Head Start & State Child Development
Birth to age 5

capk
Community Action Partnership of Kern

Head Start/State Child Development Services

POLICY COUNCIL MEETING PACKET

August 30, 2018

POLICY COUNCIL
STANDING COMMITTEES
August 2018

EXECUTIVE COMMITTEE

Chairperson: Enrique Salazar Jr.
Vice Chairperson: Joanna Guillen
Secretary: Nicole Walker
Treasurer: Diana Reyes
Parliamentarian: Ulyses Rodriguez

STANDING COMMITTEE MEMBERS

Board of Director's: Ulyses Rodriguez

BYLAWS (3 Vacancies)
Chairperson: Ulyses Rodriguez

1. Enrique Salazar Jr.
2. Joanna Guillen
3. Rosa Reyes
4. Vacancy
5. Vacancy
6. Vacancy

PLANNING (2 Vacancies)
Chairperson: Joanna Guillen

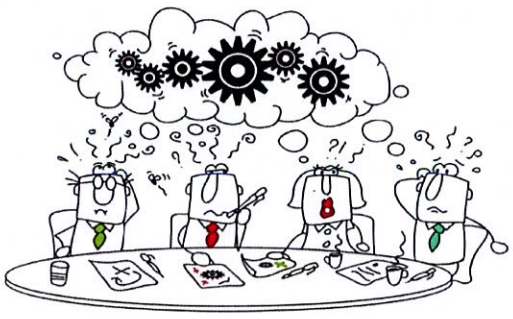
1. Victoria Garcia Carlos
2. Anastasia Lester
3. Lindsay Harrison
4. Yolanda Ochoa
5. Vacancy
6. Vacancy

SCHOOL READINESS (Full Committee)
Chairperson: Nicole Walker

1. Amber Dunlap
2. Daisy Valencia
3. Jacqueline Boykin
4. Destiny Thompson-Butler

FINANCE (4 Vacancies)
Chairperson- Diana Reyes

1. Amber Dunlap
2. Destiny Thompson-Butler
3. Vacancy
4. Vacancy
5. Vacancy
6. Vacancy





Policy Council Sub-Committee Attendance Sheet
2017-2018

Bylaws Subcommittee

Member	Dec.	Jan.	Feb.	Mar.	Apr.	May	Jun.	Jul.	Aug.	Sept.	Oct.
Ulyses Rodriguez (Chair)				X		ABS					
Coyolxauhqui Mata				X		X					
Naomi Carrillo				ABS		ABS					
Enrique Salazar Jr.				ABS		ABS					
Joanna Guillen				ABS		ABS					
Opening											
Opening											

Budget & Finance Subcommittee

Member	Dec.	Jan.	Feb.	Mar.	Apr.	May	Jun.	Jul.	Aug.	Sept.	Oct.
Diana Reyes (Chair)			X		X		ABS	X	X		
Christine DeNardo			ABS		ABS		ABS				
Amber Dunlap			X		X		X	X	X		
Kimberly Henry			ABS	R	R	R	R	R	R	R	R
Destiny Butler Thompson					ABS		ABS	ABS	ABS		
Opening											
Opening											
Opening											

School Readiness Subcommittee

Member	Dec.	Jan.	Feb.	Mar.	Apr.	May	Jun.	Jul.	Aug.	Sept.	Oct.
Nicole Walker (Chair)		X		X		X					
Amber Dunlap		X		X		X					
Destiny Butler Thompson						X					
Opening											

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Planning Subcommittee

Member	Dec.	Jan.	Feb.	Mar.	Apr.	May	Jun.	Jul.	Aug.	Sept.	Oct.
Joanna Guillen (Chair)	X	X	X		X	X	X		X		
Sharif Hassan	X	X	ABS		R	R	R	R	R	R	R
Maggy Hartzell	X	ABS	X		ABS	ABS	ABS				
Christine DeNardo	ABS	X	X		ABS	ABS	ABS				
Victoria Garcia Carlos	X	X	X		X	X	X		X		
Anastasia Lester	X	X	X		X	X	X		X		
Lindsay Harrison	X	ABS	X		X	X	X		X		
Yolanda Ochoa						X	X		X		

Board of Directors

Member	Dec.	Jan.	Feb.	Mar.	Apr.	May	Jun.	Jul.	Aug.	Sept.	Oct.
Sharif Hassan		X	ABS	X	R	R	R	R	R	R	R
Ulyses Rodriguez						X	X				

Legend	
Attended	X
Did not attend	ABS
Attended a CAPK Function	
Resigned	R
Terminated	
Did not meet	
Not Elected at the time	

Policy Council Attendance '17-'18

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

#	REGION 1 PC Member Name	Nov 2017	Dec 2017	Jan 2018	Feb 2018	Mar 2018	Apr 2018	May 2018	June 2018	July 2018	Aug 2018	Sept 2018	Oct 2018
1	Jacqueline Boykin- Willow	X	X	X	ABS	X	X	X	ABS	X			
2	Nicole Walker- Noble	X	X	X	X	X	X	X	X	X			
3	Daisy Valencia- Wesley	X	X	X	ABS	X	X	X	ABS	ABS			
4	Amber Dunlap- Willow	X	X	X	ABS	X	X	X	X	X			
#	REGION 2 PC Member Name	Nov 2017	Dec 2017	Jan 2018	Feb 2018	Mar 2018	Apr 2018	May 2018	June 2018	July 2018	Aug 2018	Sept 2018	Oct 2018
1	Kristel Melendez- Pioneer	ABS	ABS	ABS	R	R	R	R	R	R	R	R	R
2	Ulyses Rodriguez- Williams	X	X	X	X	X	X	X	X	X			
3	Kimberly Henry- Pacific	ABS	ABS	ABS	R	R	R	R	R	R	R	R	R
4	Coyolxauhqui Mata- Roosevelt	X	X	X	X	X	ABS	ABS	ABS				
5	Marina Acosta- East Cal					X	ABS	ABS	X				
6	Karla Villa- Sterling					X	ABS	ABS	ABS				
#	REGION 3 PC Member Name	Nov 2017	Dec 2017	Jan 2018	Feb 2018	Mar 2018	Apr 2018	May 2018	June 2018	July 2018	Aug 2018	Sept 2018	Oct 2018
1	Sharif Hassan- Harvey Hall	X	X	X	ABS	ABS	R	R	R	R	R	R	R
2	Victoria Garcia Carlos- Planz	X	X	X	ABS	X	X	ABS	X	X			
3	Joanna Guillen- Harvey Hall	X	ABS	X	X	X	ABS	ABS	X	X			
4	Enrique Salazar- Pete Parra	X	X	ABS	X	X	ABS	X	ABS	X			
#	Region 4 PC Member Name	Nov 2017	Dec 2017	Jan 2018	Feb 2018	Mar 2018	Apr 2018	May 2018	June 2018	July 2018	Aug 2018	Sept 2018	Oct 2018
1	Naomi Carrillo- Mojave	X	ABS	X	ABS	X	X	ABS	ABS				
2	Maggie Hatzell- Rosamond	X	X	X	ABS	X	X	ABS	ABS				
3	Christine DeNardo- California City	X	X	X	X	X	ABS	ABS	ABS				
4	Gail Otis- Rosamond					X	X	R	R	R	R	R	R
#	Home Base PC Member Name	Nov 2017	Dec 2017	Jan 2018	Feb 2018	Mar 2018	Apr 2018	May 2018	June 2018	July 2018	Aug 2018	Sept 2018	Oct 2018
1	Diana Reyes- HB O. Martinez	X	X	X	X	X	X	X	X	ABS			
2	Destiny Thompson Butler- M. Craig					X	X	X	X	X			
	BC/Blanton EHS Partnership	Nov 2017	Dec 2017	Jan 2018	Feb 2018	Mar 2018	Apr 2018	May 2018	June 2018	July 2018	Aug 2018	Sept 2018	Oct 2018
1	Tranisha Hartman- Bakersfield College	ABS	R	R	R	R	R	R	R	R	R	R	R
	San Joaquin EHS Partnership	Nov 2017	Dec 2017	Jan 2018	Feb 2018	Mar 2018	Apr 2018	May 2018	June 2018	July 2018	Aug 2018	Sept 2018	Oct 2018
1	Rosa Reyes HB M.Faustio		X	X	X	X	ABS	X	X	ABS			
2	Opening												
	Community Rep Member	Nov 2017	Dec 2016	Jan 2018	Feb 2018	Mar 2018	Apr 2018	May 2018	June 2018	July 2018	Aug 2018	Sept 2018	Oct 2018
1	Ana Lester- First 5	X	X	X	X	X	X	X	X	X			
2	Lindsay Harrison- Standard District	X	X	X	ABS	X	X	ABS	X	X			
3	Opening												
	Board Member	Nov 2017	Dec 2017	Jan 2018	Feb 2018	Mar 2018	Apr 2018	May 2018	June 2018	July 2018	Aug 2018	Sept 2018	Oct 2018
1	Yolanda Ochoa		ABS		X		X	ABS	ABS	X			

Policy Council Agenda
August 30, 2018
5005 Business Park North
5:30 p.m. – 6:30 p.m.
Meeting Locations:

5005 Business Park North Bakersfield, CA 93309	1145 N. Hunter St. Stockton, CA 95202

1. **Call to Order** — Chairperson
   a. Moment of Silence, Pledge of Allegiance
   b. Reading of Promise of Community Action

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

2. **Roll Call/Set Quorum** — Secretary

3. **Approval of Agenda** — Chairperson — ***ACTION**
   a. Agenda dated: August 30, 2018

4. **Approval of Minutes** — Chairperson — ***ACTION**
   a. Date of Minutes: July 26, 2018

5. **Presentation of Guests /Public Forum**
   a. *The public wishing to address the full Policy Council may do so at this time. Policy Council members may respond briefly to statements made or questions posed. However, the PC will take no action other than that referring the item(s) to staff for study and analysis. **Speakers are limited to five minutes each**. If more than one person wishes to address the same topic, total group time for the topic will be 10 minutes. Please state your name before making your presentation. Thank you.*

6. **Standing Committee Reports** — (3 minutes per report)
   a. School Readiness Committee — **No Report**
   b. Planning Committee — **Verbal Report**
   c. Finance Committee — **Verbal Report**
   d. By-Laws Committee — **No Report**

7. **Presentations** — (15 minutes per presentation)
   a. HEAP Program – Loretta Andrews, Utility Assistance & Outreach Manager ~ Energy Department

8. **New Business** — Chairperson — ***ACTION**
   a. Request to change scheduled September Policy Council Meeting date – Lisa Price, Program Governance Coordinator

9. **Communications**
   a. Kern Head Start Budget vs. Actual Expenditures, March 1, 2018 through July 31, 2018
   b. Kern Early Head Start Budget vs. Actual Expenditures, March 1, 2018 through July 31, 2018
   c. San Joaquin Early Head Start Budget vs. Actual Expenditures, February 1, 2018 through July 31, 2018
   d. Early Head Start Child Care Partnerships Budget vs. Actual Expenditures, September 1, 2017 through July 31, 2018
   e. Parent Local Travel & Child Care through July 31, 2018

This is to certify that this agenda notice was posted in the lobby of the CAPK Administration Office at 5005 Business Park North, Bakersfield, CA and online at www.capk.org by 12:00 pm, August 24, 2018 Lisa Price, Program Governance Coordinator

Head Start & State Child Development Birth to age 5

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f. Parent Activity Funds through July 31, 2018
g. Kern Head Start and Early Head Start Non-Federal Share and In-Kind Report, March 1, 2018 through July 31, 2018
h. Department of Health and Human Services, Administration for Chilfren and Families, Notice of Award 09CH9142-05-03 (Head Start/Early Head Start Kern)
i. Deparment of Health and Human Services, Administration for Children and Famiies Notice of Award 09HP0036-04-00 (Early Head Start Child Care Partnerships)
j. San Joaquin Early Head Start Non-Federal and In-Kind Report, February 1, 2018 through July 31, 2018
k. 2018 Kern Community Needs Assessment
l. Policy Council Budget & Finance Committee Minutes – July 19, 2018 (English/Spanish)
m. Policy Council Budget & Finance Committee Minutes – August 23, 2018
n. Policy Council Planning Committee Minute – August 6, 2018 (English/Spanish)
o. Get On Board ~ Skate with A.U.T.I.
p. Bunco Tournament Fundraiser ~ H.E.A.R.T.S. Connection
q. Domestic Violence Awareness Luncheon ~ Bakersfield American Indian Healath Project
r. Worker's Rights Workshop ~ GBLA (English/Spanish)
s. Drug Free Youth Summit ~ Kern County Friday Night Live Partnership/KCSOS
t. Health & Community Resources Fair ~ Bakersfield High School
u. 2018 Basketball Season ~ League of Dreams
v. Latino Health Awareness Celebrations ~ Kern County Public Health Services (English/Spanish)
w. All Valuable People Community Workshop ~ Alternatives to Violence Project

10. Program Governance Report/Training	Lisa Price	**Verbal Report** (5 min.)
11. Community Representative Report	Lindsay Harrison/ Ana Lester	**Verbal Report** (5 min.)
12. Early Head Start San Joaquin Report	Rashi Strother	**Verbal Report** (3 min.)
13. Early Head Start Partnership Report	Debbie Connolly	**Verbal Report** (3 min.)
14. Board of Directors Representative Report	Yolanda Ochoa	**No Report** (3 min.)
15. Director's Report (HS/State Child Development)	Yolanda Gonzales	**Verbal Report** (5 min.)
16. Policy Council Chairperson/Announcements	Enrique Salazar Jr.	**Verbal Report** (3 min.)
17. Adjournment	Chairperson	

Next meeting to be held September 27, 2018 with a light dinner at 5:00 p.m. and meeting to begin at 5:30 p.m.
5005 Business Park North, Suite 130- Board Room

This is to certify that this agenda notice was posted in the lobby of the CAPK Administration Office at 5005 Business Park North, Bakersfield, CA and online at www.capk.org by 12:00 pm, August 24, 2018 Lisa Price, Program Governance Coordinator

Agenda del consejo de política
28 de junio, el 2018
5005 Business Park North
5:30 p.m. – 6:30 p.m.
Ubicaciones de reunionés:

5005 Business Park North Bakersfield, CA 93309	1145 N. Hunter St. Stockton, CA 95202

1. **Llamado a la orden** presidente
   a. Momento de silencio, Juramento de la lealtad

   b. Lectura de la promesa de acción comunitaria
   ""La Acción Comunitaria cambia la vida de las personas, encarna el espíritu de esperanza, mejora las comunidades, y hace que Estados Unidos sea un mejor lugar para vivir. Nos preocupamos por toda la comunidad y estamos dedicados a ayudar a las personas a ayudarse a sí mismos y ayudarse unos a otros."

2. **Pasar lista/Establecer Quórum** secretario

3. **Aprobación de la agenda** presidente ***acción**
   a. Agenda de fecha: 30 de agosto del 2018

4. **Aprobación de minutos** presidente ***acción**
   a. Fecha de minutos: 26 de julio del 2018

5. **Presentación de invitados/Foro público**
   a. *El público que desee dirigirse al Consejo de políticas puede hacerlo en este momento. Los miembros del Consejo de política pueden responder brevemente a las declaraciones formuladas o preguntas formuladas. Sin embargo, el CP no tomará ninguna otra acción que la de referir el (los) artículo (s) al personal para el estudio y análisis.* ***Los altavoces están limitados a cinco minutos cada uno****. Si más de una persona desea abordar el mismo tema, el tiempo total de grupo para el tema será de 10 minutos. Por favor, Indique su nombre antes de hacer su presentación. Gracias.*

6. **Informes del Comité permanente** (3 Minutos por informe)
   a. Comité de preparación escolar **No Informe**
   b. Comité de planificación **Informe verbal**
   c. Comité de finanzas **Informe verbal**
   d. Comité de reglamentos **No Informe**

7. **Presentación** (15 minutos por presentación)
   a. Programa HEAP– Loretta Andrews, gerente de asistencias y alcance de servicios públicos ~ Departamento de energía

8. **Nuevos asuntos** presidente *** acción**
   a. Solicitud para cambiar la fecha prevista de la reunión del consejo de políticas de septiembre– Lisa Price, Coordinadora de gobernanzas del programa

9. **Comunicaciones**
   a. Presupuesto de Kern Head Start versus gastos reales 1 de marzo del 2018 hasta el 31 de julio del 2018
   b. Presupuesto de Kern Early Head Start versus gastos reales 1 de marzo del 2018 hasta el 31 de julio del 2018

Esto es para certificar que esta notificación de la agenda se publicó en el vestíbulo de la oficina de administración de CAPK en 5005 Business Park North, Bakersfield, CA y en línea en www.capk.org antes de las 12:00 p.m. el 24 de agosto del 2018
Lisa Price, Coordinadora de gobernanzas del programa

c. Presupuesto de San Joaquin Early Head Start versus gastos actuales 1 febrero del 2018 hasta el 31 de julio del 2018
d. Presupuesto de alianzas para cuidado de niños de Early Head Start versus gastos reales 1 de septiembre del 2017 hasta el 31 de julio del 2018
e. Padres de viaje local y cuidado de niños, 31 de julio del 2018
f. Fondos de actividades para padres hasta el 31 de julio del 2018
g. Presupuesto Early Head Start de San Joaquin versus gastos reales 1 de marzo del 2018 hasta el 31 de julio del 2018
h. Departamento de salud y servicios humanos, administración para niños y familias, aviso de adjudicación 09CH9142-05-03 (Head Start/Early Head Start Kern)
i. Departamento de salud y servicios humanos, administración para niños y familias, aviso de adjudicación 09HP0036-04-00 (Early Head Start asociación de cuidado para niños)
j. San Joaquin Early Head Start informe no federal de participación y registro laboral 1 de febrero del 2018 hasta el 31 de julio del 2018
k. 2018 evaluación de las necesidades de la comunidad de Kern
l. Minutos del comité de presupuesto y finanzas del consejo de políticas- 19 de julio del 2018 (ingles/español)
m. Minutos del comité de presupuesto y finanzas del consejo de políticas – 23 de agosto del 2018
n. Minuto del comité de planificación del consejo de políticas– 6 de agosto del 2018 (ingles/español)
o. Ponte a bordo~ Patina con A.U.T.I.
p. Recaudación de fondos del torneo Bunco~ H.E.A.R.T.S. Conexión
q. Almuerzo de concientización sobre violencia domestica ~ Proyecto de salud de los indios americanos de Bakersfield
r. Taller sobre derechos del trabajador~ GBLA (ingles/español)
s. Cumbre de jóvenes libres de drogas~ Asociación de viernes por la noche del condado de Kern/KCSOS
t. Feria de salud y recursos comunitarios~ Bakersfield High School (escuela secundaria)
u. Temporada de baloncesto 2018 ~ League of Dreams (liga de sueños)
v. Celebraciones de concientización sobre salud latina~ servicios de salud pública del condado de Kern (ingles/español)
w. Taller comunitario sobre personas valiosas~ Proyecto alternativas a la violencia

10. Informe de gobernanza /capacitación del programa	Lisa Price	**Informe verbal** (5 min.)
11. Informe del representante de la comunidad	Lindsay Harrison/ Ana Lester	**Informe verbal** (5 min.)
12. Informe de Early Head Start de San Joaquin	Rashi Strother	**Informe verbal** (3 min.)
13. Informe de asociación de Early Head Start	Debbie Connolly	**Informe verbal** (3 min.)
14. Informe del representante de la junta directiva	Yolanda Ochoa	**No Informe** (3 min.)
15. Informe de directora (Head Start/Desarrollo para niños del estado)	Yolanda Gonzales	**Informe verbal** (5 min.)
16. Presidente del consejo de política/anuncios	Enrique Salazar Jr.	**Informe verbal** (3 min.)
17. Aplazamiento	presidente	

La próxima reunión se realizará el 27 de septiembre del 2018 con una cena ligera a las 5:00 p.m. y la reunión comienza a las 5:30 p.m.
5005 Business Park North, Suite 130- Sala de juntas

Esto es para certificar que esta notificación de la agenda se publicó en el vestíbulo de la oficina de administración de CAPK en 5005 Business Park North, Bakersfield, CA y en línea en www.capk.org antes de las 12:00 p.m. el 24 de agosto del 2018
Lisa Price, Coordinadora de gobernanzas del programa

COMMUNITY ACTION PARTNERSHIP OF KERN
POLICY COUNCIL MEETING MINUTES
July 26, 2018
5005 Business Park North
Board Room 130

1. **Call to Order – Chairperson, Enrique Salazar, Jr.**, called the meeting to order at 5:30 p.m.
   a. Moment of Silence, Pledge of Allegiance
   b. Reading of Promise of Community Action
   "Community Action changes people's lives, embodies the spirit of hope, improves communities, and makes America a better place to live. We care about the entire community, and we are dedicated to helping people help themselves and each other."
2. **Roll Call/Set Quorum – Secretary, Nicole Walker**. Quorum was established.
   PC Members Present: Jacqueline Boykin, Amber Dunlap, Nicole Walker, Ulyses Rodriguez, Marina Acosta, Victoria Garcia Carlos, Joanna Guillen, Enrique Salazar, Jr., Destiny Thompson-Butler, Ana Lester, Lindsay Harrison, Yolanda Ochoa.
3. **Approval of Agenda – Chairperson** **(**ACTION)**
   a. Motion for approval of the PC Agenda dated July 26, 2018, was made by Ulyses Rodriguez; Amber Dunlap seconded; motion carried unanimously.
4. **Approval of Minutes – Chairperson** **(**ACTION)**
   a. Motion for approval of the PC meeting minutes dated June 28, 2018, was made by Ulyses Rodriguez; Amber Dunlap seconded; motion carried unanimously.
   b. Motion for approval of the PC meeting minutes dated July 6, 2018, was made by Ulyses Rodriguez; Amber Dunlap seconded; motion carried unanimously.
5. **Presentation of Guests/Public Forum**
   The following guests were in attendance: Jerry Meade, Program Design and Management Administrator; Leslie Mitchell, Education and Support Services Administrator; Ginger Mendez, HS/State Enrollment/ Attendance Manager; LeTisha Brooks, Program Manager; Debbie Connolly EHS CCP/HB Coordinator; Sylvia Ortega, Quality Assurance Manager; Lisa Price, Program Governance Coordinator; Bryan Lopez, IT Specialist; Nadine Berry, Administrative Assistant.
   a. *(The public wishing to address the full Policy Council may do so at this time. Policy Council members may respond briefly to statements made or questions posed. However, the PC will take no action other than referring the item(s) to staff for study and analysis. Speakers are limited to five minutes each. If more than one person wishes to address the same topic, total group time for the topic will be 10 minutes. Please state your name before making your presentation. Thank you.)*
6. **Standing Committee Reports** *(five minutes each)*
   a. School Readiness Committee
   No report. Next meeting not announced.
   b. Planning Committee
   No report. Next meeting to be held August 7, 2018.
   c. Finance Committee, Amber Dunlap
   The sub-committee members reviewed the current Budget-to-Actuals for each program including parent travel. Next meeting to be held August 23, 2018.
   d. By-Laws Committee
   No report. Next meeting not announced.
7. **Presentations**
   a. Head Start/Early Head Start Data Trends – Leslie Mitchell, Education and Support Services Administrator
   Ms. Mitchell explained that data trends are used to ensure each child and teacher are assessed throughout the year. There are not only individual assessments, but there are assessments based on interactions between children and teachers. The first assessment that was reviewed was the CLASS, or the Classroom Assessment Scoring System (CLASS). This assessment measures Emotional Support, Classroom Organization and Instructional Support. CLASS is done two times a year, once in the fall and then about half way through the school year. The CLASS scores for Kern County are placing above the National averages. The program

strives to score higher each year and there is a lot of emphasis placed on Instructional Support. The results of the CLASS assessments are used to determine professional development and trainings. The next assessment is focused on the children, and it is the Desired Results Developmental Profile (DRDP). This assessment is used across all ages. Children aged 0-3 have five domains, and the children aged 3-4+ have eight domains. The DRDP is completed three times per year. After each assessment growth can be observed in each age group. The results are used to determine what areas children need more assistance with and to individualize lesson plans. There is emphasis placed on social-emotional development and language skills. Parent Surveys are an assessment of how satisfied parents are with the program and if they program is meeting their expectations. Surveys are completed twice a year. The last assessments Ms. Mitchell shared were the Infant/Toddler and Early Childhood Environmental Rating System (ITERS and ECERS). The ERS assesses the environment (indoor and outdoor) and how children interact with such. The goal for the ERS is to score a five or higher. The results from all these assessments are used to create the annual School Readiness Goals which are used to continue supporting teachers and planning parent trainings.

8. **New Business** – Chairperson **(**ACTION)**
   a. Request for approval of the 2017-2018 Self-Assessment EHS San Joaquin – Sylvia Ortega, Compliance Coordinator

      Ms. Ortega shared the process of completing the 2017-2018 Self-Assessment for Early Head Start San Joaquin. During the self-assessment, there were two findings. The first finding was in relation to data. The EHS San Joaquin program is in the exploration stage of implementing a data visualization tool for monitoring. The other finding was that the Early Head Start program did not have Mentor Coach. The program is currently in the process of hiring a Mentor Coach. A motion for approval of the 2017-2018 Self-Assessment EHS San Joaquin was made by Ana Lester; Amber Dunlap seconded; motion carried unanimously.
   b. Request for approval of the 2017-2018 Self-Assessment HS/EHS Kern – Sylvia Ortega, Compliance Coordinator

      Ms. Ortega shared the process of completing the 2017-2018 Self-Assessment for Kern Head Start/Early Head Start. During the self-assessment, there were two findings. The first finding was in relation to data. Kern Head Start/State Child Development program is in the exploration stage of implementing a data visualization tool for monitoring. The other finding was that the Head Start/Early Head Start program had not secured a Mental Health Consultant. The program is currently in the process of completing the contract to secure a Mental Health Consultant. A motion for approval of the 2017-2018 Self-Assessment HS/EHS Kern was made by Amber Dunlap; Joanna Guillen seconded; motion carried unanimously.

9. **Communications**
   a. Kern Head Start Budget vs. Actual Expenditures, March 1, 2018 through June 30, 2018
   b. Kern Early Head Start Budget vs. Actual Expenditures, March 1, 2018 through June 30, 2018
   c. San Joaquin Early Head Start Budget vs. Actual Expenditures, February 1, 2018 through June 30, 2018
   d. Early Head Start Child Care Partnerships Budget vs. Actual Expenditures, September 1, 2017 through June 30, 2018
   e. Parent Local Travel & Child Care through June 30, 2018
   f. Parent Activity Funds through June 30, 2018
   g. Kern Head Start and Early Head Start Non-Federal Share and In-Kind Report, March 1, 2018 through June 30, 2018
   h. San Joaquin Early Head Start Non-Federal and In-Kind Report, February 1, 2018 through June 30, 2018
   i. Free Children's Mobile Immunization, Sunrise Villa Head Start July 31 – First 5 Kern (English/Spanish)
   j. Free Backpacks/Activities for Kids ~ Child Support Services
   k. Homemaker Care Training Program ~ Dignity Health
   l. Kids Summer Movies

   The Chairperson called for a motion to move and file the July 26, 2018, Communications. Motion made by Ulyses Rodriguez to move and file the Communications items (a) through (l).

10. **Program Governance Report/Training** – Lisa Price, Program Governance Coordinator

    Ms. Price thanked the Policy Council members for their attendance and participation in the theme for the evening. She spoke about summer and summer stress and to not let the stress get to you. Don't try to plan something for every day to keep your kids busy. You must take care of yourself in order to take care of your

family. Take the time to make real memories with your children that will last their lifetimes. Fads go by the wayside, but time spent together is forever. Help them do things and to learn new things. Limit screen time.

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

    Ms. Harrison shared that the National Night Out would be held August 7, 2018, at the Rabobank. This is a time when law enforcement and the community can come to together and work on bridging the gap between the groups. Ms. Harrison stressed to make sure all children are receiving their immunizations prior to school starting. Ms. Lester spoke about preparing children for returning to school and the importance of easing back into routines instead of just jumping in. Spend about 15 minutes one-on-one with your child each day just to check in and see how the day has gone. Avoid drilling them, just talk casually about it.

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

    Ms. Strother shared that the program worked on their annual self-assessment and concurred with the presentation regarding the findings.

13. **Early Head Start Partnership Report** – Debbie Connolly, EHS Partnership Coordinator

    Ms. Connolly reported that she and two of the Partnership Directors attended the Leadership Conference in Newport Beach. Data is oxygen for running Head Start programs. The Director's also obtained more insight into what Head Start is about and the importance it plays in school readiness. The keynote speaker was Michael Josephson, the creator of Education for Youth and spoke about the importance of connections. We all have the power to create the culture you want.

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

    Ms. Ochoa stated that the Executive Board met on Wednesday and reviewed the Budget-to-Actual as well as the revisions. She also expressed her gratitude for the sympathy card.

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

    Mr. Meade reported on behalf of Ms. Gonzales. First, he thanked the members for being present and making quorum and for those who attended the special call meeting to have the grant awards submitted. The COLA and the carryover adjustments were approved. Mr. Meade attended a summit where news about the future of Head Start was shared. An announcement was made that the OHS Director has been brought in and she has a background in K-12 and will ensure that Head Start children are ready to go to Kindergarten. Funding opportunities for expansion of Early Head Start and the Partnership grant are being made available as well as additional duration money. The California Department of Education is mirroring Head Start eligibility, making Homeless the priority. San Joaquin is not a state blend, so their budget is tight and at times they do without. The Community Assessment will be brought to the Policy Council in August. The refunding application for Kern Head Start/Early Head Start will be completed and ready for approval by the end of October. Mr. Meade introduce the new Enrollment and Attendance Manager, Ginger Mendez. He told the members that letters from parents explaining what Head Start means to them and the opportunities they and their children have received are being requested, so ask everyone you know.

16. **Policy Council Chairperson/Announcements** – Enrique Salazar, Jr., Chairperson

    Mr. Salazar expressed his thanks for attending and that he understands it is hot outside and that it can be an obstacle to regular meeting attendance. To children, parents are the superstars. We need to slow down and take a step back and think before we react. He thanked Ms. Price for the new spark she has brought to Policy Council and in putting everything together. Make sure your children get their immunizations when they are supposed to, so you don't get a call telling you that they are behind. The presentations were great and thank you for the information.

17. **Adjournment** –Chairperson

    The meeting was adjourned at 6:34 p.m. by the Chairperson.

ASOCIACIÓN DE ACCIÓN COMUNITARIA DE KERN
MINUTOS DE LA REUNIÓN DEL CONSEJO POLÍTICO
26 de julio de 2018
5005 Business Park North
Sala de juntas 130

1. **Llamada a la orden – presidente, Enrique Salazar, Jr.**, la reunión se inició a las 5:30 p.m.
   a. Momento de silencio, Juramento de lealtad
   b. Lectura de la promesa de Acción Comunitaria
   "La Comunidad de Acción cambia la vida de las personas, encarna el espíritu de esperanza, mejora las comunidades, y hace que Estados Unidos sea un mejor lugar para vivir. Nos preocupamos por toda la comunidad y estamos dedicados a ayudar a las personas a ayudarse a sí mismos y ayudarse unos a otros".

2. **Pasar lista/establecer quórum – secretaria.** Quórum fue establecido.
   Miembros del consejo de políticas presentes: Jacqueline Boykin, Amber Dunlap, Nicole Walker, Ulyses Rodriguez, Marina Acosta, Victoria Garcia Carlos, Joanna Guillen, Enrique Salazar, Jr., Destiny Thompson-Butler, Ana Lester, Lindsay Harrison, Yolanda Ochoa.

3. **Aprobación de la agenda – presidente** **(**ACCIÓN)**
   a. La moción para aprobación de la agenda del consejo de políticas del 26 de julio del 2018 fue hecha por Ulyses Rodriguez; Amber Dunlap secundo; movimiento llevado por unanimidad.

4. **Aprobación de minutos – presidente** **(**ACCIÓN)**
   a. La moción para aprobación de los minutos de consejo de políticas del 28 de junio del 2018 fue hecha por Ulyses Rodriguez; Amber Dunlap secundo; movimiento llevado por unanimidad.
   b. La moción para aprobación de los minutos de consejo de políticas del 6 de julio del 2018 fue hecha por Ulyses Rodriguez; Amber Dunlap secundo; movimiento llevado por unanimidad.

5. **Presentación de Invitados / Foro Público**
   Los siguientes invitados estuvieron presentes: Jerry Meade, Administrador de diseño y administración de programas; Leslie Mitchell, Administrador de servicios de educación y soporte; Ginger Mendez, Head Start/ Administradora de Asistencia de Inscripción Estatal; LeTisha Brooks, Directora del programa; Debbie Connolly Coordinadora de Early Head Start CCP/HB; Sylvia Ortega, Gerente de aseguramiento de calidad; Lisa Price, Coordinadora del programa de gobernanza; Bryan Lopez, Especialista en tecnología información; Nadine Berry, Asistente administrativa.
   a. *(El público que desee dirigirse al pleno del Consejo de política puede hacerlo en este momento. Los miembros del Consejo de política pueden responder brevemente a las declaraciones formuladas o preguntas formuladas. Sin embargo, el CP no tomará ninguna otra acción que referir el (los) artículo (s) al personal para el estudio y análisis. Los altavoces están limitados a cinco minutos cada uno. Si más de una persona desea abordar el mismo tema, el tiempo total de grupo para el tema será de 10 minutos. Por favor, diga su nombre antes de hacer su presentación. Gracias.)*

6. **Informes del Comité permanente** *(cinco minutos cada uno)*
   a. Comité de preparación Escolar
      Sin informe. Próxima reunión no anunciada.
   b. Comité de planificación
      Sin informe. Próxima reunión se realizará 7 de agosto del 2018.
   c. Comité de finanzas, Amber Dunlap
      Los miembros del subcomité revisaron el actual presupuesto-a-actual para cada programa, incluido el viaje de los padres. Próxima reunión se llevará a cabo el 23 de agosto del 2018.
   d. Comité de estatutos
      Sin informe. Próxima reunión no anunciada.

7. **Presentaciones**
   a. Head Start/Early Head Start tendencias de datos – Leslie Mitchell, Administradora de servicios de educación y soporte

La Sra. Mitchell explicó que las tendencias de los datos se utilizan para asegurar que cada niño y maestro sean evaluados durante todo el año. No sólo hay evaluaciones individuales, sino que hay evaluaciones basadas en las interacciones entre los niños y los docentes. La primera evaluación que fue revisada fue la clase, o el sistema de puntuación de evaluación de aula (clase). Esta evaluación mide el apoyo emocional, la organización del aula y el apoyo instruccional. La clase se hace dos veces al año, una vez en el otoño y luego a mitad de camino a través del año escolar. Los puntajes de la clase para el Condado de Kern se sitúan por encima de los promedios nacionales. El programa se esfuerza por puntuar más alto cada año y hay mucho énfasis puesto en el apoyo instruccional. Los resultados de las evaluaciones de clase se utilizan para determinar el desarrollo profesional y los entrenamientos. La siguiente evaluación se centra en los niños, y es el perfil de desarrollo de resultados deseados (DRDP). Esta evaluación se utiliza en todas las edades. Los niños de 0-3 años tienen cinco dominios, y los niños de 3 a 4+ años de edad tienen ocho dominios. El perfil de desarrollo de resultados deseados se completa tres veces al año. Después de cada evaluación el crecimiento se puede observar en cada grupo de edad. Los resultados se utilizan para determinar en qué áreas los niños necesitan más asistencia y para individualizar los planes de lecciones. Se pone énfasis en el desarrollo socioemocional y en las habilidades lingüísticas. Las encuestas de los padres son una evaluación de cómo los padres satisfechos son con el programa y si el programa está cumpliendo sus expectativas. Las encuestas se completan dos veces al año. Las últimas evaluaciones que la Sra. Mitchell compartió fueron el sistema de calificación ambiental para bebés y niños pequeños y la niñez temprana (Infant/Toddler and Early Childhood Environmental Rating System)(ITERS y ECERS). El ERS evalúa el ambiente (interior y exterior) y cómo los niños interactúan con tales. El objetivo de los ERS es anotar un cinco o más. Los resultados de todas estas evaluaciones se utilizan para crear los objetivos anuales de preparación escolar que se utilizan para continuar apoyando a los maestros y planeando los entrenamientos para padres.

8. **Nuevos negocios** – presidente **(**ACCIÓN)**
   a. Solicitud de aprobación de la autoevaluación 2017-2018 de Early Head Start de San Joaquin – Sylvia Ortega, Gerente de aseguramiento de calidad
      La Sra. Ortega compartió el proceso de completar la Autoevaluación 2017-2018 para Early Head Start San Joaquin. Durante la autoevaluación, hubo dos hallazgos. El primer hallazgo fue en relación con los datos. El programa Early Head Start de San Joaquin se encuentra en la etapa de exploración de la implementación de una herramienta de visualización de datos para el monitoreo. El otro hallazgo fue que el programa Early Head Start no tenía Asesor Mentor. El programa se encuentra actualmente en el proceso de contratación de un Asesor Mentor. Una moción para la aprobación de la autoevaluación 2017-2018 Early Head Start de San Joaquin fue hecha por Ana Lester; Amber Dunlap secundó; movimiento llevado por unanimidad
   b. Solicitud de aprobación de la autoevaluación 2017-2018 Head Start/Early Head Start Kern – Sylvia Ortega, Gerente de aseguramiento de calidad
      La Sra. Ortega compartió el proceso de completar la Autoevaluación 2017-2018 para Kern Head Start / Early Head Start. Durante la autoevaluación, hubo dos hallazgos. El primer hallazgo fue en relación con los datos. El programa Kern Head Start / estatal de Desarrollo para niños se encuentra en la etapa de exploración de la implementación de una herramienta de visualización de datos para el monitoreo. El otro hallazgo fue que el programa Head Start / Early Head Start no había asegurado un Consultor de Salud Mental. El programa actualmente se encuentra en el proceso de completar el contrato para asegurar un Consultor de Salud Mental. Una moción para la aprobación de la Autoevaluación 2017-2018 Head Start / Early Head Start Kern fue hecha por Amber Dunlap; Joanna Guillén la secundó; movimiento llevado por unanimidad.

9. **Comunicaciones**
   a. Presupuesto de Kern Head Start versus gastos reales, 1 de marzo del 2018 hasta 30 de junio del 2018
   b. Presupuesto de Kern Early Head Start versus gastos reales, 1 de marzo de 2018 hasta 30 de junio del 2018
   c. Presupuesto de San Joaquin Early Head Start versus gastos reales, 1 de febrero de 2018 hasta 30 de junio del 2018
   d. Presupuesto de asociaciones de Early Head Start cuidado de niños versus gastos reales, 1 de septiembre de 2017 hasta el 30 de junio de 2018
   e. Viaje local para padres y cuidado para niños hasta el 30 de junio de 2018
   f. Kern Head Start y Early Head Start informe no federal de participación y registro laboral de contribución, del 1 de marzo de 2018 al 30 de junio de 2018

g. Informe no federal de participación y registro laboral de Early Head Start de San Joaquin, 1 de febrero de 2018 hasta el 30 de junio del 2018
h. Inmunización móvil gratuita para niños, Sunrise Villa Head Start 31 de julio – First 5(Primeros 5) de Kern (inglés / español)
i. Mochilas/actividades gratuitas para niños ~ Servicios de manutención de niños
j. Programa de capacitación para el cuidado del ama de casa~ Dignity Health
k. Películas de Verano para niños

El presidente solicitó una moción para trasladarse y presentar el Comunicado el 26 de julio de 2018. Moción presentada por Ulyses Rodriguez para mover y archivar los artículos de Comunicaciones (a) a (l).

10. **Informe de gobernanza del programa/capacitación** – Lisa Price, Coordinadora de gobernanza

Sra. Price agradeció a los miembros del Consejo de Política por su asistencia y participación en el tema de la noche. Ella habló sobre el estrés del verano y el verano y para no dejar que el estrés te afecte. No intente planificar algo para todos los días para mantener a sus hijos ocupados. Debe cuidarse a sí mismo para cuidar de su familia. Tómese el tiempo para hacer recuerdos reales con sus hijos que durarán toda su vida. Las modas se quedan en el camino, pero el tiempo que pasan juntas es para siempre. Ayúdelos a hacer cosas y aprender cosas nuevas. Limitar el tiempo de pantalla.

11. **Informe representativo comunitario** – Ana Lester/Lindsay Harrison

Sra. Harrison compartió que el National Night Out (noche nacional fuera) se celebraría el 7 de agosto de 2018 en el Rabobank. Este es un momento en que las fuerzas del orden y la comunidad pueden reunirse y trabajar para cerrar la brecha entre los grupos. La Sra. Harrison hizo hincapié en asegurarse de que todos los niños reciban sus vacunas antes de comenzar la escuela. La Sra. Lester habló sobre la preparación de los niños para regresar a la escuela y la importancia de volver a las rutinas en lugar de simplemente saltar. Pase 15 minutos uno a uno con su hijo(a) todos los días solo para registrarse y ver cómo se fue el día. Evite perforarlos, solo hable casualmente al respecto.

12. **Informe de Early Head Start de San Joaquin** – Rashi Strother Especialista en Servicios Familiares y Gobernanza

La Sra. Strother compartió que el programa trabajó en su autoevaluación anual y estuvo de acuerdo con la presentación con respecto a los hallazgos.

13. **Informe de asociación de Early Head Start**– Debbie Connolly, Early Head Start Coordinadora de alianzas

Sra. Connolly informó que ella y dos de los directores de la Alianza asistieron a la Conferencia de Liderazgo en Newport Beach. Los datos son oxígeno para ejecutar programas de Head Start. El director también obtuvo más información sobre lo que trata Head Start y la importancia que tiene en la preparación para la escuela. El orador principal fue Michael Josephson, el creador de Educación para la juventud y habló sobre la importancia de las conexiones. Todos tenemos el poder de crear la cultura que desee.

14. **Informe de representantes de la junta directiva** – Yolanda Ochoa, representante de la junta de directores

Sra. Ochoa declaró que la Junta Ejecutiva se reunió el miércoles y revisó el presupuesto actual, así como las revisiones. Ella también expresó su gratitud por la tarjeta de condolencia.

15. **Informe de la directora (Head Start/Desarrollo de niños del estado)** – Yolanda Gonzales, directora de Head Start/desarrollo de niños estatal

El Sr. Meade informó en nombre de la Sra. Gonzales. En primer lugar, agradeció a los miembros por estar presentes y hacer quórum y por aquellos que asistieron a la reunión de convocatoria especial para que se otorguen los subsidios. El ajuste del costo de la vida y los ajustes de arrastre fueron aprobados. El Sr. Meade asistió a una cumbre en la que se compartieron noticias sobre el futuro de Head Start. Se hizo un anuncio de que el director de oficina de ventaja ha sido traído y ella tiene experiencia en K-12 y se asegurará de que los niños de Head Start estén listos para ir al Kindergarten. Las oportunidades de financiamiento para la expansión de Early Head Start y la subvención de la Asociación se están poniendo a disposición, así como dinero de duración adicional. El Departamento de Educación de California está reflejando la elegibilidad de Head Start, lo que hace que las personas sin hogar sean la prioridad. San Joaquin no es una combinación estatal, por lo que su presupuesto es limitado y, a veces, sin ellos. La Evaluación de la Comunidad se presentará ante el Consejo de Políticas en agosto. La solicitud de reembolso para Kern Head Start / Early Head Start estará completa y lista para su aprobación a fines de octubre. El Sr. Meade presenta a la nueva Administradora de Asistencia de Inscripción estatal, Ginger Mendez. Les dijo a los miembros que las cartas de los padres que explican lo que Head Start significa para ellos y las oportunidades que ellos y sus hijos e hijas han recibido se están solicitando, así que pregúntales a todos tus conocidos.

16. **Presidente del consejo de política /anuncios** – Enrique Salazar, Jr., presidente

    El Sr. Salazar expresó su agradecimiento por asistir y que entiende que hace calor afuera y que puede ser un obstáculo para la asistencia regular a las reuniones. Para los niños, los padres son las superestrellas. Necesitamos reducir la velocidad, dar un paso atrás y pensar antes de reaccionar. Agradeció a la Sra. Price por la nueva chispa que ha traído al Consejo de Políticas y al poner todo junto. Asegúrese de que sus hijos reciban sus vacunas cuando se supone que deben hacerlo, para que no reciba una llamada que le diga que están retrasados. Las presentaciones fueron geniales y gracias por la información.

17. **Aplazamiento** –presidente

    La reunión fue aplazada a las 6:34 p.m. por el presidente.

COMMUNITY ACTION PARTNERSHIP OF KERN
MEMORANDUM

To: Policy Council

From: Donna Holland, Fiscal Administrator

Subject: Head Start - Kern
Budget to Actual Report for the Period Ended July 31, 2018

Date: August 30, 2018

The following are highlights of the Kern Head Start Budget to Actual Report for the period March 1, 2018 through July 31, 2018. Five months (42%) of the 12-month budget period have elapsed.

Base Funds
Overall expenditures are at 30% of the budget.

Salaries & Fringe Benefits: Most employees assigned to Head Start are on a part-year schedule. There were no salary or payroll tax costs for these employees during the months of June and July.

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

Supplies: Costs will increase after part-year staff and children return in mid-August.

Other: Renovations are underway at the Shafter and Oasis (Ridgecrest) centers; costs will be recognized once the projects are completed.

Training & Technical Assistance Funds
Overall expenditures are at 87% of the budget.

The Office of Head Start offered increased funding for grants with significantly low percentages of training and technical assistance dollars. For Head Start Kern, the increase is $103,818. This amount will be reflected in the Budget to Actual report for the period ended August 31.

Carryover
The Office of Head Start approved the carryover of funds from the prior budget period in the amount of $512,812 for the following projects:

- Replacement food delivery vans (3)
- Replacement program vehicle (1)
- Replacement maintenance utility vehicle (1)
- Replacement convection oven (1)
- Purchase and renovation of a proposed facility at 2600 Wilson Road, Bakersfield

The proposed facility is no longer available for purchase; thus, CAPK submitted a budget revision to utilize $378,182 for other facility projects. Federal approval is pending.

Non-Federal Share (Head Start and Early Head Start Combined)
Non-Federal share is at 46% 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 - July 31, 2018
Month 5 of 12 (42%)

Prepared 08/08/2018

	HEAD START				
BASE FUNDS	**BUDGET**	**ACTUAL**	**REMAINING**	**% SPENT**	**% REMAINING**
PERSONNEL	10,280,365	2,881,013	7,399,352	28%	72%
FRINGE BENEFITS	3,392,518	1,119,156	2,273,362	33%	67%
TRAVEL	5,000	0	5,000	0%	100%
EQUIPMENT	23,000	16,760	6,240	73%	27%
SUPPLIES	886,988	241,080	645,908	27%	73%
CONTRACTUAL	126,502	45,773	80,729	36%	64%
OTHER	3,744,168	1,227,679	2,516,489	33%	67%
INDIRECT	1,778,867	475,842	1,303,025	27%	73%
TOTAL BASE FUNDING	**20,237,408**	**6,007,304**	**14,230,104**	**30%**	**70%**
TRAINING & TECHNICAL ASSISTANCE					
TRAVEL	33,946	40,115	(6,169)	118%	-18%
SUPPLIES	10,839	3,248	7,591	30%	70%
CONTRACTUAL	8,944	10,529	(1,585)	118%	-18%
OTHER	78,407	60,866	17,541	78%	22%
INDIRECT	13,214	11,476	1,738	87%	13%
TOTAL TRAINING & TECHNICAL ASSISTANCE	**145,350**	**126,233**	**19,117**	**87%**	**13%**
CARRYOVER					
EQUIPMENT	134,000	0	134,000	0%	100%
CONSTRUCTION	378,182	0	378,182	0%	100%
INDIRECT	0	0	0		
TOTAL CARRYOVER	**512,182**	**0**	**512,182**		
GRAND TOTAL HS FEDERAL FUNDS	**20,894,940**	**6,133,538**	**14,761,402**	**29%**	**71%**

HEAD START and EARLY HEAD START KERN NON-FEDERAL SHARE

SOURCE	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
CALIF DEPT OF ED	3,804,474	1,396,427	2,408,047	37%	63%
IN-KIND	2,455,136	1,486,060	969,076	61%	39%
TOTAL NON-FEDERAL	**6,259,610**	**2,882,487**	**3,377,123**	**46%**	**54%**

Budget reflects Notice of Award **#09CH9142-05-02** (adjusted for Child Care Food Subsidy)

Actual expenditures include posted expenditures and estimated adjustments through 07/31/2018.

Administrative Cost for HS and EHS Kern **8.0%**

Agency-Wide Credit Card Report

	CURRENT	1 TO 30	31 TO 60	61 TO 90	TOTAL	STATEMENT DATE
Bank of America	11,162				**11,162**	7/21/2018
Lowe's					**0**	Not available
Smart & Final	323				**323**	7/31/2018
Save Mart	2,690				**2,690**	7/29/2018
Chevron & Texaco Business Card	6,592				**6,592**	8/5/2018
Home Depot					**0**	Not available
	20,768	**0**	**0**	**0**	**20,767**	

COMMUNITY ACTION PARTNERSHIP OF KERN
MEMORANDUM

To: Policy Council

From: Donna Holland, Fiscal Administrator

Subject: Early Head Start – Kern
Budget to Actual Report for the Period Ended July 31, 2018

Date: August 30, 2018

The following are highlights of the Kern Early Head Start Budget to Actual Report for the period March 1, 2018 through July 31, 2018. Five months (42%) of the 12-month budget period have elapsed.

Base Funds
Overall expenditures are at 40% of the budget.

Equipment: The budget provides for the purchase of a replacement program vehicle; procurement of this vehicle is in progress.

Expenditures in all other categories are somewhat low at this point in the budget period. Staff continuously monitor to identify possible savings that may be used elsewhere in the program.

Training & Technical Assistance Funds
Overall expenditures are at 24% of the budget. Training costs are incurred as needed, rather than evenly throughout the year. Significant costs to support in-service and pre-service training are expected to be incurred during the month of August.

Carryover
The Office of Head Start approved the carryover of funds from the prior budget period in the amount of $57,000 for the following purchases:

- Replacement food delivery van (1)
- Replacement program vehicle (1)

Procurement of these vehicles is in progress.

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 - June 30, 2018
Month 5 of 12 (42%)

Prepared 08/08/2018

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	2,221,842	1,036,539	1,185,303	47%	53%
FRINGE BENEFITS	655,042	206,648	448,394	32%	68%
EQUIPMENT	30,000	0	30,000	0%	100%
SUPPLIES	263,896	71,292	192,604	27%	73%
CONTRACTUAL	22,328	7,647	14,681	34%	66%
OTHER	535,893	159,378	376,515	30%	70%
INDIRECT	364,220	147,258	216,962	40%	60%
TOTAL BASE FUNDING	**4,093,221**	**1,628,763**	**2,464,458**	**40%**	**60%**
TRAINING & TECHNICAL ASSISTANCE					
TRAVEL	35,330	6,885	28,445	19%	81%
SUPPLIES	4,020	646	3,374	16%	84%
CONTRACTUAL	3,656	1,332	2,324	36%	64%
OTHER	45,179	12,130	33,049	27%	73%
INDIRECT	8,819	2,099	6,720	24%	76%
TOTAL TRAINING & TECHNICAL ASSISTANCE	**97,004**	**23,093**	**73,911**	**24%**	**76%**
CARRYOVER					
EQUIPMENT	57,000	0	57,000	0%	100%
INDIRECT	0	0	0		
TOTAL CARRYOVER	**57,000**	**0**	**57,000**	**0%**	**100%**
GRAND TOTAL EHS FEDERAL FUNDS	**4,247,225**	**1,651,855**	**2,595,370**	**39%**	**61%**

Budget reflects Notice of Award **#09CH9142-05-03** (adjusted for Child Care Food Subsidy)
Actual expenditures include posted expenditures and estimated adjustments through 07/31/2018.

COMMUNITY ACTION PARTNERSHIP OF KERN
MEMORANDUM

To: Policy Council

From: Donna Holland, Fiscal Administrator

Subject: Early Head Start – San Joaquin
Budget to Actual Report for the Period Ended July 31, 2018

Date: August 30, 2018

The following are highlights of the San Joaquin Early Head Start Budget to Actual Report for the period February 1, 2018 through July 31, 2018. Six months (50%) of the 12-month budget period have elapsed.

Base Funds
Overall expenditures are at 45% of the budget.

Travel costs are high compared to the period elapsed. During the month of May, several Kern 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. No travel costs were incurred during the month of June; however, travel costs for monthly support will continue through the end of the budget period.

The **Equipment** budget provides for two replacement vehicles, which have not yet been purchased.

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 53% of the budget.

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

Personnel & Fringe Benefits costs are for the services of an on-staff Mentor Coach, originally budgeted under the Other category.

Non-Federal Share
Non-Federal share is at 32% 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 - July 31, 2018

Month 6 of 12 (50%)

Prepared 08/08/2018

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	3,017,825	1,281,210	1,736,615	42%	58%
FRINGE BENEFITS	796,118	392,500	403,618	49%	51%
TRAVEL	20,232	15,448	4,784	76%	24%
EQUIPMENT	47,500	0	47,500	0%	100%
SUPPLIES	129,535	76,267	53,268	59%	41%
CONTRACTUAL	11,923	8,377	3,546	70%	30%
OTHER	589,673	281,201	308,472	48%	52%
INDIRECT	433,501	201,746	231,755	47%	53%
TOTAL	**5,046,307**	**2,256,749**	**2,789,558**	**45%**	**55%**

TRAINING & TECHNICAL ASSISTANCE FUNDS

PERSONNEL	0	4,532	(4,532)		
FRINGE BENEFITS	0	2,376	(2,376)		
TRAVEL	9,959	8,386	1,573	84%	16%
SUPPLIES	7,961	5,629	2,332	71%	29%
CONTRACTUAL	3,500	0	3,500	0%	100%
OTHER	53,033	18,357	34,676	35%	65%
INDIRECT	7,444	3,928	3,516	53%	47%
TOTAL	**81,897**	**43,207**	**38,690**	**53%**	**47%**

GRAND TOTAL EHS FEDERAL FUNDS	**5,128,204**	**2,299,957**	**2,828,247**	**45%**	**55%**

NON-FEDERAL SHARE	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
IN-KIND	1,282,051	404,629	877,422	32%	68%
TOTAL NON-FEDERAL FUNDS	**1,282,051**	**404,629**	**877,422**	**32%**	**68%**

Centralized Administrative Cost	7.6%
Program Administrative Cost	2.7%
Total Administrative Cost	**10.3%**

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

Actual expenditures include posted expenditures and estimated adjustments through 7/31/2018

COMMUNITY ACTION PARTNERSHIP OF KERN
MEMORANDUM

To: Policy Council

From: Donna Holland, Fiscal Administrator

Subject: Early Head Start Child Care Partnerships
Budget to Actual Report for the Period Ended July 31, 2018

Date: August 30, 2018

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

Base Funds
Overall expenditures are at 91% 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;

Expenditures in all other categories are on track 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. Costs for these projects will be liquidated prior to the end of the budget period.

Training & Technical Assistance (T&TA)
Overall expenditures are at 92% of the budget. Staff expect to fully expend these funds.

Non-Federal Share
Non-Federal share is at 93% of the budget. At the time this report was prepared, the non-federal documentation for July had not yet been received.

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 - July 31, 2018
Month 11 of 12 (92%)

Prepared 08/08/2018

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	120,354	106,447	13,907	88%	12%
FRINGE BENEFITS	32,245	28,720	3,525	89%	11%
SUPPLIES	1,000	14,145	(13,145)	1415%	-1315%
CONTRACTUAL	461,870	413,486	48,384	90%	10%
OTHER	12,662	9,118	3,544	72%	28%
INDIRECT	62,806	57,163	5,643	91%	9%
TOTAL BASE	**690,937**	**629,079**	**61,858**	**91%**	**9%**

CARRYOVER FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
EQUIPMENT	60,310	48,500	11,810	80%	20%
SUPPLIES	29,226	9,657	19,569	33%	67%
OTHER	73,353	94,898	(21,545)	129%	-29%
INDIRECT	10,258	10,456	(198)	102%	-2%
TOTAL CARRYOVER	**173,147**	**163,511**	**9,636**	**94%**	**6%**

TRAINING & TECHNICAL ASSISTANCE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
TRAVEL	5,294	3,999	1,295	76%	24%
SUPPLIES	3,506	3,454	52	99%	1%
OTHER	10,465	10,245	220	98%	2%
INDIRECT	1,926	1,770	156	92%	8%
TOTAL TRAINING & TECHNICAL ASSISTANCE	**21,191**	**19,468**	**1,723**	**92%**	**8%**

GRAND TOTAL FEDERAL FUNDS	**885,275**	**812,057**	**73,218**	**92%**	**8%**

NON-FEDERAL SHARE	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
IN-KIND	221,319	205,967	15,352	93%	7%
TOTAL NON-FEDERAL FUNDS	**221,319**	**205,967**	**15,352**	**93%**	**7%**

Centralized Administrative Cost	6.8%
Program Administrative Cost	1.2%
Total Administrative Cost	**8.1%**

Budget reflects Notice of Award #09HP0036-03-01.
Actual expenditures include posted expenditures and estimated adjustments through 7/31/2018.

COMMUNITY ACTION PARTNERSHIP OF KERN
PARENT LOCAL TRAVEL & CHILD CARE
2018-2019

KERN HEAD START

MONTH	BEGINNING BALANCE	SPENT THIS MONTH	SPENT YEAR-TO-DATE	REMAINING BALANCE	% OF YEAR ELAPSED	% OF BUDGET SPENT
MARCH 2018	$ 9,688.00	$ 266.15	$ 266.15	$ 9,421.85	8%	3%
APRIL 2018	$ 9,421.85	$ 197.05	$ 463.20	$ 9,224.80	17%	5%
MAY 2018	$ 9,224.80	$ 277.57	$ 740.77	$ 8,947.23	25%	8%
JUNE 2018	$ 8,947.23	$ 180.96	$ 921.73	$ 8,766.27	33%	10%
JULY 2018	$ 8,766.27	$ 210.87	$ 1,132.60	$ 8,555.40	42%	12%
AUGUST 2018	$ 8,555.40		$ 1,132.60	$ 8,555.40	50%	
SEPTEMBER 2018	$ 8,555.40		$ 1,132.60	$ 8,555.40	58%	
OCTOBER 2018	$ 8,555.40		$ 1,132.60	$ 8,555.40	67%	
NOVEMBER 2018	$ 8,555.40		$ 1,132.60	$ 8,555.40	75%	
DECEMBER 2018	$ 8,555.40		$ 1,132.60	$ 8,555.40	83%	
JANUARY 2019	$ 8,555.40		$ 1,132.60	$ 8,555.40	92%	
FEBRUARY 2019	$ 8,555.40		$ 1,132.60	$ 8,555.40	100%	

KERN EARLY HEAD START

MONTH	BEGINNING BALANCE	SPENT THIS MONTH	SPENT YEAR-TO-DATE	REMAINING BALANCE	% OF YEAR ELAPSED	% OF BUDGET SPENT
MARCH 2018	$ 1,262.00	$ 43.32	$ 43.32	$ 1,218.68	8%	3%
APRIL 2018	$ 1,218.68	$ 32.08	$ 75.40	$ 1,186.60	17%	6%
MAY 2018	$ 1,186.60	$ 45.17	$ 120.57	$ 1,141.43	25%	10%
JUNE 2018	$ 1,141.43	$ 29.46	$ 150.03	$ 1,111.97	33%	12%
JULY 2018	$ 1,111.97	$ 34.33	$ 184.36	$ 1,077.64	42%	15%
AUGUST 2018	$ 1,077.64		$ 184.36	$ 1,077.64	50%	
SEPTEMBER 2018	$ 1,077.64		$ 184.36	$ 1,077.64	58%	
OCTOBER 2018	$ 1,077.64		$ 184.36	$ 1,077.64	67%	
NOVEMBER 2018	$ 1,077.64		$ 184.36	$ 1,077.64	75%	
DECEMBER 2018	$ 1,077.64		$ 184.36	$ 1,077.64	83%	
JANUARY 2019	$ 1,077.64		$ 184.36	$ 1,077.64	92%	
FEBRUARY 2019	$ 1,077.64		$ 184.36	$ 1,077.64	100%	

COMMUNITY ACTION PARTNERSHIP OF KERN
PARENT LOCAL TRAVEL & CHILD CARE
2018-2019

SAN JOAQUIN EARLY HEAD START

MONTH	BEGINNING BALANCE		SPENT YEAR-TO-DATE	REMAINING BALANCE	% OF YEAR ELAPSED	% OF BUDGET SPENT
FEBRUARY 2018	$ 455.00	$ -	$ -	$ 455.00	8%	0%
MARCH 2018	$ 455.00	$ -	$ -	$ 455.00	17%	0%
APRIL 2018	$ 455.00	$ -	$ -	$ 455.00	25%	0%
MAY 2018	$ 455.00	$ 2.73	$ 2.73	$ 452.27	33%	1%
JUNE 2018	$ 452.27	$ 2.73	$ 5.46	$ 449.54	42%	1%
JULY 2018	$ 449.54	$ -	$ 5.46	$ 449.54	50%	1%
AUGUST 2018	$ 449.54		$ 5.46	$ 449.54	58%	
SEPTEMBER 2018	$ 449.54		$ 5.46	$ 449.54	67%	
OCTOBER 2018	$ 449.54		$ 5.46	$ 449.54	75%	
NOVEMBER 2018	$ 449.54		$ 5.46	$ 449.54	83%	
DECEMBER 2018	$ 449.54		$ 5.46	$ 449.54	92%	
JANUARY 2019	$ 449.54		$ 5.46	$ 449.54	100%	

EARLY HEAD START CHILD CARE PARTNERSHIPS

MONTH	BEGINNING BALANCE	SPENT THIS MONTH	SPENT YEAR-TO-DATE	REMAINING BALANCE	% OF YEAR ELAPSED	% OF BUDGET SPENT
SEPTEMBER 2017	$ 285.00	$ -	$ -	$ 285.00	8%	0%
OCTOBER 2017	$ 285.00	$ 36.10	$ 36.10	$ 248.90	17%	8%
NOVEMBER 2017	$ 248.90	$ -	$ 36.10	$ 248.90	25%	8%
DECEMBER 2017	$ 248.90	$ -	$ 36.10	$ 248.90	33%	8%
JANUARY 2018	$ 248.90	$ -	$ 36.10	$ 248.90	42%	8%
FEBRUARY 2018	$ 248.90	$ -	$ 36.10	$ 248.90	50%	8%
MARCH 2018	$ 248.90	$ -	$ 36.10	$ 248.90	58%	8%
APRIL 2018	$ 248.90	$ -	$ 36.10	$ 248.90	67%	8%
MAY 2018	$ 248.90	$ -	$ 36.10	$ 248.90	75%	8%
JUNE 2018	$ 248.90	$ -	$ 36.10	$ 248.90	83%	8%
JULY 2018	$ 248.90	$ -	$ 36.10	$ 248.90	92%	8%
AUGUST 2018	$ 248.90		$ 36.10	$ 248.90	100%	

Prepared by Donna Holland
August 13, 2018

COMMUNITY ACTION PARTNERSHIP OF KERN
VIAJES LOCALES DE LOS PADRES y CUIDADO DE NINOS
2018-2019

KERN HEAD START

MES	BALANCE INICIAL	LO QUE SE GASTO ESTE MES	LO QUE SE HA GASTADO HASTA ESTE ANO	SALDO RESTANTE	PORCEN-TAJE DEL ANO TRANSCUR-RIDO	PORCEN-TAJE DEL PRESU-PUESTO QUE SE GASTO
MARZO DEL 2018	$ 9,688.00	$ 266.15	$ 266.15	$ 9,421.85	8%	3%
ABRIL DEL 2018	$ 9,421.85	$ 197.05	$ 463.20	$ 9,224.80	17%	5%
MAYO DEL 2018	$ 9,224.80	$ 277.57	$ 740.77	$ 8,947.23	25%	8%
JUNIO DEL 2018	$ 8,947.23	$ 180.96	$ 921.73	$ 8,766.27	33%	10%
JULIO DEL 2018	$ 8,766.27	$ 210.87	$ 1,132.60	$ 8,555.40	42%	12%
AGOSTO DEL 2018	$ 8,555.40	$ -	$ 1,132.60	$ 8,555.40	50%	
SEPTIEMBRE DEL 2018	$ 8,555.40	$ -	$ 1,132.60	$ 8,555.40	58%	
OCTUBRE DEL 2018	$ 8,555.40	$ -	$ 1,132.60	$ 8,555.40	67%	
NOVIEMBRE DEL 2018	$ 8,555.40	$ -	$ 1,132.60	$ 8,555.40	75%	
DICIEMBRE DEL 2018	$ 8,555.40	$ -	$ 1,132.60	$ 8,555.40	83%	
ENERO DEL 2019	$ 8,555.40	$ -	$ 1,132.60	$ 8,555.40	92%	
FEBRERO DEL 2019	$ 8,555.40	$ -	$ 1,132.60	$ 8,555.40	100%	

KERN EARLY HEAD START

MES	BALANCE INICIAL	LO QUE SE GASTO ESTE MES	LO QUE SE HA GASTADO HASTA ESTE ANO	SALDO RESTANTE	PORCEN-TAJE DEL ANO TRANSCUR-RIDO	PORCEN-TAJE DEL PRESU-PUESTO QUE SE GASTO
MARZO DEL 2018	$ 1,262.00	$ 43.32	$ 43.32	$ 1,218.68	8%	3%
ABRIL DEL 2018	$ 1,218.68	$ 32.08	$ 75.40	$ 1,186.60	17%	6%
MAYO DEL 2018	$ 1,186.60	$ 45.17	$ 120.57	$ 1,141.43	25%	10%
JUNIO DEL 2018	$ 1,141.43	$ 29.46	$ 150.03	$ 1,111.97	33%	12%
JULIO DEL 2018	$ 1,111.97	$ 34.33	$ 184.36	$ 1,077.64	42%	15%
AGOSTO DEL 2018	$ 1,077.64	$ -	$ 184.36	$ 1,077.64	50%	
SEPTIEMBRE DEL 2018	$ 1,077.64	$ -	$ 184.36	$ 1,077.64	58%	
OCTUBRE DEL 2018	$ 1,077.64	$ -	$ 184.36	$ 1,077.64	67%	
NOVIEMBRE DEL 2018	$ 1,077.64	$ -	$ 184.36	$ 1,077.64	75%	
DICIEMBRE DEL 2018	$ 1,077.64	$ -	$ 184.36	$ 1,077.64	83%	
ENERO DEL 2019	$ 1,077.64	$ -	$ 184.36	$ 1,077.64	92%	
FEBRERO DEL 2019	$ 1,077.64	$ -	$ 184.36	$ 1,077.64	100%	

COMMUNITY ACTION PARTNERSHIP OF KERN
VIAJES LOCALES DE LOS PADRES y CUIDADO DE NINOS
2018-2019

SAN JOAQUIN EARLY HEAD START

MES	BALANCE INICIAL	LO QUE SE GASTO ESTE MES	LO QUE SE HA GASTADO HASTA ESTE ANO	SALDO RESTANTE	PORCEN-TAJE DEL ANO TRANSCUR-RIDO	PORCEN-TAJE DEL PRESU-PUESTO QUE SE GASTO
FEBRERO DEL 2018	$ 455.00	$ -	$ -	$ 455.00	8%	0%
MARZO DEL 2018	$ 455.00	$ -	$ -	$ 455.00	17%	0%
ABRIL DEL 2018	$ 455.00	$ -	$ -	$ 455.00	25%	0%
MAYO DEL 2018	$ 455.00	$ 2.73	$ 2.73	$ 452.27	33%	1%
JUNIO DEL 2018	$ 452.27	$ 2.73	$ 2.73	$ 449.54	42%	1%
JULIO DEL 2018	$ 449.54	$ -	$ -	$ 449.54	50%	1%
AGOSTO DEL 2018	$ 449.54	$ -	$ -	$ 449.54	58%	
SEPTIEMBRE DEL 2018	$ 449.54	$ -	$ -	$ 449.54	67%	
OCTUBRE DEL 2018	$ 449.54	$ -	$ -	$ 449.54	75%	
NOVIEMBRE DEL 2018	$ 449.54	$ -	$ -	$ 449.54	83%	
DICIEMBRE DEL 2018	$ 449.54	$ -	$ -	$ 449.54	92%	
ENERO DEL 2019	$ 449.54	$ -	$ -	$ 449.54	100%	

EARLY HEAD START CHILD CARE PARTNERSHIPS

MES	BALANCE INICIAL	LO QUE SE GASTO ESTE MES	LO QUE SE HA GASTADO HASTA ESTE ANO	SALDO RESTANTE	PORCEN-TAJE DEL ANO TRANSCUR-RIDO	PORCEN-TAJE DEL PRESU-PUESTO QUE SE GASTO
SEPTIEMBRE DEL 2017	$ 285.00	$ -	$ -	$ 285.00	8%	0%
OCTUBRE DEL 2017	$ 285.00	$ 36.10	$ 36.10	$ 248.90	17%	8%
NOVIEMBRE DEL 2017	$ 248.90	$ -	$ -	$ 248.90	25%	8%
DICIEMBRE DEL 2017	$ 248.90	$ -	$ -	$ 248.90	33%	8%
ENERO DEL 2018	$ 248.90	$ -	$ -	$ 248.90	42%	8%
FEBRERO DEL 2018	$ 248.90	$ -	$ -	$ 248.90	50%	8%
MARZO DEL 2018	$ 248.90	$ -	$ -	$ 248.90	58%	8%
ABRIL DEL 2018	$ 248.90	$ -	$ -	$ 248.90	67%	8%
MAYO DEL 2018	$ 248.90	$ -	$ -	$ 248.90	75%	8%
JUNIO DEL 2018	$ 248.90	$ -	$ -	$ 248.90	83%	8%
JULIO DEL 2018	$ 248.90	$ -	$ -	$ 248.90	92%	
AGOSTO DEL 2018	$ 248.90	$ -	$ -	$ 248.90	100%	

Preparado por Donna Holland
13 de agosto 2018

COMMUNITY ACTION PARTNERSHIP OF KERN
PARENT ACTIVITIES
2018-2019

KERN HEAD START

MONTH	BEGINNING BALANCE	SPENT THIS MONTH	SPENT YEAR-TO-DATE	REMAINING BALANCE	% OF YEAR ELAPSED	% OF BUDGET SPENT
MARCH 2018	$ 25,112.00	$ 1,316.90	$ 1,316.90	$ 23,795.10	8%	5%
APRIL 2018	$ 23,795.10	$ 293.79	$ 1,610.69	$ 23,501.31	17%	6%
MAY 2018	$ 23,501.31	$ 383.53	$ 1,994.22	$ 23,117.78	25%	8%
JUNE 2018	$ 23,117.78	$ 196.63	$ 2,190.85	$ 22,921.15	33%	9%
JULY 2018	$ 22,921.15	$ 196.41	$ 2,387.26	$ 22,724.74	42%	10%
AUGUST 2018	$ 22,724.74		$ 2,387.26	$ 22,724.74	50%	
SEPTEMBER 2018	$ 22,724.74		$ 2,387.26	$ 22,724.74	58%	
OCTOBER 2018	$ 22,724.74		$ 2,387.26	$ 22,724.74	67%	
NOVEMBER 2018	$ 22,724.74		$ 2,387.26	$ 22,724.74	75%	
DECEMBER 2018	$ 22,724.74		$ 2,387.26	$ 22,724.74	83%	
JANUARY 2019	$ 22,724.74		$ 2,387.26	$ 22,724.74	92%	
FEBRUARY 2019	$ 22,724.74		$ 2,387.26	$ 22,724.74	100%	

KERN EARLY HEAD START

MONTH	BEGINNING BALANCE	SPENT THIS MONTH	SPENT YEAR-TO-DATE	REMAINING BALANCE	% OF YEAR ELAPSED	% OF BUDGET SPENT
MARCH 2018	$ 4,088.00	$ 215.42	$ 215.42	$ 3,872.58	8%	5%
APRIL 2018	$ 3,872.58	$ 47.82	$ 263.24	$ 3,824.76	17%	6%
MAY 2018	$ 3,824.76	$ 62.43	$ 325.67	$ 3,762.33	25%	8%
JUNE 2018	$ 3,762.33	$ 32.00	$ 357.67	$ 3,730.33	33%	9%
JULY 2018	$ 3,730.33	$ 31.98	$ 389.65	$ 3,698.35	42%	10%
AUGUST 2018	$ 3,698.35		$ 389.65	$ 3,698.35	50%	
SEPTEMBER 2018	$ 3,698.35		$ 389.65	$ 3,698.35	58%	
OCTOBER 2018	$ 3,698.35		$ 389.65	$ 3,698.35	67%	
NOVEMBER 2018	$ 3,698.35		$ 389.65	$ 3,698.35	75%	
DECEMBER 2018	$ 3,698.35		$ 389.65	$ 3,698.35	83%	
JANUARY 2019	$ 3,698.35		$ 389.65	$ 3,698.35	92%	
FEBRUARY 2019	$ 3,698.35		$ 389.65	$ 3,698.35	100%	

COMMUNITY ACTION PARTNERSHIP OF KERN
PARENT ACTIVITIES
2018-2019

SAN JOAQUIN EARLY HEAD START

MONTH	BEGINNING BALANCE	SPENT THIS MONTH	SPENT YEAR-TO-DATE	REMAINING BALANCE	% OF YEAR ELAPSED	% OF BUDGET SPENT
FEBRUARY 2018	$ 9,268.00	$ 149.61	$ 149.61	$ 9,118.39	8%	2%
MARCH 2018	$ 9,118.39	$ 28.10	$ 177.71	$ 9,090.29	17%	2%
APRIL 2018	$ 9,090.29	$ 8.16	$ 185.87	$ 9,082.13	25%	2%
MAY 2018	$ 9,082.13	$ 64.92	$ 250.79	$ 9,017.21	33%	3%
JUNE 2018	$ 9,017.21	$ -	$ 250.79	$ 9,017.21	42%	3%
JULY 2018	$ 9,017.21	$ -	$ 250.79	$ 9,017.21	50%	3%
AUGUST 2018	$ 9,017.21		$ 250.79	$ 9,017.21	58%	
SEPTEMBER 2018	$ 9,017.21		$ 250.79	$ 9,017.21	67%	
OCTOBER 2018	$ 9,017.21		$ 250.79	$ 9,017.21	75%	
NOVEMBER 2018	$ 9,017.21		$ 250.79	$ 9,017.21	83%	
DECEMBER 2018	$ 9,017.21		$ 250.79	$ 9,017.21	92%	
JANUARY 2019	$ 9,017.21		$ 250.79	$ 9,017.21	100%	

EARLY HEAD START CHILD CARE PARTNERSHIPS

MONTH	BEGINNING BALANCE	SPENT THIS MONTH	SPENT YEAR-TO-DATE	REMAINING BALANCE	% OF YEAR ELAPSED	% OF BUDGET SPENT
SEPTEMBER 2017	$ 560.00	$ 68.39	$ 68.39	$ 491.61	8%	12%
OCTOBER 2017	$ 491.61	$ 34.80	$ 103.19	$ 456.81	17%	18%
NOVEMBER 2017	$ 456.81	$ 7.66	$ 110.85	$ 449.15	25%	20%
DECEMBER 2017	$ 449.15	$ 20.86	$ 131.71	$ 428.29	33%	24%
JANUARY 2018	$ 428.29	$ 31.72	$ 163.43	$ 396.57	42%	29%
FEBRUARY 2018	$ 396.57	$ 30.05	$ 193.48	$ 366.52	50%	35%
MARCH 2018	$ 366.52	$ 27.57	$ 221.05	$ 338.95	58%	39%
APRIL 2018	$ 338.95	$ 44.88	$ 265.93	$ 294.07	67%	47%
MAY 2018	$ 294.07	$ 19.76	$ 285.69	$ 274.31	75%	51%
JUNE 2018	$ 274.31	$ -	$ 285.69	$ 274.31	83%	51%
JULY 2018	$ 274.31	$ -	$ 285.69	$ 274.31	92%	51%
AUGUST 2018	$ 274.31		$ 285.69	$ 274.31	100%	

Prepared by Donna Holland
August 13, 2018

COMMUNITY ACTION PARTNERSHIP OF KERN
ACTIVIDADES DE LOS PADRES
2018-2019

KERN HEAD START

MES	BALANCE INICIAL	LO QUE SE GASTO ESTE MES	LO QUE SE HA GASTADO HASTA ESTE ANO	SALDO RESTANTE	PORCEN-TAJE DEL ANO TRANSCURRIDO	PORCEN-TAJE DEL PRESU-PUESTO QUE SE GASTO
MARZO DEL 2018	$ 25,112.00	$ 1,316.90	$ 1,316.90	$ 23,795.10	8%	5%
ABRIL DEL 2018	$ 23,795.10	$ 293.79	$ 1,610.69	$ 23,501.31	17%	6%
MAYO DEL 2018	$ 23,501.31	$ 383.53	$ 1,994.22	$ 23,117.78	25%	8%
JUNIO DEL 2018	$ 23,117.78	$ 196.63	$ 2,190.85	$ 22,921.15	33%	9%
JULIO DEL 2018	$ 22,921.15	$ 196.41	$ 2,387.26	$ 22,724.74	42%	10%
AGOSTO DEL 2018	$ 22,724.74	$ -	$ 2,387.26	$ 22,724.74	50%	
SEPTIEMBRE DEL 2018	$ 22,724.74	$ -	$ 2,387.26	$ 22,724.74	58%	
OCTUBRE DEL 2018	$ 22,724.74	$ -	$ 2,387.26	$ 22,724.74	67%	
NOVIEMBRE DEL 2018	$ 22,724.74	$ -	$ 2,387.26	$ 22,724.74	75%	
DICIEMBRE DEL 2018	$ 22,724.74	$ -	$ 2,387.26	$ 22,724.74	83%	
ENERO DEL 2019	$ 22,724.74	$ -	$ 2,387.26	$ 22,724.74	92%	
FEBRERO DEL 2019	$ 22,724.74	$ -	$ 2,387.26	$ 22,724.74	100%	

KERN EARLY HEAD START

MES	BALANCE INICIAL	LO QUE SE GASTO ESTE MES	LO QUE SE HA GASTADO HASTA ESTE ANO	SALDO RESTANTE	PORCEN-TAJE DEL ANO TRANSCURRIDO	PORCEN-TAJE DEL PRESU-PUESTO QUE SE GASTO
MARZO DEL 2018	$ 4,088.00	$ 215.42	$ 215.42	$ 3,872.58	8%	5%
ABRIL DEL 2018	$ 3,872.58	$ 47.82	$ 263.24	$ 3,824.76	17%	6%
MAYO DEL 2018	$ 3,824.76	$ 62.43	$ 325.67	$ 3,762.33	25%	8%
JUNIO DEL 2018	$ 3,762.33	$ 32.00	$ 357.67	$ 3,730.33	33%	9%
JULIO DEL 2018	$ 3,730.33	$ 31.98	$ 389.65	$ 3,698.35	42%	10%
AGOSTO DEL 2018	$ 3,698.35	$ -	$ 389.65	$ 3,698.35	50%	
SEPTIEMBRE DEL 2018	$ 3,698.35	$ -	$ 389.65	$ 3,698.35	58%	
OCTUBRE DEL 2018	$ 3,698.35	$ -	$ 389.65	$ 3,698.35	67%	
NOVIEMBRE DEL 2018	$ 3,698.35	$ -	$ 389.65	$ 3,698.35	75%	
DICIEMBRE DEL 2018	$ 3,698.35	$ -	$ 389.65	$ 3,698.35	83%	
ENERO DEL 2019	$ 3,698.35	$ -	$ 389.65	$ 3,698.35	92%	
FEBRERO DEL 2019	$ 3,698.35	$ -	$ 389.65	$ 3,698.35	100%	

COMMUNITY ACTION PARTNERSHIP OF KERN
ACTIVIDADES DE LOS PADRES
2018-2019

SAN JOAQUIN EARLY HEAD START

MES	BALANCE INICIAL	LO QUE SE GASTO ESTE MES	LO QUE SE HA GASTADO HASTA ESTE ANO	SALDO RESTANTE	PORCEN-TAJE DEL ANO TRANSCUR RIDO	PORCEN-TAJE DEL PRESU-PUESTO QUE SE GASTO
FEBRERO DEL 2018	$ 9,268.00	$ 149.61	$ 149.61	$ 9,118.39	8%	2%
MARZO DEL 2018	$ 9,118.39	$ 28.10	$ 177.71	$ 9,090.29	17%	2%
ABRIL DEL 2018	$ 9,090.29	$ 8.16	$ 185.87	$ 9,082.13	25%	2%
MAYO DEL 2018	$ 9,082.13	$ 64.92	$ 250.79	$ 9,017.21	33%	3%
JUNIO DEL 2018	$ 9,017.21	$ -	$ 250.79	$ 9,017.21	42%	3%
JULIO DEL 2018	$ 9,017.21	$ -	$ 250.79	$ 9,017.21	50%	3%
AGOSTO DEL 2018	$ 9,017.21	$ -	$ 250.79	$ 9,017.21	58%	
SEPTIEMBRE DEL 2018	$ 9,017.21	$ -	$ 250.79	$ 9,017.21	67%	
OCTUBRE DEL 2018	$ 9,017.21	$ -	$ 250.79	$ 9,017.21	75%	
NOVIEMBRE DEL 2018	$ 9,017.21	$ -	$ 250.79	$ 9,017.21	83%	
DICIEMBRE DEL 2018	$ 9,017.21	$ -	$ 250.79	$ 9,017.21	92%	
ENERO DEL 2019	$ 9,017.21	$ -	$ 250.79	$ 9,017.21	100%	

EARLY HEAD START CHILD CARE PARTNERSHIPS

MES	BALANCE INICIAL	LO QUE SE GASTO ESTE MES	LO QUE SE HA GASTADO HASTA ESTE ANO	SALDO RESTANTE	PORCEN-TAJE DEL ANO TRANSCUR RIDO	PORCEN-TAJE DEL PRESU-PUESTO QUE SE GASTO
SEPTIEMBRE DEL 2017	$ 560.00	$ 68.39	$ 68.39	$ 491.61	8%	12%
OCTUBRE DEL 2017	$ 491.61	$ 34.80	$ 103.19	$ 456.81	17%	18%
NOVIEMBRE DEL 2017	$ 456.81	$ 7.66	$ 110.85	$ 449.15	25%	20%
DICIEMBRE DEL 2017	$ 449.15	$ 20.86	$ 131.71	$ 428.29	33%	24%
ENERO DEL 2018	$ 428.29	$ 31.72	$ 163.43	$ 396.57	42%	29%
FEBRERO DEL 2018	$ 396.57	$ 30.05	$ 193.48	$ 366.52	50%	35%
MARZO DEL 2018	$ 366.52	$ 27.57	$ 221.05	$ 338.95	58%	39%
ABRIL DEL 2018	$ 338.95	$ 44.88	$ 265.93	$ 294.07	67%	47%
MAYO DEL 2018	$ 294.07	$ 19.76	$ 285.69	$ 274.31	75%	51%
JUNIO DEL 2018	$ 274.31	$ -	$ 285.69	$ 274.31	83%	51%
JULIO DEL 2018	$ 274.31	$ -	$ 285.69	$ 274.31	92%	51%
AGOSTO DEL 2018	$ 274.31	$ -	$ 285.69	$ 274.31	100%	

Preparado por Donna Holland
13 de agosto 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 July 31, 2018 (Month 5 of 12)

Percent of year elapsed: 42%

LOCATION	FUNDED ENROLL-MENT	March	April	May	June	July	YTD Totals	IN-KIND GOAL	% OF GOAL MET
Alberta Dillard	68	33,692	32,937	21,731	0	0	88,360	70,780	125%
Alicante	34	4,692	4,248	1,912	0	0	10,852	35,390	31%
Broadway	44	0	0	0	0	0	0	45,799	0%
California City	34	6,563	6,858	0	0	0	13,421	35,390	38%
Casa Loma	34	4,741	5,183	1,355	0	0	11,279	35,390	32%
Cleo Foran	34	5,926	8,272	3,789	0	0	17,987	35,390	51%
Delano	76	19,655	19,877	16,675	0	0	56,207	79,107	71%
East California	70	29,277	35,209	15,896	0	0	80,381	72,862	110%
Fairfax	40	6,009	9,054	11,731	0	0	26,793	41,635	64%
Fairview	34	13,069	11,103	5,947	0	0	30,118	35,390	85%
Faith	34	12,847	12,659	7,030	0	0	32,536	35,390	92%
Franklin	24	3,513	6,447	4,266	0	0	14,226	24,981	57%
Harvey L. Hall	138	21,720	29,503	22,725	15,148	9,408	98,504	143,642	69%
Heritage	34	7,911	10,768	4,730	0	0	23,409	35,390	66%
Home Base	225	17,049	17,202	14,906	7,877	3,501	60,535	117,099	52%
Lamont	34	7,478	10,778	7,882	0	0	26,138	35,390	74%
Lost Hills	20	2,937	3,716	2,597	0	0	9,250	20,818	44%
Martha J. Morgan	83	30,873	29,947	16,866	0	0	77,687	86,393	90%
McFarland	24	4,784	3,808	2,560	0	0	11,153	24,981	45%
Mojave	34	4,209	4,167	2,109	0	0	10,484	35,390	30%
Noble	34	9,452	10,102	3,947	0	0	23,500	35,390	66%
Oasis	57	13,411	12,306	6,813	0	0	32,529	59,330	55%
Oildale	34	5,905	5,413	3,750	0	0	15,068	35,390	43%
Pacific	62	16,766	16,247	13,908	11,839	10,873	69,634	64,535	108%
Pete H. Parra	112	19,356	23,534	21,390	9,188	2,677	76,145	116,579	65%
Pioneer	34	6,475	7,451	4,283	0	0	18,209	35,390	51%
Planz	34	5,440	5,916	3,617	0	0	14,973	35,390	42%
Primeros Pasos	76	9,563	21,624	16,661	10,089	6,159	64,095	79,107	81%
Rafer Johnson	34	3,563	3,419	0	0	0	6,981	35,390	20%
Roosevelt	34	2,820	4,408	1,913	0	0	9,142	35,390	26%
Rosamond	100	19,580	22,748	13,481	0	0	55,810	104,088	54%
San Diego Street	48	11,831	13,317	14,156	10,607	9,094	59,006	49,962	118%
Seibert	34	6,818	4,353	2,998	0	0	14,170	35,390	40%
Shafter	34	15,216	16,512	8,503	0	0	40,230	35,390	114%
Shafter HS/EHS	36	4,713	6,144	4,731	5,032	4,275	24,897	37,472	66%
Sterling	122	19,096	23,747	18,601	8,400	8,587	78,431	126,987	62%
Sunrise Villa	34	4,377	2,811	1,945	0	0	9,133	35,390	26%
Taft	78	6,592	6,061	1,103	0	0	13,756	81,189	17%
Tehachapi	34	6,832	6,982	3,413	0	0	17,227	35,390	49%
Vineland	20	8,266	7,254	2,213	0	0	17,733	20,818	85%
Virginia	34	5,596	5,282	0	0	0	10,878	35,390	31%
Wesley	60	6,389	8,795	3,719	0	0	18,903	62,453	30%
Williams	34	10,911	10,920	6,048	0	0	27,879	35,390	79%
Willow	72	22,239	25,426	14,557	0	0	62,222	74,943	83%
Administrative Services		0	0	0	0	0	0	0	NA
Program Services		920	1,867	0	0	0	2,787	67,661	4%
Policy Council and RPC		1,239	1,542	108	515	0	3,404	38,727	9%
SUBTOTAL IN-KIND	**2,369**	**480,311**	**535,913**	**336,566**	**78,696**	**54,574**	**1,486,060**	**2,455,136**	**61%**
State General Child Care*		156,851	158,335	88,070	0	124,100	527,356	1,293,059	41%
State Preschool*		252,099	284,045	170,865	0	88,389	795,399	2,302,208	35%
State Migrant Child Care*		27,786	29,131	3,478	0	13,277	73,672	209,207	35%
SUBTOTAL CA DEPT of ED		**436,736**	**471,511**	**262,413**	**0**	**225,767**	**1,396,427**	**3,804,474**	**37%**
GRAND TOTAL		**917,047**	**1,007,424**	**598,979**	**78,696**	**280,341**	**2,882,487**	**6,259,610**	**46%**

*May include estimates

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 July 31, 2018 (Month 6 of 12)

Percent of year elapsed: 50%

LOCATION	FUNDED ENROLL-MENT	Feb	March	April	May	June	July	YTD Totals	IN-KIND GOAL	% OF GOAL MET
California Street	24	5,705	9,601	8,203	9,043	3,447	0	35,998	126,539	28%
Chrisman	30	7,252	12,783	13,077	8,234	0	0	41,346	158,174	26%
Home Base - Lodi	35	5,551	10,440	10,444	9,950	4,837	0	41,221	92,268	45%
Home Base - Manteca	12	3,628	4,255	2,413	2,207	0	0	12,504	31,635	40%
Home Base - Stockton	90	13,682	25,071	21,954	15,585	5,315	0	81,607	237,260	34%
Home Base - Tracy	12	1,484	2,342	1,064	1,059	0	0	5,948	31,635	19%
Kennedy	16	1,791	5,701	5,717	4,418	441	0	18,068	84,359	21%
Lodi UCC	30	12,131	13,605	10,882	13,879	8,383	0	58,880	158,174	37%
Marci Massei	24	3,176	5,938	5,703	6,064	2,917	0	23,798	126,539	19%
St. Mary's	16	3,507	5,683	5,348	6,174	3,597	0	24,309	84,359	29%
Walnut	24	4,138	8,093	8,225	10,273	4,908	0	35,637	126,539	28%
Administrative Services		0	0	0	0	0	0	0	0	
Program Services		2,299	3,721	7,518	8,018	3,318	0	24,874	21,858	114%
Policy Council		342	97	0	0	0	0	439	2,713	16%
SUBTOTAL IN-KIND	**313**	**64,685**	**107,331**	**100,547**	**94,902**	**37,163**	**0**	**404,629**	**1,282,051**	**32%**

DEPARTMENT OF HEALTH AND HUMAN SERVICES
ADMINISTRATION FOR CHILDREN AND FAMILIES
NOTICE OF AWARD

SAI NUMBER:

PMS DOCUMENT NUMBER:

1. AWARDING OFFICE:	2. ASSISTANCE TYPE:	3. AWARD NO.:	4. AMEND. NO.
Office of Head Start	Discretionary Grant	09CH9142-05-03	3

5. TYPE OF AWARD:	6. TYPE OF ACTION:	7. AWARD AUTHORITY:
Service	Supplement	42 USC 9801 ET SEQ.

8. BUDGET PERIOD:	9. PROJECT PERIOD:	10. CAT NO.:
03/01/2018 THRU 02/28/2019	03/01/2014 THRU 02/28/2019	93.600

11. RECIPIENT ORGANIZATION:

Community Action Partnership Of Kern
5005 Business Park N
Bakersfield, CA 93309-1651
Grantee Authorizing Official: Garth Corrigan , Board Chair

12. PROJECT / PROGRAM TITLE:

Head Start and Early Head Start

13. COUNTY:	14. CONGR. DIST:	15. PRINCIPAL INVESTIGATOR OR PROGRAM DIRECTOR:	
Kern	23	Yolanda Gonzales	Director of Head Start/ State

16. APPROVED BUDGET:

Personnel	$	13,150,303.00
Fringe Benefits	$	4,296,856.00
Travel	$	86,276.00
Equipment	$	244,000.00
Supplies	$	1,290,643.00
Contractual	$	161,430.00
Facilities/Construction	$	378,182.00
Other	$	3,942,074.00
Direct Costs	$	23,549,764.00
Indirect Costs At % of $	$	2,222,392.00
In Kind Contributions	$	0.00
Total Approved Budget	$	**25,772,156.00**

17. AWARD COMPUTATION:

A. NON-FEDERAL SHARE	$	6,443,040.00	20%
B. FEDERAL SHARE	$	25,772,156.00	80%

18. FEDERAL SHARE COMPUTATION:

A. TOTAL FEDERAL SHARE	$	25,772,156.00
B. UNOBLIGATED BALANCE FEDERAL SHARE	$	669,074.00
C. FED. SHARE AWARDED THIS BUDGET PERIOD	$	24,369,364.00

19. AMOUNT AWARDED THIS ACTION:	$	733,718.00
20. FEDERAL $ AWARDED THIS PROJECT PERIOD:	$	119,783,251.99

21. AUTHORIZED TREATMENT OF PROGRAM INCOME:

Additional Costs

22. APPLICANT EIN:	23. PAYEE EIN:	24. OBJECT CLASS:
952402760	1952402760A1	41.51

25. FINANCIAL INFORMATION: **DUNS** 072947617

ORGN	DOCUMENT NO.	APPROPRIATION	CAN NO.	NEW AMT.	UNOBLIG.	NONFED %
	09CH914205	75-18-1536	8-G094120	$103,818.00		
	09CH914205	75-18-1536	8-G094122	$526,173.00		
	09CH914205	75-18-1536	8-G094125	$103,727.00		

26. REMARKS: (Continued on separate sheets)

27. SIGNATURE - ACF GRANTS OFFICER	DATE:	28. SIGNATURE(S) CERTIFYING FUND AVAILABILITY	
Clinton A Mcgrane	07/24/2018	Mr. Omar Barrett	07/23/2018

29. SIGNATURE AND TITLE - PROGRAM OFFICIAL(S)	DATE:
Ms. Jan Y Len - Regional Program Manager, Office of He	07/23/2018

DEPARTMENT OF HEALTH AND HUMAN SERVICES
ADMINISTRATION FOR CHILDREN AND FAMILIES
NOTICE OF AWARD

SAI NUMBER:

PMS DOCUMENT NUMBER:

1. AWARDING OFFICE:	2. ASSISTANCE TYPE:	3. AWARD NO.:	4. AMEND. NO.
Office of Head Start	Discretionary Grant	09CH9142-05-03	3

5. TYPE OF AWARD:	6. TYPE OF ACTION:	7. AWARD AUTHORITY:
Service	Supplement	42 USC 9801 ET SEQ.

8. BUDGET PERIOD:	9. PROJECT PERIOD:	10. CAT NO.:
03/01/2018 THRU 02/28/2019	03/01/2014 THRU 02/28/2019	93.600

11. RECIPIENT ORGANIZATION:

Community Action Partnership Of Kern

STANDARD TERMS

1. Paid by DHHS Payment Management System (PMS), see attached for payment information.This award is subject to the requirements of the HHS Grants Policy Statement (HHS GPS) thatare applicable to you based on your recipient type and the purpose of this award.

   This includes requirements in Parts I and II (available at http://www.hhs.gov/grants/grants/policies-regulations/index.html of the HHS GPS. Although consistent with the HHS GPS, any applicable statutory or regulatory requirements, including 45 CFR Part 75, directly apply to this award apart from any coverage in the HHS GPS.This award is subject to requirements or limitations in any applicable Appropriations Act.This award is subject to the requirements of Section 106 (g) of the trafficking VictimsProtection Act of 2000, as amended (22 U.S.C. 7104).For the full text of the award term, go to http://www.acf.hhs.gov/discretionary-post-award-requirements.
   This award is subject to the Federal Financial Accountability and Transparency Act (FFATA or Transparency) of 2006 subaward and executive compensation reporting requirements.For the full text of the award term, go to http://www.acf.hhs.gov/discretionary-post-award-requirements.This award is subject to requirements as set forth in 2 CFR 25.110 Central Contractor Registration (CCR) and DATA Universal Number System (DUNS). For full text go to http://www.acf.hhs.gov/discretionary-post-award-requirements.

   Consistent with 45 CFR 75.113, applicants and recipients must disclose in a timely manner, in writing to the HHS awarding agency, with a copy to the HHS Office of Inspector General (OIG), all information related to violations of federal criminal law involving fraud, bribery, or gratuityviolations potentially affecting the federal award. Subrecipients must disclose, in a timelymanner, in writing to the prime recipient (pass through entity) and the HHS OIG, all information related to violations of federal criminal law involving fraud, bribery, or gratuity violationspotentially affecting the federal award. Disclosures must be sent in writing to the awarding agency and to the HHS OIG at the following addresses:
   The Administration for Children for Children and FamiliesU.S. Department of Health and Human ServicesOffice of Grants ManagementATTN: Grants Management Specialist330 C Street, SW., Switzer Building Corridor 3200 Washington, DC 20201 AND
   U.S. Department of Health and Human ServicesOffice of Inspector GeneralATTN: Mandatory Grant Disclosures, Intake Coordinator330 Independence Avenue, SW, Cohen BuildingRoom 5527Washington, DC 20201Fax: (202) 205-0604 (Include "Mandatory Grant Disclosures" in subject line) or Email: MandatoryGranteeDisclosures@oig.hhs.gov
   Failure to make required disclosures can result in any of the remedies described in 45 CFR75.371 Remedies for noncompliance, including suspension or debarment (See 2 CFR parts 180& 376 and 31 U.S.C. 3321).

   This award is subject to the requirements as set forth in 45 CFR Part 87. This award is subject to HHS regulations codified at 45 CFR Chapter XIII, Parts 1301, 1302, 1303, 1304 and 1305. Attached are terms and conditions, reporting requirements, and payment instructions. Initial expenditure of funds by the grantee constitutes acceptance of this award.

AWARD ATTACHMENTS

Community Action Partnership Of Kern 09CH9142-05-03

1. remarks

26. REMARKS (Continued from previous page)

This grant action awards supplemental funds for the Fiscal Year 2018 cost-of-living increase for the Head Start and Early Head Start programs and the training and technical assistance adjustment for Head Start.

Head Start population: 2,041 children.
Designated Head Start service area: Kern County, California
Approved program options for the Head Start program: Center-based, Home-based.

Early Head Start population: 328 infants, toddlers and pregnant women.
Designated Early Head Start service area: Kern County, California
Approved program options for the Early Head Start program: Center-based, Home-based.

DEPARTMENT OF HEALTH AND HUMAN SERVICES
ADMINISTRATION FOR CHILDREN AND FAMILIES
NOTICE OF AWARD

SAI NUMBER:

PMS DOCUMENT NUMBER:

1. AWARDING OFFICE:	2. ASSISTANCE TYPE:	3. AWARD NO.:	4. AMEND. NO.
Office of Head Start	Discretionary Grant	09HP0036-04-00	0

5. TYPE OF AWARD:	6. TYPE OF ACTION:	7. AWARD AUTHORITY:
Service	Non-Competing Continuation	42 USC 9801 ET SEQ.

8. BUDGET PERIOD:	9. PROJECT PERIOD:	10. CAT NO.:
09/01/2018 **THRU** 08/31/2019	03/01/2015 **THRU** 08/31/2019	93.600

11. RECIPIENT ORGANIZATION:

Community Action Partnership Of Kern
5005 Business Park N
Bakersfield, CA 93309-1651
Grantee Authorizing Official: Garth Corrigan , Board Chair

12. PROJECT / PROGRAM TITLE:

Early Head Start

13. COUNTY:	14. CONGR. DIST:	15. PRINCIPAL INVESTIGATOR OR PROGRAM DIRECTOR:	
Kern	23	Yolanda Gonzales	Director of Head Start/ State

16. APPROVED BUDGET:

Personnel	$	130,082.00
Fringe Benefits	$	33,248.00
Travel	$	5,294.00
Equipment	$	0.00
Supplies	$	5,256.00
Contractual	$	462,028.00
Facilities/Construction	$	0.00
Other	$	23,868.00
Direct Costs	$	659,776.00
Indirect Costs At % of $	$	65,925.00
In Kind Contributions	$	0.00
Total Approved Budget	$	**725,701.00**

17. AWARD COMPUTATION:

A. NON-FEDERAL SHARE	181,425.00	20%
B. FEDERAL SHARE	725,701.00	80%

18. FEDERAL SHARE COMPUTATION:

A. TOTAL FEDERAL SHARE	725,701.00
B. UNOBLIGATED BALANCE FEDERAL SHARE	0.00
C. FED. SHARE AWARDED THIS BUDGET PERIOD	0.00

19. AMOUNT AWARDED THIS ACTION:	$	725,701.00
20. FEDERAL $ AWARDED THIS PROJECT PERIOD:	$	3,372,516.34

21. AUTHORIZED TREATMENT OF PROGRAM INCOME:

Additional Costs

22. APPLICANT EIN:	23. PAYEE EIN:	24. OBJECT CLASS:
952402760	1952402760A1	41.51

25. FINANCIAL INFORMATION: **DUNS** 072947617

ORGN	DOCUMENT NO.	APPROPRIATION	CAN NO.	NEW AMT.	UNOBLIG.	NONFED %
	09HP003604	75-1819-1536	8-G098128	$708,901.00		
	09HP003604	75-1819-1536	8-G098121	$16,800.00		

26. REMARKS: (Continued on separate sheets)

27. SIGNATURE - ACF GRANTS OFFICER	DATE:	28. SIGNATURE(S) CERTIFYING FUND AVAILABILITY	
Clinton A Mcgrane	08/08/2018	Ms. TaWanda Goodman	08/07/2018

29. SIGNATURE AND TITLE - PROGRAM OFFICIAL(S)	DATE:
Ms. Jan Y Len - Regional Program Manager, Office of He	08/07/2018

DGCM-3-785 (Rev. 86)

DEPARTMENT OF HEALTH AND HUMAN SERVICES
ADMINISTRATION FOR CHILDREN AND FAMILIES
NOTICE OF AWARD

SAI NUMBER:

PMS DOCUMENT NUMBER:

1. AWARDING OFFICE:	2. ASSISTANCE TYPE:	3. AWARD NO.:	4. AMEND. NO.
Office of Head Start	Discretionary Grant	09HP0036-04-00	0

5. TYPE OF AWARD:	6. TYPE OF ACTION:	7. AWARD AUTHORITY:
Service	Non-Competing Continuation	42 USC 9801 ET SEQ.

8. BUDGET PERIOD:	9. PROJECT PERIOD:	10. CAT NO.:
09/01/2018 THRU 08/31/2019	03/01/2015 THRU 08/31/2019	93.600

11. RECIPIENT ORGANIZATION:

Community Action Partnership Of Kern

STANDARD TERMS

1. Paid by DHHS Payment Management System (PMS), see attached for payment information.This award is subject to the requirements of the HHS Grants Policy Statement (HHS GPS) thatare applicable to you based on your recipient type and the purpose of this award.

   This includes requirements in Parts I and II (available at http://www.hhs.gov/grants/grants/policies-regulations/index.html of the HHS GPS. Although consistent with the HHS GPS, any applicable statutory or regulatory requirements, including 45 CFR Part 75, directly apply to this award apart from any coverage in the HHS GPS.This award is subject to requirements or limitations in any applicable Appropriations Act.This award is subject to the requirements of Section 106 (g) of the trafficking VictimsProtection Act of 2000, as amended (22 U.S.C. 7104).For the full text of the award term, go to http://www.acf.hhs.gov/discretionary-post-award-requirements.
   This award is subject to the Federal Financial Accountability and Transparency Act (FFATA or Transparency) of 2006 subaward and executive compensation reporting requirements.For the full text of the award term, go to http://www.acf.hhs.gov/discretionary-post-award-requirements.This award is subject to requirements as set forth in 2 CFR 25.110 Central Contractor Registration (CCR) and DATA Universal Number System (DUNS). For full text go to http://www.acf.hhs.gov/discretionary-post-award-requirements.

   Consistent with 45 CFR 75.113, applicants and recipients must disclose in a timely manner, in writing to the HHS awarding agency, with a copy to the HHS Office of Inspector General (OIG), all information related to violations of federal criminal law involving fraud, bribery, or gratuityviolations potentially affecting the federal award. Subrecipients must disclose, in a timelymanner, in writing to the prime recipient (pass through entity) and the HHS OIG, all information related to violations of federal criminal law involving fraud, bribery, or gratuity violationspotentially affecting the federal award. Disclosures must be sent in writing to the awarding agency and to the HHS OIG at the following addresses:
   The Administration for Children for Children and FamiliesU.S. Department of Health and Human ServicesOffice of Grants ManagementATTN: Grants Management Specialist330 C Street, SW., Switzer Building Corridor 3200 Washington, DC 20201 AND
   U.S. Department of Health and Human ServicesOffice of Inspector GeneralATTN: Mandatory Grant Disclosures, Intake Coordinator330 Independence Avenue, SW, Cohen BuildingRoom 5527Washington, DC 20201Fax: (202) 205-0604 (Include "Mandatory Grant Disclosures" in subject line) or Email: MandatoryGranteeDisclosures@oig.hhs.gov
   Failure to make required disclosures can result in any of the remedies described in 45 CFR75.371 Remedies for noncompliance, including suspension or debarment (See 2 CFR parts 180& 376 and 31 U.S.C. 3321).

   This award is subject to the requirements as set forth in 45 CFR Part 87. This award is subject to HHS regulations codified at 45 CFR Chapter XIII, Parts 1301, 1302, 1303, 1304 and 1305. Attached are terms and conditions, reporting requirements, and payment instructions. Initial expenditure of funds by the grantee constitutes acceptance of this award.

AWARD ATTACHMENTS

Community Action Partnership Of Kern 09HP0036-04-00

1. remarks

26. REMARKS (Continued from previous page)

This grant action awards $708,901 for Early Head Start operations and $16,800 for training and technical assistance for the 09/01/2018-08/31/2019 budget period.

Early Head Start population: 56 infants and toddlers.
Designated Early Head Start service area: City of Bakersfield, CA.
Approved program options: Center-based.

This grant is subject to the requirements for contribution of the non-federal match and approval of key staff, the limitations on development and administrative costs and employee compensation, and prior written approval for the purchase of equipment and other capital expenditures and the purchase, construction and major renovation of facilities as specified in Attachment 1.
This grant action awards supplemental funds for the cost-of-living and training and technical assistance adjustment increase for the Early Head Start program for Fiscal Year 2018.

As per Program Instruction ACF-PI-HS-17-04, the grantee is required to submit one semi-annual SF-425 report, one annual SF-425 report, and one final SF-425 report. For Community Action Partnership of Kern County , SF-425 reports must be received by:

- Semi-Annual Report: 04/30/2019
- Annual Report: 10/30/2019
- Final Report: 01/30/2020

Additionally, the grantee must submit their SF-429 Real Property Status report via the Online Data Collection System, accessible through GrantSolutions. Your SF-429 report is due by the Annual SF-425 due date given above. Please refer to Program Instruction ACF-PI-HS-17-03 for further details.

Attachment 1

Award Number: 09HP0036/04

Recipient Organization: COMMUNITY ACTION PARTNERSHIP OF KERN

This grant is subject to Section 640(b) of the Head Start Act and 45 C.F.R. § 1303.4 requiring a non-federal match of 20 percent of the total cost of the program. This grant is also subject to the requirements in Section 644(b) of the Head Start Act and 45 C.F.R. § 1303.5 limiting development and administrative costs to a maximum of 15 percent of the total costs of the program, including the non-federal match contribution of such costs. The requirements for a non-federal match of 20 percent and the limitation of 15 percent for development and administrative costs apply to the 09/01/2018-08/31/2019 budget period unless a waiver is approved. Any request for a waiver of the non-federal match, or a portion thereof, that meets the conditions under Section 640(b)(1)-(5) of the Head Start Act and 45 C.F.R. § 1303.4 or a waiver of the limitation on development and administrative costs that meets the conditions under 45 C.F.R. § 1303.5 must be submitted in advance of the end of the budget period. Any waiver request submitted after the expiration of the project period will not be considered.

The HHS Uniform Administrative Requirements (see 45 C.F.R. § 75.308(c)(1)(ii)) provide the authority to ACF to approve key staff of Head Start grantees. For the purposes of this grant, key staff is defined as the Head Start Director or person carrying out the duties of the Head Start Director if not under that title and the Chief Fiscal Officer if any of those positions is funded, either directly or through indirect cost recovery, more than 50 percent with Head Start funds.

Section 653 of the Head Start Act prohibits the use of any federal funds, including Head Start grant funds, to pay any portion of the compensation of an individual employed by a Head Start agency if that individual's compensation exceeds the rate payable for Level II of the Executive Schedule.

Prior written approval must be obtained for the purchase of equipment and other capital expenditures as described in 45 C.F.R. § 75.439(a). Prior written approval must also be obtained under 45 C.F.R. § 75.439(b)(3) and 45 C.F.R. Part 1303 Subpart E – Facilities to use Head Start grant funds for the initial or ongoing purchase, construction and major renovation of facilities. No Head Start grant funds may be used toward the payment of one-time expenses, principal and interest for the acquisition, construction or major renovation of a facility without prior written approval of the Administration for Children and Families.

EXECUTIVE SUMMARY

Purpose of the Project

Community Action Partnership of Kern (CAPK) is dedicated to providing and advocating for resources that will empower members of the communities it serves to be self-sufficient. Head Start and Early Head Start provide high quality, early childhood education to children from pre-natal to five years-old through partial-day, full-day and home-based programs. To further its mission and inform strategic planning, CAPK commissioned a Head Start Community Assessment. The Community Assessment examined the needs and resources of Kern County with a focus on families eligible for Head Start.

Data Sources

The quantitative data in this report are drawn from secondary sources such as Community Commons, the US Census Bureau, the Lucille Packard Foundation for Children's Health (Kidsdata.org), the California Health Interview Survey (CHIS), and numerous others. In addition to searching well-known sources, a search was undertaken for each concept of interest to locate any additional sources of data. Each source was reviewed and the most salient statistics were selected.

To supplement the quantitative data and provide contextual information, Datacorp conducted five stakeholder interviews. Stakeholders were drawn from a diverse group including program directors, officials, and parents. Salient quotes from these stakeholders are provided in text boxes throughout this report. Diagrams known as "Wordles" showing salient themes are also shown. Wordles are created by analyzing the combined qualitative answers for each interview question.

Key Findings

In reviewing the data in its totality, several key observations emerge:

- Kern is large and diverse in terms of both geography and population
- The county contains both urban and sparsely populated rural areas, creating a wide diversity of service needs and challenges
- The need for Head Start/Early Head Start is great – approximately 24,105 children ages 0 to 4 are estimated to be eligible. Additionally, 7,521 pregnant women are estimated to be eligible. In contrast, Head Start/Early Head Start Kern County serves approximately 3,200 children and 100 pregnant women per year
- Licensed childcare is in extremely short supply in the county. This underscores the importance of Head Start/Early Head Start in Kern County
- Analysis of eligibility data showed a need to expand Early Head Start and Pre-School Head Start, although the need to expand Early Head Start was greater
- Wait list data showed high numbers of children in nearly every location, adding further evidence to the need for all of Head Start's programs to expand

- Preparing children for kindergarten, or kindergarten readiness, is a continuing service need noted by numerous stakeholders and prior needs assessments. Head Start/Early Head Start is a needed community resource for kindergarten readiness

- Nutrition and healthy pregnancy education continue to be a needed service for low-income families, as demonstrated by the maternal and child health data

- Low-income families in Kern County face a multiplicity of problems in nearly every service domain. Key issues that emerged from this needs assessment are:
    - Low wages coupled with a high cost of living
    - Cost and availability of healthy and nutritious food
    - Distance to services and limitations of public transportation
    - Lack of affordable housing
    - Substandard housing
    - Poor air and water quality

- Kern Head Start/Early Head Start has a good success rate in obtaining services for families (as evidenced in its Program Information Reports). The shortage of health care professionals, particularly pediatric dentists, poses a barrier

- Overall Head Start/Early Head Start Kern County serves an area heavily in need of quality early childhood education. It provides both early childhood education and connections to other services that low income families require in order to be successful and to lead healthy, productive lives

- There is an overall shortage of early childcare educators in Kern County, and many lack higher education credits and advanced credentials

Policy Council Finance Committee Meeting Agenda

Thursday, July 19, 2018

5005 Business Park North, Bakersfield, California

Minutes

1. Welcome

2. Call to order
   The meeting was called to order by Diana Reyes at 5:40 p.m.

3. Roll call and establish quorum (half plus one)
   Present: Diana Reyes and Amber Dunlap. Quorum was established.

4. Approval of Agenda
   Ms. Dunlap moved to approve the agenda. Second by Ms. Reyes. Motion carried.

5. Introduction of Guests/Public Forum
   Guest present was Donna Holland, Fiscal Administrator/Staff Sponsor.

6. Presentation/Discussion Items – Donna Holland, Fiscal Administrator

   Ms. Holland reviewed the following **information** items to the committee members:

   a. Kern Head Start Budget vs. Actual Expenditures, March 1, 2018 through June 30, 2018
   b. Kern Early Head Start Budget vs. Actual Expenditures, March 1, 2018 through June 30, 2018
   c. San Joaquin Early Head Start Budget vs. Actual Expenditures, February 1, 2018 through June 30, 2018
   d. Early Head Start Child Care Partnerships Budget vs. Actual Expenditures, September 1, 2017 through June 30, 2018
   e. Parent Local Travel & Child Care through June 30, 2018
   f. Parent Activity Funds through June 30, 2018

   Ms. Holland presented the following action item with the committee members:

   g. Head Start Budget Revision – **Action**

   Before the end of the prior budget period, staff identified savings in the Head Start budget and submitted a budget revision to use the savings to purchase a property suitable for conversion to a child development center.

   The approval of the budget revision was received after the budget period ended, and a request to carry over the funding to the current budget period was submitted.

The approval of the carryover was received at the end of June. By this time, the property had been appraised at a value far less than the property owner was willing to accept.

Staff propose to submit a budget revision to repurpose the funds identified for the property purchase to complete health and safety projects at the Harvey L. Hall and Delano child development centers. The total amount of the revision is $378,182.

Ms. Reyes moved to approve the proposed budget revision, and to recommend approval by the full Policy Council. Second by Ms. Dunlap. Motion carried.

7. Communications
   a. Notice of Award 09CH9142-05-02 – carryover of unobligated Head Start & Early Head Start funds from Program Year 04 to Program Year 05.

   Ms. Holland reviewed the Notice of Award with the committee members.

8. Announcements
   None.

Meeting Adjourned
Ms. Reyes adjourned the meeting at 6:22 p.m.

NEXT MEETING:
Thursday, August 23, 2018
5:30 – 6:30 p.m.

Agenda de reuniones del comité de finanzas del consejo de políticas

jueves, 19 de julio de 2018

5005 Business Park North, Bakersfield, California

Minutos

1. Bienvenidos

2. Llamar al orden
   La reunión fue ordenada por Diana Reyes a las 5:40 p.m.

3. Pasar lista y establecer quorum (la mitad más uno)
   Presente: Diana Reyes y Amber Dunlap. Quorum fue establecido.

4. Aprobación de agenda
   Sra. Dunlap propuso aprobar la agenda. Segundo par la Sra. Reyes. Movimiento llevado.

5. Presentación de invitados/Foro publico
   La invitada fue Donna Holland, Administradora Fiscal /Patrocinadora del personal.

6. Artículos de presentación/discusión– Donna Holland, Administradora Fiscal

   Sra. Holland reviso los siguientes elementos de **información** para los miembros del comité:

   a. Presupuesto de Kern Head Start versus gastos reales 1 de marzo del 2018 hasta 30 de junio del 2018
   b. Presupuesto de Kern Early Head Start versus gastos reales 1 de marzo del 2018 hasta 30 de junio del 2018
   c. Presupuesto de Early Head Start de San Joaquin versus gastos reales, 1 de febrero del 2018 hasta 30 de junio del 2018
   d. Presupuesto de asociaciones de cuidado para niños Early Head Start versus gastos reales 1, de septiembre del 2017 hasta 30 de junio del 2018
   e. Viaje local para padres y cuidado para niños hasta el 30 de junio del 2018
   f. Fondos de actividades para padres hasta el 30 de junio del 2018

   Sra. Holland presento el siguiente ítem de acción con los miembros del comité:

   g. Revisión del presupuesto de Head Start– **Acción**

   Antes del final periodo presupuesto anterior, el personal identifico los ahorros en el presupuesto de Head Start y presento una revisión del presupuesto para usar los ahorros para comparar una propiedad adecuada para la conversión a un centro de desarrollo para niños.

   La aprobación de la revisión del presupuesto se recibió después de que finalizo el periodo presupuestario y se presentó una solicitud para transferir el financiamiento al periodo presupuesto actual.

La aprobación del remanente se recibió a fines de junio. En ese momento, la propiedad había sido tasada a un valor mucho menor de lo que el dueño de la propiedad estaba dispuesto a aceptar.

El personal propone presentar una revisión del presupuesto para reutilizar los fondos identificados para la compra de la propiedad para completar proyectos de salud y seguridad en los centros de desarrollo para niños Harvey L. Hall y Delano. El monto total de la revisión es de $378,182.

La Sra. Reyes propuso aprobar la revisión del presupuesto propuesta y recomendar la aprobación del consejo de políticas completo. Segundo por la Sra. Dunlap Movimiento llevado.

7. Comunicaciones
    a. Aviso de adjudicación 09CH9142-05-02 – traspaso de fondos sin obligación de Head Start y Early Head Start del ano del programa 04 al ano del programa 05.

    Sra. Holland reviso el aviso de adjudicación con los miembros del comité.

8. Anuncios
    Ninguna.

    Reunión aplazada
    La reunión fue aplazada a las 6:22p.m. por la Sra. Reyes

PROXIMA REUNION:
jueves, 23 de agosto del 2018
5:30 – 6:30 p.m.

Policy Council Finance Committee

Thursday, August 23, 2018

5005 Business Park North, Bakersfield, California

Minutes

1. Welcome

2. Call to order
   The meeting was called to order by Diana Reyes at 5:33 p.m.

3. Roll call and establish quorum (half plus one)
   Present: Diana Reyes and Amber Dunlap. Quorum was established.

4. Approval of Agenda
   Ms. Dunlap moved to approve the agenda. Second by Ms. Reyes. Motion carried.

5. Introduction of Guests/Public Forum
   Guest present was Donna Holland, Fiscal Administrator/Staff Sponsor.

6. Presentation/Discussion Items – Donna Holland, Fiscal Administrator

   Ms. Holland reviewed the following information items to the committee members:

   a. Kern Head Start Budget vs. Actual Expenditures, March 1, 2018 through July 31, 2018
   b. Kern Early Head Start Budget vs. Actual Expenditures, March 1, 2018 through July 31, 2018
   c. San Joaquin Early Head Start Budget vs. Actual Expenditures, February 1, 2018 through July 31, 2018
   d. Early Head Start Child Care Partnerships Budget vs. Actual Expenditures, September 1, 2017 through July 31, 2018
   e. Parent Local Travel & Child Care through July 31, 2018
   f. Parent Activity Funds through June 31, 2018

Ms. Holland shared recent news with the committee:

- CAPK will receive State Preschool expansion and start-up funds to support full-day services at four centers: Lost Hills, Vineland, Broadway, and Rosamond.
- The budget revision submitted by CAPK to complete facility projects at Harvey L. Hall and Delano is in the process of being approved.
- The Focus Area 2 Monitoring results for San Joaquin and EHS Child Care Partnerships identified no findings or areas of non-compliance.

7. Communications
   a. Department of Health and Human Services, Administration for Children and Families, Notice of Award 09CH9142-05-03 (Head Start/Early Head Start Kern). This grant action awards supplemental funds for the Fiscal Year 2018 cost-of-living increase for the Head

Start and Early Head Start programs and the training and technical assistance adjustment for Head Start.

b. Department of Health and Human Services, Administration for Children and Families, Notice of Award 09HP0036-04-00 (Early Head Start Child Care Partnerships). This grant action awards $708,901 for Early Head Start operations and $16,800 for training and technical assistance for the 09/01/2018 – 08/31/2019 budget period.

Ms. Holland reviewed the Notice of Award with the committee members.

8. Announcements
None.

Meeting Adjourned
Ms. Reyes adjourned the meeting at 6:00 p.m.

NEXT MEETING:
Thursday, September 21, 2018
5:30 – 6:30 p.m.

Community Action Partnership of Kern
Head Start / State Child Development
Policy Council Planning Committee
Meeting Minutes
August 6, 2018

1. **Welcome**
   The group was welcomed to the meeting.

2. **Call to Order**
   a. Meeting was called to order at 5:29 p.m. by Chairperson Joanna Guillen.

3. **Roll Call and establish Quorum (half plus one)**
   a. Quorum was established.
   b. **PC Members present:** Joanna Guillen, Anastasia Lester, Victoria Garcia Carlos, Lindsay Harrison, Yolanda Ochoa
   c. **PC Members not present:**

4. **Approval of Agenda**
   Motion was made by Victoria G. Carlos to approve the agenda date August 6, 2018; seconded by Lindsay Harrison. Motion carried unanimously.

5. **Approval of Minutes**
   Motion was made by Lindsay Harrison to approve the minutes dated June 5, 2018; seconded by Yolanda Ochoa. Motion carried unanimously.

6. **Introduction of Guests**
   Guests in attendance tonight were Shyann Nelson, daughter of PC Planning Member Ana Lester; Destiny Ochoa, daughter of PC Planning Member Yolanda Ochoa, Emily Gonzalez Demont, Assistant Director Grants Management; Jerry Meade, PDM Administrator and Lisa Price Program Governance Coordinator

7. **Public Forum**
   (The public wishing to address the PC Planning Committee may do so at this time; however, the Committee will take no action other than referring the item to staff for study and analysis.)
   None

8. **Presentation / Discussion Items**
   a. The Enrollment Report was shared for June and July. It was noted that we were 100% fully enrolled in all operating program options during this time noting our enrollment during the "summer months" is 182 as only our full year centers are open. In other areas reviewed, EHS Kern as well as EHS San Joaquin at reporting time were at or above the expected 10% of children enrolled with an IFSP/IEP. HS Kern reach 8% and 1% during the months of June and July respectively. It was explained the substantial decrease between the months is due to the summer closure of our part year programs. As previously shared we will be requesting a waiver for the EHS Partnership Program. It was pointed out that this is an annual

calculation therefore we will see a fluctuation. Program wide we are below the allotted 10% over income enrollment.

b. The Average Daily Attendance (ADA) Report was reviewed and discussed. Our ADA was 97% and 98% for June and July respectively. During the month of June, the Fairfax Child Development Center had 100% attendance.
c. Jerry shared the Child and Adult Care Food Program (CACFP) report for June. There was a total of 22,102 meals prepared by the Central Kitchen. There were no vendor meals as only programs operating in Kern were open during this reporting period. This is a 10% decrease in meals prepared during the same reporting time last year. This was thought to be attributed to the fact as to when older siblings are not in school it can be a challenge to have our students in attendance for families. Jerry also shared the division staffing report which includes 15 vacant positions in June and 13 in July. Additionally, there were 101 employees on various type of leave in June and 107 in July.
d. The 2018 Kern Community Needs Assessment was reviewed. Jerry shared this document was prepared by Datacorp, a company selected following the RFP (request for proposal) processes as set forth by CAPK. Various stakeholders were interviewed, and information was compiled along with census data and other pertinent information. Some key findings included but not limited to were, there is a great need for Head Start/Early Head Start as data indicates approximately 24,105 children ages 0-4 are estimated to be eligible and licensed childcare is in extremely short supply in Kern County. Health data indicates nutrition and healthy pregnancy education continue to be a needed service for low-income families. Other key issues that emerged from this needs assessment included, low wages coupled with a high cost of living, poor air and water quality, as well as distance to services provided and a lack of public transportation among other things. The information provided in this assessment is used as the roadmap for our program. It provides us the direction in which to go to continue to deliver quality services to the neediest of the needy in our community. This document is used as a tool to support the information included when submitted our refunding application(s). Upon conclusion of review, brief discussion ensued. A motion was made by Anastasia Lester to approve 2018 Kern Community Needs Assessment and to include the document in the communication section of the agenda for the upcoming Policy Council Meeting; motion seconded by Victoria G. Carlos. Motion carried unanimously.

9. <u>Communications</u>
None

10. <u>Announcements</u>
None

11. <u>Adjournment</u>
Meeting was adjourned at 6:35 p.m. The next PC Planning meeting is scheduled for Tuesday September 4, 2018.

Lisa Price/Program Governance Coordinator
Completed 08/22/18

La Asociación de acción comunitaria de Kern
División de Head Start/desarrollo para niños del estado
Planificación del Comité del consejo de políticas
Acta de reunión
6 de agosto del 2018

1. **Bienvenidos**
   El grupo fue bienvenido a la reunión.

2. **Llamar al orden**
   a. La reunión se inició a las 5:29 p.m. por la presidenta Joanna Guillen.

3. **Pasar lista y establecer quorum (la mitad más uno)**
   a. Quorum fue establecido.
   b. **CP miembros presentes:** Joanna Guillen, Anastasia Lester, Victoria Garcia Carlos, Lindsay Harrison, Yolanda Ochoa
   c. **CP miembros no presentes:**

4. **Aprobación de agenda**
   la moción fue hecha por Victoria G. Carlos para aprobar la fecha de la agenda el 6 de agosto del 2018;
   Secundado por Lindsay Harrison. Moción llevada por unanimidad.

5. **Aprobación de minutos**
   La moción fue hecha por Lindsay Harrison para aprobar las actas del 5 de junio del 2018; secundado por Yolanda Ochoa. Moción llevada por unanimidad.

6. **Presentación de invitados**
   Los invitados que asistieron esta noche fueron Shyann Nelson, hija de la CP miembro de planificación Ana Lester; Destiny Ochoa, hija de la CP miembro de planificación Yolanda Ochoa, Emily Gonzalez Demont, subdirectora de gestión de subvenciones; Jerry Meade, administrador de diseño y administración de programas y Lisa Price , Coordinadora de gobernanzas del programa

7. **Foro publico**
   (El público que dirigirse al comité de planificación de CP puede hacerle en este momento, sin embargo, el comité no tomara ninguna otra acción que no sea remitir el elemento al personal para su estudio y análisis).
   Ninguna

8. **Artículos de presentación / discusión**
   a. El informe de inscripción se compartió para junio y julio. Se observó que estábamos 100% inscriptos por completo en todas las opciones del programa operativo durante este tiempo y que nuestra inscripción durante los "meses de verano" es 182 ya que solo están abiertos nuestros centros de año completo. En otras áreas revisadas, Early Head Start Kern y Early Head Start San Joaquin en el momento del informe estuvieron en el 10% o más de los niños inscritos con un IFSP / IEP. Head Start Kern alcanza el 8% y el 1% durante los meses de junio y julio, respectivamente. Se explicó que la disminución sustancial entre los meses se debe al cierre de verano de nuestros programas de años parciales. Como se compartió previamente, solicitaremos una exención para el programa de Asociación de Early Head Start. Se señaló que este es un cálculo anual,

por lo tanto, veremos una fluctuación. En todo el programa estamos por debajo del 10% asignado sobre la inscripción de ingresos.

b. El Informe de Asistencia Diaria Promedio (ADA) fue revisado y discutido. Nuestra asistencia diaria promedio fue del 97% y 98% para junio y julio, respectivamente. Durante el mes de junio, el Centro de Desarrollo para niños de Fairfax tuvo una asistencia del 100%.

c. Jerry compartió el informe del Programa de Alimentos para el Cuidado de Niños y Adultos (CACFP) de junio. Hubo un total de 22,102 comidas preparadas por Central Kitchen. No hubo comidas de vendedores ya que solo los programas que operan en Kern estuvieron abiertos durante este período de informe. Esta es una disminución del 10% en las comidas preparadas durante el mismo período de tiempo del año anterior. Se cree que esto se atribuye al hecho de que cuando los hermanos mayores no están en la escuela, puede ser un desafío tener a nuestros estudiantes en la asistencia para las familias. Jerry también compartió el informe de personal de la división que incluye 15 puestos vacantes en junio y 13 en julio. Además, hubo 101 empleados con varios tipos de licencia en junio y 107 en julio.

d. La evaluación de las necesidades de la comunidad de Kern 2018 fue revisada. Jerry compartió que este documento fue preparado por Datacorp, una compañía seleccionada siguiendo los procesos de RFP (solicitud de propuesta) establecidos por CAPK. Se entrevistó a varias partes interesadas y se recopiló información junto con datos del censo y otra información pertinente. Algunos hallazgos clave incluyen, pero no se limitan a ellos, hay una gran necesidad de Head Start / Early Head Start ya que los datos indican que aproximadamente 24,105 niños de 0 a 4 años son elegibles y el cuidado para niños con licencia es muy escaso en el Condado de Kern. Los datos de salud indican que la nutrición y la educación sobre el embarazo saludable continúan siendo un servicio necesario para las familias de bajos ingresos. Otros problemas clave que surgieron de esta evaluación de necesidades fueron, bajos salarios junto con un alto costo de la vida, mala calidad del aire y el agua, así como la distancia a los servicios prestados y la falta de transporte público, entre otras cosas. La información proporcionada en esta evaluación se usa como hoja de ruta para nuestro programa. Nos proporciona la dirección a seguir para continuar ofreciendo servicios de calidad a los más necesitados de nuestra comunidad. Este documento se utiliza como una herramienta para respaldar la información incluida cuando presentamos nuestra (s) solicitud (es) de reembolso. Al finalizar la revisión, se produjo una breve discusión. Anastasia Lester hizo una moción para aprobar la Evaluación de Necesidades Comunitarias Kern de 2018 e incluir el documento en la sección de comunicaciones de la agenda para la próxima Reunión del Consejo de Políticas; moción secundada por Victoria G. Carlos. Moción llevada por unanimidad.

9. <u>Comunicaciones</u>
Ninguna

10. <u>Anuncios</u>
Ninguna

11. <u>Aplazamiento</u>
La reunión fue aplazada a las 6:35 p.m. La próxima reunión de planificación de consejo de políticas está programada para el martes 4 de septiembre del 2018.

Lisa Price/ Coordinadora de gobernanzas del programa
Completado 08/22/18

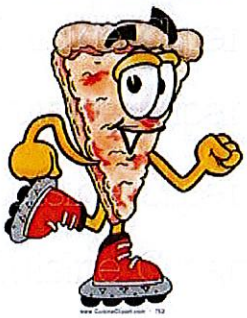


"GET ON BOARD"

SKATE LAND

A.U.T.I.
SPECIAL NEEDS AMBASSADORS

SKATE WITH A.U.T.I.





"WELCOME EVERYONE"

Another Great

Special Need-Kid Friendly Activity

"Join us for family fun entertainment $3.00 per skater"

Kickoff: Sunday, September 2, 2018

Where: 415 Ming Avenue Bakersfield, CA 93307

10:00 a.m. - 12:00 p.m.

$2.00 Slice of Pizza & Soda

Reserve you're A.U.T.I. Birthday Party include (10) skaters FREE, (2) 24" X-Large pizzas, (2) liter sodas, and a personalized cake for only ($75.00). Starting 1/1/2019 price will change for more info on more SPECIAL NEEDS-KID FRIENDLY ACTIVITIES.

Contact Angel Gonzales (661) 346-7853 or auti4autism1@yahoo.com



Bunco Tournament Fundraiser

September 8, 2018

$25.00

Stockdale Affairs Event Center

201 New Stine Road

Bakersfield, CA 93309

4:30 p.m.	Bunco Lessons/Raffles Begins	Raffle Baskets
5:30 p.m.	Dinner	Snacks/beverages for sale
6:30 p.m.	Tournament Begins	H.E.A.R.T.S. Merchandise for sale



Dress in Hawaiian Luau Theme or Your Favorite Bunco Attire

Join us on Facebook and Twitter

Purchase your tickets through Eventbrite ....

https://www.eventbrite.com/e/bunco-tournament-fundraiser-hearts-connection-tickets-48285587492

Or at our office 200 S. Montclair St. Suite A, Bakersfield, 93309

All proceeds benefit H.E.A.R.T.S. Connection

Serving Special Needs Children & Adults in Kern County

Save The Date

Tuesday September 11, 2018

Bakersfield American Indian Health Project
Domestic Violence Awareness Luncheon
Special Guest Speaker

Susan Still



Susan Still speaks on behalf of those whose lives have been impacted by domestic violence. She is a survivor of 24 years of abuse by her former husband. Their case is unique, as in December 2004 Justice John F. O'Donnell handed Ulner Still a 36-year sentence, landmark for New York State, as the longest sentence given for the crime of domestic violence where the victim survived. Instrumental in the conviction was a videotape he had one of their children film while he was abusing her.

Susan has appeared on **The Oprah Winfrey Show**, Oprah's Life Class, Oprah Where Are They Now, **and 20/20 with Diane Sawyer,** to bring awareness to domestic violence and its effects on families. She speaks at conferences nationwide, to law enforcement, attorneys, and judges on the criminal justice response and travels to businesses speaking on the effects domestic violence has on the workplace and what employers can do to help. Susan participates in trainings for law enforcement, crime victim advocates, and other community responders, and has spoken on military bases, at youth conferences, high schools and colleges about the warning signs, and the importance of breaking free of abusive relationships.

11:30 a.m. – 1:00 p.m.
Lunch/ No Cost
Limited Seating Available/ Please RSVP

Kern County Superintendent of Schools
Larry Reider Building
2000 K Street- Room 204

RSVP: Christa McAuley 661-327-4030 ext.217
Christy Ceballos 661-327-4030 ext.213

Workers' Rights Workshop

- Have you been unfairly terminated?
- Been paid late or not at all?
- Were you injured in the workplace?
- Are you concerned about the effects of reporting something to your employer?
- Had other work related problems?

Come learn about your employee and labor rights during this informative legal information and education workshop.

This Free legal information and education workshop is hosted by the Volunteer Attorney Program at Greater Bakersfield Legal Assistance, Inc.



GBLA
Greater Bakersfield Legal Assistance, Inc.

Upcoming Workshop Dates and Times

June 12, 2018

September 11, 2018

December 11, 2018

All workshops will take place from:

12:15pm-1:15pm

at

615 California Avenue
Bakersfield, CA 93304

Please Call to RSVP:

(661) 321-3996

Taller De Derechos De Trabajadores

- Ha estado injustamente despedido?
- Le han pagado tarde o no le han pagado en absoluto?
- Se ha lastimado en el trabajo?
- Esta preocupado por los efectos de reportarle algo a su empleador?
- Ha tenido otros problemas relacionados al trabajo?

Venga a conocer sobre sus derechos como empleado y derechos laborales durante este taller informativo de información legal.

Este taller informativo de información legal es presentando por el Programa de Abogados Voluntarios en Greater Bakersfield Legal Assistance, Inc.



GBLA
Greater Bakersfield Legal Assistance, Inc.

Fechas y Horarios de Los Próximo Talleres

Junio 12, 2018

Septiembre 11, 2018

Diciembre 11, 2018

Todos los Talleres se llevaran a cabo de:

12:15pm-1:15pm

en

615 California Avenue
Bakersfield, CA 93304

Por Favor Llama Para Reservar

(661) 321-3996

The Kern County Friday Night Live Partnership and the Office of Mary C. Barlow Kern County Superintendent of Schools presents the

Drug Free Youth Summit
2018 Save the Date

When:
Thursday, September 13, 2018

Where:
Pacific Health Education Center
5300 California Ave. #200 Bakersfield, Ca.

Who should attend:
Educators and all middle and high school students. Friday Night Live/Club Live chapter Advisors and chapter members, and Tobacco Use Prevention Education (TUPE) Tier II Cohort K Site coordinators are highly encouraged to attend.

Workshop topics will include:
Partners will be educated on a prevention project toolkit that was developed for chapters interested in creating a media campaign; through the use of social media, campus media, or more traditional media outlets. This youth summit is aimed to show youth, school faculty, and staff- that contrary to popular belief- most youth do not actually drink alcohol. The objective is that the positive message will change the perception of underage alcohol use, and thus prevent drinking, so that underage drinking will not happen "on my watch!" Additional Red Ribbon Week tools and resources will be provided.

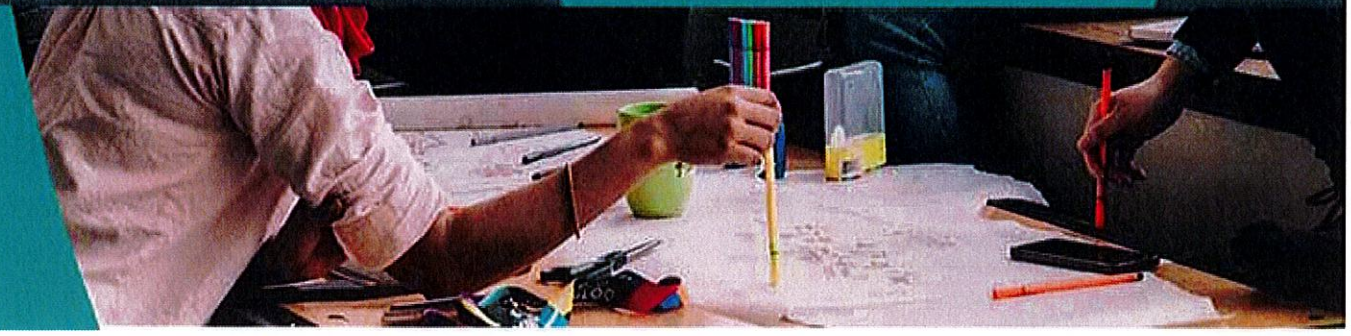
Registration will be coming soon!



We are saying ...

Not on My Watch

to underage drinking



Bakersfield High School

Health & Community Resources Fair



Sept. 15, 2018
10:00am – 1:00pm

Health:

- **Dignity Health** – *Free Health Screenings (Cholesterol/Blood Pressure/Blood Sugar/Anemia /Body Composition)*
- **Kern Family Health Care**
- **Omni Family Health** – *Information (Covered California/Medi-cal/Cal Fresh/Cal Works)*
- **Cal – Fresh** – *Nutrition Information*

Education:

- **Bakersfield College (BC)** – *College Information*
- **California State University (CSUB)** – *Universitiy Information*
- **U.S. Citizenship and Immigration Services & Information**
- **GBLA Fair Housing Law Project** – *Fair Housing Rights Information*
- **KHSD Parent and Family Centers** – *Information*

Activities:

- **Face Painting**
- **Free Raffle Entry per guest**

For more information contact:

Tere Quintana (661) 324-9841

BHS Parent & Family Center
1241 G St, Bakersfield Ca 93301

SAMPLE

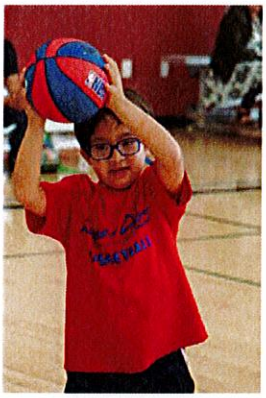
League of Dreams

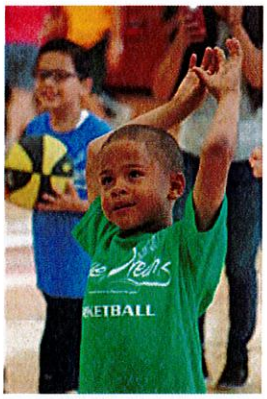
Every child should have a chance to play.

2018 Basketball Season

September 16th-November 4th

RiverLakes Ranch Community Park, 3828 Riverlakes Drive







Online Registration Available for Athletes Ages 5-22

Requirements: IEP at school, KRC client **or** have a diagnosis confirmation from a licensed physician

Early Registration: $15 July 1st to Aug.17th

Late Registration: $25 Aug. 18th- Sept. 15th

"Tryouts"- Saturday, August 18th, 9am-12pm

Team Mom/Coaches Meeting: Thursday, September 6th 6:00pm

For more information please call: (661) 616-9122 or visit us online:

*Games are played on Sunday afternoons ONLY

www.OurLeagueofDreams.com
info@OurLeagueofDreams.com

Find us on Facebook

C.A.R.E. FOR KIDS .ORG
Children's Advocates Resource Endowment
"FOR THE KIDS OF KERN COUNTY"

CITY OF BAKERSFIELD Recreation & Parks
TERRIOKIDS

NORTH of the RIVER NOR recreation & park district
JOIN THE FUN!

Your City. Your Life. Your Magazine.
Bakersfield magazine

Don C. and Diane S. Lake Family

CHAMPIONS for CHANGE™

Latino Health Awareness Celebration

Celebrating healthy living as part of the Latino community's rich cultural heritage and traditions.



JOIN THE MOVEMENT FOR HEALTHY CHANGE BY EATING HEALTHIER AND BEING MORE ACTIVE EVERY DAY

The Kern County Public Health Department will have a health fair to encourage families to make small changes like incorporating more fruits and vegetables in traditional Latino recipes. Promoted by the California Champions for Change campaign, Latino Health Awareness Month is an opportunity to promote health as part of the Latino community's rich cultural heritage and traditions. Additionally, families will receive free nutrition tips, resources, tasting samples of infused water. Other activities include:

- Community organization booths
- Free health screenings
- Raffle prizes
- Healthy recipe samples

Bring your whole family to this annual Latino Health Awareness Celebration! For more information, contact Alejandra Quezada at (661) 321-3000.

DATE: September 21, 2018
TIME: 11:00 am – 3:00 pm
LOCATION: FoodsCo
2505 Haley St., Bakersfield, CA

KERN COUNTY Public Health Services DEPARTMENT

Foods Co®

Funded by USDA SNAP, an equal opportunity provider and employer. Visit www.CaChampionsForChange.net for healthy tips.

CAMPEONES del CAMBIO™

Celebración del Mes de la Salud Latina

Celebrando una vida sana como parte del rico patrimonio cultural y tradiciones de la comunidad Latina.



ÚNASE AL MOVIMIENTO PARA UN CAMBIO SANO COMIENDO MÁS SALUDABLE Y SIENDO MÁS ACTIVO TODOS LOS DÍAS.

El Departamento de Salud Pública del Condado de Kern tendrá una feria de salud para animar a las familias a hacer pequeños cambios como incorporando más frutas y vegetales en las recetas latinas tradicionales. Promocionado por la campaña Campeones del Cambio de California, el Mes de la Salud Latina es una oportunidad para promover la salud como parte de las tradiciones y rico patrimonio cultural de la comunidad Latina. Además, las familias recibirán consejos de nutrición gratis, recursos y muestras de infusiones de agua. Otras actividades incluyen:

- Puestos de organizaciones comunitarias
- Exámenes de salud gratuitos
- Premios de rifas
- Muestras de recetas saludables

¡Venga a disfrutar con toda la familia en esta celebración del Mes de la Salud Latina! Para más información llame a Alejandra Quezada al (661) 321-3000.

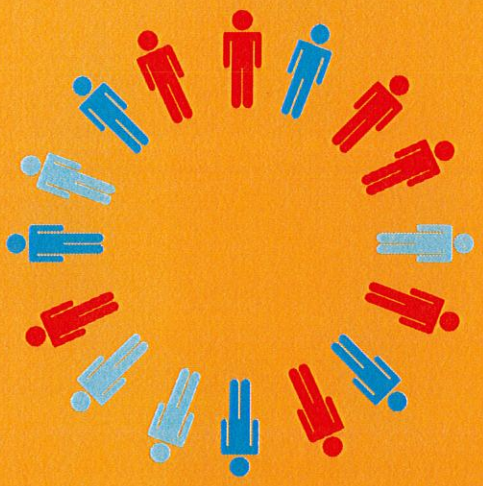
DIA: 21 de Septiembre del 2018
HORA: 11:00 am – 3:00 pm
LUGAR: FoodsCo,
2505 Haley St., Bakersfield, CA 93305

KERN COUNTY Public Health Services DEPARTMENT

Foods Co®

Financiado por SNAP del USDA, un proveedor y empleador que ofrece oportunidades equitativas. Para consejos saludables, visite www.CampeonesDelCambio.net.

Alternatives to Violence Project



Community Workshop

BASIC LEVEL

Sept 22-23 9AM - 5PM Both Days
Light Breakfast and Lunch Provided

ENJOY a hands-on, interactive workshop where you'll connect deeply with others; laugh, share and listen while learning ways to reduce conflict in your neighborhood, your classroom, with your family or at work. Only 20 people in a workshop.

* Take no notes… Come prepared to discover new ways of approaching disagreement.
* Treat yourself to this workshop purely for personal growth.

Or make it a first step toward being an AVP facilitator in prisons, your community or classroom

Offered by Alternatives to Violence Project (AVP), begun in 1975, an active worldwide nonprofit.

* See www.avpcalifornia.org for details on the program and concept.
* This workshop is led by a team of experienced volunteers, currently facilitating workshops in their community, with youth. as well as in California prisons.
* Certificate upon completion

Donation: $25-125 sliding scale. All welcome. No one turned away.
Includes materials and training, lunch, and snacks.

Register online through Eventbrite or by mail or email with this form

Info: Call 800/905 6765 ext 4 or email KernAVP@gmail.com

Register me for the following All Valuable People workshop(s):

Name_____ Phone _____

Address_____

Email_____ Occupation_____

How I heard about the workshop_____

Enclosed find my registration donation of $_____ Check made to "AVPSB"

_____ Please check here if you are requesting a scholarship

Mail to: AVP; 2005 Eye St Suite 4, Bakersfield, CA 93301

($25-125 Registration. Pay what you can afford in order to support community-wide participation.)

(Our costs are $25/person for lunches and snacks. Space is donated.)

Workshop location and confirmation will be sent upon receipt of registration.

REGISTRATION DEADLINE: September 14, 2018