COMMUNITY ACTION PARTNERSHIP *OF* KERN
BOARD OF DIRECTORS MEETING

5005 Business Park North, Bakersfield, CA
February 28, 2018
12:00 pm

AGENDA

I. Call to Order

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

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

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

c. Roll Call

Garth Corrigan	*Curtis Floyd*	*Fred Plane*	*Warren Peterson*
Janea Benton	*Jimmie Childress*	*Lorena Fernandez*	*Sharif Hassan*
Craig Henderson	*Mike Maggard*	*Yolanda Ochoa*	*Marian Panos*
Guadalupe Perez	*Ana Vigil*		

II. Approval of Agenda

III. Approval of meeting minutes

a. Minutes of January 31, 2018 Board of Directors meeting – ***Action Item (p. 4-9)***

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. Food Policy Council Needs Assessment Presentation by Della Hodson, President of United Way of Kern County.

VI. New Business

a. Appointment of Private Sector Board Seat – Jeremy Tobias, Chief Executive Officer – ***Action Item (p. 10)***

b. San Joaquin Early Head Start Barnett House Notice of Federal Interest – Emilio G. Wagner, Director of Operations – ***Action Item (p. 11-13)***

c. Award of Property, Liability, Automobile, and Crime Insurance Coverage – Emilio G. Wagner, Director of Operations – ***Action Item (p. 14-45)***

d. Administration for Children and Families Notice of Competitive Determination – Yolanda Gonzalez, Director of Head Start / State Child Development Programs - ***Info Item (p. 46-50)***

VII. Committee Reports

a. Program Review & Evaluation Report – Ralph Martinez, Director of Operations – ***Action Item***
   i. Minutes of February 14, 2018 ***(p. 51-53)***
   ii. Special Presentation – 211 Kern ***(p. 54-62)***
   iii. Program Reports:
      1. January 2018 Program and Division Reports ***(p. 63-76)***
      2. Application Status Report and Funding Requests ***(p. 77-80)***
      3. January 2018 Head Start / State Child Development Enrollment and Meals Report ***(p. 81)***
      4. January 2018 Outreach & Advocacy Report ***(p. 82)***
   iv. Consultant Services for Disabilities in Head Start Programs ***(p. 83-84)***

b. Budget & Finance Committee Report – Christine Anami, Chief Financial Officer - ***Action Item***
   i. Minutes of February 21, 2018 meeting ***(p. 85-87)***
   ii. Application Status Report and Funding Requests ***(p. 88-91)***
   iii. Head Start & Early Head Start Budget to Actual Reports ***(p. 92-100)***
   iv. Discretionary Fund Update ***(p. 101)***
   v. Financial Statements, January 2018 ***(p. 102-136)***

VIII. Advisory Board Reports

a. Head Start Policy Council Report – Sharif Hassan, Policy Council Representative – ***Action Item***
   i. January 2018 Policy Council Report ***(p. 137)***
   ii. Minutes of January 25, 2018 meeting ***(p. 138-141)***

b. Friendship House Advisory Report – Sheila Shegos, Outreach & Grant Administrator – ***Action Item***
   i. Verbal Report

IX. Chief Executive Officer Report – Jeremy Tobias, Chief Executive Officer – ***Action Item (Verbal Reports)***

a. Director of Human Resources appointment
b. Update on CFO Recruitment

X. Board Member Comments

XI. Closed Session

XII. Close Session Report

XIII. Next Scheduled Meeting

Board of Directors Meeting
Wednesday, March 28, 2018
12:00 p.m.
5005 Business Park North
Bakersfield, CA 93309

XIV. Adjournment

This is to certify that this Agenda notice was posted in the lobby of the CAPK Administrative Office at 5005 Business Park North, Bakersfield, CA and online at www.capk.org by 12:00pm, February 23, 2018. Paula Daoutis, Administrative Coordinator

COMMUNITY ACTION PARTNERSHIP *OF* KERN
BOARD OF DIRECTORS MEETING

5005 Business Park North, Bakersfield, CA
January 31, 2018
12:00pm

MEETING MINUTES

I. Call to Order

Garth Corrigan called the meeting to order at 12:01 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. Seating and Welcoming of New Board Member Sharif Hassan – Jeremy Tobias, Chief Executive Officer - ***Action Item***

Jeremy Tobias introduced the new Policy Council Representative, Sharif Hassan.

Motion was made and seconded to approve the seating of the Policy Council Representative, Sharif Hassan. Carried by unanimous vote. (Henderson/Maggard).

d. Roll Call

Roll Call was taken with a quorum present:

Present: Garth Corrigan, Warren Peterson, Fred Plane, Janea Benton, Jimmie Childress, Sharif Hassan, Craig Henderson, Mike Maggard, Yolanda Ochoa, Marian Panos, Ana Vigil

Absent: Curtis Floyd, Lorena Fernandez, Guadalupe Perez

Others Present: Jeremy Tobias, Chief Executive Officer; Christine Anami, Chief Financial Officer; Yolanda Gonzales, Director of Head Start & State Child Development Programs; Pritika Ram, Director of Administration; Carmen Segovia, Director of Health & Nutrition; Emilio Wagner, Director of Operations; other CAPK staff.

e. Election of Board Officers – Jeremy Tobias, Chief Executive Officer – ***Action Item***

Current Board Officers:

- Garth Corrigan, Chair
- Curtis Floyd, Vice Chair
- Fred Plane, Secretary
- Warren Peterson, Treasurer

Jeremy Tobias reported that all officers have an interest in serving a third one-year term. No other nominations were presented.

Motion was made and seconded to approve and elect the slate of officers. Carried by unanimous vote. (Maggard/Henderson).

II. Approval of Agenda

Motion was made and seconded to approve the Board of Directors meeting agenda for January 31, 2018. Carried by unanimous vote. (Plane/Benton).

III. Approval of meeting minutes

a. Minutes of November 29, 2017 Board of Directors meeting.

b. Minutes of December 6, 2017 Special Board of Directors meeting / training.

Motion was made and seconded to approve the minutes of the November 29, 2017 meeting and the December 6, 2017 Special Board of Directors meeting / training. Carried by unanimous vote. (Henderson/Childress).

IV. Introduction of Guests/Public Forum:

No one addressed the Board.

V. Special Presentations

a. Overview and instruction on use of the new iPads for Board and Committee Meetings – Jeremy Tobias, Chief Executive Officer and Emilio Wagner, Director of Operations.

Jeremy Tobias provided a brief overview and instruction for the new iPads for the Board's use during Board and Committee meetings.

b. Retirement recognition for Julia Ibarra Melendez – Yolanda Gonzales – Director of Head Start / State Child Development Programs

Yolanda Gonzales acknowledged the retirement of long-time employee Julia Ibarra Melendez, and said she was a dedicated employee in Food Service for the Head Start Program for 16 years. Julia's retirement was effective in December 2017.

VI. New Business

a. Pension Plan Board Resolution – Jeremy Tobias, Chief Executive Officer – ***Action Item***

Jeremy Tobias reported that the previous Board Resolution #2017-14 was signed to reflect the date of discontinuance for January 1, 2018. However, due to a delay in the review of plan documents and the Charles Schwab Contract, the date of discontinuance is changed to February 15, 2018. Staff requests Board approval to approve Resolution #2018-01 to reflect the revised date of February 15, 2018.

Motion was made and seconded to approve Pension Plan Resolution #2018-01, approving the transfer of assets from CAPK's 401(a) plan to Charles Schwab Trust Company. Carried by unanimous vote. (Henderson/Plane).

b. Resolution to approve Budget Revision for the Head Start / Early Head Start Program – Emily Gonzalez Demont, Assistant Director of Grants Management for Head Start / State Child Development Programs – ***Action Item***

Emily Gonzalez Demont reported there is a projected year-end savings of approximately $650,000 in surplus in the Personnel and Supplies cost categories in the Head Start and Early Head Start program budgets. Staff recommends Board approval, with resolution, of the revised budget for the Head Start and Early Head Start Programs.

Motion was made and seconded to approve the Budget Revision, with Resolution, for the Head Start and Early Head Start Programs. Carried by unanimous vote. (Plane/Henderson).

c. Appointment of Private Sector Board Seat – Jeremy Tobias, Chief Executive Officer ***Action Item***

Jeremy Tobias reported that a Special Committee consisting of Fred Plane, Marian Panos and Lupe Perez met to interview four applicants for the vacant Private Sector Seat. The Committee recommends tabling this agenda item to the February 28, 2018 meeting to allow them additional time to finalize and select a candidate to present before the Board for approval.

V. Committee Reports

a. Executive Committee Report – Jeremy Tobias, Chief Executive Officer – ***Action Item***
   i. Minutes of December 13, 2017
   ii. Resolution to approve the submission of an application for 2017-2018 California State Preschool Program Expansion Funds Request
   iii. Resolution to submit non-federal share waiver request for San Joaquin County Early Head Start for the 2017-2018 funding year
   iv. Funding Request: March of Dimes California for WIC Program
   v. Head Start and Early Head Start Budget to Actual Reports for the Period Ended November 30, 2017
      a. Kern Head Start and Early Head Start Budget to Actual Report for the Period Ended November 30, 2017
      b. San Joaquin Early Head Start Budget to Actual Report for the Period Ended November 30, 2017
      c. Early Head Start Child Care Partnerships Budget to Actual Report for the Period Ended November 30, 2017
   vi. Chief Financial Officer Report
      a. Discretionary Fund Update
      b. Financial Statements, November 2017
   vii. San Joaquin Early Head Start Self-Assessment Report

Jeremy Tobias Reported the meeting was routine with nothing out of the ordinary. The items presented to the Committee are listed above.

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

b. Program Review & Evaluation Committee Report – Ralph Martinez, Director of Community Development – ***Action Item***

   i. Minutes of January 17, 2018
   ii. Program Reports
      1. November & December 2017 Program and Division Reports
      2. Application Status Report and Funding Requests
      3. November & December 2017 Head Start / State Child Development Enrollment and Meals Report for November & December 2017
      4. November & December 2017 Outreach & Advocacy Report

Sheila Shegos presented the PRE Committee Report and stated that all items listed above were approved by the Committee.

Motion was made and seconded to approve the Program Review & Evaluation Committee Report. Carried by unanimous vote. (Henderson/Panos).

c. Audit & Pension Committee Report – Christine Anami, Chief Financial Officer – ***Action Item***

   i. Minutes of December 18, 2018 meeting
   ii. Brown Armstrong Presentation of the Independent Audit Reports for the year ended February 28, 2017 and the Special Purpose Financial Statements for the year ended June 30, 2017
   iii. 2016 Information Returns and Attorney General Report
   iv. Office of Inspector General Report Number A-09-18-32907
   v. Audit Transmittal Report (TR) 17-002 (FYE 2-28-17)
   vi. Department of Energy (DOE) Weatherization Assistance Program (WAP) Monitoring Report Number E-17-003
   vii. CAPK Solar Improvements Monitoring Report – CD No. 07.15.1
   viii. On-Site Monitoring Report Number C-17-019 from the Department of Community Services and Development for Contract #16F-5517 and 17F-2015
   ix. August 24, 2017 CSBG Close-Out Report from the Department of Community Services and Development for Contract Number 16F-5517
   x. Financial Monitoring Report from the Kern Behavioral Health & Recovery Services for Fiscal Year Ended June 30, 2014, June 30, 2015, and June 30, 2016
   xi. First 5 2015-2016 East Kern Family Resource Center Report
   xii. California Department of Education Review Resolution for FY 2017-2018
   xiii. Mutual of America Pension Plan Report
   xiv. Pensionmark Pension Plan Transition Update

Christine Anami introduced Andrew Paulden from Brown Armstrong. Mr. Paulden provided individual copies of the audit report to each Board Member and presented an abbreviated verbal report of the findings, which included the Significant Audit Areas and the three separate audit reports issued:

- **Financial Audit of CAPK** – The Independent Auditors rendered an unmodified opinion or “clean opinion,” which is the highest ranking possible.
- **Special Purpose Audit** – The Special Purpose Audit report is a state requirement with the audit year ending June 30, 2017. The Independent Auditors rendered an unmodified opinion or “clean opinion,” which is the highest ranking possible.
- **Defined Contribution Pension Plan** – The Independent Auditors rendered a Disclaimer of Opinion, because of the reliance of information provided to them by Mutual of

America. A Disclaimer of Opinion is the highest ranking possible for a pension plan audit.

Mr. Paulden commended staff for the timely response to all requests and stated that it was a pleasure to work with them throughout the audit process.

Mike Maggard stated that the Audit Committee thoroughly reviewed the Audit Reports and recommended full Board approval.

Motion was made and seconded to approve the Audit & Pension Committee Report. Carried by unanimous vote. (Maggard/Childress)

d. Budget & Finance Committee Report – Christine Anami, Chief Financial Officer – ***Action Item***
   i. Minutes of January 24, 2018 meeting ***(p. 437-439)***
   ii. Application Status Report and Funding Requests
   iii. Head Start & Early Head Start Budget to Actual Reports
   iv. Early Head Start Partnership Federal Financial Report
   v. Line of Credit Renewal
   vi. Request for approval of Budget Revision for the Head Start / Early Head Start Program
   vii. Discretionary Fund Update
   viii. Financial Statements, December 2017

Christine Anami reported that three action items were presented, and the Committee and Staff recommend Board approval of the above items.

Motion was made and seconded to approve the Budget & Finance Committee Report. Carried by unanimous vote. (Henderson/Ochoa)

VI. Advisory Board Reports

a. Head Start Policy Council Report – Sharif Hassan, Policy Council Representative - ***Action Item***
   i. December 2017 Policy Council Report
   ii. Minutes of December 20, 2017

Sharif Hassan provided the Policy Council report for the month of December 2017.

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

b. Friendship House Advisory Report – Sheila Shegos, Outreach & Grant Administrator – ***Action Item***

Sheila Shegos provided a verbal report and announced the date of the 2018 Mixer & More event, which will be held on October 25, 2018.

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

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

a. Update on CFO Retirement / Recruitment

Jeremy Tobias reported on the departure of Deputy CFO Jon Parnell and announced that Christine Anami has been very gracious to extend her retirement date for an additional three months with the official retirement date changed to June 1, 2018. CAPK has contracted with Creative Financial Services to help in the search and it is anticipated that a candidate will be selected in time to allow for approximately one month of training.

b. Update on Director of Human Resources Recruitment, open recruitment.

Jeremy Tobias reported that the applications received are excellent and the two finalists are being interviewed again this week. Jeremy anticipates making an offer within the coming weeks.

c. Update on Child and Adult Care Food Program Review

Jeremy Tobias reported that the Child & Adult Care Food Program Review received an outstanding review with no findings and commended staff for a great job.

Jeremy also invited the Board to participate in the Annual Read across America event on March 1st. CAPK is hosting the kick-off at Bistro with volunteers going out to the Centers to read to the children.

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

VIII. Board Member Comments

Ana Vigil and Janea Benton thanked Chris Anami for extending her retirement date. Mike Maggard thanked the Board and Staff for the condolence message after the passing of his mother, and Craig Henderson thanked the Board Officers for their continued service.

IX. Closed Session

No items scheduled for closed session.

X. Closed Session Report

XI. Next Scheduled Meeting

Board of Directors Meeting
Wednesday, February 28, 2018
12:00 p.m.
5005 Business Park North
Bakersfield, CA 93309

XII. Adjournment

The meeting adjourned at 12:37 pm.

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Board of Directors

From: Jeremy T. Tobias, Executive Director

Date: February 28, 2018

Subject: *Agenda Item VI(a)*: Appointment of a Private Sector representative to the CAPK Board of Directors – ***Action Item***

Private Sector Board member Jim Camp resigned his seat effective August 23, 2017. In accordance with our agency by-laws the vacant seat was advertised to the public on multiple platforms including the CAPK website, newsprint and various social media applications.

A total of four (4) applications were received for the seat. The applicants included Janie Chang, Brandon Ivie, Michael Olcott and Jonathan Mullings. The Board Chair appointed three (3) Board members to sit on a review and nomination committee, including Board members Fred Plane; Lupe Perez and Marian Panos.

The committee conducted in-person interviews with all four candidates. The committee unanimously selected Jonathan Mullings, a local pastor, as the recommended choice for the Board seat. The committee found Pastor Mullings to be well versed on CAPK programs and he possesses a desire to be involved and assist in our community endeavors. In addition, the committee members pointed out that the faith-based community is not specifically represented on our Board.

The committee has also unanimously selected Michael Olcott as their strong number two choice. They recommend should a private sector seat open anytime during the remainder of this calendar year the committee will automatically submit Mr. Olcott as the recommended candidate directly to the Board.

Recommendation:

The Board nomination committee recommends the Board of Directors appoint Mr. Jonathan Mullings as a Private Sector representative on the CAPK Board of Directors.

COMMUNITY ACTION PARTNERSHIP OF KERN MEMORANDUM

To: Board of Directors

From: Emilio G. Wagner, Director of Operations

Date: February 28, 2018

Subject: *Agenda Item VI(b)*: San Joaquin Early Head Start Barnett House Notice of Federal Interest – **Action Item**

Background:

When CAPK was awarded the San Joaquin Early Head Start grant, a piece of real property located at 347 E Poplar Ave, Stockton (Barnett House) was included. Since the property was purchased using Federal funds by the previous grantee, the Federal Government has a reversionary interest in the property. To protect that interest in the property, a Notice of Federal Interest (NFI) must be recorded in the jurisdiction where the property is located. A NFI was recorded by the former grantee and since then has not been subordinated or released.

Current Events:

Although a NFI has been recorded, guidance was given from the Head Start Regional office to record a new NFI using current requirements. The Uniform Guidance requires that the agency's governing body receive a copy of the NFI prior to filing with the San Joaquin County Recorder's Office.

Recommendation:
Staff recommends the Board of Directors approve the NFI and authorize the Chief Executive Officer, Jeremy T. Tobias to execute.

Attachments:
Notice of Federal Interest – Barnett House

RECORDING REQUESTED BY:
WHEN RECORDED MAIL TO:

Attn: Emilio Wagner
Community Action Partnership of Kern
5005 Business Park North
Bakersfield, CA 93309

NOTICE OF FEDERAL INTEREST

This is to notify all potential sellers, purchasers, transferors, transferees, mortgagees, creditors, and any other persons or entities who have or may seek to obtain an interest of any kind in the real property described herein, of the Federal government's beneficial ownership interest and other interests ("Federal Interest") in said property, as defined in and/or regulated by the Head Start Act, 42 U.S.C. §9801 et seq. 45 CFR 1303.47, and relevant decisions of the United States courts. The United States Department of Health and Human Services, Administration for Children and Families ("HHS") has awarded grant funds and real property to Community Action Partnership of Kern, 5005 Business Park North, Bakersfield, CA 93309 ("grantee"), a California non-profit, including, but not limited to grant number 09CH010071 awarded July 1st, 2015. The Federal Interest arises because Community Action Partnership of Kern was awarded said property in addition to grant funds to improve said property and will have used such additional amounts awarded in the future for that purpose.

The property located at 347 E Poplar Street, to which this Notice applies is further identified as all that certain real property situate in the City of Stockton, County of San Joaquin, State of California, described as follows:

Lots 10 and 12 in block 130, east of center street, in the City of Stockton, according to the official map or plat thereof.

Recorded in the San Joaquin County Clerk's Office, San Joaquin, California as APN 139-180-57**.**

In accordance with the terms of the Federal grant, the Head Start Act, 42 U.S.C. §9801 et 45 CFR 1309.47, and relevant decisions of the United States courts, the restrictions on the property include, among others, the following:

- The property may not be used for any purpose inconsistent with that authorized by the Head Start Act and applicable regulations.
- The property may not be mortgaged, encumbered, used as collateral, sold or otherwise transferred to another party without the written permission of the responsible HHS official.
- The federal interest cannot be subordinated, diminished, nullified or released through encumbrance of the property, transfer of the property to another party or any other action the grantee takes without the responsible HHS official's written permission.
- CAPK's Board of Directors received a copy of the notice of federal interest on February 28th, 2018.

Further information regarding the Federal Interest in the property described in this Notice can be obtained from the Administration for Children and Families, **San Francisco Regional Office, 90 7th Street, 9th Floor, San Francisco, CA 94103**.

GRANTEE NAME: **Community Action Partnership of Kern**

GRANT NUMBER: 09CH010071

Community Action Partnership of Kern

By: _____

Jeremy T. Tobias

Chief Executive Officer

Community Action Partnership of Kern

Date: February 28, 2018

COMMUNITY ACTION PARTNERSHIP OF KERN
MEMORANDUM

To: Board of Directors

From: Emilio G. Wagner – Director of Operations

Date: February 28, 2018

Subject: *Agenda Item VI(c):* Award of Property, Liability, Automobile, Crime and Management Liability Coverage – **Action Item**

Background:

CAPKs risk insurance coverages are scheduled to expire on February 28th, 2018. As result, Heffernan Insurance Brokers, current broker, has solicited proposals from insurance carriers on CAPKs behalf to obtain the most cost-effective premiums. The premium for the 2017/2018 year was $270,607.

Current Events:

Heffernan opened the request for proposals to Insurance carriers and received the following responses:

Philadelphia Insurance Company (current)	$276,473 ($10,000,000 D&O and Fiduciary)
Berkley Health Services	$256,283 (Max $5,000,000 D&O and Fiduciary)
Nationwide Insurance Company	$203,000 (without D&O and Fiduciary)
GuideOne Mutual	Could not provide a competitive quotation
AMTrust	Could not provide a competitive quotation
Irwin Siegel Non-Profit Program	Could not provide a competitive quotation

Key Change to policy:

1. Increase of coverage from $5,000,000 in Directors & Officers and Fiduciary to $10,000,000.

As compared to the 2017/2018 year, if Philadelphia Insurance Company is selected, CAPK will see a slight increase of $5,866, due to increase in limits of the D&O and Fiduciary coverage. In addition, If Philadelphia Insurance is selected, CAPK will be assigned a dedicated claims adjuster.

Recommendation:

Staff recommends the Board of Directors authorize the Chief Executive Officer to bind coverage with Philadelphia Insurance through Heffernan Insurance Brokers.

Attachment:
Proposal of Insurance



Proposal of Insurance for:

Community Action Partnership of Kern

Property, Liability, Excess Liability, Automobile, Crime and Management Liability Coverages

Renewal Date:
March 1, 2018

Revised on 2/12/18 to include alternate Quotations for Directors & Officers and Fiduciary Liability

Presented By:

Heffernan Insurance Brokers

As of: February 12, 2018

License #0564249

Authorization To Bind Coverage

A T T E N T I O N

This resume of coverage is intended to facilitate your understanding of the insurance program we are proposing to arrange on your behalf. It is ***NOT*** intended to replace or supersede your present insurance policies. For a complete description of coverages, conditions, limitations, warranties, exclusions, etc., please read the actual policy(ies). This is a quotation only, and coverage is not bound, nor does this document represent a Binder of Insurance.

I hereby authorize Heffernan Insurance Brokers to bind coverage(s) on my behalf as stated in this proposal dated February 12, 2018, except for the following changes:

- If no changes State NONE.
- If you do not wish to list all the changes below, please note any changes and/or coverages you do not want to bind on the appropriate pages, and forward the entire Proposal back to our office to ensure that your insurance program is properly bound.

Changes:

1._____

2._____

3._____

_____ _____

Signature **Name:**

_____ _____

Title: **Date Signed:**

Please Note:

- Higher limits of insurance and different types of coverage may be available, if you are interested please contact us.
- This proposal is not to be deemed the rendering of legal advice. If legal advice is sought, please contact your attorney.
- It is possible that some or all of your coverages will not be bound unless the binding requirements listed in this proposal are complied with.

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Your Heffernan Team

Servicing Office	**1350 Carlback Avenue, Walnut Creek, CA 94596**		
Senior Vice President	**Brian O'Callaghan**	BrianOC@heffins.com	(925) 942-4606
	Facilitate marketing and carrier negotiations, assess client exposures and analyze coverages. Work closely with Account Manager to assure proper servicing of account.		
Executive Account Manager	**Stacey Okimoto**	StaceyO@heffins.com	(925) 295-2553
	Marketing of renewals, including negotiate terms, conditions, coverages and pricing, premium/coverage comparisons, policy changes, invoicing, facilitate premium financing, coverage questions, claim reporting and claim questions, day to day handling of all aspects of your account.		
Account Assistant	**Jaimie Matt**	jaimiem@heffins.com	(925) 295-2546
	Certificates and Auto ID Cards, assist Account Manager and Producer as needed on all aspects of account servicing.		
Manager	**Stephanie Worden**	stephw@heffins.com	(925) 295-2554
	Oversee and work closely with Account Manager and assistant to assure proper servicing of account.		
Bonds	**Julia Ortega**	juliao@heffins.com	(925) 942-4698
	Facilitate placement for all bonding needs		

Named Insured and Mailing Address

Named Insured

Community Action Partnership of Kern

Mailing Address

5005 Business Park North, Bakersfield, CA 93309

Locations

Locations and Statement of Values

Loc #	Bldg #	Address	City	Zip Code	Division	Use or Program	Building	Business Personal Property	Business Income/ Extra Expense
1	1	5005 Business Park Drive	Bakersfield	93302	HQ	HQ Offices	$3,500,000	$1,125,000	$225,000
2	1	300 19th St	Bakersfield	93301	CSD	Energy, VITA, 211 Kern	$0	$1,000,000	$15,000
3	1	500 E California	Bakersfield	93307	HNS	WIC Main	$0	$150,000	$2,000
4	1	610 Blandy Bldg.	China Lake	93555	HNS	WIC-China Lake	$0	$500	$2,000
5	1	15580 O St	Mojave	93501	HNS	WIC-Mojave	$0	$500	$2,000
6	1	525 E Casa Loma Drive	Bakersfield	93307	HS/EHS	Casa Loma	$175,000	$80,000	$2,000
7	1	2400 Planz Road	Bakersfield	93304	HS/EHS	Planz	$175,000	$80,000	$2,000
8	1	410 E Perkins	McFarland	93250	HS/EHS	McFarland	$175,000	$80,000	$2,000
9	1	9124 Catalpa Ave	California City	93505	HS/EHS	California City	$175,000	$80,000	$2,000
10	1	127 E Minner	Bakersfield	93304	HS/EHS	Oildale	$175,000	$80,000	$2,000
11	1	1100 9th St	Bakersfield	93304	HS/EHS	Rafer Johnson	$175,000	$80,000	$2,000
12	1	2800 Agate St	Bakersfield	93304	HS/EHS	Seibert	$175,000	$80,000	$2,000
13	1	452 W Los Angeles Ave	Shafter	93263	HS/EHS	Shafter	$0	$75,000	$2,000
14	1	1120 S Curry	Tehachapi	93561	HS/EHS	Tehachapi	$175,000	$80,000	$2,000
15	1	3301 Virginia Ave	Bakersfield	93304	HS/EHS	Virginia	$175,000	$80,000	$2,000
16	1	425 E Fairview Road	Bakersfield	93304	HS/EHS	Fairview	$175,000	$80,000	$2,000
17	1	1015 Noble Ave	Bakersfield	93304	HS/EHS	Noble	$175,000	$80,000	$2,000
18	1	2400 Truxtun Ave	Bakersfield	93304	HS/EHS	Franklin	$175,000	$80,000	$2,000
19	1	8201 Palm Ave	Lamont	93241	HS/EHS	Lamont	$175,000	$80,000	$2,000
20	1	2324 Verde St	Bakersfield	93304	HS/EHS	Roosevelt	$175,000	$80,000	$2,000
21	1	301-315 Stine Road	Bakersfield	93302	HS/EHS	315 Stine	$500,000	$150,000	$2,000
21	2	301-315 Stine Road	Bakersfield	93302	HS/EHS	305 Stine A	$200,000	$50,000	$2,000
21	3	301-315 Stine Road	Bakersfield	93302	HS/EHS	305 Stine B	$200,000	$50,000	$2,000
21	4	301-315 Stine Road	Bakersfield	93302	HS/EHS	315 Stine EHS	$200,000	$80,000	$2,000
21	5	301-315 Stine Road	Bakersfield	93302	HS/EHS	HB Socialization	$100,000	$50,000	$2,000
22	1	14327 S Vineland Road	Bakersfield	93307	HS/EHS	Vineland	$175,000	$80,000	$2,000

Locations

Loc #	Bldg #	Address	City	Zip Code	Division	Use or Program	Building	Business Personal Property	Business Income/ Extra Expense
23	1	21109 Paso Robles Hwy	Lost Hills	93249	HS/EHS	Lost Hills	$175,000	$80,000	$2,000
24	1	1940 Inyo	Mojave	93501	HS/EHS	Mojave	$175,000	$80,000	$2,000
25	1	1835 Cecil Ave	Delano	93215	HS/EHS	Delano Office	$175,000	$80,000	$2,000
25	2	1835 Cecil Ave	Delano	93215	HS/EHS	Delano-classrooms	$175,000	$80,000	$2,000
25	3	1835 Cecil Ave	Delano	93215	HS/EHS	Delano-classrooms	$175,000	$80,000	$2,000
25	4	1835 Cecil Ave	Delano	93215	HS/EHS	Delano-classrooms	$175,000	$80,000	$2,000
25	5	1835 Cecil Ave	Delano	93215	HS/EHS	Delano-classrooms	$175,000	$80,000	$2,000
26	1	2320 Mt Vernon Ave	Bakersfield	93306	HS/EHS	Heritage Park	$0	$50,000	$2,000
27	1	3000-3003 Sterling Road	Bakersfield	93306	HS/EHS	Sterling Center Office	$500,000	$200,000	$2,000
27	2	3000-3003 Sterling Road	Bakersfield	93306	HS/EHS	Sterling-Classroom	$175,000	$80,000	$2,000
27	3	3000-3003 Sterling Road	Bakersfield	93306	HS/EHS	Sterling-Classroom	$175,000	$80,000	$2,000
27	4	3000-3003 Sterling Road	Bakersfield	93306	HS/EHS	Sterling-Classroom	$175,000	$80,000	$2,000
28	1	10300 1/2 San Diego St	Lamont	93241	HS/EHS	San Diego	$0	$200,000	$2,000
29	1	2424 Cottonwood Road	Bakersfield	93304	YC	Friendship House	$3,286,000	$150,000	$2,000
30	1	4404 Pioneer Drive	Bakersfield	93306	HS/EHS	Pioneer	$175,000	$80,000	$2,000
31	1	455 Euclid Ave	Shafter	93263	YC	Shafter Youth Center	$2,000,000	$100,000	$5,000
32	1	3101 Mall View Road	Bakersfield	93306	HNS	Central Kitchen	$900,000	$325,000	$2,000
33	1	3811 River Blvd	Bakersfield	93305	HS/EHS	Martha J. Morgan	$500,000	$100,000	$2,000
34	1	7998 Alicante Ave	Lamont	93241	HS/EHS	Alicante	$175,000	$80,000	$2,000
35	1	277 E Front St	Buttonwillow	93206	HNS	WIC-Buttonwillow	$0	$10,000	$2,000
36	1	1600 Poplar Ave	Wasco	93280	HS/EHS	Sunrise Villa	$0	$50,000	$2,000
37	1	5704 Pioneer Drive	Bakersfield	93306	HS/EHS	Alberta Dillard	$500,000	$100,000	$2,000
38	1	7000 W Doe Ave	Visalia	93291	HNS	MCAP-Visalia	$0	$5,000	$2,000
39	1	1807 Feliz Drive	Bakersfield	93307	HNS	Food Bank-Food Warehouse	$2,000,000	$1,700,000	$150,000
39	2	1825 Feliz Drive	Bakersfield	93307	HS/EHS	Pete Para Admin Bldg.	$3,200,000	$165,000	$150,000
39	3	1825 Feliz Drive	Bakersfield	93307	HS/EHS	Pete Para (Classroom Bldg #200)	Included in Admin	$70,000	Included in Admin
39	4	1825 Feliz Drive	Bakersfield	93307	HS/EHS	Pete Para (Classroom Bldg #300)		$70,000	
39	5	1825 Feliz Drive #B	Bakersfield	93307	HS/EHS	Warehouse	$347,120	$1,000,000	$150,000
40	1	459 Euclid Avenue	Shafter	93263	HS/EHS	Shafter EHS	$300,000	$80,000	$2,000

Locations

Loc #	Bldg #	Address	City	Zip Code	Division	Use or Program	Building	Business Personal Property	Business Income/ Extra Expense
41	1	230 S Montclair, Suite 103	Bakersfield	93309	HNS	WIC-Southwest	$0	$4,000	$2,000
42	1	814 North Norma	Ridgecrest	93555	HS/EHS	Oasis	$1,500,000	$230,000	$2,000
43	1	1201 Williams	Bakersfield	93307	HS/EHS	Williams	$175,000	$80,000	$2,000
44	1	1111 Bush St	Arvin	93203	HS/EHS	Primeros Pasos	$0	$375,000	$2,000
45	1	525 East Yosemite	Madera	93638	HNS	MCAP-Madera	$0	$5,000	$2,000
46	1	1410 11th St	Bakersfield	93302	HS/EHS	Cleo Foran	$100,000	$80,000	$2,000
47	1	525 Roberts Lane Bldg b	Oildale	93308	HNS	WIC-Oildale	$0	$6,000	$2,000
48	1	6019 - 3 & 4 Niles	Bakersfield	93302	HNS	WIC-Niles	$0	$110,000	$2,000
49	1	401 Willow	Bakersfield	93308	HS/EHS	Willow	$0	$50,000	$2,000
50	1	1913 Feliz Drive	Bakersfield	93307	CAPK	Vacant Land			
51	1	500 South Washington	Bakersfield	93307	CAPK	Vacant Land			
52	1	108 South Robinson	Tehachapi	932601	HNS	WIC-Tehachapi	$0	$500	$2,000
53	1	11336 Bartlett Ave	Adelanto	92301	HNS	WIC-Adelanto	$0	$20,000	$2,000
54	1	26904 Nicolas St	Boron	93515	HNS	WIC-Boron	$0	$500	$2,000
55	1	814 North Norma	Ridgecrest	93555	HNS	WIC-Ridgecrest	$0	$30,000	$2,000
56	1	204 S Hill St	Arvin	93203	HNS	WIC-Arvin	$0	$104,000	$2,000
57	1	2101 7th St Bldg E	Wasco	93280	HNS	WIC-Wasco Medical	$0	$104,000	$2,000
58	1	650 James St	Shafter	93263	HNS	WIC-Shafter	$300,000	$100,000	$2,000
59	1	24028 Lake Dr, Suite A	Crestline	92325	HNS	WIC-Crestline	$0	$100,000	$2,000
60	1	5055 California Ave #101	Bakersfield	93309	HS/EHS	Homebase Office	$0	$100,000	$5,000
60	2	5055 California Ave #220	Bakersfield	93309	OPS	Operations Office	$0	$100,000	$5,000
61	1	1900 Faith Avenue	Bakersfield	93304	HS/EHS	Faith	$300,000	$100,000	$5,000
62	1	819 Sixth Avenue	Taft	93268	HS/EHS	Taft	$0	$50,000	$2,000
62	2	819 Sixth Avenue - Bldg #2	Taft	93269	HS/EHS	Taft	$0	$100,000	$3,000
63	1	8820 Sheep Creek Road	Phelan	92371	HNS	WIC-Phelan	$0	$5,000	$2,000
64	1	4600 Panama Lane	Bakersfield	93313	HNS	WIC-Panama	$0	$5,000	$1,000
65	1	1000 Pacific St	Bakersfield	93305	HS/EHS	Pacific St. #1	$0	$50,000	$1,000
66	1	41820 Garstin	Big Bear Lake	92315	HNS	WIC-Big Bear	$0	$100,000	$2,000
67	1	1900 East California Ave	Bakersfield	93305	HS/EHS	East Cal	$1,000,000	$100,000	$2,000

Locations

Loc #	Bldg #	Address	City	Zip Code	Division	Use or Program	Building	Business Personal Property	Business Income/ Extra Expense
68	1	90 Farrell Dr Bldg 5620	Edwards	93524	HNS	WIC-Edwards AFB	$0	$500	$2,000
69	1	Hwy 46 at Lost Hills Blvd	Lost Hills	93249	HNS	WIC-Lost Hills	$0	$500	$2,000
70	1	1500 So Fairfax Rd (Module 1)	Bakersfield	93307	HS/EHS	Fairfax	$0	$80,000	$2,000
70	2	1500 So Fairfax Rd (Module 2)	Bakersfield	93307	HS/EHS	Fairfax	$0	$80,000	$2,000
70	3	1500 So Fairfax Rd (Admin)	Bakersfield	93307	HS/EHS	Fairfax	$0	$80,000	$2,000
71	1	216 W 7th St	Hanford	93230	HNS	MCAP-Hanford	$0	$5,000	$2,000
72	1	1815 Van Ness	Fresno	93721	HNS	MCAP-Fresno	$0	$5,000	$2,000
73	1	3500 Mojave	Mojave	93501	HNS	EKFRC Classroom	$0	$1,000	$100
74	1	1600 E Truxtun Ave	Bakersfield	93305	HNS	WIC-Homeless	$0	$5,000	$2,000
75	1	500 Merriman Ave	Needles	92363	HNS	WIC-Ft. Mojave Indian Tribe	$0	$500	$200
76	1	16804 Hwy 14	Mojave		HNS	East Kern Family Resource Ctr	$0	$75,000	$2,000
77	1	347 E Poplar St (historical bldg)	Stockton	95202	SJEHS	Barnett House	$500,000	$100,000	$3,000
78	1	115 N Walnut Ave	Manteca	95337	SJEHS	Walnut	$0	$100,000	$2,000
79	1	425 N California St	Stockton	95202	SJEHS	California Street	$0	$100,000	$2,000
80	1	23950 S Chrisman Rd	Tracy	95304	SJEHS	Chrisman	$0	$100,000	$2,000
81	1	545 W Sonora St	Stockton	95203	SJEHS	St Mary's	$0	$100,000	$2,000
82	1	2584 Felsite Ave	Rosamond	93560	HS/EHS	Rosamond	$0	$100,000	$3,000
83	1	1314 Oswell St	Bakersfield	93306	HS/EHS	Wesley	$0	$100,000	$3,000
84	1	1145 N Hunter	Stockton	95203	SJEHS	SJ Admin	$0	$100,000	$10,000
85	1	2739 Diamond St # B	Rosamond	93560	HNS	WIC-Rosamond	$0	$500	$1,000
86	1	701 S Hutchins St	Lodi	95240	SJEHS	UCCC	$0	$100,000	$3,000
87	1	1509 N Golden Gate	Stockton	95205	SJEHS	Gianone	$175,000	$80,000	$2,000
88	1	2800 S D St	Stockton	95206	SJEHS	Kennedy	$175,000	$80,000	$2,000
89	1	236 W 4th St	Stockton	95206	SJEHS	4th Street	$0	$80,000	$2,000
90	1	8401 California City Blvd # 8	California City	93505	HNS	WIC-Cal City	$0	$100,000	$2,000
91	1	955 Stanislaus	Maricopa	93252	HS/EHS	Maricopa	$80,000	$0	$0
92	1	1001 Main St	Delano	93215	HNS	WIC-Delano	$0	$100,000	$2,000
93	1	5351 Olive Drive #200	Bakersfield	93308	HNS	MCAP-Admin Office	$0	$150,000	$150,000
94	1	1840 Wardrobe Ave	Merced	95341	HNS	MCAP-Merced	$0	$5,000	$2,000

Locations

Loc #	Bldg #	Address	City	Zip Code	Division	Use or Program	Building	Business Personal Property	Business Income/ Extra Expense
95	1	2550 E Belle Terrace #501-502	Bakersfield	93304	HNS	Food Bank-Warehouse #2	$0	$425,000	$3,000
96	3	819 Sixth Avenue - Bldg #3	Taft	93269	HS/EHS	Taft	$0	$100,000	$3,000
96	1	929 Broadway - Office	Wasco	93280	HS/EHS	Wasco	$0	$100,000	$3,000
96	2	929 Broadway - Classrooms	Wasco	93280	HS/EHS	Wasco	$0	$100,000	$3,000

Property Coverages

	Philadelphia	Berkley Human Services
AM Best's Rating:	**A++XV**	**A+XV**
Blanket Building Limit:	$27,463,120	$27,463,120
Blanket Business Personal Property Limit:	$13,928,000	$13,928,000
Building & BPP Deductible:	$1,000	$1,000
Business Income/Extra Expense Limit:	$1,074,300	$1,074,300
BI/EE Deductible:	72 Hours	$1,000
Coinsurance:	Waived by Agreed Value	Waived by Agreed Value
Equipment Breakdown Limit:	$6,000,000	Included in Bldg Limit
Equipment Breakdown Deductible:	$1,000 Property Damage	$1,000 Property Damage
Equipment Breakdown Deductible:	72 Hours Business Income	$1,000 Business Income
Property Extensions of Coverage		
Distance from Premises:	1,600 Feet	1,250 Feet
Garages and Storage Sheds:	$5,000	$25,000
Joint or Disputed Loss Agreement:	Included	Need to Request
(if there is both an Equipment Breakdown and Property Loss)		
Lease Cancellation Moving Expenses:	$5,000	Not Excluded, but no Separate Limit
Fire Extinguisher Recharge:	$25,000	$20,000
Lost Key Replacement:	$10,000	Not Excluded, but no Separate Limit
Vacancy Clause:	90 Days	60 Days
EQ Sprinkler Leakage:	$30,000	Excluded
Ordinance or Law Coverages:		
Coverage A - Undamaged Portion:	Included in Bldg Limit	Included in Bldg Limit
Coverage B – Demolition:	$1,000,000	$1,000,000
Coverage C - Increased Cost of Construction:	$1,000,000	Combined
Contractors Equipment	$158,000	$158,000
Deductible	$1,000	$1,000

Crime Coverages

Issuing Company: Hartford Fire Insurance Company
Policy Term: 3/1/2018 - 3/1/2019
AM Best's Rating: A+XV

COVERAGE	LIMIT OF INSURANCE (in excess of the deductible)	DEDUCTIBLE (Each Claim)
Insuring Agreement 1 Employee Theft	$3,100,000	$15,000
Insuring Agreement 3 Computer and Funds Transfer Fraud	$100,000	$10,000
Insuring Agreement 4 Inside the Premises - *Money, Securities and Other Property*	$25,000	$5,000
Insuring Agreement 5 Outside the Premises - *Money, Securities and Other Property*	$25,000	$5,000
Insuring Agreement 6 Depositors Forgery or Alteration	$100,000	$10,000
Insuring Agreement 8 Money Orders & Counterfeit Currency	$50,000	$0

Liability Coverages

	Philadelphia	Berkley Human Services
AM Best's Rating:	**A++XV**	**A+XV**
General Liability - Occurrence Form		
General Aggregate Limit:	$3,000,000	$3,000,000
Products/Completed Operations Aggregate:	$3,000,000	$3,000,000
Personal & Advertising Injury Aggregate	$1,000,000	$1,000,000
Each Occurrence Limit:	$1,000,000	$1,000,000
Limit for Damage to Premises Rented by You:	$1,000,000	$500,000
Medical Expenses Limit (Any One Person):	$20,000	$10,000
Extended Reporting Period- Medical Payments:	Three Years	Three Years
Included as Additional Insureds: (When there is a written contract in place)	Medical Directors & Administrators, Funding Sources, Managers, Landlords and Lessors, Lessors of Leased Equip., State or Political Subdivisions	Medical Directors & Administrators, Funding Sources, Managers, Landlords and Lessors, Lessors of Leased Equip., State or Political Subdivisions
Blanket Waiver of Subrogation:	Included	Included
Employee Benefits Liability - Claims Made Form		
Each Occurrence Limit:	$1,000,000	$1,000,000
Aggregate Limit:	$1,000,000	$3,000,000
Deductible:	$0	$1,000
Retroactive Date:	6/1/2010	6/1/2010
Professional Liability - Claims Made Form		
Each Occurrence Limit:	$1,000,000	$1,000,000
Aggregate Limit:	$3,000,000	$3,000,000
Abuse or Molestation Coverage		
Each Claim:	$1,000,000	$1,000,000
Aggregate:	$3,000,000	$3,000,000
Insured Definition Includes:	Directors, Employees (including leased or temporary workers), Volunteers	Directors, Employees (including leased or temporary workers), Volunteers Students In Training

Business Automobile Coverage

COVERED AUTO SYMBOLS		
(1) ANY AUTO	(4) OWNED AUTOS OTHER THAN PRIVATE PASSENGER	(7) AUTOS SPECIFIED ON SCHEDULE
(2) ALL OWNED AUTOS	(5) ALL OWNED AUTOS WHICH REQUIRE NO-FAULT COVERAGE	(8) HIRED AUTOS
(3) OWNED PRIVATE PASSENGER AUTOS	(6) OWNED AUTOS SUBJECT TO COMPULSORY U.M. LAW	(9) NON-OWNED AUTOS

	Philadelphia	**Berkley Human Services**
AM Best's Rating:	**A++XV**	**A+XV**
Automobile		
Coverage Symbols:	1,8,9	1,8,9
Liability:	$1,000,000	$1,000,000
Medical Payment:	$5,000	$5,000
Comprehensive Deductible:	$500	$1,000
Collision Deductible:	$1,000	$1,000
Employees included as Insureds:	Yes	Yes
Volunteers as Insureds:	No	Yes
Towing:	Yes, $100	Yes, $75
Auto Loan/Lease Gap Coverage:	Yes	Yes
Hired Car Physical Damage:	Actual Cash Value or Replacement of Vehicle, Whichever is Less	Yes, $40,000 Limit
Blanket Waiver of Subrogation:	Yes	Yes

Business Automobile Coverage

Schedule of Vehicles

No.	Year	Make	Model	VIN	License Plate	Garaging	Program	
1	1999	Ford	F250	1FTPF27L3XKB71641	5Z48980	Bakersfield, CA 93307	(04-02)	FB
2	1999	Chevrolet	S10	1GCCS14X6XK221055	6B15943	Bakersfield, CA 93307	(04-06)	FB
3	2002	Ford	Taurus	1FAFP53U92A148717	4UFS144	Bakersfield, CA 93309	(81-02)	EKFR
4	1997	Brkt	Trailer	1B9DS1025VB276681	1GD9767	Bakersfield, CA 93309	(09-26)	HS
5	2002	GMC	Safari	1GKDM19X42B508348	6V77138	Bakersfield, CA 93309	(09-48)	HS
6	2002	GMC	Safari	1GKDM19X32B508034	4WES949	Bakersfield, CA 93309	(09-49)	HS
7	2002	Chevrolet	Silverado	1GCHC29U92E106805	6X28338	Bakersfield, CA 93309	(09-51)	OPS
8	2003	Chevrolet	C6500	1GBJ6E1323F522255	7G03616	Bakersfield, CA 93309	(09-70)	HS
9	2005	GMC	Safari	1GTHG39V151170836	7X40864	Bakersfield, CA 93309	(09-73)	HS
10	2004	Ford	Flatbed	1FDWF36L94EC52202	8F99386	Bakersfield, CA 93309	(09-74)	HS
11	2006	Toyota	Sienna	5TDZA23C76S505819	5YDA882	Bakersfield, CA 93309	(09-76)	HB
12	2007	Toyota	Sienna	5TDZA23CX6S513509	6DJP598	Bakersfield, CA 93309	(09-77)	HB
13	2007	Chevrolet	Impala	2G1WT58K179166573	5YHY845	Bakersfield, CA 93309	(09-80)	HB
14	2002	Ford	Cargo	1FTSS34L12HA49253	4UFS147	Bakersfield, CA 93306	(12-02)	CK
15	2002	Chevrolet	Cargo	1GCHG39R821182500	8E98075	Bakersfield, CA 93306	(12-52)	CK
16	2002	Chevrolet	Cargo	1GCHG39R221194335	8E98074	Bakersfield, CA 93306	(12-54)	CK
17	2002	Chevrolet	Cargo	1GCHG39R021171491	6Z05830	Bakersfield, CA 93306	(12-60)	CK
18	2003	Chevrolet	3500 Cargo	1GCHG39U831204789	8C95832	Bakersfield, CA 93306	(12-66)	CK
19	2003	Chevrolet	3500 Cargo	1GCHG39U831200158	8C95833	Bakersfield, CA 93306	(12-67)	CK
20	2004	Chevrolet	Cargo	1GCHG39U241165764	8E98105	Bakersfield, CA 93306	(12-71)	CK
21	2005	Chevrolet	Cargo	1GCHG39V651141428	7S09892	Bakersfield, CA 93306	(12-73)	CK
22	2006	Chevrolet	Express	1GCHG39U861181812	8B03942	Bakersfield, CA 93309	(12-74)	CK
23	2006	GMC	Savana	1GTHG39U561268910	8D77865	Bakersfield, CA 93309	(12-76)	CK
24	2000	Chevrolet	Astro	1GNDM19W8YB183349	4LLM303	Bakersfield, CA 93306	(15-06)	WC
25	2002	Chevrolet	Astro	1GNDM19X92B146830	4ZEV569	Bakersfield, CA 93306	(15-08)	WC
26	2004	GMC	Safari	1GKDM19X54B501881	5EWK577	Bakersfield, CA 93306	(15-09)	WC
27	2005	Chrysler	PT Cruiser	3C4FY58B15T609369	5RXT413	Bakersfield, CA 93309	(15-13)	WC
28	2006	Toyota	Prius	JTDKB20U967531781	5WHL917	Bakersfield, CA 93309	(15-14)	WC
29	2001	Ford	F450	1FDXF46S01EB52695	6M59693	Bakersfield, CA 93301	(24-04)	EG
30	2007	Chevrolet	Silverado	1GCEC19V17E139066	8G04584	Bakersfield, CA 93309	(24-08)	EG
31	2007	Chevrolet	Silverado	1GCEC19V27E146270	8G09873	Bakersfield, CA 93309	(09-98)	HS
32	2007	Chevrolet	Colorado	1GCCS149X78185630	8H91633	Bakersfield, CA 93309	(09-98)	HS
33	2007	Chevrolet	Colorado	1GCCS149578185180	8H87455	Bakersfield, CA 93309	(09-99)	HS
34	1999	Chevrolet	Astro	1GNDM19W8XB127278	4EQK566	Bakersfield, CA 93304	(25-01)	FHCC
35	2004	Chevrolet	Express	1GAHG39U941246396	5KLA250	Bakersfield, CA 93304	(09-89)	HS

Business Automobile Coverage

No.	Year	Make	Model	VIN	License Plate	Garaging	Program	
36	2003	GMC	Savana	1GJGG29U531162516	5HED863	Bakersfield, CA 93309	(31-04)	SYC
37	2000	Ford	Windstar	2FMZA504XYBC18277	4LSL912	Bakersfield, CA 93307	(61-05)	MCAP
38	2001	Honda	Acord	1HGCG164X1A062754	4TLU531	Bakersfield, CA 93307	(61-07)	MCAP
39	2003	Toyota	Corolla	JTDBR32E230025950	4ZPX296	Bakersfield, CA 93307	(61-08)	MCAP
40	2003	Honda	Odyssey	5FNRL18603B114521	5DBZ101	Bakersfield, CA 93307	(61-09)	MCAP
41	2006	Honda	Odyssey	5FNRL38296B097781	5VNC803	Bakersfield, CA 93309	(61-10)	MCAP
42	2008	Ford	F250	1FDNF20518EA87137	7X69134	Bakersfield, CA 93307	(09-82)	HS
43	2008	Ford	F250	1FDNF20538EA87138	8K64726	Bakersfield, CA 93308	(09-81)	HS
44	2008	Ford	E350	1FTSS34L78DA12465	8N30298	Bakersfield, CA 93306	(12-77)	CK
45	2008	Ford	F450	1FDXF46Y18ED11173	8N75633	Bakersfield, CA 93309	(09-87)	HS
46	2007	Toyota	Prius	JTDKB20U977658354	6ARC605	Bakersfield, CA 93306	(15-15)	WC
47	2007	Toyota	Prius	JTDKB20U377681385	6ARC604	Bakersfield, CA 93306	(15-16)	WC
48	2008	Toyota	Camry	4T4BE46K58R023127	6HAK711	Bakersfield, CA 93309	(09-84)	HS
49	2008	Toyota	Camry	4T4BE46K08R033032	6CLW163	Bakersfield, CA 93309	(09-86)	HS
50	2007	Brkt	Trailer	1B9UP12267B632281	4HZ4331	Bakersfield, CA 93310	(09-83)	HS
51	2009	Chevrolet	Colorado	1GCCS149698134922	8A39873	Bakersfield, CA 93313	(24-15)	EG
52	2009	Chevrolet	Silverado	1GCEC19029E135227	8W71302	Bakersfield, CA 93308	(24-16)	EG
53	2009	Chevrolet	Silverado	1GCEC19J19E115477	8W71303	Bakersfield, CA 93308	(24-17)	EG
54	2009	Chevrolet	Silverado	1GCEC19069E148840	8W71304	Bakersfield, CA 93308	(24-18)	EG
55	2009	Chevrolet	Silverado	1GCEC19J89E137167	8W71305	Bakersfield, CA 93308	(24-19)	EG
56	2008	Chevrolet	6500	1GBJ6C1B68F417849	8W22527	Bakersfield, CA 93308	(04-12)	FB
57	2009	Ford	F150	1FTRF12W79KB58950	8W51925	Bakersfield, CA 93308	(04-11)	FB
58	2010	Winnebago	WF1385	1F66F5DY0B0A01645	6LFA265	Bakersfield, CA 93307	(15-17)	WC
59	2011	Ford	Escape Hybrid	1FMCU4K31BKC52018	6TSZ320	Bakersfield, CA 93306	(15-18)	WC
60	2011	Ford	Escape Hybrid	1FMCU4K39BKC18442	6TSH121	Bakersfield, CA 93306	(15-19)	WC
61	2011	Ford	Escape Hybrid	1FMCU4K33BKC23605	6TSH122	Bakersfield, CA 93306	(15-20)	WC
62	2007	International	4300	1HTMMAAL27H464345	8G65544	Bakersfield, CA 93306	(04-14)	FB
63	2012	Ford	Taurus	1FAHP2DW4CG121995	6UJU317	Bakersfield, CA 93306	(09-91)	HS
64	2012	Ford	Taurus	1FAHP2DW2CG121994	6UJU316	Bakersfield, CA 93306	(09-90)	HS
65	2012	Ford	F250	1FD7X2A65CEA98504	36461F1	Bakersfield, CA 93306	(09-92)	HS
66	2012	Ford	F250	1FD7X2A63CEA98503	36460F1	Bakersfield, CA 93306	(09-93)	HS
67	2006	Ford	F150	1FTRX12W56KC57274	7Y71101	Bakersfield, CA 93306	(04-15)	FB
68	2013	GMC	Savana	1GKZ7ZBA6D1117373	7DQF910	Bakersfield, CA 93306	(24-25)	EG
69	2013	GMC	Sierra	1GD21ZCGXDZ316764	57257R1	Bakersfield, CA 93306	(24-26)	EG
70	2013	GMC	Sierra	1GD21ZCG3DZ284126	57258R1	Bakersfield, CA 93306	(24-27)	EG
71	2013	GMC	Sierra	1GD21ZCG0DZ210811	57259R1	Bakersfield, CA 93306	(24-28)	EG
72	2014	GMC	Savana	1GD374BG8E1159498	57953R1	Bakersfield, CA 93306	(24-29)	EG

Business Automobile Coverage

No.	Year	Make	Model	VIN	License Plate	Garaging	Program	
73	2015	HINO	268A	5PVNJ8JT6F4S56025	40725R1	Bakersfield, CA 93307	(04-16)	FB
74	2015	Chevrolet	Silverado	1GB0CUEG8FZ121873	76762T1	Bakersfield, CA 93307	(09-94)	HS
75	2000	Honda	Odyssey	2HKRL1861YH511938	4HYR712	Hunter, CA	(17-01)	SJEHS
76	2003	Ford	E150-Van	1FTRE14243HB05267	7D13814	Hunter, CA	(17-02)	SJEHS
77	2007	Ford	E-150 Van	1FTNE14W57DB26949	8N75426	Bakersfield, CA	(09-95)	HS
78	2016	HINO	268A	5PVNJ8JV8G4S62847	2138921	Bakersfield, CA 93304	(04-17)	FB
79	2016	Dodge	Grand Caravan	2C4RDGBG0GR184533	7SVT618	Bakersfield, CA	(10-01)	EHS
80	2016	Nissan	Sentra	3N1AB7AP1GY270568	7SOX990	Bakersfield, CA	(61-11)	MCAP
81	2016	Nissan	Sentra	3N1AB7AP0GY271064	7SOX968	Bakersfield, CA	(61-12)	MCAP
82	2016	Nissan	Sentra	3N1AB7AP2GY267193	7SOX979	Bakersfield, CA	(61-13)	MCAP
83	2016	Chevrolet	Cruze	1G1BC5SM7G7313697	7VOE029	Bakersfield, CA	(15-21)	WC
84	2015	Chevrolet	Cruze	1G1BC5SM5G7311124	7VOE030	Bakersfield, CA	(15-22)	WC
85	2017	International	Reefer TR	1HTMMMMM8HH151792	44171C2	Bakersfield, CA 93304	(04-18)	FB
86	2016	Ford	Transit Connect	NM0GE9F76G1262907		Hunter, CA	(17-04)	SJEHS
87	2017	Chevrolet	Silverado	1GC0CUEG8HZ181893		Bakersfield, CA	(09-96)	HS
88	2017	Chevrolet	Silverado	1GC0CUEG3HZ188105		Bakersfield, CA	(09-97)	HS
89	2017	HINO	268A	5PVNJ8JT2H4S58020		Bakersfield, CA 93304	(04-19)	FB
90	2015	Mirage	Trailer	5M3BE1211F1063343	4NT3308	Bakersfield, CA	(24-30)	EG
91	2017	Nissan	NV 2500	1N6AF0LY6HN803623		Bakersfield, CA	(24-31)	EG
92	2017	Nissan	NV 2500	1N6AF0LY8HN806152		Bakersfield, CA	(24-32)	EG
93	2017	Ford	F250	1FTBF2A66HEE86303		Bakersfield, CA 93304	(04-20)	FB
94	2017	Nissan	Versa Note	3N1CE2CP9HL373588	8AXM233	Bakersfield, CA	(15-23)	WC
95	2017	Nissan	Versa Note	3N1CE2CP5HL377928	8AXM234	Bakersfield, CA	(15-24)	WC

Note:

- Hired & Non-Owned Auto Liability is provided for the Named Insured only.
- Hired & Non-Owned Auto Liability is for claims that may arise while the driver of a non-owned auto is performing duties on behalf of the Named Insured. This liability coverage does not extend to the owner of the automobile.
- It is highly recommended that the Named Insured confirm with any person that drives on behalf of the Named insured that their personal auto liability is adequate and includes coverage for business use.

Excess/Umbrella Liability Coverages

	Philadelphia	Berkley Human Services
AM Best's Rating:	**A++XV**	**A+XV**
Excess/Umbrella Liability		
Each Occurrence Limit:	$10,000,000	$10,000,000
General Aggregate Limit:	$10,000,000	$10,000,000
Self-Insured Retention (Deductible):	$10,000	$0
Underlying Coverages:	General Liability	General Liability
	Employee Benefits Liability	Employee Benefits Liability
	Automobile Liability	Automobile Liability
	Professional Liability	Professional Liability
	Abuse - Capped at $6,000,000	**Abuse - Capped at $5,000,000**

Management Liability Coverages

Issuing Company: Philadelphia Indemnity Insurance Company
Policy Term: 3/1/2018 - 3/1/2019

Coverages and Limits

Directors & Officers Liability

Limit of Liability:	$5,000,000	Each Policy Period
Retention:	$25,000	Each Claim
Retroactive Date:	Full Prior Acts	
Prior & Pending Date:	3/1/17	

Employment Practices Liability

Limit of Liability:	$5,000,000	Each Policy Period
Retention:	$25,000	Each Claim
Retroactive Date:	Full Prior Acts	
Prior & Pending Date:	3/1/17	

Policy Aggregate Limit: $3,000,000

Fiduciary Liability – Separate Policy (see note)

Limit of Liability:	$5,000,000	Each Policy Period
Retention:	$0	Each Claim
Retroactive Date:	Full Prior Acts	
Prior & Pending Date:	3/1/17	

Policy Aggregate Limit: $5,000,000

Note: Due to the high limit of $5,000,000 Philadelphia will issue the Fiduciary Liability on a separate policy, thus providing the coverage its own aggregate limit

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Coverage enhancement: The retention maxes out at $75,000 each policy term; meaning, that if you have more than three EPLI or D&O claims in a year, the 4th claim is not subject to the retention

- Please refer to the Premium Recap page for alternate $10,000,000 Quotations

Premium Recap

	Option #1 Program as Expiring	Option #2
Coverage:	Property, Liability, Automobile, Umbrella & Management Liability: **Philadelphia Indemnity** Crime Coverage: **Hartford**	Property, Liability, Automobile, Umbrella: **Berkley National Ins. Co.** Management Liability: **Philadelphia Indemnity** Crime Coverage: **Hartford**
Property:	$49,889	$56,925
General Liability:	$28,860	$17,649
Professional Liability:	$14,051	$5,034
Abuse/Molestation	$2,637	$24,932
Automobile	$79,655	$68,944
Umbrella Excess Liability	$28,056	$24,752
Management Liability	$42,579	$42,579
Fiduciary Liability	$6,926	$6,926
Crime Coverages	$8,542	$8,542
Total	**$261,195**	**$256,283**

Quote Conditions

- Required copy of this proposal with coverage options, changes and deletions shown on the proposal along with the Signed Authorization to Bind Coverage is required prior to binding coverage.

Warranties-Subjectivities

1. Provide Updated Drivers list by March 15
2. Provide a copy of your most recent audited financial statement prior to binding coverage
3. On the Management Liability application please complete section 3, Q 2 & 3 prior to binding coverage
4. Provide a signed statement of values (will be sent to you upon binding coverage)

- Alternate Quotations for $10,000,000 Limit of Liability on Directors & Officers and Fiduciary Liability:
  Directors & Officers Liability: $55,761
  Fiduciary Liability: $9,022
  - Warranty Statement must be completed, dated and signed prior to binding coverage

Premium Recap

IMPORTANT INFORMATION	
➢	If the insurance carrier issues a Notice of Cancellation, all open items such as sales/payroll reports, premiums due etc., MUST be sent to the insurance carrier PRIOR to the Cancellation date in order for the policy to be reinstated. MOST insurance carriers now only send out one notice of cancellation and if all items are not met, no further notice is sent to you AND your policy will have cancelled.
➢	Should you (the insured) elect to cancel your policy mid-term, you may be charged a short-rate cancellation penalty as determined by the insurance carrier regardless of the reasons to cancel. Please read your policy and endorsements for cancellation provisions.
➢	Please refer to the policy for a complete list of exclusions, warranties, endorsements and limitations.
➢	We recommend that you keep a copy of your policy (ies) and endorsements. Heffernan Insurance Brokers' retention policy is five (5) years from the expiration date of the policy as required by The Department of Insurance.
➢	Insurance carriers are rated by AM Best for financial Solvency. AM Best ratings are included in the above as of February 12, 2018. For the most current insurance company rating information , please go to www.ambest.com
➢	It is the policy of the Heffernan Insurance Brokers to discourage the use of carriers whose Best Rating is less than B+. If you are offered a quote with a carrier rated lower than B+, it is typically the only viable option we could obtain. If you are offered a quote for less than B+ rated then you will be required to sign an authorization to bind with a carrier less than B+ rated except for California State Compensation Insurance Fund for Workers Compensation as they withdrew from AM Best Rating.

Premium Comparison and Marketing Analysis

Premium Comparison

Coverage:	2017 Philadelphia	2018 As Expiring	2018 Option #1
Property	$57,056	$49,889	$56,925
General Liability	$28,861	$28,860	$17,649
Professional Liability	$20,297	$14,051	$5,034
Abuse/Molestation	$3,471	$2,637	$24,932
Automobile	$74,391	$79,655	$68,944
Umbrella Excess Liability	$28,676	$28,056	$24,752
Management Liability	$42,410	$42,579	$42,579
Fiduciary Liability	$6,903	$6,926	$6,926
Crime Coverages	$8,542	$8,542	$8,542
Total	**$270,607**	**$261,195**	**$256,283**

Marketing Analysis

Insurance Carrier	Response
Philadelphia Insurance Company	Quotation Presented
Berkley Health Services	Optional Quotation Presented
Nationwide Insurance Company	$203,000 without Management Liability
GuideOne Mutual	Could not provide a competitive quotation
AmTrust	Could not provide a competitive quotation
Irwin Siegel Non-Profit Program	Could not provide a competitive quotation

Loss Summary

Coverage: Property

Policy Year	# of Claims	Total Paid	Total Reserved	Total Incurred
2017	3	$33,895.16	$0	$33,895.16
2016	2	$ 82,697	$ 29,610	$112,307
2015	0	$0	$0	$0
2014	1	$ 15,137	$0	$ 15,137
2013	0	$0	$0	$0

Coverage: General Liability

Policy Year	# of Claims	Total Paid	Total Reserved	Total Incurred
2017	0	$0	$0	$0
2016	0	$0	$0	$0
2015	0	$0	$0	$0
2014	2	$40,783	$0	$40,783
2013	0	$0	$0	$0

Coverage: Automobile

Policy Year	# of Claims	*Total Paid*	Total Reserved	Total Incurred
2017	7	$2,436.69	$0	$2,436.69
2016	1	$26,765	$0	$26,765
2015	4	$14,037	$0	$14,037
2014	6	$16,152	$0	$16,152
2013	5	$29,513	$0	$29,513

Coverage: Management Liability

Policy Year	# of Claims	*Total Paid*	Total Reserved	Total Incurred
2017	0	$0	$0	$0
2016	0	$0	$0	$0
2015	0	$0	$0	$0
2014	0	$0	$0	$0
2013	1	$40,000	$0	$40,000

Information Regarding Contracts and Certificates of Insurance

Insurance is one of the available resources which may help in balancing your company's risk. You review, evaluate and sign contracts based on your evaluation of how much RISK your company can sustain. Insurance policies may defend and cover some of the items you have assumed in a contract but insurance will **never** cover everything you have agreed to in a contract.
We recommend that you and your legal counsel review all contracts prior to signing.

Additional Insured, Primary and/or Waiver of Subrogation Requests:

If your contract requires you to provide a Certificate of Insurance evidencing your insurance coverages, you may also be required to assume obligations and/or liability for others by naming your client or customer on your policy as an Additional Insured, your policy is primary and/or include a Waiver of Subrogation. This is possible only with permission of the insurance company, the endorsements must be approved by the insurance company and, in some cases, there may be an additional premium. Please forward the contract to us, along with the insurance requirements, and we will work with your insurance company to see if they can provide the coverages required in the contract. Please be aware that there may be other consequences to your policy, including but not limited to:

- Your policy limits are now shared with other entities: their claims involvement may reduce or exhaust your full policy's aggregate limits.
- Your policy may provide higher limits than required by contract; your full limits can be exposed to the Additional Insured.
- There may be conflicts in defense when your insurer has to defend both you and the Additional Insured.
- Additional Insured or Primary may only have coverage if the claim is also against you.
- Additional Insured endorsement may cover on-going operations and your contract states on-going **and** completed operations.
- If other party is at fault and you waive your rights for your insurance company to subrogate against their insurance company, your policy limits will be affected. This may also result in your future insurance rates increasing or ability to purchase insurance.
- Contracts you sign may include that you protect them for other items that are not covered by your insurance policy. Be sure that you read and understand your policy forms, exclusions, limitations, terms, warranties and conditions.
- 2013 ISO General Liability policy form restricts your insurance company payments to limits listed in the contracts. This may be contrary to what you or they believe you have or agreed upon. Currently there is no way to change the 2013 ISO policy forms.
- We cannot add any cancellation wording to a certificate of insurance. Only the first named insured (you) will receive notice of cancellation or non-renewal from the insurance company. The insurance company is under no obligation to provide notice of cancellation, reduction, change or non-renewal of coverage. Some insurance carriers will provide this endorsement but it is generally less than what the contract requires.

Please refer to this proposal and attachments for copies of the Additional Insured, Primary and Waiver of Subrogation endorsements that the company has added to your policy and authorized us to use. Since we can only issue these endorsements, be sure to update your contracts to reflect these forms. We cannot issue forms you agree to in a contract if not authorized by the insurance carrier.

Heffernan Insurance Brokers
Certificate of Insurance Request Form

HEFFERNAN INSURANCE BROKERS
A Member of the Heffernan Group
License #0564249

Client Code: COMMACT-09
Email to: HIBCertRequest@Heffins.com

Policy Holder Name _____
Your Name and Title _____
Your Phone Number _____
Date The Certificate of Liability is required _____

Certificate Holder
Name _____
Address _____
City _____
State _____
Zip _____
Fax or email to? _____

Coverage Required on Certificate of Insurance:

☐ General Liability ☐ Automobile Liability ☐ Workers' Compensation
☐ Umbrella Liability ☐ Other – specify: _____

Provide information on the project, location, vehicle information etc._____
_____

➢ Additional Insured Required? If yes provide name(s) below		☐ GL	☐ Auto
➢ Primary Wording Required?		☐ GL	☐ Auto
➢ Waiver of Subrogation Required?	☐ WC	☐ GL	☐ Auto
➢ Is this for a Condo, Town home or Residential Project?		☐ Yes	☐ No
➢ Is this for a CIP, OCIP or WRAP project:		☐ Yes	☐ No
If Yes, are you participating in the WRAP Policy?		☐ Yes	☐ No

➢ If this request is for a Rental Agency for rental or lease of Automobiles, Equipment or both, please contact your Account Manager before requesting a Certificate of Liability Insurance to verify that you have the proper insurance coverage in place.

Additional Insured:_____
_____
Other information: _____

If you do not receive a copy of the certificate of insurance within 24 hours, please contact your Account Manager.

Motor Vehicle Records

Motor Vehicle Reports and The Drivers Protection Act [18 United States Code Sections 2721-2725]

The insurance industry requires Heffernan Insurance Brokers to be in possession of Driver's License Numbers and/or order Motor Vehicle Reports (MVRs). However, to do so, we must comply with The Drivers Protection Act. The law states that we must demonstrate that we have obtained written consent of the individual to whom the information pertains. This law applies not only to HIB, but also to anyone else who has a driver's license number in their possession without written consent.

The law includes the following penalties and civil actions:

- Penalties- criminal fines and civil penalties up to $5,000 a day for each day of substantial noncompliance.
- Civil Action- including actual damages, punitive damages, attorney fees and other preliminary and equitable relief as the court determines to be appropriate.

In the event you do not already meet the guidelines, we have provided suggested wording for a letter that should be signed and dated by employees who either drive a company vehicle or drive their own vehicle on behalf of your company. We recommend that you retain the signed employee acknowledgement in the employees' permanent personnel file.

Heffernan Insurance Brokers cannot receive driver's license numbers or order MVRs without the signed permission letter from your employees or prospective employees. Please send the signed authorization by the employee when sending driver's license numbers and/or asking HIB or the insurance company to order MVR report. Also be aware of your legal obligations to send this information via secured means.

SUGGESTED LETTER – EMPLOYEE PERMISSION LETTER

To: Name of Employer
From: Name of Employee

It is understood that my employer's insurance requires (or may require) me to drive either a company owned vehicle or my own vehicle on company business. I understand the insurance broker and the insurance company writing my employer's insurance requires my driver's license number and information in order to assess my insurability by running a Motor Vehicle Record (MVR) report. I also understand that I have the right to see a copy of my MVR upon request.

By this letter, I hereby authorize the insurance company and/or Heffernan Insurance Brokers to be in possession of my driver's license number, obtain the necessary motor vehicle records and authorize them to send a copy of my Motor Vehicle Record to my employer.

This authorization will be valid until such time I leave my employer.

The Permission Letter must be signed by the employee and kept in your employee files AND sent to Heffernan Insurance Brokers.

When to Notify Heffernan Insurance Brokers

It is important that you notify us of any occurrences that could result in a claim and/or any change to your operation, which impacts your insurance program. Please notify us immediately when:

1. You are made aware of any event or occurrence that could result in a claim.

2. You are contemplating a change of ownership, new operations, new ventures or change in the structure of your operations.

3. Your address has changed or you are adding another location to your operations.

4. You assume new liabilities by signing leases, contracts and rental agreements.

5. Circumstances which may require and increase limit of insurance coverage:
    a. Significant changes in payroll,
    b. Significant changes in sales, or
    c. Significant changes in subcontracting cost.

6. Changes in security procedures or protection systems (alarms, sprinkler systems, back-up procedures).

7. Vacancy or un-occupancy of any building that will last for more than thirty days.

8. Change of personnel who manage your insurance, accounting or safety programs.

9. Personnel who travel out of the state or country.

10. Any use of watercraft or aircraft.

11. Significant changes in ERISA or Retirement Plans assets.

12. Addition of new drivers.

13. If you are leasing Automobiles, Equipment or both, please contact your Account Manager to verify that you have the proper insurance coverage in place and also prior to requesting proof of insurance for the Rental Agency.

14. If you are not sure you should call us, CALL US.

Claims Reporting Information

Failure to provide notice of a Claim or an Incident to your insurance carrier can result in denial of coverage for both expiring and renewal carriers.

IMPORTANT FACTS TO KNOW

The definition of a **claim or incident usually** includes a:

- Written demand for monetary or non-monetary relief; or
- Civil, criminal, administrative, regulatory or arbitration proceeding

There are some other types of governmental or regulatory matters that may qualify as a **Claim** or **Notice of Incident** depending upon the terms of the policy, especially:

- Formal investigations
- Any letter received from the EEOC or similar state regulatory agency
- Often these letters may simply state that they are investigating a matter and no action is required on your part. This is notice of an incident and MUST be reported to your carrier.

Any situation meeting your policy's definition of a claim or incident during the policy period should be reported to the carrier immediately. If a claim or incident is presented to you **after the policy has expired** there may be specific provisions that permit noticing the claim after expiration. If either of the above situations should occur, you should contact your representative at Heffernan Insurance Brokers immediately so that we can assist you in identifying your options.

Be sure that you communicate to Heffernan and state on all applications all incidents, claims or potential claims.

Be aware of policy quote conditions that require all incidents be reported prior to binding coverage. If you report it after the policy is bound, the insurance carrier may void the binder or change their terms and conditions of the policy. In addition the claim may not be covered under expiring policy or the renewal policy.

VERY IMPORTANT TO REMEMBER

- **Do not enter into settlement negotiations without consent from your insurance carrier.**
- **Do not incur any legal costs without consent from carriers.** The carrier always has the right to either appoint counsel or approve your choice, depending on the policy language. Under many policies, carriers will not pay for attorneys' fees incurred prior to giving the carrier notice of the claim.
- **During Renewal Process,** be sure that you report all claims, all incidents and all potential claims within the policy period to your carrier as there will be no coverage if the claim is submitted in the subsequent (renewal) policy period if you knew about it during the expiring policy term. During the renewal process, report all claims, incidents and potential claims to both expiring and renewal carriers.

Heffernan Insurance Brokers

Data Collection & Data Disclosure Information

This notice describes our policy on collection and disclosure of your information.

Categories of Information Collected and May Be Disclosed:

We obtain most of the information directly from you. We may collect and disclose the following non-public personal information about you for the purpose of obtaining insurance products and services on your behalf:

- Your business dealings with us and other companies;
- Information about your transactions with us, our affiliates or others such as your policy coverage, premiums and payment history;

- Information you provide us on applications or other forms such as your name, address, Federal ID Number or Social Security number, assets, drivers' license numbers and drivers' Motor Vehicle Records.

To Whom Information is Disclosed:

We disclose your information to other parties in order to help us fulfill our obligations to you; this includes disclosure to:

- Insurance carriers, wholesalers, MGAs for the purpose of obtaining insurance for you;
- A third party partner to assist in administrative tasks and projects on behalf of you and Heffernan;
- A risk and insurance benchmarking organization that aggregates information in their database to give us access to resources so we can better serve you and to fulfill our contractual obligation.
    - *Opt Out: If you do not want us to disclose any of your information to the benchmarking company, this can be stated on the Authorization to Bind document (page 2).*

Heffernan Insurance Brokers

Compensation Disclosure Notice

I. Commissions. The insurer that underwrites your policy generally pays our firm a sales commission. For our efforts, we are compensated primarily by standard commissions. Standard Commissions are based on the commission schedules developed by each insurance company and calculated as a percentage of the premium. This commission percentage is set by the insurance company, not by us, and is included as part of the insurance premium you pay.

II. Commissions and Incentive Compensation from Insurance Companies. We may also receive compensation through incentive or profit-sharing arrangements with insurance companies with which we place business. Eligibility for and the amount of contingency compensation is based on pre-established thresholds that consider the overall profitability of the business we place with insurers and other factors. This incentive compensation is never tied to any individual policyholder, and there is no meaningful method to determine in advance the impact that any particular policy has on these payments. If in a given year our firm does not meet the profitability thresholds outlined above, we are not eligible for any incentive compensation.

III. Compensation from Excess & Surplus Lines Brokers and/or Third Party: Heffernan Insurance Brokers has disclosed and client acknowledges that in the event Heffernan Insurance Brokers places insurance coverage for YOU, including but not limited to excess and surplus lines brokers, wholesalers, reinsurance intermediaries, underwriting managers, and similar parties, some of which may be affiliates either owned in whole or in part by Heffernan Insurance Brokers (see affiliate definition below) then these parties may earn and retain "usual and customary" commissions and fees in the course of the placement of insurance coverage by Heffernan Insurance Brokers on behalf of YOU ("Third Party Compensation"), to the extent permissible under both state and federal law. Any such Third Party Compensation shall not constitute or apply toward any fees, commissions or compensation earned by Heffernan Insurance Brokers in the placement of coverage for YOU.

I. Heffernan Insurance Brokers Affiliates: A Heffernan Insurance Brokers affiliate means any person or entity, any corporation, partnership, limited liability company, or any other person or entity that, directly or indirectly is controlled by, or is under the common control with Heffernan Insurance Brokers. For purposes of this definition, "control" shall consist of the ownership of 49% or more of the voting stock, voting interests, voting membership interests or other voting equity interests in an entity, or, in the case of a limited partnership, in the general partner thereof.

Heffernan Insurance Brokers

Compensation Disclosure Notice

IV. **Broker Fees**. Heffernan Insurance Brokers may charge fees in addition to the compensation & commissions described above, for our additional services. **Broker Fees charged to YOU, if any, have been disclosed to YOU in this proposal, and you will acknowledge by signing our Broker Fee Agreement included in this proposal.**

a. Fee in Lieu of Commission. When the insurance company with which your policy is being placed does NOT pay Heffernan Insurance Brokers for the placement, then in this case, our sole compensation is the fee charged to YOU.
b. Fees for Additional Other Services. When we provide YOU with services such as third party loss control services, risk management services, or third party claims administration, then we may lawfully charge YOU a fee, in addition to commission or other compensation we receive for these other services which are above and beyond what is usual and customary.
    i. For example, where we offer to provide YOU with a comprehensive risk management evaluation of all or part of your operations or properties or activities for which we may charge a fee.
    ii. For example, when we provide services to manage your workers compensation claims acting as a third party administrator then we may charge a fee.
c. Compensation in Addition to Fees. Again, In addition to the fee we may charge YOU we may receive compensation from the insurance company in the form of a sales commission or incentive compensation.

V. **Additional Information**. For more specific details about compensation relating to your policy,

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Board of Directors

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

Date: February 28, 2018

Subject: *Agenda Item VI(d):* Administration for Children and Families Notice of Competitive Determination – **Info Item**

On January 31, 2018, Community Action Partnership of Kern's Head Start program received notice from the Office of Head Start (OHS) that our Kern HS/EHS grant 09CH9142 met one of the criteria requiring an open competition application at the end of our current grant cycle 02/28/2019. Head Start Program Performance Standards (HSPPS) 45 CFR Part 1304 requires any grantee that has one or more deficiency as part of the OHS monitoring review process must apply in an open competition environment for continued funding.

Prior to the release of the Aligned Monitoring System in 2017, HS programs participated in an annual review process that consisted of varied elements over their five-year grant period. These elements included: Health and Safety, ERSEA, Fiscal, and CLASS. In the first week of February 2015, our Head Start program participated in the Health and Safety review. Throughout that week, all child development centers were evaluated based on the requirements established from 641A(c)(1)(A) of the HS Act. One component of the Health and Safety review included the review of State Licensing evaluations and any potential violations. Our HS program had previously received a violation from Community Care Licensing in July 2014 related to child supervision. This violation was shared with the CAPK Board in August 2014. A corrective action plan was established immediately after the incident and new safety protocols were instituted program wide in the Summer of 2014 and remain in effect today.

Although the program completed their corrective action plan with no reoccurrences, the incident was identified as a deficiency in the 2015 Health and Safety review dated May 6, 2015 and has promoted the program to go into an open competition environment for continued funding as defined by HSPPS 1304.52(i)(1)(iii) is detailed in the attached letter.

Our HS Administrative Staff has anticipated the result of this deficiency since 2015 and has been proactively preparing for the open competition application. In the subsequent years we have systematically positioned our program to support the highest level of quality services to meet the educational, health, nutritional, and social needs of the children and families in Kern County. The program has been in consultation with OHS regional staff and outside consultants to develop a strategy to secure continued funding in an open competition application process. Thus far, staff has developed program goals, established data collection

methodologies, established partnerships within the child development community, began a community specific needs assessment, as well as conducted research to support the application development. The goal is to have a complete application in Summer/Fall of 2018. The approach in developing this application exemplifies all required expectations to demonstrate the most qualified entity to deliver a high-quality and comprehensive HS/EHS program as defined in 641(d)(2) of the Head Start Act.

We are also committed to keeping our CAPK Board informed of the road ahead. We anticipate the timeline of the grant application process being announced on Grants.gov in the coming months. Until these timelines are made available, we will be completing the various components of the application. Each component will be shared with the Board once completed. Our team remains extremely optimistic that the quality of our knowledgeable and experienced team of early childhood educators, coupled with our quality systems, will support a solid grant application to rival others in a competitive market. This optimism is based on our fifty years of being the highest level of quality childcare in Kern County.

Attachment:

Administration for Children and Families letter dated: January 31, 2018

ADMINISTRATION FOR CHILDREN & FAMILIES

Office of Head Start | 330 C St., SW, 4th Floor, Washington DC 20201 | eclkc.ohs.acf.hhs.gov

January 31, 2018

Mr. Garth Corrigan, Board Chair
Community Action Partnership of Kern
5005 Business Park N
Suite 130
Bakersfield, CA 93309-1652

Re: Grant No. 09CH9142

Dear Head Start Grantee:

This letter is to inform you that Community Action Partnership of Kern in Bakersfield, CA **meets one or more of the criteria listed in the Head Start Program Performance Standard Regulation 45 CFR Part 1304 requiring an open competition.** The grant award project period ends 02/28/2019.

If your agency wishes to receive a new Head Start grant to provide services in the current service area, it must submit an application and compete with other entities. This letter explains how this determination was made and provides you with information on how the competitive process will operate.

Basis of Competitive Determination

Community Action Partnership of Kern in Bakersfield, CA, was determined to be ineligible for automatic renewal and designated for competition based on the following condition(s):

45 CFR Part 1304.11(a) - The agency has been determined to have one or more deficiencies on a review or reviews conducted under section 641A(c)(1)(A), (C), or (D) of the Act in the relevant time period covered by the responsible HHS officials review under Part 1304.15.

Deficiency Condition

Based on a review conducted on 02/02/2015, HHS determined that Community Action Partnership of Kern had one or more deficiencies. Specifically, Community Action Partnership of Kern was found to be out of compliance with the following requirement(s):

1304.52 Human Resources Management.
(i) Standards of conduct.
(1) Grantee and delegate agencies must ensure that all staff, consultants, and volunteers abide by the program's standards of conduct. These standards must specify that
(iii) No child will be left alone or unsupervised while under their care.

HHS informed Community Action Partnership of Kern of that deficiency or deficiencies on 05/06/2015. If you would like a copy of your review report(s), please see the Reviews tab in HSES.

Competitive Process and Interim Funding

Should your agency wish to compete to operate a Head Start and/or Early Head Start program, the agency must submit an application under a funding opportunity announcement that will be published at a later date on Grants.gov. Funds will be awarded to the organization "that demonstrates that it is the most qualified entity to deliver a high-quality and comprehensive Head Start or Early Head Start program." See 45 CFR Part 1304.13

Your agency will continue to receive grant funding until such competition has concluded. The final budget period of your current grant may be prorated as an extension until 06/30/2019. Grantees will be asked to submit a budget for 12 months of operations, and this amount will be prorated based on the annual funding month and the percent of enrollment served part-year or full-year. Please note that the new grant, whether it is your organization or another, will receive the remainder of funds available to the service area for the current fiscal year. Typically, new awards are made by July 1.

If you have any questions about the competitive process or the designation determination, please contact your Regional Office.

Sincerely,

/Ann Linehan/

Ann Linehan
Acting Director
Office of Head Start

The following contacts at your program received this email:

Authorizing Official: Mr. Garth Corrigan, Board Chair
Executive Director: Mr. Jeremy Tobias
HS and/or EHS Director(s): Mrs. Yolanda Gonzales

cc:

Regional Program Manager: Jan Len

Enclosure:

Reports - Inventory and Program Information Report (PIR)

The Administration for Children and Families (ACF) requires a comprehensive inventory of Head Start and Early Head Start real property, equipment and supplies used in grantee operations, including those in use by contracted service providers and delegate agencies. Required inventories are due not later than 45 days after receipt of this letter.

Inventory of Real Property

An SF-429 is required for each facility with federal interest and requires the calculation of federal interest in the property, and documentation supporting a calculation of the Head Start Federal interest and any non-Federal interest share in the property.

Include:

- Accounting records that reflect the expenditures that create the interest share in the property.
- A copy of any mortgage, lease or other contractual encumbrance against property acquired with Head Start funds.
- A copy of the Notice of Federal interest filing.

Inventory of Supplies by Location and Room

Include an inventory of supplies by location, room and condition. Please include items such as classroom furniture and fixtures, desktop and laptop computers and hardware, video and teleconference items, cameras, smart boards, and playground items.

Inventory of Equipment

Provide the most recent equipment inventory that was reconciled to your agency's equipment records. Include a list of all vehicles purchased using Head Start funds, including make, model, year, capacity, and condition of each vehicle.

Inventory Submission Instructions

Grantees are to submit the information in the Head Start Enterprise System (HSES) under the DRS tab. Notify the Regional Office using the Correspondence tab that the materials are available.

Program Information Report (PIR)

Grantees are to complete and submit the 2019 PIR not later than June 30, 2019. The annual PIR is the federally required Program Performance Report for Head Start.

If you anticipate not being able to meet the above timeframe or requirements, notify your Regional Grants Management Officer in writing immediately.

Please contact your Regional Office with questions.

COMMUNITY ACTION PARTNERSHIP *of* KERN
BOARD OF DIRECTORS
PROGRAM REVIEW & EVALUATION COMMITTEE MEETING
February 14, 2018
12:00 p.m.

MEETING MINUTES

1. **Call to Order**

   Fred Plane 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: Fred Plane, Lorena Fernandez (arrived at 12:18 pm), Marian Panos

   Absent: Sharif Hassan

   Others present: Others present: Jeremy Tobias, Chief Executive Officer; Yolanda Gonzales, Director of Head Start / State Child Development Programs, Pritika Ram, Director of Administration, Carmen Segovia, Director of Health & Nutrition; Emilio Wagner, Director of Operations; and other CAPK staff.

3. **Approval of Agenda**

   Motion was made and seconded to approve the Program Review and Evaluation meeting agenda for February 14, 2018. Carried by unanimous vote. (Panos/Plane).

4. **Public Forum:**

   No one addressed the Committee.

5. **Program Presentation**

   a. 211 Kern Presentation – Irene Fonesca, 211 Supervisor.

      Irene Fonesca provided a presentation on the 211 program which links Kern County residents to community health and human services and support programs. 211 operates 24 hours per day, 365 days per year.

6. **New Business**

   a. January 2018 Program and Division Reports – Sheila Shegos, Outreach & Grant Administrator – ***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

Sheila Shegos presented the highlights from the Division Program reports for January 2018, which included a report on the VITA kick-off event held on January 26th. The VITA program received a proclamation from the Kern County Board of Supervisors and certificates of recognition from local and state representatives in recognition for the income generated that goes back to the community. East Kern Family Resource Center is fully staffed and preparing to start the Economic Financial Empowerment for Families Program as a result of the 2 recent grants received. Shafter Youth Center received a donation of 3,000 books which were distributed to the children at the center and to the Shafter EHS and HS centers. Most Head Start Centers will participate in the March 1st Read Across America event. Donor Perfect software was recently purchased to help with the Community Development Division with donor cultivation.

Motion was made and seconded to approve the January 2018 Program & Division Reports Carried by unanimous vote. (Panos/Plane).

b. Application Status Report and Funding Requests – Sheila Shegos, Outreach & Grant Administrator – ***Action Item***

Sheila Shegos reported that there is a pending grant application for CA State Board & Community Corrections in the amount of $492,850 for a two-year funding project; There were no newly awarded grants, and there was one decline from the Strategic Growth Council.

Emilio Wagner reported on the Funding Request for the U.S. Department of Housing & Urban Development, United Way of Kern County to benefit the 211 program, which has been designated to receive $12,000 for Continuum of Care Planning Grant. 211 will serve as the at-risk assessment point for the Kern County Coordinated Entry System and provide after hour access among other services. The funding period is from 1/1/2018 to 7/31/2018.

Motion was made and seconded to approve the Application Status Report and Funding Requests. Carried by unanimous vote. (Panos/Plane).

c. Head Start / State Child Development January 2018 Enrollment Update and Meals Report – Erika Arias, ERSEA Manager – ***Action Item***

Jerry Meade provided the Enrollment & Meals report and stated the Head Start Kern enrollment is at 99% and awaiting the licensing for the Broadway Center. Once licensed, the center will open, and full enrollment will be achieved. Early Head Start Kern, Early Head Start San Joaquin and Early Head Start Partnership all achieved 100% enrollment.

Enrollment for children with disabilities for the EHS Partnership is still a concern with only 2% achieved and staff continues to work with the families and the LEA to expedite the process of obtaining the IEP/IFSP. Over Income enrollment for all programs is under expectation, and the average daily attendance is at 92% but still meeting the standards. Meals served by CAPK Central Kitchen was 74,352 for the month of January and combined with meals served from vendor kitchens, the total percentage of meals served is 84%, which is an increase of 13% from the same

time period in 2017. Jerry also reported that the 2018-2018 Program Year Self-Assessment will begin in March 2018.

Motion was made and seconded to approve the Head Start / State Child Development January 2018 Enrollment Update and Meals Report. Carried by unanimous vote. (Panos/Plane).

d. January 2018 Outreach & Advocacy Report – Sheila Shegos, Outreach and Grant Administrator – ***Info Item***

Sheila Shegos reported that Community Development is focused on the upcoming annual banquet to be held on April 19th at the Friendship House Community Center. The Keynote Speaker is Dr. Mitchell, President of CSUB. The award winners will be announced next week.

Motion was made and seconded to approve the November & December Outreach & Advocacy Report. Carried by unanimous vote. (Panos/Fernandez).

e. Consultant Services for Disabilities in Head Start Programs – Jerry Meade, PDM Administrator – ***Info Item***

Jerry Meade provided a report to the committee in response to request to provide a cost analysis to hire an outside consultant to expedite the IEP's and IFSP's for children with suspected disabilities. Due to changes in the IDEA Act of 2004, and the constraints within the law, CAPK is not able to hire consultants for that service. Details provided within the report were presented to the Committee and the Committee Chairman, Fred Plane, confirmed that his concerns have been addressed and thanked staff for the information presented.

7. **Committee Member Comments**

Lorena Fernandez said she recently began working for a trucking company and her employer is looking into the possibility of donating a truck to CAPK. Lorena will work with Emilio Wagner to investigate this potential donation.

8. **Next Scheduled Meeting**

Program Review & Evaluation
Wednesday, March 14, 2018
12:00 p.m.
5005 Business Park North
Bakersfield, California 93309

9. **Adjournment**

The meeting adjourned at 12:34 pm.

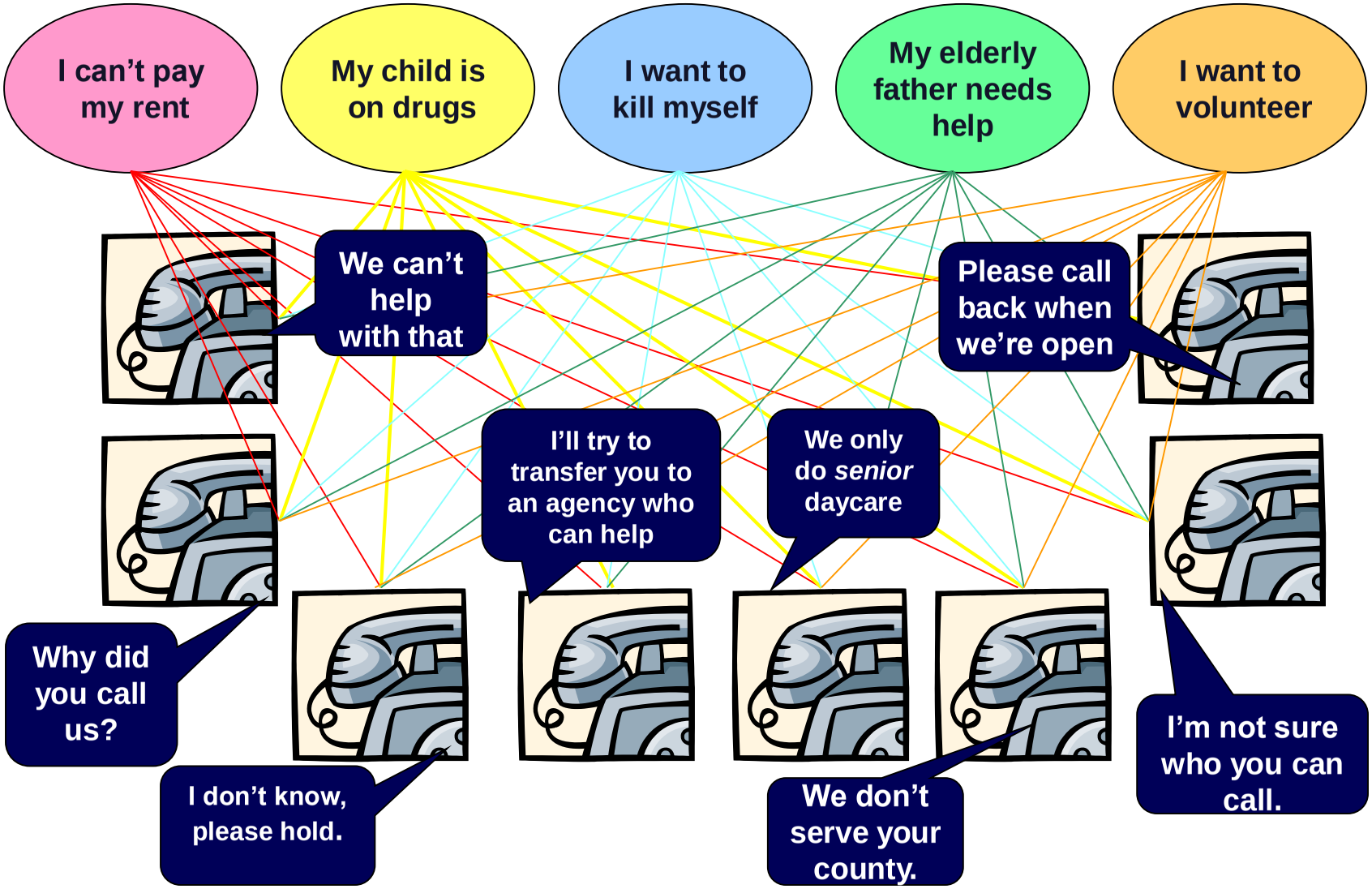

capk
Community Action Partnership
of Kern


2·1·1
Kern County

What is 2-1-1 Kern?

A free, accessible, 3 digit telephone number that links Kern County residents to community health and human services and support 24/7/365.

Before 2-1-1


I can't pay my rent
My child is on drugs
I want to kill myself
My elderly father needs help
I want to volunteer
We can't help with that
Please call back when we're open
I'll try to transfer you to an agency who can help
We only do *senior* daycare
Why did you call us?
I don't know, please hold.
We don't serve your county.
I'm not sure who you can call.

I can't pay my rent

My child is on drugs

I need food

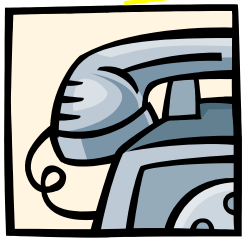
I need to find childcare

I want to volunteer

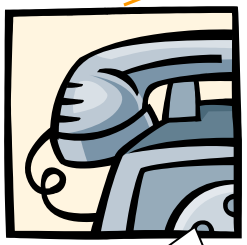
2-1-1, how may I help you?

2-1-1

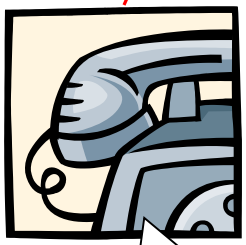
Yes, I can connect you with someone who can help…



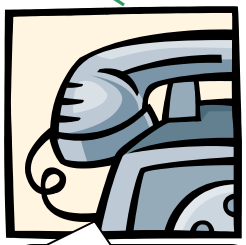
Drug Rehabilitation Center



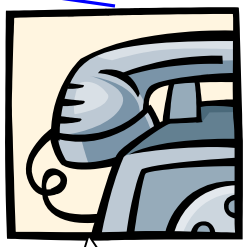
Volunteer Center



Rental Assistance Program



Child Care Resource And Referral



Food Bank

Online Directory


Crisis Services


Legal Assistance


Substance Abuse


Mental Health


Animals


Children & Families


Education


Food


Government


Health Care


Housing


Income & Employment


Personal Needs


Seniors & Older Adults


Transportation


Utilities


Veteran & Military Services

211kerncounty.org

What types of services does 2-1-1 have?

- Our database contains information on a range of services including:
  - ✓Food
  - ✓Utility assistance
  - ✓Health insurance
  - ✓Low cost computer and internet services

- Through our database of resources we not only offer referrals that are closest to the caller's place of residence but the referrals also include:
  - ✓Contact information for the resource
  - ✓Days and hours of operation
  - ✓Documentation required
  - ✓Faxing a referral to the agency, if required

2017 Calls Received

- Kern 45,641
- Energy 53,969
- Kern Mental Health 1,707
- Kings 1.899
- Tulare 8,069
- Stanislaus 9,041
- Mountain Valley 1,632

2017 Total Calls 121,958





2014 AIRS Accredited

6 Certified I & R Specialists

15 Dedicated & Amazing Staff



Community Partners













COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Community Development/Ralph Martinez		**Month/Year** January 2018
Program/Work Unit: VITA	**Total Program Staffing**: 3 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).		

Community Action Partnership of Kern's Volunteer Income Tax Assistance program celebrated Earned Income Tax Credit (EITC) Awareness Day on Jan. 26! VITA partners, Board Members, United Way of Kern County, Self-Help Federal Credit Union, Wells Fargo and the Internal Revenue Service, as well as our VITA volunteers and representatives from the City of Bakersfield, Kern County and the State of California were there in support and helped raise awareness of EITC! VITA received a proclamation from the Kern County Board of Supervisors and certificates of recognition from local and state representatives. Thanks to our VITA program more than $4 million in refunds and credits return to the local economy!









COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Operations/Emilio Wagner		**Month/Year:** January 2018
Program/Work Unit: 2-1-1 Kern County	**Staffing:** 14 (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 applications.		

Activities	Description			
Information & Referral Services	**Incoming**	**Answered**	**Unanswered**	**Referrals**
Kern County	4,215	3,677	538 (12%)	7,600
Kings County	214	197	17 (8%)	*
Tulare County	783	718	65 (8%)	*
Mountain Valley (Mariposa and Merced Counties)	109	96	13 (12%)	*
Stanislaus County	785	711	74 (9%)	*
Total	6,106	5,399	707 (11%)	

*2-1-1 Kern does not have access to the iCarol database for these counties. Per the agreements, 2-1-1 Kern provides referrals but does not track them. The information goes directly to the iCarol databases for the individual counties.

Most Requested Services	Food Pantries	Utility Assistance	Clothing/ Personal/Household Needs
Top 3 Unmet Needs	Food/ Meals	Clothing/Personal/Household Needs	Shelter

Other Services		Month	YTD
LIHEAP	Calls Answered	4,127	4,127
Weatherization	Calls Routed through 2-1-1	459	459
Mental Health	Calls Answered	163	163
Website Visitors	Visitors to CAPK's 2-1-1 Kern web page	3,057	3,057
VITA	Calls Routed through 2-1-1	1,481	1,481

CalFresh Enrollments	Onsite enrollment into CalFresh (Supplemental Nutrition Assistance Program (SNAP/food stamps)	**Submitted**	**Approved**	**Pending**
		7	**0**	**7**

Outreach Activities	Outcomes
- Beale Library Resource Share	Distributed 250 2-1-1 Kern informational cards.
- Bridges Academy Presentation	Distributed 30 2-1-1 Kern informational cards/CAPK flyers.
- DHS New Staff Orientation	Distributed 50 2-1-1 Kern informational cards.
- Dignity Health Community Wellness Program	Distributed 200 2-1-1 Kern informational cards.

Highlights:

- 2-1-1 Kern able to purchase 5 laptops and 2 Surface Pros through the Public Health Department Grant.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Nutrition Services/Carmen Segovia		**Month/Year:** January, 2018
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	21 1	21 1
Children enrolled in center-base program		0	3
Adults in Court Mandated Parenting Classes		N/A	N/A
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	72	72
Emergency Supplies Closet and Other Services	Food (individuals)	15	15
	Clothing (individuals)	24	24
	Photocopies (individuals) HEAP Application Supporting Docs	307 0	307 0

Other: The EKFRC is gearing up for the implementation of the 2 grants recently received; the Financial Empowerment for Families and the East Kern Health Link.

Staffing: The EKFRC is fully staffed and preparing for the start of the Economic Financial Empowerment for Families program.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Community Development/Ralph Martinez		**Month/Year:** January 2018
Program/Work Unit: Shafter Youth Center	**Total Program Staffing:** 3	**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.	3	74
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.	42	59
Evening Program - Open Basket Ball **Zumba**	20 – 45 per night	
Summer Program Academics, sports, recreation, health & nutrition education, themed weeks with coordinated guest speakers.		101

Other:

- Molina Foundation books – Over 3,000 books were donated from the grant program and distributed to SYC kids as well as to Shafter EHS and Shafter Head Start.
- PREP Works – 31 students from Shafter and Wasco attended orientation to start the program and another 7 joined the first day of class. Making this ***the largest PREP Works class in Shafter*** for the past 4 years.
- Strong by Zumba made its introduction in Shafter. Strong combines body weight, muscle conditioning, cardio and plyometric training, to the beat of music. Strong is Tuesday/Thursday at 5:30 pm., followed by Zumba at 6:30 pm.
- Girl Scouts kick off 2018 Cookie Rally – 400 Girl Scout and their parents, from all over Kern County came to Shafter to kick off the Girl Scout Cookie Season with a Cookie Rally. Complete with Marching band, DJ, cheerleaders and high school mascots, the place was rocking and rolling.
- Girl Scouts recruitment was held at Shafter Youth Center to start a second troop in Shafter.
- California Rural Legal Assistance held a community meeting to discuss current issues and offer services.







COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Community Development/Ralph Martinez		**Month/Year:** January 2018
Program/Work Unit: Friendship House	**Total Program Staffing:** 6	**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.	7	7
Summer Program Recreational activities, educational games, and activities.	0	0
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.	44	44
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	0
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***. Consulate services were not provided at the FHCC in Dec. 2017***	447	447
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. ***The new PREP program will start in Jan. 2018.***	99	99
Realignment for Success Transitional services are provided to adults referred to the program by the Probation and Sheriff's Departments. The program is to provide the participants with Aggression Replacement Training, Thinking for A Change, and parenting classes.	1	1

Other:

- The CAPK Friendship House Community Center will be participating in Read Across America on March 1st, in honor of Dr. Seuss birthday. Guest readers that have signed up so far to read books to the after-school program children include the Bakersfield Police and Janea Benton, District Director for Assemblymember Rudy Salas. We are very excited to offer this wonderful event at the Friendship House and are very grateful for our guest readers!

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Nutrition Services/Carmen Segovia		**Month/Year:** January 2018
Program/Work Unit: Food Bank	**Total Staffing**: 16	**Program Manager:** Jaime Orona
Services: Partners with 104 food distribution sites throughout Kern County to provide food assistance to low-income families and individuals.		

Activities	Description	Month	YTD
USDA Commodities	Individuals Served (January)	39,561	39,561
	Poundage Received all Programs	1,056,376	1,056,376
	TOTAL POUNDAGE DIST. ALL SITES	1,112,237	1,112,237
Food Sourcing	Donations Received: **186,000** pounds of produce & 11 different produce items: • Ag Against Hunger: Leafy Greens, Broccoli, Cauliflower, & Cabbage • California Association of Food Banks/Farm to Family: Romaine, & Celery • Columbine Vineyards: Grapes • Country Sweet Produce: Sweet Potatoes • Grimmway: Carrots, & Onions • Kirschenman: Potatoes • Target: Mixed produce • Wonderful Co: Citrus CAPK FB distributed 6,665 pounds of fresh produce to 1000 seniors at 7 CSFP sites in Kern County.		
Food Drives: 587 lbs of food and $ 755 for the month of January.	• Color Me Mine- 114 lbs of food • Clinica Sierra Vista- 159 lbs of food • Thurman Orthodontics- 152 lbs of food • "Bingo Night" KCFG- 47 lbs of food • Bakersfield City Hall- 61 lbs of food • CA Department of Taxes & Fees Adm.-54 lbs of food $755		

Other:

- Food Bank received a grant from the Wonderful Company to provide 6 free farmer markets in the city of Wasco. Through these markets, hundreds of low-income families will receive fresh and nutritious fruits and vegetables from April - September.
- On January 19th, GET Bus, held there quarterly food distribution at the downtown GET terminal station. With the help of CAPK Food Bank, GET was able to distribute 225 totes of food to the community.
- Our senior distribution program held 33 distributions during the month of January and distributed 30-pound boxes of non-perishable food to 3,502 seniors throughout Kern County.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Nutrition Services/Carmen Segovia		**Month/Year:** January 2018
Program/Work Unit: WIC	**Total Program Staffing**: 80 staff	**Program Manager:** 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 10/1/17 – 9/30/18			
Description			**Case Load**	**Month**	**Central Valley Avg.**	**State Avg.**
Total	All services		**20,170**	**16,288 – 80.8%**	**83.9%**	**74.6%**
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	74	Mojave			131
	Bakersfield		Oildale			435
	Homeless Shelter	245*	Ridgecrest			671
	E. California Avenue	1629	Rosamond			720
	Niles Street	2206	Shafter			1404
	Montclair	421	Tehachapi			502
	Friendship House	137	Wasco			1607
	Panama	1321				
	Boron	108	San Bernardino County			
	Buttonwillow	82	Adelanto			1798
	California City	727	Big Bear			291
	China Lake Naval Station	*	Crestline			275
			Needles			174
	Delano	1064	Phelan			*
	Edwards Air Force Base	99	Mobile WIC			18
	Lost Hills	149				

* The Niles office lost internet access and used the equipment for the Homeless Shelter so this is the reason for the increase in Homeless Shelter participation.

Projects

Most offices showed an increase in participation in January. CAPK WIC continues to exceed the State average. Hub meetings were held in January with a class about Anemia to be taught to participants through March, 2018.

Outreach activities: 57 requests for information were received through the Agency website. Instagram and Facebook posts emphasized what CAPK WIC has to offer. Mitchall Patel has met with DHS and CalFresh and provided information on CAPK WIC at the offices in Kern County. We are organizing an Outreach committee with representatives from each Hub. The objectives are to find two new referral organizations, manage social media for each Hub, and arrange one event in each WIC office. Ashley Velasquez from the Tehachapi office has been very proactive in getting CAPK WIC information to area organizations to help develop closer relationships. We continue to increase our Instagram and Facebook presence.

Regional Breastfeeding Liaison – Katherine Campos attended the California Breastfeeding Summit in San Diego. Topical issues regarding breastfeeding were discussed with representatives throughout California. Katherine completed a breastfeeding training at an area OB/GYN's office.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Operations/Emilio Wagner		**Month/Year:** January 2018
Program/Work Unit: Energy	**Total Program Staffing**: 37	**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 (2018)	Assistance with utility bill payments	734	734
1B. Low Income Home Energy Assistance Program (LIHEAP) Utility Assistance (2017)		-0-	6,621
1C. Low Income Home Energy Assistance Program (LIHEAP) Utility Assistance (2016)		-0-	7,933
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.)	67	1,296
	• Energy-efficient appliance installation	5	193
3. Low-Income Weatherization Program (LIWP Phase 2). Program began 10/1/17	Assistance with residential repair/ weatherization (e.g., weather stripping, thermostats, door/window replacement, etc.)	11	52
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)		**$465,806**	**$7,989,417**
		Results	
6. Energy calls received (from 2-1-1)		**4586**	
		HEAP	**Wx**
7. Number of LIHEAP applications Received		**1115**	**283**
8. Number of LIHEAP applications Completed		**734**	**39**
9. Number of LIHEAP applications in Progress		**381**	**122**
10. Outreach Events attended		Distributed HEAP/Wx applications	

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Health & Nutrition Services/Carmen Segovia		**Month/Year:** January 2018*
Program/Work Unit: Migrant Childcare AP Program (MCAP)	**Total Staffing**: 17, *4 vacancies; Admin. Clerk, Subsidized Reimbursement Specialist, 4 Family Services Specialist*	**Program Manager/Supervisor:** Susana Magana

Services: The Migrant Childcare Alternative Payment Program is a voucher-based child care program for migrant agriculturally working families. The program has six entry counties: Kern, Kings, Madera, Merced, Tulare, and Fresno. Once enrolled, families can continue child care services as they migrate throughout the state following agricultural work. The program's current Fiscal Year is July 1, 2017, to June 30, 2018.
**This report is for the service month of November 2017, which was processed in the month of December 2017.*

		Status	
Activities	**Description**	**Total**	**% by County**
Active Enrollments	Kern**	347	44%
	Madera	66	8%
	Merced	21	2%
	Tulare	162	21%
	Kings	83	11%
	Fresno	106	14%
	Total	**785**	**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:

The Migrant Childcare program is on track to meet the FY 17-18 contact. Staff continues to recruit and accept pre-applications in all entry counties for the program's waiting list. Merced and Madera staff are aggressively recruiting to increase caseloads in these counties, all other entry counties are enrolling from the waiting list to maintain current slots.

The new Regional Market Rate (RMR) for provider reimbursement maximums became effective 1/1/18. Staff will begin to use this new RMR to process the reimbursements for services rendered January forward.

On 1/16 the Program Manager attended the Food Bank mandatory site training. The MCAP program has a pantry onsite at the Bakersfield office to provider immediate assistance to those MCAP participants who indicate that they are need of food.

On 1/17-1/18 the Program Manager and the Family Services Coordinator traveled to Sacramento to participate in the CAPPA Budget & Advocacy Day. This trip resulted in a follow up meeting with Assemblyman Devon Mathis. He is interested in learning more about the MCAP program and hopefully we will gain his support of Senate Bill 441; which would greatly benefit the MCAP program and our agency. SB441 is currently in suspension.

On 1/25 the manager and both coordinators attended 2 webinars provided by California Department of Education (CDE). This training provided technical assistance to agencies implementing the regulation changes of Budget Act 2017. One webinar was on Eligibility and Need and the other was on Family Fees.

The week of 1/29 to 2/2 program staff worked alternate work schedules to accommodate evening parent and provider meetings in 5 entry counties. These meeting were to inform parents and providers of the regulation changes of Budget Act 2017. The Merced County meeting is pending.

Upcoming Activities:

2/23 Meeting with Assemblyman Mathis. This meeting will take place at our satellite office in Visalia, from 9am-12pm.
2/27 Program manager will be attending Session 1 of the trainings that are being offered to managers through WorkLogic.
2/28 Merced County Parent and Provider meetings

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Nutrition Services/Carmen Segovia		**Month/Year**: January 2018
Program/Work Unit: Central Kitchen	**Staffing:** 21 Staff members, 1 Vacancy	**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	**74,148**	**25,850**	**26,391**	**21,907**
Home Base Meals	**256**	**65**	**102**	**89**
Total	**74,404**	**25,915**	**26,493**	**21,996**

Other:

1. All part year Central Kitchen staff reported back to work on January 8, 2018 and we had some additions to the CAPK team—Jorge Morales and Angelica Martinez were hired as Substitute Food Production Drivers. We also hired an additional substitute Food Production Driver, Nash Farod who will begin on-site training after completing orientation.
2. The Central Kitchen received a Child and Adult Care Food Program (CACFP) audit on January 17, 2018 of our records, recipes, food tracking, special diets and food specifications. On January 19, 2018 we received notice that we passed the audit with no findings. The Central Kitchen team strives to maintain good records and use best practices in the work we do, which is reflected in the successful CACFP audit.
3. The Central Kitchen will be providing start-up equipment and supplies to the soon to open Head Start Center in Wasco, (Broadway HS). We have been planning equipment needed/orders and deliveries with the assistance of Dan Ripoli, Facility Manager, Operation Division; Krissie Leach, Program Manager, CEDS; and Pam Pritchard, Assistant Director HS/EHS, CEDS.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Pritika Ram, Interim		**Month/Year:** January 2018
Program/Work Unit: HR/Payroll/Staffing	**Total Division Staffing**: 10	**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	807	
	Subs/Temps	41	
	Total Staff	**848**	
New Hires	**All divisions and programs**		
	Regular	7	**0**
	Subs/Temps	9	**0**
	Total New Hires	**16**	**0**
Leaves of Absence	Intermittent Leave	112	
	Full-time Leave	27	
	Total on Leave	**139**	
Terminations	**All divisions and programs**		
	Voluntary	8	0
	Involuntary	3	0
	Total Terminations	**11**	**0**
Staffing	**Vacancy**	8	0
	Total Applications Received	**106**	**0**
Payroll	**Total Hours Paid**	129,589.62	
	Total Gross Payroll	**$ 2,289,938.18**	

Projects	**Completed:**
Pension Transition FMLA Administration to Hartford Electronic Job Requisitioning	Training/Online-ADP for performance reviews Electronic performance evaluations submitted for December & New Hires Signed contracts at The Standard Insurance **In Progress** Hartford-FMLA Administration Transition-Weekly calls

COMMUNITY ACTION PARTNERSHIP OF KERN
DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Operations/Emilio Wagner		**Month/Year:** January 2018
Program/Work Unit: Business Services/ Maintenance & Operations/Information Technology/Risk Management	**Total Division Staffing:** 21	**Program Manager/Supervisor:** Dan Ripoli, Bryon Vanderhoff, Laurie Sproule
Services: Facility repair and maintenance, procurement, information technology, safety, risk insurance, vehicle registration, contracts, facility leases and facility planning.		

		STATUS	
Activities	**Description**	**Received**	**Completed March 1, 2017 to Date**
Business Services			
Purchase Orders Processed		144	1392
Contracts/Leases Processed		5	66
Request for Proposals (RFP)	• Electronic Contract Management System • General Business Legal Counsel • Purchase of 4 Central Kitchen Vans	RFP in Development Scope in Development Bids Received	
Leases	• Renew James St – WIC • Renew Niles St. – WIC • Renew McFarland HS land lease	In progress In progress Complete	
Contracts	• Food Service San Joaquin • Food Service SKUSD - Rosamond	Complete Complete	
Maintenance & Operations		**Work in Progress**	**03/01/2017 to Date Closed**
Facility Work Orders Processed	Repair and maintenance of CAPK facilities and vehicles.	94	2749
Projects	• Working with PG&E to install LED exterior lighting at a much reduced rate in multiple locations. • Wasco Head Start Center site improvements completed. • Procuring installment of Pour n Play on playground surfaces replacing rubber nuggets at Pete Parra, Martha J Morgan and Sterling locations.	In Progress Complete In Progress	

Operations Division December 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	302	4247
Projects	• Wasco network installation • Boardroom Video Conference Equipment • CEDS 41 iPads • SJC 13 iPads • Maintenance iPads • Cyber Security RFP	In Progress Completed In Progress In progress In progress In Progress	
Risk Management		**Reported**	**01/01/2018 to Date**
Workers Compensation Incidents	• For Report Only • First Aid • Medical Treatment • Modified Duty • Lost Time • Non-Industrial (not work related) • Under Investigation	12 2 0 0 0 0 1	12 2 0 0 0 0 1
General Liability		0	0
Property Incidents		2	2
Vehicle Incidents		1	1
Projects	• Distribute new State & Federal Labor Law Posters • Complete & distribute Cal/OSHA 300A Log • Distribute Cal/OSHA 300A Summary • Renewal of Liability Insurance (General, D&O, Property and Vehicle)	Completed Completed Complete Inprogress	

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Community Development/Ralph Martinez		**Month/Year:** January 2018
Program/Work Unit: Grants & Research	**Total Staffing**: 6	**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	Bank of America Basic Needs and Employment	X	
	Bank of America Vibrant Communities	X	
	Union Bank- STEM Funding	X	
	AERA Energy- STEM program funding	X	
	Department of Justice-Violence Against Women	X	
	California Board of State and Community Corrections-Violence Prevention		X
	EKFRC, Kern Family Health Care Community Grant	X	
Potential Funding Opportunities – Research in Progress	• Sierra Health Foundation • Enterprise Rent-A-Car • US-HUD Youth Homelessness Demonstration Program • Program support with potential collaborating partners • FHCC Field Lighting • SYC Play Area Equipment • FHCC New Van • CAPK Food Bank Warehouse Expansion • 2-1-1, VITA and Central Kitchen Grant Funding		

Projects	**Description**
Strategic Plan 2016-2021	Goal groups continue to meet. CD Staff to support groups and monitor progress, as needed.
Organizational Standards	CAPK is currently 100% compliant. Staff is monitoring ongoing updates and will process as needed over the next few months.
ROMA Training	CD anticipates continued use of State CSD ROMA support until a staff member can complete ROMA Certified Implementer training.
Community Services Block Grant (CSBG)	Significant changes in the way we report data to CSD and USHHS are currently being introduced to the CSBG network and full compliance is expected in January 2019. CAPK staff are gathering data for the 2017 (calendar year) annual reporting that is due to CSD on February 20, 2018.
VITA 2017 Tax Season Campaign	Sent letters requesting support from regional financial institutions for VITA 2017 tax season, including a one-page document to educate potential supporters on the history and benefits of VITA to Kern County.
Financial Capabilities	Staff is supporting integration of financial capabilities services into CAPK programs. Staff at FHCC, SYC, VITA, and EKFRC received training on the Your Money Your Goals curriculum and will incorporate the tools in their programs.

Other:

- Staff completed the 2017 annual CAPK report which is now available.
- Donor Perfect Software purchased for donor cultivation & grants management,
- Implemented grants management tracking and filing system to monitor awarded grants.
- Development of budget to actual template to assist programs in managing contracts.

COMMUNITY ACTION PARTNERSHIP OF KERN

FUNDING REQUESTS AND APPLICATION STATUS REPORT

PENDING - January 2018

Date Approved	Date of App. Submission	Funding Source	Program/Proposal	Amount Requested
2/15/2017 (B&F)	2/24/2017	Bank of America Charitable Foundation	FHCC/ PREP Works for Opportunity Youth	$ 60,000
6/14/2017 (PRE)	6/20/2017	Enterprise Rent-A-Car / Feeding America	Food Bank / Operation Software	$ 25,000
8/09/2017 (PRE)	7/11/2017	Allstate Foundation Group / Helping Hands	Food Bank/ General Operating Support	$ 14,000
9/13/2017 (PRE)	8/25/2017	Wonderful Foundation	Food Bank/ Free Farmers' Market in Wasco	$ 50,000
9/13/2017 (PRE)	8/31/2017	Dignity Health / 2018 Community Grants Program	EKFRC/ East Kern Health Link	$ 69,926
9/13/2017 (PRE)	9/15/2017	Heffernan Foundation	FHCC & SYC/ STEM	$ 19,000
10/11/17 (PRE)	9/29/2017	Stater Bros. Charities/ Harvesting Hope	Food Bank/ General Operating Support	$ 5,000
10/18/17 (B&F)	10/19/2017	CA Department of Social Services, Office of Child Abuse Prevention	EKFRC/ Financial Empowerment (2-year grant, $75,000 per year)	$ 150,000
10/25/17 (Board)	10/25/2017	City of Bakersfield/ Community Development Block Grant	Food Bank/ Expansion & Disaster Preparedness Project	$ 749,285
10/25/2017 (Board)	11/6/2017	California Coastal Commission - Whale Tail	FHCC and SYC After School Marine Studies Program	$ 10,000
10/25/2017 (Board)	11/23/2017	CDBG-County	Food Bank/ Expansion & Disaster Preparedness Project	$ 749,285
11/29/2017 (Board)	12/4/2017	Us Department of Agriculture	CAPK Food Bank Network Capacity Building & Emergency Preparedness Project	$ 350,000
1/17/2018 (PRE)	**1/19/2018**	**CA Board of State and Community Corrections**	**The Partnership for Advancement of Youth-2 years funding**	**$ 492,850**

COMMUNITY ACTION PARTNERSHIP OF KERN

FUNDING REQUESTS AND APPLICATION STATUS REPORT

AWARDED - January 2018

Date Approved	Date of Notification	Funding Source	Program/Proposal	Amount Requested	Amount Awarded	Funding Period
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	8/1/2017 - 7/31/2018
6/14/2017 (PRE)	7/9/2017	Starbucks Foundation	FHCC/SYC PREP Works	$ 49,600	$ 30,000	1/1/2018 - 6/30/2018
6/21/2017 (B&F)	9/7/2017	Bank of the West	VITA/ 2017 Tax Season	$ 3,500	$ 3,500	9/1/2017 - 6/30/2018
5/25/2016 (Board)	10/3/2017	U.S. Dept. of Treasury/IRS	VITA/ Kern VITA Partnership - Year 2	$ 223,315	$ 84,815	7/1/2017 - 6/30/2018
9/13/2017 (PRE)	10/30/2017	Wells Fargo	FHCC & SYC/ PREP Works Program	$ 50,000	$ 25,000	1/1/2018 - 6/30/2018
10/18/17 (B&F)	11/9/2017	CA Department of Social Services, Office of Child Abuse Prevention	EKFRC/ Financial Empowerment (2-year grant, $75,000 per year)	$ 150,000	$ 150,000	3/01/2018 - 2/29/2020
8/09/2017 (PRE)	11/14/2017	Allstate Foundation Group / Helping Hands	Food Bank/ General Operating Support	$ 14,000	$ 14,000	1/01/2018 - 12/31/2018
10/11/17 (PRE)	11/15/2017	Stater Bros. Charities/ Harvesting Hope	Food Bank/ General Operating Support	$ 5,000	$ 3,000	1/01/2018 - 12/31/2018
11/08/2017 (PRE)	11/20/2017	Bank of the West	CAPK Small Business Assistance Program (3 years @ $25,000 per)	$ 75,000	$ 75,000	1/01/2018-12/31/2020
	12/11/2017	Dignity Health	EKFRC East Kern Health Link	$ 69,926	$ 24,701	1/01/2018-12/31/2020
09/13/2017 (PRE)	12/15/2017	Wonderful Community Grants	CAPK Food Bank Free Farmers Markets, Wasco	$ 50,000	$ 30,000	01/01/2018-12/31/2018
				TOTAL	**$ 777,860**	

COMMUNITY ACTION PARTNERSHIP OF KERN

FUNDING REQUESTS AND APPLICATION STATUS REPORT

DECLINED - January 2018

Date Approved	Date of Notification	Funding Source	Program/Proposal	Amount Requested
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
3/22/2017 (B&F)	6/14/2017	Kaiser Permanente Southern Cal. Community Benefits Grant Program	FHCC & SYC/ Summertime Yoga Challenge	$ 12,600
2/8/2017 (PRE)	*No response*	Pacific Western Bank	VITA / 2016 Tax Season	$ 10,000
8/09/17 (PRE)	9/1/2017	American Honda Foundation	FHCC & SYC/ Building Youth Capacity in STEM	$ 75,000
1/11/2017 (PRE)	*No response*	Walmart Community Grants	VITA/ Wasco	$ 2,500
1/11/2017 (PRE)	*No response*	Junior League of Bakersfield	EKFRC/ Computer Skills Training & Access	$ 26,000
9/13/2017 (PRE)	10/31/2017	Disney / Feeding America	Food Bank/ Capacity Building	$ 15,000
	1/31/2018	**Strategic Growth Council Transformative Climate Communities**	**Kern County Disadvantage Communities Study**	**$ 250,000**

Community Action Partnership of Kern
Funding Request Profile

Source of Funds: Federal
Project Name: HUD Continuum of Care Planning Grant

Funder Name: U.S. Department Housing & Urban Development, United Way of Kern County

Grant Program Name: 2-1-1 Kern

Funding Period: 01/01/2018-07/31/2018

CFDA # 14.267

Division Director: Emilio Wagner

Program Manager: Esperanza Contreras

☐ ***New Funding***
☒ ***Re-Application***

A. *Narrative description of funding request, including goals:*

CAPK's 2-1-1 Kern program has been designated to receive $12,000 from U.S. Department of Housing & Urban Development - City of Bakersfield, United Way of Kern County for HUD Continuum of Care Planning Grant.

2-1-1 Kern will serve as the at-risk assessment point for the Kern County Coordinated Entry System; provide after hour access; participate in outreach events; utilize the Quick Referral Tool for referrals to Homeless Collaborative members and conduct research for homelessness resources.

B. *Use of Funds:*

The funds of up to $12,000 over the period of 1/1/2018-7/31/2018 will cover an Information & Referral Specialist to provide referrals for clients who are homeless or at risk of homelessness.

C. *Approvals:*

1. _____ 2/6/18
Division Director Date

2. _____ 2/6/18
Director of Community Development Date

3. Christine Anami 2/6/18
Chief Financial Officer Date

4. _____ 2/6/18
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:** January 2018
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	January 2018	2,041	99%*
Early Head Start Kern	January 2018	328	100%
Early Head Start Partnership	January 2018	56	100%
Early Head Start San Joaquin	January 2018	313	100%
TOTAL Funded Enrollment		**2,738**	
Children with Disabilities		**Goal**	**Actual**
Head Start Kern	Identified as having an IEP	10%	8%
Early Head Start Kern	Identified as having an IFSP	10%	11%
Early Head Start Partnership	Identified as having an IFSP	10%	2%
Early Head Start San Joaquin	Identified as having an IFSP	10%	14%
Over Income		**Goal**	**Actual**
Head Start Kern	Within 100% and 130% of Federal Poverty Rate	<10%	6%
Early Head Start Kern	Within 100% and 130% of Federal Poverty Rate	<10%	3%
Early Head Start Partnership	Within 100% and 130% of Federal Poverty Rate	<10%	5%
Early Head Start San Joaquin	Within 100% and 130% of Federal Poverty Rate	<10%	5%
Average Daily Attendance (Program Wide >85%)		92%	

Meals Served for the month of January						
Total Meals Requested			Meals Allocated		% of Meals Served	
by: Central Kitchen	by: Vendor Kitchens	Total Meals Prepared	to: CACFP/USDA	to: HS/EHS	January 2017	January 2018
74,352	15,162	89,514	65,655	23,859	71%	84%

Other: We had 2 Centers with 100% attendance for the month of January: Fairfax and Fairview.

Total Division Staffing: Currently employed in Head Start: 592
Vacant Positions: 20
Currently out on Leave: 103

Program Updates:
* The Broadway Center is awaiting Licensing. Once licensed the center will open and we will reach full enrollment. All currently operating program options were fully enrolled in the month of January 2018.

The 2017-18 Program Year Self-Assessment will begin in March 2018, led by Sylvia Ortega, Compliance Coordinator.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Community Development/Ralph Martinez		**Month/Year:** January 2018
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.*		

January Program Activities	
CAPK Program	**Activity**
Head Start	• READING ACROSS AMERICA
VITA	• Earned Income Tax Credit Awareness Day Event on Jan. 26!
Food Bank	• GET Bus Food Distribution on Jan. 19
WIC	• Staff portraits
Agency/ Outreach	• Donor Perfect • Give Big Kern Webinar and Workshop • February Newsletter/Constant Contact & group emails • HR Newsletter/prep & design • Outreach Calendar/annual • CAPK WEEKLY READER - Social media post • Homemaker Care Training presentation • 2018 Humanitarian Awards Banquet Committee meetings • CAPK Annual Report distribution and PowerPoint • Beale Library Partner Presentations – 2-1-1 Kern County focus • Greenfield Helps Collaborative Presentation – VITA focus • Clinica Sierra Vista Open House

Upcoming Events	
Date	**Activity**
February 11	• National 2-1-1 Day!
February 12	• Lincoln's Birthday
February 19	• President's Day

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Program Review and Evaluation Committee

From: Jerry Meade, PDM Administrator

Date: February 14, 2018

Subject: *Agenda Item 6e:* Consultant Services for Disabilities in Head Start Programs – **Info Item**

As requested by the PRE Committee on January 17, 2018, staff from Head Start and State Child Development Division have prepared this memorandum regarding the potential to hire a consultant to support children with disabilities in our community.

In past years prior to 2004, CAPK hired consultants to support the development of an Individual Education Plan (IEP) and/or Individual Family Service Plan (IFSP) for children with suspected disabilities. The services were available to support children already enrolled in the Head Start program. On December 3, 2004, President Bush signed the *Individuals with Disabilities Education Improvement Act* (IDEA), which included major reauthorization and revision of IDEA. The new law preserved the basic structure and civil rights guarantees of IDEA but also made significant changes in the law. One of these changes established the responsibility for developing the IEP/IFSP solely on the Local Education Agencies (LEA).

In 2007, President Bush signed the *Improving Head Start for School Readiness Act on 2007.* Within the revised law, Head Start grantees were charged with the task of coordinating activities and collaborating with LEAs to support the development of IEPs/IFSPs for enrolled children, clarifying that the responsibility remains with the LEA. Further clarification is provided in the new Head Start Program Performance Standards (HSPPS) release in November of 2016.

The HSPPS require Head Start programs ensure that all children with disabilities "have access to and can fully participate in the full range of activities and services" offered (§1302.61). This is for all children—whether or not they qualify for the Individuals with Disabilities Education Act (IDEA) services. Some children may be waiting for an evaluation to find out if they are eligible for IDEA; other children may have delays, but not meet the state's eligibility criteria for services. According to §1302.61(b) *Services during IDEA eligibility determination*, "a program must provide individualized services and supports" during this interim period—the time between referral for evaluation and development of a service plan—and ongoing for those determined not eligible for IDEA (§1302.61(a). Our program uses family input, child assessments, and observation information to create an individualized plan for interim services. These services may include making changes to the environment or adjusting teaching practices to meet the child's needs. Each child may need unique changes and supports. Our program may need to provide special services and supports to meet these needs. Services may include special education or physical, occupational, or speech therapy.

Our disabilities services are primarily available to enrolled children in Head Start. However, we ensure all children applying for Head Start with a suspected disability are referred to the appropriate LEA in their community. The LEA is required to respond within 60 days of the inquiry. Our Family Service Workers are trained to refer all applicants to any service needed, regardless of whether the child is ever enrolled into our program.

The PRE Committee requested a cost analysis for using a consultant for disabilities services. As the regulations that govern our program have evolved over the years, we are no longer able to hire a consultant as requested. Therefore, the information above was provided to clarify our programs involvement in serving children with disabilities. We are committed to serving the neediest of the needy in our community, and this will always include supporting children with disabilities.

COMMUNITY ACTION PARTNERSHIP *of* KERN
BUDGET & FINANCE COMMITTEE MEETING
5005 Business Park North, Bakersfield, CA
February 21, 2018
12:00 p.m.

MEETING MINUTES

1. **Call to Order**

Warren Peterson called the meeting to order at 12:07 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: Warren Peterson, Janea Benton, Jimmie Childress, Guadalupe Perez,

Absent: Ana Vigil

Others Present: Christine Anami, Chief Financial Officer; Yolanda Gonzales, Director of Head Start / State Child Development Programs; Carmen Segovia, Director of Health & Nutrition; Pritika Ram, Director of Administration; Emilio Wagner, Director of Operations; other CAPK staff

3. **Approval of Agenda**

Motion was made and seconded to approve the Budget & Finance Committee Meeting agenda for February 21, 2018. Carried by unanimous vote (Benton/Childress).

4. **Public Forum:**

Emilio Wagner introduced CAPK's new Business Manager Carrie Davis.

5. **New Business**

a. Application Status Report and Funding Requests – Sheila Shegos, Outreach & Grant Administrator – ***Action Item***
   - U.S. Department of Housing and Urban Development (HUD) for 211

   Emilio Wagner provided a report for the Funding Request to benefit the 211 program. The report was previously presented to and approved by the PRE Committee at the February 14, 2018 meeting.

   Motion was made and seconded to approve the Application Status Report and Funding Requests. Carried by unanimous vote. (Benton/Childress).

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 January 31, 2017
   - San Joaquin Early Head Start Budget to Actual for the Period Ended January 31, 2017
   - Early Head Start Child Care Partnerships Budget to Actual for the Period Ended January 31, 2017

Emily Gonzalez Demont presented the Kern Head Start and Early Head Start Budget to Actual report and noted that eleven months (92%) of the 12-month budget period have elapsed and noted that CAPK received approval to carry over duration start-up funds that were awarded late in the prior budget period.

Donna Holland presented the San Joaquin Early Head Start Budget to Actual report and noted that twelve months (100%) of the 12-month budget period have elapsed. While the end of the budget period expired on January 31, 2018, expenses are still being booked. The final close-out report will be provided in the coming months.

Warren Peterson noted the travel costs were at 61% of budget and Yolanda Gonzales explained that the travel costs are lower than anticipated as her travel to San Joaquin has reduced. Yolanda continues to make monthly trips and visits each center to talk with staff and parents and continues her efforts to establish and maintain valuable connections.

Donna Holland presented the Early Head Start Child Care Partnerships Budget to Actual report and noted five months (42%) of the 12-month budget period have elapsed. CAPK submitted a request to the Office of Head Start to carry over $173,147 in unexpended funds from the prior year and approval is pending. For Training & Technical Assistance, CAPK also submitted a request to the Office of Head Start to carry over $4,391 in unexpended funds from the prior year and approval is pending.

A motion was made to receive and file the Head Start and Early Head Start Budget to Actual Reports and recommend approval from the Board at the January 31, 2018 meeting. (Perez/Benton)

6. **Finance Director Report**

a. Discretionary Fund Update – ***Info Item***

Christine Anami provided an overview of the Discretionary Fund Report and highlighted the notes at the bottom of the report. Having completed 11 months of activity, the Discretionary Fund has generated over $39,000 in revenue.

A motion was made to receive and file the Discretionary Fund Update report and recommend Board approval at the January 31, 2018 meeting. (Childress/Perez)

b. Financial Statements, January 2018 – ***Action Item***

Christine Anami provided the new Committee Members with an overview of each report within the January 2018 Financial Statements and provided an explanation of each report. Chris called attention to the Indirect Fund Report from March 1, 2017 to January 31, 2018 and reported the unrestricted cash fund balance is $657,009 and the balance is expected to increase by the end of the budget period on February 28, 2018.

Motion was made and seconded to approve the Financial Statements, January 2018. Carried by unanimous vote. (Childress/Perez)

7. **Committee Member Comments**

Committee Chairman Warren Peterson welcomed new committee members Lupe Perez and Jim Childress.

8. **Next Scheduled Meeting**

   Budget & Finance Committee Meeting
   Wednesday, March 21, 2018
   12:00 p.m.
   5005 Business Park North
   Bakersfield, California 93309

9. **Adjournment**

   The Meeting was adjourned at 1:04 pm

COMMUNITY ACTION PARTNERSHIP OF KERN

FUNDING REQUESTS AND APPLICATION STATUS REPORT

PENDING - January 2018

Date Approved	Date of App. Submission	Funding Source	Program/Proposal	Amount Requested
2/15/2017 (B&F)	2/24/2017	Bank of America Charitable Foundation	FHCC/ PREP Works for Opportunity Youth	$ 60,000
6/14/2017 (PRE)	6/20/2017	Enterprise Rent-A-Car / Feeding America	Food Bank / Operation Software	$ 25,000
8/09/2017 (PRE)	7/11/2017	Allstate Foundation Group / Helping Hands	Food Bank/ General Operating Support	$ 14,000
9/13/2017 (PRE)	8/25/2017	Wonderful Foundation	Food Bank/ Free Farmers' Market in Wasco	$ 50,000
9/13/2017 (PRE)	8/31/2017	Dignity Health / 2018 Community Grants Program	EKFRC/ East Kern Health Link	$ 69,926
9/13/2017 (PRE)	9/15/2017	Heffernan Foundation	FHCC & SYC/ STEM	$ 19,000
10/11/17 (PRE)	9/29/2017	Stater Bros. Charities/ Harvesting Hope	Food Bank/ General Operating Support	$ 5,000
10/18/17 (B&F)	10/19/2017	CA Department of Social Services, Office of Child Abuse Prevention	EKFRC/ Financial Empowerment (2-year grant, $75,000 per year)	$ 150,000
10/25/17 (Board)	10/25/2017	City of Bakersfield/ Community Development Block Grant	Food Bank/ Expansion & Disaster Preparedness Project	$ 749,285
10/25/2017 (Board)	11/6/2017	California Coastal Commission - Whale Tail	FHCC and SYC After School Marine Studies Program	$ 10,000
10/25/2017 (Board)	11/23/2017	CDBG-County	Food Bank/ Expansion & Disaster Preparedness Project	$ 749,285
11/29/2017 (Board)	12/4/2017	Us Department of Agriculture	CAPK Food Bank Network Capacity Building & Emergency Preparedness Project	$ 350,000
1/17/2018 (PRE)	**1/19/2018**	**CA Board of State and Community Corrections**	**The Partnership for Advancement of Youth-2 years funding**	**$ 492,850**

COMMUNITY ACTION PARTNERSHIP OF KERN

FUNDING REQUESTS AND APPLICATION STATUS REPORT

AWARDED - January 2018

Date Approved	Date of Notification	Funding Source	Program/Proposal	Amount Requested	Amount Awarded	Funding Period
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	8/1/2017 - 7/31/2018
6/14/2017 (PRE)	7/9/2017	Starbucks Foundation	FHCC/SYC PREP Works	$ 49,600	$ 30,000	1/1/2018 - 6/30/2018
6/21/2017 (B&F)	9/7/2017	Bank of the West	VITA/ 2017 Tax Season	$ 3,500	$ 3,500	9/1/2017 - 6/30/2018
5/25/2016 (Board)	10/3/2017	U.S. Dept. of Treasury/IRS	VITA/ Kern VITA Partnership - Year 2	$ 223,315	$ 84,815	7/1/2017 - 6/30/2018
9/13/2017 (PRE)	10/30/2017	Wells Fargo	FHCC & SYC/ PREP Works Program	$ 50,000	$ 25,000	1/1/2018 - 6/30/2018
10/18/17 (B&F)	11/9/2017	CA Department of Social Services, Office of Child Abuse Prevention	EKFRC/ Financial Empowerment (2-year grant, $75,000 per year)	$ 150,000	$ 150,000	3/01/2018 - 2/29/2020
8/09/2017 (PRE)	11/14/2017	Allstate Foundation Group / Helping Hands	Food Bank/ General Operating Support	$ 14,000	$ 14,000	1/01/2018 - 12/31/2018
10/11/17 (PRE)	11/15/2017	Stater Bros. Charities/ Harvesting Hope	Food Bank/ General Operating Support	$ 5,000	$ 3,000	1/01/2018 - 12/31/2018
11/08/2017 (PRE)	11/20/2017	Bank of the West	CAPK Small Business Assistance Program (3 years @ $25,000 per)	$ 75,000	$ 75,000	1/01/2018-12/31/2020
	12/11/2017	Dignity Health	EKFRC East Kern Health Link	$ 69,926	$ 24,701	1/01/2018-12/31/2020
09/13/2017 (PRE)	12/15/2017	Wonderful Community Grants	CAPK Food Bank Free Farmers Markets, Wasco	$ 50,000	$ 30,000	01/01/2018-12/31/2018
				TOTAL	**$ 777,860**	

COMMUNITY ACTION PARTNERSHIP OF KERN

FUNDING REQUESTS AND APPLICATION STATUS REPORT

DECLINED - January 2018

Date Approved	Date of Notification	Funding Source	Program/Proposal	Amount Requested
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
3/22/2017 (B&F)	6/14/2017	Kaiser Permanente Southern Cal. Community Benefits Grant Program	FHCC & SYC/ Summertime Yoga Challenge	$ 12,600
2/8/2017 (PRE)	*No response*	Pacific Western Bank	VITA / 2016 Tax Season	$ 10,000
8/09/17 (PRE)	9/1/2017	American Honda Foundation	FHCC & SYC/ Building Youth Capacity in STEM	$ 75,000
1/11/2017 (PRE)	*No response*	Walmart Community Grants	VITA/ Wasco	$ 2,500
1/11/2017 (PRE)	*No response*	Junior League of Bakersfield	EKFRC/ Computer Skills Training & Access	$ 26,000
9/13/2017 (PRE)	10/31/2017	Disney / Feeding America	Food Bank/ Capacity Building	$ 15,000
	1/31/2018	**Strategic Growth Council Transformative Climate Communities**	**Kern County Disadvantage Communities Study**	**$ 250,000**

Community Action Partnership of Kern
Funding Request Profile

Source of Funds: Federal
Project Name: HUD Continuum of Care Planning Grant

Funder Name: U.S. Department Housing & Urban Development, United Way of Kern County

Grant Program Name: 2-1-1 Kern

Funding Period: 01/01/2018-07/31/2018

CFDA # 14.267

Division Director: Emilio Wagner

Program Manager: Esperanza Contreras

☐ ***New Funding***
☒ ***Re-Application***

A. *Narrative description of funding request, including goals:*

CAPK's 2-1-1 Kern program has been designated to receive $12,000 from U.S. Department of Housing & Urban Development - City of Bakersfield, United Way of Kern County for HUD Continuum of Care Planning Grant.

2-1-1 Kern will serve as the at-risk assessment point for the Kern County Coordinated Entry System; provide after hour access; participate in outreach events; utilize the Quick Referral Tool for referrals to Homeless Collaborative members and conduct research for homelessness resources.

B. *Use of Funds:*

The funds of up to $12,000 over the period of 1/1/2018-7/31/2018 will cover an Information & Referral Specialist to provide referrals for clients who are homeless or at risk of homelessness.

C. *Approvals:*

1. _____ 2/6/18
Division Director Date

2. _____ 2/6/18
Director of Community Development Date

3. Christine Anami 2/6/18
Chief Financial Officer Date

4. _____ 2/6/18
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 January 31, 2018 – **Info Item**

Date: February 21, 2018

The following are highlights of the Head Start/Early Head Start Budget to Actual Report for the period March 1, 2017 through January 31, 2018. Eleven months (92%) of the 12-month budget period have elapsed.

Base Funds

- **Head Start & Early Head Start Personnel** costs are lower than the percentage of the year elapsed, primarily because (1) California Department of Education General Child Care revenues have been higher than average, which has decreased the year-to-date cost to Early Head Start, and (2) normal turnover and vacancies. In response to expected savings at year-end, CAPK has submitted a budget revision to reallocate the funds to program needs that could not be budgeted.
- **Supplies** are purchased as needed throughout the year, rather than monthly. In response to expected savings at year-end, CAPK has submitted a budget revision to reallocate the funds to program needs that could not be budgeted.
- **Contractual** expenditures take place as needed throughout the year, rather than monthly; the unbudgeted costs of legal services for the pension conversion are also included here.
- Costs in the **Early Head Start Other** category have exceeded the budget, primarily in the areas of space costs and child food expenses.

Training & Technical Assistance Funds

- Budgeted **Travel** and **Other** costs for **Head Start** were underestimated. Expenditures in the **Supplies** and **Contractual** categories have been decreased to compensate.
- Additional funds to supplement **Head Start** training expenses in the **Other** category are budgeted in the base grant.
- Budgeted **Other** costs for **Early Head Start** were underestimated. Expenditures in the **Supplies** and **Contractual** categories have been decreased to compensate.
- The overall costs charged to Training and Technical assistance will not exceed the grant amounts.

Duration Grant

CAPK received approval to carry over Duration start-up funds that were awarded late in the prior budget period. The funds are being used for the purchase of supplies, maintenance and repair of three additional classrooms. Costs originally budgeted under the **Equipment** category will be recorded in the **Other** category.

- Renovations of one additional classroom at the Taft center are complete.
- Renovations of the two-classroom Broadway (Wasco) center are complete, and the center has been licensed as a child care facility.

Non-Federal Share

Non-Federal share is at 119% of the 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 - January 31, 2018
Month 11 of 12 (92%)

Prepared 02/14/2018

	HEAD START					EARLY HEAD START				
BASE FUNDS	**BUDGET**	**ACTUAL**	**REMAINING**	**% SPENT**	**% REMAINING**	**BUDGET**	**ACTUAL**	**REMAINING**	**% SPENT**	**% REMAINING**
PERSONNEL	10,569,007	8,539,970	2,029,037	81%	19%	2,149,045	1,668,857	480,188	78%	22%
FRINGE BENEFITS	3,187,775	2,819,036	368,739	88%	12%	644,713	554,619	90,094	86%	14%
TRAVEL	0	10,897	(10,897)			0	0	0		
EQUIPMENT	0	0	0			0	0	0		
SUPPLIES	1,029,470	972,202	57,268	94%	6%	376,583	291,193	85,390	77%	23%
CONTRACTUAL	47,110	91,225	(44,115)	194%	-94%	23,390	12,201	11,189	52%	48%
CONSTRUCTION	0	0	0			0	0	0		
OTHER	3,624,954	3,224,023	400,931	89%	11%	437,377	506,544	(69,167)	116%	-16%
INDIRECT	1,779,092	1,504,887	274,205	85%	15%	358,386	297,962	60,424	83%	17%
TOTAL BASE FUNDING	**20,237,408**	**17,162,240**	**3,075,168**	**85%**	**15%**	**3,989,494**	**3,331,376**	**658,118**	**84%**	**16%**
TRAINING & TECHNICAL ASSISTANCE										
TRAVEL	19,322	33,722	(14,400)	175%	-75%	39,954	23,927	16,027	60%	40%
SUPPLIES	20,812	6,061	14,751	29%	71%	9,981	4,798	5,183	48%	52%
CONTRACTUAL	18,485	6,966	11,519	38%	62%	15,689	9,601	6,088	61%	39%
OTHER	73,517	84,553	(11,036)	115%	-15%	22,561	38,161	(15,600)	169%	-69%
INDIRECT	13,214	13,037	177	99%	1%	8,819	7,631	1,188	87%	13%
TOTAL TRAINING & TECHNICAL ASSISTANCE	**145,350**	**144,339**	**1,011**	**99%**	**1%**	**97,004**	**84,118**	**12,886**	**87%**	**13%**
DURATION GRANT CARRYOVER (FORMERLY "START-UP")										
EQUIPMENT	120,000	0	120,000	0%	100%					
SUPPLIES	175,910	165,660	10,250	94%	6%					
OTHER	179,765	258,638	(78,873)	144%	-44%					
INDIRECT	32,331	39,402	(7,071)	122%	-22%					
TOTAL DURATION CARRYOVER	**508,006**	**463,700**	**44,306**	**91%**	**9%**					
GRAND TOTAL HS/EHS FEDERAL FUNDS	**20,890,764**	**17,770,279**	**3,120,485**	**85%**	**15%**	**4,086,498**	**3,879,194**	**715,310**	**95%**	**5%**

HEAD START and EARLY HEAD START KERN NON-FEDERAL SHARE

SOURCE	**BUDGET**	**ACTUAL**	**REMAINING**	**% SPENT**	**% REMAINING**
CALIF DEPT OF ED	2,930,748	4,118,038	(1,187,290)	141%	-41%
IN-KIND	3,186,566	3,162,369	24,197	99%	1%
TOTAL NON-FEDERAL	**6,117,314**	**7,280,407**	**(1,163,093)**	**119%**	**-19%**

Centralized Administrative Cost	6.4%
Program Administrative Cost	2.8%
Total Administrative Cost	**9.3%**

Budget reflects Notice of Award #09CH9142-04-03

Actual expenditures include posted expenditures and estimated adjustments through 01/31/2018.

Agency-Wide Credit Card Report

	CURRENT	**1 TO 30**	**31 TO 60**	**61 TO 90**	**OVER 90**	**CREDITS**	**TOTAL**	**STATEMENT DATE**
Bank of America	10,774						**10,774**	1/21/2018
Lowe's	16,321	39					**16,360**	1/25/2018
Save Mart	3,464	140	116				**3,719**	1/28/2018
Smart & Final	650						**650**	1/31/2018
Chevron & Texaco Business Card	7,538						**7,538**	2/5/2018
Home Depot	16,071	1,332					**17,403**	2/5/2018
	54,818	**1,510**	**116**	**0**	**0**	**0**	**56,444**	

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 January 2018 (Month 11 of 12)

Percent of year elapsed: 92%

LOCATION	FUNDED ENROLL-MENT	March	April	May	June	July	Aug	Sep	Oct	Nov	Dec	Jan	YTD Totals	IN-KIND GOAL	% OF GOAL MET
Alberta Dillard	68	17,235	14,278	7,823	0	0	3,736	20,782	30,939	25,084	19,451	23,501	162,829	92,338	176%
San Diego Street	48	11,089	10,871	10,601	11,518	8,117	10,491	5,686	11,479	11,582	9,975	9,720	111,129	65,179	170%
East California	70	13,042	7,973	5,477	0	0	4,390	19,161	34,051	35,881	19,908	20,490	160,374	95,053	169%
Faith Avenue	34	13,062	8,485	6,670	0	0	2,124	7,247	11,732	11,095	9,487	225	70,125	46,169	152%
Noble	34	7,130	5,708	3,486	0	0	4,441	13,300	11,276	9,611	4,401	9,917	69,270	46,169	150%
Heritage Park	34	12,084	10,752	7,261	0	0	1,992	6,298	7,170	8,233	7,035	6,860	67,686	46,169	147%
Fairfax	40	14,732	11,648	7,741	0	0	1,629	7,133	8,051	9,141	7,584	6,259	73,919	54,316	136%
Martha J. Morgan	83	27,956	22,725	13,972	0	0	6,052	20,496	19,034	22,345	16,479	0	149,061	112,706	132%
Pioneer	34	8,417	7,079	3,651	0	0	2,028	7,075	12,304	6,987	6,677	4,521	58,739	46,169	127%
Franklin	24	5,953	4,296	2,617	2,315	3,846	1,614	3,023	4,938	4,562	2,987	3,722	39,875	32,590	122%
Williams	34	8,701	6,370	2,440	0	0	1,534	5,231	10,189	9,715	5,007	7,160	56,349	46,169	122%
Shafter	34	4,257	4,019	2,801	0	0	1,923	8,124	11,300	12,878	10,917	105	56,324	46,169	122%
Lamont	34	9,115	5,854	3,225	0	0	1,649	5,644	6,799	7,770	5,179	9,885	55,120	46,169	119%
Pacific	62	12,190	9,953	6,959	5,247	3,850	4,307	7,822	12,205	13,403	10,597	11,693	98,227	84,190	117%
Casa Loma	34	10,045	5,902	3,417	0	0	2,170	7,831	6,392	6,535	6,211	3,999	52,503	46,169	114%
Virginia	34	9,882	6,594	3,576	0	0	2,207	5,658	5,723	7,913	4,947	5,191	51,692	46,169	112%
Sunrise Villa	34	17,097	13,051	6,550	0	0	642	1,092	2,915	4,929	2,393	2,964	51,632	46,169	112%
Primeros Pasos	76	13,509	11,897	11,322	7,390	7,406	9,987	7,652	14,313	13,223	7,548	9,533	113,781	103,201	110%
Vineland	20	7,955	4,026	1,925	0	0	579	1,781	4,215	4,939	4,017	170	29,607	27,158	109%
Stine Road	138	18,162	16,539	20,487	15,259	14,578	21,588	22,960	24,868	18,103	13,425	16,894	202,863	187,391	108%
Delano	76	16,824	14,469	12,869	8,295	8,948	5,566	7,767	14,551	12,607	7,980	0	109,875	103,201	106%
Planz	34	12,344	9,988	4,851	0	0	1,792	3,830	5,797	5,001	4,668	303	48,575	46,169	105%
Shafter HS/EHS	36	5,894	5,073	4,436	4,341	3,901	4,768	5,837	7,827	4,261	4,531	0	50,868	48,885	104%
Home Base	225	24,130	21,418	15,321	13,922	12,945	14,058	16,111	15,933	9,071	10,130	4,205	157,244	152,764	103%
Tehachapi	34	8,461	7,372	3,800	0	0	1,331	5,277	5,593	6,077	3,878	4,669	46,459	46,169	101%
Oildale	34	9,626	7,108	3,841	0	0	0	5,995	7,049	6,505	4,544	0	44,669	46,169	97%
Oasis	57	6,568	6,949	2,245	0	0	1,748	9,112	11,557	15,409	12,423	7,199	73,211	77,401	95%
Pete H. Parra	112	18,018	17,785	14,195	9,771	10,309	13,738	15,193	18,329	23,152	2,106	0	142,595	152,085	94%
Sterling	122	20,515	17,871	16,927	13,197	8,152	10,285	9,715	15,961	8,499	14,783	15,480	151,385	165,664	91%
Roosevelt	34	11,919	10,962	5,653	0	0	691	2,181	5,439	4,239	802	0	41,885	46,169	91%
Fairview	34	4,848	3,329	3,158	0	0	2,404	7,087	10,182	7,568	2,389	180	41,145	46,169	89%
California City	34	7,464	6,138	2,640	0	0	1,282	3,944	6,197	4,881	4,643	2,302	39,492	46,169	86%
Seibert	34	4,457	4,656	2,920	0	0	1,947	5,552	6,397	7,156	5,223	322	38,630	46,169	84%
Cleo Foran	34	7,624	6,949	3,950	0	0	870	3,842	5,242	5,296	3,435	0	37,208	46,169	81%
Willow	72	11,499	9,455	4,751	0	0	2,532	3,918	9,414	7,733	10,550	15,929	75,781	97,769	78%
Rosamond	100	22,378	18,460	8,133	0	0	4,250	8,245	9,948	15,435	11,445	225	98,519	135,791	73%
McFarland	24	5,400	4,732	1,711	0	0	0	2,744	3,598	2,686	1,022	0	21,894	32,590	67%
Rafer Johnson	34	7,010	4,290	1,382	0	0	431	2,663	3,115	4,180	3,297	3,688	30,055	46,169	65%
Alicante	34	8,933	3,798	1,981	0	0	695	3,458	3,580	2,509	1,912	2,362	29,229	46,169	63%

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 January 2018 (Month 11 of 12)

Percent of year elapsed: 92%

LOCATION	FUNDED ENROLL-MENT	March	April	May	June	July	Aug	Sep	Oct	Nov	Dec	Jan	YTD Totals	IN-KIND GOAL	% OF GOAL MET
Lost Hills	20	3,195	1,920	1,560	0	0	113	359	1,909	1,749	1,341	2,371	14,517	27,158	53%
Taft	78	12,166	8,538	5,262	0	0	1,898	3,406	7,193	0	4,060	6,255	48,778	105,917	46%
Mojave	34	5,884	2,935	1,109	0	0	713	2,473	4,080	2,415	0	0	19,608	46,169	42%
Wesley	60	8,676	5,052	1,900	0	0	2,000	3,256	4,315	0	3,650	0	28,849	81,474	35%
Broadway (Wasco)	44												0	59,748	0%
Buttonwillow	0	2,742	1,832	903									5,478		
Stella Hills	0	9,153	7,612	2,720									19,485		
Administrative Services		0	0	0	0	0	0	0	0	0	0	0	0	0	NA
Program Services		1,261	1,460	0	0	0	0	0	895	0	1,320	0	4,935	69,535	7%
Policy Council and RPC		975	1,660	1,021	225	3	400	30	0	4,614	1,818	151	10,897	52,917	21%
SUBTOTAL IN-KIND	**2,369**	**499,576**	**399,830**	**261,242**	**91,482**	**82,055**	**158,594**	**315,992**	**433,997**	**404,974**	**296,173**	**218,453**	**3,162,369**	**3,186,566**	**99%**
State General Child Care*		128,051	106,456	128,002	77,026	110,966	150,506	132,449	139,921	129,010	123,221	142,269	1,367,879	967,147	141%
State Preschool*		321,339	238,304	321,339	17,631	115,739	192,152	248,074	296,772	264,137	231,198	262,346	2,509,032	1,787,756	140%
State Migrant Child Care*		14,552	15,244	29,786	28,141	18,975	22,738	19,685	24,922	41,761	538	24,787	241,127	175,845	137%
SUBTOTAL CA DEPT of ED		**463,942**	**360,004**	**479,127**	**122,798**	**245,681**	**365,396**	**400,207**	**461,615**	**434,908**	**354,957**	**429,402**	**4,118,038**	**2,930,748**	**141%**
GRAND TOTAL		**963,518**	**759,834**	**740,369**	**214,280**	**327,736**	**523,990**	**716,199**	**895,612**	**839,882**	**651,130**	**647,855**	**7,280,407**	**6,117,314**	**119%**

*May include estimates

COMMUNITY ACTION PARTNERSHIP OF KERN
MEMORANDUM

To: Budget & Finance Committee

From: Donna Holland, Fiscal Administrator

Subject: *Agenda Item 5b:* San Joaquin Early Head Start Budget to Actual Report for the Period Ended January 31, 2018 – **Info Item**

Date: February 21, 2018

The following are highlights of the San Joaquin Early Head Start Budget to Actual Report for the period February 1, 2017 through January 31, 2018. Twelve months (100%) of the 12-month budget period have elapsed.

Base Funds

Overall expenditures are at 98% of budget.

- Costs of **Personnel** and **Fringe Benefits** are at 97% and 98% of budget, respectively.
- Costs of **Travel** associated with monthly support are at 61% of budget.
- Costs of **Supplies** are at 120% of budget.
- Costs of **Contractual** services are at 150% of budget, including the unbudgeted cost of legal services for the pension conversion ($1,863).
- **Other** costs are at 107% of budget.

Training & Technical Assistance Funds

Overall expenditures are at 99% of budget.

- Costs of **Travel** associated with training are at 102% of budget.
- Costs of **Supplies** are at 118% of budget.
- Costs of **Contractual** services are at 57% of budget.
- **Other** costs are at 125% of budget.

Non-Federal Share

Non-Federal share is at 115% of budget. CAPK's request to waive 37% ($473,451) of the Non-Federal requirement for this budget period was approved by Office of Head Start.

Additional transactions for this budget period will continue to be posted during the grant close-out period. Budget to Actual reports for this grant will be presented monthly until the grant has been closed out.

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 - January 31, 2018

Month 12 of 12 (100%)

Prepared 02/14/2018

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	3,096,112	3,013,247	82,865	97%	3%
FRINGE BENEFITS	770,067	757,859	12,208	98%	2%
TRAVEL	20,232	12,244	7,988	61%	39%
EQUIPMENT	0	0	0		
SUPPLIES	142,025	170,071	(28,046)	120%	-20%
CONTRACTUAL	5,000	7,512	(2,512)	150%	-50%
CONSTRUCTION	0	0	0		
OTHER	531,545	569,361	(37,816)	107%	-7%
INDIRECT	481,326	438,048	43,278	91%	9%
TOTAL	**5,046,307**	**4,968,343**	**77,964**	**98%**	**2%**
TRAINING & TECHNICAL ASSISTANCE FUNDS					
TRAVEL	14,475	14,697	(222)	102%	-2%
SUPPLIES	16,404	18,974	(2,570)	116%	-16%
CONTRACTUAL	19,823	11,242	8,581	57%	43%
OTHER	23,005	28,809	(5,804)	125%	-25%
INDIRECT	8,190	7,372	818	90%	10%
TOTAL	**81,897**	**81,094**	**803**	**99%**	**1%**
GRAND TOTAL EHS FEDERAL FUNDS	**5,128,204**	**5,049,437**	**78,767**	**98%**	**2%**

NON-FEDERAL SHARE	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
IN-KIND	808,600	928,858	(120,258)	115%	-15%
TOTAL NON-FEDERAL FUNDS	**808,600**	**928,858**	**(120,258)**	**115%**	**-15%**

Centralized Administrative Cost	7.5%
Program Administrative Cost	1.6%
Total Administrative Cost	**9.1%**

Budget reflects Notice of Award #09CH010071-03-03

Actual expenditures include posted expenditures and estimated adjustments through 1/31/2018

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 January 31, 2018 (Month 12 of 12)

Percent of year elapsed: 100%

LOCATION	FUNDED ENROLL-MENT	Feb	March	April	May	June	July	Aug	Sep	Oct	Nov	Dec	YTD Totals	IN-KIND GOAL	% OF GOAL MET
Home Base - Manteca	12	3,607	3,791	5,304	4,625	3,449	4,315	6,214	3,879	6,354	5,158	3,417	55,410	19,724	281%
Home Base - Tracy	12	2,053	2,522	2,553	3,812	2,344	2,997	3,905	1,666	3,188	3,096	2,791	33,272	19,724	169%
Home Base - Lodi	35	6,975	8,762	9,482	7,926	7,134	5,504	5,835	5,343	6,324	8,386	6,887	81,491	57,528	142%
California Street	24	11,719	12,634	8,450	8,120	7,746	8,068	8,530	8,405	8,315	7,125	5,650	103,026	78,896	131%
Home Base - Stockton	90	13,421	16,503	18,909	16,360	13,529	10,817	16,199	13,328	19,326	22,523	19,861	186,748	147,930	126%
Chrisman	30	8,771	9,937	11,674	12,307	10,533	9,104	12,292	9,409	12,978	11,948	9,326	118,277	98,620	120%
St. Mary's	16	2,627	4,100	6,543	4,687	3,676	2,920	2,418	3,658	4,466	4,173	4,507	47,029	52,597	89%
Marci Massei	24	8,398	8,489	7,478	9,488	6,843	6,550	6,103	4,754	4,832	0	903	63,838	78,896	81%
Walnut	24	2,084	11,779	7,270	6,567	4,283	3,948	5,101	5,286	6,401	5,545	3,953	62,215	78,896	79%
Lodi UCC	30	5,167	4,343	4,417	7,737	4,920	6,598	6,120	5,435	7,060	7,516	7,891	74,052	98,620	75%
Kennedy	16	1,654	924	705	1,193	1,378	1,541	1,702	1,834	2,324	1,487	1,612	16,355	52,597	31%
Administrative Services		0	0	0	0	0	0	0	0	0	0	0	0	0	
Program Services		80	1,860	1,283	30,021	23,218	15,896	1,867	2,739	3,503	3,185	1,735	86,587	21,858	396%
Policy Council		199	127	132	32	37	16	2	0	0	11	0	556	2,713	20%
SUBTOTAL IN-KIND	**313**	**66,752**	**85,772**	**84,199**	**112,875**	**89,091**	**78,275**	**76,288**	**65,736**	**85,069**	**80,153**	**68,532**	**928,858**	**808,600**	**115%**

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 January 31, 2018 – **Info Item**

Date: February 21, 2018

The following are highlights of the Early Head Start Child Care Partnerships Budget to Actual Report for the period September 1, 2017 through January 31, 2018. Five months (42%) of the 12-month budget period have elapsed.

Base Funds
$12,883 in Carryover Funds were obligated in the prior budget period, but the supplies were received after August 31, 2017. With the request to carry over funds not yet submitted, the costs were recognized in the base grant.

All other expenditures are on track for this point in the budget period.

Carryover Funds
CAPK has submitted a request to Office of Head Start to carry over $173,147 in unexpended funds from the prior year. Approval is pending.

Training & Technical Assistance (T&TA)
Training & technical assistance costs are incurred as needed, rather than evenly throughout the year. Overall, the expenditures are more than budgeted at this point in the budget period.

CAPK has submitted a request to Office of Head Start to carry over $4,391 in unexpended funds from the prior year. Approval is pending.

Non-Federal Share
Non-Federal share is at 51% of the budget.

Community Action Partnership of Kern
Early Head Start - Child Care Partnerships
Budget to Actual Report
Budget Period: September 1, 2017 - August 31, 2018
Report Period: September 1, 2017 - January 31, 2018
Month 5 of 12 (42%)

Prepared 02/14/2018

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	120,354	46,221	74,133	38%	62%
FRINGE BENEFITS	32,245	12,785	19,460	40%	60%
TRAVEL	0	0	0		
EQUIPMENT	0	0	0		
SUPPLIES	1,000	13,947	(12,947)	1395%	-1295%
CONTRACTUAL	461,870	191,134	270,736	41%	59%
CONSTRUCTION	0	0	0		
OTHER	12,662	5,222	7,440	41%	59%
INDIRECT	62,806	26,916	35,890	43%	57%
TOTAL BASE FUNDING	**690,937**	**296,225**	**394,712**	**43%**	**57%**

CARRYOVER FUNDS (Federal approval is pending)	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
EQUIPMENT	0	0	0		
SUPPLIES	0	0	0		
CONTRACTUAL	0	0	0		
OTHER	0	0	0		
INDIRECT	0	0	0		
TOTAL CARRYOVER FUNDING	**0**	**0**	**0**		

TRAINING & TECHNICAL ASSISTANCE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
TRAVEL	5,294	78	5,216	1%	99%
SUPPLIES	3,506	1,541	1,965	44%	56%
OTHER	6,473	6,539	(66)	101%	-1%
INDIRECT	1,527	816	711	53%	47%
TOTAL TRAINING & TECHNICAL ASSISTANCE	**16,800**	**8,973**	**7,827**	**53%**	**47%**

GRAND TOTAL FEDERAL FUNDS	**707,737**	**305,198**	**402,539**	**43%**	**57%**

NON-FEDERAL SHARE	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
IN-KIND	176,934	90,377	86,557	51%	49%
TOTAL NON-FEDERAL FUNDS	**176,934**	**90,377**	**86,557**	**51%**	**49%**

Centralized Administrative Cost	7.0%
Program Administrative Cost	1.2%
Total Administrative Cost	**8.3%**

Budget reflects Notice of Award #09HP0036-03-00.

Actual expenditures include posted expenditures and estimated adjustments through 1/31/2018.

COMMUNITY ACTION PARTNERSHIP OF KERN
DISCRETIONARY AND FUND RAISING FUNDS
FOR THE MONTH ENDED JANUARY 31, 2018

	03/01/17-12/31/17	01/01/18-01/31/18		TOTAL	
BEGINNING BALANCE (NOTE 1)	421,511.41			**421,511.41**	
CASH RECEIPTS					
2017 Awards Banquet Donations	64,468.76			64,468.76	a
Give Big Kern (Net)	6,221.02			6,221.02	
Donations	7,870.79	800.00	b	8,670.79	
Misc. Revenue	3,115.16			3,115.16	
Interest Income/Union Administrative Fee	927.57	0.38		927.95	
TOTAL CASH RECEIPTS	82,603.30	800.38		83,403.68	
CASH DISBURSEMENTS					
Line of Credit Interest Expense	436.99	265.71	c	702.70	
Line of Credit Unused Commitment Fee	1,772.75	630.00	d	2,402.75	
2017 Awards Banquet Expenses	18,283.64			18,283.64	a
Staff Development Day (4/27/17) - Raffle Prizes	1,092.14			1,092.14	
Outreach	912.62			912.62	
Prior Period Cost - Pension	4,568.24			4,568.24	
Prior Period Cost - EHS San Joaquin Training		1,500.00	e	1,500.00	
Labor Commissioner Penalty	4,660.29			4,660.29	
Property Taxes - Campus Vacant Parcels	2,186.47			2,186.47	
Travel Cost - SB 441 Hearing	466.72			466.72	
Fundraising Expenses	1,591.40	725.00	f	2,316.40	
Miscellaneous Expenses	1,593.81	38.82		1,632.63	
Indirect	3,043.85	261.39		3,305.24	
TOTAL CASH DISBURSEMENTS	40,608.92	3,420.92		44,029.84	
CASH PROVIDED (USED)	41,994.38	(2,620.54)		**39,373.84**	
ENDING BALANCE	463,505.79			**460,885.25**	

Discretionary Cash	205,016.33
Fund Raising Cash	259,265.66
	464,281.99
Less: AP	(3,416.74)
	460,865.25

NOTES

1. For the year ended 2/28/17, the net increase to the Discretionary/Fund Raising Funds was $19,078.80.

a. As of 1/31/18, net 2017 awards banquet gain is $47,128.52 (FYE 2/28/17 = $943.40 + $46,185.12 for 2017/18).
b. Donations include $700 from the Wonderful Company.
c. Interest expense on operating line of credit advance for $450,000 for four days.
d. Commitment fee for the period 9/30/17 to 12/30/17 that the $1 million line of credit was not used. The fee is equal to one-quarter percent (0.25%) per annum based on a 360 day year.
e. Training provided to EHS San Joaquin staff in 2016 not recognized until 2017 after the grant closed.
f. Includes $566 for subscription to Donor Perfect software.

Date Prepared: 2/11/18

COMMUNITY ACTION PARTNERSHIP OF KERN

BUDGET AND FINANCE COMMITTEE

FINANCIAL REPORT

FEBRUARY 2018

COMMUNITY ACTION PARTNERSHIP OF KERN

BUDGET AND FINANCE COMMITTEE

FEBRUARY 21, 2018

FINANCIAL REPORT

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COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF PROGRAMS (FUNDS)
FOR THE PERIOD MARCH 1, 2017 THROUGH FEBRUARY 28, 2018

PROGRAM (COMPONENT)	AMOUNT	CFDA #	GRANT NUMBER	PROGRAM YEAR	FUND#	FUNDING SOURCE
UNRESTRICTED						
GENERAL FUND			NOT APPLICABLE	03/01/17 - 02/28/18	501	NOT APPLICABLE
DISCRETIONARY FUND			NOT APPLICABLE	03/01/17 - 02/28/18	502	NOT APPLICABLE
FOOD BANK			NOT APPLICABLE	03/01/17 - 02/28/18	504	SHARED MAINTENANCE, MEMBERSHIP FEES, DONATIONS, ETC.
ENERGY			NOT APPLICABLE	03/01/17 - 02/28/18	524	NOT APPLICABLE
SHAFTER YOUTH CENTER			NOT APPLICABLE	03/01/17 - 02/28/18	527	DONATIONS, RENTAL INCOME
FRIENDSHIP HOUSE			NOT APPLICABLE	03/01/17 - 02/28/18	531	DONATIONS, RENTAL INCOME
211			NOT APPLICABLE	03/01/17 - 02/28/18	536	FEE FOR SERVICE
FUND RAISING			NOT APPLICABLE	03/01/17 - 02/28/18	595	DONATIONS
RESTRICTED						
EARLY HEAD START/HEAD START	24,469,256	93.600	09CH9142-04-00	03/01/17 - 02/28/18	108/109	U S DEPT OF HEALTH & HUMAN SERVICES
EARLY HEAD START CHILD CARE PARTNERSHIP	1,062,896 707,737	93.600	09HP0036-02 09HP0036-03	09/01/16 - 08/31/17 09/01/17 - 08/31/18	110	U S DEPT OF HEALTH & HUMAN SERVICES
EARLY HEAD START SAN JOAQUIN	5,128,204 2,564,103	93.600	09CH010071-03 09CH010071-04	02/01/17 - 01/31/18 02/01/18 - 01/31/19	117	U S DEPT OF HEALTH & HUMAN SERVICES
VITA	84,815 84,815	21.009	17VITA0187	08/01/16 - 07/31/17 08/01/17 - 07/31/18	149	U S DEPT OF THE TREASURY - INTERNAL REVENUE SERVICE
CSBG (COMMUNITY SERVICES BLOCK GRANT)	1,482,354 1,469,183	93.569	17F - 2015 18F - 5015	01/01/17 - 12/31/17 01/01/18 - 12/31/18	103	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF COMMUNITY SERVICES AND DEVELOPMENT
CSBG DISCRETIONARY (EITC)	32,078	93.569	16F - 5517	06/15/16 - 05/31/17	175-174	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF COMMUNITY SERVICES AND DEVELOPMENT
LIHEAP (LOW-INCOME HOME ENERGY ASSISTANCE PROGRAM)	4,783,940 4,327,137 3,556,557 1,747,246	93.568	15B - 3013 16B - 4012 17B - 3012 18B - 4012	01/01/15 - 06/30/17 01/01/16 - 03/31/18 10/01/16 - 03/31/18 10/01/17 - 12/31/18	122-35 122-36 122-37 122-38	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF COMMUNITY SERVICES AND DEVELOPMENT
GENERAL CENTER CHILD CARE	269,081 274,183	93.575	CCTR - 6049 CCTR - 7050	07/01/16 - 06/30/17 07/01/17 - 06/30/18	253	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF EDUCATION
GENERAL CENTER CHILD CARE	585,818 596,490	93.596	CCTR - 6049 CCTR - 7050	07/01/16 - 06/30/17 07/01/17 - 06/30/18	253	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF EDUCATION
MIGRANT ALTERNATIVE PAYMENT	5,411,000 5,411,000	93.575	CMAP - 6000 CMAP - 7000	07/01/16 - 06/30/17 07/01/17 - 06/30/18	261	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF EDUCATION
CALIFORNIA STATE PRESCHOOL PROGRAM	179,787 168,396	93.575	CSPP - 6110 CSPP - 7119	07/01/16 - 06/30/17 07/01/17 - 06/30/18	258	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF EDUCATION
CALIFORNIA STATE PRESCHOOL PROGRAM	391,415 366,642	93.596	CSPP - 6110 CSPP - 7119	07/01/16 - 06/30/17 07/01/17 - 06/30/18	258	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF EDUCATION

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COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF PROGRAMS (FUNDS)
FOR THE PERIOD MARCH 1, 2017 THROUGH FEBRUARY 28, 2018

PROGRAM (COMPONENT)	AMOUNT	CFDA #	GRANT NUMBER	PROGRAM YEAR	FUND #	FUNDING SOURCE
RESTRICTED cont'd.						
BIOTERRORISM - I&R	10,000	93.283	N/A	09/06/16 - 04/28/17	187	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF HEALTH SERVICES, COUNTY OF KERN, DEPT OF PUBLIC HEALTH
211 HOSPITAL PREPAREDNESS PROGRAM - EMERGENCY RESPONSE & SURGE CAPACITY	10,000	93.074	659-2017	10/24/17 - 02/28/19	186	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF HEALTH SERVICES, COUNTY OF KERN, DEPT OF PUBLIC HEALTH
EFAP (EMERGENCY FOOD ASSISTANCE PROGRAM)	175,741 92,096	10.568/.569	15 - MOU - 00118	10/01/16 - 09/30/17 10/01/17 - 09/30/18	105/111	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
CSFP (COMMODITY SUPPLEMENTAL FOOD PROGRAM)	250,849 263,449	10.565	16 - 6017	10/01/16 - 09/30/17 10/01/17 - 09/30/18	147	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
CHILD AND ADULT CARE FOOD PROGRAM (CACFP) - KERN & SAN JOAQUIN	BASED ON MEALS SERVED	10.558	15-1248-OJ	10/01/15 - 09/30/16 10/01/16 - 09/30/17	112/139	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF EDUCATION
WIC (WOMEN, INFANTS & CHILDREN)	4,061,313 4,121,940	10.557	15 - 10064	10/01/16 - 09/30/17 10/01/17 - 09/30/18	115	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF PUBLIC HEALTH
SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM (SNAP) AKA CALFRESH PROGRAM	16,000 15,999	10.561	16 - SUB - 00876	10/01/16 - 09/30/17 10/01/17 - 09/30/18	164	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES, INFO LINE OF SAN DIEGO dba 211 SAN DIEGO
COMMUNITY DEVELOPMENT BLOCK GRANT - FOOD BANK SOLAR	132,000 117,000	14.218 14.218	16 - 202 16 - 202	10/04/16 - 10/03/17 10/04/16 - 10/03/17	126-250 126-251	U S DEPT OF HOUSING & URBAN DEVELOPMENT - CITY OF BAKERSFIELD U S DEPT OF HOUSING & URBAN DEVELOPMENT - COUNTY OF KERN
HUD CONTINUUM OF CARE PLANNING GRANT	12,000	14.267	N/A	03/01/17 - 06/30/17	428	U S DEPT OF HOUSING & URBAN DEVELOPMENT - CITY OF BAKERSFIELD UNITED WAY OF KERN COUNTY
DOE (DEPARTMENT OF ENERGY - WEATHERIZATION)	241,942	81.042	16C - 6012	07/01/16 - 09/30/17	123-64	U S DEPT OF ENERGY - STATE OF CALIFORNIA, DEPT OF COMMUNITY SERVICES AND DEVELOPMENT
EFSP (EMERGENCY FOOD & SHELTER PROGRAM)	84,507 94,750	97.024	PHASE 33 PHASE 34	12/01/15 - 01/31/18 04/01/17 - 01/31/18	114	U.S. DEPT OF HOMELAND SECURITY - EMERGENCY FOOD AND SHELTER NATIONAL BOARD PROGRAM, UNITED WAY OF KERN COUNTY
JUSTICE ASSISTANCE GRANT (JAG)	57,923	16.738	417-2015	01/01/17 - 12/31/17	130	U.S. DEPT OF JUSTICE - STATE OF CALIFORNIA, BOARD OF STATE AND COMMUNITY CORRECTIONS, COUNTY OF KERN, PROBATION DEPARTMENT
QUALITY RATING AND IMPROVEMENT SYSTEM (QRIS) - SAN JOAQUIN	14,000 14,000	84.412	N/A	03/01/16 - 06/30/17 07/01/17 - 06/30/18	117-005	U.S. DEPT OF EDUCATION - STATE OF CALIFORNIA, DEPT OF EDUCATION - FIRST 5 CALIFORNIA, COUNTY OF SAN JOAQUIN, FIRST 5 SAN JOAQUIN, RACE TO THE TOP
CCTR QRIS BLOCK GRANT	22,200		N/A	07/01/17 - 06/30/18	253-005	STATE OF CALIFORNIA, DEPT OF EDUCATION - KERN COUNTY SUPERINTENDENT OF SCHOOLS, KERN EARLY STARS
CSPP QRIS BLOCK GRANT	150,000 23,400		N/A	07/01/15 - 06/30/17 07/01/17 - 06/30/18	258-005	STATE OF CALIFORNIA, DEPT OF EDUCATION - KERN COUNTY SUPERINTENDENT OF SCHOOLS, KERN EARLY STARS
LIWP (LOW INCOME WEATHERIZATION PROGRAM)	1,071,955		15K - 6006	01/01/15 - 04/30/17	221	STATE OF CALIFORNIA - DEPT OF COMMUNITY SERVICES AND DEVELOPMENT
LIWP SOLAR PV PILOT	BASED ON WATTS INSTALLED		N/A	07/01/16 - 03/28/18	241	STATE OF CALIFORNIA - DEPT OF COMMUNITY SERVICES AND DEVELOPMENT, FRESNO ECONOMIC OPPORTUNITY COMMISSION
LIWP SINGLE FAMILY	501,468		PC06436	08/16/17 - 05/31/18	245	STATE OF CALIFORNIA - DEPT OF COMMUNITY SERVICES AND DEVELOPMENT, COMMUNITY ACTION PARTNERSHIP OF ORANGE COUNTY, RICHARD HEATH & ASSOCIATES, INC.
MIGRANT ALTERNATIVE PAYMENT	1,118,721 1,658,866		CMAP - 6000 CMAP - 7000	07/01/16 - 06/30/17 07/01/17 - 06/30/18	261	STATE OF CALIFORNIA, DEPT OF EDUCATION

COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF PROGRAMS (FUNDS)
FOR THE PERIOD MARCH 1, 2017 THROUGH FEBRUARY 28, 2018

PROGRAM (COMPONENT)	AMOUNT	CFDA #	GRANT NUMBER	PROGRAM YEAR	FUND #	FUNDING SOURCE
RESTRICTED cont'd.						
GENERAL CENTER CHILD CARE	1,205,588 1,458,400		CCTR - 6049 CCTR - 7050	07/01/16 - 06/30/17 07/01/17 - 06/30/18	253	STATE OF CALIFORNIA, DEPT OF EDUCATION
CALIFORNIA STATE PRESCHOOL PROGRAM	2,198,551 2,596,232		CSPP - 6110 CSPP - 7119	07/01/16 - 06/30/17 07/01/17 - 06/30/18	258	STATE OF CALIFORNIA, DEPT OF EDUCATION
MIGRANT CHILD CARE	209,306 236,499		CMIG - 6004 CMIG - 7004	07/01/16 - 06/30/17 07/01/17 - 06/30/18	250	STATE OF CALIFORNIA, DEPT OF EDUCATION
MIGRANT SPECIALIZED SERVICES	29,934 35,172		CMSS - 6004 CMSS - 7004	07/01/16 - 06/30/17 07/01/17 - 06/30/18	252	STATE OF CALIFORNIA, DEPT OF EDUCATION
INFORMATION & EDUCATION	80,000 80,000 80,000		16 - 10206	07/01/16 - 06/30/17 07/01/17 - 06/30/18 07/01/18 - 06/30/19	120	STATE OF CALIFORNIA, DEPT OF PUBLIC HEALTH
TAX CHECK - OFF (FOOD BANK)	13,918		15 MOU-00118	07/01/16 - 06/30/17	216-000	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
STATE DROUGHT FOOD ASSISTANCE (FOOD BANK)	729,763		N/A	05/01/14 - 09/30/17	216-088	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
STATE EMERGENCY FOOD ASSISTANCE (FOOD BANK)	54,112 242,296		N/A	07/01/16 - 06/30/17 07/01/17 - 06/30/18	216-087	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
DIFFERENTIAL RESPONSE SERVICES	201,769 209,094		N/A	07/01/16 - 06/30/17 07/01/17 - 06/30/18	280	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES, COUNTY OF KERN, SUPERINTENDENT OF SCHOOLS, CHILD AND FAMILY SERVICES AGENCY, NETWORK FOR CHILDREN
FIRST 5 KERN - HELPLINE 211	90,006 90,660		2015.2.5	07/01/16 - 06/30/17 07/01/17 - 06/30/18	288	STATE OF CALIFORNIA, FIRST 5 CALIFORNIA, COUNTY OF KERN, FIRST 5 KERN
FIRST 5 KERN EAST KERN FAMILY RESOURCE CENTER	131,496 134,418		2015.2.6	07/01/16 - 06/30/17 07/01/17 - 06/30/18	281	STATE OF CALIFORNIA, FIRST 5 CALIFORNIA, COUNTY OF KERN, FIRST 5 KERN
FIRST 5 KERN - HELP ME GROW	34,253 50,921		2017.2.01	02/01/17 - 06/30/17 07/01/17 - 06/30/18	284	STATE OF CALIFORNIA, FIRST 5 CALIFORNIA, COUNTY OF KERN, FIRST 5 KERN
ENERGY - WATER TANK INSTALLATION	BASED ON NO. OF TANKS		N/A	08/19/15 - 02/18/18	229	STATE OF CALIFORNIA, OFFICE OF EMERGENCY SERVICES, SELF-HELP ENTERPRISES
REALIGNMENT FOR SUCCESS	138,906		236-2017	06/01/17 - 12/31/18	246	STATE OF CALIFORNIA, DEPT OF CORRECTIONS AND REHABILITATION, COUNTY OF KERN, COMMUNITY CORRECTIONS PARTNERSHIP
COUNTY OF KERN HELPLINE 211	46,360 44,738		1004 - 2016 PENDING	07/01/16 - 06/30/17 07/01/17 - 06/30/18	389	COUNTY OF KERN
GANG PREVENTION EDUCATION SERVICES	71,406 71,406		673 - 2016 230 - 2017	07/01/16 - 06/30/17 07/01/17 - 06/30/18	335	COUNTY OF KERN, DEPT OF HUMAN SERVICES
READY KERN	1,098		N/A	06/26/17 - 06/30/18	366	COUNTY OF KERN, FIRE DEPT - OFFICE OF EMERGENCY SERVICES
FOOD BANK - UNITED WAY ALLOCATION	5,000		N/A	01/01/17 - 06/30/17	504	UNITED WAY OF KERN COUNTY
FHCC - NUTRITION EDUCATION	10,000		20650048	07/01/16 - 06/30/17	419-066	KAISER FOUNDATION HOSPITALS

COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF PROGRAMS (FUNDS)
FOR THE PERIOD MARCH 1, 2017 THROUGH FEBRUARY 28, 2018

PROGRAM (COMPONENT)	AMOUNT	CFDA #	GRANT NUMBER	PROGRAM YEAR	FUND #	FUNDING SOURCE
RESTRICTED cont'd.						
ASSURANCE CELLULAR - 211	$5 PER ENROLLMENT		N/A	N/A	470	SPRINT, LIFETECH
211 KINGS COUNTY	14,000		N/A	ANNUAL	536-231	KINGS UNITED WAY
211 TULARE COUNTY	54,000		N/A	ANNUAL	536-232	UNITED WAY OF TULARE COUNTY
211 MERCED COUNTY	27,400		N/A	10/22/15 - PENDING	536-233	UNITED WAY OF MERCED COUNTY
211 STANISLAUS COUNTY	40,500 60,000		N/A	10/19/16 - 06/30/17 07/01/17 - 06/30/18	536-234	UNITED WAY OF STANISLAUS COUNTY
PENDING	22,716		20121633	03/01/17 - 02/28/18	407-000	THE CALIFORNIA ENDOWMENT
FOOD BANK SOLAR	100,000		N/A	N/A	443	THE BAKERSFIELD CALIFORNIAN FOUNDATION
FOOD BANK SOLAR	5,000		N/A	01/01/17 - 12/31/17	485	SOUTHERN CALIFORNIA GAS COMPANY
VITA	2,500 3,500 2,000		N/A N/A N/A	03/01/17 - 06/30/17 09/01/17 - 02/28/18 04/01/17 - 02/28/18	103-022	TRI COUNTIES BANK BANK OF THE WEST RABOBANK
FOOD BANK	50,000		N/A	01/01/16 - 06/30/17	413	RESNICK FOUNDATION
HUMAN RESOURCES	25,000		N/A	01/01/16 - 12/31/17	501-006	BLUE SHIELD
PREP WORKS - YOUTH CENTERS	40,000 30,000		N/A	08/01/16 - 07/31/17 08/01/17 - 07/31/18	444	STARBUCKS
PREP WORKS PROGRAM	25,000		N/A	PENDING	448	WELLS FARGO FOUNDATION
SHAFTER YOUTH CENTER - ART SMART	2,500		N/A	10/01/16 - 09/30/17	527	TARGET
FOOD BANK PRODUCE PROGRAM	15,000		2017-10180	01/01/17 - 06/30/17	504	WALT DISNEY COMPANY
FHCC / SYC - FIRST AID	1,500		N/A	01/01/17 - 12/31/17	531 / 527	KERN FAMILY HEALTH CARE
FACE - TA LEARNING COMMUNITY	5,000		N/A	02/01/17 - 06/30/17	110	SAVE THE CHILDREN US PROGRAMS, HEISING - SIMONS FOUNDATION
EAST KERN EMERGENCY CLOSET	3,000		N/A	07/01/17 - 06/30/18	501-005	FRIENDS OF MERCY FOUNDATION, SISTER PHYLLIS HUGHES ENDOWMENT FOR SPECIAL NEEDS
EAST KERN HEALTH LINK	24,701		N/A	PENDING - 02/28/19	454	DIGNITY HEALTH

COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF PROGRAMS (FUNDS)
FOR THE PERIOD MARCH 1, 2017 THROUGH FEBRUARY 28, 2018

PROGRAM (COMPONENT)	AMOUNT	CFDA #	GRANT NUMBER	PROGRAM YEAR	FUND #	FUNDING SOURCE
RESTRICTED cont'd.						
FOOD BANK HELPING HANDS PROJECT	14,000		N/A	N/A	504	ALLSTATE FOUNDATION
DELANO FALL FOOD DRIVE	2,000		N/A	N/A	504	SOUTHERN CALIFORNIA GAS COMPANY
FOOD BANK FREE FARMERS MARKET - WASCO	30,000		N/A	01/01/18 - 12/31/18	467	THE WONDERFUL COMPANY FOUNDATION
CENTRAL VALLEY SMALL BUSINESS DEVELOPMENT INITIATIVE	25,000		N/A	01/01/18 - 12/31/18	456	BANK OF THE WEST

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COMMUNITY ACTION PARTNERSHIP OF KERN
FUNCTIONAL CLASSIFICATIONS BY FUND
FISCAL YEAR 2017/18

Abila Fund #	Fund Name	PROGRAM SERVICES				SUPPORT SERVICES	
		Education	Nutrition	Energy Conservation	Community Services	Discretionary/ Fund Raising	General & Administrative
103	Community Services Block Grant (CSBG)	X	X		X		X
501	General Fund						X
800	GAAP Fund						X
915	Operations Pool			X	X		X
925	Health & Nutrition Pool	X	X		X		
999	Indirect Fund						X
502	Discretionary Fund					X	
595	Fund Raising					X	
108	Early Head Start	X					
109	Head Start	X					
110	Early Head Start Child Care Partnership	X					
117	Early Head Start San Joaquin	X					
117-005	EHS San Joaquin QRIS	X					
250	Migrant Child Care	X					
252	Migrant Specialized	X					
253	General Child Care	X					
253-005	CCTR - QRIS	X					
258	California State Preschool (CSPP)	X					
258-005	CSPP QRIS	X					
260	Child Care Facilities	X					
261	Migrant Alternative Payment	X					
262/265	Child Development Reserve	X					
112	Child Care Food Program (CACFP)		X				
115	Women, Infants & Children		X				
139	CACFP - San Joaquin		X				
	Food Bank		X				
105	Emergency Food Assistance		X				
111	USDA Commodities		X				
114	Emergency Food & Shelter		X				
126-250	CDBG City of Bakersfield (Solar)		X				
126-251	CDBG County of Kern (Solar)		X				
147	Commodity Supplemental Food Program		X				
216-000	Food Bank Tax Check-Off		X				
216-087	State Emergency Food Assistance		X				
216-088	State Drought Food Assistance		X				
413	Resnick Foundation		X				
443	Bakersfield Californian Foundation (Solar)		X				
485	Southern California Gas Company (Solar)		X				
???	AllState Foundation		X				
467	Wonderful Company Foundation		X				
504	Food Bank		X				
122	Low Income Home Energy Assistance			X			
123	Dept of Energy Weatherization			X			
221	Low Income Weatherization Program			X			
229	Water Tank Installation			X			
241	LIWP Solar PV Pilot			X			
245	LIWP Single Family			X			
524	Energy			X			

COMMUNITY ACTION PARTNERSHIP OF KERN
FUNCTIONAL CLASSIFICATIONS BY FUND
FISCAL YEAR 2017/18

Abila Fund #	Fund Name	PROGRAM SERVICES				SUPPORT SERVICES	
		Education	Nutrition	Energy Conservation	Community Services	Discretionary/ Fund Raising	General & Administrative
	VITA (Volunteer Income Tax Assistance)						
149	Internal Revenue Service - VITA				X		
175-174	CSBG Discretionary-EITC				X		
	Small Business Development						
456	Bank of the West				X		
	East Kern Family Resource Center						
280	Differential Response				X		
281	First 5 East Kern Family Resource				X		
454	Dignity Health East Kern Health Link				X		
???	Dept. of Social Services				X		
	Youth Services						
120	Information & Education				X		
130	Justice Assistance Grant (JAG)				X		
242	Youth Authority				X		
246	Realignment for Success				X		
335	Gang Prevention				X		
419-066	Kaiser - FHCC Nutrition Education				X		
444	Starbucks Foundation				X		
448	Wells Fargo Foundation				X		
527	Shafter Youth Center				X		
527-068	SYC - Robotics/STEM				X		
527-260	SYC - Kern Health Systems				X		
531	Friendship House Community Center				X		
531-068	FHCC - Robotics/STEM				X		
531-260	FHCC - Kern Health Systems				X		
	2-1-1						
164	Cal Fresh				X		
186	2-1-1 Hospital Preparedness Program				X		
187	Bioterrorism 2-1-1				X		
284	First 5 Kern Help Me Grow				X		
288	First 5 Kern 2-1-1				X		
366	ReadyKern				X		
389	County of Kern 2-1-1				X		
428	2-1-1 United Way				X		
470	Assurance Cellular				X		
536-231	2-1-1: Kings County				X		
536-232	2-1-1: Tulare County				X		
536-233	2-1-1: Merced County				X		
536-234	2-1-1: Stanislaus County				X		

COMMUNITY ACTION PARTNERSHIP OF KERN
LINE OF CREDIT ADVANCES AND REPAYMENTS
FISCAL YEAR 2017/18

Date	Advance Amount	Repayment Amount	No. of Days Borrowed	Interest Expense	Interest Rate
02/28/17 03/01/17	125,000	125,000	1 day	15.76	4.53889%
03/31/17 04/03/17	325,000 See Note A Below				
04/28/17 05/01/17	350,000	350,000	3 days	138.40	4.74500%
05/31/17	n/a				
06/30/17	n/a				
08/01/17 08/01/17	260,000 See Note B Below	260,000	0 days	0.00	
08/31/17 09/01/17	750,000	750,000	1 day	103.78	4.98167%
09/29/17 10/02/17	110,000	110,000	3 days	45.67	4.98222%
10/31/17 11/01/17	500,000	500,000	1 day	69.36	4.99333%
11/30/17 12/01/17	450,000	450,000	1 day	64.02	5.12188%
12/29/17 01/02/18	450,000	450,000	4 days	265.71	5.31425%
01/31/18	n/a				
			Total	702.70	

Note: Interest expense is calculated at 3.75% above daily one month LIBOR.

LINE OF CREDIT COMMITMENT FEE (Based on the daily unused amount of the line of credit calculated quarterly)

Period	No. of Days in Period	Commitment Fee	Interest Rate
1/15/17 - 3/30/17	75 days	514.41	0.25%
3/31/17 - 6/29/17	91 days	624.65	0.25%
6/30/17 - 9/29/17	92 days	633.69	0.25%
9/30/17 - 12/30/17	92 days	630.00	0.25%
		2,402.75	

Note: The interest expense and commitment fee are automatically deducted from CAPK's operating bank account at Wells Fargo Bank.

Note A: On 3/31/17, CAPK requested to borrow $325,000 on the line of credit. Due to bank error, the request was not processed by the bank.

Note B: On 7/31/17, CAPK requested to borrow $260,000 on the line of credit. Due to bank error the request was not processed by the bank until 8/1/17. The advance was repaid on 8/1/17 and no interest was charged. Met with Wells Fargo representatives on 8/15/17 and received assurances that the error will not occur again based on procedural changes at the local office level.

COMMUNITY ACTION PARTNERSHIP OF KERN OPERATING CASH SUMMARY AS OF JANUARY 31, 2018	
PROGRAM (FUND)	**CASH BALANCE**
CHILD AND ADULT CARE FOOD PROGRAM	(186,757.95)
HEAD START/EARLY HEAD START	929,983.45
SUBTOTAL	**743,225.50**
CHILD DEVELOPMENT RESERVE No. 2	88.77
GENERAL CHILD CARE	172,240.90
MIGRANT A/P	1,310,193.84
MIGRANT CHILD CARE	29,506.27
MIGRANT SPECIALIZED SERVICES	19,936.05
STATE PRESCHOOL	468,499.19
SUBTOTAL	**2,000,465.02**
BAKERSFIELD CALIFORNIAN FOUNDATION	53.32
COMMODITY SUPPLEMENTAL FOOD PROGRAM	(12,931.80)
EF&S	71,062.62
EFAP	11,028.26
FOOD BANK	174,048.23
FOOD BANK - STATE	99,556.64
SOCAL GAS	5,000.00
WONDERFUL FOUNDATION	15,000.00
SUBTOTAL	**362,817.27**
DOE WAP	168.10
ENERGY	(131,085.81)
LIHEAP	(331,507.45)
LIWP	(12,846.16)
LIWP SOLAR PV	(3,621.17)
LIWP SINGLE FAMILY	(11,253.61)
TRANSFER NEGATIVE BALANCE	490,146.10
SUBTOTAL	**0.00**
CALIFORNIA ENDOWMENT	22,716.43
SUMMER FOOD	10,165.73
SUBTOTAL	**32,882.16**
211	(64,850.04)
CAL FRESH	(6,939.56)
COST POOLS	(41,091.44)
CSBG	176,368.44
DIFFERENTIAL RESPONSE	(29,301.78)
DIGNITY HEALTH	24,701.00
DISCRETIONARY FUND	205,016.33
FIRST 5 KERN 211	(5,339.23)
FIRST 5 KERN EAST KERN FAMILY RESOURCE CENTER	(18,648.94)
FIRST 5 HELP ME GROW	(7,501.83)
FRIENDSHIP HOUSE	(26,330.35)
FUNDRAISING	259,265.66
GANG PREVENTION	(12,741.70)
GENERAL FUND	99,447.93
INDIRECT FUND	1,151,475.90
IRS - VITA	(6,296.02)
INFORMATION & EDUCATION	(23,896.74)
JUSTICE ASSISTANCE GRANT	(14,987.01)
REALIGNMENT FOR SUCCESS	(16,084.31)
KERN COUNTY 211	(44,738.01)
SHAFTER YOUTH CENTER	(24,539.85)
STARBUCKS FOUNDATION	29,994.43
UNITED WAY 211	(1,314.53)
WELLS FARGO FOUNDATION	25,000.00
WIC	(1,053,559.12)
LESS: ENERGY NEGATIVE BALANCE	(490,146.10)
ADD: LINE OF CREDIT	0.00
SUBTOTAL	**82,963.13**
TOTAL OPERATING CASH	3,222,353.08

COMMUNITY ACTION PARTNERSHIP OF KERN (CAPK)

WELLS FARGO BANK ACCOUNTS

1. Operating Account: Used to make all CAPK disbursements and for deposits of all cash receipts unless there are requirements to deposit cash to a restricted bank account.

2. Head Start Accrued Vacation: This is an interest bearing restricted bank account that holds cash reserved for the payment of accrued vacation for Head Start and Early Head Start employees.

3. CSD Advances Account: This is an interest bearing restricted bank account for CSBG and Energy grants. Advances on the Community Services Block Grant (CSBG), Department of Energy – Weatherization Assistance Program (DOE WAP) and Low Income Home Energy Assistance Program (LIHEAP) grants are required to be deposited to a restricted bank account until there is an immediate need for the cash. Once the immediate need is determined, the cash is transferred to the Operating Account to make disbursements.

4. On-Line Donations Account: This is an interest bearing restricted bank account that is designated for internet donations to CAPK. The deposits are subsequently transferred to the Operating Account.

5. Child Development Reserve #1: This is an interest bearing restricted bank account that is required by the California Department of Education for center-based contracts, such as General Child Care (CCTR), State Preschool (CSPP) and State Migrant (CMIG) for the purpose of holding revenue earned in excess of costs. When the revenue is used, the cash is transferred to the Operating Account to make disbursements.

6. Child Development Reserve #2: This is an interest bearing restricted bank account that is required by the California Department of Education for alternative payment contracts, such as Migrant Childcare Alternative Payment (CMAP) for the purpose of holding revenue earned in excess of costs. When the revenue is used, the cash is transferred to the Operating Account to make disbursements.

Note: All CAPK bank accounts are with Wells Fargo Bank.

COMMUNITY ACTION PARTNERSHIP OF KERN
5005 BUSINESS PARK NORTH
BAKERSFIELD, CA 93309-1651

BANK RECONCILIATION FOR THE MONTH ENDED
January 31, 2018

WELLS FARGO BANK, N.A.
P. O. BOX 63020
SAN FRANCISCO, CA 94163

OPERATING ACCOUNT
ACCOUNT NO: XXXXX-X2976

BANK BALANCE AT 01/31/18		2,773,894.78
LESS: OUTSTANDING CHECKS	324,198.71	
ADJUSTED BANK BALANCE AT 01/31/18		2,449,696.07
GENERAL LEDGER BALANCE AT 12/31/17		1,205,352.49
ADD: DEPOSITS	2,631,558.59	
ACH DEPOSITS	16,617.34	
HHS DRAWDOWNS	3,813,469.74	
VITA DRAWDOWNS	1,727.29	
CHECKS MOVED TO STALE DATED LIABILITY	-	
ADP ADJUSTMENTS	4,174.15	
LESS: CHECKS ISSUED (CURRENT MONTH)	2,188,225.39	
ADP PAYROLL 01/05/18	1,182,863.67	
ADP PAYROLL 01/19/18	1,192,928.65	
ADP H.S.A.	25,654.24	
MUTUAL OF AMERICA	149,704.35	
BANK ACCOUNT TRANSFER TO CDR No. 2	82.52	
CLIENT ANALYSIS SERVICE CHARGE	759.06	
LOAN (18) BPN - PRINCIPAL AND INTEREST PAYMENTS	8,299.24	
LOAN (133) PAY DOWN ON OPERATING LINE OF CREDIT & INTEREST	450,895.71	
LOAN (RABOBANK) - PRINCIPAL AND INTEREST PAYMENTS	23,790.70	
GENERAL LEDGER BALANCE AT 01/31/18		2,449,696.07

DIFFERENCE: -

PREPARED BY: Wm Richmond TITLE: Accountant 02/01/18

APPROVED BY: C Amemi TITLE: Chief Finance Officer 2/2/18

COMMUNITY ACTION PARTNERSHIP OF KERN
HEADSTART ACCRUED VACATION*
5005 BUSINESS PARK NORTH
BAKERSFIELD, CA 93309-1651

BANK RECONCILIATION FOR MONTH ENDING
January 31, 2018

WELLS FARGO BANK, N.A.
P. O. BOX 63020
SAN FRANCISCO, CA 94163

ACCOUNT NO.: XXXXX-X6256

BANK BALANCE ENDING:	**01/31/18**		**562,425.83**
DEPOSITS IN TRANSIT		0.00	
OUTSTANDING CHECKS		0.00	
OTHER		0.00	
ADJUSTED BANK BALANCE:	**01/31/18**		**562,425.83**
BALANCE PER G/L	**12/31/17**		**562,352.75**
ADD: DEPOSITS		0.00	
INTEREST		73.08	
BANK ACCOUNT TRANSFER FROM GENERAL FUND		0.00	
LESS: CHECKS		0.00	
CLIENT ANALYSIS SERVICE CHARGE		0.00	
BANK ACCOUNT TRANSFER TO GENERAL FUND		0.00	
BALANCE PER G/L	**01/31/18**		**562,425.83**
		DIFFERENCE:	0.00

* *This account changed name in March 2011 from "Discretionary Fund" to "Head Start Accrued Vacation".*

PREPARED BY: Wm. Richmond TITLE: Accountant DATE: 02/01/18

APPROVED BY: C Amaro TITLE: Chief Finance Officer DATE: 2/2/18

COMMUNITY ACTION PARTNERSHIP OF KERN
CSD ADVANCES ACCOUNT**
5005 BUSINESS PARK NORTH
BAKERSFIELD, CA 93309-1651

BANK RECONCILIATION FOR MONTH ENDING
January 31, 2018

WELLS FARGO BANK, N.A.
P. O. BOX 63020
SAN FRANCISCO, CA 94163

ACCOUNT NO.: XXXXX-X1095

BANK BALANCE ENDING:	**01/31/18**		**767,354.93**
DEPOSITS IN TRANSIT		0.00	
OUTSTANDING CHECKS		0.00	
OTHER		0.00	
ADJUSTED BANK BALANCE:	**01/31/18**		**767,354.93**

BALANCE PER G/L	**12/31/17**		**503.50**
ADD: DEPOSITS		766,859.00	
INTEREST		19.70	
BANK ACCOUNT TRANSFER FROM GENERAL FUND		0.00	
LESS: CHECKS		0.00	
CLIENT ANALYSIS SERVICE CHARGE		27.27	
BANK ACCOUNT TRANSFER TO GENERAL FUND		0.00	
BALANCE PER G/L	**01/31/18**		**767,354.93**

** December 2009 name changed from Food Bank to DOE ARRA.*
*** January 2018 name changed from DOE ARRA to CSD Advances.*

DIFFERENCE: 0.00

PREPARED BY: Wm. Richmond TITLE: Accountant DATE: 02/01/18

APPROVED BY: C Amami TITLE: Chief Finance Officer DATE: 2/2/18

D5

COMMUNITY ACTION PARTNERSHIP OF KERN
STATE DEPARTMENT OF EDUCATION 2017/18 CONTRACTS - EARNED REVENUE
FOR THE PERIOD 7/1/17 - 6/30/18 (7 OF 12 MONTHS = 58.33%)

	July 2017	Aug 2017	Sept 2017	Oct 2017	Nov 2017	Dec 2017	Jan 2018	TOTAL	% Earned to Total MRA
GENERAL CHILD CARE (CCTR-7050)									
Adjusted Days of Enrollment - Certified	3,900	5,289	4,655	4,917	4,534	4,331	4,999	32,625	
Reimbursement Rate per Child per Day	X $45.44	X $45.44	X $45.44	X $45.44	X $45.44	X $45.44	X $45.44	X $45.44	
Revenue Earned	$177,216	$240,332	$211,523	$223,428	$206,025	$196,801	$227,155	$1,482,480	**63.65%**
Maximum Reimburseable Amount (MRA)	**$2,329,073**								
CALIFORNIA STATE PRESCHOOL (CSPP-7119)									
Adjusted Days of Enrollment - Certified	3,053	4,843	6,541	7,828	6,966	6,098	6,918	42,247	
Reimbursement Rate per Child per Day	X $45.73	X $45.73	X $45.73	X $45.73	X $45.73	X $45.73	X $45.73	X $45.73	
Revenue Earned	$139,614	$221,470	$299,120	$357,974	$318,555	$278,862	$316,360	$1,931,955	**61.70%**
Maximum Reimburseable Amount (MRA)	**$3,131,270**								
MIGRANT CHILD CARE (CMIG-7004)									
Adjusted Days of Enrollment - Certified	418	500	433	549	480	451	545	3,376	
Reimbursement Rate per Child per Day	X $45.44	X $45.44	X $45.44	X $45.44	X $45.44	X $45.44	X $45.44	X $45.44	
Revenue Earned	$18,994	$22,720	$19,676	$24,947	$21,811	$20,493	$24,765	$153,405	**64.87%**
Maximum Reimburseable Amount (MRA)	**$236,499**								

Note 1: Source of adjusted days of enrollment for certified children is the monthly attendance report prepared by the Fiscal Dept. of the Head Start/State Child Development Division.

Note 2: Source of reimbursement rate per child per day and maximum reimburseable amount is per the 2017/18 State contracts.

Note 3: CCTR's MRA for 2017/18 is $268,586 greater than 2016/17.
CSPP's MRA for 2017/18 is $361,517 greater than 2016/17.
CMIG's MRA for 2017/18 is $27,193 greater than 2016/17.

COMMUNITY ACTION PARTNERSHIP OF KERN
STATE DEPARTMENT OF EDUCATION CONTRACT - MIGRANT ALTERNATIVE PAYMENT
FOR THE PERIOD 7/1/17 - 6/30/18 (6 OF 12 MONTHS = 50%)

Contract CMAP-7000	July 2017	Aug 2017	Sept 2017	Oct 2017	Nov 2017	Dec 2017	Total	%	% Earned to MRA
Provider Payments	424,205	469,201	510,564	473,797	484,081	465,493	2,827,341		
Less: Family Fees	(13,071)	(13,885)	(2,966)	(5,667)	(9,581)	(9,000)	(54,170)		
Net Provider Payments	411,134	455,316	507,598	468,130	474,500	456,493	2,773,171	82.28%	
Maximum Reimburseable Amount (MRA) for Provider Payments	**5,832,639**								**48.47%**
Administration & Support Services Revenue									
Provider Payments	424,205	469,201	510,564	473,797	484,081	465,493	2,827,341		
Reimbursement Rate	x 21.2121%	x 21.2121%	x 21.2121%	x 21.2121%	x 21.2121%	x 21.2121%	x 21.2121%		
Revenue Earned	89,983	99,527	108,301	100,502	102,684	98,741	599,738		
Program Administration/Support Services Costs	42,841	63,572	82,488	65,596	63,154	81,397	399,048	11.84%	
Indirect (10% x MTDC) Costs	46,066	52,639	58,667	53,301	53,802	54,051	318,526	5.88%	
Transfer Indirect to CSBG						(120,201)	(120,201)		
Total Operating Costs	88,907	116,211	141,155	118,897	116,956	15,247	597,373	17.72%	
Revenue Earned Over/(Under) Costs	1,076	(16,684)	(32,854)	(18,395)	(14,272)	83,494	2,365		
TOTAL COSTS - NET OF FAMILY FEES	500,041	571,527	648,753	587,027	591,456	471,740	3,370,544	100.00%	

Note 1: Administration and Support Services revenue is earned based on the amount of provider payments incurred. Example:

Provider payments	2,827,341
Reimbursement Rate (17.5% / 82.5%)	x 21.2121%
Revenue Earned	599,738

Note 2: The maximum reimburseable amount per the 2017/18 State contract is as follows:

Provider Payments	5,832,639	82.50%
Administration	1,060,480	15.00%
Support Services	176,747	2.50%
Maximum Reimbursable Amount (MRA)	7,069,866	100.00%

Note 3: The MRA for 2017/18 is $540,145 greater than 2016/17.

COMMUNITY ACTION PARTNERSHIP OF KERN

FINANCE DIVISION MONTHLY ACTIVITY REPORT

Division/CFO: Finance/Christine Anami	**Month/Year:** January 2018
Program/Work Unit: Not Applicable	**Deputy CFO:** Vacant
Services: Overall financial and accounting functions of the organization	

Activities	January 2018		Year to Date (3/1/17-1/31/18)	
Description	**Number**	**Amount**	**Number**	**Amount**
Accounting Transactions Processed	20,732		214,997	
Bank Deposits	6	2,631,559	64	20,970,748
Wire Deposits	2	16,617	39	640,672
Head Start/IRS Drawdowns	8	3,815,197	57	27,783,088
Vendor Checks Issued	858	2,188,225	10,714	24,633,886
Payroll Disbursed		2,622,131		25,964,335
Grant Reports Prepared in January 2018	20		146	
Cal Fresh Outreach				
Dept. of Education • CCTR • CMIG/CMSS • CSPP • Migrant Alternative Payment				
Differential Response				
First 5 Kern • 211 • E. Kern Family Resource Center • Help Me Grow				
Gang Prevention				
Head Start & IRS Quarterly Cash Report				
Information & Education				
Justice Assistance Grant				
LIHEAP 2016				
LIHEAP 2017				
LIHEAP 2018				
Realignment for Success				
WIC				
1099's				

Other: **Total Division Staffing**: 8 + 4 vacancies – Deputy CFO, Accountant (2) & Accounting Specialist

CFO	Deputy CFO
Accounting Manager	Accountant II
Accountant (2)	Accounting Specialist
Accounting Technician (4)	Accounting Clerk

Community Action of Partnership of Kern
Agency Total

STATEMENT OF POSITION (UNAUDITED)
AS OF JANUARY 31, 2018

ASSETS	
Cash in Bank	3,222,353.08
Cash - Vacation Reserve	562,425.83
Petty Cash	500.00
Accounts Receivable	374,449.66
Travel Advance	18,125.89
Prepaid Expense	375,562.43
Inventory	1,093,158.56
Net Fixed Assets - Unrestricted	2,786,226.31
Net Fixed Assets - Restricted	9,511,460.92
Total Assets	17,944,262.68
LIABILITES AND NET ASSETS	
Accounts Payable	2,184,678.67
Accrued Expenses	1,218,896.31
Accrued Vacation	511,243.83
Line of Credit	-
Note Payable	2,805,126.56
Advance Payable	92.00
Deferred Revenue	573,872.13
Total Liabilites	7,293,909.50
Total Net Assets	10,650,353.18
Total Liabilities and Net Assets	17,944,262.68

STATEMENT OF OPERATIONS (UNAUDITED)
FOR THE PERIOD MARCH 1, 2017 TO JANUARY 31, 2018

REVENUE	
Grant Revenue	48,015,507.06
Donations	174,595.52
Other Revenue	4,793,787.46
In-Kind	6,011,163.73
Total Revenue	58,995,053.77
EXPENDITURES	
Salaries	23,767,218.56
Benefits	7,361,282.16
Travel	495,199.30
Space Costs	4,138,911.18
Supplies	2,004,050.53
Consultant/Contract Services	2,015,623.50
Other Costs	2,187,645.11
Program Costs	6,709,997.67
Capital Expenditures	306,018.32
Indirect	4,355,486.78
In-Kind	6,011,163.73
Total Expenditures	59,352,596.84
Net Change in Assets	(357,543.07)
Net Assets, beginning	11,007,896.25
Net Assets, ending	10,650,353.18

COMMUNITY ACTION PARTNERSHIP OF KERN
INDIRECT FUND - FY 2017/18
BUDGET TO ACTUAL - 3/1/17 TO 1/31/18 (11 OF 12 MONTHS = 91.67%)

	Budget	Actual	% Earned/ Expended	Available Balance
Revenue	**4,827,346**	**4,355,487**	**90.2%**	**471,859**
Expenditures				
Salaries	2,614,903	1,947,545	74.5%	667,358
Benefits @ 24.11% actual	605,877	469,620	77.5%	136,257
Total Personnel Costs	3,220,780	2,417,165	75.0%	803,615
Operating Costs				
Travel	79,900	61,073	76.4%	18,827
Space Costs	190,700	163,484	85.7%	27,216
Supplies	147,277	102,156	69.4%	45,121
Equipment	5,223	5,409	103.6%	(186)
Consultant/Contract	783,320	686,974	87.7%	96,346
Other Operating Costs	339,600	262,217	77.2%	77,383
Total Operating Costs	1,546,020	1,281,313	82.9%	264,707
Total Expenditures	**4,766,800**	**3,698,478**	**77.6%**	**1,068,322**
Excess Indirect Revenue	**60,546**	**657,009**		

RECAP BY SUPPORT DIVISION	Revised Budget	Actual	% Expended	Available Balance
HR	1,151,500	965,323	83.8%	186,177
Operations	1,526,000	1,130,667	74.1%	395,333
Executive	514,100	461,580	89.8%	52,520
Community Development	525,400	384,206	73.1%	141,194
Finance	1,049,800	756,702	72.1%	293,098
	4,766,800	3,698,478	77.6%	1,068,322

COMMUNITY ACTION PARTNERSHIP OF KERN
ON-LINE DONATIONS ACCOUNT***
5005 BUSINESS PARK NORTH
BAKERSFIELD, CA 93309-1651

BANK RECONCILIATION FOR MONTH ENDING
January 31, 2018

WELLS FARGO BANK, N.A.
P. O. BOX 63021
SAN FRANCISCO, CA 94163

ACCOUNT NO.: XXXXX-X1921

BANK BALANCE ENDING:	**01/31/18**		**5,062.05**
DEPOSITS IN TRANSIT (CREDIT CARD)		0.00	
OUTSTANDING CHECKS		0.00	
OTHER		0.00	
ADJUSTED BANK BALANCE	**01/31/18**		**5,062.05**
BALANCE PER GENERAL LEDGER	**12/31/17**		**5,100.49**
ADD: DEPOSITS (Credit Card Donations & Shared Fee)		0.00	
BANKCARD DEPOSIT		0.00	
PAYPAL DEPOSIT		0.00	
INTEREST		0.38	
LESS: APPLIED MERCHANT DEBITS			
CLIENT ANALYSIS SERVICE CHARGE		28.87	
BANKCARD FEES		9.95	
CASH CONCENTRATION FEE		0.00	
FUND TRANSFER TO GENERAL FUND		0.00	
BALANCE PER GENERAL LEDGER:	**01/31/18**		**5,062.05**

** October 2009 name changed from WIC Account to CSBG ARRA Account and is now interest-bearing.*
*** August 2010 name changed from CSBG ARRA Account to HOPE Program Account.*
**** January 2018 name changed from HOPE Program Account to On-line Donations Account.*

Difference: **0.00**

PREPARED BY: Wm. Richmond TITLE: Accountant DATE: 02/01/18

APPROVED BY: C Amami TITLE: Chief Finance Officer DATE: 4/2/18

COMMUNITY ACTION PARTNERSHIP OF KERN
CHILD DEVELOPMENT RESERVE #1
5005 BUSINESS PARK NORTH
BAKERSFIELD, CA 93309-1651

BANK RECONCILIATION FOR MONTH ENDING
January 31, 2018

WELLS FARGO BANK, N.A.
P. O. BOX 63020
SAN FRANCISCO, CA 94163

ACCOUNT NO.: XXXXX-X6264

BANK BALANCE ENDING:	**01/31/18**		**0.00**
DEPOSITS IN TRANSIT		0.00	
OUTSTANDING CHECKS		0.00	
OTHER		0.00	
ADJUSTED BANK BALANCE:	**01/31/18**		**0.00**
BALANCE PER G/L	**12/31/17**		**0.00**
ADD: DEPOSITS			
INTEREST		0.00	
BANK ACCOUNT TRANSFER FROM GENERAL FUND			
LESS: CHECKS		0.00	
CLIENT ANALYSIS SERVICE CHARGE		0.00	
BANK ACCOUNT TRANSFER TO GENERAL FUND		0.00	
BALANCE PER G/L	**01/31/18**		**0.00**
		DIFFERENCE:	0.00

PREPARED BY: Wm. Richmond TITLE: Accountant DATE: 02/01/18

APPROVED BY: C Amani TITLE: Chief Finance Officer DATE: 2/2/18

COMMUNITY ACTION PARTNERSHIP OF KERN
CHILD DEVELOPMENT RESERVE #2
5005 BUSINESS PARK NORTH
BAKERSFIELD, CA 93309-1651

BANK RECONCILIATION FOR MONTH ENDING
January 31, 2018

WELLS FARGO BANK, N.A.
P. O. BOX 63020
SAN FRANCISCO, CA 94163

ACCOUNT NO.: XXXXX-X2049

BANK BALANCE ENDING:	**01/31/18**		**231.03**
DEPOSITS IN TRANSIT		0.00	
OUTSTANDING CHECKS		0.00	
OTHER		0.00	
ADJUSTED BANK BALANCE:	**01/31/18**		**231.03**
BALANCE PER G/L	**12/31/17**		**239.74**
ADD: DEPOSITS		82.52	
INTEREST		0.02	
BANK ACCOUNT TRANSFER FROM GENERAL FUND		0.00	
LESS: CHECKS		0.00	
CLIENT ANALYSIS SERVICE CHARGE		91.25	
BANK ACCOUNT TRANSFER TO GENERAL FUND		0.00	
BALANCE PER G/L	**01/31/18**		**231.03**
		DIFFERENCE:	0.00

PREPARED BY: Wm. Richmond TITLE: Accountant DATE: 02/01/18

APPROVED BY: C Amani TITLE: Chief Finance Officer DATE: 2/2/18

COMMUNITY ACTION PARTNERSHIP OF KERN
BANK OF AMERICA MASTERCARD SUMMARY
STATEMENTS DATED DECEMBER 22, 2017 - JANUARY 21, 2018

Cardholder	Position	Amount Charged
Yolanda Gonzales	Director of Head Start/State Child Development Programs	0.00
Ralph Martinez	Director of Community Development	725.00
Jerry Meade	Head Start Program, Design & Management Administrator	25.00
Pritika Ram	Director of Administration	790.92
Carmen Segovia	Director of Health & Nutrition Services	7,493.03
Jeremy Tobias	Chief Executive Officer	757.51
Emilio Wagner	Director of Operations	932.76
	Total	10,724.22

Bank of America

YOLANDA GONZALES

Platinum Plus® for Business | December 22, 2017 - January 21, 2018 | Cardholder Statement

Account Information:
www.bankofamerica.com

Mail Billing Inquiries to:
BANK OF AMERICA
PO BOX 982238
EL PASO, TX 79998-2238

Mail Payments to:
BUSINESS CARD
PO BOX 15796
WILMINGTON, DE 19886-5796

Customer Service:
1.800.673.1044, 24 Hours

TTY Hearing Impaired:
1.888.500.6267, 24 Hours

Outside the U.S.:
1.509.353.6656, 24 Hours

For Lost or Stolen Card:
1.800.673.1044, 24 Hours

Business Offers:
www.bankofamerica.com/mybusinesscenter

Payment Information

New Balance Total	$0.00
Minimum Payment Due	**$0.00**
Payment Due Date	**02/15/18**

Minimum Payment Warning: If you make only the minimum payment each period, you will pay more in interest and it will take you longer to pay off your balance.

Account Summary

Previous Balance	$5,081.20
Payments and Other Credits	-$5,081.20
Balance Transfer Activity	$0.00
Cash Advance Activity	$0.00
Purchases and Other Charges	$0.00
Fees Charged	**$0.00**
Finance Charge	**$0.00**
New Balance Total	$0.00
Credit Limit	$10,000
Credit Available	$10,000.00
Statement Closing Date	01/21/18
Days in Billing Cycle	31

Transactions

Posting Date	*Transaction Date*	*Description*	*Reference Number*	*Amount*
		Payments and Other Credits		
01/12	01/12	CA Banking Center payment	012060057500027970717 40	- 5,081.20
		TOTAL PAYMENTS AND OTHER CREDITS FOR THIS PERIOD		**-$5,081.20**

0508120 0000000 0000000

Account Number: :
December 22, 2017 - January 21, 2018

New Balance Total	$0.00
Minimum Payment Due	**$0.00**
Payment Due Date	**02/15/18**

BUSINESS CARD
PO BOX 15796
WILMINGTON, DE 19886-5796

Enter payment amount

$

YOLANDA GONZALES
COMM ACTION PRTNRSH KERN
COMM ACTION PRTNRSH KERN
5005 BUSINESS PARK N
BAKERSFIELD, CA 93309-165105

☐ *Check here for a change of mailing address or phone numbers. Please provide all corrections on the reverse side.*

Mail this coupon along with your check payable to:
BUSINESS CARD,
or make your payment online at
www.bankofamerica.com

Bank of America

RALPH MARTINEZ

Platinum Plus® for Business | December 22, 2017 - January 21, 2018 | Cardholder Statement

Account Information:
www.bankofamerica.com

Mail Billing Inquiries to:
BANK OF AMERICA
PO BOX 982238
EL PASO, TX 79998-2238

Mail Payments to:
BUSINESS CARD
PO BOX 15796
WILMINGTON, DE 19886-5796

Customer Service:
1.800.673.1044, 24 Hours

TTY Hearing Impaired:
1.888.500.6267, 24 Hours

Outside the U.S.:
1.509.353.6656, 24 Hours

For Lost or Stolen Card:
1.800.673.1044, 24 Hours

Business Offers:
www.bankofamerica.com/mybusinesscenter

Payment Information

New Balance Total	$750.00
Minimum Payment Due	**$10.00**
Payment Due Date	**02/15/18**

Late Payment Warning: If we do not receive your minimum payment by the date listed above. You may have to pay a fee based on the outstanding balance on the fee assessment date:
$19.00 for balance less than $100.01
$29.00 for balance less than $1,000.01
$39.00 for balance less than $5,000.01
$49.00 for balance equal to or greater than $5,000.01

Minimum Payment Warning: If you make only the minimum payment each period, you will pay more in interest and it will take you longer to pay off your balance.

Account Summary

Previous Balance	$836.27
Payments and Other Credits	-$836.27
Balance Transfer Activity	$0.00
Cash Advance Activity	$0.00
Purchases and Other Charges	$725.00
Fees Charged	**$25.00**
Finance Charge	**$0.00**
New Balance Total	$750.00
Credit Limit	$10,000
Credit Available	$9,250.00
Statement Closing Date	01/21/18
Days in Billing Cycle	31

Transactions

Posting Date	*Transaction Date*	*Description*	*Reference Number*	*Amount*
		Payments and Other Credits		
01/12	01/12	CA Banking Center payment	01206005760037797208585	- 836.27
		TOTAL PAYMENTS AND OTHER CREDITS FOR THIS PERIOD		**-$836.27**
		Purchases and Other Charges		
01/02	12/29	SSP*SOFTERWARE, INC. 215-6280883 PA	75418237363048899539254	566.00
01/02	01/01	STAYCLASSYP STAYCLASSY 6199611892 CA	55429508001894317889727	69.00
01/08	01/05	FRONTSTREAM RESTON VA	75263588007403901495249	90.00
		TOTAL PURCHASES AND OTHER CHARGES FOR THIS PERIOD		**$725.00**

0083627 0001000 0075000

Account Number:
December 22, 2017 - January 21, 2018

New Balance Total $750.00
Minimum Payment Due **$10.00**
Payment Due Date **02/15/18**

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E3

Transactions

Posting Date	Transaction Date	Description	Reference Number	Amount
		Fees Charged		
01/02	01/01	ANNUAL MEMBERSHIP FEE		25.00
		TOTAL FEES FOR THIS PERIOD		**$25.00**

Finance Charge Calculation

Your **Annual Percentage Rate (APR)** is the annual interest rate on your account.

	Annual Percentage Rate	Balance Subject to Interest Rate	Finance Charges by Transaction Type
PURCHASES	13.99%	$0.00	$0.00
CASH	25.49% V	$0.00	$0.00

V = Variable Rate (rate may vary), Promotional Balance = APR for limited time on specified transactions.

Important Messages

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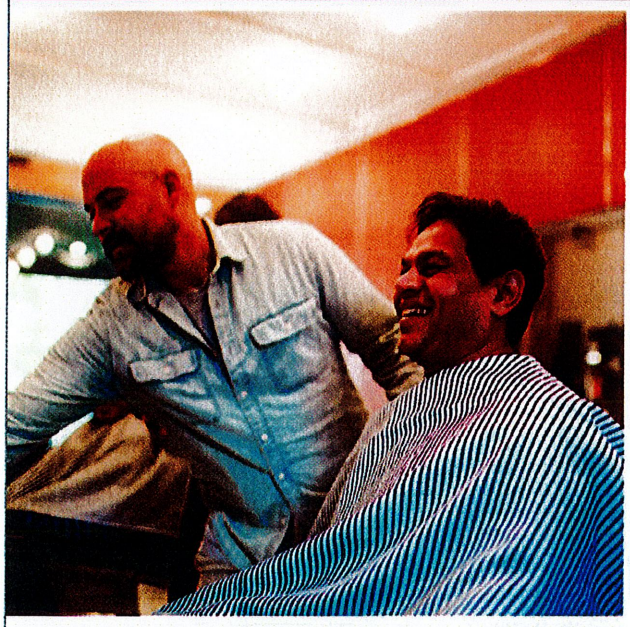

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JERRY MEADE

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Payment Information

New Balance Total	$25.00
Minimum Payment Due	**$10.00**
Payment Due Date	**02/15/18**

Late Payment Warning: If we do not receive your minimum payment by the date listed above. You may have to pay a fee based on the outstanding balance on the fee assessment date:
$19.00 for balance less than $100.01
$29.00 for balance less than $1,000.01
$39.00 for balance less than $5,000.01
$49.00 for balance equal to or greater than $5,000.01

Minimum Payment Warning: If you make only the minimum payment each period, you will pay more in interest and it will take you longer to pay off your balance.

Account Summary

Previous Balance	$644.58
Payments and Other Credits	-$644.58
Balance Transfer Activity	$0.00
Cash Advance Activity	$0.00
Purchases and Other Charges	$25.00
Fees Charged	**$0.00**
Finance Charge	**$0.00**
New Balance Total	$25.00
Credit Limit	$10,000
Credit Available	$9,975.00
Statement Closing Date	01/21/18
Days in Billing Cycle	31

Transactions

Posting Date	*Transaction Date*	*Description*	*Reference Number*	*Amount*
		Payments and Other Credits		
01/12	01/12	CA Banking Center payment	012060057600277971678l6	- 644.58
		TOTAL PAYMENTS AND OTHER CREDITS FOR THIS PERIOD		**-$644.58**
		Purchases and Other Charges		
01/08	01/05	PFI*KERN COUNTY SUPERI 661-636-4504 CA	05436848006000333330149	25.00
		TOTAL PURCHASES AND OTHER CHARGES FOR THIS PERIOD		**$25.00**

0064458 0001000 0002500

Account Number:
December 22, 2017 - January 21, 2018

New Balance Total $25.00
Minimum Payment Due $10.00
Payment Due Date 02/15/18

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PRITIKA RAM

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1.800.673.1044, 24 Hours

Business Offers:
www.bankofamerica.com/mybusinesscenter

Payment Information

New Balance Total	$790.92
Minimum Payment Due	**$10.00**
Payment Due Date	**02/15/18**

Late Payment Warning: If we do not receive your minimum payment by the date listed above. You may have to pay a fee based on the outstanding balance on the fee assessment date:
$19.00 for balance less than $100.01
$29.00 for balance less than $1,000.01
$39.00 for balance less than $5,000.01
$49.00 for balance equal to or greater than $5,000.01

Minimum Payment Warning: If you make only the minimum payment each period, you will pay more in interest and it will take you longer to pay off your balance.

Account Summary

Previous Balance	$1,371.38
Payments and Other Credits	-$1,371.38
Balance Transfer Activity	$0.00
Cash Advance Activity	$0.00
Purchases and Other Charges	$790.92
Fees Charged	**$0.00**
Finance Charge	**$0.00**
New Balance Total	$790.92
Credit Limit	$10,000
Credit Available	$9,209.08
Statement Closing Date	01/21/18
Days in Billing Cycle	31

Transactions

Posting Date	*Transaction Date*	*Description*	*Reference Number*	*Amount*
		Payments and Other Credits		
01/12	01/12	CA Banking Center payment	01206005750002797137228	- 1,371.38
		TOTAL PAYMENTS AND OTHER CREDITS FOR THIS PERIOD		**-$1,371.38**
		Purchases and Other Charges		
01/15	01/12	HYATT REGENCY HOUSTON HOUSTON TX Arr: 01/08/18 Dep: 01/12/18 Inv: 0046815708	55310208013722468157088	790.92
		TOTAL PURCHASES AND OTHER CHARGES FOR THIS PERIOD		**$790.92**

0137138 0001000 0079092

Account Number:
December 22, 2017 - January 21, 2018

New Balance Total $790.92
Minimum Payment Due $10.00
Payment Due Date 02/15/18

BUSINESS CARD
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WILMINGTON, DE 19886-5796

Enter payment amount

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PRITIKA RAM
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CARMEN SEGOVIA

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For Lost or Stolen Card:
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Business Offers:
www.bankofamerica.com/mybusinesscenter

Payment Information

New Balance Total	$7,493.03
Minimum Payment Due	**$74.93**
Payment Due Date	**02/15/18**

Late Payment Warning: If we do not receive your minimum payment by the date listed above. You may have to pay a fee based on the outstanding balance on the fee assessment date:
$19.00 for balance less than $100.01
$29.00 for balance less than $1,000.01
$39.00 for balance less than $5,000.01
$49.00 for balance equal to or greater than $5,000.01

Minimum Payment Warning: If you make only the minimum payment each period, you will pay more in interest and it will take you longer to pay off your balance.

Account Summary

Previous Balance	$2,115.97
Payments and Other Credits	-$2,115.97
Balance Transfer Activity	$0.00
Cash Advance Activity	$0.00
Purchases and Other Charges	$7,493.03
Fees Charged	**$0.00**
Finance Charge	**$0.00**
New Balance Total	$7,493.03
Credit Limit	$20,000
Credit Available	$12,506.97
Statement Closing Date	01/21/18
Days in Billing Cycle	31

Transactions

Posting Date	*Transaction Date*	*Description*	*Reference Number*	*Amount*
		Payments and Other Credits		
01/12	01/12	CA Banking Center payment	01206005750018797270595	- 2,115.97
		TOTAL PAYMENTS AND OTHER CREDITS FOR THIS PERIOD		**-$2,115.97**
		Purchases and Other Charges		
12/26	12/21	TONY'S PIZZA 3 BAKERSF BAKERSFIELD CA	75306377358328700719006	186.74
12/28	12/27	PAY*HONEY BEAR LODGE 562-965-0411 CA	05436847361300130367331	132.09
12/28	12/27	SAMS CLUB #4819 BAKERSFIELD CA	05436847362400036737675	45.00
12/29	12/27	SLEEPY HOLLOW 909 338 2718 CA	85157947362700013993143	159.45

0211597 0007493 0749303

Account Number:
December 22, 2017 - January 21, 2018

New Balance Total $7,493.03
Minimum Payment Due $74.93
Payment Due Date 02/15/18

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Transactions

Posting Date	Transaction Date	Description	Reference Number	Amount
		Arr: 01/10/18 Dep: 01/11/18 Inv: 0000128125		
01/05	01/04	PAYPAL *CALIFORNIAB 4029357733 CA	55429508004894443302782	300.00
01/10	01/08	KERN CO PARKS AND REC 06618687000 CA	55480778010892010610741	30.00
01/11	01/10	EXPEDIA 7321412189934 EXPEDIA.COM WA	55432868010200974982114	217.35
01/12	01/11	LASSENS NATURAL FOODS- BAKERSFIELD CA	55500368012837000420415	197.40
01/15	01/13	CALIFORNIA WIC ASSOC 916-448-2280 CA	55432868013200368200278	6,150.00
01/19	01/17	DELANO COMM SRVCS 06617213300 CA	55480778018286000000017	75.00
		TOTAL PURCHASES AND OTHER CHARGES FOR THIS PERIOD		**$7,493.03**

Finance Charge Calculation

Your **Annual Percentage Rate (APR)** is the annual interest rate on your account.

	Annual Percentage Rate	Balance Subject to Interest Rate	Finance Charges by Transaction Type
PURCHASES	13.99%	$0.00	$0.00
CASH	25.49% V	$0.00	$0.00

V = Variable Rate (rate may vary), Promotional Balance = APR for limited time on specified transactions.

Important Messages

Your credit card now has an added security feature. To learn more about EMV chip card technology, visit bankofamerica.com/businesschipcard.

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JEREMY T TOBIAS

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1.509.353.6656, 24 Hours

For Lost or Stolen Card:
1.800.673.1044, 24 Hours

Business Offers:
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Payment Information

New Balance Total	$782.51
Minimum Payment Due	**$10.00**
Payment Due Date	**02/15/18**

Late Payment Warning: If we do not receive your minimum payment by the date listed above. You may have to pay a fee based on the outstanding balance on the fee assessment date:
$19.00 for balance less than $100.01
$29.00 for balance less than $1,000.01
$39.00 for balance less than $5,000.01
$49.00 for balance equal to or greater than $5,000.01

Minimum Payment Warning: If you make only the minimum payment each period, you will pay more in interest and it will take you longer to pay off your balance.

Account Summary

Previous Balance	$553.21
Payments and Other Credits	-$553.21
Balance Transfer Activity	$0.00
Cash Advance Activity	$0.00
Purchases and Other Charges	$757.51
Fees Charged	**$25.00**
Finance Charge	**$0.00**
New Balance Total	$782.51
Credit Limit	$10,000
Credit Available	$9,217.49
Statement Closing Date	01/21/18
Days in Billing Cycle	31

Transactions

Posting Date	*Transaction Date*	*Description*	*Reference Number*	*Amount*
		Payments and Other Credits		
01/12	01/12	CA Banking Center payment	01206005760037797104776	- 553.21
		TOTAL PAYMENTS AND OTHER CREDITS FOR THIS PERIOD		**-$553.21**
		Purchases and Other Charges		
01/08	01/04	FLOWERSHOPNETWORK.COM 877-3767363 AR	75265868005395802587502	71.47
01/10	01/09	SQ *SQ *YARED Houston TX	55432868009200828170695	67.85
01/15	01/12	AMERICAN 0010273807389 HOUSTON TX	55417348013870132219093	25.00

0055321 0001000 0078251

Account Number:
December 22, 2017 - January 21, 2018

New Balance Total $782.51
Minimum Payment Due $10.00
Payment Due Date 02/15/18

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Transactions

Posting Date	Transaction Date	Description	Reference Number	Amount
		TOBIAS/JEREMY T 0010273807389 Departure Date: 01/12/18 Airport Code: EBC AA Y FEE		
01/15	01/12	HYATT REGENCY HOUSTON HOUSTON TX Arr: 01/09/18 Dep: 01/12/18 Inv: 0046999784	55310208013722469997847	593.19
		TOTAL PURCHASES AND OTHER CHARGES FOR THIS PERIOD		**$757.51**
		Fees Charged		
01/02	01/01	ANNUAL MEMBERSHIP FEE		25.00
		TOTAL FEES FOR THIS PERIOD		**$25.00**

Finance Charge Calculation

Your **Annual Percentage Rate (APR)** is the annual interest rate on your account.

	Annual Percentage Rate	Balance Subject to Interest Rate	Finance Charges by Transaction Type
PURCHASES	13.99%	$0.00	$0.00
CASH	20.49% V	$0.00	$0.00

V = Variable Rate (rate may vary), Promotional Balance = APR for limited time on specified transactions.

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EMILIO WAGNER

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1.509.353.6656, 24 Hours

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1.800.673.1044, 24 Hours

Business Offers:
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Payment Information

New Balance Total	$932.76
Minimum Payment Due	**$10.00**
Payment Due Date	**02/15/18**

Late Payment Warning: If we do not receive your minimum payment by the date listed above. You may have to pay a fee based on the outstanding balance on the fee assessment date:
$19.00 for balance less than $100.01
$29.00 for balance less than $1,000.01
$39.00 for balance less than $5,000.01
$49.00 for balance equal to or greater than $5,000.01

Minimum Payment Warning: If you make only the minimum payment each period, you will pay more in interest and it will take you longer to pay off your balance.

Account Summary

Previous Balance	$3,108.17
Payments and Other Credits	-$3,108.17
Balance Transfer Activity	$0.00
Cash Advance Activity	$0.00
Purchases and Other Charges	$932.76
Fees Charged	**$0.00**
Finance Charge	**$0.00**
New Balance Total	$932.76
Credit Limit	$10,000
Credit Available	$9,067.24
Statement Closing Date	01/21/18
Days in Billing Cycle	31

Transactions

Posting Date	*Transaction Date*	*Description*	*Reference Number*	*Amount*
		Payments and Other Credits		
01/12	01/12	CA Banking Center payment	01206005750002797300552	- 3,108.17
		TOTAL PAYMENTS AND OTHER CREDITS FOR THIS PERIOD		**-$3,108.17**
		Purchases and Other Charges		
01/02	12/29	CITY OF MANTECA 02094568730 CA	5548077736328651390091 2	394.26
01/09	01/08	ENGINEERING/SURVEY SRV BAKERSFIELD CA	5548077800820743860035 2	325.50
01/17	01/16	CITY OF BAKERSFIELD BU BAKERSFIELD CA	0543684801630012302862 4	213.00
		TOTAL PURCHASES AND OTHER CHARGES FOR THIS PERIOD		**$932.76**

0310817 0001000 0093276

Account Number:
December 22, 2017 - January 21, 2018

New Balance Total $932.76
Minimum Payment Due **$10.00**
Payment Due Date **02/15/18**

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COMMUNITY ACTION PARTNERSHIP OF KERN
CHILD AND ADULT CARE FOOD PROGRAM (CACFP) - KERN
STATEMENT OF OPERATIONS
FOR THE MONTH OF JANUARY 2018 (11 of 12 MONTHS - 91.67%)

	03/01/17-12/31/17	01/01/18-01/31/18	Total	
Revenue - USDA (Note A)	1,126,930	133,426	1,260,356	
Expenditures (Note B)				
- Salaries	497,877	26,031	523,908	
- Benefits	160,722	15,417	176,139	
- Travel	48,298	5,028	53,326	
- Space Costs	102,786	5,072	107,858	
- Supplies	99,180	8,157	107,337	
- Equipment Repair & Maintenance	5,037		5,037	
- Other Costs	23,178	1,160	24,338	
- Raw Food Costs	615,866	75,584	691,450	
Total Operating Expenditures	1,552,944	136,449	1,689,393	
Less: Adult Meals (at $2.56 per meal) Transferred to HS	(180,300)	(21,537)	(201,837)	
Net Operating Expenditures (Note B)	1,372,644	114,912	1,487,556	
Indirect (10%)	102,737	11,449	114,186	
Total Expenditures	1,475,381	126,361	1,601,742	
Excess Revenue (Expenditures)	(348,451)	7,065	(341,386)	45.7%
Head Start Budget for CACFP Excess Costs			747,878	

Total Meals Prepared and Vended (Note C)	629,694	71,979	701,673
Total Meals Claimed	506,066	58,771	564,837
Difference	123,628	13,208	136,836

Percentage Claimed to Prepared/Vended	80.37%	81.65%	80.50%

Note A: Source of USDA revenue is monthly report submitted to California Department of Education by Head Start/ State Child Development Program Division. Revenue is reimbursement for meals claimed.

Note B: Expenditures are for meals prepared, including vended meals.

Note C: Total number of meals delivered to the centers excluding adult prepared and adult and homebase meals vended. The total represents the number of meals available to be served to center based children.

To: Board of Directors

From: Janelle Gonzalez, Program Governance Coordinator J. Gonzalez

Subject: January Policy Council Report

Date: February 28, 2018

The Policy Council met on January 25, 2018

The Policy Council approved the Kern Budget revision for the 2017-2018 fiscal year.

LeTisha Brooks and Krissy Leach, Program Managers for Regions 2 and 3 presented the care and supervision measures in place that ensure the wellbeing and safety of all children are a priority. One step in place is making sure environments are set up so as not to create any blind spots. Teachers are positioned to have visual access to all areas of outdoor and indoor environments as well as having "teacher to teacher talk". Teacher to teacher talk consists of staff advising each other of how many children are in their care at all time. A video was also shared to provide a pictorial reference of all areas staff are assigned to.

Yolanda Gonzales joined the meeting via Skype for Business from Stockton. She thanked all members for their support and participation. Ms. Gonzales stated recruitment for staff is currently in process to fill vacant positions within the agency. She encouraged members to share this information as well as to share our website with family and friends of the program to help promote employment opportunities they may be able to obtain with our agency. Ms. Gonzales encouraged all members to save the date of March 1, 2018, for the Read Across America event. She expressed the importance of reading to children and how it supports them in all areas of child development. In closing, she thanked each member for volunteering their time and attending the Policy Council Meetings every month.

COMMUNITY ACTION PARTNERSHIP OF KERN
POLICY COUNCIL MEETING MINUTES
January 25, 2018
5005 Business Park North
Board Room 130

1. **Call to Order** – **Vice-Chairperson, Joanna Guillen** called the meeting to order at 5:30 p.m.
   a. Moment of Silence, Pledge of Allegiance
   b. Reading of Promise of Community Action
   "Community Action changes people's lives, embodies the spirit of hope, improves communities, and makes America a better place to live. We care about the entire community, and we are dedicated to helping people help themselves and each other."
2. **Roll Call/Set Quorum** – **Secretary, Nicole Walker**. Quorum was established.
   PC Members Present: Jacqueline Boykin, Amber Dunlap, Nicole Walker, Daisy Valencia, Ulyses Rodriguez, Coyolxauhqui Mata, Sharif Hassan, Victoria Garcia Carlos, Joanna Guillen, Naomi Carrillo, Maggy Hartzell, Christine DeNardo, Diana Reyes, Rosa Reyes, Ana Lester, Lindsay Harrison.
3. **Approval of Agenda** – **Chairperson** **(**ACTION)**
   a. Motion for approval of the PC Agenda dated January 25, 2018, with the removal of 7a was made by Amber Dunlap; Ulyses Rodriguez seconded; motion carried unanimously.
4. **Approval of Minutes** – **Chairperson** **(**ACTION)**
   a. Amber Dunlap stated that upon review, she noticed there was no second motion made for the filing of Communications in the December 20, 2017, minutes. Janelle Gonzalez explained that for the Communications, they are only received and filed, and do not require a second motion. Motion for approval of the PC meeting minutes dated December 20, 2017, was made by Ulyses Rodriguez; Coyolxauhqui Mata seconded; motion carried unanimously.
5. **Presentation of Guests/Public Forum**
   The following guests were in attendance: Pritika Ram, Director of Administration; Emily Gonzalez Demont, Assistant Director of Grants Management; Donna Holland, Fiscal Administrator; LeTisha Brooks, Program Manager; Krissie Leach, Program Manager; Leah Green, Content Area Specialist-Family Services; Priscilla Hicks, Content Area Specialist-Family Services; Nadine Berry, Administrative Assistant.
   (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.)
   a. None
6. **Standing Committee Reports** *(five minutes each)*
   a. School Readiness Committee, Nicole Walker Policy Council Secretary
   Ms. Walker shared that Carolyn Coffey, Education Coordinator introduced herself and shared a video and explained how Desired Results Developmental Profile (DRDP) are completed three times a year and that the data from the assessments are used to develop goals and implement in the classroom. Nicole announced that Read Across America would be taking place the week of February 26-March 2, 2018, and that all parents are invited to read to the children during this time which also generates in-kind. The next meeting will be held March 14, 2018, at 5:30.
   b. Planning Committee, Joanna Guillen Policy Council Vice Chairperson
   The Planning Committee met on December 5, 2017 and quorum was established. The committee reviewed the December Enrollment and Average Daily Attendance reports. All Early Head Start programs reached 100% enrollment and there were eight (8) Head Start centers that reached 100% average daily attendance. The committee also went over the November Child and Adult Care Food Program (CACFP) report, which indicated that over 78,000 meals were prepared during the month of November. Jerry Meade shared the updated Program Planning calendar. The next meeting will be held February 1, 2018, at 5:15 p.m.

c. Finance Committee, Diana Reyes Policy Council Treasurer
No meeting was held. The next meeting will be held February 15, 2018, at 5:30 p.m.

d. By-Laws Committee, Janelle Gonzalez Program Governance Coordinator
No meeting was held. The next meeting will be held March 8, 2018, at 5:30 p.m.

7. **New Business** – Chairperson **(**ACTION)**

a. This item was removed from the agenda and will be presented during a future meeting.

b. HS/EHS Kern Budget Revision for 2017-2018 Fiscal Year, Emily Gonzalez-Demont- Assistant Director of Grants Management
Ms. Gonzalez-Demont shared that approval is being sought to submit HS/EHS Kern Budget Revision for 2017-2018 Fiscal Year. She indicated at this time there is a surplus of $650,000 which is combined savings from Personnel and Supplies budget lines. This amount also includes an unexpected increase in State funding, which is a result in the amount of the Maximum Reimbursement Rate that was increased in July 2017. There will be purchases of equipment for Central Kitchen and the acquisition and renovation of a building for a new Child Development site. Motion for approval of the HS/EHS Kern Budget Revision for 2017-2018 Fiscal Year was made by Ana Lester; Lindsay Harrison seconded; motion carried unanimously.

8. **Presentations**

a. Zoning and Supervision of Children, LeTisha Brooks- Program Manager Region 2 and Krissie Leach- Program Manager Region 3
Ms. Leach explained that she and Ms. Brooks were going to share information about some of the interactions and routines parents should see when they are visiting the site. A PowerPoint was presented to the parents to walk them through Care & Supervision. Teachers should always be able to see and hear the children in their care. The environments are set up to not create any blind spots and furniture is placed to make it possible to look up from anywhere and see the children. Teachers also learn to anticipate possible behavior concerns and redirect a child to avoid them. Staff in the classroom need to be engaged with children always, not completing paperwork or other tasks when children are present. When engaging with children in free flow areas, teachers are to ensure while engaging with the group of children, they position their bodies to be able to scan the room and be ready to assist when the need arises. Ms. Brooks explained that teacher-to-teacher talk consists of staff advising each other of how many children are in their care always and how many children are leaving the area (restroom, parent pick-up, etc.) or returning to the area. Ms. Brooks and Ms. Leach explained one thing that would be very helpful to staff when children arrive close to the same time is a parent offering to update the whiteboard as children arrive so that the staff may conduct health checks and sign-ins when the children arrive. It is very difficult for staff to complete morning routines and ensure the information on the whiteboard is continuously updated. In closing, a zoning video was shares to provide a visual of the areas staff are assigned in to ensure children are supervised at all times.

9. **Communications**

a. Kern Head Start & Early Head Start Budget vs. Actual Expenditures, March 1, 2017 through December 31, 2017

b. San Joaquin Early Head Start Budget vs. Actual Expenditures, February 1, 2017 through December 31, 2017

c. Early Head Start Child Care Partnerships Budget vs. Actual Expenditures, September 1, 2017 through December 31, 2017

d. Parent Local Travel & Child Care through December 31, 2017

e. Parent Activity Funds through December 31, 2017

f. Parent Meals prepared by Central Kitchen through December 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 December 2017

h. Community Action Partnership of Kern's CAPK Times December 2017

i. California's Low-Cost Auto Insurance Program

j. Bakersfield College Adult and Community Support Services

k. Ready Rosie Family Workshop Themes

l. Policy Council Planning Committee Meeting Minutes January 2, 2018 (English/Spanish)

m. Greater Bakersfield Legal Assistance Inc. Workers' Rights Workshop Dates and Times
n. CAPK VITA Earned Income Tax Credit (EITC) Awareness Day

The Chairperson called for a motion to move and file the January 25, 2018, Communications. Motion made by Diana Reyes to move and file the Communications items.

10. **Program Governance Report/Training** – Janelle Gonzalez, Governance Coordinator

Ms. Gonzalez shared with the PC members that she would be sharing modules from the Office of Head Start website. She encouraged members to browse through them when time allows. As each module consist of new learning for each member in their role on policy council. The module tonight was the difference between informed or inclusive decisions. The program is data driven and data assists the members in making informed decisions. Informed decisions are made during Policy Council meetings, whereas sub-committee and parent meetings provide members with experience in inclusive decisions. Scenarios were shared, and members were able to determine if each scenario was an informed or inclusive decision. Ms. Gonzalez advised the members to review packets they receive prior to the meeting to ensure they are making informed decisions and if there are any questions or needed clarification members were encouraged to contact Ms. Gonzalez. New shirts were provided to the members and Ms. Gonzalez indicated that they would be scheduling a group photo in the next couple of months. Ms. Gonzalez advised the members that there are multiple speakers/microphones in the Board Room for use with Skype for Business, and they are very sensitive to sound. She asked the members keep this in mind and to ensure they keep sidebars and other conversations to a minimum when possible. There will be Regional Parent Committee Meetings held in March to conduct elections for openings on PC. As of today, openings are for the Eastern Kern, Home Base, and the Early Head Start Child Care Partnership.

11. **Community Representative Report** – Ana Lester/Lindsay Harrison

Ms. Lester shared that the United Way is assisting in the funding of the VITA (Volunteer Income Tax Assistance) Program this year. E-filing is done on the taxpayer's behalf. Calendars and other information were distributed to the PC members. A phone number will be provided to Stockton as a central place to call to schedule appointments and for locations. Here in Kern, parents and community members can call 211 for an appointment, or they can walk-in to their nearest location. There will be a calendar and other information provided for those who live in Eastern Kern, so they do not need to come into Bakersfield to have their taxes completed.

12. **Early Head Start San Joaquin Report** – Rashi Strother, Family Services and Governance Specialist

Ms. Strother shared that there would be an RPC meeting held on January 30, 2018, and that they are still in the process of finding another member to sit on the Policy Council. There will be a Ready Rosie Workshop presented on February 28, 2018, and all parents of the San Joaquin program have been invited to attend.

13. **Early Head Start Partnership Report** – Open

Janelle Gonzalez advised that the Content Area Specialist-Family Services team are having a Ready Rosie Workshop at Garden Pathways for parents with children in the EHS Child Care Partnership on January 30, 2018. So far three parents from the Blanton center have indicated they will be participating. A flyer was included in the PC packet as a reminder. The workshop will include information to families based on building relationships with their children for future school success. Workshops will be offered all year at different locations. Contact your Family Service worker for upcoming events near you.

The Partnership Family Advocates are speaking with parents about their availability and interest in the Policy Council. A Regional Parent Committee (RPC) Meeting to elect a representative from the Partnership will be held in March.

14. **Board of Directors Representatives Report** – Yolanda Ochoa, Board of Director's Representative

No report was provided.

15. **Director's Report (HS/State Child Development)** – Yolanda Gonzales, Director of Head Start/State Child Development

Ms. Gonzales is in Stockton and thanked all the members for their support and participation. Looking forward to sending three parents to CHSA and the information they will bring back and share. There is recruit currently in process to fill positions in the agency, share the information and the website with friends and family. Ms. Gonzales advised all to save the date for March 1, 2018, for the Read Across America event. She stressed the importance of reading to children and how it helps in their development.

16. **Policy Council Chairperson/Announcements** – Joanna Guillen, Vice-Chairperson

    It was shared that there would be a reception held for the guest readers for Read Across America. The reception will be held March 1st, 2018, at the Four Points Sheraton. For centers who will have other readers, contact Carolyn Coffey, as it would be great if they could attend as well.

17. **Adjournment** –Chairperson

    The meeting was adjourned at 6:25 p.m. by the Chairperson.