COMMUNITY ACTION PARTNERSHIP *OF* KERN
BOARD OF DIRECTORS MEETING

5005 Business Park Drive, Bakersfield, CA
June 26, 2019
12:00 pm

AGENDA

I. Call to Order

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

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

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

c. Roll Call

Janea Benton	Craig Henderson	Marian Panos
Jimmie Childress	Nila Hogan	Guadalupe Perez
Lorena Fernandez	Mike Maggard	Warren Peterson
Curtis Floyd	Jonathan Mullings	Fred Plane
Jose Gurrola	Yolanda Ochoa	Ana Vigil

II. Approval of Agenda

III. Approval of Meeting Minutes

a. Minutes of May 29, 2019 Board of Directors meeting – ***Action Item (p. 4-9)***

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

V. Special Presentation

a. No special presentation is scheduled.

VI. New Business

a. Resolution to Approve the Submission of the 2019-2020 California Department of Education Contracts (CSPP, CMIG, CMSS, CCTR, CMAP) Donna Holland, Fiscal Administrator & Carmen Segovia, Director of Health & Nutrition – ***Action Item (p. 10-19)***

b. 2019-2020 Early Head Start and Head Start School Readiness Goals – Leslie Mitchell, Administrator of Education & Support Services - ***Action Item (p. 20-42)***

c. Workers Compensation Insurance Renewal – Emilio Wagner, Director of Operations – ***Action Item (p. 43-47)***

d. Coordinated Entry System (CES) Update – Rebecca Moreno, CES Program Coordinator – ***Info Item (p. 48-55)***

e. Strategic Plan Update – Ralph Martinez, Director of Community Development - ***Info Item (Handout)***

f. Housing Strategy – Ralph Martinez, Director of Community Development – ***Info Item (p. 56)***

VII. Committee Reports

a. Executive Committee Report – Jeremy Tobias, Chief Executive Officer – ***Action Item***
   i. Minutes from the June 5, 2019 Committee Meeting ***(p. 57-58)***
   ii. Head Start / Early Head Start Kern Carry Over Fund Request for Budget Year 2018-2019 with Resolution ***(p. 59-61)***

b. PRE Committee Report – Ralph Martinez, Director of Community Development – ***Action Item***
   i. Minutes from the June 12, 2019 Committee Meeting ***(p. 62-65)***
   ii. East Kern Family Resource Center Presentation
   iii. May 2019 Program & Division Reports ***(p. 66-80)***
   iv. Application Status Reports and Funding Requests for May 2019 ***(p. 81-86)***
   v. Organizational Standards Update (Verbal)
   vi. May 2019 Head Start / State Child Development Enrollment Update and Meals Report ***(p. 87-88)***
   vii. Funding Request to Richard Heath & Associates, Inc. for Energy Savings Assistance Program (ESA) ***(p. 89)***
   viii. Early Head Start San Joaquin 2018-2019 Self-Assessment ***(p. 90-93)***
   ix. Head Start / State Child Development 2018-2019 Self-Assessment ***(p. 94-97)***

c. Budget & Finance Committee Report – Tracy Webster, Chief Financial Officer – ***Action Item***
   i. Minutes from the June 19, 2019 Committee Meeting ***(p. 98-101)***
   ii. Application Status Report for May 2019, and Funding Requests ***(p. 102-107)***
   iii. Head Start and Early Head Start Budget to Actual Reports ***(p. 108-123)***
   iv. Approval of the Employee 1.77% Wage COLA for the CEO Position ***(p. 124-125)***
   v. Federal Financial Report ***(p. 126-128)***
   vi. Review & Approval of Job Descriptions & Salary Ranges for Director of Community Development, Director of Health & Nutrition, and Director of Head Start / State Child Development ***(p. 129-145)***
   vii. Discretionary Fund Update ***(p. 146)***
   viii. Financial Statements for May 2019 ***(p. 147-195)***

VIII. Advisory Board Reports

a. Head Start Policy Council Report – Nila Hogan, Policy Council Representative – ***Action Item***
   i. June 2019 Policy Council Report ***(p. 196)***
   ii. May 21, 2019 Policy Council Minutes ***(p. 197-199)***
   iii. June 6, 2019 Special Call Policy Council Minutes ***(p. 200)***

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

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

a. Special Presentation - Ralph Martinez, Director of Community Development, Retirement

X. Board Member Comments

XI. Closed Session

XII. Closed Session Report

XIII. Next Scheduled Meeting

Board of Directors Meeting
Wednesday, August 21, 2019
12:00 p.m.
5005 Business Park North
Bakersfield, CA 93309

XIV. Adjournment

This is to certify that this Agenda notice was posted in the lobby of the CAPK Administrative Office at 5005 Business Park North, Bakersfield, CA and online at www.capk.org by 12:00 pm, June 21, 2019. Paula Daoutis, Administrative Coordinator

COMMUNITY ACTION PARTNERSHIP *OF* KERN
BOARD OF DIRECTORS MEETING
Head Start Professional Development Resource Lab
1825 Feliz Drive, Bakersfield, CA
(Accessible from Belle Terrace, Not Feliz Drive)
May 29, 2019
12:00pm

MEETING MINUTES

I. Call to Order

Chairman Curtis Floyd called the meeting to order at 12:05 pm at the Community Action Partnership of Kern Head Start Professional Development Resource Lab, located at 1825 Feliz Drive, Bakersfield, CA.

a. Moment of Silence/Pledge of Allegiance

b. Reading of the "Promise of Community Action"

c. Roll Call

Roll Call was taken with a quorum present:

Present: Janea Benton, Jimmie Childress, Curtis Floyd, Jose Gurolla, Craig Henderson (left meeting at 1:30 pm), Nila Hogan, Jonathan Mullings, Yolanda Ochoa, Marian Panos, Ana Vigil

Absent: Lorena Fernandez, Mike Maggard, Guadalupe Perez, Fred Plane, Warren Peterson

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

II. Approval of Agenda

Motion was made and seconded to approve the Board of Directors meeting agenda for May 29, 2019. Carried by unanimous vote. (Henderson/Vigil).

III. Approval of meeting minutes

a. Minutes of April 24, 2019 Board of Directors meeting.

Motion was made and seconded to approve the minutes of the April 24, 2019 meeting. Carried by unanimous vote. (Ochoa/Mullings).

IV. Introduction of Guests/Public Forum:

No one addressed the Board.

V. Special Presentations

a. Leslie Mitchell introduced the staff from the Pete H Parra Center and toddler children, who sang 3 songs for the Board.
b. Representatives from state and federal elected officials presented Jeremy Tobias, Chief Executive Officer, with resolutions in recognition of Community Action Month.

VI. New Business

a. Presentation of the Migrant Childcare Alternative Payment Program FY 2019-2019 Program Self Evaluation (PSE) – Susana Magana, Program Manager – ***Info Item***

Susana Magana presented the results of the Program Self-Evaluation (PSE), which is an annual requirement of the California Department of Education (CDE). The evaluation consists of 6 different modules; however, the Migrant AP Program only has 2 modules. The audit sample was selected from the July 2018 801A report and included 33 children, which yielded 33 family files, all of which were found to be 100% in compliance due to the diligence and good work by staff. 41 out of 41 provider files were also found to be in compliance. 1 of 41 provider reimbursements was found to be out of compliance due to a clerical error, and the customer service ratings were satisfied / very satisfied.

b. 2018-2019 State Child Development Program Self-Evaluation Annual Reports – Leslie Mitchell, Administrator of Education and Support Services – ***Info Item***

Leslie Mitchell presented the Program Self-Evaluation for the remaining state funded programs. CAPK is one of the highest grantees based on scores and always receives recognition from Region IX. Leslie provided the summary report and a PowerPoint presentation that included the results in graph form. When asked by Janea Benton, how results are shared with the teachers, Leslie replied that results are provided to the Policy Council and to the teaching staff through mentor coaching staff, and center directors.

c. 2020-2021 Community Action Plan – Kathline Moessner, Senior Community Development Specialist – ***Action Item***

Kathline Moessner stated that the Community Development Division completed the 2020-2021 Community Action Plan (CAP), which serves as a two-year roadmap of how Community Services Block Grant (CSBG) eligible entities plan to deliver services by identifying agency areas of focus. The completion of the CAP and required activities demonstrates CAPK's compliance with Federal and State laws governing the use of CSBG funds and the agency's compliance with the Office of Community Services (OCS) implementation of the Organizational Standards.

Community Development staff identified and participated in 5 activities to identify community priority service needs, and through the assessment process, a list of community needs and agency priorities were identified. CAPK staff and administration, as well as members of the CAPK Board were invited to review the report. The CAP was also open for public comment from April 9, 2019 to April 24, 2019, including a public hearing held at the April 24, 2019 Board of Directors meeting. Staff recommends Board approval of the 2020-2021 Community Action Plan for submission to CSBG by June 30, 2019.

Motion was made and seconded to approve the submittal of the 2020-2021 CAP to CSBG prior to June 30, 2019. Carried by unanimous vote. (Henderson/Vigil).

d. 211 Help Me Grow Contract and Approval of New Position – Pritika Ram, Director of Administration – ***Action Item***

Pritika Ram provided a brief history of CAPK's collaboration with First 5 and the previous 3-year contract for the Help Me Grow program, and stated that First 5 has requested to expand the scope of work that will move 211 from solely conducting telephone triage and referral services to include a dedicated position, Development Specialist. The position will provide an assessment to children under 5 years of age that screen high or moderate risk for a delay or a developmental disability using a developmental assessment to conduct developmental screening evidenced-based tool and provide the needed service referrals. The proposed initial contract term is for one year, from July 1, 2019 to June 30, 2020, with anticipation of an additional two years. The annual budget will increase from $50,000 annually to an estimated $170,000.

Staff recommends Board approval of the proposed budget, amended scope of work, the new 211 position, and authorize CEO Jeremy T. Tobias to execute the Help Me Grow contract with First 5.

Motion was made and seconded to approve the proposed budget, amended scope of work, the new 211 position, and authorize CEO Jeremy T. Tobias to execute the Help Me Grow contract with First 5. Carried by unanimous vote. (Benton/Henderson).

e. Lease Agreement 4032 Jewett Ave. for Head Start / State Child Development – Emilio Wagner, Director of Operations – **Action Item**

Emilio Wagner provided a summary of the proposed lease agreement for the property located at 4032 Jewett Avenue in Bakersfield, which will be used to house a total of six classrooms, 3 for Head Start and 3 for Early Head Start, with additional space for the Home Visiting Initiative program staff, a warming kitchen, breakroom, and other office space. Emilio provided detailed information about the lease, required improvements, and timing to complete the improvements, and recommended the Board authorize CEO Jeremy T. Tobias to execute the lease agreement pending award of the Kern five-year grant by the Office of Head Start and legal counsel review of the agreement.

Motion was made and seconded to authorize CEO Jeremy T. Tobias to execute the lease agreement for property located at 4032 Jewett Ave. in Bakersfield, CA, pending the award of the five-year contract for Kern by the Office of Head Start, and review of the lease agreement by legal counsel. Carried by unanimous vote. (Henderson/Mullings).

f. Gardening & Maintenance Contract – Kerri Davis, Business Manager – ***Action Item***

Kerri Davis advised the Board that a Request for Proposals (RFP) was issued on April 8, 2019, to seven vendors seeking a qualified gardening contractor with a landscape business license to provide gardening and maintenance services at thirty-eight CAPK sights, which includes general lawn, tree/shrub, and irrigation system maintenance. Of the seven vendors contacted, two returned proposals. Following the bid scoring analysis, it was determined that Michael K. Brown Landscape & Maintenance Company, Inc. was the best fit for the contract and staff recommends Board approval to authorize CEO Jeremy T. Tobias to execute the contract with Michael K. Brown Landscape & Maintenance Company, Inc. for a period of one year with three one-year options to renew, with a total aggregate amount for one year of $272,100.

Curtis Floyd asked about difference in price from the two proposals received and RFP process. Kerri responded that the other vendor was $90,000 less. Jeremy Tobias added that it is not just about cost, performance is a key factor. The other vendor was not responsive on many of the questions and did not provide references, as requested.

Janea Benton requested that this type of information be presented at the Budget & Finance Committee in advance and include all information for analysis at the committee level before being presented to the full Board. Janea further stated that with the contract renewal due on June 1st, it does not allow the Board sufficient time to vet other options. Curtis Floyd asked if the work has ever been split up by areas. Emilio responded yes, but also stated it is easier to manage one contract vs several contracts. Given the $90,000 difference in price, Curtis suggested splitting contract with other vendors to save money.

Jimmie Childress suggested CAPK staff do the work to eliminate the expensive contract and suggested others can be hired to perform the scope of work. Jimmie also stated that the other bidder has a big operation and that staff should have been more proactive to follow-up with him regarding his bid.

Jeremy suggested the Board table the item and allow the current vendor to hold over the contract until another solution is decided on. Staff will provide additional analysis, and break down the scope of work by city or region. Staff will prepare the analysis and bring before the Budget & Finance Committee as suggested, prior to coming back to the full Board.

Motion was made and seconded to table the item until such time staff can provide additional information based on direction by the Board, and to ask current vendor to extend the current contract. Carried by unanimous vote. (Benton/Henderson).

VII. Committee Reports

a. PRE Committee Report – Ralph Martinez, Director of Community Development – ***Action Item***
   i. Minutes of the May 15, 2019 Committee Meeting
   ii. Youth Centers Presentation
   iii. April 2019 Program & Division Reports
   iv. Application Status Reports and Funding Requests for April 2019
   v. Organizational Standards Update (No Report)
   vi. April 2019 Head Start / State Child Development Enrollment Update and Meals Report

Ralph Martinez reported the Committee met on April 10, 2019. All agenda items presented were approved.

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

b. Budget & Finance Committee Report – Tracy Webster, Chief Financial Officer – ***Action Item***
   i. Minutes from the May 22, 2019 Committee Meeting
   ii. Application Status Report for April 2019, and Funding Requests
   iii. Head Start and Early Head Start Budget to Actual Reports
   iv. Cost of Living Adjustment (COLA) for All Employee Wages, with Resolution
   v. Federal Financial Report
   vi. Division Director Job Descriptions and Wage Salary Grades (Verbal)
   vii. Discretionary Fund Update
   viii. Financial Statements for April 2019

Tracy Webster reported that the Budget & Finance Committee met on May 22, 2019 and all action items were approved, which includes the Resolution to approve the 1.77% COLA for all employee wages.

For the Discretionary Fund, Tracy reported that the balance is $561,064 as of April 30, 2019. There was a net increase of $31,816 from the 2019 Awards Banquet held on May 9th. Final income and expenses for the event will be reported once all have been input. The quarterly line of credit commitment fee was expensed in April, along with VITA's annual appreciation event.

The Financial Statements from April 2019 were provided to the Board and Tracy Webster stated that it was not necessary to borrow from the line of credit for the month of April. Central Kitchen budget to actual is on target, and all five of the California Department of Education (CDE) contracts are performing well. Tracy also reported that the Finance Division is fully staffed with one person on leave, and the agency is performing well with expenditures at 14%, less than the 16.67% projected. The Indirect Fund shows revenue exceeds expenditures by $27,850 which is 19.7% of budget. Energy is at 12% due to a recent increase in funding.

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

VIII. Advisory Board Reports

a. Head Start Policy Council Report – Nila Hogan, Policy Council Representative - ***Action Item***
   i. May 2019 Policy Council Report
   ii. April 23, 2019 Meeting Minutes

Nila Hogan provided the Policy Council report for May 2019 and provided highlights from the April 23, 2019 meeting minutes.

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

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

Ralph Martinez introduced Fuchia Ward & Margo Perry, Friendship House Advisory Board Members, who presented the report. Fuchia stated that the Advisory Board is currently planning the annual Mixer & More fundraiser to be held on October 24, 2019. The event has outgrown the venue, so they are looking to host a gala event at a new location. A theme for the event will be finalized soon

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

IX. <u>Chief Executive Officer's Report</u> – Jeremy Tobias, Chief Executive Officer – Verbal Report - ***Action Item***

a. Slide Show from Staff Development Day

Jeremy Tobias provided a verbal report on the Staff Development Day held on May 2nd while a slide show of photos was from the ½ day event was projected. Jeremy reported that more than 800 staff attended.

b. Board Retreat Update (Verbal)

Jeremy Tobias reported that the new date for the Board Retreat is Saturday, August 17th at the Petroleum Club of Bakersfield. More information to follow soon.

Jeremy also thanked the Board for attending the meeting at the recently remodeled area of the warehouse that now is home to the Head Start Professional Development Resource Lab.

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

X. <u>Board Member Comments</u>

Ana Vigil said she enjoyed the Banquet.

Janea Benton thanked the elected official representatives for attending the meeting and providing proclamations for Community Action Month. Janea also appreciates new and multiple faces that addressed the Board and appreciates staff providing the presentations. Janea reaffirmed earlier comments that she did not appreciate receiving the last-minute request for contract approval, especially given the amount of the contract. It created an uncomfortable situation and again requested all contracts be presented in the Budget & Finance Committee first.

Yolanda Ochoa said she appreciated attending the CalCAPA conference in Sacramento and congratulated Jeremy as the new president for CalCAPA.

XI. <u>Closed Session</u>

a. Conference with Legal Counsel – Anticipated Litigation (Significant exposure to litigation pursuant to subdivision (b) of Section 54956.9: (1 case)

Curtis Floyd adjourned the meeting at 1:43 pm to enter into Closed Session.

XII. Closed Session Report

The Board resumed open session at 2:28 pm. The Board engaged in conversation with CAPK's attorney regarding one case of anticipated litigation. There was no reportable action taken.

XIII. Next Scheduled Meeting

Board of Directors Meeting
Wednesday, June 26, 2019
12:00 p.m.
5005 Business Park North
Bakersfield, CA 93309

XIV. Adjournment

The meeting adjourned at 2:30 pm.

COMMUNITY ACTION PARTNERSHIP OF KERN
MEMORANDUM

To: Board of Directors

From: Donna Holland, Fiscal Administrator

Carmen Segovia, Director of Health and Nutrition

Date: June 26, 2019

Subject: *Agenda Item VI(a): Resolution to approve the submission of the 2019-2020* California Department of Education Contracts (CSPP, CMIG, CCTR, CMAP) – **Action Item**

With approval from the Board of Directors, CAPK submitted applications last December to continue funding of the following California Department of Education (CDE) programs:

- Migrant Alternative Payment (CMAP): $8,457,805
- State Preschool (CSPP): $4,252,800
- Migrant Child Care (CMIG): $ 254,377
- Migrant Specialized Services (CMSS): $ 38,156
- General Child Care (CCTR) $2,943,028

The Migrant Alternative Payment Child Care Program provides childcare services to migrant agricultural working families through local childcare providers. The program provides services through six (6) entry counties: Kern, Kings, Fresno, Madera, Merced, Tulare, and throughout California.

The State Preschool, Migrant Child Care/Specialized Services, and General Child Care funds are partnered with Head Start and Early Head Start funding to provide full-day center-based services for children of families needing childcare in order to work or attend school or job-training. The number of children to be served effective July 1, 2019 will be 974. This is an increase of 53 children over the prior year.

The contracts for these programs have been issued by CDE and received for the funding period July 1, 2019 through June 30, 2020 and require the signature of the CAPK Chief Executive Officer.

Recommendation

Staff recommends the Board of Directors approve, with resolution, the 2019-2020 California Department of Education contracts, and authorize CEO Jeremy T. Tobias to act on behalf of the Board as CAPK's representative signatory for the CDE contracts and any subsequent amendment during the contract period.

Attachments:
Resolution 2019-09
California Department of Education Contracts (CMAP, CSPP, CMIG, CMSS, CCTR)

RESOLUTION # 2019-09

A Resolution of the Board of Directors of the Community Action Partnership of Kern Approving the Submission of the 2019-2020 California Department of Education Contracts

The Board of Directors of Community Action Partnership of Kern located at 5005 Business Park North, Bakersfield, CA 93309, met on June 26, 2019, in Bakersfield, California at a scheduled Board meeting and resolved as follows:

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

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

WHEREAS, the California Department of Education has made available State Preschool (CSPP), General Child Care (CCTR), Migrant Child Care (CMIG), Migrant Specialized Services (CMSS); and Migrant Alternative Payment (CMAP) funds for 2019-2020; and

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

WHEREAS, the California Department of Education requires that an authorized signatory be named for the 2019-2020 contracts for State Preschool (CSPP), General Child Care (CCTR), Migrant Child Care (CMIG), Migrant Specialized Services (CMSS); and Migrant Alternative Payment (CMAP) for the 2019-2020 contracts; and

NOW, THEREFORE, be it resolved that the CAPK Board of Directors hereby authorizes Jeremy T. Tobias, Chief Executive Officer, to act on behalf of the Board as CAPK's representative signatory with regards to the State Preschool (CSPP), General Child Care (CCTR), Migrant Child Care (CMIG), Migrant Specialized Services (CMSS); and Migrant Alternative Payment (CMAP) contracts and any subsequent amendments during the contract period.

APPROVED by a majority vote of the Directors of the Community Action Partnership of Kern, this 26th day of June 2019.

Curtis E. Floyd, Chair
CAPK Board of Directors

Date

CALIFORNIA DEPARTMENT OF EDUCATION
1430 N Street
Sacramento, CA 95814-5901

F.Y. 19 - 20

DATE: July 01, 2019

LOCAL AGREEMENT FOR CHILD DEVELOPMENT SERVICES

CONTRACT NUMBER: CSPP-9121
PROGRAM TYPE: CALIFORNIA STATE PRESCHOOL PROGRAM
PROJECT NUMBER: 15-Y320-00-9

CONTRACTOR'S NAME: COMMUNITY ACTION PARTNERSHIP OF KERN

This Agreement is entered into between the State Agency and the Contractor named above. The Contractor agrees to comply with the CONTINUED FUNDING APPLICATION FY 19-20, the GENERAL TERMS AND CONDITIONS* (GTC 04/2017), the STATE PRESCHOOL PROGRAM REQUIREMENTS*, and the FUNDING TERMS AND CONDITIONS* (FT&C), which are by this reference made a part of the Agreement. Where the GTC 04/2017 conflicts with either the Program Requirements or the FT&C, the Program Requirements or the FT&C will prevail.

Funding of this Agreement is contingent upon appropriation and availability of sufficient funds. This Agreement may be terminated immediately by the State if funds are not appropriated or available in amounts sufficient to fund the State's obligations under this Agreement.

The period of performance for this Agreement is July 01, 2019 through June 30, 2020. For satisfactory performance of the required services, the Contractor shall be reimbursed in accordance with the Determination of Reimbursable Amount section of the FT&C, at a rate not to exceed $48.28 per child day of full time enrollment and a Maximum Reimbursable Amount (MRA) of $4,252,800.00.

Service Requirements

Minimum Child Days of Enrollment (CDE) Requirement 88,086.0
Minimum Days of Operation (MDO) Requirement 246

Any provision of this Agreement found to be in violation of Federal or State statute or regulation shall be invalid, but such a finding shall not affect the remaining provisions of this Agreement.

Items shown with an asterisk (*) can be viewed at https://www.cde.ca.gov/fg/aa/cd/ftc2019.asp

STATE OF CALIFORNIA				**CONTRACTOR**
BY (AUTHORIZED SIGNATURE)				BY (AUTHORIZED SIGNATURE)
PRINTED NAME OF PERSON SIGNING Jaymi Brown,				PRINTED NAME AND TITLE OF PERSON SIGNING Jeremy T. Tobias, Chief Executive Officer
TITLE Contract Manager				ADDRESS 5005 Business Park North Bakersfield, CA 93309
AMOUNT ENCUMBERED BY THIS DOCUMENT $ 4,252,800	PROGRAM/CATEGORY (CODE AND TITLE) Child Development Programs		FUND TITLE	Department of General Services use only
PRIOR AMOUNT ENCUMBERED FOR THIS CONTRACT $ 0	(OPTIONAL USE) See Attached			
TOTAL AMOUNT ENCUMBERED TO DATE $ 4,252,800	ITEM See Attached	CHAPTER	STATUTE / FISCAL YEAR	
	OBJECT OF EXPENDITURE (CODE AND TITLE) 706			
I hereby certify upon my own personal knowledge that budgeted funds are available for the period and purpose of the expenditure stated above.			T.B.A. NO. / B.R. NO.	
SIGNATURE OF ACCOUNTING OFFICER See Attached			DATE	

CONTRACTOR'S NAME: COMMUNITY ACTION PARTNERSHIP OF KERN

CONTRACT NUMBER: CSPP-9121

AMOUNT ENCUMBERED BY THIS DOCUMENT	PROGRAM/CATEGORY (CODE AND TITLE)		FUND TITLE
$ 357,247	Child Development Programs		Federal
PRIOR AMOUNT ENCUMBERED	(OPTIONAL USE)0656 FC# 93.596 PC# 000321		
$ 0	13609-Y320		
TOTAL AMOUNT ENCUMBERED TO DATE	ITEM 30.10.020.001	CHAPTER	STATUTE / FISCAL YEAR
$ 357,247	6100-194-0890	B/A	2019 / 2019-2020
	OBJECT OF EXPENDITURE (CODE AND TITLE)		
	706 SACS: Res-5025 Rev-8290		

AMOUNT ENCUMBERED BY THIS DOCUMENT	PROGRAM/CATEGORY (CODE AND TITLE)		FUND TITLE
$ 164,081	Child Development Programs		Federal
PRIOR AMOUNT ENCUMBERED	(OPTIONAL USE)0656 FC# 93.575 PC# 000324		
$ 0	15136-Y320		
TOTAL AMOUNT ENCUMBERED TO DATE	ITEM 30.10.020.001	CHAPTER	STATUTE / FISCAL YEAR
$ 164,081	6100-194-0890	B/A	2019 / 2019-2020
	OBJECT OF EXPENDITURE (CODE AND TITLE)		
	706 SACS: Res-5025 Rev-8290		

AMOUNT ENCUMBERED BY THIS DOCUMENT	PROGRAM/CATEGORY (CODE AND TITLE)		FUND TITLE
$ 2,614,323	Child Development Programs		General
PRIOR AMOUNT ENCUMBERED	(OPTIONAL USE)0656		
$ 0	23038-Y320		
TOTAL AMOUNT ENCUMBERED TO DATE	ITEM 30.10.010.	CHAPTER	STATUTE / FISCAL YEAR
$ 2,614,323	6100-196-0001	B/A	2019 / 2019-2020
	OBJECT OF EXPENDITURE (CODE AND TITLE)		
	706 SACS: Res-6105 Rev-8590		

AMOUNT ENCUMBERED BY THIS DOCUMENT	PROGRAM/CATEGORY (CODE AND TITLE)		FUND TITLE
$ 1,117,149	Child Development Programs		General
PRIOR AMOUNT ENCUMBERED	(OPTIONAL USE)0656		
$ 0	23254-Y320		
TOTAL AMOUNT ENCUMBERED TO DATE	ITEM 30.10.020.001	CHAPTER	STATUTE / FISCAL YEAR
$ 1,117,149	6100-194-0001	B/A	2019 / 2019-2020
	OBJECT OF EXPENDITURE (CODE AND TITLE)		
	706 SACS: Res-6105 Rev-8590		

I hereby certify upon my own personal knowledge that budgeted funds are available for the period and purpose of the expenditure stated above.	T.B.A. NO.	B.R. NO.
SIGNATURE OF ACCOUNTING OFFICER	DATE	

CALIFORNIA DEPARTMENT OF EDUCATION
1430 N Street
Sacramento, CA 95814-5901

F.Y. 19 - 20

DATE: July 01, 2019

LOCAL AGREEMENT FOR CHILD DEVELOPMENT SERVICES

CONTRACT NUMBER: CMIG-9004
PROGRAM TYPE: MIGRANT CHILD CARE
PROJECT NUMBER: 15-Y320-00-9

CONTRACTOR'S NAME: COMMUNITY ACTION PARTNERSHIP OF KERN

This Agreement is entered into between the State Agency and the Contractor named above. The Contractor agrees to comply with the CONTINUED FUNDING APPLICATION FY 19-20, the GENERAL TERMS AND CONDITIONS* (GTC 04/2017), the MIGRANT CHILDCARE AND DEVELOPMENT PROGRAM REQUIREMENTS*, and the FUNDING TERMS AND CONDITIONS* (FT&C), which are by this reference made a part of the Agreement. Where the GTC 04/2017 conflicts with either the Program Requirements or the FT&C, the Program Requirements or the FT&C will prevail.

Funding of this Agreement is contingent upon appropriation and availability of sufficient funds. This Agreement may be terminated immediately by the State if funds are not appropriated or available in amounts sufficient to fund the State's obligations under this Agreement.

The period of performance for this Agreement is July 01, 2019 through June 30, 2020. For satisfactory performance of the required services, the Contractor shall be reimbursed in accordance with the Determination of Reimbursable Amount section of the FT&C, at a rate not to exceed $47.98 per child day of full time enrollment and a Maximum Reimbursable Amount (MRA) of $254,377.00.

Service Requirements

Minimum Child Days of Enrollment (CDE) Requirement 5,302.0
Minimum Days of Operation (MDO) Requirement 246

Any provision of this Agreement found to be in violation of Federal or State statute or regulation shall be invalid, but such a finding shall not affect the remaining provisions of this Agreement.

Items shown with an asterisk (*) can be viewed at https://www.cde.ca.gov/fg/aa/cd/ftc2019.asp

STATE OF CALIFORNIA	CONTRACTOR
BY (AUTHORIZED SIGNATURE)	BY (AUTHORIZED SIGNATURE)
PRINTED NAME OF PERSON SIGNING: Jaymi Brown,	PRINTED NAME AND TITLE OF PERSON SIGNING: Jeremy T. Tobias, Chief Executive Officer
TITLE: Contract Manager	ADDRESS: 5005 Business Park North Bakersfield, CA 93309

AMOUNT ENCUMBERED BY THIS DOCUMENT: $ 254,377	PROGRAM/CATEGORY (CODE AND TITLE): Child Development Programs		FUND TITLE: General	Department of General Services use only
PRIOR AMOUNT ENCUMBERED FOR THIS CONTRACT: $ 0	(OPTIONAL USE) 0656 23036-Y320			
TOTAL AMOUNT ENCUMBERED TO DATE: $ 254,377	ITEM 30.10.020.004 6100-194-0001	CHAPTER B/A	STATUTE 2019	FISCAL YEAR 2019-2020
	OBJECT OF EXPENDITURE (CODE AND TITLE): 706 SACS: Res-6065 Rev-8530			
I hereby certify upon my own personal knowledge that budgeted funds are available for the period and purpose of the expenditure stated above.			T.B.A. NO.	B.R. NO.
SIGNATURE OF ACCOUNTING OFFICER			DATE	

CALIFORNIA DEPARTMENT OF EDUCATION
1430 N Street
Sacramento, CA 95814-5901

F.Y. 19 - 20

DATE: July 01, 2019

CONTRACT NUMBER: CMSS-9004

PROGRAM TYPE: MIGRANT SPECIALIZED SERVICES

PROJECT NUMBER: 15-Y320-00-9

LOCAL AGREEMENT FOR CHILD DEVELOPMENT SERVICES

CONTRACTOR'S NAME: COMMUNITY ACTION PARTNERSHIP OF KERN

This Agreement is entered into between the State Agency and the Contractor named above. The Contractor agrees to comply with the CONTINUED FUNDING APPLICATION FY 18-19, the GENERAL TERMS AND CONDITIONS* (GTC 04/2017), the MIGRANT CHILDCARE AND DEVELOPMENT PROGRAM REQUIREMENTS*, and the FUNDING TERMS AND CONDITIONS* (FT&C), which are by this reference made a part of the Agreement. Where the GTC 04/2017 conflicts with either the Program Requirements or the FT&C, the Program Requirements or the FT&C will prevail.

Funding of this Agreement is contingent upon appropriation and availability of sufficient funds. This Agreement may be terminated immediately by the State if funds are not appropriated or available in amounts sufficient to fund the State's obligations under this Agreement.

The period of performance for this Agreement is July 01, 2019 through June 30, 2020. For satisfactory performance of the required services, the Contractor shall be reimbursed in accordance with the Specific Items of Reimbursable Costs section of the FT&C for a Maximum Reimbursable Amount (MRA) of $38,156.00 for migrant specialized services.

Any provision of this Agreement found to be in violation of Federal or State statute or regulation shall be invalid, but such a finding shall not affect the remaining provisions of this Agreement.

Items shown with an asterisk (*) can be viewed at https://www.cde.ca.gov/fg/aa/cd/ftc2019.asp

STATE OF CALIFORNIA	CONTRACTOR
BY (AUTHORIZED SIGNATURE)	BY (AUTHORIZED SIGNATURE)
PRINTED NAME OF PERSON SIGNING: Jaymi Brown,	PRINTED NAME AND TITLE OF PERSON SIGNING: Jeremy T. Tobias, Chief Executive Officer
TITLE: Contract Manager	ADDRESS: 5005 Business Park North Bakersfield, CA 93309

AMOUNT ENCUMBERED BY THIS DOCUMENT: $ 38,156	PROGRAM/CATEGORY (CODE AND TITLE): Child Development Programs		FUND TITLE: General	Department of General Services use only
PRIOR AMOUNT ENCUMBERED FOR THIS CONTRACT: $ 0	(OPTIONAL USE) 0656 23360-Y320			
TOTAL AMOUNT ENCUMBERED TO DATE: $ 38,156	ITEM 30.10.020.004 6100-194-0001	CHAPTER B/A	STATUTE 2019	FISCAL YEAR 2019-2020
	OBJECT OF EXPENDITURE (CODE AND TITLE): 706 SACS: Res-6070 Rev-8530			
I hereby certify upon my own personal knowledge that budgeted funds are available for the period and purpose of the expenditure stated above.			T.B.A. NO.	B.R. NO.
SIGNATURE OF ACCOUNTING OFFICER			DATE	

CALIFORNIA DEPARTMENT OF EDUCATION
1430 N Street
Sacramento, CA 95814-5901

F.Y. 19 - 20

DATE: July 01, 2019

LOCAL AGREEMENT FOR CHILD DEVELOPMENT SERVICES

CONTRACT NUMBER: CCTR-9050
PROGRAM TYPE: GENERAL CHILD CARE & DEV PROGRAMS
PROJECT NUMBER: 15-Y320-00-9

CONTRACTOR'S NAME: COMMUNITY ACTION PARTNERSHIP OF KERN

This Agreement is entered into between the State Agency and the Contractor named above. The Contractor agrees to comply with the terms and conditions of the CURRENT APPLICATION; the GENERAL TERMS AND CONDITIONS (GTC 04/2017)*; the GENERAL CHILD CARE AND DEVELOPMENT PROGRAM REQUIREMENTS*; and the FUNDING TERMS AND CONDITIONS (FT&C)*, which are by this reference made a part of this Agreement. Where the GTC 04/2017 conflicts with either the Program Requirements or the FT&C, the Program Requirements or the FT&C will prevail.

Funding of this Agreement is contingent upon appropriation and availability of sufficient funds. This Agreement may be terminated immediately by the State if funds are not appropriated or available in amounts sufficient to fund the State's obligations under this Agreement.

The period of performance for this Agreement is July 01, 2019 through June 30, 2020. For satisfactory performance of the required services, the Contractor shall be reimbursed in accordance with the Determination of Reimbursable Amount Section of the FT&C, at a rate not to exceed $47.98 per child per day of full-time enrollment and a Maximum Reimbursable Amount (MRA) of $2,943,028.00.

SERVICE REQUIREMENTS

Minimum Child Days of Enrollment (CDE) Requirement	61,344.0
Minimum Days of Operation (MDO) Requirement	246

Any provision of this Agreement found to be in violation of Federal and State statute or regulation shall be invalid, but such a finding shall not affect the remaining provisions of this Agreement.

Items shown with an Asterisk (*), are hereby incorporated by this reference and made part of this Agreement as if attached hereto. These documents can be viewed at https://www.cde.ca.gov/fg/aa/cd/ftc2019.asp

STATE OF CALIFORNIA				CONTRACTOR
BY (AUTHORIZED SIGNATURE)				BY (AUTHORIZED SIGNATURE)
PRINTED NAME OF PERSON SIGNING Jaymi Brown,				PRINTED NAME AND TITLE OF PERSON SIGNING Jeremy T. Tobias, Chief Executive Officer
TITLE Contract Manager				ADDRESS 5005 Business Park North Bakersfield, CA 93309
AMOUNT ENCUMBERED BY THIS DOCUMENT $ 2,943,028	PROGRAM/CATEGORY (CODE AND TITLE) Child Development Programs		FUND TITLE	Department of General Services use only
PRIOR AMOUNT ENCUMBERED FOR THIS CONTRACT $ 0	(OPTIONAL USE) See Attached			
TOTAL AMOUNT ENCUMBERED TO DATE $ 2,943,028	ITEM See Attached	CHAPTER	STATUTE	FISCAL YEAR
	OBJECT OF EXPENDITURE (CODE AND TITLE) 706			
I hereby certify upon my own personal knowledge that budgeted funds are available for the period and purpose of the expenditure stated above.			T.B.A. NO.	B.R. NO.
SIGNATURE OF ACCOUNTING OFFICER See Attached			DATE	

CONTRACTOR'S NAME: COMMUNITY ACTION PARTNERSHIP OF KERN

CONTRACT NUMBER: CCTR-9050

AMOUNT ENCUMBERED BY THIS DOCUMENT	PROGRAM/CATEGORY (CODE AND TITLE)		FUND TITLE	
$ 600,085	Child Development Programs		Federal	
PRIOR AMOUNT ENCUMBERED	(OPTIONAL USE)0656 FC# 93.596 PC# 000321			
$ 0	13609-Y320			
TOTAL AMOUNT ENCUMBERED TO DATE	ITEM 30.10.020.001	CHAPTER	STATUTE	FISCAL YEAR
$ 600,085	6100-194-0890	B/A	2019	2019-2020
	OBJECT OF EXPENDITURE (CODE AND TITLE)			
	706 SACS: Res-5025 Rev-8290			

AMOUNT ENCUMBERED BY THIS DOCUMENT	PROGRAM/CATEGORY (CODE AND TITLE)		FUND TITLE	
$ 275,855	Child Development Programs		Federal	
PRIOR AMOUNT ENCUMBERED	(OPTIONAL USE)0656 FC# 93.575 PC# 000324			
$ 0	15136-Y320			
TOTAL AMOUNT ENCUMBERED TO DATE	ITEM 30.10.020.001	CHAPTER	STATUTE	FISCAL YEAR
$ 275,855	6100-194-0890	B/A	2019	2019-2020
	OBJECT OF EXPENDITURE (CODE AND TITLE)			
	706 SACS: Res-5025 Rev-8290			

AMOUNT ENCUMBERED BY THIS DOCUMENT	PROGRAM/CATEGORY (CODE AND TITLE)		FUND TITLE	
$ 2,067,088	Child Development Programs		General	
PRIOR AMOUNT ENCUMBERED	(OPTIONAL USE)0656			
$ 0	23254-Y320			
TOTAL AMOUNT ENCUMBERED TO DATE	ITEM 30.10.020.001	CHAPTER	STATUTE	FISCAL YEAR
$ 2,067,088	6100-194-0001	B/A	2019	2019-2020
	OBJECT OF EXPENDITURE (CODE AND TITLE)			
	706 SACS: Res-6105 Rev-8590			

I hereby certify upon my own personal knowledge that budgeted funds are available for the period and purpose of the expenditure stated above.	T.B.A. NO.	B.R. NO.
SIGNATURE OF ACCOUNTING OFFICER	DATE	

CALIFORNIA DEPARTMENT OF EDUCATION
1430 N Street
Sacramento, CA 95814-5901

F.Y. 19 - 20

DATE: July 01, 2019

LOCAL AGREEMENT FOR CHILD DEVELOPMENT SERVICES

CONTRACT NUMBER: CMAP-9000
PROGRAM TYPE: MIGRANT ALTERNATVE PAYMENT
PROJECT NUMBER: 15-Y320-00-9

CONTRACTOR'S NAME: COMMUNITY ACTION PARTNERSHIP OF KERN

This Agreement is entered into between the State Agency and the Contractor named above. The Contractor agrees to comply with the CONTINUED FUNDING APPLICATION FY 19-20, the GENERAL TERMS AND CONDITIONS* (GTC 04/2017), the MIGRANT ALTERNATIVE PAYMENT PROGRAM REQUIREMENTS*, and the FUNDING TERMS AND CONDITIONS* (FT&C), which are by this reference made a part of the Agreement. Where the GTC 04/2017 conflicts with either the Program Requirements or the FT&C, the Program Requirements or the FT&C will prevail.

Funding of this Agreement is contingent upon appropriation and availability of sufficient funds. This Agreement may be terminated immediately by the State if funds are not appropriated or available in amounts sufficient to fund the State's obligations under this Agreement.

The period of performance for this Agreement is July 01, 2019 through June 30, 2020. For satisfactory performance of the required services, the Contractor shall be reimbursed in accordance with the Determination of Reimbursable Amount section of the FT&C, for the Maximum Reimbursable Amount (MRA) of $8,457,805.00.

Service Requirements

Minimum Days of Operation (MDO) Requirement 249

Any provision of this Agreement found to be in violation of Federal or State statute or regulation shall be invalid, but such a finding shall not affect the remaining provisions of this Agreement.

Items shown with an asterisk (*) can be viewed at https://www.cde.ca.gov/fg/aa/cd/ftc2019.asp

STATE OF CALIFORNIA				**CONTRACTOR**
BY (AUTHORIZED SIGNATURE)				BY (AUTHORIZED SIGNATURE)
PRINTED NAME OF PERSON SIGNING Jaymi Brown,				PRINTED NAME AND TITLE OF PERSON SIGNING Jeremy T. Tobias, Chief Executive Officer
TITLE Contract Manager				ADDRESS 5005 Business Park North Bakersfield, CA 93309
AMOUNT ENCUMBERED BY THIS DOCUMENT $ 8,457,805	PROGRAM/CATEGORY (CODE AND TITLE) Child Development Programs		FUND TITLE	Department of General Services use only
PRIOR AMOUNT ENCUMBERED FOR THIS CONTRACT $ 0	(OPTIONAL USE) See Attached			
TOTAL AMOUNT ENCUMBERED TO DATE $ 8,457,805	ITEM See Attached	CHAPTER	STATUTE / FISCAL YEAR	
	OBJECT OF EXPENDITURE (CODE AND TITLE) 706			
I hereby certify upon my own personal knowledge that budgeted funds are available for the period and purpose of the expenditure stated above.			T.B.A. NO. / B.R. NO.	
SIGNATURE OF ACCOUNTING OFFICER See Attached			DATE	

CONTRACTOR'S NAME: COMMUNITY ACTION PARTNERSHIP OF KERN

CONTRACT NUMBER: CMAP-9000

AMOUNT ENCUMBERED BY THIS DOCUMENT	PROGRAM/CATEGORY (CODE AND TITLE)		FUND TITLE	
$ 5,411,000	Child Development Programs		Federal	
PRIOR AMOUNT ENCUMBERED	(OPTIONAL USE) 0656 FC# 93.575 PC# 000324			
$ 0	13968-Y320			
TOTAL AMOUNT ENCUMBERED TO DATE	ITEM 30.10.020.004	CHAPTER	STATUTE	FISCAL YEAR
$ 5,411,000	6100-194-0890	B/A	2019	2019-2020
	OBJECT OF EXPENDITURE (CODE AND TITLE)			
	706 SACS: Res-0000 Rev-0000			

AMOUNT ENCUMBERED BY THIS DOCUMENT	PROGRAM/CATEGORY (CODE AND TITLE)		FUND TITLE	
$ 3,046,805	Child Development Programs		General	
PRIOR AMOUNT ENCUMBERED	(OPTIONAL USE) 0656			
$ 0	23036-Y320			
TOTAL AMOUNT ENCUMBERED TO DATE	ITEM 30.10.020.004	CHAPTER	STATUTE	FISCAL YEAR
$ 3,046,805	6100-194-0001	B/A	2019	2019-2020
	OBJECT OF EXPENDITURE (CODE AND TITLE)			
	706 SACS: Res-6065 Rev-8530			

I hereby certify upon my own personal knowledge that budgeted funds are available for the period and purpose of the expenditure stated above.	T.B.A. NO.	B.R. NO.
SIGNATURE OF ACCOUNTING OFFICER	DATE	

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Board of Directors



From: Leslie Mitchell, Administrator of Education & Support Services

Date: June 26, 2019

Subject: *Agenda Item VI(b):* 2019-2020 Early Head Start and Head Start School Readiness Goals – **Action Item**

The Head Start / State Child Development division develops yearly School Readiness goals using our end of the year data to implement high quality care teaching and learning. The School Readiness Goals drive and strengthen our educational year by offering strategies to our families and teaching staff who work alongside with children to create developmental learning outcomes.

The goals are divided in five domains that are aligned with the Desired Results System and the Head Start Early Learning Outcomes. The domains are: Approaches to Learning, Social Emotional Development, Language Literacy Development, Cognition & General Knowledge, and Physical Development. In order to ensure children's success each center, partnership and home-based educator will receive a copy for implementation. The School Readiness Goals are attached for your review and approval.

Recommendation:

Staff recommends the Board of Directors approve the 2019-2020 Early Head Start and Head Start School Readiness Goals.

Attachment:
2019-2020 Early Head Start and Head Start School Readiness Goals

EARLY HEAD START/HEAD START SCHOOL READINESS GOALS

Policy Council Approval

June 25, 2019

Board of Directors Approval

June 26, 2019

SCHOOL READINESS PLAN 2019-2020

HEAD START AND STATE CHILD DEVELOPMENT EDUCATION DIVISION

OVERVIEW

Program staff will support Early Head Start and Head Start in the effort to improve outcomes for children, and to strengthen school readiness for children and families. We will implement this by following Head Start Early Learning Outcomes Framework (HSELOF), Parent, Family and Community Engagement Framework, California's Early Learning Development System, and child data sources from screenings and assessments. The HSELOF foundations written for each of the domains based on research and evidence and enhanced with expert practitioners' suggestions and examples; their purpose is to promote understanding of children's learning and to guide instructional practice. Teachers, administrators, parents, and policymakers will use the HSELOF as a springboard to augment efforts to enable all young children to acquire the competencies that will prepare them for success in school.

Our School Readiness goals are developed by using current data and ongoing child assessments that include the *DRDP 2015, A Developmental Continuum from Early Infancy to Kindergarten Entry,* implemented into the classroom during 2018-2019 school year. The primary goals were determined by analyzing and comparing children's data from the Spring Assessment (2018-2019), which aggregated all three (3) assessment periods (Fall, Winter & Spring). School Readiness Goals will reflect successful learning across five key areas of learning and development; Approaches to Learning, Social Emotional Development, Language and Literacy, Cognition, and Physical Development.

Program staff will work in partnership with families to promote Parent, Family and Community Engagement Outcomes that support school readiness goals. The partnership between parents and Head Start/Early Head Start staff is fundamental to children's current and future success in school readiness and beyond.

Our Program and partnerships will continue to research and remain abreast on the most up-to-date information on school readiness for ***Early Head Start, Head Start, and Home-Based option.*** To promote inclusion, we implement educational goals for all children with established Individualized Educational Plans (IEP) or Individualized Family Service Plans (IFSP) with input from our **Content Area Specialists** and **Local Education Agencies.** The School Readiness Goals are also used to help identify training topics to support professional development. Training will be offered during pre-services and throughout the upcoming program year.

DATA ANALYSIS AND REFLECTION

Each program year we design our professional development to support individualized learning and improve teaching practices, including family engagement. This is accomplished by identifying trends in children's development during the end of the year data aggregation. All developmental domains are planned for during the year to improve teaching practices and promote higher learning outcomes. During the 2019-2020 program year we have selected key findings to develop skills and practices that will continue to strengthen the following domains:

Age Group	Domain	Key Finding
Infant 6 weeks to 7 months	Physical Development	PD-HLTH 3 Gross Motor Manipulative skills
Older Infants 8 months to 17 months	Cognition	COG 2 Classification
Toddlers 18 months to 36 months	Approaches to Learning	ATL-REG 5 Self-Control of Feelings and Behavior
Preschool 3- and 4-year old's	Language and Literacy Development	LLD 4 Reciprocal Communication and conversation

BACKGROUND

Data Aggregation is the key element to ensure good practices when designing or identifying program improvement. Head Start / State Child Care have utilized the following data sources: ChildPlus Net, Developmental Screening; ASQ-3, ASQ: SE-2, Child Care Results, Desired Results Developmental Profile (2015), CLASS, ECERS, and ITERS.

Recognizing that collaboration is vital for children's success, the following representatives analyzed, planned, reviewed and shared their recommendations for the development of the **Early Head Start & Head Start School Readiness Goals**:

Phase One: April 2019
2018-2019 School Readiness Goals Data Aggregation and Analysis.

Phase Two: May 9, 2019
2018- 2019, Collaborative School Readiness Meeting

Phase Three: May 9, 2019
2018- 2019 School Readiness Goal Setting Collaborative Meeting

Phase Four: June 14, 2019
2019-2020 School Readiness Administration Team Review and Feedback

Phase Five: June 25, 2019
2019 – 2020 School Readiness Goals Policy Council Approval

Phase Six: June 26, 2019
2019 – 2020 School Readiness Goals Board of Directors Approval

Phase Seven:
July–November 2019 School Readiness Training and Implementation.

Framework for Effective Practice:
Supporting School Readiness for all Children

Parent, Family and Community Engagement



Head Start Early Learning Outcomes Framework
What Children Learn

	CENTRAL DOMAINS				
	APPROACHES TO LEARNING	SOCIAL AND EMOTIONAL DEVELOPMENT	LANGUAGE AND LITERACY	COGNITION	PERCEPTUAL, MOTOR, AND PHYSICAL DEVELOPMENT
▲ INFANT/ TODDLER DOMAINS	Approaches to Learning	Social and Emotional Development	Language and Communication	Cognition	Perceptual, Motor, and Physical Development
● PRESCHOOLER DOMAINS	Approaches to Learning	Social and Emotional Development	Language and Communication	Mathematics Development	Perceptual, Motor, and Physical Development
			Literacy	Scientific Reasoning	

Early Head Start/Head Start
2019-2020 School Readiness Goals



Approaches to Learning – Self-Regulation

Goal: Children will exhibit increased skills in the area of approaches to learning, including Curiosity and Initiative, Self-Control of Feelings and Behaviors, Engagement and Persistence, and Shared Use of Space & Materials.



Social and Emotional Development

Goal: Children will strengthen their skills in the area of social behavior, emotional regulation, and emotional well-being.



Language and Literacy Development

Goal: Children will demonstrate increased communication, language, and emergent literacy skills.



English Language Development

Goal: Children will demonstrate increased communication, language, and emergent literacy skills.



Cognition and General Knowledge (Including Math and Science)

Goal: Children will strengthen their skills in the area of cognition, including Math and Science.



Physical Development-Health

Goal: Children will demonstrate improved physical development, including personal care routines.

Early Head Start

Approaches to Learning-Self-Regulation (ALT-REG):

Approaches to learning focus on how children learn. It refers to the skills and behaviors that children use to engage learning.

Goal:
Children will exhibit increased skills in the area of approaches to learning, including Curiosity and Initiative in learning, and Self-Control of Feelings and Behaviors.

Objective:
By Spring 2020 infants and toddlers will develop the capacity to pay attention to people, things, or the environment when interacting with others. They will develop the capacity to comfort or self-sooth in response to distress and develop strategies for regulating feelings.

Young Infants:	Older Infants:	Toddlers:
80% will be at the "Responding Later" level or above in Measure ATL-REG 1: Attention Maintenance	80% will be at the "Exploring Earlier" level or above in Measure ATL-REG 2: Self-Comforting	70% will be at the "Exploring Later" level or above in Measure ATL-REG 5: Self-Control of Feelings and Behavior

Family Engagement Outcome:	Objective:
Positive Parent-Child Relationships	By Spring 2020, families will have increased understanding to support their child's Approaches to Learning in the effort to prepare them for school as measured by pre and post surveys at parent meetings and training.

Effective Teaching Strategies

Caregivers will:

Young Infants:

- Rotate materials frequently to maintain interest in exploration
- Provide toys that have different functions including noisemaking and music
- Provide a variety of materials and toys to explore

Older Infants:

- Use warm and calm tone when speaking with children and will look for opportunities to spend time one on one.
- Encourage children to communicate needs and wants through non-verbal or verbal cues
- Provide comfort items such as a familiar toy or blanket and encourage children to seek such items.

Toddlers:

- Set reasonable expectations for toddlers by decreasing wait time, minimizing transitions and preparing children for what is coming next with verbal cues and pictures.
- Create a visual schedule showing daily routines to see and touch, and post schedule at eye level
- Give clear guidance during routines by saying what is happening now and next and what's expected.

Effective Family Activities

Families will:

- Play simple games such as peekaboo, etc.
- Sing simple songs to sustain child's attention
- Be available to comfort or support child's emotions as appropriate
- Offer familiar comfort items to your child
- Establish and practice consistent routines for mealtimes, bedtime, etc
- Share with your child what is going to happened during the day, for example you are going to school today, and your aunt is going to pick you up from school
- Describe what your child is doing in words (like a tape recorder)

Head Start

Approaches to Learning-Self-Regulation (ALT-REG):

Approaches to learning focus on how children learn. It refers to the skills and behaviors that children use to engage learning.

<table>
<tr><td colspan="3">Goal:
Children will demonstrate improved approaches toward learning, including Engagement and Persistence, and Shared Use of Space and Materials.</td></tr>
<tr><td colspan="3">Objective:
By Spring 2020, children will increasingly develop strategies for regulating feelings and behavior, becoming less reliant on adult guidance.</td></tr>
<tr><td colspan="2">3-year-olds: 80% will be at the “Exploring Later” level or above in Measure ATL-REG 5: Self-Control of Feelings and Behaviors</td><td>4-year-olds: 80% will be at the “Building Earlier” level or above in Measure ATL-REG 5: Self-Control of Feelings and Behaviors</td></tr>
<tr><td>Family Engagement Outcome:
Positive Parent-Child Relationships</td><td colspan="2"><u>Objective:</u>
By Spring 2020, families will have increased understanding to support their child's Approaches Toward Learning in the effort to prepare them for school as measured by pre and post surveys at parent meetings and training.</td></tr>
<tr><td colspan="2">Effective Teaching Strategies</td><td>Effective Family Activities</td></tr>
<tr><td colspan="2"><u>Teachers will:</u>

• Encourage children to problem solve by using their words in resolving conflicts with peers.
• Use self-talk to map actions.
• Use mighty minutes, timers, and schedules to minimize wait time.
• Encourage sharing through communication, modeling, and using encouragement and affirmation.
• Provide children with appropriate stimulating materials, such as soothing colors, natural woods, and soft textures to support a calming and comfortable environment.
• Introduce group games that allow children to master roles and turn-taking.
• Acknowledge and identify emotions of children.
• Provide props and encourage children to act out feelings by using social stories and coping tools in classroom including but not limited to Tucker Turtle, Solution Cards, and Emotion Visuals.
• Use self-talk to map coping strategies.
• Model self-regulation strategies during stressful situations.</td><td><u>Families will:</u>

• Offer opportunities to play by taking turns and encouraging them to try when child becomes frustrated or upset (i.e. tossing a ball into a box or laundry basket).
• Engage children in everyday schedules to support learning to handle change of events or unexpected transitions.
• Read social stories that demonstrate coping strategies and emotions including problem solving and characters in distress.
• Recognize and identify different emotions in everyday situations.
• Identify how people can be the same and different in emotional regulation.</td></tr>
</table>

Early Head Start

Social and Emotional Development (SSD):

Positive social and emotional development in the early years provides a critical foundation for lifelong development and learning.

Goal: Children will demonstrate improved social behavior, emotion regulation, and emotional well-being.		
Objective: By Spring 2020, infants and toddlers will develop understanding of people's behaviors, feelings, thoughts, and individual characteristics.		
Young Infants: 70% will be at the "Responding Later" level or above in Measure SED 2: Social and Emotional Understanding	**Older Infants:** 75% will be at the "Exploring Earlier" level or above in Measure SED 2: Social and Emotional Understanding	**Toddlers:** 70% will be at the "Exploring Later" level or above in Measure SED 2: Social and Emotional Understanding
Family Engagement Outcome: Positive Parent-Child Relationships	**Objective:** By Spring 2020, families will have increased understanding to support their child's Social Emotional Development in the effort to prepare them for school as measured by pre and post surveys at parent meetings and training.	

Effective Teaching Strategies

Caregivers will:

Young Infants:

- Engage in daily activities at eye level with infants
- Anticipate infants needs and respond quickly
- Include pictures of families, teachers and children in the environment

Older Infants:

- Offer materials that encourage children to manage, express, and discuss their feelings and those of others such as books and pictures
- Inform children about what is going to happen next
- Build relationships with children by knowing their temperament and their likes and dislikes.

Toddlers:

- Set up small group activities that encourage peer to peer interactions
- Create an emotion book for children
- Insert personalized family photo books/ albums in the classroom.
- Create visual schedule and mini schedule for those that need individual schedules.

Effective Family Activities

Families will:

- Respond to children's needs
- Allow authentic expression of feelings by offering support and comfort rather than distracting children
- Model and discuss emotions with your child (i.e. sad, Happy, sad, mad, excited)
- Express how your child's actions make you or others feel
- Encourage child to engage with other children (i.e. playdates)
- Establish rules and expectations.

Head Start

Social and Emotional Development (SSD):

Positive social and emotional development in the early years provides a critical foundation for lifelong development and learning.

Goal: Children will demonstrate improved social behavior, emotion regulation, and emotional well-being.	
Objective: By Spring 2020, children will develop close relationships with one or more familiar adults (including family members) and interacts in an increasingly competent and cooperative manner with familiar adults.	
3-year-olds: 80% will be at the "Exploring Later" level or above in Measure SED 3: Relationships & Social Interactions w/Familiar Adults	**4-year-olds:** 80% will be at the "Building Earlier" level or above in Measure SED 3: Relationships & Social Interactions w/Familiar Adults
Family Engagement Outcome: Positive Parent-Child Relationships	**Objective:** By Spring 2020, families will have increased understanding to support their child's Social Emotional Development in the effort to prepare them for school as measured by pre and post surveys at parent meetings and training.

Effective Teaching Strategies	Effective Family Activities
Teachers will: • Provide opportunities for children to engage in pretend play (i.e. grocery store shopping, providing plastic fruit, bags etc.) • Set up materials needed for an activity geared for small groups of 2-3 children in advance so that the children do not have to wait (i.e. setting out playdough, magna-tiles, areas of interest preset with materials correlating with the theme) • Encourage children to engage in pretend play by use of teacher participation and modeling (i.e. dramatize story; flannel board recreation) • Model and discuss prosocial behaviors so that the children can experience how they look and feel (i.e. Discussing classroom expectations, going over how do you feel?) • Demonstrate respect by kneeling and using eye contact (if culturally appropriate) and listen closely until children have finished talking (i.e. Tucker turtle and emotional charts) • Initiate conversation with children about their activities and experiences by offering comments or questions about their exploration. • Provide specific feedback to children about their efforts, such as words of praise, encouragement and affirmations.	**Families will:** • Offer interactive activities that encourage role play/ pretend paly (i.e. pretending to be a teacher, waiter, cook) • Provide or offer interactive games and activities that encourage the child to think through (i.e. puzzles and age appropriate game boards) • Read social and emotional books that go over feelings (i.e. kindness, loss, and anger) • Look at a family photo album and ask the children what they think about the pictures. • Have conversations with children about things they are thinking, planning and doing. • Encourage children to work out disagreements with siblings or a friend. • Ask children to help with household chores or projects. • Talk to children about cooperation, teamwork, good manners, and kindness towards other people.

Early Head Start

Language and Literacy Development (LLD)

Communication is fundamental to the human experience, and language and literacy are essential to children's learning.

Goal:
Children will demonstrate improved communication, language, and emergent literacy skills.

Objective:
By Spring 2020, infants and toddlers will communicate or act in response to language and respond to increasingly complex language. They will engage in back and forth communication and show interest in books, songs, rhymes, stories, and other literacy activities.

Young Infants:	**Older Infants:**	**Toddlers:**
70% will be at the "Responding Later" level or above in Measure LLD 4: Reciprocal Communication and Conversation	70% will be at the "Exploring Earlier" level or above in Measure LLD 2: Responsiveness to Language	60% will be at the "Exploring Later" level or above in Measure LLD 5: Interest in Literacy

Family Engagement Outcome:	**Objective:**
Positive Parent-Child Relationships	By Spring 2020, families will have increased understanding to support their child's Language and Literacy in the effort to prepare them for school as measured by pre and post surveys at parent meetings and training.

Effective Teaching Strategies

Caregivers will:

Young Infants:

- Acknowledge infants sounds and gestures.
- Use both gestures and point to objects when speaking and singing.
- Use soft, warm voice when speaking with infants.
- Smile and maintain eye contact when communicating.

Older Infants:

- Introduce baby signs language.
- Repeat actions or single words to initiate or maintain interactions.
- Provide ample time for children to respond
- Speak to infant in their primary language to develop concepts. Learn some phases in child primary language.

Toddlers:

- Introduce picture books, describing the pictures in detail to introduce new words.
- Label classroom environment with pictures and words
- Make a reading cozy area where adult can read to small group of children.
- Provide books, paper and writing utensils for indoor and outdoor environment

Effective Family Activities

Families will:

- Read books to children at home.
- Map out actions, verbally telling infants what they are doing.
- Speak in complete sentences, providing new vocabulary.
- Build on your child language by adding more for example if your child says "more" you can say "you want more bananas"
- Label objects at home for instance "here is your red ball" when giving a toy to your child.
- Provide ample time to children to speak or respond

Head Start

Language and Literacy Development (LLD):

Communication is fundamental to the human experience, and language and literacy are essential to children's learning.

Goal: Children will demonstrate improved communication, language, and emergent literacy skills	
Objective: By Spring 2020, children will engage in back-and-forth communication that develops into increasingly extended conversations.	
3-year-olds: 70% will be at the "Exploring Later" level or above in Measure LLD 4: Reciprocal Communication & Conversation	**4-year-olds:** 80% will be at the "Building Earlier" level or above in Measure LLD 4: Reciprocal Communication & Conversation
Family Engagement Outcome: Positive Parent-Child Relationships	**Objective:** By Spring 2020, families will have increased understanding to support their child's Language and Literacy in the effort to prepare them for school as measured by pre and post surveys at parent meetings and training.

Effective Teaching Strategies	Effective Family Activities
Teachers will: • Encourage children to engage in conversations, by asking open-ended questions to encourage back and forth exchanges. • Introduce new vocabulary by explaining what new words mean. • Provide props for children's play both indoors and outdoors. • Read books to children daily and encourage children to ask and answer questions about books or experiences. • Encourage children to tell their own stories using flannel stories, puppets, and dolls. • Play games that prompt children to talk and ask questions. Model the use of language in conversations and encourage children to do the same. • Tell short stories and provide recall of the day. • Talk one on one with children (i.e., Repeating and extending children's responses to model appropriate grammar and sentence structure.)	**Families will:** • Encourage storytelling. • Reinforce new words from school. • Build on children's language. • Map out language with actions. • Communicate pedestrian safety rules. • Notice and respond when children initiate conversation. • Connect home and school with children (i.e. drawing pictures of family, projects and homework from school).

Head Start
English Language Development

Children who are dual language learners (DLLs) need intentional support for the development of their home language as well as for English acquisition.

Goal: Children will demonstrate an increasing understanding of and communicate in English	
Objective: By Spring 2020, children will show increasing progress toward fluency in speaking English.	
3-year-olds: 75% will be at the "Developing English" level or above in Measure ELD 1: Comprehension of English (Receptive English)	**4-year-olds:** 70% will be at the "Building English" level or above in Measure ELD 1: Comprehension of English (Receptive English)
Family Engagement Outcome: Positive Parent-Child Relationships	**Objective:** By Spring 2020, families will have increased understanding to support their child's English Language Development in the effort to prepare them for school as measured by pre and post surveys at parent meetings and training.

Effective Teaching Strategies	Effective Family Activities
Teachers will: • Engage in conversations with children using back and forth exchanges. • Map your actions and give descriptions of objects, activities or events with language. • Use different types of words and grammar while implementing expressive and receptive English. • Scaffold communication by combining English word with body gestures or visual cues. • Keep messages and directions short when talking with preschool children who are English learners. • Use language and literacy activities that contain repetitive refrains. • Engage children in multiple literacy activities (i.e. reading books, singing songs, and reciting poetry). • Provide clear signs, pictures, and labels for interest's areas • Speak in children's home language by providing common words and phrases in both English and home language (i.e. papel, paper; bola, ball) • Provide activities that stimulate talking (i.e. dramatic play area or an area with puppets). • Provide wordless picture books to encourage children to tell stories in their home language as the Teacher provides the words in English. • Play games that emphasize syllabus and first sound of common words.	**Families will:** • Teach a song you remember from your childhood. Sing it together and add hand motions. Ask your child to teach you a song from school. • After reading a book together and ask your child to recount details from the story. • While out and about ask your child to identify objects in the environment in home language and English. • Translate school materials in the home language. • Visit the library and check out books in the home language and in English.



Early Head Start

Cognition, Including Math and Science (COG):

Cognitive development includes reasoning, memory, problem-solving, and thinking skills that help young children understand and organize their world. From preschoolers, this evolves into complex mathematical thinking and scientific reasoning.

Goal:
Children will demonstrate improved general cognitive skills.

Objective:
By Spring 2020, infants and toddlers will show an understanding of how objects move in space or fit in different spaces. They will show and increasing ability to compare, match, and sort objects into groups according to their attributes.

Young Infants:	**Older Infants:**	**Toddlers:**
70% will be at the "Responding Later" level or above in Measure COG 1: Spatial Relationships	70% will be at the "Exploring Earlier" level or above in Measure COG 2: Classification	70% will be at the "Exploring Later" level or above in Measure COG 2: Classification

Family Engagement Outcome:	**Objective:**
Positive Parent-Child Relationships	By Spring 2020, families will have increased understanding to support their child's Cognition in the effort to prepare them for school as measured by pre and post surveys at parent meetings and training.

Effective Teaching Strategies

Caregivers will:

Infants:

- Provide opportunities for exploration
- Give children ample time to explore indoor/outdoors.
- Provide materials such as boxes, raisers, nesting cups, shape sorters and puzzles

Older Infants:

- Provide groups of similar objects for children to explore.
- Provide materials for children to collect items in their environment such as buckets, bags, baskets, small boxes etc.
- Be specific to children during clean up time. Ex: "Johnny pick up the red blocks", or "Juan pick up all the cars".

Toddlers

- Involve children in routines, playtime, and self-care experiences that encourage simple sorting of objects that are similar from a collection of objects. Ex: during clean up time, assist children by matching objects of puzzles, toys, and other items and where they go.
- Plan and be intentional about setting up duplicate toys and collections of toys to sort while outdoors. Ex: water table toys, collections of natural objects, shovels and small toys for the sand table, or anything they could find outdoors.
- Engage children in conversation and label the groups of items and verbalize their sorting categories in simple short words, phrases, or sentences.

Effective Family Activities

Families will:

- Use simple homemade toys that help children explore relationships such as empty toilet paper rolls that fit into a cut-out cardboard box and other open-ended toys.
- Ensure that your child feels safe and secure when exploring a new environment or when they leave any room. Parents can watch Dr. Becky Bailey mini webinars on Ready Rosie who is the creator of Conscious discipline that support and ease separation anxiety.
- Utilize Ready Rosie activities and story times that incorporate matching and sorting simple games at home and when at the grocery store.
- Think about how much time is too much "Tech-time" for toddlers. Brainstorm and think about what other ways they can incorporate sorting and classifying into their everyday routines such as when they help do simple jobs at home.
- Integrate classification in their everyday home life experiences. For example, classify colors of leaves or rocks.

Head Start

Cognition, Including Math and Science (COG):

Cognitive development includes reasoning, memory, problem-solving, and thinking skills that help young children understand and organize their world. From preschoolers, this evolves into complex mathematical thinking and scientific reasoning.

<table>
<tr><td colspan="3">Goal:
Children will demonstrate improved general cognitive skills.</td></tr>
<tr><td colspan="3">Objective:
By Spring 2020, children will show a developing understanding of number and quantity.</td></tr>
<tr><td colspan="2">3-year-olds: 80% will be at the “Exploring Later” level or above in Measure COG 3: Number Sense of Quantity</td><td>Four-year-old’s: 80% will be at the “Building Earlier” level or above in Measure COG 3: Number Sense of Quantity</td></tr>
<tr><td>Family Engagement Outcome:
Positive Parent-Child Relationships</td><td colspan="2"><u>Objective:</u>
By Spring 2020, families will have increased understanding to support their child’s Cognition in the effort to prepare them for school as measured by pre and post surveys at parent meetings and training.</td></tr>
<tr><td colspan="2">Effective Teaching Strategies</td><td>Effective Family Activities</td></tr>
<tr><td colspan="2"><u>Teachers will:</u>
Provide a variety of materials to help children develop an understanding of quantity. Offer buttons, sticks, cubes, counting bears, and other materials for children to count and use number names.
Include materials and activities that associate numerals with sets. Plan group activities focused on counting.
Practice counting in ways that involve multiple learning styles, such as involving senses as children touch, hear the spoken number, see the numeral, or physically move their bodies.
Read stories with small quantities, recite fingerplays or rhymes, sing songs, numbers, and items to count.
Model counting strategies “Touch or point to each small number of object as you count slowly, saying the number name,” by providing a mathematical language rich environment.
Make number-related games, books, and other materials accessible in the children’s indoor and outdoor environment.</td><td><u>Families will:</u>
Use everyday activities as opportunities to count and use number names. Talk aloud as you count to solve problems. For example, you might say, “I wonder how many glue sticks we need to put out so everyone at the table has one? Let’s count everyone to find out.”
When on walks, bus rides, or car rides ask your child to count out loud things they see like stop signs or red lights.
Establish a partnership with teachers in supporting mathematics at home. Talk with your children about numbers, shapes, and quantity.
While cooking, count the number of beans and rice and provide lot of small objects to count.
Start with small sets of objects to count. Provide children with small sets of objects (e.g., two or three), and gradually increase the number of objects that the children count for example counting chairs or ordinary home objects.
Provide children with number-related games and books.</td></tr>
</table>

Early Head Start

Physical Development-Health (PD-HLTH):

Perceptual, motor, and physical development is foundational to children's learning in all areas because it permits children to explore fully and function in their environment.

Goal: Children will demonstrate improved personal care routines.		
Objective: By Spring 2020, infants and toddlers will increase proficiency in gross motor manipulative skills and locomotor skills.		
Young Infants: 80% will be at the "Responding Later" level or above in Measure PD-HTH 3: Gross Motor Manipulative Skills	**Older Infants:** 80% will be at the "Exploring Earlier" level or above in Measure PD-HTH 2: Gross Locomotor Movement Skills	**Toddlers:** 60% will be at the "Exploring Later" level or above in Measure PD-HTH 2: Gross Locomotor Movement Skills
Family Engagement Outcome: Positive Parent-Child Relationships	**Objective:** By Spring 2020, families will have increased understanding to support their child's Perceptual Motor and Physical Development in the effort to prepare them for school as measured by pre and post surveys at parent meetings and training.	

Effective Teaching Strategies	Effective Family Activities
Caregivers will: **Young Infants:** • Place an object in front of infants and encourage infants to reach object • Provide overhead mobile for infants to reach and kick • Interact with infants and provide tummy time opportunities regularly and according to infant's interest. • Provide infants opportunities to move freely, and ample space protected from older children • **Older Infants:** • Provide push and ride cars to build/ enhance gross motor skills • Have children sway back and forth to a beat of a song while standing and holding an object in their hands • Assist children to support self from a ballerina bar while viewing self in the mirror • Play games with balls, ribbons, scarves and bubbles to promote movement **Toddlers:** • Provide music and movement activities indoor/outdoor • Encourage toddlers to use tricycles and riding toys • Play simple games such as hokey pokey, Simon says and run and chase	**Families will:** • Provide a safe space for exploration and movement • Set up an obstacle course for your child to crawl around. • Play music, sing songs and play simple games with children • Use a soft ball to toss or roll the ball back and forth between you and your child. • Include children during clean up time. Encourage them to pick up toys, take their dishes to the sink etc. • Visit your community park to play and provide safe opportunities for your child to use their gross motor skills for example: walking, running, rolling climbing etc.

Head Start

Physical Development-Health (PD-HLTH):

Perceptual, motor and physical development are foundational to children's learning in all areas because it permits children to explore fully and function in their environment.

<table>
<tr><td colspan="3">Goal:
Children will demonstrate improved physical development, including personal care routines.</td></tr>
<tr><td colspan="3">Objective:
By Spring 2020, children will demonstrate increasing precision, strength, coordination, and efficiency when using muscles of the hand for play and functional tasks.</td></tr>
<tr><td colspan="2">3-year-olds: 80% will be at the “Exploring Later” level or above in Measure PD-HLTH 4: Fine Motor Manipulative Skills</td><td>4-year-olds: 80% will be at the “Building Earlier” level or above in Measure PD-HLTH 4: Fine Motor Manipulative Skills</td></tr>
<tr><td>Family Engagement Outcome:
Positive Parent-Child Relationships</td><td colspan="2"><u>Objective:</u>
By Spring 2020, families will have increased understanding to support their child’s Perceptual Motor and Physical Development in the effort to prepare them for school as measured by pre and post surveys at parent meetings and training.</td></tr>
<tr><td colspan="2">Effective Teaching Strategies</td><td>Effective Family Activities</td></tr>
<tr><td colspan="2"><u>Teachers will:</u>

• Offer a variety of art tools such as paper, crayons, pencils for scribbling and drawing.
• Provide large puzzles with knobs for helping with fine motor skills
• Make available activities for zipping and tying buttons
• Offer opportunities for children to Sort objects in containers
• Create opportunities for children to dig, pour, and scoop in sand box
• Provide water play activities such as washing dishes with sponges and towels
• Offer cutting activities such as cutting out small circles.
• Encourage children to remove caps from markers, opener food containers, and fastening snaps to develop hand strength.
• Make opportunities available for children to use playdough (i.e. rolling out playdough with a rolling pin to make a pizza)</td><td><u>Families will:</u>

• Encourage children to sort socks while putting away the laundry.
• Have children practice turning doorknobs at home.
• Encourage children to Flush toilets, wash face and body
• Practice buttoning and unbuttoning large buttons, and zipping.
• Provide children with Manipulatives, such as puzzles level and snap Lego’s.
• Provide opportunities to coloring on paper with markers, crayons/ pencils</td></tr>
</table>

Professional Development Opportunities



Objective	Persons Responsible	Timelines	Supporting Documents	Action Steps Training and Resources
Practice Based Coaching Support teaching staff to promote effective teaching practices and ensure curriculum is implemented to fidelity, to strengthen CLASS with the emphasis on Classroom Management.	Administrator of Education and Support Services Education Coordinators Mentor Coaches Data Analyst Site Supervisors Teaching Staff Home Base Supervisor and Educators	August 2019 March 2020	Classroom Management Outcomes English Language Development (ELD) Data Outcomes CLASS Data Outcomes ECERS/ITERS Data Outcomes Curriculum Monitoring Tool Curriculum Mentoring Fidelity Tool Practice Based Coaching DRDP 2015	Creative Curriculum 6th Edition ELD implementation training Classroom Management training Family Partnerships training with Language Literacy focus Making the Most of Classroom Interactions Infant/Toddler- Pre-k HSELOF Training; Language and Communication, Physical Development Infant- Toddler Environments Pre-K Environments CLASS Toddler CLASS Pre-K
Support teaching staff by establishing a year-long professional development plan focused on CLASS, specializing in Classroom Management	Administrator of Education and Support Services Education Coordinators Mentor- Coaches Data Analyst Site Supervisors Teaching Staff Home Base Supervisor and Educators	August 2019 July 2020	T/TA Support Plan Practice Based Coaching	Classroom Management CLASS Responsiveness to dual language learners

Objective	Persons Responsible	Timelines	Supporting Documents	Action Steps Training and Resources
Family Engagement Support parents in developing skills, attitudes, and behaviors that support and promote School Readiness practices in the home, continuing to promote parents as lifelong educators.	Family Engagement and Support Services Manager Family Education Coordinators Program Governance Coordinator Site Supervisors Family Service Workers Home Base Educators	August 2019	VIP Parent Café Meeting and Regional Parent Committee (RPC)notes Parent Training & Workshops Pre/Post Parent Surveys	VIP Parent Cafe Meeting/RPC Meetings focus on early literacy Parents Trainings & Workshops to identify how literacy activities support School Readiness Goals.
Health & Nutrition Support parents by promoting awareness of the importance of on-going hearing, vision, and dental checkups for children to develop sounds and the use of language. Support parents by introducing healthy diverse cultural foods to their children through menus, meals, activities, and literature. Encourage children to taste various texture foods and to learn words that describe what they are and how they taste.	CAS- Health Family Service Workers Site Supervisors Teaching Staff CAS-Nutrition Central Kitchen Staff Family Service Workers Site Supervisors Teaching Staff	August 2019 August 2019 Quarterly Meetings	Hearing, Vision and Dental ChildPlus Data VIP Parent Café Meeting/training sign in/out forms Parent Handbook Reminder Letters Nutritional Experiences Nutritional Advisory Committee Meetings VIP Parent Café Meeting Presentations Supporting Special Diets	VIP Parent Café Meeting handouts CHDP Periodicity Schedule for Health Assessment Requirements by Age Groups Child Plus-Health Training CHDP Provider List Dental Roster Nutrition Books Nutrition Pamphlets Nutrition Posters

Objectives	Persons Responsible	Timeliness	Supporting Documentation	Action Steps Training and Resources
Disabilities & Wellness Support parents and teaching staff by training and implementing the Screening Ages and Stages Questionnaires (*ASQ-3 & ASQ: SE-2*) to help identify children at risk for developmental/language delay which should be referred for further assessments by LEA. ASQ-3 & *ASQ: SE-2* will be used to identify children who do not meet the referral criteria, but scores are in the monitor areas of the ASQ-3 & *ASQ: SE-2*. Family Wellness will strengthen relationships between teacher and parent by implementing strategies to enhance/support social and emotional development for children with challenging behaviors.	Disabilities Specialists Family Service Workers Site Supervisors Teaching Staff CAS-Family Wellness Family Service Workers Site Supervisors Teaching Staff	August 2019 August 2019- July 2020	ASQ-3 Questionnaire Implement Teaching Pyramid ASQ-: SE-2 Questionnaire My Teacher Wants to Know Teacher Support Planning Sheet Family Wellness Screening	ASQ-3 & ASQ:SE-2 Trainings Overview of Autism Visual Schedule Training Onsite Teacher Support VIP Parent Café-Meeting ASQs Presentations Intra-agency Referral Daily Routine Wellness Survival Kit implementation Pyramid Model Positive Behavior Support Training
Data Analysis Data Analyst will support the Education Program Goals by providing detailed, aggregated DRDP reports at the Domain and Measure level. In addition to current support methods, the Data Analyst will provide ELD specific program reports, as well as IEP/IFSP DRDP program reports three times per year.	Data Analyst	December 2019 March 2020 May 2020	Child reports Group reports Administration reports Learning Genie	Export child information from Child Plus Upload enrollments into DRDP tech Download DRDP tech child, group and administration report Export raw DRDP results from tech for DRDP measure-level admin reports Learning Genie Training

Resources:	Data Aggregation:
• Head Start Early Learning Outcomes Framework • California Infant/Toddler Learning & Development Foundations • California Infant/Toddler Curriculum Framework • California Preschool Curriculum Framework • California Preschool Learning Foundations • Parent, Family and Community Engagement Framework • Early Head Start/Head Start School Readiness Goals • Pyramid Model Positive Behavior Support	• DRDP (2015) A Developmental Continuum from Early Infancy to Kindergarten Entry • CLASS • ITERS/ECERS • HOVRS

Professional Development:		
Training Opportunities	**Onsite Coaching Opportunities**	**Printed Materials**
• California's Early Learning Development Systems. • DRDP (2015) • CLASS • ITERS/ECERS • Creative Curriculum Systems and Fidelity • Partners for Healthy Babies • Program for Infant/Toddlers Care • Pyramid Model Positive Behavior Support • MMCI	• Educational Webinars • Practice Based Coaching • CLASS • ITERS/ECERS • Curriculum Fidelity	• Management Bulletins • School Readiness Goals • School Readiness Timelines • CLASS tips



	CENTRAL DOMAINS				
	APPROACHES TO LEARNING	SOCIAL AND EMOTIONAL DEVELOPMENT	LANGUAGE AND LITERACY	COGNITION	PERCEPTUAL, MOTOR, AND PHYSICAL DEVELOPMENT
▲ INFANT/ TODDLER DOMAINS	Approaches to Learning	Social and Emotional Development	Language and Communication	Cognition	Perceptual, Motor, and Physical Development
● PRESCHOOLER DOMAINS	Approaches to Learning	Social and Emotional Development	Language and Communication	Mathematics Development	Perceptual, Motor, and Physical Development
			Literacy	Scientific Reasoning	



The following representatives analyzed, planned, reviewed and shared their recommendations for the development of the Early Head Start & Head Start School Readiness Goals:

Administration Team for Head Start and State Child Development Division:
Director: Yolanda Gonzales **Program Design, and Management Administrator:** Jerry Meade **Administrator of Education and Support Services:** Leslie Mitchell **Fiscal Administrator:** Donna Holland **Home Base and Partnership Administrator**: Esperanza Contreras

Data Analyst
Chase Rangel

Early Childhood Education Specialist/CA ECES Coordinator, California TTA Center, a member of OHS TTA System
Stacey Vierra

Family Services Team: Health Coordinator and Content Area Specialists: Disabilities, Nutrition, Health, Wellness
Family Engagement and Disabilities Support Services Supervisor: Rosita Curry **Program Governance Coordinator:** Lisa Price

Program Managers:
Letisha Brooks, , MaryAnn Mooney, Luz Adams, Rosa Del Toro

Education Team:

Education Coordinators: Carolyn Coffey, Amanda Espitia
Mentor Coaches: Melissa DeWitt, Pamala Roberts, Regina Hines, Tomasa Jara, Alicia Gamino, Rachel Leckkirk, Teresa Lara, Kassandra Vicenec, Vanessa Vigilant

Content Area Specialists: Disabilities, Nutrition, Health, Wellness, Family Engagement
Health and Nutrition Support Services Supervisor: Alan Rodriguez **Content Area Specialists-Health:** Laura Gonzalez, Paulino Cruz, Rayjean Stone, Angel Perez **Content Area Specialists-Disabilities:** Delores Patricio, Shirley Park, Susie Martinez, Maria Guadian **Content Area Specialists-Wellness:** Andralette Wilson, Joni Barlow, Edna Quinones, **Content Area Specialists-Nutrition:** Lupe Villasana, Desiree Jackson, Roxanne Harris, Janey Felsoci **Content Area Specialists- Family Engagement:** Priscilla Hicks, Leah Green, Nicole Callahan, Claudia Sanchez

Community Action Partnership of Kern- San Joaquin Early Head Start Child Development Division
San Joaquin Program Administrator: Gloria Barbero **Education Manager- Disabilities:** Rashi Strother **Parent Engagement Specialist/Home Based Supervisor:** Nicole Nino

Policy Council School Readiness Sub-Committee
Chairperson: Amber Dunlap (Willow) **Policy Council Members:** Esther Maldonado (Stockton) Estela Corrales (Stockton), Diana Reyes (Home Base), Mayra Zambrano (Rosamond), Ashley Sabo (Franklin), Jacqueline Boykin (Willow)

COMMUNITY ACTION PARTNERSHIP OF KERN
MEMORANDUM

To: Executive Committee

From: Emilio G. Wagner, Director of Operations

Date: June 26, 2019

Subject: *Agenda Item VI(c)*: Workers Compensation Insurance Renewal – **Action Item**

The workers compensation policy of CAPK is due to expire on July 31, 2019 and requires a renewal to prevent a lapse of coverage. In an effort to receive timely competitive proposals, USI the insurance broker that represents CAPK, requested proposals 90 days prior to the expiration of the worker compensation policy. USI has solicited proposals from several insurance carriers in an attempt to find the most qualified and cost-effective coverage provider. As a result, the following carriers submitted proposals, and the attached Workers Compensation Insurance Proposal identifies all carriers that were solicited and their response:

Berkshire Hathaway	$649,041
State Fund	$690,000
Alaska National	$800,000

As part of USI's services they evaluate the proposals to ensure that the most cost-effective proposal will meet the needs of CAPK. After evaluation and consideration of the services and premium, USI is recommending a renewal with Berkshire Hathaway. The policy ending July 3, 2019 had a premium of $822,694 including commission. Since USI is paid a flat fee for their services the premium less commission is $743,574. When compared to the proposed premium of $649,041 for the 19/20 policy year, a $94,533 or 13% savings is identified.

Recommendation:

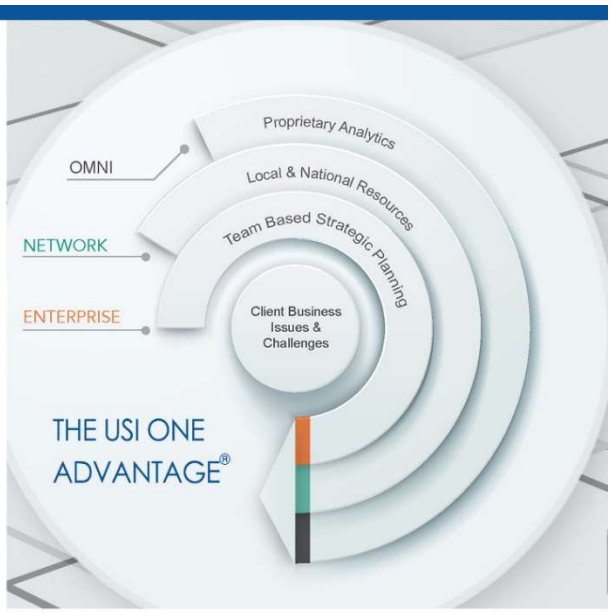
Staff recommends the Board of Directors approve the selection of Berkshire Hathaway and grant authority to the Chief Executive Officer to bid coverage for the 2019-2020 policy year.

Attachment:
Workers Compensation Proposal

Community Action Partnership of Kern

Workers Compensation Insurance Proposal
Policy Term: 7/31/2019 – 7/31/2020









John LaSalle, Senior Vice President
Tara Hemmingsen, Senior Account Executive

Date Prepared: June 26, 2019

© 2018 USI Insurance Services. All rights reserved. This is a coverage summary, not a legal contract. This summary is provided to assist in your understanding of your insurance program. Please refer to the actual policies for specific terms, conditions, limitations and exclusions that will govern in the event of a loss. Specimen copies of all policies are available for review prior to the binding of coverage. Higher limits and additional coverage may be available. Please contact us if you are interested in additional quotes

Marketing Summary

Insurer	Response	Explanation
Berkshire	Quoted	See Proposal
State Fund	Quoted	Quoted premium $690k @10% commission however SCIF does not net commission or allow agency bill to rebate.
Travelers	Indicated	Declined GC, could quote a loss sensitive plan with additional info
Alaska National	Indicated	Not Competitive - $800k NET premium
AmTrust	Declined	Class of business and ineligible class codes
Starr	Declined	Class of business and ineligible class codes
Starstone	Declined	Class of business and ineligible class codes
Preferred	Declined	Class of business and ineligible class codes
Liberty	Declined	Class of business and ineligible class codes
Nationwide	Declined	Unable to write without supporting P&C lines
Everest	Pending	Still under review, unable to meet need by date. Unlikely they will competitive with Berkshire's terms.
Applied	Pending	Still under review, unable to meet need by date. Unlikely they will competitive with Berkshire's terms.
ICW	Pending	Still under review, unable to meet need by date. Unlikely they will competitive with Berkshire's terms.

Note:
In evaluating your exposure to loss, we have been dependent upon information provided by you. If there are other areas that need to be evaluated prior to binding of coverage, please bring these areas to our attention. Should any of your exposures change after coverage is bound, such as your beginning new operation, hiring employees in new states, buying additional property, etc., please let us know so proper coverage(s) can be discussed.

Higher limits may be available. Please contact us if you would like a quote for higher limits.

Workers Compensation

Named Insured		**Community Action Partnership of Kern**			
Policy Term		**July 31, 2018 to July 31, 2019**		**July 31, 2019 to July 31, 2020**	
Carrier		**Berkshire Hathaway Cypress Insurance Co.**		**Berkshire Hathaway Cypress Insurance Co.**	
Admitted		**Yes**		**Yes**	
A.M. Best's Rating		**A++ XV**		**A++ XV**	
Workers Compensation Coverage Part					
Policy Form		Occurrence		Occurrence	
Program Type		Guaranteed Cost		Guaranteed Cost	
Bodily Injury by Accident		$1,000,000		$1,000,000	
Bodily Injury by Disease – Policy Limit		$1,000,000		$1,000,000	
Bodily Injury by Disease – Each Employee		$1,000,000		$1,000,000	
Excluded Officers		**None**		**None**	
CA Experience Mod		1.14		1.08 **-5%**	
Estimated Total Annual Payroll		$27,347,991		$27,750,440 **+1.5%**	
Payroll and Net Rate by Class Code Comparison					
		Payroll Comparison		**Net Rate Comparison***	
Code	**Classification**	**2018-2019**	**2019-2020**	**2018-2019**	**2019-2020**
5140	Electrical Wiring – High Wage >$32/hr	$0	$80,578	$3.04	$2.51
5146	Cabinet or Fixtures Install NOC	$440,173	$224,488	$8.01	$6.85
5479	Insulation Work	$0	$224,448	$9.24	$7.73
8018	Stores – Wholesale	$363,536	$370,806	$7.82	$6.90
8078	Sandwich Shops	$30,000	$30,000	$3.33	$2.87
8227	Construction/ Erection Yards	$35,277	$35,982	$7.42	$6.69
8742	Salespersons	$2,155,604	$2,198,716	$.57	$.50
8810	Clerical Office Employees	$7,293,908	$7,439,786	$.44	$.37
9059	Day Care Centers	$16,526,015	$16,856,535	$3.44	$3.10
9067	Clubs – Boys and Girls	$283,391	$289,058	$2.55	$2.28
9519	Household Appliances	$220,087	$0	$10.71	$9.60
	Total	**$27,347,991**	**$27,750,440**	***Net Rates are calculated including all rating factors, premium credits and net commission for comparison purposes.**	
	Difference	**+1.5%**			

Premium Comparison	2018 - 2019	2019 - 2020
Base Premium	$944,823	$857,127
Blanket Waiver of Subrogation	$18,896	$17,143
Experience Modification Factor	$163,832	$69,942
Risk Adjustment Factor	$-300,712	$-285,454
Premium Discount	$-35,638	$-27,570
Total Estimated Annual Premium after Modifications	$791,201	$631,188
Mandatory Surcharges and Assessments	$31,493	$17,853
Total Estimated Annual Workers Compensation Policy Premium	**$822,694**	**$649,041**
Gross Net or Commission	10% Commission: $-79,120	Net
Total Net Premium Comparison	**$743,574**	**$649,041 -13%**
Subject to Audit	Yes	Yes
Payment Terms	Direct Bill 15% Deposit and 11 Monthly payroll reports	Direct Bill 15% Deposit and 11 Monthly payroll reports
Deposit including all taxes and surcharges	$150,088.15	$112,466.20

2019-2020 Berkshire Notable Terms and Conditions

- **Coverage for volunteers is not included.**
- **Independent Contractors and Subcontractors:** In the event that an insured utilizes subcontracted labor, the insured must furnish satisfactory evidence that the subcontractor has workers compensation insurance in force, covering the work performed for the insured. The following documents may be used to provide satisfactory evidence:
  - Certificate of insurance for the subcontractor's workers compensation policy
  - Certificate of exemption (if available in their state – not available in CA)
  - Copy of the subcontractor's workers compensation policy

  In the event any form of this documentation is not available for review or deemed otherwise insufficient, amounts paid to these subcontractors or independent contractors will be included as payroll and utilized in the calculation of final audit premium.
- USL&H coverage is not included.
- Please note dual wage thresholds displayed on this proposal are subject to change due to statutory revisions. It is the responsibility of the policyholder to use the classifications that comply with the correct wages.
- Please be aware that the 15% deposit will be applied to your 12th policy month's premium, which will be handled as part of your final audit. Afterwards, any remaining deposit will be returned to you.
- Please note: Participants of the Berkshire Payroll Reporting Plan must register and report payroll online through the BHHC Policyholder Portal at BHHC.com. For assistance with accessing the Portal, please contact webmaster@bhhc.com

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Board of Directors

From: Pritika Ram, Director of Administration

Date: June 26, 2019

Subject: *Agenda Item XI(d):* Coordinated Entry System & Homeless Presentation – **Info Item**

Since the last update on April 24, 2019 for the Coordinated Entry System to the Board of Directors, staff have acquired the at-risk homeless population and have taken steps to improve the prioritization list process to match those experiencing homelessness to a housing solution using the Housing First approach. Further as it relates to ongoing funding, the Coordinated Entry Program will be applying for federal funding though the Department of Housing and Urban Development (HUD) for the next cycle, 2020-21.

The Coordinated Entry Systems continues to work closely with the Continuum of Care (CoC) and homeless service providers to ensure the program is meeting its intent on helping communities prioritize assistance based on vulnerability and severity of service needs and link those individuals to assistance in a timely manner. Once we begin to promote on a public platform, the program will provide vital information to communities/general public about service needs and gaps to help communities plan their assistance and identify needed resources.

Staff, Rebecca Moreno- Program Coordinator, will provide an update on the CES program, describe activities around the Kern County Homeless Collaborative and our efforts in providing easily accessible services for those experiencing homelessness.

Attachment
Presentation – Coordinated Entry System Update June 2019



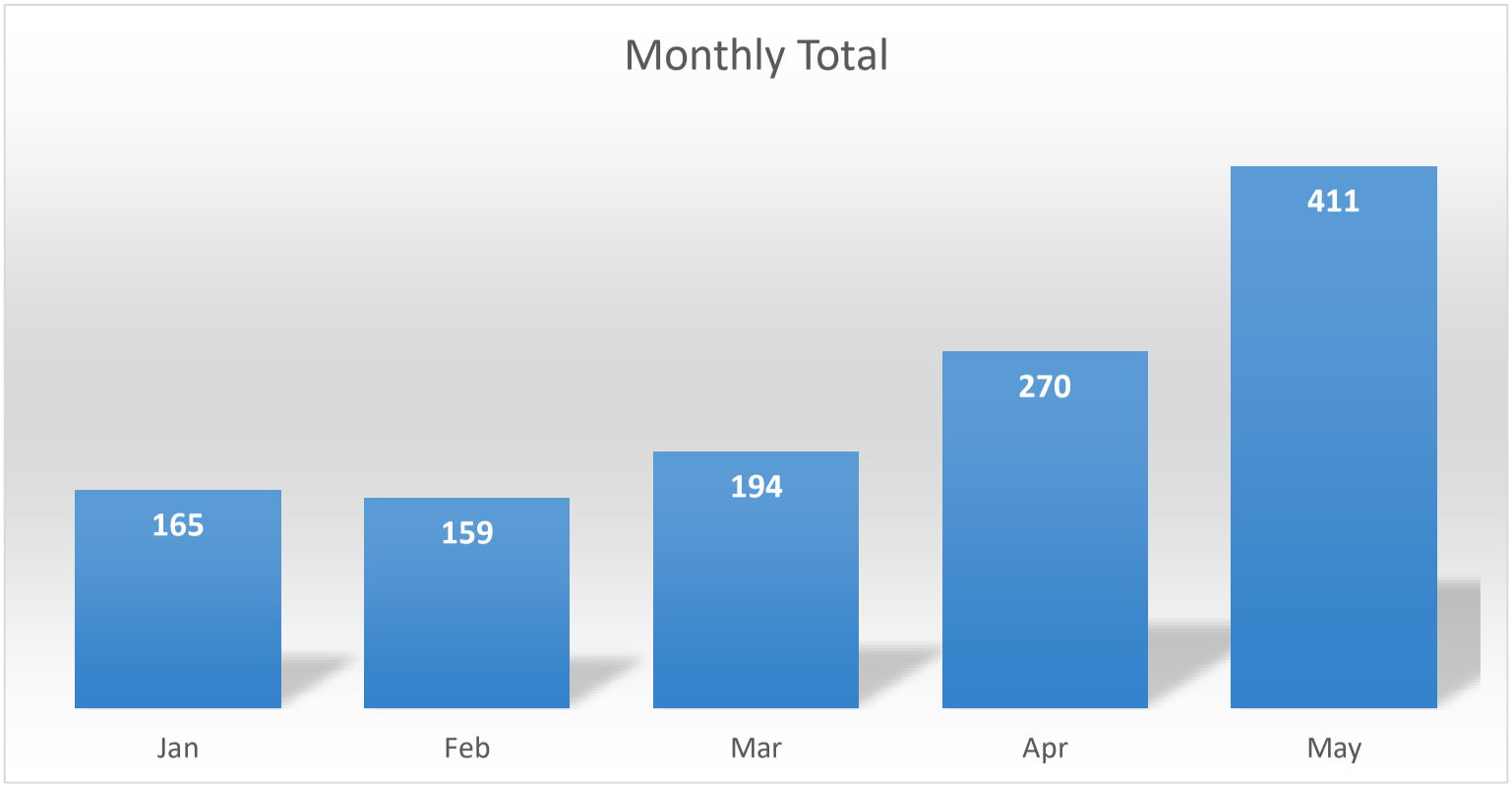
Community Action Partnership of Kern



2-1-1 Kern

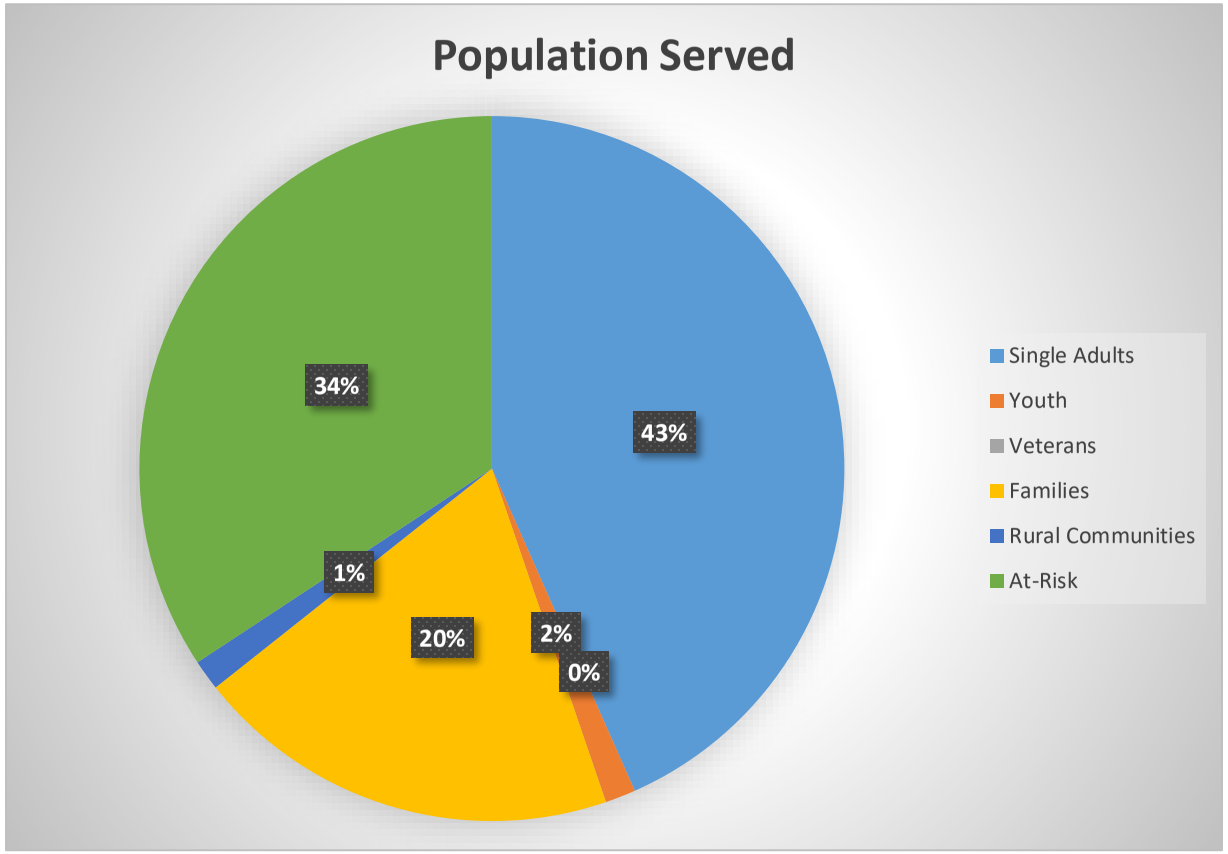
Coordinated Entry System

- As of May 2019, 2-1-1/CES began conducting assessments for the At-Risk population and receiving all QRT's from the community. This increased our numbers by 141 calls.
- CES also took over the At-Risk Prioritization list. Currently there are 500 clients on this list.


Monthly Total
165
159
194
270
411
Jan
Feb
Mar
Apr
May

Population Served:

- Single Adults-43%
- At-Risk-34%
- Families-20%
- Youth-2%
- Rural Communities-1%
- Veterans-0%



HMIS Updates:

We are currently working with the HMIS System Administrator to develop and implement the electronic process for the Prioritization Match list.
The current process is very lengthy and time consuming. This will maximize production and increase time efficacy.

Questions

Contacts

Rebecca Moreno, CES Program Coordinator
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rmoreno@capk.org

Martha Gonzalez, Program Specialist
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Pritika Ram, Division Director
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Irene Fonseca, Program Manager
ifonseca@capk.org

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Board of Directors

From: Ralph Martinez, Director of Community Development

Date: June 26, 2019

Subject: *Agenda Item VI(f): Housing Strategy* – **Info Item**

Over the past few months community development has communicated with individuals, agencies and collaboratives engaged in housing, including the City of Bakersfield, County of Kern, Self- Help, Habitat for Humanity, the California Community Economic Development Association (CCEDA), the Norther California Community Loan Fund and participated in the Kern County Housing Collaborative. As we all know there are tremendous needs in Kern for affordable and low-moderate income housing.

Over the years CAPK has engaged the services of Ralph Lippman, Executive Director of CCEDA in several projects including the purchase of an administrative building, building a new Central Kitchen, collaboration with Los Angeles South Central LA food cooperative and various job creation projects.

Through contracts with the California Department of Community Services and Development (where we receive our CSBG funds), and the National Community Action Partnership (of which we are also a member) CCEDA can assist CAPK in exploring and implementing a housing program.

Yvonne Delgadillo has been assigned by CCEDA to assist CAPK in the process. Ms. Delgadillo has extensive experience in nonprofit management, business development and grant writing. And she was also the Executive Director of a Community Development Corporation for 15 years. Under CCEDA's contracts, services are provided at not cost to CAPK.

COMMUNITY ACTION PARTNERSHIP *OF* KERN
BOARD OF DIRECTORS
EXECUTIVE COMMITTEE MEETING
5005 Business Park North
June 5, 2019
9:30 am

MINUTES

1. **Call to Order**

Chairperson Curtis Floyd called the meeting to order at 9:31 am at the Community Action Partnership of Kern Administrative Building, 5005 Business Park North, Bakersfield, CA.

2. **Roll Call**

Roll call was taken with a quorum present:

Present: Curtis Floyd, Yolanda Ochoa, Janea Benton

Absent: Warren Peterson, Guadalupe Perez, Fred Plane

Others Present: Jeremy Tobias, Chief Executive Officer; Yolanda Gonzales, Director of Head Start / State Child Development Programs; Tracy Webster, Chief Financial Officer; and other CAPK staff.

3. **Approval of Agenda**

Motion was made and seconded to approve the Executive Committee Meeting Agenda for June 5, 2019 as amended to move the Closed Session item in front of the New Business items. Carried by unanimous vote. (Benton/Ochoa).

4. **Public Forum:**

No one addressed the Committee.

5. **New Business**

a. Head Start / Early Head Start Kern Carry Over Fund Request for Budget Year 2018-2019 with Resolution – Yolanda Gonzales, Director of Head Start / State Child Development – **Action Item**.

Yolanda Gonzales reported that staff has been closely monitoring the monthly budget to actual expenses and has identified a significant savings. Having consulted with the regional office, it is recommended that unused funds be applied to the loan balance for the Pete Parra center. Tracy Webster added that the principal on the loan is $1.7 million and by applying funds to the loan balance, it will reduce the debt by 12% and one year of the mortgage, which also saves in interest expense. Yolanda feels that this option is the best way to utilize the funds and the regional office has provided guidance and requested Board approval by resolution to move forward.

Curtis Floyd asked if the payment on the Pete Parra center mortgage will be reduced. Tracy Webster replied that the payment remains static, but this opportunity provides the ability to pay down the principal balance and reduce the loan by one year with the payoff date in 2025 vs 2026.

Curtis Floyd asked how it benefits CAPK by paying off the loan early. Jeremy Tobias explained the savings will be applied to the operational budget the year the loan is paid off. Another possible savings is that if the site were to be sold prior to the term of the loan, there is more equity to be used

for future use. The Office of Head Start would have to approve the sale of the site but the equity funds would be retained by CAPK.

Curtis Floyd asked if it would be more beneficial to use $150,000 of the $210,142 to apply to the Pete Parra loan balance and use the remaining funds elsewhere? Yolanda replied that we are in a good position with funding and believes it is the best use of the funds to reduce the loan balance. Jeremy Tobias added that all processes were followed to spend down the funds and the regional office suggested using the funds to pay down the loan balance, which would zero out the grant.

Yolanda Ochoa asked if the land belongs to CAPK. Jeremy Tobias replied that yes, the land was purchased with non-Head Start funds and stated that Head Start funded the construction of the center and the warehouse.

Janea Benton asked about past carryover requests and what makes this request different. Jeremy Tobias said that the grant funds are very rarely spent down to exactly zero. Staff tries to spend down as much as possible and will often identify options for the use of carryover funds. As Yolanda stated above, we are in a unique position to not have to use funds for improvements, vehicle purchases, or other expenses, and this opportunity was the best way to utilize funds rather than have to return the funds. The regional office is in agreement and does not want CAPK to have to return funds.

Motion was made and seconded to approve the Carryover Fund Request for Budget Year 2018-2019 with Resolution. Carried by unanimous vote. (Benton/Ochoa)

6. **Committee Member Comments**

No comments were made.

7. **Next Scheduled Meeting**

Executive Committee Meeting
Wednesday**,** July 24, 2019
12:00 p.m.
5005 Business Park North
Bakersfield, California 93309

8. **Adjournment**

The meeting adjourned at 9:43 am

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Executive Committee

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

Date: June 5, 2019

Subject: *Agenda Item 5a:* Head Start/Early Head Start Kern Carry Over Request for the 2018-2019 Budget Year – **Action Item**

The Head Start and State Child Development staff have identified savings in the Kern HS/EHS 2018-2019 Budget Year ending February 28, 2019. A balance of $210,142 remains in base funds, primarily from the Fringe Benefits and Indirect cost categories. The actual cost of Workers' Compensation insurance was less than the amount estimated in the budget; the actual amount of Indirect costs charged to the grant was less than the amount estimated in the budget.

In consulting with Regional Office, they are open to CAPK carrying the funds over into the current budget period. It has been proposed to use these funds toward the Pete H. Parra loan. The mortgage for Pete Parra has a principal balance at the end of 2/28/19 of $1,792,832.97. If paid at the current rate without any escalation of payments, CAPK would pay this mortgage off by 6/30/26. An escalated payment from this identified savings would save interest expense and allow for future payments to pay down the principal faster. The debt to equity ratio of the program improves with this escalated payment. Ultimately, this improves the long-term stability of the Kern Head Start program and benefits the children and family we serve.

Included with this memorandum is a budget detail. The amount of $210,142 will be requested to be moved to the 2019-20 funding year, and CAPK plans to complete this payment to the loan the carry over request is completed by the regional office.

Recommendation

Staff recommends the Board of Directors approve with Resolution the Head Start/Early Head Start Kern Carry Over request.

Attachments:
Kern Budget Detail
Resolution #2019-07

RESOLUTION # 2019-07

A Resolution of the Board of Directors of Community Action Partnership of Kern Approving the Carry-Over Request for the Head Start/Early Head Start Kern Program

The Executive Committee of Community Action Partnership of Kern' Board of Directors located at 5005 Business Park North, Bakersfield, CA 93309, met on June 5, 2019, in Bakersfield, California at an Special Call meeting and resolved as follows:

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

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

WHEREAS, The Executive Committee shall act on behalf of the Community Action Partnership of Kern Board between regular Board meetings and shall report to the Board any actions it has taken in the interim between regular meetings; and

WHEREAS, the Head Start/Early Head Start Kern, Grant #09CH9142, has requested to submit a request to carry-over funding from the 2018-2019 budget year to the 2019-2020 partial budget year; and

WHEREAS, the funds will be used to pay down the principle balance of the Pete H. Parra loan; and

WHEREAS, the Office of Head Start requires that an authorized signatory be named for the carry over request; and

WHEREAS, the CAPK Executive Committee has determined that there is a need for anti-poverty programs and is willing to accept the submission of a request to carry-over funding; and

NOW, THEREFORE, be it resolved that the CAPK Board of Directors hereby authorizes Jeremy T. Tobias, Chief Executive Officer to act on behalf of the Board as CAPK's representative signatory with regard to the submission of request to carry over funding from the Head Start/Early Head Start Kern grant (09CH9142).

APPROVED by a majority vote of the Executive Committee of Community Action Partnership of Kern, this 5th day of June 2019.

_____ _____

Curtis Floyd, Chair
CAPK Board of Directors

Date

Budget Detail

HS/EHS KERN 2018-2019 CARRYOVER

HEAD START SUMMARY BY MAJOR COST CATEGORIES	Annual Budget	Budget Revision (424A)	Expense
Personnel	10,597,810	0	
Fringe	3,437,445	(70,576)	
Travel	5,000	0	
Equipment	122,760	0	
Supplies	886,988	0	
Contractual	126,502	0	
Construction	0	0	
Other	3,760,375	0	161,576
Indirect	1,826,701	(91,000)	
	20,763,581	**(161,576)**	**161,576**

EARLY HEAD START SUMMARY BY MAJOR COST CATEGORIES	Annual Budget	Budget Revision (424A)	Expense
Personnel	2,004,602	0	
Fringe	655,042	(16,566)	
Travel	0	0	
Equipment	247,240	0	
Supplies	263,896	0	
Contractual	22,328	0	
Construction	0	0	
Other	535,893	0	48,566
Indirect	364,220	(32,000)	
	4,093,221	**(48,566)**	**48,566**
		(210,142)	

COMMUNITY ACTION PARTNERSHIP *of* KERN
BOARD OF DIRECTORS
PROGRAM REVIEW & EVALUATION COMMITTEE MEETING
June 12, 2019
12:00 p.m.

MEETING MINUTES

1. **Call to Order**

   Committee Chair Yolanda Ochoa called the meeting to order at 12:09 pm at the Community Action Partnership of Kern administrative building, 5005 Business Park North, Bakersfield, CA.

2. **Roll Call**

   Roll Call was taken with a quorum present.

   Present: Jose Gurrola, Nila Hogan, Jonathan Mullings, Yolanda Ochoa

   Absent: Marian Panos

   Others present: Jeremy Tobias, Chief Executive Officer; Yolanda Gonzales, Director of Head Start / State Child Development; Ralph Martinez, Director of Community Development; Raymond Quan, Director of Human Resources; Pritika Ram, Director of Administration; Carmen Segovia, Director of Health & Nutrition; and other CAPK staff.

3. **Approval of Agenda**

   Motion was made and seconded to approve the Program Review and Evaluation Committee meeting agenda for June 12, 2019. Carried by unanimous vote. (Gurrola/Mullings)

4. **Public Forum:**

   No one addressed the Committee.

5. **Program Presentation:**

   Whitney Hughes, Program Supervisor for East Kern Family Resource Center (EKFRC), stated that the office is located in Mojave and houses a small staff and includes an emergency closet, a small food pantry, and provides fax and copy services at no charge. On a monthly basis, families come into the office to receive assistance with completing HEAP applications.

   Whitney provided a summary of the programs offered at EKFRC. The Differential Response program is in partnership with Child Protective Services and provides case management services with families identified as being high risk for child abuse and neglect. Case Managers meet with families and link them to services they are in need of. First 5 Services include an in-home family education program for families that have children 0-5 in age, with a focus to have successful entry to Kindergarten. EKFRC also runs a small pre-school program called Play & Learn during the school year at the campus of Mojave Elementary School, and during the summer, a Summer Bridge Program is offered to children who have never had school experience which helps them transition to Kindergarten. The Economic Empowerment program provides families with education and support to help them learn how to manage their finances, which helps to eliminate family stress that often leads to abuse. To date, 33 clients have participated in this program.

   A prior grant from Dignity Health provided immunizations for children in East Kern through 4 immunization health resource fairs, which enabled children to start school on time. A grant in the amount of $3,000 was received from Borax to continue the immunization efforts in the towns of Boron and North Edwards and a

request has been made to provide sports physicals for student athletes so funding options will be explored to meet that request.

6. **New Business**

a. May 2019 Program and Division Reports – Ralph Martinez, Director of Community Development – ***Action Item***

- 2-1-1 Kern
- Central Kitchen
- Community Development – Grants & Research
- East Kern Family Resource Center
- Energy
- Food Bank
- Friendship House
- Human Resources
- Migrant Childcare Alternative Payment
- Operations
- Shafter Youth Center
- Volunteer Income Tax Assistance
- Women, Infants and Children

Ralph Martinez provided an overview of each program and presented the highlights from the Division Program reports for May 2019.

Motion was made and seconded to approve the May 2019 Program & Division Reports Carried by unanimous vote. (Mullings/Hogan).

b. Application Status Report and Funding Requests for May 2019 – Ralph Martinez, Director of Community Development – ***Action Item***

Ralph Martinez presented the Application Status reports and three Funding Requests for: Texas Instruments for 21st STEM Initiative for Friendship House Community Center and Shafter Youth Center; Stater Brothers for Harvesting Hope for the Food Bank; and Wells Fargo for STEM Program for Friendship House Community Center and Shafter Youth Center.

Motion was made and seconded to approve the Application Status Report and Funding Requests for May 2019. Carried by unanimous vote. (Gurrola/Hogan).

c. Organizational Standards Update – Ralph Martinez, Director of Community Development – ***Info Item***

Ralph Martinez provided a handout of the Organizational Standards Reporting Requirements and stated that it is an ongoing process to update the requested items and the Board will be provided updates on a continuous basis.

d. May 2019 Head Start / State Child Development Enrollment Update and Meals Report – Ginger Mendez, HS State Enrollment / Attendance Manager – ***Action Item***

Ginger Mendez provided the Enrollment & Meals report and stated that three of the four programs achieved 100% enrollment, with Early Head Start at 96%. Enrollment for children with disabilities increased to 8.3% for Head Start Kern and all other programs exceeded their goal of 10% and all

programs met the over-income enrollment goal. Overall attendance for all programs was 98% for the month of May 2019. Ginger reported that staff participated in 5 recruitment events in May with attendance estimates totaling 950 and 18 applications were taken. 14 centers achieved 99% or above Average Daily Attendance (ADA). Additional assistance was provided to center staff to ensure all Corrective Action Plans were closed out in the ChildPlus Internal Monitoring System for the part-year program year-end.

Total meals served for the month of April was 92,377 which is 2% lower than the meals served during the same reporting period from 2018.

Motion was made and seconded to approve the Head Start / State Child Development May 2019 Enrollment Update and Meals Report. Carried by unanimous vote. (Gurrola/Mullings).

e. Funding Request to Richard Heath & Associates, Inc. for Energy Savings Assistance Program (ESA) – Emilio Wagner – Director of Operations – ***Action Item***

Todd Payne, Weatherization Manager, reported that the subcontract request with Richard Heath & Associates, Inc. is estimated to complete up to 100 units in Kern County under PG&E's Energy Savings Program (ESA), and the expectation is that the work will be completed by the end of the year. Jeremy Tobias reminded the committee that CAPK receives federal funds to operate the Low Income Home Energy Assistance Program (LIHEAP) and the Department of Energy Weatherization Assistance Program (DOE WAP) and this subcontract agreement offers the opportunity to leverage energy efficiency measures. It is estimated that the initial subcontract would generate up to $110,000 in revenue.

Motion was made and seconded to approve the Funding Request to Richard Heath & Associates, Inc. for Energy Savings Assistance Program (ESA). Carried by unanimous vote (Gurrola/Hogan)

f. Early Head Start San Joaquin 2018-2019 Self-Assessment – Sylvia Ortega, Compliance Manager – ***Action Item***

Sylvia Ortega reported that the agency must conduct annual self-assessments as part of the program requirements. For the Early Head Start San Joaquin program, four of seven centers were reviewed, which resulted in two program findings in the areas of Policies & Procedures and Program Goals. Plans of Action to address the two findings have been completed and staff recommends committee approval of the report.

Motion was made and seconded to approve the Early Head Start San Joaquin 2018-2019 Self-Assessment Report. Carried by unanimous vote. (Gurrola/Hogan)

g. Head Start / State Child Development 2018-2019 Self-Assessment – Sylvia Ortega, Compliance Manager – ***Action Item***

Sylvia Ortega reported that Head Start / State Child Development program in Kern is required to conduct an annual self-assessment. Seven random sites were selected and eighteen checklists were reviewed, which resulted two program findings in the area of Policies & Procedures and Hand Washing. Plans of Action to address the two findings have been completed and staff recommends committee approval of the report.

Motion was made and seconded to approve the Head Start / State Child Development 2018-2019 Self-Assessment Report. Carried by unanimous vote. (Mullings/Gurrola)

7. **Committee Member Comments**

   No comments

8. **Next Scheduled Meeting**

   Program Review & Evaluation
   Wednesday, August 7, 2019
   12:00 p.m.
   5005 Business Park North
   Bakersfield, California 93309

9. **Adjournment**

   The meeting adjourned at 12:59 pm.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Administration/Pritika Ram	**Month/Year:** May 1, 2019 through May 28, 2019	
Program/Work Unit: 2-1-1 Kern County	**Staffing:** 18 (1 vacancy)	**Program Manager/Supervisor:** **Irene Fonseca** Choose an item.
Services: Provides 24/7 information and referral services via phone or CAPK's website to residents of Kern. Also provides call handling services for Kings, Tulare, Merced, Mariposa and Stanislaus Counties and schedules appointments for the CAPK Energy Program utility assistance services and provides applications. As of October 2018, the Kern County Coordinated Entry System initiated as a program within 2-1-1 Kern.		

Activities	**Description**			
Information & Referral Services	**Incoming**	**Answered**	**Unanswered**	**Referrals**
Kern County	3,714	3,245	469 (13%)	7,259
Kings County	176	164	12 (7%)	*
Tulare County	690	621	68 (10%)	*
Mountain Valley (Mariposa and Merced Counties)	124	111	13 (10%)	*
Stanislaus County	956	846	110(12%)	*
Total	5,660	4,987	673 (12%)	

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

Most Requested Services	Food Pantries	VITA	Utility Assistance
Top 3 Unmet Needs	Homeless Shelter	Food/Meals	Developmental Screenings

Other Services		**Month**	**YTD**
LIHEAP	Calls Answered	2,399	13,957
Weatherization	Calls Routed through 2-1-1	329	2,302
Mental Health	Calls Answered	127	881
Website Visitors	Visitors to CAPK's 2-1-1 Kern web page	3,991	15,829
VITA	Calls Routed through 2-1-1	N/A	6,944

CalFresh Enrollments	Onsite enrollment into CalFresh (Supplemental Nutrition Assistance Program (SNAP/food stamps)	**Submitted**	**Approved**	**Pending**
		13	**2**	**11**

Coordinated Entry System (CES)	Entry point for the homeless population in Kern County.	**211 Homeless Calls**	**QRT Submitted**	**Assessments Completed**
		223	**258**	**118**

Outreach Activities	**Outcomes**
- Life House Church Community Outreach and Resource Event	211 Kern informational cards: 50
- Immunization Celebration Resource Fair – Adventist Health	211 Kern informational cards: 100
- City Serve Outreach Event	211 Kern informational cards: 100
- UEI Resource Fair	211 Kern informational cards: 100

Highlights: Acting Program Manager attended the United Way WorldWide 2-1-1 Leadership Conference in Atlanta GA May 30-31, 2019.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Nutrition Services/Carmen Segovia		**Month/Year**: May 2019
Program/Work Unit: Central Kitchen	**Staffing:** 22 Staff Members	**Program Manager:** Lorenzo Maldonado

Services: Preparation and delivery of meals and snacks for children enrolled in CAPK's Head Start/Early Head Start and Home Base option. The program provides the meals for the H.S. /E.H. S and Home Base. The program also delivers food service and janitorial supplies to the Head Start/Early Head Start centers and Home Base locations.

- Total meals prepared are supported by the daily meal production sheets and food transport sheets.
- Home base meal totals are supported by meal request forms submitted by center and Home Base staff.

Activities	Status			
Meals & Snacks	**Total # Prepared**	**Breakfast**	**Lunch**	**Snack**
Central Kitchen prepared for the HS/EHS centers	**79,022**	**26,746**	**27,409**	**24,867**
Home Base Meals	**208**	**34**	**117**	**57**
Total	**79,230**	**26,780**	**27,526**	**24,924**

Other:

1. On May 2, 2019, the agency had the staff development day, the Central Kitchen staff really enjoyed the event. They expressed interest in the event and inquired if the agency will be doing another for the 2019-2020 school year. The theme was something that the Central Kitchen staff enjoyed most, and the that got the Central Kitchen staff involved. The project allowed for staff to work together and they had to get involved in the planning.
2. The Central Kitchen Food Production Drivers assisted maintenance in collecting all food service items from the center that are permanently closings and the Part Year center that are closing for the Summer. We had the Food Production Driver pick-up and return all useable commercial equipment, flatware and food service supplies. They also collected all unused non-expired can food items and baby food. The Central Kitchen Food Production Drivers were able to finish all pick up from all the closing centers by Friday, May 31st.
3. The Central Kitchen prepared for the Summer Session, we set up three men routes for deliveries, normally we have seven routes. The kitchen will be operating with 11 staff members which is half of our regular staffing. Our meals served will reduce to 1,086 per day from 4,860. The Central Kitchen management staff have used the Summer Session to work on any current and pending projects. The part year Central Kitchen staff will return by mid-August when the 2019-2020 school year starts.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Community Development/Ralph Martinez		**Month/Year:** May 2019
Program/Work Unit: Community Development Division	**Total Staffing**: 8	**Program Manager/Supervisor:** Sheila Shegos

Services: Grant research on funding resources and opportunities, proposal preparation, and special projects. Media and public relations, agency and program promotional materials, advocacy, social media and website management, special events and fundraising, English-Spanish translations.

Community Development Team Activities



The Outreach Team completed preparations for the 2019 Humanitarian Awards Banquet, held May 9. Attendees were treated to an enjoyable time and Awardees Camila Chavez, the Kern County Homeless Collaborative, and Golden Empire Transit were honored. Outreach also organized participation in Community Action Month festivities and events.

The Grants Team completed the Community Action Plan. It was approved by the BOD on May 29 and submitted to CSD on May 31. The team met with community service providers on May 17 in East Kern to build partnerships and begin planning for the US DHHS Grant Application.

Advocacy	• Coordinated recognition of Community Action Month before the Kern County Board of Supervisors and by resolutions from state and federal officials.
Outreach	• Promoted Food Bank Farmers Markets in Delano, Wasco and Bakersfield. • Continued support of Earned Income Tax Credit program.
Special Events	• Supported PREP Works program at graduation events on May 28 and 31. • Hosted annual Humanitarian Awards Banquet. • Participated in Give Big Kern effort.
Grants	• Wells Fargo STEM/PREP for the Youth Centers • Stater Bros. Harvesting Hope, CAPK Food Bank • Bank of America, TBD. • Texas Instruments, Northrop Grumman, and National Science Foundation for STEM capacity building for the youth centers.
Research	• Capacity and program funding for East Kern Family Resource Center, VITA and youth centers. • Affordable housing for low-to-moderate income. • Funding for the Food Bank Expansion Project.
Projects	• Enhancing and developing new processes and procedures for increased efficiencies (grant review, profiles, awards, implementation).

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Nutrition Services/Carmen Segovia		**Month/Year:** May 2019
Program/Work Unit: East Kern Family Resource Center	**Total Program Staffing**: 6	**Program Manager/Supervisor:** Whitney Hughes
Program/Work Unit Description: Serves low-income individuals and families residing in East Kern County communities of Boron, California City, Mojave, North Edwards, Rosamond, and Tehachapi. Services include case managing families with children who are at risk of abuse and neglect (Differential Response); preparing children to enter kindergarten (School Readiness Initiative); parenting education; emergency supplies closet for immediate basic needs such as clothing, food, diapers, infant formula, bus passes, and gas vouchers.		

Activities	Description	Status	
		Month	YTD
Referrals for services Case Managed Families	Differential Response F5K School Readiness Economic Empowerment	26 2 5	133 8 38
Children enrolled in center-base program		0	0
Adults in Court Mandated Parenting Classes		0	11
Services to Walk-ins	Services e.g., faxing and photocopying legal documents (such as such as birth certificates, Social Security cards, immigration status information needed to receive public assistance), food, clothing, referrals to other support services, and ongoing case management	79	330
Emergency Supplies Closet and Other Services	Food (individuals)	9	76
	Clothing (individuals)	25	114
	Photocopies (individuals) HEAP Application Supporting Docs	483 64	2707 276

Other: The EKFRC is in the process of applying for a federal grant that would fund a collaborative community center for East Kern.

Staffing: We are fully staffed

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Operations/Emilio Wagner		**Month/Year: May 2019**
Program/Work Unit: Energy	**Total Program Staffing**: 37	**Program Manager/Supervisor:** Margaret L. Palmer

Services: Residential weatherization, utility bill payment assistance, and energy efficiency education for low-to-moderate-income Kern County residents. Also, installation of interim water tanks for low-income households affected by the drought.

		Status	
Activities	**Description**	**Households Served**	
		Month	**YTD**
1. Low Income Home Energy Assistance Program (LIHEAP Utility Assistance -2019)	Assistance with utility bill payments	**505**	**2,911**
2. Low Income Home Energy Assistance Program (LIHEAP) Weatherization Assistance (2019)	• Assistance with residential repair/weatherization (e.g., weather stripping, thermostats, door/window replacement, etc.) • Energy-efficient appliance installation	**18** **27**	**108** **150**
3. Department of Energy Weatherization Assistant Program (DOE-WAP) (2018)	• Assistance with residential repair/weatherization (e.g., weather stripping, thermostats, door/window replacement, etc.) • Energy-efficient appliance installation	**3** **3**	**18** **3**
5. Total Value of Services (utility payments only)		**$286,856**	**$1,732,398**
		Results	
6. Energy calls received (from 2-1-1)		**2,728**	
		HEAP	**Wx**
7. Number of LIHEAP applications Received		**643**	**90**
8. Number of LIHEAP applications Completed		**505**	**39**
9. Number of LIHEAP applications in Progress		**138**	**51**
10. Outreach Events attended	5/3 – Lamont Health Fare 5/4 – Lifehouse Church Culture Festival 5/18 – Bakersfield Kidsfest 5/23 – Coventry Apartment Complex	Give presentations, distribute brochures, applications, tote bags, ink pens and energy savings wheels.	

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Nutrition Services/Carmen Segovia		**Month/Year:** May 2019
Program/Work Unit: Food Bank	**Total Staffing**: 17	**Program Manager:** Jaime Orona
Services: Partners with 147 food distribution sites throughout Kern County to provide food assistance to low-income families and individuals.		

		Status	
Activities	**Description**	**Month**	**YTD**
USDA Commodities	Individuals Served (April)	37,461	156,185
	Poundage Received all Programs	1,950,600	8,227,919
	Total Poundage Distributed, All Sites	1,993,680	7,792,367
	Total Distributed pounds May 2018	1,193,315	5,102,663
Food Sourcing	**Produce Received:** 155, 637 pounds of produce (donated or purchased) from 5 companies: • Cal-Organics: leafy greens, cauliflower, broccoli & potatoes • Country Sweet: sweet potatoes • Target: Mixed produce • Walmart: Mixed produce • CAFB: cucumbers & leafy greens		
Food Drives: USPS Stamp out Hunger- 25,621 lbs.	**Farmers Markets: Wasco:** 357 Families Served & distributed 35,012 lbs. of produce **Delano**: 526 families served & distributed 38,601 lbs. of produce.		

Other:

- We continued to donate 65 bags to Buttonwillow and 85 bags to Greenfield schools every two weeks for the Back-Pack Buddies program.
- May 1st was the first distribution of a new monthly commodity distribution site at the Anchor of Hope Church in Bakersfield.
- May 3rd was the first distribution of another new monthly commodity distribution site at the Self-Help Bank in Lamont.
- Attended a 2019 CAFB conference in Sacramento from May 6th – May 8th. On May 8th was Legislation Day at the State Capital, met with Senator Shannon Grove, Melissa Hurtado and Rudy Salas.
- On May 11th, we participated in USPS' annual Stamp Out Hunger Food drive. We received over 25,000 lbs. of canned and dry goods from 3 locations in Bakersfield.
- On May 14th and May 22nd, we received donations of fresh produce and dairy items from the music festival Lightning in a Bottle.
- May 16th marked the last date of the month-long Peanut Butter Round-Up. This food drive is hosted by Save-Mart and Food Maxx stores; they match every jar of peanut butter purchased for donation to our Food Bank.
- On May 18th we provided a one-time donation of bread, baby food, produce and snacks to the Hillcrest SDA for their health fair.
- On May 31st we gave out dry goods and snacks at the UEI Student Resource Fair.
- Our CSFP (Senior Distribution Program) held 34 distributions during the month of May and distributed 30-pound boxes of healthy and non-perishable food to 4,000 seniors throughout Kern County.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Community Development/Ralph Martinez		**Month/Year:** May 2019
Program/Work Unit: Friendship House	**Total Program Staffing: 5**	**Program Manager/Supervisor:** Lois Hannible
Services: After-school and summer programs, pre-employment program for youths, parenting classes, nutrition education, sports, gang prevention, and access to social services.		

Activities	Participants	
Description	**Month**	**YTD**
After-School Program Tutoring, homework assistance, recreation.	3	22
Summer Program Recreational activities, educational games, and activities.		
Gang Prevention Program Aggression Replacement Training (ART), Nurturing Parenting and Parents on Mission (POM) parenting classes are provided at local school sites, correctional facilities, at the Friendship House and other community centers, to prevent at-risk youths from joining gangs.		26
STEM (Science, Technology, Engineering, Math) Program Chevron STEM teaches robotics, coding, engineering, and mathematics to program youth, engaging them in hands-on science focused learning.		
Mobile Mexican Consulate Consular services are provided at FHCC every Tues. & every other Wed., providing passport renewals, assistance with obtaining important documents, and providing DACA & protection information**.**	380	2171
PREP Works Program Pre-employment program for at-risk youth that provides them with financial literacy; skills and knowledge to conduct job searches and plan for college/career; and an incentivized savings program. Participants also have an opportunity to gain paid work experience.		109

Other:

- The FHCC is Still accepting registration for the free Summer Program, which will be provided from June 3rd- August 2nd.
- KCSOS will be providing free breakfast and lunch at the FHCC from June 3rd to August 2nd, for youth ages 18 and younger. Youth do not have to be registered for the FHCC Summer Program to receive a free meal.
- UC Cooperative Extension will be providing a four-day cooking academy for youth attending the FHCC summer program.
- FHCC received a grant from Kern Health Systems to facilitate a Museum on the Move project for community youth. For this project, the FHCC will be partnering with the Bakersfield Museum of Art, who will provide art lessons to youth at the FHCC.
- The United Farm Workers Foundation will be hosting a citizenship workshop at the FHCC on June 1st from 9am-5pm.
- The Mexican Consulate will be providing Consulate services at the Friendship House from June 10th- June 13th. Those interested should call (877) 639-4835 for an appointment.
- The PREP Works graduation for the Bakersfield students was held at the FHCC on May 28th, for which there were 18 graduates.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Raymond Quan		**Month/Year: May 2019**
Program/Work Unit: HR/Staffing	**Total Division Staffing**: 8	**Program Manager/Supervisor:** Mike Lackman/Dawn Bledsoe
Services: All functions and activities related to staffing, employee benefits (including the pension plan) administration, labor law compliance, human resources management, and SEIU Contract.		

		Status	
Activities	**Description**	**Month**	**YTD**
Employee Count	Regular	893	
	Subs/Temps	40	
	Total Staff	**933**	
New Hires	**All divisions and programs**		
	Regular	3	**65**
	Subs/Temps	1	**39**
	Total New Hires	4	**104**
Leaves of Absence	Full-time Leave	27	
Terminations	**All divisions and programs**		
	Voluntary	16	61
	Involuntary	29	40
	Total Terminations	**45**	**101**
Staffing	**Vacancy**	9	91
	Total Applications Received	**76**	**620**
Payroll	**Total Hours Paid**	140,103.98	
	Total Gross Payroll	**$2,574,226.93**	

Projects	**Completed:**
HR/Payroll-Electronic Job Requisitioning HR-Pension Plan Correction HR-Recruitment Issues HR-Licensing Issues Online Recruitment	1. Staff Development Day Stramler Park 05/02/19 2. Estimated completion of the payroll/pension committee/review June 2019 3. SEIU Negotiation 05/07/19 4. Salary Study Meeting 05/08/19 5. SEIU Arbitration 05/10/19 6. PRE-Committee 05/15/19 7. Budget/Finance Committee Meeting 05/22/19 8. Board of Directors Meeting 05/29/19 9. Bumping of Head Start Employees Meet and Confer with SEIU 05/28-31/19 (400 + employees) 10. Investigation completed on employee complaint of supervisor

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Health & Nutrition Services/Carmen Segovia		**Month/Year:** May 2019
Program/Work Unit: Migrant Childcare AP Program (MCAP)	**Total Staffing**: 19, *Vacancies-2* *SRS Specialist & FSS Specialist*	**Program Manager/Supervisor:** Susana Magana
Services: The Migrant Childcare Alternative Payment Program is a voucher-based child care program for migrant agriculturally working families. The program has six entry counties: Kern, Kings, Madera, Merced, Tulare, and Fresno. Once enrolled, families can continue child care services as they migrate throughout the state following agricultural work. The program's current Fiscal Year is July 1, 2018, to June 30, 2019. **This report is for the service month of April 2019, which was processed in the month of May 2019.*		

Activities	County	Total	% by County
Active Enrollments	Kern*	376	41%
	Madera	99	11%
	Merced	0	0
	Tulare	199	22%
	Kings	83	9%
	Fresno	159	17%
	Total	916	**100**%

*Kern totals include services provided outside of the six entry counties. The case management for those families working and residing outside the six entry counties are handled by the regional office in Bakersfield.

Other:

Current Activities:

Staff continues to actively recruit and is accepting applications in all entry counties for the program. We currently have no waiting list. All eligible families are authorized immediately. Staff is visiting fields, packing facilities, laundromats, markets, etc. posting recruitment flyers to inform the community of the service that program provide. The program manager is meeting with different community agencies to promote and educate them about the program.

On 5/7 we held our annual Kings County Parent and Provider meetings in Avenal, CA.
On 5/8 we held our annual Fresno County Parent and Provider meetings at the Proteus office.
The meetings consisted of information on current participation requirements and clarifications on the 12-month regulation change.

Staff attended camp openings throughout Kern and Merced: Kern-Wasco Migrant Camp 5/13, Merced -El Centro Migrant Camp on 5/20, Planada Migrant Camp on 5/28.

On 5/21 program manager attended a training on Advance Eligibility and Need management in LA hosted by Every Child California.

On 5/29 program manager presented the results of the Program Self-Evaluation audit. This is a self-audit that is required by the CA Department of Education and is due 6/3/19. The program staff is doing an excellent job. The audit resulted in a 100% file compliance and fiscal error rate of 0.001%.

Upcoming Activities

Support services will be provided for Riverside County program participants June 24-26 in La Quinta, CA. MCAP staff will be conducting onsite family appointments, provider home visits, the annual informational family meeting and informational provider meeting.

The end of FY 2018-2019 will be June 30, 2019

COMMUNITY ACTION PARTNERSHIP OF KERN
DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Operations/Emilio Wagner		**Month/Year:** May 2019
Program/Work Unit: Business Services/ Maintenance & Operations/Information Technology/Risk Management	**Total Division Staffing:** 19	**Program Manager/Supervisor:** Dan Ripoli, Douglas Dill, Kerri Davis, Laurie Sproule
Services: Facility repair and maintenance, procurement, information technology, risk insurance, vehicle registration, contracts, facility leases and facility planning.		

		STATUS	
Activities	**Description**	**Received**	**Completed March 1, 2019 to Date**
Business Services			
Purchase Orders Processed		186	647
Contracts/Leases Processed		23	74
Request for Proposals (RFP)	Gardening and Maintenance Energy -Subcontractor-Appliances	Completed In Progress	
Leases	MCAP – Olive Dr. 1st Amendment to Lease EKFRC Lease -Mojave WIC – Addendum to Lease agreement -Omni Health Friendship House -Mexican Consulate Alicante -Head Start Catalpa -Head Start	Completed Completed In Progress In Progress In Progress In Progress	
Contracts	Valbridge Property Advisors Food Service Contract -Taft City SD Food Service Contract – McFarland USD Tres Hombres Fence Co. Abila, Inc. Krazan & Associates PLC Systems Services (Operations) PLC System Services (Head Start) Serban Sound Systems Tel-Tec Security, Inc. Shred -It Central Kitchen Shred-It -BPN Shred-It -MCAP Shred-It -HR and Homebase Shred-It- Energy Control Fire Protection ACI Change Order -HS Stine M&S Security Dr. Longoria (Head Start) Kern DHS -Amendment II – MOU	Completed Completed Completed Completed Completed Completed Completed Completed Completed Completed In Progress In Progress In Progress In Progress In Progress In Progress In Progress In Progress In Progress In Progress In Progress	

	CCU Demolition -Head Start	In Progress	
Maintenance & Operations		**Work in Progress**	**03/01/2019 to Date Closed**
Facility Work Orders Processed	Repair and maintenance of CAPK facilities and vehicles.	74	826
Projects	• Gearing up for the demolition of the Oildale Modular. • Gearing up for the removal of contents of 8 Head Start sites that will be closing this year. • Preparing for expending Head Start funding that must be expended by June 2019	In Progress In Progress In Progress	
Information Technology		**Received**	**03/01/2019 to Date Closed**
Help Desk Work Orders Processed	Technical assistance to employees, repairs, troubleshooting, coordination of services with IT services subcontractor	896	863
Projects	• AT&T E-rate Installation • Food Bank Software Evaluation • MCAP Computer Lease • Shafter Youth Center Computer Installation • Intercom upgrades	In Progress Completed In Progress Completed In Progress	
Risk Management		**Reported**	**03/01/2019 to Date**
Workers Compensation Incidents	• For Report Only • First Aid • Medical Treatment • Modified Duty • Lost Time • Non-Industrial (not work related) • Under Investigation	9 2 0 1 0 1 0	32 11 2 4 1 3 0
General Liability		0	0
Property Incidents		1	8
Vehicle Incidents		1	7
Projects	Safety & Security Policies for Front Desk Workplace Violence Prevention Program Safety Meetings Monthly Maintenance & Energy	In progress In progress Ongoing	

Other:

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Community Development/Ralph Martinez		**Month/Year:** May 2019
Program/Work Unit: Shafter Youth Center	**Total Program Staffing:** 3.5	**Program Manager/Supervisor:** Angelica Nelson
Services: Summer and after-school tutoring, homework assistance, educational, recreational, and social enrichment activities and services for children ages 6-18. Evening programming is offered Monday through Friday, 5:00 to 9:00 pm; activities include basketball, ancestry class, and various local groups who utilize the meeting space.		

Activities	Participants	
Description	**Month**	**YTD**
After-School Program Tutoring, homework assistance, recreation, health & nutrition education.	4	27
Teen Pregnancy and Sexually Transmitted Infections Prevention (Information and Education) (#"s as of 7/1/2017) Informing and educating teens ages 12-19 years on preventing pregnancy and the spread of sexually transmitted infections.	14	109
Evening Program –Open Basketball, Zumba	20 – 45 per night	
Summer Program Academics, sports, recreation, health & nutrition education, themed weeks with coordinated guest speakers.		

Other:

Shafter Youth Center kids have been preparing for their field trip to Tomo-Kahni State Historic Park. The trip was scheduled for May 25th, but was rained out at the last minute. The trip has been postponed to the Fall, once the weather stabilizes.

Shafter Youth Center has started a new program to recognize kids for their great efforts. Taking into consideration character, good deeds, improvement in behavior and academics, staff votes to select a Student of the Month. The selected student then has their photo posted on the wall and is given a certificate and a gift card for a local business. Since the program started in January, SYC has seen some students change their behavior and make better choices when completing homework.


STUDENT
OF
THE
MONTH
January
February
April
May
June
July
August
March
September
October
November
December

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Community Development/Ralph Martinez		**Month/Year May 2019**
Program/Work Unit: VITA	**Total Program Staffing**: 9	**Program Manager/Supervisor:** Sandi Truman
Services: Trained volunteers provide free tax preparation and e-filing for low- medium income individuals and families and assist clients with application for Earned Income Tax Credit (EITC).		

		Results			
Activities	**Description**	**Month**		**YTD**	
Tax Returns Completed	State & Federal		**139**		**4,898**
Refunds	Federal	$81,121			
	Federal EITC	$30,608	39	$3,049,306	1,532
	Federal Total				**$7,661,251**
	State	$9,712			
	California EITC	$2,850		$311,380	1,394
	State Total				**985,034**
Total Credits & Refunds	**State & Federal**	**890,888**			**8,834,556**

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Nutrition Services/Carmen Segovia		**Month/Year:** May 2019
Program/Work Unit: WIC	**Total Program Staffing**: 73 staff	**Program Manager:** Kathlyn Lujan
Services: Nutrition education, breastfeeding support, and food vouchers for families with infants, children up to age 5, and women who are pregnant, postpartum or breastfeeding. Services provided at 21 sites in Kern County, 5 sites in San Bernardino County.		

			Participation 10/1/17 – 9/30/18			
Description			**Case Load**	**Month**	**Central Valley Avg.**	**State Avg.**
Total	All services May 2019		**20,370**	**15,245 74.8%**	**77.7%**	**65.9%**
Participation by WIC site	**Location**	**Participants**	**Location**			**Participants**
Note: The * indicates that the participants served at this site are included in the count for other sites. IT Equipment from other WIC site was used to issue food vouchers.	Arvin	48	Mojave			99
	Bakersfield		Oildale			379
			Ridgecrest			615
	E. California	1495	Rosamond			723
	Niles Street	2147	Shafter			1289
	Montclair	364	Tehachapi			425
	Friendship House	77	Wasco			1799
	Panama	1457				
	Boron		San Bernardino County			
	Buttonwillow	86	Adelanto			1776
	California City	694	Big Bear			256
	Delano	974	Crestline			269
	Edwards Air Force	*	Needles			169
	Lost Hills	89	Phelan			**
***included in Ridgecrest number**			Mobile WIC			15
			** included in Adelanto numbers			

Projects

CAPK WIC continues to exceed the State average in participation. Participation increase by 1% over April, 2019 numbers.

CAPK WIC received 63 eligibility requests through the CAPK website. Of those 40 new participants were enrolled. CAPK WIC continues to have a Facebook and Instagram presence.

CAPK WIC participated along with Food back at the Delano Regional Medical Center Farmers Market. WIC was there to give information and take referrals for enrollment. Outreach has been busy attending many health fairs and resource fairs in the community.

Jaqueline Byrd, WIC Outreach and Public Relations Coordinator, attended the State Outreach Committee meeting in Sacramento. This is an opportunity to meet with other Local Agency Outreach Coordinators to share ideas as well as work on State sponsored activities. Jaqueline will continue to be a part of this committee for the FFYs 2020 – 2022.

COMMUNITY ACTION PARTNERSHIP OF KERN
FUNDING REQUESTS AND APPLICATION STATUS REPORT
PENDING - May 2019

Approved Date	Submission Date	Funding Source	Program/Proposal	Amount Requested
11/29/2017	12/4/2017	US Department of Agriculture	CAPK Food Bank Network Capacity Building & Emergency Preparedness Project	$ 350,000
10/31/2018	11/30/2018	Kern County CDBG	Food Bank Expansion Project	$ 458,293
2/27/2019	2/14/2019	California Complete Count Census 2020 Office	Census Outreach	$ 657,770
TBD	2/22/2019	Bank of America	Food Bank Expansion Project	$ 50,000
2/27/2019	2/27/2019	Union Bank	FHCC/SYC STEM	$ 25,000
	3/29/2019	CA Board of State Community Corrections	SYV/FHCC/211 Youth Reinvestment Project (3 Years)	$ 225,000
4/24/2019	4/2/2019	Kern Coutny Dept. of Human Services	FHCC/SYC Youth Mentoring	$ 75,000
2/27/2019	4/8/2019	California Coastal Conservancy	FHCC/SYC Explore the Coast	$ 13,558
5/29/2019	**5/13/2019**	**US Bank**	**Small Business Initiative**	**$ 20,000**

COMMUNITY ACTION PARTNERSHIP OF KERN

FUNDING REQUESTS AND APPLICATION STATUS REPORT

AWARDED -May 2019

Approved Date	Notification Date	Funding Source	Program/Proposal	Amount Requested	Amount Awarded	Funding Period
1/15/2019	1/1/2019	Bank of the West	Small Business Initiative - 2nd Year Funding	$25,000	$ 25,000	1/1/2019-12/31/2019
1/30/2019	1/7/2019	InterConnection	10 computers with monitors for VITA	N/A	N/A	One time shipment
11/28/2018	1/29/2019	California Department of Social Services	Food Bank Capacity Building	$110,000	$ 101,490	1/1/2019-9/30/2020
8/15/2018	2/6/2019	HUD 2018 Continuum of Care Program Application	211 Kern Coordinated Entry	$268,371	$ 236,838	7/1/2019-6/31/2020
4/24/2019	**5/14/2019**	**Virginia and Alfred Harrel Foundation**	**Food Bank Truck**	**$ 35,000**	**$ 35,000**	
3/27/2019	**5/22/2019**	**Kern Family Health Care**	**EKFRC Emergency Closeet**	**$ 2,000**	**$ 2,000**	**6/1/2019-5/31/2019**
3/27/2019	**5/22/2019**	**Kern Family Health Care**	**SYC Museum on the Move**	**$ 2,000**	**$ 2,000**	**6/1/2019-5/31/2019**
3/27/2019	**5/22/2019**	**Kern Family Health Care**	**FHCC Museum on the Move**	**$ 2,000**	**$ 2,000**	**6/1/2019-5/31/2019**
3/27/2019	**5/22/2019**	**Kern Family Health Care**	**211/KCHC Hearing Bags for Homeless**	**$ 2,000**	**$ 2,000**	**6/1/2019-5/31/2019**
11/5/2018	**5/23/2019**	**California Coastal Commission-Whale Tail**	**Youth Centers Ocean Education and Trip**	**$ 8,000**	**$ 8,000**	**6/1/2019-5/31/2019**
3/27/2019	**5/26/2019**	**Borax Visitors Center Foundation**	**EKFRC Health Link**	**$ 4,000**	**$ 3,000**	**6/1/2019-5/31/2019**
				Total Awards	**$ 417,328**	

COMMUNITY ACTION PARTNERSHIP OF KERN

FUNDING REQUESTS AND APPLICATION STATUS REPORT

DECLINED - May 2019

Date Approved	Date of Notification	Funding Source	Program/Proposal	Amount Requested
10/31/2018	1/29/2019	California Coastal Commission - Whale Tail Grants Program	SYC and FHCC EcoColumns curriculum/aquarium trip	$15,000
1/23/2019	2/15/2019	Womens and Girls Fund	FHCC PREP Works for Girls	$25,000
10/31/2018	3/8/2019	City of Bakersfield-CDBG	Food Bank Expansion Project	$458,293
1/23/2019	2/26/2019	California Office Child Abuse Prevention	Case management for pregnant/mothers with Substance Abuse History-3 Yr. Funding for EKFRC, SYC, FHCC	$1,800,000
2/27/2019	3/15/2019	Kern County Dept. of Human Services	Kinship-EKFRC, FHCC, &SYC	$158,400
1/23/2019	4/4/2019	CA Department of Public Health	SYC I&E Program (Reapplication 2Yrs)	$249,420
1/30/2019	4/22/2019	Bank of the Sierra	STEM for the Youth Centers	$5,000

Community Action Partnership of Kern
Funding Request Profile

Source of Funds: Private
Project Name: 21st STEM Initiative
Funder Name: Texas Instruments Foundation
Grant Program Name: SYC & FHCC STEM
Funding Period: 2019 - 2022
CFDA #:
Division Director: Ralph Martinez

Program Manager: Lois Hannibal, Angelica Nelson

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

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

Texas Instrument Foundation funding of both SYC & FHCC will provide for a robust Science, Technology, Engineering and Math Program (STEM) emphasizing robotics, space technology and ecological science. The goal of the grant is to provide a STEM ecosystem of support through educational, internship and workforce professional development to school districts and low income youths and girls.

The grant will concentrate on youths from 5 -15 years for STEM exposure and appreciation and another cohort of 16 -18 years old for internship training and entry level STEM placement with local STEM companies. Additional partnerships with this grant will include AERA Energy and Kern Economic Development Foundation who will facilitate the mentoring and internship networking process for low income youths and young girls as well as provide job placement opportunities.

B. *Use of Funds:*

$25,000 is being requested to fund a full time Program Educator, purchase STEM supplies and provide for two field trips to two Science Centers.

C. *Approvals:*

1. _____
Division Director Date

2. _____ 6-4-19
Director of Community Development Date

3. _____ 6/4/19
Chief Financial Officer Date

4. _____ 6/5/19
Chief Executive Officer Date

D. *Board:*

☐Policy Council Date: _____

☐PRE Presentation Date: _____

☐B&F Approval Date: _____

☐Board Approval Date: _____

Community Action Partnership of Kern
Funding Request Profile

Source of Funds: Private
Project Name: Harvesting Hope-General Support
Funder Name: Stater Bros
Grant Program Name: CAPK Food Bank
Funding Period: Jan 1, 2020- Dec 31, 2020
CFDA N/A

Division Director: Carmen Segovia
Program Manager: Jaime Orona

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

A. *Narrative description of funding request, including goals:*
CAPK is applying for up to $15,000 from Stater Bros Harvesting Hope for general operating support for the CAPK Food Bank. The Harvesting Hope grant supports hunger relief programs in the communities served by Stater Bros. Markets.

B. *Use of Funds:*
General operating support may include procurement and freight charges for food and produce donations; items for the BackPack Buddies program; utilities; and/or other costs.

C. *Approvals:*

1. Carmen Segovia 6/3/19
Division Director Date

2. 6-4-19
Director of Community Development Date

3. 6/4/19
Chief Financial Officer Date

4. 6/5/19
Chief Executive Officer Date

D. *Board:*

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

Community Action Partnership of Kern
Funding Request Profile

Source of Funds: Private
Project Name: STEM
Funder Name: Wells Fargo
Grant Program Name: Friendship House Community Center & Shafter Youth Center
Funding Period: 7/1/2019-6/30/2020
CFDA: N/A

Division Director: Ralph Martinez
Program Manager: Lois Hannible and Angelica Nelson

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

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

CAPK is applying for up to $50,000 from Wells Fargo to prepare youths ages 5-18 for future jobs through STEM (Science, Technology, Engineering, and Math) and entrepreneur education/training programs.

The STEM program will engage youths at the FHCC and SYC in STEM related fields through fun and interactive activities. Kern County's key industries, such as aerospace, oil, alternative energies, and manufacturing, have a high demand for employees that have STEM related skills. In addition to STEM, participants in the youth center's PREP Works program will have opportunities to learn entrepreneurship skills.

B. *Use of Funds:*

The requested funds will be used to build program capacity through staffing, outreach, STEM kits, field trips, and general program supplies.

C. *Approvals:*

1. _____
Division Director — Date

2. _____ 6-4-19
Director of Community Development — Date

3. _____ 6/4/19
Chief Financial Officer — Date

4. _____ 6/5/19
Chief Executive Officer — Date

D. *Board:*

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

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Head Start/State Child Development/Yolanda Gonzales	**Month/Year:** May 2019
Program/Work Unit: Head Start/Early Head Start	**Program Manager:** Ginger Mendez **Supervisor:** Donna Holland

Services: Head Start and Early Head Start childhood education for low-moderate income children ages 0-5 in center-based, part-day or full-day environments and home-based options.

PROGRAM	ENROLLMENT	FUNDED	ENROLLED
Head Start Kern	May 2019	2,041	100%
Early Head Start Kern	May 2019	328	96%
Early Head Start Partnership	May 2019	56	100%
Early Head Start San Joaquin	May 2019	313	100%
TOTAL Funded Enrollment		**2,738**	

CHILDREN WITH DISABILITIES		CONCERNS	GOAL	ACTUAL
Head Start Kern	Identified as having an IEP	7 = 0%	10%	8.3%
Early Head Start Kern	Identified as having an IFSP	0 = 0%	10%	20.8%
Early Head Start Partnership	Identified as having an IFSP	0 = 0%	10%	12.5%
Early Head Start San Joaquin	Identified as having an IFSP	4 = 1%	10%	28.4%

OVER INCOME		GOAL	ACTUAL
Head Start Kern		<10%	8%
Early Head Start Kern		<10%	4%
Early Head Start Partnership		<10%	9%
Early Head Start San Joaquin		<10%	9%

AVERAGE DAILY ATTENDANCE (Program Wide Goal > 85%)	**98%**

HIGHLIGHTS:

Enrollment: Staff attended 5 recruitment events across the county; with attendance est. totaling 950 and 18 applications taken.

Attendance: 14 sites reported 99% or higher ADA for the month of May.

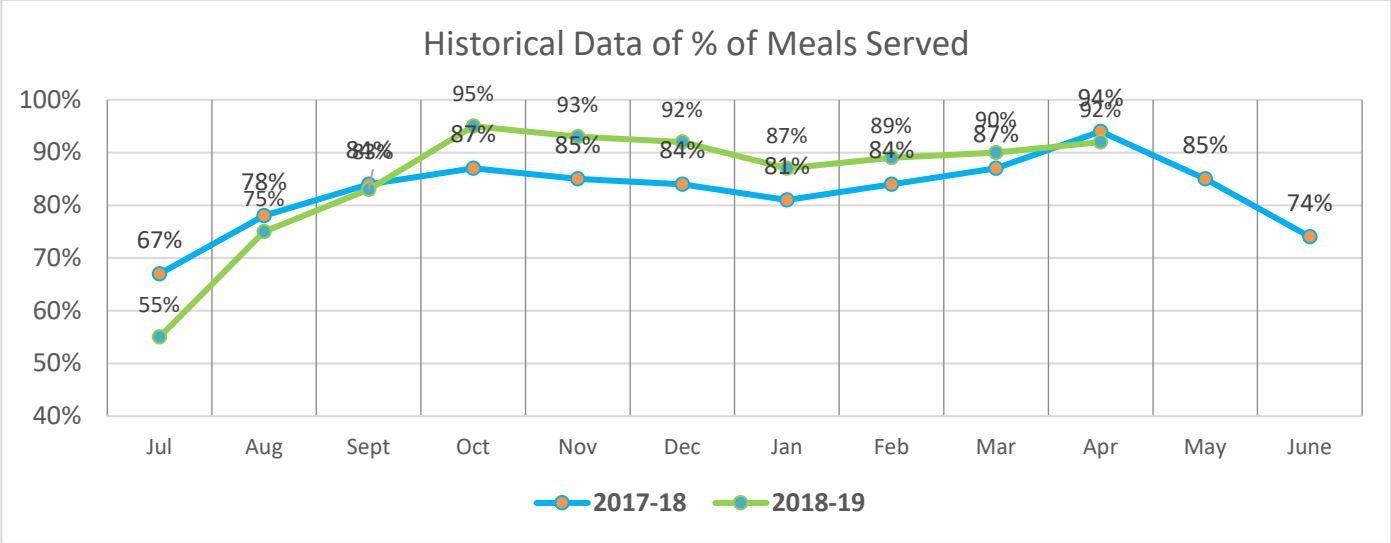
TOTAL DIVISION STAFFING:

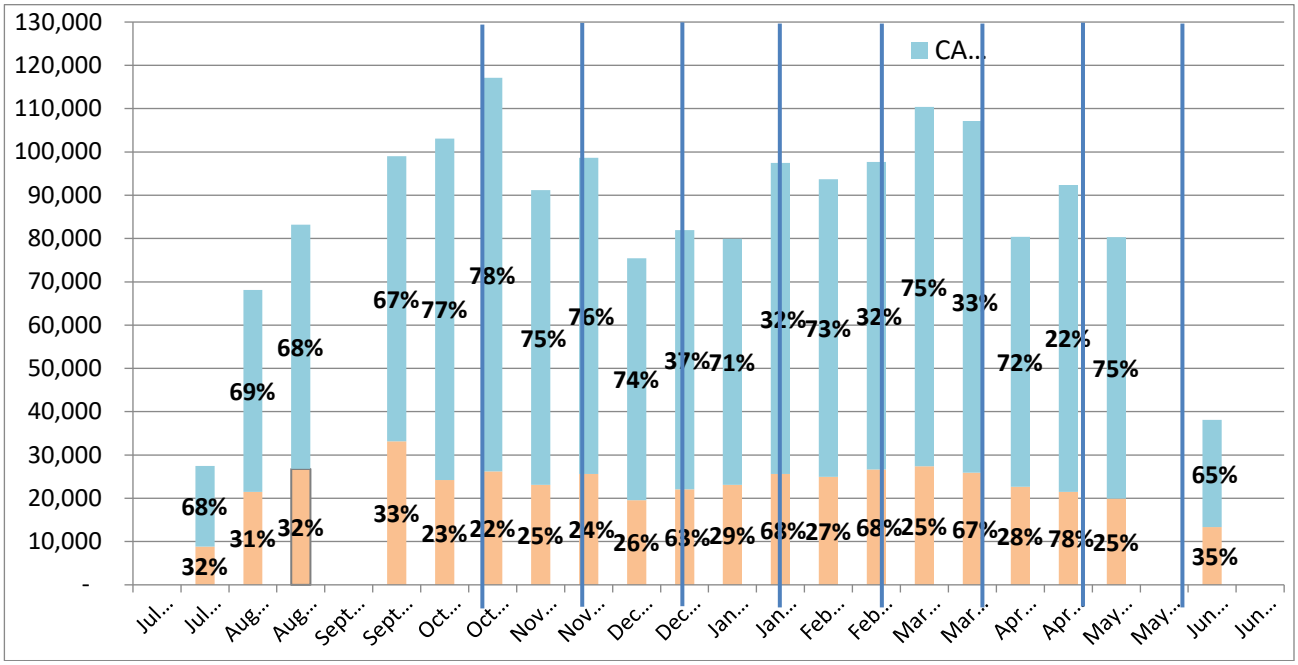
Currently Employed	Vacant Positions	On Family/Medical Leave	
		Continuous	Intermittent
614	24	19	118

COMPLIANCE:

To prepare for the part-year program year-end, additional assistance was provided to center staff to ensure all Corrective Action Plans are closed out in the ChildPlus Internal Monitoring System.

Meals Served – April 2019 (*one month behind)						
Total Meals Requested			Meals Allocated		% of Meals Served	
Central Kitchen	Vendor Kitchen	**Total** Meals	CACFP/USDA	HS/EHS	April 2018	**April 2019**
77,159	15,218	92,377	70,902	21,475	94%	**92%**





Community Action Partnership of Kern
Funding Request Profile

Source of Funds: Private
Project Name: Energy Savings Assistance Program (ESA)
Funder Name: Richard Heath & Associates, Inc.
Grant Program Name: Energy
Funding Period: 7/1/19-12/31/19
CFDA N/A

Division Director: Emilio G. Wagner
Program Manager: Margaret L. Palmer

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

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

With an initial Subcontractor Agreement with Richard Heath & Associates (RHA), the Energy Department anticipates that it will complete up to 100 units in Kern County under PG&E's Energy Savings Assistance Program (ESA), which is managed by RHA. This project offers the opportunity to leverage energy efficiency measures with its current Low Income Home Energy Assistance Program (LIHEAP) and Department of Energy (DOE) Weatherization Assistance Program grants. The initial subcontract would generate up to $110,000 (100 units with an average invoice amount of $1,100 each).

B. *Use of Funds:*

The requested funds would be used to cover personnel costs, vehicle usage, training, outreach materials, and general program supplies.

C. *Approvals:*

1. _____ 5/30/19
Division Director Date

2. _____ 6.4.19
Director of Community Development Date

3. _____ 6/4/19
Chief Financial Officer Date

4. _____ 6/5/19
Chief Executive Officer Date

D. *Board:*

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

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Program Review & Evaluation Committee

From: Sylvia Ortega, Quality Assurance Manager

Date: June 12, 2019

Subject: *Agenda Item 6f:* 2018-2019 Early Head Start San Joaquin Self- Assessment – **Action Item**

The Early Head Start San Joaquin program conducts an annual self-assessment to involve the agency in a review of its program's operations, goals, and objectives. The agency must self-assess the implementation systems and services of program governance and management systems, fiscal integrity, Enrollment Recruitment Selection Eligibility and Attendance (ERSEA), environmental health and safety, Classroom Assessment Scoring System (CLASS), comprehensive services and school readiness.

The Early Head Start self-assessment resulted in two program findings in the areas of:

- Policies and Procedures- The Early Head Start San Joaquin program is in the process of updating its policies and procedures.
- Program Goals- The Early Head Start San Joaquin program shares strategic long-term goals for ensuring programs are and remain responsive to community needs as identified in their community assessment with the Kern Grant.

Plans of Action to address the two findings have been completed. Self-Assessment results are used to update applicable policies and procedures, and to develop the improved strategies for the Grant Application for the subsequent year.

Recommendation
Staff recommends the Program Review & Evaluation Committee approve the 2018-2019 Early Head Start San Joaquin Self-Assessment Report.

Attachment: *Summary of 2018-2019 Self-Assessment Process*
2018-2019 Self-Assessment Report

Community Action Partnership of Kern
Early Head Start San Joaquin
Summary of 2018-2019 Self-Assessment process

The Early Head Start San Joaquin self-assessment was completed the week of May 6-9, 2019. A review of the self-assessment planning process was completed with key management staff. Staff received an orientation training and an overview of the monitoring checklists in preparation of completing the program self-assessment.

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

In addition, the self-assessment teams reviewed Desired Results Developmental Profile (DRDP) results and program plans. The program self-assessment resulted in two program findings in the areas of:

- Policies and Procedures- The Head Start/ State Child Development policies and procedures need to be updated.
- Program Goals- The Early Head Start San Joaquin program shares strategic long-term goals for ensuring the programs are and remain responsive to community needs as identified in their community assessment with the Kern Grant.

Through the self-assessment process and interviews with Early Head Start staff, it has been determined that the Early Head Start San Joaquin program provides quality care and has consistent systems across program options. Early Head Start funds have been used to improve and support the program and implement a process of continuous program improvement. These improvements include:

- Hiring of additional staff
- Additional materials and supplies
- Ongoing professional development

Self-Assessment results are used to update applicable policies and procedures, and to develop the improved strategies for the Grant Application for the subsequent year. The Early Head Start San Joaquin Administrator will conduct meetings with key staff to ensure completion of the plans of action, including supporting documentation.

Community Action Partnership of Kern
Early Head Start San Joaquin
2018-2019 Self-Assessment Report

Compliance Item: Policies and Procedures

Compliance Items	Potential Areas of Non-Compliance	Person Responsible	Timelines	Corrective Action	Documentation	Expected Outcomes
1302.102(b)(1) In order to ensure effective ongoing oversight and correction, a program must establish and implement a system of ongoing oversight that ensures effective implementation of the program performance standards, including ensuring child safety, and other applicable federal regulations as described in this part, and must: (iv) Implement procedures that prevent recurrence of previous quality and compliance issues.	The Early Head Start San Joaquin program doesn't have updated policies and procedures.	EHS San Joaquin Program Administrator Quality Assurance Manager Director of Head Start/ State Child Development	February 1, 2019 and ongoing	Revise Head Start/ State Child Development Service Areas Policies and Procedures Train staff on new policies and procedures	• Revised Policies and Procedures • Training Schedule	Revised Policies and Procedures will strengthen Early Head Start San Joaquin program and will ensure consistency among programs.

Community Action Partnership of Kern
Early Head Start San Joaquin
2018-2019 Self-Assessment Report

Compliance Item: Program Goals

Compliance Items	Potential Areas of Non-Compliance	Person Responsible	Timelines	Corrective Action	Documentation	Expected Outcomes
1302.102(a) A program in collaboration with the governing body and policy council, must establish goals and measurable objectives that include: (1) Strategic long-term goals for ensuring programs are and remain responsive to community assessment.	The Early Head Start San Joaquin program shares strategic long-term goals to ensure the programs are and remain responsive to community needs as identified in their community assessment with the Kern Grant.	Program Design and Management Administrator Assistant Director of Program, Head Start/ State Child Development	February 1, 2019 and ongoing	Separate goals and objectives for Early Head Start San Joaquin	Early Head Start San Joaquin goals and objectives.	Individualized goals and objectives for the Early Head Start San Joaquin

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Program Review & Evaluation Committee

From: Sylvia Ortega, Quality Assurance Manager

Date: June 12, 2019

Subject: *Agenda Item 6g:* 2018-2019 Head Start/State Child Development Self-Assessment – **Action Item**

The Head Start/State Child Development program conducts an annual self-assessment to involve the agency in a review of its program's operations, goals, and objectives. The agency must self-assess the implementation systems and services of program governance and management systems, fiscal integrity, Enrollment Recruitment Selection Eligibility and Attendance (ERSEA), environmental health and safety, Classroom Assessment Scoring System (CLASS), comprehensive services and school readiness.

The Head Start/State Child Development self-assessment resulted in two program findings in the areas of:

- Policies and Procedures- The Head Start/State Child Development program is in the process of updating its policies and procedures.
- Handwashing- The Head Start/State Child Development program shows inconsistencies with following handwashing procedures.

Plans of Action to address the two findings have been completed. Self-Assessment results are used to update applicable policies and procedures, and to develop the improved strategies for the Grant Application for the subsequent year.

Recommendation
Staff recommends the Program Review & Evaluation Committee approve the 2018-2019 Head Start/State Child Development Self-Assessment Report.

Attachment: Summary of 2018-2019 Self-Assessment Process
2018-2019 Self-Assessment Report

Community Action Partnership of Kern
Head Start/State Child Development
Summary of 2018-2019 Self-Assessment process

The Head Start/State Child Development self-assessment was completed the week of April 8-12, 2019. A review of the self-assessment planning process was completed with key management staff. Staff received an orientation training and an overview of the monitoring checklists in preparation of completing the program self-assessment.

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

In addition, the self-assessment teams reviewed Desired Results Developmental Profile (DRDP) results, Infant/Toddler Environmental Rating System (ITERS) scores and program plans. The program self-assessment resulted in two program findings in the areas of:

- Policies and Procedures- The Head Start/ State Child Development policies and procedures need to be updated.
- Handwashing- The Head Start/State Child Development shows inconsistencies with following handwashing procedures.

Through the self-assessment process and interviews with Head Start/State Child Development staff, it has been determined that the program provides quality care and has consistent systems across program options. Head Start/ State Child Development funds have been used to improve and support the program and implement a process of continuous program improvement. These improvements include:

- Hiring of additional staff
- Additional materials and supplies
- Ongoing professional development

Self-Assessment results are used to update applicable policies and procedures, and to develop the improved strategies for the grant application for the subsequent year. The Director of Head Start/State Child Development will conduct meetings with key staff to ensure completion of the plans of action, including supporting documentation.

Community Action Partnership of Kern
Head Start/ State Child Development
2018-2019 Self-Assessment Report

Compliance Item: Policies and Procedures

Compliance Items	Potential Areas of Non-Compliance	Person Responsible	Timelines	Corrective Action	Documentation	Expected Outcomes
1302.102(b)(1) In order to ensure effective ongoing oversight and correction, a program must establish and implement a system of ongoing oversight that ensures effective implementation of the program performance standards, including ensuring child safety, and other applicable federal regulations as described in this part, and must: (iv) Implement procedures that prevent recurrence of previous quality and compliance issues.	The Head Start/State Child Development program doesn't have updated policies and procedures.	Administrator of Education and Support Services Quality Assurance Manager Director of Head Start/ State Child Development	March 1, 2019 and ongoing	Revise Head Start/ State Child Development Service Areas Policies and Procedures Train staff on new policies and procedures	Revised Policies and Procedures Training Schedule	Revised Policies and Procedures will strengthen the program with consistency.

Community Action Partnership of Kern
Head Start/ State Child Development
2018-2019 Self-Assessment Report

Compliance Item: Handwashing

Compliance Items	Potential Areas of Non-Compliance	Person Responsible	Timelines	Corrective Action	Documentation	Expected Outcomes
1302.47b)(6) Hygiene practices- All staff systematically and routinely implement hygiene practices that at a minimum ensure: (i) Appropriate toileting, hand washing and diapering procedures are followed.	During monitoring visits of both Head Start and Early Head Start classrooms, it was observed that staff were not consistently following procedures for hand washing.	Health and Nutrition Supervisor Quality Assurance Manager	March 1, 2019 and ongoing	Onsite handwashing overview was conducted at specific sites. Site Supervisor training on handwashing and sanitation Monitor program to ensure proper handwashing is taking place.	Training Handwashing procedure Monthly Monitoring	Ensure proper handwashing is being incorporated into the daily schedule and to assist children developing healthy habits.

COMMUNITY ACTION PARTNERSHIP *of* KERN
BUDGET & FINANCE COMMITTEE MEETING
5005 Business Park North, Bakersfield, CA
June 19, 2019
12:00 p.m.

MEETING MINUTES

1. **Call to Order**

Committee Member Guadalupe Perez called the meeting to order at 12:02 pm at the Community Action Partnership of Kern administrative building, 5005 Business Park North, Bakersfield, CA.

2. **Roll Call**

Roll Call was taken with a quorum present.

Present: Jimmie Childress, Guadalupe Perez, Ana Vigil

Absent: Janea Benton

Others Present: Jeremy Tobias, Chief Executive Officer; Ralph Martinez, Director of Community Development; Ray Quan, Director of Human Resources;

3. **Approval of Agenda**

Motion was made and seconded to approve the Budget & Finance Committee Meeting Agenda as amended to include item 5e. Carried by unanimous vote (Childress/Vigil).

4. **Public Forum:**

No one addressed the Committee.

5. **New Business**

a. Application Status Report and Funding Requests – Ralph Martinez, Director of Community Development – ***Action Item***
   - Texas Instruments for 21st STEM Initiative for Friendship House Community Center and Shafter Youth Center
   - State Bros. for Harvesting hoe for CAPK Food Bank
   - Wells Fargo for STEM Program for Friendship House Community Center & Shafter Youth Center

   Ralph Martinez provided the Application Status reports for the month of May and stated that several requests were funded. Ralph also provided a brief description of the three funding requests noted above and stated all requests were approved by the PRE Committee on June 12, 2019. Ralph stated that Wells Fargo contacted him within the last week and requested the application be revised to focus on the VITA Program and Financial Literacy to provide education.

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

b. Head Start and Early Head Start Budget to Actual Reports for the Period Ended May 31, 2019 – Donna Holland, Fiscal Administrator – ***Info Item***
   - Kern Early Head Start Budget to Actual for the Period Ended May 31, 2019

- San Joaquin Early Head Start Budget to Actual for the Period Ended May 31, 2019
- Early Head Start Child Care Partnerships Budget to Actual for the Period Ended May 31, 2019
- Early Head Start Expansion Budget to Actual for the Period Ended May 31, 2019.

Donna Holland reported that pending the award of a new five-year grant resulting from the Designated Renewal System, the Office of Head Start has awarded Kern Head Start a four-month extension of its current award. The Budget to Actual Report reflects the prorated award. For the Kern Head Start Budget to Actual Report for the period ended May 31, 2019. Three months (75%) of the four-month budget period have elapsed. Overall Base Fund expenditures are at 67% of budget, Training & Technical Assistance (T&TA) funds are at 96% of budget, and the Non-Federal Share is at 132% of budget.

Donna Holland reported that pending the award of a new five-year grant resulting from the Designated Renewal System, the Office of Head Start has awarded Kern Early Head Start a four-month extension of its current award. The Budget to Actual Report reflects the prorated award. For the Kern Early Head Start Budget to Actual Report for the period ended May 31, 2019. Three months (75%) of the four-month budget period have elapsed. Overall Base Fund expenditures are at 58% of budget, Training & Technical Assistance (T&TA) funds are at 100% of budget.

Donna Holland provided the San Joaquin Early Head Start Budget to Actual Report for the Period Ended May 31, 2019. Four months (33%) of the budget period have elapsed and overall Base Fund expenditures are at 31% of budget. Training & Technical Assistance Funds are at 39% of budget and the Non-Federal Share is at 28% of budget, however, much of the in-kind documentation for May was not processed in time to be included on the report. It is estimated that the year-to-date total will be 32% of budget.

Donna Holland provided the Early Head Start Child Care Partnerships Budget to Actual Report for the period ended May 31, 2019. Nine months (75%) of the budget period have elapsed. Overall Base Fund expenditures are at 72% of budget. Training & Technical Assistance funds are incurred as needed and are currently at 66% of budget and it is expected that all funds will be fully expended by year-end. The Non-Federal Share is at 132% of budget.

Donna Holland provided the Early Head Start Expansion Budget to Actual Report for the period ended May 31, 2019. This is a start-up grant and staff are in the process of recruiting children. No funds have been expended and remain at 0% of budget in all categories.

c. Approval of the Employee 1.77 Percent Wage COLA for the Chief Executive Officer Position – Lorraine Casillas, Controller – ***Action Item***

Lorraine Casillas reported that the Board recently approved the 1.77% COLA for all employees. The CEO was excluded as the employment contract, approved in 2018, would supersede the agency wide wage COLA adjustment, without distinct action amending the contract. . As required in the contract language, any changes to the base salary must be specifically approved by the Board as a contract amendment.

Staff recommends the Budget & Finance Committee approve attached Resolution No. 2019-08, approving a 1.77% COLA for the CEO base salary and further recommends the Budget & Finance Committee request Board approval, authorizing the Board Chair to sign the associated amendment to the employment agreement at the June 26, 2019 meeting.

A motion was made and seconded to approve the proposed 1.77% Cost of Living (COLA) adjustment for the Chief Executive Officer position and recommend Board approval at the June 26, 2019 meeting and authorizing the Board Chair to sign the associated amendment to the CEO employment agreement and Resolution No. 2019-08. Carried by unanimous vote. (Childress/Vigil).

d. Federal Financial Report – Lorraine Casillas, Controller – ***Info Item***

Lorraine Casillas reported that the required final Standard Form SF-425 Federal Financial Form (FFR) for Early Head Start / Head Start Kern was filed prior to the July 31, 2019 deadline.

e. Review & Approval of Job Descriptions and Salary Ranges for Director of Community Development, Director of Health & Nutrition, and Director of Head Start / State Child Development – Jeremy Tobias, Chief Executive Officer – ***Action Item***

Jeremy Tobias reminded the Committee of their prior request to review job descriptions for the Director of Community Development & Director of Health & Nutrition. Jeremy stated that with the upcoming retirement of Ralph Martinez, Director of Community Development, there was an opportunity to shift program responsibilities and revise, repoint, and re-grade the aforementioned job descriptions. Several programs will be moved from Community Development and be reallocated to the Health & Nutrition Division and the Head Start Division. All three job descriptions have been revised to reflect the change in responsibilities. Jeremy advised the Committee that for the interim, Pritika Ram, Director of Administration, will fill the role of Interim Director of Community Development. This practice has worked well in the past, and it allows staff the necessary time to recruit both from within and outside of CAPK to find the best candidate to fill the position.

Motion was made and seconded to approve the job descriptions and salary ranges for the Director of Community Development, Director of Health & Nutrition, and Director of Head Start / State Child Development. Carried by unanimous vote. (Childress Vigil).

6. **Finance Director Report**

a. Discretionary Fund Update – Lorraine Casillas, Controller – ***Info Item***

Lorraine Casillas provided a copy of the Discretionary Fund Report and stated that balance is $543,642 as of May 31. There was a net decrease of $16,515 for the month of May, which is attributed to the Humanitarian Awards Banquet expenses. The net gain to date for the 2019 awards banquet held on May 9th is currently $22,391. Donations for the event are still being received and staff expects the final financial report by the end of July.

b. Financial Statements, May 2019 – Lorraine Casillas, Controller – ***Action Item***

Lorraine Casillas presented a copy of the Financial Statements for May 2019 and stated that it was not necessary to draw from the line of credit. The Central Kitchen budget to actual report shows expenditures are on target at 24.9% and the USDA revenue is at 31.4%. The California Department of Education (CDE) contracts are performing well after having received a significant increase. CMAP is currently wrapping up enrollment and the center-based programs (CCTR & CMIG) are on track for full enrollment and we expect them to fully earn their contracts. CSPP is not expected to fully earn the

contract by the end of June. The CDE contracts end on June 30 with the final invoicing taking place in July. Lorraine reported that the Finance Division is fully staffed and the person who had been on FMLA has returned to work. The interim audit was started in May and staff is working on the close-out processes. In addition, the Finance Division is on target to have a draft of the final statements ready before the final audit paperwork in October/November.

The agency expenditures are at 22% for the year, which is slightly less than the 25% budgeted. The Indirect Fund revenue exceeded expenditures by $100,772, which is 97.4% of budget. Overall expenditures are at 21.8% of budget, less than the projected 25% for the third month.

Motion was made and seconded to approve the Financial Statements for May 2019. Carried by unanimous vote. (Childress/Vigil)

7. **Committee Member Comments**

Ana Vigil said that she was recently at an outing and enjoyed seeing children wearing Head Start hats.

8. **Next Scheduled Meeting**

Budget & Finance Committee Meeting
Wednesday, August 14, 2019
12:00 p.m.
5005 Business Park North
Bakersfield, California 93309

9. **Adjournment**

The Meeting was adjourned at 12:39 pm

COMMUNITY ACTION PARTNERSHIP OF KERN
FUNDING REQUESTS AND APPLICATION STATUS REPORT
PENDING - May 2019

Approved Date	Submission Date	Funding Source	Program/Proposal	Amount Requested
11/29/2017	12/4/2017	US Department of Agriculture	CAPK Food Bank Network Capacity Building & Emergency Preparedness Project	$ 350,000
10/31/2018	11/30/2018	Kern County CDBG	Food Bank Expansion Project	$ 458,293
2/27/2019	2/14/2019	California Complete Count Census 2020 Office	Census Outreach	$ 657,770
TBD	2/22/2019	Bank of America	Food Bank Expansion Project	$ 50,000
2/27/2019	2/27/2019	Union Bank	FHCC/SYC STEM	$ 25,000
	3/29/2019	CA Board of State Community Corrections	SYV/FHCC/211 Youth Reinvestment Project (3 Years)	$ 225,000
4/24/2019	4/2/2019	Kern Coutny Dept. of Human Services	FHCC/SYC Youth Mentoring	$ 75,000
2/27/2019	4/8/2019	California Coastal Conservancy	FHCC/SYC Explore the Coast	$ 13,558
5/29/2019	**5/13/2019**	**US Bank**	**Small Business Initiative**	**$ 20,000**

COMMUNITY ACTION PARTNERSHIP OF KERN

FUNDING REQUESTS AND APPLICATION STATUS REPORT

AWARDED -May 2019

Approved Date	Notification Date	Funding Source	Program/Proposal	Amount Requested	Amount Awarded	Funding Period
1/15/2019	1/1/2019	Bank of the West	Small Business Initiative - 2nd Year Funding	$25,000	$ 25,000	1/1/2019-12/31/2019
1/30/2019	1/7/2019	InterConnection	10 computers with monitors for VITA	N/A	N/A	One time shipment
11/28/2018	1/29/2019	California Department of Social Services	Food Bank Capacity Building	$110,000	$ 101,490	1/1/2019-9/30/2020
8/15/2018	2/6/2019	HUD 2018 Continuum of Care Program Application	211 Kern Coordinated Entry	$268,371	$ 236,838	7/1/2019-6/31/2020
4/24/2019	**5/14/2019**	**Virginia and Alfred Harrel Foundation**	**Food Bank Truck**	**$ 35,000**	**$ 35,000**	
3/27/2019	**5/22/2019**	**Kern Family Health Care**	**EKFRC Emergency Closeet**	**$ 2,000**	**$ 2,000**	**6/1/2019-5/31/2019**
3/27/2019	**5/22/2019**	**Kern Family Health Care**	**SYC Museum on the Move**	**$ 2,000**	**$ 2,000**	**6/1/2019-5/31/2019**
3/27/2019	**5/22/2019**	**Kern Family Health Care**	**FHCC Museum on the Move**	**$ 2,000**	**$ 2,000**	**6/1/2019-5/31/2019**
3/27/2019	**5/22/2019**	**Kern Family Health Care**	**211/KCHC Hearing Bags for Homeless**	**$ 2,000**	**$ 2,000**	**6/1/2019-5/31/2019**
11/5/2018	**5/23/2019**	**California Coastal Commission-Whale Tail**	**Youth Centers Ocean Education and Trip**	**$ 8,000**	**$ 8,000**	**6/1/2019-5/31/2019**
3/27/2019	**5/26/2019**	**Borax Visitors Center Foundation**	**EKFRC Health Link**	**$ 4,000**	**$ 3,000**	**6/1/2019-5/31/2019**
				Total Awards	**$ 417,328**	

COMMUNITY ACTION PARTNERSHIP OF KERN

FUNDING REQUESTS AND APPLICATION STATUS REPORT

DECLINED - May 2019

Date Approved	Date of Notification	Funding Source	Program/Proposal	Amount Requested
10/31/2018	1/29/2019	California Coastal Commission - Whale Tail Grants Program	SYC and FHCC EcoColumns curriculum/aquarium trip	$15,000
1/23/2019	2/15/2019	Womens and Girls Fund	FHCC PREP Works for Girls	$25,000
10/31/2018	3/8/2019	City of Bakersfield-CDBG	Food Bank Expansion Project	$458,293
1/23/2019	2/26/2019	California Office Child Abuse Prevention	Case management for pregnant/mothers with Substance Abuse History-3 Yr. Funding for EKFRC, SYC, FHCC	$1,800,000
2/27/2019	3/15/2019	Kern County Dept. of Human Services	Kinship-EKFRC, FHCC, &SYC	$158,400
1/23/2019	4/4/2019	CA Department of Public Health	SYC I&E Program (Reapplication 2Yrs)	$249,420
1/30/2019	4/22/2019	Bank of the Sierra	STEM for the Youth Centers	$5,000

Community Action Partnership of Kern
Funding Request Profile

Source of Funds: Private
Project Name: 21st STEM Initiative
Funder Name: Texas Instruments Foundation
Grant Program Name: SYC & FHCC STEM
Funding Period: 2019 - 2022
CFDA #:
Division Director: Ralph Martinez

Program Manager: Lois Hannibal, Angelica Nelson

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

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

Texas Instrument Foundation funding of both SYC & FHCC will provide for a robust Science, Technology, Engineering and Math Program (STEM) emphasizing robotics, space technology and ecological science. The goal of the grant is to provide a STEM ecosystem of support through educational, internship and workforce professional development to school districts and low income youths and girls.

The grant will concentrate on youths from 5 -15 years for STEM exposure and appreciation and another cohort of 16 -18 years old for internship training and entry level STEM placement with local STEM companies. Additional partnerships with this grant will include AERA Energy and Kern Economic Development Foundation who will facilitate the mentoring and internship networking process for low income youths and young girls as well as provide job placement opportunities.

B. *Use of Funds:*

$25,000 is being requested to fund a full time Program Educator, purchase STEM supplies and provide for two field trips to two Science Centers.

C. *Approvals:*

1. _____
Division Director Date

2. _____ 6-4-19
Director of Community Development Date

3. _____ 6/4/19
Chief Financial Officer Date

4. _____ 6/5/19
Chief Executive Officer Date

D. *Board:*

☐Policy Council Date: _____

☐PRE Presentation Date: _____

☐B&F Approval Date: _____

☐Board Approval Date: _____

Community Action Partnership of Kern
Funding Request Profile

Source of Funds: Private
Project Name: Harvesting Hope-General Support
Funder Name: Stater Bros
Grant Program Name: CAPK Food Bank
Funding Period: Jan 1, 2020- Dec 31, 2020
CFDA N/A

Division Director: Carmen Segovia
Program Manager: Jaime Orona

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

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

CAPK is applying for up to $15,000 from Stater Bros Harvesting Hope for general operating support for the CAPK Food Bank. The Harvesting Hope grant supports hunger relief programs in the communities served by Stater Bros. Markets.

B. *Use of Funds:*

General operating support may include procurement and freight charges for food and produce donations; items for the BackPack Buddies program; utilities; and/or other costs.

C. *Approvals:*

1. Carmen Segovia 6/3/19
Division Director Date

2. 6-4-19
Director of Community Development Date

3. 6/4/19
Chief Financial Officer Date

4. 6/5/19
Chief Executive Officer Date

D. *Board:*

☐Policy Council Date: _____

☐PRE Presentation Date: _____

☐B&F Approval Date: _____

☐Board Approval Date: _____

Community Action Partnership of Kern
Funding Request Profile

Source of Funds: Private
Project Name: STEM
Funder Name: Wells Fargo
Grant Program Name: Friendship House Community Center & Shafter Youth Center
Funding Period: 7/1/2019-6/30/2020
CFDA: N/A

Division Director: Ralph Martinez
Program Manager: Lois Hannible and Angelica Nelson

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

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

CAPK is applying for up to $50,000 from Wells Fargo to prepare youths ages 5-18 for future jobs through STEM (Science, Technology, Engineering, and Math) and entrepreneur education/training programs.

The STEM program will engage youths at the FHCC and SYC in STEM related fields through fun and interactive activities. Kern County's key industries, such as aerospace, oil, alternative energies, and manufacturing, have a high demand for employees that have STEM related skills. In addition to STEM, participants in the youth center's PREP Works program will have opportunities to learn entrepreneurship skills.

B. *Use of Funds:*

The requested funds will be used to build program capacity through staffing, outreach, STEM kits, field trips, and general program supplies.

C. *Approvals:*

1. _____
Division Director — Date

2. _____ 6-4-19
Director of Community Development — Date

3. _____ 6/4/19
Chief Financial Officer — Date

4. _____ 6/5/19
Chief Executive Officer — Date

D. *Board:*

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

COMMUNITY ACTION PARTNERSHIP OF KERN
MEMORANDUM

To: Budget & Finance Committee

From: Donna Holland, Fiscal Administrator

Subject: *Agenda Item 5b:* Head Start - Kern
Budget to Actual Report for the Period Ended May 31, 2019 – Info Item

Date: June 19, 2019

Pending the award of a new five-year grant resulting from the Designated Renewal System, the Office of Head Start has awarded Kern Head Start a four-month extension of its current award. The Budget to Actual Report for this grant reflects the prorated award.

The following are highlights of the Kern Head Start Budget to Actual Report for the period March 1, 2019 through May 31, 2019. Three months (75%) of the four-month budget period have elapsed.

Base Funds
Overall expenditures are at 67% of the budget, which is on trend with expenditures for the third quarter of last year.

Training & Technical Assistance Funds
Overall expenditures are at 96% of the budget. Staff have identified all training costs for the four-month budget period, which will fully exhaust these funds

Non-Federal Share (Head Start and Early Head Start Combined)
Non-Federal share is at 132% of the budget.

Community Action Partnership of Kern
Head Start - Kern
Budget to Actual Report
Budget Period: March 1, 2019 - June 30, 2019
Report Period: March 1, 2019 - May 31, 2019
Month 3 of 4 (75%)

Prepared 06/11/2019

HEAD START

BASE FUNDS	**BUDGET**	**ACTUAL**	**REMAINING**	**% SPENT**	**% REMAINING**
PERSONNEL	3,699,990	2,591,305	1,108,685	70%	30%
FRINGE BENEFITS	1,224,686	766,589	458,097	63%	37%
TRAVEL	1,667	0	1,667	0%	100%
SUPPLIES	336,101	250,578	85,523	75%	25%
CONTRACTUAL	32,134	11,248	20,886	35%	65%
OTHER	1,128,654	712,113	416,541	63%	37%
INDIRECT	620,467	420,965	199,502	68%	32%
TOTAL BASE FUNDING	**7,043,699**	**4,752,799**	**2,290,900**	**67%**	**33%**
TRAINING & TECHNICAL ASSISTANCE					
TRAVEL	15,315	24,474	(9,159)	160%	-60%
SUPPLIES	6,947	10,677	(3,730)	154%	-54%
CONTRACTUAL	2,981	0	2,981	0%	100%
OTHER	50,262	37,192	13,070	74%	26%
INDIRECT	7,551	7,234	317	96%	4%
TOTAL TRAINING & TECHNICAL ASSISTANCE	**83,056**	**79,578**	**3,478**	**96%**	**4%**
GRAND TOTAL HS FEDERAL FUNDS	**7,126,755**	**4,832,377**	**2,294,378**	**68%**	**32%**

HEAD START and EARLY HEAD START KERN NON-FEDERAL SHARE

SOURCE	**BUDGET**	**ACTUAL**	**REMAINING**	**% SPENT**	**% REMAINING**
IN-KIND	660,015	1,237,026	(577,011)	187%	-87%
CALIF DEPT OF ED	1,476,898	1,583,514	(106,616)	107%	-7%
TOTAL NON-FEDERAL	**2,136,913**	**2,820,540**	**(683,627)**	**132%**	**-32%**

Budget reflects Notice of Award **#09CH9142-06-01** (adjusted for Child Care Food Subsidy).

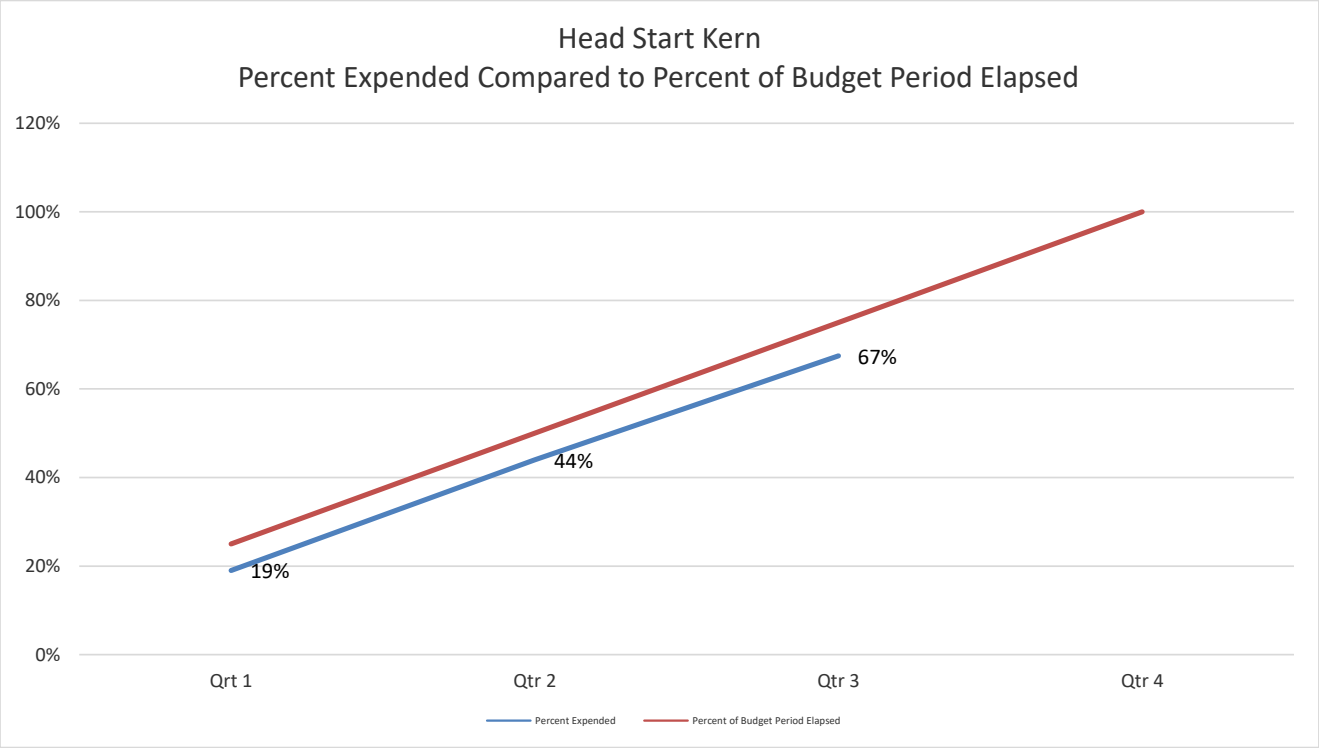
*Award is prorated for **four months (03/01/2019 - 06/30/2019)** pending outcome of the Designated Renewal System.*

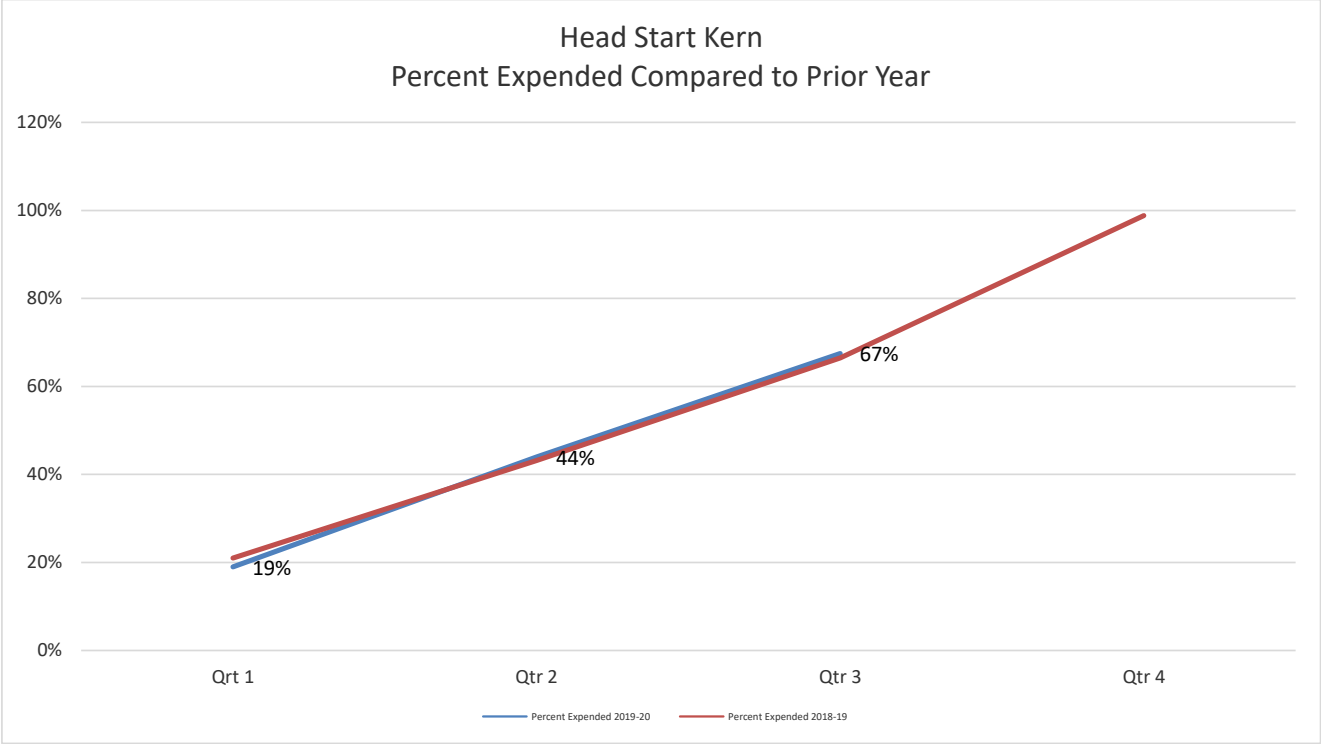
Actual expenditures include posted expenditures and estimated adjustments through 05/31/2019.

Administrative Cost for HS and EHS Kern **6.9%**

Agency-Wide Credit Card Report

	CURRENT	**1 TO 30**	**31 TO 60**	**61 TO 90**	**TOTAL**	**STATEMENT DATE**
Bank of America	29,162				**29,162**	5/21/2019
Lowe's	15,924	130			**16,054**	5/25/2019
Smart & Final	189				**189**	6/2/2019
Save Mart	3,462				**3,462**	5/29/2019
Chevron & Texaco Business Card	8,572				**8,572**	6/6/2019
Home Depot	4,592				**4,592**	6/5/2019
	61,901	**130**	**0**	**0**	**62,031**	


Head Start Kern
Percent Expended Compared to Percent of Budget Period Elapsed
120%
100%
80%
60%
40%
20%
0%
67%
44%
19%
Qrt 1
Qtr 2
Qtr 3
Qtr 4
Percent Expended
Percent of Budget Period Elapsed


Head Start Kern
Percent Expended Compared to Prior Year
120%
100%
80%
60%
40%
20%
0%
67%
44%
19%
Qrt 1
Qtr 2
Qtr 3
Qtr 4
Percent Expended 2019-20
Percent Expended 2018-19

COMMUNITY ACTION PARTNERSHIP OF KERN
MEMORANDUM

To: Budget & Finance Committee

From: Donna Holland, Fiscal Administrator

Subject: *Agenda Item 5b:* Early Head Start – Kern
Budget to Actual Report for the Period Ended May 31, 2019 – Info Item

Date: June 19, 2019

Pending the award of a new five-year grant resulting from the Designated Renewal System, the Office of Head Start has awarded Kern Early Head Start a four-month extension of its current award. The Budget to Actual Report for this grant reflects the prorated award.

The following are highlights of the Kern Early Head Start Budget to Actual Report for the period March 1, 2019 through May 31, 2019. Three months (75%) of the four-month budget period have elapsed.

Base Funds
Overall expenditures are at 58% of the budget, which is on trend with expenditures for the third quarter of last year.

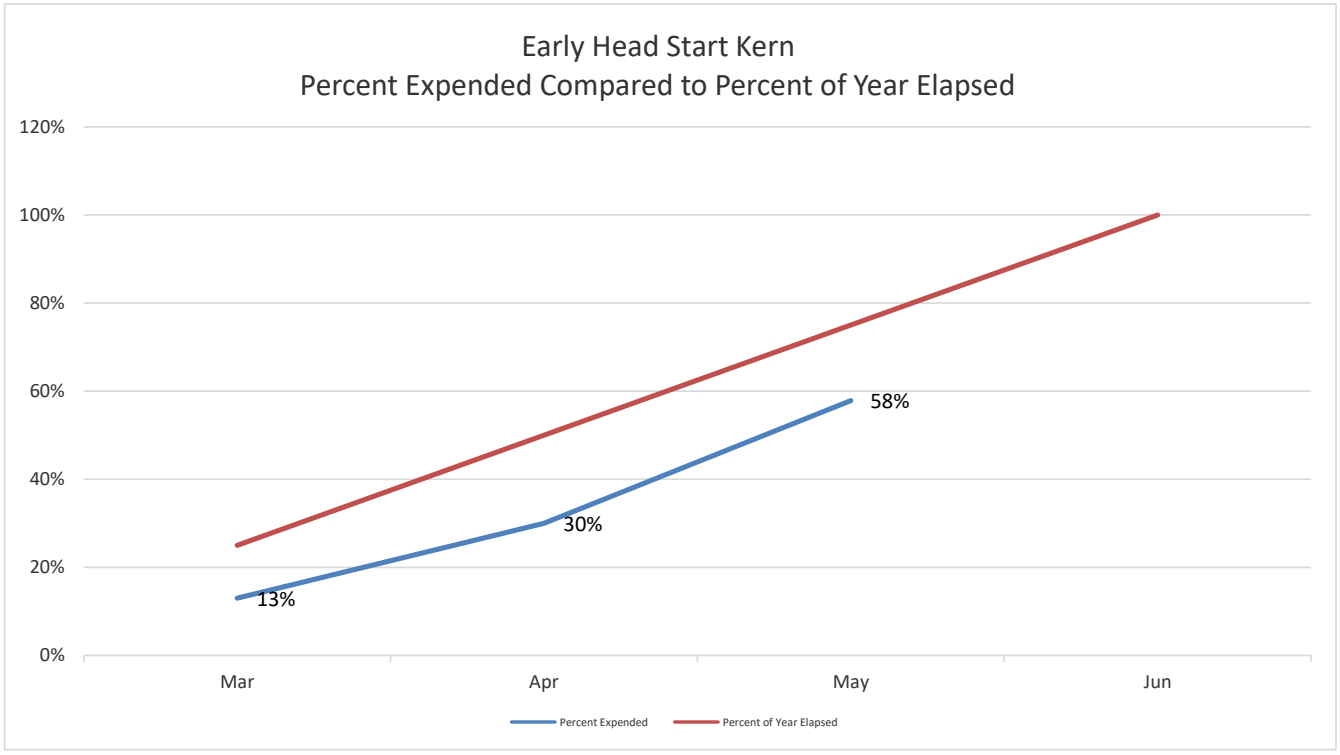
Training & Technical Assistance Funds
Overall expenditures are at 100% of the budget.

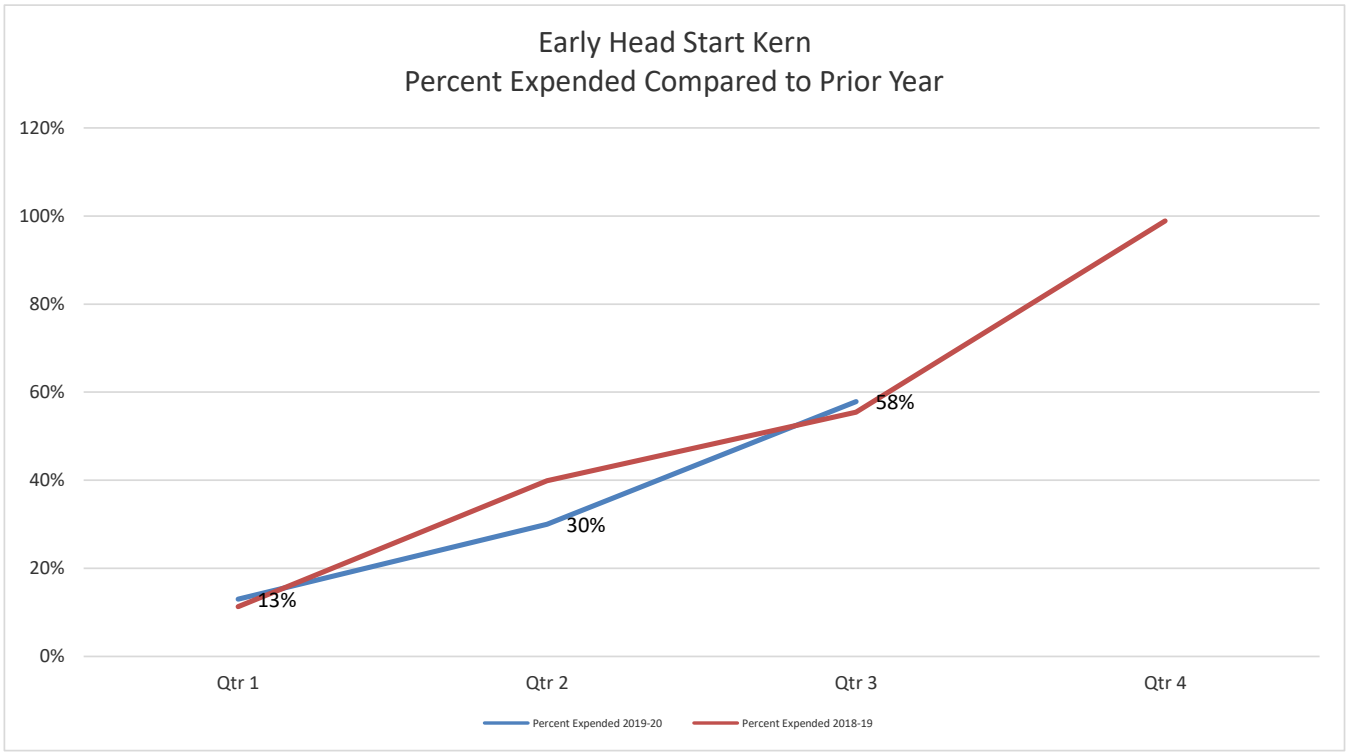
Community Action Partnership of Kern
Early Head Start - Kern
Budget to Actual Report
Budget Period: March 1, 2019 - June 30, 2019
Report Period: March 1, 2019 - May 31, 2019
Month 3 of 4 (75%)

Prepared 06/11/2019

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	772,672	333,954	438,718	43%	57%
FRINGE BENEFITS	251,829	119,591	132,238	47%	53%
SUPPLIES	92,157	38,134	54,023	41%	59%
CONTRACTUAL	5,809	3,277	2,532	56%	44%
OTHER	141,572	236,251	(94,679)	167%	-67%
INDIRECT	124,518	72,207	52,311	58%	42%
TOTAL BASE FUNDING	**1,388,557**	**803,414**	**585,143**	**58%**	**42%**
TRAINING & TECHNICAL ASSISTANCE					
TRAVEL	11,777	3,865	7,912	33%	67%
SUPPLIES	1,340	5,618	(4,278)	419%	-319%
CONTRACTUAL	1,219	0	1,219	0%	100%
OTHER	15,059	20,179	(5,120)	134%	-34%
INDIRECT	2,940	2,670	271	91%	9%
TOTAL TRAINING & TECHNICAL ASSISTANCE	**32,335**	**32,331**	**4**	**100%**	**0%**
GRAND TOTAL EHS FEDERAL FUNDS	**1,420,892**	**835,745**	**585,147**	**59%**	**41%**

Budget reflects Notice of Award **#09CH9142-06-01** (adjusted for Child Care Food Subsidy).
Award is prorated for ***four months (03/01/2019 - 06/30/2019)*** *pending outcome of the Designated Renewal System.*
Actual expenditures include posted expenditures and estimated adjustments through 05/31/2019.


Early Head Start Kern
Percent Expended Compared to Percent of Year Elapsed
120%
100%
80%
60%
40%
20%
0%
58%
30%
13%
Mar
Apr
May
Jun
Percent Expended
Percent of Year Elapsed


Early Head Start Kern
Percent Expended Compared to Prior Year
120%
100%
80%
60%
40%
20%
0%
58%
30%
13%
Qtr 1
Qtr 2
Qtr 3
Qtr 4
Percent Expended 2019-20
Percent Expended 2018-19

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, 2019 through June 30, 2019
Report for period ending May 31, 2019 (Month 3 of 4)

Percent of year elapsed: 75%

LOCATION	FUNDED ENROLL-MENT	March	April	May	YTD Totals	IN-KIND GOAL	% OF GOAL MET
Shafter	34	15,082	13,451	11,096	39,630	9,617	412%
Taft	78	50,645	21,292	16,834	88,771	22,063	402%
Broadway	44	16,914	17,783	14,263	48,960	12,446	393%
Alberta Dillard	68	29,798	24,113	17,729	71,641	19,234	372%
Faith	34	12,674	13,763	8,599	35,036	9,617	364%
Martha J. Morgan	83	28,795	27,389	22,301	78,485	23,477	334%
Delano	76	24,657	22,994	18,227	65,878	21,497	306%
Lamont	34	10,002	10,092	8,662	28,756	9,617	299%
Planz	34	15,843	11,876	0	27,719	9,617	288%
Sunrise Villa	34	13,559	9,023	5,064	27,646	9,617	287%
East California	70	17,734	19,252	19,346	56,332	19,800	285%
Pacific	62	15,258	16,335	15,575	47,167	17,537	269%
Heritage	34	9,706	7,385	7,861	24,952	9,617	259%
Fairfax	40	10,748	10,542	6,544	27,834	11,314	246%
Fairview	34	8,150	8,041	5,798	21,990	9,617	229%
Oasis	57	11,959	11,700	10,429	34,088	16,123	211%
Lost Hills	20	3,798	3,539	4,163	11,499	5,657	203%
Vineland	20	6,869	3,584	0	10,453	5,657	185%
Williams	34	4,721	5,214	7,820	17,755	9,617	185%
Oildale	34	7,090	6,190	4,441	17,720	9,617	184%
Franklin	24	5,809	3,922	2,603	12,334	6,789	182%
Rosamond	100	18,817	16,114	15,756	50,687	28,286	179%
Pioneer	34	7,239	4,725	5,209	17,173	9,617	179%
Willow	72	15,063	12,377	8,755	36,194	20,366	178%
Virginia	34	5,704	5,313	4,652	15,670	9,617	163%
Primeros Pasos	76	15,767	8,683	10,208	34,658	21,497	161%
California City	34	6,396	7,821	0	14,218	9,617	148%
Casa Loma	34	7,485	3,830	2,708	14,023	9,617	146%
Wesley	60	12,177	8,731	3,253	24,161	16,971	142%
Tehachapi	34	6,286	4,310	2,653	13,249	9,617	138%
Pete H. Parra	112	15,975	22,501	4,862	43,338	31,680	137%
McFarland	20	3,863	3,075	753	7,692	5,657	136%
Cleo Foran	34	4,992	4,345	3,416	12,753	9,617	133%
Seibert	34	3,118	4,745	4,128	11,990	9,617	125%
Harvey L. Hall	138	25,993	22,439	0	48,432	39,034	124%
Noble	34	3,650	5,990	1,335	10,975	9,617	114%
Rafer Johnson	34	2,151	2,887	4,425	9,463	9,617	98%
Sterling	122	12,226	16,904	1,316	30,446	34,509	88%
Shafter HS/EHS	36	3,664	4,607	0	8,272	10,183	81%
Alicante	34	2,980	2,709	1,919	7,608	9,617	79%
San Diego Street	48	5,597	4,741	0	10,338	13,577	76%
Roosevelt	34	1,818	2,422	1,662	5,902	9,617	61%
Home Base	229	7,257	4,544	2,797	14,598	32,387	45%
Mojave	34	0	0	0	0	9,617	0%
Administrative Services		0	0	0	0	0	NA
Program Services		253	245	0	498	8,767	6%
Policy Council and RPC		0	45	0	45	13,547	0%
SUBTOTAL IN-KIND	**2,369**	**508,283**	**441,583**	**287,160**	**1,237,026**	**660,015**	**187%**
State General Child Care*		150,439	159,395	164,370	474,204	590,759	80%
State Preschool*		356,923	330,408	349,736	1,037,067	827,063	125%
State Migrant Child Care*		20,270	25,816	26,157	72,243	59,076	122%
SUBTOTAL CA DEPT of ED		**527,633**	**515,619**	**540,263**	**1,583,514**	**1,476,898**	**107%**
GRAND TOTAL		**1,035,916**	**957,202**	**827,423**	**2,820,540**	**2,136,913**	**132%**

*May include estimates

COMMUNITY ACTION PARTNERSHIP OF KERN
MEMORANDUM

To: Budget & Finance Committee

From: Donna Holland, Fiscal Administrator

Subject: *Agenda Item 5b:* Early Head Start – San Joaquin
Budget to Actual Report for the Period Ended May 31, 2019 – Info Item

Date: May 19, 2019

The following are highlights of the San Joaquin Early Head Start Budget to Actual Report for the period February 1, 2019 through May 31, 2019. Four months (33%) of the 12-month budget period have elapsed.

Base Funds
Overall expenditures are at 31% of the budget. Expenses in each category are as expected.

Training & Technical Assistance Funds
Overall expenditures are at 39% of the budget. Staff project that expenses in the Personnel and Fringe Benefits categories will balance each other at year-end.

Non-Federal Share
Non-Federal share is at 28% of the budget. Much of the in-kind documentation for May could not be processed in time to be included in this report. However, if in-kind for May is consistent with prior months, staff conservatively estimate the year-to-date total to be at 32% of the budget.

Community Action Partnership of Kern

Early Head Start - San Joaquin County

Budget to Actual Report

Budget Period: February 1, 2019 - January 31, 2020

Report Period: February 1, 2019 - May 31, 2019

Month 4 of 12 (33%)

Prepared 06/11/2019

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	3,114,932	993,962	2,120,970	32%	68%
FRINGE BENEFITS	923,567	280,894	642,673	30%	70%
TRAVEL	20,232	7,493	12,739	37%	63%
SUPPLIES	140,925	43,628	97,297	31%	69%
CONTRACTUAL	12,078	2,275	9,803	19%	81%
OTHER	600,638	154,090	446,548	26%	74%
INDIRECT	456,781	144,107	312,674	32%	68%
TOTAL	**5,269,153**	**1,626,449**	**3,642,704**	**31%**	**69%**

TRAINING & TECHNICAL ASSISTANCE FUNDS					
PERSONNEL	39,312	10,433	28,879	27%	73%
FRINGE BENEFITS	11,534	6,129	5,405	53%	47%
TRAVEL	15,673	9,798	5,875	63%	37%
SUPPLIES	7,900	0	7,900	0%	100%
CONTRACTUAL	3,500	3,300	200	94%	6%
OTHER	30,423	12,175	18,248	40%	60%
INDIRECT	10,833	4,183	6,650	39%	61%
TOTAL	**119,175**	**46,018**	**73,157**	**39%**	**61%**

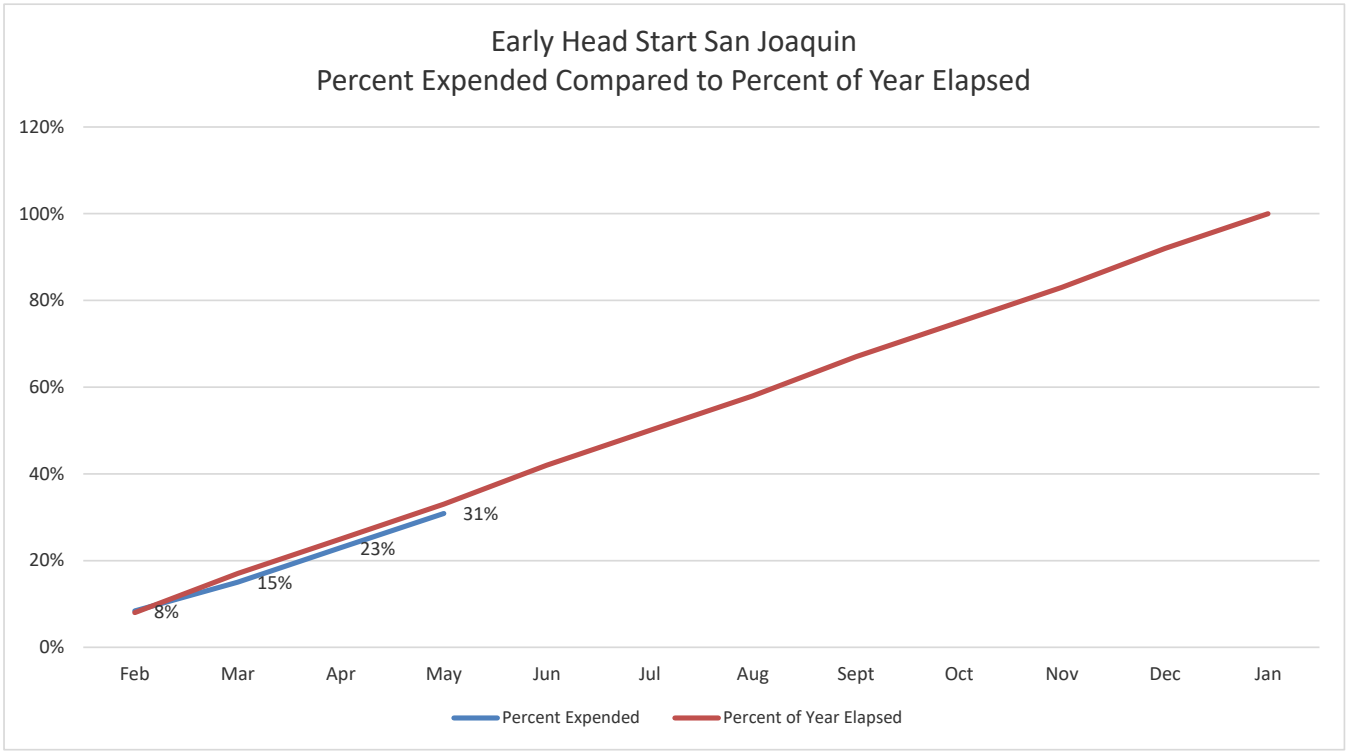
GRAND TOTAL EHS FEDERAL FUNDS	**5,388,328**	**1,672,467**	**3,715,861**	**31%**	**69%**

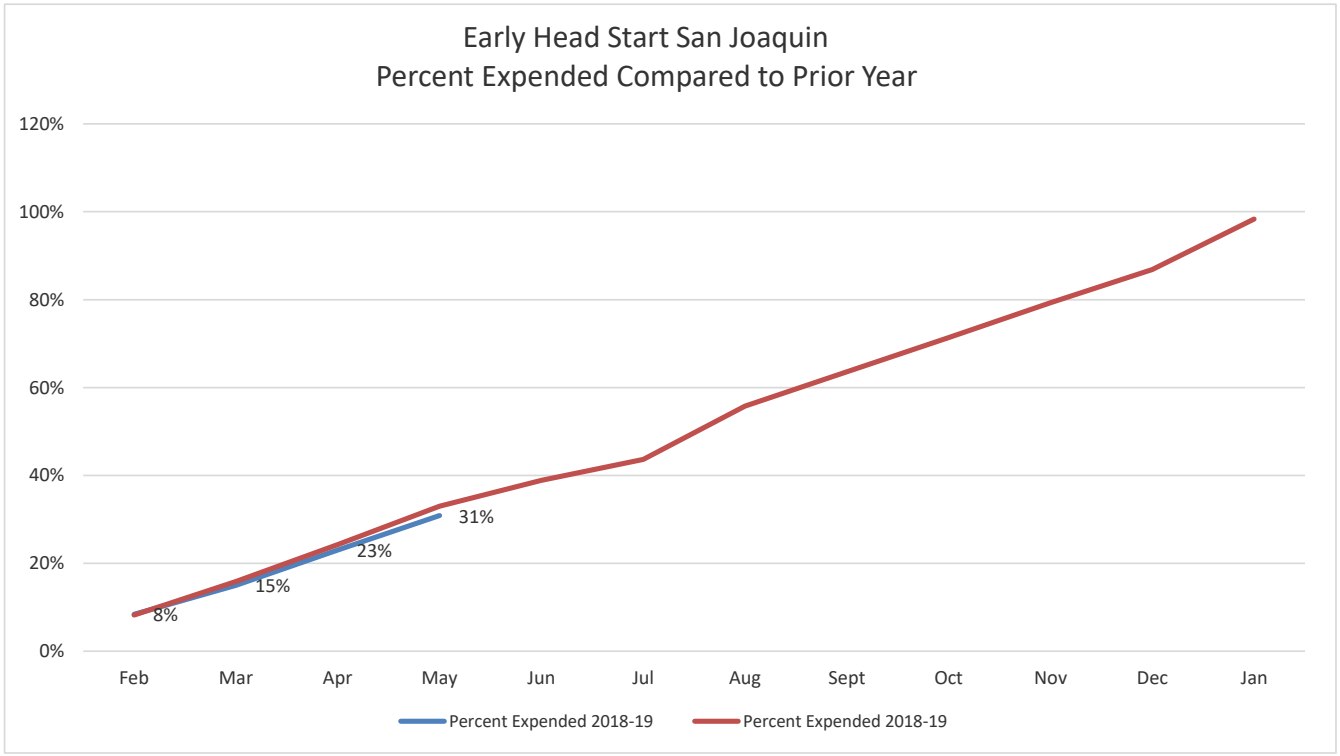
NON-FEDERAL SHARE	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
IN-KIND	1,347,083	377,672	969,411	28%	72%
TOTAL NON-FEDERAL FUNDS	**1,347,083**	**377,672**	**969,411**	**28%**	**72%**

Centralized Administrative Cost	7.2%
Program Administrative Cost	2.3%
Total Administrative Cost	**9.5%**

Budget reflects Notice of Award #09CH010071-05-01

Actual expenditures include posted expenditures and estimated adjustments through 05/31/2019


Early Head Start San Joaquin
Percent Expended Compared to Percent of Year Elapsed
120%
100%
80%
60%
40%
20%
0%
Feb
Mar
Apr
May
Jun
Jul
Aug
Sept
Oct
Nov
Dec
Jan
8%
15%
23%
31%
Percent Expended
Percent of Year Elapsed


Early Head Start San Joaquin
Percent Expended Compared to Prior Year
120%
100%
80%
60%
40%
20%
0%
Feb
Mar
Apr
May
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Jul
Aug
Sept
Oct
Nov
Dec
Jan
8%
15%
23%
31%
Percent Expended 2018-19
Percent Expended 2018-19

Community Action Partnership of Kern
San Joaquin Early Head Start
Non-Federal Share and In-Kind Year-to-Date Report
Budget Period: February 1, 2019 through January 31, 2020
Report for period ending May 31, 2019 (Month 4 of 12)

Percent of year elapsed: 33%

LOCATION	FUNDED ENROLL-MENT	Feb	March	April	May	YTD Totals	IN-KIND GOAL	% OF GOAL MET
Home Base - Lodi	35	12,150	16,320	11,384	0	39,853	97,040	41%
Walnut	24	11,221	10,647	10,654	9,842	42,363	133,083	32%
Home Base - Manteca	12	3,172	5,472	50	133	8,828	33,271	27%
Kennedy	16	7,180	5,402	6,211	4,316	23,109	88,722	26%
Chrisman	30	12,312	16,785	6,631	0	35,728	166,354	21%
Lodi UCC	30	11,372	11,887	12,381	0	35,640	166,354	21%
Home Base - Stockton	90	18,088	24,484	10,238	216	53,026	249,531	21%
California Street	24	9,349	9,973	7,917	0	27,239	133,083	20%
St. Mary's	16	5,144	6,702	5,927	0	17,772	88,722	20%
Marci Massei	24	5,173	6,050	6,126	0	17,350	133,083	13%
Home Base - Tracy	12	233	1,607	0	0	1,840	33,271	6%
Administrative Services		251	1,678	0	0	1,928	0	
Program Services		11,721	11,575	18,421	30,923	72,639	21,858	332%
Policy Council		57	187	0	114	358	2,713	13%
SUBTOTAL IN-KIND	**313**	**107,421**	**128,767**	**95,941**	**45,543**	**377,672**	**1,347,083**	**28%**

COMMUNITY ACTION PARTNERSHIP OF KERN
MEMORANDUM

To: Budget & Finance Committee

From: Donna Holland, Fiscal Administrator

Subject: *Agenda Item 5b:* Early Head Start Child Care Partnerships
Budget to Actual Report for the Period Ended May 31, 2019 – Info Item

Date: June 19, 2019

The following are highlights of the Early Head Start Child Care Partnerships Budget to Actual Report for the period September 1, 2018 through May 31, 2019. Nine months (75%) of the 12-month budget period have elapsed.

Base Funds
Overall expenditures are at 72% of the budget. Expenses in the Personnel, Fringe and Supplies categories appear lower or higher than expected but are not concerning at this point in the budget period. Expenses in all other categories are as expected.

Training & Technical Assistance (T&TA)
Overall expenditures are at 66% of the budget.

Non-Federal Share
Non-Federal share is at 132% of the budget.

Community Action Partnership of Kern
Early Head Start - Child Care Partnerships
Budget to Actual Report
Budget Period: September 1, 2018 - August 31, 2019
Report Period: September 1, 2018 - May 31, 2019
Month 9 of 12 (75%)

Prepared 06/11/2019

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	130,082	97,398	32,684	75%	25%
FRINGE BENEFITS	33,248	33,741	(493)	101%	-1%
SUPPLIES	1,750	4,928	(3,178)	282%	-182%
CONTRACTUAL	462,028	319,008	143,020	69%	31%
OTHER	17,395	10,760	6,635	62%	38%
INDIRECT	64,398	46,431	17,967	72%	28%
TOTAL BASE	**708,901**	**512,265**	**196,636**	**72%**	**28%**

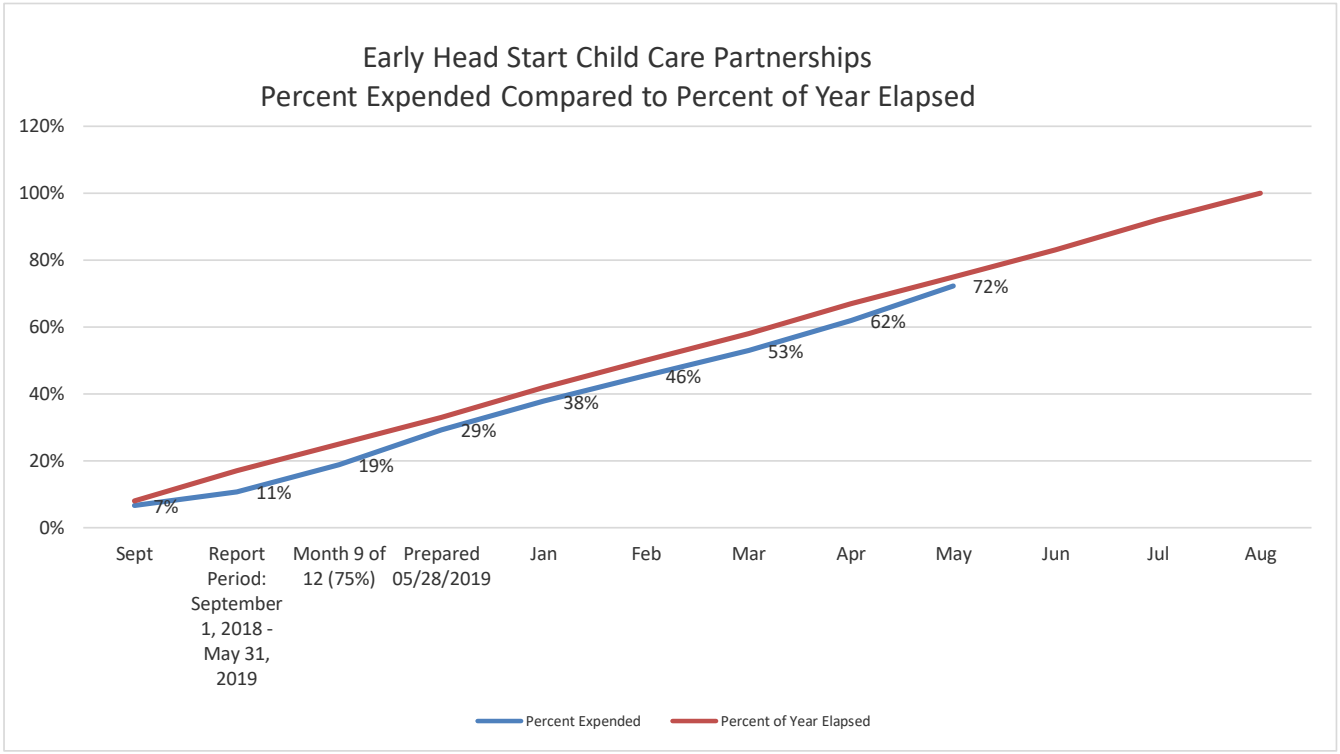
TRAINING & TECHNICAL ASSISTANCE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
TRAVEL	5,294	2,308	2,986	44%	56%
SUPPLIES	3,506	0	3,506	0%	100%
OTHER	6,473	7,716	(1,243)	119%	-19%
INDIRECT	1,527	1,002	525	66%	34%
TOTAL TRAINING & TECHNICAL ASSISTANCE	**16,800**	**11,026**	**5,774**	**66%**	**34%**
GRAND TOTAL FEDERAL FUNDS	**725,701**	**523,291**	**202,410**	**72%**	**28%**

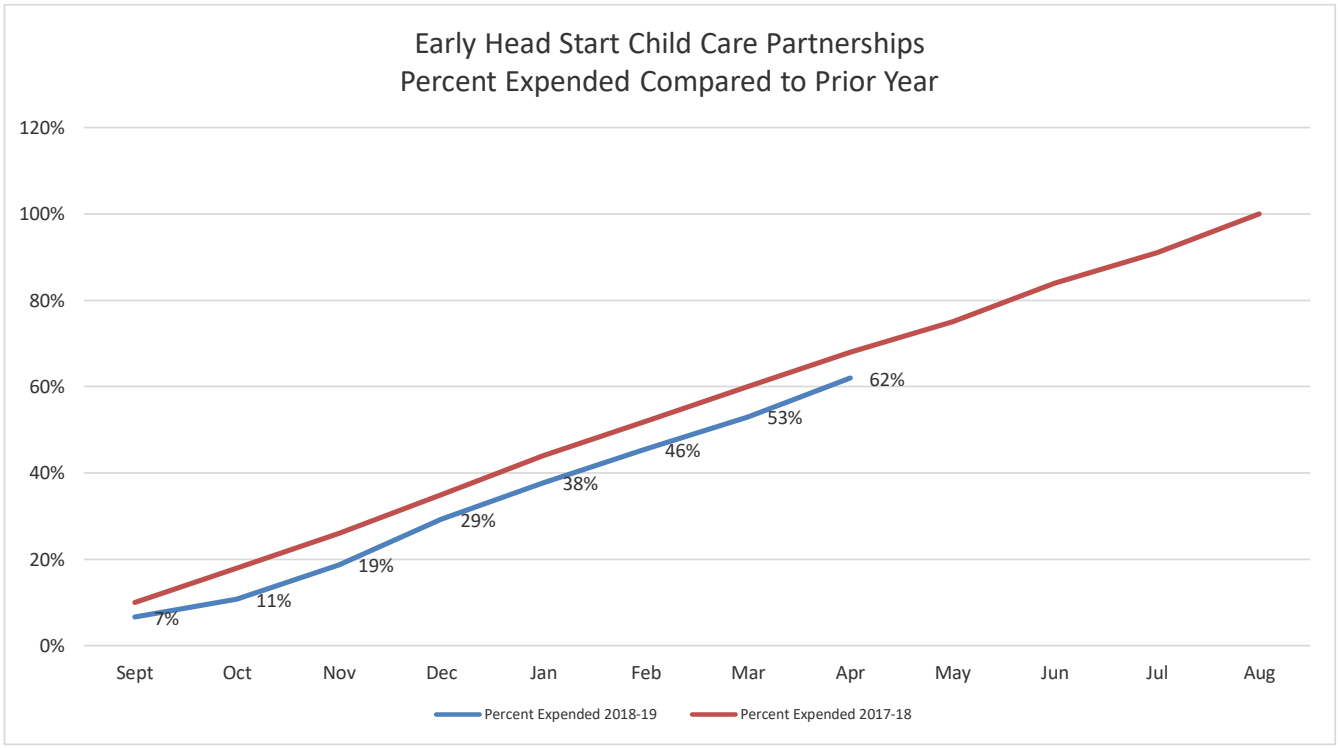
NON-FEDERAL SHARE	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
IN-KIND	181,425	239,107	(57,682)	132%	-32%
TOTAL NON-FEDERAL FUNDS	**181,425**	**239,107**	**(57,682)**	**132%**	**-32%**

Centralized Administrative Cost	6.2%
Program Administrative Cost	1.2%
Total Administrative Cost	**7.4%**

Budget reflects Notice of Award #09HP0036-04-00.

Actual expenditures include posted expenditures and estimated adjustments through 05/31/2019.


Early Head Start Child Care Partnerships
Percent Expended Compared to Percent of Year Elapsed
120%
100%
80%
60%
40%
20%
0%
7%
11%
19%
29%
38%
46%
53%
62%
72%
Sept
Report Period: September 1, 2018 - May 31, 2019
Month 9 of 12 (75%)
Prepared 05/28/2019
Jan
Feb
Mar
Apr
May
Jun
Jul
Aug
Percent Expended
Percent of Year Elapsed


Early Head Start Child Care Partnerships
Percent Expended Compared to Prior Year
120%
100%
80%
60%
40%
20%
0%
7%
11%
19%
29%
38%
46%
53%
62%
Sept
Oct
Nov
Dec
Jan
Feb
Mar
Apr
May
Jun
Jul
Aug
Percent Expended 2018-19
Percent Expended 2017-18

COMMUNITY ACTION PARTNERSHIP OF KERN
MEMORANDUM

To: Budget & Finance Committee

From: Donna Holland, Fiscal Administrator

Subject: *Agenda Item 5b:* Early Head Start Expansion
Budget to Actual Report for the Period Ended May 31, 2019 – Info Item

Date: June 19, 2019

At the end of November 2018, CAPK submitted an application to compete for Early Head Start center based and child care partnerships expansion funds. On March 27, 2019, CAPK was awarded the full amount requested in its application. The award will expand center-based services by 24 slots (3 classrooms), and child care partnerships slots by 72. Start up activities include preparing three physical classrooms and procuring established child care providers with which to enter into partnership agreements.

This grant was awarded under a separate award number; and will thus be reported independently from other Head Start grants operated by CAPK. The annual budget period is March 1 through February 28/29.

The following are highlights of the Early Head Start Expansion Budget to Actual Report for the period March 1, 2019 through May 31, 2019. Three months (25%) of the 12-month budget period have elapsed.

Base Funds
Overall expenditures are at 0% of the budget.

Training & Technical Assistance (T&TA)
Overall expenditures are at 0% of the budget.

Start Up
Overall expenditures are at 0% of the budget.

Non-Federal Share
Non-Federal share is at 0% of the budget.

Community Action Partnership of Kern
Early Head Start Expansion
Budget to Actual Report
Budget Period: March 1, 2019 - February 29, 2020
Report Period: March 1, 2019 - May 31, 2019
Month 3 of 12 (25%)

Prepared 06/11/2019

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	541,287	0	541,287	0%	100%
FRINGE BENEFITS	170,225	0	170,225	0%	100%
SUPPLIES	45,780	0	45,780	0%	100%
CONTRACTUAL	540,975	0	540,975	0%	100%
OTHER	141,458	0	141,458	0%	100%
INDIRECT	135,664	0	135,664	0%	100%
TOTAL BASE FUNDING	**1,575,389**	**0**	**1,575,389**	**0%**	**100%**
TRAINING & TECHNICAL ASSISTANCE					
SUPPLIES	12,885	0	12,885	0%	100%
OTHER	22,920	0	22,920	0%	100%
INDIRECT	3,580	0	3,580	0%	100%
TOTAL TRAINING & TECHNICAL ASSISTANCE	**39,385**	**0**	**39,385**	**0%**	**100%**
START UP					
SUPPLIES	258,000	0	258,000	0%	100%
OTHER	196,545	0	196,545	0%	100%
INDIRECT	45,455	0	45,455	0%	100%
TOTAL START UP	**500,000**	**0**	**500,000**	**0%**	**100%**
GRAND TOTAL EHS FEDERAL FUNDS	**2,114,774**	**0**	**2,114,774**	**0%**	**100%**

EARLY HEAD START EXPANSION NON-FEDERAL SHARE

SOURCE	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
IN-KIND	528,694	0	528,694	0%	100%
TOTAL NON-FEDERAL	**528,694**	**0**	**528,694**	**0%**	**100%**

Budget reflects Notice of Award **#09HP000163-01-00**

Actual expenditures include posted expenditures and estimated adjustments through 05/31/2019.

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Budget & Finance Committee

From: Tracy Webster, Chief Financial Officer

Date: June 19, 2019

Subject: *Agenda Item 5c*: Approval of the Employee 1.77 Percent Wage COLA for the Chief Executive Officer Position – **Action Item**

The most recent federal government budget act included a 1.77 percent Cost of Living Adjustment (COLA) for Head Start contracts and employee wages. The CAPK Board of Directors has taken several actions over the past few months to not only approve a wage COLA for Head Start employees, but for all CAPK employees. That action adjusted all CAPK wage rates and wage scales by 1.77 percent effective on March 1, 2019. The approved COLA has now been implemented by our payroll staff with the most recent payroll.

With the action in late 2018 of placing the Chief Executive Officer position under an employment contract, this position was excluded from the traditional action of approving an agency wide wage scale adjustment. As required in the contract language, any changes to the base salary must be specifically approved as a contract amendment.

If the Board desires to pass the all-staff 1.77 percent COLA on to the CEO, then approving this resolution will allow the Board Chair to sign an amendment to adjust the base salary by 1.77 percent.

Recommendation:

Staff recommends the Budget & Finance Committee approve attached Resolution No. 2019-08, approving a 1.77 percent COLA for the CEO base salary and further recommends the Budget & Finance Committee request Board approval, authorizing the Board Chair to sign the associated amendment to the employment agreement at the June 26, 2019 meeting.

Attachment:
Resolution No. 2019-08

RESOLUTION # 2019-08

A Resolution of the Board of Directors of the Community Action Partnership of Kern Approving an Amendment of the Employment Agreement between CAPK and Employee Jeremy Tobias

The Board of Directors of Community Action Partnership of Kern (CAPK) located at 5005 Business Park North, Bakersfield, CA 93309, met on June 26, 2019, in Bakersfield, California at a regular scheduled Board meeting and resolved as follows:

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

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

WHEREAS, CAPK and Jeremy Tobias (Tobias) entered into an Employment Agreement (Agreement) on January 1, 2019; and

WHEREAS, the CAPK Board of Directors recently approved a 1.77 percent Cost of Living Adjustment (COLA) to all CAPK employee wages with an effective date of March 1, 2019; and

WHEREAS, as provided for in section 2.a of Agreement, CAPK and Tobias desire to increase the Base Salary in the Agreement as part of the employee COLA, at the same rate that was approved for all other employees.

NOW, THEREFORE, be it resolved that the annual Base Salary in the Agreement is increased by 1.77% effective March 1, 2019 and authorizes the Board Chair to sign the amendment to the agreement.

APPROVED by a majority vote of the Directors of the Community Action Partnership of Kern, this 26th day of June 2019.

_____ _____

Curtis Floyd, Chair Date
CAPK Board of Directors

Community Action Partnership of Kern

Helping People. . . Changing Lives.

MEMORANDUM

TO: Budget & Finance Committee

FROM: Tracy Webster, Chief Financial Officer

DATE: June 19, 2019

RE: Agenda Item 5d: Federal Financial Report – **Info Item**

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

The following final FFR was filed:

- EHS/Head Start – Kern : #09CH9142-05 (3/1/18 – 2/28/19)

Attached is final Federal Financial Report that was uploaded to the Grant Solutions system before the July 31, 2019 deadline.

Attachment: SF-425 Federal Financial Report – EHS/Head Start – Kern (Final)

FEDERAL FINANCIAL REPORT

(Follow form instructions)

1. Federal Agency and Organizational Element to Which Report is Submitted	2. Federal Grant or Other Identifying Number Assigned by Federal Agency (To report multiple grants, use FFR Attachment)	Page 1 of pages
DHHS ACF REGION IX	09CH9142-05-04	

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

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

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

8. Project/Grant Period (Month, Day, Year)		9. Reporting Period End Date (Month, Day, Year)
From: 03/01/2018	To: 02/28/2019	02/28/2019

10. **Transactions**	Cumulative
(Use lines a-c for single or combined multiple grant reporting)	
Federal Cash (To report multiple grants separately, also use FFR Attachment):	
a. Cash Receipts	$ 0.00
b. Cash Disbursements	$ 0.00
c. Cash on Hand (line a minus b)	$ 0.00
(Use lines d-o for single grant reporting)	
Federal Expenditures and Unobligated Balance:	
d. Total Federal funds authorized	$ 25,772,156.00
e. Federal share of expenditures	$ 25,623,315.61
f. Federal share of unliquidated obligations	$ 0.00
g. Total Federal share (sum of lines e and f)	$ 25,623,315.61
h. Unobligated balance of Federal funds (line d minus g)	$ 212,414.20
Recipient Share:	
i. Total recipient share required	$ 6,443,040.00
j. Recipient share of expenditures	$ 6,443,040.00
k. Remaining recipient share to be provided (line i minus j)	
Program Income:	
l. Total Federal share of program income earned	
m. Program income expended in accordance with the deduction alternative	
n. Program income expended in accordance with the addition alternative	
o. Unexpended program income (line l minus line m or line n)	

11. Indirect Expense	a. Type	b. Rate	c. Period From	Period To	d. Base	e. Amount Charged	f. Federal Share
	10% Deminimis	10%	3/1/2018	02/28/2019	$ 22,211,99[illegible]	$ 2,131,931.87	$ 2,131,931.87
				g. Totals:			

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

See attached

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

a. Typed or Printed Name and Title of Authorized Certifying Official	c. Telephone (Area code, number, and extension)
Jeremy T. Tobias, Chief Executive Officer	(661) 336-5236
	d. Email Address
	jtobias@capk.org
b. Signature of Authorized Certifying Official	e. Date Report Submitted (Month, Day, Year)
JT. T	5/28/2019
	14. Agency use only:

Standard Form 425 - Revised 10/11/2011
OMB Approval Number: 0348-0061
Expiration Date: 2/28/2015

Paperwork Burden Statement

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

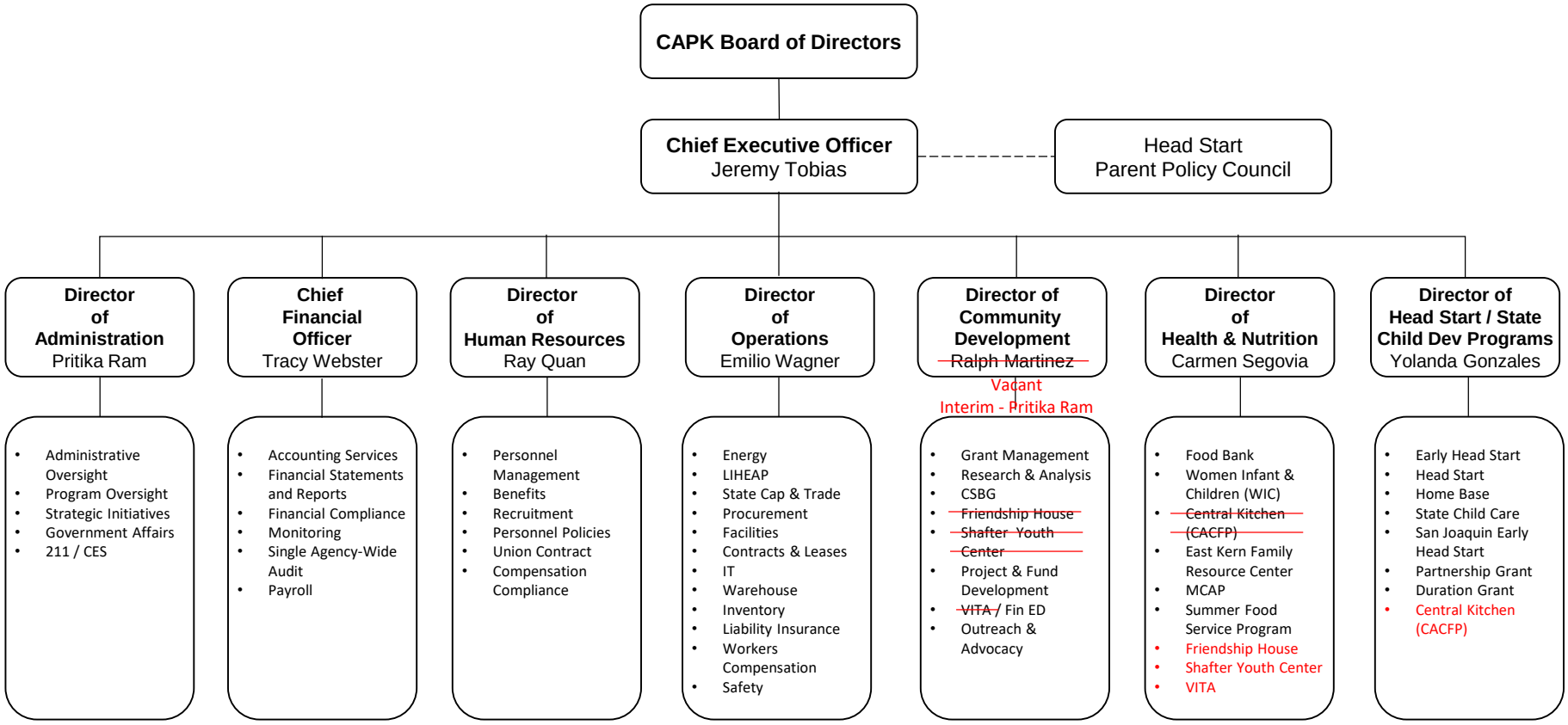
Community Action Partnership of Kern
Federal Financial Report 09CH9142-05 FINAL
Line 12 Detail

	Grant Amount	Unobligated Balance
G094122 HS Base	20,763,581.00	161,576.20
G094125 EHS Base	4,093,221.00	48,566.49
G094120 HS T&TA	249,168.00	-
G094121 EHS T&TA	97,004.00	1,914.59
G094123 Carryover	569,182.00	356.92
	25,772,156.00	212,414.20

	Other Income	
Program Income - Rental Income (Cell Tower)	18,250.56	

	Costs	
Admin Cost	3,257,432.04	9.58%
Mortgages:		
Business Park North Facility	82,840.08	
Pete Parra CDC Facility	205,084.44	
USDA Reimbursement	1,501,323.09	

Management Organizational Chart



COMMUNITY ACTION PARTNERSHIP of KERN
Director of Community Development

Disclaimer: Job descriptions are written as a representative list of the ADA essential duties performed by a job class. They cannot include nor are they intended to include all duties performed by all positions occupying a class.

Salary Range: Grade 14 **FLSA Status: Exempt** **Date Approved:** 06/26/19

SUMMARY:

Provides direction and guidance to the Grants Manager and Outreach Manager in overseeing program development, contract and fund development along with outreach and advocacy efforts. Directs creation and implementation of the CAPK Strategic Plan. Directs overall relationship building with community partners, foundations, corporate, private, government, elected officials and the general public. Develops and implements strategies regarding new initiatives and programs based on the needs of the communities we serve, including expansion of existing programs and services. Directs outreach, education and public relations on behalf of the agency, and develops and implements strategies regarding governmental affairs. Administers the contract for Community Service Block Grant (CSBG).

SUPERVISION RECEIVED:

Receives supervision from the Chief Executive Officer (CEO).

SUPERVISION EXERCISED:

Supervises Outreach and Grants administrators and managers.

DUTIES AND RESPONSIBILITIES:

Disclaimer – This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed or may perform related duties as assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

A. Essential Job Specific Duties:

- Develop agency-wide strategies and policies on fund development, fundraising, including capital and planned gift donor development.
- Coordinate agency-wide relationship building efforts for fundraising, collaborations, implementation of CAPK initiatives.
- Develop strategies regarding new initiatives and programs to be undertaken by the agency.

- Research and analyze expansion or redesign of existing programs and services.
- Develop and implement the overall policies and procedures in an effective and efficient manner to operate the community development division.
- Guidance, supervision and direction to the grants and outreach managers to think strategically in carrying out their duties. Such guidance to include but not be limited to:

    - Grants Managers:
        - Initiate and provide direction in successful relationship building to funders and stakeholders
        - Monitor utilization and application of tools to identify funding opportunities, and application process, including grant tracking systems.
        - Training on successful application for grants and funding opportunities
        - Develop positive relationships with CAPK programs to ensure effective support in developing new or expanding existing program funding.
        - Program and agency wide reporting and research to include individual contract reports, the Community Action Plan, CAPK and Head Start Annual report, periodic reports to the Board of Directors, elected officials and others.
        - Implementation and monitoring of the CAPK Strategic Plan.

    - Outreach Managers:
        - Planning and implementing outreach strategies for connecting CAPK clients and the broader community including businesses, individuals and relevant organizations to the specific work and services offered by CAPK.
        - Develop and execute strategies that are intended to create and uphold a positive public image for CAPK.
        - Work and form relationships with various members of the media, government, and public director to generate new support, outreach, education and collaborations for CAPK efforts.
        - Coordinate interviews, photo shoots, serve as a formal spokesperson for CAPK, writing talking points, crisis communications, speeches and press kits.
        - Monitor and research clients, media outlets, and other community services provides for news, and trends and the results of CAPK campaigns.

- Administers, develops budgets, and monitors the Community Service Block Grant (CSBG) contract.

- Develops and implements strategies regarding governmental affairs and tracking of legislation at a state and national level and collaborates with elected officials and governmental staff.

B. Other Job Specific Duties:

1. Attends all meetings, trainings, and conferences as assigned.
2. Maintains safe and functional work environment.
3. Work alternative hours as required, including nights and weekends.
4. Is proactive in the program effort to recruit and enroll families that qualify for Partnership programs.
5. Performs any other like duties as assigned.

MINIMUM QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skills, and abilities required to satisfactorily perform the essential duties and responsibilities.

Knowledge of:

- Resource and fund development
- Research techniques and resources
- Basic social media applications
- Government and private programs and funding opportunities
- Word processing, spreadsheet, database and other related software
- Agency policies and procedures
- Applicable federal, state, and local laws, codes, and regulations
- Departmental policies and procedures
- Word processing, spreadsheet, database, and other related software

Ability to:

Supervise diverse staff
Ability to plan, organize, allocate, and control resources
Ability to communicate verbally and electronically effectively
Attend evening and weekend meetings
Effectively work in group settings with other CAPK Directors, Managers, Board of Directors, and other
Effectively present program to the general public
Establish professional working relationships with staff, service providers and partners, and the community
Bilingual language fluency (Spanish/English) fluency highly desirable

EDUCATION AND EXPERIENCE:

The following requirements generally demonstrate possession of the minimum requisite knowledge and ability necessary to perform the duties of the position.

Education:

- Graduation from a four-year college or university

Experience:

- Progressive experience in program design and management; development and monitoring of budgets and contracts; grant writing; research and writing and strategic planning.
- Progressive experience in management of and overview of grant writing responsibilities. Demonstrate successes in securing programs and/or economic development funding and or fundraising efforts.
- At least five (5) years senior management level experience, 3 of which must be in a supervisory capacity, to include organizing and coordinating administrative activities, and the development and managing of budgets.
- Experience in working with federal, state and local governments and private funding sources.

Any equivalent combination of education and/or experience, which will provide the capabilities to perform the described duties may be acceptable.

Skills:

- The ability to motivate and supervise subordinates in day-to-day operations.
- Communicate effectively, both orally and in writing.
- Work independently while managing competing demands.

OTHER REQUIREMENTS

- Possession of a valid California Driver's License and State automobile insurance, and acceptable driving record substantiated by a DMV printout.
- Completion of a physical and substance abuse screening upon offer of employment.

WORK ENVIRONMENT:

The work environment characteristics described are representative of those an employee encounters in performing the essential functions of this job.

- *Work is primarily performed indoors.*
- *Noise level is quiet to moderately quiet.*
- *Hazards are minimal.*

ESSENTIAL PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable employees with disabilities to perform the essential duties.

POSITION TITLE **Director of Community Development**			
ACTIVITY (HOURS PER DAY)	**NEVER 0 HOURS**	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**
Sitting			x
Walking			x
Standing			x
Bending (neck)			x
Bending (waist)			x
Squatting		X	
Climbing	x		
Kneeling		X	
Crawling	x		
Twisting (neck)			x
Twisting Waist			x
Is repetitive use of hand required?			x
Simple Grasping (right hand)			x
Simple Grasping (left hand)			x
Power Grasping (right hand)		X	
Power Grasping (left hand)		X	
Fine Manipulation (right hand)			x
Fine Manipulation (left hand)			x
Pushing & Pulling (right hand)		x	
Pushing &Pulling (left hand)		x	
Reaching (above shoulder level)		x	
Reaching (below shoulder level)		x	

	LIFTING			CARRYING		
	NEVER 0 HOURS	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**	**NEVER 0 HOURS**	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**
0-10 lbs			x			x
11-25 lbs		x			x	
26-50 lbs		x			x	
51-75lbs	x			x		
76-100lb	x			x		
100lbs+	x					

COMMUNITY ACTION PARTNERSHIP of KERN
ADMINISTRATION
Director of Health & Nutrition

Disclaimer: Job descriptions are written as a representative list of the ADA essential duties performed by a job class. They cannot include nor are they intended to include all duties performed by all positions occupying a class.

Salary Range: Grade 14 **FLSA Status: Exempt** **Date Approved:** 06/26/2019

SUMMARY:

Under the direction of the Chief Executive Officer (CEO), the Director of Health & Nutrition Services will monitor all Agency contracts and/or grants pertaining to health, health education, and nutrition to ensure programmatic compliance with Federal and State laws and/or regulations and any other requirements specific to the contracts and/or programs.

Provides oversight for the Friendship House Community Center, the Shafter Youth Center and the Volunteer Income Tax Assistance programs.

SUPERVISION RECEIVED:

Receives supervision from the Chief Executive Officer.

SUPERVISION EXERCISED:

WIC Program Manager, Food Bank Manager, Migrant Childcare Alternative Payment (MCAP) Program Manager, East Kern Family Resource Center which includes Differential Response, School Readiness and Economic Empowerment, Nutrition Education Obesity Prevention, Friendship House Community Center, the Shafter Youth Center, Volunteer Income Tax Assistance, and supports the CEDS Content Area Specialist – Nutrition.

DUTIES AND RESPONSIBILITIES:

Disclaimer – This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed or may perform related duties as assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

A. Essential Job Specific Duties:

1. Responsible for monitoring federal, state and county funds to ensure funds are allocated and expended in accordance with guidelines set by applicable funding sources and appropriate federal/state regulations.
2. Responsible for the overall operation of the programs including planning, developing, implementing and monitoring policies and procedures to ensure compliance with program/contract goals and objectives, in accordance with the funding sources requirements and scope of work.
3. Oversees the development, implementation, and monitoring of programs budgets for the Division.
4. Oversees program operations to ensure effective use of funds and compliance with rules

and regulations set forth by the funding source.

5. Interprets and applies state and federal laws, contract rules and regulations, and policies appropriate to program operations.
6. Develops funding concepts and grants for implementation and project management of programs and services. Provides support in the preparation and submission of funding applications to meet the program's goals and objectives.

7. Identifies problems with program performance regarding agency contracts and/or grants; makes recommendations for corrective actions.
8. Assists personnel with the implementation of solutions to identified performance problems with agency contracts, including the evaluation of work performance on a timely basis, and providing administrative and human resources support.
9. In conjunction with the CAPK's Chief Financial Officer, develops and maintains an effective system of financial management and budget development that controls funds within the Division and meets all necessary financial management requirements and applicable regulations.
10. Apprises the CEO of the status of agency contracts/program performance on a periodic basis.
11. Assist the CEO with presentations to the Board of Directors and its subcommittees, elected officials, private and public agencies and the community.
12. Works in collaboration with other agencies, organizations and/or local government that support and enhance services provided by the Partnership.
13. Establishes and maintains positive working relationships with staff, board members, the community, other organizations, and elected officials as well as state and federal funding representatives.
14. Oversees nutritional services for Child Education & Development Services programs, to include, but not limited to, approval of menus, review of special diets and diet modifications, and oversee high-risk diets.
15. Responsible for ensuring that internal controls are developed and implemented to safeguard confidential information and documents, the disclosure of which could have an adverse effect on the agency's relationships with other individuals and/or organizations.
16. Performs special assignments/projects and other duties as assigned by the CEO.

B. Other Job Specific Duties:

1. Attends all meetings, trainings, and conferences as assigned.
2. Maintains safe and functional work environment.
3. Work alternative hours as required, including nights and weekends.
4. Is proactive in the program effort to recruit and enroll families that qualify for Partnership programs.
5. Performs any other like duties as assigned or as needed.

MINIMUM QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skills, and abilities required to satisfactorily perform the essential duties and responsibilities.

Skills:

1. Must have knowledge of principles and practices of non-profit administration, budgeting, fiscal oversight, grant and project management and HR/employee practices
2. Must have strong supervisory skills, effective communication skills, and the ability to work independently while managing competing demands
3. Must have ability to gather and analyze data and make comprehensive reports and

recommendations.
4. Must have the ability to communicate effectively and prepare clear and concise reports.
5. Must have the ability to establish and maintain effective working relationships; Federal, State, and local programs, laws and regulations pertaining to the operation of the program; analyze demographic and program statistical data to effectively plan program goals and objectives

Knowledge of:
Agency policies and procedures
Applicable federal, state, and local laws, codes, and regulations
Departmental policies and procedures
Modern office practices, methods, procedures and equipment including computers
Word processing, spreadsheet, database, and other related software applications

Ability to:
Ability to deal with conceptual matters
Ability to plan, organize, allocate, and control substantial resources.
Ability to communicate effectively
Good interpersonal skills.
Willingness to attend evening and weekend meetings
Effectively present program to the general public.
Establish professional working relationships with staff, agencies and parents.
Bilingual language fluency (Spanish/English) fluency highly desirable

EDUCATION AND EXPERIENCE:

The following requirements generally demonstrate possession of the minimum requisite knowledge and ability necessary to perform the duties of the position.

Education:
1. B.S./B.A. degree from an accredited institution with a major in Public Administration, Business Administration, or closely related field.
2. Possession of an advance degree is desirable and may be substituted for one (1) year of required experience.
3. Registered Dietitian; current registration with the Academy of Nutrition and Dietetics.

Experience:
1. Five (5) years senior management level experience, including supervision, in directing, organizing and coordinating the administrative activities within a division, department, or program within a public agency or private non-profit organization; emphasis in health, health education and nutrition programs desirable.
2. Public speaking experience and media relations is desirable.
3. Any equivalent combination of education and/or experience may be acceptable.

OTHER REQUIREMENTS

1. Possession of a valid California Driver's License and State automobile insurance, and acceptable driving record substantiated by a DMV printout.
2. Must be fingerprinted and have such records filed with the State Department of Social Services.
3. Completion of physical and substance abuse screening upon offer of employment.
4. Successful completion of TB screening upon employment and annually thereafter.

WORK ENVIRONMENT:

The work environment characteristics described are representative of those an employee encounters in performing the essential functions of this job.

- *Work is primarily performed indoors.*
- *Noise level is quiet to moderately quiet.*
- *Hazards are minimal.*

ESSENTIAL PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable employees with disabilities to perform the essential duties.

POSITION TITLE: Director of Health & Nutrition			
ACTIVITY (HOURS PER DAY)	**NEVER 0 HOURS**	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**
Sitting			x
Walking			x
Standing			x
Bending (neck)			x
Bending (waist)			x
Squatting		X	
Climbing	x		
Kneeling		X	
Crawling	x		
Twisting (neck)			x
Twisting Waist			x
Is repetitive use of hand required?			x
Simple Grasping (right hand)			x
Simple Grasping (left hand)			x
Power Grasping (right hand)		X	
Power Grasping (left hand)		X	
Fine Manipulation (right hand)			x
Fine Manipulation (left hand)			x
Pushing & Pulling (right hand)		x	
Pushing &Pulling (left hand)		x	
Reaching (above shoulder level)		x	
Reaching (below shoulder level)		x	

	LIFTING			CARRYING		
	NEVER 0 HOURS	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**	**NEVER 0 HOURS**	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**
0-10 lbs			x			x
11-25 lbs		x			x	
26-50 lbs		x			x	
51-75lbs	x			x		

76-100lb	x			x		
100lbs+	x					

Revised 05-21-2019 rq
Revised 06.17.19 pram – draft

1. COMMUNITY ACTION PARTNERSHIP of KERN
Director of Head Start/State Child Development

Disclaimer: Job descriptions are written as a representative list of the ADA essential duties performed by a job class. They cannot include nor are they intended to include all duties performed by all positions occupying a class.

Salary Range: Grade 14 **FLSA Status:** Exempt **Date Approved:** 06/26/2019

SUMMARY: Under the general direction of the Chief Executive Officer, the Director of Head Start/State Child Development plans, organizes, controls and directs the operation, management and administration of Head Start/ Early Head Start / Early Head Start San Joaquin / Early Head Start Child Care Partnerships/ Home Visiting Initiative (Cal Works) / State Programs and the operation of the Central Kitchen; develops, monitors, implements and evaluates programs policies and procedures; develops, administers and monitors program budgets; assures the Head Start /Early Head Start complies with and implements State, local and federal regulations; supervises and evaluates the performance of assigned personnel. Ensures all and is subject to applicable Federal and State laws, policies and regulations as determined by the Board of Directors and Policy Council. (Including leadership and technical expertise for program staff; assisting with the interpretation and implementation of all aspects of Head Start/Early Head Start Performance Standards, Federal and State regulations, funding source requirements and policies/practices).

SUPERVISION RECEIVED:
Receives supervision from Chief Executive Officer

SUPERVISION EXERCISED:
Assistant Director of Head Start/State Child Development, Program, Design and Management Administrator, Fiscal Administrator, Education and Support Services Administrator , Partnership Administrator, Quality Assurance Manager, Assistant to the Director of Head Start/State Child Development, and Child and Adult Care Food Program (CACFP) Food Service Manager

DUTIES AND RESPONSIBILITIES:
Disclaimer – This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed or may perform related duties as assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

A. Essential Job Specific Duties:

1. Program Planning and Operational Management: Oversees a management system that ensures proper planning and efficient operation of program design for the effective delivery of services.

    a. Ensures all required assessments are completed per grant regulations ie: community needs assessment; school readiness.
    b. Supervises design of each program option and ensures options are acceptable and approved by the Administration for Children and Families and other applicable regulations and organizations.
    c. Develops written procedures for program planning which includes a process for the formulation of program service objectives, a budget and work plan based on identified 5-year program goals.
    d. Provides oversight of the overall operation and administration of the Central Kitchen, including compliance with the Head Start Performance Standards in relations to food service; meals/menus ages 0 – 4 years, special dietary requirements.
    e. Develops and prepares annual preliminary program budgets; analyzes and reviews budgetary and financial data; controls and authorizes expenditures in accordance with established limitations; monitors fiscal systems to assure and sustain program alignment; administers grants; develops and negotiates service contracts with subscribing educational systems, partnerships and consultants.
    f. Directs and evaluates the performance of assigned staff; interviews and selects employees and recommends transfers, reassignments, terminations and disciplinary actions; determines need for, monitors and evaluates staff development programs and provides information to staff regarding professional development activities.
    g. Communicates with other administrators, personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts, and exchange information, visit classrooms, local agencies, and other Head Start agencies to exchange information and provide guidance.

    h. Establishes and maintains partnerships with agencies/resources in the community as they relate to program goals and objectives.
    i. Ensures program 5-year goals and School Readiness goals are updated and in compliance with regulations.
    j. Provides systematic monitoring and support of programs consistent with Performance Standards, policies and procedures, and applicable regulations.
    k. Maintains an internal communications system that includes an internal reporting record, and distribution of needed information to and from staff, parents, Policy Council and the Community Action Partnership of Kern Board of Directors.
    l. Ensures that annual self-assessment and process for program and management improvement plans are conducted in conjunction with the Policy Council.
    m. Directs public relations and community interface activities.

2. Personnel Management: oversees the identification of work to be done as related to the Performance Standards, administrative requirements and other Head Start policies to identify what duties and responsibilities need to be performed by staff in conjunction with the Agency's Human Resources Department, including evaluation of work performance, administrative support and human resources management; Provides leadership in establishing and maintaining quality work standards throughout the Division.

    a. Ensures that staff positions meet or exceed State of California Department of Education, Head Start and/or Community Care Licensing staffing requirements.
    b. Ensures that the division of labor is shared among staff and positions are sufficiently organized and defined for staff to fulfill work requirements.
    c. Ensures that staff assignments have been made to the proper positions based on meeting the minimum requirements.
    d. Works with the Human Resources Department to implement timely recruitment and selection process to insure consistency with the budget plan, performance evaluations, coaching and counseling in accordance with applicable federal and state laws/regulations.
    e. Oversees the implementation of the performance evaluation system for all program staff within the Head Start/State Child Development Services Division on an annual basis, in accordance with applicable policies and procedures.
    f. Makes recommendation to the Chief Executive Officer regarding hiring and terminations in accordance with Agency policy, applicable laws/regulations, and Appendix A, Governance and Management Responsibilities.
    g. Responsible for the development and implementation of training plans for staff, Policy Council, parents, volunteers and others involved in the operation of the Head Start, Early Head Start, Early Head Start San Joaquin, Early Head Start Child Care Partnership, Home Visiting Initiative and State of California Department of Education programs.

3. Financial Management: in conjunction with the Chief Executive Officer and Chief Finance Officer, oversees the grantee's responsibility in conducting the financial affairs of the Division, including Head Start, Early Head Start, and Fatherhood.

    a. In conjunction with the Agency's Chief Finance Officer and the Fiscal Administrator, develops and maintains an effective system of financial management that controls funds within the program and meets all necessary financial management requirements and applicable regulations.
    b. Oversees the development and preparation of the basic grant refunding application and any supplemental applications as required by contracts.
    c. Manages funds in order to achieve the maximum benefit from a limited amount of resources.
    d. Ensures that timely, accurate financial reports presented in an understandable format are provided to the Policy Council and Board of Directors to ensure adequate information to make decisions necessary to operate successful Child Development programs.

4. Performs other duties as assigned and required by the Chief Executive Officer.

B. Other Job Specific Duties:

1. Attends all meetings, trainings, and conferences as assigned.
2. Maintains safe and functional work environment.
3. Work alternative hours as required, including nights and weekends.
4. Is proactive in the program effort to recruit and enroll families that qualify for Partnership programs.
5. Performs any other like duties as assigned.

MINIMUM QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skills, and abilities required to satisfactorily perform the essential duties and responsibilities.

Knowledge of:

Agency policies and procedures
Applicable federal, state, and local laws, codes, and regulations
Departmental policies and procedures
Modern office practices, methods, procedures and equipment including computers
Word processing, spreadsheet, database, and other related software applications

Ability to:

Ability to deal with conceptual matters
Ability to plan, organize, allocate, and control substantial resources.
Ability to communicate effectively
Good interpersonal skills.
Willingness to attend evening and weekend meetings
Effectively present program to the general public.
Establish professional working relationships with staff, agencies and parents.
Bilingual language fluency (Spanish/English) fluency highly desirable

EDUCATION AND EXPERIENCE:

1. Bachelor's degree in Education, Child Development, Public Administration, Education Administration, or related field with 24 units ECE/CD, Child/Human Growth and Development; Child, Family and Community, or Child and Family Relations; Programs/Curriculum; plus 6 units in administration, and 6 units in adult supervision.
2. Minimum five years senior management level experience in administering a child development program, division or department within a public agency or private non-profit organization.
3. Demonstrated ability in project and budget planning.
4. Two years direct experience in managing government funded programs desirable.

5. Knowledge of principles and practices of administration, budgeting, fiscal oversight, project management and personnel practices; Must have strong supervisory skills, effective communication skills, and the ability to work independently while managing competing demands; Federal, State, and local programs, laws and regulations pertaining to the operation of the Program.

The following requirements generally demonstrate possession of the minimum requisite knowledge and ability necessary to perform the duties of the position.

OTHER REQUIREMENTS

- Possession of a valid California Driver's License and State automobile insurance, and acceptable driving record substantiated by a DMV printout.
- Completion of a physical and substance abuse screening upon offer of employment.
- Successful completion of TB clearance upon offer of employment and annually thereafter.
- Must be fingerprinted and have such records filed with the State Department of Social Services.

WORK ENVIRONMENT:

The work environment characteristics described are representative of those an employee encounters in performing the essential functions of this job.

- *Work is primarily performed indoors.*
- *Noise level is quiet to moderately quiet.*
- *Hazards are minimal.*

ESSENTIAL PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable employees with disabilities to perform the essential duties.

POSITION TITLE			
ACTIVITY (HOURS PER DAY)	**NEVER 0 HOURS**	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**
Sitting			x
Walking			x
Standing			x
Bending (neck)			x
Bending (waist)			x
Squatting		X	
Climbing	x		
Kneeling		X	
Crawling	x		
Twisting (neck)			x
Twisting Waist			x
Is repetitive use of hand required?			x
Simple Grasping (right hand)			x
Simple Grasping (left hand)			x
Power Grasping (right hand)		X	
Power Grasping (left hand)		X	
Fine Manipulation (right hand)			x
Fine Manipulation (left hand)			x
Pushing & Pulling (right hand)		x	
Pushing &Pulling (left hand)		x	
Reaching (above shoulder level)		x	
Reaching (below shoulder level)		x	

	LIFTING			CARRYING		
	NEVER 0 HOURS	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**	**NEVER 0 HOURS**	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**
0-10 lbs			x			x
11-25 lbs		x			x	
26-50 lbs		x			x	
51-75lbs	x			x		
76-100lb	x			x		
100lbs+	x					

COMMUNITY ACTION PARTNERSHIP OF KERN
DISCRETIONARY AND FUND RAISING FUNDS
FOR THE MONTH ENDED MAY 31, 2019

	03/01/19-05/31/19	05/01/19 - 05/31/19	TOTAL	
BEGINNING BALANCE (NOTE 1)	$ 525,891.33	$ -	**$ 525,891.33**	
CASH RECEIPTS				
2019 Awards Banquet Donations	33,900.00	8,438.75	42,338.75	a
Donations	121.94	323.51	445.45	
Misc. Revenue	2,187.31	0.81	2,188.12	
Interest Income/Union Administrative Fee	978.51	0.70	979.21	
TOTAL CASH RECEIPTS	37,187.76	8,763.77	45,951.53	
CASH DISBURSEMENTS				
Line of Credit Interest Expense	-	-	-	
Line of Credit Unused Commitment Fee	1,243.75	-	1,243.75	b
2019 Awards Banquet Expenses	935.00	24,512.59	25,447.59	a
Supplies	347.87	650.93	998.80	
Volunteer Appreciation	-	-	-	c
Fundraising Expenses	-	-	-	
Property Taxes - Campus Vacant Parcels	-	-	-	
Miscellaneous Expenses	229.08	45.84	274.92	
Indirect	166.48	69.68	236.16	
TOTAL CASH DISBURSEMENTS	2,922.18	25,279.04	28,201.22	
CASH PROVIDED (USED)	34,265.58	(16,515.27)	**17,750.31**	
ENDING BALANCE	$ 560,156.91		**$ 543,641.64**	

Discretionary Cash	$ 216,278.24
Fund Raising Cash	339,929.22
	556,207.46
Add: Prepaid	-
Less: AP	(12,565.82)
	$ 543,641.64

NOTES

1. For the year ended 2/28/19, the net increase to the Discretionary/Fund Raising Funds was $48,593.85.

a. As of 05/31/19, net 2019 awards banquet gain is $22,391.16 (FYE 2/28/19 = $5,500.00 + $42,338.75 - $25,447.59 expenses for 2019/20).
b. Commitment fee for the period 12/31/18 to 9/30/19 that the $2 million line of credit is equal to one-quarter percent (0.25%) per annum based on a 360 day year.
c. Annual appreciation expense for the VITA volunteers.

Date Prepared: 06/11/2019

COMMUNITY ACTION PARTNERSHIP OF KERN

BUDGET AND FINANCE COMMITTEE

JUNE 19, 2019

FINANCIAL REPORT

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COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF PROGRAMS (FUNDS)
FOR THE PERIOD MARCH 1, 2019 THROUGH FEBRUARY 29, 2020

PROGRAM (COMPONENT)	AMOUNT	CFDA #	GRANT NUMBER	PROGRAM YEAR	FUND#	FUNDING SOURCE
UNRESTRICTED						
GENERAL FUND			NOT APPLICABLE	03/01/19 - 02/29/20	501	NOT APPLICABLE
DISCRETIONARY FUND			NOT APPLICABLE	03/01/19 - 02/29/20	502	NOT APPLICABLE
FOOD BANK			NOT APPLICABLE	03/01/19 - 02/29/20	504	SHARED MAINTENANCE, MEMBERSHIP FEES, DONATIONS, ETC.
ENERGY			NOT APPLICABLE	03/01/19 - 02/29/20	524	NOT APPLICABLE
SHAFTER YOUTH CENTER			NOT APPLICABLE	03/01/19 - 02/29/20	527	DONATIONS, RENTAL INCOME
FRIENDSHIP HOUSE			NOT APPLICABLE	03/01/19 - 02/29/20	531	DONATIONS, RENTAL INCOME
211			NOT APPLICABLE	03/01/19 - 02/29/20	536	FEE FOR SERVICE
FUND RAISING			NOT APPLICABLE	03/01/19 - 02/29/20	595	DONATIONS
RESTRICTED						
EARLY HEAD START EXPANSION	2,114,774	93.600	09HP000163-01	03/01/19 - 2/29/20	107	U S DEPT OF HEALTH & HUMAN SERVICES
EARLY HEAD START/HEAD START	8,400,992	93.600	09CH9142 - 06	03/01/19 - 06/30/19	108/109	U S DEPT OF HEALTH & HUMAN SERVICES PENDING DRS APPLICATION APPROVAL
EARLY HEAD START CHILD CARE PARTNERSHIP	725,701	93.600	09HP0036 - 04	09/01/18 - 08/31/19	110	U S DEPT OF HEALTH & HUMAN SERVICES
EARLY HEAD START SAN JOAQUIN	5,388,328	93.600	09CH010071 - 05	02/01/19 - 01/31/20	117	U S DEPT OF HEALTH & HUMAN SERVICES
HUD - COORDINATED ENTRY SYSTEM	236,838	14.267	CA1799L9D041800	04/02/19 - 04/01/20	160	U S DEPT OF HOUSING AND URBAN DEVELOPMENT OFFICE OF COMMUNITY PLANNING AND DEVELOPMENT
VITA	94,012	21.009	19VITAA0228	08/01/18 - 07/31/20	149	U S DEPT OF THE TREASURY - INTERNAL REVENUE SERVICE
CSBG (COMMUNITY SERVICES BLOCK GRANT)	1,489,531	93.569	19F - 4015	01/01/19 - 12/31/19	103	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF COMMUNITY SERVICES AND DEVELOPMENT
LIHEAP (LOW-INCOME HOME ENERGY ASSISTANCE PROGRAM)	3,721,750 4,010,033	93.568	18B - 4012 19B - 5012	10/01/17 - 7/31/19 10/01/18 - 06/30/20	122-38 122-39	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF COMMUNITY SERVICES AND DEVELOPMENT
DOE	1,364,399	81.042	17C-4010	6/1/18 - 6/30/20	123-65	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF COMMUNITY SERVICES AND DEVELOPMENT
GENERAL CENTER CHILD CARE	600,085 600,085	93.575 93.575	CCTR - 8049 CCTR - 9050	07/01/18 - 06/30/19 07/01/19 - 06/30/20	253	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF EDUCATION
GENERAL CENTER CHILD CARE	275,855 275,855	93.596 93.596	CCTR - 8049 CCTR - 9050	07/01/18 - 06/30/19 07/01/19 - 06/30/20	253	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF EDUCATION
MIGRANT ALTERNATIVE PAYMENT	5,411,000 5,411,000	93.575 93.575	CMAP - 8000 CMAP - 9000	07/01/18 - 06/30/19 07/01/19 - 06/30/20	261	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF EDUCATION

COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF PROGRAMS (FUNDS)
FOR THE PERIOD MARCH 1, 2019 THROUGH FEBRUARY 29, 2020

PROGRAM (COMPONENT)	AMOUNT	CFDA #	GRANT NUMBER	PROGRAM YEAR	FUND#	FUNDING SOURCE
CALIFORNIA STATE PRESCHOOL PROGRAM	164,081 164,081	93.575 93.575	CSPP - 8120 CSPP - 9121	07/01/18 - 06/30/19 07/01/19 - 06/30/20	258	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF EDUCATION
CALIFORNIA STATE PRESCHOOL PROGRAM	357,247 357,247	93.596 93.596	CSPP - 8120 CSPP - 9121	07/01/18 - 06/30/19 07/01/19 - 06/30/20	258	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF EDUCATION
ECONOMIC EMPOWERMENT	85,655	93.590	EE - KERN - 17 - 20	07/01/18 - 06/30/19	171	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES, OFFICE OF CHILD ABUSE PREVENTION
211 HOSPITAL PREPAREDNESS PROGRAM - EMERGENCY RESPONSE & SURGE C	10,000	93.074	659 - 2017	PENDING	186	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF HEALTH SERVICES, COUNTY OF KERN, DEPT OF PUBLIC HEALTH
EFAP (EMERGENCY FOOD ASSISTANCE PROGRAM)	121,906	10.568/.569	15 - MOU - 00118	10/01/18 - 09/30/19	105/111	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
TRADE MITIGATION BONUS OFFERING	$2,000 PER TRUCK LOAD			10/1/18 - 09/30/19	106	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
CSFP (COMMODITY SUPPLEMENTAL FOOD PROGRAM)	306,543	10.565	16 - 6017	10/01/18 - 09/30/19	147	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
CHILD AND ADULT CARE FOOD PROGRAM (CACFP) - KERN & SAN JOAQUIN	BASED ON MEALS SERVED	10.558	15 - 1248 - OJ	10/01/18 - 09/30/19	112/139	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF EDUCATION
WIC (WOMEN, INFANTS & CHILDREN)	4,154,816	10.557	15 - 10064	10/01/18 - 09/30/19	115	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF PUBLIC HEALTH
SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM (SNAP) AKA CALFRESH PRC	46,817	10.561	16 - SUB - 00876	10/01/18 - 09/30/19	164	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES, INFO LINE OF SAN DIEGO dba 211 SAN DIEGO
COORDINATED ENTRY SERVICES	105,000	14.267	N/A	10/1/2018-7/31/19	428-240	U S DEPT OF HOUSING & URBAN DEVELOPMENT - KERN BEHAVIORAL HEALTH UNITED WAY OF KERN COUNTY
QUALITY RATING AND IMPROVEMENT SYSTEM (QRIS) - SAN JOAQUIN	20,000	84.412	N/A	07/01/18 - 06/30/19	117-005	U.S. DEPT OF EDUCATION - STATE OF CALIFORNIA, DEPT OF EDUCATION - FIRST 5 CALIFORNIA, COUNTY OF SAN JOAQUIN, FIRST 5 SAN JOAQUIN, RACE TO THE TOP
CSPP QRIS BLOCK GRANT	17,990		N/A	07/01/18 - 06/30/19	258-005	STATE OF CALIFORNIA, DEPT OF EDUCATION - KERN COUNTY SUPERINTENDENT OF SCHOOLS, KERN EARLY STARS
MIGRANT ALTERNATIVE PAYMENT	3,046,805 3,046,805		CMAP - 8000 CMAP - 9000	07/01/18 - 06/30/19 07/01/19 - 06/30/20	261	STATE OF CALIFORNIA, DEPT OF EDUCATION
GENERAL CENTER CHILD CARE	2,067,088 2,067,088		CCTR - 8049 CCTR - 9050	07/01/18 - 06/30/19 07/01/19 - 06/30/20	253	STATE OF CALIFORNIA, DEPT OF EDUCATION
CALIFORNIA STATE PRESCHOOL PROGRAM	3,731,472 3,731,472		CSPP - 8120 CSPP - 9121	07/01/18 - 06/30/19 07/01/19 - 06/30/20	258	STATE OF CALIFORNIA, DEPT OF EDUCATION
MIGRANT CHILD CARE	254,377 254,377		CMIG - 8004 CMIG - 9004	07/01/18 - 06/30/19 07/01/19 - 06/30/20	250	STATE OF CALIFORNIA, DEPT OF EDUCATION
MIGRANT SPECIALIZED SERVICES	38,156 38,156		CMSS - 8004 CMSS - 9004	07/01/18 - 06/30/19 07/01/19 - 06/30/20	252	STATE OF CALIFORNIA, DEPT OF EDUCATION
CAL EITC FREE TAX PREPARATION ASSISTANCE GRANT	175,000		18T-8012	10/15/18 - 06/30/19	234	STATE OF CALIFORNIA, DEPT OF COMMUNITY SERVICES AND DEVELOPMENT

COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF PROGRAMS (FUNDS)
FOR THE PERIOD MARCH 1, 2019 THROUGH FEBRUARY 29, 2020

PROGRAM (COMPONENT)	AMOUNT	CFDA #	GRANT NUMBER	PROGRAM YEAR	FUND#	FUNDING SOURCE
HOME VISIT INITIATIVE (COUNTY OF KERN)	435,980 1,877,011		N/A N/A	04/01/19 - 06/30/19 07/01/19 - 06/30/20	270	STATE OF CALIFORNIA, DEPT OF HUMAN SERVICES, COUNTY OF KERN
INFORMATION & EDUCATION	80,000		16 - 10206	07/01/18 - 06/30/19	120	STATE OF CALIFORNIA, DEPT OF PUBLIC HEALTH
FOOD BANK CAPACITY PROGRAM	101,490		SGRT-19-0012	7/01/17 - 06/30/20	215	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
TAX CHECK - OFF (FOOD BANK)	15,442		15 MOU - 00118	07/01/18 - 06/30/19	216-000	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
STATE EMERGENCY FOOD ASSISTANCE (FOOD BANK) CAL FOOD	264,704		N/A	07/01/18 - 06/30/19	216-087	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
DIFFERENTIAL RESPONSE SERVICES	219,006		N/A	07/01/18 - 06/30/19	280	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES, COUNTY OF KERN, SUPERINTENDENT OF SCHOOLS, CHILD AND FAMILY SERVICES AGENCY, NETWORK FOR CHILDREN
FIRST 5 KERN - HELPLINE 211	100,350		2015.2.5	07/01/18 - 06/30/19	288	STATE OF CALIFORNIA, FIRST 5 CALIFORNIA, COUNTY OF KERN, FIRST 5 KERN
FIRST 5 KERN EAST KERN FAMILY RESOURCE CENTER	137,493		2015.2.6	07/01/18 - 06/30/19	281	STATE OF CALIFORNIA, FIRST 5 CALIFORNIA, COUNTY OF KERN, FIRST 5 KERN
FIRST 5 KERN - HELP ME GROW	50,921		2017.2.01	07/01/18 - 06/30/19	284	STATE OF CALIFORNIA, FIRST 5 CALIFORNIA, COUNTY OF KERN, FIRST 5 KERN
COUNTY OF KERN HELPLINE 211	44,738		105 - 2018	07/01/18 - 06/30/19	389	COUNTY OF KERN
GANG PREVENTION EDUCATION SERVICES	71,406		230 - 2017	07/01/18 - 06/30/19	335	COUNTY OF KERN, DEPT OF HUMAN SERVICES
READY KERN	1,126		N/A	7/1/18 - 6/30/19	366	COUNTY OF KERN, FIRE DEPT - OFFICE OF EMERGENCY SERVICES
EAST KERN HEALTH LINK - RESOURCE FAIRS	3,000		N/A	6/01/19 - 5/31/20	501-005	BORAX VISITOR CENTER FOUNDATION
EAST KERN FAMILY RESOURCE CENTER EMERGENCY SUPPLIES CLOSET	2,000		N/A	5/20/19 - 12/31/19	501-005	KERN HEALTH SYSTEMS
SHAFTER YOUTH CENTER - MAKE BAKERSFIELD	2,000		N/A	5/20/19 - 12/31/19	527-260	KERN HEALTH SYSTEMS
A.R.T CURRICULUM	10,125		N/A	9/10/18 - 6/30/19	531-070	KERN COUNTY SUPERINTENDENT OF SCHOOLS
FRIENDSHIP HOUSE - MUSEUM ON THE MOVE	2,000		N/A	5/20/19 - 12/31/19	531-260	KERN HEALTH SYSTEMS
HOMELESS COLLABORATIVE - HEARING TO HELP INCENTIVE BAGS	2,000		N/A	5/20/19 - 12/31/19	536-260	KERN HEALTH SYSTEMS

COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF PROGRAMS (FUNDS)
FOR THE PERIOD MARCH 1, 2019 THROUGH FEBRUARY 29, 2020

PROGRAM (COMPONENT)	AMOUNT	CFDA #	GRANT NUMBER	PROGRAM YEAR	FUND#	FUNDING SOURCE
211 KINGS COUNTY	42,000		N/A	07/01/15 - 06/30/18	536-231	KINGS UNITED WAY
211 TULARE COUNTY	162,000		N/A	07/01/15 - 06/30/18	536-232	UNITED WAY OF TULARE COUNTY
211 MERCED COUNTY	27,400		N/A	10/22/15 - PENDING	536-233	UNITED WAY OF MERCED COUNTY
211 STANISLAUS COUNTY	66,000		N/A	07/01/18 - 06/30/21	536-234	UNITED WAY OF STANISLAUS COUNTY
PREP WORKS - YOUTH CENTERS	PENDING		N/A	PENDING	444	STARBUCKS
PREP WORKS PROGRAM	PENDING		N/A	PENDING	448	WELLS FARGO FOUNDATION
EAST KERN EMERGENCY CLOSET	PENDING		N/A	PENDING	501-005	FRIENDS OF MERCY FOUNDATION, SISTER PHYLLIS HUGHES ENDOWMENT FOR SPECIAL NEEDS
EAST KERN HEALTH LINK	PENDING		N/A	PENDING	454	DIGNITY HEALTH
FOOD BANK FREE FARMERS MARKET - WASCO	PENDING		N/A	PENDING	467	THE WONDERFUL COMPANY FOUNDATION
CENTRAL VALLEY SMALL BUSINESS DEVELOPMENT INITIATIVE	25,000		N/A	01/01/18 - 12/31/18	456	BANK OF THE WEST

COMMUNITY ACTION PARTNERSHIP OF KERN
FUNCTIONAL CLASSIFICATIONS BY FUND
FISCAL YEAR 2019/20

Abila Fund #	Fund Name	PROGRAM SERVICES				SUPPORT SERVICES	
		Education	Nutrition	Energy Conservation	Community Services	Discretionary/ Fund Raising	General & Admin
103	Community Services Block Grant (CSBG)	X	X		X		X
501	General Fund				X		X
800	GAAP Fund						X
910	Community Development Pool				X		
915	Operations Pool			X	X		X
920	Facilities Pool						X
925	Health & Nutrition Pool	X	X		X		
999	Indirect Fund						X
502	Discretionary Fund					X	
595	Fund Raising					X	
107	EHS Expansion	X					
108	Early Head Start	X					
109	Head Start	X					
110	Early Head Start Child Care Partnership	X					
117	Early Head Start San Joaquin	X					
117-005	EHS San Joaquin QRIS	X					
250.0	Migrant Child Care	X					
252	Migrant Specialized	X					
253	General Child Care	X					
253-005	CCTR - QRIS	X					
258	California State Preschool (CSPP)	X					
258-005	CSPP QRIS	X					
260	Child Care Facilities	X					
261	Migrant Alternative Payment	X					
262/265	Child Development Reserve	X					
270	Home Visit Initiative	X					
112	Child Care Food Program (CACFP)		X				
115	Women, Infants & Children		X				
139	CACFP - San Joaquin		X				
	Food Bank		X				
105	Emergency Food Assistance		X				
111	USDA Commodities		X				
114	Emergency Food & Shelter		X				
147	Commodity Supplemental Food Program		X				
215	Food Bank Capacity Project		X				
216-000	Food Bank Tax Check-Off		X				
216-087	State Emergency Food Assistance		X				
413	Resnick Foundation		X				
485	Southern California Gas Company (Solar)		X				
467	Wonderful Company Foundation		X				
504	Food Bank		X				
	Energy						
122	Low Income Home Energy Assistance			X			
123	Dept of Energy Weatherization			X			
241	LIWP Solar PV Pilot			X			
245	LIWP Single Family			X			
524	Energy			X			

COMMUNITY ACTION PARTNERSHIP OF KERN
FUNCTIONAL CLASSIFICATIONS BY FUND
FISCAL YEAR 2019/20

Abila Fund #	Fund Name	PROGRAM SERVICES				SUPPORT SERVICES	
		Education	Nutrition	Energy Conservation	Community Services	Discretionary/ Fund Raising	General & Admin
	VITA (Volunteer Income Tax Assistance)						
149	Internal Revenue Service - VITA				X		
234	CalEITC				X		
	Small Business Development						
456	Bank of the West				X		
	East Kern Family Resource Center						
171	Economic Empowerment				X		
280	Differential Response				X		
281	First 5 East Kern Family Resource				X		
454	Dignity Health East Kern Health Link				X		
501-005	EKFRC: KHS Emergency Closet				X		
	Youth Services						
120	Information & Education				X		
242	Youth Authority				X		
246	Realignment for Success				X		
335	Gang Prevention				X		
444	Starbucks Foundation				X		
448	Wells Fargo Foundation				X		
527	Shafter Youth Center				X		
527-068	SYC - Robotics/STEM				X		
527-260	SYC - KHS Make Bakersfield				X		
531	Friendship House Community Center				X		
531-068	FHCC - Robotics/STEM				X		
531-070	FHCC - Aggression Replacement Training				X		
531-260	FHCC - KHS Museum on the Move				X		
	2-1-1						
160	HUD Coordinated Entry System				X		
164	Cal Fresh				X		
186	2-1-1 Hospital Preparedness Program				X		
284	First 5 Kern Help Me Grow				X		
288	First 5 Kern 2-1-1				X		
366	ReadyKern				X		
389	County of Kern 2-1-1				X		
428	2-1-1 United Way				X		
428-240	United Way - Coordinate Entry System				X		
536-231	2-1-1: Kings County				X		
536-232	2-1-1: Tulare County				X		
536-233	2-1-1: Merced County				X		
536-234	2-1-1: Stanislaus County				X		
536-260	2-1-1: KHS Homeless Collaborative				X		

COMMUNITY ACTION PARTNERSHIP OF KERN
LINE OF CREDIT ADVANCES AND REPAYMENTS
FISCAL YEAR 2019/20

Date	Advance Amount	Repayment Amount	No. of Days Borrowed	Interest Expense	Interest Rate
02/28/19	n/a				
03/29/19	235,000	235,000	3		
04/30/19	n/a				
05/31/19	n/a				

Note 1: Line of Credit agreement was entered into with Wells Fargo Bank as of January 11, 2019 for $2 million and will terminate on January 15, 2020.
Note 2: Interest expense is calculated at 3.75% above daily one month LIBOR.
Note 3: Line of credit was not required for the month of May 2019.

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

Period	No. of Days in Period	Commitment Fee	Interest Rate
12/31/18 - 3/30/19	90 days	1,243.75	0.25%
3/31/19 - 6/29/19	90 days	0	0.25%

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

COMMUNITY ACTION PARTNERSHIP OF KERN OPERATING CASH SUMMARY AS OF MAY 31, 2019	
PROGRAM (FUND)	**CASH BALANCE**
CHILD AND ADULT CARE FOOD PROGRAM	(319,885.68)
HEAD START/EARLY HEAD START	418,206.97
SUBTOTAL	**98,321.29**
CHILD DEVELOPMENT RESERVE No. 2	(142.26)
GENERAL CHILD CARE	233,786.41
MIGRANT A/P	989,574.73
MIGRANT CHILD CARE	7,004.99
MIGRANT SPECIALIZED SERVICES	20,948.59
STATE PRESCHOOL	203,359.94
SUBTOTAL	**1,454,532.40**
COMMODITY SUPPLEMENTAL FOOD PROGRAM	(52,037.61)
EF&S	(9,323.00)
EFAP	(12,382.67)
FOOD BANK	311,330.21
FOOD BANK CAPACITY PROGRAM	50,707.93
FOOD BANK - STATE	(63,069.65)
SOCAL GAS	3,130.66
WONDERFUL FOUNDATION	23,642.84
SUBTOTAL	**251,998.71**
ENERGY	(150,164.42)
DOE WAP	(129,769.60)
LIHEAP	(283,201.36)
LIWP SOLAR PV	(206.36)
LIWP SINGLE FAMILY	(3,781.33)
WATER TANK	0.00
TRANSFER NEGATIVE BALANCE	567,123.07
SUBTOTAL	**0.00**
CALIFORNIA ENDOWMENT	
CENTRAL VALLEY SMALL BUSINESS DEVELOPMENT	2,000.00
SUBTOTAL	**2,000.00**
211	(6,809.29)
211 HOSPITAL PREPAREDNESS	0.00
BANK OF THE WEST	23,089.89
CAL FRESH	(12,650.72)
CALEITC	(77,111.35)
COST POOLS	(1,844.68)
COUNTY OF KERN - 2-1-1	0.00
CSBG	198,896.30
CSBG DISCRETIONARY	(3,181.82)
DIFFERENTIAL RESPONSE	(46,207.87)
DIGNITY HEALTH	8,922.93
DISCRETIONARY FUND	212,768.29
ECONOMIC EMPOWERMENT	(23,739.71)
FIRST 5 KERN 211	(47,767.23)
FIRST 5 KERN EAST KERN FAMILY RESOURCE CENTER	(25,364.59)
FIRST 5 HELP ME GROW	(38,869.52)
FRIENDSHIP HOUSE	(65,678.12)
FUNDRAISING	339,929.22
GANG PREVENTION	(4,005.97)
GENERAL FUND	108,064.58
HOME VISIT INITIATIVE (CO OF KERN)	108,995.00
INDIRECT FUND	1,618,192.92
IRS - VITA	(38,637.11)
INFORMATION & EDUCATION	(54,759.96)
REALIGNMENT FOR SUCCESS	(2,640.92)
SHAFTER YOUTH CENTER	(17,539.66)
STARBUCKS FOUNDATION	(15,834.27)
UNITED WAY 211	(8,456.50)
WELLS FARGO FOUNDATION	1,831.15
WIC	(819,088.82)
LESS: ENERGY NEGATIVE BALANCE	(567,123.07)
ADD: LINE OF CREDIT	0.00
SUBTOTAL	**743,379.10**
TOTAL OPERATING CASH	2,550,231.50

COMMUNITY ACTION PARTNERSHIP OF KERN (CAPK)

WELLS FARGO BANK ACCOUNTS

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

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

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

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

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

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

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

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

BANK RECONCILIATION FOR THE MONTH ENDED
May 31, 2019

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

OPERATING ACCOUNT
ACCOUNT NO: XXXXX-X2976

BANK BALANCE AT 05/31/19		3,516,329.10
LESS: OUTSTANDING CHECKS	966,098.58	
ADJUSTED BANK BALANCE AT 05/31/19		2,550,230.52
GENERAL LEDGER BALANCE AT 04/30/19		1,513,739.95
ADD: DEPOSITS	3,939,560.61	
ACH DEPOSITS	19,520.55	
TRANSFER FROM HEAD START	-	
US TREAS DRAWDOWNS	2,736,871.86	
WIRE TRASNFERS	-	
TRSFR LINE OF CREDIT	-	
GARNISHMENT REFUND	222.90	
FUNDS FROM OTHER GRANTS	1,836.35	
TRANSFER FROM LIHEAP	-	
REFUND OF DEPOSIT - HEALTH EQUITY	25,000.00	
RECONCILING DIFFERENCE BETWEEN G/L AND THE BANK	0.71	
LESS: CHECKS ISSUED (CURRENT MONTH)	2,858,454.54	
ADP PAYROLL 5/10/19	1,250,342.67	
ADP PAYROLL 5/24/19	1,250,966.62	
	-	
EFTS FOR HRA/HSA/ STD/403B	294,133.12	
TO REIMBURSE INTERFUNDS FOR S/C CHGS	54.22	
REC LOAN PRINCIPAL/INT EXPENSES	31,680.10	
Transfer to Restricted EHS/HS	-	
REPAY LINE OF CREDIT	-	
CLIENT ANALYSIS SERVICE CHARGE	887.64	
DRAW DIFFERENCE BETWEEN AMOUNT THAT HIT THE BANK AND THE G/L on 04/10/19	3.00	
Difference Between Amount Hit Bank and Check Number 179908 in May 2019	0.50	
GENERAL LEDGER BALANCE AT 05/31/19		2,550,230.52
	DIFFERENCE:	-

PREPARED BY: Veronica Ipatzi TITLE: Accountant DATE: 06/10/2019

APPROVED BY: [signature] TITLE: Chief Financial Officer DATE: 06/10/2019

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

BANK RECONCILIATION FOR MONTH ENDING
May 31, 2019

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

ACCOUNT NO.: XXXXX-X6256

BANK BALANCE ENDING:	**05/31/19**		**601,303.73**
DEPOSITS IN TRANSIT		0.00	
OUTSTANDING CHECKS		0.00	
OTHER		0.00	
ADJUSTED BANK BALANCE:	**05/31/19**		**601,303.73**
BALANCE PER G/L	**04/30/19**		**620,696.29**
ADD: DEPOSITS		0.00	
INTEREST		127.99	
ROUNDING ERROR		0.00	
BANK ACCOUNT TRANSFER FROM GENERAL FUND		0.00	
LESS: CHECKS		0.00	
CLIENT ANALYSIS SERVICE CHARGE		0.00	
BANK ACCOUNT TRANSFER TO GENERAL FUND		19,520.55	
BALANCE PER G/L	**05/31/19**		**601,303.73**
		DIFFERENCE:	0.00

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

PREPARED BY: Veronica Ipatzi TITLE: Accountant DATE: 06/07/19

APPROVED BY: _____ TITLE: Chief Financial Officer DATE: 06/07/19

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

BANK RECONCILIATION FOR MONTH ENDING
May 31, 2019

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

ACCOUNT NO.: XXXXX-X1095

BANK BALANCE ENDING:	**05/31/19**		**216,858.45**
DEPOSITS IN TRANSIT		0.00	
OUTSTANDING CHECKS		0.00	
OTHER		0.00	
ADJUSTED BANK BALANCE:	**05/31/19**		**216,858.45**
BALANCE PER G/L	**04/30/19**		**216,825.30**
ADD: DEPOSITS		0.00	
INTEREST		33.15	
BANK ACCOUNT TRANSFER FROM GENERAL FUND		0.00	
LESS: CHECKS		0.00	
CLIENT ANALYSIS SERVICE CHARGE		0.00	
WIRE TRANSFER		0.00	
BANK ACCOUNT TRANSFER TO GENERAL FUND		0.00	
BALANCE PER G/L	**05/31/19**		**216,858.45**

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

DIFFERENCE: 0.00

PREPARED BY: Veronica Ipatzi TITLE: Accountant DATE: 06/07/19

APPROVED BY: _____ TITLE: Chief Financial Officer DATE: 06/07/19

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

BANK RECONCILIATION FOR MONTH ENDING
May 31, 2019

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

ACCOUNT NO.: XXXXX-X1921

BANK BALANCE ENDING:	**05/31/19**		**5,534.59**
DEPOSITS IN TRANSIT		0.00	
OUTSTANDING CHECKS		0.00	
OTHER		0.00	
ADJUSTED BANK BALANCE	**05/31/19**		**5,534.59**
BALANCE PER GENERAL LEDGER	**04/30/19**		**3,842.57**
ADD: DEPOSITS (Credit Card Donations & Shared Fee)		1,673.60	
ONLINE DONATIONS		0.00	
PAYPAL DEPOSIT		63.45	
INTEREST		0.81	
LESS: APPLIED MERCHANT DEBITS		33.39	
CLIENT ANALYSIS SERVICE CHARGE		0.00	
BANKCARD FEES		12.45	
CASH CONCENTRATION FEE		0.00	
FUND TRANSFER TO GENERAL FUND		0.00	
		0.00	
BALANCE PER GENERAL LEDGER:	**05/31/19**		**5,534.59**

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

Difference: **0.00**

PREPARED BY: Veronica Ipatzi TITLE: Accountant DATE: 06/11/19

APPROVED BY: _____ TITLE: Chief Financial Officer DATE: 06/11/19

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

BANK RECONCILIATION FOR MONTH ENDING
May 31, 2019

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

ACCOUNT NO.: XXXXX-X2049

BANK BALANCE ENDING:		**05/31/19**		**378.67**
DEPOSITS IN TRANSIT			0.00	
OUTSTANDING CHECKS			0.00	
OTHER			0.00	
ADJUSTED BANK BALANCE:		**05/31/19**		**378.67**
BALANCE PER G/L		**04/30/19**		**324.40**
ADD:	DEPOSITS		54.22	
	INTEREST		0.05	
	BANK ACCOUNT TRANSFER FROM GENERAL FUND		0.00	
LESS:	CHECKS		0.00	
	CLIENT ANALYSIS SERVICE CHARGE		0.00	
	BANK ACCOUNT TRANSFER TO GENERAL FUND		0.00	
BALANCE PER G/L		**05/31/19**		**378.67**
			DIFFERENCE:	0.00

PREPARED BY: Veronica Ipatzi Accountant DATE: 06/12/19

APPROVED BY: _____ TITLE: Chief Financial Officer DATE: 06/12/19

COMMUNITY ACTION PARTNERSHIP OF KERN
BANK OF AMERICA MASTERCARD SUMMARY
STATEMENTS DATED APRIL 22, 2019 - MAY 21, 2019

Cardholder	Position	Amount Charged
Gloria Barbero	Administrator - EHS San Joaquin	$ 1,925.30
Yolanda Gonzales	Director of Head Start/State Child Development Programs	5,608.56
Emily Gonzalez Demont	Assistant Director - Grants Management	-
Ralph Martinez	Director of Community Development	5,619.99
Raymond Quan	Director of Human Resources	336.75
Pritika Ram	Director of Administration	6,541.78
Carmen Segovia	Director of Health & Nutrition Services	4,156.61
Jeremy Tobias	Chief Executive Officer	2,382.56
Emilio Wagner	Director of Operations	2,590.44
	Total	$ 29,161.99

Bank of America

GLORIA BARBERO

Platinum Plus® for Business | April 22, 2019 - May 21, 2019 | Cardholder Statement

Account Information:
www.bankofamerica.com

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

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

Customer Service:
1.800.673.1044, 24 Hours

TTY Hearing Impaired:
1.888.500.6267, 24 Hours

Outside the U.S.:
1.509.353.6656, 24 Hours

For Lost or Stolen Card:
1.800.673.1044, 24 Hours

Business Offers:
www.bankofamerica.com/mybusinesscenter

Payment Information

New Balance Total	$1,925.30
Minimum Payment Due	**$19.25**
Payment Due Date	**06/17/19**

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

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

Account Summary

Previous Balance	$3,051.76
Payments and Other Credits	-$3,051.76
Balance Transfer Activity	$0.00
Cash Advance Activity	$0.00
Purchases and Other Charges	$1,925.30
Fees Charged	**$0.00**
Finance Charge	**$0.00**
New Balance Total	$1,925.30
Credit Limit	$5,000
Credit Available	$3,074.70
Statement Closing Date	05/21/19
Days in Billing Cycle	30

Transactions

Posting Date	*Transaction Date*	*Description*	*Reference Number*	*Amount*
		Payments and Other Credits		
05/15	05/15	CA Banking Center payment	13506005760038946116085	- 3,051.76
		TOTAL PAYMENTS AND OTHER CREDITS FOR THIS PERIOD		**-$3,051.76**
		Purchases and Other Charges		
05/10	05/09	DOUBLE TREE HILTON SB SAN BERNARDINCA Arr: 05/07/19 Dep: 05/09/19 Inv: 00001850	55460299129036001850044	191.74
05/13	05/10	DOUBLE TREE HILTON SB SAN BERNARDINCA Arr: 05/07/19 Dep: 05/10/19 Inv: 00001849	55460299130036001849985	383.48

Account Number:
April 22, 2019 - May 21, 2019

New Balance Total	$1,925.30
Minimum Payment Due	**$19.25**
Payment Due Date	**06/17/19**

BUSINESS CARD
PO BOX 15796
WILMINGTON, DE 19886-5796

Enter payment amount

$ . .

GLORIA BARBERO
COMM ACTION PRTNRSH KERN
COMM ACTION PRTNRSH KERN
5005 BUSINESS PARK N
BAKERSFIELD, CA 93309-1651

For change of address/phone number, see reverse side.

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

Transactions

Posting Date	*Transaction Date*	*Description*	*Reference Number*	*Amount*
05/13	05/10	DOUBLE TREE HILTON SB SAN BERNARDINCA Arr: 05/07/19 Dep: 05/10/19 Inv: 00001850	55460299130036001850009	383.48
05/13	05/10	DOUBLE TREE HILTON SB SAN BERNARDINCA Arr: 05/07/19 Dep: 05/10/19 Inv: 00001850	55460299130036001850033	383.48
05/13	05/10	DOUBLE TREE HILTON SB SAN BERNARDINCA Arr: 05/07/19 Dep: 05/10/19 Inv: 00001850	55460299130036001850041	191.74
05/13	05/10	DOUBLE TREE HILTON SB SAN BERNARDINCA Arr: 05/07/19 Dep: 05/10/19 Inv: 00001850	55460299130036001850058	383.48
05/20	05/17	USPS PO 0575250209 STOCKTON CA	05436849138000376863591	7.90
		TOTAL PURCHASES AND OTHER CHARGES FOR THIS PERIOD		**$1,925.30**

Finance Charge Calculation

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

	Annual Percentage Rate	Balance Subject to Interest Rate	Finance Charges by Transaction Type
PURCHASES	13.99%	$0.00	$0.00
CASH	26.49% V	$0.00	$0.00

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

Bank of America

YOLANDA GONZALES
April 22, 2019 - May 21, 2019

Platinum Plus® for Business

Cardholder Statement

Account Information:
www.bankofamerica.com

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

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

Customer Service:
1.800.673.1044, 24 Hours

TTY Hearing Impaired:
1.888.500.6267, 24 Hours

Outside the U.S.:
1.509.353.6656, 24 Hours

For Lost or Stolen Card:
1.800.673.1044, 24 Hours

Business Offers:
www.bankofamerica.com/mybusinesscenter

Payment Information

New Balance Total	$5,608.56
Minimum Payment Due	**$56.09**
Payment Due Date	**06/17/19**

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

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

Account Summary

Previous Balance	$6,925.10
Payments and Other Credits	-$6,925.10
Balance Transfer Activity	$0.00
Cash Advance Activity	$0.00
Purchases and Other Charges	$5,608.56
Fees Charged	**$0.00**
Finance Charge	**$0.00**
New Balance Total	$5,608.56
Credit Limit	$10,000
Credit Available	$4,391.44
Statement Closing Date	05/21/19
Days in Billing Cycle	30

Transactions

Posting Date	*Transaction Date*	*Description*	*Reference Number*	*Amount*
		Payments and Other Credits		
05/15	05/15	CA Banking Center payment	13506005760028945813634	- 6,925.10
		TOTAL PAYMENTS AND OTHER CREDITS FOR THIS PERIOD		**-$6,925.10**
		Purchases and Other Charges		
04/29	04/26	HYATT REGENCY CHICAGO 8558690846 IL Arr: 04/22/19 Dep: 04/26/19 Inv: 19492226	55310209117722479470473	840.52
04/29	04/26	HYATT REGENCY CHICAGO 8558690846 IL Arr: 04/22/19 Dep: 04/26/19 Inv: 19491951	55310209117722470966586	840.52

Account Number:
April 22, 2019 - May 21, 2019

New Balance Total	$5,608.56
Minimum Payment Due	**$56.09**
Payment Due Date	**06/17/19**

BUSINESS CARD
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Enter payment amount

$ . .

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

Transactions

Posting Date	*Transaction Date*	*Description*	*Reference Number*	*Amount*
05/10	05/09	COURTYARD BY MARRIOTT- SACRAMENTO CA Arr: 05/09/19 Dep: 05/09/19 Inv: 129018	55432869129200546813074	556.94
05/10	05/09	COURTYARD BY MARRIOTT- SACRAMENTO CA Arr: 05/09/19 Dep: 05/09/19 Inv: 129019	55432869129200546813082	571.94
05/10	05/09	COURTYARD BY MARRIOTT- SACRAMENTO CA Arr: 05/09/19 Dep: 05/09/19 Inv: 129020	55432869129200546813090	556.94
05/13	05/10	DOUBLE TREE HILTON SB SAN BERNARDINCA Arr: 05/07/19 Dep: 05/10/19 Inv: 00001849	55460299130036001849993	383.48
05/13	05/10	DOUBLE TREE HILTON SB SAN BERNARDINCA Arr: 05/07/19 Dep: 05/10/19 Inv: 00001850	55460299130036001850017	383.48
05/15	05/14	SHERATON SACRAMENTO CA Arr: 05/13/19 Dep: 05/14/19 Inv: 2186719	55436879134171345191277	412.77
05/17	05/16	SHERATON SACRAMENTO CA Arr: 05/13/19 Dep: 05/16/19 Inv: 2186721	55436879136261364160879	412.78
05/17	05/16	SHERATON SACRAMENTO CA Arr: 05/13/19 Dep: 05/16/19 Inv: 2186723	55436879136261364160887	462.78
05/21	05/20	SMART AND FINAL 362 BAKERSFIELD CA	55263529141837000259498	21.96
05/21	05/20	SMART AND FINAL 362 BAKERSFIELD CA	55263529141837000259522	164.45
		TOTAL PURCHASES AND OTHER CHARGES FOR THIS PERIOD		**$5,608.56**

Finance Charge Calculation

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

	Annual Percentage Rate	Balance Subject to Interest Rate	Finance Charges by Transaction Type
PURCHASES	13.99%	$0.00	$0.00
CASH	26.49% V	$0.00	$0.00

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

Bank of America

EMILY GONZALEZ DEMONT
April 22, 2019 - May 21, 2019

Platinum Plus® for Business

Cardholder Statement

Account Information:
www.bankofamerica.com

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

Mail Payments to:
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Customer Service:
1.800.673.1044, 24 Hours

TTY Hearing Impaired:
1.888.500.6267, 24 Hours

Outside the U.S.:
1.509.353.6656, 24 Hours

For Lost or Stolen Card:
1.800.673.1044, 24 Hours

Business Offers:
www.bankofamerica.com/mybusinesscenter

Payment Information

New Balance Total	$0.00
Minimum Payment Due	**$0.00**
Payment Due Date	**06/17/19**

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

Account Summary

Previous Balance	$1,772.64
Payments and Other Credits	-$1,772.64
Balance Transfer Activity	$0.00
Cash Advance Activity	$0.00
Purchases and Other Charges	$0.00
Fees Charged	**$0.00**
Finance Charge	**$0.00**
New Balance Total	$0.00
Credit Limit	$10,000
Credit Available	$10,000.00
Statement Closing Date	05/21/19
Days in Billing Cycle	30

Transactions

Posting Date	*Transaction Date*	*Description*	*Reference Number*	*Amount*
		Payments and Other Credits		
05/15	05/15	CA Banking Center payment	13506005750003945932249	- 1,772.64
		TOTAL PAYMENTS AND OTHER CREDITS FOR THIS PERIOD		**-$1,772.64**

Account Number:
April 22, 2019 - May 21, 2019

New Balance Total	$0.00
Minimum Payment Due	**$0.00**
Payment Due Date	**06/17/19**

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EMILY GONZALEZ DEMONT
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Finance Charge Calculation

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

	Annual Percentage Rate	Balance Subject to Interest Rate	Finance Charges by Transaction Type
PURCHASES	13.99%	$0.00	$0.00
CASH	26.49% V	$0.00	$0.00

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

Bank of America

RALPH MARTINEZ
April 22, 2019 - May 21, 2019

Platinum Plus® for Business

Cardholder Statement

Account Information:
www.bankofamerica.com

Mail Billing Inquiries to:
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EL PASO, TX 79998-2238

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

Customer Service:
1.800.673.1044, 24 Hours

TTY Hearing Impaired:
1.888.500.6267, 24 Hours

Outside the U.S.:
1.509.353.6656, 24 Hours

For Lost or Stolen Card:
1.800.673.1044, 24 Hours

Business Offers:
www.bankofamerica.com/mybusinesscenter

Payment Information

New Balance Total	$5,619.99
Minimum Payment Due	**$56.20**
Payment Due Date	**06/17/19**

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

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

Account Summary

Previous Balance	$1,206.61
Payments and Other Credits	-$1,206.61
Balance Transfer Activity	$0.00
Cash Advance Activity	$0.00
Purchases and Other Charges	$5,619.99
Fees Charged	**$0.00**
Finance Charge	**$0.00**
New Balance Total	$5,619.99
Credit Limit	$10,000
Credit Available	$4,380.01
Statement Closing Date	05/21/19
Days in Billing Cycle	30

Transactions

Posting Date	*Transaction Date*	*Description*	*Reference Number*	*Amount*
		Payments and Other Credits		
05/15	05/15	CA Banking Center payment	13506005750003945873898	- 1,206.61
		TOTAL PAYMENTS AND OTHER CREDITS FOR THIS PERIOD		**-$1,206.61**
		Purchases and Other Charges		
04/23	04/22	TARGET 00027151 BAKERSFIELD CA	05410199112091017340420	500.00
04/23	04/22	PAYPAL *SJG CONSULT 4029357733 CA	55429509112894528857376	450.00
04/24	04/22	COMFORT INN SANTA MONICA CA Arr: 04/21/19 Dep: 04/22/19 Inv: 0411090080	25247809113002088166131	388.86

Account Number:
April 22, 2019 - May 21, 2019

New Balance Total	$5,619.99
Minimum Payment Due	**$56.20**
Payment Due Date	**06/17/19**

BUSINESS CARD
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RALPH MARTINEZ
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www.bankofamerica.com

Transactions

Posting Date	Transaction Date	Description	Reference Number	Amount
04/29	04/26	HOTELS.COM158218490588 HOTELS.COM WA	55432869116200547231016	663.56
05/02	04/30	FIESTA PARTY RENTALS BAKERSFIELD CA	85180899121980165392890	503.44
05/02	04/30	MARTIN CHAVEZ MEAT`S BAKERSFIELD CA	85347039121980005368350	1,540.75
05/02	05/01	WAL-MART #2557 BAKERSFIELD CA	55483829122091004740290	171.04
05/09	05/08	HOO*HOOTSUITE INC 778-5889767 CA	75418239128072786772317	114.00
05/17	05/16	SHERATON SACRAMENTO CA Arr: 05/13/19 Dep: 05/16/19 Inv: 2186732	55436879136261364159210	412.78
05/17	05/16	SHERATON SACRAMENTO CA Arr: 05/13/19 Dep: 05/16/19 Inv: 2186800	5543687913626136416002	462.78
05/17	05/16	SHERATON SACRAMENTO CA Arr: 05/13/19 Dep: 05/16/19 Inv: 2186731	55436879136261364160952	412.78
		TOTAL PURCHASES AND OTHER CHARGES FOR THIS PERIOD		**$5,619.99**

Finance Charge Calculation

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

	Annual Percentage Rate	Balance Subject to Interest Rate	Finance Charges by Transaction Type
PURCHASES	13.99%	$0.00	$0.00
CASH	26.49% V	$0.00	$0.00

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

Bank of America

Platinum Plus® for Business

RAYMOND T QUAN
April 22, 2019 - May 21, 2019

Cardholder Statement

Account Information:
www.bankofamerica.com

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

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

Customer Service:
1.800.673.1044, 24 Hours

TTY Hearing Impaired:
1.888.500.6267, 24 Hours

Outside the U.S.:
1.509.353.6656, 24 Hours

For Lost or Stolen Card:
1.800.673.1044, 24 Hours

Business Offers:
www.bankofamerica.com/mybusinesscenter

Payment Information

New Balance Total	$336.75
Minimum Payment Due	**$10.00**
Payment Due Date	**06/17/19**

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

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

Account Summary

Previous Balance	$4,387.02
Payments and Other Credits	-$4,387.02
Balance Transfer Activity	$0.00
Cash Advance Activity	$0.00
Purchases and Other Charges	$336.75
Fees Charged	**$0.00**
Finance Charge	**$0.00**
New Balance Total	$336.75
Credit Limit	$10,000
Credit Available	$9,663.25
Statement Closing Date	05/21/19
Days in Billing Cycle	30

Transactions

Posting Date	*Transaction Date*	*Description*	*Reference Number*	*Amount*
		Payments and Other Credits		
05/15	05/15	CA Banking Center payment	13506005750003946166151	- 4,387.02
		TOTAL PAYMENTS AND OTHER CREDITS FOR THIS PERIOD		**-$4,387.02**
		Purchases and Other Charges		
05/02	04/30	SHRM HSG 888.241.8396 888-241-8396 TX	85428329121511025948900	336.75
		TOTAL PURCHASES AND OTHER CHARGES FOR THIS PERIOD		**$336.75**

Account Number:
April 22, 2019 - May 21, 2019

New Balance Total	$336.75
Minimum Payment Due	**$10.00**
Payment Due Date	**06/17/19**

BUSINESS CARD
PO BOX 15796
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RAYMOND T QUAN
COMM ACTION PRTNRSH KERN
COMM ACTION PRTNRSH KERN
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BAKERSFIELD, CA 93309-1651

Enter payment amount

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

Finance Charge Calculation

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

	Annual Percentage Rate	Balance Subject to Interest Rate	Finance Charges by Transaction Type
PURCHASES	13.99%	$0.00	$0.00
CASH	26.49% V	$0.00	$0.00

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

Bank of America

PRITIKA RAM
April 22, 2019 - May 21, 2019

Platinum Plus® for Business

Cardholder Statement

Account Information:
www.bankofamerica.com

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

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

Customer Service:
1.800.673.1044, 24 Hours

TTY Hearing Impaired:
1.888.500.6267, 24 Hours

Outside the U.S.:
1.509.353.6656, 24 Hours

For Lost or Stolen Card:
1.800.673.1044, 24 Hours

Business Offers:
www.bankofamerica.com/mybusinesscenter

Payment Information

New Balance Total	$6,541.78
Minimum Payment Due	**$64.88**
Payment Due Date	**06/17/19**

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

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

Account Summary

Previous Balance	$2,735.94
Payments and Other Credits	-$2,735.94
Balance Transfer Activity	$0.00
Cash Advance Activity	$0.00
Purchases and Other Charges	$6,541.78
Fees Charged	**$0.00**
Finance Charge	**$0.00**
New Balance Total	$6,541.78
Credit Limit	$10,000
Credit Available	$3,458.22
Statement Closing Date	05/21/19
Days in Billing Cycle	30

Transactions

Posting Date	*Transaction Date*	*Description*	*Reference Number*	*Amount*
		Payments and Other Credits		
05/15	05/15	CA Banking Center payment	135060057600289460066 34	- 2,735.94
		TOTAL PAYMENTS AND OTHER CREDITS FOR THIS PERIOD		**-$2,735.94**
		Purchases and Other Charges		
04/22	04/19	BEST BUY 00008565 BAKERSFIELD CA	05410199109295047035398	43.29
04/22	04/19	BEST BUY 00008565 BAKERSFIELD CA	05410199109295047035364	162.32
04/22	04/19	BEST BUY 00008565 BAKERSFIELD CA	05410199109295047035372	385.86
04/22	04/19	BEST BUY 00008565 BAKERSFIELD CA	05410199109295047035380	140.71

Account Number:
April 22, 2019 - May 21, 2019

New Balance Total	$6,541.78
Minimum Payment Due	**$64.88**
Payment Due Date	**06/17/19**

BUSINESS CARD
PO BOX 15796
WILMINGTON, DE 19886-5796

PRITIKA RAM
COMM ACTION PRTNRSH KERN
COMM ACTION PRTNRSH KERN
5005 BUSINESS PARK N
BAKERSFIELD, CA 93309-1651

Enter payment amount

$

For change of address/phone number, see reverse side.

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

Transactions

Posting Date	Transaction Date	Description	Reference Number	Amount
04/22	04/19	BEST BUY 00008565 BAKERSFIELD CA	05410199109295047035414	303.09
04/22	04/19	BEST BUY 00008565 BAKERSFIELD CA	05410199109295047035406	64.94
04/22	04/19	BEST BUY 00008565 BAKERSFIELD CA	05410199109295047035356	184.01
04/22	04/19	DOLLAR TREE BAKERSFIELD CA	05436849110000384785333	12.99
04/22	04/19	JORONCO RENTALS INC BAKERSFIELD CA	85138509111900870200014	136.40
04/23	04/22	NAPA VALLEY WINE TRAIN 8554955551 CA	55429509112637314140725	300.00
04/24	04/23	EXXONMOBIL 97224224 BAKERSFIELD CA	05486809114378000291590	53.95
04/29	04/26	WWW.KNIGHTSSERVICES.CO 6613974116 CA	55429509116637619319277	396.53
04/29	04/26	CHEVRON 0095560 GLENDALE CA	55432869117200664761984	66.85
04/29	04/27	MARRIOTT S DIEGO MARIN 866-435-7627 CA Arr: 04/23/19 Dep: 04/27/19 Inv: 039267	55432869117200804241103	842.70
04/29	04/27	MARRIOTT S DIEGO MARIN 866-435-7627 CA Arr: 04/23/19 Dep: 04/27/19 Inv: 039558	55432869117200804241145	947.70
05/01	04/30	CVS/PHARMACY #05495 BAKERSFIELD CA	05436849121000356917812	500.00
05/01	04/30	SMART AND FINAL 362 BAKERSFIELD CA	55263529121837000533706	62.73
05/01	04/30	DICKS SPORTING GOODS BAKERSFIELD CA	55178429121761040893317	36.78
05/02	04/30	VONS #1969 BAKERFIELD CA	55310209121975018961485	500.00
05/09	05/08	WESTIN CHARLOTTE CHARLOTTE NC Arr: 05/08/19 Dep: 05/08/19 Inv: 2200396	55436879128261282181361	224.74
05/09	05/07	LUIGIS RESTAURANT AND BAKERSFIELD CA	85309619128701672771512	162.56
05/13	05/12	DICK'SSPORTINGGOODS.C 877-8469997 PA	75418239132072952667436	54.11
05/14	05/13	CHEVRON 0092316 FIREBAUGH CA	55432869134200532011439	50.53
05/16	05/15	76 - SEI 37973 SANTA NELLA CA	25483679135001345976971	33.43
05/17	05/16	SHERATON SACRAMENTO CA Arr: 05/13/19 Dep: 05/16/19 Inv: 2183723	55436879136261364159293	462.78
05/17	05/16	SHERATON SACRAMENTO CA Arr: 05/13/19 Dep: 05/16/19 Inv: 2186725	55436879136261364161034	412.78
		TOTAL PURCHASES AND OTHER CHARGES FOR THIS PERIOD		**$6,541.78**

Finance Charge Calculation

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

	Annual Percentage Rate	Balance Subject to Interest Rate	Finance Charges by Transaction Type
PURCHASES	13.99%	$0.00	$0.00
CASH	26.49% V	$0.00	$0.00

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

Bank of America

CARMEN SEGOVIA
April 22, 2019 - May 21, 2019

Platinum Plus® for Business

Cardholder Statement

Account Information:
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PO BOX 982238
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WILMINGTON, DE 19886-5796

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TTY Hearing Impaired:
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Outside the U.S.:
1.509.353.6656, 24 Hours

For Lost or Stolen Card:
1.800.673.1044, 24 Hours

Business Offers:
www.bankofamerica.com/mybusinesscenter

Payment Information

New Balance Total	$4,156.61
Minimum Payment Due	**$41.57**
Payment Due Date	**06/17/19**

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

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

Account Summary

Previous Balance	$3,668.64
Payments and Other Credits	-$4,339.41
Balance Transfer Activity	$0.00
Cash Advance Activity	$0.00
Purchases and Other Charges	$4,827.38
Fees Charged	**$0.00**
Finance Charge	**$0.00**
New Balance Total	$4,156.61
Credit Limit	$20,000
Credit Available	$15,843.39
Statement Closing Date	05/21/19
Days in Billing Cycle	30

Transactions

Posting Date	*Transaction Date*	*Description*	*Reference Number*	*Amount*
		Payments and Other Credits		
05/01	04/28	HANDLERY HOTEL SAN DIE SAN DIEGO CA Arr: 04/27/19 Dep: 04/28/19 Inv: 0000370069	85486149120703432822875	- 0.01
05/09	04/30	HANDLERY HOTEL SAN DIE SAN DIEGO CA Arr: 04/28/19 Dep: 04/30/19 Inv: 0000371080	85486149128703432822919	- 146.69
05/09	04/28	HANDLERY HOTEL SAN DIE SAN DIEGO CA Arr: 04/27/19 Dep: 04/28/19 Inv: 0000371081	85486149128703432822919	- 524.07

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CARMEN SEGOVIA
COMM ACTION PRTNRSH KERN
COMM ACTION PRTNRSH KERN
5005 BUSINESS PARK N
BAKERSFIELD, CA 93309-1651

Account Number:
April 22, 2019 - May 21, 2019

New Balance Total	$4,156.61
Minimum Payment Due	**$41.57**
Payment Due Date	**06/17/19**

Enter payment amount

$ . .

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Transactions

Posting Date	Transaction Date	Description	Reference Number	Amount
05/15	05/15	CA Banking Center payment	13506005760038945698315	- 3,668.64
		TOTAL PAYMENTS AND OTHER CREDITS FOR THIS PERIOD		**-$4,339.41**
		Purchases and Other Charges		
04/22	04/19	AMZN Mktp US*MZ5ZN41Y0 Amzn.com/billWA	55432869109200048994962	155.50
04/22	04/20	AMZN Mktp US*MZ8NW8TS2 Amzn.com/billWA	55432869110200259742743	20.51
04/22	04/21	AMZN MKTP US*MZ1GC1VB1 AMZN.COM/BILLWA	55310209111083324231289	104.67
04/24	04/22	DELANO COMM SRVCS 6617213300 CA	5548077911328600000019	150.00
04/26	04/25	EVERYCHILD CALIFORNIA 916-4435919 CA	75306379115175700342655	129.00
04/26	04/25	LASSENS NATURAL FOODS- BAKERSFIELD CA	5550036911683700012357 4	117.82
04/29	04/25	AMERICAN 00123508874171 8004337300 TX JACOBS/MATTHEW 00123508874171 Departure Date: 06/09/19 Airport Code: LAX AA M DCA Departure Date: 06/12/19 Airport Code: DCA AA V CLT Departure Date: 06/12/19 Airport Code: CLT AA V LAX	55310209116978000347942	675.80
04/29	04/25	AMERICAN 00106468802963 8004337300 TX JACOBS/MATTHEW 00106468802963 Departure Date: 04/25/19 Airport Code: RVU AA Y FEE	55310209116978001350630	93.14
05/01	04/30	HOTELS.COM158346229387 HOTELS.COM WA	55432869120200478929566	197.12
05/01	04/28	HANDLERY HOTEL SAN DIE SAN DIEGO CA Arr: 04/27/19 Dep: 04/28/19 Inv: 0000370068	85486149120703432822875	0.01
05/02	05/01	SQ *SQ *THE WILLIAMS H NEEDLES CA	55432869122200779931582	320.00
05/03	05/02	AMAZON.COM*MZ7KG97P0 A AMZN.COM/BILLWA	55310209122083324022537	14.92
05/06	04/28	HANDLERY HOTEL SAN DIE SAN DIEGO CA Arr: 04/28/19 Dep: 05/01/19 Inv: 0000370070	85486149123703432823276	42.00
05/06	04/28	HANDLERY HOTEL SAN DIE SAN DIEGO CA Arr: 04/28/19 Dep: 05/01/19 Inv: 0000370072	85486149123703432823276	42.00
05/06	04/28	HANDLERY HOTEL SAN DIE SAN DIEGO CA Arr: 04/28/19 Dep: 05/01/19 Inv: 0000370075	85486149123703432823276	42.00
05/06	04/28	HANDLERY HOTEL SAN DIE SAN DIEGO CA Arr: 04/28/19 Dep: 05/01/19 Inv: 0000370079	85486149123703432823276	42.00
05/06	05/04	TRAVEL INSURANCE POLIC 8007296021 VA	55480779124026961102629	61.07
05/06	05/03	AMERICAN 00123524982560 8004337300 TX ORONA/JAIME 00123524982560 Departure Date: 06/09/19 Airport Code: BFL AA L PHX Departure Date: 06/09/19 Airport Code: PHX AA L ORD Departure Date: 06/09/19 Airport Code: ORD AA L DCA Departure Date: 06/12/19 Airport Code: DCA AA S DFW Departure Date: 06/12/19 Airport Code: DFW AA S BFL	55310209124978000557268	907.80
05/06	05/03	AMERICAN 00106474724462 8004337300 TX ORONA/JAIME 00106474724462 Departure Date: 05/03/19 Airport Code: RVU AA Y FEE	55310209124978001406176	31.78
05/07	05/06	WAL-MART #1624 BAKERSFIELD CA	55483829127091008743527	44.34
05/07	05/06	LASSENS NATURAL FOODS- BAKERSFIELD CA	55500369127837000140336	38.09
05/10	05/09	SQ *SQ *THE WILLIAMS H Needles CA	55432869129200622867192	69.30
05/10	05/08	HILTONSAC ARDEN W-ROOM SACRAMENTO CA Arr: 05/08/19 Dep: 05/08/19 Inv: 102193	55432869130200629496331	444.30
05/10	05/09	AMZN MKTP US*MN5QG54E0 AMZN.COM/BILLWA	55310209130083709337575	415.84
05/14	05/13	LOWES #02424* BAKERSFIELD CA	55432869133200498716998	64.84
05/14	05/13	SMART AND FINAL 803 BAKERSFIELD(GCA	55263529134837000545093	7.38
05/14	05/13	LASSENS NATURAL FOODS- BAKERSFIELD CA	55500369134837000430449	106.03
05/15	05/14	AMZN MKTP US*MN3F86TT2 AMZN.COM/BILLWA	55310209134083721330000	195.86
05/16	05/15	AMZN Mktp US*MN96T0EM2 Amzn.com/billWA	55432869135200898569722	51.00
05/16	05/15	AMAZON.COM*MN9W07000 A AMZN.COM/BILLWA	55310209135083719205320	94.11

Transactions

Posting Date	*Transaction Date*	*Description*	*Reference Number*	*Amount*
05/16	05/15	AMAZON.COM*MN4O820C0 A AMZN.COM/BILLWA	553102091360833020693 63	21.54
05/21	05/20	SQ *SQ *THE WILLIAMS H Mohave ValleyAZ	554328691402000281096 73	127.61
		TOTAL PURCHASES AND OTHER CHARGES FOR THIS PERIOD		**$4,827.38**

Finance Charge Calculation

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

	Annual Percentage Rate	Balance Subject to Interest Rate	Finance Charges by Transaction Type
PURCHASES	13.99%	$0.00	$0.00
CASH	26.49% V	$0.00	$0.00

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

Bank of America

JEREMY T TOBIAS
April 22, 2019 - May 21, 2019

Platinum Plus® for Business

Cardholder Statement

Account Information:
www.bankofamerica.com

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

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

Customer Service:
1.800.673.1044, 24 Hours

TTY Hearing Impaired:
1.888.500.6267, 24 Hours

Outside the U.S.:
1.509.353.6656, 24 Hours

For Lost or Stolen Card:
1.800.673.1044, 24 Hours

Business Offers:
www.bankofamerica.com/mybusinesscenter

Payment Information

New Balance Total	$2,382.56
Minimum Payment Due	**$23.83**
Payment Due Date	**06/17/19**

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

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

Account Summary

Previous Balance	$2,752.98
Payments and Other Credits	-$2,752.98
Balance Transfer Activity	$0.00
Cash Advance Activity	$0.00
Purchases and Other Charges	$2,382.56
Fees Charged	**$0.00**
Finance Charge	**$0.00**
New Balance Total	$2,382.56
Credit Limit	$10,000
Credit Available	$7,617.44
Statement Closing Date	05/21/19
Days in Billing Cycle	30

Transactions

Posting Date	*Transaction Date*	*Description*	*Reference Number*	*Amount*
		Payments and Other Credits		
05/15	05/15	CA Banking Center payment	13506005760028945758391	- 2,752.98
		TOTAL PAYMENTS AND OTHER CREDITS FOR THIS PERIOD		**-$2,752.98**
		Purchases and Other Charges		
04/24	04/22	EL TACO FRESCO TAQUERI BAKERSFIELD CA	05314619113100146056527	107.15
05/10	05/09	SQU*SQ *CAESAR'S DELI Bakersfield CA	55432869129200573497288	73.00
05/13	05/11	SHERATON SACRAMENTO CA Arr: 05/11/19 Dep: 05/11/19 Inv: 2186724	55436879131271312051661	412.77

Account Number:
April 22, 2019 - May 21, 2019

New Balance Total	$2,382.56
Minimum Payment Due	**$23.83**
Payment Due Date	**06/17/19**

BUSINESS CARD
PO BOX 15796
WILMINGTON, DE 19886-5796

Enter payment amount

$

JEREMY T TOBIAS
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Transactions

Posting Date	*Transaction Date*	*Description*	*Reference Number*	*Amount*
05/13	05/11	SHERATON SACRAMENTO CA Arr: 05/11/19 Dep: 05/11/19 Inv: 2186726	55436879131271312051729	412.77
05/17	05/16	SHERATON SACRAMENTO CA Arr: 05/13/19 Dep: 05/16/19 Inv: 2177397	55436879136261364159988	507.62
05/20	05/16	UNITED WAY OF KERN COU 6618341820 CA	75337009137473700496187	420.00
05/21	05/20	FOOD-EX BAKERSFIELD CA	25247809140001827237796	449.25
		TOTAL PURCHASES AND OTHER CHARGES FOR THIS PERIOD		**$2,382.56**

Finance Charge Calculation

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

	Annual Percentage Rate	Balance Subject to Interest Rate	Finance Charges by Transaction Type
PURCHASES	13.99%	$0.00	$0.00
CASH	21.49% V	$0.00	$0.00

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

Bank of America

EMILIO WAGNER
April 22, 2019 - May 21, 2019

Platinum Plus® for Business

Cardholder Statement

Account Information:
www.bankofamerica.com

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

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

Customer Service:
1.800.673.1044, 24 Hours

TTY Hearing Impaired:
1.888.500.6267, 24 Hours

Outside the U.S.:
1.509.353.6656, 24 Hours

For Lost or Stolen Card:
1.800.673.1044, 24 Hours

Business Offers:
www.bankofamerica.com/mybusinesscenter

Payment Information

New Balance Total	$2,590.44
Minimum Payment Due	**$25.90**
Payment Due Date	**06/17/19**

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

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

Account Summary

Previous Balance	$5,246.34
Payments and Other Credits	-$5,246.34
Balance Transfer Activity	$0.00
Cash Advance Activity	$0.00
Purchases and Other Charges	$2,590.44
Fees Charged	**$0.00**
Finance Charge	**$0.00**
New Balance Total	$2,590.44
Credit Limit	$10,000
Credit Available	$7,409.56
Statement Closing Date	05/21/19
Days in Billing Cycle	30

Transactions

Posting Date	*Transaction Date*	*Description*	*Reference Number*	*Amount*
		Payments and Other Credits		
05/15	05/15	CA Banking Center payment	13506005750014946060534	-5,246.34
		TOTAL PAYMENTS AND OTHER CREDITS FOR THIS PERIOD		**-$5,246.34**
		Purchases and Other Charges		
04/22	04/20	MINDBODY, INC 805-4762700 CA	85454919111900017622176	445.40
04/24	04/23	Microsoft*Premium Annu Redmond WA	15270219113260012040623	49.99
04/29	04/27	MARRIOTT S DIEGO MARIN 866-435-7627 CA Arr: 04/23/19 Dep: 04/27/19 Inv: 039684	55432869117200804241160	842.70

Account Number:
April 22, 2019 - May 21, 2019

New Balance Total	$2,590.44
Minimum Payment Due	**$25.90**
Payment Due Date	**06/17/19**

BUSINESS CARD
PO BOX 15796
WILMINGTON, DE 19886-5796

Enter payment amount

$ . .

EMILIO WAGNER
COMM ACTION PRTNRSH KERN
COMM ACTION PRTNRSH KERN
5005 BUSINESS PARK N
BAKERSFIELD, CA 93309-1651

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Transactions

Posting Date	*Transaction Date*	*Description*	*Reference Number*	*Amount*
05/01	04/30	CALIFORNIA COMMUNITY A 9164431721 CA	45187429121000000000062	72.32
05/10	05/09	CA SECRETARY OF STATE 916-6951338 CA	55436879129261296089815	20.00
05/13	05/11	Microsoft*Store msbill.info WA	15270219131000080513723	199.99
05/13	05/13	ONESTEPGPSCOM 18186592031 CA	55429509133713778462387	209.25
05/16	05/15	SHERATON SACRAMENTO CA Inv: 2196195	55436879135171359286921	206.39
05/17	05/16	Microsoft*Store msbill.info WA	15270219136000179440726	99.00
05/21	05/20	MINDBODY, INC 805-4762700 CA	85454919140900010685217	445.40
		TOTAL PURCHASES AND OTHER CHARGES FOR THIS PERIOD		**$2,590.44**

Finance Charge Calculation

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

	Annual Percentage Rate	**Balance Subject to Interest Rate**	**Finance Charges by Transaction Type**
PURCHASES	13.99%	$0.00	$0.00
CASH	26.49% V	$0.00	$0.00

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

COMMUNITY ACTION PARTNERSHIP OF KERN
CENTRAL KITCHEN - BUDGET TO ACTUAL
FOR THE PERIOD MARCH 1, 2019 TO FEBRUARY 29, 2020 (2 OF 12 MONTHS OR 16.67%)

Line Item	2019/20 Budget	3/1/19 - 5/31/19 Actual	% Expended	Available Budget
USDA Revenue (Note A)	1,472,134	461,571	31.4%	1,010,563
Head Start Subsidy	709,204	174,780	24.6%	534,424
Total Revenue	2,181,338	636,350	29.2%	1,544,988
Expenditures (Note B)				
Salaries	650,054	163,237	25.1%	486,817
Benefits	214,518	55,982	26.1%	158,536
Vehicle Gasoline, Repair/Maintenance	70,000	14,964	21.4%	55,036
Space Costs	101,200	22,928	22.7%	78,272
Supplies - Office & Food Service	114,900	42,928	37.4%	71,972
Equipment Repair/Maintenance & Lease	6,000	1,992	33.2%	4,008
Communication	13,000	2,769	21.3%	10,231
Risk Insurance	12,700	4,168	32.8%	8,532
Printing	1,700	64	3.7%	1,636
Hiring & Employee Costs	1,800	25	1.4%	1,775
First Aid	2,600	-	0.0%	2,600
Raw Food/Vended Meals	1,047,490	228,585	21.8%	818,905
Sub Total	2,235,962	537,641	24.0%	1,698,321
Adult Meals Prepared	188,000	53,320	28.4%	134,680
Indirect	133,376	45,389	34.0%	87,987
Total Expenditures	2,557,338	636,350	24.9%	1,920,988

	Prior Period	May 2019	Cum
Total Meals Prepared and Vended (Note C)	183,253	86,905	270,158
Total Meals Claimed	138,161	64,193	202,354
Difference	45,092	22,712	67,804
Percentage Claimed to Prepared/Vended		73.9%	74.9%

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

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

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

COMMUNITY ACTION PARTNERSHIP OF KERN
STATE DEPARTMENT OF EDUCATION CONTRACT - MIGRANT ALTERNATIVE PAYMENT
FOR THE PERIOD 7/1/18 - 6/30/19 (10 OF 12 MONTHS = 83.33%)

Contract CMAP-7000	July 2018	Aug 2018	Sept 2018	Oct 2018	Nov 2018	Dec 2018	Jan 2019	Feb 2019	Mar 2019	Apr 2019	May 2019	June 2019	Total	%	% Earned to MRA
Provider Payments	$ 383,575	$ 503,590	$ 555,543	$ 555,506	$ 543,335	$ 540,203	$ 507,051	$ 530,165	$ 537,485	$ 575,312	$ -	$ -	$ 5,231,765		
Add: Family Fees	7,417	10,702	11,206	8,219	9,327	8,849	8,867	9,288	10,224	-	-	-	84,099		
Net Provider Payments	$ 390,992	$ 514,292	$ 566,749	$ 563,725	$ 552,662	$ 549,052	$ 515,918	$ 539,453	$ 547,709	$ 575,312	$ -	$ -	$ 5,315,864	84.62%	
Maximum Reimburseable Amount (MRA) for Provider Payments													**6,977,689**		**76.18%**
Administration & Support Services Revenue															
Provider Payments	$ 390,992	$ 514,292	$ 566,749	$ 563,725	$ 552,662	$ 549,052	$ 515,918	$ 539,453	$ 547,709	$ 575,312	$ -	$ -	$ 5,315,864		
Reimbursement Rate	x 21.2121%	x 21.2121%	x 21.2121%	x 21.2121%	x 21.2121%	x 21.2121%	x 21.2121%	x 21.2121%	x 21.2121%	x 21.2121%	x 21.2121%	x 21.2121%	x 21.2121%		
Revenue Earned	$ 82,938	$ 109,092	$ 120,219	$ 119,578	$ 117,231	$ 116,465	$ 109,437	$ 114,429	$ 116,181	$ 122,036	$ -	$ -	$ 1,127,606		
Program Administration/Support Services Costs	31,746	67,328	39,450	52,761	42,710	63,573	99,051	113,760	38,238	70,925	-	-	619,541	9.86%	
Indirect (10% x MTDC) Costs	42,359	58,583	58,717	61,821	59,846	60,595	60,838	64,672	57,923	63,954	-	-	589,308	5.51%	
Transfer Indirect to CSBG	-	-	(56,318)	-	-	(186,689)	-	-	-	-	-	-	(243,007)		
Total Operating Costs	$ 74,105	$ 125,911	$ 41,848	$ 114,582	$ 102,556	$ (62,521)	$ 159,889	$ 178,432	$ 96,161	$ 134,879	$ -	$ -	$ 965,842	15.38%	
Revenue Earned Over/(Under) Costs	$ 8,833	$ (16,819)	$ 78,371	$ 4,996	$ 14,675	$ 178,987	$ (50,452)	$ (64,003)	$ 20,019	$ (12,844)	$ -	$ -	$ 161,764		
TOTAL COSTS - NET OF FAMILY FEES	$ 465,096	$ 640,203	$ 608,597	$ 678,307	$ 655,218	$ 486,531	$ 675,807	$ 717,885	$ 643,870	$ 710,191	$ -	$ -	$ 6,281,706	100.00%	

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

Provider payments	5,315,864
Reimbursement Rate (17.5% / 82.5%)	x 21.2121%
Revenue Earned	1,127,606

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

Provider Payments	6,977,689	82.50%
Administration	1,268,671	15.00%
Support Services	211,445	2.50%
Maximum Reimbursable Amount (MRA)	8,457,805	100.00%

Note 3: The MRA for 2018/19 is $1,387,939 greater than 2017/18

COMMUNITY ACTION PARTNERSHIP OF KERN
STATE DEPARTMENT OF EDUCATION 2017/18 CONTRACTS - EARNED REVENUE
FOR THE PERIOD 7/1/18 - 6/30/19 (11 OF 12 MONTHS = 91.67%)

	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	TOTAL	% Earned to MRA
GENERAL CHILD CARE (CCTR-8049)														
Adjusted Days of Enrollment - Certified	5,122	6,161	4,840	5,773	4,656	4,388	4,442	4,070	5,026	5,325	5,491	-	55,294	
Reimbursement Rate per Child per Day	X $47.98	X $47.98	X $47.98	X $47.98	X $47.98	X $47.98	X $47.98	X $47.98	X $47.98	X $47.98	X $47.98	X $47.98	X $47.98	
Revenue Earned	$ 245,773	$ 295,598	$ 232,230	$ 276,991	$ 223,399	$ 210,551	$ 213,115	$ 195,284	$ 241,126	$ 255,481	$ 263,456	$ -	$ 2,653,004	**90.15%**
Maximum Reimburseable Amount (MRA)													**$2,943,028**	
CALIFORNIA STATE PRESCHOOL (CSPP-8120)														
Adjusted Days of Enrollment - Certified	2,323	3,543	4,545	7,498	7,369	6,446	7,383	7,186	8,426	7,800	8,256	-	70,776	
Reimbursement Rate per Child per Day	X $48.28	X $48.28	X $48.28	X $48.28	X $48.28	X $48.28	X $48.28	X $48.28	X $48.28	X $48.28	X $48.28	X $48.28	X $48.28	
Revenue Earned	$ 112,176	$ 171,069	$ 219,408	$ 361,998	$ 355,791	$ 311,217	$ 356,458	$ 346,963	$ 406,797	$ 376,576	$ 398,605	$ -	$ 3,417,059	**80.35%**
Maximum Reimburseable Amount (MRA)													**$4,252,800**	
MIGRANT CHILD CARE (CMIG-8004)														
Adjusted Days of Enrollment - Certified	292	458	403	572	497	465	519	422	444	538	545	-	5,155	
Reimbursement Rate per Child per Day	X $47.98	X $47.98	X $47.98	X $47.98	X $47.98	X $47.98	X $47.98	X $47.98	X $47.98	X $47.98	X $47.98	X $47.98	X $47.98	
Revenue Earned	$ 14,020	$ 21,959	$ 19,352	$ 27,448	$ 23,858	$ 22,291	$ 24,882	$ 20,271	$ 21,308	$ 25,816	$ 26,157	$ -	$ 247,360	**97.24%**
Maximum Reimburseable Amount (MRA)													**$254,377**	

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

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

Note 3: CCTR's MRA for 2018/19 is $613,955 greater than 2017/18.
CSPP's MRA for 2018/19 is $1,121,530 greater than 2017/18.
CMIG's MRA for 2018/19 is $17,878 greater than 2017/18.

Division/CFO: Tracy Webster, CFO			**Month/Year:** MAY 2019	
Program/Work Unit: Not Applicable			**Controller:** Lorraine Casillas	
Services: Overall financial and accounting functions of the organization				
Activities	**May 2019**		**Year to Date (5/1/19 -5/31/19)**	
Description	**Number**	**Amount**	**Number**	**Amount**
Bank Deposits	10	3,939,560	27	8,845,711
Wire Deposits	1	19,520	8	431,467
Head Start/IRS Drawdowns	5	2,724,290	16	8,550,009
Vendor Checks Issued	1126	2,501,309	2,959	7,721,052
Payroll Disbursed		2,501,309		5,138,181
Grant Reports Prepared in May 2019	10		45	
Cal EITC				
Cal Fresh Outreach				
Differential Response				
Commodity Supplemental Food Program				
DOE				
Economic Empowerment				
Gang Prevention				
Head Start Kern Final FFR				
LIHEAP 2019				
WIC				

Other: **Total Division Staffing**: 16 positions

CFO	Controller
Accounting Manager	Finance Manager
Payroll Manager	Payroll Technicians (2)
Accountant (3)	Accounting Specialist
Accounting Technician (4)	Accounting Clerk

Community Action of Partnership of Kern
Agency Total

STATEMENT OF POSITION (UNAUDITED)
AS OF FEBRUARY 28, 2019

ASSETS	
Cash in Bank	1,733,097
Cash - Vacation Reserve	476,062
Petty Cash	500
Accounts Receivable	4,444,734
Travel Advance	2,095
Prepaid Expense	272,169
Inventory	1,147,317
Net Fixed Assets - Unrestricted	2,167,561
Net Fixed Assets - Restricted	9,157,072
Total Assets	19,400,609
LIABILITES AND NET ASSETS	
Accounts Payable	2,026,795
Accrued Expenses	425,097
Accrued Vacation	1,002,447
Line of Credit	-
Note Payable	2,428,743
Advance Payable	1,832
Deferred Revenue	1,323,987
Total Liabilites	7,208,900
Total Net Assets	12,191,708
Total Liabilities and Net Assets	19,400,609

STATEMENT OF OPERATIONS (UNAUDITED)
FOR THE PERIOD MARCH 1, 2018 TO FEBRUARY 28, 2019

REVENUE	
Grant Revenue	57,691,083
Donations	929,359
Other Revenue	5,633,425
In-Kind	10,148,849
Total Revenue	74,402,717
EXPENDITURES	
Salaries	29,352,677
Benefits	8,428,901
Travel	621,826
Space Costs	5,457,778
Supplies	2,224,484
Consultant/Contract Services	2,411,297
Other Costs	2,444,385
Program Costs	8,017,843
Capital Expenditures	40,125
Indirect	5,059,350
In-Kind	10,148,849
Total Expenditures	74,207,516
Net Change in Assets	195,200
Net Assets, beginning	11,996,508
Net Assets, ending	12,191,708

Community Action of Partnership of Kern
Agency Total

STATEMENT OF POSITION (UNAUDITED)
AS OF MAY 31, 2019

ASSETS	
Cash in Bank	2,773,059
Cash - Vacation Reserve	601,304
Petty Cash	500
Accounts Receivable	(511,687)
Travel Advance	7,192
Prepaid Expense	441,114
Inventory	1,143,823
Net Fixed Assets - Unrestricted	2,093,645
Net Fixed Assets - Restricted	9,157,072
Total Assets	15,706,021
LIABILITES AND NET ASSETS	
Accounts Payable	547,499
Accrued Expenses	(74,807)
Accrued Vacation	588,724
Line of Credit	-
Note Payable	2,354,828
Advance Payable	3,185
Deferred Revenue	67,164
Total Liabilites	3,486,591
Total Net Assets	12,219,430
Total Liabilities and Net Assets	15,706,021

STATEMENT OF OPERATIONS (UNAUDITED)
FOR THE PERIOD MARCH 1, 2019 TO MAY 31, 2019

REVENUE	
Grant Revenue	13,621,183
Donations	88,845
Other Revenue	1,380,829
In-Kind	2,008,097
Total Revenue	17,098,954
EXPENDITURES	
Salaries	6,874,908
Benefits	2,141,110
Travel	176,772
Space Costs	1,033,829
Supplies	554,211
Consultant/Contract Services	713,250
Other Costs	604,508
Program Costs	1,722,416
Capital Expenditures	-
Indirect	1,242,131
In-Kind	2,008,097
Total Expenditures	17,071,232
Net Change in Assets	27,722
Net Assets, beginning	12,191,708
Net Assets, ending	12,219,430

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-18 TO 5-31-19 (25.0%)

	AGENCY TOTAL			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	28,962,816	6,429,304	22,533,512	22%
BENEFITS	9,271,446	1,995,436	7,276,010	22%
TRAVEL	623,443	154,171	469,272	25%
SPACE COST	3,898,195	987,742	2,910,453	25%
SUPPLIES	1,771,879	476,162	1,295,717	27%
EQUIPMENT	1,000	-	1,000	0%
CONSULTANT/CONTRACT SERVICES	2,218,012	498,476	1,719,536	22%
OTHER COSTS	2,495,921	507,331	1,988,590	20%
PROGRAM COSTS	9,489,435	1,721,791	7,767,644	18%
INDIRECT	5,375,703	1,248,369	4,127,334	23%
TOTAL	64,107,850	14,018,783	50,089,067	22%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-18 TO 5-31-19 (25.0%)

	EDUCATION			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	22,355,036	5,147,506	17,207,530	23%
BENEFITS	7,420,581	1,596,734	5,823,847	22%
TRAVEL	350,762	97,621	253,142	28%
SPACE COST	2,858,982	751,413	2,107,569	26%
SUPPLIES	1,410,827	372,552	1,038,275	26%
EQUIPMENT	-	-	-	-
CONSULTANT/CONTRACT SERVICES	671,488	118,485	553,003	18%
OTHER COSTS	1,318,918	289,892	1,029,026	22%
PROGRAM COSTS	7,096,232	1,183,485	5,912,747	17%
INDIRECT	3,800,476	932,613	2,867,863	25%
TOTAL	47,283,302	10,490,301	36,793,001	22%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-18 TO 5-31-19 (25.0%)

	NUTRITION			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	3,523,579	667,244	2,856,335	19%
BENEFITS	1,030,935	212,806	818,129	21%
TRAVEL	109,950	39,420	70,530	36%
SPACE COST	565,434	143,688	421,746	25%
SUPPLIES	204,574	58,607	145,967	29%
EQUIPMENT	-	-	-	-
CONSULTANT/CONTRACT SERVICES	8,985	885	8,100	10%
OTHER COSTS	266,558	102,511	164,047	38%
PROGRAM COSTS	1,685,551	430,451	1,255,100	26%
INDIRECT	602,598	163,497	439,101	27%
TOTAL	7,998,164	1,819,109	6,179,055	23%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-18 TO 5-31-19 (25.0%)

	ENERGY CONSERVATION			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	1,592,186	333,880	1,258,306	21%
BENEFITS	416,928	87,932	328,996	21%
TRAVEL	106,561	10,895	95,666	10%
SPACE COST	252,069	36,753	215,316	15%
SUPPLIES	82,222	29,005	53,217	35%
EQUIPMENT	-	-	-	-
CONSULTANT/CONTRACT SERVICES	1,446,739	357,140	1,089,599	25%
OTHER COSTS	730,217	84,978	645,239	12%
PROGRAM COSTS	683,802	102,218	581,584	15%
INDIRECT	435,584	101,788	333,796	23%
TOTAL	5,746,308	1,144,589	4,601,719	20%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-18 TO 5-31-19 (25.0%)

	COMMUNITY SERVICES			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	807,941	166,945	640,996	21%
BENEFITS	221,237	45,392	175,845	21%
TRAVEL	39,380	5,929	33,451	15%
SPACE COST	94,385	53,720	40,665	57%
SUPPLIES	55,481	12,822	42,659	23%
EQUIPMENT	1,000	-	1,000	0%
CONSULTANT/CONTRACT SERVICES	88,550	2,081	86,469	2%
OTHER COSTS	95,417	22,785	72,632	24%
PROGRAM COSTS	17,350	2,737	14,613	16%
INDIRECT	128,571	30,432	98,139	24%
TOTAL	1,549,312	342,844	1,206,468	22%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-18 TO 5-31-19 (25.0%)

	CSBG			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	680,074	112,522	567,552	17%
BENEFITS	180,940	52,428	128,512	29%
TRAVEL	16,790	283	16,507	2%
SPACE COST	123,125	1,842	121,283	1%
SUPPLIES	16,575	1,001	15,574	6%
EQUIPMENT	-	-	-	-
CONSULTANT/CONTRACT SERVICES	2,250	94	2,156	4%
OTHER COSTS	58,551	5,179	53,372	9%
PROGRAM COSTS	6,500	2,900	3,600	45%
INDIRECT	404,726	17,489	387,237	4%
TOTAL	1,489,531	193,737	1,295,794	13%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-18 TO 5-31-19 (25.0%)

	DISCRETIONARY & FUND RAISING			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	4,000	1,206	2,794	30%
BENEFITS	825	144	681	17%
TRAVEL	0	23	(23)	Not budgeted
SPACE COST	4,200	327	3,873	8%
SUPPLIES	2,200	2,174	26	99%
EQUIPMENT	0	-	0	0%
CONSULTANT/CONTRACT SERVICES	0	19,791	(19,791)	Not budgeted
OTHER COSTS	26,260	1,986	24,274	8%
PROGRAM COSTS	0	-	0	0%
INDIRECT	3,748	2,550	1,198	68%
TOTAL	41,233	28,202	13,031	68%

COMMUNITY ACTION PARTNERSHIP OF KERN
INDIRECT FUND - FY 2018/19
BUDGET TO ACTUAL - 3/1/19 TO 5/31/19 (3 OF 12 MONTHS = 25.0%)

	Budget	Actual	% Earned/ Expended	Available Balance
Revenue	**$ 5,375,703**	**$ 1,248,369**	**23.2%**	**$ 4,127,334**
Expenditures				
Salaries	3,066,150	598,821	19.5%	2,467,329
Benefits @ 24.11% actual	755,091	155,713	20.6%	599,378
Total Personnel Costs	3,821,241	754,533	19.7%	3,066,708
Operating Costs				
Travel	93,650	22,150	23.7%	71,500
Space Costs	186,800	41,100	22.0%	145,700
Supplies	166,500	82,103	49.3%	84,397
Consultant/Contract	659,100	151,167	22.9%	507,933
Other Operating Costs	345,050	96,544	28.0%	248,506
Total Operating Costs	1,451,100	393,064	27.1%	1,058,036
Total Expenditures	**$ 5,272,341**	**$ 1,147,597**	**21.8%**	**$ 4,124,744**
Excess Indirect Revenue	**$ 103,362**	**$ 100,772**		

RECAP BY SUPPORT DIVISION	Revised Budget	Actual	% Expended	Available Balance
HR	$ 1,034,632	$ 193,210	18.7%	$ 841,422
Operations	1,355,800	297,701	22.0%	1,058,099
Executive	612,204	169,922	27.8%	442,282
Community Development	705,930	147,219	20.9%	558,711
Finance	1,563,775	339,544	21.7%	1,224,231
	$ 5,272,341	$ 1,147,597	21.8%	$ 4,124,744

Prepared Date: 06/11/2019

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Board of Directors

From: Lisa Price, Program Governance Coordinator

Date: June 26, 2019

Subject: *Agenda Item VIII(a)*: May Policy Council Report – **Action Item**

The Policy Council convened on May 21, 2019 at which time quorum was established. An additional Special Call Meeting was subsequently held on June 6, 2019.

At the May monthly meeting various standing subcommittee informational reports were shared with members. These included but were not limited to school readiness, planning as well as budget & finance.

Though the Council did not have any action items to address during the May 21, 2019 meeting, a very insightful presentation on Financial Empowerment was provided by Sheila Shegos, Outreach and Grant Administrator. A vast amount of information regarding financial stability and empowerment was provided as were tools and references for tracking money goals and obtaining self-sufficiency.

As previously stated, a Special Call Meeting was held on June 6, 2019 and attended by the Policy Council Executive Board; quorum was established.

Jerry Meade, Program Design & Management Administrator presented information to the Executive Board outlining identified savings primarily as a result in fringe benefits and indirect costs. Mr. Meade shared that upon consultation with the Office of Head Start staff ask that the Policy Council approve the request to carryover funds in the amount of $210,142 to be used to pay down the loan cost for the Pete Parra Child Development Center. Discussion ensued and upon conclusion of such, a motion was made and subsequently approved for the carryover of these funds as requested.

The next Policy Council Meeting is scheduled for July 23, 2019.

COMMUNITY ACTION PARTNERSHIP OF KERN
POLICY COUNCIL MEETING MINUTES
May 21, 2019
5005 Business Park North ~ CAPK Main Office

1. **Call to Order** – Chairperson, Amber Dunlap called the meeting to order at 5:35 p.m.
   a. Moment of Silence, Pledge of Allegiance
   b. Reading of Promise of Community Action
   "Community Action changes people's lives, embodies the spirit of hope, improves communities, and makes America a better place to live. We care about the entire community, and we are dedicated to helping people help themselves and each other."
2. **Roll Call/Set Quorum** – Secretary, Mayra Zambrano Quorum was established.
   a. Current PC Members Present: Jacqueline Boykin, Amber Dunlap, Kandy Ramos; Yolanda Mefford, Diana Reyes, Lindsay Harrison, Nila Hogan, Andrea Martinez, Mayra Zambrano, Daisy Valencia, Isabelle Diaz, Michelle Valdez, Estela Corrales and Destiny Thompson Butler
3. **Approval of Agenda** – Chairperson **(**ACTION)**
   a. A motion to approve the agenda dated May 21, 2019 was made by Yolanda Mefford, Mayra Zambrano seconded; motion carried unanimously.
4. **Approval of Minutes** – Chairperson **(**ACTION)**
   a. A motion to approve the April 23, 2019 Policy Council minutes was made by Diana Reyes, Destiny Thompson Butler seconded; motion carried unanimously.
5. **Presentation of Guests/Public Forum**
   a. The following guests were in attendance: Jerry Meade, Program Design & Management Administrator; Lisa Price, Program Governance Coordinator; Sheila Shegos, Outreach and Grant Administrator; Raul Gallardo, Resource and Outreach Coordinator; LeTisha Brooks, Program Manager; Janey Felsoci, Content Area Specialist Nutrition; Leticia Villegas, Program Assistant/Translator; Gloria Barbero, Program Administrator; Rashi Strother, Education & Disabilities Manager and Nicole Nino Family Engagement Specialist & Home Base Supervisor
   b. *(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 Policy Council 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.)*
   None
6. **Standing Committee Reports** *(five minutes each)*

   School Readiness Committee – Estela Corrales, stated that the School Readiness Committee met on May 16, 2019 however quorum was not established. Delores Patricio provided an overview on disabilities and how it relates to School Readiness. She also discussed the importance of assessments, follow-up and parent advocacy. Ms. Patricio reported that the Disabilities Resource Fair held in April was a huge success. Nicole Callahan provided an overview of Family Engagement and how it connects to School Readiness. The message shared with families is that they are their child's first teacher and how important parental involvement is in every aspect of their child's education.

   Planning Committee –Diana Reyes stated the Planning Committee met on May 7, 2019. Attendance reports were reviewed for both March and April 2019. The March report reflected that Kern Head Start and two of the Early Head Start programs were fully enrolled for during this reporting time. Additionally, Kern HS/EHS, EHS San Joaquin and The Partnership were all above the 10% of children enrolled with an IFSP/IEP during March & April. Data for over income children/families was within the normal range for both reporting periods. Average daily attendance was at 98% for the month of March as well as April. The Child Adult Care Food Program report indicated more than 91 thousand meals were prepared by the Central Kitchen during the month of March. The Planning Committee's next meeting is scheduled for June 6, 2019 in the Executive Conference Room.

   Finance Committee – Yolanda Mefford provided the Finance Committee report. She shared that all programs are meeting the goals set for this time of the year in each of their respective grants. She added that the Early Head Start Expansion has 0% expenditures as of April 30, 2019. The Finance Committee will meet next on June 18, 2019.

   By-Laws Committee – Michelle Valdez reported that the Bylaws Committee reviewed the final draft version of the bylaws and they concluded that no edits were necessary. However, a vote of approval for the updated document did not take place due to lack of quorum.
7. **Presentations**

   Financial Empowerment ~ Sheila Shegos, Outreach and Grant Administrator

   Sheila Shegos shared a PowerPoint presentation with members and provided the following information: CAPK participated in a National Community Action Partnership Learning Community Group and derived from that participation CAPK was awarded a grant to start a Financial Empowerment program in Kern County. The goal of the

program is to teach and provide community members with tools to reach financial empowerment and stability. According to Ms. Shegos, one of the main objectives is to attend a Train the Trainers workshop to become a trainer and then to partner with other community programs and train them on the topic on Financial Empowerment. They can then assist their community to set and track money goals to obtain financial self-sufficiency. No workshops have been scheduled at this time. However, if anyone is in need of assistance or would like more information they can contact Kathline Moessner at kmoessner@capk.org or they can also visit the Consumer Financial Protection Bureau at www.consumerfinance.gov.

8. **New Business** – Chairperson
   a. None
9. **Communications**
   a. Kern Head Start Budget vs. Actual Expenditures, March 1, 2019 through April 30, 2019
   b. Kern Early Head Start Budget vs. Actual Expenditures, March 1, 2019 through April 30, 2019
   c. San Joaquin Early Head Start Budget vs. Actual Expenditures, February 1, 2019 through April 30, 2019
   d. Early Head Start Child Care Partnerships Budget vs. Actual Expenditures, September 1, 2018 through April 30, 2019
   e. Early Head Start Expansion Budget vs. Actual Expenditures, March 1, 2019 through April 30, 2019
   f. Parent Local Travel & Child Care through April 30, 2019
   g. Parent Activity Funds through April 30, 2019
   h. Federal Financial Report (Annual) for Kern Head Start and Early Head Start – March 1, 2018 through February 28, 2019
   i. Federal Financial Report (Final) for San Joaquin Early Head Start – February 1, 2018 through January 31, 2019
   j. Federal Financial Report (Semi-Annual) for Early Head Start Child Care Partnerships – September 1, 2018 through August 31, 2019
   k. Policy Council Planning Committee Minutes ~ May 7, 2019 (English/Spanish)
   l. Bakersfield American Indian Health Project Social Services & Law Enforcement Presentation/Training Domestic Violence ~ May 22, 2019
   m. Children's Mobile Immunization Program ~ May 2019 (English/Spanish)
   n. Events at the Beale Memorial Library ~ May 2019
   o. Trauma Informed Care Symposium 2019 ~ Kern County Superintendent of Schools, June 8, 2019
   p. 22nd Annual Kern County Elder Abuse Prevention Conference ~ Kern County Adult & Aging Services, June 13, 2019
   q. Golden Empire Transit Summer Youth Passes
   r. AmeriCorps Mentor Program ~ Fall 2019
   s. Advocacy and Leadership – Tips for Families: You Are a Leader
   t. Policy Council Meeting Dates ~ 2018-2019

   The Chairperson called for a motion to receive and file Communication items (a)-(t). Motion made by Andrea Martinez to receive and file the Communication items.
10. **School Readiness Report** – Leslie Mitchell, Administrator of Education Support Services
    a. Lisa Price reported on behalf of Ms. Mitchell stating that kindergarten readiness packets haven been distributed to parents as have the summer retention kits for those students continuing in our program in the fall. Ms. Mitchell will be sharing learning outcomes and data trends at the next Policy Council meeting.
11. **Program Governance Report/Training** – Lisa Price, Program Governance Coordinator

    Ms. Price thanked everyone for their participation and reminded members the importance of their attendance at Policy Council and subcommittee meetings. She also shared a calendar of daily summer activities, provided by Lakeshore, one of CAPKs partners. Ms. Price added that Lakeshore is giving away a $500 e-gift card to randomly selected participants who share their experiences on social media. She also asked members to please remember to cash their mileage checks. Every year finance generates a lengthy list of checks that go uncashed and we would like to support them in their efforts to reduce that list. In conclusion Ms. Price shared a flyer from the Office of Head Start discussing Leadership and Advocacy and the leadership skills parents use every day in managing their households and more. The importance of being a role model, holding yourself to a higher standard and leading by example was also discussed with the group. A form for self-reflections was provided so member can notate leadership strengths as well as areas of desired improvement.
12. **Community Representative Report** – Ana Lester/Lindsay Harrison

    Ms. Harrison stated there are several organizations that will be providing, free breakfast and/or lunch from June 17, 2019 through August 2, 2019 for children under 18 years old. She added that by calling CAPKs 211 callers will be able to obtain a list of the free produce farmer's market in their area by providing their zip code. Ms. Harrison also shared information on a variety of activities that parents can participate in with children during the summer months.
13. **Early Head Start San Joaquin Report** – Nicole Nino, Family Engagement Specialist & Home Base Supervisor

    Estela Corrales provided the San Joaquin report. Ms. Corrales shared that San Joaquin EHS participated in Children and Youth Day on May 18, 2019. This was a free event held at the Pixie Woods Park in Stockton, CA. Ms. Corrales stated

that this was a great opportunity for recruitment and distribution of program information. She also shared that the Pepsi Cola Company continues to provide donations for families attending VIP and Socialization meetings.

14. **Early Head Start Partnership Report** – Yolanda Gonzales, Director Head Start/State Child Development
    Jerry Meade presented on behalf of Yolanda Gonzales. He informed the group that the Early Head Start Partnership Grant was awarded, and the notice was received in April. However, the grant was awarded retroactively to March. CAPK is currently in the process of releasing a request for proposals to solicit new partners. The grant added 96 slots for the infant/toddler program in Kern County. He added that this expansion grant included an additional 24 slots for center base. The facility to provide services has been selected and once the lease is executed and renovations and licensing is complete CAPK will be able to meet full enrollment (96 slots) before the end of February 2020. These figures are in addition to the current 56 partnership slots CAPK currently supports. Mr. Meade informed members that Debbie Connolly is no longer with the agency adding that Esperanza Contreras is the new Partnership Coordinator for the program. Ms. Contreras will be attending the Policy Council meeting next month.
15. **Board of Directors Representatives Report** – Yolanda Ochoa, Board of Director's Representative
    a. No report was provided. It was shared that the Board of Directors will meet next on May 29, 2019 at noon. This meeting will be held at the Professional Development Resource Lab located at 1825 Feliz Drive in Bakersfield.
16. **Director's Report (HS/State Child Development)** – Yolanda Gonzales, Director Head Start/State Child Development
    Jerry Meade reported on behalf of Ms. Gonzales expressing her appreciation to the members for their commitment. She was unable to attend due to her participation at a training in San Francisco. Mr. Meade informed the group that May 24, 2019 is the official last day for part year center and home base programs. Part year staff will continue through next week; their last day is May 31, 2019. During the summer months CAPK will be getting ready for the next school year which will begin in August. It is expected that we will have additional information regarding the DSR application in June, as that is the time when the interim funding period concludes. Staff who are off during the summer, will return somewhere around August 19, 2019 to prepare for the fall session. We will have our Kern Early Head Start programs as well as some of the full year Head Start programs continue through the summer. There is a very small portion of services operating throughout the summer. The Early Head Start Home Base option operates year-round and therefore will be in session during the summer. The Home Visiting Initiative will begin providing services in June 2019. A new center has been selected, with negotiations for the lease moving forward upon obtaining approval by the Board of Directors at next week's meeting. The identified structure is a large facility that will house 3 toddler classrooms, 3 pre-k classrooms and 3 socialization rooms for the home base program. It will also provide office space for the home visiting initiative staff and administrative personnel. The building is located on Jewett Street, near Stella Hills Elementary School. It was noted that funding is available to complete the renovations needed. The Home Visiting Initiative is opening the door for staff to receive training from DHS through this partnership. Mr. Meade expressed his appreciation to the group and reminded them that their commitment will extend through the summer.
17. **Policy Council Chairperson/Announcements** – Amber Dunlap, Chairperson
    Ms. Dunlap thanked the group for their attendance and announced that the next meeting will be on June 25, 2019.
18. **Adjournment** –Chairperson
    The meeting was adjourned at 6:35 p.m. by the Chairperson.

COMMUNITY ACTION PARTNERSHIP OF KERN
POLICY COUNCIL MEETING
SPECIAL CALL MINUTES
June 6, 2019
5005 Business Park North
Board Room

1. **Call to Order** – **Chairperson**
   Chairperson Amber Dunlap called the meeting to order at 12:13 p.m.

2 **Roll Call/Set Quorum** – **Secretary**
   Secretary Mayra Zambrano conducted roll call; quorum was established.
   Executive Board Members Present: Amber Dunlap; Jacqueline Boykin; Diana Reyes; Mayra Zambrano

3. **Approval of Agenda** – **Chairperson, (**ACTION)**
   a. Motion was made by Diana Reyes and seconded by Mayra Zambrano to approve the Special Call Policy Council Agenda dated June 6, 2019. Motion carried unanimously.

4. **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 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.)*

      None

5. **New Business** – **Chairperson (**ACTION)**
   a. Head Start/Early Head Start Request to Carry Over Funds for Budget Year 2018-2019 ~ Yolanda Gonzales, Head Start/State Child Development Director
      Jerry Meade, Program Design & Management Administrator reported on behalf of Ms. Gonzales. Information was presented to the Executive Board regarding an identified savings primarily in fringe benefits and indirect costs in the amount of $210,142. Upon consultation with the Office of Head Start at the initiation of CAPK Chief Financial Officer Tracy Webster, an approval for submission of a request to carryover funds is being sought from the Policy Council Executive Board. It was thought to seek for this request to carryover funds so that this amount could be used to paydown the loan the agency has on the Pete H. Parra Child Development Center. This would reduce the loan payment by one year. Thought was given to use a portion of the savings towards the loan with additional amount towards other project(s). However, given that liquidation must be completed prior to June 30, 2019 taking on a project and completion of such would prove to be a challenge. It was asked if the Pete Parra building was the only dwelling, we had a loan on. Mr. Meade stated we also have a loan on the Administrative Building at Business Park North however the monthly mortgage payment is applied to the principal with an anticipated payoff timeline of approximately 5 years. In contrast, the Pete Parra building, partially due to refinancing almost 100% is applied towards the interest of the loan. Upon conclusion of discussion a motion was made by Jacqueline Boykin to approve the Head Start/Early Head Start request to carryover funds for the 2018-2019 budget year by and seconded by Diana Reyes. Motion carried unanimously.

6. **Adjournment** – Chairperson
   The meeting was adjourned at 12:27 p.m. by the Chairperson.