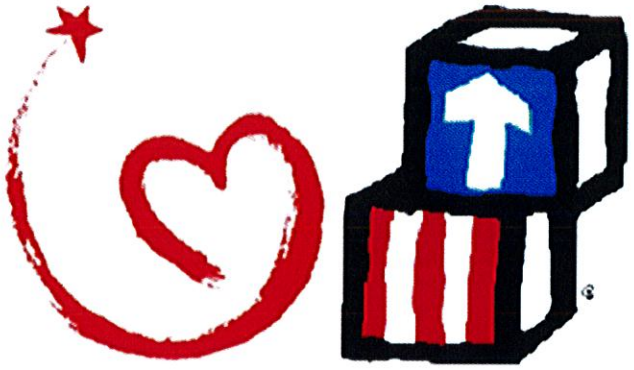
Head Start &
State Child Development
Birth to age 5

capk
Community Action Partnership of Kern

Head Start/State Child Development Services

POLICY COUNCIL MEETING PACKET

February 25, 2020



POLICY COUNCIL
STANDING COMMITTEES
February 2020

EXECUTIVE COMMITTEE

Chairperson: Nila Hogan
Vice Chairperson: Destiny Thompson Butler
Secretary: Kaylonie Howard
Treasurer: Hernan Lozano
Parliamentarian: Nicole Cabe

STANDING COMMITTEE MEMBERS

Board of Directors: Nila Hogan

BYLAWS
Chairperson: Nicole Cabe

1. Isabelle Diaz
2. Daisy Valencia
3.
4.
5.
6.

PLANNING
Chairperson: Destiny Thompson Butler

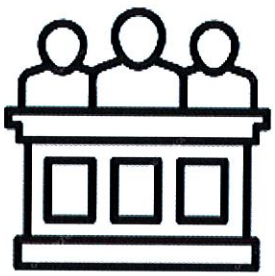
1. Megan Bailey
2. Nicole Cabe
3. Dalila Castillo
4. Rosie Castillo
5. Yvonne Hernandez
6. Nila Hogan

SCHOOL READINESS
Chairperson: Kaylonie Howard

1. Bianca Garibay
2. Ana Vega
3. Helena Conolly
4. Brittany Dunbar

FINANCE
Chairperson: Hernan Lozano

1. Destiny Thompson Butler
2. Isabel Everly
3.
4.
5.
6.



LEGEND:	
Attended	X
Did Not Attend	ABS
Attended Another CAPK Function	
Appealed Termination	
Membership Terminated	
Absent Due to Weather Conditions	
Resigned	R
Special Call Meeting	SC
Not Yet Elected to Policy Council	

Policy Council Attendance
2019 ~ 2020

#	REGION 1	Nov 2019	Dec 2019	Jan 2020	Feb 2020	Mar 2020	Apr 2020	May 2020	June 2020	July 2020	Aug 2020	Sept 2020	Oct 2020
1	Dalila Castillo ~ Shafter	X	X	X									
2	Rosie Castillo ~ Shafter	X	X	X									
3	Yvonne Hernandez ~ Willow	X	ABS	R									
4	*Vacancy*												
#	REGION 2	Nov 2019	Dec 2019	Jan 2020	Feb 2020	Mar 2020	Apr 2020	May 2020	June 2020	July 2020	Aug 2020	Sept 2020	Oct 2020
1	Megan Bailey ~ Fairview	X	X	ABS	R								
2	Isabelle Diaz ~ East California	ABS	X	ABS									
3	Isabel Everly ~ Sterling	X	ABS	X									
4	Daisy Valencia ~ Alberta Dillard	X	ABS	ABS									
#	REGION 3	Nov 2019	Dec 2019	Jan 2020	Feb 2020	Mar 2020	Apr 2020	May 2020	June 2020	July 2020	Aug 2020	Sept 2020	Oct 2020
1	Nicole Cabe ~ Fairfax	X	X	X									
2	Juanita Garcia ~ Vineland	X	ABS	ABS	R								
3	Nila Hogan ~ Pete Parra	X	X	ABS									
4	Hernan Lozano ~ Seibert	X	X	X									
#	REGION 4	Nov 2019	Dec 2019	Jan 2020	Feb 2020	Mar 2020	Apr 2020	May 2020	June 2020	July 2020	Aug 2020	Sept 2020	Oct 2020
1	Helena Conolly ~ Rosamond	X	ABS	X									
2	Brittany Dunbar ~ Rosamond	X	ABS	X									
3	Paula Scott ~ Rosamond	ABS	ABS	R									
4	*Vacancy*												
#	Home Base	Nov 2019	Dec 2019	Jan 2020	Feb 2020	Mar 2020	Apr 2020	May 2020	June 2020	July 2020	Aug 2020	Sept 2020	Oct 2020
1	Kaylonie Howard ~ F. Garcia	X	X	X									
2	Destiny Thompson Butler ~ M. Craig	X	X	X									
#	ECC EHS Partnership	Nov 2019	Dec 2019	Jan 2020	Feb 2020	Mar 2020	Apr 2020	May 2020	June 2020	July 2020	Aug 2020	Sept 2020	Oct 2020
1	*Vacancy*												
#	San Joaquin EHS Partnership	Nov 2019	Dec 2019	Jan 2020	Feb 2020	Mar 2020	Apr 2020	May 2020	June 2020	July 2020	Aug 2020	Sept 2020	Oct 2020
1	Bianca Garibay ~ A. Johnson	X	X	X									
2	Ana Vega ~ Lodi	X	X	ABS									
#	Community Representatives	Nov 2019	Dec 2019	Jan 2020	Feb 2020	Mar 2020	Apr 2020	May 2020	June 2020	July 2020	Aug 2020	Sept 2020	Oct 2020
1	*Vacancy*												
2	*Vacancy*												
3	*Vacancy*												
#	Board Member	Nov 2019	Dec 2019	Jan 2020	Feb 2020	Mar 2020	Apr 2020	May 2020	June 2020	July 2019	Aug 2020	Sept 2020	Oct 2020
1	Jimmie Childress												

Policy Council Standing Committee
Attendance Sheet
2019 ~ 2020

Bylaws Subcommittee

Member	Dec.	Jan.	Feb.	Mar.	Apr.	May	Jun.	Jul.	Aug.	Sept.	Oct.
Nicole Cabe			X								
Isabel Lopez			X								
Daisy Valencia			ABS								

Budget & Finance Subcommittee

Member	Dec.	Jan.	Feb.	Mar.	Apr.	May	Jun.	Jul.	Aug.	Sept.	Oct.
Hernan Lozano		X	X								
D. Thompson Butler		X	X								
Isabel Everly			X								

School Readiness Subcommittee

Member	Dec.	Jan.	Feb.	Mar.	Apr.	May	Jun.	Jul.	Aug.	Sept.	Oct.
Kaylonie Howard			ABS								
Ana Vega			X								
Bianca Garibay			ABS								
Helena Conolly			X								
Brittany Dunbar			X								

Planning Subcommittee

Member	Dec.	Jan.	Feb.	Mar.	Apr.	May	Jun.	Jul.	Aug.	Sept.	Oct.
D. Thompson Butler		ABS	X								
Nila Hogan		X	X								
Nicole Cabe		X	X								
Dalila Castillo		ABS	X								
Rosie Castillo		ABS	X								

Board of Directors

Member	Dec.	Jan.	Feb.	Mar.	Apr.	May	Jun.	Jul.	Aug.	Sept.	Oct.
Nila Hogan		ABS									

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

Policy Council Agenda
February 25, 2020
5005 Business Park North
5:30 p.m. – 6:30 p.m.
Meeting Locations:

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

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

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

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

3. **Approval of Agenda** — Chairperson — ***ACTION**
   a. Agenda dated: February 25, 2020

4. **Approval of Minutes** — Chairperson — ***ACTION**
   a. Date of Minutes: January 28, 2020

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

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

7. **Presentations** — (15 minutes per presentation)
   a. Children's Health Overview ~ Alan Rodriguez, Health and Nutrition Support Services Supervisor

8. **New Business** — Chairperson — ***ACTION**
   a. 2020 – 2021 Recruitment & Selection Plan ~ Ginger Mendez, Enrollment & Attendance Manager

9. **Communications**
   a. Kern Head Start Budget vs. Actual Expenditures, July 1, 2019 through January 31, 2020
   b. Kern Early Head Start Budget vs. Actual Expenditures, July 1, 2019 through January 31, 2020
   c. San Joaquin Early Head Start Budget vs. Actual Expenditures, February 1, 2019 through January 31, 2020
   d. Early Head Start Child Care Partnerships Budget vs. Actual Expenditures, March 1, 2019 through January 31, 2020
   e. Parent Local Travel & Child Care through January 31, 2020

This is to certify that this agenda notice was posted in the lobby of the CAPK Administration Office at 5005 Business Park North, Bakersfield, CA and online at www.capk.org by 12:00 pm, February 21, 2020
Lisa Price, Program Governance Coordinator

f. Parent Activity Funds through January 31, 2020
g. Kern Head Start and Early Head Start Non-Federal Share and In-Kind Report, July 1, 2019 through January 31, 2020
h. San Joaquin Early Head Start Non-Federal and In-Kind Report, February 1, 2019 through January 31, 2020
i. Community Action Partnership of Kern Financial Report & Independent Auditor's Report for Years Ended February 28, 2018 and 2019
j. Notice of Award #09CH011406-06-00 Early Head Start San Joaquin
k. Policy Council Planning Meeting Minutes ~ January 7, 2020 (English/Spanish)
l. 2020 Program Planning Calendar
m. Budget & Finance Meeting Minutes ~ January 21, 2020
n. Resignation Juanita Garcia ~ January 29, 2020
o. Resignation Megan Bailey ~ February 3, 2020
p. Termination Letter, Daisy Valencia ~ February 12, 2020
q. Shafter Community Wellness Fair ~ Shafter Youth Center; March 11, 2020
r. College: Make It Happen ~March 14, 2020; CSUB
s. Día del Nino Fiesta ~ Shafter Learning Center; March 19, 2020 (English/Spanish)
t. Spring Nature Festival ~ The Wildlands Conservancy; March 21-22, 2020
u. Stuff the Bus ~ Valley Plaza Parking Lot; March 27, 2020
v. Youth Internship & Career Fair ~ The Job Spot; March 27, 2020
w. H.E.A.R.T.S. Connection: Growing Up, What's Next?! ~ Hodel's Country Dining, March 27, 2020
x. Industrial Technology & Transportation Career Expo ~ Bakersfield College; April 1, 2020
y. Spring Community Resource Fair ~ RJH Activity Center, Shafter, CA; April 1, 2020 (English/Spanish)
z. Business & Entrepreneurial Career Expo ~ Bakersfield College; April 22, 2020
aa. Head Start/ Early Head Start School Readiness Meeting Dates
bb. Policy Council Meeting Dates

10. **School Readiness Report**	Leslie Mitchell	**Verbal Report** (3 min.)
11. **Program Governance Report/Training**	Lisa Price	**Verbal Report** (5 min.)
12. **Community Representative Report**	Vacant	**Verbal Report** (5 min.)
13. **Early Head Start San Joaquin Report**	Ana Vega	**Verbal Report** (3 min.)
14. **Early Head Start Partnership Report**	Rosita Curry	**Verbal Report** (3 min.)
15. **Board of Directors Representative Report**	Jimmie Childress	**Verbal Report** (3 min.)
16. **Director's Report (HS/State Child Development)**	Yolanda Gonzales	**Verbal Report** (5 min.)
17. **Policy Council Chairperson/Announcements**	Chairperson	**Verbal Report** (3 min.)
18. **Adjournment**	Chairperson	

Next meeting date March 24, 2020
Light dinner at 5:00 p.m. with the meeting to begin promptly at 5:30 p.m.
CAPK Administrative Office
5005 Business Park North, Suite 130- Board Room
Bakersfield, CA 93309

This is to certify that this agenda notice was posted in the lobby of the CAPK Administration Office at 5005 Business Park North, Bakersfield, CA and online at www.capk.org by 12:00 pm, February 21, 2020
Lisa Price, Program Governance Coordinator

Agenda del Concilio de Póliza
25 de febrero, 2020
5005 Business Park North
5:30 p.m. – 6:30 p.m.
Ubicaciones de las juntas:

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

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

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

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

3. **Aprobación de Agenda** Presidente ***ACCIÓN**
   a. Agenda con fecha del 25 de febrero, 2020

4. **Aprobación de minutos** Presidente *** ACCIÓN**
   a. Aprobación de minutos con fecha del 25 de enero, 2020

5. **Presentación de invitados/Foro público**
   a. *El público que desee dirigirse al Concilio de Póliza, podrá hacerlo en este momento .Los miembros del Concilio de Póliza pueden responder brevemente a las declaraciones hechas o a las preguntas presentadas. Sin embargo, el Concilio no tomará ninguna acción , solo podrá referirlo al personal para su estudio y análisis,* ***Los oradores tienen un limite de 5 minutos para exponer.*** *Si mas de una personas desea tocar el mismo tema, el total de minutos para dicho tema será de 10 minutos. Favor de proporcionar su nombre antes de su presentación. Gracias.*

6. **Reportes de comités permanentes** (3 minutos por reporte)
   a. Comité de preparación escolar **Reporte verbal**
   b. Comité de Planeación **Reporte verbal**
   c. Comité de Presupuesto y Finanzas **Reporte verbal**
   d. Comité de Estatutos **Reporte verbal**

7. **Presentations** (15 minutes por presentation)
   a. Síntesis de salud infantil ~ Alan Rodriguez, Supervisor de servicios de apoyo para la salud y nutrición

8. **Nuevos intercambios** Presidente ***ACCIÓN**
   a. 2020 – 2021 Plan de Reclutamiento y selección ~ Ginger Mendez, Gerente de la división de inscripciones y asistencia

9. **Communications**
   a. Presupuesto de Head Start Kern vs. Gastos actuales, 1 de julio 2019 hasta el 31 de enero 2020
   b. Presupuesto de Early Head Kern vs. Gastos actuales , 1 de julio 2019 hasta el 31 de enero 2020
   c. Presupuesto de Early Head Start de San Joaquín vs. Gastos Actuales, 1 de febrero, 2019 hasta 31 de enero, 2020
   d. Presupuesto de la asociacion de cuidado infantil Early Head Start vs. gastos actuales, 1 de marzo, 2019 hasta el 31 de enero, 2020

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Lisa Price, Program Governance Coordinator

e. Viajes locales de padres & y Cuidado infantil hasta el 31 de enero, 2020
f. Fondos de actividades de para padres hasta el 31 de enero, 2020
g. Reporte de contribuciones internas y porción no federal para Head Start y Early Head Start de Kern,1 de julio 2019 hasta el 31 de enero, 2020
h. Reporte de contribuciones internas y de porción no federal de San Joaquín 1 de febrero, 2019 hasta el 31 de enero 2020
i. Informe financiero y reporte de auditor independiente de la Asociacion de Acción Comunitaria de Kern, para años fiscales 2018 y 2019.
j. Aviso de Concesión #09CH011406-06-00 Early Head Start de San Joaquin
k. Síntesis de la junta del comité de planeación ~ 7 de enero, 2020 (Inglés/Español)
l. Calendario de Planeación del Programa 2020
m. Resumen de la junta del comité de Presupuestos y Finanzas ~ 21 de enero, 2020
n. Renuncia de Juanita García ~ 29 de enero, 2020
o. Renuncia de Megan Bailey ~ 3 de febrero, 2020
p. Carta de destitución Daisy Valencia ~ 12 de febrero, 2020
q. Feria de salud comunitaria de Shafter ~ Centro Juvenil de Shafter; 11 de enero, 2020
r. Colegio: Hazlo realidad ~ 14 de marzo 2020 CSUB
s. Fiesta del Día del Niño Fiesta ~ Centro de aprendizaje de Shafter; 19 de marzo, 2020
t. Festival de Primavera ~ The Wildlands Conservancy; 21y 22, de marzo 2020
u. Llenen el autobús ~ Estacionamiento del centro comercial Valley Plaza; 27 de marzo, 2020
v. Feria de empleos y becarios ~ The Job Spot; 27 de marzo, 2020
w. Conexion H.E.A.R.T.S: Creciendo, qué sigue?! ~ Restaurant Hodel's Country Dining, 27 de marzo, 2020
x. Exposición de Tecnología Industrial y Transporte ~ Colegio de Bakersfield; April 1, 2020 (Inglés/Español)
y. Feria de recursos comunitarios ~ Centro de Actividades RJH, Shafter, CA; 1 de abril, 2020
z. Exposición de empresas y carreras empresariales ~ Colegio de Bakersfield; 22 de abril, 2020
aa. Fechas de juntas del comité de preparación escolar para Head Start/ Early Head Start
bb. Fechas de juntas de Concilio de Póliza

10. **Reporte del comité de preparación escolar**	Leslie Mitchell	**Reporte Verbal** (3 min.)
11. **Reporte del programa de gobernanza**	Lisa Price	**Reporte Verbal** (5 min.)
12. **Reporte del representante comunitario**	Vacante	**Reporte Verbal** (5 min.)
13. **Reporte de Early Head Start San Joaquín**	Ana Vega	**Reporte Verbal** (3 min.)
14. **Reporte de la Asociacion de Early Head Start**	Rosita Curry	**Reporte Verbal** (3 min.)
15. **Reporte del representante de la Junta Directiva**	Jimmie Childress	**Reporte Verbal** (3 min.)
16. **Reporte del director de Desarrollo Infantil Estatal/HS**	Yolanda Gonzales	**Reporte Verbal** (5 min.)
17. **Avisos del presidente del Concilio de Póliza**	Presidente	**Reporte Verbal** (3 min.)
18. **Conclusión**	Presidente	

Próxima junta 24 de marzo, 2020
Cena ligera a las 5:00 p.m. iniciando la junta a las5:30 p.m.
Oficina Administrativa de CAPK
5005 Business Park North, Suite 130- Sala de Juntas
Bakersfield, CA 93309

This is to certify that this agenda notice was posted in the lobby of the CAPK Administration Office at 5005 Business Park North, Bakersfield, CA and online at www.capk.org by 12:00 pm, February 21, 2020
Lisa Price, Program Governance Coordinator

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.

ASOCIACIÓN DE ACCIÓN COMUNITARIA DE KERN
RESUMEN DE LA JUNTA DEL CONCILIO DE PÓLIZA
28 de enero, 2020
5005 Business Park North ~ Oficina Administrativa de CAPK

1. **Convocación de la reunión** –Destiny Thompson Butler, vicepresidente convocó la reunión a las 5:32 p.m.
   a. Momento de silencio, promesa de lealtad
   b. Lectura de la promesa de acción comunitaria
   "Acción comunitaria cambia la vida de las personas, encarna el espíritu de esperanza, mejora las comunidades y hace de América un mejor lugar para vivir. Nos preocupamos por la comunidad entera, estamos dedicados a ayudar a que la gente se ayude a sí misma y a los demás".
2. **Pase de lista/Establecimiento de cuórum** – Kaylonie Howard, secretaria, se estableció cuórum.
   Miembros del concilio de póliza presentes: Dalila Castillo, Rosie Castillo, Isabel Everly, Nicole Cabe, Hernán Lozano, Destiny Thompson Butler, Kaylonie Howard, Helena Connolly, Brittany Dunbar y Bianca Garibay
3. **Aprobación de agenda** – Presidente **(**ACTION)**
   a. La presidenta solicitó una propuesta para la aprobación de la agenda modificada con fecha del 28 de enero, 2020. Nicole Cabe presentó la propuesta para su aprobación; Rosie Castillo la secundó, propuesta aprobada por unanimidad.
4. **Aprobación de Minutos** – Presidente **(**ACTION)**
   a. Se solicitó una propuesta para la aprobación de los minutos fechados el 12 de diciembre, 2019. Helena Conolly presentó la propuesta; Nicole Cabe la secundó propuesta aprobada por unanimidad .
5. **Presentación de Invitados/ Foro Publico**
   Los siguientes invitados estuvieron presentes: Donna Holland, administradora Fiscal; Rosita Curry, gerente de la asociación de cuidado infantil; Carolyn Coffey, coordinadora de educación; Nicole Niño, especialista de servicios de participación familiar y supervisora de servicios a domicilio; Gloria Teixteira, maestra; Dalia Medina, madre centro Walnut-Stockton EHS; Melanie Craig, institutriz de servicios a domicilio; Lisa Price, coordinadora del programa de gobernanza; Andrea Rodriguez, especialista de promoción del programa de energía y climatización; Vivian Hernandez, especialista de promoción del programa de energía y climatización; Maria Estrada, especialista de promoción del programa de energía y climatización; Leticia Villegas, traductor, asistente del programa.
   a. *(El público que desee dirigirse al Concilio de Póliza, puede hacerlo en este momento. El Concilio contestará brevemente a las preguntas o comentarios expuestos, sin embargo, el concilio no tomará ninguna acción, sino que referirá las preguntas o comentarios al personal para su estudio y análisis. Los oradores están limitados a 5 minutos de presentación. Si más de una persona desea tocar el mismo tema, se otorgará un total de 10 minutos por tema. Favor de proporcionar su nombre al inicio de su presentación.)*

Reportes de comités permanentes *(cinco minutos cada uno)*

a. **Comité de preparación escolar –** El comité de preparación escolar se reunirá por primera vez el 18 de febrero 2020. La junta se llevará a cabo en la sala de juntas e iniciará a las 5:15 con una cena ligera iniciando la junta a las 5:30 en punto. Dos miembros de la junta estarán participando por video conferencia desde San Joaquín, la junta es patrocinada por el departamento de educación quienes revisarán las resultados de las evaluaciones y los objetivos de preparación escolar entre otros temas .
b. **Comité de Planeación –** El comité de planeación se reunió el 7 de enero, 2020. No se estableció cuórum. Se revisaron los reportes de inscripción y asistencia de noviembre y diciembre del 2019; los programas de Head Start de Kern y San Joaquín cumplieron con la meta de inscripción al 100% para ambos meses. Los programas de Early Head Start de Kern y la asociación no cumplieron con la meta de inscripción durante el mismo periodo. La asistencia promedio se mantuvo a 95% en noviembre y 99% en diciembre. Los reportes del programa alimenticio CACFP también se revisaron y reportan que más de 78,000 comidas fueron preparadas por la cocina central en noviembre y en diciembre el número disminuyó a menos de 62,000. Cabe mencionar que el departamento de inscripción y asistencia participó en un evento de reclutamiento del Dia de los Muertos durante noviembre. El comité de selección y reclutamiento se reunió en diciembre, revisaron y analizaron el Plan de Selección y Reclutamiento Anual para el periodo 2020-2021. El plan se presentará al comité PRE de la Junta Directiva y al comité de planeación para su aprobación. También se revisó el calendario del programa para el 2019, Jerry indicó que se está trabajando en la creación de un nuevo calendario para el presente año; dicho calendario se presentará al comité para su aprobación en la próxima junta que se llevará a cabo el 4 de febrero, 2020 a las t 5:30 p.m. en la oficina de BPN.
c. **Comité de Finanzas –** El comité se reunió el 21 de enero 2020. Se discutieron las siguientes temas: el papel y responsabilidades del comité de presupuestos y financias, los gastos actuales vs el presupuesto para los subsidios de Head Start y Early Head Start , los gastos actuales vs el presupuesto asignados para los viajes locales y los fondos para las actividades y cuidado infantil para los padres. Los miembros de comité expresaron su interés en aprender más sobre las asociaciones y los requisitos de donaciones para el próximo periodo presupuestario. El comité acordó programar sus juntas para el tercer martes de cada mes (una semana antes de las juntas de Comité de Póliza) a las 6 de la tarde. La próxima junta está programada para el 18 de febrero en la sala de juntas de CAPK.

d. **Comité de estatutos –** El comité se reunirá por primera vez el 11 de febrero 2020. Se revisarán los estatutos por secciones y aprenderán como se forman los artículos en base a los modelos de rendimiento. Se les otorgará la oportunidad de presentar preguntas, revisiones y argumentos, si es necesario. La junta iniciará con una cena ligera a las 5:15 p.m. y la junta iniciará a las 5:30 p.m.

6. **Presentaciones**
   a. **CAPK Programa de Energía ~ Andrea Rodriguez, Especialista de promoción para los programas de Energía y Climatización**
   La Sra. Rodriguez informó que la división de energía administra dos programas: HEAP (Programa de asistencia para energía) y climatización. Ambos programas se basan en los ingresos de las personas que lo solicitan, HEAP asiste a las familias con las facturas de servicios públicos, estos incluyen gas natural, propano y eléctricos. HEAP no se considera un programa de emergencia; sin embargo se le da prioridad a los clientes que hayan recibido un aviso de 15 días o 48 horas para cancelar los servicios, esto se hace con el fin de evitar la interrupción de estos. El programa de climatización tiene los mismos requisitos que HEAP, pero en este el solicitante tendrá que presentar una forma de autorización firmada. Si el solicitante es el dueño de la propiedad, tendrá que presentar comprobante de la hipoteca; si el solicitante es arrendatario, deberá obtener autorización firmada por el propietario o su representante autorizado. Andrea agregó que si el propietario o arrendatario se niega a firmar el consentimiento, no se le puede prestar asistencia al solicitante para obligar al dueño de la propiedad a firmar ningún documento. Una vez que toda la documentación y autorizaciones se han completado, los técnicos inspeccionan los refrigeradores, hornos de microondas, estufas, unidades de calefacción, calentadores de agua y la insulación en el ático. La Sra. Rodriguez agregó que este año cuentan con fondos disponibles para reemplazar lavadoras y secadoras. Las mejoras bajo el programa de climatización proporcionan ribetes en las puertas, reemplazo de focos, regaderas, excusados, alarmas de humo y monóxido de carbono. El objetivo del programa es hacer que la propiedad sea más eficiente energéticamente y esto se ve reflejado en la factura del cliente. Estos programas están disponibles en todas las comunidades pertenecientes al condado de Kern. Los clientes pueden presentar solicitud para HEAP cada año y para el programa de climatización, cada cuatro años.

7. **Nuevos avisos** – Presidente **(**ACTION)**
   a. **Nominación y elección de miembros del concilio para el comité de preparación escolar**
   Britany Dunbar, Isabel Everly and Helena Conolly se autodenominaron para participar en el comité de preparación escolar. La Sra. Everly también se autodenominó para participar en el comité de presupuesto y finanzas. Britany Dunbar presentó una propuesta para agregar a los miembros a los respectivos comités Rosie Castillo la secundó; propuesta aprobada por unanimidad.
   b. **Nominación y elección del delegado**
   Destiny Thompson Butler nominó a Nicole Cabe para llenar la vacante de delegado. Una vez que Nicole aceptó la nominación, la propuesta fue secundada por Rosie Castillo; propuesta aprobada por unanimidad.

8. **Comunicaciones**
   a. Presupuesto de Head Start Kern vs. Gastos Actuales, del 1 de julio al 31 de diciembre de 2019
   b. Presupuesto de Early Head Start Kern vs. Gastos Actuales, del 1 de julio al 31 de diciembre de 2019
   c. Presupuesto de Early Head Start de San Joaquín vs. Gastos actuales, del 1 de febrero al 31 de diciembre 2019
   d. Presupuesto de la Asociación de cuidado Infantil Early Head Start vs Gastos Actuales del 1 de marzo al 31 de diciembre 2019
   e. Viajes locales de padres & cuidado infantil hasta el 31 de diciembre 2019
   f. Fondos para actividades para padres hasta el 31 de diciembre 2019
   g. Reporte de contribuciones internas y fondos no federales de Early Head Start y Head Start de Kern del 1 de julio hasta el 31 de diciembre 2019
   h. Reporte de contribuciones internas y fondos no federales de Early Head Start San Joaquín del 1 del julio 31 de diciembre 2019
   i. Inscripción HSES – 09CH01132 – EHS Carta de baja inscripción ~ Kern
   j. Inscripción HSES – 09HP000163 – EHS Carta de baja inscripción ~ CCP
   k. Carta de renuncia de Paula Scott al concilio de póliza~ 19 de diciembre 2019
   l. Carta de renuncia de Yvonne Hernandez al concilio de Póliza ~ 27 de enero 2020
   m. Proyecto de padres con integración de adolescentes ~ Del 23 de enero al 26 de marzo 2020, Preparatoria Golden Valley
   n. Feria de recursos y distribución de alimentos patrocinada por GET ~ 31 de enero 2020
   o. Taller de FAFSA/CA para el Acta de Soñadores ~ 29 de febrero 2020 Superintendente de Escuelas del condado de Kern
   p. Astronomía en el parque ~ 1 & 29 de febrero 2020, Parque Regional Oak Grove, Stockton CA
   q. Historias en la banqueta ~ 8 y 9 de febrero 2020, Comité de Artes de Kern
   r. Premio de Altruismo Judi McCarthy 2020 para jovencitas ~ 15 de febrero 2020, Fundación de Jóvenes y Mujeres, Fundación Comunitaria de Kern.
   s. Premio de Altruismo Judi McCarthy 2020 para mujeres ~ 15 de febrero 2020, Fundación de Jóvenes y Mujeres, Fundación Comunitaria de Kern
   t. Vida Saludable patrocinada por Cal Fresh ~ 26 de febrero 2020, Extensión Cooperativa de la Universidad de California

u. Duodécima conferencia anual de liderazgo patrocinada por el patronato Wendall Davis ~ 28 de febrero 2020, Colegio de Bakersfield
v. Obtenga cobertura de salud California
w. Únase al equipo del censo 2020 ~ Censo de Estados Unidos
x. Nuestros Niños Cuentan ~ Primeros 5 de San Joaquín
y. Marque una diferencia en la vida de un niño (a) ~ Programa de Consejeros de CAPK
z. Acceso a servicios dentales de Medi-Cal, condado de San Joaquín
aa. Prepárese para aprender! ~ Primeros 5 de San Joaquín/Universidad del Pacífico
bb. Horario de juntas del comité de preparación escolar de Head Start/Early Head Start
cc. Horario de Juntas del Concilio de Póliza.

La presidenta solicitó una propuesta para recibir y archivar las comunicaciones enlistadas de la (a)-(cc). La propuesta fue presentada por Nicole Cabe.

9. **Reporte de Preparación Escolar** – Carolyn Coffey, Coordinadora de Servicios de Apoyo y Educación

La Sra. Coffey compartió una variedad de reportes que incluyen todas las áreas de preparación escolar. Agregó que en el área de incapacidades, el equipo se enorgullece en anunciar el equipo ha alcanzado el requisito de inscripción del 10% para niños con un IFPS o un IEP. En la actualidad contamos con 182 niños (as) inscritos en el programa que han sido identificados como tales. El equipo de participación familiar ha estado ofreciendo talleres de Ready Rosie en todo el condado de Kern. Durante el mes de febrero se impartirán en las ciudades de California City, Mojave, Bakersfield y Wasco. Los instructores están el proceso de terminar las siguientes evaluaciones: Plan de Estudios, Escala de calificación ambiental (ERS), y sistemas de calificación de evaluación en el aula (CLASS), para evaluar la calidad de la interacción entre maestros y niños en la guardería. El equipo de educación ha presentado My Touchstone a los maestros, esta herramienta para el desarrollo profesional En base a los resultados de una encuesta, esta herramienta ayuda a definir las necesidades individuales de cada maestro; con esta información se les ayuda a obtener recursos que los maestros pueden revisar durante su tiempo libre y al mismo tiempo obtener créditos profesionales . Esta herramienta también se está utilizando para mejorar la conexión entre los maestros y alumnos. La división de educación se complace en reportar que ya han obtenido casi un 100% de inscripción en Touchstone. En las guarderías están estudiando a los insectos como parte del enfoque de aprendizaje de los objetivos de preparación escolar. A partir del 17 de febrero, los alumnos iniciarán un nuevo estudio, el tema a desarrollar será el ejercicio y desarrollo físico, como parte del enfoque de aprendizaje de salud de los objetivos de preparación escolar. Estos estudios fueron seleccionados en base a los resultados de evaluaciones previas. Dichos resultados mostraron que el desarrollo físico no se había coordinado y como consecuencia se infiltró este plan de estudios para incrementar las estadísticas en esta área. Se reportó que cinco guarderías así como la asociación del colegio de Taft, están siendo asesorados por el programa de control de calidad. Este sistema de evaluación determina el nivel de servicios de calidad que se proporcionan en el programa. El programa Head Start/Desarrollo infantil estatal se está preparando para llevar a cabo un simulacro de revisión estatal, esta se llevará a cabo durante la primera semana de febrero. Para lograrlo todas divisiones del programa se reúnen para asegurar que se continúen proporcionando servicios de alta calidad. La división de bienestar está administrando la segunda ronda de evaluaciones socioemocionales. Han desarrollado un horario para capacitaciones, así como reuniones mensuales con un asesor. La división de nutrición se encuentra administrando las evaluaciones de CACFP. La división de salud ha obtenido dos evaluadores de visión, y se complacen en reportar que se han obtenido muchos resultados positivos , en donde se han detectado problemas y han sido diagnosticados para servicios de optometría. Para terminar la Sra. Coffey informó que el evento Lea en todo América que se llevará a cabo la primera semana de marzo. Carolyn invitó a todos los presentes a participar en dicho evento.

10. **Reporte/Capacitación de Gobernanza**– Lisa Price, coordinadora del programa de gobernanza

La Sra. Price expresó su profundo aprecio a los miembros del comité. Comentó sobre los volantes informativos que los miembros recibieron a su llegada. Uno de los volantes halaba del evento anual denominado lea en todo América. En este evento miembros de la comunidad, así como personal de la agencia participan leyendo a los niños de las diferentes guarderías. Otro de los volantes patrocina las visitas guiadas de las instalaciones del alguacil del condado, todavía cuentan con dos fechas para el presente año; también se les proporcionó un calendario de la clínica de vacunación móvil, patrocinada por Adventist Health y Primeros 5 de Kern, todos estos servicios se ofrecen gratuitamente. Se distribuyó un paquete que contenía información de la actividades planeadas en la biblioteca Beale, una de las actividades importantes hace referencia al censo. La Sra. Price también pidió a todos los miembros que canjearan los cheques de reembolso que recibieron, y una vez más expresó su aprecio a los miembros por su asistencia. Por último les pidió que informaran a Lisa la talla de camiseta que usan, ya que iba a poner la orden para todos miembros del concilio.

11. **Reporte del representante comunitario** – Plaza vacía

No hay reporte existente debido a que la plaza está vacía.

12. **Reporte de Early Head Start de San Joaquín** – Ana Vega, miembro del concilio de póliza

Bianca Garibay proporcionó el reporte. La Sra. Garibay informó que la actividad de participación varonil y el taller de Ready Rosie tuvieron un rotundo éxito. Doce padres asistieron al taller y el personal recibió muchos elogios. El programa de Early Head Start de San Joaquín cumplió con la meta de inscripción total para el mes de enero 2020.

13. **Reporte de la Asociacion de Early Head Start**– Rosita Curry, gerente del programa de la asociacion

La Sra. Curry informó que durante su reciente visita al colegio de Taft, en compañía de Juanita Jackson, asistente administrativa tuvo el placer de presenciar el entusiasmo que experimentaron los niños al recibir todos los materiales para el salón. Estos materiales consisten en toda la mueblería y una amplia variedad de artículos para el salón. Agregó que la asociación de Taft está asistiendo por el momento a 27 familias y están en espera de la aprobación de 8 solicitudes que están pendientes. Añadió que recientemente han logrado una asociación más con la Escuelita Hernández, una guardería bilingüe privada localizada en la calle Castro, cerca del centro comercial Valley Plaza. Con esta asociación CAPK logrará agregar dos salones, uno para infantes y otro para bebés, estas adiciones proporcionarán servicios a 16 niños (as). Rosita reiteró que han contratado a un coordinador para la asociación, esta persona apoyará a los intercesores para la familia, ayudará reforzar los reglamentos y prácticas del sistema; su nombre es Nicole Callahan, ella iniciará sus funciones a partir del 3 de febrero del presente año.

14. **Board of Directors Representatives Report** – Yolanda Ochoa, representante de la junta directiva
    No se contaba con un reporte disponible, la Sra. Price informó que el 29 de enero la junta directiva se reunirá y durante esta se elegirá un nuevo representante para el concilio de póliza.
15. **Reporte del director (HS/Desarrollo Infantil Estatal)** – Donna Holland, Administradora Fiscal
    La Sra. Holland agradeció al grupo por su participación. Procedió a informar que la Sra. González junto con su grupo administrativo, estaban participando en la Conferencia Nacional de Head Start en Washington D.C. Agregó que ésta era una gran oportunidad para que los representantes de Head Start pudieran hablar con los legisladores acerca del programa. La Sra. Holland proporcionó los últimos avances de las renovaciones en los diferentes centros a lo largo del condado. Cleo Floran agregó un salón para el programa de Early Head Start, todo está listo para obtener la licencia. En el centro Jewett, las renovaciones continúan, se está programando tener una ceremonia de inauguración en Marzo. Esta instalación albergará 3 salones para Early Head Start, 3 salones para Head Start, también el programa de servicios a domicilio, el de visitas al hogar se trasladarán a ese centro. En este centro se proporcionarán servicios a 24 niños en el programa de Early Head Start y 60 niños para el programa de Head Star, todos contarán con servicios de día completo. La solicitud para obtener la licencia esta lista para remitirse. El en centro Martha J Morgan se han agregado 2 salones, en el centro Este de California se reacondicionará un salón preescolar para convertirlo en un salón de infantes. El centro de Taft ha aumentado su capacidad con 4 lugares adicionales. Se ha contratado a un arquitecto y gerente de construcción para preparar los planos para todas las instalaciones. En San Joaquín, se han iniciado las renovaciones en las instalaciones de Saint Mary, estos permitirán la anexión de un tercer modular que se utilizara para servicios a domicilio. Las ultimas noticias son las siguientes San Joaquín estará participando por primera vez en el evento de Lea en toda América. La agencia está proyectando que el programa de San Joaquín sobrepasará la proporción de asistencia no-federal por primera vez desde su adquisición. La Sra. Holland agregó que CAPK se encuentra en la segunda fase de negociaciones con la oficina de educación del condado de San Joaquín. El objetivo es solicitar fondos adicionales del estado para expandir los servicios a domicilio. Por otra parte también se ha finalizado las negociaciones con el Distrito de Preparatorias de Kern y el Centro de Capacitación Regional. Esta colaboración otorga la oportunidad a los estudiantes que están por graduarse a donar su tiempo en nuestros centros, y al mismo tiempo obtienen créditos para la universidad. Ya contamos con voluntarios en los centros Harvey Hall, Pete Parra, y Martha J. Morgan, adquirirán experiencia en el campo de desarrollo infantil, para que más adelante piensen en incursionar en ese campo.
16. **Anuncios de Presidente del concilio de Póliza** – Presidente
    La vicepresidenta, Destiny Thompson Butler dijo que no había ninguno aviso para compartir.
17. **Cancelación** –Presidente
    La vicepresidente canceló la junta a las 6:24 p.m. La próxima junta del concilio de póliza se realizara el 25 de Febrero a las 5:00 p.m. con una cena ligera e iniciando la misma a las 5:30 p.m. en la oficina administrativa de CAPK.

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: **Policy Council**

From: Ginger Mendez, Enrollment and Attendance Manager

Date: February 25, 2020

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

Head Start Performance Standards require that each program annually review and revise, if necessary, its Recruitment and Selection Plan. CAPK engages a committee of staff, parents and community partners in this process. The committee members come together to review the current plan, make recommendations, and provide feedback on the revisions once discussed.
This year the Recruitment and Selection Plan committee members included staff representing governance, program, enrollment, our Partnerships, and administration; including the Director of Head Start and State Child Development, Yolanda Gonzales. Seven (7) committee members represented Panama Buena Vista Unified School District's special education department, Taft College Child Development Center, Assistant Director from the Department of Human Services, Case Counselor and Program Specialist from Owens Valley Career Development Center and Tribal TANF, Community Connection for Child Care Resource & Referral, and Lecturer of Communications from California State University Bakersfield.
Also participating were CAPK Board member Ana Vigil and Policy Council member Andrea Martinez.

The process of selection remains unchanged. The point system which the agency has identified as an effective process to ensure Head Start meets the needs of the most vulnerable families in our community remains intact.

The Selection Criteria Verification Form known as the "point sheet" is used to place the applicant child on the waitlist to be selected in accordance with priority points was updated to support the above-mentioned changes. (See Attached).

The 2020-2021 Recruitment and Selection Plan was present at the February 2020 meeting of the PRE Committee for approval. The PRE Committee approved the Plan as presented.

Recommendation:
Staff recommends the Policy Council approve the 2020—2021 Recruitment and Selection Plan.

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: Policy Council

From: Heather McCarley, Finance Manager

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

Date: February 25, 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

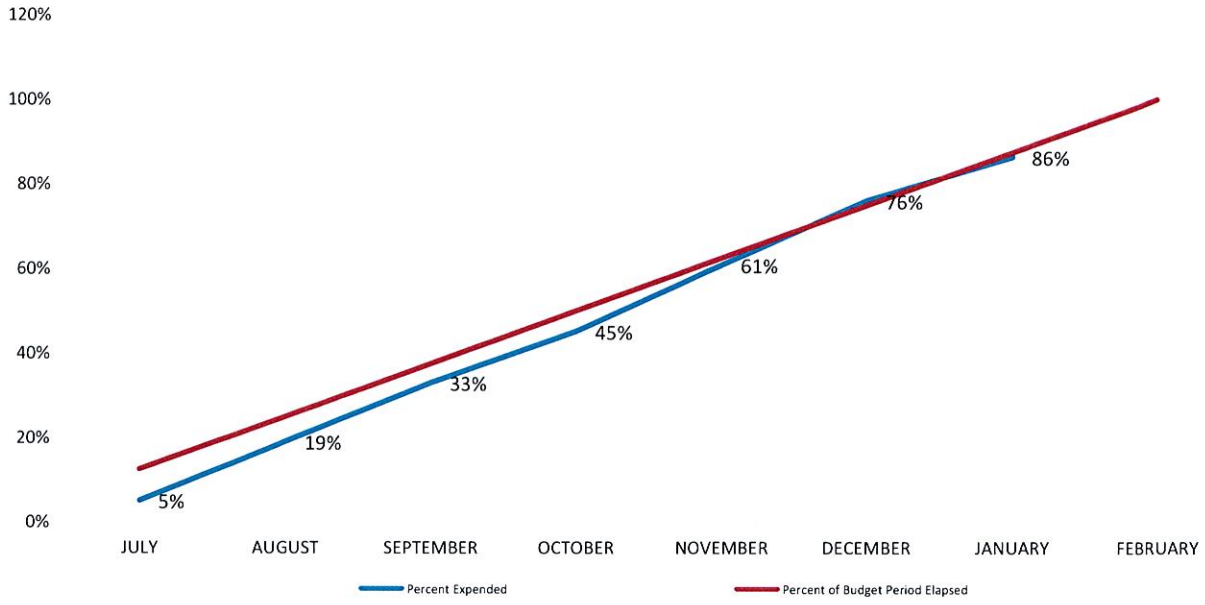
SOURCE	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
IN-KIND	1,650,901	1,435,471	215,430	87%	13%
CALIF DEPT OF ED	2,953,796	3,243,927	(290,131)	110%	-10%
TOTAL NON-FEDERAL	**4,604,697**	**4,679,398**	**(74,701)**	**102%**	**-2%**

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%**

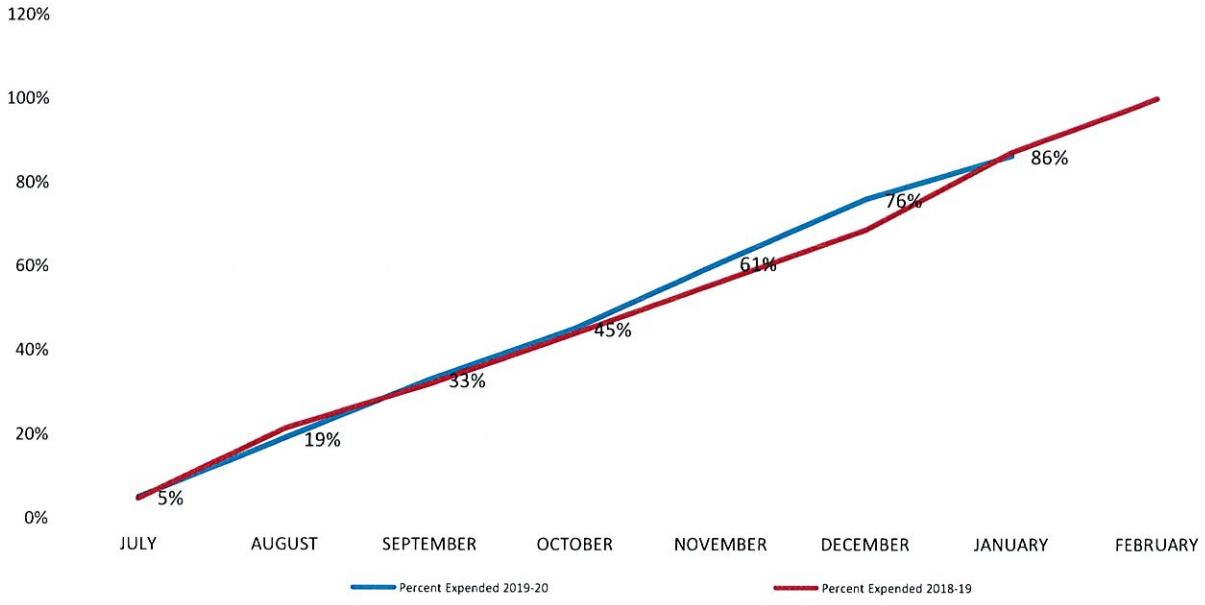
Agency-Wide Credit Card Report

	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



Head Start Kern
Percent Expended Compared to Prior Year



COMMUNITY ACTION PARTNERSHIP OF KERN
MEMORANDUM

To: Policy Council

From: Heather McCarley, Finance Manager

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

Date: February 25, 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.

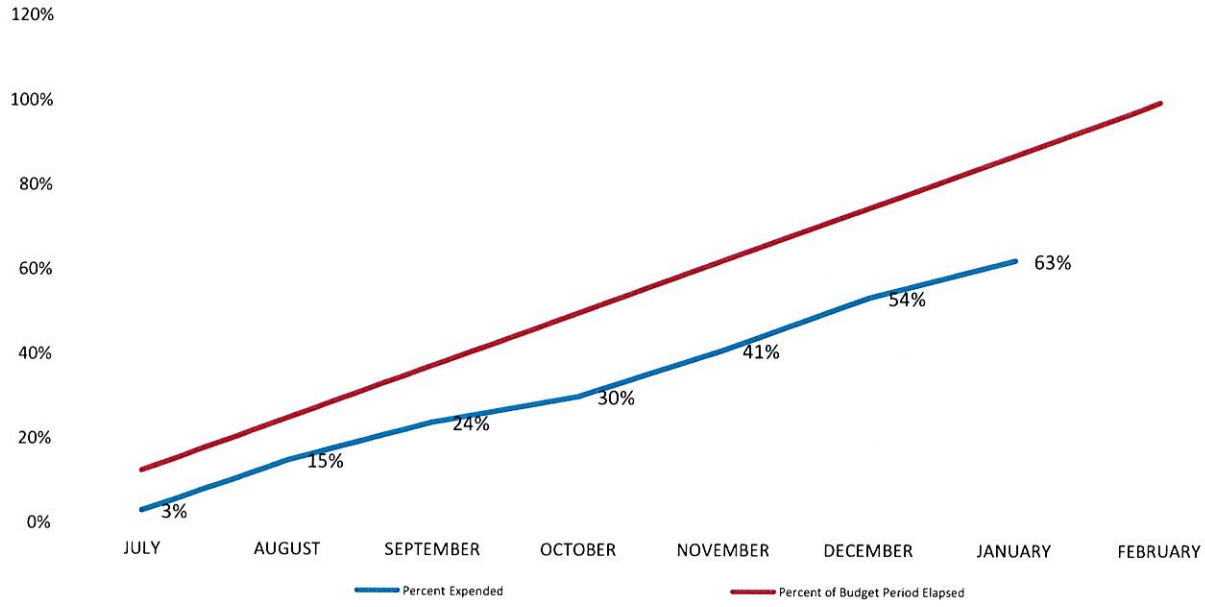
Community Action Partnership of Kern
Early Head Start - Kern
Budget to Actual Report
Budget Period: July 1, 2019 - February 29, 2020
Report Period: July 1, 2019 - January 31, 2020
Month 7 of 8 (88%)

Prepared 2/12/20

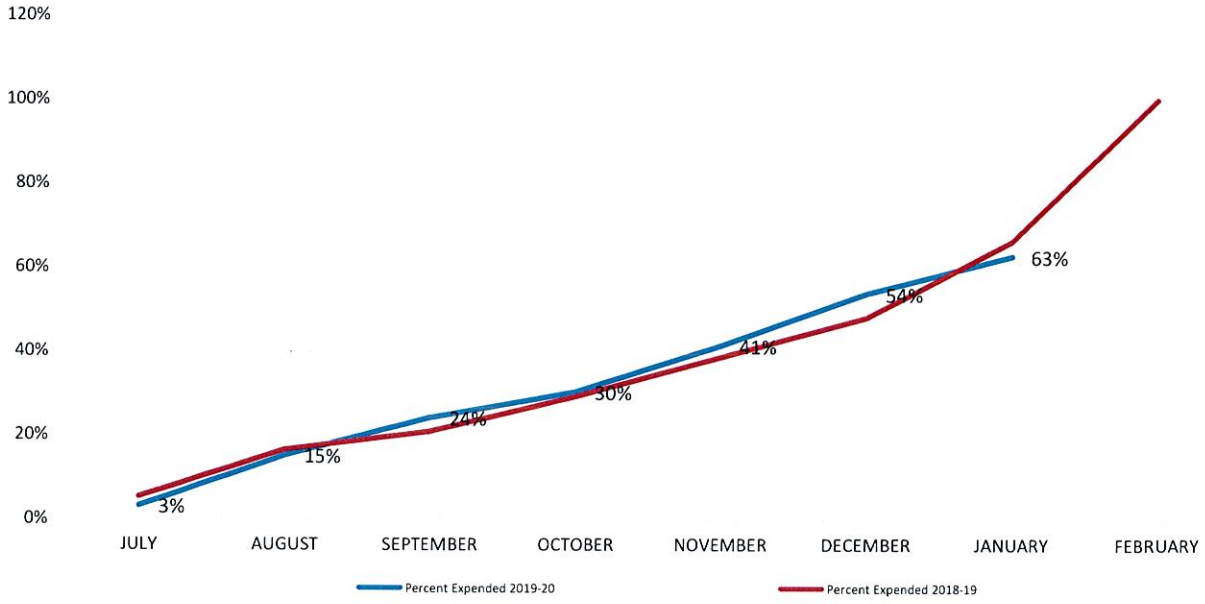
BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	3,254,967	2,016,658	1,238,309	62%	38%
FRINGE BENEFITS	1,153,189	596,821	556,367	52%	48%
TRAVEL	0	609	(609)		
EQUIPMENT	0	0	0		
SUPPLIES	245,740	148,718	97,022	61%	39%
CONTRACTUAL	17,923	32,405	(14,482)	181%	-81%
CONSTRUCTION	0	0	0		
OTHER	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



Early Head Start Kern
Percent Expended Compared to Prior Year



COMMUNITY ACTION PARTNERSHIP OF KERN
MEMORANDUM

To: Policy Council

From: Heather McCarley, Finance Manager

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

Date: February 25, 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

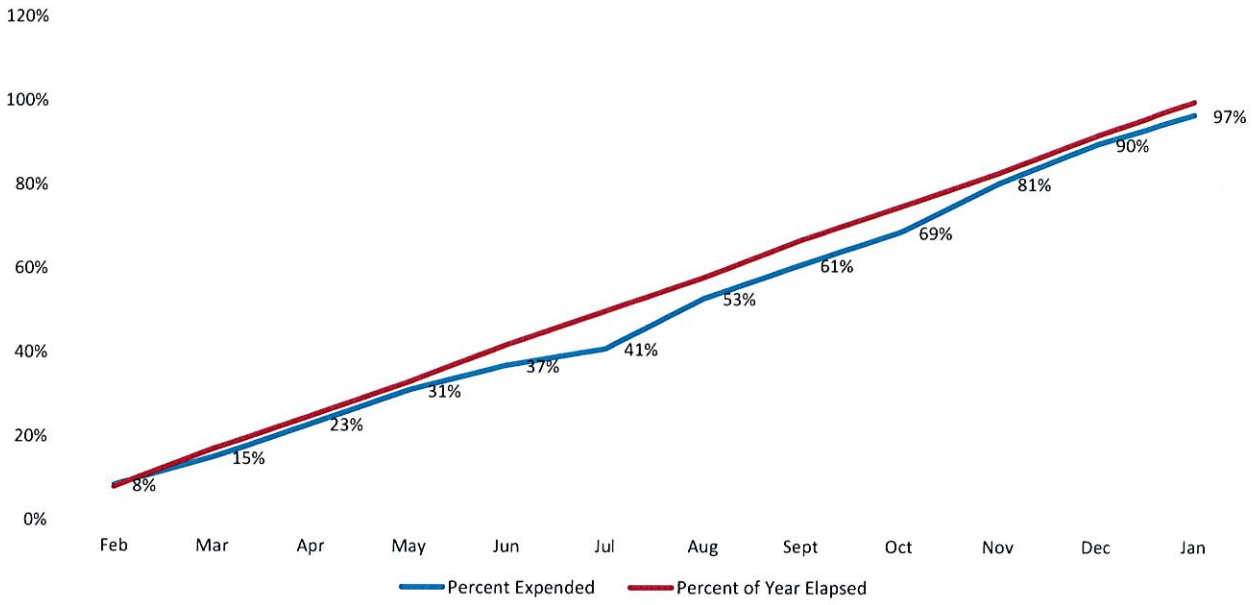
BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	3,114,932	3,109,967	4,965	100%	0%
FRINGE BENEFITS	923,567	847,250	76,317	92%	8%
TRAVEL	20,232	19,973	259	99%	1%
SUPPLIES	140,925	133,956	6,969	95%	5%
CONTRACTUAL	12,078	6,741	5,337	56%	44%
OTHER	600,638	538,636	62,002	90%	10%
INDIRECT	456,781	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%**

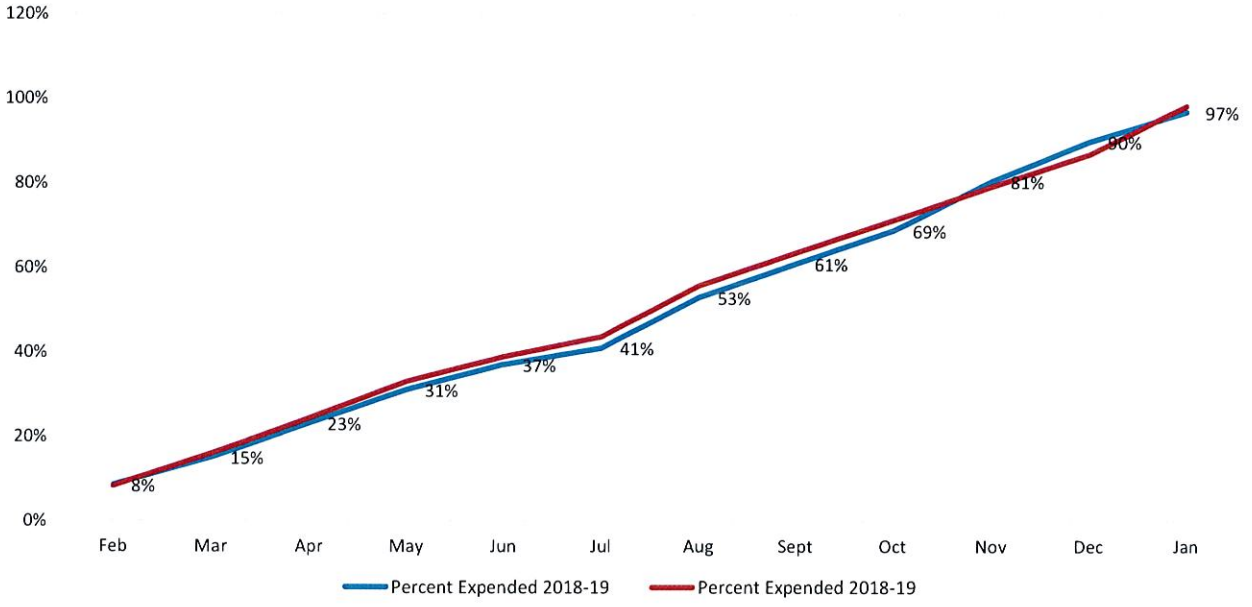
Centralized Administrative Cost	7.0%
Program Administrative Cost	2.4%
Total Administrative Cost	**9.4%**

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



Early Head Start San Joaquin
Percent Expended Compared to Prior Year



COMMUNITY ACTION PARTNERSHIP OF KERN
MEMORANDUM

To: Policy Council

From: Heather McCarley, Finance Manager

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

Date: February 25, 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%)

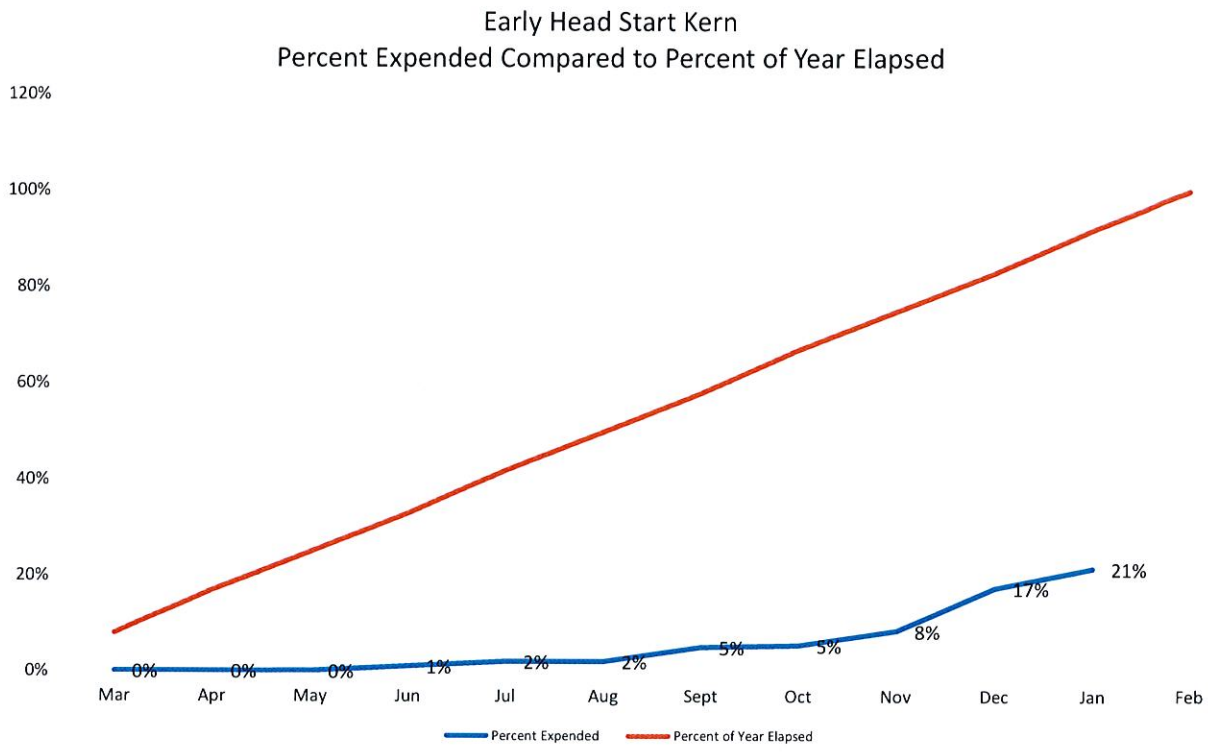
Prepared 2/12/2020

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
PARENT TRAVEL & CHILD CARE
2019-2020

KERN HEAD START

MONTH	BEGINNING BALANCE	SPENT THIS MONTH	SPENT YEAR-TO-DATE	REMAINING BALANCE	% OF YEAR ELAPSED	% OF BUDGET SPENT
MARCH 2019	$ 3,229.00	$ 197.26	$ 197.26	$ 3,031.74	25%	6%
APRIL 2019	$ 3,031.74	$ 346.86	$ 544.12	$ 2,684.88	50%	17%
MAY 2019	$ 2,684.88	$ 172.03	$ 716.15	$ 2,512.85	75%	22%
JUNE 2019	$ 2,512.85	$ 133.54	$ 849.69	$ 2,379.31	100%	26%
JULY 2019	$ 5,475.00	$ -	$ -	$ 5,475.00	13%	0%
AUGUST 2019	$ 5,475.00	$ 33.39	$ 33.39	$ 5,441.61	25%	1%
SEPTEMBER 2019	$ 5,441.61	$ 43.17	$ 76.56	$ 5,398.44	38%	1%
OCTOBER 2019	$ 5,398.44	$ 329.61	$ 406.17	$ 5,068.83	50%	7%
NOVEMBER 2019	$ 5,068.83	$ 281.25	$ 687.42	$ 4,787.58	63%	13%
DECEMBER 2019	$ 4,787.58	$ 56.22	$ 743.64	$ 4,731.36	75%	14%
JANUARY 2020	$ 4,731.36	$ 19.01	$ 762.65	$ 4,712.35	88%	14%
FEBRUARY 2020	$ 4,712.35		$ 762.65	$ 4,712.35	100%	

KERN EARLY HEAD START

MONTH	BEGINNING BALANCE	SPENT THIS MONTH	SPENT YEAR-TO-DATE	REMAINING BALANCE	% OF YEAR ELAPSED	% OF BUDGET SPENT
MARCH 2019	$ 421.00	$ 32.10	$ 32.10	$ 388.90	25%	8%
APRIL 2019	$ 388.90	$ 103.27	$ 135.37	$ 285.63	50%	32%
MAY 2019	$ 285.63	$ 27.99	$ 163.36	$ 257.64	75%	39%
JUNE 2019	$ 257.64	$ 21.73	$ 185.09	$ 235.91	100%	44%
JULY 2019	$ 1,824.00	$ -	$ -	$ 1,824.00	13%	0%
AUGUST 2019	$ 1,824.00	$ 11.12	$ 11.12	$ 1,812.88	25%	1%
SEPTEMBER 2019	$ 1,812.88	$ 14.37	$ 25.49	$ 1,798.51	38%	1%
OCTOBER 2019	$ 1,798.51	$ 108.28	$ 133.77	$ 1,690.23	50%	7%
NOVEMBER 2019	$ 1,690.23	$ 93.71	$ 227.48	$ 1,596.52	63%	12%
DECEMBER 2019	$ 1,596.52	$ 21.34	$ 248.82	$ 1,575.18	75%	14%
JANUARY 2020	$ 1,575.18	$ 6.34	$ 255.16	$ 1,568.84	88%	14%
FEBRUARY 2020	$ 1,568.84		$ 255.16	$ 1,568.84	100%	

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

SAN JOAQUIN EARLY HEAD START

MONTH	BEGINNING BALANCE	SPENT THIS MONTH	SPENT YEAR-TO-DATE	REMAINING BALANCE	% OF YEAR ELAPSED	% OF BUDGET SPENT
FEBRUARY 2019	$ 275.00	$ -	$ -	$ 275.00	8%	0%
MARCH 2019	$ 275.00	$ 13.34	$ 13.34	$ 261.66	17%	5%
APRIL 2019	$ 261.66	$ -	$ 13.34	$ 261.66	25%	5%
MAY 2019	$ 261.66	$ 26.68	$ 40.02	$ 234.98	33%	15%
JUNE 2019	$ 234.98	$ -	$ 40.02	$ 234.98	42%	15%
JULY 2019	$ 234.98	$ -	$ 40.02	$ 234.98	50%	15%
AUGUST 2019	$ 234.98	$ -	$ 40.02	$ 234.98	58%	15%
SEPTEMBER 2019	$ 234.98	$ 13.34	$ 53.36	$ 221.64	67%	19%
OCTOBER 2019	$ 221.64	$ -	$ 53.36	$ 221.64	75%	19%
NOVEMBER 2019	$ 221.64	$ -	$ 53.36	$ 221.64	83%	19%
DECEMBER 2019	$ 221.64	$ 14.50	$ 67.86	$ 207.14	92%	25%
JANUARY 2020	$ 207.14	$ 12.33	$ 80.19	$ 194.81	100%	29%

EARLY HEAD START CHILD CARE PARTNERSHIPS

MONTH	BEGINNING BALANCE	SPENT THIS MONTH	SPENT YEAR-TO-DATE	REMAINING BALANCE	% OF YEAR ELAPSED	% OF BUDGET SPENT
MARCH 2019	$ 587.50	$ -	$ -	$ 587.50	8%	0%
APRIL 2019	$ 587.50	$ -	$ -	$ 587.50	17%	0%
MAY 2019	$ 587.50	$ -	$ -	$ 587.50	25%	0%
JUNE 2019	$ 587.50	$ -	$ -	$ 587.50	33%	0%
JULY 2019	$ 587.50	$ -	$ -	$ 587.50	42%	0%
AUGUST 2019	$ 587.50	$ -	$ -	$ 587.50	50%	0%
SEPTEMBER 2019	$ 587.50	$ -	$ -	$ 587.50	58%	0%
OCTOBER 2019	$ 587.50	$ -	$ -	$ 587.50	67%	0%
NOVEMBER 2019	$ 587.50	$ -	$ -	$ 587.50	75%	0%
DECEMBER 2019	$ 587.50	$ -	$ -	$ 587.50	83%	0%
JANUARY 2020	$ 587.50	$ -	$ -	$ 587.50	92%	0%
FEBRUARY 2020	$ 587.50		$ -	$ 587.50	100%	

Prepared by: Heather McCarley
February 12, 2020

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

KERN HEAD START

MES	BALANCE INICIAL	LO QUE SE GASTO ESTE MES	LO QUE SE HA GASTADO HASTA ESTE ANO	SALDO RESTANTE	PORCEN-TAJE DEL ANO TRANSCUR-RIDO	PORCEN-TAJE DEL PRESU-PUESTO QUE SE GASTO
MARZO DEL 2019	$ 3,229.00	$ 197.26	$ 197.26	$ 3,031.74	25%	6%
ABRIL DEL 2019	$ 3,031.74	$ 346.86	$ 544.12	$ 2,684.88	50%	17%
MAYO DEL 2019	$ 2,684.88	$ 172.03	$ 716.15	$ 2,512.85	75%	22%
JUNIO DEL 2019	$ 2,512.85	$ 133.54	$ 849.69	$ 2,379.31	100%	26%
JULIO DEL 2019	$ 5,475.00	$ -	$ -	$ 5,475.00	13%	0%
AGOSTO DEL 2019	$ 5,475.00	$ 33.39	$ 33.39	$ 5,441.61	25%	1%
SEPTIEMBRE DEL 2018	$ 5,441.61	$ 43.17	$ 76.56	$ 5,398.44	38%	1%
OCTUBRE DEL 2019	$ 5,398.44	$ 329.61	$ 406.17	$ 5,068.83	50%	7%
NOVIEMBRE DEL 2019	$ 5,068.83	$ 281.25	$ 687.42	$ 4,787.58	63%	13%
DICIEMBRE DEL 2019	$ 4,787.58	$ 56.22	$ 743.64	$ 4,731.36	75%	14%
ENERO DEL 2020	$ 4,731.36	$ 19.01	$ 762.65	$ 4,712.35	88%	
FEBRERO DEL 2020	$ 4,712.35	$ -	$ 762.65	$ 4,712.35	100%	

KERN EARLY HEAD START

MES	BALANCE INICIAL	LO QUE SE GASTO ESTE MES	LO QUE SE HA GASTADO HASTA ESTE ANO	SALDO RESTANTE	PORCEN-TAJE DEL ANO TRANSCUR-RIDO	PORCEN-TAJE DEL PRESU-PUESTO QUE SE GASTO
MARZO DEL 2019	$ 421.00	$ 32.10	$ 32.10	$ 388.90	25%	8%
ABRIL DEL 2019	$ 388.90	$ 103.27	$ 135.37	$ 285.63	50%	32%
MAYO DEL 2019	$ 285.63	$ 27.99	$ 163.36	$ 257.64	75%	39%
JUNIO DEL 2019	$ 257.64	$ 21.73	$ 185.09	$ 235.91	100%	44%
JULIO DEL 2019	$ 1,824.00	$ -	$ -	$ 1,824.00	13%	0%
AGOSTO DEL 2019	$ 1,824.00	$ 11.12	$ 11.12	$ 1,812.88	25%	1%
SEPTIEMBRE DEL 2018	$ 1,812.88	$ 14.37	$ 25.49	$ 1,798.51	38%	1%
OCTUBRE DEL 2019	$ 1,798.51	$ 108.28	$ 133.77	$ 1,690.23	50%	7%
NOVIEMBRE DEL 2019	$ 1,690.23	$ 93.71	$ 227.48	$ 1,596.52	63%	12%
DICIEMBRE DEL 2019	$ 1,596.52	$ 21.34	$ 248.82	$ 1,575.18	75%	14%
ENERO DEL 2020	$ 1,575.18	$ 6.34	$ 255.16	$ 1,568.84	88%	
FEBRERO DEL 2020	$ 1,568.84	$ -	$ 255.16	$ 1,568.84	100%	

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

SAN JOAQUIN EARLY HEAD START

MES	BALANCE INICIAL	LO QUE SE GASTO ESTE MES	LO QUE SE HA GASTADO HASTA ESTE ANO	SALDO RESTANTE	PORCEN-TAJE DEL ANO TRANSCUR-RIDO	PORCEN-TAJE DEL PRESU-PUESTO QUE SE GASTO
FEBRERO DEL 2019	$ 275.00	$ -	$ -	$ 275.00	8%	0%
MARZO DEL 2019	$ 275.00	$ 13.34	$ 13.34	$ 261.66	17%	5%
ABRIL DEL 2019	$ 261.66	$ -	$ -	$ 261.66	25%	5%
MAYO DEL 2019	$ 261.66	$ 26.68	$ 26.68	$ 234.98	33%	15%
JUNIO DEL 2019	$ 234.98	$ -	$ -	$ 234.98	42%	15%
JULIO DEL 2019	$ 234.98	$ -	$ -	$ 234.98	50%	15%
AGOSTO DEL 2019	$ 234.98	$ -	$ -	$ 234.98	58%	15%
SEPTIEMBRE DEL 2019	$ 234.98	$ 13.34	$ 13.34	$ 221.64	67%	19%
OCTUBRE DEL 2019	$ 221.64	$ -	$ -	$ 221.64	75%	19%
NOVIEMBRE DEL 2019	$ 221.64	$ -	$ -	$ 221.64	83%	19%
DICIEMBRE DEL 2019	$ 221.64	$ 14.50	$ 14.50	$ 207.14	92%	25%
ENERO DEL 2020	$ 207.14	$ 12.33	$ 12.33	$ 194.81	100%	

EARLY HEAD START CHILD CARE PARTNERSHIPS

MES	BALANCE INICIAL	LO QUE SE GASTO ESTE MES	LO QUE SE HA GASTADO HASTA ESTE ANO	SALDO RESTANTE	PORCEN-TAJE DEL ANO TRANSCUR-RIDO	PORCEN-TAJE DEL PRESU-PUESTO QUE SE GASTO
MARZO DEL 2019	$ 587.50	$ -	$ -	$ 587.50	8%	0%
ABRIL DEL 2019	$ 587.50	$ -	$ -	$ 587.50	17%	0%
MAYO DEL 2019	$ 587.50	$ -	$ -	$ 587.50	25%	0%
JUNIO DEL 2019	$ 587.50	$ -	$ -	$ 587.50	33%	0%
JULIO DEL 2019	$ 587.50	$ -	$ -	$ 587.50	42%	0%
AGOSTO DEL 2019	$ 587.50	$ -	$ -	$ 587.50	50%	0%
SEPTIEMBRE DEL 2018	$ 587.50	$ -	$ -	$ 587.50	58%	0%
OCTUBRE DEL 2019	$ 587.50	$ -	$ -	$ 587.50	67%	0%
NOVIEMBRE DEL 2019	$ 587.50	$ -	$ -	$ 587.50	75%	0%
DICIEMBRE DEL 2019	$ 587.50	$ -	$ -	$ 587.50	83%	0%
ENERO DEL 2020	$ 587.50	$ -	$ -	$ 587.50	92%	
FEBRERO DEL 2020	$ 587.50	$ -	$ -	$ 587.50	100%	

Preparado por Heather McCarley
12 de Febrero 2020

COMMUNITY ACTION PARTNERSHIP OF KERN
PARENT ACTIVITIES
2019-2020

KERN HEAD START

MONTH	BEGINNING BALANCE	SPENT THIS MONTH	SPENT YEAR-TO-DATE	REMAINING BALANCE	% OF YEAR ELAPSED	% OF BUDGET SPENT
MARCH 2019	$ 8,371.00	$ 345.75	$ 345.75	$ 8,025.25	25%	4%
APRIL 2019	$ 8,025.25	$ 61.01	$ 406.76	$ 7,964.24	50%	5%
MAY 2019	$ 7,964.24	$ 545.65	$ 952.41	$ 7,418.59	75%	11%
JUNE 2019	$ 7,418.59	$ 356.27	$ 1,308.68	$ 7,062.32	100%	16%
JULY 2019	$ 18,711.00	$ -	$ -	$ 18,711.00	13%	0%
AUGUST 2019	$ 18,711.00	$ 288.37	$ 288.37	$ 18,422.63	25%	2%
SEPTEMBER 2019	$ 18,422.63	$ 305.81	$ 594.18	$ 18,116.82	38%	3%
OCTOBER 2019	$ 18,116.82	$ 2,549.55	$ 3,143.73	$ 15,567.27	50%	17%
NOVEMBER 2019	$ 15,567.27	$ 797.29	$ 3,941.02	$ 14,769.98	63%	21%
DECEMBER 2019	$ 14,769.98	$ 248.99	$ 4,190.01	$ 14,520.99	75%	22%
JANUARY 2020	$ 14,520.99	$ 326.74	$ 4,516.75	$ 14,194.25	88%	24%
FEBRUARY 2020	$ 14,194.25		$ 4,516.75	$ 14,194.25	100%	

KERN EARLY HEAD START

MONTH	BEGINNING BALANCE	SPENT THIS MONTH	SPENT YEAR-TO-DATE	REMAINING BALANCE	% OF YEAR ELAPSED	% OF BUDGET SPENT
MARCH 2019	$ 1,363.00	$ 56.29	$ 56.29	$ 1,306.71	25%	4%
APRIL 2019	$ 1,306.71	$ 9.93	$ 66.22	$ 1,296.78	50%	5%
MAY 2019	$ 1,296.78	$ 88.82	$ 155.04	$ 1,207.96	75%	11%
JUNE 2019	$ 1,207.96	$ 58.00	$ 213.04	$ 1,149.96	100%	16%
JULY 2019	$ 6,264.00	$ -	$ -	$ 6,264.00	13%	0%
AUGUST 2019	$ 6,264.00	$ 96.12	$ 96.12	$ 6,167.88	25%	2%
SEPTEMBER 2019	$ 6,167.88	$ 101.94	$ 198.06	$ 6,065.94	38%	3%
OCTOBER 2019	$ 6,065.94	$ 849.85	$ 1,047.91	$ 5,216.09	50%	17%
NOVEMBER 2019	$ 5,216.09	$ 265.76	$ 1,313.67	$ 4,950.33	63%	21%
DECEMBER 2019	$ 4,950.33	$ 83.00	$ 1,396.67	$ 4,867.33	75%	22%
JANUARY 2020	$ 4,867.33	$ 108.91	$ 1,505.58	$ 4,758.42	88%	24%
FEBRUARY 2020	$ 4,758.42		$ 1,505.58	$ 4,758.42	100%	

COMMUNITY ACTION PARTNERSHIP OF KERN
PARENT ACTIVITIES
2019-2020

SAN JOAQUIN EARLY HEAD START

MONTH	BEGINNING BALANCE	SPENT THIS MONTH	SPENT YEAR-TO-DATE	REMAINING BALANCE	% OF YEAR ELAPSED	% OF BUDGET SPENT
FEBRUARY 2019	$ 3,350.00	$ 9.31	$ 9.31	$ 3,340.69	8%	0%
MARCH 2019	$ 3,340.69	$ 20.89	$ 30.20	$ 3,319.80	17%	1%
APRIL 2019	$ 3,319.80	$ 19.92	$ 50.12	$ 3,299.88	25%	1%
MAY 2019	$ 3,299.88	$ 16.92	$ 67.04	$ 3,282.96	33%	2%
JUNE 2019	$ 3,282.96	$ -	$ 67.04	$ 3,282.96	42%	2%
JULY 2019	$ 3,282.96	$ -	$ 67.04	$ 3,282.96	50%	2%
AUGUST 2019	$ 3,282.96	$ -	$ 67.04	$ 3,282.96	58%	2%
SEPTEMBER 2019	$ 3,282.96	$ 22.12	$ 89.16	$ 3,260.84	67%	3%
OCTOBER 2019	$ 3,260.84	$ 133.84	$ 223.00	$ 3,127.00	75%	7%
NOVEMBER 2019	$ 3,127.00	$ -	$ 223.00	$ 3,127.00	83%	7%
DECEMBER 2019	$ 3,127.00	$ -	$ 223.00	$ 3,127.00	92%	7%
JANUARY 2020	$ 3,127.00	$ 23.86	$ 246.86	$ 3,103.14	100%	7%

EARLY HEAD START CHILD CARE PARTNERSHIPS

MONTH	BEGINNING BALANCE	SPENT THIS MONTH	SPENT YEAR-TO-DATE	REMAINING BALANCE	% OF YEAR ELAPSED	% OF BUDGET SPENT
MARCH 2019	$ 710.00	$ 17.92	$ 17.92	$ 692.08	8%	3%
APRIL 2019	$ 692.08	$ -	$ 17.92	$ 692.08	17%	3%
MAY 2019	$ 692.08	$ -	$ 17.92	$ 692.08	25%	3%
JUNE 2019	$ 692.08	$ -	$ 17.92	$ 692.08	33%	3%
JULY 2019	$ 692.08	$ -	$ 17.92	$ 692.08	42%	3%
AUGUST 2019	$ 692.08	$ -	$ 17.92	$ 692.08	50%	3%
SEPTEMBER 2019	$ 692.08	$ -	$ 17.92	$ 692.08	58%	3%
OCTOBER 2019	$ 692.08	$ -	$ 17.92	$ 692.08	67%	3%
NOVEMBER 2019	$ 692.08	$ -	$ 17.92	$ 692.08	75%	3%
DECEMBER 2019	$ 692.08	$ -	$ 17.92	$ 692.08	83%	3%
JANUARY 2020	$ 692.08	$ -	$ 17.92	$ 692.08	92%	3%
FEBRUARY 2020	$ 692.08		$ 17.92	$ 692.08	100%	

Prepared by: Heather McCarley
February 12, 2020

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

KERN HEAD START

MES	BALANCE INICIAL	LO QUE SE GASTO ESTE MES	LO QUE SE HA GASTADO HASTA ESTE ANO	SALDO RESTANTE	PORCENTAJE DEL ANO TRANSCURRIDO	PORCENTAJE DEL PRESUPUESTO QUE SE GASTO
MARZO DEL 2019	$ 8,731.00	$ 345.75	$ 345.75	$ 8,385.25	25%	4%
ABRIL DEL 2019	$ 8,385.25	$ 61.01	$ 406.76	$ 8,324.24	50%	5%
MAYO DEL 2019	$ 8,324.24	$ 545.65	$ 952.41	$ 7,778.59	75%	11%
JUNIO DEL 2019	$ 7,778.59	$ 356.27	$ 1,308.68	$ 7,422.32	100%	16%
JULIO DEL 2019	$ 18,711.00	$ -	$ -	$ 18,711.00	13%	0%
AGOSTO DEL 2019	$ 18,711.00	$ 288.37	$ 288.37	$ 18,422.63	25%	2%
SEPTIEMBRE DEL 2018	$ 18,422.63	$ 305.81	$ 594.18	$ 18,116.82	38%	3%
OCTUBRE DEL 2019	$ 18,116.82	$ 2,549.55	$ 3,143.73	$ 15,567.27	50%	17%
NOVIEMBRE DEL 2019	$ 15,567.27	$ 797.29	$ 3,941.02	$ 14,769.98	63%	21%
DICIEMBRE DEL 2019	$ 14,769.98	$ 248.99	$ 4,190.01	$ 14,520.99	75%	22%
ENERO DEL 2020	$ 14,520.99	$ 326.74	$ 4,516.75	$ 14,194.25	88%	
FEBRERO DEL 2020	$ 14,194.25	$ -	$ 4,516.75	$ 14,194.25	100%	

KERN EARLY HEAD START

MES	BALANCE INICIAL	LO QUE SE GASTO ESTE MES	LO QUE SE HA GASTADO HASTA ESTE ANO	SALDO RESTANTE	PORCENTAJE DEL ANO TRANSCURRIDO	PORCENTAJE DEL PRESUPUESTO QUE SE GASTO
MARZO DEL 2019	$ 1,363.00	$ 56.29	$ 56.29	$ 1,306.71	8%	4%
ABRIL DEL 2019	$ 1,306.71	$ 9.93	$ 66.22	$ 1,296.78	17%	5%
MAYO DEL 2019	$ 1,296.78	$ 88.82	$ 155.04	$ 1,207.96	25%	11%
JUNIO DEL 2019	$ 1,207.96	$ 58.00	$ 213.04	$ 1,149.96	33%	16%
JULIO DEL 2019	$ 6,264.00	$ -	$ -	$ 6,264.00	13%	0%
AGOSTO DEL 2019	$ 6,264.00	$ 96.12	$ 96.12	$ 6,167.88	25%	2%
SEPTIEMBRE DEL 2018	$ 6,167.88	$ 101.94	$ 198.06	$ 6,065.94	38%	3%
OCTUBRE DEL 2019	$ 6,065.94	$ 849.85	$ 1,047.91	$ 5,216.09	50%	17%
NOVIEMBRE DEL 2019	$ 5,216.09	$ 265.76	$ 1,313.67	$ 4,950.33	63%	21%
DICIEMBRE DEL 2019	$ 4,950.33	$ 83.00	$ 1,396.67	$ 4,867.33	75%	22%
ENERO DEL 2020	$ 4,867.33	$ 108.91	$ 1,505.58	$ 4,758.42	88%	
FEBRERO DEL 2020	$ 4,758.42	$ -	$ 1,505.58	$ 4,758.42	100%	

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

SAN JOAQUIN EARLY HEAD START

MES	BALANCE INICIAL	LO QUE SE GASTO ESTE MES	LO QUE SE HA GASTADO HASTA ESTE ANO	SALDO RESTANTE	PORCENTAJE DEL ANO TRANSCURRIDO	PORCENTAJE DEL PRESUPUESTO QUE SE GASTO
FEBRERO DEL 2019	$ 3,350.00	$ 9.31	$ 9.31	$ 3,340.69	8%	0%
MARZO DEL 2019	$ 3,340.69	$ 20.89	$ 30.20	$ 3,319.80	17%	1%
ABRIL DEL 2019	$ 3,319.80	$ 19.92	$ 50.12	$ 3,299.88	25%	1%
MAYO DEL 2019	$ 3,299.88	$ 16.92	$ 67.04	$ 3,282.96	33%	2%
JUNIO DEL 2019	$ 3,282.96	$ -	$ 67.04	$ 3,282.96	42%	2%
JULIO DEL 2019	$ 3,282.96	$ -	$ 67.04	$ 3,282.96	50%	2%
AGOSTO DEL 2019	$ 3,282.96	$ -	$ 67.04	$ 3,282.96	58%	2%
SEPTIEMBRE DEL 2019	$ 3,282.96	$ 22.12	$ 89.16	$ 3,260.84	67%	3%
OCTUBRE DEL 2019	$ 3,260.84	$ 133.84	$ 223.00	$ 3,127.00	75%	7%
NOVIEMBRE DEL 2019	$ 3,127.00	$ -	$ 223.00	$ 3,127.00	83%	7%
DICIEMBRE DEL 2019	$ 3,127.00	$ -	$ 223.00	$ 3,127.00	92%	7%
ENERO DEL 2020	$ 3,127.00	$ 23.86	$ 246.86	$ 3,103.14	100%	

EARLY HEAD START CHILD CARE PARTNERSHIPS

MES	BALANCE INICIAL	LO QUE SE GASTO ESTE MES	LO QUE SE HA GASTADO HASTA ESTE ANO	SALDO RESTANTE	PORCENTAJE DEL ANO TRANSCURRIDO	PORCENTAJE DEL PRESUPUESTO QUE SE GASTO
MARZO DEL 2019	$ 710.00	$ 17.92	$ 17.92	$ 692.08	8%	3%
ABRIL DEL 2019	$ 692.08	$ -	$ 17.92	$ 692.08	17%	3%
MAYO DEL 2019	$ 692.08	$ -	$ 17.92	$ 692.08	25%	3%
JUNIO DEL 2019	$ 692.08	$ -	$ 17.92	$ 692.08	33%	3%
JULIO DEL 2019	$ 692.08	$ -	$ 17.92	$ 692.08	42%	3%
AGOSTO DEL 2019	$ 692.08	$ -	$ 17.92	$ 692.08	50%	3%
SEPTIEMBRE DEL 2018	$ 692.08	$ -	$ 17.92	$ 692.08	58%	3%
OCTUBRE DEL 2019	$ 692.08	$ -	$ 17.92	$ 692.08	67%	3%
NOVIEMBRE DEL 2019	$ 692.08	$ -	$ 17.92	$ 692.08	75%	3%
DICIEMBRE DEL 2019	$ 692.08	$ -	$ 17.92	$ 692.08	83%	3%
ENERO DEL 2020	$ 692.08	$ -	$ 17.92	$ 692.08	92%	
FEBRERO DEL 2020	$ 692.08	$ -	$ 17.92	$ 692.08	100%	

Preparado por Heather McCarley
12 de Febrero 2020

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
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
SCHEDULE OF REVENUE AND EXPENDITURES
EARLY HEAD START/HEAD START AWARD NO. 09CH9142/05
FOR THE PERIOD MARCH 1, 2018 THROUGH FEBRUARY 28, 2019

	EARLY HEAD START BASE	EARLY HEAD START T & TA	EARLY HEAD START CARRYOVER	HEAD START BASE	HEAD START T & TA	HEAD START CARRYOVER	
	Mar. 1, 2018 through Feb. 28, 2019	Mar. 1, 2018 through Feb. 28, 2019	Mar. 1, 2018 through Feb. 29, 2019	Mar. 1, 2018 through Feb. 28, 2019	Mar. 1, 2018 through Feb. 28, 2019	Mar. 1, 2018 through Feb. 28, 2019	TOTAL
REVENUE							
Federal Grant Revenue	$ 4,044,655	$ 95,089	$ 57,000	20,602,005	$ 249,168	511,825	$ 25,559,742
Other Revenue	3,719	-	-	58,754	-	-	62,473
Donations	-	-	-	1,100	-	-	1,100
In-Kind	-	-	-	8,427,669	-	-	8,427,669
Total Revenue	4,048,374	95,089	57,000	29,089,528	249,168	511,825	34,050,984
EXPENDITURES							
Salaries	1,849,951	8,345	-	10,664,574	-	-	12,522,870
Fringe Benefits	570,073	2,195	-	3,247,288	-	-	3,819,556
Travel	34,485	228	-	139,819	57,845	-	232,377
Space Costs	251,397	-	-	1,887,502	-	343,474	2,482,373
Consumable Supplies	495,481	10,933	-	954,861	20,880	-	1,482,155
Equipment	252,128	-	57,000	152,379	-	133,999	595,506
Consultant/Contract Services	20,583	2,353	-	135,356	16,802	-	175,094
Other Costs	86,090	63,766	-	708,366	131,085	-	989,307
Program Costs	148,734	-	-	646,392	-	-	795,126
Depreciation	7,318	-	-	389,702	-	-	397,020
Administration Cost	332,134	7,269	-	1,735,620	22,556	34,352	2,131,931
In-Kind	-	-	-	8,427,669	-	-	8,427,669
Total Expenditures	4,048,374	95,089	57,000	29,089,528	249,168	511,825	34,050,984
REVENUE OVER/(UNDER) EXPENDITURES	$ -	$ -	$ -	$ -	$ -	$ -	$ -

COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF REVENUE AND EXPENDITURES
EARLY HEAD START CHILDCARE PARTNERSHIP AWARD NO. 09HP0036/04
FOR THE PERIOD SEPTEMBER 1, 2017 THROUGH AUGUST 31, 2018

	EARLY HEAD START CHILDCARE PARTNERSHIP BASE Sept. 1, 2017 through Feb. 28, 2018	EARLY HEAD START CHILDCARE PARTNERSHIP BASE Mar. 1, 2018 through Aug. 31, 2018	EARLY HEAD START CHILDCARE PARTNERSHIP T & TA Sept. 1, 2017 through Feb. 28, 2018	EARLY HEAD START CHILDCARE PARTNERSHIP T & TA Mar. 1, 2018 through Aug. 31, 2018	EARLY HEAD START CHILDCARE PARTNERSHIP CARRYOVER Sept. 1, 2017 through Feb. 28, 2018	EARLY HEAD START CHILDCARE PARTNERSHIP CARRYOVER Mar. 1, 2018 through Aug. 31, 2018	TOTAL
REVENUE							
Federal Grant Revenue	$ 361,846	$ 329,065	$ 10,024	$ 11,006	$ -	$ 170,379	$ 882,320
Other Revenue	1	1	-	-	-	-	2
In-Kind	112,384	125,765	-	-	-	-	238,149
Total Revenue	474,231	454,831	10,024	11,006	-	170,379	1,120,471
EXPENDITURES							
Salaries	62,281	61,053	-	-	-	-	123,334
Fringe Benefits	16,356	15,358	-	-	-	-	31,714
Travel	651	901	1,945	2,053	-	-	5,550
Space Costs	1,388	1,412	-	-	-	-	2,800
Consumable Supplies	13,991	3	1,557	1,791	-	66,142	83,484
Equipment	-	-	-	-	-	48,500	48,500
Consultant/Contract Services	230,904	216,904	20	1,000	-	-	448,828
Other Costs	2,247	2,811	5,591	5,162	-	44,657	60,468
Program Costs	518	92	-	-	-	-	610
Depreciation	634	634	-	-	-	-	1,268
Administration Cost	32,877	29,898	911	1,000	-	11,080	75,766
In-Kind	112,384	125,765	-	-	-	-	238,149
Total Expenditures	474,231	454,831	10,024	11,006	-	170,379	1,120,471
REVENUE OVER/(UNDER) EXPENDITURES	$ -	$ -	$ -	$ -	$ -	$ -	$ -

COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF REVENUE AND EXPENDITURES
EARLY HEAD START SAN JOAQUIN AWARD NO. 09CH010071/04
FOR THE PERIOD FEBRUARY 1, 2018 THROUGH JANUARY 31, 2019

	EARLY HEAD START SAN JOAQUIN BASE Feb. 1, 2018 through Feb. 28, 2018	EARLY HEAD START SAN JOAQUIN BASE Mar. 1, 2018 through Jan. 31, 2019	EARLY HEAD START SAN JOAQUIN T & TA Feb. 1, 2018 through Feb. 28, 2018	EARLY HEAD START SAN JOAQUIN T & TA Mar. 1, 2018 through Jan. 31, 2019	TOTAL
REVENUE					
Federal Grant Revenue	$ 426,090	$ 4,707,551	$ 1,026	$ 118,149	$ 5,252,816
Other Revenue	9	29,645	-	-	29,654
In-Kind	64,685	1,180,040	-	-	1,244,725
Total Revenue	490,784	5,917,236	1,026	118,149	6,527,195
EXPENDITURES					
Salaries	255,108	2,843,123	-	30,370	3,128,601
Fringe Benefits	72,967	761,128	-	11,201	845,296
Travel	3,457	47,521	343	20,858	72,179
Space Costs	29,947	339,044	-	-	368,991
Consumable Supplies	11,515	105,643	-	3,825	120,983
Equipment	-	68,809	-	-	68,809
Consultant/Contract Services	950	11,795	-	8,250	20,995
Other Costs	7,844	101,975	590	33,598	144,007
Program Costs	6,073	54,518	-	-	60,591
Depreciation	111	1,106	-	-	1,217
Administration Cost	38,127	402,534	93	10,047	450,801
In-Kind	64,685	1,180,040	-	-	1,244,725
Total Expenditures	490,784	5,917,236	1,026	118,149	6,527,195
REVENUE OVER/(UNDER) EXPENDITURES	$ -	$ -	$ -	$ -	$ -

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INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS*

Board of Directors
Community Action Partnership of Kern

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of Community Action Partnership of Kern (the Organization), which comprise the statement of financial position as of February 28, 2018 and 2019, the related statements of operations and cash flows for the years then ended, and the related notes to the financial statements, and have issued our report thereon dated November 15, 2019.

Internal Control Over Financial Reporting

In planning and performing our audits of the financial statements, we considered the Organization's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Organization's internal control. Accordingly, we do not express an opinion on the effectiveness of the Organization's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Organization's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards.*

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Organization's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Organization's internal control and compliance. Accordingly, this report is not suitable for any other purpose.

BROWN ARMSTRONG
ACCOUNTANCY CORPORATION

Brown Armstrong
Accountancy Corporation

Bakersfield, California
November 15, 2019

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INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE FOR EACH MAJOR PROGRAM AND ON INTERNAL CONTROL OVER COMPLIANCE REQUIRED BY THE UNIFORM GUIDANCE

Board of Directors
Community Action Partnership of Kern

Report on Compliance for Each Major Federal Program

We have audited Community Action Partnership of Kern's (the Organization) compliance with the types of compliance requirements described in the U.S. Office of Management and Budget (OMB) *Compliance Supplement* that could have a direct and material effect on each of the Organization's major federal programs for the year ended February 28, 2019. The Organization's major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

Management's Responsibility

Management is responsible for compliance with federal statutes, regulations, and the terms and conditions of its federal awards applicable to its federal programs.

Auditor's Responsibility

Our responsibility is to express an opinion on compliance for each of the Organization's major federal programs based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Those standards and the Uniform Guidance require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about the Organization's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for each major federal program. However, our audit does not provide a legal determination of the Organization's compliance.

Opinion on Each Major Federal Program

In our opinion, the Organization complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended February 28, 2019.

Report on Internal Control Over Compliance

Management of the Organization is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered the Organization's internal control over compliance with the types of requirements that could have a direct and material effect on each major federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for each major federal program and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of the Organization's internal control overcompliance.

A *deficiency in internal control over compliance* exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. A *material weakness in internal control over compliance* is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any otherpurpose.

BROWN ARMSTRONG
ACCOUNTANCY CORPORATION

Brown Armstrong
Accountancy Corporation

Bakersfield, California
November 15, 2019

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BROWN ARMSTRONG
Certified Public Accountants

INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE FOR FIRST 5 PROGRAMS AND ON INTERNAL CONTROL OVER COMPLIANCE WITH THE PROGRAM SPECIFIC AUDIT OPTION UNDER THE UNIFORM GUIDANCE

Board of Directors
Community Action Partnership of Kern

Report on Compliance for Each Major Federal Program

We have audited Community Action Partnership of Kern's (the Organization) compliance with the types of compliance requirements described in the U.S. Office of Management and Budget (OMB) *Compliance Supplement* that could have a direct and material effect on the First 5 Kern 211, East Kern Family Resource Center, and Help Me Grow Programs (the Programs) for the year ended February 28, 2019.

Management's Responsibility

Management is responsible for compliance with the requirements of laws, regulations, contracts, and grants applicable to the Programs.

Auditor's Responsibility

Our responsibility is to express an opinion on compliance of the Organization's Programs based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Those standards and the Uniform Guidance require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above, that could have a direct and material effect on the Programs occurred. An audit includes examining, on a test basis, evidence about the Organization's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for the Programs. However, our audit does not provide a legal determination of the Organization's compliance.

Opinion on Each Major Federal Program

In our opinion, the Organization complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on the Programs for the year ended February 28, 2019.

Report on Internal Control Over Compliance

Management of the Organization is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered the Organization's internal control over compliance with the types of requirements that could have a direct and material effect on the Programs to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for the Programs and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of the Organization's internal control over compliance.

A *deficiency in internal control over compliance* exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. A *material weakness in internal control over compliance* is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

BROWN ARMSTRONG
ACCOUNTANCY CORPORATION

Brown Armstrong
Accountancy Corporation

Bakersfield, California
November 15, 2019

COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
FOR THE YEAR ENDED FEBRUARY 28, 2019

SECTION I – SUMMARY OF AUDITOR'S RESULTS

Financial Statements

Type of auditor's report issued: Unmodified

Internal control over financial reporting:

- Material weakness identified? ___ Yes _X_ No
- Significant deficiencies identified that are not considered to be material weaknesses? ___ Yes _X_ None Reported

Noncompliance material to financial statements noted? ___ Yes _X_ No

Federal Awards

Internal control over major federal programs:

- Material weakness identified? ___ Yes _X_ No
- Significant deficiencies identified that are not considered to be material weaknesses? ___ Yes _X_ None Reported

Type of auditor's report issued on compliance for major programs: Unmodified

Any audit findings disclosed that are required to be reported in accordance with the Uniform Guidance ___ Yes _X_ No

Identification of major programs:

CFDA Number(s)	Name of Federal Program or Cluster
93.575/93.596	Child Care and Development Cluster
93.600	Head Start
10.558	Child and Adult Care Food Program
93.568	Low Income Home Energy Assistance

Dollar threshold used to distinguish between Type A and B programs: $1,597,652

Auditee qualified as low-risk auditee? _X_ Yes ___ No

SECTION II – FINDINGS RELATING TO FINANCIAL STATEMENTS REQUIRED UNDER GENERALLY ACCEPTED GOVERNMENT AUDITING STANDARDS

None.

SECTION III – FINDINGS AND QUESTIONED COSTS FOR FEDERAL AWARDS

None.

COMMUNITY ACTION PARTNERSHIP OF KERN
SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS
FOR THE YEAR ENDED FEBRUARY 28, 2019

SECTION II – FINDINGS RELATING TO FINANCIAL STATEMENTS REQUIRED UNDER GENERALLY ACCEPTED GOVERNMENT AUDITING STANDARDS

None.

SECTION III – FINDINGS AND QUESTIONED COSTS FOR FEDERAL AWARDS

None.

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

SAI NUMBER:

PMS DOCUMENT NUMBER:

1. AWARDING OFFICE:	2. ASSISTANCE TYPE:	3. AWARD NO.:	3a. AMEND. NO.:
Office of Head Start	Discretionary Grant	09CH011406-01-00	0

4. FAIN: 09CH011406

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

8. BUDGET PERIOD:	9. PROJECT PERIOD:	10. CFDA NO.:
02/01/2020 THRU 01/31/2021	02/01/2020 THRU 01/31/2025	93.600 - Head Start

11. RECIPIENT ORGANIZATION:

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

12. PROJECT / PROGRAM TITLE:

Early Head Start

13. COUNTY:	14. CONGR. DIST:	15. PRINCIPAL INVESTIGATOR OR PROGRAM DIRECTOR:
Kern	23	Yolanda Gonzalez Director

16. APPROVED BUDGET:

Personnel	$	3,259,433.00
Fringe Benefits	$	930,154.00
Travel	$	8,675.00
Equipment	$	0.00
Supplies	$	112,635.00
Contractual	$	17,945.00
Facilities/Construction	$	0.00
Other	$	590,123.00
Direct Costs	$	4,918,965.00
Indirect Costs	$	469,363.00
In Kind Contributions	$	0.00
Total Approved Budget	$	5,388,328.00

17. AWARD COMPUTATION:

A. NON-FEDERAL SHARE	$	1,347,082.00	20%
B. FEDERAL SHARE	$	5,388,328.00	80%

18. FEDERAL SHARE COMPUTATION:

A. TOTAL FEDERAL SHARE	$	5,388,328.00
B. UNOBLIGATED BALANCE FEDERAL SHARE	$	0.00
C. FED. SHARE AWARDED THIS BUDGET PERIOD	$	0.00

19. AMOUNT AWARDED THIS ACTION:	$	5,388,328.00
20. FEDERAL $ AWARDED THIS PROJECT PERIOD:	$	5,388,328.00

21. AUTHORIZED TREATMENT OF PROGRAM INCOME:

Additional Costs

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

25. FINANCIAL INFORMATION: **DUNS** 072947617

ORGN	DOCUMENT NO.	APPROPRIATION	CAN NO.	NEW AMT.	UNOBLIG.	NONFED %
	09CH01140601	75-20-1536	0-G094122	$5,269,153.00		
	09CH01140601	75-20-1536	0-G094121	$119,175.00		

26. REMARKS: (Continued on separate sheets)

27. SIGNATURE - ACF GRANTS OFFICER

Stefanie Gordon
26 Federal Plaza
Room 4114
New York, NY 10278
Phone: (646) 905-8061

ISSUE DATE: 01/31/2020

28. SIGNATURE(S) CERTIFYING FUND AVAILABILITY

Mr. Omar Barrett 01/30/2020

29. SIGNATURE AND TITLE - PROGRAM OFFICIAL(S)

Ms. Cynthia T Yao - Head Start Program

DATE: 01/30/2020

DGCM-3-785 (Rev. 86)

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

SAI NUMBER:

PMS DOCUMENT NUMBER:

1. AWARDING OFFICE:	2. ASSISTANCE TYPE:	3. AWARD NO.:	3a. AMEND. NO.:
Office of Head Start	Discretionary Grant	09CH011406-01-00	0

4. FAIN: 09CH011406

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

8. BUDGET PERIOD:	9. PROJECT PERIOD:	10. CFDA NO.:
02/01/2020 THRU 01/31/2021	02/01/2020 THRU 01/31/2025	93.600 - Head Start

11. RECIPIENT ORGANIZATION:

Community Action Partnership Of Kern

STANDARD TERMS

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

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

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

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

AWARD ATTACHMENTS

Community Action Partnership Of Kern 09CH011406-01-00

1. Remarks

26. REMARKS (Continued from previous page)

Under Section 638 of the Head Start Act, this grant action awards COMMUNITY ACTION PARTNERSHIP OF KERN a project period of 02/01/2020-01/31/2025 for the operation of an Early Head Start program in the designated service area(s). This action awards $5,269,153 for Early Head Start operations and $119,175 for training and technical assistance for the initial budget period of 02/01/2020-01/31/2021.

Early Head Start population: 313 infants, toddlers, and pregnant women.
Designated Early Head Start service area(s): County of San Joaquin, California.
Approved program option(s) for the Early Head Start program: Center-based, Home-based.

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

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

- Semi-Annual Report: 10/30/2020
- Annual Report: 04/30/2021
- Final Report: 04/30/2021

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

Attachment 1

Recipient Organization: COMMUNITY ACTION PARTNERSHIP OF KERN

This grant is subject to Section 640(b) of the Head Start Act and 45 C.F.R. § 1303.4 requiring a non-federal match of 20 percent of the total cost of the program. This grant is also subject to the requirements in Section 644(b) of the Head Start Act and 45 C.F.R. § 1303.5 limiting development and administrative costs to a maximum of 15 percent of the total costs of the program, including the non-federal match contribution of such costs. The requirements for a non-federal match of 20 percent and the limitation of 15 percent for development and administrative costs apply to the 02/01/2020-01/31/2021 budget period unless a waiver is approved. Any request for a waiver of the non-federal match, or a portion thereof, that meets the conditions under Section 640(b)(1)-(5) of the Head Start Act and 45 C.F.R. § 1303.4 or a waiver of the limitation on development and administrative costs that meets the conditions under 45 C.F.R. § 1303.5 must be submitted in advance of the end of the budget period. Any waiver request submitted after the expiration of the project period will not be considered.

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

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

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

Attachment 2

Budget Period 01 of the Project Period

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

Health and Safety

- Conduct a screening of the health and safety environment of each center and/or family child care home where services are provided according to the following schedule, as applicable:
  - within 45 days of the start of the program or school year;
  - within 45 days of children receiving services in a new center and/or family child care home; and/or
  - within 45 days of the start of the project period when the project period begins during the program or school year. See: https://eclkc.ohs.acf.hhs.gov/organizational-leadership/publication/health-safety-screener
- Complete a certification of compliance with all Office of Head Start (OHS) health and safety requirements within 75 days of the start of the program or school year, or within 75 days of the start of the project period when the project period begins during the program or school year.
- Submit the certification to the OHS in the Head Start Enterprise System (HSES) under the DRS tab, NoA Conditions in the folder titled "Certification of Compliance with Health & Safety Requirements" and notify your Program and Grants Management Specialists of its availability in the Correspondence tab immediately thereafter.

Governance

- Conduct a screening of the organization's governance and leadership capacity within 60 calendar days of the start of the project period. See:https://eclkc.ohs.acf.hhs.gov/organizational-leadership/article/governing-body-tribal-council-certification
- Complete a certification that the governance and leadership capacity screening was conducted and a training plan was developed within 75 days of the start of the project period. See: https://eclkc.ohs.acf.hhs.gov/organizational-leadership/article/governance-leadership-oversight-capacity-screener-certification
- Submit the certification to the OHS in the Head Start Enterprise System (HSES) under the DRS tab, NoA Conditions in the folder titled "Certification of Governance and Leadership Capacity Screening" and notify your Program and Grants Management Specialists of its availability in the Correspondence tab immediately thereafter.

See: https://eclkc.ohs.acf.hhs.gov/designation-renewal-system

Community Action Partnership of Kern
Head Start / State Child Development
Policy Council Planning Committee
Meeting Minutes
January 7, 2020

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

2. **Call to Order**
   a. Meeting was called to order at 5:30 p.m. by Nila Hogan

3. **Roll Call and establish Quorum (half plus one)**
   a. Quorum was not established.
   b. **PC Members present:** Nila Hogan & Nicole Cabe
   c. **PC Members not present:** Destiny Thompson Butler, Rosie Castillo, Dalila Castillo, Yvonne Hernandez & Megan Bailey.

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

5. **Approval of Minutes**
   Unable to approve agenda, quorum was not established.

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

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

8. **Presentation / Discussion Items**
   a. The Enrollment Report was shared for the months of November and December. Head Start of Kern and Early Head Start of San Joaquin were 100% fully enrolled during this reporting time, however Early Head Start Kern & Early Head Start Partnership reported 87% & 53% respectively for the month of November. For December Head Start Kern and Early Head Start San Joaquin reported 100% enrollment. Early Head Start Kern and Early Head Start Partnership reported 89% & 51% of enrollment for the same reporting period. Jerry informed that Head Start Kern reported 8.7% and 9.3% of children enrolled with and IFSP/IEP for November and December respectively.
   Early Head Start of Kern reported 11.9% and 11.4% of enrollment for the same months. Early Head Start Partnership4% of enrollment for both months. San Joaquin was above the expected enrollment with 18.5% and 19.2% for the same reporting time. In the over income category, none of the programs were above the 10% goal, therefore we're in compliance.
   Mr. Meade informed the group that the agency had received a letter from Head Start informing CAPK that two of the grants, Early Head Start Kern and EHS Partnership; have been placed in a Plan of Action, due to the fact that they have not met the required percentage of enrollment for the last 4 months.; additional information will be provided at the Policy Council meeting.

b. The Average Daily Attendance (ADA) Report was reviewed and discussed. At the time of this report our ADA was at 95 % for November and 99% for December.
c. Jerry shared the Child and Adult Care Food Program (CACFP) report. There was a total of 97,703 meals requested with 78,898 prepared by Central Kitchen for the month October. As for November there was a total of 76,059 total meals requested, with 61,895 meals prepared by Central Kitchen for November. He also shared that the division staffing report includes 8 vacant positions for the month November; and 13 for the month of December; Human Resources is working to fill these vacancies.
Family Medical leave reports that in November there was 14 employees on continuous leave and 131 on intermittent leave; for December the number of employees on continuous leave decreased to 11, but the number of employees on intermittent family leave increased to 135.
d. The 2020 Head Start Program Planning Calendar was reviewed, however, since quorum was not established, item was not submitted for approval.

9. Communications
None

10. Announcements
None

11. Adjournment
Meeting was adjourned at 6:22 p.m. Next meeting February 4, 2020

Leticia Villegas, Program Assistant/Translator Completed 01/09/2020
Jerry Meade, PDM Administrator Edited

Asociación de Acción Comunitaria de Kern
Head Start / Desarrollo Infantil Estatal
Comité de Planeación del Consejo de Póliza
Resumen de la Junta
7 de enero 2020

1. **Bienvenida**
   Se dió la bienvenida a los miembros de la junta

2. **Llamado de orden**
   a. Nila Hogan, convocó la reunión a las 5:30 p.m.

3. **Pase de lista, establecimiento de cuórum (la mitad más uno)**
   a. No se estableció cuórum.
   b. **Miembros de comité presentes:** Nila Hogan & Nicole Cabe
   c. **Miembros de comité ausentes:** Destiny Thompson Butler, Rosie Castillo, Dalila Castillo, Yvonne Hernandez & Megan Bailey.

4. **Aprobación de agenda**
   No se pudo aprobar la agenda debido a la falta de cuórum.

5. **Aprobación de minutos**
   No se pudo aprobar el resumen de la junta debido a la falta de cuórum.

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

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

8. **Presentación y discusión de temas**

   a. Se reviso el reporte de inscripción de los meses de noviembre y diciembre 2019. Head Start de Kern y Early Head Start de San Joaquín obtuvieron el 100% de inscripción para ambos meses, sin embargo los subsidios Early Head Start de la asociación y Kern reportaron el 87% & 53% respectivamente para noviembre. En diciembre Early Head Start de Kern y la asociación reportaron 89% & 51% de inscripción para el mismo periodo.
   b. Jerry informó que Head Start de Kern reporto una inscripción de 8.7% y 9.3% para el mes de noviembre y diciembre respectivamente. Early Head Start de Kern reporto 11.9% y 11.4% de inscripción para los mismos meses. La Asociación de Early Head Start mantuvo su porcentaje a 4% para ambos meses. Early Head Start de San Joaquín rebasó el porcentaje de inscripción para ambos meses con un 18.5% en noviembre y 19.2% en diciembre. Las cifras de altos ingresos se mantuvieron por debajo del 10% proyectado, de manera que estamos en consenso. El Sr. Meade informó al grupo que la agencia había recibido correspondencia informando a la agencia que dos de los subsidios Early Head Start Kern y la Asociación EHS, no habían cumplido con el requisito de inscripción durante los últimos 4 meses; se proporcionara información adicional durante la junta del Concilio de Póliza.

c. El promedio de asistencia diaria (ADA, siglas en inglés), se revisó. A la impresión de este reporte se reportó una asistencia de 95% para noviembre y 99% para el mes de diciembre.
d. Jerry también explicó las cifras del reporte del programa de cuidado alimenticio para niños y adultos CACFP, siglas en inglés . Hubo un total de 97,703 comidas, de estas la cocina central preparó 78,898 para el mes de octubre. Para el mes de noviembre el número de comidas disminuyó a 61,895. El Sr. Meade también informó al grupo que la división de personal tuvo un total de 8 vacantes para noviembre y la cifra aumentó a 13 para diciembre; la oficina de recursos humanos está trabajando arduamente para llenar las vacantes. Adicionalmente el mismo reporte indico que para noviembre había un total de 14 empleados con licencia prolongada y 131 con licencia intermitente; para diciembre el número de empleados con licencia prolongada disminuyó a 11, pero el número de empleados con licencia intermitente aumentó a 135.
e. Esta parte de la agenda no se revisó, ya que no se había establecido cuórum, se revisará nuevamente en la próxima junta.

9. Comunicaciones
Ninguna

10. Anuncios
Ninguno

11. Clausura de la sesión
La sesión fue clausurada a las 6:22 p.m. La próxima junta se llevará a cabo el 4 de febrero, 2020

Leticia Villegas, Program Assistant/Translator Completed 01/09/2020
Jerry Meade, PDM Administrator

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			

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			

Policy Council Approval Date:
Board of Directors Approval Date:

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

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

Head Start
Community Action Partnership of Kern

Policy Council Budget & Finance Committee
Meeting Minutes
January 21, 2020
5005 Business Park North, Bakersfield, California

Roll call and establish quorum
Members present: Destiny Thompson Butler (5:30). Quorum was established at 5:50 when Hernan Lozano joined the meeting.

Introduction of Guests
Guests present: Heather McCarley, Finance Manager and Donna Holland, Fiscal Administrator (staff sponsors).

Presentation/Discussion Items
Ms. Holland briefly described the roles and responsibilities of the Policy Council Budget & Finance Committee.

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

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

Mr. Lozano expressed interest in learning more about how Early Head Start Child Care Partnerships work, as well as how CAPK plans to meet its in-kind requirements next budget period when additional funding is received (carryover from current year).

The committee members agreed to schedule its regular meetings for the third Tuesday of each month (one week prior to Policy Council meetings) at 6:00 p.m. Ms. Holland will prepare and email the schedule to the members.

The meeting was adjourned at 6:34 p.m.

Next meeting:
Tuesday, February 18, 2020
6:00 – 7:00 p.m.
CAPK Board Room

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

February 12, 2020

Re: Policy Council Membership

Dear Daisy Valencia,

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

Attendance records show that you have been absent on three consecutive occasions. These instances were as follows: Policy Council Meetings held on December 17, 2019 and January 28, 2020 respectively as well as the Policy Council Bylaws Meeting on February 11, 2020.

With that said, please be advised that you have been terminated as a Policy Council Member as of February 12, 2020. However, as indicated in the PC Bylaws Article III, Section 6:

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

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

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

Thank you,

Lisa Price
Program Governance Coordinator
cc: Nila Hogan, Policy Council Chairperson



Shafter Community Wellness Fair

Health, Education, Safety, and Community Resources make for Community Wellness. Come get information for the services you have been looking for.

MARCH 11, 2020 • 4-7 PM
SHAFTER YOUTH CENTER
455 E. EUCLID AVE., SHAFTER

Free health screenings, Free nutrition plans, Free exercise classes, Fitness information, Clean Air information, Health fair vendors!

SHAFTER YOUTH CENTER

American Refuse
Building a Sustainable Central Valley



COLLEGE: MAKING IT HAPPEN!

A coordinated effort between Cal-SOAP, CSU Bakersfield, Bakersfield College, UC Merced, University of LaVerne, Taft College, Educational and Community Leaders.

FREE ADMISSION & FREE LUNCH

Register today at www.bakersfieldcollege.edu/event/college-making-it-happen

MARCH 14, 2020
8:00 A.M. - 2 P.M.
Check-in begins at 7:30 A.M.

REGISTRATION DEADLINE:
Friday, January 31, 2020

CSUB 9001 STOCKDALE HWY, BAKERSFIELD, CA 93311

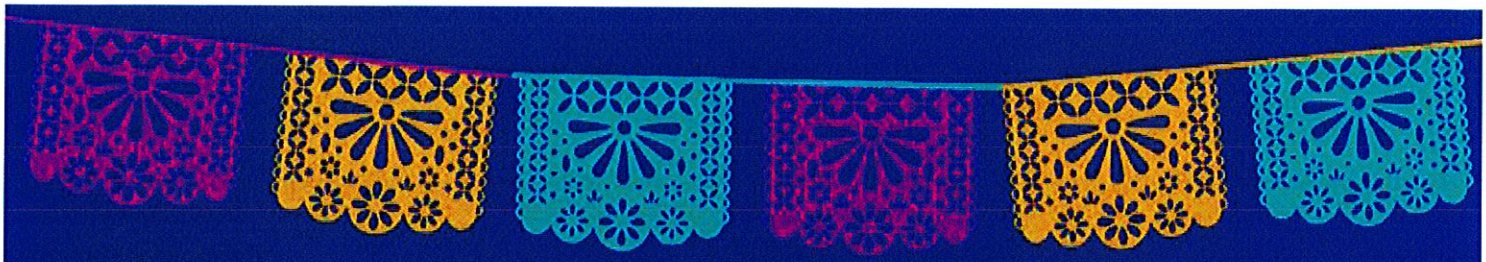
WORKSHOPS FOR: Middle School Students, High School Students, Parents, and Community Leaders

Workshops are designed to emphasize opportunities after high school and the importance of early academic and financial planning.

- A-G Courses & High School Requirements
- Importance of Extra-Curricular Activities
- Financial Aid & Scholarship Opportunities
- Systems of Higher Education
- Resource Fair

FOR MORE INFORMATION CONTACT SSJV Cal-SOAP Consortium

Phone: 661-395-4954 | Email: calsoap@bakersfieldcollege.edu



Dia del Niño Fiesta

Celebrating Children in Shafter

Thursday, March 19

5:30-7:30p

Shafter Learning Center

236 James Street

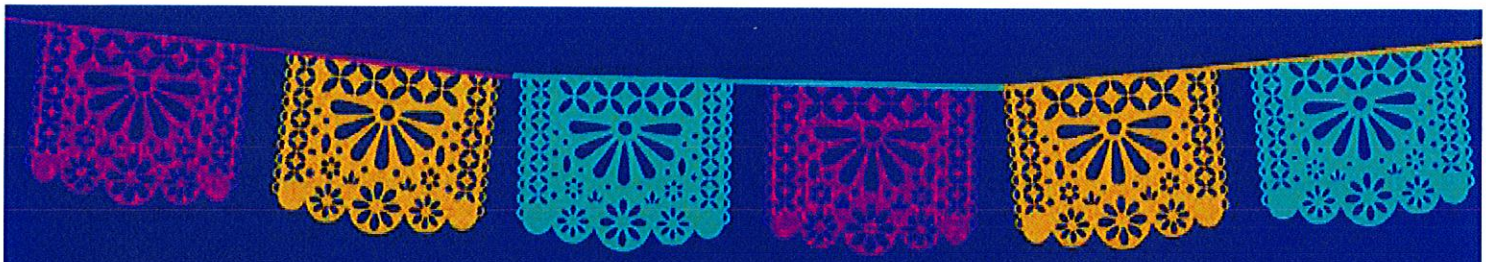
· street fair · music · performances · learning activities · face painting · food vendors · cooking demonstrations · produce giveaway · free books · bike rodeo · Learning Center summer class vouchers

HAVE DREAMS.

www.shafterlearning.com/dia

236 James Street

661.746.5055



Dia del Niño Fiesta

Celebrando niños en Shafter

Jueves el 19 del Marzo

5:30-7:30p

Centro de Aprendizaje de Shafter

236 James Street

· feria de calle · musica · actuaciones · actividades de aprendizaje · maquillaje artístico · vendedores de comida · demostraciones de cocina · regalo de productos agricolas frescos · libros gratis · rodeo de bicicletas · cupones para clases de verano del Centro de Aprendizaje

HAVE DREAMS.

www.shafterlearning.com/dia

236 James Street

661.746.5055

Save the Date

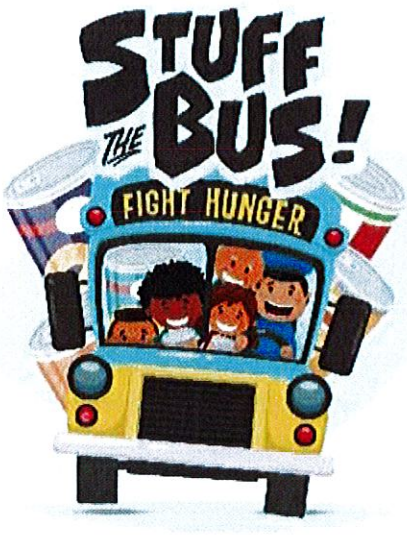
SPRING NATURE FESTIVAL

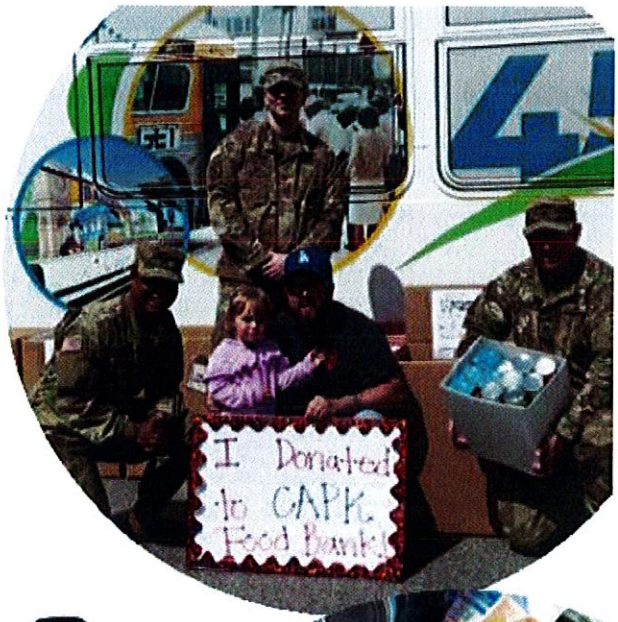
- Educational exhibits
- Guided hikes
- Wildflower viewing
- And more!

MARCH 21-22

Interested in being a sponsor or exhibitor?
Contact Linda at linda.v@twc-ca.org

THE WILDLANDS CONSERVANCY





Help us Stuff the Bus

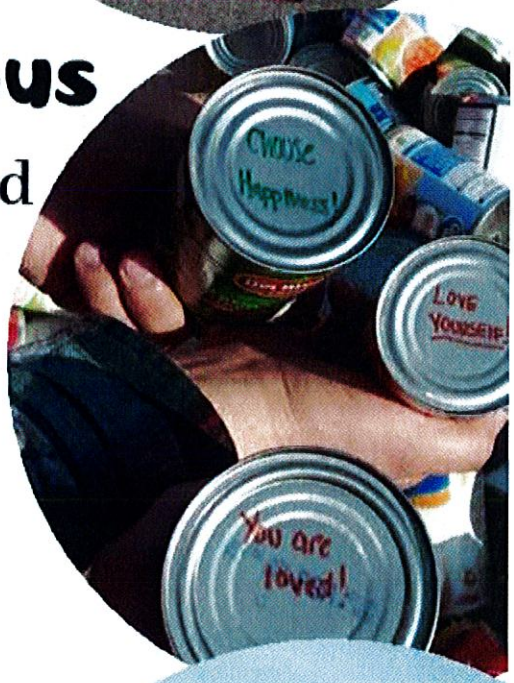
Donate any non-perishable food or monetary donations on

Friday, 3/27/2020

4am-6pm

Valley Plaza

(old Sears Parking lot)



Free Community Resource Fair

12pm-5pm



capk Community Action Partnership of Kern

COMMUNITY ACTION PARTNERSHIP OF KERN FOOD BANK

GET bus GOLDEN EMPIRE TRANSIT DISTRICT

SAVE THE DATE:
Fri. March 27th
9AM-12PM

For youth 24 years & under

Dress to Impress!

Bring a resume with you!

YOUTH INTERNSHIP & CAREER FAIR

COME HEAR FROM EMPLOYERS ABOUT JOBS & INTERNSHIPS IN KERN CO. FOR YOUTH!



Bakersfield - Kern BKRHC REGIONAL HOMELESS COLLABORTIVE

9AM-9:30AM: Resume building workshop
9:30AM-10AM: Interviewing skills workshop
10AM-12PM: Internship/ employer presentations & resource fair

EVENT LOCATION:
The Job Spot
1501 Panama Ln. Bakersfield

H.E.A.R.T.S. Connection

Is Happy to Announce Our

1st Annual Conference

Growing Up, What's Next?!

Friday, March 27, 2020

We welcome all to join us to this exciting, informational transition conference. Come and learn about the resources available to students and young adults as they transition from high school to adulthood and employment. Welcoming for parents, professional and young adults and students with disabilities ages 14 and up.



Registration 7:30-8:30 a.m.

Conference 8:30 a.m.-2:00 p.m.

Fee: $25.00 per person
(Includes continental breakfast & lunch)

Hodel's Country Dining, 5917 Knudsen Drive
Bakersfield, Ca 93308

Register at Eventbrite :
https://www.eventbrite.com/e/growing-up-whats-next-transition-conference-tickets-82073464943

Take advantage and visit the Vendor tables full of resourceful information. Also you will have a chance to win raffle items.

Our keynote speaker is Sue Sawyer. Sue is the current President, CA Transition Alliance. In addition to her role with the Alliance, Sue is currently a member of the California Community of Practice Leadership Team, representing the CA. Transition Alliance and has served as a member of the Consortium on Employment for California Youth (CECY). She is currently working with the High School Diploma Workgroup to improve the graduation rates for students who graduate with a diploma, including students with disabilities. Sue is passionate about the value of career planning and self-advocacy for every young person.



Industrial Technology & Transportation Career Expo

Automotive · Electronics · Engineering · HVAC · Industrial Automation · Water Technology · Architecture · Construction · Industrial Drawing · Manufacturing · Occupational Safety & Risk Management · Welding · Woodworking & Cabinetmaking

BAKERSFIELD COLLEGE

Wednesday April 1, 2020
10:00 am - 1:00 pm
Huddle Lawn Courtyard

ROSS · WITRON · JTI · CALIFORNIA RESOURCES CORPORATION · PHILLIPS 66 · GRANITE · CALIFIA FARMS · Tasteful Selections BITE-SIZE POTATOES · Cal-Organic Farms Healthy by Choice · GRIMMWAY FARMS · Bunny-Luv · Chevron

A family of Growing companies. human energy

For inquiries or accommodations contact Carlos Medina (661)395-4572
carlos.medina@bakersfieldcollege.edu
https://bit.ly/2NoIchv

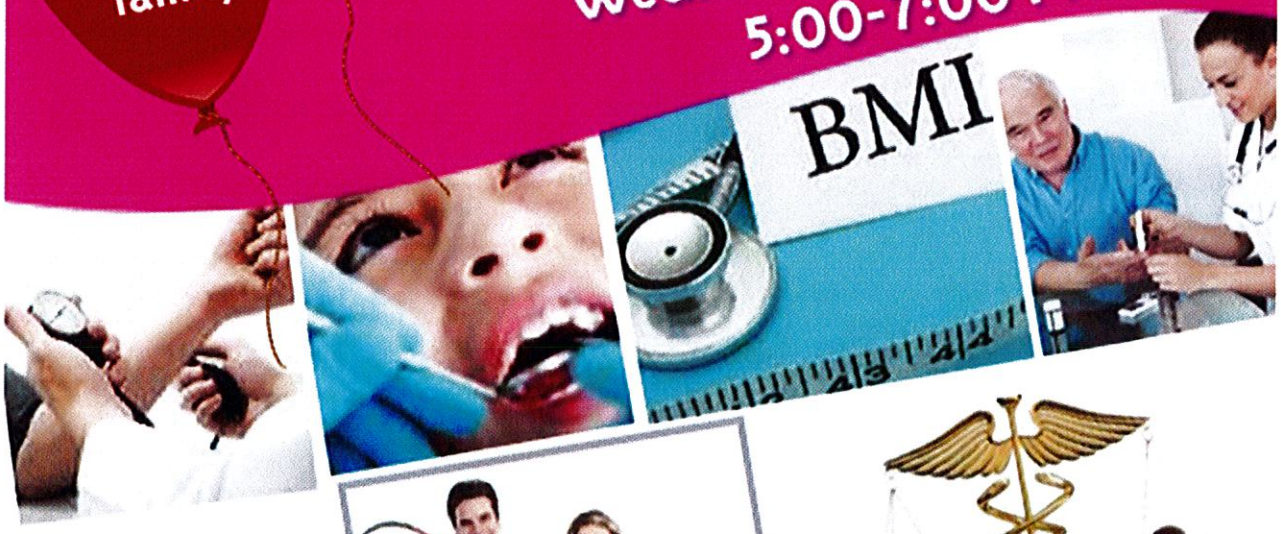
Spring Community Resource Fair

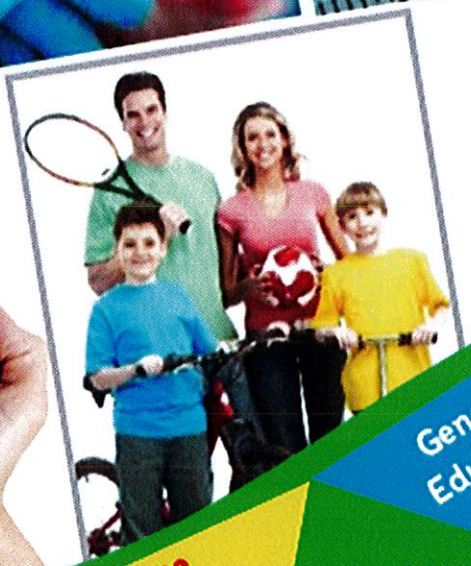
FREE ENTRY

Fun for the whole family

Raffles

Wednesday, April 1, 2020
5:00-7:00 PM









Music, Food & Fun

General Education

Free Health Screenings

Local Community Agencies

JOIN US FOR: BMI, Glucose, Cholesterol, Diabetes Screens, Dental, Immigration, Legal Aid, Fitness, Youth Sports, Folkloric Ballet, Weatherization, Nutrition, Higher Education and much more!!

For more information: 661-746-8690
Email: mhelo-trevino@rsdshafter.org

Healthy Start

RICHLAND SCHOOL DISTRICT

RJH Activity Center
300 N. Valley, Shafter, CA 93263

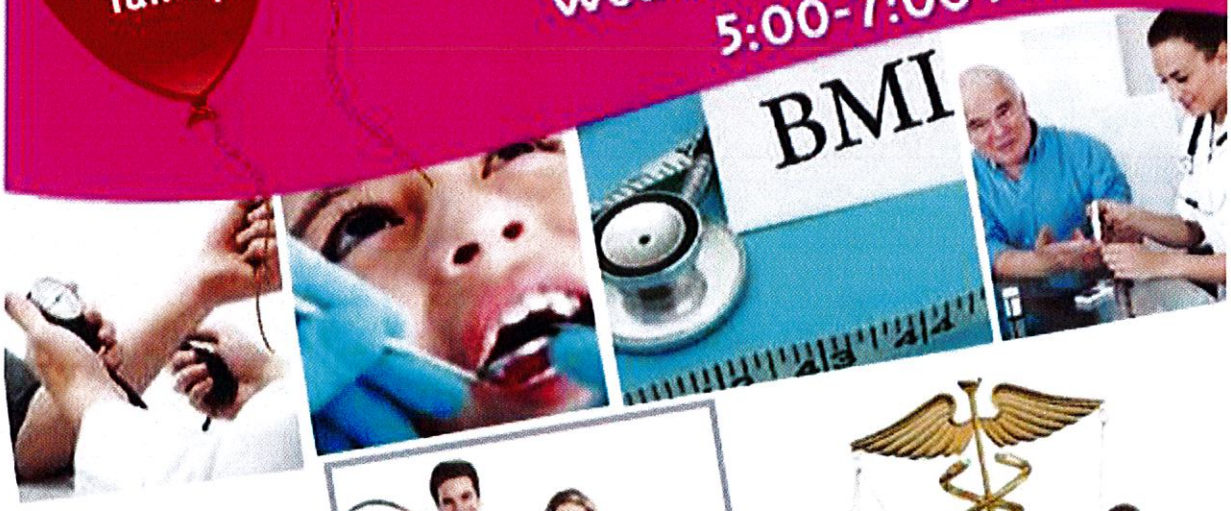
Spring Community Resource Fair

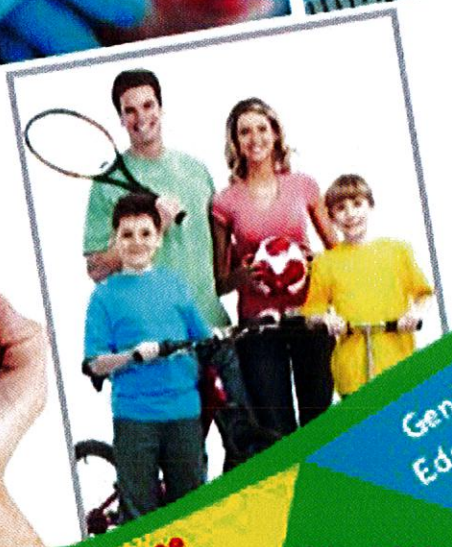
FREE ENTRY

Fun for the whole family

Raffles

Wednesday, April 1, 2020
5:00-7:00 PM









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Healthy Start

RICHLAND SCHOOL DISTRICT

RIH Activity Center
300 N. Valley, Shafter, CA 93263



BUSINESS & ENTREPRENEURIAL CAREER EXPO

Join us for our Annual Business & Entrepreneurial Career Expo to share part-time/full-time job opportunities, internships, mentorships, and more! Connect with students in the Business Administration, Entrepreneurship, Computer Science, Economics, and Accounting programs.

To register: https://bit.ly/3aXptEb
For inquiries or accommodations email:
Freddie.rodriguez@bakersfieldcollege.edu

April 22, 2020

10:00 am -1:00 pm
Bakersfield College Huddle Lawn

School Readiness Meeting Dates:

(3rd Thursday, 8:00 – 11:30 AM)

~~September 19th, 2019~~

~~October 17th, 2019~~

~~November 14th, 2019 (2nd Thursday)~~

~~December 19th, 2019~~

~~January 16th, 2020~~

~~February 20th, 2020~~

March 19th, 2020

April 16th, 2020

May 21st, 2020

2019-2020 Head Start
Policy Council Meeting Dates

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

Todas las reuniones se tomarán a cabo en la Oficina Administrativa de CAPK en 5005 Business Park Norte, Salón 130~Sala de Juntas.
Cena ligera a las 5:00 p.m. con la reunión empezando a las 5:30 p.m.

~~Tuesday, November 26, 2019~~
~~Tuesday, December 17, 2019*~~
~~Tuesday, January 28, 2020~~
Tuesday, February 25, 2020
Tuesday, March 24, 2020
Tuesday, April 28, 2020
Tuesday, May 19, 2020*
Tuesday, June 23, 2020
Tuesday, July 28, 2020
Tuesday, August 25, 2020
Tuesday, September 22, 2020
Tuesday, October 27, 2020

Policy Council Meetings are generally held on the 4th Tuesday of the month.

*December and May meetings will be held one week earlier due to the respective Christmas and Memorial Day holidays.