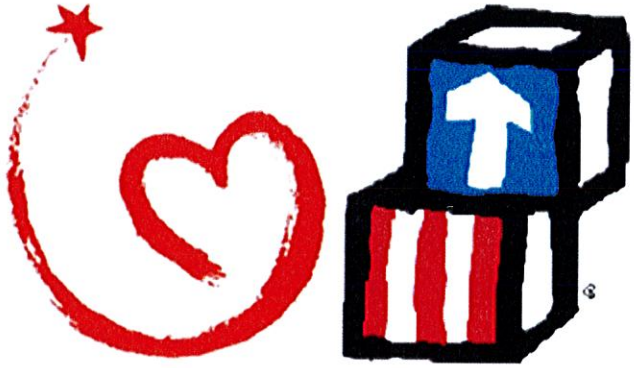
Head Start &
State Child Development
Birth to age 5

capk
Community Action Partnership of Kern

Head Start/State Child Development Services

POLICY COUNCIL MEETING PACKET

August 20, 2019



POLICY COUNCIL
STANDING COMMITTEES
August 2019

EXECUTIVE COMMITTEE

Chairperson: Amber Dunlap
Vice Chairperson: Diana Reyes
Secretary: *Vacant*
Treasurer: Ashley Sabo
Parliamentarian: Jacqueline Boykin

STANDING COMMITTEE MEMBERS

Board of Director's: Nila Hogan

BYLAWS
Chairperson: Jacqueline Boykin

1. Andrea Martinez
2. Diana Reyes
3. Isabelle Diaz
4.
5.
6.

PLANNING
Chairperson: Diana Reyes

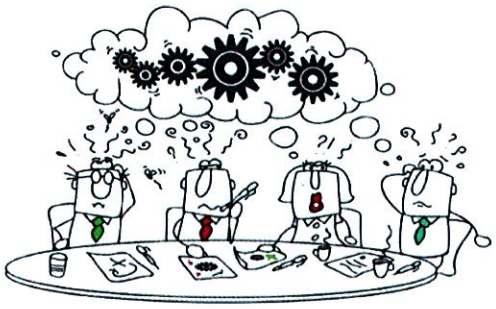
1. Nila Hogan
2. Yolanda Ochoa
3. Kandy Ramos
4.
5.

SCHOOL READINESS
Chairperson: Mayra Zambrano

1. Ana Lester
2. Daisy Valencia
3. Estela Corrales
4. Lindsay Harrison

FINANCE
Chairperson: Ashley Sabo

1. Amber Dunlap
2. Jacqueline Boykin
3. Yolanda Mefford
4. Destiny Thompson Butler
5.
6.



Policy Council Attendance
2018 ~ 2019

Legend:	
Attended	X
Did Not Attend	ABS
Attended Another CAPK Function	
Appealed Termination	
Membership Terminated	
Absent Due to Weather Conditions	
Resigned	R
Did Not Meet	
Not Yet Elected to Policy Council	

#	REGION 1 PC Member Name	Nov 2018	Dec 2018	Jan 2019	Feb 2019	Mar 2019	Apr 2019	May 2019	June 2019	July 2019	Aug 2019	Sept 2019	Oct 2019
1	Amber Dunlap- Willow	X	X	X	X	X	X	X	X				
2	Daisy Valencia- Wesley	X	X	ABS	X	ABS	X	X	ABS				
	Jodi Sanchez - Sunrise Villa	X	ABS	ABS									
3	Jacqueline Boykin	X	X	X	X	X	X	X	ABS				
4	Yolanda Mefford					X	ABS	X	X				
#	REGION 2 PC Member Name	Nov 2018	Dec 2018	Jan 2019	Feb 2019	Mar 2019	Apr 2019	May 2019	June 2019	July 2019	Aug 2019	Sept 2019	Oct 2019
1	Ashley Sabo - Franklin	X	X	ABS	X	X	X	ABS	X				
	Michael Sabo - Franklin	ABS	ABS	ABS									
2	Isabelle Diaz				X	ABS	X	X	X				
3	Kandy Ramos				X	X	ABS	X	ABS				
4	Michelle Valdez				X	ABS	X	X	R	R	R	R	R
#	REGION 3 PC Member Name	Nov 2018	Dec 2018	Jan 2019	Feb 2019	Mar 2019	Apr 2019	May 2019	June 2019	July 2019	Aug 2019	Sept 2019	Oct 2019
1	Nila Hogan - Pete Parra	X	X	X	X	X	X	X	X				
2	Enrique Salazar- Pete Parra	X	X	X	X	X	X	ABS					
	Antonia Salas - Planz	ABS	ABS	R	R	R	R	R	R	R	R	R	R
3	Andrea Martinez - Harvey L. Hall	X	X	X	X	X	X	X	X				
4	Yesenia Aranda - Fairfax			ABS	ABS	X	X	ABS					
#	REGION 4 PC Member Name	Nov 2018	Dec 2018	Jan 2019	Feb 2019	Mar 2019	Apr 2019	May 2019	June 2019	July 2019	Aug 2019	Sept 2019	Oct 2019
	Bonnie Garcia - California City	X	ABS	ABS	R	R	R	R	R	R	R	R	R
1	Mayra Zambrano - Rosamond	X	X	ABS	X	X	X	X	X		R	R	R
	Mariely Torres Othon - Rosamond	X	ABS	X	ABS	R	R	R	R	R	R	R	R
2	*Vacancy*												
3	Vacancy												
4	*Vacancy*												
#	Home Base PC Member Name	Nov 2018	Dec 2018	Jan 2019	Feb 2019	Mar 2019	Apr 2019	May 2019	June 2019	July 2019	Aug 2019	Sept 2019	Oct 2019
1	Diana Reyes - M. Craig	X	X	X	ABS	X	X	X	X				
	Debbie Espinoza - V. Denwitty	ABS	R	R	R	R	R	R	R	R	R	R	R
2	Destiny Thompson Butler						X	X	X				
#	BC/Blanton EHS Partnership	Nov 2018	Dec 2018	Jan 2019	Feb 2019	Mar 2019	Apr 2019	May 2019	June 2019	July 2019	Aug 2019	Sept 2019	Oct 2019
1	*Vacancy*												
#	San Joaquin EHS Partnership	Nov 2018	Dec 2018	Jan 2019	Feb 2019	Mar 2019	Apr 2019	May 2018	June 2019	July 2019	Aug 2019	Sept 2019	Oct 2019
1	Estela Corrales - HB R. Callejas	X	X	ABS	X	X	ABS	X	ABS				
2	Esther Maldonado - HB R. Hernandez	X	ABS	X	ABS	X	ABS	ABS					
#	Community Rep Member	Nov 2018	Dec 2018	Jan 2019	Feb 2019	Mar 2019	Apr 2019	May 2019	June 2019	July 2019	Aug 2019	Sept 2019	Oct 2019
1	Ana Lester	X	X	X	X	X	X	ABS	ABS				
2	Lindsay Harrison	X	X	X	X	X	X	X	X				
3	*Vacancy*												
#	Board Member	Nov 2018	Dec 2018	Jan 2019	Feb 2019	Mar 2019	Apr 2019	May 2019	June 2019	July 2019	Aug 2019	Sept 2019	Oct 2019
1	Yolanda Ochoa		X	X	X	X	ABS		X				

Policy Council Sub-Committee Attendance Sheet
2018 ~ 2019

Bylaws Subcommittee

Member	Dec.	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Sept.	Oct.
Jacqueline Boykin Chairperson		ABS		ABS		ABS					
Andrea Martinez		X		X		X					
Enrique Salazar Jr.		ABS		ABS		ABS					
Diana Reyes		X		X		X					
Esther Maldonado				X		ABS					
Isabelle Diaz				X		X					
Michelle Valdez				X		X		R	R	R	R

Budget & Finance Subcommittee

Member	Dec.	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Sept.	Oct.
Ashley Sabo Chairperson			X	ABS		X	X				
Mariely Torres Othon			ABS	ABS	R	R	R	R	R	R	R
Amber Dunlap			X	ABS		ABS	X				
Jacqueline Boykin			X	ABS		ABS	ABS				
Yolanda Mefford						X	X				
Destiny Thompson Butler						X	X				
Vacancy											

School Readiness Subcommittee

Member	Dec.	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Sept.	Oct.
Mayra Zambrano Chairperson		X		ABS		ABS			R	R	R
Ana Lester		X		X		ABS					
Estela Corrales		ABS		ABS		X					
Daisy Valencia		ABS		ABS		ABS					
Lindsay Harrison		X		X		ABS					

Planning Subcommittee

Member	Dec.	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Sept.	Oct.
Diana Reyes Chairperson		X	X		X	ABS	X		X		
Amber Dunlap		X	X		X	ABS	ABS		R	R	R
Yolanda Ochoa		X			X		X		X		
Jodi Sanchez		ABS	ABS								
Nila Hogan		X	X			X	X		X		
Kandy Ramos					X	ABS	ABS		ABS		
Michelle Valdez					X	X	ABS	R	R	R	R
Yesenia Aranda					ABS	ABS	ABS				

Board of Directors

Member	Dec.	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Sept.	Oct.
Nila Hogan		X	X	X	X	X	X				

Legend	
Attended	X
Did Not Attend	ABS
Attended Another CAPK Function	
Resigned	R
Terminated	
No Subcommittee Meeting Held	
Not Yet Elected to Subcommittee	
Absent Due to Weather Conditions	ABS
Absence Due to Office Closure	ABS

Policy Council Agenda
August 20, 2019
5005 Business Park North
5:30 p.m. – 6:30 p.m.
Meeting Locations:

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

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

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

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

3. **Approval of Agenda** — Chairperson — ***ACTION**
   a. Agenda dated: August 20, 2019

4. **Approval of Minutes** — Chairperson — ***ACTION**
   a. Date of Minutes: June 25, 2019

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

6. **Standing Committee Reports** — (3 minutes per report)
   a. School Readiness Committee — **Verbal Report**
   b. Planning Committee — **Verbal Report**
   c. Finance Committee — **Verbal Report**
   d. Bylaws Committee — **Verbal Report**

7. **Presentations** — (15 minutes per presentation)
   a. Small Business Initiative Program ~ Tomas Cubias, Community Development Specialist

8. **New Business** — Chairperson — ***ACTION**
   a. Policy Council Termination Appeal ~ Ana Lester, Community Representative
   b. San Joaquin Early Head Start 2018 – 2019 Self-Assessment ~ Sylvia Ortega, Quality Assurance Manager
   c. Kern Head Start / State Child Development 2018 – 2019 Self-Assessment ~ Sylvia Ortega, Quality Assurance Manager
   d. Governance, Leadership, and Oversight Capacity Screener ~ Jerry Meade, Program Design & Management Administrator
   e. Election of Policy Council Secretary
   f. Election of Policy Council Treasurer

This is to certify that this agenda notice was posted in the lobby of the CAPK Administration Office at 5005 Business Park North, Bakersfield, CA and online at www.capk.org by 12:00 pm, August 15, 2019
Lisa Price, Program Governance Coordinator

9. **Communications**
   a. Kern Head Start and Early Head Start Budget vs. Actual Expenditures, March 1, 2019 through June 30, 2019
   b. Kern Head Start and Early Head Start Budget vs. Actual Expenditures, July 1, 2019 through July 31, 2019
   c. San Joaquin Early Head Start Budget vs. Actual Expenditures, February 1, 2019 through July 31, 2019
   d. Early Head Start Child Care Partnerships Budget vs. Actual Expenditures, September 1, 2018 through July 31, 2019
   e. Early Head Start Expansion Budget vs. Actual Expenditures, March 1, 2019 through July 31, 2019
   f. Parent Local Travel & Child Care through July 31, 2019
   g. Parent Activity Funds through July 31, 2019
   h. Kern Head Start and Early Head Start Non-Federal Share and In-Kind Report, March 1, 2019 through July 31, 2019
   i. San Joaquin Early Head Start Non-Federal and In-Kind Report, February 1, 2019 through July 31, 2019
   j. Notice of Award #09CH011132-01-00 ~ Kern Head Start/Early Head Start; 07/01/2019 – 06/30/2024
   k. Notice of Award #09CH011132-01-01 ~ Supplemental funds
   l. Policy Council Planning Committee Minutes ~ June 4, 2019 (English/Spanish)
   m. Policy Council Budget & Finance Committee Minutes ~ June 18, 2019 (English/Spanish)
   n. Letter of Termination Ana Lester dated June 26, 2019
   o. Children's Mobile Immunization Schedule ~ August 2019 (English/Spanish)
   p. Letter of Termination Kandy Ramos dated August 7, 2019
   q. Policy Council Resignation ~ Ashely Sabo, August 12, 2019
   r. Mutts & Fire Trucks ~ A Pet Adoption Event, September 7, 2019
   s. ~~Dis~~Ability Movement Showcase & Resource Fair ~ October 3, 2019
   t. Kern County Veterans Stand Down ~ October 10, 2019
   u. Policy Council Meeting Dates 2018~2019

10. **Program Governance Report/Training**	Lisa Price	**Verbal Report** (5 min.)
11. **Community Representative Report**	Ana Lester/ Lindsay Harrison	**Verbal Report** (10 min.)
12. **Early Head Start San Joaquin Report**	Nicole Nino	**Verbal Report** (3 min.)
13. **Early Head Start Partnership Report**	Esperanza Contreras	**Verbal Report** (3 min.)
14. **Board of Directors Representative Report**	Yolanda Ochoa	**Verbal Report** (3 min.)
15. **Director's Report (HS/State Child Development)**	Yolanda Gonzales	**Verbal Report** (5 min.)
16. **Policy Council Chairperson/Announcements**	Amber Dunlap	**Verbal Report** (3 min.)
17. **Adjournment**	Chairperson	

Next meeting to be held September 24, 2019
Light dinner at 5:00 p.m. and the meeting to begin at 5:30 p.m.
5005 Business Park North, Suite 130 ~ Board Room

This is to certify that this agenda notice was posted in the lobby of the CAPK Administration Office at 5005 Business Park North, Bakersfield, CA and online at www.capk.org by 12:00 pm, August 15, 2019
Lisa Price, Program Governance Coordinator

Agenda del Concilio de Póliza
20 de Agosto 2019
5005 Business Park North
5:30 p.m. – 6:30 p.m.
Ubicaciones de las juntas:

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

1. **Convocación de reunión** Presidente
   a. Momento de silencio, juramento de lealtad
   b. Lectura de la promesa de Acción Comunitaria

   "Acción Comunitaria cambia la vida de personas, simboliza el espíritu de esperanza, mejora a las comunidades y hace de América un mejor lugar para vivir. Estamos interesados en la comunidad y estamos dedicados a que la gente aprenda a ayudarse a sí misma y a otros"

2. **Pase de lista/establecimiento de los miembros** Secretario (a)

3. **Aprobación de agenda** Presidente ***ACCIÓN**
   a. Agenda con fecha del 20 de agosto de 2019

4. **Aprobación de minutos** Presidente ***ACCIÓN**
   a. Fecha de minutos: 25 de junio de 2019

5. **Presentación de Invitados/Foro público**

   El público que desee dirigirse a todo el Concilio de Póliza , podrá hacerlo en este momento. Los miembros del Concilio de Póliza, pueden responder brevemente a las declaraciones hechas ó las preguntas presentadas. Sin embargo, el Concilio no tomará ninguna acción mas que referirlo (s) al personal para estudio y análisis. ***Los oradores tiene un límite de 5 minutos para exponer.*** *Si más de una persona desea tocar el mismo tema, el total de minutos para dicho tema será de 10 minutos. Favor de proporcionar su nombre antes de su presentación*

6. **Reportes Comunes del Comité** (3 minutos por reporte)
   a. Comité de aprendizaje escolar **Reporte verbal**
   b. Comité de Planeación **Reporte verbal**
   c. Comité Financiero **Reporte verbal**
   d. Comité de estatutos **Reporte verbal**

7. **Presentaciones** (15 minutes por presentación)
   a. Programa de iniciativa de pequeñas empresas ~ Tomas Cubias, Especialista de Desarrollo Comunitario

8. **Nuevos Intercambios** Presidente ***ACCION**
   a. Apelación de cancelación del concilio de póliza ~ Ana Lester, Representante de la comunidad
   b. Autoevaluación de San Joaquin Early Head Start 2018 – 2019 ~ Sylvia Ortega, Gerente de Control de Calidad
   c. Autoevaluación de Kern Head Start / Desarrollo Infantil Estatal 2018 – 2019 ~ Sylvia Ortega, Gerente de Control de Calidad
   d. Analizador de capacidad de gobierno, liderazgo y supervisión ~ Jerry Meade, Diseñador de programa & administrador de gestiones
   e. Elección de la secretaria del Concilio de Póliza

Esto certifica que la publicación de esta agenda fue expuesta en el vestíbulo de la oficina Administrativa de CAPK ubicada en 5005 Business Park North, Bakersfield, CA y en line en el sitio web www.capk.org a las 12:00 pm, el 20 de junio 2019
Lisa Price, Coordinador del programa de gobernanza

f. Elección de tesorero del Concilio de Póliza

9. **Comunicaciones**
   a. Presupuesto de Kern Head Start and Early Head Start vs. gastos actuales, 1 de marzo al 30 de junio del 2019.
      June 30, 2019
   b. Presupuesto de Kern Head Start and Early Head Start Budget vs. gastos actuales, 1 al 31 de julio de 2019.
   c. Presupuesto de San Joaquin Early Head Start vs. gastos actuales, 1 de febrero al 31 de julio de 2019.
   d. Presupuesto de las Asociaciones de cuidado infantil Early Head Start vs. gastos actuales, 1 de septiembre de 2018 al 31 de julio de 2019.
   e. Presupuesto de la expansión de Early Head Start vs. gastos actuales del 1 de septiembre al 31 de julio de 2019
   f. Viajes locales de padres y cuidado infantil hasta el 31 e julio de 2019
   g. Fondos de las actividades hasta el 31 de julio de 2019
   h. Reporte de contribuciones internas y de porción no federal para Head Start y Early Head Start de San Joaquín – 1 de marzo 2019 hasta el 31 de julio de 2019.
   i. Reporte de contribuciones internas y de porción no federal para Early Head Start de San Joaquin, de febrero al 31 de julio 2019.
   j. Aviso de Donativo #09CH011132-01-00 ~ Kern Head Start/Early Head Start; 07/01/2019 – 06/30/2024
   k. Aviso de Donativo #09CH011132-01-01 ~ Fondos complementarios
   l. Minutos del concilio de póliza ~ 4 de junio, 2019 (Inglés/Español)
   m. Minutos de la junta del comité de presupuesto y finanzas ~ 18 de junio 2019 (Inglés/Español)
   n. Carta de termino de Ana Lester fechada el 26 de junio 2019
   o. Horario de vacunación infantil móvil ~ agosto 2019 (Inglés y español)
   p. Carta de termino de Kandy Ramos fechada el 7 de agosto, 2019
   q. Renuncia al Consejo de Políticas ~ Ashley Sabo, 12 de agosto de 2019
   r. Cachorros y camiones de bomberos ~ Evento de adopción de mascotas, 7de septiembre, 2019
   s. Movimiento de incapacidades y feria de recursos ~ 3 de octubre, 2019
   t. Evento para los veteranos del condado de Kern ~ 10 de octubre, 2019
   u. Horario de juntas del concilio de Póliza 2018~2019

10. **Capacitación del programa de Gobernanza**	Lisa Price	**Reporte verbal** (5 min.)
11. **Reporte del represéntate comunitario**	Ana Lester/ Lindsay Harrison	**Reporte verbal** (10 min.)
12. **Reporte de Early Head Start de San Joaquin**	Nicole Nino	**Reporte verbal** (3 min.)
13. **Reporte de la Asociacion de Early Head Start**	Esperanza Contreras	**Reporte verbal** (3 min.)
14. **Reporte del representante de la Junta de Directores**	Yolanda Ochoa	**Reporte verbal** (3 min.)
15. **Reporte del Director (Desarrollo Infantil Estatal HS)**	Yolanda Gonzales	**Reporte verbal** (5 min.)
16. **Anuncios del presidente del Concilio de Póliza**	Amber Dunlap	**Reporte verbal** (3 min.)
17. **Conclusión**	Presidente	

La próxima junta se llevará a cabo el 24 de septiembre de 2019 a las 5:00 pm iniciando con una cena ligera a las 5:00 pm y la junta iniciará a las 5:30 pm5005 Business Park North, Suite 130 ~ Sala de Juntas

Esto certifica que la publicación de esta agenda fue expuesta en el vestíbulo de la oficina Administrativa de CAPK ubicada en 5005 Business Park North, Bakersfield, CA y en line en el sitio web www.capk.org a las 12:00 pm, el 20 de junio 2019
Lisa Price, Coordinador del programa de gobernanza

COMMUNITY ACTION PARTNERSHIP OF KERN
POLICY COUNCIL MEETING MINUTES
June 25, 2019
5005 Business Park North ~ CAPK Main Office

1. **Call to Order** – Chairperson, Amber Dunlap, called the meeting to order at 5:30 p.m.
   a. Moment of Silence, Pledge of Allegiance
   b. Reading of Promise of Community Action
   "Community Action changes people's lives, embodies the spirit of hope, improves communities, and makes America a better place to live. We care about the entire community, and we are dedicated to helping people help themselves and each other."
2. **Roll Call/Set Quorum** – Secretary, Mayra Zambrano Quorum was established.
   Current PC Members Present: Isabelle Diaz, Lindsay Harrison, Mayra Zambrano, Amber Dunlap, Destiny Thompson-Butler, Diana Reyes, Nila Hogan, Andrea Martinez, Ashley Sabo, Yolanda Mefford and Yolanda Ochoa.
3. **Approval of Agenda** – Chairperson **(**ACTION)**
   a. A motion to approve the June 25, 2019 meeting agenda was made by Nila Hogan, Ashley Sabo seconded; motion carried unanimously.
4. **Approval of Minutes** – Chairperson **(**ACTION)**
   A motion to approve the May 21, 2019, Policy Council minutes was made by Yolanda Mefford, Mayra Zambrano seconded; motion carried unanimously.
5. **Presentation of Guests/Public Forum**
   The following guests were in attendance: Yolanda Gonzales, Director Head Start/State Child Development; Jerry Meade, Program Design & Management Administrator; Donna Holland, Fiscal Administrator; Leslie Mitchell, Administrator of Education & Support Services; Esperanza Contreras, Partnership Administrator; Mary Ann Mooney, Program Manager; Rashi Strother, Education Manager/Disabilities Specialist; Gloria Barbero, Program Administrator; Nicole Niño, Family Engagement Specialist & Home Base Supervisor; Lisa Price, Program Governance Coordinator and Leticia Villegas, Program Assistant/Translator.
   a. *(The public wishing to address the full Policy Council may do so at this time. Policy Council members may respond briefly to statements made or questions posed. However, the PC will take no action other than referring the item(s) to staff for study and analysis. Speakers are limited to five minutes each. If more than one person wishes to address the same topic, total group time for the topic will be 10 minutes. Please state your name before making your presentation. Thank you.)*
6. **Standing Committee Reports** *(five minutes each)*
   School Readiness Committee – Mayra Zambrano shared that the School Readiness Committee has held all their meetings for this term. However, school readiness is still very much taking place within the program. She added that later during this meeting, the 2019-2020 School Readiness goals will be presented for approval and Spring data will be shared as well.
   Planning Committee – Diana Reyes reported that the Planning Committee met on June 4, 2019, however quorum was not established. Enrollment and Attendance reports were reviewed for the month of May. Head Start Kern, Early Head Start Partnership and Early Head Start San Joaquin grants all met full enrollment during this reporting period. Early Head Start Kern was at 96% of the required enrollment. The average daily attendance throughout the program was at 98% with 14 sites reporting 99% or higher average daily attendance during the same month. The April Child & Adult Care Food Program reported that more than 77,000 meals were prepared by the Central Kitchen. It was shared that there are 5 recruitment events taking place across the county, with an estimated attendance of approximately 950 people. The next meeting will be held on Tuesday, August 6, 2019.
   Finance Committee – Yolanda Mefford reported that the Finance Committee met on June 18, 2019 at which time quorum was established. Various reports were reviewed including, Parent Local Travel & Child Care, Head Start/Early Head Start Kern, and Child Care Partnership Budget vs Actual Expenditures. The next meeting is scheduled for July 16, 2019 at 5:30 p.m.
   By-Laws Committee – Andrea Martinez shared that as previously reported, the Bylaws Committee last met on May 14, 2019. At which time they reviewed the final version of the revised Policy Council Bylaws; however, quorum was not established therefore the committee was unable approve the document. Since that time administrative staff has reviewed the document and made suggested changes and additions. The committee will meet again in August on a date to be determined.
7. **Presentations**
   School Readiness Report 2018-2019 State Child Development Program Self-Evaluation Annual Reports – Leslie Mitchell, Education and Support Services Administrator
   Mrs. Mitchell provided a PowerPoint presentation on data trends, which showed Desired Results Developmental Profile (DRDP) outcomes for Spring 2019. This tool assessed children of different stages in age, from the beginning of enrollment, Fall 2018 through Spring 2019. Outcomes show the progress that children achieved by attending EHS and HS. Children are assessed in various developmental domains. There is a large percentage of growth shown the between fall and spring results. According to the data CAPK Head Start is exceeding the benchmarks set for Head Start. It was also stated that at the end of the school year, one of the main requirements set by the state is to conduct a program self-evaluation. This is to demonstrate

to the state that children's assessments are being completed accurately. Mrs. Mitchell also shared results of the program satisfaction parent survey. There were areas of opportunity for improvement. The survey showed that 1% of the parents feel that there should be greater staff/parent communication as well as more cultural activities. Additionally, 1% of parents surveyed were not satisfied with program location. Mrs. Mitchell stated that we as a program will be working to improve the percentages in those areas.

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

   a. **School Readiness Goals 2019-2020 – Leslie Mitchell, Education & Support Services Administrator**
   Leslie presented the School Readiness Goals for the upcoming program year. She shared that each year during the final (agency) School Readiness meeting staff and parents in attendance work in groups and collaborate to develop new goals in five domains. After review and discussion of the document, a request was made to approve the proposed 2019-2020 School Readiness Goals. Motion was made by Destiny Thompson-Butler, Diana Reyes seconded; motion carried unanimously.

   b. **July Policy Council Meeting Status – Lisa Price, Program Governance Coordinator**
   Lisa stated, historically Policy Council has struggled with member attendance and achieving quorum during July due to a variety of reason, i.e. vacations, other commitments, etc. Because of this challenge, as well as the desire to model our CAPK Board Meeting schedule, a proposal was made to cancel the July 2019 Policy Council Meeting. Brief discussion ensued regarding subcommittee meetings during this period. Lisa shared, that the School Readiness Committee has concluded all their meetings, Planning is dark (does not meet) in July and Bylaws is planning to meet in August. This left only the Finance Committee to consider adjusting their schedule. As staff sponsor Donna shared that going dark would mean the committee would have 2 sets of months to review during August and was open to the idea if that was what the Finance committee would like to do. Upon agreement of such, an amended motion was made to approve the cancellation of all meetings during the month of July. Motion was made by Yolanda Mefford; seconded by Destiny Thompson Butler. Motion carried unanimously.

9. **Communications**

   a. Kern Head Start Budget vs. Actual Expenditures, March 1, 2019 through May 31, 2019
   b. Kern Early Head Start Budget vs. Actual Expenditures, March 1, 2019 through May 31, 2019
   c. San Joaquin Early Head Start Budget vs. Actual Expenditures, February 1, 2019 through May 31, 2019
   d. Early Head Start Child Care Partnerships Budget vs. Actual Expenditures, September 1, 2018 through May 31, 2019
   e. Early Head Start Expansion Budget vs. Actual Expenditures, March 1, 2019 through May 31, 2019
   f. Parent Local Travel & Child Care through May 31, 2019
   g. Parent Activity Funds through May 31, 2019
   h. Kern Head Start and Early Head Start Non-Federal Share and In-Kind Report, March 1, 2019 through May 31, 2019
   i. San Joaquin Early Head Start Non-Federal Share and In-Kind Report, February 1, 2019 through May 31, 2019
   j. Letter of Termination Esther Maldonado dated May 29, 2019
   k. Policy Council School Readiness Committee Minutes ~ May 16, 2019 (English/Spanish)
   l. Policy Council Planning Committee Minutes ~ June 4, 2019 (English/Spanish)
   m. Special Call Meeting Minutes ~ June 6, 2019 (English/Spanish)
   n. Letter of Termination Yesenia Aranda dated June 10, 2019
   o. Lunch at the Library ~ Kern County Library Branches, June & July 2019
   p. Children's Mobile Immunization Program ~ June 2019 (English/Spanish)
   q. Seamless Summer Program ~ Redwood/Richland Junior High, Shafter, June 3 – July 26, 2019
   r. Free Concerts by the Fountain ~ The Marketplace, Bakersfield, June 6 – August 29, 2019
   s. Movies in the Parks ~ Various Locations, June 17 – July 26, 2019
   t. $1 Summer Movie Schedule
   u. Farmer's Market ~ Wasco, June 12 – August 14, 2019
   v. Free Summer Lunch ~ The Salvation Army, Bakersfield – June 17 – August 2, 2019
   w. Community Festival ~ Smothermon Park, Arvin – June 20, 2019
   x. Caring for the Caregiver ~ Hodel's Liberty Hall, June 22, 2019
   y. Bike Rodeo ~ Tank Park, Lake Isabella – June 29, 2019
   z. July Summer Fun Activity Calendar
   aa. Summer Program ~ Wendale Davis Foundation, July 3, 2019 – August 9, 2019
   bb. Morning Reading Hour ~ Shafter Learning Center, July 8-12, 2019 & July 15-19, 2019
   cc. Rewards for Being Healthy ~ Kern Family Health Care
   dd. PG&E Energy Assistance Program
   ee. PG&E Custom Home Energy Solutions
   ff. Policy Council Meeting Dates ~ 2018-2019

The Chairperson called for a motion to receive and file Communication items (a)-(ff). Motion was made by Ashley Sabo to receive and file.

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

    Ms. Price thanked everyone for their service and spoke about the signs to recognize as to whether a person is experiencing heat exhaustion or heat stroke. A handout with this information was also distributed. Food safety information published by USDA was also distributed. On August 8, 2019 Kern Schools Federal Credit Union and Kern County Department of Child Support Services will host their annual Ready-Set Back 2 School event at the Kern County Fairgrounds. There will be a backpack and school supply distribution (while supplies last) as well as children's immunizations, haircuts and a variety of other services and community resources.

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

    Ms. Harrison provided handouts on car seat recommendations for children along with a list of agencies which can provide a free car seat or a loaner for qualified applicants. She added that as of June 1, 2019 anyone receiving SSI is potentially eligible for CalFresh benefits. Applicants can apply via phone, online or in person. Anyone needing additional information about this service can contact the Department of Human Services. In conclusion, Ms. Harrison shared a handout about bike safety tips, sponsored by Kern Medical and Bike Bakersfield. Bike topics included clothing caution, maintenance and roadway safety as well as other pertinent information.

12. **Early Head Start San Joaquin Report** – Nicole Nino, Family Engagement Specialist & Home Base Supervisor

    Nicole reported San Joaquin center staff are currently on summer break along with the children and families they serve. Staff will return on July 8, 2019 at which time they will begin initial home visits for both center and home base program options. Hunter staff have been working on recruiting children for the next program year. They are also we are working with Kern staff on revising program forms for the parent handbook, child's files and pregnant women's files.

13. **Early Head Start Partnership Report** – Esperanza Contreras, Partnership Administrator

    Ms. Contreras, the new Partnership Administrator introduced herself and provided a brief overview of the Home Visiting Initiative (HVI.) This program is a partnership with the Department of Human Services that will provide services to families receiving CalWorks or Welfare to Work benefits. The HVI program will be using the home base model. Families enrolled will receive services once a week for one hour and will also participate in biweekly socializations. Ms. Contreras added that the families who participate in this program can transition their children into center base services, permitting there are available slots. The EHS Partnership and EHS Home Base reported full enrollment for the month of June.

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

    The Board has been working hand in hand with Policy Council and Head Start, sharing information which will be presented to the Board at a later date.

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

    Ms. Gonzales commended the group for their commitment, adding that this has been a busy year and there have been a significant number of changes for centers and personnel. Ms. Gonzales stated that she is very grateful for the information presented and requested additional flyers for distribution to centers, so information can be shared with parents and staff. Ms. Gonzales shared that she has received many compliments on the way Kern County operates their Head Start Program; she was very pleased to have receive these compliments from the program's funding sources.

16. **Policy Council Chairperson/Announcements** – Amber Dunlap, Chairperson

    Ms. Dunlap thanked everyone for attending and announced that Yolanda Mefford has brought vegetables from her garden to share with the group.

17. **Adjournment** –Chairperson

    The meeting was adjourned at 6:26 p.m. by the Chairperson. Next meeting August 20, 2019 at 5:30 p.m. CAPK Board Room.

ASOCIACIÓN DE ACCIÓN COMUNITARIA DE KERN
MINUTOS DE LA JUNTA DEL CONCILIO DE PÓLIZA
25 DE JUNIO, 2019
5005 Business Park North ~ CAPK Main Office

1. **Convocación de reunión** – Amber Dunlap, presidente convocó la reunión a las 5:30 p.m.
   a. Momento de silencio, promesa de lealtad
   b. Lectura de la promesa de Acción Comunitaria
   "Acción Comunitaria cambia la vida de las personas, encarna el espíritu de esperanza, mejora las comunidades y hace de América un mejor lugar para vivir. Nos preocupamos por la comunidad entera, estamos dedicados a ayudar a la gente a ayudarse a sí mismos y a los demás".
2. **Pase de lista/Establecimiento de miembros** – Mayra Zambrano, secretaria se estableció cuórum.
   Miembros presentes: Isabelle Diaz, Lindsay Harrison, Mayra Zambrano, Amber Dunlap, Destiny Thompson-Butler, Diana Reyes, Hila Hogan, Andrea Martinez, Ashley Sabo, Yolanda Mefford and Yolanda Ochoa.
3. **Aprobación de agenda** –Presidente **(**ACCIÓN)**
   a. Nila Hogan propuso la aprobación de la agenda fechada el 25 de junio 2019, Ashley Sabo la secundo, propuesta aprobada por unanimidad
4. **Aprobación de minutos** – Presidente **(**ACCIÓN)**
   Yolanda Mefford propuso la aprobación de los minutos del concilio fechados el 21 de mayo 2019, Mayra Zambrano la secundo, propuesta aprobada por unanimidad.
5. **Presentación de invitados /Foro Publico**
   Los siguientes invitados asistieron: Yolanda Gonzales, Director de Head Start/Desarrollo Infantil Estatal, Jerry Meade, Diseñador de programa y gerente de gestiones; Donna Holland, Administrador fiscal; Leslie Mitchel, Administrador de servicios de Apoyo y Educación; Esperanza Contreras, Administradora de la Asociacion; Mary Ann Mooney, Gerente de Programa; Rashi Strother, Gerente de Educación/Especialista en Incapacidades; Gloria Barbero, Administradora del Programa; Nicole Niño, Especialista de participación familiar & Supervisor de servicios a domicilio; Lisa Price, Coordinadora del programa de gobernanza and Leticia Villegas, asistente del programa/ Traductor.
   a. *(El público de desee dirigirse al Concilio de póliza, puede hacerlo en este momento. El concilio contestará brevemente a las preguntas o comentarios que se presenten; sin embargo, el concilio no podrá tomar ninguna acción, sino que estos se referirán al personal para su estudio y análisis. Los oradores están limitados a 5 minutos de presentación. Si más de una persona desea tocar el mismo tema, se otorgará un total de 10 minutos por tema. Favor de proporcionar su nombre al inicio de su presentación.*
6. **Informes de comités permanentes** *(cinco minutos)*
   Comité de preparación escolar – Mayra Zambrano informo que el Comité de Preparación Escolar ha tenido todas las reuniones para este término. Sin embargo, la preparación escolar todavía se está llevando a cabo dentro del programa. Agrego que los objetivos de preparación escolar para 2019-2019 serán presentados para su aprobación y también se explicarán los resultados de los datos recopilados para Primavera.
   Comité de Planeación – El comité se reunió el 4 de junio 2019, sin embargo, no establecieron cuórum. Se revisaron los reportes de inscripción y asistencia del mes de mayo. Todos los programas llenaron el requisito de inscripción establecida durante el periodo de este reporte. Early Head Start e Kern obtuvo el 96% del requisito de inscripción, el promedio de asistencia diaria en todo el programa se marcó al 98%, 14 de las ubicaciones reportaron 99% de asistencia durante el mismo mes. Los putos importantes que se reportaron fue que se organizaron 5 eventos de inscripción en el condado con una asistencia estimada en 950 personas. La próxima junta se llevará a cabo el martes 6 de Agosto.
   Comité de finanzas – Yolanda Mefford reporto que el comité se reunió el 18 de junio, se estableció cuórum, revisaron la versión el presupuesto vs los gastos actuales de Head Start, Early Head Star, viajes locales de los padres, así como cuidado infantil, la próxima reunión se llevara a cabo el 16 de julio a las 5:30.
   Comité de reglamentos – Andrea Martinez, como menciono anteriormente que el comité de reglamentos se reunió el 14 de mayo 2019, revisaron la versión final de los reglamentos, sin embargo, empleados administrativos revisaron el documento y sugirieron cambios y anexos. El comité se reunirá nuevamente en agosto, aun no se ha determinado la fecha.
7. **Presentaciones**
   Reporte de preparación escolar 2018- 2019 Autoevaluación del programa de Desarrollo Infantil estatal – Leslie Mitchell, Administrador de Educación y Servicios de Apoyo
   La Sra. Mitchell proporciono una presentación de Power Point sobre las tendencias de información, lo que mostró los resultados deseados del perfil de desarrollo DRDP, siglas en inglés para el periodo de primavera 2019. Esta herramienta evalúa a los niños en diferentes etapas de edad, desde el principio de la inscripción en el otoño del 2018 hasta la primavera del 2019; Los resultados muestran el progreso que los niños obtuvieron por asistir en EHS y HS. A los niños se les evalúa en diferentes asignaturas. Existe un gran porcentaje de crecimiento en los resultados que se muestran entre el otoño y la primavera. De acuerdo con la información del programa Head Start de CAPK, la agencia está sobresaliendo todas las metas fijadas por Head Start. También se notó que al final del año escolar, uno de los principales requisitos es la conducción de una autoevaluación

del programa. Esto es para demostrar al estado que los exámenes que se le conducen al niños se están conduciendo minuciosamente. La Sra. Mitchell también compartió los resultados de la encuesta de satisfacción de los padres. Se entiende que existen áreas de progreso. La encuesta indicó que el 1% de los padres encuestados creen que la comunicación entre padres y empleados debería ser más amplia, así como la programación de más actividades culturales; no estaban satisfechos con las ubicaciones del programa. La Sra. Mitchell estarán trabajando para mejorar el porcentaje en esas áreas.

8. **Nuevos Avisos** – Presidente **(**ACCIÓN)**

   a. **Objetivos de la preparación – escolar 2019-2020 Leslie Mitchell, Administrador de Educación y Servicios de Apoyo** Leslie presentó los objetivos de preparación escolar para el próximo año. Expresó que durante en la última juta del comité de preparación escolar de la agencia, los padres y lo empleados colaboran conjuntamente para desarrollar nuevos objetivos en cinco asignaturas. Después de revisión y discusión del documento una propuesta para aprobar los objetivos de preparación escolar 2019-2020 fue presentada por Destiny Thompson-Butler, Diana Reyes la secundó, propuesta aprobada por unanimidad.

   b. **Estado de la reunión del Concilio para el mes de Julio. Lisa Price, coordinadora del programa de gobernanza** Lisa informo que a través del tiempo el concilio de póliza ha tenido problemas con la asistencia de los miembros debido a un sinnúmero de motivos. Debido a estos desafíos, así como el la copia al modelo de las juntas de directores de CAPK, se propuso cancelar la junta del meso julio 2019 del concilio de pólizas. Una breve discusión tomo lugar acerca de las juntas de los subcomités durante el mismo periodo. Lisa informó que el comité de preparación escolar ha concluido con todas sus juntas , el comité de planeación no se reúne durante el mes de julio y el comité de reglamentos se reunirá en el mes de agosto. El único subcomité que tiene 2 meses de revisión durante agosto y esta ameno a la idea fue el comité de finanzas. Después de acordar los cambios, un a propuesta de modificación fue enunciada para aprobar la cancelación de todas las juntas para el mes de Julio. La propuesta fue presentada por Yolanda Mefford, Destiny Thompson-Butler la secundó, la propuesta fue aprobada por unanimidad.

9. **Comunicaciones**

   a. Presupuesto de Kern Head Start vs. gastos actuales, I de marzo , 2019 hasta el 31 de mayo, 2019
   b. Presupuesto de Kern Early Head Start gastos actuales, 1 de marzo , 2019 hasta el 31 de mayo, 2019
   c. Presupuesto de San Joaquín Early Head Start vs. gastos actual 1 de febrero , 2019 hasta el 31 de mayo, 2019
   d. Presupuesto de cuidado infantil Early Head Start vs gastos actuales 1 de septiembre, 2018 hasta el 31 de mayo, 2019
   e. Presupuesto de expansión de Early Head Start vs. gastos actuales, de ,marzo 20019 hasta el 31 de mayo, 2019
   f. Viajes locales de padres y cuidado infantil hasta el 31 de mayo, 2019
   g. Fondos de actividades para padres hasta el 31 de mayo , 2019
   h. Kern Head Start y early Head Start Non-Federal Share and In-Kind Report, March 1, 2019 through May 31, 2019
   i. Reporte de contribuciones internas y fondos no federales de San Joaquin Early Head Startd In-Kind Report, 1 de febrero hasta el 31 de mayo 2019.
   j. Carta de terminación de membresía para Esther Maldonado fechada el 29de mayo, 2019
   k. Resumen del comité de preparación escolar ~ 16 de mayo, 2019 (Inglés/Español)
   l. Resumen del comité de planeación ~ 4 de junio , 2019 (Inglés/Español)
   m. Resumen de junta especial ~ 6 de junio, 2019 (English/Ingl130s/Español)
   n. Carta de terminación de membresía para Yesenia Aranda fechada el 10 de junio, 2019
   o. Almuerzo en la biblioteca ~ Todas las sucursales de las bibliotecas del condado de Kern junio & julio 2019
   p. Programa de vacunación móvil ~ junio 2019 (Inglés/Español)
   q. Programa de Verano ~ Redwood/Richland Junior High, Shafter, 3 de junio – 26 de julio, 2019
   r. Conciertos gratuitos en la fuente ~ El Marketplace, Bakersfield, 6 de junio – 29 de agosto, 2019
   s. Películas en los parques ~ diferentes ubicaciones 17 de junio – 26 de julio , 2019
   t. Horario de películas de Verano por $1
   u. Mercado de frutas y legumbres ~ Wasco, 12 de junio – 14 de agosto, 2019
   v. Almuerzo gratuito ~ Ejercito de Salvación, Bakersfield – 14 de junio – 2 de agosto, 2019
   w. Festival comunitario ~ Parque Smothermon , Arvin – 20 de junio, 2019
   x. Cuidando del protector ~ Hodel's Liberty Hall, 22 de junio, 2019
   y. Rodeo de bicicletas ~ Parque Tank , Lake Isabella – 29 de junio, 2019
   z. Calendario de actividades de julio
   aa. Programa de verano ~ Fundación Wendale Davis, 3 de julio, 2019 – 9 de agosto, 2019
   bb. Hora matutina de lectura ~ Centro de aprendizaje Shafter8 al 12 de julio, 2019 & 15 al 19 de julio 2019
   cc. Recompensas por ser saludable ~ Kern Family Health Care
   dd. PG&E Programa de asistencia para energía
   ee. PG&E soluciones de energía individualizadas para su hogar.
   ff. Fechas de las juntas del Consejo d póliza ~ 2018-2019

El presidente pidió una propuesta para recibir y archivar las comunicaciones enumeradas de la (a) a la (ff). Propuesta presentada por Ashley Sabo para recibirlas y archivarlas.

10. **Programa/Capacitación del programa de gobernanza** – Lisa Price, coordinadora del programa de gobernanza
    La Sra. Price agradeció a todos por sus servicio y explico las señales a reconocer cuando alguien está padeciendo agotamiento por calor o un ataque masivo de calor, se proporcionó y folleto con la informacion correspondiente; también se distribuyó un folleto publicado por USDA sobre la seguridad alimenticia. El 8 de agosto, Kern Schools Federal Credit Union y el departamento de manutención del condado de Kern llevaran a cabo un evento de regreso a clases, por décimo año consecutivo, este se llevara a cabo en los terrenos de la feria del condado de Kern, se distribuirán mochilas y útiles escolares hasta agotar existencias.
11. **Reporte del representante de la comunidad** – Ana Lester/Lindsay Harrison
    La Sra. Harrison proporciona informacion sobre recomendaciones apropiadas sobre los asientos de seguridad junto con una lista de agencias que pueden proporcionarle un asiento gratuito y uno prestado para las personas que califican. Agregó que, a partir del 1 de junio, 2019 cualquier persona que está recibiendo SSI tiene la posibilidad de obtener beneficios de vales para alimentos. Los solicitantes pueden presentar una solicitud por teléfono, en línea o en persona. Cualquier persona que necesite informacion adicional sobre este servicios, deberá llamar al departamento de servicios humanos. Para concluir, la Sra. Harrison distribuyo un folleto sobre consejos de seguridad para las bicicletas, este es patrocinado por Kern Medical Center y Bike Bakersfield. Los temas que se incluyen son precaución, mantenimiento y reglamentos a seguir en las calles, así como otra informacion pertinente.
12. **Reporte de Early Head Start de San Joaquin** – Nicole Nino, Especialista en participación familiar, supervisora de servicios a domicilio
    Nicole reportó que el personal del centro se encuentra en vacaciones de verano al igual que los niños y familias. Estos regresarán el 8 de julio e iniciarán visitas a domicilio para ambas opciones, los servicios a domicilio y las de guardería. El personal de Hunter ha estado trabajando en reclutar alumnos para el próximo año escolara y están colaborando con Bakersfield revisando las formas contenidas en el manual para los padres, los expedientes de los alumnos, así como los de las mujeres embarazadas.
13. **Reporte de la Asociacion de Early Head Start** – Esperanza Contreras Coordinador de la Asociacion
    La Sra. Contreras es la nueva administradora de la asociacion, proporcionó un abreve explicación del programa llamado Iniciativa de Visitas a Domicilio (HVI, siglas en inglés), esta es una asociacion con el departamento de servicios humanos que proporciona servicios a familias que participan en los programas CalWorks o beneficios de Welfare to work. Este programa utilizara el mismo modelos de los servicios a domicilio, por lo tanto, aquellas familias que se inscriban estarán recibiendo servicios una vez por semana y también socializaciones, la Sra. Contreras agregó que las familias que puedan participar tendrán la opción de transicionar a sus hijos (as), a los servicios de guardería. La asociacion y el programa de servicios a domicilio reportó que tuvieron inscripción complete para el mes de junio.

14. **Reporte del representante de la Junta Directiva** – Yolanda Ochoa, representante de la Junta Directiva
    La junta ha estado trabajando juntamente con el concilio de póliza y Head Start, compartiendo informacion que se presentara a la Junta Directiva en una fecha posterior.
15. **Reporte del director de HS/Desarrollo Estatal Infantil)**– Yolanda Gonzales, Directora de HS y Desarrollo Infantil Estatal
    La Sra. Gonzales elogio el compromiso del grupo y agrego que ha sido un año bastante ocupado y además ha habido un número significante de cambios para las guarderías, así como para los empleados. Agrego que esta agradecida por la informacion que se compartió con todos los padres y el empleados, y solicitó planéelos adicionales para su distribución en todas las guarderías. Además, informó que recibió un sinnúmero de halagos por la administración del programa Head Start en el condado de Kern, se mostró bastante satisfecha de recibir estos halagos por parte del estado.
16. **Anuncios del presidente del Concilio de Póliza** – Amber Dunlap, presidenta
    La Sra. Dunlap agradeció a todos por sus asistencia y anuncio que la Sra. Mefford había traído legumbres de su jardín para compartir con el grupo.
17. **Conclusión** –Presidente
    La junta la concluyo la presidenta a las 6:26 p.m. La próxima junta se llevara a cabo el 20 de agosto de 2019 a las 5:30 pm en la sala de juntas de CAPK.

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Policy Council

From: Sylvia Ortega, Quality Assurance Manager

Date: August 20, 2019

Subject: *Agenda Item:* 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 Policy Council 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
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
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

MEMORANDUM

To: Policy Council

From: Sylvia Ortega, Quality Assurance Manager

Date: August 20, 2019

Subject: *Agenda Item:* 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 Policy Council 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
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
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
MEMORANDUM

To: Policy Council

From: Jerry Meade, Program Design and Management Administrator

Subject: Agenda Item: Governance, Leadership, and Oversight Capacity Screener ~ **Action Item**

Date: August 20, 2019

Under section 638 of the Head Start Act, the Head Start Grantee must conduct a screening of the organization's governance and leadership capacity within 60 days of the start of the project period. The Head Start and State Child Development staff completed the screening tool on August 6, 2019 at the regularly scheduled Policy Council Planning Committee meeting.

Upon review of the screening tool, the committee found that CAPK has well established governance and leadership capacity and a process or procedure is in place. The committee did identify three areas that could strengthen our governance and leadership systems. All three of these areas are currently meeting the requirement, however the written procedures do not clearly describe the expectation. Staff have since revised these procedures, and the corrections have been complete.

The screening tool has been attached to this memo for your review and approval.

Recommendation

Staff recommends the Policy Council approve the submission of the Head Start Governance, Leadership, and Oversight Screener.

Governance, Leadership, and Oversight Capacity Screener

Introduction

Organizations that accept federal funds to operate Head Start and/or Early Head Start programs must have strong governance systems in place to safeguard federal dollars and provide oversight and direction to the Head Start program.

This screener organizes the Head Start requirements to help organizations identify where they need to make changes and build capacity to fulfill their Head Start governance responsibilities.

Suggestions for Use

1. Print a copy of this screener.
2. Have your organization's governing body or Tribal Council chair, Policy Council chair, executive director, and Head Start program director work together to review the table beginning on page 3 and to identify (with a check mark or "X") the following items:
    i. Required Head Start governance practices that your organization currently has in place
    ii. Required Head Start governance practices that your organization will implement within the first three months of funding
    iii. Required Head Start governance practices that your organization needs help understanding and implementing
3. On the final page of this document list the governance practices and regulations that your organization needs assistance in understanding and implementing.
4. Enter any questions or concerns you have in the comments section on the final page of this document.
5. Share this screener and your findings with your full governing body or Tribal Council, Policy Council, and Head Start program leadership. Assign people to begin implementation of the governance practices you have identified as not currently in place.
6. You can explore the Organizational Leadership page on the Early Childhood Learning and Knowledge Center (ECLKC) to access other resources that can assist you as you move your governance system and practices forward.
7. At your next meeting with Regional Office staff, discuss those governance practices and regulations where your organization may benefit from technical assistance.

Head Start Governance, Leadership, and Oversight Capacity Screener

Head Start Governance Practices and Related Regulations	Practice/Procedure is currently in place	Practice/Procedure will be fully implemented within first three months of funding	Our organization needs assistance in understanding and implementing this regulation
1. The governing body (or Tribal Council) has the required composition.[1]			**Head Start Act Sec. 642(c)(1)(B) (i–iv)**
• At least one member has fiscal/accounting background and expertise	X		
• At least one member has early childhood education and development background and expertise	X		
• At least one member is a licensed attorney	X		
• Members reflect the community served and include parents of children who are currently, or were formerly, enrolled in Head Start programs	X		
2. The Policy Council has the required composition.			**Head Start Act Sec. 642(c)(2)(B)(i) Sec. 642(c)(2)(B)(ii)(I-II)**
• A majority are parents of children who are currently enrolled in the Head Start program (including delegate agencies)	X		
• Other members are representatives at-large of the community served by the program or any delegate agency (may include parents of children formerly enrolled)	X		
• Members are elected by parents of children currently enrolled in the program	X		

[1] If the composition of the governing body does not include individuals with the required qualifications, the governing body must use consultants or other individuals with relevant expertise and qualifications to meet the composition requirements [Head Start Act Sec. 642(c)(1)(B)(vi)].

Head Start Governance, Leadership, and Oversight Capacity Screener

Head Start Governance Practices and Related Regulations	Practice/Procedure is currently in place	Practice/Procedure will be fully implemented within first three months of funding	Our organization needs assistance in understanding and implementing this regulation
3. The Head Start program must ensure that members of the:		Head Start Act Sec.642(c)(1)(C), 642(c)(2)(C), and 642(c)(3)(B) Head Start Program Performance Standards 1301.2(a) and 1301.3(b)(2)	
• Governing body do not have a conflict of interest	X		
• Policy council, and of the policy committee at the delegate level, do not have a conflict of interest	X		
4. Head Start program has established a parent committee comprised exclusively of parents of currently enrolled children as early in the program year as possible.		Head Start Program Performance Standards 1301.4 (a)	
• The committee is established at the center level for center-based program and at the local program level for other program options	X		
5. Governing body may establish advisory committees as it deems necessary for effective governance and improvement of the program.		Head Start Program Performance Standards 1301.2(c)	
• Establish the structure, communication, and oversight in such a way that the governing body continues to maintain its legal and fiscal responsibility	X		
• Notify responsible HHS official of intent to establish an advisory committee	X		

Head Start Governance, Leadership, and Oversight Capacity Screener

Head Start Governance Practices and Related Regulations	Practice/Procedure is currently in place	Practice/Procedure will be fully implemented within first three months of funding	Our organization needs assistance in understanding and implementing this regulation
6. Members of the governing body (or Tribal Council) receive effective and ongoing training and technical assistance (T/TA) to ensure that they understand the information they receive and are able to provide effective oversight of, make appropriate decisions for, and participate in programs of the Head Start agency.		Head Start Act Sec. 642(d)(3)	
• The agency has a system for identifying the T/TA needs of the governing body (or Tribal Council) and using this information to develop a T/TA plan	X		
7. Members of the Policy Council receive effective and ongoing training and technical assistance (T/TA) to ensure that they understand the information they receive and can provide effective oversight of, make appropriate decisions for, and participate in programs of the Head Start agency.		Head Start Act Sec. 642(d)(3) Head Start Program Performance Standards 1302.12(m)	
• The agency has a system for identifying the T/TA needs of the Policy Council and using this information to develop a T/TA plan	X		
• T/TA or orientations include training on program performance standards and training indicated in 1302.12(m)	X		

Head Start Governance, Leadership, and Oversight Capacity Screener

Head Start Governance Practices and Related Regulations	Practice/Procedure is currently in place	Practice/Procedure will be fully implemented within first three months of funding	Our organization needs assistance in understanding and implementing this regulation
8. The governing body (or Tribal Council) exercises the following responsibilities:		**Head Start Act Sec. 642(c)(1)(E)(iv)(I-III) Sec. 642(c)(1)(E)(iv)(VI)**	
• Establishes procedures and criteria for recruiting, selecting, and enrolling children	X		
• Selects delegate agencies, as appropriate	X		
• Develops procedures for selecting Policy Council members	X		
• Reviews applications and amendments to applications for funding	X		
9. The governing body (or Tribal Council) exercises responsibility for the following:		**Head Start Act Sec. 642(c)(1)(E)(iv)(VII)(aa)-(dd)**	
• Approval of all major financial expenditures of the agency	X		
• Annual approval of the operating budget of the agency	X		
• The selection (except when a financial auditor is assigned by the state under state law or is assigned under local law) of independent financial auditors to report all critical accounting policies and practices to the governing body (or Tribal Council)	X		

Head Start Governance, Leadership, and Oversight Capacity Screener

Head Start Governance Practices and Related Regulations	Practice/Procedure is currently in place	Practice/Procedure will be fully implemented within first three months of funding	Our organization needs assistance in understanding and implementing this regulation
• The financial audit	X		
• Monitoring of the agency's actions to correct any audit findings and other actions necessary to comply with applicable laws (including regulations) governing financial statement and accounting practices	X		
10. The governing body (or Tribal Council) is engaged in reviewing and approving each of the following:		**Head Start Act Sec. 642(c)(1)(E)(iv)(V)(aa-cc) Sec. 642(c)(1)(E)(iv)(VIII)-(IX)**	
• The annual self-assessment	X		
• The agency's progress in carrying out the programmatic and fiscal provisions in the agency's grant application, including implementation of corrective actions	X		
• Personnel policies of the agency regarding the hiring, evaluation, termination, and compensation of agency employees	X		
• Results from monitoring conducted under section 641A(c), including appropriate follow-up activities	X		

Head Start Governance, Leadership, and Oversight Capacity Screener

Head Start Governance Practices and Related Regulations	Practice/Procedure is currently in place	Practice/Procedure will be fully implemented within first three months of funding	Our organization needs assistance in understanding and implementing this regulation
11. The program staff ensures the parent committee assumes responsibility for the following:		Head Start Program Performance Standards 1301.4 (b)	
• Work with program staff to determine the best methods to engage families using strategies that are most effective in their community	X		
• Advise staff in developing and implementing local program policies, activities, and services to ensure they meet the needs of children and families	X		
• Have a process for communication with the Policy Council and policy committee	X		
• Participate in the recruitment and screening of Early Head Start and Head Start employees		X	
12. The Head Start program works with the governing body (or Tribal Council) and Policy Council to make available to the public a report published at least once each year that discloses the following information from the most recently concluded fiscal year:		Head Start Act Sec. 644 (a)(2)(A-H)	
• The total amount of public and private funds received and the amount from each source	X		
• An explanation of budgetary expenditures and proposed budget for the fiscal year	X		

Head Start Governance, Leadership, and Oversight Capacity Screener

Head Start Governance Practices and Related Regulations	Practice/Procedure is currently in place	Practice/Procedure will be fully implemented within first three months of funding	Our organization needs assistance in understanding and implementing this regulation
• The total number of children and families served, the average monthly enrollment (as a percentage of funded enrollment), and the percentage of eligible children served	X		
• The results of the most recent review by the Secretary and the financial audit	X		
• The percentage of enrolled children that received medical and dental exams	X		
• Information about family engagement activities	X		
• The agency's efforts to prepare children for kindergarten	X		
• A summary of a program's most recent community assessment 1302.102(d)(2)	X		
• Any other information required by the Secretary	X		
13. The following reports are received by the governing body and the Policy Council and members find them useful:		Head Start Act Sec. 642(d)(2)(A-I) Head Start Program Performance Standards 1302.102	
Annual reports:			
• The financial audit		X	
• The self-assessment, including any findings related to such assessment	X		

Head Start Governance, Leadership, and Oversight Capacity Screener

Head Start Governance Practices and Related Regulations	Practice/Procedure is currently in place	Practice/Procedure will be fully implemented within first three months of funding	Our organization needs assistance in understanding and implementing this regulation
• Program Information Reports (PIRs)	X		
Monthly reports:			
• Financial statements, including credit card expenditures (if the program uses credit cards)		X	
• Program information summaries	X		
• Program enrollment reports, including attendance reports for children whose care is partially subsidized by another public agency	X		
• Reports of meals and snacks provided through programs of the U.S. Department of Agriculture (USDA)	X		
Additional reports:			
• Community assessment, completed every five years with annual updates	X		

Head Start Governance, Leadership, and Oversight Capacity Screener

Head Start Governance Practices and Related Regulations	Practice/Procedure is currently in place	Practice/Procedure will be fully implemented within first three months of funding	Our organization needs assistance in understanding and implementing this regulation
• Long-term goals for ensuring programs are and remain responsive to community needs, goals for the provision of educational, health, nutritional, and family and community engagement, program services to promote the school readiness of enrolled children, school readiness goals, and short-term measurable programmatic and financial objectives	X		
• Applicable and current updates from the Secretary (e.g., Program Instructions, Information Memorandums, etc.)	X		
• Ongoing monitoring data, data on school readiness goals and other information described in 1302.102	X		
14. Head Start agency's governing body and Policy Council have jointly established written procedures for resolving internal disputes between the governing board and Policy Council in a timely manner that includes impasse procedure. These procedures must:		Head Start Program Performance Standards 1301.6 (a)(1-3) and 1301.6(b)	
• Demonstrate that the governing body considers proposed decisions from the Policy Council and that the Policy Council considers proposed decisions from the governing body	X		

Head Start Governance, Leadership, and Oversight Capacity Screener

Head Start Governance Practices and Related Regulations	Practice/Procedure is currently in place	Practice/Procedure will be fully implemented within first three months of funding	Our organization needs assistance in understanding and implementing this regulation
• If there is a disagreement, require the governing body and the Policy Council to notify the other in writing why it does not accept a decision	X		
• Describe a decision-making process and a timeline to resolve disputes and reach decisions that are not arbitrary, capricious, or illegal	X		
• Governing body and Policy Council must select a mutually agreeable third-party mediator (as outlined in impasse procedures)	X		
• Governing body and Policy Council are prepared to participate in a formal process of mediation that leads to a resolution of the dispute (as outlined in Impasse procedures)	X		
15. If no resolution is reached with a mediator (NOTE: American Indian and Alaska Native Programs skip and move to next section)		Head Start Program Performance Standards 1301.6 (c)	
• Governing body and Policy Council must select a mutually agreeable arbitrator whose decision is final	X		

Head Start Governance, Leadership, and Oversight Capacity Screener

Head Start Governance Practices and Related Regulations	Practice/Procedure is currently in place	Practice/Procedure will be fully implemented within first three months of funding	Our organization needs assistance in understanding and implementing this regulation
16. The Policy Council approve and submit to the governing body decisions about each of the following activities of program operations:		Head Start Act Sec. 642(c)(2)(D)(i-viii) Sec. 642(c)(2)(A) Head Start Program Performance Standards 1302.101(b)(4)	
• Activities to support the active engagement of families in the program	X		
• Program recruitment, selection, and enrollment priorities	X		
• Applications for funding and amendments to applications for funding	X		
• Budget planning for program expenditures, including policies for reimbursement related to participation in Policy Council activities	X		
• Bylaws for the operation of the Policy Council	X		
• Program personnel policies and decisions regarding the employment of program staff, consistent with 642(c)(1)(E)(iv)(IX), including standards of conduct for program staff, contractors, and volunteers and criteria for the employment and dismissal of program staff	X		

Head Start Governance, Leadership, and Oversight Capacity Screener

Head Start Governance Practices and Related Regulations	Practice/Procedure is currently in place	Practice/Procedure will be fully implemented within first three months of funding	Our organization needs assistance in understanding and implementing this regulation
17. A program must submit reports, as appropriate, to the HHS official immediately or as soon as practicable:		Head Start Program Performance Standards 1302.102 (d) and 1304.12	
• Any significant incidents affecting the health and safety of program participants	X		
• Circumstances affecting the financial viability of the program	X		
• Breaches of personally identifiable information	X		
• Program involvement in legal proceedings	X		

• Any matter for which notification or a report to state, tribal or local authorities is required by law:
  • Reports addressing child abuse and neglect or laws governing sex offenders
  • Incidents that require classrooms or centers to be closed for any reason
  • Legal proceedings directly related to program operations
  • All conditions required to be reported under 1304.12 including child and Adult Care Food Program (CACFP)
	X		

Head Start Governance, Leadership, and Oversight Capacity Screener

Comments section:

Our organization needs assistance in understanding and implementing the following governance regulations:

The use of the Head Start Goverance, Leadership, and Oversight Capacity Screener has led CAPK to the following actions:

1) CAPK will expand the opportunities for Policy Council members to participate in the recruitment and selection of Early Head Start and Head Start employees.

2) CAPK Financial audit reports will continue to be presented to the Policy Council's Budget and Finance Committee. Moving forward, the Summary of Findings will be distributed to the whole Policy Council through the communication section of the meetign agenda.

3) CAPK Credit Card Statements will continue to be presented to the Policy Council's Budget and Finance Committee. Moving forward, the Budget and Finance meeting minutes will note the review of the documentation and direct the Council members to the section of the CAPK Board of Directors Meeting packet where the statements are posted monthly.

Additional comments, questions, or concerns:

CAPK has established and maintained procedures to encorage a highly active and involved governing body and policy coucil. The tri-part partnership of the CAPK Board of Directors, Head Start Policy Council and Head Start Management works cohesively to ensure a quality for all of CAPK's HS/EHS programs.

Certification of Governance and Leadership Capacity Screening

Grant Number: 09CH011132, 09HP0036, 09HP00163, & 09CH010071

Grantee Name: Community Action Partnership of Kern

The signatures below attest that, consistent with the terms and conditions of the Notice of Award (NOA), our agency completed a screening of the governance and leadership capacity and developed a plan to address identified training needs.

Board Chair/Tribal Chair	Date
Policy Council Chair	Date
Head Start Director	Date
Early Head Start Director	Date

COMMUNITY ACTION PARTNERSHIP OF KERN
MEMORANDUM

To: Policy Council

From: Donna Holland, Fiscal Administrator

Subject: Head Start - Kern
Budget to Actual Report for the Period Ended June 30, 2019 – Info Item

Date: August 20, 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 June 30, 2019. Four months (100%) of the four-month budget period have elapsed.

Base Funds
Overall expenditures are currently at 100% of the budget; however, year-end transactions will continue to be processed until the grant is closed.

Training & Technical Assistance Funds
Overall expenditures are at 98% of the budget.

Carryover
Unexpended funds carried over from the prior year were fully expended to reduce the debt on the Pete H. Parra facility.

Non-Federal Share (Head Start and Early Head Start Combined)
Non-Federal share is at 152% 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 - June 30, 2019
Month 4 of 4 (100%)

Prepared 08/08/2019

	HEAD START				
BASE FUNDS	**BUDGET**	**ACTUAL**	**REMAINING**	**% SPENT**	**% REMAINING**
PERSONNEL	3,616,944	3,558,405	58,539	98%	2%
FRINGE BENEFITS	1,197,281	1,086,835	110,446	91%	9%
TRAVEL	1,667	9,962	(8,295)	598%	-498%
SUPPLIES	303,163	561,325	(258,162)	185%	-85%
CONTRACTUAL	32,134	72,009	(39,875)	224%	-124%
OTHER	1,272,043	1,108,267	163,776	87%	13%
INDIRECT	620,467	643,619	(23,152)	104%	-4%
TOTAL BASE FUNDING	**7,043,699**	**7,040,423**	**3,276**	**100%**	**0%**
TRAINING & TECHNICAL ASSISTANCE					
TRAVEL	15,315	24,905	(9,590)	163%	-63%
SUPPLIES	6,947	8,361	(1,414)	120%	-20%
CONTRACTUAL	2,981	0	2,981	0%	100%
OTHER	50,262	40,965	9,297	82%	18%
INDIRECT	7,551	7,423	128	98%	2%
TOTAL TRAINING & TECHNICAL ASSISTANCE	**83,056**	**81,654**	**1,402**	**98%**	**2%**
CARRYOVER					
OTHER	161,576	161,576	0	100%	0%
INDIRECT	0	0	0		
TOTAL CARRYOVER	**161,576**	**161,576**	**0**	**100%**	**0%**
GRAND TOTAL HS FEDERAL FUNDS	**7,126,755**	**7,283,653**	**4,678**	**102%**	**-2%**

HEAD START and EARLY HEAD START KERN NON-FEDERAL SHARE

SOURCE	**BUDGET**	**ACTUAL**	**REMAINING**	**% SPENT**	**% REMAINING**
IN-KIND	660,015	1,413,592	(753,577)	214%	-114%
CALIF DEPT OF ED	1,476,898	1,844,893	(367,995)	125%	-25%
TOTAL NON-FEDERAL	**2,136,913**	**3,258,485**	**(1,121,572)**	**152%**	**-52%**

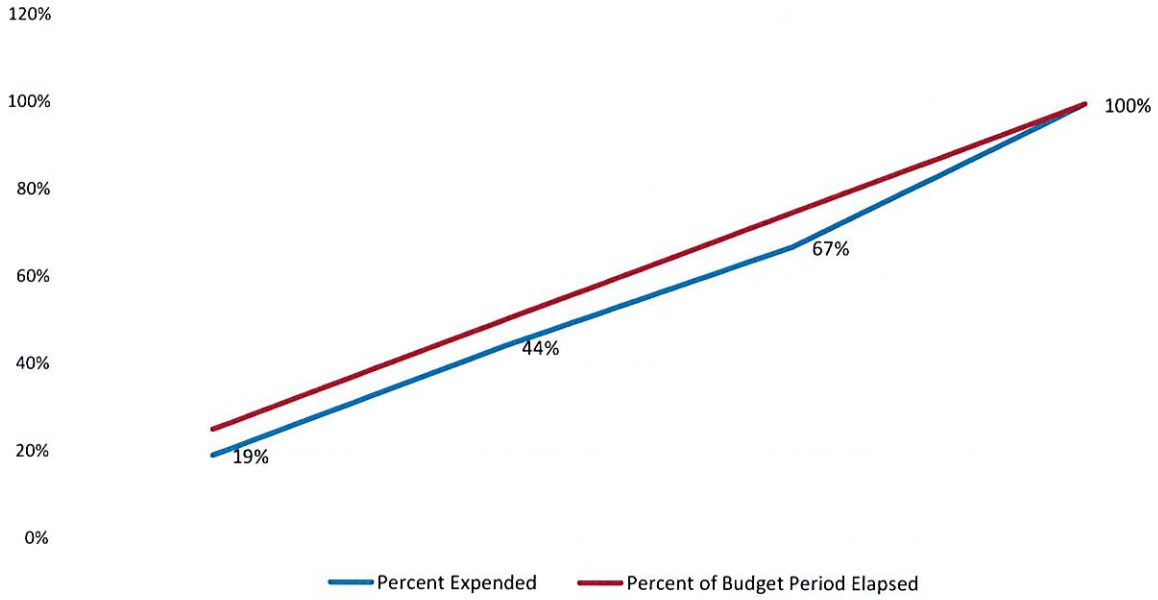
Budget reflects Notice of Award **#09CH9142-06-02** (adjusted for Child Care Food Subsidy).

*Award was prorated for **four months (03/01/2019 - 06/30/2019).***

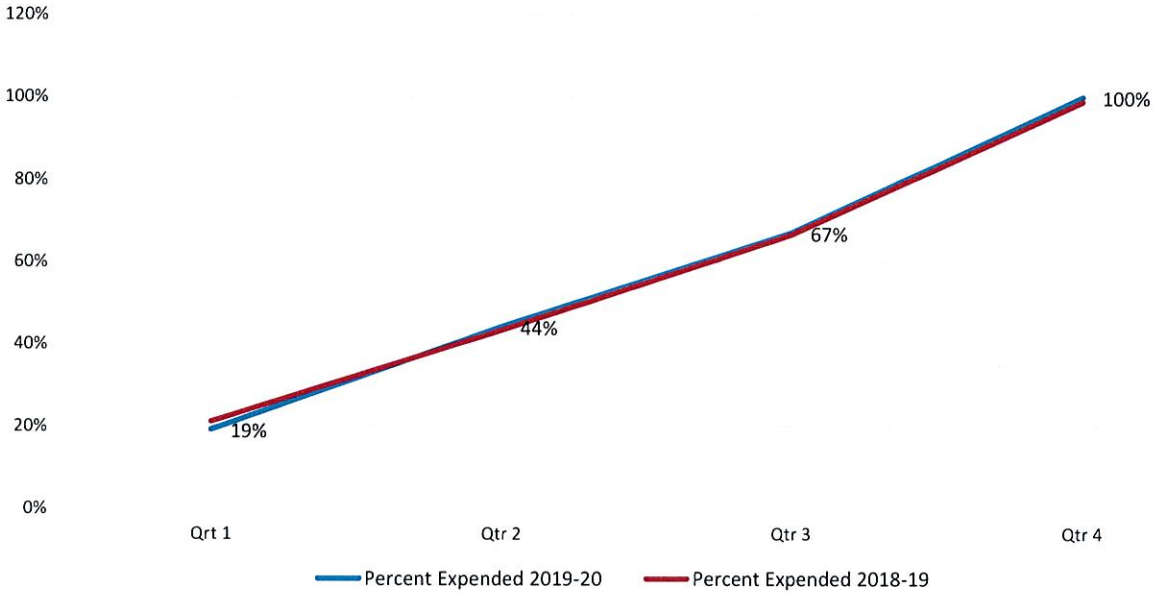
Actual expenditures include posted expenditures and estimated adjustments through 06/30/2019.

Administrative Cost for HS and EHS Kern **9.9%**

Head Start Kern
Percent Expended Compared to Percent of Budget Period Elapsed



Head Start Kern
Percent Expended Compared to Prior Year



COMMUNITY ACTION PARTNERSHIP OF KERN
MEMORANDUM

To: Policy Council

From: Donna Holland, Fiscal Administrator

Subject: Early Head Start – Kern
Budget to Actual Report for the Period Ended June 30, 2019 – Info Item

Date: August 20, 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 June 30, 2019. Four months (100%) of the four-month budget period have elapsed.

Base Funds
Overall expenditures are currently at 95% of the budget; however, year-end transactions will continue to be processed until the grant is closed.

Training & Technical Assistance Funds
Overall expenditures are at 99% of the budget.

Carryover
Unexpended funds carried over from the prior year were fully expended to reduce the debt on the Pete H. Parra facility.

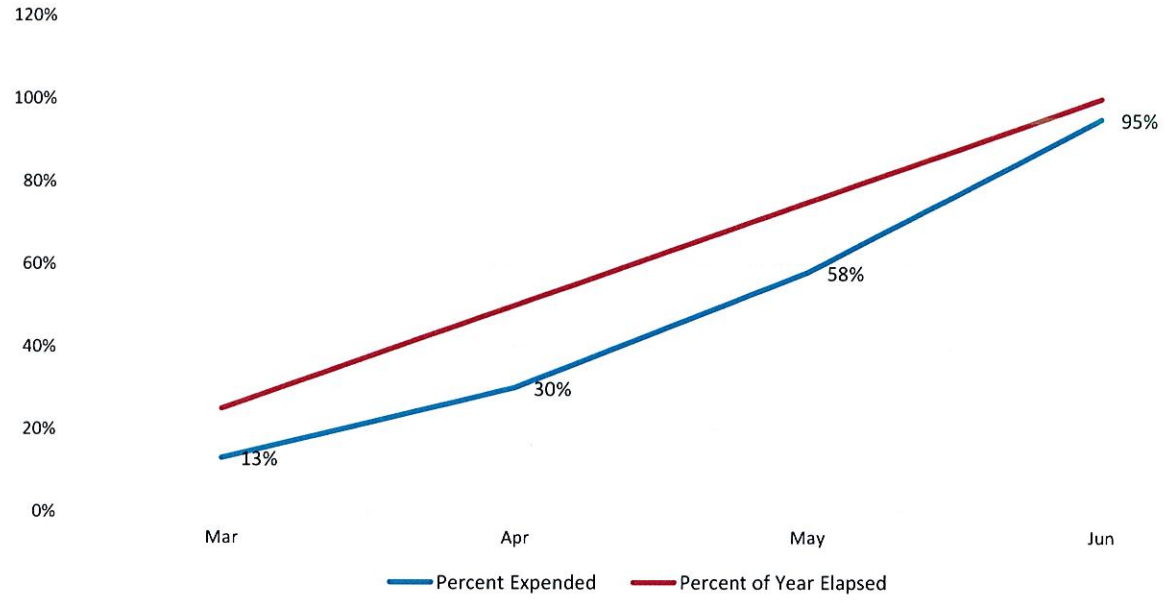
Community Action Partnership of Kern
Early Head Start - Kern
Budget to Actual Report
Budget Period: March 1, 2019 - June 30, 2019
Report Period: March 1, 2019 - June 30, 2019
Month 4 of 4 (100%)

Prepared 08/08/2019

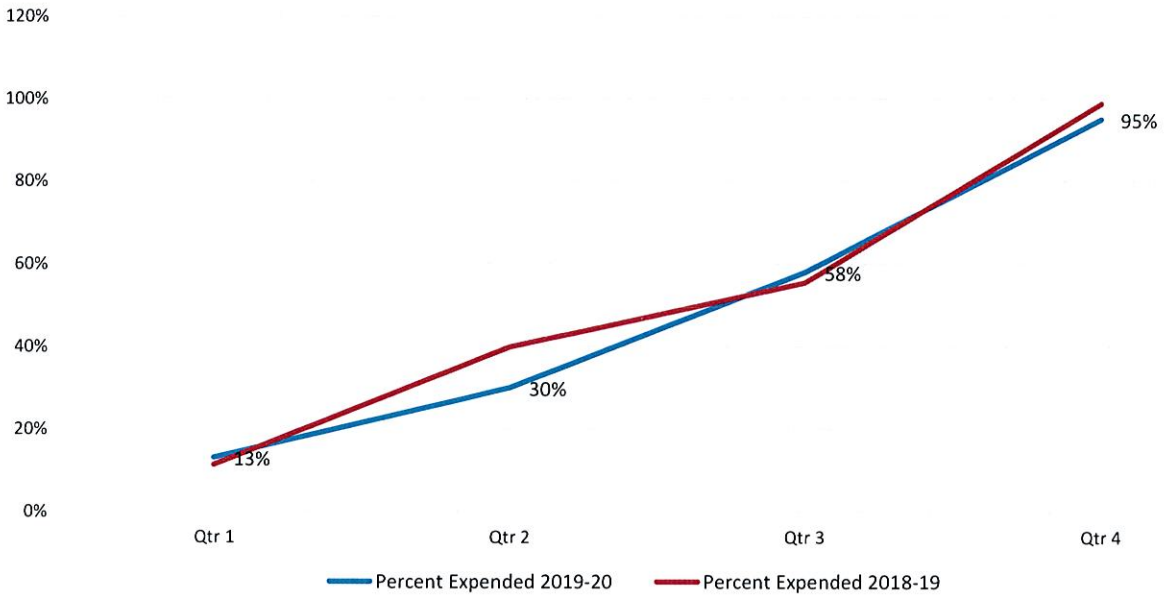
BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	759,152	581,662	177,490	77%	23%
FRINGE BENEFITS	247,368	186,412	60,956	75%	25%
TRAVEL	0	1,622	(1,622)		
SUPPLIES	86,795	69,222	17,573	80%	20%
CONTRACTUAL	5,809	21,362	(15,553)	368%	-268%
OTHER	164,915	337,157	(172,242)	204%	-104%
INDIRECT	124,518	122,788	1,730	99%	1%
TOTAL BASE FUNDING	**1,388,557**	**1,320,225**	**68,332**	**95%**	**5%**
TRAINING & TECHNICAL ASSISTANCE					
TRAVEL	11,777	4,054	7,723	34%	66%
SUPPLIES	1,340	3,721	(2,381)	278%	-178%
CONTRACTUAL	1,219	0	1,219	0%	100%
OTHER	15,059	21,439	(6,380)	142%	-42%
INDIRECT	2,940	2,921	19	99%	1%
TOTAL TRAINING & TECHNICAL ASSISTANCE	**32,335**	**32,136**	**199**	**99%**	**1%**
CARRYOVER					
OTHER	48,566	48,566	0	100%	0%
INDIRECT	0	0	0		
TOTAL CARRYOVER	**48,566**	**48,566**	**0**	**100%**	**0%**
GRAND TOTAL EHS FEDERAL FUNDS	**1,469,458**	**1,400,927**	**68,531**	**95%**	**5%**

Budget reflects Notice of Award **#09CH9142-06-02** (adjusted for Child Care Food Subsidy).
*Award was 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 06/30/2019.

Early Head Start Kern
Percent Expended Compared to Percent of Year Elapsed



Early Head Start Kern
Percent Expended Compared to Prior Year



COMMUNITY ACTION PARTNERSHIP OF KERN
MEMORANDUM

To: Policy Council

From: Donna Holland, Fiscal Administrator

Subject: Head Start - Kern
Budget to Actual Report for the Period Ended July 31, 2019 – Info Item

Date: August 20, 2019

The Office of Head Start has awarded CAPK the full amount of its Head Start and Early Head Start grant for a five-year project period. The first-year budget period is July 1, 2019 through February 29, 2020. 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 July 1, 2019 through July 31, 2019. One month (13%) of the eight-month budget period has elapsed.

Base Funds
Overall expenditures are at 5% of the budget, which is on trend with expenditures at this point in the prior budget period.

Training & Technical Assistance Funds
Overall expenditures are at 5% of the budget. Staff have identified most training costs for the eight-month budget period, which will fully exhaust these funds

Non-Federal Share (Head Start and Early Head Start Combined)
Non-Federal share is at 7% of the budget.

Start-up
CAPK was awarded additional funds for the purpose of:

- Converting 4 pre-k classrooms to 6 toddler classrooms;
- Constructing and furnishing additional modular classrooms at 4 CAPK facilities.

The funding award was issued on July 27, 2019. Start-up activities began immediately, but no expenses have been recorded for the month of July.

Community Action Partnership of Kern
Head Start - Kern
Budget to Actual Report
Budget Period: July 1, 2019 - February 29, 2020
Report Period: July 1, 2019 - July 31, 2019
Month 1 of 8 (13%)

Prepared 08/08/2019

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	6,160,963	104,433	6,056,530	2%	98%
FRINGE BENEFITS	2,113,158	227,719	1,885,439	11%	89%
TRAVEL	0	393	(393)		
EQUIPMENT	0	0	0		
SUPPLIES	478,360	28,155	450,205	6%	94%
CONTRACTUAL	51,529	2,622	48,907	5%	95%
CONSTRUCTION	0	0	0		
OTHER	1,703,978	210,908	1,493,070	12%	88%
INDIRECT	1,012,615	57,423	955,192	6%	94%
TOTAL BASE FUNDING	**11,520,603**	**631,654**	**10,888,949**	**5%**	**95%**

TRAINING & TECHNICAL ASSISTANCE

TRAVEL	2,376	1,077	1,299	45%	55%
SUPPLIES	17,206	481	16,725	3%	97%
CONTRACTUAL	5,657	0	5,657	0%	100%
OTHER	82,389	3,345	79,044	4%	96%
INDIRECT	10,763	490	10,273	5%	95%
TOTAL TRAINING & TECHNICAL ASSISTANCE	**118,391**	**5,393**	**112,998**	**5%**	**95%**

START-UP

SUPPLIES	0	0	0		
CONSTRUCTION	1,812,348	0	1,812,348	0%	100%
OTHER	0	0	0		
TOTAL CARRYOVER	**1,812,348**	**0**	**1,812,348**	**0%**	**100%**

GRAND TOTAL HS FEDERAL FUNDS	**13,451,342**	**637,047**	**12,814,295**	**5%**	**95%**

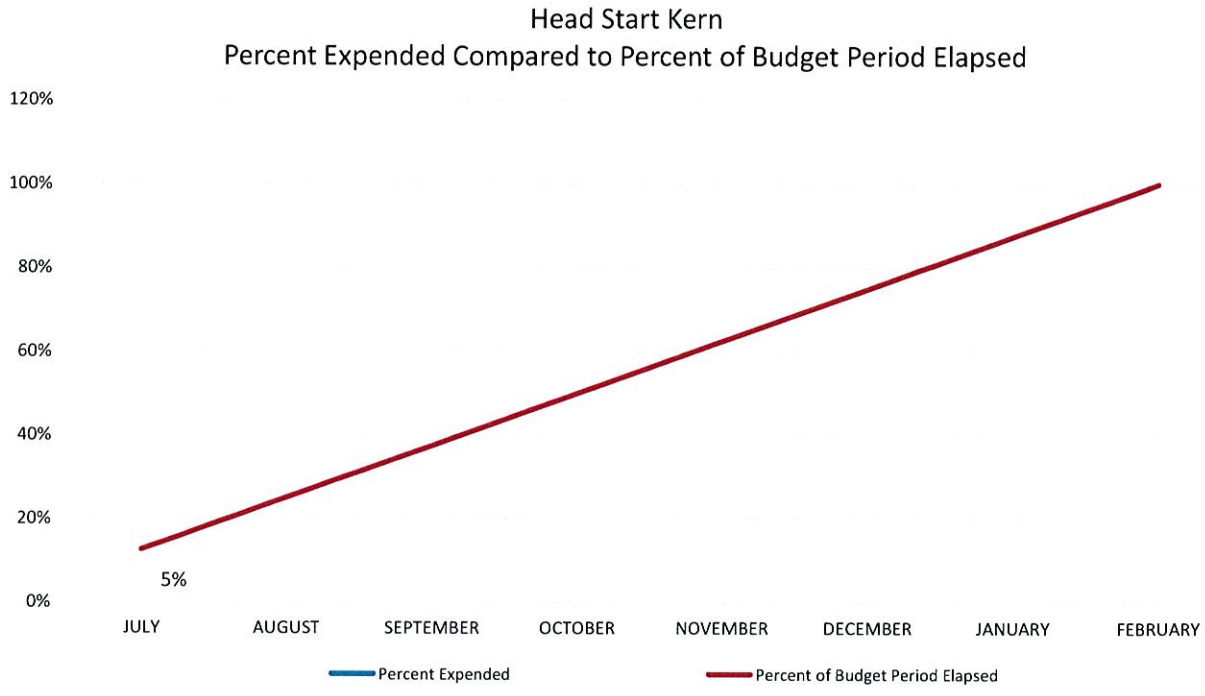
HEAD START and EARLY HEAD START KERN NON-FEDERAL SHARE

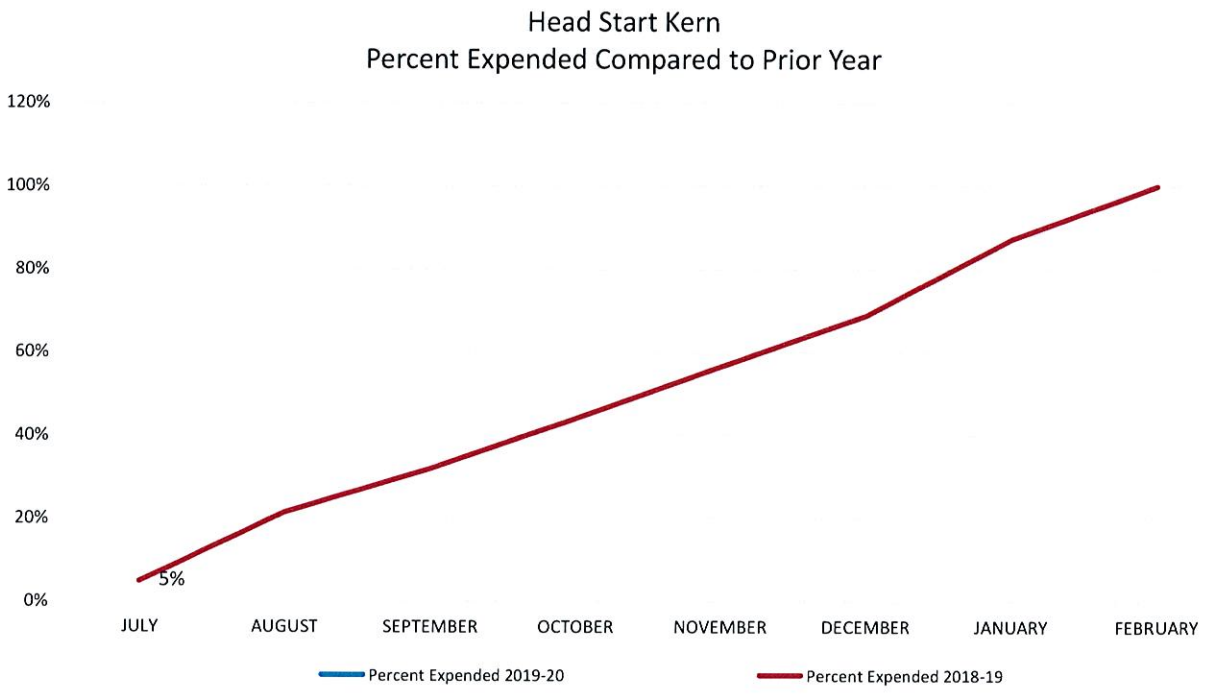
SOURCE	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
IN-KIND	1,062,035	37,051	1,024,984	3%	97%
CALIF DEPT OF ED	3,211,489	243,625	2,967,864	8%	92%
TOTAL NON-FEDERAL	**4,273,524**	**280,676**	**3,992,848**	**7%**	**93%**

Budget reflects Notice of Award **#09CH011132-01-01** (adjusted for Child Care Food Subsidy).
Award is prorated for ***eight months (07/01/2019 - 02/29/2019)***
Actual expenditures include posted expenditures and estimated adjustments through 07/31/2019.
Administrative Cost for HS and EHS Kern **11.6%**

Agency-Wide Credit Card Report

	CURRENT	1 TO 30	31 TO 60	61 TO 90	TOTAL	STATEMENT DATE
Bank of America	20,826				**20,826**	7/21/2019
Lowe's	15,996				**15,996**	7/25/2019
Smart & Final	275				**275**	8/1/2019
Save Mart	2,004				**2,004**	7/28/2019
Chevron & Texaco Business Card	7,484				**7,484**	8/6/2019
Home Depot	3,523				**3,523**	8/5/2019
	50,109	**0**	**0**	**0**	**50,108**	


Head Start Kern
Percent Expended Compared to Percent of Budget Period Elapsed
120%
100%
80%
60%
40%
20%
0%
5%
JULY
AUGUST
SEPTEMBER
OCTOBER
NOVEMBER
DECEMBER
JANUARY
FEBRUARY
Percent Expended
Percent of Budget Period Elapsed


Head Start Kern
Percent Expended Compared to Prior Year
120%
100%
80%
60%
40%
20%
0%
5%
JULY
AUGUST
SEPTEMBER
OCTOBER
NOVEMBER
DECEMBER
JANUARY
FEBRUARY
Percent Expended 2019-20
Percent Expended 2018-19

COMMUNITY ACTION PARTNERSHIP OF KERN
MEMORANDUM

To: Policy Council

From: Donna Holland, Fiscal Administrator

Subject: Early Head Start – Kern
Budget to Actual Report for the Period Ended July 31, 2019 – Info Item

Date: August 20, 2019

The Office of Head Start has awarded CAPK the full amount of its Head Start and Early Head Start grant for a five-year project period. The first-year budget period is July 1, 2019 through February 29, 2020. 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 July 1, 2019 through July 31, 2019. One month (13%) of the eight-month budget period has elapsed.

Base Funds
Overall expenditures are at 3% of the budget, which is slightly less than expenditures at this point in the prior budget period.

Training & Technical Assistance Funds
Overall expenditures are at 5% of the budget. Staff have identified most training costs for the eight-month budget period, which will fully exhaust these funds.

Start-up
CAPK was awarded additional funds for the purpose of:

- Converting 4 pre-k classrooms to 6 toddler classrooms;
- Constructing and furnishing additional modular classrooms at 4 CAPK facilities.

The funding award was issued on July 27, 2019. Start-up activities began immediately, but no expenses have been recorded for the month of July.

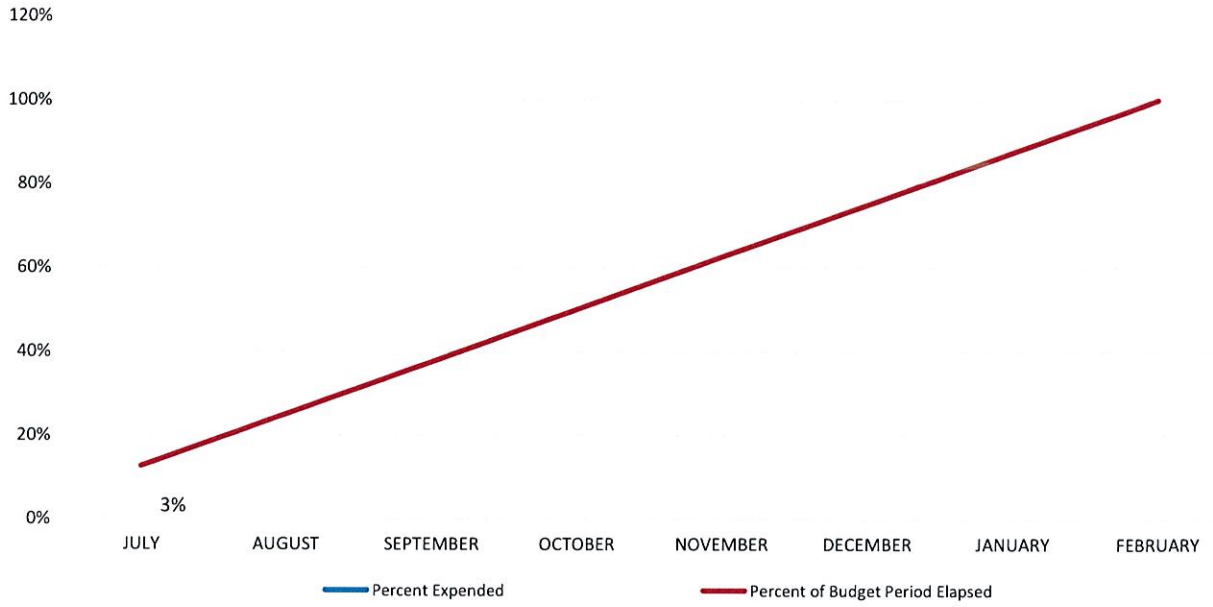
Community Action Partnership of Kern
Early Head Start - Kern
Budget to Actual Report
Budget Period: July 1, 2019 - February 29, 2020
Report Period: July 1, 2019 - July 31, 2019
Month 1 of 8 (13%)

Prepared 08/08/2019

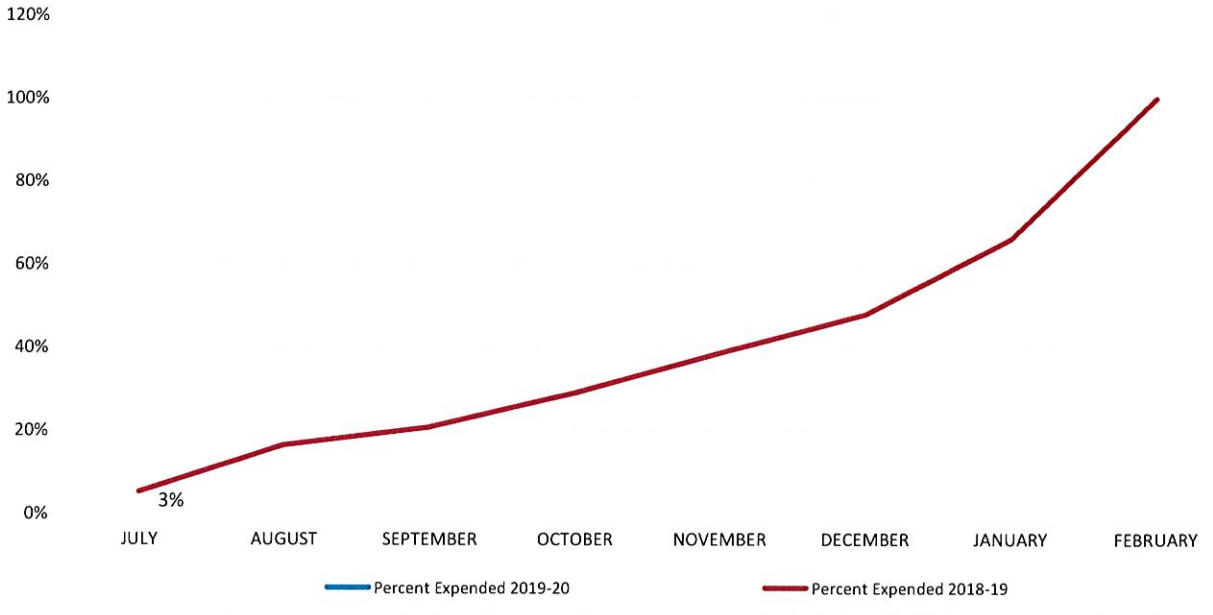
BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	3,290,313	46,346	3,243,967	1%	99%
FRINGE BENEFITS	1,173,251	43,685	1,129,566	4%	96%
TRAVEL	0	86	(86)		
EQUIPMENT	0	0	0		
SUPPLIES	267,240	12,468	254,772	5%	95%
CONTRACTUAL	17,923	426	17,497	2%	98%
CONSTRUCTION	0	0	0		
OTHER	456,628	76,274	380,354	17%	83%
INDIRECT	513,644	17,928	495,716	3%	97%
TOTAL BASE FUNDING	**5,718,999**	**197,213**	**5,521,786**	**3%**	**97%**
TRAINING & TECHNICAL ASSISTANCE					
TRAVEL	24,205	482	23,723	2%	98%
SUPPLIES	3,319	97	3,222	3%	97%
CONTRACTUAL	5,793	0	5,793	0%	100%
OTHER	68,856	4,347	64,509	6%	94%
INDIRECT	10,217	493	9,724	5%	95%
TOTAL TRAINING & TECHNICAL ASSISTANCE	**112,390**	**5,419**	**106,971**	**5%**	**95%**
START-UP					
SUPPLIES	349,500	0	349,500	0%	100%
CONSTRUCTION	1,492,427	0	1,492,427	0%	100%
OTHER	295,325	0	295,325	0%	100%
TOTAL CARRYOVER	**2,137,252**	**0**	**2,137,252**	**0%**	**100%**
GRAND TOTAL EHS FEDERAL FUNDS	**7,968,641**	**202,632**	**7,766,009**	**3%**	**97%**

Budget reflects Notice of Award **#09CH011132-01-01** (adjusted for Child Care Food Subsidy).
Award is prorated for ***eight months (07/01/2019 - 02/29/2019)***
Actual expenditures include posted expenditures and estimated adjustments through 07/31/2019.

Early Head Start Kern
Percent Expended Compared to Percent of Budget Period Elapsed



Early Head Start Kern
Percent Expended Compared to Prior Year



COMMUNITY ACTION PARTNERSHIP OF KERN
MEMORANDUM

To: Policy Council

From: Donna Holland, Fiscal Administrator

Subject: Early Head Start – San Joaquin
Budget to Actual Report for the Period Ended July 31, 2019 – Info Item

Date: August 20, 2019

The following are highlights of the San Joaquin Early Head Start Budget to Actual Report for the period February 1, 2019 through July 31, 2019. Six months (50%) of the 12-month budget period have elapsed.

Base Funds
Overall expenditures are at 41% of the budget, which is on trend compared to last year at this time. Because services did not take place during the month of June, expenses in salaries and fringe benefits were lower.

Training & Technical Assistance Funds
Overall expenditures are at 56% of the budget. Combined personnel and fringe benefits expenses are at 49% of the budget.

Non-Federal Share
Non-Federal share is at 38% 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 - July 31, 2019
Month 6 of 12 (50%)

Prepared 08/08/2019

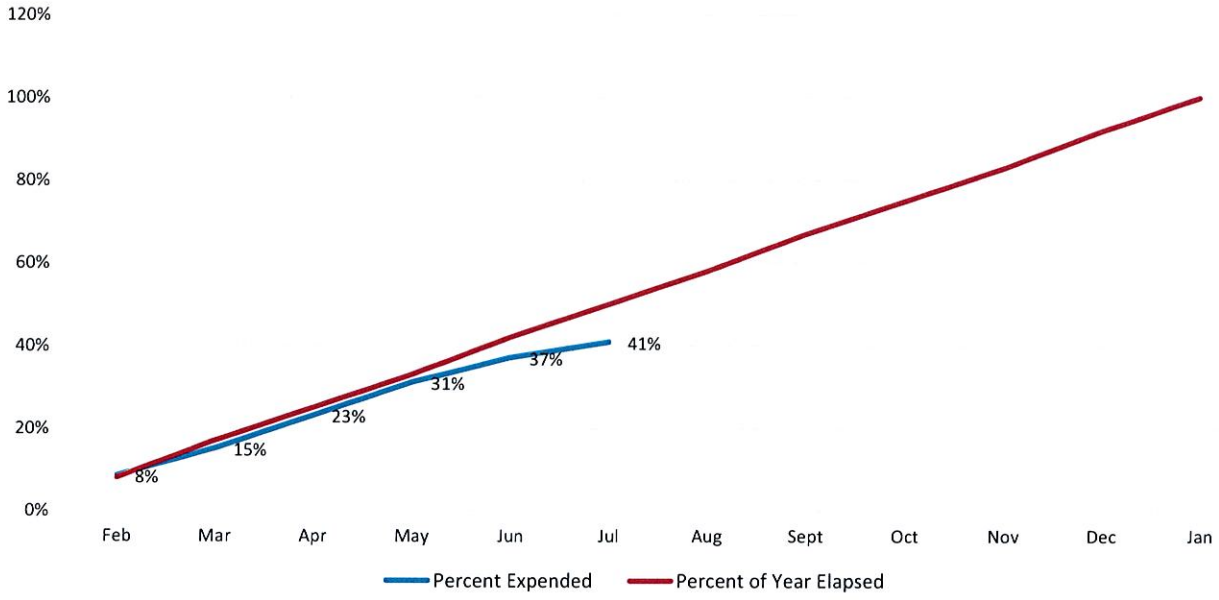
BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	3,114,932	1,254,079	1,860,853	40%	60%
FRINGE BENEFITS	923,567	386,273	537,294	42%	58%
TRAVEL	20,232	10,342	9,890	51%	49%
SUPPLIES	140,925	64,629	76,296	46%	54%
CONTRACTUAL	12,078	3,720	8,358	31%	69%
OTHER	600,638	244,471	356,167	41%	59%
INDIRECT	456,781	184,774	272,007	40%	60%
TOTAL	**5,269,153**	**2,148,288**	**3,120,865**	**41%**	**59%**
TRAINING & TECHNICAL ASSISTANCE FUNDS					
PERSONNEL	39,312	12,170	27,142	31%	69%
FRINGE BENEFITS	11,534	7,693	3,841	67%	33%
TRAVEL	15,673	9,798	5,875	63%	37%
SUPPLIES	7,900	0	7,900	0%	100%
CONTRACTUAL	3,500	3,930	(430)	112%	-12%
OTHER	30,423	26,997	3,426	89%	11%
INDIRECT	10,833	6,059	4,774	56%	44%
TOTAL	**119,175**	**66,647**	**52,528**	**56%**	**44%**
GRAND TOTAL EHS FEDERAL FUNDS	**5,388,328**	**2,214,935**	**3,173,393**	**41%**	**59%**

NON-FEDERAL SHARE	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
IN-KIND	1,347,083	513,159	833,924	38%	62%
TOTAL NON-FEDERAL FUNDS	**1,347,083**	**513,159**	**833,924**	**38%**	**62%**

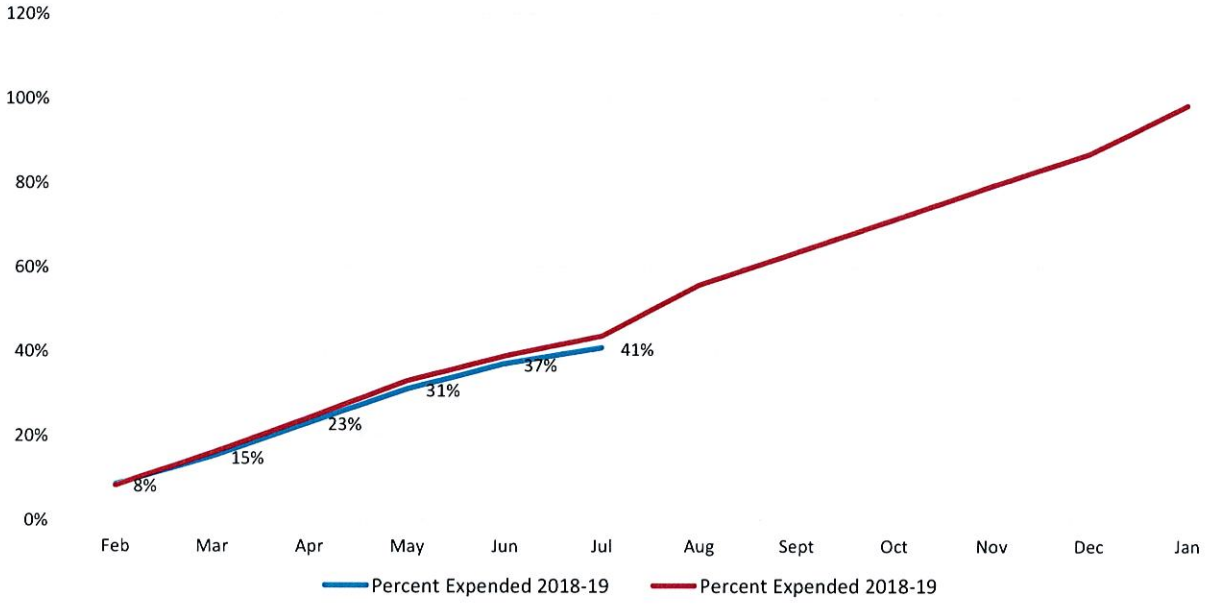
Centralized Administrative Cost	7.0%
Program Administrative Cost	2.6%
Total Administrative Cost	**9.6%**

Budget reflects Notice of Award #09CH010071-05-01
Actual expenditures include posted expenditures and estimated adjustments through 07/31/2019

Early Head Start San Joaquin
Percent Expended Compared to Percent of Year Elapsed



Early Head Start San Joaquin
Percent Expended Compared to Prior Year



COMMUNITY ACTION PARTNERSHIP OF KERN
MEMORANDUM

To: Policy Council

From: Donna Holland, Fiscal Administrator

Subject: Early Head Start Child Care Partnerships
Budget to Actual Report for the Period Ended July 31, 2019 – Info Item

Date: August 20, 2019

The following are highlights of the Early Head Start Child Care Partnerships Budget to Actual Report for the period September 1, 2018 through July 31, 2019. Eleven months (92%) of the 12-month budget period have elapsed.

Base Funds
Overall expenditures are at 91% of the budget. Expenses in the Personnel, Fringe and Supplies categories are higher than expected, but will be balanced by expending less in the remaining categories.

Training & Technical Assistance (T&TA)
Overall expenditures are at 68% 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 - July 31, 2019
Month 11 of 12 (92%)

Prepared 08/08/2019

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	130,082	135,797	(5,715)	104%	-4%
FRINGE BENEFITS	33,248	44,922	(11,674)	135%	-35%
SUPPLIES	1,750	1,900	(150)	109%	-9%
CONTRACTUAL	462,028	391,022	71,006	85%	15%
OTHER	17,395	13,255	4,140	76%	24%
INDIRECT	64,398	58,342	6,056	91%	9%
TOTAL BASE	**708,901**	**645,238**	**63,663**	**91%**	**9%**

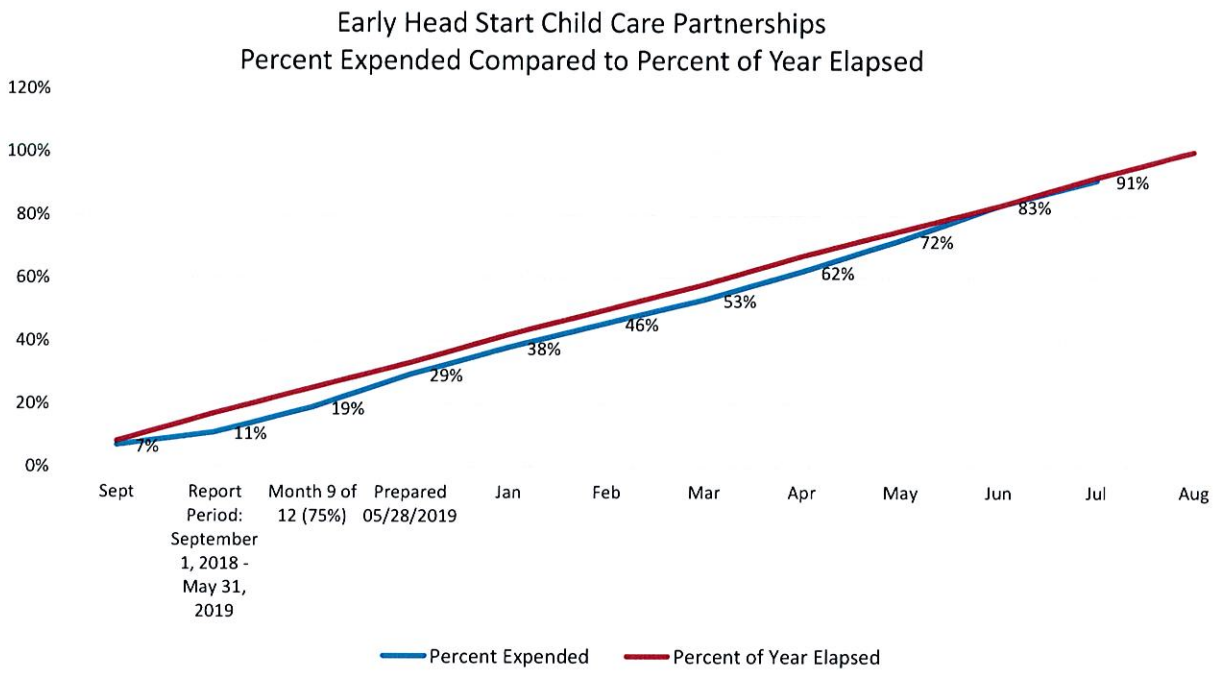
TRAINING & TECHNICAL ASSISTANCE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
TRAVEL	5,294	2,413	2,881	46%	54%
SUPPLIES	3,506	0	3,506	0%	100%
OTHER	6,473	8,033	(1,560)	124%	-24%
INDIRECT	1,527	1,045	482	68%	32%
TOTAL TRAINING & TECHNICAL ASSISTANCE	**16,800**	**11,490**	**5,310**	**68%**	**32%**

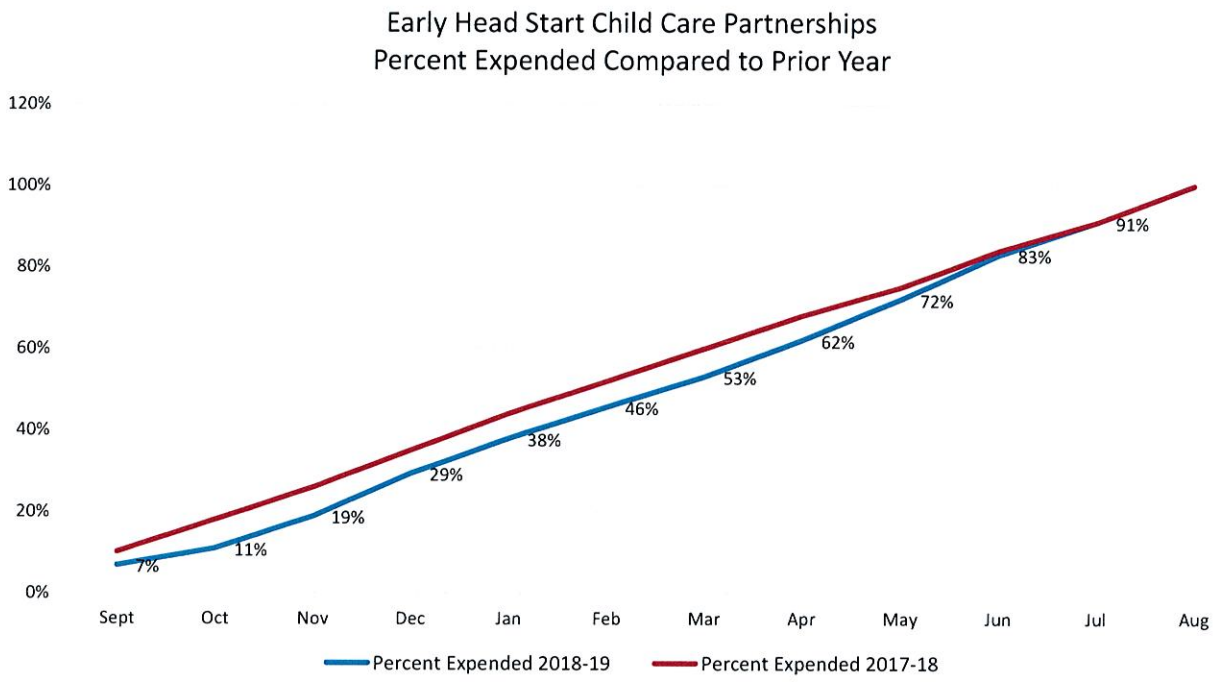
GRAND TOTAL FEDERAL FUNDS	**725,701**	**656,728**	**68,973**	**90%**	**10%**

NON-FEDERAL SHARE	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
IN-KIND	181,425	239,211	(57,786)	132%	-32%
TOTAL NON-FEDERAL FUNDS	**181,425**	**239,211**	**(57,786)**	**132%**	**-32%**

Centralized Administrative Cost	6.6%
Program Administrative Cost	1.5%
Total Administrative Cost	**8.1%**

Budget reflects Notice of Award #09HP0036-04-00.
Actual expenditures include posted expenditures and estimated adjustments through 07/31/2019.


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%
83%
91%
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%
72%
83%
91%
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: Policy Council

From: Donna Holland, Fiscal Administrator

Subject: Early Head Start Expansion
Budget to Actual Report for the Period Ended July 31, 2019 – Info Item

Date: August 20, 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.

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.

Start-up activities for center-based services: The lease of the center for these services ("Jewett Center") has been executed. Renovations and licensing of three classrooms will begin shortly.

Start-up activities for child care partnerships: CAPK issued a Request for Proposal to solicit potential partners, for which one proposal was received. Contract negotiations are in progress to serve 42 children. CAPK will reissue the Request for Proposal to solicit additional partners for the remaining 30 slots.

The following are highlights of the Early Head Start Expansion Budget to Actual Report for the period March 1, 2019 through June 31, 2019. Five months (42%) of the 12-month budget period have elapsed.

Base Funds
Overall expenditures are at 1% of the budget.

Training & Technical Assistance (T&TA)
Overall expenditures are at 3% of the budget.

Start Up
Overall expenditures are at 1% 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 - July 31, 2019
Month 5 of 12 (42%)

Prepared 08/06/2019

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	541,287	8,388	532,899	2%	98%
FRINGE BENEFITS	170,225	2,074	168,151	1%	99%
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	305	135,359	0%	100%
TOTAL BASE FUNDING	**1,575,389**	**10,767**	**1,564,622**	**1%**	**99%**
TRAINING & TECHNICAL ASSISTANCE					
SUPPLIES	12,885	0	12,885	0%	100%
OTHER	22,920	79	22,841	0%	100%
INDIRECT	3,580	961	2,619	27%	73%
TOTAL TRAINING & TECHNICAL ASSISTANCE	**39,385**	**1,175**	**38,210**	**3%**	**97%**
START UP					
SUPPLIES	258,000	3,414	254,586	1%	99%
OTHER	196,545	0	196,545	0%	100%
INDIRECT	45,455	0	45,455	0%	100%
TOTAL START UP	**500,000**	**3,414**	**496,586**	**1%**	**99%**
GRAND TOTAL EHS FEDERAL FUNDS	**2,114,774**	**15,356**	**2,099,418**	**1%**	**99%**

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 07/31/2019.

COMMUNITY ACTION PARTNERSHIP OF KERN
PARENT LOCAL TRAVEL & CHILD CARE
2019-2020

KERN HEAD START

MONTH	BEGINNING BALANCE	SPENT THIS MONTH	SPENT YEAR-TO-DATE	REMAINING BALANCE	% OF YEAR ELAPSED	% OF BUDGET SPENT
MARCH 2019	$ 3,229.00	$ 197.26	$ 197.26	$ 3,031.74	25%	6%
APRIL 2019	$ 3,031.74	$ 215.71	$ 412.97	$ 2,816.03	50%	13%
MAY 2019	$ 2,816.03	$ 172.03	$ 585.00	$ 2,644.00	75%	18%
JUNE 2019	$ 2,644.00	$ 133.54	$ 718.54	$ 2,510.46	100%	22%
JULY 2019	$ 5,475.00	$ -	$ -	$ 5,475.00	13%	0%
AUGUST 2019	$ 5,475.00		$ -	$ 5,475.00	25%	
SEPTEMBER 2019	$ 5,475.00		$ -	$ 5,475.00	38%	
OCTOBER 2019	$ 5,475.00		$ -	$ 5,475.00	50%	
NOVEMBER 2019	$ 5,475.00		$ -	$ 5,475.00	63%	
DECEMBER 2019	$ 5,475.00		$ -	$ 5,475.00	75%	
JANUARY 2020	$ 5,475.00		$ -	$ 5,475.00	88%	
FEBRUARY 2020	$ 5,475.00		$ -	$ 5,475.00	100%	

KERN EARLY HEAD START

MONTH	BEGINNING BALANCE	SPENT THIS MONTH	SPENT YEAR-TO-DATE	REMAINING BALANCE	% OF YEAR ELAPSED	% OF BUDGET SPENT
MARCH 2019	$ 421.00	$ 32.10	$ 32.10	$ 388.90	25%	8%
APRIL 2019	$ 388.90	$ 35.11	$ 67.21	$ 353.79	50%	16%
MAY 2019	$ 353.79	$ 27.99	$ 95.20	$ 325.80	75%	23%
JUNE 2019	$ 325.80	$ 21.73	$ 116.93	$ 304.07	100%	28%
JULY 2019	$ 1,824.00	$ -	$ -	$ 1,824.00	13%	
AUGUST 2019	$ 1,824.00		$ -	$ 1,824.00	25%	
SEPTEMBER 2019	$ 1,824.00		$ -	$ 1,824.00	38%	
OCTOBER 2019	$ 1,824.00		$ -	$ 1,824.00	50%	
NOVEMBER 2019	$ 1,824.00		$ -	$ 1,824.00	63%	
DECEMBER 2019	$ 1,824.00		$ -	$ 1,824.00	75%	
JANUARY 2020	$ 1,824.00		$ -	$ 1,824.00	88%	
FEBRUARY 2020	$ 1,824.00		$ -	$ 1,824.00	100%	

COMMUNITY ACTION PARTNERSHIP OF KERN
PARENT LOCAL TRAVEL & CHILD CARE
2019-2020

SAN JOAQUIN EARLY HEAD START

MONTH	BEGINNING BALANCE	SPENT THIS MONTH	SPENT YEAR-TO-DATE	REMAINING BALANCE	% OF YEAR ELAPSED	% OF BUDGET SPENT
FEBRUARY 2019	$ 275.00	$ -	$ -	$ 275.00	8%	0%
MARCH 2019	$ 275.00	$ 13.34	$ 13.34	$ 261.66	17%	5%
APRIL 2019	$ 261.66	$ -	$ 13.34	$ 261.66	25%	5%
MAY 2019	$ 261.66	$ 26.68	$ 40.02	$ 234.98	33%	15%
JUNE 2019	$ 234.98	$ -	$ 40.02	$ 234.98	42%	15%
JULY 2019	$ 234.98	$ -	$ 40.02	$ 234.98	50%	15%
AUGUST 2019	$ 234.98		$ 40.02	$ 234.98	58%	
SEPTEMBER 2019	$ 234.98		$ 40.02	$ 234.98	67%	
OCTOBER 2019	$ 234.98		$ 40.02	$ 234.98	75%	
NOVEMBER 2019	$ 234.98		$ 40.02	$ 234.98	83%	
DECEMBER 2019	$ 234.98		$ 40.02	$ 234.98	92%	
JANUARY 2020	$ 234.98		$ 40.02	$ 234.98	100%	

EARLY HEAD START CHILD CARE PARTNERSHIPS

MONTH	BEGINNING BALANCE	SPENT THIS MONTH	SPENT YEAR-TO-DATE	REMAINING BALANCE	% OF YEAR ELAPSED	% OF BUDGET SPENT
SEPTEMBER 2018	$ 285.00	$ -	$ -	$ 285.00	8%	0%
OCTOBER 2018	$ 285.00	$ -	$ -	$ 285.00	17%	0%
NOVEMBER 2018	$ 285.00	$ -	$ -	$ 285.00	25%	0%
DECEMBER 2018	$ 285.00	$ -	$ -	$ 285.00	33%	0%
JANUARY 2019	$ 285.00	$ -	$ -	$ 285.00	42%	0%
FEBRUARY 2019	$ 285.00	$ -	$ -	$ 285.00	50%	0%
MARCH 2019	$ 285.00	$ -	$ -	$ 285.00	58%	0%
APRIL 2019	$ 285.00	$ -	$ -	$ 285.00	67%	0%
MAY 2019	$ 285.00	$ -	$ -	$ 285.00	75%	0%
JUNE 2019	$ 285.00	$ -	$ -	$ 285.00	83%	0%
JULY 2019	$ 285.00	$ -	$ -	$ 285.00	92%	0%
AUGUST 2019	$ 285.00		$ -	$ 285.00	100%	

Prepared by Donna Holland
August 9, 2019

COMMUNITY ACTION PARTNERSHIP OF KERN
VIAJES LOCALES DE LOS PADRES y CUIDADO DE NINOS
2019-2020

KERN HEAD START

MES	BALANCE INICIAL	LO QUE SE GASTO ESTE MES	LO QUE SE HA GASTADO HASTA ESTE ANO	SALDO RESTANTE	PORCEN-TAJE DEL ANO TRANSCUR-RIDO	PORCEN-TAJE DEL PRESU-PUESTO QUE SE GASTO
MARZO DEL 2019	$ 3,229.00	$ 197.26	$ 197.26	$ 3,031.74	25%	6%
ABRIL DEL 2019	$ 3,031.74	$ 215.71	$ 412.97	$ 2,816.03	50%	13%
MAYO DEL 2019	$ 2,816.03	$ 172.03	$ 585.00	$ 2,644.00	75%	18%
JUNIO DEL 2019	$ 2,644.00	$ 133.54	$ 718.54	$ 2,510.46	100%	22%
JULIO DEL 2019	$ 1,824.00	$ -	$ -	$ 1,824.00	13%	0%
AGOSTO DEL 2019	$ 1,824.00	$ -	$ -	$ 1,824.00	25%	
SEPTIEMBRE DEL 2018	$ 1,824.00	$ -	$ -	$ 1,824.00	38%	
OCTUBRE DEL 2019	$ 1,824.00	$ -	$ -	$ 1,824.00	50%	
NOVIEMBRE DEL 2019	$ 1,824.00	$ -	$ -	$ 1,824.00	63%	
DICIEMBRE DEL 2019	$ 1,824.00	$ -	$ -	$ 1,824.00	75%	
ENERO DEL 2020	$ 1,824.00	$ -	$ -	$ 1,824.00	88%	
FEBRERO DEL 2020	$ 1,824.00	$ -	$ -	$ 1,824.00	100%	

KERN EARLY HEAD START

MES	BALANCE INICIAL	LO QUE SE GASTO ESTE MES	LO QUE SE HA GASTADO HASTA ESTE ANO	SALDO RESTANTE	PORCEN-TAJE DEL ANO TRANSCUR-RIDO	PORCEN-TAJE DEL PRESU-PUESTO QUE SE GASTO
MARZO DEL 2019	$ 421.00	$ 32.10	$ 32.10	$ 388.90	25%	8%
ABRIL DEL 2019	$ 388.90	$ 35.11	$ 67.21	$ 353.79	50%	16%
MAYO DEL 2019	$ 353.79	$ 27.99	$ 95.20	$ 325.80	75%	23%
JUNIO DEL 2019	$ 325.80	$ 21.73	$ 116.93	$ 304.07	100%	28%
JULIO DEL 2019	$ 5,475.00	$ -	$ -	$ 5,475.00	13%	0%
AGOSTO DEL 2019	$ 5,475.00	$ -	$ -	$ 5,475.00	25%	
SEPTIEMBRE DEL 2018	$ 5,475.00	$ -	$ -	$ 5,475.00	38%	
OCTUBRE DEL 2019	$ 5,475.00	$ -	$ -	$ 5,475.00	50%	
NOVIEMBRE DEL 2019	$ 5,475.00	$ -	$ -	$ 5,475.00	63%	
DICIEMBRE DEL 2019	$ 5,475.00	$ -	$ -	$ 5,475.00	75%	
ENERO DEL 2020	$ 5,475.00	$ -	$ -	$ 5,475.00	88%	
FEBRERO DEL 2020	$ 5,475.00	$ -	$ -	$ 5,475.00	100%	

COMMUNITY ACTION PARTNERSHIP OF KERN
VIAJES LOCALES DE LOS PADRES y CUIDADO DE NINOS
2019-2020

SAN JOAQUIN EARLY HEAD START

MES	BALANCE INICIAL	LO QUE SE GASTO ESTE MES	LO QUE SE HA GASTADO HASTA ESTE ANO	SALDO RESTANTE	PORCEN-TAJE DEL ANO TRANSCUR RIDO	PORCEN-TAJE DEL PRESU-PUESTO QUE SE GASTO
FEBRERO DEL 2019	$ 275.00	$ -	$ -	$ 275.00	8%	0%
MARZO DEL 2019	$ 275.00	$ 13.34	$ 13.34	$ 261.66	17%	5%
ABRIL DEL 2019	$ 261.66	$ -	$ -	$ 261.66	25%	5%
MAYO DEL 2019	$ 261.66	$ 26.68	$ 26.68	$ 234.98	33%	15%
JUNIO DEL 2019	$ 234.98	$ -	$ -	$ 234.98	42%	15%
JULIO DEL 2019	$ 234.98	$ -	$ -	$ 234.98	50%	15%
AGOSTO DEL 2019	$ 234.98	$ -	$ -	$ 234.98	58%	
SEPTIEMBRE DEL 2019	$ 234.98	$ -	$ -	$ 234.98	67%	
OCTUBRE DEL 2019	$ 234.98	$ -	$ -	$ 234.98	75%	
NOVIEMBRE DEL 2019	$ 234.98	$ -	$ -	$ 234.98	83%	
DICIEMBRE DEL 2019	$ 234.98	$ -	$ -	$ 234.98	92%	
ENERO DEL 2020	$ 234.98	$ -	$ -	$ 234.98	100%	

EARLY HEAD START CHILD CARE PARTNERSHIPS

MES	BALANCE INICIAL	LO QUE SE GASTO ESTE MES	LO QUE SE HA GASTADO HASTA ESTE ANO	SALDO RESTANTE	PORCEN-TAJE DEL ANO TRANSCUR RIDO	PORCEN-TAJE DEL PRESU-PUESTO QUE SE GASTO
SEPTIEMBRE DEL 2018	$ 285.00	$ -	$ -	$ 285.00	8%	0%
OCTUBRE DEL 2018	$ 285.00	$ -	$ -	$ 285.00	17%	0%
NOVIEMBRE DEL 2018	$ 285.00	$ -	$ -	$ 285.00	25%	0%
DICIEMBRE DEL 2018	$ 285.00	$ -	$ -	$ 285.00	33%	0%
ENERO DEL 2019	$ 285.00	$ -	$ -	$ 285.00	42%	0%
FEBRERO DEL 2019	$ 285.00	$ -	$ -	$ 285.00	50%	0%
MARZO DEL 2019	$ 285.00	$ -	$ -	$ 285.00	58%	0%
ABRIL DEL 2019	$ 285.00	$ -	$ -	$ 285.00	67%	0%
MAYO DEL 2019	$ 285.00	$ -	$ -	$ 285.00	75%	0%
JUNIO DEL 2019	$ 285.00	$ -	$ -	$ 285.00	83%	0%
JULIO DEL 2019	$ 285.00	$ -	$ -	$ 285.00	92%	0%
AGOSTO DEL 2019	$ 285.00	$ -	$ -	$ 285.00	100%	

Preparado por Donna Holland
9 de agosto 2019

COMMUNITY ACTION PARTNERSHIP OF KERN
PARENT ACTIVITIES
2019-2020

KERN HEAD START

MONTH	BEGINNING BALANCE	SPENT THIS MONTH	SPENT YEAR-TO-DATE	REMAINING BALANCE	% OF YEAR ELAPSED	% OF BUDGET SPENT
MARCH 2019	$ 8,371.00	$ 345.75	$ 345.75	$ 8,025.25	25%	4%
APRIL 2019	$ 8,025.25	$ 61.01	$ 406.76	$ 7,964.24	50%	5%
MAY 2019	$ 7,964.24	$ 545.65	$ 952.41	$ 7,418.59	75%	11%
JUNE 2019	$ 7,418.59	$ 356.27	$ 1,308.68	$ 7,062.32	100%	16%
JULY 2019	$ 18,711.00	$ -	$ -	$ 18,711.00	13%	0%
AUGUST 2019	$ 18,711.00		$ -	$ 18,711.00	25%	
SEPTEMBER 2019	$ 18,711.00		$ -	$ 18,711.00	38%	
OCTOBER 2019	$ 18,711.00		$ -	$ 18,711.00	50%	
NOVEMBER 2019	$ 18,711.00		$ -	$ 18,711.00	63%	
DECEMBER 2019	$ 18,711.00		$ -	$ 18,711.00	75%	
JANUARY 2020	$ 18,711.00		$ -	$ 18,711.00	88%	
FEBRUARY 2020	$ 18,711.00		$ -	$ 18,711.00	100%	

KERN EARLY HEAD START

MONTH	BEGINNING BALANCE	SPENT THIS MONTH	SPENT YEAR-TO-DATE	REMAINING BALANCE	% OF YEAR ELAPSED	% OF BUDGET SPENT
MARCH 2019	$ 1,363.00	$ 56.29	$ 56.29	$ 1,306.71	25%	4%
APRIL 2019	$ 1,306.71	$ 9.93	$ 66.22	$ 1,296.78	50%	5%
MAY 2019	$ 1,296.78	$ 88.82	$ 155.04	$ 1,207.96	75%	11%
JUNE 2019	$ 1,207.96	$ 58.00	$ 213.04	$ 1,149.96	100%	16%
JULY 2019	$ 6,264.00	$ -	$ -	$ 6,264.00	13%	0%
AUGUST 2019	$ 6,264.00		$ -	$ 6,264.00	25%	
SEPTEMBER 2019	$ 6,264.00		$ -	$ 6,264.00	38%	
OCTOBER 2019	$ 6,264.00		$ -	$ 6,264.00	50%	
NOVEMBER 2019	$ 6,264.00		$ -	$ 6,264.00	63%	
DECEMBER 2019	$ 6,264.00		$ -	$ 6,264.00	75%	
JANUARY 2020	$ 6,264.00		$ -	$ 6,264.00	88%	
FEBRUARY 2020	$ 6,264.00		$ -	$ 6,264.00	100%	

COMMUNITY ACTION PARTNERSHIP OF KERN
PARENT ACTIVITIES
2019-2020

SAN JOAQUIN EARLY HEAD START

MONTH	BEGINNING BALANCE	SPENT THIS MONTH	SPENT YEAR-TO-DATE	REMAINING BALANCE	% OF YEAR ELAPSED	% OF BUDGET SPENT
FEBRUARY 2019	$ 3,350.00	$ 9.31	$ 9.31	$ 3,340.69	8%	0%
MARCH 2019	$ 3,340.69	$ 20.89	$ 30.20	$ 3,319.80	17%	1%
APRIL 2019	$ 3,319.80	$ 19.92	$ 50.12	$ 3,299.88	25%	1%
MAY 2019	$ 3,299.88	$ 16.92	$ 67.04	$ 3,282.96	33%	2%
JUNE 2019	$ 3,282.96	$ -	$ 67.04	$ 3,282.96	42%	2%
JULY 2019	$ 3,282.96	$ -	$ 67.04	$ 3,282.96	50%	2%
AUGUST 2019	$ 3,282.96		$ 67.04	$ 3,282.96	58%	
SEPTEMBER 2019	$ 3,282.96		$ 67.04	$ 3,282.96	67%	
OCTOBER 2019	$ 3,282.96		$ 67.04	$ 3,282.96	75%	
NOVEMBER 2019	$ 3,282.96		$ 67.04	$ 3,282.96	83%	
DECEMBER 2019	$ 3,282.96		$ 67.04	$ 3,282.96	92%	
JANUARY 2020	$ 3,282.96		$ 67.04	$ 3,282.96	100%	

EARLY HEAD START CHILD CARE PARTNERSHIPS

MONTH	BEGINNING BALANCE	SPENT THIS MONTH	SPENT YEAR-TO-DATE	REMAINING BALANCE	% OF YEAR ELAPSED	% OF BUDGET SPENT
SEPTEMBER 2018	$ 560.00	$ 26.21	$ 26.21	$ 533.79	8%	5%
OCTOBER 2018	$ 533.79	$ 23.94	$ 50.15	$ 509.85	17%	9%
NOVEMBER 2018	$ 509.85	$ 13.17	$ 63.32	$ 496.68	25%	11%
DECEMBER 2018	$ 496.68	$ -	$ 63.32	$ 496.68	33%	11%
JANUARY 2019	$ 496.68	$ 53.31	$ 116.63	$ 443.37	42%	21%
FEBRUARY 2019	$ 443.37	$ 31.01	$ 147.64	$ 412.36	50%	26%
MARCH 2019	$ 412.36	$ 17.92	$ 165.56	$ 394.44	58%	30%
APRIL 2019	$ 394.44	$ -	$ 165.56	$ 394.44	67%	30%
MAY 2019	$ 394.44	$ -	$ 165.56	$ 394.44	75%	30%
JUNE 2019	$ 394.44	$ -	$ 165.56	$ 394.44	83%	30%
JULY 2019	$ 394.44	$ -	$ 165.56	$ 394.44	92%	30%
AUGUST 2019	$ 394.44		$ 165.56	$ 394.44	100%	

Prepared by Donna Holland
August 9, 2019

COMMUNITY ACTION PARTNERSHIP OF KERN
ACTIVIDADES DE LOS PADRES
2019-2020

KERN HEAD START

MES	BALANCE INICIAL	LO QUE SE GASTO ESTE MES	LO QUE SE HA GASTADO HASTA ESTE ANO	SALDO RESTANTE	PORCENTAJE DEL ANO TRANSCURRIDO	PORCENTAJE DEL PRESUPUESTO QUE SE GASTO
MARZO DEL 2019	$ 8,731.00	$ 345.75	$ 345.75	$ 8,385.25	25%	4%
ABRIL DEL 2019	$ 8,385.25	$ 61.01	$ 406.76	$ 8,324.24	50%	5%
MAYO DEL 2019	$ 8,324.24	$ 545.65	$ 952.41	$ 7,778.59	75%	11%
JUNIO DEL 2019	$ 7,778.59	$ 356.27	$ 1,308.68	$ 7,422.32	100%	16%
JULIO DEL 2019	$ 18,711.00	$ -	$ -	$ 18,711.00	13%	0%
AGOSTO DEL 2019	$ 18,711.00	$ -	$ -	$ 18,711.00	25%	
SEPTIEMBRE DEL 2018	$ 18,711.00	$ -	$ -	$ 18,711.00	38%	
OCTUBRE DEL 2019	$ 18,711.00	$ -	$ -	$ 18,711.00	50%	
NOVIEMBRE DEL 2019	$ 18,711.00	$ -	$ -	$ 18,711.00	63%	
DICIEMBRE DEL 2019	$ 18,711.00	$ -	$ -	$ 18,711.00	75%	
ENERO DEL 2020	$ 18,711.00	$ -	$ -	$ 18,711.00	88%	
FEBRERO DEL 2020	$ 18,711.00	$ -	$ -	$ 18,711.00	100%	

KERN EARLY HEAD START

MES	BALANCE INICIAL	LO QUE SE GASTO ESTE MES	LO QUE SE HA GASTADO HASTA ESTE ANO	SALDO RESTANTE	PORCENTAJE DEL ANO TRANSCURRIDO	PORCENTAJE DEL PRESUPUESTO QUE SE GASTO
MARZO DEL 2019	$ 1,363.00	$ 56.29	$ 56.29	$ 1,306.71	8%	4%
ABRIL DEL 2019	$ 1,306.71	$ 9.93	$ 66.22	$ 1,296.78	17%	5%
MAYO DEL 2019	$ 1,296.78	$ 88.82	$ 155.04	$ 1,207.96	25%	11%
JUNIO DEL 2019	$ 1,207.96	$ 58.00	$ 213.04	$ 1,149.96	33%	16%
JULIO DEL 2019	$ 6,264.00	$ -	$ -	$ 6,264.00	13%	0%
AGOSTO DEL 2019	$ 6,264.00	$ -	$ -	$ 6,264.00	25%	
SEPTIEMBRE DEL 2018	$ 6,264.00	$ -	$ -	$ 6,264.00	38%	
OCTUBRE DEL 2019	$ 6,264.00	$ -	$ -	$ 6,264.00	50%	
NOVIEMBRE DEL 2019	$ 6,264.00	$ -	$ -	$ 6,264.00	63%	
DICIEMBRE DEL 2019	$ 6,264.00	$ -	$ -	$ 6,264.00	75%	
ENERO DEL 2020	$ 6,264.00	$ -	$ -	$ 6,264.00	88%	
FEBRERO DEL 2020	$ 6,264.00	$ -	$ -	$ 6,264.00	100%	

COMMUNITY ACTION PARTNERSHIP OF KERN
ACTIVIDADES DE LOS PADRES
2019-2020

SAN JOAQUIN EARLY HEAD START

MES	BALANCE INICIAL	LO QUE SE GASTO ESTE MES	LO QUE SE HA GASTADO HASTA ESTE ANO	SALDO RESTANTE	PORCEN-TAJE DEL ANO TRANSCUR RIDO	PORCEN-TAJE DEL PRESU-PUESTO QUE SE GASTO
FEBRERO DEL 2019	$ 3,350.00	$ 9.31	$ 9.31	$ 3,340.69	8%	0%
MARZO DEL 2019	$ 3,340.69	$ 20.89	$ 30.20	$ 3,319.80	17%	1%
ABRIL DEL 2019	$ 3,319.80	$ 19.92	$ 50.12	$ 3,299.88	25%	1%
MAYO DEL 2019	$ 3,299.88	$ 16.92	$ 67.04	$ 3,282.96	33%	2%
JUNIO DEL 2019	$ 3,282.96	$ -	$ 67.04	$ 3,282.96	42%	2%
JULIO DEL 2019	$ 3,282.96	$ -	$ 67.04	$ 3,282.96	50%	2%
AGOSTO DEL 2019	$ 3,282.96	$ -	$ 67.04	$ 3,282.96	58%	
SEPTIEMBRE DEL 2019	$ 3,282.96	$ -	$ 67.04	$ 3,282.96	67%	
OCTUBRE DEL 2019	$ 3,282.96	$ -	$ 67.04	$ 3,282.96	75%	
NOVIEMBRE DEL 2019	$ 3,282.96	$ -	$ 67.04	$ 3,282.96	83%	
DICIEMBRE DEL 2019	$ 3,282.96	$ -	$ 67.04	$ 3,282.96	92%	
ENERO DEL 2020	$ 3,282.96	$ -	$ 67.04	$ 3,282.96	100%	

EARLY HEAD START CHILD CARE PARTNERSHIPS

MES	BALANCE INICIAL	LO QUE SE GASTO ESTE MES	LO QUE SE HA GASTADO HASTA ESTE ANO	SALDO RESTANTE	PORCEN-TAJE DEL ANO TRANSCUR RIDO	PORCEN-TAJE DEL PRESU-PUESTO QUE SE GASTO
SEPTIEMBRE DEL 2018	$ 560.00	$ 26.21	$ 26.21	$ 533.79	8%	5%
OCTUBRE DEL 2018	$ 533.79	$ 23.94	$ 50.15	$ 509.85	17%	9%
NOVIEMBRE DEL 2018	$ 509.85	$ 13.17	$ 63.32	$ 496.68	25%	11%
DICIEMBRE DEL 2018	$ 496.68	$ -	$ 63.32	$ 496.68	33%	11%
ENERO DEL 2019	$ 496.68	$ 53.31	$ 116.63	$ 443.37	42%	21%
FEBRERO DEL 2019	$ 443.37	$ 31.01	$ 147.64	$ 412.36	50%	26%
MARZO DEL 2019	$ 412.36	$ 17.92	$ 165.56	$ 394.44	58%	30%
ABRIL DEL 2019	$ 394.44	$ -	$ 165.56	$ 394.44	67%	30%
MAYO DEL 2019	$ 394.44	$ -	$ 165.56	$ 394.44	75%	30%
JUNIO DEL 2019	$ 394.44	$ -	$ 165.56	$ 394.44	83%	30%
JULIO DEL 2019	$ 394.44	$ -	$ 165.56	$ 394.44	92%	30%
AGOSTO DEL 2019	$ 394.44	$ -	$ 165.56	$ 394.44	100%	

Preparado por Donna Holland
9 de agosto 2019

Community Action Partnership of Kern
Head Start and Early Head Start
Non-Federal Share and In-Kind Year-to-Date Report
Budget Period: July 1, 2019 through February 28, 2020
Report for period ending July 31, 2019 (Month 1 of 8)

Percent of year elapsed: 13%

LOCATION	Enroll-ment	July	YTD Totals	IN-KIND GOAL	% OF GOAL MET
Alberta Dillard	80	0	0	59,557	0%
Alicante	20	1,832	1,832	14,889	12%
Broadway	40	0	0	29,779	0%
California City	34	0	0	25,312	0%
Cleo Foran	23	0	0	17,123	0%
Delano	76	0	0	56,579	0%
East California	56	0	0	41,690	0%
Fairfax	40	0	0	29,779	0%
Fairview	40	0	0	29,779	0%
Harvey L. Hall	156	13,404	13,404	116,136	12%
Heritage	40	0	0	29,779	0%
Home Base	124	37	37	46,157	0%
Lamont	40	0	0	29,779	0%
Martha J. Morgan	44	0	0	32,756	0%
McFarland	20	0	0	14,889	0%
Mojave	20	0	0	14,889	0%
Oasis	57	0	0	42,434	0%
Pete H. Parra	128	5,667	5,667	95,291	6%
Planz	20	0	0	14,889	0%
Primeros Pasos	80	4,041	4,041	59,557	7%
Rosamond	80	0	0	59,557	0%
San Diego Street	40	1,851	1,851	29,779	6%
Seibert	40	0	0	29,779	0%
Shafter EHS	26	2,276	2,276	19,356	12%
Shafter HS	20	0	0	14,889	0%
Sterling	124	7,943	7,943	92,313	9%
Sunrise Villa	20	0	0	14,889	0%
Taft	66	0	0	49,135	0%
Tehachapi	34	0	0	25,312	0%
Vineland	20	0	0	14,889	0%
Virginia	40	0	0	29,779	0%
Wesley	60	0	0	44,668	0%
Willow	55	0	0	40,946	0%
Administrative Services		0	0	0	NA
Program Services		0	0	26,302	0%
Policy Council and RPC		0	0	27,093	0%
SUBTOTAL IN-KIND	**1,763**	**37,051**	**37,051**	**1,319,728**	**3%**
State General Child Care*		149,110	149,110	1,181,518	13%
State Preschool*		80,213	80,213	1,654,126	5%
State Migrant Child Care*		14,301	14,301	118,152	12%
SUBTOTAL CA DEPT of ED		**243,625**	**243,625**	**2,953,796**	**8%**
GRAND TOTAL		**280,676**	**280,676**	**4,273,524**	**7%**

*May include estimates

Community Action Partnership of Kern
San Joaquin Early Head Start
Non-Federal Share and In-Kind Year-to-Date Report
Budget Period: February 1, 2019 through January 31, 2020
Report for period ending July 31, 2019 (Month 6 of 12)

Percent of year elapsed: 50%

LOCATION	FUNDED ENROLL-MENT	Feb	March	April	May	June	July	YTD Totals	IN-KIND GOAL	% OF GOAL MET
California Street	24	9,349	9,973	9,716	7,545	0	0	36,583	133,083	27%
Chrisman	30	12,312	16,785	11,548	6,606	0	0	47,251	166,354	28%
Home Base - Lodi	35	12,150	16,320	16,251	14,825	0	0	59,545	97,040	61%
Home Base - Manteca	12	3,172	5,472	4,045	5,249	0	0	17,939	33,271	54%
Home Base - Stockton	90	18,088	24,844	20,408	18,358	0	0	81,698	249,531	33%
Home Base - Tracy	12	0	0	1,689	2,025	0	0	3,714	33,271	11%
Kennedy	16	7,180	5,402	7,181	4,740	1,591	0	26,094	88,722	29%
Lodi UCC	30	11,372	11,887	12,830	10,884	6,914	0	53,887	166,354	32%
Marci Massei	24	5,173	6,050	6,373	4,616	2,227	0	24,439	133,083	18%
St. Mary's	16	5,144	6,702	5,927	4,858	0	0	22,630	88,722	26%
Walnut	24	11,221	13,005	12,635	10,174	0	0	47,035	133,083	35%
Administrative Services		251	1,678	0	0	0	0	1,928	0	
Program Services		11,721	11,575	18,421	30,923	8,655	8,655	89,949	21,858	412%
Policy Council		57	187	0	175	48	0	467	2,713	17%
SUBTOTAL IN-KIND	**313**	**107,189**	**129,878**	**127,024**	**120,980**	**19,434**	**8,655**	**513,159**	**1,347,083**	**38%**

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

SAI NUMBER:

PMS DOCUMENT NUMBER:

1. AWARDING OFFICE:	2. ASSISTANCE TYPE:	3. AWARD NO.:	3a. AMEND. NO.:
Office of Head Start	Discretionary Grant	09CH011132-01-00	0

4. FAIN: 09CH011132

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

8. BUDGET PERIOD:	9. PROJECT PERIOD:	10. CFDA NO.:
07/01/2019 THRU 02/29/2020	07/01/2019 THRU 06/30/2024	93.600 - Head Start

11. RECIPIENT ORGANIZATION:

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

12. PROJECT / PROGRAM TITLE:

Head Start and Early Head Start

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

16. APPROVED BUDGET:

Personnel	$	9,291,773.00
Fringe Benefits	$	3,223,155.00
Travel	$	26,581.00
Equipment	$	0.00
Supplies	$	760,875.00
Contractual	$	80,902.00
Facilities/Construction	$	0.00
Other	$	2,194,737.00
Direct Costs	$	15,578,023.00
Indirect Costs	$	1,517,269.00
In Kind Contributions	$	0.00
Total Approved Budget	$	17,095,292.00

17. AWARD COMPUTATION:

A. NON-FEDERAL SHARE	$	4,273,524.00	20%
B. FEDERAL SHARE	$	17,095,292.00	80%

18. FEDERAL SHARE COMPUTATION:

A. TOTAL FEDERAL SHARE	$	17,095,292.00
B. UNOBLIGATED BALANCE FEDERAL SHARE	$	0.00
C. FED. SHARE AWARDED THIS BUDGET PERIOD	$	0.00

19. AMOUNT AWARDED THIS ACTION:	$	17,095,292.00
20. FEDERAL $ AWARDED THIS PROJECT PERIOD:	$	17,095,292.00

21. AUTHORIZED TREATMENT OF PROGRAM INCOME:

Additional Costs

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

25. FINANCIAL INFORMATION: **DUNS** 072947617

ORGN	DOCUMENT NO.	APPROPRIATION	CAN NO.	NEW AMT.	UNOBLIG.	NONFED %
	09CH01113201	75-19-1536	9-G094122	$11,145,513.00		
	09CH01113201	75-19-1536	9-G094120	$118,391.00		
	09CH01113201	75-19-1536	9-G094125	$5,718,998.00		

26. REMARKS: (Continued on separate sheets)

27. SIGNATURE - ACF GRANTS OFFICER	ISSUE DATE:	28. SIGNATURE(S) CERTIFYING FUND AVAILABILITY	
Clinton A Mcgrane 26 Federal Plaza Room 4114 New York, NY 10278 Phone: 212-264-2890 EXT 176	06/28/2019	Ms. TaWanda Goodman	06/28/2019

29. SIGNATURE AND TITLE - PROGRAM OFFICIAL(S)	DATE:
Ms. Jan Y Len - Regional Program Manager, Office of Head Start - Region IX	06/28/2019

DGCM-3-785 (Rev. 86)

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

SAI NUMBER:

PMS DOCUMENT NUMBER:

1. AWARDING OFFICE:	2. ASSISTANCE TYPE:	3. AWARD NO.:	3a. AMEND. NO.:
Office of Head Start	Discretionary Grant	09CH011132-01-00	0

4. FAIN: 09CH011132

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

8. BUDGET PERIOD:	9. PROJECT PERIOD:	10. CFDA NO.:
07/01/2019 THRU 02/29/2020	07/01/2019 THRU 06/30/2024	93.600 - Head Start

11. RECIPIENT ORGANIZATION:

Community Action Partnership Of Kern

ORGN	DOCUMENT NO.	APPROPRIATION	CAN NO.	NEW AMT.	UNOBLIG.	NONFED%
	09CH01113201	75-19-1536	9-G094121	$112,390.00		

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

SAI NUMBER:

PMS DOCUMENT NUMBER:

1. AWARDING OFFICE:	2. ASSISTANCE TYPE:	3. AWARD NO.:	3a. AMEND. NO.:
Office of Head Start	Discretionary Grant	09CH011132-01-00	0

4. FAIN: 09CH011132

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

8. BUDGET PERIOD:	9. PROJECT PERIOD:	10. CFDA NO.:
07/01/2019 THRU 02/29/2020	07/01/2019 THRU 06/30/2024	93.600 - Head Start

11. RECIPIENT ORGANIZATION:

Community Action Partnership Of Kern

STANDARD TERMS

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

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

   Consistent with 45 CFR 75.113, applicants and recipients must disclose in a timely manner, in writing to the HHS awarding agency, with a copy to the HHS Office of Inspector General (OIG), all information related to violations of federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the federal award. Subrecipients must disclose, in a timely manner, in writing to the prime recipient (pass through entity) and the HHS OIG, all information related to violations of federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the federal award. Disclosures must be sent in writing to the awarding agency and to the HHS OIG at the following addresses:
   The Administration for Children for Children and Families U.S. Department of Health and Human Services Office of Grants Management ATTN: Grants Management Specialist 330 C Street, SW., Switzer Building Corridor 3200 Washington, DC 20201 AND
   U.S. Department of Health and Human Services Office of Inspector General ATTN: Mandatory Grant Disclosures, Intake Coordinator 330 Independence Avenue, SW, Cohen Building Room 5527 Washington, DC 20201 Fax: (202) 205-0604 (Include "Mandatory Grant Disclosures" in subject line) or Email: MandatoryGranteeDisclosures@oig.hhs.gov
   Failure to make required disclosures can result in any of the remedies described in 45 CFR75.371 Remedies for noncompliance, including suspension or debarment (See 2 CFR parts 180 & 376 and 31 U.S.C. 3321).

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

AWARD ATTACHMENTS

Community Action Partnership Of Kern 09CH011132-01-00

1. Remarks

26. REMARKS (Continued from previous page)

Under Section 638 of the Head Start Act, this grant action awards Community Action Partnership of Kern a project period of 07/01/2019-06/30/2024 for the operation of the Head Start and Early Head Start programs in the designated service areas. This grant action awards funds under Common Accounting Numbers (CAN) G094120, G094121, G094122 and G094125 to provide Head Start services to 1,317 children and Early Head Start services to 446 infants, toddlers and pregnant women for the initial 07/01/2019-02/29/2020 budget period. The prorated amount of funds available through 02/29/2020, which includes a portion of the Fiscal Year 2019 cost-of-living adjustment (COLA) of 1.77 percent:

Head Start operations: $11,145,513.
Head Start training and technical assistance: $118,391.
Early Head Start operations: $5,718,998.
Early Head Start training and technical assistance: $112,390.

Start-up funds will be awarded at a later date.

The subsequent budget period for this grant will be for 12 months from 03/01/2020-02/28/2021. The projected annual base funding level for Head Start operations is $16,718,270, and the training and technical assistance allocation is $177,586. The projected annual base funding level for Early Head Start operations is $8,578,498, and the training and technical assistance allocation is $168,586. These funding levels include all Fiscal Year 2019 adjustments for COLA and T/TA.

Designated Head Start service area: Kern County, CA
Approved program options for the Head Start program: Center-based

Designated Early Head Start service area: Kern County CA.
Approved program options for the Early Head Start program: Home-based, Center-based

This grant is subject to the requirements for contribution of the non-federal match and approval of key staff, the limitations on development and administrative costs and employee compensation, and prior written approval for the purchase of equipment and other capital expenditures and the purchase, construction and major renovation of facilities as specified in Attachment 1. This grant is also subject to the conditions specified in Attachment 2.

Attachment 1

Recipient Organization: Community Action Partnership of Kern

This grant is subject to Section 640(b) of the Head Start Act and 45 C.F.R. § 1303.4 requiring a non-federal match of 20 percent of the total cost of the program. This grant is also subject to the requirements in Section 644(b) of the Head Start Act and 45 C.F.R. § 1303.5 limiting development and administrative costs to a maximum of 15 percent of the total costs of the program, including the non-federal match contribution of such costs. The requirements for a non-federal match of 20 percent and the limitation of 15 percent for development and administrative costs apply to the 07/01/2019- 02/28/2020 budget period unless a waiver is approved. Any request for a waiver of the non-federal match, or a portion thereof, that meets the conditions under Section 640(b)(1)-(5) of the Head Start Act and 45 C.F.R. § 1303.4 or a waiver of the limitation on development and administrative costs that meets the conditions under 45 C.F.R. § 1303.5 must be submitted in advance of the end of the budget period. Any waiver request submitted after the expiration of the project period will not be considered.

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

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

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

Attachment 2
Budget Period 01 of the Project Period

Recipient Organization: Community Action Partnership of Kern

Head Start Grantees must comply with the terms and conditions for the project period award in the specified timeframes.

Health and Safety

- Conduct a screening of the health and safety environment of each center and/or family child care home where services are provided according to the following schedule, as applicable:
  - within 45 days of the start of the program or school year;
  - within 45 days of children receiving services in a new center and/or family child care home; and/or
  - within 45 days of the start of the project period when the project period begins during the program or school year.

  See http://eclkc.ohs.acf.hhs.gov/hslc/tta-system/operations/mang-sys/monitoring/HealthandSafety.htm.

- Complete a certification of compliance with all Office of Head Start (OHS) health and safety requirements within 75 days of the start of the program or school year, or within 75 days of the start of the project period when the project period begins during the program or school year.

- Submit the certification to the OHS in the Head Start Enterprise System (HSES) under the DRS tab, NoA Conditions in the folder titled "Certification of Compliance with Health & Safety Requirements" and notify your Program and Grants Management Specialists of its availability in the Correspondence tab immediately thereafter.

Governance

- Conduct a screening of the organization's governance and leadership capacity within 60 days of the start of the project period. See http://eclkc.ohs.acf.hhs.gov/hslc/tta-system/operations/mang-sys/program-gov/GovernanceLeade.htm.

- Complete a certification that the governance and leadership capacity screening was conducted and a training plan was developed within 75 days of the start of the project period. See http://eclkc.ohs.acf.hhs.gov/hslc/tta-system/operations/mang-sys/program-gov/Certificationof.htm.

- Submit the certification to the OHS in HSES under the DRS tab, NoA Conditions in the folder titled "Certification of Governance and Leadership Capacity Screening" and notify your Program and Grants Management Specialists of its availability in the Correspondence tab immediately thereafter.

See http://eclkc.ohs.acf.hhs.gov/hslc/grants/5-yr-cycle for resources and information.

SF-425 Due Dates:

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

- Semi-Annual Report: 01/30/2020
- Annual Report: 04/30/2020
- Final Report: 07/30/2020

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

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

SAI NUMBER:

PMS DOCUMENT NUMBER:

1. AWARDING OFFICE:	2. ASSISTANCE TYPE:	3. AWARD NO.:	3a. AMEND. NO.:
Office of Head Start	Discretionary Grant	09CH011132-01-01	1

4. FAIN: 09CH011132

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

8. BUDGET PERIOD:	9. PROJECT PERIOD:	10. CFDA NO.:
07/01/2019 THRU 02/29/2020	07/01/2019 THRU 06/30/2024	93.600 - Head Start

11. RECIPIENT ORGANIZATION:

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

12. PROJECT / PROGRAM TITLE:

Head Start and Early Head Start

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

16. APPROVED BUDGET:

Personnel	$	9,451,276.00
Fringe Benefits	$	3,286,409.00
Travel	$	26,581.00
Equipment	$	0.00
Supplies	$	1,115,625.00
Contractual	$	80,902.00
Facilities/Construction	$	3,304,775.00
Other	$	2,607,176.00
Direct Costs	$	19,872,744.00
Indirect Costs	$	1,547,239.00
In Kind Contributions	$	0.00
Total Approved Budget	$	21,419,983.00

17. AWARD COMPUTATION:

A. NON-FEDERAL SHARE	$	5,354,697.00	20%
B. FEDERAL SHARE	$	21,419,983.00	80%

18. FEDERAL SHARE COMPUTATION:

A. TOTAL FEDERAL SHARE	$	21,419,983.00
B. UNOBLIGATED BALANCE FEDERAL SHARE	$	0.00
C. FED. SHARE AWARDED THIS BUDGET PERIOD	$	17,095,292.00

19. AMOUNT AWARDED THIS ACTION:	$	4,324,691.00
20. FEDERAL $ AWARDED THIS PROJECT PERIOD:	$	21,419,983.00

21. AUTHORIZED TREATMENT OF PROGRAM INCOME:

Additional Costs

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

25. FINANCIAL INFORMATION: **DUNS** 072947617

ORGN	DOCUMENT NO.	APPROPRIATION	CAN NO.	NEW AMT.	UNOBLIG.	NONFED %
	09CH01113201	75-19-1536	9-G094122	$2,187,439.00		
	09CH01113201	75-19-1536	9-G094125	$2,137,252.00		

26. REMARKS: (Continued on separate sheets)

27. SIGNATURE - ACF GRANTS OFFICER	ISSUE DATE:	28. SIGNATURE(S) CERTIFYING FUND AVAILABILITY	
Ms. Stefanie Gordon 26 Federal Plaza Room 4114 New York, NY 10278 Phone: (212) 264-2890 x136	07/26/2019	Ms. TaWanda Goodman	07/25/2019

29. SIGNATURE AND TITLE - PROGRAM OFFICIAL(S)	DATE:
Ms. Maureen Burns Vermette - Supervisory Program Specialist	07/25/2019

DGCM-3-785 (Rev. 86)

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

SAI NUMBER:

PMS DOCUMENT NUMBER:

1. AWARDING OFFICE:	2. ASSISTANCE TYPE:	3. AWARD NO.:	3a. AMEND. NO.:
Office of Head Start	Discretionary Grant	09CH011132-01-01	1

4. FAIN: 09CH011132

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

8. BUDGET PERIOD:	9. PROJECT PERIOD:	10. CFDA NO.:
07/01/2019 THRU 02/29/2020	07/01/2019 THRU 06/30/2024	93.600 - Head Start

11. RECIPIENT ORGANIZATION:

Community Action Partnership Of Kern

STANDARD TERMS

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

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

   Consistent with 45 CFR 75.113, applicants and recipients must disclose in a timely manner, in writing to the HHS awarding agency, with a copy to the HHS Office of Inspector General (OIG), all information related to violations of federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the federal award. Subrecipients must disclose, in a timely manner, in writing to the prime recipient (pass through entity) and the HHS OIG, all information related to violations of federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the federal award. Disclosures must be sent in writing to the awarding agency and to the HHS OIG at the following addresses:
   The Administration for Children for Children and Families U.S. Department of Health and Human Services Office of Grants Management ATTN: Grants Management Specialist 330 C Street, SW., Switzer Building Corridor 3200 Washington, DC 20201 AND
   U.S. Department of Health and Human Services Office of Inspector General ATTN: Mandatory Grant Disclosures, Intake Coordinator 330 Independence Avenue, SW, Cohen Building Room 5527 Washington, DC 20201 Fax: (202) 205-0604 (Include "Mandatory Grant Disclosures" in subject line) or Email: MandatoryGranteeDisclosures@oig.hhs.gov
   Failure to make required disclosures can result in any of the remedies described in 45 CFR75.371 Remedies for noncompliance, including suspension or debarment (See 2 CFR parts 180 & 376 and 31 U.S.C. 3321).

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

AWARD ATTACHMENTS

Community Action Partnership Of Kern 09CH011132-01-01

1. Remarks

26. REMARKS (Continued from previous page)

Special Conditions
This grant action awards funds for the purchase of modular facilities. Funds awarded for facility related projects may not be expended until an application addressing the requirements in 45 C.F.R. Part 1303 Subpart E – Facilities is submitted and approved by the Office of Head Start. The required facility application is due sixty (60) calendar days from the issuance date of this award.

This action awards supplemental funds of $1,812,348 under CAN G094122 and $2,137,252 under CAN G094125 for the following purposes:

Budget Category	Purpose	Amount	
		HS 4122	EHS 4125
Supplies	Classroom supplies and furniture		$349,500
Construction	Modular classrooms at Martha Morgan CDC, Sterling CDC, and Harvey Hall CDC	$1,812,348	$1,492,427
Other	Minor renovations of existing classrooms converting to EHS		$295,325

This grant action approves the request to increase program hours in the Head Start program at the following annual levels:

Funding/Slots	Head Start
Annual Funding Level to increase hours	**$ 375,090**
Number of slots receiving increased hours of service:	40
Program Options receiving increased hours of service:	Center-based

This grant action awards funds for the initial period of 03/01/2019 – 02/28/2020 for activities described in the tables below.

Activity	Head Start
Operations	**$ 303,098**

Start-up Funding Total	$ 71,993

Start-up Funding	Head Start
Other- Hiring costs, licensing fees, and building maintenance and repair including flooring fencing, child bathrooms, alarm system and cabinetry.	$64,794
Indirect – 10% De Minimus	$7,199

The requested Non-Federal Share waiver is pending.

Designated Head Start service area: Kern County, California
Approved program options for the Head Start program: Center-based

Designated Early Head Start service area: Kern County, California
Approved program options for the Early Head start program: Center-based, Home-based

June 27, 2019

Re: Continuation of Community Representative for Head Start Policy Council

To Whom It May Concern:

I am writing to request my reinstatement on the Head Start Policy Council as a Community Representative. These past few months have presented circumstances beyond my control. The first 2 consecutive meetings I was out of the country. For my 3rd consecutive meeting, there was a conflict as my organization was hosting a conference and I was a trainer.

In trying to show my dedication to the Policy Council, for both Policy Council meetings missed, I provided community resources to be shared and distributed on my behalf.

I hope you will consider me for reinstatement.

Thank you.

Sincerely,



Anastasia Lester

Community Action Partnership of Kern
Head Start / State Child Development
Policy Council Planning Committee
Meeting Minutes
June 4, 2019

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

2. **Call to Order**
   a. Meeting was called to order at 5:29 p.m. by Diana Reyes

3. **Roll Call and establish Quorum (half plus one)**
   a. Quorum was not established.
   b. **PC Members present:** Diana Reyes, Nila Hogan & Yolanda Ochoa
   c. **PC Members not present:** Kandy Ramos, Amber Dunlap, Michelle Valdez & Yesenia Aranda.

4. **Approval of Agenda**
   Unable to approve agenda; quorum was not established.

5. **Approval of Minutes**
   Unable to approve minutes; quorum was not established.

Introduction of Guests
Guests in attendance tonight were Jerry Meade, PDM Administrator, and Leticia Villegas Program Assistant/Translator.

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

7. **Presentation / Discussion Items**
   a. The Enrollment Report was shared for the month of May. Head Start of Kern reported 100% enrollment during May. Early Head Start program of Kern was at 96% enrollment, efforts will be made to reach full enrollment for the balance of the summer. Early Head Start Partnership as well as San Joaquin was fully enrolled during this reporting period.
   b. Jerry informed that EHS Kern, the Partnership as well as EHS San Joaquin were above the expected 10% of children enrolled with an IFSP/IEP during this reporting time. HS Kern reached 8.3%. A waiver from Head Start was requested and later approved however continuous efforts will be made to reach the mandated goal. In the next meeting (August) we are hoping to report that the disability's programs have met the full enrollment requirement. Over income did not reflect any percentages in the report, but Jerry was able to validate the data and none of the programs were above the 10% goal, therefore we're in compliance. There's no data in the report reflecting the addition of the EHS Expansion Grant that has not enrolled any children yet. We have a total of 12 months to report full enrollment in this new grant.
   c. The Average Daily Attendance (ADA) Report was reviewed and discussed. At the time of this report our ADA was at 98 %.

d. Jerry shared the Child and Adult Care Food Program (CACFP) report April. There was a total of 92,377 meals requested with 77,159 prepared by Central Kitchen for the month April. The percentage of meals prepared during the same period last year was at 92%. He also shared that the division staffing report includes 24 vacant positions for the month May; Human Resources is working to fill these vacancies. Family Medical leave reports that in May there was 19 employees on continuous leave and 118 on intermittent leave.

8. Communications
None

9. Announcements
None

10. Adjournment
Meeting was adjourned at 6:29 p.m. Next meeting August 6, 2019.

Leticia Villegas, Program Assistant/Translator Completed 06/17/2019
Jerry Meade, PDM Administrator Edited

Asociacion de Acción Comunitaria de Kern
Head Start / Desarrollo Infantil Estatal
Consejo del Comité de Planeación
Minutos de la junta
4 de junio de 2019

1. **Bienvenida**
   Se dió la bienvenida del grupo a la junta

2. **Llamado de orden**
   a. Diana Reyes, presidente del comité llamó el orden a la junta a las 5:29 p.m.

3. **Pase de lista y establecimiento de quórum (la mitad más uno)**
   a. No se estableció quórum.
   b. **Miembros del comité presentes:** Diana Reyes, Nila Hogan y Yolanda Ochoa.
   c. **Miembros del comité ausentes:** Kandy Ramos, Amber Dunlap, Michelle Valdez, Yesenia Aranda

4. **Aprobación de la agenda**
   Incapaz de aprobar la agenda, no se estableció quórum.

5. **Aprobación de minutos**
   Incapaz de aprobar los minutos, no se estableció quórum.

6. **Presentación de invitados**
   Los invitados que asistieron a la junta fueron Jerry Meade, Administrador de PDM y Leticia Villegas Traductor/Asistente de Programa.

7. **Foro Publico**
   (El público que desee dirigirse a al comité de Planeación, puede hacerlo en este momento; sin embargo, el comité no tomará ninguna acción que no sea referir el asunto al personal docente para estudio y análisis.)

   Ninguno

8. **Presentación y discusión de los temas**
   a. Se explicó a los miembros el reporte de inscripción mayo. El programa de Head Start de Kern reporto 100% de inscripción durante el mes de mayo. El programa Early Head Start de Kern reporto un porcentaje de 96% de inscripción, se duplicaran esfuerzos para cumplir con inscripción complete durante el resto del verano. Las asociación de Early Head Start así cono el condado de San Joaquín, reportaron inscripción completa para el mismo periodo.
   b. Jerry informo que EHS de Kern, las asociaciones, así como el condado de San Joaquín reportaron más del 10% de inscripción de niños (as) con un plan individual, así como para la familiar (IFSP/IEP, siglas en inglés) durante el periodo de este reporte. El programa de HS de Kern alcanzo una cifra de 8.3%. Se solicito una prorroga que fue aprobada para este concepto, sin embargo, se continuará trabajando para alcanzar el objetivo establecido. En la próxima junta (agosto) esperamos reportar que los programas de incapacidad han reunido el requisito de inscripción ordenado. Las cifras de ingresos altos no establan reflejadas en el

reporte, pero Jerry pudo confirmar los datos y ninguno de los programas reportó un porcentaje arriba del marcado al 10%, estamos dentro de los marcos de consenso. El reporte no refleja la adición del subsidio de expansión para EHS, el cual no ha inscrito a ningún alumno. Contamos con un total de 12 meses para reportar inscripción completa para este subsidio.

c. El promedio de asistencia diaria (ADA, siglas en inglés), se revisó y discutió. Al tiempo de este reporte la asistencia fue de un 98% para este período.
d. Jerry también explico las cifra del programa de cuidado alimenticio para niños y adultos (CACDP, cifras en inglés) para el mes de abril. Durante abril se solicitaron un total de 92,377 comidas, de estas la cocina central preparó 77,159 durante el mismo mes. El porcentaje de comidas preparadas durante el mismo período el año pasado fue de 92%. El sr. Meade también informó que la división de personal reporta que existen un total de 24 puestos vacantes; el departamento de recursos humanos está trabajando para llenarlas. Las personas que esta fuera de función debido a circunstancias medicas familiares suman un total de 19 en ausencia continua y 118 en ausencia intermitente.

9. <u>Comunicaciones</u>
Ninguna

10. <u>Anuncios</u>
Ninguno

11. <u>Clausura de sesión</u>
La sesión fue clausurada a las 6:29. La próxima junta está programada para 6 de agosto 2019.

Leticia Villegas, Program Assistant/Translator Completed 06/17/2019
Jerry Meade, PDM Administrator Edited

Head Start
Community Action Partnership of Kern

Policy Council Budget & Finance Committee

Meeting Minutes

June 18, 2019

5005 Business Park North, Bakersfield, California

The meeting was called to order by Ashley Sabo, Chairperson at 6:38 p.m.

Members present: Ashley Sabo, Destiny Thompson Butler, Yolanda Mefford, Amber Dunlap (via teleconference).

Guest present: Donna Holland, Fiscal Administrator

Ms. Holland reviewed budget reports for the period ended May 31, 2019:

- Kern Head Start Budget vs. Actual Expenditures
- Kern Early Head Start Budget vs. Actual Expenditures
- San Joaquin Early Head Start Budget vs. Actual Expenditures
- Early Head Start Child Care Partnerships Budget vs. Actual Expenditures
- Early Head Start Expansion Budget vs. Actual Expenditures
- Parent Local Travel & Child Care
- Parent Activity Funds

Ms. Butler moved to receive and file the budget reports. Second by Ms. Mefford. Motion carried.

The meeting was adjourned at 6:02 p.m.

Next meeting:
Tuesday, July 16
5:30 – 6:30 p.m.
CAPK Board Room

Head Start
Community Action Partnership of Kern

Consejo de Póliza, Comité de Presupuesto y Finanzas

Reseña de la reunión

18 de junio, 2019

5005 Business Park North, Bakersfield, California

La presidenta, Ashley Sabo, convocó la junta a las 5:38 p.m.

Miembros presentes: Ashley Sabo, Destiny Thompson-Butler, Yolanda Mefford, Amber Dunlap (por teleconferencia).

Invitado presente: Donna Holland, Administradora Fiscal

La Sra. Holland revisó los reportes de los presupuestos para el periodo que finalizó el 31 May 31, 2019:

- Presupuesto de Kern Head Start vs. Gastos actuales
- Presupuesto de Kern Early Head Start vs. Gastos actuales
- Presupuesto de San Joaquín Early Head Start vs. Gastos actuales
- Presupuesto de Early Head Start Child Care Partnerships t vs. Gastos actuales
- Presupuesto de la expansión de Early Head Start vs. Gastos actuales
- Presupuesto de viajes locales de padres y cuidado infantil.
- Fondos para actividades de padres.

La Sra. Butler presentó una propuesta para recibir y archivar los reportes presupuestario, la Sra. Mefford la secundó, la propuesta fue aprobada por unanimidad

Sesión clausurada a las 6:02 p.m.

Próxima junta: Martes 16 de julio 5:30 – 6:30 p.m. , sala de juntas de CAPK

Community Action Partnership of Kern
Head Start/State Child Development
Governance-Policy Council

June 26, 2019

Re: Policy Council Membership

Dear Ana Lester,

The Policy Council Bylaws approved on August 23, 2017 state in Article III, Section 6: "Membership may be terminated as a result of three (3) consecutive absences throughout the year for any reason, *except absences for attending a Community Action Partnership of Kern function, or EXTREME weather conditions.*"

Attendance records show that you have been absent on three consecutive occasions. These instances were as follows: Policy Council School Readiness Meeting on May 21, 2019 and Policy Council Meeting on May 21, 2019 and June 25, 2019 respectively.

With that said, please be advised that you have been terminated as a Policy Council Member as of June 26, 2019. Additionally, as indicated in the PC Bylaws Article III, Section 6:

1. Termination may be appealed.
2. Submit a written letter of appeal to the Program Governance Coordinator within ten (10) working days of receiving the notification of termination
3. The Program Governance Coordinator will place the appeal on the following Policy Council agenda for the full Policy Council vote.
4. The Policy Council's recommendation will be in effect for the remainder of the current Policy Council year.

If you wish to appeal this termination, please contact me at (661) 336-5236 ext. 2200 so that I may review the process with you.

Your service to the Policy Council and to Community Action Partnership of Kern Head Start Program is truly appreciated. Best wishes on all your future endeavors!

Thank you,

Lisa Price
Program Governance Coordinator
cc: Amber Dunlap, Policy Council Chairperson

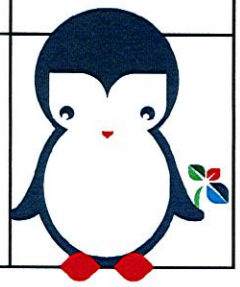
August 2019

Adventist Health

FIRST 5 KERN
Sponsored by First 5 Kern. Paid for by Proposition 10.

Children's Mobile Immunization Program

* Vaccines are FREE of charge to children under the age of 18 who meet one of the following criteria:
  1. No health insurance
  2. Enrolled in Medi-Cal (Please bring Medi-cal card to every visit.)
  3. American Indian or Native Alaskan
* We offer the Hemoglobin test FREE of charge for children , expecting/postpartum mothers, and require a WIC, school or doctor referral, regardless of health insurance.
* Your child's Immunization cards are required.
* Please be aware that our program DOES NOT offer TB skin tests or physicals.
* Clinics may be canceled due to weather conditions. Please call our office prior to arriving.
* We may stop registration 30 minutes before closing time.

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1	2 Blessing Corner 101 Union Ave. (Parking Lot) 9:30 am—12:30 pm	3
4	5 Orangewood Elementary 9600 Eucalyptus Dr. (Parking Lot) 9:00 am—11:30 am 12:00 pm—2:00 pm	6 Mojave Night Out Mojave High School 15732 O St. ***Mojave*** (Parking Lot) 4:00 pm— 6:30 pm	7	8 Ready Set Back 2 School K.C. Fairgrounds 1142 P Street 9:00 am—12:00 pm	9 Tehachapi Jr. High 711 Anita Dr. ***Tehachapi*** (Parking Lot) 9:00 am—11:00 am 11:30 am—1:00 pm	10 Back 2 School Bash Bakersfield PAL 301 E. 4th St. (Parking Lot) 9:00 am—12:00 pm
11	12 Greenfield Family Resource Center 5400 Monitor Street (Parking Lot) 9:00 am—11:30 am 12:00 pm—2:00 pm	13 Children's Immunization Program 2800 K St. Bldg. B 9:00 am—11:30 am 12:00 pm—2:00 pm	14 Children's Immunization Program 2800 K St. Bldg. B 9:00 am—11:30 am 12:00 pm—2:00 pm	15 Children's Immunization Program 2800 K St. Bldg. B 9:00 am—11:30 am 12:00 pm—2:00 pm	16	17
18	19 Walmart Supercenter 5075 Gosford Rd. (Parking Lot) 9:00 am—11:30 am 12:00 pm—2:00 pm	20	21 Adventist Health Bakersfield 2800 Chester Ave. (Parking Lot@29th) 1:00 pm—3:00 pm 3:30 pm—6:00 pm	22	23	24
25	26 NOR-Riverview Park 437 Willow Drive (Parking Lot) 9:00 am—11:30 am 12:00 pm—2:00 pm	27	28 New Life Church 4201 Stine Road (Parking Lot) 9:00 am—11:30 am 12:00 pm—2:00 pm	29 Child Development Center 9615 Main St. ***Lamont*** (Parking Lot) 9:00 am—11:30 am 12:00 pm—2:00 pm	30 **Hi I'm Pip!**	

For more information, please call (661) 869-6740 or visit us at http://www.adventisthealthbakersfield.org/

Agosto 2019

Adventist Health

FIRST 5 KERN
Sponsored by First 5 Kern. Paid for by Proposition 10.

Children's Mobile Immunization Program

* Las vacunas son GRATIS para niños menores de 18 años que cumplen uno de los siguente criterio:
  1. No aseguranza medica
  2. Inscrito a Medi-Cal (Favor de traer la tarjeta de Medi-cal en cada visita)
  3. Indio Americano o Nativo de Alaska
* La prueba para la Hemoglobina esta disponible GRATIS para niños, mujeres emabrazadas/ postparto con la forma de WIC, escuela o doctor sin importar la clase de aseguranza medica.
* La tarjetas de vacunas de su hijo(a) son requeridas.
* Tenga en cuenta que nuestro programa no ofrece pruebas de tuberculosis o exámenes fisicos.
* Las clinicas podran ser canceladas por condiciones del clima. Porfavor llame antes de ir a la clinica móvil.
* El personal podra parar de registrar 30 minutos antes de la hora de cerrar.

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1	2 Blessing Corner 101 Union Ave. (Estacionamiento) 9:30 am—12:30 pm	3
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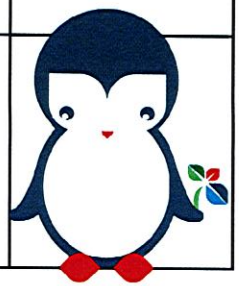
25	26 NOR-Riverview Park 437 Willow Drive (Estacionamiento) 9:00 am—11:30 am 12:00 pm—2:00 pm	27	28 New Life Church 4201 Stine Road (Estacionamiento) 9:00 am—11:30 am 12:00 pm—2:00 pm	29 Child Development Center 9615 Main St. ***Lamont*** (Estacionamiento) 9:00 am—11:30 am 12:00 pm—2:00 pm	30 **Hola soy Pip!**	

Para mas informacion porfavor llame a (661) 869-6740 o visite la pagina http://www.adventisthealthbakersfield.org/immunizations

Community Action Partnership of Kern
Head Start/State Child Development
Governance-Policy Council

August 7, 2019

Re: Policy Council Membership

Dear Kandy Ramos,

The Policy Council Bylaws approved on August 23, 2017 state in Article III, Section 6: "Membership may be terminated as a result of three (3) consecutive absences throughout the year for any reason, *except absences for attending a Community Action Partnership of Kern function, or EXTREME weather conditions.*"

Attendance records show that you have been absent on three consecutive occasions. These instances were as follows: Policy Council Planning Committee Meeting on June 4, 2019; Policy Council Meeting on June 25, 2019 and Policy Council Planning Committee on August 6, 2019.

With that said, please be advised that you have been terminated as a Policy Council Member as of August 7, 2019. Additionally, as stated in the PC Bylaws Article III, Section 6:

1. Termination may be appealed.
2. Submit a written letter of appeal to the Program Governance Coordinator within ten (10) working days of receiving the notification of termination
3. The Program Governance Coordinator will place the appeal on the following Policy Council agenda for the full Policy Council vote.
4. The Policy Council's recommendation will be in effect for the remainder of the current Policy Council year.

If you wish to appeal this termination, please contact me at (661) 336-5236 ext. 2200 so that I may review the process with you.

Your service to the Policy Council and to Community Action Partnership of Kern Head Start Program is appreciated. Best wishes on all your future endeavors!

Thank you,

Lisa Price
Program Governance Coordinator
cc: Amber Dunlap, Policy Council Chairperson

ADOPTION FEE WAIVED FOR ACTIVE & RETIRED MILITARY

FOOD, MUSIC & DRINKS!

MUTTS & FIRE TRUCKS

MEET YOUR KERN COUNTY FIREFIGHTERS

BRING YOUR FAMILY!

-A PET ADOPTION EVENT-

SATURDAY, SEPTEMBER 7TH 1PM -4PM

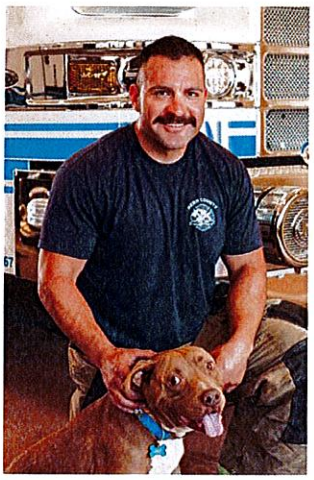
MARLEY'S MUTTS
DOG RESCUE
all breeds, all creeds welcome

The Station
7900 DOWNING
SUITE D

LOCAL 1301
KERN COUNTY FIREFIGHTERS
IAFF
ESTABLISHED 1958











COME ADOPT A NEW BEST FRIEND



DisABILITY MOVEMENT

Showcase & Resource Fair

THURSDAY 10/3/2019

2-6 PM | IBEW Local 428

3921 N. Sillect Avenue • Bakersfield, CA 93308



Join us to celebrate the individual's abilities and receive information about **COMMUNITY RESOURCES** that are available for people with DisABILITIES:

- Training Programs
- Employment Support
- Educational Services
- Recreational Activities and more...

The event is open to the community and all ages are encouraged to attend. There will be raffles and prizes!

For more information, please contact **LIZZY ALVAREZ**,
Senior Vocational Rehabilitation Counselor at DOR
Tel: (661) 395-2553 • E-Mail: lizzette.alvarez@dor.ca.gov

DOR
DEPARTMENT of REHABILITATION
Employment, Independence & Equality

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The Department of Rehabilitation is a proud partner of America's Job Center (AJCC)
The AJCC & WIOA are an equal opportunity employer/program.
Auxiliary aids and services are available upon request to individuals with disabilities.

2018-2019 Head Start
Policy Council Meeting Dates
Fechas de juntas de Concilio de Póliza

All meetings will be held at 5005 Business Park North, Suite 130~Board Room.
Light Dinner at 5:00 p.m. with the meeting starting at 5:30 p.m.

Todas las reuniones se llevarán a cabo en la oficina localizada en el 5005 Business Park North Suite 130 en la Sala de Juntas.
Se servirá una cena ligera a las 5:00 p.m. y la junta iniciará a las 5:30

~~Thursday, November 29, 2018~~
~~Tuesday, December 18, 2018~~
~~Tuesday, January 22, 2019~~
~~Tuesday, February 26, 2019~~
~~Tuesday, March 26, 2019~~
~~Tuesday, April 23, 2019~~
~~Tuesday, May 21, 2019~~
~~Tuesday, June 25, 2019~~
~~Tuesday, July 23, 2019~~
Tuesday, August 20, 2019
Tuesday, September 24, 2019
Tuesday, October 22, 2019