COMMUNITY ACTION PARTNERSHIP *of* KERN
BOARD OF DIRECTORS MEETING
5005 Business Park North, Bakersfield, CA
November 20, 2019
12:00 pm

REVISED AGENDA

I. Call to Order

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

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

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

c. Roll Call

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

II. Approval of Agenda

III. Approval of Meeting Minutes

a. Minutes of October 30, 2019 Board of Directors Meeting – ***Action Item (p. 4-8)***

IV. Introduction of Guests / Public Forum

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

V. Special Presentation:

a. No Special Presentation

VI. New Business

a. Resignation of Two Board Members, Warren Peterson (Private Sector) and Lorena Fernandez (Low-Income Sector) and Discussion to Fill Seats – Jeremy Tobias, Chief Executive Officer – ***Action Item (p. 9-18)***

b. Resolution to Approve the Submission of a General Child Care and Development Program Expansion Funding Application – Jerry Meade, Program Design & Management Administrator – ***Action Item (p. 19-20)***

c. Resolutions to Approve the Submission of the Community Development Block Grant (CDBG) Application to the City of Bakersfield and the County of Kern for Warehouse Capacity Expansion at the Food Bank – Pritika Ram, Director of Administration – ***Action Item (p. 21-23)***

d. Funding Request – City of Bakersfield Public Safety & Vital Services Affordable Housing – Pritika Ram, Director of Administration – ***Action Item (p. 24)***

e. Homeless Shelter Update and Job Descriptions – Sheila Shegos, Outreach & Grants Administrator / CAPK Homeless Project Lead – ***Action Item (p. 25-68)***

f. Resolution to Accept the California For All AmeriCorps Funding Award and Approve the California Volunteers AmeriCorps Program Manager Job Description – Carmen Segovia, Director of Health & Nutrition – ***Action Item (p. 69-86)***

VII. Committee Reports

a. PRE Committee Report – Pritika Ram, Director of Administration – ***Action Item***
   i. Minutes from the November 6, 2019 Committee Meeting ***(p. 87-89)***
   ii. WIC Program Presentation
   iii. October 2019 Program & Division Reports ***(p. 90-107)***
   iv. Application Status Reports & Funding Requests for October 2019 ***(p. 108-113)***
   v. October 2019 Head Start / State Child Development Enrollment Update & September 2019 Meals Report ***(p. 114-115)***

b. Audit & Pension Committee Report – Tracy Webster, Chief Financial Officer – ***Action Item***
   i. Minutes from the November 7, 2019 Committee Meeting ***(p. 116-117)***
   ii. 3rd Quarter 2019 Pension Plan Update ***(p. 118-234)***
   iii. CAPK 403(b) and 401(a) Retirement Plan Re-Pricing ***(p. 235-236)***

c. Budget & Finance Committee Report – Tracy Webster, Chief Financial Officer – ***Action Item***
   i. Minutes from the November 13, 2019 Committee Meeting ***(p. 237-242)***
   ii. Application Status Report & Funding Requests ***(p. 243-248)***
   iii. Head Start & Early Head Start Budget to Actual Reports ***(p. 249-261)***
   iv. Changes to Human Resource & Finance Job Descriptions ***(p. 262-279)***
   v. Federal Financial Report ***(p. 280-283)***
   vi. Proposed Budget & Finance Committee Agenda Restructure ***(p. 284-287)***
   vii. Resolution to Approve the Submission of the 2020 Community Service Block Grant (CSBG) Contract Number 20F-3015 from the Department of Community Services and Development ***(p. 288-289)***
   viii. Resolution to Approve the Submission of the California Coastal Commission Whale Tail Application for the Real-Life Eco-Column Project at the Friendship House Community Center and Shafter Youth Center ***(p. 290-291)***
   ix. Discretionary Fund Update ***(p. 292)***
   x. Financial Statements, October 2019 ***(p. 293-338)***

VIII. Advisory Board Reports

a. Head Start Policy Council Report – Nila Hogan, Policy Council Representative – ***Action Item***
   i. November 2019 Policy Council Report ***(p. 339)***
   ii. October 22, 2019 Policy Council Minutes ***(p. 340-342)***

b. Friendship House Advisory Board Report – Carmen Segovia, Director of Health & Nutrition – ***Action Item (Verbal Report)***

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

a. Board Retreat Report: Update on Creation of Foundation ***(Verbal Report)***

b. 2020 Board of Directors and Standing Committee Meeting Calendar ***(p. 343)***

c. Certified Community Action Professional (CCAP) ***(p. 344-346)***

X. **Board Member Comments**

XI. **Closed Session**

XII. **Closed Session Report**

XIII. **Next Scheduled Meeting**

Board of Directors Meeting
Wednesday, January 29, 2020 (pending BOD approval)
12:00 pm
5005 Business Park North
Bakersfield, CA 93309

XIV. **Adjournment**

This is to certify that this Agenda Notice was posted in the lobby of the CAPK Administrative Office at 5005 Business Park North, Bakersfield, CA and online at www.capk.org by 12:00 pm, November 15, 2019. Paula Daoutis, Administrative Coordinator.

COMMUNITY ACTION PARTNERSHIP *of* KERN
BOARD OF DIRECTORS MEETING
5005 Business Park North | Bakersfield, CA 93309
October 30, 2019

MEETING MINUTES

I. Call to Order

Secretary Yolanda Ochoa called the meeting to order at 12:05 pm at the Community Action Partnership of Kern Administrative Building, located at 5005 Business Park North, Bakersfield, CA.

a. Moment of Silence / Pledge of Allegiance

b. Reading of the "Promise of Community Action"

c. Roll Call

Roll Call was taken with a quorum present:

Present: Jimmie Childress, Craig Henderson, Nila Hogan, Jonathan Mullings, Yolanda Ochoa, Marian Panos, Guadalupe Perez, Fred Plane, Ana Vigil

Absent: Janea Benton, Curtis Floyd, Mike Maggard, Warren Peterson

Others Present: Jeremy Tobias, Chief Executive Officer; Pritika Ram, Director of Administration; Carmen Segovia, Director of Health & Nutrition; Emilio Wagner, Director of Operations; Tracy Webster, Chief Financial Officer

II. Approval of Agenda

Motion was made and seconded to approve the Board of Directors meeting agenda for October 30, 2019. Carried by unanimous vote. (Henderson/Plane).

III. Approval of Meeting Minutes

a. Minutes of the September 25, 2019 Board of Directors Meeting.

Motion was made and seconded to approve the minutes of the September 25, 2019 meeting. Carried by unanimous vote. (Panos/Mullings).

IV. Introduction of Guests / Public Forum

No one addressed the Board.

V. Special Presentations

a. Presentation by Eben Schwartz, Marine Debris Program Manager with the California Coastal Commission provided a report on the beach clean-up event with the Friendship House Community Center and Shafter Youth Center youth participants on the third Saturday of September. Mr. Schwartz invited CAPK to reapply for the 2020 grant and stated the program is funded by the Whale Tale license plates.

b. Pritika Ram introduced the new VITA Program Manager, Jacqueline Guerra who came to CAPK from United Way of Kern as a Tax Preparer / Coordinator.

VI. New Business

a. Update and Direction of County & City Low Barrier Homeless Shelter – Sheila Shegos, Outreach & Grants Administrator – ***Action Item***

Jeremy Tobias provided opening remarks and stated that the homeless shelters proposed by both the County & City are highly visible in the community. Both entities have recognized the urgent need to create low barrier shelters and CAPK has been asked to consider being the Operator of both shelters. At CAPK, staff recognizes this as a call to service and a call to action for the community we serve. The Board appointed an ad-hoc committee to provide assistance and guidance to staff. The County is moving quickly and recently approved an emergency declaration and they have expressed a strong desire for CAPK to be the sole operator. The emergency declaration allows for the County to bypass the normal RFP requirements, which will expedite the process.

The City has reached an agreement to purchase a building on East Brundage. CAPK has had active discussions in operating their facility; however, it is not likely that they will move at the same pace as the County. Jeremy reminded the Board that Sheila Shegos has been named the Point Person for the homeless project and Sheila provided additional comments.

Sheila stated that staff is meeting regularly with the County and the Office of Public Health is also involved to provide insight for public health and sanitary needs, meals, restroom areas, showers, etc. The County plan is to eventually house 150 beds; however, they propose to start smaller with 50 beds to logically work out all issues before expanding. Safety is a concern and the plan for the County is to budget $400,000 for 2 security guards 24/7 365 days per year and install security cameras throughout the facility and grounds.

The Board addressed a variety of concerns about CAPK not having enough say in the management of the facility to the screening of participants. While those are valid concerns, Jeremy stated that Low Barrier does not mean "No" Barrier. Staff has been very involved with the planning, consulting with service providers, visiting other similar shelters across the state, and contractual matters. Jeremy and Fred Plane, a member of the ad-hoc committee, assured the Board that no contract will come before the Board if it does not make sense for CAPK. Fred also asked the Board to trust the staff to negotiate the details.

Given the concerns addressed by the Board, Jeremy proposed revising the original recommendation to allow staff to continue to work with local officials from both the County and City and any proposed contracts will be brought before the Board for approval.

Motion was made and seconded to amend the motion to authorize staff to continue negotiations and direct the CEO to provide the contract for Board review and approval. Carried by a vote of 8 in favor, 0 opposed, and 1 abstention (Vigil/Perez).

b. Ad Hoc Housing Committee Update – Pritika Ram, Director of Administration – ***Info Item***

Pritika Ram provided an update from the Ad Hoc Housing Committee has been working with a Housing Advisor from California Community Economic Development Association (CCEDA) and has proposed that a housing needs assessment and competitive analysis through a MOU be completed. Staff and the Committee are also researching possible grant opportunities. The Committee will keep the Board apprised of any new developments.

c. Board Retreat Action Item: Capital Campaign / Fundraising – Pritika Ram, Director of Administration – ***Info Item***

Pritika Ram provided an update on the Board Retreat Action Item for the Capital Campaign / Fundraising and stated that staff has investigated capital campaign options. Pritika has met with four individuals to gather information on a capital campaign for CAPK. We are currently at the assessment phase and a detailed

assessment is required. Upon completion of the assessment, the next step is to provide CAPK with the analysis which will be a temperature check on how CAPK is viewed in the community and what tools are needed to move forward. Pritika will reach out to partners and will seek proposals and will create an RFP to move forward.

The second part is the foundation and the question remains, does CAPK want to move forward with a foundation? It does seem feasible to have a foundation to include a small foundation Board that will be tasked with outreach and fundraising and will look to philanthropists.

Craig asked if the foundation would be under the CAPK board, and report to this board? Pritika will research and get a legal opinion. There are specific legal requirements and limitations but the best way to control the foundation is to seat good Board Members, and ensure that the Articles of Incorporation and Bylaws are well written.

d. Board Retreat Action Item: 2020 Board Governance Calendar – Pritika Ram, Director of Administration – ***Action Item***

Pritika Ram provided a copy of the 2020 Board Governance Calendar which was an action item from the Board Retreat.

Motion was made and seconded to approve the 2020 Board Governance Calendar. Carried by unanimous vote. (Plane/Panos).

e. Board Retreat Action Item: Update on Agency Customer Relations Management (CRM) Platform – Emilio Wagner, Director of Operations – ***Info Item***

Emilio Wagner provided an update from the Board Retreat Action Item for the Agency Customer Relations Management (CRM) platform. Staff has selected Microsoft 365. The 211 and Energy programs are testing it now. Once testing is completed, we will have a better idea of the total cost. A cost estimate is expected by the end of November or early December.

VII. Committee Reports

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

Jeremy reported that the Executive Committee met on October 10 at the direction of the Board to review and approve the final Employee Health Insurance plan for next year. The final plan was approved by the Ad-Hoc Committee and Executive Committee.

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

b. PRE Committee Report – Pritika Ram, Director of Administration – ***Action Item***

Pritika Ram reported that four Action Items were approved by the PRE Committee at the October meeting.

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

c. Budget & Finance Committee Report – Tracy Webster, Chief Financial Officer – ***Action Item***

Tracy reported that twelve Action Items were approved, and one was tabled with the recommendation to bring back to the Committee at the November meeting.

Tracy reported that it was not necessary to utilize the line of credit for the month of September. Central Kitchen expenditures are at 48.7% as of September 30, 2019 and USDA revenue was at 49.9%. Expenditures ae below target at month 7 in the budget period.

Agency expenditures are currently at 47% for the year. The Indirect Fund budget to actual report for month-end September 30, 2019 showed that revenue exceeded expenditures by $146,069 which is 28% of the budgeted indirect revenue. Overall expenditures are 53.6% of budget and is less than 58.233% at month 7 of the 12-month budget period.

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

VIII. Advisory Board Reports

a. Head Start Policy Council Report – Nila Hogan, Council Representative – ***Action Item***

Nila Hogan provided the Head Start Policy Council Report for the month of October.

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

b. Friendship House Community Center Advisory Board Report – Fuchsia Ward, Advisory Board Member – ***Action Item***

Fuchia Ward provided the Friendship House Community Center Advisory Board Report and stated that the gala event held on October 24, 2019 was a success. Early report is that $13,000 was raised to support the Center.

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

IX. Chief Executive Officer Report

a. Jeremy Tobias reported that he spoke with Warren Peterson about resigning from the Board due to his out-of-state employment. Warren agreed to resign effective October 31, 2019 and expressed his gratitude to the Board for allowing him to serve for so many years.

Yolanda Ochoa raised the issue of attendance for Lorena Fernandez and said that Lorena has not met the agreed upon attendance requirements and requested the Board take action to remove her. Jeremy asked the members of the Board if they wished to add any comments. Ana Vigil agreed that Lorena needs to be removed so we can ensure that the individuals in the South Kern Low-Income Sector are being served. Jeremy informed

the Board that staff will follow the Bylaws and issue a letter to Lorena to advise her of Board Action at the November meeting.

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

X. Board Member Comments

a. Ana Vigil praised the work of the Friendship House Advisory Board for a successful event.
b. Marian Panos complimented the work of staff and the Policy Council for their year-end event.
c. Yolanda Ochoa said she has met her 5-year commitment on the Policy Council and asked for others to step up to be the Board Representative.

XI. Closed Session

a. Conference with Real Property Negotiations

Property Address:	5005 Business Park North, Bakersfield, CA 93309
Agency Negotiator:	Jeremy Tobias
Negotiating Parties:	Region IX
Under Negotiation:	Price & Authority

c. Reconvened into open session at 1:52 pm.

XII. Closed Session Report

Jeremy Tobias reported that the Board gave staff direction to proceed with property negotiations.

XIII. Next Scheduled Meeting

Board of Directors Meeting
Wednesday, November 20, 2019
12:00 p.m.
5005 Business Park North
Bakersfield, CA 93309

XIV. Adjournment

The meeting adjourned at 1:53 p.m.

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Board of Directors

From: Jeremy T. Tobias, CEO

Date: November 20, 2019

Subject: *Agenda Item VI(a):* Resignation of two Board members, Warren Peterson (Private Sector) and Lorena Fernandez (Low-Income Sector) and discussion on filling the positions – **Action Item**

As the Board is aware, we have received the resignations of two Board members: Warren Peterson (Private Sector) and Lorena Fernandez (Low-Income Sector). Both resignations are effective immediately. The resignation letters are attached.

Each of the two sectors carry different requirements for appointments to the Board. However, with these two resignations, there is an option to fill the seats simultaneously and effectively.

The Community Action Partnership of Kern By-laws, Article I, Section 3, item B state that if a low-income representative fails to complete his/her term of office, the Board will have the option of appointing a successor to complete the remainder of the term (see attached by-law sections). This is in-lieu of the regular formalized election process which can be a much longer procedure. The term of the now vacant low-income seat is July 1, 2017 through July 1, 2022.

The Private Sector selections process is the use of community notices, applications and a review of applicants by an Elections Committee and a recommendation to the full Board to make the appointment as described in Article I, Section 3, item C.

Staff recommends following a similar procedure for both seats. Each seat would be advertised accordingly, and applications sought. An Elections Committee would be appointed to review and interview applicants and make a recommendation to the Board of Directors for final appointment to the open seat.

Recommendation:

Staff recommends the Board of Directors authorize the Chairperson to appoint a three person elections committee, direct staff to advertise and promote the two open Board seats, present all applications to the Elections Committee and present the committee recommendations to the Board of Directors for appointment.

Attachments: *Resignation letters form Warren Peterson and Lorena Fernandez*
Excerpts of CAPK Bylaws, Article I

October 30, 2019

Jeremy Tobias, Chief Executive Officer
Community Action Partnership of Kern
5005 Business Park North
Bakersfield, CA 93309

Re: Resignation – Private Sector Representative of the CAPK Board of Directors

Dear Jeremy,

This is to inform you that effective October 31, 2019, I hereby resign my position as a Private Sector Representative of the Community Action Partnership of Kern (CAPK) Board of Directors.

It has been a pleasure to serve as a Board Member of CAPK for the past sixteen years.

Respectfully,

Warren Peterson
Private Sector Representative

Lorena,
Per our phone conversation today, November 5, 2019, please reply "yes" to confirm your resignation from the CAPK Board effective today.

Yes. Can you please express a couple of things on my behalf? First of all I want to thank you for the opportunity to be a part of capk I learned a lot from everyone and I experienced so many things that I would have never imagined. And I will miss everyone. Especially Yolanda G. Geramy Yolanda Jeanel for all this encouragement support and kindness. If they had not gave me that push I would have never tried it. This has been the biggest blessing because I now have big goals for my life. I never imagined I was worth anything in life. Being a single mom is hard and my baby's are now teens and I'm trying to keep them out of the streets. My kids are worth more than gold so I'm on the run trying to keep them straight. I hope one day this is enough funds to help our community with program for our youth. We need them a lot out hear. I love capk with all my heart because it prepared me for the this fight. Thank you so much for everything you have done for me and my family.

COMMUNITY ACTION PARTNERSHIP OF KERN

BYLAWS

This private nonprofit corporation's name shall be the Community Action Partnership of Kern. It shall act as the official Community Action Agency for Kern County, California, in conformity with the standards and regulations set forth by Public Law 88-452 (The Economic Opportunity Act), the Omnibus Reconciliation Act of 1981, Public Law 97-35, the Coates Human Services Reauthorization Act of 1998, Public Law 105-285, the Community Services Block Grant (CSBG) Act, and State and Federal statutes regulating private nonprofit corporations. The principal place for the transaction of business of the corporation is located in Bakersfield, California. The Community Action Partnership of Kern (CAPK or Agency) shall primarily serve Kern County but may also serve other areas needing assistance or programs as approved by the Board of Directors. For the purposes of being a Community Housing Development Organization (CHDO), Community Action Partnership of Kern considers its primary service area, Kern County, as a 'community' which is equivalent to the definition contained within the federal HOME regulation 24 CFR 92.2(8)(i).

PURPOSE AND FUNCTIONS

The purpose and functions of the organization shall include the following:

1. To identify and diagnose areas and causes of poverty in Kern County and/or other areas.

2. To develop a comprehensive plan to alleviate or eliminate poverty in Kern County and/or other areas.

3. To develop, conduct, and administer programs or oversee the conduct and administration of anti-poverty programs, as established under provisions of Public Law 88-452, The Economic Opportunity Act of 1964 and subsequently repealed and replaced with the Omnibus Reconciliation Act and Coates Human Services Reauthorization Act.

4. To encourage, stimulate, and assist in the development of anti-poverty projects by public, private nonprofit, voluntary organizations and indigenous low-income groups to meet the needs of the low-income population.

5. To provide quality housing that is affordable to low-income and moderate-income persons, in accordance with its charter, articles of incorporation, resolutions or bylaws.

ARTICLE I

MEMBERSHIP AND COMPOSITION OF BOARD OF DIRECTORS

The Board of Directors shall hereinafter be referred to as the "Board."

Section 1. The authorized number of Directors of the Corporation shall be fifteen (15) unless amended by specific action of a simple majority of a quorum of the Board.

Section 2. Board seats shall be allotted on a tripartite basis and shall include at least one member who shall have a background and expertise in fiscal management or accounting; and at least one member who shall have a background and expertise in early childhood education and development; and at least one member who shall be a licensed attorney familiar with the issues that come before the Board of Directors. If the Board is unable to recruit individuals to serve on the Board with these qualifications, then the Board shall use consultants or other individuals with the expertise to work with the Board in an advisory capacity. The Directors shall be drawn primarily from the following spheres of community activity in Kern County:

1. Public Official Representatives hereinafter referred to as Category I.

    a. In accordance with Public Law 105-285 Section 676B, Community Services Block Grant (CSBG) Act, one-third of the Board are elected public officials, currently holding office, or their representatives, except that if the number of elected officials reasonably available and willing to serve is less than one-third of the memberships of the Board, membership on the board of appointive public officials may be counted in meeting such one-third requirement; and

    b. In accordance with 24 CFR Section 92.2, (5); "...the governmental entity may not have the right to appoint more than one-third of the membership of the organization's governing body and no more than one-third of the board members may be public officials or employees of governmental entity. Board members appointed by a governmental entity may not appoint the remaining two-thirds of the board members. The officers or employees of a governmental entity may not be officers or employees of a community housing development organization;" and

    c. In accordance with qualification as a Community Housing Development Organization (CHDO) under the HOME Program no more than one-third of the Board of Directors (or CHDO Board) or five (5) members of the Board of Directors can be elected or appointed public officials or persons appointed by a public official.

2. Low-Income Representatives, hereinafter referred to as Category II:

    a. In accordance with Public Law 105-285 Section 676B, Community Services Block Grant (CSBG) Act, at least one-third of the members are persons chosen in accordance with democratic selection procedures adequate to assure that they are representatives of the low-income in the area served. Low-income representatives must reside in the area they represent; and

    b. In accordance with Public Law 105-285 Section 676B and 24 CFR Section 92.2, the Board of Directors shall maintain at least one-third of its membership for residents of low-income neighborhoods, other low-income community residents, or elected representatives of low-income neighborhood organizations.

c. Low income residents shall be defined as those persons living in the low-income community and whose incomes fall within the Federal Poverty Guidelines as being low-income, are an elected representative of a low-income neighborhood organization, e.g. block groups, town watch organizations, civic associations, neighborhood church groups and NeighborhoodWorks® organizations. Low income representatives must not be elected or appointed public officials, or persons appointed by a public official.

3. Private Sector/Community Representatives, hereinafter referred to as Category III.

In accordance with Public Law 105-285 Section 676B(a)(2)(C), the remainder of the members are officials or members of business, industry, labor, religious, law enforcement, education, or other major groups and interests in the community.

All channels of communication will be utilized to inform the public of a Board vacancy. Such communication channels will include bilingual printed and electronic media, along with Community Action Partnership of Kern staff, programs and members of the Board of Directors. In order to provide representation from various parts of the private sector and/or community, representation shall be selected from the following types of organizations, including but not limited to: business, industry, labor, religious, civic, welfare/social service organizations, education, media or other major groups and interests in the community.

Section 3. The procedure for selecting Directors shall be as follows:

1. General Procedures

The name and a brief biography of the candidate shall be submitted to the Board. This shall become a part of the permanent files of the Corporation. The candidate shall then be invited to appear before the Board at a public meeting for formal seating by the Board.

2. Specific Procedures

A. Category I - (Five Seats). The Board shall determine the public officials who shall serve on the Board. The five elected public officials shall include one Kern County representative each from a U.S. Congressional district; one representative from the State of California Senate, and Assembly, one representative from the Kern County Board of Supervisors, along with one representative from the City of Bakersfield Mayor.

Each public official selected may choose one (1) representative to serve on the Board in his/her place. Representatives of public officials may not themselves select alternates to serve on the Board.

Term of Representation - (Category I). There shall be no tenure restrictions of public officials so designated by the Board. However, the term of public officials or their representatives shall be simultaneous with the term of the public official. The U.S.

Congressional, State Senate, and State Assembly representatives shall rotate as they leave office. The rotation of office shall alternate between the two districts that have the highest number of Kern County residents in their district. The Chairman of the Kern County Board of Supervisors shall designate the representative to the CAPK Board. The Mayor of Bakersfield shall designate the representative to the Board.

B. Category II - (Five Seats). Low-income representatives shall be selected through the democratic process of holding elections in four (4) areas of the county as defined by the Kern County Superior Court Regional Divisions: Metropolitan Bakersfield, East Kern, North Kern, and South Kern. In addition, one (1) representative in Category II shall be a member of the Head Start Policy Council (PC), selected by the Head Start Policy Council, and shall serve on the Community Action Partnership of Kern Board of Directors as the Kern County PC representative for one year. Representatives must reside in the respective area. Voting shall be limited to residents of the respective area who are 18 years of age, or older. Those elected need not themselves be low-income, but they must be elected in a manner that will ensure that they truly represent the low-income. The procedures to be followed in holding these elections will be in conformity with Federal and State regulations, including a certificate that must be signed by the candidate certifying that he/she meets all eligibility requirements and pledges to represent the low-income community. Community Action Partnership of Kern Election Rules and Procedures, and an official petition form, shall be provided to candidates. Elections shall be held on weekdays that do not occur on a Federal, State, or local holiday.

Low-income residents shall be defined as those persons determined by the Federal Poverty Guidelines as meeting low-income requirements. Low-Income verification will be done by having the resident sign a self-certification proclaiming themselves to be low-income or pledging to represent the low-income community. The Ad Hoc Election Committee may extend the deadline for receipt of the petitions if no candidates have filed by the required date and time. If fewer than two (2) candidates file nomination papers by the extended deadline date, the Board has the right to waive the election and appoint a representative for the Regional Division consistent with eligibility criteria.

If a duly elected representative of the low-income category fails to complete his/her term of office, the Board will have the option of appointing a successor to complete the term. The successor shall be from the same District as the representative being replaced and shall meet the requirements for a low-income representative as set forth above. ✓

Terms of Representation (Category II). The Directors in Category II shall serve a consecutive five (5) year term. After serving five (5) consecutive years, a Director's seat will be opened up for election. If the Director wishes to remain on the Board, (s) he must run for re-election and meet all requirements as set forth in the Election Rules & Procedures. There will be no limit set on the number of terms a person may serve as a Category II Representative. The period of Board service for this category will begin at the regularly scheduled Board meeting following the election or appointment.

C. Category III - (Five Seats). At the direction of the Board Chairperson, Community Action Partnership of Kern staff shall correspond with appropriate community organizations and businesses inviting them to select one (1) Representative from their organization or

business. Those individuals selected by their organization, business, etc. will be given an application to be completed and returned to the Agency.

The Elections Committee shall hold a meeting to review all applications to determine eligibility of the applicants. The Committee will prepare recommendations for the Board, giving priority to candidates who best facilitate the Agency goal of equal representation of community organizations and businesses to represent a cross section of Kern County.

The full Board shall have the opportunity to review all applications at the time the Elections Committee makes its recommendations. A vote of Board will then be taken to determine which candidates, if any, will be invited to sit on the Board. Seating of invited candidates will take place at the next regularly scheduled Board Meeting.

Terms of Representation (Category III). Every five (5) years the composition of Category III may be rotated. The method for rotation shall be as follows:

Upon receipt of a private organization's interest in serving on the Board, and after the organization is determined to be a duly representative organization based upon criteria set forth above, the organization may replace an existing organization. The requesting organization may replace an existing organization after the existing organization has served a period of five (5) years consecutively. If there is no organization of the same "type" to replace the existing organization, another "type" of organization may be selected for the seat. When there are more organizations willing to serve than there are seats available, then priority shall be given to those organizations that can provide a balance to the community and best meet the criteria established in this section. The Board shall make final determination as to the organization that shall serve.

Section 4. Conflict of Interest. No person who serves on the Board may be employed by CAPK nor may they have a financial conflict of interest with the agency. The responsibilities of the Board and its committees shall be independent of the staff. Individuals leaving the Board who wish to apply for Agency positions may do so after a waiting period of six months from the time they leave the position. No person may sit on the Board who is an officer or an employee of, or has a direct or indirect ownership or profit participation in an organization contracting to perform a component of any CAPK program. No employee of the Department of Community Services and Development (CSD) may serve on the Board.

No person shall be employed with Community Action Partnership of Kern while a member of his/her family, or a roommate serves on the Board, Head Start Policy Council, or any non-staff committee or delegate division of the Agency.

For purposes of this section, a member of the immediate family shall include any of the following:

- Spouse
- Parents
- Step-Parents
- Children
- Step-Children
- Sister
- Step Sister
- Brother
- Step-Brother
- Father-in-law
- Mother-in-law
- Brother-in-law
- Sister-in-law
- Daughter-in-law
- Son-in-law
- Grandparents
- Common-law spouse (as defined by the State of California)

The Conflict of Interest Policy shall be reviewed and signed by the Board on an annual basis.

Section 5. Policy for Receiving Agency Services. Board members who meet all eligibility requirements may access Agency services. The Agency shall not under any circumstances give Board members preferential treatment. In addition, Board members must provide all required documentation and follow contract guidelines before the Agency will provide assistance or allow access to programs. No Board member, if qualified for services, may participate in processing his or her own application for services or provide direction to staff on personal application processing.

Section 6. Limitations. No person may serve as a Director who has been convicted within the past five (5) years of a crime involving moral turpitude. As used herein, the term "moral turpitude" shall include, but not be limited to, conduct contrary to justice, honesty, modesty, or good morals. The minimum age of a Director shall be eighteen (18) years of age.

Section 7. Vacancies.

1. Definition

   A vacancy shall occur when:

   A. Board member is notified of his/her removal by action of the Board for cause;
   B. Death of a Board member;
   C. A Board member notified the Board of his/her resignation;
   D. A public official leaves office;
   E. Low-income representative moves out of respective area he/she represents;
   F. Term expires.

2. Filling Vacant Seats of Public Officials

   The Board shall select another public official to fill the seat or solicit the newly elected public official to make an appointment as soon as reasonably possible.

3. Filling Vacant Seats of Representatives of the Low-Income

   Elections will be held in accordance with Community Action Partnership of Kern Election Rules and Procedures.

4. Filling Vacant Seats of Representatives of the Private Sector/Community

   The Board may request the organization to name a new representative or refer to process in Article I: Section 3 (Selection of Directors) to fill the seat.

Section 8. Removal

1. Grounds. The following shall constitute grounds for removal:

A. Conviction of a crime involving moral turpitude. As used herein, the term "moral turpitude" shall include, but not be limited to, conduct contrary to justice, honesty, modesty, or good morals.

B. Absences from three (3) consecutive regularly scheduled Board meetings.

C. Absences from five (5) regularly scheduled Board meetings in any consecutive twelve (12) month period.

D. Absences may be grounds for removal under Items B and C above; however, the Board will consider the nature of absences when making a determination or consideration of removal.

E. Low-income representative moves out of area he/she represents.

F. The Board member engages in conduct that is unlawful, unethical, or in any way brings the organization into disrepute. Said Board member shall be entitled to a due process hearing before a simple majority of a quorum of the Board of Directors, which shall include the right to call witnesses and be represented by counsel. Upon a finding of good cause for removal under this section by a two-thirds (2/3) majority of a quorum of the Board, a Board member can be removed.

2. Procedure

A Board member may be removed by a majority vote of a simple majority of a quorum of the Board for any ground listed in Article I: Section 8.1, Subsections A-D.

Prior to removal, the Board member shall be notified in writing of the grounds for removal (including specific facts, dates, times, and places) and shall be given an opportunity to be heard by the Board. The representative organization (if any) shall also be notified of the grounds for removal.

Private Sector/Community representatives and public official representatives may be replaced by the appointing organization, or public official he/she represents, if the Board member no longer commands the support and/or confidence of the agency, organization, group, or individual represented. The group shall give the Board member prior notice for an opportunity to be heard. Directors dropped from membership on the Board for any of the above listed reasons will be notified in writing of their termination, as will the sponsoring organization after an opportunity for a fair hearing has been afforded.

Section 9. Petitions for Category III Representation. Provision is hereby made for a fair hearing for any community, private sector firm, or representative group that may feel inadequately represented on the Board to petition for such representation. To prevent frivolous petitions or those coming from very small groups, it is hereby established that no less than twenty-five (25) signatures of persons who belong to or who serve the petitioning group will be required on each such petition. The Board shall make a written statement of reasons supporting the action taken on the petition and communicate its decision to the petitioners. In the event a petition is presented to the Board and deemed meritorious, the Board, by procedures set forth in Article 1: Section 3 (Selection of Directors), shall provide a

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Board of Directors

From: Jerry Meade, Program Design and Management Administrator

Date: November 20, 2019

Subject: *Agenda Item VI(b):* Resolution to Approve the Submission of a General Child Care and Development Program Expansion Funding Application– **Action Item**

The California Department of Education (CDE) Early Learning and Care Division announced the availability of approximately $50 million for General Child Care and Development funds, commonly referred to as CCTR. The Head Start and State Child Development Division blends CCTR funding with Early Head Start (EHS) funds providing center-based services for children of families needing childcare in order to work, attend school, or job-training. CCTR expansion funding is rare and program is capitalizing on this opportunity for both our Kern and San Joaquin County EHS programs. The CCTR funds for our San Joaquin County program will significantly improve our ability to meet community needs.

The funds will be used to expand blended funding at EHS center-based slots by 170 in Kern, which will support the EHS Expansion awarded (146 slots) by the Office of Head Start in July 2019, as well as the EHS Child Care Partnership (24 slots) grant awarded in March 2019. Additionally, this CCTR application will request funds to expand services for 166 of our EHS slots in San Joaquin County using the blending methodology currently used in Kern.

The funding calculations estimated below are based on an annualized budget to serve 336 children no less than 245 days:

General Child Care and Development Kern County:	$2,490,342
General Child Care and Development SJC County:	$2,655,070
Total	$5,145,412

Recommendation

Staff recommends the Board of Directors approve with resolution, the submission of the California Department of Education General Child Care and Development Program Expansion Funding Application.

Attachments:

Resolution 2019-24 approving General Child Care and Development Program Expansion Funding Application.

RESOLUTION # 2019-24

A Resolution of the Board of Directors of the Community Action Partnership of Kern Approving the Submission of the General Child Care and Development Program Expansion Funding Application

The Board of Directors, of Community Action Partnership of Kern located at 5005 Business Park North, Bakersfield, CA 93309, met on November 20, 2019, in Bakersfield, California at a scheduled Board meeting and resolved as follows:

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

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

WHEREAS, the California Department of Education has offered expansion dollars for the General Child Care and Development funds; and

WHEREAS, the Head Start and State Child Development Division is requesting $5,145,412 to serve 336 children in Kern and San Joaquin Counties; and

WHEREAS, the California Department of Education requires that an authorized signatory be named for the General Child Care and Development Application; and

NOW, THEREFORE, be it resolved that the Executive Committee of the Board of Directors hereby authorizes Jeremy T. Tobias, Chief Executive Officer, to act on behalf of the Board as CAPK's representative signatory with regard to the General Child Care and Development Application.

APPROVED by a majority vote of the Board of Directors of Community Action Partnership of Kern, this 20th day of November 2019.

_____ _____

Curtis Floyd, Chair Date
CAPK Board of Directors

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Board of Directors

From: Pritika Ram, Director of Administration

Date: November 20, 2019

Subject: *Agenda Item VI(c):* Resolutions to Approve the Submission of the Community Development Block Grant (CDBG) Application to the City of Bakersfield and the County of Kern for Warehouse Capacity Expansion at the Food Bank– **Action Item**

Background

Community Action Partnership of Kern (CAPK) is requesting up to $500,000 each from the City of Bakersfield and the County of Kern for the 2020-2021 Community Development Block Grant (CDBG) funding for the expansion of the CAPK Food Bank warehouse by 25,000 to 30,000 square feet. The remaining funds will be provided through CAPK activities, including a capital campaign.

The increase in need for emergency food assistance in Kern County, along with the introduction of new food programs, require additional operating space. The CAPK Food Bank added the Senior Food Program to serve low-income senior residents aged 60 years and older resulting in an increased caseload from 3,500 to 4,100 participants a month. Currently, the senior food program is operating off-site on a leased property for additional space, which directly impacts costs and operational efficiencies. In addition to our communities' increased reliance on our distribution partners, we are finding areas that are undeserved, but are limited due to space. For these reasons, an increase in space and improved workflow is imperative in growing the Food Bank.

The CDBG applications are due to the City of Bakersfield by November 22, 2019, and the County of Kern by December 6, 2019.

Recommendation

Staff recommends the Board of Directors approve the two Resolutions approving the submission of the Community Development Block Grant (CDBG) application to the City of Bakersfield and the County of Kern for Warehouse Capacity Expansion at the Food Bank.

Attachments:
Resolution Number 2019-25
Resolution Number 2019-26

RESOLUTION # 2019-25

A Resolution of the Board of Directors of the Community Action Partnership of Kern Approving the Submission of Application for 2020-2021 City of Bakersfield Community Development Block Grant (CDBG) Funds

The Board of Directors of Community Action Partnership of Kern, located at 5005 Business Park North, Bakersfield, CA 93309 met on November 20, 2019 at a scheduled Board meeting located at 5005 Business Park North, Bakersfield, CA 93309, and resolved as follows:

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

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

WHEREAS, CAPK Board of Directors has determined that there is a need for anti-poverty programs to meet the needs of the low-income residents of the City of Bakersfield; and

NOW, THEREFORE, be it resolved that the CAPK Board of Directors hereby authorizes staff to submit an application to the City of Bakersfield, and hereby requests the City of Bakersfield provide financial assistance and the obligations that accompany said funds for the purpose of expansion of the CAPK Food Bank Warehouse facility. Be it further resolved that Jeremy T. Tobias, Chief Executive Officer, is hereby authorized to request this course of action by completing any and all application documents for submittal to the City of Bakersfield on behalf of Community Action Partnership of Kern.

APPROVED by a majority vote of the Directors of the Community Action Partnership of Kern, this 20th day of November 2019.

_____ _____

Curtis Floyd, Chair Date
CAPK Board of Directors

RESOLUTION # 2019-26

A Resolution of the Board of Directors of the Community Action Partnership of Kern Approving the Submission of Application for 2020-2021 County of Kern Community Development Block Grant (CDBG) Funds

The Board of Directors of Community Action Partnership of Kern, located at 5005 Business Park North, Bakersfield, CA 93309 met on November 20, 2019 at a scheduled Board meeting located at 5005 Business Park North, Bakersfield, CA 93309, and resolved as follows:

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

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

WHEREAS, CAPK Board of Directors has determined that there is a need for anti-poverty programs to meet the needs of the low-income residents of the County of Kern; and

NOW, THEREFORE, be it resolved that the CAPK Board of Directors hereby authorizes staff to submit an application to the County of Kern, and hereby requests the County of Kern provide financial assistance and the obligations that accompany said funds for the purpose of expansion of the CAPK Food Bank Warehouse facility. Be it further resolved that Jeremy T. Tobias, Chief Executive Officer, is hereby authorized to request this course of action by completing any and all application documents for submittal to the County of Kern on behalf of Community Action Partnership of Kern.

APPROVED by a majority vote of the Directors of the Community Action Partnership of Kern, this 20th day of November 2019.

_____ _____

Curtis Floyd, Chair Date
CAPK Board of Directors

Community Action Partnership of Kern
Funding Request Profile

Source of Funds: Public
Project Name: Public Safety and Vital Services Affordable Housing
Funder Name: City of Bakersfield Development Services Department
Grant Program Name: Affordable Housing
Funding Period: 2020-2021

CFDA # N/A
Division Director: Emilio Wagner
Program Manager: TBD

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

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

CAPK will be requesting approximately $400,000 from the City of Bakersfield-Development Services Department to conduct project plans and site preparation. This planning phase will serve as a foundation for CAPK to bring affordable housing to the South East area of Bakersfield, specifically to the Cottonwood/Feliz Rd area alongside South Washington Street.

The initial concept is to build approximately 100 units, including small single person studios, and 1 to 4 bedrooms for families, energy efficient design and materials including solar energy to reduce utility costs; increased access to bus routes and public transportation; green spaces, bike, and walking paths, and retail space for a medium size market/grocery store for access to fresh foods fruits, and vegetables.

B. *Use of Funds:*

The requested funds of approximately $400,000 will be used to conduct: Zoning changes, Community engagement in project planning, hire architect firm for design, engineering plan/project costs, development consultant, pro forma budget.

C. *Approvals:*

1. _____ 11/14/19
Division Director Date

2. _____ 11/14/19
Director of Community Development Date

3. _____ 11/14/19
Chief Financial Officer Date

4. _____ 11/15/19
Chief Executive Officer Date

D. *Board:*

☐Policy Council Date: ____

☐PRE Presentation Date: ____

☐B&F Approval Date: ____

☐Board Approval Date: ____

COMMUNITY ACTION PARTNERSHIP OF KERN MEMORANDUM

To: Community Action Partnership of Kern (CAPK) Board of Directors



From: Sheila Shegos, Outreach and Grants Administrator

Date: November 20, 2019

Subject: *Agenda Item VI(e):* Homeless Shelter Update and Job Descriptions **– Action Item**

KERN COUNTY SHELTER

A Special Meeting of the Kern County Board of Supervisors was held on October 30, 2019 with proposed Resolution declaring a homeless shelter crisis in Kern County. The Resolution included dispensing with bid requirements and establishing an emergency project to expedite repairs and replacement of existing County facilities and the construction of a low barrier navigation center on County owned property between M and O Streets, just north of Golden State Ave. The approval of the Resolution included a referral to the county administrative office to bring back additional detail on a site security plan for the low-barrier navigation center.

Since Oct. 30, staff have been working closely with the county and local service providers on shelter site and operational plans, including the following:

- Site Plan – Site and facilities design and plans are near completion. The 4-acre "O Street" site improvements began last week. Pictures were posted on the Kern County Facebook page.

- Health & Safety and Risk Management Plan – Staff are engaged with Public Health and Cal/OSHA in shelter-specific licensing, procedures and training of staff and volunteers prior to opening and ongoing.

- Security Plan – The county has added two sheriff trainees along with the two security guards to provide 24/7 facility and grounds monitoring and security services. Shelter operational discussions with local law enforcement is currently underway.

- Meal & Staffing Plan – CAPK's Central Kitchen will prepare and deliver daily meals with a combination of hot and cold options. Meals will be served at the shelter three times per day, seven days a week and year-round. Shelter staffing will include up to 17 shelter employees providing 24/7 coverage and on-call during non-traditional working hours and for emergencies. Both meal and staffing plans have been reviewed and supported by the County.

- Job Descriptions – Eleven shelter job descriptions and Organizational Chart supporting the shelter staffing plan have been reviewed and approved by HR and Finance and are included in the Board packet for review and approval (see below). A recruitment event (Job Fair) is being planned with providers and county personnel and will be held on the "O" Street Shelter grounds, upon signed contract.

  Shelter Personnel Overview

Program Manager – 1 FTE	Manages daily shelter operations
Program Coordinator – 1 FTE	Program Manager & onsite provider support
Program Services Supervisor – 1 FTE	Supervises all program-specific activities
Program Specialist – 1 FTE	Intake, Assessment, Referrals (Homeless Coordinated Entry Services)
Homeless Navigator – 5 FTE	Case Management & Housing Assistance
Volunteer Coordinator – 1 FTE	Volunteer engagement and scheduling, in-kind & monetary donations
Operations Supervisor – 1 FTE	Supervises all site operations-specific activities
Shelter Worker – 2 FTE	Support team to operations & program services
Food Prep Lead – 1 FTE Food Prep Asst – 1 FTE	Kitchen Meals & Services
Custodian – 2 FTE	Facility & Grounds Maintenance

- Operational Plan & Budget – Providers will be onsite offering mental health and medical services, outreach, job training and volunteer services. Staff are working on the remaining components of an operational budget in preparation of the draft contract from the County. In addition, staff are meeting with providers to determine operational needs and develop onsite provider staffing plans.

- Public/Media Relations Plan – Branding and messaging the project rollout, to include future plans to market a Job Fair once an operational contract is signed.

CITY of BAKERSFIELD SHELTER

The City of Bakersfield's proposal to open a low-barrier homeless shelter at the Calcot facility on Brundage Lane to support primarily homeless adult males in the Spring of 2020 was presented to City Council on November 6. The City Council voted to delay a decision on the proposed shelter until January 22 and directed staff to come back with more information and community engagement. We continue to support the project and ongoing discussions with the City and others to help end homelessness in our community.

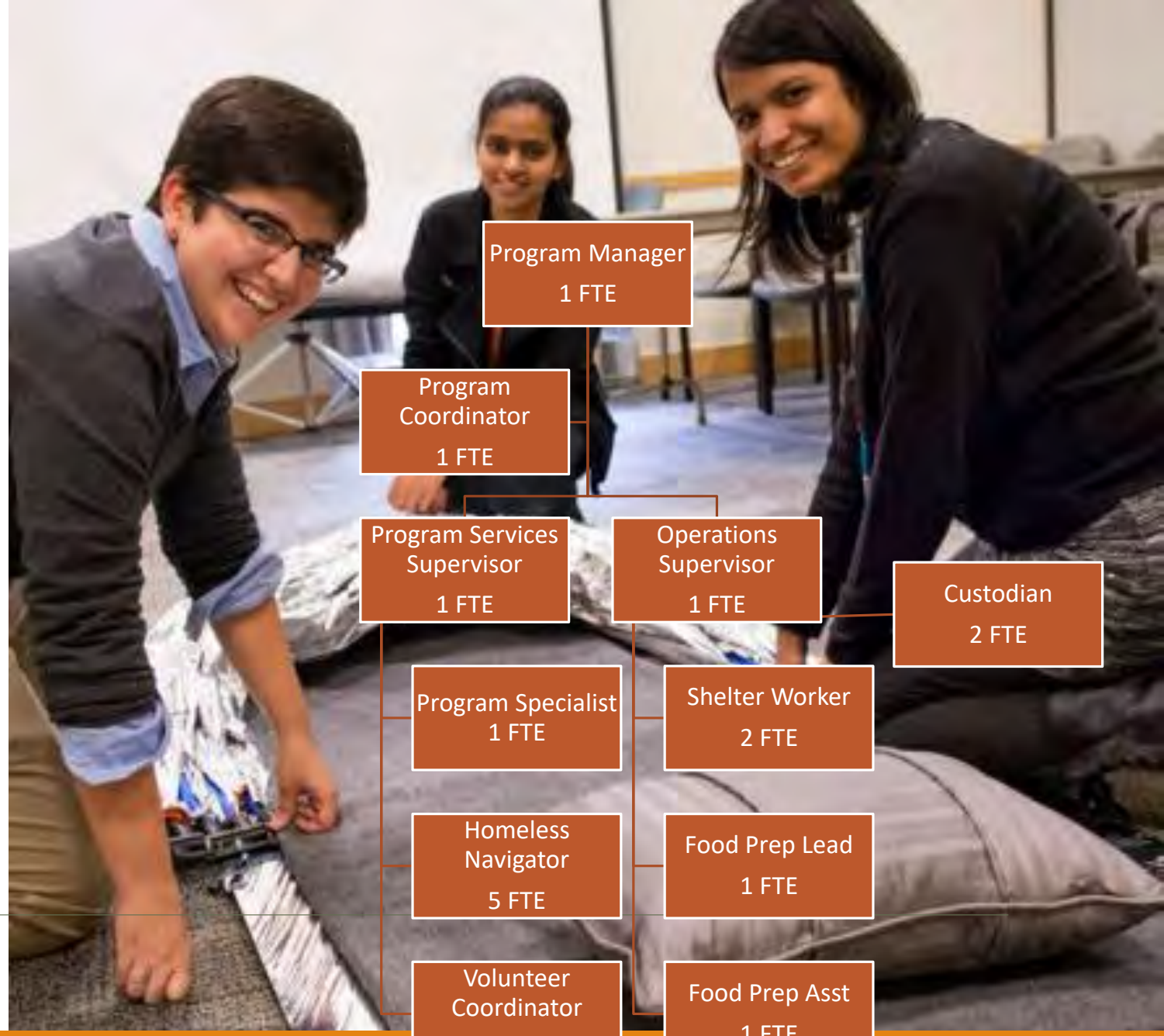
RECOMMENDATION

1. The Board of Directors authorize the Executive Committee to review and approve an operational contract with the County of Kern for a homeless shelter of up to 150 beds, including authorization for the CEO to execute the contract.

2. Authorize staff to advertise and recruit shelter personnel immediately, but not authorize job offers or hire without final and signed operational contract with the County of Kern.

Attachments:
Organizational Chart
Shelter Job Descriptions

HOMELESS SERVICES



COMMUNITY ACTION PARTNERSHIP of KERN

Homeless Services
Program Manager

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

Salary Range: Grade 11 **FLSA Status:** Exempt **Date Approved:** 11/20/19

SUMMARY:

To provide leadership for the Homeless Services program in accordance with Community Action Partnership of Kern and in partnership with local government regulations and program policies and procedures to include, but not limited to, program management, supportive client services, community partner participation, Coordinated Entry Services/CES, case management, data collection and reporting, volunteer and donor engagement, and food services.

SUPERVISION RECEIVED:

Director

SUPERVISION EXERCISED:

Homeless Services program staff.

DUTIES AND RESPONSIBILITIES:

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

A. Essential Job Specific Duties:

1. Provide supervision of assigned staff.
2. Responsible for developing and managing program budgets.
3. Develop and implement comprehensive Homeless Services program policies, best practices and procedure guidelines.
4. Provide technical assistance and consultation to program staff, partners, agencies and local entities for effective implementation of the Homeless Services program.
5. In collaboration with CAPK community development staff, researches and develops proposals for fundraising, maintaining and expanding the Homeless Services Division, as appropriate.
6. In coordination with the Director and CAPK community development staff, oversees community outreach and public relations; assists in identification and cultivation of volunteers and donors.
7. Ensures timely and accurate data management as required by funding sources, central administration and finance. Ensures reporting deadlines are met.
8. Builds and develops positive collaborations with CAPK programs, other agency and service providers and attends any necessary community meetings. Advocates on behalf of key homeless issues in all suitable forums – local, regional, state, and federal.
9. Performs other duties as assigned.
10. Must be able to work alternative schedules such as nights, weekends, and holidays.

B. Other Job Specific Duties:

1. Attends all meeting, trainings, and conferences as assigned.
2. Maintains safe and functional work environment.
3. Work alternative hours as required, including nights and weekends.
4. Communicates effectively, both orally and in writing.
5. Performs any other like duties as assigned.

MINIMUM QUALIFICATIONS:

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

Knowledge of:

Agency policies and procedures
Applicable federal, state, and local laws, codes, and regulations
Departmental policies and procedures
Modern office practices, methods, procedures and equipment including computers
Word processing, spreadsheet, database, and other related software application
Employment, political and health services systems
Problems of homeless; socially and economically challenged individuals and families.

Ability to:

Deal with conceptual matters
Plan, organize, allocate, and control substantial resources
Ability to communicate effectively
Good interpersonal skills
Willingness to attend evening and weekend meetings
Effectively present to the general public
Establish professional working relationships with staff, agencies and community members
Analyze statistical reports, legislation and interpret for program design and implementation
Monitor, analyze and evaluate programs including the development of system design and procedural guidelines

EDUCATION AND EXPERIENCE:

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

Education:

BA/BS in Sociology, Business, Public Administration or related field

Transcripts and/or degree must be attached to the application

Experience:

Four (4) years' experience in Administration/Management, including program design, management, budgeting, program evaluation, community organization and public relations or related experience.

Any equivalent combination of education and/or experience may be acceptable.

OTHER REQUIREMENTS:

- Possession of a valid California Driver's License and State automobile insurance, and acceptable driving record substantiated by a DMV printout.
- Completion of a background check and/or fingerprint, physical, TB and substance abuse screening upon offer of employment.
- Fully fluent in English, Spanish desirable.
- Must be able to obtain agency wide certification to include but not limited to CPR, ServSafe certification.

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

- Work is primarily performed indoors/outdoors.
- Noise level is moderate.
- Hazards are relevant to work environment.

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

POSITION TITLE: Program Manager			
ACTIVITY (HOURS PER DAY)	**NEVER 0 HOURS**	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**
Sitting		x	
Walking			x
Standing			x
Bending (neck)			x
Bending (waist)			x
Squatting		x	
Climbing		x	
Kneeling		x	
Crawling	x		
Twisting (neck)			x
Twisting Waist			x
Is repetitive use of hand required?			x
Simple Grasping (right hand)			x
Simple Grasping (left hand)			x
Power Grasping (right hand)		x	
Power Grasping (left hand)		x	

Fine Manipulation (right hand)			x
Fine Manipulation (left hand)			x
Pushing & Pulling (right hand)		x	
Pushing &Pulling (left hand)		x	
Reaching (above shoulder level)		x	
Reaching (below shoulder level)		x	

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

COMMUNITY ACTION PARTNERSHIP of KERN

Homeless Services
Program Coordinator

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

Salary Range: Grade 6 **FLSA Status:** Non-Exempt **Date Approved:** 11/20/19

SUMMARY:
Provides a wide variety of administrative and clerical duties; assists with budget, prepares reports, conducts inventories and performs special projects. Project Coordinator will relieve the Homeless Services Program Manager of a wide variety of administrative details and interacts with high-level external and internal contacts requiring specialized confidential subject matter expertise in business administration, information systems, and personnel management, including the application and interpretation of federal, state, and local laws related to these subject areas.
Interacts with, and supports, the homeless shelter staff, partners, volunteers and clients.

SUPERVISION RECEIVED:
Homeless Services Program Manager

SUPERVISION EXERCISED:
None

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

A. Essential Job Specific Duties:
1. Maintain program records and files.
2. Acquire and apply knowledge of program guidelines and policies.
3. Furnish general information to the public as required.
4. Provide clerical & secretarial assistance to Homeless Services Program Manager.
5. Communicates information, advice and instructions as an agent for assigned administrator.
6. Prioritize workflow including handling routine matters such as business mail, faxing and photocopying.
7. Performs internal tracking of various budget line items/expenditures.
8. Orders, monitors and maintains department stock including office supplies and other materials.
9. Efficient planning, organizing and scheduling work priorities.
10. Supports and monitors shelter partners.
11. Supports Homeless Services Volunteer Coordinator.
12. Must be able to work alternative schedules such as nights, weekends, and holidays.

B. Other Job Specific Duties:
1. Attends all meetings, trainings, and conferences as assigned.

2. Maintains safe and functional work environment.
3. Work alternative hours as required, including nights and weekends.
4. Performs any other like duties as assigned.

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

Knowledge of:
Agency policies and procedures
Applicable federal, state, and local laws, codes, and regulations
Departmental policies and procedures
Correspondence and report writing practices and procedures
Current problems of homeless; socially and economically challenged families
The contributions of clients and volunteers who may be non-professional
Modern office practices, methods, procedures and equipment including computers
Word processing, spreadsheet, database, and other related software applications
Language translation and interpretation strategies and techniques

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

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

- High School diploma or equivalent.

- Three years of clerical experience.

OTHER REQUIREMENTS:

- Possession of a valid California Driver's License and State automobile insurance, and acceptable driving record substantiated by a DMV printout.

- Completion of a background check and/or fingerprint, physical, TB and substance abuse screening upon offer of employment.

- Fully fluent in English, Spanish desirable.

- Must be able to obtain agency wide certification to include but not limited to CPR, ServSafe certification.

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

- Work is primarily performed indoors/outdoors.
- Noise level is moderate.
- Hazards are relevant to work environment.

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

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

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

COMMUNITY ACTION PARTNERSHIP of KERN

Homeless Services
Program Services Supervisor

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

Salary Range: Grade 8 **FLSA Status:** Exempt **Date Approved:** 11/20/19

SUMMARY:
Supervise the day-to-day operations of the homeless shelter staff, specifically related to CES and HMIS, case management, provider and client support, ensuring compliance of all funding source regulations. To provide a successful and supervised setting for staff, providers, volunteers and clients; on-going assessment on data reporting and collection and case management; facilitate in the progress of shelter program and partner support. Responsible for maintaining compliance with all applicable regulations, policies and procedures.

SUPERVISION RECEIVED:
Homeless Services Program Manager

SUPERVISION EXERCISED:
Program Specialist, Homeless Navigator

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

A. Essential Job Specific Duties:

1. Responsible for the monitoring of day-to-day operations and staff specifically related to CES and HMIS, case management, provider and client support to ensure compliance with federal, state, and local regulations to include indoor and outdoor environments.
2. Ensures ongoing communication to center staff in a timely manner.
3. Address all staff, volunteer, provider and client concerns under the direction of the Homeless Services Program Manager.
4. Monitors related and/or assigned electronic reports to ensure all mandatory requirements are met.
5. Prepares and submits accurate and timely reports, assessments, and correspondence as required.
6. Ensures maintenance of required program files.
7. Work in collaboration with shelter staff and providers to mentor staff (and volunteers) to implement strategies, techniques, and/or recommendations.
8. Responsible to provide document planning and program implementation. Provide technical assistance and guidance to shelter staff, providers and community/volunteers.
9. Responsible for requisitioning appropriate supplies and materials for the department.
10. Conducts performance evaluations based on measurable and objective criteria. Ensures that personal and professional development plans are implemented for supervised staff.
11. Completes disciplinary plans of action as identified to maintain program compliance.

12. Performs other like duties as assigned.
13. Must be able to work alternative schedules such as nights, weekends, and holidays.

B. Other Job Specific Duties:

1. Assists in interviewing, hiring, training, evaluating, and mentoring staff and volunteers and providers, as appropriate.
2. Ensure client records, individual case files, daily log and service statistics are maintained in an accurate and timely manner.
3. Schedules staff and works alternative hours as required, including nights and weekends.
4. Prepare, conduct and attends all meetings, trainings, and conferences as assigned.
5. Maintains safe and functional work environment.
6. Is proactive, in cooperation with other center staff, partners, volunteers and clients in achieving the monthly shelter and program goals.
7. Performs other tasks as may be required for the efficient operation of the comprehensive, integrated shelter program.

MINIMUM QUALIFICATIONS:

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

Knowledge of:

- Correspondence and report writing practices and procedures
- Current problems of homeless; socially and economically challenged families
- The contributions of volunteers and clients who may be non-professional
- Modern office practices, methods, procedures and equipment including computers
- Word processing, spreadsheet, database, and other related software applications

Ability to:

- Demonstrate good interpersonal skills
- To work as a positive team member
- Communicate effectively
- Ability to work with conceptual matters
- Ability to plan, organize, allocate, and control substantial resources
- Ability to write and communicate effectively
- Effectively present shelter program services to the general public
- Establish professional working relationships with staff, partners and volunteers
- Reasonably obtain knowledge of applicable federal, state, and local laws, codes, and regulations and agency and departmental policies and procedures

EDUCATION AND EXPERIENCE:

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

- Associate degree from any accredited college or university with major in one of the social services, psychology or other related field.
- At least two years supervisory experience.
- Experience working with the homeless and economically challenged.
- Bilingual language fluency (Spanish/English) desirable.

OTHER REQUIREMENTS:

- Possession of a valid California Driver's License and State automobile insurance, and acceptable driving record substantiated by a DMV printout.

- Completion of a background check and/or fingerprint, physical, TB and substance abuse screening upon offer of employment.

- Fully fluent in English, Spanish desirable.

- Must be able to obtain agency wide certification to include but not limited to CPR, ServSafe certification.

WORK ENVIRONMENT:

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

- Work is primarily performed indoors/outdoors.
- Noise level is moderate.
- Hazards are relevant to work environment.

ESSENTIAL PHYSICAL DEMANDS:

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

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

	LIFTING			CARRYING		
	NEVER 0 HOURS	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**	**NEVER 0 HOURS**	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**

0-10 lbs			X			X
11-25 lbs		X			X	
26-50 lbs		X			X	
51-75lbs	X			X		
76-100lb	X			X		
100lbs+	X					

COMMUNITY ACTION PARTNERSHIP of KERN

Homeless Services
Program Specialist

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

Salary Range: Grade 6 **FLSA Status:** Non-Exempt **Date Approved:** 11/20/19

SUMMARY:
Develops and maintains relationships with agencies and community groups who provide community, health, and disaster resources in Kern County. Collect information about services and specific to homeless persons and providers. Assist in the maintenance and training of the 2-1-1 Kern resource and HMIS/other homeless provider database. Offers a unique opportunity to gain comprehensive knowledge of the health and human services, including homeless programs and support tools for data collection and reporting throughout Kern. Work schedule may include evenings, overnights, weekends, and holidays. Required to be available during declared emergencies, outreach and special events to perform duties as directed by the Program Manager or Division Director.

SUPERVISION RECEIVED:
Homeless Services Program Services Supervisor

SUPERVISION EXERCISED:
None

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

A. Essential Job Specific Duties:
1. Coordination of training volunteers and interns.

2. Assists with staff scheduling preparation of reports and participation in the design of new systems, as required.

3. Provides necessary information, problem assessment, referral and follow up, appropriate to caller's and providers needs, as needed.

4. Contacts resources, including providers to facilitate service delivery.

5. Utilizes professionalism in working with community resources, providers and others.

6. Maintains accurate records of services requested and provided, utilizing on-line database system.

7. Formally survey agencies for information about services, document activities, and follow up with key contacts:

- Shares responsibility for the on-going maintenance of resource and provider information and staff trainings
- Check, code and enter resource information in the 2-1-1 Kern and/or homeless resource database
- Implement Call Center policies, practices and procedures related to the database management
- Respond to requests for resource services/products offered by 2-1-1 Kern and/or homeless resource database
- Assist in the production of publications and specialized directories generated from the 2-1-1 Kern resource and/or homeless resource database

8. Represents 2-1-1 Kern and Homeless Services through public presentations in the community and committee participation, which may include evenings and weekends.

9. Provides Information and Referral training to volunteers, staff and the community, as needed.

10. Must be able to work alternative schedules such as nights, weekends, and holidays.

B. Other Job Specific Duties:
1. Prepare, conduct and attends all meetings, trainings, and conferences as assigned.
2. Other duties and special projects as assigned.

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

Knowledge of:
Agency policies and procedures
Applicable federal, state, and local laws, codes, and regulations
Departmental policies and procedures
Current problems of homeless; socially and economically challenged families

Ability to:
Multitask in a hectic environment
Write with an emphasis on correct grammar and ability to summarize
Analyze problems; identify alternative solutions
Plan and implement developmentally appropriate routines, activities, and experiences
Plan, organize, and allocate resources
Work independently
Prepare clear, concise reports
Exercise sound, independent judgment within general policy guidelines
Provide guidance and interpret and explain policies and procedures
Understand and apply written regulations and instructions
Work with accuracy and attention to detail
Operate and use modern office equipment including multi-line phone system
Effectively organize and prioritize assigned work
Establish and maintain effective working relationships
Proficient at Windows based computers and working knowledge of Excel, PowerPoint, and Microsoft Word & Outlook

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

- Associate Degree in Health and Human Services, Social Services, Database Programming or related field. Any equivalent combination of education and/or experience may be acceptable on a year to year basis.

- One years of information and referral experience. Knowledge of Kern health and social services preferred.

- Two years experience working with volunteers.

- A minimum of one (1) year of Supervisory experience.

- Communicate effectively verbally and be proficient at writing.

OTHER REQUIREMENTS:

- Possession of a valid California Driver's License and State automobile insurance, and acceptable driving record substantiated by a DMV printout.

- Completion of a background check and/or fingerprint, physical, TB and substance abuse screening upon offer of employment.

- Fully fluent in English, Spanish desirable.

- Must be able to obtain agency wide certification to include but not limited to CPR, ServSafe certification.

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

- Work is primarily performed indoors/outdoors.
- Noise level is moderate.
- Hazards are relevant to work environment.

ESSENTIAL PHYSICAL DEMANDS:

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

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

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

COMMUNITY ACTION PARTNERSHIP of KERN

Homeless Services Navigator

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

Salary Range: Grade 4 **FLSA Status:** Non-Exempt **Date Approved:** 11/20/19

SUMMARY:

Under the supervision of the Program Services Supervisor and in coordination with the Program Specialist, the Homeless Services Navigator works with the homeless community and assessment point service providers to build relationships with the homeless community, provide advocacy, and assist with connection to benefits and housing. The primary goal is to identify unsheltered homeless individuals through community referrals from direct homeless providers and social service agencies. In identifying highly vulnerable homeless individuals, the Homeless Navigator will administer assessment tools, facilitate referrals and resources, and connect to social services and permanent housing. The Homeless Navigator will also assist neighbors in obtaining housing readiness documentation and enter data into the homeless management information system. The navigator will work as part of a larger team within the Bakersfield Kern Regional Homeless Collaborative (BKRHC).

SUPERVISION RECEIVED:

Program Services Supervisor

SUPERVISION EXERCISED:

None

DUTIES AND RESPONSIBILITIES:

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

A. Essential Job Specific Duties:

1. Works with and receives referrals from the 211 I&R staff for those callers that qualify for entry into the CES program for homeless services.
2. Conduct appropriate assessments (QRT and VI-SPDAT), enter clients in the Coordinated Entry System and inputs client's data into the HMIS homeless data base for all clients receiving homeless services. This includes providing training, as needed, on assessment tools.
3. Provide 24/7 coordinated entry assessment, and maintains communication with CES staff, homeless service providers, and related resources about the status and progress of agency and client progress.
4. Entry data into the HMIS system for shelter and housing placement, including case management and follow-up to complete client profile.

5. Input data entry and exit information into HMIS system. Work closely to minimize errors and duplicate entries. This also applies when working directly with the designated service providers.
6. Assist in data collection and reporting, planning, recruiting, and scheduling volunteers and agencies/organizations to provide gap services.
7. Work directly with homeless service provider and designated community service providers.
8. Assist with and participate in weekly Conference calls with homeless service providers.
9. Assist in providing support to the Bakersfield Kern Regional Homeless Collaborative (BKRHC) website on daily bed availability.
10. Comply with the policies and procedures under the BKRHC/CoC, HUD, and other related guidelines for a CES program.
11. Maintain case management documentation and forms. If applicable, ensure that all standards and regulations, standards of care are followed per policy and procedures.
12. Ensure program follow-up is completed in a timely manner.
13. Ensure data and application quality, and when appropriate work with providers to improve submission processes.
14. Provide support to the 211 I&R specialist and Program Coordinator.
15. Must be able to work alternative schedules such as nights, weekends, and holidays.

B. Other Job Specific Duties:
1. Assist and participate in the BKRHC meetings as assigned.
2. Ability to maintain professional relationships with diverse groups and community representatives.
3. Ability to perform at public speaking engagements on issues related to homelessness.
4. Assist the Chair /Co-Chair of the BKRHC CES committee.
5. Other duties and special projects as assigned.

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

Knowledge of:
Agency policies and procedures
Applicable federal, state, and local laws, codes, and regulations
Departmental policies and procedures
Current problems of socially and economically challenged homeless individuals

Ability to:
Multitask in a hectic environment, with prompt attention to caller's needs
Analyze problems; identify alternative solutions
Plan and implement developmentally appropriate routines, activities, and experiences
Plan, organize, and allocate resources

Work independently
Prepare clear, concise reports
Exercise sound, independent judgment within general policy guidelines
Provide guidance and interpret and explain policies and procedures
Work with diverse populations whose circumstances may include mental illness, drug addiction, health issues, and other socioeconomic and environmental factors
Understand and apply written regulations and instructions
Work with accuracy and attention to detail
Operate and use modern office equipment including multi-line phone system
Effectively organize and prioritize assigned work
Establish and maintain effective working relationships with other people
Proficient at Windows based computers and working knowledge of Excel, PowerPoint, and Microsoft Word & Outlook

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

- High School diploma required.
- Up to one (1) year of working with the homeless experience.
- Knowledge of Kern health and social services preferred.
- Communicate effectively verbally and be proficient at writing.

OTHER REQUIREMENTS:

- Possession of a valid California Driver's License and State automobile insurance, and acceptable driving record substantiated by a DMV printout.

- Completion of a background check and/or fingerprint, physical, TB and substance abuse screening upon offer of employment.

- Fully fluent in English, Spanish desirable.

- Must be able to obtain agency wide certification to include but not limited to CPR, ServSafe certification.

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

- Work is primarily performed indoors/outdoors.
- Noise level is moderate.
- Hazards are relevant to work environment.

ESSENTIAL PHYSICAL DEMANDS:

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

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

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

COMMUNITY ACTION PARTNERSHIP of KERN

Homeless Services
Volunteer Coordinator

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

Salary Range: Grade 6 **FLSA Status:** Non-Exempt **Date Approved:**11/20/19

SUMMARY:
Under the direction of the Homeless Services Program Manager, the Volunteer Coordinator is responsible for sourcing and recruiting volunteers, internal/clients and external/community members; overseeing the Homeless Services Volunteer Program; data collection of availabilities and skills, as well as volunteer hours served. This position also solicits food and clothing donations from the community at large.

SUPERVISION RECEIVED:
Receives supervision from the Homeless Services Program Supervisor

SUPERVISION EXERCISED:
None

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

A. Essential Job Specific Duties:
1. Develop and implement Homeless Services Volunteer Program.
2. Recruit and manage volunteers - allocating responsibilities, supervision of performance and retention of volunteers.
3. Ability to communicate the mission of the Homeless Shelter and need for volunteer assistance, as well as food/clothing donations to engage a variety of local organizations, high schools and companies.
4. Disseminate information for upcoming needs and events.
5. Keep detailed records volunteer information and assignments.
6. Keep detailed records of donations of food and clothing.
7. Motivate and inspire community members to participate in the Homeless Services Volunteer Program and donate food and clothing.
8. Develops volunteer teams for holiday/special events, as necessary.
9. Must be able to work alternative schedules such as nights, weekends, and holidays.

B. Other Job Specific Duties:
1. Data collection and reporting.
2. Ability to work with a diverse population.
3. Works with Homeless Services Food Prep Lead to identify food needs.
4. Works with the Homeless Services Operations and Program Services Supervisors to identify client clothing/hygiene needs.

5. Works with Homeless Services Food Prep Lead to receive inspect and confirm the quantity and quality of food donations delivered.
6. Attend and participate in in-service training programs, staff meetings and safety meetings.
7. Work both independently and in a team environment.
8. Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

A. High School diploma or equivalent.
   a. Experience: One-year supervision in a volunteer or operations program. Experience in volunteering locally.
   b. Management knowledge to include:
      - Organizational skills and working knowledge of databases and MS Office, especially Excel.
      - Ability to communicate the mission of the Homeless Shelter and need for volunteer assistance to a variety of local organizations, high schools and companies.
   c. Ability to coordinate a team.
   d. Experience recruiting through various channels.

Knowledge of:
- Agency policies and procedures
- Applicable federal, state, and local laws, codes, and regulations
- Organizational practices

Ability To:
- Multi-task in a hectic environment
- Analyze problems; identify alternative solutions
- Plan, organize and allocate resources
- Able to communicate with people of diverse backgrounds
- Develop and arrange appropriate volunteer orientation and training
- Produce daily volunteer schedules for activities – follow up with volunteers and groups
- Work independently
- Prepare clear, concise reports
- Exercise sound, independent judgement within general policy guidelines
- Operate and use modern office equipment including multi-lie phone system
- Effectively organize and prioritize assigned work
- Establish and maintain effective working relationships with other people
- Proficient at Windows based computers and working knowledge of Excel, PowerPoint, and Microsoft Word & Outlook

OTHER REQUIREMENTS:

- Possession of a valid California Driver's License and State automobile insurance, and acceptable driving record substantiated by a DMV printout.
- Completion of a background check and/or fingerprint, physical, TB and substance abuse screening upon offer of employment.
- Fully fluent in English, Spanish desirable.
- Must be able to obtain agency wide certification to include but not limited to CPR, ServSafe certification.

WORK ENVIRONMENT:

- *Work is primarily performed indoors/outdoors.*
- *Noise level is moderate.*
- *Hazards are relevant to work environment.*

ESSENTIAL PHYSICAL DEMANDS:

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

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

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

COMMUNITY ACTION PARTNERSHIP of KERN

Homeless Services
Operations Supervisor

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

Salary Range: Grade 8 **FLSA Status:** Exempt **Date Approved:** 11/20/19

SUMMARY:

Supervise the day-to-day operations of the homeless shelter program and staff, specifically related to meal delivery and preparation; shelter beds, laundry, bathrooms/showers, contracted kennels, partner support, client support and contracted security ensuring compliance of all regulations. To provide a successful and supervised setting for staff, providers, volunteers and clients. To provide on-going assessment on data reporting and collection as required; facilitate in the progress of shelter program and partner support. Responsible for maintaining compliance with all applicable regulations, policies and procedures.

SUPERVISION RECEIVED:

Homeless Services Program Manager

SUPERVISION EXERCISED:

Homeless Services Food Prep Lead, Homeless Services Food Prep Assistant, Custodian, Homeless Shelter Worker/s.

DUTIES AND RESPONSIBILITIES:

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

A. Essential Job Specific Duties:

Responsible for the monitoring of day-to-day operations and staff specifically related to meal delivery and preparation; shelter beds, laundry, bathrooms/showers, kennels, partner support, client support and security, ensuring compliance of all regulations. To provide a successful and supervised setting for staff, volunteers and clients. To provide on-going data reporting and collection as required; facilitate in the progress of shelter program and partner support. Responsible for maintaining compliance with all applicable regulations, policies and procedures.

1. Ensures ongoing communication with center staff in a timely manner.
2. Monitors bed assignments and reports bed vacancies to Program Services Manager and CES Staff.
3. Monitors kennel program and staff.
4. Prepares and submits accurate and timely reports, assessments, and correspondence as required.
5. Ensures maintenance of required program files.
   Work in collaboration with shelter staff, providers and volunteers to mentor staff to implement strategies, techniques, and/or recommendations.
6. Responsible to monitor document planning and program implementation relating to meal preparation and delivery. Provide assistance and guidance to food preparation staff, custodial staff, shelter staff, shelter providers and volunteers.

7. Must be able to obtain agency wide certification to include but not limited to CPR, ServSafe certification.
8. Responsible for requisitioning and or monitoring appropriate supplies and materials for the department, including, but not limited to linens, blankets, pillows, towels, soap, shampoo, bathroom supplies, food supplies and animal care supplies.
9. Conducts performance evaluations based on measurable and objective criteria. Ensures that personal and professional development plans are implemented for supervised staff.
10. Completes disciplinary plans of action as identified to maintain program compliance.
11. Performs other like duties as assigned.
12. Must be able to work alternative schedules such as nights, weekends, and holidays.

B. Other Job Specific Duties:

1. Assists in interviewing, hiring, training, evaluating, and mentoring staff.
2. Ensure client records, individual case files, daily log and service statistics are maintained in an accurate and timely manner.
3. Schedules staff and works alternative hours as required, including nights and weekends.
4. Prepare, conduct and attends all meetings, trainings, and conferences as assigned.
5. Maintains safe and functional work environment.
6. Is proactive, in cooperation with other center staff, partners, volunteers and clients the monthly shelter and program goals.
7. Performs other tasks as may be required for the efficient operation of the comprehensive, integrated program.
8. Works with Volunteer Coordinator to promote volunteers and donations.

MINIMUM QUALIFICATIONS:

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

Knowledge of:

- Correspondence and report writing practices and procedures
- Current problems of homeless; socially and economically challenged families
- Food meal preparation, overnight shelter services, client personal care services, kennel operation
- The contributions of volunteers and clients who may be non-professional
- Modern office practices, methods, procedures and equipment including computers
- Word processing, spreadsheet, database, and other related software applications

Ability to:

- Demonstrate good interpersonal skills
- To work as a positive team member
- Communicate effectively
- Ability to work with conceptual matters
- Ability to plan, organize, allocate, and control substantial resources
- Ability to write and communicate effectively
- Effectively present shelter program services to the general public
- Establish professional working relationships with staff, partners and volunteers
- Reasonably obtain knowledge of applicable federal, state, and local laws, codes, and regulations and agency and departmental policies and procedures

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

- Associate degree from any accredited college or university with major in one of the social services, psychology or other related field.
- At least two years supervisory experience.
- Experience working with the homeless and economically challenged.

OTHER REQUIREMENTS:
- Possession of a valid California Driver's License and State automobile insurance, and acceptable driving record substantiated by a DMV printout.
- Completion of a background check and/or fingerprint, physical, TB and substance abuse screening upon offer of employment.
- Fully fluent in English, Spanish desirable.
- Must be able to obtain agency wide certification to include but not limited to CPR, ServSafe certification.

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

- *Work is primarily performed indoor/outdoor*
- *Noise level is moderate*
- *Hazards are relevant to work environment.*

ESSENTIAL PHYSICAL DEMANDS:

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

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

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

COMMUNITY ACTION PARTNERSHIP of KERN

Homeless Services
Shelter Worker

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

Salary Range: Grade 02 **FLSA Status:** Non-Exempt **Date Approved:** 11/20/19

SUMMARY:

Under the direction of the Homeless Services Program Supervisor, identifies and directs services to homeless individuals at the shelter. Provides coordination and support to program and operations staff, providers and volunteers, as assigned and as needed.

SUPERVISION RECEIVED:

Homeless Services Operations Supervisor

SUPERVISION EXERCISED:

None

DUTIES AND RESPONSIBILITIES:

Identifies and provides direct services to homeless individuals and families at the shelter. Services may include assessment, information and referral, distribution of needed basic supplies, as well as on-site client supervision. Works with shelter staff, volunteers and multiple service providers to enhance, augment, and coordinate service delivery to program clients. Works with security, emergency services personnel, such as law enforcement and paramedics, as well as shelter providers i.e. medical and mental health. Works with shelter volunteers. Supports CAPK mission by providing care and assistance to clients, encouraging and facilitating self-sufficiency.

A. Essential Job Specific Duties:

1. Performs client sign in and data collection process; maintains appropriate program attendance records and other records as required.
2. May be required to assist Security with screening clients for entry to homeless programs, including; identifying inappropriate behavior, checking for possession of weapons and influence of alcohol or controlled substances.
3. Maintains a safe environment by continually monitoring the immediate site and premises. Enforces Homeless Services and site-specific policies and procedures.
4. Performs and/or assists with HMIS intake and client assessment. Acts as a client resource by providing referrals to services available in the community.
5. Manages clients by utilizing conflict resolution skills and crises management techniques.
6. Manages Homeless Services documentation including; client messages, daily log, client warnings, incident reports, CWS reports, filing, and other clerical duties as required.
7. Coordinates and oversees ongoing client housekeeping activities to ensure programs are clean and safe at all times, especially prior to clients vacating program premises. Addresses maintenance and housekeeping issues as they occur. May be required to operate day center laundry equipment. Distributes personal hygiene items to clients.
8. Assists with Food Services.
9. Maintains facility operations and opening and closing of the site.

10. Orients and interacts with various staff, providers, volunteers and other community members.
11. Must be able to work alternative schedules such as nights, weekends, and holidays.

B. Other Job Specific Duties:

1. Assists, as needed, in training and providing direction to other staff, providers and volunteers.
2. Attends staff meetings and training sessions as required.
3. Performs other duties as required.

MINIMUM QUALIFICATIONS:

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

Knowledge of:

- Correspondence and report writing practices and procedures
- Current problems of homeless; socially and economically challenged families
- The contributions of volunteers and clients who may be non-professional
- Modern office practices, methods, procedures and equipment including computers
- Word processing, spreadsheet, database, and other related software applications

Ability to:

- Demonstrate good interpersonal skills
- To work as a positive team member
- Communicate effectively
- Ability to work with conceptual matters
- Assist with allocation of onsite resources.
- Ability to write and communicate effectively
- Effectively present shelter program services to the general public
- Establish professional working relationships with staff, partners and volunteers
- Reasonably obtain knowledge of applicable federal, state, and local laws, codes, and regulations and agency and departmental policies and procedures

EDUCATION AND EXPERIENCE:

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

Requires six months experience providing direct human or health services to the economically disadvantaged, physically/mentally disabled, substance abuse/dual diagnosed individuals, the elderly, and/or at-risk youth.

- Have High School diploma; 18 years of age or older.
- Experience working with the homeless and economically challenged.

OTHER REQUIREMENTS:

- Possession of a valid California Driver's License and State automobile insurance, and acceptable driving record substantiated by a DMV printout.
- Completion of a background check and/or fingerprint, physical, TB and substance abuse screening upon offer of employment.
- Fully fluent in English, Spanish desirable.
- Must be able to obtain agency wide certification to include but not limited to CPR, ServSafe certification.

WORK ENVIRONMENT:

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

- *Work is primarily performed indoor/outdoor.*
- *Noise level is moderate.*
- *Hazards are relevant to work environment.*

ESSENTIAL PHYSICAL DEMANDS:

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

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

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

COMMUNITY ACTION PARTNERSHIP of KERN

Homeless Services
Food Prep Lead

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

Salary Range: Grade 02 **FLSA Status:** Non-Exempt **Date Approved:** 11/20/19

SUMMARY:
Under the direction of the Homeless Services Operations Supervisor, the Homeless Services Food Prep Lead is responsible for overseeing and maintaining quality meal services that are provided to the homeless and disadvantaged populations at the homeless shelter facility.

SUPERVISION RECEIVED:
Homeless Services Operations Supervisor

SUPERVISION EXERCISED:
None

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

A. Essential Job Specific Duties:

1. Prepare meal items to be distributed to homeless shelter clients.
2. Follow all food safety and sanitation policies, procedures and regulations, and requirements.
3. Works with the Volunteer Coordinator and volunteers to manage, prepare and serve food deliveries and food donations.
4. Develops holiday/special event menus and meals, as necessary.
5. Must be able to work alternative schedules such as nights, weekends, and holidays.

B. Other Job Specific Duties:

1. Prepare food from approved menus and/or from food donations.
2. Ensures food is prepared and ready for distribution timely.
3. Oversee the storage of delivered meals and snacks, where appropriate and according to accepted procedures to maintain temperature, sanitation and quality control.
4. Ensures all food safety and sanitation standards are adhered to at all times.
   a. Ensures all kitchen and food service areas and floors/walls are clean and maintained including all equipment (sinks, refrigerators/freezers, food choppers, utensils, cutlery, dish washing area/machines, etc.).
   b. Follows daily cleaning schedule to perform janitorial duties.
   c. Assist with ordering food to ensure all foods are in stock at least one day prior to day of preparation.
   d. Receives, inspects and confirms/counts and records the quantity and quality of food and food supplies delivered.
   e. Ensures all items are properly labeled, dated, and packaged correctly using the center count sheets.

f. Follow approved menu, making changes only with the consent of the Homeless Operations Supervisor.
g. Maintain all food at appropriate temperatures.
h. Inspect kitchen equipment to ensure they are in good working condition prior to use, report any concerns.
i. Assist in maintaining the kitchen inventory.
j. Assists in the training and input of performance evaluations of staff.
k. Attend and participate in in-service training programs, staff meetings and safety meetings.
l. Work both independently and in a team environment.
m. Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

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

A. High School diploma or equivalent.
   a. Experience:
      i. One year supervisory or two years large quantity food production experience.
   b. Skills:
      i. Basic Food Prep & Nutrition.

Knowledge of:

- Departmental food safety & sanitation
- Regulations governing the Homeless Services program
- Familiarity with problems of homeless; socially and economically challenged families
- The contributions of volunteers who may be non-professional

Ability to:

- Demonstrate good interpersonal skills
- To work as a positive team member
- Communicate effectively
- Ability to work with conceptual matters
- Assist with allocation of onsite resources
- Ability to write and communicate effectively
- Effectively present shelter program services to the general public
- Establish professional working relationships with staff, partners and volunteers
- Reasonably obtain knowledge of applicable federal, state, and local laws, codes, and regulations and agency and departmental policies and procedures

OTHER REQUIREMENTS:

- Possession of a valid California Driver's License and State automobile insurance, and acceptable driving record substantiated by a DMV printout.
- Completion of a background check and/or fingerprint, physical, TB and substance abuse screening upon offer of employment.
- Fully fluent in English, Spanish desirable.
- Must be able to obtain agency wide certification to include but not limited to CPR, ServSafe certification.

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

- *Work is primarily performed indoor/outdoor*
- *Noise level is moderate.*
- *Hazards are relevant to work environment*

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

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

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

COMMUNITY ACTION PARTNERSHIP of KERN

Homeless Services
Food Prep Assistant

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

Salary Range: Grade 02 **FLSA Status:** Non-Exempt **Date Approved:** 11/20/19

SUMMARY:
Under the direction of the Operations Supervisor and Homeless Services Food Prep Lead, the Homeless Services Food Prep Assistant is responsible for assisting in providing quality meal services to the homeless and disadvantaged populations at the homeless shelter facility.

SUPERVISION RECEIVED:
Operations Supervisor

SUPERVISION EXERCISED:
None

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

A. Essential Job Specific Duties:
1. Assists in preparing meal items to be distributed to homeless shelter clients.
2. Follow all food safety and sanitation policies, procedures and regulations, and requirements.
3. Works with the Food Prep Lead, Volunteer Coordinator and volunteers to manage, prepare and serve food deliveries and food donations.
4. Assists in developing holiday/special event menus and meals, as necessary.
5. Must be able to work alternative schedules such as nights, weekends, and holidays.

B. Other Job Specific Duties:
1. Prepare food from approved menus and/or from food donations.
2. Ensures food is prepared and ready for distribution timely.
3. Oversee the storage of delivered meals and snacks, where appropriate and according to accepted procedures to maintain temperature, sanitation and quality control.
4. Ensures all food safety and sanitation standards are adhered to at all times.
   a. Ensures all kitchen and food service areas and floors/walls are clean and maintained including all equipment (sinks, refrigerators/freezers, food choppers, utensils, cutlery, dish washing area/machines, etc.).
   b. Follows daily cleaning schedule to perform janitorial duties.
   c. Assist with ordering food to ensure all foods are in stock at least one day prior to day of preparation.
   d. Receives, inspects and confirms/counts and records the quantity and quality of food and food supplies delivered.

e. Ensures all items are properly labeled, dated, and packaged correctly using the center count sheets.
f. Follow approved menu, making changes only with the consent of the Food Prep Lead and/or Homeless Operations Supervisor.
g. Maintain all food at appropriate temperatures.
h. Inspect kitchen equipment to ensure they are in good working condition prior to use, report any concerns.
i. Assist in maintaining the kitchen inventory.
j. Assists in the training and input of performance evaluations of staff.
k. Attend and participate in in-service training programs, staff meetings and safety meetings.
l. Work both independently and in a team environment.
m. Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

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

A. High School diploma or equivalent.
   a. Experience:
      i. One year food production experience.
   b. Skills:
      i. Basic Food Prep & Nutrition.

Knowledge of:

- Departmental food safety & sanitation
- Regulations governing the Homeless Services program
- Familiarity with problems of homeless; socially and economically challenged families
- The contributions of volunteers who may be non-professional

Ability to:

- Demonstrate good interpersonal skills
- To work as a positive team member
- Communicate effectively
- Ability to work with conceptual matters
- Ability to plan, organize, allocate, and control substantial resources
- Ability to write and communicate effectively
- Effectively present shelter program services to the general public
- Establish professional working relationships with staff, partners and volunteers
- Reasonably obtain knowledge of applicable federal, state, and local laws, codes, and regulations and agency and departmental policies and procedures

OTHER REQUIREMENTS:

- Possession of a valid California Driver's License and State automobile insurance, and acceptable driving record substantiated by a DMV printout.
- Completion of a background check and/or fingerprint, physical, TB and substance abuse screening upon offer of employment.
- Fully fluent in English, Spanish desirable
- Must be able to obtain agency wide certification to include but not limited to CPR, ServSafe certification.

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

- *Work is primarily performed indoor/outdoor*
- *Noise level is moderate.*
- *Hazards are relevant to work environment.*

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

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

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

COMMUNITY ACTION PARTNERSHIP of KERN

Homeless Services
Custodian

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

Salary Range: Grade 01 **FLSA Status:** Non-Exempt **Date Approved:** 11/20/19

SUMMARY:
In collaboration with homeless shelter staff maintains a safe and healthy environment for homeless and disadvantaged adults, staff, providers, volunteers and other community members.

SUPERVISION RECEIVED:
Operations Supervisor

SUPERVISION EXERCISED:
None

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

A. Essential Job Specific Duties:
1. Under direction of the Operations Supervisor, performs necessary work to maintain a clean and safe environment managing general clean up of all areas as directed.
2. Manage routine upkeep of exterior areas, remove garbage daily, both indoors and outdoors as needed for the safety of all clients and staff.
3. Requisitions, receives and stores materials and supplies in a safe place which is always kept locked and away from clients.
4. Ensure standards of sanitation are met and maintained by adhering to health and safety / sanitation policies and procedures.
5. Ensures general maintenance and cleaning of kitchen, staff areas, grounds, showers and restrooms; using a cleaning schedule which defines the tasks on a daily, weekly and monthly basis.
6. Assist the staff to ensure that the physical environment is clean, safe, and inviting; respectful of the clients' cultures and ethnic diversity and reflects the needs of the clients served; areas are well organized into easily recognizable functional areas.
7. Work with shelter volunteers and clients; assist when donations are delivered.
8. Must be able to work alternative schedules such as nights, weekends, and holidays.

B. Other Job Specific Duties:
1. Attends all meetings, trainings, and conferences as assigned.
2. Maintains safe and functional work environment.
3. Work alternative hours as required, including nights and weekends.
4. Performs any other like duties as assigned.

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

Knowledge of:
- Familiarity with problems of homeless; socially and economically challenged families
- The contributions of volunteers who may be non-professional

Ability to:
- Demonstrate good interpersonal skills
- To work as a positive team member
- Communicate effectively
- Ability to work with conceptual matters
- Ability to plan, organize, allocate, and control substantial resources
- Ability to write and communicate effectively
- Effectively present shelter program services to the general public
- Establish professional working relationships with staff, partners and volunteers
- Reasonably obtain knowledge of applicable federal, state, and local laws, codes, and regulations and agency and departmental policies and procedures

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

- High School diploma; 18 years of age or older.
- At least two years custodial experience.
- Experience working with the homeless and economically challenged.

OTHER REQUIREMENTS:
- Possession of a valid California Driver's License and State automobile insurance, and acceptable driving record substantiated by a DMV printout.
- Completion of a background check and/or fingerprint, physical, TB and substance abuse screening upon offer of employment.
- Fully fluent in English, Spanish desirable.
- Must be able to obtain agency wide certification to include but not limited to CPR, ServSafe certification.

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

- *Work is primarily performed indoor/outdoor*
- *Noise level is moderate.*
- *Hazards are relevant to work environment*

ESSENTIAL PHYSICAL DEMANDS:

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

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

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

COMMUNITY ACTION PARTNERSHIP OF KERN
MEMORANDUM

To: Board of Directors

From: Carmen Segovia, Director of Health & Nutrition

Date: November 18, 2019

Subject: *Agenda Item VI(f):* Resolution to Accept the California For All AmeriCorps Funding Award and Approve the California Volunteers AmeriCorps Program Manager Job Description – **Action Item**

Background

CAPK applied to the California Office of the Governor for a one-year multi-partner project to establish the California Volunteers AmeriCorps Program in Kern County. The application was for both a planning and an operational grant to implement the Kern Youth Making Change Project. On October 24, CAPK received an email notification stating that both the operational and planning grant applications were funded. The funding award for the planning grant is $73,291 for the period December 1, 2019 to November 30, 2020 and has a matching requirement of 25% which may be in-kind. The funding award for the implementation of the project is $670,000 for the period of December 1, 2019 to March 31, 2021 and has a matching requirement of 25% which may also be in-kind. The matching requirements will be different in the future.

This project will allow CAPK to recruit and place 24 AmeriCorps members at seven sites:

1. Friendship House Community Center (FHCC) (3)
2. Shafter Youth Center (SYC) (3)
3. TYM4Change (8)
4. Kern Behavioral Health & Recovery Services (2)
5. Lamont Boys & Girls Club (2)
6. Vineland School District, Vineland Elementary School (2)
7. Sunset Middle School (4).

These partners will receive AmeriCorps Volunteers as well as contribute training and other services to go towards the in-kind match contributions.

The AmeriCorps Members will be responsible for completing 1700 hours and will receive a taxable living allowance of approximately $1,340 per month. Upon completion of the 1700 hours, they will be eligible for a $10,000 educational award. The AmeriCorps Members will be serving as Youth Participatory Action Research (YPAR) facilitators at some sites where they will identify a problem/concern in their community, conduct research and work with youth, schools, organizations and/or the community-at-large to find solutions to address the problem/concern. They may create mini-documentaries and public service announcements as part of the YPAR activities. AmeriCorps Members will also serve as mentors in the Vineland School District, FHCC and the SYC.

CAPK will be hiring a Program Manager to oversee the Kern Youth Making Change California Volunteers AmeriCorps Project. The job description has been pointed by CAPK HR staff to be at Grade 10 ($51,584 - $77,376) and is supported by the program budget.

Recommendation

Staff has received notification of award and confirmation of contract amount; however, a contract has not been provided for review.

Staff recommends the Board of Directors approve Resolution Number 2019-27 and the acceptance of the award notification for the AmeriCorps agreement, including the approval of the new job description for the Program Manager position. Further, staff recommends the Board of Directors authorize the Chief Executive Officer to execute the contract upon receipt.

Attachments:

- Resolution #2019-27
- Email notification of Award
- Budget Documentation
- Organizational Chart
- CAPK Program Manager Job Description
- AmeriCorps Member Mentor Job Description
- AmeriCorps Member YPAR Facilitator Job Description

RESOLUTION # 2019-27

A Resolution of the Board of Directors of the Community Action Partnership of Kern Approving the Acceptance of the California For All AmeriCorps Funding Award

The Board of Directors of Community Action Partnership of Kern located at 5005 Business Park North, Bakersfield, CA 93309, met on November 20, 2019, in Bakersfield, California at a scheduled Board meeting and resolved as follows:

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

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

WHEREAS, CAPK applied for and was awarded a one-year multi-partner grant to establish the California Volunteers AmeriCorps Program in Kern County; and

WHEREAS, The funding award for the planning grant is $73,291 for the period of December 1, 2019 to November 30, 2020 with a matching requirement of 25% that may be in-kind, and the funding award for the implementation of the project is $670,000 for the period of December 1, 2019 to March 31, 2021 with a matching requirement of 25% which may be in-kind; and

WHEREAS, The project will allow CAPK to recruit and place 24 AmeriCorps Members at seven sites, who will also receive AmeriCorps Volunteers and contribute training and other services to be applied to the in-kind match contributions; and

NOW, THEREFORE, be it resolved that the Members will be responsible for completing 1,700 hours and will receive a taxable living allowance of approximately $1,340 per month, and upon completion of the required hours, they will be eligible for a $10,000 educational award.

APPROVED by a majority vote of the Directors of the Community Action Partnership of Kern, this 20th day of November 2019.

Curtis E. Floyd, Chair
CAPK Board of Directors

Date

Carmen Segovia

From: CV Funding <Funding@CaliforniaVolunteers.ca.gov>
Sent: Thursday, October 24, 2019 2:29 PM
To: Jeremy Tobias; Carmen Segovia; 'dking@tlcprofessionals.com'
Cc: Patrick Gianelli
Subject: ACTION REQUIRED: 2019 California For All AmeriCorps Application Approved for Funding!
Attachments: eGrants Instructions for Planning Grants.pdf; Exhibit H. 2019-20 Criminal-History-Checks-Certification.docx; 2019 eGrants Instructions.pdf; CV AmeriCorps Community Salesforce User Form.doc; Kern Youth Making Change_Clarification Form.docx

Importance: High

Dear Community Action Partnership of Kern:

Thank you for responding to the California For All AmeriCorps Funding Opportunity. We're pleased to notify you that your grant application has been approved for funding. Your 2019 AmeriCorps grant award include an implementation grant of up to $190,080 in federal funds and $480,000 in state funds to support 24 MSY. Additionally, your organization is approved to receive an AmeriCorps planning grant of up to $73,291. Please find attached a clarification form which provides feedback on your application and requests to provide clarifying information and/or make changes to the application. All items identified on the clarification form must be addressed satisfactorily before California Volunteers can issue a grant contract.

As part of securing the federal grant funds, please update your implementation and planning grant applications per California Volunteers' feedback on the clarification form and enter your updated applications including the program narrative, performance measures, and budget in eGrants by **COB Tuesday, October 29th**. The instructions for submitting your applications in eGrants are attached.

Mandatory Training
California Volunteers will be hosting a mandatory **Boot Camp Training** for program staff overseeing or managing the AmeriCorps grant. Each program should send three staff – ideally including key program and partner staff overseeing the day-to-day operation of the AmeriCorps program and a fiscal staff representative. Boot Camp will be held at:

Thurs. Nov. 7th: 9-4pm
Fri. Nov. 8th: 9-4pm
The Fresno Center
4879 E. Kings Canyon Road
Fresno, CA 93727

Next Steps:

1. Complete and submit your response to the clarification items to Funding@CV.CA.GOV and enter your updated application in eGrants no later than 5pm Tuesday, October 29th. Responses must be received by email must be editable versions. Follow the attached eGrants Instructions for guidance on navigating the eGrants system. Be advised that when entering your budget in eGrants, the State and Grantee Shares are combined.

2. Create a second application in eGrants for your Planning Grant by following the attached eGrants Instructions for Planning Grants. Submit the planning grant application in eGrants no later than 5pm Tuesday, October 29th.

3. Be available October 29th through November 1st to respond to requests for information or action in eGrants as we finalize the submission of applications for award.

4. As you will read in the Clarification Form, CV anticipates issuing grant awards with fully executed contracts by the end of November 2019. To accomplish this, you will need to be registered in the California Volunteers AmeriCorps Community in Salesforce by completing and submitting the attached *CV AmeriCorps Community User Form* as soon as possible. Once registered in the Community, you will be able to submit documents for contracting to access grant funds. Instructions for using the system will be sent once you have registered and users have been created.

Patrick Gianelli has been assigned as the lead California Volunteers staff to assist you through this process. If you have any questions about your clarification or this process, please schedule a call with him as soon as possible by emailing them at patrick.gianelli@CV.CA.GOV.

Thank you, and congratulations!

AmeriCorps Grants

Community Action Partnership of Kern
California For All AmeriCorps
Kern Youth Making Change
2019-2020 Budget

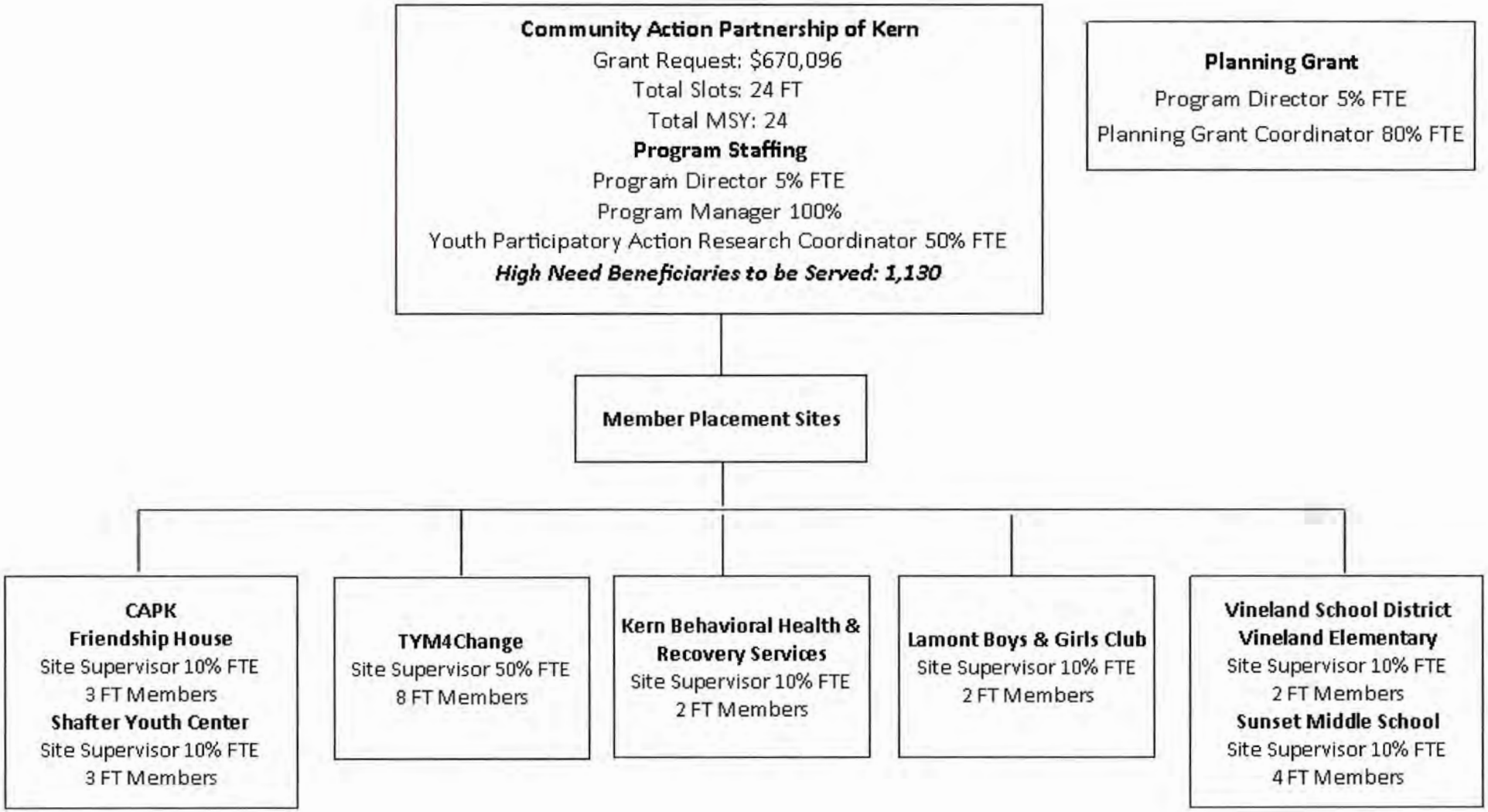
	Total Costs	CNCS Share	Grantee Share
Personnel	$ 5,725	$ 5,725	$ -
Fringe benefits	1,226	1,226	-
Staff Travel	5,050	5,050	-
Supplies	6,800	6,800	-
Contractual and Consultant Services	72,000	48,000	24,000
Staff Training	8,000	3,000	5,000
Other program Operating costs	2,494	-	2,494
Administrative Costs	10,129	3,490	6,639
Total budget	**$ 111,424**	**$ 73,291**	**$ 38,133**

Community Action Partnership of Kern
California For All AmeriCorps
Kern Youth Making Change
2019-2020 Budget

	Total Costs	CNCS Share	State Share	Grantee Share
Personnel	$ 60,725	$ 17,228	$ 43,497	$ -
Fringe benefits	13,166	3,735	9,431	-
Staff Travel	2,391	679	1,712	-
Member Travel	15,312	7,656	7,656	-
Equipment	-	-	-	-
Supplies	15,043	5,631	7,912	1,500
Contractual and Consultant Services	40,000	-	-	40,000
Staff Training	-	-	-	-
Member Training	54,000	2,837	7,163	44,000
Evaluation	10,000	-	-	10,000
Other program Operating costs	58,148	2,122	5,356	50,670
Member Costs:				
Living Allowance	386,184	102,606	283,578	-
FICA	29,543	8,381	21,162	-
Worker's Compensation	11,974	3,397	8,577	-
Health Care	92,736	26,309	66,427	-
Administrative Costs	26,878	5,699	17,529	3,650
Total budget	**$ 816,100**	**$ 186,280**	**$ 480,000**	**$ 149,820**

ORAGNIZATIONAL CHART

KERN YOUTH MAKING CHANGE



COMMUNITY ACTION PARTNERSHIP of KERN

California Volunteers AmeriCorps Program
Program Manager

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

Salary Range: **FLSA Status: Exempt** **Date Approved:**

SUMMARY:

Under the direction of the Director of Health & Nutrition, the California Volunteers AmeriCorps Program Manager will be responsible for the daily operation and administration of the Kern Youth Making Change California Volunteers (CV) AmeriCorps Program and will ensure programmatic compliance with Federal and State laws and/or regulations and any other requirements specific to the agreement and/or program.

SUPERVISION RECEIVED:

Receives supervision from the Director of Health & Nutrition.

SUPERVISION EXERCISED:

AmeriCorps members

DUTIES AND RESPONSIBILITIES:

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

A. Essential Job Specific Duties:

1. Responsible for the overall operation of the Kern Youth Making Change CV AmeriCorps Program including planning, developing, implementing and monitoring policies and procedures to ensure compliance with program/contract goals and objectives, in accordance with the funding sources requirements.
2. Maintain effective communication with CAPK staff, AmeriCorps members, sites and other partners to ensure the program runs smoothly.
3. Responsible for the recruitment, selection, placement, training, and supervision of AmeriCorps members.
4. Responsible for planning, coordinating and facilitating member trainings.
5. Maintains policies, standards and goals of the CV AmeriCorps program.
6. Plans, coordinates and attends strategic planning meetings; staff and team meetings, including document preparation and email reminders.
7. Maintains communication with evaluators, oversees data collection, conducts data analysis, and ensures overall program reporting.
8. Prepares progress reports and any other documents required by the funding source.
9. Ensures that the reporting of member injuries are timely and accurately reported; reviews all paperwork filed with required agencies.
10. Performs periodic internal audits to ensure compliance.

11. Responsible for maintaining all office files both confidential and non-confidential.
12. Responsible for maintaining program materials including: training information, program handbooks, and member procedures.
13. Supervises member activities, outreach and education requirements.
14. Conducts regular meetings, observes member activities, tracks performance and completes member performance evaluations.
15. Conducts quarterly site visits for the purpose of evaluating and reporting on member and placement site compliance with guidelines and overall program quality.
16. Ensures all members are provided with a safe work environment.
17. Meets and communicates with placement sites to ensure they are providing a positive member experience and are compliant with program policies.
18. Manages the recruitment and placement sites and completes annual selection of placement site applicants
19. Independently researches, analyzes and makes effective recommendations on administrative, management, budgetary and fiscal practices.
20. Makes program presentations to the CAPK Board of Directors and its subcommittees, elected officials, private and public agencies and the community.
21. Works in collaboration with other agencies, organizations and/or local government that support and enhance services provided by CAPK.
22. Establishes and maintains positive working relationships with staff, board members, the community, other organizations, and elected officials as well as state and federal funding representatives.
23. Participates in required webinars, conference calls, conferences, meetings and trainings.
24. Responsible for ensuring that internal controls are developed and implemented to safeguard confidential information and documents, the disclosure of which could have an adverse effect on the agency's relationships with other individuals and/or organizations.
25. Performs special assignments/projects and other duties as assigned or as needed.

B. Other Job Specific Duties:

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

MINIMUM QUALIFICATIONS:

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

Skills:

1. Must have knowledge of principles and practices of non-profit administration, budgeting, fiscal oversight, grant and project management.
2. Must have strong supervisory skills, effective communication skills, and the ability to work independently while managing competing demands.
3. Must have ability to gather and analyze data, prepare reports and make recommendations.
4. Must have the ability to communicate effectively and prepare clear and concise reports.
5. Must have the ability to establish and maintain effective working relationships; Federal, State, and local programs, laws and regulations pertaining to the operation of the program.
6. Desire to work with youth in a professional development capacity.

Knowledge of:
Agency policies and procedures
Applicable federal, state, and local laws, codes, and regulations
Departmental policies and procedures
Modern office practices, methods, procedures and equipment including computers
Word processing and other software applications: Adobe acrobat; Share Point; MS Word, Excel, PowerPoint, Access; and social media skills.

Ability to:
Ability to deal with conceptual matters
Ability to plan, organize, allocate, and control substantial resources.
Ability to communicate effectively
Good interpersonal skills.
Willingness to attend evening and weekend meetings
Effectively present program to the general public
Establish professional working relationships with staff, agencies and others
Prioritize workload efficiently, without direct instruction
Exercise initiative
Excellent problem-solving skills.

EDUCATION AND EXPERIENCE:

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

Education:
1. B.S./B.A. degree from an accredited institution with a major in Public Administration, Business Administration or closely related field.

Experience:
1. Three (3) years management experience, including supervision, in directing, organizing and coordinating the administrative activities within a division, department, or program within a public agency or private non-profit organization.
2. Public speaking experience and media relations is desirable.

OTHER REQUIREMENTS

1. Possession of a valid California Driver's License and State automobile insurance, and acceptable driving record substantiated by a DMV printout.
2. Completion of physical and substance abuse screening upon offer of employment.
3. Successful completion of TB screening upon employment and annually thereafter.
4. Successful completion of a background check.

WORK ENVIRONMENT:

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

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

ESSENTIAL PHYSICAL DEMANDS:

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

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

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

Kern Youth Making Change
AmeriCorps Member

Full-time positions are available for AmeriCorps members to serve as mentors and role models in the Vineland School District and in after-school programs operated by the Community Action Partnership of Kern in the communities of Bakersfield and Shafter. Positions will tentatively begin February 1, 2020 and end December 31, 2020. Applicants must be available to serve site-specific schedules during the term of service.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

AS A MENTOR AND POSITIVE ROLE MODEL*:

Under general supervision, to implement the Kern Youth Making Change program by providing the following direct services:

- Plan structured and meaningful mentor activities
- Plan "Active Recess" zones and lead students in games and activities at lunch and recess
- Implement one-on-one and small-group mentoring
- With a partner, conduct evidence-based support groups with groups of six to eight students
- Attend regular training provided by the program
- Collaborate with agency staff to monitor students' progress
- Serve as a positive role model to target students
- Report weekly on contact logs and other important documents
- Appraise students' progress using evaluation instruments provided by the program
- Create and manage a schedule to ensure all student mentees receive appropriate hours and support

**Specific duties will vary across sites and may include additional responsibilities*

AS AN AMERICORPS MEMBER:

- As a team, plan, implement, and report on service projects to strengthen communities
- Participate in and reflect on community service experiences
- Participate in team meetings and other events promoting the AmeriCorps identity
- Recruit and coordinate community volunteers
- Participate in ongoing service-specific training

LIVING ALLOWANCE AND BENEFITS*:

Full-time (approximately 35 hours/week), approximately $1,340 monthly living allowance
Child care benefits (for eligible Members)
Health insurance benefits (for eligible Members)
$10,000 education award upon satisfactorily completing 12 months and 1,700 hours of service
**The education award can only be used to pay student loans or for future college tuition and expenses.*

MINIMUM QUALIFICATIONS:
Applicants must be a U.S. citizen, U.S. national, or lawful permanent resident, and be 18 years old, and have graduated high school OR have the education equivalent to the completion of the 12th grade (GED). At least one year of college credit is preferred. Experience with direct services for youth and/or community service programs is preferred. Competent in reading and math; good oral and written communication skills; good record-keeping skills; strong organizational skills; good judgment; demonstrated commitment to public service; ability to appreciate the value and importance of cultural diversity; ability to work with people and organizations with different viewpoints; and ability to work collaboratively with schools, community-based organizations, public agencies, community partners, and other AmeriCorps members. Applicants must provide their own transportation to and from home and the principal service site and to locations of trainings, team meetings, and community events. All applicants must be available to serve site-specific schedules. Some evenings and/or weekend days may be required.

SELECTION PROCEDURES:
Applications are available online at www.capk.org. For more information, call CAPK Human Resources at (661) 336-5236. Applicants are invited to submit an AmeriCorps application (including supplemental questions).

Candidates considered to meet the minimum qualifications will be scheduled for an interview with a team of professional experts appointed by the Community Action Partnership of Kern. Interviews will be held by individual appointment. Upon selection, successful candidates will be required to submit fingerprints for a criminal records check.

It is against the law for organizations that receive federal financial assistance from the Corporation for National and Community Service to discriminate on the basis of race, color, national origin, disability, sex, age, political affiliations, or, in most cases, religion. It is also unlawful to retaliate against any person who, or organization that, files a complaint about such discrimination. In addition to filing a complaint with local and state agencies that are responsible for resolving discrimination complaints, you may bring a complaint to the attention of the Corporation for National and Community Service. If you believe that you or others have been discriminated against, or if you want more information, contact:

Office of Civil Rights and Inclusiveness
Corporation for National and Community Services
1201 New York Avenue, NW
Washington, D.C. 20525
(202) 606-7503 (voice); (202) 565-2799 (TTY)
(202) 565-3465 (FAX); eo@cns.gov (email)

The Kern Youth Making Change program is administered by California Volunteers and sponsored by the Corporation for National and Community Services (CNCS). Availability of positions are conditional, depending upon continued funding by CNCS.

The provisions of this bulletin do not constitute a contract, expressed or implied, and any of the provisions contained herein may be modified or revoked without notice.

Kern Youth Making Change
AmeriCorps Member

SUPPLEMENTAL APPLICATION

Position: AmeriCorps Mentor

Please provide a brief response to the questions below. Limit your response to the space provided.

1. **Describe how your background and training meet and/or exceed the minimum requirements of experience and education required to qualify for this position.**

2. **Briefly describe your reasons for wanting to serve as an AmeriCorps member.**

3. **Write a short description of your most significant volunteer or community service experience. In the course of your description, be sure to address the following questions:**
   a. **Why was the experience meaningful to you?**
   b. **How did the experience help you to grow as a person?**

I certify that all statements provided herein are true and correct to the best of my knowledge and that all statements were prepared by me.

_____ _____

Signature Date

_____

Please print name

Kern Youth Making Change
AmeriCorps Member

Full-time positions are available for AmeriCorps members to serve as Youth Participatory Action Research facilitators at sites in Bakersfield and outlying areas of Kern County. Positions will tentatively begin February 1, 2020 and end December 31, 2020. Applicants must be available to serve site-specific schedules during the term of service.

Youth Participatory Action Research (YPAR) is a process in which young people (1) identify a problem or concern in their school, neighborhood, and/or community, (2) conduct research to find out some of the underlying causes of the problem or concern, and (3) work with youth, schools, community organizations, businesses, and/or the community-at-large to find creative solutions to address the problem or concern. Kern Youth Making Change may include creating mini-documentaries and Public Service Announcements as part of YPAR activities. Successful applicants will be fully trained and supported in all aspects of YPAR.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

AS A YPAR Facilitator*:
Under general supervision, to implement the Kern Youth Making Change program by providing the following direct services:

- Recruit and provide team-building activities to youth 13-18 years of age
- Lead youth in identifying a problem or concern in their school, neighborhood, or community that they would like to help solve
- Participate in training youth in how to create and conduct surveys
- Participate in training youth in how to conduct interviews and focus groups
- Participate in training youth in how to analyze data from surveys, interviews, and focus groups
- Train youth in how to design presentations to give to community leaders, businesses, and other organizations
- Film Public Service Announcements and/or mini-documentaries, as appropriate
- Attend regular training provided by the program
- Collaborate with agency staff to monitor youth participation and engagement
- Serve as a positive role model to youth involved in YPAR
- Report weekly on contact logs and other important documents
- Appraise the progress and growth of youth using evaluation instruments provided by the program
- Create and manage a schedule to ensure youth receive appropriate opportunities for participation

**Specific duties will vary across sites and may include additional responsibilities*

AS AN AMERICORPS MEMBER:

- As a team, plan, implement, and report on service projects to strengthen communities
- Participate in and reflect on community service experiences
- Participate in team meetings and other events promoting the AmeriCorps identity
- Recruit and coordinate community volunteers
- Participate in ongoing service-specific training

LIVING ALLOWANCE AND BENEFITS*:
Full-time (approximately 35 hours/week), approximately $1,340 monthly living allowance
Child care benefits (for eligible Members)
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$10,000 education award upon satisfactorily completing the 1,700 hours of service
**The education award can only be used to pay student loans or for future college tuition and expenses.*

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SELECTION PROCEDURES:
Applications are available online at www.capk.org. For more information, call CAPK Human Resources at (661) 336-5236. Applicants are invited to submit an AmeriCorps application (including supplemental questions).

Candidates considered to meet the minimum qualifications will be scheduled for an interview with a team of professional experts appointed by the Community Action Partnership of Kern. Interviews will be held by individual appointment. Upon selection, successful candidates will be required to submit fingerprints for a criminal records check.

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Office of Civil Rights and Inclusiveness
Corporation for National and Community Services
1201 New York Avenue, NW
Washington, D.C. 20525
(202) 606-7503 (voice); (202) 565-2799 (TTY)
(202) 565-3465 (FAX); eo@cns.gov (email)

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Kern Youth Making Change
AmeriCorps Member

SUPPLEMENTAL APPLICATION

Position: AmeriCorps Mentor

Please provide a brief response to the questions below. Limit your response to the space provided.

1. **Describe how your background and training meet and/or exceed the minimum requirements of experience and education required to qualify for this position.**

2. **Briefly describe your reasons for wanting to serve as an AmeriCorps member.**

3. **Write a short description of your most significant volunteer or community service experience. In the course of your description, be sure to address the following questions:**
   a. **Why was the experience meaningful to you?**
   b. **How did the experience help you to grow as a person?**

I certify that all statements provided herein are true and correct to the best of my knowledge and that all statements were prepared by me.

_____ _____

Signature Date

_____

Please print name

COMMUNITY ACTION PARTNERSHIP *of* KERN
BOARD OF DIRECTORS
PROGRAM REVIEW & EVALUATION COMMITTEE MEETING
November 6, 2019
12:00 pm

MEETING MINUTES

1. **Call to Order**

Committee Chair Yolanda Ochoa called the meeting to order at 12:00 pm.

2. **Roll Call**

Roll Call was taken with a quorum present.

Present: Jose Gurrola, Nila Hogan, Yolanda Ochoa, Marian Panos

Absent: Jonathan Mullings

Others Present: Jeremy Tobias, Chief Executive Officer, Pritika Ram, Director of Administration; Carmen Segovia, Director of Health & Nutrition; and other CAPK staff.

3. **Approval of Agenda**

Motion was made and seconded to approve the Program Review & Evaluation Committee meeting agenda for November 6, 2019 as amended to include item 6b #4. Carried by unanimous vote. (Panos/Mullings).

4. **Public Forum**

No one addressed the Committee.

5. **Program Presentation**

Jacquelin Byrd, WIC Outreach & Public Relations Coordinator provided an overview of the program. On a monthly basis, CAPK WIC serves 16,160 participants from 23 locations throughout Kern County and the San Bernardino Mountains. The State of California has a total of 3,882 WIC vendors and 183 vendors are in Kern County. CAPK WIC is the only WIC agency in Kern County that provides breastfeeding peer counseling support 24/7.

New WIC Cards will be arriving in Kern County on February 18, 2020 and will replace the vouchers. The cards will be a big improvement over the current system. Jacqueline played a video that showcased the WIC program and featured the WIC bus. The Committee requested that the WIC bus be brought to the BPN office on the date of a future Board Meeting so the Board can tour the bus.

6. New Business

a. October 2019 Program & Division Reports – Pritika Ram, Director of Administration – ***Action Item***

Sheila Shegos provided a summary of each of the monthly program reports for October and stated that all had noteworthy accomplishments. However, Sheila highlighted the new CalFresh Healthy Living program, and said that staff has done an amazing job with the start-up and are busy filling the open positions, setting up offices, and working with program partners.

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

b. Application Status Reports & Funding Requests – Pritika Ram, Director of Administration – ***Action Item***

1. California Department of Social Services for CAPK's CalFresh Healthy Living Program.
2. California Coastal Commission for Friendship House Community Center and Shafter Youth Center Kids Ocean Day.
3. The Center at Sierra Health Foundation for CAPK Census 2020.
4. Department of Human Services for the Medi-CAL Outreach Grant.

Sheila Shegos provided the Application Status Report for October and summarized the four funding requests presented in the agenda packet.

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

c. October 2019 Head Start / State Child Development Enrollment Update & Meals Report – Ginger Mendez, HS State Enrollment / Attendance Manager – ***Action Item***

Ginger Mendez reported that HS Kern and EHS San Joaquin achieved 100% enrollment. EHS Kern was at 86% and EHS Partnerships was at 39%. Most of the under-enrollment issues are due to facility renovations. The Office of Head Start is aware of the issues and are very supportive of CAPK's efforts to meet enrollment requirements. There were six recruitment events in October resulting in 23 applications and staff is hopeful that enrollment numbers will rise. Enrollment for children with disabilities is increasing with two programs exceeding the 10% requirement. HS Kern is at 8.6% and EHS Partnerships is at 4%. All programs met the goal of less than 10% in the over income category. Overall daily attendance is 98% and four sites achieved 100%.

Ginger reported that Risk Assessments were completed that included 90 comprehensive child file reviews. Individualized trainings are being provided for staff that were identified as needing improvement.

A total of 85,587 meals were served in September to equal 87%

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

7. Committee Member Comments

Pastor Jonathan Mullings said that he appreciates the Food Bank's efforts to provide food in all areas of Kern County.

Yolanda Ochoa reminded the Committee that the CAPK/KGET food drive is taking place outside of the KGET studios next Wednesday and encouraged volunteerism and donations.

8. Next Scheduled Meeting

Program Review & Evaluation
Wednesday, January 15, 2019 (Pending Board Approval)
12:00 pm
5005 Business Park North
Bakersfield, CA 93309

9. Adjournment

The meeting adjourned at 12:43 pm.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Administration/Pritika Ram		**Month/Year:** October 1- October 30, 2019
Program/Work Unit: 2-1-1 Kern County	**Staffing: 22 (1 Vacancy)**	**Program Manager:** Irene Fonseca

Services: Provides 24/7 information and referral services via phone or CAPK's website to residents of Kern. Also provides call handling services for Kings, Tulare, and Stanislaus Counties. 211 schedules appointments, provides status updates on pending applications and mailed applications to clients for the CAPK Energy Program utility assistance services. As of October 2018, the Kern County Coordinated Entry System initiated as a program within 2-1-1 Kern.

Activities	**Description**			
Information & Referral Services	**Incoming**	**Answered**	**Unanswered**	**Referrals**
Kern County	4,949	4,474	475(10%)	8,494
Kings County	204	185	19(9%)	*
Tulare County	758	702	56(7%)	*
Stanislaus County	1,062	963	99(9%)	*
Total	6,973	6,324	649(9%)	

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

Most Requested Services	Food Pantries	Homeless Shelter	Utility Assistance
Top 3 Unmet Needs	Rental Assistance	Transportation	Developmental Screenings

Other Services		**Month**	**YTD**
LIHEAP	Calls Answered	5,459	40,513
Weatherization	Calls Routed through 2-1-1	378	4,833
Mental Health	Calls Answered	293	2,518
Website Visitors	Visitors to CAPK's 2-1-1 Kern web page	4,056	44,019
VITA	Calls Routed through 2-1-1	N/A	6,944

CalFresh Enrollments	Onsite enrollment into CalFresh (Supplemental Nutrition Assistance Program (SNAP/food stamps)	**Submitted**	**Approved**	**Pending**
		24	**8**	**16**

Coordinated Entry System (CES)	Entry point for the homeless population in Kern County.	**211 Homeless Calls**	**QRT Received**	**Assessments Completed**
		733	**30**	**189**

Outreach Activities	**Outcomes**
- Veterans Stand Down Resource Fair - Good Neighbor Festival - Bridges Academy Back to School Night - Hart Park After Dark - Shafter Youth Center Fall Festival Resource Fair	– 211 Kern - informational cards: 250 – 211 Kern - informational cards: 150 – 211 Kern- informational cards: 100 – 211 Kern- informational cards: 150 – 211 Kern- informational cards: 150

Highlights: 211 Program Manager attended the Northwest AIRS Educational Conference in Portland Oregon. 211 CES Program Coordinator attended the Clarity Conference in Las Vegas Nevada and the Community Solutions Built for Zero Conference in Denver Colorado. All conferences attended provided educational information used to enhance our services.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Nutrition Services/Carmen Segovia		**Month/Year:** October / 2019
Program/Work Unit: CalFresh Healthy Living	**Total Program Staffing**: 8	**Program Manager/Supervisor:** Tammy Fisher
Program/Work Unit Description: CAPK with funded and unfunded community partners that reflect the geographic, cultural, and ethnic diversity of Kern County will implement strategies and/or interventions in communities to help establish healthy eating habits and a physically active lifestyle, in accordance with the Supplemental Nutrition Assistant Program Education (SNAP-Ed) guidance mandated by the Food and Nutrition Act under Section 28, with an interest in improving nutrition, physical activity, public health, the built environment, and health care where we work, live, shop, learn and play.		

Activities	Description	Status	
		Month	YTD
The lease was fully executed to house the CalFresh Healthy Living (CFHL) Program. The address is: 2323 16th Street, Suite 302 Bakersfield 93301 Phone: 661-439-3838 Fax: 661- 379-8437	Office space for this program was occupied by CAPK staff on 10/21/19		
Recruitment for all positions started on October 1, 2019.	The Program Manager and Coordinator positions have been filled. Of the 5 Health Educator positions, 2 have been filled. Interviews for 3 Health Educators and the Program Assistant are in process.		
Budget revision	Staff submitted a budget revision to reflect the actual needs of the program. For example, now that the program has an actual office space, the occupancy costs will be projected more accurately.		
Met with sub-contracted partners	Reviewed process for submitting monthly claims reports to CAPK.		

Other:

1. CAPK has three sub-contracted partners: Kern Superintendent of Schools (KCSOS), Lamont Elementary School District/Lamont Weedpatch Family Resource Center (LESD/LWFRC), and Kernville Union School District (KUSD). The three school districts are using evidence-based education curriculums to engage students in nutrition education standards, implementing healthy eating/active lifestyle changes and sustainability measures in their communities.
2. Staff procured some office furniture and computers necessary to be operational and is in the process of procuring other office supplies such as file cabinets, a copier, and other items needed by the program.
3. In the future, staff will be reporting on direct and indirect education activities.

Staffing:

Staffing for this program will include a Program Manager, a Program Coordinator, a Program Assistant, 5 Health Educators and an Accountant.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Div./Director: Fiscal Administrator, Donna Holland		**Month/Year**: October 2019
Program/Work Unit: Central Kitchen	**Staffing:** 22 Staff Members	**Program Manager:** Lorenzo Maldonado
Services: Preparation and delivery of meals and snacks for children enrolled in CAPK's Head Start/Early Head Start and Home Base option. The program provides the meals for the H.S. /E.H.S and Home Base. The program also delivers food service and janitorial supplies to the Head Start/Early Head Start centers and Home Base locations. • Total meals prepared are supported by the daily meal production sheets and food transport sheets. • Home base meal totals are supported by meal request forms submitted by center and Home Base staff.		

Activities	Status			
Meals & Snacks	**Total # Prepared**	**Breakfast**	**Lunch**	**Snack**
Central Kitchen prepared for the HS/EHS centers	**81,189**	**29,221**	**25,720**	**26,248**
Home Base Meals	**100**	**46**	**29**	**25**
Total	**81,289**	**29,267**	**25,749**	**26,273**

Other:

1. Food handlers' cards were obtained by the Central Kitchen's Food Production Drivers in the month of October. All eleven Food Production Drivers with the assistance of Olivia Kent were able to take the online course and test to obtain their food handlers' card. Nine out of the eleven Food Production Drivers have passed the training with an average score of 85%.
2. Central Kitchen being under Head Start program the Central Kitchen staff will now do the staff development sessions with the Head Start team. The Central Kitchen staff is looking forward to meeting the rest of the team. The Central Kitchen is looking forward this year's staff development and all the activities.
3. The Central Kitchen's walk-in freezer had to be shut down for a few days to replace the flooring. United Refrigeration replaced the flooring in the walk-in freezer. The flooring was replaced with diamond cut metal sheet to add traction to the floor. The Central Kitchen management searched for a vendor who could replace the flooring. There were seven vendor that were called for service out of the seven United Refrigeration is the only vendor that can do the work. The flooring has become slippery with time and the use of it. The flooring is being redone in the freezer to make so that it is safer for staff to work inside the freezer without worry of injury.
4. In staying with compliance with safety the Central Kitchen has added an eye wash station that meets the Cal-OSHA requirements for an eyewash station. The eyewash station is centrally localized in the kitchen where in case of an emergency is easily accessible. The Central Kitchen staff have been given instruction on how to use the eyewash system in case of an emergency.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Community Development/Pritika Ram		**Month/Year:** October 2019
Program/Work Unit: Community Development Division	**Total Staffing**: 6	**Program Manager/Supervisor:** Sheila Shegos

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

Community Development Team Activities



In October, the Outreach Team assisted the Friendship House Community Center Advisory Board in promoting the annual Friendship House Gala at the Bakersfield Museum of Art. We provided materials, press releases and media appearances for the event.

We also promoted the donation of 400 winter jackets by Aera Energy and Assemblymember Salas to Head Start sites from Delano to Arvin. We attended the events and publicized it through social media. Team members also worked on messaging for the Kern County low-barrier shelter initiative.

The Grants Team has been adding users to the new system, GrantHub and will be conducting training soon. The team held the 2nd annual Grants Day on October 3rd. The team hosted a two-day "Your Money Your Goals" Train the Trainer event October 17th and 18th, facilitated by the Consumer Financial Protection Bureau, for CAPK and outside partners.

Advocacy	• Helped coordinate Congressman T.J. Cox tour of Friendship House Community Center. • Attended the Downtown Business Association Block-to-Block luncheon. • Shot, edited and released "Kids County Too" video for Kern Counts Census Partnership.
Outreach	• Launched CalEITC and VITA marketing efforts for 2019-2020. • Participated in meetings to develop plan for Kern County low barrier homeless shelter. • Began work on CAPK and Head Start Annual Report. • Promoted IKEA furniture build-up at the Friendship House Community Center. • Shot video for Head Start Program.
Special Events	• Participated in the Veterans Stand Down Event on Oct. 10. • Assisted in support of the Friendship House Community Center Gala on Oct. 24. • Attended K.I.T.E. Committee event at Edwards Airforce Base.
Grants	• Sierra Health Foundation, Census 2020 Outreach. • CDBG City and County Applications: Exploring projects-Housing, Food Bank Expansion. • Whale Tail: Youth Centers Beach trips.
Research	• Complete Count Census. • Capacity and program funding for East Kern Family Resource Center, VITA and Youth Centers. • Affordable housing for low-to-moderate income families • Funding for the Food Bank Expansion Project.
Projects	• Homeless Low Barrier Shelters: City and County. • 2020 Census, Kern County Census Committee. • Completing certification for ROMA via review and taking test to become ROMA Certified

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Nutrition Services/Carmen Segovia		**Month/Year:** October/ 2019
Program/Work Unit: East Kern Family Resource Center	**Total Program Staffing**: 5	**Program Manager/Supervisor:** Whitney Hughes
Program/Work Unit Description: Serves low-income individuals and families residing in East Kern County communities of Boron, California City, Mojave, North Edwards, Rosamond, and Tehachapi. Services include case managing families with children who are at risk of abuse and neglect (Differential Response); preparing children to enter kindergarten (School Readiness Initiative); parenting education; emergency supplies closet for immediate basic needs such as clothing, food, diapers, infant formula, bus passes, and gas vouchers.		

Activities	Description	Status	
		Month	YTD
Referrals for services Case Managed Families	Differential Response F5K School Readiness Economic Empowerment	39 1 0	234 34 47
Children enrolled in center-base program		3	21
Adults in Court Mandated Parenting Classes			23
Services to Walk-ins	Services e.g., faxing and photocopying legal documents (such as such as birth certificates, Social Security cards, immigration status information needed to receive public assistance), food, clothing, referrals to other support services, and ongoing case management	82	688
Emergency Supplies Closet and Other Services	Food (individuals)	13	113
	Clothing (individuals)	17	206
	Photocopies (individuals) HEAP Application Supporting Docs	468 71	5420 650

Other: Unfortunately, the EKFRC awarded the federal grant for a collaborative community center for East Kern. The parent meeting for the Friendship House that the Economic Empowerment program hosted was not well attended sadly.

Good news, the EKFRC received a year extension on the Economic Empowerment program.
Bad news is the case manager began looking for a new job in anticipation of the grant coming to an end in February and found a great opportunity out of state. The position became vacant on October 11, 2019.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Operations/Emilio Wagner		**Month/Year:** October 2019
Program/Work Unit: Energy	**Total Program Staffing**: 32	**Program Manager/Supervisor:** Margaret L. Palmer

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

		Status	
Activities	**Description**	**Households Served**	
		Month	**YTD**
1. Low Income Home Energy Assistance Program (LIHEAP Utility Assistance -2019)	Assistance with utility bill payments	**1,180**	**6430**
2. Low Income Home Energy Assistance Program (LIHEAP) Weatherization Assistance (2019)	• Assistance with residential repair/weatherization (e.g., weather stripping, thermostats, door/window replacement, etc.) • Energy-efficient appliance installation	**12** **13**	**204** **273**
3. Department of Energy Weatherization Assistant Program (DOE-WAP) (2018)	• Assistance with residential repair/weatherization (e.g., weather stripping, thermostats, door/window replacement, etc.) • Energy-efficient appliance installation	**8** **7**	**56** **23**
5. Total Value of Services (utility payments only)		**$751,179**	**$3,883,722**
		Results	
6. Energy calls received (from 2-1-1)		**6279**	
		HEAP	**Wx**
7. Number of LIHEAP applications Received		**1847**	**80**
8. Number of LIHEAP applications Completed		**1180**	**49**
9. Number of LIHEAP applications in Progress		**750**	**24**
10. Outreach Events attended	10/7 – Casa Hernandez Senior Center 10/8 – Casa De Eva Senior Center 10/10 – Veterans Stand-down Fair 10/12 – Delano Health Fair 10/28 – Shafter Youth Center Fall Festival	Give presentations, distribute brochures, applications, tote bags, ink pens and energy savings wheels.	

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

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

		Status	
Activities	**Description**	**Month**	**YTD**
USDA Commodities	Individuals Served (September)	35.694	344,005
	Poundage Received all Programs	1,735,071	17,110,916
	Total Poundage Distributed, All Sites	1,780,647	16,898,403
	Total Distributed pounds 2018	1,184,480	10,987,262
Food Sourcing	**Produce Received: 197,545** pounds of produce (donated or purchased) & 12 different produce items: • Bolthouse: Carrots • CAFB: Pears & watermelon • Grapery: Table grapes • Grimmway: Romaine, cabbage, potatoes, carrots, & leafy greens • Target: Mixed produce • Varsity Produce: Onions • Walmart: Mixed produce • Wonderful: Citrus		
Food Drives:	**Farmers Markets:** Catholic Charities, FB distributed 12,000 pounds of fresh produce to 453 families 115,600 individuals.		

Other:

- This month we continued our Backpack Buddies program; which provides breakfast and lunch items for children on the weekend. We are delivering a total of 300 bags between Buttonwillow, Greenfield, and now Standard School.
- On Oct. 2nd we provided a one-time donation to the Disability Movement and Resource Fair. We provided water and several bins of miscellaneous dry goods.
- On Oct 7th we provided a one-time donation of 2 pallets of candy to the Bakersfield Rescue Mission.
- On Oct. 10th we participated in the annual Veteran's Stand Down Event. We provided bags of canned goods, dry goods, water and oranges.
- On Oct 15th we had a group of employees from Knighted Ventures come in and volunteer their time. The helped us bag fresh produce for our upcoming Farmer's Market.
- On Oct 16th and Oct 23rd, we had a group of volunteers from the Wonderful Citrus company come in to help us sort through our canned goods that we received during our Feed the Need food drive.
- On Oct 17 a volunteer group from Aera came in to help us sort cans received from our Feed the Need food drive.
- On Oct 17th we provided a one-time donation of candy to the Salvation Army on Wilson.
- On Oct 18th we participated in the Health and Resource Fair at the swap meet. Providing bags of dry and canned goods.
- On Oct 20th we provided a one-time donation of 1 pallet of candy to the Army Cadets Club.
- On Oct 23rd we provided a one-time donation of sweets, snacks and water to CAPK's Child Development program.

- On Oct 23rd we provided a one-time donation of 3 pallets of candy for the City of Delano's Trunk or Treat event.
- On Oct 24th we participated in the Evergreen Health Fair in Arvin. We provided canned and dry goods, oranges
- On Oct 25th we provided a one-time donation of candy to the Shafter Youth Center.
- On Oct 25th we provided a one-time donation of 1 pallet of candy to Isaiah's Sober Living.
- On Oct 25th we participated in the Pop-Up Homeless event at the Blessing Corner. We provided bags of dry and canned goods, oranges and bread.
- On Oct 25th we provided a one-time donation of candy to the Bakersfield Homeless Shelter.
- On Oct 26th we participated in the Taft Hell Fighter's Event. Providing bags of canned and dry goods, bread and oranges.
- On Oct 28th we participated in the Fall Festival in Shafter.
- On Oct 28th we provided a one-time donation of candy to Pete Parra.
- On Oct 30th we provided a one-time donation of candy to the Friendship House.
- On Oct 31st we provided a one-time donation of 2 bins of bread, dry goods, and candy to SHARE Recovery's annual Halloween event.
- On Oct 31st we provided 1 bin of candy to Links to Change's annual Halloween event.
- Our CSFP held 33 distributions during the month of October and served 4,252 seniors throughout Kern Country

COMMUNITY ACTION PARTNERSHIP OF KERN

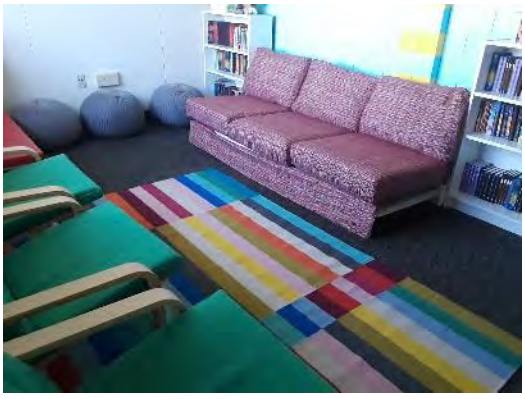
DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Health &Nutrition Services/Carmen Segovia		**Month/Year:** October 2019
Program/Work Unit: Friendship House	**Total Program Staffing:** 3	**Program Manager/Supervisor:** Lois Hannible
Services: After-school and summer programs, pre-employment program for youths, parenting classes, nutrition education, sports, gang prevention, and access to social services.		

Activities	Participants	
Description	**Month**	**YTD**
After-School Program Tutoring, homework assistance, recreation.	14	74
Summer Program Recreational activities, educational games, and activities.		130
Gang Prevention Program Aggression Replacement Training (ART), Nurturing Parenting and Parents on Mission (POM) parenting classes are provided at local school sites, correctional facilities, at the Friendship House and other community centers, to prevent at-risk youths from joining gangs.		26
STEM (Science, Technology, Engineering, Math) Program Chevron STEM teaches robotics, coding, engineering, and mathematics to program youth, engaging them in hands-on science focused learning.		
Mobile Mexican Consulate -Consular services are provided at FHCC every Tues. & every other Wed., providing passport renewals, assistance with obtaining important documents, and providing DACA & protection information**.**	250	3689
PREP Works Program Pre-employment program for at-risk youth that provides them with financial literacy; skills and knowledge to conduct job searches and plan for college/career; and an incentivized savings program. Participants also have an opportunity to gain paid work experience.		109
Positive Youth Development Services- Mentor program for at-risk youth.	60	60

Other:

- The Friendship House hosted a free Fall Carnival on Thursday, October 31 from 5pm-8pm.
- The Friendship House Advisory Board presented One Night on Bourbon Street Gala at the Bakersfield Museum of Art on Thursday, October 24. Proceeds from the event will benefit program youth at the CAPK Friendship House. Thank you to everyone who attended and/or supported this event!
- The Mexican Consulate will be providing Consulate services at Friendship House from Nov. 12-Nov. 15. Those interested should call (877) 639-4835 for an appointment.
- IKEA hosted a Build-up Event at Friendship House on Oct. 19, where approximately 12 IKEA employees spent Saturday morning at Friendship House putting new IKEA furniture together and decorating the computer lab & gym, to make sure that things were just right for the program participants. Thank you, IKEA!





COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

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

		Status	
Activities	**Description**	**Month**	**YTD**
Employee Count	Regular	873	
	Subs/Temps	19	
	Total Staff	**892**	
New Hires	**All divisions and programs**		
	Regular	15	**110**
	Subs/Temps	1	**45**
	Total New Hires	16	**155**
Leaves of Absence	Full-time Leave	23	
Terminations	**All divisions and programs**		
	Voluntary	13	123
	Involuntary	0	57
	Total Terminations	**13**	**180**
Staffing	**Vacancy**	23	215
	Total Applications Received	**173**	**1,628**
Payroll	**3 Pay Periods** **Total Hours Paid**	133,840	
	Total Gross Payroll	**$2,541,617**	

Projects	***Completed:***
HR/Payroll-Electronic Job Requisitioning *HR-Pension Plan Correction* *HR-Recruitment Issues* *HR-Licensing Issues* *Online Recruitment* *Open Enrollment*	1. *ADP Training with Site Advisor 10/29/2019 & 10/30/2019* 2. *Benefit Open Enrollment Preparation* 3. *Met with Union Employee representatives to discus 2020 Benefit offerings to Premium Rates.* 4. *Ongoing Harassment Training of all Staff*

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Health & Nutrition Services/Carmen Segovia		**Month/Year:** September 2019
Program/Work Unit: Migrant Childcare AP Program (MCAP)	**Total Staffing**: 19, *Vacancies-2* *SRS Specialist & Service Clerk*	**Program Manager/Supervisor:** Susana Magana
Services: The Migrant Childcare Alternative Payment Program is a voucher-based childcare program for migrant agriculturally working families. The program has six entry counties: Kern, Kings, Madera, Merced, Tulare, and Fresno. Once enrolled, families can continue childcare services as they migrate throughout the state following agricultural work. The program's current Fiscal Year is July 1, 2019, to June 30, 2020. **This report is for the service month of September 2019, which was processed in the month of October 2019.*		

Activities	County	Total	% by County
Active Enrollments	Kern*	411	41%
	Madera	93	9%
	Merced	0	0
	Tulare	223	22%
	Kings	83	8%
	Fresno	201	20%
	Total	1011	**100**%

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

Other:

Current Activities:

Staff continues to actively recruit in all entry counties for the program. We will begin to work on maintaining our current enrolled numbers in October and begin to work on a waitlist.

On 8/29, Family Services staff attended a meeting held at the Tulare Office of Education. Updates were provided to staff regarding enrollment numbers and possible increase to the program budget that will require more enrollments.

Staff conducted provider visits 9/26 and 9/30 throughout the central valley. They provided technical assistance to providers and reviewed attendance records to ensure compliance.

All staff meeting was held on 9/27 to receive new updates regarding the increase in the program's budget and updated projections for the remaining months of the fiscal year. Tom from the Standard also presented to staff regarding the agency retirement plan and met individually with staff employees to provide feedback and advice on personal retirement plans and goals.

On 10/2 to 10/04, program manager along with 5 specialists attended the CAPPA conference in Sacramento. The workshops provided updates on the Office of Education policies and how to properly implement them as well as helpful strategies for effective time management.

Upcoming Activities

Staff will be attending the Train the Trainer meeting regarding open enrollment for the benefits plan for the upcoming year.

COMMUNITY ACTION PARTNERSHIP OF KERN
DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Operations/Emilio Wagner		**Month/Year:** October 2019
Program/Work Unit: Business Services/ Maintenance & Operations/Information Technology/Risk Management	**Total Division Staffing:** 23	**Program Manager/Supervisor:** Dan Ripoli, Douglas Dill, Kerri Davis, Laurie Sproule
Services: Facility repair and maintenance, procurement, information technology, risk insurance, vehicle registration, contracts, facility leases and facility planning.		

		STATUS	
Activities	**Description**	**Received**	**Completed March 1, 2019 to Date**
Business Services			
Purchase Orders Processed		175	1391
Contracts/Leases Processed		35	181
Request for Proposals (RFP)	Auto Mechanic Child Care Partnership Registered Dietician Intrusion and Fire Alarm Systems	Completed In Progress In Progress In Progress	
Leases	4600 Panama Lane –WIC 741 Palm Ave. -WIC 525 Roberts Lane –WIC 1001 Main Street 401 Willow Dr. -HS 401 Willow Dr. - HS 6505 James Street –WIC 5055 California Ave. -HR 650 James St. -WIC	In Progress In Progress In Progress In Progress In Progress In Progress In Progress Completed	
Contracts	Primarius Wipfli LLP Florida State University – HS PLC System Services – HS Rice Agency – CD Michael K. Brown – Operations Kings United Way Addendum II – 211 Action Glass – 211, Energy, VITA Ready Rosie – HS GameTime Change Order No. 1 – HS	In Progress In Progress In Progress In Progress In Progress In Progress In Progress In Progress In Progress In Progress	

	Kings United Way Employment Contract – 211 Computer Linx – Shafter Youth Premiere Services – Energy Abila – Operations Sierra Sands Unified School District – HS United Refrigeration – CK Premiere Services – HS San Joaquin Fence – HS Game Time –San Diego St. -HS Game Time –E. California Ave. -HS Game Time –Cleo Foran –HS Cal-Kern construction – VITA, Energy, 211 Mojave Unified School District – HS Child 360 -HS Child & Psychology Family Clinic Pyramid Model Consortium Mail Finance -All M&S Security	In Progress In Progress In Progress In Progress In Progress In Progress In Progress Completed Completed Completed Completed Completed Completed Completed Completed Completed Completed	
Maintenance & Operations		**Work in Progress**	**03/01/2019 to Date Closed**
Facility Work Orders Processed	Repair and maintenance of CAPK facilities and vehicles.	93	2657
Projects	• Demolition is completed at the "Jewett" facility and we have started construction of the walls, plumbing and electrical. We are doing construction in two phases, phase one Head Start and Early Head Start and phase 2 Home Visiting Initiative (HVI) • Cleo Foran Renovation: Interior construction has been completed to add EHS and includes restroom reconfiguration, addition of walls, kitchen FRP new flooring throughout. Exterior construction, new sheds, hardi-board siding (complete), concrete ramps, pour downplay surface (complete), paint of exterior building (complete) and wrought iron railings. • East Cal: We are waiting on County permits to start EHS renovations.	In Progress In Progress In Progress	
Information Technology		**Received**	**03/01/2019 to Date Closed**
Help Desk Work Orders Processed	Technical assistance to employees, repairs, troubleshooting, coordination of services with IT services subcontractor	2255	2196
Projects	• AT&T E-rate Category 1 Installation **Completed:** Alicante, Central Kitchen, Heritage, Harvey Hall, Mojave, Primeros Pasos, Rosamond, San Diego	In Progress In Progress In Progress	

	• Mitel Upgrades **Completed:** CalFresh • WIC Computer upgrades • WIC Wise • CalFresh new office • Energy Computer upgrades	In Progress In Progress In Progress In Progress In Progress In Progress	
Risk Management		**Reported**	**01/01/2019 to Date**
Workers Compensation Incidents	• For Report Only • First Aid • Medical Treatment • Modified Duty • Lost Time • Non-Industrial (not work related) • Under Investigation	8 4 0 0 1 0 0	80 27 5 7 3 4 1
General Liability		1	1
Property Incidents		5	19
Vehicle Incidents		6	18
Projects	Charter for Operational Risk Mgmt Advisory Committee Safety & Security Policies for Front Desk Workplace Violence Prevention Program Operational Risk committee Update Vehicle Safety Program Safety Meetings Monthly Maintenance & Energy	In progress In progress In progress In progress In progress In progress	

- **Other:** E-rate Program Year 2019-2020 was approved AT&T has completed Alicante, Central Kitchen, Heritage, Harvey Hall, Mojave, Primeros Pasos, Rosamond, and San Diego. We are continuing to install the internet service at sites and will continue to turn up sites as AT&T completes the install.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Nutrition Services/Carmen Segovia		**Month/Year:** October 2019
Program/Work Unit: Shafter Youth Center	**Total Program Staffing:** 2.5	**Program Manager/Supervisor:** Angelica Nelson
Services: Summer and after-school tutoring, homework assistance, educational, recreational, and social enrichment activities and services for children ages 6-18. Evening programming is offered Monday through Friday, 5:00 to 9:00 pm; activities include basketball, ancestry class, and various local groups who utilize the meeting space.		

Activities	Participants	
Description	**Month**	**YTD**
After-School Program Tutoring, homework assistance, recreation, health & nutrition education.	4 new	35
Teen Pregnancy and Sexually Transmitted Infections Prevention (Information and Education) (#"s as of 7/1/2019) Informing and educating teens ages 12-19 years on preventing pregnancy and the spread of sexually transmitted infections. **GRANT ENDED June 30, 2019**		109
Evening Program – Open Basketball, Zumba, Fitness Boot Camp, Mental Health Support Group Mtg	20 – 45 per night	
Summer Program Academics, sports, recreation, health & nutrition education, themed weeks with coordinated guest speakers.		92

Other:

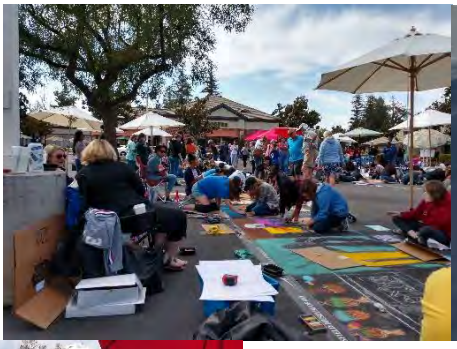
- United Farm Workers Foundation held a workshop on citizenship papers and processes on October 5th. About 120 clients were pre-registered and served throughout the Saturday, as well as an estimated 60 people that did not have appointments. His event was set up in the gym, and was conducted in stations by the various staff and volunteers brought from UFW Foundation.

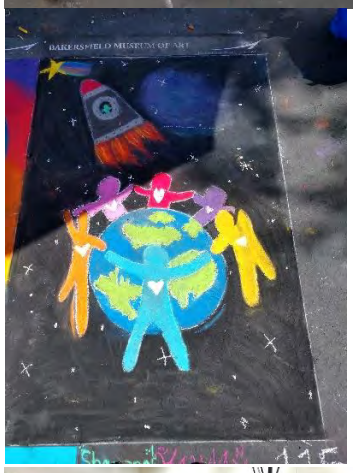
- Dignity Health Community Health Initiative held a community workshop in September, and it was such a success. Dignity is now holding Mental Health Support Group Sessions at SYC, twice per month.

- SYC kids took the pavement as they applied and were selected to participate in the 21st Via Arte Italian Street Festival held by Bakersfield Museum of Art at the Marketplace. Following the theme of "The World United", the team of two girls replicated an art piece that was full of color against the black asphalt. The event provides the sponsored space, the chalk and even lunch! The girls had a great time using their creativity. The 4th and 7th grader are among the youngest artists to compete with high schools and independent art education studios. Even though they did not place, they still had lots of fun and developed some great memories.

- Shafter Youth Center held its annual Fall Festival from 6-8 pm on October 28th. Kids from all over came dressed in their Halloween outfits to have some fun and collect candy. Fall Festival was a

joint event with Shafter Lions Club, which hosted the Trunk or Treat in the parking lot before the doors opened at SYC. We handed out just under 300 bags, but not everyone took a bag, with parents in tow, we had an estimated 450-500 people in attendance. CAPK Programs such as Energy, Food Bank, VITA, WIC, Head Start, Home Visit Program and 211 Kern were in attendance, holding the front line of resources as eager visitors arrived.












COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Director of Administration, Pritika Ram		**Month/Year** October 2019
Program/Work Unit: VITA	**Total Program Staffing**: 4	**Program Manager/Supervisor:** Jackie Guerra
Services: Train and certify volunteers, provide free tax preparation and electronic filing for low-moderate income individuals and families and assist clients with ITIN (Individual Tax Identification Number) applications.		

		Results			
Activities	**Description**	**Month**		**YTD**	
		Dollars	**# of Tax Returns**	**Dollars**	**# of Tax Returns**
Refunds	Federal Refunds	$13,332	26	$4,679,891	
	Federal EITC	$23,531	12	$3,108,836	1,584
	Federal Total	**$36,863**		**$7,788,727**	
	State Refunds	$2,978	26	$683,341	
	California EITC	$7,981	7	$319,801	1,429
	State Total	**$10,959**		**$1,003,120**	
Total Credits & Refunds	**State & Federal**	**$47,822**	55	**$8,882,378**	**5,113**

Additional Comment/Notes:

- No tax returns were done for the month of October due to transition in tax software.
- Currently interviewing for Site Coordinators and Outreach Specialist.
- Phased out of orientations and moving forward with volunteer trainings. 2 trainings will be held for the month of November, both trainings are at capacity with over 17 new volunteers for each training.
- CAA certifications in process for Jackie Guerra and Irene Alonzo. This will ensure all individuals in need of an ITIN for tax purposes can be assisted through CAPK services
- Attended Shafter Youth Center and Ming Ave Swap meet (Health & Wellness fair) events to inform public of new site opening in their area.
- Through DHS Work Experience programs, we are able to utilize their clients and train them as tax preparers for this year's tax season. We currently have one client.
- VITA staff attended Your Money Your Goals training
- Working with KSFCU & Self-Help Credit Union to be able to provide our tax clients with financial education workshops this tax season such as credit repair & home buying workshops.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Nutrition Services/Carmen Segovia		**Month/Year: Oct 2019**
Program/Work Unit: WIC	**Total Program Staffing**: 72 staff 1 vacancies	**Program Manager:** Kathlyn Lujan
Services: Nutrition education, breastfeeding support, and food vouchers for families with infants, children up to age 5, and women who are pregnant, postpartum or breastfeeding. Services provided at 21 sites in Kern County, 5 sites in San Bernardino County.		

			Participation 10/1/18 – 9/30/19			
Description			**Case Load**	**Month**	**Central Valley Avg.**	**State Avg.**
Total	All services October 2019		**16,160**	**15,225 (94.3%)**		***
Participation by WIC site	**Location**	**Participants**	**Location**			**Participants**
Note: The * indicates that the participants served at this site are included in the count for other sites. IT Equipment from other WIC site was used to issue food vouchers.	Arvin	28	Mojave			117
	Bakersfield	1531	Oildale			415
			Ridgecrest			572
	E. California		Rosamond			695
	Niles Street	1347*	Shafter			1269
	Montclair	354	Tehachapi			1742
	Friendship House	88	Wasco			405
	Panama	1462*				
	Boron	*	<u>San Bernardino County</u>			
	Buttonwillow	80	Adelanto			1849
	California City	683	Big Bear			226
	Delano	957	Crestline			316
	Edwards Air Force	*	Needles			181*
	Lost Hills	103	Phelan			Closed
***included in Ridgecrest number**	*** state ave unable to calculate		<u>Mobile WIC</u>			803*

Projects

CAPK WIC continues to exceed the State average in participation.

CAPK WIC received 52 eligibility requests through the CAPK website. Of those 31 new participants and 20 families were enrolled. We were unable to contact 15 of these requests and 7 had appointments but did not show.

CAPK WIC continues to have a Facebook and Instagram presence. Facebook has 688 followers and Instagram has 590 followers. This is up from last month.

The RBL and the WIC Program Manager attended the Central Valley RBL meeting as required by the State RBL action plan. This meeting finalized the work agreements between the agencies to complete curriculums that will be part of a Tool Kit to help train physician offices and other health care facilities on the support of breastfeeding. This satisfies part of the State action plan. The RBL continues to work on the "9 Steps to Breastfeeding Friendly" criteria and recognition. This is a State committee comprised of RBL's from throughout the State.

The Outreach and Public Relations Coordinator attended 5 outreach events: DisABILITY Movement Showcase, Kern County Veterans STAND DOWN, Bakersfield's Good Neighbor Festival, KC Binational Health Week, and Hart Park After Dark. The Coordinator has made many contacts with television media such as Azteca TV and Univision. This will increase information to the community we serve.

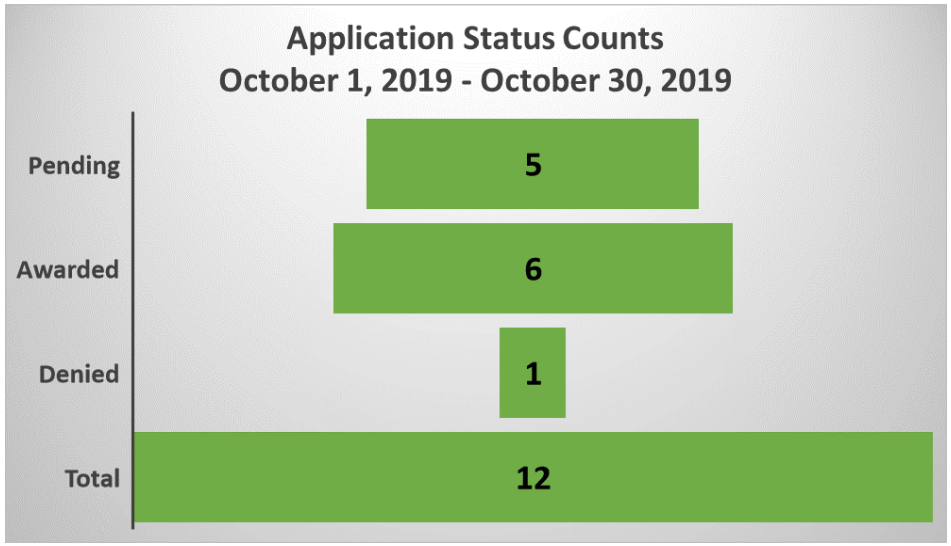
CAPK WIC continues to prepare for the "roll out" of eWIC on 2/18/20 when we change operating systems and begin issuing the WIC Card instead of food vouchers.

Community Development
Application Status Report October 2019

October 1, 2019 – October 31, 2019

Status	Dollars	Count
Pending	$123,000	5
Awarded	* $865,587	6
Denied	$2,500,000	1
Total	$3,488,587	12
	Win Percentage	80%

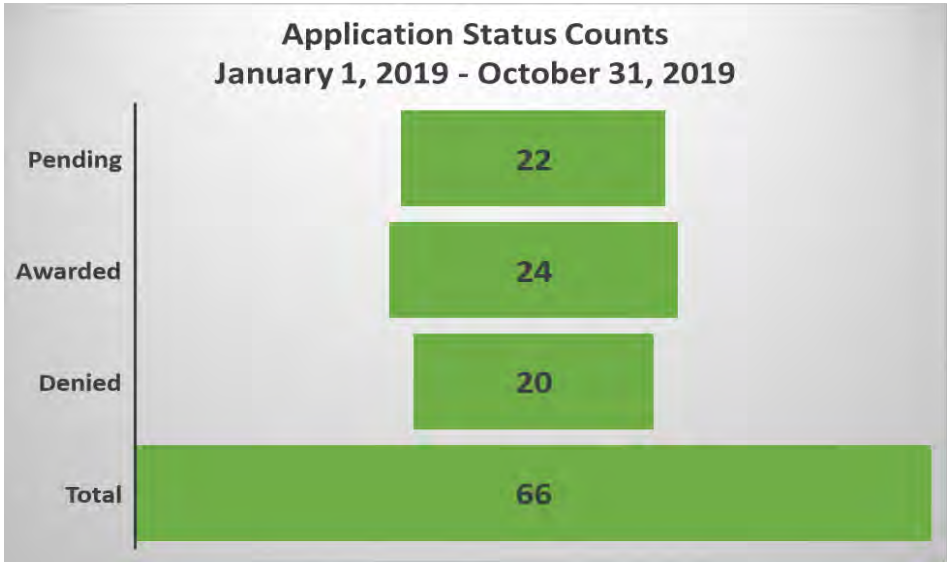
*Does not include the First 5 Awards-Amount TBD



January 1, 2019 – October 31, 2019 (YTD)

Status	Dollars	Count
Pending	$2,804,913	22
Awarded	$2,408,227	24
Denied	$5,564,964	20
Total	$10,778,104	66
	Win Percentage	55%

*Does not include the First 5 Awards-Amount TBD



Community Development
Application Status Report October 2019

Application Status Detail

Funder	CAPK Program	Decision Date	Amount Requested	Amount Awarded	Date Submitted	Due Date	Status
CA Department of Social Services, Office of Child Abuse Prevention (OCAP)	EKFRC		$ 75,000		10/25/2019	11/1/2019	Pending
California Coastal Commission	FHCC/SYC		$ 8,000		10/22/2019	10/25/2019	Pending
Kaiser Permanente	CAPK CalFresh Healthy Living		$ 30,000		10/21/2019	10/25/2019	Pending
First 5 Kern	EKFRC	10/14/2019	$ 808,863	TBD	7/30/2019	7/30/2019	Awarded
First 5 Kern	211 Kern	10/14/2019	$ 892,242	TBD	7/30/2019	7/30/2019	Awarded
First 5 Kern	211 Kern	10/14/2019	$ 726,970	TBD	7/30/2019	7/30/2019	Awarded
National Head Start Association	Head Start		$ 5,000		10/11/2019	10/11/2019	Pending
California Office of the Governor California Volunteers	FHCC/SYC	10/2/2019	$ 75,000	$ 73,291	10/24/2019	10/2/2019	Awarded
California Office of the Governor California Volunteers	FHCC/SYC	10/2/2019	$ 781,000	$ 670,080	10/24/2019	10/2/2019	Awarded
Citizens Bank	FHCC/SYC		$ 5,000		10/2/2019	10/4/2019	Pending
US Internal Revenue Service (IRS)	VITA	10/2/2019	$ 122,216	$ 122,216	10/2/2019	10/2/2019	Awarded
US Department of Human Services, ACF - CB	EKFRC	10/2/2019	$2,500,000	$ -	6/11/2019	6/11/2019	Denied

Community Action Partnership of Kern
Funding Request Profile

Source of Funds: Public
Project Name: CAPK CalFresh Healthy Living Program
Funder Name: California Department of Social Services
Grant Program Name: CAPK CalFresh Healthy Living
Funding Period: Oct. 1, 2019 – Sep. 30, 2023

CFDA # N/A
Division Director: Carmen Segovia
Program Manager: Tammy Fisher

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

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

CAPK is requesting $1,429,726 per year for 3 years of funding (total of $4,289,178) from the California Department of Social Services. The CalFresh Healthy Living program will use a policy, system, and environmental change approach to improve nutrition and increase physical activity for people eligible for CalFresh benefits (California's food stamp program).

The program and partners—Kern County Superintendent of Schools, Lamont Weedpatch Family Resource Center, and Kern River Valley Family Resource Center—will provide people and families eligible/receiving CalFresh benefits with nutrition education, improve access and consumption of healthy foods and beverages, and increase physical activity to decrease obesity (and related diseases).

B. *Use of Funds:*

The funding will be used for personnel; operating costs; and at least 30% to program partners.

C. *Approvals:*

1. Carmen Segovia 10/28/19
Division Director Date

2. 10/28/19
Director of Community Development Date

3. 10/29/19
Chief Financial Officer Date

4. 10/29/19
Chief Executive Officer Date

D. *Board:*

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

Community Action Partnership of Kern
Funding Request Profile

Source of Funds: Public
Project Name: Kids Ocean Day
Funder Name: California Coastal Commission
Grant Program Name: Friendship House Community Center and Shafter Youth Center
Funding Period: 05/01/2020-8/31/2020
CFDA # N/A

Division Director: Carmen Segovia
Program Manager: Lois Hannible and Angelica Nelson

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

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

CAPK's Friendship House Community Center (FHCC) and Shafter Youth Center (SYC) were invited to re-apply for up to $8,000 from the California Coastal Commission to provide a Kids Ocean Day event at San Simeon State Park.

Approximately 100 children from the FHCC and SYC youth centers will participate in the program. At their Kids' Ocean Day event, they will spend time on a beach in San Simeon, participate in a cleanup, learn about ocean pollution, and record data on the litter collected. They will also visit elephant seals and the Coastal Discovery Center at San Simeon Bay during their trip. Before traveling to San Simeon, the youth will receive an educational presentation about the ocean, watersheds, and marine debris.

B. *Use of Funds:*

The requested funds of up to $8,000 will be used to cover charter buses; general supplies; and t-shirts for the participants.

C. *Approvals:*

1. C Segovia 10/28/19
Division Director Date

2. 10/28/19
Director of Community Development Date

3. 10/29/19
Chief Financial Officer Date

4. 10/29/19
Chief Executive Officer Date

D. *Board:*

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

Community Action Partnership of Kern
Funding Request Profile

Source of Funds: Public (State)
Project Name: CAPK CENSUS 2020
Funder Name: The Center at Sierra Health Foundation
Grant Program Name: Community Development Division
Funding Period: 12/1/2019-7/31/2020
CFDA: N/A

Division Director: Carmen Segovia
Program Manager: Whitney

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

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

CAPK is applying for $60,000 to the Center at Sierra Health Foundation to provide outreach services on behalf of the State. The goal is to identify outreach gaps with large segments of hard to count populations (HTC) and target those populations pro-actively by informing, educating and assisting HTC's to submit the paper and online CENSUS. Grant will be focused on HTC East Kern Communities of Mojave (CAPK's EKFRC, Mojave Library), 5 Bus depots in Mojave, California City (California City Library, Robert P. Ulrich Elementary), Boron, Edwards Airforce Base, Tehachapi (Tehachapi Public Library) and Rosamond (Rosamond Public Library) to conduct active canvassing including weekly CENSUS 2020 Educational Workshops.

B. *Use of Funds:*

$60,000 will be utilized for staffing, mileage and general operating expenses.

C. *Approvals:*

1. Carmen Segovia 10/31/19
Division Director Date

2. 11/1/19
Director of Community Development Date

3. 11/1/19
Chief Financial Officer Date

4. 11/4/19
Chief Executive Officer Date

D. *Board:*

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

Community Action Partnership of Kern
Funding Request Profile

Source of Funds: Public
Project Name: Medi-Cal Outreach Grant
Funder Name: Department of Human Services
Grant Program Name: 211/Friendship House Community Center
Funding Period: 2020-2021
CFDA #: N/A

Division Director: Pritika Ram
Program Manager: Irene Fonseca/Lois Hannible

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

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

CAPK will be applying to Kern County Department of Human Services (DHS) Medi-Cal Outreach grant, which will be shared among two programs, 211 Call Center and the Friendship House Community Center.

Through the 211 program, staff will be hired to complete full or partial (to be determined) Medi-Cal applications for DHS eligible clients using the DHS C4Yourself platform. This will include screening all callers that utilize 211 for health insurance, which will significantly increase the number of screenings. Currently, our 211 program receives over 100,000 calls per calendar year. In addition, the Friendship House Community Center will add staff members to provide and assist with the outreach activities. Through the FHCC, staff will set-up Medi-Cal booths at various resources fairs to help with outreach and enrollment and community and resource health fairs, as well as at the CAPK Food Bank commodity distributions, senior food giveaways, and at CAPK WIC sites throughout Kern County. FHCC, SYC & Head Start parents will also be contacted to provide information and assistance regarding Medi-Cal Health Care coverage/benefits.

B. *Use of Funds:*

CAPK is requesting approximately $632,000 to hire 4-1.0 FTE 211 Program Specialists, purchase 4 Desktop computers, and cover travel and training costs. For the FHCC, funds will be used to pay for Program Manager=0.10 FTE, 2.25 FTE Program Educators, including operational costs.

C. *Approvals:*

1. _____ 11/6/19
Division Director Date

2. _____ 11/6/19
Director of Community Development Date

3. _____ 11/6/19
Chief Financial Officer Date

4. _____ 11/6/19
Chief Executive Officer Date

D. *Board:*

☐Policy Council Date: ____

☐PRE-Presentation Date: ____

☐B&F Approval Date: ____

☐Board Approval Date: ____

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Head Start/State Child Development/Yolanda Gonzales	**Month/Year:** October 2019
Program/Work Unit: Head Start/Early Head Start	**Program Manager/Supervisor:** Ginger Mendez/Donna Holland
Services: Head Start and Early Head Start childhood education for low-moderate income children ages 0-5 in center-based, part-day or full-day environments and home-based options.	

Program	Enrollment	Funded	Actual
Head Start Kern		1317	100%
Early Head Start Kern		446	86%
Early Head Start Partnership		152	39%
Early Head Start San Joaquin		313	100%
TOTAL Funded Enrollment		**2228**	
	Children with Disabilities	**Goal**	**Actual**
Head Start Kern	Identified as having an IEP	10%	8.6%
Early Head Start Kern	Identified as having an IFSP	10%	10.8%
Early Head Start Partnership	Identified as having an IFSP	10%	4.0%
Early Head Start San Joaquin	Identified as having an IFSP	10%	17.9%
	Over Income	**Goal**	**Actual**
Head Start Kern	Within 100% and 130% of Federal Poverty Rate	<10%	9.9%
Early Head Start Kern	Within 100% and 130% of Federal Poverty Rate	<10%	4.5%
Early Head Start Partnership	Within 100% and 130% of Federal Poverty Rate	<10%	1%
Early Head Start San Joaquin	Within 100% and 130% of Federal Poverty Rate	<10%	8.9%
Average Daily Attendance (Program Wide >85%)		98%	

Enrollment Highlights:

Six Recruitment events were staffed during the month, with 23 interest applications taken.
Four sites achieved 100% ADA.

DIVISON STAFFING:

Currently Employed	Vacant Positions	Continuous Family Leave	Intermittent Family Leave
637	7	12	122

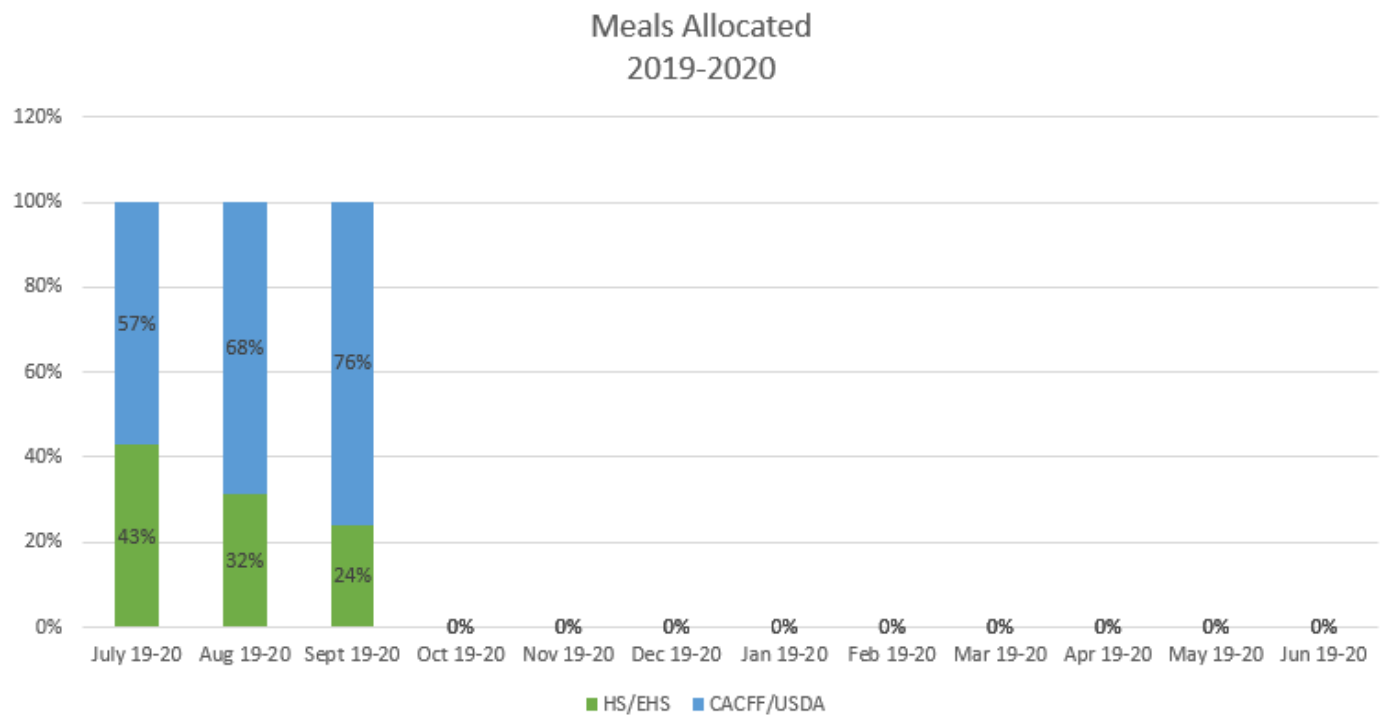
COMPLIANCE:

Risk Assessments were completed for the Head Start/State Child Development grant.
90 comprehensive child file reviews were completed.

Individualized trainings are being provided for staff for any identified needs improvement.

CACFP September 2019

Total Meals Requested				Meals Allocated			% of Meals
Central Kitchen	Vendor Kitchen	**Total Meals**		CACFP/USDA	HS/EHS		September 2019
69,129	16,458	85,587		64,890	20,697		87%



COMMUNITY ACTION PARTNERSHIP *of* KERN
BOARD OF DIRECTORS
AUDIT & PENSION COMMITTEE MEETING
November 7, 2019
12:00 pm

MEETING MINUTES

1. **Call to Order**

   Committee Chair Craig Henderson called the meeting to order at 12:00 pm at the Community Action Partnership of Kern administrative building, 5005 Business Park North, Bakersfield, CA.

2. **Roll Call**

   Roll Call was taken with a quorum present.

   Present: Craig Henderson, Fred Plane, Ana Vigil

   Absent: Mike Maggard

   Others Present: Jeremy Tobias, Chief Executive Officer; Lorraine Casillas, Controller; Pritika Ram, Director of Administration; and other CAPK staff.

3. **Approval of Agenda**

   Motion was made and seconded to approve the Audit and Pension Committee meeting agenda for November 7, 2019. Carried by unanimous vote. (Plane/Henderson)

4. **Public Forum**

   No one addressed the Committee.

5. **New Business**

   a. 3rd Quarter 2019 Pension Plan Update – Lorraine Casillas, Controller and Tom Ming, Pensionmark – ***Info Item***

      Lorraine Casillas introduced Tom Ming from Pensionmark who provided the Committee with the 3rd quarter Pension Plan update. Tom reported that the total assets as of 9/30 was $23,771,000 vs $21,391,005 1 year ago, which is a 13.85% increase. Tom also reported of the 26 funds, 24 are passing, 1 is on watch and 1 is not scored. Overall, the funds for CAPK are performing well with very good diversification, which is essential for good plan management.

      The education calendar is not set for 2020, but Pensionmark staff is working with HR to set the schedule, which will likely be more web-based education. The education calendar will be prepared by the January 2020 meeting.

   b. CAPK 403(b) and 401(a) Retirement Plan Re-Pricing – Lorraine Casillas, Controller and Scott Harrison, The Standard – ***Info Item***

Tom Ming provided a generalized summary of the reasons for the plan price increase proposal from The Standard.

Scott Harrison from The Standard stated that when the plan was first proposed, there were fewer employees enrolled in the plan. With the automatic enrollment and increase in participation, the cost has increased by nearly 600%. The headcount doubled when looking at both plans and The Standard needs to cover their costs for the required mailing of notices for both plans, fee disclosures, fund change notice, black-out notices, etc.

Tom Ming said educational costs will be streamlined to help offset the other increases. The proposed increase is $12 per eligible employee per year. Currently, the employees are paying the fees. CAPK staff will work with Pensionmark to conduct internal research and pricing for today's market. A full analysis and recommendation will be presented at the January Audit & Pension Committee meeting.

6. Committee Member Comments

No comments.

7. Next Scheduled Meeting

Audit & Committee Meeting
Thursday, January 16, 2020 (pending BOD approval)
12:00 pm
5005 Business Park North
Bakersfield, CA 93309

8. Adjournment

The meeting adjourned at 12:27 pm.

INVESTMENT REVIEW

Community Action Partnership ERISA 403(b)

For Period Ending 09/30/2019

Presented By: Tom Ming
Managing Director
tom.ming@pensionmark.com
(661) 302-4950

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MARKET & ECONOMIC REVIEW

For Period Ending 9/30/2019

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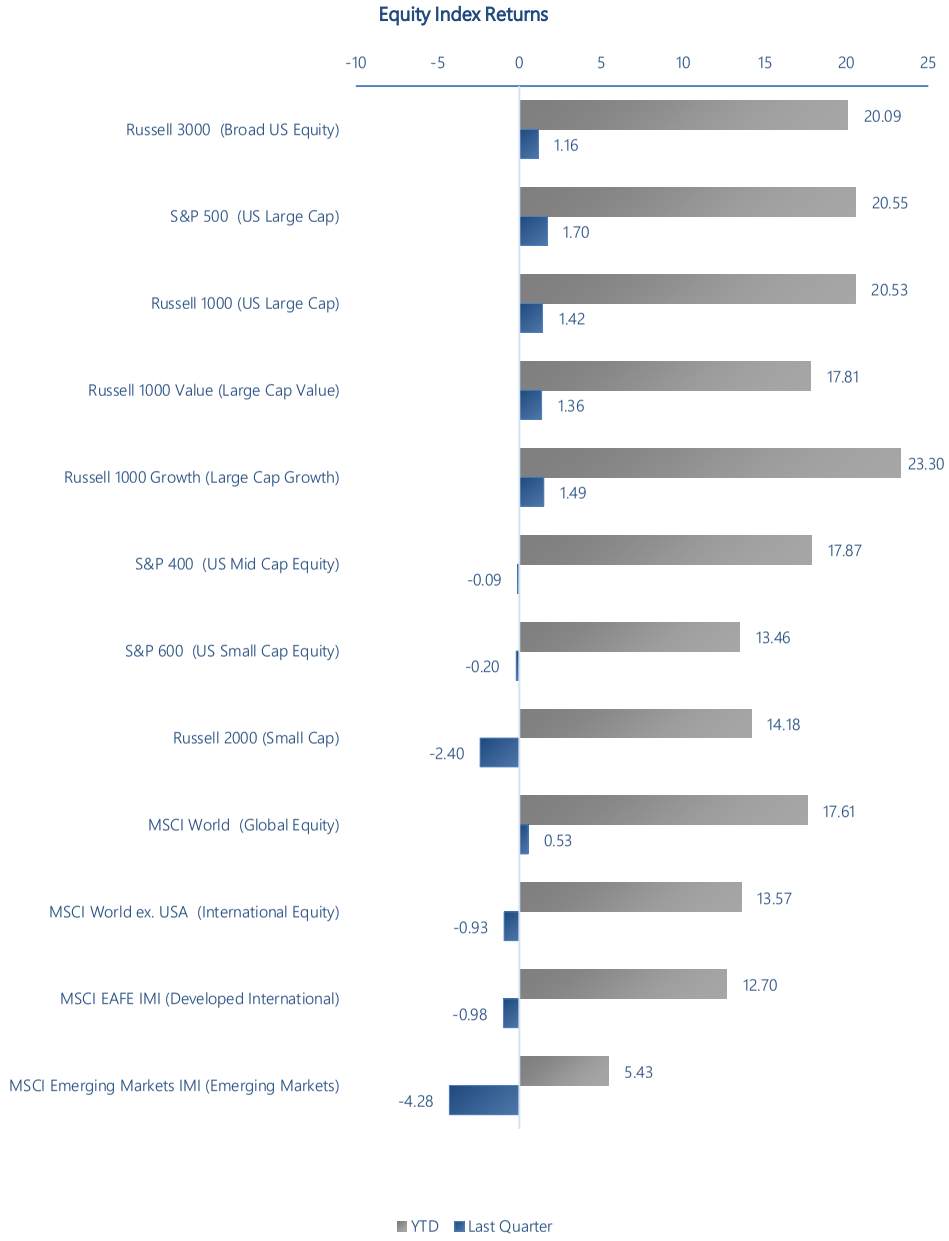
Equity Review

Domestic Equity

- S&P 500 posted a 1.7%% gain for the quarter.
- Large Cap (Russell 1000) outperformed Small Cap (Russell 2000).
- Growth (Russell 1000 Growth) outperformed Value (Russell 1000 Value).
- Utilities, Real Estate, and Consumer Defensive were the best performing sectors; while Energy, Healthcare, and Consumer Cyclical lagged.
- The Dow Jones experienced its largest one-day drop of the year on August 5th, falling over 700 points.
- The S&P 500 and Dow Jones experienced the best three-quarter starts to the year since 1997.
- Volatility remained heightened throughout the quarter, as the same themes from Q2 persisted in Q3: trade talks between the U.S. and China and actions taken by the Federal Reserve.

International Equity

- MSCI World ex. US posted a 0.9% loss for the quarter.
- Domestic equities outperformed international equities.
- Developed market equities outperformed emerging market equities.
- International markets struggled in Q3 as weak economic data persisted and the strength of the U.S. dollar weighed on international returns.
- Japan was the best performer within the developed markets, rising 3.1%, while Hong Kong equities fell 12% as the ongoing protests have weighed on their markets.
- In emerging markets, Taiwan posted the strongest return driven by their semiconductor sector, while South Africa fell over 12% over concerns around geopolitical and economic trouble.
- Chinese equities slumped as the country's economic data continued to disappoint expectations..

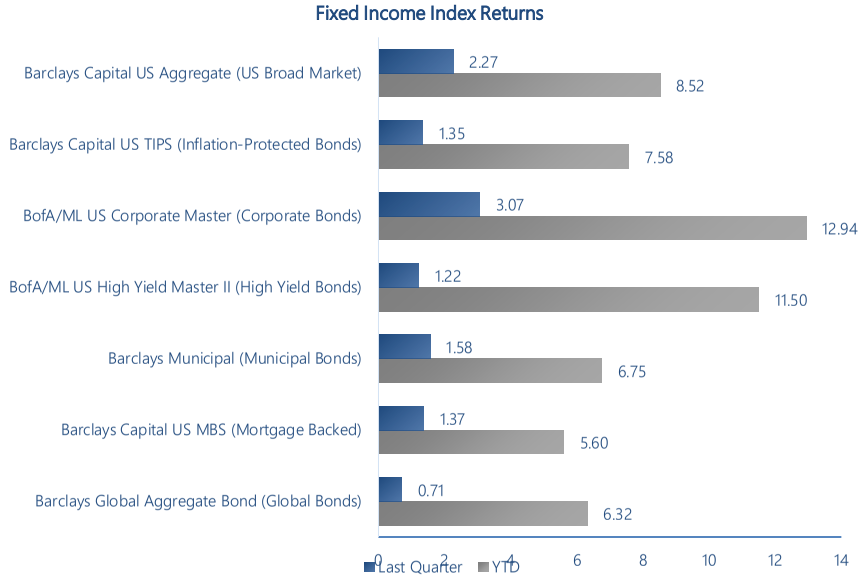


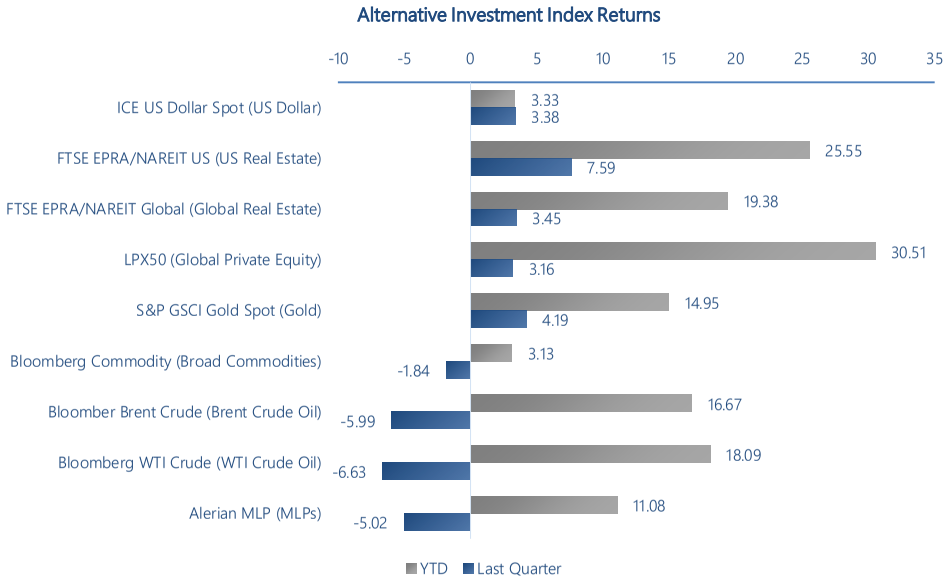
Source: Index Factsheets as of 9/30/2019 from the following index providers: MSCI Indices (www.msci.com), S&P Dow Jones Indices (www.us.spindices.com), FTSE Russell Indices (www.ftse.com).

Fixed Income & Alternatives Review

Fixed Income

- Interest rates decreased in the US Treasury fixed income market during the third quarter, further inverting the yield curve.
- The yield on the 10-year Treasury note fell by 32 bps to 1.68%.
- After ending the 2nd quarter suggesting there would be no rate cuts in 2019, the Federal Reserve cut interest rates twice, in July and September.
- Investment grade corporate and high yield bonds extended their gains for the year posting 3.1% and 1.2% gains for the quarter, respectively.
- As growth prospects continued to soften in the quarter, central banks around the world began reducing interest rates and the European Central Bank restarted its bond-buying stimulus program, both leading to a bond market rally during the quarter.
- Several emerging market countries launched bond offerings as borrowing costs have fallen.





Alternative Investments

- Commodities fell 1.8% during the quarter. The top performers were Nickel (34.8%), Silver (9.9%), and Gold (3.3%). The worst performing commodities were Kansas Wheat (-13.7%), Coffee (-10.8%), and Corn (-10.6%).
- The US dollar rallied during the quarter, as the euro fell over 4% and the Chinese renminbi fell 3.8% against the dollar.
- In spite of a bombing of Saudi oil facilities which spiked oil prices during the quarters, Brent crude and West Texas Intermediate (WTI) crude oil fell again this quarter, losing 6% and 6.6% respectively.
- REITs showed strong gains in Q3, rising 7.6% in the U.S., and outperformed the broader global REIT market which gained 3.5%.
- Global Private Equity notched a 3.1% gain during the quarter, while MLPs lost 5%.

Source: Index Factsheets as of 9/30/2019 from the following index providers: Bloomberg Barclays Indices (www.bloomberg.com), BofA Merrill Lynch (www.bofaml.com), Intercontinental Exchange (www.theice.com), LPX Group (www.lpx-group.com), Credit Suisse (lab.credit-Suisse.com), FTSE Russell Indices (www.ftse.com). All other data was sourced from Morningstar.

Macroeconomic & Geopolitical Review

Macroeconomic Variable	Latest Data	Previous Quarter	Change
Real U.S. GDP *(% Q/Q Annualized)*	2.0% *(Q2 2019)*	3.1% *(Q1 2019)*	↓ 1.1%
Headline Inflation *(% Y/Y)*	1.7% *(September 2019)*	1.6% *(June 2019)*	↑ 0.1%
Core Inflation *(% Y/Y)*	2.4% *(September 2019)*	2.1% *(June 2019)*	↑ 0.3%
Unemployment *(%)*	3.5% *(September 2019)*	3.7% *(June 2019)*	↓ 0.2%
Hours Worked *(Average/Week)*	34.4 *(September 2019)*	34.4 *(June 2019)*	→ 00.0
Average Hourly Wages *($)*	$28.09 *(September 2019)*	$27.90 *(June 2019)*	↑ $0.19
Average Price of Gas *($/Gallon - Regular)*	$2.592 *(September 2019)*	$2.716 *(June 2019)*	↓ $0.124
Dollar/Euro *($/€)*	1.0905 *(September 2019)*	1.1374 *(June 2019)*	↑ 0.0469
Yen/Dollar *(¥/$)*	108.11 *(September 2019)*	107.84 *(June 2019)*	↑ 0.27
Yuan/Dollar *(¥/$)*	7.1477 *(September 2019)*	6.8650 *(June 2019)*	↑ 0.2827
Fed Funds Rate *(% Range)*	1.75 – 2.00% *(September 2019)*	2.25 – 2.50% *(June 2019)*	↓ 0.50%
S&P 500 *(Price Level)*	2,976.74 *(September 2019)*	2,941.76 *(June 2019)*	↑ 34.98
Ten Year Treasury Yield *(%)*	1.68 *(September 2019)*	2.00 *(June 2019)*	↓ 0. 32%

Macroeconomic Review

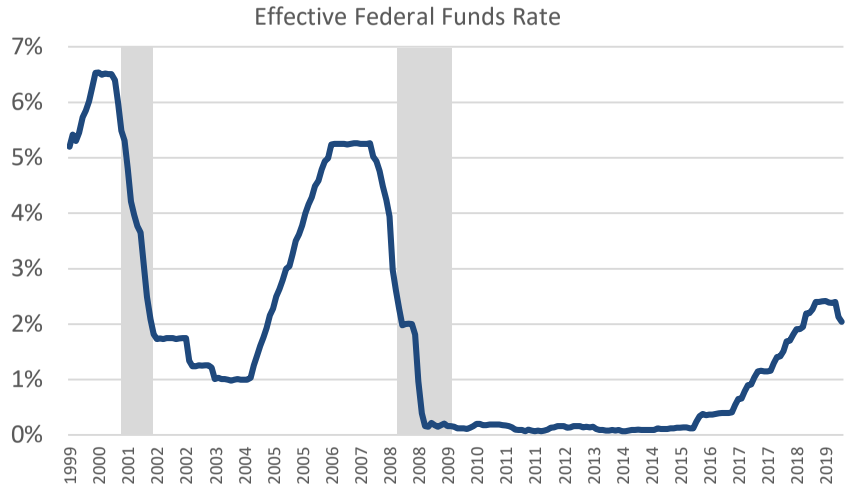
- In spite of weak exports and U.S. business investment contracting, GDP increased at an annualized rate of 2.0% in Q2 2019 as strong consumer spending helped to bolster continued growth.
- Headline inflation rose 0.1%, while core inflation for 0.3%. Inflation has run below the Federal Reserve's 2% target for much of the year.
- The unemployment rate fell 0.2%, to 3.5% over the quarter, while the labor force participation rate came in at 63.2. The 3.5% unemployment rate is the lowest reading in nearly 50 years.
- September marked the 108th consecutive month of job growth; the longest in history.
- Average hourly earnings rose 3.1% over the last 12 months, ending June at $27.90 per hour.

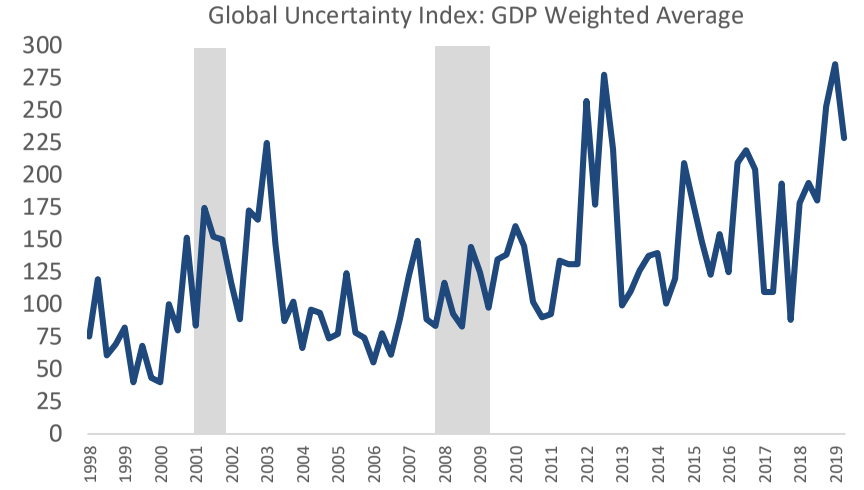
Geopolitical Review

- Much like last quarter, the U.S. and China continued to explore ways to deescalate trade tensions between the two countries. Little-to-no substantive progress was made during the quarter.
- The U.S. House of Representatives opened-up an impeachment inquiry into President Trump's interactions with the president of Ukraine. This is only the 4th U.S. President to face impeachment
- Boris Johnson became the new Prime Minister of the United Kingdom and the leading force to negotiate a withdrawal from the European Union. After vowing that the U.K. would leave by October 31st even if there was no deal in place, Parliament voted that the U.K. could not withdraw without a deal.
- Tensions in the middle east rose as oil facilities in Saudi Arabia appear to have been bombed by Iranian or Iranian-backed forces.

Source: Bureau of Economic Analysis (www.bea.gov), Bureau of Labor Statistics (www.bls.gov), U.S. Energy Information Administration (www.eia.gov), FRED Economic Data (fred.stlouisfed.gov). Arrows depict the upwards, lateral, or downward change in direction for a given macroeconomic variable. The color of the arrow denotes the positive, neutral, or negative signal Pensionmark perceives for the change in macroeconomic variable. It is educational in nature and not designed to be taken as advice or a recommendation for any specific investment product, strategy, plan feature or other purpose in any jurisdiction. This data does not contain sufficient information for any investment decision and should not be relied upon when considering an investment strategy.

Looking Ahead



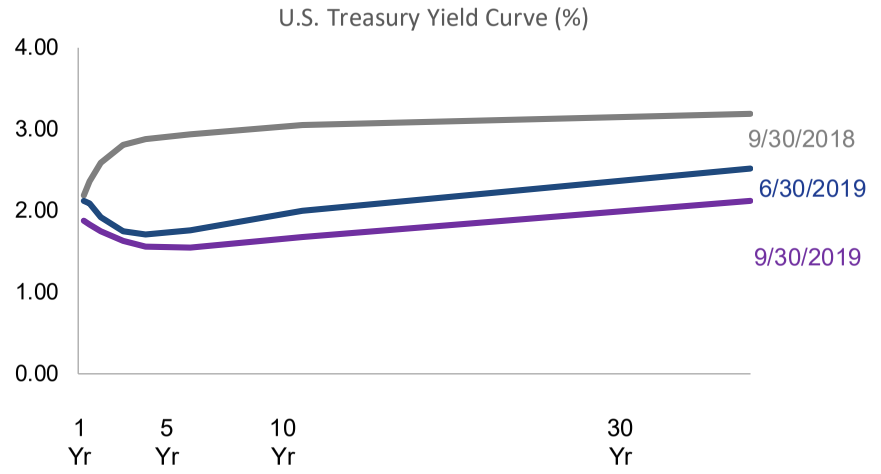


Federal Reserve Interest Rate Decisions	After the Federal Reserve cut interest rates twice in Q3, there is a keen focus on what they may do through the end of the year; whether they continue to cut rates to support growth or decide to hold rates steady will likely have a significant impact on markets.

Global Economic Uncertainty Index	Driven primarily by the trade disputes between the U.S., China, and other major trading partners, we've seen an increase in global economic uncertainty. This continued uncertainty would likely continue to drive global growth expectations lower.

Country	Manufacturing PMI	Country	Manufacturing PMI
Australia	54.7	Netherlands	51.6
Brazil	53.4	Russia	46.3
Canada	51.0	Saudi Arabia	57.3
China	51.4	Singapore	49.5
France	50.1	South Africa	41.6
Germany	41.7	South Korea	48.0
India	51.4	Spain	47.7
Indonesia	49.1	Switzerland	44.6
Italy	47.8	Turkey	50.0
Japan	48.9	United Kingdom	48.3
Mexico	49.1	United States	51.1

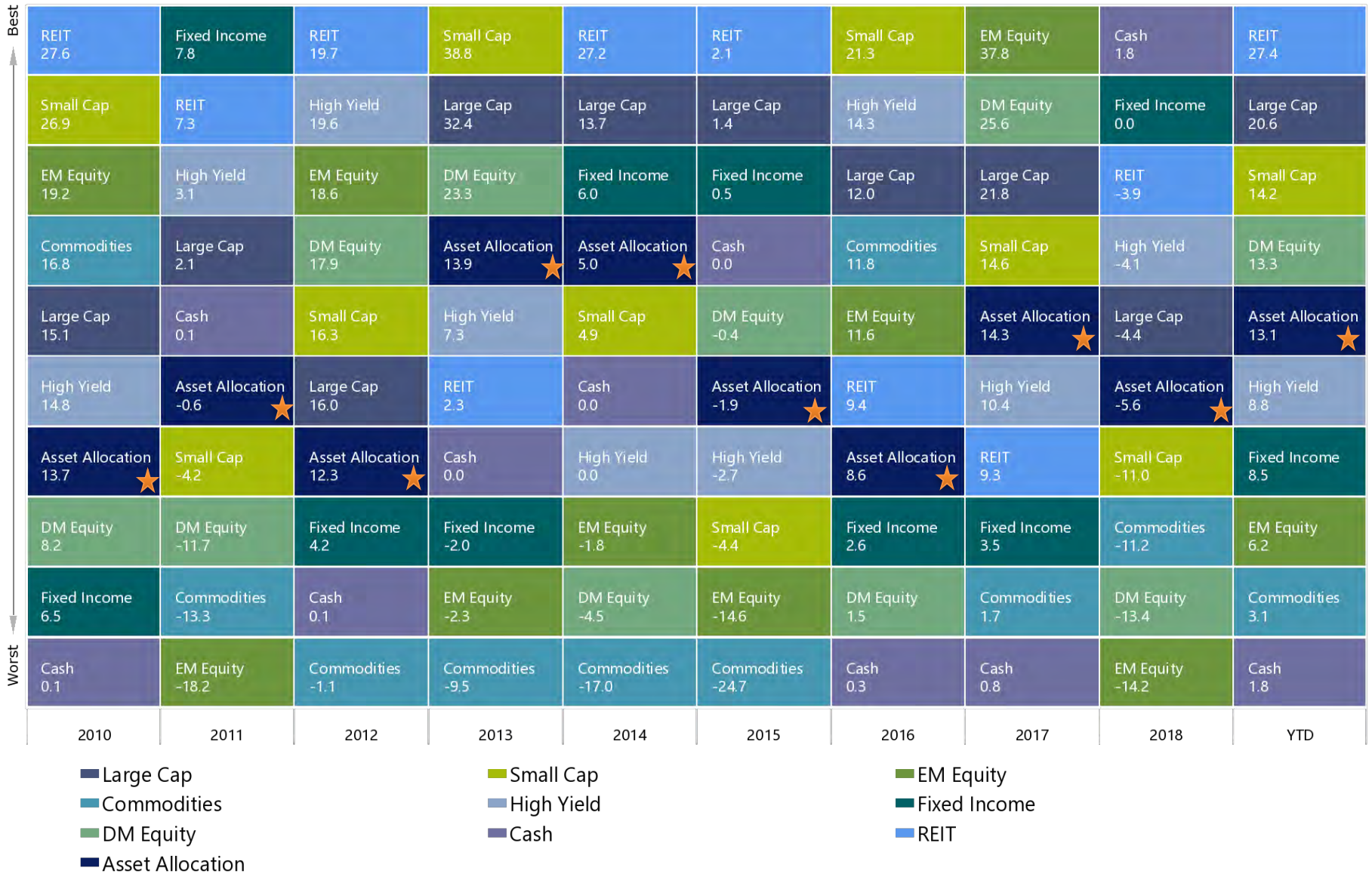
Global Manufacturing PMI	Global PMI readings have been trending lower (a reading below 50 means the manufacturing sector is contracting). If the manufacturing sectors continue to contract globally, that could be a strong indicator of worsening global growth.



Treasury Yield Curve	As the Treasury yield curve continues to invert, investors may become increasingly concerned about an oncoming recession. While many economic readings remain strong, the prolonged U.S./China trade dispute or Fed inaction may weigh on that data.

Source: Federal Reserve of St. Louis (www.fred.stlouisfed.org), ISM Manufacturing Survey (www.instituteforsupplymanagement.com), Markit (www.market.com), U.S. Treasury (www.treasury.gov). This data does not contain sufficient information for any investment decision and should not be relied upon when considering an investment strategy.

The Importance of Diversification



Large Cap: S&P 500; Small Cap: Russell 2000; EM: MSCI EM; Commodities: Bloomberg Commodity; High Yield: Barclays Global High Yield; Fixed Income: Barclays US Agg Bond; DM: MSCI EAFE; Cash: Barclays US Treasury Bill 1-3 Month; REIT: FTSE NAREIT; "Asset Allocation" portfolio assumes 25% S&P 500, 10% Russell 2000, 15% MSCI EAFE, 5% MSCI EM, 25% Barclays US Agg Bond, 5% Barclays Global High Yield, 5% US Treasury Bill 1-3 Month, 5% Bloomberg Commodity, and 5% FTSE NAREIT.

Source: Morningstar Direct. Please see the Important Disclosures section of this report for Index Definitions. This information is not intended as a solicitation or an offer to buy or sell any security or investment product. Past performance is not indicative of future returns. Information is solely intended for recipients in jurisdictions where the named advisor(s) are licensed to engage the investing public. Investments and strategies mentioned may not be suitable for all investors. The S&P 500 and other such indices are unmanaged, do not incur fees or expense, cannot be invested into directly and individual investor's results will vary. As with all investments, various risks may exist and Pensionmark Financial Group, LLC recommends you consult with your financial advisor prior to making any investment decisions.

EXECUTIVE SUMMARY

Community Action Partnership ERISA 403(b)

For Period Ending 09/30/2019

Investment Scoring Summary

Passing	Watch	Review	Not Scored	Total
24	1	0	1	26

Investment Additions

Investment Name	Status	Morningstar Rating
No current investment additions		

Investments on Watch

Investment Name	# of Participants	Plan Assets	% of total plan	Status	Quarters Failing Criteria	Morningstar Rating
Small Value						
⚠ DFA US Small Cap Value I	38	$28,013.48	0.53%	Watch	2	***

Investments Targeted for Review

Investment Name	Status	Morningstar Rating
No investments are currently targeted for review		

Review : ⊠ Watch : ⚠ Addition : ⊕

For source information, please see the "Important Disclosures" section of this report.

PORTFOLIO REVIEW

Community Action Partnership ERISA 403(b)

For Period Ending 09/30/2019

	Value	Blend	Growth
Large	MFS Value R6	iShares S&P 500 Index K	TIAA-CREF Large-Cap Growth Inst
Medium	Wells Fargo Special Mid Cap Value Inst	Vanguard Mid Cap Index Admiral	MassMutual Select Mid Cap Growth I
Small	⚠ DFA US Small Cap Value I		Janus Henderson Triton T

International	
Equities	Fixed Income
Hartford International Opportunities R6 American Funds New World R6	

Asset Allocation
Putnam Dynamic Asset Allocation Cnsrv Y
Putnam Dynamic Asset Allocation Bal Y
Putnam Dynamic Asset Allocation Gr Y
BlackRock LifePath® Index Retire K
BlackRock LifePath® Index 2020 K
BlackRock LifePath® Index 2025 K
BlackRock LifePath® Index 2030 K
BlackRock LifePath® Index 2035 K
BlackRock LifePath® Index 2040 K
BlackRock LifePath® Index 2045 K
BlackRock LifePath® Index 2050 K
BlackRock LifePath® Index 2055 K
BlackRock LifePath® Index 2060 K

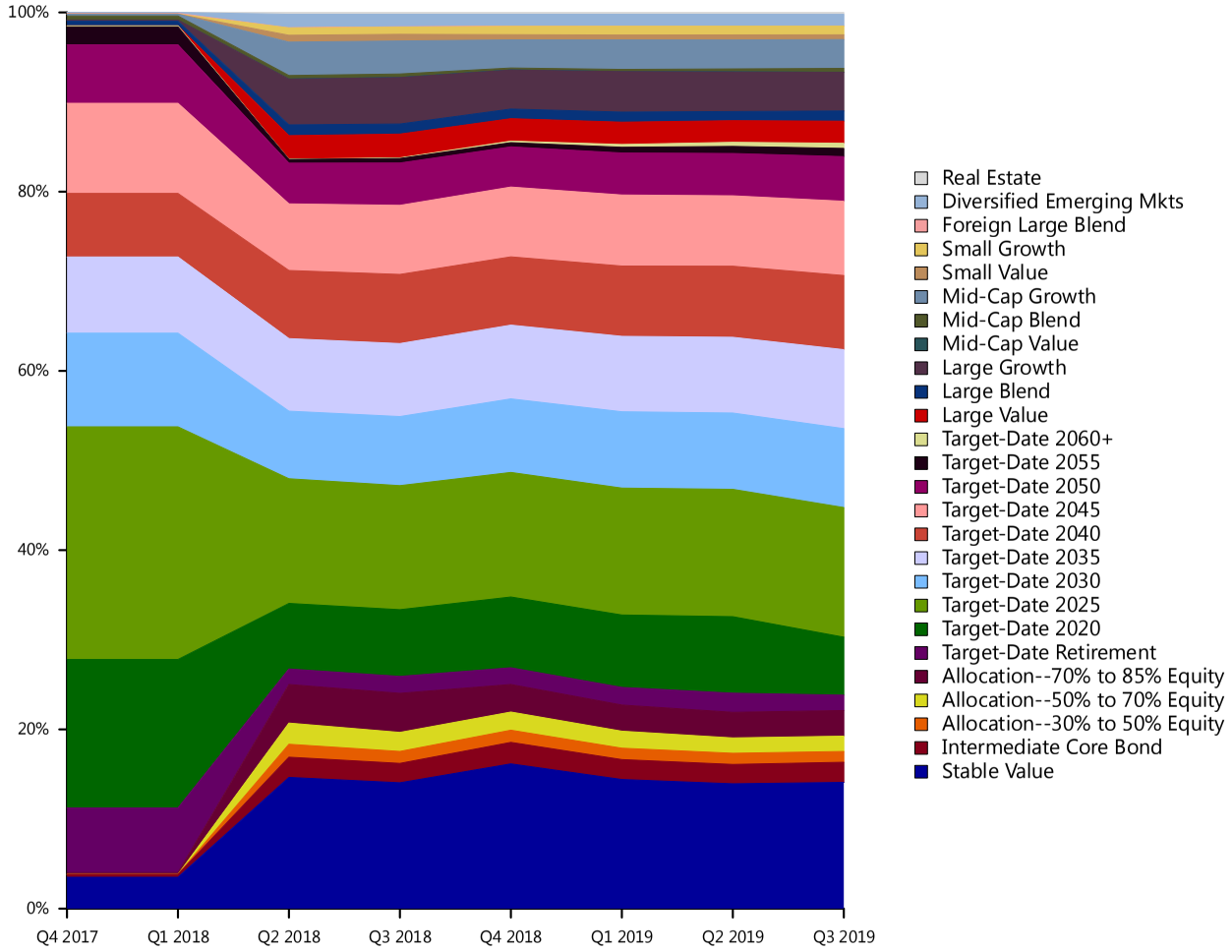
Fixed Income	Cash/Stable Value
Vanguard Total Bond Market Index Adm	The Standard Stable Asset A

Other
Principal Real Estate Securities Inst

Review : ⊠ Watch : ⚠ Addition : ⊕

Asset classes are defined as broad, distinct types of investments that behave similarly and are subject to most of the same market forces. When evaluating the diversification of assets in the investment portfolio, it is an important factor in assessing risk and return. For source information, please see the "Important Disclosures" section of this report.

Historical Allocation



PORTFOLIO | ASSET ALLOCATION

Investment Name	# of Participants	09/30/2019 Balance	% of Plan	06/30/2019 Balance	% Change
Stable Value					
The Standard Stable Asset A	72	$743,738.75	14.09%	$733,386.60	1.41%
Intermediate Core Bond					
Vanguard Total Bond Market Index Adm	42	$118,739.88	2.25%	$113,669.51	4.46%
Allocation--30% to 50% Equity					
Putnam Dynamic Asset Allocation Cnsrv Y	14	$63,575.80	1.20%	$65,499.75	(2.94%)
Allocation--50% to 70% Equity					
Putnam Dynamic Asset Allocation Bal Y	37	$90,349.30	1.71%	$90,284.04	0.07%
Allocation--70% to 85% Equity					
Putnam Dynamic Asset Allocation Gr Y	14	$150,763.43	2.86%	$150,487.89	0.18%
Target-Date Retirement					
BlackRock LifePath® Index Retire K	11	$90,627.00	1.72%	$112,330.63	(19.32%)
Target-Date 2020					
BlackRock LifePath® Index 2020 K	51	$341,563.70	6.47%	$449,369.14	(23.99%)
Target-Date 2025					
BlackRock LifePath® Index 2025 K	87	$763,861.46	14.47%	$748,067.90	2.11%
Target-Date 2030					
BlackRock LifePath® Index 2030 K	88	$464,937.10	8.81%	$448,236.61	3.73%
Target-Date 2035					
BlackRock LifePath® Index 2035 K	81	$465,346.65	8.81%	$444,944.63	4.59%
Target-Date 2040					
BlackRock LifePath® Index 2040 K	82	$436,707.04	8.27%	$417,544.67	4.59%

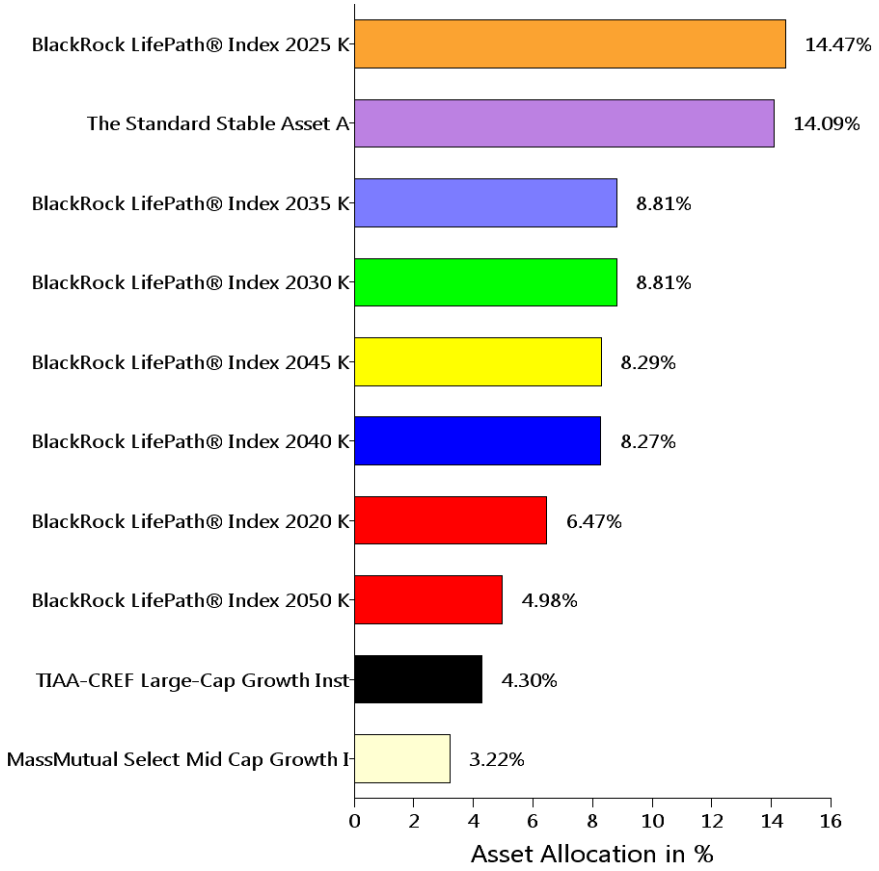
Investment Name	# of Participants	09/30/2019 Balance	% of Plan	06/30/2019 Balance	% Change
Target-Date 2045					
BlackRock LifePath® Index 2045 K	96	$437,640.47	8.29%	$413,579.04	5.82%
Target-Date 2050					
BlackRock LifePath® Index 2050 K	88	$262,830.39	4.98%	$248,603.27	5.72%
Target-Date 2055					
BlackRock LifePath® Index 2055 K	52	$48,448.43	0.92%	$41,423.90	16.96%
Target-Date 2060+					
BlackRock LifePath® Index 2060 K	44	$30,274.73	0.57%	$24,241.60	24.89%
Large Value					
MFS Value R6	26	$130,225.96	2.47%	$126,977.68	2.56%
Large Blend					
iShares S&P 500 Index K	28	$60,232.05	1.14%	$56,348.53	6.89%
Large Growth					
TIAA-CREF Large-Cap Growth Inst	51	$227,112.02	4.30%	$229,244.88	(0.93%)
Mid-Cap Value					
Wells Fargo Special Mid Cap Value Inst	6	$1,297.97	0.02%	$1,211.53	7.13%
Mid-Cap Blend					
Vanguard Mid Cap Index Admiral	10	$22,303.71	0.42%	$15,735.62	41.74%
Mid-Cap Growth					
MassMutual Select Mid Cap Growth I	47	$169,840.10	3.22%	$171,609.89	(1.03%)
Small Value					
⚠ DFA US Small Cap Value I	38	$28,013.48	0.53%	$28,547.82	(1.87%)

Investment Name	# of Participants	09/30/2019 Balance	% of Plan	06/30/2019 Balance	% Change
Small Growth					
Janus Henderson Triton T	30	$51,134.52	0.97%	$52,454.03	(2.52%)
Foreign Large Blend					
Hartford International Opportunities R6	6	$841.63	0.02%	$610.16	37.94%
Diversified Emerging Mkts					
American Funds New World R6	44	$68,351.03	1.29%	$69,153.98	(1.16%)
Real Estate					
Principal Real Estate Securities Inst	5	$11,512.36	0.22%	$10,947.64	5.16%
Total:		$5,280,268.96		$5,264,510.94	0.30%

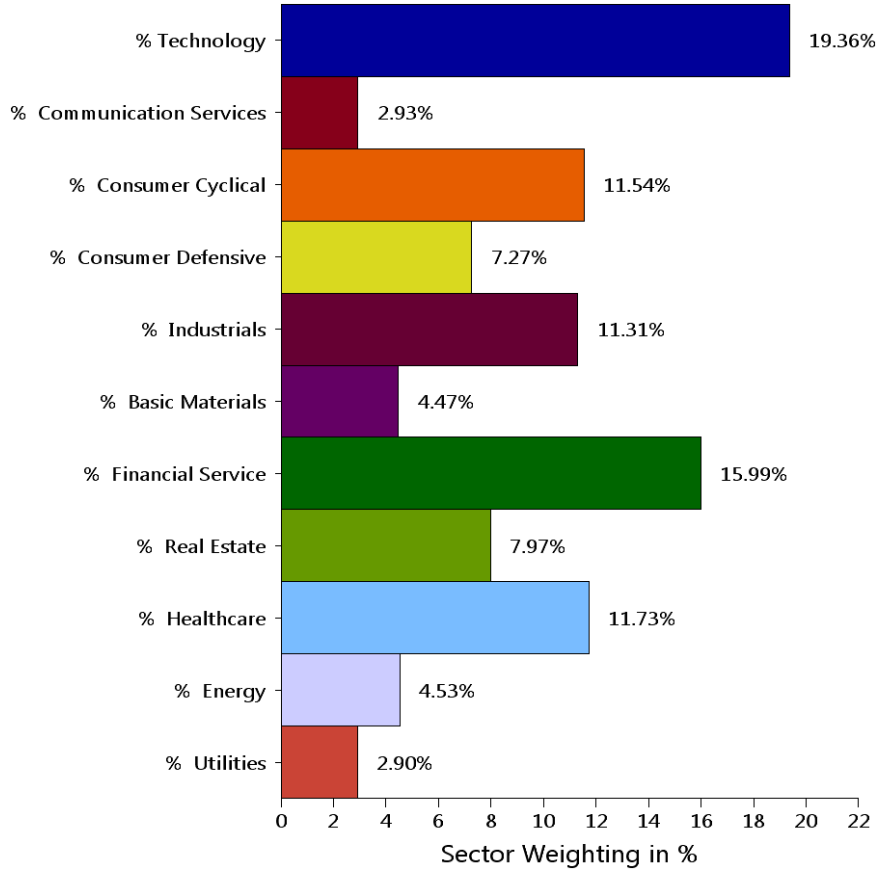
Review : Watch : Addition :

Denotes potential addition or replacement option(s). Option(s) are subject to final approval as platforms may discontinue option availability.
For source information, please see the "Important Disclosures" section of this report.

Top 10 Holdings

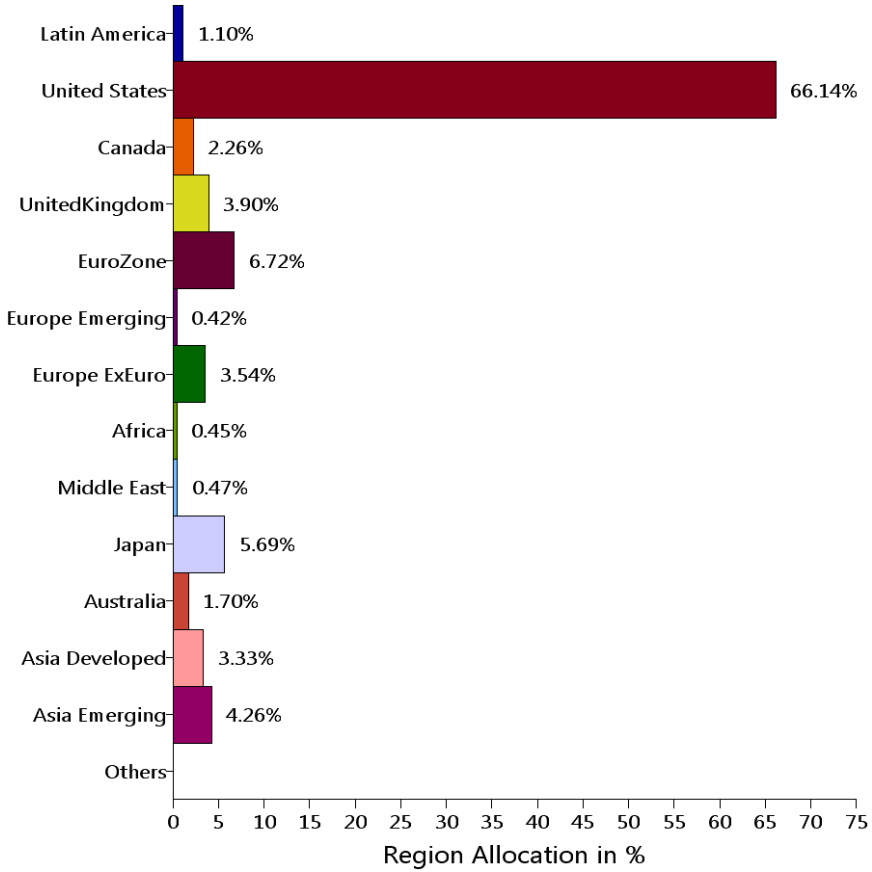


Sector Allocation

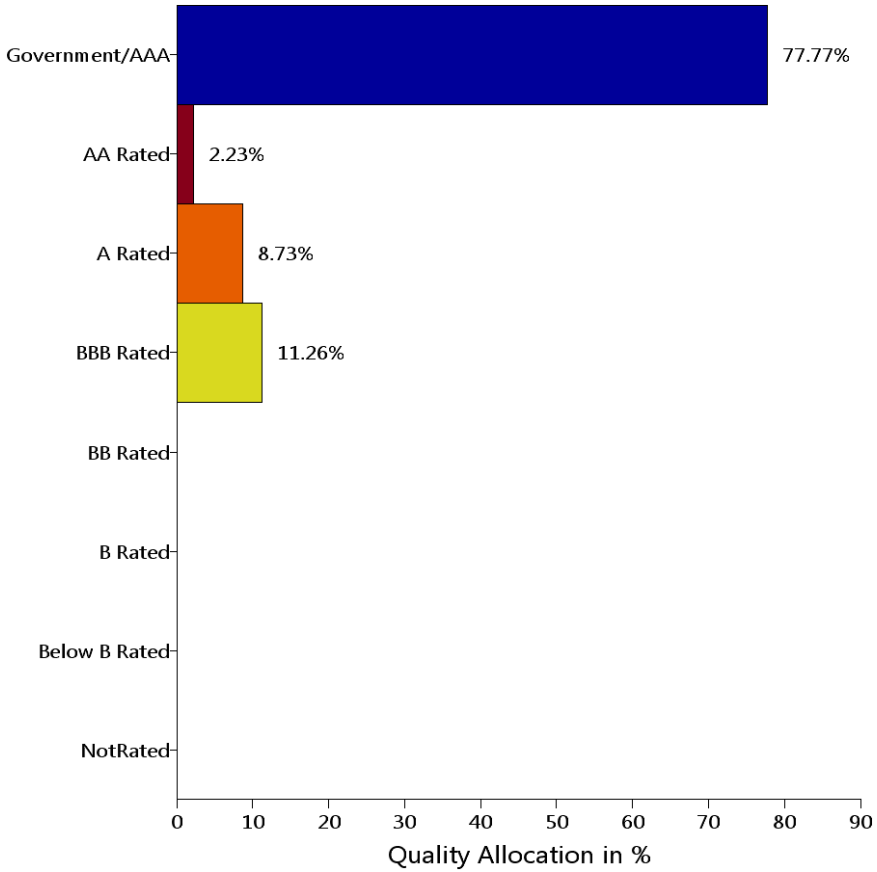


For source information, please see the "Important Disclosures" section of this report.

Region Allocation

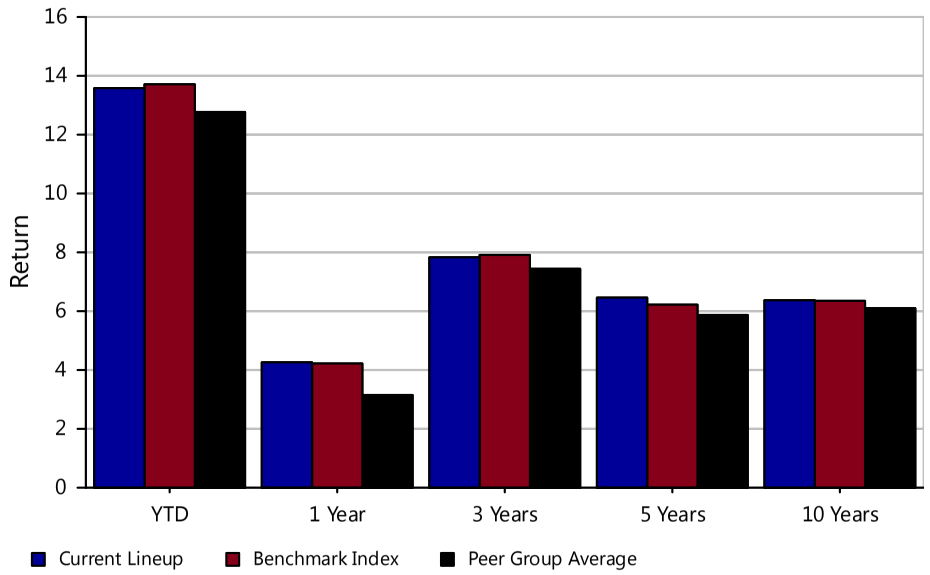


Quality Allocation

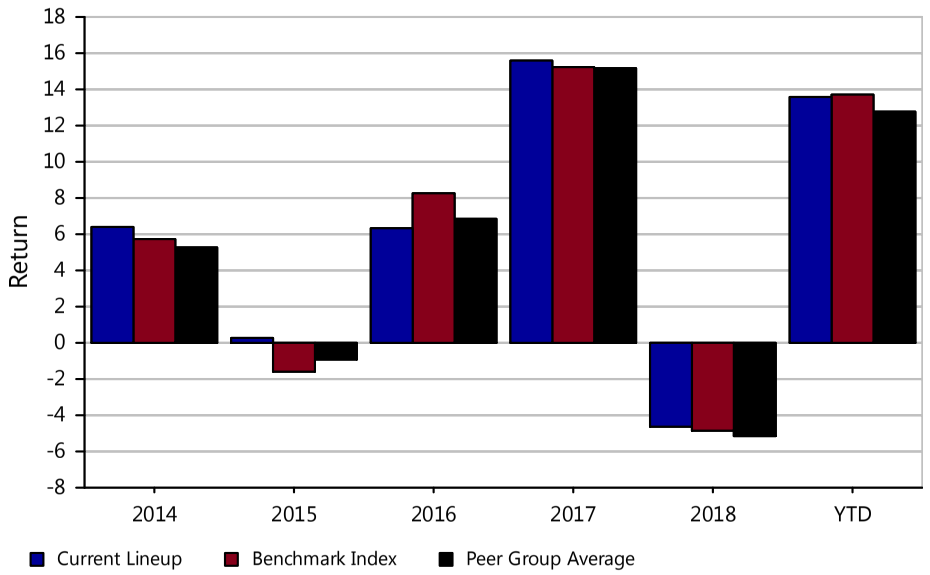


For source information, please see the "Important Disclosures" section of this report.

Annualized Returns



Calendar Year Returns



Trailing Returns

	YTD	1 Year	3 Years	5 Years	10 Years	Net Exp.Ratio
Current Lineup	13.58	4.26	7.83	6.46	6.37	0.20
Benchmark Index	13.71	4.22	7.91	6.22	6.35	NA
Peer Group Average	12.77	3.15	7.44	5.87	6.10	0.82

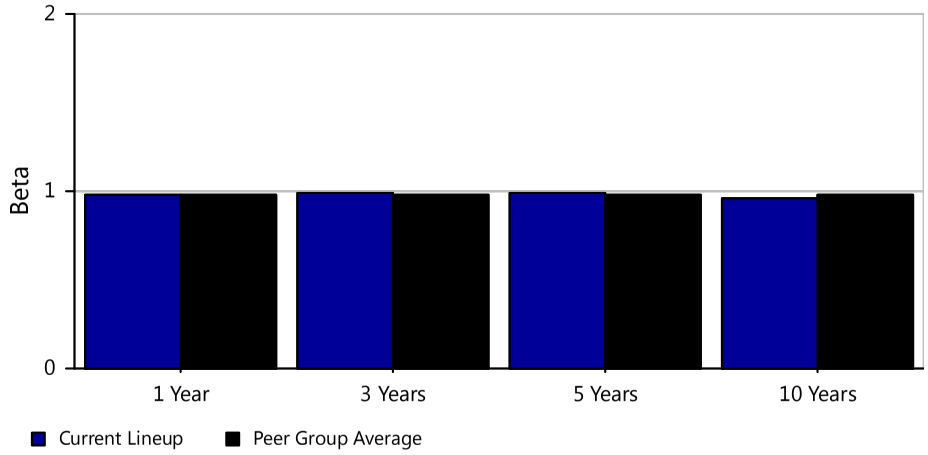
Calendar Year Returns

	2014	2015	2016	2017	2018	YTD	Net Exp.Ratio
Current Lineup	6.40	0.27	6.33	15.59	-4.63	13.58	0.20
Benchmark Index	5.73	-1.59	8.26	15.23	-4.85	13.71	NA
Peer Group Average	5.27	-0.92	6.85	15.17	-5.15	12.77	0.82

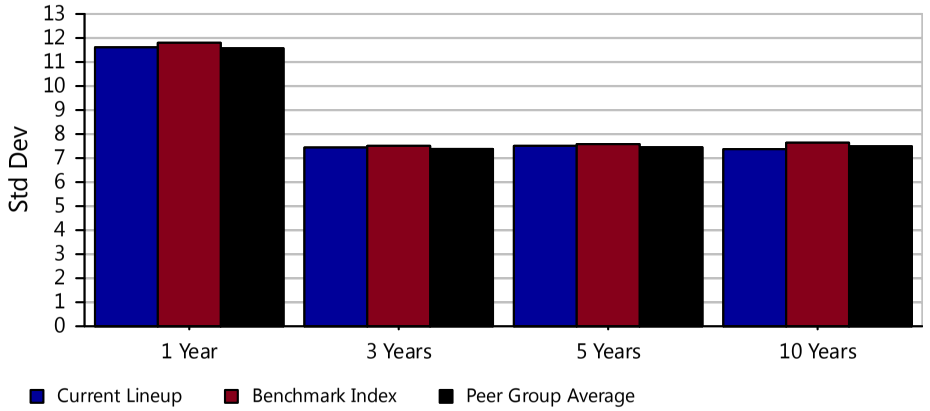
The Benchmark Index is constructed utilizing the underlying indexes of the Plan's investment options weighted in proportion to the asset allocation of the Plan. The underlying indexes are illustrated on the standardized performance pages of the report. For source information, please see the "Important Disclosures" section of this report.

The performance data quoted represents past performance. Past performance does not guarantee future results. Investment return and principal value will fluctuate so that an investor's shares, when redeemed, may be worth more or less than their original cost. Current performance may be lower or higher than the performance information quoted. The performance quoted reflects the reinvestment of dividends and capital gains and is net of all expenses. To obtain current month-end performance information, please contact the phone number located in the "Important Disclosures" section of this report.

Annualized Beta



Annualized Standard Deviation



Trailing Beta

	1 Year	3 Years	5 Years	10 Years
Current Lineup	0.98	0.99	0.99	0.96
Peer Group Average	0.98	0.98	0.98	0.98

Trailing Standard Deviation

	1 Year	3 Years	5 Years	10 Years
Current Lineup	11.61	7.44	7.51	7.37
Benchmark Index	11.80	7.51	7.58	7.64
Peer Group Average	11.57	7.38	7.45	7.49

Calendar Year Beta

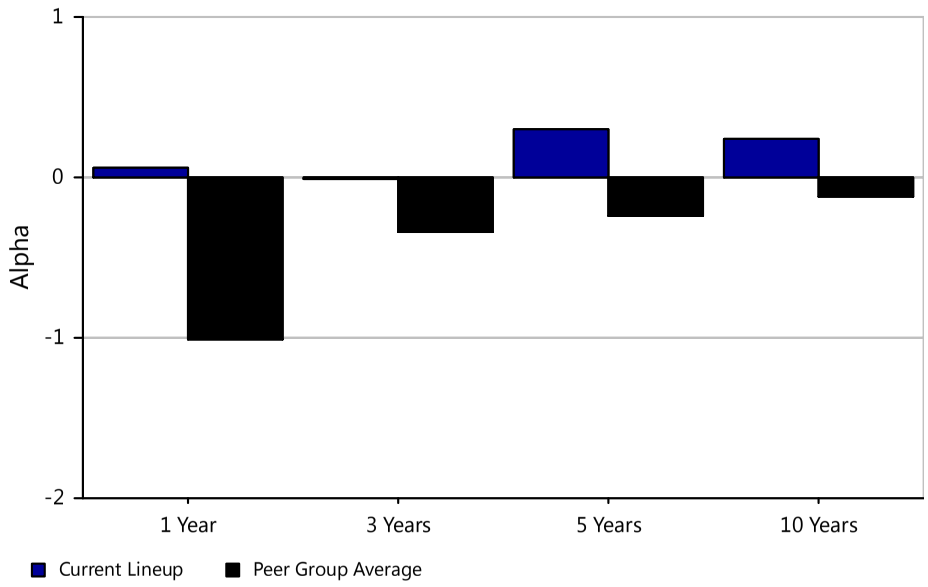
	2014	2015	2016	2017	2018
Current Lineup	0.90	1.01	0.97	0.93	1.01
Peer Group Average	0.97	1.00	0.95	0.93	1.00

Calendar Year Standard Deviation

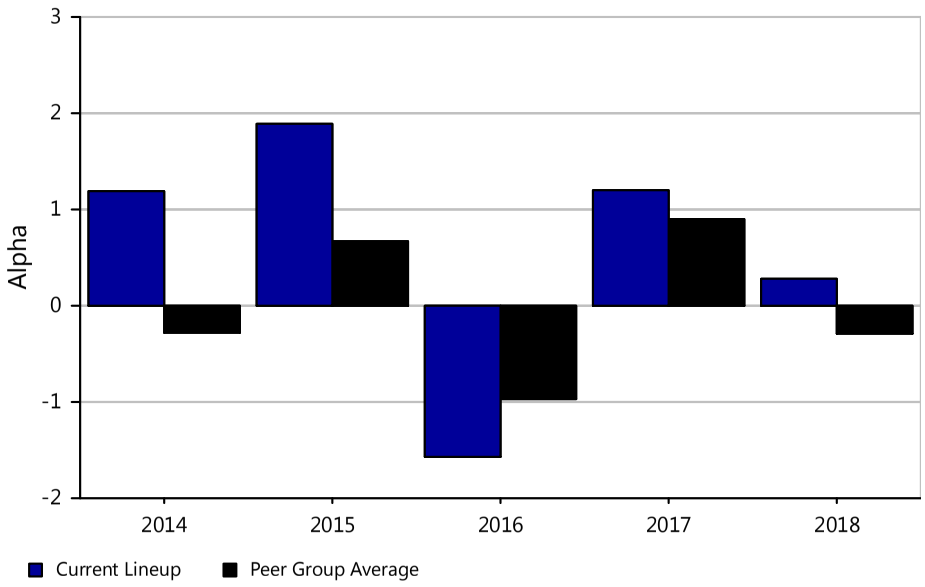
	2014	2015	2016	2017	2018
Current Lineup	5.77	8.35	7.48	1.83	8.89
Benchmark Index	6.37	8.23	7.68	1.91	8.82
Peer Group Average	6.21	8.23	7.35	1.82	8.86

For source information, please see the "Important Disclosures" section of this report.

Annualized Alpha



Calendar Year Alpha



Trailing Alpha

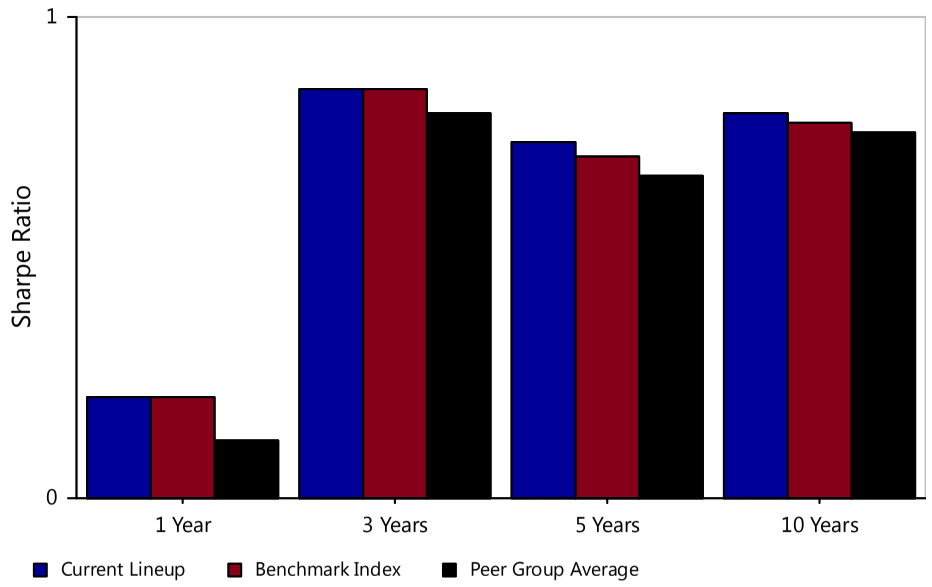
	1 Year	3 Years	5 Years	10 Years
Current Lineup	0.06	-0.01	0.30	0.24
Peer Group Average	-1.01	-0.34	-0.24	-0.12

Calendar Year Alpha

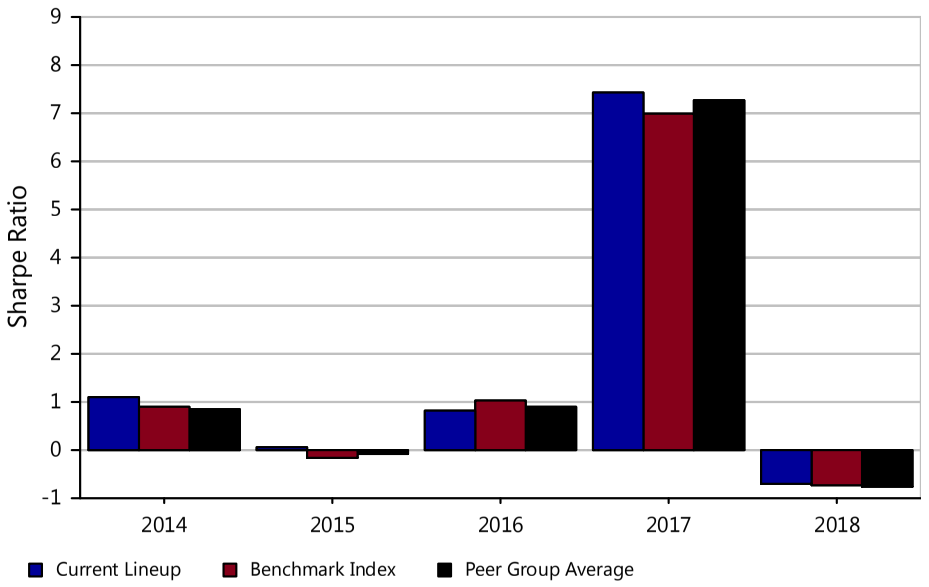
	2014	2015	2016	2017	2018
Current Lineup	1.19	1.89	-1.57	1.20	0.28
Peer Group Average	-0.28	0.67	-0.97	0.90	-0.29

For source information, please see the "Important Disclosures" section of this report.

Annualized Sharpe Ratio



Calendar Year Sharpe Ratio



Trailing Sharpe Ratio

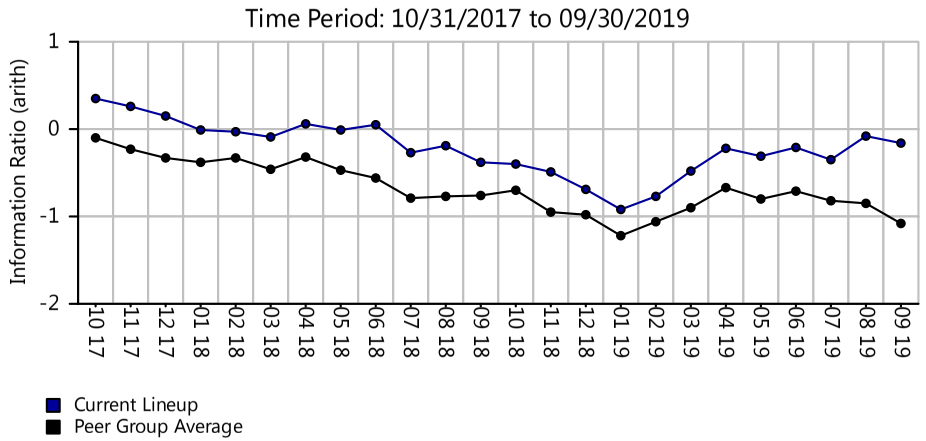
	1 Year	3 Years	5 Years	10 Years
Current Lineup	0.21	0.85	0.74	0.80
Benchmark Index	0.21	0.85	0.71	0.78
Peer Group Average	0.12	0.80	0.67	0.76

Calendar Year Sharpe Ratio

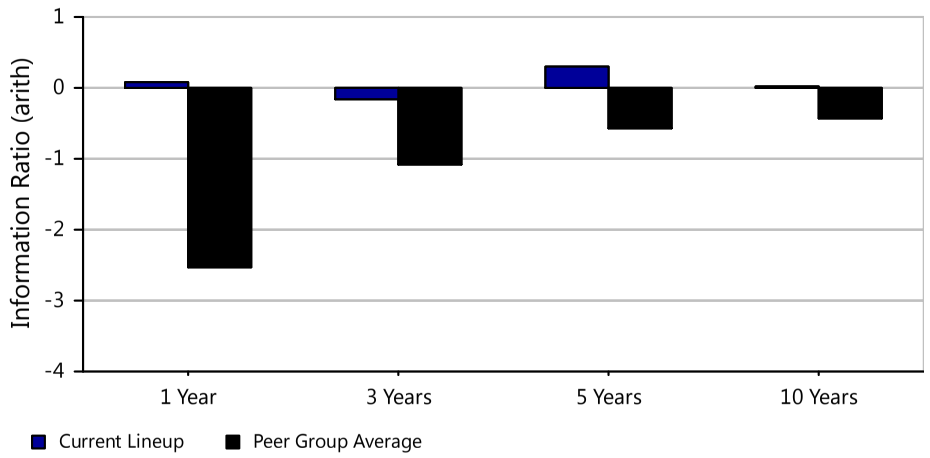
	2014	2015	2016	2017	2018
Current Lineup	1.10	0.06	0.82	7.43	-0.70
Benchmark Index	0.90	-0.16	1.03	6.99	-0.73
Peer Group Average	0.85	-0.08	0.90	7.27	-0.76

For source information, please see the "Important Disclosures" section of this report.

Rolling Information Ratio(Trailing 3 Year)



Annualized Information Ratios



Rolling Information Ratio (Rolling - 3 Year)

	YTD	1 Year	3 Years	5 Years	10 Years
Current Lineup	-0.39	-0.42	0.01	0.08	0.07
Peer Group Average	-0.90	-0.90	-0.49	-0.40	0.09

Calendar Year Information Ratio

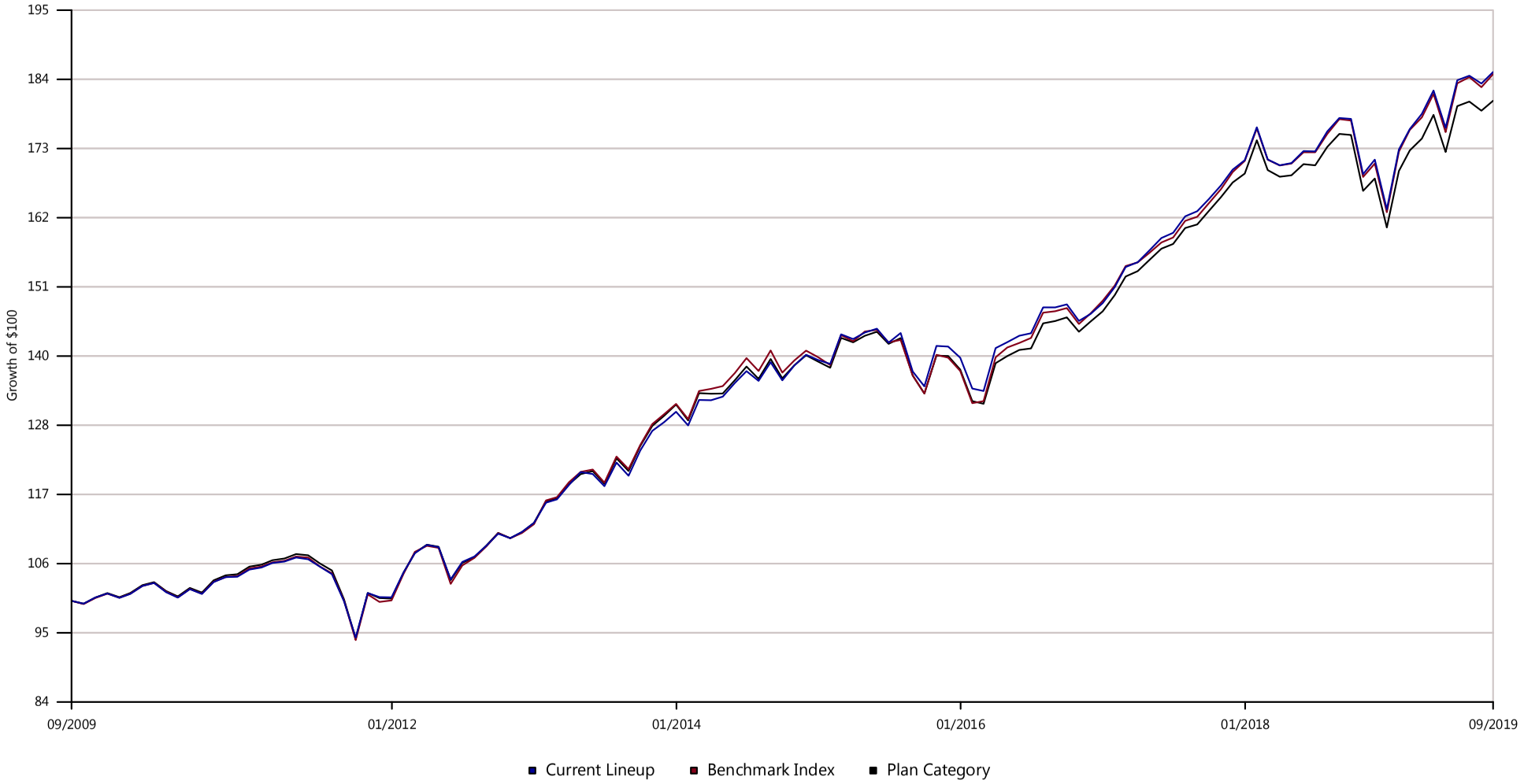
	2014	2015	2016	2017	2018
Current Lineup	0.71	1.62	-2.25	0.78	0.74
Peer Group Average	-0.77	0.90	-1.61	-0.12	-1.03

Trailing Information Ratio

	1 Year	3 Years	5 Years	10 Years
Current Lineup	0.08	-0.16	0.30	0.02
Peer Group Average	-2.53	-1.08	-0.57	-0.43

For source information, please see the "Important Disclosures" section of this report.

Time period : September 2009 - September 2019



	1 YR	3 YR	5 YR	10 YR
Current Lineup	4.26%	25.38%	36.73%	85.46%
Benchmark Index	4.22%	25.66%	35.24%	85.12%
Plan Category	3.15%	24.00%	32.99%	80.81%

Growth of $100 is calculated at NAV and assumes that all dividend and capital gain distributions were reinvested. It does not take into account sales charges or the effect of taxes. Results are not indicative of future performance. For source information, please see the "Important Disclosures" section of this report.

Total Plan Assets	Weighted Investment Cost	Weighted Investment Expense
$5,280,268.96	$10,445.33	0.20%

Investment	#of Participants	2019-09-30 Balance	% of Total Plan	Fund Expense	Weighted Cost
Stable Value					
The Standard Stable Asset A	72	$743,738.75	14.09%	0.10%	$743.74
Intermediate Core Bond					
Vanguard Total Bond Market Index Adm - VBTLX	42	$118,739.88	2.25%	0.05%	$59.37
Allocation--30% to 50% Equity					
Putnam Dynamic Asset Allocation Cnsrv Y - PACYX	14	$63,575.80	1.20%	0.74%	$470.46
Allocation--50% to 70% Equity					
Putnam Dynamic Asset Allocation Bal Y - PABYX	37	$90,349.30	1.71%	0.72%	$650.51
Allocation--70% to 85% Equity					
Putnam Dynamic Asset Allocation Gr Y - PAGYX	14	$150,763.43	2.86%	0.82%	$1,236.26
Target-Date Retirement					
BlackRock LifePath® Index Retire K - LIRKX	11	$90,627.00	1.72%	0.10%	$90.63
Target-Date 2020					
BlackRock LifePath® Index 2020 K - LIMKX	51	$341,563.70	6.47%	0.10%	$341.56
Target-Date 2025					
BlackRock LifePath® Index 2025 K - LIBKX	87	$763,861.46	14.47%	0.10%	$763.86

Investment	#of Participants	2019-09-30 Balance	% of Total Plan	Fund Expense	Weighted Cost
Target-Date 2030					
BlackRock LifePath® Index 2030 K - LINKX	88	$464,937.10	8.81%	0.10%	$464.94
Target-Date 2035					
BlackRock LifePath® Index 2035 K - LIJKX	81	$465,346.65	8.81%	0.10%	$465.35
Target-Date 2040					
BlackRock LifePath® Index 2040 K - LIKKX	82	$436,707.04	8.27%	0.10%	$436.71
Target-Date 2045					
BlackRock LifePath® Index 2045 K - LIHKX	96	$437,640.47	8.29%	0.10%	$437.64
Target-Date 2050					
BlackRock LifePath® Index 2050 K - LIPKX	88	$262,830.39	4.98%	0.10%	$262.83
Target-Date 2055					
BlackRock LifePath® Index 2055 K - LIVKX	52	$48,448.43	0.92%	0.09%	$43.60
Target-Date 2060+					
BlackRock LifePath® Index 2060 K - LIZKX	44	$30,274.73	0.57%	0.10%	$30.27
Large Value					
MFS Value R6 - MEIKX	26	$130,225.96	2.47%	0.48%	$625.08
Large Blend					
iShares S&P 500 Index K - WFSPX	28	$60,232.05	1.14%	0.03%	$18.07
Large Growth					
TIAA-CREF Large-Cap Growth Inst - TILGX	51	$227,112.02	4.30%	0.41%	$931.16

Investment	#of Participants	2019-09-30 Balance	% of Total Plan	Fund Expense	Weighted Cost
Mid-Cap Value					
Wells Fargo Special Mid Cap Value Inst - WFMIX	6	$1,297.97	0.02%	0.83%	$10.77
Mid-Cap Blend					
Vanguard Mid Cap Index Admiral - VIMAX	10	$22,303.71	0.42%	0.05%	$11.15
Mid-Cap Growth					
MassMutual Select Mid Cap Growth I - MEFZX	47	$169,840.10	3.22%	0.71%	$1,205.86
Small Value					
⚠ DFA US Small Cap Value I - DFSVX	38	$28,013.48	0.53%	0.52%	$145.67
Small Growth					
Janus Henderson Triton T - JATTX	30	$51,134.52	0.97%	0.91%	$465.32
Foreign Large Blend					
Hartford International Opportunities R6 - IHOVX	6	$841.63	0.02%	0.71%	$5.98
Diversified Emerging Mkts					
American Funds New World R6 - RNWGX	44	$68,351.03	1.29%	0.62%	$423.78
Real Estate					
Principal Real Estate Securities Inst - PIREX	5	$11,512.36	0.22%	0.91%	$104.76

Review : ☒ Watch : ⚠ Addition : ⊕

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INVESTMENT REVIEW - 100 POINT

Community Action Partnership ERISA 403(b)

For Period Ending 09/30/2019

Investment Scorecard | Current & Historical Scoring

Investment Name	Current Status	# of Participants	Assets	% of Plan	Q2/19	Q1/19	Q4/18	Q3/18	Q2/18	Q1/18	Q4/17
Intermediate Core Bond											
Vanguard Total Bond Market Index Adm - VBTLX	78	42	$118,739.88	2.25%	70	100	100	100	100	100	100
Allocation--30% to 50% Equity											
Putnam Dynamic Asset Allocation Cnsrv Y - PACYX	76	14	$63,575.80	1.20%	82	82	82	85	86	82	88
Allocation--50% to 70% Equity											
Putnam Dynamic Asset Allocation Bal Y - PABYX	72	37	$90,349.30	1.71%	79	82	80	90	93	90	98
Allocation--70% to 85% Equity											
Putnam Dynamic Asset Allocation Gr Y - PAGYX	82	14	$150,763.43	2.86%	88	92	86	98	96	96	100
Target-Date Retirement											
BlackRock LifePath® Index Retire K - LIRKX	92	11	$90,627.00	1.72%	92	92	90	96	96	94	96
Target-Date 2020											
BlackRock LifePath® Index 2020 K - LIMKX	88	51	$341,563.70	6.47%	86	83	88	84	85	76	82
Target-Date 2025											
BlackRock LifePath® Index 2025 K - LIBKX	86	87	$763,861.46	14.47%	90	88	90	84	88	76	82
Target-Date 2030											
BlackRock LifePath® Index 2030 K - LINKX	88	88	$464,937.10	8.81%	88	90	90	86	87	77	79
Target-Date 2035											
BlackRock LifePath® Index 2035 K - LIJKX	88	81	$465,346.65	8.81%	90	92	92	86	87	79	79
Target-Date 2040											
BlackRock LifePath® Index 2040 K - LIKKX	93	82	$436,707.04	8.27%	93	93	92	88	89	83	84
Target-Date 2045											
BlackRock LifePath® Index 2045 K - LIHKX	96	96	$437,640.47	8.29%	93	93	92	88	93	83	87

Investment Scorecard | Current & Historical Scoring

Investment Name	Current Status	# of Participants	Assets	% of Plan	Q2/19	Q1/19	Q4/18	Q3/18	Q2/18	Q1/18	Q4/17
Target-Date 2050											
BlackRock LifePath® Index 2050 K - LIPKX	96	88	$262,830.39	4.98%	93	95	92	94	93	83	91
Target-Date 2055											
BlackRock LifePath® Index 2055 K - LIVKX	95	52	$48,448.43	0.92%	93	93	92	94	93	83	93
Target-Date 2060+											
BlackRock LifePath® Index 2060 K - LIZKX	86	44	$30,274.73	0.57%	76	82	72	72	72	68	72
Large Value											
MFS Value R6 - MEIKX	93	26	$130,225.96	2.47%	91	86	78	75	78	91	93
Large Blend											
iShares S&P 500 Index K - WFSPX	100	28	$60,232.05	1.14%	100	100	100	100	100	100	100
Large Growth											
TIAA-CREF Large-Cap Growth Inst - TILGX	85	51	$227,112.02	4.30%	92	96	90	96	92	94	88
Mid-Cap Value											
Wells Fargo Special Mid Cap Value Inst - WFMIX	96	6	$1,297.97	0.02%	92	91	79	78	78	87	90
Mid-Cap Blend											
Vanguard Mid Cap Index Admiral - VIMAX	100	10	$22,303.71	0.42%	100	100	100	100	100	100	100
Mid-Cap Growth											
MassMutual Select Mid Cap Growth I - MEFZX	95	47	$169,840.10	3.22%	91	92	95	89	90	97	97
Small Value											
⚠ DFA US Small Cap Value I - DFSVX	65	38	$28,013.48	0.53%	69	72	74	77	76	75	72
Small Growth											
Janus Henderson Triton T - JATTX	96	30	$51,134.52	0.97%	92	91	91	93	91	90	90

INVESTMENT SCORECARD | CURRENT & HISTORICAL SCORING

Investment Name	Current Status	# of Participants	Assets	% of Plan	Q2/19	Q1/19	Q4/18	Q3/18	Q2/18	Q1/18	Q4/17
Foreign Large Blend											
Hartford International Opportunities R6 - IHOVX	74	6	$841.63	0.02%	80	75	58	72	85	91	88
Diversified Emerging Mkts											
American Funds New World R6 - RNWGX	96	44	$68,351.03	1.29%	96	96	88	95	98	92	92
Real Estate											
Principal Real Estate Securities Inst - PIREX	96	5	$11,512.36	0.22%	96	95	93	96	96	96	94

Review : Watch : Addition :

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INVESTMENT SCORECARD | CRITERIA DATA

Investment Name	IPS Score	Return 1Yr	Return 3Yr	Return 5Yr	Sharpe 3Yr	Sharpe 5Yr	Info Ratio 3Yr	Info Ratio 5Yr	Manager Tenure	Expense Ratio	Style Consistency (RBSA)	Up/Down Capture 5Yr
Allocation--30% to 50% Equity												
Putnam Dynamic Asset Allocation Cnsrv Y - PACYX	76	4.20% (65)	4.90% (62)	4.61% (37)	0.74 (44)	0.80 (16)	-0.86 (76)	-0.87 (61)	17.33 (5)	0.74% (26)	3.31 (12)	0.91 (23)
DJ US Moderately Conservative TR USD		6.19%	6.22%	5.83%	0.92	1.00	-	-	-	-	-	-
Morningstar Allocation--30% to 50% Equity		4.52%	5.15%	4.18%	0.67	0.60	-0.50	-0.72	8.11	1.10%	5.91	0.81
Allocation--50% to 70% Equity												
Putnam Dynamic Asset Allocation Bal Y - PABYX	72	1.32% (82)	7.37% (42)	6.24% (32)	0.73 (53)	0.68 (40)	-0.45 (54)	-0.55 (44)	17.33 (12)	0.72% (26)	5.81 (57)	0.92 (45)
DJ US Moderate TR USD		4.52%	8.17%	7.23%	0.85	0.84	-	-	-	-	-	-
Morningstar Allocation--50% to 70% Equity		3.53%	7.13%	5.60%	0.73	0.62	-0.37	-0.59	9.94	1.10%	6.19	0.90
Allocation--70% to 85% Equity												
Putnam Dynamic Asset Allocation Gr Y - PAGYX	82	-0.99% (82)	8.49% (29)	6.82% (22)	0.68 (47)	0.59 (40)	0.00 (29)	0.02 (22)	17.33 (9)	0.82% (29)	7.33 (36)	0.97 (43)
DJ Moderately Aggressive TR USD		2.06%	8.49%	6.77%	0.73	0.63	-	-	-	-	-	-
Morningstar Allocation--70% to 85% Equity		1.33%	7.55%	5.67%	0.64	0.52	-0.31	-0.36	9.66	1.18%	9.13	0.94
Large Value												
MFS Value R6 - MEIKX	93	7.52% (11)	10.54% (30)	9.25% (15)	0.75 (28)	0.72 (19)	0.43 (26)	0.61 (6)	17.66 (14)	0.48% (14)	10.67 (37)	1.11 (21)
Russell 1000 Value TR USD		4.00%	9.43%	7.79%	0.67	0.61	-	-	-	-	-	-
Morningstar Large Value		1.92%	9.43%	7.30%	0.66	0.57	0.02	-0.15	9.77	0.95%	14.21	1.02
Large Growth												
TIAA-CREF Large-Cap Growth Inst - TILGX	85	0.27% (68)	16.35% (27)	13.04% (22)	1.06 (30)	0.89 (26)	-0.18 (28)	-0.11 (22)	13.50 (35)	0.41% (7)	8.92 (30)	0.94 (35)
Russell 1000 Growth TR USD		3.71%	16.89%	13.39%	1.13	0.97	-	-	-	-	-	-
Morningstar Large Growth		1.86%	14.60%	11.00%	0.96	0.78	-0.66	-0.65	10.86	1.05%	13.38	0.90

INVESTMENT SCORECARD | CRITERIA DATA

Investment Name	IPS Score	Return 1Yr	Return 3Yr	Return 5Yr	Sharpe 3Yr	Sharpe 5Yr	Info Ratio 3Yr	Info Ratio 5Yr	Manager Tenure	Expense Ratio	Style Consistency (RBSA)	Up/Down Capture 5Yr
Mid-Cap Value												
Wells Fargo Special Mid Cap Value Inst - WFMIX	96	8.17% (2)	9.18% (15)	8.77% (10)	0.63 (8)	0.68 (8)	0.45 (16)	0.39 (10)	10.66 (40)	0.83% (30)	12.75 (31)	1.13 (9)
Russell Mid Cap Value TR USD		1.60%	7.82%	7.55%	0.51	0.56	-	-	-	-	-	-
Morningstar Mid-Cap Value		-2.14%	7.04%	6.26%	0.44	0.45	-0.12	-0.25	9.63	1.05%	15.99	0.94
Mid-Cap Growth												
MassMutual Select Mid Cap Growth I - MEFZX	95	6.66% (24)	14.42% (35)	12.69% (15)	0.97 (23)	0.92 (13)	-0.03 (36)	0.60 (9)	19.33 (11)	0.71% (13)	11.77 (38)	1.13 (16)
Russell Mid Cap Growth TR USD		5.20%	14.50%	11.12%	0.91	0.77	-	-	-	-	-	-
Morningstar Mid-Cap Growth		1.10%	13.10%	9.89%	0.81	0.68	-0.40	-0.35	10.80	1.15%	14.88	0.97
Small Value												
⚠ DFA US Small Cap Value I - DFSVX	65	-13.74% (84)	4.24% (67)	4.43% (63)	0.23 (69)	0.28 (64)	-0.69 (77)	-0.86 (87)	7.58 (55)	0.52% (8)	0.52 (11)	0.88 (67)
Russell 2000 Value TR USD		-8.24%	6.54%	7.17%	0.36	0.45	-	-	-	-	-	-
Morningstar Small Value		-9.38%	4.92%	5.03%	0.27	0.33	-0.33	-0.39	9.70	1.19%	9.27	0.93
Small Growth												
Janus Henderson Triton T - JATTX	96	-2.52% (19)	13.78% (32)	12.43% (13)	0.81 (21)	0.80 (8)	1.06 (16)	0.88 (7)	6.33 (66)	0.91% (24)	5.91 (17)	1.25 (11)
Russell 2000 Growth TR USD		-9.63%	9.79%	9.08%	0.53	0.54	-	-	-	-	-	-
Morningstar Small Growth		-7.52%	11.44%	9.55%	0.62	0.58	0.30	0.11	10.80	1.21%	11.72	1.07
Foreign Large Blend												
Hartford International Opportunities R6 - IHOVX	74	-1.84% (48)	4.73% (73)	3.40% (28)	0.30 (76)	0.25 (28)	-0.47 (68)	0.03 (29)	12.75 (16)	0.71% (30)	8.63 (61)	1.02 (27)
MSCI EAFE NR USD		-1.34%	6.48%	3.27%	0.48	0.24	-	-	-	-	-	-
Morningstar Foreign Large Blend		-2.04%	5.55%	2.93%	0.40	0.22	-0.29	-0.10	7.32	0.97%	8.46	1.00

Investment Name	IPS Score	Return 1Yr	Return 3Yr	Return 5Yr	Sharpe 3Yr	Sharpe 5Yr	Info Ratio 3Yr	Info Ratio 5Yr	Manager Tenure	Expense Ratio	Style Consistency (RBSA)	Up/Down Capture 5Yr
Diversified Emerging Mkts												
American Funds New World R6 - RNWGX	96	7.87% (6)	9.57% (3)	5.49% (3)	0.72 (1)	0.43 (1)	0.77 (2)	0.49 (5)	20.25 (3)	0.62% (11)	11.45 (59)	1.26 (1)
MSCI EM NR USD		-2.02%	5.97%	2.33%	0.37	0.16	-	-	-	-	-	-
Morningstar Diversified Emerging Mkts		-0.03%	5.06%	1.66%	0.31	0.11	-0.21	-0.14	6.94	1.27%	12.04	0.97
Real Estate												
Principal Real Estate Securities Inst - PIREX	96	21.89% (14)	9.51% (12)	11.68% (5)	0.69 (9)	0.80 (9)	1.00 (4)	0.81 (2)	18.75 (12)	0.91% (40)	27.70 (37)	1.17 (13)
DJ US Select REIT TR USD		16.41%	6.48%	9.70%	0.44	0.65	-	-	-	-	-	-
Morningstar Real Estate		17.26%	7.22%	9.27%	0.52	0.67	0.13	-0.20	10.86	1.12%	26.84	1.12

Review : Watch : Addition :

The performance data quoted represents past performance. Past performance does not guarantee future results. Investment return and principal value will fluctuate so that an investor's shares, when redeemed, may be worth more or less than their original cost. Current performance may be lower or higher than the performance information quoted. The performance quoted reflects the reinvestment of dividends and capital gains and is net of all expenses. To obtain current month-end performance information, please contact the phone number located in the “Important Disclosures” section of this report. For source information, please see the "Important Disclosures" section of this report. Please see further details on the scoring methodology in the "Investment Scoring Methodology" section of this report.

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Index Funds

Investment Name	IPS Score	Tracking Error 1Yr	Tracking Error 3Yr	Tracking Error 5Yr	Expense Ratio	AUM	Expense adj. 1Yr Outperf. Index	Expense adj. 3Yr Outperf. Index	Expense adj. 5Yr Outperf. Index
Intermediate Core Bond									
Vanguard Total Bond Market Index Adm - VBTLX	78	0.21% (8)	0.27% (14)	0.26% (13)	0.05% (6)	$241,308,555,975	10.48% (14)	2.95% (29)	3.40% (19)
BBgBarc US Agg Float Adj TR USD		-	-	-	-	-	10.44%	2.96%	3.40%
Morningstar Intermediate Core Bond		0.90%	0.74%	0.78%	0.65%	-	-	-	-
Large Blend									
iShares S&P 500 Index K - WFSPX	100	0.04% (3)	0.03% (2)	0.03% (2)	0.03% (2)	$20,097,601,400	4.31% (32)	13.40% (17)	10.84% (12)
S&P 500 TR USD		-	-	-	-	-	4.25%	13.39%	10.84%
Morningstar Large Blend		3.36%	2.88%	2.92%	0.89%	-	-	-	-
Mid-Cap Blend									
Vanguard Mid Cap Index Admiral - VIMAX	100	0.02% (2)	0.02% (2)	0.02% (2)	0.05% (3)	$105,404,435,536	3.70% (19)	10.72% (19)	9.25% (15)
CRSP US Mid Cap TR USD		-	-	-	-	-	3.70%	10.70%	9.24%
Morningstar Mid-Cap Blend		4.76%	4.68%	4.71%	1.00%	-	-	-	-

Review : Watch : Addition :

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Target Date Funds

Investment Name	IPS Score	Return 1Yr	Return 3Yr	Return 5Yr	Max Draw Down 5Yr	Sharpe 3Yr	Sharpe 5Yr	Info Ratio 3Yr	Info Ratio 5Yr	Manager Tenure	Expense Ratio	Up/Down Capture 5Yr
Target-Date Retirement												
BlackRock LifePath® Index Retire K - LIRKX	92	6.63% (25)	5.83% (14)	5.15% (2)	5.27 (61)	0.88 (34)	0.87 (15)	0.82 (11)	0.86 (2)	8.33 (50)	0.10% (3)	1.08 (39)
Morningstar Lifetime Mod Incm TR USD		5.21%	4.99%	4.18%	-	0.82	0.77	-	-	-	-	-
Morningstar Target-Date Retirement		5.90%	4.78%	4.01%	5.05	0.80	0.74	-0.07	-0.06	8.25	0.75%	1.06
Target-Date 2020												
BlackRock LifePath® Index 2020 K - LIMKX	88	6.15% (16)	6.35% (50)	5.51% (34)	5.84 (16)	0.88 (33)	0.81 (8)	-0.62 (71)	-0.07 (35)	8.33 (39)	0.10% (2)	1.05 (12)
Morningstar Lifetime Mod 2020 TR USD		6.53%	6.78%	5.57%	-	0.89	0.77	-	-	-	-	-
Morningstar Target-Date 2020		5.02%	6.20%	5.07%	7.17	0.82	0.70	-0.34	-0.26	7.55	0.75%	0.99
Target-Date 2025												
BlackRock LifePath® Index 2025 K - LIBKX	86	5.51% (17)	7.17% (45)	6.05% (27)	7.27 (18)	0.85 (39)	0.75 (8)	-0.76 (78)	0.02 (26)	8.33 (34)	0.10% (3)	1.03 (10)
Morningstar Lifetime Mod 2025 TR USD		6.22%	7.51%	6.04%	-	0.89	0.74	-	-	-	-	-
Morningstar Target-Date 2025		4.54%	7.01%	5.57%	8.52	0.81	0.67	-0.38	-0.27	7.16	0.74%	0.97
Target-Date 2030												
BlackRock LifePath® Index 2030 K - LINKX	88	4.98% (15)	7.91% (44)	6.52% (30)	8.47 (14)	0.83 (32)	0.71 (9)	-0.75 (66)	0.01 (30)	8.33 (37)	0.10% (2)	1.03 (8)
Morningstar Lifetime Mod 2030 TR USD		5.40%	8.31%	6.50%	-	0.87	0.70	-	-	-	-	-
Morningstar Target-Date 2030		3.85%	7.65%	6.00%	9.89	0.79	0.64	-0.46	-0.27	7.32	0.78%	0.97
Target-Date 2035												
BlackRock LifePath® Index 2035 K - LIJKX	88	4.38% (13)	8.56% (40)	6.92% (28)	9.60 (9)	0.81 (35)	0.68 (16)	-0.55 (53)	0.08 (26)	8.33 (32)	0.10% (3)	1.03 (13)
Morningstar Lifetime Mod 2035 TR USD		4.24%	8.96%	6.84%	-	0.83	0.66	-	-	-	-	-

Investment Name	IPS Score	Return 1Yr	Return 3Yr	Return 5Yr	Max Draw Down 5Yr	Sharpe 3Yr	Sharpe 5Yr	Info Ratio 3Yr	Info Ratio 5Yr	Manager Tenure	Expense Ratio	Up/Down Capture 5Yr
Morningstar Target-Date 2035		3.09%	8.32%	6.37%	11.17	0.77	0.61	-0.50	-0.27	7.12	0.77%	0.98
Target-Date 2040												
BlackRock LifePath® Index 2040 K - LIKKX	93	3.81% (16)	9.10% (32)	7.28% (12)	10.68 (11)	0.79 (32)	0.66 (21)	-0.23 (34)	0.23 (14)	8.33 (38)	0.10% (3)	1.04 (17)
Morningstar Lifetime Mod 2040 TR USD		3.23%	9.30%	6.98%	-	0.80	0.62	-	-	-	-	-
Morningstar Target-Date 2040		2.50%	8.58%	6.56%	12.00	0.74	0.60	-0.49	-0.21	7.50	0.80%	1.00
Target-Date 2045												
BlackRock LifePath® Index 2045 K - LIHKX	96	3.41% (14)	9.46% (24)	7.52% (7)	11.41 (12)	0.77 (31)	0.65 (21)	0.10 (23)	0.40 (9)	8.33 (32)	0.10% (3)	1.05 (13)
Morningstar Lifetime Mod 2045 TR USD		2.62%	9.37%	6.97%	-	0.77	0.60	-	-	-	-	-
Morningstar Target-Date 2045		2.10%	8.91%	6.72%	12.73	0.74	0.59	-0.37	-0.13	7.07	0.77%	1.01
Target-Date 2050												
BlackRock LifePath® Index 2050 K - LIPKX	96	3.23% (15)	9.54% (23)	7.60% (7)	11.77 (16)	0.76 (34)	0.64 (21)	0.22 (15)	0.50 (9)	8.33 (38)	0.10% (3)	1.06 (19)
Morningstar Lifetime Mod 2050 TR USD		2.39%	9.32%	6.89%	-	0.76	0.59	-	-	-	-	-
Morningstar Target-Date 2050		1.99%	8.88%	6.76%	12.89	0.72	0.59	-0.29	-0.04	7.15	0.80%	1.02
Target-Date 2055												
BlackRock LifePath® Index 2055 K - LIVKX	95	3.18% (15)	9.55% (26)	7.64% (9)	11.78 (8)	0.76 (38)	0.64 (18)	0.30 (18)	0.56 (7)	8.33 (23)	0.09% (2)	1.07 (14)
Morningstar Lifetime Mod 2055 TR USD		2.29%	9.26%	6.81%	-	0.75	0.58	-	-	-	-	-
Morningstar Target-Date 2055		1.84%	9.04%	6.84%	13.04	0.73	0.59	-0.17	0.03	5.90	0.78%	1.02
Target-Date 2060+												
BlackRock LifePath® Index 2060 K - LIZKX	86	3.30% (12)	9.58% (29)	-	-	0.76 (43)	-	0.41 (18)	-	3.58 (39)	0.10% (4)	-
Morningstar Lifetime Mod 2060 TR USD		2.22%	9.18%	6.71%	-	0.74	0.57	-	-	-	-	-

INVESTMENT SCORECARD | CRITERIA DATA

Investment Name	IPS Score	Return 1Yr	Return 3Yr	Return 5Yr	Max Draw Down 5Yr	Sharpe 3Yr	Sharpe 5Yr	Info Ratio 3Yr	Info Ratio 5Yr	Manager Tenure	Expense Ratio	Up/Down Capture 5Yr
Morningstar Target-Date 2060+		1.89%	9.20%	7.20%	12.89	0.74	0.62	0.01	0.32	2.96	0.78%	1.06

Review : Watch : Addition :

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Investment Name	IPS Score	Return 1Yr	Return 3Yr	Return 5Yr	Sharpe 3Yr	Sharpe 5Yr	Info Ratio 3Yr	Info Ratio 5Yr	Manager Tenure	Expense Ratio	Style Consistency (RBSA)	Up/Down Capture 5Yr
Allocation--30% to 50% Equity												
Putnam Dynamic Asset Allocation Cnsrv Y - PACYX	76	3.6	4.8	8	6.4	10	3.2	6	10	8	10	6
Allocation--50% to 70% Equity												
Putnam Dynamic Asset Allocation Bal Y - PABYX	72	2.4	6.4	8	4.8	8	4.8	8	10	8	6	6
Allocation--70% to 85% Equity												
Putnam Dynamic Asset Allocation Gr Y - PAGYX	82	2.4	6.4	10	6.4	8	6.4	10	10	8	8	6
Large Value												
MFS Value R6 - MEIKX	93	6	6.4	10	6.4	10	6.4	10	10	10	8	10
Large Growth												
TIAA-CREF Large-Cap Growth Inst - TILGX	85	3.6	6.4	10	6.4	8	6.4	10	10	10	8	6
Mid-Cap Value												
Wells Fargo Special Mid Cap Value Inst - WFMIX	96	6	8	10	8	10	8	10	10	8	8	10
Mid-Cap Growth												
MassMutual Select Mid Cap Growth I - MEFZX	95	6	6.4	10	8	10	6.4	10	10	10	8	10
Small Value												
⚠ DFA US Small Cap Value I - DFSVX	65	2.4	4.8	6	4.8	6	3.2	4	10	10	10	4
Small Growth												
Janus Henderson Triton T - JATTX	96	6	6.4	10	8	10	8	10	8	10	10	10
Foreign Large Blend												
Hartford International Opportunities R6 - IHOVX	74	4.8	4.8	8	3.2	8	4.8	8	10	8	6	8

INVESTMENT SCORECARD | CRITERIA SCORING

Investment Name	IPS Score	Return 1Yr	Return 3Yr	Return 5Yr	Sharpe 3Yr	Sharpe 5Yr	Info Ratio 3Yr	Info Ratio 5Yr	Manager Tenure	Expense Ratio	Style Consistency (RBSA)	Up/Down Capture 5Yr
Diversified Emerging Mkts												
American Funds New World R6 - RNWGX	96	6	8	10	8	10	8	10	10	10	6	10
Real Estate												
Principal Real Estate Securities Inst - PIREX	96	6	8	10	8	10	8	10	10	8	8	10

Review : Watch : Addition :

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Index Funds

Investment Name	IPS Score	Tracking Error 1Yr	Tracking Error 3Yr	Tracking Error 5Yr	Expense Ratio	AUM	Expense adj. 1Yr Outperf. Index	Expense adj. 3Yr Outperf. Index	Expense adj. 5Yr Outperf. Index
Intermediate Core Bond									
Vanguard Total Bond Market Index Adm - VBTLX	78	8	0	0	30	10	8	10	12
Large Blend									
iShares S&P 500 Index K - WFSPX	100	8	10	12	30	10	8	10	12
Mid-Cap Blend									
Vanguard Mid Cap Index Admiral - VIMAX	100	8	10	12	30	10	8	10	12

Review : Watch : Addition :

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Target Date Funds

Investment Name	IPS Score	Return 1Yr	Return 3Yr	Return 5Yr	Max Draw Down 5Yr	Sharpe 3Yr	Sharpe 5Yr	Info Ratio 3Yr	Info Ratio 5Yr	Manager Tenure	Expense Ratio	Up/Down Capture 5Yr
Target-Date Retirement												
BlackRock LifePath® Index Retire K - LIRKX	92	6	8	10	6	6.4	10	8	10	10	10	8
Target-Date 2020												
BlackRock LifePath® Index 2020 K - LIMKX	88	6	6.4	8	10	6.4	10	4.8	8	10	10	8
Target-Date 2025												
BlackRock LifePath® Index 2025 K - LIBKX	86	6	6.4	8	10	6.4	10	3.2	8	10	10	8
Target-Date 2030												
BlackRock LifePath® Index 2030 K - LINKX	88	6	6.4	8	10	6.4	10	4.8	8	10	10	8
Target-Date 2035												
BlackRock LifePath® Index 2035 K - LIJKX	88	6	6.4	8	10	6.4	10	4.8	8	10	10	8
Target-Date 2040												
BlackRock LifePath® Index 2040 K - LIKKX	93	6	6.4	10	10	6.4	10	6.4	10	10	10	8
Target-Date 2045												
BlackRock LifePath® Index 2045 K - LIHKX	96	6	8	10	10	6.4	10	8	10	10	10	8
Target-Date 2050												
BlackRock LifePath® Index 2050 K - LIPKX	96	6	8	10	10	6.4	10	8	10	10	10	8
Target-Date 2055												
BlackRock LifePath® Index 2055 K - LIVKX	95	6	6.4	10	10	6.4	10	8	10	10	10	8

Investment Name	IPS Score	Return 1Yr	Return 3Yr	Return 5Yr	Max Draw Down 5Yr	Sharpe 3Yr	Sharpe 5Yr	Info Ratio 3Yr	Info Ratio 5Yr	Manager Tenure	Expense Ratio	Up/Down Capture 5Yr
Target-Date 2060+												
BlackRock LifePath® Index 2060 K - LIZKX	86	6	6.4	-	-	6.4	-	8	-	6	10	-

Review : Watch : Addition :

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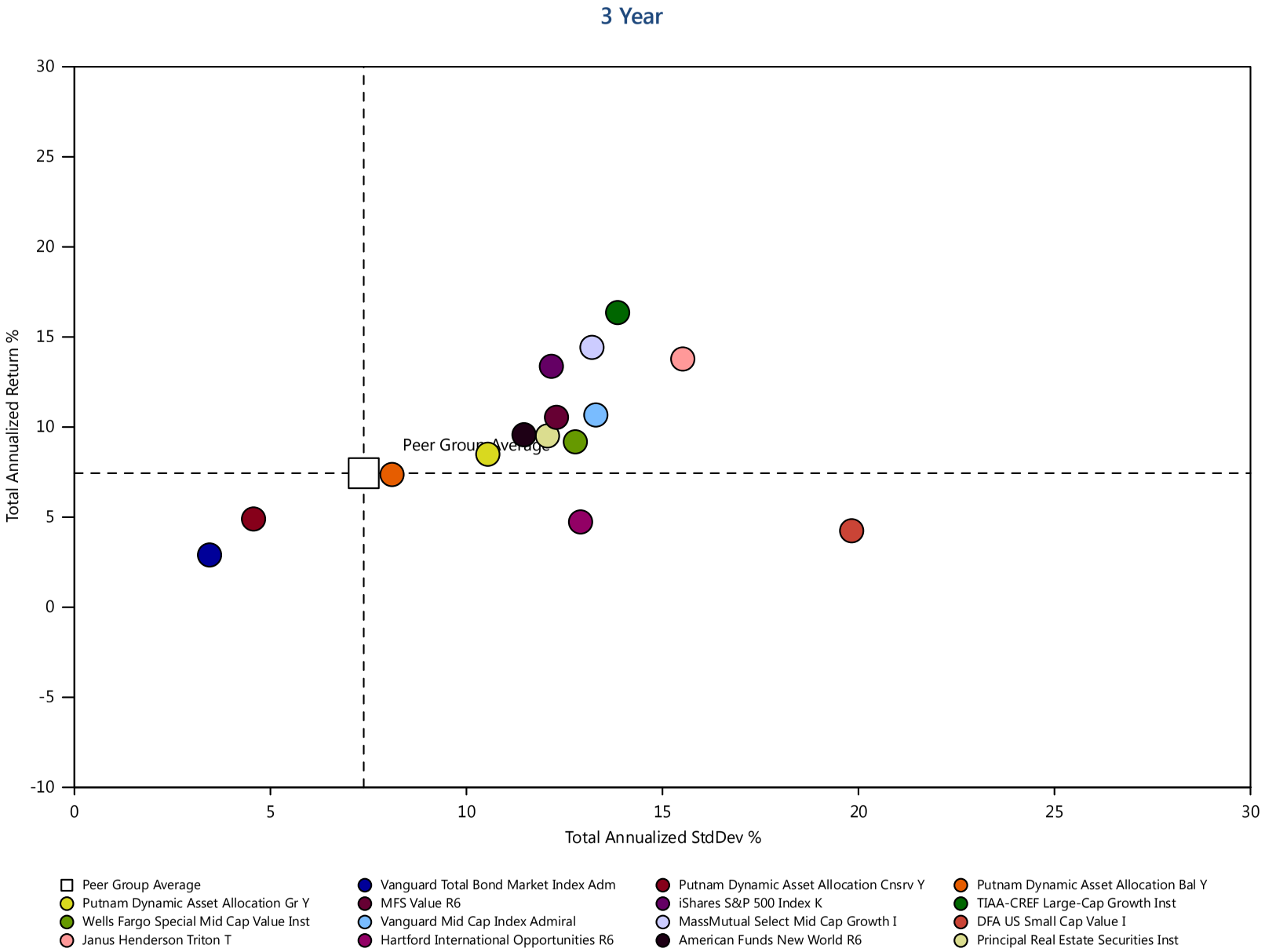

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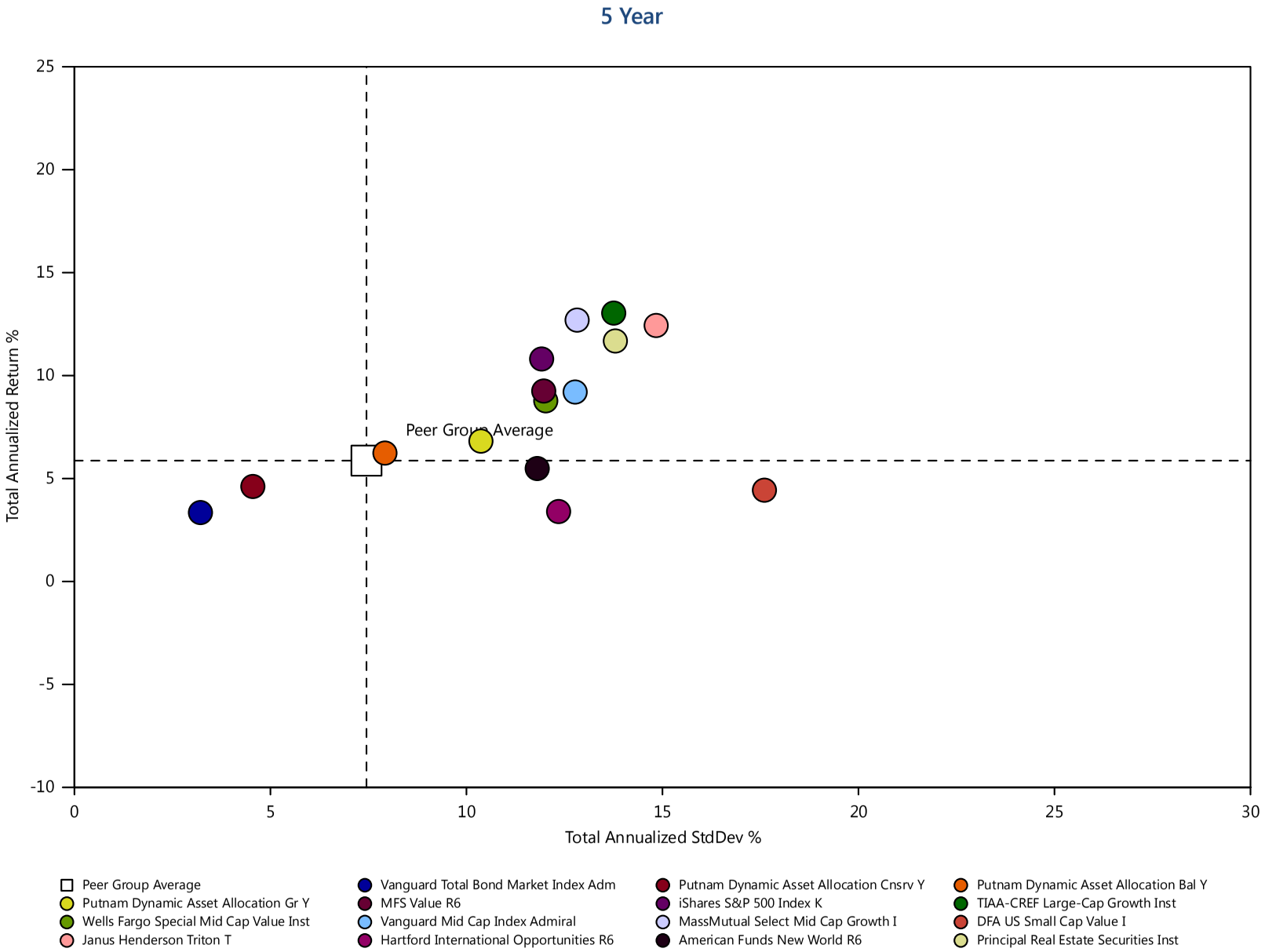

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Investment Name	Last Qtr	YTD	Annualized Returns						Calendar Year Returns				
			1 Year	3 Year	5Year	10 Year	ITD	Inception Date	2018	2017	2016	2015	2014
Stable Value													
The Standard Stable Asset A	-	-	-	-	-	-	-	-	-	-	-	-	-
USTREAS T-Bill Sec Mkt 3 Mon	*0.58%*	*1.84%*	*2.35%*	*1.44%*	*0.90%*	-	-	-	*1.69%*	*0.71%*	*0.25%*	*0.03%*	*0.04%*
Morningstar US SA Stable Value	*0.54%*	*1.57%*	*2.08%*	*1.77%*	*1.61%*	*1.84%*	-	-	*1.85%*	*1.55%*	*1.44%*	*1.38%*	*1.28%*
Intermediate Core Bond													
Vanguard Total Bond Market Index Adm	2.43%	8.68%	10.43%	2.90%	3.35%	3.69%	5.96%	12/11/1986	(0.03%)	3.56%	2.60%	0.40%	5.89%
BBgBarc US Agg Float Adj TR USD	*2.33%*	*8.72%*	*10.44%*	*2.96%*	*3.40%*	*3.79%*	-	-	*(0.08%)*	*3.63%*	*2.75%*	*0.44%*	*5.85%*
Morningstar Intermediate Core Bond	*1.99%*	*7.89%*	*9.35%*	*2.58%*	*2.95%*	*3.59%*	-	-	*(0.29%)*	*3.16%*	*2.50%*	*0.35%*	*5.13%*
Allocation--30% to 50% Equity													
Putnam Dynamic Asset Allocation Cnsrv Y	1.05%	10.03%	4.20%	4.90%	4.61%	6.59%	6.04%	02/07/1994	(4.55%)	10.04%	4.84%	0.51%	8.55%
DJ US Moderately Conservative TR USD	*1.39%*	*12.04%*	*6.19%*	*6.22%*	*5.83%*	*7.46%*	-	-	*(2.26%)*	*9.55%*	*6.96%*	*0.24%*	*7.93%*
Morningstar Allocation--30% to 50% Equity	*1.19%*	*11.16%*	*4.52%*	*5.15%*	*4.18%*	*6.16%*	-	-	*(5.01%)*	*10.01%*	*6.92%*	*(2.26%)*	*4.77%*
Allocation--50% to 70% Equity													
Putnam Dynamic Asset Allocation Bal Y	0.60%	12.99%	1.32%	7.37%	6.24%	8.94%	7.25%	02/07/1994	(6.95%)	15.44%	6.99%	0.55%	9.70%
DJ US Moderate TR USD	*1.10%*	*14.77%*	*4.52%*	*8.17%*	*7.23%*	*9.35%*	-	-	*(3.92%)*	*13.12%*	*9.26%*	*(0.13%)*	*9.08%*
Morningstar Allocation--50% to 70% Equity	*0.92%*	*13.42%*	*3.53%*	*7.13%*	*5.60%*	*7.80%*	-	-	*(5.72%)*	*13.65%*	*7.71%*	*(1.80%)*	*6.46%*
Allocation--70% to 85% Equity													
Putnam Dynamic Asset Allocation Gr Y	0.00%	14.25%	(0.99%)	8.49%	6.82%	9.60%	7.90%	02/08/1994	(9.41%)	20.08%	8.14%	(0.06%)	9.26%
DJ Moderately Aggressive TR USD	*0.08%*	*14.69%*	*2.06%*	*8.49%*	*6.77%*	*8.84%*	-	-	*(7.33%)*	*19.08%*	*9.31%*	*(1.89%)*	*5.90%*

Investment Name	Last Qtr	YTD	Annualized Returns						Calendar Year Returns				
			1 Year	3 Year	5Year	10 Year	ITD	Inception Date	2018	2017	2016	2015	2014
Morningstar Allocation--70% to 85% Equity	*0.53%*	*14.33%*	*1.33%*	*7.55%*	*5.67%*	*8.26%*	-	-	*(7.82%)*	*16.38%*	*8.29%*	*(2.69%)*	*5.49%*
Target-Date Retirement													
BlackRock LifePath® Index Retire K	1.52%	12.02%	6.63%	5.83%	5.15%	-	5.49%	05/31/2011	(3.50%)	10.75%	5.82%	(0.31%)	5.78%
Morningstar Lifetime Mod Incm TR USD	*0.87%*	*9.73%*	*5.21%*	*4.99%*	*4.18%*	-	-	-	*(2.20%)*	*8.55%*	*5.98%*	*(1.30%)*	*4.09%*
Morningstar Target-Date Retirement	*1.31%*	*10.11%*	*5.90%*	*4.78%*	*4.01%*	*5.28%*	-	-	*(3.13%)*	*8.67%*	*5.16%*	*(1.11%)*	*4.32%*
Target-Date 2020													
BlackRock LifePath® Index 2020 K	1.33%	12.30%	6.15%	6.35%	5.51%	-	6.01%	05/31/2011	(3.96%)	12.34%	6.32%	(0.42%)	6.15%
Morningstar Lifetime Mod 2020 TR USD	*1.41%*	*13.28%*	*6.53%*	*6.78%*	*5.57%*	-	-	-	*(4.16%)*	*12.79%*	*7.66%*	*(1.88%)*	*5.87%*
Morningstar Target-Date 2020	*1.04%*	*11.83%*	*5.02%*	*6.20%*	*5.07%*	*6.91%*	-	-	*(4.40%)*	*12.49%*	*6.37%*	*(1.12%)*	*5.13%*
Target-Date 2025													
BlackRock LifePath® Index 2025 K	1.15%	13.43%	5.51%	7.17%	6.05%	-	6.53%	05/31/2011	(4.78%)	14.43%	6.87%	(0.45%)	6.47%
Morningstar Lifetime Mod 2025 TR USD	*1.38%*	*14.23%*	*6.22%*	*7.51%*	*6.04%*	-	-	-	*(4.90%)*	*14.54%*	*8.39%*	*(2.06%)*	*6.04%*
Morningstar Target-Date 2025	*0.93%*	*12.91%*	*4.54%*	*7.01%*	*5.57%*	*7.66%*	-	-	*(5.28%)*	*14.63%*	*6.86%*	*(1.27%)*	*5.32%*
Target-Date 2030													
BlackRock LifePath® Index 2030 K	1.02%	14.42%	4.98%	7.91%	6.52%	-	6.97%	05/31/2011	(5.56%)	16.36%	7.29%	(0.50%)	6.64%
Morningstar Lifetime Mod 2030 TR USD	*1.22%*	*15.11%*	*5.40%*	*8.31%*	*6.50%*	-	-	-	*(5.82%)*	*16.59%*	*9.26%*	*(2.30%)*	*6.01%*
Morningstar Target-Date 2030	*0.76%*	*13.83%*	*3.85%*	*7.65%*	*6.00%*	*7.99%*	-	-	*(6.18%)*	*16.56%*	*7.42%*	*(1.40%)*	*5.46%*
Target-Date 2035													
BlackRock LifePath® Index 2035 K	0.82%	15.27%	4.38%	8.56%	6.92%	-	7.36%	05/31/2011	(6.36%)	18.29%	7.74%	(0.56%)	6.82%

Investment Name	Last Qtr	YTD	Annualized Returns						Calendar Year Returns				
			1 Year	3 Year	5Year	10 Year	ITD	Inception Date	2018	2017	2016	2015	2014
Morningstar Lifetime Mod 2035 TR USD	*0.93%*	*15.76%*	*4.24%*	*8.96%*	*6.84%*	*-*	*-*	*-*	*(6.82%)*	*18.52%*	*10.07%*	*(2.58%)*	*5.80%*
Morningstar Target-Date 2035	*0.56%*	*14.68%*	*3.09%*	*8.32%*	*6.37%*	*8.57%*	*-*	*-*	*(7.01%)*	*18.47%*	*7.69%*	*(1.52%)*	*5.47%*
Target-Date 2040													
BlackRock LifePath® Index 2040 K	0.64%	16.10%	3.81%	9.10%	7.28%	-	7.72%	05/31/2011	(7.08%)	19.95%	8.10%	(0.56%)	6.90%
Morningstar Lifetime Mod 2040 TR USD	*0.66%*	*16.11%*	*3.23%*	*9.30%*	*6.98%*	*-*	*-*	*-*	*(7.65%)*	*19.87%*	*10.61%*	*(2.83%)*	*5.51%*
Morningstar Target-Date 2040	*0.37%*	*15.14%*	*2.50%*	*8.58%*	*6.56%*	*8.64%*	*-*	*-*	*(7.68%)*	*19.54%*	*8.04%*	*(1.57%)*	*5.66%*
Target-Date 2045													
BlackRock LifePath® Index 2045 K	0.47%	16.59%	3.41%	9.46%	7.52%	-	7.97%	05/31/2011	(7.50%)	21.07%	8.28%	(0.64%)	7.10%
Morningstar Lifetime Mod 2045 TR USD	*0.46%*	*16.18%*	*2.62%*	*9.37%*	*6.97%*	*-*	*-*	*-*	*(8.17%)*	*20.53%*	*10.84%*	*(3.03%)*	*5.25%*
Morningstar Target-Date 2045	*0.27%*	*15.65%*	*2.10%*	*8.91%*	*6.72%*	*8.94%*	*-*	*-*	*(8.14%)*	*20.53%*	*8.09%*	*(1.59%)*	*5.53%*
Target-Date 2050													
BlackRock LifePath® Index 2050 K	0.46%	16.87%	3.23%	9.54%	7.60%	-	8.13%	05/31/2011	(7.82%)	21.43%	8.41%	(0.67%)	7.28%
Morningstar Lifetime Mod 2050 TR USD	*0.37%*	*16.11%*	*2.39%*	*9.32%*	*6.89%*	*-*	*-*	*-*	*(8.41%)*	*20.78%*	*10.89%*	*(3.19%)*	*5.00%*
Morningstar Target-Date 2050	*0.22%*	*15.74%*	*1.99%*	*8.88%*	*6.76%*	*8.86%*	*-*	*-*	*(8.38%)*	*20.69%*	*8.30%*	*(1.61%)*	*5.73%*
Target-Date 2055													
BlackRock LifePath® Index 2055 K	0.39%	16.84%	3.18%	9.55%	7.64%	-	8.26%	05/31/2011	(7.85%)	21.51%	8.38%	(0.60%)	7.50%
Morningstar Lifetime Mod 2055 TR USD	*0.31%*	*16.02%*	*2.29%*	*9.26%*	*6.81%*	*-*	*-*	*-*	*(8.57%)*	*20.95%*	*10.90%*	*(3.34%)*	*4.74%*
Morningstar Target-Date 2055	*0.20%*	*15.86%*	*1.84%*	*9.04%*	*6.84%*	*9.09%*	*-*	*-*	*(8.44%)*	*21.11%*	*8.16%*	*(1.61%)*	*5.60%*

Investment Name	Last Qtr	YTD	Annualized Returns						Calendar Year Returns				
			1 Year	3 Year	5Year	10 Year	ITD	Inception Date	2018	2017	2016	2015	2014
Target-Date 2060+													
BlackRock LifePath® Index 2060 K	0.45%	16.95%	3.30%	9.58%	-	-	12.25%	02/29/2016	(7.84%)	21.51%	-	-	-
Morningstar Lifetime Mod 2060 TR USD	*0.26%*	*15.91%*	*2.22%*	*9.18%*	*6.71%*	-	-	-	*(8.69%)*	*21.06%*	*10.88%*	*(3.48%)*	*4.53%*
Morningstar Target-Date 2060+	*0.18%*	*16.09%*	*1.89%*	*9.20%*	*7.20%*	-	-	-	*(8.48%)*	*21.22%*	*8.06%*	*(1.00%)*	*5.25%*
Large Value													
MFS Value R6	2.50%	21.54%	7.52%	10.54%	9.25%	11.67%	10.15%	01/02/1996	(9.78%)	17.86%	14.25%	(0.42%)	10.68%
Russell 1000 Value TR USD	*1.36%*	*17.81%*	*4.00%*	*9.43%*	*7.79%*	*11.46%*	-	-	*(8.27%)*	*13.66%*	*17.34%*	*(3.83%)*	*13.45%*
Morningstar Large Value	*1.52%*	*16.43%*	*1.92%*	*9.43%*	*7.30%*	*10.67%*	-	-	*(8.53%)*	*16.15%*	*15.24%*	*(3.52%)*	*11.02%*
Large Blend													
iShares S&P 500 Index K	1.71%	20.53%	4.28%	13.37%	10.81%	13.16%	9.47%	07/30/1993	(4.38%)	21.77%	11.92%	1.35%	13.61%
S&P 500 TR USD	*1.70%*	*20.55%*	*4.25%*	*13.39%*	*10.84%*	*13.24%*	-	-	*(4.38%)*	*21.83%*	*11.96%*	*1.38%*	*13.69%*
Morningstar Large Blend	*1.45%*	*18.99%*	*3.02%*	*11.69%*	*8.96%*	*11.76%*	-	-	*(6.17%)*	*20.53%*	*10.86%*	*(0.65%)*	*11.55%*
Large Growth													
TIAA-CREF Large-Cap Growth Inst	(0.90%)	20.08%	0.27%	16.35%	13.04%	14.72%	9.99%	03/31/2006	0.04%	34.51%	(0.85%)	9.20%	11.22%
Russell 1000 Growth TR USD	*1.49%*	*23.30%*	*3.71%*	*16.89%*	*13.39%*	*14.94%*	-	-	*(1.51%)*	*30.21%*	*7.08%*	*5.67%*	*13.05%*
Morningstar Large Growth	*(0.47%)*	*20.53%*	*1.86%*	*14.60%*	*11.00%*	*13.08%*	-	-	*(2.21%)*	*27.76%*	*3.65%*	*3.61%*	*10.65%*
Mid-Cap Value													
Wells Fargo Special Mid Cap Value Inst	2.60%	25.42%	8.17%	9.18%	8.77%	13.04%	11.85%	04/08/2005	(13.10%)	11.16%	21.59%	(2.73%)	12.04%
Russell Mid Cap Value TR USD	*1.22%*	*19.47%*	*1.60%*	*7.82%*	*7.55%*	*12.29%*	-	-	*(12.29%)*	*13.34%*	*20.00%*	*(4.78%)*	*14.75%*

Investment Name	Last Qtr	YTD	Annualized Returns						Calendar Year Returns				
			1 Year	3 Year	5Year	10 Year	ITD	Inception Date	2018	2017	2016	2015	2014
Morningstar Mid-Cap Value	*0.41%*	*16.26%*	*(2.14%)*	*7.04%*	*6.26%*	*10.65%*	-	-	*(13.04%)*	*13.44%*	*18.86%*	*(5.24%)*	*9.60%*
Mid-Cap Blend													
Vanguard Mid Cap Index Admiral	0.61%	22.60%	3.65%	10.67%	9.20%	13.05%	9.92%	05/21/1998	(9.23%)	19.25%	11.22%	(1.34%)	13.76%
CRSP US Mid Cap TR USD	*0.62%*	*22.66%*	*3.70%*	*10.70%*	*9.24%*	*13.14%*	-	-	*(9.22%)*	*19.30%*	*11.25%*	*(1.28%)*	*13.83%*
Morningstar Mid-Cap Blend	*0.08%*	*17.69%*	*(1.39%)*	*8.47%*	*6.61%*	*10.94%*	-	-	*(11.11%)*	*16.01%*	*14.76%*	*(4.44%)*	*8.26%*
Mid-Cap Growth													
MassMutual Select Mid Cap Growth I	(0.64%)	23.56%	6.66%	14.42%	12.69%	14.62%	9.77%	05/31/2000	(3.10%)	24.66%	6.19%	5.95%	13.00%
Russell Mid Cap Growth TR USD	*(0.67%)*	*25.23%*	*5.20%*	*14.50%*	*11.12%*	*14.08%*	-	-	*(4.75%)*	*25.27%*	*7.33%*	*(0.20%)*	*11.90%*
Morningstar Mid-Cap Growth	*(1.80%)*	*22.76%*	*1.10%*	*13.10%*	*9.89%*	*12.56%*	-	-	*(6.19%)*	*24.24%*	*6.94%*	*(0.43%)*	*7.17%*
Small Value													
⚠ DFA US Small Cap Value I	(2.13%)	8.19%	(13.74%)	4.24%	4.43%	10.03%	10.82%	03/02/1993	(15.13%)	7.21%	28.26%	(7.81%)	3.48%
Russell 2000 Value TR USD	*(0.57%)*	*12.82%*	*(8.24%)*	*6.54%*	*7.17%*	*10.06%*	-	-	*(12.86%)*	*7.84%*	*31.74%*	*(7.47%)*	*4.22%*
Morningstar Small Value	*(0.57%)*	*12.30%*	*(9.38%)*	*4.92%*	*5.03%*	*9.36%*	-	-	*(15.47%)*	*8.60%*	*26.66%*	*(7.50%)*	*3.46%*
Small Growth													
Janus Henderson Triton T	(3.14%)	21.41%	(2.52%)	13.78%	12.43%	15.08%	12.58%	02/25/2005	(5.26%)	26.90%	10.42%	1.21%	9.45%
Russell 2000 Growth TR USD	*(4.17%)*	*15.34%*	*(9.63%)*	*9.79%*	*9.08%*	*12.25%*	-	-	*(9.31%)*	*22.17%*	*11.32%*	*(1.38%)*	*5.60%*
Morningstar Small Growth	*(4.17%)*	*16.80%*	*(7.52%)*	*11.44%*	*9.55%*	*12.28%*	-	-	*(5.57%)*	*21.67%*	*11.84%*	*(2.08%)*	*2.63%*
Foreign Large Blend													
Hartford International Opportunities R6	(2.49%)	15.72%	(1.84%)	4.73%	3.40%	5.56%	5.47%	07/22/1996	(18.61%)	24.77%	1.15%	1.49%	(4.10%)

Investment Name	Last Qtr	YTD	Annualized Returns						Calendar Year Returns				
			1 Year	3 Year	5Year	10 Year	ITD	Inception Date	2018	2017	2016	2015	2014
MSCI EAFE NR USD	*(1.07%)*	*12.80%*	*(1.34%)*	*6.48%*	*3.27%*	*4.90%*	-	-	*(13.79%)*	*25.03%*	*1.00%*	*(0.81%)*	*(4.90%)*
Morningstar Foreign Large Blend	*(1.28%)*	*12.12%*	*(2.04%)*	*5.55%*	*2.93%*	*4.55%*	-	-	*(14.53%)*	*25.30%*	*1.63%*	*(1.21%)*	*(4.74%)*
Diversified Emerging Mkts													
American Funds New World R6	(0.75%)	17.37%	7.87%	9.57%	5.49%	6.40%	7.99%	06/17/1999	(11.97%)	33.06%	4.31%	(5.62%)	(3.29%)
MSCI EM NR USD	*(4.25%)*	*5.89%*	*(2.02%)*	*5.97%*	*2.33%*	*3.37%*	-	-	*(14.57%)*	*37.28%*	*11.19%*	*(14.92%)*	*(2.19%)*
Morningstar Diversified Emerging Mkts	*(3.64%)*	*7.99%*	*(0.03%)*	*5.06%*	*1.66%*	*3.39%*	-	-	*(16.01%)*	*34.57%*	*9.09%*	*(13.66%)*	*(2.33%)*
Real Estate													
Principal Real Estate Securities Inst	7.74%	30.45%	21.89%	9.51%	11.68%	13.76%	11.80%	12/06/2000	(4.31%)	9.03%	5.93%	4.22%	32.36%
DJ US Select REIT TR USD	*6.83%*	*24.64%*	*16.41%*	*6.48%*	*9.70%*	*12.69%*	-	-	*(4.22%)*	*3.76%*	*6.68%*	*4.48%*	*32.00%*
Morningstar Real Estate	*6.89%*	*26.43%*	*17.26%*	*7.22%*	*9.27%*	*12.15%*	-	-	*(6.02%)*	*6.93%*	*7.70%*	*1.97%*	*27.89%*

Review : Watch : Addition :

The performance data quoted represents past performance. Past performance does not guarantee future results. Investment return and principal value will fluctuate so that an investor's shares, when redeemed, may be worth more or less than their original cost. Current performance may be lower or higher than the performance information quoted. The performance quoted reflects the reinvestment of dividends and capital gains and is net of all expenses. To obtain current month-end performance information, please contact the phone number located in the “Important Disclosures” section of this report. For source information, please see the "Important Disclosures" section of this report. Please see further details on the scoring methodology in the "Investment Scoring Methodology" section of this report.

Denotes potential addition or replacement option(s). Option(s) are subject to final approval as platforms may discontinue option availability.

INVESTMENT FACT SHEETS - 100 POINT

Community Action Partnership ERISA 403(b)

For Period Ending 09/30/2019

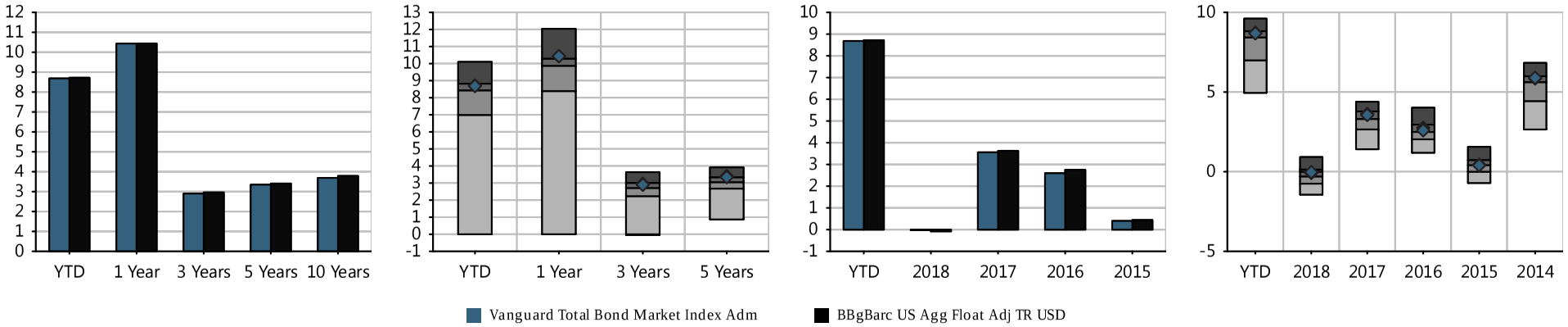
VANGUARD TOTAL BOND MARKET INDEX ADM | FUND FACT SHEET

IPS Score		Tracking Error 1Yr	Tracking Error 3Yr	Tracking Error 5Yr	Expense Ratio	AUM	Expense adj. 1Yr Outperf. Index	Expense adj. 3Yr Outperf. Index	Expense adj. 5Yr Outperf. Index
78 Passing	Criteria Scoring	0.21%	0.27%	0.26%	0.05%	$241,308,555,975	10.48%	2.95%	3.40%
	Peer Group Scoring	*0.90%*	*0.74%*	*0.78%*	*0.65%*	-	-	-	-
	Criteria Peer Ranking	8	14	13	6	-	14	29	19

Investment Strategy

The investment seeks the performance of Bloomberg Barclays U.S. Aggregate Float Adjusted Index. Bloomberg Barclays U.S. Aggregate Float Adjusted Index represents a wide spectrum of public, investment-grade, taxable, fixed income securities in the United States-including government, corporate, and international dollar-denominated bonds, as well as mortgage-backed and asset-backed securities-all with maturities of more than 1 year. All of its investments will be selected through the sampling process, and at least 80% of its assets will be invested in bonds held in the index.

Manager Vs Benchmark Performance



Investment Name	Last Qtr	YTD	Annualized Returns 1 Year	3 Year	5Year	10 Year	ITD	Inception Date	Calendar Year Returns 2018	2017	2016	2015	2014
Vanguard Total Bond Market Index Adm	2.43%	8.68%	10.43%	2.90%	3.35%	3.69%	5.96%	12/11/1986	(0.03%)	3.56%	2.60%	0.40%	5.89%
BBgBarc US Agg Float Adj TR USD	*2.33%*	*8.72%*	*10.44%*	*2.96%*	*3.40%*	*3.79%*	-	-	*(0.08%)*	*3.63%*	*2.75%*	*0.44%*	*5.85%*
Morningstar Intermediate Core Bond	*1.99%*	*7.89%*	*9.35%*	*2.58%*	*2.95%*	*3.59%*	-	-	*(0.29%)*	*3.16%*	*2.50%*	*0.35%*	*5.13%*

Morningstar Rating: ***

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Peer groups based on Morningstar category. Fund rankings are based on trailing total returns, including reinvestment of dividends and capital gains. Funds are ranked between 1 and 100, with 1 being the top percentile and 100 being the bottom percentile. The ranking is for the indicated share class; other share classes may have a different performance ranking.

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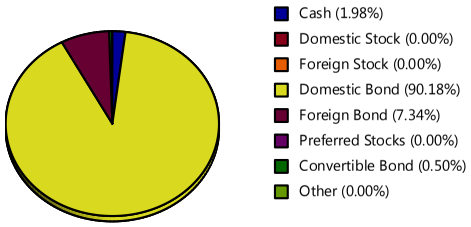
VANGUARD TOTAL BOND MARKET INDEX ADM | FUND FACT SHEET

Asset Allocation



Maturity Distribution

	Fund
Less than 1 Yr	0.35
1 to 3 Yrs	21.59
3 to 5 Yrs	15.47
5 to 7 Yrs	11.22
7 to 10 Yrs	9.78
10 Yrs or more	41.60

Regional Distribution

United States	92.47
Supranational	1.40
Canada	1.11
United Kingdom	0.77
Japan	0.58
Germany	0.57
Mexico	0.54
Netherlands	0.44
Australia	0.27
Colombia	0.19

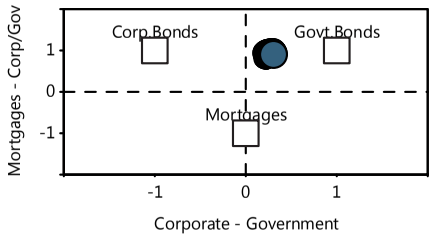
Sector Distribution

	Fund	Index
Government	47.18	-
Corporate	26.44	-
Securitized	23.75	-
Municipal	-	-
Cash & Equivalents	1.98	-
Other	0.65	-

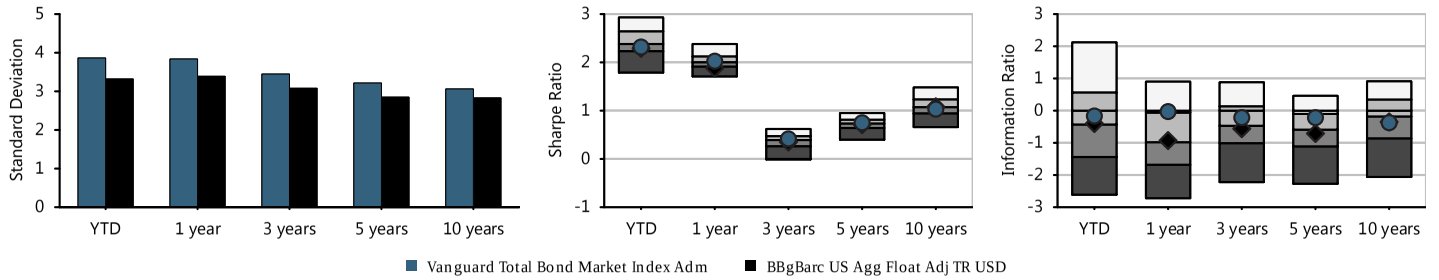
Credit Quality

	Fund	Index
AAA	67.68	-
AA	3.45	-
A	11.15	-
BBB	17.72	-
BB	0.00	-
B	0.00	-
Below B	0.00	-
Not Rated	0.00	-

Style Analysis



Risk/Return vs Peer Group



Fund Basics

Ticker	VBTLX
Category	Intermediate Core Bond
Net Assets(This Class $mn)	241,309 m
Net Assets(All Classes $mn)	-
Manager	Joshua Barrickman
Manager Tenure	6.58
Fund Inception	Dec 11,1986
Avg Maturity	8.30
Avg Duration	6.20

Fee And Expenses

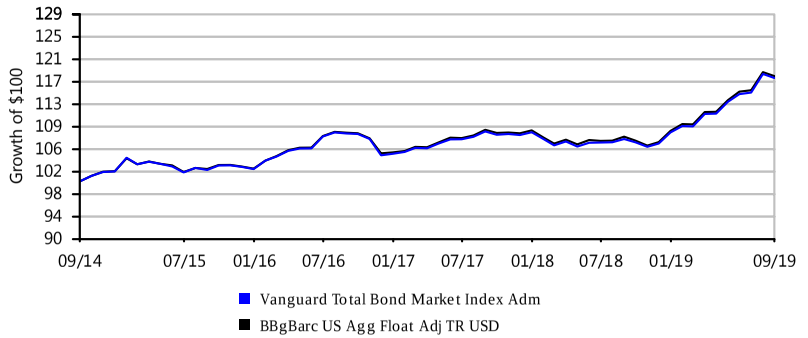
Expense Ratio	0.05
Gross Expense Ratio	0.05
Prospectus Net Expense Ratio	0.05
Prospectus Gross Expense Ratio	0.05
Actual 12b1	0.00
Management Fee	0.04

Top 10 Holdings (%)

Federal National Mortga...	0.44
United States Treasury ...	0.43
United States Treasury ...	0.41
United States Treasury ...	0.41
United States Treasury ...	0.41
United States Treasury ...	0.40
United States Treasury ...	0.40
United States Treasury ...	0.39
United States Treasury ...	0.37
United States Treasury ...	0.37

Cumulative Performance

Time Period: 01/30/2014 - 09/30/2019



Growth of $100 is calculated at NAV and assumes that all dividend and capital gain distributions were reinvested. It does not take into account sales charges or the effect of taxes. Results are not indicative of future performance.

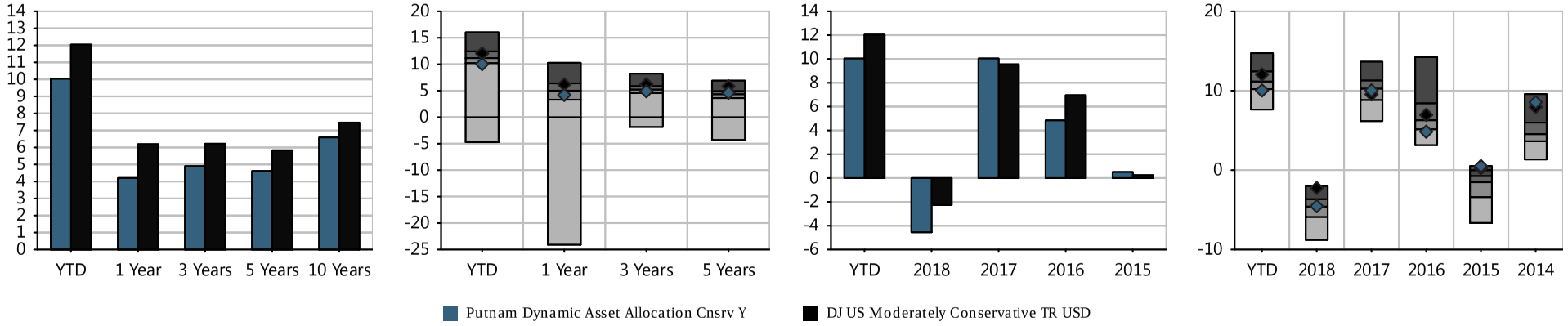
PUTNAM DYNAMIC ASSET ALLOCATION CNSRV Y | FUND FACT SHEET

IPS Score		Return 1Yr	Return 3Yr	Return 5Yr	Sharpe 3Yr	Sharpe 5Yr	Info Ratio 3Yr	Info Ratio 5Yr	Manager Tenure	Expense Ratio	Style Consistency (RBSA)	Up/Down Capture 5Yr
76 Passing	Criteria Scoring	4.20%	4.90%	4.61%	0.74	0.80	-0.86	-0.87	17.33	0.74%	3.31	0.91
	Peer Group Scoring	*4.52%*	*5.15%*	*4.18%*	*0.67*	*0.60*	*-0.50*	*-0.72*	*8.11*	*1.10%*	*5.91*	*0.81*
	Criteria Peer Ranking	65	62	37	44	16	76	61	5	26	12	23

Investment Strategy

The investment seeks total return consistent with preservation of capital. The fund allocates 15% to 45% of its assets in equities and 55% to 85% in fixed income securities. It invests mainly in fixed-income investments, including U.S. and foreign government obligations, corporate obligations and securitized debt instruments. The fund also invests, to a lesser extent, in equity securities (growth or value stocks or both) of U.S. and foreign companies of any size.

Manager Vs Benchmark Performance



Investment Name	Last Qtr	YTD	Annualized Returns 1 Year	3 Year	5Year	10 Year	ITD	Inception Date	Calendar Year Returns 2018	2017	2016	2015	2014
Putnam Dynamic Asset Allocation Cnsrv Y	1.05%	10.03%	4.20%	4.90%	4.61%	6.59%	6.04%	02/07/1994	(4.55%)	10.04%	4.84%	0.51%	8.55%
DJ US Moderately Conservative TR USD	*1.39%*	*12.04%*	*6.19%*	*6.22%*	*5.83%*	*7.46%*	-	-	*(2.26%)*	*9.55%*	*6.96%*	*0.24%*	*7.93%*
Morningstar Allocation--30% to 50% Equity	*1.19%*	*11.16%*	*4.52%*	*5.15%*	*4.18%*	*6.16%*	-	-	*(5.01%)*	*10.01%*	*6.92%*	*(2.26%)*	*4.77%*

Morningstar Rating: ****

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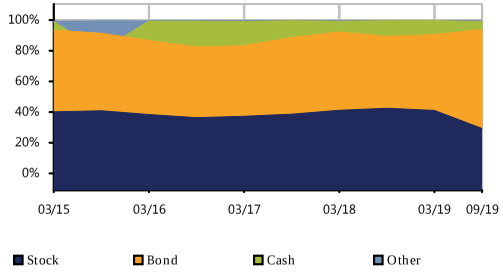
Peer groups based on Morningstar category. Fund rankings are based on trailing total returns, including reinvestment of dividends and capital gains. Funds are ranked between 1 and 100, with 1 being the top percentile and 100 being the bottom percentile. The ranking is for the indicated share class; other share classes may have a different performance ranking.

PUTNAM DYNAMIC ASSET ALLOCATION CNSRV Y | FUND FACT SHEET

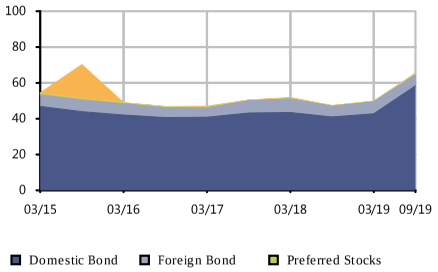
Portfolio Composition

Time Period: 10/30/2014 - 09/30/2019



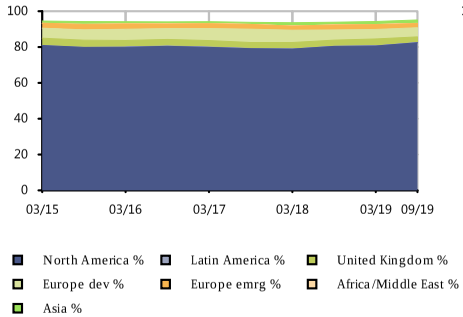
Bond Distribution

Time Period: 10/30/2014 - 09/30/2019



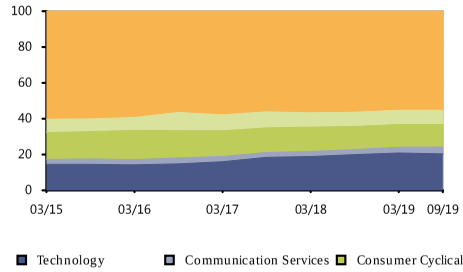
Equity Regional Distribution

Time Period: 10/30/2014 - 09/30/2019

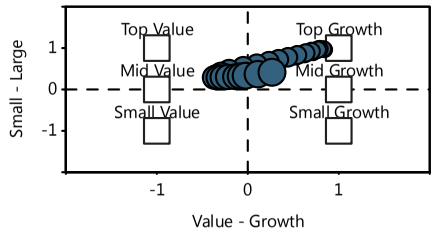


Sector Distribution

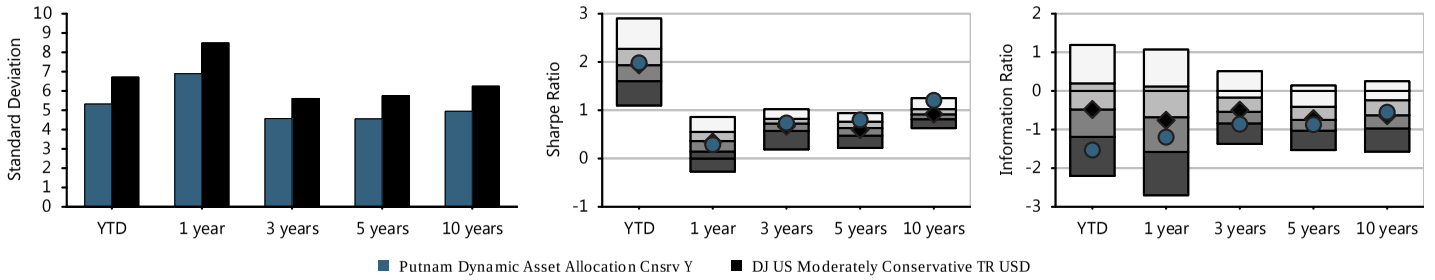
Time Period: 10/30/2014 - 09/30/2019



Style Analysis



Risk/Return vs Peer Group



Fund Basics

Ticker	PACYX
Category	Allocation--30% to 50% Equity
Net Assets(This Class $mn)	1,087 m
Net Assets(All Classes $mn)	0 m
Manager	Robert Schoen
Manager Tenure	17.33
Fund Inception	Feb 07,1994

Fee And Expenses

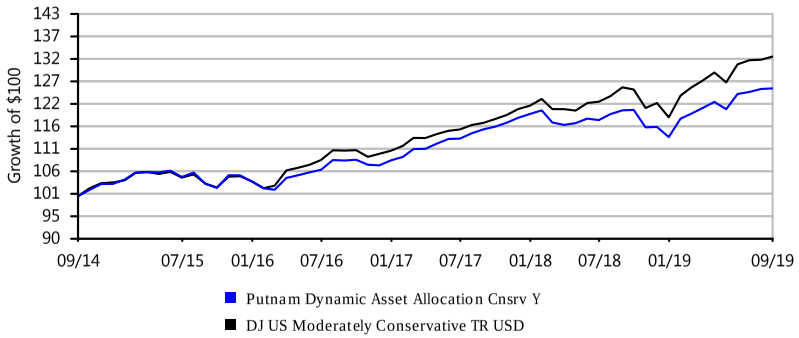
Expense Ratio	0.74
Gross Expense Ratio	0.74
Prospectus Net Expense Ratio	0.74
Prospectus Gross Expense Ratio	0.74
Actual 12b1	0.00
Management Fee	0.52

Top 10 Holdings (%)

E-mini S&P 500 Sept19	-11.91
2 Year US Treasury Note...	8.66
US 5 Year Note (CBT) Se...	8.63
US 10 Year Note (CBT) S...	-6.32
Cgputql2 R Us0003m P 11...	4.09
US Ultra Bond (CBT) Sept19	3.92
Government National Mor...	3.78
Ru10intr P Us0003m R 11...	-3.57
Federal Home Loan Mortg...	3.01
mini MSCI EAFE Index Fu...	-2.96

Cumulative Performance

Time Period: 01/30/2014 - 09/30/2019



Growth of $100 is calculated at NAV and assumes that all dividend and capital gain distributions were reinvested. It does not take into account sales charges or the effect of taxes. Results are not indicative of future performance.

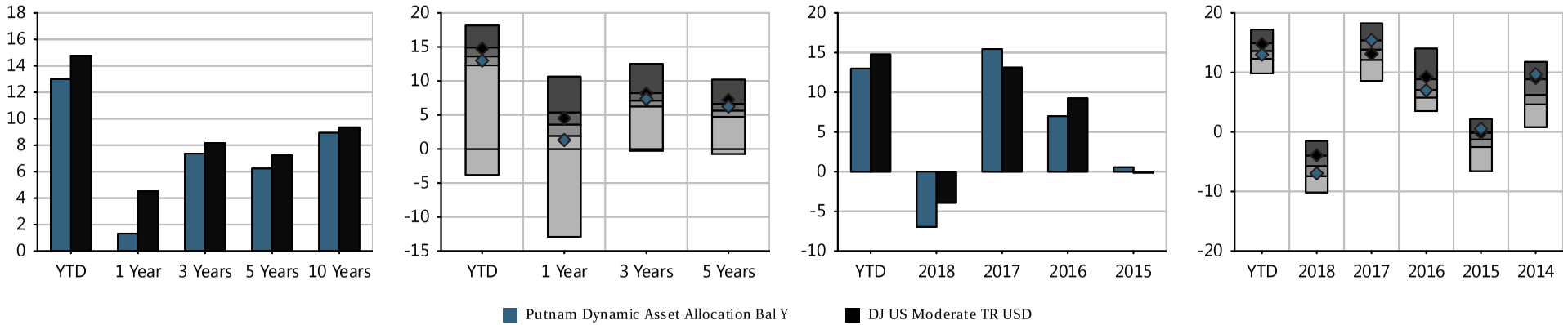
PUTNAM DYNAMIC ASSET ALLOCATION BAL Y | FUND FACT SHEET

IPS Score		Return 1Yr	Return 3Yr	Return 5Yr	Sharpe 3Yr	Sharpe 5Yr	Info Ratio 3Yr	Info Ratio 5Yr	Manager Tenure	Expense Ratio	Style Consistency (RBSA)	Up/Down Capture 5Yr
72 Passing	Criteria Scoring	1.32%	7.37%	6.24%	0.73	0.68	-0.45	-0.55	17.33	0.72%	5.81	0.92
	Peer Group Scoring	*3.53%*	*7.13%*	*5.60%*	*0.73*	*0.62*	*-0.37*	*-0.59*	*9.94*	*1.10%*	*6.19*	*0.90*
	Criteria Peer Ranking	82	42	32	53	40	54	44	12	26	57	45

Investment Strategy

The investment seeks total return. The fund allocates 45% to 75% of its assets in equities and 25% to 55% in fixed income securities. It invests mainly in equity securities (growth or value stocks or both) of both U.S. and foreign companies of any size. The fund also invests in fixed-income investments, including U.S. and foreign government obligations, corporate obligations and securitized debt instruments (such as mortgage-backed investments).

Manager Vs Benchmark Performance



Investment Name	Last Qtr	YTD	Annualized Returns						Calendar Year Returns				
			1 Year	3 Year	5Year	10 Year	ITD	Inception Date	2018	2017	2016	2015	2014
Putnam Dynamic Asset Allocation Bal Y	0.60%	12.99%	1.32%	7.37%	6.24%	8.94%	7.25%	02/07/1994	(6.95%)	15.44%	6.99%	0.55%	9.70%
DJ US Moderate TR USD	*1.10%*	*14.77%*	*4.52%*	*8.17%*	*7.23%*	*9.35%*	-	-	*(3.92%)*	*13.12%*	*9.26%*	*(0.13%)*	*9.08%*
Morningstar Allocation--50% to 70% Equity	*0.92%*	*13.42%*	*3.53%*	*7.13%*	*5.60%*	*7.80%*	-	-	*(5.72%)*	*13.65%*	*7.71%*	*(1.80%)*	*6.46%*

Morningstar Rating: ****

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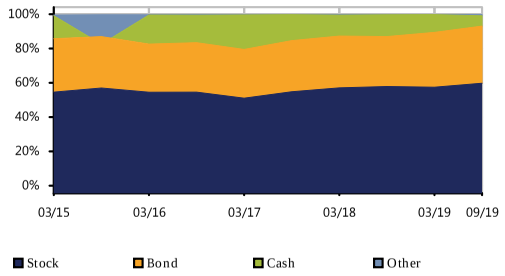
Peer groups based on Morningstar category. Fund rankings are based on trailing total returns, including reinvestment of dividends and capital gains. Funds are ranked between 1 and 100, with 1 being the top percentile and 100 being the bottom percentile. The ranking is for the indicated share class; other share classes may have a different performance ranking.

PUTNAM DYNAMIC ASSET ALLOCATION BAL Y | FUND FACT SHEET

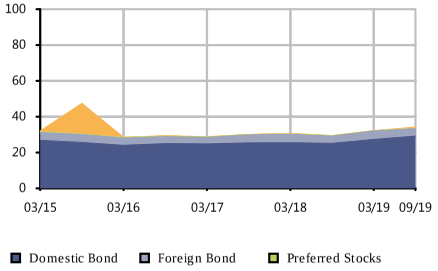
Portfolio Composition

Time Period: 10/30/2014 - 09/30/2019



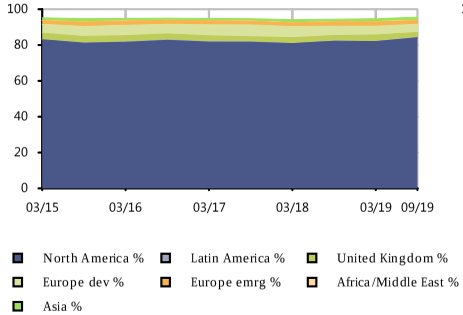
Bond Distribution

Time Period: 10/30/2014 - 09/30/2019



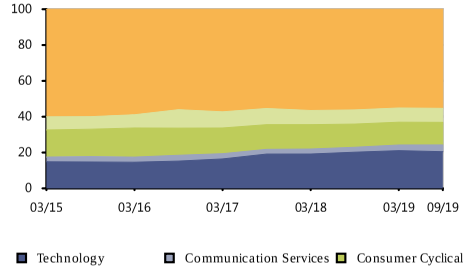
Equity Regional Distribution

Time Period: 10/30/2014 - 09/30/2019

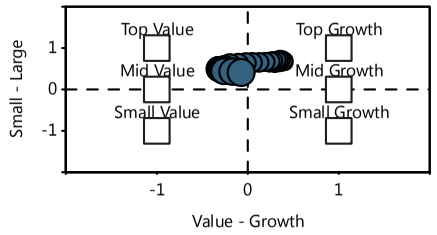


Sector Distribution

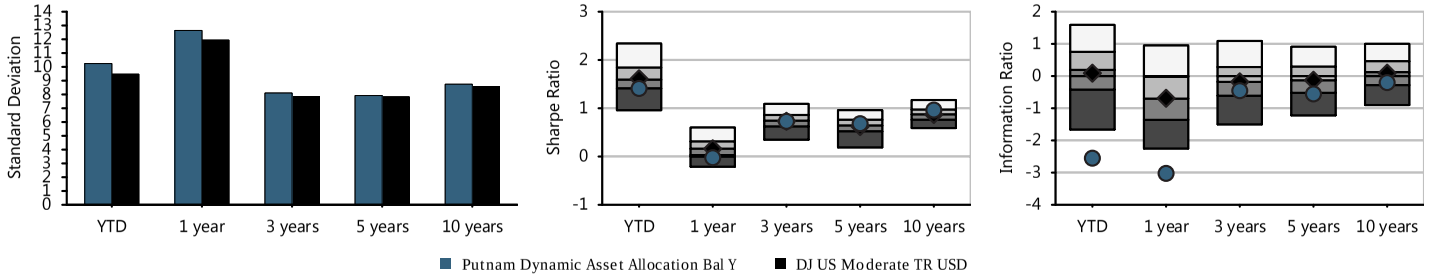
Time Period: 10/30/2014 - 09/30/2019



Style Analysis



Risk/Return vs Peer Group



Fund Basics

Ticker	PABYX
Category	Allocation--50% to 70% Equity
Net Assets(This Class $mn)	2,740 m
Net Assets(All Classes $mn)	0 m
Manager	Robert Schoen
Manager Tenure	17.33
Fund Inception	Feb 07,1994

Fee And Expenses

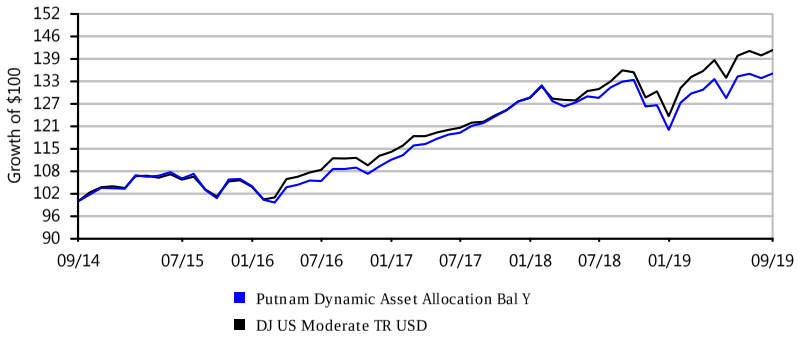
Expense Ratio	0.72
Gross Expense Ratio	0.72
Prospectus Net Expense Ratio	0.72
Prospectus Gross Expense Ratio	0.72
Actual 12b1	0.00
Management Fee	0.52

Top 10 Holdings (%)

US 10 Year Note (CBT) S...	-8.17
Cgputql2 R Us0003m P 11...	5.02
US 5 Year Note (CBT) Se...	4.72
Ru10intr P Us0003m R 11...	-4.39
E-mini Russell 2000 Ind...	4.06
2 Year US Treasury Note...	3.91
US Ultra Bond (CBT) Sept19	2.11
Government National Mor...	1.92
Alphabet Inc A	1.69
E-mini S&P 500 Sept19	-1.54

Cumulative Performance

Time Period: 01/30/2014 - 09/30/2019



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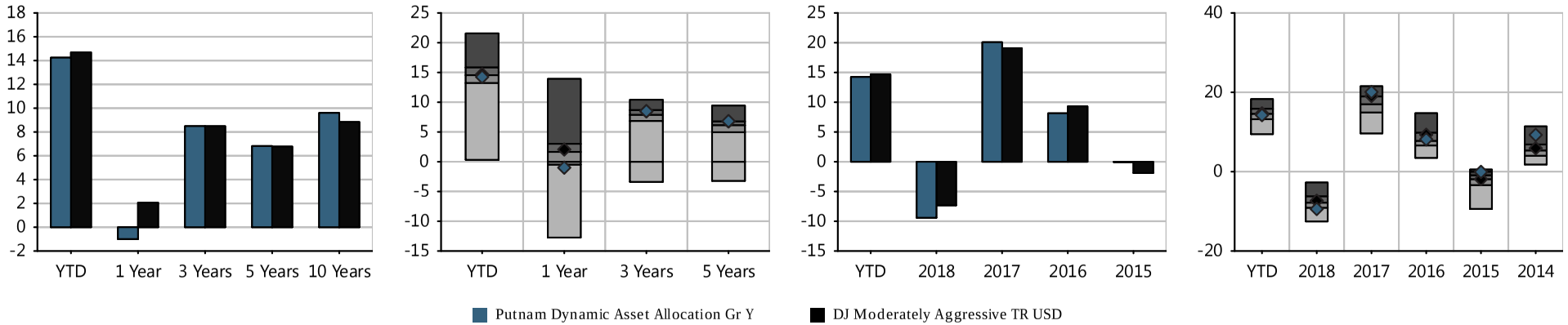
PUTNAM DYNAMIC ASSET ALLOCATION GR Y | FUND FACT SHEET

IPS Score		Return 1Yr	Return 3Yr	Return 5Yr	Sharpe 3Yr	Sharpe 5Yr	Info Ratio 3Yr	Info Ratio 5Yr	Manager Tenure	Expense Ratio	Style Consistency (RBSA)	Up/Down Capture 5Yr
82 Passing	Criteria Scoring	-0.99%	8.49%	6.82%	0.68	0.59	0.00	0.02	17.33	0.82%	7.33	0.97
	Peer Group Scoring	*1.33%*	*7.55%*	*5.67%*	*0.64*	*0.52*	*-0.31*	*-0.36*	*9.66*	*1.18%*	*9.13*	*0.94*
	Criteria Peer Ranking	82	29	22	47	40	29	22	9	29	36	43

Investment Strategy

The investment seeks capital appreciation. The fund allocates 65% to 95% of its assets in equities and 5% to 35% in fixed income securities. It invests mainly in equity securities (growth or value stocks or both) of both U.S. and foreign companies of any size. The fund also invests, to a lesser extent, in fixed-income investments, including U.S. and foreign government obligations, corporate obligations and securitized debt instruments (such as mortgage-backed investments).

Manager Vs Benchmark Performance



Investment Name	Last Qtr	YTD	Annualized Returns						Calendar Year Returns				
			1 Year	3 Year	5Year	10 Year	ITD	Inception Date	2018	2017	2016	2015	2014
Putnam Dynamic Asset Allocation Gr Y	0.00%	14.25%	(0.99%)	8.49%	6.82%	9.60%	7.90%	02/08/1994	(9.41%)	20.08%	8.14%	(0.06%)	9.26%
DJ Moderately Aggressive TR USD	*0.08%*	*14.69%*	*2.06%*	*8.49%*	*6.77%*	*8.84%*	*-*	*-*	*(7.33%)*	*19.08%*	*9.31%*	*(1.89%)*	*5.90%*
Morningstar Allocation--70% to 85% Equity	*0.53%*	*14.33%*	*1.33%*	*7.55%*	*5.67%*	*8.26%*	*-*	*-*	*(7.82%)*	*16.38%*	*8.29%*	*(2.69%)*	*5.49%*

Morningstar Rating: ****

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Peer groups based on Morningstar category. Fund rankings are based on trailing total returns, including reinvestment of dividends and capital gains. Funds are ranked between 1 and 100, with 1 being the top percentile and 100 being the bottom percentile. The ranking is for the indicated share class; other share classes may have a different performance ranking.

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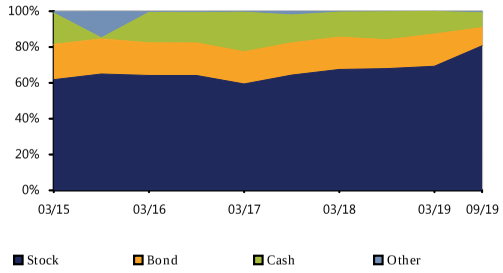
PUTNAM DYNAMIC ASSET ALLOCATION GR Y | FUND FACT SHEET

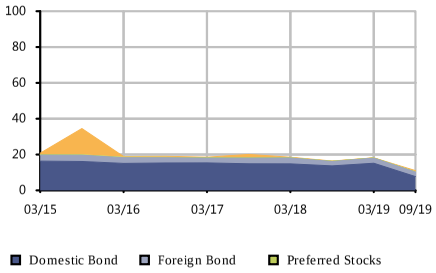
Portfolio Composition

Time Period: 10/30/2014 - 09/30/2019



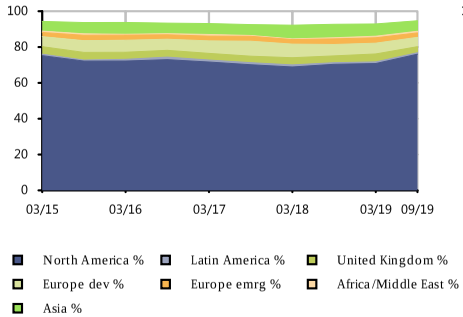
Bond Distribution

Time Period: 10/30/2014 - 09/30/2019



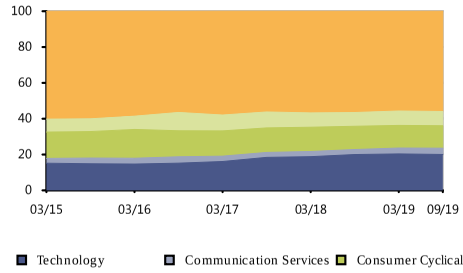
Equity Regional Distribution

Time Period: 10/30/2014 - 09/30/2019

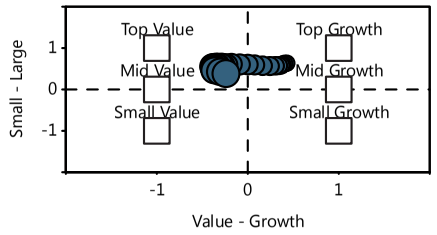


Sector Distribution

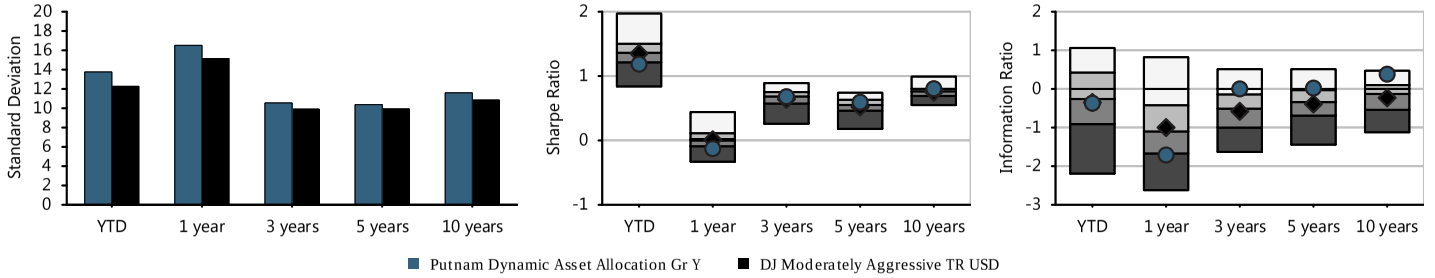
Time Period: 10/30/2014 - 09/30/2019



Style Analysis



Risk/Return vs Peer Group



Fund Basics

Ticker	PAGYX
Category	Allocation--70% to 85% Equity
Net Assets(This Class $mn)	2,777 m
Net Assets(All Classes $mn)	0 m
Manager	Robert Schoen
Manager Tenure	17.33
Fund Inception	Feb 08,1994

Fee And Expenses

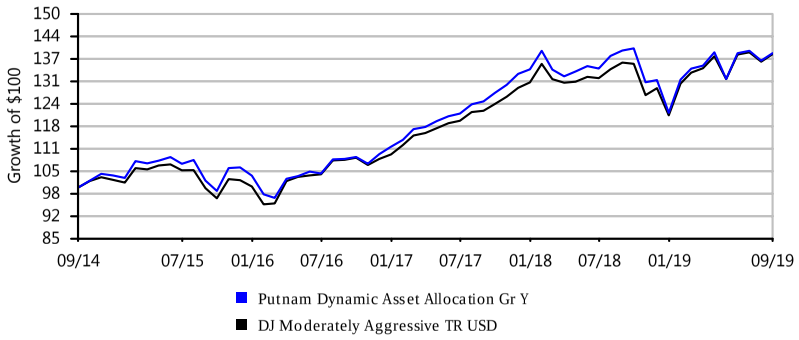
Expense Ratio	0.82
Gross Expense Ratio	0.82
Prospectus Net Expense Ratio	0.82
Prospectus Gross Expense Ratio	0.82
Actual 12b1	0.00
Management Fee	0.59

Top 10 Holdings (%)

US 10 Year Note (CBT) S...	-8.80
Cgputql2 R Us0003m P 11...	5.12
E-mini Russell 2000 Ind...	4.88
E-mini S&P 500 Sept19	4.81
Ru10intr P Us0003m R 11...	-4.47
E-mini S&P 400 Sept19	2.19
Alphabet Inc A	1.76
JPMorgan Chase & Co	1.39
Amazon.com Inc	1.37
Cisco Systems Inc	1.16

Cumulative Performance

Time Period: 01/30/2014 - 09/30/2019



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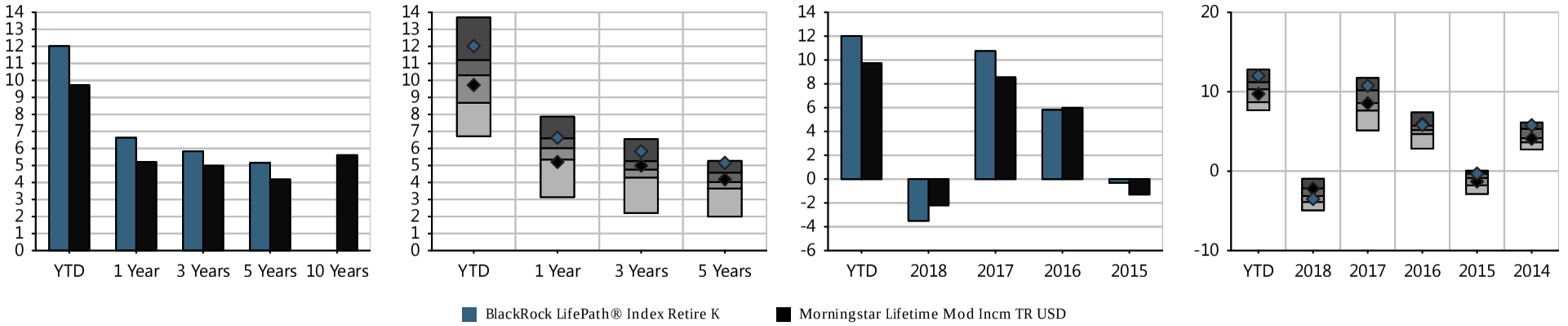
BLACKROCK LIFEPATH® INDEX RETIRE K | FUND FACT SHEET

IPS Score		Return 1Yr	Return 3Yr	Return 5Yr	Max Draw Down 5Yr	Sharpe 3Yr	Sharpe 5Yr	Info Ratio 3Yr	Info Ratio 5Yr	Manager Tenure	Expense Ratio	Up/Down Capture 5Yr
92 Passing	Criteria Scoring	6.63%	5.83%	5.15%	5.27	0.88	0.87	0.82	0.86	8.33	0.10%	1.08
	Peer Group Scoring	*5.90%*	*4.78%*	*4.01%*	*5.05*	*0.80*	*0.74*	*-0.07*	*-0.06*	*8.25*	*0.75%*	*1.06*
	Criteria Peer Ranking	25	14	2	61	34	15	11	2	50	3	39

Investment Strategy

The investment seeks to provide for retirement outcomes based on quantitatively measured risk. The fund is a 'feeder' fund that invests all of its assets in the Master Portfolio, a series of Master Investment Portfolio with a substantially identical investment objective, which allocates and reallocates its assets among a combination of equity and bond index funds and money market funds in proportions based on its own comprehensive investment strategy. It will invest, at least 80% of its assets in securities or other financial instruments that are components of or have economic characteristics similar to the securities included in its custom benchmark index.

Manager Vs Benchmark Performance



Investment Name	Last Qtr	YTD	Annualized Returns 1 Year	3 Year	5Year	10 Year	ITD	Inception Date	Calendar Year Returns 2018	2017	2016	2015	2014
BlackRock LifePath® Index Retire K	1.52%	12.02%	6.63%	5.83%	5.15%	-	5.49%	05/31/2011	(3.50%)	10.75%	5.82%	(0.31%)	5.78%
Morningstar Lifetime Mod Incm TR USD	*0.87%*	*9.73%*	*5.21%*	*4.99%*	*4.18%*	*-*	*-*	*-*	*(2.20%)*	*8.55%*	*5.98%*	*(1.30%)*	*4.09%*
Morningstar Target-Date Retirement	*1.31%*	*10.11%*	*5.90%*	*4.78%*	*4.01%*	*5.28%*	*-*	*-*	*(3.13%)*	*8.67%*	*5.16%*	*(1.11%)*	*4.32%*

Morningstar Rating: *****

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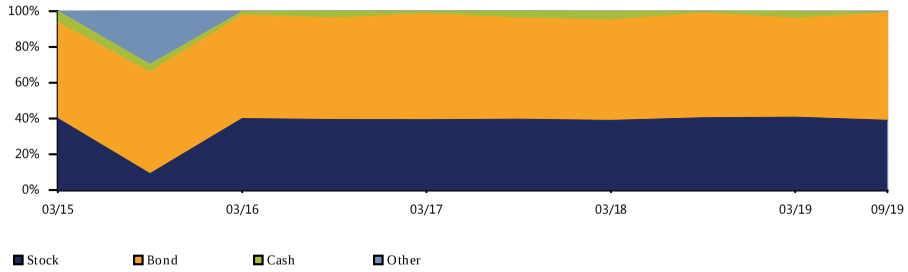
Peer groups based on Morningstar category. Fund rankings are based on trailing total returns, including reinvestment of dividends and capital gains. Funds are ranked between 1 and 100, with 1 being the top percentile and 100 being the bottom percentile. The ranking is for the indicated share class; other share classes may have a different performance ranking.

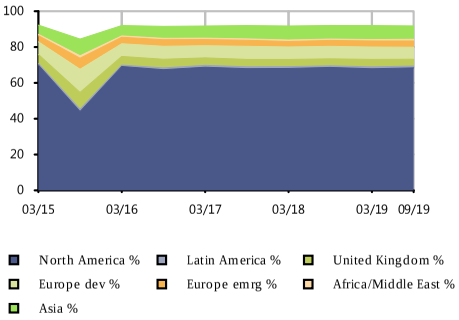
Historical Glidepath

Time Period: 10/30/2014 - 09/30/2019



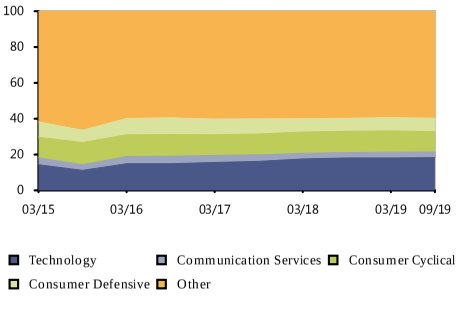
Equity Regional Distribution

Time Period: 10/30/2014 - 09/30/2019



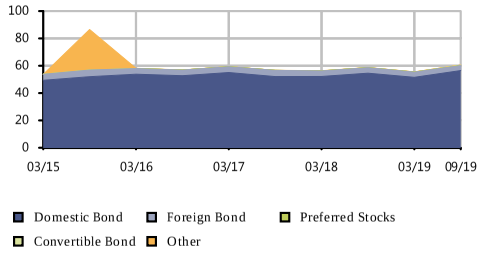
Sector Distribution

Time Period: 10/30/2014 - 09/30/2019

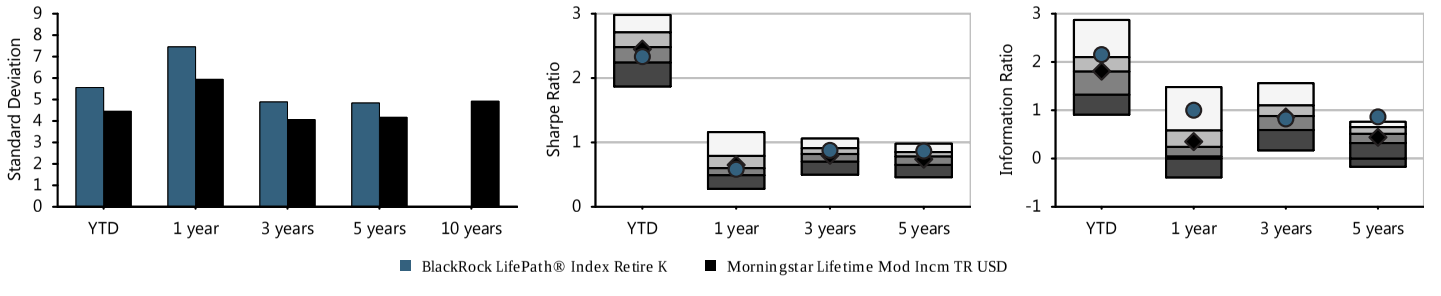


Bond Distribution

Time Period: 10/30/2014 - 09/30/2019



Risk/Return vs Peer Group



Fund Basics

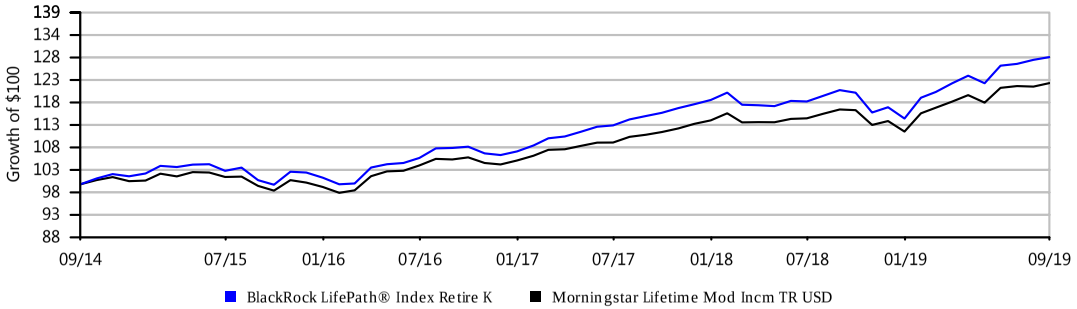
Ticker	LIRKX
Category	Target-Date Retirement
Net Assets(This Class $mn)	2,626 m
Net Assets(All Classes $mn)	0 m
Manager	Alan Mason
Manager Tenure	8.33
Fund Inception	May 31,2011

Fee And Expenses

Expense Ratio	0.09
Gross Expense Ratio	0.14
Prospectus Net Expense Ratio	0.10
Prospectus Gross Expense Ratio	0.16
Actual 12b1	0.00
Management Fee	0.05

Cumulative Performance

Time Period: 01/30/2014 - 09/30/2019



Growth of $100 is calculated at NAV and assumes that all dividend and capital gain distributions were reinvested. It does not take into account sales charges or the effect of taxes. Results are not indicative of future performance.

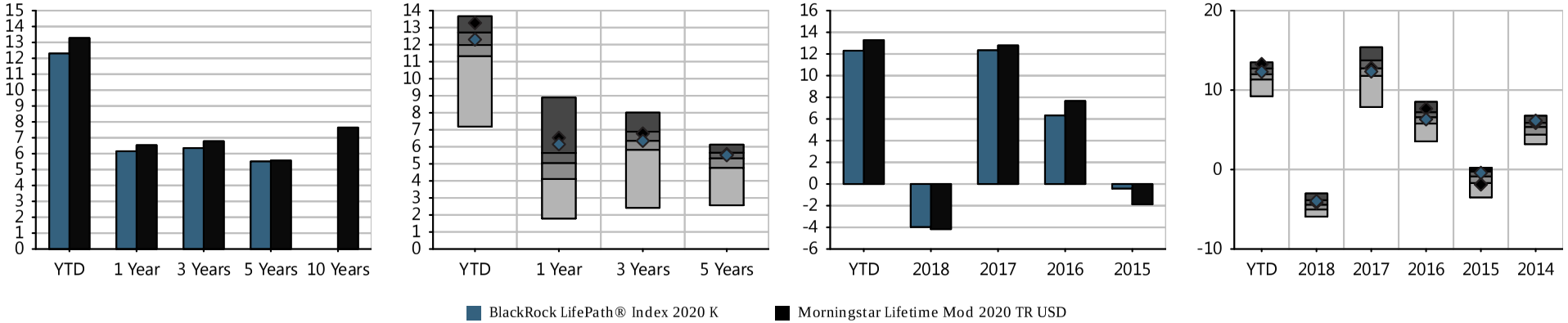
BLACKROCK LIFEPATH® INDEX 2020 K | FUND FACT SHEET

IPS Score		Return 1Yr	Return 3Yr	Return 5Yr	Max Draw Down 5Yr	Sharpe 3Yr	Sharpe 5Yr	Info Ratio 3Yr	Info Ratio 5Yr	Manager Tenure	Expense Ratio	Up/Down Capture 5Yr
88 Passing	Criteria Scoring	6.15%	6.35%	5.51%	5.84	0.88	0.81	-0.62	-0.07	8.33	0.10%	1.05
	Peer Group Scoring	*5.02%*	*6.20%*	*5.07%*	*7.17*	*0.82*	*0.70*	*-0.34*	*-0.26*	*7.55*	*0.75%*	*0.99*
	Criteria Peer Ranking	16	50	34	16	33	8	71	35	39	2	12

Investment Strategy

The investment seeks to provide for retirement outcomes based on quantitatively measured risk. The fund is a 'feeder' fund that invests all of its assets in the Master Portfolio, a series of Master Investment Portfolio ('MIP') with a substantially identical investment objective, which allocates and reallocates its assets among a combination of equity and bond index funds and money market funds (the 'underlying funds') in proportions based on its own comprehensive investment strategy.

Manager Vs Benchmark Performance



Investment Name	Last Qtr	YTD	Annualized Returns 1 Year	3 Year	5Year	10 Year	ITD	Inception Date	Calendar Year Returns 2018	2017	2016	2015	2014
BlackRock LifePath® Index 2020 K	1.33%	12.30%	6.15%	6.35%	5.51%	-	6.01%	05/31/2011	(3.96%)	12.34%	6.32%	(0.42%)	6.15%
Morningstar Lifetime Mod 2020 TR USD	*1.41%*	*13.28%*	*6.53%*	*6.78%*	*5.57%*	*-*	*-*	*-*	*(4.16%)*	*12.79%*	*7.66%*	*(1.88%)*	*5.87%*
Morningstar Target-Date 2020	*1.04%*	*11.83%*	*5.02%*	*6.20%*	*5.07%*	*6.91%*	*-*	*-*	*(4.40%)*	*12.49%*	*6.37%*	*(1.12%)*	*5.13%*

Morningstar Rating: ****

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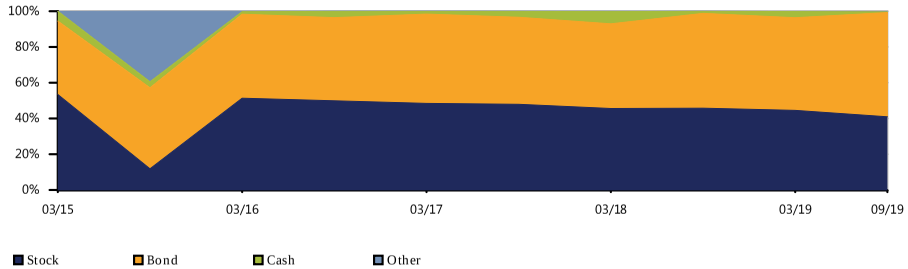
Peer groups based on Morningstar category. Fund rankings are based on trailing total returns, including reinvestment of dividends and capital gains. Funds are ranked between 1 and 100, with 1 being the top percentile and 100 being the bottom percentile. The ranking is for the indicated share class; other share classes may have a different performance ranking.

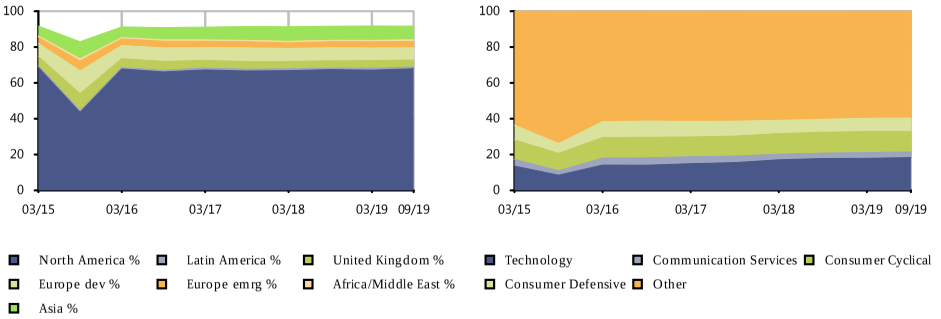
Historical Glidepath

Time Period: 10/30/2014 - 09/30/2019



Equity Regional Distribution

Time Period: 10/30/2014 - 09/30/2019

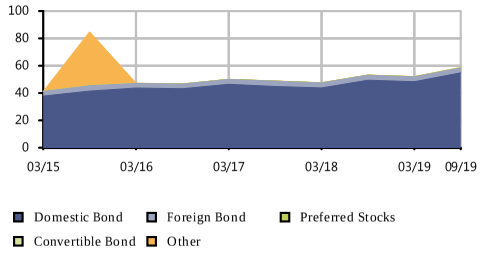


Sector Distribution

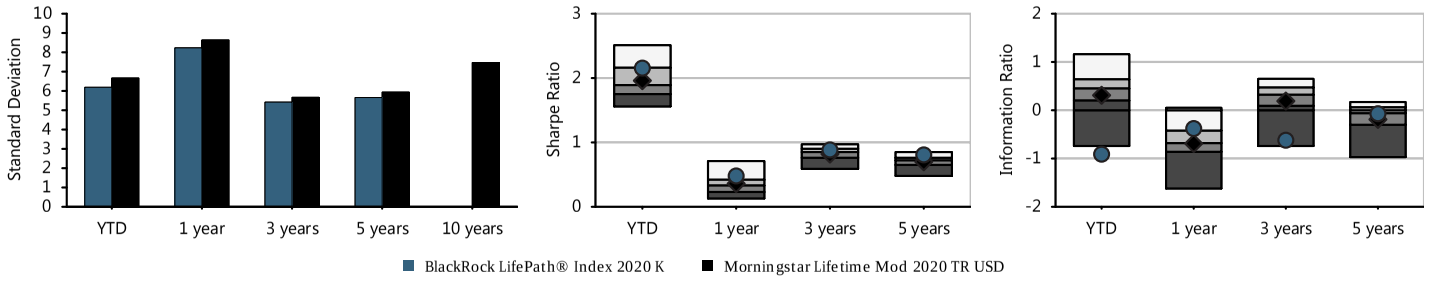
Time Period: 10/30/2014 - 09/30/2019

Bond Distribution

Time Period: 10/30/2014 - 09/30/2019



Risk/Return vs Peer Group



Fund Basics

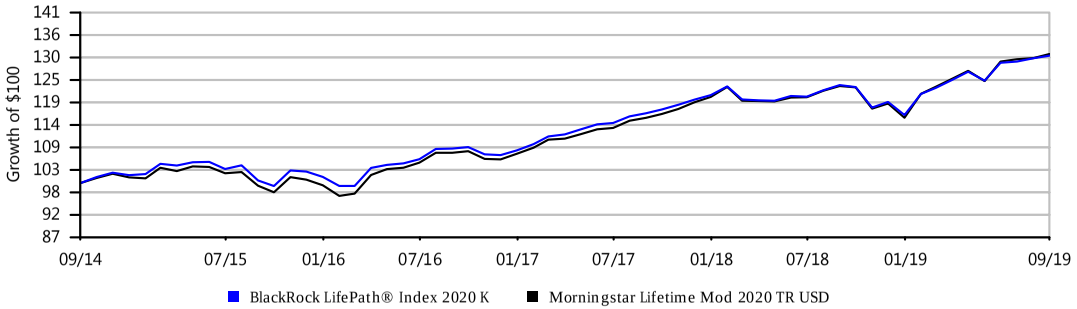
Ticker	LIMKX
Category	Target-Date 2020
Net Assets(This Class $mn)	4,892 m
Net Assets(All Classes $mn)	0 m
Manager	Alan Mason
Manager Tenure	8.33
Fund Inception	May 31,2011

Fee And Expenses

Expense Ratio	0.09
Gross Expense Ratio	0.13
Prospectus Net Expense Ratio	0.10
Prospectus Gross Expense Ratio	0.15
Actual 12b1	0.00
Management Fee	0.05

Cumulative Performance

Time Period: 01/30/2014 - 09/30/2019



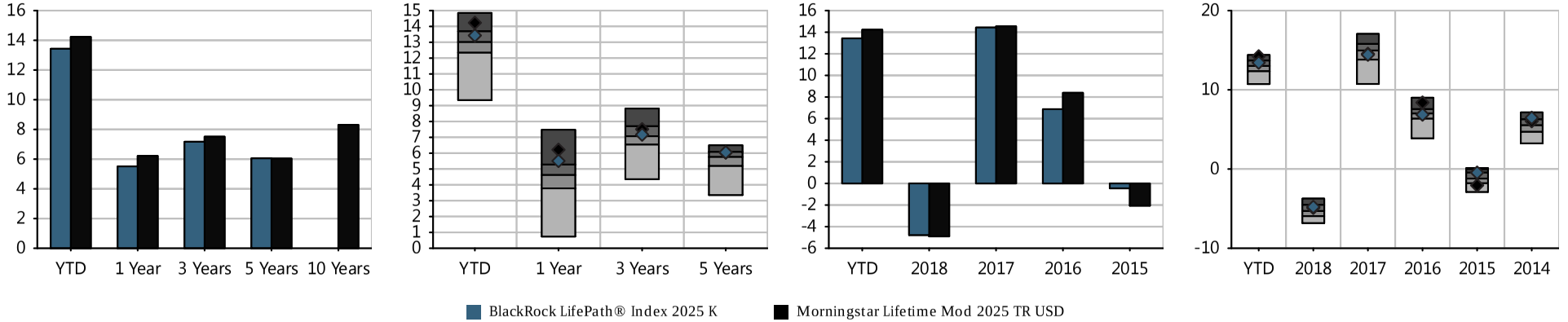
Growth of $100 is calculated at NAV and assumes that all dividend and capital gain distributions were reinvested. It does not take into account sales charges or the effect of taxes. Results are not indicative of future performance.

IPS Score		Return 1Yr	Return 3Yr	Return 5Yr	Max Draw Down 5Yr	Sharpe 3Yr	Sharpe 5Yr	Info Ratio 3Yr	Info Ratio 5Yr	Manager Tenure	Expense Ratio	Up/Down Capture 5Yr
86 Passing	Criteria Scoring	5.51%	7.17%	6.05%	7.27	0.85	0.75	-0.76	0.02	8.33	0.10%	1.03
	Peer Group Scoring	*4.54%*	*7.01%*	*5.57%*	*8.52*	*0.81*	*0.67*	*-0.38*	*-0.27*	*7.16*	*0.74%*	*0.97*
	Criteria Peer Ranking	17	45	27	18	39	8	78	26	34	3	10

Investment Strategy

The investment seeks to provide for retirement outcomes based on quantitatively measured risk. The fund is a 'feeder' fund that invests all of its assets in the Master Portfolio, a series of Master Investment Portfolio ('MIP') with a substantially identical investment objective, which allocates and reallocates its assets among a combination of equity and bond index funds and money market funds (the 'underlying funds') in proportions based on its own comprehensive investment strategy.

Manager Vs Benchmark Performance



Investment Name	Last Qtr	YTD	Annualized Returns 1 Year	3 Year	5Year	10 Year	ITD	Inception Date	Calendar Year Returns 2018	2017	2016	2015	2014
BlackRock LifePath® Index 2025 K	1.15%	13.43%	5.51%	7.17%	6.05%	-	6.53%	05/31/2011	(4.78%)	14.43%	6.87%	(0.45%)	6.47%
Morningstar Lifetime Mod 2025 TR USD	*1.38%*	*14.23%*	*6.22%*	*7.51%*	*6.04%*	-	-	-	*(4.90%)*	*14.54%*	*8.39%*	*(2.06%)*	*6.04%*
Morningstar Target-Date 2025	*0.93%*	*12.91%*	*4.54%*	*7.01%*	*5.57%*	*7.66%*	-	-	*(5.28%)*	*14.63%*	*6.86%*	*(1.27%)*	*5.32%*

Morningstar Rating: ****

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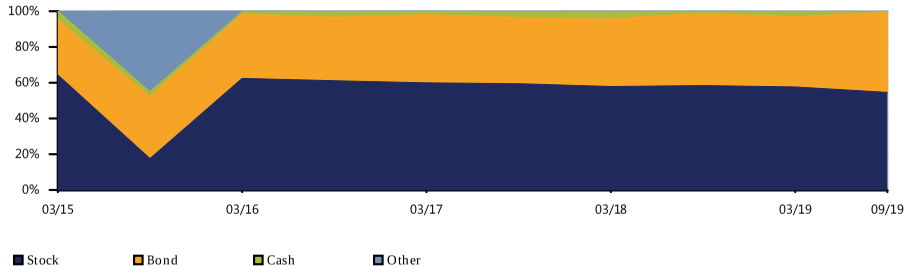
Peer groups based on Morningstar category. Fund rankings are based on trailing total returns, including reinvestment of dividends and capital gains. Funds are ranked between 1 and 100, with 1 being the top percentile and 100 being the bottom percentile. The ranking is for the indicated share class; other share classes may have a different performance ranking.

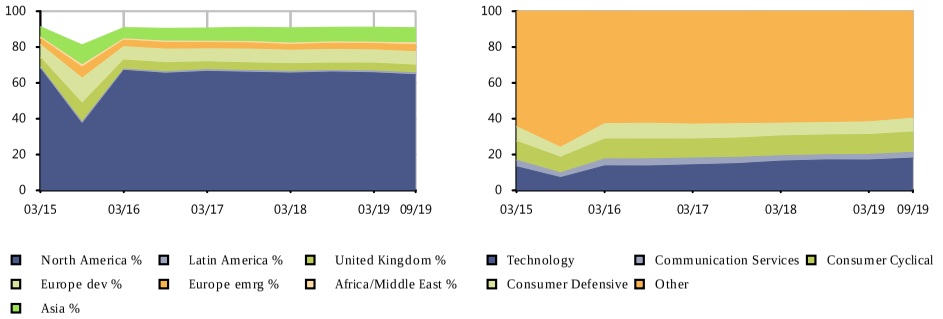
Historical Glidepath

Time Period: 10/30/2014 - 09/30/2019



Equity Regional Distribution

Time Period: 10/30/2014 - 09/30/2019

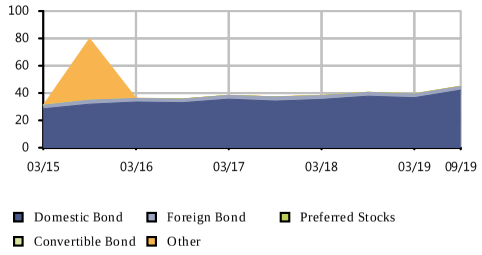


Sector Distribution

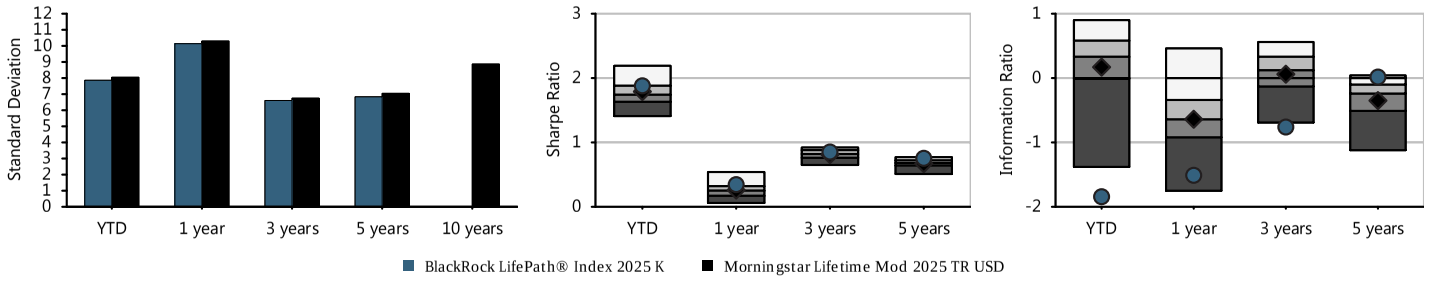
Time Period: 10/30/2014 - 09/30/2019

Bond Distribution

Time Period: 10/30/2014 - 09/30/2019



Risk/Return vs Peer Group



Fund Basics

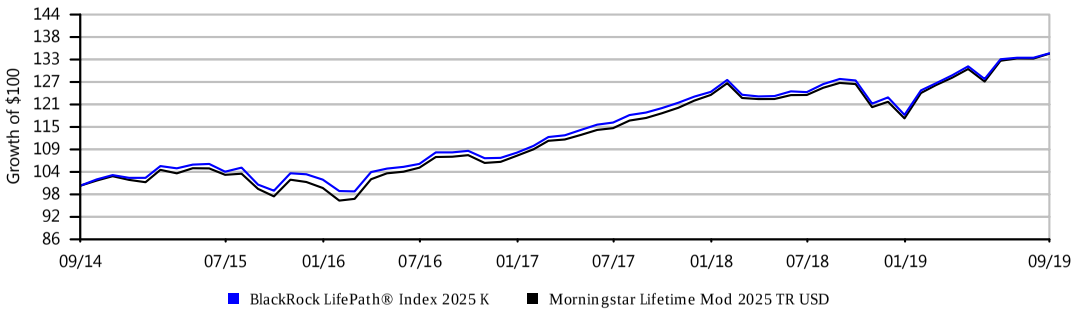
Ticker	LIBKX
Category	Target-Date 2025
Net Assets(This Class $mn)	4,041 m
Net Assets(All Classes $mn)	0 m
Manager	Alan Mason
Manager Tenure	8.33
Fund Inception	May 31,2011

Fee And Expenses

Expense Ratio	0.01
Gross Expense Ratio	0.12
Prospectus Net Expense Ratio	0.10
Prospectus Gross Expense Ratio	0.16
Actual 12b1	0.00
Management Fee	0.05

Cumulative Performance

Time Period: 01/30/2014 - 09/30/2019



Growth of $100 is calculated at NAV and assumes that all dividend and capital gain distributions were reinvested. It does not take into account sales charges or the effect of taxes. Results are not indicative of future performance.

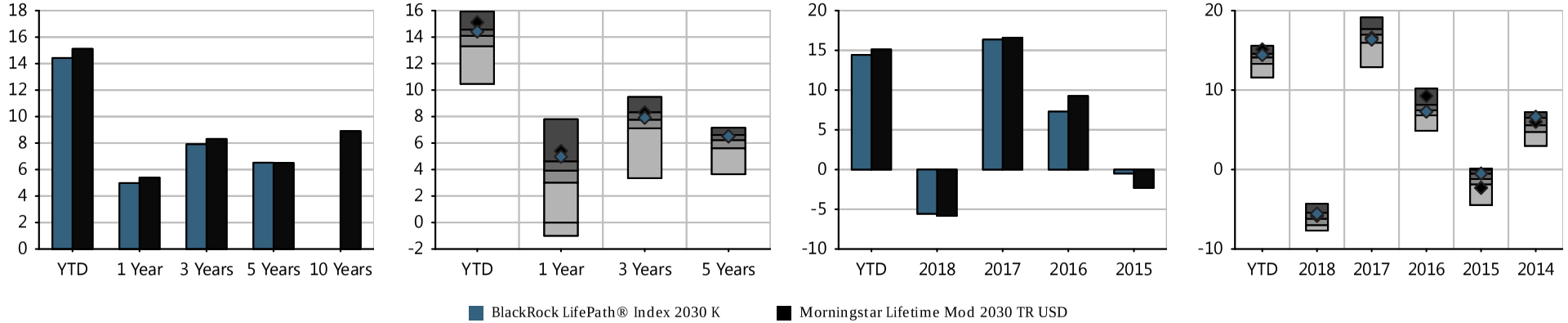
BLACKROCK LIFEPATH® INDEX 2030 K | FUND FACT SHEET

IPS Score		Return 1Yr	Return 3Yr	Return 5Yr	Max Draw Down 5Yr	Sharpe 3Yr	Sharpe 5Yr	Info Ratio 3Yr	Info Ratio 5Yr	Manager Tenure	Expense Ratio	Up/Down Capture 5Yr
88 Passing	Criteria Scoring	4.98%	7.91%	6.52%	8.47	0.83	0.71	-0.75	0.01	8.33	0.10%	1.03
	Peer Group Scoring	*3.85%*	*7.65%*	*6.00%*	*9.89*	*0.79*	*0.64*	*-0.46*	*-0.27*	*7.32*	*0.78%*	*0.97*
	Criteria Peer Ranking	15	44	30	14	32	9	66	30	37	2	8

Investment Strategy

The investment seeks to provide for retirement outcomes based on quantitatively measured risk. The fund is a 'feeder' fund that invests all of its assets in the Master Portfolio, a series of Master Investment Portfolio ('MIP') with a substantially identical investment objective, which allocates and reallocates its assets among a combination of equity and bond index funds and money market funds (the 'underlying funds') in proportions based on its own comprehensive investment strategy.

Manager Vs Benchmark Performance



Investment Name	Last Qtr	YTD	Annualized Returns 1 Year	3 Year	5Year	10 Year	ITD	Inception Date	Calendar Year Returns 2018	2017	2016	2015	2014
BlackRock LifePath® Index 2030 K	1.02%	14.42%	4.98%	7.91%	6.52%	-	6.97%	05/31/2011	(5.56%)	16.36%	7.29%	(0.50%)	6.64%
Morningstar Lifetime Mod 2030 TR USD	*1.22%*	*15.11%*	*5.40%*	*8.31%*	*6.50%*	*-*	*-*	*-*	*(5.82%)*	*16.59%*	*9.26%*	*(2.30%)*	*6.01%*
Morningstar Target-Date 2030	*0.76%*	*13.83%*	*3.85%*	*7.65%*	*6.00%*	*7.99%*	*-*	*-*	*(6.18%)*	*16.56%*	*7.42%*	*(1.40%)*	*5.46%*

Morningstar Rating: ****

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Peer groups based on Morningstar category. Fund rankings are based on trailing total returns, including reinvestment of dividends and capital gains. Funds are ranked between 1 and 100, with 1 being the top percentile and 100 being the bottom percentile. The ranking is for the indicated share class; other share classes may have a different performance ranking.

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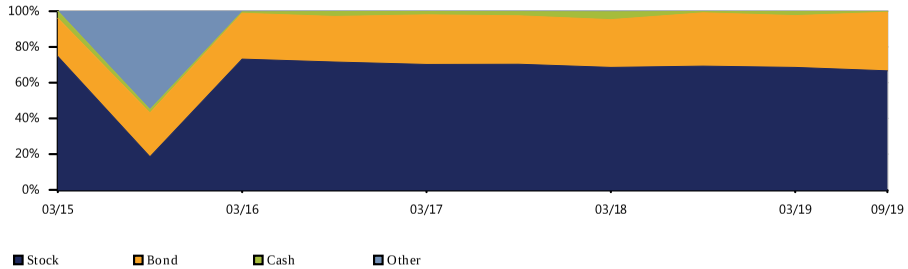
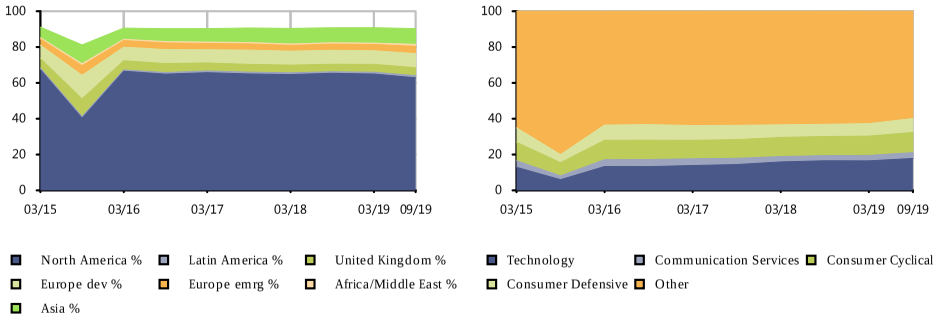
Historical Glidepath

Time Period: 10/30/2014 - 09/30/2019



Equity Regional Distribution

Time Period: 10/30/2014 - 09/30/2019

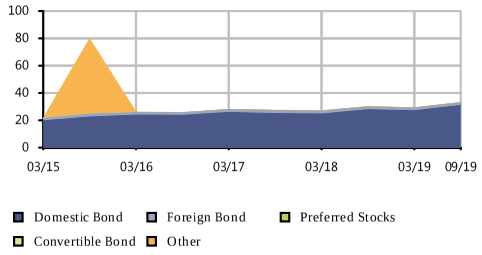


Sector Distribution

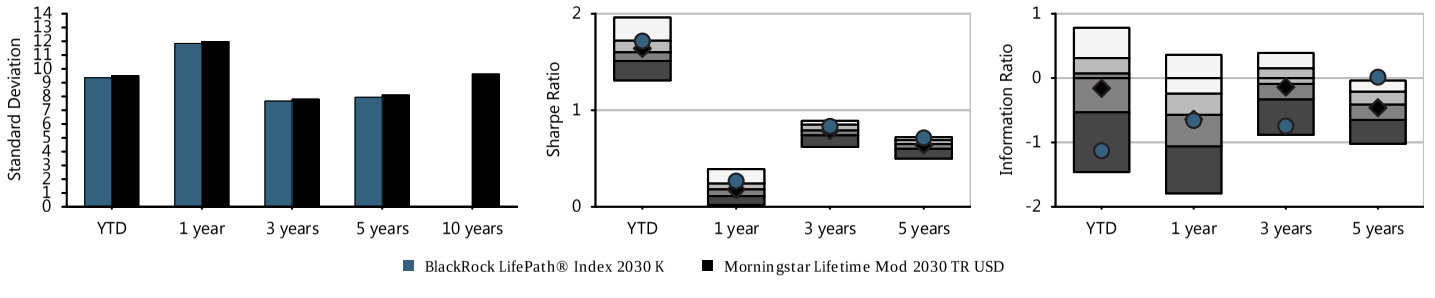
Time Period: 10/30/2014 - 09/30/2019

Bond Distribution

Time Period: 10/30/2014 - 09/30/2019



Risk/Return vs Peer Group



Fund Basics

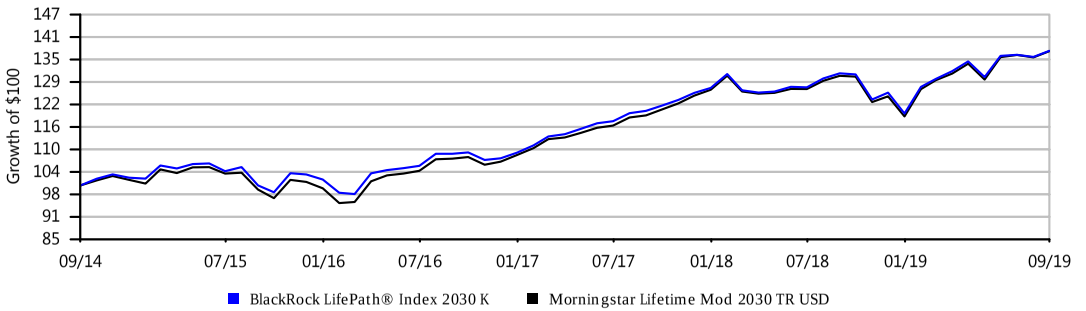
Ticker	LINKX
Category	Target-Date 2030
Net Assets(This Class $mn)	7,055 m
Net Assets(All Classes $mn)	0 m
Manager	Alan Mason
Manager Tenure	8.33
Fund Inception	May 31,2011

Fee And Expenses

Expense Ratio	0.07
Gross Expense Ratio	0.12
Prospectus Net Expense Ratio	0.10
Prospectus Gross Expense Ratio	0.15
Actual 12b1	0.00
Management Fee	0.05

Cumulative Performance

Time Period: 01/30/2014 - 09/30/2019



Growth of $100 is calculated at NAV and assumes that all dividend and capital gain distributions were reinvested. It does not take into account sales charges or the effect of taxes. Results are not indicative of future performance.

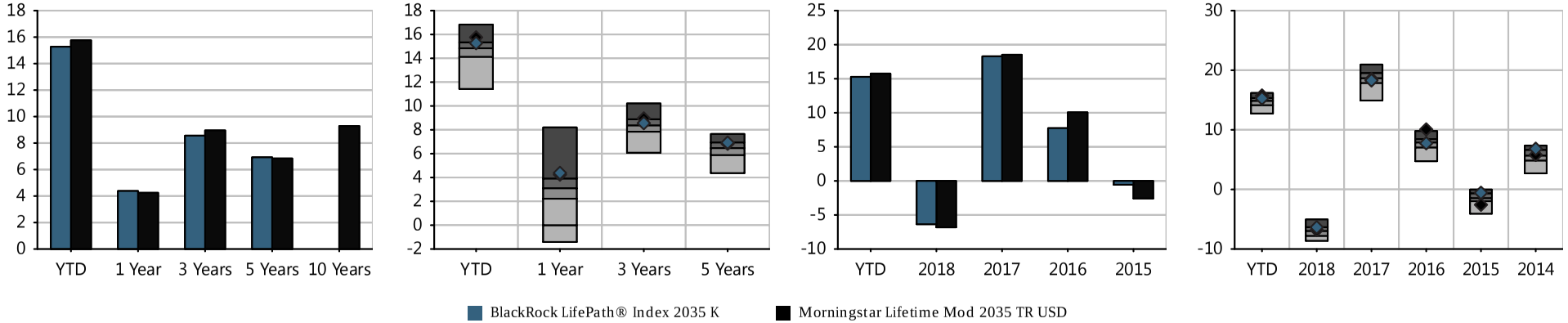
BLACKROCK LIFEPATH® INDEX 2035 K | FUND FACT SHEET

IPS Score		Return 1Yr	Return 3Yr	Return 5Yr	Max Draw Down 5Yr	Sharpe 3Yr	Sharpe 5Yr	Info Ratio 3Yr	Info Ratio 5Yr	Manager Tenure	Expense Ratio	Up/Down Capture 5Yr
88 Passing	Criteria Scoring	4.38%	8.56%	6.92%	9.60	0.81	0.68	-0.55	0.08	8.33	0.10%	1.03
	Peer Group Scoring	*3.09%*	*8.32%*	*6.37%*	*11.17*	*0.77*	*0.61*	*-0.50*	*-0.27*	*7.12*	*0.77%*	*0.98*
	Criteria Peer Ranking	13	40	28	9	35	16	53	26	32	3	13

Investment Strategy

The investment seeks to provide for retirement outcomes based on quantitatively measured risk. The fund is a 'feeder' fund that invests all of its assets in the Master Portfolio, a series of Master Investment Portfolio ('MIP') with a substantially identical investment objective, which allocates and reallocates its assets among a combination of equity and bond index funds and money market funds (the 'underlying funds') in proportions based on its own comprehensive investment strategy.

Manager Vs Benchmark Performance



Investment Name	Last Qtr	YTD	Annualized Returns 1 Year	3 Year	5Year	10 Year	ITD	Inception Date	Calendar Year Returns 2018	2017	2016	2015	2014
BlackRock LifePath® Index 2035 K	0.82%	15.27%	4.38%	8.56%	6.92%	-	7.36%	05/31/2011	(6.36%)	18.29%	7.74%	(0.56%)	6.82%
Morningstar Lifetime Mod 2035 TR USD	*0.93%*	*15.76%*	*4.24%*	*8.96%*	*6.84%*	*-*	*-*	*-*	*(6.82%)*	*18.52%*	*10.07%*	*(2.58%)*	*5.80%*
Morningstar Target-Date 2035	*0.56%*	*14.68%*	*3.09%*	*8.32%*	*6.37%*	*8.57%*	*-*	*-*	*(7.01%)*	*18.47%*	*7.69%*	*(1.52%)*	*5.47%*

Morningstar Rating: ****

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Peer groups based on Morningstar category. Fund rankings are based on trailing total returns, including reinvestment of dividends and capital gains. Funds are ranked between 1 and 100, with 1 being the top percentile and 100 being the bottom percentile. The ranking is for the indicated share class; other share classes may have a different performance ranking.

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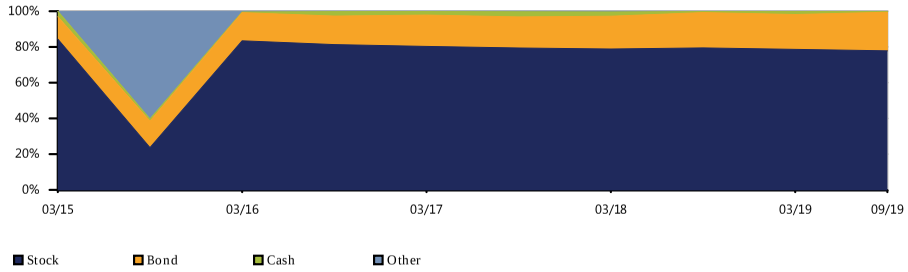
BLACKROCK LIFEPATH® INDEX 2035 K | FUND FACT SHEET

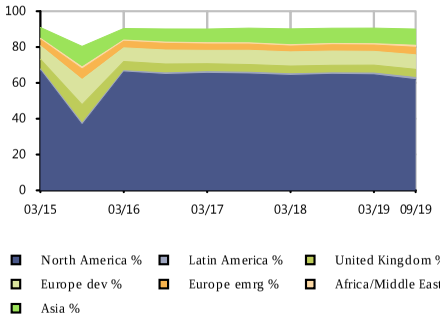
Historical Glidepath

Time Period: 10/30/2014 - 09/30/2019



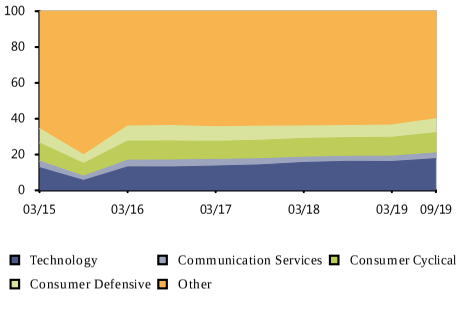
Equity Regional Distribution

Time Period: 10/30/2014 - 09/30/2019



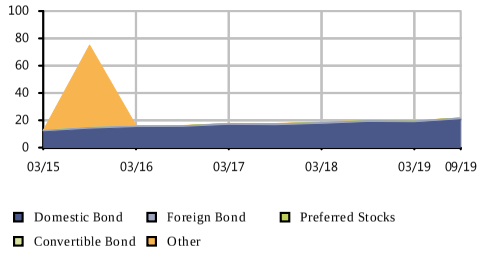
Sector Distribution

Time Period: 10/30/2014 - 09/30/2019

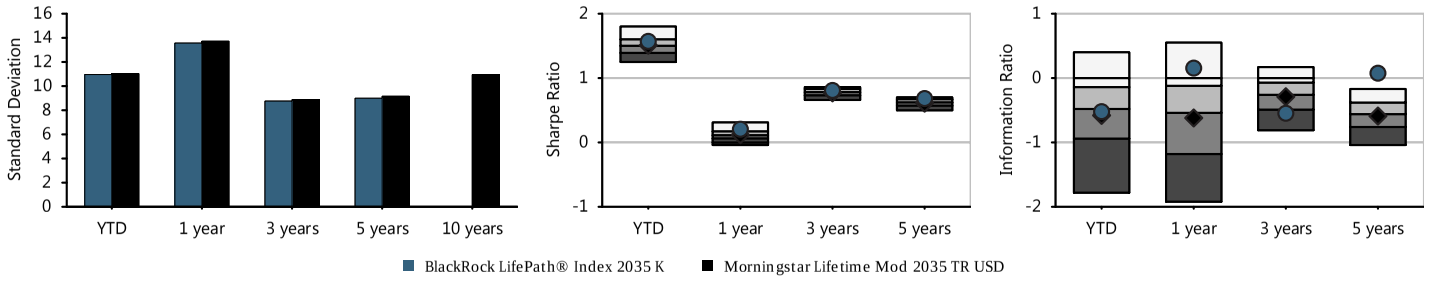


Bond Distribution

Time Period: 10/30/2014 - 09/30/2019



Risk/Return vs Peer Group



Fund Basics

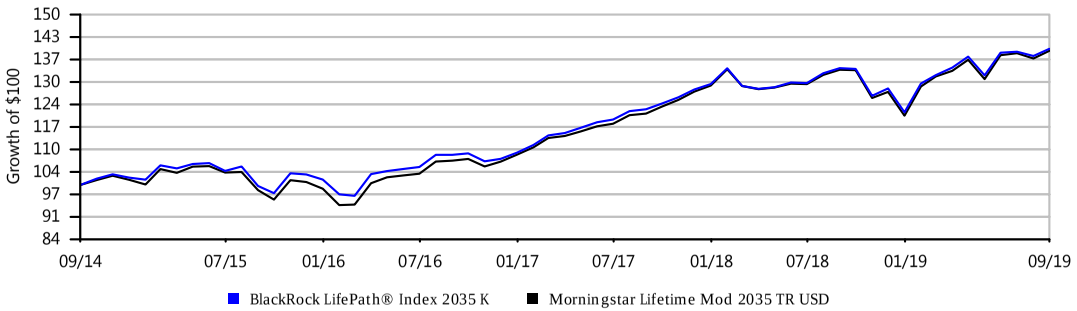
Ticker	LIJKX
Category	Target-Date 2035
Net Assets(This Class $mn)	3,605 m
Net Assets(All Classes $mn)	0 m
Manager	Alan Mason
Manager Tenure	8.33
Fund Inception	May 31,2011

Fee And Expenses

Expense Ratio	0.08
Gross Expense Ratio	0.12
Prospectus Net Expense Ratio	0.10
Prospectus Gross Expense Ratio	0.17
Actual 12b1	0.00
Management Fee	0.05

Cumulative Performance

Time Period: 01/30/2014 - 09/30/2019



Growth of $100 is calculated at NAV and assumes that all dividend and capital gain distributions were reinvested. It does not take into account sales charges or the effect of taxes. Results are not indicative of future performance.

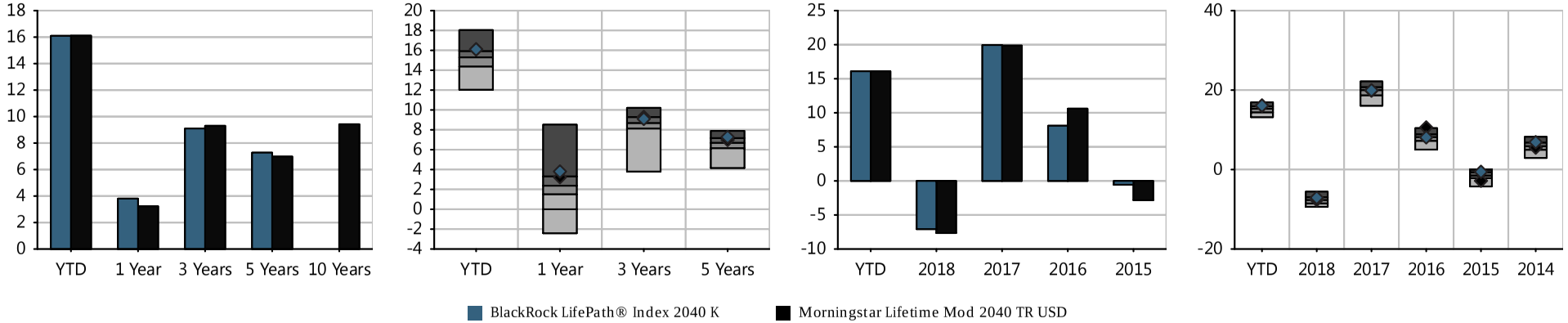
BLACKROCK LIFEPATH® INDEX 2040 K | FUND FACT SHEET

IPS Score		Return 1Yr	Return 3Yr	Return 5Yr	Max Draw Down 5Yr	Sharpe 3Yr	Sharpe 5Yr	Info Ratio 3Yr	Info Ratio 5Yr	Manager Tenure	Expense Ratio	Up/Down Capture 5Yr
93 Passing	Criteria Scoring	3.81%	9.10%	7.28%	10.68	0.79	0.66	-0.23	0.23	8.33	0.10%	1.04
	Peer Group Scoring	*2.50%*	*8.58%*	*6.56%*	*12.00*	*0.74*	*0.60*	*-0.49*	*-0.21*	*7.50*	*0.80%*	*1.00*
	Criteria Peer Ranking	16	32	12	11	32	21	34	14	38	3	17

Investment Strategy

The investment seeks to provide for retirement outcomes based on quantitatively measured risk. The fund is a 'feeder' fund that invests all of its assets in the Master Portfolio, a series of Master Investment Portfolio ('MIP') with a substantially identical investment objective, which allocates and reallocates its assets among a combination of equity and bond index funds and money market funds (the 'underlying funds') in proportions based on its own comprehensive investment strategy.

Manager Vs Benchmark Performance



Investment Name	Last Qtr	YTD	Annualized Returns 1 Year	3 Year	5Year	10 Year	ITD	Inception Date	Calendar Year Returns 2018	2017	2016	2015	2014
BlackRock LifePath® Index 2040 K	0.64%	16.10%	3.81%	9.10%	7.28%	-	7.72%	05/31/2011	(7.08%)	19.95%	8.10%	(0.56%)	6.90%
Morningstar Lifetime Mod 2040 TR USD	*0.66%*	*16.11%*	*3.23%*	*9.30%*	*6.98%*	*-*	*-*	*-*	*(7.65%)*	*19.87%*	*10.61%*	*(2.83%)*	*5.51%*
Morningstar Target-Date 2040	*0.37%*	*15.14%*	*2.50%*	*8.58%*	*6.56%*	*8.64%*	*-*	*-*	*(7.68%)*	*19.54%*	*8.04%*	*(1.57%)*	*5.66%*

Morningstar Rating: ****

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Peer groups based on Morningstar category. Fund rankings are based on trailing total returns, including reinvestment of dividends and capital gains. Funds are ranked between 1 and 100, with 1 being the top percentile and 100 being the bottom percentile. The ranking is for the indicated share class; other share classes may have a different performance ranking.

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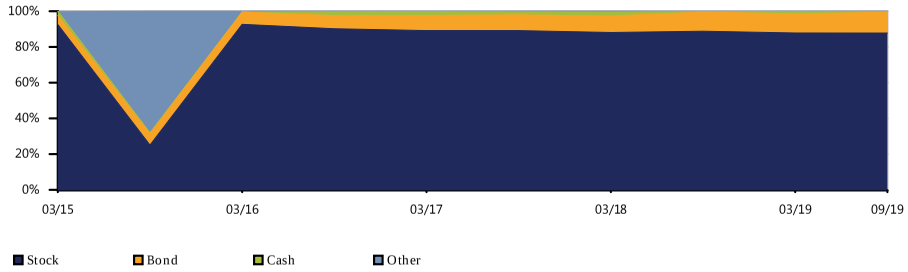
BLACKROCK LIFEPATH® INDEX 2040 K | FUND FACT SHEET

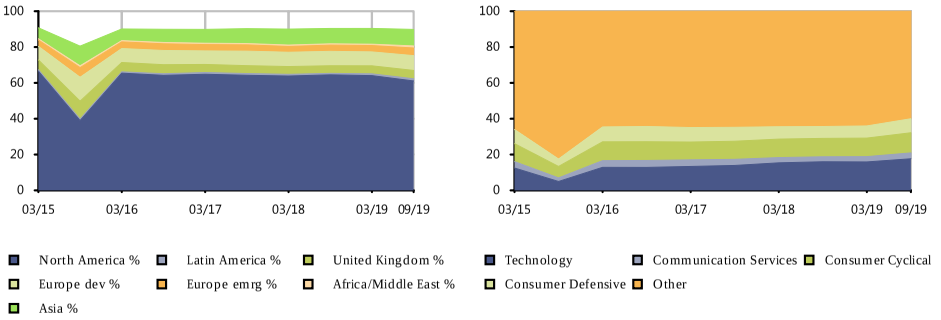
Historical Glidepath

Time Period: 10/30/2014 - 09/30/2019



Equity Regional Distribution

Time Period: 10/30/2014 - 09/30/2019

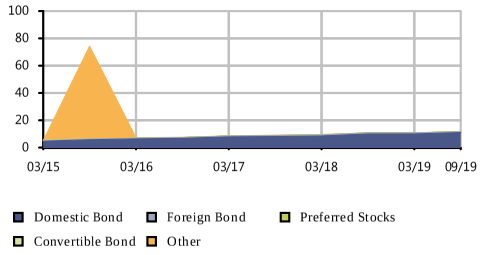


Sector Distribution

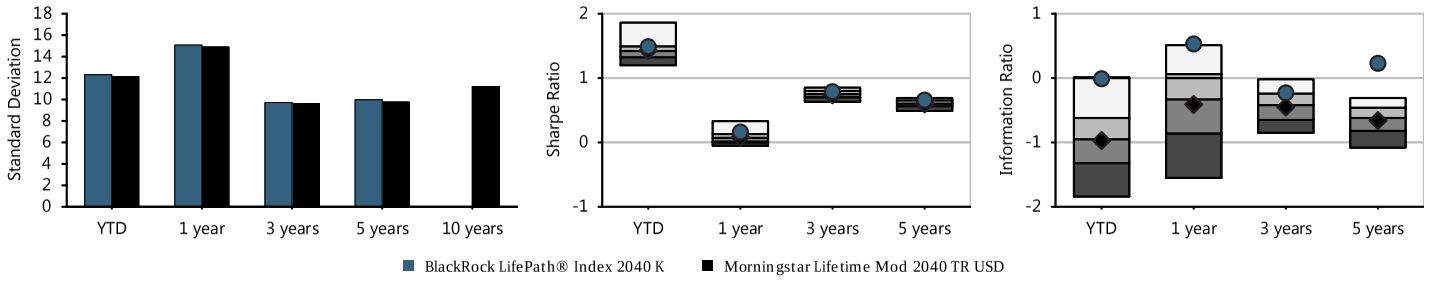
Time Period: 10/30/2014 - 09/30/2019

Bond Distribution

Time Period: 10/30/2014 - 09/30/2019



Risk/Return vs Peer Group



Fund Basics

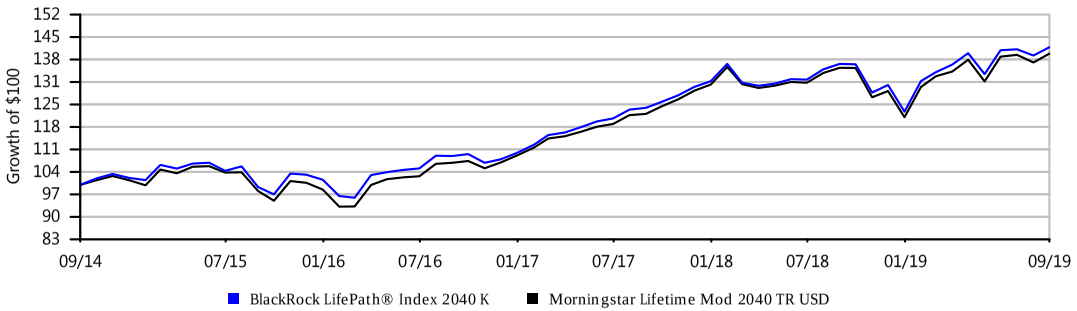
Ticker	LIKKX
Category	Target-Date 2040
Net Assets(This Class $mn)	5,533 m
Net Assets(All Classes $mn)	0 m
Manager	Alan Mason
Manager Tenure	8.33
Fund Inception	May 31,2011

Fee And Expenses

Expense Ratio	0.08
Gross Expense Ratio	0.13
Prospectus Net Expense Ratio	0.10
Prospectus Gross Expense Ratio	0.17
Actual 12b1	0.00
Management Fee	0.05

Cumulative Performance

Time Period: 01/30/2014 - 09/30/2019



Growth of $100 is calculated at NAV and assumes that all dividend and capital gain distributions were reinvested. It does not take into account sales charges or the effect of taxes. Results are not indicative of future performance.

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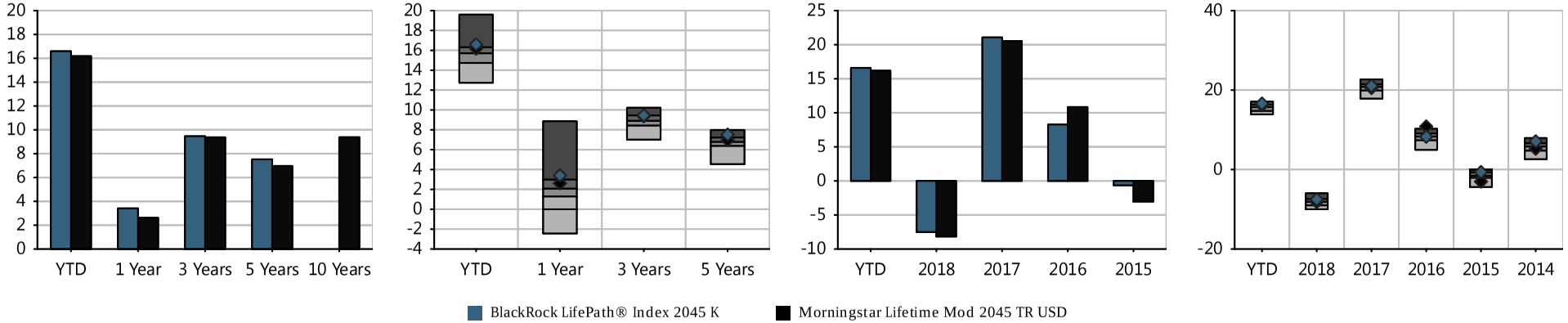
BLACKROCK LIFEPATH® INDEX 2045 K | FUND FACT SHEET

IPS Score		Return 1Yr	Return 3Yr	Return 5Yr	Max Draw Down 5Yr	Sharpe 3Yr	Sharpe 5Yr	Info Ratio 3Yr	Info Ratio 5Yr	Manager Tenure	Expense Ratio	Up/Down Capture 5Yr
96 Passing	Criteria Scoring	3.41%	9.46%	7.52%	11.41	0.77	0.65	0.10	0.40	8.33	0.10%	1.05
	Peer Group Scoring	*2.10%*	*8.91%*	*6.72%*	*12.73*	*0.74*	*0.59*	*-0.37*	*-0.13*	*7.07*	*0.77%*	*1.01*
	Criteria Peer Ranking	14	24	7	12	31	21	23	9	32	3	13

Investment Strategy

The investment seeks to provide for retirement outcomes based on quantitatively measured risk. The fund is a 'feeder' fund that invests all of its assets in the Master Portfolio, a series of Master Investment Portfolio ('MIP') with a substantially identical investment objective, which allocates and reallocates its assets among a combination of equity and bond index funds and money market funds (the 'underlying funds') in proportions based on its own comprehensive investment strategy.

Manager Vs Benchmark Performance



Investment Name	Last Qtr	YTD	Annualized Returns						Calendar Year Returns				
			1 Year	3 Year	5Year	10 Year	ITD	Inception Date	2018	2017	2016	2015	2014
BlackRock LifePath® Index 2045 K	0.47%	16.59%	3.41%	9.46%	7.52%	-	7.97%	05/31/2011	(7.50%)	21.07%	8.28%	(0.64%)	7.10%
Morningstar Lifetime Mod 2045 TR USD	*0.46%*	*16.18%*	*2.62%*	*9.37%*	*6.97%*	*-*	*-*	*-*	*(8.17%)*	*20.53%*	*10.84%*	*(3.03%)*	*5.25%*
Morningstar Target-Date 2045	*0.27%*	*15.65%*	*2.10%*	*8.91%*	*6.72%*	*8.94%*	*-*	*-*	*(8.14%)*	*20.53%*	*8.09%*	*(1.59%)*	*5.53%*

Morningstar Rating: ****

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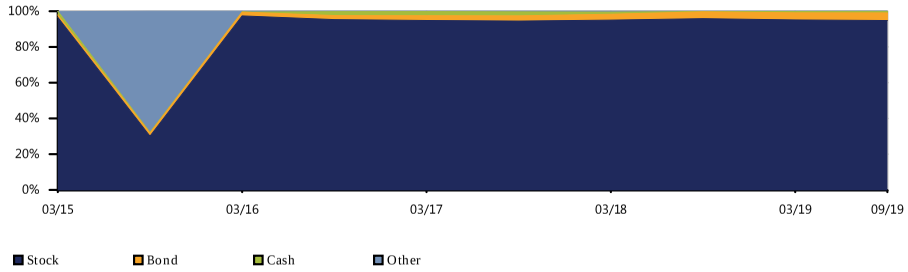
Peer groups based on Morningstar category. Fund rankings are based on trailing total returns, including reinvestment of dividends and capital gains. Funds are ranked between 1 and 100, with 1 being the top percentile and 100 being the bottom percentile. The ranking is for the indicated share class; other share classes may have a different performance ranking.

BLACKROCK LIFEPATH® INDEX 2045 K | FUND FACT SHEET

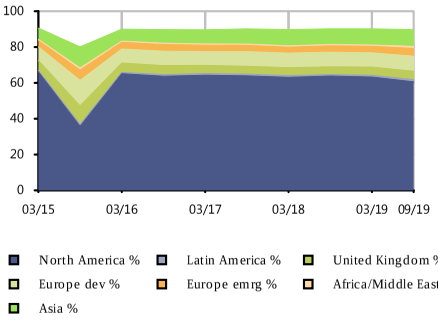
Historical Glidepath

Time Period: 10/30/2014 - 09/30/2019



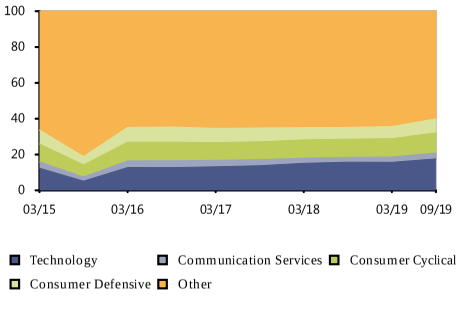
Equity Regional Distribution

Time Period: 10/30/2014 - 09/30/2019



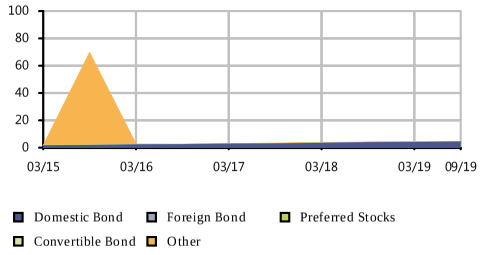
Sector Distribution

Time Period: 10/30/2014 - 09/30/2019

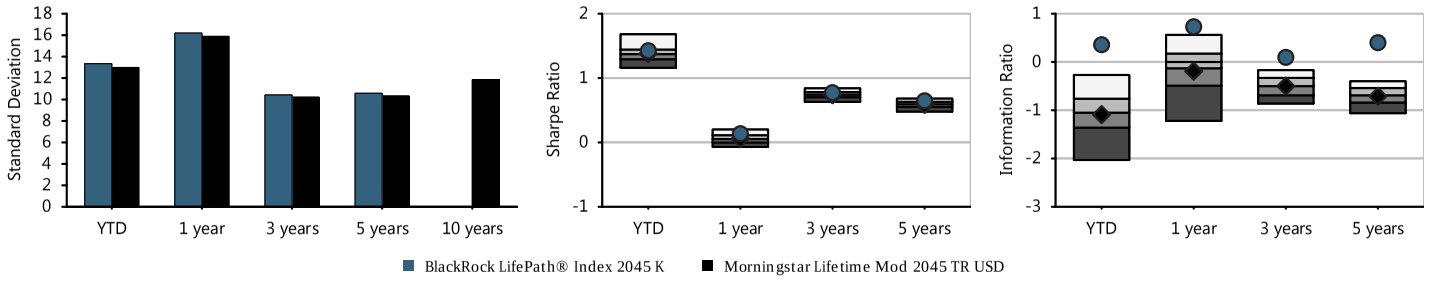


Bond Distribution

Time Period: 10/30/2014 - 09/30/2019



Risk/Return vs Peer Group



Fund Basics

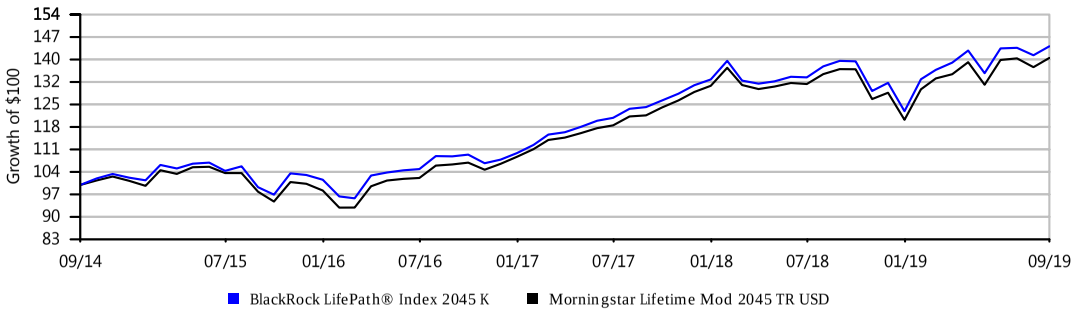
Ticker	LIHKX
Category	Target-Date 2045
Net Assets(This Class $mn)	2,554 m
Net Assets(All Classes $mn)	0 m
Manager	Alan Mason
Manager Tenure	8.33
Fund Inception	May 31,2011

Fee And Expenses

Expense Ratio	0.08
Gross Expense Ratio	0.13
Prospectus Net Expense Ratio	0.10
Prospectus Gross Expense Ratio	0.19
Actual 12b1	0.00
Management Fee	0.05

Cumulative Performance

Time Period: 01/30/2014 - 09/30/2019



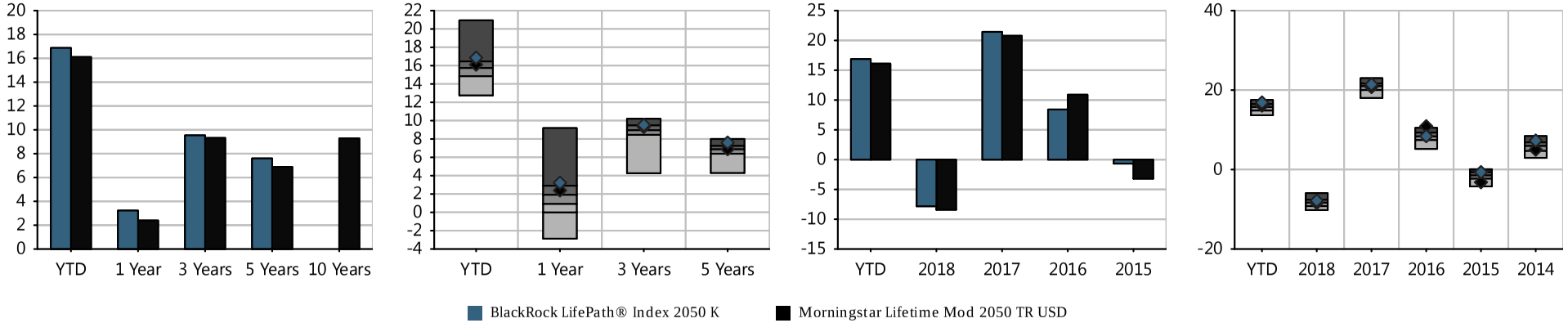
Growth of $100 is calculated at NAV and assumes that all dividend and capital gain distributions were reinvested. It does not take into account sales charges or the effect of taxes. Results are not indicative of future performance.

IPS Score		Return 1Yr	Return 3Yr	Return 5Yr	Max Draw Down 5Yr	Sharpe 3Yr	Sharpe 5Yr	Info Ratio 3Yr	Info Ratio 5Yr	Manager Tenure	Expense Ratio	Up/Down Capture 5Yr
96 Passing	Criteria Scoring	3.23%	9.54%	7.60%	11.77	0.76	0.64	0.22	0.50	8.33	0.10%	1.06
	Peer Group Scoring	*1.99%*	*8.88%*	*6.76%*	*12.89*	*0.72*	*0.59*	*-0.29*	*-0.04*	*7.15*	*0.80%*	*1.02*
	Criteria Peer Ranking	15	23	7	16	34	21	15	9	38	3	19

Investment Strategy

The investment seeks to provide for retirement outcomes based on quantitatively measured risk. The fund is a 'feeder' fund that invests all of its assets in the Master Portfolio, a series of Master Investment Portfolio ('MIP') with a substantially identical investment objective, which allocates and reallocates its assets among a combination of equity and bond index funds and money market funds (the 'underlying funds') in proportions based on its own comprehensive investment strategy.

Manager Vs Benchmark Performance



Investment Name	Last Qtr	YTD	Annualized Returns 1 Year	3 Year	5Year	10 Year	ITD	Inception Date	Calendar Year Returns 2018	2017	2016	2015	2014
BlackRock LifePath® Index 2050 K	0.46%	16.87%	3.23%	9.54%	7.60%	-	8.13%	05/31/2011	(7.82%)	21.43%	8.41%	(0.67%)	7.28%
Morningstar Lifetime Mod 2050 TR USD	*0.37%*	*16.11%*	*2.39%*	*9.32%*	*6.89%*	*-*	*-*	*-*	*(8.41%)*	*20.78%*	*10.89%*	*(3.19%)*	*5.00%*
Morningstar Target-Date 2050	*0.22%*	*15.74%*	*1.99%*	*8.88%*	*6.76%*	*8.86%*	*-*	*-*	*(8.38%)*	*20.69%*	*8.30%*	*(1.61%)*	*5.73%*

Morningstar Rating: ****

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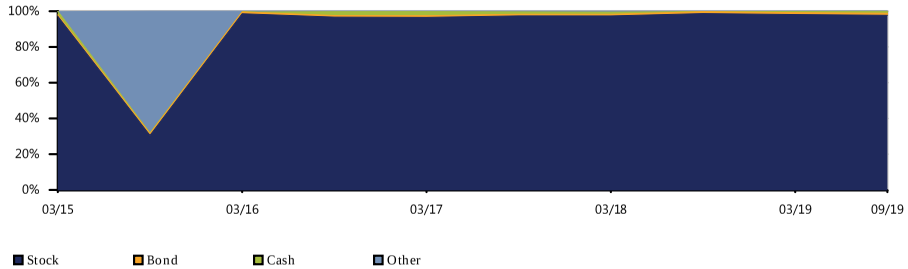
Peer groups based on Morningstar category. Fund rankings are based on trailing total returns, including reinvestment of dividends and capital gains. Funds are ranked between 1 and 100, with 1 being the top percentile and 100 being the bottom percentile. The ranking is for the indicated share class; other share classes may have a different performance ranking.

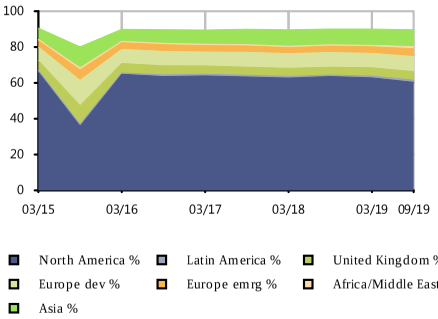
Historical Glidepath

Time Period: 10/30/2014 - 09/30/2019



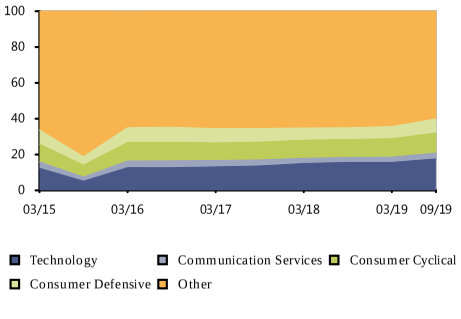
Equity Regional Distribution

Time Period: 10/30/2014 - 09/30/2019



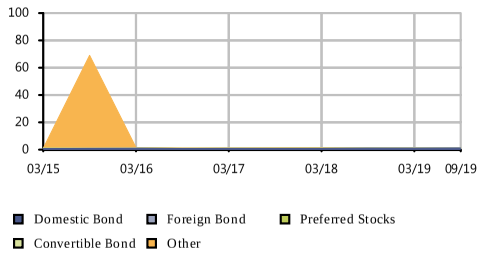
Sector Distribution

Time Period: 10/30/2014 - 09/30/2019

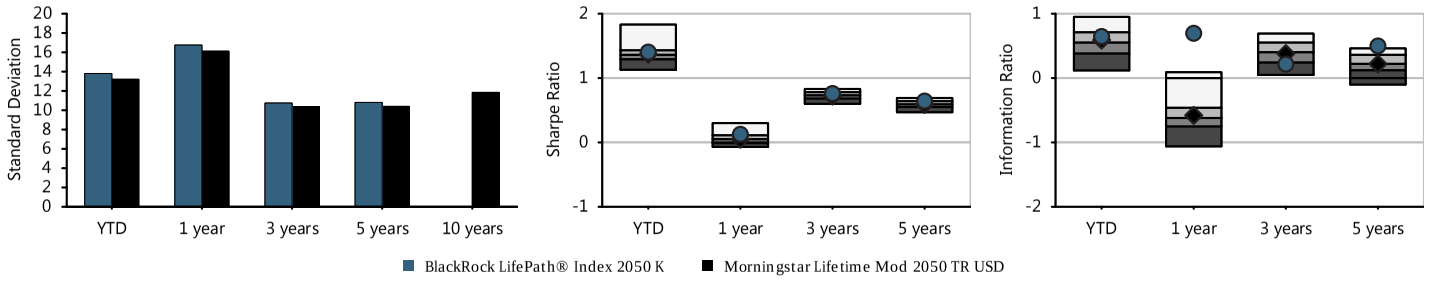


Bond Distribution

Time Period: 10/30/2014 - 09/30/2019



Risk/Return vs Peer Group



Fund Basics

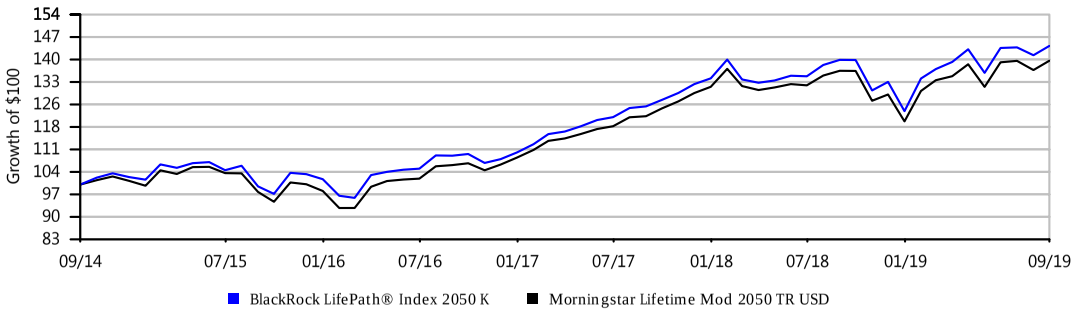
Ticker	LIPKX
Category	Target-Date 2050
Net Assets(This Class $mn)	2,702 m
Net Assets(All Classes $mn)	0 m
Manager	Alan Mason
Manager Tenure	8.33
Fund Inception	May 31,2011

Fee And Expenses

Expense Ratio	0.08
Gross Expense Ratio	0.14
Prospectus Net Expense Ratio	0.10
Prospectus Gross Expense Ratio	0.18
Actual 12b1	0.00
Management Fee	0.05

Cumulative Performance

Time Period: 01/30/2014 - 09/30/2019



Growth of $100 is calculated at NAV and assumes that all dividend and capital gain distributions were reinvested. It does not take into account sales charges or the effect of taxes. Results are not indicative of future performance.

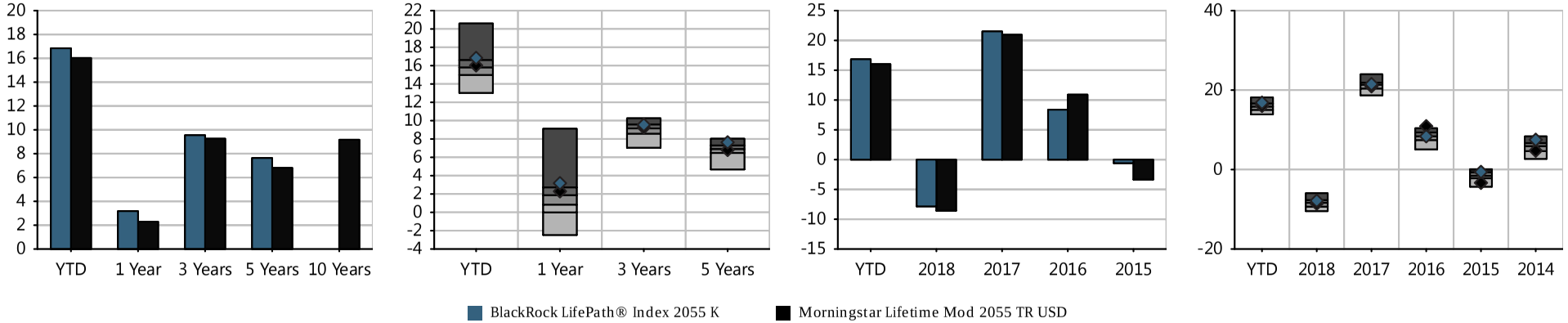
BLACKROCK LIFEPATH® INDEX 2055 K | FUND FACT SHEET

IPS Score		Return 1Yr	Return 3Yr	Return 5Yr	Max Draw Down 5Yr	Sharpe 3Yr	Sharpe 5Yr	Info Ratio 3Yr	Info Ratio 5Yr	Manager Tenure	Expense Ratio	Up/Down Capture 5Yr
95 Passing	Criteria Scoring	3.18%	9.55%	7.64%	11.78	0.76	0.64	0.30	0.56	8.33	0.09%	1.07
	Peer Group Scoring	*1.84%*	*9.04%*	*6.84%*	*13.04*	*0.73*	*0.59*	*-0.17*	*0.03*	*5.90*	*0.78%*	*1.02*
	Criteria Peer Ranking	15	26	9	8	38	18	18	7	23	2	14

Investment Strategy

The investment seeks to provide for retirement outcomes based on quantitatively measured risk. The fund is a 'feeder' fund that invests all of its assets in the Master Portfolio, a series of Master Investment Portfolio ('MIP') with a substantially identical investment objective, which allocates and reallocates its assets among a combination of equity and bond index funds and money market funds (the 'underlying funds') in proportions based on its own comprehensive investment strategy.

Manager Vs Benchmark Performance



Investment Name	Last Qtr	YTD	Annualized Returns 1 Year	3 Year	5Year	10 Year	ITD	Inception Date	Calendar Year Returns 2018	2017	2016	2015	2014
BlackRock LifePath® Index 2055 K	0.39%	16.84%	3.18%	9.55%	7.64%	-	8.26%	05/31/2011	(7.85%)	21.51%	8.38%	(0.60%)	7.50%
Morningstar Lifetime Mod 2055 TR USD	*0.31%*	*16.02%*	*2.29%*	*9.26%*	*6.81%*	*-*	*-*	*-*	*(8.57%)*	*20.95%*	*10.90%*	*(3.34%)*	*4.74%*
Morningstar Target-Date 2055	*0.20%*	*15.86%*	*1.84%*	*9.04%*	*6.84%*	*9.09%*	*-*	*-*	*(8.44%)*	*21.11%*	*8.16%*	*(1.61%)*	*5.60%*

Morningstar Rating: *****

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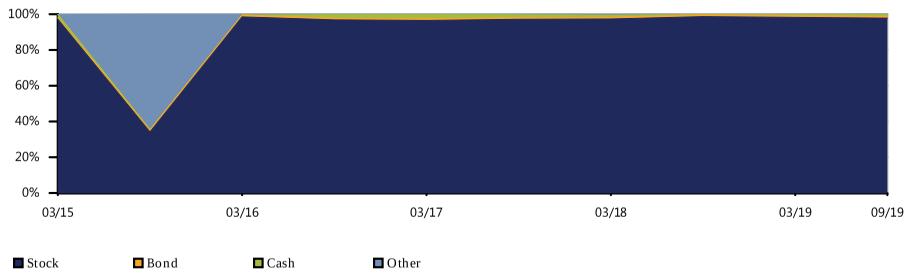
BLACKROCK LIFEPATH® INDEX 2055 K | FUND FACT SHEET

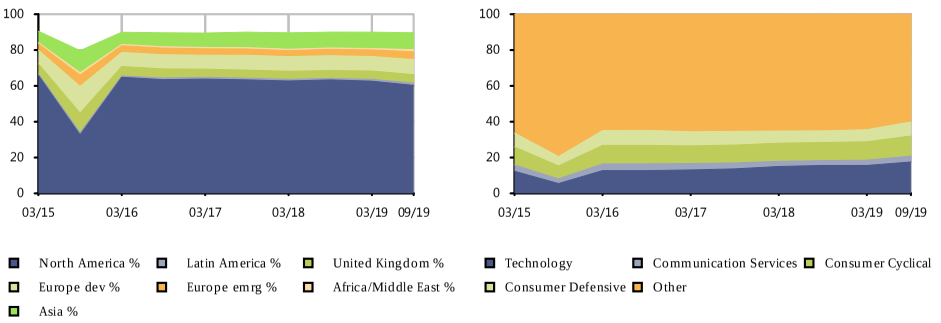
Historical Glidepath

Time Period: 10/30/2014 - 09/30/2019



Equity Regional Distribution

Time Period: 10/30/2014 - 09/30/2019

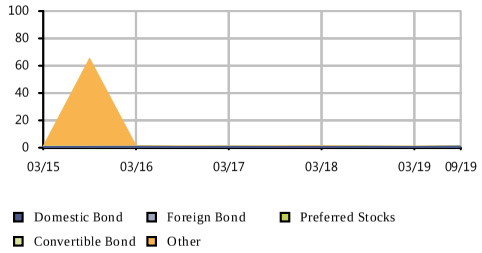


Sector Distribution

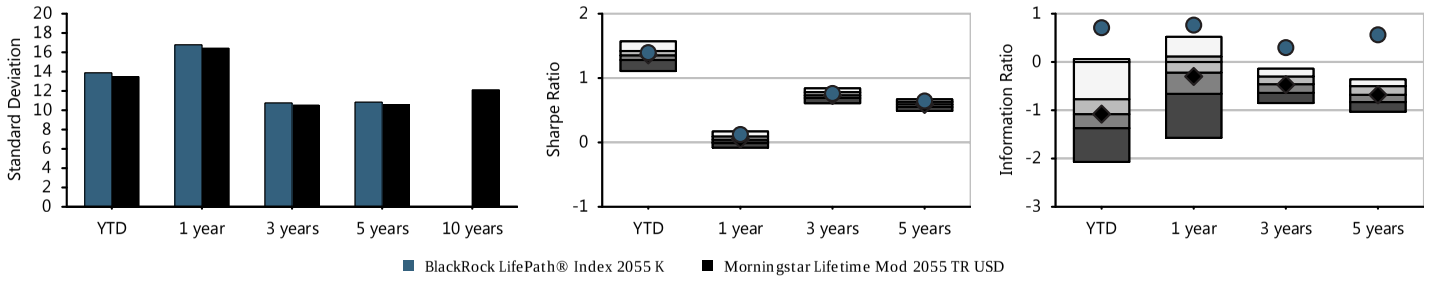
Time Period: 10/30/2014 - 09/30/2019

Bond Distribution

Time Period: 10/30/2014 - 09/30/2019



Risk/Return vs Peer Group



Fund Basics

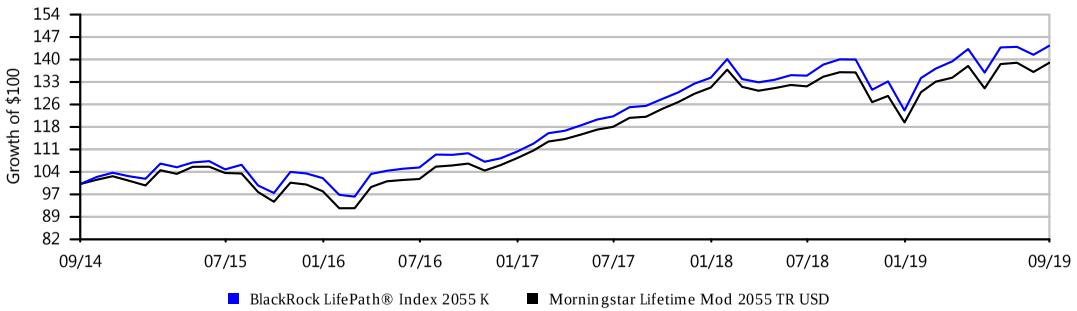
Ticker	LIVKX
Category	Target-Date 2055
Net Assets(This Class $mn)	1,260 m
Net Assets(All Classes $mn)	0 m
Manager	Alan Mason
Manager Tenure	8.33
Fund Inception	May 31,2011

Fee And Expenses

Expense Ratio	0.08
Gross Expense Ratio	0.15
Prospectus Net Expense Ratio	0.09
Prospectus Gross Expense Ratio	0.20
Actual 12b1	0.00
Management Fee	0.05

Cumulative Performance

Time Period: 01/30/2014 - 09/30/2019



Growth of $100 is calculated at NAV and assumes that all dividend and capital gain distributions were reinvested. It does not take into account sales charges or the effect of taxes. Results are not indicative of future performance.

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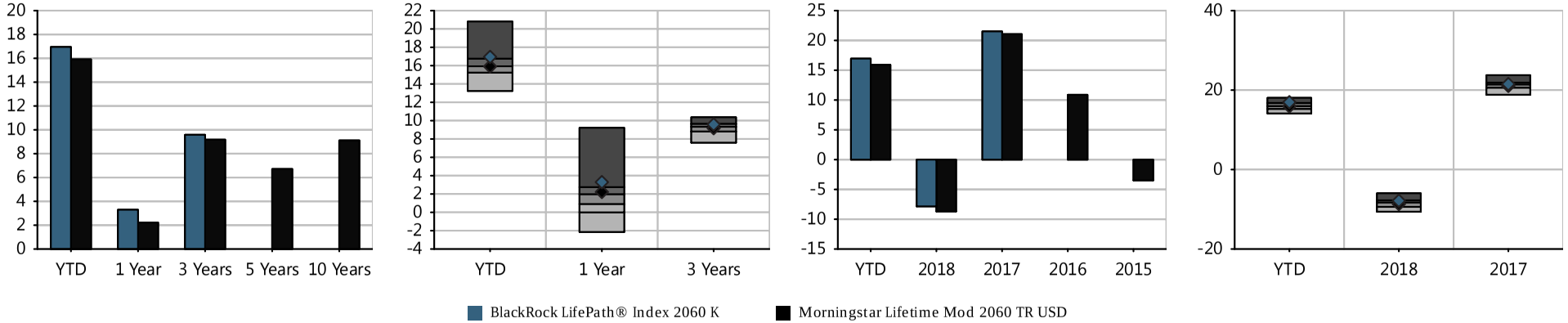
IPS Score		Return 1Yr	Return 3Yr	Return 5Yr	Max Draw Down 5Yr	Sharpe 3Yr	Sharpe 5Yr	Info Ratio 3Yr	Info Ratio 5Yr	Manager Tenure	Expense Ratio	Up/Down Capture 5Yr
86 Passing	Criteria Scoring	3.30%	9.58%	-	-	0.76	-	0.41	-	3.58	0.10%	-
	Peer Group Scoring	*1.89%*	*9.20%*	*7.20%*	*12.89*	*0.74*	*0.62*	*0.01*	*0.32*	*2.96*	*0.78%*	*1.06*
	Criteria Peer Ranking	12	29	-	-	43	-	18	-	39	4	-

Investment Strategy

The investment seeks to provide for retirement outcomes based on quantitatively measured risk. The fund is a 'feeder' fund that invests all of its assets in the Master Portfolio, a series of Master Investment Portfolio ('MIP') with a substantially identical investment objective, which allocates and reallocates its assets among a combination of equity and bond index funds and money market funds (the 'underlying funds') in proportions based on its own comprehensive investment strategy.

Manager Vs Benchmark Performance



Investment Name	Last Qtr	YTD	Annualized Returns						Calendar Year Returns				
			1 Year	3 Year	5Year	10 Year	ITD	Inception Date	2018	2017	2016	2015	2014
BlackRock LifePath® Index 2060 K	0.45%	16.95%	3.30%	9.58%	-	-	12.25%	02/29/2016	(7.84%)	21.51%	-	-	-
Morningstar Lifetime Mod 2060 TR USD	*0.26%*	*15.91%*	*2.22%*	*9.18%*	*6.71%*	-	-	-	*(8.69%)*	*21.06%*	*10.88%*	*(3.48%)*	*4.53%*
Morningstar Target-Date 2060+	*0.18%*	*16.09%*	*1.89%*	*9.20%*	*7.20%*	-	-	-	*(8.48%)*	*21.22%*	*8.06%*	*(1.00%)*	*5.25%*

Morningstar Rating: ****

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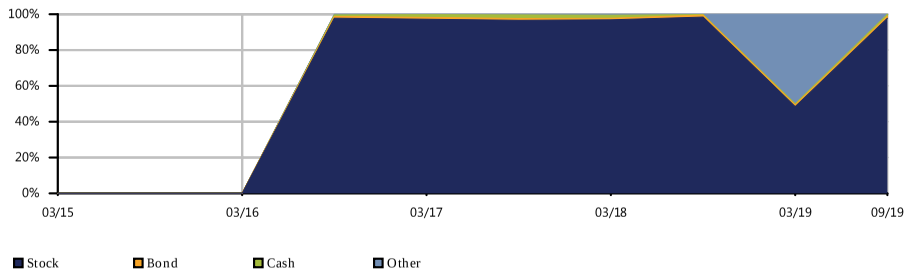
Peer groups based on Morningstar category. Fund rankings are based on trailing total returns, including reinvestment of dividends and capital gains. Funds are ranked between 1 and 100, with 1 being the top percentile and 100 being the bottom percentile. The ranking is for the indicated share class; other share classes may have a different performance ranking.

BLACKROCK LIFEPATH® INDEX 2060 K | FUND FACT SHEET

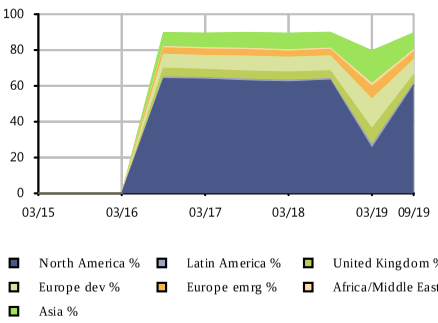
Historical Glidepath

Time Period: 03/31/2016 - 09/30/2019



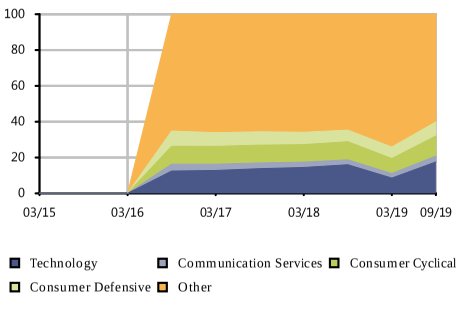
Equity Regional Distribution

Time Period: 03/31/2016 - 09/30/2019



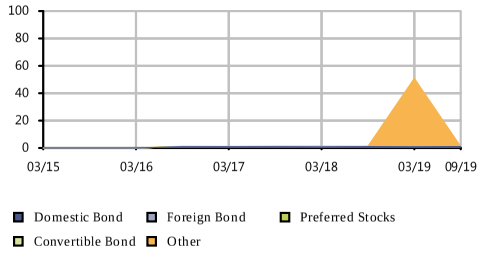
Sector Distribution

Time Period: 03/31/2016 - 09/30/2019

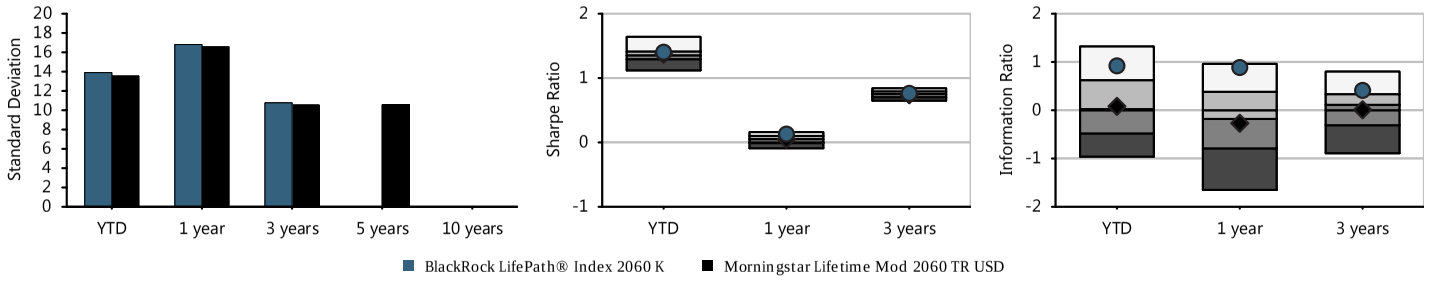


Bond Distribution

Time Period: 03/31/2016 - 09/30/2019



Risk/Return vs Peer Group



Fund Basics

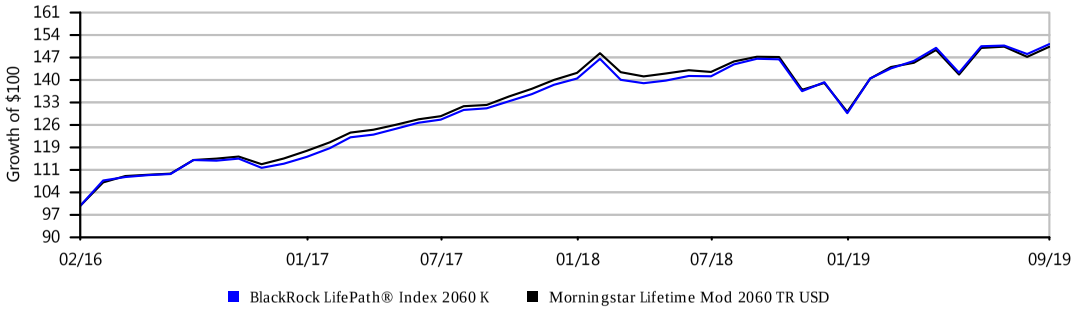
Ticker	LIZKX
Category	Target-Date 2060+
Net Assets(This Class $mn)	314 m
Net Assets(All Classes $mn)	0 m
Manager	Alan Mason
Manager Tenure	3.58
Fund Inception	Feb 29,2016

Fee And Expenses

Expense Ratio	0.12
Gross Expense Ratio	0.32
Prospectus Net Expense Ratio	0.10
Prospectus Gross Expense Ratio	0.37
Actual 12b1	0.00
Management Fee	0.05

Cumulative Performance

Time Period: 03/31/2016 - 09/30/2019



Growth of $100 is calculated at NAV and assumes that all dividend and capital gain distributions were reinvested. It does not take into account sales charges or the effect of taxes. Results are not indicative of future performance.

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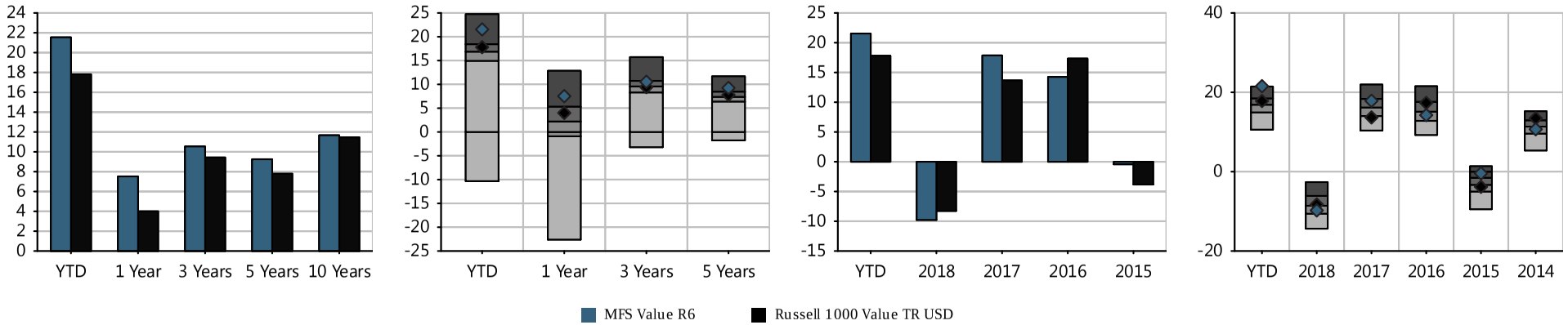
MFS Value R6 | Fund Fact Sheet

IPS Score		Return 1Yr	Return 3Yr	Return 5Yr	Sharpe 3Yr	Sharpe 5Yr	Info Ratio 3Yr	Info Ratio 5Yr	Manager Tenure	Expense Ratio	Style Consistency (RBSA)	Up/Down Capture 5Yr
93 Passing	Criteria Scoring	7.52%	10.54%	9.25%	0.75	0.72	0.43	0.61	17.66	0.48%	10.67	1.11
	Peer Group Scoring	*1.92%*	*9.43%*	*7.30%*	*0.66*	*0.57*	*0.02*	*-0.15*	*9.77*	*0.95%*	*14.21*	*1.02*
	Criteria Peer Ranking	11	30	15	28	19	26	6	14	14	37	21

Investment Strategy

The investment seeks capital appreciation. The fund normally invests the fund's assets primarily in equity securities. Equity securities include common stocks and other securities that represent an ownership interest (or right to acquire an ownership interest) in a company or other issuer. MFS focuses on investing the fund's assets in the stocks of companies it believes are undervalued compared to their perceived worth (value companies).

Manager Vs Benchmark Performance



Investment Name	Last Qtr	YTD	Annualized Returns 1 Year	3 Year	5Year	10 Year	ITD	Inception Date	Calendar Year Returns 2018	2017	2016	2015	2014
MFS Value R6	2.50%	21.54%	7.52%	10.54%	9.25%	11.67%	10.15%	01/02/1996	(9.78%)	17.86%	14.25%	(0.42%)	10.68%
Russell 1000 Value TR USD	*1.36%*	*17.81%*	*4.00%*	*9.43%*	*7.79%*	*11.46%*	-	-	*(8.27%)*	*13.66%*	*17.34%*	*(3.83%)*	*13.45%*
Morningstar Large Value	*1.52%*	*16.43%*	*1.92%*	*9.43%*	*7.30%*	*10.67%*	-	-	*(8.53%)*	*16.15%*	*15.24%*	*(3.52%)*	*11.02%*

Morningstar Rating: ****

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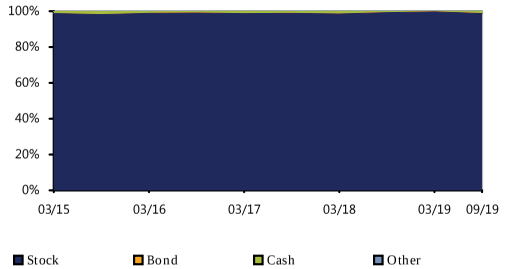
Peer groups based on Morningstar category. Fund rankings are based on trailing total returns, including reinvestment of dividends and capital gains. Funds are ranked between 1 and 100, with 1 being the top percentile and 100 being the bottom percentile. The ranking is for the indicated share class; other share classes may have a different performance ranking.

MFS Value R6 | Fund Fact Sheet

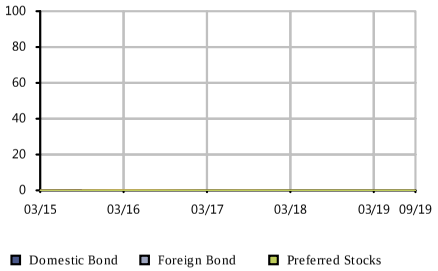
Portfolio Composition

Time Period: 10/30/2014 - 09/30/2019



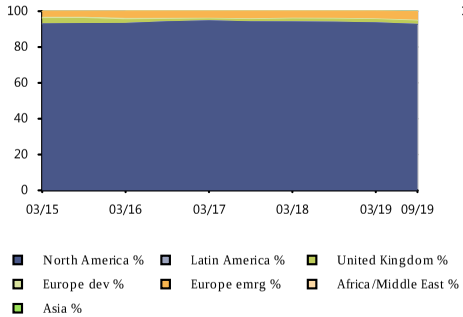
Bond Distribution

Time Period: 10/30/2014 - 09/30/2019



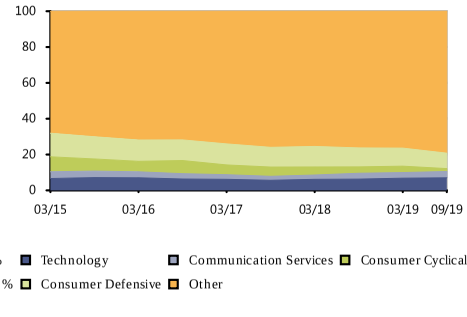
Equity Regional Distribution

Time Period: 10/30/2014 - 09/30/2019

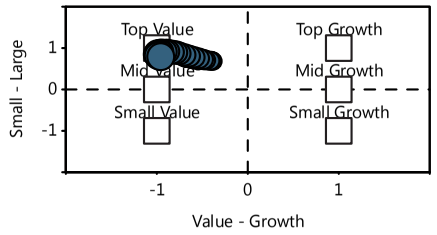


Sector Distribution

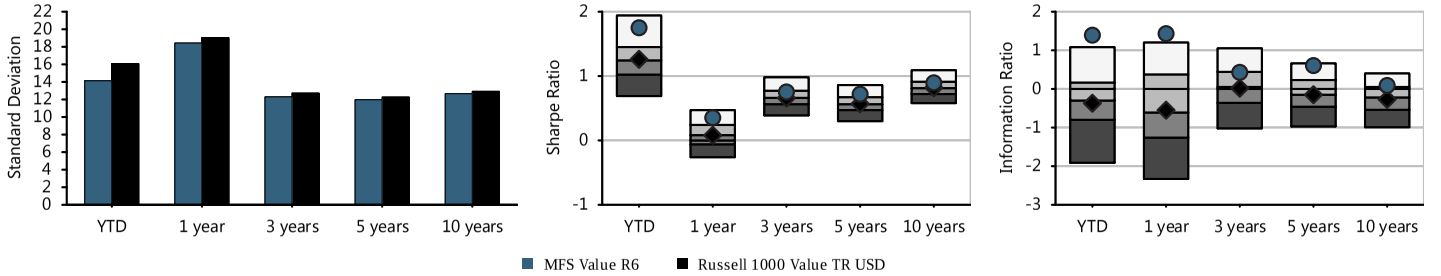
Time Period: 10/30/2014 - 09/30/2019



Style Analysis



Risk/Return vs Peer Group



Fund Basics

Ticker	MEIKX
Category	Large Value
Net Assets(This Class $mn)	48,927 m
Net Assets(All Classes $mn)	0 m
Manager	Steven Gorham
Manager Tenure	17.66
Fund Inception	Jan 02,1996

Fee And Expenses

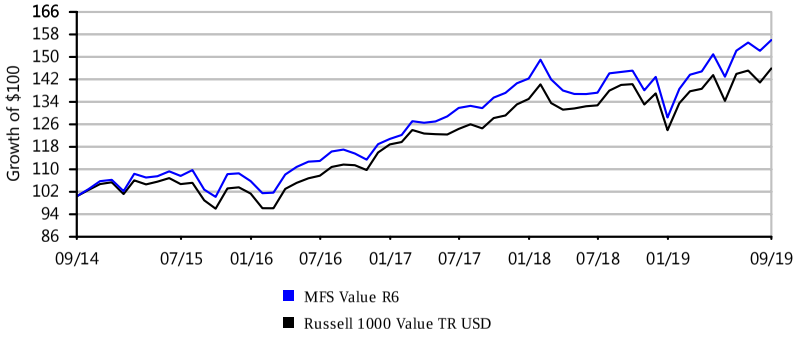
Expense Ratio	0.47
Gross Expense Ratio	0.47
Prospectus Net Expense Ratio	0.48
Prospectus Gross Expense Ratio	0.48
Actual 12b1	0.00
Management Fee	0.46

Top 10 Holdings (%)

JPMorgan Chase & Co	4.43
Johnson & Johnson	3.24
Accenture PLC Class A	3.01
Medtronic PLC	3.00
Comcast Corp Class A	3.00
Aon PLC	2.38
Northrop Grumman Corp	2.28
Texas Instruments Inc	2.24
Duke Energy Corp	2.20
U.S. Bancorp	2.12

Cumulative Performance

Time Period: 01/30/2014 - 09/30/2019



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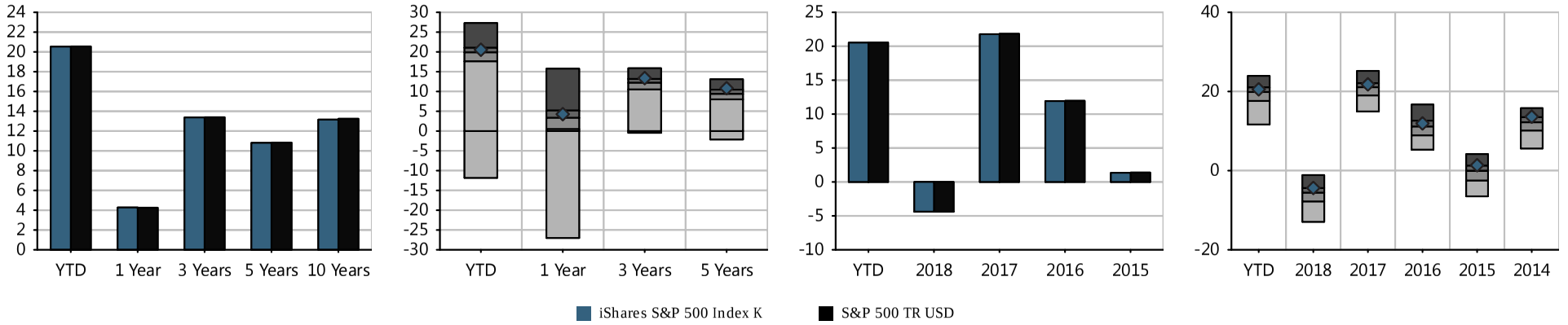
iSHARES S & P 500 INDEX K | FUND FACT SHEET

IPS Score		Tracking Error 1Yr	Tracking Error 3Yr	Tracking Error 5Yr	Expense Ratio	AUM	Expense adj. 1Yr Outperf. Index	Expense adj. 3Yr Outperf. Index	Expense adj. 5Yr Outperf. Index
100 Passing	Criteria Scoring	0.04%	0.03%	0.03%	0.03%	$20,097,601,400	4.31%	13.40%	10.84%
	Peer Group Scoring	*3.36%*	*2.88%*	*2.92%*	*0.89%*	-	-	-	-
	Criteria Peer Ranking	3	2	2	2	-	32	17	12

Investment Strategy

The investment seeks to provide investment results that correspond to the total return performance of publicly-traded common stocks in the aggregate, as represented by the Standard & Poor's 500® Index. The fund is a 'feeder' fund that invests all of its assets in the Master Portfolio of MIP, which has the same investment objective and strategies as the fund. At least 90% of the value of the fund's assets is invested in securities comprising the S&P 500 Index. The percentage of the fund's assets invested in a given stock is approximately the same as the percentage such stock represents in the S&P 500 Index.

Manager Vs Benchmark Performance



Investment Name	Last Qtr	YTD	Annualized Returns 1 Year	3 Year	5Year	10 Year	ITD	Inception Date	Calendar Year Returns 2018	2017	2016	2015	2014
iShares S&P 500 Index K	1.71%	20.53%	4.28%	13.37%	10.81%	13.16%	9.47%	07/30/1993	(4.38%)	21.77%	11.92%	1.35%	13.61%
S&P 500 TR USD	*1.70%*	*20.55%*	*4.25%*	*13.39%*	*10.84%*	*13.24%*	-	-	*(4.38%)*	*21.83%*	*11.96%*	*1.38%*	*13.69%*
Morningstar Large Blend	*1.45%*	*18.99%*	*3.02%*	*11.69%*	*8.96%*	*11.76%*	-	-	*(6.17%)*	*20.53%*	*10.86%*	*(0.65%)*	*11.55%*

Morningstar Rating: *****

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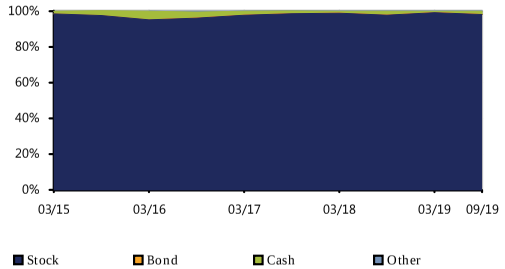
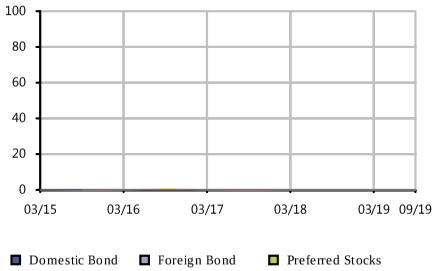
Portfolio Composition

Time Period: 10/30/2014 - 09/30/2019



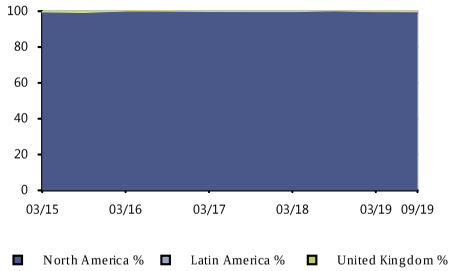
Bond Distribution

Time Period: 10/30/2014 - 09/30/2019



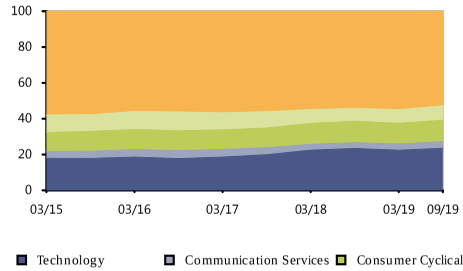
Equity Regional Distribution

Time Period: 10/30/2014 - 09/30/2019

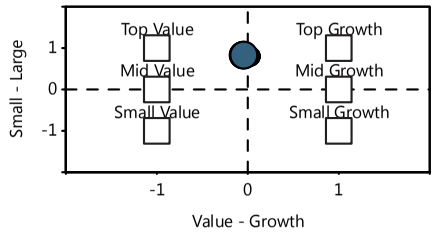


Sector Distribution

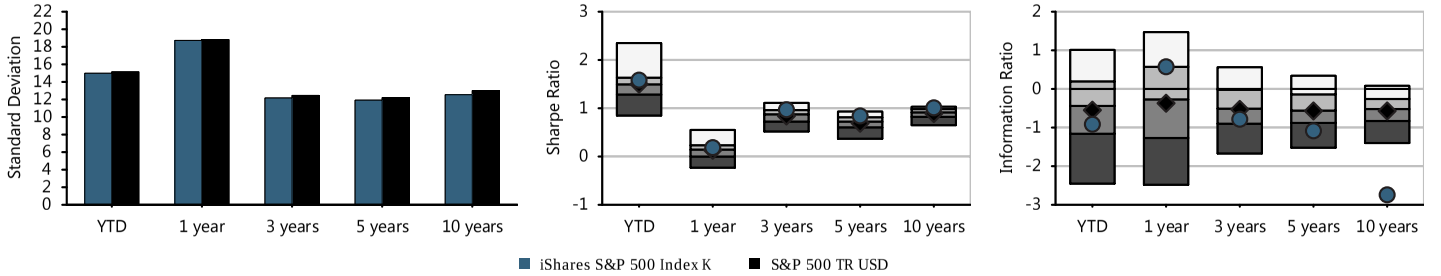
Time Period: 10/30/2014 - 09/30/2019



Style Analysis



Risk/Return vs Peer Group



Fund Basics

Ticker	WFSPX
Category	Large Blend
Net Assets(This Class $mn)	20,098 m
Net Assets(All Classes $mn)	0 m
Manager	Greg Savage
Manager Tenure	11.66
Fund Inception	Jul 30,1993

Fee And Expenses

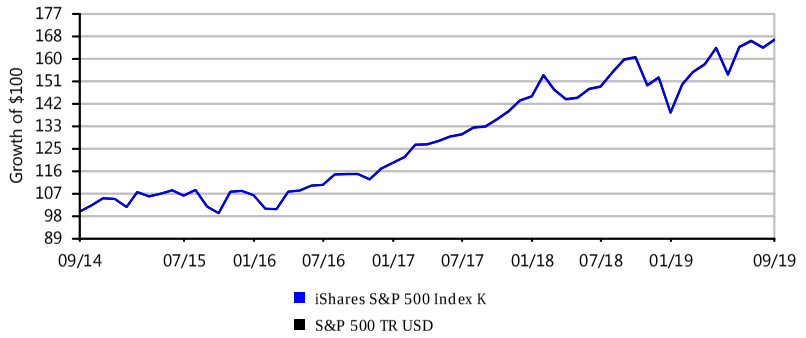
Expense Ratio	0.04
Gross Expense Ratio	0.04
Prospectus Net Expense Ratio	0.03
Prospectus Gross Expense Ratio	0.03
Actual 12b1	0.00
Management Fee	0.01

Top 10 Holdings (%)

Microsoft Corp	4.25
Apple Inc	3.67
Amazon.com Inc	2.96
Facebook Inc A	1.80
Berkshire Hathaway Inc B	1.59
Alphabet Inc Class C	1.47
Alphabet Inc A	1.44
JPMorgan Chase & Co	1.44
Johnson & Johnson	1.37
Visa Inc Class A	1.27

Cumulative Performance

Time Period: 01/30/2014 - 09/30/2019



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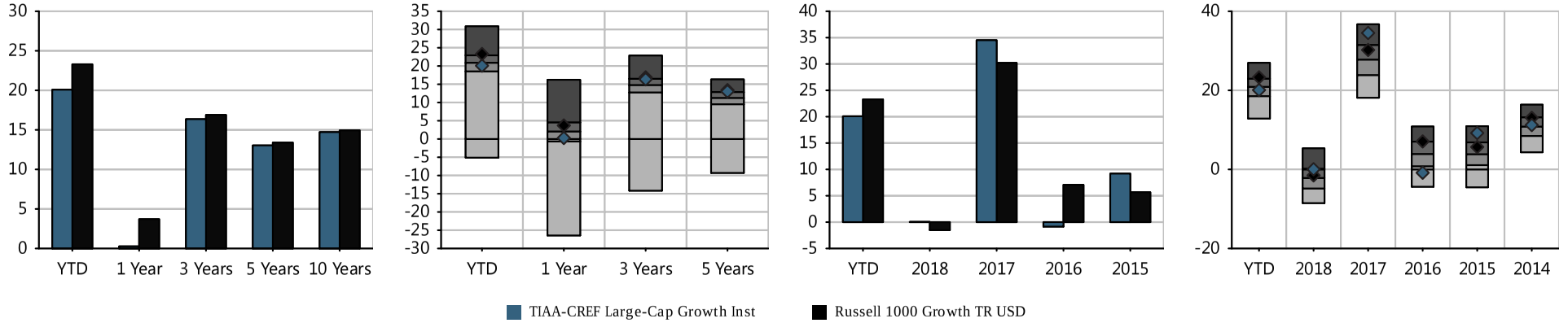
TIAA-CREF Large-Cap Growth Inst | Fund Fact Sheet

IPS Score		Return 1Yr	Return 3Yr	Return 5Yr	Sharpe 3Yr	Sharpe 5Yr	Info Ratio 3Yr	Info Ratio 5Yr	Manager Tenure	Expense Ratio	Style Consistency (RBSA)	Up/Down Capture 5Yr
85 Passing	Criteria Scoring	0.27%	16.35%	13.04%	1.06	0.89	-0.18	-0.11	13.50	0.41%	8.92	0.94
	Peer Group Scoring	*1.86%*	*14.60%*	*11.00%*	*0.96*	*0.78*	*-0.66*	*-0.65*	*10.86*	*1.05%*	*13.38*	*0.90*
	Criteria Peer Ranking	68	27	22	30	26	28	22	35	7	30	35

Investment Strategy

The investment seeks a favorable long-term return, mainly through capital appreciation, primarily from equity securities. Under normal circumstances, the fund invests at least 80% of its assets in large-cap equity securities. It will invest primarily in large-cap equity securities that the fund's investment adviser believes present the opportunity for growth. The fund also seeks to invest in companies expected to benefit from prospective acquisitions, reorganizations, corporate restructurings or other special situations. It may invest up to 20% of its assets in foreign investments.

Manager Vs Benchmark Performance



Investment Name	Last Qtr	YTD	Annualized Returns 1 Year	3 Year	5Year	10 Year	ITD	Inception Date	Calendar Year Returns 2018	2017	2016	2015	2014
TIAA-CREF Large-Cap Growth Inst	(0.90%)	20.08%	0.27%	16.35%	13.04%	14.72%	9.99%	03/31/2006	0.04%	34.51%	(0.85%)	9.20%	11.22%
Russell 1000 Growth TR USD	*1.49%*	*23.30%*	*3.71%*	*16.89%*	*13.39%*	*14.94%*	-	-	*(1.51%)*	*30.21%*	*7.08%*	*5.67%*	*13.05%*
Morningstar Large Growth	*(0.47%)*	*20.53%*	*1.86%*	*14.60%*	*11.00%*	*13.08%*	-	-	*(2.21%)*	*27.76%*	*3.65%*	*3.61%*	*10.65%*

Morningstar Rating: ****

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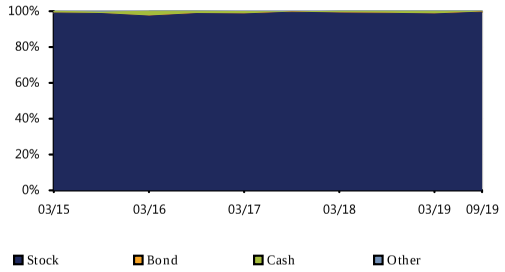
TIAA-CREF Large-Cap Growth Inst | Fund Fact Sheet

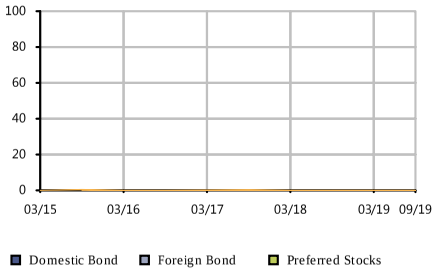
Portfolio Composition

Time Period: 10/30/2014 - 09/30/2019



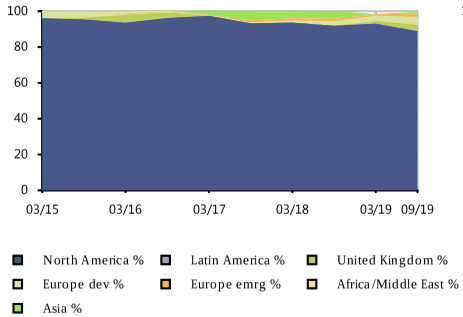
Bond Distribution

Time Period: 10/30/2014 - 09/30/2019



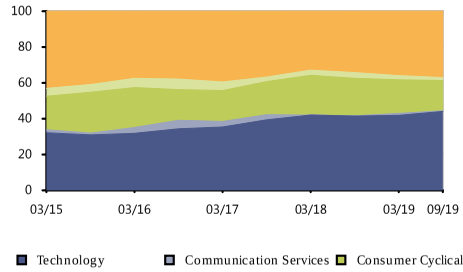
Equity Regional Distribution

Time Period: 10/30/2014 - 09/30/2019

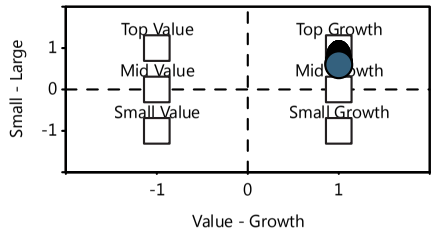


Sector Distribution

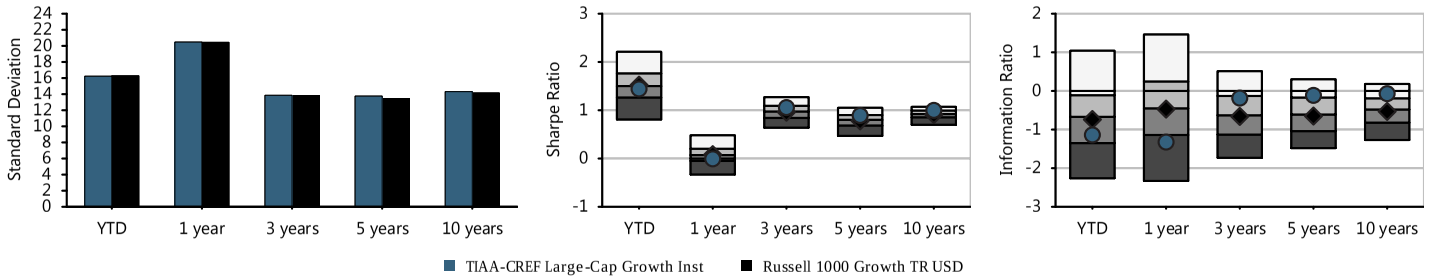
Time Period: 10/30/2014 - 09/30/2019



Style Analysis



Risk/Return vs Peer Group



Fund Basics

Ticker	TILGX
Category	Large Growth
Net Assets(This Class $mn)	5,580 m
Net Assets(All Classes $mn)	0 m
Manager	Susan Hirsch
Manager Tenure	13.50
Fund Inception	Mar 31,2006

Fee And Expenses

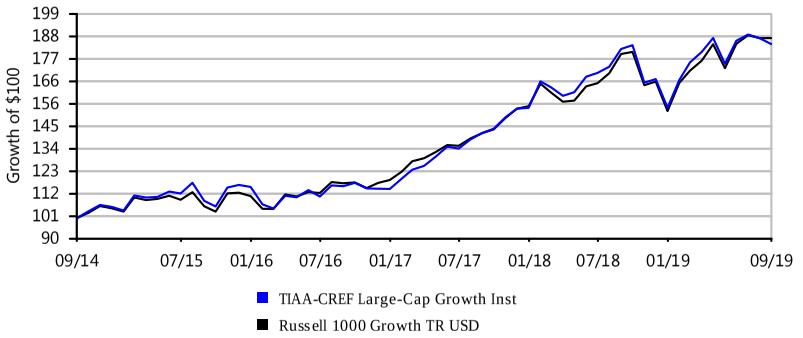
Expense Ratio	0.41
Gross Expense Ratio	0.41
Prospectus Net Expense Ratio	0.41
Prospectus Gross Expense Ratio	0.41
Actual 12b1	0.00
Management Fee	0.40

Top 10 Holdings (%)

Microsoft Corp	7.24
Amazon.com Inc	5.43
Mastercard Inc A	3.97
Facebook Inc A	3.78
Alphabet Inc Class C	2.85
Alphabet Inc A	2.85
Apple Inc	2.84
Intuit Inc	2.54
PayPal Holdings Inc	2.46
Nike Inc B	2.42

Cumulative Performance

Time Period: 01/30/2014 - 09/30/2019



Growth of $100 is calculated at NAV and assumes that all dividend and capital gain distributions were reinvested. It does not take into account sales charges or the effect of taxes. Results are not indicative of future performance.

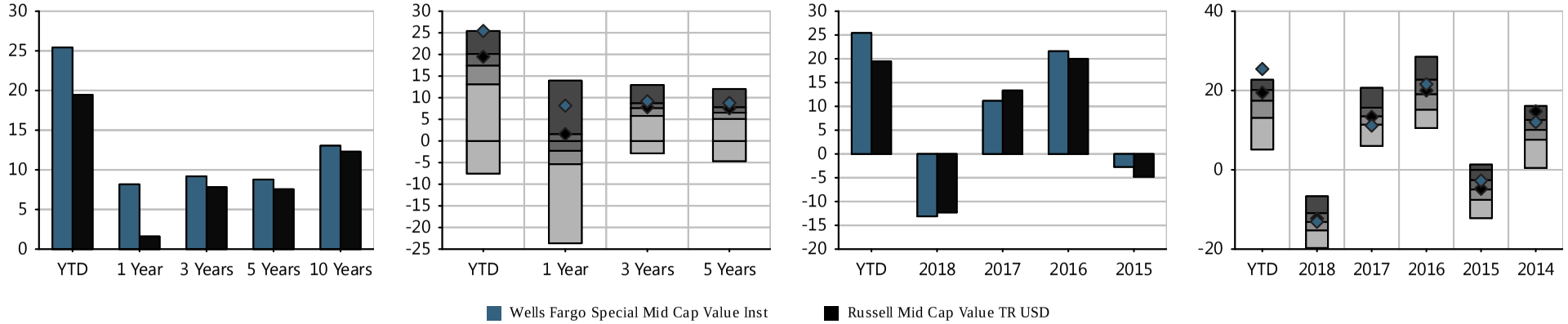
WELLS FARGO SPECIAL MID CAP VALUE INST | FUND FACT SHEET

IPS Score		Return 1Yr	Return 3Yr	Return 5Yr	Sharpe 3Yr	Sharpe 5Yr	Info Ratio 3Yr	Info Ratio 5Yr	Manager Tenure	Expense Ratio	Style Consistency (RBSA)	Up/Down Capture 5Yr
96 Passing	Criteria Scoring	8.17%	9.18%	8.77%	0.63	0.68	0.45	0.39	10.66	0.83%	12.75	1.13
	Peer Group Scoring	*-2.14%*	*7.04%*	*6.26%*	*0.44*	*0.45*	*-0.12*	*-0.25*	*9.63*	*1.05%*	*15.99*	*0.94*
	Criteria Peer Ranking	2	15	10	8	8	16	10	40	30	31	9

Investment Strategy

The investment seeks long-term capital appreciation. The fund normally invests at least 80% of its net assets in equity securities of medium-capitalization companies. It invests principally in equity securities of medium-capitalization companies, which the manager defines as securities of companies with market capitalizations within the range of the Russell Midcap® Index at the time of purchase.

Manager Vs Benchmark Performance



Investment Name	Last Qtr	YTD	Annualized Returns 1 Year	3 Year	5Year	10 Year	ITD	Inception Date	Calendar Year Returns 2018	2017	2016	2015	2014
Wells Fargo Special Mid Cap Value Inst	2.60%	25.42%	8.17%	9.18%	8.77%	13.04%	11.85%	04/08/2005	(13.10%)	11.16%	21.59%	(2.73%)	12.04%
Russell Mid Cap Value TR USD	*1.22%*	*19.47%*	*1.60%*	*7.82%*	*7.55%*	*12.29%*	-	-	*(12.29%)*	*13.34%*	*20.00%*	*(4.78%)*	*14.75%*
Morningstar Mid-Cap Value	*0.41%*	*16.26%*	*(2.14%)*	*7.04%*	*6.26%*	*10.65%*	-	-	*(13.04%)*	*13.44%*	*18.86%*	*(5.24%)*	*9.60%*

Morningstar Rating: *****

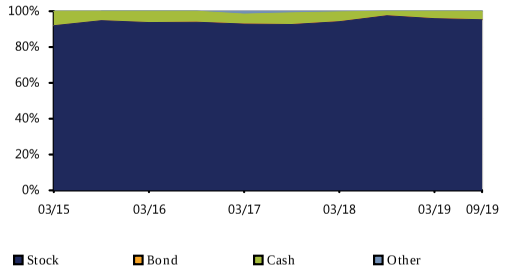
The performance data quoted represents past performance. Past performance does not guarantee future results. Investment return and principal value will fluctuate so that an investor's shares, when redeemed, may be worth more or less than their original cost. Current performance may be lower or higher than the performance information quoted. The performance quoted reflects the reinvestment of dividends and capital gains and is net of all expenses. To obtain current month-end performance information, please contact the phone number located in the "Important Disclosures" section of this report. For source information, please see the "Important Disclosures" section of this report. Please see further details on the scoring methodology in the "Investment Scoring Methodology" section of this report.

Peer groups based on Morningstar category. Fund rankings are based on trailing total returns, including reinvestment of dividends and capital gains. Funds are ranked between 1 and 100, with 1 being the top percentile and 100 being the bottom percentile. The ranking is for the indicated share class; other share classes may have a different performance ranking.

WELLS FARGO SPECIAL MID CAP VALUE INST | FUND FACT SHEET

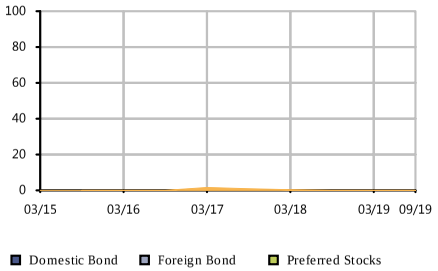
Portfolio Composition

Time Period: 10/30/2014 - 09/30/2019



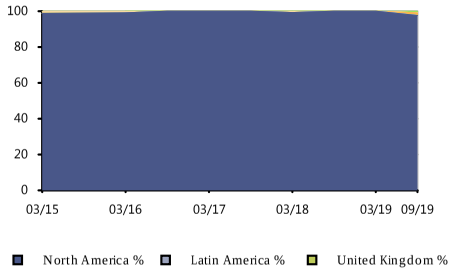
Bond Distribution

Time Period: 10/30/2014 - 09/30/2019



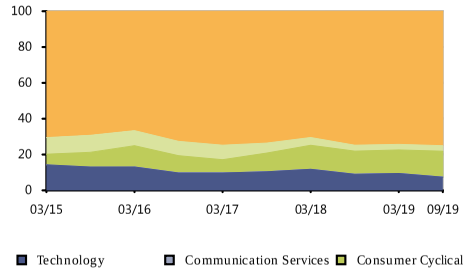
Equity Regional Distribution

Time Period: 10/30/2014 - 09/30/2019

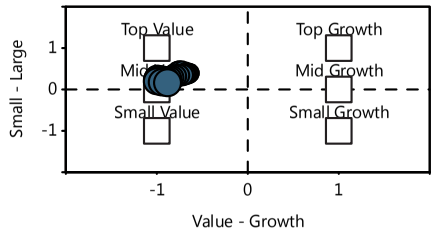


Sector Distribution

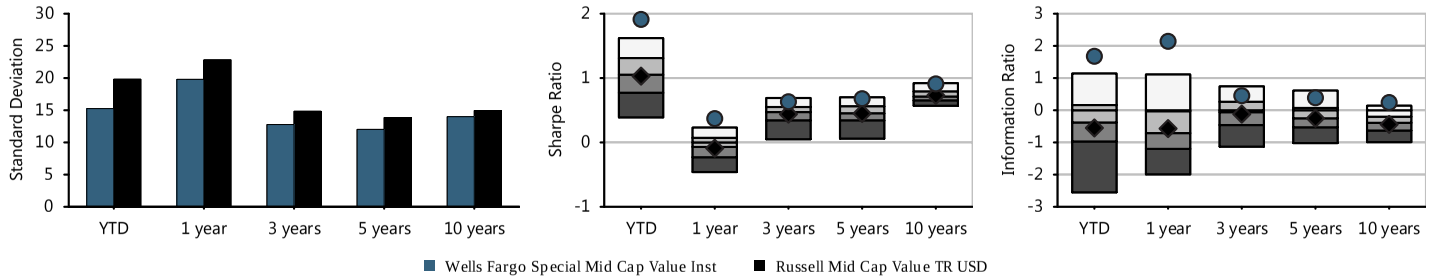
Time Period: 10/30/2014 - 09/30/2019



Style Analysis



Risk/Return vs Peer Group



Fund Basics

Ticker	WFMIX
Category	Mid-Cap Value
Net Assets(This Class $mn)	9,231 m
Net Assets(All Classes $mn)	0 m
Manager	Bryant VanCronkhite
Manager Tenure	10.66
Fund Inception	Apr 08,2005

Fee And Expenses

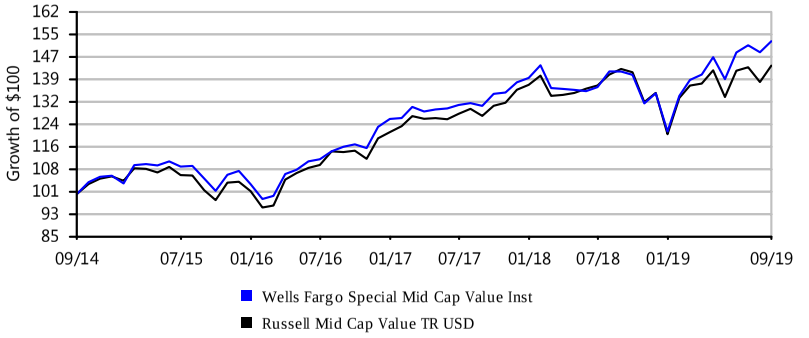
Expense Ratio	0.82
Gross Expense Ratio	0.82
Prospectus Net Expense Ratio	0.83
Prospectus Gross Expense Ratio	0.83
Actual 12b1	0.00
Management Fee	0.67

Top 10 Holdings (%)

Brown & Brown Inc	3.04
American Water Works Co...	2.84
Kansas City Southern	2.84
Jacobs Engineering Grou...	2.80
Amdocs Ltd	2.77
Ameren Corp	2.70
American Electric Power...	2.55
Republic Services Inc C...	2.53
Arch Capital Group Ltd	2.31
CBRE Group Inc Class A	2.23

Cumulative Performance

Time Period: 01/30/2014 - 09/30/2019



Growth of $100 is calculated at NAV and assumes that all dividend and capital gain distributions were reinvested. It does not take into account sales charges or the effect of taxes. Results are not indicative of future performance.

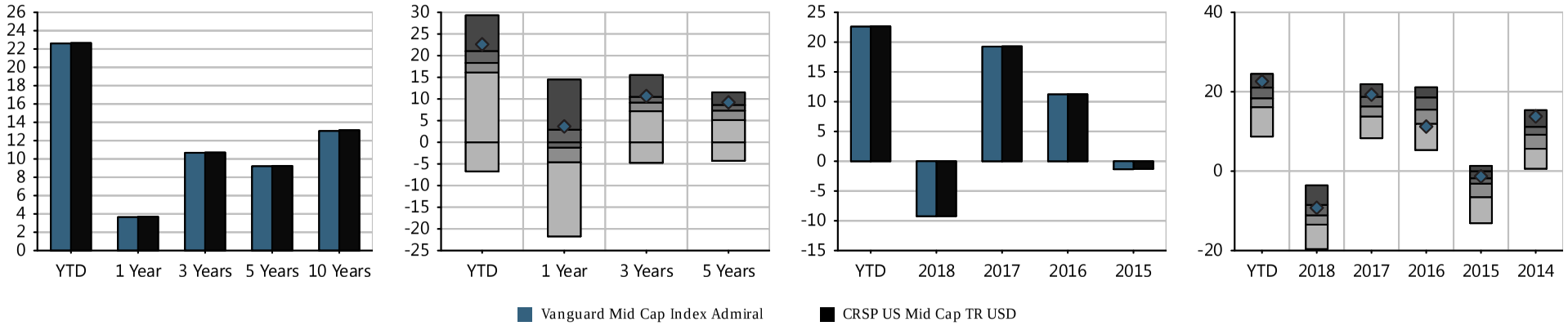
VANGUARD MID CAP INDEX ADMIRAL | FUND FACT SHEET

IPS Score		Tracking Error 1Yr	Tracking Error 3Yr	Tracking Error 5Yr	Expense Ratio	AUM	Expense adj. 1Yr Outperf. Index	Expense adj. 3Yr Outperf. Index	Expense adj. 5Yr Outperf. Index
100 Passing	Criteria Scoring	0.02%	0.02%	0.02%	0.05%	$105,404,435,536	3.70%	10.72%	9.25%
	Peer Group Scoring	*4.76%*	*4.68%*	*4.71%*	*1.00%*	-	-	-	-
	Criteria Peer Ranking	2	2	2	3	-	19	19	15

Investment Strategy

The investment seeks to track the performance of a benchmark index that measures the investment return of mid-capitalization stocks. The fund employs an indexing investment approach designed to track the performance of the CRSP US Mid Cap Index, a broadly diversified index of stocks of mid-size U.S. companies. The advisor attempts to replicate the target index by investing all, or substantially all, of its assets in the stocks that make up the index, holding each stock in approximately the same proportion as its weighting in the index.

Manager Vs Benchmark Performance



Investment Name	Last Qtr	YTD	Annualized Returns 1 Year	3 Year	5Year	10 Year	ITD	Inception Date	Calendar Year Returns 2018	2017	2016	2015	2014
Vanguard Mid Cap Index Admiral	0.61%	22.60%	3.65%	10.67%	9.20%	13.05%	9.92%	05/21/1998	(9.23%)	19.25%	11.22%	(1.34%)	13.76%
CRSP US Mid Cap TR USD	*0.62%*	*22.66%*	*3.70%*	*10.70%*	*9.24%*	*13.14%*	-	-	*(9.22%)*	*19.30%*	*11.25%*	*(1.28%)*	*13.83%*
Morningstar Mid-Cap Blend	*0.08%*	*17.69%*	*(1.39%)*	*8.47%*	*6.61%*	*10.94%*	-	-	*(11.11%)*	*16.01%*	*14.76%*	*(4.44%)*	*8.26%*

Morningstar Rating: *****

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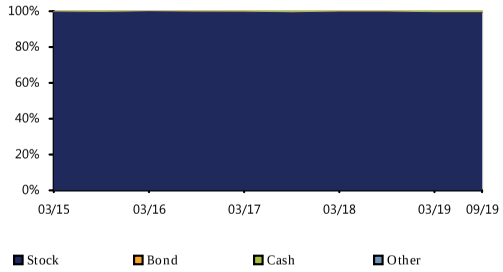
Peer groups based on Morningstar category. Fund rankings are based on trailing total returns, including reinvestment of dividends and capital gains. Funds are ranked between 1 and 100, with 1 being the top percentile and 100 being the bottom percentile. The ranking is for the indicated share class; other share classes may have a different performance ranking.

VANGUARD MID CAP INDEX ADMIRAL | FUND FACT SHEET

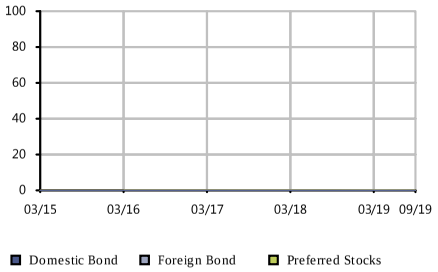
Portfolio Composition

Time Period: 10/30/2014 - 09/30/2019



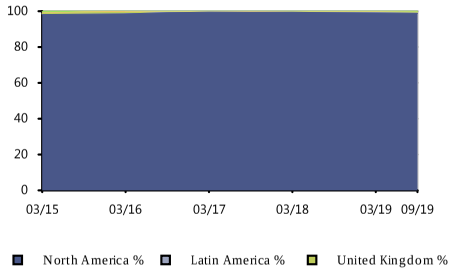
Bond Distribution

Time Period: 10/30/2014 - 09/30/2019



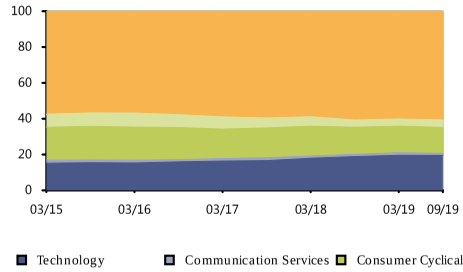
Equity Regional Distribution

Time Period: 10/30/2014 - 09/30/2019

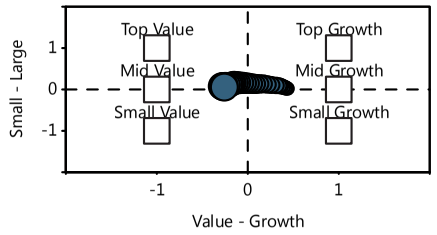


Sector Distribution

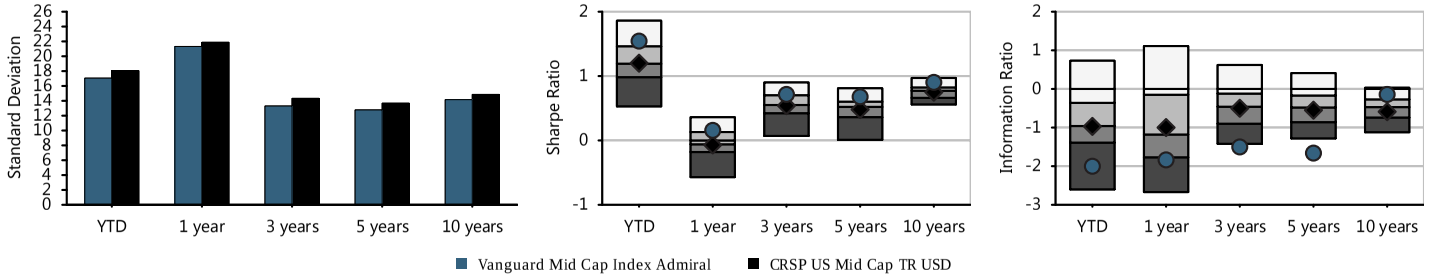
Time Period: 10/30/2014 - 09/30/2019



Style Analysis



Risk/Return vs Peer Group



Fund Basics

Ticker	VIMAX
Category	Mid-Cap Blend
Net Assets(This Class $mn)	105,404 m
Net Assets(All Classes $mn)	0 m
Manager	Donald Butler
Manager Tenure	21.33
Fund Inception	May 21,1998

Fee And Expenses

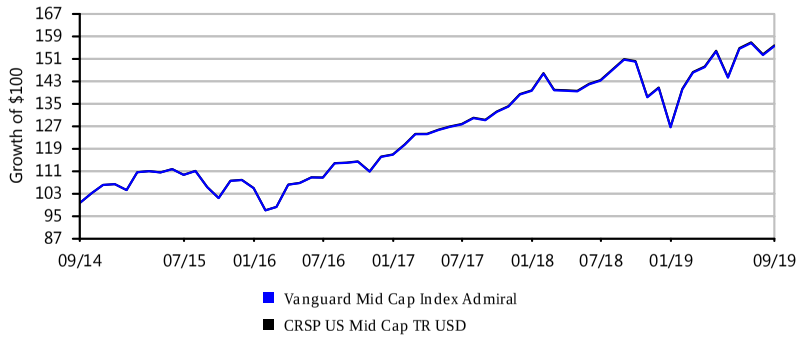
Expense Ratio	0.05
Gross Expense Ratio	0.05
Prospectus Net Expense Ratio	0.05
Prospectus Gross Expense Ratio	0.05
Actual 12b1	0.00
Management Fee	0.04

Top 10 Holdings (%)

Newmont Goldcorp Corp	0.78
Twitter Inc	0.75
Advanced Micro Devices Inc	0.73
Fiserv Inc	0.73
WEC Energy Group Inc	0.72
SBA Communications Corp	0.71
Motorola Solutions Inc	0.71
ONEOK Inc	0.70
Ball Corp	0.64
Xilinx Inc	0.63

Cumulative Performance

Time Period: 01/30/2014 - 09/30/2019



Growth of $100 is calculated at NAV and assumes that all dividend and capital gain distributions were reinvested. It does not take into account sales charges or the effect of taxes. Results are not indicative of future performance.

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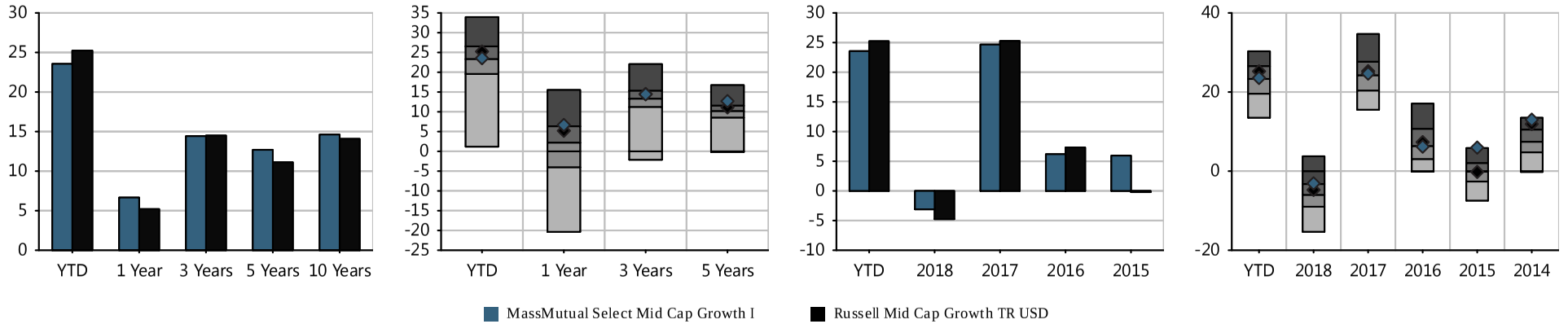
MassMutual Select Mid Cap Growth I | Fund Fact Sheet

IPS Score		Return 1Yr	Return 3Yr	Return 5Yr	Sharpe 3Yr	Sharpe 5Yr	Info Ratio 3Yr	Info Ratio 5Yr	Manager Tenure	Expense Ratio	Style Consistency (RBSA)	Up/Down Capture 5Yr
95 Passing	Criteria Scoring	6.66%	14.42%	12.69%	0.97	0.92	-0.03	0.60	19.33	0.71%	11.77	1.13
	Peer Group Scoring	*1.10%*	*13.10%*	*9.89%*	*0.81*	*0.68*	*-0.40*	*-0.35*	*10.80*	*1.15%*	*14.88*	*0.97*
	Criteria Peer Ranking	24	35	15	23	13	36	9	11	13	38	16

Investment Strategy

The investment seeks growth of capital over the long-term. The fund invests primarily in equity securities of mid-capitalization companies that the fund's subadvisers believe offer the potential for long-term growth. It invests at least 80% of its net assets (plus the amount of any borrowings for investment purposes) in a broadly diversified portfolio of common stocks of mid-cap companies whose earnings the subadvisers expect to grow at a faster rate than the average company.

Manager Vs Benchmark Performance



Investment Name	Last Qtr	YTD	Annualized Returns 1 Year	3 Year	5Year	10 Year	ITD	Inception Date	Calendar Year Returns 2018	2017	2016	2015	2014
MassMutual Select Mid Cap Growth I	(0.64%)	23.56%	6.66%	14.42%	12.69%	14.62%	9.77%	05/31/2000	(3.10%)	24.66%	6.19%	5.95%	13.00%
Russell Mid Cap Growth TR USD	*(0.67%)*	*25.23%*	*5.20%*	*14.50%*	*11.12%*	*14.08%*	-	-	*(4.75%)*	*25.27%*	*7.33%*	*(0.20%)*	*11.90%*
Morningstar Mid-Cap Growth	*(1.80%)*	*22.76%*	*1.10%*	*13.10%*	*9.89%*	*12.56%*	-	-	*(6.19%)*	*24.24%*	*6.94%*	*(0.43%)*	*7.17%*

Morningstar Rating: ****

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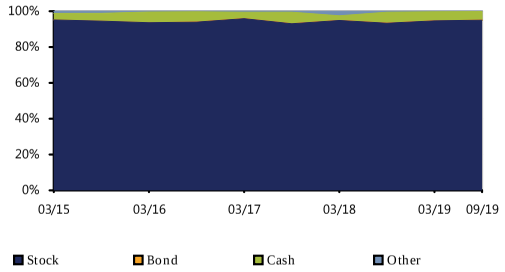
Peer groups based on Morningstar category. Fund rankings are based on trailing total returns, including reinvestment of dividends and capital gains. Funds are ranked between 1 and 100, with 1 being the top percentile and 100 being the bottom percentile. The ranking is for the indicated share class; other share classes may have a different performance ranking.

MassMutual Select Mid Cap Growth I | Fund Fact Sheet

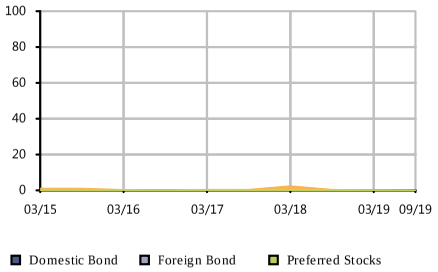
Portfolio Composition

Time Period: 10/30/2014 - 09/30/2019



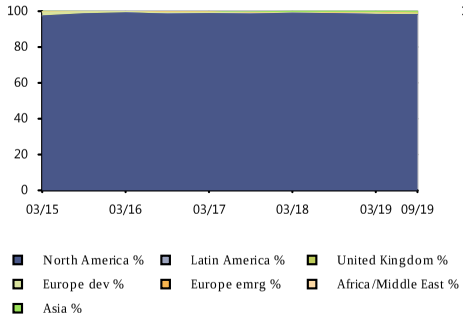
Bond Distribution

Time Period: 10/30/2014 - 09/30/2019



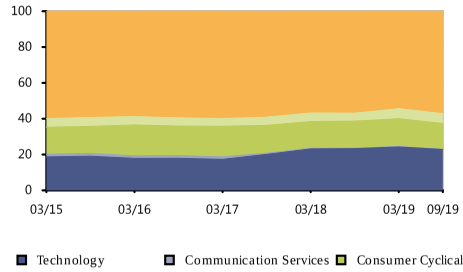
Equity Regional Distribution

Time Period: 10/30/2014 - 09/30/2019

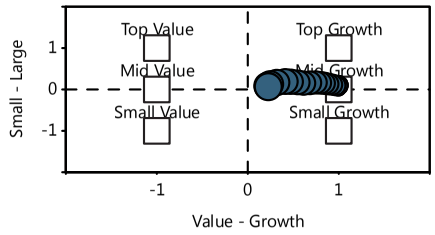


Sector Distribution

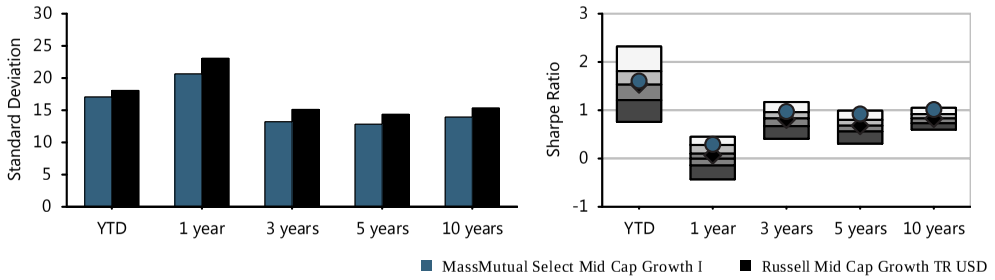
Time Period: 10/30/2014 - 09/30/2019



Style Analysis



Risk/Return vs Peer Group



Fund Basics

Ticker	MEFZX
Category	Mid-Cap Growth
Net Assets(This Class $mn)	8,605 m
Net Assets(All Classes $mn)	0 m
Manager	Brian Berghuis
Manager Tenure	19.33
Fund Inception	May 31,2000

Fee And Expenses

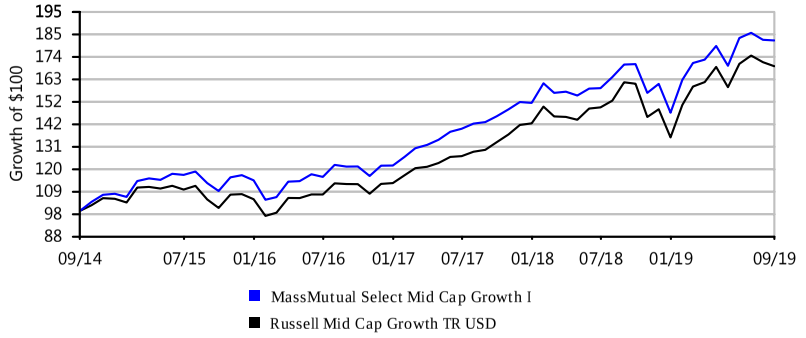
Expense Ratio	0.71
Gross Expense Ratio	0.71
Prospectus Net Expense Ratio	0.71
Prospectus Gross Expense Ratio	0.71
Actual 12b1	0.00
Management Fee	0.69

Top 10 Holdings (%)

Teleflex Inc	2.17
Ball Corp	2.02
The Cooper Companies Inc	2.00
Dollar General Corp	1.69
L3Harris Technologies Inc	1.54
Workday Inc Class A	1.48
Microchip Technology Inc	1.47
Global Payments Inc	1.43
Hologic Inc	1.33
Roper Technologies Inc	1.25

Cumulative Performance

Time Period: 01/30/2014 - 09/30/2019



Growth of $100 is calculated at NAV and assumes that all dividend and capital gain distributions were reinvested. It does not take into account sales charges or the effect of taxes. Results are not indicative of future performance.

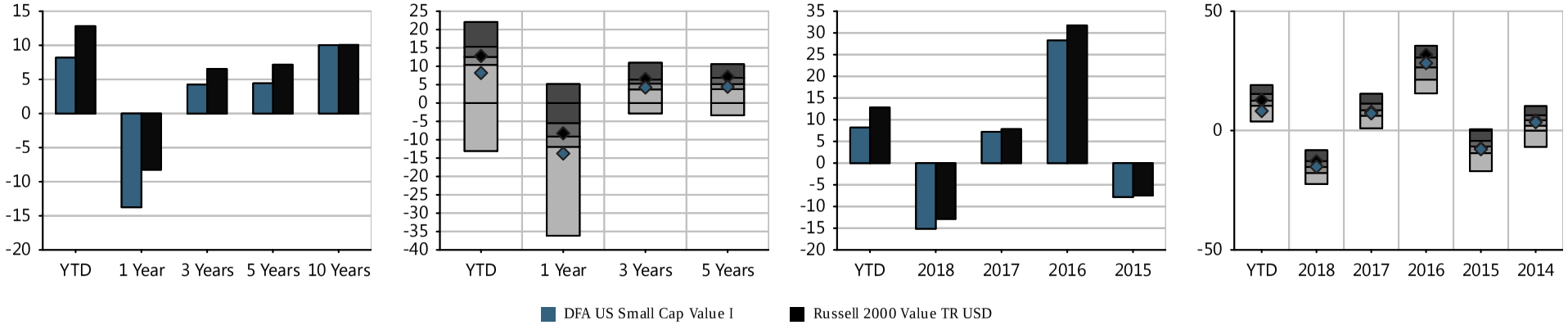
DFA US Small Cap Value I | Fund Fact Sheet

IPS Score		Return 1Yr	Return 3Yr	Return 5Yr	Sharpe 3Yr	Sharpe 5Yr	Info Ratio 3Yr	Info Ratio 5Yr	Manager Tenure	Expense Ratio	Style Consistency (RBSA)	Up/Down Capture 5Yr
65 Watch	Criteria Scoring	-13.74%	4.24%	4.43%	0.23	0.28	-0.69	-0.86	7.58	0.52%	0.52	0.88
	Peer Group Scoring	*-9.38%*	*4.92%*	*5.03%*	*0.27*	*0.33*	*-0.33*	*-0.39*	*9.70*	*1.19%*	*9.27*	*0.93*
	Criteria Peer Ranking	84	67	63	69	64	77	87	55	8	11	67

Investment Strategy

The investment seeks to achieve long-term capital appreciation. The fund normally will invest at least 80% of its net assets in securities of small cap U.S. companies. It may purchase or sell futures contracts and options on futures contracts for U.S. equity securities and indices, to adjust market exposure based on actual or expected cash inflows to or outflows from the Portfolio.

Manager Vs Benchmark Performance



Investment Name	Last Qtr	YTD	Annualized Returns						Calendar Year Returns				
			1 Year	3 Year	5Year	10 Year	ITD	Inception Date	2018	2017	2016	2015	2014
⚠ DFA US Small Cap Value I	(2.13%)	8.19%	(13.74%)	4.24%	4.43%	10.03%	10.82%	03/02/1993	(15.13%)	7.21%	28.26%	(7.81%)	3.48%
Russell 2000 Value TR USD	*(0.57%)*	*12.82%*	*(8.24%)*	*6.54%*	*7.17%*	*10.06%*	*-*	*-*	*(12.86%)*	*7.84%*	*31.74%*	*(7.47%)*	*4.22%*
Morningstar Small Value	*(0.57%)*	*12.30%*	*(9.38%)*	*4.92%*	*5.03%*	*9.36%*	*-*	*-*	*(15.47%)*	*8.60%*	*26.66%*	*(7.50%)*	*3.46%*

Morningstar Rating: ***

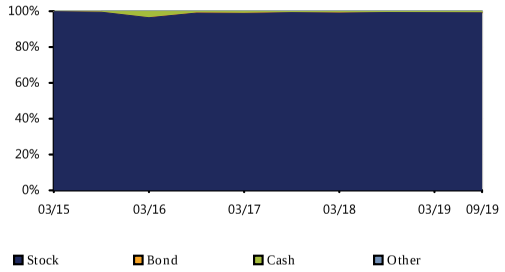
The performance data quoted represents past performance. Past performance does not guarantee future results. Investment return and principal value will fluctuate so that an investor's shares, when redeemed, may be worth more or less than their original cost. Current performance may be lower or higher than the performance information quoted. The performance quoted reflects the reinvestment of dividends and capital gains and is net of all expenses. To obtain current month-end performance information, please contact the phone number located in the "Important Disclosures" section of this report. For source information, please see the "Important Disclosures" section of this report. Please see further details on the scoring methodology in the "Investment Scoring Methodology" section of this report.

Peer groups based on Morningstar category. Fund rankings are based on trailing total returns, including reinvestment of dividends and capital gains. Funds are ranked between 1 and 100, with 1 being the top percentile and 100 being the bottom percentile. The ranking is for the indicated share class; other share classes may have a different performance ranking.

DFA US Small Cap Value I | Fund Fact Sheet

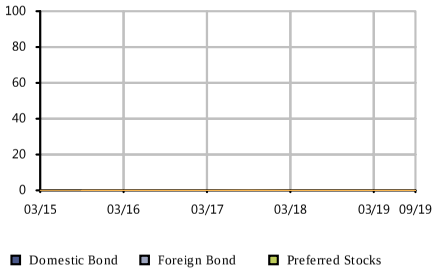
Portfolio Composition

Time Period: 10/30/2014 - 09/30/2019



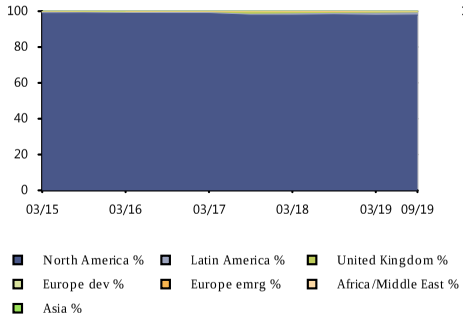
Bond Distribution

Time Period: 10/30/2014 - 09/30/2019



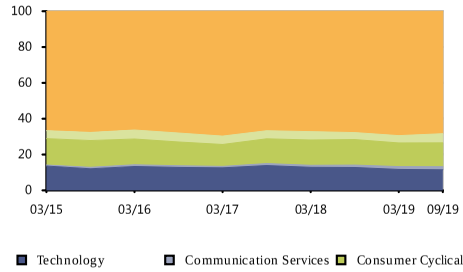
Equity Regional Distribution

Time Period: 10/30/2014 - 09/30/2019

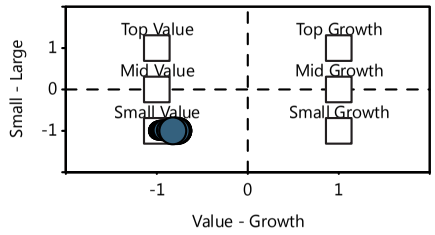


Sector Distribution

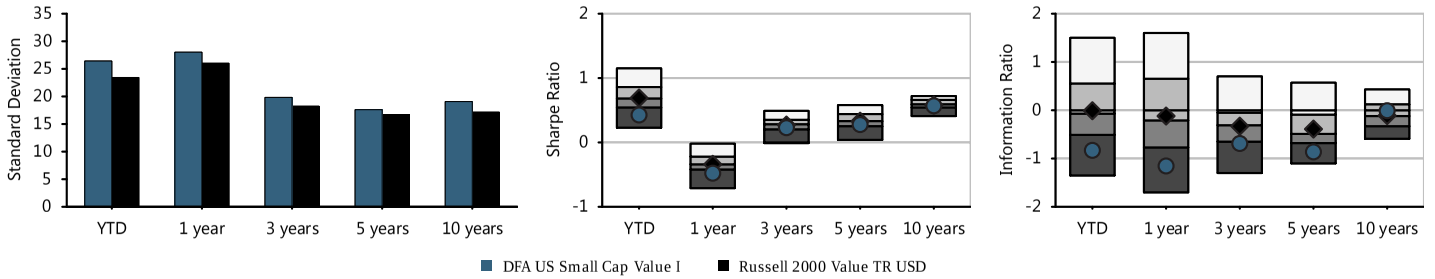
Time Period: 10/30/2014 - 09/30/2019



Style Analysis



Risk/Return vs Peer Group



Fund Basics

Ticker	DFSVX
Category	Small Value
Net Assets(This Class $mn)	13,673 m
Net Assets(All Classes $mn)	0 m
Manager	Jed Fogdall
Manager Tenure	7.58
Fund Inception	Mar 02,1993

Fee And Expenses

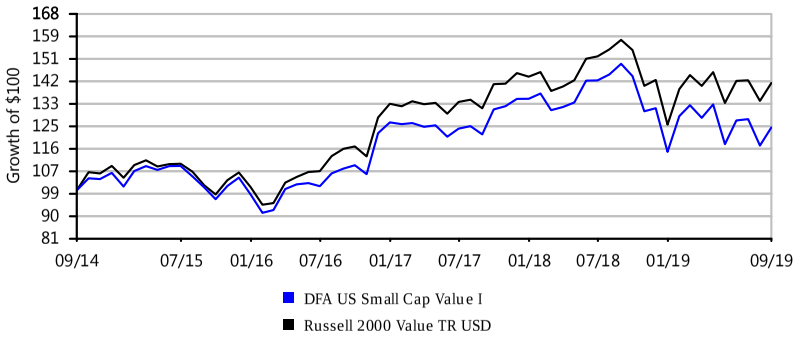
Expense Ratio	0.52
Gross Expense Ratio	0.52
Prospectus Net Expense Ratio	0.52
Prospectus Gross Expense Ratio	0.52
Actual 12b1	0.00
Management Fee	0.50

Top 10 Holdings (%)

S+p500 Emini Fut Sep19 ...	0.87
FTI Consulting Inc	0.80
Tech Data Corp	0.79
Darling Ingredients Inc	0.78
CACI International Inc ...	0.78
Washington Federal Inc	0.76
SkyWest Inc	0.75
Aaron's Inc	0.75
Taylor Morrison Home Co...	0.74
World Fuel Services Corp	0.74

Cumulative Performance

Time Period: 01/30/2014 - 09/30/2019



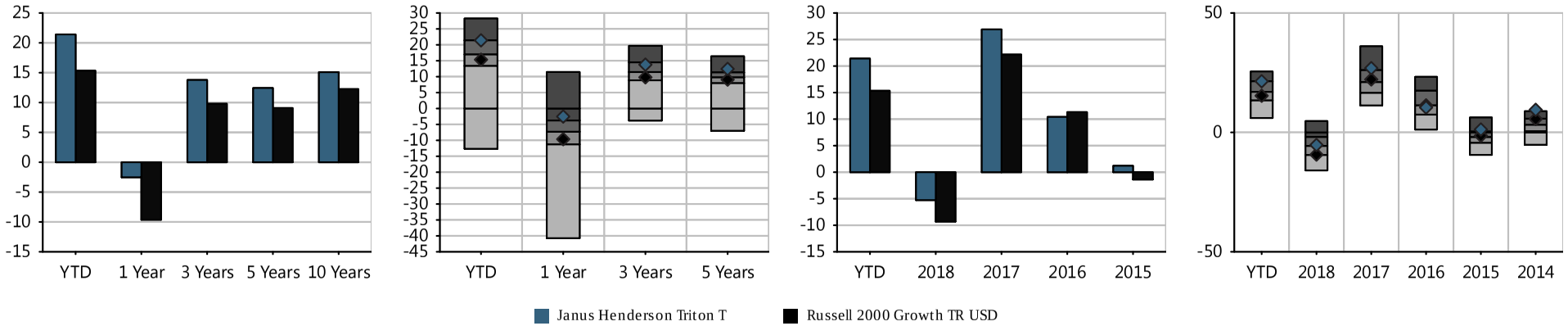
Growth of $100 is calculated at NAV and assumes that all dividend and capital gain distributions were reinvested. It does not take into account sales charges or the effect of taxes. Results are not indicative of future performance.

IPS Score		Return 1Yr	Return 3Yr	Return 5Yr	Sharpe 3Yr	Sharpe 5Yr	Info Ratio 3Yr	Info Ratio 5Yr	Manager Tenure	Expense Ratio	Style Consistency (RBSA)	Up/Down Capture 5Yr
96 Passing	Criteria Scoring	-2.52%	13.78%	12.43%	0.81	0.80	1.06	0.88	6.33	0.91%	5.91	1.25
	Peer Group Scoring	*-7.52%*	*11.44%*	*9.55%*	*0.62*	*0.58*	*0.30*	*0.11*	*10.80*	*1.21%*	*11.72*	*1.07*
	Criteria Peer Ranking	19	32	13	21	8	16	7	66	24	17	11

Investment Strategy

The investment seeks long-term growth of capital. The fund pursues its investment objective by investing at least 50% of its equity assets in small- and medium-sized companies. It may also invest in larger companies with strong growth potential. Small- and medium-sized companies are defined by the portfolio managers as those companies whose market capitalization falls within the range of companies in the Russell 2500® Growth Index at the time of initial purchase. The fund may also invest in foreign securities, which may include investments in emerging markets.

Manager Vs Benchmark Performance



Investment Name	Last Qtr	YTD	Annualized Returns 1 Year	3 Year	5Year	10 Year	ITD	Inception Date	Calendar Year Returns 2018	2017	2016	2015	2014
Janus Henderson Triton T	(3.14%)	21.41%	(2.52%)	13.78%	12.43%	15.08%	12.58%	02/25/2005	(5.26%)	26.90%	10.42%	1.21%	9.45%
Russell 2000 Growth TR USD	*(4.17%)*	*15.34%*	*(9.63%)*	*9.79%*	*9.08%*	*12.25%*	*-*	*-*	*(9.31%)*	*22.17%*	*11.32%*	*(1.38%)*	*5.60%*
Morningstar Small Growth	*(4.17%)*	*16.80%*	*(7.52%)*	*11.44%*	*9.55%*	*12.28%*	*-*	*-*	*(5.57%)*	*21.67%*	*11.84%*	*(2.08%)*	*2.63%*

Morningstar Rating: *****

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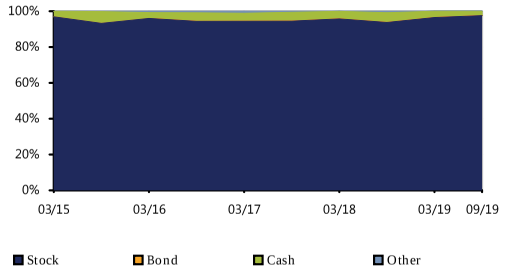
Peer groups based on Morningstar category. Fund rankings are based on trailing total returns, including reinvestment of dividends and capital gains. Funds are ranked between 1 and 100, with 1 being the top percentile and 100 being the bottom percentile. The ranking is for the indicated share class; other share classes may have a different performance ranking.

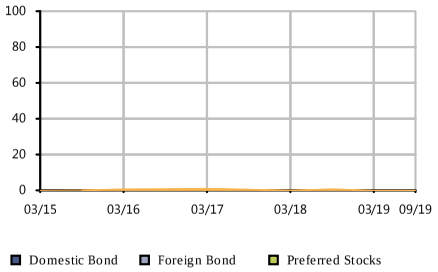
Portfolio Composition

Time Period: 10/30/2014 - 09/30/2019



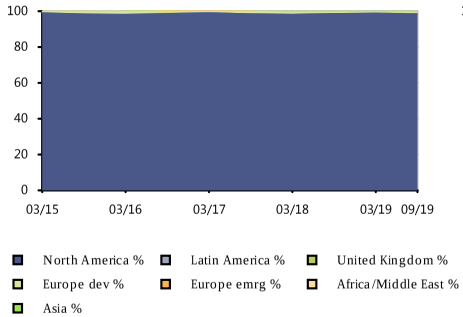
Bond Distribution

Time Period: 10/30/2014 - 09/30/2019



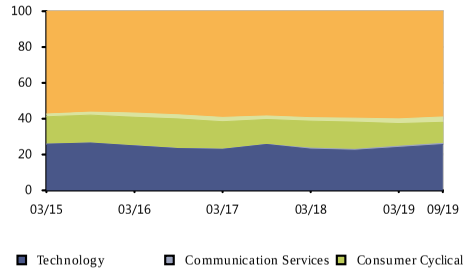
Equity Regional Distribution

Time Period: 10/30/2014 - 09/30/2019

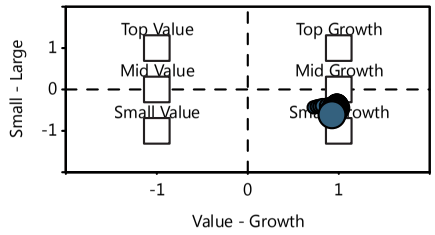


Sector Distribution

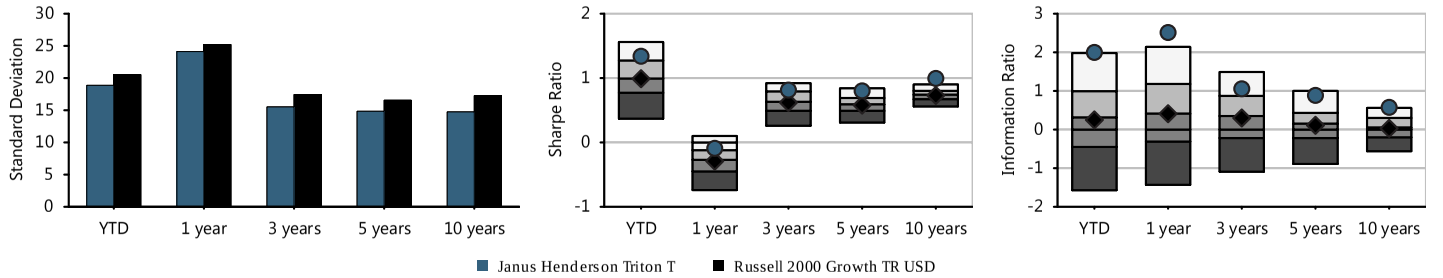
Time Period: 10/30/2014 - 09/30/2019



Style Analysis



Risk/Return vs Peer Group



Fund Basics

Ticker	JATTX
Category	Small Growth
Net Assets(This Class $mn)	11,703 m
Net Assets(All Classes $mn)	0 m
Manager	Jonathan Coleman
Manager Tenure	6.33
Fund Inception	Feb 25,2005

Fee And Expenses

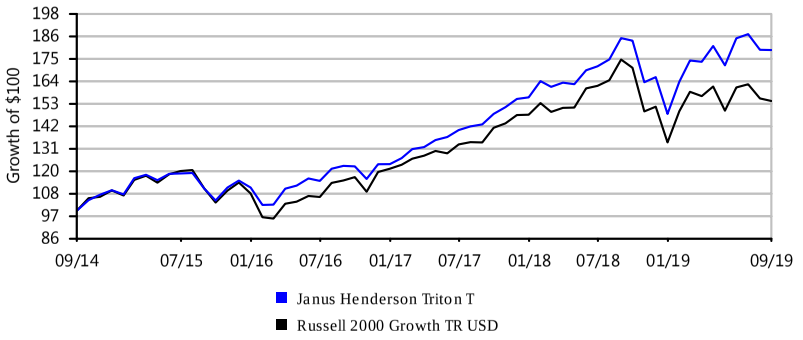
Expense Ratio	0.91
Gross Expense Ratio	0.91
Prospectus Net Expense Ratio	0.91
Prospectus Gross Expense Ratio	0.91
Actual 12b1	0.00
Management Fee	0.64

Top 10 Holdings (%)

Catalent Inc	2.73
Heico Corp Class A	2.41
Euronet Worldwide Inc	2.29
Broadridge Financial So...	2.10
LPL Financial Holdings Inc	2.03
ServiceMaster Global Ho...	2.03
Blackbaud Inc	1.94
SS&C Technologies Holdi...	1.86
Crown Holdings Inc	1.80
Sensient Technologies Corp	1.72

Cumulative Performance

Time Period: 01/30/2014 - 09/30/2019



Growth of $100 is calculated at NAV and assumes that all dividend and capital gain distributions were reinvested. It does not take into account sales charges or the effect of taxes. Results are not indicative of future performance.

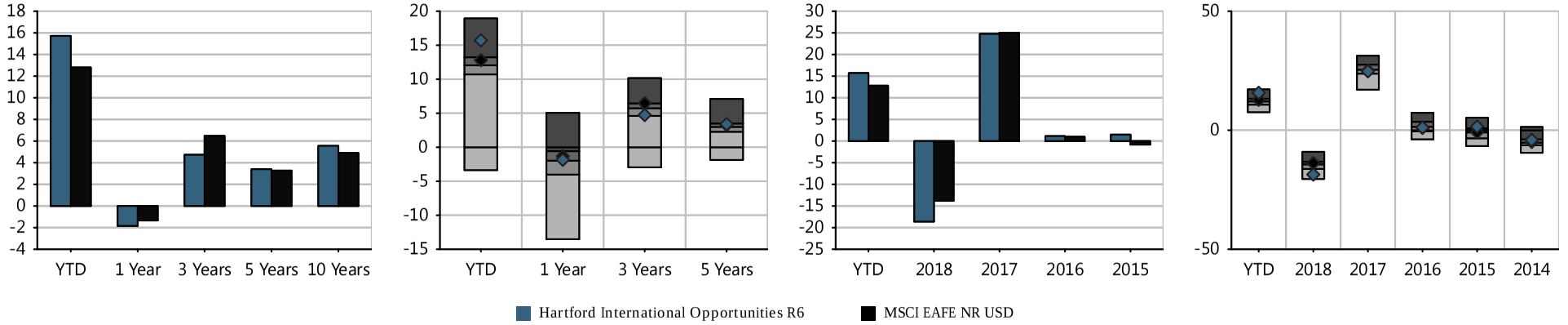
HARTFORD INTERNATIONAL OPPORTUNITIES R6 | FUND FACT SHEET

IPS Score		Return 1Yr	Return 3Yr	Return 5Yr	Sharpe 3Yr	Sharpe 5Yr	Info Ratio 3Yr	Info Ratio 5Yr	Manager Tenure	Expense Ratio	Style Consistency (RBSA)	Up/Down Capture 5Yr
74 Passing	Criteria Scoring	-1.84%	4.73%	3.40%	0.30	0.25	-0.47	0.03	12.75	0.71%	8.63	1.02
	Peer Group Scoring	*-2.04%*	*5.55%*	*2.93%*	*0.40*	*0.22*	*-0.29*	*-0.10*	*7.32*	*0.97%*	*8.46*	*1.00*
	Criteria Peer Ranking	48	73	28	76	28	68	29	16	30	61	27

Investment Strategy

The investment seeks long-term growth of capital. The fund normally invests at least 65% of its net assets in equity securities, including non-dollar securities, of foreign issuers. It may invest in companies domiciled in emerging markets as a percentage of its net assets up to the greater of: (a) 25% or (b) the weight of emerging markets in the MSCI All Country World (ACWI) ex USA Index plus 10%.

Manager Vs Benchmark Performance



Investment Name	Last Qtr	YTD	Annualized Returns 1 Year	3 Year	5Year	10 Year	ITD	Inception Date	Calendar Year Returns 2018	2017	2016	2015	2014
Hartford International Opportunities R6	(2.49%)	15.72%	(1.84%)	4.73%	3.40%	5.56%	5.47%	07/22/1996	(18.61%)	24.77%	1.15%	1.49%	(4.10%)
MSCI EAFE NR USD	*(1.07%)*	*12.80%*	*(1.34%)*	*6.48%*	*3.27%*	*4.90%*	-	-	*(13.79%)*	*25.03%*	*1.00%*	*(0.81%)*	*(4.90%)*
Morningstar Foreign Large Blend	*(1.28%)*	*12.12%*	*(2.04%)*	*5.55%*	*2.93%*	*4.55%*	-	-	*(14.53%)*	*25.30%*	*1.63%*	*(1.21%)*	*(4.74%)*

Morningstar Rating: **

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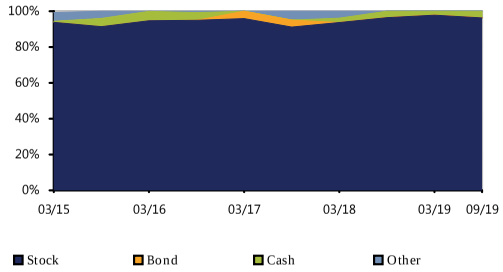
Peer groups based on Morningstar category. Fund rankings are based on trailing total returns, including reinvestment of dividends and capital gains. Funds are ranked between 1 and 100, with 1 being the top percentile and 100 being the bottom percentile. The ranking is for the indicated share class; other share classes may have a different performance ranking.

HARTFORD INTERNATIONAL OPPORTUNITIES R6 | FUND FACT SHEET

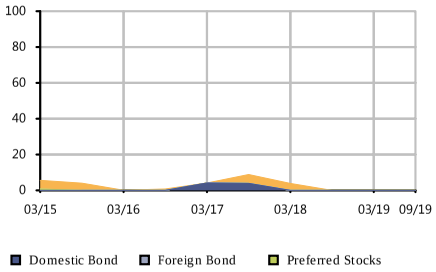
Portfolio Composition

Time Period: 10/30/2014 - 09/30/2019



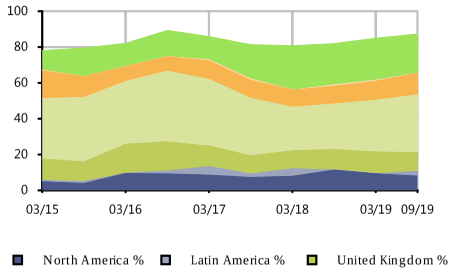
Bond Distribution

Time Period: 10/30/2014 - 09/30/2019



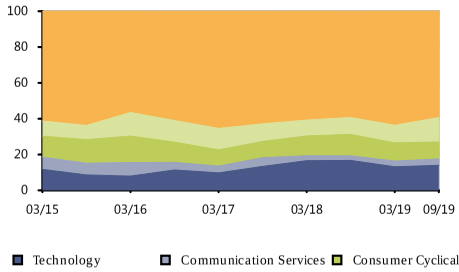
Equity Regional Distribution

Time Period: 10/30/2014 - 09/30/2019

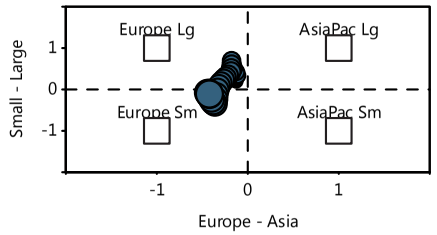


Sector Distribution

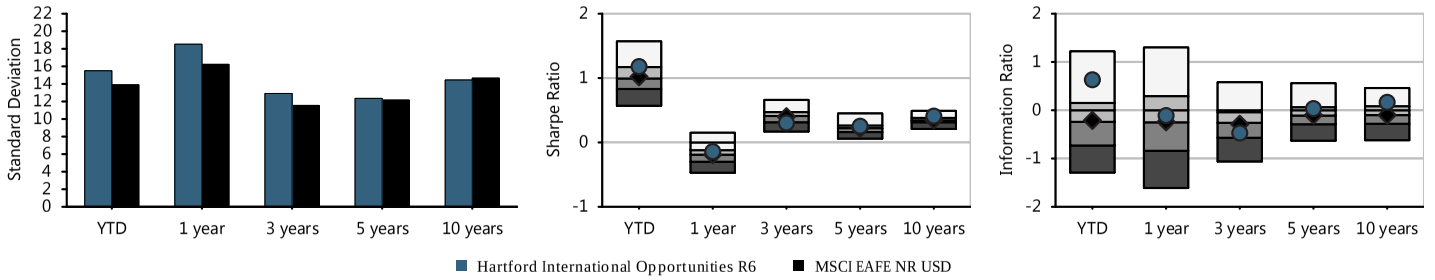
Time Period: 10/30/2014 - 09/30/2019



Style Analysis



Risk/Return vs Peer Group



Fund Basics

Ticker	IHOVX
Category	Foreign Large Blend
Net Assets(This Class $mn)	3,499 m
Net Assets(All Classes $mn)	0 m
Manager	Nicolas Choumenkovitch
Manager Tenure	12.75
Fund Inception	Jul 22,1996

Fee And Expenses

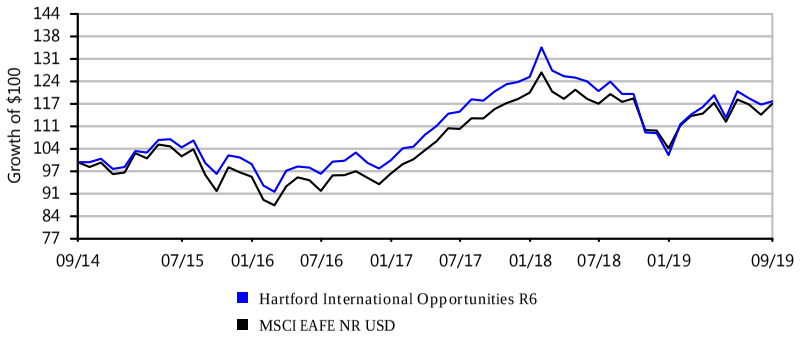
Expense Ratio	0.70
Gross Expense Ratio	0.70
Prospectus Net Expense Ratio	0.71
Prospectus Gross Expense Ratio	0.71
Actual 12b1	0.00
Management Fee	0.65

Top 10 Holdings (%)

Nestle SA	3.52
Tencent Holdings Ltd	2.87
Novartis AG	2.32
Safran SA	2.28
Total SA	2.20
Canadian National Railw...	2.09
Airbus SE	1.86
Royal Philips NV	1.82
Alcon Inc	1.80
Ping An Insurance (Grou...	1.78

Cumulative Performance

Time Period: 01/30/2014 - 09/30/2019



Growth of $100 is calculated at NAV and assumes that all dividend and capital gain distributions were reinvested. It does not take into account sales charges or the effect of taxes. Results are not indicative of future performance.

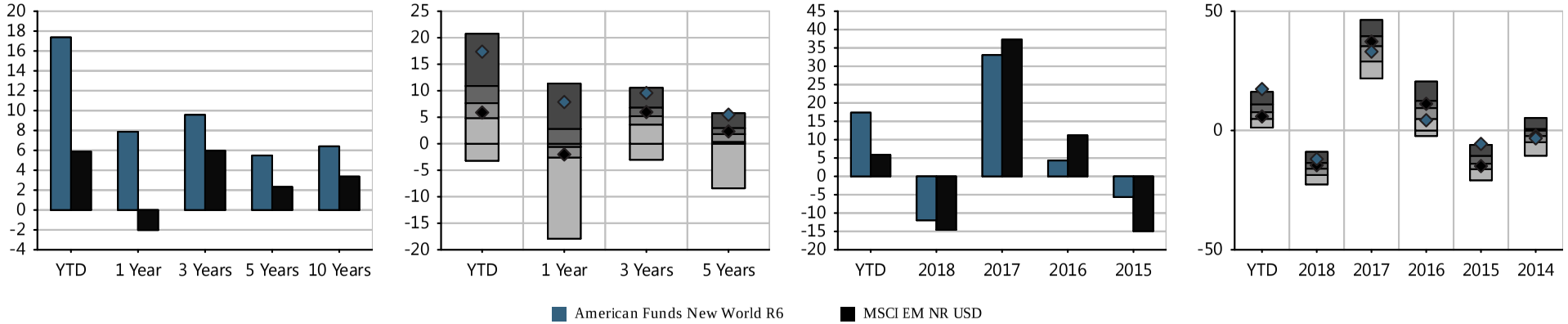
American Funds New World R6 | Fund Fact Sheet

IPS Score		Return 1Yr	Return 3Yr	Return 5Yr	Sharpe 3Yr	Sharpe 5Yr	Info Ratio 3Yr	Info Ratio 5Yr	Manager Tenure	Expense Ratio	Style Consistency (RBSA)	Up/Down Capture 5Yr
96 Passing	Criteria Scoring	7.87%	9.57%	5.49%	0.72	0.43	0.77	0.49	20.25	0.62%	11.45	1.26
	Peer Group Scoring	*-0.03%*	*5.06%*	*1.66%*	*0.31*	*0.11*	*-0.21*	*-0.14*	*6.94*	*1.27%*	*12.04*	*0.97*
	Criteria Peer Ranking	6	3	3	1	1	2	5	3	11	59	1

Investment Strategy

The investment seeks long-term capital appreciation. The fund invests primarily in common stocks of companies with significant exposure to countries with developing economies and/or markets. Under normal market conditions, the fund will invest at least 35% of its assets in equity and debt securities of issuers primarily based in qualified countries that have developing economies and/or markets.

Manager Vs Benchmark Performance



Investment Name	Last Qtr	YTD	Annualized Returns 1 Year	3 Year	5Year	10 Year	ITD	Inception Date	Calendar Year Returns 2018	2017	2016	2015	2014
American Funds New World R6	(0.75%)	17.37%	7.87%	9.57%	5.49%	6.40%	7.99%	06/17/1999	(11.97%)	33.06%	4.31%	(5.62%)	(3.29%)
MSCI EM NR USD	*(4.25%)*	*5.89%*	*(2.02%)*	*5.97%*	*2.33%*	*3.37%*	*-*	*-*	*(14.57%)*	*37.28%*	*11.19%*	*(14.92%)*	*(2.19%)*
Morningstar Diversified Emerging Mkts	*(3.64%)*	*7.99%*	*(0.03%)*	*5.06%*	*1.66%*	*3.39%*	*-*	*-*	*(16.01%)*	*34.57%*	*9.09%*	*(13.66%)*	*(2.33%)*

Morningstar Rating: *****

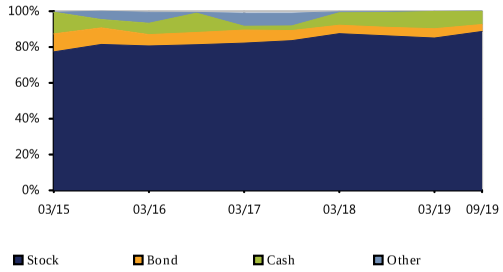
The performance data quoted represents past performance. Past performance does not guarantee future results. Investment return and principal value will fluctuate so that an investor's shares, when redeemed, may be worth more or less than their original cost. Current performance may be lower or higher than the performance information quoted. The performance quoted reflects the reinvestment of dividends and capital gains and is net of all expenses. To obtain current month-end performance information, please contact the phone number located in the "Important Disclosures" section of this report. For source information, please see the "Important Disclosures" section of this report. Please see further details on the scoring methodology in the "Investment Scoring Methodology" section of this report.

Peer groups based on Morningstar category. Fund rankings are based on trailing total returns, including reinvestment of dividends and capital gains. Funds are ranked between 1 and 100, with 1 being the top percentile and 100 being the bottom percentile. The ranking is for the indicated share class; other share classes may have a different performance ranking.

American Funds New World R6 | Fund Fact Sheet

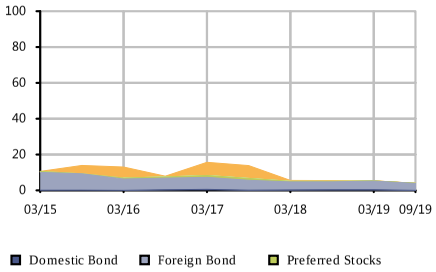
Portfolio Composition

Time Period: 10/30/2014 - 09/30/2019



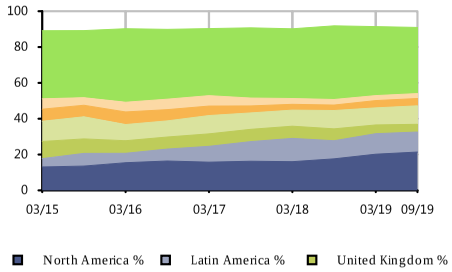
Bond Distribution

Time Period: 10/30/2014 - 09/30/2019



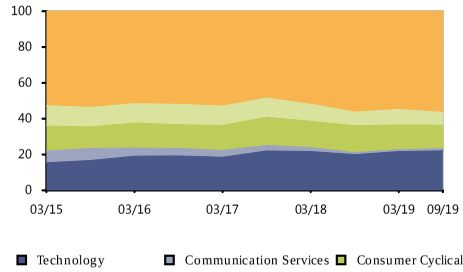
Equity Regional Distribution

Time Period: 10/30/2014 - 09/30/2019

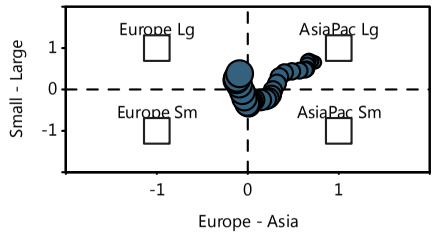


Sector Distribution

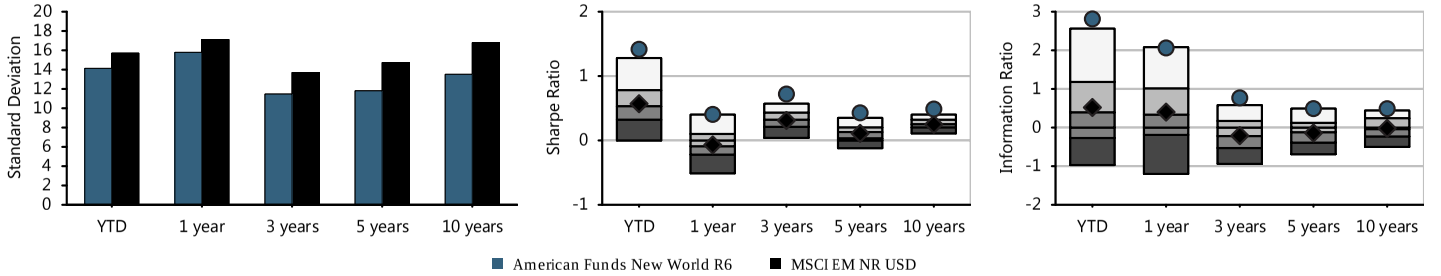
Time Period: 10/30/2014 - 09/30/2019



Style Analysis



Risk/Return vs Peer Group



Fund Basics

Ticker	RNWGX
Category	Diversified Emerging Mkts
Net Assets(This Class $mn)	40,478 m
Net Assets(All Classes $mn)	0 m
Manager	Robert Lovelace
Manager Tenure	20.25
Fund Inception	Jun 17,1999

Fee And Expenses

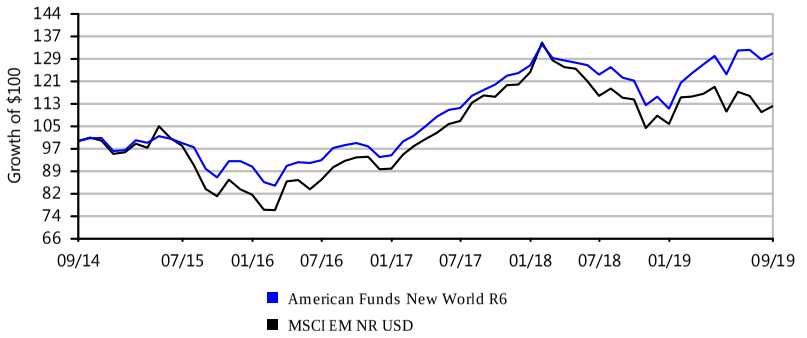
Expense Ratio	0.62
Gross Expense Ratio	0.62
Prospectus Net Expense Ratio	0.62
Prospectus Gross Expense Ratio	0.62
Actual 12b1	0.00
Management Fee	0.53

Top 10 Holdings (%)

Reliance Industries Ltd	1.78
Alibaba Group Holding L...	1.73
AIA Group Ltd	1.66
Taiwan Semiconductor Ma...	1.56
HDFC Bank Ltd	1.53
Kotak Mahindra Bank Ltd	1.53
Microsoft Corp	1.49
Tencent Holdings Ltd	1.45
Mastercard Inc A	1.31
Alphabet Inc Class C	1.15

Cumulative Performance

Time Period: 01/30/2014 - 09/30/2019



Growth of $100 is calculated at NAV and assumes that all dividend and capital gain distributions were reinvested. It does not take into account sales charges or the effect of taxes. Results are not indicative of future performance.

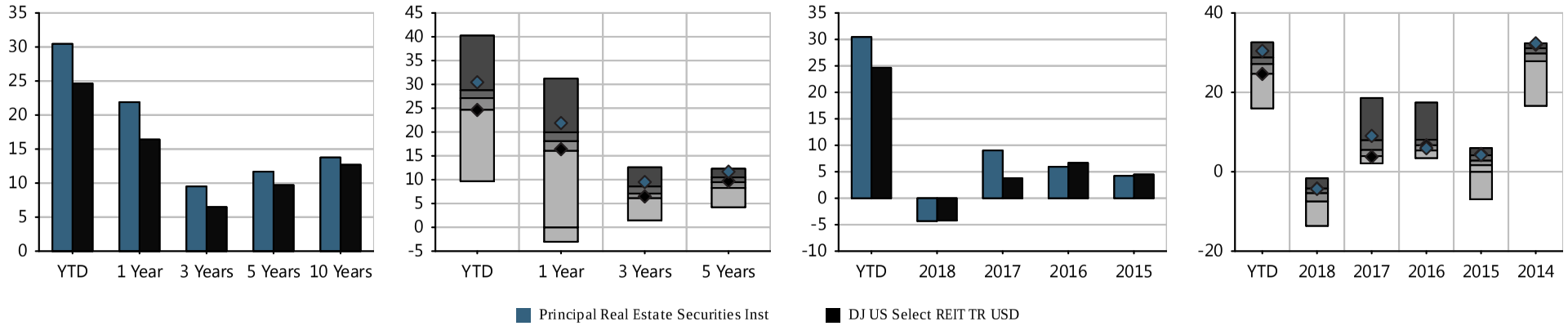
PRINCIPAL REAL ESTATE SECURITIES INST | FUND FACT SHEET

IPS Score		Return 1Yr	Return 3Yr	Return 5Yr	Sharpe 3Yr	Sharpe 5Yr	Info Ratio 3Yr	Info Ratio 5Yr	Manager Tenure	Expense Ratio	Style Consistency (RBSA)	Up/Down Capture 5Yr
96 Passing	Criteria Scoring	21.89%	9.51%	11.68%	0.69	0.80	1.00	0.81	18.75	0.91%	27.70	1.17
	Peer Group Scoring	*17.26%*	*7.22%*	*9.27%*	*0.52*	*0.67*	*0.13*	*-0.20*	*10.86*	*1.12%*	*26.84*	*1.12*
	Criteria Peer Ranking	14	12	5	9	9	4	2	12	40	37	13

Investment Strategy

The investment seeks to generate a total return. Under normal circumstances, the fund invests at least 80% of its net assets, plus any borrowings for investment purposes, in equity securities of companies principally engaged in the real estate industry at the time of purchase. It invests in value equity securities, an investment strategy that emphasizes buying securities that appear to be undervalued. The fund concentrates its investments (invest more than 25% of its net assets) in securities in the real estate industry. It is non-diversified.

Manager Vs Benchmark Performance



Investment Name	Last Qtr	YTD	Annualized Returns						Calendar Year Returns				
			1 Year	3 Year	5Year	10 Year	ITD	Inception Date	2018	2017	2016	2015	2014
Principal Real Estate Securities Inst	7.74%	30.45%	21.89%	9.51%	11.68%	13.76%	11.80%	12/06/2000	(4.31%)	9.03%	5.93%	4.22%	32.36%
DJ US Select REIT TR USD	*6.83%*	*24.64%*	*16.41%*	*6.48%*	*9.70%*	*12.69%*	-	-	*(4.22%)*	*3.76%*	*6.68%*	*4.48%*	*32.00%*
Morningstar Real Estate	*6.89%*	*26.43%*	*17.26%*	*7.22%*	*9.27%*	*12.15%*	-	-	*(6.02%)*	*6.93%*	*7.70%*	*1.97%*	*27.89%*

Morningstar Rating: *****

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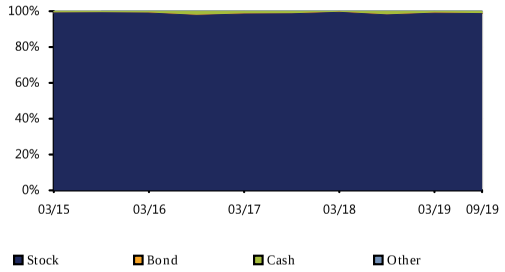
Peer groups based on Morningstar category. Fund rankings are based on trailing total returns, including reinvestment of dividends and capital gains. Funds are ranked between 1 and 100, with 1 being the top percentile and 100 being the bottom percentile. The ranking is for the indicated share class; other share classes may have a different performance ranking.

PRINCIPAL REAL ESTATE SECURITIES INST | FUND FACT SHEET

Portfolio Composition

Time Period: 10/30/2014 - 09/30/2019



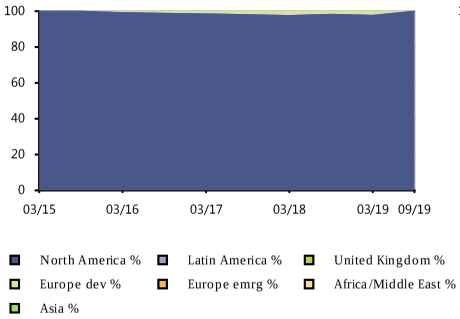
Bond Distribution

Time Period: 10/30/2014 - 09/30/2019

Insufficient data to display graph

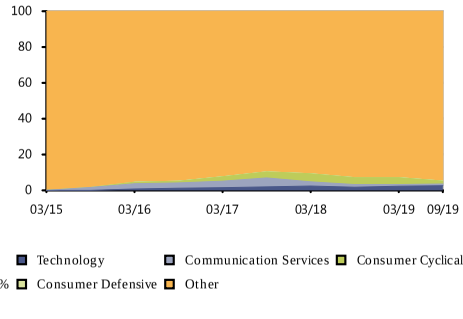
Equity Regional Distribution

Time Period: 10/30/2014 - 09/30/2019

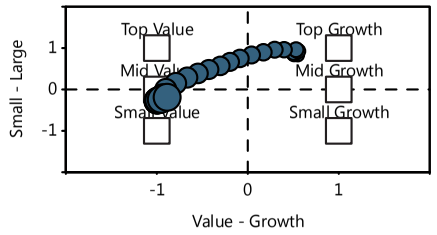


Sector Distribution

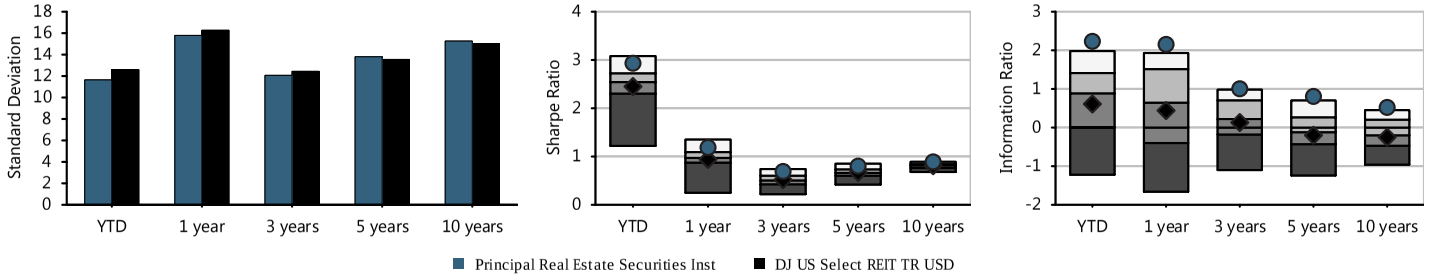
Time Period: 10/30/2014 - 09/30/2019



Style Analysis



Risk/Return vs Peer Group



Fund Basics

Ticker	PIREX
Category	Real Estate
Net Assets(This Class $mn)	4,978 m
Net Assets(All Classes $mn)	0 m
Manager	Kelly Rush
Manager Tenure	18.75
Fund Inception	Dec 06,2000

Fee And Expenses

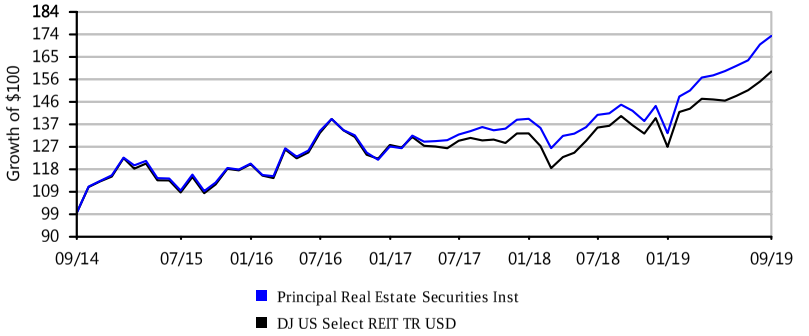
Expense Ratio	0.91
Gross Expense Ratio	0.00
Prospectus Net Expense Ratio	0.91
Prospectus Gross Expense Ratio	0.91
Actual 12b1	0.00
Management Fee	0.81

Top 10 Holdings (%)

Prologis Inc	7.21
Equinix Inc	6.46
AvalonBay Communities Inc	6.06
Welltower Inc	5.38
Invitation Homes Inc	4.86
Essex Property Trust Inc	4.33
Alexandria Real Estate ...	3.89
Simon Property Group Inc	3.40
Healthcare Trust of Ame...	3.30
STORE Capital Corp	3.21

Cumulative Performance

Time Period: 01/30/2014 - 09/30/2019



Growth of $100 is calculated at NAV and assumes that all dividend and capital gain distributions were reinvested. It does not take into account sales charges or the effect of taxes. Results are not indicative of future performance.

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Important Disclosures

Community Action Partnership ERISA 403(b)

For Period Ending 09/30/2019

Important Disclosures, Source Information, & Index Definitions

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Pensionmark Financial Group, LLC ("Pensionmark") is an investment adviser registered under the Investment Advisers Act of 1940. Pensionmark is affiliated through common ownership with Pensionmark Securities, LLC (member SIPC).

Important Disclosures & Source Information

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The performance quoted reflects the reinvestment of dividends and capital gains and is net of all expenses. Investing in mutual funds involves risk, including possible loss of principal. All indices are unmanaged and cannot be invested into directly. Unmanaged index returns do not reflect fees, expenses, or sales charges. Index performance is not indicative of the performance of any investment.

Investors should consider the investment objectives, risks, charges and expenses of the investment company carefully before investing. The prospectus and, if available, the summary prospectus contain this and other important information about the investment company. You can obtain a prospectus and summary prospectus from your financial representative. Read carefully before investing.

Risk Disclosures:
Bond Funds- An increase in interest rates may cause the price of bonds and bond mutual funds to decline.
Government Bond Funds- An investor can lose money when investing in government bond funds. Fund itself is not guaranteed and fund's performance will vary.
International/Emerging Markets Funds- International and emerging market investing involves special risks such as currency fluctuation and political instability and may not be suitable for all investors.
Real Estate Funds- Investing in real estate involves special risks such as potential illiquidity and may not be suitable for all investors. There is no assurance that the investment objectives of the fund will be attained.
Small and Mid Cap Funds- The prices of small and mid-cap stocks are generally more volatile than large cap stocks.
Target Date Funds- The target date is the approximate date when investors plan to start withdrawing their money. The glidepath is how the asset allocation of the fund changes over time. The principal value of a target fund is not guaranteed at any time, including at the target date.

Morningstar Ratings:
For each fund with at least a three year history, Morningstar calculates a Morningstar Rating based on a Morningstar Risk-Adjusted Return measure that accounts for variations in a fund's monthly performance (including the effects of sales charges, loads, and redemption fees), placing more emphasis on downward variations and rewarding consistent performance. The top 10% of funds in each category receive five stars, the next 22.5% receive four stars, the next 35% receive three stars, the next 22.5% receive two stars and the bottom 10% receive one star. The overall Morningstar Rating for a fund is derived from a weighted-average of the performance figures associated with its three-, five- and ten-year (if applicable) Morningstar Ratings metrics.

Source Information:

Executive Summary: Recommendations based on qualitative and/or quantitative investment methodology of Pensionmark Financial Group
Portfolio | Diversification: Assets aggregated from recordkeeper data as of quarter-end and compiled by Envestnet Retirement Solutions.
Portfolio | Asset Allocation: Assets aggregated from recordkeeper data as of quarter-end and compiled by Envestnet Retirement Solutions.
Portfolio | Holdings & Sector Allocation: Assets aggregated from recordkeeper data as of quarter-end and compiled by Envestnet Retirement Solutions.
Portfolio | Region & Quality Allocation: Assets aggregated from recordkeeper data as of quarter-end and compiled by Envestnet Retirement Solutions.
Portfolio | Returns : Assets aggregated from recordkeeper data as of quarter-end and compiled by Envestnet Retirement Solutions.
Portfolio | Beta/Standard Deviation: Assets aggregated from recordkeeper data as of quarter-end and compiled by Envestnet Retirement Solutions.
Portfolio | Alpha: Assets aggregated from recordkeeper data as of quarter-end and compiled by Envestnet Retirement Solutions.
Portfolio | Sharpe Ratio: Assets aggregated from recordkeeper data as of quarter-end and compiled by Envestnet Retirement Solutions.
Portfolio | Information Ratio: Assets aggregated from recordkeeper data as of quarter-end and compiled by Envestnet Retirement Solutions.
Portfolio | Cumulative Performance: Assets aggregated from recordkeeper data as of quarter-end and compiled by Envestnet Retirement Solutions.
Portfolio | Weighted Fee Analysis: Assets aggregated from recordkeeper data as of quarter-end and compiled by Envestnet Retirement Solutions.
Investment Scorecard | Current & Historical Scoring
Investment Performance vs. Risk: Morningstar/Envestnet Retirement Solutions
Investment Scorecard | Investment Performance: Morningstar andEnvestnet Retirement Solutions
Fund Fact Sheets: Morningstar, Envestnet Retirement Solutions, and Pensionmark Financial Group
Investment Scoring Methodology: Pensionmark Financial Group

Index Descriptions

Index Name	Index Description
Alerian MLP TR USD	The index measures the performance of energy segment US equity securities. It is a composite of the 50 most prominent energy Master Limited Partnerships ('MLPs'). The index is calculated using a float-adjusted, capitalization-weighted methodology.
Bloomberg Commodity TR USD	The index measures the performance of future contracts on physical commodities which traded on US echanges and London Metal Exchange. The commodity weightings are based on production and liquidity, subject to weighting restrictions applied annually.
Bloomberg Sub Brent Crude TR USD	The index is a single commodity index composed of futures contracts on Brent crude. The index is part of the Bloomberg CITR family. It reflects the return on fully collateralized futures positions and is quoted in USD.
Bloomberg Sub WTI Crude Oil TR USD	The index is a single commodity subindex of the Bloomberg CI composed of futures contracts on crude oil. It reflects the return of underlying commodity futures price movements only and is quoted in USD.
BBgBarc US Treasury Bill 1-3 Mon TR USD	The index measures the performance of public obligations of the U.S. Treasury with maturities of 1-3 month, including securities roll up to the U.S. Aggregate, U.S. Universal, and Global Aggregate Indices.
BBgBarc Credit 1-5 Yr TR USD	The index measures the performance of the investment grade, US dollar denominated, fixed-rate, taxable corporate and government related bonds with maturity of 1-5 years. It is comprised of the US Corporate Index and a non-corporate component that includes foreign agencies, sovereigns, supranationals and local authorities.
BBgBarc Global Aggregate TR USD	The index measures the performance of global investment grade fixed-rate debt markets, including the U.S. Aggregate, the Pan-European Aggregate, the Asian-Pacific Aggregate, Global Treasury, Eurodollar, Euro-Yen, Canadian, and Investment Grade 144A index-eligible securities.
BBgBarc Global High Yield TR USD	The index measures the performance of the global high-yield fixed income markets. It represents the union of the U.S. High-Yield, Pan-European High-Yield, U.S. Emerging Markets High-Yield, and Pan-European Emerging Market High-Yield Indices. The index is a component of the Multiverse Index, along with the Global Aggregate Index.
BBgBarc Municipal TR USD	This index measures the performance of the Bloomberg Barclays U.S. Municipal bond, which covers the USD-denominated Long-Term tax exempt bond market with four main sectors: state and local general obligation bonds, revenue bonds, insured bonds and prerefunded bonds.
BBgBarc US 1-5Y GovCredit FlAdj TR USD	The index measures the performance of the non-securitized component of the US Aggregate index with maturities of 1-5 years. It uses alternative weighting schemes instead of market value weights.
BBgBarc US 5-10Y GovCredit FlAdj TR USD	The index measures the performance of the non-securitized component of the US Aggregate index with maturities of 5-10 years. It uses alternative weighting schemes instead of market value weights.
BBgBarc US Agg Bond TR USD	The index measures the performance of investment grade, U.S. dollar-denominated, fixed-rate taxable bond market, including Treasuries, government-related and corporate securities, MBS (agency fixed-rate and hybrid ARM passthroughs), ABS, and CMBS. It rolls up into other Barclays flagship indices, such as the multi-currency Global Aggregate Index and the U.S. Universal Index, which includes high yield and emerging markets debt.
BBgBarc US Credit 5-10 Yr TR USD	The index measures the performance of the US Corporate and a non-corporate component with maturities of 5-10 year that includes foreign agencies, sovereigns, supranationals and local authorities. It is a subset of the US Government/Credit Index and the US Aggregate Index.
BBgBarc US Govt/Credit Long TR USD	The index measures the performance of non-securitized component of the U.S. Aggregate Index with maturities of 10 years and greater, including Treasuries, government-related issues and corporates. It is a subset of the U.S. Aggregate Index.
BBgBarc US MBS TR USD	The index measures the performance of the agency mortgage-backed pass-through securities (both fixed-rate and hybrid ARM) issued by Ginnie Mae (GNMA), Fannie Mae (FNMA), and Freddie Mac (FHLMC).
BBgBarc US Treasury US TIPS TR USD	The index measures the performance of rules-based, market value-weighted inflation-protected securities issued by the U.S. Treasury. It is a subset of the Global Inflation-Linked Index (Series-L).
CRSP US Large Cap Growth TR USD	The index measures the performance of US securities which are assigned to the large cap index and classified as growth securities by using CRSP's multifactor model. CRSP classifies growth securities using the following factors: future long-term growth in earnings per share (EPS), future short-term growth in EPS, 3-year historical growth in EPS, 3-year historical growth in sales per share, current investment-to-assets ratio, and return on assets.
CRSP US Large Cap Value TR USD	The index measures the performance of US securities which are assigned to the large cap index and classified as value securities by using CRSP's multifactor model. CRSP classifies value securities using the following factors: book to price, forward earnings to price, historical earnings to price, dividend-to-price ratio and sales-to-price ratio.
CRSP US Total Market TR USD	The index measures the performance of broad US securities that traded on NYSE, NYSE Market, NANASDADAQ or ARCA. It captures nearly 100% of the US investable equity market with around 4000 constituents across mega, large, small and micro capitalizations.

Index Descriptions

Index Name	Index Description
CRSP US Mid Cap Growth TR USD	The index measures the performance of US securities which are assigned to the mid cap index and classified as growth securities by using CRSP's multifactor model. CRSP classifies growth securities using the following factors: future long-term growth in earnings per share (EPS), future short-term growth in EPS, 3-year historical growth in EPS, 3-year historical growth in sales per share, current investment-to-assets ratio, and return on assets.
CRSP US Mid Cap TR USD	The index measures the performance of US companies that fall between the top 70%-85% of investable market capitalization. It includes securities traded on NYSE, NYSE Market, NASDAQ or ARCA.
CRSP US Mid Cap Value TR USD	The index measures the performance of US securities which are assigned to the mid cap index and classified as value securities by using CRSP's multifactor model. CRSP classifies value securities using the following factors: book to price, forward earnings to price, historical earnings to price, dividend-to-price ratio and sales-to-price ratio.
CRSP US Small Cap Growth TR USD	The index measures the performance of US securities which are assigned to the small cap index and classified as growth securities by using CRSP's multifactor model. CRSP classifies growth securities using the following factors: future long-term growth in earnings per share (EPS), future short-term growth in EPS, 3-year historical growth in EPS, 3-year historical growth in sales per share, current investment-to-assets ratio, and return on assets.
CRSP US Small Cap TR USD	The index measures the performance of US companies that fall between the bottom 2%-15% of the investable market capitalization. There is no lower limit in market capitalization, other than what is specified by investability screens. It includes securities traded on NYSE, NYSE Market, NANASDADAQ or ARCA.
CRSP US Small Cap Value TR USD	The index measures the performance of US securities which are assigned to the small cap index and classified as value securities by using CRSP's multifactor model. CRSP classifies value securities using the following factors: book to price, forward earnings to price, historical earnings to price, dividend-to-price ratio and sales-to-price ratio.
DJ US Completion Total Stock Mkt TR USD	The index measures the performance of all US equity securities with readily available prices, excluding components of the S&P 500. It is float-adjusted market capitalisation weighted.
DJ US Total Stock Market TR USD	The index measures the performance of all US equity securities with readily available prices. It represents the top 95% of the US stock market based on market capitalisation. The index is float-adjusted market capitalisation weighted.
FTSE Developed ex North America NR USD	The index measures the performance of Large and Mid cap stocks providing coverage of Developed markets, excluding the US and Canada. It is derived from the FTSE Global Equity Index Series (GEIS). The index is market-capitalization weighted.
FTSE Emerging NR USD	The index measures the performance of Large, Mid and Small cap securities listed in Advanced Emerging and Secondary Emerging countries.
FTSE EPRA Nareit Global TR USD	The index measures the performance of listed real estate companies and REITS in both developed and emerging markets. It includes a range of regional and country indices, capped indices, Dividend+ indices, Global Sectors, Investment Focused and REITs and Non-REITs series.
FTSE EPRA Nareit United States TR USD	The index measures the performance of listed real estate companies and REITS in the United States.
FTSE Treasury Bill 3 Mon USD	The index measures the performance of the last three three-month Treasury bill month-end rates.
ICE BofAML US Corporate TR USD	The index tracks the performance of US dollar denominated investment grade rated corporate debt publically issued in the US domestic market. To qualify for inclusion in the index, securities must have an investment grade rating (based on an average of Moody's, S&P, and Fitch) and an investment grade rated country of risk (based on an average of Moody's, S&P, and Fitch foreign currency long term sovereign debt ratings).
ICE BofAML US HY Master II OAS USD	The index measures the performance of short-term US dollar denominated below investment grade corporate debt publicly issued in the US domestic market. Qualifying securities must have at least 18 months to final maturity at the time of issuance, at least one year remaining term to final maturity as of the rebalancing date, a fixed coupon schedule and a minimum amount outstanding of $100 million. It is capitalization-weighted.
ICE USD Spot	The index is a measure of the value of the U.S. dollar relative to the value of a basket of currencies of the majority of the U.S.'s most significant trading partners. This index is similar to other trade-weighted indexes, which also use the exchange rates from the same major currencies.
LPX 50 TR USD	The index is designed to represent the global performance of the 50 most highly capitalised and liquid Listed Private Equity companies. The index is diversified across regions, private equity investment styles, financing styles and vintages.

Index Descriptions

Index Name	Index Description
MSCI ACWI Ex USA NR USD	The index measures the performance of the large and mid cap segments of the particular regions, excluding USA equity securities, including developed and emerging market. It is free float-adjusted market-capitalization weighted.
MSCI EAFE NR USD	The index measures the performance of the large and mid cap segments of developed markets, excluding the US & Canada equity securities. It is free float-adjusted market-capitalization weighted.
MSCI EAFE IMI NR USD	The index measures the performance of the large, mid and small cap equity representation across Developed Markets countries around the world, excluding the US and Canada. The index is free-adjusted market capitalization weighted.
MSCI EM IMI NR USD	The index measures the performance of the large, mid and small cap equity representation across Emerging Markets (EM) countries. It is free-adjusted market capitalization weighted.
MSCI EM NR USD	The index measures the performance of the large and mid cap segments of emerging market equity securities. It is free float-adjusted market-capitalization weighted.
MSCI US REIT GR USD	The index measures the performance of the large, mid and small cap segments of the US equity securities. It is comprised of Equity REITs securities and based on the MSCI USA Investable Market Index, with the exception of Mortgage REIT and selected Specialized REITs. The index represents approximately most of the US REIT universe and securities are classified in the REIT sector according to the Global Industry Classification Standard. It is a free float market capitalization weighted index.
MSCI US Small Cap Growth GR USD	The index measures the performance of the growth small cap segments of US equity securities. It is free float-adjusted market-capitalization weighted.
MSCI World ex USA NR USD	The index measures the performance of the large and mid cap segments of world, excluding US equity securities. It is free float-adjusted market-capitalization weighted.
MSCI World NR USD	The index measures the performance of the large and mid cap segments of world equity securities. It is free float-adjusted market-capitalization weighted.
Russell 1000 Growth TR USD	The index measures the performance of the large-cap growth segment of the US equity securities. It includes the Russell 1000 index companies with higher price-to-book ratios and higher forecasted growth values. It is market-capitalization weighted. Russell Investment Group is the source and owner of the trademarks, service marks and copyrights related to the Russell Indexes. Russell® is a trademark of Russell Investment Group.
Russell 1000 TR USD	The index measures the performance of the large-cap segment of the US equity securities. It is a subset of the Russell 3000 index and includes approximately 1000 of the largest securities based on a combination of their market cap and current index membership.
Russell 1000 Value TR USD	The index measures the performance of the large-cap value segment of the US equity securities. It includes the Russell 1000 index companies with lower price-to-book ratios and lower expected growth values. It is market-capitalization weighted.Russell Investment Group is the source and owner of the trademarks, service marks and copyrights related to the Russell Indexes. Russell® is a trademark of Russell Investment Group.
Russell 2000 TR USD	The index measures the performance of the small-cap segment of the US equity universe. It is a subset of the Russell 3000 and includes approximately 2000 of the smallest securities based on a combination of their market cap and current index membership. Russell Investment Group is the source and owner of the trademarks, service marks and copyrights related to the Russell Indexes. Russell® is a trademark of Russell Investment Group.
Russell 2000 Value TR USD	The index measures the performance of small-cap value segment of the US equity universe. It includes those Russell 2000 companies with lower price-to-book ratios and lower forecasted growth values. It is market-capitalization weighted. Russell Investment Group is the source and owner of the trademarks, service marks and copyrights related to the Russell Indexes. Russell® is a trademark of Russell Investment Group.
Russell 3000 TR USD	The index measures the performance of the largest 3000 US companies representing approximately 98% of the investable US equity market. It is market-capitalization weighted.
Russell Mid Cap Growth TR USD	The index measures the performance of the mid-cap growth segment of the US equity universe. It includes Russell midcap index companies with higher price-to-book ratios and higher forecasted growth values. It is market-capitalization weighted. Russell Investment Group is the source and owner of the trademarks, service marks and copyrights related to the Russell Indexes. Russell® is a trademark of Russell Investment Group.
Russell Mid Cap TR USD	The index measures the performance of the mid-cap segment of the US equity universe. It is a subset of Russell 1000 index and includes approximately 800 of the smallest securities based on a combination of their market cap and current index membership. The index represents approximately 31% of the total market capitalization of the Russell 1000 companies.
Russell Mid Cap Value TR USD	The index measures the performance of the mid-cap value segment of the US equity universe. It includes Russell midcap index companies with lower price-to-book ratios and lower forecasted growth values. It is market-capitalization weighted.

Index Descriptions

Index Name	Index Description
S&P MidCap 400 TR	The index measures the performance of mid-sized US companies, reflecting the distinctive risk and return characteristics of this market segment. It comprises stocks in the middle capitalization range, covering approximately 7% of the of US equity market.
S&P 500 TR USD	The index measures the performance of 500 widely held stocks in US equity market. Standard and Poor's chooses member companies for the index based on market size, liquidity and industry group representation. Included are the stocks of industrial, financial, utility, and transportation companies. Since mid 1989, this composition has been more flexible and the number of issues in each sector has varied. It is market capitalization-weighted.
S&P GSCI Gold Spot	The Index, a sub-index of the S&P GSCI, provides investors with a reliable and publicly available benchmark tracking the COMEX gold future. The index is designed to be tradable, readily accessible to market participants, and cost efficient to implement.
S&P SmallCap 600 TR USD	The index measures the performance of small cap segment of US equity market. It consists of 600 domestic stocks chosen for market size, liquidity, and industry group representation and covers approximately 3% of the domestic equities market.
S&P Target Date 2010 TR USD	The index measures the performance of a portfolio of multi-asset including equities, fixed income and commodities. The index has target retirement date of 2010, and belongs to S&P Target Date Index Series which comprises eleven indexes with different target retirement date. Each index in this series is determined once a year through survey of large fund management companies that offer target date products.
S&P Target Date 2015 TR USD	The index measures the performance of a portfolio of multi-asset including equities, fixed income and commodities. The index has target retirement date of 2015, and belongs to S&P Target Date Index Series which comprises eleven indexes with different target retirement date. Each index in this series is determined once a year through survey of large fund management companies that offer target date products.
S&P Target Date 2020 TR USD	The index measures the performance of a portfolio of multi-asset including equities, fixed income and commodities. The index has target retirement date of 2020, and belongs to S&P Target Date Index Series which comprises eleven indexes with different target retirement date. Each index in this series is determined once a year through survey of large fund management companies that offer target date products.
S&P Target Date 2025 TR USD	The index measures the performance of a portfolio of multi-asset including equities, fixed income and commodities. The index has target retirement date of 2025, and belongs to S&P Target Date Index Series which comprises eleven indexes with different target retirement date. Each index in this series is determined once a year through survey of large fund management companies that offer target date products.
S&P Target Date 2030 TR USD	The index measures the performance of a portfolio of multi-asset including equities, fixed income and commodities. The index has target retirement date of 2030, and belongs to S&P Target Date Index Series which comprises eleven indexes with different target retirement date. Each index in this series is determined once a year through survey of large fund management companies that offer target date products.
S&P Target Date 2035 TR USD	The index measures the performance of a portfolio of multi-asset including equities, fixed income and commodities. The index has target retirement date of 2035, and belongs to S&P Target Date Index Series which comprises eleven indexes with different target retirement date. Each index in this series is determined once a year through survey of large fund management companies that offer target date products.
S&P Target Date 2040 TR USD	The index measures the performance of a portfolio of multi-asset including equities, fixed income and commodities. The index has target retirement date of 2040, and belongs to S&P Target Date Index Series which comprises eleven indexes with different target retirement date. Each index in this series is determined once a year through survey of large fund management companies that offer target date products.
S&P Target Date 2045 TR USD	The index measures the performance of a portfolio of multi-asset including equities, fixed income and commodities. It has target retirement date of 2045, and belongs to S&P Target Date Index Series which comprises eleven indexes with different target retirement date. Each index in this series is determined once a year through survey of large fund management companies that offer target date products.
S&P Target Date 2050 TR USD	The index measures the performance of a portfolio of multi-asset including equities, fixed income and commodities. The index has target retirement date of 2050, and belongs to S&P Target Date Index Series which comprises eleven indexes with different target retirement date. Each index in this series is determined once a year through survey of large fund management companies that offer target date products.
S&P Target Date 2055 TR USD	The index measures the performance of a portfolio of multi-asset including equities, fixed income and commodities. The index has target retirement date of 2055, and belongs to S&P Target Date Index Series which comprises eleven indexes with different target retirement date. Each index in this series is determined once a year through survey of large fund management companies that offer target date products.
S&P Target Date 2060+ TR USD	The S&P Target Date Series comprises eleven multi-asset class indices,each corresponding to a particular traget retirement date. Each index provides varying levels of exposure to equities and fixed income. Each target data allocation is created and retired according to a pre-determined schedule related to the respective target date.
S&P Target Date Retirement Income TR USD	The index measures the performance of a portfolio of multi-asset including equities, fixed income and commodities. The index belongs to S&P Target Date Index Series which comprises eleven indexes with different target retirement date. Each index in this series is determined once a year through survey of large fund management companies that offer target date products.

Benchmark: A standard against which the performance of a mutual fund can be measured.
Index: an imaginary portfolio of securities representing a particular market or a portion of it. Each index has its own calculation methodology and is usually expressed in terms of a change from a base value.

GLOSSARY

Community Action Partnership ERISA 403(b)

For Period Ending 09/30/2019

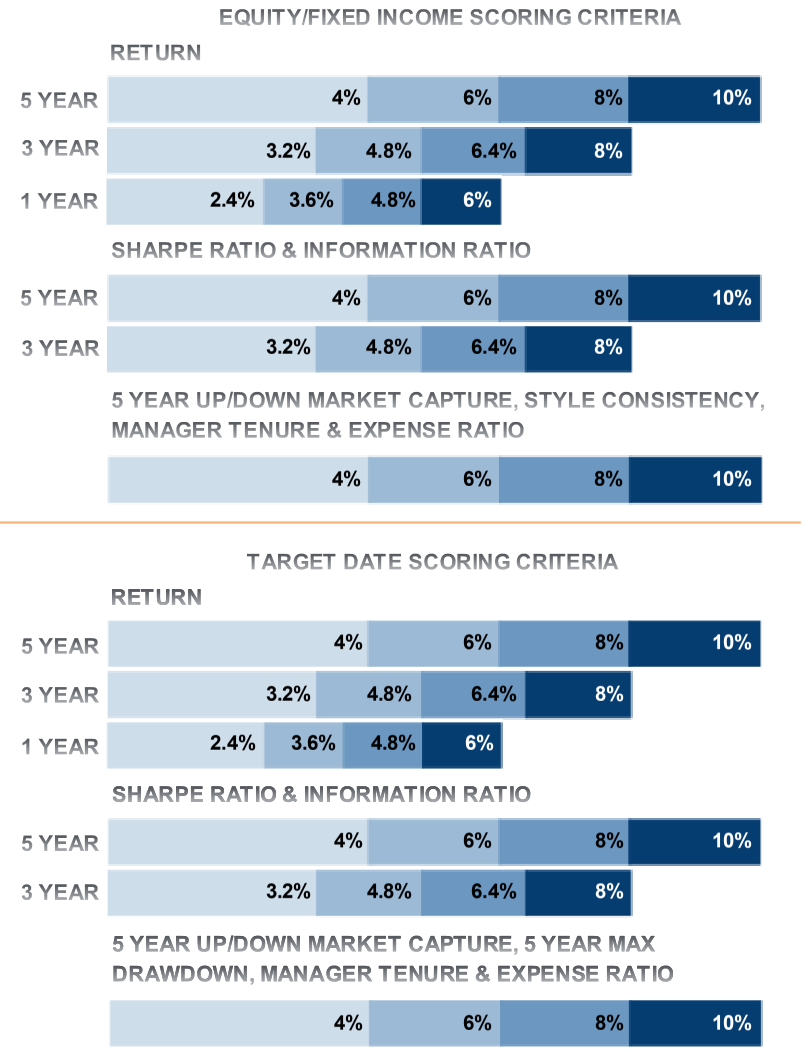
Investment Scoring Methodology

-Equity, Fixed Income, and Target Date Investments are reviewed on 11 distinct criteria. Each criteria is scale-scored; the better an investment performs in a given criteria, the higher score the investment will receive.

-Index investments are reviewed on 8 distinct criteria. Each criteria is scored on a binary pass/fail method.

-A fund that does not have at least a score of 70 will be identified as an investment on watch. Any Investment on watch for the current quarter and at least three of the previous seven quarters, or any investment with a score below 60 will be marked for review and potential replacement.

-Investments such as Stable Value and Money Market investments are not included on the quantitative IPS scoring methodology but are evaluated on a qualitative basis.



INDEX SCORING CRITERIA

TRACKING ERROR			EXPENSE RATIO	ASSETS IN PRODUCT	EXPENSE-ADJUSTED RETURN VS. BENCHMARK		
1 YEAR	3 YEAR	5 YEAR	QUARTER END	QUARTER END	1 YEAR	3 YEAR	5 YEAR
8%	10%	12%	30%	10%	8%	10%	12%

Active Scoring - Glossary

1, 3, & 5 Year Return	When selecting an investment, you want to know that it has demonstrated an ability to outperform relative to its peers. The higher the return an investment experiences in a given period compared to peers, the higher the value assigned to its score.
3 & 5 Year Sharpe Ratio	When selecting an investment, the Sharpe ratio is a way to compare the return of portfolios on a risk-adjusted basis rather than a less informative, pure return basis. The higher the Sharpe Ratio an investment experiences in a given period compared to peers, the higher the value assigned to its score.
3 & 5 Year Information Ratio	When selecting an investment, you want to know how its returns compare to the index and to the amount of risk it took to generate those returns. The higher the Information Ratio an investment experiences in a given period compared to peers, the higher the value assigned to its score.
5 Year Upside/ Downside Capture	When selecting an investment, you want to know that it "captures" more than 100% of market returns in up markets and helps "cushion" the loss in down markets by capturing less than 100% of the fall. A ratio of greater than 1 implies that the investment captures more when the market is up than when it is down. The higher the ratio the higher the value assigned to it's score.
Style Consistency (Equity & Fixed Income Only)	When selecting an investment, you want to know how consistency that fund's style (Value vs. Growth/Large vs. Mid vs. Small) is compared to it's category. Investments with low scores are considered more consistent, while investments with high scores are considered less consistent. The lower the Style Consistency score compared to peers, the higher the value assigned to its score.
Manager Tenure	When selecting an investment, you want to know that the track record being reviewed is primarily one from the current management team. The longer a manager has managed the specific investment being evaluated the higher the value assigned to its score.
Expense Ratio	When selecting an investment, you want to know how much it costs as total fees reduce the total return captured by the investor. The lower the Expense Ratio has compared to peers, the higher the value assigned to its score.
5 Year Max Drawdown (Target Date Only)	When selecting an investment, Max Drawdown is the maximum loss, from peak to trough, that a portfolio experiences in a given period and is a measurement of downside risk over that period. The lower the max drawdown a portfolio experiences, compared to peers, the higher the value assigned to its score.

Passive Scoring - Glossary

1, 3, & 5 Year Return – Expense Adjusted	When selecting an index investment, you want to know that it has demonstrated an ability to perform in-line with the index it is meant to track. To pass, an investment must not underperform it's stated index by more than 20 basis point (-0.20%).
Expense Ratio	When selecting an investment, you want to know how much it costs as total fees reduce the total return captured by the investor. If the Index fund is ranked in the top quartile (lowest 25% of expense ratios) of it's peer group, it passes this criteria.
1, 3, & 5 Year Tracking Error	When selecting a passive investment, the tracking error shows the investment's consistency compared to its benchmark over a given period of time. The lower the tracking error, the more consistent the passive investment is performing like its stated index. To pass, the tracking error must be in the lowest 10% of its peer group.
Assets Managed in Product	When selecting a passive investment, the assets managed in that product have an effect on trading costs. Since passive investments tend to have a far greater number of holdings and trading costs can hurt returns an investment with more assets are better able to efficiently trade securities without significantly hurting performance. To pass, a fund must have at least 500 million dollars managed within that product.

ALPHA

Measures risk-adjusted performance, factoring in the risk due to the specific manager rather than the overall market. A high value for alpha implies that the manager has performed better than would have been expected, given its beta (volatility). In contrast, a negative alpha indicates the manager has under performed, given the expectations established by beta.

WHY IT'S IMPORTANT

Alpha can be used to directly measure the value added or subtracted by a manager. Alpha depends on two factors: (1) the assumption that market risk, as measured by beta, is the only risk measure necessary, and (2) the strength of the linear relationship between the manager and the index, as it has been measured by R-Squared. In addition, a negative alpha can sometimes result from the additional expenses that are present in a manager's returns as compared to the benchmark index.

BETA

Shows the volatility of a manager as compared to the volatility of the benchmark; specifically, the performance the fund, or portfolio has experienced in a given period of time as the index moved 1% up or down. A beta above 1 is more volatile than the index, while a beta below 1 is less volatile.

WHY IT'S IMPORTANT

Beta can be used to show how sensitive a manager is to movements in the markets. It is important to note that a low beta for a manager does not necessarily imply that the manager has a low level of volatility. A low beta signifies only that the manager's market-related risk is low. (Standard deviation is a measure of a fund's absolute volatility.) R-Squared is a necessary statistic to factor into the equation because it reflects the percentage of a manager's movements that are explained by movements in its benchmark index, and thus whether it is an appropriate benchmark.

STANDARD DEVIATION

The statistical measurement of dispersion of returns spread around their historical average, or in other words, how widely a fund's or portfolio's returns varied over a certain period or time.

WHY IT'S IMPORTANT

Investors use the standard deviation of historical performance to try to predict the range of returns that are most likely for a given investment. When a fund or portfolio has a high standard deviation, the predicted range of performance is wide, implying greater volatility.

SHARPE RATIO

A risk-adjusted measure developed by William F. Sharpe, calculated using standard deviation and excess return to determine reward per unit of risk -the higher the Sharpe ratio, the better the manager's historical risk-adjusted performance.

WHY IT'S IMPORTANT

Sharpe ratio is a measure of investment efficiency expressed as the amount of return earned per unit of associated risk. It can be used to compare two managers directly on how much excess return each manager achieved for a certain level of risk.

INFORMATION RATIO

Is determined by taking the annualized excess return over a benchmark and dividing it by the standard deviation of excess return (tracking error). This measure relates the magnitude and consistency with which an investment outperformed its benchmark. The higher the information ratio, the better.

WHY IT'S IMPORTANT

The information ratio is a risk-adjusted measure, which captures excess or active returns and relates them to excess or active risk. The information ratio is used as a way to compare more-and less-aggressive managers at the same time. A convenient way to think of the information ratio is a measure of how well one was rewarded for each incremental "unit" of risk. The information ratio can be a very valuable tool in evaluating a manager's ability to add incremental value relative to incremental risk. This tool is only valuable, however, when the benchmark is carefully chosen and appropriate.

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CAPK 403(b) and 401(a) Retirement Plans Repricing

The number of participants and eligible employees between the two plans was far greater than the pricing that our underwriting team created for the CAPK 401(a) and 403(b) Plans.

Provided during the RFP	Actual numbers as of 10/18	Difference	
401(a) Plan	401(a) Plan		
677 Eligible employees	1036 Eligible Employees	359	53% Increase
677 Participants	1011 Participants	334	49% Increase
403(b) Plan	403(b) Plan		
800 Eligible employees	1012 Eligible Employees	212	27% Increase
85 Participants	581 Participants	496	584% Increase
1477 Total Eligible Employees	2048 Eligible Employees	571	39% Increase
762 Total Participants	1592 Participants	830	109% Increase

Current Pricing	Option 1	Option 2	Option 3
$0.00 Base	$0.00 Base	$0.00 Base	$0.00 Base
$0.00 Per Participant	$0.00 Per Participant	$0.00 Per Participant	$0.00 Per Participant
$0.00 Per Eligible	$12.00 Per Eligible	$0.00 Per Eligible	$0.00 Per Eligible
	X 2048 Eligible = $24,576		
0.32% Asset Charge	0.32% Asset Charge	0.42% Asset Charge	0.32% Asset Charge
			(Remove Mailing of Notices)

Option 1

Billed to the organization at $3/eligible employee/quarter (approximately $24,576 per year) The first billed fee of approximately $6,134 would be billed at the end of the first quarter. This can be paid by the organization or pulled from the plan assets. If the committee and board preferred to cover the fee for the first quarter of 2020 for $6,134, then we will not need to notify the participants until the end of February, for a fee increase that will take place effective 4/1. This will allow the organization to cover the first quarter expenses, and then decide if the fee is to be paid for by the plan assets or as a billed fee, for the second quarter and moving forward. If the fee is pulled from the plan assets, we will need to update the fee disclosures and distribute to all eligible employees, as well as terminated participants with account balances.

Option 2

Increase the asset charge by 0.10%. I checked with our team, and we can make this fee change effective 2/1/2020. This will allow more time to run through both the committee and board, and then notify the employees of the fee change. We would need to proceed forward with a decision on this by the 2nd week of December to allow time for the notices to be distributed before year end.

Option 3

Turn off the mailing of the notices, which would mean that The Standard would not change any of the fees, just remove the delivery of the required notices. (This would not be my recommendation with such a large population, and the distribution of notices will fall back on your HR team.)

CAPK Summary of Service Deliverables Since Transition

- **2018 Administrative Support**
  - Audit support – estimated 25% to 30% additional time required due to the greater number of participants
  - 401(a) Participant distribution support – 2 days of resources required
    - Related to having to verify vesting for each distribution
  - 401(a) Plan - 2,575 required notices mailed
  - 403(b) Plan – 2,928 required notices mailed
  - Testing and Compliance Support – estimated 25 to 30% additional time required due to the greater number of participants
- **Education Support**
  - December 2017
    - 6 days of education
    - Customized transition video
  - 2018 Calendar Year
    - 14 days of education
  - 2019 Calendar Year
    - 8 days of education
- **2019 Administrative Support**
  - Participant distribution report - 1.5 days of resources required
    - Related to having to verify vesting for each distribution

We value you as a client and have partnered with your organization to provide your employees with greatly improved, and far more visible, as well as compliant 401(a) and 403(b) plans. Through our partnership with your organization, we have mailed a total of 5,503 notices to participants, that, prior to coming to The Standard, were handled by your HR team. We have conducted a total of 28 days of education since December 2017. We look forward to continuing our partnership.

COMMUNITY ACTION PARTNERSHIP *of* KERN
BOARD OF DIRECTORS
BUDGET & FINANCE COMMITTEE MEETING
5005 Business Park North, Bakersfield, CA
November 13, 2019
12:00 pm

MEETING MINUTES

1. Call to Order

Committee Chair Janea Benton called the meeting to order at 12:01 pm at the Community Action Partnership of Kern administrative building, located at 5005 Business Park North, Bakersfield, CA.

2. Roll Call

Roll Call was taken with a quorum present.

Present: Janea Benton, Jimmie Childress, Guadalupe Perez, Ana Vigil (arrived at 12:09 pm)

Absent: None

Others Present: Jeremy Tobias, Chief Executive Officer; Pritika Ram, Director of Administration; Carmen Segovia; Director of Health & Nutrition; Tracy Webster, Chief Financial Officer; and other CAPK staff.

3. Approval of Agenda

Motion was made and seconded to approve the Budget & Finance Committee Meeting Agenda. Carried by unanimous vote. (Childress/Perez).

4. Public Forum

No one addressed the Committee.

5. New Business

a. Application Status Report & Funding Requests – Pritika Ram, Director of Administration – Action Item.
    1. California Department of Social Services for CAPK's CalFresh Healthy Living Program.
    2. California Coastal Commission for Friendship House Community Center & Shafter Youth Center Kids Ocean Day.
    3. The Center at Sierra Health Foundation for CAPK Census 2020.
    4. Department of Human Services for Medi-CAL Outreach Grant.

Pritika Ram provided the Application Status Report for October and summarized the four funding requests presented in the agenda packet.

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

b. Head Start & Early Head Start Budget to Actual Reports – ***Info Item***
    1. Kern Head Start Budget to Actual for the Period Ended October 31, 2019.
    2. Kern Early Head Start Budget to Actual for the Period Ended October 31, 2019.
    3. San Joaquin Early Head Start Budget to Actual for the Period Ended October 31, 2019.
    4. Early Head Start Child Care Partnerships & Expansion Budget to Actual for the Period Ended October 31, 2019.

Donna Holland provided the Head Start Kern Budget to Actual Report for the Period Ended October 31, 2019. Four months (50%) of the eight-month budget period has elapsed and overall Base Fund expenditures are at 45% of budget. Training & Technical Assistance Funds (T&TA) are at 36% of budget and Non-Federal Share is at 49% of budget. Classroom construction and conversion work was delayed and it is anticipated that a request for carryover funds will be submitted for approval.

Donna Holland provided the Early Head Start Kern Budget to Actual Report for the Period Ended October 31, 2019. Four months (50%) of the eight-month budget period has elapsed and overall Base Funds are at 30% of budget, T&TA expenditures are at 49% of budget. Donna reported that the CAPK was awarded additional funds for the purpose of converting 4 pre-k classrooms to 6 toddler classrooms and constructing and furnishing additional modular classrooms at 4 CAPK facilities. The start-up activities began immediately following the issue of funds on July 27, 2019 and the overall expenditures are at 5% of budget, and a carryover request will be made.

Donna Holland provided the San Joaquin Early Head Start budget to Actual Report for the Period Ended October 31, 2019. Nine months (75%) of the 12-month budget period have elapsed and overall Base Fund expenditures are at 69% of budget. T&TA Funds are at 71% of budget and the Non-Federal Share is at 68% of budget. We anticipate that the Non-Federal Share will be met and fully expend the grant.

Donna Holland provided the Early Head Start Child Care Partnerships & Expansion Budget to Actual Report for the period ended October 31, 2019. Effective September 1, 2019, funds formerly awarded under Early Head Start Child Care Partnerships were rolled into Early Head Start Child Care Expansion. The Budget to Actual period is from March 1, 2019 through September 30, 2019. Eight months (67%) of the 12-month budget period have elapsed. Overall Base Fund expenditures are at 5% of budget due to 24 expansion slots at the Jewett facility that has not been completed. Another

provider RFP has gone out. A request to carryover funds will be requested. T&TA funds are incurred as needed and are currently at 9% of budget. The Non-Federal Share is at 8% of budget. We do anticipate requesting a waiver for the Non-Federal Share.

c. Changes to Human Resource and Finance Job Descriptions – Tracy Webster, Chief Financial Officer – ***Action Item***

Tracy Webster proposed the adoption of a new job description of Human Resource Generalist and changes to the existing job descriptions in the Human Resource and Finance Divisions. Tracy stated that the HR Generalist position is budgeted and required to meet the needs of the growth of the agency with an emphasis on staff development to meet the requirements of the Strategic Plan. Additional modifications are proposed to the existing HR Manager position to be renamed as a HR Administrator and the job description has been modified with a greater focus on staff development and retention to align with the agency's strategic plan. The HR budget has the capacity to accommodate the requested change. It is also proposed that the benefit management responsibilities be moved from HR to Finance as they better align with the requirements and accountability under Payroll/HRIS. Additionally, the Payroll/HRIS Manager's job description is proposed to change to Payroll/HRIS Administrator as the assumption of new tasks, greater supervision, and responsibilities changes the overall scope of the job. Due to the increase in the number of grants and contracts, the Finance budget has the capacity to accommodate this change. Staff recommends approval of all proposals.

Motion was made and seconded to approve to implement the proposed job description for Human Resource Generalist and changes to the job descriptions of Human Resources Administrator and Payroll/HRIS Administrator. Carried by unanimous vote (Vigil/Perez).

d. Federal Financial Report – Tracy Webster, Chief Financial Officer – ***Info Item***

Tracy Webster reported that the semi-annual Federal Financial Report (FFR) for San Joaquin EHS and the annual FFR for EHS Partnership Kern was uploaded to the Grant Solutions system before the October 30, 2019 deadline.

e. Proposed Budget & Finance Committee Agenda Restructure – Tracy Webster, Chief Financial Officer – ***Action Item***

Tracy Webster stated that the recommendation from the Committee at the October meeting was to incorporate a Consent section and a Special Presentation section be brought to the Board as a template for all committee agendas. Staff has drafted the proposed restructure of the Budget & Finance Committee agenda, with the Special Presentation used to review individual programs and their budgets. The Consent section would include other items from the agenda and Committee Members would approve all

items listed in one motion, unless one or more items is requested to be moved off Consent by the Committee or members of the public. Staff recommends approval of the revised agenda format.

Janea Benton said that the Committee is also open to hear from other programs not on the agenda if they feel the need to present to the committee before their designated presentation date. Janea also requested the governance calendar be added to the agenda packet.

Motion was made and seconded to table this item and bring it before the Executive Committee in December. Carried by unanimous vote (Benton/Perez).

f. Resolution to Approve the Submission of the 2020 Community Service Block Grant (CSBG) Contract Number 20F-3015 from the Department of Community Services and Development – Pritika Ram, Director of Administration – ***Action Item***

Pritika Ram reported that the 2020 CSBG grant, contract number 20F-3015 was received in the amount of $1,489,531. CSBG funds are CAPK's only funding source that allows the flexibility to support multiple low-income programs as well as administration. The required Resolution authorizes CEO Jeremy T. Tobias to complete any and all application documents for submittal to the State of California Department of Community Services and Development on behalf of CAPK. Staff recommends approval.

Motion was made and seconded to approve the submittal of CSBG Grant Number 20F-3015 with Resolution to authorize CEO, Jeremy T. Tobias, to execute all application documents, and to present the itemized budget to the Executive Committee in December. Carried by unanimous vote (Perez/Vigil).

g. Resolution to Approve the Submission of the California Coastal Commission Whales Tale Application for the Marine Studies Program at Friendship House Community Center and Shafter Youth Center – Carmen Segovia, Director of Health & Nutrition – ***Action Item***

Carmen Segovia requested approval to submit the $15,000 grant application with Resolution for the California Coastal Commission Whales Tale program to provide after school marine studies at Friendship House Community Center and Shafter Youth Center.

Motion was made and seconded to approve the submission of the California Coastal Commission Whale Tale Application with Resolution for the Youth Centers After School Marine Studies program. Carried by unanimous vote (Vigil/Perez).

6. <u>Chief Financial Officer Reports</u>

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

Tracy Webster provided a copy of the Discretionary Fund Report and reported that the unrestricted cash balance is $539,829 as of October 31, 2019. There was a net decrease of $2,420 in the month of October, primarily due to payment of property taxes.

Jeremy Tobias advised the Committee that the Indirect Fund balance has grown over the past few years and staff proposes moving those funds to the Discretionary Fund. Staff has consulted with OMB specialists, who stated that we are allowed to transfer and combine the funds. Staff plans to transfer prior year indirect savings into the Discretionary Fund at the end of the calendar year.

Janea Benton asked if there is a written policy for Board adoption. Jeremy stated that there is no policy in place, the Indirect Funds are unrestricted. Janea requested that this item be added to the Executive Committee agenda in December and should be titled, "Movement of Funds from Indirect Fund Account to the Discretionary Fund Account."

b. Financial Statements for October 2019 – ***Action Item***

Tracy Webster presented a copy of the Financial Statements for October 2019 and reported that we did not require a cash draw from the line of credit. The Central Kitchen expenditures are at 56.5% at October 31, 2019. USDA revenue is at 59.6%. Expenditures are below the target of 66.7% at month 8 of the 12-month period.

CMAP received increase of $1,126,877 over the prior year and a second increase is expected this year, which will open up additional slots to serve more families.

The Finance Division is fully staffed with 19 positions. Tracy introduced the newest addition, Kristen Rubio, who is the Administrative Assistant to the CFO.

The agency expenditures are at 54% for the year, which is less than the 66.7% budgeted. The Indirect Fund budget to actual report for June month end showed that revenue exceeded expenditures by $320,757, which is 61.5% of the budgeted indirect surplus. Overall expenditures are at 59.3% of budget and less than 66.67% at month 8 of the 12-nonth budget period.

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

7. Committee Member Comments

Ana Vigil asked why the Shafter Youth Center does not have a Fundraising Event like the Friendship House. It was explained that Friendship House has an Advisory Board and they organize the annual event, not staff. Ana said she would like to see some sort of fundraiser.

It was suggested that a fundraising Committee be formed and Ana was advised to work directly with Carmen Segovia and Angie Nelson.

The Committee welcomed Kristen Rubio, Administrative Assistant to the CFO.

8. Next Scheduled Meeting

Budget & Finance Committee Meeting
Wednesday, January 22, 2020 (pending BPD approval)
12:00 pm
5005 Business Park North
Bakersfield, CA 93309

9. Adjournment

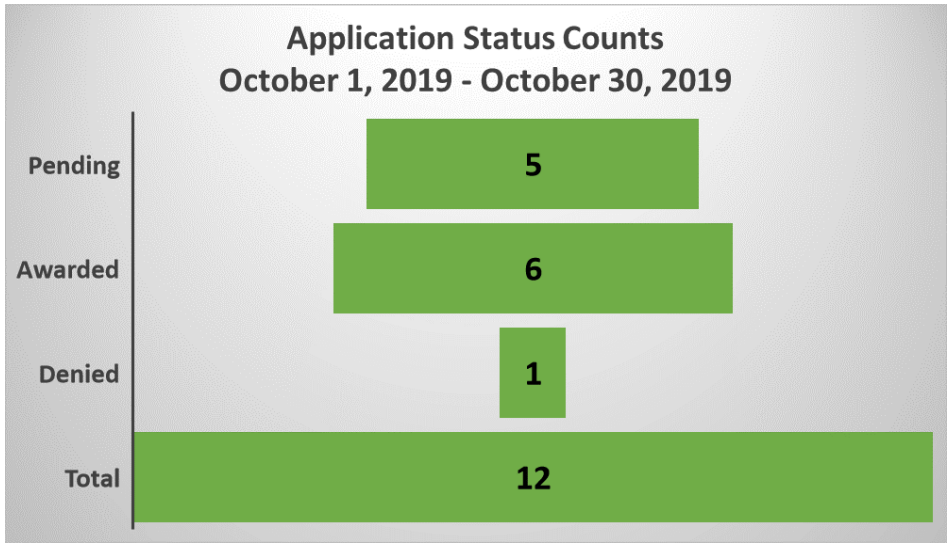
The meeting was adjourned at 12:51 pm.

Community Development
Application Status Report October 2019

October 1, 2019 – October 31, 2019

Status	Dollars	Count
Pending	$123,000	5
Awarded	* $865,587	6
Denied	$2,500,000	1
Total	$3,488,587	12
	Win Percentage	80%

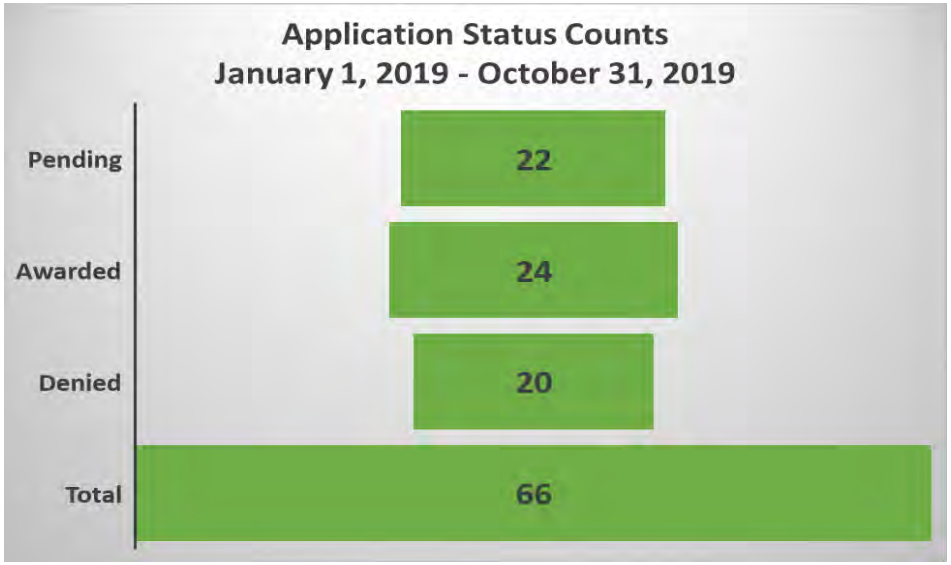
*Does not include the First 5 Awards-Amount TBD



January 1, 2019 – October 31, 2019 (YTD)

Status	Dollars	Count
Pending	$2,804,913	22
Awarded	$2,408,227	24
Denied	$5,564,964	20
Total	$10,778,104	66
	Win Percentage	55%

*Does not include the First 5 Awards-Amount TBD



Community Development
Application Status Report October 2019

Application Status Detail

Funder	CAPK Program	Decision Date	Amount Requested	Amount Awarded	Date Submitted	Due Date	Status
CA Department of Social Services, Office of Child Abuse Prevention (OCAP)	EKFRC		$ 75,000		10/25/2019	11/1/2019	Pending
California Coastal Commission	FHCC/SYC		$ 8,000		10/22/2019	10/25/2019	Pending
Kaiser Permanente	CAPK CalFresh Healthy Living		$ 30,000		10/21/2019	10/25/2019	Pending
First 5 Kern	EKFRC	10/14/2019	$ 808,863	TBD	7/30/2019	7/30/2019	Awarded
First 5 Kern	211 Kern	10/14/2019	$ 892,242	TBD	7/30/2019	7/30/2019	Awarded
First 5 Kern	211 Kern	10/14/2019	$ 726,970	TBD	7/30/2019	7/30/2019	Awarded
National Head Start Association	Head Start		$ 5,000		10/11/2019	10/11/2019	Pending
California Office of the Governor California Volunteers	FHCC/SYC	10/2/2019	$ 75,000	$ 73,291	10/24/2019	10/2/2019	Awarded
California Office of the Governor California Volunteers	FHCC/SYC	10/2/2019	$ 781,000	$ 670,080	10/24/2019	10/2/2019	Awarded
Citizens Bank	FHCC/SYC		$ 5,000		10/2/2019	10/4/2019	Pending
US Internal Revenue Service (IRS)	VITA	10/2/2019	$ 122,216	$ 122,216	10/2/2019	10/2/2019	Awarded
US Department of Human Services, ACF - CB	EKFRC	10/2/2019	$2,500,000	$ -	6/11/2019	6/11/2019	Denied

Community Action Partnership of Kern
Funding Request Profile

Source of Funds: Public
Project Name: CAPK CalFresh Healthy Living Program
Funder Name: California Department of Social Services
Grant Program Name: CAPK CalFresh Healthy Living
Funding Period: Oct. 1, 2019 – Sep. 30, 2023

CFDA # N/A
Division Director: Carmen Segovia
Program Manager: Tammy Fisher

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

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

CAPK is requesting $1,429,726 per year for 3 years of funding (total of $4,289,178) from the California Department of Social Services. The CalFresh Healthy Living program will use a policy, system, and environmental change approach to improve nutrition and increase physical activity for people eligible for CalFresh benefits (California's food stamp program).

The program and partners—Kern County Superintendent of Schools, Lamont Weedpatch Family Resource Center, and Kern River Valley Family Resource Center—will provide people and families eligible/receiving CalFresh benefits with nutrition education, improve access and consumption of healthy foods and beverages, and increase physical activity to decrease obesity (and related diseases).

B. *Use of Funds:*

The funding will be used for personnel; operating costs; and at least 30% to program partners.

C. *Approvals:*

1. Carmen Segovia 10/28/19
Division Director Date

2. [signature] 10/28/19
Director of Community Development Date

3. [signature] 10/29/19
Chief Financial Officer Date

4. [signature] 10/29/19
Chief Executive Officer Date

D. *Board:*

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

Community Action Partnership of Kern
Funding Request Profile

Source of Funds: Public
Project Name: Kids Ocean Day
Funder Name: California Coastal Commission
Grant Program Name: Friendship House Community Center and Shafter Youth Center
Funding Period: 05/01/2020-8/31/2020
CFDA # N/A

Division Director: Carmen Segovia
Program Manager: Lois Hannible and Angelica Nelson

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

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

CAPK's Friendship House Community Center (FHCC) and Shafter Youth Center (SYC) were invited to re-apply for up to $8,000 from the California Coastal Commission to provide a Kids Ocean Day event at San Simeon State Park.

Approximately 100 children from the FHCC and SYC youth centers will participate in the program. At their Kids' Ocean Day event, they will spend time on a beach in San Simeon, participate in a cleanup, learn about ocean pollution, and record data on the litter collected. They will also visit elephant seals and the Coastal Discovery Center at San Simeon Bay during their trip. Before traveling to San Simeon, the youth will receive an educational presentation about the ocean, watersheds, and marine debris.

B. *Use of Funds:*

The requested funds of up to $8,000 will be used to cover charter buses; general supplies; and t-shirts for the participants.

C. *Approvals:*

1. C Segovia 10/28/19
Division Director Date

2. 10/28/19
Director of Community Development Date

3. 10/29/19
Chief Financial Officer Date

4. 10/29/19
Chief Executive Officer Date

D. *Board:*

☐Policy Council Date: _____

☐PRE Presentation Date: _____

☐B&F Approval Date: _____

☐Board Approval Date: _____

Community Action Partnership of Kern
Funding Request Profile

Source of Funds: Public (State)
Project Name: CAPK CENSUS 2020
Funder Name: The Center at Sierra Health Foundation
Grant Program Name: Community Development Division
Funding Period: 12/1/2019-7/31/2020
CFDA: N/A

Division Director: Carmen Segovia
Program Manager: Whitney

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

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

CAPK is applying for $60,000 to the Center at Sierra Health Foundation to provide outreach services on behalf of the State. The goal is to identify outreach gaps with large segments of hard to count populations (HTC) and target those populations pro-actively by informing, educating and assisting HTC's to submit the paper and online CENSUS. Grant will be focused on HTC East Kern Communities of Mojave (CAPK's EKFRC, Mojave Library), 5 Bus depots in Mojave, California City (California City Library, Robert P. Ulrich Elementary), Boron, Edwards Airforce Base, Tehachapi (Tehachapi Public Library) and Rosamond (Rosamond Public Library) to conduct active canvassing including weekly CENSUS 2020 Educational Workshops.

B. *Use of Funds:*

$60,000 will be utilized for staffing, mileage and general operating expenses.

C. *Approvals:*

1. Carmen Segovia 10/31/19
Division Director Date

2. [signature] 11/1/19
Director of Community Development Date

3. [signature] 11/1/19
Chief Financial Officer Date

4. [signature] 11/4/19
Chief Executive Officer Date

D. *Board:*

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

Community Action Partnership of Kern
Funding Request Profile

Source of Funds: Public
Project Name: Medi-Cal Outreach Grant
Funder Name: Department of Human Services
Grant Program Name: 211/Friendship House Community Center
Funding Period: 2020-2021
CFDA #: N/A

Division Director: Pritika Ram
Program Manager: Irene Fonseca/Lois Hannible

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

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

CAPK will be applying to Kern County Department of Human Services (DHS) Medi-Cal Outreach grant, which will be shared among two programs, 211 Call Center and the Friendship House Community Center.

Through the 211 program, staff will be hired to complete full or partial (to be determined) Medi-Cal applications for DHS eligible clients using the DHS C4Yourself platform. This will include screening all callers that utilize 211 for health insurance, which will significantly increase the number of screenings. Currently, our 211 program receives over 100,000 calls per calendar year. In addition, the Friendship House Community Center will add staff members to provide and assist with the outreach activities. Through the FHCC, staff will set-up Medi-Cal booths at various resources fairs to help with outreach and enrollment and community and resource health fairs, as well as at the CAPK Food Bank commodity distributions, senior food giveaways, and at CAPK WIC sites throughout Kern County. FHCC, SYC & Head Start parents will also be contacted to provide information and assistance regarding Medi-Cal Health Care coverage/benefits.

B. *Use of Funds:*

CAPK is requesting approximately $632,000 to hire 4-1.0 FTE 211 Program Specialists, purchase 4 Desktop computers, and cover travel and training costs. For the FHCC, funds will be used to pay for Program Manager=0.10 FTE, 2.25 FTE Program Educators, including operational costs.

C. *Approvals:*

1. _____ 11/6/19
Division Director Date

2. _____ 11/6/19
Director of Community Development Date

3. _____ 11/6/19
Chief Financial Officer Date

4. _____ 11/6/19
Chief Executive Officer Date

D. *Board:*

☐Policy Council Date: ____

☐PRE-Presentation Date: ____

☐B&F Approval Date: ____

☐Board Approval Date: ____

COMMUNITY ACTION PARTNERSHIP OF KERN
MEMORANDUM

To: Budget & Finance Committee

From: Donna Holland, Fiscal Administrator

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

Date: November 13, 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 October 31, 2019. Four months (50%) of the eight-month budget period have elapsed.

Base Funds
Overall expenditures are at 45% 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 36% 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 49% 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 and are in progress. Overall expenditures are at 3% of the budget.

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 - October 31, 2019
Month 4 of 8 (50%)

Prepared 11/08/2019

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	6,054,933	2,544,323	3,510,610	42%	58%
FRINGE BENEFITS	2,052,975	957,257	1,095,719	47%	53%
TRAVEL	0	0	0		
EQUIPMENT	0	0	0		
SUPPLIES	413,860	151,251	262,609	37%	63%
CONTRACTUAL	51,529	37,502	14,027	73%	27%
CONSTRUCTION	0	0	0		
OTHER	1,934,691	1,034,248	900,443	53%	47%
INDIRECT	1,012,616	472,346	540,270	47%	53%
TOTAL BASE FUNDING	**11,520,604**	**5,196,928**	**6,323,676**	**45%**	**55%**

TRAINING & TECHNICAL ASSISTANCE

TRAVEL	24,336	15,294	9,042	63%	37%
SUPPLIES	17,206	2,231	14,975	13%	87%
CONTRACTUAL	5,657	0	5,657	0%	100%
OTHER	60,429	21,302	39,127	35%	65%
INDIRECT	10,763	3,883	6,880	36%	64%
TOTAL TRAINING & TECHNICAL ASSISTANCE	**118,391**	**42,710**	**75,681**	**36%**	**64%**

START-UP

SUPPLIES	0	0	0		
CONSTRUCTION	1,812,348	0	1,812,348	0%	100%
OTHER	0	56,252	(56,252)		
INDIRECT	0	5,586	(5,586)		
TOTAL CARRYOVER	**1,812,348**	**61,838**	**1,750,510**	**3%**	**97%**

GRAND TOTAL HS FEDERAL FUNDS	**13,451,343**	**5,301,476**	**8,149,867**	**39%**	**61%**

HEAD START and EARLY HEAD START KERN NON-FEDERAL SHARE

SOURCE	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
IN-KIND	1,319,728	668,213	651,515	51%	49%
CALIF DEPT OF ED	2,953,796	1,425,669	1,528,127	48%	52%
TOTAL NON-FEDERAL	**4,273,524**	**2,093,882**	**2,179,642**	**49%**	**51%**

Budget reflects Notice of Award **#09CH011132-01-01** (adjusted for Child Care Food Subsidy).

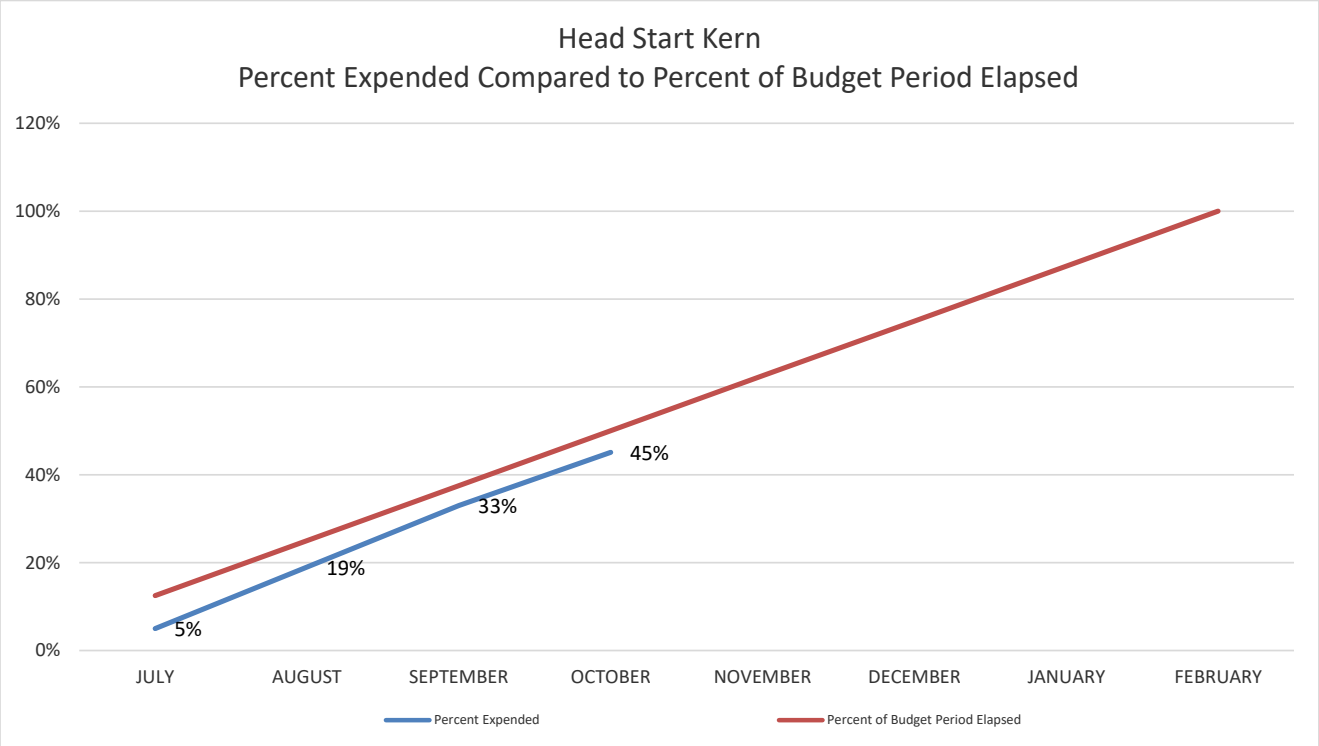
Award is prorated for ***eight months (07/01/2019 - 02/29/2019)***

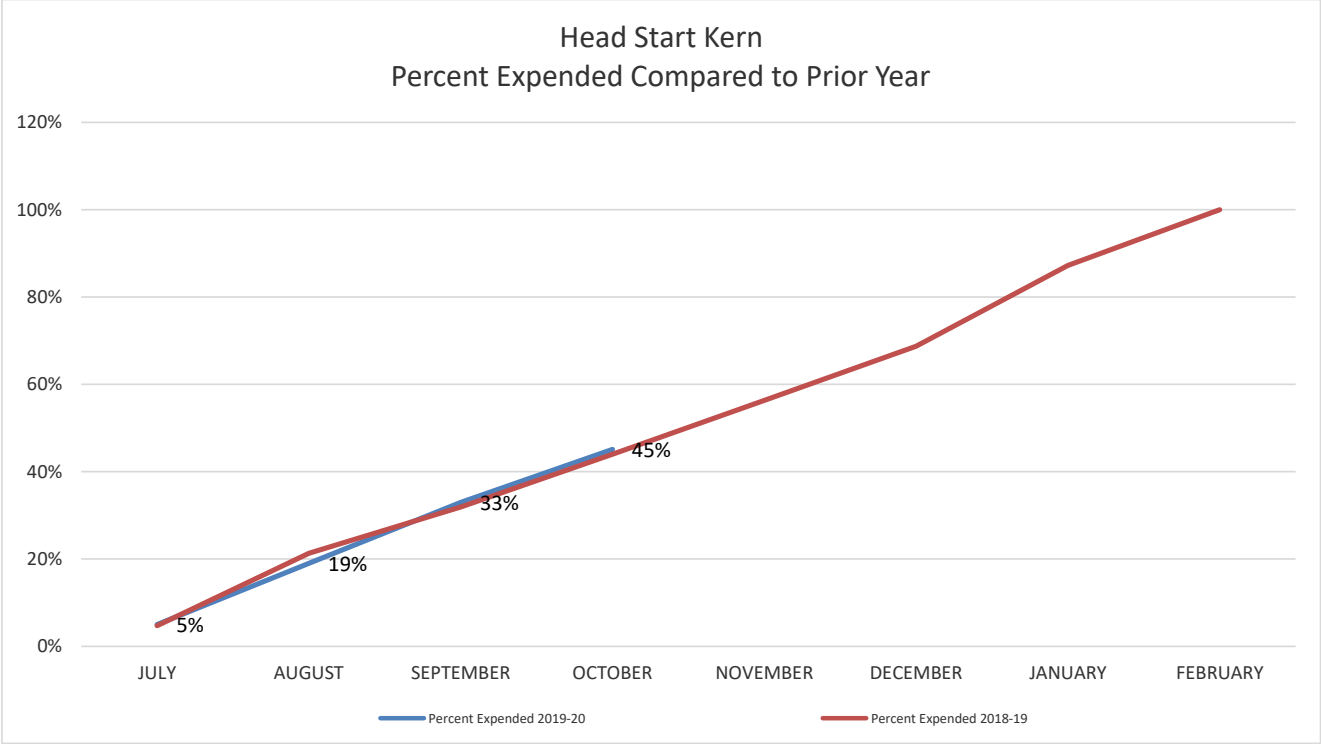
Actual expenditures include posted expenditures and estimated adjustments through 10/31/2019.

Administrative Cost for HS and EHS Kern **10.6%**

Agency-Wide Credit Card Report

	CURRENT	1 TO 30	31 TO 60	61 TO 90	TOTAL	STATEMENT DATE
Wells Fargo	33,614				**33,614**	10/31/2019
Lowe's	11,632	9,660			**21,292**	10/25/2019
Smart & Final	354				**354**	11/1/2019
Save Mart					**0**	N/A
Chevron & Texaco Business Card	12,258				**12,258**	11/6/2019
Home Depot					**0**	N/A
	57,859	**9,660**	**0**	**0**	**67,518**	


Head Start Kern
Percent Expended Compared to Percent of Budget Period Elapsed
120%
100%
80%
60%
40%
20%
0%
JULY
AUGUST
SEPTEMBER
OCTOBER
NOVERMBER
DECEMBER
JANUARY
FEBRUARY
5%
19%
33%
45%
Percent Expended
Percent of Budget Period Elapsed


Head Start Kern
Percent Expended Compared to Prior Year
120%
100%
80%
60%
40%
20%
0%
JULY
AUGUST
SEPTEMBER
OCTOBER
NOVERMBER
DECEMBER
JANUARY
FEBRUARY
5%
19%
33%
45%
Percent Expended 2019-20
Percent Expended 2018-19

COMMUNITY ACTION PARTNERSHIP OF KERN
MEMORANDUM

To: Budget & Finance Committee

From: Donna Holland, Fiscal Administrator

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

Date: November 13, 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 October 31, 2019. Four months (50%) of the eight-month budget period have elapsed.

Base Funds
Overall expenditures are at 30% 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 49% 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.

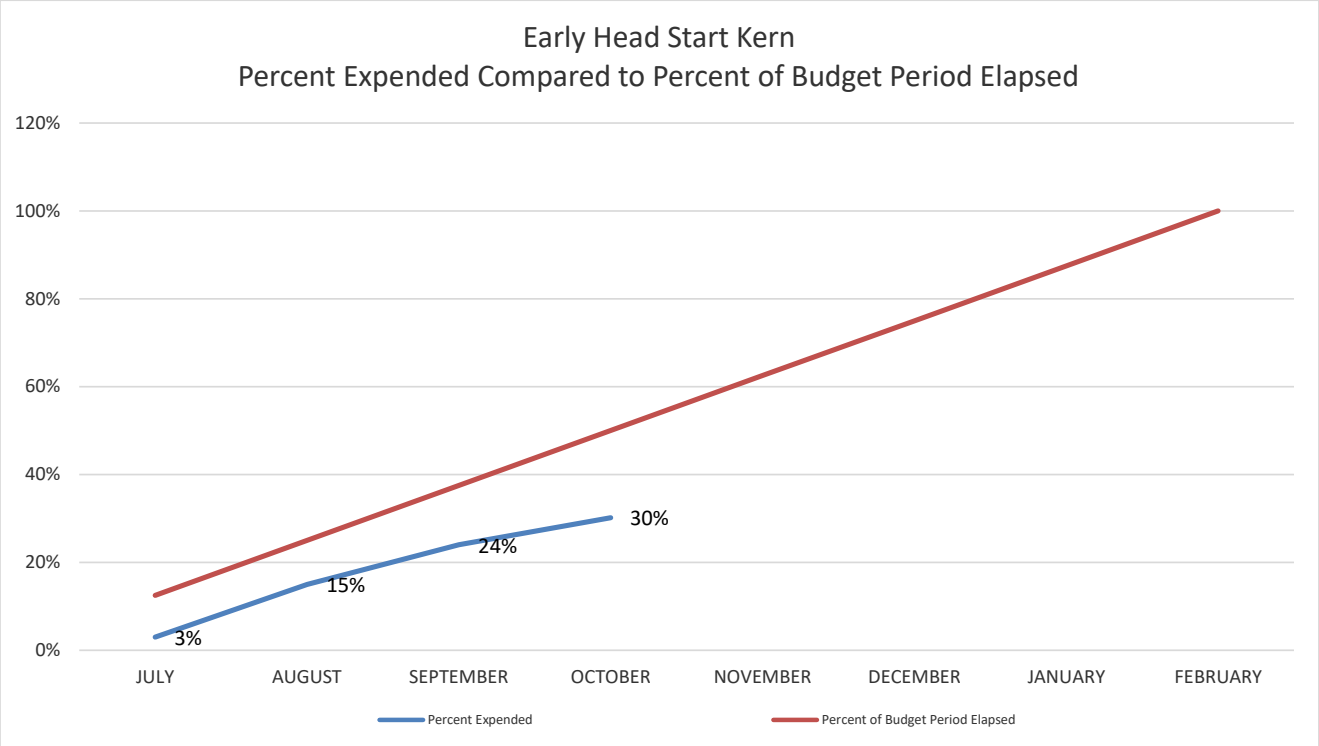
The funding award was issued on July 27, 2019. Start-up activities began immediately and are in progress. Overall expenditures are at 5% of the budget.

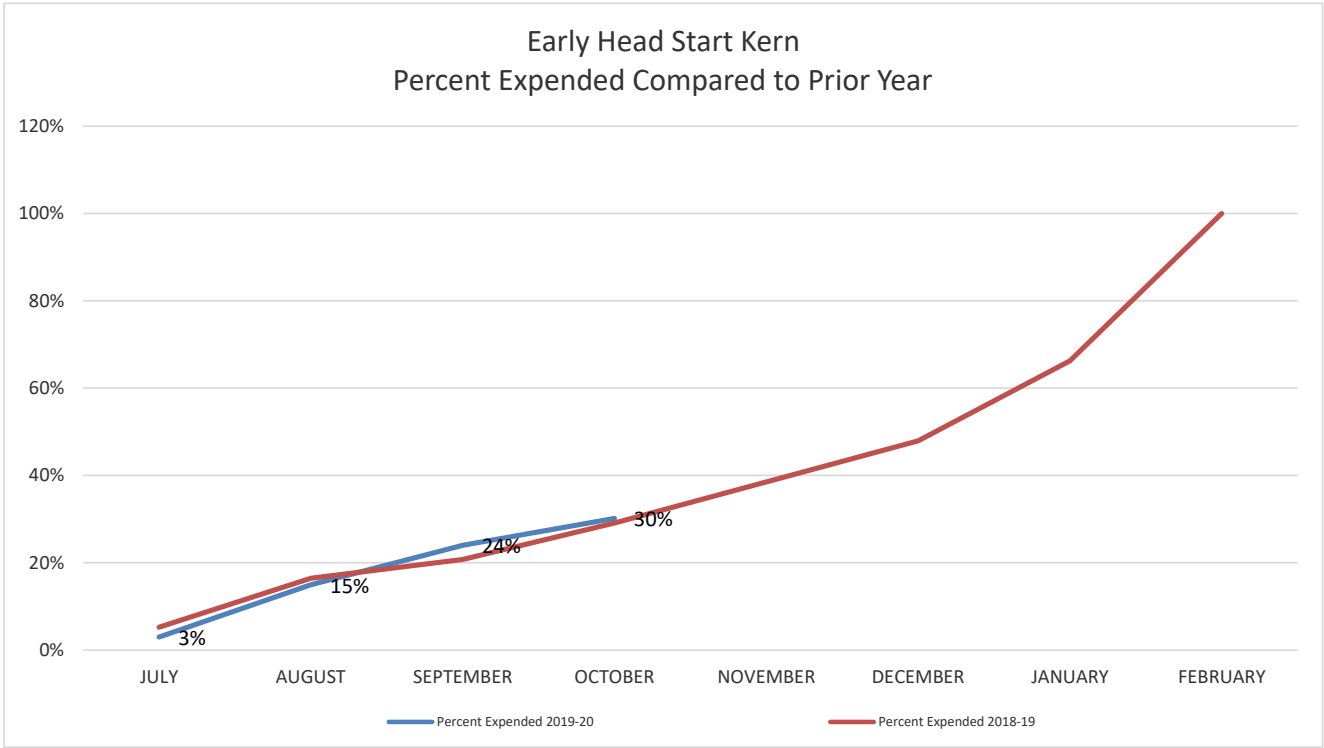
Community Action Partnership of Kern
Early Head Start - Kern
Budget to Actual Report
Budget Period: July 1, 2019 - February 29, 2020
Report Period: July 1, 2019 - October 31, 2019
Month 4 of 8 (50%)

Prepared 11/08/2019

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	3,254,967	925,942	2,329,025	28%	72%
FRINGE BENEFITS	1,153,189	292,924	860,265	25%	75%
TRAVEL	0	0	0		
EQUIPMENT	0	0	0		
SUPPLIES	245,740	68,777	176,963	28%	72%
CONTRACTUAL	17,923	26,614	(8,691)	148%	-48%
CONSTRUCTION	0	0	0		
OTHER	533,536	257,109	276,427	48%	52%
INDIRECT	513,643	154,057	359,586	30%	70%
TOTAL BASE FUNDING	**5,718,998**	**1,725,424**	**3,993,574**	**30%**	**70%**
TRAINING & TECHNICAL ASSISTANCE					
TRAVEL	30,119	8,217	21,902	27%	73%
SUPPLIES	3,319	824	2,495	25%	75%
CONTRACTUAL	5,793	0	5,793	0%	100%
OTHER	62,942	40,939	22,003	65%	35%
INDIRECT	10,217	4,998	5,219	49%	51%
TOTAL TRAINING & TECHNICAL ASSISTANCE	**112,390**	**54,978**	**57,412**	**49%**	**51%**
START-UP					
SUPPLIES	349,500	59,641	289,859	17%	83%
CONSTRUCTION	1,492,427	0	1,492,427	0%	100%
OTHER	295,325	31,991	263,334	11%	89%
INDIRECT	0	9,129	(9,129)		
TOTAL CARRYOVER	**2,137,252**	**100,761**	**2,036,491**	**5%**	**95%**
GRAND TOTAL EHS FEDERAL FUNDS	**7,968,640**	**1,881,162**	**6,087,478**	**24%**	**76%**

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 10/31/2019.


Early Head Start Kern
Percent Expended Compared to Percent of Budget Period Elapsed
120%
100%
80%
60%
40%
20%
0%
3%
15%
24%
30%
JULY
AUGUST
SEPTEMBER
OCTOBER
NOVEMBER
DECEMBER
JANUARY
FEBRUARY
Percent Expended
Percent of Budget Period Elapsed


Early Head Start Kern
Percent Expended Compared to Prior Year
120%
100%
80%
60%
40%
20%
0%
3%
15%
24%
30%
JULY
AUGUST
SEPTEMBER
OCTOBER
NOVEMBER
DECEMBER
JANUARY
FEBRUARY
Percent Expended 2019-20
Percent Expended 2018-19

Community Action Partnership of Kern
Head Start and Early Head Start
Non-Federal Share and In-Kind Year-to-Date Report
Budget Period: July 1, 2019 through February 28, 2020
Report for period ending October 31, 2019 (Month 4 of 8)

Percent of year elapsed: 50.0%

LOCATION	Enroll-ment	July	Aug	Sep	Oct	YTD Totals	IN-KIND GOAL	% OF GOAL MET
Shafter	20	3,439	9,391	9,544	166	22,541	14,889	151%
Sunrise Villa	20	0	1,729	8,119	12,367	22,216	14,889	149%
Broadway	40	0	5,037	12,489	15,299	32,826	29,779	110%
Heritage	40	0	2,979	11,975	15,657	30,612	29,779	103%
Planz	20	0	2,549	6,267	6,263	15,079	14,889	101%
Virginia	40	0	2,575	11,651	14,359	28,585	29,779	96%
Fairfax	40	0	4,362	11,644	9,124	25,131	29,779	84%
Delano	76	0	7,546	16,320	22,221	46,088	56,579	81%
Shafter HS/EHS	26	3,464	4,378	2,820	3,777	14,439	19,356	75%
Wesley	60	0	5,804	9,435	17,381	32,620	44,668	73%
Willow	55	0	2,994	10,035	15,721	28,750	40,946	70%
Martha J. Morgan	44	0	2,851	8,037	9,337	20,225	32,756	62%
East California	56	0	3,020	9,812	12,099	24,930	41,690	60%
Harvey L. Hall	156	14,027	15,171	19,169	10,773	59,140	116,136	51%
Alicante	20	1,832	1,534	1,977	1,812	7,155	14,889	48%
Alberta Dillard	80	0	8,218	18,514	202	26,934	59,557	45%
Seibert	40	0	0	6,592	6,226	12,819	29,779	43%
San Diego Street	40	2,269	1,761	4,746	3,896	12,672	29,779	43%
Sterling	124	11,837	12,270	13,241	366	37,713	92,313	41%
Taft	66	0	5,094	14,576	0	19,670	49,135	40%
Rosamond	80	0	6,131	17,498	182	23,810	59,557	40%
Fairview	40	0	1,733	9,287	233	11,253	29,779	38%
Oasis	57	0	2,520	5,399	6,747	14,667	42,434	35%
Pete H. Parra	128	11,208	14,041	7,267	366	32,881	95,291	35%
Primeros Pasos	80	4,041	8,164	7,548	245	19,998	59,557	34%
Lamont	40	0	1,156	8,549	124	9,830	29,779	33%
Tehachapi	34	0	1,148	3,028	3,006	7,182	25,312	28%
California City	34	0	3,043	2,668	153	5,863	25,312	23%
McFarland	20	0	0	2,983	133	3,116	14,889	21%
Home Base	124	3,164	1,881	2,419	535	7,998	46,157	17%
Vineland	20	0	595	1,278	257	2,130	14,889	14%
Cleo Foran	23	0	0	0	718	718	17,123	4%
Mojave	20	0	0	125	70	195	14,889	1%
Administrative Services		0	0	0	0	0	0	NA
Program Services		1,372	6,661	23	0	8,056	26,302	31%
Policy Council and RPC		0	0	81	290	372	27,093	1%
SUBTOTAL IN-KIND	**1,763**	**56,653**	**146,336**	**275,118**	**190,106**	**668,213**	**1,319,728**	**51%**
State General Child Care*		164,884	149,146	142,941	209,463	666,434	1,181,518	56%
State Preschool*		94,393	98,908	160,287	359,757	713,346	1,654,126	43%
State Migrant Child Care*		14,766	12,732	11,317	7,073	45,889	118,152	39%
SUBTOTAL CA DEPT of ED		**274,043**	**260,787**	**314,546**	**576,293**	**1,425,669**	**2,953,796**	**48%**
GRAND TOTAL		**330,696**	**407,123**	**589,664**	**766,399**	**2,093,882**	**4,273,524**	**49%**

*May include estimates

COMMUNITY ACTION PARTNERSHIP OF KERN
MEMORANDUM

To: Budget & Finance Committee

From: Donna Holland, Fiscal Administrator

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

Date: November 13, 2019

The following are highlights of the San Joaquin Early Head Start Budget to Actual Report for the period February 1, 2019 through October 31, 2019. Nine months (75%) of the 12-month budget period have elapsed.

Base Funds
Overall expenditures are at 69% of the budget, which is on trend compared to last year at this time.

Training & Technical Assistance Funds
Overall expenditures are at 71% of the budget. The combined personnel and fringe benefits expenses are at 71% of the budget.

Non-Federal Share
Non-Federal share is at 68% 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 - October 31, 2019

Month 9 of 12 (75%)

Prepared 11/08/2019

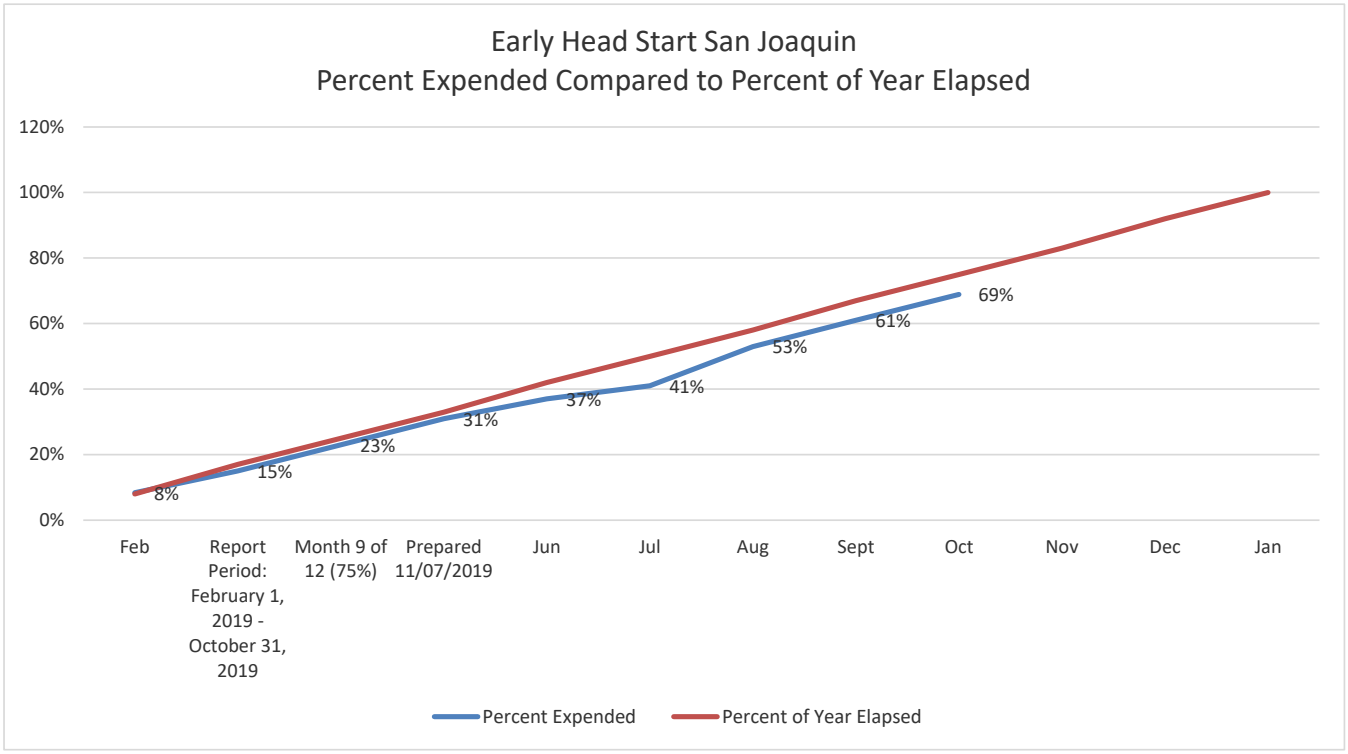
BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	3,114,932	2,192,320	922,612	70%	30%
FRINGE BENEFITS	923,567	605,735	317,832	66%	34%
TRAVEL	20,232	16,060	4,172	79%	21%
SUPPLIES	140,925	106,230	34,695	75%	25%
CONTRACTUAL	12,078	5,286	6,792	44%	56%
OTHER	600,638	384,751	215,887	64%	36%
INDIRECT	456,781	320,243	136,538	70%	30%
TOTAL	**5,269,153**	**3,630,625**	**1,638,528**	**69%**	**31%**
TRAINING & TECHNICAL ASSISTANCE FUNDS					
PERSONNEL	39,312	19,397	19,915	49%	51%
FRINGE BENEFITS	11,534	10,577	957	92%	8%
TRAVEL	15,673	11,447	4,226	73%	27%
SUPPLIES	7,900	0	7,900	0%	100%
CONTRACTUAL	3,500	7,680	(4,180)	219%	-119%
OTHER	30,423	28,367	2,056	93%	7%
INDIRECT	10,833	7,742	3,091	71%	29%
TOTAL	**119,175**	**85,210**	**33,965**	**71%**	**29%**
GRAND TOTAL EHS FEDERAL FUNDS	**5,388,328**	**3,715,835**	**1,672,493**	**69%**	**31%**

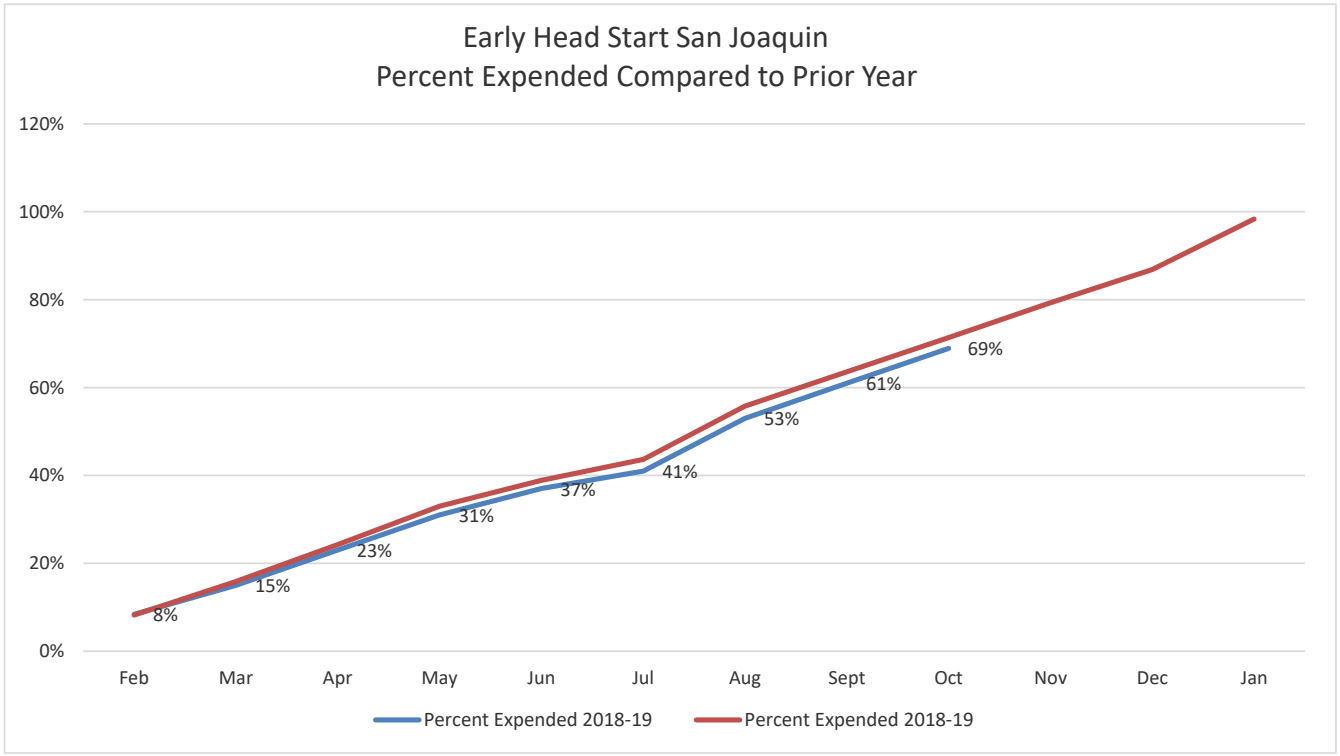
NON-FEDERAL SHARE	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
IN-KIND	1,347,083	914,123	432,960	68%	32%
TOTAL NON-FEDERAL FUNDS	**1,347,083**	**914,123**	**432,960**	**68%**	**32%**

Centralized Administrative Cost	7.1%
Program Administrative Cost	2.5%
Total Administrative Cost	**9.6%**

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

Actual expenditures include posted expenditures and estimated adjustments through 10/31/2019


Early Head Start San Joaquin
Percent Expended Compared to Percent of Year Elapsed
120%
100%
80%
60%
40%
20%
0%
8%
15%
23%
31%
37%
41%
53%
61%
69%
Feb
Report Period: February 1, 2019 - October 31, 2019
Month 9 of 12 (75%)
Prepared 11/07/2019
Jun
Jul
Aug
Sept
Oct
Nov
Dec
Jan
Percent Expended
Percent of Year Elapsed


Early Head Start San Joaquin
Percent Expended Compared to Prior Year
120%
100%
80%
60%
40%
20%
0%
8%
15%
23%
31%
37%
41%
53%
61%
69%
Feb
Mar
Apr
May
Jun
Jul
Aug
Sept
Oct
Nov
Dec
Jan
Percent Expended 2018-19
Percent Expended 2018-19

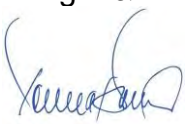
Community Action Partnership of Kern
San Joaquin Early Head Start
Non-Federal Share and In-Kind Year-to-Date Report
Budget Period: February 1, 2019 through January 31, 2020
Report for period ending October 31, 2019 (Month 9 of 12)

Percent of year elapsed: 75%

LOCATION	FUNDED ENROLL-MENT	Feb	March	April	May	June	July	Aug	Sep	Oct	YTD Totals	IN-KIND GOAL	% OF GOAL MET
Home Base - Lodi	35	12,150	16,320	16,251	16,904	2,077	10,424	10,550	9,565	0	94,240	97,040	97%
Home Base - Manteca	12	3,172	5,472	4,045	5,249	2,063	3,395	4,433	3,426	17	31,272	33,271	94%
Walnut	24	11,221	13,005	12,719	10,174	9,667	11,556	13,927	13,037	316	95,621	133,083	72%
Home Base - Stockton	90	18,088	24,844	20,686	23,400	12,149	18,370	18,728	14,869	0	151,133	249,531	61%
Lodi UCC	30	11,372	11,887	12,830	10,884	8,821	10,755	14,080	12,824	266	93,720	166,354	56%
Chrisman	30	12,312	16,785	11,548	8,606	3,809	8,606	14,242	12,808	116	88,832	166,354	53%
California Street	24	9,349	9,973	9,716	7,545	5,825	6,346	10,529	9,532	50	68,865	133,083	52%
Kennedy	16	7,180	5,402	7,181	4,740	2,063	5,560	6,831	5,897	100	44,953	88,722	51%
St. Mary's	16	5,144	6,702	5,927	4,858	3,210	5,422	5,994	6,580	0	43,837	88,722	49%
Marci Massei	24	5,173	6,050	6,373	5,055	4,171	6,333	13,332	11,065	83	57,636	133,083	43%
Home Base - Tracy	12	233	1,607	1,689	2,025	0	683	504	2,083	0	8,825	33,271	27%
Administrative Services		251	1,678	0	0	0	0	0	0	0	1,928	0	
Program Services		11,721	11,575	22,146	31,202	8,655	13,104	12,925	11,078	10,388	132,793	21,858	608%
Policy Council		57	187	0	175	48	0	0	0	0	467	2,713	17%
SUBTOTAL IN-KIND	**313**	**107,421**	**131,485**	**131,111**	**130,817**	**62,558**	**100,553**	**126,077**	**112,764**	**11,336**	**914,123**	**1,347,083**	**68%**

COMMUNITY ACTION PARTNERSHIP OF KERN
MEMORANDUM

To: Budget & Finance Committee



From: Donna Holland, Fiscal Administrator

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

Date: November 13, 2019

Effective September 1, 2019, funds formerly awarded under Early Head Start Child Care Partnerships (grant #09HP0036) were rolled into Early Head Start Child Care Expansion (grant #09HP000163).

The following are highlights of the Early Head Start Child Care Partnerships & Expansion Budget to Actual Report for the period March 1, 2018 through October 31, 2019. Eight months (67%) of the 12-month budget period have elapsed.

Base Funds
Overall expenditures are at 5% of the budget.

Training & Technical Assistance (T&TA)
Overall expenditures are at 9% of the budget.

Start-Up
Start-up funds were awarded for the purpose of preparing and furnishing 12 new classrooms for CAPK and Partnership locations. Overall expenditures are at 2% of the budget.

Non-Federal Share
Non-Federal share is at 8% of the budget.

Community Action Partnership of Kern
Early Head Start Child Care Partnerships + Expansion
Budget to Actual Report
Budget Period: March 1, 2019 - February 29, 2020
Report Period: March 1, 2019 - October 31, 2019
Month 8 of 12 (67%)

Prepared 11/08/2019

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	608,125	56,441	551,684	9%	91%
FRINGE BENEFITS	192,825	13,532	179,293	7%	93%
SUPPLIES	46,656	1,351	45,305	3%	97%
CONTRACTUAL	766,959	17,224	749,735	2%	98%
OTHER	153,605	7,911	145,694	5%	95%
INDIRECT	167,944	8,036	159,908	5%	95%
TOTAL BASE FUNDING	**1,936,114**	**104,495**	**1,831,619**	**5%**	**95%**
TRAINING & TECHNICAL ASSISTANCE					
TRAVEL	3,088	2,362	726	76%	24%
SUPPLIES	14,930	0	14,930	0%	100%
OTHER	26,696	1,580	25,116	6%	94%
INDIRECT	4,471	394	4,077	9%	91%
TOTAL TRAINING & TECHNICAL ASSISTANCE	**49,185**	**4,335**	**44,850**	**9%**	**91%**
START UP					
SUPPLIES	258,000	9,333	248,667	4%	96%
OTHER	196,545	0	196,545	0%	100%
INDIRECT	45,455	470	44,985	1%	99%
TOTAL START UP	**500,000**	**9,802**	**490,198**	**2%**	**98%**
GRAND TOTAL EHS FEDERAL FUNDS	**2,485,299**	**118,633**	**2,366,666**	**5%**	**95%**

NON-FEDERAL SHARE

SOURCE	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
IN-KIND	528,694	40,775	487,919	8%	92%
TOTAL NON-FEDERAL	**528,694**	**40,775**	**487,919**	**8%**	**92%**

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

Actual expenditures include posted expenditures and estimated adjustments through 10/31/2019.

MEMORANDUM

TO: Budget & Finance Committee

FROM: Tracy Webster, Chief Financial Officer

DATE: November 13, 2019

RE: *Agenda Item 5c:* Changes to Human Resource and Finance Job Descriptions – **Action Item**

We are proposing the adoption of a new job description for Human Resource Generalist and changes to existing job descriptions in the Human Resource and Finance Divisions.

First, the Human Resource Division has budgeted the position of Human Resource Generalist for the current fiscal year. However, a job description was not brought before the Board for approval.

A job description for the position of Human Resource Generalist was written in collaboration with the Human Resource team. The position was pointed by the Human Resource Manager and Chief Financial Officer at a Grade 9.

The staffing of the agency is approximately 900 individuals. The complexity of the organization continues to grow as we are currently operating 72 different sources of funding. Our scope, influence and staffing levels continue to expand. Accordingly, the Human Resource Division requires additional support at a Human Resource Generalist level. The additional staff will allow us to continue pursuing the human resource related strategic objectives of maintaining an adequate work force.

Second, we are proposing modifications to the existing Human Resource Manager position to be renamed to a Human Resource Administrator. The scope of the position will significantly change. The job description has been modified with a greater focus on staff development and retention to align with the agency's strategic plan. The Human Resource budget has capacity to accommodate this change.

Finally, we are proposing to remove the benefit management responsibilities from the Human Resource Administrator. These responsibilities will be moved the payroll department. This is a natural administrative fit for these functions and the align with the requirements of accountability and accuracy. We are proposing a modification the Payroll/HRIS Manager's job description to be

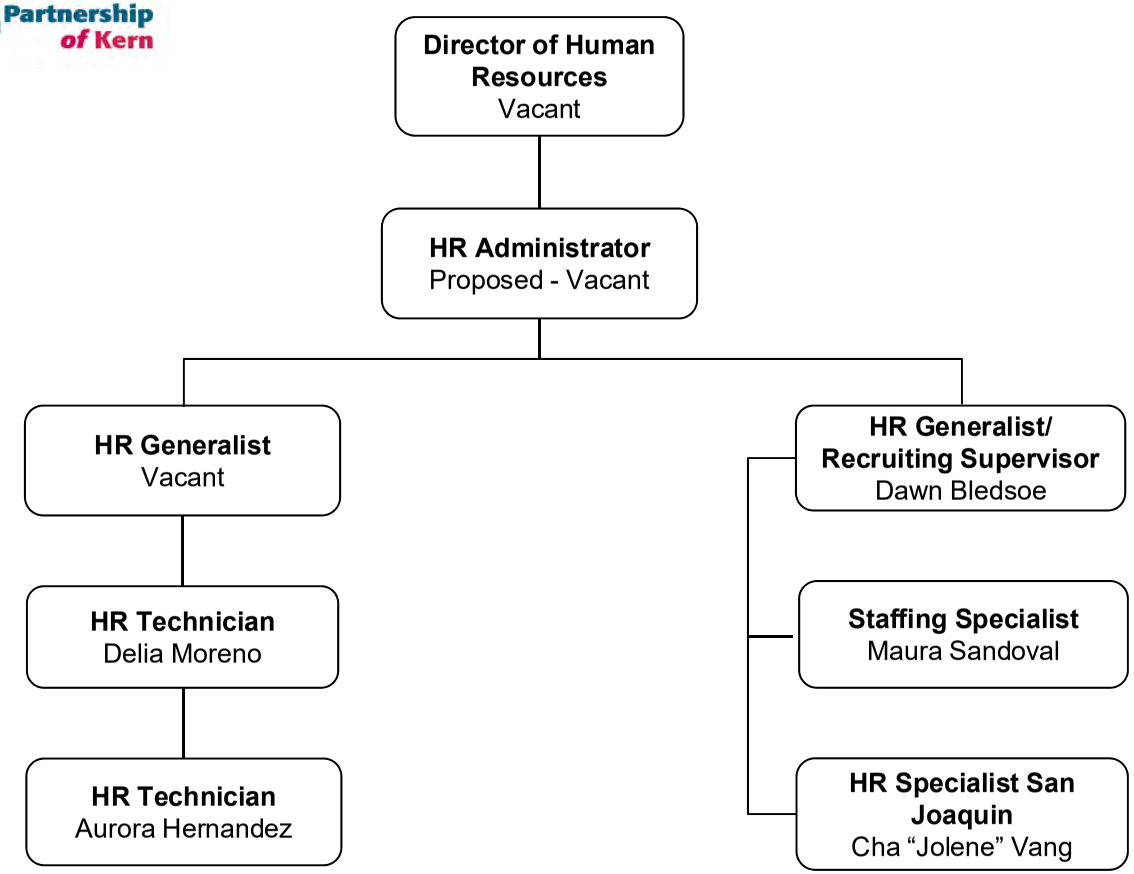
a Payroll/HRIS Administrator as the assumption of new tasks, greater supervision, and responsibilities changes the overall scope of the job. Due to the increase in the number of grants and contracts, the Finance budget has capacity to accommodate this change.

Recommendation:

Staff recommends approval to implement the proposed job description for Human Resource Generalist and changes to the job descriptions of Human Resources Administrator and Payroll/HRIS Administrator

Attachment: Human Resource Division Org Chart
Human Resource Generalist Job Description
Human Resources Administrator Job Description
Finance Division Org Chart
Payroll/HRIS Administrator Description

Human Resources



COMMUNITY ACTION PARTNERSHIP of KERN
HUMAN RESOURCE Generalist

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

Salary Range: Grade 9 **FLSA Status:** Non-Exempt **Date Approved:** 11/20/19

SUMMARY

Performs human resources duties at a professional level and may carry out responsibility in some or all of the following functional areas: employee relations, training, employment, compensation, affirmative action and state and federal laws. Helps organize the implementation and administration of the Human Resource Department functions and carries out policies and procedures relating to all phases of activities.

SUPERVISION RECEIVED:

Receives direct supervision from the Director of Human Resources.

SUPERVISION EXERCISED:

None

DUTIES AND RESPONSIBILITIES:

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

A. Essential Job Specific Duties:

1. Partners with employees and management to communicate various human resource policies, procedures, laws, standards and government regulations.
2. Prepare and conduct human resources related employee training as required
3. Conduct and coordinate the orientation, training, and separation of personnel for the Agency and activities involved in staff development and training. Assist in establishing and maintaining related timelines and priorities. Assure related activities comply with established standards, requirements, laws, codes, regulations, policies and procedures.
4. Assists management with corrective action and disciplinary documentation.
5. Assists with employee relation issues such as employee complaints, harassment allegations and civil rights complaints. Ensure proper steps are taken to address employee concerns.
6. Ensures compliance with regulations and procedures by providing advice and guidance to employee by checking data/resources including the Employee Policy Manual, internal resource documents and by seeking advice from the HR Director.
7. Represents the company for assigned unemployment claims. Responds to unemployment claims as needed and in accordance to the unemployment insurance program.
8. Provide and support staff training and development, including onsite consultation, coaching, and mentoring to supervisory staff.

9. Interpret policies, procedures, and regulations; prepare reports, correspondence, and a variety of written materials
10. Assist in conducting investigations as required
11. Monitor and prepare appropriate employee status changes
12. Conducts exit interviews, analyzes data
13. Assist in providing office training programs in areas related to personnel management. Coordinate and conduct training sessions for employees concerning office policies and procedures and other personnel functions. Prepare and deliver oral presentations.
14. Provide support in the assessment of organizational training needs through surveys, employee interviews, and consultations with management staff.
15. Assist in the design and creation of training manuals, online learning modules, course materials, and in the review and selection of training materials from different vendors.
16. Assist in the monitoring and evaluation of training programs for relevance and effectiveness, and in the reporting of metrics to the organization.
17. Provide information and assistance to new employees including following up post hire to ensure understanding of information including policies, procedures, and fringe benefits.
18. Serve as contact for employees regarding benefit related issues and questions.
19. Receive and prioritize claims, questionnaires and other unemployment related data.
20. Use details regarding employee separation to interpret and apply state laws and regulations in response to unemployment documents.
21. Represent the office in unemployment hearings as needed.
22. Travel to worksites to provide information and meet with employees on various matters.
23. Assist with special projects

B. Other Job Specific Duties:

1. Works on special projects as assigned
2. Conducts and attends meetings, trainings and professional growth activities, as required.
3. Works alternative hours as required.
4. Performs any other like duties as assigned

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

Knowledge of:
Agency policies and procedures
Applicable federal, state, and local laws, codes, and regulations
Departmental policies and procedures
Current problems of socially and economically challenged families
Modern office procedures and equipment including computers
Word processing and other related software applications.

Ability to:
Plan, organize, and allocate resources.
Work independently.
Prepare clear, concise reports.
Exercise sound, independent judgment within general policy guidelines.
Provide guidance and interpret and explain policies and procedures.
Analyze problems; identify alternative solutions.
Communicate effectively verbally and in writing.

Work with accuracy and attention to detail.
Operate and use modern office equipment.
Effectively organize and prioritize assigned work.
Establish and maintain effective working relationships with other people.

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

- Four-year degree from college or university in Public or Business Administration, Personnel Administration, Education Administration, or closely related field. Demonstrated experience as a Human Resources Specialist may be substituted for the education requirement on a year for year basis.
- Three years' experience in human resources; emphasis on experience as a Human Resources generalist, one (1) year of which in a supervisory experience.
- SPHR (Senior Professional in Human Resources) or PHR (Professional in Human Resources) is desired.

OTHER REQUIRMENTS:
- Must be fingerprinted and have records filed with the State Department of Social Services, Community Care Licensing. Completion of a physical and substance abuse screening upon offer of employment.

- Successful completion TB screening upon employment and annually thereafter.

- Drive vehicle to conduct work

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

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

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

POSITION TITLE Human Resources Generalist			
ACTIVITY (HOURS PER DAY)	**NEVER 0 HOURS**	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**
Sitting			**x**
Walking			**x**
Standing			**x**
Bending (neck)			**x**

Bending (waist)			x
Squatting		x	
Climbing	x		
Kneeling		x	
Crawling	x		
Twisting (neck)			x
Twisting Waist			x
Is repetitive use of hand required?			x
Simple Grasping (right hand)			x
Simple Grasping (left hand)			x
Power Grasping (right hand)		x	
Power Grasping (left hand)		x	
Fine Manipulation (right hand)			x
Fine Manipulation (left hand)			x
Pushing & Pulling (right hand)		x	
Pushing &Pulling (left hand)		x	
Reaching (above shoulder level)		x	
Reaching (below shoulder level)		x	

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

COMMUNITY ACTION PARTNERSHIP of KERN
Human Resources Administrator

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

Salary Range: Grade 12 **FLSA Status:** Exempt **Date Approved:**

SUMMARY:

Maintains and enhances the organization's human resources by planning, implementing, and evaluating employee relations and human resources policies, programs, and practices. Assist the HR Director with strategic leadership, implementation and coordination of Human Resources and Internal Communications to ensure a positive culture and work environment, as well as a highly engaged and well-equipped workforce.

SUPERVISION RECEIVED:

Receives supervision from the Director of Human Resources.

SUPERVISION EXERCISED:

Assist with the supervision of HR staff in the absence of the HR Director. HR staff includes: , Human Resources Technicians, Human Resource Generalist, Human Resource Specialist, Staffing Specialist, and HR Generalist/Recruiter Supervisor

DUTIES AND RESPONSIBILITIES:

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

Essential Job Specific Duties:

Human Resources Responsibilities

1. Assists Director in strategic planning and implementation of HR best practices and processes; position is a hands-on leadership role.
2. Provide technical support, assistance and training, and supervise the work of professional, technical and clerical personnel engaged in activities such as
    - Reviewing transcripts and professional certifications
    - Employment processing
    - Posting personnel information and maintaining records and files
    - Classification and compensation, staff development, special projects and other operational services
    - Determine workload, priorities and adjust assignments as needed to meet established timelines
3. Plan, design and coordinate administrative procedures to ensure effective and efficient service delivery. Review, evaluate and conduct procedural studies of existing personnel work methods and operations, recommend proposals for improvements and implement modifications for work simplification.

4. Ensures legal compliance by monitoring and implementing applicable human resource federal and state requirements; assists in conducting investigations; maintaining records; representing the organization at EDD hearings.
5. Coordinate and participate in conducting classification and compensation studies. Recommend allocation of positions to classifications and salary ranges. Coordinate the writing of job descriptions.
6. Coordinates recruitment to include: job announcements and advertisements, applicant screening and interviewing; evaluating work history and education to ensure applications are complete and that applicant meets minimum qualifications for the position; schedule and conduct interviews with department representative. Oversee reference checks and ensure all phases of the recruitment and selection procedures meet applicable federal, state and local laws and regulations.
7. Assist and provide guidance to HR staff in trainings such as new hire orientation, benefits, safety, etc. Assist and conduct human resources related employee and supervisory training as required.
8. Assist with employee status changes, new hire and terminations and ensure ADP compliance. Work with Payroll to ensure employee status changes are finalized.
9. Support management by interpreting policies, procedures and regulations; providing human resources advice and counsel.
10. Assists with Coordinating and conducting employee investigations when needed. Makes recommendations as to appropriate actions to be taken in regards to the outcome of employee investigations.
11. Oversees the preparation and administration of corrective employee actions in cooperation with Supervisors.
12. Assist in the administration of termination processes advising management on Partnership policies and practices.
13. Provide technical human resource expertise to all levels of organization staff and public regarding human resource matters. Interpret and explain rules, regulations, policies, procedures, collective bargaining agreements, employee benefits, leave usage and performance evaluation. Justify decisions, negotiate or resolve significant and /or controversial issues related to human resources management, including discipline, organizational matters and personnel programs.
14. Act as liaison to Union representatives to assist Director in communications, negotiations and implementation of Union Agreements.
15. Assist HR Director in guiding management and employee actions by researching, developing, writing, and updating policies, procedures, methods, and guidelines; communicate and enforce organizational values.
16. Assists Director in the administration and tracking of Employee Performance Evaluations.
17. Assists with the DMV Pull Notice program
18. Prepare and/or review reports, recommendations and proposals as requested.
19. Plan and conduct administrative studies relative to present and future human resource needs of the Organization and conduct other studies as directed.
20. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of human resources.

Internal Communications Responsibilities

1. Implement internal Human Resources communications elements of agency strategic communications plan.
2. Assists in maintaining current and accurate Employee Handbook.
3. Develop, or consult with others as requested, internal communications including position descriptions, reminders, memos, executive emails, sponsorships, other.

4. Set goals, in consultation with Executive Director, regarding effectiveness of internal communications; develop metrics; gather data and report results.

Staff Development Responsibilities

1. Produce organizational strategy and plans to meet training and development needs for managers.
2. Develop, implement and maintain a leadership and management training program.
3. Develop, deliver, and support the execution of talent development and training initiatives for all staff.
4. Orchestrate cultural development and change initiatives that foster organizational learning and improvement.
5. Establish, implement and maintain a process for measuring the success of training efforts both individually and organizationally.
6. Identify individual groups and organizational development opportunities.

MINIMUM QUALIFICATIONS:

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

Knowledge of:

- Agency policies and procedures
- Applicable federal, state, and local laws, codes, and regulations critical to HR functions and personnel management
- Modern office practices, methods, procedures and equipment including computers
- Word processing, spreadsheet, database, and other related software applications

Ability to:

- Communicate both orally and in written form with individuals at all levels of the organization, with vendor and partner organizations.
- Strong and effective verbal presentation skills appropriate for a variety of staff and other professional audiences.
- Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals and use basic statistical methods.
- Ability to understand and interpret program revenue and expense budgets.
- Operate as a member of the Leadership Team
- Work closely with the HR Director and management to monitor and manage organizational development to ensure the alignment of resources and strategy.

EDUCATION AND EXPERIENCE:

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

- Bachelor's degree in Human Resources or related field preferred.
- p
- Two years of experience in a management position requiring supervision of staff preferred
- Must have a demonstrated experience capacity to work well with others, be well organized, and have above average language, writing and public relations skill
- Proficiency with Microsoft products, HR and benefits administration programs
- Experience may substitute for education at the discretion of the Executive Director.

- SPHR (Senior Professional in Human Resources) or PHR (Professional in Human Resources) is desired.

OTHER REQUIREMENTS

- Possession of a valid California Driver's License and State automobile insurance, and acceptable driving record substantiated by a DMV printout.

- Completion of a fingerprint background check, physical and substance abuse screening upon offer of employment.

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

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

ESSENTIAL PHYSICAL DEMANDS:

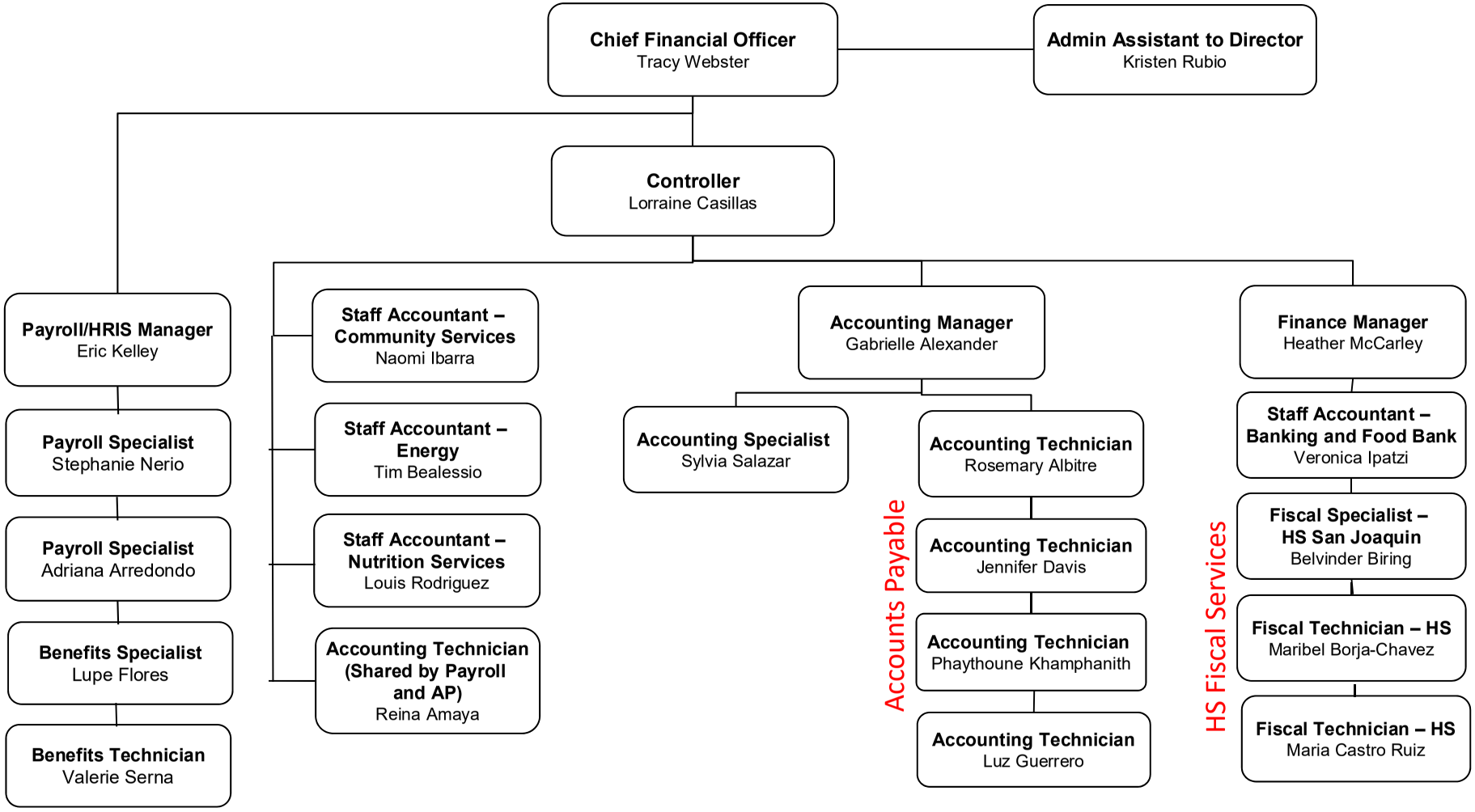
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable employees with disabilities to perform the essential duties.

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

Pushing & Pulling (right hand)		x	
Pushing &Pulling (left hand)		x	
Reaching (above shoulder level)		x	
Reaching (below shoulder level)		x	

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

Finance Division



COMMUNITY ACTION PARTNERSHIP of KERN
Payroll/HRIS Administrator

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

Salary Range: Grade 12 **FLSA Status:** Exempt **Date Approved:**

SUMMARY: Manages the Payroll function for the CAPK bi-weekly payroll which includes timely and accurate payments to CAPK employees. Ensures proper time recording procedures are in place. Manages time and attendance system and transfer of data to payroll. Responsible for proper accrual tracking and pay-outs of vacation time, sick leave and/or floating holiday when required. Manage payroll adjustments. Acts as primary Administrator for all ADP Payroll and Human Resources (HRIS) systems. This position is the primary point of contact and subject matter expert ensuring data integrity, testing of ADP system changes/upgrades, testing, report writing and analyzing data flows for process improvement opportunities. Prepares a variety of reports and reviews system specifications and data interfaces to identify irregularities and troubleshoot issues. Acts as systems/technical point-of-contact for the HR and Payroll team. Focuses on initiatives to automate and streamline system analysis, data integration and reporting capabilities. Responsible to be current on Payroll and HR law.

SUPERVISION RECEIVED:
Receives supervision from the Chief Financial Officer

SUPERVISION EXERCISED:
Payroll Specialists, Benefits Specialist, and Benefits Technician

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

A. Essential Job Specific Duties:

Payroll/HRIS Responsibilities
1. Manages the Payroll function for the CAPK bi-weekly payroll which includes timely and accurate payments to CAPK employees. Ensures proper time recording procedures are in place. Manages time and attendance system and transfer of data to payroll. Manage payroll adjustments.
2. Responsible for proper accrual tracking and pay-outs of vacation time, sick leave and/or floating holiday when required. Ensures timely processing of termination checks. Ensures accurate payroll deductions including state and federal taxes, benefit deductions, garnishments etc.
3. Ensure that all local, state, and government laws relating to the payment of employees are followed. Responsible for payroll tax reports and paying the employer's share of applicable taxes.

4. Acts as primary Administrator for all HR software systems and is the primary point of contact for the HRIS/ADP systems.
5. Responsible for all ADP software integration of the HRIS system: Benefits, Time & Attendance, Recruitment, Background Checks, Compensation, Performance Evaluations, Organizational Structure in ADP and other applications that may be added.
6. Assists in the review, testing and implementation of HRIS/ADP system upgrades or patches. Collaborates with functional and technical staff to coordinate application of upgrades or fix. Maintain HRIS/ADP system tables.
7. Researches and resolves HRIS/ADP problems, unexpected results or process flaws; perform scheduled activities; recommends solutions or alternate methods to meet requirements.
8. Guides and trains staff in tasks, data entry and HRIS/ADP system functions. Trains and guides users in utilizing HRIS/ADP and Time and Attendance. Documents processes/procedures for department use. Creates training documents for ADP Time & Attendance, Performance Evaluation tool and other documentation that employees are required to use.
9. Liaison with third parties and other stakeholders, e.g. payroll, benefit vendors, etc. Works to resolve any billing issues in regards to payroll and benefits. Maintain awareness of current trends in HRIS/ADP with a focus on product and service development, delivery and support, and applying key technologies.
10. Ensure confidentiality of employee, business, HRIS and other sensitive data. Represents CAPK at required trainings/meetings as requested.
11. Special projects as assigned.

Other Job Specific Duties: ADP HRIS

1. Ensures that key metric reports are developed and implemented in a timely manner and ensures that high quality data is presented in a logical and understandable format for the user.
2. Manages day-to-day reporting requests, while maintaining various tables/codes in the system.
3. Ensures data integrity and identifies opportunities for improvement.
4. Detects, troubleshoots, and resolves data anomalies in a time critical environment.
5. Identifies issues and initiates resolution. Generates reports from HRIS/ADP and/or other systems to assist in compensation analysis.
6. Supports the annual performance management program including annual merit increases and tracking of performance reviews.
7. Recommends process/customer service improvements, innovative solutions, policy changes and/or major variations from established policy that must be approved by appropriate leadership prior to implementation.
8. Assists with various surveys by retrieving the appropriate data, completes survey questionnaires, and coordinates with survey vendors.
9. Special projects, as assigned.

Benefits Management

1. Administers employee medical, dental, vision, life and AD&D insurance plans and retirement. Acts as an information resource on employee benefits and coverage.
2. Review enrollments, changes, cancellations and COBRA notifications. Ensures employees pay proper insurance premiums based on employee status. Ensure reminder notices for insurance premiums to employees on leave are submitted. Ensure regular communication with employees on leave regarding insurance contribution obligations.
3. Manages all tasks related to employee leaves including tracking leaves, determining

eligibility in compliance with Federal and State laws (FMLA, CFRA, PDA, ADA, etc.), ensures correspondence with employees on leave, ensure insurance premiums are made timely if necessary. Ensure communication to managers of employee status and when employee is expected to return to work.

4. Oversees the coordination and communication of enrollment meetings for annual benefits enrollment. Ensures all benefits information is up to date for new benefit year. Ensure timely communication to employees on benefit changes, enrollment dates and completion of enrollment. Ensures file feeds to vendors for new benefit year are accurate and complete for new year.
5. Supervises and reviews the monthly reconciliation of premium statements.
6. Coordinates retirement meetings with vendor. Communicates eligibility notices and compliance documents as required.
7. Supervises and reviews the routine reconciliation of employee benefit deductions and calculates, enters, and monitors special-circumstance deduction per employee as needed. Reviews enrollment forms for accuracy and follows up in timely manner with applicants regarding enrollment requirements.
8. Supervises and reviews follow-up correspondence pertaining to personnel actions.

MINIMUM QUALIFICATIONS:

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

Knowledge of:

- Knowledge of HRIS/ADP database, design, structure, functions and processes, such as ADP, Talent Acquisition Management, Background Check Software, HRIS/ADP/Payroll Time Management Systems
- Advanced knowledge of MS, Excel, Word, and Power Point.
- Demonstrated knowledge of mathematical/statistical methods to develop reports and design presentations and graphs utilizing Microsoft Excel and Microsoft PowerPoint
- Knowledge of HRIS software including integrations of HR data between multiple systems such as HR and Payroll.
- Previous exposure to project-related activities through active participation in system-related projects.
- Payroll processing standards and state & federal laws.

Ability to:

- Ability to handle multiple projects simultaneously
- Ability to adhere to strict confidentiality standards
- Ability to detect, troubleshoot, and foresee anomalies in data
- Ability to handle a heavy workload, prioritize work, and meet deadlines

EDUCATION AND EXPERIENCE:

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

- Bachelor degree in Business, Information Systems, Human Resources or related field or equivalent combination of education and experience.
- 3-5 Years in Payroll Experience

- Minimum of three years of functional experience in Human Resources HRIS software and/or Three years' experience with ADP HRIS System is required
- 2-3 Years of Benefits Management Experience
- Five years experience with progressive responsibility, including personnel functions and supervision
- Certified Payroll Professional (CPP) is desired

OTHER REQUIREMENTS

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

WORK ENVIRONMENT:

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

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

ESSENTIAL PHYSICAL DEMANDS:

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

POSITION TITLE Payroll/HRIS Administrator			
ACTIVITY (HOURS PER DAY)	**NEVER 0 HOURS**	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**
Sitting			x
Walking			x
Standing			x
Bending (neck)			x
Bending (waist)			x
Squatting		X	
Climbing	x		
Kneeling		X	
Crawling	x		
Twisting (neck)			x
Twisting Waist			x
Is repetitive use of hand required?			x
Simple Grasping (right hand)			x

Simple Grasping (left hand)			x
Power Grasping (right hand)		X	
Power Grasping (left hand)		X	
Fine Manipulation (right hand)			x
Fine Manipulation (left hand)			x
Pushing & Pulling (right hand)		x	
Pushing &Pulling (left hand)		x	
Reaching (above shoulder level)		x	
Reaching (below shoulder level)		x	

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

MEMORANDUM

TO: Budget & Finance Committee

FROM: Tracy Webster, Chief Financial Officer

DATE: November 13, 2019

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

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

The following semi-annual FFR was filed:

- San Joaquin EHS : #09CH010071-05 (2/1/19 – 1/31/20)

The following annual FFR was filed:

- EHS Partnership – Kern : #09HP0036-04 (9/1/18 – 8/31/19)

Attached is the annual and final Federal Financial Report that was uploaded to the Grant Solutions system before the October 30, 2019, deadline.

Attachment: SF-425 Federal Financial Report – San Joaquin EHS – (Semi-Annual)
SF-425 Federal Financial Report – EHS Partnership – Kern (Annual)

FEDERAL FINANCIAL REPORT

(Follow form instructions)

1. Federal Agency and Organizational Element to Which Report is Submitted	2. Federal Grant or Other Identifying Number Assigned by Federal Agency (To report multiple grants, use FFR Attachment)	Page of
DHHS ACF REGION IX	09CH010071-05-01	1 pages

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

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

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

8. Project/Grant Period (Month, Day, Year)		9. Reporting Period End Date (Month, Day, Year)
From: 02/01/2019	To: 01/31/20	07/31/19

10. **Transactions**	Cumulative
(Use lines a-c for single or combined multiple grant reporting)	
Federal Cash (To report multiple grants separately, also use FFR Attachment):	
a. Cash Receipts	$ 0.00
b. Cash Disbursements	$ 0.00
c. Cash on Hand (line a minus b)	$ 0.00
(Use lines d-o for single grant reporting)	
Federal Expenditures and Unobligated Balance:	
d. Total Federal funds authorized	$ 5,388,328.00
e. Federal share of expenditures	$ 2,264,015.00
f. Federal share of unliquidated obligations	$ 0.00
g. Total Federal share (sum of lines e and f)	$ 2,279,828.00
h. Unobligated balance of Federal funds (line d minus g)	$ 3,128,313.00
Recipient Share:	
i. Total recipient share required	$ 1,347,083.00
j. Recipient share of expenditures	$ 645,735.00
k. Remaining recipient share to be provided (line i minus j)	
Program Income:	
l. Total Federal share of program income earned	
m. Program income expended in accordance with the deduction alternative	
n. Program income expended in accordance with the addition alternative	
o. Unexpended program income (line l minus line m or line n)	

11. Indirect Expense	a. Type	b. Rate	c. Period From	Period To	d. Base	e. Amount Charged	f. Federal Share
	10% Deminimis	10%	2/1/19	7/31/19	$ 1,952,914	$ 195,083.00	$ 195,083.00
				g. Totals:			

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

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

a. Typed or Printed Name and Title of Authorized Certifying Official	c. Telephone (Area code, number, and extension)
Jeremy T. Tobias, Chief Executive Officer	(661) 336-5236
	d. Email Address: jtobias@capk.org
b. Signature of Authorized Certifying Official	e. Date Report Submitted (Month, Day, Year): 10/18/2019
	14. Agency use only:

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

Paperwork Burden Statement

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

FEDERAL FINANCIAL REPORT

(Follow form instructions)

1. Federal Agency and Organizational Element to Which Report is Submitted	2. Federal Grant or Other Identifying Number Assigned by Federal Agency (To report multiple grants, use FFR Attachment)	Page 1 of pages
DHHS ACF REGION IX	09HP0036-04	

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

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

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

8. Project/Grant Period (Month, Day, Year)		9. Reporting Period End Date (Month, Day, Year)
From: 09/01/2018	To: 08/31/19	08/31/19

10. **Transactions**	Cumulative
(Use lines a-c for single or combined multiple grant reporting)	
Federal Cash (To report multiple grants separately, also use FFR Attachment):	
a. Cash Receipts	$ 0.00
b. Cash Disbursements	$ 0.00
c. Cash on Hand (line a minus b)	$ 0.00
(Use lines d-o for single grant reporting)	
Federal Expenditures and Unobligated Balance:	
d. Total Federal funds authorized	$ 725,701.00
e. Federal share of expenditures	$ 720,464.00
f. Federal share of unliquidated obligations	$ 0.00
g. Total Federal share (sum of lines e and f)	$ 720,464.00
h. Unobligated balance of Federal funds (line d minus g)	$ 5,237.00
Recipient Share:	
i. Total recipient share required	$ 181,425.00
j. Recipient share of expenditures	$ 181,425.00
k. Remaining recipient share to be provided (line i minus j)	
Program Income:	
l. Total Federal share of program income earned	
m. Program income expended in accordance with the deduction alternative	
n. Program income expended in accordance with the addition alternative	
o. Unexpended program income (line l minus line m or line n)	

11. Indirect Expense	a. Type	b. Rate	c. Period From	Period To	d. Base	e. Amount Charged	f. Federal Share
	10% Deminimis	10%	9/1/2018	8/31/2019	$ 650,031.37	$ 66,736.91	$ 66,736.91
				g. Totals:			

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

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

a. Typed or Printed Name and Title of Authorized Certifying Official	c. Telephone (Area code, number, and extension)
Jeremy T. Tobias, Chief Executive Officer	(661) 336-5236
	d. Email Address
	jtobias@capk.org
b. Signature of Authorized Certifying Official	e. Date Report Submitted (Month, Day, Year)
	10/22/2019
	14. Agency use only:

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

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

Community Action Partnership of Kern
Federal Financial Report 09HP0036-04 ANNUAL
Line 12 Detail

	Grant Amount	Unobligated Balance
G098128 Base	708,901.00	634.41
G098121 T&TA	16,800.00	4,602.18
	725,701.00	5,236.59

	Costs	
Admin Cost	85,461.00	8.91%

MEMORANDUM

TO: Budget & Finance Committee

FROM: Tracy Webster, Chief Financial Officer

DATE: November 13, 2019

RE: Agenda Item 5x: Proposed Budget & Finance Committee Agenda Restructure – **Action Item**

During the prior Budget & Finance Committee meeting, it was requested that the agenda be formatted to add a Consent section and a Special Presentation section. Accordingly, staff has drafted a proposed restructure of the Budget & Finance Committee agenda. The Special Presentation section would be utilized to review individual programs and their budgets. For the Consent Section, Committee Members would be asked to approve all the items listed in Consent. However, if a member of the Committee or of the public asks that an item be removed from the consent agenda the items must be considered and discussed separately.

The proposed schedule for Special Presentation would be as follows:

1. 2-1-1 Services
2. Coordinated Entry Services
3. Energy Department (LIHEAP, DOE, and DAP)
4. CSBG
5. VITA
6. Shafter Youth Center
7. Friendship House
8. Food Bank
9. Women, Infants & Children (WIC)
10. Central Kitchen (CACFP)
11. Head Start
12. CDE funded childcare (CSPP, CCTR, CMIG, CMSS)
13. Migrant Alternative Payment (CMAP)
14. Americorps
15. Cal Fresh Healthy Living
16. East Kern Family Resource Center

Items that are proposed to remain in New Business will include the following:

1. Head Start and Early Head Start Budget to Actual
2. Resolutions to approved submissions of new funding
3. Resolutions to approved continued funding of existing programs
4. Revisions to the Accounting and Financial Policies and Procedures
5. Chief Financial Officer Report
    a. Discretionary Fund Update
    b. Financial Statements

Items that are proposed to move to Consent include the following:

1. Application status reports and funding requests
2. Awards of contract based on competitive RFP
3. Consultant agreements

Recommendation:

Staff recommends the revised agenda format and committee recommendation is submitted to the Board for review and discussion.

Attachment: Proposed Budget & Finance Committee Meeting Agenda format

COMMUNITY ACTION PARTNERSHIP *of* KERN
BOARD OF DIRECTORS
BUDGET & FINANCE COMMITTEE MEETING
5005 Business Park North, Bakersfield, CA
DATE
12:00 pm

AGENDA

1. **Call to Order**

2. **Roll Call**

   Board Member Names

3. **Approval of Agenda**

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

5. **New Business**

   a. Head Start and Early Head Start Budget to Actual Reports – ***Info Item***

   b. Resolution to Approve the Submission of the New Funding – ***Action Item***

   c. Application for Continued Funding of Existing Program with Resolution – ***Action Item***

   d. Chief Financial Officer Report:

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

      ii. Financial Statements, August 2019 - ***Action Item***

7. **Consent:** (*The Board will be asked to approve all of the following items by a single vote, unless a member of the Board or of the public asks that an item be removed from the consent agenda and considered and discussed separately.)*

   a. Application Status Report and Funding Requests

   b. Award of Contracts Based on Competitive RFP

   c. Consultant Agreements

8. **Committee Member Comments**

9. **Next Scheduled Meeting**

   Budget & Finance Committee Meeting
   DATE
   12:00 p.m.
   5005 Business Park North
   Bakersfield, California 93309

DRAFT

10. **Adjournment**

This is to certify that this Agenda notice was posted in the lobby of the CAPK Administrative Office at 5005 Business Park North, Bakersfield, and online at www.capk.org by 9:00 am on DATE. Paula Daoutis, Administrative Coordinator.

DRAFT

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Budget & Finance Committee

From: Pritika Ram, Director of Administration

Date: November 13, 2019

Subject: *Agenda Item 5f:* Resolution to Approve the Submission of the 2020 Community Service Block Grant (CSBG) Contract Number 20F-3015 from the Department of Community Services and Development – **Action Item**

Attached is the Community Services Block Grant (CSBG) Resolution and Contract. The contract term is January 1, 2020 through December 31, 2021. The 2020 estimated CSBG award for CAPK is $1,489,531.

The contract was received on November 7, 2019 and staff is currently working on the 2020 budget detail to be submitted with the contract, which is due thirty (30) calendar days from the date of the letter (November 7, 2019), for private non-profit agencies. A comprehensive budget will be submitted to the full Board of Directors once it is completed.

CSBG is CAPK's only funding source that allows the flexibility to support multiple low-income programs as well as administration. As with contracts in previous years, our 2020 CSBG contract will be used to support programs that serve areas of great need, but that have significant program and administrative funding gaps, such as Food Bank, VITA, Friendship House Community Center, Shafter Youth Center, and 2-1-1.

The attached Resolution #2019-22 provides authority to Chief Executive Officer, Jeremy T. Tobias, to sign the 2020 CSBG contract on behalf of the agency and to execute any amendments to the contract over the contract term.

Recommendation:
Staff recommends the Board of Directors approve Resolution Number 2019-22 to approve the 2020 Community Service Block Grant (CSBG) Contract (20F-3015) from the Department of Community Services and Development.

Attachments:
Resolution Number 2019-22
CSBG Contract #20F-3015

RESOLUTION # 2019-22

A Resolution of the Board of Directors of Community Action Partnership of Kern Approving the Submission of the 2020 CSBG Contract

The Board of Directors of Community Action Partnership of Kern located at 5005 Business Park North, Bakersfield, CA 93309, met on November 20, 2019 in Bakersfield, California at a scheduled Board meeting and resolved as follows:

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

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

WHEREAS, CAPK Board of Directors has determined that there is a need for anti-poverty programs to meet the needs of the low-income residents in the County of Kern; and

WHEREAS, the State of California Department of Community Services and Development has offered a 2020 CSBG Contract to the Partnership; and

WHEREAS, the State of California Department of Community Services and Development requires that an authorized signatory be named for the 2020 CSBG Contract and the CAPK Board of Directors has designated Jeremy T. Tobias, Chief Executive Officer, as the official representative and signatory of CAPK; and

NOW, THEREFORE, be it resolved that the CAPK Board of Directors hereby authorizes staff to submit an application to the State of California Department of Community Services and Development, and hereby requests the State of California Department of Community Services and Development provide financial assistance and the obligations that accompany said funds for the purpose of poverty fighting programs in Kern County. Be it further resolved that Jeremy T. Tobias, Chief Executive Officer, is hereby authorized to request this course of action by completing any and all application documents for submittal to the State of California Department of Community Services and Development on behalf of Community Action Partnership of Kern.

APPROVED by a majority vote of the Board of Directors of Community Action Partnership of Kern, this 20th day of November 2019.

_____ _____

Curtis Floyd, Chair
CAPK Board of Directors

Date

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Budget & Finance Committee

From: Carmen Segovia, Director of Health & Nutrition

Date: November 13, 2019

Subject: *Agenda Item 5g:* Resolution to Approve the Submission of the California Coastal Commission Whale Tail Application for the Real-Life Eco-Column Project at the Friendship House Community Center and Shafter Youth Center – **Action Item**

Background

CAPK is requesting $15,000 from the California Coastal Commission to provide youth at the Friendship House Community Center and Shafter Youth Center with education pertaining to the eco-system. Staff will implement the Real-Life Eco-Column Project which will educate youth on how organisms interact with one another in their environments through an 11-lesson course.

The program will provide fun educational activities and interactive experiences to teach children and youth the importance of the ocean in maintaining the eco-system. The children and youth will then continue with a visit to Hearst Castle located 5 miles away from the beach cleanup site at San Simeon, CA and learn its history and the Castle's restoration initiatives and how a clean ocean helps support them and our environment.

Recommendation

Staff recommends the Board of Directors approve with resolution, the submission of the California Coastal Commission Whale Tail Application for the Youth Centers Real-Life Eco Column Project.

Attachment:
Resolution Number 2019-23

RESOLUTION # 2019-23

A Resolution of the Board of Directors of the Community Action Partnership of Kern Approving the Submission of Application for the 2019-2020 California Coastal Commission Whale Tail Program

The Board of Directors of Community Action Partnership of Kern, located at 5005 Business Park North, Bakersfield, CA 93309 met on November 29, 2019 at a scheduled Board meeting located at 5005 Business Park North, Bakersfield, CA 93309, and resolved as follows:

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

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

WHEREAS, CAPK Board of Directors has determined that there is a need for anti-poverty programs to meet the needs of the low-income residents of the City of Bakersfield, and

WHEREAS, CAPK is requesting $15,000 from the California Coastal Commission to provide education to youth from Friendship House Community Center and Shafter Youth Center about the importance of maintaining the ocean eco-system, a field trip to participate in a beach cleanup event, and a visit to Hearst Castle to learn about the history and restoration initiatives; and

NOW, THEREFORE, be it resolved that the CAPK Board of Directors hereby authorizes staff to submit an application to the California Coastal Commission and authorize Jeremy T. Tobias, Chief Executive Officer, to complete any and all application documents for submittal to the California Coastal Commission Whale Tail Program on behalf of Community Action Partnership of Kern.

APPROVED by a majority vote of the Directors of the Community Action Partnership of Kern, this 20th day of November 2019.

_____ _____

Curtis Floyd, Chair Date
CAPK Board of Directors

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

	03/01/19-09/30/19	10/01/19 - 10/31/19	TOTAL	
BEGINNING BALANCE (NOTE 1)	$ 525,604.38	$ -	**$ 525,604.38**	
CASH RECEIPTS				
2019 Awards Banquet Donations	49,981.86	-	49,981.86	a
Donations	1,779.41	60.00	1,839.41	
Misc. Revenue	2,770.08	80.00	2,850.08	
Interest Income/Union Administrative Fee	697.97	-	697.97	
TOTAL CASH RECEIPTS	55,229.32	140.00	55,369.32	
CASH DISBURSEMENTS				
Line of Credit Interest Expense	-	-	-	
Line of Credit Unused Commitment Fee	3,763.85	-	3,763.85	b
2019 Awards Banquet Expenses	26,648.61	-	26,648.61	a
Supplies	1,563.81	-	1,563.81	
Volunteer Appreciation	-	-	-	c
Fundraising Expenses	-	-	-	
Property Taxes - Campus Vacant Parcels	-	2,250.35	2,250.35	
Miscellaneous Expenses	6,181.50	84.15	6,265.65	
Indirect	427.40	225.04	652.44	
TOTAL CASH DISBURSEMENTS	38,585.17	2,559.54	41,144.71	
CASH PROVIDED (USED)	16,644.15	(2,419.54)	**14,224.61**	
ENDING BALANCE	$ 542,248.53		**$ 539,828.99**	

Discretionary Cash	$ 206,248.00
Fund Raising Cash	333,580.99
	539,828.99
Add: Prepaid	-
Less: AP	
	$ 539,828.99

NOTES

1. For the year ended 2/28/19, the net increase to the Discretionary/Fund Raising Funds was $48,148.08.

a. As of 08/31/19, net 2019 awards banquet gain is $28,833.25 (FYE 2/28/19 = $5,500.00 + $49,981.86 - $26,648.61 expenses for 2019/20).
b. Commitment fee for the period 12/31/18 to 9/30/19 that the $2 million line of credit is equal to one-quarter percent (0.25%) per annum based on a 360 day year.
c. Annual appreciation expense for the VITA volunteers.

Date Prepared: 11/04/2019

COMMUNITY ACTION PARTNERSHIP OF KERN

BUDGET AND FINANCE COMMITTEE

NOVEMBER 13, 2019

FINANCIAL REPORT

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

PROGRAM (COMPONENT)	AMOUNT	CFDA #	GRANT NUMBER	PROGRAM YEAR	FUND#	FUNDING SOURCE
UNRESTRICTED						
GENERAL FUND			NOT APPLICABLE	03/01/19 - 02/29/20	501	NOT APPLICABLE
DISCRETIONARY FUND			NOT APPLICABLE	03/01/19 - 02/29/20	502	NOT APPLICABLE
FOOD BANK			NOT APPLICABLE	03/01/19 - 02/29/20	504	SHARED MAINTENANCE, MEMBERSHIP FEES, DONATIONS, ETC.
ENERGY			NOT APPLICABLE	03/01/19 - 02/29/20	524	NOT APPLICABLE
SHAFTER YOUTH CENTER			NOT APPLICABLE	03/01/19 - 02/29/20	527	DONATIONS, RENTAL INCOME
FRIENDSHIP HOUSE			NOT APPLICABLE	03/01/19 - 02/29/20	531	DONATIONS, RENTAL INCOME
211			NOT APPLICABLE	03/01/19 - 02/29/20	536	FEE FOR SERVICE
FUND RAISING			NOT APPLICABLE	03/01/19 - 02/29/20	595	DONATIONS
RESTRICTED						
EARLY HEAD START EXPANSION	2,114,774	93.600	09HP000163-01	03/01/19 - 2/29/20	107	U S DEPT OF HEALTH & HUMAN SERVICES
EARLY HEAD START/HEAD START	8,400,992	93.600	09CH9142 - 06	03/01/19 - 06/30/19	108/109	U S DEPT OF HEALTH & HUMAN SERVICES
EARLY HEAD START/HEAD START EARLY HEAD START/HEAD START - **START UP FUNDS**	17,095,292 4,324,691	93.600 93.600	09CH011132-01 09CH011132-01	07/01/19 - 02/29/20 07/01/19 - 02/29/20	108/109 108/109	U S DEPT OF HEALTH & HUMAN SERVICES
EARLY HEAD START CHILD CARE PARTNERSHIP	725,701	93.600	09HP0036 - 04	09/01/18 - 08/31/19	110	U S DEPT OF HEALTH & HUMAN SERVICES
EARLY HEAD START SAN JOAQUIN	5,388,328	93.600	09CH010071 - 05	02/01/19 - 01/31/20	117	U S DEPT OF HEALTH & HUMAN SERVICES
HUD - COORDINATED ENTRY SYSTEM	236,838	14.267	CA1799L9D041800	04/02/19 - 04/01/20	160	U S DEPT OF HOUSING AND URBAN DEVELOPMENT OFFICE OF COMMUNITY PLANNING AND DEVELOPMENT
VITA	94,012 122,216	21.009	19VITAA0228	08/01/18 - 07/31/19 08/01/19 - 07/31/20	149	U S DEPT OF THE TREASURY - INTERNAL REVENUE SERVICE
CSBG (COMMUNITY SERVICES BLOCK GRANT)	1,489,531	93.569	19F - 4015	01/01/19 - 12/31/19	103	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF DEPT OF COMMUNITY SERVICES AND DEVELOPMENT
CSBG DISCRETIONARY (COMMUNITY SERVICES BLOCK GRANT)	35,000	93.569	18F - 5015	01/01/18 - 05/31/19	175/000	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF COMMUNITY SERVICES AND DEVELOPMENT
CSBG DISCRETIONARY (COMMUNITY SERVICES BLOCK GRANT)	30,000	93.569	19F - 4417	06/01/19 - 05/31/20	175/000	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF COMMUNITY SERVICES AND DEVELOPMENT

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

PROGRAM (COMPONENT)	AMOUNT	CFDA #	GRANT NUMBER	PROGRAM YEAR	FUND#	FUNDING SOURCE
CSBG DISCRETIONARY RIDGECREST EARTHQUAKE RESPONSE (COMMUNITY SERVICES BLOCK GRANT)	177,018	93.569	19F - 4463	09/01/19-03/31/20	175/032	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF COMMUNITY SERVICES AND DEVELOPMENT
LIHEAP (LOW-INCOME HOME ENERGY ASSISTANCE PROGRAM)	3,721,750 9,615,849 4,415,991	93.568	18B - 4012 19B - 5012 20B - 2012	10/01/17 - 07/31/19 10/01/18 - 06/30/20 10/01/19 - 06/30/21	122-38 122-39 122-30	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF COMMUNITY SERVICES AND DEVELOPMENT
DOE	1,364,399	81.042	17C-4010	06/01/18 - 06/30/20	123-65	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF COMMUNITY SERVICES AND DEVELOPMENT
GENERAL CENTER CHILD CARE	600,085 600,085	93.575 93.575	CCTR - 8049 CCTR - 9050	07/01/18 - 06/30/19 07/01/19 - 06/30/20	253	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF EDUCATION
GENERAL CENTER CHILD CARE	275,855 275,855	93.596 93.596	CCTR - 8049 CCTR - 9050	07/01/18 - 06/30/19 07/01/19 - 06/30/20	253	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF EDUCATION
MIGRANT ALTERNATIVE PAYMENT	5,411,000 5,411,000	93.575 93.575	CMAP - 8000 CMAP - 9000	07/01/18 - 06/30/19 07/01/19 - 06/30/20	261	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF EDUCATION
CALIFORNIA STATE PRESCHOOL PROGRAM	164,081 164,081	93.575 93.575	CSPP - 8120 CSPP - 9121	07/01/18 - 06/30/19 07/01/19 - 06/30/20	258	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF EDUCATION
CALIFORNIA STATE PRESCHOOL PROGRAM	357,247 357,247	93.596 93.596	CSPP - 8120 CSPP - 9121	07/01/18 - 06/30/19 07/01/19 - 06/30/20	258	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF EDUCATION
NEOPB CAL FRESH HEALTHY LIVING	1,491,998	10.561	19-10324	10/01/19 - 09/30/20	145	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA DEPT OF PUBLIC HEALTH, NUTRITION EDUCATION AND OBESITY PREVENTION BRANCH
ECONOMIC EMPOWERMENT	85,655	93.590	EE - KERN - 17 - 20	07/01/18 - 06/30/19	171	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES, OFFICE OF CHILD ABUSE PREVENTION
211 HOSPITAL PREPAREDNESS PROGRAM - EMERGENCY RESPONSE & SURGE	10,000	93.074	659 - 2017	PENDING	186	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF HEALTH SERVICES, COUNTY OF KERN, DEPT OF PUBLIC HEALTH
EFAP (EMERGENCY FOOD ASSISTANCE PROGRAM)	121,906	10.568/.569	15 - MOU - 00118	10/01/18 - 09/30/19	105/111	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES

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

PROGRAM (COMPONENT)	AMOUNT	CFDA #	GRANT NUMBER	PROGRAM YEAR	FUND#	FUNDING SOURCE
TRADE MITIGATION BONUS OFFERING	$2,000 PER TRUCK LOAD			10/1/18 - 09/30/19	106	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
CSFP (COMMODITY SUPPLEMENTAL FOOD PROGRAM)	306,543	10.565	16 - 6017	10/01/18 - 09/30/19	147	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
CHILD AND ADULT CARE FOOD PROGRAM (CACFP) - KERN & SAN JOAQUIN	BASED ON MEALS SERVED	10.558	15 - 1248 - OJ	10/01/18 - 09/30/19	112/139	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF EDUCATION
WIC (WOMEN, INFANTS & CHILDREN)	4,154,816 4,001,061	10.557	15 - 10064 19 - 10139	10/01/18 - 09/30/19 10/01/19 - 09/30/20	115	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF PUBLIC HEALTH
SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM (SNAP) AKA CALFRESH PR	46,817	10.561	16 - SUB - 00876	10/01/18 - 09/30/19	164	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES, INFO LINE OF SAN DIEGO dba 211 SAN DIEGO
COORDINATED ENTRY SERVICES	105,000	14.267	N/A	10/1/2018-7/31/19	428-240	U S DEPT OF HOUSING & URBAN DEVELOPMENT - KERN BEHAVIORAL HEALTH UNITED WAY OF KERN COUNTY
QUALITY RATING AND IMPROVEMENT SYSTEM (QRIS) - SAN JOAQUIN	20,000	84.412	N/A	07/01/18 - 06/30/19	117-005	U.S. DEPT OF EDUCATION - STATE OF CALIFORNIA, DEPT OF EDUCATION - FIRST 5 CALIFORNIA, COUNTY OF SAN JOAQUIN, FIRST 5 SAN JOAQUIN, RACE TO THE TOP
CSPP QRIS BLOCK GRANT	17,990		N/A	07/01/18 - 06/30/19	258-005	STATE OF CALIFORNIA, DEPT OF EDUCATION - KERN COUNTY SUPERINTENDENT OF SCHOOLS, KERN EARLY STARS
MIGRANT ALTERNATIVE PAYMENT	3,046,805 4,173,682		CMAP - 8000 CMAP - 9000	07/01/18 - 06/30/19 07/01/19 - 06/30/20	261	STATE OF CALIFORNIA, DEPT OF EDUCATION
GENERAL CENTER CHILD CARE	2,067,088 2,659,082		CCTR - 8049 CCTR - 9050	07/01/18 - 06/30/19 07/01/19 - 06/30/20	253	STATE OF CALIFORNIA, DEPT OF EDUCATION
CALIFORNIA STATE PRESCHOOL PROGRAM	3,731,472 3,846,369		CSPP - 8120 CSPP - 9121	07/01/18 - 06/30/19 07/01/19 - 06/30/20	258	STATE OF CALIFORNIA, DEPT OF EDUCATION
MIGRANT CHILD CARE	254,377 262,661		CMIG - 8004 CMIG - 9004	07/01/18 - 06/30/19 07/01/19 - 06/30/20	250	STATE OF CALIFORNIA, DEPT OF EDUCATION
MIGRANT SPECIALIZED SERVICES	38,156 39,399		CMSS - 8004 CMSS - 9004	07/01/18 - 06/30/19 07/01/19 - 06/30/20	252	STATE OF CALIFORNIA, DEPT OF EDUCATION
CAL EITC FREE TAX PREPARATION ASSISTANCE GRANT	175,000 174,000		18T - 8012 19T - 9011	10/15/18 - 06/30/19 10/01/19 - 06/30/20	234	STATE OF CALIFORNIA, DEPT OF COMMUNITY SERVICES AND DEVELOPMENT
HOME VISIT INITIATIVE (COUNTY OF KERN)	435,980 1,877,011		N/A N/A	04/01/19 - 06/30/19 07/01/19 - 06/30/20	270	STATE OF CALIFORNIA, DEPT OF HUMAN SERVICES, COUNTY OF KERN

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

PROGRAM (COMPONENT)	AMOUNT	CFDA #	GRANT NUMBER	PROGRAM YEAR	FUND#	FUNDING SOURCE
POSITIVE YOUTH DEVELOPMENT SERVICES (COUNTY OF KERN)	35,000 35,000		509-2019	08/13/19 - 06/30/20	271	STATE OF CALIFORNIA, DEPT OF HUMAN SERVICES, COUNTY OF KERN
CALIFORNIA EMERGENCY SOLUTIONS AND HOUSING PROGRAM	57,000		18-CESH-12453	10/3/19 - 7/24/24	272	STATE OF CALIFORNIA, DEPT OF GENERAL SERVICES, UNITED WAY OF KERN
INFORMATION & EDUCATION	80,000		16 - 10206	07/01/18 - 06/30/19	120	STATE OF CALIFORNIA, DEPT OF PUBLIC HEALTH
FOOD BANK CAPACITY PROGRAM	101,490		SGRT-19-0012	7/01/17 - 06/30/20	215	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
TAX CHECK - OFF (FOOD BANK)	15,442		15 MOU - 00118	07/01/18 - 06/30/19	216-000	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
STATE EMERGENCY FOOD ASSISTANCE (FOOD BANK) CAL FOOD	264,704		N/A	07/01/18 - 06/30/19	216-087	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
DIFFERENTIAL RESPONSE SERVICES	219,006		N/A	07/01/18 - 06/30/19	280	COUNTY OF KERN, SUPERINTENDENT OF SCHOOLS, CHILD AND FAMILY SERVICES AGENCY, NETWORK FOR CHILDREN
FIRST 5 KERN - HELPLINE 211	100,350		2015.2.5	07/01/18 - 06/30/19	288	KERN, FIRST 5 KERN
FIRST 5 KERN EAST KERN FAMILY RESOURCE CENTER	137,493		2015.2.6	07/01/18 - 06/30/19	281	STATE OF CALIFORNIA, FIRST 5 CALIFORNIA, COUNTY OF KERN, FIRST 5 KERN
FIRST 5 KERN - HELP ME GROW	50,921		2017.2.01	07/01/18 - 06/30/19	284	STATE OF CALIFORNIA, FIRST 5 CALIFORNIA, COUNTY OF KE FIRST 5 KERN
COUNTY OF KERN HELPLINE 211	44,738 45,000		105 - 2018	07/01/18 - 06/30/19 07/01/19 - 06/30/20	389	COUNTY OF KERN
GANG PREVENTION EDUCATION SERVICES	71,406		230 - 2017	07/01/18 - 06/30/19	335	COUNTY OF KERN, DEPT OF HUMAN SERVICES
READY KERN	1,126		N/A	7/1/18 - 6/30/19	366	COUNTY OF KERN, FIRE DEPT - OFFICE OF EMERGENCY SER
EAST KERN HEALTH LINK - RESOURCE FAIRS	3,000		N/A	6/01/19 - 5/31/20	501-005	BORAX VISITOR CENTER FOUNDATION
EAST KERN FAMILY RESOURCE CENTER EMERGENCY SUPPLIES CLOSET	2,000		N/A	5/20/19 - 12/31/19	501-005	KERN HEALTH SYSTEMS
SHAFTER YOUTH CENTER - MAKE BAKERSFIELD	2,000		N/A	5/20/19 - 12/31/19	527-260	KERN HEALTH SYSTEMS
A.R.T CURRICULUM	10,125		N/A	9/10/18 - 6/30/19	531-070	KERN COUNTY SUPERINTENDENT OF SCHOOLS

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

PROGRAM (COMPONENT)	AMOUNT	CFDA #	GRANT NUMBER	PROGRAM YEAR	FUND#	FUNDING SOURCE
FRIENDSHIP HOUSE - MUSEUM ON THE MOVE	2,000		N/A	5/20/19 - 12/31/19	531-260	KERN HEALTH SYSTEMS
HOMELESS COLLABORATIVE - HEARING TO HELP INCENTIVE BAGS	2,000		N/A	5/20/19 - 12/31/19	536-260	KERN HEALTH SYSTEMS
SHAFTER YOUTH CENTER - COASTAL CLEAN-UP	4,000		N/A	5/28/19 - 8/31/19	527-261	CALIFORNIA COASTAL COMMISSION, WHALE TAIL FUND GRANT
FRIENDSHIP HOUSE - COASTAL CLEAN-UP	4,000		N/A	5/28/19 - 8/31/19	531-261	CALIFORNIA COASTAL COMMISSION, WHALE TAIL FUND GRANT
211 KINGS COUNTY	42,000		N/A	07/01/15 - 06/30/18	536-231	KINGS UNITED WAY
211 TULARE COUNTY	162,000		N/A	07/01/15 - 06/30/18	536-232	UNITED WAY OF TULARE COUNTY
211 MERCED COUNTY	27,400		N/A	10/22/15 - PENDING	536-233	UNITED WAY OF MERCED COUNTY
211 STANISLAUS COUNTY	66,000		N/A	07/01/18 - 06/30/21	536-234	UNITED WAY OF STANISLAUS COUNTY
PREP WORKS - YOUTH CENTERS			N/A		444	STARBUCKS
PREP WORKS PROGRAM			N/A		448	WELLS FARGO FOUNDATION
EAST KERN EMERGENCY CLOSET	PENDING		N/A	PENDING	501-005	FRIENDS OF MERCY FOUNDATION, SISTER PHYLLIS HUGHES ENDOWMENT FOR SPECIAL NEEDS
EAST KERN HEALTH LINK	PENDING		N/A	PENDING	454	DIGNITY HEALTH
FOOD BANK FREE FARMERS MARKET - WASCO	66,000		N/A	01/01/19 - 12/31/19	467	THE WONDERFUL COMPANY FOUNDATION
DAP (DISGORGEMENT ASSISTANCE PROGRAM)	346,238		20D - 1012	10/01/19 - 12/31/20	484	STATE OF CALIFORNIA, DEPARTMENT OF COMMUNITY SERVICES AND DEVELOPMENT, BARCLAY'S BANK SETTLEMENT WITH FETC
CENTRAL VALLEY SMALL BUSINESS DEVELOPMENT INITIATIVE	25,000		N/A	01/01/18 - 12/31/18	456	BANK OF THE WEST

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

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

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

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

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

Date	Advance Amount	Repayment Amount	No. of Days Borrowed	Interest Expense	Interest Rate
02/28/19	n/a				
03/29/19	$ 235,000	$ 235,000	3		
04/30/19	n/a				
05/31/19	n/a				
06/30/19	n/a				
07/31/19	$ 1,200,000	$ 1,200,000	2		
08/31/19	n/a				
09/30/19	n/a				
10/31/19	n/a				

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

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

Period	No. of Days in Period	Commitment Fee	Interest Rate
12/31/18 - 3/30/19	90 days	$ 1,243.75	0.25%
3/31/19 - 6/29/19	90 days	$ 1,258.99	0.25%
6/30/19 - 9/30/19	90 days	$ 1,261.11	0.25%

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

COMMUNITY ACTION PARTNERSHIP OF KERN OPERATING CASH SUMMARY AS OF OCTOBER 31, 2019	
PROGRAM (FUND)	**CASH BALANCE**
CHILD AND ADULT CARE FOOD PROGRAM	(302,937.67)
HEAD START/EARLY HEAD START	(13,580.74)
SUBTOTAL	**(316,518.41)**
CHILD DEVELOPMENT RESERVE No. 1	(0.30)
CHILD DEVELOPMENT RESERVE No. 2	0.00
GENERAL CHILD CARE	291,966.49
MIGRANT A/P	1,933,887.70
MIGRANT CHILD CARE	69,594.01
MIGRANT SPECIALIZED SERVICES	(328.99)
STATE PRESCHOOL	1,484,343.08
SUBTOTAL	**3,779,461.99**
COMMODITY SUPPLEMENTAL FOOD PROGRAM	(116,481.92)
EF&S	39,799.00
EFAP	175,666.41
FOOD BANK	188,012.71
FOOD BANK CAPACITY PROGRAM	18,115.48
FOOD BANK - STATE	(138,965.91)
SOCAL GAS	2,305.66
WONDERFUL FOUNDATION	14,537.67
SUBTOTAL	**182,989.10**
ENERGY	(133,887.36)
DOE WAP	(25,309.97)
LIHEAP	(221,010.57)
LIWP SOLAR PV	(100.32)
LIWP SINGLE FAMILY	(200.72)
PG&E	(11,099.75)
WATER TANK	0.00
TRANSFER NEGATIVE BALANCE	391,608.69
SUBTOTAL	**0.00**
CALIFORNIA ENDOWMENT	
CENTRAL VALLEY SMALL BUSINESS DEVELOPMENT	2,000.00
SUBTOTAL	**2,000.00**
211	(56,255.34)
211 HOSPITAL PREPAREDNESS	(381.32)
BANK OF THE WEST	23,400.30
CAL FRESH	(15,761.41)
CALEITC	(9,079.38)
COST POOLS	59,656.72
COUNTY OF KERN - 2-1-1	0.00
CSBG	69,036.70
CSBG DISCRETIONARY	(14,332.25)
DIFFERENTIAL RESPONSE	(32,907.98)
DIGNITY HEALTH	4,677.72
DISCRETIONARY FUND	202,714.44
ECONOMIC EMPOWERMENT	(18,909.96)
FIRST 5 KERN 211	(18,498.72)
FIRST 5 KERN EAST KERN FAMILY RESOURCE CENTER	(10,638.98)
FIRST 5 HELP ME GROW	7,964.18
FRIENDSHIP HOUSE	(26,902.02)
FUNDRAISING	333,612.70
GANG PREVENTION	(37.75)
GENERAL FUND	56,171.97
HOME VISIT INITIATIVE (CO OF KERN)	(135,556.12)
HUD-COORDINATED ENTRY SYSTEM	(38,110.32)
INDIRECT FUND	1,869,648.03
IRS - VITA	(10,576.04)
INFORMATION & EDUCATION	(14,282.42)
NEOPB CAL FRESH HEALTHY LIVING	(17,233.33)
POSITIVE YOUTH DEV SVC	(4,955.77)
REALIGNMENT FOR SUCCESS	(2,640.92)
SHAFTER YOUTH CENTER	(32,378.43)
STARBUCKS FOUNDATION	0.00
TRADE MITIGATION	0.00
UNITED WAY 211	(17,322.68)
WELLS FARGO FOUNDATION	11,285.00
WIC	(1,114,629.19)
LESS: ENERGY NEGATIVE BALANCE	(391,608.69)
ADD: LINE OF CREDIT	0.00
SUBTOTAL	**655,168.74**
TOTAL OPERATING CASH	4,303,101.42

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

BANK RECONCILIATION FOR THE MONTH ENDED
October 31, 2019

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

OPERATING ACCOUNT
ACCOUNT NO: XXXXX-X2976

BANK BALANCE AT 10/31/19		5,019,648.41
LESS: OUTSTANDING CHECKS	716,511.25	
ADJUSTED BANK BALANCE AT 10/31/19		4,303,137.16
GENERAL LEDGER BALANCE AT 09/30/19		2,270,596.59
ADD: DEPOSITS	4,160,867.15	
US TREAS DRAWDOWNS	2,353,147.57	
FUNDS FROM OTHER GRANTS	213,395.83	
TRANSFERS FROM RESTRICTED ACCOUNT LIHEAP/DOE	700,000.00	
ONLINE DEPOSITS	80.00	
ACH REFUNDS	21,964.67	
CA STATE SALES TAX REFUND	681.85	
ADP ERROR (Will be fixed by WF in November 2019)	56,444.01	
CHECK # 184597 BANK DEBIT DIFFERENCE	0.50	
LESS: CHECKS	2,328,209.99	
ADP PAYROLL 10/11/19	1,244,659.99	
ADP PAYROLL 10/24/19	1,271,475.35	
EFTS FOR HRA/HSA/ STD/403B	209,759.97	
REC LOAN PRINCIPAL/INT EXPENSES	31,564.09	
CREDIT CARD	33,222.76	
BANK FEES	420.48	
ACH VOUCHERS	353,962.38	
CA STATE SALES TAX	766.00	
GENERAL LEDGER BALANCE AT 10/31/19		4,303,137.16
	DIFFERENCE:	-

PREPARED BY: Veronica Ipatzi TITLE: Accountant DATE: 11/08/2019

APPROVED BY: _____ TITLE: Chief Financial Officer DATE: 11/08/2019

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

BANK RECONCILIATION FOR MONTH ENDING
October 31, 2019

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

ACCOUNT NO.: XXXXX-X6256

BANK BALANCE ENDING:	**10/31/19**		**645,504.51**
DEPOSITS IN TRANSIT		0.00	
OUTSTANDING CHECKS		0.00	
OTHER		0.00	
ADJUSTED BANK BALANCE:	**10/31/19**		**645,504.51**
BALANCE PER G/L	**09/30/19**		**645,420.64**
ADD: DEPOSITS		0.00	
INTEREST		83.87	
ROUNDING ERROR		0.00	
BANK ACCOUNT TRANSFER FROM GENERAL FUND		0.00	
LESS: CHECKS		0.00	
CLIENT ANALYSIS SERVICE CHARGE		0.00	
BANK ACCOUNT TRANSFER TO GENERAL FUND		0.00	
BALANCE PER G/L	**10/31/19**		**645,504.51**
		DIFFERENCE:	0.00

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

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

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

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

BANK RECONCILIATION FOR MONTH ENDING
October 31, 2019

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

ACCOUNT NO.: XXXXX-X1095

BANK BALANCE ENDING:	**10/31/19**		**782,540.31**
DEPOSITS IN TRANSIT		0.00	
OUTSTANDING CHECKS		0.00	
OTHER		0.00	
ADJUSTED BANK BALANCE:	**10/31/19**		**782,540.31**
BALANCE PER G/L	**09/30/19**		**510,884.07**
ADD: DEPOSITS		971,591.22	
INTEREST		65.02	
BANK ACCOUNT TRANSFER FROM GENERAL FUND		0.00	
LESS: CHECKS		0.00	
CLIENT ANALYSIS SERVICE CHARGE		0.00	
WIRE TRANSFER		700,000.00	
BANK ACCOUNT TRANSFER TO GENERAL FUND		0.00	
BALANCE PER G/L	**10/31/19**		**782,540.31**

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

DIFFERENCE: 0.00

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

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

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

BANK RECONCILIATION FOR MONTH ENDING
October 31, 2019

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

ACCOUNT NO.: XXXXX-X1921

BANK BALANCE ENDING:	**10/31/19**		**5,633.39**
DEPOSITS IN TRANSIT		0.00	
OUTSTANDING CHECKS		0.00	
OTHER		0.00	
ADJUSTED BANK BALANCE	**10/31/19**		**5,633.39**
BALANCE PER GENERAL LEDGER	**09/30/19**		**5,522.40**
ADD: DEPOSITS (Credit Card Donations & Shared Fee)		0.00	
ONLINE DONATIONS		123.60	
PAYPAL DEPOSIT		0.00	
INTEREST		0.73	
LESS: APPLIED MERCHANT DEBITS		0.00	
CLIENT ANALYSIS SERVICE CHARGE		0.00	
BANKCARD FEES		13.34	
CASH CONCENTRATION FEE		0.00	
FUND TRANSFER TO GENERAL FUND		0.00	
		0.00	
BALANCE PER GENERAL LEDGER:	**10/31/19**		**5,633.39**

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

Difference: **0.00**

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

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

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

BANK RECONCILIATION FOR MONTH ENDING
October 31, 2019

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

ACCOUNT NO.: XXXXX-X2049

BANK BALANCE ENDING:	**10/31/19**		**2.11**
DEPOSITS IN TRANSIT		0.00	
OUTSTANDING CHECKS		0.00	
OTHER		0.00	
ADJUSTED BANK BALANCE:	**10/31/19**		**2.11**
BALANCE PER G/L	**09/30/19**		**2.11**
ADD: DEPOSITS		0.00	
INTEREST		0.00	
BANK ACCOUNT TRANSFER FROM GENERAL FUND		0.00	
LESS: CHECKS		0.00	
CLIENT ANALYSIS SERVICE CHARGE		0.00	
BANK ACCOUNT TRANSFER TO GENERAL FUND		0.00	
BALANCE PER G/L	**10/31/19**		**2.11**
		DIFFERENCE:	0.00

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

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

COMMUNITY ACTION PARTNERSHIP OF KERN
WELLS FARGO VISA SUMMARY
STATEMENTS DATED October 1, 2019 - October 31, 2019

Cardholder	Position	Amount Charged
CAPK	Accounts Payable	$ -
Gloria Barbero	Administrator - EHS San Joaquin	1,517.50
Yolanda Gonzales	Director of Head Start/State Child Development Programs	9,913.18
Donna Holland	Fiscal Administrator	9,769.73
Pritika Ram	Director of Administration	2,172.27
Carmen Segovia	Director of Health & Nutrition Services	6,699.62
Jeremy Tobias	Chief Executive Officer	784.11
Emilio Wagner	Director of Operations	2,732.80
Tracy Webster	Chief Financial Officer	25.00
	Total	$ 33,614.21

WELLS FARGO

Statement Expenses

11/01/2019 02:29 PM PT
Requested By: ALBITRE, ROSEMARY

Cardholder Summary

Cardholder Name:	**AP, CAPK**	Start Date:	**10/01/2019**
Card Number:	**xxxx-xxxx-xxxx-7017**	End Date:	**10/31/2019**
Status:	**Open**	Reminder Period:	
Charges:	**0.00 USD**	**11/01/2019** through	**11/03/2019**
Out-of-pocket:	**0.00 USD**	Grace Period:	
Total Amount:	**0.00 USD**	**11/04/2019** through	**11/06/2019**
		Approval Period:	
		11/07/2019 through	**11/10/2019**
		Download Period:	
		11/11/2019 through	**11/28/2019**

Charges

There are no results.

---End of Report---

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WELLS FARGO

Statement Expenses

11/01/2019 02:31 PM PT
Requested By: ALBITRE, ROSEMARY

Cardholder Summary

Cardholder Name:	**BARBERO, GLORIA**	Start Date:	**10/01/2019**
Card Number:	**xxxx-xxxx-xxxx-7058**	End Date:	**10/31/2019**
Status:	**Open**	Reminder Period:	
Charges:	**1,517.50 USD**	**11/01/2019** through **11/03/2019**	
Out-of-pocket:	**0.00 USD**	Grace Period:	
Total Amount:	**1,517.50 USD**	**11/04/2019** through **11/06/2019**	
		Approval Period:	
		11/07/2019 through **11/10/2019**	
		Download Period:	
		11/11/2019 through **11/28/2019**	

Charges

1.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	10/15/2019	10/16/2019	Sheraton Hotel Waikiki Honolulu,HI		CAPK Pcard (CAPL Pcard)	No	1,517.50 USD / 1,517.50

Total Charges: 1,517.50 USD

‡ - The Receipt Submitted column indicates that a receipt was submitted via fax, email, at the statement level, or using a system other than the Commercial Card Expense Reporting service.

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WELLS FARGO

Statement Expenses

11/01/2019 02:32 PM PT
Requested By: ALBITRE, ROSEMARY

Cardholder Summary

Cardholder Name:	**GONZALES, YOLANDA**	Start Date:	**10/01/2019**
Card Number:	**xxxx-xxxx-xxxx-7009**	End Date:	**10/31/2019**
Status:	**Open**	Reminder Period:	
Charges:	**9,913.18 USD**	**11/01/2019** through	**11/03/2019**
Out-of-pocket:	**0.00 USD**	Grace Period:	
Total Amount:	**9,913.18 USD**	**11/04/2019** through	**11/06/2019**
		Approval Period:	
		11/07/2019 through	**11/10/2019**
		Download Period:	
		11/11/2019 through	**11/28/2019**

Charges

	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
1.	09/30/2019	10/01/2019	Smore.com - Educator Www.smore.com,NY		CAPK Pcard (CAPL Pcard)	No	79.00 USD / 79.00
2.	10/04/2019	10/07/2019	Barnes & Noble #2851 Bakersfield,CA		CAPK Pcard (CAPL Pcard)	No	61.70 USD / 61.70
3.	10/07/2019	10/08/2019	Allianz Travel Ins Allianzins.us,VA		CAPK Pcard (CAPL Pcard)	No	49.40 USD / 49.40
4.	10/09/2019	10/10/2019	The Toll Roads Of Oc 949-727-4800,CA		CAPK Pcard (CAPL Pcard)	No	11.62 USD / 11.62
5.	10/15/2019	10/16/2019	Sheraton Hotel Waikiki Honolulu,HI		CAPK Pcard (CAPL Pcard)	No	1,821.00 USD / 1,821.00
6.	10/15/2019	10/16/2019	Sheraton Hotel Waikiki Honolulu,HI		CAPK Pcard (CAPL Pcard)	No	1,821.00 USD / 1,821.00
7.							

	10/15/2019	10/16/2019	Sheraton Hotel Waikiki Honolulu,HI		CAPK Pcard (CAPL Pcard)	No	1,821.00 USD / 1,821.00
8.	**Transaction Date**	**Posting Date**	**Merchant**	**General Ledger Code**	**Unit**	**Receipt Submitted ‡**	**Amount / Original Currency**
	10/15/2019	10/16/2019	Sheraton Hotel Waikiki Honolulu,HI		CAPK Pcard (CAPL Pcard)	No	1,517.50 USD / 1,517.50
9.	**Transaction Date**	**Posting Date**	**Merchant**	**General Ledger Code**	**Unit**	**Receipt Submitted ‡**	**Amount / Original Currency**
	10/18/2019	10/21/2019	Hyatt Regency Sacramento 8885884384,CA		CAPK Pcard (CAPL Pcard)	No	787.38 USD / 787.38
10.	**Transaction Date**	**Posting Date**	**Merchant**	**General Ledger Code**	**Unit**	**Receipt Submitted ‡**	**Amount / Original Currency**
	10/22/2019	10/23/2019	Smore.com - Educator Www.smore.com,NY		CAPK Pcard (CAPL Pcard)	No	79.00 USD / 79.00
11.	**Transaction Date**	**Posting Date**	**Merchant**	**General Ledger Code**	**Unit**	**Receipt Submitted ‡**	**Amount / Original Currency**
	10/22/2019	10/23/2019	Smore.com - Educator Www.smore.com,NY		CAPK Pcard (CAPL Pcard)	No	79.00 USD / 79.00
12.	**Transaction Date**	**Posting Date**	**Merchant**	**General Ledger Code**	**Unit**	**Receipt Submitted ‡**	**Amount / Original Currency**
	10/22/2019	10/24/2019	The Mark 661-3227665,CA		CAPK Pcard (CAPL Pcard)	No	1,639.56 USD / 1,639.56
13.	**Transaction Date**	**Posting Date**	**Merchant**	**General Ledger Code**	**Unit**	**Receipt Submitted ‡**	**Amount / Original Currency**
	10/26/2019	10/28/2019	Springhill Suites Ridg Ridgecrest,CA		CAPK Pcard (CAPL Pcard)	No	146.02 USD / 146.02

Total Charges: 9,913.18 USD

‡ - The Receipt Submitted column indicates that a receipt was submitted via fax, email, at the statement level, or using a system other than the Commercial Card Expense Reporting service.

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WELLS FARGO

Statement Expenses

11/01/2019 02:34 PM PT
Requested By: ALBITRE, ROSEMARY

Cardholder Summary

Cardholder Name:	**HOLLAND, DONNA**	Start Date:	**10/01/2019**
Card Number:	**xxxx-xxxx-xxxx-7033**	End Date:	**10/31/2019**
Status:	**Open**	Reminder Period:	
Charges:	**9,769.73 USD**	**11/01/2019** through **11/03/2019**	
Out-of-pocket:	**0.00 USD**	Grace Period:	
Total Amount:	**9,769.73 USD**	**11/04/2019** through **11/06/2019**	
		Approval Period:	
		11/07/2019 through **11/10/2019**	
		Download Period:	
		11/11/2019 through **11/28/2019**	

Charges

	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
1.	10/02/2019	10/04/2019	Food Safety Training 818-889-8799,CA		CAPK Pcard (CAPL Pcard)	No	109.45 USD / 109.45
2.	10/15/2019	10/16/2019	Sheraton Hotel Waikiki Honolulu,HI		CAPK Pcard (CAPL Pcard)	No	1,821.00 USD / 1,821.00
3.	10/15/2019	10/16/2019	Sheraton Hotel Waikiki Honolulu,HI		CAPK Pcard (CAPL Pcard)	No	1,517.50 USD / 1,517.50
4.	10/15/2019	10/16/2019	Sheraton Hotel Waikiki Honolulu,HI		CAPK Pcard (CAPL Pcard)	No	1,517.50 USD / 1,517.50
5.	10/18/2019	10/21/2019	Hyatt Regency Sacramento 8885884384,CA		CAPK Pcard (CAPL Pcard)	No	787.38 USD / 787.38
6.	10/18/2019	10/21/2019	Hyatt Regency Sacramento			No	827.38 USD / 827.38

			8885884384,CA		CAPK Pcard (CAPL Pcard)		
7.	**Transaction Date**	**Posting Date**	**Merchant**	**General Ledger Code**	**Unit**	**Receipt Submitted ‡**	**Amount / Original Currency**
	10/18/2019	10/21/2019	Hyatt Regency Sacramento 8885884384,CA		CAPK Pcard (CAPL Pcard)	No	787.38 USD / 787.38
8.	**Transaction Date**	**Posting Date**	**Merchant**	**General Ledger Code**	**Unit**	**Receipt Submitted ‡**	**Amount / Original Currency**
	10/18/2019	10/21/2019	Hyatt Regency Sacramento 8885884384,CA		CAPK Pcard (CAPL Pcard)	No	787.38 USD / 787.38
9.	**Transaction Date**	**Posting Date**	**Merchant**	**General Ledger Code**	**Unit**	**Receipt Submitted ‡**	**Amount / Original Currency**
	10/18/2019	10/21/2019	Hyatt Regency Sacramento 8885884384,CA		CAPK Pcard (CAPL Pcard)	No	827.38 USD / 827.38
10.	**Transaction Date**	**Posting Date**	**Merchant**	**General Ledger Code**	**Unit**	**Receipt Submitted ‡**	**Amount / Original Currency**
	10/18/2019	10/21/2019	Hyatt Regency Sacramento 8885884384,CA		CAPK Pcard (CAPL Pcard)	No	787.38 USD / 787.38
11.	**Transaction Date**	**Posting Date**	**Merchant**	**General Ledger Code**	**Unit**	**Receipt Submitted ‡**	**Amount / Original Currency**
	10/18/2019	10/24/2019	Hyatt Regency Sacramento 8885884384,CA		CAPK Pcard (CAPL Pcard)	No	40.00 USD / 40.00
12.	**Transaction Date**	**Posting Date**	**Merchant**	**General Ledger Code**	**Unit**	**Receipt Submitted ‡**	**Amount / Original Currency**
	10/24/2019	10/25/2019	Hyatt Regency Sacramento Sacramento,CA		CAPK Pcard (CAPL Pcard)	No	(40.00) USD / (40.00)

Total Charges: 9,769.73 USD

‡ - The Receipt Submitted column indicates that a receipt was submitted via fax, email, at the statement level, or using a system other than the Commercial Card Expense Reporting service.

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WELLS FARGO

Statement Expenses

11/01/2019 02:36 PM PT
Requested By: ALBITRE, ROSEMARY

Cardholder Summary

Cardholder Name:	**RAM, PRITIKA**	Start Date:	**10/01/2019**
Card Number:	**xxxx-xxxx-xxxx-7074**	End Date:	**10/31/2019**
Status:	**Open**	Reminder Period:	
Charges:	**2,172.27 USD**	**11/01/2019** through **11/03/2019**	
Out-of-pocket:	**0.00 USD**	Grace Period:	
Total Amount:	**2,172.27 USD**	**11/04/2019** through **11/06/2019**	
		Approval Period:	
		11/07/2019 through **11/10/2019**	
		Download Period:	
		11/11/2019 through **11/28/2019**	

Charges

1.

Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
09/30/2019	10/01/2019	Beatty Group 800-285-6215,OR		CAPK Pcard (CAPL Pcard)	No	200.00 USD / 200.00

Description Registration Fee - I. Fonseca for AIRS Conf.

2.

Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
09/30/2019	10/02/2019	United 0162475141094 800-932-2732,TX		CAPK Pcard (CAPL Pcard)	No	261.60 USD / 261.60

Description Irene Fonseca - AIRS Conf. in Portland

3.

Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
10/03/2019	10/04/2019	Food-ex Bakersfield,CA		CAPK Pcard (CAPL Pcard)	No	349.81 USD / 349.81

Description Lunch for Grants Day - Comm Dev.

4.

Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
10/05/2019	10/07/2019	Corner Bakery Cafe 1616 818-657-6066,CA		CAPK Pcard (CAPL Pcard)	No	131.95 USD / 131.95

Description Lunch for Employee Health Ins. Ad-Hoc Committee

5.

Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
10/08/2019	10/10/2019	Mandalay - Adv Dep 8552755733,NV		CAPK Pcard (CAPL Pcard)	No	400.00 USD / 400.00

6.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	10/12/2019	10/14/2019	Mandalay - Adv Dep 8552755733,NV		CAPK Pcard (CAPL Pcard)	No	(460.00) USD / (460.00)

7.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	10/14/2019	10/16/2019	Hilton Hotels 303-8971300,CO		CAPK Pcard (CAPL Pcard)	No	677.13 USD / 677.13
	Description	Advance hotel payment for Rebecca Moreno - Built for Zero Conference					

8.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	10/22/2019	10/24/2019	Embassy Suites Dwntwn 503-2799000,OR		CAPK Pcard (CAPL Pcard)	No	412.78 USD / 412.78

9.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	10/24/2019	10/25/2019	Nna Services Llc 800-876-6827,CA		CAPK Pcard (CAPL Pcard)	No	199.00 USD / 199.00

Total Charges: 2,172.27 USD

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WELLS FARGO

Statement Expenses

11/01/2019 02:37 PM PT
Requested By: ALBITRE, ROSEMARY

Cardholder Summary

Cardholder Name:	**SEGOVIA, CARMEN**	Start Date:	**10/01/2019**
Card Number:	**xxxx-xxxx-xxxx-7025**	End Date:	**10/31/2019**
Status:	**Open**	Reminder Period:	
Charges:	**6,699.62 USD**	**11/01/2019** through **11/03/2019**	
Out-of-pocket:	**0.00 USD**	Grace Period:	
Total Amount:	**6,699.62 USD**	**11/04/2019** through **11/06/2019**	
		Approval Period:	
		11/07/2019 through **11/10/2019**	
		Download Period:	
		11/11/2019 through **11/28/2019**	

Charges

	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
1.	09/30/2019	10/01/2019	Amzn Mktp Us G22kh2uv3 Amzn.com/bill,WA		CAPK Pcard (CAPL Pcard)	No	164.52 USD / 164.52
2.	09/30/2019	10/01/2019	Helm Publishing Inc 940-4973558,TX		CAPK Pcard (CAPL Pcard)	No	1,176.00 USD / 1,176.00
3.	09/30/2019	10/01/2019	Fredpryor Careertrack 800-5563012,KS		CAPK Pcard (CAPL Pcard)	No	1,990.00 USD / 1,990.00
4.	09/30/2019	10/02/2019	Jim Charlon Ford Inc Ridgecrest,CA		CAPK Pcard (CAPL Pcard)	No	273.63 USD / 273.63
5.	10/01/2019	10/02/2019	Amzn Mktp Us Oo7ts7vz3 Amzn.com/bill,WA		CAPK Pcard (CAPL Pcard)	No	59.98 USD / 59.98
6.	10/02/2019	10/03/2019			CAPK Pcard	No	185.83 USD / 185.83

			Hotelscom8082695508423 Hotels.com,NV		(CAPL Pcard)		
7.	**Transaction Date**	**Posting Date**	**Merchant**	**General Ledger Code**	**Unit**	**Receipt Submitted ‡**	**Amount / Original Currency**
	10/03/2019	10/04/2019	Hotelscom8078815967328 Hotels.com,NV		CAPK Pcard (CAPL Pcard)	No	191.04 USD / 191.04
8.	**Transaction Date**	**Posting Date**	**Merchant**	**General Ledger Code**	**Unit**	**Receipt Submitted ‡**	**Amount / Original Currency**
	10/01/2019	10/08/2019	Helm Publishing Inc Lake Dallas,TX		CAPK Pcard (CAPL Pcard)	No	(176.40) USD / (176.40)
9.	**Transaction Date**	**Posting Date**	**Merchant**	**General Ledger Code**	**Unit**	**Receipt Submitted ‡**	**Amount / Original Currency**
	10/09/2019	10/10/2019	Ucsd Extn 858-534-3116 858-534-3116,CA		CAPK Pcard (CAPL Pcard)	No	695.00 USD / 695.00
10.	**Transaction Date**	**Posting Date**	**Merchant**	**General Ledger Code**	**Unit**	**Receipt Submitted ‡**	**Amount / Original Currency**
	10/10/2019	10/14/2019	Double Tree Sacramento,CA		CAPK Pcard (CAPL Pcard)	No	220.02 USD / 220.02
11.	**Transaction Date**	**Posting Date**	**Merchant**	**General Ledger Code**	**Unit**	**Receipt Submitted ‡**	**Amount / Original Currency**
	10/10/2019	10/14/2019	Double Tree Sacramento,CA		CAPK Pcard (CAPL Pcard)	No	220.02 USD / 220.02
12.	**Transaction Date**	**Posting Date**	**Merchant**	**General Ledger Code**	**Unit**	**Receipt Submitted ‡**	**Amount / Original Currency**
	10/18/2019	10/21/2019	Hyatt Regency Sacramento 8885884384,CA		CAPK Pcard (CAPL Pcard)	No	437.62 USD / 437.62
13.	**Transaction Date**	**Posting Date**	**Merchant**	**General Ledger Code**	**Unit**	**Receipt Submitted ‡**	**Amount / Original Currency**
	10/18/2019	10/21/2019	Hyatt Regency Sacramento 8885884384,CA		CAPK Pcard (CAPL Pcard)	No	397.62 USD / 397.62
14.	**Transaction Date**	**Posting Date**	**Merchant**	**General Ledger Code**	**Unit**	**Receipt Submitted ‡**	**Amount / Original Currency**
	10/21/2019	10/23/2019	Victorville Chevrolet 760-955-8200,CA		CAPK Pcard (CAPL Pcard)	No	561.61 USD / 561.61
15.	**Transaction Date**	**Posting Date**	**Merchant**	**General Ledger Code**	**Unit**	**Receipt Submitted ‡**	**Amount / Original Currency**
	10/21/2019	10/24/2019	Office Depot #952 Bakersfield,CA		CAPK Pcard (CAPL Pcard)	No	114.04 USD / 114.04

16.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	10/23/2019	10/25/2019	Office Depot #952 Bakersfield,CA		CAPK Pcard (CAPL Pcard)	No	89.09 USD / 89.09

17.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	10/25/2019	10/28/2019	Target 00027151 Bakersfield,CA		CAPK Pcard (CAPL Pcard)	No	100.00 USD / 100.00

Total Charges: 6,699.62 USD

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WELLS FARGO

Statement Expenses

11/01/2019 02:37 PM PT
Requested By: ALBITRE, ROSEMARY

Cardholder Summary

Cardholder Name:	**TOBIAS, JEREMY**	Start Date:	**10/01/2019**
Card Number:	**xxxx-xxxx-xxxx-7066**	End Date:	**10/31/2019**
Status:	**Open**	Reminder Period:	
Charges:	**784.11 USD**	**11/01/2019** through **11/03/2019**	
Out-of-pocket:	**0.00 USD**	Grace Period:	
Total Amount:	**784.11 USD**	**11/04/2019** through **11/06/2019**	
		Approval Period:	
		11/07/2019 through **11/10/2019**	
		Download Period:	
		11/11/2019 through **11/28/2019**	

Charges

	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
1.	10/03/2019	10/04/2019	Paypal Californiac 402-935-7733,CA		CAPK Pcard (CAPL Pcard)	No	50.00 USD / 50.00
2.	10/16/2019	10/17/2019	Sheraton Gateway Los Ang Los Angeles,CA		CAPK Pcard (CAPL Pcard)	No	207.09 USD / 207.09
3.	10/15/2019	10/17/2019	Abm Skyview Center 4808 Los Angeles,CA		CAPK Pcard (CAPL Pcard)	No	17.55 USD / 17.55
4.	10/22/2019	10/23/2019	Sq Bakersfield Dow 877-417-4551,CA		CAPK Pcard (CAPL Pcard)	No	220.00 USD / 220.00
5.	10/26/2019	10/28/2019	San Fernando Valley Bu 323-549-5225,CA		CAPK Pcard (CAPL Pcard)	No	49.95 USD / 49.95
6.	10/30/2019	10/31/2019	Food-ex Bakersfield,CA		CAPK Pcard (CAPL Pcard)	No	239.52 USD / 239.52

Total Charges: 784.11 USD

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WELLS FARGO

Statement Expenses

11/01/2019 02:38 PM PT
Requested By: ALBITRE, ROSEMARY

Cardholder Summary

Cardholder Name:	**WAGNER, EMILIO**	Start Date:	**10/01/2019**
Card Number:	**xxxx-xxxx-xxxx-7041**	End Date:	**10/31/2019**
Status:	**Cardholder Reviewed**	Reminder Period:	
Charges:	**2,732.80 USD**	**11/01/2019** through **11/03/2019**	
Out-of-pocket:	**0.00 USD**	Grace Period:	
Total Amount:	**2,732.80 USD**	**11/04/2019** through **11/06/2019**	
		Approval Period:	
		11/07/2019 through **11/10/2019**	
		Download Period:	
		11/11/2019 through **11/28/2019**	

Charges

	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
1.	10/07/2019	10/09/2019	United 0162476198055 800-932-2732,TX		CAPK Pcard (CAPL Pcard)	Yes	749.80 USD / 749.80
2.	10/07/2019	10/09/2019	United 0162476198057 800-932-2732,TX		CAPK Pcard (CAPL Pcard)	Yes	749.80 USD / 749.80
3.	10/09/2019	10/10/2019	Ring Multicam Yearly Httpsring.com,CA		CAPK Pcard (CAPL Pcard)	Yes	100.00 USD / 100.00
4.	10/10/2019	10/14/2019	Holiday Inn Express Sacr Sacramento,CA		CAPK Pcard (CAPL Pcard)	Yes	220.39 USD / 220.39
5.	10/16/2019	10/18/2019	United 0161541791506 800-932-2732,TX		CAPK Pcard (CAPL Pcard)	Yes	200.00 USD / 200.00
6.	10/20/2019	10/21/2019				Yes	445.40 USD / 445.40

			Mindbody, Inc 805-4762700,CA		CAPK Pcard (CAPL Pcard)		
7.	**Transaction Date**	**Posting Date**	**Merchant**	**General Ledger Code**	**Unit**	**Receipt Submitted ‡**	**Amount / Original Currency**
	10/20/2019	10/21/2019	Onestepgpscom 181-865-9203,CA		CAPK Pcard (CAPL Pcard)	Yes	209.25 USD / 209.25
8.	**Transaction Date**	**Posting Date**	**Merchant**	**General Ledger Code**	**Unit**	**Receipt Submitted ‡**	**Amount / Original Currency**
	10/28/2019	10/29/2019	Chevron 0098109 Bakersfield,CA		CAPK Pcard (CAPL Pcard)	Yes	58.16 USD / 58.16

Total Charges: 2,732.80 USD

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WELLS FARGO

Statement Expenses

11/01/2019 02:39 PM PT
Requested By: ALBITRE, ROSEMARY

Cardholder Summary

Cardholder Name:	**WEBSTER, TRACY**	Start Date:	**10/01/2019**
Card Number:	**xxxx-xxxx-xxxx-6993**	End Date:	**10/31/2019**
Status:	**Open**	Reminder Period:	
Charges:	**25.00 USD**	**11/01/2019** through	**11/03/2019**
Out-of-pocket:	**0.00 USD**	Grace Period:	
Total Amount:	**25.00 USD**	**11/04/2019** through	**11/06/2019**
		Approval Period:	
		11/07/2019 through	**11/10/2019**
		Download Period:	
		11/11/2019 through	**11/28/2019**

Charges

1.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	10/09/2019	10/10/2019	Paypal Kerncountyc 402-935-7733,CA		CAPK Pcard (CAPL Pcard)	No	25.00 USD / 25.00

Total Charges: 25.00 USD

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COMMUNITY ACTION PARTNERSHIP OF KERN
CENTRAL KITCHEN - BUDGET TO ACTUAL
FOR THE PERIOD MARCH 1, 2019 TO FEBRUARY 29, 2020 (7 OF 12 MONTHS OR 66.66**%)**

Line Item	2019/20 Budget	3/1/19 - 10/31/19 Actual	% Expended	Available Budget
USDA Revenue (Note A)	1,472,134	877,861	59.6%	594,273
Head Start Subsidy	709,204	566,313	79.9%	142,891
Total Revenue	2,181,338	1,444,174	66.2%	737,164
Expenditures (Note B)				
Salaries	650,054	416,202	64.0%	233,852
Benefits	214,518	143,642	67.0%	70,876
Vehicle Gasoline, Repair/Maintenance	70,000	33,116	47.3%	36,884
Space Costs	101,200	93,812	92.7%	7,388
Supplies - Office & Food Service	114,900	86,057	74.9%	28,843
Equipment Repair/Maintenance & Lease	6,000	12,202	203.4%	(6,202)
Communication	13,000	7,554	58.1%	5,446
Risk Insurance	12,700	11,428	90.0%	1,272
Printing	1,700	415	24.4%	1,285
Hiring & Employee Costs	1,800	25	1.4%	1,775
First Aid	2,600	1,016	39.1%	1,584
Other Miscellaneous Costs	-	28	-	Not budgeted
Raw Food/Vended Meals	1,047,490	447,095	42.7%	600,395
Sub Total	2,235,962	1,252,592	56.0%	983,370
Adult Meals Prepared	188,000	108,520	57.7%	79,480
Indirect	133,376	83,062	62.3%	50,314
Total Expenditures	2,557,338	1,444,174	56.5%	1,113,164

	Prior Period	October 2019	Cumulative
Total Meals Prepared and Vended (Note C)	449,432	86,837	536,269
Total Meals Claimed	325,016	68,467	393,483
Difference	124,416	18,370	142,786

Percentage Claimed to Prepared/Vended		78.8%	73.4%

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

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

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

COMMUNITY ACTION PARTNERSHIP OF KERN
STATE DEPARTMENT OF EDUCATION CONTRACT - MIGRANT ALTERNATIVE PAYMENT
FOR THE PERIOD 7/1/19 - 6/30/20 (3 OF 12 MONTHS = 25.0%)

Contract CMAP-7000	July 2019	Aug 2019	Sept 2019	Oct 2019	Nov 2019	Dec 2019	Jan 2020	Feb 2020	Mar 2020	Apr 2020	May 2020	June 2020	Total	%	% Earned to MRA
Provider Payments	$ 463,474	$ 624,236	$ 547,768	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 1,635,478		
Add: Family Fees	7,020	9,948	10,000	-	-	-	-	-	-	-	-	-	$ 26,968		
Net Provider Payments	$ 470,495	$ 634,184	$ 557,768	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 1,662,447	83.38%	
Maximum Reimburseable Amount (MRA) for Provider Payments													**7,907,363**		**21.02%**
Administration & Support Services Revenue															
Provider Payments	$ 470,495	$ 634,184	$ 557,768	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 1,662,447		
Reimbursement Rate	x 21.2121%	x 21.2121%	x 21.2121%	x 21.2121%	x 21.2121%	x 21.2121%	x 21.2121%	x 21.2121%	x 21.2121%	x 21.2121%	x 21.2121%	x 21.2121%	x 21.2121%		
Revenue Earned	$ 99,802	$ 134,524	$ 118,314	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 352,640		
Program Administration/Support Services Costs	44,434	95,913	59,514	-	-	-	-	-	-	-	-	-	199,861	10.02%	
Indirect (10% x MTDC) Costs	50,744	72,175	61,911	-	-	-	-	-	-	-	-	-	184,830	6.60%	
Transfer Indirect to CSBG	-	-	(53,276)	-	-	-	-	-	-	-	-	-	(53,276)		
Total Operating Costs	$ 95,178	$ 168,088	$ 68,149	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	-	331,415	16.62%	
Revenue Earned Over/(Under) Costs	$ 4,624	$ (33,564)	$ 50,165	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	-	21,225		
TOTAL COSTS - NET OF FAMILY FEES	$ 565,673	$ 802,272	$ 625,917	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	1,993,861	100.00%	

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

Provider payments	1,662,447
Reimbursement Rate (17.5% / 82.5%)	x 21.2121%
Revenue Earned	352,640

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

Provider Payments	7,907,363	82.50%
Administration	1,437,702	15.00%
Support Services	239,617	2.50%
Maximum Reimbursable Amount (MRA)	9,584,682	100.00%

Note 3: The MRA for 2019/20 is $1,126,877 greater than 2018/19

COMMUNITY ACTION PARTNERSHIP OF KERN
STATE DEPARTMENT OF EDUCATION 2019/20 CONTRACTS - EARNED REVENUE
FOR THE PERIOD 7/1/19 - 6/30/20 (4 OF 12 MONTHS = 33.3%)

	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	TOTAL	% Earned to MRA
GENERAL CHILD CARE (CCTR-9050)														
Adjusted Days of Enrollment - Certified	5,071	4,597	4,408	5,621	-	-	-	-	-	-	-	-	19,698	
Reimbursement Rate per Child per Day	X $49.54	X $49.54	X $49.54	X $49.54	X $49.54	X $49.54	X $49.54	X $49.54	X $49.54	X $49.54	X $49.54	X $49.54	X $49.54	
Revenue Earned	$ 251,240	$ 227,736	$ 218,379	$ 278,463	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 975,817	**27.60%**
Maximum Reimburseable Amount (MRA)													**$3,535,022**	
CALIFORNIA STATE PRESCHOOL (CSPP-9121)														
Adjusted Days of Enrollment - Certified	1,905	1,995	3,219	7,217	-	-	-	-	-	-	-	-	14,335	
Reimbursement Rate per Child per Day	X $49.85	X $49.85	X $49.85	X $49.85	X $49.85	X $49.85	X $49.85	X $49.85	X $49.85	X $49.85	X $49.85	X $49.85	X $49.85	
Revenue Earned	$ 94,952	$ 99,451	$ 160,457	$ 359,757	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 714,617	**16.36%**
Maximum Reimburseable Amount (MRA)													**$4,367,697**	
MIGRANT CHILD CARE (CMIG-9004)														
Adjusted Days of Enrollment - Certified	298	257	228	143	-	-	-	-	-	-	-	-	926	
Reimbursement Rate per Child per Day	X $49.54	X $49.54	X $49.54	X $49.54	X $49.54	X $49.54	X $49.54	X $49.54	X $49.54	X $49.54	X $49.54	X $49.54	X $49.54	
Revenue Earned	$ 14,766	$ 12,732	$ 11,317	$ 7,073	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 45,889	**18.04%**
Maximum Reimburseable Amount (MRA)													**$254,377**	

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

Note 2: Source of reimbursement rate per child per day and maximum reimburseable amount is per the 2019/20 State contracts.

Division/CFO: Tracy Webster, CFO	**Month/Year:** OCTOBER 2019
Program/Work Unit: Not Applicable	**Controller:** Lorraine Casillas
Services: Overall financial and accounting functions of the organization	

Activities	**OCTOBER 2019**		**Year to Date (3/1/19 -10/31/19)**	
Description	**Number**	**Amount**	**Number**	**Amount**
Bank Deposits	10	4,160,867	71	21,462,197
Wire Deposits	5	213,396	29	1,117,383
Head Start/IRS Drawdowns	6	2,353,148	41	20,663,797
Vendor Checks Issued	1126	2,636,986	7,625	19,849,438
Payroll Disbursed		2,516,135		19,849,438
Grant Reports Prepared in October 2019	24		123	
Cal Fresh Outreach				
CCTR				
CMAP				
CMIG				
CMSS				
CSPP				
CSBG Discretionary				
Commodity Supplemental Food Program				
Differential Response				
DOE				
Economic Empowerment				
First 5 Kern – Help Me Grow				
First 5 East Kern Family Resource Center				
Head Start/ Early Head Start Kern SF-425				
Head Start Partnership SF-425				
Hospital Preparedness Program - 211				
HUD – Coordinated Entry System				
Home Visit Initiative				
LIHEAP 2019				
Positive Youth Development Services				
TEFAP Emergency Food Assist				
VITA				
WIC				

Other: **Total Division Staffing**: 18 positions, 1 vacancy (Administrative Assistant to CFO)

CFO	Controller
Accounting Manager	Finance Manager
Payroll Manager	Payroll Specialists (2)
Accountant (4)	Accounting Specialist
Accounting Technician (5)	Administrative Assistant to CFO

Community Action of Partnership of Kern
Agency Total

STATEMENT OF POSITION (UNAUDITED)
AS OF FEBRUARY 28, 2019

ASSETS	
Cash in Bank	1,733,256
Cash - Vacation Reserve	476,062
Petty Cash	500
Accounts Receivable	4,705,840
Travel Advance	2,095
Prepaid Expense	272,240
Inventory	1,355,245
Net Fixed Assets - Unrestricted	2,167,561
Net Fixed Assets - Restricted	9,157,072
Total Assets	19,869,871
LIABILITES AND NET ASSETS	
Accounts Payable	2,026,795
Accrued Expenses	425,087
Accrued Vacation	1,002,447
Line of Credit	-
Note Payable	2,428,743
Advance Payable	100,083
Deferred Revenue	1,324,168
Total Liabilites	7,307,323
Total Net Assets	12,562,548
Total Liabilities and Net Assets	19,869,871

STATEMENT OF OPERATIONS (UNAUDITED)
FOR THE PERIOD MARCH 1, 2018 TO FEBRUARY 28, 2019

REVENUE	
Grant Revenue	38,204,399
Donations	20,603,817
Other Revenue	824,446
In-Kind	136,040
Total Revenue	59,768,702
EXPENDITURES	
Salaries	26,678,137
Benefits	7,845,375
Travel	553,461
Space Costs	5,248,280
Supplies	2,109,732
Consultant/Contract Services	1,548,442
Other Costs	2,140,679
Program Costs	7,842,627
Capital Expenditures	40,125
Indirect	5,059,766
In-Kind	136,040
Total Expenditures	59,202,662
Net Change in Assets	566,040
Net Assets, beginning	11,996,508
Net Assets, ending	12,562,548

Community Action of Partnership of Kern
Agency Total

STATEMENT OF POSITION (UNAUDITED)
AS OF OCTOBER 31, 2019

ASSETS	
Cash in Bank	5,090,369
Cash - Vacation Reserve	645,505
Petty Cash	500
Accounts Receivable	(1,408,886)
Travel Advance	10,260
Prepaid Expense	339,484
Inventory	1,357,274
Net Fixed Assets - Unrestricted	1,668,794
Net Fixed Assets - Restricted	8,464,652
Total Assets	16,167,951
LIABILITES AND NET ASSETS	
Accounts Payable	830,340
Accrued Expenses	(61,364)
Accrued Vacation	632,370
Line of Credit	-
Note Payable	1,954,721
Advance Payable	3,185
Deferred Revenue	384,923
Total Liabilites	3,744,175
Total Net Assets	12,423,776
Total Liabilities and Net Assets	16,167,951

STATEMENT OF OPERATIONS (UNAUDITED)
FOR THE PERIOD MARCH 1, 2019 TO OCTOBER 31, 2019

REVENUE	
Grant Revenue	41,682,522
Donations	302,533
Other Revenue	1,136,475
In-Kind	5,312,291
Total Revenue	48,433,821
EXPENDITURES	
Salaries	18,703,955
Benefits	5,621,148
Travel	471,261
Space Costs	4,140,634
Supplies	1,693,009
Consultant/Contract Services	1,804,066
Other Costs	1,659,500
Program Costs	5,547,309
Capital Expenditures	154,587
Indirect	3,464,831
In-Kind	5,312,291
Total Expenditures	48,572,593
Net Change in Assets	(138,772)
Net Assets, beginning	12,562,548
Net Assets, ending	12,423,776

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-18 TO 10-31-19 (66.67%)

	AGENCY TOTAL			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	30,816,989	17,017,247	13,799,742	55%
BENEFITS	9,792,653	5,193,010	4,599,643	53%
TRAVEL	604,666	389,683	214,983	64%
SPACE COST	7,859,253	3,140,183	4,719,070	40%
SUPPLIES	2,343,556	1,591,637	751,919	68%
EQUIPMENT	99,000	101,668	(2,668)	103%
CONSULTANT/CONTRACT SERVICES	2,765,704	1,313,513	1,452,191	47%
OTHER COSTS	2,888,001	1,426,924	1,461,077	49%
PROGRAM COSTS	9,513,508	5,466,042	4,047,466	57%
INDIRECT	5,717,625	3,452,056	2,265,569	60%
TOTAL	72,400,955	39,091,964	33,308,991	54%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-18 TO 10-31-19 (66.67%)

	EDUCATION			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	24,084,209	13,073,601	11,010,608	54%
BENEFITS	7,856,788	4,146,733	3,710,055	53%
TRAVEL	323,485	232,111	91,374	72%
SPACE COST	6,811,540	2,373,269	4,438,271	35%
SUPPLIES	1,974,004	1,227,136	746,868	62%
EQUIPMENT	-	-	-	0%
CONSULTANT/CONTRACT SERVICES	1,219,180	452,918	766,262	37%
OTHER COSTS	1,377,998	813,193	564,805	59%
PROGRAM COSTS	7,120,305	4,328,834	2,791,471	61%
INDIRECT	4,119,108	2,629,437	1,489,671	64%
TOTAL	54,886,617	29,277,231	25,609,386	53%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-18 TO 10-31-19 (66.67%)

	NUTRITION			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	3,648,579	2,009,694	1,638,885	55%
BENEFITS	1,115,935	558,726	557,209	50%
TRAVEL	118,450	99,988	18,462	84%
SPACE COST	573,934	453,635	120,299	79%
SUPPLIES	213,074	219,326	(6,252)	103%
EQUIPMENT	98,000	97,889	111	100%
CONSULTANT/CONTRACT SERVICES	8,985	2,207	6,778	25%
OTHER COSTS	599,558	260,373	339,185	43%
PROGRAM COSTS	1,685,551	774,854	910,697	46%
INDIRECT	625,888	381,425	244,463	61%
TOTAL	8,687,954	4,858,117	3,829,837	56%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-18 TO 10-31-19 (66.67%)

	ENERGY CONSERVATION			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	1,592,186	1,038,525	553,661	65%
BENEFITS	416,928	235,040	181,888	56%
TRAVEL	106,561	37,514	69,047	35%
SPACE COST	252,069	131,443	120,626	52%
SUPPLIES	82,222	93,728	(11,506)	114%
EQUIPMENT	-	3,780	(3,780)	Not budgeted
CONSULTANT/CONTRACT SERVICES	1,446,739	828,406	618,333	57%
OTHER COSTS	730,217	275,803	454,414	38%
PROGRAM COSTS	683,802	351,205	332,597	51%
INDIRECT	435,584	292,602	142,982	67%
TOTAL	5,746,308	3,288,045	2,458,263	57%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-18 TO 10-31-19 (66.67%)

	COMMUNITY SERVICES			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	807,941	482,120	325,821	60%
BENEFITS	221,237	110,560	110,677	50%
TRAVEL	39,380	13,199	26,181	34%
SPACE COST	94,385	84,578	9,807	90%
SUPPLIES	55,481	38,024	17,458	69%
EQUIPMENT	1,000	-	1,000	0%
CONSULTANT/CONTRACT SERVICES	88,550	9,974	78,576	11%
OTHER COSTS	95,417	48,797	46,620	51%
PROGRAM COSTS	17,350	8,289	9,061	48%
INDIRECT	128,571	77,274	51,297	60%
TOTAL	1,549,312	872,813	676,499	56%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-18 TO 10-31-19 (66.67%)

	CSBG			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	680,074	412,102	267,972	61%
BENEFITS	180,940	141,807	39,133	78%
TRAVEL	16,790	6,848	9,942	41%
SPACE COST	123,125	93,386	29,739	76%
SUPPLIES	16,575	10,684	5,891	64%
EQUIPMENT	-	-	-	0%
CONSULTANT/CONTRACT SERVICES	2,250	218	2,032	10%
OTHER COSTS	58,551	18,448	40,103	32%
PROGRAM COSTS	6,500	2,861	3,639	44%
INDIRECT	404,726	68,232	336,494	17%
TOTAL	1,489,531	754,585	734,946	51%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-18 TO 10-31-19 (66.67%)

	DISCRETIONARY & FUND RAISING			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	4,000	1,206	2,794	30%
BENEFITS	825	144	681	17%
TRAVEL	0	23	(23)	Not budgeted
SPACE COST	4,200	3,872	328	92%
SUPPLIES	2,200	2,739	(539)	124%
EQUIPMENT	0	-	0	0%
CONSULTANT/CONTRACT SERVICES	0	19,791	(19,791)	Not budgeted
OTHER COSTS	26,260	10,310	15,950	39%
PROGRAM COSTS	0	-	0	0%
INDIRECT	3,748	3,086	662	82%
TOTAL	41,233	41,172	61	100%

COMMUNITY ACTION PARTNERSHIP OF KERN
INDIRECT FUND - FY 2019/2020
BUDGET TO ACTUAL - 3/1/19 TO 10/31/19 (8 OF 12 MONTHS =66.67%)

	Budget	Actual	% Earned/ Expended	Available Balance
Revenue	**$ 5,799,844**	**$ 3,452,056**	**59.5%**	**$ 2,347,788**
Expenditures				
Salaries	3,070,550	1,786,564	58.2%	1,283,986
Benefits @ 24.11% actual	756,241	422,658	55.9%	333,583
Total Personnel Costs	3,826,791	2,209,222	57.7%	1,617,569
Operating Costs				
Travel	93,650	57,672	61.6%	35,978
Space Costs	186,800	142,220	76.1%	44,580
Supplies	166,500	128,756	77.3%	37,744
Consultant/Contract	659,100	381,720	57.9%	277,380
Other Operating Costs	345,050	211,709	61.4%	133,341
Total Operating Costs	1,451,100	922,077	63.5%	529,023
Total Expenditures	**$ 5,277,891**	**$ 3,131,299**	**59.3%**	**$ 2,146,592**
Excess Indirect Revenue	**$ 521,953**	**$ 320,757**		

RECAP BY SUPPORT DIVISION	Revised Budget	Actual	% Expended	Available Balance
HR	$ 1,034,632	$ 543,481	52.5%	$ 491,151
Operations	1,361,350	854,883	62.8%	506,467
Executive	612,204	382,675	62.5%	229,529
Community Development	705,930	371,705	52.7%	334,225
Finance	1,563,775	978,554	62.6%	585,221
	$ 5,277,891	$ 3,131,299	59.3%	$ 2,146,592

Prepared Date: 11/07/2019

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Board of Directors

From: Lisa Price, Program Governance Coordinator

Date: November 20, 2019

Subject: *Agenda Item VIII(a)*: November Policy Council Report – **Action Item**

The Policy Council met on October 22, 2019 at The Mark Restaurant for its member recognition banquet and final meeting of the 2018-2019 term. Quorum was established as all members were in attendance.

Members were recognized by Jeremy Tobias and Yolanda Gonzales for their commitment, time and dedication in serving on the Council. Gratitude was expressed for all they do which benefit the children and families enrolled in our program as well as our entire community. It was expressed that Policy Council members are the foundation of the program and are the epitome of the Promise of Community Action.

Two action items were presented to the Council by Jerry Meade, Program Design & Management Administrator; the items were as follows:

- Head Start/Early Head Start Kern Continued Funding Application 2020-2021
- Early Head Start Child Care Partnerships and Expansion Continued Funding Application 2020-2021

Information specific to each action item was shared, separate from one another. Upon conclusion of each presentation a motion was made, and subsequent approval obtained for submission of each of the respective applications to the Office of Head Start.

The first meeting of the 2019-2020 Policy Council term with new Council members will be held on Tuesday, November 26, 2019.

COMMUNITY ACTION PARTNERSHIP OF KERN
POLICY COUNCIL MEETING MINUTES
October 22, 2019
The Mark Restaurant 1623 19th Street, Bakersfield CA 93301

1. **Call to Order** – Chairperson, Amber Dunlap, called the meeting to order at 6:35 p.m.
   a. Moment of Silence, Pledge of Allegiance
   b. Reading of The 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, Yolanda Mefford Quorum was established.
   Policy Council Members Present: Amber Dunlap, Daisy Valencia, Jacqueline Boykin, Yolanda Mefford, Isabelle Diaz, Nila Hogan, Andrea Martinez, Diana Reyes, Destiny Thompson Butler, Estela Corrales, Ana Lester, Lindsay Harrison and Yolanda Ochoa.
3. **Approval of Agenda** – Chairperson **(**ACTION)**
   a. A motion to approve the October 22, 2019 meeting agenda was made by Nila Hogan; Yolanda Mefford seconded. Motion carried unanimously.
4. **Approval of Minutes** – Chairperson **(**ACTION)**
   A motion to approve the September 24, 2019, Policy Council minutes was made by Diana Reyes; Jacqueline Boykin seconded. Motion carried unanimously.
5. **Presentation of Guests/Public Forum**
   The following guests were in attendance: Jeremy Tobias, CAPK CEO; Yolanda Gonzales, Director Head Start/State Child Development; Donna Holland, Fiscal Administrator; Esperanza Contreras, Partnership Administrator; Gloria Barbero, Program Administrator; Jerry Meade, Program Design & Management Administrator; Leslie Mitchell, Education & Support Services Administrator; Carolyn Coffey, Education Coordinator; Rosa Del Toro, Program Manager; Letisha Brooks, Program Manager; Mary Ann Mooney, Program Manager; Elizabeth Williams, Program Manager; Nicole Niño, Family Engagement Specialist & Home Base Supervisor; Lisa Price, Program Governance Coordinator; Leticia Villegas, Program Assistant/Translator; Silvia Ortega, Quality Assurance Manager; Elsa, Navarrete, Quality Assurance Specialist; Mayra Martinez, Assistant to Head Start Director; Ricardo Diaz; Malachi Alas; Ryan Harrison; Marian Panos; Gil Panos; Jaime Reyes; Ana Vigil; Preston Hogan and Angelina Martinez
   a. *(The public wishing to address the full Policy Council may do so at this time. Policy Council members may respond briefly to statements made or questions posed. However, the PC will take no action other than referring the item(s) to staff for study and analysis. Speakers are limited to five minutes each. If more than one person wishes to address the same topic, total group time for the topic will be 10 minutes. Please state your name before making your presentation. Thank you.)*
6. **Standing Committee Reports** *(five minutes each)*
   a. **School Readiness Committee** – Yolanda Mefford shared that the School Readiness Committee met on three occasions. Members learned about DRPD and other measures used to assess children in the program and how the data results help to create the school readiness goals. They also learned about new health requirements and how health and nutrition play an important role in school readiness. During the meeting which focused on family engagement, the importance of parents as their first child's teacher and their children's advocate was emphasized.
   b. **Planning Committee** – Diana Reyes reported that the Planning Committee met on October 1, 2019; quorum was established. Enrollment and attendance reports were reviewed for September. Early Head Start and Head Start of Kern reported 99.8 % and 85% enrollment respectively. San Joaquin EHS and Early Head Start Partnership reported full enrollment. The average daily attendance throughout the program was at 98% during this reporting period. The Child & Adult Care Food Program reported that more than 46,000 meals were prepared by the Central Kitchen during September. It was shared that staff participated in 2 recruitment events. Approval for the submission of the annual applications for Early Head Start and Head Start Kern as well as Early Head Start Child Care Partnership were reviewed and approved for the 2020 – 2021 budget year.
   c. **Finance Committee** – Destiny Thompson Buttler, reported that as a member of the committee she has learned a lot. Destiny plans on returning to Policy Council with the hope of continuing to learn more and plans to have additional information to report in the future.
   d. **By-Laws Committee** – Jacqueline Boykin shared that the Bylaws Committee met three times. At the beginning of the term members were provided a copy of the bylaws for review. When the committee met, there was found to be some areas of the current bylaws that could be revised. Those changes were made, and a final revision of the document took place before submitting to administrative staff for review and recommendations.

7. **Presentations**
   a. **Recognition of 2018 – 2019 Policy Council Members ~ Yolanda Gonzales, Head Start/State Child Development Director**
   Ms. Gonzales & Jeremy Tobias, CAPK CEO expressed words of gratitude and presented certificates of appreciation to each Policy Council member with photographs taken by Community Development staff.
8. **New Business** – Chairperson **(**ACTION)**
   a. **Head Start/Early Head Start Continued Funding Application 2020-2021 ~ Jerry Meade, Program Design & Management Administrator**
   Jerry Meade, shared information regarding a request to approve submission of the 2020-2021 continued funding application of the Head Start and Early Head Start Kern Grant. He also noted that this information was shared with members of the Policy Council Planning Committee as an action item at the October meeting and was subsequently approved. Jerry stated the Head Start/Early Head Start Kern continued funding application will describe the program design, goals and approach to delivery for the funding period March 1, 2020 – February 28, 2021. Upon conclusion of this presentation Ana Lester made a motion to approve submission of the application for continued funding of the Head Start and Early Head Start Kern Grant for the 2020-2021 budget period; Diana Reyes seconded. Motion carried unanimously.
   b. **Early Head Start Child Care Partnerships and Expansion Continued Funding Application 2020-2021 ~ Jerry Meade Program Design & Management Administrator**
   Information was shared by Jerry Meade, regarding a request for approval to submit the application for the 2020-2021 continued funding of the Early Head Start Child Care Partnerships Kern Grant. A budgetary overview was shared, and it was also noted that there will be no changes requested to the program delivery options for this grant. The Early Head Start Child Care Partnership application to be submitted will describe the program design, goals and approach to delivery for the funding period March 1, 2020 – February 28, 2021. Upon conclusion of this presentation, Diana Reyes made a motion to approve the submission of the continued funding application for the Early Head Start Child Care Partnership grant for the 2020-2021 budget period; Destiny Thompson Butler seconded. Motion carried unanimously.
9. **Communications**
   a. Kern Head Start and Early Head Start Budget vs. Actual Expenditures, July 1, 2019, through September 30, 2019
   b. San Joaquin Early Head Start Budget vs. Actual Expenditures, February 1, 2019, through September 30, 2019
   c. Early Head Start Child Care Partnerships and Expansion Budget vs. Actual Expenditures, March 1, 2018, through September 30, 2019
   d. Parent Local Travel & Child Care through September 30, 2019
   e. Parent Activity Funds through September 30, 2019
   f. Funding Guidance for Head Start and Early Head Start Kern for 2020 – 2021
   g. Funding Guidance for Early Head Start Child Care Partnerships and Expansion for 2020 – 2021
   h. Kern Head Start and Early Head Start Non-Federal Share and In-Kind Report, March 1, 2019, through September 30, 2019
   i. San Joaquin Early Head Start Non-Federal and In-Kind Report, February 1, 2019, through September 30, 2019
   j. Policy Council Planning Committee Minutes ~ September 10, 2019 (English/Spanish)
   k. Policy Council Budget & Finance Minutes ~ September 17, 2019 (English)
   l. Policy Council Planning Committee Minutes ~ October 1, 2019 (English/Spanish)
   m. Kern County Superintendent of Schools Parent Café – Larry Reider Education Center (English/Spanish)
   n. Children's Mobile Immunization Clinic ~ November 2019 (English/Spanish)
   o. 2019 Annual Safe Trunk or Treat – October 25, 2019, Kern County Sheriff's Office (East Bakersfield Substation)
   p. Fall Festival – October 26, 2019, New Covenant Church, Bakersfield
   q. CAPK Head Start Selection Criteria Committee Save the Date – November 15, 2019
   r. CAPK Head Start School Readiness Meeting Dates

   The Chairperson called for a motion to receive and file Communication items (a)-(r). Motion was made by Yolanda Ochoa to receive and file.
10. **School Readiness Report** – Leslie Mitchell, Education & Support Services Administrator
   Ms. Mitchell thanked and praised all the members of the council for their commitment and service. She shared that school readiness is reaching the end of its first cycle, which concludes on November 4, 2019. She added that the Family Engagement Team is training Family Service Workers on a program entitled, *Your Money Your Goals* so that they may assist the families at their centers. She also shared that the health team has been performing hearing and vision tests for the children. So far, the team has performed 400 screenings within the last 45 days. On the Head Start side, they are working on investigations; children are being introduced to simple machines, something which is very exciting for them. This is a part of STEAM, Science, Technology, Engineering, and Mathematics. Ms. Mitchell also reported that the Disabilities, Mentor Coaches and the Wellness teams are conducting a social-emotional checklist in classrooms. They are making sure that the Pyramid curriculum is in place. Some of the areas being monitored are whether everybody that walks into the classroom is acknowledged, if there are classroom rules in place, etc. In summary, staff are making sure that the climate in the classroom is well set, to ensure children have a good day at school.

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

    Ms. Price expressed her profound appreciation for members' time and commitment. She went on to thank staff sponsors for supporting and sharing their knowledge with the participants and members of their respective subcommittees. Ms. Price gave special recognition to select members: Yolanda Ochoa was recognized for five years of service, Nila Hogan and Andrea Martinez received recognition for their perfect attendance during the 2018-2019 Policy Council term. They attended all Policy Council meetings as well as all their individual subcommittees.

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

    Ana Lester expressed her appreciation for the opportunity given to serve on the Policy Council. Ana stated she will still be available and accessible as she shared her heartfelt commitment to CAPK. Lindsay Harrison stated ever since she was in high school, she has had a desire to serve the community; through CAPK she has been able to do that. She gave a special thank you to Jerry and Yolanda for giving her an opportunity to fulfill her purpose. Lindsay expressed her deep gratitude to Ms. Lester, for taking Lindsay under her wing and sharing her knowledge with her.

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

    Policy Council member Estela Corrales reported that the father engagement activity was a success. Many fathers and families attended the center and home base socializations. Families were very excited about the event and are already looking forward to their next event in January. The program reached full enrollment in September and are expecting the same for October. In closing, Estela talked about her Policy Council experience; how much she has learned and how grateful she was for the opportunity.

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

    Ms. Contreras and family advocates participated in the Taft College Child Development Center Parent Meeting. Information about the CAPK/Taft College Partnership was shared as well as the EHS application requirements. The Region IX Head Start T&TA representative, Stacy McFarren, visited Taft College to see the new partnership contract site. Garden Pathways has added 3 infant slots to their existing contract. HVP had 71 families enrolled in September and has a current enrollment of 90 children. Recruitment for an additional 7 Home Visitors is now open and employment applications are being accepted. The program is scheduled to meet full enrollment at the beginning of 2020.

15. **Board of Directors Representatives Report** – Yolanda Ochoa, Board of Directors Representative

    Yolanda shared that the information presented today by Jerry Meade, was the same information presented at the Board meeting. Ms. Ochoa added that she's impressed with the amount of money that was awarded and the impact that will have on the families within the community. She closed by expressing her appreciation to the agency for allowing her to participate one more year.

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

    Ms. Gonzales expressed her profound appreciation to the Council members, she pointed out that by participating in the Policy Council, members have built relationships and have learned and provided support to each other. Ms. Gonzales stated that she felt that all staff who have interacted with Policy Council members are better because of it. The passion and commitment members have is apparent. Ms. Gonzales ended by thanking members for being passionate not only about their children and families but about the program as well.

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

    Ms. Dunlap expressed her appreciation for the opportunity to be part of the Policy Council for the past two years. She shared that she had a parent conference for her son, and he was praised for his word recognition. Amber added that everything that her son has accomplished so far has been due to his participation in Head Start and she's very grateful for it.

18. **Adjournment** –Chairperson

    The meeting was adjourned at 7:15 p.m. by the chairperson. The next Policy Council Meeting will be held on November 26, 2019 at the CAPK Administrative Office. There will be a light dinner at 5:00 p.m. with the meeting to begin promptly at 5:30 p.m.

BOARD OF DIRECTORS

2020 BOARD & STANDING COMMITTEE MEETING CALENDAR

MONTH	PRE COMMITTEE	B & F COMMITTEE	PERSONNEL COMMITTEE	AUDIT & PENSION COMMITTEE	EXECUTIVE COMMITTEE	BOARD MEETINGS
January	1/15	1/22		1/16		1/29
February	2/12	2/19				2/26
March	3/11	3/18				3/25
April	4/15	4/22		4/16		4/29
May	5/13	5/20				5/27
June	6/10	6/17				6/24
July					7/22	
August	8/5	8/12		8/6		8/19
September	9/16	9/23				9/30
October	10/14	10/21				10/28
November	11/4	11/11		11/5		11/18
December					12/16	

- Board of Director Meetings and Committee Meetings are generally held at the Community Action Partnership or Kern Administrative Building, located at 5005 Business Park North, Bakersfield, CA. Notice of change in meeting location will be given in advance.
- Executive and Personnel / Affirmative Action Committees generally meet on an as needed basis – Dates and times to be determined.
- Community Action Partnership of Kern follows the meeting guidelines of the Ralph M. Brown Act. All meetings are open to the public.

Notes:

- August meetings are held one week earlier due to the National Community Action Partnership Annual Convention.
- November meetings are held one week early due to the Thanksgiving Holiday.
- No Standing Committee or Board meetings are scheduled in July & December. All items will be heard at the Executive Committee meetings.

COMMUNITY ACTION PARTNERSHIP OF KERN MEMORANDUM

To: Board of Directors

From: Esperanza Contreras, Partnership Administrator

Date: November 20, 2019, 2019

Subject: *Agenda Item IX(c)*: Certified Community Action Professional (CCAP) – **Info Item**

National Community Action Partnership provides certification for current and emerging managers or leaders in the Community Action Profession. To achieve certification, employment in either a Community Action Agency (CAA), a delegate agency or sub-grantee of a CAA, a CSBG eligible entity, a state or regional association office, or a state community services program office is required.

CCAP is based on two pillars:

1. The Community Action Body of Knowledge Outline: A five section list of the knowledge and skills which community action managers and leaders need in order to function in a position of leadership in their community and agency. The sections are: History of the Community Action Movement, Vision and Value of Community Action, Traditional Community Action Management Skills, Leadership, Theories about causes of Poverty and Strategies to address them.

2. The Community Action Code of Ethics:

    a. Standard for professional behavior that guides the decisions a community action leader makes.

The CCAP process includes the initial application and data form, portfolio submission and an exam. CAPK would like to encourage staff to participate in the 2020 CCAP. This includes the Chief Executive Officer which would require signature from the Board of Director Chair.

Attachment:
Earn Your CCAP



BECOMING A CCAP VALIDATED MY COMMITMENT TO COMMUNITY ACTION.

Development Coordinator
Maine

If you are a dedicated Community Action leader who wants to create more opportunities for your agency and enhance your leadership skills, you should earn your CCAP!

Have questions?
Let's talk!

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ccap@communityactionpartnership.com
communityactionpartnership.com/ccap

DID YOU KNOW?

Once you earn your CCAP, you can recertify it **every four years** by submitting a simple form and paying a small fee ($175).

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>
> Executive Director
> *Virginia*

THE CCAP ADVANTAGE

- Gain national recognition for your Community Action achievements.
- Enhance your credibility as an experienced Community Action leader.
- Increase your advantage as you compete for higher positions in the Community Action field.

ELIGIBILITY

- You have held a leadership role at your organization for at least 2 years.
- You are employed by a qualifying organization: a CAA, delegate agency or sub-grantee of a CAA, a CSBG eligible entity, a state or regional CAA association, or a state community services office.

ENROLLMENT FEE

$600 (CAP member)
$635 (CAP nonmember)

Discounts available for group enrollment

HOW IT WORKS

- When you enroll, you have **three years** to complete your Candidate Data Form (CDF), submit your Executive Skills Portfolio (ESP), and pass the written exam.
- If you do not complete the CDF or ESP, or you do not pass the exam, you will need to purchase another three year candidacy. The exam is offered once per year.

BECOME A CCAP

1. Submit **enrollment form and fee**
2. Complete a **Candidate Data Form**
3. Develop an **Executive Skills Portfolio**
4. Pass the **Written Exam**

GET SUPPORT

Meet with your Executive Director or Board Chair to determine the level of support you can expect from your organization.

FIND A MENTOR

Find a CCAP mentor. By establishing a working relationship with a mentor in your area, you will have personalized support and encouragement every step of the way towards your CCAP.

START YOUR JOURNEY

Sketch in your Candidate Data Form to see where you need extra points or experience, join a local or online study group, and start studying the Community Action Body of Knowledge!

