COMMUNITY ACTION PARTNERSHIP *OF* KERN
BOARD OF DIRECTORS MEETING

5005 Business Park North, Bakersfield, CA
May 30, 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. Seating and Welcoming of New Board Member – ***Action Item***

Accepting Appointment of New Board Member, Ulyses Rodriguez, as the Head Start Policy Council Representative

d. Roll Call

Garth Corrigan	Curtis Floyd	Warren Peterson
Fred Plane	Janea Benton	Jimmie Childress
Lorena Fernandez	Craig Henderson	Mike Maggard
Jonathan Mullings	Yolanda Ochoa	Marian Panos
Guadalupe Perez	Ulyses Rodriguez	Ana Vigil

II. Approval of Agenda

III. Approval of meeting minutes

a. Minutes of April 25, 2018 Board of Directors meeting – ***Action Item (p. 4-8)***

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 Presentation

a. VITA Presentation – Sandi Truman, Program Manager

VI. New Business

a. Presentation of the Migrant Childcare Alternative Payment Program FY 2017-2018 Program Self Evaluation (PSE) – Susana Magana, MCAP Program Manager – ***Info Item (p. 9-23)***
b. Head Start / Early Head Start Outcomes – Leslie Mitchell, Education & Support Services Administrator – ***Info Item (p. 24-50)***

c. Approval of Insurance Broker for Employee Health Benefits, Liability Insurance, and Workers Comp Insurance – Jeremy Tobias, Chief Executive Officer – ***Action Item (p. 51-52)***
d. Head Start / Early Head Start Cost of Living Adjustment (COLA) and Training/Technical Assistance (T/TA) Applications – Jerry Meade, Program Design & Management Administrator ***– Action Item (p. 53-54)***
e. Cost of Living Adjustment (COLA) for All Employee Wages – Jeremy T. Tobias, Chief Executive Officer – ***Action Item (p. 55-57)***

VII. Committee Reports

a. Executive Committee Report – Jeremy Tobias, Chief Executive Officer – **Action Item**
   i. Minutes of the May 8, 2018 Committee Meeting ***(p. 58-59)***
   ii. Resolution to approve the Submission of the 2017 Department of Energy Weatherization Assistance Program (DOE WAP) Contract #17C-4010 ***(p. 60-85)***
   iii. Update on the CFO Search and Deputy CFO ***(Verbal)***
   iv. Brown Armstrong Audit Contract Update ***(p. 86-97)***
   v. Traffic Accident Involving CAPK Maintenance Vehicle in San Joaquin County ***(Verbal)***

b. Program Review & Evaluation Committee Report – Ralph Martinez, Director of Operations – ***Action Item***
   i. Minutes of May 16, 2018 Committee Meeting ***(p. 98-100)***
   ii. Special Presentation – Friendship House Community Center & Shafter Youth Center
   iii. Program Reports:
      1. April 2018 Program and Division Reports ***(p. 101-114)***
      2. Application Status Report and Funding Requests ***(p. 115-122)***
      3. April 2018 Head Start / State Child Development Enrollment and Meals Report ***(p. 123)***
      4. April 2018 Outreach & Advocacy Report ***(p. 124)***

c. Budget & Finance Committee Report – Christine Anami, Chief Financial Officer - ***Action Item***
   i. Minutes of May 23, 2018 Committee Meeting ***(p. 125-128)***
   ii. Application Status Report and Funding Requests ***(p. 129-136)***
   iii. Head Start & Early Head Start Budget to Actual Reports ***(p. 137-149)***
   iv. Federal Financial Reports ***(p. 150-154)***
   v. Discretionary Fund Update ***(p. 155)***
   vi. Financial Statements, April 2018 ***(p. 156-200)***

VIII. Advisory Board Reports

a. Head Start Policy Council Report – Ulyses Rodriguez, Policy Council Representative – ***Action Item***
   i. May 2018 Policy Council Report ***(p. 201)***
   ii. Minutes of April 26, 2018 meeting ***(p. 202-205)***

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

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

a. Introduction of new CAPK Staff members
b. Update on recent Federal Focus Area 2 Review for Kern Early Head Start Partnerships and San Joaquin Early Head Start
c. CFO Christine Anami Retirement

X. **Board Member Comments**

XI. **Closed Session**

XII. **Close Session Report**

XIII. **Next Scheduled Meeting**

Board of Directors Meeting
Wednesday, June 27, 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 12:00 pm, May 25, 2018. Paula Daoutis, Administrative Coordinator

COMMUNITY ACTION PARTNERSHIP *OF* KERN
BOARD OF DIRECTORS MEETING

5005 Business Park North, Bakersfield, CA
April 25, 2018
12:00pm

MEETING MINUTES

I. Call to Order

Garth Corrigan called the meeting to order at 12:04 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. Roll Call

Roll Call was taken with a quorum present:

Present: Garth Corrigan, Curtis Floyd, Warren Peterson, Fred Plane, Janea Benton, Jimmie Childress, Craig Henderson, Mike Maggard, Jonathan Mullings, Yolanda Ochoa (arrived at 12:10 pm), Ana Vigil

Absent: Lorena Fernandez, Marian Panos, Guadalupe Perez

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

II. Approval of Agenda

Motion was made and seconded to approve the Board of Directors meeting agenda for April 25, 2018. Carried by unanimous vote. (Henderson/Plane).

III. Approval of meeting minutes

a. Minutes of March 28, 2018 Board of Directors meeting.

Motion was made and seconded to approve the minutes of the March 28, 2018 meeting. Carried by unanimous vote. (Henderson/Childress).

IV. Introduction of Guests/Public Forum:

No one addressed the Board.

V. Special Presentations

a. Review of Humanitarian Awards Banquet – Sheila Shegos, Outreach & Grant Administrator

Sheila Shegos provided an update following the Annual Humanitarian Awards Banquet held at Friendship House on April 19th. The event was well attended and sponsorships exceeded the previous year. A full report will be provided once all income and expenses have been recorded. A short slide show of the event was also presented to the Board.

VI. **New Business**

a. Early Head Start San Joaquin Budget Revision with Resolution – Jerry Meade, Program Design & Management Administrator – ***Action Item***

Jeremy Mead reported that the Head Start & State Child Development Division is requesting approval to submit a budget revision for the Early Head Start San Joaquin Grant to support the replacement of two maintenance vehicles.

Motion was made and seconded to approve the Early Head Start San Joaquin Budget Revision with Resolution. Carried by unanimous vote. (Henderson/Benton).

b. Application for Continued Funding of Early Head Start Child Care Partnerships with Resolution – Jerry Meade, Program Design & Management Administrator – ***Action Item***

Jerry Meade stated that Head Start is requesting approval to submit an application for 2018-2019 funding of the Early Head Start Child Care Partnerships Grant #09HP0036. The program staff validated that partnership outcomes demonstrate quality services are being provided to high need communities in Kern and recommends continuing the partnerships.

Motion was made and seconded to approve the Application for Continued Funding of Early Head Start Child Care Partnerships with Resolution. Carried by unanimous vote. (Childress/Henderson)

c. Office of Head Start Monitoring Review Overview – Jerry Meade, Program Design & Management Administrator – ***Info Item***

Jerry Meade reported that the Office of Head Start will conduct a Focus Area 2 review starting on May 14, 2018. The review will evaluate both the Early Head Start San Joaquin and Early Head Start Child Care Partnership grants. Staff has been preparing for the review since the new protocol was released in late 2017, which included special Board Training held in December of 2017.

d. Vendor Contract Extension for Michael K. Brown Landscaping & Maintenance – Kerri Davis, Business Manager – ***Action Item***

Kerri Davis reported that staff wishes to extend the contract with Michael K. Brown Landscaping & Maintenance for an additional year. Staff confirms excellent service has been provided throughout the duration of the contract and has consistently offered the best pricing. The total aggregate amount for one year is $216,600.

Motion was made and seconded to approve the Vendor Contract Extension for Michael K. Brown Landscaping & Maintenance. Carried by unanimous vote. (Floyd/Henderson)

V. Committee Reports

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

i. Minutes of April 11, 2018 Committee Meeting
ii. Special Presentation – Energy Program
iii. Program Reports
1. March 2018 Program and Division Reports
2. Application Status Report and Funding Requests
3. March 2018 Head Start / State Child Development Enrollment and Meals Report
4. Head Start Designation Renewal System Update
5. March 2018 Outreach & Advocacy Report

Ralph Martinez 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. (Vigil/Henderson).

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

i. Minutes of the April 12, 2018 Committee Meeting
ii. Brown Armstrong's Plan for the 2018 Audits
iii. Renewal of Audit Services Agreement (Brown Armstrong)
iv. State Controller's Office Letter regarding February 29, 2017 Audit
v. CACFP Triannual Review Outcome
vi. CSD Letter Regarding Expenditure Performance for the 2016 LIHEAP Allocation
vii. CSD Letter regarding Contract Performance for the 201 5 LIWP Contract 15K-6006
viii. First 5 Kern Letter Regarding the Annual Administrative Review of East Kern Family Resource Center

Christine Anami reported that the Committee was presented with an audit plan for 2018 by Brown Armstrong representatives, which outlined the scope of work and dates for the audit. The Renewal of Audit Services Agreement is an Action Item that was approved by the committee, which recommends full board approval to extend the agreement for an additional two years for a maximum fee of $87,000. Due to the additional scope of work by converting the 402(b) plan to an ERISA plan, there was an additional $6,000 per year adjustment to the fee, which is included in the revised quote of $87,000 per year. Other items noted above are letters from various funding sources that reported the results their monitoring visits.

Motion was made and seconded to approve the Audit & Pension Committee Report and the Renewal of Audit Services Agreement with Brown Armstrong. Carried by unanimous vote. (Maggard/Plane)

c. Budget & Finance Committee Report – Christine Anami, Chief Financial Officer – ***Action Item***

i. Minutes of April 18, 2018 Committee Meeting
ii. Application Status Report and Funding Requests
iii. Head Start & Early Head Start Budget to Actual Reports
iv. Discretionary Fund Update
v. Financial Statements, March 2018

Christine Anami reported that the committee met on April 18th and approved two action items which included: two funding requests; the March 2018 Financial Statements, and an updated February 28, 2018 Financial Statements. Chris advised the Board that staff will continue to provide the February 2018 Financial Statements as staff continues work to close out the books. The balance for the Discretionary Fund is $478,000, which shows an increase of $56,000 for the year, largely due to the Humanitarian Awards Banquet. The Indirect Fund shows a balance of $832,000 unrestricted funds, which resulted in CAPK not having to borrow funds from the Wells Fargo line of credit in February and March 2018.

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 – Janelle Gonzalez, Program Governance Coordinator - ***Action Item***
   i. March 2018 Policy Council Report
   ii. Minutes of March 22, 2018

Janelle Gonzalez provided the Policy Council report for the month of March 2018.

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

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

Ralph Martinez provided a verbal report and announced that the Advisory Board installed four new members and the Board is currently working on the 2018 Mixer & More fundraising event scheduled for October of 2018.

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

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

a. Chief Financial Officer Search

Jeremy Tobias reported the CFO search continues and that multiple interviews have been held utilizing multiple interview panel groups, which included senior staff and some members of the CAPK Board. Given the complex nature of the position, and the need to make sure the candidate selected is the right fit, interviews will continue as a Plan B is also developed.

b. Update on VITA Tax Season

Jeremy Tobias reported that a full report for the VITA Tax Season will be presented to the Board at the May meeting, however, raw numbers have been received and it appears that 4,852 total returns were filed by just a few paid staff and 99 volunteers.

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

VIII. Board Member Comments

Fred Plane recognized staff member Cristina Camacho for her participation on a panel discussion at CSUB for the Marketing & Public Relations Club. Fred said that Cristina was the youngest person with the least experience, but she held her own and did a very good job.

IX. Closed Session

No items scheduled for closed session.

X. Closed Session Report

XI. Next Scheduled Meeting

Board of Directors Meeting
Wednesday, May 30, 2018
12:00 p.m.
5005 Business Park North
Bakersfield, CA 93309

XII. Adjournment

The meeting adjourned at 12:54 pm.

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Board of Directors

From: Susana Magana, MCAP Program Manager 

Date: May 30, 2018

Subject: *Agenda Item VI(a):* Presentation of the Migrant Childcare Alternative Payment Program FY 2017-2018 Program Self Evaluation (PSE) – **Info Item**

The Migrant Childcare Alternative Payment Program (MCAP) provides childcare services to migrant agriculturally working families through six entry counties (Kern, Kings, Tulare, Fresno, Madera, and Merced). This contract provides subsidies to eligible parents, so that they can afford access to childcare.

The program is required by the California Department of Education (CDE) and Early Learning and Support Division to complete and submit a Program Self Evaluation (PSE) every year. The PSE for Fiscal Year 2017-18 is due to CDE on Friday June 1, 2018.

The PSE consists of evaluating the following components of the program:

I. **Involvement**: This component is not applicable to the Migrant Childcare Alternative Payment Program
II. **Governance and Administration**, which includes: family eligibility requirements; child need requirement verification; recording and reporting attendance; correct fee assessment; inventory records; alternative payment policies.
III. **Standards, Assessment and Accountability**, which includes: the annual evaluation plan. Site Licensure component is not applicable to the Migrant Childcare Alternative Payment Program
IV. **Staffing and Professional Development**: This component is not applicable to the Migrant Childcare Alternative Payment Program.
V. **Opportunity and Equal Educational Access** which includes: family selection; compliance and due process; and services responsive to family needs.
VI. **Teaching and Learning**. This component is not applicable to the Migrant Childcare Alternative Payment Program.

The program's self-assessment was conducted April 16-27, 2018. The program management used the sampling method delineated in the April 2018 CDE Governance and Administration Unit Review Guide to determine a sample size to audit. The audit sample was selected from the February 2018, 801A report. The totals reported for this month were 288 families and 745 children. The sample included 26 children*, which yield: 25 family files, 25 childcare provider files, 26 attendance & reimbursement records and corresponding documentation. This sample represents about 9% of the families reported for the February 2018 service month. Below is a summary of the audit results:

- 25 out of 25 family files were in compliance in the area of family eligibility and need requirement. All files were well documented to support the family's authorization and the provider reimbursements.

- 25 out of 25 provider files were in compliance

- 24 out of the 25 provider reimbursements were in compliance. The total amount reviewed was $15,847.51.
    - The provider reimbursement out of compliance was missing the Evening/Weekend adjustment of $62.50; this error has been corrected and the provider received the adjustment with her March 2018 reimbursement check.
    - The fiscal error rate for this review was 0.003%

There were 5 family file/clerical errors. These errors were human errors and not systemic errors. These family file errors did not impact the need and eligibility of the family. Data entry errors have been corrected using the supporting documentation within the files. The program coordinators have reviewed with staff the importance of verifying the data that is being entered into the program's NoHo Database.

The PSE also required the program to conduct Parent and Provider surveys. The surveys focused on customer service. The MCAP staff strives to provide excellent customer service and treat our program participants with the upmost dignity and respect. The survey was mailed out to a total of 164 providers and 274 families. We received a total of 74 provider surveys and 113 family surveys.

A total of 111/113 or 98% of the family's rated the staff's overall customer service as *satisfied* or *very satisfied*. The provider survey results reflected similar results. A total of 69/74 or 93% rated the staff's overall customer service as *good* or *excellent*. Our survey results validate that our program staff has a positive rapport with program participants and both families and providers are very satisfied with the customer service that the staff provides.

Attachment: Fiscal Year 2017-18 CAPK Program Self-Evaluation-EESD4000

*There were two siblings selected in the sample; therefore, there is 25 family files and 25 provider files.

Program Self-Evaluation Process
Fiscal Year 2017–18

Contractor Legal Name: (Full Spelling of Legal Name only; no acronyms or site names)
Community Action Partnership of Kern

Four-Digit Vendor Number:
Y320

Contract Type(s): (CSPP, CCTR, CHAN, CFCC, CMIG, CRRP, CAPP, C2AP, C3AP, CMAP)

☑ CSPP	☑ CCTR	☐ CHAN	☐ CFCC	☑ CMIG	☐ CRRP	☐ CAPP	☐ C2AP	☐ C3AP	☑ CMAP

Age Group(s):
☑ Infant/Toddler ☑ Preschool ☑ School Age

Program Director Name (as listed in the Child Development Management Information System):
Yolanda Gonzales Director of Head Start/State programs & Carmen Segovia Director of Health and Nutrition

Program Director Phone Number:
(661) 336-5236

Program Director E-mail:
ygonzale@capk.org and csegovia@capk.org

Check each box verifying the collection, analysis, and integration of each assessment data toward ongoing program improvement for all applicable contract types.

- ■ Program Review Instrument FY 2017–18 – All Contract Types:
  https://www.cde.ca.gov/ta/cr/documents/eesos1718.pdf
- ■ Desired Results Parent Survey – All Contract Types:
  https://www.cde.ca.gov/sp/cd/ci/documents/parentsurvey.doc
- ■ Age Appropriate Environment Rating Scales – Center-based/CFCC Contracts Types:
  http://www.ersi.info/ecers.html
- ■ Desired Results Developmental Profile and DRDPtech Reports - Center-based/CFCC Contracts Types:
  https://www.desiredresults.us/drdp-forms

Statement of Completion: I certify that all documents required as a part of the PSE have been completed and are available for review and/or submittal upon request.

Name of Executive or Program Director as listed in the Child Development Management Information System:
Jeremy Tobias

Signature of Executive or Program Director listed above:
J. T. B

Phone Number:
(661) 336-5236

Date: 5/21/18

Scan and submit the signed PSE, all four (4) pages, together including additional pages, to FY1718PSE@CDE.CA.GOV using the fiscal year and the contractor's legal name in the subject line (example: 17-18 XYZ School District).

Summary of Program Self-Evaluation
Fiscal Year 2017–18

Using a narrative format, summarize the staff and board member participation in the PSE process:
Answers are not limited to space provided. Attach additional sheets as necessary.

CSPP, CCTR and CMIG

Teaching staff:

- Complete formative assessments by observing and collecting anecdotal documentation, art samples, writings, and photo/video documentation and uploading them into Learning Genie, an on-line portfolio.
- Document children's developmental progress by integrating it into the children's online portfolios.
- Complete the summative assessment, Desired Results Developmental Profile (DRDP 2015), three times per year analyze data, identify key findings, conduct Parent Conferences, using individual child data and plan effective teaching practices to improve children's learning outcomes.
- Aggregate global data and complete summary of findings with follow up three times per year.
- Aggregate classroom data and complete summary of findings with follow up three times per year.

Administrative Staff, Administrator of Education and Support Services, Education Coordinators, Content Area Support Services Supervisors, Mentor Coaches, Content Area Specialists, Program Managers, Center Directors and Teaching Staff:

• Analyze DRDP 2015 outcomes and data to determine areas in need of improvement. Summary of Findings will be completed by determining the two lowest domains and strengthening teaching practices in those domains by selected measures

• Analyze ECERS/ITERS results and review parent surveys.

• Continue to train Teaching Staff on the California Foundations, Frameworks, Head Start Early Learning Outcome Frameworks, Desired Results Developmental Profile (2015) and Summary of findings.

• Stay abreast of webinars, management bulletins and updated information regarding the self-assessment process.

The Administrator of Education and Support Services along with Education Coordinators provide training throughout the year with data updates to the Administrative and Teaching staff.

The Administrator of Education and Support Services conducts a presentation to the Board and Policy Council two times per year (Fall and Spring), indicating children's learning outcomes from each assessment. At the end of each school year, a presentation is conducted to inform the Board and Policy Council of the final learning outcomes for the children and the agency's plan to improve processes for the next school year. Topics that are included in this presentation are data driven which include:

- DRDP (2015) child outcomes and data
- ERS Outcomes
- Parent Outcomes
- CLASS Outcomes
- Action Plan Highlights

The agency has also created a School Readiness Sub-Committee that meets three times per year. This year they met on January 24, March 14, and May 16. This sub-committee is comprised of parent volunteers from Policy Council. The topics of these meetings include Health, Nutrition, Disabilities, Family Engagement, and Education and how these components influence School Readiness.

CMAP Program

The Program Manager- Susana Magana, the Family Services Coordinator- Maria Verduzco and the Subsidized Reimbursement Coordinator- Walter Villa, met to plan the PSE process. The PSE information was disseminated to all staff members and all personnel was involved in the process at various levels. The Program Manager and the Family Services Coordinator were the lead planners in the completion of the PSE process. A sample of program families from the service month of February 2018 was selected by the Program Manager using the sample selection method described in the GAU Review Guide. Once the sample was selected, the list was distributed to staff. The sample included family files from all 6 entry counties; Kern, Tulare, Kings, Fresno, Madera and Merced. Staff was asked to pull their corresponding files and conduct a self-review using the program audit tool. They were also instructed to print all contact notes and add them to the physical file. Staff from each satellite office met in Fresno to hand deliver the files to the Program Manager. The files were then brought back to the program's regional office in Bakersfield. The Family Services Coordinator audited the family files and the Subsidized Reimbursement Coordinator audited the correlating provider files and reimbursements for the selected sample. The narrative in this report was completed by the Program Manager, after thoroughly reviewing the results of the audit with the two program coordinators. The results of the PSE are scheduled to be presented to the CAPK Board during the May 2018 Board meeting on May 30, 2018.

All compliance indicators were reviewed. The Administration team evaluated the required and suggested supported documentation.

1. *Provide a summary of the program areas that did not meet standards and a list of tasks needed to improve those areas.* ***Answers are not limited to space provided. Attach additional sheets as necessary.***

CSPP, CCTR and CMIG

There have not been any areas of non-compliance noted or identified during the 2017-2018 program year.

In order to stay in compliance, CAPK will continue to do the following:

- Train staff on ITERS/ECERS (ERS) to ensure that center staff are knowledgeable about the importance of, and how to, maintain a quality environment.
- Mentor Coaches will support teaching staff on maintaining Curriculum Fidelity as well as ERS to ensure that all areas are met.
- Mentor Coaches will coach on high quality teacher/child interactions using ERS and CLASS.

CMAP Program

The program review was conducted April 16th through April 27th, 2018. The sample included 26 children, 25 family files and 25 provider files. Two children selected were siblings and attended care with the same provider. This is why the children count is one more than the family file and provider file count. All family and provider files were found to be in compliance.

In reviewing the files, the Family Services Coordinator found 5 file/clerical errors, but these errors did not impact the eligibility and/or need of the family, nor the provider reimbursement determination. There was 1 data entry error where the mother's first name was misspelled and there were 4 income calculation errors. The spelling was corrected in the database using the information within the file. The income calculation errors did not affect the family's eligibility or family fee. The families were still income eligible, since the miscalculation of income did not change the income bracket for any of the 4 files. These errors were found to be human errors and not systemic errors.

The reimbursement total for the sample selected was $15,847.51. There was 1 under payment error in the reimbursements reviewed. An Evening and Weekend adjustment factor of $62.50 was not entered in the NOHO database for the provider reimbursement for a selected child. This error was rectified by processing a correction and including the February 2018 Evening and Weekend adjustment in the provider's March 2018 reimbursement which was processed in the month of April 2018. This error was found to be a human error and not systemic error. The program yields a 0.003% fiscal error rate for this review.

The Family Services Coordinator reviewed with staff the importance of double checking the data entry with the file checklist to ensure that all data entry reflects the file. The Family Services Coordinator also reviewed with staff the importance of checking the year to date totals on check stubs to ensure that all income is included in the income calculation. She will be providing additional technical assistance in income calculations at the next quarterly staff training.

2.*Provide a summary of areas that met standards and a summary of procedures for ongoing monitoring to ensure that those areas continue to meet standards.* ***Answers are not limited to space provided. Attach additional sheets as necessary.***

CSPP, CCTR and CMIG

The self-evaluation process for the State Preschool Program began in the month of July 2017 and ended in the month of May 2018. To evaluate the quality of our program we used the Desired Results Developmental Profile 2015, Environmental Rating Scale and Parent Survey as tools to gather data to improve and continue with quality service. This process involves administrative staff, teaching staff and families.

The results of the Parent Surveys are as follows:

84% of parents are very satisfied with the overall quality of the program.
16% of parents are satisfied with the overall quality of the program.
0% of parents are not satisfied with the overall quality of the program.

Desired topics with information related to the child's care and development:

- 11% of Parents surveyed asked for more information on the experience and training of program staff.
- 10% of Parents surveyed asked for more information on how to find other services in the community.

In the area regarding Parent Surveys:

- Staff will provide parents with monthly newsletters in English and Spanish.
- Staff will empower parents by teaching them that they are their child's first teacher and encourage them to attend the following parent involvement activities: Ready Rosie Family Workshops, connect them with the Ready Rosie phone application, male involvement activities, V.I.P Parent Cafe's, Advisory committees, School Readiness Sub-Committee's, School Readiness Advisory Committee, Policy Council and Regional Parent Committee meetings.
- Staff will attend Community Cluster meetings and bring the information back to the monthly V.I.P. Parent Café's.
- Staff will encourage parents to participate in the Policy council, become engaged in the curriculum implementation planning and review school readiness goals along with effective parenting strategies.

The following dates reflect our 2017-2018 ITERS/ECERS Assessment Timeline:

- Fall: July-December 2017
- Spring: February-May 2018

The results of the Environmental Rating System findings are as follows:

ITERS:
Out of a possible score of 7, Infants and Toddlers received an overall Average of 6.3

ECERS:
Out of a possible score of 7, Preschoolers received an overall Average of 5.9

The following dates reflect our 2017-2018 DRDP 2015 Assessment Timeline:

- Fall: July-September
- Winter: September-December
- Spring: December-March

Parent Surveys were also implemented during this assessment period.
Note: Parents and teaching staff are involved in the observational process of the assessment.

The results of the Desired Results Developmental Profile 2015 end of the year data are as follows:

The following graphs depict the percentage of children in the top developmental levels in each domain:

Infants and Toddlers

Approaches to Learning	Social and Emotional Development	Language Literacy	Cognition	Physical Development-Health
92.3%	92.6%	90.9%	91.6%	94.3%

Preschool Children

Approaches to Learning	Social and Emotional Development	Language Literacy	Cognition	Physical Development-Health
91%	94%	94%	93%	97%

Action Steps:

The Education Team will work, research and train on five integral elements of quality teaching and learning by:

- Continuing to implement the Creative Curriculum System using the fidelity tool.
- Providing a climate of caring and respect in their classrooms that promotes nurturing relationships.
- Setting up learning environments that promotes play as a context for learning.
- Integrating learning in play.
- Ensuring that teachers are intentional and purposeful in their planning to enhance children's learning experiences.
- Continuing to partner with families about their children's learning and development and to share ideas about how to support learning both at school and at home.
- Offering learning experiences that are meaningful and unique to each child's developmental level.
- Creating a climate of respect for each child's culture and to support each child's use of their home language.
- Continuing to observe, document and assess children's skills to improve children's learning outcomes.

The Education Team:
Will work on researching and implementing sensitive and appropriate guidance and strategies according to our global, center, and classroom, and individual children's data to train and implement goals for teachers to:

- Scaffold children by building, using, and comprehending increasingly complex and varied vocabulary in English and their home language.
- Provide and plan daily activities in which children will use and comprehend oral language for conversation and communication.
- Help children identify and discriminate the sounds within words, as separate from the world itself.
- Use Practice Based Coaching to create individualized on-site training based on needs of teachers and data derived from assessments.
- Help children use math and science regularly and in everyday routines to count, compare, relate, identify patterns, cause, and effect, observe and investigate, and gain knowledge of the natural world.
- Guide children to manipulate objects, ask questions, make predictions and develop a hypothesis to gain a better understanding of information and activities in their surroundings.
- Help children to use their skill in remembering information and being aware of their thinking.
- Use Creative Curriculum to fidelity.

Mentor Coaches:

Will continue to work on researching and implementing sensitive and appropriate guidance and strategies according to our global, center, classroom, and individual children's data to train and implement goals for:

- Teachers, using Practice Based Coaching to create individualized on-site training based on needs of teachers and data derived from assessments.
- Teachers, using Curriculum Fidelity to create individualized on-site training based on needs of teachers and data derived from assessments
- Teachers, using Teaching Pyramid to support better social-emotional outcomes.
- Provide intensive coaching and training opportunities for teaching staff as needed.

Teaching Teams will be provided training and Professional Development throughout the year including but not limited to the following topics guided and supported by our CLASS Trainers and Education Coordinators:

- DRDP 2015
- Meaningful Observations
- Online portfolio/Assessment System (Learning Genie)
- ITERS/ECERS
- Substantial portion of the day
- Health Practices
- Creative Curriculum/Fidelity
- The Pyramid Model
- High quality teacher/child interactions
- California Learning Foundations and Frameworks
- Approaches to Learning
- Social and Emotional Development
- Language Literacy
- Cognition
- Physical Development-Health
- Strategies for dual language learners

The Family Engagement Team will provide Educational Parent training throughout the 2018-2019 school year to share strategies with parents to strengthen and promote School Readiness practices in the home, continuing to promote parents as lifelong educators and learners.

The Action steps listed above will be ongoing throughout the 2018-2019 school year and expected completion will be at the end of the month of April 2019.

Persons Responsible:

Yolanda Gonzales
Director

Pamela Pritchard
Assistant Director
CLASS Trainer

Jerry Meade
Program Design and Management Administrator
Jackie Escobar
Professional Development Specialist

Leslie Mitchell
Administrator of Education and Support Services
CLASS Trainer
DRDP 2015 Trainer
PITC Trainer

Education Coordinators
Tracey Wheat
CLASS Trainer
MMCI Trainer
ASQ Trainer

Carolyn Coffey
CLASS Trainer
DRDP Trainer

Program Managers
Elizabeth Williams
Letisha Brooks
MaryAnn Mooney
Krissie Leach

Family Services and Disabilities Support Services Manager
Rosita Curry

Health and Nutrition Support Services Manager
Alan Rodriguez

Support Services Teams:
Mentor Coaches, Nutrition, Family Engagement Team, Health, Disabilities

Center Directors
All Teaching Staff

CMAP Program

The CMAP program was found to have met the standards in EES 02-Family Eligibility Requirement, EES 03-Child Need Requirement Verification, EES 04-Recording & Reporting Attendance, EES 05-Correct Fee Assessed, EES 06- Inventory Records, EES 07- Alternative Payment Policies, EES 09-Annual Evaluation Plan, EES 14-Family Selection and EES 15-Compliance with Due Process; which are all the standards pertaining to the CMAP program.

The CMAP program was found in compliance with the child need and eligibility requirement verification in all 25 files selected. All files were well documented to support the family's need and eligibility. The program staff continues to conduct independent verification of the documents submitted by the parents. All employment verifications, unless submitted directly by the employer, are verified by the Family Services Specialists.

In *Recording and Reporting Attendance*, the program had no findings. CMAP Program continues to maintain the eligibility and need component and the provider reimbursement separate. CMAP is divided into two departments: The Family Services Department and Subsidized Reimbursement Department. There is a checks and balance that happens every month during the reimbursement process. Our program reimbursements are not automated, so every month a Reimbursement Specialists compares the child's authorized schedule with the actual attendance. The reimbursement is still processed based on the current certificate in place. The purpose of reviewing attendance even though parents no longer are mandated to report changes in need is because the program still has an attendance policy in place. Although the program doesn't have authority to reduce the family's authorized schedule, there are times when families abandon care. Once it has been determined that the services have been abandoned, a termination Notice of Action (NOA) is mailed out to the family's last known address. Once the due process has exhausted and the termination is effective, the slot is made available to enroll another eligible family. Another way that our program continues to review attendance is through our practice of announced and unannounced provider visits. The program practice is to conduct an average of about 10 to 15 provider visits per month. The program's goal is to visit all participating providers at least once each fiscal year. During these visits the Reimbursement Specialists review the current Attendance Logs to ensure that the Attendance Logs are being completed daily. These visits provide the opportunity for CMAP staff to offer technical assistance regarding program policies and procedures and for the provider to ask questions.

In *Correct Fee Assessment*, the CMAP program had no findings. The sample had 5 families incurring a family fee. None of the families incurring a fee are cash aid recipients, so no waivers were in place. All 5 family fees were assessed correctly and offset correctly. Our Program practice is to offset the family fees from the provider's reimbursement. Providers collect the fee directly from the families that incur a fee and provide a receipt to the family. Providers are required to submit a copy of the family fee receipt along with the attendance log and invoice.

For those times when the provider notifies the program that the family fee was not paid, and the family has migrated out of state, the program practice is to enter a status note in the family file that flags the specialist that the family has a family fee debt. When the family returns and reapplies for services, the services are authorized when the program has a receipt verifying that the family fee debt has been resolved.

The CMAP Program uses form EESD 8604 to document all program equipment with an acquisition cost of more than $500 per unit. We adhere to the requirement of conducting a physical inventory and reconciliation every two years. Our agency also has written procedures regarding competitive procurement of goods and services. The last time a physical inventory was conducted and reconciled was August 2016. Program management is currently identifying all obsolete equipment. A disposal approval will be requested to the Early Education and Support Division (EESD) before the end of FY 2017-2018. The next physical inventory check and reconciliation of the program's equipment is scheduled to be conducted in August 2018. At this time the inventory list will be updated permanently remove the items that were approved for disposal by EESD on 8/16/16.

In *Alternative Payment Policies*, the CMAP program provides all families and providers a copy of the Parent and Provider Handbook. The handbook is available both in Spanish and English. The Family Services Specialists reviews the handbook with the family and obtains a handbook receipt to verify that family has been provide all program policies, procedures and participation requirements during the enrollment appointment. The Parent and Provider Handbook is also reviewed with providers by the Subsidized Reimbursement Specialists and receipt is collected. Additionally, the program conducts yearly parent and provider meetings in all the entry counties to ensure that the program's policies and procedures are reviewed with program participants and to provide a forum for families and providers to ask questions. The CMAP handbook is currently in draft form and is pending finalized directive from the EESD. The handbook was updated in November 2017 to include the regulation changes brought forth by the Budget Act 2017 and the best practices that EESD had provided the field thus far.

The other two other areas where our Program continues to be in compliance is the Family Selection and the Compliance with Due Process. The CMAP program maintains a waiting list that ranks families and ensure that families are being authorized based on Title 5 family selection requirements. Our CMAP program is also compliant in providing families due process. All our Notices of Actions (NOA) are mailed delivered. Our database has the capability of automatically populating the effective date for the action 19 days from the day the NOA is generated. The NOA's have the instructions on how to appeal the action and delineates exactly when the last day the parent has to appeal. When an appeal is received, the Family Services Coordinator schedules the hearing appointment. The hearing officer is the Program Manager, Susana Magana. The family is given the option to have their hearing conducted in person or via phone. The hearing appointment is scheduled on a date and time that is most convenient for the family. The Program received a total of 2 appeals this fiscal year. Both appeal hearings were scheduled

and conducted within 10 days of being received. The results of the hearings were provided in writing to the family within 10 days of the hearing date. The NoHo database also has the capability of generating reports to help the Family Services Specialists process age change NOA's, recertification NOA's, and termination NOA's in a timely manner. The Family Services Specialists run monthly reports to ensure that NOA's are mailed out at least 19 days before the any action is effective. In addition, when a NOA is processed for a voluntary change in need, a notification is also processed and mailed to the provider along with a new certificate reflecting the family's new authorized schedule. Providers are encouraged to contact their assigned specialist to verify the parent current authorized schedule, whenever they have a doubt.

CMAP staff strives to provide excellent customer service and as such, the program has policies and procedures in place to ensure that communication with program participants are completed in a timely manner, that information is provided in a way that is easily understood and most importantly that we treat our program participants with the upmost dignity and respect. To confirm if the program staff is providing excellent customer service, the CMAP program conducted a customer service survey. The survey was mailed out in the month of February 2018 to both families and providers participating in the program. A total of 74 out of 164 provider surveys and a total of 113 out of 274 family surveys were completed and returned to the program. A total of 111/113 or 98% of the family's rated the staff's overall customer service as *satisfied* or *very satisfied*. The provider survey results reflected similar results. A total of 69/74 or 93% rated the staff's overall customer service as *good* or *excellent*.

Below are the full results of the two surveys:

Family Survey

Questions	**Excellent**	**Good**	**Poor**	**Left blank**
How is our customer service when you visit our offices?	53	53	3	4
How is our customer service via phone?	57	51	3	2
How would you rate the timeliness in returning your calls?	69	41	1	2
Questions	**Always**	**Sometimes**	**Never**	**Left blank**
Does your specialist thoroughly answer your questions regarding the program?	95	13	5	0
Is the communication via forms, handbook or verbal clear and easy to understand?	94	16	1	2
Questions	**Very Satisfied**	**Satisfied**	**Not satisfied**	**Left blank**
How satisfied are you with the childcare services that the program provides your family?	96	17	0	0
Overall, how satisfied are you with the customer service that the staff provides?	82	29	1	1

Provider Survey

Question	Excellent	Good	Fair	Poor	Left blank
How is our communication of Program Requirements and Policies?	50	22	1	0	1
How is our customer service, specifically the staff's knowledge and helpfulness?	52	20	1	0	1
What is your satisfaction with our current payment method?	36	25	6	5	2
How would you rate the timeliness to response to your inquiries?	44	22	5	3	0
How would you rate the program office and mailing accessibility?	51	19	3	1	0
What is your overall customer service satisfaction?	55	14	5	0	0

There was one family survey that yield a poor rating in 6 out of the 7 questions. Unfortunately, because the surveys are anonymous, we are not able to reach out to the family to inquire additional details regarding their poor customer service ratings and the reasons for their dissatisfaction with the programs service. It has been the program's experience that families tend to be dissatisfied with the program when the family does not meet eligibility and need criteria to be enrolled in the program or to be recertified.

In the provider surveys, there was a question regarding provider payment method; 11 yield a fair or poor rating. The common comment left on these surveys was that they would like the program to offer direct deposit as a reimbursement option. The agency is looking into the logistics to facilitate this option. We are hopeful that we will be able to offer this option in the near future.

At our meetings, at orientations and during our visits our program participants regularly provide positive feedback on the satisfaction of participating in the CMAP program and the level of customer service that the program staff adheres to. Our survey results and the encouraging comments included by the participants validate that the CMAP program staff does have a positive rapport with the program participants and that both families and providers are very satisfied with the customer service that the program staff provides.



Head Start & Early Head Start Data Trends

2017-2018 School Year

Overview

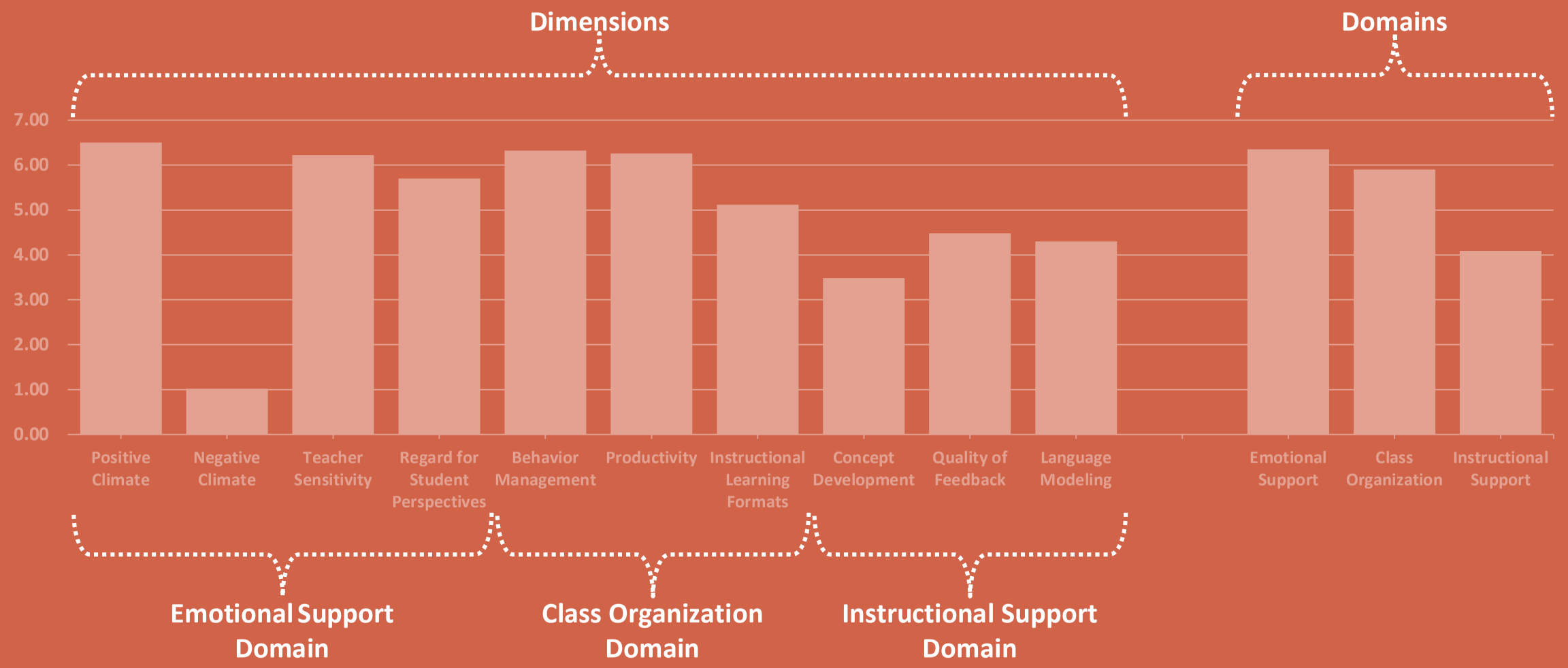
- Classroom Assessment Scoring System (CLASS)
- Developmental Assessment Results
- Parent Survey Results
- 2017-2018 Spring Environmental Rating Scale Results
- Opportunities for Action

Classroom Assessment Scoring System – CLASS®



CLASS® in Preschool Classrooms

Classroom Assessment Scoring System - PreK



Classroom Assessment Scoring System - PreK

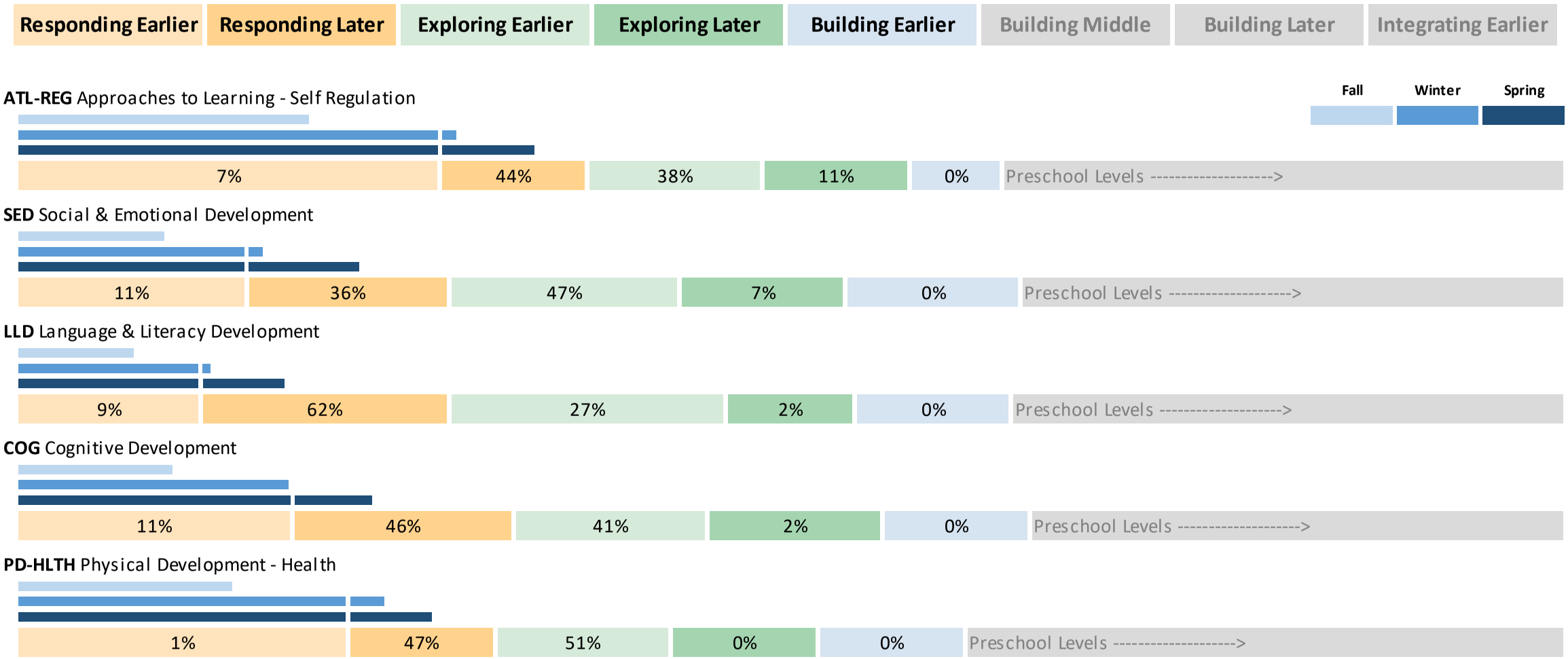


Young Infants, 6 weeks to 8 months



Infant & Toddler Assessments

DRDP Domain Comparison for Young Infants

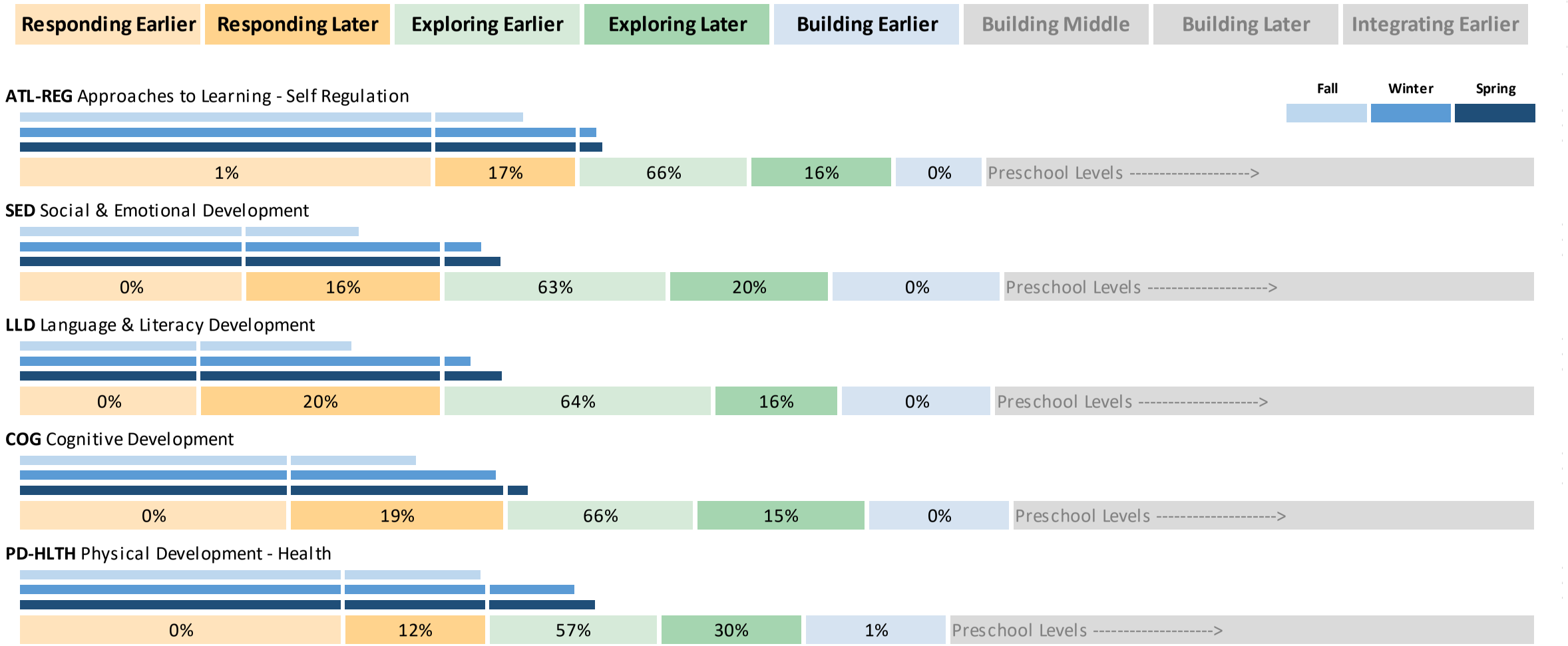


Older Infants, 8 to 18 months



Infant & Toddler Assessments

DRDP Domain Comparison for Older Infants

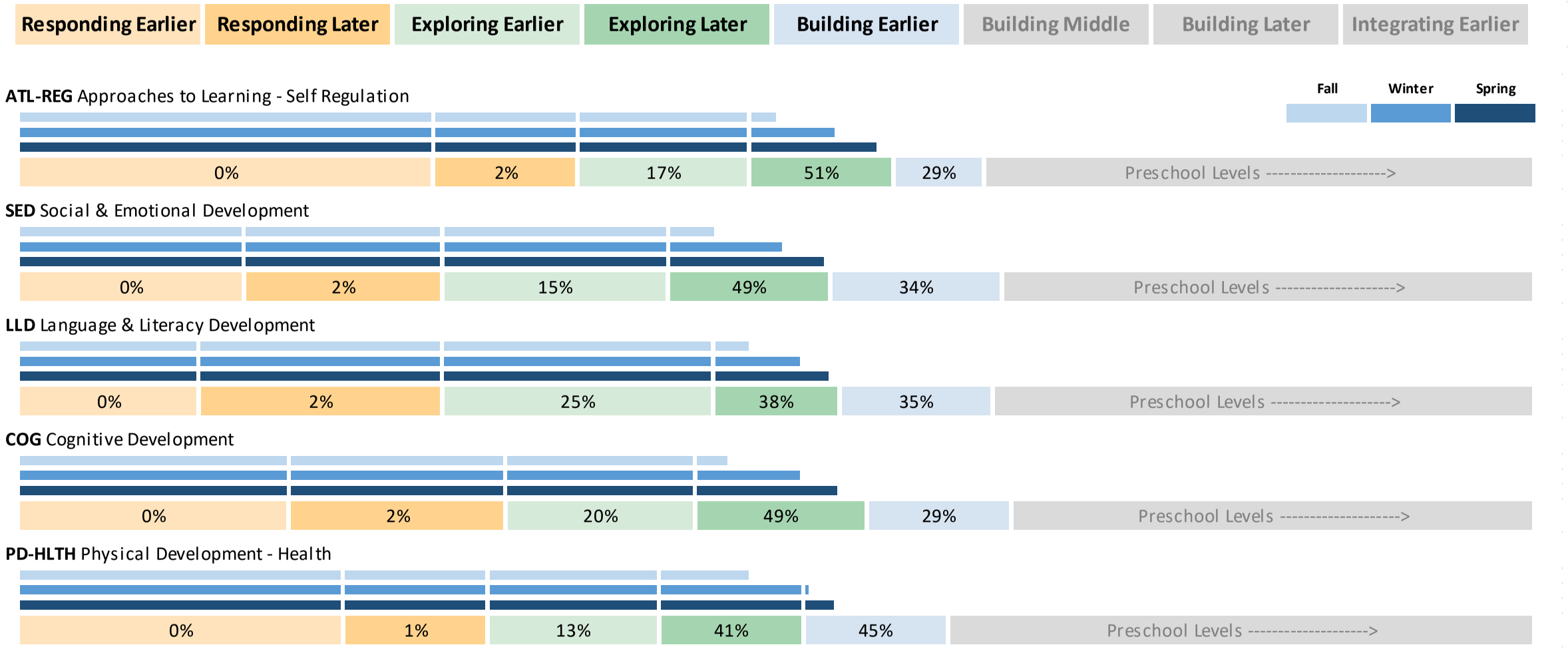


Toddlers, 18 to 36 months



Infant & Toddler Assessments

DRDP Domain Comparison for Toddlers

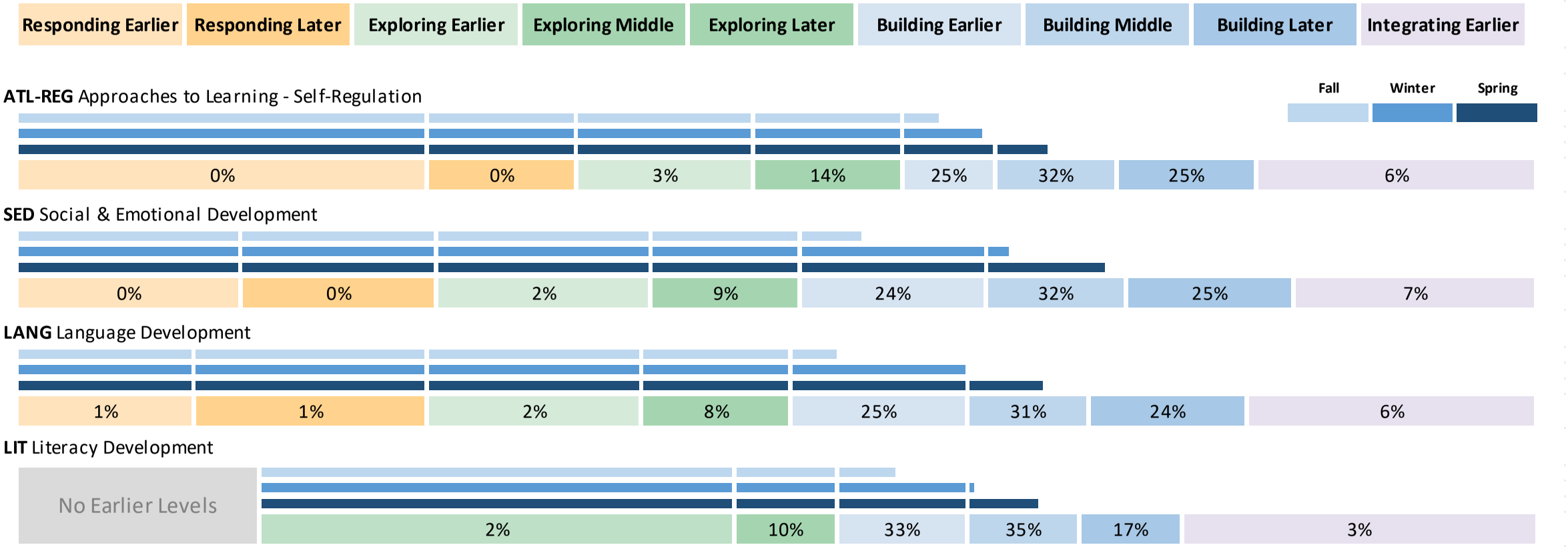


3 year old Children

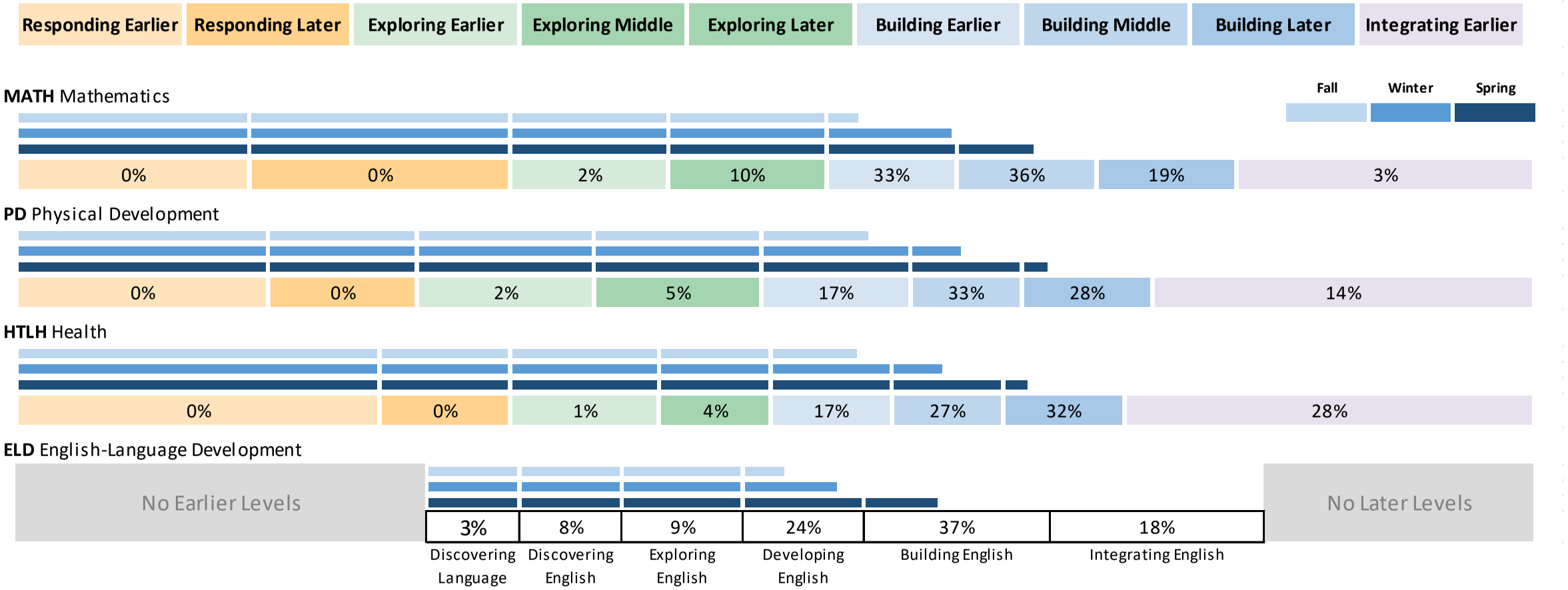


Preschool Assessments

DRDP Domain Comparison for 3yo Children



DRDP Domain Comparison for 3yo Children (cont.)

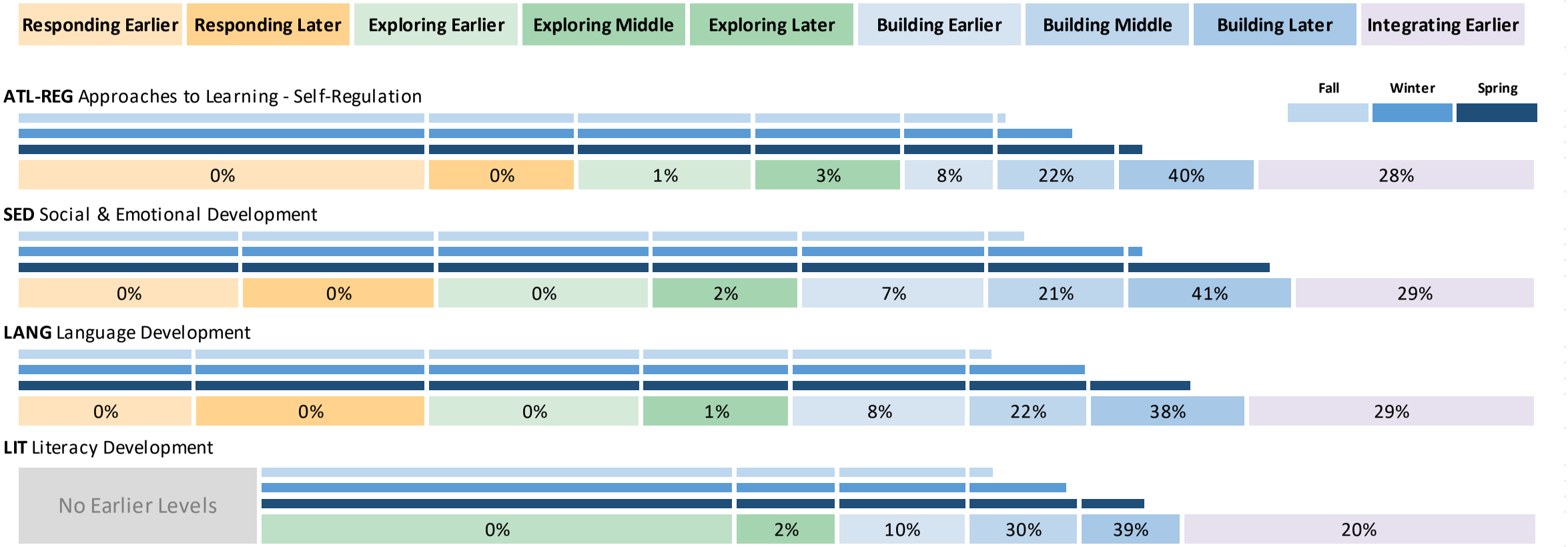


4+ year old Children
(will enter kindergarten)

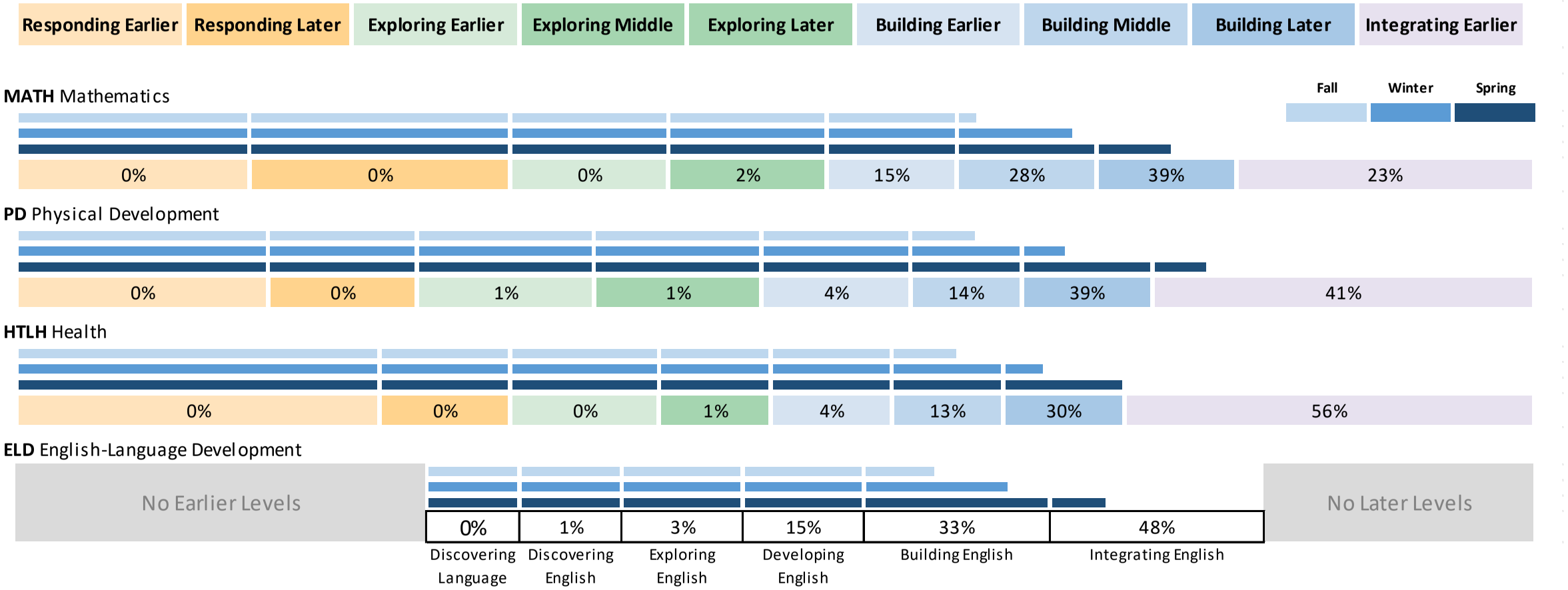


Preschool Assessments

DRDP Domain Comparison for 4yo Children



DRDP Domain Comparison for 4yo Children (cont.)



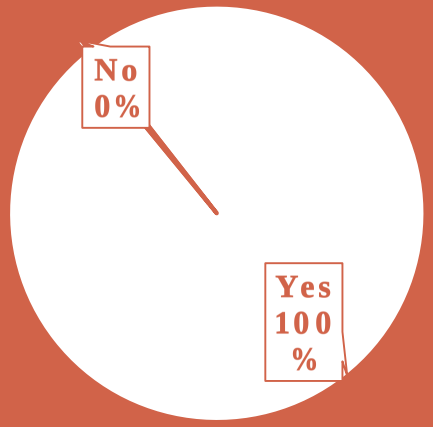
How satisfied are our parents?



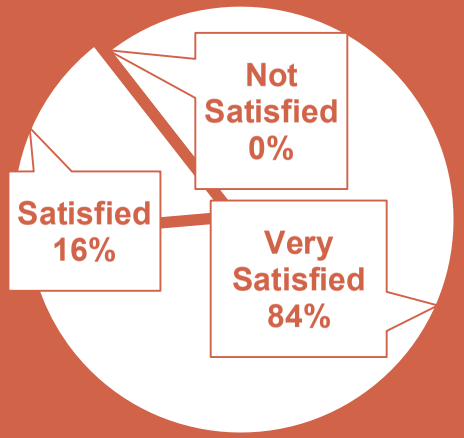
2017-2018 Desired Results Parent Survey

Parent Survey Results

SAFE & HAPPY



OVERALL QUALITY



How Satisfied are you with the overall quality of the program?

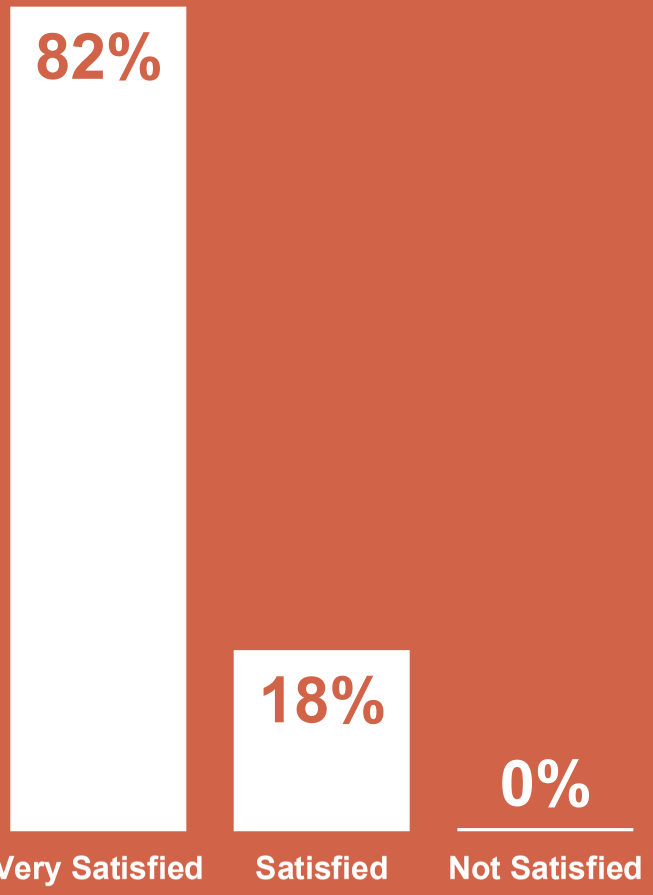
Very Satisfied	84%
Satisfied	16%
Not Satisfied	0%

Do you feel that:	Yes	No
Your child is safe in this program?	100%	0%
Your child is happy in this program?	100%	0%

Have you received information from the program about the following?		
How children develop at different ages?	95%	5%
How your child is growing and developing?	98%	2%
How your child is doing in the program?	99%	1%
Schedule of daily activities?	95%	5%
What you can do to help your child learn and develop?	99%	1%
Parenting skills?	92%	8%
How to find other services in the community?	90%	10%
Where to report health or safety concerns and complaints?	91%	9%
Experience and training of program staff?	89%	11%
Discipline procedures?	91%	9%
How you can get involved with your child's program?	98%	2%

Parent Survey Results (cont.)

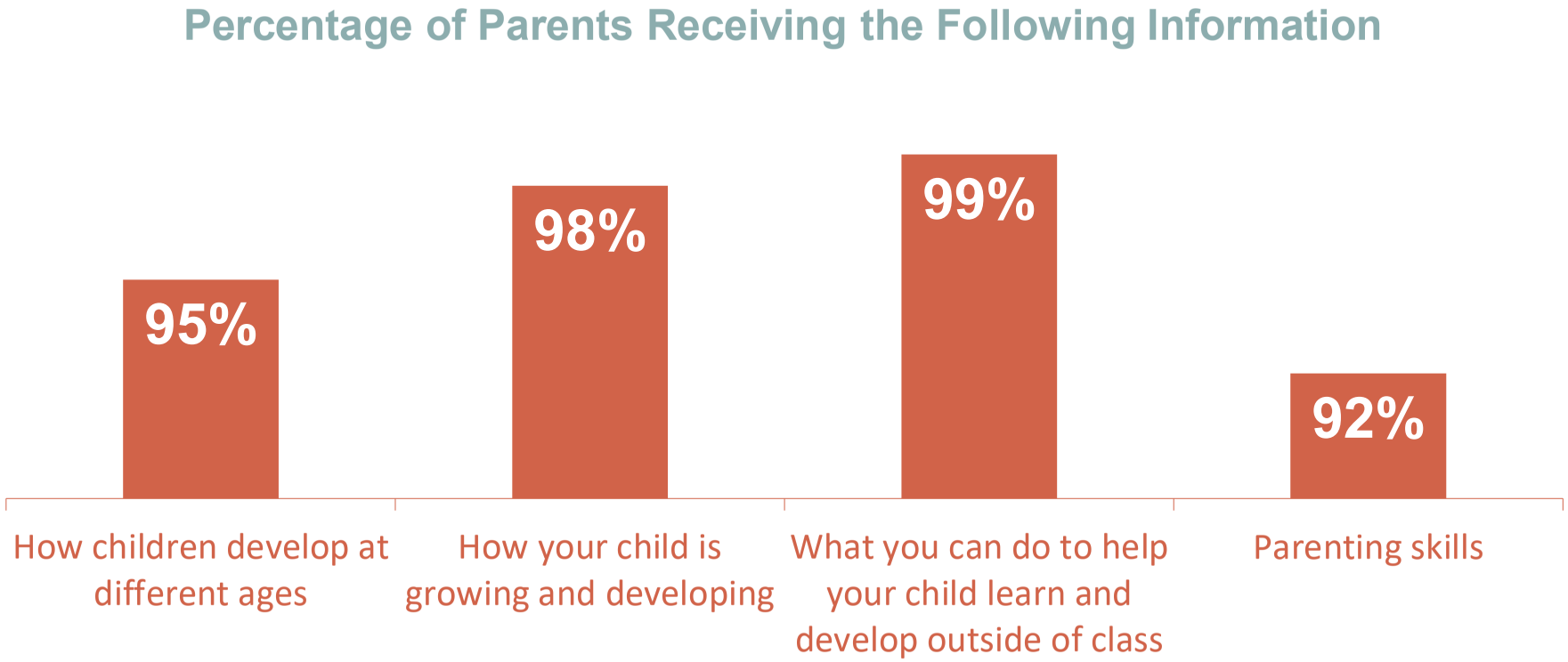
Satisfied with Program Characteristics



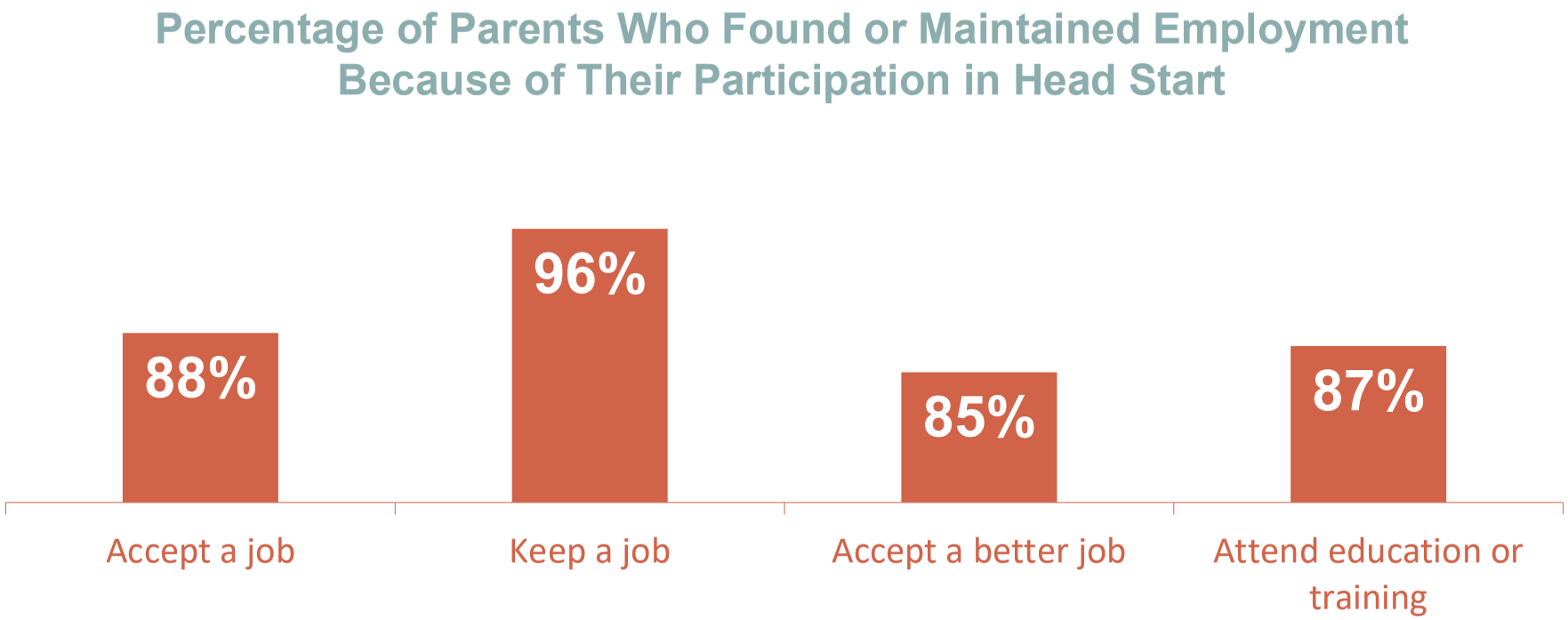
Has your child's enrollment in the program made it easier for you to:	Yes	No	N/A
Accept a job?	59%	8%	33%
Keep a job?	76%	3%	21%
Accept a better job?	49%	9%	43%
Attend education or training?	52%	8%	40%

How satisfied are you with these program characteristics?	Very Satisfied	Satisfied	Not Satisfied
Hours of operation	79%	20%	1%
Location of program	80%	19%	1%
Number of adults working with children	85%	15%	0%
Background and experience of staff	82%	18%	1%
Languages spoken by staff	84%	15%	0%
How program staff communicate with you	85%	15%	1%
Meeting the individual needs of your child	85%	15%	0%
Interaction between staff and children	85%	15%	0%
Interaction with other parents	75%	24%	1%
Parent involvement	76%	23%	1%
Equipment and materials	82%	17%	0%
Cultural activities	79%	20%	1%
Daily activities	84%	16%	0%
Environment	84%	16%	0%
Nutrition	82%	17%	1%
Health and safety policies and procedures	83%	17%	0%
How the program promotes learning and development	86%	14%	0%

Continuing the Head Start Experience at Home



Helping Families Achieve Their Goals



Infant & Toddler Environmental Rating Scale (ITERS)

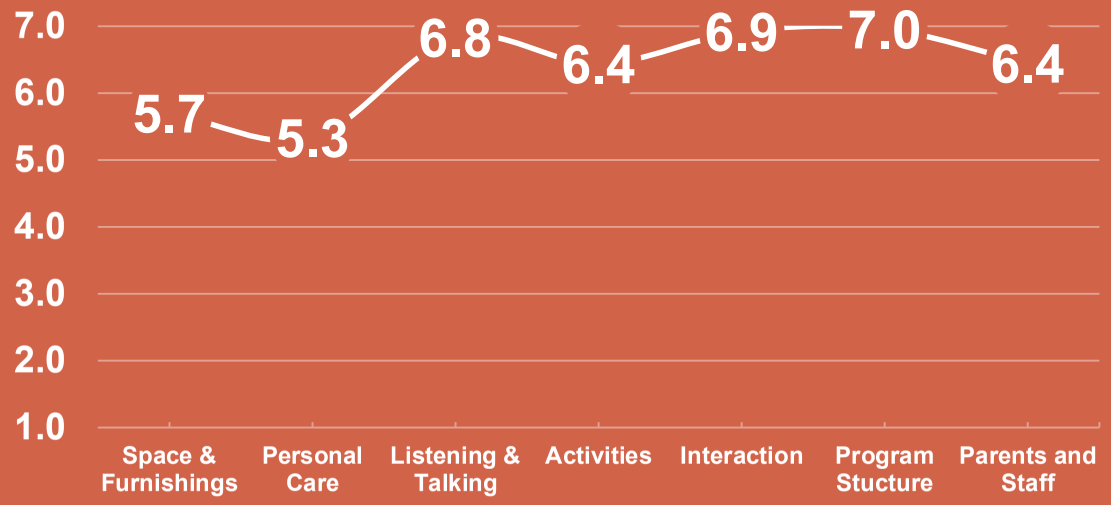
Early Childhood Environmental Rating Scale (ECERS)



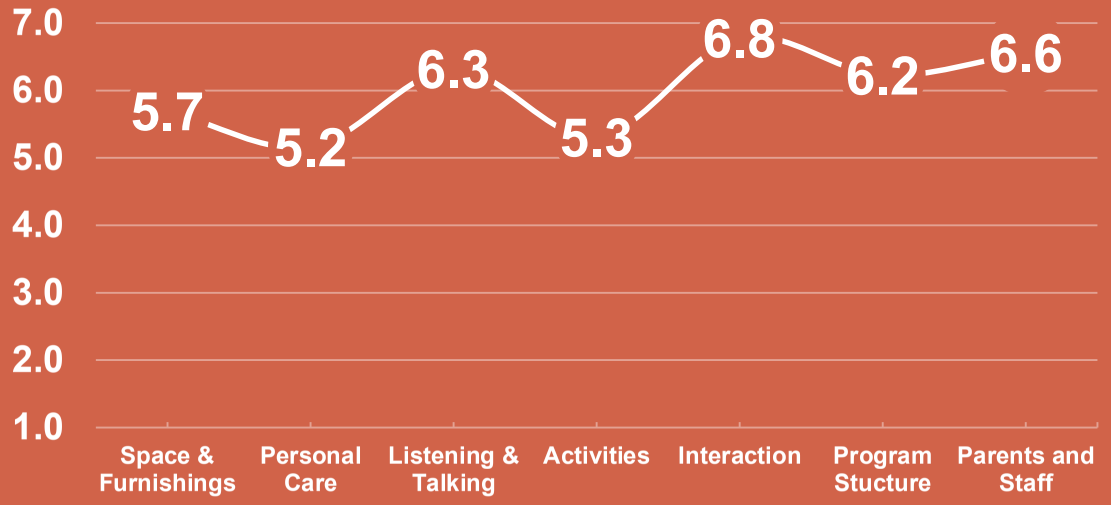
Environmental Rating Scale Results 2017-2018 Spring

Spring Environmental Rating Scale Results

ITERS - PROGRAM OVERVIEW



ECERS - PROGRAM OVERVIEW



6.3 ⟵ **OVERALL AVERAGE** ⟶ **5.9**

Creating an Action Plan



Opportunities for Action

2018-2019 Action Plan Highlights

The School Readiness Team will work, research and train on integral elements of quality teaching and learning by:

- Continuing to implement the Creative Curriculum System using the fidelity tool.
- Providing a climate of caring and respect in their classrooms that promotes nurturing relationships.
- Ensuring that teachers are intentional and purposeful in their planning to enhance children's learning experiences.
- Continuing to partner with families about their children's learning and development, and to share ideas about how to support learning both at school and at home.
- Creating a climate of respect for each child's culture, and to support each child's use of their home language.
- Continuing to observe, document, and assess children's skills to improve their learning outcomes.
- Provide Professional Development throughout the year to increase high quality instruction and learning.

These Action Steps will be ongoing in the 2018-2019 school year.

Expected completion will be at the end of April, 2019.


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

COMMUNITY ACTION PARTNERSHIP OF KERN MEMORANDUM

To: Board of Directors

From: Jeremy T. Tobias, Chief Executive Officer

Date: May 30, 2018

Subject: *Agenda Item VI(c):* Approval of Insurance Broker for Employee Health Benefits, Liability Insurance, and Workers Comp Insurance – **Action Item**

In April 2018, the Agency released a Request for Proposal for Insurance Broker/Consulting Services to include the following areas of insurance services:

- Employee Benefits
- Property and Casualty
- Worker's Compensation

A Committee was formed to review, interview and score the proposals, which consisted of Emilio Wager, Director of Operations, Raymond Quan, Director of Human Resources, and Pritika Ram, Director of Administration.

We received ten (10) proposals from qualified and established firms, and three (3) brokerage firms were identified by scoring the highest among all the proposals. The respondents were provided the option to bid on a single or multiple service lines (bundled), and the top three firms provided proposals on all services, however, that was not the determining factor in their selection.

The following are the three firms:

- USI Insurance Services (current health benefits broker)
- Walter Mortensen InsUrica
- Tolman & Wiker

As an option, the Review Committee agreed to request presentations from the brokers, and created a larger panel for the interview portion, consisting of the individuals identified above and Board member Fred Plane, Jeremy T. Tobias, CEO, Lupe Flores, Employee Benefits Manager. The interviews were conducted on Wednesday, May 23, 2018 and after clarification was requested pertaining to the fee schedule and cost structure, the Committee identified USI Insurance Services as the preferred firm among the top three finalists.

Although the finalist group all provided competitive proposals, USI Insurance Services lead the group in its proven track record as our current health benefits service provider and of its knowledge of the local healthcare market, including their responsiveness to our needs.

Among its full scope of services, USI provided a detailed outline of its services and client directed online tools to help manage claims and reporting, cost containment strategies, and options for value-added services. USI's commission rate, which are paid by the carrier and not by CAPK, were competitive and will have a more positive impact on the premiums paid by the Agency compared to the other proposals at a savings of $80,000 approximately. It's also noteworthy to add that USI's unique commission structure evidenced their desire to provide quality services by leveraging their 4th quarter commission (up to $25,000) based on performance measures compared to a flat rate.

RECOMMENDATION

Staff and the committee recommend the Board of Directors to approve the selection of USI Insurance Services as the insurance broker for health benefits, property and casualty, and worker's compensation, and authorize the Chief Executive Officer to enter into negotiations and sign the contract(s). The contract will be for an initial three-year term with a potential one (2) year option effective June 2018 for the 2019 Health Benefits plan year, and effective approximately 120 days prior to the contracts for Property and Casualty (renewal February 2019) and Workers Compensation (renewal July 2019).

COMMUNITY ACTION PARTNERSHIP OF KERN
MEMORANDUM

To: Board of Directors

From: Jerry Meade, Program Design and Management Administrator

Subject: *Agenda Item VI(d):* Head Start/Early Head Start Cost of Living Adjustment (COLA) and Training/Technical Assistance (T/TA) Applications – **Action Item**

Date: May 30, 2018

The Consolidated Appropriations Act of 2018 includes an increase in funding of $610 million over the fiscal year (FY) 2017 funding level for programs under the Head Start Act. A portion of this funding increase provides for a 2.6 percent cost of living adjustment (COLA). Pursuant to U.S Department of Health & Human Services Program Instruction ACF-PI-HS-18-03, the funds will be used to (1) permanently increase the Head Start pay scale by 2.6 percent, and (2) offset increased operating costs in other areas of the budget.

In addition, additional Training and Technical Assistance (T/TA) funds are available for some of these grants.

CAPK will submit a funding application for each of its three Head Start programs to the Office of Head Start prior to June 18, 2018. The applications will request the following funding amounts as indicated in funding guidance received from Office of Head Start, Region IX:

- Head Start/Early Head Start Kern COLA - $629,900
- Head Start/Early Head Start Kern T/TA - $103,818

- Early Head Start Child Care Partnerships COLA - $17,964

- Early Head Start San Joaquin COLA - $131,204
- Early Head Start San Joaquin T/TA - $37,278

In total, this funding opportunity will provide an additional $920,164 across all of CAPK's Head Start and Early Head Start grant funded programs. Board of Directors approval is required to submit these applications, as well as approve the permanent increase of 2.6 percent to the Head Start pay scale. This approval would represent the effective date of the COLA. Any staff member currently employed at the date of the BOD approval will receive the COLA wage adjustment and a retroactive adjustment and payment back to 03/01/2018. Any former employees that separated their employment prior to the BOD approval date will not be eligible to receive a retroactive payment. The actual wage adjustments and retroactive payments will occur once final approval is received from the Offices of Head Start. We expect final approval of the application to occur within 30 to 60 days of submittal.

Recommendation

Staff recommends the Board approve with resolution the submission of the Head Start and Early Head Start Cost of Living Adjustment (COLA) and the Training/Technical Assistance funding applications and a 2.6 percent increase to the Head Start wages and pay scales.

Attachment:
Resolution #2018-10

RESOLUTION # 2018-10

A Resolution of the Board of Directors of the Community Action Partnership of Kern Approving the submission of the Head Start / Early Head Start Cost-of-Living Adjustment (COLA) and Training and Technical Assistance (T&TA) Funding Applications

The Board of Directors of Community Action Partnership of Kern located at 5005 Business Park North, Bakersfield, CA 93309, met on May 30, 2018, in Bakersfield, California at a scheduled Board meeting and resolved as follows:

WHEREAS, Community Action Partnership of Kern (CAPK) is a private, non-profit 501(c)(3) corporation established as a result of the Economic Opportunity Act of 1964, and is the federally designated community action agency serving the low-income, elderly and disadvantaged residents of Kern County; and

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

WHEREAS, the Head Start / Early Head Start programs will submit a 2.6 percent Cost of Living Adjustment (COLA) funding application for the Head Start / Early Head Start Kern (09CH9142); Early Head Start Child Care Partnership (09HP0036); and the Early Head Start San Joaquin (09CH010071), and Training & Technical Assistance (T&TA) contracts; and

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

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

NOW, THEREFORE, be it resolved that the CAPK Board of Directors hereby authorizes Jeremy T. Tobias, Chief Executive Officer or Yolanda Gonzales, Director of Head Start and State Child Development to act on behalf of the Board as CAPK's representative signatory with regard to the submission of the Head Start / Early Head Start COLA & T&TA funding applications for Head Start / Early Head Start Kern (09CH9142); Early Head Start Child Care Partnership (09HP0036); and the Early Head Start San Joaquin (09CH010071)

APPROVED by a majority vote of the Directors of Community Action Partnership of Kern, this 30th day of May 2018.

_____ _____

Garth Corrigan, Chair Date
CAPK Board of Directors

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Board of Directors

From: Jeremy T. Tobias, Chief Executive Officer

Date: May 30, 2018

Subject: *Agenda Item VI (e)*: Cost-of-Living Adjustment (COLA) for all employee wages - **Action Item**

As discussed in a previous agenda item, the recently approved federal budget includes funding for a 2.6% Cost-of-Living Adjustment (COLA) for our Head Start group of contracts. This will provide for a 2.6% wage adjustment for all employees in the Head Start family of programs. The Head Start family of programs, comprising Head Start, Early Head Start, State Childcare, Central Kitchen, Partnerships and San Joaquin County includes approximately 600 employees of the CAPK total 860 employees.

Historically we have not been able to offer regular COLA increases to our employees. We are bound by federal budgets and ultimately contracts that dictate our funding levels. Occasionally one of our funding sources approves a budget increase specifically designated for an employee wage COLA. When that does occur, especially in a large group such as Head Start, we utilize and leverage the increase to spread a COLA to the entire CAPK staff. The most recent COLA approved for employee wages was a 1% increase generally effective in March 2017.

The overall annual wage cost impact of the 2.6% COLA proposal for the remaining employees and programs outside of the Head Start family will be approximately $225,500 to be spread amongst numerous programs and contracts.

The Division Directors and Program Managers routinely work at planning and budgeting for a possible COLA. Since we are not able to routinely offer a planned COLA schedule, we must be prepared for unexpected budget increases in any program that we can leverage into an agency wide COLA. All program budgets included a wage COLA in their operational budgets for the 2018-19 budget year. The effective date of the COLA for each program or contract may vary, depending on each contracts requirements and funding levels.

Recommendation:

Staff recommends approval of a 2.6% COLA for all remaining CAPK employees not covered by the approved Head Start COLA, with effective dates subject to each individual contract requirements and funding levels.

attachments: *Resolution No. 2018-11*
Attachment "A"

RESOLUTION # 2018-11

A Resolution of the Board of Directors of Community Action Partnership of Kern Approving a Cost-of-Living Adjustment (COLA) For CAPK Staff Not Covered with the Head Start / Early Head Start COLA

The Board of Directors of Community Action Partnership of Kern located at 5005 Business Park North, Bakersfield, CA 93309, met on May 30, 2018, in Bakersfield, California at a scheduled Board meeting and resolved as follows:

WHEREAS, Community Action Partnership of Kern (CAPK) is a private, non-profit 501(c)(3) corporation established as a result of the Economic Opportunity Act of 1964, and is the federally designated community action agency serving the low-income, elderly and disadvantaged residents of Kern County; and

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

WHEREAS, the Head Start / Early Head Start programs will submit a 2.6 percent Cost of Living Adjustment (COLA) funding application for the Head Start / Early Head Start Kern (09CH9142); Early Head Start Child Care Partnership (09HP0036); and the Early Head Start San Joaquin (09CH010071); and

WHEREAS, the Division Directors identified all employees are not covered by the Head Start / Early Head Start COLA, and recommends a similar COLA as detailed in Attachment "A".

NOW, THEREFORE, be it resolved that the CAPK Board of Directors hereby authorizes Jeremy T. Tobias, Chief Executive Officer, to initiate a wage COLA for CAPK staff not covered by the Head Start / Early Head Start COLA, and as detailed in Attachment "A".

APPROVED by a majority vote of the Directors of Community Action Partnership of Kern, this 30th day of May 2018.

_____ _____

Garth Corrigan, Chair Date
CAPK Board of Directors

Agenda Item VI (e): Cost-of-Living Adjustment (COLA) for all employee wages: Resolution No. 2018-11 Attachment "*A*"

COMMUNITY ACTION PARTNERSHIP OF KERN
Cost of Living Adjustment (COLA)
FISCAL YEAR 2018/19

		% COLA		RETRO	
Fund No.	Fund Description	Effective Date	Pay Date	Effective Date	Pay Date
1.0% COLA PAY RATE					
Migrant Childcare Alternative Payment		07/01/18	TBD by Payroll	07/01/18	TBD by Payroll
1.6% COLA PAY RATE AND RETRO COLA					
WIC FAMILY		05/30/18	TBD by Payroll	03/01/18	TBD by Payroll
2.6% COLA PAY RATE AND RETRO COLA					
EAST KERN FAMILY		07/01/18	TBD by Payroll	07/01/18	TBD by Payroll
SENIOR FOOD PROGRAM		05/30/18	TBD by Payroll	03/01/18	TBD by Payroll
YOUTH CENTERS FAMILY		05/30/18	TBD by Payroll	03/01/18	TBD by Payroll
ENERGY FAMILY		05/30/18	TBD by Payroll	03/01/18	TBD by Payroll
211 FAMILY		07/01/18	TBD by Payroll	07/01/18	TBD by Payroll
CSBG Funds	*(includes the Foodbank, Friendship House, VITA, Shafter Youth Center, and 211)*	05/30/18	TBD by Payroll	03/01/18	TBD by Payroll
INDIRECT Funds		05/30/18	TBD by Payroll	03/01/18	TBD by Payroll
EMPLOYEE COST POOL		05/30/18	TBD by Payroll	03/01/18	TBD by Payroll
HEAD START & STATE CHILDCARE FAMILY - PENDING REGION 9 APPROVAL		05/30/18	TBD by Payroll	03/01/18	TBD by Payroll

NOTES:

1.) EFFECTIVE DATE: In order to be eligible for the COLA and the retroactive payment(s), employees must be employed on the effective date. Those that are not an active employee on the effective date will not receive the COLA or any retro-active payment(s).
2.) TBD BY PAYROLL: Payroll will determine the pay date for the retro-active payments, and will begin applying the COLA approved rates by program as identifed in this document on the effective date.
3.) All effective and retro-active dates and increases are contingent upon the approval of the Head Start program COLA increase.
4.) All effective and retro-active COLA increases are subject to the individual contract provisions of each program. Some program contracts may not permit COLA salary increases and/or retro-active payments.

COMMUNITY ACTION PARTNERSHIP *OF* KERN
BOARD OF DIRECTORS
EXECUTIVE COMMITTEE MEETING
5005 Business Park North
May 8, 2018
12:00 p.m.

MINUTES

1. **Call to Order**

   Garth Corrigan 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: Garth Corrigan, Curtis Floyd (arrived at 12:05 pm), Fred Plane, Warren Peterson, Yolanda Ochoa, Guadalupe Perez

   Absent: None

   Others Present: Jeremy Tobias, Chief Executive Officer, Christine Anami, Chief Financial Officer; Ralph Martinez, Director of Community Development; Ray Quan, Director of Human Resources; Pritika Ram, Director of Administration; Emilio Wagner, and other CAPK staff.

3. **Approval of Agenda**

   Motion was made and seconded to approve the Executive Committee Meeting Agenda for May 8, 2018. Carried by unanimous vote. (Plane/Ochoa).

4. **Public Forum:**

   No one addressed the Committee.

5. **Special Presentations**

   No presentations were made.

6. **New Business**

   a. Resolution to approve the submission of the 2017 Department of Energy Weatherization Assistance Program (DOE WAP) Contract #17C-4010 – Emilio Wagner, Director of Operations – ***Action Item***

      Emilio Wagner provided a copy of the 2017 DOE WAP Contract Number 17C-4010 and requested the Committee's approval to execute the Contract with Resolution. Emilio explained that although the contract is titled the 2017 DOE WAP Contract, the terms are from June 1, 2018 to May 31, 2019.

   b. Motion was made and seconded to approve Resolution Number 2018-09 Approving the Submission of the 2017 Department of Energy Weatherization Assistance Program (DOE WAP) Contract #17C-4010. carried by unanimous vote. (Plane/Peterson).
   c. Update on the CFO Search and Deputy CFO – Jeremy Tobias, Chief Executive Officer – ***Action Item***

Jeremy Tobias provided a handout which included a memo supporting his decision to temporarily reassign the responsibilities of the CFO by splitting the duties between three positions, along with an appointed administrative oversight manager, Emilio Wagner. A conditional offer has been made and accepted for a Deputy CFO, and together with two senior financial staff members, it is expected the Finance Division will operate efficiently until the time a permanent CFO is in place. Current CFO, Christine Anami supports this decision and will be retained under a temporary employment contract basis should the need arise for consultation. Staff recommends the Executive Committee approve the plan of action and the updated job description for the Deputy CFO position.

Motion was made and seconded to approve the plan of action and the update to the Deputy CFO job description. Carried by unanimous vote. (Floyd/Peterson).

d. Brown Armstrong Audit Contract Update – Christine Anami, Chief Financial Officer – ***Info Item***

Christine Anami reported that Brown Armstrong provided a fee schedule at the time CAPK solicited bids for audit services. When CAPK's retirement plan changed to an ERISA plan, it became mandatory to audit the plan, and as a result, an additional $6,000 was added to the fee schedule. Chris said the requirements to audit the 403(b) plan is similar to the 401(a) plan and the fee is the same. Per Board Approval at the April 25th meeting, an amendment to the Fee Schedule for the Brown Armstrong Agreement will be signed by Jeremy T. Tobias.

e. Traffic Accident Involving CAPK Maintenance Vehicle in San Joaquin County – Emilio Wagner, Director of Operations – ***Info Item***

Emilio Wagner provided information regarding a traffic accident involving a CAPK employee from San Joaquin County on Nov. 11, 2017. The CAPK employee was not at fault, but was injured in the accident, resulting in a Work Comp claim. The insurance company for the driver at fault assumed responsibility and will reimburse CAPK for all insurance claims and fair market value for the vehicle that was totaled.

7. **Committee Member Comments**

No comments were made.

8. **Closed Session**

No session was held.

9. **Next Scheduled Meeting**

Executive Committee Meeting
Wednesday**,** July 18, 2018
12:00 p.m.
5005 Business Park North
Bakersfield, California 93309

10. **Adjournment**

The meeting adjourned at 12:52 pm.

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Executive Committee



From: Emilio Wagner, Director of Operations

Date: May 8, 2018

Subject: *Agenda Item 6a:* Resolution to Approve the Submission of the 2017 Department of Energy Weatherization Assistance Program (DOE WAP) Contract #17C-4010 – **Action Item**

Community Action Partnership of Kern (CAPK) has received the 2017 Department of Energy Weatherization Assistance Program (DPE WAP) Contract #17C-4010 from the Department of Community Services and Development (CSD). The program will help with providing weatherization assistance services for eligible participants. The Contract term is from June 1, 2018 through May 31, 2019 for the funding amount of $264,399. Staff has reviewed the contract and found it to be acceptable.

Recommendation:

Staff recommends the Executive Committee approve Resolution #2018-09 for the 2017 Department of Energy Weatherization Assistance Program (DOE WAP) Contract #17C-4010, which authorizes Jeremy T. Tobias, Chief Executive Officer, to execute the contract.

Attachments:

Resolution #2018-09
DOE WAP Contract #17C-4010

RESOLUTION # 2018-09

A Resolution of the Board of Directors of the Community Action Partnership of Kern Approving the Submission of the Department of Energy Weatherization Assistance Program Contract

The Executive Committee of the Board of Directors of Community Action Partnership of Kern located at 5005 Business Park North, Bakersfield, CA 93309, met on May 8, 2018, in Bakersfield, California at a scheduled meeting and resolved as follows:

WHEREAS, the Community Action Partnership of Kern (CAPK) is a private, non-profit 501(c)(3) corporation established as a result of the Economic Opportunity Act of 1964, and is the federally designated community action agency serving the low-income, elderly and disadvantaged residents of Kern County; and

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

WHEREAS, the State of California Department of Community Services and Development has made available DOE WAP funds for 2017; and

WHEREAS, the State of California Department of Community Services and Development has offered a 2017 Contract; and

WHEREAS, the State of California Department of Community Services and Development requires that an authorized signatory be named for the 2017 DOE WAP contract; and

NOW, THEREFORE, be it resolved that the CAPK Executive Committee of the Board of Directors hereby authorizes Jeremy T. Tobias, Chief Executive Officer, to act on behalf of the Board as the Partnership's representative signatory with regard to the 2017 Department of Energy Weatherization Assistance Program Contract and any subsequent amendments during the contract period.

APPROVED by a majority vote of the Executive Committee of Community Action Partnership of Kern, this 8th day of May 2018.

_____ _____

Garth Corrigan, Chair
CAPK Board of Directors

Date

State of California-Health and Human Services Agency
DEPARTMENT OF COMMUNITY SERVICES AND DEVELOPMENT
2389 Gateway Oaks Drive, Suite 100, Sacramento, CA 95833
Telephone: (916) 576-7109 | Fax: (916) 263-1406
www.csd.ca.gov

LINNÉ K. STOUT
DIRECTOR

EDMUND G. BROWN JR.
GOVERNOR

April 17, 2018

Dear Executive Director:

The purpose of this letter is to advise on the release of your agency's 2017 Department of Energy (DOE) Weatherization Assistance Program contract. The term of the 2017 DOE contract is June 1, 2018 through May 31, 2019.

To facilitate implementation of 2017 DOE program year, the Department of Community Services and Development (CSD) administered a survey to advise agencies of new contractual requirements, proposed contract allocations, opportunities for additional funding, and changes to CSD contract monitoring and oversight. The survey afforded agencies the option to formally accept or decline a 2017 DOE contract. Survey responses confirmed 30 agencies interested in receiving the 2017 DOE contract funds, resulting in approximately $755K in unallocated funds available for reallocation to participating agencies requesting additional funds or specifying a minimum contract funding amount.

To distribute the unallocated fund balance and accommodate individualized funding requests of agencies, CSD developed a funding allocation methodology using the Three Factor Formula (3FF) and additional factors in accordance with funding needs indicated on survey responses. The following highlights key elements and principles of the funding allocation methodology:

1. The 3FF was initially used to determine the minimum allocation for each agency. The remaining grant balance was prorated across all participating agencies.
2. In accordance with local agency minimum funding requests, CSD established a minimum contract allocation of $50,000. Consequently, any contract allocation below this threshold was augmented to $50,000 and allocations for all other participating agencies were proportionately adjusted to cover minimum funding allocation augmentations.
3. Allocations for participating agencies not seeking additional funds were limited to their original minimum allocation or $50,000, whichever was higher.
4. No agency received more funds then requested.

Please refer to the 2017 DOE Allocation Facesheet on the Providers Website under the Energy Contracts tab to determine your agency's final allocation. Please advise CSD by **April 24, 2018**, if you wish to decline the DOE program based on your agency's final allocation.

RECEIVED
APR 23 2018
BY: Paula D

Please note that DOE has imposed special fiscal conditions and increased oversight of CSD's administration of DOE grant funds in response to non-compliance findings identified during previous DOE monitoring. Imposed fiscal conditions require DOE approval of all CSD grant reimbursement request before payment is rendered to the department, and consequently, may delay issuance of reimbursement payments to local agencies. DOE has informed CSD that their review should be completed within two business days unless concerns are identified prolonging review and approval. Agencies are advised to exercise use of the working capital advance provisions of the 2017 DOE contract to minimize impact delayed reimbursement may have on cash flow and program operations.

As previously communicated, CSD modified the monitoring approach to place greater emphasis on ensuring agencies are meeting program and technical requirements of the grant. This monitoring is an essential component of CSD's corrective action plan to DOE for ensuring the resolution of non-compliance findings and strengthening overall grant compliance. Notable changes to the Department's monitoring approach will include increased review of client file documents, which will require local agencies to submit pertinent client file documentation via a secured method at least quarterly. In lieu of an onsite monitoring visit, CSD will review documentation to verify compliance with administrative and programmatic requirements through a comprehensive desk review process. CSD will host a webinar to provide agencies instructions on how to submit information to the File Transfer Protocol server. Please refer to CPA-18-E-002 2017 DOE Contract Highlights and survey documents for more detailed explanation of contract changes, CSD monitoring plan and requirements, and performance expectations.

Enclosed is a contract checklist and other information needed for execution of the contract. The contract packets will need to be completed and returned to CSD within thirty calendar days for private nonprofit agencies and forty-five (45) calendar days for public agencies from the date of this letter.

Thank you for your dedication and commitment to serve low-income individuals and families throughout the state. I look forward to working in partnership with you to develop innovative and effective programs as well as strengthen our capacity to, not only improve the lives of those living in poverty, but to reduce poverty in California.

Sincerely,

LINNÉ STOUT
Director

State of California
Department of Community Services and Development
2017 DOE Allocation
Administration and Training & Technical Assistance

	County/Service Territory	Public/ Private (Account)	Contract Number	2017 DOE PCA 25017	Total Allocation (Contract)	Allowable Admin	Allowable T&TA
1	Amador/Tuolumne Service Territory - Amador-Tuolumne CAA						
	Amador County						
	Calaveras County						
	Tuolumne County						
	Service Territory Total	5432000	17C-4001	59,746	59,746	3,498	4,482
2	Butte County - CAA of Butte County, Inc.	5432500	17C-4002	107,899	107,899	6,318	8,094
3	Colusa Service Territory - Glenn County Health and Human Services Agency						
	Colusa County						
	Glenn County						
	Trinity County						
	Service Territory Total	5432000	17C-4003	50,000	50,000	2,928	3,751
4	Contra Costa Co. - Contra Costa Employment & Human Services Dept/CSB	5432000	17C-4004	166,495	166,495	9,749	12,490
5	Del Norte County - Del Norte Senior Center, Inc.	5432500	17C-4005	50,000	50,000	2,928	3,751
6	Fresno County - Fresno County Economic Opportunities Commission	5432500	17C-4006	329,994	329,994	19,322	24,755
7	Humboldt Service Territory - Redwood CAA						
	Humboldt County						
	Modoc County						
	Service Territory Total	5432500	17C-4007	89,565	89,565	5,244	6,719
8	Imperial Service Territory - Campesinos Unidos, Inc.						
	Imperial County						
	San Diego County - Area A						
	Service Territory Total	5432500	17C-4008	247,472	247,472	14,490	18,564
9	Inyo Service Territory - Inyo Mono Advocates for Community Action, Inc.						
	Inyo County						
	Mono County						
	Service Territory Total	5432500	17C-4009	50,000	50,000	2,928	3,751
10	Kern County - Community Action Partnership of Kern	5432500	17C-4010	264,399	264,399	15,482	19,834
11	Kings County - Kings Community Action Organization, Inc.	5432500	17C-4011	50,000	50,000	2,928	3,751
	Los Angeles County						
12	Area A - Maravilla Foundation	5432500	17C-4012	471,698	471,698	27,618	35,384
13	Area B - Pacific Asian Consortium in Employment	5432500	17C-4013	441,692	441,692	25,863	33,134
14	Area C - Long Beach Community Action Partnership	5432500	17C-4014	290,900	290,900	17,033	21,822
15	Merced Service Territory - Merced County CAA						
	Madera County						
	Merced County						
	Service Territory Total	5432500	17C-4015	111,523	111,523	6,530	8,366
16	Placer Service Territory - Project GO, Inc.						
	Nevada County						
	Placer County						
	Service Territory Total	5432500	17C-4016	134,927	134,927	7,901	10,122
17	Orange County - Community Action Partnership of Orange County	5432500	17C-4017	193,480	193,480	11,329	14,514
18	Plumas Service Territory - Plumas Co. Community Development Commission						
	Plumas County						
	Sierra County						
	Service Territory Total	5432000	17C-4018	50,000	50,000	2,928	3,751
19	Riverside County - Community Action Partnership of Riverside County	5432000	17C-4019	303,402	303,402	17,765	22,760
20	Sacramento Service Territory - Community Resource Project, Inc.						
	Sacramento County						
	Sutter County						
	Yuba County						
	Service Territory Total	5432500	17C-4020	361,147	361,147	21,147	27,092
21	San Bernardino County - Community Action Partnership of San Bernardino Co.	5432500	17C-4021	302,285	302,285	17,700	22,676
22	San Diego County - Area B - Metropolitan Area Advisory Committee	5432500	17C-4022	98,535	98,535	5,770	7,392
23	San Joaquin Co. - San Joaquin Co. Dept. of Aging & Community Services	5432000	17C-4023	138,725	138,725	8,123	10,407
24	San Luis Obispo Co. - Community Action Partnership of San Luis Obispo Co., Inc.	5432500	17C-4024	50,000	50,000	2,928	3,751
25	Santa Barbara Co. - Community Action Commission of Santa Barbara County	5432500	17C-4025	71,418	71,418	4,182	5,358

State of California
Department of Community Services and Development
2017 DOE Allocation
Administration and Training & Technical Assistance

	County/Service Territory	Public/ Private (Account)	Contract Number	2017 DOE PCA 25017	Total Allocation (Contract)	Allowable Admin	Allowable T&TA
26	Santa Cruz Service Territory - Central Coast Energy Services, Inc.						
	Monterey County						
	San Benito County						
	San Francisco County						
	San Mateo County						
	Santa Cruz County						
	Service Territory Total	5432500	17C-4026	340,694	340,694	19,949	25,558
27	Shasta/Tehama Service Territory - Self-Help Home Improvement Project, Inc.						
	Shasta County						
	Tehama County						
	Service Territory Total	5432500	17C-4027	104,463	104,463	6,117	7,836
28	Siskiyou County - Great Northern Services	5432500	17C-4028	50,000	50,000	2,928	3,751
29	Stanislaus County - Central Valley Opportunity Center, Inc.	5432500	17C-4029	159,786	159,786	9,356	11,987
30	Tulare County - Community Services & Employment Training, Inc.	5432500	17C-4030	167,026	167,026	9,780	12,530
	TOTALS			5,307,271	5,307,271	310,762	398,133

Note: Services not provided in Alameda, Alpine, El Dorado, Lassen, Marin, Mariposa, Lake, Mendocino, Napa, Solano, Sonoma, Yolo, Santa Clara and Ventura counties under DOE 2017

ADDENDUM B - PARTICIPATION CONDITIONS
Community Action Partnership of Kern

2017 Department of Energy Participation Conditions

Allocation

The minimum allocation determined by the 3-factor formula will be awarded to every agency who confirms participation. The amount of additional funds available will be determined after all agencies' participation has been confirmed.

Please be advised that the Department of Energy (DOE) has imposed special fiscal conditions upon the Department of Community Services and Development (CSD) for concerns related to California's performance. Each reimbursement request submitted by CSD must be approved by DOE before payment is rendered. This will cause a delay in payments to the network from 2 – 30 days beyond CSD's normal turnaround time. In general, DOE's review should be completed within two business days unless concerns are identified.

Contract Terms

- The contract term will start June 1, 2018 and continue through May 31, 2019.
- Signed contracts must be returned to CSD no later than 30 days (non-profit agencies) or 45 days (public agencies) after the date of issuance.
- Agencies must accept all contract terms without challenge or accommodation.

Performance and Expenditure Benchmarks

The 2017 DOE Weatherization Assistance Program Performance and Expenditure Benchmarks form must be completed and returned with the contract. Agencies will be required to meet the following expenditure benchmarks:

- August 31, 2018 – 25%
- November 30, 2018 – 50%
- February 28, 2019 – 75%
- May 31, 2019 – 99%

Production will be monitored to the number of completed units entered on the performance benchmarks form. A progress letter will be issued to agencies by CSD after each benchmark threshold date.

Compliance Monitoring

- General Requirements
    - Agencies will be monitored for adherence to all DOE fiscal, administrative and programmatic requirements (e.g., priority list, blower door, energy audit, etc.).

- Agencies are required to submit timely reports and data submission including additional fiscal, administrative, and programmatic documentation when requested.
- Requested documentation and client files will be uploaded to a secure File Transfer Protocol site.

- Desk Review

  - Over the course of the DOE contract term, CSD will perform in-house desk reviews to verify compliance with financial and administrative requirements and follow-up on prior year monitoring reporting findings and observations.
  - Desk reviews will consist of a questionnaire that Contractors will be required to complete and return to CSD within 30 calendar days from receiving the questionnaire.
  - CSD anticipates conducting a minimum of one desk review during the term of the contract period and may elect to increase the number and frequency of desk reviews based on the severity of non-compliance issues identified during the desk review process.

- Quarterly Client File Review

  - CSD will conduct client file reviews at least once every quarter to meet the minimum five percent client file review requirement of the DOE grant fund.
  - Files will be reviewed to ensure compliance with DOE mandates to include, but not limited to, client eligibility, adherence to the priority list and energy audit protocols, completion of post-inspections, and assessment for mechanical ventilation.
  - CSD shall notify Contractor of the client files requested, and Contractor shall submit the client files within five business days.
  - CSD may increase the percentage of client files reviewed and frequency of client file reviews based on the severity of non-compliance issues identified during the client file review process.

- Monthly Performance Review

  - CSD will conduct monthly review of expenditure status to ensure Contractors are meeting their expenditure benchmarks as required per the contract.
  - CSD will follow up with Contractor if contractual benchmarks are not being met.

- Quality Assurance (QA) Inspections

- CSD QA inspections will occur on a regular basis to meet the five percent minimum quota. CSD may determine that an increase in the number of inspections is warranted based upon identified issues and previous inspection findings.

- Onsite Visits
  - If an issue is identified because of any review, CSD may determine that an onsite visit is warranted. This visit could include CSD Field, QA, Technical Support staff, and/or a CSD-contracted third party.

Training

- Agencies are required to participate in all training deemed appropriate by CSD or its representatives.
- Additional training may be required if issues identified through reviews or previous findings warrant it. The training may be applicable to field and program support staff.

2017 DOE Contract Checklist

General Comments and Requirements:

1. Please do not use correction fluid or tape. Do not make any changes or notations to the contract document. If any corrections are necessary, please contact your Field Representative. If you need to reproduce contract pages, please do so single-sided only.

2. When you return the Contract packet to CSD, please arrange all pages, including the face sheets and articles, in the order received. All forms printed from the CSD Providers' Website will need to be added to the back of the contract packet. Please do not use staples on any of the documents.

Check the box as the following completed documents are attached to the contract.

☐ 1. Did you provide CSD with 2 copies of the contract?

☐ 2. Did you complete the contractor's name and title of the person authorized to sign the contract? Are both contracts face sheets signed (wet signature) and dated by authorized person?

☐ 3. Did you include a current FFATA form?

☐ 4. Did you provide a signed Lobbying Form?

☐ 5. Do you have current insurance or Self-Insurance Authority Certification on file with CSD?

☐ 6. Did you attach (or already submit) a Board Resolution? N/A If a general Board Resolution was submitted previously and is not specific to the program, program year, and does not contain any changes.

Programmatic Contract Requirements (as applicable):

☐ 7. Did you provide a completed DOE Weatherization Budget form (CSD 570)?

☐ 8. Did you provide a completed DOE WAP Performance and Expenditure Benchmark form (CSD 622D)?

☐ 9. Did you provide a completed DOE Priority Plan Narrative (CSD 793)?

☐ 10. Did you attach (or already submit) a CSD 188 Agency Staff and Board Roster form? N/A If a general Board Roster was submitted and no changes have occurred.

☐ 11. If applicable, submit a Working Capital Advance. Did you complete, sign and submit the form to EARS.Reports@CSD.CA.GOV?

Please return both completed contract packets within 30 days (45 days for public agencies) to:

Contract Services Unit
Department of Community Services and Development
2389 Gateway Oaks Drive, Suite 100
Sacramento, CA 95833-4246

STATE OF CALIFORNIA
STANDARD AGREEMENT
STD. 213 (Rev. 6/03)

AGREEMENT NUMBER	AMENDMENT NUMBER
17C-4010	**0**
REGISTRATION NUMBER	

1. This Agreement is entered into between the State Agency and the Contractor named below

STATE AGENCY'S NAME
Department of Community Services and Development

CONTRACTOR'S NAME
Community Action Partnership of Kern

2. The term of this Agreement is: June 1, 2018 through May 31, 2019

3. The maximum amount of this Agreement is: Total $264,399.00

4. The parties agree to comply with the terms and conditions of the following exhibits that are by this reference made a part of the Agreement:

Part I
- Preamble
- Article 1 - Scope of Work
- Article 2 - Contract Construction, Administration, Procedure

Part II*
- Subpart A - Administrative Requirements*
- Subpart B - Financial Requirements*
- Subpart C - Programmatic Requirements*
- Subpart D - Compliance Requirements*
- Subpart E - Certifications and Assurances*
- Subpart F - State Contracting Requirements GTC 04/2017*
- Subpart G - Definitions*
- Subpart H - Table of Forms*

Items shown with an Asterisk (*) are hereby incorporated by reference and made a part of this agreement as if attached hereto. These documents can be accessed at https://providers.csd.ca.gov/.

IN WITNESS WHEREOF, this Agreement has been executed by the parties hereto.

CONTRACTOR		**CALIFORNIA Department of General Services Use Only**
CONTRACTOR'S NAME *(If other than an individual, state whether a corporation, partnership, etc.)* **Community Action Partnership of Kern**		
BY *(Authorized Signature)* ☞	DATE SIGNED *(Do not type)*	"I hereby certify that all conditions for exemption have been complied with, and this document is exempt from the Department of General Services approval."
PRINTED NAME AND TITLE OF PERSON SIGNING Jeremy T. Tobias, Chief Executive Officer		
ADDRESS 5005 Business Park North, Bakersfield, CA 93309		
STATE OF CALIFORNIA		
AGENCY NAME **Department of Community Services and Development**		
BY *(Authorized Signature)* ☞	DATE SIGNED *(Do not type)*	
PRINTED NAME AND TITLE OF PERSON SIGNING **Brian Dougherty, Deputy Director, Administrative Services**		
ADDRESS **2389 Gateway Oaks Drive, Suite 100, Sacramento, California 95833**		☐ Exempt per _____

STANDARD AGREEMENT
PARTS I & II - ENTIRE CONTRACT

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STANDARD AGREEMENT
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PART I

PREAMBLE

This subvention agreement, for the implementation of the Department of Energy Weatherization Assistance Program (DOE WAP) in program year 2017 ("Agreement"), is entered into between the Department of Community Services and Development ("CSD" or "Department") and the contractor named on Form STD. 213, the face sheet of this document ("Contractor"), and shall be enforceable on the date last signed.

NOW THEREFORE, in consideration of the promises and of the mutual agreements and covenants hereinafter set forth, the CSD and Contractor hereby agree as follows:

ARTICLE 1 – SCOPE OF WORK

1.1 General

A. Contractor agrees to provide Weatherization (WX) assistance to eligible participants residing in the service area described in Section 1.2, pursuant to Title 42 of the United States Code (U.S.C.) Section 6861 et seq., as amended and 10 Code of Federal Regulations (CFR), Part 440, as amended, the Department of Energy Weatherization Assistance Program (DOE WAP) for low-income persons. Contractor shall ensure that the highest level of assistance will be furnished to those households which have the lowest income and highest energy costs or needs in relation to income.

B. The DOE WAP Catalog of Federal Domestic Assistance number is 84.042. Award is made available through the United States Department of Energy.

1.2 Service Area

A. The services shall be performed in the Service Territory comprised of the following service area(s):

See Part II, Subpart H. The 2017 DOE WAP Numbers, Contractors, and Service Territories listing may be accessed at http://providers.csd.ca.gov.

B. Contractors that provide services in Los Angeles and San Diego counties shall refer to the ZIP Codes listing located at http://providers.csd.ca.gov to determine the zip codes for their respective area.

STANDARD AGREEMENT
PARTS I & II - ENTIRE CONTRACT

1.3 Term and Amount of Agreement

A. The term of this Agreement shall be for the period represented on the face sheet (Form STD 213).

B. The Maximum Amount of this Agreement shall be as specified on the face sheet.

C. The amount allocated under this Agreement as specified in Paragraph B is expressly contingent upon Contractor's compliance with DOE WAP Performance requirements specified in Article 10, Section 10.5, "Service Delivery, Expenditure Requirements, and Consequences for Failure to Perform," of this Agreement.

1.4 Program Authorities – Requirements, Standards and Guidance

A. All services and activities are to be provided in accordance with applicable federal, state, and local laws and regulations, and as those laws and regulations may be amended from time to time, including but not limited to, the following:

1. The Energy Conservation in Existing Buildings Act of 1976, 42 U.S.C. §§ 6851 et seq., and 10 Code of Federal Regulation (CFR) Part 440;

2. The Federal Procurement requirements for Energy Contracts, 10 CFR 600.236;

3. The Single Audit Act, 31 U.S.C. §§ 7301 et seq., and Office of Management and Budget (OMB) Subpart F-Audit Requirements Circular 2 CFR 200 its appendices and supplements.

4. Applicable Intellectual Property Provisions for federal financial assistance awards specified in 10 CFR 600.136.

B. *Conflict of Laws.* Contractor shall comply with all of the requirements, standards, and guidelines contained in the authorities listed below, as they may be amended from time to time, with respect to procurement, administrative, and other costs claimed under this Agreement, including those costs incurred pursuant to subcontracts executed by Contractor, notwithstanding any language contained in the following authorities that might otherwise exempt Contractor from their applicability. To the extent that the requirements, standards, or guidelines directly conflict with any State law or regulation at Government Code §6851 et seq. or 22 CCR §100800 et seq., or any provision of this Agreement, then that law or regulation or provision shall apply, unless, under specified circumstances, a provision of federal law applicable to grants, such as 10 CFR 440, allows for the

application of state law.

1. Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR 200);

2. Contractor further agrees to abide by all requirements in California Contractor Certification Clauses 04/2017 (CCC-04/2017)

C. CSD shall provide Contractor with short-term program guidance to inform or direct immediate action to correct a problem or provide relief from an obligation in the form of a "CSD Program Advisory (CPA) No. XX-XXX" posted at https://providers.csd.ca.gov.

D. CSD shall provide Contractor with specific program guidance which shall be binding on the Contractor as a condition of the Contractor's participation in the DOE WAP program, and as a condition of receipt of funds under the program, PROVIDED:

1. That such guidance shall be issued by CSD in writing in the form of "CSD Program Notice (CPN) No. XX-XX" posted at https://providers.csd.ca.gov.

2. That such guidance shall be issue by CSD in writing in the form of "CSD Program Advisory (CPA) No. XXX posted at https://providers.csd.ca.gov;

3. That such guidance shall be issued by CSD in the most timely and expeditious manner practicable;

4. That such guidance shall be reasonably necessary to realize the purposes of DOE WAP;

5. That major and material changes in the program and/or requirements which substantially affect the Contractor's and/or CSD's ability to fulfill their obligations or otherwise serve to create a substantial hardship on either the Contractor or CSD shall be subject to an amendment to this Agreement;

6. Contractor shall notify CSD within 10 working days of issuance of a CPN, if contractor is unable to fulfill its obligations under the new guidance;

7. That the parties' failure to execute a mutually acceptable amendment or CPN, as contemplated in subparagraph C 5 and C 6, in a reasonable period of time, shall result in this Agreement being without force and effect

subject only to such provisions contained herein as are intended to survive the Agreement in accordance with the express and implied provisions of applicable federal and state law; and

8. That upon CSD's good faith determination, delivered to the Contractor by written notice that Agreement between the parties to any necessary amendment or CPN as contemplated in subparagraph C 5 and C 6 cannot be achieved, then this contract shall be "closed out" and the funds disposed in accordance with established CSD procedure and policy and as required under federal and state law.

E. CSD provided Contractor with specific participation conditions that are incorporated into this Contract as referenced in Addendum B - Participation Conditions. The Participation Conditions are conditions of Contractor's participation in the DOE WAP program.

F. The federal and state laws, regulations and other authorities referenced in this Section are hereby incorporated by reference into this Agreement. Copies may be accessed for reference at www.csd.ca.gov.

G. Contract Elements Integral to Agreement

1. Contractor's Priority Plan Narrative and forms listed below are integral to this Agreement:

a. DOE Weatherization Priority Plan Narrative (CSD 793) (referenced in Part II, Article 5.1),

b. DOE Weatherization Budget (CSD 570) (referenced in Part II, Article 5.1),

c. DOE Performance and Expenditure Benchmark (CSD 622D),

d. Certification Regarding Lobbying/Disclosure of Lobbying Activities,

e. Contractor Certification Clause (CCC-04/2017),

f. Current Insurance or Self-Insurance Authority Certification,

g Agency Staff and Board Roster (CSD 188),

h. Federal Funding Accountability and Transparency Act Report (CSD 279),

i. Proof of Contractor's website modification pursuant to Addendum A – DOE Directives, Section 5.0.

j. Addendum B - Participation Conditions

2. The forms must be completed by Contractor before CSD will execute the Agreement and Contractor is authorized to commence work. CSD will not forbear from executing this Agreement pending its own review and final approval of Contractor's submission, provided Contractor acts in good faith to rectify any outstanding issues associated with the forms. The approved forms shall become part of this Agreement.

H. Contractor's signature affixed hereon shall constitute a certification that to the best of Contractor's ability and knowledge it will, unless exempted, comply with the provisions set forth in Part II, Article 11, Section 11.1, "Certifications" of this Agreement.

1.5 Special Contract Contingency – Quality Control Inspector Certification

In addition to the Quality Control Inspectors (QCI) Certification requirement specified in Section 9.2 and the reimbursement restrictions and inspection requirements provided in Section 5.5 D.1.a., this Agreement is subject to, and expressly contingent upon, the following provisions:

A. This Agreement shall have no force and effect until fully executed by CSD and notice of CSD's execution of the Agreement has been communicated to Contractor. CSD will not execute this Agreement until Contractor has provided CSD with documentation reasonably acceptable to CSD that shows Contractor has employed or contracted with a certified quality control inspector who has met the certification requirements of Section 9.2.

B. If at any time during the term of this Agreement Contractor is unable to meet the requirements of Section 5.5 D.1.a. because Contractor loses access to a Certified QCI, Contractor shall immediately notify CSD of the loss and may not report any weatherized dwelling or request reimbursement for weatherization work and associated expenditures until such time as Contractor has employed or contracted with a certified quality control inspector who has met the certification requirements of Section 9.2.

C. If CSD reasonably determines that Contractor is unable to fully expend Contractor's allocation and to provided services as required herein because of a lack of access to a Certified QCI, CSD may, at its sole option, terminate this Agreement and/or transfer Contractor's allocation, in whole or in part, to another contractor for expenditure, after giving Contractor written notice of its intended action.

1.6 Duplication of Services and Dwelling Interest Booking Services

A. Duplication of Services

Dwellings that have received Low Income Weatherization Program (LIWP) funded energy efficiency measures do not qualify for additional energy efficiency measures under this Agreement, except for the following:

1. Assessment and installation of Health and Safety measures not installed through LIWP.

2. Re-weatherization in accordance with DOE program requirements.

3. Call-backs in accordance with DOE program requirements.

B. Dwelling Interest Booking Service. The Dwelling Interest Booking Service (DIBS) allows Contractor to reserve projects and prevent duplication of efforts by other CSD Service Providers operating within the Contractor's service areas. The reservation feature will ensure reimbursement of weatherization services in accordance with contract requirements.

1. CSD shall prepare and make available to Contractor a Program Advisory that will include, but not limited to, guidance on weatherization service restriction requirements to prevent the duplication of services, and dwelling reservation restrictions related to the maximum number of reservations, reservation length, reservation removal, and conditions for reimbursement.

2. Contractor herby agrees to comply with the Program Advisory and understands that the advisory shall govern the service restriction requirements and dwelling reservations.

3. Upon implementation of DIBS, Contractor's in specific service areas shall reserve projects and confirm dwelling eligibility in accordance with the Program Advisory to ensure reimbursement of services.

4. Failure to comply with the Program Advisory service restrictions and reservation requirements may result in the loss of the right to reimbursement for dwellings reserved by another CSD Service providers or dwellings that received services under LIWP, except for dwellings that received services under subparagraph A.

STANDARD AGREEMENT
PARTS I & II - ENTIRE CONTRACT

ARTICLE 2 – CONTRACT CONSTRUCTION, ADMINISTRATION, PROCEDURE

2.1 Base Contract and Whole Agreement

A. This Agreement consists of two parts, which together constitute the whole agreement between CSD and Contractor.

B. Part I is the "Base Contract" which consists of the following:

1. The face sheet (Form STD 213) which specifies:

   a. the parties to the Agreement;
   b. the term of the Agreement;
   c. the maximum dollar amount of the Agreement; and
   d. the authorized signatures and dates of execution.

2. The Preamble, Article 1 and Article 2

3. Zip Code Cross-Reference, if Contractor's Service Area is defined in whole or in part by ZIP Codes.

C. Part II consists of the "Administrative and Programmatic Provisions" which are comprised of Subparts A through H, including specified requirements, obligations, provisions, procedures, guidance, forms and technical materials, necessary for program implementation.

D. Agreed upon Contract Execution Provisions and Procedures

1. Only Part I, the Base Contract, will be exchanged by the parties for execution with original signatures, fully executed copies being retained by each party.

2. Part II, Administrative and Programmatic Provisions is hereby incorporated by reference into this Agreement, is an essential part of the whole Agreement, and is fully binding on the parties.

3. CSD shall maintain a certified date-stamped "hard copy" of Part II for inspection by Contractor during normal business hours, as well as a date-stamped, edit restricted, version of Part II on CSD's "Provider Website," which may be accessed by Contractor, "down-loaded" and printed at Contractor's option.

4. Neither Part I nor Part II of this Agreement may be changed or altered by any party, except by a formal written, fully executed amendment, or as provided in paragraph D 5 of Section 1.4 with respect to program guidance, or as provided Section 3.2 of Part II, Subpart A, Article 3, with respect to minor modifications. Upon such amendment of any provision of Part II, the amended version shall be date-stamped and locked-down until such time as a subsequent Agreement or amendment is executed by the parties.

2.2 State Contracting Requirements – "General Terms and Conditions, GTC 04/2017"

In accordance with State contracting requirements, specified contracting terms and conditions are made a part of this agreement. The provisions in their entirety are found in Subpart F of this Agreement and are fully binding on the parties in accordance with state law.

2.3 Contractor's Option of Termination

A. Notwithstanding the provisions of paragraph D of Section 1.4, Contractor may, at Contractor's sole option, elect to terminate this contract in lieu of adherence to the procedures set out in paragraph D of section 1.4, should Contractor determine that any subsequent program guidance or proposed amendment to the contract is unjustifiably onerous or otherwise inimical to Contractor's legitimate business interests and ability to implement the contract in an effective and reasonable manner, PROVIDED:

1. Such notice of termination is in writing and will be effective thirty (30) days after receipt by CSD, delivered by U.S. Certified Mail, Return Receipt Requested.

2. Notice contains a statement of the reasons for termination with reference to the specific provision(s) in the program guidance or proposed amendment in question.

B. Contractor shall be entitled to reimbursement for all allowable costs incurred prior to termination of the contract. Such reimbursement shall be in accordance with the program guidance and contract provisions in effect at the time the cost was incurred.

C. Contractor shall, within sixty (60) days of termination, closeout the contract in accordance with contractual closeout procedures.

D. CSD may at its option procure a temporary replacement provider, and may at its option, designate a permanent replacement provider for Contractor's service area in accordance with federal and state law.

2.4 Budget Contingencies

A. State Budget Contingency

1. It is mutually agreed that if funds are not appropriated for implementation of DOE WAP through the State budget process or otherwise, whether in the current year and/or any subsequent year covered by this Agreement, this Agreement shall be of no further force and effect. Upon written notice to Contractor by CSD that no funds are available for contract implementation, the Agreement shall be terminated and the State shall have no obligation to pay Contractor or to furnish other consideration under this Agreement and Contractor shall not be obligated for performance.

2. If program funding for any fiscal year is reduced to such degree that CSD reasonably determines that the program cannot be implemented effectively, the State shall at its sole discretion have the option either to terminate this Agreement upon written notice to Contractor or, in the alternative, to offer and negotiate an amendment addressing the reduced funding. If the parties fail to reach agreement on such amendment, CSD may at its option give written notice of termination without further obligation by either party except for contract closeout obligations and final settlement.

B. Federal Budget Contingency

1. The parties agree that because of uncertainty in the federal budget process, this Agreement may be executed before the availability and amounts of federal funding can be ascertained, in order to minimize delays in the provision of services and the distribution of funds. The parties further agree that the obligations of the parties under this Agreement are expressly contingent on adequate funding being made available to the State by the United States Government.

2. If federal funding for any fiscal year is reduced to such degree that CSD reasonably determines that the program cannot be implemented effectively, the State shall at its sole discretion have the option either to terminate this Agreement upon written notice to Contractor or, in the alternative, to offer and negotiate an amendment addressing the reduced

funding. If the parties fail to reach agreement on such amendment, CSD may at its option give written notice of termination without further obligation by either party except for contract closeout obligations and final settlement.

3. If federal funding authorities condition funding on any obligations, restrictions, limitations, or conditions not existent when this Agreement was executed, this Agreement shall be amended by mutual agreement for compliance with such obligations, restrictions, limitations or conditions. Failure of the parties to reach agreement on such amendment shall render this Agreement without force and effect.

4. Subject to the provisions of subparagraph B 2, CSD shall authorize expenditures of funds under this Agreement based on any Continuing Resolution appropriations that are adequate for the purpose. CSD shall notify the Contractor in writing of authorized interval funding levels.

2.5 Miscellaneous Provisions

A. Assignment. Neither this Agreement nor any of the rights, interests, or obligations under this Agreement shall be assigned by any party without the prior written consent of the other parties, except in the case where responsibility for program implementation and oversight may be transferred by the State to another State agency. In the event of such transfer, this Agreement is binding on the agency to which the program is assigned.

B. Merger/Entire Agreement. This Agreement (including the attachments, documents and instruments referred to in this Agreement) constitutes the entire agreement and understanding of the parties with respect to the subject matter of this Agreement and supersedes all prior understandings and agreements, whether written or oral, among the parties with respect to such subject matter.

C. Severability. If any provision of this Agreement be invalid or unenforceable in any respect for any reason, the validity and enforceability of any such provision in any other respect and of the remaining provisions of this Agreement will not be in any way impaired and shall remain in full force and effect.

D. Notices. Unless otherwise provided herein, notice given by the parties shall be in writing, delivered personally, by United States mail, or by overnight delivery service (with confirmation). Certain reporting and other communications may be delivered electronically as specified by CSD or as is customary between the parties. Notice shall be delivered as follows:

STANDARD AGREEMENT
PARTS I & II - ENTIRE CONTRACT

1. To Contractor's address of record; and

2. To CSD at:
Department of Community Services and Development
Field Operations
2389 Gateway Oaks Drive, Suite 100
Sacramento, CA 95833

Community Action Partnership of Kern

5005 Business Park North, Bakersfield, CA 93309
P: (661) 336-5236 F: (661) 336-5228

AMENDMENT II TO PROFESIONAL SERVICES AGREEMENT

This is an Amendment to the Professional Services Agreement ("Agreement") dated February 23, 2016 by and between Brown Armstrong Accountancy Corporation ("Vendor") and Community Action Partnership of Kern ("CAPK"). The effective date for this Amendment will be May 1, 2018.

Section 3 of the original Agreement reads as follows:

The period of performance for the Agreement shall be from February 1, 2016 through January 31, 2019.

Section 3 of the original Agreement is revised to read as follows:

The period of performance for the Agreement shall be from February 1, 2016 through January 31, 2021

Both parties want to extend and continue said agreement; it is agreed that said agreement is extended for an additional two (2) year term now expiring on January 31, 2021.

The Agreement is restated in its entirety and shall hereafter be as read and provided.

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

VENDOR: Brown Armstrong Accountancy Corporations

Signature: _____ Date: _____

Printed Name: _____ Title: _____

CAPK: COMMUNITY ACTION PARTNERSHIP OF KERN

Signed by: _____ Date: _____
Jeremy T. Tobias, Chief Executive Officer

COMMUNITY ACTION PARTNERSHIP OF KERN (CAPK)

MEMORANDUM

COPY

To: Audit and Pension Committee

Christine Anami

From: Christine Anami, Chief Financial Officer

Date: April 12, 2018

Subject: *Agenda Item 5b*: Renewal of Audit Services Agreement (Brown Armstrong) - ***Action Item***

CAPK entered into an agreement with Brown Armstrong Accountancy Corporation for audit services beginning with the fiscal year ended February 29, 2016. The agreement (see attachment) is for three years at a maximum fee of $81,000 with an option to renew in one (1) year increments for two (2) years by mutual agreement. CAPK's fiscal year that recently ended on February 28, 2018 is the third year of the agreement.

The agreement was amended on March 15, 2018 (see attachment) to include an additional $6,000 for the audit of the employee 403(b) tax deferred annuity plan that was converted to an ERISA plan effective January 1, 2018. Since it is now an ERISA plan, it is required to have an audit similar to the audit of the employer 401(a) defined contribution pension plan. The $6,000 audit fee for the 403(b) plan is the same amount as the audit fee for the 401(a) plan that is included in the $81,000. The first audit of the 403(b) plan would be included in the option to renew timeframe.

Staff is very satisfied with the audit services rendered by Brown Armstrong for the prior two years under the current agreement as well as during the previous five years under the agreement dated February 24, 2011. Brown Armstrong's audit staff is professional and knowledgeable of auditing standards and reporting requirements. They have a good understanding of CAPK's programs and accounting processes.

Taking into consideration Brown Armstrong's performance for the past seven years and their $87,000 audit fee which includes the additional $6,000 for the 403(b) audit, staff recommends extending the agreement for audit services for two additional years.

Recommendation

Staff recommends that the Audit and Pension Committee authorizes Jeremy T. Tobias, Chief Executive Officer and/or Christine Anami, Chief Financial Officer to proceed with renewing the agreement with Brown Armstrong Accountancy Corporation for two additional years at a maximum fee of $87,000 each year.

Attachments: 1. Professional Services Agreement with Brown Armstrong Accountancy Corporation dated February 23, 2016 without attachments
2. Amendment to Professional Services Agreement with Brown Armstrong Accountancy Corporation dated March 15, 2018

Account Code:
6510-905-904-200-000-00-5-1

Community Action Partnership of Kern
5005 Business Park North • Bakersfield, CA 93309
(661) 336-5236 Fax: (661) 336-5228

PROFESSIONAL SERVICES AGREEMENT

This Professional Services Agreement, ("Agreement"), is made and entered into as of this 23rd day of February, 2016, by and between Brown Armstrong Accountancy Corporation ("Vendor") and the Community Action Partnership of Kern ("CAPK").

1. **DESCRIPTION OF SERVICES.** The Audit Services Vendor will conduct the following services, including, but not limited to:
    a. Financial and compliance audits of CAPK for the years ending February 29, 2016, February 28, 2017, and February 28, 2018;
    b. Financial and compliance audits of special purpose financial statements for the years ending June 30, 2016, 2017 and 2018 to comply with reporting requirements specified in agreements with the California Department of Education;
    c. An Audit of CAPK's Defined Contribution Pension Plan for the years ending February 29, 2016, February 28, 2017, and February 28, 2018;
    d. A financial and compliance audit of the First 5 Kern Programs for the years ending February 29, 2016, February 28, 2017, and February 28, 2018;
    e. The preparation of Federal and State annual information tax returns.

    Audits shall be conducted in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States, also in accordance with the Program-Specific Audit Option standards under OMB's 2 CFR Part 200 and all other applicable standards.

    Performance: The Vendor is required to prepare audit reports in accordance with auditing standards as set forth by the American Institute of Certified Public Accountants; the standards for financial audits contained in *Government Auditing Standards*; issued by the Comptroller General of the United States; in conformity with the CDE Audit Guide (Rev. June 2010) issued by the California Department of Education and any other regulations, publications or audit guides relevant to CAPK's grants and/or agreements.

    Audit Assistance: The staff of CAPK's Finance Division and responsible management personnel will be available during the audit to assist the Vendor by providing information, documentation and explanations. Finance Division staff will prepare reasonably required statements and schedules to support the audit.

    CAPK will provide the Vendor with reasonable work space. The Vendor will also be provided with the use of photocopiers, fax, e-mail and access to computer internet and phones to accomplish the audit.

    Delivery Schedule: Vendor shall have draft(s) of the audit report(s) for review by the Executive Director and Director of Finance at least three weeks prior to delivering the final audit report(s) to CAPK's Board of Directors. The due dates of the final audit report(s) are as follows:

- Organization-wide audit including compliance audit of First 5 Kern Programs for year(s) ending:
  - February 29, 2016: Due no later than November 30, 2016
  - February 28, 2017: Due no later than November 30, 2017
  - February 28, 2018: Due no later than November 30, 2018
- Special purpose financial statement audit for year(s) ending
  - June 30, 2016: Due no later than November 15, 2016
  - June 30, 2017: Due no later than November 15, 2017
  - June 30, 2018: Due no later than November 15, 2018
- Defined Contribution Pension Plan audit for year(s) ending
  - February 29, 2016: Due no later than December 15, 2016
  - February 28, 2017: Due no later than December 15, 2017
  - February 28, 2018: Due no later than December 17, 2018
- Federal and State annual tax returns for year(s) ending
  - February 29, 2016: Due no later than January 17, 2017
  - February 28, 2017: Due no later than January 16, 2018
  - February 28, 2018: Due no later than January 15, 2019

Exit Conference: An exit conference with CAPK's representatives and the Vendor's representatives will be held at the conclusion of the field work. Observations and recommendations must be summarized in writing and discussed with CAPK. It should, at a minimum, include discussion of internal control and program compliance observations and recommendations.

Workpapers: Upon request, the Vendor will provide a copy of the workpapers pertaining to any questioned costs determined in the audit. The workpapers must be concise and provide the basis for the questioned costs as well as an analysis of the issue(s) identified.

- All audit workpapers shall be retained for at least three years from the end of the audit period.
- All audit workpapers shall be available for examination by authorized representatives of CAPK, its cognizant federal or state audit agency, the General Accounting Office, and other entities authorized by CAPK.

2. **PAYMENT FOR SERVICES.** Payment for services shall be paid as detailed in Vendor's Fee Proposal dated October 29, 2015, which is attached hereto and incorporated into this agreement by reference, for the above described services. Vendor will submit an original monthly progress invoice detailing all work performed by the 10TH day of the following month. Terms are Net 30 from the date the original invoice is received at CAPK's Finance Office. This Agreement supersedes any other agreements/contracts in effect, written, implied or otherwise.

   Note: The Vendor shall mail all invoices to CAPK, Attn: Finance Division, 5005 Business Park North, Bakersfield, CA 93309. (Include Tax I.D. Number on all Invoices.)

3. **TERM.** The period of performance for this Agreement shall be from February 1, 2016 through January 31, 2019.
4. **TERMINATION.** CAPK may terminate this Agreement at any time for any reason by giving at least thirty (30) days' notice in writing to the Vendor. If the Agreement is terminated by CAPK as provided herein, the Vendor will be paid a fair payment as negotiated with CAPK for the work completed as of the date of termination. CAPK shall terminate by delivering to the Vendor a Notice of Termination specifying the extent of termination and the effective date.
5. **OPTION TO RENEW.** The period of performance for this Agreement may be renewed in one (1) year increments for up to two (2) years by mutual agreement of the parties.

6. **RELATIONSHIP OF PARTIES.** It is understood by the parties that the Vendor is an independent vendor with respect to this Agreement and is not an employee of CAPK and will not be provided fringe benefits, including health insurance benefits, paid vacation, or any other employee benefit.
7. **WORK PRODUCT.** Any copyrightable works, ideas, discoveries, inventions, patents, products, or other information (collectively, the "Work Product") developed in whole or in part by the Vendor in the connection with the services provided shall be the exclusive property of CAPK.
8. **CONFIDENTIALITY.** Vendor will not at any time, or in any manner, either directly or indirectly, use for his/her personal benefit, or divulge, disclose, or communicate in any manner any information that is proprietary to CAPK. Vendor will protect such information and treat it as strictly confidential. This provision shall continue to be effective even after the termination of this Agreement and any extensions for a period of three (3) years. Upon termination of this Agreement, Vendor will return to CAPK all records, notes, documentation and other items that were used, created, or controlled by the Vendor on behalf of CAPK during the term of this Agreement.
9. **INJURIES.** Vendor acknowledges his obligation to obtain appropriate insurance coverage, if applicable, and to name CAPK as additional insured. Also, Vendor waives any rights to recovery for any injuries that he/she may sustain while performing services under this Agreement and that compensation for such injuries shall be covered by his/her own insurance.
10. **INDEMNIFICATION.** The Vendor shall hold harmless and indemnify the CAPK, its board members, officers, employees and volunteers, from every claim or demand which may be made by reason of any injury to person or property sustained by the Vendor or by any person, or corporation, employed directly or indirectly by Vendor upon or in connection with his/her performance of the work described herein, however caused.
11. **INSURANCE.** All policies required of the Vendor shall be primary insurance as to CAPK, its board, officers, agents employees and volunteers and any insurance or self-insurance maintained by CAPK, its board, officers, agents employees and designated volunteers shall be in excess of the Vendors insurance and shall not contribute with it. Additional insured endorsement shall use ISO form CG20 10 11 85 (in no event with an edition date later than 1990).
    The insurance required hereunder shall be maintained until all work required to be performed by this Agreement is satisfactorily completed. Vendor shall furnish CAPK with a certificate of insurance and required endorsements evidencing the insurance required.
    a. Professional Liability Professional Liability (Errors and Omissions) Insurance, for liability arising out of, or in connection with, the performance of all required services under this Agreement, with limits of not less than: $1,000,000.00 per occurrence; $2,000,000.00 Aggregate, and the policy shall contain an additional endorsement in favor of the CAPK, its board members, officers, employees and volunteers.
    b. Workers' compensation insurance with statutory limits and employer's liability insurance with limits of not less than One Million Dollars ($1,000,000) per occurrence; and the policy shall contain a waiver of subrogation endorsement in favor of CAPK, its board, officers, agents employees and volunteers.
    c. Automobile Liability Insurance, providing coverage on an occurrence basis for bodily injury, including death, of one or more persons, property damage and personal injury, with limits of not less than One Million Dollars ($1,000,000) per occurrence; and the policy shall:
        i. Provide coverage for owned, non-owned and hired autos.
12. **GOVERNING LAW.** This Agreement shall be construed and enforced in accordance with the laws of the State of California. If either party initiates an action to enforce the terms hereof or declare rights hereunder, the parties agree that the venue thereof shall be the County of Kern, State of California.

13. **WAIVER.** The parties hereto agree that failure of either party to enforce any term and/or provision hereof shall not be deemed to constitute a waiver of other provisions of this Agreement.
14. **ADDITIONAL TERMS AND CONDITIONS, FEDERAL ASSURANCES, AND CONTRACT ADDENDA.** The attached Additional Terms and Conditions, Federal Assurances and Contract Addenda A through H, as applicable in CAPK's sole determination, are hereby incorporated by reference and are a part of
15. **C – CERTIFICATIONS.** The attached Appendix C – Certifications, is hereby incorporated by reference this agreement.
16. **APPENDIX** and is a part of this agreement, once executed by the Vendor.
17. **ENTIRE AGREEMENT.** The foregoing constitutes the entire agreement between the parties and may not be modified, unless done in writing and signed by both parties.

The parties hereto have executed this Agreement at the place and on the dates specified above their respective signatures.

VENDOR:

Executed at: BAKERSFIELD, CA

Signature: _____ **Date:** 2/18/16

Name/Title: ANDREW J. PAULSEN, PARTNER

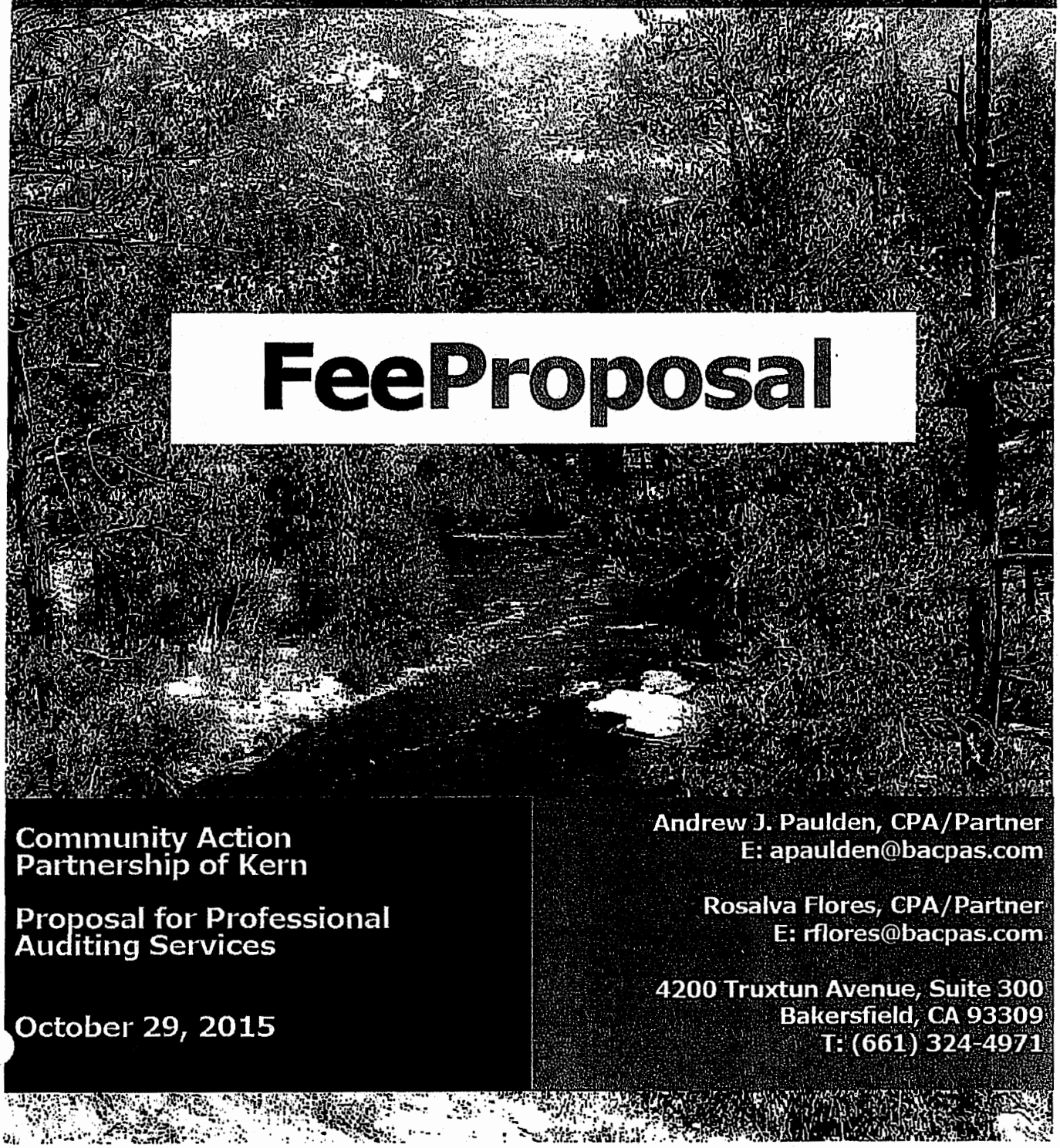
COMMUNITY ACTION PARTNERSHIP OF KERN:

Executed at: Bakersfield, CA

Signed by: _____ **Date:** 2/23/16
Jeremy T. Tobias, Executive Director

CAPK Staff INITIALS			
mlp	SH	a	

BROWN ARMSTRONG
Certified Public Accountants



FeeProposal

Community Action Partnership of Kern

Proposal for Professional Auditing Services

October 29, 2015

Andrew J. Paulden, CPA/Partner
E: apaulden@bacpas.com

Rosalva Flores, CPA/Partner
E: rflores@bacpas.com

4200 Truxtun Avenue, Suite 300
Bakersfield, CA 93309
T: (661) 324-4971

BROWN ARMSTRONG

FEE PROPOSAL

BROWN ARMSTRONG

1. Total All-Inclusive Maximum Price

a. Name of Firm

Brown Armstrong Accountancy Corporation

b. I, the undersigned, certify that I am duly authorized to represent the above named firm and am empowered to submit this bid. In addition, I certify that I am authorized to contract with the Community Action Partnership of Kern on behalf of the above mentioned firm.

Signature	Principal Title	October 29, 2015 Date

Andrew J. Paulden
Name (Print)

c. The total all-inclusive maximum price for fiscal years 2016 through 2018, and option years 2019 and 2020 is as follows:

Organization-wide Audit	$ 45,000
A-133 Compliance Audits	15,000
First 5 Kern	3,000
Special Purpose Audit	12,000
Money Purchase Pension Plan	6,000
	$ 81,000

d. Rates by Partner, Specialist, Supervisory and Staff Level

Auditors Standard Hourly Billing Rates				Optional Years	
POSITION	**2016**	**2017**	**2018**	**2019**	**2020**
Partner	$ 150	$ 150	$ 150	$ 150	$ 150
Manager	$ 120	$ 120	$ 120	$ 120	$ 120
Supervisory Staff	$ 90	$ 90	$ 90	$ 90	$ 90
Staff Accountant	$ 65	$ 65	$ 65	$ 65	$ 65
Other (clerical)	$ 50	$ 50	$ 50	$ 50	$ 50

We do not anticipate that additional services will be necessary to complete the audit. In the event that additional services are necessary to either supplement the services requested in this Request for Proposal, or to perform additional work as a result of the specific recommendations included in any report issued on this engagement, then such additional work shall be performed only if set forth in an addendum to the contract between Community Action Partnership of Kern (CAPK) and the Firm. Any such additional work agreed to between CAPK and the Firm shall be performed at the same rates set forth in the schedule of fees and expenses included in the sealed fee proposal.

e. Cost Proposal of Audit Services

	Hours	Hourly Rates	Total
Partners	80	$ 150	$ 12,000
Managers	190	120	22,800
Supervisory Staff	254	90	22,860
Staff	346	65	22,490
Other (clerical)	12	50	600
Subtotal	882		80,750
Out-of-Pocket Expenses			250
Total all-inclusive maximum fee for the 2016 audit			$ 81,000
Total all-inclusive maximum fee for the 2017 audit			$ 81,000
Total all-inclusive maximum fee for the 2018 audit			$ 81,000
Total all-inclusive maximum fee for the 2019 audit (option year 1)			$ 81,000
Total all-inclusive maximum fee for the 2020 audit (option year 2)			$ 81,000

2. Manner of Payment

Brown Armstrong agrees to progress payments on the basis of hours of work completed during the course of the engagement and out-of-pocket expenses incurred in accordance with our fee proposal. Interim billings shall cover a period of not less than a calendar month.

Community Action Partnership of Kern
5005 Business Park North • Bakersfield, CA 93309
P: (661) 336-5236 F: (661) 633-1080

ACCOUNT CODE:
Contract Log: 160219-01

AMENDMENT I TO PROFESSIONAL SERVICES AGREEMENT

This is an Amendment to the Professional Services Agreement ("Agreement") dated February 23, 2016 by and between Brown Armstrong Accountancy Corporation ("Vendor") and Community Action Partnership of Kern ("CAPK"). The effective date for this Amendment will be March 15, 2018

Section 2 of the original Agreement reads as follows:

2. **PAYMENT FOR SERVICES.** Payment for services shall be paid as detailed in Vendor's Fee Proposal dated October 29, 2015, which is attached hereto and incorporated into this agreement by reference, for the above described services. Vendor will submit an original monthly progress invoice detailing all work performed by the 10th day of the following month. Terms are Net 30 from the date the original invoice is received at CAPK's Finance Office. This agreement supersedes any other agreements/contracts in effect, written, implied or otherwise.
Note: The Vendor shall mail all invoices to CAPK, Attn: Finance Division, 5005 Business Park North, Bakersfield, CA 93309. (Include Tax I.D. Number on all invoices).

Section 2 of the original Agreement is revised to read as follows:

2. **PAYMENT FOR SERVICES.** Payment for services shall be paid as detailed in Vendor's letter to CAPK, dated March 9, 2018, which is attached hereto and incorporated into this agreement by reference, for the services described in the original agreement. Vendor will submit an original monthly progress invoice detailing all work performed by the 10th day of the following month. Terms are Net 30 from the date the original invoice is received at CAPK's Finance Office. This agreement supersedes any other agreements/contracts in effect, written, implied or otherwise.
Note: The Vendor shall mail all invoices to CAPK, Attn: Finance Division, 5005 Business Park North, Bakersfield, CA 93309. (Include Tax I.D. Number on all invoices).

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

Vendor: Brown Armstrong Accountancy Corporation

Signature: _____ **Date:** 3-2018

Printed Name: ANDREW J. PAULSEN **Title:** PARTNER

OWNER: COMMUNITY ACTION PARTNERSHIP OF KERN

Signed by: _____ **Date:** 3/19/18
Jeremy T. Tobias, Chief Executive Officer

CA

BROWN ARMSTRONG
CERTIFIED PUBLIC ACCOUNTANTS

BROWN ARMSTRONG

Certified Public Accountants

March 9, 2018

Jeremy T. Tobias, Executive Director
Community Action Partnership of Kern
5005 Business Park North
Bakersfield, California 93309

BAKERSFIELD OFFICE
(MAIN OFFICE)
4200 TRUXTUN AVENUE
SUITE 300
BAKERSFIELD, CA 93309
TEL 661.324.4971
FAX 661.324.4997
EMAIL info@bacpas.com

FRESNO OFFICE
10 RIVER PARK PLACE
EAST SUITE 208
FRESNO, CA 93720
TEL 559.476.3592

LAGUNA HILLS OFFICE
23272 MILL CREEK DRIVE
SUITE 255
LAGUNA HILLS, CA 92653
TEL 949.652.5422

STOCKTON OFFICE
5250 CLAREMONT
AVENUE
SUITE 150
STOCKTON, CA 95207
TEL 209.451.4833

Dear Mr. Tobias:

As you know, we are entering the final year of our three-year contract for audit and tax services. We value your business. Retention of clients like you is very important to us. There is currently an option for a two-year extension.

Our original proposed fees for the February 28, 2019 and February 29, 2020 audits was $81,000. We would like to propose an additional $6,000 for the audit of the 403(b) retirement plan, for a total of $87,000.

We have enjoyed our past relationship and look forward to continuing to serve your Agency. If you accept this proposal, please sign the enclosed copy and return it to us in the enclosed envelope.

Sincerely,

BROWN ARMSTRONG
ACCOUNTANCY CORPORATION

By: Andrew Paulden

AJP:bnb:mmj
Enclosure
I:\..\PROPOSAL\2018\Nonprofit\Community Action Partnership of Kern\Proposal Letter.doc

RESPONSE:

The Community Action Partnership of Kern accepts this proposal.

By: _____

Date: 3/19/18

Title: Chief Executive Officer.

CA

REGISTERED with the Public Company Accounting Oversight Board and MEMBER of the American Institute of Certified Public Accountants

COMMUNITY ACTION PARTNERSHIP *of* KERN
BOARD OF DIRECTORS
PROGRAM REVIEW & EVALUATION COMMITTEE MEETING
May 16, 2018
12:00 p.m.

MEETING MINUTES

1. **Call to Order**

   Fred Plane 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: Fred Plane, Jonathan Mullings, Marian Panos

   Absent: Lorena Fernandez

   Others present: Others present: Jeremy Tobias, Chief Executive Officer; Yolanda Gonzales, Director of Head Start / State Child Development Programs; Ralph Martinez, Director of Community Development; Raymond Quan, Director of Human Resources; and other CAPK staff.

3. **Approval of Agenda**

   Motion was made and seconded to approve the Program Review and Evaluation meeting agenda for May 16, 2018. Carried by unanimous vote. (Mullings/Panos).

4. **Public Forum:**

   No one addressed the Committee.

5. **Program Presentation**

   a. Friendship House Community Center & Shafter Youth Center – Lois Hannible & Angelica Nelson

      Lois Hannible, Program Manager for Friendship House Community Center, and Angelica Nelson, Program Manager for Shafter Youth Center, presented the highlights of the many programs and services that each center offers to the youth in their respective communities. In addition, both centers participate in the Senior Food Distribution program, each serving approximately 200 seniors per month. The Youth Centers are also utilized in the evenings for community meetings, sports and recreation activities and specialized programs serving adults, with the rental income generating additional revenue to the Centers.

6. **New Business**

   a. April 2018 Program and Division Reports – Ralph Martinez, Director of Community Development– ***Action Item***
      - 2-1-1 Kern
      - Central Kitchen
      - Community Development – Grants & Research
      - East Kern Family Resource Center

- Energy
- Food Bank
- Friendship House
- Human Resources
- Migrant Childcare Alternative Payment
- Operations
- Shafter Youth Center
- Volunteer Income Tax Assistance
- Women, Infants and Children

Ralph Martinez presented the highlights from the Division Program Reports for April 2018 and introduced new staff member, James Burger, Outreach & Advocacy Coordinator who came to CAPK from the Bakersfield Californian.

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

b. Application Status Report and Funding Requests – Ralph Martinez, Director of Community Development – ***Action Item***

Ralph Martinez reported on the pending, awarded, and declined applications for April and presented five funding request profiles for approval.

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

c. Head Start / State Child Development April 2018 Enrollment Update and Meals Report – Jerry Meade, PDM Administrator – ***Action Item***

Jerry Meade provided the Enrollment & Meals report and stated the Head Start Kern enrollment is at 99% and all other programs are at 100%. Program wide, the average daily attendance was 97% for the month of April and two centers, Blanton and Fairfax, achieved 100% attendance for the month. The percentage of total meals served in April was 88% vs. 78% for April 2017. Jerry also reported that the new Broadway Center is awaiting Fire Marshal Clearance and staff spent time in April and early May to prepare for the Focus Area 2 Review being conducted now. Once the results are in, the report will be shared with the Board.

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

d. April 2018 Outreach & Advocacy Report – James Burger, Outreach & Advocacy Coordinator – ***Info Item***

James Burger reported that during the month of April, the Pete Para Center celebrated their 10-year Anniversary, the Annual Humanitarian Awards Banquet was held at Friendship House, and the first free Farmers Market was held in Wasco. Going forward, multi-media projects are planned to introduce CAPK programs to the community with the goal to increase the public's awareness and connection to CAPK.

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

7. **Committee Member Comments**

Marian Panos said that the Focus 2 Review process went well and it was a good experience.

8. **Next Scheduled Meeting**

Program Review & Evaluation
Wednesday, June 13, 2018
12:00 p.m.
5005 Business Park North
Bakersfield, California 93309

9. **Adjournment**

The meeting adjourned at 12:57 pm.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Operations/Emilio Wagner		**Month/Year:** April 2018
Program/Work Unit: 2-1-1 Kern County	**Staffing:** 14 (3 Vacancy)	**Program Manager/Supervisor:** Esperanza Contreras
Services: Provides 24/7 information and referral services via phone or CAPK's website to residents of Kern. Also provides call handling services for Kings, Tulare, Merced, Mariposa and Stanislaus Counties and schedules appointments for the CAPK Energy Program utility assistance services and provides applications.		

Activities	Description			
Information & Referral Services	**Incoming**	**Answered**	**Unanswered**	**Referrals**
Kern County	3,814	3,408	406 (11%)	6,965
Kings County	172	157	15 (9%)	*
Tulare County	623	568	55 (9%)	*
Mountain Valley (Mariposa and Merced Counties)	133	116	17 (14%)	*
Stanislaus County	907	830	77 (9%)	*
Total	5,649	5079	570 (10%)	

*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	2,424	11,847
Weatherization	Calls Routed through 2-1-1	494	1,860
Mental Health	Calls Answered	128	556
Website Visitors	Visitors to CAPK's 2-1-1 Kern web page	3,087	10440
VITA	Calls Routed through 2-1-1	412	6,699

CalFresh Enrollments	Onsite enrollment into CalFresh (Supplemental Nutrition Assistance Program (SNAP/food stamps)	**Submitted**	**Approved**	**Pending**
		12	**1**	**10**

Outreach Activities	Outcomes
- CAPK Disability Advisory Committee Resource Fair - GBLA Focus Group	211 Kern informational cards: 40

Highlights:

- 2-1-1 Kern and Director of Operations participated in the Community Information Exchange Summit in San Diego. The summit focused on how the community as a whole can work together to fully service a clients.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Nutrition Services/Carmen Segovia		**Month/Year**: April 2018
Program/Work Unit: Central Kitchen	**Staffing:** 22 Staff Members	**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. 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. • Home base 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	**84,543**	**29,526**	**30,191**	**24,826**
Home Base Meals	**247**	**67**	**85**	**95**
Total	**84,790**	**29,593**	**30,276**	**24,921**

Other:

1. The Central Kitchen's fully staffed with all 22 positions filled at this time. One of the two substitutes resigned at the beginning of the month. That position will be filled during the summer session. This will provide the Central Kitchen complete coverage in production when staff are absent or on leave.
2. The Central Kitchen received one of two convection ovens, which will be installed on Wednesday, April 25, 2018. The new oven will replace a 20 year old oven that has been having issues for the past year. The addition of the new oven will expedite morning hot food preparation and delivery.
3. The Central Kitchen experienced mechanical problems with three of the vans: door handles breaking, sliding door problems; one that needed towed due to it stalling every time it was put in drive. All issues were addressed by KCSOS transportation department, which has maintained our vehicles road ready throughout the year. They have been very attentive to the needs of our agency vehicles.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Community Development/Ralph Martinez		**Month/Year:** April 2018
Program/Work Unit: Grants & Research	**Total Staffing**: 6 1 Vacancies	**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 Proposals	U.S. Administration for Community Living, Administration for Aging.		X
	US Dept. of Justice Office of Justice Programs (DOJ OJP)		X
	United Way Kern County Phase 35-Food Bank	X	
	US Internal Revenue Service- VITA	X	
	Kern County Emergency Solutions Grant	X	
	US Dept. of Health and Human Services	X	
	Bank of America	X	
Potential Funding Opportunities – Research in Progress	• Program support and collaboration: all CAPK programs!		

Projects	**Description**
Grants Monitoring & Support	CD team is assisting with new program contracts, outcome monitoring and reporting. New partner meetings to support new program contracts.
Learning Communities	CAPK continues to participate in the two CAP Learning Communities; engaging with other agencies for capacity building/developing strategies to strengthen our agency's efforts in the areas of Economic Empowerment and Integrated Services.
Financial Capabilities	CD staff is working with Bank of the West to establish a Small Business Advisory Council for the CAPK Small Business Assistance program—helping low-to-moderate income small business owners be successful and grow. Bank of the West accepted work plan for the CAPK Small Business Assistance program.
Program Budgets	FHCC, SYC, and VITA managers received training and began using the Budget to Actual Template to achieve closer contract monitoring.
Strategic Plan 2016-2021	Goal groups continue to meet. CD Staff to support groups and monitor process as needed.
CSBG	CD is supporting programs/administration with data collection and reporting program outcomes, for existing and upcoming contract reporting changes that will be required with 2019 CSBG reporting.
ROMA/Organizational Standards	CD/Administration staff are in the process of becoming State CSD ROMA Certified Implementers. CAPK is currently 100% compliant. Staff is monitoring ongoing updates and will process as needed over the next few months.

Other: CD's new Senior Community Development Specialist is on-board. The Outreach Coordinator begins May 7, 2018.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Nutrition Services/Carmen Segovia		**Month/Year:** April, 2018
Program/Work Unit: East Kern Family Resource Center	**Total Program Staffing**: 5	**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	23 0	107 2
Children enrolled in center-base program		0	3
Adults in Court Mandated Parenting Classes		3	3
Services to Walk-ins	Services e.g., faxing and photocopying legal documents (such as such as birth certificates, Social Security cards, immigration status information needed to receive public assistance), food, clothing, referrals to other support services, and ongoing case management	58	226
Emergency Supplies Closet and Other Services	Food (individuals)	8	62
	Clothing (individuals)	18	79
	Photocopies (individuals) HEAP Application Supporting Docs	595 27	1261

Other: The EKFRC is now recruiting for the Economic Empowerment position with the OCAP grant. It has been reported that CAPK was the only program in California to receive this grant.

Staffing: First 5 Case Manager is out on Maternity leave and the DR Case Manager is out on medical leave.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Operations/Emilio Wagner		**Month/Year: April** 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	316	2,525
1B. Low Income Home Energy Assistance Program (LIHEAP) Utility Assistance (2017)		298	6,944
1C. Low Income Home Energy Assistance Program (LIHEAP) Utility Assistance (2016)		-0-	8,027
2. Low Income Home Energy Assistance Program(LIHEAP) Weatherization Assistance (2016, 2017 & 2018)	• Assistance with residential repair/weatherization (e.g., weather stripping, thermostats, door/window replacement, etc.)	25	1,362
	• Energy-efficient appliance installation	3	203
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.)	-0-	76
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)		**$359,141**	**$9,271,527**
		Results	
6. Energy calls received (from 2-1-1)		**2918**	
		HEAP	**Wx**
7. Number of LIHEAP applications Received		**687**	**85**
8. Number of LIHEAP applications Completed		**620**	**60**
9. Number of LIHEAP applications in Progress		**107**	**25**
10. Outreach Events attended	4/07 – Dream Rally 4/13 – Head Start Home Base staff meeting 4/16 – Head Start Center Director meeting 4/19 – Head Start Disability Resource Fair 4/24 – Salvation Army Senior Center Meeting 4/25 – Safe Families Resource Fair at DHS	Distributed HEAP/Wx applications	

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Nutrition Services/Carmen Segovia		**Month/Year:** April 2018
Program/Work Unit: Food Bank	**Total Staffing**: 16	**Program Manager:** Jaime Orona
Services: Partners with 119 food distribution sites throughout Kern County to provide food assistance to low-income families and individuals.		

		Status	
Activities	**Description**	**Month**	**YTD**
USDA Commodities	Individuals Served (April)	41,511	160,617
	Poundage Received all Programs	1,101,135	3,660,550
	TOTAL POUNDAGE DIST. ALL SITES	976,615	3,741,481
Food Sourcing	Donations Received: 238,000 pounds of produce & 10 different produce items. • Ag Against Hunger: Leafy Greens, Broccoli, cauliflower • Blackwell Land Co.: Citrus • Bolthouse: Carrots • California Association of Food Banks/Farm to Family: cauliflower, celery • Grimmway: leafy greens, beets, carrots • Target: Mixed produce • TD Produce: Red Cabbage & Red Potatoes • Wonderful Co: Citrus CAPK FB: • Held a "Farmers Market" in Wasco/Wonderful Grant Distributing 14,000lbs of produce & bread Serving 364 Families/ 1456 Individuals • Distributed 6,600 lbs of produce to 6 CSFP/Senior Sites Serving 1,010 Seniors		
Food Drives: 111 lbs. for the month of April	"Bingo Night Tuesday" at the Kern County Fairgrounds 111 lbs.		

Other:

- Back-Pack Buddies program, we have continued distributing 65 bags of food every two weeks to Greenfield and Buttonwillow elementary schools.
- On April 13th, we provided ice cream and healthy snacks to Pauly Elementary school" annual wellness fair.
- April 17th & 18th Food Bank" had our annual TEFAP (The Emergency Food Assistance Program) review.
- Love Thy Neighbor event on the 28th was held by Canyon Hills Assembly of God and First Presbyterian Church of Bakersfield. Food Bank was able to donate produce, bread and water.
- Our CSFP (senior distribution program) held 33 distributions during the month of April and distributed 30-pound boxes of healthy and non-perishable food to 3,004 seniors throughout Kern County.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Community Development/Ralph Martinez		**Month/Year:** April 2018
Program/Work Unit: Friendship House	**Total Program Staffing: 5**	**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.	11	25
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.	6	99
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	22
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.	551	1878
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 an opportunity to gain paid work experience.	0	104
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.	0	9

Other:

- The CAPK Humanitarian Awards Banquet was held at the CAPK Friendship House Community Center. Positive comments were received regarding the event and the facility.
- CAPK Friendship House Community Center was awarded a Grow Fit grant award from Kern Family Health Care, to provide community youth with nutrition education, gardening skills and physical activities.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Raymond Quan		**Month/Year: April 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	838	
	Subs/Temps	42	
	Total Staff	**880**	
New Hires	**All divisions and programs**		
	Regular	9	**36**
	Subs/Temps	8	**53**
	Total New Hires	**17**	**89**
Leaves of Absence	Intermittent Leave	127	
	Full-time Leave	26	
	Total on Leave	**153**	
Terminations	**All divisions and programs**		
	Voluntary	9	44
	Involuntary	3	10
	Total Terminations	**12**	**54**
Staffing	**Vacancy**	20	75
	Total Applications Received	**83**	**451**
Payroll	**Total Hours Paid**	111044.76	
	Total Gross Payroll	**$2,338,679.01**	

Projects	**Completed:**
HR/Payroll-Electronic Job Requisitioning HR-Pension Audit & Preparation Payroll-On Boarding Prep-Kids HR-Recruitment Issues HR-Licensing Issues	Training/Online-ADP for performance reviews Electronic performance evaluations submitted for December & New Hires Signed contracts at The Standard Continued Training for Hartford/Administration/Started 03/01/2018 Pension Transition Black Out Period Ended 05/01/2018. Transition Completed

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Health & Nutrition Services/Carmen Segovia		**Month/Year:** April 2018*
Program/Work Unit: Migrant Childcare AP Program (MCAP)	**Total Staffing**: 17, *3 vacancies; Admin. Clerk, Subsidized Reimbursement Specialist, 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 March 2018, which was processed in the month of April 2018.*

		Status	
Activities	**Description**	**Total**	**% by County**
Active Enrollments	Kern**	345	44%
	Madera	69	9%
	Merced	19	2%
	Tulare	155	20%
	Kings	87	11%
	Fresno	106	14%
	Total	**781**	**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 right on track to meet the FY 17-18 contact. Staff continues to 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 have halted new enrollments to ensure that program remains within the contracts Maximum Reimbursable Amount (MRA).

On 4/3 the Program Manager attended the "Let's Talk: Bright Futures for Migrant Children" collaborative meeting held in Visalia. This was a great opportunity to network with other service providers in the Tulare County area that can be a benefit to our program participants.

On 4/4 the MCAP management participated in the California Department of Education (CDE) Webinar on the Program Self-Evaluation (PSE). The PSE was conducted April 16-27, 2018. A total of 25 family and 25 provider files were audited. The audit results were very positive with only a fiscal error rate of 0.003%. There were 5 file/clerical errors, but these errors did not impact the eligibility of the family. The errors were human data entry errors and not systemic errors.

On 4/5 the MCAP management attended an AP program training in Pomona, CA hosted by California Alternative Payment Program (CAPPA) in conjunction with CDE. This training provided the opportunity to engage in a question and answer discussion with CDE staff on the implementation of the regulation changes brought by the Budget Act 2017

On 4/20 the Program Manager attended the supervisor training, Session 3 at Work Logic. This was a great training that provided guidance on how to successfully conduct difficult conversations with our subordinates.

Upcoming Activities:

On 5/15 the Program Manager will be attending supervisor training Session 4 at Work Logic.

On 5/30 the Program manager will be presenting the result of the MCAP Program Self-Evaluation (PSE) to the Board. This report is due to CDE on June 1, 2018.

COMMUNITY ACTION PARTNERSHIP OF KERN
DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Operations/Emilio Wagner		**Month/Year:** April 2018
Program/Work Unit: Business Services/ Maintenance & Operations/Information Technology/Risk Management	**Total Division Staffing:** 19	**Program Manager/Supervisor:** Dan Ripoli, Laurie Sproule, Kerri Davis
Services: Facility repair and maintenance, procurement, information technology, safety, risk insurance, vehicle registration, contracts, facility leases and facility planning.		

		STATUS	
Activities	**Description**	**Received**	**Completed 3/1/ 2018 to Date**
Business Services			
Purchase Orders Processed		154	328
Contracts/Leases Processed		6	17
Request for Proposals (RFP)	• Electronic Contract Management System • Insurance Broker Consulting • HS Grant Services Consultant Services • HS Community Needs Assessment • Garden Pathways Site Improvements • Energy	In Review In Review Preparing Contract Preparing Contract In Progress In Progress	
Leases	• Renew Panama Lane for WIC • Renew Roberts Lane for WIC • Renew James Rd. in Shafter for WIC • Renew all BCSD Leases	In Progress In Progress In Progress In Progress	
Contracts	• Michael K. Brown • RM Industries	Complete In Progress	
Maintenance & Operations		**Work in Progress**	**03/01/2018 to Date Closed**
Facility Work Orders Processed	Repair and maintenance of CAPK facilities and vehicles.	38	550
Projects	• Continuing to work with PG&E to install LED exterior lighting at a much reduced rate in multiple locations. • LED lighting has been installed and completed at the Central Kitchen and the Maintenance Warehouse and has greatly improved the visibility at these locations. • Led lighting is in the process of being installed at the Friendship House. • RFP has been sent for work at Garden Pathways. • In the process of drawing plans for renovations of Oasis and Shafter Head Start centers for summer work.	In Progress Complete In Progress In Progress	

Operations Division April 2017 Report – Continued

Information Technology		**Received**	**03/01/2018 to Date Closed**
Help Desk Work Orders Processed	Technical assistance to employees, repairs, troubleshooting, coordination of services with IT services subcontractor	330	790
Projects	• Cyber Security RFP • AT&T Erate Installation • MCAP & Central Kitchen windows Upgrade • Implement ConnectWise ticketing system • PRTG Monitoring system configuration	In Progress 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	7 2 0 0 0 0	31 10 2 1 0 2 1
General Liability		0	0
Property Incidents		1	6
Vehicle Incidents		1	4
Projects	• W/C Renewal • Alice Training • Ergonomic Studies of Central Kitchen • Emergency Communication System/Plan • Draft Work Place Violence Program	In progress In progress In progress In progress Completed/Submitted for approval	

Other:

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

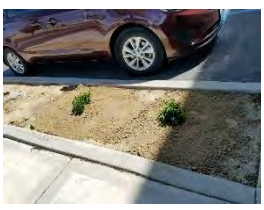
Division/Director: Community Development/Ralph Martinez		**Month/Year:** April 2018
Program/Work Unit: Shafter Youth Center	**Total Program Staffing:** 3	**Program Manager/Supervisor:** Angelica Nelson
Services: Summer and after-school tutoring, homework assistance, educational, recreational, and social 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.		

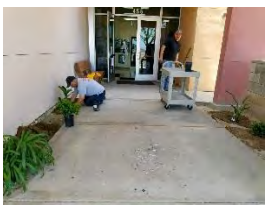
Activities	Participants	
Description	**Month**	**YTD**
After-School Program Tutoring, homework assistance, recreation, health & nutrition education.		77
Teen Pregnancy and Sexually Transmitted Infections Prevention (Information and Education) (#"s as of 7/1/2017) Informing and educating teens ages 12-19 years on preventing pregnancy and the spread of sexually transmitted infections.	14	97
Evening Program - Open Basket Ball **Zumba**	20 – 45 per night	

Other:

- Shafter Youth Center celebrated Earth Day! Along with the help of Shafter Lions Club and Shafter Girl Scouts Troop 2447, SYC planted greenery that was donated by Home Depot.
- United Farmworkers Foundation hosted a workshop on citizenship applications at SYC on April 21st, from 9 am – 6 pm. They had over 25 participants completing applications.
- Kern County Public Health CX3 Project held a Community Meeting at SYC, on April 10th. Not many attended, but those that did, had the opportunity to voice their concerns about access to healthy and unhealthy foods in the community.
- Bakersfield Pregnancy Center has teamed up with Shafter Youth Center by bringing their Mobile Unit for clients to access. The Mobile Unit is available on 2nd and 4th Wednesday of the month from 2-5 pm with services for pregnancy screenings, ultrasounds and many more features.








COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Community Development/Ralph Martinez		**Month/Year APRIL 2018**
Program/Work Unit: VITA	**Total Program Staffing**: 7 full-time staff	**Program Manager/Supervisor:** Sandi Truman
Services: Trained volunteers provide free tax preparation and e-filing for low- medium income individuals and families and assist clients with application for Earned Income Tax Credit (EITC).		

		Results			
Activities	**Description**	**Month**		**YTD**	
Tax Returns Completed	State & Federal		**835**		**4713**
Refunds	Federal	$631,948		$7,233,548	
	Federal EITC	$264,063	196	$3,559,438	1598
	Federal Total				**$7,233,548**
	State	$123,102		$1,085,474	
	California EITC	$36,786	144	$295,636	992
	State Total				**$1,085,474**
Total Credits & Refunds	**State & Federal**		**1494**		**$8,319,022**

Other:
By the end of April, the CAPK VITA program completed over 6,000 returns with more than $8 ml. back too low to moderate income people and families in Kern County.

The first week of April, 7 Cornell University students spent their spring break in Bakersfield to volunteer at our VITA site. The students were certified before they arrived and spent 3 days in the office, assisting VITA clients.





The VITA volunteer recognition cruise was held on April 28th. We chartered a bus and went to Long Beach this year for an afternoon chartered cruise through the harbor. A buffet of Mexican food was served, awards were given to all that attended—we love our volunteers!

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Nutrition Services/Carmen Segovia		**Month/Year:** April 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.		

			Participation 10/1/17 – 9/30/18			
Description			**Case Load**	**Month**	**Central Valley Avg.**	**State Avg.**
Total	All services		**20,170**	**15670 – 78%**	**75.23**	**72.2**
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	65	Mojave			72*
	Bakersfield		Oildale			421
	044	938*	Ridgecrest			659
	E. California Avenue	1602	Rosamond			662
	Niles Street	2243	Shafter			336*
	Montclair	394	Tehachapi			457
	Friendship House	114	Wasco			1876
	Panama	1284				
	Boron	77	San Bernardino County			
	Buttonwillow	81	Adelanto			1794
	California City	668	Big Bear			307
	Delano	1014	Crestline			267
	Edwards Air Force Base	*	Needles			165
	Lost Hills	130	Phelan			*
			Mobile WIC			44

Projects

CAPK WIC continues to exceed the State average.

Hub meetings were held in April. Topics covered were the new nutrition education class on increasing activity as and reviewing new policy memoranda.

Outreach created new referral forms to be used at Mercy Southwest by the Nursing education staff to direct patients to CAPK WIC. Outreach is also working with the CAPK WIC staff in Delano to increase referrals through Omni Health Delano Regional Center. Outreach also works with our staff to attend events and help with getting out information to the community. Mitchall Patel provided a presentation to two Bakersfield College Classes about the benefits of CAPK WIC and where to receive services.

We continue to have a Facebook and Instagram presence. 10 people expressed interest in CAPK WIC through the CAPK.org website.

Regional Breastfeeding Liaison – Katherine Campos continues to represent WIC at various community meetings at Kern Medical, First 5, and OMNI Family Health as well as the Tulare, Kern County, and Antelope Valley Breastfeeding Coalitions. Katherine is expanding her reach to Pediatrician offices to train staff about the benefits of Breastfeeding. She attended the Turlock Ag Summit to promote Breastfeeding accommodation in the agriculture setting.

COMMUNITY ACTION PARTNERSHIP OF KERN

FUNDING REQUESTS AND APPLICATION STATUS REPORT

PENDING -April 2018

Date Approved	Date of App. Submission	Funding Source	Program/Proposal	Amount Requested
11/29/2017 (Board)	12/4/2017	US Department of Agriculture	CAPK Food Bank Network Capacity Building & Emergency Preparedness Project	$ 350,000
3/14/18 (PRE)	2/15/2018	US Department of Justice, Office of Violence Against Women	The East Kern Partnership-3yrs	$ 500,000
4/11/18 (PRE)	**3/30/2018**	**Borax Visitors Center Foundation**	**East Kern Family Resource Center, East Kern Health Link**	**$ 2,750**
5/16/18 (PRE)	**4/30/2018**	**U.S. Administration for Community Living, Administration for Aging**	**SYC Happy, Healthy Seniors Program (3 Years)**	**$ 150,000**

COMMUNITY ACTION PARTNERSHIP OF KERN

FUNDING REQUESTS AND APPLICATION STATUS REPORT

AWARDED - April 2018

Date Approved	Date of Notification	Funding Source	Program/Proposal	Amount Requested	Amount Awarded	Funding Period
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
9/13/2017 (PRE)	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
3/21/2018 (PRE)	**4/18/2018**	**Kern Family Health Care**	**EKFRC Emergency Closet**	**$ 2,000**	**$ 2,000**	**6/1/2018-12/31/2018**
3/21/2018 (PRE)	**4/18/2018**	**Kern Family Health Care**	**FHCC Grow Fit**	**$ 2,000**	**$ 2,000**	**6/1/2018-12/31/2018**
3/21/2018 (PRE)	**4/18/2018**	**Kern Family Health Care**	**SYC Yoga and CPR**	**$ 2,000**	**$ 2,000**	**6/1/2018-12/31/2018**
				TOTAL	**$ 759,360**	

COMMUNITY ACTION PARTNERSHIP OF KERN

FUNDING REQUESTS AND APPLICATION STATUS REPORT

DECLINED -April 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
6/14/2017 (PRE)	*No response*	Enterprise Rent-A-Car / Feeding America	Food Bank / Operation Software	$ 25,000
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
9/13/2017 (PRE)	9/15/2017	Heffernan Foundation	FHCC & SYC/ STEM	$ 19,000
2/15/2017 (B&F)	*No response*	Bank of America Charitable Foundation	FHCC/ PREP Works for Opportunity Youth	$ 60,000
	1/31/2018	Strategic Growth Council Transformative Climate Communities	Kern County Disadvantage Communities Study	$ 250,000
10/25/2017 (Board)	11/6/2017	California Coastal Commission - Whale Tail	FHCC and SYC After School Marine Studies Program	$ 10,000
1/17/2018 (PRE)	**4/11//18**	**CA Board of State and Community Corrections**	**The Partnership for Advancement of Youth-2 years funding**	**$ 492,850**
10/25/17 (Board)	**4/18/2018**	**City of Bakersfield/ Community Development Block Grant**	**Food Bank/ Expansion & Disaster Preparedness Project**	**$ 749,285**
10/25/2017 (Board)	**4/18/2018**	**CDBG-County**	**Food Bank/ Expansion & Disaster Preparedness Project**	**$ 749,285**

Community Action Partnership of Kern
Funding Request Profile

Source of Funds: Public

CFDA # 16.812

Project Name: CAPK Partners for Reentry

Division Director: Ralph Martinez

Funder Name: US Department of Justice
Grant Program Name: Friendship House Community Center
Funding Period: 10/1/2018-9/31/2021

Program Manager: Lois Hannible

☒ ***New Funding***

☐ ***Re-Application***

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

CAPK is applying to the US Department of Justice for $993,682 to support three years of the FHCC's Partners in Reentry (PR) program. The PR program will serve at least 150 inmates/formerly incarcerated males that are medium-to-high risk of reoffending—those to be released in Kern County under Realignment, Post Release Community Supervision (PRCS). The emphasis of the program is to reduce recidivism by preparing incarcerated/formerly incarcerated adult males for employment by giving them the knowledge and skills needed to get a job while helping them with underlying issues/criminological needs that prevent employment success—improving communication skills, anti-social behavior, family/relationships, and substance abuse issues.

Pre-release services will begin up to 6 months prior to the participant's release date and include assessment and case management. Depending on assessed needs/risk factors, participants will then receive cognitive behavioral treatment, substance abuse treatment, and/or family/relationship counseling. Post-release services will begin the day of release and can include the above plus ***job preparation education*** such as completing applications, interview skills and work place expectations, and ***job training/certifications*** through program partner WESTEC to prepare participants for jobs in Kern's oil and manufacturing industries.

B. ***Use of Funds:***

Funds of $993,682 will be used for salaries of four full-time, 40 hour per week, staff—Project Lead, Program Educator, Case Manager, and Program Assistant; training for evidence based programing; mileage; a program evaluator; and general program supplies.

C. ***Approvals:***

1. _____
Division Director — Date

2. Ralph Martinez 5-3-18
Director of Community Development — Date

3. Christine Anami 5/3/18
Chief Financial Officer — Date

4. [signature] 5/3/18
Chief Executive Officer — Date

D. ***Board:***

☐ Policy Council — Date: _____

☐ PRE Presentation — Date: _____

☐ B&F Approval — Date: _____

☐ Board Approval — Date: _____

Community Action Partnership of Kern
Funding Request Profile

Source of Funds: Private

Project Name: Yoga and CPR

Funder Name: Kern Family Health Care
Grant Program Name: Shafter Youth Center
Funding Period: 7/01/2018-6/30/2019

CFDA # N/A

Division Director: Ralph Martinez

Program Manager: Angie Nelson

☒ ***New Funding***

☐ ***Re-Application***

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

CAPK is applying for $2,000 from Kern Family Health Care to support Shafter Youth Center's (SYC) Yoga and CPR/First Aid classes to be offered to SYC parents and the community. Two 10 week sessions of yoga will be offered for 25 participants per session, facilitated by a certified yoga instructor. The CPR/First Aid will be taught by certified instructor and offered in two sessions for a total of 20 students and include classes in adult/child/infant CPR/first Aid. Certification cards will be given at end of class.

B. *Use of Funds:*

Funding of $2,000 will be used for the yoga and CPR instructors and general supplies including yoga matts and resistance bands.

C. *Approvals:*

1. _____
Division Director Date

2. Ralph Martinez 4/26/18
Director of Community Development Date

3. Christina Amami 5/2/18
Chief Financial Officer Date

4. _____ 5/3/18
Chief Executive Officer Date

D. *Board:*

☐Policy Council Date: _____

☐PRE Presentation Date: _____

☐B&F Approval Date: _____

☐Board Approval Date: _____

Community Action Partnership of Kern
Funding Request Profile

Source of Funds: Private

Project Name: Emergency Supply Closet

Funder Name: Kern Family Health Care
Grant Program Name: East Kern Family Resource Center
Funding Period: 7/01/2018-6/30/2019

CFDA # N/A

Division Director: Carmen Segovia

Program Manager: Whitney Hughes

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

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

CAPK is applying for $2,000 from Kern Family Health Care to support the East Kern Family Resource Center's Emergency Supplies Closet. The goal of this project is to help individuals and families in crisis with basic necessities—that can't be acquired through other means—such as cribs, bedding, diapers, infant formula, household cleaning supplies, basic hygiene items, and home child proofing kits. Many of the families that come to EKFRC fear losing their children because they cannot meet some of their basic needs. These are high stress situations for families and simply providing basic necessity items can end the immediate crisis, allowing families to move towards stability.

B. *Use of Funds:*

Funding of $2,000 will be used for basic need items such as diapers, formula, baby blankets, household cleaning supplies, and personal hygiene items.

C. *Approvals:*

1. Carmen Segovia 5/3/18
Division Director Date

2. [signature] 4-26-18
Director of Community Development Date

3. Christine Amami 5/2/18
Chief Financial Officer Date

4. [signature] 5/3/18
Chief Executive Officer Date

D. *Board:*

☐Policy Council Date: _____
☐PRE Presentation Date: _____
☐B&F Approval Date: _____
☐Board Approval Date: _____

Community Action Partnership of Kern
Funding Request Profile

Source of Funds: Public

Project Name: Kern VITA Partnership

Funder Name: U. S. Department of Treasury/Internal Revenue Service (IRS)

Grant Program Name: CAPK VITA

Funding Period: 10/1/2018 – 9/30/2020

CFDA # 21.009

Division Director: Ralph Martinez

Program Manager: Sandi Truman

☐ ***New Funding***

☒ ***Re-Application***

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

CAPK is re-applying for up to $150,000 per year for two years from the U. S. Department of Treasury/Internal Revenue Service to fund the Kern VITA Partnership. This funding will allow CAPK VITA to continue to extend services to underserved populations in hardest-to-reach areas, increase the capacity to file returns electronically; heighten quality control; enhance training of volunteers; and improve the accuracy rate of returns prepared at VITA sites.

This funding will build upon the program's success and partnerships providing income tax preparation services and Earned Income Tax Credit assistance for low-to-moderate income residents of Kern County. During the 2017-2018 tax season, CAPK VITA completed/filed 4,987 returns and program partners completed/filed an additional 1,397, for a total of ***6,384*** returns filed resulting in $9,675,898 in tax refunds and $4,377,585 in Earned Income Tax Credits—over $14,000,000 returned to Kern residents and families.

B. *Use of Funds:*

Requested funds will be used to cover a percentage of the project's personnel costs—including partnerships/subrecipients as appropriate—for the CAPK VITA program manager, site coordinators, and administrative assistants. The IRS grant funds will also cover a percentage of general operating expenses such as rent, utilities, office supplies, and outreach materials.

C. *Approvals:*

1. _____
Division Director — Date

2. Ralph Martinez 5-3-18
Director of Community Development — Date

3. Christina Arami 5/7/18
Chief Financial Officer — Date

4. [signature] 5/7/18
Chief Executive Officer — Date

D. *Board:*

☐Policy Council Date: _____

☐PRE Presentation Date: _____

☐B&F Approval Date: _____

☐Board Approval Date: _____

Community Action Partnership of Kern
Funding Request Profile

Source of Funds: Federal

Project Name: Emergency Food & Shelter Program – Phase 35

Funder Name: U.S. Dept. of Homeland Security-Emergency Food and Shelter National Board Program, United Way of Kern County

Grant Program Name: CAPK Food Bank

Funding Period: 10/1/2018 – 9/30/2019

CFDA #: 97.024

Division Director: Carmen Segovia

Program Manager: Jaime Orona

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

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

CAPK'S Food Bank is applying to the United Way of Kern County for up to $125,000 in funding from the Emergency Food and Shelter National Board Program (EFSP) to provide emergency food to CAPK's Food Bank Program which supports 110 distribution sites across Kern County. The purpose of the EFSP is to supplement and expand the work of local social service agencies to assist people experiencing severe economic crisis and resulting food insecurity. The EFSP is funded by the U.S. Department of Homeland Security and administered by the Local Board of United Way which distributes the appropriate funds to qualified nonprofit organizations working to alleviate hunger and homelessness.

B. *Use of Funds:*

The $125,000 requested will be applied towards the procurement of food and fresh produce for distribution by the CAPK Food Bank to 110 pantries which then distributes to low-income, food insecure residents of Kern County including outlying rural communities.

C. *Approvals:*

1. Carmen Segovia 5/8/18
Division Director Date

2. Ralph Mendez 5-8-18
Director of Community Development Date

3. Christine Ancmi 5/8/18
Chief Financial Officer Date

4. [signature] 5/9/18
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:** April 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	April 2018	2,041	99%*
Early Head Start Kern	April 2018	328	100%
Early Head Start Partnership	April 2018	56	100%
Early Head Start San Joaquin	April 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%	10%
Early Head Start Partnership	Identified as having an IFSP	10%	3%
Early Head Start San Joaquin	Identified as having an IFSP	10%	15%
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%	2%
Early Head Start Partnership	Within 100% and 130% of Federal Poverty Rate	<10%	4%
Early Head Start San Joaquin	Within 100% and 130% of Federal Poverty Rate	<10%	5%
Average Daily Attendance (Program Wide >85%)		97%	

Meals Served for the month of April 2018						
Total Meals Requested			Meals Allocated		% of Meals Served	
by: Central Kitchen	by: Vendor Kitchens	Total Meals Prepared	to: CACFP/USDA	to: HS/EHS	April 2017	April 2018
84,835	15,703	100,538	78,342	22,196	78%	88%

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

Total Division Staffing: Currently employed in Head Start: 601
Vacant Positions: 30
Currently on Leave: 80

Program Updates: * The Broadway Center is awaiting Fire Marshall Clearance. All currently operating program options were fully enrolled in the month of April 2018.

In preparation for Focus Area 2 review from the Office of Head Start that will begin on May 14th, The SJC and CCP programs have been involved in a mock review with CAPK staff modeling the experience of the monitoring protocol. This process is supporting field staff in being comfortable sharing our program when the Federal Review Team arrives.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Community Development/Ralph Martinez		**Month/Year:** April 2018
Program/Work Unit: Outreach & Advocacy	**Total Staffing**: **3 Extern: 0**	**Program Manager/Supervisor:** Sheila Shegos
Services: *Media and public relations, agency and program promotional materials, advocacy, social media and website management, special events and fundraising, English-Spanish translations.*		

March Program Activities	
CAPK Program	**Activity**
2018 Humanitarian Awards Banquet & Fundraiser	• Preparation meetings with vendors • 17 News at Sunrise, April 13 • Wrap-Up/De-Briefing • Social media posts • Sponsor/donor thank-you letters
Head Start	• Pete Parra 10 Year Celebration, April 18
Food Bank	• First Farmers Market in Wasco (Wonderful Company) – social media & day-of coverage Eyewitness News ABC23 News, April 14
Agency/ Outreach	• United Way, Annual Non-Profit Conference, April 4 • See Poverty…Be the Difference Conference, April 26 • Give Big Kern – workshops & preparation • Schedule programs to update website • Homemaker Care Program presentation, April 12 • CSUB Panel Discussion, April 12 • CAPK WEEKLY READER - Social media posts • Brightwood College presentation materials, April 18 • Employee Appreciation Committee
VITA	• Eyewitness News, ABC23, April 12

Upcoming Events	
Date	**Activity**
May 1 **May 19**	• Give Big Kern • Head Start/Early Head Start Center - Job Fair

COMMUNITY ACTION PARTNERSHIP *of* KERN
BUDGET & FINANCE COMMITTEE MEETING
5005 Business Park North, Bakersfield, CA
May 23, 2018
12:00 p.m.

MEETING MINUTES

1. **Call to Order**

Warren Peterson 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: Warren Peterson, Jimmie Childress, Guadalupe Perez

Absent: Janea Benton, Ana Vigil

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

3. **Approval of Agenda**

Motion was made and seconded to approve the Budget & Finance Committee Meeting agenda for May 23, 2018. Carried by unanimous vote (Childress/Perez).

4. **Public Forum:**

5. **New Business**

a. Application Status Report and Funding Requests – Ralph Martinez, Director of Community Development – ***Action Item***
   - US Department of Justice for Friendship House Community Center – CAPK Partners for Reentry
   - Kern Family Health Center for Shafter Youth Center Yoga & CPR Classes
   - Kern Family Health Care for East Kern Family Resource Center for Emergency Supply Closet
   - US Department of Treasury / IRS for Kern VITA Partnership Program
   - US Department of Homeland Security for Emergency Food & Shelter

Ralph Martinez reported that there were three declined funding requests in the month of April and presented five Funding Application Profiles for approval.

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

b. Head Start and Early Head Start Budget to Actual Reports - Donna Holland, Fiscal Administrator – ***Info Item***
   - Kern Head Start and Early Head Start Budget to Actual for the Period Ended February 28, 2018

(Interim Year-End)
- Kern Head Start Budget to Actual for the Period Ended April 30, 2018
- Kern Early Head Start Budget to Actual for the Period Ended April 30, 2018
- San Joaquin Early Head Start Budget to Actual for the Period Ended February 28, 2018 (Interim Year-End Report)
- San Joaquin Early Head Start Budget to Actual for the Period Ended April 30, 2018
- Early Head Start Child Care Partnerships Budget to Actual for the Period Ended April 30, 2018

Emily Gonzalez Demont presented the Kern Head Start and Early Head Start Budget to Actual report (Interim Year-End Report) for twelve months (100%) of the 12-month budget period: Budget amounts were updated to reflect a budget revision that was recently approved by the Office of Head Start (OHS). Overall expenditures for Head Start Base Funds are at 97% of budget; A request for carryover funds will be submitted to OHS to carry over $512,182 for projects approved with the budget revision; Overall Training & Technical Assistance funds are at 100% of budget; and the funds from the Head Start Duration Grant were used to perform minor renovations and purchase supplies for three additional classrooms. Costs originally budgeted under the Equipment category are recorded in the Other category and expenditures for this grant are at 97% of budget.

Emily Gonzalez Demont provided the Kern Head Start Budget to Actual Report for the period ended April 30, 2018. At two months (17%) into the budget period, overall Base Fund expenditures are at 15% of budget. Training & Technical Assistance funds are at 36% of budget and the Non-Federal Share is at 26% of budget.

Emily Gonzalez Demont provided the Kern Early Head Start Budget to Actual Report for the period ended April 30, 2018. Two months (17%) of the budget period have elapsed. Overall Base Fund expenditures are at 10% of budget and the Training & Technical Assistance funds are at 9% of budget.

Donna Holland provided the San Joaquin Early Head Start Budget to Actual Report for the Period Ended April 30, 2018. Three months (25%) of the budget period have elapsed and overall Base Fund expenditures are at 25% of budget. Training & Technical Assistance Funds are at 10% of budget and the Non-Federal Share is at 18% of budget.

Donna Holland provided the Early Head Start Child Care Partnerships Budget to Actual Report for the period ended April 30, 2018. Eight months (67%) of the budget period have elapsed. Overall Base Fund expenditures are at 68% of budget. Training & Technical Assistance funds are at 64% of budget and the Non-Federal Share is at 66% of budget.

A motion was made to receive and file the Head Start and Early Head Start Budget to Actual Reports. (Childress/Perez)

c. Federal Financial Report – Christine Anami, Chief Financial Officer – ***Action Item***

Christine Anami introduced Idi Alali, Deputy CFO, who started on May 21st.

Christine Anami reported that the Federal Financial Reports were filed prior to the April 30, 2018 deadline and uploaded to the Grant Solutions system at the Office of Head Start. Reports are required to be filed three times throughout the year; semi-annual; annual; and the final report.

A motion was made to receive and file the Federal Financial Reports. (Childress/Perez)

6. **Finance Director Report**

a. Discretionary Fund Update – Christine Anami, Chief Financial Officer – ***Info Item***

Christine Anami – provided a copy of the Discretionary Fund Report and stated that as of April 30, 2018, the Discretionary Fund has exceeded $500,000 of unrestricted cash funds. The positive net increase for the month is $24,000.

A motion was made to receive and file the Discretionary Fund Report (Childress/Perez)

b. Financial Statements, April 2018 – Christine Anami, Chief Executive Officer – ***Action Item***

Christine Anami provided a copy of the Financial Statements for April 2018 and stated that due to the cash available in the Indirect Fund, it was not necessary to access the line of credit for the last 3 months. Chris stated that it is premature at this time to dissolve the line of credit; however, it is expected that at some point in the future, the fund will grow to the level where the line of credit will no longer be necessary. Chris also noted that there is cash in the Vacation Reserve account, but that account is restricted for a specific purpose.

The State Department of Education 2017/2018 Contracts are earning faster than elapsed time and there will be greater dependency on the Head Start grants in June. The percentage earned to MRA should be in the 80% range and it is currently 98.53%. Therefore, we must be mindful to ensure there is enough funding in the federal grant to manage expenses. Contracts are being earned, but the key to maintain them is attendance.

Chris reported that the Financial Statement for the agency have not yet been closed. Once finalized, the financial statement will be presented to Brown Armstrong for the audit.

The Indirect Fund Report shows revenue in excess of $164,000 for the first two months of the budget period. The revenue is exceeding expenditures and trending favorably. If the trend continues, we could be looking at $700,000 to $800,000 by the end of the budget period.

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

7. **Committee Member Comments**

Jeremy advised the Committee that it was the final Budget & Finance Committee meeting with CFO Chris Anami. Jeremy also informed the committee that a reception will take place after the Board Meeting on May 30th to honor Chris' retirement after 25 years of service to CAPK

8. **Next Scheduled Meeting**

   Budget & Finance Committee Meeting
   Wednesday, June 20, 2018
   12:00 p.m.
   5005 Business Park North
   Bakersfield, California 93309

9. **Adjournment**

   The Meeting was adjourned at 1:11 pm

COMMUNITY ACTION PARTNERSHIP OF KERN
FUNDING REQUESTS AND APPLICATION STATUS REPORT
PENDING -April 2018

Date Approved	Date of App. Submission	Funding Source	Program/Proposal	Amount Requested
11/29/2017 (Board)	12/4/2017	US Department of Agriculture	CAPK Food Bank Network Capacity Building & Emergency Preparedness Project	$ 350,000
3/14/18 (PRE)	2/15/2018	US Department of Justice, Office of Violence Against Women	The East Kern Partnership-3yrs	$ 500,000
4/11/18 (PRE)	**3/30/2018**	**Borax Visitors Center Foundation**	**East Kern Family Resource Center, East Kern Health Link**	**$ 2,750**
5/16/18 (PRE)	**4/30/2018**	**U.S. Administration for Community Living, Administration for Aging**	**SYC Happy, Healthy Seniors Program (3 Years)**	**$ 150,000**

COMMUNITY ACTION PARTNERSHIP OF KERN

FUNDING REQUESTS AND APPLICATION STATUS REPORT

AWARDED - April 2018

Date Approved	Date of Notification	Funding Source	Program/Proposal	Amount Requested	Amount Awarded	Funding Period
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
9/13/2017 (PRE)	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
3/21/2018 (PRE)	**4/18/2018**	**Kern Family Health Care**	**EKFRC Emergency Closet**	**$ 2,000**	**$ 2,000**	**6/1/2018-12/31/2018**
3/21/2018 (PRE)	**4/18/2018**	**Kern Family Health Care**	**FHCC Grow Fit**	**$ 2,000**	**$ 2,000**	**6/1/2018-12/31/2018**
3/21/2018 (PRE)	**4/18/2018**	**Kern Family Health Care**	**SYC Yoga and CPR**	**$ 2,000**	**$ 2,000**	**6/1/2018-12/31/2018**
				TOTAL	**$ 759,360**	

COMMUNITY ACTION PARTNERSHIP OF KERN

FUNDING REQUESTS AND APPLICATION STATUS REPORT

DECLINED -April 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
6/14/2017 (PRE)	*No response*	Enterprise Rent-A-Car / Feeding America	Food Bank / Operation Software	$ 25,000
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
9/13/2017 (PRE)	9/15/2017	Heffernan Foundation	FHCC & SYC/ STEM	$ 19,000
2/15/2017 (B&F)	*No response*	Bank of America Charitable Foundation	FHCC/ PREP Works for Opportunity Youth	$ 60,000
	1/31/2018	Strategic Growth Council Transformative Climate Communities	Kern County Disadvantage Communities Study	$ 250,000
10/25/2017 (Board)	11/6/2017	California Coastal Commission - Whale Tail	FHCC and SYC After School Marine Studies Program	$ 10,000
1/17/2018 (PRE)	**4/11//18**	**CA Board of State and Community Corrections**	**The Partnership for Advancement of Youth-2 years funding**	**$ 492,850**
10/25/17 (Board)	**4/18/2018**	**City of Bakersfield/ Community Development Block Grant**	**Food Bank/ Expansion & Disaster Preparedness Project**	**$ 749,285**
10/25/2017 (Board)	**4/18/2018**	**CDBG-County**	**Food Bank/ Expansion & Disaster Preparedness Project**	**$ 749,285**

Community Action Partnership of Kern
Funding Request Profile

Source of Funds: Public

CFDA # 16.812

Project Name: CAPK Partners for Reentry

Division Director: Ralph Martinez

Funder Name: US Department of Justice
Grant Program Name: Friendship House Community Center
Funding Period: 10/1/2018-9/31/2021

Program Manager: Lois Hannible

☒ ***New Funding***

☐ ***Re-Application***

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

CAPK is applying to the US Department of Justice for $993,682 to support three years of the FHCC's Partners in Reentry (PR) program. The PR program will serve at least 150 inmates/formerly incarcerated males that are medium-to-high risk of reoffending—those to be released in Kern County under Realignment, Post Release Community Supervision (PRCS). The emphasis of the program is to reduce recidivism by preparing incarcerated/formerly incarcerated adult males for employment by giving them the knowledge and skills needed to get a job while helping them with underlying issues/criminological needs that prevent employment success—improving communication skills, anti-social behavior, family/relationships, and substance abuse issues.

Pre-release services will begin up to 6 months prior to the participant's release date and include assessment and case management. Depending on assessed needs/risk factors, participants will then receive cognitive behavioral treatment, substance abuse treatment, and/or family/relationship counseling. Post-release services will begin the day of release and can include the above plus ***job preparation education*** such as completing applications, interview skills and work place expectations, and ***job training/certifications*** through program partner WESTEC to prepare participants for jobs in Kern's oil and manufacturing industries.

B. ***Use of Funds:***

Funds of $993,682 will be used for salaries of four full-time, 40 hour per week, staff—Project Lead, Program Educator, Case Manager, and Program Assistant; training for evidence based programing; mileage; a program evaluator; and general program supplies.

C. ***Approvals:***

1. _____
Division Director — Date

2. Ralph Martinez 5-3-18
Director of Community Development — Date

3. Christine Anami 5/3/18
Chief Financial Officer — Date

4. [signature] 5/3/18
Chief Executive Officer — Date

D. ***Board:***

☐ Policy Council — Date: _____

☐ PRE Presentation — Date: _____

☐ B&F Approval — Date: _____

☐ Board Approval — Date: _____

Community Action Partnership of Kern
Funding Request Profile

Source of Funds: Private

Project Name: Yoga and CPR

Funder Name: Kern Family Health Care
Grant Program Name: Shafter Youth Center
Funding Period: 7/01/2018-6/30/2019

CFDA # N/A

Division Director: Ralph Martinez

Program Manager: Angie Nelson

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

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

CAPK is applying for $2,000 from Kern Family Health Care to support Shafter Youth Center's (SYC) Yoga and CPR/First Aid classes to be offered to SYC parents and the community. Two 10 week sessions of yoga will be offered for 25 participants per session, facilitated by a certified yoga instructor. The CPR/First Aid will be taught by certified instructor and offered in two sessions for a total of 20 students and include classes in adult/child/infant CPR/first Aid. Certification cards will be given at end of class.

B. *Use of Funds:*

Funding of $2,000 will be used for the yoga and CPR instructors and general supplies including yoga matts and resistance bands.

C. *Approvals:*

1. _____
Division Director Date

2. Ralph Martinez 4/26/18
Director of Community Development Date

3. Christina Amami 5/2/18
Chief Financial Officer Date

4. _____ 5/3/18
Chief Executive Officer Date

D. *Board:*

☐Policy Council Date: _____
☐PRE Presentation Date: _____
☐B&F Approval Date: _____
☐Board Approval Date: _____

Community Action Partnership of Kern
Funding Request Profile

Source of Funds: Private

Project Name: Emergency Supply Closet

Funder Name: Kern Family Health Care
Grant Program Name: East Kern Family Resource Center
Funding Period: 7/01/2018-6/30/2019

CFDA # N/A

Division Director: Carmen Segovia

Program Manager: Whitney Hughes

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

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

CAPK is applying for $2,000 from Kern Family Health Care to support the East Kern Family Resource Center's Emergency Supplies Closet. The goal of this project is to help individuals and families in crisis with basic necessities—that can't be acquired through other means—such as cribs, bedding, diapers, infant formula, household cleaning supplies, basic hygiene items, and home child proofing kits. Many of the families that come to EKFRC fear losing their children because they cannot meet some of their basic needs. These are high stress situations for families and simply providing basic necessity items can end the immediate crisis, allowing families to move towards stability.

B. *Use of Funds:*

Funding of $2,000 will be used for basic need items such as diapers, formula, baby blankets, household cleaning supplies, and personal hygiene items.

C. *Approvals:*

1. Carmen Segovia 5/3/18
Division Director Date

2. [signature] 4-26-18
Director of Community Development Date

3. Christine Amami 5/2/18
Chief Financial Officer Date

4. [signature] 5/3/18
Chief Executive Officer Date

D. *Board:*

☐Policy Council Date: _____
☐PRE Presentation Date: _____
☐B&F Approval Date: _____
☐Board Approval Date: _____

Community Action Partnership of Kern
Funding Request Profile

Source of Funds: Public

Project Name: Kern VITA Partnership

Funder Name: U. S. Department of Treasury/Internal Revenue Service (IRS)

Grant Program Name: CAPK VITA

Funding Period: 10/1/2018 – 9/30/2020

CFDA # 21.009

Division Director: Ralph Martinez

Program Manager: Sandi Truman

☐ ***New Funding***

☒ ***Re-Application***

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

CAPK is re-applying for up to $150,000 per year for two years from the U. S. Department of Treasury/Internal Revenue Service to fund the Kern VITA Partnership. This funding will allow CAPK VITA to continue to extend services to underserved populations in hardest-to-reach areas, increase the capacity to file returns electronically; heighten quality control; enhance training of volunteers; and improve the accuracy rate of returns prepared at VITA sites.

This funding will build upon the program's success and partnerships providing income tax preparation services and Earned Income Tax Credit assistance for low-to-moderate income residents of Kern County. During the 2017-2018 tax season, CAPK VITA completed/filed 4,987 returns and program partners completed/filed an additional 1,397, for a total of ***6,384*** returns filed resulting in $9,675,898 in tax refunds and $4,377,585 in Earned Income Tax Credits—over $14,000,000 returned to Kern residents and families.

B. *Use of Funds:*

Requested funds will be used to cover a percentage of the project's personnel costs—including partnerships/subrecipients as appropriate—for the CAPK VITA program manager, site coordinators, and administrative assistants. The IRS grant funds will also cover a percentage of general operating expenses such as rent, utilities, office supplies, and outreach materials.

C. *Approvals:*

1. _____
Division Director — Date

2. Ralph Martinez 5-3-18
Director of Community Development — Date

3. Christina Arami 5/7/18
Chief Financial Officer — Date

4. [signature] 5/7/18
Chief Executive Officer — Date

D. *Board:*

☐Policy Council Date: _____

☐PRE Presentation Date: _____

☐B&F Approval Date: _____

☐Board Approval Date: _____

Community Action Partnership of Kern
Funding Request Profile

Source of Funds: Federal

Project Name: Emergency Food & Shelter Program – Phase 35

Funder Name: U.S. Dept. of Homeland Security-Emergency Food and Shelter National Board Program, United Way of Kern County

Grant Program Name: CAPK Food Bank

Funding Period: 10/1/2018 – 9/30/2019

CFDA #: 97.024

Division Director: Carmen Segovia

Program Manager: Jaime Orona

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

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

CAPK'S Food Bank is applying to the United Way of Kern County for up to $125,000 in funding from the Emergency Food and Shelter National Board Program (EFSP) to provide emergency food to CAPK's Food Bank Program which supports 110 distribution sites across Kern County. The purpose of the EFSP is to supplement and expand the work of local social service agencies to assist people experiencing severe economic crisis and resulting food insecurity. The EFSP is funded by the U.S. Department of Homeland Security and administered by the Local Board of United Way which distributes the appropriate funds to qualified nonprofit organizations working to alleviate hunger and homelessness.

B. *Use of Funds:*

The $125,000 requested will be applied towards the procurement of food and fresh produce for distribution by the CAPK Food Bank to 110 pantries which then distributes to low-income, food insecure residents of Kern County including outlying rural communities.

C. *Approvals:*

1. Carmen Segovia 5/8/18
Division Director Date

2. Ralph Mendez 5-8-18
Director of Community Development Date

3. Christine Ancmi 5/8/18
Chief Financial Officer Date

4. [signature] 5/9/18
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 February 28, 2018 (Interim Year-End) – Info Item

Date: May 23, 2018

The following are highlights of the Head Start/Early Head Start Budget to Actual Report for the period March 1, 2017 through February 28, 2018. Twelve months (100%) of the 12-month budget period have elapsed.

Please note that the budget amounts are updated to reflect a budget revision that was recently approved by Office of Head Start (OHS).

Head Start Base Funds

Overall expenditures are at 97% of the budget.

- **Personnel:** The budget revision moved $500,000 to Equipment ($134,000), Construction ($378,182) and decreased Indirect by $12,182.
- **Travel:** The overage consists of travel costs associated with training & technical assistance that exceeded Training & Technical Assistance funding.
- **Equipment & Construction:** The budget revision was approved by OHS after the end of the budget period; a request to carry over these funds is being submitted.
- **Contractual:** The overage consists of (1) unbudgeted legal fees to support the pension plan conversion, (2) costs of using Ready Rosie and Learning Genie app/software programs. These costs were included in the operating budget for the following budget period.

Carryover: After all transactions and adjustments have been made, CAPK will submit a request to Office of Head Start to carry over $512,182 for projects approved with the budget revision.

Head Start Training & Technical Assistance Funds

Overall expenditures are at 100% of the budget.

Head Start Duration Grant

These funds were used to perform minor renovations and purchase supplies for three additional classrooms. Costs originally budgeted under the **Equipment** category are recorded in the **Other** category. Expenditures for this grant are at 97% of the budget.

Early Head Start Base Funds

Overall expenditures are at 95% of the budget.

- **Personnel:** The budget revision moved $120,000 to Other ($125,182) and decreased Indirect by $5,182.
- **Travel:** The overage consists of travel costs associated with training & technical assistance that exceeded Training & Technical Assistance funding.
- **Supplies & Equipment:** The budget revision moved $57,000 from Supplies to Equipment. The budget revision was approved by OHS after the end of the budget period; a request to carry over these funds is being submitted.
- **Contractual:** Actual costs of legal fees were less than budgeted.

Carryover: After all transactions and adjustments have been made, CAPK will submit a request to Office of Head Start to carry over $57,000 for projects approved with the budget revision.

Early Head Start Training & Technical Assistance Funds

Overall expenditures are at 93% of the budget.

Head Start and Early Head Start Non-Federal Share

The Non-Federal share requirement was met.

Additional transactions and adjustments for the 2017-2018 budget year will continue to be posted during the grant close-out period. Budget to Actual reports will be presented monthly until the grant has been closed out.

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 - February 28, 2018 (Interim Year-End Report)
Month 12 of 12 (100%)

Prepared 05/14/2018

	HEAD START					EARLY HEAD START				
BASE FUNDS	**BUDGET**	**ACTUAL**	**REMAINING**	**% SPENT**	**% REMAINING**	**BUDGET**	**ACTUAL**	**REMAINING**	**% SPENT**	**% REMAINING**
PERSONNEL	10,069,007	9,804,836	264,171	97%	3%	2,029,045	1,952,320	76,725	96%	4%
FRINGE BENEFITS	3,187,775	3,168,243	19,532	99%	1%	644,713	644,119	594	100%	0%
TRAVEL	0	11,074	(11,074)			0	230	(230)		
EQUIPMENT	134,000	0	134,000	0%	100%	57,000	0	57,000	0%	100%
SUPPLIES	1,029,470	1,033,843	(4,373)	100%	0%	319,583	288,757	30,826	90%	10%
CONTRACTUAL	47,110	100,236	(53,126)	213%	-113%	23,390	13,966	9,424	60%	40%
CONSTRUCTION	378,182	0	378,182	0%	100%	0	0	0		
OTHER	3,624,954	3,717,314	(92,360)	103%	-3%	562,559	546,604	15,955	97%	3%
INDIRECT	1,766,910	1,712,481	54,429	97%	3%	353,204	339,055	14,149	96%	4%
TOTAL BASE FUNDING	**20,237,408**	**19,548,027**	**689,381**	**97%**	**3%**	**3,989,494**	**3,785,051**	**204,443**	**95%**	**5%**
PENDING CARRYOVER TO 2018-2019		**512,182**	**177,199**	**99%**	**1%**		**57,000**	**147,443**	**96%**	**4%**
TRAINING & TECHNICAL ASSISTANCE										
TRAVEL	19,322	33,722	(14,400)	175%	-75%	39,954	24,447	15,507	61%	39%
SUPPLIES	20,812	6,342	14,470	30%	70%	9,981	5,085	4,896	51%	49%
CONTRACTUAL	18,485	6,966	11,519	38%	62%	15,689	9,601	6,088	61%	39%
OTHER	73,517	85,070	(11,553)	116%	-16%	22,561	42,930	(20,369)	190%	-90%
INDIRECT	13,214	13,147	67	99%	1%	8,819	7,919	900	90%	10%
TOTAL TRAINING & TECHNICAL ASSISTANCE	**145,350**	**145,247**	**103**	**100%**	**0%**	**97,004**	**89,981**	**7,023**	**93%**	**7%**
DURATION GRANT CARRYOVER (FORMERLY "START-UP")										
EQUIPMENT	120,000	0	120,000	0%	100%					
SUPPLIES	175,910	160,511	15,399	91%	9%					
OTHER	179,765	287,638	(107,873)	160%	-60%					
INDIRECT	32,331	44,856	(12,525)	139%	-39%					
TOTAL DURATION CARRYOVER	**508,006**	**493,005**	**15,001**	**97%**	**3%**					
GRAND TOTAL HS/EHS FEDERAL FUNDS	**20,890,764**	**20,186,278**	**704,486**	**97%**	**3%**	**4,086,498**	**3,875,032**	**211,466**	**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	4,529,799	(1,599,051)	155%	-55%
IN-KIND	3,186,566	1,587,515	1,599,051	50%	50%
TOTAL NON-FEDERAL	**6,117,314**	**6,117,314**	**0**	**100%**	**0%**

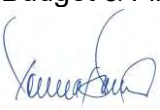
Centralized Administrative Cost	7.0%
Program Administrative Cost	3.4%
Total Administrative Cost	**10.5%**

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

Actual expenditures include posted expenditures and estimated adjustments through 02/28/2018.

COMMUNITY ACTION PARTNERSHIP OF KERN
MEMORANDUM

To: Budget & Finance Committee



From: Donna Holland, Fiscal Administrator

Subject: *Agenda Item 5b:* Kern Head Start
Budget to Actual Report for the Period Ended April 30, 2018 – **Info Item**

Date: May 23, 2018

The following are highlights of the Kern Head Start Budget to Actual Report for the period March 1, 2018 through April 30, 2018. Two months (17%) of the 12-month budget period has elapsed.

Base Funds
Overall expenditures are at 15% of the budget.

Equipment: The budget provided for the purchase of a replacement gas convection steamer for the Central Kitchen. The actual cost was less than budgeted.

Contractual: Costs in this category appear high, as the annual costs of software support for data collection and tracking (Child Plus and Learning Genie) computer applications were expensed to the month of March.

Training & Technical Assistance Funds
Overall expenditures are at 36% of the budget. Training costs are incurred as needed, rather than evenly throughout the year.

Non-Federal Share
Non-Federal share is at 26% of the budget.

Community Action Partnership of Kern
Head Start - Kern
Budget to Actual Report
Budget Period: March 1, 2018 - February 28, 2019
Report Period: March 1, 2018 - April 30, 2018
Month 2 of 12 (17%)

Prepared 05/14/2018

HEAD START

BASE FUNDS	**BUDGET**	**ACTUAL**	**REMAINING**	**% SPENT**	**% REMAINING**
PERSONNEL	10,280,365	1,541,942	8,738,423	15%	85%
FRINGE BENEFITS	3,392,518	509,080	2,883,438	15%	85%
TRAVEL	5,000	0	5,000	0%	100%
EQUIPMENT	23,000	16,760	6,240	73%	27%
SUPPLIES	886,988	173,604	713,384	20%	80%
CONTRACTUAL	126,502	38,513	87,989	30%	70%
OTHER	3,744,168	500,483	3,243,685	13%	87%
INDIRECT	1,778,867	265,856	1,513,011	15%	85%
TOTAL BASE FUNDING	**20,237,408**	**3,046,237**	**17,191,171**	**15%**	**85%**
TRAINING & TECHNICAL ASSISTANCE					
TRAVEL	33,946	20,223	13,723	60%	40%
SUPPLIES	10,839	39	10,800	0%	100%
CONTRACTUAL	8,944	6,106	2,838	68%	32%
OTHER	78,407	21,370	57,037	27%	73%
INDIRECT	13,214	4,774	8,440	36%	64%
TOTAL TRAINING & TECHNICAL ASSISTANCE	**145,350**	**52,512**	**92,838**	**36%**	**64%**
GRAND TOTAL HS FEDERAL FUNDS	**20,382,758**	**3,098,750**	**17,284,008**	**15%**	**85%**

HEAD START and EARLY HEAD START KERN NON-FEDERAL SHARE

SOURCE	**BUDGET**	**ACTUAL**	**REMAINING**	**% SPENT**	**% REMAINING**
CALIF DEPT OF ED	3,804,474	908,246	2,896,228	24%	76%
IN-KIND	2,312,840	690,237	1,622,603	30%	70%
TOTAL NON-FEDERAL	**6,117,314**	**1,598,483**	**4,518,831**	**26%**	**74%**

Budget reflects Notice of Award #09CH9142-05-01 (adjusted for Child Care Food Subsidy)

Actual expenditures include posted expenditures and estimated adjustments through 04/30/2018.

Administrative Cost for HS and EHS Kern **9.4%**

Agency-Wide Credit Card Report

	CURRENT	**1 TO 30**	**31 TO 60**	**61 TO 90**	**TOTAL**	**STATEMENT DATE**
Bank of America	14,954				**14,954**	4/21/2018
Lowe's	8,219				**8,219**	4/25/2018
Smart & Final	100				**100**	4/30/2018
Save Mart	3,757	67			**3,824**	4/29/2018
Chevron & Texaco Business Card	8,795				**8,795**	5/5/2018
Home Depot	5,312				**5,312**	5/4/2018
	41,137	**67**	**0**	**0**	**41,204**	

COMMUNITY ACTION PARTNERSHIP OF KERN
MEMORANDUM

To: Budget & Finance Committee

From: Donna Holland, Fiscal Administrator

Subject: *Agenda Item 5b:* Kern Early Head Start
Budget to Actual Report for the Period Ended April 30, 2018 – **Info Item**

Date: May 23, 2018

The following are highlights of the Kern Early Head Start Budget to Actual Report for the period March 1, 2018 through April 30, 2018. Two months (17%) of the 12-month budget period has elapsed.

Base Funds
Overall expenditures are at 10% of the budget.

Personnel and Fringe Benefits costs appear low for this point in the year. California Department of Education revenues, which are used to offset a portion of salary and fringe benefits costs, have been earned at an accelerated rate since the contract period began July 1, 2017. The funding is expected to be fully earned prior to the end of May. Thus, the Early Head Start share of salaries and fringe benefits costs will increase at a greater rate through the end of June.

Equipment: The budget provides for the purchase of a replacement program vehicle, which has not yet been purchased.

Contractual: Costs in this category appear high, as the annual costs of software support for data collection and tracking (Child Plus and Learning Genie) computer applications were expensed to the month of March.

Training & Technical Assistance Funds
Overall expenditures are at 9% of the budget. Training costs are incurred as needed, rather than evenly throughout the year.

Community Action Partnership of Kern
Early Head Start - Kern
Budget to Actual Report
Budget Period: March 1, 2018 - February 28, 2019
Report Period: March 1, 2018 - April 30, 2018
Month 2 of 12 (17%)

Prepared 05/14/2018

	EARLY HEAD START				
BASE FUNDS	**BUDGET**	**ACTUAL**	**REMAINING**	**% SPENT**	**% REMAINING**
PERSONNEL	2,141,295	187,052	1,954,243	9%	91%
FRINGE BENEFITS	642,389	66,545	575,844	10%	90%
EQUIPMENT	30,000	0	30,000	0%	100%
SUPPLIES	263,896	25,385	238,511	10%	90%
CONTRACTUAL	22,328	6,231	16,097	28%	72%
OTHER	534,796	61,351	473,445	11%	89%
INDIRECT	354,790	33,764	321,026	10%	90%
TOTAL BASE FUNDING	**3,989,494**	**380,328**	**3,609,166**	**10%**	**90%**
TRAINING & TECHNICAL ASSISTANCE					
TRAVEL	35,330	3,040	32,290	9%	91%
SUPPLIES	4,020	6	4,014	0%	100%
CONTRACTUAL	3,656	994	2,662	27%	73%
OTHER	45,179	3,599	41,580	8%	92%
INDIRECT	8,819	764	8,055	9%	91%
TOTAL TRAINING & TECHNICAL ASSISTANCE	**97,004**	**8,403**	**88,601**	**9%**	**91%**
GRAND TOTAL EHS FEDERAL FUNDS	**4,086,498**	**388,731**	**3,697,767**	**10%**	**90%**

Budget reflects Notice of Award #09CH9142-05-01 (adjusted for Child Care Food Subsidy)
Actual expenditures include posted expenditures and estimated adjustments through 04/30/2018.

Community Action Partnership of Kern
Head Start and Early Head Start
Non-Federal Share and In-Kind Year-to-Date Report
Budget Period: March 1, 2018 through February 28, 2019
Report for period ending April 30, 2018 (Month 2 of 12)

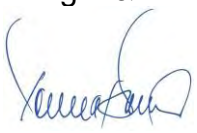
Percent of year elapsed: 17%

LOCATION	FUNDED ENROLL-MENT	March	April	YTD Totals	IN-KIND GOAL	% OF GOAL MET
Shafter	34	15,216	15,110	30,327	33,246	91%
Alberta Dillard	68	30,207	30,054	60,261	66,492	91%
East California	70	27,161	33,391	60,551	68,447	88%
Vineland	20	7,634	6,582	14,216	19,556	73%
Willow	72	20,954	22,911	43,865	70,403	62%
Fairview	34	12,098	8,277	20,375	33,246	61%
Noble	34	9,452	8,528	17,980	33,246	54%
Lamont	34	7,478	10,242	17,719	33,246	53%
Pacific	62	15,711	14,449	30,161	60,625	50%
Heritage	34	7,166	8,819	15,985	33,246	48%
San Diego Street	48	9,730	12,207	21,936	46,935	47%
Delano	76	18,441	12,705	31,145	74,314	42%
California City	34	6,247	6,858	13,105	33,246	39%
Faith	34	11,918	294	12,212	33,246	37%
Fairfax	40	6,009	8,171	14,180	39,113	36%
Oasis	57	11,933	7,528	19,461	55,736	35%
Martha J. Morgan	83	27,417	0	27,417	81,159	34%
Lost Hills	20	2,937	3,438	6,375	19,556	33%
Oildale	34	5,302	5,285	10,587	33,246	32%
Tehachapi	34	6,015	4,142	10,156	33,246	31%
Harvey L. Hall	138	18,871	20,804	39,674	134,939	29%
Franklin	24	2,179	4,642	6,821	23,468	29%
Williams	34	8,615	131	8,745	33,246	26%
Shafter HS/EHS	36	4,549	4,564	9,113	35,202	26%
Cleo Foran	34	3,479	4,916	8,396	33,246	25%
Sunrise Villa	34	4,223	2,811	7,034	33,246	21%
Sterling	122	10,120	14,242	24,362	119,294	20%
Alicante	34	4,415	2,276	6,691	33,246	20%
Seibert	34	6,051	90	6,141	33,246	18%
Wesley	60	6,066	4,696	10,763	58,669	18%
Virginia	34	5,596	0	5,596	33,246	17%
McFarland	24	3,897	0	3,897	23,468	17%
Rafer Johnson	34	1,821	3,419	5,240	33,246	16%
Pioneer	34	4,857	147	5,004	33,246	15%
Planz	34	4,992	0	4,992	33,246	15%
Casa Loma	34	4,741	0	4,741	33,246	14%
Home Base	225	10,869	4,095	14,964	110,005	14%
Rosamond	100	12,685	0	12,685	97,782	13%
Primeros Pasos	76	8,865	0	8,865	74,314	12%
Roosevelt	34	2,309	327	2,636	33,246	8%
Taft	78	4,763	0	4,763	76,270	6%
Pete H. Parra	112	4,685	0	4,685	109,516	4%
Mojave	34	623	294	917	33,246	3%
Broadway	44	0	0	0	43,024	0%
Administrative Services		0	0	0	0	NA
Program Services		920	1,867	2,787	67,661	4%
Policy Council and RPC		1,239	1,471	2,709	38,727	7%
SUBTOTAL IN-KIND	**2,369**	**400,453**	**289,783**	**690,237**	**2,312,840**	**30%**
State General Child Care*		156,851	158,335	315,186	1,293,059	24%
State Preschool*		252,099	284,045	536,144	2,302,208	23%
State Migrant Child Care*		27,786	29,131	56,916	209,207	27%
SUBTOTAL CA DEPT of ED		**436,736**	**471,511**	**908,246**	**3,804,474**	**24%**
GRAND TOTAL		**837,189**	**761,294**	**1,598,483**	**6,117,314**	**26%**

*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 April 30, 2018 – **Info Item**

Date: May 23, 2018

The following are highlights of the San Joaquin Early Head Start Budget to Actual Report for the period February 1, 2018 through April 30, 2018. Three months (25%) of the 12-month budget period have elapsed.

Base Funds
Overall expenditures are at 25% of the budget.

Travel costs are low compared to the period elapsed. However, during the month of May, Kern support staff traveled to San Joaquin to provide technical support and conduct a "mock" review in preparation for the Office of Head Start Focus Area Two Monitoring event (which took place May 14-18). These costs will be included in the budget to actual report for the period ended May 31.

The **Equipment** category budget provides for the purchase of two replacement vehicles. The procurement process is in progress.

Expenditures in the **Supplies** category are high compared to the period elapsed. Costs in this category occur as needed, rather than evenly throughout the year.

Expenditures in the **Contractual** category appear high, as the annual costs of software support for data collection and tracking (Child Plus and Learning Genie) computer applications were expensed to the month of March.

Training & Technical Assistance Funds
Overall expenditures are at 10% of the budget. Training costs occur as needed, rather than evenly throughout the year.

Non-Federal Share
Non-Federal share is at 18% of the budget.

Community Action Partnership of Kern

Early Head Start - San Joaquin County

Budget to Actual Report

Budget Period: February 1, 2018 - January 31, 2019

Report Period: February 1, 2018 - April 30, 2018

Month 3 of 12 (25%)

Prepared 05/14/2018

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	3,017,825	718,722	2,299,103	24%	76%
FRINGE BENEFITS	796,118	215,728	580,390	27%	73%
TRAVEL	20,232	3,599	16,633	18%	82%
EQUIPMENT	47,500	0	47,500	0%	100%
SUPPLIES	129,535	49,953	79,582	39%	61%
CONTRACTUAL	11,923	6,389	5,534	54%	46%
OTHER	589,673	141,158	448,515	24%	76%
INDIRECT	433,501	109,800	323,701	25%	75%
TOTAL	**5,046,307**	**1,245,348**	**3,800,959**	**25%**	**75%**
TRAINING & TECHNICAL ASSISTANCE FUNDS					
TRAVEL	9,959	3,506	6,453	35%	65%
SUPPLIES	7,961	0	7,961	0%	100%
CONTRACTUAL	3,500	0	3,500	0%	100%
OTHER	53,033	3,609	49,424	7%	93%
INDIRECT	7,444	711	6,733	10%	90%
TOTAL	**81,897**	**7,826**	**74,071**	**10%**	**90%**
GRAND TOTAL EHS FEDERAL FUNDS	**5,128,204**	**1,253,175**	**3,875,030**	**24%**	**76%**

NON-FEDERAL SHARE	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
IN-KIND	1,282,051	231,891	1,050,160	18%	82%
TOTAL NON-FEDERAL FUNDS	**1,282,051**	**231,891**	**1,050,160**	**18%**	**82%**

Centralized Administrative Cost	7.4%
Program Administrative Cost	2.8%
Total Administrative Cost	**10.2%**

Budget reflects Notice of Award #09CH010071-04-02

Actual expenditures include posted expenditures and estimated adjustments through 4/30/2018

Community Action Partnership of Kern
San Joaquin Early Head Start
Non-Federal Share and In-Kind Year-to-Date Report
Budget Period: February 1, 2018 through January 31, 2019
Report for period ending April 30, 2018 (Month 3 of 12)

Percent of year elapsed: 25%

LOCATION	FUNDED ENROLL-MENT	Feb	March	April	YTD Totals	IN-KIND GOAL	% OF GOAL MET
Home Base - Manteca	12	3,628	3,893	1,760	9,281	31,635	29%
Lodi UCC	30	12,131	13,526	10,882	36,539	158,174	23%
Home Base - Lodi	35	5,551	10,440	3,545	19,536	92,268	21%
Home Base - Stockton	90	13,682	23,745	11,012	48,438	237,260	20%
California Street	24	5,705	9,601	7,256	22,562	126,539	18%
Chrisman	30	7,252	12,138	8,675	28,065	158,174	18%
Walnut	24	4,138	8,093	7,666	19,897	126,539	16%
Kennedy	16	1,791	4,948	5,338	12,077	84,359	14%
Home Base - Tracy	12	1,484	2,342	0	3,826	31,635	12%
St. Mary's	16	3,507	5,081	0	8,588	84,359	10%
Marci Massei	24	3,176	5,938	80	9,194	126,539	7%
Administrative Services		0	0	0	0	0	
Program Services		2,299	3,721	7,429	13,448	21,858	62%
Policy Council		342	97	0	439	2,713	16%
SUBTOTAL IN-KIND	**313**	**64,685**	**103,563**	**63,642**	**231,891**	**1,282,051**	**18%**

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 April 30, 2018 – **Info Item**

Date: May 23, 2018

The following are highlights of the Early Head Start Child Care Partnerships Budget to Actual Report for the period September 1, 2017 through April 30, 2018. Eight months (67%) of the 12-month budget period have elapsed.

Base Funds
Overall expenditures are at 68% of the budget.

In the **Supplies** category, $12,883 in Carryover Funds were obligated in the prior budget period, but the supplies were received after August 31, 2017. At that time the carry over funds had not yet been approved; thus, the costs were recognized in the base grant.

In the **Other** category:
- costs of occupancy are lower than budgeted at this point in the budget period;
- consultant services for children are budgeted but have not yet been needed.

Expenditures in all other categories are reasonable at this point in the budget period.

Carryover Funds
Unexpended funds from the prior budget period were carried over to complete facility projects at the Garden Pathways and Bakersfield College locations. These projects will be completed prior to August 31, 2018.

Training & Technical Assistance (T&TA)
Overall expenditures are at 64% of the budget.

Training costs are incurred as needed, rather than evenly throughout the year.

Non-Federal Share
Non-Federal share is at 66% 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 - April 30, 2018
Month 8 of 12 (67%)

Prepared 05/11/2018

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	120,354	79,712	40,642	66%	34%
FRINGE BENEFITS	32,245	21,564	10,681	67%	33%
SUPPLIES	1,000	14,039	(13,039)	1404%	-1304%
CONTRACTUAL	461,870	304,183	157,687	66%	34%
OTHER	12,662	6,348	6,314	50%	50%
INDIRECT	62,806	42,559	20,247	68%	32%
TOTAL BASE FUNDING	**690,937**	**468,406**	**222,531**	**68%**	**32%**

CARRYOVER FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
EQUIPMENT	60,310	0	60,310	0%	100%
SUPPLIES	29,226	0	29,226	0%	100%
OTHER	73,353	0	73,353	0%	100%
INDIRECT	10,258	0	10,258	0%	100%
TOTAL CARRYOVER FUNDING	**173,147**	**0**	**173,147**		

TRAINING & TECHNICAL ASSISTANCE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
TRAVEL	5,294	1,945	3,349	37%	63%
SUPPLIES	3,506	1,621	1,885	46%	54%
OTHER	10,465	8,700	1,765	83%	17%
INDIRECT	1,926	1,227	699	64%	36%
TOTAL TRAINING & TECHNICAL ASSISTANCE	**21,191**	**13,493**	**7,698**	**64%**	**36%**

GRAND TOTAL FEDERAL FUNDS	**885,275**	**481,899**	**403,376**	**54%**	**46%**

NON-FEDERAL SHARE	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
IN-KIND	221,319	146,699	74,620	66%	34%
TOTAL NON-FEDERAL FUNDS	**221,319**	**146,699**	**74,620**	**66%**	**34%**

Centralized Administrative Cost	7.0%
Program Administrative Cost	1.6%
Total Administrative Cost	**8.6%**

Budget reflects Notice of Award #09HP0036-03-01.
Actual expenditures include posted expenditures and estimated adjustments through 4/30/2018.

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Budget & Finance Committee

Christine Anami

From: Christine Anami, Chief Financial officer

Date: May 23, 2018

Subject: *Agenda Item 5c:* Federal Financial Report - **Info Item**

Head Start regulations require that the Standard Form 425 – Federal Financial Report (FFR) be used by grantees to report financial data at three period intervals (semi-annual, annual and final).

The following semi-annual FFR was filed:

- Early Head Start Partnership: #09HP0036-03 (9/1/17 – 2/28/18)

The following annual FFR's were filed:

- Early Head Start San Joaquin: #09CH010071-03 (2/1/17 – 1/31/18)
- EHS/Head Start – Kern: #09CH9142-04 (3/1/17 – 2/28/18)

The following final FFR was filed:

- Early Head Start San Joaquin: #09CH010071-03 (2/1/17 – 1/31/18)

Attached are the semi-annual, annual and final Federal Financial Reports that were uploaded to the Grant Solutions system before the April 30, 2018 deadline.

Attachment:
1. SF-425 Federal Financial Report – EHS Partnership (Semi-annual)
2. SF-425 Federal Financial Report – EHS San Joaquin (Annual)
3. SF-425 Federal Financial Report – EHS/Head Start – Kern (Annual)
4. SF-425 Federal Financial Report – EHS San Joaquin (Final)

FEDERAL FINANCIAL REPORT

(Follow form instructions)

1. Federal Agency and Organizational Element to Which Report is Submitted	2. Federal Grant or Other Identifying Number Assigned by Federal Agency (To report multiple grants, use FFR Attachment)	Page 1 of 1 Pages
DHHS ACF REGION IX	09HP0036-03-00	

3. Recipient Organization (Name and complete address including Zip code)

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

4a. DUNS Number	4b. EIN	5. Recipient Account Number or Identifying Number (To report multiple grants, use FFR Attachment)	6. Report Type	7. Basis of Accounting
072947617	95-2402760	1-952402760A1	☐ Quarterly ■ Semi-Annual ☐ Annual ☐ Final	☐ Cash ■ Accrual

8. Project/Grant Period From: (Month, Day, Year)	To: (Month, Day, Year)	9. Reporting Period End Date (Month, Day, Year)
09/01/2017	08/31/2018	02/28/2018

10. Transactions	Cumulative
(Use lines a-c for single or multiple grant reporting)	
Federal Cash (To report multiple grants, also use FFR Attachment):	
a. Cash Receipts	0.00
b. Cash Disbursements	0.00
c. Cash on Hand (line a minus b)	0.00
(Use lines d-o for single grant reporting)	
Federal Expenditures and Unobligated Balance:	
d. Total Federal funds authorized	707,737.00
e. Federal share of expenditures	371,683.00
f. Federal share of unliquidated obligations	0.00
g. Total Federal share (sum of lines e and f)	371,683.00
h. Unobligated balance of Federal funds (line d minus g)	336,054.00
Recipient Share:	
i. Total recipient share required	175,224.00
j. Recipient share of expenditures	175,224.00
k. Remaining recipient share to be provided (line i minus j)	0.00
Program Income:	
l. Total Federal program income earned	0.00
m. Program income expended in accordance with the deduction alternative	0.00
n. Program income expended in accordance with the addition alternative	0.00
o. Unexpended program income (line l minus line m or line n)	0.00

11. Indirect Expense	a. Type	b. Rate	c. Period From	Period To	d. Base	e. Amount Charged	f. Federal Share
	10% Deminimis	10%	09/01/2017	02/28/2018	341,723.00	33,602.00	33,602.00
				-	-	-	-
				g. Totals:	341,723.00	33,602.00	33,602.00

12. *Remarks: Attach any explanations deemed necessary or information required by Federal sponsoring agency in compliance with governing legislation:*

13. Certification: By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and intent set forth in the award documents. I am aware that any false, fictitious, or fraudulent information may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 18, Section 1001)

a. Typed or Printed Name and Title of Authorized Certifying Official	c. Telephone (Area code, number and extension)
Jeremy T. Tobias, Chief Executive Officer	(661) 336-5236
	d. Email address Jeremy T. Tobias, Executive Director: jtobias@capk.org
b. Signature of Authorized Certifying Official	e. Date Report Submitted (Month, Day, Year): 04/25/18
	14. Agency use only:

Standard Form 425 - Revised 10/11/2011
OMB Approval Number: 0348-0061
Expiration Date: 02/28/2015

Paperwork Burden Statement

According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB Control Number. The valid OMB control number for this information collection is 0348-0061. Pubic reporting burden for this collection of information is estimated to average 1.5 hours per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0061), Washington, DC 20503.

FEDERAL FINANCIAL REPORT

(Follow form instructions)

1. Federal Agency and Organizational Element to Which Report is Submitted	2. Federal Grant or Other Identifying Number Assigned by Federal Agency (To report multiple grants, use FFR Attachment)	Page 1 of 1 Pages
DHHS ACF REGION IX	09CH010071-03-03	

3. Recipient Organization (Name and complete address including Zip code)

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

4a. DUNS Number	4b. EIN	5. Recipient Account Number or Identifying Number (To report multiple grants, use FFR Attachment)	6. Report Type	7. Basis of Accounting
072947617	95-2402760	1-952402760A1	☐ Quarterly ☐ Semi-Annual ■ Annual ☐ Final	☐ Cash ■ Accrual

8. Project/Grant Period From: (Month, Day, Year)	To: (Month, Day, Year)	9. Reporting Period End Date (Month, Day, Year)
02/01/2017	01/31/2018	01/31/2018

10. **Transactions**	Cumulative
(Use lines a-c for single or multiple grant reporting)	
Federal Cash (To report multiple grants, also use FFR Attachment):	
a. Cash Receipts	0.00
b. Cash Disbursements	0.00
c. Cash on Hand (line a minus b)	0.00
(Use lines d-o for single grant reporting)	
Federal Expenditures and Unobligated Balance:	
d. Total Federal funds authorized	5,128,204.00
e. Federal share of expenditures	5,081,129.00
f. Federal share of unliquidated obligations	0.00
g. Total Federal share (sum of lines e and f)	5,081,129.00
h. Unobligated balance of Federal funds (line d minus g)	47,075.00
Recipient Share:	
i. Total recipient share required	808,600.00
j. Recipient share of expenditures	808,600.00
k. Remaining recipient share to be provided (line i minus j)	0.00
Program Income:	
l. Total Federal program income earned	0.00
m. Program income expended in accordance with the deduction alternative	0.00
n. Program income expended in accordance with the addition alternative	0.00
o. Unexpended program income (line l minus line m or line n)	0.00

	a. Type	b. Rate	c. Period From	Period To	d. Base	e. Amount Charged	f. Federal Share
11. Indirect Expense	10% Deminimis	10%	02/01/2017	01/31/2018	4,507,852.00	448,938.00	448,938.00
					-	-	-
				g. Totals:	4,507,852.00	448,938.00	448,938.00

12. *Remarks: Attach any explanations deemed necessary or information required by Federal sponsoring agency in compliance with governing legislation:*

G094125 Operation Expenses = $5,046,307 ($47,066 Unobligated Balance)

G094121 T&TA Expenses = $81,897 ($9 Unobligated Balance)

USDA Reimbursement = $142,039

Administrative Costs = $556,841 (9.45%)

Mortgages = None

13. Certification: By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and intent set forth in the award documents. I am aware that any false, fictitious, or fraudulent information may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 18, Section 1001)

a. Typed or Printed Name and Title of Authorized Certifying Official	c. Telephone (Area code, number and extension)
Jeremy T. Tobias, Chief Executive Officer	(661) 336-5236
	d. Email address Jeremy T. Tobias, Executive Director jtobias@capk.org
b. Signature of Authorized Certifying Official	e. Date Report Submitted (Month, Day, Year) 04/24/18
	14. Agency use only:

Standard Form 425 - Revised 10/11/2011
OMB Approval Number: 0348-0061
Expiration Date: 02/29/2016

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DHHS ACF REGION IX	09CH9142-04-04	

3. Recipient Organization (Name and complete address including Zip code)

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

4a. DUNS Number	4b. EIN	5. Recipient Account Number or Identifying Number (To report multiple grants, use FFR Attachment)	6. Report Type	7. Basis of Accounting
072947617	95-2402760	1-952402760A1	☐ Quarterly ☐ Semi-Annual ■ Annual ☐ Final	☐ Cash ■ Accrual

8. Project/Grant Period From: (Month, Day, Year)	To: (Month, Day, Year)	9. Reporting Period End Date (Month, Day, Year)
03/01/2017	02/28/2018	02/28/2018

10. Transactions	Cumulative
(Use lines a-c for single or multiple grant reporting)	
Federal Cash (To report multiple grants, also use FFR Attachment):	
a. Cash Receipts	0.00
b. Cash Disbursements	0.00
c. Cash on Hand (line a minus b)	0.00
(Use lines d-o for single grant reporting)	
Federal Expenditures and Unobligated Balance:	
d. Total Federal funds authorized	24,977,262.00
e. Federal share of expenditures	24,002,653.00
f. Federal share of unliquidated obligations	0.00
g. Total Federal share (sum of lines e and f)	24,002,653.00
h. Unobligated balance of Federal funds (line d minus g)	974,609.00
Recipient Share:	
i. Total recipient share required	6,117,314.00
j. Recipient share of expenditures	6,117,314.00
k. Remaining recipient share to be provided (line i minus j)	0.00
Program Income:	
l. Total Federal program income earned	24,251.00
m. Program income expended in accordance with the deduction alternative	0.00
n. Program income expended in accordance with the addition alternative	24,251.00
o. Unexpended program income (line l minus line m or line n)	0.00

	a. Type	b. Rate	c. Period From	Period To	d. Base	e. Amount Charged	f. Federal Share
11. Indirect Expense	10% Deminimis	10%	03/01/2017	02/28/2018	21,274,112.00	2,117,458.00	2,117,458.00
					-	-	-
				g. Totals:	21,274,112.00	2,117,458.00	2,117,458.00

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DHHS ACF REGION IX	09CH010071-03-03	

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COMMUNITY ACTION PARTNERSHIP OF KERN
DISCRETIONARY AND FUND RAISING FUNDS
FOR THE MONTH ENDED APRIL 30, 2018

	03/01/18-03/31/18	04/01/18-04/30/18		TOTAL	
BEGINNING BALANCE (NOTE 1)	477,745.74			**477,745.74**	
CASH RECEIPTS					
2018 Awards Banquet Donations	21,200.00	28,847.00		50,047.00	a
Donations	120.02	230.48		350.50	
Misc. Revenue	889.81			889.81	
Interest Income/Union Administrative Fee	0.47	100.67		101.14	
TOTAL CASH RECEIPTS	22,210.30	29,178.15		51,388.45	
CASH DISBURSEMENTS					
Line of Credit Interest Expense	0.00			0.00	
Line of Credit Unused Commitment Fee	0.00	959.72	b	959.72	
2018 Awards Banquet Expenses	1,632.64	16,233.49		17,866.13	a
Volunteer Appreciation		2,716.77	c	2,716.77	
Fundraising Expenses	2,926.00	318.00		3,244.00	
Miscellaneous Expenses	38.34	195.36		233.70	
Indirect	410.79	1,866.07		2,276.86	
TOTAL CASH DISBURSEMENTS	5,007.77	22,289.41		27,297.18	
CASH PROVIDED (USED)	17,202.53	6,888.74		**24,091.27**	
ENDING BALANCE	494,948.27			**501,837.01**	

Discretionary Cash	215,088.41
Fund Raising Cash	292,030.01
	507,118.42
Add: Prepaid	3,496.06
Less: AP	(8,777.47)
	501,837.01

NOTES

1. For the year ended 2/28/18, the net increase to the Discretionary/Fund Raising Funds was $56,234.33.

a. As of 4/30/18, net 2018 awards banquet gain is $36,934.34 (FYE 2/28/18 = $4,753.47 + $32,180.87 for 2018/19).
b. Commitment fee for the period 12/31/17 to 3/30/18 that the $2 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.
c. Annual appreciation expense for the VITA volunteers.

Date Prepared: 5/15/18

COMMUNITY ACTION PARTNERSHIP OF KERN

BUDGET AND FINANCE COMMITTEE

FINANCIAL REPORT

MAY 2018

COMMUNITY ACTION PARTNERSHIP OF KERN

BUDGET AND FINANCE COMMITTEE

MAY 23, 2018

FINANCIAL REPORT

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D.	- Cash Summary as of April 30, 2018	D1
	- Bank Reconciliations	D2 - D8
E.	B of A Mastercard Summary and Statements	E1 - E14
F.	Central Kitchen Budget to Actual April 30, 2018	F1
G.	State Department of Education Contract - Earned Revenue	G1 - G2
H.	Finance Division Monthly Report	H1
I.	Financial Statements as of February 28, 2018	I1
J.	Financial Statements as of April 30, 2018	J1
K.	Agency-wide Budget to Actual as of April 30, 2018	K1 - K7
L.	Indirect Fund Budget To Actual as of April 30, 2018	L1

COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF PROGRAMS (FUNDS)
FOR THE PERIOD MARCH 1, 2018 THROUGH FEBRUARY 28, 2019

PROGRAM (COMPONENT)	AMOUNT	CFDA #	GRANT NUMBER	PROGRAM YEAR	FUND#	FUNDING SOURCE
UNRESTRICTED						
GENERAL FUND			NOT APPLICABLE	03/01/18 - 02/28/19	501	NOT APPLICABLE
DISCRETIONARY FUND			NOT APPLICABLE	03/01/18 - 02/28/19	502	NOT APPLICABLE
FOOD BANK			NOT APPLICABLE	03/01/18 - 02/28/19	504	SHARED MAINTENANCE, MEMBERSHIP FEES, DONATIONS, ETC.
ENERGY			NOT APPLICABLE	03/01/18 - 02/28/19	524	NOT APPLICABLE
SHAFTER YOUTH CENTER			NOT APPLICABLE	03/01/18 - 02/28/19	527	DONATIONS, RENTAL INCOME
FRIENDSHIP HOUSE			NOT APPLICABLE	03/01/18 - 02/28/19	531	DONATIONS, RENTAL INCOME
211			NOT APPLICABLE	03/01/18 - 02/28/19	536	FEE FOR SERVICE
FUND RAISING			NOT APPLICABLE	03/01/18 - 02/28/19	595	DONATIONS
RESTRICTED						
EARLY HEAD START/HEAD START	24,469,256	93.600	09CH9142 - 05 - 00	03/01/18 - 02/28/19	108/109	U S DEPT OF HEALTH & HUMAN SERVICES
EARLY HEAD START CHILD CARE PARTNERSHIP	885,275	93.600	09HP0036 - 03	09/01/17 - 08/31/18	110	U S DEPT OF HEALTH & HUMAN SERVICES
EARLY HEAD START SAN JOAQUIN	5,128,204	93.600	09CH010071 - 04	02/01/18 - 01/31/19	117	U S DEPT OF HEALTH & HUMAN SERVICES
VITA	169,630	21.009	17VITA0187	08/01/16 - 07/31/18	149	U S DEPT OF THE TREASURY - INTERNAL REVENUE SERVICE
CSBG (COMMUNITY SERVICES BLOCK GRANT)	1,469,183	93.569	18F - 5015	01/01/18 - 12/31/18	103	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF COMMUNITY SERVICES AND DEVELOPMENT
LIHEAP (LOW-INCOME HOME ENERGY ASSISTANCE PROGRAM)	4,327,137 3,665,139 3,721,750	93.568	16B - 4012 17B - 3012 18B - 4012	01/01/16 - 03/31/18 10/01/16 - 12/31/18 10/01/17 - 12/31/18	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	274,183	93.575	CCTR - 7050	07/01/17 - 06/30/18	253	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF EDUCATION
GENERAL CENTER CHILD CARE	596,490	93.596	CCTR - 7050	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	93.575	CMAP - 7000	07/01/17 - 06/30/18	261	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF EDUCATION
CALIFORNIA STATE PRESCHOOL PROGRAM	168,396	93.575	CSPP - 7119	07/01/17 - 06/30/18	258	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF EDUCATION
CALIFORNIA STATE PRESCHOOL PROGRAM	366,642	93.596	CSPP - 7119	07/01/17 - 06/30/18	258	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF EDUCATION
ECONOMIC EMPOWERMENT	150,000	93.590	EE - KERN - 17 - 20	03/01/18 - 02/29/20	171	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES, OFFICE OF CHILD ABUSE PREVENTION

COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF PROGRAMS (FUNDS)
FOR THE PERIOD MARCH 1, 2018 THROUGH FEBRUARY 28, 2019

PROGRAM (COMPONENT)	AMOUNT	CFDA #	GRANT NUMBER	PROGRAM YEAR	FUND #	FUNDING SOURCE
RESTRICTED cont'd.						
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
DOE (DEPARTMENT OF ENERGY - WEATHERIZATION)	264,399	81.042	17C - 4010	06/01/18 - 05/31/19	123-65	U S DEPT OF ENERGY - STATE OF CALIFORNIA, DEPT OF COMMUNITY SERVICES AND DEVELOPMENT
EFAP (EMERGENCY FOOD ASSISTANCE PROGRAM)	92,096	10.568/.569	15 - MOU - 00118	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)	263,449	10.565	16 - 6017	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	10/01/17 - 09/30/18	112/139	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF EDUCATION
WIC (WOMEN, INFANTS & CHILDREN)	4,121,940	10.557	15 - 10064	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	15,999	10.561	16 - SUB - 00876	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
HUD CONTINUUM OF CARE PLANNING GRANT	12,000	14.267	N/A	03/01/18 - 06/30/18	428	U S DEPT OF HOUSING & URBAN DEVELOPMENT - CITY OF BAKERSFIELD UNITED WAY OF KERN COUNTY
QUALITY RATING AND IMPROVEMENT SYSTEM (QRIS) - SAN JOAQUIN	14,000	84.412	N/A	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	23,400		N/A	07/01/17 - 06/30/18	258-005	STATE OF CALIFORNIA, DEPT OF EDUCATION - KERN COUNTY SUPERINTENDENT OF SCHOOLS, KERN EARLY STARS
LIWP SOLAR PV PILOT	BASED ON WATTS INSTALLED		N/A	07/01/16 - 06/30/18	241	STATE OF CALIFORNIA - DEPT OF COMMUNITY SERVICES AND DEVELOPMENT, FRESNO ECONOMIC OPPORTUNITY COMMISSION
LIWP SINGLE FAMILY	501,468		PC06436	08/16/17 - 06/30/18	245	STATE OF CALIFORNIA - DEPT OF COMMUNITY SERVICES AND DEVELOPMENT, COMMUNITY ACTION PARTNERSHIP OF ORANGE COUNTY, RICHARD HEATH & ASSOCIATES, INC.
MIGRANT ALTERNATIVE PAYMENT	1,658,866		CMAP - 7000	07/01/17 - 06/30/18	261	STATE OF CALIFORNIA, DEPT OF EDUCATION
GENERAL CENTER CHILD CARE	1,458,400		CCTR - 7050	07/01/17 - 06/30/18	253	STATE OF CALIFORNIA, DEPT OF EDUCATION
CALIFORNIA STATE PRESCHOOL PROGRAM	2,596,232		CSPP - 7119	07/01/17 - 06/30/18	258	STATE OF CALIFORNIA, DEPT OF EDUCATION
MIGRANT CHILD CARE	236,499		CMIG - 7004	07/01/17 - 06/30/18	250	STATE OF CALIFORNIA, DEPT OF EDUCATION
MIGRANT SPECIALIZED SERVICES	35,172		CMSS - 7004	07/01/17 - 06/30/18	252	STATE OF CALIFORNIA, DEPT OF EDUCATION

COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF PROGRAMS (FUNDS)
FOR THE PERIOD MARCH 1, 2018 THROUGH FEBRUARY 28, 2019

PROGRAM (COMPONENT)	AMOUNT	CFDA #	GRANT NUMBER	PROGRAM YEAR	FUND #	FUNDING SOURCE
RESTRICTED cont'd.						
INFORMATION & EDUCATION	80,000 80,000		16 - 10206	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)	9,784		15 MOU - 00118	07/01/17 - 06/30/18	216-000	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
STATE EMERGENCY FOOD ASSISTANCE (FOOD BANK)	242,296		N/A	07/01/17 - 06/30/18	216-087	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
DIFFERENTIAL RESPONSE SERVICES	209,094		N/A	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	90,660		2015.2.5	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	134,418		2015.2.6	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	50,921		2017.2.01	07/01/17 - 06/30/18	284	STATE OF CALIFORNIA, FIRST 5 CALIFORNIA, COUNTY OF KERN, FIRST 5 KERN
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	44,738		105 - 2018	07/01/17 - 06/30/18	389	COUNTY OF KERN
GANG PREVENTION EDUCATION SERVICES	71,406		230 - 2017	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
FRIENDSHIP HOUSE AGGRESSION REPLACEMENT TRAINING	3,500		806396	03/13/18 - 06/30/18	531-070	KERN COUNTY SUPERINTENDENT OF SCHOOLS
211 KINGS COUNTY	42,000		N/A	07/01/15 - 06/30/18	536-231	KINGS UNITED WAY
211 TULARE COUNTY	162,000		N/A	07/01/15 - 06/30/18	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	60,000		N/A	07/01/17 - 06/30/18	536-234	UNITED WAY OF STANISLAUS COUNTY
PENDING	22,716		20121633	03/01/18 - 02/28/19	407-000	THE CALIFORNIA ENDOWMENT
FOOD BANK SOLAR	5,000		N/A	03/01/18 - 02/28/19	485	SOUTHERN CALIFORNIA GAS COMPANY
HUMAN RESOURCES	25,000		N/A	01/01/16 - 12/31/18	501-006	BLUE SHIELD

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COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF PROGRAMS (FUNDS)
FOR THE PERIOD MARCH 1, 2018 THROUGH FEBRUARY 28, 2019

PROGRAM (COMPONENT)	AMOUNT	CFDA #	GRANT NUMBER	PROGRAM YEAR	FUND #	FUNDING SOURCE
RESTRICTED cont'd.						
PREP WORKS - YOUTH CENTERS	30,000		N/A	08/01/17 - 07/31/18	444	STARBUCKS
PREP WORKS PROGRAM	25,000		N/A	07/01/17 - 06/30/18	448	WELLS FARGO 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	01/01/18 - 02/28/19	454	DIGNITY HEALTH
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 2018/19

Abila Fund #	Fund Name	PROGRAM SERVICES				SUPPORT SERVICES	
		Education	Nutrition	Energy Conservation	Community Services	Discretionary/ Fund Raising	General & Admin
103	Community Services Block Grant (CSBG)	X	X		X		X
501	General Fund				X		X
800	GAAP Fund						X
910	Community Development Pool				X		
915	Operations Pool			X	X		X
920	Facilities Pool						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				
147	Commodity Supplemental Food Program		X				
216-000	Food Bank Tax Check-Off		X				
216-087	State Emergency Food Assistance		X				
413	Resnick Foundation		X				
485	Southern California Gas Company (Solar)		X				
467	Wonderful Company Foundation		X				
504	Food Bank		X				
122	Low Income Home Energy Assistance			X			
123	Dept of Energy Weatherization			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 2018/19

Abila Fund #	Fund Name	PROGRAM SERVICES				SUPPORT SERVICES	
		Education	Nutrition	Energy Conservation	Community Services	Discretionary/ Fund Raising	General & Admin
	VITA (Volunteer Income Tax Assistance)						
149	Internal Revenue Service - VITA				X		
	Small Business Development						
456	Bank of the West				X		
	East Kern Family Resource Center						
171	Economic Empowerment				X		
280	Differential Response				X		
281	First 5 East Kern Family Resource				X		
454	Dignity Health East Kern Health Link				X		
	Youth Services						
120	Information & Education				X		
242	Youth Authority				X		
246	Realignment for Success				X		
335	Gang Prevention				X		
444	Starbucks Foundation				X		
448	Wells Fargo Foundation				X		
527	Shafter Youth Center				X		
527-068	SYC - Robotics/STEM				X		
531	Friendship House Community Center				X		
531-068	FHCC - Robotics/STEM				X		
531-070	FHCC - Aggression Replacement Training				X		
	2-1-1						
164	Cal Fresh				X		
186	2-1-1 Hospital Preparedness Program				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		
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 2018/19

Date	Advance Amount	Repayment Amount	No. of Days Borrowed	Interest Expense	Interest Rate
02/28/18	n/a				
03/30/18	n/a				
04/30/18	n/a				

Note 1: Line of Credit agreement was entered into with Wells Fargo Bank as of January 5, 2018 for $1 million and will terminate on January 15, 2019. On February 9, 2018, the line of credit was increased to $2 million with the same termination date.

Note 2: 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
12/31/17 - 3/30/18	90 days	959.72	0.25%

Note 3: The interest expense and commitment fee are automatically deducted from CAPK's operating bank account at Wells Fargo Bank.

COMMUNITY ACTION PARTNERSHIP OF KERN OPERATING CASH SUMMARY AS OF APRIL 30, 2018	
PROGRAM (FUND)	**CASH BALANCE**
CHILD AND ADULT CARE FOOD PROGRAM	(250,056.92)
HEAD START/EARLY HEAD START	333,504.62
SUBTOTAL	**83,447.70**
CHILD DEVELOPMENT RESERVE No. 2	125.52
GENERAL CHILD CARE	(33,093.57)
MIGRANT A/P	1,553,374.13
MIGRANT CHILD CARE	(14,923.16)
MIGRANT SPECIALIZED SERVICES	32,187.71
STATE PRESCHOOL	(379,397.48)
SUBTOTAL	**1,158,273.15**
BAKERSFIELD CALIFORNIAN FOUNDATION	53.32
COMMODITY SUPPLEMENTAL FOOD PROGRAM	(14,906.57)
EFAP	11,747.71
FOOD BANK	127,966.65
FOOD BANK - STATE	79,070.37
SOCAL GAS	5,000.00
WONDERFUL FOUNDATION	14,848.50
SUBTOTAL	**223,779.98**
ENERGY	(62,366.31)
LIHEAP	(998,724.40)
LIWP	(4,393.00)
LIWP SOLAR PV	4,063.24
LIWP SINGLE FAMILY	(63,549.14)
WATER TANK	51.53
TRANSFER NEGATIVE BALANCE	1,124,918.08
SUBTOTAL	**0.00**
CALIFORNIA ENDOWMENT	22,716.43
CENTRAL VALLEY SMALL BUSINESS DEVELOPMENT	25,000.00
SUBTOTAL	**47,716.43**
211	(22,551.13)
CAL FRESH	(4,490.87)
COST POOLS	(141,818.55)
CSBG	196,487.72
DIFFERENTIAL RESPONSE	(26,355.24)
DIGNITY HEALTH	22,838.24
DISCRETIONARY FUND	215,088.41
FIRST 5 KERN 211	(30,157.89)
FIRST 5 KERN EAST KERN FAMILY RESOURCE CENTER	(20,572.18)
FIRST 5 HELP ME GROW	(11,937.48)
FRIENDSHIP HOUSE	(27,412.37)
FUNDRAISING	292,030.01
GANG PREVENTION	(6,275.36)
GENERAL FUND	151,043.33
HOSPITAL PREPAREDNESS	(1,000.00)
INDIRECT FUND	1,437,936.13
IRS - VITA	(1,982.67)
INFORMATION & EDUCATION	(26,011.54)
REALIGNMENT FOR SUCCESS	(8,255.24)
SHAFTER YOUTH CENTER	(6,604.48)
STARBUCKS FOUNDATION	11,527.56
UNITED WAY 211	(5,219.52)
WELLS FARGO FOUNDATION	9,447.54
WIC	(481,252.98)
LESS: ENERGY NEGATIVE BALANCE	(1,124,918.08)
ADD: LINE OF CREDIT	0.00
SUBTOTAL	**389,583.36**
TOTAL OPERATING CASH	1,902,800.62

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
April 30, 2018

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

OPERATING ACCOUNT
ACCOUNT NO: XXXXX-X2976

BANK BALANCE AT 04/30/18		2,045,949.99
LESS OUTSTANDING CHECKS	225,529.90	
ADJUSTED BANK BALANCE AT 04/30/18		1,820,420.09
GENERAL LEDGER BALANCE AT 03/31/18		2,323,625.65
ADD: DEPOSITS	1,896,273.24	
ACH DEPOSITS	17,389.73	
HHS DRAWDOWNS	2,327,656.49	
VITA DRAWDOWNS	8,237.08	
LESS CHECKS ISSUED (CURRENT MONTH)	2,361,087.86	
ADP PAYROLL 04/13/18	1,134,929.02	
ADP PAYROLL 04/27/18	1,167,545.39	
ADP H.S.A. & H.R.A.	1,711.28	
MUTUAL OF AMERICA	53,489.02	
BANK ACCOUNT TRANSFER TO CHILD DEVELOPMENT RESERVE No. 2 ACCT.	54.55	
CLIENT ANALYSIS SERVICE CHARGE	809.95	
LOAN (18) BPN - PRINCIPAL AND INTEREST PAYMENTS	8,228.26	
LOAN (133) COMMITMENT FEE	959.72	
LOAN (RABOBANK) - PRINCIPAL AND INTEREST PAYMENTS	23,790.70	
ADP ADJUSTMENTS - TAX PAYMENT	156.35	
GENERAL LEDGER BALANCE AT 04/30/18		1,820,420.09
	DIFFERENCE:	0.00

PREPARED BY: Wm Richmond TITLE: Accountant II DATE: 05/01/18

APPROVED BY: C Amani TITLE: Chief Finance Officer DATE: 5/2/18

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

BANK RECONCILIATION FOR MONTH ENDING
April 30, 2018

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

ACCOUNT NO.: XXXXX-X6256

BANK BALANCE ENDING:	**04/30/18**		**536,449.42**
DEPOSITS IN TRANSIT		0.00	
OUTSTANDING CHECKS		0.00	
OTHER		0.00	
ADJUSTED BANK BALANCE:	**04/30/18**		**536,449.42**
BALANCE PER G/L	**03/31/18**		**536,381.96**
ADD: DEPOSITS		0.00	
INTEREST		67.46	
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	**04/30/18**		**536,449.42**
		DIFFERENCE:	0.00

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

PREPARED BY: Wm. Richmond TITLE: Accountant II DATE: 05/01/18

APPROVED BY: C Amemi TITLE: Chief Finance Officer DATE: 5/2/18

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

BANK RECONCILIATION FOR MONTH ENDING
April 30, 2018

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

ACCOUNT NO.: XXXXX-X1095

BANK BALANCE ENDING:	**04/30/18**		**98,065.36**
DEPOSITS IN TRANSIT		0.00	
OUTSTANDING CHECKS		0.00	
OTHER		0.00	
ADJUSTED BANK BALANCE:	**04/30/18**		**98,065.36**

BALANCE PER G/L	**03/31/18**		**98,104.61**
ADD: DEPOSITS		0.00	
INTEREST		7.25	
BANK ACCOUNT TRANSFER FROM GENERAL FUND		0.00	
LESS: CHECKS		0.00	
CLIENT ANALYSIS SERVICE CHARGE		46.50	
BANK ACCOUNT TRANSFER TO GENERAL FUND		0.00	
BALANCE PER G/L	**04/30/18**		**98,065.36**

** 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 II DATE: 05/01/18

APPROVED BY: C Amami TITLE: Chief Finance Officer DATE: 5/2/18

D5

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

BANK RECONCILIATION FOR MONTH ENDING
April 30, 2018

WELLS FARGO BANK, N.A.
P. O. BOX 6302
SAN FRANCISCO, CA 94163

ACCOUNT NO.: XXXXX-X1921

BANK BALANCE ENDING:	**04/30/18**		**6,288.10**
DEPOSITS IN TRANSIT (CREDIT CARD)		0.00	
OUTSTANDING CHECKS		0.00	
OTHER		0.00	
ADJUSTED BANK BALANCE	**04/30/18**		**6,288.10**
BALANCE PER GENERAL LEDGER	**03/31/18**		**6,326.64**
ADD: DEPOSITS (Credit Card Donations & Shared Fee)		0.00	
BANKCARD DEPOSIT		0.00	
PAYPAL DEPOSIT		0.00	
INTEREST		0.47	
LESS: APPLIED MERCHANT DEBITS			
CLIENT ANALYSIS SERVICE CHARGE		29.06	
BANKCARD FEES		9.95	
CASH CONCENTRATION FEE		0.00	
FUND TRANSFER TO GENERAL FUND		0.00	
BALANCE PER GENERAL LEDGER:	**04/30/18**		**6,288.10**

** 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 II DATE: 05/01/18

APPROVED BY: Q Amami TITLE: Chief Finance Officer DATE: 5/2/18

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

BANK RECONCILIATION FOR MONTH ENDING
April 30, 2018

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

ACCOUNT NO.: XXXXX-X6264

BANK BALANCE ENDING:	**04/30/18**		**0.00**
DEPOSITS IN TRANSIT		0.00	
OUTSTANDING CHECKS		0.00	
OTHER		0.00	
ADJUSTED BANK BALANCE:	**04/30/18**		**0.00**
BALANCE PER G/L	**03/31/18**		**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	**04/30/18**		**0.00**
		DIFFERENCE:	0.00

PREPARED BY: Wm. Richmond TITLE: Accountant II DATE: 05/01/18

APPROVED BY: [signature] TITLE: Chief Finance Officer DATE: 5/2/18

D7

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

BANK RECONCILIATION FOR MONTH ENDING
April 30, 2018

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

ACCOUNT NO.: XXXXX-X2049

BANK BALANCE ENDING:	**04/30/18**		**267.78**
DEPOSITS IN TRANSIT		0.00	
OUTSTANDING CHECKS		0.00	
OTHER		0.00	
ADJUSTED BANK BALANCE:	**04/30/18**		**267.78**
BALANCE PER G/L	**03/31/18**		**267.77**
ADD: DEPOSITS		54.55	
INTEREST		0.02	
BANK ACCOUNT TRANSFER FROM GENERAL FUND		0.00	
LESS: CHECKS		0.00	
CLIENT ANALYSIS SERVICE CHARGE		54.56	
BANK ACCOUNT TRANSFER TO GENERAL FUND		0.00	
BALANCE PER G/L	**04/30/18**		**267.78**
		DIFFERENCE:	0.00

PREPARED BY: Wm. Richmond TITLE: Accountant II DATE: 05/01/18

APPROVED BY: C Amaro TITLE: Chief Finance Officer DATE: 5/2/18

D8

COMMUNITY ACTION PARTNERSHIP OF KERN
BANK OF AMERICA MASTERCARD SUMMARY
STATEMENTS DATED MARCH 22 - APRIL 21, 2018

Cardholder	Position	Amount Charged
Gloria Barbero	Administrator - EHS San Joaquin	549.81
Emily Gonzalez Demont	Assistant Director - Grants Management	3,170.52
Yolanda Gonzales	Director of Head Start/State Child Development Programs	3,994.50
Ralph Martinez	Director of Community Development	7,851.68
Raymond Quan	Director of Human Resources	0.00
Pritika Ram	Director of Administration	362.28
Carmen Segovia	Director of Health & Nutrition Services	881.94
Jeremy Tobias	Chief Executive Officer	0.00
Emilio Wagner	Director of Operations	2,802.62
	Total	15,893.02

Bank of America

GLORIA BARBERO

Platinum Plus® for Business | March 22, 2018 - April 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
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WILMINGTON, DE 19886-5796

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1.800.673.1044, 24 Hours

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1.888.500.6267, 24 Hours

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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	$549.81
Minimum Payment Due	**$10.00**
Payment Due Date	**05/17/18**

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	$0.00
Payments and Other Credits	$0.00
Balance Transfer Activity	$0.00
Cash Advance Activity	$0.00
Purchases and Other Charges	$549.81
Fees Charged	**$0.00**
Finance Charge	**$0.00**
New Balance Total	$549.81
Credit Limit	$5,000
Credit Available	$4,450.19
Statement Closing Date	04/21/18
Days in Billing Cycle	31

Transactions

Posting Date	*Transaction Date*	*Description*	*Reference Number*	*Amount*
		Purchases and Other Charges		
03/29	03/29	TARGET.COM * 800-591-3869 MN	553102080880830414211 23	87.11
03/29	03/29	TARGET.COM * 800-591-3869 MN	553102080880830425184 06	58.78
03/29	03/29	TARGET.COM * 800-591-3869 MN	553102080880830430954 38	87.11
04/20	04/20	285899248 8884344532 MD	554464181100831772178 69	136.30
04/20	04/20	285903032 8884344532 MD	554464181100831873877 51	180.51
		TOTAL PURCHASES AND OTHER CHARGES FOR THIS PERIOD		**$549.81**

0000000 0001000 0054981

Account Number:
March 22, 2018 - April 21, 2018

New Balance Total $549.81
Minimum Payment Due $10.00
Payment Due Date 05/17/18

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GLORIA BARBERO
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E2

Bank of America

EMILY GONZALEZ DEMONT

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Payment Information

New Balance Total	$3,170.52
Minimum Payment Due	**$31.71**
Payment Due Date	**05/17/18**

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	$1,343.94
Payments and Other Credits	-$1,343.94
Balance Transfer Activity	$0.00
Cash Advance Activity	$0.00
Purchases and Other Charges	$3,170.52
Fees Charged	**$0.00**
Finance Charge	**$0.00**
New Balance Total	$3,170.52
Credit Limit	$10,000
Credit Available	$6,829.48
Statement Closing Date	04/21/18
Days in Billing Cycle	31

Transactions

Posting Date	*Transaction Date*	*Description*	*Reference Number*	*Amount*
		Payments and Other Credits		
04/13	04/13	CA Banking Center payment	10306005750006655565610	-1,343.94
		TOTAL PAYMENTS AND OTHER CREDITS FOR THIS PERIOD		**-$1,343.94**
		Purchases and Other Charges		
03/23	03/21	UNITED 01623911764985 800-932-2732 TX WHEAT/TRACEY 01623911764985	55432868081200746346881	516.00

0134394 0003171 0317052

Account Number:
March 22, 2018 - April 21, 2018

New Balance Total $3,170.52
Minimum Payment Due $31.71
Payment Due Date 05/17/18

BUSINESS CARD
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EMILY GONZALEZ DEMONT
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Transactions

Posting Date	Transaction Date	Description	Reference Number	Amount
		Departure Date: 04/14/18 Airport Code: BFL UA SR DEN Departure Date: 04/14/18 Airport Code: DEN UA SR MSY Departure Date: 04/18/18 Airport Code: MSY UA SR SFO Departure Date: 04/18/18 Airport Code: SFO UA SR BFL		
03/23	03/21	UNITED 01623911764996 800-932-2732 TX COFFEY/CAROLYNJEANDENISE 01623911764996 Departure Date: 04/14/18 Airport Code: BFL UA SR DEN Departure Date: 04/14/18 Airport Code: DEN UA SR MSY Departure Date: 04/18/18 Airport Code: MSY UA SR SFO Departure Date: 04/18/18 Airport Code: SFO UA SR BFL	55432868081200746346899	516.00
03/23	03/21	UNITED 01623911765000 800-932-2732 TX MITCHELL/LESLIE 01623911765000 Departure Date: 04/14/18 Airport Code: BFL UA SR DEN Departure Date: 04/14/18 Airport Code: DEN UA SR MSY Departure Date: 04/18/18 Airport Code: MSY UA SR SFO Departure Date: 04/18/18 Airport Code: SFO UA SR BFL	55432868081200746346907	516.00
03/26	03/25	TOWNEPLACE SUITES SAN ANTONIO TX Arr: 03/25/18 Dep: 03/25/18 Inv: 084010	55432868084200321992064	173.63
03/26	03/25	TOWNEPLACE SUITES SAN ANTONIO TX Arr: 03/25/18 Dep: 03/25/18 Inv: 084011	55432868084200321992072	173.63
03/27	03/26	EB LACOE AND LACMEC F 8014137200 CA	55429508085715413420894	85.26
04/09	04/06	CACFP.ORG 5128508278 TX	55429508096637695523145	1,150.00
04/20	04/18	CALIFORNIA CHILD DEVEL 415-9671967 CA	75306378109324600438912	40.00
		TOTAL PURCHASES AND OTHER CHARGES FOR THIS PERIOD		**$3,170.52**

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	25.74% V	$0.00	$0.00

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

Bank of America

YOLANDA GONZALES

Platinum Plus® for Business | March 22, 2018 - April 21, 2018 | Cardholder Statement

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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	$3,994.50
Minimum Payment Due	**$39.95**
Payment Due Date	**05/17/18**

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	$400.00
Payments and Other Credits	-$400.00
Balance Transfer Activity	$0.00
Cash Advance Activity	$0.00
Purchases and Other Charges	$3,994.50
Fees Charged	**$0.00**
Finance Charge	**$0.00**
New Balance Total	$3,994.50
Credit Limit	$10,000
Credit Available	$6,005.50
Statement Closing Date	04/21/18
Days in Billing Cycle	31

Transactions

Posting Date	*Transaction Date*	*Description*	*Reference Number*	*Amount*
		Payments and Other Credits		
04/13	04/13	CA Banking Center payment	10306005750015655473634	- 400.00
		TOTAL PAYMENTS AND OTHER CREDITS FOR THIS PERIOD		**-$400.00**
		Purchases and Other Charges		
04/11	04/10	HILTON HOTELS COSTA ME COSTA MESA CA Arr: 04/08/18 Dep: 04/09/18 Inv: 0002155927	55310208100006021559277	204.91
04/11	04/10	HILTON HOTELS COSTA ME COSTA MESA CA Arr: 04/08/18 Dep: 04/09/18 Inv: 0002155937	55310208100006021559376	204.91

0040000 0003995 0399450

Account Number:
March 22, 2018 - April 21, 2018

New Balance Total $3,994.50
Minimum Payment Due $39.95
Payment Due Date 05/17/18

BUSINESS CARD
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YOLANDA GONZALES
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Transactions

Posting Date	Transaction Date	Description	Reference Number	Amount
04/12	04/11	HILTON HOTELS COSTA ME COSTA MESA CA Arr: 04/08/18 Dep: 04/10/18 Inv: 0002155922	55310208101006021559227	594.68
04/16	04/13	TABLEAU SOFTWARE, INC. 12066333400 WA	55429508104637981922357	2,990.00
		TOTAL PURCHASES AND OTHER CHARGES FOR THIS PERIOD		**$3,994.60**

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	25.74% V	$0.00	$0.00

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

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Bank of America

RALPH MARTINEZ

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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	$7,845.55
Minimum Payment Due	**$78.46**
Payment Due Date	**05/17/18**

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	$69.00
Payments and Other Credits	-$75.13
Balance Transfer Activity	$0.00
Cash Advance Activity	$0.00
Purchases and Other Charges	$7,851.68
Fees Charged	**$0.00**
Finance Charge	**$0.00**
New Balance Total	$7,845.55
Credit Limit	$10,000
Credit Available	$2,154.45
Statement Closing Date	04/21/18
Days in Billing Cycle	31

Transactions

Posting Date	*Transaction Date*	*Description*	*Reference Number*	*Amount*
		Payments and Other Credits		
04/13	04/13	CA Banking Center payment	10306005750006655375739	- 69.00
04/19	04/18	RBT PANDA EXPRESS #124 EasySavings NY	05587458108000000222472	- 6.13
		TOTAL PAYMENTS AND OTHER CREDITS FOR THIS PERIOD		**-$75.13**
		Purchases and Other Charges		
03/23	03/22	US COACHWAYS 08003595991 NY	55547508082034915106146	640.55
03/23	03/22	SPIRIT CRUISES 2 SAN PEDRO CA	25247808081004401125554	2,395.18
03/26	03/22	FRESHPRES,JBC CONSUMER FISHERS IN	55207398082684210592320	98.14

0006900 0007846 0784555

Account Number:
March 22, 2018 - April 21, 2018

New Balance Total $7,845.55
Minimum Payment Due $78.46
Payment Due Date 05/17/18

BUSINESS CARD
PO BOX 15796
WILMINGTON, DE 19886-5796

Enter payment amount

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RALPH MARTINEZ
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Transactions

Posting Date	Transaction Date	Description	Reference Number	Amount
03/30	03/26	THE WEBSTAURANT STORE 717-392-7472 PA	85431548088701299063178	70.85
03/30	03/29	US COACHWAYS 08003595991 NY	55547508089034004631304	1,494.60
04/02	04/01	STAYCLASSYP STAYCLASSY 6199611892 CA	55429508091894764718982	69.00
04/09	04/05	FRONTSTREAM RESTON VA	75263588096984001401429	180.00
04/09	04/06	SMK*SURVEYMONKEY 971-244-5555 CA	55432868096200652040976	252.00
04/09	04/07	VALLITIX TICKETS BOX O BAKERSFIELD CA	25247808097001074047596	75.00
04/12	04/10	THE WEBSTAURANT STORE 717-392-7472 PA	85431548101701299063536	164.71
04/16	04/13	DICKEYS CA-702 BAKERSFIELD CA	55432868104200043929341	134.38
04/16	04/13	CASA MUNOZ BAKERSFIELD CA	85186878105702117662909	161.09
04/17	04/16	PANDA EXPRESS #1245 T BAKERSFIELD CA	55310208107838005944361	153.37
04/20	04/19	HOTELS.COM147345635915 HOTELS.COM WA	55432868109200051940268	514.68
04/20	04/19	HOTELS.COM147345846634 HOTELS.COM WA	55432868109200051943742	713.73
04/20	04/19	LATINO TAX PROFESSIONA SALINAS CA	85450938109980067949198	734.40
		TOTAL PURCHASES AND OTHER CHARGES FOR THIS PERIOD		**$7,851.68**

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	25.74% V	$0.00	$0.00

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

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Bank of America

PRITIKA RAM

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Payment Information

New Balance Total	$259.20
Minimum Payment Due	**$10.00**
Payment Due Date	**05/17/18**

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	$445.99
Payments and Other Credits	-$549.07
Balance Transfer Activity	$0.00
Cash Advance Activity	$0.00
Purchases and Other Charges	$362.28
Fees Charged	**$0.00**
Finance Charge	**$0.00**
New Balance Total	$259.20
Credit Limit	$10,000
Credit Available	$9,740.80
Statement Closing Date	04/21/18
Days in Billing Cycle	31

Transactions

Posting Date	*Transaction Date*	*Description*	*Reference Number*	*Amount*
		Payments and Other Credits		
04/09	04/06	THE WEBSTAURANT STORE 717-392-7472 PA	85431548098701299065601	- 103.08
04/13	04/13	CA Banking Center payment	10306005750015655442456	- 445.99
		TOTAL PAYMENTS AND OTHER CREDITS FOR THIS PERIOD		**-$549.07**
		Purchases and Other Charges		
03/23	03/20	THE WEBSTAURANT STORE 717-392-7472 PA	85431548081701299061864	162.41
03/26	03/22	THE WEBSTAURANT STORE 717-392-7472 PA	85431548082701299064438	149.87

0044599 0001000 0025920

Account Number:
March 22, 2018 - April 21, 2018

New Balance Total $259.20
Minimum Payment Due **$10.00**
Payment Due Date **05/17/18**

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Enter payment amount

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Transactions

Posting Date	Transaction Date	Description		Reference Number	Amount
04/16	04/13	CALCAPA	9164431721 CA	55429508104637975343529	50.00
		TOTAL PURCHASES AND OTHER CHARGES FOR THIS PERIOD			**$362.28**

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	25.74% V	$0.00	$0.00

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

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Bank of America

CARMEN SEGOVIA

Platinum Plus® for Business | March 22, 2018 - April 21, 2018 | Cardholder Statement

Account Information:
www.bankofamerica.com

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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:
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Payment Information

New Balance Total	$131.94
Minimum Payment Due	**$10.00**
Payment Due Date	**05/17/18**

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	$1,217.40
Payments and Other Credits	-$1,967.40
Balance Transfer Activity	$0.00
Cash Advance Activity	$0.00
Purchases and Other Charges	$881.94
Fees Charged	**$0.00**
Finance Charge	**$0.00**
New Balance Total	$131.94
Credit Limit	$20,000
Credit Available	$19,868.06
Statement Closing Date	04/21/18
Days in Billing Cycle	31

Transactions

Posting Date	*Transaction Date*	*Description*	*Reference Number*	*Amount*
		Payments and Other Credits		
04/13	04/12	CALIFORNIA WIC ASSOC 916-448-2280 CA	5543286810220068780675 7	- 750.00
04/13	04/13	CA Banking Center payment	10306005750015655408069	- 1,217.40
		TOTAL PAYMENTS AND OTHER CREDITS FOR THIS PERIOD		**-$1,967.40**
		Purchases and Other Charges		
03/23	03/22	WALMART.COM 800-966-6546 AR	55432868081200807371851	76.98
03/28	03/27	VIOC GN0163 BAKERSFIELD CA	55457028087837000021695	60.07
03/28	03/27	VIOC GN0163 BAKERSFIELD CA	55457028087837000021703	60.07

0121740 0001000 0013194

Account Number:
March 22, 2018 - April 21, 2018

New Balance Total $131.94
Minimum Payment Due $10.00
Payment Due Date 05/17/18

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WILMINGTON, DE 19886-5796

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Transactions

Posting Date	Transaction Date	Description	Reference Number	Amount
03/30	03/29	WALMART.COM 800-966-6546 AR	55432868088200118562019	14.37
03/30	03/29	LASSENS NATURAL FOODS- BAKERSFIELD CA	55500368089837000216423	129.82
04/02	03/31	WALMART.COM 800-966-6546 AR	55432868090200393585657	159.39
04/05	04/05	TARGET.COM * 800-591-3869 MN	55310208095083065698094	171.56
04/11	04/10	J AND E RESTAURANT SUP 06616311584 CA	554807781012861531000109	155.51
04/20	04/19	LASSENS NATURAL FOODS- BAKERSFIELD CA	55500368110837000445413	54.17
		TOTAL PURCHASES AND OTHER CHARGES FOR THIS PERIOD		**$881.94**

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	25.74% 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

Platinum Plus® for Business | March 22, 2018 - April 21, 2018 | Cardholder Statement

Account Information:
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Mail Billing Inquiries to:
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EL PASO, TX 79998-2238

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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	-$997.38
Minimum Payment Due	**$0.00**
Payment Due Date	**05/17/18**

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	$6,272.96
Payments and Other Credits	-$10,072.96
Balance Transfer Activity	$0.00
Cash Advance Activity	$0.00
Purchases and Other Charges	$2,802.62
Fees Charged	**$0.00**
Finance Charge	**$0.00**
New Balance Total	-$997.38
Credit Limit	$10,000
Credit Available	$10,000.00
Statement Closing Date	04/21/18
Days in Billing Cycle	31

Transactions

Posting Date	*Transaction Date*	*Description*	*Reference Number*	*Amount*
		Payments and Other Credits		
04/13	04/13	CA Banking Center payment	10306005750006655521712	- 6,272.96
04/17	04/16	WSU CONF MGMT 5093353530 WA	55310208107026948571810	- 3,800.00
		TOTAL PAYMENTS AND OTHER CREDITS FOR THIS PERIOD		**-$10,072.96**
		Purchases and Other Charges		
03/22	03/20	UNITED 01670864069932 800-932-2732 TX CONTRERAS/ESPERANZA 01670864069932	55432868080200585792873	532.00

0627296 0000000 0099738

Account Number:
March 22, 2018 - April 21, 2018

New Balance Total ..... -$997.38
Minimum Payment Due $0.00
Payment Due Date 05/17/18

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Transactions

Posting Date	Transaction Date	Description	Reference Number	Amount
		Departure Date: 06/02/18 Airport Code: BFL UA L DEN Departure Date: 06/02/18 Airport Code: DEN UA L DFW Departure Date: 06/06/18 Airport Code: DFW UA Q DEN Departure Date: 06/06/18 Airport Code: DEN AU Q BFL		
03/22	03/20	UNITED 01670864069943 800-932-2732 TX WAGNER/EMILIO GABRIE 01670864069943 Departure Date: 06/02/18 Airport Code: BFL UA L DEN Departure Date: 06/02/18 Airport Code: DEN UA L DFW Departure Date: 06/06/18 Airport Code: DFW UA Q DEN Departure Date: 06/06/18 Airport Code: DEN AU Q BFL	5543286808020058579288l	532.00
03/26	03/23	INDIGO GAS LAMP QUARTE SAN DIEGO CA Arr: 04/15/18 Dep: 04/17/18 Inv: 13194910	55310208083708749054009	774.62
04/18	04/17	PACIFIC GAS AND ELECTR 4159739000 CA	55429508107713490569687	145.00
04/18	04/17	PACIFIC GAS AND ELECTR 4159739000 CA	55429508107713490569828	145.00
04/18	04/17	PACIFIC GAS AND ELECTR 4159739000 CA	55429508107713486264228	145.00
04/18	04/17	PACIFIC GAS AND ELECTR 4159739000 CA	55429508107713486264350	145.00
04/18	04/17	PACIFIC GAS AND ELECTR 4159739000 CA	55429508107715496537121	145.00
04/18	04/17	PACIFIC GAS AND ELECTR 4159739000 CA	55429508107715496537204	145.00
04/19	04/17	INDIGO GAS LAMP QUARTE SAN DIEGO CA Arr: 04/15/18 Dep: 04/17/18 Inv: 13195905	55310208108708787392072	94.00
		TOTAL PURCHASES AND OTHER CHARGES FOR THIS PERIOD		**$2,802.62**

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	25.74% V	$0.00	$0.00

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

COMMUNITY ACTION PARTNERSHIP OF KERN
CENTRAL KITCHEN - BUDGET TO ACTUAL
FOR THE PERIOD MARCH 1, 2018 TO FEBRUARY 28, 2019 (2 OF 12 MONTHS OR 16.67%)

Line Item	2018/19 Budget	3/1/18 - 4/30/18 Actual	% Expended	Available Budget
USDA Revenue (Note A)	$1,265,857	301,116	23.8%	964,741
Head Start Subsidy	1,151,461	112,165	9.7%	1,039,296
Total Revenue	$2,417,318	$413,281	17.1%	2,004,037
Expenditures (Note B)				
Salaries	$557,792	89,838	16.1%	467,954
Benefits	167,338	33,390	20.0%	133,948
Vehicle Gasoline, Repair/Maintenance	70,000	9,856	14.1%	60,144
Space Costs	101,200	15,377	15.2%	85,823
Supplies - Office & Food Service	114,900	28,447	24.8%	86,453
Equipment Purchase		7,271		(7,271)
Equipment Repair/Maintenance	6,000	2,921	48.7%	3,079
Communication	13,000	2,315	17.8%	10,685
Risk Insurance	12,700	1,762	13.9%	10,938
Printing	1,700	297	17.5%	1,403
Hiring & Employee Costs	1,800		0.0%	1,800
First Aid	2,600	25	1.0%	2,575
Home Base Socializations	9,568		0.0%	9,568
Raw Food/Vended Meals	763,418	145,994	19.1%	617,424
Sub Total	1,822,016	337,493	18.5%	1,484,523
Adult Meals Prepared	188,000	38,229	20.3%	149,771
Indirect	219,302	37,559	17.1%	181,743
Total Expenditures	$2,229,318	$413,281	18.5%	1,816,037

	Prior Period	April 2018	Cum
Total Meals Prepared and Vended (Note C)	74,289	83,080	157,369
Total Meals Claimed	61,693	71,136	132,829
Difference	12,596	11,944	24,540
Pecentage Claimed to Prepared/Vended	83.0%	85.6%	84.4%

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 and homebase excluding adult prepared and adult meals vended. The total represents the number of meals available to be served to center and homebase children.

COMMUNITY ACTION PARTNERSHIP OF KERN
STATE DEPARTMENT OF EDUCATION 2017/18 CONTRACTS - EARNED REVENUE
FOR THE PERIOD 7/1/17 - 6/30/18 (10 OF 12 MONTHS = 83.33%)

	July 2017	Aug 2017	Sept 2017	Oct 2017	Nov 2017	Dec 2017	Jan 2018	Feb 2018	Mar 2018	Apr 2018	TOTAL	% Earned to MRA
GENERAL CHILD CARE (CCTR-7050)												
Adjusted Days of Enrollment - Certified	3,900	5,289	4,655	4,917	4,534	4,331	4,971	4,484	5,516	5,564	48,161	
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	X $45.44	X $45.44	X $45.44	
Revenue Earned	$177,216	$240,332	$211,523	$223,428	$206,025	$196,801	$225,882	$203,753	$250,647	$252,828	$2,188,436	**93.96%**
Maximum Reimburseable Amount (MRA)											**$2,329,073**	
CALIFORNIA STATE PRESCHOOL (CSPP-7119)												
Adjusted Days of Enrollment - Certified	3,041	4,826	6,531	7,817	6,948	6,083	6,900	6,878	6,919	7,823	63,766	
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	X $45.73	X $45.73	X $45.73	
Revenue Earned	$139,065	$220,693	$298,663	$357,471	$317,732	$278,176	$315,537	$314,531	$316,406	$357,746	$2,916,019	**93.13%**
Maximum Reimburseable Amount (MRA)											**$3,131,270**	
MIGRANT CHILD CARE (CMIG-7004)												
Adjusted Days of Enrollment - Certified	418	500	433	549	480	451	545	500	611	641	5,128	
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	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	$22,720	$27,764	$29,127	$233,016	**98.53%**
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 (9 OF 12 MONTHS = 75%)

Contract CMAP-7000	July 2017	Aug 2017	Sept 2017	Oct 2017	Nov 2017	Dec 2017	Jan 2018	Feb 2018	Mar 2018	Total	%	% Earned to MRA
Provider Payments	424,205	469,338	510,564	473,918	485,313	467,961	482,411	488,297	499,681	4,301,688		
Less: Family Fees	(13,071)	(14,022)	(2,966)	(5,788)	(9,373)	(9,562)	(10,344)	(11,462)	(10,004)	(86,592)		
Net Provider Payments	411,134	455,316	507,598	468,130	475,940	458,399	472,067	476,835	489,677	4,215,096	82.34%	
Maximum Reimburseable Amount (MRA) for Provider Payments										**5,832,639**		**73.75%**
Administration & Support Services Revenue												
Provider Payments	424,205	469,338	510,564	473,918	485,313	467,961	482,411	488,297	499,681	4,301,688		
Reimbursement Rate	x 21.2121%	x 21.2121%	x 21.2121%	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	99,556	108,301	100,528	102,945	99,264	102,330	103,578	105,993	912,478		
Program Administration/Support Services Costs	42,841	62,672	82,488	65,595	63,154	81,946	38,075	108,339	39,617	584,727	11.42%	
Indirect (10% x MTDC) Costs	46,066	52,639	58,667	53,301	54,208	54,352	51,410	59,025	53,292	482,960	6.24%	
Transfer Indirect to CSBG						(123,209)		(40,442)		(163,651)		
Total Operating Costs	88,907	115,311	141,155	118,896	117,362	13,089	89,485	126,922	92,909	904,036	17.66%	
Revenue Earned Over/(Under) Costs	1,076	(15,755)	(32,854)	(18,368)	(14,417)	86,175	12,845	(23,344)	13,084	8,442		
TOTAL COSTS - NET OF FAMILY FEES	500,041	570,627	648,753	587,026	593,302	471,488	561,552	603,757	582,586	5,119,132	100.00%	

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

Provider payments	4,301,688
Reimbursement Rate (17.5% / 82.5%)	x 21.2121%
Revenue Earned	912,478

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.

G2

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

Activities	April 2018		Year to Date (3/1/18-4/30/18)	
Description	**Number**	**Amount**	**Number**	**Amount**
Accounting Transactions Processed	22,066		47,073	
Bank Deposits	5	1,896,273	10	3,505,078
Wire Deposits	3	17,390	10	121,705
Head Start/IRS Drawdowns	5	2,327,656	12	7,708,661
Vendor Checks Issued	898	2,361,088	1,785	4,389,018
Payroll Disbursed		2,302,474		5,845,407
Grant Reports Prepared in April 2018	24		33	
Cal Fresh Outreach				
Dept. of Education • CCTR • CMIG/CMSS • CSPP • Migrant Alternative Payment				
Differential Response				
EFAP				
Federal Financial Report (FFR) • EHS/HS Kern – Annual • EHS San Joaquin – Annual & Final • EHS Partnership – Semi-annual				
First 5 Kern • 211 • E. Kern Family Resource Center • Help Me Grow				
Gang Prevention				
Information & Education				
LIHEAP 2016				
LIHEAP 2017				
LIHEAP 2018				
Realignment for Success				
Supplemental Commodity Food Program				
U. S. Treasury Cash Report • Head Start • Internal Revenue Service				
WIC				

Other: **Total Division Staffing**: 9 + 3 vacancies – Accountant (2) & Accounting Specialist

CFO	Deputy CFO – Idiowa Alali starts on 5/21/18
Accounting Manager	Accountant II
Accountant (2)	Accounting Specialist
Accounting Technician (4)	Accounting Clerk

Community Action of Partnership of Kern
Agency Total

STATEMENT OF POSITION (GAAP UNAUDITED)
AS OF FEBRUARY 28, 2018

ASSETS	
Cash in Bank	3,327,316.09
Cash - Vacation Reserve	522,349.93
Petty Cash	500.00
Accounts Receivable	1,804,579.10
Travel Advance	11,823.77
Prepaid Expense	329,421.22
Inventory	1,051,700.33
Net Fixed Assets - Unrestricted	2,590,181.40
Net Fixed Assets - Restricted	9,236,431.72
Total Assets	18,874,303.56
LIABILITES AND NET ASSETS	
Accounts Payable	1,883,833.17
Accrued Expenses	1,631,632.30
Accrued Vacation	911,138.65
Line of Credit	-
Note Payable	2,781,736.49
Advance Payable	92.00
Deferred Revenue	850,987.11
Total Liabilites	8,059,419.72
Total Net Assets	10,814,883.84
Total Liabilities and Net Assets	18,874,303.56

STATEMENT OF OPERATIONS (GAAP UNAUDITED)
FOR THE PERIOD MARCH 1, 2017 TO FEBRUARY 28, 2018

REVENUE	
Grant Revenue	56,158,786.80
Donations	185,435.16
Other Revenue	5,685,448.19
In-Kind	7,370,302.73
Total Revenue	69,399,972.88
EXPENDITURES	
Salaries	27,956,340.76
Benefits	8,353,697.73
Travel	567,595.53
Space Costs	5,285,050.63
Supplies	2,377,901.73
Consultant/Contract Services	2,262,172.17
Other Costs	2,393,510.50
Program Costs	7,955,393.65
Capital Expenditures	(0.00)
Indirect	5,071,019.86
In-Kind	7,370,302.73
Total Expenditures	69,592,985.29
Net Change in Assets	(193,012.41)
Net Assets, beginning	11,007,896.25
Net Assets, ending	10,814,883.84

Community Action of Partnership of Kern
Agency Total

STATEMENT OF POSITION (UNAUDITED)
AS OF APRIL 30, 2018

ASSETS	
Cash in Bank	1,902,800.62
Cash - Vacation Reserve	536,449.42
Petty Cash	500.00
Accounts Receivable	1,413,569.65
Travel Advance	31,973.39
Prepaid Expense	564,335.85
Inventory	1,058,238.08
Net Fixed Assets - Unrestricted	2,542,483.21
Net Fixed Assets - Restricted	9,236,431.72
Total Assets	17,286,781.94
LIABILITES AND NET ASSETS	
Accounts Payable	1,229,432.54
Accrued Expenses	847,602.95
Accrued Vacation	525,206.52
Line of Credit	0.00
Note Payable	2,734,038.30
Advance Payable	92.00
Deferred Revenue	1,149,522.32
Total Liabilites	6,485,894.63
Total Net Assets	10,800,887.31
Total Liabilities and Net Assets	17,286,781.94

STATEMENT OF OPERATIONS (UNAUDITED)
FOR THE PERIOD MARCH 1, 2018 TO APRIL 30, 2018

REVENUE	
Grant Revenue	8,215,874.88
Donations	56,258.57
Other Revenue	762,366.48
In-Kind	0.00
Total Revenue	9,034,499.93
EXPENDITURES	
Salaries	3,915,643.19
Benefits	1,379,705.82
Travel	73,298.41
Space Costs	639,043.97
Supplies	249,283.30
Consultant/Contract Services	336,426.59
Other Costs	361,294.19
Program Costs	1,313,574.25
Capital Expenditures	24,030.53
Indirect	756,196.21
In-Kind	(0.00)
Total Expenditures	9,048,496.46
Net Change in Assets	(13,996.53)
Net Assets, beginning	10,814,883.84
Net Assets, ending	10,800,887.31

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-18 TO 04-30-18 (17%)

	AGENCY TOTAL			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	25,995,600	3,756,844	22,238,756	14%
BENEFITS	7,979,525	1,307,107	6,672,418	16%
TRAVEL	536,271	75,449	460,822	14%
SPACE COST	3,765,111	563,321	3,201,790	15%
SUPPLIES	1,796,041	239,405	1,556,636	13%
EQUIPMENT	211,038	24,031	187,007	11%
CONSULTANT/CONTRACT SERVICES	954,462	214,009	740,453	22%
OTHER COSTS	2,259,160	350,306	1,908,854	16%
PROGRAM COSTS	9,151,790	1,311,847	7,839,943	14%
INDIRECT	5,059,589	757,612	4,301,977	15%
TOTAL	57,708,587	8,599,930	49,108,657	15%

K1

DATE PREPARED: 5/16/2018

PREPARED BY: Wm. RICHMOND, ACCOUNTANT II

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-18 TO 04-30-18 (17%)

	EDUCATION			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	20,001,314	3,072,362	16,928,952	15%
BENEFITS	6,306,887	1,038,913	5,267,974	16%
TRAVEL	323,189	45,636	277,553	14%
SPACE COST	2,763,629	406,747	2,356,882	15%
SUPPLIES	1,391,790	167,925	1,223,865	12%
EQUIPMENT	113,310	16,760	96,550	15%
CONSULTANT/CONTRACT SERVICES	697,686	151,084	546,602	22%
OTHER COSTS	1,273,028	182,818	1,090,210	14%
PROGRAM COSTS	6,935,676	1,065,088	5,870,588	15%
INDIRECT	3,489,828	601,884	2,887,944	17%
TOTAL	43,296,337	6,749,217	36,547,120	16%

K2

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-18 TO 04-30-18 (17%)

	NUTRITION			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	3,431,870	383,359	3,048,511	11%
BENEFITS	981,090	142,407	838,683	15%
TRAVEL	106,391	15,395	90,996	14%
SPACE COST	576,555	87,515	489,040	15%
SUPPLIES	214,757	56,080	158,677	26%
EQUIPMENT	97,728	7,271	90,457	7%
CONSULTANT/CONTRACT SERVICES	11,300	784	10,516	7%
OTHER COSTS	310,015	56,207	253,808	18%
PROGRAM COSTS	1,235,539	151,993	1,083,546	12%
INDIRECT	604,331	78,745	525,586	13%
TOTAL	7,569,576	979,755	6,589,821	13%

K3

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-18 TO 04-30-18 (17%)

	ENERGY CONSERVATION			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	1,300,000	160,573	1,139,427	12%
BENEFITS	377,000	64,093	312,907	17%
TRAVEL	60,000	9,455	50,545	16%
SPACE COST	200,000	40,153	159,847	20%
SUPPLIES	140,000	10,722	129,278	8%
EQUIPMENT	0	0	0	0%
CONSULTANT/CONTRACT SERVICES	200,000	54,966	145,034	27%
OTHER COSTS	535,000	79,259	455,741	15%
PROGRAM COSTS	950,000	87,947	862,053	9%
INDIRECT	376,200	48,986	327,214	13%
TOTAL	4,138,200	556,154	3,582,046	13%

K4

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-18 TO 04-30-18 (17%)

	COMMUNITY SERVICES			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	652,004	64,081	587,923	10%
BENEFITS	150,654	27,385	123,269	18%
TRAVEL	32,701	4,499	28,202	14%
SPACE COST	102,402	19,804	82,598	19%
SUPPLIES	25,419	1,332	24,087	5%
EQUIPMENT	0	0	0	0%
CONSULTANT/CONTRACT SERVICES	43,226	7,085	36,141	16%
OTHER COSTS	66,152	9,715	56,437	15%
PROGRAM COSTS	20,025	1,966	18,059	10%
INDIRECT	101,673	13,132	88,541	13%
TOTAL	1,194,256	148,999	1,045,257	12%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-18 TO 04-30-18 (17%)

	CSBG			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	606,412	73,968	532,444	12%
BENEFITS	163,069	33,962	129,107	21%
TRAVEL	13,990	464	13,526	3%
SPACE COST	118,325	9,102	109,223	8%
SUPPLIES	21,875	1,213	20,662	6%
EQUIPMENT	0	0	0	0%
CONSULTANT/CONTRACT SERVICES	2,250	89	2,161	4%
OTHER COSTS	48,705	4,986	43,719	10%
PROGRAM COSTS	10,550	2,135	8,415	20%
INDIRECT	484,007	12,484	471,523	3%
TOTAL	1,469,183	138,404	1,330,779	9%

K6

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-18 TO 04-30-18 (17%)

	DISCRETIONARY & FUND RAISING			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	4,000	2,501	1,499	63%
BENEFITS	825	348	477	42%
TRAVEL	0	0	0	0%
SPACE COST	4,200	0	4,200	0%
SUPPLIES	2,200	2,133	67	97%
EQUIPMENT	0	0	0	0%
CONSULTANT/CONTRACT SERVICES	0	0	0	0%
OTHER COSTS	26,260	17,321	8,939	66%
PROGRAM COSTS	0	2,717	(2,717)	100%
INDIRECT	3,550	2,381	1,169	67%
TOTAL	41,035	27,401	13,634	67%

COMMUNITY ACTION PARTNERSHIP OF KERN
INDIRECT FUND - FY 2018/19
BUDGET TO ACTUAL - 3/1/18 TO 2/28/19 (2 OF 12 MONTHS = 16.67%)

	Budget	Actual	% Earned/ Expended	Available Balance
Revenue	**5,059,589**	**756,196**	**14.9%**	**4,303,393**
Expenditures				
Salaries	2,820,260	325,861	11.6%	2,494,399
Benefits @ 24.11% actual	674,091	85,135	12.6%	588,956
Total Personnel Costs	3,494,351	410,996	11.8%	3,083,355
Operating Costs				
Travel	90,750	3,070	3.4%	87,680
Space Costs	187,900	27,035	14.4%	160,865
Supplies	138,400	8,922	6.4%	129,478
Consultant/Contract	630,725	114,789	18.2%	515,936
Other Operating Costs	363,950	26,573	7.3%	337,377
Total Operating Costs	1,411,725	180,389	12.8%	1,231,336
Total Expenditures	**4,906,076**	**591,385**	**12.1%**	**4,314,691**
Excess Indirect Revenue	**153,513**	**164,811**		

RECAP BY SUPPORT DIVISION	Revised Budget	Actual	% Expended	Available Balance
HR	1,223,465	142,423	11.6%	1,081,042
Operations	1,394,366	194,688	14.0%	1,199,678
Executive	536,935	75,444	14.1%	461,491
Community Development	704,410	68,315	9.7%	636,095
Finance	1,046,900	110,515	10.6%	936,385
	4,906,076	591,385	12.1%	4,314,691

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Board of Directors

From: Lisa Price, Program Governance Coordinator

Date: May 23, 2018

Subject: *Agenda Item VII(a)*: April Policy Council Report – **Action Item**

The Policy Council convened on April 26, 2018; quorum was established.

There were several new business action items presented for approval. These agenda items included but were not limited to the Head Start/Early Head Start Budget Carryover Funds, Early Head Start Child Care Partnership 2018 – 2019 Application for Continued Funding as well as the San Joaquin Budget Revision. Information across all subject areas was shared with members thus resulting in Policy Council approval of all action items.

Various vacant Policy Council subcommittees were also filled; as a condition to be a PC Member one must also participate on a minimum of one subcommittee. One of the vacant positions filled was that of Policy Council Board of Representative. This position is now occupied by Ulyses Rodriguez.

Staff are diligently preparing for the Focus Area 2 review as well as the upcoming Federal Review. Kern staff will travel to San Joaquin County to assist and conduct a mock review as a part of this preparation. This will be the first review for our San Joaquin Program.

COMMUNITY ACTION PARTNERSHIP OF KERN
POLICY COUNCIL MEETING MINUTES
April 26, 2018
5005 Business Park North
Conference Room 130

1. **Call to Order – Parliamentarian, Ulyses Rodriguez,** called the meeting to order at 5:30 p.m.
   a. Moment of Silence, Pledge of Allegiance - Parliamentarian
   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, Sharif Hassan, Victoria Garcia Carlos, Diana Reyes, Destiny Thompson-Butler, Ana Lester, Lindsay Harrison, Yolanda Ochoa, Naomi Carrillo, Maggy Hartzell, Christine DeNardo, Gail Otis.

3. **Approval of Agenda – Parliamentarian, (**ACTION)**
   a. Motion for approval of the PC Agenda dated April 26, 2018, with the removal of item 7d, was made by Diana Reyes; Amber Dunlap seconded; motion carried unanimously.

4. **Approval of Minutes – Parliamentarian, (**ACTION)**
   Motion for approval of the PC meeting minutes dated March 22, 2018, was made by Victoria Garcia Carlos; Diana Reyes seconded; motion carried unanimously.

5. **Presentation of Guests/Public Forum**
   The following guests were in attendance: Anthony Boykin; Janelle Gonzalez, Governance Coordinator; Monica Ayon, Center Director; Donna Holland; Fiscal Administrator; Gabriel Cleaver, IT Specialist; Mary Ann Mooney, Program Manager; Elizabeth Williams, Program Manager; Debbie Connolly, Early Head Start Partnership Coordinator; Nadine Berry, Administrative Assistant.
   a. *(The public wishing to address the full Policy Council may do so at this time. Policy Council members may respond briefly to statements made or questions posed. However, the PC will take no action other than referring the item(s) to staff for study and analysis. Speakers are limited to five minutes each. If more than one person wishes to address the same topic, total group time for the topic will be 10 minutes. Please state your name before making your presentation. Thank you.)*

6. **Standing Committee Reports** (three minutes each)
   a. School Readiness Committee –
   No report. Next meeting, May 16, 2018, 5:30 p.m.
   b. Planning Committee –
   Quorum was established. The Committee discussed CACFP numbers, Enrollment and Attendance and the refunding application. Next meeting, May 1, 2018, 5:30 p.m.
   c. Budget and Finance Committee –
   Ms. Holland shared a letter from the Office of Head Start advising CAPK that it is time to submit the refunding application for the EHS Child Care Partnership for the 2018/2019 fiscal year. The Committee also reviewed the Budget to Actual and discussed the carryover request. Next meeting, May 17, 2018, 5:30 p.m.
   d. By-Laws Committee –
   Ms. Gonzalez stated that she was in the process of working on the By-Laws proposals to bring to the Policy Council. Next meeting, May 3, 2018, 5:30 p.m.

7. **New Business – Parliamentarian (**ACTION)**
   a. Request to approve the Head Start/Early Head Start Budget Carry Over Funds – Donna Holland, Fiscal Administrator
   Ms. Holland shared that on January 25, 2018, the Policy Council approved the request for carry over. A Notice of Action stating the request has been approved should be arriving any time. The carry over funds will be

used to replace vehicles, purchase and perform renovations for a site for additional Head Start services, and a convection oven for the Central Kitchen. Requesting approval to proceed with the purchases and renovations as mentioned.
Motion for approval of the request to approve the Head Start/Early Head Start Budget Carry Over Funds, was made by Amber Dunlap; Diana Reyes seconded; motion carried unanimously.

b. Request to approve the Early Head Start Child Care Partnership 2018-2019 Application for Continued Funding – Donna Holland, Fiscal Administrator
Ms. Holland stated CAPK received notification that it is time to submit the application for continued funding if CAPK is to continue the EHS Partnership Grant. There are no changes for the application, there will still be 56 slots between Bakersfield, College, Blanton, and Garden Pathways. The new funding year will start September 1, 2018. Ms. Holland indicated that staff are recommending the Policy Council approve the refunding application.
Motion for approval of the request to approve the Early Head Start Child Care Partnership 2018-2019 Application for Continued Funding, was made by Ana Lester; Sharif Hassan seconded; motion carried unanimously.

c. Request to approve San Joaquin Budget Revision – Donna Holland, Fiscal Administrator
Ms. Holland provided a summary of the request indicating that there are vehicles which need to be replaced due to age and damage. There have been potential savings identified that will be used to purchase the vehicles. Staff are currently using their own vehicles. The Office of Head Start is agreeable to the revision for the purchases. Staff is requesting the Policy Council approve the budget revision.
Motion for approval of the request to approve the San Joaquin Budget Revision, was made by Yolanda Ochoa; Amber Dunlap seconded; motion carried unanimously.

d. Request to approve the 2017-2018 Early Head Start Child Care Partnership Self-Assessment – Debbie Connolly, Early Head Start Partnership Coordinator
This item was removed from the agenda and will be revisited at a later date.

e. Nomination and Election for the Head Start Representative on the CAPK Board of Directors
The previous Representative was Sharif Hassan, who has resigned from the Policy Council. Ulyses Rodriguez was nominated to be the new Head Start Representative on the CAPK Board of Directors.
Motion for approval of Ulyses Rodriguez to be elected as the Head Start Representative on the CAPK Board of Director's, was made by Yolanda Ochoa; Sharif Hassan seconded; motion carried unanimously.

f. Nomination and Election for the Policy Council By-Laws Committee (2 openings)
There was one nomination for the By-Laws Committee, which is Rosa Reyes.
Motion for approval of Rosa Reyes to be elected to the Policy Council By-Laws Committee, was made by Lindsay Harrison; Victoria Garcia Carlos seconded; motion carried unanimously.

g. Nomination and Election for the Policy Council Budget & Finance Committee (4 openings)
There were three nominations for the Budget and Finance Committee. The nominees are Rosa Reyes, Gail Otis, and Destiny Thompson-Butler.
Motion for approval of Rosa Reyes, Gail Otis, and Destiny Thompson-Butler to be elected to the Policy Council Budget and Finance Committee, was made by Amber Dunlap; Diana Reyes seconded; motion carried unanimously.

h. Nomination and Election for the Policy Council School Readiness Committee (2 openings)
There was one nomination for the School Readiness Committee, which is Destiny Thompson-Butler.
Motion for approval of Destiny Thompson-Butler to be elected to the Policy Council School Readiness Committee, was made by Victoria Garcia Carlos; Jacqueline Boykin seconded; motion carried unanimously.

i. Nomination and Election for the Policy Council Planning Committee (1 opening)
There was one nomination for the Planning Committee, which is Yolanda Ochoa.
Motion for approval of Yolanda Ochoa to be elected to the Policy Council Planning Committee, was made by Ana Lester; Sharif Hassan seconded; motion carried unanimously.

8. **Presentations**
   a. No presentations

9. **Communications**
   a. Kern Head Start & Early Head Start Budget vs. Actual Expenditures, March 1, 2017 through March 31, 2018 (Interim Year-End Report)
   b. Kern Head Start & Early Head Start Budget vs. Actual Expenditures, March 1, 2018 through March 31, 2019
   c. San Joaquin Early Head Start Budget vs. Actual Expenditures, February 1, 2017 through March 31, 2018 (Interim Year-End Report)
   d. San Joaquin Early Head Start Budget vs. Actual Expenditures, February 1, 2018 through March 31, 2019
   e. Early Head Start Child Care Partnerships Budget vs. Actual Expenditures, September 1, 2017 through March 31, 2018
   f. Parent Local Travel & Child Care through March 31, 2018
   g. Parent Activity Funds through March 31, 2018
   h. Dignity Health Mercy & Memorial Hospitals – Community Wellness Programs
   i. Exceptional Family Center Presents "Identifying the Developmental Disabilities and Services" Conference
   j. Kern Community Foundation Community Volunteers to Assist in Reading Scholarships Application
   k. Policy Council Planning Committee Meeting Minutes April 2, 2018
   l. Policy Council School Readiness Committee Meeting Minutes March 14, 2018
   m. Policy Council Bylaws Committee Meeting Minutes March 8, 2018
   n. Office of Head Start 2018-2019 Funding Guidance for Early Head Start Child Care Partnerships
   o. Letter of Resignation dated March 28, 2018 – Sharif Hassan, Policy Council Member

   Motion made by Amber Dunlap to receive and file items (a) – (o).

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

    Ms. Gonzalez shared that the upcoming Federal Review for San Joaquin and Early Head Start Partnership would be the week of May 14. She advised the PC members the reviewers may also ask to speak with them and ask them about their rights and responsibilities for the Program. The PC receive data information that becomes part of the agenda and they review and approve these items. If there is something they don't understand, they can ask a staff person for clarification. Ms. Gonzalez provided a handout to the members which they can have with them if they are interviewed. Ms. Gonzalez distributed copies of the 2016-2017 Annual Report. She thanked the members for being there.

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

    Ms. Harrison shared some upcoming events: Mental Health First Aid training with provides people with a better understanding of how to notice if someone is experiencing a Mental Health or substance abuse crisis. The training is taking place in Tehachapi. Kids Fest 2018 will be taking place May 12, 2018, in Pioneer Village at the Kern County Museum. This is an opportunity to take children out and participate in activities. There will also be a Fruit and Veggie Fest at the North Chester Wal Mart which will focus on healthy eating.

    Ms. Lester provided information on How to Prevent Lead Poisoning. One of the best ways is through healthy eating. The best way is to ensure children are not putting lead-based items in their mouths, such as foreign toys or paint chips. She shared that the Make a Splash campaign provides swim lessons in two-week sessions. Parents have the opportunity during this time to receive CPR instruction.

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

    It was shared that San Joaquin is preparing for their Federal Review taking place the week of May 14, 2018. The review will be data driven to see if the program is progressing towards School Readiness. The staff are currently in process of being prepared with mock interviews. There is an literacy event scheduled for May 19, 2018 at Pixie Wood Amusement Park.

13. **Early Head Start Partnership Report** – Debbie Connolly, EHS Partnership Coordinator

    Ms. Connolly stated that the Partnership is also in the process of preparing for their Federal Review taking place the week of May 14, 2018. She feels the Partnership is pretty well ready and they are conducting mock interviews with the staff as well. She indicated training was provided by LeTisha Brooks and MaryAnn Mooney, Program Managers, on Care and Supervision to the teachers and directors of the Partnership.

14. **Board of Directors Representatives Report** – Yolanda Ochoa, CAPK Board of Directors Representative

    Ms. Ochoa stated that the Board of Director's meeting was similar in content to the Policy Council agenda. She thanked everyone for their participation.

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

    It was stated that the Federal Review is on everyone's mind at this time. Ms. Gonzales and part of the Administrative team are currently in Anaheim attending the Annual National Head Start Association (NHSA) Conference. A team has been selected to go to San Joaquin prior to the review to support the team there and there will also be selected people on site during the week of the review. There will also be an annual audit taking place in Kern during the same week. The end of the school year is approaching and there are various dates for the last day of school and that if there are questions, to check with the Center Director or Home Base Educator.

16. **Policy Council Chairperson/Announcements** – Ulyses Rodriguez, Parliamentarian

    Sharif Hassan submitted his resignation for the Policy Council. He stated it has been a pleasure working with the Policy Council, but he has determined that helping at his child's center and being there for his family is what he really needs to do. He said that he is going to school to become a certified substitute teacher. Being part of Policy Council is an experience he is thankful for.

17. **Adjournment** – Parliamentarian

    The meeting was adjourned at 6:26 p.m. by the Parliamentarian.