COMMUNITY ACTION PARTNERSHIP *of* KERN
BOARD OF DIRECTORS MEETING
5005 Business Park North, Bakersfield, CA
February 26, 2020
12:00 pm

AGENDA

I. Call to Order

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

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

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

c. Roll Call

Janea Benton	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 January 29, 2020 Board of Directors Meeting – ***Action Item (p. 4-11)***

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. Information Technology Strategic Plan & Policy Update – Emilio Wagner, Director of Operations – ***Action Item (p. 12-57)***

b. Resolution to Approve the Submission of the County of Kern Emergency Solutions Grant (ESG) Grant Application – Tomas Cubias, Community Development Specialist – ***Action Item (p. 58-60)***

c. Update on the County of Kern Low Barrier Navigation Center – Laurie Hughey, Program Manager – ***Info Item (Verbal Report)***

VII. Committee Reports

a. PRE Committee Report – Pritika Ram, Director of Administration – ***Action Item***
   i. Minutes from the February 12, 2020 Committee Meeting ***(p. 61-63)***
   ii. 2-1-1- Kern Program Presentation ***(p. 64-76)***
   iii. January 2020 Program & Division Reports ***(p. 77-91)***
   iv. Application Status Reports for January 2020 ***(p. 92-93)***
   v. Funding Request: California Board of Stat& Community Corrections for Kern Youth Reinvestment Partnership Program ***(p. 94)***
   vi. January 2020 Head Start / State Child Development Enrollment Update & December 2019 Meals Report ***(p. 95-96)***
   vii. Summary of Changes to the Head Start Recruitment & Selection Plan for 2020-2021 ***(p. 97-99)***
   viii. Head Start Program Planning Calendar ***(p. 100-104)***

b. Budget & Finance Committee Report – Tracy Webster, Chief Financial Officer – ***Action Item***
   i. Minutes from the February 19, 2020 Committee Meeting ***(p. 105-109)***
   ii. 2-1-1 Kern County Program Budget Update ***(p. 110-114)***
   iii. Head Start & Early Head Start Budget to Actual Reports ***(p. 115-128)***
   iv. Kern County Children & Families Commission (First 5 Kern) Help Me Grow Contract ***(p. 129-154)***
   v. Kern County Children & Families Commission (First 5 Kern) 2-1-1 Contract ***(p. 155-178)***
   vi. Annual Budget for FY 2020/21 ***(p. 179-191)***
   vii. Human Resource Position Changes for FY 2020-21 ***(p. 192-194)***
   viii. January 2020 Financial Statements ***(p. 195-255)***
   ix. Consent ***(p. 256-261)***

VIII. Advisory Board Reports

a. Head Start Policy Council Report – Nila Hogan, Policy Council Representative – ***Action Item***
   i. February 2020 Policy Council Report ***(p. 262)***
   ii. January 28, 2020 Policy Council Minutes ***(p. 263-266)***

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 Development & Training ***(Verbal Report)***

X. Board Member Comments

XI. Closed Session

a. Employee Evaluation – Chief Executive Officer (Government Code Section 54957)

XII. Closed Session Report

XIII. Next Scheduled Meeting

Board of Directors Meeting
Wednesday, March 25, 2020
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, February 21, 2020. Paula Daoutis, Administrative Coordinator.

COMMUNITY ACTION PARTNERSHIP *of* KERN
BOARD OF DIRECTORS MEETING
5005 Business Park North | Bakersfield, CA 93309
January 29, 2020

MEETING MINUTES

I. Call to Order

Chairman Curtis Floyd called the meeting to order at 12:03 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. Board Seat Reappointments – ***Action Item***

Accepting the reappointment of Nila Hogan as the Head Start Policy Council representative.

Accepting the reappointment of Supervisor Mike Maggard as the Kern County Board of Supervisors Representative.

Motion was made and seconded to accept the reappointments of Nila Hogan as the Head Stat Policy Council representative and Mike Maggard as the Kern County Board of Supervisors Representative. Carried by unanimous vote (Henderson/Gurrola).

d. Roll Call

Roll Call was taken with a quorum present:

Present: Janea Benton, Jimmie Childress, Curtis Floyd, Jose Gurrola, Craig Henderson, Mike Maggard, Jonathan Mullings, Marian Panos, Guadalupe Perez, Fred Plane, Ana Vigil

Absent: Nila Hogan, Yolanda Ochoa

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 as amended to remove item VI(c) for January 29, 2020. Carried by unanimous vote. (Henderson/Panos).

III. Approval of Meeting Minutes

a. Minutes of the November 20, 2019 Board of Directors Meeting.

Motion was made and seconded to approve the minutes of the November 20, 2019 meeting. Carried by unanimous vote. (Benton/Vigil).

IV. Introduction of Guests / Public Forum

No one addressed the Board.

V. Special Presentations

There was no Special Presentation

VI. New Business

a. Award of Property & Casualty Insurance Coverage – Emilio Wagner, Director of Operations – ***Action Item***

Emilio Wagner reported that USI went out to bid for the renewal terms for CAPK's property and casualty insurance and stated there would be a 9% increase in rates for the coming year, which is equivalent to $25,356.20. A portion of this increase is attributed to the addition of the AmeriCorps program, which requires additional coverage for student drivers. Additionally, USI proposed the increase of coverage limits for crime and cyber and this increase will be direct charged and absorbed by the programs based on the allocation of usage. Staff recommends the Board of Directors authorize the Chief Executive Officer to bind coverage at the proposed increased limits with Philadelphia Indemnity Insurance Company through USI Insurance Services.

Motion was made and seconded to authorize the Chief Executive Officer to bind coverage at the proposed increased limits with Philadelphia Indemnity Insurance Company through USI Insurance Services. Carried by unanimous vote (Childress/Plane).

b. Selection of Architect for Head Start Facility Expansion – Emilio Wagner, Director of Operations – ***Action Item***

Emilio Wagner provided a background summary to remind the Board of the previously awarded funds in the amount of $3,961,000 from the Office of Head Start to expand four child development facilities in Bakersfield. The project is broken into two phases, design and construction. An RFP for architectural services was sent to 22 firms and posted at the Kern County Builders Exchange, etc., with the budget for these services estimated at $280,000. Six qualified proposals were received and reviewed by staff and Colombo Construction, Construction at Risk previously approved by the Executive Committee. Ordiz Melby has been selected as the firm to provide architectural services and staff recommends the Board authorize the Chief Executive Officer to execute the contract for services.

Motion was made and seconded to authorize the Chief Executive Officer to execute the contract for services agreement with Ortiz Melby. Carried by unanimous vote (Henderson/Gurrola).

c. California Board of State & Community Corrections Youth Reengagement Grant – Carmen Segovia, Director of Health & Nutrition – ***Action Item***

This item was removed from the agenda.

d. Board Retreat Action Item: New Initiatives – Fundraising Campaign & Creation – ***Action Item***

Pritika Ram reported that staff has been investigating options to create a Foundation to fundraise through capital campaigns to support the expansion of the Food Bank and other CAPK programs. This item is a follow-up from an action item from the Board Retreat held in August of 2019.

Pritika discussed the proposed activities for three focus areas detailed in the attached memo that include: 1) Fundraising; 2) Creation of a Foundation; and 3) Fundraising Account, and recommended that the Board of Directors approve the execution of the CCS Fundraising Consulting Services Contract and Assignment of an Ad Hoc Foundation Committee.

Janea Benton asked who will be assigned to manage the project. Jeremy Tobias replied that initially, the function will be housed under the Executive Division and overseen by the CEO. Jeremy informed the Board that this function is included in the 2020-2021 budget under the Indirect fund and will be presented for approval at the February meeting. The budget will reflect expenses only in the first year, revenue is not projected until year two, and it is important to realize that the expenses realized in 2020-2021 are an investment for a long-term revenue source.

Jimmy Childress asked about the ability to use funds raised for other projects, such as the proposed Housing Project. Pritika replied that the Foundation will be a direct subsidiary of CAPK and once in place, funds can be moved around. Additionally, it is recommended to create an LLC for the Housing Project so it will be separate and apart from the Foundation. Pritika stated that the Bylaws and Articles of Incorporation must be written very carefully.

Curtis Floyd asked about the expense for the assessment contract and questioned if Kern Community Foundation was considered as a fiscal agent. Pritika replied that she did look into the Kern Community Foundation; however, it is not as robust as CAPK needs it to be. Pritika explained the scope of work that the Contractor will do to justify the $40,000. Jeremy said it is important to note that CAP agencies are not set up to fundraise. Historically the agency operates federal contracts, not a fundraising organization. To be robust fundraisers to support the foundation, we need to capitalize on the experience of the firm to start us on the path to success. Janea Benton added that she has worked with the contractor in the past and is comfortable with the selected contractor and price and she indicated her desire to be on the ad-hoc committee.

Fred Plane stated that the Foundation is similar to what has been done by the Fresno EOC. Mike Maggard said that private foundations will eventually take on more responsibility for the homeless shelter and agreed that it is a good time to start the Foundation.

Motion was made and seconded to approve the execution of the CSS Fundraising Consulting Services Contract and Assignment of an Ad Hoc Foundation Committee. Carried by unanimous vote (Plane/Gurrola).

e. Revised Attendance Policy (Full & Part Year) – Tracy Webster, Chief Financial Officer – ***Action Item***

Tracy Webster provided an update to the Board regarding the issue with the current Attendance Policy for full and part-year employees. The current policy lacked flexibility and resulted in termination of employees who violated the attendance limits, without consideration for extenuating circumstances, length of service, history of past attendance, past performance reviews, etc. The proposed revised plan allows the Division Director flexibility to make recommendations to the CEO, with final decision on disciplinary action to be decided on by the CEO. CAPK management completed a meet and confer with SEIU to obtain feedback and approval of the revised policies. The proposed revised policies were also reviewed by CAPK legal counsel and the attached revision reflects input from legal counsel and staff recommends Board approval of the revised Attendance Policies for full year and part year employees.

Motion was made and seconded to approve the revised Attendance Polices for full year and part year employees. Carried by unanimous vote (Henderson/Gurrola).

f. Human Resources Analytical Information CY 2019 – Tracy Webster, Chief Financial Officer – ***Info Item***

Tracy Webster reported that at a previous meeting, members of the Board of Directors requested information about the retention rates of the agency, and staff has compiled data from January through December 2019.

The overall turnover rate was 20.08% for calendar year 2019. Involuntary turnover amounted to 3.99% and voluntary turnover was 16.09%. Tracy also cited a 2016 Compensation Force Study where it was reported the average turnover rate for all industries is 17.8%. Furthermore, studies have been completed nationwide to reflect turnover rates for early childhood education is approximately 30%. Staff has identified that many of the positions involved in the turnover computation are entry level positions, and management staff is dedicated to empowering staff to become self-sufficient, which often results in staff growing beyond their position into positions outside of the organization.

Janea Benton commented that she would like management to make a commitment to the employees and recommended that new HR Director to conduct an employee engagement survey. Tracy Webster replied that a survey is underway now, and the exit interview process is being revised.

Ana Vigil asked for staff to provide the Board with analysis of how many employees are promoted within the agency. Jimmie Childress asked if there is a proportionate amount by division. Eric Kelley cautioned that some divisions are much larger than others and the data may appear skewed. Curtis Floyd said that he would prefer to see the data regardless if it looks skewed. Tracy said that the report will be shared annually.

g. Open Enrollment Update – Tracy Webster, Chief Financial Officer – ***Info Item***

Tracy Webster reported that Human Resources staff successfully afforded 853 benefit-eligible employees an opportunity to learn about and select a variety of benefit options during the Open Enrollment period in November 2019. There continues to be an upward trend in employees electing medical coverage and for the 2020 plan year, there are a total of 487 employees (equating to nearly 800 lives) participating in the Blue Shield plan. A total of 338 employees declined coverage for a variety of reasons listed on the attached memo. As reported earlier, there is a one-time incentive of $100 for employees to visit their primary care doctor to complete an annual physical exam and submit physician results and consent forms to CAPK's program partner, Wellworks. The incentive will be distributed as an additional pay item on the eligible employee's paycheck after program completion.

Curtis Floyd would like to know if employees elected not to enroll in benefits due to affordability.

VII. Committee Reports

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

Jeremy Tobias reported that the Executive Committee met twice since the last Board Meeting. The regularly scheduled meeting took place on December 18, 2019. The Committee recommended the Operational Contract for the County of Kern Low-Barrier Homeless Shelter (Navigation Center) contract approval be tabled until the time a final contract could be reviewed by the Committee and a special meeting was preliminary set for early January 2020. Additionally, the staff pulled their recommendation for approval of the selection of the Architect for the Head Start Facility Expansion and will resubmit this item again once more information has been received. However, the Construction Manager at Risk for the Head Start Facility Expansion was approved by the Committee, along with all other action items presented.

Jeremy Tobias reported that a special meeting of the Executive Committee convened on January 13, 2020 to review the final Operational Agreement & Contract Exhibits (Scope of Work) for the County of Kern Low-Barrier Homeless Shelter (Navigation Center). The agreement was approved by a unanimous vote of the Committee.

Mike Maggard thanked Jeremy Tobias and staff for the work on the Homeless Low-Barrier Shelter.

Motion was made and seconded to approve the Executive Committee Report from meetings held on December 18, 2019 and on January 13, 2020 and all action items approved by the Committee. Carried by unanimous vote (Henderson/Vigil).

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

Pritika Ram reported that the Committee met on January 15, 2020 and noted that a special presentation of the new CalFresh Healthy Living was provided by Program Manager, Tammy Fisher. Pritika also provided a summary report for all other programs and the application status reports for November & December 2019. Staff recommends approval of the PRE Committee Report and all action items, with the exception of item number VII(b) vii which staff recommends sending back to the PRE Committee in February.

Motion was made and seconded to approve the PRE Committee Report and all items with the exception of item number VII(b) vii to be resubmitted to the PRE Committee in February 2020. Carried by unanimous vote (Childress/Henderson).

g. Audit & Pension Committee Report – Tracy Webster, Chief Financial Officer – ***Action Item***

Tracy Webster reported that the Audit & Pension Committee met on January 16, 2020 and the Auditors from Brown Armstrong provided Audit Reports for the year ended February 28, 2019 and the Special Purpose Financial Statements for the year ended June 30, 2019. A hard copy of the Audit Reports was distributed to the Board Members at this meeting and Andrew Paulden from Brown Armstrong provided a summary report to the Board. Tracy reported that the form 990 and other reports were filed and are posted on the CAPK website.

One action item was presented to the Committee which authorized the 401(a) and 403(b) repricing as recommended by staff.

Craig Henderson asked the auditors, if they were in our position as board members, is there anything they would be concerned about? The auditor's response was no.

Janea Benton said that she wants to be sure that the IT issues are resolved and wants the Board to support IT needs and the plan.

Mike Maggard thanked Andrew Paulden for the comprehensive report. The Pension Plan report findings dealt with maintaining information as it pertains to eligibility. Staff has already identified, and auditors understood the issue and made sure it had no impact on the deliverables and it did not.

Motion was made and seconded to approve the Audit & Pension Committee Report, the Audit Reports for the year ended February 28, 2019 and the Special Purpose Financial Statements for the year ended June 30, 2019, and all items. Carried by unanimous vote (Henderson/Maggard).

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

Tracy Webster reported that the Committee met on January 22, 2020 and all action items presented and were approved.

The 2020-2021 Budget was brought to the committee as an info item for review and will come back to the committee in February for approval.

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

VIII. Advisory Board Reports

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

Lisa Price provided the Head Start Policy Council Report on behalf of Nila Hogan for the month of January and provided a summary from the November & December 2019 meeting minutes.

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

b. Friendship House Community Center Advisory Board Report – Carmen Segovia, Director of Health & Nutrition – ***Action Item***

Carmen Segovia reported the Advisory Board was dark over the holidays and will resume in February.

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

IX. Chief Executive Officer Report

a. Recap from CAP National Management & Leadership Conference in San Juan Puerto Rico from January 8-10, 2020.

Jeremy Tobias reported that he and five Board Members attended the CAP National Management & Leadership Conference in San Juan Puerto Rico earlier this month and said that it was very informative. Jeremy invited attendees to provide their feedback in the Comments section.

b. Introduction of new program staff from the AmeriCorps Program and the County Low Barrier Navigation Center.

Jeremy Tobias introduced Laurie Hughey, Program Manager and Jonathan Flores, Operations Supervisor, Program Manager for the County Low-Barrier Navigation Center, Carrie Farwell, Program Manager for the AmeriCorps Program, and Tammy Fisher, Program Manager for the CalFresh Healthy Living Program.

Curtis Floyd stated that he would like to have the Homeless and AmeriCorps activities reported on every meeting.

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

X. Election of Board Officers

The Board held elections for the four officer positions and elected: Curtis Floyd, Chair; Fred Plane, Vice-Chair; Nila Hogan, Secretary; and Janea Benton, Treasurer.

XI. Board Member Comments

- Jonathan Mullings said he attended the conference in San Juan Puerto Rico and said it was a great conference with important discussions about race and politics.
- Fred Plane also attended the conference. He attended the presentation by David Bradley, lobbyist for CAP, and said his presentation was very eye opening. The only negative comment was that some of the board training was elementary and would like the feedback to national organization to be that they should provide more advanced board training.
- Janea Benton said this conference was more beneficial than the National Conference held each August. There were presentations on understanding financial reporting and that it is the Board's responsibility to be better informed of the agency's mission, programs, etc., with the responsibility to help raise funds.
- Jimmie Childress said it would be advantageous to incorporate a recycling service at the homeless shelter, and said that it will help draw people in. Mike Maggard said he will look into it.
- Ana Vigil also attended the conference in Puerto Rico and said that another Executive Director told her that she could not get their board to attend any conferences. Ana also encouraged the Board to get involved in the read across America event coming up in March.
- Craig Henderson said great job to staff.
- Jose Gurrola thanked staff for diligent work on the navigation center and the audit. The decision to move forward with the homeless shelter was made swiftly and the shelter will help evaluate how people are getting into homelessness. Jose feels that CAPK is moving in the right direction.

XII. Closed Session

Motion was made and seconded to enter into closed session at 1:32 pm to discuss the following items. Carried by unanimous vote (Plane/Henderson).

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

b. Conference with Real Property Negotiations

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

c. Employee Evaluation – Chief Executive Officer (Government Code Section 54957)

XIII. Closed Session Report

The meeting returned to open session at 2:44 pm and Jeremy Tobias reported that no action was taken on item XIII(a); no action was taken on item XIII(b); and Item XIII(c) will be continued at the February 26th meeting.

XIV. Next Scheduled Meeting

Board of Directors Meeting
Wednesday, February 26, 2020
12:00 p.m.
5005 Business Park North
Bakersfield, CA 93309

XV. Adjournment

The meeting adjourned at 2:44 p.m.

COMMUNITY ACTION PARTNERSHIP OF KERN
MEMORANDUM

To: Board of Directors



From: Emilio G. Wagner, Director of Operations

Date: February 26, 2020

Subject: *Agenda Item VI(a)*: Information Technology Strategic Plan and Policy Update – **Action Item**

IT Strategic Plan

The IT Strategic plan is a review of existing technology and processes that may benefit from technology and identifying ways to enhance the existing use of technology. The plan is divided by the following categories: Applications, Hardware, Services, Management, and Resiliency. For each section the plan identifies the current state and a proposal. Current - Identifies the current state of each section whether or not technology is currently used. Proposed - Identifies ways the existing technology may be better utilized or the adaption of a technology to enhance a process. The Strategic plan was developed with Wipfli LLP and reviewed with the IT Steering Committee.

IT Policies

To supplement and expand the Employee Policy manual the IT department instituted nine (9) policies related to technology. CAPK's IT policies were reviewed and modified to ensure relevancy to the ever-changing technology and risks. The policies reviewed are as follows:

OPSIT 1.1 - Computer Usage Policy
OPSIT 1.2 - Email Policy
OPSIT 1.3 - Internet Usage Policy
OPSIT 1.4 - IT Security Policy
OPSIT 1.5 - Data Backup Policy
OPSIT 1.6 - Password Policy
OPSIT 1.7 - Web Conferencing Policy
OPSIT 1.8 - Wireless Communication Standard Policy
OPSIT 1.9 - Wireless Policy

As noted in Brown Armstrong's finding with regards to IT the Password Policy now aligns with the settings within Microsoft Active Directory.

Recommendation:
Staff recommends the Board of Directors approves the 2019 IT Strategic Plan and revised IT policies.

Attachments:
2019 IT Strategic Plan
IT Policies and Procedures: OPSIT 1.1 -1.9



Community Action Partnership of Kern
IT Strategic Plan

Revision Date:
February 26, 2020

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Technology Review

Summary

State of Technology

The organization's core infrastructure components such as networking and servers still has a lot of room for improvement. CAPK recognizes this and has begun to implement changes to the networking infrastructure to reduce the costs and efforts to manage. Most infrastructure components are actively monitored or centrally managed, providing some insight into connectivity, security and other key IT operational metrics. The remaining infrastructure components are actively being added. In 2019 CAPK was approve for category 2 e-rate hardware to update existing Head Start networking and WIFI equipment.

Being a California based Community Action Program causes unique data management issues due to all the disparate systems used to manage each of CAPK's programs and their clients. Many of these systems have little to no integration between them causing the adherence to state and federal reporting regulations to become difficult. Because of this CAPK has resorted to several time-consuming manual processes to produce the required reports to their funding sources.

Priority Items

CAPK has made significant investments in technology and have begun to align the IT function with the strategic goals of the organization. There remain key areas the organization should increase to enable organizational productivity and security. With the assistance of WIPFL, CAPK has identified following as high priority projects that are necessary to align CAPK with its stated strategic goals:

- Install centralized management and monitoring agents on all personal computing devices PCs, laptops, mobile phones, and tablets.
- Effectively use Office 365 for Exchange Online Email, SharePoint Intranet and file sharing, and Microsoft Teams for group collaboration.
- Establish an employee technology and security awareness and training program.
- Consolidate data management and reporting efforts by utilizing cloud-based data management, business intelligence and analytics tools.

Applications

Case/Client/Program Management Tracking

Current – Various systems including ChildPlus, DRDP Tech, Learning Genie, NOHO, Nutrikids, Microsoft Access and Microsoft Excel are used to collect and report on program data. Each of these systems specializes in collecting a specific data set and there is very little overlap between each of the systems. In addition to these systems CAPK is required to use or submit the data to state and federally run systems. Using this many disparate systems causes several issues with data accessibility, integrity, visibility and reporting.

Proposed – Where possible, look to consolidate the number of systems used to track and manage program data.

Options:

- Microsoft Dynamics 365 (D365) to provide grant management, outcomes tracking and centralized reporting.
- SalesForce.org: A Customer Relationship Management system to manage programs, donations, volunteers, and supports.
- Microsoft Azure. Where possible, the data warehouse would automate the collection, deduplication and sanitization of data from all of CAPK's disparate systems. This would then function as the "book of record" for all program data for the agency. Reports could easily be created and automated leveraging Microsoft Power BI or other business intelligence tools. Microsoft Azure currently gives nonprofits a $3,500 annual voucher to use towards Azure services.

Accounting/Fundraising

Current – CAPK has been using the nonprofit accounting application, Abila MIP, since 2010. During October of 2018 CAPK elected to upgrade Abila MIP to MIP advance along with migrating the database to Abila's hosted environment. With this move CAPK was introduced to Microix which is a third-party software that interfaces with ABILA MIP Advance used to perform electronic requisitions. The system will allow for a paperless procurement process enabling the requestors and approvers to check budget levels prior to processing an order. This module will play a crucial role in proposed technology procurement processes.

Proposed – CAPK should tightly integrate their technology procurement and budgeting processes with Abila MIP Accounting system. The goal is to be able to track and categorize technology spending by program, purchase type (hardware/software/services) or initiative. It should also be very easy for leadership and the IT manager to track budget to actual spending for all technology purchases.

Employee Management/HR/Payroll

Current – ADP WorkforceNow is used as CAPK's human resources information system (HRIS). It is used to manage and track CAPK employee records, payroll and employee benefits. It is also leveraged to perform time management, attendance, leave tracking,

talent management and performance reviews. Time management is integrated with biometric time clocks at most CAPK sites to allow employees to punch in and out. CAPK understands ADP has additional features that are not used and staff are in progress of reviewing the potential of implementing the features in the future.
Proposed – Continue to leverage ADP in its existing capacity and review organizational needs to determine if additional ADP features can provide benefits to employees or CAPK processes. If or when new ADP features are found beneficial a project lead should be appointed along with the appropriate amount of team members and time to complete the project.

Email

Current – CAPK has migrated all employee emails to Office 365 in 2019, which has given CAPK improved calendar and contact sharing, full synchronization of data between devices, improved spam filtering, email encryption of confidential data, improved and larger mailbox archiving, better end-user experience, and faster account creation for onboarding new employees.
Proposed – Continue to use Office 365 for email and train staff to use calendar, email encryption of confidential data, mailbox archiving, and spam and phishing knowledge training. CAPK has started using the Brainstorm QuickHelp training website which provides different plans and tracks for employee training on Office 365 and other applications.

Instant Messaging and Endpoint Collaboration

Current – Instant messaging and online meeting software is being used by some departments. A significant amount of travel expense is incurred for in-person staff meetings and IT support calls.
Proposed – Implement Microsoft Teams as part of Office 365 for instant messaging, internal voice/video calls, and instant screen sharing. Utilize this tool in place of some of the in-person meetings to save on travel expenses and empower users with instant collaboration tools.

Document Collaboration and Sharing

Current – CAPK employees currently send most documents via email to work on documents remotely or between other employees. This decreases employee efficiencies as real time document sharing and updates cannot be achieve using email attachments as file sharing.
Proposed – Increase the use of Office 365 for inter-office collaboration by providing additional training on newer ways of document collaboration. Office 365's collaboration solutions, Teams, SharePoint and OneDrive allow for cloud storage of document without the need for remote access to the CAPK network. Other features of include, but are not limited to: document collaboration, task workflow triggering, a cloud- based central repository of data, full AD integration with user-based security restrictions.

Hardware

Servers

Current – CAPK has a mix of virtual and physical servers. Microsoft Hyper-V is used as the server virtualization platform and Dell PowerEdge physical servers. These servers are running various versions of Microsoft server level operating systems. Windows Server 2019, 2016, 2012, and 2008 are all in use. Each server serves a specific function or role for the organization. These roles include file, print, database and applications services. Several of these servers appear to be lightly or no longer in use. CAPK's managed services provider, Diamond IT, also provides a hosted Microsoft Exchange 2010 server.
Proposed – Windows Server 2008 is no longer supported by Microsoft and pose security threats to CAPK, its employees and clients. The roles of these servers should be reviewed and either decommissioned or migrated to new servers. Roles of lightly used or unused servers should follow the same procedures.

Servers functioning as file shares should be reviewed for documents and content that are no longer useful and archived. The remaining content should be migrated to the Microsoft Office 365 SharePoint Online and OneDrive.

The services provided by the Diamond IT Exchange server will be migrated to Exchange Online, part of Office 365 by September 30, 2019. This will enable more robust, secure and stable email and collaboration experience for CAPK and its employees.

Firewalls

Current – SonicWall firewalls are utilized for edge security at many CAPK locations. Most outdated devices have been removed, upgraded, or are in the process of being switched to a managed AT&T firewall. Many locations have its own internet connection and is configured with a site-to-site VPN back to the central office for access. CAPK has contracted the firewall and WAN services to AT&T with a managed FortiGate appliance with robust security and filtering capabilities for the majority of CAPK locations. The project should be completed in 2020.
Proposed – The outsourced firewall and WAN model should work well for CAPK as long as the edge devices (router/layer 3 switch/firewall) is owned and managed by the service provider. The organization should continue down this path and work out contract service terms with AT&T.

Switches and Routers

Current – A mix of Ubiquity, Dell and Cisco switches of various speeds and ages are used to provide network connectivity throughout CAPK's network. Many of these switches are considered past the end of their life.
Proposed – All switches past their end of life should be replaced with Tier 1 manufacturer business class switches. IT has researched and chosen Cisco as standard vendor and will utilize the cloud-based Meraki switches and wireless access points. This will enable better connectivity for users and easier management and support for the IT department. Switches should be kept under warranty be placed in a hardware lifecycle policy to be replaced every five years. The majority of Head Start sites that were eligible for e-rate will have their network switches replace in 2020.

Wireless

Current – CAPK uses Ubiquity wireless access points managed by a central on site controller. Most of the Ubiquity access points are at end of life and do not receive updates. Some users have reported performance issues when multiple wireless users are active in a location.

Proposed – IT Staff has researched wireless access points and identify Cisco Meraki cloud managed wireless access points as the standard AP for CAPK. As replacement wireless access points are purchased IT will complete site assessments to ensure coverage in all necessary areas. In higher density rooms, a higher capacity access point should be implemented to handle the larger amount of connections. This will alleviate the wireless connectivity issues reported by users. CAPK IT staff has started to install Meraki Access point at new locations, when replacing failed hardware, and a majority of access points with be replaced though the e-rate program.

Desktops, Laptops and Thin Clients

Current – CAPK Employees have a dedicated desktop or laptop computer running Windows 7 or Windows 10 Professional. Most of these desktops and laptops are business class devices from Dell. A small subset of employees recently received Microsoft Surface and Surface Book laptop/tablet hybrid devices.

Proposed –CAPK technology users should be categorized into the following groups and a standard computing platform should be chosen for each group.

1. Information workers: Employees who primarily perform all their work at a desk or in one place. Their work activities typically include email, basic document reading/editing/sharing and other standard workplace activities that happen across a majority of the users.
2. Power Users: Primarily stationary individuals and will still perform many of the same activities as an information worker, but they will also perform duties that require specialized software or hardware. In this scenario a more personalized desktop computing environment may be needed, such as a laptop or desktop.
3. Mobile Users: Employees who perform several of their job duties while not in their primary office location. The flexibility needed is greater and may be suited for a laptop/tablet hybrid device such as a Microsoft Surface or Surface Book.

Develop a four to five-year PC and laptop replacement schedule by replacing ample amounts of devices per year with standardized tier-one vendor hardware. CAPK has replaced most Windows 7 computers as Windows 7 end of support is January 2020. CAPK needs to remove the remaining Windows 7 computers by either upgrading to Windows 10 if the hardware is capable or retiring the hardware.

Mobile Devices

Current – Various groups and employees use mobile devices (smart phones or tablets) to perform job related activities. Some of the mobile devices are employee owned and others were purchased by CAPK. The majority of devices have Google Android or Apple iOS operating systems. The devices are unmanaged and do not have a password or other security policies governing how the device can be used or what data can be stored on it. This poses a large security threat if a device is ever lost or stolen.

Proposed – CAPK should inventory all the mobile devices, CAPK and employee owned, to verify mobile access is needed for each device. Once done CAPK should implement a Mobile Device Management (MDM) solution to make sure devices are being managed and secured appropriately. This can be done as part of the Office 365 Project to manage basic settings (Passcode lock, device encryption, remote lock/wipe) for the immediate future. Long term a more advanced MDM and security solution (App/Data Management, selective wipe, patching/updates) should be done through a more robust solution like Microsoft Enterprise Mobility + Security (EM+S). Being a nonprofit makes CAPK eligible for 50 free licenses of EM+S that could be used to start a MDM pilot program and offset some of the licensing costs.

Phone System

Current – The organization uses a Mitel hosted PBX service as its telephone system. This service has saved the organization money by reducing the cost of phone bills at many of their locations. It has also reduced the level of phone support needed at CAPK since support, including hardware is a part of their contract. The use of hosted or cloud-based systems is an increasing trend in all size organizations.

Proposed – CAPK started a migration to a newer Mitel hosted phone system which will be completed in March 2020. CAPK needs to provide addition training and use Mitel's integration with Office 365.

Services

Active Directory

Active Directory is the technology in a Microsoft-based network that enables centralized management of users, computers, security policies, etc.

Current – An Active Directory (AD) structure is in place for user and computer accounts and is hosted on the two servers, one in the central office and one at the 19th street location. There are several stale users, computer and group policy objects in CAPK's Microsoft AD structure. Having this many stale AD objects does pose a security threat to CAPK. The CAPK IT staff has performed an AD review in January 2020 and has disable or removed any AD account that are no longer in use.

Proposed – A quarterly maintenance task should be created to review stale AD objects to prevent the buildup of stale objects. AD should also be reviewed for other possible organization techniques to make it easier for CAPK IT staff to manage and use Group Policies to automatically manage the network.

File Services

Current – File shares are hosted from the single server at the CAPK Central Office. Each file shares are separated out by location, department and job function. Personal file shares/Home folders have been migrated to OneDrive.
Proposed – Move files shares to SharePoint online as part of Microsoft Office 365. This will help CAPK solve problems accessing files while out of the office without the need for any specialized VPN software. Moving the file shares to SharePoint will also give users easier access to files and will also allow user to collaborate in real time.

VPN and Remote Access

Current –SonicWALL VPN client has been disabled. There is an option to setup a VPN client to CAPK internal file servers on the AT&T Managed firewall.
Proposed – Continue to use Office 365 to provide remote access to email and shared files on SharePoint and Teams. Some files such as large graphics for print publications still need to be on on-site file shares.

Internet Service

Current – There are over 80 locations with internet services provided up 12 different vendors. The vendors range from large national vendors (AT&T, Verizon, Level 3, Comcast, and Spectrum) and others are small market vendors. Each location has different media (Copper, Fiber, DSL, LTE wireless) available for use which results in different speeds and different latency and connectivity experiences. The speed and connectivity at most locations meet the organization's needs, but rural outlying locations with small market local internet providers do experience connectivity issues on a regular basis. CAPK is in the process of changing most locations to AT&T for internet and wan services.
Proposed – Continue to work with AT&T to consolidate to one vendor for easier management and cost savings. Outsourcing the internet, firewall, WAN support will also allow the CAPK IT staff to focus on duties that provide more value to the organization.

Management

Monitoring and Alerting

Current – The IT Department is using the monitoring application, PRTG, to monitor connectivity of the SonicWALLs and site-to-site VPNs at each location. Monitoring and alerting is currently configured on servers, a few critical networking switches, but not on workstations.
Proposed – To become more proactive about potential system problems, implement centralized monitoring and management for all servers, networking equipment workstations and laptops.

Application Management

Current – Software besides, Microsoft Suite, Abila MIP are desperate and managed by the individual programs that use them. User access control is decentralized and can pose security vulnerabilities if access to former employees is not cut timely.
Proposed – To ensure proper user management of software applications the

function of access control will be moved to Information Technology to manage. Staff will investigate software within ADP that will assist with on boarding and off boarding of employees to assist in identifying what access is required or should be disabled during employee transitions.

Patch Management

Current – Microsoft patches are automatically installed once approved by the IT department using an on-premise Windows Server Update Services (WSUS) server, the centrally monitoring the status of patch installations is difficult. Third-party patches for products such as Adobe and Java are managed on an ad hoc basis.

Proposed – To ensure patches are being deployed in a timely and consistent manner, install centralized monitoring and management agents on all workstations and laptops.

Technology & Security Awareness Training

Current – The organization does not have a formalized employee technology training or security awareness program. Some ad-hoc training occurs from time to time, mainly in the form of new employee orientation and peer to peer knowledge sharing.

Proposed – Organize key stakeholders at all levels of the organization to understand the current gaps in technology skills. Office 365 training using Brainstorm QuickHelp is being rolled out and will help increase the use of Office, resulting in additional productivity gains from employees knowing how to better use the software. Determine the need for security awareness training and consider implementing a security awareness training program appropriate for the needs of CAPK.

Mobile Device Management

Current – Currently Meraki System Manager is used as a mobile device management software for Apple iPad's and fits the needs for iPads.

Proposed – Implement a mobile device manage software solution for laptops, Windows tables, and cell phones, such as Microsoft Enterprise Mobility + Security, that is based on the type of information accessed on the devices and the organization's risk tolerance. At a minimum, it is recommended that you require a PIN and enable remote-wipe capacities in the event that the device is lost or stolen.

Web Content Filtering

Current – A Web content filter is not in place at any CAPK locations. Leaving users and CAPK susceptible to internet-based security threats. When the AT&T project is complete, there will be filtering services available to CAPK. The organization should establish standards on what is allowable and incorporate it into its Acceptable Use policy. CAPK is required to have content filtering for any site that receives E-rate funding.

Proposed – Once the AT&T project is complete, have the firewalls configured to block malicious content. It is also suggested to block uncategorized content. This will better

protect the organization from Zero-Day attacks. To add another layer of security, install an antivirus product that includes a Web filter.

Antivirus/Endpoint Protection

Current – Sophos is used to provide endpoint security on laptops and desktops.

Email Phishing Security

Current – Both spam and anti-malware production is provided by Office 365 Exchange hosted email. Comprehensive reports and alerts are also provided to the IT department in Office 365. IT staff and Select employees have Multifactor authentication setup on their accounts

Proposed – Continue to use Office 365 Advanced Threat Protection email filtering technology to limit the number of phishing emails that are delivered to mailboxes. Identify additional staff that may need Multi-factor authentication within Office 365 to mitigate the risk of compromised credentials. Deploy end user phishing security tests and security awareness training to all users.

Password Policy

Active Directory computer logins and Office365 services use the same password which are synchronized locally to the cloud through the Azure AD connect module.

Account lockout duration – 30 minutes
Account Lockout threshold - 16 invalid logon attempts
Reset account lockout counter after - 30 minutes

When using pass-through authentication for Azure AD, for the smart lockout feature to function properly the Azure AD lockout threshold must be less than the Active Directory account lockout threshold. The default lockout threshold on Azure AD is 10, setting the on-premise active directory lockout policy to lower than this would invalidate the Azure Active directory smart lockout feature. It is also recommended to set the values so that the Active Directory account lockout threshold is at least two or three times longer than the Azure AD lockout threshold.
Setting the lockout threshold to a higher value allows the Azure AD smart lockout feature to function properly and helps reduce help desk calls because users cannot accidentally or purposely lock themselves or other employees out of their accounts

To increase security for users using Abila a separate password policy will be used.

Resiliency

Backup and IT System Recovery

Current – CAPK uses an Open source backup system while transitioning away from a licensed solution from a service provide no longer being used. The backup data is replicated to a NAS at the BPN location. Eventually new equipment would need to be

ordered to restore the production servers from backup. In the event of the entire site fails due to a disaster the replicated data at the BPN site would need to be copied to a new backup server to have virtual copies created or restored to new hardware. CAPK has move most file shares to SharePoint Online.

Proposed – Look in to pairing the on-premise backup solution with a cloud backup vault. Which will help to achieve the best practice of automatically off-siting the organization's critical backup data to a secure and reliable remote location. Look into upgrading Shadow Protect or an alternate such as, Veeam in order to offsite it's data to a cloud location, such as Azure. It will also extend those backup and disaster recovery capabilities into Microsoft Azure, protecting the organization from individual server failure and scenarios that affect the entire building. A secondary internet connection to the AT&T switched ethernet service is being installed at the Sterling site, additional backup servers will also be implemented as a recovery and emergency site for BPN.

Redundancy and High Availability

Current – Redundancy is not configured at the network, firewall, and for the on-premise servers.

Proposed – Because of an ever-increasing reliance on Web-based systems, a secondary Internet connection should be installed in the central office and configured for automatic failover. This type of redundancy should be considered for other locations with critical operations as well.

Policy Title: Computer Usage
Section: OPSIT 1.1

Issue Date: 6/01/2015
Revised Date: 2/26/2020

Purpose:

Intentions for publishing a Computer Usage Policy are not to impose restrictions that are contrary to Community Action Partnership of Kern's established culture of openness, trust and integrity. We are committed to protecting Community Action Partnership of Kern's employees, partners and the company from illegal or damaging actions by individuals, either knowingly or unknowingly. Internet/Intranet/Extranet-related systems, including but not limited to computer equipment, software, operating systems, storage media, network accounts providing electronic mail, WWW browsing, and FTP, are the property of Community Action Partnership of Kern. These systems are to be used for business purposes in serving the interests of the company, and of our clients and customers in the course of normal operations.

Effective security is a team effort involving the participation and support of every Community Action Partnership of Kern employee and affiliate who deals with information and/or information systems. It is the responsibility of every computer user to know these guidelines, and to conduct their activities accordingly.

Definitions:

Blogging – A personal chronological log of thoughts published on a Web page.

Copyright – Exclusive legal right, given to an originator or an assignee to print, publish, perform, film, or record literary, artistic, or musical material, and to authorize others to do the same.

Email – Messages distributed by electronic means from one computer user to one or more recipients via a network.

FTP – File Transfer Protocol.

Internet – Global communication network that allows almost all computers worldwide to connect and exchange information.

Intranet – An intranet is a private network accessible only to an organization's staff.

Network – A network can consist of as few as two computers connected with cables or millions of computers that are spread over a large geographical area and are connected by fiber optic, cables, or radio waves. Server – A computer that managers access to a centralized resource or service in a network.

Social Media – Social media is the collective of online communications channels dedicated to community-based input, interaction, content-sharing and collaboration.

User – Those who utilize technology resources.

Virus – A piece of code that is capable of copying itself and typically has a detrimental effect, such as corrupting the system or destroying data.

WWW – World Wide Web.

Policy:

The purpose of this policy is to outline the acceptable use of computer equipment at Community Action Partnership of Kern. These rules are in place to protect the employee and Community Action Partnership of Kern. Inappropriate use exposes Community Action Partnership of Kern to risks including virus attacks, compromise of network systems and services, and legal issues.

Procedures:

This policy applies to the use of information, electronic and computing devices, and network resources to conduct Community Action Partnership of Kern business or interact with internal networks and business systems, whether owned or leased by Community Action Partnership of Kern, the employee, or a third party. All employees, contractors, consultants, temporary, and other workers at Community Action Partnership of Kern and its subsidiaries are responsible for exercising good judgment regarding appropriate use of information, electronic devices, and network resources in accordance with Community Action Partnership of Kern policies and standards, and, Federal, State, local laws and regulation.

This policy applies to employees, contractors, consultants, temporaries, and other workers at Community Action Partnership of Kern, including all personnel affiliated with third parties. This policy applies to all equipment that is owned or leased by Community Action Partnership of Kern.

General Use and Ownership:

1. Community Action Partnership of Kern proprietary information stored on electronic and computing devices whether owned or leased by Community Action Partnership of Kern, the employee or a third party, remains the sole property of Community Action Partnership of Kern. You must ensure through legal or technical means that proprietary information is protected.
2. You have a responsibility to promptly report the theft, loss or unauthorized disclosure of Community Action Partnership of Kern proprietary information.
3. You may access, use or share Community Action Partnership of Kern proprietary information only to the extent it is authorized and necessary to fulfill your assigned job duties.
4. Employees are responsible for exercising good judgment regarding the reasonableness of personal use. Individual departments are responsible for creating guidelines concerning personal use of Internet/Intranet/Extranet systems. In the absence of such policies, employees should be guided by departmental policies on personal use, and if there is any uncertainty, employees should consult their supervisor or manager.
5. For security and network maintenance purposes, authorized individuals within Community Action Partnership of Kern may monitor equipment, systems and network traffic at any time.
6. Community Action Partnership of Kern reserves the right to audit networks and systems on a periodic basis to ensure compliance with this policy.

Security and Proprietary Information:

1. All mobile and computing devices that connect to the internal network must comply with the *Community Action Partnership of Kern Security Policy*.
2. System level and user level passwords must comply with the *Password Policy*. Providing access to another individual, either deliberately or through failure to secure its access, is prohibited.
3. All computing devices must lock the screen or log off when the device is unattended.
4. Postings by employees from a Community Action Partnership of Kern email address to newsgroups should contain a disclaimer stating that the opinions expressed are strictly their own and not necessarily those of Community Action Partnership of Kern, unless posting is in the course of business duties.
5. Employees must use extreme caution when opening e-mail attachments received from unknown senders, which may contain malware.

Reporting Suspicious Activity:

1. Employees must report any suspicious activity to the IT Department.
2. The IT Department is responsible for investigating any suspicious activity that is reported by employees or any internal monitoring systems.
3. The Director of Operations is responsible for escalating any high severity incidents or potential breaches of confidential information to the CAPK Leadership Team.
4. The Director of Operations will provide a report on reported incidents to the IT Steering Committee on a periodic basis.

Unacceptable Use:

The following activities are, in general, prohibited. Employees may be exempted from these restrictions during the course of their legitimate job responsibilities (e.g., systems administration staff may have a need to disable the network access of a host if that host is disrupting production services).

Under no circumstances is an employee of Community Action Partnership of Kern authorized to engage in any activity that is illegal under local, state, federal or international law while utilizing Community Action Partnership of Kern-owned resources.

The lists below are by no means exhaustive, but attempt to provide a framework for activities which fall into the category of unacceptable use.

Any questions may be addressed to the IT Department.

System and Network Activities:

The following activities are strictly prohibited, with no exceptions:

1. Violations of the rights of any person or company protected by copyright, trade secret, patent or other intellectual property, or similar laws or regulations, including, but not limited to, the installation or distribution of "pirated" or other software products that are not appropriately licensed for use by Community Action Partnership of Kern.

2. Unauthorized copying of copyrighted material including, but not limited to, digitization and distribution of photographs from magazines, books or other copyrighted sources, copyrighted music, and the installation of any copyrighted software for which Community Action Partnership of Kern or the end user does not have an active license is strictly prohibited.

3. Accessing data, a server or an account for any purpose other than conducting Community Action Partnership of Kern business, even if you have authorized access, is prohibited.

4. Exporting software, technical information, encryption software or technology, in violation of international or regional export control laws, is illegal. The appropriate management should be consulted prior to export of any material that is in question.

5. Introduction of malicious programs into the network or server (e.g., viruses, worms, Trojan horses, email bombs, key logger, etc.).

6. Revealing your account password to others or allowing use of your account by others. This includes family and other household members when work is being done at home.

7. Using a Community Action Partnership of Kern computing asset to actively engage in procuring or transmitting material that is in violation of sexual harassment or hostile workplace laws in the user's local jurisdiction.

8. Making fraudulent offers of products, items, or services originating from any Community Action Partnership of Kern account.

9. Making statements about warranty, expressly or implied, unless it is a part of normal job duties.

10. Effecting security breaches or disruptions of network communication. Security breaches include, but are not limited to, accessing data of which the employee is not an intended recipient or logging into a server or account that the employee is not expressly authorized to access, unless these duties are within the scope of regular duties. For purposes of this section, "disruption" includes, but is not limited to, network sniffing, pinged floods, packet spoofing, denial of service, and forged routing information for malicious purposes.

11. Executing any form of network monitoring which will intercept data not intended for the employee's host, unless this activity is a part of the employee's normal job/duty.

12. Circumventing user authentication or security of any host, network or account.

13. Interfering with or denying service to any user other than the employee's host (for example, denial of service attack).

14. Using any program/script/command, or sending messages of any kind, with the intent to interfere with, or disable, a user's terminal session, via any means, locally or via the Internet/Intranet/Extranet.

15. Providing information about, or lists of, Community Action Partnership of Kern employees to parties outside Community Action Partnership of Kern.

Email and Communication Activities:

When using company resources to access and use the Internet, users must realize they represent the company. Whenever employees state an affiliation to the company, they must also clearly indicate that "the opinions expressed are my own and not necessarily those of the company".

1. Sending unsolicited email messages, including the sending of "junk mail" or other advertising material to individuals who did not specifically request such material (email spam).
2. Any form of harassment via email, telephone or paging, whether through language, frequency, or size of messages.
3. Unauthorized use, or forging, of email header information.
4. Solicitation of email for any other email address, other than that of the poster's account, with the intent to harass or to collect replies.
5. Creating or forwarding "chain letters", "Ponzi" or other "pyramid" schemes of any type.
6. Use of unsolicited email originating from within Community Action Partnership of Kern's networks of other Internet/Intranet/Extranet service providers on behalf of, or to advertise, any service hosted by Community Action Partnership of Kern or connected via Community Action Partnership of Kern's network.
7. Posting the same or similar non-business-related messages to large numbers of Usenet newsgroups (newsgroup spam).

Blogging and Social Media:

1. Blogging by employees, whether using Community Action Partnership of Kern’s property and systems or personal computer systems, is also subject to the terms and restrictions set forth in this Policy. Limited and occasional use of Community Action Partnership of Kern’s systems to engage in blogging is acceptable, provided that it is done in a professional and responsible manner, does not otherwise violate Community Action Partnership of Kern’s policy, is not detrimental to Community Action Partnership of Kern’s best interests, and does not interfere with an employee's regular work duties. Blogging from Community Action Partnership of Kern’s systems is also subject to monitoring.
2. Community Action Partnership of Kern’s confidential policy also applies to blogging. As such, Employees are prohibited from revealing any Community Action Partnership of Kern confidential or proprietary information, trade secrets or any other material.
3. Employees shall not engage in any blogging that may harm or tarnish the image, reputation and/or goodwill of Community Action Partnership of Kern and/or any of its employees. Employees are also prohibited from making any discriminatory, disparaging, defamatory or harassing comments when blogging.
4. Employees may also not attribute personal statements, opinions or beliefs to Community Action Partnership of Kern when engaged in blogging. If an employee is expressing his or her beliefs and/or opinions in blogs, the employee may not, expressly or implicitly, represent themselves as an employee or representative of Community Action Partnership of Kern. Employees assume any and all risk associated with blogging.

5. Apart from following all laws pertaining to the handling and disclosure of copyrighted or export controlled materials, Community Action Partnership of Kern's trademarks, logos and any other Community Action Partnership of Kern intellectual property may also not be used in connection with any blogging activity.

Policy Compliance:

1. The IT Department will verify compliance to this policy through various methods, including but not limited to, business tool reports, internal and external audits, and feedback to the policy owner.
2. Any exception to the policy must be approved by the IT Department in advance.
3. An employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.
4. Additionally, the company may at its discretion seek legal remedies for damages incurred as a result of any violation. The company may also be required by law to report certain illegal activities to the proper enforcement agencies.

Policy Title: Email Usage
8Section: OPS IT 1.2

Issue Date: 5/14/2015
Revised Date: 2/26/2020

Purpose:

Email is a standard way to communicate in business. It's used widely and is arguably just as important as the telephone. Like any technology, email can cause difficulties if used incorrectly or inappropriately. This email policy:

1. Reduces the security and business risks faced by Community Action Partnership of Kern (CAPK)
2. Let's staff know how they are permitted to use company email
3. Ensures employees follow good email etiquette
4. Helps satisfy legal obligations regarding email use

Definitions:

Copyright – Exclusive legal right, given to an originator or an assignee to print, publish, perform, film, or record literary, artistic, or musical material, and to authorize others to do the same.

Email – Messages distributed by electronic means from one computer user to one or more recipients via a network.

Network – A network can consist of as few as two computers connected with cables or millions of computers that are spread over a large geographical area and are connected by fiber optic, cables, or radio waves.

Security Risk – situation that poses a possible threat to the security of something.

Social Media – Social media is the collective of online communications channels dedicated to community-based input, interaction, content-sharing and collaboration

User – Those who utilize technology resources

Virus – A piece of code that is capable of copying itself and typically has a detrimental effect, such as corrupting the system or destroying data.

Policy:

The purpose of this policy is to ensure the proper use of the email system and make the users aware of what is acceptable and unacceptable use. This policy also provides for sanctions in cases of breach of violation of the policy terms.

Procedures:

This policy applies to the use of the email services by the users at CAPK offices, as well as remote locations, including, but not limited to, the users homes, airports, hotels, and client offices.

All employees, full-time or part-time, independent contractors, interns, consultants, clients and other third parties who have been granted the rights to use email services are defined as the users for the purpose of this policy and are required to sign this agreement confirming their understanding and acceptance of this policy.

It applies to use of company email on any device, no matter whether owned by the company or employee.

Email Accounts are CAPK Property:

All email accounts maintained on the email system are property of CAPK. CAPK has the right to read and keep a record of any emails that are transmitted via the system.

Email exists for Business Purposes:

CAPK recognizes that email is a key communication tool. It encourages its employees to use email whenever appropriate.

For instance, staff members may use email to:

1. Communicate with customers or suppliers.
2. Market the program services.
3. Distribute information to colleagues.

Personal use of Email:

The company also recognizes that email is an important tool in many people's daily lives. As such, it allows employees to use their company email account for personal reasons, with the following stipulations:

1. Personal email use should be minimal and restricted to non-work times, such as breaks and during lunch.
2. All rules described in this policy apply equally to personal email use. For instance, inappropriate content is always inappropriate, no matter whether it is being sent or received for business or personal reasons.
3. Personal email use must not affect the email service available to other users. For instance, sending exceptionally large files by email could slow access for other employees.
4. Users may access their own personal email accounts at work, if they can do so via our internet connection. For instance, a staff member may check their Yahoo or Google Mail during their lunch break.
5. The forwarding of chain letters, junk mail, jokes and executables is strictly forbidden.

Authorized Users:

Only people who have been authorized to use email may do so.

Authorization is provided by the Human Resources Division to the IT department. It is typically granted when a new employee joins CAPK and is assigned their login details for the IT systems.

Unauthorized use of the email system is prohibited.

Email Security:

Used inappropriately, email can be a source of security problems. Users of the email system must not:

1. Open email attachments from unknown sources, in case they contain a virus, Trojan, spyware or other malware.
2. Disable security or email scanning software. These tools are essential to protect the business from security problems.
3. Send unencrypted confidential data via email. The IT department can advise on appropriate tools to use instead.
4. Access another user's email account. If they require access to a specific message (for instance, while an employee is off sick), they should request assistance from the IT department.

Staff members must always consider the security of the systems and data when using email. If required, help and guidance is available from the IT department.

Users should note that email is not inherently secure. Most emails transmitted over the internet are sent in plain text. This means they are vulnerable to interception.

Although such interceptions are rare, it's best to regard email as an open communication system, not suitable for confidential messages and information.

Inappropriate email content and use:

The company email system must not be used to send or store inappropriate content or materials.

It is important employees understand that viewing or distributing inappropriate content via email is not acceptable under any circumstances.

Users must not:

1. Write or send emails that might be defamatory or incur liability.
2. Create or distribute any inappropriate content or material via email.
3. Inappropriate content includes: pornography, racial or religious slurs, gender-specific comments, information encouraging criminal skills or terrorism, or materials relating to cults, gambling and illegal drugs.

   This definition of inappropriate content or material also covers any text, images or other media that could reasonably offend someone on the basis of race, age, sex, religious or political beliefs, national origin, disability, sexual orientation, or any other characteristic protected by law.
4. Use email for any illegal or criminal activities.
5. Send offensive or harassing emails to others.
6. Send messages or material that could damage CAPK's image or reputation.

7. Use of communications systems to send chain letters.
8. Forwarding of the confidential messages to external locations.
9. Accessing copyrighted information in a way that violates the copyright.
10. Breaking into the CAPK's or another organizations system or unauthorized use of a password/mailbox.
11. Using e-mail to operate another business, conduct an external job search or solicit money for personal gain.
12. Transmitting unsolicited commercial or advertising material.
13. Undertaking deliberate activities that waste staff effort or network resources.
14. Introducing any form of computer virus or mal-ware into the corporate network.

Any user who receives an email they consider to be inappropriate should report this to their manager or supervisor.

Copyright:

CAPK respects and operates within copyright laws. Users may not use email to share any copyrighted software, media or materials owned by third parties, unless permitted by that third party.

Employees must not use the email system to perform any tasks that may involve breach of copyright law.

Users should keep in mind that the copyright on letters, files and other documents attached to emails may be owned by the email sender, or by a third party. Forwarding such emails on to other people may breach this copyright.

Legal Risks Involved:

Email is a business communication tool and the users are obliged to use this tool in a responsible, effective, and lawful manner. Although by its nature email seems to be less formal than other written communication, similar laws apply. Therefore, it is important that users are aware of the following legal risks of e-mail. Both the user and CAPK can he held liable for:

1. Sending/forwarding emails with any defamatory, offensive racist or obscene remarks.
2. Unlawfully forwarding confidential information of others.
3. Copyright infringement for unlawfully forwarding or copying messages without permission.
4. Sending an attachment that contains a virus.

The above list does not enumerate all the legal risks involved. However, by following the guidelines provided in this policy, the users can minimize the legal risks involved in the use of e-mail. If any user disregards the rules set out in this Email Policy, disciplinary action may be taken.

All emails sent or received through the email system are part of official CAPK record. CAPK can be legally compelled to show that information to law enforcement agencies or other parties.

Best Practices:

Email is often used to communicate with customers, partners and other important contacts. Although a relatively informal medium, staff should be aware that each email they send does affect the company's image and reputation.

It's a good idea to follow rules of good email etiquette. Users must:

1. Not forward on chain emails or 'humorous' messages. These clog up people's in-boxes and some topics are not appropriate for the workplace.
2. Always use a meaningful subject line rather than leaving it blank or using a single word like 'hello'.
3. Only use the 'important message' setting sparingly, for messages that really are important.
4. Never ask recipients to send a 'message read' receipt. Many people find these annoying and not all email services support them.
5. Not use ALL CAPITAL LETTERS in messages or subject lines. This can be perceived as impolite.
6. Be sparing with group messages, only adding recipients who will find the message genuinely relevant and useful.
7. Use the 'CC' (carbon copy) field sparingly. If someone really needs to receive a message, they should be included in the 'to' field.
8. Use the 'BCC' (blind carbon copy) field to send group messages where appropriate. It stops an email recipient seeing who else was on the email.

Maintenance:

1. Email passwords should not be given to other people.
2. Email accounts not used for a long period will be deactivated and possibly deleted.
3. All mailboxes have a storage limit and to maintain the limits all users shall be required to:
    a. Delete any email messages that you do not need to have a copy of.
    b. Set email client to empty delete items on exit.

Confidential Information:

Avoid sending confidential information by email. Unless authorized to do so, the users are prohibited from using email to transmit confidential information to outside parties. Users may not access, send, receive, solicit, print, copy, or reply to confidential or proprietary information about CAPK, its employees, clients, and other business associates.

Confidential information includes, but is not limited to:

1. Client lists
2. Credit card numbers
3. Social Security numbers

4. Employee performance reviews
5. Salary details
6. Passwords
7. Any other information that could embarrass the Company and its associates if the information were disclosed to the public

Disclaimer:

The following disclaimer is recommended be added to each outgoing email:

This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to which they are addressed. If you have received this email in error please notify the system manager. Please note that any views or opinions presented in this email are solely those of the author and do not necessarily represent those of the Company. Finally, the recipient should check this email and any attachments for the presence of viruses. The Company accepts no liability for any damage caused by any virus transmitted by this email.

Policy Title: Internet Usage
Section: OPS IT 1.3

Issue Date: 6/01/2015
Revised Date: 2/26/2020

Purpose:

Internet connectivity presents the company with new risks that must be addressed to safeguard vital information assets. These risks include: Access to the Internet by personnel that is inconsistent with business needs. These activities may adversely affect productivity due to time spent using or "surfing" the Internet. Additionally, the company may face loss of reputation and possible legal action through other types of misuse. All information found on the Internet should be considered suspect until confirmed by another reliable source. There is no quality control process on the Internet, and a considerable amount of its information is outdated or inaccurate. Access to the Internet will be provided to users to support business activities and only on an as-needed basis to perform their jobs and professional roles.

Definitions:

Copyright – Exclusive legal right, given to an originator or an assignee to print, publish, perform, film, or record literary, artistic, or musical material, and to authorize others to do the same.

Email – Messages distributed by electronic means from one computer user to one or more recipients via a network.

FTP – File Transfer Protocol

HTTP – Hypertext Transfer Protocol

Internet – Global communication network that allows almost all computers worldwide to connect and exchange information.

Network – A network can consist of as few as two computers connected with cables or millions of computers that are spread over a large geographical area and are connected by fiber optic, cables, or radio waves.

User – Those who utilize technology resources

WWW – World Wide Web

Policy:

The purpose of this policy is to define the appropriate uses of the Internet by Community Action Partnership of Kern (CAPK) employees and affiliates.

Procedures:

The Internet usage Policy applies to all Internet users (individuals working for the company, including permanent full-time and part-time employees, contract workers, temporary agency workers, business partners, and vendors) who access the Internet through the computing or networking resources. The Internet users are expected to be familiar with and to comply with this policy, and are also required to use their common sense and exercise good judgment while using Internet services.

Internet Services Allowed:

Internet access is to be used for business purposes only**.** Capabilities for the following standard Internet services will be provided to users as needed:

1. E-mail -- Send/receive E-mail messages to/from the Internet.
2. Navigation -- WWW services as necessary for business purposes, using a hypertext transfer protocol (HTTP) browser tool. Full access to the Internet; limited access from the Internet to dedicated company public web servers only.
3. File Transfer Protocol (FTP) -- Send data/files and receive in-bound data/files, as necessary for business purposes.

All other services will be considered unauthorized access to/from the Internet and will not be allowed.

Removal of Privileges:

Internet access will be discontinued upon termination of employee, completion of contract, end of service of non-employee, or disciplinary action arising from violation of this policy. In the case of a change in job function and/or transfer the original access can be discontinued, only reissued if necessary and a new request for access is approved.

All user IDs that have been inactive for thirty (30) days will be revoked. In response to feedback from management, systems administrators must promptly revoke all privileges no longer needed by users.

Allowed Internet Usage:

Internet services will be granted based on an employee's current job responsibilities. If an employee moves to another business unit or changes job functions, a change request must be submitted within 5 days.

Internet usage is granted for the sole purpose of supporting business activities necessary to carry out job functions. All users must follow the corporate principles regarding resource usage and exercise good judgment in using the Internet.

Acceptable use of the Internet for performing job functions might include:

1. Communication between employees and non-employees for business purposes
2. IT technical support downloading software upgrades and patches
3. Review of possible vendor web sites for product information
4. Reference regulatory or technical information
5. Work related research

Personal Internet Usage:

All users of the Internet should be aware that the company network creates an audit log reflecting request for service, both in-bound and out-bound addresses, and is periodically reviewed.

Users who choose to store or transmit personal information such as private keys, credit card numbers or certificates or make use of Internet "wallets" do so at their own risk. The company is not responsible

for any loss of information, such as information stored in the wallet, or any consequential loss of personal property.

Prohibited Internet Usage:

Acquisition, storage, and dissemination of data which is illegal, pornographic, or which negatively depicts race, sex or creed is specifically prohibited.

The company also prohibits the conduct of a business enterprise, political activity, engaging in any form of intelligence collection from our facilities, engaging in fraudulent activities, or knowingly disseminating false or otherwise libelous materials.

Other activities that are strictly prohibited include, but are not limited to:

1. Accessing company information that is not within the scope of one's work. This includes unauthorized reading of customer account information, unauthorized access of personnel file information, and accessing information that is not needed for the proper execution of job functions.
2. Misusing, disclosing without proper authorization, or altering customer or personnel information. This includes making unauthorized changes to a personnel file or sharing electronic customer or personnel data with unauthorized personnel.
3. Any conduct that would constitute or encourage a criminal offense, lead to civil liability, or otherwise violate any regulations, local, state, national or international law including without limitations US export control laws and regulations.
4. Use, transmission, duplication, or voluntary receipt of material that infringes on the copyrights, trademarks, trade secrets, or patent rights of any person or organization. Assume that all materials on the Internet are copyright and/or patented unless specific notices state otherwise.
5. Transmission of any proprietary, confidential, or otherwise sensitive information without the proper controls.
6. Creation, posting, transmission, or voluntary receipt of any unlawful, offensive, libelous, threatening, harassing material, including but not limited to comments based on race, national origin, sex, sexual orientation, age, disability, religion, or political beliefs.
7. Any form of gambling.

Unless specifically authorized under the provisions of section Personal Use, the following activities are also strictly prohibited:

1. Unauthorized downloading of any shareware programs or files for use without authorization in advance from the IT Department and the user's manager.
2. Any ordering (shopping) of items or services on the Internet.
3. Playing of any games.
4. Forwarding of chain letters.
5. Participation in any on-line contest or promotion.
6. Acceptance of promotional gifts.

Bandwidth both within the company and in connecting to the Internet is a shared, finite resource. Users must make reasonable efforts to use this resource in ways that do not negatively affect other employees. Specific departments may set guidelines on bandwidth use and resource allocation, and may ban the downloading of particular file types.

Software License:

The company strongly supports strict adherence to software vendors' license agreements. When at work, or when company computing or networking resources are employed, copying of software in a manner not consistent with the vendor's license is strictly forbidden. Questions regarding lawful versus unlawful copying should be referred to the IT Department for review before any copying is done.

Similarly, reproduction of materials available over the Internet must be done only with the written permission of the author or owner of the document. Unless permission from the copyright owner(s) is first obtained, making copies of material from magazines, journals, newsletters, other publications and online documents is forbidden unless this is both reasonable and customary. This notion of "fair use" is in keeping with international copyright laws.

Expectations of Privacy:

1. Users should consider their Internet activities as periodically monitored and limit their activities accordingly. Management reserves the right to examine E-mail, personal file directories, web access, and other information stored on company computers, at any time and without notice. This examination ensures compliance with internal policies and assists with the management of company information systems.
2. Users should be aware that clear text E-mail is not a confidential means of communication. The company cannot guarantee that electronic communications will be private. Employees should be aware that electronic communications can, depending on the technology, be forwarded, intercepted, printed, and stored by others. Users should also be aware that once an E-mail is transmitted it may be altered. Deleting an E-mail from an individual workstation will not eliminate it from the various systems across which it has been transmitted.

Maintaining Corporate Image:

1. When using company resources to access and use the Internet, users must realize they represent the company. Whenever employees state an affiliation to the company, they must also clearly indicate that "the opinions expressed are my own and not necessarily those of the company".
2. Users must not place company material (examples: internal memos, press releases, product or usage information, documentation, etc.) on any mailing list, public news group, or such service. Any posting of materials must be approved by the employee's manager.

Policy Title: IT Security Policy
Section: OPSIT 1.4

Issue Date: 5/01/2015
Revised Date: 2/26/2020

Purpose:

The purpose of this policy is to ensure that appropriate measures are put in place to protect agency information, systems, services and equipment of Community Action Partnership of Kern (CAPK).

Definitions:

Backup – Making a duplicate copy of a system and / or data for the purpose of being able to restore should a failure, corruption or deletion of data occur.

Confidential Information – Any information asset that if it were disclosed to an unauthorized party could result in significant monetary or reputational loss.

Infrastructure – All components that make up the computing facilities

LAN – Local Area Network

Network - A network can consist of as few as two computers connected with cables or millions of computers that are spread over a large geographical area and are connected by fiber optic, cables, or radio waves.

Server – A computer that managers access to a centralized resource or service in a network

Server Room – Server room is a room used to store, power and operate computer servers and their associated components.

Updates – Patches intended to remove or reduce risk for known vulnerabilities

Users – Those who utilize technology resources

Virus – A piece of code that is capable of copying itself and typically has a detrimental effect, such as corrupting the system or destroying data.

VOIP – Voice over IP is the use of CAPK's network for transmission of voice phone calls.

VPN – Virtual Private Network.

WAN – Wide Area Network.

Wireless – Computer devices that connect using radio signals rather than network cables.

Workstation – A desktop computer or terminal that is networked.

Policy:

The purpose of this policy is to protect the agencies information assets from all threats whether internal or external, deliberate or accidental.

Procedures:

It shall be the responsibility of the IT Department to provide adequate protection and confidentiality of all corporate data and proprietary software systems, whether held centrally, on local storage media, or remotely, to ensure the continued availability of data and programs to all authorized members of staff, and to ensure the integrity of all data and configuration controls.

Main Security Policies:

1. Confidentiality of all data is to be maintained through discretionary and mandatory access controls, and wherever possible these access controls should meet with C2 class security functionality.
2. Internet and other external service access is restricted to authorized personnel only.
3. Only authorized and licensed software may be installed, and installation may only be performed by the IT Department.
4. The use of unauthorized software is prohibited. In the event of unauthorized software being discovered it will be removed from the workstation immediately.
5. All removable media from external sources must be virus checked before they are used within CAPK.
6. Workstation configurations may only be changed by IT Department staff.
7. The physical security of computer equipment will conform to recognized loss prevention guidelines.
8. To prevent the loss of availability of IT resources measures must be taken to backup data, applications and the configurations of all workstations.

Data Classification and Handling:

1. Confidential Information, both Business Confidential and Client Confidential, should be protected by the systems and employees.
2. Systems that handle confidential information should be owned and managed by CAPK.
3. No confidential information should be shared with an external party without prior authorization.
4. All former employees are obligated to return any equipment that could contain CAPK information or is an asset of CAPK.

Virus Protection Security:

1. The I.T. Department will have up to date virus scanning software for the scanning and removal of suspected viruses.
2. Servers and PC’s will be protected with virus scanning software with regular updates and patches applied.
3. All systems will be built from original, clean master copies whose write protection has always been in place. Only original master copies will be used until virus scanning has taken place.

4. Shareware is not to be used, as shareware is one of the most common infection sources. If it is absolutely necessary to use shareware it must be thoroughly scanned before use.
5. New commercial software will be scanned before it is installed as it occasionally contains viruses.
6. All removable media brought in to CAPK will be scanned by the Virus protection software installed on each workstation or server.
7. To enable data to be recovered in the event of a virus outbreak regular daily backups will be taken by software managed by the I.T. Department.
8. Users will be kept informed of current procedures and policies.
9. Users will be notified of virus incidents.
10. In the event of a possible virus infection the user must inform the I.T. Department immediately. The I.T. Department will then scan the infected machine and any removable media or other workstations to which the virus may have spread and eradicate it.

Server Room Security:

1. Servers should be housed in a purpose-built room.
2. Servers should contain an adequate air conditioning system to provide a stable operating environment to reduce the risk of system crashes due to component failure.
3. No water, rain water or drainage pipes should run within or above the computer suite to reduce the risk of flooding.
4. Power points should be raised from the floor to allow the smooth shutdown of computer systems in case of flooding.
5. Access to the Server is restricted to IT Department staff.
6. All contractors working within the computer suite are to be supervised at all times and the IT Department is to be notified of their presence and provided with details of all work to be carried out, at least 48 hours in advance of its commencement.
7. All servers will be kept securely under lock and key.

Access Control Security:

1. Users will only be given sufficient rights to all systems to enable them to perform their job function. User rights will be kept to a minimum at all times.
2. Where possible no one person will have full rights to any system. The I.T. Department will control network/server passwords and system passwords will be assigned by the system administrator in the end-user department.
3. The system administrator will be responsible for the maintaining the data integrity of the end-user department's data and for determining end-user access rights.
4. Access to the network/servers and systems will be by individual username and password.
5. Usernames and passwords must not be shared by users.
6. Usernames and passwords should not be written down.
7. Intruder detection will be implemented where possible.
8. The I.T. Department will be notified of all employees leaving CAPK's employment by the Human Resources Department. The I.T. Department will then remove the employees' rights to all systems.
9. Network/server supervisor passwords and system supervisor passwords will be stored in a secure location in case of an emergency or disaster, for example a fire proof safe in the I.T. Department.

10. Use of the SecureAdmin username on Windows is to be kept to a minimum.
11. Default passwords on systems such as SQL Server will be changed after installation.
12. File systems will have the maximum security implemented that is possible. Where possible users will only be given Read and File scan rights to directories, files will be flagged as read only to prevent accidental deletion.

LAN Security:

1. LAN equipment, hubs, bridges, repeaters, routers, switches will be kept in secure rooms when possible. Hub rooms will be kept locked at all times. Access to hub rooms will be restricted to I.T. Department staff only. Other staff, and contractors requiring access to hub rooms will notify the I.T. Department in advance so that the necessary supervision can be arranged.
2. Users must lock their workstations when they leave their workstation for any length of time.
3. All servers will be kept securely under lock and key.
4. Access to the system console and server disk/tape drives will be restricted to authorized I.T. Department staff only.
5. Computer hardware and software audits will be carried out periodically via the use of a desktop inventory package. These audits will be used to track unauthorized copies of software and unauthorized changes to hardware and software configurations.

Server Specific Security:

1. The operating system will be kept up to date and patched on a regular basis.
2. Servers will be checked weekly for viruses.
3. Servers will be locked in a secure room.
4. Remote management passwords will be different to the Administrator.
5. Users possessing Administrator rights will be limited to trained members of the I.T. Department staff only.
6. Use of the Administrator accounts will be kept to a minimum.
7. Users' access to data and applications will be limited by the access control features.
8. In certain areas users will be restricted to logging in to specified workstations only.

Wide Area Network Security:

1. Wireless LAN's will make use of the most secure encryption and authentication facilities available.
2. Users will not install their own wireless equipment under any circumstances.
3. All bridges, routers and gateways will be kept locked up in secure areas.
4. Unnecessary protocols will be removed from routers.
5. The preferred method of connection to outside Organizations is by a secure VPN connection, using IPSEC or SSL.

TCP/IP & Internet Security:

1. Permanent connections to the Internet will be via the means of a firewall to regulate network traffic.
2. Permanent connections to other external networks, for offsite processing etc., will be via the means of a firewall to regulate network traffic.

3. Where remote access servers are used, these will be situated on the DMZ or non-secure network side of the firewall if possible or with the use of IPSEC VPN.
4. Workstation access to the Internet will be via website content filter.
5. All incoming e-mail will be scanned by CAPK's e-mail content scanner.

VoIP System Security:

1. All network infrastructure including: Routers, Firewalls and switches are able to support security requirements for VoIP.
2. Maintain all security updates for network infrastructure and VoIP devices.
3. Properly secure any remote access and configuration capabilities to individual VoIP devices to eliminate any backdoors.
4. Use encryption technologies to secure VoIP traffic.
5. Voice mail accounts will use a password with a minimum length of four digits.
6. The voice mail password should never match the last four digits of the phone number.
7. The caller to a voice mail account will be locked out after three attempts at password validation.
8. Dialing calling party pays numbers will be prevented.
9. Telephone bills will be checked carefully to identify any misuse of the telephone system.

Policy Title: Data Backup
Section: OPSIT 1.5

Issue Date: 6/01/2015
Revised Date: 2/26/2020

Purpose:

Data Backup is required for servers, network storage devices, and other media that contain critical or sensitive information and/or programs. The policy is designed to protect data in the organization to ensure it is not lost and that it can be recovered due to unanticipated failure, such as equipment failure, intentional destruction of data, or disaster.

Procedures:

Financial Systems – Abila (performed by hosted network provider)

1. Incremental backups are performed according to section 5 of the Diamond IT, Connect IT Service Level Agreement.
2. Validation testing is conducted quarterly.
    a. Backup image drives are validated in addition with verifying that the file folder structures are browse-able.
    b. A virtual boot of the server image is completed along with testing of the software to ensure operation.

Network Storage Devices

1. Incremental backups are performed daily, weekly, monthly, quarterly and yearly using StorageCraft Shadow Protect.
2. Validation testing is conducted quarterly.
    a. Backups are validated by verifying that the file folder structures are browse-able.
    b. Data is validated by browsing the folder structure and copying files from the selected backup data to the server's hard drive and verifying the files are executable and readable.

Employee Local Backup

1. Employees must save CAPK critical or confidential data files to the file server if for some reason OneDrive or SharePoint is not available or not suited for the file types (i.e. large graphic files that need faster access for editing) so that these data files may be backed up automatically for recovery purposes, if flash drives are required the drive must be encrypted and password protected. For any data files saved to locations other than the approved networked servers and devices, users must understand that there is no other maintained backup system and data may be erased or deleted. Employees must also protect those non-network storage locations appropriately for the classification of information stored on them.

Policy Title: Passwords
Section: OPSIT 1.6

Issue Date: 6/01/2015
Revised Date: 2/26/2020

Purpose:

Passwords are an important aspect of computer security. A poorly chosen password may result in unauthorized access and/or exploitation of Community Action Partnership of Kern's resources. All users, including contractors and vendors with access to Community Action Partnership of Kern systems, are responsible for taking the appropriate steps, as outlined below, to select and secure their passwords. By default, passwords are set to expire in 90 days. Current research strongly indicates that mandated password changes do more harm than good. They drive users to choose weaker passwords, re-use passwords, or update old passwords in ways that are easily guessed by hackers. If setting password to never expire, multi-factor authentication must be set for that user account.

Policy:

The purpose of this policy is to establish a standard for creation of strong passwords, the protection of those passwords, and the frequency of change.

Procedures:

The scope of this policy includes all personnel who have or are responsible for an account (or any form of access that supports or requires a password) on any system that resides at any Community Action Partnership of Kern facility, has access to the Community Action Partnership of Kern network, or stores any non-public Community Action Partnership of Kern information.

Password Creation:

1. When a computer password is generated by CAPK IT the user will be prompted by the Windows Operating System to change the password before login to their computer is completed.
2. All user-level and system-level passwords must conform to 8 minimum characters with at least the following:
3. Not contain the user's account name or parts of the user's full name that exceed two consecutive characters
4. Be at least 8 characters in length
5. Contain characters from three of the following four categories:

    English uppercase characters (A through Z)

    English lowercase characters (a through z)

    Base 10 digits (0 through 9)

    Non-alphabetic characters (for example, !, $, #, %)

6. Users must not use the same password for Community Action Partnership of Kern network account (desktop & email) as for other account access (for example; personal ISP account, personal email, NoHo, ADP, ChildPlus, and so on).

Password History:

1. All system-level passwords (for example; root, enable, NT admin, application administration accounts, and so on) must be changed on at least a quarterly basis or use a Multifactor Authentication.
2. All user-level passwords (for example, email, web, desktop computer, and so on) must be changed at least every 180 days.
3. All user-level passwords will be prohibited from re-use of at least, the last 24 passwords.
4. After 16 unsuccessful attempts to enter a password the user account will be disabled for thirty (30) minutes.
5. Minimum Password Age: 1 day; password must be in effect for this time before changing.
6. Maximum Password Age: 180 days; Windows will prompt a password change once reached.

Password Protection:

1. Passwords must not be shared with anyone. All passwords are to be treated as sensitive, confidential Community Action Partnership of Kern information.
2. Passwords must not be inserted into email messages, cases, or other forms of electronic communication, except when requested by IT Department.
3. Passwords must not be revealed over the phone to anyone, except when requested by IT Department.
4. Do not reveal a password on questionnaires or security forms.
5. Do not hint at the format of a password (for example, "my family name").
6. Do not share Community Action Partnership of Kern passwords with anyone, including administrative assistants, secretaries, co-workers while on vacation, and family members.
7. Do not write passwords down and store them anywhere in your office. Do not store passwords in a file on a computer system or mobile devices (phone, tablet) without encryption.
8. Do not use the "Remember Password" feature of applications (for example, web browsers).
9. Any user suspecting that his/her password may have been compromised must report the incident and change all passwords.

Policy Compliance:

1. The IT Department will verify compliance to this policy through various methods, including but not limited to, business tool reports, internal and external audits, and feedback to the policy owner.
2. Any exception to the policy must be approved by the IT Department in advance.
3. An employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.

By signing below I acknowledge that I have read, understand and agree to the above detailed user policy.

Print Name: _____Sign: _____Date:_____

Policy Title: Web Conferencing
Section: OPSIT 1.7

Issue Date: 7/01/2015
Revised Date: 2/26/2020

Purpose:

Web conferencing supports audio, video, application sharing, and content display. It enables staff to add important elements of interaction. It also provides an alternative method of delivery for meetings, professional development and training activities. The purpose of this guideline is to ensure that this service remains available and reliable, and is used for purposes appropriate to Community Action Partnership of Kern's mission.

Definitions:

eDiscovery - Electronic discovery is the electronic aspect of identifying, collecting and producing electronically stored information (ESI) in response to a request for production in a lawsuit or investigation. Capabilities include case management, preservation, search, analysis, and export of Teams data. This includes chat, messaging and files, meeting and call summaries. For Teams meetings and Calls, a summary of the events that happened in the meeting and call are created and made available in eDiscovery.

Procedures:

This policy applies to all users of Community Action Partnership of Kern web conferencing services as well as individuals who desire to establish a web conference regardless of physical location.

All Community Action Partnership of Kern information technology policies apply to the use of the web conferencing services, as do all other applicable Community Action Partnership of Kern policies and procedures and all federal, state and local laws.

Access to Microsoft Teams:

All Community Action Partnership of Kern staff will have access to Microsoft Teams

The following points define proper use of Teams at Community Action Partnership of Kern:

1. No use of Teams should ever conflict with the primary business purpose for which it has been provided, considering Community Action Partnership of Kerns ethical responsibilities and applicable laws and regulations.
2. No personal use of the system will be permitted; the system is intended and provided for Community Action Partnership of Kerns business purposes.
3. All data in Community Action Partnership of Kern's computer and communications systems (including documents, other electronic files, and chat messages) are the property of Community Action Partnership of Kern.
4. Teams may not be used to create or transmit material that is derogatory, defamatory, obscene or offensive. Such material includes, but is not limited to:
    - Anything that might be construed as harassment or disparagement based on race, color, national origin, gender, sexual orientation, age, disability, or religious or political beliefs.

5. Teams may not be used to solicit or proselytize others for commercial purposes, causes, outside organizations, chain messages, or other non-job-related purposes.

Policy Compliance:

1. The IT Department will verify compliance to this policy through various methods, including but not limited to eDiscovery, Auditing, business tool reports, internal and external audits, and feedback to the policy owner.
2. Any exception to the policy must be approved by the IT Department in advance.
3. An employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.

Policy Title: Wireless Communication Standard
Section: OPSIT 1.8

Issue Date: 6/01/2015
Revised Date: 2/26/2020

Purpose:

This standard specifies the technical requirements that wireless infrastructure devices must satisfy to connect to a Community Action Partnership of Kern network. Only those wireless infrastructure devices that meet the requirements specified in this standard or are granted an exception by the IT Department are approved for connectivity to a Community Action Partnership of Kern network.

Network devices including, but not limited to, hubs, routers, switches, firewalls, remote access devices, modems, or wireless access points, must be installed, supported, and maintained by an IT Department.

Procedures:

All employees, contractors, consultants, temporary and other workers at Community Action Partnership of Kern and its subsidiaries, including all personnel that maintain a wireless infrastructure device on behalf of Community Action Partnership of Kern, must comply with this standard. This standard applies to wireless devices that make a connection the network and all wireless infrastructure devices that provide wireless connectivity to the network.

IT Department must approve exceptions to this standard in advance.

General Requirements:

All wireless infrastructure devices that reside at a Community Action Partnership of Kern site and connect to a Community Action Partnership of Kern network, or provide access to information classified as Community Action Partnership of Kern Confidential, or Community Action Partnership of Kern Restricted information must:

1. Enable WiFi Protected Access Pre-shared Key WPA2-PSK or WPA2-Enterprise.
1. Advanced Encryption System (AES) protocols with a minimum key length of 128 bits Or Temporal Key Integrity Protocol (TKIP).
2. All Bluetooth devices must use Secure Simple Pairing with encryption enabled.

Lab and Isolated Wireless Device Requirements:

1. Device Service Set Identifier (SSID) must be different from Community Action Partnership of Kern production device SSID.
2. Broadcast of lab device SSID must be disabled.

Home Wireless Device Requirements:

All home wireless infrastructure devices that provide direct access to a Community Action Partnership of Kern network, such as those behind Enterprise Teleworker (ECT) or hardware VPN, must adhere to the following:

2. Enable WiFi Protected Access Pre-shared Key WPA2-PSK or newer.
3. When enabling WPA-PSK, configure a complex shared secret key (at least 20 characters) on the wireless client and the wireless access point.
4. Disable broadcast of SSID
5. Change the default SSID name
6. Change the default login and password

Policy Compliance:

1. The IT Department will verify compliance to this policy through various methods, including but not limited to, business tool reports, internal and external audits, and feedback to the policy owner.
2. Any exception to the policy must be approved by the IT Department in advance.
3. An employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.

Policy Title: Wireless
Section: OPSIT 1.9

Issue Date: 6/01/2015
Revised Date: 2/26/2020

Purpose:

With the mass explosion of Smart Phones and Tablets, pervasive wireless connectivity is almost a given at any organization. Insecure wireless configuration can provide an easy open door for malicious threat actors.

Definitions:

Copyright – Exclusive legal right, given to an originator or an assignee to print, publish, perform, film, or record literary, artistic, or musical material, and to authorize others to do the same.

Email – Messages distributed by electronic means from one computer user to one or more recipients via a network.

FTP – File Transfer Protocol

HTTP – Hypertext Transfer Protocol

Internet – Global communication network that allows almost all computers worldwide to connect and exchange information.

Network – A network can consist of as few as two computers connected with cables or millions of computers that are spread over a large geographical area and are connected by fiber optic, cables, or radio waves.

User – Those who utilize technology resources

WWW – World Wide Web

Policy:

The purpose of this policy is to secure and protect the information assets owned by Community Action Partnership of Kern. Community Action Partnership of Kern provides computer devices, networks, and other electronic information systems to meet missions, goals, and initiatives. Community Action Partnership of Kern grants access to these resources as a privilege and must manage them responsibly to maintain the confidentiality, integrity, and availability of all information assets.

This policy specifies the conditions that wireless infrastructure devices must satisfy to connect to Community Action Partnership of Kern network. Only those wireless infrastructure devices that meet the standards specified in this policy or are granted an exception by the IT Department are approved for connectivity to a Community Action Partnership of Kern network.

Procedures:

All employees, contractors, consultants, temporary and other workers at Community Action Partnership of Kern, including all personnel affiliated with third parties that maintain a wireless infrastructure device on behalf of Community Action Partnership of Kern must adhere to this policy. This policy applies to all wireless

infrastructure devices that connect to a Community Action Partnership of Kern network or reside on a Community Action Partnership of Kern site that provide wireless connectivity to endpoint devices including, but not limited to, laptops, desktops, cellular phones, and tablets. This includes any form of wireless communication device capable of transmitting packet data.

General Requirements:

All wireless infrastructure devices that reside at a Community Action Partnership of Kern site and connect to a Community Action Partnership of Kern network, or provide access to information classified as Community Action Partnership of Kern Confidential, or above must meet these requirements:

1. Access points - CAPK has standardized access points from the Cisco Meraki line that allows configuration, auditing, and support through a cloud based controller system.
2. Other wireless devices to be installed, supported, and maintained by an approved support team.
3. Use Community Action Partnership of Kern approved authentication protocols and infrastructure.
4. Use Community Action Partnership of Kern approved encryption protocols.
5. Maintain a hardware address (MAC address) that can be registered and tracked.
6. Not interfere with wireless access deployments maintained by other support organizations.

Lab and Isolated Wireless Device Requirements:

All lab wireless infrastructure devices that provide access to Community Action Partnership of Kern Confidential or above, must adhere to section 4.1 above. Lab and isolated wireless devices that do not provide general network connectivity to the Community Action Partnership of Kern network must:

1. Be isolated from the corporate network (it must not provide any corporate connectivity).
2. Not interfere with wireless access deployments maintained by other support organizations.

Home Wireless Device Requirements:

1. Wireless infrastructure devices that provide direct access to the Community Action Partnership of Kern corporate network, must conform to the Home Wireless Device Requirements as detailed in the ***Wireless Communication Standard***.
2. Wireless infrastructure devices that fail to conform to the Home Wireless Device Requirements must be installed in a manner that prohibits direct access to the Community Action Partnership of Kern corporate network. Access to the Community Action Partnership of Kern corporate network through this device must use standard remote access authentication.

Policy Compliance:

1. The IT Department will verify compliance to this policy through various methods, including but not limited to, business tool reports, internal and external audits, and feedback to the policy owner.
2. Any exception to the policy must be approved by the IT Department in advance.

3. An employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Board of Directors

From: Tomas Cubias, Community Development Specialist

Date: February 26, 2020

Subject: *Agenda Item VI(b):* Resolution to Approve the Submission of the County of Kern Emergency Solutions Grant (ESG) Grant Application – **Action Item**

Grant Opportunities

The County of Kern recently released a Request for Proposal (RFP) for the 2020-2021 Emergency Solutions Grant (ESG) funding opportunity. At this time, CAPK has not decided on a specific project or to move forward, but due the short timeline for the submission, on March 16, 2020, and the requirement to include a Board of Director's signed Resolution, staff wanted to ensure the appropriate documents are completed upon submission. According to the ESG guidance, eligible projects include:

Project Component	Main Eligible Activities
Emergency Shelter	Renovation (Major Rehabilitation and Conversion)1, essential services, shelter operations, and assistance required under the Uniform Relocation Act (URA). See 24 CFR 576.102.
Rapid Re-Housing Assistance	Housing Relocation and Stabilization Services, Financial Assistance: moving costs, rent application fees, security deposits, last month's rent, utility deposit and utility payment. Assistance may also include a one-time payment of rental arrears for up to 6 months. Services: housing search, housing placement, housing stability, mediation, legal services, credit repair, budgeting, money management. Rental Assistance: short - Up to 3 months, medium – 4-24 months. Tenant-Based rental assistance and project-based rental assistance. See 24 CFR 576.103, 576.105 and 576.106.
Street Outreach	Essential Services necessary to reach out to unsheltered homeless individuals and families, connect them with emergency shelter, housing, or critical services, and provide them with urgent, non-facility-based care. Component services generally consist of engagement, case management, emergency health and mental health services, and transportation. For specific requirements and eligible costs, see 24 CFR 576.101.
Homelessness Prevention	Same activities as rapid re-housing. Activities are eligible only in conjunction with rapid re-housing or emergency shelter activities and are limited to ten percent of the total requested per application. Homelessness prevention is not eligible as a stand-alone activity.
HMIS	Grant funds may be used for certain HMIS and comparable database costs, as specified at 24 CFR 576.107; 25 CCR 8408). In no case can costs exceed ten percent of the total amount requested per application.

Based on the categories above, staff will research opportunities that will enhance our current services with homelessness, housing placement, and technology.

Additional Information:

- Maximum Award for the ESG funding is up to $409,344
- Awarded funds must be spent by July 2022

Minimum Requirements

To be considered eligible for review, the proposal must meet the following requirements:

- The applicant is a non-profit organization and/or unit of general purpose local government.
- The project/program serves residents whose incomes are at or below 30% of the Area Median Income (AMI);
- The project/program serves persons experiencing homelessness or at risk of homelessness.
- The project/program is located in or serves residents of the Continuum of Care (CoC) service area.
- The project/program is consistent with the County 2015-2020 Consolidated Plan; and
- 108% eligible match funding has been identified.

Recommendation

Staff recommend the Board of Director's to approve the Resolution allowing CAPK to move forward in applying to an eligible project as stated in the above list. CAPK staff will return to the Board of Director's with updates on the grant application.

Attachment:
Resolution Number 2020-02

RESOLUTION # 2020-02

A Resolution of the Board of Directors of the Community Action Partnership of Kern Approving the Submission of the County of Kern Emergency Solutions Grant (ESG) Application

The Board of Directors of Community Action Partnership of Kern located at 5005 Business Park North, Bakersfield, CA 93309, met on February 26, 2020, 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 County of Kern has released a Request for Proposal (RFP) for the 2020-2021 Emergency Solutions Grant funding opportunity for eligible projects that include: Emergency Shelter; Rapid Re-Housing Assistance; Street Outreach; Homelessness Prevention; and HMIS; and

WHEREAS, the maximum award for the ESG funding is up to $409,344 and any awarded funds must be spent by July 2022; and

NOW, THEREFORE, be it resolved that the Board of Directors have approved the submittal of an application to the County of Kern for the Emergency Solutions Grant.

APPROVED by a majority vote of the Directors of the Community Action Partnership of Kern, this 26th day of February 2020.

Curtis E. Floyd, Chair
CAPK Board of Directors

Date

COMMUNITY ACTION PARTNERSHIP *of* KERN
BOARD OF DIRECTORS
PROGRAM REVIEW & EVALUATION COMMITTEE MEETING
February 12, 2020
12:00 pm

MEETING MINUTES

1. **Call to Order**

Committee Chair Nila Hogan called the meeting to order at 12:00 pm.

2. **Roll Call**

Roll Call was taken with a quorum present.

Present: Nila Hogan, Fred Plane, Marian Panos

Absent:

Others Present: Pritika Ram, Director of Administration; and other CAPK staff.

3. **Approval of Agenda**

Motion was made and seconded to approve the Program Review & Evaluation Committee meeting agenda for February 12, 2020. Carried by unanimous vote. (Panos/Plane).

4. **Public Forum**

No one addressed the Committee.

5. **Program Presentation**

Irene Fonseca provided a presentation on the 211 Program and stated the purpose of 2-1-1 and the areas served. 2-1-1 Kern also provides online access for individuals searching for resources without having to call the 2-1-1 line, and it provides the same resource database as 2-1-1 representatives. Irene also explained the types of services offered under the umbrella of 2-1-1 Kern, including the Coordinated Entry Service (CES). In 2019, 2-1-1 provided close to 300,000 referrals. All representatives are highly trained and can often refer callers to other programs that they qualify for. 2-1-1- also provides services in an emergency situation.

6. **New Business**

a. January 2020 Program & Division Reports – Pritika Ram, Director of Administration – ***Action Item***

Pritika Ram provided a summary of the monthly program reports for January 2020 and highlighted the noteworthy accomplishments.

Motion was made and seconded to approve the January 2020 Program & Division Reports. Carried by unanimous vote. (Plane/Panos)

b. Application Status Reports & Funding Requests – Pritika Ram, Director of Administration – ***Action Item***
   1. Application Status Reports for January 2020.
   2. Funding Request: California Board of State & Community Corrections for Kern Youth Reinvestment Partnership Program.

   Pritika Ram summarized the Application Status Report for January 2020 and discussed the Funding Request for the California Board of State & Community Corrections for the Kern Youth Reinvestment Partnership Program.

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

c. January 2020 Head Start / State Child Development Enrollment Update & Meals Report – Ginger Mendez, HS State Enrollment / Attendance Manager – ***Action Item***

   Ginger Mendez provided the budget to actual reports for January 2020. HS Kern and EHS San Joaquin achieved 100% enrollment. EHS Kern enrollment increased to 91% and EHS Partnerships increased to 59%. 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. As stated previously, after reporting under enrollment for four consecutive months, the Regional Office will initiate a Plan of Action. It is important to note that this action is not punitive.

   For children with disabilities, HS Kern, EHS Kern, and EHS San Joaquin exceeded the goal of 10%. EHS Partnerships is at 3.4%. For over-income, all 4 programs are under the 10% threshold, and the average daily attendance is 98.75%

   Enrollment recruitment is ongoing, and staff held five recruitment events, including one specific to Disabilities and one for Homelessness. DHS is now including Head Start / Early Head Start flyers for all CalWorks families.

   Ginger reported that the Kern Grant Center-Based Monitoring Review (CMR) / Self-Assessment took place from February 3-7, 2020. Central Kitchen prepared a total of 69,745 meals in the month of January, which included breakfast, lunch and snacks. Central Kitchen also experienced a surprise compliance review and found to be 100% in compliance and was issued a Grade A. Ginger also mentioned that the CACFP report for December 2019 was at 84%.

   Motion was made and seconded to approve the January 2020 Head Start / State Child Development Enrollment Update & Meals Report. Carried by unanimous vote. (Plane/Panos).

d. Summary of Changes to the 2020-2021 Recruitment & Selection Plan for 2020-2021 – Ginger Mendez, Enrollment & Attendance Manager – ***Action Item***

Ginger Mendez reported that staff met with Board Members Marian Panos and Fred Plane to resolve questions about the 2020-2021 Recruitment & Selection Plan that was presented and approved at the PRE Committee in January. Given staff was unable to accommodate this meeting prior to the Board Meeting on January 29th, the item was pulled from the PRE Committee Report on the Board agenda. Ginger reported that all questions were resolved during the meeting, and staff recommends approval of the plan as submitted.

Motion was made to approve the 2020-2021 Recruitment & Selection Plan with adjustments to the Selection Criteria Verification Form. Carried by unanimous vote (Plane/Panos).

e. Head Start 2020 Program Planning Calendar – Jerry Meade, Program Design & Management Administrator – ***Action Item***

Jerry Meade reported that a copy of the revised Program Planning Calendar for the Head Start and State Child Development Division is included in the agenda packet and all three Head Start programs are aligned and the timeline has been simplified. The Head Start Performance Standards requires Board approval of the process for the programs planning activities. Staff recommends Committee approval.

Motion was made and seconded to approve the Head Start 2020 Program Planning Calendar. Carried by unanimous vote (Plane/Panos).

7. <u>Committee Member Comments</u>

Marian Panos thanked the staff for meeting with her and Fred Plane, and recommended that going forward, staff should be mindful to not allow over-income children to receive a slot in the program before under-income eligible children and children with disabilities.

Fred Plane also stated his appreciation for staff's efforts.

8. <u>Next Scheduled Meeting</u>

Program Review & Evaluation
Wednesday, March 11, 2020
12:00 pm
5005 Business Park North
Bakersfield, CA 93309

9. <u>Adjournment</u>

The meeting adjourned at 12:31 pm.

capk

Community Action Partnership of Kern

























Helping People...Changing Lives.





Kern County

What is 2-1-1 Kern?

A free, accessible, 3 digit telephone number that links Kern County residents to community health and human services and support 24 hours a day 365 days a year.

2-1-1 Kern also serves additional counties including; Kings, Tulare and Stanislaus County

Accessing 2-1-1 Kern is Easy!

Simply pick up your phone and dial 2-1-1 for live help

- **There are several other 3-digit telephone numbers that residents use on a regular basis, making 2-1-1 easy to remember**

- **The 2-1-1 dialing code works the same as other three-digit numbers and enables the caller to access a variety of social and community service resources**

- **2-1-1 is also accessible by dialing toll free 1-800-273-2275**

Online Access to 2-1-1 Kern

In addition to dialing in, 2-1-1 Kern resources can be accessed through our on-line resource directory

- **The on-line database was launched in February 2013**
- **The database can be accessed through our CAPK website at www.capk.org**

Advantages of On-Line Access

- **Allows the user to search for resources on his/her own time**
- **Users have unlimited access**
- **Web visitors have access to the same resource database as 2-1-1 Call Specialists**

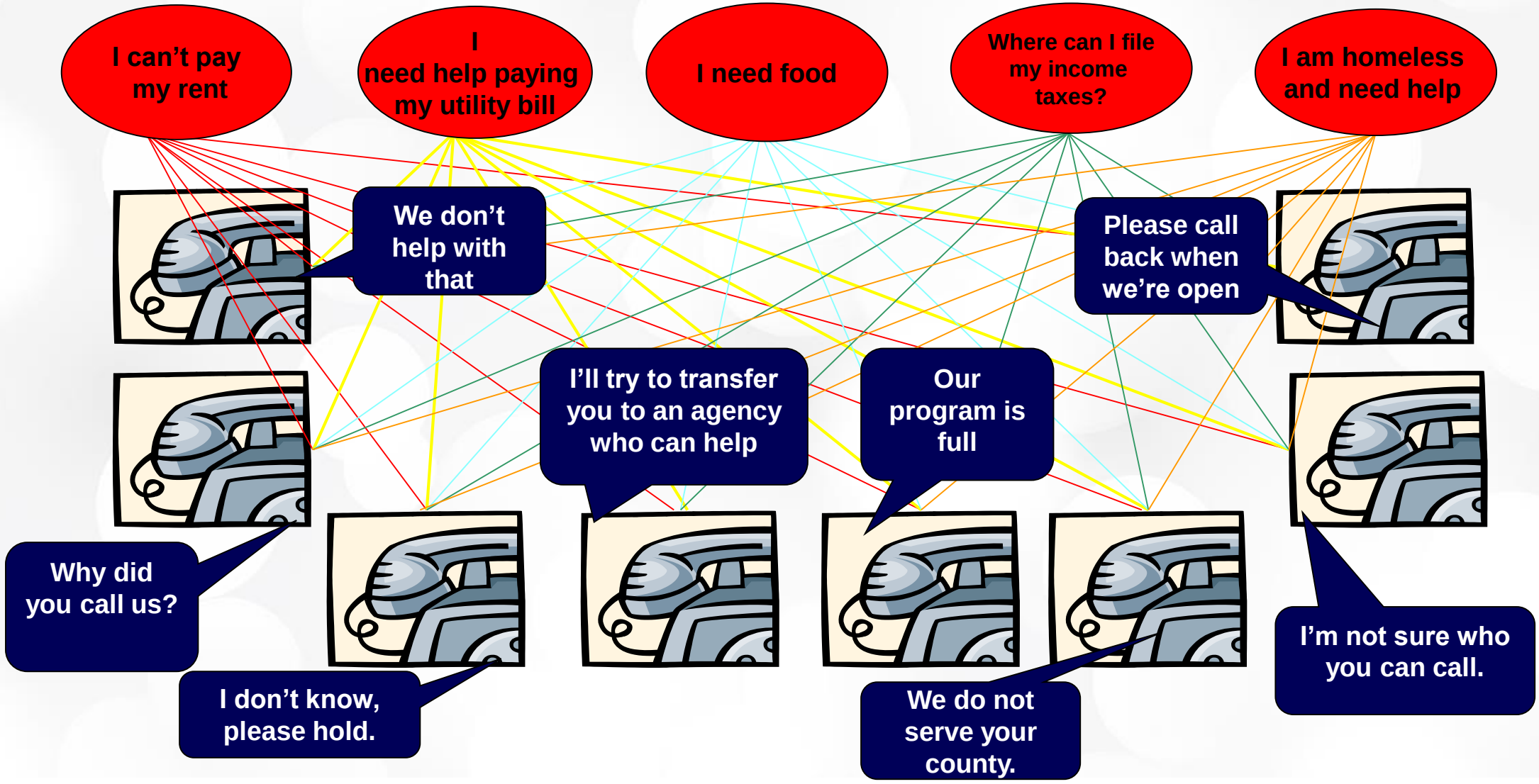
Agency & Client Benefits of 2-1-1 Kern

- Simplifies access to needed services
  - One phone call can provide information and referral for a variety of needs
  - Live help is available 24 hours a day
  - Callers can receive resource information via text, email or over the phone
- Provides Case Managers a tool to access numerous services for their clients by making only one call
- All resources in the 2-1-1 database provide services at:
  - No cost
  - Low Cost
  - Sliding fee scale
  - Accepts insurances such as Medical or Medicaid

What types of services does 2-1-1 have?

- The 2-1-1 database contains information on a range of services including:
  - Food
  - Utility assistance
  - Health insurance
  - Clothing
  - Homelessness assistance
- Through our database of over 1,500 resources we not only offer referrals that are within the callers zip code, referral information also includes:
  - Phone number, address and nearest cross street
  - Days and hours of operation
  - Documentation required to obtain services

Before 2-1-1


I can't pay my rent
I need help paying my utility bill
I need food
Where can I file my income taxes?
I am homeless and need help
We don't help with that
Please call back when we're open
I'll try to transfer you to an agency who can help
Our program is full
Why did you call us?
I don't know, please hold.
We do not serve your county.
I'm not sure who you can call.

I can't pay my rent

I need help paying my utility bill

I need food

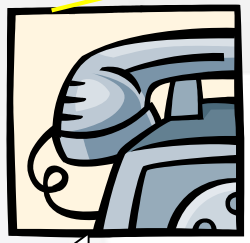
Where can I file my income taxes

I am homeless and need help

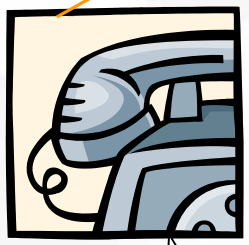
2-1-1, how may I assist you today?

2-1-1

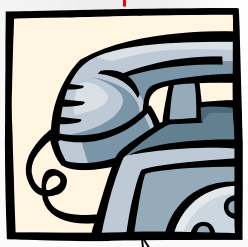
Yes, allow me to search for a resource to meet your needs…



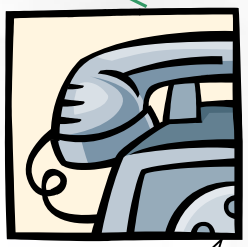
Utility Assistance Program



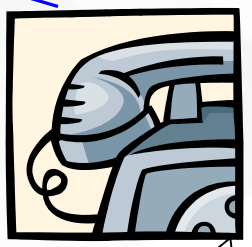
Coordinated Entry Services



Rental Assistance Program



Volunteer Income Tax Assistance



Food Bank

2-1-1 Kern Benefits

Through a brief assessment, Call Specialists are able to determine additional services that the caller may be eligible for and offer referrals and linkage to vital services

- **Examples of additional services include:**

✓Onsite Calfresh Appointments

✓Coordinated Entry Services

✓Ages and Stages Questionnaire

✓Onsite appointment for the CAPK Home Energy Assistance Program

✓Onsite appointment for the CAPK Volunteer Income Tax Assistance Program

CES Homeless Services

Through the 2-1-1 Coordinated Entry Program, callers that are currently homeless or at risk of becoming homeless are quickly triaged to an assessment point by a trained Homeless Navigator

- **The coordinated entry process was developed to ensure the following:**
  - ✓ **Fair and equal access to services**
  - ✓ **Early identification**
  - ✓ **Thorough assessment**
  - ✓ **Housing match based on the clients needs**

In 2019 CES answered 5,486 homeless calls and completed 1,062 assessments for homeless individuals

How does 2-1-1 Kern work in an Emergency Situation?

READY KERN

Operation of Emergency Services (OES) will contact a 2-1-1 Kern Representative and send a summary of pertinent disaster information

2-1-1 Kern Call Specialists are then alerted and briefed of disaster details

A public service announcement is made via Ready Kern notification advising the public to call 2-1-1 Kern for more information regarding the disaster

2-1-1 Kern Call Specialists are able to provide callers with evacuation and road closure updates, emergency resources and shelter information.

Contact Information

Irene Fonseca

2-1-1 Kern Program Manager

Community Action Partnership of Kern

(661)578-6437

ifonseca@capk.org

Martha Gonzalez

2-1-1 Kern Program Supervisor

Community Action Partnership of kern

(661)336-5236 ext.4254

mgonzalez@capk.org

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Administration/Pritika Ram		**Month/Year: January 2020**
Program/Work Unit: 2-1-1 Kern County	**Staffing:** 26	**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. 2-1-1 serves as the call center for the CAPK Energy Program and VITA. 2-1-1 operates the Kern County Coordinated Entry System—screening callers experiencing homelessness and connecting them with CES Homeless Navigators who prioritizes by urgency and linked the client to necessary services. 2-1-1 in collaboration with First 5 of Kern, is an access point for parents of children ages 0-5 to complete an online developmental assessment to aid in early intervention of identified delays.

Activities	Description			
Information & Referral Services	**Incoming**	**Answered**	**Unanswered**	**Referrals**
Kern County	5,350	4,857	493(9%)	11,829
Kings County	151	143	8(5%)	*
Tulare County	716	667	49(6%)	*
Stanislaus County	1,094	998	96(8%)	*
Total	7,311	6,665	646(8%)	

*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 Services	VITA
Top 3 Unmet Needs	Rental Assistance	Transportation	Homeless Shelter

Other Services		Month	YTD
LIHEAP	Calls Answered	3,717	3,717
Weatherization	Calls Routed through 2-1-1	217	217
Mental Health	Calls Answered	204	204
Website Visitors	Duplicated Visitors to CAPK's 2-1-1 Kern web page	17,760	17,760
VITA	Calls Routed through 2-1-1	1,277	1,277

CalFresh Enrollments	Onsite enrollment into CalFresh (Supplemental Nutrition Assistance Program (SNAP/food stamps)	**Submitted**	**Approved**	**Pending**
		36	**2**	**34**

Coordinated Entry System (CES)	Entry point for the homeless population in Kern County.	**211 Homeless Calls**	**QRT Received**	**Assessments Completed**
		770	**6**	**140**

Outreach Activities	Outcomes
• 1/23/2020 Resource Fair • 1/27/2020 2-1-1 Presentation at Wesley HS	– 211 Kern - informational cards: 100 – 211 Kern - informational cards: 100

Highlights: Effective January 13, 2020 the 2-1-1 Vita line opened. 2-1-1 Call Specialists began answering calls for the Vita Program and scheduling appointments. Callers are offered an onsite appointment at the CAPK VITA location on 19th Street, Shafter Youth Center or The Friendship House. Since Vita lines opened on 1/13, 2-1-1 has scheduled 1,001 Vita appointments. Callers are also provided information for a Vita site nearest them based on the zip code provided.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Nutrition Services/Carmen Segovia		**Month/Year:** January/2020
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
Program Partnerships Attend monthly Community Collaboratives in Wasco, Bakersfield and Delano	• Four Health Educators attended four collaboratives and announced upcoming trainings for the CalFresh Healthy Living program.	4	13
CalFresh Healthy Living SHOP Attend CAPK Food Bank distribution sites in Arvin, Bakersfield, Delano, Lamont, and Mojave	• Health Educators completed six food pantry assessments and participated at the Delano Memorial Park Food Distribution event • Direct Education Contacts: Health Educators provided direct nutrition education materials to 44 participants at the five food bank distribution sites. • Indirect Education contacts: Health Educators attended one health resource fair and interacted with 30 participants.	6 44 30	6 182 1536
CalFresh Healthy Living LIVE	• Health Educators met with Adventist and Kern Health staff to discuss collaboration.	2	2
CalFresh Healthy Living Trainings	• 5 staff attended the all-day training for the Program Evaluation and Reporting System (PEARS) training in Visalia, CA. Training included a training guide, course outline and objectives, and a computer-based hands on training portion.	1	2
CAPK County Action Nutrition Plan *CNAP Collaborative next meeting* *April 30, 2020 10-11:30 AM at CAPK*	• CAPK hosted the CNAP Collaborative on January 30, 2020 to build opportunities and partnerships as well as leverage resources across Kern to meet CalFresh Healthy Living program goals.	29	29

Upcoming CalFresh Healthy Living Trainings & Meetings:

1. CalFresh Healthy Living Day of Training for Central Valley scheduled for Wednesday, February 26, 2020, 8:30 AM – Noon for a review and update on the Dietary Guidelines for Americans 1:00 – 4:30 PM for more information and/or to register contact Celena Vela, Program Assistant at 661-336-5236 x1900.
2. CalFresh Healthy Living School Wellness Training scheduled for Wednesday, April 1, 2020, 8 to 4:30 PM. for more information and/or to register contact Celena Vela, Program Assistant at 661-336-5236 x1900.
3. **Staffing:**
   The CalFresh Healthy Living program is in the process of filling a Health Educator position which became vacant last month.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Director of Administration, Pritika Ram		**Month/Year:** January 2020
Program/Work Unit: Community Development	**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

The Outreach Team kicked efforts to promote VITA and the Earned Income Tax Credit into high gear in January, leading up to a successful EITC Awareness Day event on Jan. 31. We also worked on marketing plans for the new Low-Barrier Navigation Center and the U.S. Census.



The Grants Team attended an informational meeting on Community Development Financial Institutions (CDFI), hosted by the California Community Economic Development Association (CCEDA). The CDFI session was helpful and it appears CAPK may be a candidate as a Community Development Entity (CDE), allowing grantees to access New Market Tax Credits relating to housing, capital, etc. The team is reaching out to other housing entities for ideas and information. There was a presentation by the VP of the Pacific Asian Consortium in Employment (PACE). Various programs are operated under their Business Development Center.

Advocacy	• Attended Kern County State of the County event. • Attended meeting with Kern Volunteer Organizations Active in Disaster meeting. • Attended Kern County Board of Supervisors Meeting on Jan. 14 supervisors approved contract with CAPK to operate the county Low Barrier Navigation Center for the homeless.
Outreach	• Hosted the Moneywise Wealth Management team visit to the CAPK Food Bank. • Finalized Billboards promotions for EITC program. • Developed marketing materials for Kern Counts Census effort. • Working on marketing materials for the County Low Barrier Navigation Center. • Created a video of VITA Program Manager Jacquie Guerra sharing how her use of the EITC credit helped her move from homelessness to a successful career. Shared video with Gov. Gavin Newsom's office – which shared it on social media.
Special Events	• Participated in the Homeless Point in Time Count on Friday, January 24. • Organized Earned Income Tax Credit Awareness Day. • Hosted a Small Business Advisory Meeting on Thursday, January 16.
Grants-In Progress	• BSCC YRG partnership with department of Human Services • Wells Fargo
Research	• Complete Count Census. • CRM Project Phase 1 funding. • Affordable housing for low-to-moderate income families. • Community Development Financial Institutions (CDFI).
Projects	• Head Start Community Assessment. • Youth Centers Policy & Procedure Manual. • 2020 Census, Kern County Census Committee. • CAPK 2019 program CSBG data collection. • CAPK's Kern County Housing Needs Assessment (Survey).

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Nutrition Services/Carmen Segovia		**Month/Year:** January/ 2020
Program/Work Unit: East Kern Family Resource Center	**Total Program Staffing**: 5	**Program Manager/Supervisor: TaVia Wooley** Choose an item.
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	22 2 0	22 2 0
Children enrolled in center-base program		0	0
Adults in Court Mandated Parenting Classes		6	6
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	112	112
Emergency Supplies Closet and Other Services	Food (individuals)	6	6
	Clothing (individuals)	45	45
	Photocopies (individuals) HEAP Application Supporting Docs	218 83	218 83

Other: We have hired a full time Case manager for the Economic Empowerment program.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Operations/Emilio Wagner		**Month/Year:** January 2020
Program/Work Unit: Energy	**Total Program Staffing**: 38	**Program Manager/Supervisor:** Todd Payne
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)	● Utility bill payments	**257**	**7771**
2. Low Income Home Energy Assistance Program (LIHEAP Utility Assistance – 2020)	● Utility bill payments	**667**	**877**
2. Low Income Home Energy Assistance Program (LIHEAP) Weatherization Assistance (2019)	• Residential repair/weatherization (e.g., weather stripping, thermostats, door/window replacement, etc.)	**11**	**242**
	• Energy-efficient appliance installation	**17**	**345**
3. Department of Energy Weatherization Assistant Program (DOE-WAP) (2018)	• Residential repair/weatherization (e.g., weather stripping, thermostats, door/window replacement, etc.)	**1**	**67**
	• Energy-efficient appliance installation	**1**	**31**
5. Total Value of Services (utility payments only)		**$599,753**	**$5,227,446**
		Results	
6. Energy calls received (from 2-1-1)		**4048**	
		HEAP	**Wx**
7. Number of LIHEAP applications Received		**928**	**120**
8. Number of LIHEAP applications Completed		**667**	**58**
9. Number of LIHEAP applications in Progress		**261**	**42**
10. Outreach Events attended	1/2 - Parent Policy Council Meeting	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:** January 2020
Program/Work Unit: Food Bank	**Total Staffing**: 18	**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 (December)	41,485	41,485
	Poundage Received all Programs	2,104,883	2,104,883
	Total Poundage Distributed, All Sites	1,949,677	1,949,677
	Total Distributed pounds 2019	1,479,616	1,479,616
Food Sourcing	**Produce Received: 236,000** pounds of produce (donated or purchased) & 7 different produce items: • Del Mar Cold Storage: Watermelon • Grimmway: Carrots • H & R Grouping: Leafy Greens • Kingsburg Orchards: Plums • Polo Produce: Mixed Produce • Target: Mixed produce • Walmart: Mixed produce • Wonderful: Citrus **Trade Mitigation Produce: 264,000 pounds of fresh produce: Apples & Citrus**		
Food Drives:	**CSFP Produce Distribution:** **4 Sites: distributing 4,168 pounds of carrots, plums, potatoes & watermelon to 402 seniors in Kern County**		

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.
- 1/2 Donation pick up from CSUB
- 1/15 Training kern County Homeless Count
- 1/21 CAPK Food Bank Feed America audit with Fresno Food Bank
- 1/21 Delivered 12,000 lbs. of food to Ridgecrest for the Ridgecrest relief.
- Our CSFP program held 35 distributions for the month of January and distributed 30 pound boxes of healthy and non-perishable food to 4,066 seniors throughout Kern County.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Nutrition Services/Carmen Segovia		**Month/Year:** January 2020
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.	3	86
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**.**		3919
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

Other:

- Friendship House Program Manager assisted with the selection of 24 CAPK Kern Youth Making Change AmeriCorps members. Three of the AmeriCorps members will be located at the Friendship House, two at the Shafter Youth Center, and the rest of the members will be serving at partner locations, which includes: TYM4CHANGE, Kern Behavioral Health, Vineland, and Lamont Boys & Girls Club.
- The Friendship House food distribution is held the 4th Wednesday of each month at 9:30am. The February food distribution is scheduled for 2/26/20.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Tracy Webster, Interim		**Month/Year: January 2020**
Program/Work Unit: HR/Staffing	**Total Division Staffing**: 6	**Program Manager/Supervisor:** Barbara Imdorf, 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	869	
	Subs/Temps	23	
	Total Staff	**892**	
New Hires	**All divisions and programs**		
	Regular	15	**147**
	Subs/Temps	2	**56**
	Total New Hires	17	**203**
Leaves of Absence	Full-time Leave	20	
Terminations	**All divisions and programs**		
	Voluntary	9	155
	Involuntary	5	64
	Total Terminations	**14**	**219**
Staffing	**Vacancy**	32	310
	Total Paper Applications Received	**158**	**2,061**
Payroll	**Total Hours Paid**	204,941	
	Total Gross Payroll (3 Pay Periods)	**$3,910,478**	

Projects:	***Completed:***
ADP Recruitment *Employee Survey*	

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Health & Nutrition Services/Carmen Segovia		**Month/Year:** January 2020
Program/Work Unit: Migrant Childcare AP Program (MCAP)	**Total Staffing**: 19, *Vacancies-4* *2 Family Specialists, 1 Admin Clerk, & 1 Reimbursement Specialist*	**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 December 2019, which was processed in the month of January 2020.*		

Activities	County	Total	% by County
Active Enrollments	Kern*	490	43%
	Madera	114	10%
	Merced	3	0
	Tulare	247	22%
	Kings	90	8%
	Fresno	193	17%
	Total	1,137	**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.

Current Activities:

Staff continues to promote the program and is accepting applications in all entry counties. We are currently building our waiting lists in Kern, Tulare, Kings and Fresno. All eligible families in Merced and Madera are still being authorized immediately.

The Program is halfway through the fiscal year and has earned 50% of their contract. Staff continues to monitor enrollments to ensure that it continues to stay on track to earn the entire contract without going over. Projecting for this contract is extremely difficult because factors outside of the programs control such as weather & political climate, can interfere with the family's migration patterns.

The program continued to actively recruit to fill program vacancies. The program manager conducted interviews for the family services specialist position for Madera County and the Admin Clerk for Kern County this month. Background checks and pre-employment testing are underway.

On 1/14 the program manager and coordinator participated in the CDE hosted webinar on the changes to the reporting requirements for the monthly provider report.

On 1/27 family services staff had their monthly department meeting in the Tulare office satellite office.

Upcoming Activities

On 03/05 the program is facilitating a health education meeting/training for childcare providers in the Delano area. The Cal Fresh staff will be presenting the information.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Operations/Emilio Wagner		**Month/Year:** January 2020
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.		

Operations Report begins March 1st

		STATUS	
Activities	**Description**	**Received**	**Completed to Date**
Business Services			
Purchase Orders Processed		166	1834
Contracts/Leases Processed		49	282
Request for Proposals (RFP)	Architectural Services (HS) St. Mary's Renovations (EHS) Security Services (LBNC)	Completed Completed In Progress	
Leases	Chrisman Road (Head Start) 701 S. Hutchins Street (Head Start) 277 E. Front Street. Buttonwillow (WIC) 11336 Bartlett Ave. (WIC) 8401 California Ave. (WIC)	In Progress In Progress In Progress In Progress In Progress	
Contracts	ACI (Head Start) Teachstone Addendum Turk's Kern Copy (Finance) Reliable Janitorial (Cal Fresh Escuelita Hernandez (Partnership) GameTime (Head Start)) Sarana Educational Consulting, LLC (Head Start) BioMetrics4 All (Executive)ACS Amendment I Energy) HSI Amendment I Stine & Oswell (Head Start) HSI Amendment I Broadway (Head Start) Trans West Amendment I (Operations) Wellworks For You (Finance) Econo West, Inc. Amendment (Energy) Colombo Construction (Head Start) Tel-Tec Security (Operations) Turks Kern Copy (Cal Fresh) S.U.S.D. Food Service Contract (Head Start) MOU Cal Fresh (Head Start-SJ) Blue Ribbon Automotive (Head Start) McWilliams and Walden, Inc. (Head Start) Motor City (Head Start) Big O Tires (Operations) Ordiz Melby (Head Start) Tres Hombres Fence Co (Head Start)	Completed Completed Completed Completed In Progress	

	Vision y Compromiso (Comm. Dev.) Delta Bay Builders (HS Stockton) K.H.S.D. contract (Head Start Kern) Roungthip Baccam (Hs Stockton) KYMC MOUs, 8 total (Health & Nutrition) Creative Child Care, Inc. (HS Stockton) Rice Agency Amendment PLC System Services (Head Start) Tres Hombres Fence Co (Head Start) Tres Hombres Fence Company (Operations) Stewart Title (Operations) Swanson Engineering (?) CCS Fundraising (Comm. Dev.) AAI Pest Control (HS Stockton) Mojave Veteran's Bldg. Rental Agreement (WIC)	In Progress In Progress In Progress In Progress In Progress In Progress In Progress In Progress In Progress In Progress In Progress In Progress In Progress In Progress In Progress	
Maintenance & Operations		**Work in Progress**	**Closed To Date**
Facility Work Orders Processed	Repair and maintenance of CAPK facilities and vehicles.	125	3667
Projects	• "Jewett" facility phase one and phase 2 are nearly complete, all major construction of the walls, plumbing and electrical are complete. We are doing construction in two phases, phase one Head Start and Early Head Start and phase 2 Home Visiting Initiative (HVI) Painting is complete and flooring is in the process. Fire alarm system is in the process of being installed and should be completed next week • 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 down play surface (complete), paint of exterior building (complete) and wrought iron railings. • East Cal: We have started on the EHS renovations. Exterior fencing, shade structure and sod are complete.	In Progress In Progress In Progress	
Information Technology		**Received**	**Closed To Date**
Help Desk Work Orders Processed	Technical assistance to employees, repairs, troubleshooting, coordination of services with IT services subcontractor	2987	2943
Projects	• AT&T E-rate Category 1 Installation • Mitel Upgrades MCAP, SJC, WIC • WIC Wise (Go live date 2/18/2020) • Jewett • SJC computer upgrades	In Progress In Progress In Progress In Progress In Progress	

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Risk Management		Reported	01/01/2020 to Date
Workers Compensation Incidents	• For Report Only • First Aid • Medical Treatment • Modified Duty • Lost Time • Non-Industrial (not work related) • Under Investigation	4 1 0 0 1 0 0	4 1 0 0 1 0 0
General Liability		0	0
Property Incidents		1	1
Vehicle Incidents		3	3
Projects	Charter for Operational Risk Management Advisory Committee Safety & Security Policies for Front Desk Workplace Violence Prevention Program Operational Risk committee Update Vehicle Safety Program Safety Meetings Monthly Maintenance & Energy Homeless Shelter Liability and W/C Insurance New safety Program for Homeless Shelter ATD Update safety programs to include Homeless Shelter & Staff	Completed Completed Completed In progress Completed In progress Completed In progress In progress	

- **Other:** "Jewett" facility phase one and phase 2 are nearly complete, all major construction of the walls, plumbing and electrical are complete. We are doing construction in two phases, phase one Head Start and Early Head Start and phase 2 Home Visiting Initiative (HVI) Painting is complete and flooring is in the process. Fire alarm system is in the process of being installed and should be completed next week.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Nutrition Services/Carmen Segovia		**Month/Year:** January 2020
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.	19	19
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.	N/A	

Other:

- Shafter Youth Center has acquired the help of two interns for the Spring. One intern from Bakersfield College and another from CSU Bakersfield. We also have help from a high school volunteer that comes in a few times a week. All the more help for our kids, especially with the subject of math and the world of common core.

- Dignity Health Community Health Initiative has been having great attendance for their new Tai Chi class. The first night drew in 8 participants. By the 3rd class, they had exploded to 30 people!

- Fitness Boot Camp and Zumba have had great attendance as well. Classes are seeing upwards of 20-40 people each night.

- Shafter Youth Center was selected to host the Girl Scout Cookie Rally to kick off the cookie selling season. About 200 Girl Scouts and parents/troop leaders came to have tasting samples of new products, have some friendly competitions and get pumped for cookie season. This Cookie Rally was the only one in the County, drawing attention to the center by many.

- Shafter Youth Center has been selected to host the Children's Art Gallery and Children's Art Workshop for the Shafter Colors Festival, coming up February 20-23rd. Program Manager, Angie Nelson has been asked to conduct the Children's Art Workshop this year.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Director of Administration, Pritika Ram		**Month/Year** January 2020
Program/Work Unit: VITA	**Total Program Staffing**: 1 permanent & 3 temps	**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.		

Activities	Month		YTD	
	Dollars	# of Tax Returns	Dollars	# of Tax Returns
Federal Refunds	$783,159	250	$783,159	
Federal EITC	$375,074	130	$375,074	250
Federal Total	**$1,158,233**		**$1,158,233**	
State Refunds	$110,277	250	$110,277	
California EITC	$39,652	150	$39,652	250
State Total	**$149,929**		**$149,929**	
Total Credits & Refunds	**$1,308,162**	250	**$1,308,162**	**250**

Additional Comment/Notes:

- Opening day for Tax season at our VITA Main office was Tuesday, 1/28/2020
- Volunteer retention is low, 31 volunteers were trained and certified, however; daily I have about 5 who volunteer more than 4 hours a day, 5 days a week, and the rest come in about once a week for about 2 hours.
- Vision y Compromiso have accepted the CAL EITC outreach contract and will begin Feb 1, 2020.
- CAPK Mobile site has been approved by IRS and on Feb 26th VITA will be providing its services to the deaf community at the B-GLAD center. Interpreters will be provided by B-GLAD.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Nutrition Services/Carmen Segovia		**Month/Year: January, 2020**
Program/Work Unit: WIC	**Total Program Staffing**: 68 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 - January 2020		**16,160**	**14,556/90%**	**N/A**	**N/A**
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. ***included in Ridgecrest number**	Arvin	*	Mojave			116
	Bakersfield		Oildale			399
			Ridgecrest			548
	E. California	1490	Rosamond			624
	Niles Street	2023	Shafter			1254
	Montclair	359	Tehachapi			342
	Friendship House	84	Wasco			1690
	Panama	1526				
	Boron	*	San Bernardino County			
	Buttonwillow	75	Adelanto			1675
	California City	656	Big Bear			220
	Delano	894	Crestline			292
	Edwards Air Force	*	Needles			180
	Lost Hills	109	Phelan			*
	*** state ave unable to calculate		Mobile WIC			*

Projects

CAPK WIC continues to exceed the State average in participation.

CAPK WIC continues to have a Facebook and Instagram presence. Facebook has 713 followers and Instagram has 724 followers. This is up from last month.

eWIC is becoming a reality as we prepare for the 2/18/20 "Roll Out" of the new WIC Card and new WIC data entry system. Computer Based Trainings were released to all staff. These are modules assigned to each staff member with subjects assigned per job duties. The modules must be reviewed and a score of 80% must be achieved before going on to the next module. All staff completed their training modules.

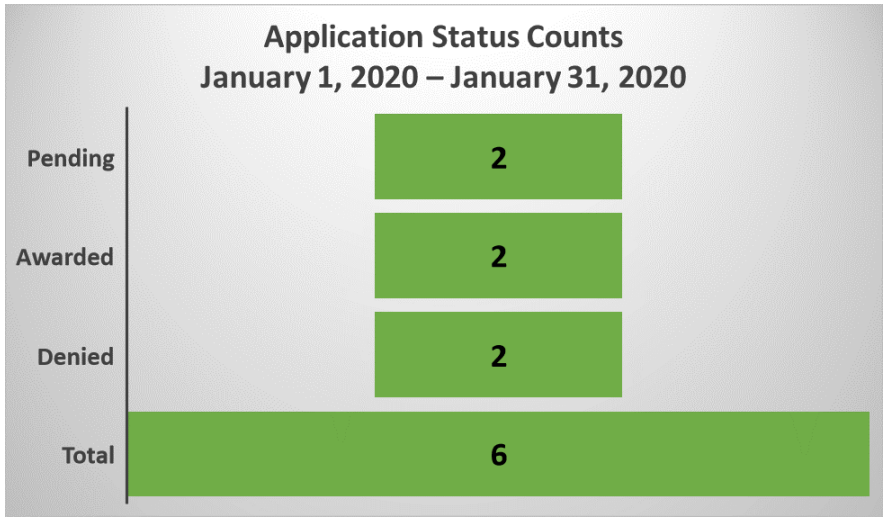
Hub meetings were held this month. The subject was the new WIC card and the participant training lesson that every participant needs to receive as we transition to the WIC card.

The Outreach and Public Relations Coordinator attended the State Outreach committee meeting in Sacramento. This is a time to get updates from the State to improve Outreach efforts.

Community Development Division
Application Status Report
January 2020

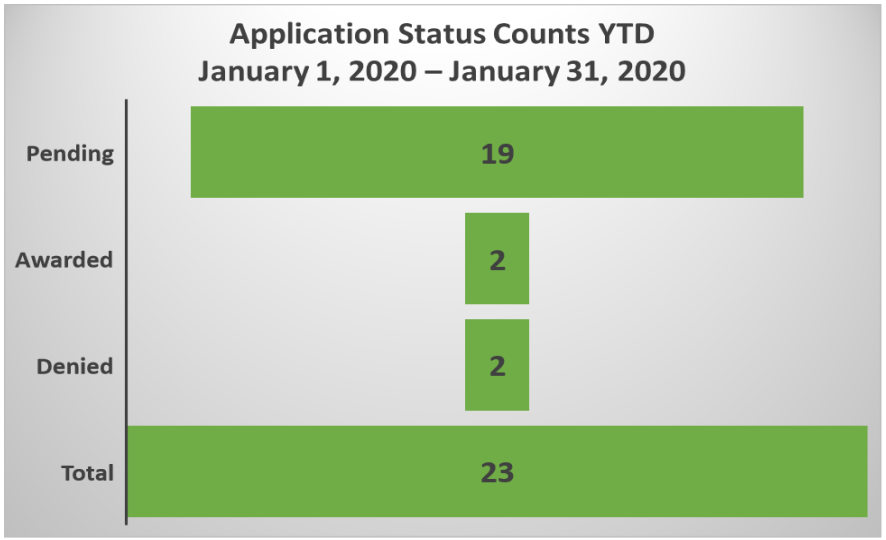
January 1, 2020 – January 31, 2020 (Month)

Status	Dollars	Count
Pending	$5,015,000	2
Awarded	$55,707	2
Denied	$45,000	2
Total	**$5,115,707**	**6**
	Win Percentage	**50%**



January 1, 2020 – January 31, 2020 (YTD)

Status	Dollars	Count
Pending	$2,625,786	19
Awarded	$55,707	2
Denied	$45,000	2
Total	**$2,726,493**	**23**
	Win Percentage	**50%**



Community Development Division
Application Status Report
January 2020
Application Status Detail

Project Name	Funder	Program	Amount Requested	Amount Awarded	Notification	Date Submitted	Status
Census Project	**Kern County**	**CDD**	**$47,707**	**$47,707**	**1/17/2020**	**1/1/2020**	**Awarded**
Kids Adopt a Beach	**California Coastal Commission**	**FHCC/SYC**	**$8,000**	**$ 8,000**	**1/3/2020**	**10/24/2019**	**Awarded**
Whale Tail Grants Program	**California Coastal Commission**	**FHCC/SYC**	**$15,000**		**1/31/2020**	**11/9/2019**	**Denied**
Nutrition for Healthy Living	**Kaiser Permanente**	**CAPK Healthy Living**	**$30,000**		**1/6/2020**	**10/21/2019**	**Denied**
AdvancingCities	**JPMorgan Chase & Company**	**TBD**	**$5,000,000**			**1/15/2020**	**Pending**
NALEO Education Fund	**NALEO Education Fund**	**EKFRC, CDD**	**$15,000**			**1/13/2020**	**Pending**
CAPK Food Bank Expansion Project-CDBG	City of Bakersfield		$ 458,295	$ -		11/22/2019	Pending
CAPK Affordable Housing Project-PSV	City of Bakersfield		$ 400,000	$ -		11/22/2019	Pending
East Kern Economic Empowerment for Families -Extension	CA Department of Social Services, Office of Child Abuse Prevention (OCAP)	EKFRC	$ 75,000	$ -		10/25/2019	Pending
Nutrition for Healthy Living	Kaiser Permanente	CAPK Healthy Living	$ 30,000	$ -		10/21/2019	Pending
Free Farmers Market Wasco-2019/2020	Wonderful	Food Bank	$ 50,000	$ -		8/30/2019	Pending
Free Farmers Market Delano-2019/2020	Wonderful	Food Bank	$ 50,000	$ -		8/30/2019	Pending
211 Kern 2019 CoC Coordinated Entry	US Department of Housing and Urban Development (HUD)	211 Kern	$ 236,838	$ -		7/29/2019	Pending
FHCC STEM Lab	Walmart	FHCC	$ 5,000	$ -		7/26/2019	Pending
Food Bank C Train	Walmart	Food Bank	$ 5,000	$ -		7/26/2019	Pending
Small Business Initiative	Walmart	CDD	$ 5,000	$ -		7/26/2019	Pending
STEM	Texas Instruments	FHCC/SYC	$ 70,000	$ -		10/4/2019	Pending
STEM Education	Northrop Grumman	FHCC/SYC	$ 50,000	$ -		10/4/2019	Pending
STEM	National Science Foundation	FHCC/SYC	$ 50,000	$ -		10/4/2019	Pending
Medi-Cal Outreach Grant	Kern County Department of Human Services	FHCC/211	$ 632,000	$ -		11/8/2019	Pending
CAPK Food Bank Expansion Project-CDBG	Kern County		$ 458,293	$ -		12/6/2019	Pending
Youth Garden Grant 2020	kidsgardening.org	SYC	$ 2,360	$ -		12/13/2019	Pending
STEM Education	Cisco Foundation Inc	FHCC/SYC	$ 25,000	$ -		12/27/2019	Pending
Total			**$ 6,600,840**	**$ 55,707**			

Community Action Partnership of Kern
Funding Profile

Funding Information			
Funding Type	Public	**CAPK Program**	FHCC/SYC
Funding Agency	CA Board of State and Community Corrections	**Project Name**	Kern Youth Reinvestment Partnership
CFDA	N/A	**Target Population**	Youths Ages 13-18 at high - risk of delinquency
New Funder or Reapplication	New	**Number to be served**	300
Estimated Request	$375,000	**Division Director**	Carmen Segovia
Award Period	7/01/2020 – 6/30/2023	**Program Manager**	Lois Hannible/Angelica Nelson

Project Goal (One sentence goal statement)

Reduce the risk of juvenile crime in Kern County communities by engaging 300 Kern County youths ages 13-18 per year, in school and work through classes, activities, and employment preparation.

Project Description (Brief one paragraph description)

As part of a partnership with Kern County Department of Human Services (lead agency), Garden Pathways, Kern County Juvenile Probation, and Reach 4 Greatness/Stay Focused Ministries, CAPK will provide Aggression Replacement Training (ART) and PREP Works to youth identified/referred from Juvenile Probation, 2-1-1 Kern, and alternative high schools. ART is an evidence-based program that reduces aggression in youths by assisting them in improving social skills, moral reasoning, and learn anger management techniques. PREP Works will be offered to youth over age 16 who successfully complete ART, other partner program services and/or through straight referrals from Juvenile Probation and partner schools. PREP Works prepares youths for employment through 10 weeks of work preparation education followed by 64 hours of paid work experience.

Estimated Budget Summary

The funds of $125,000 per year will be used for a full time (1.0 FTE) Program Educator, PREP Works participant wages, space costs and general operating expenses.

Approvals:

Carmen Segovia	2/4/2020	[signature]	2/4/2020
1. Division Director	Date	3. Chief Financial Officer	Date
[signature]	2/4/2020	[signature]	2/4/2020
2. Director of Community Development	Date	4. Chief Executive Officer	Date

Date Presented/Approved

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

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Head Start/State Child Development/Yolanda Gonzales	**Month/Year:** January 2020
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	Reportable	Percentage
Head Start Kern		1317	1317	100%
Early Head Start Kern • EHS Center Based • EHS Home Based • EHS Home Based-Interim	 210—Fully Enrolled 124—Fully Enrolled 112— 74 Enrolled	446	408	91%
Early Head Start San Joaquin		313	313	100%
Early Head Start Partnership • Bakersfield College • Blanton • Garden Pathways • Taft College • Jewett • Escuelita Hernandez • In Process	 32—32 Enrolled 16—16 Enrolled 11—11 Enrolled 42—28 Enrolled 24—0 Enrolled 16—0 Enrolled 11—0 Enrolled	152	89	59%
TOTAL Funded Enrollment		**2228**	2127	
Children with Disabilities		**Goal**	**Percentage**	
Head Start Kern	Identified as having an IEP	10%		10.01%
Early Head Start Kern	Identified as having an IFSP	10%		13.9%
Early Head Start San Joaquin	Identified as having an IFSP	10%		20.1%
Early Head Start Partnership	Identified as having an IFSP	10%		3.4%
Over Income		**Goal**	**Percentage**	
Head Start Kern		<10%		9.6%
Early Head Start Kern		<10%		4.3%
Early Head Start San Joaquin		<10%		8.9%
Early Head Start Partnership		<10% 101—130%		5.9% 5.3%
Average Daily Attendance (Program Wide >85%)		**98.75%**		

Enrollment Highlights:

We staffed a total of 5 recruitment events; including one specific to Disabilities and one for Homelessness.
DHS is now including Head Start/Early Head Start flyers for all CalWorks families.

DIVISON STAFFING:

Currently Employed	Vacant Positions	Continuous Family Leave	Intermittent Family Leave
634	9	15	136

COMPLIANCE:

Preparing for the Kern Grant Center-Based Monitoring Review (CMR) / Self-Assessment. We will be conducting a comprehensive classroom review along with State (CCTR, CSPP and CMIG) applications. The review is scheduled for February 3-7, 2020.

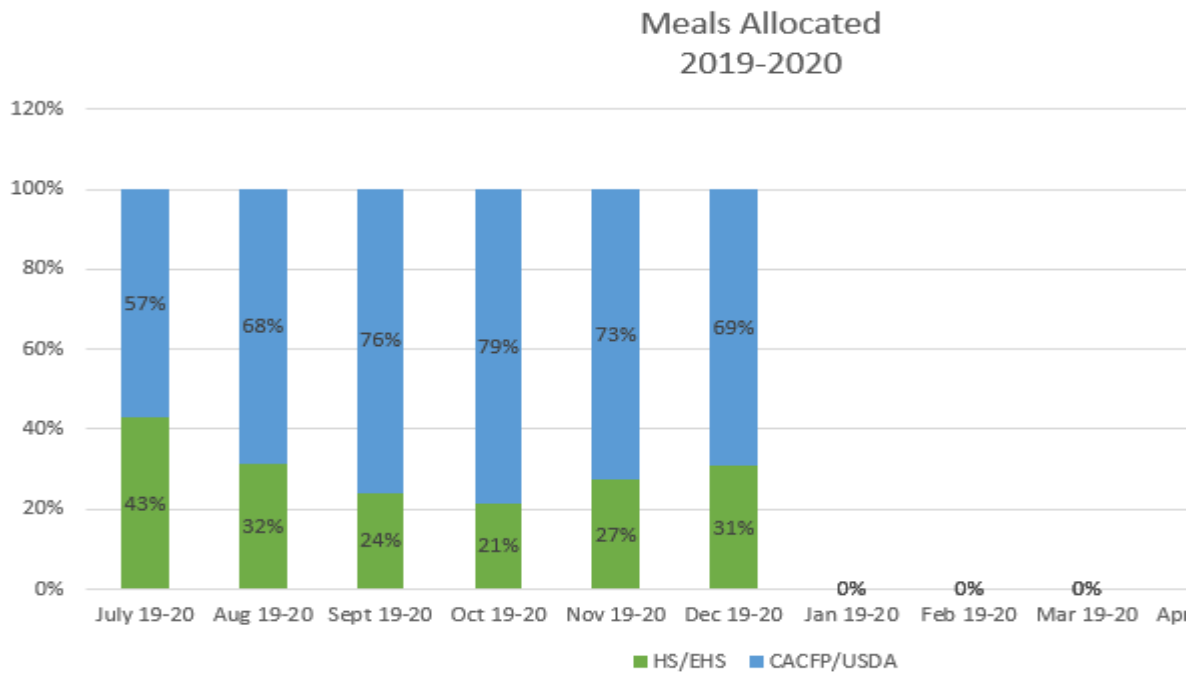
Central Kitchen: January 2020

Activities	Status			
Meals & Snacks	**Total # Prepared**	**Breakfast**	**Lunch**	**Snack**
Central Kitchen prepared for the HS/EHS centers	**69,647**	**25,177**	**21,868**	**22,602**
Home Base Meals	**98**	**21**	**15**	**62**
Total	**69,745**	**25,198**	**21,883**	**22,664**

Central Kitchen Highlights: Environmental Health conducted a surprise inspection of the Central Kitchen. We received an "A" grade with 100% compliance: no deficiencies or infractions.

CACFP December 2019:

Total Meals Requested			Meals Allocated		% of Meals
Central Kitchen	Vendor Kitchen	**Total Meals**	CACFP/USDA	HS/EHS	December 2019
63,212	7,438	70,650	48,955	21,965	**84%**



COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: **Program Review & Evaluation Committee**

From: Ginger Mendez, Enrollment and Attendance Manager

Date: February 5, 2020

Subject: *Agenda Item 6d:* Summary of Changes to the 2020-2021 Recruitment and Selection Plan – **Action Item**

The 2020—2021 Recruitment and Selection Plan was presented at the January 2020 meeting of the PRE Committee. The Committee approved the Plan with the stipulation staff meet with Board Member, Marian Panos.

Staff requested the 2020—2021 Recruitment and Selection Plan be pulled from the Consent Agenda at the January 2020 Board meeting.

A meeting between staff and Board members, Marian Panos and Fred Plane, took place on February 5, 2020. Questions were resolved and there was agreement to the changes of the 2020—2021 Selection Criteria Verification form.

Recommendation: Staff recommends the PRE Committee approve the 2020—2021 Recruitment and Selection Plan with the adjustment to the Selection Criteria Verification Form.

Attachments:

2020—2021 Selection Criteria Verification Form

2020—2021 Selection Criteria Verification Guide

Head Start and State Child Development Services

2020—2021 Selection Criteria Verification Form

Applicant Name: _____ **DOB:** _____

Program: ☐ **HS** ☐ **EHS** ☐ **EHS-SJ** ☐ **EHS Partnership**

Option: ☐ **HB** ☐ **PD** ☐ **FD/PY** ☐ **FD/FY** **Center/HB Educator:**_____

Eligibility Type: (select only one)		**Documentation**	**Examined**
☐ Homeless*		☐ Public Assistance (TANF)	☐ Pay Stub/W2
☐ Foster Care		☐ Foster Care Reimbursement	☐ 2019 Taxes-Form 1040
☐ Income Eligible		☐ SSI	☐ Employer Statement
☐ Public Assistance (TANF—SSI)		☐ EDD-Unemployment	☐ Other:
☐ Over Income			

CRITERIA* **	**POINTS**	**CRITERIA*** **	**POINTS**
ELIGIBILITY		**OTHER FACTORS (Circle all that apply)**	
Homeless*/Foster-Kinship Care**	900	Disability (IFSP/IEP)	150
Income/Public Assistance		Public Assistance (Valid Aid Code or SSI)	50
75—100% Below Poverty	255	Caregiver-Kinship care in process (GBLA letter)	15
50—74% Below Poverty	250	Transitioning from EHS/HS 3rd year enrollee	350
25-- 49% Below Poverty	245	Child on Waitlist prior year—not enrolled	50
0—24% Below Poverty	240		
Over-Income	5	Parents(s) work FT/Attend school FT or CalWorks	50
AGE		Court Ordered Family Maintenance	50
HS: 4 yr old (on Sept. 1)	60	Medical/Social Service Referral	20
3 yr old (on Sept. 1)	15	Sibling enrolled EHS or HS	15
		Primary Language in home other than English	10
EHS: Pregnant Woman	25	First Time Pregnancy	30
Infant	25	High Risk Pregnancy	50
Toddler	20	Teen Parent (19 yrs or under at time of applicant's birth)	30
		One Parent	20
*Homeless according to McKinney-Vento Act Definition **Kinship Care according to ACF-IM-HS-19-03		***Refer to descriptors on backside for clarification	

Residential Verification: ☐ Dept Human Services ☐ Utility Bill ☐ Other: _____

Staff Verifying Eligibility--Printed	Signature	Date

Guidance for Selection Criteria Verification Form

Participant Name and DOB: The name and date of birth (DOB) that is on the child's birth certificate or other document used to verify legal name and age.

Program: The program which the family is applying for HS, EHS Kern, EHS SJC, or EHS Partnership

Option: Select the program option which the family is applying: Home Based (HB); Part Day (PD); Full Day/Part Year (FD/PY); and/or Full Day/Full Year (FD/FY).

Center/Educator Name: Name of Center or Home Based Educator for which they are applying.

Eligibility Type: Only one type of eligibility may be selected. Choose the most applicable to the highest need.

Documentation Examined: To determine eligibility, select all that apply. For documentation not listed, please indicate such on the "other" line. All documents used to determine eligibility MUST be attached to the application.

Eligibility: Applicants are considered eligible if Homeless (as defined by the McKinney-Vento Homeless Assistance Act), in Foster Care-Kinship Care, or are Income/Public Assistance eligible.

Income: Income points are determined by the Federal Poverty Guideline and Family size, even those that are categorically eligible.

Age: Select the classroom age of the child. For Pre-K (HS) children, if the child turns 4 years old after cutoff of September 1, the child is considered 3 years old. If the child turns 5 after September 1, they are considered a 4-year-old. (Based on cut-off age for Kindergarten.)

Other Factors:

Disability: ONLY if current Individualized Education Plan (IEP) or Individualized Family Service Plan (IFSP) is provided. **Public Assistance (TANF with valid Aid Code or SSI):** Documentation provided must have valid Aid Code.

Caregiver in process: Caregiver does not yet have legal documentation; however, is in process and has letter stating as such from Greater Bakersfield Legal Assistance, Inc.

Transitioning (EHS to HS or 3rd year enrollee): Select only if currently enrolled EHS participant or 3rd year HS applicant.

Child on waitlist prior program year: The applicant was on the waitlist the previous program year and was not enrolled.

Parent Works/Attends School: Documentation must be provided, and Case note must include that the parent(s) is employment and/or attending school. (Documents must be provided.)

Court Ordered Family Maintenance: Family is engaged in court-ordered program/classes. (Court documents must be provided.)

Medical Referral: A medical referral from the physician must be provided.

Social Service Referral: A social service agency referral must be provided.

Sibling Enrolled: Must have a sibling currently enrolled in Head Start/Early Head Start.

Home Language is other than English: Any language other than English spoken in the home.

At-risk Pregnancy and First Pregnancy: Pregnant women applying for EHS Home Base only.

Teen Parent: Parent was/will be 19 years or under at time of applicant's birth. (Including currently pregnant women.)

One Parent: Family size is one parent.

Residential Verification: Must provide proof of residency in Kern County or San Joaquin County.

Signature: The staff member who verified eligibility must print their name and sign the Selection Criteria Verification Form.

COMMUNITY ACTION PARTNERSHIP OF KERN
MEMORANDUM

To: Program Review and Evaluation Committee

From: Jerry Meade, Program Design & Management Administrator

Date: February 12, 2020

Subject: *Agenda Item 6e:* Head Start 2020 Program Planning Calendar – **Action Item**

Attached you will find the revised Program Planning Calendar for the Head Start and State Child Development Division. The Head Start Performance Standards require our governing body to approve the process for the programs planning activities. This document maps out a 2020 timeline for tasks to completed in developing the Head Start/Early Head Start Kern, Early Head Start San Joaquin, and Early Head Start Child Care Partners Refunding Applications.

Recommendation:

Staff recommends the CAPK Program Review and Evaluation Committee approve the Head Start 2020 Program Planning Calendar.

Attachment:
Head Start 2020 Program Planning Calendar

Community Action Partnership *of* Kern
Head Start and State Child Development Division
2020 Program Planning Calendar for Grant Application Due November and December 1st
Funding Cycles: SJC 2/1/2020 - 1/31/2021 and Kern 3/1/2020 – 2/28/2021

Planning Activity	**Persons Responsible/ Team Leader**	**Timelines**	**Governing Bodies Involved**	**Governance Timelines**	**Governance Action Type**
Written Planning Procedure • Identify the planning team • Review & update planning procedure/calendar	PDM Administrator	January – February	Policy Council Board of Directors	March	Approval Approval
Recruitment Plan and Selection Criteria • Based on Community Assessment • Develop selection criteria (requires PC approval) • Develop Recruitment Plan	PDM Administrator; Audit & Enrollment Committee; Community Partners; Program Parents	October – November	Policy Council Board of Directors	January	Approval Approval
Self-Assessment • Identify strengths & areas needing improvement • Develop Corrective Action Plans	Quality Assurance Manager, ED & SS Administrator	January – March	Policy Council Board of Directors	March	Approval Approval
Comprehensive Data Analysis • Community Assessment • Child outcomes • Child assessments • CLASS assessments • ITERS & ECERS • Family Services data • Health data • Evaluate Staffing Data • Budget vs. actual expenditures • Non-Federal share • Parent surveys • ERSEA Data • Disabilities Data *Comprehensive Data Analysis continued…*	PDM Administrator; ED & SS Administrator; Quality Assurance Manager; Professional Development Coordinator	March – June			

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Community Action Partnership *of* Kern
Head Start and State Child Development Division
2020 Program Planning Calendar for Grant Application Due November and December 1st
Funding Cycles: SJC 2/1/2020 - 1/31/2021 and Kern 3/1/2020 – 2/28/2021

Planning Activity	**Persons Responsible/ Team Leader**	**Timelines**	**Governing Bodies Involved**	**Governance Timelines**	**Governance Action Type**
• Training evaluations • Program Information Report (PIR) • Ongoing monitoring results • Self assessment results May include other data sets relevant for determining community and program needs and strengths					
Program Improvement Plans • Based on data including those from the Self Assessment, PIR, federal review report, etc…	HS Director; Administrative Team	June – July	Policy Council Board of Directors	August	Approval Approval
Program Design & Program Options • Review site locations • Basis for program options • Include in Refunding Application	PDM Administrator; Audit & Enrollment Committee	April – May	Policy Council Board of Directors	June	Approval Approval
Goals and Objectives • Identify priorities • Review/revise CEDS division mission statement • Identify long & short term program goals	PDM Administrator; Administrative Team; Board of Directors; Policy Council	April – May	Policy Council Board of Directors	June	Approval Approval
Program Information Report (PIR) • Summarize data • Verify data • Input data into online Head Start Enterprise System	Quality Assurance Manager; Administrative Staff	June – August	Policy Council Board of Directors	February	Informational Informational
Begin Budget Draft • Include funds to support program goals/ objectives • Involve all divisions that support	Finance; Admin Team	June – August			

Community Action Partnership *of* Kern
Head Start and State Child Development Division
2020 Program Planning Calendar for Grant Application Due November and December 1st
Funding Cycles: SJC 2/1/2020 - 1/31/2021 and Kern 3/1/2020 – 2/28/2021

Planning Activity	**Persons Responsible/ Team Leader**	**Timelines**	**Governing Bodies Involved**	**Governance Timelines**	**Governance Action Type**
the requirements of the Head Start program					
Program Objectives & Need for Assistance • Draft program narrative	PDM Administrator: Administrative Analyst	June – August			
Training and Technical Assistance Plan • Identify training needs based on the results of data analysis • Indicate outcomes and evaluation of achievement	PDM Administrator; Professional Development Coordinator	Draft June-Aug Final October	Policy Council Board of Directors	October	Approval Approval
Completed Budget • Final management review & approval	HS Director; CEO: CFO	August			
Completed grant application including: • Program options and design • Program priorities, goals & objectives • Training & Technical Assistance (T/TA) Plan • Line item budget & budget narrative	HS Director; Finance, PDM Administrator, Administrative Analyst	October	Policy Council Board of Directors	October	Approval Approval
Approved Grant Application Submitted for funding	PDM Administrator	Oct./Nov. 15th			
Head Start Annual Report	ED & SS Administrator; Admin Team	February			

Begin planning cycle for 2021 – February 2022 Program Year

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Community Action Partnership *of* Kern
Head Start and State Child Development Division
2020 Program Planning Calendar for Grant Application Due November and December 1st
Funding Cycles: SJC 2/1/2020 - 1/31/2021 and Kern 3/1/2020 – 2/28/2021

Planning Activity	**Persons Responsible/ Team Leader**	**Timelines**	**Governing Bodies Involved**	**Governance Timelines**	**Governance Action Type**
Community Assessment • Collect data • Compile information into written Community Assessment	PDM Administrator; Administrative Staff	November – January	Policy Council Board of Directors	March	Informational Informational

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COMMUNITY ACTION PARTNERSHIP *of* KERN
BOARD OF DIRECTORS
BUDGET & FINANCE COMMITTEE MEETING
5005 Business Park North, Bakersfield, CA
February 19, 2020
12:00 pm

MEETING MINUTES

1. Call to Order

Committee Chair Janea Benton called the meeting to order at 12:00 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, Jonathan Mullings, Guadalupe Perez, Ana Vigil

Absent: None

Others Present: Tracy Webster, Chief Financial Officer; Yolanda Gonzales, Director of Head Start / State Child Development; 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 Budget & Finance Committee Meeting Agenda. Carried by unanimous vote. (Perez/Mullings).

4. Public Forum

No one addressed the Committee.

5. Special Presentation

Irene Fonseca, 2-1-1 Program Manager provided a budget update presentation for the 2-1-1-Program, which included a summary of the 2-1-1 Kern program, the current barriers and opportunities for improvement, and the successes of the program. Pritika Ram, Director of Administration and Tracy Webster, Chief Financial Officer provided additional insight to the budget and funding sources.

When asked by Committee Chair, Janea Benton, about the obstacles within the 2-1-1 program, Irene stated that staff turnover is the biggest issue and she would like to have staff stabilization in the future.

Committee members asked a variety of questions of staff and engaged in discussion that touched on future funding sources, marketing strategies, identifying the cost per call, and the use of the language line.

6. New Business

a. Head Start & Early Head Start Budget to Actual Reports – ***Info Item***
   1. Kern Head Start Budget to Actual for the Period Ended January 31, 2020.
   2. Kern Early Head Start Budget to Actual for the Period Ended January 31, 2020.
   3. San Joaquin Early Head Start Budget to Actual for the Period Ended January 31, 2020.
   4. Early Head Start Child Care Partnerships & Expansion Budget to Actual for the Period Ended January 31, 2020.

   Heather McCarley provided the Head Start Kern Budget to Actual Report for the Period Ended January 31, 2020. Seven months (88%) of the eight-month budget period has elapsed and overall Base Fund expenditures are at 86% of budget. Training & Technical Assistance Funds (T&TA) are at 108% of budget and Non-Federal Share is at 102% of budget. The funding awarded in July 2019 for start-up activities remain in progress and the overall expenditures are at 24% of budget.

   Heather McCarley provided the Early Head Start Kern Budget to Actual Report for the Period Ended January 31, 2020. Seven months (88%) of the eight-month budget period has elapsed and overall Base Funds are at 63% of budget, T&TA expenditures are at 89% of budget. The funding awarded in July 2019 for start-up activities remain in progress and the overall expenditures are at 11% of budget.

   Heather McCarley provided the San Joaquin Early Head Start budget to Actual Report for the Period Ended October 31, 2019. Twelve months (100%) of the 12-month budget period have elapsed and overall Base Fund expenditures are at 97% of budget. T&TA Funds are at 89% of budget and the Non-Federal Share is at 97% of budget. Expenses will continue to come in over the next few months and continue to be reported until the contract is closed. It is expected that the we will fully earn the contract.

   Heather McCarley provided the Early Head Start Child Care Partnerships & Expansion Budget to Actual Report for the period ended January 31, 2020. Effective September 1, 2019, funds formerly awarded under Early Head Start Child Care Partnerships were rolled into Early Head Start Child Care Expansion. Eleven months (92%) of the 12-month budget period have elapsed. Overall Base Fund expenditures are at 21% of budget, T&TA funds are incurred as needed and are currently at 26% of budget. The Non-Federal Share is at 13% of budget. Expenditures for start-up activities to prepare and furnish 12 new classrooms for CAPK and Partnership locations is at 31% of budget.

b. Kern County Children & Families Commission, First 5 Kern Help Me Grow Contract – Irene Fonseca, 2-1-1 Program Manager – ***Action Item***

Irene Fonseca reported that the CAPK 2-1-1 Kern Call Center Program received notification for a contract renewal through Kern County Children & Families Commission (First 5 Kern) in the amount of $850,000 for a term of five years beginning 7/1/20 through 6/30/25 to assist with conducting online screenings. The Help Me Grow Program is a collaborative system used to identify children ages 0-5 at risk for delays and link them to necessary services. The contract allows for additional staff to support the program. Staff recommends approval of the Help Me Grow contract and authorize the CEO to execute the contract.

Motion was made and seconded to approve the Kern County Children and Families Commission (First 5 Kern) for the 2-1-1 Kern Help Me Grow contract and authorize the CEO to execute the contract. Carried by unanimous vote (Perez/Mullings).

c. Kern County Children & Families Commission, First 5 Kern 2-1-1 – Irene Fonseca, 2-1-1 Program Manager – ***Action Item***

The CAPK 2-1-1 Kern Call Center received notification for a contract renewal through Kern County Children & Families Commission (First 5 Kern) in the amount of $450,000 for a term of five years beginning 7/1/20 through 6/30/25. The objective is to link parents or guardians of children ages 0-5 with social service referrals. Staff recommends approval of the Kern County Children & Families Commission (First 5 Kern) for the 2-1-1 Kern contract and authorize the CEO to execute the contract.

Motion was made and seconded to approve the Kern County Children and Families Commission (First 5 Kern) for the 2-1-1- Kern contract and authorize the CEO to execute the contract. Carried by unanimous vote (Mullings/Vigil).

d. Annual Budget for FY 2020/21 – Tracy Webster, Chief Financial Officer – ***Action Item***

Tracy Webster provided a copy of the proposed annual budget for the 2020/21 fiscal year as a follow-up to the January info item.

The proposed annual operating budget for program services and support services is $82,230,140 and was developed using individual grant or program budgets and were combined into 3 functional categories: Program Services (Education, Nutrition, Energy Conservation, Community Services, CSBG); Support Services (Discretionary & Fundraising); and Indirect. The 2020-21 budget reflects a 13.6% increase over the prior year budget. The Indirect budget for the five support divisions (Executive, Human Resources, Finance, Operations and Community Development) is 18% greater than the

prior year budget. FY 2020-21 represents the fifth year using the 10% indirect cost rate and Tracy provided a comparison of the Indirect budget for five years.

Tracy highlighted the distribution of funds, a breakdown of the Indirect Fund, and detail by position on how funds will be expended, as well as a five-year history to demonstrate how much the agency has grown.

Janea Benton asked for clarification to ensure that the Health & Nutrition & Energy programs have adequate staff support and both Tracy and Carmen Segovia, Director of Health & Nutrition, addressed her concerns.

Motion was made and seconded to approve the Annual Budget for FY 2020-21. Carried by unanimous vote (Mullings/Perez).

e. Human Resource Position Changes for FY 2020/21 – Tracy Webster, Chief Financial Officer – ***Action Item***

Tracy Webster reported that the 2020-21 Human Resources budget was built with the addition of an HR Generalist and a Fingerprint Clerk. The addition of an HR Generalist will allow to increase operational capacity and the completion of HR strategic objectives. This recommendation also matches the recommendation of the Wipfli HR review team. The Fingerprint Clerk will allow the agency to gain improved efficiencies in onboarding and to be compliant with changing law and it is CAPK's intent to acquire a fingerprint machine to discontinue the outsourcing of this function. Staff recommends approval to proceed with the proposed 2020-21 budget which incorporates an additional HR Generalist and Fingerprint Clerk.

Motion was made and seconded to approve the proposed 2020-21 budget for an additional HR Generalist and Fingerprint Clerk. Carried by unanimous vote (Vigil/Perez).

f. Financial Statements, January 2020 – Tracy Webster, Chief Financial Officer – ***Action Item***

Tracy Webster presented a copy of the Financial Statements for January 2020 and reported that it was necessary to utilize the Wells Fargo line of credit in January for a cash draw in the amount of $500,000. The Central Kitchen expenditures are at 83.3% at January 31, 2020 and the USDA revenue is at 75.9%. Expenditures are below the target of 84.5% at month 11 of the 12-month period.

CMAP is on target to fully receive the contract which had a $1,126,877 increase during the current year. Subsidized childcare payments are currently at 51.47% with a target for the period of 50.00% and the operational expenditures are also within target. Center based programs continue to reflect very low enrollment numbers for the months of July through January 2020, due to construction and refurbishments.

Tracy reported that the Finance Division has one vacancy for an Accountant; however, a candidate has been selected and an offer is pending.

The agency expenditures are at 79% for the year, which is less than the 91.67% budgeted, which reflects the start-up funds that have been requested to be carried over for Head Start.

The Indirect Fund budget to actual report for January month end showed that revenue exceeded expenditures by $625,767 which is 119.9% of the budgeted indirect surplus. Overall expenditures are at 84.5% of budget and less than 91.67% at month 11 of the 12-month budget period.

Motion was made and seconded to approve the Financial Statements for January 2020. Carried by unanimous vote (Mullings/Perez).

7. Consent

a. Application Status Reports for January 2020
b. Funding Request: CA Board of State & Community Corrections for Kern Youth Reinvestment Partnership Program
c. Federal Financial Report

Motion was made and seconded to approve the Consent items. Carried by unanimous vote (Perez/Mullings).

8. Committee Member Comments

Janea Benton addressed a question to Yolanda Gonzales, Director of Head Start, State Child Development regarding road closures near the Harvey L Hall Center. Yolanda responded that parents were notified in advance, and while it presents an inconvenience, there are no other issues to report as a result of the road closures.

9. Next Scheduled Meeting

Budget & Finance Committee Meeting
Wednesday, March 18, 2020
12:00 pm
5005 Business Park North
Bakersfield, CA 93309

10. Adjournment

The meeting was adjourned at 12:58 pm.

Community Action Partnership of Kern

Helping People. . . Changing Lives.

2·1·1 Kern County

Program Update

Presented by

Irene Fonseca 2-1-1 Program Manager and Pritika Ram Director of Administration

Program Summary

The 2-1-1 Program is a free, 3-digit telephone number that links residents to community health and human service resources 24 hours a day, 7 days a week. The 2-1-1 resource database consists of over 600 agencies and 1,600 programs offering resources at no cost, low cost, or a sliding scale fee. In addition to dialing 2-1-1, resources can also be accessed through the online database.

The 2-1-1 Program is nationally accredited by the Alliance of Information & Referral Systems. This allows our program to provide evidence of achievement in the areas of service quality, effectiveness, community involvement, and organizational stability.

All calls are handled by fully trained, bilingual English/Spanish Call Specialists. 2-1-1 also utilizes a language line in which there are over 170 languages available by way of an over-the-phone interpreter.

2020-21 Budget

RECAP - EXPENDITURES BY CATEGORY	211 (Kings, Tulare, Stanislaus, & Energy)	Cal Fresh	CSBG	First 5 Help Me Grow	First 5 211 Kern	County of Kern	TOTAL
REVENUE							
Federal	$ -	$ 54,233	$ 189,853	$ -	$ -	$ -	$ 244,086
State	-	-	-	156,092	82,149	-	238,241
Local	-	-	-	-	-	45,000	45,000
Other	463,434	-	-	3,001	1,579	-	468,014
Total Revenue	$ 463,434	$ 54,233	$ 189,853	$ 159,093	$ 83,728	$ 45,000	$ 995,341
EXPENDITURES							
Salaries	$ 239,949	$ 39,601	$ 138,075	$ 116,875	$ 63,341	$ -	$ 597,841
Benefits	59,987	9,702	34,519	28,963	15,648	-	148,819
Travel	7,900	-	-	2,000	-	1,370	11,270
Space Cost	39,500	-	-	-	-	16,000	55,500
Supplies	16,643	-	-	1,650	-	6,539	24,832
Consultant/Contract	7,000	-	-	600	-	-	7,600
Other Operating Cost	41,995	-	-	-	-	17,000	58,995
Indirect	50,460	4,930	17,259	9,005	4,739	4,091	90,484
Total Expenditures	$ 463,434	$ 54,233	$ 189,853	$ 159,093	$ 83,728	$ 45,000	$ 995,341



Opportunities

(Barriers to Success)

- Staff Turnover Rate
- Marketing and Sales Plan
- Expanding Services with City and County Contracts

Successes

- Expansion of Service with First 5 Help Me Grow Initiative
- Calfresh San Diego Expansion Serving SSI Recipients
- 2-1-1 Coordinated Entry Program Hud and CESH Funding Renewal
- Call Volume Remains Steady Ranging 140-150k Callers Annually
- Beginning Stages of the AIRS Re-Accreditation Process

COMMUNITY ACTION PARTNERSHIP OF KERN
MEMORANDUM

To: Budget & Finance Committee

From: Heather McCarley, Finance Manager

Subject: *Agenda Item 6a:* Head Start - Kern
Budget to Actual Report for the Period Ended January 31, 2020 – **Info Item**

Date: February 19, 2020

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 January 31, 2020. Seven months (88%) of the eight-month budget period have elapsed.

Base Funds
Overall expenditures are at 86% 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 108% of the budget.

Non-Federal Share (Head Start and Early Head Start Combined)
Non-Federal share is at 102% 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 24% 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 - January 31, 2020
Month 7 of 8 (88%)

Prepared 2/12/2020

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	6,054,933	5,101,030	953,903	84%	16%
FRINGE BENEFITS	2,052,975	1,680,247	372,728	82%	18%
TRAVEL	0	2,213	(2,213)		
EQUIPMENT	0	0	0		
SUPPLIES	413,860	253,768	160,092	61%	39%
CONTRACTUAL	51,529	87,163	(35,634)	169%	-69%
CONSTRUCTION	0	0	0		
OTHER	1,934,691	1,927,267	7,423	100%	0%
INDIRECT	1,012,616	905,062	107,554	89%	11%
TOTAL BASE FUNDING	**11,520,604**	**9,956,749**	**1,563,855**	**86%**	**14%**

TRAINING & TECHNICAL ASSISTANCE					
TRAVEL	24,336	47,836	(23,500)	197%	-97%
SUPPLIES	17,206	13,005	4,201	76%	24%
CONTRACTUAL	5,657	0	5,657	0%	100%
OTHER	60,429	55,582	4,847	92%	8%
INDIRECT	10,763	11,642	(879)	108%	-8%
TOTAL TRAINING & TECHNICAL ASSISTANCE	**118,391**	**128,066**	**(9,675)**	**108%**	**-8%**

START-UP					
SUPPLIES	0	0	0		
CONSTRUCTION	1,812,348	0	1,812,348	0%	100%
OTHER	0	387,617	(387,617)		
INDIRECT	0	38,725	(38,725)		
TOTAL CARRYOVER	**1,812,348**	**426,342**	**1,386,006**	**24%**	**76%**

GRAND TOTAL HS FEDERAL FUNDS	**13,451,343**	**10,511,156**	**2,940,187**	**78%**	**22%**

HEAD START and EARLY HEAD START KERN NON-FEDERAL SHARE

SOURCE	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
IN-KIND	1,650,901	1,435,471	215,430	87%	13%
CALIF DEPT OF ED	2,953,796	3,243,927	(290,131)	110%	-10%
TOTAL NON-FEDERAL	**4,604,697**	**4,679,398**	**(74,701)**	**102%**	**-2%**

Budget reflects Notice of Award **#09CH011132-01-01** (adjusted for Child Care Food Subsidy).

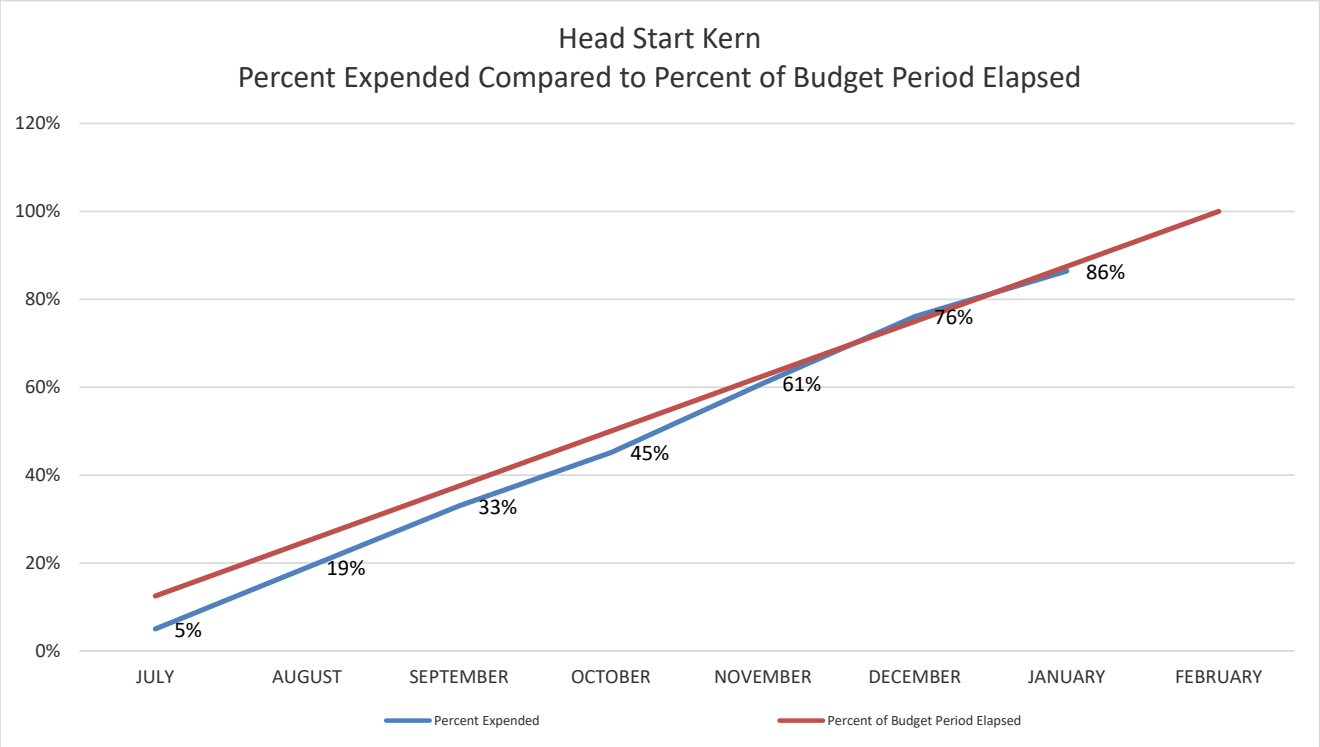
Award is prorated for ***eight months (07/01/2019 - 02/29/2019)***

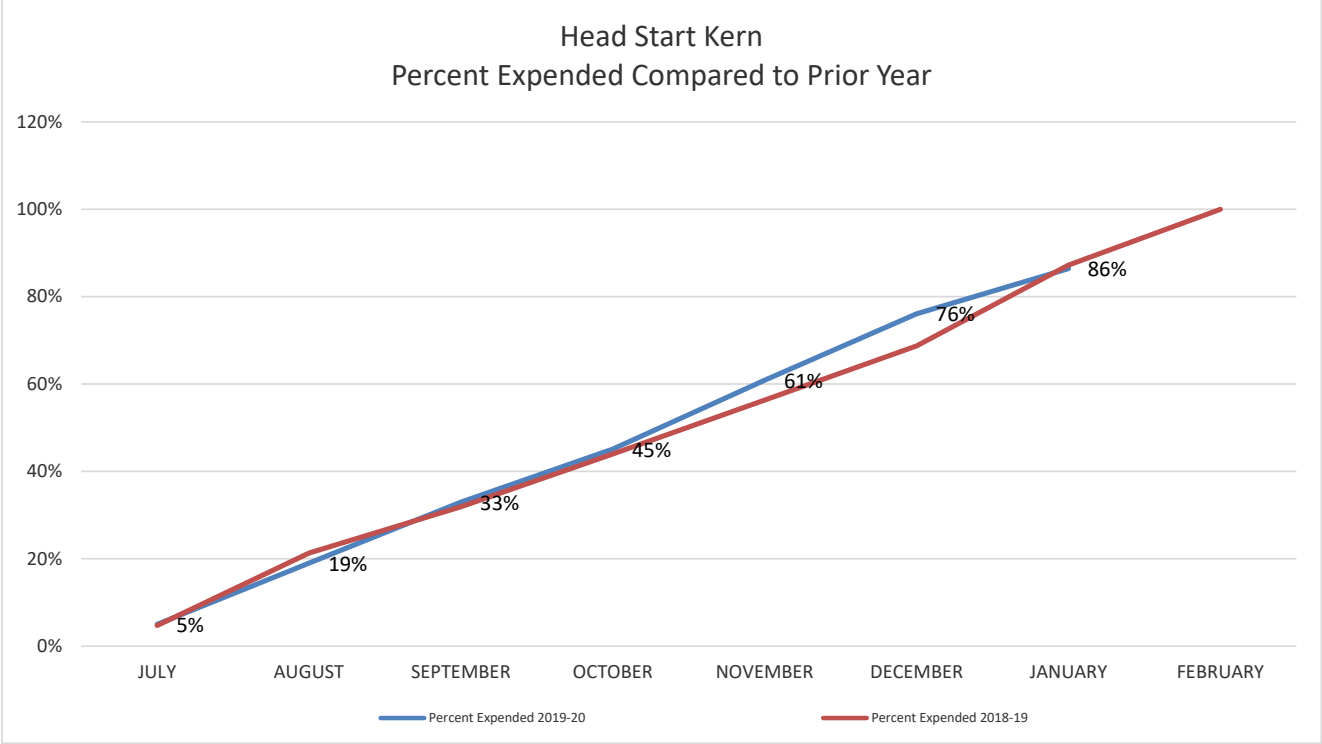
Actual expenditures include posted expenditures and estimated adjustments through 1/31/2020

Administrative Cost for HS and EHS Kern **10.1%**

Agency-Wide Credit Card Report

	CURRENT	1 TO 30	31 TO 60	61 TO 90	TOTAL	STATEMENT DATE
Wells Fargo	33,413				**33,413**	2/3/2020
Lowe's	418				**418**	1/25/2020
Smart & Final	75				**75**	1/2/2020
Save Mart	1,537				**1,537**	2/4/2020
Chevron & Texaco Business Card	8,265				**8,265**	2/6/2020
Home Depot	6,710				**6,710**	2/5/2020
	50,418	**0**	**0**	**0**	**50,418**	


Head Start Kern
Percent Expended Compared to Percent of Budget Period Elapsed
120%
100%
80%
60%
40%
20%
0%
JULY
AUGUST
SEPTEMBER
OCTOBER
NOVEMBER
DECEMBER
JANUARY
FEBRUARY
5%
19%
33%
45%
61%
76%
86%
Percent Expended
Percent of Budget Period Elapsed


Head Start Kern
Percent Expended Compared to Prior Year
120%
100%
80%
60%
40%
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JULY
AUGUST
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OCTOBER
NOVEMBER
DECEMBER
JANUARY
FEBRUARY
5%
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33%
45%
61%
76%
86%
Percent Expended 2019-20
Percent Expended 2018-19

COMMUNITY ACTION PARTNERSHIP OF KERN
MEMORANDUM

To: Budget & Finance Committee

From: Heather McCarley, Finance Manager

Subject: *Agenda Item 6a:* Early Head Start – Kern
Budget to Actual Report for the Period Ended January 31, 2020 – **Info Item**

Date: February 19, 2020

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 January 31, 2020. Seven months (88%) of the eight-month budget period have elapsed.

Base Funds
Overall expenditures are at 63% 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 89% 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.

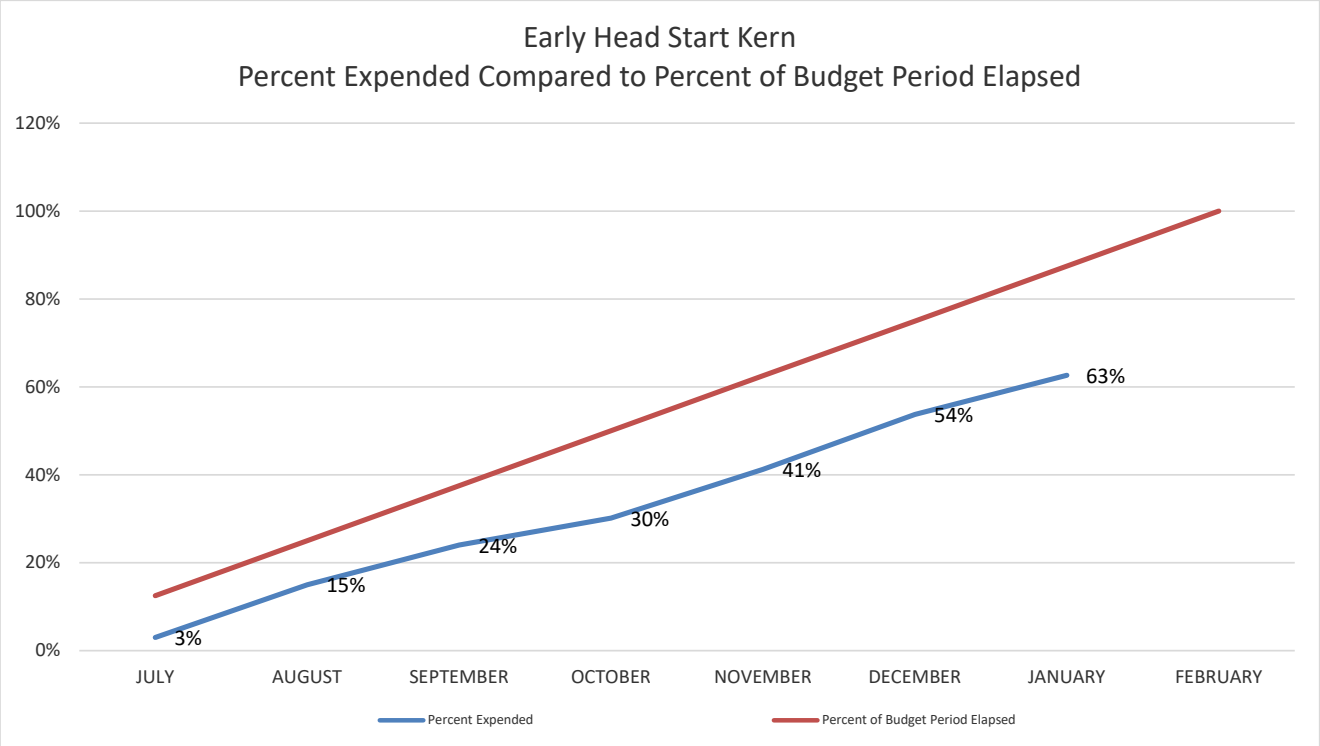
The funding award was issued on July 27, 2019. Start-up activities began immediately and are in progress. Overall expenditures are at 11% of the budget.

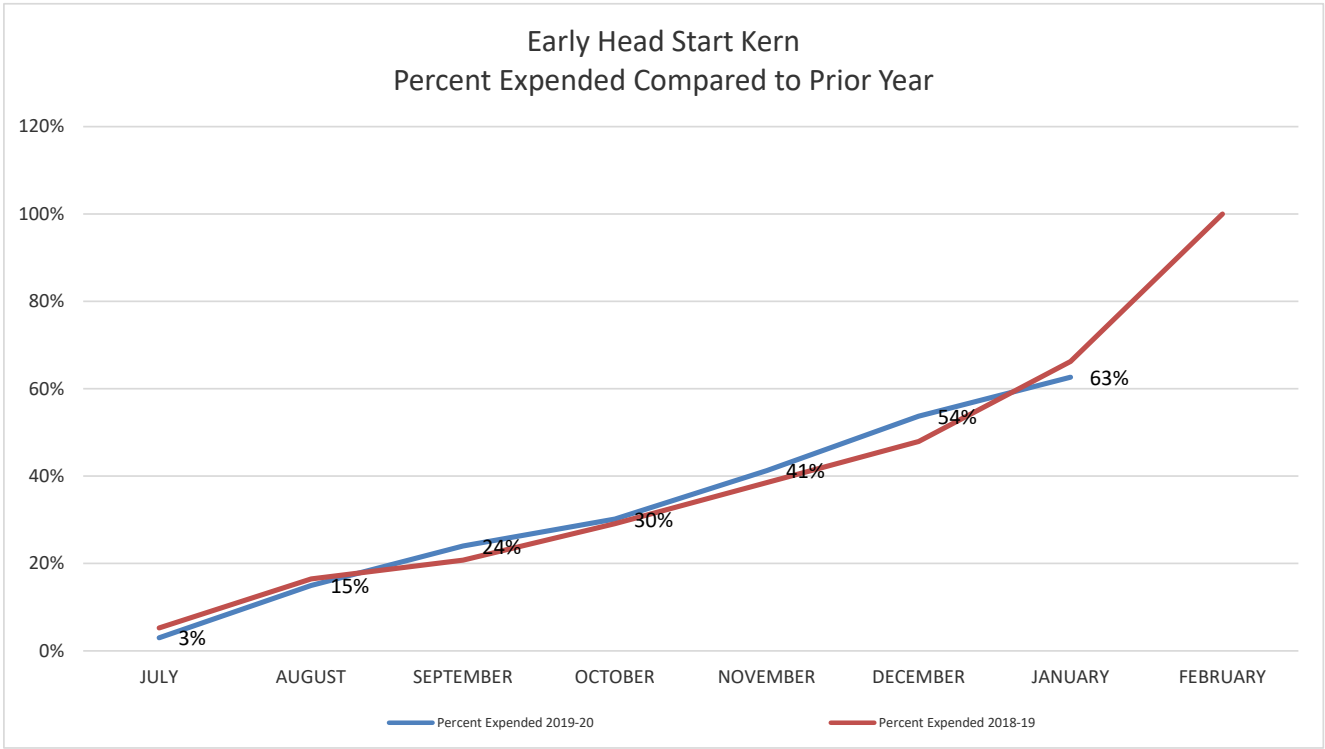
Community Action Partnership of Kern
Early Head Start - Kern
Budget to Actual Report
Budget Period: July 1, 2019 - February 29, 2020
Report Period: July 1, 2019 - January 31, 2020
Month 7 of 8 (88%)

Prepared 2/12/20

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	3,254,967	2,016,658	1,238,309	62%	38%
FRINGE BENEFITS	1,153,189	596,821	556,367	52%	48%
TRAVEL	0	609	(609)		
EQUIPMENT	0	0	0		
SUPPLIES	245,740	148,718	97,022	61%	39%
CONTRACTUAL	17,923	32,405	(14,482)	181%	-81%
CONSTRUCTION	0	0	0		
OTHER	533,536	461,755	71,782	87%	13%
INDIRECT	513,643	325,697	187,946	63%	37%
TOTAL BASE FUNDING	**5,718,998**	**3,582,663**	**2,136,335**	**63%**	**37%**
TRAINING & TECHNICAL ASSISTANCE					
TRAVEL	30,119	21,854	8,265	73%	27%
SUPPLIES	3,319	4,649	(1,330)	140%	-40%
CONTRACTUAL	5,793	10,500	(4,707)	181%	-81%
OTHER	62,942	53,624	9,318	85%	15%
INDIRECT	10,217	9,063	1,154	89%	11%
TOTAL TRAINING & TECHNICAL ASSISTANCE	**112,390**	**99,690**	**12,700**	**89%**	**11%**
START-UP					
SUPPLIES	349,500	75,235	274,265	22%	78%
CONSTRUCTION	1,492,427	0	1,492,427	0%	100%
OTHER	295,325	130,213	165,112	44%	56%
INDIRECT	0	20,485	(20,485)		
TOTAL CARRYOVER	**2,137,252**	**225,933**	**1,911,319**	**11%**	**89%**
GRAND TOTAL EHS FEDERAL FUNDS	**7,968,640**	**3,908,285**	**4,060,355**	**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 1/31/2020


Early Head Start Kern
Percent Expended Compared to Percent of Budget Period Elapsed
120%
100%
80%
60%
40%
20%
0%
JULY
AUGUST
SEPTEMBER
OCTOBER
NOVEMBER
DECEMBER
JANUARY
FEBRUARY
3%
15%
24%
30%
41%
54%
63%
Percent Expended
Percent of Budget Period Elapsed


Early Head Start Kern
Percent Expended Compared to Prior Year
120%
100%
80%
60%
40%
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JULY
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OCTOBER
NOVEMBER
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JANUARY
FEBRUARY
3%
15%
24%
30%
41%
54%
63%
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 January 31, 2020 (Month 7 of 8)

Percent of year elapsed: 75.0%

LOCATION	Enroll-ment	July	Aug	Sep	Oct	Nov	Dec	Jan	YTD Totals	IN-KIND GOAL	% OF GOAL MET
Alberta Dillard	80	0	8,691	18,514	12,522	14,121	0	16,714	70,561	75,133	94%
Alicante	20	1,832	1,534	1,977	1,812	2,573	2,616	3,511	15,856	18,783	84%
Broadway	40	0	5,037	12,489	15,299	14,081	5,642	12,599	65,147	37,566	173%
California City	34	0	3,043	2,668	6,349	5,837	4,922	6,194	29,012	31,931	91%
Cleo Foran	23	0	0	0	718	856	1,038	116	2,729	21,601	13%
Delano	76	0	7,546	16,320	22,221	5,713	15,850	18,874	86,526	71,376	121%
East California	56	0	3,020	9,812	12,099	695	11,581	10,590	47,797	52,593	91%
Fairfax	40	0	4,362	11,644	9,124	9,604	7,362	10,167	52,264	37,566	139%
Fairview	40	0	1,733	9,969	233	6,375	7,529	8,260	34,099	37,566	91%
Harvey L. Hall	156	14,027	15,171	20,758	11,002	10,423	15,901	16,431	103,714	146,508	71%
Heritage	40	0	2,979	12,178	15,657	13,124	9,453	10,390	63,782	37,566	170%
Home Base	124	3,164	1,881	2,748	590	2,774	2,059	6,551	19,765	58,228	34%
Lamont	40	0	1,156	8,549	124	11,153	7,021	7,817	35,821	37,566	95%
Martha J. Morgan	44	0	2,851	8,037	9,337	6,926	8,043	7,891	43,086	41,323	104%
McFarland	20	0	0	2,983	133	1,576	1,507	1,138	7,336	18,783	39%
Mojave	20	0	0	2,421	70	58	2,464	3,375	8,388	18,783	45%
Oasis	57	0	2,520	8,735	6,747	2,635	6,542	8,241	35,420	53,532	66%
Pete H. Parra	128	11,208	14,041	20,776	366	9,850	9,395	112	65,747	120,212	55%
Planz	20	0	2,549	6,267	6,263	9,836	6,819	7,755	39,489	18,783	210%
Primeros Pasos	80	4,041	8,164	7,548	245	7,037	9,217	10,674	46,926	75,133	62%
Rosamond	80	0	6,131	17,498	182	6,795	8,597	15,679	54,882	75,133	73%
San Diego Street	40	2,269	1,761	4,746	4,039	3,562	2,339	7,475	26,191	37,566	70%
Seibert	40	0	0	7,603	6,226	3,215	2,633	4,097	23,774	37,566	63%
Shafter	20	3,439	9,391	9,544	166	8,470	6,865	8,921	46,797	18,783	249%
Shafter HS/EHS	26	3,464	4,378	2,820	3,777	2,086	2,043	4,131	22,698	24,418	93%
Sterling	124	11,837	12,270	13,241	366	12,952	16,596	23,467	90,729	116,455	78%
Sunrise Villa	20	0	1,729	9,403	12,367	10,252	8,068	5,871	47,690	18,783	254%
Taft	66	0	5,094	14,576	125	10,725	7,774	9,858	48,151	61,984	78%
Tehachapi	34	0	1,148	3,028	3,006	5,264	166	153	12,764	31,931	40%
Vineland	20	0	595	1,278	257	300	138	210	2,778	18,783	15%
Virginia	40	0	2,575	11,651	14,359	9,552	9,546	10,815	58,498	37,566	156%
Wesley	60	0	5,804	10,030	17,381	16,811	11,008	333	61,366	56,349	109%
Willow	55	0	2,994	10,379	15,721	7,374	2,182	7,934	46,582	51,654	90%
Administrative Services		0	0	0	0	0	0	0	0	0	NA
Program Services		1,372	6,661	23	0	349	9,088	953	18,446	26,302	70%
Policy Council and RPC		0	0	81	374	159	26	20	660	27,093	2%
SUBTOTAL IN-KIND	**1,763**	**56,653**	**146,808**	**300,294**	**209,259**	**233,115**	**222,026**	**267,316**	**1,435,471**	**1,650,901**	**87%**
State General Child Care*		164,884	149,146	142,941	209,463	172,503	187,306	232,625	1,258,868	1,181,518	107%
State Preschool*		94,393	98,908	160,287	359,757	358,376	372,375	484,657	1,928,754	1,654,126	117%
State Migrant Child Care*		14,766	12,732	11,317	7,073	2,701	3,665	4,051	56,306	118,152	48%
SUBTOTAL CA DEPT of ED		**274,043**	**260,787**	**314,546**	**576,293**	**533,580**	**563,346**	**721,333**	**3,243,927**	**2,953,796**	**110%**
GRAND TOTAL		**330,696**	**407,595**	**614,840**	**785,552**	**766,695**	**785,372**	**988,649**	**4,679,398**	**4,604,697**	**102%**

*May include estimates

COMMUNITY ACTION PARTNERSHIP OF KERN
MEMORANDUM

To: Budget & Finance Committee

From: Heather McCarley, Finance Manager

Subject: *Agenda Item 6a:* Early Head Start – San Joaquin
Budget to Actual Report for the Period Ended January 31, 2020 – **Info Item**

Date: February 19, 2020

The following are highlights of the San Joaquin Early Head Start Budget to Actual Report for the period February 1, 2019 through January 31, 2020. Twelve months (100%) of the 12-month budget period have elapsed.

Base Funds
Overall expenditures are at 97% of the budget, which is on trend compared to last year at this time.

Training & Technical Assistance Funds
Overall expenditures are at 89% of the budget. The combined personnel and fringe benefits expenses are at 94% of the budget.

Non-Federal Share
Non-Federal share is at 97% 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 - January 31, 2020

Month 12 of 12 (100%)

Prepared 2/12/2020

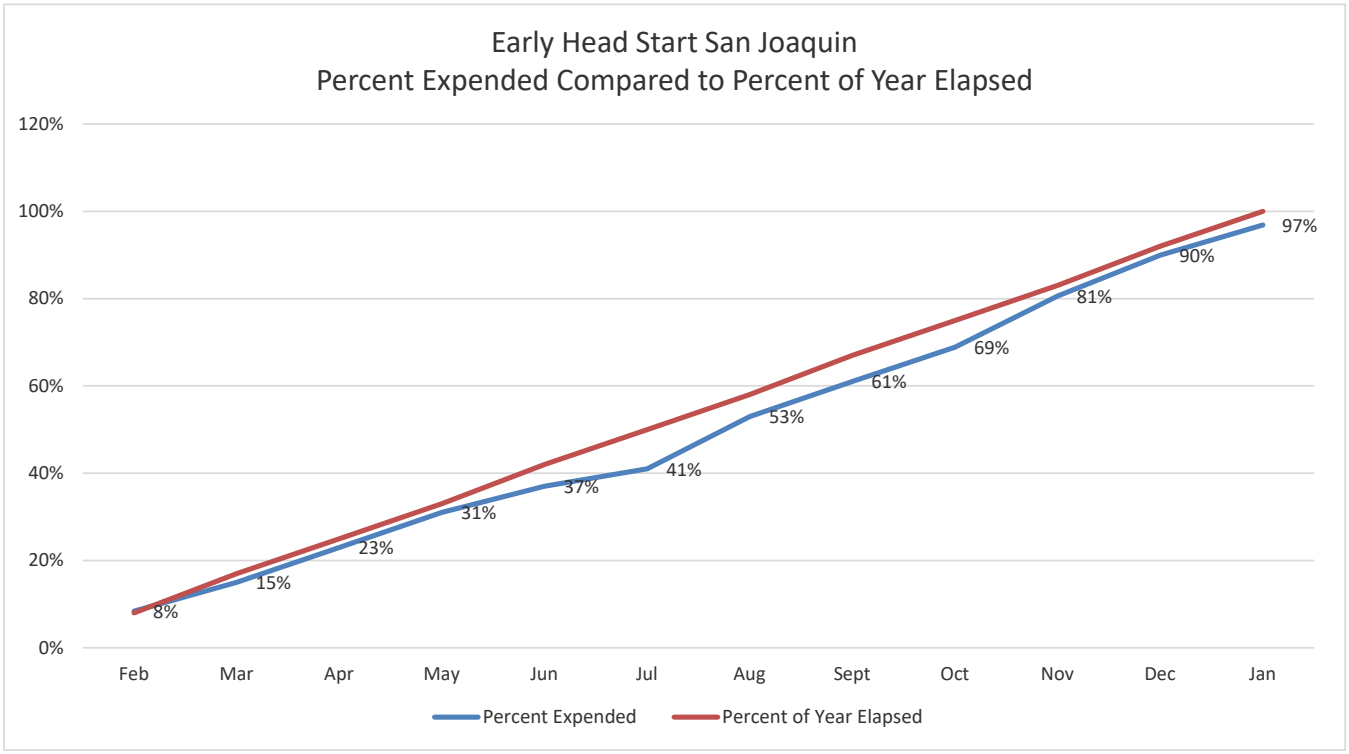
BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	3,114,932	3,109,967	4,965	100%	0%
FRINGE BENEFITS	923,567	847,250	76,317	92%	8%
TRAVEL	20,232	19,973	259	99%	1%
SUPPLIES	140,925	133,956	6,969	95%	5%
CONTRACTUAL	12,078	6,741	5,337	56%	44%
OTHER	600,638	538,636	62,002	90%	10%
INDIRECT	456,781	447,780	9,001	98%	2%
TOTAL	**5,269,153**	**5,104,303**	**164,850**	**97%**	**3%**
TRAINING & TECHNICAL ASSISTANCE FUNDS					
PERSONNEL	39,312	26,974	12,338	69%	31%
FRINGE BENEFITS	11,534	13,750	(2,216)	119%	-19%
TRAVEL	15,673	14,017	1,656	89%	11%
SUPPLIES	7,900	0	7,900	0%	100%
CONTRACTUAL	3,500	7,680	(4,180)	219%	-119%
OTHER	30,423	34,235	(3,812)	113%	-13%
INDIRECT	10,833	9,663	1,170	89%	11%
TOTAL	**119,175**	**106,319**	**12,856**	**89%**	**11%**
GRAND TOTAL EHS FEDERAL FUNDS	**5,388,328**	**5,210,622**	**177,706**	**97%**	**3%**

NON-FEDERAL SHARE	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
IN-KIND	1,347,083	1,310,422	36,661	97%	3%
TOTAL NON-FEDERAL FUNDS	**1,347,083**	**1,310,422**	**36,661**	**97%**	**3%**

Centralized Administrative Cost	7.0%
Program Administrative Cost	2.4%
Total Administrative Cost	**9.4%**

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

Actual expenditures include posted expenditures and estimated adjustments through 1/31/2020


Early Head Start San Joaquin
Percent Expended Compared to Percent of Year Elapsed
120%
100%
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61%
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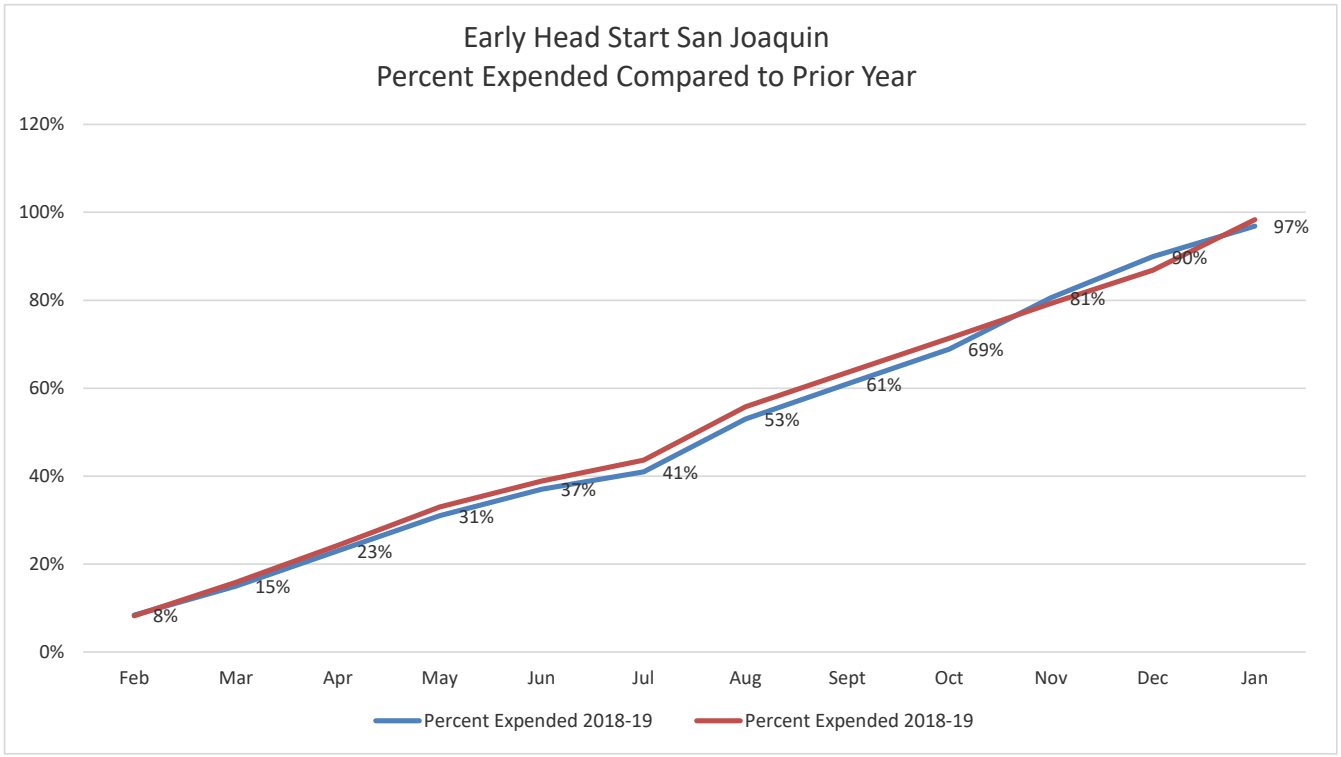
Percent Expended
Percent of Year Elapsed


Early Head Start San Joaquin
Percent Expended Compared to Prior Year
120%
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90%
97%
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 January 31, 2020 (Month 12 of 12)

Percent of year elapsed: 100%

LOCATION	FUNDED ENROLL-MENT	Feb	March	April	May	June	July	Aug	Sep	Oct	Nov	Dec	Jan	YTD Totals	IN-KIND GOAL	% OF GOAL MET
California Street	24	9,349	9,973	9,716	7,545	5,825	6,346	10,529	9,532	10,786	10,113	10,133	335	100,182	133,083	75%
Chrisman	30	12,312	16,785	11,548	8,822	3,809	8,606	14,384	13,673	11,890	14,740	13,143	67	129,779	166,354	78%
Home Base - Lodi	35	12,150	16,320	16,251	16,904	2,077	10,424	10,550	10,075	10,653	11,981	12,945	216	130,546	97,040	135%
Home Base - Manteca	12	3,172	5,472	4,045	5,249	2,421	3,880	4,433	4,647	5,649	5,848	5,538	50	50,404	33,271	151%
Home Base - Stockton	90	18,088	24,844	21,865	23,400	12,811	19,336	21,259	22,406	18,619	19,350	18,766	180	220,924	249,531	89%
Home Base - Tracy	12	233	1,607	1,689	2,025	0	683	504	2,083	1,193	1,116	3,829	0	14,962	33,271	45%
Kennedy	16	7,180	5,402	7,334	4,740	2,063	5,560	6,831	5,897	6,432	6,613	6,457	150	64,658	88,722	73%
Lodi UCC	30	11,372	11,887	12,830	10,884	8,821	10,755	14,363	12,824	13,343	13,939	12,740	0	133,759	166,354	80%
Marci Massei	24	5,173	6,050	6,373	5,055	4,171	6,333	13,332	11,065	11,092	10,334	12,700	83	91,762	133,083	69%
St. Mary's	16	5,144	6,702	5,927	4,858	3,210	5,422	5,994	6,580	7,916	7,553	8,489	166	67,961	88,722	77%
Walnut	24	11,221	13,005	12,719	10,174	9,667	11,556	13,927	13,037	13,383	11,535	14,063	150	134,436	133,083	101%
Administrative Services		251	1,678	0	0	0	0	0	0	0	0	0	0	1,928	0	
Program Services		11,721	11,575	22,146	31,202	8,953	13,819	15,556	11,277	13,060	10,909	11,139	6,956	168,313	21,858	770%
Policy Council		57	187	0	175	48	0	0	57	0	114	114	57	808	2,713	30%
SUBTOTAL IN-KIND	**313**	**107,421**	**131,485**	**132,443**	**131,033**	**63,876**	**102,720**	**131,663**	**123,153**	**124,017**	**124,144**	**130,057**	**8,410**	**1,310,422**	**1,347,083**	**97%**

COMMUNITY ACTION PARTNERSHIP OF KERN
MEMORANDUM

To: Budget & Finance Committee

From: Heather McCarley, Finance Manager

Subject: *Agenda Item 6a:* Early Head Start Child Care Partnerships + Expansion Budget to Actual Report for the Period Ended January 31, 2020 – **Info Item**

Date: February 19, 2020

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, 2019 through January 31, 2020. Eleven months (92%) of the 12-month budget period have elapsed.

Base Funds
Overall expenditures are at 21% of the budget.

Training & Technical Assistance (T&TA)
Overall expenditures are at 26% 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 31% of the budget.

Non-Federal Share
Non-Federal share is at 13% 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 - January 31, 2020
Month 11 of 12 (91.67%)

Prepared 2/12/2020

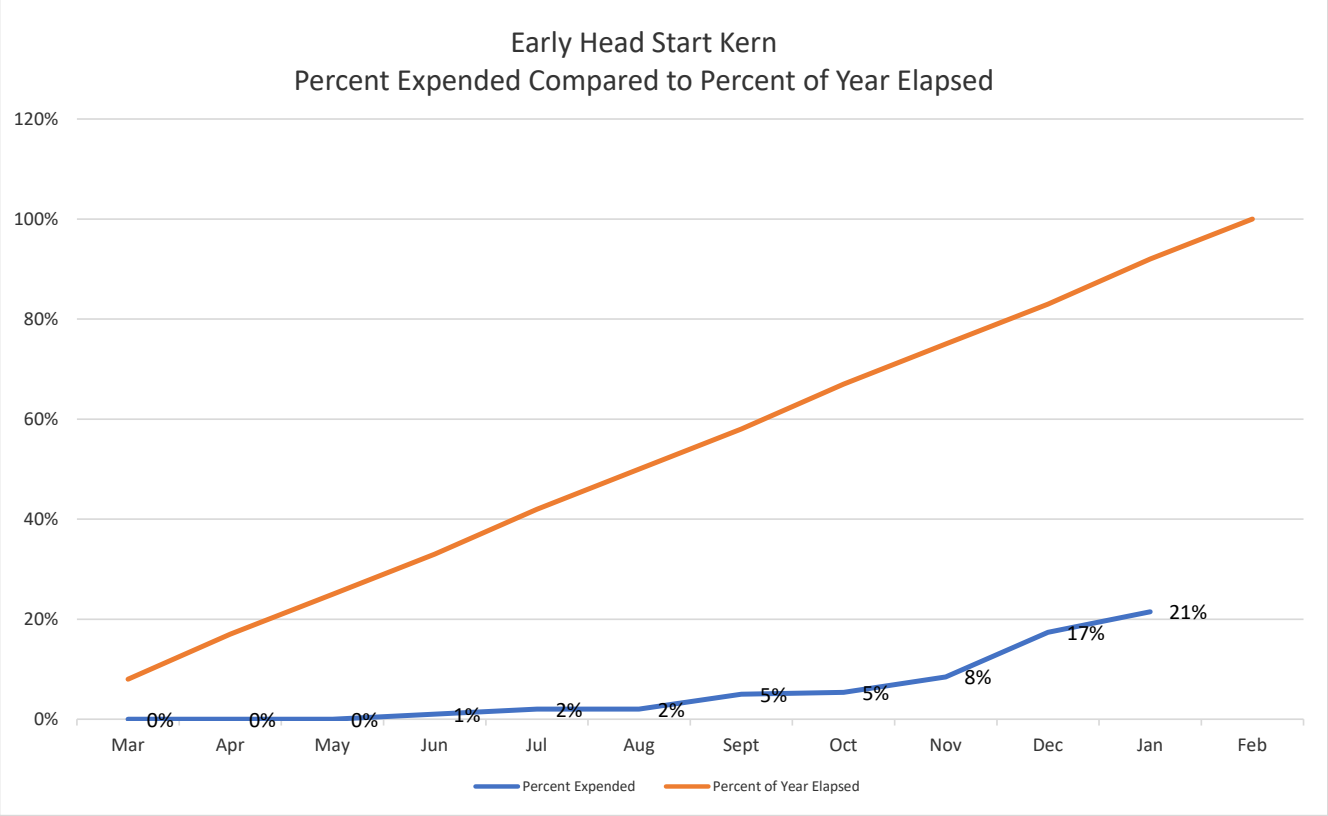
BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	608,125	134,389	473,736	22%	78%
FRINGE BENEFITS	192,825	30,700	162,125	16%	84%
SUPPLIES	46,656	5,074	41,582	11%	89%
CONTRACTUAL	766,959	184,266	582,693	24%	76%
OTHER	153,605	24,822	128,783	16%	84%
INDIRECT	167,944	36,642	131,302	22%	78%
TOTAL BASE FUNDING	**1,936,114**	**415,894**	**1,520,220**	**21%**	**79%**
TRAINING & TECHNICAL ASSISTANCE					
TRAVEL	3,088	5,368	(2,280)	174%	-74%
SUPPLIES	14,930	0	14,930	0%	100%
OTHER	26,696	6,101	20,595	23%	77%
INDIRECT	4,471	1,147	3,324	26%	74%
TOTAL TRAINING & TECHNICAL ASSISTANCE	**49,185**	**12,615**	**36,570**	**26%**	**74%**
START UP					
SUPPLIES	258,000	138,881	119,119	54%	46%
OTHER	196,545	7,542	189,003	4%	96%
INDIRECT	45,455	7,557	37,898	17%	83%
TOTAL START UP	**500,000**	**153,981**	**346,019**	**31%**	**69%**
GRAND TOTAL EHS FEDERAL FUNDS	**2,485,299**	**582,490**	**1,902,809**	**23%**	**77%**

NON-FEDERAL SHARE

SOURCE	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
IN-KIND	528,694	67,636	461,058	13%	87%
TOTAL NON-FEDERAL	**528,694**	**67,636**	**461,058**	**13%**	**87%**

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

Actual expenditures include posted expenditures and estimated adjustments through 1/31/2020


Early Head Start Kern
Percent Expended Compared to Percent of Year Elapsed
120%
100%
80%
60%
40%
20%
0%
0%
0%
0%
1%
2%
2%
5%
5%
8%
17%
21%
Mar
Apr
May
Jun
Jul
Aug
Sept
Oct
Nov
Dec
Jan
Feb
Percent Expended
Percent of Year Elapsed

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Budget & Finance Committee

From: Irene Fonseca, 2-1-1 Program Manager

Date: February 19, 2020

Subject: *Agenda Item 6b:* Kern County Children and Families Commission, First 5 Kern Help Me Grow Contract - **Action Item**

The CAPK 2-1-1 Kern Call Center Program has received notification for a contract renewal through the Kern County Children and Families Commission, known as First 5 Kern, for the Help Me Grow Program. The mission of First 5 Kern Help Me Grow is early intervention of developmental delays in children ages 0-5. The 2-1-1 Kern has been awarded $850,000 for a term of five years beginning 7/1/20 and expiring on 6/30/25 to assist with conducting online screenings.

Help Me Grow is a collaborative system used to identify children ages 0-5 at risk for delays and link them to necessary services. Along with a parent, a 2-1-1 Development Specialist can complete an online screening tool known as an ASQ. The ASQ provides a quick snapshot of a child's development by evaluating gross motor, fine motor, problem solving, personal social and communication skills as well as social and emotional skills. The ASQ is completed over the phone and results are stored in a shared system with First5 of Kern. The 2-1-1 Development Specialist works closely with the First 5 Kern Care Coordinator to coordinate services for children who receive a developmental screening and require a referral for intervention services.

The current staffing profile for 2-1-1 Help Me Grow is one full time Development Specialist. The contract allows for a second 2-1-1 Development Specialist and supports one full time Information and Referral Specialist position, including funds for services and supplies

Recommendation
Staff recommends the approval of the Kern County Children and Families Commission for the 2-1-1 Kern Help Me Grow contract and authorize the CEO to execute the contract on behalf of the Board.

Attachments
Agreement Kern County Children and Families Commission and Community Action Partnership of Kern – Help Me Grow

AGREEMENT
Kern County Children and Families Commission
and
Community Action Partnership of Kern

THIS AGREEMENT is made and entered into this July 1, 2020, by and between the Kern County Children and Families Commission, a legal public entity established in accordance with the California Children and Families Act of 1998 (hereinafter "Commission"), and Community Action Partnership of Kern, (hereinafter "Contractor"), whose principal place of business is Bakersfield, California. (Whenever Commission and Contractor perform duties or obligations jointly, Commission and Contractor will be referred to as "Parties").

WITNESSETH:

WHEREAS

a. The voters of the State of California have enacted the California Children and Families Act of 1998 (hereinafter "The Act"), codified in Health and Safety Code Section 130100 et seq., also known as Proposition 10; and

b. The Board of Supervisors of Kern County has established, pursuant to The Act and Kern County Ordinance Code 2.100, the Kern County Children and Families Commission; and

c. Commission desires to create and implement a comprehensive, collaborative, and integrated system for the purposes of promoting, supporting, and improving the early development of children from the prenatal stage to five years of age; and

d. Commission is authorized to enter into agreements for professional services pursuant to The Act and the Kern County Ordinance Code; and

e. Contractor is able, qualified and willing to perform services for Commission.

NOW THEREFORE, in consideration of the promises herein stated and intending to be legally bound hereby, the Parties hereto mutually agree as follows:

1. TERM

This Agreement shall be deemed in force as of the date first above written and shall remain in effect until June 30, 2025, unless sooner terminated as hereinafter provided.

2. RESPONSIBILITIES OF CONTRACTOR

Contractor shall provide, to the satisfaction of the Commission, the services described in **Attachment A, Scope of Work-Evaluation Plan**. Contractor agrees to comply with all requirements of the Commission, including policies and procedures now in effect, or yet to be established, for monitoring, reporting, and evaluating Contractor's performance and for payment of Contractor's actual cost of providing the services herein described. The

Commission shall apply policies and procedures developed after the date of this Agreement prospectively from the date of their adoption.

Contractor agrees to provide any information that is reasonably related to the performance of this Agreement required at the time of the execution of this Agreement or at any time during the term of this Agreement.

Contractor agrees to comply with the requirements of and to implement the actions and activities described in **Attachment C, Sustainability Plan**.

3. RESPONSIBILITIES OF COMMISSION

Commission shall have and exercise responsibility for establishing and providing policies and procedures for monitoring, reporting, and evaluating Contractor's performance and for payment of Contractor's compensation.

4. COMPENSATION

Compensation to Contractor shall be based upon actual costs as described in **Attachments B1-B5, Budget Forms**. Commission will reimburse Contractor for all necessary and reasonable expenses incurred in accordance with the Budget Forms for providing the services on behalf of Commission in an aggregate amount not to exceed $850,000 in accordance with **Attachments B1-B5**, which is attached hereto and made a part hereof. No reimbursement will be made for any expense that is determined by the Commission in its sole discretion to be a supplanting of state or local General Fund money. The Commission may withhold funds when the required information is not submitted. Any unexpended funds at the end of the Contractor's fiscal year reverts to the Commission's general fund and are not to be rolled over to the Contractor.

5. REIMBURSEMENT POLICY AND BILLING REQUIREMENTS

Contractor shall submit all Claims for Payment quarterly in a form approved by Commission, and said form shall contain an itemization of all costs and fees broken down quarterly. Contractor shall send each Request for Payment to Commission for review and processing. Commission will make payment to Contractor within forty-five (45) days of receipt and approval of each Request for Payment.

If, during the term of this Agreement, Contractor obtains funding or other income from a source other than the Commission and such funding or other income is in excess of that shown as part of the Budget Forms and such funding or other income relates directly to the program or activity funded pursuant to this Agreement, then Contractor shall so notify the Commission in writing at the next quarterly request for payment. Commission may, at its sole discretion reduce the amount of funding by the amount of unanticipated revenue received by Contractor.

6. REPRESENTATIONS

Contractor makes the following representations, which are agreed to be material to and form a part of the inducement for this Agreement:

a. Contractor has the expertise, support staff and facilities necessary to provide the services described in this Agreement; and

b. Contractor does not have any actual or potential interests adverse to Commission, nor does Contractor represent a person or firm with an interest adverse to Commission with reference to the subject of this Agreement; and

c. Contractor shall diligently provide all required services in a timely and professional manner in accordance with the terms and conditions stated in this Agreement.

7. SUPPLEMENTING EXISTING SERVICE LEVELS AND SUPPLANTING OTHER FUNDING

The Parties to this Agreement have read and understand the provisions of Section 30131.4 of the Revenue and Taxation Code relating to the use of the funds collected pursuant to the California Children and Families Act of 1998. Contractor agrees that all funds shall be expended only for the purposes expressed in the California Children and Families Act, and shall be used only to supplement existing levels of service and not to fund existing levels of service. Contractor further agrees and guarantees that no funds provided by Commission shall be used to supplant state or local General Fund money for any purpose. Any material act of omission or commission causing failure to fully comply with these requirements shall be cause for immediate termination of the Agreement.

8. EVALUATION

a. Services to be provided by Contractor shall be evaluated by Commission on a continuing basis. The evaluation of the services will be based upon the results-based accountability framework described in the Commission's Strategic Plan, which is incorporated by this reference as if set forth in full. Contractor understands and agrees to cooperate fully in the continuing development of the evaluation program and methodology. The continued funding of the services to be provided is expressly understood and agreed to be dependent upon the success of the program. Contractor and Commission will use the methodology stated in **Attachment A, Scope of Work-Evaluation Plan**, to make judgments regarding success. Contractor understands and agrees that any determination regarding the success of the program for purposes of the continuation of funding of the program is solely the responsibility and prerogative of the Commission.

b. Commission shall notify Contractor of deficiencies in writing. Said written notification shall provide a detailed description of the deficiency and a procedure to respond or contest the deficiency. Contractor shall have ten (10) working days from receipt of the deficiency statement to respond in writing to the Commission. Commission or

Commission's designee shall have sole discretion in determining whether Contractor's response sufficiently explains any deficiency. Commission may accept Contractor's explanation in full, in part, and/or direct Contractor to take corrective action. Commission shall notify Contractor in writing of Commission's final decision. Responses by Contractor shall be in accordance with Section 16, Notices. Nothing in this section shall limit or preclude Commission's right to terminate the contract as provided for in Section 9, Termination. Nothing in this Agreement prevents Contractor from seeking judicial review of such a final administrative decision.

9. TERMINATION

Commission may at its election, at any time and without cause ("Termination without Cause"), terminate this Agreement by written notice to Contractor. Said termination shall be deemed effective ten (10) days after personal delivery or fifteen (15) days after mailing by regular U.S. mail, postage prepaid. Should the Commission terminate this Agreement without cause as provided in the foregoing sentence, Commission shall pay Contractor for all satisfactory services rendered by Contractor prior to the effective date of termination in an amount not to exceed the maximum dollar amount indicated in Section 4 herein. Furthermore, either Party may immediately terminate this Agreement should the other Party fail to substantially perform in accordance with the terms and conditions of this Agreement through no fault of the Party initiating the termination. In the event of Termination with Cause, where the Commission has failed to substantially perform, the Commission shall be liable to the Contractor for all satisfactory services rendered by Contractor. Contractor shall not be entitled to any other damages of whatever kind or nature, general, consequential, or punitive. In the event of Termination with Cause where Contractor failed to substantially perform, the Commission shall, in addition to terminating the Contract, have the right to pursue all remedies in law or equity.

10. NON-APPROPRIATION

In addition to termination with cause under Section 9, Commission reserves the right to terminate this Agreement in the event insufficient funds are appropriated or budgeted to the Commission from its funding source under the Act (or any other source of funding for the Commission) for this Agreement in any fiscal year. Notwithstanding any other notice provision in this Agreement, Commission shall give Contractor thirty (30) days written notice of the termination. Said termination shall be deemed given ten (10) days after personal delivery or fifteen (15) days after mailing by regular U.S. mail, postage prepaid. Upon such termination, Commission will be released from any further financial obligation to Contractor, except for services performed prior to the date of termination or any liability due to any default existing at the time this clause is exercised. Should Commission terminate this Agreement as provided herein, Commission shall pay Contractor for all satisfactory services rendered by Contractor prior to the effective date of termination in an amount not to exceed the maximum dollar amount indicated in Section 4 herein. Contractor shall not be entitled to any other compensation or damages of any kind or nature.

11. ASSIGNMENT

Contractor shall not assign or transfer this Agreement or its obligations hereunder or any part thereof. Contractor shall not assign any monies due or which become due to Contractor under this Agreement without the prior written approval of Commission.

12. NEGATION OF PARTNERSHIP

In the performance of the services under this Agreement, Contractor shall be, and acknowledges that Contractor is in fact and law, an independent contractor and not an agent or employee of Commission. Contractor has and retains the right to exercise full supervision and control over the manner and methods of providing services to Commission under this Agreement. Contractor retains full supervision and control over the employment, direction, compensation and discharge of all persons assisting Contractor in the provision of services under this Agreement. With respect to Contractor's employees, if any, Contractor shall be solely responsible for payment of wages, benefits and other compensation, compliance with all occupational safety, welfare and civil rights laws, tax withholding and payment of employment taxes whether federal, state or local, and compliance with any and all other laws regulating employment.

13. INDEMNIFICATION

Contractor agrees to indemnify, defend and hold harmless Commission and Commission's agents, Commission members, elected and appointed officials and officers, employees, volunteers and authorized representatives from any and all losses, liabilities, charges, damages, claims, liens, causes of action, awards, judgments, costs, and expenses (including, but not limited to, reasonable attorneys' fees of Commission Counsel and counsel retained by Commission, expert fees, costs of staff time, and investigation costs) of whatever kind or nature, which arise out of or are in any way connected with any act or omission of Contractor or Contractor's officers, agents, employees, independent contractors, subcontractors of any tier, or authorized representatives except to the extent caused by the active sole negligence of the Commission, its agents, Commission members, officers, employees, volunteers or authorized representatives. Without limiting the generality of the foregoing, the same shall include injury or death to any person or persons; damage to any property, regardless of where located, including the property of Commission; and any workers' compensation claim or suit arising from or connected with any services performed pursuant to this Agreement on behalf of Contractor by any person or entity.

14. INSURANCE

Contractor, in order to protect Commission and its members, officials, agents, officers, and employees against all claims and liability for death, injury, loss and damage as a result of Contractor's actions in connection with the performance of Contractor's obligations, as required in this Agreement, shall secure and maintain insurance as described below. Contractor shall not perform any work under this Agreement until Contractor has obtained all insurance required under this section and the required certificates of insurance and completed endorsements have been filed with and approved by Commission. Contractor shall pay any deductibles and self-insured retentions under all required insurance policies.

a. Workers' Compensation Insurance Requirement. Contractor shall submit written proof that Contractor is insured against liability for workers' compensation in accordance with the provisions of Section 3700 of the Labor Code. In signing this Agreement, Contractor makes the following certification, required by Section 1861 of the Labor Code:

"I am aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and I will comply with such provisions before commencing the performance of the work of this Agreement."

Contractor shall require any subcontractors to provide workers' compensation for all of the subcontractors' employees, unless the subcontractors' employees are covered by the insurance afforded by Contractor. If any class of employees engaged in work or services performed under this Agreement is not covered by Labor Code Section 3700, Contractor shall provide and/or require each subcontractor to provide adequate insurance for the coverage of employees not otherwise covered.

b. Liability Insurance Requirements.

1) Contractor shall maintain in full force and effect, at all times during the term of this Agreement, the following insurance:

a) Commercial General Liability Insurance, including, but not limited to, Contractual Liability Insurance (specifically concerning the indemnity provisions of this Agreement), Products-Completed Operations Hazard, Personal Injury (including bodily injury and death), and Property Damage for liability arising out of Contractor's performance of work under this Agreement. Said insurance coverage shall have minimum limits for Bodily Injury and Property Damage liability equal to the policy limits, but not less than Five Hundred Thousand Dollars ($500,000) each occurrence and One Million Dollars ($1,000,000) aggregate.

b) Automobile Liability Insurance against claims of Personal Injury (including bodily injury and death) and Property Damage covering all owned, leased, hired and non-owned vehicles used in the performance of services pursuant to this Agreement with minimum limits for Bodily Injury and Property Damage liability equal to the policy limits, but not less than Five Hundred Thousand Dollars ($500,000) each occurrence and One Million Dollars ($1,000,000) aggregate. Such insurance shall be provided by a business or commercial vehicle policy.

c) Professional Liability Insurance, for liability arising out of, or in connection with, the performance of all required services under this Agreement, with limits equal to the policy limits, but not less than Five Hundred Thousand Dollars ($500,000) per claimant and One Million Dollars ($1,000,000) aggregate.

2) The Commercial General Liability Insurance required in this subparagraph b. shall include an endorsement naming the Commission and Commission members, officials, officers, agents and employees as additional insureds for liability arising out of this Agreement and any operations related thereto.

3) If any of the insurance coverage required under this Agreement is written on a claims-made basis, the insurance policy shall provide an extended reporting period of not less than four (4) years following the termination of this Agreement or completion of Contractor's work specified in this Agreement, whichever is later.

4) Prior to Contractor commencing any of its obligations under this Agreement, evidence of insurance in compliance with the requirements above shall be furnished to Commission by Certificate of Insurance and a copy of the completed endorsement. Receipt of evidence of insurance that does not comply with above requirements shall not constitute a waiver of the insurance requirements set forth above.

c. Cancellation of Insurance. The above-stated insurance coverage required to be maintained by Contractor shall be maintained until the completion of all of Contractor's obligations under this Agreement, and shall not be reduced, modified, or canceled without thirty (30) days prior written notice to Commission. Contractor shall immediately obtain replacement coverage for any insurance policy that is terminated, canceled, non-renewed, or whose policy limits have been exhausted or upon insolvency of the insurer that issued the policy.

d. Company Rating. All insurance shall be issued by a company or companies listed in the current "Best's Key Rating Guide" publication with a minimum of an "A-VII" rating or, in special circumstances, be pre-approved by Commission.

e. Self-Insurance. If Contractor is or becomes during the term of this Agreement, self-insured or a member of a self-insurance pool, Contractor shall provide

coverage equivalent to the insurance coverage and endorsements required above. Commission will not accept such coverage unless Commission determines in its sole discretion and by written acceptance that the coverage proposed to be provided is equivalent to the above-required coverage.

f. Primary Insurance. All insurance afforded by Contractor pursuant to this Agreement shall be primary to and not contributing to any other insurance maintained by Commission.

g. Relief from Liability. Insurance coverage in the minimum amounts set forth herein shall not be construed to relieve Contractor for any liability, whether within, outside, or in excess of such coverage, and regardless of solvency or insolvency of the insurer that issues the coverage; nor shall it preclude Commission from taking such other actions as are available to it under any other provision of this Agreement or otherwise in law.

h. Failure to Maintain Insurance. Failure by Contractor to maintain all such insurance in effect at all times required by this Agreement shall be a material breach of this Agreement by Contractor. Commission, at its sole option, may terminate this Agreement and obtain damages from Contractor resulting from said breach. Alternatively, Commission may purchase such required insurance coverage and without further notice to Contractor, Commission shall deduct from sums due to Contractor any premiums and associated costs advanced or paid by Commission for such insurance. If the balance of monies obligated to Contractor pursuant to this Agreement is insufficient to reimburse Commission for the premiums and any associated costs, Contractor agrees to reimburse Commission for the premiums and pay for all costs associated with the purchase of said insurance. Any failure by Commission to take this alternative action shall not relieve Contractor of its obligation to obtain and maintain the insurance coverage required by this Agreement.

15. NOTICES

Notices to be given by one Party to the other shall be given in writing by personal delivery, by certified mail, return receipt requested, or express delivery service at the addresses specified below. Notices delivered personally shall be deemed received upon receipt; mailed or expressed notices shall be deemed received four (4) days after deposit. A Party may change the address to which notice is to be given by giving notice as provided above.

Notice to Commission shall be addressed as follows:

Roland Maier, Executive Director
Kern County Children and Families Commission
2724 L Street
Bakersfield, CA 93301

Notice to Contractor shall be addressed as follows:

Mr. Jeremy T. Tobias, Chief Executive Officer
Community Action Partnership of Kern
5005 Business Park North
Bakersfield, Ca. 93309

Nothing in this Agreement shall be construed to prevent or render ineffective delivery of notices required or permitted under this Agreement by personal service.

16. SPONSORSHIP AND FUNDING ATTRIBUTION

Contractor shall provide public recognition for the Commission and Proposition 10 funding in all materials produced for the purpose of public education and outreach regarding the program. Materials shall include, but not be limited to brochures; flyers; television, radio and print ads; public service announcements; presentations; telephone hold messages; and outdoor ads. In order to assist in the public recognition of the Commission and Proposition 10 funding, Contractor agrees to the following:

a. Generally, to follow policies and procedures related to public education and outreach as provided by the Commission.

b. When the Program is ready for announcement to the public, the Contractor will contact the Commission's communications officer or other designee to discuss the Program and arrange for publicity and media coverage.

c. All public education and outreach materials produced for the purpose of publicizing the Program will be approved by the Commission before they are disseminated to the public.

d. All materials will include the language "Sponsored by First 5 Kern. Funded by Proposition 10."

e. Where appropriate, Contractor will use the Commission logo in public education and outreach materials. All questions regarding the appropriateness of use will be directed to the Commission.

Where appropriate, the Contractor will allow placement of a commemorative plaque recognizing the Commission and Proposition 10 in making the Program possible.

17. OWNERSHIP AND MAINTENANCE OF DOCUMENTS

All reports, documents and other items (including but not limited to research, scientific, statistical and/or marketing material or data) generated, gathered or otherwise produced in the course of providing services to Commission under this Agreement are and shall remain

the property of Commission, and shall, at the option of the Commission, be returned to Commission upon full completion of all services by Contractor or termination of this Agreement, whichever first occurs. If, however, the Commission does not request the return of any or all of the documents at the conclusion or termination of this Agreement, Contractor shall maintain such documentation for the period, and in the manner, specified in Section 34a. herein below. Additionally, no report, document or other items (including but not limited to research, scientific, statistical and/or marketing material or data) generated, gathered or otherwise produced in the course of providing services to Commission may be released, transferred or published in any fashion whatsoever without the written consent of Commission.

18. CONFLICT OF INTEREST

The Parties to this Agreement have read and understand the provisions of Section 1090, et seq. and Section 87100, et seq. of the Government Code relating to conflict of interest of public officers and employees. Contractor agrees that they are unaware of any financial or economic interest of any public officer or employee of Commission relating to this Agreement. It is further understood and agreed that if such a financial interest does exist at the inception of this Agreement, Commission may immediately terminate this Agreement by giving written notice thereof. Contractor shall comply with the requirements of Government Code Section 87100, et seq. during the term of this Agreement.

19. SOLE AGREEMENT

This document, including all attachments hereto, contains the entire agreement between the Parties relating to the services, rights, obligations and covenants contained herein and assumed by the Parties respectively. No inducements, representations or promises have been made, other than those recited in this Agreement. No oral promise, modification, change or inducement shall be effective or given any force or effect.

20. AUTHORITY TO BIND COMMISSION

It is understood that Contractor, in Contractor's performance of any and all duties under this Agreement, has no authority to bind Commission to any agreements or undertakings.

21. MODIFICATIONS OF AGREEMENT

This Agreement may be modified in writing only, signed by the Parties in interest at the time of the modification.

22. NON-WAIVER

No covenant or condition of this Agreement can be waived except by the written consent of Commission. Forbearance or indulgence by Commission in any regard whatsoever

shall not constitute a waiver of the covenant or condition to be performed by Contractor. Commission shall be entitled to invoke any remedy available to Commission under this Agreement or by law or in equity despite said forbearance or indulgence.

23. CHOICE OF LAW AND VENUE

The Parties hereto agree that the provisions of this Agreement will be construed pursuant to the laws of the State of California. This Agreement has been entered into and is to be performed in the County of Kern. Accordingly, the Parties agree that the venue of any action relating to this Agreement shall be in the County of Kern.

24. CONFIDENTIALITY

No Party to this Agreement shall, without written consent of the other Party, communicate confidential information, designated in writing or identified in this Agreement as such to any third Party and shall protect such information from inadvertent disclosure to any third Party in the same manner that they protect their own confidential information, unless such disclosure is required in response to a validly issued subpoena or other process of law. Upon completion of this Agreement, the provisions of this paragraph shall continue to survive.

25. OPINIONS AND DETERMINATIONS

Where the terms of this Agreement provide for action to be based upon the opinion, judgment, approval, review, discretion, option, or determination of either the Commission or Contractor, such terms are not intended to be and shall not be construed as permitting such opinion, judgment, approval, review, discretion, option, or determination to be arbitrary, capricious, or unreasonable.

26. SEVERABILITY

Should any part, term, portion or provision of this Agreement be decided finally to be in conflict with any law of the United States or the State of California, or otherwise be unenforceable or ineffectual, the validity of the remaining parts, terms, portions, or provisions shall be deemed severable and shall not be affected thereby, provided such remaining portions or provisions can be construed in substance to constitute the agreement which the Parties intended to enter into in the first instance.

27. COMPLIANCE WITH LAW

Contractor shall observe and comply with all applicable county, state and federal laws, ordinances, rules and regulations now in effect or hereafter enacted, each of which are hereby made a part hereof and incorporated herein by this reference as if set forth in full.

28. NON-EMPLOYMENT OF CERTAIN PERSONS

During the term of this Agreement, Contractor shall not have in its employ or service any official, officer, employee, volunteer or other authorized or prospective authorized representative (including all persons as described in Health and Safety Code section 1596.871(b)(1)), whose duties are or will be directly connected to the proposed program or activity if that person has been convicted of any sex crime, drug crime, or crime of violence, including all offenses listed in Welfare and Institutions Code section 15660(a), and any other crime against a minor child or any felony theft, fraud or embezzlement.

29. CAPTIONS AND INTERPRETATION

Paragraph headings in this Agreement are used solely for convenience, and shall be wholly disregarded in the construction of this Agreement. No provision of this Agreement shall be interpreted for or against a Party because that Party or its legal representative drafted such provision, and this Agreement shall be construed as if jointly prepared by the Parties.

30. TIME OF ESSENCE

Time is hereby expressly declared to be of the essence of this Agreement and of each and every provision hereof, and each such provision is hereby made and declared to be a material, necessary and essential part of this Agreement.

31. COUNTERPARTS

This Agreement may be executed simultaneously in any number of counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument.

32. NONDISCRIMINATION

Neither Contractor, nor any officer, agent, employee, servant or subcontractor of Contractor shall discriminate in the treatment or employment of any individual or groups of individuals on the grounds of race, color, religion, national origin, age or sex, either directly, indirectly or through contractual or other arrangements.

33. AUDIT, INSPECTION AND RETENTION OF RECORDS

a. Contractor agrees to maintain and make available to Commission accurate books and records relative to all its activities under this Agreement. Contractor shall permit Commission to audit, examine and make excerpts and transcripts from such records, and to conduct audits or reviews of all Claims for Payment, materials, records or personnel or other data related to all other matters covered by this

Agreement. Contractor shall maintain such data and records in an accessible location and condition for a period of not less than three (3) years from the date of final payment under this Agreement or until after the conclusion of any audit, whichever occurs last. The State of California and/or any federal agency having an interest in the subject of this Agreement shall have the same rights conferred upon the Commission herein. For purposes of this subsection, records shall include personnel records not otherwise subject to disclosure under the California Public Records Act or student records subject to the confidentiality provisions of the California Education Code or the Federal Family Educational Rights and Privacy Act of 1974 as amended or any other records determined to be confidential under any other applicable provision of state or federal law. While state and federal law provide for the confidentiality of certain records, Commission reserves the right to claim or review any record related to Commission funding where Contractor would not be in violation of state of federal law by releasing said record to Commission.

b. Contractor shall keep records that are sufficient to permit the tracing of funds to a level of expenditure adequate to insure that the funds have not been spent unlawfully. Contractor's records shall describe and support the use of funds for the agreed upon program.

c. The method used by Contractor to determine costs must conform to Generally Accepted Government Accounting Standards (G.A.G.A.S).

d. Contractor shall submit an audited program specific financial report prepared by an independent certified public accountant to the Commission no later than six (6) months after the end of the organization's fiscal year. Single audits as performed under OMB A-133 are acceptable with the inclusion of a program specific audit that covers the organization's fiscal year and the expenses incurred under this Agreement. Contractor and the reports submitted by Contractor shall in all ways comply with the Commission's audit policy. If Contractor fails to submit an acceptable audit, the Commission has the authority to withhold funding until an acceptable audit is received by the Commission.

e. A one-time audit extension will be granted for up to forty-five (45) days during the funding cycle July 1, 2020 to June 30, 2025. Repeated requests for extensions may result in the termination of this Agreement.

34. NON-COLLUSION COVENANT

Contractor represents and agrees that it has in no way entered into any contingent fee arrangement with any firm or person concerning the obtaining of this Agreement with Commission. Contractor has received from Commission no incentive, special payments, or considerations not related to the provision of services under this Agreement.

35. NO POLITICAL OR RELIGIOUS ACTIVITY

Commission funds shall be used only for the purposes specified in this agreement and in any attachments hereto. No Commission funds shall be used for any political activity or to further the election or defeat of any candidate for political office. No Commission funds shall be used for purposes of religious worship, instruction, or proselytizing.

36. SIGNATURE AUTHORITY

Each Party represents that they have full power and authority to enter into and perform this Agreement, and the person signing this Agreement on behalf of each Party has been properly authorized and empowered to enter into this Agreement.

37. CONCURRENT REMEDY

No right or remedy herein conferred on or reserved to Commission is exclusive of any other right or remedy herein or by law or equity provided or permitted, but each shall be cumulative of every other right or remedy given hereunder or now or hereafter existing by law or in equity or by statute or otherwise, and may be enforced concurrently therewith or from time to time.

38. EXECUTION

This Agreement is effective upon the date indicated herein above. It is the product of negotiation and all Parties are equally responsible for authorship of this Agreement. Section 1654 of the California Civil Code shall not apply to the interpretation of this Agreement.

IN WITNESS TO WHICH, each Party to this Agreement has signed this Agreement upon the date indicated, and agrees, for itself, its employees, officers, partners and successors, to be fully bound by all terms and conditions of this Agreement.

"Commission"	"Contractor"
_____	_____
Roland Maier, Executive Director Kern County Children and Families Commission	Jeremy T. Tobias, CEO Community Action Partnership of Kern Tax Identification #95-2402760
Date Signed: _____	Date Signed: _____
Approved as to form:	Approved as to content:
_____	_____
Bryan Walters, Deputy County Counsel	Pritika Ram, Director of Administration Community Action Partnership of Kern

ATTACHMENT A - SCOPE OF WORK-EVALUATION PLAN TEMPLATE

Organization: *Community Action Partnership of Kern*
Program Title: *Help Me Grow*
Fiscal Years: *07/01/2020 to 06/30/2025*

Program Officer: *Diana Navarro*
Finance Officer: *Charlene McNama*
Research Analyst: *Diana Navarro*

FIRST 5 KERN FOCUS AREA: Health and Wellness

F5 CA Result Area: Improved Child Health

F5 CA Service Area: Early Intervention

EVALUATION					*PROGRAM*				
Strategic Plan								*Performance Reporting*	
Focus Area	**Objective**	**Result Indicator**	**Service Category**	**Assessment**	**Funding Allocation** *(must total 100%)*	**Assigned Staff**	**Service Description**	***Client Type***	***Annual Target (Unduplicated Count)***
1. Health and Wellness	1.3. Children will be provided health, dental, mental health, developmental and vision screenings and/or preventative services.	1.3.1. Number of children who received developmental screenings.	Developmental Screenings	Ages and Stages Questionnaire-3 (ASQ-3) and/or Ages and Stages Questionnaire: Social-Emotional-2 (ASQ:SE-2). Administered according to the assessment schedule, based on the child's date of birth.	35%	Development Specialist (2) , Informational & Referral Specialist and Program Manager	1) Assist parents/guardians (with children ages 0-5) referred from participating agencies who are interested in a developmental assessment for their child(ren). The parents/guardians will be assisted with one of the following methods: (a.) The Development Specialist will complete a developmental assessment by phone; or (b.) Refer the parent/guardian to a participating partner; or (c.) request the parent/guardian complete the developmental assessment online. The Development Specialist will monitor (via texting service and online portal) and follow-up with parent/guardians to ensure a developmental screening was completed.	Children	300

ATTACHMENT A - SCOPE OF WORK-EVALUATION PLAN TEMPLATE

Organization: *Community Action Partnership of Kern*
Program Title: *Help Me Grow*
Fiscal Years: *07/01/2020 to 06/30/2025*

Program Officer: *Diana Navarro*
Finance Officer: *Charlene McNama*
Research Analyst: *Diana Navarro*

FIRST 5 KERN FOCUS AREA: Health and Wellness

F5 CA Result Area: Improved Child Health ***F5 CA Service Area: Early Intervention***

EVALUATION					*PROGRAM*				
Strategic Plan								*Performance Reporting*	
Focus Area	**Objective**	**Result Indicator**	**Service Category**	**Assessment**	**Funding Allocation** *(must total 100%)*	**Assigned Staff**	**Service Description**	***Client Type***	***Annual Target (Unduplicated Count)***
1. Health and Wellness	1.4. Children with identified special needs will be referred to appropriate services.	1.4.2. Number of identified special needs children who received special needs services.	Special Need-Services	N/A	35%	Development Specialist (2) , Informational & Referral Specialist and Program Manager	2) The Development Specialist will work with the First 5-Care Coordinator to coordinate services for children who received a developmental screening and require a referral for intervention services.	Children	N/A
4. Integration of Services	4.2. Community supportive services improvement efforts that support integration of services for parent education and support services.	4.2.2. Number of providers who attended collaborative meetings.	Collaborative Meetings (Providers)	N/A	5%	Development Specialist (2) , Informational & Referral Specialist and Program Manager	3) The Program Manager (or designated staff member) will attend the Kern County Child Assessment Team (KC-CAT) meetings and all other meetings related to the developmental screening initiative.	Providers	-
4. Integration of Services	4.4. Community strengthening efforts that support education and community awareness.	4.4.1. Number of providers who attended educational events on early childhood topics.	Educational Events (Providers)	N/A	5%	Development Specialist (2) , Informational & Referral Specialist and Program Manager	4) The Development Specialist will work with the First 5-Care Coordinator and First 5 Kern staff to engage with local agencies on strengthening the developmental screening partnership.	Providers	-

ATTACHMENT A - SCOPE OF WORK-EVALUATION PLAN TEMPLATE

Organization: *Community Action Partnership of Kern*
Program Title: *Help Me Grow*
Fiscal Years: *07/01/2020 to 06/30/2025*

Program Officer: *Diana Navarro*
Finance Officer: *Charlene McNama*
Research Analyst: *Diana Navarro*

FIRST 5 KERN FOCUS AREA: Health and Wellness

F5 CA Result Area: Improved Child Health ***F5 CA Service Area: Early Intervention***

EVALUATION					*PROGRAM*				
Strategic Plan								*Performance Reporting*	
Focus Area	**Objective**	**Result Indicator**	**Service Category**	**Assessment**	**Funding Allocation** *(must total 100%)*	**Assigned Staff**	**Service Description**	***Client Type***	***Annual Target (Unduplicated Count)***
4. Integration of Services	4.5. Develop and support the "Help Me Grow" system to improve children's access to developmental screenings.	4.5.1. Number of providers who attended Commission-led Ages and Stages Questionnaire trainings.	Trainings (ASQ)	N/A	10%	Development Specialist (2) , Informational & Referral Specialist and Program Manager	5) Staff will participate in trainings as required and provide support.	Providers	-
4. Integration of Services	4.5. Develop and support the "Help Me Grow" system to improve children's access to developmental screenings.	4.5.2. Number of partnering agencies providing Ages and Stages Questionnaire screenings.	Agencies (Developmental Screenings)	N/A	10%	Development Specialist (2) , Informational & Referral Specialist and Program Manager	6) Through the 211 program, we will work with the lead agency and support partners to build strong collaborative relationships to best serve the target population.	Agencies	-

KERN COUNTY CHILDREN AND FAMILIES COMMISSION
ATTACHMENT B1 - BUDGET FORM

ORGANIZATION:	Community Action Partnership of Kern
PROGRAM TITLE:	Help Me Grow
FISCAL YEAR:	07/01/2020 - 06/30/2021
FISCAL CONTACT:	Tracy Webster, Chief Financial Officer
CONTACT PHONE:	(661) 336-5236 **EMAIL:** twebster@capk.org

I. PERSONNEL SERVICES **Title, Name**	**Hourly Rate**	**Prop 10 Program Hours**	**Prop 10 Program Budget**	**Organization Support or In-Kind**	**Total Program Budget**
Program Manager	$ 29.05	416	$ 12,085	$ 48,339	$ 60,424
Development Specialist	$ 17.94	2,080	$ 37,315	$ -	$ 37,315
Development Specialist	$ 17.94	2,080	$ 37,315	$ -	$ 37,315
Information and Referral Specialist	$ 14.50	2,080	$ 30,160	$ -	$ 30,160
	$ -	-	$ -	$ -	$ -
Accountant	$ 27.78	-	$ -	$ 2,889	$ 2,889
	$ -	-	$ -	$ -	$ -
	$ -	-	$ -	$ -	$ -
	$ -	-	$ -	$ -	$ -
	$ -	-	$ -	$ -	$ -
	$ -	-	$ -	$ -	$ -
	$ -	-	$ -	$ -	$ -
	Total Salaries & Wages		$ 116,875	$ 51,228	$ 168,103
	Benefits		$ 28,963	$ 14,344	$ 43,307
	TOTAL PERSONNEL SERVICES		**$ 145,838**	**$ 65,572**	**$ 211,410**
II. SERVICES AND SUPPLIES	Travel		$ 2,000	$ -	$ 2,000
	Space Costs		$ -	$ 2,000	$ 2,000
	Supplies		$ 1,000	$ 1,200	$ 2,200
	Equipment		$ 650	$ 500	$ 1,150
	Consultant/Contract Services		$ 600	$ 1,000	$ 1,600
	Other Operating		$ -	$ 2,850	$ 2,850
			$ -	$ -	$ -
			$ -	$ -	$ -
			$ -	$ -	$ -
			$ -	$ -	$ -
			$ -	$ -	$ -
			$ -	$ -	$ -
			$ -	$ -	$ -
			$ -	$ -	$ -
			$ -	$ -	$ -
	TOTAL SERVICES AND SUPPLIES		**$ 4,250**	**$ 7,550**	**$ 11,800**
	SUBTOTAL I & II:		$ 150,088	$ 73,122	$ 223,210
III. INDIRECT					
	INDIRECT RATE :	**4.00%**	$ 6,004	$ 2,925	$ 8,928
	TOTAL INDIRECT		**$ 6,004**	**$ 2,925**	**$ 8,928**
GRAND TOTAL			**$ 156,092**	**$ 76,047**	**$ 232,138**

Note: This Budget represents cost estimates based upon the Scope of Work-Evaluation Plan. The actual amount expended annually in any given line item may be higher or lower than the cost estimate. The maximum annual total expenditures will not exceed the annual Prop 10 Budget which is included in the maximum compensation stated in Paragraph 4 of the Agreement.

KERN COUNTY CHILDREN AND FAMILIES COMMISSION
ATTACHMENT B2 - BUDGET FORM

ORGANIZATION: Community Action Partnership of Kern

PROGRAM TITLE: Help Me Grow

FISCAL YEAR: 07/01/2021 - 06/30/2022

FISCAL CONTACT: Tracy Webster, Chief Financial Officer

CONTACT PHONE: (661) 336-5236 **EMAIL:** twebster@capk.org

I. PERSONNEL SERVICES Title, Name	Hourly Rate	Prop 10 Program Hours	Prop 10 Program Budget	Organization Support or In-Kind	Total Program Budget
Program Manager	$ 30.50	416	$ 12,688	$ 50,752	$ 63,440
Development Specialist	$ 18.48	2,080	$ 38,435	$ -	$ 38,435
Development Specialist	$ 18.48	2,080	$ 38,438	$ -	$ 38,438
Information and Referral Specialist	$ 15.50	2,080	$ 32,240	$ -	$ 32,240
	$ -	-	$ -	$ -	$ -
Accountant	$ 28.61	-	$ -	$ 2,976	$ 2,976
	$ -	-	$ -	$ -	$ -
	$ -	-	$ -	$ -	$ -
	$ -	-	$ -	$ -	$ -
	$ -	-	$ -	$ -	$ -
	$ -	-	$ -	$ -	$ -
	$ -	-	$ -	$ -	$ -
Total Salaries & Wages			$ 121,801	$ 53,728	$ 175,529
Benefits			$ 30,446	$ 15,044	$ 45,490
TOTAL PERSONNEL SERVICES			**$ 152,247**	**$ 68,772**	**$ 221,019**
II. SERVICES AND SUPPLIES					
Travel			$ 2,040	$ -	$ 2,040
Space Cots			$ -	$ 2,040	$ 2,040
Supplies			$ 1,200	$ 1,224	$ 2,424
Equipment			$ 663	$ 510	$ 1,173
Consultant/Contract Services			$ 612	$ 1,020	$ 1,632
Other Operating			$ -	$ 2,907	$ 2,907
			$ -	$ -	$ -
			$ -	$ -	$ -
			$ -	$ -	$ -
			$ -	$ -	$ -
			$ -	$ -	$ -
			$ -	$ -	$ -
			$ -	$ -	$ -
			$ -	$ -	$ -
			$ -	$ -	$ -
TOTAL SERVICES AND SUPPLIES			**$ 4,515**	**$ 7,701**	**$ 12,216**
SUBTOTAL I & II:			$ 156,762	$ 76,473	$ 233,235
III. INDIRECT					
INDIRECT RATE :	**4.00%**		$ 6,270	$ 3,059	$ 9,329
TOTAL INDIRECT			**$ 6,270**	**$ 3,059**	**$ 9,329**
GRAND TOTAL			**$ 163,032**	**$ 79,532**	**$ 242,564**

Note: This Budget represents cost estimates based upon the Scope of Work-Evaluation Plan. The actual amount expended annually in any given line item may be higher or lower than the cost estimate. The maximum annual total expenditures will not exceed the annual Prop 10 Budget which is included in the maximum compensation stated in Paragraph 4 of the Agreement.

KERN COUNTY CHILDREN AND FAMILIES COMMISSION
ATTACHMENT B3 - BUDGET FORM

ORGANIZATION:	Community Action Partnership of Kern
PROGRAM TITLE:	Help Me Grow
FISCAL YEAR:	07/01/2022 - 06/30/2023
FISCAL CONTACT:	Tracy Webster, Chief Financial Officer
CONTACT PHONE:	(661) 336-5236 **EMAIL:** twebster@capk.org

I. PERSONNEL SERVICES **Title, Name**	**Hourly Rate**	**Prop 10 Program Hours**	**Prop 10 Program Budget**	**Organization Support or In-Kind**	**Total Program Budget**
Program Manager	$ 31.41	416	$ 13,067	$ 52,266	$ 65,333
Development Specialist	$ 19.02	2,080	$ 39,562	$ -	$ 39,562
Development Specialist	$ 19.02	2,080	$ 39,562	$ -	$ 39,562
Information and Referral Specialist	$ 15.96	2,080	$ 33,197	$ -	$ 33,197
	$ -	-	$ -	$ -	$ -
Accountant	$ 29.45	-	$ -	$ 3,062	$ 3,062
	$ -	-	$ -	$ -	$ -
	$ -	-	$ -	$ -	$ -
	$ -	-	$ -	$ -	$ -
	$ -	-	$ -	$ -	$ -
	$ -	-	$ -	$ -	$ -
	$ -	-	$ -	$ -	$ -
	Total Salaries & Wages		$ 125,387	$ 55,328	$ 180,715
	Benefits		$ 35,089	$ 15,492	$ 50,581
	TOTAL PERSONNEL SERVICES		**$ 160,476**	**$ 70,820**	**$ 231,296**
II. SERVICES AND SUPPLIES	Travel		$ 2,080	$ -	$ 2,080
	Space Cots		$ -	$ 2,080	$ 2,080
	Supplies		$ 1,250	$ 1,248	$ 2,498
	Equipment		$ 676	$ 520	$ 1,196
	Consultant/Contract Services		$ 624	$ 1,040	$ 1,664
	Other Operating		$ -	$ 2,964	$ 2,964
			$ -	$ -	$ -
			$ -	$ -	$ -
			$ -	$ -	$ -
			$ -	$ -	$ -
			$ -	$ -	$ -
			$ -	$ -	$ -
			$ -	$ -	$ -
			$ -	$ -	$ -
			$ -	$ -	$ -
	TOTAL SERVICES AND SUPPLIES		**$ 4,630**	**$ 7,852**	**$ 12,482**
	SUBTOTAL I & II:		$ 165,106	$ 78,672	$ 243,778
III. INDIRECT					
	INDIRECT RATE :	**4.00%**	$ 6,604	$ 3,147	$ 9,751
	TOTAL INDIRECT		**$ 6,604**	**$ 3,147**	**$ 9,751**
GRAND TOTAL			**$ 171,710**	**$ 81,819**	**$ 253,529**

Note: This Budget represents cost estimates based upon the Scope of Work-Evaluation Plan. The actual amount expended annually in any given line item may be higher or lower than the cost estimate. The maximum annual total expenditures will not exceed the annual Prop 10 Budget which is included in the maximum compensation stated in Paragraph 4 of the Agreement.

KERN COUNTY CHILDREN AND FAMILIES COMMISSION
ATTACHMENT B4 - BUDGET FORM

ORGANIZATION: Community Action Partnership of Kern

PROGRAM TITLE: Help Me Grow

FISCAL YEAR: 07/01/2023 - 06/30/2024

FISCAL CONTACT: Tracy Webster, Chief Financial Officer

CONTACT PHONE: (661) 336-5236 **EMAIL:** twebster@capk.org

I. PERSONNEL SERVICES Title, Name	Hourly Rate	Prop 10 Program Hours	Prop 10 Program Budget	Organization Support or In-Kind	Total Program Budget
Program Manager	$ 32.35	416	$ 13,458	$ 53,830	$ 67,288
Development Specialist	$ 19.55	2,080	$ 40,664	$ -	$ 40,664
Development Specialist	$ 19.55	2,080	$ 40,664	$ -	$ 40,664
Information and Referral Specialist	$ 16.44	2,080	$ 34,195	$ -	$ 34,195
	$ -	-	$ -	$ -	$ -
Accountant	$ 30.28	-	$ -	$ 3,149	$ 3,149
	$ -	-	$ -	$ -	$ -
	$ -	-	$ -	$ -	$ -
	$ -	-	$ -	$ -	$ -
	$ -	-	$ -	$ -	$ -
	$ -	-	$ -	$ -	$ -
	$ -	-	$ -	$ -	$ -
	Total Salaries & Wages		$ 128,981	$ 56,979	$ 185,960
	Benefits		$ 36,139	$ 15,954	$ 52,093
	TOTAL PERSONNEL SERVICES		**$ 165,120**	**$ 72,933**	**$ 238,053**
II. SERVICES AND SUPPLIES	Travel		$ 2,120	$ -	$ 2,120
	Space Cots		$ -	$ 2,120	$ 2,120
	Supplies		$ 1,500	$ 1,272	$ 2,772
	Equipment		$ 689	$ 530	$ 1,219
	Consultant/Contract Services		$ 636	$ 1,060	$ 1,696
	Other Operating		$ -	$ 3,021	$ 3,021
			$ -	$ -	$ -
			$ -	$ -	$ -
			$ -	$ -	$ -
			$ -	$ -	$ -
			$ -	$ -	$ -
			$ -	$ -	$ -
			$ -	$ -	$ -
			$ -	$ -	$ -
			$ -	$ -	$ -
	TOTAL SERVICES AND SUPPLIES		**$ 4,945**	**$ 8,003**	**$ 12,948**
	SUBTOTAL I & II:		$ 170,065	$ 80,936	$ 251,001
III. INDIRECT					
	INDIRECT RATE :	**4.00%**	$ 6,803	$ 3,237	$ 10,040
	TOTAL INDIRECT		**$ 6,803**	**$ 3,237**	**$ 10,040**
GRAND TOTAL			**$ 176,868**	**$ 84,173**	**$ 261,041**

Note: This Budget represents cost estimates based upon the Scope of Work-Evaluation Plan. The actual amount expended annually in any given line item may be higher or lower than the cost estimate. The maximum annual total expenditures will not exceed the annual Prop 10 Budget which is included in the maximum compensation stated in Paragraph 4 of the Agreement.

KERN COUNTY CHILDREN AND FAMILIES COMMISSION
ATTACHMENT B5 - BUDGET FORM

ORGANIZATION: Community Action Partnership of Kern

PROGRAM TITLE: Help Me Grow

FISCAL YEAR: 07/01/2024 - 06/30/2025

FISCAL CONTACT: Tracy Webster, Chief Financial Officer

CONTACT PHONE: (661) 336-5236 **EMAIL:** twebster@capk.org

I. PERSONNEL SERVICES Title, Name	Hourly Rate	Prop 10 Program Hours	Prop 10 Program Budget	Organization Support or In-Kind	Total Program Budget
Program Manager	$ 33.32	416	$ 13,861	$ 55,444	$ 69,305
Development Specialist	$ 20.09	2,080	$ 41,787	$ -	$ 41,787
Development Specialist	$ 20.09	2,080	$ 41,787	$ -	$ 41,787
Information and Referral Specialist	$ 16.93	2,080	$ 35,214	$ -	$ 35,214
	$ -	-	$ -	$ -	$ -
Accountant	$ 31.11	-	$ -	$ 3,236	$ 3,236
	$ -	-	$ -	$ -	$ -
	$ -	-	$ -	$ -	$ -
	$ -	-	$ -	$ -	$ -
	$ -	-	$ -	$ -	$ -
	$ -	-	$ -	$ -	$ -
	$ -	-	$ -	$ -	$ -
	Total Salaries & Wages		$ 132,650	$ 58,680	$ 191,330
	Benefits		$ 37,157	$ 16,430	$ 53,587
	TOTAL PERSONNEL SERVICES		**$ 169,807**	**$ 75,110**	**$ 244,917**
II. SERVICES AND SUPPLIES	Travel		$ 2,160	$ -	$ 2,160
	Space Cots		$ -	$ 2,160	$ 2,160
	Supplies		$ 1,970	$ 1,296	$ 3,266
	Equipment		$ 702	$ 540	$ 1,242
	Consultant/Contract Services		$ 648	$ 1,080	$ 1,728
	Other Operating		$ -	$ 3,078	$ 3,078
			$ -	$ -	$ -
			$ -	$ -	$ -
			$ -	$ -	$ -
			$ -	$ -	$ -
			$ -	$ -	$ -
			$ -	$ -	$ -
			$ -	$ -	$ -
			$ -	$ -	$ -
			$ -	$ -	$ -
	TOTAL SERVICES AND SUPPLIES		**$ 5,480**	**$ 8,154**	**$ 13,634**
	SUBTOTAL I & II:		$ 175,287	$ 83,264	$ 258,551
III. INDIRECT					
	INDIRECT RATE :	**4.00%**	$ 7,011	$ 3,331	$ 10,342
	TOTAL INDIRECT		**$ 7,011**	**$ 3,331**	**$ 10,342**
GRAND TOTAL			**$ 182,298**	**$ 86,595**	**$ 268,893**

Note: This Budget represents cost estimates based upon the Scope of Work-Evaluation Plan. The actual amount expended annually in any given line item may be higher or lower than the cost estimate. The maximum annual total expenditures will not exceed the annual Prop 10 Budget which is included in the maximum compensation stated in Paragraph 4 of the Agreement.

ATTACHMENT C
SUSTAINABILITY PLAN

I. General Information

Organization: Community Action Partnership of Kern

Program Title: Help Me Grow Kern

Proposal Period: 07/01/2020 - 06/30/2025

Focus Area: Health and Wellness

II. Other Sources of Funding (Current)

- The 2-1-1 Kern program budget is comprised of up to 10 grants, consisting of Federal, State, and local funding, including two grants under First 5 - 2-1-1 Kern and Help Me Grow.
- First 5 Kern / 2-1-1 Information and Referral Services - $105,697 per year, linking families with children 0-5 to health insurance and prenatal care for pregnant women.
- CalFresh in partnership with San Diego 2-1-1 - $50,000 from the California Department of Social Services for CalFresh Information and Referral Services.
- Housing and Urban Development (HUD) - $236,838 for homeless related activities under the Coordinated Entry program, in partnerships with the Kern County Homeless Collaborative-Continuum of Care.
- County of Kern Department of Public Health Services Emergency Preparedness (PHEP) - $10,000 for computer hardware.
- County of Kern / Bioterrorism and Office Emergency Services (OES) - $45,000 for emergency services.
- Multi-County 2-1-1 United Way programs - $167,400 for back office support.
- CAPK's Low-Income Home Energy Assistance Program (LIHEAP) - $300,000 for I&R and enrollment assistance.
- U.S. Department of Health & Human Services/Community Services Block Grant (CSBG) - $190,000 for general operating support.

III. Other Sources of Funding (Anticipated)

- Anticipated funding includes California Department of Social Services to expand existing funding/services to increase CalFresh enrollments for people receiving SSI/SSD and California Department of Community Services and Development to assist those effected by recent earthquakes. The Agency continues to apply to sources such as the Kern County Continuum of Care, Housing and Urban Development, and others for funding to support the homeless efforts. Lastly, CAPK is working with United Way and Dignity Health on a community solution that creates linkages between hospitals, clinics, and local community service providers vital to underserved populations. This project will involve a network of community partners to address the social determinants of health and linking individuals to appropriate community resources.
- With the exception of the HUD homeless grant, ($236,838), the actual amount of other anticipated sources of funding are currently unknown, as they are in the build-out and/or discussion phases. The 2-1-1 annual general operating support from the U.S. Department of Health & Human Services/Community Services Block Grant fluctuates. CAPK 2-1-1 receives an estimated $180k per year. CAPK anticipates similar funding going forward, contingent upon available funds from the State and needs of the Agency.
- Outreach and development efforts are ongoing to build 2-1-1 Kern's relationships with agencies locally and in other counties to provide information and referral services and special projects.

ATTACHMENT C
SUSTAINABILITY PLAN

IV. Highlight Sustainability Goals

- Continue to seek and implement opportunities to leverage approximately 30-40% of funding for its operational budget from governmental, public and/or private resources.
- Research funding opportunities and apply to a minimum of two funders each fiscal year, using the Agency's Community Development Division grant writers.
- Capitalize on and promote referrals to programs that offer reimbursements for referrals.

V. Action Steps

- CAPK will continue to build on the relationships with our current funders and continue to offer customer-centered, quality I&R services, including working with the cohort of services providers as part of the Help Me Grow model and the Kern County Child Assessment Team (KC-CAT). To date we have met all requirements of the contracts we have with our funders and continue to receive satisfactory evaluations and financial support from these organizations.
- 2-1-1 Kern is accredited by the national Alliance for Information and Referral Systems (AIRS) and I&R service procedures have been established according to that organization's standards which cover areas such as code of conduct, confidentiality, child and elder abuse reporting, and disaster/emergency response.
- 2-1-1 Kern continues its membership in 2-1-1 California, the statewide network for local 2-1-1 information and referral providers that works in collaboration with United Ways of California and the California Alliance of Information and Referral Services (CAIRS). 2-1-1 Kern will continue to support 2-1-1 California's mission to ensure that California develops the statewide infrastructure and support necessary to ensure quality 2-1-1 services for everyone.
- Continue to partner with the Department of Human Services to recruit students and individuals involved with the CalWORKs program to volunteer as Information & Referral Specialists for 2-1-1 Kern. The volunteers enable 2-1-1 Kern to provide increased Information & Referral services during peak call periods, such as mornings, holidays, summer months, and emergency conditions.

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Budget & Finance Committee

From: Irene Fonseca, 2-1-1 Program Manager

Date: February 19, 2020

Subject: *Agenda Item 6c:* Kern County Children and Families Commission, First 5 Kern, 2-1-1 - **Action Item**

The CAPK 2-1-1 Kern Call Center has received notification for a contract renewal through the Kern County Children and Families Commission, known as First 5 Kern. The objective of First 5 Kern is to link parents or guardians of children ages 0-5 with social service referrals.

The 2-1-1 Kern Program has been awarded $450,000, for a term of five years beginning 7/1/20 and expiring on 6/30/25 to provide social service referrals.

Through the 2-1-1 Kern Call Center, all callers will be screened to identify parents or guardians of children ages 0-5. Callers will be referred to appropriate social services for health insurance application assistance and all other necessary services. Callers will also be offered a developmental screening to see how their child is growing and developing for his or her age. Callers will then be referred to a participating Help Me Grow partner.

The current staffing profile for 2-1-1 Kern County is nineteen Information and Referral Specialists, one Development Specialist, one Program Specialist, one Supervisor, one Program Manager. The contract includes a portion of personnel services, supplies and operational costs.

Recommendation
Staff recommends the approval of the Kern County Children and Families Commission for the 2-1-1 Kern contract and authorize the Chief Executive Officer to execute the contract on behalf of the Board.

Attachments
Agreement Kern County Children and Families Commission and Community Action Partnership of Kern - First 5 Kern 2-1-1

AGREEMENT
Kern County Children and Families Commission
and
Community Action Partnership of Kern

THIS AGREEMENT is made and entered into this July 1, 2020, by and between the Kern County Children and Families Commission, a legal public entity established in accordance with the California Children and Families Act of 1998 (hereinafter "Commission"), and Community Action Partnership of Kern, (hereinafter "Contractor"), whose principal place of business is Bakersfield, California. (Whenever Commission and Contractor perform duties or obligations jointly, Commission and Contractor will be referred to as "Parties").

WITNESSETH:

WHEREAS

a. The voters of the State of California have enacted the California Children and Families Act of 1998 (hereinafter "The Act"), codified in Health and Safety Code Section 130100 et seq., also known as Proposition 10; and

b. The Board of Supervisors of Kern County has established, pursuant to The Act and Kern County Ordinance Code 2.100, the Kern County Children and Families Commission; and

c. Commission desires to create and implement a comprehensive, collaborative, and integrated system for the purposes of promoting, supporting, and improving the early development of children from the prenatal stage to five years of age; and

d. Commission is authorized to enter into agreements for professional services pursuant to The Act and the Kern County Ordinance Code; and

e. Contractor is able, qualified and willing to perform services for Commission.

NOW THEREFORE, in consideration of the promises herein stated and intending to be legally bound hereby, the Parties hereto mutually agree as follows:

1. TERM

This Agreement shall be deemed in force as of the date first above written and shall remain in effect until June 30, 2025, unless sooner terminated as hereinafter provided.

2. RESPONSIBILITIES OF CONTRACTOR

Contractor shall provide, to the satisfaction of the Commission, the services described in **Attachment A, Scope of Work-Evaluation Plan**. Contractor agrees to comply with all requirements of the Commission, including policies and procedures now in effect, or yet to be established, for monitoring, reporting, and evaluating Contractor's performance and for payment of Contractor's actual cost of providing the services herein described. The

Commission shall apply policies and procedures developed after the date of this Agreement prospectively from the date of their adoption.

Contractor agrees to provide any information that is reasonably related to the performance of this Agreement required at the time of the execution of this Agreement or at any time during the term of this Agreement.

Contractor agrees to comply with the requirements of and to implement the actions and activities described in **Attachment C, Sustainability Plan**.

3. RESPONSIBILITIES OF COMMISSION

Commission shall have and exercise responsibility for establishing and providing policies and procedures for monitoring, reporting, and evaluating Contractor's performance and for payment of Contractor's compensation.

4. COMPENSATION

Compensation to Contractor shall be based upon actual costs as described in **Attachments B1-B5, Budget Forms**. Commission will reimburse Contractor for all necessary and reasonable expenses incurred in accordance with the Budget Forms for providing the services on behalf of Commission in an aggregate amount not to exceed $450,000 in accordance with **Attachments B1-B5**, which is attached hereto and made a part hereof. No reimbursement will be made for any expense that is determined by the Commission in its sole discretion to be a supplanting of state or local General Fund money. The Commission may withhold funds when the required information is not submitted. Any unexpended funds at the end of the Contractor's fiscal year reverts to the Commission's general fund and are not to be rolled over to the Contractor.

5. REIMBURSEMENT POLICY AND BILLING REQUIREMENTS

Contractor shall submit all Claims for Payment quarterly in a form approved by Commission, and said form shall contain an itemization of all costs and fees broken down quarterly. Contractor shall send each Request for Payment to Commission for review and processing. Commission will make payment to Contractor within forty-five (45) days of receipt and approval of each Request for Payment.

If, during the term of this Agreement, Contractor obtains funding or other income from a source other than the Commission and such funding or other income is in excess of that shown as part of the Budget Forms and such funding or other income relates directly to the program or activity funded pursuant to this Agreement, then Contractor shall so notify the Commission in writing at the next quarterly request for payment. Commission may, at its sole discretion reduce the amount of funding by the amount of unanticipated revenue received by Contractor.

6. REPRESENTATIONS

Contractor makes the following representations, which are agreed to be material to and form a part of the inducement for this Agreement:

a. Contractor has the expertise, support staff and facilities necessary to provide the services described in this Agreement; and

b. Contractor does not have any actual or potential interests adverse to Commission, nor does Contractor represent a person or firm with an interest adverse to Commission with reference to the subject of this Agreement; and

c. Contractor shall diligently provide all required services in a timely and professional manner in accordance with the terms and conditions stated in this Agreement.

7. SUPPLEMENTING EXISTING SERVICE LEVELS AND SUPPLANTING OTHER FUNDING

The Parties to this Agreement have read and understand the provisions of Section 30131.4 of the Revenue and Taxation Code relating to the use of the funds collected pursuant to the California Children and Families Act of 1998. Contractor agrees that all funds shall be expended only for the purposes expressed in the California Children and Families Act, and shall be used only to supplement existing levels of service and not to fund existing levels of service. Contractor further agrees and guarantees that no funds provided by Commission shall be used to supplant state or local General Fund money for any purpose. Any material act of omission or commission causing failure to fully comply with these requirements shall be cause for immediate termination of the Agreement.

8. EVALUATION

a. Services to be provided by Contractor shall be evaluated by Commission on a continuing basis. The evaluation of the services will be based upon the results-based accountability framework described in the Commission's Strategic Plan, which is incorporated by this reference as if set forth in full. Contractor understands and agrees to cooperate fully in the continuing development of the evaluation program and methodology. The continued funding of the services to be provided is expressly understood and agreed to be dependent upon the success of the program. Contractor and Commission will use the methodology stated in **Attachment A, Scope of Work-Evaluation Plan**, to make judgments regarding success. Contractor understands and agrees that any determination regarding the success of the program for purposes of the continuation of funding of the program is solely the responsibility and prerogative of the Commission.

b. Commission shall notify Contractor of deficiencies in writing. Said written notification shall provide a detailed description of the deficiency and a procedure to respond or contest the deficiency. Contractor shall have ten (10) working days from receipt of the deficiency statement to respond in writing to the Commission. Commission or

Commission's designee shall have sole discretion in determining whether Contractor's response sufficiently explains any deficiency. Commission may accept Contractor's explanation in full, in part, and/or direct Contractor to take corrective action. Commission shall notify Contractor in writing of Commission's final decision. Responses by Contractor shall be in accordance with Section 16, Notices. Nothing in this section shall limit or preclude Commission's right to terminate the contract as provided for in Section 9, Termination. Nothing in this Agreement prevents Contractor from seeking judicial review of such a final administrative decision.

9. TERMINATION

Commission may at its election, at any time and without cause ("Termination without Cause"), terminate this Agreement by written notice to Contractor. Said termination shall be deemed effective ten (10) days after personal delivery or fifteen (15) days after mailing by regular U.S. mail, postage prepaid. Should the Commission terminate this Agreement without cause as provided in the foregoing sentence, Commission shall pay Contractor for all satisfactory services rendered by Contractor prior to the effective date of termination in an amount not to exceed the maximum dollar amount indicated in Section 4 herein. Furthermore, either Party may immediately terminate this Agreement should the other Party fail to substantially perform in accordance with the terms and conditions of this Agreement through no fault of the Party initiating the termination. In the event of Termination with Cause, where the Commission has failed to substantially perform, the Commission shall be liable to the Contractor for all satisfactory services rendered by Contractor. Contractor shall not be entitled to any other damages of whatever kind or nature, general, consequential, or punitive. In the event of Termination with Cause where Contractor failed to substantially perform, the Commission shall, in addition to terminating the Contract, have the right to pursue all remedies in law or equity.

10. NON-APPROPRIATION

In addition to termination with cause under Section 9, Commission reserves the right to terminate this Agreement in the event insufficient funds are appropriated or budgeted to the Commission from its funding source under the Act (or any other source of funding for the Commission) for this Agreement in any fiscal year. Notwithstanding any other notice provision in this Agreement, Commission shall give Contractor thirty (30) days written notice of the termination. Said termination shall be deemed given ten (10) days after personal delivery or fifteen (15) days after mailing by regular U.S. mail, postage prepaid. Upon such termination, Commission will be released from any further financial obligation to Contractor, except for services performed prior to the date of termination or any liability due to any default existing at the time this clause is exercised. Should Commission terminate this Agreement as provided herein, Commission shall pay Contractor for all satisfactory services rendered by Contractor prior to the effective date of termination in an amount not to exceed the maximum dollar amount indicated in Section 4 herein. Contractor shall not be entitled to any other compensation or damages of any kind or nature.

11. ASSIGNMENT

Contractor shall not assign or transfer this Agreement or its obligations hereunder or any part thereof. Contractor shall not assign any monies due or which become due to Contractor under this Agreement without the prior written approval of Commission.

12. NEGATION OF PARTNERSHIP

In the performance of the services under this Agreement, Contractor shall be, and acknowledges that Contractor is in fact and law, an independent contractor and not an agent or employee of Commission. Contractor has and retains the right to exercise full supervision and control over the manner and methods of providing services to Commission under this Agreement. Contractor retains full supervision and control over the employment, direction, compensation and discharge of all persons assisting Contractor in the provision of services under this Agreement. With respect to Contractor's employees, if any, Contractor shall be solely responsible for payment of wages, benefits and other compensation, compliance with all occupational safety, welfare and civil rights laws, tax withholding and payment of employment taxes whether federal, state or local, and compliance with any and all other laws regulating employment.

13. INDEMNIFICATION

Contractor agrees to indemnify, defend and hold harmless Commission and Commission's agents, Commission members, elected and appointed officials and officers, employees, volunteers and authorized representatives from any and all losses, liabilities, charges, damages, claims, liens, causes of action, awards, judgments, costs, and expenses (including, but not limited to, reasonable attorneys' fees of Commission Counsel and counsel retained by Commission, expert fees, costs of staff time, and investigation costs) of whatever kind or nature, which arise out of or are in any way connected with any act or omission of Contractor or Contractor's officers, agents, employees, independent contractors, subcontractors of any tier, or authorized representatives except to the extent caused by the active sole negligence of the Commission, its agents, Commission members, officers, employees, volunteers or authorized representatives. Without limiting the generality of the foregoing, the same shall include injury or death to any person or persons; damage to any property, regardless of where located, including the property of Commission; and any workers' compensation claim or suit arising from or connected with any services performed pursuant to this Agreement on behalf of Contractor by any person or entity.

14. INSURANCE

Contractor, in order to protect Commission and its members, officials, agents, officers, and employees against all claims and liability for death, injury, loss and damage as a result of Contractor's actions in connection with the performance of Contractor's obligations, as required in this Agreement, shall secure and maintain insurance as described below. Contractor shall not perform any work under this Agreement until Contractor has obtained all insurance required under this section and the required certificates of insurance and completed endorsements have been filed with and approved by Commission. Contractor shall pay any deductibles and self-insured retentions under all required insurance policies.

a. Workers' Compensation Insurance Requirement. Contractor shall submit written proof that Contractor is insured against liability for workers' compensation in accordance with the provisions of Section 3700 of the Labor Code. In signing this Agreement, Contractor makes the following certification, required by Section 1861 of the Labor Code:

"I am aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and I will comply with such provisions before commencing the performance of the work of this Agreement."

Contractor shall require any subcontractors to provide workers' compensation for all of the subcontractors' employees, unless the subcontractors' employees are covered by the insurance afforded by Contractor. If any class of employees engaged in work or services performed under this Agreement is not covered by Labor Code Section 3700, Contractor shall provide and/or require each subcontractor to provide adequate insurance for the coverage of employees not otherwise covered.

b. Liability Insurance Requirements.

1) Contractor shall maintain in full force and effect, at all times during the term of this Agreement, the following insurance:

a) Commercial General Liability Insurance, including, but not limited to, Contractual Liability Insurance (specifically concerning the indemnity provisions of this Agreement), Products-Completed Operations Hazard, Personal Injury (including bodily injury and death), and Property Damage for liability arising out of Contractor's performance of work under this Agreement. Said insurance coverage shall have minimum limits for Bodily Injury and Property Damage liability equal to the policy limits, but not less than Five Hundred Thousand Dollars ($500,000) each occurrence and One Million Dollars ($1,000,000) aggregate.

b) Automobile Liability Insurance against claims of Personal Injury (including bodily injury and death) and Property Damage covering all owned, leased, hired and non-owned vehicles used in the performance of services pursuant to this Agreement with minimum limits for Bodily Injury and Property Damage liability equal to the policy limits, but not less than Five Hundred Thousand Dollars ($500,000) each occurrence and One Million Dollars ($1,000,000) aggregate. Such insurance shall be provided by a business or commercial vehicle policy.

c) Professional Liability Insurance, for liability arising out of, or in connection with, the performance of all required services under this Agreement, with limits equal to the policy limits, but not less than Five Hundred Thousand Dollars ($500,000) per claimant and One Million Dollars ($1,000,000) aggregate.

2) The Commercial General Liability Insurance required in this subparagraph b. shall include an endorsement naming the Commission and Commission members, officials, officers, agents and employees as additional insureds for liability arising out of this Agreement and any operations related thereto.

3) If any of the insurance coverage required under this Agreement is written on a claims-made basis, the insurance policy shall provide an extended reporting period of not less than four (4) years following the termination of this Agreement or completion of Contractor's work specified in this Agreement, whichever is later.

4) Prior to Contractor commencing any of its obligations under this Agreement, evidence of insurance in compliance with the requirements above shall be furnished to Commission by Certificate of Insurance and a copy of the completed endorsement. Receipt of evidence of insurance that does not comply with above requirements shall not constitute a waiver of the insurance requirements set forth above.

c. Cancellation of Insurance. The above-stated insurance coverage required to be maintained by Contractor shall be maintained until the completion of all of Contractor's obligations under this Agreement, and shall not be reduced, modified, or canceled without thirty (30) days prior written notice to Commission. Contractor shall immediately obtain replacement coverage for any insurance policy that is terminated, canceled, non-renewed, or whose policy limits have been exhausted or upon insolvency of the insurer that issued the policy.

d. Company Rating. All insurance shall be issued by a company or companies listed in the current "Best's Key Rating Guide" publication with a minimum of an "A-VII" rating or, in special circumstances, be pre-approved by Commission.

e. Self-Insurance. If Contractor is or becomes during the term of this Agreement, self-insured or a member of a self-insurance pool, Contractor shall provide

coverage equivalent to the insurance coverage and endorsements required above. Commission will not accept such coverage unless Commission determines in its sole discretion and by written acceptance that the coverage proposed to be provided is equivalent to the above-required coverage.

f. Primary Insurance. All insurance afforded by Contractor pursuant to this Agreement shall be primary to and not contributing to any other insurance maintained by Commission.

g. Relief from Liability. Insurance coverage in the minimum amounts set forth herein shall not be construed to relieve Contractor for any liability, whether within, outside, or in excess of such coverage, and regardless of solvency or insolvency of the insurer that issues the coverage; nor shall it preclude Commission from taking such other actions as are available to it under any other provision of this Agreement or otherwise in law.

h. Failure to Maintain Insurance. Failure by Contractor to maintain all such insurance in effect at all times required by this Agreement shall be a material breach of this Agreement by Contractor. Commission, at its sole option, may terminate this Agreement and obtain damages from Contractor resulting from said breach. Alternatively, Commission may purchase such required insurance coverage and without further notice to Contractor, Commission shall deduct from sums due to Contractor any premiums and associated costs advanced or paid by Commission for such insurance. If the balance of monies obligated to Contractor pursuant to this Agreement is insufficient to reimburse Commission for the premiums and any associated costs, Contractor agrees to reimburse Commission for the premiums and pay for all costs associated with the purchase of said insurance. Any failure by Commission to take this alternative action shall not relieve Contractor of its obligation to obtain and maintain the insurance coverage required by this Agreement.

15. NOTICES

Notices to be given by one Party to the other shall be given in writing by personal delivery, by certified mail, return receipt requested, or express delivery service at the addresses specified below. Notices delivered personally shall be deemed received upon receipt; mailed or expressed notices shall be deemed received four (4) days after deposit. A Party may change the address to which notice is to be given by giving notice as provided above.

Notice to Commission shall be addressed as follows:

Roland Maier, Executive Director
Kern County Children and Families Commission
2724 L Street
Bakersfield, CA 93301

Notice to Contractor shall be addressed as follows:

Mr. Jeremy T. Tobias, Chief Executive Officer
Community Action Partnership of Kern
5005 Business Park North
Bakersfield, Ca. 93309

Nothing in this Agreement shall be construed to prevent or render ineffective delivery of notices required or permitted under this Agreement by personal service.

16. SPONSORSHIP AND FUNDING ATTRIBUTION

Contractor shall provide public recognition for the Commission and Proposition 10 funding in all materials produced for the purpose of public education and outreach regarding the program. Materials shall include, but not be limited to brochures; flyers; television, radio and print ads; public service announcements; presentations; telephone hold messages; and outdoor ads. In order to assist in the public recognition of the Commission and Proposition 10 funding, Contractor agrees to the following:

a. Generally, to follow policies and procedures related to public education and outreach as provided by the Commission.

b. When the Program is ready for announcement to the public, the Contractor will contact the Commission's communications officer or other designee to discuss the Program and arrange for publicity and media coverage.

c. All public education and outreach materials produced for the purpose of publicizing the Program will be approved by the Commission before they are disseminated to the public.

d. All materials will include the language "Sponsored by First 5 Kern. Funded by Proposition 10."

e. Where appropriate, Contractor will use the Commission logo in public education and outreach materials. All questions regarding the appropriateness of use will be directed to the Commission.

Where appropriate, the Contractor will allow placement of a commemorative plaque recognizing the Commission and Proposition 10 in making the Program possible.

17. OWNERSHIP AND MAINTENANCE OF DOCUMENTS

All reports, documents and other items (including but not limited to research, scientific, statistical and/or marketing material or data) generated, gathered or otherwise produced in the course of providing services to Commission under this Agreement are and shall remain

the property of Commission, and shall, at the option of the Commission, be returned to Commission upon full completion of all services by Contractor or termination of this Agreement, whichever first occurs. If, however, the Commission does not request the return of any or all of the documents at the conclusion or termination of this Agreement, Contractor shall maintain such documentation for the period, and in the manner, specified in Section 34a. herein below. Additionally, no report, document or other items (including but not limited to research, scientific, statistical and/or marketing material or data) generated, gathered or otherwise produced in the course of providing services to Commission may be released, transferred or published in any fashion whatsoever without the written consent of Commission.

18. CONFLICT OF INTEREST

The Parties to this Agreement have read and understand the provisions of Section 1090, et seq. and Section 87100, et seq. of the Government Code relating to conflict of interest of public officers and employees. Contractor agrees that they are unaware of any financial or economic interest of any public officer or employee of Commission relating to this Agreement. It is further understood and agreed that if such a financial interest does exist at the inception of this Agreement, Commission may immediately terminate this Agreement by giving written notice thereof. Contractor shall comply with the requirements of Government Code Section 87100, et seq. during the term of this Agreement.

19. SOLE AGREEMENT

This document, including all attachments hereto, contains the entire agreement between the Parties relating to the services, rights, obligations and covenants contained herein and assumed by the Parties respectively. No inducements, representations or promises have been made, other than those recited in this Agreement. No oral promise, modification, change or inducement shall be effective or given any force or effect.

20. AUTHORITY TO BIND COMMISSION

It is understood that Contractor, in Contractor's performance of any and all duties under this Agreement, has no authority to bind Commission to any agreements or undertakings.

21. MODIFICATIONS OF AGREEMENT

This Agreement may be modified in writing only, signed by the Parties in interest at the time of the modification.

22. NON-WAIVER

No covenant or condition of this Agreement can be waived except by the written consent of Commission. Forbearance or indulgence by Commission in any regard whatsoever

shall not constitute a waiver of the covenant or condition to be performed by Contractor. Commission shall be entitled to invoke any remedy available to Commission under this Agreement or by law or in equity despite said forbearance or indulgence.

23. CHOICE OF LAW AND VENUE

The Parties hereto agree that the provisions of this Agreement will be construed pursuant to the laws of the State of California. This Agreement has been entered into and is to be performed in the County of Kern. Accordingly, the Parties agree that the venue of any action relating to this Agreement shall be in the County of Kern.

24. CONFIDENTIALITY

No Party to this Agreement shall, without written consent of the other Party, communicate confidential information, designated in writing or identified in this Agreement as such to any third Party and shall protect such information from inadvertent disclosure to any third Party in the same manner that they protect their own confidential information, unless such disclosure is required in response to a validly issued subpoena or other process of law. Upon completion of this Agreement, the provisions of this paragraph shall continue to survive.

25. OPINIONS AND DETERMINATIONS

Where the terms of this Agreement provide for action to be based upon the opinion, judgment, approval, review, discretion, option, or determination of either the Commission or Contractor, such terms are not intended to be and shall not be construed as permitting such opinion, judgment, approval, review, discretion, option, or determination to be arbitrary, capricious, or unreasonable.

26. SEVERABILITY

Should any part, term, portion or provision of this Agreement be decided finally to be in conflict with any law of the United States or the State of California, or otherwise be unenforceable or ineffectual, the validity of the remaining parts, terms, portions, or provisions shall be deemed severable and shall not be affected thereby, provided such remaining portions or provisions can be construed in substance to constitute the agreement which the Parties intended to enter into in the first instance.

27. COMPLIANCE WITH LAW

Contractor shall observe and comply with all applicable county, state and federal laws, ordinances, rules and regulations now in effect or hereafter enacted, each of which are hereby made a part hereof and incorporated herein by this reference as if set forth in full.

28. NON-EMPLOYMENT OF CERTAIN PERSONS

During the term of this Agreement, Contractor shall not have in its employ or service any official, officer, employee, volunteer or other authorized or prospective authorized representative (including all persons as described in Health and Safety Code section 1596.871(b)(1)), whose duties are or will be directly connected to the proposed program or activity if that person has been convicted of any sex crime, drug crime, or crime of violence, including all offenses listed in Welfare and Institutions Code section 15660(a), and any other crime against a minor child or any felony theft, fraud or embezzlement.

29. CAPTIONS AND INTERPRETATION

Paragraph headings in this Agreement are used solely for convenience, and shall be wholly disregarded in the construction of this Agreement. No provision of this Agreement shall be interpreted for or against a Party because that Party or its legal representative drafted such provision, and this Agreement shall be construed as if jointly prepared by the Parties.

30. TIME OF ESSENCE

Time is hereby expressly declared to be of the essence of this Agreement and of each and every provision hereof, and each such provision is hereby made and declared to be a material, necessary and essential part of this Agreement.

31. COUNTERPARTS

This Agreement may be executed simultaneously in any number of counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument.

32. NONDISCRIMINATION

Neither Contractor, nor any officer, agent, employee, servant or subcontractor of Contractor shall discriminate in the treatment or employment of any individual or groups of individuals on the grounds of race, color, religion, national origin, age or sex, either directly, indirectly or through contractual or other arrangements.

33. AUDIT, INSPECTION AND RETENTION OF RECORDS

a. Contractor agrees to maintain and make available to Commission accurate books and records relative to all its activities under this Agreement. Contractor shall permit Commission to audit, examine and make excerpts and transcripts from such records, and to conduct audits or reviews of all Claims for Payment, materials, records or personnel or other data related to all other matters covered by this

Agreement. Contractor shall maintain such data and records in an accessible location and condition for a period of not less than three (3) years from the date of final payment under this Agreement or until after the conclusion of any audit, whichever occurs last. The State of California and/or any federal agency having an interest in the subject of this Agreement shall have the same rights conferred upon the Commission herein. For purposes of this subsection, records shall include personnel records not otherwise subject to disclosure under the California Public Records Act or student records subject to the confidentiality provisions of the California Education Code or the Federal Family Educational Rights and Privacy Act of 1974 as amended or any other records determined to be confidential under any other applicable provision of state or federal law. While state and federal law provide for the confidentiality of certain records, Commission reserves the right to claim or review any record related to Commission funding where Contractor would not be in violation of state of federal law by releasing said record to Commission.

b. Contractor shall keep records that are sufficient to permit the tracing of funds to a level of expenditure adequate to insure that the funds have not been spent unlawfully. Contractor's records shall describe and support the use of funds for the agreed upon program.

c. The method used by Contractor to determine costs must conform to Generally Accepted Government Accounting Standards (G.A.G.A.S).

d. Contractor shall submit an audited program specific financial report prepared by an independent certified public accountant to the Commission no later than six (6) months after the end of the organization's fiscal year. Single audits as performed under OMB A-133 are acceptable with the inclusion of a program specific audit that covers the organization's fiscal year and the expenses incurred under this Agreement. Contractor and the reports submitted by Contractor shall in all ways comply with the Commission's audit policy. If Contractor fails to submit an acceptable audit, the Commission has the authority to withhold funding until an acceptable audit is received by the Commission.

e. A one-time audit extension will be granted for up to forty-five (45) days during the funding cycle July 1, 2020 to June 30, 2025. Repeated requests for extensions may result in the termination of this Agreement.

34. NON-COLLUSION COVENANT

Contractor represents and agrees that it has in no way entered into any contingent fee arrangement with any firm or person concerning the obtaining of this Agreement with Commission. Contractor has received from Commission no incentive, special payments, or considerations not related to the provision of services under this Agreement.

35. NO POLITICAL OR RELIGIOUS ACTIVITY

Commission funds shall be used only for the purposes specified in this agreement and in any attachments hereto. No Commission funds shall be used for any political activity or to further the election or defeat of any candidate for political office. No Commission funds shall be used for purposes of religious worship, instruction, or proselytizing.

36. SIGNATURE AUTHORITY

Each Party represents that they have full power and authority to enter into and perform this Agreement, and the person signing this Agreement on behalf of each Party has been properly authorized and empowered to enter into this Agreement.

37. CONCURRENT REMEDY

No right or remedy herein conferred on or reserved to Commission is exclusive of any other right or remedy herein or by law or equity provided or permitted, but each shall be cumulative of every other right or remedy given hereunder or now or hereafter existing by law or in equity or by statute or otherwise, and may be enforced concurrently therewith or from time to time.

38. EXECUTION

This Agreement is effective upon the date indicated herein above. It is the product of negotiation and all Parties are equally responsible for authorship of this Agreement. Section 1654 of the California Civil Code shall not apply to the interpretation of this Agreement.

IN WITNESS TO WHICH, each Party to this Agreement has signed this Agreement upon the date indicated, and agrees, for itself, its employees, officers, partners and successors, to be fully bound by all terms and conditions of this Agreement.

"Commission"	"Contractor"
_____	_____
Roland Maier, Executive Director Kern County Children and Families Commission	Jeremy T. Tobias, CEO Community Action Partnership of Kern Tax Identification #95-2402760
Date Signed: _____	Date Signed: _____
Approved as to form:	Approved as to content:
_____	_____
Bryan Walters, Deputy County Counsel	Pritika Ram, Director of Administration Community Action Partnership of Kern

ATTACHMENT A - SCOPE OF WORK-EVALUATION PLAN TEMPLATE

Organization: *Community Action Partnership of Kern*
Program Title: *2-1-1 Kern County*
Fiscal Years: *07/01/2020 to 06/30/2025*

Program Officer: *Diana Navarro*
Finance Officer: *Charlene McNama*
Research Analyst: *Diana Navarro*

FIRST 5 KERN FOCUS AREA: Parent Education and Support Services

F5 CA Result Area: Improved General Family Support

F5 CA Service Area: General Family Support

EVALUATION					***PROGRAM***				
Strategic Plan								***Performance Reporting***	
Focus Area	**Objective**	**Result Indicator**	**Service Category**	**Assessment**	**Funding Allocation** *(must total 100%)*	**Assigned Staff**	**Service Description**	***Client Type***	***Annual Target (Unduplicated Count)***
2. Parent Education and Support Services	2.4. Parents/ guardians and children will be provided social services.	2.4.1. Number of parents/ guardians who received social service referrals.	Referrals	N/A	45%	Program Manager and Information & Referral Specialists (2)	1) Callers with children age 0-5 years will be **asked** if they would like their child to receive a developmental screening. Callers will be referred to a participating Help Me Grow partner.	Children	N/A
2. Parent Education and Support Services	2.4. Parents/ guardians and children will be provided social services.	2.4.1. Number of parents/guardian who received social service referrals.	Referrals	N/A	50%	Program Manager and Information & Referral Specialists (2)	2) Families with children ages 0-5 will be referred to appropriate social services. Follow-up will be conducted on 5% of inquirers with children 0-5 years to determine outcomes of those referrals.	Parents/Guardians	4,000
4. Integration of Services	4.4. Community Strengthening efforts that support education and community awareness.	4.4.3. Number of providers who attended trainings or workshops.	Commission-led Training/ Workshops	N/A	5%	Program Manager and Information & Referral Specialists (2)	3) Through the 2-1-1 Kern, we will work with the lead agencies and support partners to build strong collaborative relationships to best serve the target population.	Service Providers	N/A

KERN COUNTY CHILDREN AND FAMILIES COMMISSION
ATTACHMENT B1 - BUDGET FORM

ORGANIZATION: Community Action Partnership of Kern

PROGRAM TITLE: 2-1-1 Kern County

FISCAL YEAR: 07/01/2020 - 06/30/2021

FISCAL CONTACT: Tracy Webster, Chief Financial Officer

CONTACT PHONE: (661) 336-5236 **EMAIL:** twebster@capk.org

I. PERSONNEL SERVICES Title, Name	Hourly Rate	Prop 10 Program Hours	Prop 10 Program Budget	Organization Support or In-Kind	Total Program Budget
Program Manager	$ 29.05	104	$ 3,021	$ 57,403	$ 60,424
Information & Referral Specialist	$ 14.50	2,080	$ 30,160	$ -	$ 30,160
Information & Referral Specialist	$ 14.50	2,080	$ 30,160	$ -	$ 30,160
Accountant	$ 27.78	-	$ -	$ 2,889	$ 2,889
	$ -	-	$ -	$ -	$ -
	$ -	-	$ -	$ -	$ -
	$ -	-	$ -	$ -	$ -
	$ -	-	$ -	$ -	$ -
	$ -	-	$ -	$ -	$ -
	$ -	-	$ -	$ -	$ -
	$ -	-	$ -	$ -	$ -
	Total Salaries & Wages		$ 63,341	$ 60,292	$ 123,633
	Benefits		$ 15,648	$ 16,882	$ 32,530
	TOTAL PERSONNEL SERVICES		**$ 78,989**	**$ 77,174**	**$ 156,163**
II. SERVICES AND SUPPLIES	Travel		$ -	$ 1,200	$ 1,200
	Space Costs		$ -	$ 2,250	$ 2,250
	Supplies		$ -	$ 1,100	$ 1,100
	Equipment		$ -	$ 2,050	$ 2,050
	Consultant/Contract Services		$ -	$ 750	$ 750
	Other Operating		$ -	$ 2,700	$ 2,700
			$ -	$ -	$ -
			$ -	$ -	$ -
			$ -	$ -	$ -
			$ -	$ -	$ -
			$ -	$ -	$ -
			$ -	$ -	$ -
			$ -	$ -	$ -
			$ -	$ -	$ -
	TOTAL SERVICES AND SUPPLIES		**$ -**	**$ 10,050**	**$ 10,050**
	SUBTOTAL I & II:		$ 78,989	$ 87,224	$ 166,213
III. INDIRECT					
	INDIRECT RATE :	**4.00%**	$ 3,160	$ 3,489	$ 6,649
	TOTAL INDIRECT		**$ 3,160**	**$ 3,489**	**$ 6,649**
GRAND TOTAL			**$ 82,149**	**$ 90,713**	**$ 172,862**

Note: This Budget represents cost estimates based upon the Scope of Work-Evaluation Plan. The actual amount expended annually in any given line item may be higher or lower than the cost estimate. The maximum annual total expenditures will not exceed the annual Prop 10 Budget which is included in the maximum compensation stated in Paragraph 4 of the Agreement.

KERN COUNTY CHILDREN AND FAMILIES COMMISSION
ATTACHMENT B2 - BUDGET FORM

ORGANIZATION: Community Action Partnership of Kern

PROGRAM TITLE: 2-1-1 Kern County

FISCAL YEAR: 07/01/2021 - 06/30/2022

FISCAL CONTACT: Tracy Webster, Chief Financial Officer

CONTACT PHONE: (661) 336-5236 **EMAIL:** twebster@capk.org

I. PERSONNEL SERVICES Title, Name	Hourly Rate	Prop 10 Program Hours	Prop 10 Program Budget	Organization Support or In-Kind	Total Program Budget
Program Manager	$ 30.50	104	$ 3,172	$ 60,268	$ 63,440
Information & Referral Specialist	$ 15.50	2,080	$ 32,240	$ -	$ 32,240
Information & Referral Specialist	$ 15.50	2,080	$ 32,240	$ -	$ 32,240
Accountant	$ 28.61	-	$ -	$ 2,976	$ 2,976
	$ -	-	$ -	$ -	$ -
	$ -	-	$ -	$ -	$ -
	$ -	-	$ -	$ -	$ -
	$ -	-	$ -	$ -	$ -
	$ -	-	$ -	$ -	$ -
	$ -	-	$ -	$ -	$ -
	$ -	-	$ -	$ -	$ -
Total Salaries & Wages			$ 67,652	$ 63,244	$ 130,896
Benefits			$ 16,913	$ 17,708	$ 34,621
TOTAL PERSONNEL SERVICES			**$ 84,565**	**$ 80,952**	**$ 165,517**
II. SERVICES AND SUPPLIES					
Travel			$ -	$ 1,224	$ 1,224
Space Costs			$ -	$ 2,295	$ 2,295
Supplies			$ -	$ 1,122	$ 1,122
Equipment			$ -	$ 2,091	$ 2,091
Consultant/Contract Services			$ -	$ 765	$ 765
Other Operating			$ -	$ 2,754	$ 2,754
			$ -	$ -	$ -
			$ -	$ -	$ -
			$ -	$ -	$ -
			$ -	$ -	$ -
			$ -	$ -	$ -
			$ -	$ -	$ -
			$ -	$ -	$ -
			$ -	$ -	$ -
TOTAL SERVICES AND SUPPLIES			**$ -**	**$ 10,251**	**$ 10,251**
SUBTOTAL I & II:			$ 84,565	$ 91,203	$ 175,768
III. INDIRECT					
INDIRECT RATE :	**4.00%**		$ 3,383	$ 3,648	$ 7,031
TOTAL INDIRECT			**$ 3,383**	**$ 3,648**	**$ 7,031**
GRAND TOTAL			**$ 87,948**	**$ 94,851**	**$ 182,799**

Note: This Budget represents cost estimates based upon the Scope of Work-Evaluation Plan. The actual amount expended annually in any given line item may be higher or lower than the cost estimate. The maximum annual total expenditures will not exceed the annual Prop 10 Budget which is included in the maximum compensation stated in Paragraph 4 of the Agreement.

KERN COUNTY CHILDREN AND FAMILIES COMMISSION
ATTACHMENT B3 - BUDGET FORM

ORGANIZATION: Community Action Partnership of Kern

PROGRAM TITLE: 2-1-1 Kern County

FISCAL YEAR: 07/01/2022 - 06/30/2023

FISCAL CONTACT: Tracy Webster, Chief Financial Officer

CONTACT PHONE: (661) 336-5236 **EMAIL:** twebster@capk.org

I. PERSONNEL SERVICES Title, Name	Hourly Rate	Prop 10 Program Hours	Prop 10 Program Budget	Organization Support or In-Kind	Total Program Budget
Program Manager	$ 31.41	104	$ 3,267	$ 62,066	$ 65,333
Information & Referral Specialist	$ 15.96	2,080	$ 33,197	$ -	$ 33,197
Information & Referral Specialist	$ 15.96	2,080	$ 33,197	$ -	$ 33,197
Accountant	$ 29.45	-	$ -	$ 3,062	$ 3,062
	$ -	-	$ -	$ -	$ -
	$ -	-	$ -	$ -	$ -
	$ -	-	$ -	$ -	$ -
	$ -	-	$ -	$ -	$ -
	$ -	-	$ -	$ -	$ -
	$ -	-	$ -	$ -	$ -
	$ -	-	$ -	$ -	$ -
Total Salaries & Wages			$ 69,660	$ 65,128	$ 134,789
Benefits			$ 17,415	$ 18,236	$ 35,651
TOTAL PERSONNEL SERVICES			**$ 87,075**	**$ 83,364**	**$ 170,440**
II. SERVICES AND SUPPLIES					
Travel			$ -	$ 1,248	$ 1,248
Space Costs			$ -	$ 2,340	$ 2,340
Supplies			$ -	$ 1,144	$ 1,144
Equipment			$ -	$ 2,132	$ 2,132
Consultant/Contract Services			$ -	$ 780	$ 780
Other Operating			$ -	$ 2,808	$ 2,808
			$ -	$ -	$ -
			$ -	$ -	$ -
			$ -	$ -	$ -
			$ -	$ -	$ -
			$ -	$ -	$ -
			$ -	$ -	$ -
			$ -	$ -	$ -
			$ -	$ -	$ -
TOTAL SERVICES AND SUPPLIES			**$ -**	**$ 10,452**	**$ 10,452**
SUBTOTAL I & II:			$ 87,075	$ 93,816	$ 180,892
III. INDIRECT					
INDIRECT RATE :	**4.00%**		$ 3,483	$ 3,753	$ 7,236
TOTAL INDIRECT			**$ 3,483**	**$ 3,753**	**$ 7,236**
GRAND TOTAL			**$ 90,558**	**$ 97,569**	**$ 188,128**

Note: This Budget represents cost estimates based upon the Scope of Work-Evaluation Plan. The actual amount expended annually in any given line item may be higher or lower than the cost estimate. The maximum annual total expenditures will not exceed the annual Prop 10 Budget which is included in the maximum compensation stated in Paragraph 4 of the Agreement.

KERN COUNTY CHILDREN AND FAMILIES COMMISSION
ATTACHMENT B4 - BUDGET FORM

ORGANIZATION: Community Action Partnership of Kern

PROGRAM TITLE: 2-1-1 Kern County

FISCAL YEAR: 07/01/2023 - 06/30/2024

FISCAL CONTACT: Tracy Webster, Chief Financial Officer

CONTACT PHONE: (661) 336-5236 **EMAIL:** twebster@capk.org

I. PERSONNEL SERVICES Title, Name	Hourly Rate	Prop 10 Program Hours	Prop 10 Program Budget	Organization Support or In-Kind	Total Program Budget
Program Manager	$ 32.35	104	$ 3,364	$ 63,924	$ 67,288
Information & Referral Specialist	$ 16.44	2,080	$ 34,195	$ -	$ 34,195
Information & Referral Specialist	$ 16.44	2,080	$ 34,195	$ -	$ 34,195
Accountant	$ 30.28	-	$ -	$ 3,149	$ 3,149
	$ -	-	$ -	$ -	$ -
	$ -	-	$ -	$ -	$ -
	$ -	-	$ -	$ -	$ -
	$ -	-	$ -	$ -	$ -
	$ -	-	$ -	$ -	$ -
	$ -	-	$ -	$ -	$ -
	$ -	-	$ -	$ -	$ -
Total Salaries & Wages			$ 71,755	$ 67,073	$ 138,828
Benefits			$ 17,939	$ 18,780	$ 36,719
TOTAL PERSONNEL SERVICES			**$ 89,694**	**$ 85,853**	**$ 175,547**
II. SERVICES AND SUPPLIES					
Travel			$ -	$ 1,272	$ 1,272
Space Costs			$ -	$ 2,385	$ 2,385
Supplies			$ -	$ 1,166	$ 1,166
Equipment			$ -	$ 2,173	$ 2,173
Consultant/Contract Services			$ -	$ 795	$ 795
Other Operating			$ -	$ 2,862	$ 2,862
			$ -	$ -	$ -
			$ -	$ -	$ -
			$ -	$ -	$ -
			$ -	$ -	$ -
			$ -	$ -	$ -
			$ -	$ -	$ -
			$ -	$ -	$ -
			$ -	$ -	$ -
TOTAL SERVICES AND SUPPLIES			**$ -**	**$ 10,653**	**$ 10,653**
SUBTOTAL I & II:			$ 89,694	$ 96,506	$ 186,200
III. INDIRECT					
INDIRECT RATE :	**4.00%**		$ 3,588	$ 3,860	$ 7,448
TOTAL INDIRECT			**$ 3,588**	**$ 3,860**	**$ 7,448**
GRAND TOTAL			**$ 93,282**	**$ 100,366**	**$ 193,648**

Note: This Budget represents cost estimates based upon the Scope of Work-Evaluation Plan. The actual amount expended annually in any given line item may be higher or lower than the cost estimate. The maximum annual total expenditures will not exceed the annual Prop 10 Budget which is included in the maximum compensation stated in Paragraph 4 of the Agreement.

KERN COUNTY CHILDREN AND FAMILIES COMMISSION
ATTACHMENT B5 - BUDGET FORM

ORGANIZATION: Community Action Partnership of Kern

PROGRAM TITLE: 2-1-1 Kern County

FISCAL YEAR: 07/01/2024 - 06/30/2025

FISCAL CONTACT: Tracy Webster, Chief Financial Officer

CONTACT PHONE: (661) 336-5236 **EMAIL:** twebster@capk.org

I. PERSONNEL SERVICES Title, Name	Hourly Rate	Prop 10 Program Hours	Prop 10 Program Budget	Organization Support or In-Kind	Total Program Budget
Program Manager	$ 33.33	104	$ 3,466	$ 65,860	$ 69,326
Information & Referral Specialist	$ 16.93	2,080	$ 35,214	$ -	$ 35,214
Information & Referral Specialist	$ 16.93	2,080	$ 35,214	$ -	$ 35,214
Accountant	$ 31.11	-	$ -	$ 3,236	$ 3,236
	$ -	-	$ -	$ -	$ -
	$ -	-	$ -	$ -	$ -
	$ -	-	$ -	$ -	$ -
	$ -	-	$ -	$ -	$ -
	$ -	-	$ -	$ -	$ -
	$ -	-	$ -	$ -	$ -
	$ -	-	$ -	$ -	$ -
	Total Salaries & Wages		$ 73,895	$ 69,096	$ 142,991
	Benefits		$ 18,474	$ 19,347	$ 37,821
	TOTAL PERSONNEL SERVICES		**$ 92,369**	**$ 88,443**	**$ 180,812**
II. SERVICES AND SUPPLIES	Travel		$ -	$ 1,296	$ 1,296
	Space Costs		$ -	$ 2,430	$ 2,430
	Supplies		$ -	$ 1,188	$ 1,188
	Equipment		$ -	$ 2,214	$ 2,214
	Consultant/Contract Services		$ -	$ 810	$ 810
	Other Operating		$ -	$ 2,916	$ 2,916
			$ -	$ -	$ -
			$ -	$ -	$ -
			$ -	$ -	$ -
			$ -	$ -	$ -
			$ -	$ -	$ -
			$ -	$ -	$ -
			$ -	$ -	$ -
			$ -	$ -	$ -
	TOTAL SERVICES AND SUPPLIES		**$ -**	**$ 10,854**	**$ 10,854**
	SUBTOTAL I & II:		$ 92,369	$ 99,297	$ 191,666
III. INDIRECT					
	INDIRECT RATE :	**4.00%**	$ 3,695	$ 3,972	$ 7,667
	TOTAL INDIRECT		**$ 3,695**	**$ 3,972**	**$ 7,667**
GRAND TOTAL			**$ 96,064**	**$ 103,269**	**$ 199,333**

Note: This Budget represents cost estimates based upon the Scope of Work-Evaluation Plan. The actual amount expended annually in any given line item may be higher or lower than the cost estimate. The maximum annual total expenditures will not exceed the annual Prop 10 Budget which is included in the maximum compensation stated in Paragraph 4 of the Agreement.

ATTACHMENT C
SUSTAINABILITY PLAN

I. General Information

Organization: Community Action Partnership of Kern

Program Title: 2-1-1 Kern County

Proposal Period: 07/01/2020 - 06/30/2025

Focus Area: Parent Education and Support Services

II. Other Sources of Funding (Current)

- The 2-1-1 Kern program budget is comprised of up to 10 grants, consisting of Federal, State, and local funding, including two grants under First 5—2-1-1 Kern and Help Me Grow.
- First 5 Kern / Help Me Grow - $169,641 per year, linking children with identified special needs to appropriate service providers and supporting efforts that improve integration of services for parents/children/community partners.
- CalFresh in partnership with San Diego 2-1-1 - $50,000 from the California Department of Social Services for CalFresh Information and Referral Services.
- Housing and Urban Development (HUD) - $236,838 for homeless related activities under the Coordinated Entry program, in partnerships with United Way of Kern and the Kern County Homeless Collaborative- Continuum of Care.
- County of Kern Department of Public Health Services Emergency Preparedness (PHEP) - $10,000 for computer hardware.
- County of Kern / Bioterrorism and Office Emergency Services (OES) - $45,000 for emergency services.
- Multi-County 2-1-1 United Way programs - $167,400 for back office support.
- CAPK's Low-Income Home Energy Assistance Program (LIHEAP) - $300,000 for I&R and enrollment assistance.
- U.S. Department of Health & Human Services/Community Services Block Grant (CSBG) - $190,000 for general operating support.

III. Other Sources of Funding (Anticipated)

- Anticipated funding includes California Department of Social Services to expand existing funding/services to increase CalFresh enrollments for people receiving SSI/SSD and California Department of Community Services & Development to assist those effected by recent earthquakes. The Agency continues to apply to sources such as the Kern County Continuum of Care, Housing and Urban Development, and others for funding to support the homeless efforts. Lastly, CAPK is working with United Way and Dignity Health on a community solution that creates linkages between hospitals, clinics, and local community service providers vital to underserved populations. This project will involve a network of community partners to address the social determinants of health and linking individuals to appropriate community resources.
- With the exception of the HUD homeless grant, ($236,838), the actual amount of other anticipated sources of funding are currently unknown, as they are in the build-out and/or discussion phases. The 2-1-1 annual general operating support from the U.S. Department of Health & Human Services/Community Services Block Grant fluctuates. CAPK 2-1-1 receives an estimated $180,000 per year. CAPK anticipates similar funding going forward, contingent upon available funds from the State and needs of the Agency. Outreach and development efforts are ongoing to build 2-1-1 Kern's relationships with agencies locally and in other counties to provide information and referral services and special projects.

ATTACHMENT C
SUSTAINABILITY PLAN

IV. Highlight Sustainability Goals

- Continue to seek and implement opportunities to leverage approximately 30-40% of funding for its operational budget from governmental, public and/or private resources.
- Research funding opportunities and apply to a minimum of two funders each fiscal year, using the Agency's Community Development Division grant writers.
- Capitalize on and promote referrals to programs that offer reimbursements for referrals.

V. Action Steps

- CAPK will continue to build on the relationships with our current funders and continue to offer customer-centered, quality I&R services. To date we have met all requirements of the contracts we have with our funders and continue to receive satisfactory evaluations and financial support from these organizations.
- 2-1-1 Kern is accredited by the national Alliance for Information and Referral Systems (AIRS) and I&R service procedures have been established according to that organization's standards which cover areas such as code of conduct, confidentiality, child and elder abuse reporting, and disaster/emergency response.
- 2-1-1 Kern continues its membership in 2-1-1 California, the statewide network for local 2-1-1 information and referral providers that works in collaboration with United Ways of California and the California Alliance of Information and Referral Services (CAIRS). 2-1-1 Kern will continue to support 2-1-1 California's mission to ensure that California develops the statewide infrastructure and support necessary to ensure quality 2-1-1 services for everyone.
- Continue to partner with the Department of Human Services to recruit students and individuals involved with the CalWORKs program to volunteer as Information & Referral Specialists for 2-1-1 Kern. The volunteers enable 2-1-1 Kern to provide increased Information & Referral services during peak call periods, such as mornings, holidays, summer months, and emergency conditions.

MEMORANDUM

TO: Budget and Finance Committee

FROM: Tracy Webster, Chief Financial Officer

Date: February 19, 2020

RE: *Agenda Item 6d*: Annual Budget for FY 2020/21 – **Action Item**

The annual budget for the 2020/21 fiscal year is presented using the following functional categories:

1. Program Services
    - Education
    - Nutrition
    - Energy Conservation
    - Community Services
    - CSBG
2. Support Services
    - Discretionary & Fund Raising
3. Indirect

The annual operating budget (program services and support services) of $82,230,140 was developed using individual grant or program budgets prepared by program staff that were combined into the above functional categories. The annual budget for FY 2020/21 is 13.6% greater than the prior year. The Education category includes a projected 1.77% COLA to Head Start as well as projected carryover for ongoing construction projects. The Nutrition category reflects an increase of $1,491,998 for the Snap-Ed program. The Community Services category includes new funding for Americorps in the amount of $670,080 and Homeless Services in the amount of $2,365,393. Attached is the FY 2020/21 annual budget with category support schedules.

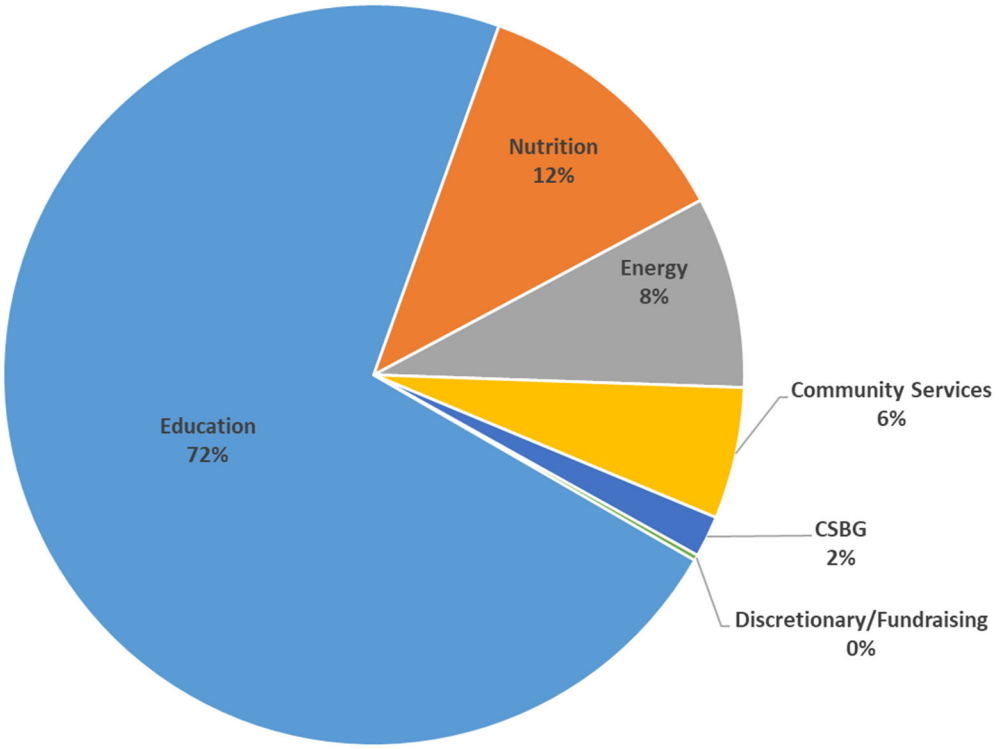
The Indirect budget of $6,225,845 for the five support divisions: Executive, Human Resources, Finance, Operations and Community Development is 18.0% greater than the prior year. FY 2020/21 will be the fifth year using the 10% indirect cost rate. 70.8% of the Indirect budget is for personnel costs and 29.2% is for operating costs. Attached is a comparison of the Indirect budget for five years.

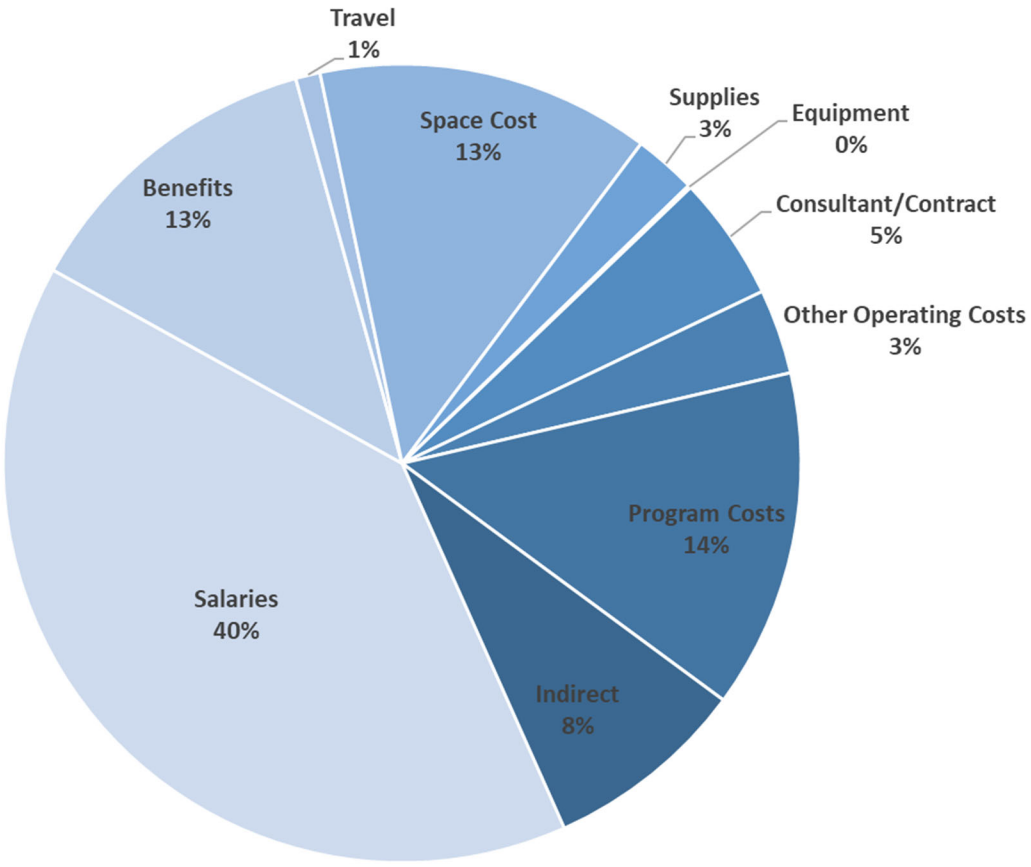
Recommendation

Staff recommends that the Budget and Finance Committee approve the annual budget for FY 2020/21.

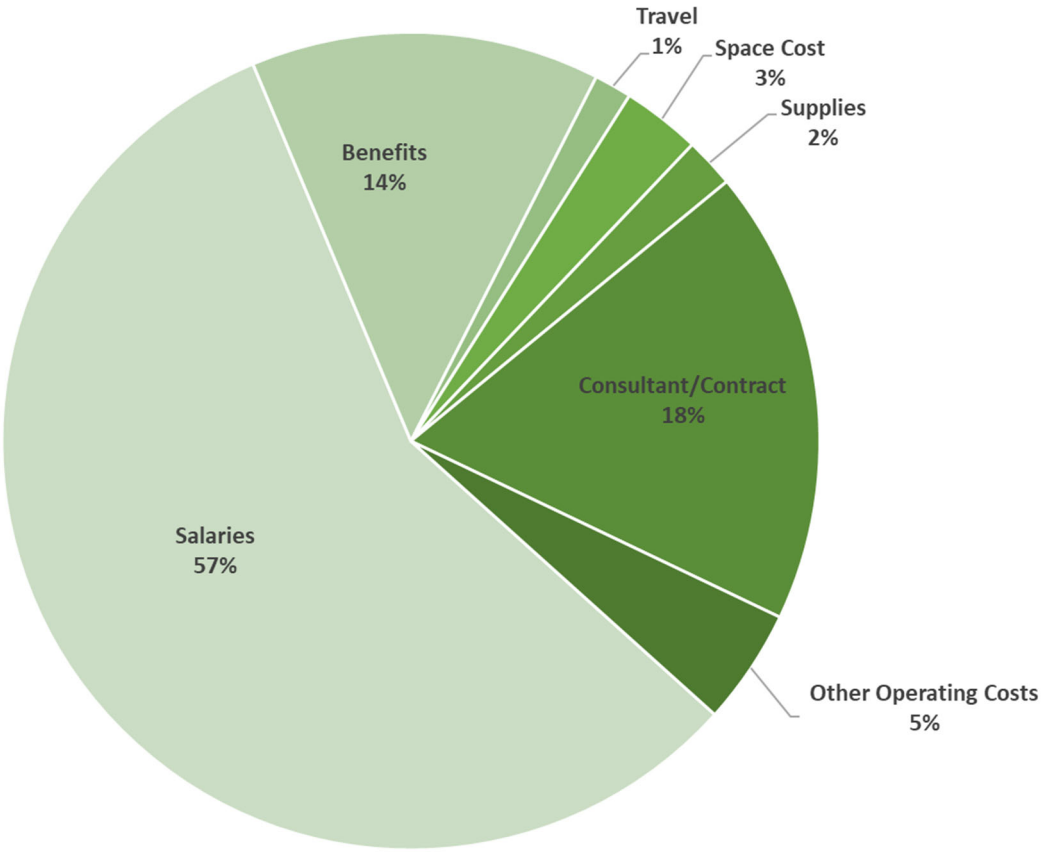
Attachments: (1) Annual Budget for FY 2020/21 (8 pages)
(2) Agency-Wide Budget Comparison for Five Years
(3) Indirect Budget Comparison for Five Years

AGENCY BUDGET





INDIRECT BUDGET BREAKDOWN



COMMUNITY ACTION PARTNERSHIP OF KERN
PROPOSED ANNUAL BUDGET 2020/21

	Program Services					Support Services		Indirect
	Education	**Nutrition**	**Energy Conservation**	**Community Services**	**CSBG**	**Discretionary & Fund Raising**	**TOTAL**	
Revenue								
Government Revenue	$ 59,989,348	$ 8,544,108	$ 6,867,228	$ 4,157,899	$ 1,489,531	$ -	$ 81,048,114	$ -
Head Start Subsidy for CACFP	(692,776)	692,776	-	-	-	-		-
Private Revenue	-	30,000	-	483,111	-	-	513,111	-
Other Revenue	35,645	221,000	-	74,581	-	1,205	332,431	6,768,370
Donations	-	140,000	-	-	-	10,000	150,000	-
Total Revenue	**$ 59,332,217**	**$ 9,627,884**	**$ 6,867,228**	**$ 4,715,591**	**$ 1,489,531**	**$ 11,205**	**$ 82,043,656**	**$ 6,768,370**
Expenditures								
Salaries	24,254,440	3,883,096	1,872,858	1,869,380	685,727	86,196	32,651,697	3,549,957
Benefits	8,093,456	1,149,013	487,438	476,632	183,376	20,867	10,410,782	859,588
Travel	420,236	173,890	136,389	64,888	21,690	-	817,093	92,300
Space Cost	9,595,969	588,060	283,566	219,141	124,900	2,200	10,813,836	170,300
Supplies	1,555,024	256,622	95,488	148,196	19,420	6,100	2,080,850	122,700
Equipment	-	87,760	-	5,000	-	-	92,760	-
Consultant/Contract	1,319,386	561,751	1,714,880	505,975	1,750	50,000	4,153,742	1,123,000
Other Operating Costs	1,194,260	409,191	835,065	334,442	41,955	13,810	2,828,723	285,000
Program Costs	8,019,281	1,755,159	817,251	708,132	3,000	-	11,302,823	-
Depreciation	300,884	8,580	-	-	-	-	309,464	23,000
Indirect	4,579,281	754,762	624,293	383,805	407,713	18,516	6,768,370	-
Total Expenditures	**$ 59,332,217**	**$ 9,627,884**	**$ 6,867,228**	**$ 4,715,591**	**$ 1,489,531**	**$ 197,689**	**$ 82,230,140**	**$ 6,225,845**
Gain/(Loss)	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ (186,484)**	**$ (186,484)**	**$ 542,525**

COMMUNITY ACTION PARTNERSHIP OF KERN
PROPOSED ANNUAL BUDGET 2020/21
EDUCATION

	Head Start	State Dept. of Education	County of Kern Home Visit Initiative	Migrant Alternative Payment	TOTAL
Revenue					
Community Services Block Grant (CSBG)	$ -	$ -	$ -	$ 301,580	**$ 301,580**
Other Government Revenue	40,322,876	8,204,779	1,877,011	9,584,682	**59,989,348**
Head Start Subsidy for CACFP	(692,776)	-	-	-	**(692,776)**
Private Revenue	-	-	-	-	**-**
Other Revenue	18,251	17,394	-	-	**35,645**
Donations	-	-	-	-	**-**
Total Revenue	**$ 39,648,351**	**$ 8,222,173**	**$ 1,877,011**	**$ 9,886,262**	**$ 59,633,797**
Expenditures					
Salaries	17,019,188	5,571,031	972,872	691,349	**24,254,440**
Benefits	5,835,330	1,823,907	261,219	173,000	**8,093,456**
Travel	350,378	8,938	46,820	14,100	**420,236**
Space Cost	9,106,412	42,676	359,981	86,900	**9,595,969**
Supplies	1,499,521	17,277	24,226	14,000	**1,555,024**
Equipment	-	-	-	-	**-**
Consultant/Contract	1,293,813	10,873	7,500	7,200	**1,319,386**
Other Operating Costs	1,053,851	-	46,809	93,600	**1,194,260**
Program Costs	111,918	-	-	7,907,363	**8,019,281**
Depreciation	299,340	-	1,544	-	**300,884**
Indirect	3,078,600	747,471	156,040	898,750	**4,880,861**
Total Expenditures	**$ 39,648,351**	**$ 8,222,173**	**$ 1,877,011**	**$ 9,886,262**	**$ 59,633,797**
Gain/(Loss)	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
Benefit Rate	34.3%	32.7%	26.9%	25.0%	33.4%

COMMUNITY ACTION PARTNERSHIP OF KERN
PROPOSED ANNUAL BUDGET 2020/21
NUTRITION

	WIC	Snap-ED	Child and Adult Care Food Program (CACFP)			Food Bank	TOTAL
			Kern Central Kitchen	San Joaquin Vended Meals	Subtotal CACFP		
Revenue							
Commuity Services Block Grant (CSBG)	$ -	$ -	$ -	$ -	$ -	$ 328,061	**$ 328,061**
Other Government Revenue	4,001,061	1,491,998	1,944,268	165,000	2,109,268	941,781	**8,544,108**
Head Start Subsidy for CACFP	-	-	632,776	60,000	692,776	-	**692,776**
Private Revenue	-	-	-	-	-	30,000	**30,000**
Other Revenue	-	-	-	-	-	221,000	**221,000**
Donations	-	-	-	-	-	140,000	**140,000**
Total Revenue	**$ 4,001,061**	**$ 1,491,998**	**$ 2,577,044**	**$ 225,000**	**$ 2,802,044**	**$ 1,660,842**	**$ 9,955,945**
Expenditures							
Salaries	2,378,713	518,882	682,557	-	682,557	532,357	**4,112,509**
Benefits	666,039	165,667	225,244	-	225,244	160,887	**1,217,837**
Travel	49,316	48,124	27,000	-	27,000	49,450	**173,890**
Space Cost	326,604	41,856	101,200	-	101,200	118,400	**588,060**
Supplies	33,491	34,084	120,000	-	120,000	69,047	**256,622**
Equipment	-	5,760	-	-	-	82,000	**87,760**
Consultant/Contract	-	551,751	-	-	-	10,000	**561,751**
Other Operating Costs	171,586	40,305	94,800	-	94,800	102,500	**409,191**
Program Costs	3,000	-	1,149,490	-	1,149,490	392,669	**1,545,159**
- Vended Meals	-	-	-	210,000	210,000	-	**210,000**
Depreciation	8,580	-	-	-	-	-	**8,580**
Indirect	363,732	85,569	176,753	15,000	191,753	143,532	**784,586**
Total Expenditures	**$ 4,001,061**	**$ 1,491,998**	**$ 2,577,044**	**$ 225,000**	**$ 2,802,044**	**$ 1,660,842**	**$ 9,955,945**
Gain/(Loss)	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
Benefit Rate	28.0%	31.9%	33.0%		33.0%	30.2%	29.6%

COMMUNITY ACTION PARTNERSHIP OF KERN
PROPOSED ANNUAL BUDGET 2020/21
ENERGY CONSERVATION

	Energy Conservation
Revenue	
Community Services Block Grant (CSBG)	$ -
Other Government Revenue	**6,867,228**
Private Revenue	**-**
Other Revenue	**-**
Donations	**-**
Total Revenue	**$ 6,867,228**
Expenditures	
Salaries	**1,872,858**
Benefits	**487,438**
Travel	**136,389**
Space Cost	**283,566**
Supplies	**95,488**
Equipment	**-**
Consultant/Contract	**1,714,880**
Other Operating Costs	**835,065**
Program Costs	**817,251**
Depreciation	**-**
Indirect	**624,293**
Total Expenditures	**$ 6,867,228**
Gain/(Loss)	**$ -**
Benefit Rate	**26.0%**

COMMUNITY ACTION PARTNERSHIP OF KERN
PROPOSED ANNUAL BUDGET 2020/21
COMMUNITY SERVICES

	211	Homeless Services	E Kern Family Resource Center	VITA	Americorps	Youth Centers	TOTAL
Revenue							
Community Services Block Grant (CSBG)	$ 189,853	$ 17,083	$ 14,593	$ 202,724	$ -	$ 435,637	**$ 859,890**
Other Government Revenue	337,474	2,348,310	428,417	303,618	670,080	70,000	**4,157,899**
Private Revenue	463,434	-	4,677	-	-	15,000	**483,111**
Other Revenue	4,581	-	-	-	-	70,000	**74,581**
Donations	-	-	-	-	-	-	**-**
Total Revenue	**$ 995,342**	**$ 2,365,393**	**$ 447,687**	**$ 506,342**	**$ 670,080**	**$ 590,637**	**$ 5,575,481**
Expenditures							
Salaries	597,841	916,866	272,529	225,835	60,725	251,898	**2,325,694**
Benefits	148,819	246,246	78,289	44,872	13,166	59,792	**591,184**
Travel	11,270	9,500	15,036	13,420	17,703	19,649	**86,578**
Space Cost	55,500	90,300	25,000	34,066	-	139,175	**344,041**
Supplies	24,832	95,950	9,107	9,184	13,543	15,000	**167,616**
Equipment	-	-	1,000	-	-	4,000	**5,000**
Consultant/Contract	7,600	403,000	500	95,000	-	1,625	**507,725**
Other Operating Costs	58,995	208,166	13,522	35,398	17,478	42,838	**376,397**
Program Costs	-	180,675	3,000	3,000	520,437	4,020	**711,132**
Depreciation	-	-	-	-	-	-	**-**
Indirect	90,485	214,690	29,704	45,567	27,028	52,640	**460,114**
Total Expenditures	**$ 995,342**	**$ 2,365,393**	**$ 447,687**	**$ 506,342**	**$ 670,080**	**$ 590,637**	**$ 5,575,481**
Gain/(Loss)	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
Benefit Rate	24.9%	26.9%	28.7%	19.9%	21.7%	23.7%	**25.4%**

COMMUNITY ACTION PARTNERSHIP OF KERN
PROPOSED ANNUAL BUDGET 2020/21
COMMUNITY SERVICES BLOCK GRANT (CSBG)

	MCAP	Food Bank	211	Homeless Services	E Kern	VITA	Youth Ctrs	TOTAL
Revenue								
Community Services Block Grant (CSBG)	$ 301,580	$ 328,061	$ 189,853	$ 17,083	$ 14,593	$ 202,724	$ 435,637	**$ 1,489,531**
Other Government Revenue	-	-	-	-	-	-	-	-
Private Revenue	-	-	-	-	-	-	-	-
Other Revenue	-	-	-	-	-	-	-	-
Donations	-	-	-	-	-	-	-	-
Total Revenue	**$ 301,580**	**$ 328,061**	**$ 189,853**	**$ 17,083**	**$ 14,593**	**$ 202,724**	**$ 435,637**	$ 1,489,531
Expenditures								
Salaries	-	229,413	138,075	-	9,435	115,570	193,234	**685,727**
Benefits	-	68,824	34,519	-	2,831	28,893	48,309	**183,376**
Travel	-	-	-	7,000	1,000	5,200	8,490	**21,690**
Space Cost	-	-	-	3,800	-	12,200	108,900	**124,900**
Supplies	-	-	-	3,200	-	6,620	9,600	**19,420**
Equipment	-	-	-	-	-	-	-	**-**
Consultant/Contract	-	-	-	-	-	1,000	750	**1,750**
Other Operating Costs	-	-	-	1,875	-	12,275	27,805	**41,955**
Program Costs	-	-	-	-	-	3,000	-	**3,000**
Depreciation	-	-	-	-	-	-	-	**-**
Indirect	301,580	29,824	17,259	1,208	1,327	17,966	38,549	**407,713**
Total Expenditures	**$ 301,580**	**$ 328,061**	**$ 189,853**	**$ 17,083**	**$ 14,593**	**$ 202,724**	**$ 435,637**	$ 1,489,531
Gain/(Loss)	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
Benefit Rate		**30.0%**	**25.0%**	**0.0%**	**30.0%**	**25.0%**	**25.0%**	**26.7%**

COMMUNITY ACTION PARTNERSHIP OF KERN
PROPOSED ANNUAL BUDGET 2020/21
DISCRETIONARY FUND & FUND RAISING FUND

	Discretionary	Fund Raising	Total
Revenue			
Community Services Block Grant (CSBG)	$ -	$ -	**$ -**
Other Government Revenue	-	-	**-**
Private Revenue	-	-	**-**
Other Revenue	1,205	-	**1,205**
Donations	10,000	-	**10,000**
Total Revenue	**$ 11,205**	**$ -**	**$ 11,205**
Expenditures			
Salaries	500	85,696	**86,196**
Benefits	300	20,567	**20,867**
Travel	-	-	**-**
Space Cost	2,200	-	**2,200**
Supplies	200	5,900	**6,100**
Equipment	-	-	**-**
Consultant/Contract	-	50,000	**50,000**
Other Operating Costs	5,260	8,550	**13,810**
Program Costs	-	-	**-**
Depreciation	-	-	**-**
Indirect	845	17,671	**18,516**
Total Expenditures	**$ 9,305**	**$ 188,384**	**$ 197,689**
Gain/(Loss)	**$ 1,900**	**$ (188,384)**	**$ (186,484)**
Benefit Rate	60.0%	24.0%	**24.2%**

COMMUNITY ACTION PARTNERSHIP OF KERN
PROPOSED ANNUAL BUDGET 2020/21
INDIRECT FUND

	Human Resources	Operations	Executive	Community Development	Finance	TOTAL
Revenue						
Community Services Block Grant (CSBG)	$ -	$ -	$ -	$ -	$ -	**$ -**
Other Government Revenue	-	-	-	-	-	**-**
Private Revenue	-	-	-	-	-	**-**
Other Revenue	-	-	-	-	-	**6,768,370**
Donations	-	-	-	-	-	**-**
Total Revenue	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 6,768,370**
Expenditures						
Salaries	608,745	695,350	571,378	555,739	1,118,745	**3,549,957**
Benefits	146,099	178,002	155,986	133,377	246,124	**859,588**
Travel	12,000	23,000	35,600	11,700	10,000	**92,300**
Space Cost	-	168,500	-	-	1,800	**170,300**
Supplies	18,000	50,000	13,200	11,500	30,000	**122,700**
Equipment	-	-	-	-	-	**-**
Consultant/Contract	115,000	672,000	2,500	11,500	322,000	**1,123,000**
Other Operating Costs	18,000	176,900	42,700	18,450	28,950	**285,000**
Program Costs	-	-	-	-	-	**-**
Depreciation	-	23,000	-	-	-	**23,000**
Indirect	-	-	-	-	-	**-**
Total Expenditures	**$ 917,844**	**$ 1,986,752**	**$ 821,364**	**$ 742,266**	**$ 1,757,619**	**$ 6,225,845**
Gain/(Loss)						**$ 542,525**
Benefit Rate	24.0%	25.6%	27.3%	24.0%	22.0%	**24.2%**

COMMUNITY ACTION PARTNERSHIP OF KERN
PROPOSED ANNUAL BUDGET 2020/21
AGENCY-WIDE - FIVE YEAR HISTORY

EXPENDITURES BY PROGRAM SERVICE	FY 2016/17 Budget	FY 2017/18 Budget	FY 2018/19 Budget	FY 2019/20 Budget	PROPOSED FY 2020/21 Budget	% Change 2020/21 Budget to 2019/20 Budget
Education	$ 41,464,388	$ 41,464,388	$ 42,473,221	$ 54,886,617	$ 59,332,217	8.1%
Nutrition	6,539,729	6,539,729	7,569,576	8,687,954	9,627,884	10.8%
Energy Conservation	4,538,500	4,538,500	4,138,200	5,746,308	6,867,228	19.5%
Community Services	1,714,393	1,714,393	1,194,256	1,549,312	4,715,591	204.4%
CSBG	1,482,354	1,469,183	1,469,183	1,489,531	1,489,531	0.0%
Discretionary & Fund Raising	49,725	49,725	41,035	41,233	197,689	379.4%
Total Annual Budget	$ 55,789,089	$ 55,775,918	$ 56,885,471	$ 72,400,955	$ 82,230,140	13.6%

RECAP - EXPENDITURES BY CATEGORY	FY 2016/17 Budget	FY 2017/18 Budget	FY 2018/19 Budget	FY 2019/20 Budget	PROPOSED FY 2020/21 Budget	% Change 2020/21 Budget to 2019/20 Budget
Salaries	$ 24,462,094	$ 24,469,045	$ 25,995,600	$ 30,816,989	$ 32,651,697	6.0%
Benefits	6,967,760	6,985,209	7,979,525	9,792,653	10,410,782	6.3%
Travel	599,414	613,404	536,271	604,666	817,093	35.1%
Space Cost	3,085,493	3,203,818	3,458,335	7,496,553	10,813,836	44.3%
Supplies	2,002,240	2,024,115	1,796,041	2,343,556	2,080,850	-11.2%
Equipment	992,500	992,500	211,038	99,000	92,760	-6.3%
Consultant/Contract	1,084,402	1,086,652	954,462	2,765,704	4,153,742	50.2%
Other Operating Cost	2,902,480	2,730,585	2,259,160	2,805,782	2,828,723	0.8%
Program Costs	8,503,143	8,502,693	8,328,674	9,513,508	11,302,823	18.8%
Depreciation	-	-	306,776	362,700	309,464	-14.7%
Indirect	5,189,563	5,167,897	5,059,589	5,799,844	6,768,370	16.7%
TOTAL	$ 55,789,089	$ 55,775,918	$ 56,885,471	$ 72,400,955	$ 82,230,140	13.6%

COMMUNITY ACTION PARTNERSHIP OF KERN
PROPOSED ANNUAL BUDGET 2020/21
INDIRECT FUND - FIVE YEAR HISTORY

Line Items	FY 2016/17 Budget	FY 2017/18 Budget	FY 2018/19 Budget	FY 2019/20 Budget	PROPOSED FY 2020/21 Budget	% Change 2020/21 Budget to 2019/20 Budget
Revenue	$ 4,626,905	$ 4,827,346	$ 5,059,589	$ 5,799,844	$ 6,768,370	16.7%
Expenditures						
Personnel Costs						
Salaries	2,400,911	2,614,903	2,820,260	3,070,550	3,549,957	15.6%
Benefits	576,218	605,877	674,091	756,241	859,588	13.7%
Benefit Rate	*24.0%*	*23.2%*	*23.9%*	*24.6%*	*24.2%*	
Total Personnel Costs	$ 2,977,129	$ 3,220,780	$ 3,494,351	$ 3,826,791	$ 4,409,545	15.2%
	70.0%	*67.6%*	*71.3%*	*72.5%*	*70.8%*	
Operating Costs						
Travel	41,800	79,900	88,750	93,650	92,300	-1.4%
Space Costs	123,000	190,700	187,900	186,800	193,300	3.5%
Supplies	115,000	147,277	138,400	166,500	122,700	-26.3%
Equipment	-	5,223	-	-	-	0.0%
Consultant/Contract	715,500	783,320	630,725	659,100	1,123,000	70.4%
Other Operating Costs	280,000	339,600	363,950	345,050	285,000	-17.4%
Total Operating Costs	$ 1,275,300	$ 1,546,020	$ 1,409,725	$ 1,451,100	$ 1,816,300	25.2%
	30.0%	*32.4%*	*28.7%*	*27.5%*	*29.2%*	
Total Expenditures	$ 4,252,429	$ 4,766,800	$ 4,904,076	$ 5,277,891	$ 6,225,845	18.0%
Excess Indirect Revenue	$ 374,476	$ 60,546	$ 155,513	$ 521,953	$ 542,525	3.9%

RECAP - EXPENDITURES BY SUPPORT DIVISION	FY 2016/17 Budget	FY 2017/18 Budget	FY 2018/19 Budget	FY 2019/20 Budget	PROPOSED FY 2020/21 Budget	% Change 2020/21 Budget to 2019/20 Budget
Operations	$ 1,461,898	$ 1,526,000	$ 1,394,366	$ 1,355,800	$ 1,986,752	46.5%
Human Resources	985,536	1,151,500	1,223,465	1,034,632	917,844	-11.3%
Finance	971,946	1,049,800	1,046,900	1,563,775	1,757,619	12.4%
Community Development	456,804	525,400	704,410	705,930	742,266	5.1%
Executive	376,245	514,100	534,935	612,204	821,364	34.2%
TOTAL	$ 4,252,429	$ 4,766,800	$ 4,904,076	$ 5,272,341	$ 6,225,845	18.1%

Community Action Partnership of Kern

Helping People. . . Changing Lives.

MEMORANDUM

TO: Budget & Finance Committee

FROM: Tracy Webster, Chief Financial Officer

DATE: February 19, 2020

RE: *Agenda Item 6e:* Human Resource Position Changes for FY 2020-21 – **Action Item**

The staffing of the agency is approximately 925 individuals. The complexity of the organization continues to grow as we are currently operating 75 different sources of funding. Our scope, influence and staffing levels continue to expand. In order to optimize the service level of the Human Resource department and achieve the objectives described in the agency strategic plan, it is necessary to realign the structure of the department. Identified on the organizational chart is the strategic objectives of Talent Management, Employee Relations, and Client Support.

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. This addition of the HR Generalist position matches the recommendation of the Wipfli Human Resource team. The addition of the position will allow for numerous projects to be completed by the department and enhanced service level to staff and management.

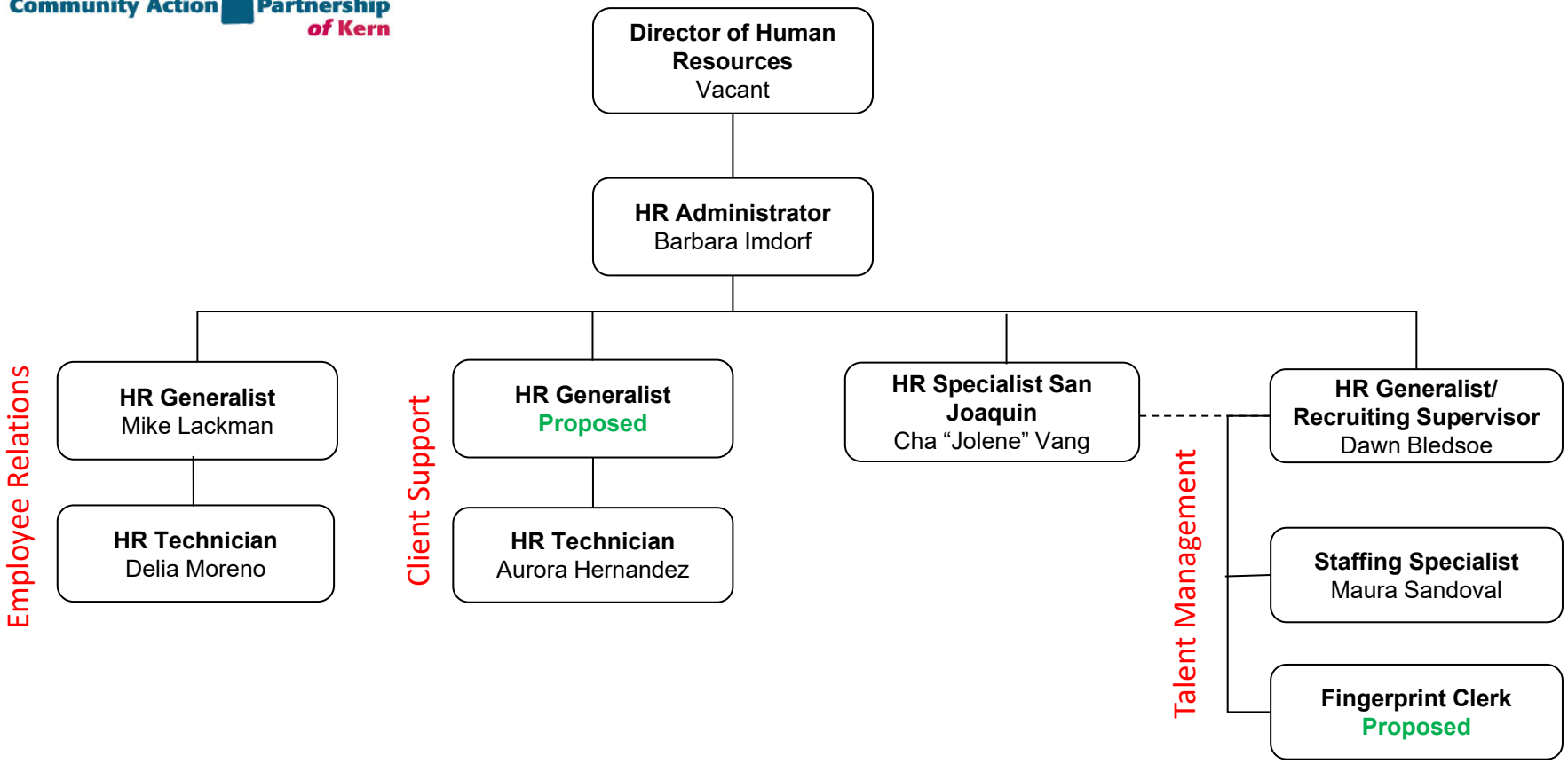
We are also proposing the addition of a Fingerprint Clerk. CAPK is in the process of acquiring a fingerprint machine. Historically, the agency has contracted out this service. Contracting out the service has become an increased burden as vendors have not been able to adequately serve the needs of our agency. The extra work associated with Community Care Licensing and Department of Justice fingerprinting lends itself to require an additional clerical position in the Human Resource department.

Recommendation:

Staff recommends approval to proceed with the proposed 2020-21 Human Resource budget which incorporates an additional Human Resource Generalist and Fingerprint Clerk.

Attachment: Human Resource Division Org Chart
Human Resource Generalist Job Description
Fingerprint Clerk

Human Resources



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.
4. Assist in establishing and maintaining related timelines and priorities. Assure related activities comply with established standards, requirements, laws, codes, regulations, policies and procedures.
5. Assists management with corrective action and disciplinary documentation.
6. Assists with employee relation issues such as conducting investigations when required regarding employee complaints, harassment allegations and civil rights complaints. Ensure proper steps are taken to address employee concerns.
7. 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.

8. Represents the company for assigned unemployment claims and hearings. Responds to unemployment claims as needed and in accordance to the unemployment insurance program. Receive and prioritize claims, questionnaires and other unemployment related data.
9. Provide and support staff training and development, including onsite consultation, coaching, and mentoring to supervisory staff.
10. Interpret policies, procedures, and regulations; prepare reports, correspondence, and a variety of written materials.
11. Monitor and prepare appropriate employee status changes, conduct exit interviews and analyze data.
12. Prepare and deliver oral presentations when needed.
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.
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 the Human Resources Department with special projects.
17. Assist in the monitoring and evaluation of training programs for relevance and effectiveness, and in the reporting of metrics to the organization.
18. Provide information and assistance to new employees including following up post hire to ensure understanding of information including policies, procedures, and fringe benefits.
19. Serve as contact for employees regarding benefit related issues and questions.
20. Receive and prioritize claims, questionnaires and other unemployment related data.
21. Use details regarding employee separation to interpret and apply state laws and regulations in response to unemployment documents.
22. Represent the office in unemployment hearings as needed.
23. Travel to worksites to provide information and meet with employees on various matters.
24. Performs other duties as assigned.

B. Other Job Specific Duties:

1. Demonstrates punctual, regular and reliable attendance as needed which is essential for successful job performance.
2. Presents a positive, professional image; maintain cooperative and effective working relationships with everyone.
3. Execute assignments, projects and job responsibilities efficiently and within defined timeframes; work independently and effectively with little direction.
4. Demonstrate good judgment and employ critical thinking to execute duties, identify issues, seek solutions and recommend improvements in support of departmental goals.
5. Provides assistance to HR staff and higher-level management; participate in training, meetings, and professional growth activities, as required.
6. Respects the value and mission of the organization.
7. Works alternative hours 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:
Policies and procedures.
Federal and State local laws, codes, and regulations.
Computer proficiency in Outlook, Word, Excel and PowerPoint.
Excellent time management, organizational skills and enjoy working in a fast-paced environment.
Demonstrated commitment to working with a diverse team and support for CAPK's mission and values.

Ability to:
Ability to plan, organize, and allocate resources.
Ability to maintain a high level of confidentiality.
Ability to work independently.
Drive personal vehicle to other job sites when needed.
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.

- Bachelor's Degree in Public or Business Administration, Human Resources Management, or closely related field and/or equivalent experience as a Human Resources Specialist may be substituted for the education requirement on a year for year basis.
- Three to five years of HR experience preferably in an HR Generalist, Consulting or Business Partner role with leadership experience is required.
- Valid CA Driver License
- SPHR (Senior Professional in Human Resources) or PHR (Professional in Human Resources) is desired.

OTHER REQUIRMENTS:
- Must be fingerprinted and pass a pre-employment criminal background check, physical and substance abuse screening upon offer of employment.
- Must have high initiative, integrity, strong work ethic, good communication and analytical skills.
- Demonstrated commitment to working with a diverse team and support for CAPK's mission and values.
- Successful completion TB screening upon employment and annually thereafter.

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

- Office environment setting primarily indoors
- Travel to a variety of locations for site visits or to attend meetings
- Regular use of a telephone and computer
- 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	
51-75 lbs	x			x		
76-100 lbs	x			x		
100+ lbs	x			x		

HUMAN RESOURCES FINGERPRINT CLERK

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 Grade: **FLSA Status:** Non-Exempt **Date Approved:** 02/19/2020

SUMMARY:
Under the supervision of the Director of Human Resources, performs a variety of operational and support duties related to the use of live scan fingerprinting equipment, to include operation of live scan equipment, monitoring maintenance needs of live scan equipment, coordinating maintenance operations, completing and assisting in the completion of forms and reports related to live scan operations, preparing reports on live scan activities for the Human Resources Division while maintaining a high level of confidentiality.

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. Serves as primary point of contact for live scan fingerprinting processes.
2. Schedules fingerprint appointments; ensures identity verification, accuracy entries into the computerized system and capture fingerprints.
3. Operates fingerprinting equipment to obtain and transmit fingerprint images and accompanying data to the Department of Justice (DOJ) and/or Federal Bureau of Investigation (FBI).
4. Interprets and explains fingerprint practices and procedures to Management when necessary.
5. Contacts and responds to inquiries from local and state agencies, and others to provide and/or obtain information.
6. Compiles information and data to prepare simple statistical and financial reports as required.
7. Troubleshoots transmission and scanning equipment problems, reports major software and hardware malfunctions.
8. Enters and compiles data and maintains live scan fingerprint data base.
9. Works with outside agencies related to fingerprint clearance process, i.e. Department of Justice (DOJ), Federal Bureau of Investigation (FBI) and Community Care Licensing (CCL).
10. Maintains fiscal responsibility of live scan fingerprinting processes to include, appropriate coding, reconciliation of statements, processing of payments.
11. Supports and assists with Human Resources Technician functions as necessary.
12. Assists in maintaining Personnel files, completes data entry for recruitments, new hire onboarding and terminations.

13. Perform a variety of clerical duties such as processing mail, answering phones and assist with questions and processes regarding ADP.
14. Provides customer service to agency personnel as well as the general public, regarding fingerprinting and other Human Resources related functions.
15. Performs other duties as assigned.

B. Other Job Specific Duties:

1. Demonstrates punctual, regular and reliable attendance as needed which is essential for successful job performance.
2. Presents a positive, professional image; maintain cooperative and effective working relationships with everyone.
3. Execute assignments, projects and job responsibilities efficiently and within defined timeframes; work independently and effectively with little direction.
4. Demonstrate good judgment and employ critical thinking to execute duties, identify issues, seek solutions and recommend improvements in support of departmental goals.
5. Provides assistance to HR staff and higher-level management; participate in training, meetings, and professional growth activities, as required.
6. Respects the value and mission of the organization.
7. Works alternative hours as required, including nights and weekends.

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:

Policies and procedures.
Federal and State local laws, codes, and regulations.
Excellent time management, organizational skills and enjoy working in a fast-paced environment.
Demonstrated commitment to working with a diverse team and support for CAPK's mission and values.
Computer proficiency in Outlook, Word, Excel and PowerPoint.
Effective recordkeeping systems and procedures.

Ability to:

Maintain the security of sensitive, confidential and privileged information.
Learn automated fingerprint techniques ensuring fingerprints are clear and identifiable.
Prepare and record clear, concise reports and perform routine clerical work. Analyze problems; identify alternative solutions.
Exercise sound, independent judgment within general policy guidelines.
Understand and carry out oral and written directions.
Provide guidance, interpret and explain policies and procedures.
Communicate effectively verbally and in writing.
Drive personal vehicle to other job sites when needed.
Operate and use modern office equipment.
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.

- High School Diploma or equivalent combination of training and experience which clearly demonstrates possession of the knowledge and abilities detailed above.
- Two years responsible clerical experience in a highly confidential environment.
- Experience in the Human Resources field is highly desirable.
- Experience and competence in various computer software, including word processing, spreadsheets and data base programs.
- Valid CA Driver License

OTHER REQUIRMENTS:

- Must be fingerprinted and pass a pre-employment criminal background check, physical and substance abuse screening upon offer of employment.
- Must have high initiative, integrity, strong work ethic, good communication and analytical skills.
- Demonstrated commitment to working with a diverse team and support for CAPK's mission and values.
- Successful completion TB screening upon employment and annually thereafter.
- When required may travel to other job sites.

WORK ENVIRONMENT:

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

- Office environment setting primarily indoors
- Travel to a variety of locations for site visits or to attend meetings
- Regular use of a telephone and computer
- 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 Fingerprint Clerk			
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

BUDGET AND FINANCE COMMITTEE

FEBRUARY 19, 2020

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 - 02/29/20	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	17,095,292	93.600	09CH011132-01	07/01/19 - 02/29/20	108/109	U S DEPT OF HEALTH & HUMAN SERVICES
EARLY HEAD START/HEAD START - **START UP FUNDS**	4,324,691	93.600	09CH011132-01	07/01/19 - 02/29/20	108/109	
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
AMERICORPS PLANNING GRANT	69,959		17AFHY26-PG87	1/15/2020 - 12/31/2020	155-007	CALIFORNIA VOLUNTEERS, AMERICORPS, STATE OF CALIFORNIA - DEPARTMENT OF GENERAL SERVICES
AMERICORPS OPERATIONAL	653,691			2/1/2020 - 1/31/2021	155-000	CALIFORNIA VOLUNTEERS, AMERICORPS, STATE OF CALIFORNIA - DEPARTMENT OF GENERAL SERVICES

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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
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
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 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

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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
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)	121,906 172,569	10.568/.569	15 - MOU - 00118	10/01/18 - 09/30/19 10/01/19 - 09/30/20	105/111	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
EF&S Phase 36	79,598			7/1/2019 - 3/31/2020	114	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
TRADE MITIGATION BONUS OFFERING	$2,000 PER TRUCK LOAD			10/01/18 - 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 PF	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	10/01/18 - 07/31/19	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

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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
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
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	10/03/19 - 07/24/24	272	STATE OF CALIFORNIA, DEPT OF GENERAL SERVICES, UNITED WAY OF KERN
COUNTY OF KERN 2020 CENSUS	47,707		N/A	01/14/20 - 09/30/20	273	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES, COUNTY OF KERN
COUNTY OF KERN LOW BARRIER HOMELESS SHELTER **START-UP**	239,630		017-2020	01/14/20 - 06/30/20	275-007	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES, COUNTY OF KERN
COUNTY OF KERN LOW BARRIER HOMELESS SHELTER OPERATIONAL	1,027,736		017-2020	01/14/20 - 06/30/20	275-000	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES, COUNTY OF KERN
COUNTY OF KERN LOW BARRIER HOMELESS SHELTER OPERATIONAL	2,054,472		017-2020	07/01/20-06/30/21	275-000	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES, COUNTY OF KERN
INFORMATION & EDUCATION	80,000		16 - 10206	07/01/18 - 06/30/19	120	STATE OF CALIFORNIA, DEPT OF PUBLIC HEALTH
FOOD BANK CAPACITY PROGRAM	101,490		SGRT-19-0012	07/01/17 - 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

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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
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	07/01/18 - 06/30/19	366	COUNTY OF KERN, FIRE DEPT - OFFICE OF EMERGENCY SER
EAST KERN HEALTH LINK - RESOURCE FAIRS	3,000		N/A	06/01/19 - 05/31/20	501-005	BORAX VISITOR CENTER FOUNDATION
EAST KERN FAMILY RESOURCE CENTER EMERGENCY SUPPLIES CLOSET	2,000		N/A	05/20/19 - 12/31/19	501-005	KERN HEALTH SYSTEMS
SHAFTER YOUTH CENTER - MAKE BAKERSFIELD	2,000		N/A	05/20/19 - 12/31/19	527-260	KERN HEALTH SYSTEMS
A.R.T CURRICULUM	10,125		N/A	09/10/18 - 06/30/19	531-070	KERN COUNTY SUPERINTENDENT OF SCHOOLS
FRIENDSHIP HOUSE - MUSEUM ON THE MOVE	2,000		N/A	05/20/19 - 12/31/19	531-260	KERN HEALTH SYSTEMS
HOMELESS COLLABORATIVE - HEARING TO HELP INCENTIVE BAGS	2,000		N/A	05/20/19 - 12/31/19	536-260	KERN HEALTH SYSTEMS
SHAFTER YOUTH CENTER - COASTAL CLEAN-UP	4,000		N/A	05/28/19 - 08/31/19	527-261	CALIFORNIA COASTAL COMMISSION, WHALE TAIL FUND GRANT
FRIENDSHIP HOUSE - COASTAL CLEAN-UP	4,000		N/A	05/28/19 - 08/31/19	531-261	CALIFORNIA COASTAL COMMISSION, WHALE TAIL FUND GRANT
SHAFTER YOUTH CENTER - COASTAL CLEAN-UP	4,000		N/A	05/28/20 - 08/31/20	527-261	CALIFORNIA COASTAL COMMISSION, WHALE TAIL FUND GRANT
FRIENDSHIP HOUSE - COASTAL CLEAN-UP	4,000		N/A	05/28/20 - 08/31/20	531-261	CALIFORNIA COASTAL COMMISSION, WHALE TAIL FUND
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

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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
211 STANISLAUS COUNTY	66,000		N/A	07/01/18 - 06/30/21	536-234	UNITED WAY OF STANISLAUS COUNTY
SOUTHERN CA EDISON - 211 CUSTOMER RELATIONS MANAGEMENT (CRM) DEVELOPMENT PROGRAM	35,000		N/A	1/1/20 - 10/1/20	429	SOUTHERN CALIFORNIA EDISON
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	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

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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				
11/30/19	n/a				
12/31/19	n/a				
01/31/20	$ 500,000	$ 500,000	3		

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%
10/31/19 - 12/31/19	90 days	$ 1,277.78	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 JANUARY 31, 2020	
PROGRAM (FUND)	**CASH BALANCE**
CHILD AND ADULT CARE FOOD PROGRAM	(243,387.54)
HEAD START/EARLY HEAD START	748,728.32
SUBTOTAL	**505,340.78**
CHILD DEVELOPMENT RESERVE No. 1	(0.30)
CHILD DEVELOPMENT RESERVE No. 2	0.00
GENERAL CHILD CARE	42,581.34
MIGRANT A/P	842,205.65
MIGRANT CHILD CARE	53,090.75
MIGRANT SPECIALIZED SERVICES	9,521.01
STATE PRESCHOOL	376,195.27
SUBTOTAL	**1,323,593.72**
COMMODITY SUPPLEMENTAL FOOD PROGRAM	(93,695.34)
EF&S	(39,799.00)
EFAP	131,690.45
FOOD BANK	193,602.29
FOOD BANK CAPACITY PROGRAM	(9,603.86)
FOOD BANK - STATE	(88,817.64)
SOCAL GAS	578.66
WONDERFUL FOUNDATION	11,345.27
SUBTOTAL	**105,300.83**
ENERGY	(155,267.46)
DOE WAP	(20,615.80)
LIHEAP	(514,714.21)
LIWP SOLAR PV	(137.94)
LIWP SINGLE FAMILY	(275.99)
PG&E	(13,820.39)
WATER TANK	0.00
TRANSFER NEGATIVE BALANCE	704,831.79
SUBTOTAL	**0.00**
CALIFORNIA ENDOWMENT	
CENTRAL VALLEY SMALL BUSINESS DEVELOPMENT	2,000.00
SUBTOTAL	**2,000.00**
211	152,350.89
211 HOSPITAL PREPAREDNESS	(381.32)
AMERICORPS - CALIFORNIA VOLUNTEERS	(31.63)
BANK OF THE WEST	20,924.56
CAL FRESH	(22,082.16)
CALEITC	(7,286.97)
COST POOLS	62,870.99
COUNTY OF KERN - 2-1-1	1,029.67
COUNTY OF KERN LOW BARRIER HOMELESS CENTER	(26.70)
CSBG	(307,005.49)
CSBG DISCRETIONARY	(22,977.40)
DIFFERENTIAL RESPONSE	(38,337.16)
DIGNITY HEALTH	4,677.72
DISCRETIONARY FUND	1,762,815.82
ECONOMIC EMPOWERMENT	(4,966.40)
FIRST 5 KERN 211	(30,136.73)
FIRST 5 KERN EAST KERN FAMILY RESOURCE CENTER	(21,997.05)
FIRST 5 HELP ME GROW	(15,102.99)
FRIENDSHIP HOUSE	667.72
FUNDRAISING	333,612.70
GANG PREVENTION	(37.75)
GAPP FUND	(112,246.50)
GENERAL FUND	227,654.61
HOME VISIT INITIATIVE (CO OF KERN)	(289,052.85)
HUD-COORDINATED ENTRY SYSTEM	(34,535.76)
INDIRECT FUND	709,910.29
IRS - VITA	(16,935.67)
INFORMATION & EDUCATION	(51.08)
NEOPB CAL FRESH HEALTHY LIVING	(282,114.39)
POSITIVE YOUTH DEV SVC	(6,781.81)
READYKERN	(12.76)
REALIGNMENT FOR SUCCESS	(2,640.92)
SHAFTER YOUTH CENTER	(363.86)
SO CA EDISON - 211 CUSTOMER RELATIONS	35,000.00
TRADE MITIGATION	(55,132.54)
UNITED WAY 211	(2,453.83)
UNITED WAY CESH	51,015.23
WELLS FARGO FOUNDATION	9,822.36
WIC	(1,240,158.01)
LESS: ENERGY NEGATIVE BALANCE	(704,831.79)
ADD: LINE OF CREDIT	500,000.00
SUBTOTAL	**654,671.04**
TOTAL OPERATING CASH	2,590,906.37

COMMUNITY ACTION PARTNERSHIP OF KERN (CAPK)

WELLS FARGO BANK ACCOUNTS

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

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

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

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

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

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

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

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

BANK RECONCILIATION FOR THE MONTH ENDED
January 31, 2020

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

OPERATING ACCOUNT
ACCOUNT NO: XXXXX-X2976

BANK BALANCE AT 01/31/20		3,533,827.45
LESS: OUTSTANDING CHECKS	939,475.48	
ADJUSTED BANK BALANCE AT 01/31/20		2,594,351.97
GENERAL LEDGER BALANCE AT 12/31/19		2,929,232.31
ADD: DEPOSITS	1,836,432.17	
US TREAS DRAWDOWNS	3,448,743.93	
FUNDS FROM OTHER GRANTS	162,313.28	
TRANSFERS FROM RESTRICTED ACCOUNT LIHEAP/DOE	352,720.00	
LINE OF CREDIT LOAN	500,000.00	
ONLINE DONATION	3,298.96	
ADP /HEALTH EQUITY REFUND	3,445.88	
LESS: CHECKS	2,941,319.05	
ADP PAYROLL 1/03/20	371,064.55	
ADP PAYROLL 1/17/20	1,357,396.39	
ADP PAYROLL 1/31/20	1,434,194.12	
EFTS FOR HRA/HSA/ STD/403B	183,986.12	
REC LOAN PRINCIPAL/INT EXPENSES	31,522.11	
CREDIT CARD	38,274.87	
BANK FEES	1,559.34	
ACH VOUCHERS	282,518.01	
GENERAL LEDGER BALANCE AT 01/31/20		2,594,351.97
	DIFFERENCE:	-

PREPARED BY: Lorraine Casillas TITLE: Controller DATE: 02/05/2020

APPROVED BY: [signature] TITLE: Chief Financial Officer DATE: 02/05/2020

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

BANK RECONCILIATION FOR MONTH ENDING
January 31, 2020

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

ACCOUNT NO.: XXXXX-X6256

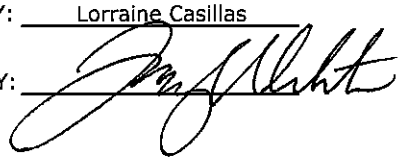
BANK BALANCE ENDING:	**01/31/20**		**682,600.85**
DEPOSITS IN TRANSIT		0.00	
OUTSTANDING CHECKS		0.00	
OTHER		0.00	
ADJUSTED BANK BALANCE:	**01/31/20**		**682,600.85**

BALANCE PER G/L	**12/31/19**		**682,512.39**
ADD: DEPOSITS		0.00	
INTEREST		88.46	
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	**01/31/20**		**682,600.85**

DIFFERENCE: 0.00

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

PREPARED BY: Lorraine Casillas TITLE: Controller DATE: 02/05/20

APPROVED BY:  TITLE: Chief Financial Officer DATE: 02/05/20

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

BANK RECONCILIATION FOR MONTH ENDING
January 31, 2020

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

ACCOUNT NO.: XXXXX-X1095

BANK BALANCE ENDING:	**01/31/20**		**750,425.03**
DEPOSITS IN TRANSIT		0.00	
OUTSTANDING CHECKS		0.00	
OTHER		0.00	
ADJUSTED BANK BALANCE:	**01/31/20**		**750,425.03**

BALANCE PER G/L	**11/30/19**		**826,940.02**
ADD: DEPOSITS		276,099.75	
INTEREST		105.26	
BANK ACCOUNT TRANSFER FROM GENERAL FUND		0.00	
LESS: CHECKS		0.00	
CLIENT ANALYSIS SERVICE CHARGE		0.00	
WIRE TRANSFER		352,720.00	
BANK ACCOUNT TRANSFER TO GENERAL FUND		0.00	
BALANCE PER G/L	**01/31/20**		**750,425.03**

** 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: Lorraine Casillas TITLE: Controller DATE: 02/03/20

APPROVED BY:  TITLE: Chief Financial Officer DATE: 02/03/20

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

BANK RECONCILIATION FOR MONTH ENDING
January 31, 2020

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

ACCOUNT NO.: XXXXX-X1921

BANK BALANCE ENDING:	**01/31/20**		**3,511.92**
DEPOSITS IN TRANSIT		0.00	
OUTSTANDING CHECKS		0.00	
OTHER		0.00	
ADJUSTED BANK BALANCE	**01/31/20**		**3,511.92**
BALANCE PER GENERAL LEDGER	**12/31/19**		**6,658.01**
ADD: DEPOSITS (Credit Card Donations & Shared Fee)		0.00	
ONLINE DONATIONS		103.00	
PAYPAL DEPOSIT		0.00	
INTEREST		0.57	
LESS: APPLIED MERCHANT DEBITS		0.00	
CLIENT ANALYSIS SERVICE CHARGE		12.45	
BANKCARD FEES		18.25	
CASH CONCENTRATION FEE		0.00	
FUND TRANSFER TO GENERAL FUND		3,218.96	
		0.00	
BALANCE PER GENERAL LEDGER:	**01/31/20**		**3,511.92**

** 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: Lorraine Casillas TITLE: Controller DATE: 02/02/20

APPROVED BY: TITLE: Chief Financial Officer DATE: 02/02/20

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

BANK RECONCILIATION FOR MONTH ENDING
January 31, 2020

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

ACCOUNT NO.: XXXXX-X2049

BANK BALANCE ENDING:	**01/31/20**		**2.11**
DEPOSITS IN TRANSIT		0.00	
OUTSTANDING CHECKS		0.00	
OTHER		0.00	
ADJUSTED BANK BALANCE:	**01/31/20**		**2.11**
BALANCE PER G/L	**12/31/19**		**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	**01/31/20**		**2.11**
		DIFFERENCE:	0.00

PREPARED BY: Lorraine Casillas TITLE: Controller DATE: 02/05/20

APPROVED BY: TITLE: Chief Financial Officer DATE: 02/05/20

COMMUNITY ACTION PARTNERSHIP OF KERN
WELLS FARGO VISA SUMMARY
STATEMENTS DATED January 1, 2020 - January 31, 2020

Cardholder	Position	Amount Charged
CAPK	Accounts Payable	$ -
Gloria Barbero	Administrator - EHS San Joaquin	7.30
Yolanda Gonzales	Director of Head Start/State Child Development Programs	10,390.94
Donna Holland	Fiscal Administrator	719.99
Pritika Ram	Director of Administration	3,061.01
Carmen Segovia	Director of Health & Nutrition Services	5,176.68
Jeremy Tobias	Chief Executive Officer	5,140.19
Emilio Wagner	Director of Operations	5,473.32
Tracy Webster	Chief Financial Officer	3,443.35
	Total	$ 33,412.78

WELLS FARGO

Statement Expenses

02/03/2020 12:02 PM PT
Requested By: ALBITRE, ROSEMARY

Cardholder Summary

Cardholder Name:	**AP, CAPK**	Start Date:	**01/01/2020**
Card Number:	**xxxx-xxxx-xxxx-7017**	End Date:	**01/31/2020**
Status:	**Open**	Reminder Period:	
Charges:	**0.00 USD**	**02/01/2020** through	**02/03/2020**
Out-of-pocket:	**0.00 USD**	Grace Period:	
Total Amount:	**0.00 USD**	**02/04/2020** through	**02/06/2020**
		Approval Period:	
		02/07/2020 through	**02/10/2020**
		Download Period:	
		02/11/2020 through	**02/28/2020**

Charges

There are no results.

---End of Report---

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WELLS FARGO

Statement Expenses

02/03/2020 12:02 PM PT
Requested By: ALBITRE, ROSEMARY

Cardholder Summary

Cardholder Name:	**BARBERO, GLORIA**	Start Date:	**01/01/2020**
Card Number:	**xxxx-xxxx-xxxx-7058**	End Date:	**01/31/2020**
Status:	**Open**	Reminder Period:	
Charges:	**7.30 USD**	**02/01/2020** through	**02/03/2020**
Out-of-pocket:	**0.00 USD**	Grace Period:	
Total Amount:	**7.30 USD**	**02/04/2020** through	**02/06/2020**
		Approval Period:	
		02/07/2020 through	**02/10/2020**
		Download Period:	
		02/11/2020 through	**02/28/2020**

Charges

1.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	01/09/2020	01/10/2020	Usps Po 0575290215 Stockton,CA		CAPK Pcard (CAPL Pcard)	No	7.30 USD / 7.30

Total Charges: 7.30 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.

---End of Report---

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WELLS FARGO

Statement Expenses

02/03/2020 12:03 PM PT
Requested By: ALBITRE, ROSEMARY

Cardholder Summary

Cardholder Name:	**GONZALES, YOLANDA**	Start Date:	**01/01/2020**
Card Number:	**xxxx-xxxx-xxxx-7009**	End Date:	**01/31/2020**
Status:	**Cardholder Reviewed**	Reminder Period:	
Charges:	**10,390.94 USD**	**02/01/2020** through **02/03/2020**	
Out-of-pocket:	**0.00 USD**	Grace Period:	
Total Amount:	**10,390.94 USD**	**02/04/2020** through **02/06/2020**	
		Approval Period:	
		02/07/2020 through **02/10/2020**	
		Download Period:	
		02/11/2020 through **02/28/2020**	

Charges

	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
1.	01/15/2020	01/17/2020	Hyatt Regency Sacramento Sacramento,CA		CAPK Pcard (CAPL Pcard)	No	685.15 USD / 685.15
2.	01/15/2020	01/17/2020	Hyatt Regency Sacramento Sacramento,CA		CAPK Pcard (CAPL Pcard)	No	705.15 USD / 705.15
3.	01/15/2020	01/17/2020	Hyatt Regency Sacramento Sacramento,CA		CAPK Pcard (CAPL Pcard)	No	645.15 USD / 645.15
4.	01/15/2020	01/17/2020	Hyatt Regency Sacramento Sacramento,CA		CAPK Pcard (CAPL Pcard)	No	645.15 USD / 645.15
5.	01/15/2020	01/17/2020	Hyatt Regency Sacramento Sacramento,CA		CAPK Pcard (CAPL Pcard)	No	645.15 USD / 645.15
6.	01/16/2020	01/17/2020	Hyatt Regency Sacramento			No	(40.00) USD / (40.00)

			8885884384,CA		CAPK Pcard (CAPL Pcard)		
7.	**Transaction Date**	**Posting Date**	**Merchant**	**General Ledger Code**	**Unit**	**Receipt Submitted ‡**	**Amount / Original Currency**
	01/19/2020	01/20/2020	Wested 562-799-5143,CA		CAPK Pcard (CAPL Pcard)	No	4,050.00 USD / 4,050.00
8.	**Transaction Date**	**Posting Date**	**Merchant**	**General Ledger Code**	**Unit**	**Receipt Submitted ‡**	**Amount / Original Currency**
	01/16/2020	01/20/2020	United 0162490832865 800-932-2732,TX		CAPK Pcard (CAPL Pcard)	No	432.80 USD / 432.80
9.	**Transaction Date**	**Posting Date**	**Merchant**	**General Ledger Code**	**Unit**	**Receipt Submitted ‡**	**Amount / Original Currency**
	01/16/2020	01/20/2020	United 0162490832866 800-932-2732,TX		CAPK Pcard (CAPL Pcard)	No	432.80 USD / 432.80
10.	**Transaction Date**	**Posting Date**	**Merchant**	**General Ledger Code**	**Unit**	**Receipt Submitted ‡**	**Amount / Original Currency**
	01/16/2020	01/20/2020	United 0162490832867 800-932-2732,TX		CAPK Pcard (CAPL Pcard)	No	432.80 USD / 432.80
11.	**Transaction Date**	**Posting Date**	**Merchant**	**General Ledger Code**	**Unit**	**Receipt Submitted ‡**	**Amount / Original Currency**
	01/16/2020	01/20/2020	United 0162490832868 800-932-2732,TX		CAPK Pcard (CAPL Pcard)	No	432.80 USD / 432.80
12.	**Transaction Date**	**Posting Date**	**Merchant**	**General Ledger Code**	**Unit**	**Receipt Submitted ‡**	**Amount / Original Currency**
	01/21/2020	01/23/2020	Office Depot #486 Stockton,CA		CAPK Pcard (CAPL Pcard)	No	221.55 USD / 221.55
13.	**Transaction Date**	**Posting Date**	**Merchant**	**General Ledger Code**	**Unit**	**Receipt Submitted ‡**	**Amount / Original Currency**
	01/24/2020	01/27/2020	Residence Inn Stockton,CA		CAPK Pcard (CAPL Pcard)	No	503.54 USD / 503.54
14.	**Transaction Date**	**Posting Date**	**Merchant**	**General Ledger Code**	**Unit**	**Receipt Submitted ‡**	**Amount / Original Currency**
	01/24/2020	01/27/2020	Residence Inn Stockton,CA		CAPK Pcard (CAPL Pcard)	No	598.90 USD / 598.90

Total Charges: 10,390.94 USD

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WELLS FARGO

Statement Expenses

02/03/2020 12:04 PM PT
Requested By: ALBITRE, ROSEMARY

Cardholder Summary

Cardholder Name:	**HOLLAND, DONNA**	Start Date:	**01/01/2020**
Card Number:	**xxxx-xxxx-xxxx-7033**	End Date:	**01/31/2020**
Status:	**Cardholder Reviewed**	Reminder Period:	
Charges:	**719.99 USD**	**02/01/2020** through **02/03/2020**	
Out-of-pocket:	**0.00 USD**	Grace Period:	
Total Amount:	**719.99 USD**	**02/04/2020** through **02/06/2020**	
		Approval Period:	
		02/07/2020 through **02/10/2020**	
		Download Period:	
		02/11/2020 through **02/28/2020**	

Charges

	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
1.	01/16/2020	01/17/2020	Lassens Natural Foods-bk Bakersfield,CA		CAPK Pcard (CAPL Pcard)	No	220.46 USD / 220.46
2.	01/16/2020	01/20/2020	Walgreens.com 877-250-5823,IL		CAPK Pcard (CAPL Pcard)	No	189.97 USD / 189.97
3.	01/22/2020	01/23/2020	Walmart.com 8009666546 800-966-6546,AR		CAPK Pcard (CAPL Pcard)	No	223.84 USD / 223.84
4.	01/30/2020	01/31/2020	Lassens Natural Foods-bk Bakersfield,CA		CAPK Pcard (CAPL Pcard)	No	85.72 USD / 85.72

Total Charges: 719.99 USD

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WELLS FARGO

Statement Expenses

02/03/2020 12:05 PM PT
Requested By: ALBITRE, ROSEMARY

Cardholder Summary

Cardholder Name:	**RAM, PRITIKA**	Start Date:	**01/01/2020**
Card Number:	**xxxx-xxxx-xxxx-7074**	End Date:	**01/31/2020**
Status:	**Open**	Reminder Period:	
Charges:	**3,061.01 USD**	**02/01/2020** through **02/03/2020**	
Out-of-pocket:	**0.00 USD**	Grace Period:	
Total Amount:	**3,061.01 USD**	**02/04/2020** through **02/06/2020**	
		Approval Period:	
		02/07/2020 through **02/10/2020**	
		Download Period:	
		02/11/2020 through **02/28/2020**	

Charges

	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
1.	01/04/2020	01/06/2020	Michaels #9490 800-642-4235,TX		CAPK Pcard (CAPL Pcard)	No	(59.52) USD / (59.52)
2.	01/06/2020	01/07/2020	Fredpryor Careertrack 800-5563012,KS		CAPK Pcard (CAPL Pcard)	No	49.00 USD / 49.00
3.	01/06/2020	01/07/2020	Fredpryor Careertrack 800-5563012,KS		CAPK Pcard (CAPL Pcard)	No	79.00 USD / 79.00
4.	01/06/2020	01/07/2020	Fredpryor Careertrack 800-5563012,KS		CAPK Pcard (CAPL Pcard)	No	79.00 USD / 79.00
5.	01/06/2020	01/07/2020	Fredpryor Careertrack 800-5563012,KS		CAPK Pcard (CAPL Pcard)	No	711.00 USD / 711.00
6.	01/21/2020	01/22/2020			CAPK Pcard	No	1,000.00 USD / 1,000.00

			Eb 22nd State Of The 801-413-7200,CA		(CAPL Pcard)		
7.	**Transaction Date**	**Posting Date**	**Merchant**	**General Ledger Code**	**Unit**	**Receipt Submitted ‡**	**Amount / Original Currency**
	01/21/2020	01/22/2020	Michaels Stores 1591 Bakersfield,CA		CAPK Pcard (CAPL Pcard)	No	103.92 USD / 103.92
8.	**Transaction Date**	**Posting Date**	**Merchant**	**General Ledger Code**	**Unit**	**Receipt Submitted ‡**	**Amount / Original Currency**
	01/28/2020	01/29/2020	Housing California 916-287-9882,CA		CAPK Pcard (CAPL Pcard)	No	750.00 USD / 750.00
9.	**Transaction Date**	**Posting Date**	**Merchant**	**General Ledger Code**	**Unit**	**Receipt Submitted ‡**	**Amount / Original Currency**
	01/29/2020	01/31/2020	Food-ex Bakersfield,CA		CAPK Pcard (CAPL Pcard)	No	296.20 USD / 296.20
10.	**Transaction Date**	**Posting Date**	**Merchant**	**General Ledger Code**	**Unit**	**Receipt Submitted ‡**	**Amount / Original Currency**
	01/30/2020	01/31/2020	Grubhubsequoiasandwic Grubhub.com,NY		CAPK Pcard (CAPL Pcard)	No	52.41 USD / 52.41

Total Charges: 3,061.01 USD

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WELLS FARGO

Statement Expenses

02/03/2020 12:06 PM PT
Requested By: ALBITRE, ROSEMARY

Cardholder Summary

Cardholder Name:	**SEGOVIA, CARMEN**	Start Date:	**01/01/2020**
Card Number:	**xxxx-xxxx-xxxx-7025**	End Date:	**01/31/2020**
Status:	**Open**	Reminder Period:	
Charges:	**5,176.68 USD**	**02/01/2020** through **02/03/2020**	
Out-of-pocket:	**0.00 USD**	Grace Period:	
Total Amount:	**5,176.68 USD**	**02/04/2020** through **02/06/2020**	
		Approval Period:	
		02/07/2020 through **02/10/2020**	
		Download Period:	
		02/11/2020 through **02/28/2020**	

Charges

	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
1.	12/30/2019	01/02/2020	Albertsons 0336 Bakersfield,CA		CAPK Pcard (CAPL Pcard)	No	100.00 USD / 100.00
2.	01/06/2020	01/07/2020	Hotelscom9206082539722 Hotels.com,NV		CAPK Pcard (CAPL Pcard)	No	75.09 USD / 75.09
3.	01/06/2020	01/07/2020	Ticketsatwork.com 800-331-6483,FL		CAPK Pcard (CAPL Pcard)	No	228.43 USD / 228.43
4.	01/06/2020	01/08/2020	Kern Co Parks And Rec 661-868-7000,CA		CAPK Pcard (CAPL Pcard)	No	30.00 USD / 30.00
5.	01/08/2020	01/09/2020	Walmart.com 8009666546 800-966-6546,AR		CAPK Pcard (CAPL Pcard)	No	239.80 USD / 239.80
6.	01/11/2020	01/13/2020			CAPK Pcard	No	812.29 USD / 812.29

			Amazon.com 4139l7ll3 Amzn.com/bill,WA		(CAPL Pcard)		
7.	**Transaction Date**	**Posting Date**	**Merchant**	**General Ledger Code**	**Unit**	**Receipt Submitted ‡**	**Amount / Original Currency**
	01/14/2020	01/15/2020	Hotelscom9206082539722 Hotels.com,NV		CAPK Pcard (CAPL Pcard)	No	(75.09) USD / (75.09)
8.	**Transaction Date**	**Posting Date**	**Merchant**	**General Ledger Code**	**Unit**	**Receipt Submitted ‡**	**Amount / Original Currency**
	01/14/2020	01/16/2020	Town And Country Resort 619-2917131,CA		CAPK Pcard (CAPL Pcard)	No	224.47 USD / 224.47
9.	**Transaction Date**	**Posting Date**	**Merchant**	**General Ledger Code**	**Unit**	**Receipt Submitted ‡**	**Amount / Original Currency**
	01/14/2020	01/16/2020	Town And Country Resort 619-2917131,CA		CAPK Pcard (CAPL Pcard)	No	224.47 USD / 224.47
10.	**Transaction Date**	**Posting Date**	**Merchant**	**General Ledger Code**	**Unit**	**Receipt Submitted ‡**	**Amount / Original Currency**
	01/14/2020	01/16/2020	Town And Country Resort 619-2917131,CA		CAPK Pcard (CAPL Pcard)	No	224.47 USD / 224.47
11.	**Transaction Date**	**Posting Date**	**Merchant**	**General Ledger Code**	**Unit**	**Receipt Submitted ‡**	**Amount / Original Currency**
	01/14/2020	01/16/2020	Town And Country Resort 619-2917131,CA		CAPK Pcard (CAPL Pcard)	No	224.47 USD / 224.47
12.	**Transaction Date**	**Posting Date**	**Merchant**	**General Ledger Code**	**Unit**	**Receipt Submitted ‡**	**Amount / Original Currency**
	01/14/2020	01/16/2020	Town And Country Resort 619-2917131,CA		CAPK Pcard (CAPL Pcard)	No	224.47 USD / 224.47
13.	**Transaction Date**	**Posting Date**	**Merchant**	**General Ledger Code**	**Unit**	**Receipt Submitted ‡**	**Amount / Original Currency**
	01/14/2020	01/16/2020	Town And Country Resort 619-2917131,CA		CAPK Pcard (CAPL Pcard)	No	224.47 USD / 224.47
14.	**Transaction Date**	**Posting Date**	**Merchant**	**General Ledger Code**	**Unit**	**Receipt Submitted ‡**	**Amount / Original Currency**
	01/14/2020	01/16/2020	Town And Country Resort 619-2917131,CA		CAPK Pcard (CAPL Pcard)	No	224.47 USD / 224.47
15.	**Transaction Date**	**Posting Date**	**Merchant**	**General Ledger Code**	**Unit**	**Receipt Submitted ‡**	**Amount / Original Currency**
	01/14/2020	01/16/2020	Town And Country Resort 619-2917131,CA		CAPK Pcard (CAPL Pcard)	No	224.47 USD / 224.47

	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
16.	01/15/2020	01/17/2020	Office Depot #952 Bakersfield,CA		CAPK Pcard (CAPL Pcard)	No	142.89 USD / 142.89
17.	01/16/2020	01/20/2020	Office Depot #952 Bakersfield,CA		CAPK Pcard (CAPL Pcard)	No	21.11 USD / 21.11
18.	01/15/2020	01/22/2020	United Site Service Westborough,MA		CAPK Pcard (CAPL Pcard)	No	494.34 USD / 494.34
19.	01/21/2020	01/23/2020	Office Depot #952 Bakersfield,CA		CAPK Pcard (CAPL Pcard)	No	907.73 USD / 907.73
20.	01/22/2020	01/24/2020	Town And Country Resort 619-2917131,CA		CAPK Pcard (CAPL Pcard)	No	224.47 USD / 224.47
21.	01/24/2020	01/27/2020	The Home Depot #1064 Bakersfield,CA		CAPK Pcard (CAPL Pcard)	No	30.36 USD / 30.36
22.	01/24/2020	01/27/2020	Homedepot.com 800-430-3376,GA		CAPK Pcard (CAPL Pcard)	No	14.03 USD / 14.03
23.	01/24/2020	01/27/2020	Homedepot.com 800-430-3376,GA		CAPK Pcard (CAPL Pcard)	No	46.19 USD / 46.19
24.	01/25/2020	01/27/2020	Homedepot.com 800-430-3376,GA		CAPK Pcard (CAPL Pcard)	No	46.96 USD / 46.96
25.	Transaction Date	Posting Date	Merchant		Unit	Receipt Submitted ‡	

				General Ledger Code			Amount / Original Currency
	01/25/2020	01/27/2020	Wpy California Breastfeed 855-469-3729,CA		CAPK Pcard (CAPL Pcard)	No	(355.00) USD / (355.00)
26.	**Transaction Date**	**Posting Date**	**Merchant**	**General Ledger Code**	**Unit**	**Receipt Submitted ‡**	**Amount / Original Currency**
	01/27/2020	01/29/2020	Southwes 5262165572918 800-435-9792,TX		CAPK Pcard (CAPL Pcard)	No	241.96 USD / 241.96
27.	**Transaction Date**	**Posting Date**	**Merchant**	**General Ledger Code**	**Unit**	**Receipt Submitted ‡**	**Amount / Original Currency**
	01/28/2020	01/29/2020	Amazon.com H12zo3ar3 Amzn.com/bill,WA		CAPK Pcard (CAPL Pcard)	No	191.11 USD / 191.11
28.	**Transaction Date**	**Posting Date**	**Merchant**	**General Ledger Code**	**Unit**	**Receipt Submitted ‡**	**Amount / Original Currency**
	01/29/2020	01/30/2020	Walmart.com 8009666546 Bentonville,AR		CAPK Pcard (CAPL Pcard)	No	(51.14) USD / (51.14)
29.	**Transaction Date**	**Posting Date**	**Merchant**	**General Ledger Code**	**Unit**	**Receipt Submitted ‡**	**Amount / Original Currency**
	01/29/2020	01/31/2020	The Home Depot #1064 Bakersfield,CA		CAPK Pcard (CAPL Pcard)	No	15.39 USD / 15.39

Total Charges: 5,176.68 USD

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WELLS FARGO

Statement Expenses

02/03/2020 12:06 PM PT
Requested By: ALBITRE, ROSEMARY

Cardholder Summary

Cardholder Name:	**TOBIAS, JEREMY**	Start Date:	**01/01/2020**
Card Number:	**xxxx-xxxx-xxxx-7066**	End Date:	**01/31/2020**
Status:	**Open**	Reminder Period:	
Charges:	**5,140.19 USD**	**02/01/2020** through **02/03/2020**	
Out-of-pocket:	**0.00 USD**	Grace Period:	
Total Amount:	**5,140.19 USD**	**02/04/2020** through **02/06/2020**	
		Approval Period:	
		02/07/2020 through **02/10/2020**	
		Download Period:	
		02/11/2020 through **02/28/2020**	

Charges

1.

Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
01/08/2020	01/09/2020	Fairfield Inn Bakersfi Bakersfield,CA		CAPK Pcard (CAPL Pcard)	No	131.68 USD / 131.68

Description Hotel Room for Board Member Yolanda Ochoa - Night before travel to San Juan Puerto Rico for CAP National Leadership Conf. Due to travel distance from home to airport and flight departure time -

2.

Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
01/10/2020	01/13/2020	Sheraton San Juan		CAPK Pcard (CAPL Pcard)	No	681.57 USD / 681.57

Description Hotel Room charges for Jeremy Tobias in San Juan Puerto Rico for the CAP National Leadership Conf. Dates are from 1/6/20 to 1/9/20. Room for 1/10/20 was charged separately.

3.

Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
01/10/2020	01/13/2020	Sheraton 787-9933500		CAPK Pcard (CAPL Pcard)	No	433.97 USD / 433.97

Description Hotel Room charges for Board Member Pastor Jonathan Mullings in San Juan Puerto Rico for the CAP National Leadership Conf. Dates are from 1/7/20 to 1/10/20. 1st Night room charges for 1/7/20 were pai

4.

Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
01/10/2020	01/13/2020	Sheraton 787-9933500		CAPK Pcard (CAPL Pcard)	No	433.97 USD / 433.97

Description Hotel Room charges for Board Member Janea Benton in San Juan Puerto Rico for the CAP National Leadership Conf. Dates are from 1/8/20 - 1/9/20. 1st Night room charges for 1/7/20 were paid in advance.

5.

Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency

01/11/2020	01/13/2020	Sheraton 787-9933500		CAPK Pcard (CAPL Pcard)	No	359.24 USD / 359.24
Description	Hotel Room charges for Jeremy Tobias in San Juan Puerto Rico for the CAP National Leadership Conf. Date of room charge is 1/10/20					

6.						
Transaction Date	**Posting Date**	**Merchant**	**General Ledger Code**	**Unit**	**Receipt Submitted ‡**	**Amount / Original Currency**
01/13/2020	01/14/2020	Food-ex Bakersfield,CA		CAPK Pcard (CAPL Pcard)	No	192.70 USD / 192.70
Description	Lunch for Special Executive Committee Meeting on Monday, January 20, 2020.					

7.						
Transaction Date	**Posting Date**	**Merchant**	**General Ledger Code**	**Unit**	**Receipt Submitted ‡**	**Amount / Original Currency**
01/14/2020	01/16/2020	National Community Action 202-8422092,DC		CAPK Pcard (CAPL Pcard)	No	1,000.00 USD / 1,000.00
Description	Bi-Weekly Subscription Registration Fee for 2020 CAPFacts for National Community Action Foundation NCAF. ABILA CODE: 6645-999-902-000-000-00-5-1					

8.						
Transaction Date	**Posting Date**	**Merchant**	**General Ledger Code**	**Unit**	**Receipt Submitted ‡**	**Amount / Original Currency**
01/17/2020	01/20/2020	Ncaf 202-842-2092,DC		CAPK Pcard (CAPL Pcard)	No	575.00 USD / 575.00

9.						
Transaction Date	**Posting Date**	**Merchant**	**General Ledger Code**	**Unit**	**Receipt Submitted ‡**	**Amount / Original Currency**
01/16/2020	01/20/2020	Sheraton 787-9933500		CAPK Pcard (CAPL Pcard)	No	444.02 USD / 444.02

10.						
Transaction Date	**Posting Date**	**Merchant**	**General Ledger Code**	**Unit**	**Receipt Submitted ‡**	**Amount / Original Currency**
01/16/2020	01/20/2020	Sheraton 787-9933500		CAPK Pcard (CAPL Pcard)	No	444.02 USD / 444.02

11.						
Transaction Date	**Posting Date**	**Merchant**	**General Ledger Code**	**Unit**	**Receipt Submitted ‡**	**Amount / Original Currency**
01/16/2020	01/20/2020	Sheraton 787-9933500		CAPK Pcard (CAPL Pcard)	No	444.02 USD / 444.02

Total Charges: 5,140.19 USD

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WELLS FARGO

Statement Expenses

02/03/2020 12:07 PM PT
Requested By: ALBITRE, ROSEMARY

Cardholder Summary

Cardholder Name:	**WAGNER, EMILIO**	Start Date:	**01/01/2020**
Card Number:	**xxxx-xxxx-xxxx-7041**	End Date:	**01/31/2020**
Status:	**Open**	Reminder Period:	
Charges:	**5,473.32 USD**	**02/01/2020** through **02/03/2020**	
Out-of-pocket:	**0.00 USD**	Grace Period:	
Total Amount:	**5,473.32 USD**	**02/04/2020** through **02/06/2020**	
		Approval Period:	
		02/07/2020 through **02/10/2020**	
		Download Period:	
		02/11/2020 through **02/28/2020**	

Charges

1.

Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
01/06/2020	01/07/2020	Cdw Govt #whp7402 800-808-4239,IL		CAPK Pcard (CAPL Pcard)	No	3,425.85 USD / 3,425.85

2.

Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
01/06/2020	01/07/2020	Wipflillp 715-843-7449,WI		CAPK Pcard (CAPL Pcard)	Yes	700.00 USD / 700.00

Description Registration WIPFLI Training for Vanessa Arreguin Jan 28-29, 2020 6645-999-901-000-000-00-5-1

3.

Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
01/06/2020	01/07/2020	Cci Hotel Res 800-468-3578,TX		CAPK Pcard (CAPL Pcard)	Yes	259.97 USD / 259.97

Description Lodging cost for Vanessa Arreguin Training Glendale, CA Jan 28-29, 2020 6120-999-901-000-000-00-5-1

4.

Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
01/16/2020	01/17/2020	Best Buy 00008565 Bakersfield,CA		CAPK Pcard (CAPL Pcard)	Yes	75.75 USD / 75.75

Description Thumb Drives for IT 6305-999-901-000-000-00-5-1

5.

Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
01/20/2020	01/20/2020	Onestepgpscom 181-865-9203,CA		CAPK Pcard (CAPL Pcard)	Yes	209.25 USD / 209.25

	Description	Monthly subscription renewal order with OneStepGps.com 6667-524-000-147-000-00-3-1					
6.	**Transaction Date**	**Posting Date**	**Merchant**	**General Ledger Code**	**Unit**	**Receipt Submitted ‡**	**Amount / Original Currency**
	01/20/2020	01/21/2020	Mindbody, Inc 805-4762700,CA		CAPK Pcard (CAPL Pcard)	No	445.40 USD / 445.40
7.	**Transaction Date**	**Posting Date**	**Merchant**	**General Ledger Code**	**Unit**	**Receipt Submitted ‡**	**Amount / Original Currency**
	01/24/2020	01/27/2020	Springhill Suites Sacr Sacramento,CA		CAPK Pcard (CAPL Pcard)	No	178.55 USD / 178.55
8.	**Transaction Date**	**Posting Date**	**Merchant**	**General Ledger Code**	**Unit**	**Receipt Submitted ‡**	**Amount / Original Currency**
	01/24/2020	01/27/2020	Springhill Suites Sacr Sacramento,CA		CAPK Pcard (CAPL Pcard)	No	178.55 USD / 178.55

Total Charges: 5,473.32 USD

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WELLS FARGO

Statement Expenses

02/03/2020 12:08 PM PT
Requested By: ALBITRE, ROSEMARY

Cardholder Summary

Cardholder Name:	**WEBSTER, TRACY**	Start Date:	**01/01/2020**
Card Number:	**xxxx-xxxx-xxxx-6993**	End Date:	**01/31/2020**
Status:	**Open**	Reminder Period:	
Charges:	**3,443.35 USD**	**02/01/2020** through **02/03/2020**	
Out-of-pocket:	**0.00 USD**	Grace Period:	
Total Amount:	**3,443.35 USD**	**02/04/2020** through **02/06/2020**	
		Approval Period:	
		02/07/2020 through **02/10/2020**	
		Download Period:	
		02/11/2020 through **02/28/2020**	

Charges

	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
1.	01/03/2020	01/03/2020	Fieldprint Inc 888-291-1369,PA		CAPK Pcard (CAPL Pcard)	No	28.75 USD / 28.75
2.	01/09/2020	01/10/2020	Verticalscr 888-291-1369,PA		CAPK Pcard (CAPL Pcard)	No	7.50 USD / 7.50
3.	01/09/2020	01/10/2020	Residence Inn Downtown Sacramento,CA		CAPK Pcard (CAPL Pcard)	No	0.01 USD / 0.01
4.	01/10/2020	01/13/2020	Verticalscr 888-291-1369,PA		CAPK Pcard (CAPL Pcard)	No	7.50 USD / 7.50
5.	01/10/2020	01/13/2020	Verticalscr 888-291-1369,PA		CAPK Pcard (CAPL Pcard)	No	7.50 USD / 7.50
6.	01/13/2020	01/14/2020	Verticalscr 888-291-1369,PA		CAPK Pcard (CAPL Pcard)	No	7.50 USD / 7.50
7.	**Transaction Date**	**Posting Date**	**Merchant**	**General Ledger Code**	**Unit**	**Receipt Submitted ‡**	**Amount / Original Currency**

	01/15/2020	01/15/2020	Fieldprint Inc 888-291-1369,PA		CAPK Pcard (CAPL Pcard)	No	28.75 USD / 28.75

8.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	01/16/2020	01/16/2020	Fieldprint Inc 888-291-1369,PA		CAPK Pcard (CAPL Pcard)	No	28.75 USD / 28.75

9.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	01/16/2020	01/17/2020	Verticalscr 888-291-1369,PA		CAPK Pcard (CAPL Pcard)	No	7.50 USD / 7.50

10.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	01/17/2020	01/20/2020	Aatrix Software 701-746-6814,ND		CAPK Pcard (CAPL Pcard)	No	760.02 USD / 760.02

11.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	01/24/2020	01/24/2020	Fieldprint Inc 888-291-1369,PA		CAPK Pcard (CAPL Pcard)	No	28.75 USD / 28.75

12.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	01/24/2020	01/24/2020	Fieldprint Inc 888-291-1369,PA		CAPK Pcard (CAPL Pcard)	No	28.75 USD / 28.75

13.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	01/24/2020	01/24/2020	Fieldprint Inc 888-291-1369,PA		CAPK Pcard (CAPL Pcard)	No	28.75 USD / 28.75

14.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	01/24/2020	01/24/2020	Fieldprint Inc 888-291-1369,PA		CAPK Pcard (CAPL Pcard)	No	28.75 USD / 28.75

15.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	01/24/2020	01/24/2020	Fieldprint Inc 888-291-1369,PA		CAPK Pcard (CAPL Pcard)	No	28.75 USD / 28.75

16.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	01/24/2020	01/24/2020	Fieldprint Inc 888-291-1369,PA		CAPK Pcard (CAPL Pcard)	No	28.75 USD / 28.75

17.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	01/25/2020	01/27/2020	Fieldprint Inc 888-291-1369,PA		CAPK Pcard (CAPL Pcard)	No	28.75 USD / 28.75

18.			Merchant		Unit		

	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	01/25/2020	01/27/2020	Fieldprint Inc 888-291-1369,PA		CAPK Pcard (CAPL Pcard)	No	28.75 USD / 28.75
19.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	01/26/2020	01/27/2020	Fieldprint Inc 888-291-1369,PA		CAPK Pcard (CAPL Pcard)	No	28.75 USD / 28.75
20.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	01/27/2020	01/27/2020	Fieldprint Inc 888-291-1369,PA		CAPK Pcard (CAPL Pcard)	No	28.75 USD / 28.75
21.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	01/28/2020	01/28/2020	Fieldprint Inc 888-291-1369,PA		CAPK Pcard (CAPL Pcard)	No	28.75 USD / 28.75
22.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	01/28/2020	01/28/2020	Fieldprint Inc 888-291-1369,PA		CAPK Pcard (CAPL Pcard)	No	28.75 USD / 28.75
23.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	01/28/2020	01/28/2020	Fieldprint Inc 888-291-1369,PA		CAPK Pcard (CAPL Pcard)	No	28.75 USD / 28.75
24.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	01/28/2020	01/28/2020	Fieldprint Inc 888-291-1369,PA		CAPK Pcard (CAPL Pcard)	No	28.75 USD / 28.75
25.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	01/28/2020	01/28/2020	Fieldprint Inc 888-291-1369,PA		CAPK Pcard (CAPL Pcard)	No	28.75 USD / 28.75
26.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	01/28/2020	01/28/2020	Fieldprint Inc 888-291-1369,PA		CAPK Pcard (CAPL Pcard)	No	28.75 USD / 28.75
27.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	01/28/2020	01/28/2020	Fieldprint Inc 888-291-1369,PA		CAPK Pcard (CAPL Pcard)	No	28.75 USD / 28.75
28.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	01/29/2020	01/29/2020				No	28.75 USD / 28.75

			Fieldprint Inc 888-291-1369,PA		CAPK Pcard (CAPL Pcard)		
29.	**Transaction Date**	**Posting Date**	**Merchant**	**General Ledger Code**	**Unit**	**Receipt Submitted ‡**	**Amount / Original Currency**
	01/29/2020	01/29/2020	Fieldprint Inc 888-291-1369,PA		CAPK Pcard (CAPL Pcard)	No	28.75 USD / 28.75
30.	**Transaction Date**	**Posting Date**	**Merchant**	**General Ledger Code**	**Unit**	**Receipt Submitted ‡**	**Amount / Original Currency**
	01/29/2020	01/29/2020	Fieldprint Inc 888-291-1369,PA		CAPK Pcard (CAPL Pcard)	No	28.75 USD / 28.75
31.	**Transaction Date**	**Posting Date**	**Merchant**	**General Ledger Code**	**Unit**	**Receipt Submitted ‡**	**Amount / Original Currency**
	01/29/2020	01/29/2020	Fieldprint Inc 888-291-1369,PA		CAPK Pcard (CAPL Pcard)	No	28.75 USD / 28.75
32.	**Transaction Date**	**Posting Date**	**Merchant**	**General Ledger Code**	**Unit**	**Receipt Submitted ‡**	**Amount / Original Currency**
	01/29/2020	01/29/2020	Fieldprint Inc 888-291-1369,PA		CAPK Pcard (CAPL Pcard)	No	28.75 USD / 28.75
33.	**Transaction Date**	**Posting Date**	**Merchant**	**General Ledger Code**	**Unit**	**Receipt Submitted ‡**	**Amount / Original Currency**
	01/29/2020	01/29/2020	Fieldprint Inc 888-291-1369,PA		CAPK Pcard (CAPL Pcard)	No	28.75 USD / 28.75
34.	**Transaction Date**	**Posting Date**	**Merchant**	**General Ledger Code**	**Unit**	**Receipt Submitted ‡**	**Amount / Original Currency**
	01/29/2020	01/29/2020	Fieldprint Inc 888-291-1369,PA		CAPK Pcard (CAPL Pcard)	No	28.75 USD / 28.75
35.	**Transaction Date**	**Posting Date**	**Merchant**	**General Ledger Code**	**Unit**	**Receipt Submitted ‡**	**Amount / Original Currency**
	01/28/2020	01/29/2020	Verticalscr 888-291-1369,PA		CAPK Pcard (CAPL Pcard)	No	7.50 USD / 7.50
36.	**Transaction Date**	**Posting Date**	**Merchant**	**General Ledger Code**	**Unit**	**Receipt Submitted ‡**	**Amount / Original Currency**
	01/28/2020	01/29/2020	Verticalscr 888-291-1369,PA		CAPK Pcard (CAPL Pcard)	No	7.50 USD / 7.50
37.	**Transaction Date**	**Posting Date**	**Merchant**	**General Ledger Code**	**Unit**	**Receipt Submitted ‡**	**Amount / Original Currency**
	01/28/2020	01/29/2020	Verticalscr 888-291-1369,PA		CAPK Pcard (CAPL Pcard)	No	7.50 USD / 7.50
38.	**Transaction Date**	**Posting Date**	**Merchant**	**General Ledger Code**	**Unit**	**Receipt Submitted ‡**	**Amount / Original Currency**
	01/28/2020	01/29/2020	Verticalscr 888-291-1369,PA		CAPK Pcard (CAPL Pcard)	No	7.50 USD / 7.50
39.	**Transaction Date**	**Posting Date**	**Merchant**		**Unit**	**Receipt Submitted ‡**	**Amount / Original Currency**

				General Ledger Code			
	01/28/2020	01/29/2020	Verticalscr 888-291-1369,PA		CAPK Pcard (CAPL Pcard)	No	7.50 USD / 7.50

40.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	01/28/2020	01/29/2020	Verticalscr 888-291-1369,PA		CAPK Pcard (CAPL Pcard)	No	7.50 USD / 7.50

41.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	01/28/2020	01/29/2020	Verticalscr 888-291-1369,PA		CAPK Pcard (CAPL Pcard)	No	7.50 USD / 7.50

42.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	01/28/2020	01/29/2020	Verticalscr 888-291-1369,PA		CAPK Pcard (CAPL Pcard)	No	7.50 USD / 7.50

43.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	01/28/2020	01/29/2020	Verticalscr 888-291-1369,PA		CAPK Pcard (CAPL Pcard)	No	7.50 USD / 7.50

44.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	01/28/2020	01/29/2020	Verticalscr 888-291-1369,PA		CAPK Pcard (CAPL Pcard)	No	7.50 USD / 7.50

45.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	01/28/2020	01/29/2020	Verticalscr 888-291-1369,PA		CAPK Pcard (CAPL Pcard)	No	7.50 USD / 7.50

46.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	01/28/2020	01/29/2020	Verticalscr 888-291-1369,PA		CAPK Pcard (CAPL Pcard)	No	7.50 USD / 7.50

47.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	01/28/2020	01/29/2020	Verticalscr 888-291-1369,PA		CAPK Pcard (CAPL Pcard)	No	7.50 USD / 7.50

48.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	01/28/2020	01/29/2020	Verticalscr 888-291-1369,PA		CAPK Pcard (CAPL Pcard)	No	7.50 USD / 7.50

49.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	01/28/2020	01/29/2020				No	7.50 USD / 7.50

			Verticalscr 888-291-1369,PA		CAPK Pcard (CAPL Pcard)		
50.	**Transaction Date**	**Posting Date**	**Merchant**	**General Ledger Code**	**Unit**	**Receipt Submitted ‡**	**Amount / Original Currency**
	01/28/2020	01/29/2020	Verticalscr 888-291-1369,PA		CAPK Pcard (CAPL Pcard)	No	7.50 USD / 7.50
51.	**Transaction Date**	**Posting Date**	**Merchant**	**General Ledger Code**	**Unit**	**Receipt Submitted ‡**	**Amount / Original Currency**
	01/30/2020	01/30/2020	Fieldprint Inc 888-291-1369,PA		CAPK Pcard (CAPL Pcard)	No	17.50 USD / 17.50
52.	**Transaction Date**	**Posting Date**	**Merchant**	**General Ledger Code**	**Unit**	**Receipt Submitted ‡**	**Amount / Original Currency**
	01/29/2020	01/30/2020	Verticalscr 888-291-1369,PA		CAPK Pcard (CAPL Pcard)	No	7.50 USD / 7.50
53.	**Transaction Date**	**Posting Date**	**Merchant**	**General Ledger Code**	**Unit**	**Receipt Submitted ‡**	**Amount / Original Currency**
	01/29/2020	01/30/2020	Verticalscr 888-291-1369,PA		CAPK Pcard (CAPL Pcard)	No	7.50 USD / 7.50
54.	**Transaction Date**	**Posting Date**	**Merchant**	**General Ledger Code**	**Unit**	**Receipt Submitted ‡**	**Amount / Original Currency**
	01/31/2020	01/31/2020	Fieldprint Inc 888-291-1369,PA		CAPK Pcard (CAPL Pcard)	No	28.75 USD / 28.75
55.	**Transaction Date**	**Posting Date**	**Merchant**	**General Ledger Code**	**Unit**	**Receipt Submitted ‡**	**Amount / Original Currency**
	01/29/2020	01/31/2020	Hilton Hotels 818-9565466,CA		CAPK Pcard (CAPL Pcard)	No	422.08 USD / 422.08
56.	**Transaction Date**	**Posting Date**	**Merchant**	**General Ledger Code**	**Unit**	**Receipt Submitted ‡**	**Amount / Original Currency**
	01/29/2020	01/31/2020	Hilton Hotels 818-9565466,CA		CAPK Pcard (CAPL Pcard)	No	422.08 USD / 422.08
57.	**Transaction Date**	**Posting Date**	**Merchant**	**General Ledger Code**	**Unit**	**Receipt Submitted ‡**	**Amount / Original Currency**
	01/29/2020	01/31/2020	Hilton Hotels 818-9565466,CA		CAPK Pcard (CAPL Pcard)	No	422.08 USD / 422.08
58.	**Transaction Date**	**Posting Date**	**Merchant**	**General Ledger Code**	**Unit**	**Receipt Submitted ‡**	**Amount / Original Currency**
	01/29/2020	01/31/2020	Hilton Hotels 818-9565466,CA		CAPK Pcard (CAPL Pcard)	No	422.08 USD / 422.08

Total Charges: 3,443.35 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.

---End of Report---

COMMUNITY ACTION PARTNERSHIP OF KERN
CENTRAL KITCHEN - BUDGET TO ACTUAL
FOR THE PERIOD MARCH 1, 2019 TO FEBRUARY 29, 2020 (11 OF 12 MONTHS OR 83.33**%)**

Line Item	2019/20 Budget	3/1/19 - 01/31/20 Actual	% Expended	Available Budget
USDA Revenue (Note A)	1,472,134	1,243,338	84.5%	228,797
Head Start Subsidy	709,204	887,338	125.1%	(178,134)
Total Revenue	2,181,338	2,130,676	97.7%	50,663
Expenditures (Note B)				
Salaries	650,054	598,532	92.1%	51,522
Benefits	214,518	201,687	94.0%	12,831
Vehicle Gasoline, Repair/Maintenance	70,000	50,166	71.7%	19,834
Space Costs	101,200	118,559	117.2%	(17,359)
Supplies - Office & Food Service	114,900	113,039	98.4%	1,861
Equipment Repair/Maintenance & Lease	6,000	21,985	366.4%	(15,985)
Communication	13,000	11,210	86.2%	1,790
Risk Insurance	12,700	15,596	122.8%	(2,896)
Printing	1,700	442	26.0%	1,258
Hiring & Employee Costs	1,800	25	1.4%	1,775
First Aid	2,600	1,660	63.9%	940
Other Miscellaneous Costs	-	28	-	Not budgeted
Raw Food/Vended Meals	1,047,490	732,656	69.9%	314,834
Sub Total	2,235,962	1,865,585	83.4%	370,377
Adult Meals Prepared	188,000	152,246	81.0%	35,754
Indirect	133,376	112,845	84.6%	20,531
Total Expenditures	2,557,338	2,130,676	83.3%	426,662

	Prior Period	January 2020	Cumulative
Total Meals Prepared and Vended (Note C)	667,074	76,630	743,704
Total Meals Claimed	485,850	54,643	540,493
Difference	181,224	21,987	203,211

Percentage Claimed to Prepared/Vended		71.3%	72.7%

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 (6 OF 12 MONTHS = 50.00%)

Contract CMAP-9000	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	$ 625,316	$ 713,655	$ 729,041	$ 750,790	$ 726,457	$ -	$ -	$ -	$ -	$ -	$ -	$ 4,008,733		
Add: Family Fees	7,020	9,948	10,275	10,730	11,617	11,450	-	-	-	-	-	-	$ 61,041		
Net Provider Payments	$ 470,495	$ 635,264	$ 723,930	$ 739,771	$ 762,407	$ 737,907	$ -	$ -	$ -	$ -	$ -	$ -	$ 4,069,774	81.76%	
Maximum Reimburseable Amount (MRA) for Provider Payments													**7,907,363**		**51.47%**
Administration & Support Services Revenue															
Provider Payments	$ 470,495	$ 635,264	$ 723,930	$ 739,771	$ 762,407	$ 737,907	$ -	$ -	$ -	$ -	$ -	$ -	$ 4,069,774		
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	$ 134,753	$ 153,561	$ 156,921	$ 161,723	$ 156,526	$ -	$ -	$ -	$ -	$ -	$ -	$ 863,285		
Program Administration/Support Services Costs	44,434	95,913	122,945	78,013	70,376	333,199	-	-	-	-	-	-	744,880	14.96%	
Indirect (10% x MTDC) Costs	50,744	72,175	78,548	81,011	82,530	83,017	-	-	-	-	-	-	448,025	3.27%	
Transfer Indirect to CSBG	-	-	(53,276)	-	-	(231,767)	-	-	-	-	-	-	(285,043)		
Total Operating Costs	$ 95,178	$ 168,088	$ 148,217	$ 159,024	$ 152,906	$ 184,449	$ -	$ -	$ -	$ -	$ -	-	907,862	18.24%	
Revenue Earned Over/(Under) Costs	$ 4,624	$ (33,335)	$ 5,344	$ (2,103)	$ 8,817	$ (27,924)	$ -	$ -	$ -	$ -	$ -	-	(44,577)		
TOTAL COSTS - NET OF FAMILY FEES	$ 565,673	$ 803,352	$ 872,147	$ 898,795	$ 915,313	$ 922,356	$ -	$ -	$ -	$ -	$ -	$ -	4,977,636	100.00%	

Note 1: Administration and Support Services revenue is earned based on the amount of provider payments incurred. Example:

Provider payments	4,069,774
Reimbursement Rate (17.5% / 82.5%)	x 21.2121%
Revenue Earned	863,285

Note 2: The maximum reimburseable amount per the 2019/20 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 (7 OF 12 MONTHS = 58.33%)

	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	4,629	5,026	6,243	-	-	-	-	-	35,596	
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	$ 229,327	$ 249,008	$ 309,255	$ -	$ -	$ -	$ -	$ -	$ 1,763,407	**49.88%**
Maximum Reimburseable Amount (MRA)													**$3,535,022**	
Flex Factor														
Attendance Percentage (Attendance/Enrollment)	97.42%	99.38%	99.96%	99.80%	99.01%	99.38%	98.68%							**99.04%**
Five Percent Flexibility, Maximum = 100 Percent	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%							100.00%
CALIFORNIA STATE PRESCHOOL (CSPP-9121)														
Adjusted Days of Enrollment - Certified	1,905	1,995	3,219	7,217	7,189	7,470	9,722	-	-	-	-	-	38,717	
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	$ 358,372	$ 372,375	$ 484,657	$ -	$ -	$ -	$ -	$ -	$ 1,930,020	**44.19%**
Maximum Reimburseable Amount (MRA)													**$4,367,697**	
Flex Factor														
Attendance Percentage (Attendance/Enrollment)	85.15%	94.12%	99.06%	99.20%	98.43%	98.50%	98.63%							**98.02%**
Five Percent Flexibility, Maximum = 100 Percent	90.15%	99.12%	100.00%	100.00%	100.00%	100.00%	100.00%							100.00%
MIGRANT CHILD CARE (CMIG-9004)														
Adjusted Days of Enrollment - Certified	298	257	228	143	55	74	82	-	-	-	-	-	1,137	
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	$ 2,725	$ 3,665	$ 4,051	$ -	$ -	$ -	$ -	$ -	$ 56,330	**22.14%**
Maximum Reimburseable Amount (MRA)													**$254,377**	
Flex Factor														
Attendance Percentage (Attendance/Enrollment)	99.13%	100.00%	100.00%	100.00%	95.24%	100.00%	100.00%							**99.54%**
Five Percent Flexibility, Maximum = 100 Percent	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%							100.00%

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:** JANUARY 2020
Program/Work Unit: Not Applicable	**Controller:** Lorraine Casillas
Services: Overall financial and accounting functions of the organization	

Activities	**JANUARY 2020**		**Year to Date (3/1/19 -01/31/20)**	
Description	**Number**	**Amount**	**Number**	**Amount**
Bank Deposits	15	1,836,432	105	26,467,852
Wire Deposits	4	178,567	41	1,759,274
Head Start/IRS Drawdowns	5	3,432,491	57	30,037,097
Vendor Checks Issued	1,008	3,262,112	10,411	28,168,140
Payroll Disbursed		3,162,655		29,113,837
Grant Reports Prepared in January 2020	28		180	
Cal EITC Outreach				
CCTR				
CMAP				
CMIG				
CMSS				
CSPP				
Cal Fresh Healthy Living				
Cal Fresh Outreach				
CESH				
Commodity Supplemental Food Program				
CSBG				
Differential Response				
DOE				
Economic Empowerment				
Emergency Food & Shelter				
First 5 Kern - 211				
First 5 Kern – East Kern Family Resource				
First 5 Kern – Help Me Grow				
Head Start/Early Head Start Kern SF-425				
Head Start Partnership SF-425				
Head Start FFR				
Home Visit Initiative				
HUD – Coordinated Entry System				
LIHEAP 2019				
Positive Youth				
TEFAP Emergency Food Assist				
Vita FFR				
WIC				

Other: **Total Division Staffing**: 22 positions , 1 vacancy (Accountant)

CFO	Controller	Administrative Assistant to CFO
Accounting Manager	Finance Manager	Benefits Technician
Payroll Manager	Fiscal Technician (2)	Benefits Specialist
Accountant (3)	Accounting Specialist	
Accounting Technician (5)	Payroll Specialists (2)	

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	428,916
Accrued Vacation	1,002,447
Line of Credit	-
Note Payable	2,428,743
Advance Payable	100,083
Deferred Revenue	1,400,224
Total Liabilites	7,387,208
Total Net Assets	12,482,663
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	38,124,514
Donations	20,603,817
Other Revenue	824,446
In-Kind	136,040
Total Revenue	59,688,817
EXPENDITURES	
Salaries	26,678,137
Benefits	7,845,375
Travel	553,461
Space Costs	5,249,662
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	5,058,384
In-Kind	136,040
Total Expenditures	59,202,662
Net Change in Assets	486,155
Net Assets, beginning	11,996,508
Net Assets, ending	12,482,663

Community Action of Partnership of Kern
Agency Total

STATEMENT OF POSITION (UNAUDITED)
AS OF JANUARY 31, 2020

ASSETS	
Cash in Bank	3,343,443
Cash - Vacation Reserve	682,601
Petty Cash	500
Accounts Receivable	(537,973)
Travel Advance	783
Prepaid Expense	351,799
Inventory	1,343,890
Net Fixed Assets - Unrestricted	1,558,888
Net Fixed Assets - Restricted	8,834,475
Total Assets	15,578,405
LIABILITES AND NET ASSETS	
Accounts Payable	692,833
Accrued Expenses	216,833
Accrued Vacation	632,232
Line of Credit	500,000
Note Payable	1,878,490
Advance Payable	7,555
Deferred Revenue	(2,603,224)
Total Liabilites	1,324,719
Total Net Assets	14,253,686
Total Liabilities and Net Assets	15,578,405

STATEMENT OF OPERATIONS (UNAUDITED)
FOR THE PERIOD MARCH 1, 2019 TO JANUARY 31, 2020

REVENUE	
Grant Revenue	58,411,971
Donations	362,019
Other Revenue	5,935,782
In-Kind	8,075,222
Total Revenue	72,784,995
EXPENDITURES	
Salaries	27,601,822
Benefits	8,117,083
Travel	678,513
Space Costs	5,358,574
Supplies	2,426,671
Consultant/Contract Services	2,676,383
Other Costs	2,485,146
Program Costs	8,341,885
Capital Expenditures	56,698
Indirect	5,195,974
In-Kind	8,075,222
Total Expenditures	71,013,972
Net Change in Assets	1,771,023
Net Assets, beginning	12,482,663
Net Assets, ending	14,253,686

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-19 TO 01-31-20 (91.67%)

	AGENCY TOTAL			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	30,858,989	25,004,662	5,854,327	81%
BENEFITS	9,798,353	7,486,387	2,311,966	76%
TRAVEL	604,666	581,080	23,586	96%
SPACE COST	7,859,253	4,534,285	3,324,968	58%
SUPPLIES	2,343,556	2,293,300	50,256	98%
EQUIPMENT	99,000	160,400	(61,400)	162%
CONSULTANT/CONTRACT SERVICES	2,765,704	1,921,961	843,743	69%
OTHER COSTS	2,888,001	2,114,656	773,345	73%
PROGRAM COSTS	9,513,508	8,333,028	1,180,480	88%
INDIRECT	5,722,325	5,084,926	637,399	89%
TOTAL	72,453,355	57,514,685	14,938,670	79%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-19 TO 01-31-20 (91.67%)

	EDUCATION			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	24,084,209	19,505,849	4,578,360	81%
BENEFITS	7,856,788	6,000,783	1,856,005	76%
TRAVEL	323,485	371,924	(48,439)	115%
SPACE COST	6,811,540	3,546,028	3,265,512	52%
SUPPLIES	1,974,004	1,664,127	309,877	84%
EQUIPMENT	-	-	-	0%
CONSULTANT/CONTRACT SERVICES	1,219,180	714,757	504,423	59%
OTHER COSTS	1,377,998	1,107,535	270,463	80%
PROGRAM COSTS	7,120,305	6,656,203	464,102	93%
INDIRECT	4,119,108	3,916,189	202,919	95%
TOTAL	54,886,617	43,483,395	11,403,222	79%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-19 TO 01-31-20 (91.67%)

	NUTRITION			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	3,648,579	2,919,900	728,679	80%
BENEFITS	1,115,935	812,397	303,538	73%
TRAVEL	118,450	128,477	(10,027)	108%
SPACE COST	573,934	582,790	(8,856)	102%
SUPPLIES	213,074	401,928	(188,854)	189%
EQUIPMENT	98,000	97,889	111	100%
CONSULTANT/CONTRACT SERVICES	8,985	2,120	6,865	24%
OTHER COSTS	599,558	344,948	254,610	58%
PROGRAM COSTS	1,685,551	1,230,637	454,914	73%
INDIRECT	625,888	554,735	71,153	89%
TOTAL	8,687,954	7,075,821	1,612,133	81%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-19 TO 01-31-20 (91.67%)

	ENERGY CONSERVATION			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	1,592,186	1,484,895	107,291	93%
BENEFITS	416,928	342,004	74,924	82%
TRAVEL	106,561	53,412	53,149	50%
SPACE COST	252,069	173,333	78,736	69%
SUPPLIES	82,222	164,887	(82,665)	201%
EQUIPMENT	-	62,511	(62,511)	0%
CONSULTANT/CONTRACT SERVICES	1,446,739	1,172,538	274,201	81%
OTHER COSTS	730,217	545,939	184,278	75%
PROGRAM COSTS	683,802	431,815	251,987	63%
INDIRECT	435,584	427,758	7,826	98%
TOTAL	5,746,308	4,859,093	887,215	85%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-19 TO 01-31-20 (91.67%)

	COMMUNITY SERVICES			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	807,941	526,675	281,266	65%
BENEFITS	221,237	144,404	76,833	65%
TRAVEL	39,380	15,810	23,570	40%
SPACE COST	94,385	70,380	24,005	75%
SUPPLIES	55,481	44,148	11,333	80%
EQUIPMENT	1,000	-	1,000	0%
CONSULTANT/CONTRACT SERVICES	88,550	12,443	76,107	14%
OTHER COSTS	95,417	69,524	25,893	73%
PROGRAM COSTS	17,350	11,261	6,089	65%
INDIRECT	128,571	86,332	42,239	67%
TOTAL	1,549,312	980,977	568,335	63%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-19 TO 01-31-20 (91.67%)

	CSBG			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	680,074	545,001	135,073	80%
BENEFITS	180,940	180,653	287	100%
TRAVEL	16,790	11,434	5,356	68%
SPACE COST	123,125	157,881	(34,756)	128%
SUPPLIES	16,575	15,472	1,103	93%
EQUIPMENT	-	-	-	0%
CONSULTANT/CONTRACT SERVICES	2,250	312	1,938	14%
OTHER COSTS	58,551	33,244	25,307	57%
PROGRAM COSTS	6,500	3,010	3,490	46%
INDIRECT	404,726	94,094	310,632	23%
TOTAL	1,489,531	1,041,102	448,429	70%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-19 TO 01-31-20 (91.67%)

	DISCRETIONARY & FUND RAISING			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	46,000	22,341	23,659	49%
BENEFITS	6,525	6,145	380	94%
TRAVEL	-	23	(23)	Not budgeted
SPACE COST	4,200	3,872	328	92%
SUPPLIES	2,200	2,739	(539)	124%
EQUIPMENT	-	-	-	0%
CONSULTANT/CONTRACT SERVICES	-	19,791	(19,791)	Not budgeted
OTHER COSTS	26,260	13,466	12,794	51%
PROGRAM COSTS	-	102	(102)	Not budgeted
INDIRECT	8,448	5,818	2,630	69%
TOTAL	93,633	74,297	19,336	79%

COMMUNITY ACTION PARTNERSHIP OF KERN
INDIRECT FUND - FY 2019/2020
BUDGET TO ACTUAL - 3/1/19 TO 01/31/20 (11 OF 12 MONTHS =91.67%)

	Budget	Actual	% Earned/ Expended	Available Balance
Revenue	**$ 5,799,844**	**$ 5,084,926**	**87.7%**	**$ 714,918**
Expenditures				
Salaries	3,070,550	2,556,955	83.3%	513,595
Benefits @ 24.11% actual	756,241	600,488	79.4%	155,753
Total Personnel Costs	3,826,791	3,157,443	82.5%	669,348
Operating Costs				
Travel	93,650	84,839	90.6%	8,811
Space Costs	186,800	183,191	98.1%	3,609
Supplies	166,500	150,113	90.2%	16,387
Consultant/Contract	659,100	556,991	84.5%	102,109
Other Operating Costs	345,050	326,582	94.6%	18,468
Total Operating Costs	1,451,100	1,301,716	89.7%	149,384
Total Expenditures	**$ 5,277,891**	**$ 4,459,159**	**84.5%**	**$ 818,732**
Excess Indirect Revenue	**$ 521,953**	**$ 625,767**		

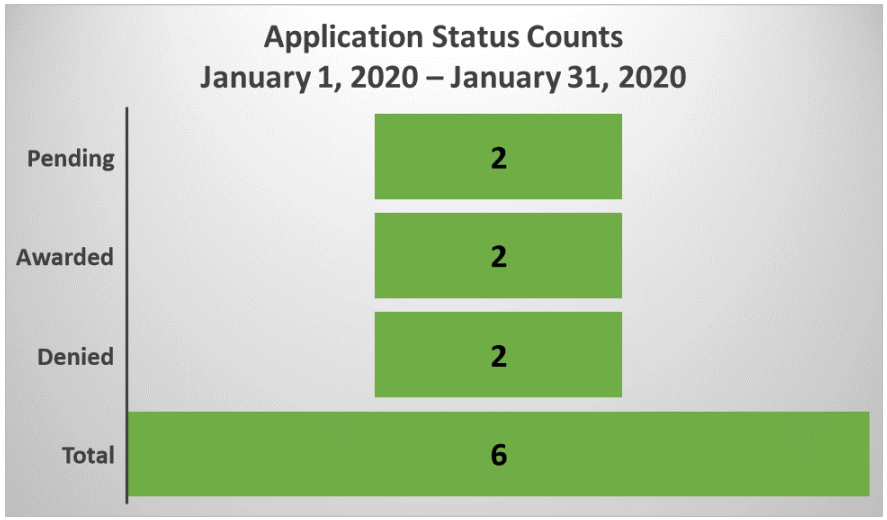
RECAP BY SUPPORT DIVISION	Revised Budget	Actual	% Expended	Available Balance
HR	$ 1,034,632	$ 764,495	73.9%	$ 270,137
Operations	1,361,350	1,265,142	92.9%	96,208
Executive	612,204	504,442	82.4%	107,762
Community Development	705,930	538,407	76.3%	167,523
Finance	1,563,775	1,386,674	88.7%	177,101
	$ 5,277,891	$ 4,459,159	84.5%	$ 818,732

Prepared Date: 02/12/2020

Community Development Division
Application Status Report
January 2020

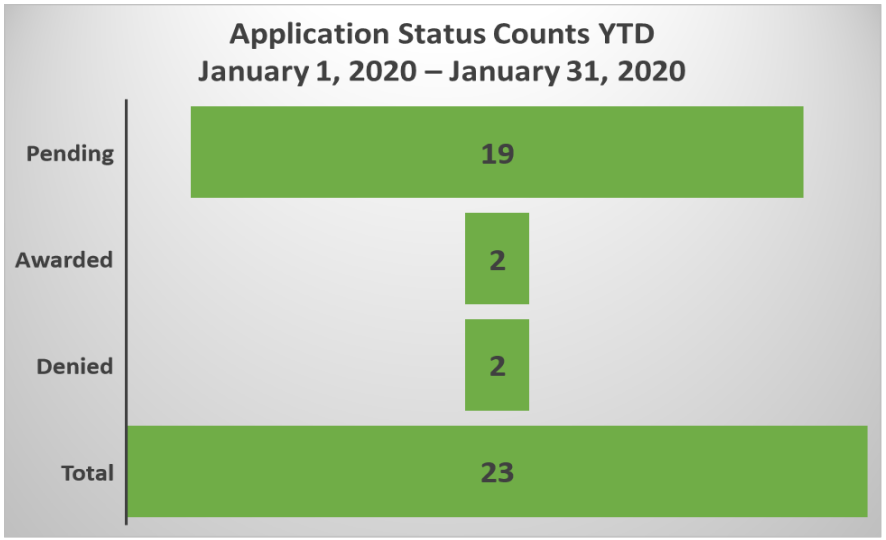
January 1, 2020 – January 31, 2020 (Month)

Status	Dollars	Count
Pending	$5,015,000	2
Awarded	$55,707	2
Denied	$45,000	2
Total	**$5,115,707**	**6**
	Win Percentage	**50%**



January 1, 2020 – January 31, 2020 (YTD)

Status	Dollars	Count
Pending	$2,625,786	19
Awarded	$55,707	2
Denied	$45,000	2
Total	**$2,726,493**	**23**
	Win Percentage	**50%**



Community Development Division
Application Status Report
January 2020
Application Status Detail

Project Name	Funder	Program	Amount Requested	Amount Awarded	Notification	Date Submitted	Status
Census Project	**Kern County**	**CDD**	**$47,707**	**$47,707**	**1/17/2020**	**1/1/2020**	**Awarded**
Kids Adopt a Beach	**California Coastal Commission**	**FHCC/SYC**	**$8,000**	**$ 8,000**	**1/3/2020**	**10/24/2019**	**Awarded**
Whale Tail Grants Program	**California Coastal Commission**	**FHCC/SYC**	**$15,000**		**1/31/2020**	**11/9/2019**	**Denied**
Nutrition for Healthy Living	**Kaiser Permanente**	**CAPK Healthy Living**	**$30,000**		**1/6/2020**	**10/21/2019**	**Denied**
AdvancingCities	**JPMorgan Chase & Company**	**TBD**	**$5,000,000**			**1/15/2020**	**Pending**
NALEO Education Fund	**NALEO Education Fund**	**EKFRC, CDD**	**$15,000**			**1/13/2020**	**Pending**
CAPK Food Bank Expansion Project-CDBG	City of Bakersfield		$ 458,295	$ -		11/22/2019	Pending
CAPK Affordable Housing Project-PSV	City of Bakersfield		$ 400,000	$ -		11/22/2019	Pending
East Kern Economic Empowerment for Families -Extension	CA Department of Social Services, Office of Child Abuse Prevention (OCAP)	EKFRC	$ 75,000	$ -		10/25/2019	Pending
Nutrition for Healthy Living	Kaiser Permanente	CAPK Healthy Living	$ 30,000	$ -		10/21/2019	Pending
Free Farmers Market Wasco-2019/2020	Wonderful	Food Bank	$ 50,000	$ -		8/30/2019	Pending
Free Farmers Market Delano-2019/2020	Wonderful	Food Bank	$ 50,000	$ -		8/30/2019	Pending
211 Kern 2019 CoC Coordinated Entry	US Department of Housing and Urban Development (HUD)	211 Kern	$ 236,838	$ -		7/29/2019	Pending
FHCC STEM Lab	Walmart	FHCC	$ 5,000	$ -		7/26/2019	Pending
Food Bank C Train	Walmart	Food Bank	$ 5,000	$ -		7/26/2019	Pending
Small Business Initiative	Walmart	CDD	$ 5,000	$ -		7/26/2019	Pending
STEM	Texas Instruments	FHCC/SYC	$ 70,000	$ -		10/4/2019	Pending
STEM Education	Northrop Grumman	FHCC/SYC	$ 50,000	$ -		10/4/2019	Pending
STEM	National Science Foundation	FHCC/SYC	$ 50,000	$ -		10/4/2019	Pending
Medi-Cal Outreach Grant	Kern County Department of Human Services	FHCC/211	$ 632,000	$ -		11/8/2019	Pending
CAPK Food Bank Expansion Project-CDBG	Kern County		$ 458,293	$ -		12/6/2019	Pending
Youth Garden Grant 2020	kidsgardening.org	SYC	$ 2,360	$ -		12/13/2019	Pending
STEM Education	Cisco Foundation Inc	FHCC/SYC	$ 25,000	$ -		12/27/2019	Pending
Total			**$ 6,600,840**	**$ 55,707**			

Community Action Partnership of Kern
Funding Profile

Funding Information			
Funding Type	Public	**CAPK Program**	FHCC/SYC
Funding Agency	CA Board of State and Community Corrections	**Project Name**	Kern Youth Reinvestment Partnership
CFDA	N/A	**Target Population**	Youths Ages 13-18 at high - risk of delinquency
New Funder or Reapplication	New	**Number to be served**	300
Estimated Request	$375,000	**Division Director**	Carmen Segovia
Award Period	7/01/2020 – 6/30/2023	**Program Manager**	Lois Hannible/Angelica Nelson

Project Goal (One sentence goal statement)

Reduce the risk of juvenile crime in Kern County communities by engaging 300 Kern County youths ages 13-18 per year, in school and work through classes, activities, and employment preparation.

Project Description (Brief one paragraph description)

As part of a partnership with Kern County Department of Human Services (lead agency), Garden Pathways, Kern County Juvenile Probation, and Reach 4 Greatness/Stay Focused Ministries, CAPK will provide Aggression Replacement Training (ART) and PREP Works to youth identified/referred from Juvenile Probation, 2-1-1 Kern, and alternative high schools. ART is an evidence-based program that reduces aggression in youths by assisting them in improving social skills, moral reasoning, and learn anger management techniques. PREP Works will be offered to youth over age 16 who successfully complete ART, other partner program services and/or through straight referrals from Juvenile Probation and partner schools. PREP Works prepares youths for employment through 10 weeks of work preparation education followed by 64 hours of paid work experience.

Estimated Budget Summary

The funds of $125,000 per year will be used for a full time (1.0 FTE) Program Educator, PREP Works participant wages, space costs and general operating expenses.

Approvals:

Carmen Segovia	2/4/2020	[signature]	2/4/2020
1. Division Director	Date	3. Chief Financial Officer	Date
[signature]	2/4/2020	[signature]	2/4/2020
2. Director of Community Development	Date	4. Chief Executive Officer	Date

Date Presented/Approved

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

Community Action Partnership of Kern

Helping People. . . Changing Lives.

MEMORANDUM

TO: Budget & Finance Committee

FROM: Tracy Webster, Chief Financial Officer

DATE: February 19, 2020

RE: *Agenda Item 7c:* 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:

- Kern Head Start/Early Head Start : #09CH011132-01 (7/1/19 – 2/29/20)

Attached is the annual and final Federal Financial Report that was uploaded to the Grant Solutions system before the January 30, 2020, deadline.

Attachment: SF-425 Federal Financial Report – Kern Head Start/Early Head Start – (Semi-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	09CH011132-01-01	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: 07/01/2019	To: 02/29/2020	12/31/2019

10. **Transactions**	Cumulative
(Use lines a-c for single or combined multiple grant reporting)	
Federal Cash (To report multiple grants separately, also use FFR Attachment):	
a. Cash Receipts	$ 0.00
b. Cash Disbursements	$ 0.00
c. Cash on Hand (line a minus b)	$ 0.00
(Use lines d-o for single grant reporting)	
Federal Expenditures and Unobligated Balance:	
d. Total Federal funds authorized	$ 21,419,983.00
e. Federal share of expenditures	$ 10,876,840.00
f. Federal share of unliquidated obligations	$ 0.00
g. Total Federal share (sum of lines e and f)	$ 10,876,840.00
h. Unobligated balance of Federal funds (line d minus g)	$ 10,543,143.00
Recipient Share:	
i. Total recipient share required	$ 5,354,697.00
j. Recipient share of expenditures	$ 3,595,919.00
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%	7/1/2019	12/31/2019	$ 10,942,476	$ 1,093,265.18	$ 1,093,265.18
				g. Totals:			

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

See attached

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

a. Typed or Printed Name and Title of Authorized Certifying Official	c. Telephone (Area code, number, and extension)
Jeremy T. Tobias, Chief Executive Officer	(661) 336-5236
	d. Email Address: jtobias@capk.org
b. Signature of Authorized Certifying Official	e. Date Report Submitted (Month, Day, Year): 1/24/2020
	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 09CH011132-01 Semi Annual
Line 12 Detail

	Grant Amount	Unobligated Balance
G094122 HS Base	11,520,604.00	3,758,102.64
G094125 EHS Base	5,718,998.00	2,974,326.87
G094120 HS T&TA	118,391.00	19,544.45
G094121 EHS T&TA	112,390.00	32,178.47
G094122 START UP	1,812,348.00	1,815,992.72
G094125 START UP	2,137,252.00	1,942,997.52
	21,419,983.00	10,543,142.67

	Other Income	
Program Income - Rental Income (Cell Tower)	9,809.67	
Program Income - (Sale Modular units)	346,000.00	
	Costs	
Admin Cost	1,703,237.66	11.77%
Mortgages:		
Business Park North Facility	41,420.04	
Pete Parra CDC Facility	110,035.87	
USDA Reimbursement	618,252.03	

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Board of Directors

From: Lisa Price, Program Governance Coordinator

Date: February 26, 2020

Subject: *Agenda Item VIII(a)*: February Policy Council Report – **Action Item**

The Policy Council met on January 28, 2020 at which quorum was established.

The only action taken during this meeting was the appointment of members to various subcommittees as well as the nomination and election of Policy Council Parliamentarian.

Additionally, members received a very informative presentation made by Andrea Rodriguez, Energy Outreach Specialists. This presentation highlighted the various programs available to income qualified applicants. Upon conclusion of her presentation Ms. Rodriguez and her team distributed information with regard to energy saving tips and directed members to call 211 if they or someone they know are interested in applying for services.

The next Policy Council meeting will be held on March 24, 2020.

COMMUNITY ACTION PARTNERSHIP OF KERN
POLICY COUNCIL MEETING MINUTES
January 28, 2020
5005 Business Park North ~ CAPK Administrative Building

1. **Call to Order** – Vice-Chairperson, Destiny Thompson Butler called the meeting to order at 5:32 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, Kaylonie Howard; quorum was established.
   Policy Council Members Present: Dalila Castillo, Rosie Castillo, Isabel Everly, Nicole Cabe, Hernan Lozano, Destiny Thompson Butler, Kaylonie Howard, Helena Connolly, Brittany Dunbar and Bianca Garibay
3. **Approval of Agenda** – Chairperson **(**ACTION)**
   a. A motion to approve the revised January 28, 2020 agenda was made by Nicole Cabe; Rosie Castillo seconded. Motion carried unanimously.
4. **Approval of Minutes** – Chairperson **(**ACTION)**
   a. A motion to approve December 17, 2019 Policy Council minutes was made by Helena Conolly; Nicole Cabe seconded. Motion carried unanimously.
5. **Presentation of Guests/Public Forum**
   The following guests were in attendance: Donna Holland, Fiscal Administrator; Rosita Curry, Child Care Partnership Program Manager; Carolyn Coffey, Education Coordinator; Nicole Niño, Family Engagement Specialist & Home Base Supervisor; Gloria Teixteira, EHS Teacher; Dalia Medina, Parent Walnut-Stockton EHS; Melanie Craig, EHS Home Base Educator; Lisa Price, Program Governance Coordinator; Andrea Rodriguez, Outreach Specialist Energy and Weatherization Program; Vivian Hernandez, Outreach Specialist Energy and Weatherization Program; Maria Estrada, Outreach Specialist Energy and Weatherization Program; Leticia Villegas, Translator/Program Assistant
   a. *(The public wishing to address the full Policy Council may do so at this time. Policy Council members may respond briefly to statements made or questions posed. However, the PC will take no action other than referring the item(s) to staff for study and analysis. Speakers are limited to five minutes each. If more than one person wishes to address the same topic, total group time for the topic will be 10 minutes. Please state your name before making your presentation. Thank you.)*

Standing Committee Reports *(five minutes each)*

a. **School Readiness Committee –** The School Readiness Committee will meet for the first-time next month on February 18, 2020. The meeting will be held in the Board Room and will begin at 5:15 p.m. with a light meal and the meeting will start at 5:30 p.m. There are two members from San Joaquin who will be joining the meeting via video conference. This meeting will be sponsored by the Education team who will review current school readiness goals, assessments and more.
b. **Planning Committee –** The Planning Committee met on January 7, 2020; quorum was not established. Enrollment and Average Daily Attendance reports for November and December 2019 were reviewed. Head Start Kern and Early Head Start San Joaquin met full enrollment for both months. Early Head Start Kern and Early Head Start Partnership did not meet full enrollment during this reporting period. The average daily attendance was 95% for November and 99% for December. CACFP reports were reviewed for October and November. In October more than 78,000 meals were prepared by the Central Kitchen; in November the number decreased to under 62,000 meals. Other highlights of the report included the participation of the Enrollment and Attendance staff in the Día de los Muertos recruitment event in November. The Recruitment and Selection Committee met in December to review and revise the Annual Recruitment and Selection Plan for 2020-2021. The Plan will be presented to the Board of Directors PRE committee and to the PC Planning committee for approval. The 2019 Program Calendar was reviewed. Jerry shared that there would be a new version created for 2020 to align with the new funding cycle for the EHS Partnership. The 2020 Program Planning Calendar will be presented to the PC Planning Committee for approval at their next meeting scheduled for February 4, 2020, at 5:30 pm at BPN.
c. **Finance Committee –** The Finance Committee met on January 21, 2020. The following informational items were discussed: roles and responsibilities of the Policy Council Budget and Finance Committee, Budget vs. Actual Expenditure reports for Head Start and Early Head Start grants; Budget vs. Actual Expenditure reports for Parent Local Travel & Child Care and Parent Activity Funds. Committee members expressed interest in learning more about: Early Head Start Child Care Partnerships and meeting In-kind requirements in the next budget period. The committee agreed to schedule its meetings on the third Tuesday of each month (one-week before Policy Council meetings) at 6:00 p.m. The next meeting will be on February 18, 2020 in the CAPK Board Room.
d. **By-Laws Committee –** On February 11, 2020 the Bylaws Committee will have its first meeting of the term. They will be reviewing the bylaws section by section and learning about each of the articles and how they were derived based on the Performance Standards. They will have the opportunity for questions, discussion and revisions if necessary. The meeting will begin with a light meal at 5:15 p.m. and the meeting will start at 5:30 p.m.

6. **Presentations**

a. **CAPK Energy Program ~ Andrea Rodriguez, Energy Outreach Specialist**

Ms. Rodriguez shared that the Energy Division manages two programs: The HEAP (Home Energy Assistance Program) and Weatherization. HEAP is an income-based program that assists low-income families in paying their utility bills, this includes gas, propane and electricity. HEAP is not considered an emergency program. However, they do prioritize clients who have a 15-day or a 48-hour notice shut-off notice to try to assist them so as to avoid an interruption of services. The Weatherization program has the same income requirements however consent and authorization must be provided. If the applicant is the homeowner, they must provide proof of ownership, such as a mortgage statement. If the applicant is a renter, he/she must obtain a service agreement signed by the property owner or their authorized representative. Andrea stated that if the owner or landlord refuses to sign the agreement, there isn't anything that can be done at that point. Once all the authorizations are complete the technician goes to the home and inspects refrigerators, microwaves, stoves, AC units, water heaters and attic insulation, etc. Ms. Rodriguez also shared that this year, there are funds available to replace washers and dryers. The smaller, most common services provided by the Weatherization program is weather stripping, bulb replacement, low flow shower heads, toilets, smoke and carbon monoxide alarms. The program's objective is to make the home as energy efficient as possible. She added that in some instances the program has replaced AC units. The results of the weatherization of the home, is reflected in a decrease in the client's energy bill. These programs are available to anyone who qualifies in Kern County. Clients can apply for HEAP every year; the Weatherization program is available every 4 years. Anyone interested in applying for these services can call 2-1-1 to schedule an appointment.

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

a. **Nomination and election of Policy Council School Readiness Committee Members**

Britany Dunbar, Isabel Everly and Helena Conolly self-nominated to serve on the School Readiness Committee. Mrs. Everly also self-nominated to join the Budget & Finance Committee. Motion to approve members to the respective committees was made by Britany Dunbar; Rosie Castillo seconded. Motion carried unanimously.

b. **Nomination and election of Parliamentarian**

Destiny Thompson Butler nominated Nicole Cabe to fulfill the vacant position of Parliamentarian. Upon acceptance of the nomination the motion was seconded by Rosie Castillo. Motion carried unanimously.

8. **Communications**

a. Kern Head Start Budget vs. Actual Expenditures, July 1, 2019 through December 31, 2019
b. Kern Early Head Start Budget vs. Actual Expenditures, July 1, 2019 through December 31, 2019
c. San Joaquin Early Head Start Budget vs. Actual Expenditures, February 1, 2019 through December 31, 2019
d. Early Head Start Child Care Partnerships vs Actual Expenditures, March 1, 2019 through December 31, 2019
e. Parent Local Travel & Child Care through December 31, 2019
f. Parent Activity Funds through December 31, 2019
g. Kern Head Start and Early Head Start Non-Federal Share and In-Kind Report, July 1, 2019, through December 31, 2019
h. San Joaquin Early Head Start Non-Federal and In-Kind Report, February 1, 2019 through December 31, 2019
i. HSES Enrollment – 09CH01132 – EHS Under Enrollment Letter ~ Kern
j. HSES Enrollment – 09HP000163 – EHS Under Enrollment Letter ~ CCP
k. Resignation of Policy Council Member Paula Scott ~ December 19, 2019
l. Resignation of Policy Council Member Yvonne Hernandez ~ January 27, 2020
m. Parent Project with a Teen Component ~ January 23 – March 26, 2020, Golden Valley High School
n. GET Bus Food Distribution & Resource Fair ~ January 31, 2020 Mobile Immunizations ~ December 2019 (English/Spanish)
o. FAFSA/CA Dream Act Workshop ~ February 29, 2020, Kern County Superintendent of Schools
p. Astronomy in the Park ~ February 1 & 29, 2020, Oak Grove Regional Park, Stockton CA
q. Stories on the Sidewalk ~ February 8 – 9, 2020, The Arts Council of Kern
r. 2020 Judi McCarthy Young Women's Philanthropy Award ~ February 15, 2020, The Women's and Girls Fund, Kern Community Foundation.
s. 2020 Judi McCarthy Women's Philanthropy Award ~ February 15, 2020, The Women's and Girls Fund Kern Community Foundation
t. Cal Fresh Healthy Living ~ February 26, 2020, University of California Cooperative Extension
u. Wendall Davis Foundation 12th Annual Leadership Conference ~ February 28, 2020, Bakersfield College
v. Get Covered California
w. Join the 2020 Census Team ~ United States Census
x. Our Kids Count ~ First 5 San Joaquin
y. Make a Difference in the Life of a Child ~ CAPK Mentor Program
z. Medi-Cal Dental Access San Joaquin County
aa. Get Ready to Learn! ~ First 5 San Joaquin/University of the Pacific
bb. Head Start/Early Head Start School Readiness Meeting Dates
cc. Policy Council Meeting Dates

The Chairperson called for a motion to receive and file communication items (a)-(cc). Motion was made by Nicole Cabe.

9. **School Readiness Report** – Carolyn Coffey, Education & Support Services Coordinator

Ms. Coffey shared a variety of reports covering all areas of School Readiness. She stated that the Disabilities team is proud to announce that the program has met the 10% enrollment requirement for children with an IFSP or an IEP. There are currently 182 children enrolled who have been identified as such. The Family Engagement team has been providing Ready Rosie workshops throughout Kern County. In February they will host additional workshops that will take place in California City, Mojave, Bakersfield and Wasco. Also, Mentor Coaches are in the process of completing the following assessments: Curriculum Fidelity, Environmental Rating Scale (ERS) and Classroom Assessment Scoring Systems (CLASS) to assess the quality of teacher–child interactions in a center-based preschool classroom. The Education team has introduced My Teachstone, a professional development platform for teachers. Based on survey data; this tool assists staff in determining the needs of each teacher. With this information they can then provide resources teachers can review at their leisure and can also obtain professional development credit for. My Teachstone is also being utilized to improve the connection between teachers and students. The Education team is pleased to report that they are near 100% enrollment of teaching staff utilizing this tool. Centers are currently on the Insect Study in the Approaches to Learning Domain of the School Readiness Goals. On February 17, 2020 the children will move to the Exercise Study in the Physical Development – Health Domain of the School Readiness Goals. Studies were selected based on data collected from previous assessments. The data indicated that physical development was not being properly addressed, therefore it was decided to provide curriculum to increase scores in this area. It was reported that five of our centers as well as the partnership at Taft College are currently undergoing the Early Stars program quality rating review. This rating system determines the level of quality services provided by the program. The Head Start/State Child Development program is also preparing for a mock state review to be conducted during the first week of February. All departments within the program are working together to ensure high quality services continue to be met at our centers. The Wellness team is conducting their second round of Social-Emotional checklists. To date, they have completed one of three scheduled Pyramid trainings. They have also scheduled staff wellness trainings along with monthly consultant meetings. The Nutrition team is currently completing their second round of CACFP monitoring. The Health team purchased two more vision screeners. They are pleased to report that as a result of these screenings, there have been many success stories of detecting vision problems, resulting in corrective action and early diagnosis. In closing, Ms. Coffey shared information about the upcoming Read Across America event scheduled for the first week of March. Ms. Coffey also extended an invitation to members to participate.

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

Ms. Price expressed her appreciation to the members for their time and commitment. She emphasized the importance of attendance to ensure quorum. Ms. Price spoke to some of the flyers received by members. She shared that one flyer contained information about the annual Reading Across America event. At this event members of the community as well as staff volunteer to read to the children at our centers. Another flyer featured free tours of the Sheriff's Office Headquarters with available dates remaining for this year. A mobile immunization calendar sponsored by Adventist Health and First 5 Kern was also made available to members. These services are provided free of charge. Members were also provided an information packet outlining a variety of activities offered at the Beale Library during the month of February. These activities at the library also include census related information as well. Ms. Price reminded members to who receive reimbursement to please cash or deposit their checks in as timely a manner as possible. She again, expressed her gratitude for their attendance. Ms. Price announced to the group that she would be ordering Policy Council shirts and asked members to meet with her upon conclusion of the meeting to provide her their shirt size.

11. **Community Representative Report** – Vacant

None

12. **Early Head Start San Joaquin Report** – Ana Vega, Policy Council Member

Bianca Garibay provided the report, she was happy to inform the group that the Father Engagement Activity and Ready Rosie Workshop were a success. Twelve parents attended the workshop and the staff received great feedback. San Joaquin Early Head Start also reported that they met full enrollment in January 2020.

13. **Early Head Start Partnership Report** – Rosita Curry, Child Care Partnership Program Manager

Ms. Curry shared with members that during a recent visit to the Taft College Partnership; she and Juanita Jackson (Administrative Assistant) had the pleasure of witnessing the excitement the children had at the delivery of classroom startup materials. The deliveries consisted of furniture and a variety of other items for the classroom. She added that the Taft partnership is currently serving 27 families and there are 8 more applications pending. Rosita expressed her excitement at the new partnership with Escuelita Hernandez, a bilingual private daycare located on Castro Lane, near Valley Plaza. With this partnership CAPK will be able to add two classrooms, one for toddlers and one for infants which will provide services for 16 additional children. In closing Rosita shared that a Partnership Coordinator has been hired. This position will support the family advocates at the partnership sites as well as strengthen system practices and policies. The Partnership Coordinator is Nicole Callahan and she will begin in her new role on February 3, 2020.

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

No report was available; however, Ms. Price did share that on January 29, 2020 the Board of Directors will be electing a new Policy Council representative.

15. **Director's Report (HS/State Child Development)** – Donna Holland, Fiscal Administrator

Ms. Holland thanked the group for their participation. She informed them that Ms. Gonzales and her Administrative team were participating in the National Head Start Conference in Washington D.C. She added that this was a great opportunity for Head Start representatives to talk to legislators about the program. Ms. Holland provided updates on the facilities that are being renovated. Cleo Foran added an Early Head Start classroom and is ready for licensing. Renovations continue at the Jewett Center with a tentative grand opening scheduled for March. This facility will house 3 Early Head Start classrooms, 3 Head Start classrooms, the Early Head Start Home Base program as well as the Home Visiting Program. Jewett will provide services to 24 Early Head Start children and 60 Head Start children with full-day services. The licensing application has been prepared for submission. At Martha J. Morgan 2 toddler classrooms were added and at East California 1 pre-k classroom will be converted to a toddler classroom. The Taft Center has expanded its capacity by adding 4 additional slots. An architect and a construction manager have been hired to draw up the plans for the facilities. In San Joaquin, renovations at Saint Mary's are taking place which will allow for a third modular classroom to be used for center-based services. In providing program updates Ms. Holland shared that San Joaquin will also be participating in the Read Across America event. Additionally, it is projected that San Joaquin Early Head Start will exceed their required non-federal share for the first time since being acquired. Ms. Holland added that CAPK, is in the second phase of negotiations with the San Joaquin County Office of Education. The objective behind the negotiations is to request additional state funds to expand center-based services. Ms. Holland announced that CAPK and Kern High School District have entered into a memorandum of understanding with their Regional Occupation Center. This collaboration offers the opportunity to college-bound students, to volunteer at our centers while allowing them to earn college credits. We currently have students at Harvey Hall, Pete Parra, and Martha J. Morgan centers getting firsthand experience in the Child Development field and getting excited about pursuing their career in this area.

16. **Policy Council Chairperson/Announcements** – Chairperson

Vice-Chairperson, Destiny Thompson Butler stated that there were no announcements.

17. **Adjournment** –Chairperson

The meeting was adjourned at 6:24 p.m. by the Vice-Chairperson. The next Policy Council meeting will be held on February 25, 2020 with a light dinner at 5:00 p.m. and the meeting to begin at 5:30 p.m. at CAPK Administrative offices.