Head Start/State Child Development

POLICY COUNCIL
EXECUTIVE COMMITTEE MEETING

April 28, 2020
5:30 p.m.

Per Governor's Executive Order N-25-20
This meeting will be held via tele-conference
(213) 204-2374 ~ Conference ID: 565 118 085#
Join Microsoft Teams Meeting

POLICY COUNCIL
STANDING COMMITTEES
April 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. Andrea Martinez
3. Raeann Haggard
4.
5.
6.

PLANNING
Chairperson: Destiny Thompson Butler

1. Nicole Cabe
2. Dalila Castillo
3. Rosie Castillo
4. Nila Hogan
5.
6.

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. Jessica Mendez
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
Executive Committee Meeting	EC
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	X	EC							
2	Rosie Castillo ~ Shafter	X	X	X	X	EC							
3	*Vacancy*												
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	Isabelle Diaz ~ East California	ABS	X	ABS	X	EC							
2	Isabel Everly ~ Sterling	X	ABS	X	ABS	EC							
3	Jessica Mendez ~ Sterling				X	EC							
4	Andrea Martinez ~ East California				X	EC							
#	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	X	X							
2	Nila Hogan ~ Pete Parra	X	X	ABS	X	X							
3	Hernan Lozano ~ Seibert	X	X	X	X	X							
4	Raeann Haggard ~ Harvey L. Hall				X	EC							
#	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	ABS	EC							
2	Brittany Dunbar ~ Rosamond	X	ABS	X	ABS	EC							
3	*Vacancy*												
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	ABS	X							
2	Destiny Thompson Butler ~ M. Craig	X	X	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	X	EC							
2	Ana Vega ~ Lodi	X	X	ABS	X	EC							
#	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				X	EC							

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								
Andrea Martinez											
Raeann Haggard											

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								
Jessica Mendez											

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	X							
Nila Hogan		X	X	X							
Nicole Cabe		X	X	X							
Dalila Castillo		ABS	X	ABS							
Rosie Castillo		ABS	X	ABS							

Board of Directors

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

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

Policy Council
EXECUTIVE COMMITTEE MEETING
AGENDA
Per Governor's Executive Order N-25-20
Meeting to be held via Teleconference
(213) 204-2374 – Conference ID: 565 118 085#
April 28, 2020
5:30 p.m. – 6:30 p.m.

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: April 28, 2020

4. **Approval of Minutes** — Chairperson — ***ACTION**
   a. Date of Minutes: March 24, 2020

5. **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 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 — Verbal Report
   d. Bylaws — Verbal Report

7. **Presentations** — (15 minutes per presentation)
   a. None

8. **New Business** — Chairperson — ***ACTION**
   a. Head Start/Early Head Start Kern, Early Head Start San Joaquin, and Child Care Partnerships COLA & Quality Improvement ~ Jerry Meade, Program Design & Management Administrator
   b. Office of Head Start CARES Act Funding Request ~ Jerry Meade, Program Design & Management Administrator - ***Informational Item***

This is to certify that this agenda notice was posted online at www.capk.org by 12:00 pm, April 24, 2020
Lisa Price, Program Governance Coordinator

c. Budget & Financial Reports ~ Heather McCarley, Finance Manager
   i. Kern Head Start Budget vs. Actual Expenditures, March 1, 2020 through March 31, 2020
   ii. Kern Early Head Start Budget vs. Actual Expenditures, March 1, 2020 through March 31, 2020
   iii. Early Head Start San Joaquin Budget vs. Actual Expenditures, February 1, 2020 through March 31, 2020
   iv. Early Head Start Child Care Partnerships Budget vs. Actual Expenditures, March 1, 2020 through March 31, 2020

9. Communications

a. Taking Care of Your Behavioral Health ~ SAMHSA, April 1, 2020
b. Facts About COVID-19 ~ CDC, April 3, 2020
c. Coronavirus Aid, Relief, and Economic Security Act; ACF-PI-HS-20-03; Issuance Date: April 14, 2020
d. CA Complete Count – Census 2020
e. Head Start/State Child Development Education and Wellness ~ April 2020
f. Kern County Virtual Library
g. Policy Council Meeting Dates

10. Program Governance Report	Lisa Price	Verbal Report (3 min.)
11. Director's Report (HS/State Child Development)	Yolanda Gonzales	Verbal Report (3 min.)
12. Policy Council Chairperson/Announcements	Chairperson	Verbal Report (3 min.)
13. Adjournment	Chairperson	

Next scheduled meeting date, May 19, 2020
Please note this meeting will be held one week earlier due to the Memorial Day Holiday.

This is to certify that this agenda notice was posted online at www.capk.org by 12:00 pm, April 24, 2020
Lisa Price, Program Governance Coordinator

Concilio de Póliza
AGENDA DEL COMITÉ EJECUTIVO
Por Orden Ejecutiva Gubernamental N-25-20
Junta a llevarse a cabo por teleconferencia
(213) 204-2374 – Número de Identificación: 565 118 085#
28 de abril, 2020
5:30 p.m. – 6:30 p.m.

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 28 de abril, 2020

4. **Aprobación de minutos** Presidente *** ACCIÓN**
   a. Aprobación de minutos con fecha del 24 de marzo, 2020

5. **Foro Publico**
   a. El público que desee dirigirse al Concilio de Póliza puede hacerlo en este momento. Los miembros del concilio pueden responder brevemente a las preguntas o temas que se presenten. Sin embargo el CP no tomará ninguna determinación más que enviarla al personal para su estudio y análisis. **Los oradores estarán limitados a cinco minutos por presentación.** Si más de una persona desea tocar el mismo tema, el tiempo total será de 10 minutos. Favor de proporcionar su nombre antes de la 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. **Presentaciones** (15 minutos por presentación)
   a. Ninguno

8. **Nuevos intercambios** Presidente ***ACCIÓN**
   a. ACD, Control de Calidad de Head Start/Early Head Start Kern, Early Head Start San Joaquín y Asociaciones de Cuidado Infantil ~ Jerry Meade, Diseñador de programa y Administrador de gestiones.

Esto certifica que esta agenda se postuló en línea, sitio web www.capk.org a las 12:00 pm, el 24 de abril, 2020
Lisa Price, Coordinadora del programa de Gobernanza

b. Solicitud de fondos bajo el Acta de CARE de la oficina de Head Start ~ Jerry Meade, Diseñador de programa y Administrador de gestiones – **Componente informativo**
c. Reportes de Presupuesto y Finanzas ~ Heather McCarley, Gerente de Finanzas
    i. Presupuesto de Head Start Kern vs. Gastos actuales, 1 de marzo 2020 hasta el 31 de marzo, 2020
    ii. Presupuesto de Early Head Kern vs. Gastos actuales, 1 de marzo 2020 hasta el 31 de marzo, 2020
    iii. Presupuesto de Early Head Start de San Joaquín vs. Gastos Actuales, 1 de febrero, 2020 hasta 31 de marzo, 2020
    iv. Presupuesto de la asociación de cuidado infantil Early Head Start vs. gastos actuales, 1 de marzo, 2020 hasta 31 de marzo, 2020

9. Comunicaciones

a. Cuidando de su actitud y comportamiento ~ SAMHSA, 1 de Abril 2020
b. Datos sobre COVID-19 ~ CDC, 3 de abril, 2020
c. Ley de ayuda, alivio y seguridad económica del Coronavirus; ACF-PIHS-20-0.; fecha de emisión: 14 de abril, 2020
d. Conteo completo del censo 2020
e. Educación y bienestar Head Start y Desarrollo infantil estatal ~ Abril 2020
f. Biblioteca Virtual del condado de Kern
g. Fechas de juntas de Concilio de Póliza

10. Reporte del programa de Gobernanza	Lisa Price	Reporte verbal (3 min.)
11. Reporte del director (HS/Desarrollo Infantil Estatal)	Yolanda Gonzales	Reporte verbal (3 min.)
12. Anuncios del presidente del Concilio de Póliza	Presidente	Reporte verbal (3 min.)
13. Conclusión	Presidente	

Próxima junta 19 de mayo, 2020
Tome en cuenta que esta reunión se llevará a cabo una semana antes debido al Día de los Soldados Caídos

Esto certifica que esta agenda se postuló en línea, sitio web www.capk.org a las 12:00 pm, el 24 de abril, 2020
Lisa Price, Coordinadora del programa de Gobernanza

COMMUNITY ACTION PARTNERSHIP OF KERN
POLICY COUNCIL EXECUTIVE COMMITTEE MEETING MINUTES
March 24, 2020
Teleconference ID: 428 697 896
Per Governor's Executive Order N-25-20

1. **Call to Order**
   Chairperson Nila Hogan called the meeting to order at 5:34 p.m.
   a. Moment of Silence
   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**
   Chairperson, Nila Hogan conducted roll call; quorum was established.
   Executive Committee Members Present: Nila Hogan, Chairperson; Destiny Thompson Butler, Vice-Chairperson; Kaylonie Howard, Secretary; Hernan Lozano, Treasurer; Nicole Cabe, Parliamentarian

3. **Approval of Agenda** ***ACTION**
   a. A motion was made by Nicole Cabe to approve the revised agenda dated March 24, 2020; seconded by Destiny Thompson Butler. Motion carried unanimously.

4. **Approval of Minutes** Chairperson ***ACTION**
   a. A motion was made by Nicole Cabe to approve the minutes of February 25, 2020; seconded by Destiny Thompson Butler. Motion carried unanimously.

5. **Presentation of Guests /Public Forum**
   The following guests were in attendance: Yolanda Gonzales, Director Head Start/State Child Development; Jerry Meade, Program Design & Management Administrator; Donna Holland, Fiscal Administrator; Esperanza Contreras, Partnership Administrator; Sylvia Ortega, Quality Assurance Manager; Heather McCarley, Fiscal Manager; Lisa Price, Program Governance Coordinator
   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**
   a. **School Readiness Committee**
      The School Readiness Committee did not have a scheduled meeting during the month of March. However, prior to recent center closures students were participating in the Exercise Study, learning new and creative ways to be active. The next School Readiness Meeting with a primary focus on Health & Nutrition will be scheduled on a date yet to be determined.
   b. **Planning Committee**
      The Planning Committee met on March 3, 2020; quorum was established. Kathline Moessner, Senior Community Development Specialist presented updated information with regard to the current Community Needs Assessment. Upon conclusion of her presentation the committee approved the 2020 Community Needs Assessment. Additional information shared included the Enrollment Report for February as well as the average daily attendance report which was at 99% across all programs. The January CACFP report was also shared. The next Planning Meeting will be determined at a later date

c. **Budget & Finance Committee**
The Budget & Finance Committee did not meet this month due to the Governor's Order and health concerns regarding COVID-19. All financial documents were included in the Policy Council packet and will be voted on during this Executive Committee Meeting.

d. **Bylaws Committee**
The Bylaws Committee was scheduled to meet next month to review updates and edits made to the current document. However, that meeting has since been rescheduled to May. Prior to this meeting, subcommittee members will receive a draft version of the document for their review and subsequent comments and discussion to take place at the upcoming meeting.

7. Presentations

a. None

8. New Business ***ACTION**

a. **2019-2020 Head Start/State Child Development Self-Assessment ~ Sylvia Ortega, Quality Assurance Manager**
Sylvia Ortega reviewed the annual self-assessment for Head Start/State Child Development. The purpose of the self-assessment is to involve the agency in a review of program operations, goals and objectives. Sylvia further shared that it has been quite some time since the Head Start/State Child Development program has had a review; the program is currently scheduled for a review in 2021. Self-assessment is conducted on a variety of components within the program such as the implementation systems and services of program governance, fiscal integrity, environmental health and safety, as well as ERSEA (Enrollment Recruitment Selection Eligibility and Attendance) and CLASS (Classroom Assessment Scoring System) comprehensive services and school readiness. While it was found Head Start/State Child Development operates a high-quality program, the program is always looking ahead and continuing to strive for excellence. Based upon information obtained through the self-assessment there were two areas which resulted in program findings. The first area was in policies and procedures. It was noted that the program is currently undergoing a review of such and is in the process of updating its policies and procedures. The other area was with regard to toothbrushing and inconsistencies in following toothbrush procedures as established. Plans of Action to address both of these areas have been completed. The results of the self-assessment will be utilized to update applicable policies and procedures as well as to assist in developing improved strategies for the grant application for the subsequent year. Upon conclusion of this report a request for approval was made. Nicole Cabe motioned to approve the 2019-2020 Head Start/State Child Development Self-Assessment Report; Destiny Thompson Butler seconded. Motion carried unanimously.

b. **Budget & Finance Reports ~ Heather McCarley, Finance Manager**
   i. Kern Head Start Budget vs. Actual Expenditures, July 1, 2019 through February 29, 2020
   ii. Kern Early Head Start Budget vs. Actual Expenditures, July 1, 2019 through February 29, 2020
   iii. San Joaquin Early Head Start Budget vs. Actual Expenditures, February 1, 2019 through February 29, 2020
   iv. Early Head Start Child Care Partnerships Budget vs. Actual Expenditures, March 1, 2019 through February 29, 2020
   v. Parent Local Travel & Child Care through February 29, 2020
   vi. Parent Activity Funds through February 29, 2020
   vii. Kern Head Start and Early Head Start Non-Federal Share and In-Kind Report, July 1, 2019 through February 29, 2020
   viii. San Joaquin Early Head Start Non-Federal and In-Kind Report, February 1, 2020 through February 29, 2020
   ix. San Joaquin Early Head Start Non-Federal and In-Kind Report, February 1, 2019 through February 29, 2020 -FINAL

Heather McCarley shared budgetary information across all grants. Information shared for each report included but was not limited to base funds as well as training & technical assistance funds. Also included was Parent Local Travel & Child Care as well as the Parent Activity Funds

report. Brief question and discussion ensued. Upon conclusion of such, a motion was made by Destiny Thompson Butler to approve all budget and finance reports as presented; seconded by Nicole Cabe. Motion carried unanimously.

9. Communications

a. Letter from Congressman TJ Cox ~ January 29, 2020
b. Planning Meeting Minutes ~ February 4, 2020
c. Bylaws Meeting Minutes ~ February 11, 2020 (English/Spanish)
d. School Readiness Minutes ~ February 18, 2020 (English/Spanish)
e. Budget & Finance Meeting Minutes ~ February 18, 2020 (English/Spanish)
f. Planning Meeting Minutes ~ March 3, 2020 (English/Spanish)
g. Letter to Community Action Partnership of Kern Families ~ March 16, 2020 (English/Spanish)
h. COVID19 What you need know about coronavirus disease 2019 (COVID-19) ~ CDC, March 3, 2020 (English/Spanish)
i. FY 2020 Head Start Funding Increase ACF-PI-HS-20-02; Issuance Date: March 11, 2020
j. Stuff the Bus ~ Valley Plaza Parking Lot; March 27, 2020
k. Industrial Technology & Transportation Career Expo ~ April 1, 2020; Bakersfield College
l. Spring Community Resource Fair ~ April 1, 2020; RJH Activity Center, Shafter, CA (English/Spanish)
m. Kern County Sheriff's Office Headquarters Tours ~ April 2, 2020
n. The Micke Grove Easter Egg Hunt ~ April 4, 2020; Micke Grove Regional Park, Stockton, CA
o. Business & Entrepreneurial Career Expo ~ April 22, 2020; Bakersfield College
p. Bug Fest ~ April 25, 2020; Micke Grove Regional Park, Stockton, CA
q. 2020 Census and Confidentiality (English/Spanish)
r. Census 101: What You Need to Know (English/Spanish)
s. First 5 San Joaquin Our Kids Count (English/Spanish)
t. Daddy's Tool Bag ~ First 5 San Joaquin
u. Literacy ~ Stockton-San Joaquin Public Library
v. Head Start/ Early Head Start School Readiness Meeting Dates
w. Policy Council Meeting Dates

Motion was made by Nicole Cabe to receive and file items (a) through (w).

10. Program Governance Report/Training ~ Lisa Price

Lisa Price thanked everyone for being a part of the meeting. She went on to say that this is a unique time as we charter unknown territory. Lisa encouraged everyone to enjoy this time with their family as we all practice different & new ways in which we communicate and interact with each other. She stated that though staff may not be working from their desks they are still here to serve and support our families in anyway possible. She encouraged members to reach out if they have a need. Lisa added that she will continue to share updates and educational support links she receives with members. In closing she again thanked the Policy Council Executive Committee as well as staff for their participation and attendance.

11. Director's Report (HS/State Child Development) ~ Yolanda Gonzales

Yolanda Gonzales expressed her thankfulness for the support shown in this difficult time and indicated we will view this as a learning opportunity. She shared timeline information on programs stating the last day of services for our San Joaquin program was on March 16, 2020 with staffs last day on March 17, 2020. Last day of services in Kern was on March 17, 2020 with staff beginning to work from home on March 18, 2020. The EHSCC Partnership is also closed and Home Base educators are not making home visits. Yolanda stated that staff are conducting weekly check-ins with families and providing them with activities. Support teams are remotely connecting with teachers and providing them support. Yolanda shared that via the drive-thru method diapers and wipes were provided to parents in need. As a result of such, many stories have been shared with her about families who were extremely appreciative and didn't have access to these necessities. Additionally, newsletters are being sent to parents to provide disciplinary support in the event they experience issues in this area. Children have been uprooted from their daily routine and may be expressing themselves in a variety of ways. Newsletters and email updates regarding COVID-19 are

being sent to staff keeping them informed. All iPads have been updated for staff to use as a means of staying connected to parents. School district mealtimes have also been shared with parents so they may pick up a meal for their child. Additional resources provided to parents were 211 as well as the Food Bank. Yolanda shared that Zoom (a form of video/telecommunications) will soon be available. This will allow teachers an opportunity to read a story and send to parents to share with their child. An additional resource that is being looked at is Class Dojo which will provide the ability for even more connections to be made and resources to be shared with families. Ready Rosie and Ready Baby are also being widely used. Yolanda expressed an overwhelming, heartfelt appreciation and sense of pride for staff, noting they have families of their own and concerns during this time but yet they are going above and beyond in supporting the families we serve. In closing Yolanda thanked Policy Council for their support, stating we are all in this together and we will be stronger for it.

12. **Policy Council Chairperson/Announcements ~ Nila Hogan**

Nila Hogan thanked the Executive Committee for their participation. She expressed her appreciation for their willingness to take part in this different meeting setting adding how important it is for the program and ultimately for our children. Nila shared that she received a phone call from her son's teacher and it really made her day to know that staff was reaching out, checking in and sharing resources available to families. She added that her son was also able to speak to his teacher for a moment which was of great joy to him. It also gave him that added incentive in completing his schoolwork knowing that Miss Norma was checking in. Nila shared that she knows how important this call was to her and is confident that it will mean a lot to other parents as well. In closing Nila was appreciative to staff for the alternate method (teleconference) provided in conducting this meeting stating it was comforting to be able to meet and conduct necessary business without having to meet in a public setting. Gratitude was expressed to everyone for all they do.

13. **Adjournment ~ Chairperson**

The meeting was adjourned at 6:02 p.m. The next Policy Council Meeting is scheduled for April 28, 2020.

ASOCIACIÓN DE ACCIÓN COMUNITARIA DE KERN
RESUMEN LA JUNTA DEL CONCILIO DE PÓLIZA COMITÉ EJECUTIVO
24 marzo, 2020
Numero de identificación para Teleconferencia: 428 697 896
Por Orden Ejecutiva Gubernamental N-25-20

1. **Convocación de reunión**
   Nila Hogan, presidenta llamo la junta al orden a las 5:34 p.m.
   a. Momento de silencio
   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, y estamos dedicados a ayudar a la gente a ayudarse a sí mismos y a los demás*".

2. **Pase de lista/Establecimiento de cuórum**
   Nila Hogan, presidenta paso lista; se estableció cuórum.
   Los miembros del Comité Ejecutivo presentes: Nila Hogan, presidente; Destiny Thompson Butler, vicepresidente; Kaylonie Howard, secretaria; Hernán Lozano, tesorero; Nicole Cabe, parlamentaria

3. **Aprobación de agenda** ***ACCIÓN**
   a. Nicole Cabe presentó una propuesta para aprobar la agenda enmendada con fecha del 24 de marzo, 2020; Destiny Thompson Butler la secundó. Propuesta aprobada por unanimidad.

4. **Aprobación de minutos** Presidente ***ACCIÓN**
   a. Nicole Cabe presentó una propuesta para aprobar los minutos con fecha del 25 de febrero, 2020; esta fue secundada por Destiny Thompson Butler. Propuesta aprobada por unanimidad.

5. **Presentación de invitados/Foro Publico**
   Los siguientes invitados estuvieron presentes: Yolanda Gonzales, Directora de Head Start/Desarrollo Infantil Estatal; Jerry Meade, Diseñador de programa y administrador de gestiones; Donna Holland, Administradora fiscal; Esperanza Contreras, Administradora de la asociación; Sylvia Ortega, Gerente de control de calidad; Heather McCarley, Gerente fiscal; Lisa Price, Coordinadora del programa de gobernanza
   a. *El público que desee dirigirse al Concilio de Póliza pude hacerlo en este momento. Sin embargo, el concilio no tomará ninguna acción, solo referirá al personal para su estudio y análisis.* ***Los oradores están limitados a cinco minutos cada uno.*** *Si más de una persona desea tocar el mismo tema, se otorgará un total de 10 minutos. Favor de proporcionar su nombre antes de su presentación. Gracias.*

6. **Reportes de comités permanentes**
   a. **Comité de preparación escolar**
      EL comité de preparación escolar no se reunió durante el mes de marzo. Sin embargo antes de las recientes clausuras de los centros, los estudiantes estuvieron participando en el estudio de Ejercicios, con el cual aprendieron nuevas formas creativas para mantenerse activos. La próxima reunión del comité de preparación escolar se enfatizara en Salud y Nutrición y se programará cuando se determine una fecha.
   b. **Comité de Planeación**
      El comité de planeación se reunió el 3 de marzo, 2020; se estableció cuórum. Kathline Moessner, especialista de Desarrollo Comunitario, presentó información actualizada de la última Evaluación de las necesidades de la comunidad. Al concluir su presentación, el comité aprobó la Evaluación de las necesidades de la comunidad para el año 2020. También durante la misma junta se revisaron los reportes de Inscripción del mes de febrero, así como la asistencia promedio que registró un 99% de asistencia en todos los programas. No existe una fecha fija para la próxima junta del comité.
   c. **Comité de Presupuesto y Finanzas**
      El comité de Presupuesto y Finanzas no se reunión durante este mes debido a las ordenes

gubernamentales y los problemas de salud con respecto al COVID-19. Todos los documentos con respecto al presupuesto se incluyeron en el paquete y se harán las votaciones correspondientes durante la presente junta del Comité Ejecutivo.

d. **Comité de Estatutos**
Se programó la junta del comité de Estatutos para el próximo mes para revisar las correcciones y modificaciones que se hicieron al documento actual. Sin embargo, dicha junta se ha reprogramado para el mes de Mayo. Antes de esta junta, los miembros del subcomité recibirán una copia del borrador para su revisión, comentarios y recomendaciones subsecuentes que se llevarán a cabo en la próxima junta.

7. <u>Presentaciones</u>
a. Ninguna

8. <u>Nuevos avisos</u> ***ACCIÓN**

a. **Autoevaluación del programa Head Start/Desarrollo Infantil Estatal ~ Sylvia Ortega, Gerente de Control de Calidad**
Sylvia Ortega reviso la autoevaluación anual de Head Start/Desarrollo Infantil Estatal. El propósito de esta autoevaluación es una revisión de la operación, objetivos y metas del programa. Sylvia agregó que ha pasado tiempo desde que Head Start/Desarrollo Infantil Estatal ha recibido una revisión, por ahora se le ha programado una revisión para el año 2021. Esta evaluación se ejecuta en una variedad de componentes dentro del programa como la implementación de sistemas y servicios del programa de gobernanza, integridad fiscal, salubridad y seguridad ambiental, así como ERSEA (Inscripción, reclutamiento, selección elegibilidad y asistencia) así como CLASS (sistema de evaluación y puntuación para los salones); servicios integrales y preparación escolar. Se confirmó que Head Start/Desarrollo Infantil Estatal opera un programa de alta calidad, se mantiene a la vanguardia y continúa buscando excelencia. Basado en los resultados de la autoevaluación, se descubrió que existen dos áreas en donde se pueden implementar correcciones. La primera área fue en procedimientos y pólizas. Se denotó que el programa está pasando por un proceso de revisión para implementar nuevas pólizas y procedimientos. En la segunda área, se denotó que existen inconsistencias en el proceso para enseñar a los alumnos cómo lavarse los dientes con los procedimientos ya establecidos. Los resultados de la autoevaluación se utilizarán para actualizar las pólizas y procedimientos para asistir en el desarrollo de mejores estrategias que se remitirán en la próxima solicitud de subsidios para el año subsecuente. A la conclusión de este reporte se solicitó una propuesta para su aprobación. Nicole Cabe presentó la propuesta para aprobar el Reporte de autoevaluación de Head Start/Desarrollo Infantil Estatal para el ciclo 2019-2020; Destiny Thompson Butler la secundó. La propuesta se aprobó por unanimidad.

b. **Reportes de Presupuestos y Finanzas ~ Heather McCarley, Gerente de Finanzas**
   i. Presupuesto de Head Start de Kern vs. Gastos actuales, 1 de julio 2019 hasta el 29 de febrero 2020.
   ii. Presupuesto de Early Head Start Kern vs. Gastos actuales, 1 de julio 2019 hasta el 29 de febrero 2020.
   iii. Presupuesto de Early Head Start de San Joaquín vs. Gastos actuales, 1 de febrero 2019 hasta 29 de febrero 2020
   iv. Presupuesto de las Asociaciones de cuidado infantil de Early Head Start vs. Gastos actuales, 1 de marzo 2019 hasta el 29 de febrero 2020
   v. Viajes locales para padres y cuidado infantil hasta el 29 de febrero 2020
   vi. Fondos de actividades para los padres hasta el 29 de febrero 2020
   vii. Reporte de Head Start and Early Head Start de Kern, Fondos no federales y de donaciones del 1 de julio 2019 hasta el 29 de febrero 2020.
   viii. Reporte Early Head Start de San Joaquín Fondos no federales y de donaciones del 1 al 29 de febrero 2020
   ix. Reporte FINAL de Early Head Start de San Joaquín, Fondos no federales y donaciones del 1 de febrero 2019 hasta el 29 de febrero 2020

Heather McCarley proporcionó información presupuestaria de todas las contribuciones. La información que se proporcionó de cada reporte incluía, pero no estaba limitada a los subsidios base, así como los fondos pertinentes a capacitación y asistencia técnica. También se incluyó la información de los

fondos para los viajes locales para padres y el cuidado infantil, así como también los fondos para las actividades para los padres. Se dio espacio para preguntas y aclaraciones. A su conclusión, Destiny Thompson Butler presentó una propuesta para la aprobación de todos los reportes de presupuestos y finanzas como fueron presentados, Nicole Cabe la secundó. Propuesta aprobada por unanimidad.

9. <u>Comunicaciones</u>

a. Carta del congresista TJ Coxx ~ 29 de enero 2020
b. Resumen de la junta del comité de Planeación ~ 4 de febrero 2020
c. Resumen de la junta del comité de estatutos ~ 11 de febrero (inglés y español)
d. Resumen de la junta del comité de preparación escolar ~ 18 de febrero 2020 (inglés y español)
e. Resumen de la junta de Presupuesto y Finanzas ~ 18 de febrero 2020 (inglés y español))
f. Resumen de la junta del comité de Planeación ~ 3 de marzo 2020 (inglés y español))
g. Carta de la Asociación de Acción Comunitaria de Kern para las familias ~ 16 de marzo 2020 (inglés y español)
h. COVID19 Lo que necesita saber sobre la enfermedad de coronavirus (COVID-19) ~ CDC, 3 de marzo 2020 (inglés y español)
i. Incremento al presupuesto de Head Start Año Fiscal 2020 ACF-PI-HS-20-02; fecha de emisión: 11 de marzo 2020
j. Llene el camión ~ Estacionamiento del centro comercial Valley Plaza; 27 de marzo 2020
k. Exposición de carreras de tecnología industrial y de transporte ~ 1 de abril 2020; Colegio de Bakersfield
l. Feria primaveral de recursos comunitarios ~1 de abril 2020; Centro de Actividad RJH, Shafter, CA (inglés/español)
m. Recorridos de la sede del Alguacil del condado de ~ 2 de abril 2020
n. Cacería de huevos de Pascua Micke Grove ~ 4 de abril 2020; Parque Regional Micke Grove Stockton, CA
o. Exposición de carreras comerciales y empresariales ~ 22 de abril 2020; Colegio de Bakersfield
p. Festival de insectos ~ 25 de abril 2020; Parque Regional Micke Grove Stockton, CA
q. El Censo 2020 y la confidencialidad (inglés y español)
r. Censo 101: Lo qué necesita saber (inglés y español)
s. Primeros 5 de San Joaquín nuestros niños cuentan (inglés y español)
t. Bolsa de herramientas de papá ~ Primeros 5 San Joaquin
u. Alfabetización ~ Librerías públicas de Stockton-San Joaquín
v. Fechas de las juntas del comité de preparación escolar para Head Start/ Early Head Start
w. Fechas de las juntas del Concilio de Póliza

Nicole Cabe presentó una propuesta para recibir y archivar los componentes enumerados de (a) hasta (w).

10. <u>Reporte del programa de Gobernanza/Capacitación</u> ~ Lisa Price

Lisa Price agradeció a todos los presentes por participar en la junta. Agregó que esta situación es única y que estamos explorando territorio desconocido. Lisa exhortó a todos a disfrutar este tiempo con sus familias mientras practicamos nuevas y diferentes maneras de comunicación e interacción mutua. También informó que aunque el personal de la agencia no está trabajando desde la oficina, siguen disponibles para apoyar y prestar servicios a las familias de cualquier manera posible. Hizo hincapié en pedir ayuda si la necesitan. Lisa continuará compartiendo con los miembros las actualizaciones y enlaces de apoyo educativo que reciba. Para concluir agradeció nuevamente la participación y asistencia del Comité Ejecutivo del Concilio de Póliza así como del personal.

11. <u>Reporte de la Directora (HS/Desarrollo Infantil Estatal)</u> ~ Yolanda Gonzales

Yolanda Gonzales expresó su agradecimiento por el apoyo mostrado durante esta difícil temporada e indicó que tomaremos esta experiencia como una oportunidad de aprendizaje. Informó acerca de la cronología en los programas, estableciendo que el último día de servicios para el programa de San Joaquín fue el 16 de marzo de presente año y el retiro del personal se llevó a cabo el 17 de marzo 2020. El último día de servicios para los programas del condado de Kern fue el 17 de marzo del presente año, y el personal inició labores desde casa el 18 de marzo 2020. La Asociación EHSCC también cerró sus servicios a domicilio, los educadores no están haciendo ninguna visita. Yolanda informó que el personal se está

comunicando semanalmente con las familias y también están proporcionando actividades. Los equipos de apoyo se conectan remotamente con los maestros/as y también les están proporcionando apoyo. Otra actividad que se llevó a cabo fue la distribución de toallitas y pañales desechables para las familias que lo necesitaban. Como resultado de esta actividad, hemos escuchado muchas historias que las familias compartieron y también expresaron su profundo agradecimiento ya que muchas de ellas, no tenían acceso a obtener estos productos. Asimismo se han enviado boletines informativos a los padres para proporciona apoyo disciplinario si estos están experimentando problemas en esta área. A los niños se les ha desplazado de su rutina diaria, y pueden expresar su descontento de diversas maneras. A todo el personal de la agencia se les está enviando actualizaciones y boletines informativos con respecto al COVID-19 para mantenerlos informados. Todos los iPads se han actualizado para que el personal los utilice para mantenerse en comunicación con los padres. También se les ha informado a los padres el horario de comidas de los distritos escolares para que puedan ir a recogerla y alimentar a sus hijos/as. Otros recursos disponibles son el Banco de Alimentos y el servicio de 2-1-1. Yolanda agregó que el programa contará con Zoom (una forma de video y telecomunicaciones). Este programa le permitirá a los maestros/as grabar la lectura de un cuento y podrán enviarla a los padres para que la compartan con sus hijos/as. Otro recurso que se está contemplando es Class Dojo, este programa aumentará la capacidad de conexión, y proporcionará mayor variedad de recursos para las familias. Ready Rosie y Ready Rosie Baby también se están utilizando ampliamente. Yolanda expresó un inmenso y sincero aprecio, y un gran orgullo por los empleados, señalado que ellos también tienen familias y preocupaciones por la situación por la que todos estamos atravesando, sin embargo han dado lo mejor de sí mismos para apoyar a las familias a las que servimos. En conclusión Yolanda agradeció al Concilio de Póliza por su apoyo, afirmando que todos estamos juntos y saldremos adelante.

12. **<u>Avisos de la presidenta del Concilio de Póliza</u> ~ Nila Hogan**
    Nila Hogan agradeció al Comité Ejecutivo por su participación. Expresó su agradecimiento por la disposición de participar en este marco de reunión, enfatizando lo importante que es para el programa, pero principalmente para los alumnos. Nila comunicó al grupo que había recibido una llamada de la maestra de su hijo y le complacía el saber que el personal de la agencia se estaba conectando con las familias para proporcionarles recursos. Agregó que su hijo pudo cruzar algunas palabras con su maestra. Esto motivó a que el niño pusiera más empeño en sus tareas escolares, sabiendo que la Señorita Norma estaría llamando. Nila enfatizó la importancia de esta llamada para ella, y está segura que también tendrá mucho significado para otros padres. Para concluir Nila expresó su aprecio al personal por ofrecer alternativas (como la teleconferencia) para conducir esta junta, indicando que era reconfortante poder reunirse y tomar acción en las propuestas del programa, sin tener que reunirse en público. Ella concluyó expresando nuevamente su gratitud a todos por su participación.

13. **<u>Conclusión</u> ~ Presidenta**
    La junta concluyó a las 6:02 p.m. La próxima junta del Concilio de Póliza está programada para el 28 de abril 2020.

COMMUNITY ACTION PARTNERSHIP OF KERN
MEMORANDUM

To: Policy Council

From: Jerry Meade, Program Design and Management Administrator

Subject: *Agenda Item:* Head Start/Early Head Start Funding Opportunities – **Action Item**

Date: April 28, 2020

The Further Consolidated Appropriations Act of 2020 includes an increase in funding of $550 million over the fiscal year (FY) 2020 funding level for programs under the Head Start Act. A portion of this funding increase provides for a 2.0 percent cost of living adjustment (COLA), and Quality Improvement investments for Head Start. Pursuant to U.S Department of Health & Human Services funding guidance letter dated March 13, 2020 the COLA funds will be used to (1) permanently increase the Head Start pay scale by 2.0 percent, and (2) to offset higher operational costs. COLA funds are effective at the start of the Fiscal Year 2020 budget period and are retroactive to March 1, 2020. Quality Improvement Funds were allocated proportionately based on federal funded enrollment. The Head Start and each Early Head Start grant was allotted specific funding amounts in the funding guidance letter received.

Staff are requesting approval from the Policy Council to submit a funding application for HS/EHS Kern (09CH011132); EHS Child Care Partnership (09HP000163) and EHS San Joaquin (09CH011406) programs to the Office of Head Start prior to May 15, 2020. These applications will include both the COLA funding as well as the Quality Improvement funding for each grant. Below you will find a summary of the COLA and Quality Improvement funding priorities with a budget detail by major cost category for each grant.

COLA
The COLA applications will request the following funding amounts as indicated in the funding guidance received from Office of Head Start, Region IX. The primary intent of these funds will be used to permanently increase staff salaries and EHS Child Care Partners contracts by 2.0 percent. Remaining funds will we used to offset costs to fringe benefits and utilities. Once the funding award is received, adjustments will be made to the Head Start pay scale and any staff member currently employed on April 29, 2020 will receive a retroactive payment back to March 1, 2020. The funding amount per grant for COLA is:

- Head Start/Early Head Start Kern COLA - $513,437
- Early Head Start Child Care Partnership COLA - $45,937
- Early Head Start San Joaquin COLA - $105,383

Quality Improvement
The program is proposing to use Quality Improvement funds to invest into program efforts and activities that help better incorporate a trauma-informed approach that will support children, families, and staff impacted by adverse experiences. The expansion of mental health professionals including behavioral specialists, contracted professionals, and additional support staff in the classrooms make up the primary use of this funding for all HS/EHS grants. The remaining funds will be used to offset cost associated with professional development designed to support staff in support those impacted by adverse experiences. The funding amount per grant for Quality improvement is:

- Head Start/Early Head Start Kern Quality Improvement - $513,558
- Early Head Start Child Care Partnership Quality Improvement - $55,632
- Early Head Start San Joaquin Quality Improvement - $114,558

The attached document provides budget detail by major cost category for the review and consideration of the Policy Council. In total, this funding opportunity will provide an additional $1,348,505 in Head Start funding. Policy Council approval is required to submit these applications, as well as approve the permanent increase of 2.0 percent to the Head Start pay scale with a March 1, 2020 effective date.

Recommendation

Staff recommends the Policy Council approve the submission of the Head Start and Early Head Start Cost of Living Adjustment (COLA) and Quality Improvement funding applications and changes to the Head Start pay scale.

Attachments:

Budget Overview

Community Action Partnership of Kern
Head Start and Sate Child Development Division
Cost of Living Adjustment (COLA) and Quality Improvement (QI) Funding by Category
Budget Overview

Head Start & Early Head Start Kern (09CH011132)

CATEGORY/LINE ITEM	TOTAL	Head Start QI	Head Start COLA	Early Head Start QI	Early Head Start COLA
SUMMARY LINE ITEM BUDGET - BASE GRANT					
a. PERSONNEL (6a)	**727,425**	**260,883**	**245,656**	**88,487**	**132,399**
b. FRINGE BENEFITS (6b)	**120,899**	**43,359**	**40,829**	**14,706**	**22,005**
h. OTHER (6h)	**75,971**	**11,048**	**21,195**	**43,719**	**9**
4. Utilities	21,204	0	21,195	0	9
16. Training or Staff Development	54,767	11,048	0	43,719	0
INDIRECT	**102,700**	**35,032**	**34,187**	**16,324**	**17,157**
TOTALS	**1,026,995**	**350,322**	**341,867**	**163,236**	**171,570**

Early Head Start Child Care Partnership (09HP000163)

CATEGORY/LINE ITEM	TOTAL	Early Head Start QI	Early Head Start COLA
SUMMARY LINE ITEM BUDGET - BASE GRANT			
a. PERSONNEL (6a)	**57,076**	**38,769**	**18,307**
b. FRINGE BENEFITS (6b)	**14,239**	**11,300**	**2,939**
h. CONTRACTUAL (6f)	**20,097**	**0**	**20,097**
INDIRECT	**10,157**	**5,563**	**4,594**
TOTALS	**101,569**	**55,632**	**45,937**

Early Head Start San Joaquin (09CH011406)

CATEGORY/LINE ITEM	TOTAL	Early Head Start QI	Early Head Start COLA
SUMMARY LINE ITEM BUDGET - BASE GRANT			
a. PERSONNEL (6a)	**151,742**	**74,355**	**77,387**
b. FRINGE BENEFITS (6b)	**48,205**	**29,789**	**18,416**
INDIRECT	**19,994**	**10,414**	**9,580**
TOTALS	**219,941**	**114,558**	**105,383**

COMMUNITY ACTION PARTNERSHIP OF KERN
MEMORANDUM

To: Policy Council
From:



Jerry Meade, PDM Administrator

Date: April 29, 2020

Subject: *Agenda Item:* Office of Head Start CARES Act Funding request – **Info Item**

On March 27, 2020, President Trump signed the Coronavirus Aid, Relief, and Economic Security (CARES) Act 2020. This legislation includes $750 million for programs under the Head Start Act to support preventative, preparedness, and response activities related to the coronavirus. $500 million is available to grantees to operate a supplemental summer program and $250 million is available for one-time activities in response to the COVID-19 situation.

Through guidance receive from Program Instruction (ACF-PI-HS-20-03) dated April 14, 2020, grantees were advised to submit an application for funding to support a Summer Bridge program as well as funding to support a wide range of one-time, specific actions or activities in response to COVID-19. Based on this guidance, staff began the development of these application even though a specific dollar amount per grant has yet to be determined.

Summer Bridge
Staff are currently developing a Summer Bridge program model to support families of Head Start Pre-K children that will be transitioning to Kindergarten in the Fall of 2020 and children with an Individualized Education Plans (IEP). This program would consist of a 6-week highly focused Kindergarten Readiness program to address any lost learning opportunities experienced from the program closure in mid-March. Currently staff are polling families to validate the total number of children that would participate if this program were to open. Class sizes will be determined based on this demand and new safety regulation required for program services. This data is essential for developing staffing patterns which in turn is the largest component of the budget development process. Staff will continue to work on building this program option and provide updates to the board as we near completion.

COVID-19
The second funding opportunity available within the CARES Act is to address one-time activities in response to COVID-19. Staff are tracking expenses that were not anticipated but a necessary result of the COVID-19 situation. These expenses include provisions of meals and snacks not reimburse by the USDA, the purchasing of necessary supplies, investing in technology infrastructure, and emergency assistance needs. In planning for the return of services, staff are preparing to obligate action steps necessary to maintain and resume operations including facility sanitation, mental health consulting, the purchases of Personal Protective Equipment (PPE) supplies, professional development/training on infectious disease management, and other such related expenses. All of these aforementioned expenses qualify

for COVID-19 supplemental funds. Staff will continue to develop budgetary estimates to include in this funding application.

The Office of Head Start has indicated that approval from governing bodies will be waived as a condition of funding as long as efforts are made to keep the governing bodies abreast. With this said, staff are committed to maintaining CAPK's customary and usual practices. We will keep the Policy Council's Executive Committee informed as this funding opportunity materializes leading up to the application deadline of May 15, 2020.

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 March 31, 2020 – Info Item

Date: April 28, 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 second-year budget period is March 1, 2020 through February 28, 2021.

The following are highlights of the Kern Head Start Budget to Actual Report for the period March 1, 2020 through March 31, 2020. One month (100%) of the twelve-month budget period has elapsed.

Base Funds
Overall expenditures are at 6% 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 1% of the budget.

Non-Federal Share (Head Start and Early Head Start Combined)
Non-Federal share is at 0% of the budget. Non federal share has not been calculated for the current fiscal year due classroom closures.

Community Action Partnership of Kern
Head Start - Kern
Budget to Actual Report
Budget Period: March 1, 2020 - February 28, 2021
Report Period: March 1, 2020 - March 31, 2020
Month 1 of 12 (8.33%)

Prepared 4/22/2020

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	8,617,742	515,808	8,101,934	6%	94%
FRINGE BENEFITS	3,145,745	198,571	2,947,174	6%	94%
TRAVEL	0	0	0		
EQUIPMENT	0	0	0		
SUPPLIES	592,203	21,455	570,748	4%	96%
CONTRACTUAL	112,749	8,484	104,265	8%	92%
CONSTRUCTION	191,358	0	191,358		
OTHER	2,935,604	231,018	2,704,586	8%	92%
INDIRECT	1,497,958	97,534	1,400,424	7%	93%
TOTAL BASE FUNDING	**17,093,359**	**1,072,869**	**16,020,490**	**6%**	**94%**

TRAINING & TECHNICAL ASSISTANCE

TRAVEL	45,136	0	45,136	0%	100%
SUPPLIES	23,986	0	23,986	0%	100%
CONTRACTUAL	10,005	0	10,005	0%	100%
OTHER	82,315	1,880	80,435	2%	98%
INDIRECT	16,144	188	15,956	1%	99%
TOTAL TRAINING & TECHNICAL ASSISTANCE	**177,586**	**2,068**	**175,518**	**1%**	**99%**

GRAND TOTAL HS FEDERAL FUNDS	**17,270,945**	**1,074,937**	**16,196,008**	**6%**	**94%**

HEAD START and EARLY HEAD START KERN NON-FEDERAL SHARE

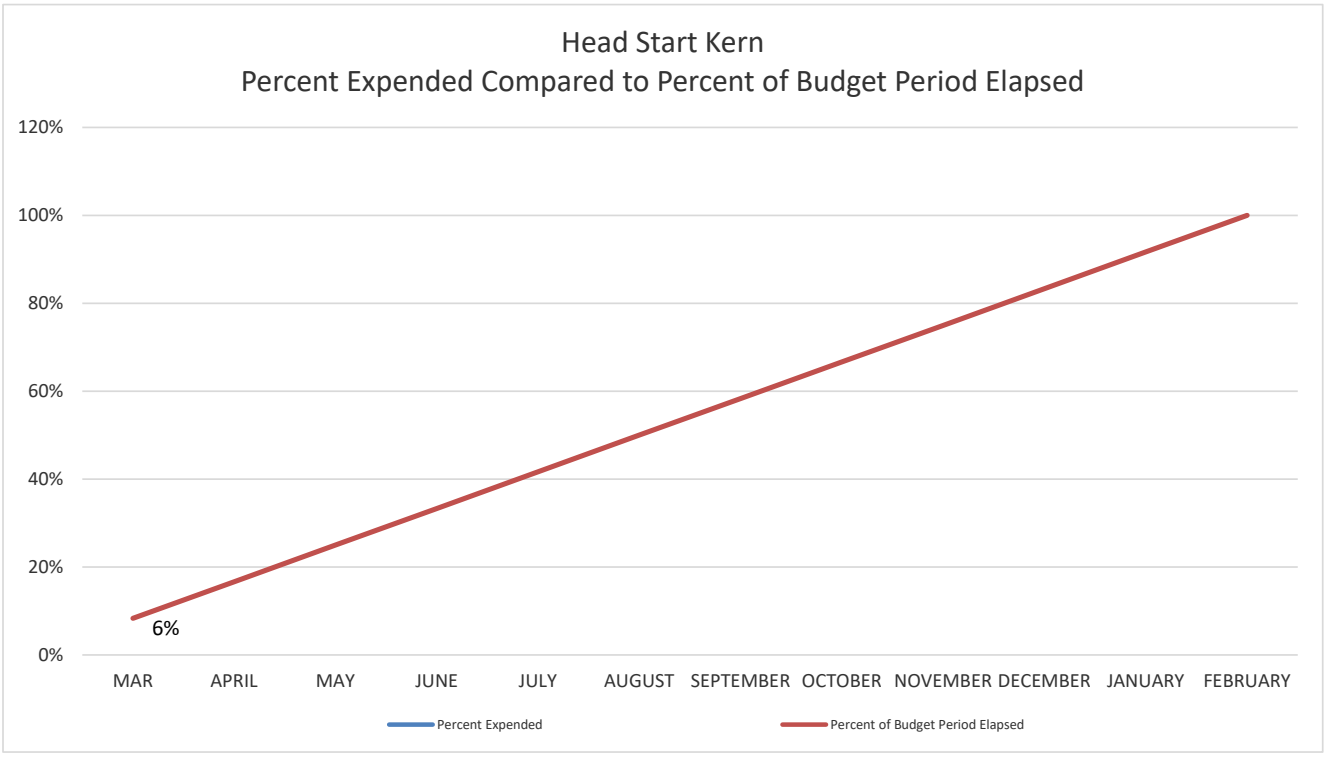
SOURCE	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
IN-KIND	1,567,638		1,567,638	0%	100%
CALIF DEPT OF ED	5,130,608		5,130,608	0%	100%
TOTAL NON-FEDERAL	**6,698,246**	**0**	**6,698,246**	**0%**	**100%**

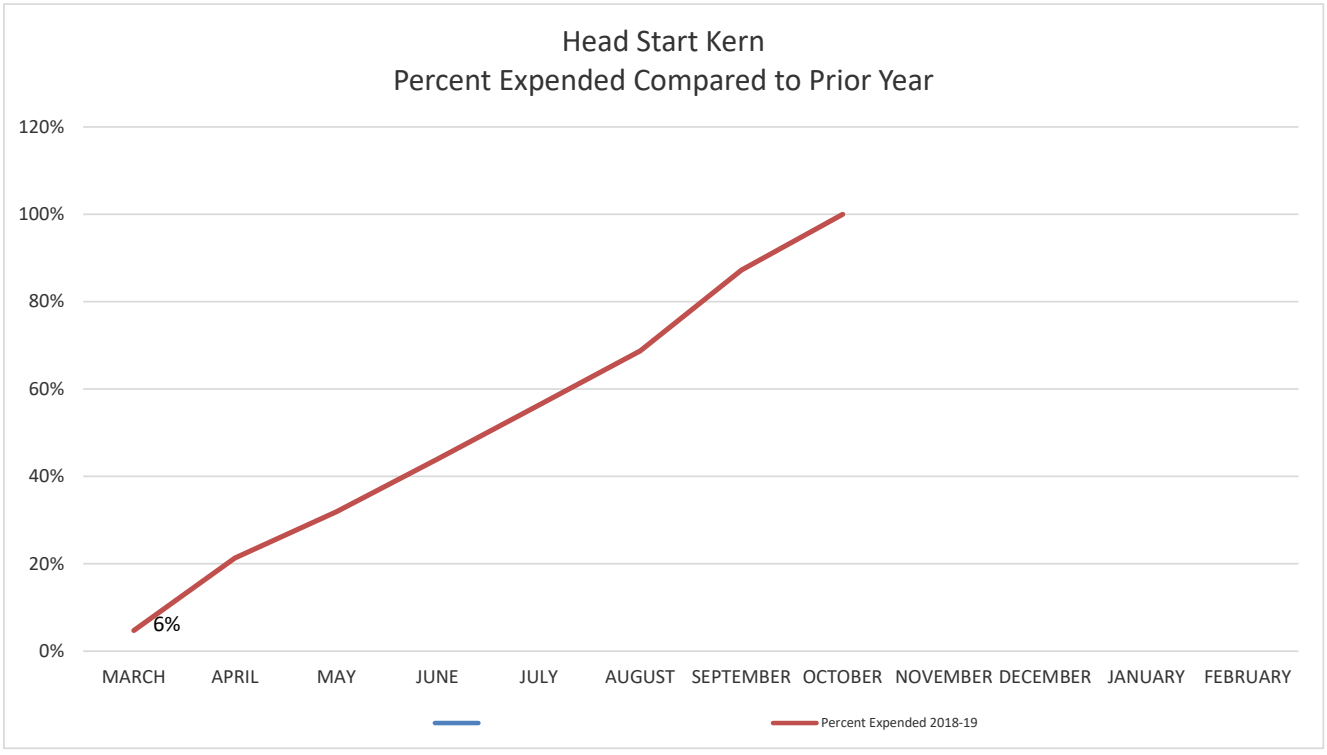
Actual expenditures include posted expenditures and estimated adjustments through 3/31/2020

Administrative Cost for HS and EHS Kern **10.0%**

Agency-Wide Credit Card Report

	CURRENT	1 TO 30	31 TO 60	61 TO 90	TOTAL	STATEMENT DATE
Wells Fargo	17,843				**17,843**	4/1/2020
Lowe's	14,007				**14,007**	3/25/2020
Smart & Final	523				**523**	3/3/2020
Save Mart	596				**596**	4/7/2020
Chevron & Texaco Business Card	4,736				**4,736**	4/26/2020
Home Depot	5,951				**5,951**	4/5/2020
	43,657	**0**	**0**	**0**	**43,656**	


Head Start Kern
Percent Expended Compared to Percent of Budget Period Elapsed
120%
100%
80%
60%
40%
20%
0%
6%
MAR
APRIL
MAY
JUNE
JULY
AUGUST
SEPTEMBER
OCTOBER
NOVEMBER
DECEMBER
JANUARY
FEBRUARY
Percent Expended
Percent of Budget Period Elapsed


Head Start Kern
Percent Expended Compared to Prior Year
120%
100%
80%
60%
40%
20%
0%
6%
MARCH
APRIL
MAY
JUNE
JULY
AUGUST
SEPTEMBER
OCTOBER
NOVEMBER
DECEMBER
JANUARY
FEBRUARY
Percent Expended 2018-19

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 March 31, 2019 – Info Item

Date: April 28, 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 second-year budget period is March 1, 2020 through February 28, 2021.

The following are highlights of the Kern Head Start Budget to Actual Report for the period March 1, 2020 through March 31, 2020. One month (8.33%) of the twelve-month budget period has elapsed.

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

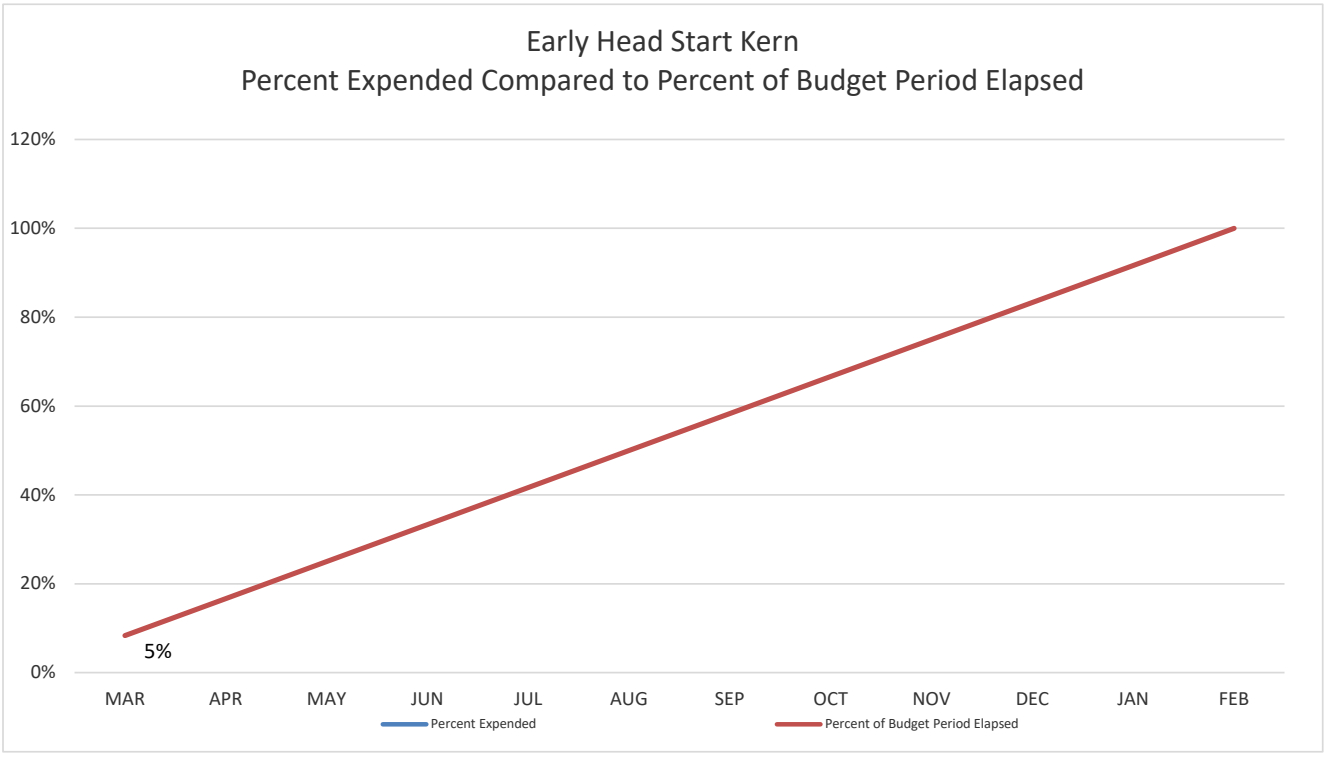
Training & Technical Assistance Funds
Overall expenditures are at 10% of the budget.

Community Action Partnership of Kern
Early Head Start - Kern
Budget to Actual Report
Budget Period: March 1, 2020 - February 28, 2021
Report Period: March 1, 2020 - March 31, 2020
Month 1 of 12 (8.33%)

Prepared 3/13/20

BASE FUNDS	**BUDGET**	**ACTUAL**	**REMAINING**	**% SPENT**	**% REMAINING**
PERSONNEL	4,346,346	226,423	4,119,923	5%	95%
FRINGE BENEFITS	1,551,385	77,763	1,473,622	5%	95%
TRAVEL	0	62	(62)		
EQUIPMENT	0	0	0		
SUPPLIES	433,822	23,779	410,043	5%	95%
CONTRACTUAL	64,349	1,588	62,761	2%	98%
CONSTRUCTION	610,874	0	610,874		
OTHER	802,984	54,189	748,795	7%	93%
INDIRECT	768,737	38,380	730,357	5%	95%
TOTAL BASE FUNDING	**8,578,497**	**422,184**	**8,156,313**	**5%**	**95%**
TRAINING & TECHNICAL ASSISTANCE					
TRAVEL	36,140	165	35,975	0%	100%
SUPPLIES	6,807	0	6,807	0%	100%
CONTRACTUAL	7,169	4,543	2,626	63%	37%
OTHER	103,144	10,787	92,357	10%	90%
INDIRECT	15,326	1,549	13,777	10%	90%
TOTAL TRAINING & TECHNICAL ASSISTANCE	**168,586**	**17,044**	**151,542**	**10%**	**90%**
GRAND TOTAL EHS FEDERAL FUNDS	**8,747,083**	**439,228**	**8,307,855**	**5%**	**95%**

Actual expenditures include posted expenditures and estimated adjustments through 3/31/2020


Early Head Start Kern
Percent Expended Compared to Percent of Budget Period Elapsed
120%
100%
80%
60%
40%
20%
0%
5%
MAR
APR
MAY
JUN
JUL
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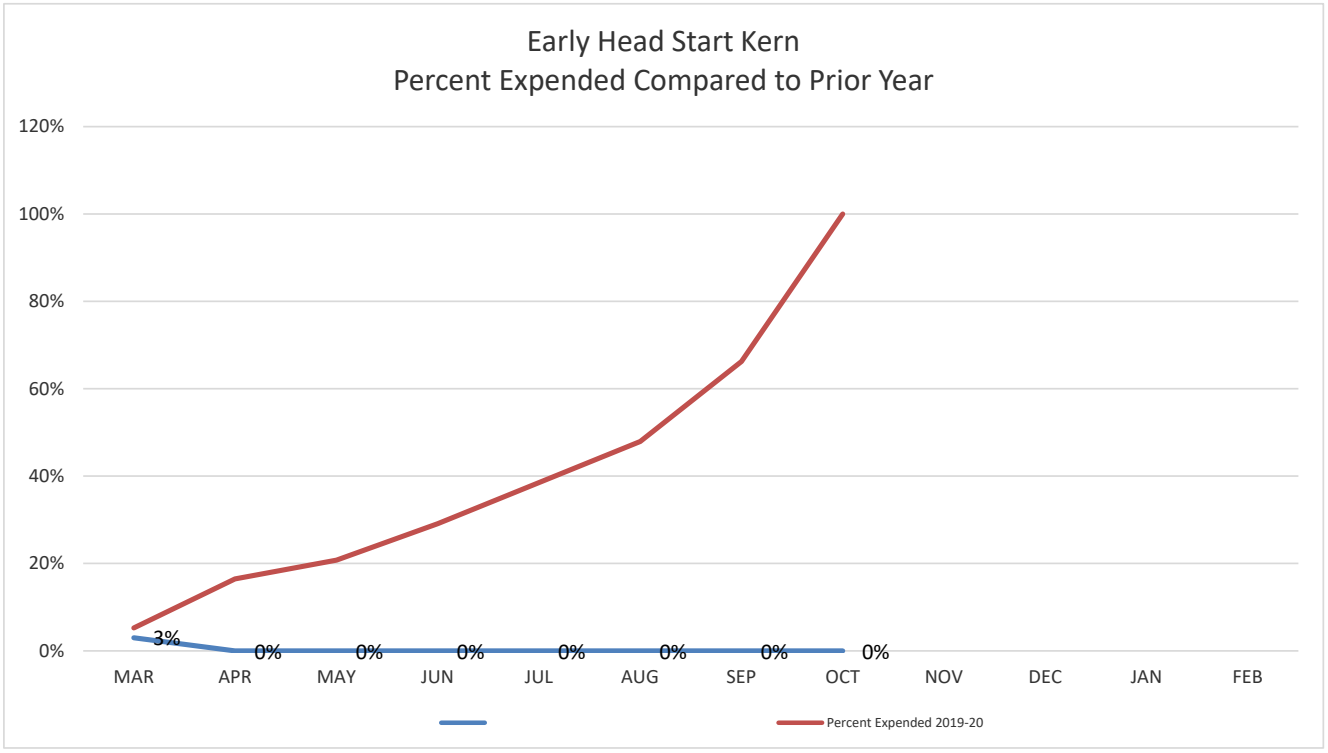
FEB
Percent Expended
Percent of Budget Period Elapsed


Early Head Start Kern
Percent Expended Compared to Prior Year
120%
100%
80%
60%
40%
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MAY
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JUL
AUG
SEP
OCT
NOV
DEC
JAN
FEB
Percent Expended 2019-20

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 March 31, 2020 – Info Item

Date: April 28, 2020

The following are highlights of the San Joaquin Early Head Start Budget to Actual Report for the period February 1, 2020 through March 31, 2020. Two months (16.67%) of the 12-month budget period have elapsed.

Base Funds
Overall expenditures are at 20% of the budget, which is on trend compared to last year at this time.

Training & Technical Assistance Funds
Overall expenditures are at 6% of the budget. The combined personnel and fringe benefits expenses are at 15% of the budget.

Non-Federal Share
Non-Federal share is at 3% of the budget.

Community Action Partnership of Kern

Early Head Start - San Joaquin County

Budget to Actual Report

Budget Period: February 1, 2020 - January 31, 2021

Report Period: February 1, 2020 - March 31, 2020

Month 2 of 12 (16.67%)

Prepared 4/22/2020

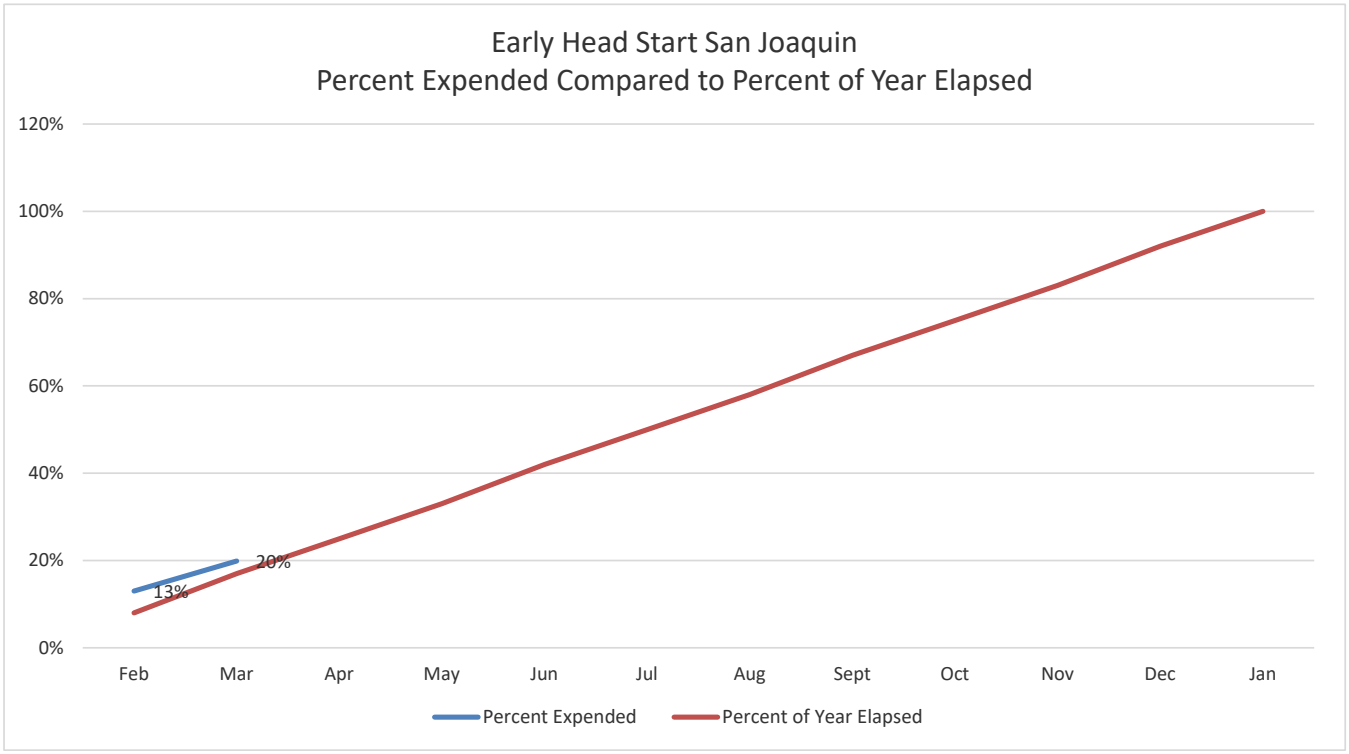
BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	3,237,521	614,752	2,622,769	19%	81%
FRINGE BENEFITS	916,396	191,682	724,714	21%	79%
TRAVEL	18,360	0	18,360	0%	100%
SUPPLIES	105,820	24,571	81,249	23%	77%
CONTRACTUAL	10,600	1,856	8,744	18%	82%
OTHER	521,927	130,819	391,108	25%	75%
INDIRECT	458,529	83,799	374,730	18%	82%
TOTAL	**5,269,153**	**1,047,479**	**4,221,674**	**20%**	**80%**
TRAINING & TECHNICAL ASSISTANCE FUNDS					
PERSONNEL	21,912	3,773	18,139	17%	83%
FRINGE BENEFITS	13,758	1,713	12,045	12%	88%
TRAVEL	18,226	0	18,226	0%	100%
SUPPLIES	6,815	0	6,815	0%	100%
CONTRACTUAL	3,845	0	3,845	0%	100%
OTHER	43,785	512	43,273	1%	99%
INDIRECT	10,834	600	10,234	6%	94%
TOTAL	**119,175**	**6,598**	**112,577**	**6%**	**94%**
GRAND TOTAL EHS FEDERAL FUNDS	**5,388,328**	**1,054,077**	**4,334,251**	**20%**	**80%**

NON-FEDERAL SHARE	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
IN-KIND	1,347,082	39,786	1,307,296	3%	97%
TOTAL NON-FEDERAL FUNDS	**1,347,082**	**39,786**	**1,307,296**	**3%**	**97%**

Centralized Administrative Cost	7.7%
Program Administrative Cost	3.4%
Total Administrative Cost	**11.2%**

Budget reflects Notice of Award #09CH011406-01-00

Actual expenditures include posted expenditures and estimated adjustments through 3/31/2020


Early Head Start San Joaquin
Percent Expended Compared to Percent of Year Elapsed
120%
100%
80%
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40%
20%
0%
13%
20%
Feb
Mar
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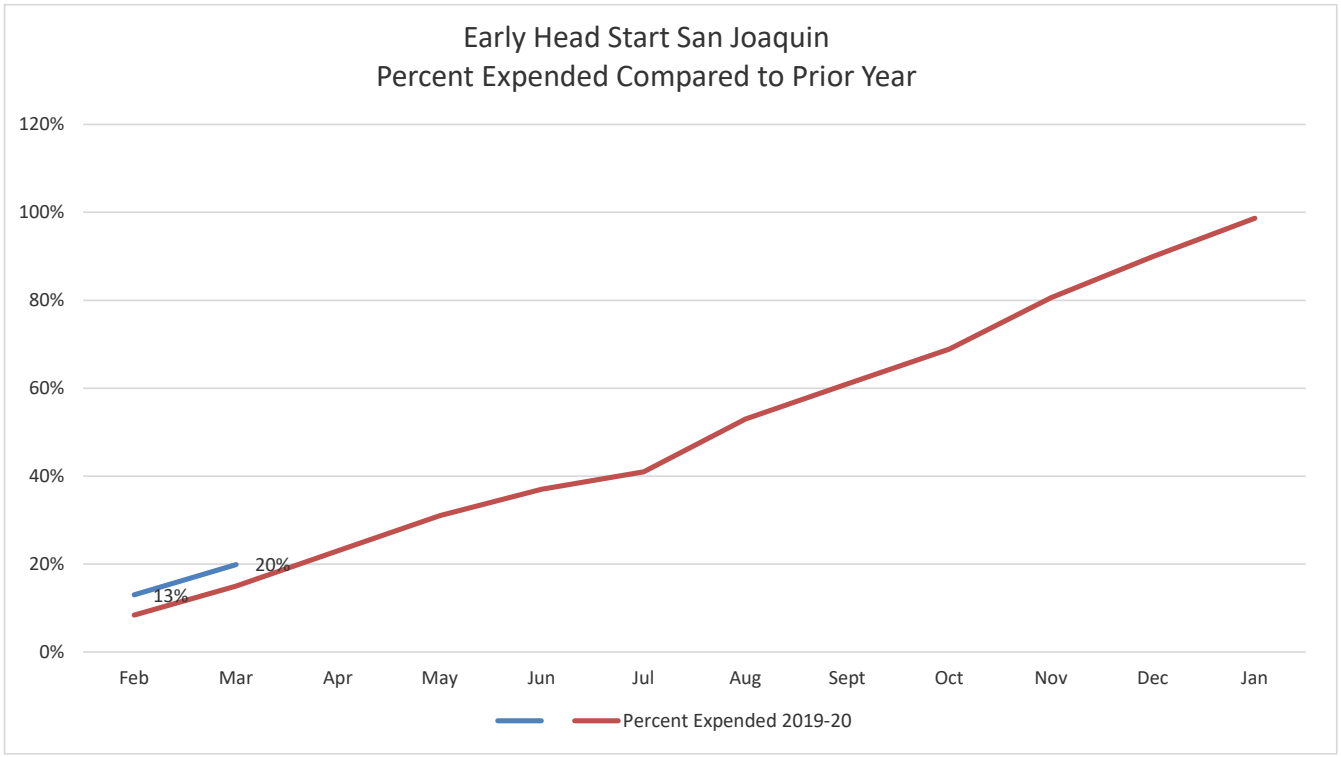
Percent Expended
Percent of Year Elapsed


Early Head Start San Joaquin
Percent Expended Compared to Prior Year
120%
100%
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13%
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Jan
Percent Expended 2019-20

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 March 31, 2020 – Info Item

Date: April 28, 2020

The following are highlights of the Early Head Start Child Care Partnerships & Expansion Budget to Actual Report for the period March 1, 2020 through March 31, 2020. One month (8.33%) of the 12-month budget period has elapsed.

Base Funds
Overall expenditures are at 4% of the budget.

Training & Technical Assistance (T&TA)
Overall expenditures are at 6% of the budget.

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

Community Action Partnership of Kern
Early Head Start Child Care Partnerships + Expansion
Budget to Actual Report
Budget Period: March 1, 2020 - February 29, 2021
Report Period: March 1, 2020 - March 31, 2020
Month 1 of 12 (8.33%)

Prepared 4/22/2020

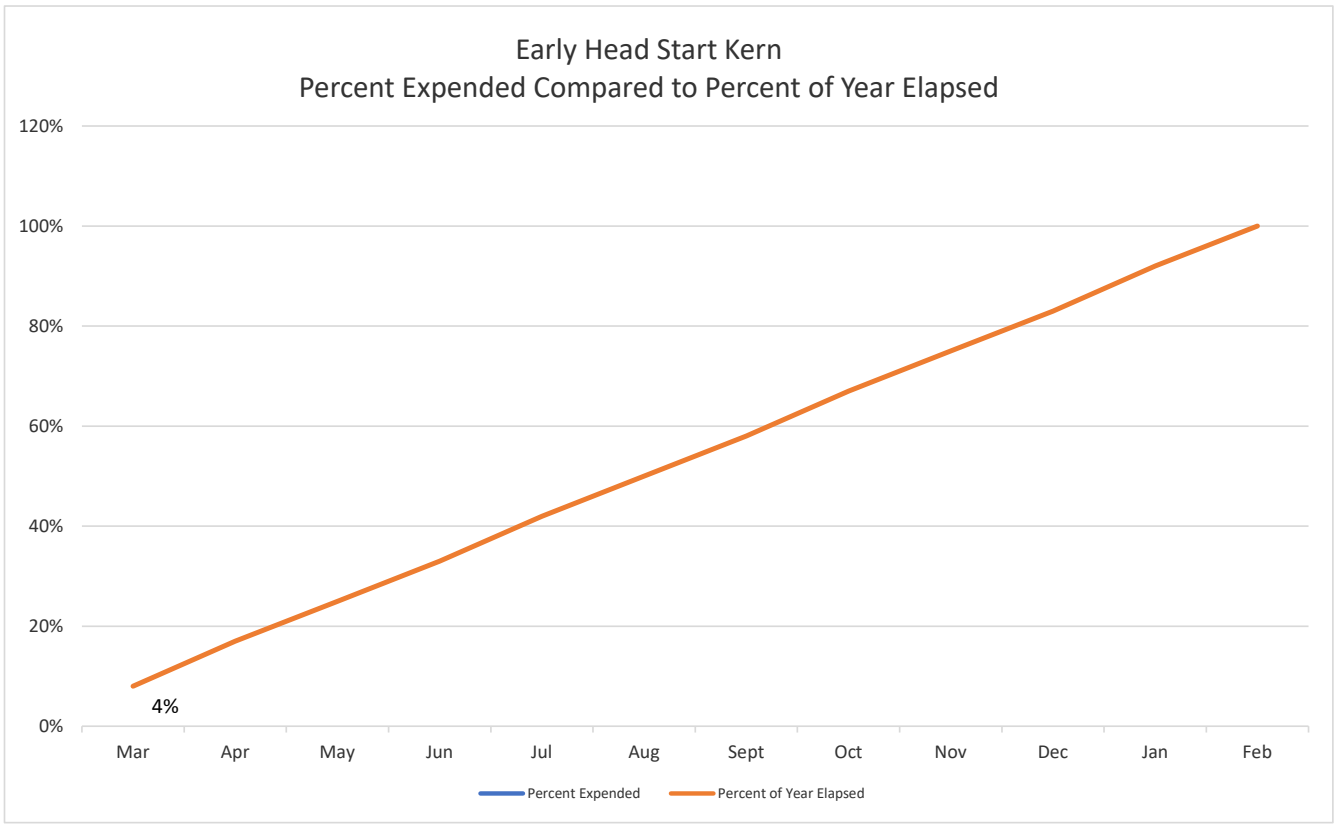
BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	704,216	22,565	681,651	3%	97%
FRINGE BENEFITS	208,046	5,402	202,644	3%	97%
SUPPLIES	28,175	218	27,957	1%	99%
CONTRACTUAL	1,009,556	30,349	979,207	3%	97%
OTHER	143,707	30,635	113,072	21%	79%
INDIRECT	203,138	7,613	195,525	4%	96%
TOTAL BASE FUNDING	**2,296,838**	**96,782**	**2,200,056**	**4%**	**96%**
TRAINING & TECHNICAL ASSISTANCE					
TRAVEL	5,294	0	5,294	0%	100%
SUPPLIES	16,391	58	16,333	0%	100%
OTHER	29,393	65	29,329	0%	100%
INDIRECT	5,107	287	4,820	6%	94%
TOTAL TRAINING & TECHNICAL ASSISTANCE	**56,185**	**3,160**	**53,025**	**6%**	**94%**
GRAND TOTAL EHS FEDERAL FUNDS	**2,353,023**	**401,510**	**1,951,513**	**17%**	**83%**

NON-FEDERAL SHARE

SOURCE	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
IN-KIND	588,256	0	588,256	0%	100%
TOTAL NON-FEDERAL	**588,256**	**0**	**588,256**	**0%**	**100%**

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

Actual expenditures include posted expenditures and estimated adjustments through 3/31/2020


Early Head Start Kern
Percent Expended Compared to Percent of Year Elapsed
120%
100%
80%
60%
40%
20%
0%
4%
Mar
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May
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Percent Expended
Percent of Year Elapsed

SAMHSA
Substance Abuse and Mental Health Services Administration

TAKING CARE OF YOUR BEHAVIORAL HEALTH

Tips For Social Distancing, Quarantine, And Isolation During An Infectious Disease Outbreak

What Is Social Distancing?

Social distancing is a way to keep people from interacting closely or frequently enough to spread an infectious disease. Schools and other gathering places such as movie theaters may close, and sports events and religious services may be cancelled.

What Is Quarantine?

Quarantine separates and restricts the movement of people who have been exposed to a contagious disease to see if they become sick. It lasts long enough to ensure the person has not contracted an infectious disease.

What Is Isolation?

Isolation prevents the spread of an infectious disease by separating people who are sick from those who are not. It lasts as long as the disease is contagious.

Introduction

In the event of an infectious disease outbreak, local officals may require the public to take measures to limit and control the spread of the disease. This tip sheet provides information about **social distancing**, **quarantine**, and **isolation**. The government has the right to enforce federal and state laws related to public health if people within the country get sick with highly contagious diseases that have the potential to develop into outbreaks or pandemics.

This tip sheet describes feelings and thoughts you may have during and after social distancing, quarantine, and isolation. It also suggests ways to care for your behavioral health during these experiences and provides resources for more help.

What To Expect: Typical Reactions

Everyone reacts differently to stressful situations such as an infectious disease outbreak that requires social distancing, quarantine, or isolation. People may feel:

- **Anxiety, worry, or fear related to:**
  - Your own health status
  - The health status of others whom you may have exposed to the disease
  - The resentment that your friends and family may feel if they need to go into quarantine as a result of contact with you
  - The experience of monitoring yourself, or being monitored by others for signs and symptoms of the disease
  - Time taken off from work and the potential loss of income and job security
  - The challenges of securing things you need, such as groceries and personal care items
  - **Concern** about being able to effectively care for children or others in your care
  - **Uncertainty or frustration** about how long you will need to remain in this situation, and uncertainty about the future
  - **Loneliness** associated with feeling cut off from the world and from loved ones
  - **Anger** if you think you were exposed to the disease because of others' negligence
  - **Boredom and frustration** because you may not be able to work or engage in regular day-to-day activities
  - **Uncertainty or ambivalence** about the situation
  - **A desire** to use alcohol or drugs to cope
  - **Symptoms of depression,** such as feelings of hopelessness, changes in appetite, or sleeping

too little or too much
- Symptoms of post-traumatic stress disorder (PTSD), such as intrusive distressing memories, flashbacks (reliving the event), nightmares, changes in thoughts and mood, and being easily startled

If you or a loved one experience any of these reactions for 2 to 4 weeks or more, contact your health care provider or one of the resources at the end of this tip sheet.

Ways To Support Yourself During Social Distancing, Quarantine, and Isolation

UNDERSTAND THE RISK

Consider the real risk of harm to yourself and others around you. The public perception of risk during a situation such as an infectious disease outbreak is often inaccurate. Media coverage may create the impression that people are in immediate danger when really the risk for infection may be very low. Take steps to get the facts:

- Stay up to date on what is happening, while limiting your media exposure. Avoid watching or listening to news reports 24/7 since this tends to increase anxiety and worry. Remember that children are especially affected by what they hear and see on television.
- Look to credible sources for information on the infectious disease outbreak (see page 3 for sources of reliable outbreak-related information).

BE YOUR OWN ADVOCATE

Speaking out about your needs is particularly important if you are in quarantine, since you may not be in a hospital or other facility where your basic needs are met. Ensure you have what you need to feel safe, secure, and comfortable.

- Work with local, state, or national health officials to find out how you can arrange for groceries and toiletries to be delivered to your home as needed.
- Inform health care providers or health authorities of any needed medications and work with them to ensure that you continue to receive those medications.

EDUCATE YOURSELF

Health care providers and health authorities should provide information on the disease, its diagnosis, and treatment.

- Do not be afraid to ask questions—clear communication with a health care provider may help reduce any distress associated with social distancing, quarantine, or isolation.
- Ask for written information when available.
- Ask a family member or friend to obtain information in the event that you are unable to secure this information on your own.

WORK WITH YOUR EMPLOYER TO REDUCE FINANCIAL STRESS

If you're unable to work during this time, you may experience stress related to your job status or financial situation.

- Provide your employer with a clear explanation of why you are away from work.
- Contact the U.S. Department of Labor toll-free at 1-866-487-2365 about the Family and Medical Leave Act (FMLA), which allows U.S. employees up to 12 weeks of unpaid leave for serious medical conditions, or to care for a family member with a

Toll-Free: 1-877-SAMHSA-7 (1-877-726-4727) | Info@samhsa.hhs.gov | http://store.samhsa.gov

serious medical condition.
- Contact your utility providers, cable and Internet provider, and other companies from whom you get monthly bills to explain your situation and request alternative bill payment arrangements as needed.

CONNECT WITH OTHERS

Reaching out to people you trust is one of the best ways to reduce anxiety, depression, loneliness, and boredom during social distancing, quarantine, and isolation. You can:

- Use the telephone, email, text messaging, and social media to connect with friends, family, and others.
- Talk "face to face" with friends and loved ones using Skype or FaceTime.
- If approved by health authorities and your health care providers, arrange for your friends and loved ones to bring you newspapers, movies, and books.

Sources for Reliable Outbreak-Related Information

Centers for Disease Control and Prevention
1600 Clifton Road
Atlanta, GA 30329-4027
1-800-CDC-INFO (1-800-232-4636)
http://www.cdc.gov

World Health Organization
Regional Office for the Americas of the World Health Organization
525 23rd Street, NW
Washington, DC 20037
202-974-3000
http://www.who.int/en

- Sign up for emergency alerts via text or email to ensure you get updates as soon as they are available.
- Call SAMHSA's free 24-hour Disaster Distress Helpline at 1-800-985-5990, if you feel lonely or need support.
- Use the Internet, radio, and television to keep up with local, national, and world events.
- If you need to connect with someone because of an ongoing alcohol or drug problem, consider calling your local Alcoholics Anonymous or Narcotics Anonymous offices.

TALK TO YOUR DOCTOR

If you are in a medical facility, you may have access to health care providers who can answer your questions. However, if you are quarantined at home, and you're worried about physical symptoms you or your loved ones may be experiencing, call your doctor or other health care provider:

- Ask your provider whether it would be possible to schedule remote appointments via Skype or FaceTime for mental health, substance use, or physical health needs.
- In the event that your doctor is unavailable and you are feeling stressed or are in crisis, call the hotline numbers listed at the end of this tip sheet for support.

USE PRACTICAL WAYS TO COPE AND RELAX

- Relax your body often by doing things that work for you-take deep breaths, stretch, meditate or pray, or engage in activities you enjoy.
- Pace yourself between stressful activities, and do something fun after a hard task.
- Talk about your experiences and feelings to loved ones and friends, if you find it helpful.
- Maintain a sense of hope and positive

thinking; consider keeping a journal where you write down things you are grateful for or that are going well.

AFTER SOCIAL DISTANCING, QUARANTINE, OR ISOLATION

You may experience mixed emotions, including a sense of relief. If you were isolated because you had the illness, you may feel sadness or anger because friends and loved ones may have unfounded fears of contracting the disease from contact with you, even though you have been determined not to be contagious.

The best way to end this common fear is to learn about the disease and the actual risk to others. Sharing this information will often calm fears in others and allow you to reconnect with them.

If you or your loved ones experience symptoms of extreme stress—such as trouble sleeping, problems with eating too much or too little, inability to carry out routine daily activities, or using drugs or alcohol to cope—speak to a health care provider or call one of the hotlines listed to the right for a referral.

If you are feeling overwhelmed with emotions such as sadness, depression, anxiety, or feel like you want to harm yourself or someone else, call 911 or the National Suicide Prevention Lifeline at 1-800-273-TALK (1-800-273-8255).

Helpful Resources

Hotlines

SAMHSA's Disaster Distress Helpline
Toll-Free: 1-800-985-5990 (English and español)
SMS: Text TalkWithUs to 66746
SMS (español): "Hablanos" al 66746
TTY: 1-800-846-8517
Website (English): http://www.disasterdistress.samhsa.gov
Website (español): https://www.samhsa.gov/find-help/disaster-distress-helpline/espanol

SAMHSA's National Helpline
Toll-Free: 1-800-662-HELP (24/7/365 Treatment Referral Information Service in English and español)
Website: http://www.samhsa.gov/find-help/national-help-line

National Suicide Prevention Lifeline
Toll-Free (English): 1-800-273-TALK (8255)
Toll-Free (español): 1-888-628-9454
TTY: 1-800-799-4TTY (4889)
Website (English): http://www.suicidepreventionlifeline.org
Website (español): http://www.suicidepreventionlifeline.org/gethelp/spanish.aspx

Treatment Locators

Behavioral Health Treatment Services Locator Website:
https://findtreatment.samhsa.gov

FindTreatment.gov
For help finding treatment 1-800-662-HELP (4357) https://findtreatment.gov/

SAMHSA Disaster Technical Assistance Center
Toll-Free: 1-800-308-3515
Email: DTAC@samhsa.hhs.gov
Website: http://www.samhsa.gov/dtac

Note: Inclusion or mention of a resource in this fact sheet does not imply endorsement by the Center for Mental Health Services, the Substance Abuse and Mental Health Services Administration, or the U.S. Department of Health and Human Services.

HHS Publication No. SMA-14-4894 (2014)

SHARE FACTS ABOUT COVID-19

Know the facts about coronavirus disease 2019 (COVID-19) and help stop the spread of rumors.

FACT 1

Diseases can make anyone sick regardless of their race or ethnicity.

Fear and anxiety about COVID-19 can cause people to avoid or reject others even though they are not at risk for spreading the virus.

FACT 2

For most people, the immediate risk of becoming seriously ill from the virus that causes COVID-19 is thought to be low.

Older adults and people of any age who have serious underlying medical conditions may be at higher risk for more serious complications from COVID-19.

FACT 3

Someone who has completed quarantine or has been released from isolation does not pose a risk of infection to other people.

For up-to-date information, visit CDC's coronavirus disease 2019 web page.

FACT 4

There are simple things you can do to help keep yourself and others healthy.

- Wash your hands often with soap and water for at least 20 seconds, especially after blowing your nose, coughing, or sneezing; going to the bathroom; and before eating or preparing food.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Stay home when you are sick.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.

FACT 5

You can help stop COVID-19 by knowing the signs and symptoms:

- Fever
- Cough
- Shortness of breath

Seek medical advice if you

- Develop symptoms

AND

- Have been in close contact with a person known to have COVID-19 or if you live in or have recently been in an area with ongoing spread of COVID-19.

cdc.gov/COVID-19

CS 315446-A 03/16/2020

ACF Administration for Children and Families	U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES	
	1. Log No. ACF-PI-HS-20-03	2. Issuance Date: 04/14/2020
	3. Originating Office: Office of Head Start	
	4. Key Words: Coronavirus Aid, Relief, and Economic Security Act; Appropriations; Fiscal Year (FY) 2020; COVID-19	

PROGRAM INSTRUCTION

TO: Head Start and Early Head Start Grantees and Delegate Agencies

SUBJECT: FY 2020 Supplemental Funds in Response to the Coronavirus Disease 2019 (COVID-19)

INSTRUCTION:

This Program Instruction (PI) provides information about supplemental funds available for Head Start programs in response to coronavirus disease 2019 (COVID-19).

On March 27, 2020, President Trump signed into law the Coronavirus Aid, Relief, and Economic Security (CARES) Act, 2020 [P.L. 116-136]. This legislation includes $750 million for programs under the Head Start Act to support preventative, preparedness, and response activities related to the coronavirus. Of this amount, up to $500 million is available for programs to operate supplemental summer programs and about $250 million is available for one-time activities in response to COVID-19.

Supplemental Summer Programs

As a result of the CARES Act, up to $500 million is available for supplemental grants to existing Head Start grantees to offer supplemental summer programs.

Purpose
Many Head Start programs are closed to prevent the spread of COVID-19 in their communities. Closures may result in months of lost learning opportunities and comprehensive services for children and their families. These losses will be compounded for children whose Head Start programs remain closed during summer months (whether in whole or in part). Research has shown that children tend to lose academic gains during the summer months; this is particularly true for children from low-income families. To offset these losses, Head Start programs can operate supplemental summer programs for a portion of their Head Start children who would otherwise not be served over the summer. Up to $500 million is available to fund grants for supplemental summer programs to existing Head Start grantees that can demonstrate the capacity to deliver high-quality summer learning experiences to promote school readiness and successful transitions to kindergarten.

These summer programs would primarily focus on children transitioning to kindergarten. Programs would be expected to do all of the following: provide social and emotionally supportive learning environments; consistent daily routines; support for families to bring their children up to date on needed medical, dental, and other follow-up services; and transition support for children and families to receiving schools.

Such summer programs also would afford parents and primary caregivers the opportunity to return to work, and connect to needed services and supports for mental health, parenting, and stable housing. Program staff working during the summer program would receive income and benefits, have an opportunity to work with children and families before they transition to kindergarten, and have access to professional development opportunities. Head Start programs that receive such funding should consider establishing or amending existing Memoranda of Understanding (MOUs) with receiving schools in order to build successful transition plans that include the transmission of health and other important information.

We understand this is a fluid situation and Head Start programs may not be able to fully predict whether they will be able to open their doors in time for a summer program. We ask programs to plan for a summer program with the assumption they will be able to operate. If programs are unable to operate as intended due to health and safety concerns, we will revisit our plans and funding decisions.

It is, of course, critical that Head Start programs continue to follow local and federal guidance from health departments and other authorities when determining how to implement a summer program that maintains the health and safety of children, families, and staff. Also, even when Head Start programs are able to open, there should be an understanding that families may choose not to return for the summer due to health concerns—for example, a family in which the child is living with their grandparents or someone else that is at higher risk for serious illness from COVID-19.

Summer Program Enrollment
Funding would be provided to grantees to operate a summer program that prioritizes enrollment for (1) currently enrolled children entering kindergarten at the beginning of the 2020–2021 program year and (2) currently enrolled children with Individualized Education Programs (IEPs). We estimate the available funding would be able to support summer programming for all of these children. Depending on the availability of funds, Head Start programs may also be able to serve other vulnerable populations that would greatly benefit from a summer program in addition to rising kindergarteners and children with IEPs.

Eligible Grantees
All Head Start programs that can demonstrate they have the capacity to deliver high-quality summer learning experiences to promote school readiness and successful transitions to kindergarten are eligible to apply. Head Start programs may not receive funds for days during the summer when they would already be fully operational. For example, Head Start programs already funded to be operational for the full calendar year for all children would not be eligible for this funding. If a program operates during the summer for a portion of its rising kindergarteners, it could apply for

funding to provide services to those rising kindergarteners and children on IEPs who would not be normally participate during the summer. No program option is excluded from this funding.

Grantees subject to competition for continued funding through the Designation Renewal System (DRS) are eligible to apply; however, the Administration for Children and Families (ACF) reserves the right to delay funding decisions until the outcome of the DRS competitions has been finalized.

How to Apply
Applicants must submit all required materials, as explained below.

Once made available in late April, eligible applicants must submit a **Summer Program Supplement** in the Head Start Enterprise System (HSES). Application for these funds is voluntary.

System for Award Management (SAM) Registration

The requirements for SAM registration have temporarily changed due to the federal government's response to the COVID-19 pandemic. To support entities impacted by COVID-19, applicants are not required to have an active SAM registration at the time of submission of the application. ACF encourages applicants to start their SAM registration early in the process, and the awarding agency may require documented proof of the registration submission confirmation after award.

Content of Applications
Applicants must address the following requirements in the application. The Application and Budget Justification should use 12-point font and not exceed 10 pages.

Program Schedule
Applicants must ensure the proposed summer program schedule reflects the total number of children anticipated to be served with the supplemental funding. We understand there might be some uncertainty considering the circumstances. For the center-based, family child care, and locally designed program options, the program schedule should include the number of classes, hours per day for each class, days per week, and total number of operational days that would be provided with this funding. For the home-based program option, the program schedule should identify the number of home visits, hours per home visit, number of socializations, and hours per socialization that would be provided with this funding.

Budget
Applicants will enter the budget for the summer program directly into the SF-424A. The budget should indicate funding needed to fully operate the summer program for the anticipated duration. Non-federal match is not needed for the application; see the section on Waiver of Non-Federal Match below.

Application and Budget Justification Narrative
Applicants must base their approach on prioritizing enrollment for currently enrolled children who are projected to enter kindergarten at the beginning of the 2020–2021

program year and currently enrolled children with an IEP. The budget justification should identify all costs by object class category for operations. It should identify the staff needed for summer operations, including the number of anticipated hours of staff time, taking into consideration the need to recruit staff to work in the program, oversight of operations, and the need to recruit families for participation. The budget should also consider classroom supplies, space costs, and any increased costs for health and mental health needs.

Supporting Documents
The grantee must submit a statement confirming that governing body and Policy Council members available for contact have given their approval of the Supplemental Summer Program application.

The application must be submitted on behalf of the authorizing official registered in the HSES.

All applications will be reviewed and awarded on a rolling basis. Applications are due by May 15, 2020. Applications received by this date will be reviewed and processed. If funds are still available, the Office of Head Start (OHS) may continue to accept applications until June 15, 2020 to make additional awards.

Reporting Requirements and Monitoring
Programs are required to report monthly enrollment of their summer program in the HSES. However, OHS will not consider the weeks or months in which the summer program is operational as part of the under-enrollment process. OHS will not conduct regular monitoring and Classroom Assessment Scoring System (CLASS): Pre-K® reviews of summer programs, but expects quality to be on par with normal operations. Programs are not required to submit Program Information Report (PIR) data on services provided. As always, OHS reserves the right to schedule a targeted review at any time if concerns arise.

One-Time Activities in Response to COVID-19

As a result of the CARES Act, approximately $250 million is available for grants to Head Start grantees for one-time activities in response to COVID-19. These funds are not limited to grantees that will operate supplemental summer programs.

Purpose
Head Start programs may need to undertake a wide range of one-time, specific actions or activities in response to COVID-19. Activities could include:

1. Mental health services, supports, crisis response, and intervention services.
2. Coordination, preparedness, and response efforts with state, local, tribal, and territorial public health departments and other relevant agencies.
3. Provision of meals and snacks not reimbursed by the U.S. Department of Agriculture (USDA).
4. Training and professional development for staff on infectious disease management.

5. Purchasing necessary supplies and contracted services to sanitize and clean facilities and vehicles.
6. Other actions that are necessary to maintain and resume the operation of programs, such as hiring substitute staff, investing in technology infrastructure, making improvements to air conditioning systems, or other emergency assistance.

Eligible Grantees
All Head Start, Early Head Start, and Early Head Start-Child Care Partnership grantees are eligible to receive funding for one-time activities in response to COVID-19.

How to Apply
For this funding, each grantee will be able to apply for a proportionate amount based on their total funded enrollment. These funds will be combined with the existing FY 2020 Cost-of-Living-Adjustment and Quality Improvement (COLA/QI) applications due on May 15, 2020. OHS will provide further guidance and instruction. Awards are expected to be processed beginning in June.

Waiver of Non-Federal Match

The COVID-19 pandemic, a national emergency, is seriously affecting economic conditions in communities throughout the nation. The Head Start Act recognizes that lack of resources in a community adversely impacted by a major disaster may prevent Head Start grantees from providing all or a portion of their required non-federal contribution. OHS has determined that the widespread impact of the COVID-19 pandemic adversely impacts all Head Start grantees. Consequently, OHS will approve all requests for waivers of non-federal match associated with the following funds for fiscal year 2020: COLA, QI, and funding associated with COVID-19. In order to request a waiver of non-federal match, place the amount of $0 in Section C of your SF-424A in your application. No separate waiver request is required. The issuance of a notice of award constitutes approval of the requested waiver.

Additional Reporting Requirements

The CARES Act contains the following reporting requirements in Section 15011 for grantees receiving COVID-19 related funding:

Not later than 10 days after the end of each calendar quarter, any grantee that is an entity receiving more than $150,000 total in funds under the CARES Act (P.L. 116-136), the Coronavirus Preparedness and Response Supplemental Appropriations Act (P.L. 116-123), the Families First Coronavirus Response Act (P.L. 116-127), or any other Act primarily making appropriations for the Coronavirus response and related activities, shall submit to the Secretary and the Pandemic Response Accountability Committee a report. This report shall contain:

1. The total amount of funds received from the U.S. Department of Health and Human Services (HHS) under one of the foregoing enumerated Acts
2. The amount of funds received that were expended or obligated for each project or activity
3. A detailed list of all projects or activities for which large covered funds were expended or obligated, including the:

    a. Name and description of the project or activity
    b. Estimated number of jobs created or retained by the project or activity, where applicable
4. Detailed information on any level of sub-contracts or sub-grants awarded by the covered recipient or its sub-contractors or sub-grantees to include the data elements required to comply with the Federal Funding Accountability and Transparency Act of 2006 allowing aggregate reporting on awards below $50,000 or to individuals, as prescribed by the director of the Office of Management and Budget

"Covered recipients" are defined in Section 15011 as:

- Any entity that receives large covered funds
- Includes any state, the District of Columbia, and any territory or possession of the United States

"Large covered funds" are defined in Section 15011 as:

- Covered funds that amount to more than $150,000

Information on how to meet these reporting requirements will be provided at a later date.

Additional Information

Additional information and materials on COVID-19, including summer programming, are available on the Head Start COVID-19 Response page on the Early Childhood Learning and Knowledge Center (ECLKC) website. This webpage will continue to be updated on an ongoing basis in the coming weeks and months.

Please direct any questions regarding this PI to your Regional Office.

Thank you for your work on behalf of children and families.

/ Dr. Deborah Bergeron /

Dr. Deborah Bergeron
Director
Office of Head Start
Office of Early Childhood Development

CALIFORNIA COMPLETE COUNT – CENSUS 2020

BE COUNTED, CALIFORNIA!

CALIFORNIA IS COMMITTED TO THE CENSUS

California is committed to a complete and accurate count, inclusive of our immigrant populations. California has invested more resources than any other state to ensure our outreach and education efforts are robust and effective. California is committed to working with partners to monitor the federal effort, dispel fear and misinformation, and ensure Californians understand their protections under Title 13.

FREQUENTLY ASKED QUESTIONS

Will the 2020 Census include a question about citizenship?

- The 2020 Census questionnaire will NOT include a question about an individual's citizenship status.

  Everyone, regardless of their immigration status, has certain basic rights. For those who have concerns about opening your doors, there are other ways you can participate. You can participate online and over the phone, from the comfort of your home or a community run assistance center. Please complete your census questionnaire. An incomplete questionnaire may increase your chances of non-response follow-up by the United States Census Bureau. Households will receive an invitation to respond online to the 2020 Census beginning March 12, 2020. Your participation is vital, and your information is protected.

Is private information protected?

- The United States Census Bureau (USCB) is required by law to protect any personal information it collects and keep it confidential.
- The USCB is bound by Title 13 of the United States Code. These laws not only provide the Bureau with authority for its work, but also stipulate strong protections for the information the census collects from individuals and businesses.
- The USCB uses responses to produce statistics.
- Private information may not be published when it is collected. After 72 years, it may be published for historical purposes by the National Archives. It is against the law to disclose or publish any private information that identifies an individual or business, such as names, addresses (including GPS coordinates), Social Security numbers, and telephone numbers.
- Answers cannot be used for law enforcement purposes or to determine personal eligibility for government benefits.
- Personal information cannot be used against respondents for the purposes of immigration enforcement.
- USCB employees are sworn to protect confidentiality. Every person with access to data is sworn for life to protect personal information and understands that the penalties for violating this law are applicable for a lifetime.
- Violating confidentiality or sharing the information other than for statistical purposes is a serious federal crime. Anyone who violates this law will face severe penalties, including a federal prison sentence of up to five years, a fine of up to $250,000, or both.

Why is it important for everyone to be counted in the census?

- Some federal funds, grants, and support to states, counties and communities are based on population. It is critical for everyone to be counted, regardless of immigration status. When you respond to the census, you help your community get its fair share of federal funds.
- Businesses use census data to decide where to build factories, offices and stores, and this creates jobs.
- Developers use census data to build new homes and revitalize neighborhoods.
- Local governments use census data for public safety and emergency preparedness.

What is the California Census Office doing to encourage participation?

- California's Census Office is supporting a robust, coordinated outreach and communication effort focused on reaching the hard-to-count (HTC) population.
- The Census Office is collaborating with counties, local governments, tribal governments, regional and statewide community-based organizations, education, and other sectors.
- Communication efforts will aim to help Californians understand that their information will remain private and dispel misinformation.

How do you get counted?

- Starting mid-March 2020, each household will receive a letter in the mail informing them of the options for filling out the census questionnaire. That includes online, by phone, or by a requested paper form.
- Households that do not fill out the questionnaire during the self-response period will be contacted by the USCB during Non-Response Follow-Up.
  - **March 12-20:** Households will receive an invitation to respond online to the 2020 Census. Some households will also receive paper questionnaires.
  - **March 16-24:** A reminder letter will be sent.
  - **If you still have not responded:**
    - **March 26-April 3:** A reminder postcard will be sent.
    - **April 8-16:** A reminder letter and paper questionnaire will be sent.
    - **April 20-27:** A final reminder postcard before the USCB follows up in person.
- USCB enumerators may contact households that submit partially filled-out questionnaires in an effort to obtain complete answers.

What should Californians be aware of when filling out the census?

- It is critical to be cautious of any requests that seem suspicious.
- The USCB will never ask for the following:
  - Payment to fill out the questionnaire
  - Social Security number
  - Financial information
- USCB field staff will always show a valid Census Bureau ID. You can confirm that they are a USCB employee by entering their name into the **Census Bureau Staff Search** or by contacting the California **Regional Office**.
- It is a federal crime to impersonate a federal official, anyone who violates this law is subject to imprisonment.

CALIFORNIA COMPLETE COUNT – CENSUS 2020

BE COUNTED, CALIFORNIA!

EL ESTADO DE CALIFORNIA ESTA COMPROMETIDO CON EL CENSO

El estado de California sigue comprometido a un conteo completo y preciso, inclusivo de nuestra comunidad inmigrante. California ha invertido más recursos que cualquier otro estado para asegurar que nuestros esfuerzos de comunicación y educación sean amplios y eficaces. El estado de California está comprometido a trabajar con nuestros colaboradores para monitorear el esfuerzo federal, eliminar temores y desinformación, y asegurar que los californianos entiendan sus protecciones bajo el Título 13.

PREGUNTAS MAS FRECUENTES

¿El cuestionario del Censo 2020 incluirá una pregunta sobre el estatus de la ciudadanía?

- El cuestionario del Censo 2020 NO incluirá una pregunta sobre el estatus de la ciudadanía de un individúo.

  Todos, sin importar sus estatus migratorio, tienen derechos fundamentales. Para aquellos que temen abrir sus puertas, hay otras maneras de participar. Se puede participar por teléfono, por internet, desde la seguridad de su hogar o en un centro de asistencia local. Por favor llene su cuestionario. Un cuestionario incompleto puede incrementar la posibilidad de que la Oficina del Censo de los EE. UU. conduzca seguimiento. Las viviendas recibirán información para responder por internet al Censo 2020 a partir del 12 de marzo 2020. Su participación es vital y su información será protegida.

¿Está protegida la información privada?

- La ley requiere que la Oficina del Censo de los EE. UU. proteja y mantenga la confidencialidad de la información personal que reciba.
- La Oficina del Censo de los EE. UU. se dirige de acuerdo al Título 13 del Código de los Estados Unidos. Estas leyes proveen a la oficina la autoridad para su trabajo, pero también estipulan protecciones fuertes para la información que colecta como parte del censo.
- La Oficina del Censo de los EE. UU. utiliza las respuestas para producir estadísticas.
- Su información privada no puede ser publicada cuando es recolectada. Después de 72 años, puede ser publicada con fines históricos por los Archivos Nacionales. Es ilegal revelar o publicar cualquier información privada que identifique a un individuo o a un negocio. Esto incluye la dirección (coordenadas de GPS), el número de seguro social y el número de teléfono.
- Las respuestas no pueden ser utilizadas para propósitos de seguridad pública o para determinar elegibilidad de beneficios públicos.
- La información personal contenida en las respuestas del cuestionario no se puede utilizar con el propósito de hacer cumplir la ley de inmigración.
- Los empleados de la Oficina del Censo de los EE. UU. han jurado proteger la confidencialidad. Todas personas con acceso a estos datos personales juran proteger la información personal y entienden que las penalizaciones asociadas con violar la ley se aplican por vida.
- El violar la confidencialidad o el compartir información fuera de los propósitos estadísticos es un crimen federal serio. Cualquier persona que rompa esta ley enfrentará penalizaciones severas. Esto puede incluir una multa de hasta $250,000 y/o cinco años de prisión federal.

¿Por qué es importante que todos sean contados en el censo?

- Algunos fondos federales, subsidios, y apoyo a los estados, los condados y las comunidades se distribuyen a base de la población. Es crítico que todos sean contados, sin importar su estatus

migratorio. Cuando tú respondes al censo, ayudas a que tu comunidad reciba los fondos federales que merece.

- Los negocios utilizan datos del censo para decidir en donde van a construir fábricas, oficinas y tiendas. Esto ayuda a crear empleos.
- Los desarrolladores de comunidades utilizan los datos del censo para construir viviendas y revitalizar vecindarios.
- Los gobiernos locales utilizan datos del censo para proveer seguridad pública y para prepararse para emergencias.

¿Qué está haciendo El Conteo Completo de California – Censo 2020?

- El Conteo Completo de California – Censo 2020 está apoyando un esfuerzo de comunicaciones coordinado y extenso, enfocado en las poblaciones que son difíciles de contar.
- El Conteo Completo de California – Censo 2020 está colaborando con condados, gobiernos locales, gobiernos tribales, organizaciones comunitarias regionales y estatales, sectores de educación y otros sectores.
- Los esfuerzos de comunicación ayudarán a los californianos entender que su información se mantendrá privada y eliminarán la desinformación.

¿Cómo te puedes hacer contar?

- A mediados de marzo 2020, cada vivienda recibirá una carta por correo con información de las diferentes opciones para llenar el cuestionario del censo. Esto incluye por internet, por teléfono, o por correo al pedir la forma.
- Las viviendas que no llenen su cuestionario durante este periodo serán contactadas por la Oficina del Censo de los EE. UU. durante el periodo de seguimiento en los hogares que no han respondido.
  - **12-20 de marzo:** Las viviendas recibirán una invitación para llenar el cuestionario por internet. Algunas viviendas también recibirán el cuestionario por correo.
  - **16-24 de marzo:** Se mandará una carta recordatoria.
  - **Si no ha respondido:**
    - **26 de marzo-3 de abril:** Se mandará una postal recordatoria.
    - **8 de abril-16 de abril:** Se mandará otra carta recordatoria y el cuestionario por correo.
    - **20 de abril-27 de abril:** Se mandará una postal recordatoria final antes de que la Oficina del Censo de los EE. UU. haga un seguimiento en persona.
- Es posible que los empleados de la Oficina del Censo de los EE. UU. contacten a las viviendas que no llenaron los cuestionarios por completo para obtener respuestas.

¿Qué deben saber los californianos al llenar el censo?

- Es importante tener precaución con cualquier solicitud que parezca sospechosa.
- La Oficina del Censo de los EE. UU. nunca pedirá lo siguiente:
  - Pago para llenar el cuestionario
  - Número de seguro social
  - Información financiera
- Los empleados de la Oficina del Censo de los EE. UU. siempre mostrarán una identificación válida que incluya una fotografía, una marca de agua del Departamento de Comercio y una fecha de vencimiento. Si todavía tiene preguntas o dudas, llame al 800-923-8282 para hablar con un representante de la Oficina del Censo.
- Es un crimen federal hacerse pasar como un oficial federal. Cualquier persona que rompa esta ley puede ser sujeto a prisión.

Education and Wellness Updates for April 2020

Hello Policy Council, Executive Committee. My name is Carolyn Coffey and my fellow Education Coordinator, Amanda Espitia, and I would like to provide you with a few updates from our team.

The Education and Wellness team have been busy creating new ways to communicate with parents and staff during the COVID-19 Stay-at-Home order.

Each team has been sending daily emails to teachers that contain Smore newsletters so that teachers can share with their parents. These newsletters contain videos, activities, and helpful articles to help children and families to cope during this time. We have implemented the Family Engagement tab in Learning Genie so that teachers can communicate daily with parents to share the newsletters and to conduct parent/teacher conferences.

We feel that it is important that parents receive this daily communication and know that CAPK is here for them and available to provide support if needed. Teachers are still reaching out to parents to get everyone fully engaged in Learning Genie.

We have also posted many resources on our social media pages (Twitter, Facebook, Pinterest, and Instagram). These resources range from Family Engagement activities, Health and Nutrition, Disabilities, Educational experiences, Mental Health and Wellness, and Community Resources that can be helpful for our participants.

If you have not done so already, please join Learning Genie, Ready Rosie, and follow us on social media. You can sign up for Learning Genie and Ready Rosie through your child's teacher.

Here are the links to our pages to make it a little easier to access:

Twitter
https://twitter.com/hashtag/capkheadstart

Facebook
https://www.facebook.com/CAPKHeadStart/

Instagram
https://www.instagram.com/capkheadstart

Pinterest
https://www.pinterest.com/CAPKHeadStart/

Ready Rosie
https://youtu.be/dzifYyaEZXA English
https://youtu.be/Ld6KFYgDhL0 Spanish

Learning Genie
https://www.learning-genie.com/

Smore Links:

Hello, Wonderful Children!
https://www.smore.com/hbdag

Spring break week
https://www.smore.com/ksbj2

Child abuse prevention and awareness month
https://www.smore.com/zyre8

Let's Discover
https://www.smore.com/3tmsf

Family connection is key
https://www.smore.com/zfvps

Amazing, at Home Activities
https://www.smore.com/u5dzc

Please feel free to contact me if you have any questions. Have a wonderful day and stay healthy

Carolyn Coffey
Education Coordinator
ccoffey@capk.org

Kern County Library

https://www.kerncountylibrary.org/virtual/

All Kern County Library Branches Closed March 17th-May 1st for COVID-19 ~~ Learn about our Virtual Programming and Access Learning Links

The Kern County Library, at the direction of the Kern County Administrative Office and Kern County Department of Public Health, in an effort to address the recommendations made by Governor Gavin Newsom and the State of California for COVID-19, will be making significant changes to Library operations. For the safety of the families we serve, all Kern County Library branches will be closed beginning Tuesday, March 17th through Monday, April 13th, 2020. All scheduled meetings, events, programs, or gatherings are cancelled until further notice.

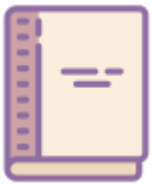
Please visit our Health Resources page for more information about COVID-19, health concerns, and links to County departments and updates.

IMPORTANT INFORMATION



Extended Due Dates

All due dates for materials currently checked out from a Kern County Library location will be extended through the closure. Materials will be due back to the Kern County Library on **Friday, April 17.** We encourage customers to keep materials at home instead of returning them to a book drop during the closure.



Library Holds

All physical holds currently ready for pickup will be available when we reopen. Holds through the OverDrive platform will operate as normal.
***Don't want to wait for holds? We recommend using Hoopla or RBDigital for instance access!*
Our ZipBooks service is also still active!



WiFi at Every Branch

Although physical library buildings will be closed, all branches will temporarily maintain WiFi Access 24/7.
***Please Note: As of 3/20, a "shelter-in-place" order has been given by California Governor Gavin Newsom and that individuals should only leave their home for essential activities.*



eLibrary

With our eLibrary, residents will continue to have access to our digital collection from the comfort of their home. Our digital items automatically return and do not incur late fees. Our eLibrary services include:

- OverDrive
- Hoopla*
- RBDigital
- CloudLibrary

**We have temporarily increased Hoopla checkouts from 3/mo. to 6/mo.*



eLibrary Card

Kern County residents can now request an eLibrary card via email! Our eLibrary card can by used to access our online databases and eLibraries.
To apply for a card, visit: Apply for an eLibrary card

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.