removed from his/her office, the Vice Chairperson will assume the office of Chairperson for the remainder of the term of office.

SECTION 2. Functions

1. Chairperson

The Chairperson shall preside at all meetings of the policy council.

a. Conduct all meetings of the policy council.
b. No later than ten (10) days prior to the meeting, assist in the development of the agenda with the Head Start/State Child Development Director and Program Governance Coordinator.
c. Refrain from entering debates during the policy council meeting.
d. Call the meeting to order on time, follow the agenda and can clarify the business at hand at all times.
e. Will explain each motion as needed.
f. May vote to break ties.
g. Appoint members to standing committees and special committees as necessary.
h. Appoint members to temporarily assume duties of absent officers.
i. In the event of resignation or termination of any policy council officer, the Chairperson may appoint a policy council representative to fill the vacancy on an interim basis until the next regular policy council meeting (see Article IV, Section I).

2. Vice-Chairperson

a. The Vice-Chairperson will chair the Planning Committee.
b. The Vice-Chairperson shall act in the absence of the Chairperson or whenever the Chairperson temporarily vacates/steps down from the chair.
c. Perform other duties as may be assigned to him/her by the Chairperson.
d. Attends meetings to develop the agenda. (optional)

3. **Secretary**
   - **a.** The Secretary will chair the School Readiness Committee
   - **b.** Call roll and maintain a record of members' attendance.
   - **c.** Keep a record of all Policy Council minutes.
   - **d.** Perform other duties as may be assigned to him/her by the Chairperson.
   - **e.** In collaboration with the staff policy council recorder, assist with final documentation of minutes and motions, as needed.
   - **f.** Ensures that policy council members sign in when attending meetings.
   .
4. **Treasurer**
   - **a.** The Treasurer will chair the Budget & Finance Committee
   - **b.** Ensure a monthly report is distributed to the policy council on the Parent Activity Fund.
   - **c.** Perform other duties as may be assigned to him/her by the Chairperson.

5. **Parliamentarian**
   - **a.** The Parliamentarian will chair the Bylaws Committee
   - **b.** Shall be able to define the policy council bylaws and advise the Council on these as necessary.
   - **c.** Shall be aware of the format desired by the Chairperson at meetings and assist in keeping within the format.
   - **d.** Assist in preserving order during Policy Council meetings and as the Chairperson may direct.
   - **e.** Perform other duties as may be assigned to him/her by the Chairperson.

SECTION 3. Training of Officers

Training will be provided by appropriate agency staff or consultants within one month of an officer's election. Training will include the functions, duties, responsibilities of the officers and may include how to make a motion, the Ralph M. Brown Act, and Robert's Rules of Order as Newly Revised, etc. Follow-up training will be provided as needed by agency staff/consultants.

ARTICLE V
PARENT REPRESENTATIVES TO THE CALIFORNIA HEAD START ASSOCIATION PARENT CONFERENCE AND NATIONAL HEAD START ASSOCIATION CONFERENCE

- ***a.*** Elections may take place at the beginning of the new school year to attend the California Head Start Parent Conference or National Head Start Parent Conference *for members who have not attended a previous training*, pending annual budget. Alternates may be selected.
- ***b.*** *If a 2nd or 3rd year PC Member previously attended a conference and an opening is available, they may be considered to attend.*
- **c.** Each member will be required to provide an oral report.

ARTICLE VI
POLICY COUNCIL & STANDING COMMITTEE MEETINGS

SECTION 1. Meetings

Regular policy council meetings will be held monthly and be determined by the policy council. Standing Committee Meetings will be held based on the committee's vote.

- **a.** All meetings may be conducted, but are not required, to follow Ralph M. Brown Act. Robert's Rules of Order, newly revised.
- **b.** Notices of each regular meeting shall be sent to all Policy Council members at least five (5) working days in advance, with a copy of the agenda for the meeting and the Minutes from the previous policy council meeting.

c. Special Call meetings may be called by the Chairperson, most of seated Policy Council members or the Head Start/State Child Development Director to conduct official Community Action Partnership of Kern Head Start/Early Head Start business.

d. Policy council members must be notified at least twenty-four (24) hours prior to a special call meeting by staff, with an explanation of the reasons for calling the special meeting.

e. All policy council meetings are open to the public.

f. The Chairperson, Head Start/State Child Development Director and Governance Coordinator will meet to develop the agenda.

SECTION 2. Quorum

a. A quorum for the conducting of business will consist of fifty percent (50%) plus one (1) of the policy council members.

b. The policy council may not act on any items unless a quorum is present.

ARTICLE VII
VOTING RIGHTS

SECTION 1. Vote

a. The policy council will vote by a show of hands or stating "I."

b. A policy council member may vote only if present at a meeting during which a vote is taken, and may not vote by proxy or absentee ballot.

c. A policy council member who is out of the room or leaves the room during the time an action item is being discussed may not return to the room and vote.

d. The Chairperson may vote only to break a tie.

e. The Executive Committee may act and vote on behalf of the Community Action Partnership of Kern Policy Council between official policy council meetings if a quorum of policy council members cannot be met. Every effort will be made via mail and phone to remind policy council members of meetings.

f. Policy council members whose physical locations are more than 2 hours (Stockton) from the meeting location may use a web based communication system or by other means as necessary.

g. Members joining the policy council meeting on a web based communication system will vote using a color card system. When voting an "all in favor", members will use the green color card and hold the card closest to the camera's view for the PC Secretary to get an accurate count of votes. The remaining color cards for members to communicate via GoToMeeting are as follows: Opposed- Red, Abstain- Blue, Motion- Yellow, Question- White.

ARTICLE VIII
STANDING COMMITTEES

SECTION 1. Standing Committees

a. Each policy council member must participate on one committee. Each policy council member will sit on a maximum of two (2) committees, and a minimum of one (1) committee, during the policy council year. Committees shall develop written recommendations and will be reflected in committee meeting minutes and placed on the next PC Agenda. Minutes shall be available upon request except for meetings involving discussions of the agency employees or potential employees, which are deemed confidential.

- Head Start Representative for CAPK's Board of Director's- one (1) member
- Budget and Finance-Seven (7) members
- Planning –Seven (7) members
- Bylaws –Seven (7) members
- School Readiness –five (5) members

b. The Executive Committee shall be comprised of five (5) members. The Chairperson, Vice Chairperson, Secretary, Parliamentarian, and Treasurer of the Policy Council.
The Executive Committee will determine its meeting schedule.

c. In the event a standing committee is unable to carry out its assigned functions in a timely manner (i.e., inability to maintain membership, inability to obtain meeting quorum, etc.), the policy council will be responsible for all functions described in Article II.

SECTION 2. Quorum

a. A quorum of a standing committee shall consist of fifty percent (50%) plus one (1) of the membership of the committee.

b. A standing committee may not conduct business unless a quorum is present.

SECTION 3. Voting

a. A committee member may only vote when present at a meeting during which a vote is taken, and may not vote by proxy or absentee ballot.

b. A majority vote is required to approve an issue/recommendation.

c. A committee chairperson may vote only to break a tie.

SECTION 4. Function of the Board of Directors Representative

Policy council members will be given the opportunity to nominate and vote for a representative of the policy council to be seated on the Board of Directors.

a. The elected policy council member will need to be available to attend all monthly Board of Director's meetings to represent the Head Start program.

b. The elected member will meet with the Program Governance Coordinator 5 days prior to the board meeting to review and prepare for verbal report provided to the board.

c. In the case the current member is unable to fulfill duties as a board representative, the representative position will be re-open for election of a new member at the following policy council meeting.

SECTION 5. Function of the Budget and Finance Committee

The Treasurer will chair the Finance Committee. The Budget and Finance Committee will perform the following functions:

Work with key Governing Board, Head Start/Early Head Start and/or General Child Care management staff in developing/reviewing the following for recommendation to the policy council for approval/disapproval:

1. 1301.3 (c)(1) is referring to section 642 (D)(iii) as specified in the Head Start Act. Applications for funding and amendments to applications for funding for programs under this subchapter, prior to submission of applications described in this clause.
2. 1301.3 (e) A program must enable low-income members to participate fully in their policy council responsibilities by providing, if necessary, reimbursements for reasonable expenses incurred by the low-income members.

SECTION 6. Function of the School Readiness Committee

The Secretary will chair the School Readiness Committee. The School Readiness Committee will perform the following functions:

The School Readiness Committee will work with the staff sponsor to review current School Readiness goals based on most recent Desired Results data collected during annual assessment timeframes.

1. Each committee member will review current curriculum studies within the classroom.
2. Each committee member will be given opportunity to provide feedback based on current curriculum practice and compare to current School Readiness goals.

3. Each committee member will be given the opportunity to review and make recommendations to current School Readiness goals as needed or on an annual basis.
4. Staff Sponsor will provide current Head start job openings for the Coach Mentor position and discuss criteria required for the job opening. To include, current pay rate based on experience and education held by potential applicant and/or interested candidate.

SECTION 7. Planning Committee

The Vice Chairperson will chair the Planning Committee. The Planning Committee will perform the following functions:

Work with the Program, Design and Management Administrator, Administration Staff, Policy Council and Governing Board to ensure that members are aware of established agency time frames and procedures for program planning.

The following Governance responsibilities are cited from the Head Start Program Performance Standards 1301.3 Policy council in reference to the Head Start Act, as amended 642(2)(D)(i)(ii)

1. (i) Activities to support the active involvement of parents in supporting program operations, including policies to ensure that the Head Start agency is responsive to community and parent needs.
2. (ii) Program recruitment, selection, and enrollment priorities.

SECTION 8. Bylaws Committee

The Parliamentarian will chair the Bylaws Committee Meeting. The Bylaws committee shall review and recommend changes to the Bylaws. The committee will interpret the Bylaws when questions arise. This committee is also responsible for making sure that amendments are rewritten into the Bylaws on an *Annual basis.*

1. 1301.3(c)(1) Policy council is responsible for activities specified at section 642 (D)(v) of the Head Start Act, as amended.

SECTION 9. Ad Hoc Committees

Ad hoc committees will be formed for a specific case, situation or purpose when deemed necessary. Representatives may volunteer or will be appointed by the Chairperson.

SECTION 10. Responsibility for Assigned Functions

a. Standing committees are assigned specific functions necessary for the operation of a Head Start/Early Head Start program.
b. In the event a standing committee is unable to carry out its assigned functions in a timely manner (i.e., inability to maintain membership, inability to obtain meeting quorum, etc.), the policy council will be responsible for all functions described in Article II.

ARTICLE IX
REIMBURSEMENT OF EXPENSES

Policy council members and Community Representatives shall be entitled to reimbursement for child care/transportation expenses, according to the agency's Program Governance Reimbursement Policy.

ARTICLE X
DISCIPLINARY ACTION

SECTION 1. Definition

Disciplinary action is designed to correct and/or abate any inappropriate actions made by policy council members. Disciplinary action may result from a concern, problem, complaint or grievance brought against any policy council member. Disciplinary action is applicable to all policy council members.

SECTION 2. Inappropriate Actions

Inappropriate actions shall include:

- **a.** Violation(s) of the Policy Council Bylaws
- **b.** Violation of Center and Policy Council Chain of Command regarding concerns, problems or complaints
- **c.** Personal misconduct when representing the policy council or Community Action Partnership of Kern.
- **d.** Falsification of or making material omissions on forms, records, or reports.
- **e.** Actual or threatened physical violence toward another employee, client, children or parents.
- **f.** Possessing or bringing firearms, weapons, illegal drugs or chemicals onto Agency property, including vehicles.
- **g.** Using, possessing, or being under the influence of alcohol or controlled substances, as defined by law, while conducting policy council business or on Agency property.
- **h.** Theft, unauthorized use, and possession or removal of Head Start or Agency funds, property, records, or other materials or items belonging to another employee or client.
- **i.** Destroying or damaging Head Start, employee, or client property or records.
- **j.** Violating safety rules or practices or engaging in conduct that creates a safety or health hazard.
- **k.** Unauthorized disclosure of confidential information about the agency or any of its clients to the news media or the general public. Any disclosure of confidential client information to anyone, including other employees (refer to “Oath of Confidentiality”).
- **l.** Smoking in agency buildings and vehicles.
- **m.** Engaging in unlawful activity.
- **n.** Directly or indirectly engaging in outside business or financial interests or activities which conflict in any way with the interest of the Agency.
- **o.** Sexual harassment or other unlawful harassment of an employee, policy council or governing board member, parent, or community representative.
- **p.** Inciting conflict or hostilities.
- **q.** Bringing false accusations to the policy council or any of its committees.
- **r.** Slanderous or libelous remarks against members of the policy council, Board of Directors, parents or agency staff or clients.
- **s.** Failure to respect and promote the unique identity of each child and family and refrain from stereotyping based on gender, race, ethnicity, culture, religion, sexual preference, or disability.

SECTION 3. Disciplinary Action Process

Disciplinary actions may be initiated by submitting a written statement to the Head Start/State Child Development Director, Program Governance Coordinator and the Policy Council Chairperson. The written statement shall identify the inappropriate actions (see Article X, Section 2). Written statements must be submitted within ten working days following the occurrence. An acknowledgment of receipt shall be made within five (5) working days by the Head Start/State Child Development Director. The Chairperson may make recommendations for resolution and may consult with the Head Start/State Child Development Director.

SECTION 4. Recommendations

The policy council member in question shall receive a copy of the written allegations concerning his/her actions and shall be given an opportunity to discuss the statement with the Chairperson and Head Start/State Child Development Director prior to any action being taken. The Chairperson will respond to the policy council in one or more of the following ways:

- **a.** Recommend that the involved parties discuss the issues and work toward a resolution.
- **b.** Provide a written recommendation to the involved parties outlining corrective action to be taken.

c. Recommend termination by the policy council.
d. Dismiss the allegation as unfounded or not within the responsibility of the policy council.

The Policy Council's final vote will remain in effect for subsequent years. If a Policy Council member resigns to avoid removal, the member will not be eligible to participate in subsequent years.

ARTICLE XI
CONCERNS, PROBLEMS AND COMPLAINTS

SECTION 1. Definition

a. ***Concerns.*** Concerns shall be defined as any issue about which there is an interest, uncertainty, or apprehension relevant to the Community Action Partnership of Kern's Head Start/Early Head Start Program *(see Section 3)*.
b. ***Problems.*** Problems shall be defined as any issue about which there is a question raised for inquiry, consideration or solution relevant to the Community Action Partnership of Kern's Head Start/Early Head Start Program (*see Section 3)*.
c. ***Complaints.*** Complaints shall be defined as a formal written allegation against a person or organization relevant to the Community Action Partnership of Kern's Head Start/Early Head Start Program.

SECTION 2. Who May Bring Concerns, Problems, and Complaints to the policy council?

Any member of the general community and policy council members may bring concerns, problems and complaints to the policy council through appropriate channels. Complaints shall follow an established protocol for communication. Concerns are to be reviewed, investigated as necessary, and recommendations presented to the policy council by the Head Start/State Child Development Director.

SECTION 3. Concerns and Complaints

a. Appropriate Channels for General Community:
   1. Submit in writing to the policy council Chairperson and/or attend a policy council meeting. If a person from the community would like to speak to the policy council, they will have five (5) minutes to inform the policy council. A person from the community must submit in writing, within ten (10) working days, the concern or complaint they are having with the Partnership.
   2. The policy council Executive Committee will respond within ten (10) working days to the concern or complaint.
   3. If the Policy Council Executive Committee cannot resolve the concern or complaint, it will be sent to Administration for resolution. **Board of Directors will make a final decision on an as needed basis.**
b. Appropriate Channels for Policy Council Representatives.
   1. Submit in writing or talk to the Program Governance Coordinator. If you need help submitting the concern or problem in writing, assistance can be obtained from the Program Governance Coordinator
   2. Program Governance Coordinator, and/ or Head Start/State Child Development Director will contact the Policy Council Representative within ten (10) working day

ARTICLE XII
IMPASSE

SECTION 1. Procedure for Resolution of Impasse between the Governing Body and Policy Council

The Policy Council and Community Action Partnership of Kern Board of Directors shall follow the arbitration process outlined in the Community Action Partnership of Kern Employee Policy Manual

for resolving an impasse.

ARTICLE XIII
PARLIAMENTARY AUTHORITY

The Policy Council may, but not required to follow the Ralph M. Brown Act and Roberts Rules of Order as newly revised, unless these Bylaws specifically provide for an action or procedure to be followed.

Responsibility

The Director will be responsible for implementing this policy and tutoring all staff who need the knowledge and skills necessary to assist in implementation.

ARTICLE XIV
AMENDEMENT TO THE BYLAWS

These bylaws may be amended by sending a copy of the proposed amendments to each policy council member at least five (5) working days before the meeting. The policy council will conduct a first reading of the proposed amendment. The policy council may debate/discuss and revise any amendment. A vote for adoption of the amendments must be approved by fifty percent (50%), plus one, of the members present at the policy council meeting.

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Board of Directors

From: Jeremy T. Tobias, Chief Executive Officer

Date: August 23, 2017

Subject: *Agenda Item IX*: Chief Executive Officer report (Action Item- receive and file)

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a) CAPK Food Bank solar project

It has been a long road covering many years, but our Food Bank solar project is now complete. We will be holding a ribbon cutting event on Friday, August 25 at 11:00am. We encourage attendance by the Board members if possible. A separate email invitation has been sent to all Board members.

The project included several years of funding requests and rejections before we were able to secure our first funding approval through the city and county, with both agreeing to contribute Community Development Block Grant (CDBG) funding in the total sum of $249,000 ($117,000 from county CDBG and $132,000 from city CDBG). Staff then leveraged that approval to apply to the Bakersfield Californian Foundation for a major project funding level, which was awarded for $100,000. The Southern Cal Gas Company also came forward and awarded us $5,000 towards the project. All told, a total of $354,000 was raised through grant applications and community assistance.

The solar project includes a 162kW system with 486 roof top mounted panels. Year 1 generation is estimated to be 254,787 kWh. Previous year usage was approximately 257,184 kWh. The system is expected to generate approximately 99% of the electrical needs of the Food Bank, saving an estimated $54,203 the first year. Assuming a 3% annual cost increase for electrical, there is an estimated 10- year savings total of $621,000. This will offer relief to the always tight Food Bank budget and will release funds for uses in other areas such as food purchases, truck fuel, facility maintenance, etc.

The construction is essentially complete and we are processing final invoices and retention payment. We estimate that there will be approximately $5,000 remaining which we plan to use for a long-term maintenance contract for the system.

b) CFO interview process

The interview process is underway for a new CFO to replace Chris Anami upon retirement. An interview committee was established, including two Board members and the first round of interviews was held on Tuesday, August 22.

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