COMMUNITY ACTION PARTNERSHIP *of* KERN
BOARD OF DIRECTORS MEETING
Per Governor's Executive Order N-25-20
Meeting to be held via Tele-Conference
(213) 204-2374 - Conference ID: 649 420 756#
Join Microsoft Teams Meeting
Members of the public may join the tele-conference or listen to the call from the CAPK office at 5005 Business Park North, Bakersfield, CA
May 27, 2020
12:00 pm

AGENDA

I. Call to Order

a. Roll Call

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

II. Approval of Agenda

III. Approval of Meeting Minutes

a. Minutes of April 29, 2020 Board of Directors Meeting – ***Action Item (p. 4-10)***

IV. Introduction of Guests / Public Forum

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

V. Special Presentation:

a. CCS Fundraising Development Assessment Final Report Summary Presentation – Pritika Ram, Director of Administration and Aashika Patel, Corporate Vice President of CCS Fundraising ***(p. 11-47)***

VI. New Business

a. Request Approval to Submit the 2020 -2022 Home Visiting Program (HVP) Contract with the County of Kern – Esperanza Contreras, Partnership Administrator – ***Action Item (p. 48-72)***

b. CAPK Branding Manual – James Burger, Outreach & Advocacy Coordinator – ***Action Item (p. 73-83)***

c. Updated Plans for Reopening Full-Day & Summer Bridge Programs (6-Week Plan) – Yolanda Gonzales, Director of Head Start / State Child Development – ***Info Item (Verbal Report)***

d. Low-Barrier Homeless Navigation Center Update – Laurie Hughey, Low-Barrier Homeless Navigation Center Program Manager – ***Info Item (p. 84)***

e. Community Development Update – Pritika Ram, Director of Administration – ***Action Item***
   1. CAPK Monthly Program & Division Reports for April 2020 ***(p. 85-105)***
   2. Application Status Reports for March & April 2020 / COVID-19 Related Reports ***(p. 106-109)***
   3. Funding Requests
      i. California Department of Social Services for Food Bank Capacity Program ***(p. 110)***
      ii. United Way of Kern County Phase 37 for Food Bank Emergency Food & Shelter ***(p. 111)***
      iii. United Way of Kern County CARES Supplemental Funding for Food Bank Emergency Food and Shelter ***(p. 112)***
      iv. California Family Resource Association for East Kern Family Resource Center COVID-19 FRC Relief Funding ***(p. 113)***
      v. Kern County Department of Adult & Aging Services for 211 Information and Assistance ***(p. 114)***
      vi. County of Kern CARES Act for Food Insecurity Needs and Two Job Descriptions ***(p. 115-122)***

f. Head Start & Early Head Start Budget to Actual Reports – Heather McCarley, Finance Manager – ***Info Item***
   1. Kern Head Start Budget to Actual for the Period Ended April 30, 2020 ***(p. 123-125)***
   2. Kern Early Head Start Budget to Actual or the Period Ended April 30, 2020 ***(p. 126-128)***
   3. San Joaquin Early Head Start Budget to Actual or the Period Ended April 30, 2020 ***(p. 129-131)***
   4. Early Head Start Child Care Partnerships & Expansion Budget to Actual for the Period Ended April 30, 2020 ***(p. 132-134)***

g. Financial Statements, April 2020 – Tracy Webster, Chief Financial Officer – ***Action Item (p. 135-181)***

VII. Committee Reports

a. Executive Committee Report – Jeremy Tobias, Chief Executive Officer – ***Action Item***
   i. Minutes from the May 14, 2020 Committee Meeting ***(p. 182-185)***
   ii. Head Start Summer Bridge Program ***(p. 186-188)***
   iii. Determination of Board Member Potential Conflict of Interest ***(p. 189)***
   iv. Agency-Wide Budget Revision ***(p. 190-199)***
   v. Funding Requests
      1. Kern County Superintendent of Schools (KCSOS) Child & Family Services Agency Network for Children for the EKFRC Differential Response Program ***(p. 200)***
      2. USDA SNAP-Ed for the CAPK CalFresh Healthy Living Program ***(p. 201)***

VIII. Advisory Board Reports

a. Head Start Policy Council Report – Nila Hogan, Policy Council Representative – ***Action Item***
   i. May 2020 Policy Council Report ***(p. 202)***
   ii. April 28, 2020 Policy Council Minutes ***(p. 203-206)***

IX. Chief Executive Officer Report – Jeremy Tobias, Chief Executive Officer – ***Action Item (Verbal Reports)***

a. Reinstate Committee Meetings Beginning in June
b. COVID-19 Update

X. Board Member Comments

XI. Closed Session

a. CONFERENCE WITH LABOR NEGOTIATIONS

Agency designated representatives: Jeremy Tobias, Chief Executive Officer; Tracy Webster, Chief Financial Officer; Jay Rosenlieb, Klein DeNatale Goldner.

Employee Organization: SEIU Local 521 Representing Head Start Employees.

XII. Closed Session Report

a. Approval of SEIU Local 521 Agreement Representing Head Start Employees

XIII. Next Scheduled Meeting

Board of Directors Meeting
Wednesday, June 24, 2020
12:00 pm
5005 Business Park North
Bakersfield, CA 93309

XIV. Adjournment

This is to certify that this Agenda Notice was posted in the lobby of the CAPK Administrative Office at 5005 Business Park North, Bakersfield, CA and online at www.capk.org by 12:00 pm, May 22, 2020. Paula Daoutis, Administrative Coordinator.

COMMUNITY ACTION PARTNERSHIP *of* KERN
BOARD OF DIRECTORS MEETING
Per Governor's Executive Order N-25-20
Meeting was held via Tele-Conference
(213) 204-2374 – Conference ID: 205 440 135#
Members of the Public invited to join via tele-conference, or in person at
5005 Business Park North | Bakersfield, CA 93309
April 29, 2020

MEETING MINUTES

I. Call to Order

Chairman Curtis Floyd called the meeting to order at 12:07 pm via Tele-Conference with opportunity for the public to join at the Community Action Partnership of Kern Administrative Building, located at 5005 Business Park North, Bakersfield, CA.

a. Roll Call

Roll Call was taken with a quorum present:

Present: Janea Benton, Curtis Floyd, Nila Hogan, Maritza Jimenez, Mike Maggard (arrived at 12:12), Jonathan Mullings, Yolanda Ochoa, Marian Panos, Guadalupe Perez, Fred Plane, Ana Vigil (arrived at 12:15)

Absent: Jimmie Childress; Jose Gurrola, Craig Henderson, Michelle Jara-Rangel

Others Present: Jeremy Tobias, Chief Executive Officer; Yolanda Gonzales, Director of Head Start / State Child Development; Pritika Ram, Director of Administration; Carmen Segovia, Director of Health & Nutrition; Emilio Wagner, Director of Operations; Tracy Webster, Chief Financial Officer

II. Approval of Agenda

Motion was made and seconded to approve the Board of Directors Meeting Agenda for April 29, 2020, as amended to change Agenda Items VI(i) and VI(j) to Action Items; and to add Agenda Item VI(m). Carried by unanimous vote. (Plane/Benton).

III. Approval of Meeting Minutes

a. Minutes of the March 25, 2020 Board of Directors Meeting.

Motion was made and seconded to approve the minutes of the March 25, 2020 meeting. Carried by unanimous vote. (Ochoa/Benton).

IV. Introduction of Guests / Public Forum

No one addressed the Board.

V. Special Presentations

There was no Special Presentation

VI. New Business

a. 2020 Q1 Pension Plan Update – Tracy Webster, Chief Financial Officer and Tom Ming, Managing Director of Pensionmark – ***Action Item***

Tracy Webster introduced Tom Ming from Pensionmark who provided the Board with a summary of the Q1 e2020 403(b) and 401(a) plans. Tom reported that the market recovery has been good and assets in both plans have increased substantially since the end of quarter one and the funds are performing well.

Motion was made and seconded to approve the Q1 Pension Plan Update. Carried by unanimous vote (Ochoa/Hogan).

b. Allied Universal Security Services, Contract for Services Agreement (LBNC Security Contract) – Sheila Shegos, Outreach & Grant Administrator / Homeless Project Lead – ***Action Item***

Sheila Shegos reported that the Low Barrier Navigation Center is due do open in early May and will require two Security Guards 24/7, including weekends and holidays. Contract bids for onsite security were issued by the CAPK business office to seven pre-screened security vendors. Three of the seven vendors were fully responsive to the Request for Proposal (RFP) and scored by a point system and review panel of individuals from the CAPK business office and LBNC program. Allied Universal Security Services scored the highest and staff is proposing they be awarded the contract with a start date of May 4, 2020, and authorize the CEO to execute the contract.

Motion was made and seconded to approve the Allied Universal Security Services, Contract for Services Agreement (LBNC Security Contract) and authorize the CEO to execute the contract. Carried by unanimous vote (Plane/Benton).

c. Low-Barrier Homeless Navigation Center Update – ***Info Item***

Laurie Hughey provided a comprehensive update on the status of the Low Barrier Navigation Center, the proposed opening date, equipment deliveries, service contracts, and plans to deal with COVID-19 issues.

d. Head Start / Early Head Start Funding Opportunities – Jerry Meade, Program Design & Management Administrator – ***Action Item***

Jerry Meade reported that 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.

Motion was made and seconded to approve, with resolution, the submission of the Head Start / Early Head Cost of Living Adjustment (COLA) and Quality Improvement funding applications and changes to the Head Start pay scale. Carried my unanimous vote (Panos/Ochoa).

e. Office of Head Start CARES Act Funding Request – Yolanda Gonzales, Director of Head Start / State Child Development and Jerry Meade, Program Design & Management Administrator – ***Action Item***

Jerry Meade reported that the Coronavirus Aid, Relief, and Economic Security (CARES) Act of 2020 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. Staff has begun developing a Summer Bridge Program and it is expected that approval will be requested by the Executive Committee in mid-May once the dollar amount is received and the program plan is fully developed.

Motion was made and seconded to approve the Office of Head Start CARES Act Funding Request. Carried by unanimous vote (Vigil/Panos).

f. San Joaquin County Office of Education General Childcare Funding Opportunity – Jerry Meade, Program Design & Management Administrator – ***Action Item***

Jerry Meade reported that on September 18, 2019, staff received approval from the Board of Directors to apply for funding made available from San Joaquin County Office of Education (SJCOE) for General Child Care and Development (CCTR) funds. This funding will support the blending of CCTR funding with Early Head Start (EHS) funds to provide center-based services for children of families needing childcare for 8 hours or longer in order to work, attend school, or job-training. Since the Board approval, staff has been offered the opportunity to enter into contract with SJCOE with an award more than previously approved.

The amount of funding will now be $2,641,247. This is an increase of $268,126 stemming from a higher reimbursement rate from the California Department of Education. The funds will be used to expand EHS center-based slots by 24 for a total of 190. Additionally, the funding requested will expand service hours for all 190 slots using the blending methodology currently used in Kern.

Motion was made and seconded to approve, with resolution, the adjusted funding amount of the San Joaquin County Office of Education Funding Application for the San Joaquin County Early Head Start program. Carried by unanimous vote (Benton/Vigil).

g. 2020 Head Start Community Assessment Update – Jerry Meade, Program Design & Management Administrator – ***Action Item***

Jerry Meade reported the Community Action Partnership of Kern *2020 Head Start & Early Head Start Programs Community Assessment Update* details recent changes, conditions, and trends within CAPK's service areas and the Head Start/Early Head Start (HS/EHS) eligible population that could impact CAPK's HS/EHS programs. The Assessment document includes key findings that will drive informed decision making for the Head Start programs. Staff will use the data to support recommended program option changes to be presented later in the year.

Motion was made and seconded to approve the 2020 Head Start Community Assessment Update. Carried by unanimous vote (Maggard/Plane)

h. Community Development Update – Pritika Ram, Director of Administration – ***Action Item***
    1. CAPK Monthly Reports & Addendum
    2. Application Status Reports / COVID-19 Related Reports
    3. Funding Requests
        i. Wells Fargo for CAPK Food Bank Emergency Response
        ii. No Kid Hungry for CAPK Food Bank Emergency Response
        iii. No Kid Hungry for KLBNC Pass Through to Kern Homeless Continuum of Care
        iv. Kaiser Permanente for KLBNC Pass Through to Kern Homeless Continuum of Care
    4. Multiple Funders Funding Request

Pritika Ram provided the Community Development Division update, which included a summary of the monthly program reports, application status reports, and funding requests.

Motion was made and seconded to approve the Community Development Update. Carried by unanimous vote (Hogan/Ochoa).

i. Wipfli Review of Finance – Tracy Webster, Chief Financial Officer – ***Action Item***

Tracy Webster reported that CAPK engaged with Wipfli CPA's and consultants to complete a review of the Finance Department. Staff from Finance and Head Start Fiscal were interviewed, and the consultant offered strategies to streamline accounting processes to improve the reporting timeline. Recommendations in the following areas were presented to management: Purchasing, procurement and expenses; Vendor invoice processing; Disbursement approval; Payroll process; General ledger; Account segments; and Volunteer in-kind. The Finance team has created a timeline for making the recommended changes.

Janea Benton asked about costs associated with implementing the recommended improvements. Tracy replied that the highest cost is expected to be for the Volunteer in-kind, but staff is currently exploring if the current software can accommodate the recommendations for a minimal cost. Other software is already in place to move forward with the recommendations.

Motion was made and seconded to approve the Wipfli Financial Process Review Summary and authorize staff to implement recommendations described in the report. Carried by unanimous vote (Benton/Plane).

j. Wipfli Review of Human Resources – Tracy Webster, Chief Financial Officer – ***Action Item***

Tracy Webster reported that CAPK engaged with Wipfli CPA's and Consultants to complete a review of the Human Resources Department. The consultants interviewed staff and documented current practices and offered comprehensive recommendations for the Human Resources Department. Strategies to streamline tactical functions, adjust the HR organizational structure, and improve capacity of the HR department will support the overall organizational strategic plan. The Wipfli team identified 9 categories for improvement and the HR Department has made significant progress on each of the items, as outlined in the memo included in the agenda packet and further described by Tracy.

Motion was made and seconded to accept the Wipfli Human Resources Review and authorize staff to implement recommendations described in the report. Carried by unanimous vote (Plane/Vigil).

k. Head Start & Early Head Start Budget to Actual Reports – Heather McCarley, Finance Manager – ***Info Item***

1. Kern Head Start Budget to Actual for the Period ended March 31, 2020
2. Kern Early Head Start Budget to Actual for the Period Ended March 31, 2020
3. San Joaquin Early Head Start Budget to Actual for the Period Ended March 31, 2020
4. Early Head Start Child Care Partnerships & Expansion Budget to Actual for the Period Ended March 31, 2020

Heather McCarley provided the Head Start Kern Budget to Actual Report for the Period Ended March 31, 2020. One month (8.33%) of the twelve-month budget period has elapsed and overall Base Fund expenditures are at 6% of budget. Training & Technical Assistance Funds (T&TA) are at 1% of budget and Non-Federal Share is at 0% of budget. Non-Federal share has not been calculated for the current fiscal year due to classroom closures.

Heather McCarley provided the Early Head Start Kern Budget to Actual Report for the Period Ended March 31, 2020. One month (8.33%) of the twelve-month budget period has elapsed and overall Base Funds are at 5% of budget, T&TA expenditures are at 10% of budget.

Heather McCarley provided the San Joaquin Early Head Start Budget to Actual report for the Period Ended March 31, 2020. Two months (16.67%) of the 12-month budget period have elapsed and overall Base Fund expenditures are at 20% of budget. T&TA Funds are at 6% of budget and the Non-Federal Share is at 3% of budget.

Heather McCarley provided the Early Head Start Child Care Partnerships & Expansion Budget to Actual Report for the period ended March 31, 2020. One month (8.33%) of the 12-month budget period have elapsed. Overall Base Fund expenditures are at 4% of budget, T&TA funds are incurred as needed and are currently at 6% of budget. The Non-Federal Share is at 0% of budget. Non-Federal share has not been calculated for the current fiscal year due to classroom closures.

l. Financial Statements – March 2020 – Tracy Webster, Chief Financial Officer – ***Action Item***

Tracy Webster presented a copy of the Financial Statements for April 2020 and reported that it was not necessary to utilize the Wells Fargo line of credit in March. Due to COVID-19, the Central Kitchen was unable to serve meals for a 3-week period until a waiver was secured from the USDA. A significant decline in USDA revenue is expected and the gap will need to be picked up by Head Start funds.

CMAP is on target to fully receive the contract which had a $1,126,877 increase during the current year. Subsidized childcare payments are currently at 69.49% with a target for the period of 66.67%. It is likely that we may over-spend this contract as many families will not be migrating in the summer. Staff is in regular contact with CDE for their guidance about enrollment and earnings.

Center based state programs (CSPP, CMIG, and CCTR) reflect very low enrollment numbers for the months of July 2019 through January 2020. The target for enrollment for the current period is 75%. However, CMIG is currently at 33.29%, CSPP is at 60.19% and CCTR is at 60.40%.

The Finance Division has one vacancy and has been adapting to the partial telework work conditions with the shelter in place orders. Payroll has been processed, claims have been timely, and cash flow is being maintained during COVID-19.

The agency expenditures are currently at 5% for the year, which is less than the 8.33% budgeted. The Indirect Fund budget to actual report for March month end showed that revenue exceeded expenditures by $59,892 which is 11% of the budgeted indirect surplus. Overall expenditures are at 4.8% of budget and less than 8.33% at month 1 of the 12-month budget period.

Motion was made and seconded to approve the March 2020 Financial Statements. Carried by unanimous vote (Plane/Panos).

m. Resolution to Approve the Submission of the 2020 State of California Department of Community Services and Development for the 2020 Community Services Block Grant (CSBG) Cornavirus Aid, Relief, and Economic Security (CARES) Act – Jeremy Tobias, Chief Executive Officer – ***Action Item***

Jeremy Tobias reported that as part of the 2020 Coronavirus Aid, Relief, and Economic Security (CARES) Act emergency relief package, the State of California Department of Community Services and Development is issuing supplemental Community Services Block Grant (CSBG) funds for grantees to prevent, prepare for, or respond to the COVID-19.

CAPK was notified on April 28th that the funding allocation in the amount of $2,054,530 (Contract Number 20F-3654)for the contract term of July 1, 2020 to May 31, 2022, will be used toward COVID-19 emergency relief and budget detail and justification will be brought to the Board for review in the coming month.

Motion was made and seconded to approve Resolution #2020-06 to Submit the application and contract documents to the State of California Department of Community Services and Development for the 2020 Community Services Block Grant (CSBG) Coronavirus Aid, Relief, and Economic Security (CARES) Act, and further authorize the Chief Executive Officer to complete any and all application documents, contracts and required documentation for submittal to the State of California Department of Community Services and development on behalf of Community Action Partnership of Kern. Carried by unanimous vote (Plane/Benton)

VII. Committee Reports

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

i. Minutes from the April 9, 2020 Committee Meeting
ii. COVID-19 On-Site Employee Incentive Policy
iii. COVID-19 Temporary Suspension of Vacation Cap
iv. COVID-19 Program Update

Jeremy Tobias provided the Board with a summary of the Executive Committee meeting and noted that all action items were approved.

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

VIII. Advisory Board Reports

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

Nila Hogan provided the Head Start Policy Council Report on behalf of Nila Hogan for the month of April and provided a summary from the March meeting minutes.

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

IX. Chief Executive Officer Report

a. 2019 Annual Report and 2020 One-Sheet.

Jeremy Tobias notified the Board that copies of the 2019 Annual Report and the 2020 One-Sheet are being sent to each Board member. Additionally, a copy of the Annual Report and One-Sheet is included in the agenda packet.

b. COVID-19 Update ***(Verbal Report).***

Jeremy Tobias provided a verbal summary report regarding CAPK's response to the COVID-19 pandemic. The Food Bank continues to be on the front line of the impact, and we have seen a large increase in private donations as well as state and federal funds supporting the efforts at the Food Bank.

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

X. Board Member Comments

- Marian Panos said great job to the staff in these challenging times.
- Ana Vigil thanked staff for their efforts in the community during COVID-19. Ana also questioned if residents at the homeless shelter will be able to receive mail. Sheila Shegos said that it is not possible at this time due to the immediate needs of COVID-19, but those services are planned in the future.

XI. Closed Session

XII. Closed Session Report

XIII. Next Scheduled Meeting

Board of Directors Meeting
Wednesday, May 27, 2020
12:00 p.m.
5005 Business Park North
Bakersfield, CA 93309

XIV. Adjournment

The meeting adjourned at 1:53 p.m.



Community Action Partnership of Kern

Development Assessment

Final Report Summary Presentation

May 2020

FUNDRAISING

Introduction

- Community Action Partnership of Kern ("CAPK") retained CCS in March 2020 to conduct an assessment and establish a fundraising plan to activate the anticipated philanthropic Foundation.
- The assessment's key objectives were to:



Conduct an assessment of the fundraising program over the most recent five years.



Evaluate fundraising systems to optimize impact and efficiency.



Assess opportunities and new sources of revenue.



Recommend strategies for best practices.



Determine future staffing and resource allocation.



Evaluate marketing and communications collateral.

Methodology

The following methodology below was used to guide the assessment process:



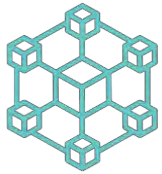
Strategic conversations with:

- Board, staff, and community partners



Data collection and research, including:

- Organizational documents
- Strategic plans
- Peer benchmarking
- Roster of Boards and Committees



Analysis and benchmarking of peer organizations, measuring:

- Board size
- Fundraising staff
- Funds raised
- Fundraising expenses

Assessment Overview

Assessment Accomplishments

- Assessment tools and materials developed
- Organizational data and materials collected and analyzed
- 32 invitations were extended to staff, board members, and external partners to participate in one-on-one strategic conversations about CAPK's plans:
  - 12 strategic conversations were completed with members of CAPK's staff
  - 6 strategic conversations were completed with board members or external partners
- Complete Final Report PPT presented to Ad Hoc Committee and Board
- Development Plan turned over under separate cover to CAPK

Strategic Conversation Participants (18)

Internal (12)

Maureen Andrew
James Burger
Raul Gallardo
Lois Hannible
Kathline Moessner
Jaime Orona
Pritika Ram
Carmen Segovia
Sheila Shegos
Jeremy Tobias
Emilio Wagner
Tracy Webster

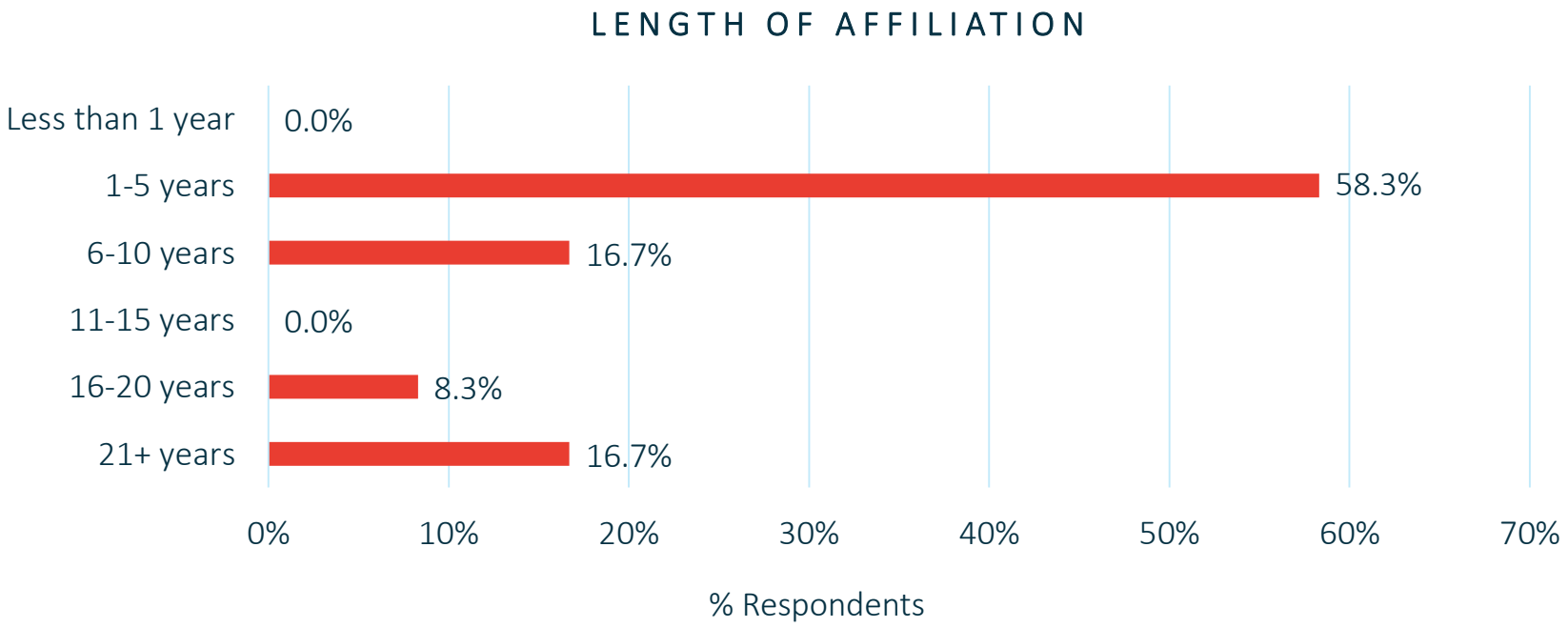
External (6)

Janea Benton
Jim and Beverly Camp
Tom Drulias
Curtis Floyd
Jeff Huckaby
Fred Plane

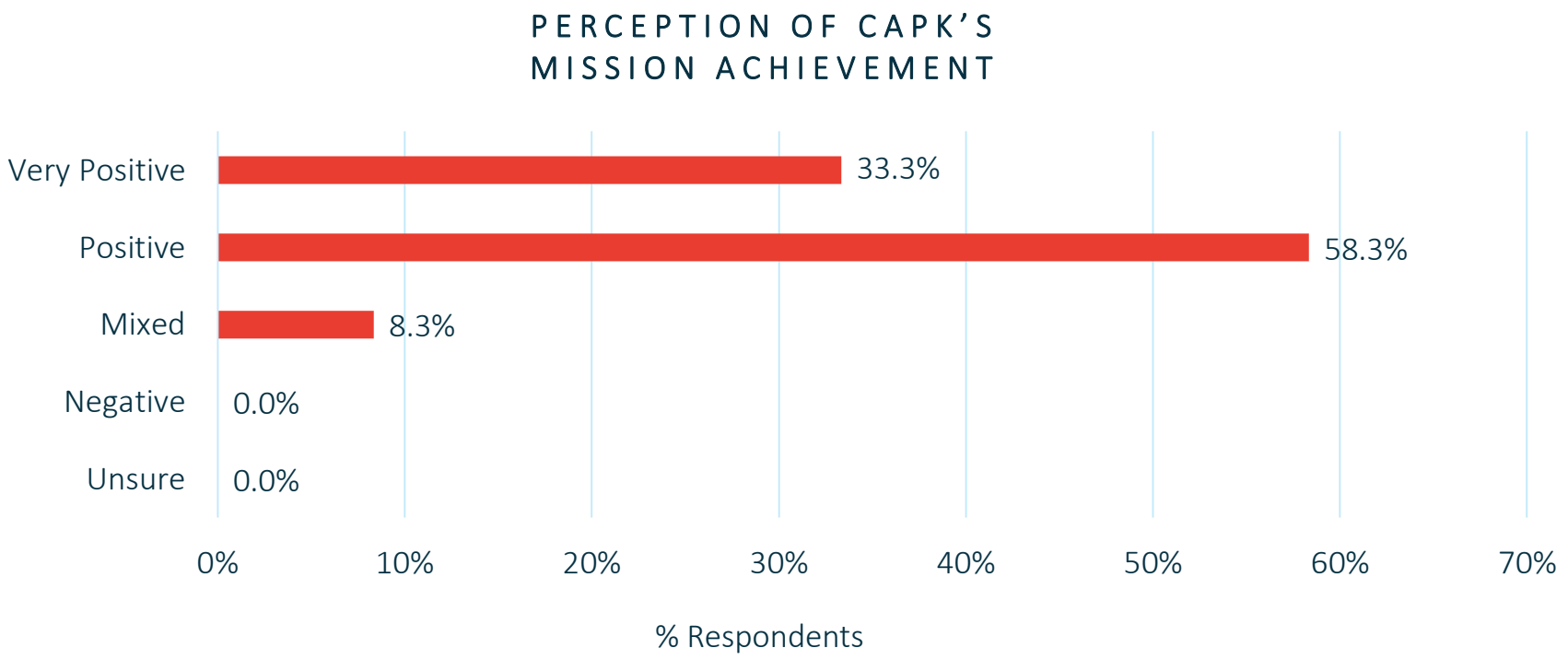
Internal Interview Findings

Constituency Overview

- All internal interview participants are CAPK staff members



General Perceptions



<u>Representative Comments:</u>

- *"CAPK is doing amazing things for Kern County where people are in real need."*
- *"CAPK is tightly run and financially responsible; staff members are dedicated to the mission.*
- *"CAPK puts forth effort to help communities, but could give more support to expand its programs through greater accessibility."*

General Perceptions (Cont.)

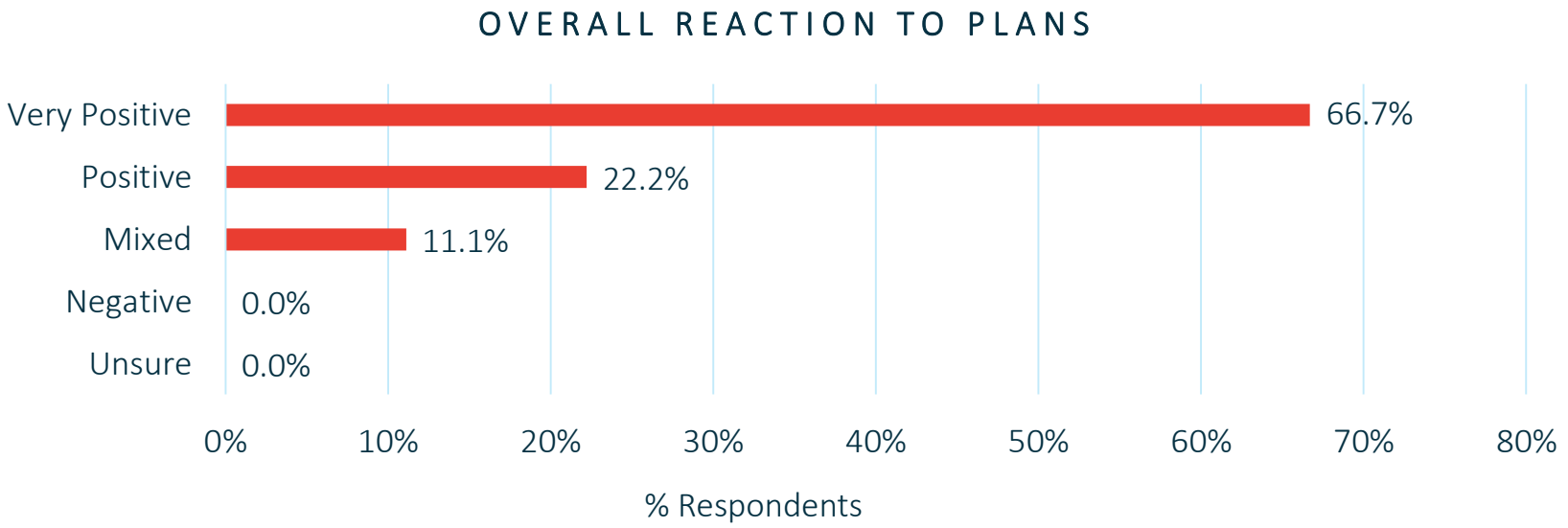
RATING KEY ASPECTS OF CAPK

	Excellent	Good	Fair	Poor	Unsure
Leadership	50.0%	41.7%	8.3%	0.0%	0.0%
Staff	33.3%	66.7%	0.0%	0.0%	0.0%
Board	25.0%	66.7%	0.0%	0.0%	8.3%
Vision/Direction	25.0%	75.0%	0.0%	0.0%	0.0%
Programs	66.7%	25.0%	8.3%	0.0%	0.0%
Community Awareness	0.0%	33.3%	58.3%	8.3%	0.0%
Fundraising	0.0%	8.3%	25.0%	66.7%	0.0%

Representative Comments:

- *"Leadership has been changing for the better. There is more stability and great ideas being generated."*
- *"The staff is passionate, especially at the programmatic level."*
- *"The government knows CAPK, but the average person, corporations, and foundations are familiar with programs, but not CAPK."*

Reactions to Plans



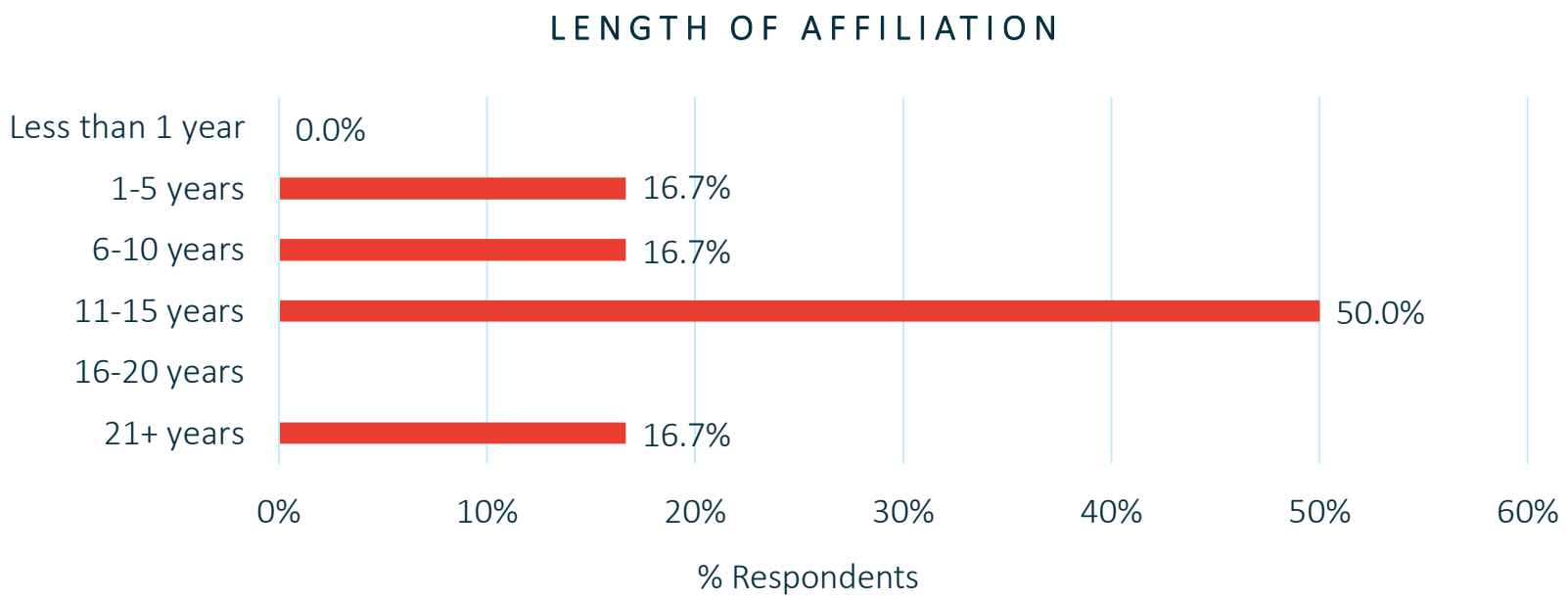
EVALUATION OF SPECIFIC PLAN PRIORITIES

	Very High Priority	High Priority	Medium Priority	Low Priority	Unsure
Expanding Food Bank	90.9%	0.0%	9.1%	0.0%	0.0%
Affordable Housing	18.2%	54.5%	27.3%	0.0%	0.0%
Philanthropic Foundation	54.5%	36.4%	9.1%	0.0%	0.0%

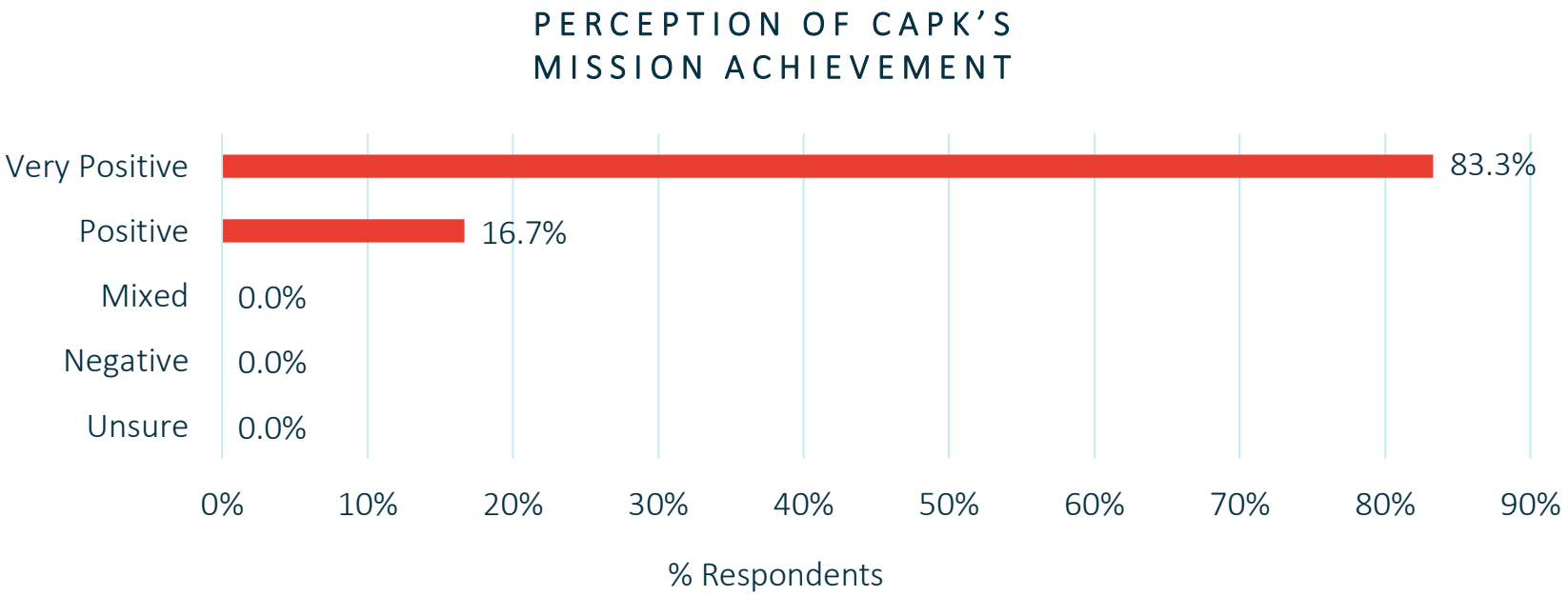
External Interview Findings

Constituency Overview

- External interviewees consisted of Janea Benton, Jim and Beverly Camp, Tom Drulias, Jeff Huckaby, Curtis Lloyd, and Fred Plane.



General Perceptions



<u>Representative Comments:</u>

- *"CAPK has improved over the past 4 to 5 years; have both broadened by doing more things, and focused by doing things better."*
- *"CAPK is truly helping people."*
- *"I view CAPK very highly. I think it's very important what they do for the community and families in need."*

General Perceptions (Cont.)

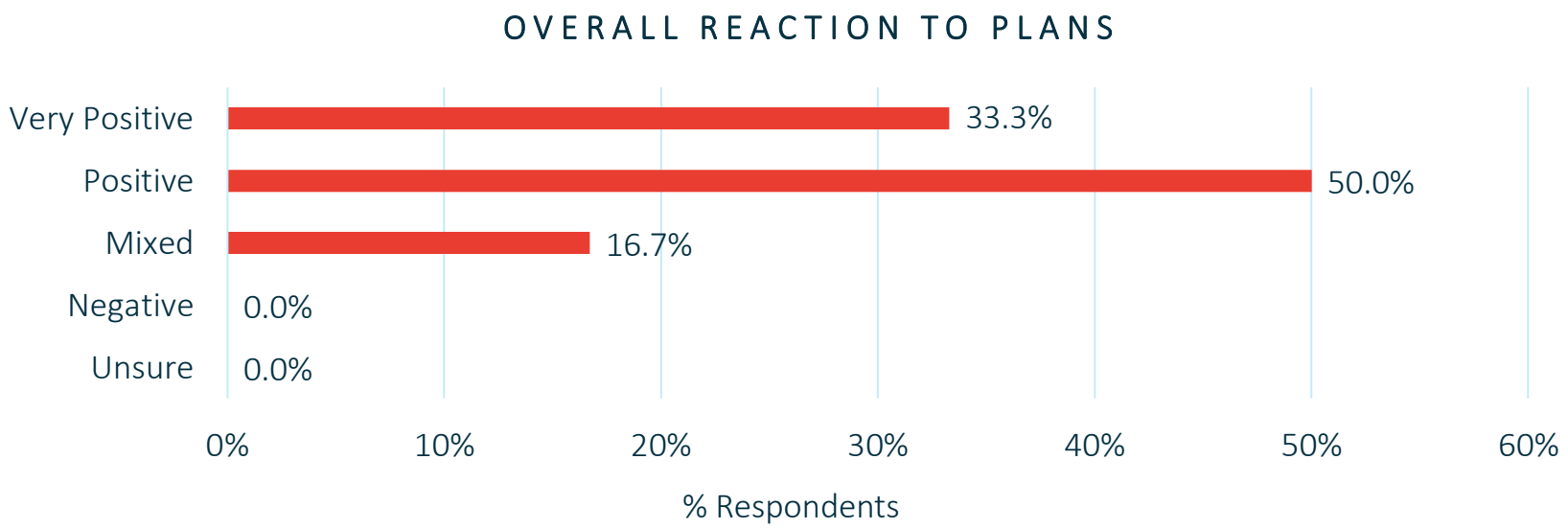
RATING KEY ASPECTS OF CAPK

	Excellent	Good	Fair	Poor	Unsure
Leadership	66.7%	16.7%	0.0%	0.0%	16.7%
Staff	66.7%	33.3%	0.0%	0.0%	0.0%
Board	0.0%	66.7%	0.0%	0.0%	33.3%
Vision/Direction	66.7%	0.0%	0.0%	0.0%	33.3%
Programs	50.0%	33.3%	0.0%	0.0%	16.7%
Community Awareness	0.0%	16.7%	83.3%	0.0%	0.0%
Fundraising	0.0%	0.0%	33.3%	33.3%	33.3%

Representative Comments:

- *"Leadership and accounting has improved, but we need to talk about changing positions and reorganizing the team."*
- *"Community members know the programs, not the agency."*

Reactions to Plans



REACTIONS TO VISION AND PLANS

	Very High Priority	High Priority	Medium Priority	Low Priority	Unsure
Philanthropic Foundation	100.0%	0.0%	0.0%	0.0%	0.0%
Affordable Housing	40.0%	10.0%	0.0%	40.0%	0.0%
Expand Food Bank	60.0%	40.0%	0.0%	0.0%	0.0%

Strengths and Challenges

Strengths

1. CAPK has a good **reputation** among those who are familiar with the organization
   - *"CAPK offers a solid value proposition. CAPK impacts lives by serving as the entry point for people to access assistance. The organization is making a visible difference."*
2. The **programs** are **strong** and impactful
   - *"CAPK is providing services which are needed and appreciated in the community, people do not often realize that it is CAPK doing the work of anchoring the basic needs of thousands in Kern County."*
3. The **leadership** is committed
   - *"Leadership is professional, knowledgeable, and in acknowledgement of opportunities for improvement."*
4. Staff **genuinely** believe in the mission of the organization
   - *"The staff at CAPK are genuine. They have a heart of service. They do their work because they honestly care, not for recognition."*
5. **Strategic** vision
   - *"I respect the vision to expand impact. I think there is a good strategic plan, focusing on moving more as an agency rather than a collection of programs."*
6. The size and scale of services is **impressive**
   - *"CAPK has a wide reach and a large footprint in the community. CAPK is strong in providing emergency and basic needs."*

Challenges

1. Lack of widespread **community awareness**
   - *"In the **last two years**, I have seen some traction with CAPK branding. Though when people hear CAPK, they only know about the programs they already use. Lots of work to be done – universal intake point will help."*
2. The funding gaps **restrict** CAPK's ability to acquire and **retain top talent**
   - *"Funding gaps create challenges in providing some services. Need funding to increase the capacity to operate, which will increase the capacity to provide services."*
   - *"CAPK cannot pay competitive wages at all levels, resulting in high turnover and inability to attract more highly-skilled employees. It is coupled with need for more program funding."*
3. The food bank **lacks capacity**, and size restricts how many can be served
   - *"The Food Bank has a capacity ceiling and is too small, though efficient in using the space they do have."*
4. There is not enough **staff bandwidth** to serve all the needs
   - *"There are more needs to meet, but we need more staff to run the programs."*
5. CAPK **brand is less identifiable** than the programs
   - *"There is awareness of individual programs, but not of CAPK."*

Analysis

Humanitarian Awards Banquet

The following table shows the history of revenue and expenses for the past five years:

Year	Donations	Expenses	Net Revenue	Net Revenue to Donations	Year-over-Year Change
2015	$106,216	$32,464	$73,752	69.4%	$26,147
2016	$67,085	$23,359	$43,726	65.2%	-$30,026
2017	$67,244	$19,643	$47,701	70.9%	$3,975
2018	$76,057	$19,402	$56,655	74.5%	$8,954
2019	$50,453	$26,639	$23,814	47.2%	-$32,841

Key Elements for Fundraising Success

Positive Signs	Areas of Development	Needs Attention
CAPK is effective in its ability to articulate its value proposition.	CAPK needs to better articulate funding opportunities and the case for support.	CAPK needs a fundraising plan to successfully run the Foundation.
CAPK serves the community in a geographic area saturated with agriculture.	CAPK can continue to spread awareness of their organization as an agency, in addition to the services it provides.	The Foundation will need to increase its connectivity to high-capacity potential donors.
There is a strong and logical rationale for increasing the agency's impact.	As CAPK looks to grow its philanthropy, leaders and volunteers will need to be trained.	The agency will need to foster a culture of philanthropy across the entire organization.
CAPK has great government relations.		CAPK needs to hire someone dedicated to fundraising.

Peer Benchmarking

Insights from Peer Benchmarking

The following table highlights preliminary observations of aspirant peer benchmarking:

Organization	2017 Fundraising Revenue	Board Members	Fundraising Staff	Fundraising Expenses	Cost to Raise Dollars
Friends of Mercy	$2,461,899	17	4	$539,028	$0.22
CAPSLO	$3,057,254	15	N/A	N/A	N/A
Food, Inc (Formerly Central California Food Bank)	$1,248,593	16	1	$1,086,467	$0.87
Los Angeles Regional Food Bank	$9,533,676	34	5	$1,804,928	$0.19

- As fundraising goals steadily grow, strategic investments in fundraising staff will also increase for the program to remain sustainable. These investments should allow the expenses to remain in the $0.20 to $0.25 cost-to-raise-a-dollar range (Friends of Mercy and LA Regional Food Bank).
- The most cost effective fundraising will come through major gifts – areas that Friends of Mercy and LA Regional Food Bank place focus – and the least cost-effective fundraising will be through events.
- In terms of messaging, LA Regional Food Bank has done an effective job in making a connection between the needs of the community and community support.

Strategic Recommendations

Recommendations

- At the formation of the Foundation, finalize the Development Plan based on recommendations from CCS. A development plan will ensure best practices for operations in efficiently securing philanthropic support, but it must be agreed upon and finalized by staff leadership.

- Adopt an annual budget for the first three years that will allow the Foundation to accomplish its philanthropic goals. With full Foundation staffing in place, budget areas (staffing, communications, special events, etc.) should be re-evaluated in the fourth year.

- In tandem with the budget, begin implementing the development infrastructure which should be in alignment with CAPK's overall infrastructure and the Foundation should be managed alongside CAPK's programmatic team. Strategic investments in securing the right talent is key to raising funds, in addition to having a multi-year plan that will allow the Foundation to scale appropriately.

Recommendations



- While CAPK is highly respected and appreciated by many, there is a growing need to increase brand awareness as the Foundation seeks to secure philanthropic support. An external interviewee claimed he is not as familiar as he wants to be. People are less likely to give to an organization they are unfamiliar with.

- This is the perfect time to begin crafting a culture of philanthropy both within the organization and with external constituents. Foundations that are most successful at fundraising adopt relationship building as everyone's responsibility at the organization. CAPK's success will be linked to its ability to communicate the importance of philanthropy and serve those in need.

- Build a case for philanthropic support, reinforced by donor-centric collateral. Why should an individual, company, or grant-making foundation donate to CAPK? What is the impact of a philanthropic gift? How is CAPK uniquely positioned to serve those in need? The answers to these questions should be communicated as rationale for why community members should consider giving to CAPK.

- Develop a master calendar of Foundation activities. A 12-month plan for communications, events, appeals, meetings, etc. will ensure that all major actions and communications of the Foundation are strategic and thoughtful with proper preparation and execution.

Recommendations

- Identify and recruit additional board members for the Foundation, utilizing a Board Recruitment Matrix. A Board of reputable members who are willing to personally give, make introductions, serve as advocates, and think strategically can take an organization to new levels. The expectations for a Board member's role should be made known during recruitment process.

- Engage prospective donors to invest in organizational objectives. At the end of the day, the most important metric is dollars raised. The Foundation should spend regular time identifying, cultivating, and requesting potential donors. Prioritize those who have financial capacity and a relationship with the organization.

- Establish annual giving and planned giving programs. Annual gifts provide the funding to support general operations and existing programs. It helps fund the lifeblood of the organization through consistent gifts from regular donors. Structure such as year-round appeals, donor giving programs, and other strategies will allow this to be successful. Planned giving is the program through which Foundations can secure bequests, estate gifts, and other deferred donations. While the impact is not usually immediate, it can be very significant to the sustainability of an organization. CAPK should communicate the importance of planned giving and think strategically about cultivating and stewarding these types of gifts.

Recommendations



- Generate requests to grant-making foundations. Many foundations actively support the types of programs that CAPK provides. CAPK should introduce themselves to foundations in the region and others who give to your service areas to see if you can apply for support. A word of caution: some grants can be laborious and you will want to spend time on worthwhile applications (e.g., size of possible gift is significant, likelihood of gift is high, etc.)

- Develop a meaningful corporate donor and sponsorship program that is aligned with strategic initiatives. There is a strong opportunity for industries that intersect with the programs that CAPK provides.

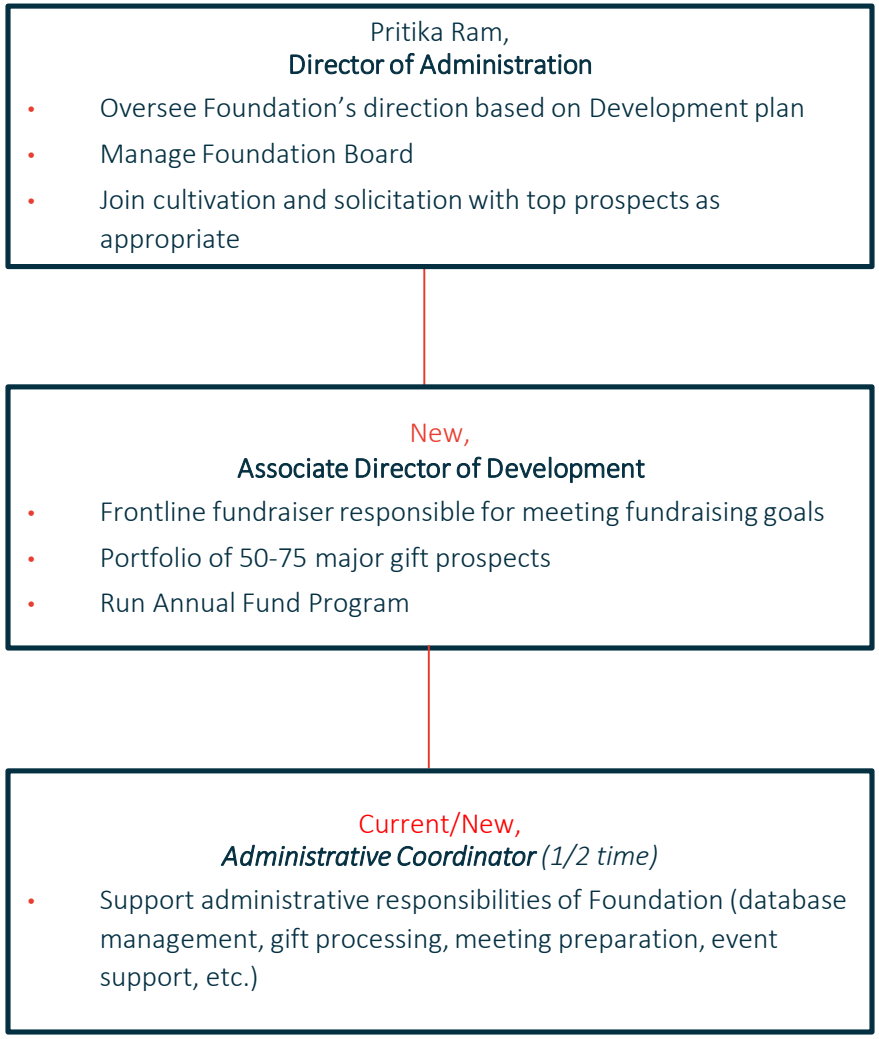
- Create stewardship activities to engage donors at all levels. There is an incredibly high connection between properly stewarding donors and their retention. There should be ongoing communications meant to show appreciation and update donors on the impact of their support (without an ask!).

- Set up a gift recognition plan to demonstrate appreciation to all donors. Donor walls, donor lists in communications, donor profiles, and many other strategies are designed to recognize and thank donors.

- Thorough and consistent record keeping will streamline the Foundation's efforts and reduce challenges. CAPK should continue establishing and maintaining industry standards for donor database management based on the guidelines from DonorPerfect and CCS.

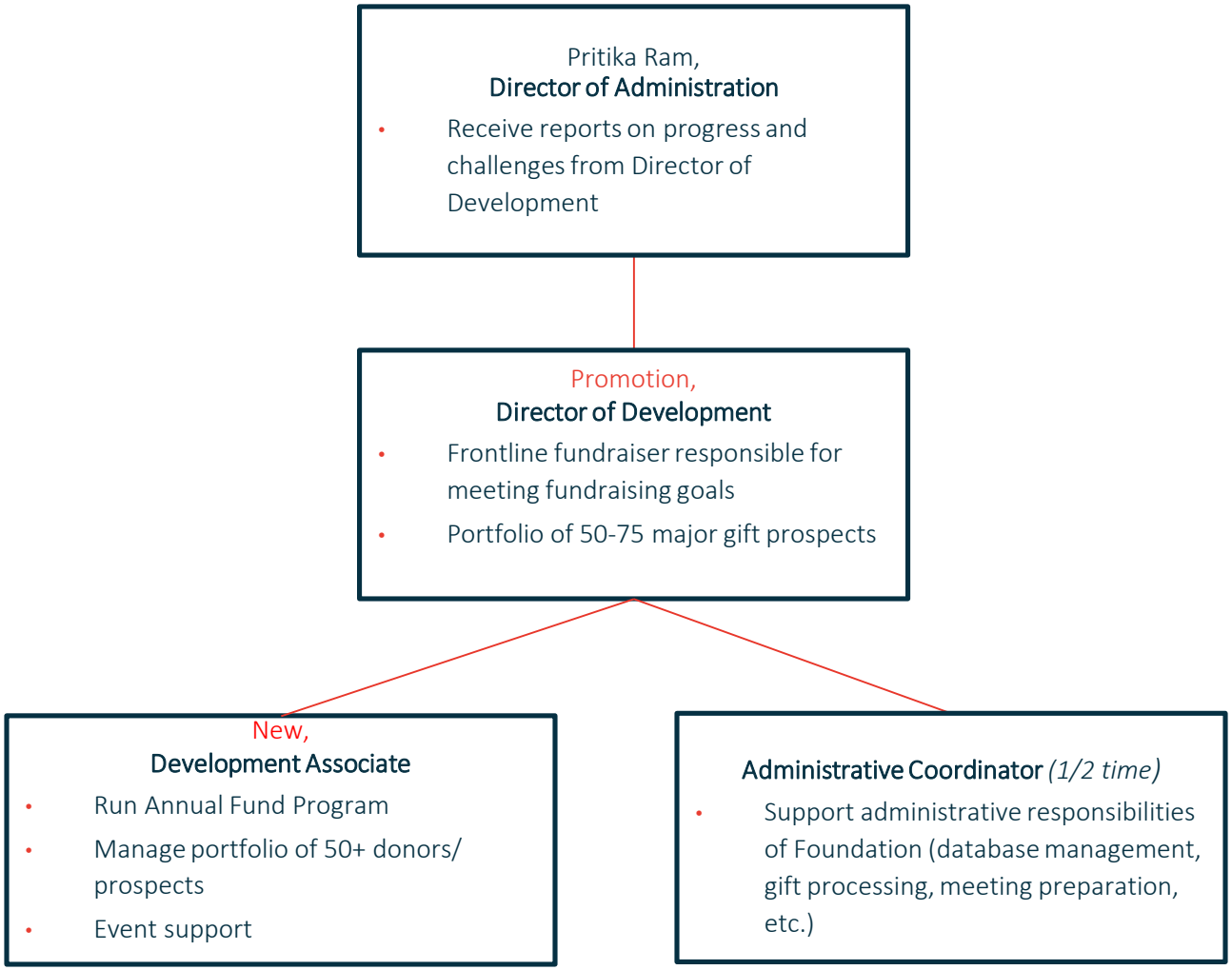
Recommendations

Proposed Staff Structure: Year 1 and 2



Recommendations

Proposed Staff Structure: Year 3



Recommendations

- The Foundation's fundraising growth will be incremental and it will take years to build a sustainable program. Individual giving makes up 85% of philanthropic giving in the United States and should be the primary focus. For CAPK, corporate giving and foundations will also be great areas of opportunity. The fundraising programs may fluctuate, so the team should always keep focus on the total amount raised.

PROJECTED PHILANTHROPIC REVENUE

	Year 1	Year 2	Year 3
Major Gifts	$125,000	$250,000	$400,000
Annual Giving	$50,000	$100,000	$150,000
Planned Giving	$0	$0	$100,000
Corporate Giving	$50,000	$100,000	$150,000
Events	$75,000	$100,000	$100,000
Totals	**$300,000**	**$550,000**	**$900,000**

Recommendations

Below is a suggested gift table for raising $300,000 in Year 1:

Gift Level	# Gifts	# Prospects	Raising	Cumulative
$50,000	1	3	$50,000	$50,000
$25,000	1	3	$25,000	$75,000
$15,000	2	6	$30,000	$105,000
$10,000	5	15	$50,000	$155,000
$5,000	10	30	$50,000	$205,000
$2,500	15	45	$37,500	$242,500
$1,000	30	90	$30,000	$272,500
<$1,000	MANY	MANY	$27,500	$300,000
TOTAL	**64+**	**192+**	**$300,000**	**$300,000**

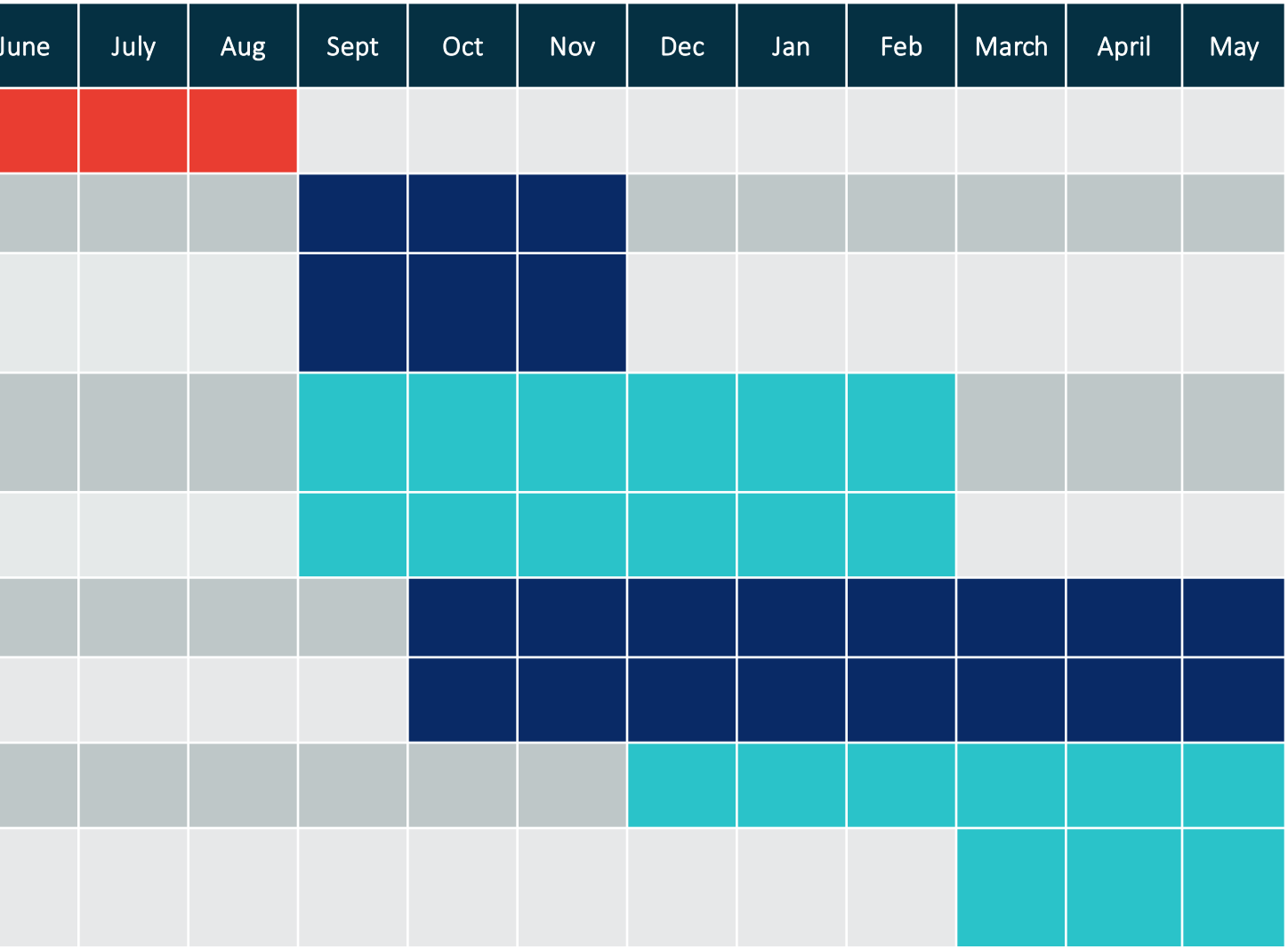
Recommendations

PROPOSED BUDGET

	FY20	FY21	FY22
Staffing	$70,000	$75,000	$150,000
Events	$15,000	$20,000	$30,000
Marketing	$10,000	$12,000	$15,000
Meals & Donor Relations	$4,000	$8,000	$12,000
Office Expenses	$10,000	$10,000	$10,000
TOTAL:	$109,000	$125,000	$217,000
Projected Contributed Revenue	$300,000	$550,000	$900,000
% Revenue Spent on Expenses	36.3%	22.7%	24.1%

**The cost to raise a dollar is usually high while infrastructure is being built and donor relations are being established. We recommend the percentage spent on expenses to be in the 20% to 25% range, which is accomplished by the second year when fundraising revenue increases.*

Recommendations – 12 Month Timeline



QUESTIONS & DISCUSSION



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COMMUNITY ACTION PARTNERSHIP OF KERN MEMORANDUM

To: Board of Directors

From: Esperanza Contreras, Partnership Administrator
Yolanda Gonzales, Director of Head Start/State Child Development

Date: May 27, 2020

Subject: *Agenda Item VI(a)*: Request Approval to Submit the 2020-2022 Home Visiting Program (HVP) Contract with the County of Kern– **Action Item**

Since March of 2019, we have contracted with the County of Kern for the Home Visiting Program (HVP), formerly known as Home Visiting Initiative (HVI). This program is geared towards providing high-quality, evidence-based, and culturally responsive home visiting services to support the positive health, development, and well-being outcomes for pregnant and parenting women, families, and infants born into poverty. The HVP aims to expand California Work Opportunity and Responsibility to Kids (CalWORKs) participants educational, economic, and financial capability opportunities to improve the likelihood that they will exit poverty.

The initial contract term ranged from March 26, 2019 to June 30, 2020, with a budget of $2,312,991: $501,980 was partial year/start-up and $1,811,011 was the annualized amount for FY 2019-2020 to serve 200 CalWORKs clients. The County of Kern has appropriated funds for an additional two years of the HVP. The contract period is July 1, 2020 to June 30, 2022, with a funding allocation of $3,580,138 not to exceed $1,790,069 annually. This a 1.17% reduction from the previous year due to the California state funding cuts. This funding will be utilized to serve 200 cumulative CalWORKs clients.

Recommendation:
Staff recommends the Board of Directors approve the submission of the 2020-2022 Home Visiting Program contract.

Attachments:
Agreement for Home Visiting Program Services FY 2020-22
CAPK Home Visiting Program 2-Year Plan

AGREEMENT
FOR
HOME VISITING PROGRAM SERVICES

Independent Contractor
(COUNTY – COMMUNITY ACTION PARTNERSHIP OF KERN)

THIS AGREEMENT ("**Agreement**") is made and entered into on _____, ("**Execution Date**") by and between the County of Kern, a political subdivision of the State of California ("**County**"), as represented by the Department of Human Services ("**Department**"), and Community Action Partnership of Kern ("**Contractor**"), whose principal place of business is at 5005 Business Park North, Bakersfield, CA 93309. County/Department and Contractor are referred to individually as a "**Party**" and collectively as the "**Parties**".

WHEREAS:

a. Government Code Sections 31000 and 53060 permit the County Board of Supervisors to contract for the furnishing of special services with individuals specially trained, experienced and competent to perform those services; and

b. Senate Bill 840 (Chapter 29, Statutes of 2018), Assembly Bill 1811 (Chapter 35, Statutes of 2018) codified the requirements for the HVP (Home Visiting Program); and

c. County desires to engage Contractor to provide said services, and Contractor, by reason of Contractor's qualifications and experience, has offered to provide the required services on the terms set forth in this Agreement.

NOW, THEREFORE, IT IS AGREED between the Parties as follows:

1. TERM

This Agreement shall commence on July 1, 2020 and shall remain in effect until June 30, 2022, unless sooner terminated as provided for in this Agreement.

2. RESPONSIBILITIES OF CONTRACTOR

Contractor shall assume responsibility for providing the following services:

A. Outreach

1) Contractor employees will distribute program information to available venues such as stores, libraries, laundromats, doctor and dental offices and medical clinics and will host recruiting events in service areas when the wait list drops below 50 percent.

2) Contractor will station a CAPK Home Visiting Program (**CAPK-HVP**) liaison at the Department of Human Services ("**DHS**") O.C. Sills main office in Bakersfield to promote, enroll, and field questions for the HVP program.

3) Contractor will provide CAPK-HVP posters for DHS lobbies; flyers for DHS interview rooms; and brochures for display in DHS public areas, inclusion in application packets, and distribution to DHS partnering agencies within Community Action Partnership of Kern ("**CAPK**") service areas.

4) Contractor will promote the HVP program through their social media platforms.

B. Home Visits

1) Contractor will serve 200 cumulative CalWORKs voluntary families through the CAPK-HVP program as follows:

Target Population	
CalWORKs Assistance Units - Pregnant with no other children at the time of enrollment, or a first-time parent, or caretaker relative of a child less than twenty-four months	Pregnant w/no children: **30** First-time parent: **70**
Child-only - Pregnant with no other children at the time of enrollment, or a first-time parent, or caretaker relative of a child less than twenty-four months	Pregnant w/no children: **15** First-time parent: **15**
Expanded Population	
Homeless families with more than one child in addition to having a child under 2 at the time of enrollment.	**30**
Families with more than one child in addition to having a child under 2 at the time of enrollment.	**40**

2) Contractor will serve 200 families cumulatively during the term of the Agreement as outlined in **Exhibit A**

3) Contractor will annually conduct no fewer than 40, 30-90 minute weekly home visits and/or phone contacts and facilitate no fewer than 12 socialization activities for each family participating in the CAPK-HVP program.

4) Contractor will provide and use the Partners for Healthy Babies curriculum.

5) Contractor will provide a ratio of one CAPK-HVP home visitor for 8-10 families.

6) Contractor will provide services to the HVP families for 24 months from the time of enrollment, or until the child is 47 months old, whichever is later.

C. Connection to Resources

1) Contractor will utilize internal resources when possible to meet client needs.

2) Contractor will refer clients to partner agencies (including DHS for job readiness, mental health and substance abuse services and assistance for victims of domestic violence and sexual assault) when unable to internally meet client needs as appropriate.

3) Contractor will refer clients to Information and Referral Specialists through 211 Kern when resources are not readily available.

D. Data Collection

1) Contractor will collect all information necessary for HVP Program Monthly Status Report (HVP19).

2) Contractor will collect, maintain, and electronically input data into the ChildPlus® database.

3) Contractor will provide by the 10th calendar day of the month the HVP Program Monthly Status Report for submission to CDSS.

4) Contractor will provide updated secure file spreadsheets to track individual referrals, program enrollment and exit, home visitor assignments, and services provided. Contractor will provide updated spreadsheet monthly to DHS Liaison.

E. Material Goods

Material goods related to the health and safety of the child and family (not to exceed $500) will be available to each family. The Contractor and Department collaborated in the development of a list of items for material goods purchase **(Exhibit B).** The CAPK home visitor will do the following:

1) Verify need by completing initial assessment

2) Purchase the items

3) Deliver or arrange for delivery of items

4) Request Department approval via Material Goods Approval Request **(Exhibit C)** for purchase of material goods not listed in **Exhibit B.**

5) Monitor cases to ensure $500 per family limit is not exceeded.

F. Training

1) Contractor will provide a general training on the CAPK-HVP program for Department HVP case managers, supervisors, and liaison.

2) Contractor mandates all home visitors to complete Cultural/Linguistic and Anti-Bias training. Contractor will provide to Department verification of completion of Cultural/Linguistic and Anti-Bias training that meets California Department of Social Services minimum training standards for all CAPK Home Visiting Program staff.

3) Contractor administers the local Special Supplemental Nutrition Program for Women, Infants, and Children (WIC) program and will provide to Department

verification of WIC program training for all CAPK Home Visiting Program staff.

G. Contractor and Department will collaborate in the participation with the Head Start Policy Council Committee. Attendees include Kern County Department of Public Health, Bakersfield Legal Assistance, Community Connection for Childcare, CAPK home visitors, DHS staff, and CAPK-HVP parent participants. The committee will meet quarterly to promote community awareness of home visiting; improve interagency coordination; develop procedures for communicating problems that may arise; and tracking remedies and the outcomes

H. Reporting Responsibilities

The Contractor shall track and report all program outcomes for the parents and children served in the HVP program and measures specific to CalWORKs objectives that shall include:

1) Demographic Information

a) Race, ethnicity, national origin, primary and secondary language, and county.

2) CAPK/Home Visitor Performance

a) Number of home visits completed, including data on duration of families' enrollment in home visiting services.

b) Indicators of home visiting program workforce capacity, including demographics, characteristics, composition, including employer and certification status, and future training needs of the home visiting workforce

3) Child and Family Indicators and Outcomes

a) Rates of children receiving regular well-child check-ups and, if available, immunization rates according to the American Academy of Pediatrics Bright Futures guidelines.

b) Number of children receiving developmental screening and referrals for further assessment.

c) Number of children participating in early learning programs.

d) Service referrals by type.

e) Services accessed by type.

f) Parental satisfaction with their gains in parenting skills and knowledge.

g) Food and housing stability.

h) Workforce training, employment, and financial stability.

i) Child Protective Services referrals and outcomes.

j) Participation in educational programs or English as a Second Language programs, or both, as applicable.

k) Access to immigration services and remedies as applicable.

l) Rate of previously homeless families who return to homelessness.

4) Additional descriptive and outcome indicators, as appropriate and required by California Department of Social Services.

5) Contractor will be responsible for collecting and analyzing data; recording outcomes of the participants and children; and compiling the data into appropriate reports related to the HVP program as required by CDSS.

6) Contractor will share HVP reports with the DHS liaison each month using a secure file transfer protocol.

3. RESPONSIBILITIES OF COUNTY

Department shall assume responsibility for providing the following services:

A. Case management/Coordination of Participants

1) Department will provide the space for one CAPK employee to act as the CAPK liaison in the main office in Bakersfield. Contractor must obtain prior approval from Department for any changes in staff or requests to alter facility space

2) Department will assign eligibility staff; and for Welfare-to-Work ("**WTW**") active participants or volunteers, WTW social workers to provide case management for the HVP population.

3) Department will assist the CAPK home visitor as they assist HVP families with navigating eligibility for public assistance programs, facilitating referrals for barrier removal, and connecting the family with resources to promote self-sufficiency. The DHS case managers will do the following:

a) Answer questions regarding public assistance programs and provide assistance as required by regulation to obtain verification for eligibility requirements.

b) Provide referrals for mental health and substance abuse though Kern Behavioral and Recovery Specialists.

c) DHS Domestic Violence Social Workers will provide services for victims of domestic violence and sexual assault or provide referrals to alternate agencies.

d) Provide contact information for job readiness services through America's Job Center, Employers' Training Resource, and access to DHS' Job's First Room at the main office in Bakersfield.

e) Provide information on Job Fest job fairs via flyers and through the DHS Job Fest Facebook page.

f) Provide a full range of WTW activity options, as appropriate based upon assessment, for HVP participants who are enrolled in the WTW program as active participants or volunteers.

g) Report issuance of services or referrals to the CAPK home visitor to avoid duplication using secure file protocol.

4) Department will provide a liaison to serve as primary point of contact for Contractor to the HVP program. The liaison will provide the following:

Assist contractor with securing C-IV read-only access for CAPK staff located in the Department's lobby.

a) Communicate via e-mail with the DHS eligibility and WTW workers to assure client is assigned to the appropriate C-IV caseload once HVP participation is confirmed or ended.

b) Receive monthly data reports from Contractor, review for completion, and transmit to CDSS.

c) Review and approve or deny Material Goods Approval Requests (**Exhibit C)** when participant material goods needs are beyond the scope of the categorical descriptions or items listed in **Exhibit B.**

B. Outreach

1) Department will conduct outreach by mailing HVP program informing notices and outreach flyers to households in the target and expanded populations as needed by contractor or at minimum twice per year.

2) Department eligibility staff and WTW social workers will screen CW members for potential HVP volunteer eligibility.

3) Department will refer potential HVP volunteer participants to the CAPK liaison for enrollment.

4) Department will promote the HVP program through social media platforms.

5) Department will display CAPK-HVP program posters, flyers, and brochures.

6) Department will petition partners to display CAPK-HVP program posters, flyers, and brochures.

C. Training

1) Department will provide pre-service training on the CalWORKs, CalFresh, and Medi-Cal programs to CAPK Home Visiting staff.

2) Department will provide additional training to CAPK Home Visiting staff on the WTW program to include (strengths-based) motivational interviewing and the referral processes for behavioral health, substance abuse, and assistance for victims of domestic violence and sexual assault.

D. Data

1) Department will receive monthly reports from Contractor and submit to CDSS using a secure file transfer process.

2) Department will work with Contractor to update and review secure file spreadsheets to track individual referrals, program enrollment and exit, services provided, and assigned home visitors and case managers. Department and Contractor will review the spreadsheet weekly at minimum.

E. Contractor and Department will collaborate in the participation with the Head Start . Partners will include Kern County Department of Public Health, Bakersfield Legal Assistance, Community Connection for Childcare, CAPK home visitors, DHS staff, and CAPK-HVP parent participants. The workgroup will meet quarterly to promote community awareness of home visiting; improve interagency coordination; develop procedures for communicating problems that may arise; and tracking remedies and the outcomes. Responsibility for maintaining minutes from each meeting and a current membership roster will be shared by Contractor and Department.

4. COMPENSATION

County shall reimburse Contractor for all necessary and reasonable costs incurred on behalf of County in an amount not to exceed **$3,580,138.** for the term of the agreement and as set forth in **Exhibit "D"**.

Maximum compensation per fiscal year is:

FY 2020/2021 $1,790,069
FY 2021/2022 $1,790,069

No additional compensation will be paid. No funds paid to Contractor through this Agreement shall be utilized to compensate employees of Contractor for overtime or compensatory time off, except to the extent that Contractor is required to pay for overtime or compensatory time off pursuant to the Fair Labor Standards Act of 1938, 29 USC Section 201 et seq., or applicable State law.

5. REIMBURSEMENT POLICY AND BILLING REQUIREMENTS.

Contractor shall submit monthly to Department an invoice for reimbursement of allowable expenditures for the previous month. Costs claimed under this Agreement are subject to

the following federal publications (current publications are available online and can be found at *www.whitehouse.gov/omb/circulars/*):

- Uniform Guidance: 2 CFR 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements

A. All invoices shall be submitted in a form approved by Department and shall include:

1) A monthly total and itemization of all costs by budget line item, arranged in the same order as the approved budget. Supporting documentation, including payroll reports, must be provided for each item for which reimbursement is requested.

2) Itemization of all travel expenses incurred. Reimbursement for travel and other related costs shall not exceed County's rates which are in effect at the time the expense(s) is/are incurred.

3) Copies of invoices submitted to Contractor from subcontractors.

4) Invoices shall be sent to the following attention:

Fiscal Support Supervisor
Accounts Payable Unit
Kern County Department of Human Services
PO Box 511
Bakersfield, CA 93302

Contractor shall adjust from its billings to Department all charges not fully reimbursable under the applicable cost principles and the terms of this Agreement. Contractor accepts fiscal responsibility for any future audit findings resulting from Contractor's billings under this Agreement. Contractor shall refund County for all costs related to this Agreement which are disallowed by the California Department of Social Services ("**CDSS**") as a result of audit findings or insufficient funds available from the State.

Contractor shall comply with all audit exceptions by appropriate federal, State and County audit agencies as prescribed by the auditing agency, and provide all required audit documentation to Department pertaining to the services required by this Agreement.

Invoices shall be received by the Department's Accounts Payable Unit for processing by the 25th calendar day of the month following the month in which services were rendered. Payment will be made to Contractor within 30 days of receipt and approval of each complete invoice by Department.

B. Department reserves the right to withhold payment if Contractor falls behind schedule or submits substandard work.

C. Final invoices must be received by Department no later than 45 days following termination of this Agreement.

D. Budget funds are restricted for use within the budget fiscal year. Administrative shifts of funds among budget categories or the addition of a budget category cannot be approved without prior submission of a revised budget by Contractor and prior written approval by Department.

E. Contractor shall submit no later than June 20th an estimated invoice for reimbursable, accrued costs to June 30th. The Department's fiscal year funding allocation ends June 30, and costs are claimed on a cash basis.

F. Upon billing from the Contractor, the Department shall pay within 10 days a 25% advance of the FY 20/21approved Budget which will be recouped by the Department in equal amounts beginning the first month following the advance payment. The recoup of advance will be offset against the invoice/s for that month but in any month will not exceed the actual amount billed by the Contractor in that month. Any advance amounts outstanding from FY 20/21 after final FY 20/21 invoices have been paid will be deducted in whole from next advance payable in the following year.

G. Upon billing from the Contractor, the Department will pay an advance each month, for all budget years after FY 20/21, equal to the Contractor's estimated expenses for the following month; advances for any month will not exceed 1/12 of the total approved budget for that year. Each month the Department will reconcile actual invoices to advances paid, and any differences will be adjusted to the current month's advance request as an increase or decrease to that advance.

H. All advances in excess of actual invoices over the term of agreement will be reimbursed to the Department by Contractor or deducted by the Department from the Contractor's final contract payment, at the discretion of the Department.

6. REPRESENTATIONS

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

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

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

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

7. ASSIGNMENT

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

A. Selling, exchanging or otherwise transferring to a third party effective control of Contractor management (through sale, exchange or other transfer or outstanding common stock of Contractor or otherwise) or any of Contractor's assets dedicated to the performance of services hereunder, unless such assets are promptly replaced with assets of greater or equal value and equivalent function;

B. Issuing new stock or selling, exchanging or otherwise transferring 10% or more of the then outstanding common stock of Contractor to a party other than the shareholders owning said stock as of the date hereof;

C. Any dissolution, reorganization, consolidation, merger, re-capitalization, stock issuance or re-issuance, voting trust, pooling agreement, escrow arrangement, liquidation or other transaction which results in a change of ownership or control of Contractor;

D. Any assignment by operation of law, including insolvency or bankruptcy, making assignment for the benefit of creditors, writ of attachment of an execution, being levied against this Agreement, appointment of a receiver taking possession of any of Contractor's property or transfer occurring in the event of a probate proceeding; and

E. Any combination of the foregoing (whether or not in related or contemporaneous transactions) which has the effect of any such transfer or change of ownership or control of Contractor.

8. NEGATION OF PARTNERSHIP

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

9. IMMIGRATION REFORM AND CONTROL ACT

Contractor acknowledges that Contractor, and all subcontractors hired by Contractor to perform services under this Agreement, are aware of and understand the Immigration Reform and Control Act ("**IRCA**"). Contractor is and shall remain in compliance with IRCA and shall ensure that any subcontractors hired by Contractor to perform services under this Agreement are in compliance with IRCA. In addition, Contractor agrees to indemnify, defend and hold harmless the County, its agents, officers and employees, from any liability, damages or causes of action arising out of or relating to any claims that Contractor's employees, or the employees of any subcontractor hired by Contractor, are not authorized to work in the United States for Contractor or its subcontractor and/or any other claims

based upon alleged IRCA violations committed by Contractor or Contractor's subcontractors.

10. INDEMNIFICATION

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

11. INSURANCE

Contractor, in order to protect County and its board members, officials, agents, officers, and employees against all claims and liability for death, injury, loss, and damage as a result of Contractor's actions in connection with the performance of Contractor's obligations, as required in this Agreement, shall secure and maintain insurance as described below. Contractor shall not perform any work under this Agreement until Contractor has obtained all insurance required under this section and the required certificates of insurance and all required endorsements have been filed with the County's authorized insurance representative. Receipt of evidence of insurance that does not comply with all applicable insurance requirements shall not constitute a waiver of the insurance requirements set forth herein. The required documents must be signed by the authorized representative of the insurance company shown on the certificate. Upon request, Contractor shall supply proof that such person is an authorized representative thereof, and is authorized to bind the named underwriter(s) and their company to the coverage, limits, and termination provisions shown thereon. The Contractor shall promptly deliver the County's authorized insurance representative a certificate of insurance, and all required endorsements, with respect to each renewal policy, as necessary to demonstrate the maintenance of the required insurance coverage for the term specified herein. Such certificates and endorsements shall be delivered to the County's authorized representative prior to the expiration date of any policy and bear a notation evidencing payment of the premium thereof if so requested. Contractor shall immediately pay any deductibles and self-insured retentions under all required insurance policies upon the submission of any claim by Contractor or County as an additional insured.

A. Workers' Compensation and Employers Liability Insurance Requirement. In the event Contractor has employees who may perform any services pursuant to this Agreement, Contractor shall submit written proof that Contractor is insured against liability for workers' compensation in accordance with the provisions of Section 3700 of the California Labor Code.

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

Contractor shall also maintain employer's liability insurance with limits of $1,000,000 for bodily injury or disease.

B. Liability Insurance Requirements:

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

a) Commercial General Liability Insurance including, but not limited to, Contractual Liability Insurance (specifically concerning the indemnity provisions of this Agreement with the County), Products-Completed Operations Hazard, Personal Injury (including bodily injury and death), and Property Damage for liability arising out of Contractor's performance of work under this Agreement. The Commercial General Liability insurance shall contain no exclusions or limitation for independent contractors working on the behalf of the named insured. Contractor shall maintain the Products-Completed Operations Hazard coverage for the longest period allowed by law following termination of this Agreement. The amount of said insurance coverage required by this Agreement shall be the policy limits, which shall be at least $1,000,000 each occurrence and $2,000,000 aggregate.

b) Automobile Liability Insurance against claims of Personal Injury (including bodily injury and death) and Property Damage covering any vehicle and/or all owned, leased, hired and non-owned vehicles used in the performance of services pursuant to this Agreement with coverage equal to the policy limits, which shall be at least $1,000,000 each occurrence.

c) Professional Liability (Errors and Omissions) Insurance, for liability arising out of, or in connection with, the performance of all required services under this Agreement, with coverage equal to the policy limits, which shall not be less than $1,000,000 per occurrence and $2,000,000 aggregate.

2) The Commercial General Liability and Automobile liability Insurance required in this sub-paragraph B. shall include an endorsement naming the County and County's board members, officials, officers, agents and employees as additional insureds for liability arising out of this Agreement and any operations related thereto. Said endorsement shall be provided using <u>one</u> of the following three options: (i) on ISO form CG 20 10 11 85; or (ii) on ISO form CG 20 37 10 01 <u>plus</u> either ISO form CG 20 10 10 01 or CG 20 33 10

01; or (iii) on such other forms which provide coverage at least equal to or better than form CG 20 10 11 85.

3) Any self-insured retentions in excess of $100,000 must be declared on the Certificate of Insurance or other documentation provided to County and must be approved by the County Risk Manager.

4) If any of the insurance coverages required under this Agreement is written on a claims-made basis, Contractor, at Contractor's option, shall either (i) maintain said coverage for at least three years following the termination of this Agreement with coverage extending back to the effective date of this Agreement; (ii) purchase an extended reporting period of not less than three years following the termination of this Agreement; or (iii) acquire a full prior acts provision on any renewal or replacement policy.

C. All insurance afforded by Contractor pursuant to this Agreement shall be primary to and not contributing to all insurance or self-insurance maintained by the County. An endorsement shall be provided on all policies, except professional liability/errors and omissions, which shall waive any right of recovery (waiver of subrogation) against the County.

D. All insurance shall be issued by a company or companies admitted to do business in California and listed in the current "Best's Key Rating Guide" publication with a minimum rating of A-; VII. Any exception to these requirements must be approved by the County Risk Manager.

E. If Contractor is, or becomes during the term of this Agreement, self-insured or a member of a self-insurance pool, Contractor shall provide coverage equivalent to the insurance coverages and endorsements required above. The County will not accept such coverage unless the County determines, in its sole discretion and by written acceptance, that the coverage proposed to be provided by Contractor is equivalent to the above-required coverages.

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

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

H. Cancellation of Insurance -- The above stated insurance coverages required to be maintained by Contractor shall be maintained until the completion of all of Contractor's obligations under this Agreement except as otherwise indicated herein. Each insurance policy supplied by the Contractor shall not be suspended, voided, cancelled or reduced in coverage or in limits except after 10 days written notice by Contractor in the case of non-payment of premiums, or 30 days written notice in all other cases. This notice requirement does not waive the insurance requirements stated herein. Contractor shall immediately obtain replacement coverage for any insurance policy that is terminated, canceled, non-renewed, or whose policy limits have been exhausted or upon insolvency of the insurer that issued the policy.

12. EVALUATION

Services to be provided by Contractor shall be evaluated by Department on a continuing basis. Evaluation may be accomplished by written or verbal communication and/or by site visits to view fiscal and/or program processes and information. Any deficiencies noted during an evaluation shall be stated and placed in detailed written form, with a copy submitted to Contractor. Contractor shall respond in writing to the deficiencies statement within 30 days from the date of receipt. A plan to remedy these deficiencies, where applicable, shall be implemented within 60 days from the date of the deficiencies statement. Failure to remedy the stated deficiencies may result in termination of the Agreement by County.

Deficiencies that may be subject to non-payment of future invoices by County shall include:

A. Failure to notify Department and receive prior written approval for any changes to Program delivery within 15 days of change for:

1) Change in assigned program staff.

2) Change in program or service hours and days.

3) Change in program or service locations and access for participants.

B. Failure to notify Department for written approval prior to any changes to delivery of program services. As designated in the contract.

C. Failure to request, in writing, and receive written pre-approval from County for changes to, or the addition of line items in, the approved budget.

D. Failure to provide written assurance of required civil rights training as detailed in **Section 33**, below.

E. Failure to adhere to the performance and fiscal requirements and standards required under this Agreement.

13. CONTRACT DISPUTE

Should a dispute arise between Contractor and County relating to performance under this Agreement, Contractor will, prior to exercising any other remedy which may be available, provide County with written notice of the particulars of the dispute within 30 calendar days of the dispute. County will meet with Contractor, review the factors in the dispute, and recommend a means of resolving the dispute before a written response is given to Contractor. County will provide a written response to Contractor within 30 days of receipt of Contractor's written notice.

14. TERMINATION

County may at its election, at any time and without cause, terminate this Agreement by written notice to Contractor. Said termination shall be deemed effective 10 calendar days after personal delivery, or 15 calendar days after mailing by regular U.S. mail, postage prepaid. In addition, either Party may immediately terminate this Agreement should the other Party fail to substantially perform in accordance with the terms and conditions of this Agreement through no fault of the Party initiating the termination. In the event this Agreement is terminated by either Contractor or County, and if so requested by County, Contractor shall submit to County all files, memoranda, documents, correspondence and other items generated in the course of performing this Agreement, within 30 calendar days after the effective date of termination. Should either Party terminate this Agreement as provided herein, County shall pay Contractor for all satisfactory services rendered by Contractor prior to the effective date of termination in an amount not to exceed the maximum dollar amount indicated in Section 5 herein.

15. NON-APPROPRIATION

County reserves the right to terminate this Agreement in the event insufficient funds are appropriated or budgeted for this Agreement in any fiscal year. Upon such termination, County will be released from any further financial obligation to Contractor, except for services performed prior to the date of termination or any liability due to any default existing at the time this clause is exercised. Contractor will be given 30 days written notice in the event that such an action is required by County.

16. NOTICES

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

Notice to County shall be addressed as follows:

Director
Kern County Department of Human Services
P.O. Box 511
Bakersfield, CA 93302

Notice to Contractor shall be addressed as follows:

Yolanda Gonzales, Director
Community Action Partnership of Kern
Head Start/State Child Development
5005 Business Park North
Bakersfield, CA 93309

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

17. OWNERSHIP OF DOCUMENTS

All reports, documents, and other items generated or gathered in the course of providing services to County under this Agreement are and shall remain the property of County, and if so requested by County, shall be returned to County upon full completion of all services by Contractor or termination of this Agreement, whichever first occurs.

18. CONFLICT OF INTEREST

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

19. SOLE AGREEMENT

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

20. AUTHORITY TO BIND COUNTY

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

21. MODIFICATION OF AGREEMENT

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

22. NON-WAIVER

No covenant or condition of this Agreement can be waived except by the written consent of County. Forbearance or indulgence by County in any regard whatsoever shall not constitute

a waiver of the covenant or condition to be performed by Contractor. County shall be entitled to invoke any remedy available to County under this Agreement or by law or in equity despite said forbearance or indulgence.

23. CHOICE OF LAW/VENUE

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

24. CONFIDENTIALITY

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

A. During the term of this Agreement, Parties may receive or create certain confidential health or medical information ("Protected Health Information" or "**PHI**"). This PHI is subject to protection under State and federal law, including the Health Insurance Portability and Accountability Act of 1996, Public Law 104-191 ("**HIPAA**"), the Health Information Technology for Economic and Clinical Health Act, Public Law 111-005 ("**the HITECH Act**"), and regulations promulgated thereunder by the U.S. Department of Health and Human Services ("**HIPAA Regulations**") and other applicable laws. The Parties represent that the Parties have in place policies and procedures that will adequately safeguard any PHI the Parties receive or create, and the Parties specifically agree, on behalf of themselves, the Parties' subcontractors and agents, to safeguard and protect the confidentiality of PHI consistent with applicable law, including currently effective provisions of HIPAA, the HITECH Act, and the HIPAA Regulations.

B. For purposes of this section, PHI means any information, whether oral or recorded in any form or medium: (a) that relates to the past, present or future physical or mental health or condition of an individual; the provision of health care to an individual; or the past, present or future payment for the provision of health care to an individual, and (b) that identifies the individual or with respect to which there is a reasonable basis to believe the information can be used to identify the individual.

C. The Parties acknowledge that State and federal laws relating to electronic data security and privacy are rapidly evolving and that amendment of this Agreement may be required to provide for procedures to ensure compliance with such developments. The Parties hereto specifically agree to take such action as is necessary to implement the requirements of HIPAA, the HITECH Act, and HIPAA Regulations and other applicable laws relating to the security or confidentiality of PHI. The Parties understand and agree that the Parties must provide, when requested, written evidence that the Parties are in compliance with the HITECH Act, and applicable HIPAA Regulations.

D. Notwithstanding any other provision of this Agreement, the Parties may terminate this Agreement upon twenty (20) days' notice in the event: (a) the Parties do not promptly provide written evidence of compliance with the HITECH Act, and applicable HIPAA Regulations, or (b) the Parties become aware that the Parties or any of the Parties' subcontractors or agents discloses PHI in a manner that is not authorized by the Parties or by applicable law.

E. During the term of this Agreement, the contractor agrees to abide by the Information Exchange Agreement between the Social Security Administration ("**SSA**") and the California Department of Health Care Services "**DHCS**"), the Computer Matching and Privacy Protection Act Agreement between the Social Security Administration and the Health and Human Services Agency of California, the Electronic Information Exchange Security Requirement and Procedures for State and Local Agencies Exchanging Electronic Information with the Social Security Administration-Technical Systems Security Requirements ("**TSSR**"), and the Computer Matching Agreement between the Department of Homeland Security United States Citizenship and Immigration Services and the California Department of Health Care Services. **These documents contain sensitive material and the Contractor agrees not to post these documents in a public viewing area including any public Internet site.** Contractor agrees to abide by all relevant requirements in the National Institute of Standards and Technology ("**NIST**") Special Publications ("**SP**") 800-122 and 800-53 (https://www.nist.gov/), and the Memorandums of Understanding that the County has with DHCS and CDSS regarding all Personally Identifiable Information ("**PII**").

CONTRACTOR RESPONSIBILITIES

1) Contractor will provide a list of all employees who will have access to SSA data to the County prior to County giving Contractor access to such data. See **Exhibit "E"**.

2) Contractor and their staff will be required to complete an initial and annual confidentiality training. Each staff member, who handles SSA information, will sign a non-disclosure agreement stating they are aware of the requirements to maintain the confidentiality and non-disclosure of any SSA related information that is used by them to complete their daily duties and any sanctions and penalties that can follow any wrongful disclosure of PII/PHI information will be the responsibility of the Contractor. Contractor will maintain the non-disclosure statements for their employees for the required five years as stated in the TSSR and NIST guidelines. Additionally, if requested, Contractor will provide proof of such training to the Department as required by the MOUs.

3) Contractor agrees to allow the County to complete periodic onsite reviews of their facility to ensure that the following steps meet SSA's requirements:

   a. Safeguards for sensitive information;

   b. Technological safeguards on computer(s) that have access to SSA-provided information;

c. Security controls and measures to prevent, detect, and resolve unauthorized access to, use of, and re-disclosure of SSA-provided information, and;

d. Continuous monitoring of the Contractor's or agent's network and infrastructure and assets.

e. Compliance with all applicable TSSR and NIST guidelines.

4) Contractor will maintain records of all PII and PHI exchanges under this contract for a period of five years and will provide such records upon request to the County for evidentiary purposes.

5) Contractor agrees no PII or PHI record will be stored outside the Contractor's information system without approval by County. Contractor will physically control and securely store information system media, both paper and digital, based on the highest Federal Information Processing Standard ("**FIPS**") 199 security category of the information recorded on the media. Contractor will restrict the pickup, receipt, transfer, and delivery of such media to authorized personnel.

6) Contractor is required to encrypt any PHI/PII information prior to transmission to the County as outlined in the TSSR and NIST guidelines. If encryption is not available, Contractor will work with County on alternate methods to receive any PII/PHI documents.

7) Contractor is required to report any breach or loss of PII/PHI within 24 hours to the appropriate County Security Officers. See **Exhibit "E"**.

8) Contractor will institute a destruction policy for the handling of all PII/PHI information including shredding, burning, and pulverizing of records to avoid any accidental disclosure of such information along with purging and sanitizing digital media using approved equipment, techniques, and procedures. Contractor will track, document, and verify media sanitization actions.

9) Contractor and their employees who wrongfully disclose PII/PHI information are subject to criminal and civil sanctions including but not limited to suspension of all access to PII information provided by the County, jail time, and court actions by the person(s) whose information was disclosed.

COUNTY RESPONSIBLTIES

1) County will provide Contractor with training materials which the Contractor will use to assist in completing their initial and annual training. See **Exhibit "E"** for access instructions.

2) County will provide Contractor access to the TSSR guidelines and the Memorandums of Understanding with DHCS and CDSS to assist them in meeting the requirements for maintaining confidentiality of all PII/PHI records. See **Exhibit "E"** for access instructions.

3) County will maintain records of all Contractor's and employees who handle PII/PHI as part of their daily duties and will only give access to SSA provided information as outlined in this Agreement.

4) If necessary, County will request records for evidentiary purposes when needed from the Contractor.

5) County agrees to provide a copy of their Breach Reporting Incident Policy to the Contractor along with contact names and telephone numbers for all County Privacy Officers.

25. BUSINESS ASSOCIATE ADDENDUM

Each Party agrees to the Business Associate Addendum attached hereto as **Exhibit "F"**, which covers obligations under HIPAA and HITECH, so that County may comply with its obligations under the HIPAA laws and Regulations.

26. ENFORCEMENT OF REMEDIES

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

27. SEVERABILITY

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

28. COMPLIANCE WITH LAW

Contractor shall observe and comply with all applicable County, State and federal laws, ordinances, rules, and regulations now in effect or hereafter enacted, each of which are hereby made a part hereof and incorporated herein by reference.

29. CAPTIONS AND INTERPRETATION

Paragraph headings in this Agreement are used solely for convenience, and shall be wholly disregarded in the construction of this Agreement.

No provision of this Agreement shall be interpreted for or against a Party because that Party or its legal representative drafted such provision, and this Agreement shall be construed as if jointly prepared by the Parties.

30. TIME OF ESSENCE

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

31. COUNTERPARTS

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

32. FORCE MAJEURE

County shall exercise every reasonable effort to meet its obligations hereunder and shall not be liable for delays resulting from force majeure or other causes beyond its reasonable control including, but not limited to, compliance with any government law or regulation, acts of God, fires, strikes, lockouts, natural disasters, wars, riots, and/or any other cause whatsoever beyond the reasonable control of County. Any such cause will extend the performance of the delayed obligation to the extent of the delay so incurred.

33. NONDISCRIMINATION

Neither Contractor, nor any officer, agent, employee, servant or subcontractor of Contractor, shall discriminate in the treatment or employment of any individual or groups of individuals on the grounds of age, sex, color, disability, national origin, race, marital status, sexual orientation, religion, political affiliation, or any other classification protected by law, either directly, indirectly or through contractual or other arrangements as described in CDSS Manual of Policies and Procedures, Chapter 21. Contractor will further adhere to all mandated requirements as described in the CDSS Manual of Policies and Procedures, Chapter 21 which can be found at http://www.dss.cahwnet.gov/getinfo/pdf/3cfcman.pdf.

Contractor understands and acknowledges that its assurance is given in consideration of and for the purpose of receiving compensation for service as provided in this Agreement, which compensation is funded through federal and State assistance. In the event County is subject to any fiscal sanction or other legal remedies as a result of Contractor's failure to comply with the requirements of this section, Contractor shall indemnify and hold harmless County from any such fiscal sanction or other legal remedy imposed against County as provided in the indemnification provisions of this Agreement. Contractor shall participate in and pay County's costs incurred in County's defense in any judicial or administrative hearing or process to determine where a violation of this section has occurred.

Contractor acknowledges that the County, as a recipient of such funding, is obligated to comply with State and federal requirements regarding nondiscrimination, as evidenced by form CR-50, Assurance of Compliance, (**Exhibit "G"**). By signing this Agreement, Contractor, as a recipient of such funding through the County, shall be equally bound to comply with each and every requirement set forth therein.

34. AUDIT, INSPECTION, AND RETENTION OF RECORDS

Contractor agrees to maintain and make available to County accurate books and records relative to all its activities under this Agreement. Contractor shall permit County to audit, examine and make excerpts and transcripts from such records, and to conduct audits or reviews of all invoices, materials, records of personnel, or other data related to all other matters covered by this Agreement. Contractor shall maintain such data and records in an accessible location and condition for a period of not less than five years from the date of final payment under this Agreement, or until after the conclusion of any fiscal audit, whichever occurs last. The State of California and/or any federal agency having an interest in the subject of this Agreement shall have the same rights conferred upon County herein.

35. NON-COLLUSION COVENANT

Contractor represents and agrees that it has in no way entered into any contingent fee arrangement with any firm or person concerning the obtaining of this Agreement with County. Contractor has received from County no incentive or special payments or considerations related to the provision of services under this Agreement.

36. NO THIRD PARTY BENEFICIARIES

It is expressly understood and agreed that the enforcement of these terms and conditions and all rights of action relating to such enforcement shall be strictly reserved to County and Contractor. Nothing contained in this Agreement shall give or allow any claim or right of action whatsoever by any other third person. It is the express intention of County and Contractor that any such person or entity, other than County or Contractor, receiving services or benefits under this Agreement shall be deemed an incidental beneficiary only.

37. SIGNATURE AUTHORITY

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

38. EXHIBITS

Each exhibit attached to this Agreement is incorporated into this Agreement by reference.

[Remainder of this page is intentionally left blank]

The Parties have executed this Agreement on the Execution Date.

COUNTY OF KERN

Dated: _____ By_____
Chairman, Board of Supervisors
"County"

COMMUNITY ACTION PARTNERSHIP OF KERN

Dated: _____ By_____
Jeremy T. Tobias, Executive Director
"Contractor"

APPROVED AS TO CONTENT:
Kern County Department of Human Services

Dated: _____ By_____
Dena Murphy, Director

APPROVED AS TO FORM:
Office of the County Counsel

Dated: _____ By_____
Bryan Walters, Deputy County Counsel

CAPK Home Visiting Program

Head Start and Child Development Division 2-Year Plan

Home Visitor	Case Load	Year 1 July 1, 2020 through June 30, 2021	Year 2 July 1, 2021 through June 30, 2022
HV 1	8 - 10	8	1 Program Manager, 2 Liaisons and 18 Home Visitors serving 144 clients. Outreach in collaboration with DHS to reach clients through out Kern County.
HV 2	8 - 10	8	
HV 3	8 - 10	8	
HV 4	8 - 10	8	
HV 5	8 - 10	8	
HV 6	8 - 10	8	
HV 7	8 - 10	8	
HV 8	8 - 10	8	
HV 9	8 - 10	8	
HV 10	8 - 10	8	
HV 11	8 - 10	8	
HV 12	8 - 10	8	
HV 13	8 - 10	8	
HV 14	8 - 10	8	
HV 15	8 - 10	8	
HV 16	8 - 10	8	
HV 17	8 - 10	8	
HV 18	8 - 10	8	
Total	144-180	144	

COMMUNITY ACTION PARTNERSHIP OF KERN
MEMORANDUM

To: Board of Directors

From: James Burger, Outreach and Advocacy Coordinator

Date: March 25, 2020

Subject: *Agenda Item VI(b):* CAPK Branding Manual – **Action Item**

Leading with Community Action
Branding is a key tool for any organization seeking to establish a strong understanding of its identity in the minds of its clients and members of the community. The attached Community Action Partnership of Kern Branding Manual details how CAPK will present itself to the world through everything from its logo to its employees' e-mail signatures. It provides tangible visual links between CAPK and its programs as well as with the national Community Action Partnership.

Summary
Community Action Partnership of Kern does a great job of marketing its programs to the public. But there is room for a better community understanding of the connections between those programs and CAPK itself. Kern County needs to get to know CAPK better. This Brand Manuel lays out clear, simple steps the agency and its outreach staff can take to link the work our programs do with the CAPK brand through a host of tools and platforms.

This manual will be used to revise and update CAPK logos, taglines, materials and all aspects of its public and digital presence. Community Development staff will organize and conduct trainings for all key CAPK staff to facilitate coordination and uniform application of the new brand rules.

Recommendation

Board of Directors approve the Community Action Partnership of Kern Brand Manual and direct Community Development staff to implement a branding education and implementation process based on the manual.

Attachment

Community Action Partnership of Kern Branding Manual

Branding Manual

Community Action at a Glance

Branding is a key tool for any organization seeking to establish a strong understanding of itself in the minds of its clients and members of the community. The Community Action Partnership of Kern Branding (CAPK) Manual details how CAPK presents itself to the world through the use of imagery in everything from its logo to its employees' e-mail signatures. It provides tangible visual links between CAPK and its programs and connects the agency with the national Community Action Partnership.

What this Manual will do

Consistent use of this brand manual will increase public knowledge of CAPK and create a robust connection in people's minds between the agency and its programs. This will allow CAPK to better fulfill its mission and connect those in need with a wider range of agency services they are eligible for.

What is Branding?

Branding is the subset of marketing activities designed to creating cohesive, instantly recognizable imagery that connects an organization or product with the public and remains in their minds over time. Where most marketing is active, branding is passive – it is how the agency appears rather than the actions it takes to promote itself.

Brand Manual — tool for consistency

CAPK does a great job of marketing its programs to the public. But there is room for a better community understanding of the connections between those programs and CAPK itself. Kern County needs to get to know CAPK better. This Brand Manual lays out clear, simple steps the Agency and its outreach staff can take to link the work our programs do with the CAPK brand through the visual picture we present to the community.

This manual will be used to revise and update CAPK logos, taglines, materials, and all aspects of its public and digital presence. Community Development staff will organize and conduct trainings for all key CAPK staff to facilitate coordination and uniform application of the new brand rules.

Tagline

Making the connection from Programs to CAPK

CAPK is part of a network of more than 1,000 CAP agencies across the Nation who are every day, "Helping people, Changing lives."

CAPK connects us to that national network through the use of the "Helping people, Changing lives" tagline, the Huggy-Heart logo and the use of the National CAP colors of Blue and Red. We want to reinforce those connections and deepen them by creating a stronger link into our programs' branding.

A Program tagline is a powerful way to quickly make the connection between CAPK and our programs in the minds of the community. Just as CAPK "brands up" to the National CAP, Community Action Partnership Program visuals should "brand up" to CAPK. Here are the patterns that will put that idea into words.

Helping People...Changing Lives.

Program to Agency branding taglines

capk is Migrant Childcare

capk is the Food Bank

capk is Head Start

Agency First emotive taglines

A support for "Helping people…Changing lives."

capk is a path out of poverty

capk is child education

capk is food security

E-mail branding

All CAPK e-mails, both internal and external, must have a formal e-mail signature that includes the CAPK logo as well as name, position and contact information. This ensures that all formal communications from CAPK are taking the opportunity to reinforce the CAPK brand in the community. In addition, this sample e-mail signature connects e-mail recipients to our social media and to the capk.org website.

Raul Gallardo

Resource & Outreach Coordinator

Community Development

Community Action Partnership of Kern

Main (661) 336-5236

Office (661) 366-7845 X 1160

Web www.capk.org



Materials Branding

CAPK materials will be developed, going forward, with a formal, approved color portfolio, a font plan and graphic style that makes it clear that each piece is tied directly to CAPK and its programs.
CAPK blue and red, the Main CAPK Fonts as well as the Huggy-Heart and/or CAPK logo will be required elements of all marketing materials developed in the future.





Typography

Formata
Headline font

Source Sans Pro
Secondary Headline
Body Text

Caslon
Body Text

Golden Plains
Script/Decorative

Color

Related colors

Compound

Split Complimentary

Event Branding

CAPK outreach staff attend hundreds of outreach events each year across Kern County and beyond, representing agency programs to the public at resource fairs, health events, food distributions, informational events and other public appearances. Each event will be branded so that materials for all appropriate programs and CAPK as an agency are available and all appearances are clearly on behalf of both CAPK and the programs.

All CAPK outreach equipment such as Pop-up tents, table covers, banners and signs used for out reach events will match this design to create a firm branding presence at all events.



Community Development, in addition, will develop an online resource event system which will allow all outreach teams to be aware of opportunities, communicate about attendance and coordinate activities.

1) All formal appearances must be logged in a central database to which outreach teams have access.
2) All upcoming events – with flyer and registration information - need to be logged into the database by outreach staff in the programs or in Community Development. The database will then automatically notify all outreach staff and assigning managers of the opportunity.
3) Outreach staff who plan to attend the event will update the database with their attendance and then coordinate with all other programs who will be at the event.
4) CAPK teams will communicate with the event host to make sure CAPK tables are co-located at the event.
5) Materials from all CAPK programs will be taken to each event – including the Agency One-Sheet and other Agency promotional materials.
6) Outreach staff will be cross-trained on basic public information about all CAPK programs so they are capable of providing information to the public about any of CAPK's programs.

Social Media

All CAPK social media account logos will be branded with CAPK colors as well as the agency to program tagline “CAPK is...Program.”
All social media banners will contain the CAPK logo and tagline/taglines to make the site visibly connect to CAPK as an agency.



Website

Community Development, working with The Marcom Group, has developed a CAPK website refresh that provides a more dynamic connection between the public and CAPK. Currently the design is in review and will go live following that process.





Logos

CAPK Programs have a variety of logos. Some match current CAPK branding and some don't. Over the course of implementation of this Brand Manual we will work with CAPK programs to update logos to make stronger connections with CAPK. This will not be a complete re-working of all CAPK Program logos but a collaborative process to create brand unity while preserving the unique nature of each program.

capk Community Action Partnership of Kern

Head Start A Program of CAPK

Migrant Childcare
Childcare that migrates with you

capk Community Action Partnership of Kern | California WIC Women, Infants & Children — Families grow healthy with WIC

FRIENDSHIP HOUSE COMMUNITY CENTER

SHAFTER YOUTH CENTER

AmeriCorps — Kern Youth Making Change

HOMELESS SERVICES

2·1·1 Kern County

CENTRAL KITCHEN

East Kern Family Resource Center
a program of CAPK

VITA Volunteer Income Tax Assistance

Community Action Partnership of Kern Food Bank
"Because no one should go hungry"

Business Cards

All CAPK business cards must be printed with formal CAPK design or designs.

Yolanda Gonzales
Director
Head Start/State Child Development

(661) 336-5236x 2229
(661) 493-2456 Fax
ygonzale@capk.org

5005 Business Park North
Bakersfield, CA 93309
www.capk.org

Letterhead and Envelope

The existing CAPK letterhead will remain the same.

An update to the standard CAPK envelope will include a Huggy-Heart logo to connect CAPK to the National Community Action Partnership and our programs to CAPK. The envelope is designed to match CAPK letterhead and deliver a cohesive impression of the agency to those who receive paper correspondence.



Powerpoint

Community Action Partnership of Kern will utilize a standard agency PowerPoint template to ensure that all internal and external presentations exhibit a consistent brand and connect all program work with CAPK as an agency.



Established in 1965 – CAPK offers assistance & support to individuals and families at their point of need across Kern County.

Guiding Principles: Leadership, Commitment, Quality Service Delivery, Respect & Honor, and Communication.

Xxxxxxxxxxx:

- xxxxxxxxxxxxxxxxxxxxxxxxx
- xxxxxxxxxxxxxxxxxxxxxxxxx
- xxxxxxxxxxxxxxxxxxxxxxxxx
- **xxxxxxxxxxxxxxxxxxxx**







The Future

Continue serving nearly 100,000 people annually

Strengthen collaboration with government and our non-profit partners

Explore Affordable Housing as a critical tool that helps people chart a path out of poverty

Expand our efforts to address homelessness

Title

XXXXXXXXXXXXXX

- Xxxxxxxxxxxxxxxxxxxxxxxxxxxxx
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Moving beyond branding

Outreach team structure and coordination

The heart of the effort to create a cohesive brand and marketing effort for the Community Action Partnership of Kern will be to bring together outreach staff from all portions of the agency to build a cooperative cross-agency team that will follow best practices, promote all CAPK programs and meet regularly to coordinate major events.

Community Development will prepare a formal brand roll out schedule and work with Program Directors, Managers and outreach staff to coordinate any changes to current practices that are needed.

Community Development will also implement monthly meetings in person or via teleconference to strengthen the existing marketing and branding coordination between programs and the agency.

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Board of Directors

From: Laurie Hughey, Low-Barrier Homeless Navigation Center, Program Manager

Date: May 27, 2020

Subject: *Agenda Item VI(d):* Low-Barrier Homeless Navigation Center Update – **Info Item**

Summary

The County of Kern/CAPK Low-Barrier Navigation Center (LBNC) opened its doors on Thursday May 14. Due to COVID-19, the LBNC will operate with modified services. The LBNC will accept homeless individuals on a referral basis from Flood Ministries, providing overnight accommodations, food, showers and laundry services for to up to 20-25 homeless individuals. CAPK will also receive homeless individuals that are currently housed at the Temporary Isolation Units (TIU) that have tested positive for COVID-19 and have completed their 14-day isolation, do not belong to the existing shelters, and are unsheltered. As of Friday, May 22 the LBNC has a census of 25 homeless individuals residing at the facility. Referrals are made daily from Flood Ministries.

We are currently recruiting for substitute, on-call positions. The remaining open positions have been filled and anticipate the center to be fully staffed by June 1. Social distancing during our staff onboarding process and trainings has been implemented and will continue onsite in working with clients, providers and others from the community.

As it relates to services delivery at the center, the post-COVID-19 intake process has been completed and implemented. The providers on-site providing services to homeless individuals include Kern Behavioral Health and Recovery Services, and Kern Medical. City Serve is providing volunteers to assist with developing a personal care closet. Pet care and kennels will open later, as will services for walk-in clients. In addition, a Customer Relations Management (CRM) database is under development to capture contract-related information and outcomes that are due to the County each month, where the existing Continuum of Care (COC) required Homeless Management Information System (HMIS) does not capture.

This data is being presented as an information only item and the data is changing on a daily basis.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Administration/Pritika Ram		**Month/Year: April 2020**
Program/Work Unit: 2-1-1 Kern County	**Staffing:** 20	**Program Manager:** Irene Fonseca

Services: Provides 24/7 information and referral services via phone or CAPK 2-1-1 website to residents of Kern. 2-1-1 provides call handling services for Kings, Tulare, and Stanislaus Counties. 2-1-1 serves as the call center for the CAPK Energy Program and VITA Program. 2-1-1 operates the Kern County Coordinated Entry System—screening callers experiencing homelessness and connecting them with CES Homeless Navigators who prioritize needs by urgency and links the client to necessary services. 2-1-1 in collaboration with First 5 of Kern, is an access point for parents of children ages 0-5 to complete an online developmental assessment to aid in early intervention of identified delays. 2-1-1 also offers onsite Calfresh application assistance to eligible Kern County residents, via the C4Yourself website.

Activities	Description			
Information & Referral Services	**Incoming**	**Answered**	**Unanswered**	**Referrals**
Kern County	9,006	7,569	1,437(16%)	13,641
Kings County	744	639	105(14%)	*
Tulare County	5,845	5,603	242 (4%)	*
Stanislaus County	2,569	2,266	303(12%)	*
Total	18,164	16,077	2,087(11%)	

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

Most Requested Services	Disaster Food Services	COVID19 Testing	Stimulus Check Information
Top 3 Unmet Needs	Homeless Shelter	Grocery Delivery	Utility Assistance

Other Services		Month	YTD
LIHEAP	Calls Answered	1,771	10,754
Weatherization	Calls Routed through 2-1-1	242	755
Mental Health	Calls Answered	301	865
Website Visitors	Duplicated Visitors to CAPK's 2-1-1 Kern web page	23,754	90,287
VITA	Calls Routed through 2-1-1	2,254	9,091

CalFresh Referrals *no onsite appts*	CalFresh Referrals to the DHS Calfresh Enrollment Line (Supplemental Nutrition Assistance Program (SNAP/food stamps)	**Referrals**	**Approved**	**Pending**
		331	**N/A**	**N/A**

Coordinated Entry System (CES)	Entry point for the homeless population in Kern County.	**211 Homeless Calls**	**QRT Received**	**Assessments Completed**
		756	**4**	**166**

Outreach Activities	Outcomes
• Capk Food Bank Facebook Video	• Partnered with Food Bank to share 2-1-1 information and how to get connected to food distributions and additional services

Highlights: 2-1-1 Kern continues to answer COVID disaster related calls for all counties. In the month of April, 2-1-1 Call Specialists provided over five thousand disaster related referrals to Kern County residents. Call Specialists have transferred over twenty-five hundred callers to the Kern Public Health COVID line for health concerns and testing.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Nutrition Services/Carmen Segovia		**Month/Year:** April, 2020
Program/Work Unit: Kern Youth Making Change, AmeriCorps	**Total Program Staffing:** 1 staff and 22 AmeriCorps Members (ACM)	**Program Manager/Supervisor:** Carrie Farwell

Services: CAPK AmeriCorps Members (ACMs) volunteer at 7 different sites throughout Kern County providing mentoring, tutoring, and evidence-based small group facilitation, as well as assisting with afterschool programs, coordinating community service projects, and develop strategic planning, research and evaluation for identified needs in the community. (See "other" regarding current covid19 activities)

Activities

YTD Reporting Period January - December

Description	Month	YTD
CAPK Food Bank & Distribution Due to the closure of our 7 original partner sites, we transitioned 11 ACM's to the CAPK Food Bank: 5 ACM's at CAPK Food Bank (in the warehouse building commodities) 3 ACM's at CAPK High School Distribution Sites (drive through food distribution) 2 ACM's at Food Bank Reception (answering calls, receiving clients, calling seniors) 1 ACM at CAPK Senior Food Bank (building commodities, and distribution) Since 4/1/20 CAPK ACM's have helped to provide food services, to approximately 55,000 individuals (creating orders, distributing boxes, or making phone calls to seniors)	4	N/A
Aging & Adult Services Department (AASD) 5 ACM's are currently serving at 2 AASD locations, providing phone calls to medically fragile seniors, evaluating their needs, providing resources and/or referrals and giving home bound seniors a friendly person to chat with. Since 4/1/20 CAPK ACM's have provided services to approximately 238 seniors, by phone call, and evaluation		
Vineland School District 4 of our Immune Compromised ACM's served at Vineland Elementary to help renovate an old house, and prepare for it for a restoration project (Parent Center). The members also assisted with cleaning classrooms and organizing the book room at Sunset Middle School. *Vineland School District ACM's will be transitioning to a *virtual project* with KCSOS starting May 1st, assisting in the creation of subject content (packets) for all schools in Kern County		
COVID-19 Social Media Team 2 ACM's continue to provide coverage of the emergency response activities that are taking place within AmeriCorps. The team captures activities and services by photograph/video. They help manage the content on Face Book & Instagram **@ Kern Youth Making Change AmeriCorps**. *They are currently working on survey questions for food distribution recipients, to gather more data around food scarcity, specifically during this pandemic.		

OTHER: The CAPK Kern Youth Making Change AmeriCorps program, is currently serving in an emergency capacity under direction from the State of California, California Volunteers (CV), and AmeriCorps. All members will provide service to the CAPK Food Bank, or community senior services, unless prohibited by health or safety issues, until further notice from CV. All other activities are approved by CV, and the AmeriCorps Program Officer.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Nutrition Services/Carmen Segovia		**Month/Year:** April/2020
Program/Work Unit: CalFresh Healthy Living	**Total Program Staffing**: 10	**Program Manager/Supervisor:** Tammy Fisher
Program/Work Unit Description: CAPK with funded and unfunded community partners that reflect the geographic, cultural, and ethnic diversity of Kern County will implement strategies and/or interventions in communities to help establish healthy eating habits and a physically active lifestyle, in accordance with the Supplemental Nutrition Assistant Program Education (SNAP-Ed) guidance mandated by the Food and Nutrition Act under Section 28, with an interest in improving nutrition, physical activity, public health, the built environment, and health care where we work, live, shop, learn and play.		

Activities	Description	Status	
		Month	YTD
Program Partnerships	• No events scheduled for the month of April	3	19
CalFresh Healthy Living SHOP	• The CAPK Program Coordinator and three CAPK Health Educators attended a three-day USDA SNAP-Ed funded Zoom on-line training entitled *"Trauma-Sensitive Nutrition Security and Around the Table"* This training provided skills for trauma-informed engagement and basic principles of trauma-informed nutrition education. • Indirect Education contacts CAPK Health Educators provided nutrition education at weekly at 5 High School CAPK FOOD BANK Emergency Distribution sites	1 4,274	10 4,644
CalFresh Healthy Living LIVE	• Direct Education provided by CAPK Health Educators to AmeriCorps staff via Zoom meeting, where 22 participants were in attendance for learning how to choose healthy beverages. • Indirect Education contacts: CAPK Health Educators were not able to collect indirect nutrition education at Mercy Downtown Hospital this month due to COVID-19 restrictions.	22 0	24 30,000
CalFresh Healthy Living Trainings	• Statewide CalFresh Healthy Living trainings were canceled due to COVID-19 for April and will resume in June 2020.	0	5
CAPK County Action Nutrition Plan	• The CNAP Collaborative and the CNAP Steering Committee will be rescheduled for later this year due to COVID-19. Live video conferencing will be offered to partners for these upcoming meetings.	0	41

Other Items of Note:

1. CAPK CalFresh Healthy Living website is updated for the Month of April at www.capk.org/programs/calfresh
2. All in-person trainings, RYD Day, and meetings are canceled due to CoVid-19 and for more guidance CDPH has provided this website link: https://www.cdph.ca.gov/programs/cid/dcdc/pages/guidance.aspx.
3. CAPK CalFresh Healthy Living FaceBook page is updated weekly and provides USDA SNAP-Ed funded resources for healthy eating active living resources.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Director of Administration, Pritika Ram		**Month/Year:** April 2020
Program/Work Unit: Community Development	**Total Staffing**: 4	**Program Manager/Supervisor:** Pritika Ram

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

Community Development Team Activities

The Outreach Team focused on supporting CAPK programs during their COVID-19 pandemic response through social media platforms, online advocacy to donors and coordination with elected officials and the news media. Outreach also promoted the upcoming opening of the M Street Navigation Center by developing signage, flyers, press and public development plans, building a Navigation Center website and coordinating efforts with Homeless Services staff and with Kern County representatives.

The Grants Team continues to seek funding for the COVID-19 emergency response as well as strategies to support CAPK clients in the recovery period.

Advocacy	• Worked with elected officials and staff to highlight the impact CAPK is making during COVID-19. • Recognized elected official and corporate participation in CAPK efforts around COVID-19.
Outreach	• Built a website for the M Street Navigation Center • Shot photos of CAPK Food Bank distributions and shared on social media. • Spread videos of CAPK Food Bank activities across CAPK media platforms. • Used constant contact and the CAPK website to solicit donations to the CAPK Food Bank, boosting donations significantly. • Continued social media posts acknowledging CAPK staff contributions to the fight against COVID-19. • Worked on communications and appreciation letters and posts donors to the CAPK Food Bank. • Distribution of Chevron and Kern Economic Development Foundation gas cards
Grants-In Progress	• California Department of Social Services-Food Bank • US Internal Revenue Service VITA • Kern County Department of Adult and Aging Services-211 • Feeding America-Food Bank • Central California Asthma Collaborative
Research	• Funding for the COVID recovery period • Affordable Housing
Projects	• Head Start Community Assessment • Affordable Housing • Food Bank Expansion • Customer Relation Management • Fundraising through CCS consultant • CAPK Foundation creation • US 2020 Census • Low Barrier Navigation Center (program and budget review) • Community Service Block Grant (CSBG) training webinars to staff, collection of NPIs • Recruitment of Senior Community Development Specialist and active RFP for grant contract firm

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Nutrition Services/Carmen Segovia		**Month/Year:** April/ 2020
Program/Work Unit: East Kern Family Resource Center	**Total Program Staffing**: 5	**Program Manager/Supervisor: TaVia Wooley**
Program/Work Unit Description: Serves low-income individuals and families residing in East Kern County communities of Boron, California City, Mojave, North Edwards, Rosamond, and Tehachapi. Services include case managing families with children who are at risk of abuse and neglect (Differential Response); preparing children to enter kindergarten (School Readiness Initiative); parenting education; emergency supplies closet for immediate basic needs such as clothing, food, diapers, infant formula, bus passes, and gas vouchers.		

Activities	Description	Status	
		Month	YTD
Referrals for services Case Managed Families	Differential Response F5K School Readiness Economic Empowerment	21 2 4	96 8 21
Children enrolled in center-base program		0	1
Adults in Court Mandated Parenting Classes		0	6
Services to Walk-ins	Services e.g., faxing and photocopying legal documents (such as such as birth certificates, Social Security cards, immigration status information needed to receive public assistance), food, clothing, referrals to other support services, and ongoing case management	17	276
Emergency Supplies Closet and Other Services	Food (individuals)	4	24
	Clothing (individuals)	5	100
	Photocopies (individuals) HEAP Application Supporting Docs	150 0	812 198

Other: N/A

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Operations/Emilio Wagner		**Month/Year: April 2020**
Program/Work Unit: Energy	**Total Program Staffing**: 37	**Program Manager/Supervisor:** Todd Payne
Services: Residential weatherization, utility bill payment assistance, and energy efficiency education for low-to-moderate-income Kern County residents. Also, installation of interim water tanks for low-income households affected by the drought.		

YTD Reported from 01/02/2020 to 4/30/2020

		Status	
Activities	**Description**	**Households Served**	
		Month	**YTD**
1. Low Income Home Energy Assistance Program (LIHEAP Utility Assistance -2019)	• Utility bill payments	**-0-**	**261**
2. Low Income Home Energy Assistance Program (LIHEAP Utility Assistance – 2020)	• Utility bill payments	**164**	**2422**
1. Low Income Home Energy Assistance Program (LIHEAP) Weatherization Assistance (2019)	• Residential repair/weatherization (e.g., weather stripping, thermostats, door/window replacement, etc.)	**-0-**	**242**
	• Energy-efficient appliance installation	**-0-**	**345**
2. Low Income Home Energy Assistance Program (LIHEAP) Weatherization Assistance (2020)	• Residential repair/weatherization (e.g., weather stripping, thermostats, door/window replacement, etc.)	**-0-**	**15**
	• Energy-efficient appliance installation	**-0-**	**29**
3. Department of Energy Weatherization Assistant Program (DOE-WAP) (2018)	• Residential repair/weatherization (e.g., weather stripping, thermostats, door/window replacement, etc.)	**-0-**	**4**
	• Energy-efficient appliance installation	**-0-**	**4**
5. Total Value of Services (utility payments only)		**$907,574**	**$2,325,494**
		Results	
6. Energy calls received (from 2-1-1)		**2107**	
		HEAP	**Wx**
7. Number of LIHEAP applications Received		**231**	**-0-**
8. Number of LIHEAP applications Completed		**164**	**-0-**
9. Number of LIHEAP applications in Progress		**107**	**-0-**
10. Outreach Events attended	All Outreach events were cancelled due to COVID-19 Pandemic	Give presentations, distribute brochures, tote bags, ink pens and energy savings wheels.	

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Nutrition Services/Carmen Segovia		**Month/Year:** April 2020
Program/Work Unit: Food Bank	**Total Staffing**: 19	**Program Manager:** Jaime Orona
Services: Partners with 147 food distribution sites throughout Kern County to provide food assistance to low-income families and individuals.		

		Status	
Activities	**Description**	**Month**	**YTD**
USDA Commodities	Individuals Served (March)	53,600	136,751
	Poundage Received all Programs	3,384,452	10,154,521
	Total Poundage Distributed, All Sites	3,742,779	9,896,187
	Total Distributed pounds 2019	1,799,664	5,798,687
Food Sourcing	**Produce Received:** pounds of produce (donated or purchased) & 5 different produce items: • Grimmway: Carrots • Polo Produce: Mixed Produce • Target: Mixed produce • Walmart: Mixed produce • Wonderful: Citrus **Food Purchase Distribution Program Produce:** Potatoes & citrus		
Food Drives:	**CSFP Produce Distribution:** 34 distribution in April, distributed 14,593 LBS.		

- CAPK Food Bank has held drive thru distribution at 5 high school parking lots in April. Monday West, Tuesday Mira Monte, Wednesday BHS, Thursday South High, and Friday North High. At these distributions we are serving around 300 cars per day. We will continue to have these drive thru distribution throughout the month of May.
- CAPK Food Bank held 21 Emergency box distribution throughout Kern County. Distributed 1,530 boxes in the month of April.
- Our CSFP program held 34 distributions for the month of April and distributed 34 pound boxes of healthy and non-perishable food to 4,300 seniors throughout Kern County. CSFP team is doing a great job of having drive thru distribution at most sites.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Carmen Segovia:		**Month/Year:** April 2020
Program/Work Unit: Friendship House	**Total Program Staffing: 2**	**Program Manager/Supervisor:** Lois Hannible
Services: After-school and summer programs, pre-employment program for youths, parenting classes, nutrition education, sports, gang prevention, and access to social services.		

Activities	**Participants**	
Description	**Month**	**YTD**
After-School Program Tutoring, homework assistance, recreation.		99
Summer Program Recreational activities, educational games, and activities.		130
Gang Prevention Program Aggression Replacement Training (ART), Nurturing Parenting and Parents on Mission (POM) parenting classes are provided at local school sites, correctional facilities, at the Friendship House and other community centers, to prevent at-risk youths from joining gangs.		26
STEM (Science, Technology, Engineering, Math) Program Chevron STEM teaches robotics, coding, engineering, and mathematics to program youth, engaging them in hands-on science focused learning.		
Mobile Mexican Consulate -Consular services are provided at FHCC every Tues. & every other Wed., providing passport renewals, assistance with obtaining important documents, and providing DACA & protection information***.***		3919
PREP Works Program Pre-employment program for at-risk youth that provides them with financial literacy; skills and knowledge to conduct job searches and plan for college/career; and an incentivized savings program. Participants also have an opportunity to gain paid work experience.		109
Positive Youth Development Services- Mentor program for at-risk youth.		88
Positive Youth Development Services- Medi-Cal Health Enrollment Navigator Project		

Other:

- Thank you to Chevron for providing gas cards to four Friendship House families in need, during this very challenging time.
- Due to COVID-19 concerns, FHCC doors are closed to the public, for the time being.
- FHCC staff and mentors are staying connected to program youth and their parents by phone to assist with academics, determine needs and to provide appropriate resources.
- FHCC program staff are implementing a new Medi-Cal Health Enrollment Navigator Project, in connection with CAPK's 211 program. Program staff are providing Medi-Cal information to the community, signing individuals up for Medi-Cal, and assisting with Medi-Cal renewals.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Head Start/State Child Development/Yolanda Gonzales	**Month/Year:** April 2020
Program/Work Unit: Head Start/Early Head Start	**Program Manager/Supervisor:** Ginger Mendez/Donna Holland
Services: Head Start and Early Head Start childhood education for low-moderate income children ages 0-5 in center-based, part-day or full-day environments and home-based options.	

Program	Funded Enrollment	Reportable Enrollment	Percentage	Enrollment Breakdown	Disabilities Goal 10%	Over Income Goal <10%
Head Start Kern	**1317**	**1314**	**99.8%**		**10.7%**	**9%**
Early Head Start Kern	**446**	**395**	**85%**		**15.6%**	**3.8%**
• EHS Center Based	210		96%	202/210		
• EHS Home Based	124		99%	123/124		
• EHS Home Based-Interim	112		49%	55/112		
Early Head Start San Joaquin	**313**	**305**	**97%**		**21.1%**	**9.9%**
Early Head Start Partnership	**152**	**90**	**57%**		**5.1%**	**9.9%**
• Bakersfield College	32		84%	27/32	12.5%	
• Blanton	16		100%	17/16	12.6%	
• Garden Pathways	11		82%	9/11	0%	
• Taft College	42		76%	32/42	0%	
• Jewett	24		0%	0/24	0%	
• Escuelita Hernandez	16		12.5%	2/16	0%	
• Seeking Partner	11		0%	0/11	0%	

****Face-to-face services suspended starting end of business day March 17, 2020 for Kern Head Start/Early Head Start and end of business day March 13, 2020 for San Joaquin EHS.**

Average Daily Attendance	Goal > 85%	100%

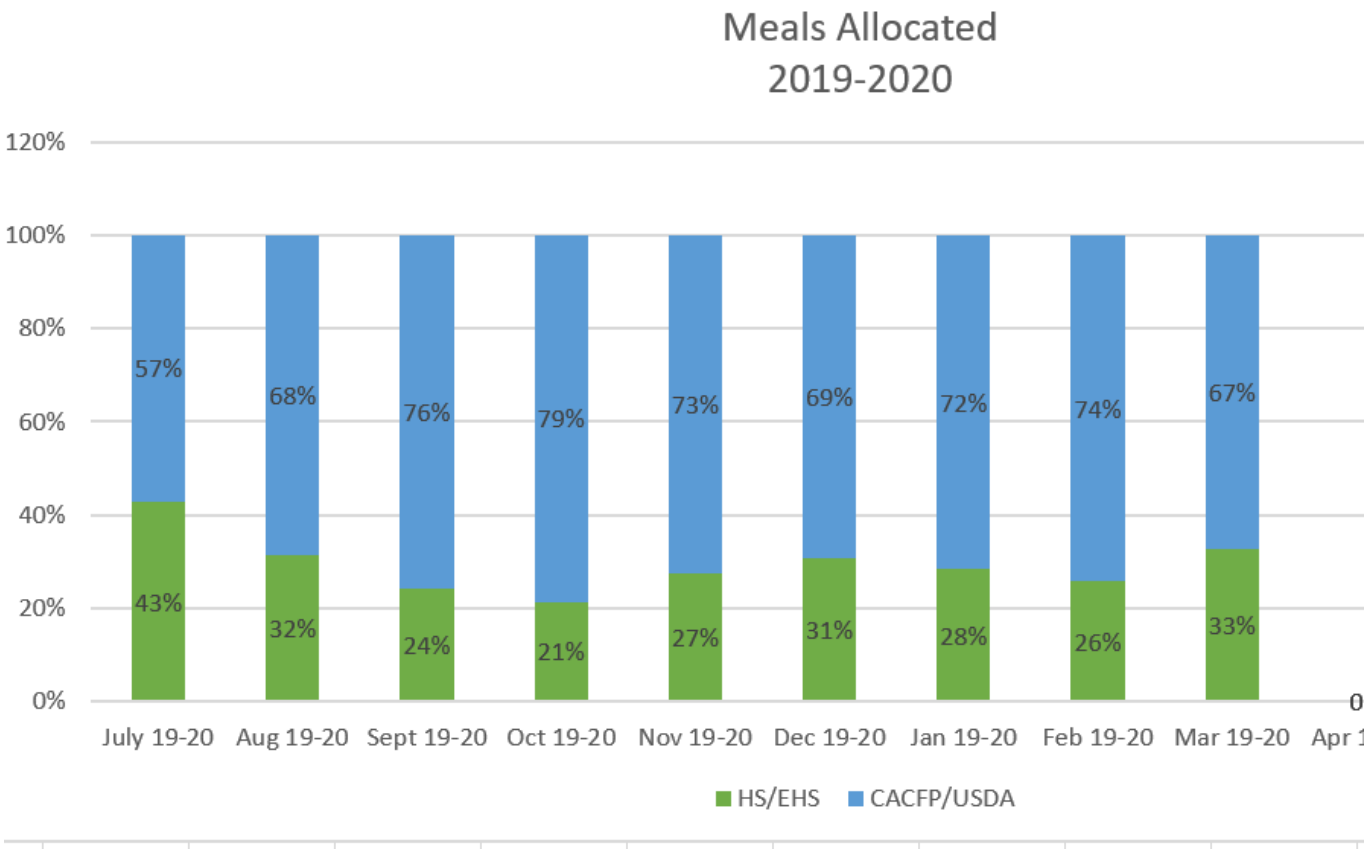
Division Staffing			
Currently Employed	**Vacant Positions**	**Continuous Family Leave**	**Intermittent Family Leave**
622	21	13	127

Compliance
Desk reviews and closing out existing Corrective Action Plans are being completed.

Central Kitchen April 2020				
Meals & Snacks	**Total # Prepared**	**Breakfast**	**Lunch**	**Snack**
Head Start / Early Head Start Centers	41,010	13,670	10,290	17,050
Home Based Meals	4,725	1,575	1,150	2,000
TOTAL	**45,735**	**15,245**	**11,440**	**19,020**

The Central Kitchen along with the support of the Head Start/Early Head Start staff have been providing boxed meals for the enrolled children. Working with the Sysco representative we were able to successfully offer ready to eat meals that are creditable with CACFP.
The boxed meals are very much appreciated by the families and this is just another way CAPK is meeting the needs of our families during this pandemic.

CACFP					
March 2020					
Total Meals Requested			Meals Allocated		% of Meals Served
Central Kitchen	Vendor Meals	**Total Meals**	CACFP/USDA	HS/EHS	February2020
41,946	8,951	50,897	34,224	16,673	**80%**



COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Tracy Webster		**Month/Year: April 2020**
Program/Work Unit: HR/Staffing	**Total Division Staffing**: 6	**Program Manager/Supervisor:** Barbara Imdorf, Dawn Bledsoe
Services: All functions and activities related to staffing, employee benefits (including the pension plan) administration, labor law compliance, human resources management, and SEIU Contract.		

		Status	
Activities	**Description**	**Month**	**YTD Reporting Period Jan-Dec.2020**
Employee Count	Regular	923	
	Subs/Temps	22	
	Total Staff	945	
New Hires	**All divisions and programs**		
	Regular	5	170
	Subs/Temp	1	60
	Total New Hires	6	230
Leaves of Absence	Full-time Leave	21	
Terminations	**All divisions and programs**		
	Voluntary	9	190
	Involuntary	2	71
	Total Terminations	11	261
Staffing	**Vacancy**	20	385
	Total Online/ADP Applications Received	1,555	6,682
Payroll	**Total Hours Paid**	137,630.15	
	Total Gross Payroll	2,706,900.47	

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

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Community Development/Pritika Ram		**Month/Year:** April 2020
Program /Work Unit: Low-Barrier Homeless Navigation Center (LBNC)	**Total Program Staffing: 8** **Leadership Team: 3**	**Program Manager/Supervisor:** Laurie Hughey

Services: The LBNC will provide food, shelter, clothing, personal hygiene items, laundry services, personal possession storage, pet care and kennels for overnight guests. The center will partner with other agencies to provide substance abuse services, medical and mental health services, employment services, housing and navigation assistance, case management and information and referral services. The center is capable of housing 150 overnight guests. Guest who spend the night will be eligible for a cold breakfast. The center is open to the public from 10am-8pm, guest who utilize the day service are eligible to receive lunch and dinner.

Updates as of 4/2020:

LBNC Policy and Procedures have been approved by the BOD 3/2020.

Construction is complete, final inspection and clearance was given on May 1, 2020. LBNC staff moved into the navigation center, with May 14th as the anticipated start date. The center will receive homeless individuals from the temporary isolation units (TIU) located at the fairgrounds that are being treated for Covid-19 and have completed their 14-day isolation, have been cleared by Kern Medical. Due to Covid-19 the center will open to provide meals and overnight services to 20-30 homeless individuals.

Recruiting for three remaining staff positions; Program Coordinator, Custodian and Homeless Navigator. Center is expected to be fully staffed by end of May.

Kitchen equipment, washer/dryers have been installed, tables and chairs for dining area have been set up aw well as personal storage bins and beds. Office furniture was installed on 4/30/2020. Supplies and equipment are continuing to be delivered.

Onsite security contract was approved by the BOD on 4/29/2020. Allied Universal will provide two full time security guards 24/hr. day 7 days a week including holidays. Linen services will be provided by Mission Linen. They will supply sheets, pillowcases, blankets, bath, and hand towels as well as laundry carts. Services will be provided twice a week.

We are working with area service providers to determine final scope of work for coordination and quality services delivery. Kern Medical will have an onsite Advanced Nurse Practitioner two to three times per week, and a Medical assistant five days a week to provide medical support. Kern Behavioral Health will be onboard at opening of services to provide mental health services.

Below are contract deliverables once we open the Center…

Activities	**Participants**	
Description	**Month**	**YTD**
Statement of Program Deliverables once the center opens		
# of overnight residents		

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

# of daytime residents		
Total # of residents		
# of overnight resident meals		
# of daytime resident meals		
Total # of meals		
# of assigned beds		
# of available beds		
# of volunteers		
Total # of volunteer hours		
Donations-Monetary		
Donations-In kind		
# of exits into permanent housing		
# of total exits		
Average length of stay for all exits		
Average length of stay for exits to permanent housing		
# of Critical Incidents		
# of Suspected Abuse Incidents		
# of staff		
Total FTE		

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Health & Nutrition Services/Carmen Segovia		**Month/Year:** April 2020
Program/Work Unit: Migrant Childcare AP Program (MCAP)	**Total Staffing**: 19, *Vacancies-4* *2 Family Specialists, 1 Reimbursement Specialist, 1 Service Clerk*	**Program Manager/Supervisor:** Susana Magana
Services: The Migrant Childcare Alternative Payment Program is a voucher-based childcare program for migrant agriculturally working families. The program has six entry counties: Kern, Kings, Madera, Merced, Tulare, and Fresno. Once enrolled, families can continue childcare services as they migrate throughout the state following agricultural work. The program's current Fiscal Year is July 1, 2019, to June 30, 2020. **This report is for the service month of March 2020, which was processed in the month of April 2020.*		

Activities	County	Total	% by County
Active Enrollments	Kern*	449	45%
	Madera	126	10%
	Merced	4	0
	Tulare	217	22%
	Kings	87	8%
	Fresno	151	15%
	Total	1034	**100**%

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

Current Activities:

The MCAP office is still operational Monday to Friday from 7am-5pm. To comply with social distancing staff has been split into two shifts and is telecommuting part of the day. Our office lobby is open by appointment only.

The MCAP program has experience an increase in phone calls requesting changes in providers due to some providers temporarily closing their family childcare home due to Covid-19. Staff is working diligently to assist families in finding temporary childcare providers.

Program manager is working closely with the California Alternative Payment Program Association CEO and the CA Department of Education (CDE) staff to ensure the needs of the MCAP program are being considered, as CDE moves forward in issuing emergency Covid-19 regulation management bulletins.

Upcoming Activities

Due to Covid-19 outreach activities, meetings and trainings for May & June have been cancelled.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Nutrition Services/Carmen Segovia		**Month/Year:** April 2020
Program/Work Unit: Shafter Youth Center	**Total Program Staffing:** 2.5	**Program Manager/Supervisor:** Angelica Nelson
Services: Summer and after-school tutoring, homework assistance, educational, recreational, and social enrichment activities and services for children ages 6-18. Evening programming is offered Monday through Friday, 5:00 to 9:00 pm; activities include basketball, ancestry class, and various local groups who utilize the meeting space.		

Activities	Participants	
Description	**Month**	**YTD**
After-School Program Tutoring, homework assistance, recreation, health & nutrition education.		20
Evening Program – Open Basketball, Zumba, Fitness Boot Camp, Mental Health Support Group Mtg, Tai Chi		
Summer Program Academics, sports, recreation, health & nutrition education, themed weeks with coordinated guest speakers.		

Other:

- Shafter Youth Center has been busy assisting the community with a temporary Food Pantry Program. SYC has made a few trips to collect food to bring back to the center. In the two weeks that we have done this, we have served 46 families.

  We have also have held two drive through food distributions. One regular commodities and one Emergency food. With the regular, we served 200 families. With the Emergency, we served 300 families, but had about 400 cars in the area looking to get food.

  https://www.facebook.com/capkfoodbank/videos/908668839550920/

- Staff is getting ready for Summer Program. Several plans are in the works to prepare for what will be allowed in the coming weeks.

- Give BIG Kern has opened their online donation portal. The official donation day is May 5th. This year, Shafter Youth Center will be the only CAPK program participating in the program.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Operations/Emilio Wagner		**Month/Year:** April 2020
Program/Work Unit: Business Services/ Maintenance & Operations/Information Technology/Risk Management	**Total Division Staffing:** 23	**Program Manager/Supervisor:** Dan Ripoli, Douglas Dill, Kerri Davis, Laurie Sproule
Services: Facility repair and maintenance, procurement, information technology, risk insurance, vehicle registration, contracts, facility leases and facility planning.		

Operations Report begins March 1st

		STATUS	
Activities	**Description**	**Received**	**Completed to Date**
Business Services			
Purchase Orders Processed		71	247
Contracts/Leases Processed		79	143
Request for Proposals (RFP)	Security Services (LBNC) Laundry Services (LBNC) Food Services – (HS/EHS)	Completed Completed Completed	
Leases	Chrisman Road (Head Start) 277 E. Front Street. Buttonwillow (WIC) 11336 Bartlett Ave. (WIC) 8401 California Ave. (WIC) 452 West Los Angeles (Head Start) 2739 Diamond Ave. (WIC) 401 Willow Drive (Head Start) 10300 ½ San Diego St. (Head Start) 2550 East Belle Terrace Bldg. 200 (Food Bank) 7000 Wardrobe Avenue (MCAP) 1500 Fairfax Road (Head Start) 1850 Wardrobe Avenue (MCAP) Mojave Veteran's Bldg. Rental Agreement (WIC)	In Progress In Progress In Progress Completed In Progress In Progress In Progress In Progress In Progress In Progress In Progress In Progress In Progress	
Contracts	Escuelita Hernandez (Partnership) GameTime (Head Start) Sarana Educational Consulting, LLC (Head Start) ACS Amendment I (Energy) HSI Amendment I Stine & Oswell (Head Start) HSI Amendment I Broadway (Head Start) Trans West Amendment I (Operations) Wellworks For You (Finance) Econo West, Inc. Amendment (Energy) Colombo Construction (Head Start) Tel-Tec Security (Operations) S.U.S.D. Food Service Contract (Head Start) MOU Cal Fresh (Head Start-SJ) Blue Ribbon Automotive (Head Start) McWilliams and Walden, Inc. (Head Start)	In Progress Completed Completed Completed In Progress In Progress Completed In Progress Completed In Progress Completed In Progress In Progress In Progress In Progress	

	Motor City (HeadStart)	In Progress
	Big O Tires (Operations)	In Progress
	Ordiz Melby (Head Start)	In Progress
	K.H.S.D. contract (Head Start Kern)	In Progress
	PLC System Services (Head Start)	Completed
	Tres Hombres Fence Company (Jewett/Head Start)	Completed
	CCS Fundraising (Comm. Dev.)	In Progress
	AAI Pest Control (HS Stockton)	Completed
	San Joaquin Interiors (Head Start/Jewett)	Completed
	PLC System Services (Jewett/Data Drops/Head Start)	Completed
	PLC System Services (Jewett/Exit Signs/Head Start)	Completed
	Apex General Construction (Head Start)	Completed
	Premiere Services (Jewett/Bollard Installation/Head Start)	Completed
	Valbridge Property Advisors (Operations)	Completed
	Computer Linx (Homeless Shelter/Operations)	Completed
	Advanced Data Storage, Inc. (VITA)	Completed
	Frog Street Press, Inc. (Head Start)	Completed
	MAKE Bakersfield (Shafter Youth Center)	Completed
	One Circle Foundation (AmeriCorps)	Completed
	Soils Engineering (Head Start)	In Progress
	Brain Storm (Operations)	Completed
	Pyramid Model Consortium (EHS SJ)	In Progress
	GameTime (HS)	Completed
	GameTime (HS)	Completed
	One Circle Foundation (AmeriCorps) #2	Completed
	PLC System Services (Jewett, new power poles)	Completed
	Premiere Services (Head Start/Cleo)	Completed
	Turks Kern Copy (Maintenance)	In Progress
	Reliable Janitorial	In Progress
	Turks Kern Copy (LBNC)	In Progress
	Allied Universal (LBNC)	In Progress
	ACI Amendment I (Jewett)	Completed
	ACI Amendment I (HS)	Completed
	Valbridge Property Advisors (Operations)	Completed
	ACI Contract (HS/Concrete Project)	Completed
	Orkin Contract (Jewett & Cal Fresh)	In Progress
	Premiere Services (Energy)	In Progress
	Premiere Services (Maintenance)	In Progress
	Premiere Services (Maintenance)	Completed
	ACI Contract (HS, Jewett)	Completed
	ACI Contract (HS, Jewett)	Completed
	Rice Agency Amendment I	In Progress
	San Joaquin Interiors (HS, East Cal)	Completed
	ACI (HS)	Completed
	ACI (HS)	Completed
	ACI Amendment I (HS, Jewett)	In Progress
	Tres Hombres Fence Company	In Progress
	Home Town Plumbing (HS)	In Progress
	PLC System Services (Food Bank)	In Progress

	Great Western Installation (EHS, Cleo) Great Western Installation (HS, Jewett)	Completed In Progress In progress In Progress Completed Completed
Maintenance & Operations		**Work in Progress** / **Closed To Date**
Facility Work Orders Processed	Repair and maintenance of CAPK facilities and vehicles. 3/1/2020 to Date	114 / 173
Projects	• "Jewett" Fire alarm system is completed and has passed the Fire Marshall inspection. Friday we will be looking to get the final inspection from the City of Bakersfield. The City inspector is requiring us to install a ADA parking space and exit to the West end on the facility that will require us to add ramps and a gate to the sidewalk, we are in the process of procuring this work. We did receive a 30 day occupancy grant from the city and it will expire on 4/5/2020. The contract has been executed and work will be completed by 5/9. • Cleo Foran Renovation: Construction has been completed and we have received final inspection from the City of Bakersfield. We have also received final inspection from the Fire Marshall on the fire system. Program has requested to add Pour Down play material in the new EHS play yard and install new sod, we are in the process off procuring the work. New sod has been installed and we are awaiting scheduling for the pour down material. • East Cal: EHS interior renovations are complete. Exterior renovations are complete. The County inspector is requiring us to install a ADA parking space and exit to the West end on the facility that will require us to add ramps and a gate to the sidewalk, we are in the process of procuring this work. This work has been procured and work is in process and should be completed by 5/15.	In Progress In Progress In Progress
Information Technology		**Received** / **Closed To Date**
Help Desk Work Orders Processed	Technical assistance to employees, repairs, troubleshooting, coordination of services with IT services subcontractor	514 / 477
Projects	• AT&T E-rate Category 1 Installation • Mitel Upgrades MCAP, SJC, WIC • Jewett • Food Bank Wifi upgrades • SJC computer upgrades • Census	In Progress In Progress Completed Completed In Progress In Progress

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

	• LBNC	In Progress	
Risk Management		**Reported**	**01/01/2020 to Date**
Workers Compensation Incidents	• For Report Only • First Aid • Medical Treatment • Modified Duty • Lost Time • Non-Industrial (not work related) • Under Investigation	0 0 0 0 0 0 0	22 5 1 0 2 0 0
General Liability		0	0
Property Incidents		0	9
Vehicle Incidents		1	8
Projects	Charter for Operational Risk Mgmt Advisory Committee Safety & Security Policies for Front Desk Workplace Violence Prevention Program Operational Risk Committee Submitted for approval Vehicle Safety Program Safety Meetings Monthly Maintenance & Energy Homeless Shelter Liability and W/C Insurance New safety Program for Homeless Shelter ATD Developing Respiratory Protection Program for LBNC Update safety programs to include Homeless Shelter & Staff Developing Returning to Work Plan after COVID	Completed Completed Completed On-going Completed On-going On-going Completed Completed In progress In progress	

- **Other:**

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Administration/Pritika Ram		**Month/Year:** April 2020
Program/Work Unit: VITA	**Staffing:** 2 Regular 4 Temps 1 Intern	**Program Manager:** Jacquelyn Guerra
Services: Train and certify volunteers, provide free tax preparation and electronic filing for low-moderate income individuals and families and assist clients with ITIN (Individual Tax Identification Number) renewals and applications.		

Due to transferring to new software, the numbers for January through March have been updated. Please disregard the numbers reported in previous reports

Description	January	February	March	April	Year to Date Totals
Federal Refund	$384,919	$1,629,421	$825,887	$346,920	$3,187,147
Federal Earned Income Credits	$358,252	$1,161,864	$446,887	$175,493	$2,142,496
Federal Total	**$743,171**	**$2,791,285**	**$1,272,774**	**$522,413**	**$5,329,643**
State Refund	$70,530	$325,047	$182,519	$77,937	$656,033
State Earned Income Credits (CAL EITC)	$39,476	$160,447	$92,669	$42,884	$335,476
State Total	**$110,006**	**$485,494**	**$275,188**	**$120,821**	**$991,509**
Total State and Federal Refunds and Credits	**$853,177**	**$3,276,779**	**$1,547,962**	**$643,234**	**$6,321,152**
Total Tax Returns	**223**	**1,344**	**914**	**622**	**3,103**

We are 30% away from reaching our IRS grant goal!

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Nutrition Services/Carmen Segovia		**Month/Year: April, 2020**
Program/Work Unit: WIC	**Total Program Staffing**: 66 staff 2 vacancies	**Program Manager:** Kathlyn Lujan
Services: Nutrition education, breastfeeding support, and food vouchers for families with infants, children up to age 5, and women who are pregnant, postpartum or breastfeeding. Services provided at 21 sites in Kern County, 5 sites in San Bernardino County.		

			Participation 10/1/18 – 9/30/19			
Description			**Case Load**	**Month**	**Central Valley Avg.**	**State Avg.**
Total	All services April, 2020		**16,160**	**13,919/87%**	**N/A**	**N/A**
Participation by WIC site	**Location**	**Participants**	**Location**			**Participants**
Note: Currently unable to run a report by WIC site due to the limitations of the new WIC software, WIC WISE	Arvin	41	Mojave			51
	Bakersfield		Oildale			330
			Ridgecrest			658
	E. California	1987	Rosamond			514
	Niles Street	1734	Shafter			1081
	Montclair	376	Tehachapi			323
	Friendship House	71	Wasco			1474
	Panama	1317				
	Boron	12	San Bernardino County			
	Buttonwillow	27	Adelanto			1733
	California City	531	Big Bear			233
	Delano	794	Crestline			291
	Edwards Air Force	58	Needles			194
	Lost Hills	87	Phelan			2
			Mobile WIC			

Projects

CAPK WIC continues to have a Facebook and Instagram presence. Facebook has 747 followers and Instagram has 832 followers.

CAPK WIC continued to serve participants by phone through the month of April. CDPH WIC was able to modify WIC procedures so that all categories of the WIC process could be met with counseling by phone: certifications and recertifications (bringing children into the offices is no longer required). CDPH WIC also limited some of the nutrition information required to reduce the time spent on the phone. The new procedures have made WIC more accessible to families who could not regularly come into the offices due to transportation issues. It also helps families in the more rural areas of Kern and San Bernardino counties. An anecdotal survey of participants indicates that most like changes and having WIC services completed by phone.

Most staff continued to work from the WIC offices.

WIC saw an increase in CAPK.org activity with new potential participants requesting information.

Outreach continued to have a social media presence with new information on Instagram and Facebook being developed and posted.

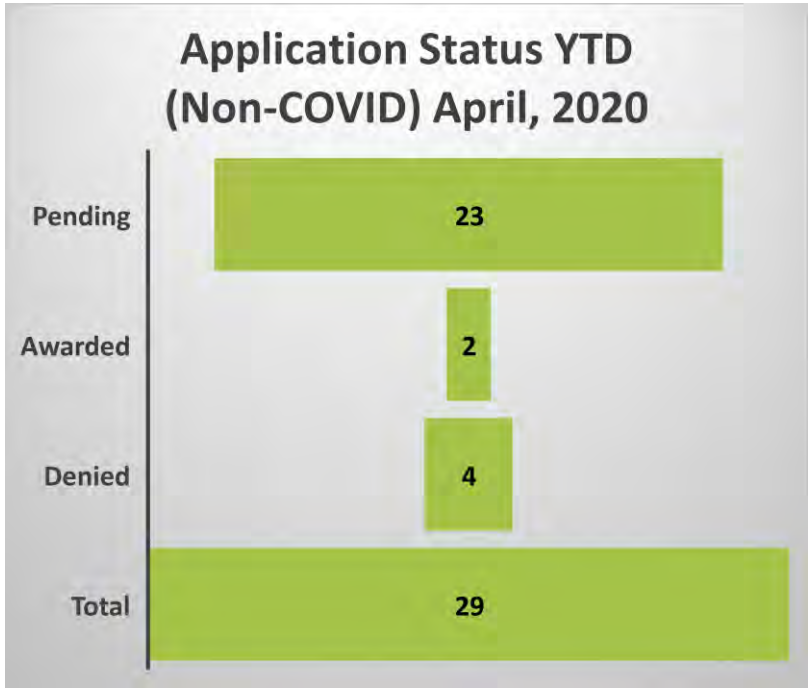
Community Development Division
Application Status Report
April 2020

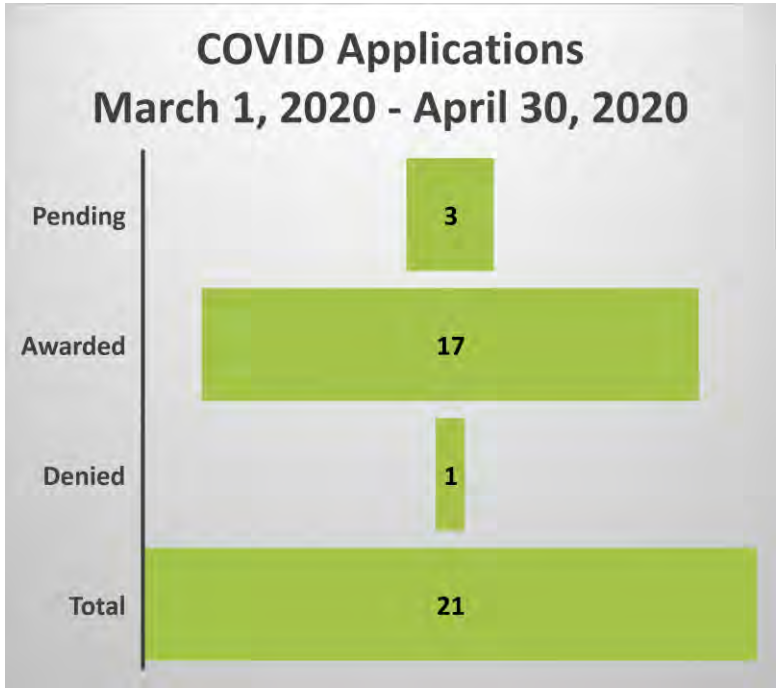
Application Status, YTD

Status	Dollars	Count
Pending	$5,427,000	23
Awarded	$85,707	2
Denied	$3,574,596	4
Total	**$9,087,303**	**29**
	Win Percentage	**50%**

COVID-19 Application Status, YTD April 2020

Status	Dollars	Count
Pending	$2,230,410	3
Awarded	$2,391,748	17
Denied	$63,000	1
Total	**$4,685,158**	**21**
	Win Percentage	**95%**





Community Development Division
Application Status Report
April 2020

Applications (Non-COVID) Submission Detail April 2020

Funder	Name	Program	Amount Requested	Amount Awarded	Date Submitted	Decision Date	Status
City of Bakersfield	**CAPK Affordable Housing Project-PSV**	**Community Development**	**$587,000**	**$0**	**11/22/2019**	**3/9/2020**	**Denied**
City of Bakersfield	**City of Bakersfield Homeless Navigation Center**	**Community Development**	**$2,940,236**	**$0**	**3/13/2020**	**4/8/2020**	**Denied**
Kern Family Health Care	**FHCC STEM**	**FHCC**	**$2,000**	**$0**	**3/2/2020**		**Pending**
Wells Fargo	**VITA Financial Empowerment Workshops**	**VITA**	**$50,000**	**$0**	**4/30/2020**		**Pending**
California Coastal Commission	Kids Adopt a Beach	FHCC/SYC	$8,000	$8,000	10/24/2019	1/3/2020	Awarded
National Head Start Association	Jewett Community garden	Head Start	$5,000	$0	10/11/2019	1/3/2020	Denied
Kaiser Permanente	Nutrition for Healthy Living	CAPK Healthy Living	$30,000	$0	10/21/2019	1/6/2020	Denied
California Coastal Commission	Whale Tail Grants Program	FHCC/SYC	$15,000	$0	11/9/2019	1/31/2020	Denied
NALEO Education Fund	NALEO Education Fund	EKFRC, CDD	$15,000	$15,000	1/13/2020	2/5/2020	Awarded
kidsgardening.org	Youth Garden Grant 2020	SYC	$2,360	$0	12/13/2019	2/11/2020	Denied
JPMorgan Chase & Company	CAPK Low Income Housing Project		$5,000,000	$0	1/15/2020		Pending
California Board of State and Community Corrections (BSCC)	Kern Youth Reinvestment Partnership	FHCC/SYC/211	$360,000	$0	2/13/2020		Pending

Community Development Division
Application Status Report
April 2020

COVID-19 Application Submission Detail April 2020

Funder	Name	Program	Amount Requested	Amount Awarded	Decision Date	Status
So Cal Gas Co	SoCal Gas COVID-19 Food Bank Emergency Funds	Food Bank, COVID19	$50,000	$50,000	3/23/2020	Awarded
Stater Bros. Charities	Emergency Response-Donation	Food Bank	$10,000	$10,000	3/27/2020	Awarded
Farm Credit West	Emergency Response-Donation	Food Bank, COVID-19	$4,000	$4,000	3/30/2020	Awarded
Fred Bergdorf and Margaret Sandberg Foundation Inc	Emergency Response	Food Bank, COVID-19	$0	$40,000	3/30/2020	Awarded
S.A. Camp	Emergency Response	Food Bank, COVID-19	$2,000	$2,000	4/2/2020	Awarded
Rotary International District 5204	Rotary Foundation Emergency		$9,036	$9,036	4/3/2020	Awarded
Ca Public Health/Community Link Capital Region	Emergency Funding	211 Kern, COVID-19	$90,681	$90,681	4/6/2020	Awarded
California Department of Social Services (CDSS)	Emergency Food Assistance (TEFAP) and Commodity Supplemental Food (CSFP	Food Bank, COVID-19	$0	$1	4/6/2020	Awarded
Kern Community Foundation	Kern County COVID-19 Relief Fund	Food Bank, COVID-19	$30,000	$15,000	4/6/2020	Awarded
United Way Worldwide	211 COVID-19 Community Relief Fund	211 Kern	$45,000	$45,000	4/7/2020	Awarded
Valley Strong	Valley Strong COVID-19 Relief Fund	Food Bank, COVID-19	$5,000	$2,500	4/8/2020	Awarded

Community Development Division
Application Status Report
April 2020

Wells Fargo	CAPK Food Bank Emergency Response	Food Bank, COVID-19	$180,415	$42,500	4/13/2020	Awarded
Westamerica Bank	CAPK Food Bank Emergency Response	Food Bank, COVID-19	$5,000	$2,500	4/15/2020	Awarded
Calpine	CAPK Food Bank Emergency Response	Food Bank, COVID-19	$5,000	$5,000	4/22/2020	Awarded
California Fire Foundation	Emergency Response	Food Bank, COVID19	$0	$9,000	4/27/2020	Awarded
CA Department of Community Services and Development (CSD)	CARES Act One-Time Emergency Relief	Food Bank, COVID-19, CAPK Admin	$2,000,000	$2,054,530	4/28/2020	Awarded
RIO Tinto	RIO Tinto Email Donation Request	Food Bank, COVID-19	$10,000	$10,000	4/28/2020	Awarded
No Kid Hungry	NoKidHungry-Grab N Go Meals	Low Barrier Navigation Center	$63,000	$0		Declined
County of Kern	CARES Funding	Food Bank, Seniors	$2,000,000	$0		Pending
Kaiser Permanente	National Healthcare for the Homeless Council		$50,000	$0		Pending
No Kid Hungry	CAPK Food Bank Emergency Response	Food Bank, COVID-19	$180,410	$0		Pending

Community Action Partnership of Kern
Funding Profile

Funding Information			
Funding Type	Governement	**CAPK Program**	Food Bank
Funding Agency	California Department of Social Services	**Project Name**	Food Bank Capacity Program
CFDA	N/A	**Target Population**	Low income and food insecure
New Funder or Reapplication	Reapplication	**Number to be served**	75,000
Estimated Request	$100,000	**Division Director**	Carmen Segovia
Award Period	Expended by March 30, 2022	**Program Manager**	Jaime Orona

Project Goal (One sentence goal statement)

The CAPK food Bank plans on purchasing a generator to supply power to the facility during planned safety and unplanned power outages. This will assure that the CAPK Food Bank will remain fully operational and be able to keep the cold storage food fresh during Planned Service Power Outages and other disruptions.

Project Description (Brief one paragraph description)

The current backup generator can provide power to the walk-in refrigerator and freezer units which is vital to ensure all product maintains temperature during a power outage. The generator is at maximum capacity and does not supply power to the office or rest of the over 20 square foot warehouse. This is needed to continue the administrative and warehouse functions of the operation. A 700-kilowatt (kW) generator is required to provide power to the facility with its current systems. Additionally, by sizing a unit for its current capacity, we limit our ability to expand storage of cold product in the future. With an 800kW generator we would be able to double the amount of existing refrigeration on site. The system will leverage the power generation of the solar panels and fully power the facility during periods of no sunlight. The existing concrete pad needs to be resized to accommodate the larger generator along with modification to fencing. The feed to the electrical panels will need to be reconfigured to support backup power for the entire site.

Estimated Budget Summary

The requested funds of $100,000 will be used towards the estimated project cost of $160,000. The remaining funds needed to complete the project will come form other grants and donations.

Approvals:

Carmen Segovia — Digitally signed by Carmen Segovia Date: 2020.05.18 09:10:40 -07'00' — 05/18/2020

1. Division Director — Date

Pritika Ram — Digitally signed by Pritika Ram Date: 2020.05.20 10:52:54 -07'00' — 05/20/2020

2. Director of Community Development — Date

Tracy Webster — Digitally signed by Tracy Webster Date: 2020.05.20 13:12:33 -07'00'

3. Chief Financial Officer — Date

Jeremy T. Tobias — Digitally signed by Jeremy T. Tobias Date: 2020.05.20 14:00:56 -07'00' — 05/20/2020

4. Chief Executive Officer — Date

Date Presented/Approved

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

Revised 3/31/2020

Community Action Partnership of Kern
Funding Profile

Funding Information			
Funding Type	Government Pass through	**CAPK Program**	
Funding Agency	United Way Kern County/US Department of Human Services	**Project Name**	Emergency Food and Shelter Phase 37
CFDA	TBD	**Target Population**	Low Income and Food insecure
New Funder or Reapplication	Reapplication	**Number to be served**	40,000
Estimated Request	$175,000	**Division Director**	Carmen Segovia
Award Period	10/01/2020 - 09/31/2021	**Program Manager**	Jaime Orona

Project Goal (One sentence goal statement)

The CAPK Food Bank will meet the increased demand for food by procuring and distributing food through partner and commodity sites and other distribution methods throughout Kern County.

Project Description (Brief one paragraph description)

In 2019, the CAPK Food Bank distributed over 1.7 MM pounds of food each month through their network of pantry and commodity distribution sites; the senior food program; and free farmers markets. With the current food hardships created by the COVID-19 pandemic, the Food Bank has almost doubled the amount of food being distributed. EFSP funding will be used to support regular and expanded food procurement and distribution through the Food Banks 150+ partner sites; daily drive through distributions; expanded special distributions of food boxes in outlying and rural areas of the County; drive through free farmers markets; and other methods as needed. The Food Bank Manager oversees these distributions and staff including outreach staff; warehouse specialists, drivers, food sourcer, administrative support and hundreds of volunteers.

Estimated Budget Summary

The requested funds will be used to procure and distribute additional food and fresh produce.

Approvals:

Carmen Segovia — Digitally signed by Carmen Segovia Date: 2020.05.18 09:17:33 -07'00'

1. Division Director — Date

Pritika Ram — Digitally signed by Pritika Ram Date: 2020.05.20 10:51:52 -07'00' — 05/20/2020

2. Director of Community Development — Date

Tracy Webster — Digitally signed by Tracy Webster Date: 2020.05.20 13:14:36 -07'00'

3. Chief Financial Officer — Date

Jeremy T. Tobias — Digitally signed by Jeremy T. Tobias Date: 2020.05.20 13:59:48 -07'00' — 05/20/2020

4. Chief Executive Officer — Date

Date Presented/Approved

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

Revised 3/31/2020

Community Action Partnership of Kern
Funding Profile

Funding Information			
Funding Type	Government Pass through	**CAPK Program**	Food Bank
Funding Agency	United Way Kern County/US Department of Human Services	**Project Name**	Emergency Food and Shelter CARES Supplemental Funding
CFDA	TBD	**Target Population**	Low Income and Food insecure
New Funder or Reapplication	Reapplication	**Number to be served**	40,000
Estimated Request	$175,000	**Division Director**	Carmen Segovia
Award Period	10/01/2020 - 09/31/2021	**Program Manager**	Jaime Orona

Project Goal (One sentence goal statement)

The CAPK Food Bank will provide COVID-19 emergency relief through increased food distributions and providing cleaning/disinfecting and other needed supplies in under served communities throughout Kern County.

Project Description (Brief one paragraph description)

The requested EFSP CARES funding will be used to support food, cleaning/disinfectant supplies, and PPE procurement and distribution throughout Kern County. The CAPK Food Bank has added daily drive-through distributions, increased staff and volunteers, leased additional warehouse space, and acquired equipment to meet community needs in response to the COVID-19 emergency. Even with the additional funding and resources acquired since March 1, 2020, the Food Bank is still unable to meet the surging emergency demand and rebuilding efforts without additional support to reach under served communities throughout the County.

Estimated Budget Summary

The requested funds will be used to procure and distribute additional food @ $125,000; and cleaning, and PPE @ $50,000.

Approvals:

Carmen Segovia — Digitally signed by Carmen Segovia Date: 2020.05.18 09:15:27 -07'00' — 05/18/2020

1. Division Director — Date

Pritika Ram — Digitally signed by Pritika Ram Date: 2020.05.20 10:52:30 -07'00' — 05/20/2020

2. Director of Community Development — Date

Tracy Webster — Digitally signed by Tracy Webster Date: 2020.05.20 13:13:49 -07'00'

3. Chief Financial Officer — Date

Jeremy T. Tobias — Digitally signed by Jeremy T. Tobias Date: 2020.05.20 14:00:29 -07'00' — 05/20/2020

4. Chief Executive Officer — Date

Date Presented/Approved

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

Revised 3/31/2020

Community Action Partnership of Kern
Funding Profile

Funding Information			
Funding Type	Government	**CAPK Program**	EKFRC
Funding Agency	Office of Child Abuse and Prevention, California Family Resource Association	**Project Name**	COVID-19 FRC Relief Funding
CFDA	N/A	**Target Population**	Low-income East Kern Families
New Funder or Reapplication	New	**Number to be served**	108
Estimated Request	$10,000	**Division Director**	Carmen Segovia
Award Period	TBD	**Program Manager**	TaVia Wooley

Project Goal (One sentence goal statement)

The EKFRC will provide emergency items to low-income families in east Kern County that have been impacted by COVID-19

Project Description (Brief one paragraph description)

East Kern Family Resource Center (EKFRC) will provide clients and community members with items such as food, diapers, wipes, cleaning supplies, face masks, etc. Most of the families served by the Center are low-to-extremely low income and can not purchase these needed items.

Estimated Budget Summary

The requested funds will be sued to purchase items such as food, diapers, wipes, cleaning supplies, face masks, etc.

Approvals:

Carmen Segovia — Digitally signed by Carmen Segovia Date: 2020.05.18 09:18:24 -07'00' — 05/18/2020

1. Division Director — Date

Pritika Ram — Digitally signed by Pritika Ram Date: 2020.05.20 10:51:31 -07'00' — 05/20/2020

2. Director of Community Development — Date

Tracy Webster — Digitally signed by Tracy Webster Date: 2020.05.20 13:15:25 -07'00'

3. Chief Financial Officer — Date

Jeremy T. Tobias — Digitally signed by Jeremy T. Tobias Date: 2020.05.20 13:58:54 -07'00' — 05/20/2020

4. Chief Executive Officer — Date

Date Presented/Approved

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

Revised 3/31/2020

Community Action Partnership of Kern
Funding Profile

Funding Information			
Funding Type	County	**CAPK Program**	CAPK 2-1-1 Kern
Funding Agency	Kern Department of Adults and Aging Services (KDAAS)	**Project Name**	Title IIIB Information and Assistance (Option 1);
CFDA	N/A	**Target Population**	Kern County Seniors
New Funder or Reapplication	New	**Number to be served**	TBD
Estimated Request	$22,788	**Division Director**	Pritika Ram
Award Period	July 1, 2020 - June 30, 2021	**Program Manager**	Irene Forensca

Project Goal (One sentence goal statement)

CAPK 2-1-1 Kern will provide information and refferal for seniors and their caregivers through the CAPK 2-1-1 Kern

Project Description (Brief one paragraph description)

CAPK 2-1-1 will provide information and referrals that help persons age 60 and over to programs and services that will assist older persons to secure and maintain maximum independence and dignity in a home environment; to remove individual and social barriers to economic and personal independence; and to provide a continuum of care for the vulnerable elderly. Emphasis is placed on those older persons in greatest social and economic need, especially low income, minority persons.

Estimated Budget Summary

The requested funds will be used for salary and benefits for .65 FTE of an I&R Specialist and 10% Indirect.

Approvals:

1. Division Director — Pritika Ram — Digitally signed by Pritika Ram Date: 2020.05.20 10:50:41 -07'00' — Date: 05/20/2020

2. Director of Community Development — Date

3. Chief Financial Officer — Jeremy T. Tobias — Digitally signed by Jeremy T. Tobias Date: 2020.05.20 14:01:30 -07'00' — Date: 05/20/2020

4. Chief Executive Officer — Tracy Webster — Digitally signed by Tracy Webster Date: 2020.05.20 13:16:49 -07'00' — Date

Date Presented/Approved

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

Revised 3/31/2020

Community Action Partnership of Kern
Funding Profile

Funding Information			
Funding Type	County	**CAPK Program**	Food Bank
Funding Agency	County of Kern - Coronavirus Aid, Relief and Economic Security (CARES) Act	**Project Name**	Corona Virus Relief Fund Safety Net Services – Food Insecurity Needs
CFDA		**Target Population**	65 and older with health conditions
New Funder or Reapplication	New Application	**Number to be served**	3,000
Estimated Request	$2,000,000.00	**Division Director**	Carmen Segovia
Award Period	July to December 2020	**Program Manager**	Jaime Orona

Project Goal (One sentence goal statement)

The request for funding will be targeted to our CAPK Food Bank to expand services to 3,000 vulnerable individuals through a food-delivery program.

Project Description (Brief one paragraph description)

Through this proposal, the Food Bank will operate a food program to deliver meals to high or at risk homebound individuals, similar to the California Great Plates Delivered Program, and add up to (two) 2 distribution sites in areas not currently being served by the Commodity Supplemental Food Program (aka Senior Food Program) in the amount of $2,000,000 for a six (6) month project period. This program will be administered directly by the CAPK Food Bank and provided throughout Kern County, and include initial intake by the CAPK 2-1-1 Call Center program.

Estimated Budget Summary

Funding for the Food Bank Delivery program will temporarily hire 10.10 FTE staff members to assist in the direct delivery of food, administration, and food acquirement (food sourcing) at 11%; operational expenses, consisting of supplies, vehicle costs, and food at 80%; and the remaining 9% towards indirect administration. The cost per participant is $111 per month or $667 in total for the six-month period.

Approvals:

C Segovia 5/21/2020

1. Division Director — Date

Pritika Ram Digitally signed by Pritika Ram Date: 2020.05.21 08:57:53 -07'00' 05/21/2020

2. Director of Community Development — Date

Tracy Webster Digitally signed by Tracy Webster Date: 2020.05.21 09:11:18 -07'00' 05/21/2020

3. Chief Financial Officer — Date

5/21/2020

4. Chief Executive Officer — Date

Date Presented/Approved

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

Revised 3/31/2020

COMMUNITY ACTION PARTNERSHIP of KERN
Program Coordinator – Food Delivery Program

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

Salary Range: Grade **FLSA Status:** Non-Exempt **Date Approved:**

SUMMARY: Under the direction of the Food Bank Program Manager, the Program Coordinator for the Food Delivery Program (FDP) is responsible for the overall organizational functions of the FDP Program, monitoring program participation, fiscal activities, and supervision of support staff and volunteers. Oversee client enrollment, delivery services, monitor and account for program inventory.

SUPERVISION RECEIVED:
Program Manager

SUPERVISION EXERCISED:
Program Assistant, Warehouse Specialist, and Volunteers.

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

A. Essential Job Specific Duties:

a. Responsible for all Food Delivery Program activities and program implementation under the supervision of the Food Bank Manager.
b. Supervises and gives direction to program staff and volunteers.
c. Responsible for developing the workflow to ensure that client enrollment information and/or forms are efficiently transferred from 2-1-1 staff to FDP staff.
d. Responsible for maintaining current client enrollment/applications and working closely with 2-1-1 staff to ensure caseload is met.
e. Responsible for developing and maintaining efficient delivery routes, realigning them as necessary, based on client enrollment/participation.
f. Responsible for the procurement, storage, and inventory monitoring of food, cleaning and personal hygiene supplies that the FDP will be distributing.
g. Uses the inventory management software system monitory and maintain inventory.
h. Ensures that food boxes are assembled, stored properly, and transported safely during deliveries.
i. Responsible for developing policies and procedures for the FDP including procedures to ensure that food boxes are delivered and received by the intended individual.
j. Assists the Food Bank Manager in monitoring program budgets, preparing reports/documents, as required.

k. Verifies accuracy of reporting documents prior to submitting to the Finance Division or other required report filing.
l. Establishes partnerships in the community to support program operations and delivery of services.
m. Acts within defined parameters to plan and organize daily work.
n. Works where accuracy, timeliness, and attention to detail are required.
o. Works closely with CAPK Outreach staff and external organizations to increase program awareness which will translate into increased program participation.
p. Effort –close mental and visual attention required. Frequent interruptions, must work under pressure (deadlines), repetitive and varied task.
q. Practices excellent customer service.
r. Ensures that all staff wear proper personal protective equipment (PPE) at all times. This includes, but is not limited, to gloves, masks, steel-toe boots, etc.
s. Other related duties, as assigned.

B. Other Job Specific Duties:

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

MINIMUM QUALIFICATIONS:

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

Knowledge of:

Agency and departmental policies and procedures
Accounts receivable
Basic accounting principles
Applicable federal, state, and local laws, codes, and regulations
Comprehensive knowledge of office practices, methods and procedures, including filing and record keeping systems, correspondence and report writing
Correspondence and report writing practices and procedures
Current problems of socially and economically challenged families
Word processing, spreadsheet, database, and other related software applications

Ability to:

Ability to deal with conceptual matters
Ability to plan, organize, allocate, and control substantial resources.
Ability to communicate effectively
Ability to work independently and with minimum supervision
Good interpersonal skills. Willingness to attend evening and weekend meetings
Effectively present program to the general public.
Establish professional working relationships with staff, agencies and clients.
Bilingual language fluency (Spanish/English) desirable

DRAFT

EDUCATION AND EXPERIENCE:

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

- Associates of Arts degree in Business Administration or related field, preferred.
- 2 years warehouse/inventory experience
- 1- 2 years of experience supervising staff and volunteers
- Knowledge of food safety and sanitation
- Forklift certification

OTHER REQUIREMENTS

- Possession of a valid California Driver's License and State automobile insurance, and acceptable driving record substantiated by a DMV printout.
- Completion of a physical and substance abuse screening upon offer of employment.

WORK ENVIRONMENT:

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

- *Work is primarily performed indoors, plus on-site distribution activities.*
- *Noise level is quiet to moderately quiet.*
- *Hazards are minimal.*

ESSENTIAL PHYSICAL DEMANDS:

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

POSITION TITLE Program Coordinator – Food Delivery Program			
ACTIVITY (HOURS PER DAY)	**NEVER 0 HOURS**	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**
Sitting			x
Walking			x
Standing			x
Bending (neck)			x
Bending (waist)			x
Squatting		X	
Climbing	x		
Kneeling		X	

Crawling	x		
Twisting (neck)			x
Twisting Waist			x
Is repetitive use of hand required?			x
Simple Grasping (right hand)			x
Simple Grasping (left hand)			x
Power Grasping (right hand)		X	
Power Grasping (left hand)		X	
Fine Manipulation (right hand)			x
Fine Manipulation (left hand)			x
Pushing & Pulling (right hand)		x	
Pushing &Pulling (left hand)		x	
Reaching (above shoulder level)		x	
Reaching (below shoulder level)		x	

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

DRAFT

COMMUNITY ACTION PARTNERSHIP of KERN
FOOD BANK
Program Assistant – Food Delivery Program

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

Salary Range: **FLSA Status: Non-exempt** **Date Approved:**

SUMMARY:

Under the direction of the Food Bank Program Manager and the Food Delivery Program (FDP) Coordinator, the Program Assistant for the Food Delivery Program performs general office and operations support duties including maintaining client enrollment documentation.

SUPERVISION RECEIVED:

Receives supervision from the Food Delivery Program Coordinator

SUPERVISION EXERCISED:

Assists with the supervision of volunteers.

DUTIES AND RESPONSIBILITIES:

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

A. Essential Job Specific Duties:

1. Type correspondence, documents and reports of a general/routine nature.
2. Performs general office duties including answering the telephone, faxing, photocopying, binding, ordering supplies and mail distribution.
3. Assists with preparing accurate and complete monthly, quarterly and annual reports.
4. Responsible for getting supplies ready to assist with the home food delivery services; i.e. forms, office supplies, boxes, etc.
5. Assists with the enrollment of clients and working very closely with 2-1-1 staff to ensure that all eligible clients receive services.
6. Responsible for filing/storing enrollment documents used to determine program eligibility.
7. Responsible for contacting clients before and after the food delivery to ensure that the intended individual received the food box.
8. Assists with following-up on clients who missed their food box delivery.
9. Assists in assembling food boxes that will be delivered to homes and providing guidance to the volunteers who assist with the assembling of food boxes.
10. Assists with the coordination of food delivery throughout the county, including the development and maintenance of delivery routes.
11. Assists with the coordination of volunteer program, record keeping, training, etc.
12. Wears personal protective equipment as required.
13. Assumes the responsibilities of the Food Delivery Program Coordinator position.
14. Practices excellent customer service.
15. Other related duties, as assigned.

DRAFT

B. Other Job Specific Duties:

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

MINIMUM QUALIFICATIONS:

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

Knowledge of:

Agency and departmental policies and procedures
Applicable federal, state, and local laws, codes, and regulations
Modern office practices, methods, procedures and equipment including computers
Word processing, spreadsheet, database, and other related software applications

Ability to:

Ability to type 40 wpm
Ability to deal with conceptual matters
Ability to plan, organize, allocate, and control substantial resources.
Ability to communicate effectively
Good interpersonal skills.
Willingness to attend evening and weekend meetings.
Effectively present program to the general public.
Establish professional working relationships with staff, agencies and clients.
Bilingual language fluency (Spanish/English) highly desirable.

EDUCATION AND EXPERIENCE:

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

A. High School diploma or equivalent.
   1. Two years of general clerical experience.
   2. Completion of clerical training from a recognized occupational training program may be substituted for one year of clerical experience.

OTHER REQUIREMENTS

- Possession of a valid California Driver's License and State automobile insurance, and acceptable driving record substantiated by a DMV printout.
- Completion of a physical and substance abuse screening upon offer of employment.

WORK ENVIRONMENT:

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

- *Work is primarily performed indoors plus on-site distribution activities.*
- *Noise level is quiet to moderately quiet.*
- *Hazards are minimal.*

ESSENTIAL PHYSICAL DEMANDS:

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

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

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

COMMUNITY ACTION PARTNERSHIP OF KERN
MEMORANDUM

To: Board of Directors

From: Heather McCarley, Finance Manager

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

Date: May 27, 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 April 30, 2020. Two months (16.67%) of the twelve-month budget period have elapsed.

Base Funds
Overall expenditures are at 12% of the budget, which is on trend with expenditures at this point in the prior budget period.

Training & Technical Assistance Funds
Overall expenditures are at 5% of the budget.

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 - April 30, 2020
Month 2 of 12 (16.67%)

Prepared 5/13/2020

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	8,617,742	1,107,612	7,510,130	13%	87%
FRINGE BENEFITS	3,145,745	295,399	2,850,346	9%	91%
TRAVEL	0	0	0		
EQUIPMENT	0	0	0		
SUPPLIES	592,203	31,794	560,409	5%	95%
CONTRACTUAL	112,749	32,378	80,371	29%	71%
CONSTRUCTION	191,358	0	191,358		
OTHER	2,935,604	434,032	2,501,572	15%	85%
INDIRECT	1,497,958	190,122	1,307,836	13%	87%
TOTAL BASE FUNDING	**17,093,359**	**2,091,337**	**15,002,022**	**12%**	**88%**

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	8,875	73,440	11%	89%
INDIRECT	16,144	888	15,256	5%	95%
TOTAL TRAINING & TECHNICAL ASSISTANCE	**177,586**	**9,763**	**167,823**	**5%**	**95%**

GRAND TOTAL HS FEDERAL FUNDS	**17,270,945**	**2,101,100**	**15,169,845**	**12%**	**88%**

HEAD START and EARLY HEAD START KERN NON-FEDERAL SHARE

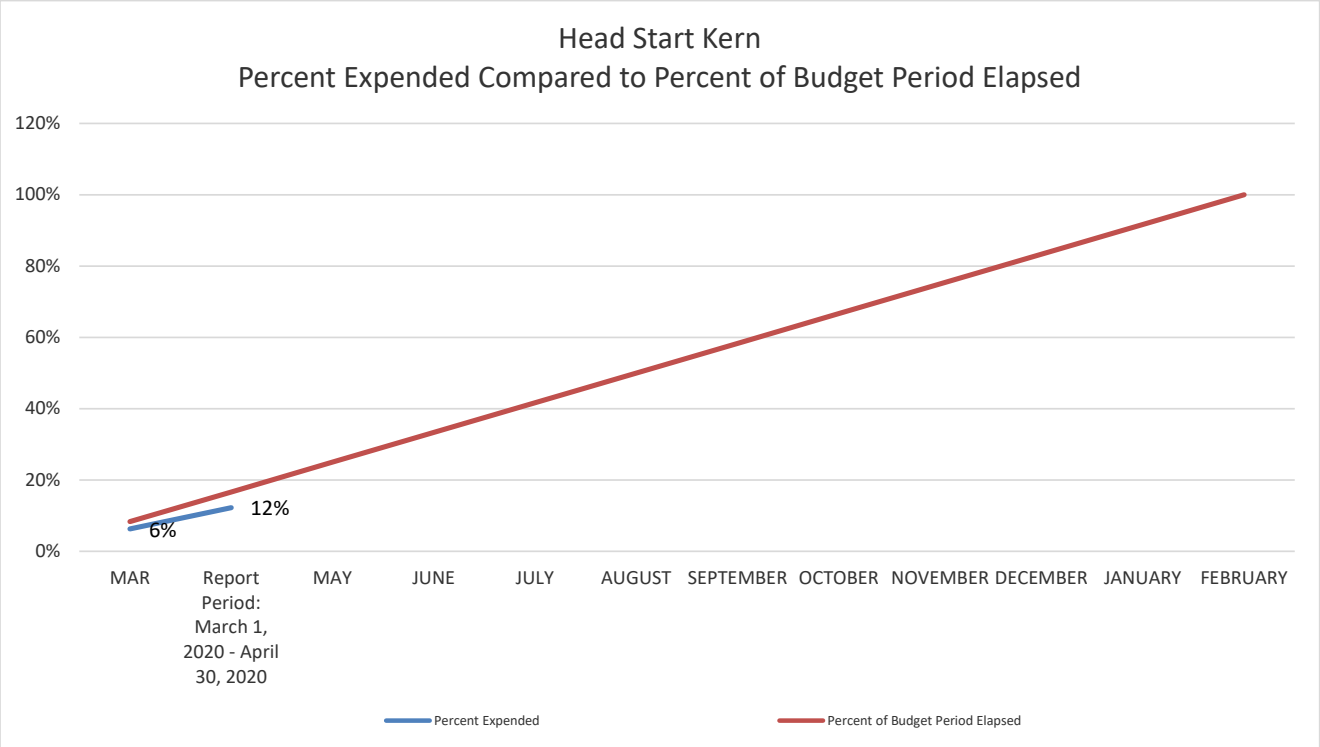
SOURCE	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
IN-KIND	1,567,638		1,567,638	0%	100%
CALIF DEPT OF ED	5,130,608		5,130,608	0%	100%
TOTAL NON-FEDERAL	**6,698,246**	**0**	**6,698,246**	**0%**	**100%**

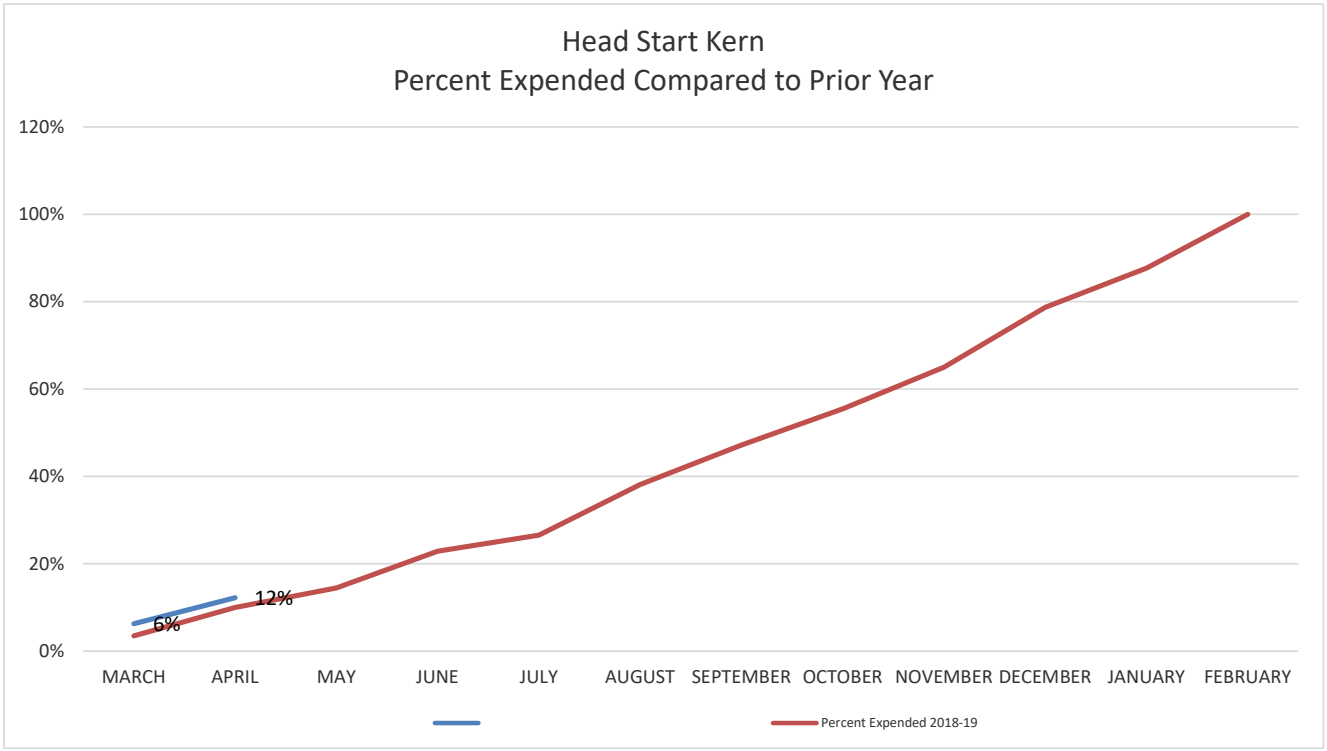
Actual expenditures include posted expenditures and estimated adjustments through 4/30/2020

Administrative Cost for HS and EHS Kern **10.5%**

Agency-Wide Credit Card Report

	CURRENT	1 TO 30	31 TO 60	61 TO 90	TOTAL	STATEMENT DATE
Wells Fargo	10,758				**10,758**	5/1/2020
Lowe's	2,980				**2,980**	4/25/2020
Smart & Final	55				**55**	4/10/2020
Save Mart	71				**71**	5/5/2020
Chevron & Texaco Business Card	2,618				**2,618**	5/6/2020
Home Depot	987				**987**	5/5/2020
	17,469	**0**	**0**	**0**	**17,469**	


Head Start Kern
Percent Expended Compared to Percent of Budget Period Elapsed
120%
100%
80%
60%
40%
20%
0%
6%
12%
MAR
Report Period: March 1, 2020 - April 30, 2020
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%
12%
MARCH
APRIL
MAY
JUNE
JULY
AUGUST
SEPTEMBER
OCTOBER
NOVEMBER
DECEMBER
JANUARY
FEBRUARY
Percent Expended 2018-19

COMMUNITY ACTION PARTNERSHIP OF KERN
MEMORANDUM

To: Board of Directors

From: Heather McCarley, Finance Manager

Subject: Early Head Start – Kern
Budget to Actual Report for the Period Ended April 30, 2020 – **Info Item**

Date: May 27, 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 April 30, 2020. Two months (16.67%) of the twelve-month budget period have elapsed.

Base Funds
Overall expenditures are at 10% of the budget, which is on trend with expenditures at this point in the prior budget period.

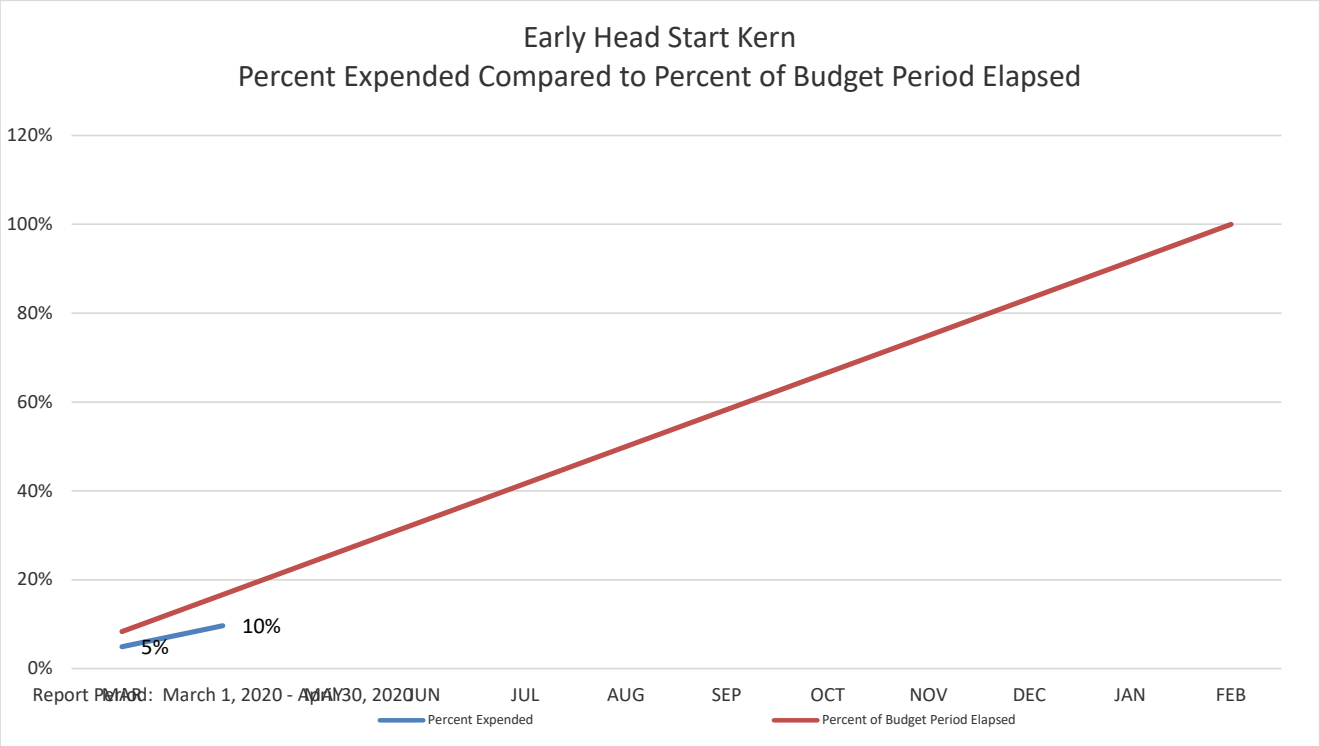
Training & Technical Assistance Funds
Overall expenditures are at 12% of the budget.

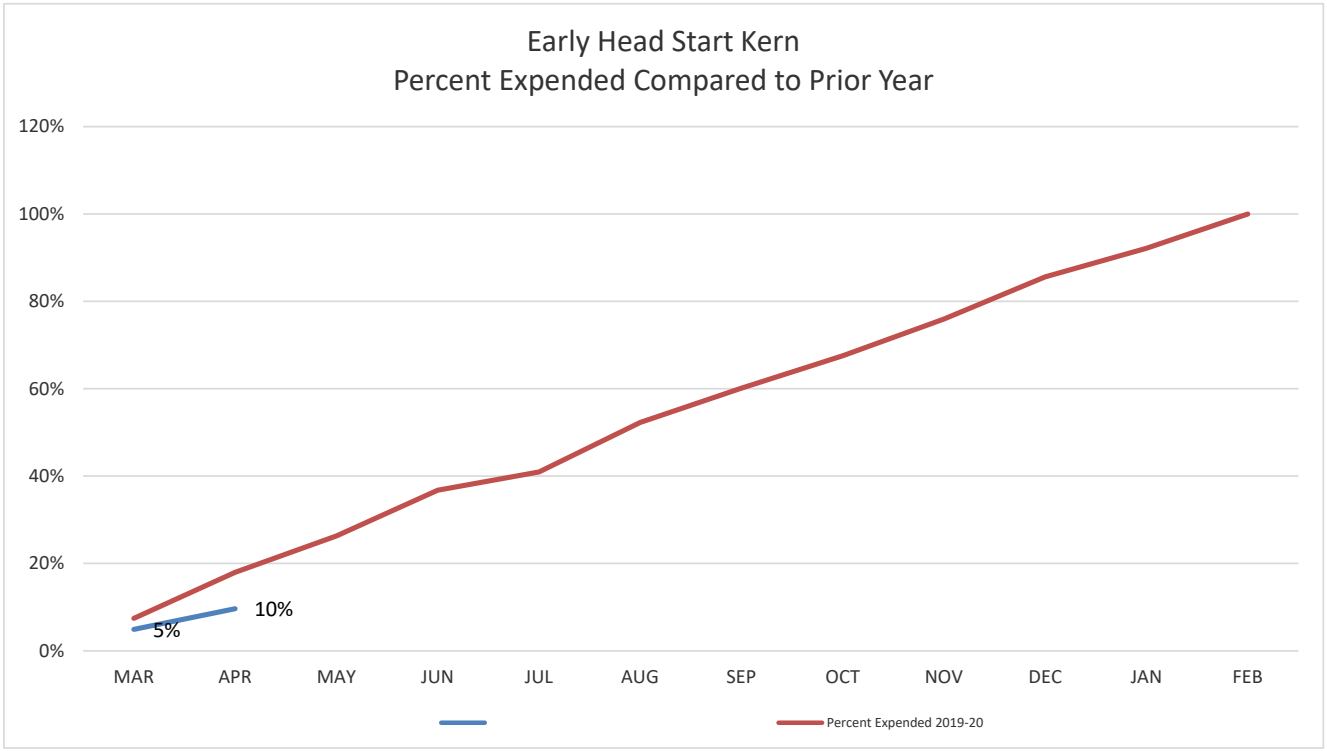
Community Action Partnership of Kern
Early Head Start - Kern
Budget to Actual Report
Budget Period: March 1, 2020 - February 28, 2021
Report Period: March 1, 2020 - April 30, 2020
Month 2 of 12 (16.67%)

Prepared 5/13/20

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	4,346,346	465,378	3,880,968	11%	89%
FRINGE BENEFITS	1,551,385	129,669	1,421,717	8%	92%
TRAVEL	0	0	0		
EQUIPMENT	0	0	0		
SUPPLIES	433,822	36,880	396,942	9%	91%
CONTRACTUAL	64,349	10,676	53,673	17%	83%
CONSTRUCTION	610,874	0	610,874		
OTHER	802,984	110,159	692,825	14%	86%
INDIRECT	768,737	75,276	693,461	10%	90%
TOTAL BASE FUNDING	**8,578,497**	**828,037**	**7,750,460**	**10%**	**90%**
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	13,256	89,888	13%	87%
INDIRECT	15,326	1,796	13,530	12%	88%
TOTAL TRAINING & TECHNICAL ASSISTANCE	**168,586**	**19,760**	**148,826**	**12%**	**88%**
GRAND TOTAL EHS FEDERAL FUNDS	**8,747,083**	**847,797**	**7,899,286**	**10%**	**90%**

Actual expenditures include posted expenditures and estimated adjustments through 4/30/2020


Early Head Start Kern
Percent Expended Compared to Percent of Budget Period Elapsed
120%
100%
80%
60%
40%
20%
0%
10%
5%
Report Period: March 1, 2020 - April 30, 2020
MAR
APR
MAY
JUN
JUL
AUG
SEP
OCT
NOV
DEC
JAN
FEB
Percent Expended
Percent of Budget Period Elapsed


Early Head Start Kern
Percent Expended Compared to Prior Year
120%
100%
80%
60%
40%
20%
0%
10%
5%
MAR
APR
MAY
JUN
JUL
AUG
SEP
OCT
NOV
DEC
JAN
FEB
Percent Expended 2019-20

COMMUNITY ACTION PARTNERSHIP OF KERN
MEMORANDUM

To: Budget & Finance Committee

From: Heather McCarley, Finance Manager

Subject: Early Head Start – San Joaquin
Budget to Actual Report for the Period Ended April 30, 2021 – **Info Item**

Date: May 27, 2020

The following are highlights of the San Joaquin Early Head Start Budget to Actual Report for the period February 1, 2020 through April 30, 2020. Three months (25.00%) of the 12-month budget period have elapsed.

Base Funds
Overall expenditures are at 23% of the budget, which is on trend compared to last year at this time.

Training & Technical Assistance Funds
Overall expenditures are at 8% of the budget. The combined personnel and fringe benefits expenses are at 20% 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 - April 30, 2020

Month 3 of 12 (25.0%)

Prepared 5/12/2020

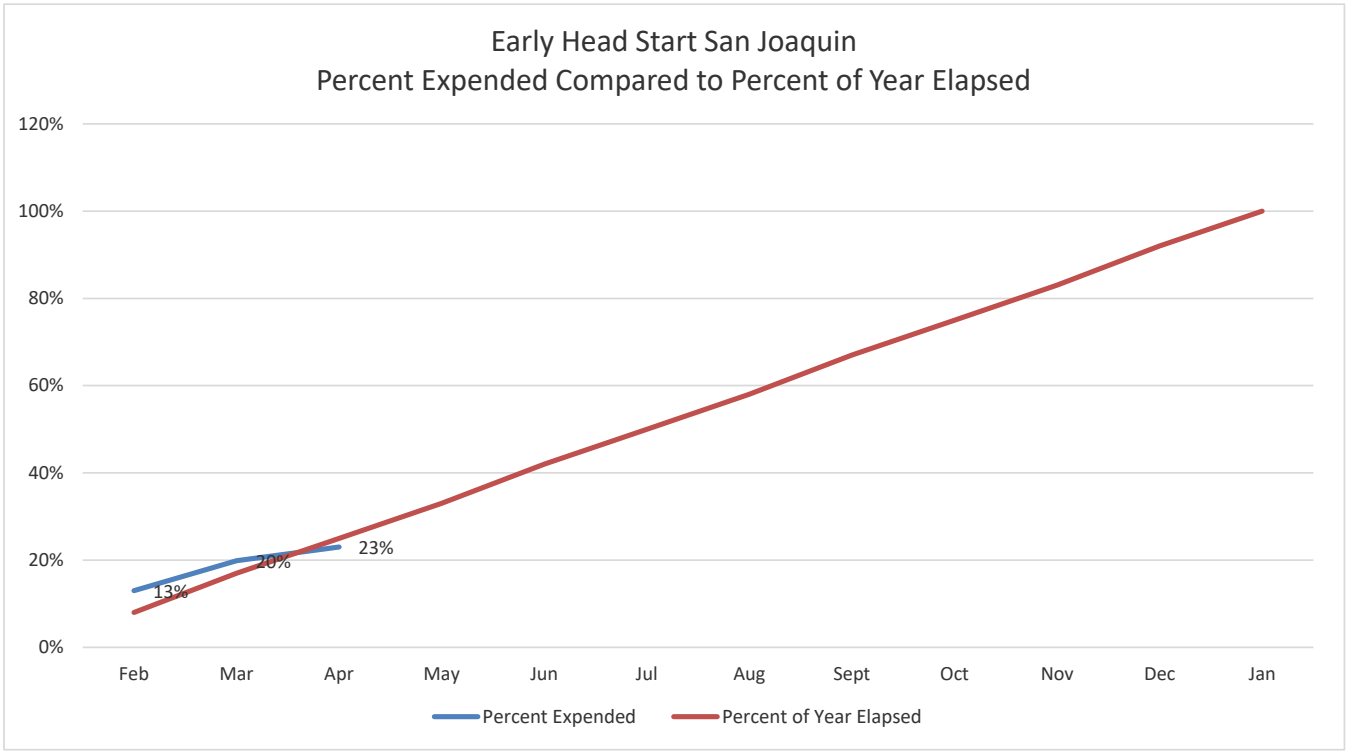
BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	3,237,521	753,831	2,483,690	23%	77%
FRINGE BENEFITS	916,396	201,967	714,429	22%	78%
TRAVEL	18,360	0	18,360	0%	100%
SUPPLIES	105,820	27,118	78,702	26%	74%
CONTRACTUAL	10,600	6,406	4,194	60%	40%
OTHER	521,927	118,066	403,861	23%	77%
INDIRECT	458,529	104,945	353,584	23%	77%
TOTAL	**5,269,153**	**1,212,333**	**4,056,820**	**23%**	**77%**
TRAINING & TECHNICAL ASSISTANCE FUNDS					
PERSONNEL	21,912	5,400	16,512	25%	75%
FRINGE BENEFITS	13,758	2,235	11,523	16%	84%
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	713	43,072	2%	98%
INDIRECT	10,834	835	9,999	8%	92%
TOTAL	**119,175**	**9,183**	**109,992**	**8%**	**92%**
GRAND TOTAL EHS FEDERAL FUNDS	**5,388,328**	**1,221,516**	**4,166,812**	**23%**	**77%**

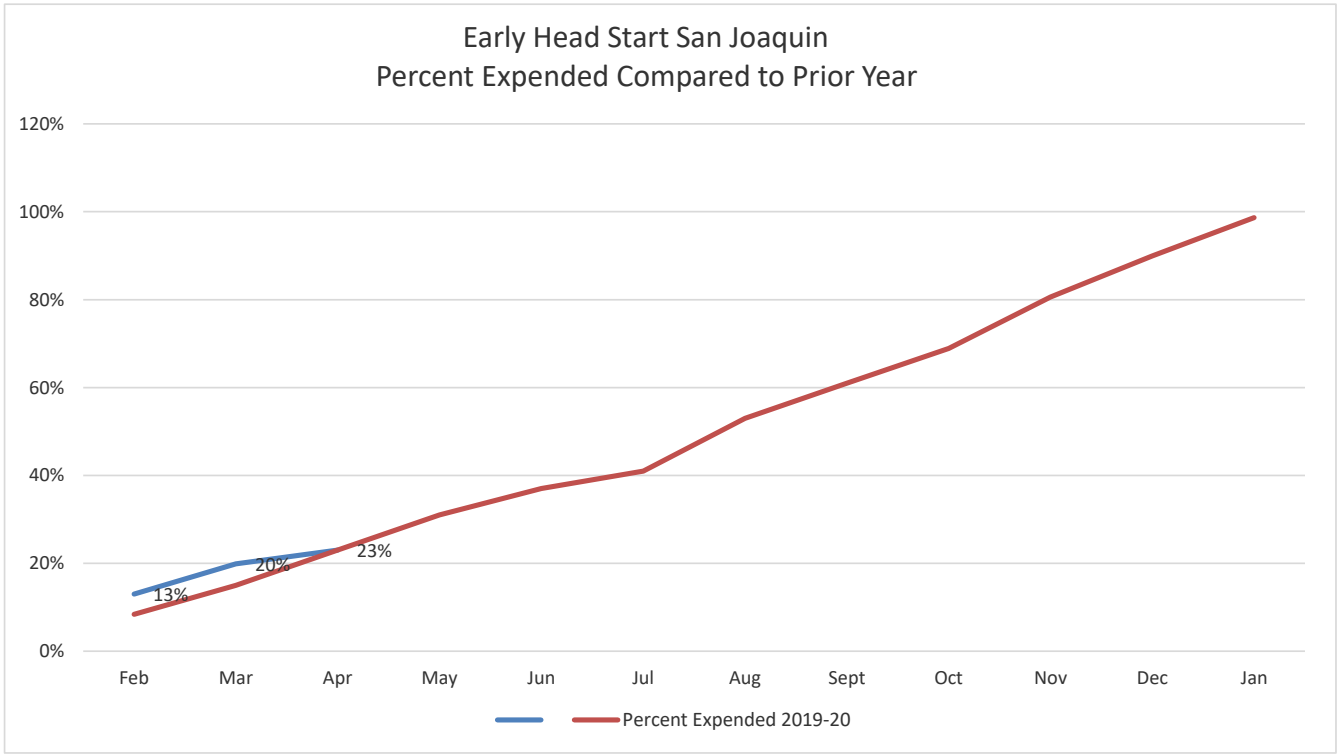
NON-FEDERAL SHARE	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
IN-KIND	1,347,082	39,786	1,307,296	3%	97%
TOTAL NON-FEDERAL FUNDS	**1,347,082**	**39,786**	**1,307,296**	**3%**	**97%**

Centralized Administrative Cost	8.4%
Program Administrative Cost	4.3%
Total Administrative Cost	**12.7%**

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

Actual expenditures include posted expenditures and estimated adjustments through 4/30/2020


Early Head Start San Joaquin
Percent Expended Compared to Percent of Year Elapsed
120%
100%
80%
60%
40%
20%
0%
13%
20%
23%
Feb
Mar
Apr
May
Jun
Jul
Aug
Sept
Oct
Nov
Dec
Jan
Percent Expended
Percent of Year Elapsed


Early Head Start San Joaquin
Percent Expended Compared to Prior Year
120%
100%
80%
60%
40%
20%
0%
13%
20%
23%
Feb
Mar
Apr
May
Jun
Jul
Aug
Sept
Oct
Nov
Dec
Jan
Percent Expended 2019-20

COMMUNITY ACTION PARTNERSHIP OF KERN
MEMORANDUM

To: Board of Directors

From: Heather McCarley, Finance Manager

Subject: Early Head Start Child Care Partnerships + Expansion
Budget to Actual Report for the Period Ended April 30, 2020 – **Info Item**

Date: May 27, 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 April 30, 2020. Two months (16.67%) of the 12-month budget period has elapsed.

Base Funds
Overall expenditures are at 8% 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. Non-Federal share has not been calculated for the current fiscal year due classroom closures.

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 - April 30, 2020
Month 2 of 12 (16.67%)

Prepared 4/22/2020

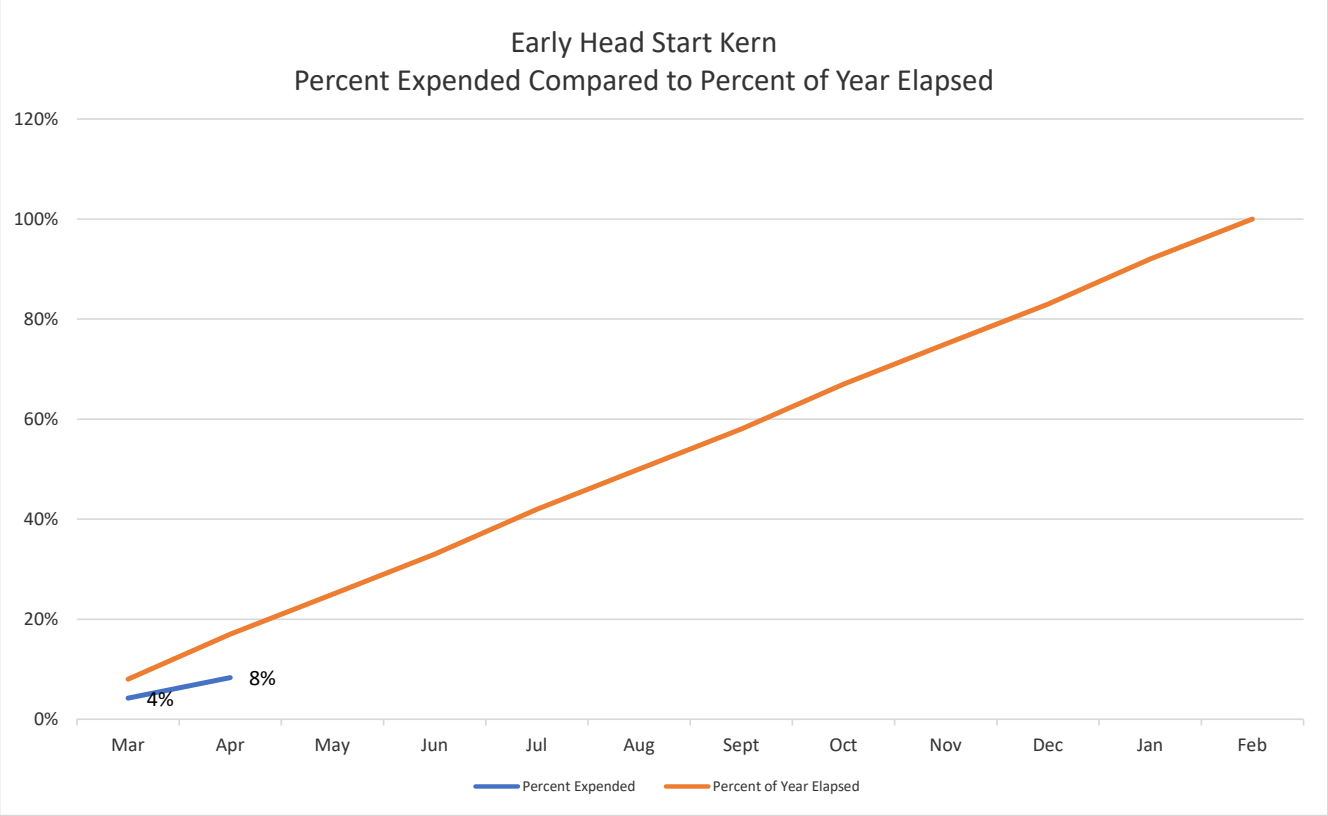
BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	704,216	52,519	651,697	7%	93%
FRINGE BENEFITS	208,046	10,617	197,429	5%	95%
SUPPLIES	28,175	1,409	26,766	5%	95%
CONTRACTUAL	1,009,556	74,384	935,172	7%	93%
OTHER	143,707	35,148	108,559	24%	76%
INDIRECT	203,138	16,987	186,151	8%	92%
TOTAL BASE FUNDING	**2,296,838**	**191,064**	**2,105,774**	**8%**	**92%**
TRAINING & TECHNICAL ASSISTANCE					
TRAVEL	5,294	0	5,294	0%	100%
SUPPLIES	16,391	58	16,333	0%	100%
OTHER	29,393	215	29,179	1%	99%
INDIRECT	5,107	302	4,805	6%	94%
TOTAL TRAINING & TECHNICAL ASSISTANCE	**56,185**	**3,325**	**52,860**	**6%**	**94%**
GRAND TOTAL EHS FEDERAL FUNDS	**2,353,023**	**495,957**	**1,857,066**	**21%**	**79%**

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%
8%
4%
Mar
Apr
May
Jun
Jul
Aug
Sept
Oct
Nov
Dec
Jan
Feb
Percent Expended
Percent of Year Elapsed

Helping People. . . Changing Lives.

COMMUNITY ACTION PARTNERSHIP OF KERN

BOARD MEETING

MAY 27, 2020

FINANCIAL REPORT

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COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF PROGRAMS (FUNDS)
FOR THE PERIOD MARCH 1, 2020 THROUGH FEBRUARY 28, 2021

PROGRAM (COMPONENT)	AMOUNT	CFDA #	GRANT NUMBER	PROGRAM YEAR	FUND#	FUNDING SOURCE
UNRESTRICTED						
GENERAL FUND			NOT APPLICABLE	03/01/20 - 02/28/21	501	NOT APPLICABLE
DISCRETIONARY FUND			NOT APPLICABLE	03/01/20 - 02/28/21	502	NOT APPLICABLE
FOOD BANK			NOT APPLICABLE	03/01/20 - 02/28/21	504	SHARED MAINTENANCE, MEMBERSHIP FEES, DONATIONS, ETC.
ENERGY			NOT APPLICABLE	03/01/20 - 02/28/21	524	NOT APPLICABLE
SHAFTER YOUTH CENTER			NOT APPLICABLE	03/01/20 - 02/28/21	527	DONATIONS, RENTAL INCOME
FRIENDSHIP HOUSE			NOT APPLICABLE	03/01/20 - 02/28/21	531	DONATIONS, RENTAL INCOME
211			NOT APPLICABLE	03/01/20 - 02/28/21	536	FEE FOR SERVICE
FUND RAISING			NOT APPLICABLE	03/01/20 - 02/28/21	595	DONATIONS
RESTRICTED						
EARLY HEAD START EXPANSION	2,353,023	93.600	09HP000163-02	03/01/20 - 02/28/21	107	U S DEPT OF HEALTH & HUMAN SERVICES
EARLY HEAD START/HEAD START	26,018,030	93.600	09CH011132-02	03/01/20 - 02/28/21	108/109	U S DEPT OF HEALTH & HUMAN SERVICES
EARLY HEAD START/HEAD START - **START UP FUNDS**	0	93.600	09CH011132-02	03/01/20 - 02/28/21	108/109	
EARLY HEAD START SAN JOAQUIN	5,388,328	93.600	09-CH011406-01	02/01/20 - 01/31/21	117	U S DEPT OF HEALTH & HUMAN SERVICES
HUD - COORDINATED ENTRY SYSTEM	236,838	14.267	CA1799L9D041800	04/02/19 - 04/01/20	160	U S DEPT OF HOUSING AND URBAN DEVELOPMENT OFFICE OF COMMUNITY PLANNING AND DEVELOPMENT
VITA	94,012 122,216	21.009	19VITAA0228	08/01/18 - 07/31/19 08/01/19 - 07/31/20	149	U S DEPT OF THE TREASURY - INTERNAL REVENUE SERVICE
CSBG (COMMUNITY SERVICES BLOCK GRANT)	1,489,531	93.569	20F - 3015	01/01/20 - 12/31/20	103	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF DEPT OF COMMUNITY SERVICES AND DEVELOPMENT
AMERICORPS PLANNING GRANT	69,959		17AFHY26-PG87	1/15/2020 - 12/31/2020	155-007	CALIFORNIA VOLUNTEERS, AMERICORPS, STATE OF CALIFORNIA - DEPARTMENT OF GENERAL SERVICES
AMERICORPS OPERATIONAL	653,691			2/1/2020 - 1/31/2021	155-000	CALIFORNIA VOLUNTEERS, AMERICORPS, STATE OF CALIFORNIA - DEPARTMENT OF GENERAL SERVICES
CSBG DISCRETIONARY RIDGECREST EARTHQUAKE RESPONSE (COMMUNITY SERVICES BLOCK GRANT)	177,018	93.569	19F - 4463	09/01/19 - 03/31/20	175/032	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF COMMUNITY SERVICES AND DEVELOPMENT
LIHEAP (LOW-INCOME HOME ENERGY ASSISTANCE PROGRAM)	9,615,849 4,415,991		19B - 5012 20B - 2012	10/01/18 - 06/30/20 10/01/19 - 06/30/21	122-39 122-30	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF DEPT OF COMMUNITY SERVICES AND DEVELOPMENT

A1

COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF PROGRAMS (FUNDS)
FOR THE PERIOD MARCH 1, 2020 THROUGH FEBRUARY 28, 2021

PROGRAM (COMPONENT)	AMOUNT	CFDA #	GRANT NUMBER	PROGRAM YEAR	FUND#	FUNDING SOURCE
DOE	1,364,399	81.042	17C-4010	06/01/18 - 06/30/20	123-65	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF COMMUNITY SERVICES AND DEVELOPMENT
GENERAL CENTER CHILD CARE	600,085	93.575	CCTR - 9050	07/01/19 - 06/30/20	253	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF EDUCATION
GENERAL CENTER CHILD CARE	275,855	93.596	CCTR - 9050	07/01/19 - 06/30/20	253	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF EDUCATION
MIGRANT ALTERNATIVE PAYMENT	5,411,000	93.575	CMAP - 9000	07/01/19 - 06/30/20	261	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF EDUCATION
CALIFORNIA STATE PRESCHOOL PROGRAM	164,081	93.575	CSPP - 9121	07/01/19 - 06/30/20	258	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF EDUCATION
CALIFORNIA STATE PRESCHOOL PROGRAM	357,247	93.596	CSPP - 9121	07/01/19 - 06/30/20	258	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF EDUCATION
NEOPB CAL FRESH HEALTHY LIVING	1,491,998	10.561	19-10324	10/01/19 - 09/30/20	145	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA DEPT OF PUBLIC HEALTH, NUTRITION EDUCATION AND OBESITY PREVENTION BRANCH
ECONOMIC EMPOWERMENT	50,000	93.590	EE - KERN - 17 - 20	07/01/19 - 06/30/20	171	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES, OFFICE OF CHILD ABUSE PREVENTION
211 HOSPITAL PREPAREDNESS PROGRAM - EMERGENCY RESPONSE & SURGE	10,000	93.074	659 - 2017	PENDING	186	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF HEALTH SERVICES, COUNTY OF KERN, DEPT OF PUBLIC HEALTH
EFAP (EMERGENCY FOOD ASSISTANCE PROGRAM)	373,833	10.568/.569	15 - MOU - 00118	10/01/19 - 09/30/20	105/111	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
EF&S Phase 36	79,598			7/1/2019 - 3/31/2020	114	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
TRADE MITIGATION BONUS OFFERING	$1,992.62 PER TRUCK LOAD			10/01/19 - 09/30/20	106	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES

A2

COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF PROGRAMS (FUNDS)
FOR THE PERIOD MARCH 1, 2020 THROUGH FEBRUARY 28, 2021

PROGRAM (COMPONENT)	AMOUNT	CFDA #	GRANT NUMBER	PROGRAM YEAR	FUND#	FUNDING SOURCE
CSFP (COMMODITY SUPPLEMENTAL FOOD PROGRAM)	332,408	10.565	16 - 6017	10/01/19 - 09/30/20	147	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
CHILD AND ADULT CARE FOOD PROGRAM (CACFP) - KERN & SAN JOAQUIN	BASED ON MEALS SERVED	10.558	15 - 1248 - OJ	10/01/19 - 09/30/20	112/139	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF EDUCATION
WIC (WOMEN, INFANTS & CHILDREN)	4,001,061	10.557	19 - 10139	10/01/19 - 09/30/20	115	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF PUBLIC HEALTH
SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM (SNAP) AKA CALFRESH PR	96,442	10.561	18 - 7012 - SUB - CAPK	10/01/19 - 09/30/20	164	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES, INFO LINE OF SAN DIEGO dba 211 SAN DIEGO
SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM (SNAP) AKA CALFRESH PR SSI	60,476 43,513	10.561		10/01/19 - 09/30/20 10/01/20 - 09/30/21	164-005	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES, INFO LINE OF SAN DIEGO dba 211 SAN DIEGO
QUALITY RATING AND IMPROVEMENT SYSTEM (QRIS) - SAN JOAQUIN	20,000	84.412	N/A	07/01/19 - 06/30/20	117-005	U.S. DEPT OF EDUCATION - STATE OF CALIFORNIA, DEPT OF EDUCATION - FIRST 5 CALIFORNIA, COUNTY OF SAN JOAQUIN, FIRST 5 SAN JOAQUIN, RACE TO THE TOP
CSPP QRIS BLOCK GRANT	17,990		N/A	07/01/19 - 06/30/20	258-005	STATE OF CALIFORNIA, DEPT OF EDUCATION - KERN COUNTY SUPERINTENDENT OF SCHOOLS, KERN EARLY STARS
MIGRANT ALTERNATIVE PAYMENT	4,173,682		CMAP - 9000	07/01/19 - 06/30/20	261	STATE OF CALIFORNIA, DEPT OF EDUCATION
GENERAL CENTER CHILD CARE	2,659,082		CCTR - 9050	07/01/19 - 06/30/20	253	STATE OF CALIFORNIA, DEPT OF EDUCATION
CALIFORNIA STATE PRESCHOOL PROGRAM	3,846,369		CSPP - 9121	07/01/19 - 06/30/20	258	STATE OF CALIFORNIA, DEPT OF EDUCATION
MIGRANT CHILD CARE	262,661		CMIG - 9004	07/01/19 - 06/30/20	250	STATE OF CALIFORNIA, DEPT OF EDUCATION
MIGRANT SPECIALIZED SERVICES	39,399		CMSS - 9004	07/01/19 - 06/30/20	252	STATE OF CALIFORNIA, DEPT OF EDUCATION
CAL EITC FREE TAX PREPARATION ASSISTANCE GRANT	174,000		19T - 9011	10/01/19 - 06/30/20	234	STATE OF CALIFORNIA, DEPT OF COMMUNITY SERVICES AND DEVELOPMENT
HOME VISIT INITIATIVE (COUNTY OF KERN)	1,877,011		N/A	07/01/19 - 06/30/20	270	STATE OF CALIFORNIA, DEPT OF HUMAN SERVICES, COUNTY OF KERN
POSITIVE YOUTH DEVELOPMENT SERVICES (COUNTY OF KERN)	70,000 70,000		509-2019	07/01/19 - 06/30/20 07/01/20 - 06/30/21	271	STATE OF CALIFORNIA, DEPT OF HUMAN SERVICES, COUNTY OF KERN

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COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF PROGRAMS (FUNDS)
FOR THE PERIOD MARCH 1, 2020 THROUGH FEBRUARY 28, 2021

PROGRAM (COMPONENT)	AMOUNT	CFDA #	GRANT NUMBER	PROGRAM YEAR	FUND#	FUNDING SOURCE
POSITIVE YOUTH DEVELOPMENT SERVICES (COUNTY OF KERN) - MEDI-CAL	147,879 328,862		509-2019	01/01/20 - 06/30/20 07/01/20 - 06/30/21	TBD	STATE OF CALIFORNIA, DEPT OF HUMAN SERVICES, COUNTY OF KERN
CALIFORNIA EMERGENCY SOLUTIONS AND HOUSING PROGRAM	57,000		18-CESH-12453	10/03/19 - 07/24/24	272	STATE OF CALIFORNIA, DEPT OF GENERAL SERVICES, UNITED WAY OF KERN
COUNTY OF KERN 2020 CENSUS	47,707		N/A	01/14/20 - 09/30/20	273	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES, COUNTY OF KERN
COUNTY OF KERN LOW BARRIER HOMELESS SHELTER **START-UP**	239,630		017-2020	01/14/20 - 06/30/20	275-007	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES, COUNTY OF KERN
COUNTY OF KERN LOW BARRIER HOMELESS SHELTER OPERATIONAL	1,027,736		017-2020	01/14/20 - 06/30/20	275-000	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES, COUNTY OF KERN
COUNTY OF KERN LOW BARRIER HOMELESS SHELTER OPERATIONAL	2,054,472		017-2020	07/01/20-06/30/21	275-000	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES, COUNTY OF KERN
FOOD BANK CAPACITY PROGRAM	101,490		SGRT-19-0012	07/01/17 - 06/30/20	215	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
TAX CHECK - OFF (FOOD BANK)	13,758		15 MOU - 00118	07/01/19 - 06/30/20	216-000	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
STATE EMERGENCY FOOD ASSISTANCE (FOOD BANK) CAL FOOD	274,439		N/A	07/01/19 - 06/30/20	216-087	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
STATE EMERGENCY FOOD COVID-19 DISASTER BOXES (FOOD BANK)	21,334		N/A	07/01/19 - 06/30/20	216-093	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
DIFFERENTIAL RESPONSE SERVICES	219,006		N/A	07/01/19 - 06/30/20	280	COUNTY OF KERN, SUPERINTENDENT OF SCHOOLS, CHILD AND FAMILY SERVICES AGENCY, NETWORK FOR CHILDREN
FIRST 5 KERN - HELPLINE 211	105,697		2015.2.5	07/01/19 - 06/30/20	288	KERN, FIRST 5 KERN
FIRST 5 KERN EAST KERN FAMILY RESOURCE CENTER	135,637		2015.2.6	07/01/19 - 06/30/20	281	STATE OF CALIFORNIA, FIRST 5 CALIFORNIA, COUNTY OF KERN, FIRST 5 KERN
FIRST 5 KERN - HELP ME GROW	169,641		2017.2.01	07/01/19 - 06/30/20	284	STATE OF CALIFORNIA, FIRST 5 CALIFORNIA, COUNTY OF KER FIRST 5 KERN
COUNTY OF KERN HELPLINE 211	45,000		669-2019	07/01/19 - 06/30/20	389	COUNTY OF KERN

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COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF PROGRAMS (FUNDS)
FOR THE PERIOD MARCH 1, 2020 THROUGH FEBRUARY 28, 2021

PROGRAM (COMPONENT)	AMOUNT	CFDA #	GRANT NUMBER	PROGRAM YEAR	FUND#	FUNDING SOURCE
READY KERN	1,126		N/A	07/01/19 - 06/30/20	366	COUNTY OF KERN, FIRE DEPT - OFFICE OF EMERGENCY SERV
SIERRA FOUNDATION - 2020 CENSUS	40,000		N/A	01/01/20 - 07/31/20	408	SIERRA FOUNDATION
NALEO EDUCATIONAL FOUNDATION - 2020 CENSUS	15,000		N/A	01/13/20 - 09/30/20	409	NALEO EDUCATIONAL FOUNDATION
GOODWILL INDUSTRIES - CALIFORNIA STATEWIDE COVID-19 CALL CENTER RESPONSE	90,681		N/A	03/30/20 - 03/29/21	430	GOODWILL INDUSTRIES OF SACRAMENTO & NORTHERN NEVADA, INC.
UNITED WAY - COVID-19 211 COMMUNITY RESPONSE AND RELIEF	45,000		N/A	04/01/20 - 06/30/20	431	UNITED WAY WORLDWIDE
EAST KERN HEALTH LINK - RESOURCE FAIRS	3,000		N/A	06/01/19 - 05/31/20	501-005	BORAX VISITOR CENTER FOUNDATION
SHAFTER YOUTH CENTER - COASTAL CLEAN-UP	4,000		N/A	05/28/20 - 08/31/20	527-261	CALIFORNIA COASTAL COMMISSION, WHALE TAIL FUND GRANT
FRIENDSHIP HOUSE - COASTAL CLEAN-UP	4,000		N/A	05/28/20 - 08/31/20	531-261	CALIFORNIA COASTAL COMMISSION, WHALE TAIL FUND
211 KINGS COUNTY	22,868 22,868		N/A	07/01/19 - 06/30/20 07/01/20 - 06/30/21	536-231	KINGS UNITED WAY
211 TULARE COUNTY	63,017 63,017		N/A	07/01/19 - 06/30/20 07/01/20 - 06/30/21	536-232	UNITED WAY OF TULARE COUNTY
211 STANISLAUS COUNTY	66,000 70,019		N/A	07/01/19 - 06/30/20 07/01/20 - 06/30/21	536-234	UNITED WAY OF STANISLAUS COUNTY
SOUTHERN CA EDISON - 211 CUSTOMER RELATIONS MANAGEMENT (CRM) DEVELOPMENT PROGRAM	35,000		N/A	1/1/20 - 10/1/20	429	SOUTHERN CALIFORNIA EDISON
PREP WORKS - YOUTH CENTERS			N/A		444	STARBUCKS
PREP WORKS PROGRAM			N/A		448	WELLS FARGO FOUNDATION
EAST KERN EMERGENCY CLOSET	PENDING		N/A	PENDING	501-005	FRIENDS OF MERCY FOUNDATION, SISTER PHYLLIS HUGHES ENDOWMENT FOR SPECIAL NEEDS
EAST KERN HEALTH LINK	PENDING		N/A	PENDING	454	DIGNITY HEALTH
FOOD BANK FREE FARMERS MARKET - WASCO	66,000		N/A	01/01/20 - 12/31/20	467	THE WONDERFUL COMPANY FOUNDATION

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COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF PROGRAMS (FUNDS)
FOR THE PERIOD MARCH 1, 2020 THROUGH FEBRUARY 28, 2021

PROGRAM (COMPONENT)	AMOUNT	CFDA #	GRANT NUMBER	PROGRAM YEAR	FUND#	FUNDING SOURCE
DAP (DISGORGEMENT ASSISTANCE PROGRAM)	346,238		20D - 1012	10/01/19 - 12/31/20	484	SERVICES AND DEVELOPMENT, BARCLAY'S BANK SETTLEMENT WITH FETC
CENTRAL VALLEY SMALL BUSINESS DEVELOPMENT INITIATIVE	25,000		N/A	01/01/18 - TBD	456	BANK OF THE WEST

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COMMUNITY ACTION PARTNERSHIP OF KERN
FUNCTIONAL CLASSIFICATIONS BY FUND
FISCAL YEAR 2020/21

Abila Fund #	Fund Name	PROGRAM SERVICES				SUPPORT SERVICES	
		Education	Nutrition	Energy Conservation	Community Services	Discretionary/ Fund Raising	General & Admin
103	Community Services Block Grant (CSBG)	X	X		X		X
501	General Fund				X		X
800	GAAP Fund						X
910	Community Development Pool				X		
915	Operations Pool			X	X		X
920	Facilities Pool						X
925	Health & Nutrition Pool	X	X		X		
999	Indirect Fund						X
502	Discretionary Fund					X	
595	Fund Raising					X	
107	EHS Expansion	X					
108	Early Head Start	X					
109	Head Start	X					
110	Early Head Start Child Care Partnership	X					
117	Early Head Start San Joaquin	X					
117-005	EHS San Joaquin QRIS	X					
250.0	Migrant Child Care	X					
252	Migrant Specialized	X					
253	General Child Care	X					
253-005	CCTR - QRIS	X					
258	California State Preschool (CSPP)	X					
258-005	CSPP QRIS	X					
260	Child Care Facilities	X					
261	Migrant Alternative Payment	X					
262/265	Child Development Reserve	X					
270	Home Visit Initiative	X					
112	Child Care Food Program (CACFP)		X				
115	Women, Infants & Children		X				
145	NEOPB Cal Fresh		X				
139	CACFP - San Joaquin		X				
	Food Bank		X				
105	Emergency Food Assistance		X				
111	USDA Commodities		X				
114	Emergency Food & Shelter		X				
147	Commodity Supplemental Food Program		X				
175-032	CSBG Discretionary - Ridgecrest		X				
215	Food Bank Capacity Project		X				
216-000	Food Bank Tax Check-Off		X				
216-087	State Emergency Food Assistance		X				
413	Resnick Foundation		X				
485	Southern California Gas Company (Solar)		X				
467	Wonderful Company Foundation		X				
504	Food Bank		X				
	Energy						
122	Low Income Home Energy Assistance			X			
123	Dept of Energy Weatherization			X			
241	LIWP Solar PV Pilot			X			

COMMUNITY ACTION PARTNERSHIP OF KERN
FUNCTIONAL CLASSIFICATIONS BY FUND
FISCAL YEAR 2020/21

Abila Fund #	Fund Name	PROGRAM SERVICES				SUPPORT SERVICES	
		Education	Nutrition	Energy Conservation	Community Services	Discretionary/ Fund Raising	General & Admin
245	LIWP Single Family			X			
484	DAP (Disgorgement Assistance Program)			X			
494	PG&E			X			
524	Energy			X			
	VITA (Volunteer Income Tax Assistance)						
149	Internal Revenue Service - VITA				X		
234	CalEITC				X		
	Small Business Development						
456	Bank of the West				X		
	East Kern Family Resource Center						
171	Economic Empowerment				X		
280	Differential Response				X		
281	First 5 East Kern Family Resource				X		
454	Dignity Health East Kern Health Link				X		
501-005	EKFRC: KHS Emergency Closet				X		
	Youth Services						
120	Information & Education				X		
155	Americorps				X		
242	Youth Authority				X		
246	Realignment for Success				X		
271	Positive Youth Development Svcs				X		
274	Positive Youth Development Svcs-Medi-Cal				X		
335	Gang Prevention				X		
444	Starbucks Foundation				X		
448	Wells Fargo Foundation				X		
527	Shafter Youth Center				X		
527-068	SYC - Robotics/STEM				X		
527-260	SYC - KHS Make Bakersfield				X		
531	Friendship House Community Center				X		
531-068	FHCC - Robotics/STEM				X		
531-070	FHCC - Aggression Replacement Training				X		
531-260	FHCC - KHS Museum on the Move				X		
	Census						
273	County of Kern 2020 Census				X		
408	Sierra Foundation 2020 Census				X		
409	NALEO Education Foundation 2020 Census				X		
	Homeless Services						
275	County of Kern LBNC				X		
275-007	County of Kern LBNC - Start-up				X		
	2-1-1						
160	HUD Coordinated Entry System				X		
164	Cal Fresh				X		
164-005	Cal Fresh (SSI)				X		
186	2-1-1 Hospital Preparedness Program				X		
272	United Way - CESH				X		
284	First 5 Kern Help Me Grow				X		
288	First 5 Kern 2-1-1				X		

COMMUNITY ACTION PARTNERSHIP OF KERN
FUNCTIONAL CLASSIFICATIONS BY FUND
FISCAL YEAR 2020/21

Abila Fund #	Fund Name	PROGRAM SERVICES				SUPPORT SERVICES	
		Education	Nutrition	Energy Conservation	Community Services	Discretionary/ Fund Raising	General & Admin
366	ReadyKern				X		
389	County of Kern 2-1-1				X		
428	2-1-1 United Way				X		
428-240	United Way - Coordinate Entry System				X		
430	Goodwill Industries - CA COVID-19 Call Ctr				X		
431	United Way - COVID-19 Comm Resp & Relief				X		
536-231	2-1-1: Kings County				X		
536-232	2-1-1: Tulare County				X		
536-233	2-1-1: Merced County				X		
536-234	2-1-1: Stanislaus County				X		
536-260	2-1-1: KHS Homeless Collaborative				X		

COMMUNITY ACTION PARTNERSHIP OF KERN
LINE OF CREDIT ADVANCES AND REPAYMENTS
FISCAL YEAR 2020/21

Date	Advance Amount	Repayment Amount	No. of Days Borrowed	Interest Expense	Interest Rate
02/29/20	n/a				
03/31/20	n/a				
04/30/20	n/a				

Note 1: Line of Credit agreement was entered into with Wells Fargo Bank as of March 23, 2020 for $4 million and will terminate on March 22, 2021. A $2 million increase
Note 2: Interest expense is calculated at 3.75% above daily one month LIBOR.
Note 3: Line of credit was not required for the month of March 2020.

LINE OF CREDIT COMMITMENT FEE (Based on the daily unused amount of the line of credit calculated quarterly)

Period	No. of Days in Period	Commitment Fee	Interest Rate
12/31/19 - 3/30/20	90 days	$ 1,253.47	0.25%

Note 3: The interest expense and commitment fee are automatically deducted from CAPK's operating bank account at Wells Fargo Bank.

COMMUNITY ACTION PARTNERSHIP OF KERN OPERATING CASH SUMMARY AS OF APRIL 30, 2020	
PROGRAM (FUND)	**CASH BALANCE**
CHILD AND ADULT CARE FOOD PROGRAM	(48,765.43)
HEAD START/EARLY HEAD START	680,848.69
SUBTOTAL	**632,083.26**
CHILD DEVELOPMENT RESERVE No. 1	(0.30)
GENERAL CHILD CARE	(12,146.58)
MIGRANT A/P	800,368.46
MIGRANT CHILD CARE	12,301.78
MIGRANT SPECIALIZED SERVICES	(21,448.50)
STATE PRESCHOOL	(341,250.35)
SUBTOTAL	**437,824.51**
COMMODITY SUPPLEMENTAL FOOD PROGRAM	(108,874.17)
EF&S	0.00
EFAP	(28,805.98)
FOOD BANK	348,650.97
FOOD BANK CAPACITY PROGRAM	(3,366.84)
FOOD BANK - STATE	8,279.33
SOCAL GAS	578.66
TRADE MITIGATION	18,482.84
WONDERFUL FOUNDATION	55,669.11
SUBTOTAL	**290,613.92**
ENERGY	(227,930.36)
DOE WAP	(55,280.04)
LIHEAP	(112,280.60)
PG&E	(20,720.99)
DAP (Disgorgement Assistance Program)	(4,774.56)
TRANSFER NEGATIVE BALANCE	420,986.55
SUBTOTAL	**0.00**
CALIFORNIA ENDOWMENT	
CENTRAL VALLEY SMALL BUSINESS DEVELOPMENT	2,000.00
SUBTOTAL	**2,000.00**
211	198,288.73
AMERICORPS - CALIFORNIA VOLUNTEERS	(164,804.85)
BANK OF THE WEST	12,599.52
CAL FRESH	(26,874.44)
CALEITC	(42,639.08)
COST POOLS	(5,359.35)
COUNTY OF KERN 2020 CENSUS	(2,067.13)
COUNTY OF KERN LOW BARRIER HOMELESS CENTER	190,200.72
CSBG	152,882.76
CSBG DISCRETIONARY	(169,527.63)
DIFFERENTIAL RESPONSE	(45,348.07)
DIGNITY HEALTH	4,677.72
DISCRETIONARY FUND	1,660,739.97
ECONOMIC EMPOWERMENT	(13,801.35)
FIRST 5 KERN 211	(33,899.89)
FIRST 5 KERN EAST KERN FAMILY RESOURCE CENTER	(26,614.97)
FIRST 5 HELP ME GROW	(7,928.06)
FRIENDSHIP HOUSE	12,147.30
FUNDRAISING	304,462.70
GANG PREVENTION	(11.38)
GAPP FUND	0.00
GENERAL FUND	185,806.23
Goodwill Ind-CA State 211 COVID-19 Call Cntr Response	(3,352.37)
HOME VISIT INITIATIVE (CO OF KERN)	(112,737.72)
HUD-COORDINATED ENTRY SYSTEM	(11,927.36)
INDIRECT FUND	879,587.82
IRS - VITA	(29,816.52)
INFORMATION & EDUCATION	120.58
NALEO - 2020 Census	13,470.24
NEOPB CAL FRESH HEALTHY LIVING	(216,740.75)
POSITIVE YOUTH DEV SVC	(4,259.44)
POSITIVE YOUTH M	(128.74)
READYKERN	(0.12)
SHAFTER YOUTH CENTER	3,152.64
Sierra Foundation - 2020 Census	40,000.00
SO CA EDISON - 211 CUSTOMER RELATIONS	35,000.00
UNITED WAY 211	820.87
UNITED WAY CESH	41,345.46
UNITED WAY COVID-19 211 COMMUNITY RESPONSE	40,642.38
WELLS FARGO FOUNDATION	47,939.20
WIC	(518,264.74)
LESS: ENERGY NEGATIVE BALANCE	(420,986.55)
ADD: LINE OF CREDIT	
SUBTOTAL	**1,966,794.33**
TOTAL OPERATING CASH	3,329,316.02

COMMUNITY ACTION PARTNERSHIP OF KERN (CAPK)

WELLS FARGO BANK ACCOUNTS

1. Operating Account: Used to make all CAPK disbursements and for deposits of all cash receipts unless there are requirements to deposit cash to a restricted bank account.

2. Head Start Accrued Vacation: This is an interest bearing restricted bank account that holds cash reserved for the payment of accrued vacation for Head Start and Early Head Start employees.

3. CSD Advances Account: This is an interest bearing restricted bank account for CSBG and Energy grants. Advances on the Community Services Block Grant (CSBG), Department of Energy – Weatherization Assistance Program (DOE WAP) and Low Income Home Energy Assistance Program (LIHEAP) grants are required to be deposited to a restricted bank account until there is an immediate need for the cash. Once the immediate need is determined, the cash is transferred to the Operating Account to make disbursements.

4. On-Line Donations Account: This is an interest bearing restricted bank account that is designated for internet donations to CAPK. The deposits are subsequently transferred to the Operating Account.

5. Child Development Reserve #1: This is an interest bearing restricted bank account that is required by the California Department of Education for center-based contracts, such as General Child Care (CCTR), State Preschool (CSPP) and State Migrant (CMIG) for the purpose of holding revenue earned in excess of costs. When the revenue is used, the cash is transferred to the Operating Account to make disbursements.

6. Child Development Reserve #2: This is an interest bearing restricted bank account that is required by the California Department of Education for alternative payment contracts, such as Migrant Childcare Alternative Payment (CMAP) for the purpose of holding revenue earned in excess of costs. When the revenue is used, the cash is transferred to the Operating Account to make disbursements.

Note: All CAPK bank accounts are with Wells Fargo Bank.

COMMUNITY ACTION PARTNERSHIP OF KERN
5005 BUSINESS PARK NORTH
BAKERSFIELD, CA 93309-1651

BANK RECONCILIATION FOR THE MONTH ENDED
April 30, 2020

WELLS FARGO BANK, N.A.
P. O. BOX 63020
SAN FRANCISCO, CA 94163

OPERATING ACCOUNT
ACCOUNT NO: XXXXX-X2976

BANK BALANCE AT 04/30/20		4,186,876.43
LESS: OUTSTANDING CHECKS	857,430.47	
ADJUSTED BANK BALANCE AT 04/30/20		3,329,445.96
GENERAL LEDGER BALANCE AT 03/31/20		1,939,255.89
ADD: DEPOSITS	3,359,544.70	
US TREAS DRAWDOWNS	3,302,061.60	
FUNDS FROM OTHER GRANTS	215,538.19	
ADP /HEALTH EQUITY REFUND	1,636.50	
LINE OF CREDIT LOAN	-	
ONLINE DONATION	11,850.07	
	-	
LESS: CHECKS	2,169,453.66	
ADP PAYROLL 4/10/20	1,306,978.00	
ADP PAYROLL 4/24/20	1,348,944.33	
EFTS FOR HRA/HSA/ STD/403B	215,438.76	
REC LOAN PRINCIPAL/INT EXPENSES	31,451.13	
CREDIT CARD	17,843.45	
BANK FEES	1,382.14	
ACH VOUCHERS	408,060.53	
BANK DEPOSIT MACHINE	888.99	
GENERAL LEDGER BALANCE AT 04/30/20		3,329,445.96
	DIFFERENCE:	-

PREPARED BY: Lorraine Casillas TITLE: Controller DATE: 05/04/2020

APPROVED BY: [signature] TITLE: Chief Financial Officer DATE: 05/04/2020

COMMUNITY ACTION PARTNERSHIP OF KERN
HEADSTART ACCRUED VACATION*
5005 BUSINESS PARK NORTH
BAKERSFIELD, CA 93309-1651

BANK RECONCILIATION FOR MONTH ENDING
April 30, 2020

WELLS FARGO BANK, N.A.
P. O. BOX 63020
SAN FRANCISCO, CA 94163

ACCOUNT NO.: XXXXX-X6256

BANK BALANCE ENDING:	**04/30/20**		**656,207.04**
DEPOSITS IN TRANSIT		0.00	
OUTSTANDING CHECKS		0.00	
OTHER		0.00	
ADJUSTED BANK BALANCE:	**04/30/20**		**656,207.04**
BALANCE PER G/L	**03/31/20**		**656,129.59**
ADD: DEPOSITS		0.00	
INTEREST		77.45	
ROUNDING ERROR		0.00	
BANK ACCOUNT TRANSFER FROM GENERAL FUND		0.00	
LESS: CHECKS		0.00	
CLIENT ANALYSIS SERVICE CHARGE		0.00	
BANK ACCOUNT TRANSFER TO GENERAL FUND		0.00	
BALANCE PER G/L	**04/30/20**		**656,207.04**
		DIFFERENCE:	0.00

* *This account changed name in March 2011 from "Discretionary Fund" to "Head Start Accrued Vacation".*

PREPARED BY: Lorraine Casillas TITLE: Controller DATE: 05/04/20

APPROVED BY: TITLE: Chief Financial Officer DATE: 05/04/20

COMMUNITY ACTION PARTNERSHIP OF KERN
CSD ADVANCES ACCOUNT**
5005 BUSINESS PARK NORTH
BAKERSFIELD, CA 93309-1651

BANK RECONCILIATION FOR MONTH ENDING
April 30, 2020

WELLS FARGO BANK, N.A.
P. O. BOX 63020
SAN FRANCISCO, CA 94163

ACCOUNT NO.: XXXXX-X1095

BANK BALANCE ENDING:	**04/30/20**		**86,676.01**
DEPOSITS IN TRANSIT		0.00	
OUTSTANDING CHECKS		0.00	
OTHER		0.00	
ADJUSTED BANK BALANCE:	**04/30/20**		**86,676.01**
BALANCE PER G/L	**03/31/20**		**86,665.78**
ADD: DEPOSITS		0.00	
INTEREST		10.23	
BANK ACCOUNT TRANSFER FROM GENERAL FUND		0.00	
LESS: CHECKS		0.00	
CLIENT ANALYSIS SERVICE CHARGE		0.00	
WIRE TRANSFER		0.00	
BANK ACCOUNT TRANSFER TO GENERAL FUND		0.00	
BALANCE PER G/L	**04/30/20**		**86,676.01**

** December 2009 name changed from Food Bank to DOE ARRA.*
*** January 2018 name changed from DOE ARRA to CSD Advances.*

DIFFERENCE: 0.00

PREPARED BY: Lorraine Casillas TITLE: Controller DATE: 05/04/20

APPROVED BY: TITLE: Chief Financial Officer DATE: 05/04/20

COMMUNITY ACTION PARTNERSHIP OF KERN
ON-LINE DONATIONS ACCOUNT
5005 BUSINESS PARK NORTH
BAKERSFIELD, CA 93309-1651

BANK RECONCILIATION FOR MONTH ENDING
April 30, 2020

WELLS FARGO BANK, N.A.
P. O. BOX 63021
SAN FRANCISCO, CA 94163

ACCOUNT NO.: XXXXX-X1921

BANK BALANCE ENDING:	**04/30/20**		**33,610.15**
DEPOSITS IN TRANSIT		0.00	
OUTSTANDING CHECKS		0.00	
OTHER		0.00	
ADJUSTED BANK BALANCE	**04/30/20**		**33,610.15**
BALANCE PER GENERAL LEDGER	**03/31/20**		**4,717.44**
ADD: DEPOSITS (Credit Card Donations & Shared Fee)		0.00	
ONLINE DONATIONS		28,951.70	
PAYPAL DEPOSIT		0.00	
INTEREST		1.52	
LESS: APPLIED MERCHANT DEBITS		0.00	
CLIENT ANALYSIS SERVICE CHARGE		12.45	
BANKCARD FEES		48.06	
CASH CONCENTRATION FEE		0.00	
FUND TRANSFER TO GENERAL FUND		0.00	
		0.00	
BALANCE PER GENERAL LEDGER:	**04/30/20**		**33,610.15**

** October 2009 name changed from WIC Account to CSBG ARRA Account and is now interest-bearing.*
*** August 2010 name changed from CSBG ARRA Account to HOPE Program Account.*
**** January 2018 name changed from HOPE Program Account to On-line Donations Account.*

Difference: **0.00**

PREPARED BY: Lorraine Casillas TITLE: Controller DATE: 05/04/20

APPROVED BY: TITLE: Chief Financial Officer DATE: 05/04/20

COMMUNITY ACTION PARTNERSHIP OF KERN
CHILD DEVELOPMENT RESERVE #2
5005 BUSINESS PARK NORTH
BAKERSFIELD, CA 93309-1651

BANK RECONCILIATION FOR MONTH ENDING
April 30, 2020

WELLS FARGO BANK, N.A.
P. O. BOX 63020
SAN FRANCISCO, CA 94163

ACCOUNT NO.: XXXXX-X2049

BANK BALANCE ENDING:	**04/30/20**		**2.11**
DEPOSITS IN TRANSIT		0.00	
OUTSTANDING CHECKS		0.00	
OTHER		0.00	
ADJUSTED BANK BALANCE:	**04/30/20**		**2.11**

BALANCE PER G/L	**03/31/20**		**2.11**
ADD:	DEPOSITS	0.00	
	INTEREST	0.00	
	BANK ACCOUNT TRANSFER FROM GENERAL FUND	0.00	
LESS:	CHECKS	0.00	
	CLIENT ANALYSIS SERVICE CHARGE	0.00	
	BANK ACCOUNT TRANSFER TO GENERAL FUND	0.00	
BALANCE PER G/L	**04/30/20**		**2.11**
		DIFFERENCE:	0.00

PREPARED BY: Lorraine Casillas TITLE: Controller DATE: 05/04/20

APPROVED BY:  TITLE: Chief Financial Officer DATE: 05/04/20

COMMUNITY ACTION PARTNERSHIP OF KERN
WELLS FARGO VISA SUMMARY
STATEMENTS DATED April 1, 2020 - April 30, 2020

Cardholder	Position	Amount Charged
CAPK	Accounts Payable	$ -
Gloria Barbero	Administrator - EHS San Joaquin	-
Yolanda Gonzales	Director of Head Start/State Child Development Programs	4,141.86
Donna Holland	Fiscal Administrator	(1,879.92)
Pritika Ram	Director of Administration	936.77
Carmen Segovia	Director of Health & Nutrition Services	2,883.80
Jeremy Tobias	Chief Executive Officer	75.08
Emilio Wagner	Director of Operations	3,314.97
Tracy Webster	Chief Financial Officer	1,286.48
	Total	$ 10,759.04

WELLS FARGO

Statement Expenses

05/01/2020 08:20 AM PT
Requested By: ALBITRE, ROSEMARY

Cardholder Summary

Cardholder Name:	**AP, CAPK**	Start Date:	**04/01/2020**
Card Number:	**xxxx-xxxx-xxxx-7017**	End Date:	**04/30/2020**
Status:	**Open**	Reminder Period:	
Charges:	**0.00 USD**	**05/01/2020** through	**05/03/2020**
Out-of-pocket:	**0.00 USD**	Grace Period:	
Total Amount:	**0.00 USD**	**05/04/2020** through	**05/06/2020**
		Approval Period:	
		05/07/2020 through	**05/10/2020**
		Download Period:	
		05/11/2020 through	**05/28/2020**

Charges

There are no results.

---End of Report---

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WELLS FARGO

Statement Expenses

05/01/2020 08:22 AM PT
Requested By: ALBITRE, ROSEMARY

Cardholder Summary

Cardholder Name:	**BARBERO, GLORIA**	Start Date:	**04/01/2020**
Card Number:	**xxxx-xxxx-xxxx-7058**	End Date:	**04/30/2020**
Status:	**Open**	Reminder Period:	
Charges:	**0.00 USD**	**05/01/2020** through **05/03/2020**	
Out-of-pocket:	**0.00 USD**	Grace Period:	
Total Amount:	**0.00 USD**	**05/04/2020** through **05/06/2020**	
		Approval Period:	
		05/07/2020 through **05/10/2020**	
		Download Period:	
		05/11/2020 through **05/28/2020**	

Charges

There are no results.

---End of Report---

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WELLS FARGO

Statement Expenses

05/01/2020 08:22 AM PT
Requested By: ALBITRE, ROSEMARY

Cardholder Summary

Cardholder Name:	**GONZALES, YOLANDA**	Start Date:	**04/01/2020**
Card Number:	**xxxx-xxxx-xxxx-7009**	End Date:	**04/30/2020**
Status:	**Open**	Reminder Period:	
Charges:	**4,141.86 USD**	**05/01/2020** through **05/03/2020**	
Out-of-pocket:	**0.00 USD**	Grace Period:	
Total Amount:	**4,141.86 USD**	**05/04/2020** through **05/06/2020**	
		Approval Period:	
		05/07/2020 through **05/10/2020**	
		Download Period:	
		05/11/2020 through **05/28/2020**	

Charges

	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
1.	04/09/2020	04/10/2020	Kfc C750070 Bakersfield,CA		CAPK Pcard (CAPL Pcard)	No	23.26 USD / 23.26
2.	04/10/2020	04/13/2020	Bestbuycom805786913507 888-bestbuy,MN		CAPK Pcard (CAPL Pcard)	No	48.70 USD / 48.70
3.	04/10/2020	04/13/2020	Bestbuycom805786913507 888-bestbuy,MN		CAPK Pcard (CAPL Pcard)	No	487.05 USD / 487.05
4.	04/13/2020	04/14/2020	Bestbuycom805786913507 888-bestbuy,MN		CAPK Pcard (CAPL Pcard)	No	81.16 USD / 81.16
5.	04/16/2020	04/20/2020	Rusty's Pizza #19 Bakersfield,CA		CAPK Pcard (CAPL Pcard)	No	90.05 USD / 90.05
6.	04/21/2020	04/21/2020			CAPK Pcard	No	564.00 USD / 564.00

			Flockler Subscription Tampere		(CAPL Pcard)		
7.	**Transaction Date**	**Posting Date**	**Merchant**	**General Ledger Code**	**Unit**	**Receipt Submitted ‡**	**Amount / Original Currency**
	04/21/2020	04/21/2020	Cross Border Trans Fee		CAPK Pcard (CAPL Pcard)	No	5.64 USD / 5.64
8.	**Transaction Date**	**Posting Date**	**Merchant**	**General Ledger Code**	**Unit**	**Receipt Submitted ‡**	**Amount / Original Currency**
	04/21/2020	04/22/2020	Generation Wellness Httpswww.gene,WA		CAPK Pcard (CAPL Pcard)	No	2,842.00 USD / 2,842.00

Total Charges: 4,141.86 USD

‡ - The Receipt Submitted column indicates that a receipt was submitted via fax, email, at the statement level, or using a system other than the Commercial Card Expense Reporting service.

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WELLS FARGO

Statement Expenses

05/01/2020 08:23 AM PT
Requested By: ALBITRE, ROSEMARY

Cardholder Summary

Cardholder Name:	**HOLLAND, DONNA**	Start Date:	**04/01/2020**
Card Number:	**xxxx-xxxx-xxxx-7033**	End Date:	**04/30/2020**
Status:	**Cardholder Reviewed**	Reminder Period:	
Charges:	**(1,879.92) USD**	**05/01/2020** through **05/03/2020**	
Out-of-pocket:	**0.00 USD**	Grace Period:	
Total Amount:	**(1,879.92) USD**	**05/04/2020** through **05/06/2020**	
		Approval Period:	
		05/07/2020 through **05/10/2020**	
		Download Period:	
		05/11/2020 through **05/28/2020**	

Charges

1.

Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
04/13/2020	04/15/2020	Officemax/depot 6235 800-463-3768,CA		CAPK Pcard (CAPL Pcard)	No	70.76 USD / 70.76

Description Packing tape to assemble boxes for food distribution

2.

Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
04/23/2020	04/27/2020	Officemax/depot 6235 800-463-3768,CA		CAPK Pcard (CAPL Pcard)	No	149.32 USD / 149.32

Description Packing tape to assemble boxes for food distribution

3.

Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
04/27/2020	04/28/2020	Cacfp.org Cacfp.org,MD		CAPK Pcard (CAPL Pcard)	No	(2,100.00) USD / (2,100.00)

Description Refund of registration fees - training conference was cancelled

Total Charges: (1,879.92) USD

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WELLS FARGO

Statement Expenses

05/01/2020 08:24 AM PT
Requested By: ALBITRE, ROSEMARY

Cardholder Summary

Cardholder Name:	**RAM, PRITIKA**	Start Date:	**04/01/2020**
Card Number:	**xxxx-xxxx-xxxx-7074**	End Date:	**04/30/2020**
Status:	**Open**	Reminder Period:	
Charges:	**936.77 USD**	**05/01/2020** through **05/03/2020**	
Out-of-pocket:	**0.00 USD**	Grace Period:	
Total Amount:	**936.77 USD**	**05/04/2020** through **05/06/2020**	
		Approval Period:	
		05/07/2020 through **05/10/2020**	
		Download Period:	
		05/11/2020 through **05/28/2020**	

Charges

1.

Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
03/31/2020	04/01/2020	Grantwatch 561-249-4129,FL		CAPK Pcard (CAPL Pcard)	No	199.00 USD / 199.00

Description Grantwatch Annual Subscription

2.

Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
03/31/2020	04/01/2020	Dnh Godaddy.com 480-5058855,AZ		CAPK Pcard (CAPL Pcard)	No	122.34 USD / 122.34

Description Renewal of Domain Name

3.

Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
04/03/2020	04/06/2020	Marriott S Diego Marin 866-435-7627,CA		CAPK Pcard (CAPL Pcard)	No	(1,045.19) USD / (1,045.19)

Description Hotel Refund for Martha Gonzalez -

4.

Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
04/03/2020	04/06/2020	Marriott S Diego Marin 866-435-7627,CA		CAPK Pcard (CAPL Pcard)	No	(1,045.19) USD / (1,045.19)

Description Hotel Refund for Irene Fonseca

5.

Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency

	04/03/2020	04/06/2020	Marriott S Diego Marin 866-435-7627,CA		CAPK Pcard (CAPL Pcard)	No	(1,045.19) USD / (1,045.19)
	Description	Hotel Refund for Rebecca Moreno					

6.	**Transaction Date**	**Posting Date**	**Merchant**	**General Ledger Code**	**Unit**	**Receipt Submitted ‡**	**Amount / Original Currency**
	04/09/2020	04/10/2020	Elementor Httpselemento,DE		CAPK Pcard (CAPL Pcard)	No	49.00 USD / 49.00
	Description	Elemenator Pro Annual Subscription					

7.	**Transaction Date**	**Posting Date**	**Merchant**	**General Ledger Code**	**Unit**	**Receipt Submitted ‡**	**Amount / Original Currency**
	04/15/2020	04/16/2020	Grubhubsaltysbbqcater Grubhub.com,NY		CAPK Pcard (CAPL Pcard)	No	77.04 USD / 77.04

8.	**Transaction Date**	**Posting Date**	**Merchant**	**General Ledger Code**	**Unit**	**Receipt Submitted ‡**	**Amount / Original Currency**
	04/29/2020	04/30/2020	Ssp Softerware, Inc. 215-6280883,PA		CAPK Pcard (CAPL Pcard)	No	3,624.96 USD / 3,624.96

Total Charges: 936.77 USD

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WELLS FARGO

Statement Expenses

05/01/2020 08:25 AM PT
Requested By: ALBITRE, ROSEMARY

Cardholder Summary

Cardholder Name:	**SEGOVIA, CARMEN**	Start Date:	**04/01/2020**
Card Number:	**xxxx-xxxx-xxxx-7025**	End Date:	**04/30/2020**
Status:	**Open**	Reminder Period:	
Charges:	**2,883.80 USD**	**05/01/2020** through **05/03/2020**	
Out-of-pocket:	**0.00 USD**	Grace Period:	
Total Amount:	**2,883.80 USD**	**05/04/2020** through **05/06/2020**	
		Approval Period:	
		05/07/2020 through **05/10/2020**	
		Download Period:	
		05/11/2020 through **05/28/2020**	

Charges

	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
1.	04/02/2020	04/03/2020	Amzn Mktp Us R43wy79e3 Amzn.com/bill,WA		CAPK Pcard (CAPL Pcard)	No	389.25 USD / 389.25
2.	04/02/2020	04/03/2020	Amzn Mktp Us U88ab0qj3 Amzn.com/bill,WA		CAPK Pcard (CAPL Pcard)	No	513.62 USD / 513.62
3.	04/02/2020	04/03/2020	Amzn Mktp Us Q80a94th3 Amzn.com/bill,WA		CAPK Pcard (CAPL Pcard)	No	82.24 USD / 82.24
4.	04/07/2020	04/09/2020	International Plastics - 864-297-8000,SC		CAPK Pcard (CAPL Pcard)	No	265.25 USD / 265.25
5.	04/08/2020	04/10/2020	Office Depot #5125 800-463-3768,CA		CAPK Pcard (CAPL Pcard)	No	73.47 USD / 73.47
6.	04/15/2020	04/16/2020	Amzn Mktp Us 0w2fn94a3 Am		CAPK Pcard (CAPL Pcard)	No	100.22 USD / 100.22

			Amzn.com/bill,WA				
7.	**Transaction Date**	**Posting Date**	**Merchant**	**General Ledger Code**	**Unit**	**Receipt Submitted ‡**	**Amount / Original Currency**
	04/15/2020	04/16/2020	Amzn Mktp Us L98w031r3 Amzn.com/bill,WA		CAPK Pcard (CAPL Pcard)	No	204.69 USD / 204.69
8.	**Transaction Date**	**Posting Date**	**Merchant**	**General Ledger Code**	**Unit**	**Receipt Submitted ‡**	**Amount / Original Currency**
	04/15/2020	04/16/2020	Amzn Mktp Us Yq6eq3l53 Amzn.com/bill,WA		CAPK Pcard (CAPL Pcard)	No	200.61 USD / 200.61
9.	**Transaction Date**	**Posting Date**	**Merchant**	**General Ledger Code**	**Unit**	**Receipt Submitted ‡**	**Amount / Original Currency**
	04/15/2020	04/16/2020	Amzn Mktp Us U56p62yk3 Amzn.com/bill,WA		CAPK Pcard (CAPL Pcard)	No	68.94 USD / 68.94
10.	**Transaction Date**	**Posting Date**	**Merchant**	**General Ledger Code**	**Unit**	**Receipt Submitted ‡**	**Amount / Original Currency**
	04/23/2020	04/24/2020	Amzn Mktp Us S53g63fw3 Amzn.com/bill,WA		CAPK Pcard (CAPL Pcard)	No	53.86 USD / 53.86
11.	**Transaction Date**	**Posting Date**	**Merchant**	**General Ledger Code**	**Unit**	**Receipt Submitted ‡**	**Amount / Original Currency**
	04/24/2020	04/27/2020	Knight S Pumping & Portab Bakersfield,CA		CAPK Pcard (CAPL Pcard)	No	262.04 USD / 262.04
12.	**Transaction Date**	**Posting Date**	**Merchant**	**General Ledger Code**	**Unit**	**Receipt Submitted ‡**	**Amount / Original Currency**
	04/29/2020	04/30/2020	J J Keller & Associates Jjkeller.com,WI		CAPK Pcard (CAPL Pcard)	No	357.13 USD / 357.13
13.	**Transaction Date**	**Posting Date**	**Merchant**	**General Ledger Code**	**Unit**	**Receipt Submitted ‡**	**Amount / Original Currency**
	04/28/2020	04/30/2020	International Plastics - 864-297-8000,SC		CAPK Pcard (CAPL Pcard)	No	265.08 USD / 265.08
14.	**Transaction Date**	**Posting Date**	**Merchant**	**General Ledger Code**	**Unit**	**Receipt Submitted ‡**	**Amount / Original Currency**
	04/30/2020	04/30/2020	Amzn Mktp Us Gk17f3cs3 Amzn.com/bill,WA		CAPK Pcard (CAPL Pcard)	No	47.40 USD / 47.40

Total Charges: 2,883.80 USD

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---End of Report---

WELLS FARGO

Statement Expenses

05/01/2020 08:25 AM PT
Requested By: ALBITRE, ROSEMARY

Cardholder Summary

Cardholder Name:	**TOBIAS, JEREMY**	Start Date:	**04/01/2020**
Card Number:	**xxxx-xxxx-xxxx-7066**	End Date:	**04/30/2020**
Status:	**Open**	Reminder Period:	
Charges:	**75.08 USD**	**05/01/2020** through **05/03/2020**	
Out-of-pocket:	**0.00 USD**	Grace Period:	
Total Amount:	**75.08 USD**	**05/04/2020** through **05/06/2020**	
		Approval Period:	
		05/07/2020 through **05/10/2020**	
		Download Period:	
		05/11/2020 through **05/28/2020**	

Charges

1.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	04/02/2020	04/06/2020	Country Corner Florist 000-0000000,CA		CAPK Pcard (CAPL Pcard)	No	75.08 USD / 75.08

Total Charges: 75.08 USD

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WELLS FARGO

Statement Expenses

05/01/2020 08:26 AM PT
Requested By: ALBITRE, ROSEMARY

Cardholder Summary

Cardholder Name:	**WAGNER, EMILIO**	Start Date:	**04/01/2020**
Card Number:	**xxxx-xxxx-xxxx-7041**	End Date:	**04/30/2020**
Status:	**Open**	Reminder Period:	
Charges:	**3,314.97 USD**	**05/01/2020** through **05/03/2020**	
Out-of-pocket:	**0.00 USD**	Grace Period:	
Total Amount:	**3,314.97 USD**	**05/04/2020** through **05/06/2020**	
		Approval Period:	
		05/07/2020 through **05/10/2020**	
		Download Period:	
		05/11/2020 through **05/28/2020**	

Charges

	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
1.	03/31/2020	04/01/2020	Bestbuycom805706957342 888-bestbuy,MN		CAPK Pcard (CAPL Pcard)	No	1,033.36 USD / 1,033.36
2.	04/01/2020	04/01/2020	Amzn Digital Su1fg9dd3 888-802-3080,WA		CAPK Pcard (CAPL Pcard)	No	99.99 USD / 99.99
3.	04/03/2020	04/06/2020	Bestbuycom805729184293 888-bestbuy,MN		CAPK Pcard (CAPL Pcard)	No	54.11 USD / 54.11
4.	04/08/2020	04/09/2020	Vzwrlss Prepaid Pymnt 888-294-6804,FL		CAPK Pcard (CAPL Pcard)	No	40.00 USD / 40.00
5.	04/14/2020	04/15/2020	Eagleview Filing Tenenz Tenenz.com,MN		CAPK Pcard (CAPL Pcard)	No	4.50 USD / 4.50
6.	04/15/2020	04/16/2020			CAPK Pcard	No	1,087.49 USD / 1,087.49

			Bestbuycom805804938580 888-bestbuy,MN		(CAPL Pcard)		
7.	**Transaction Date**	**Posting Date**	**Merchant**	**General Ledger Code**	**Unit**	**Receipt Submitted ‡**	**Amount / Original Currency**
	04/15/2020	04/16/2020	Bestbuycom805804983070 888-bestbuy,MN		CAPK Pcard (CAPL Pcard)	No	99.99 USD / 99.99
8.	**Transaction Date**	**Posting Date**	**Merchant**	**General Ledger Code**	**Unit**	**Receipt Submitted ‡**	**Amount / Original Currency**
	04/15/2020	04/16/2020	J & E Restaurant Supply Bakersfield,CA		CAPK Pcard (CAPL Pcard)	No	45.47 USD / 45.47
9.	**Transaction Date**	**Posting Date**	**Merchant**	**General Ledger Code**	**Unit**	**Receipt Submitted ‡**	**Amount / Original Currency**
	04/16/2020	04/17/2020	Bestbuycom805812310419 888-bestbuy,MN		CAPK Pcard (CAPL Pcard)	No	10.77 USD / 10.77
10.	**Transaction Date**	**Posting Date**	**Merchant**	**General Ledger Code**	**Unit**	**Receipt Submitted ‡**	**Amount / Original Currency**
	04/17/2020	04/17/2020	Vzwrlss Etm Wcn0825301 800-922-0204,FL		CAPK Pcard (CAPL Pcard)	No	35.30 USD / 35.30
11.	**Transaction Date**	**Posting Date**	**Merchant**	**General Ledger Code**	**Unit**	**Receipt Submitted ‡**	**Amount / Original Currency**
	04/20/2020	04/20/2020	Onestepgpscom 181-865-9203,CA		CAPK Pcard (CAPL Pcard)	No	209.25 USD / 209.25
12.	**Transaction Date**	**Posting Date**	**Merchant**	**General Ledger Code**	**Unit**	**Receipt Submitted ‡**	**Amount / Original Currency**
	04/17/2020	04/20/2020	Amzn Mktp Us Pk44q83d3 Amzn.com/bill,WA		CAPK Pcard (CAPL Pcard)	No	86.55 USD / 86.55
13.	**Transaction Date**	**Posting Date**	**Merchant**	**General Ledger Code**	**Unit**	**Receipt Submitted ‡**	**Amount / Original Currency**
	04/20/2020	04/21/2020	Mindbody, Inc 805-4762700,CA		CAPK Pcard (CAPL Pcard)	No	445.40 USD / 445.40
14.	**Transaction Date**	**Posting Date**	**Merchant**	**General Ledger Code**	**Unit**	**Receipt Submitted ‡**	**Amount / Original Currency**
	04/27/2020	04/28/2020	J & E Restaurant Supply Bakersfield,CA		CAPK Pcard (CAPL Pcard)	No	62.79 USD / 62.79

Total Charges: 3,314.97 USD

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WELLS FARGO

Statement Expenses

05/01/2020 08:27 AM PT
Requested By: ALBITRE, ROSEMARY

Cardholder Summary

Cardholder Name:	**WEBSTER, TRACY**	Start Date:	**04/01/2020**
Card Number:	**xxxx-xxxx-xxxx-6993**	End Date:	**04/30/2020**
Status:	**Open**	Reminder Period:	
Charges:	**1,286.48 USD**	**05/01/2020** through **05/03/2020**	
Out-of-pocket:	**0.00 USD**	Grace Period:	
Total Amount:	**1,286.48 USD**	**05/04/2020** through **05/06/2020**	
		Approval Period:	
		05/07/2020 through **05/10/2020**	
		Download Period:	
		05/11/2020 through **05/28/2020**	

Charges

1.

Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
04/17/2020	04/20/2020	Relationspecialtyrisk 800-9551991,KS		CAPK Pcard (CAPL Pcard)	No	1,286.48 USD / 1,286.48

Total Charges: 1,286.48 USD

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COMMUNITY ACTION PARTNERSHIP OF KERN
CENTRAL KITCHEN - BUDGET TO ACTUAL
FOR THE PERIOD MARCH 1, 2020 TO FEBRUARY 28, 2021 (2 OF 12 MONTHS OR 16.66**%)**

Line Item	2020/21 Budget	3/1/20 - 04/30/20 Actual	% Expended	Available Budget
USDA Revenue (Note A)	1,944,268	57,444	3.0%	1,886,824
Head Start Subsidy	444,776	82,334	18.5%	362,442
Total Revenue	2,389,044	139,778	5.9%	2,249,266
Expenditures (Note B)				
Salaries	682,557	51,548	7.6%	631,009
Benefits	225,244	11,916	5.3%	213,328
Vehicle Gasoline, Repair/Maintenance	70,000	1,203	1.7%	68,797
Space Costs	101,200	4,519	4.5%	96,681
Supplies - Office & Food Service	120,000	5,192	4.3%	114,808
Equipment Repair/Maintenance & Lease	20,000	211	1.1%	19,789
Communication	13,000	1,119	8.6%	11,881
Risk Insurance	12,700	1,025	8.1%	11,675
Printing	1,700	-	0.0%	1,700
Hiring & Employee Costs	1,800	-	0.0%	1,800
First Aid	2,600	-	0.0%	2,600
Other Misc	-	-	-	-
Raw Food/Vended Meals	1,149,490	57,173	5.0%	1,092,317
Sub Total	2,400,291	133,905	5.6%	2,266,386
Adult Meals Prepared	188,000	-	0.0%	188,000
Indirect	176,753	5,872	3.3%	170,881
Total Expenditures	2,765,044	139,778	5.1%	2,625,266

	Prior Period	April 2020	Cumulative
Total Meals Prepared and Vended (Note C)	46,083	55,984	102,067
Total Meals Claimed	30,720	29,612	60,332
Difference	30,726	26,372	41,735

Percentage Claimed to Prepared/Vended		52.9%	59.1%

Note A: Source of USDA revenue is monthly report submitted to California Department of Education by Head Start/State Child Development Program Division. Revenue is reimbursement for meals claimed.

Note B: Expenditures are for meals prepared, including vended meals.

Note C: Total number of meals delivered to the centers and homebase excluding adult prepared and adult meals vended. The total represents the number of meals available to be served to center and homebase children.

COMMUNITY ACTION PARTNERSHIP OF KERN
STATE DEPARTMENT OF EDUCATION CONTRACT - MIGRANT ALTERNATIVE PAYMENT
FOR THE PERIOD 7/1/19 - 6/30/20 (9 OF 12 MONTHS = 75.00%)

Contract CMAP-9000	July 2019	Aug 2019	Sept 2019	Oct 2019	Nov 2019	Dec 2019	Jan 2020	Feb 2020	Mar 2020	Apr 2020	May 2020	June 2020	Total	%	% Earned to MRA
Provider Payments	$ 463,474	$ 625,316	$ 713,655	$ 729,041	$ 751,020	$ 726,457	$ 681,430	$ 718,756	$ 713,266	$ -	$ -	$ -	$ 6,122,415		
Add: Family Fees	7,020	9,948	10,275	10,730	11,617	11,450	12,216	12,203	12,000	-	-	-	$ 97,460		
Net Provider Payments	$ 470,495	$ 635,264	$ 723,930	$ 739,771	$ 762,637	$ 737,907	$ 693,646	$ 730,959	$ 725,266	$ -	$ -	$ -	$ 6,219,875	81.75%	
Maximum Reimburseable Amount (MRA) for Provider Payments													**7,907,363**		**78.66%**
Administration & Support Services Revenue															
Provider Payments	$ 470,495	$ 635,264	$ 723,930	$ 739,771	$ 762,637	$ 737,907	$ 693,646	$ 730,959	$ 725,266	$ -	$ -	$ -	$ 6,219,875		
Reimbursement Rate	x 21.2121%	x 21.2121%	x 21.2121%	x 21.2121%	x 21.2121%	x 21.2121%	x 21.2121%	x 21.2121%	x 21.2121%	x 21.2121%	x 21.2121%	x 21.2121%	x 21.2121%		
Revenue Earned	$ 99,802	$ 134,753	$ 153,561	$ 156,921	$ 161,771	$ 156,526	$ 147,137	$ 155,052	$ 153,844	$ -	$ -	$ -	$ 1,319,366		
Program Administration/Support Services Costs	43,743	95,469	122,501	77,848	69,931	332,349	78,677	116,786	53,277	-	-	-	990,581	13.02%	
Indirect (10% x MTDC) Costs	50,675	72,283	78,548	80,994	82,553	83,066	76,465	84,007	74,444	-	-	-	683,035	5.23%	
Transfer Indirect to CSBG	-	-	(53,276)	-	-	(231,767)	-	-	-	-	-	-	(285,043)		
Total Operating Costs	$ 94,418	$ 167,752	$ 147,773	$ 158,842	$ 152,484	$ 183,648	$ 155,142	$ 200,793	$ 127,721	$ -	$ -	-	1,388,573	18.25%	
Revenue Earned Over/(Under) Costs	$ 5,383	$ (32,999)	$ 5,788	$ (1,921)	$ 9,287	$ (27,123)	$ (8,005)	$ (45,741)	$ 26,123	$ -	$ -	-	(69,207)		
TOTAL COSTS - NET OF FAMILY FEES	$ 564,913	$ 803,016	$ 871,703	$ 898,613	$ 915,121	$ 921,555	$ 848,788	$ 931,752	$ 852,987	$ -	$ -	$ -	7,608,448	100.00%	

Note 1: Administration and Support Services revenue is earned based on the amount of provider payments incurred. Example:

Provider payments	6,219,875
Reimbursement Rate (17.5% / 82.5%)	x 21.2121%
Revenue Earned	1,319,366

Note 2: The maximum reimburseable amount per the 2019/20 State contract is as follows:

Provider Payments	7,907,363	82.50%
Administration	1,437,702	15.00%
Support Services	239,617	2.50%
Maximum Reimbursable Amount (MRA)	9,584,682	100.00%

Note 3: The MRA for 2019/20 is $1,126,877 greater than 2018/19

COMMUNITY ACTION PARTNERSHIP OF KERN
STATE DEPARTMENT OF EDUCATION 2019/20 CONTRACTS - EARNED REVENUE
FOR THE PERIOD 7/1/19 - 6/30/20 (10 OF 12 MONTHS = 83.33%)

	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	TOTAL	% Earned to MRA
GENERAL CHILD CARE (CCTR-9050)														
Adjusted Days of Enrollment - Certified	4,284	4,437	4,439	5,590	4,629	4,031	6,243	5,433	4,016	6,642			49,742	
Reimbursement Rate per Child per Day	X $49.54	X $49.54	X $49.54	X $49.54	X $49.54	X $49.54	X $49.54	X $49.54	X $49.54	X $49.54	X $49.54	X $49.54	X $49.54	
Revenue Earned	$ 212,213	$ 219,803	$ 219,911	$ 276,925	$ 229,327	$ 199,674	$ 309,255	$ 269,150	$ 198,940	$ 329,028	$ -	$ -	$ 2,464,226	**69.71%**
Maximum Reimburseable Amount (MRA)													**$3,535,022**	
Flex Factor														
Attendance Percentage (Attendance/Enrollment)	97.42%	99.38%	99.96%	99.80%	99.01%	99.38%	98.68%	99.56%	98.13%					**99.04%**
Five Percent Flexibility, Maximum = 100 Percent	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%					100.00%
CALIFORNIA STATE PRESCHOOL (CSPP-9121)														
Adjusted Days of Enrollment - Certified	1,904	1,992	3,219	7,217	7,189	7,470	9,722	8,683	5,975	10,613			63,983	
Reimbursement Rate per Child per Day	X $49.85	X $49.85	X $49.85	X $49.85	X $49.85	X $49.85	X $49.85	X $49.85	X $49.85	X $49.85	X $49.85	X $49.85	X $49.85	
Revenue Earned	$ 94,897	$ 99,297	$ 160,457	$ 359,757	$ 358,372	$ 372,375	$ 484,657	$ 432,832	$ 297,834	$ 529,057	$ -	$ -	$ 3,189,534	**73.03%**
Maximum Reimburseable Amount (MRA)													**$4,367,697**	
Flex Factor														
Attendance Percentage (Attendance/Enrollment)	85.15%	94.12%	99.06%	99.20%	98.43%	98.50%	98.63%	99.20%	99.05%					**98.02%**
Five Percent Flexibility, Maximum = 100 Percent	90.15%	99.12%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%					100.00%
MIGRANT CHILD CARE (CMIG-9004)														
Adjusted Days of Enrollment - Certified	298	257	228	143	55	74	82	465	335	568			2,506	
Reimbursement Rate per Child per Day	X $49.54	X $49.54	X $49.54	X $49.54	X $49.54	X $49.54	X $49.54	X $49.54	X $49.54	X $49.54	X $49.54	X $49.54	X $49.54	
Revenue Earned	$ 14,766	$ 12,732	$ 11,317	$ 7,073	$ 2,725	$ 3,665	$ 4,051	$ 23,036	$ 16,614	$ 28,158	$ -	$ -	$ 124,139	**48.80%**
Maximum Reimburseable Amount (MRA)													**$254,377**	
Flex Factor														
Attendance Percentage (Attendance/Enrollment)	99.13%	100.00%	100.00%	100.00%	95.24%	100.00%	100.00%	99.27%	100.00%					**99.54%**
Five Percent Flexibility, Maximum = 100 Percent	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%					100.00%

Note 1: Source of adjusted days of enrollment for certified children is the monthly attendance report prepared by the Fiscal Dept. of the Head Start/State Child Development Division.

Note 2: Source of reimbursement rate per child per day and maximum reimburseable amount is per the 2019/20 State contracts.

Division/CFO: Tracy Webster, CFO **Month/Year:** April-2020

Program/Work Unit: Not Applicable **Director of Finance:** Lorraine Casillas

Services: Overall financial and accounting functions of the organization

Activities	April-2020		Year to Date 03/1/20 -04/30/20	
Description	**Number**	**Amount**	**Number**	**Amount**
Bank Deposits	13	3,359,545	30	4,560,850
Wire Deposits	10	232,018	18	861,781
Head Start/IRS Drawdowns	5	3,297,432	13	6,427,965
Vendor Checks Issued	886	3,629,186	1969	6,224,544
Payroll Disbursed		2,655,922		5,278,730
Grant Reports Prepared	37		56	
Americorp Fed				
Americorp State				
Cal EITC Outreach				
Cal Fresh Outreach				
CCTR				
CMAP				
CMIG				
CMSS				
CSPP				
CESH				
Census 2020				
Commodity Supplemental Food Prog				
CSBG				
CSBG Discretionary				
DAP				
Differential Response				
DOE				
Early Head Start Expansion Annual Rpt				
Early Head Start San Joaquin Annual Rpt				
Early Head Start San Joaquin Final Rpt				
Economic Empowerment				
First 5 Kern – East Kern Family				
First 5 Kern – Help Me Grow				
First 5 Kern – 2 1 1 Helpline				
Food Purchase Distribution Prog				
Head Start/Early Head Start Kern SF-425				
Head Start Quarterly FFR				
Home Visit Initiative				
HUD – Coordinated Entry System				
LBHC - Startup				
LBHC - Operational				
LIHEAP				
Positive Youth				
Positive Youth - Medi-Cal				
TEFAP				
VITA FFR				
WIC				

Total Division Staffing 22 positions 1 vacancy (Accountant)

CFO	Accounting Technician (5)
Director of Finance	Administrative Assistant to CFO
Finance Manager	Benefits Specialist
Payroll Manager	Benefits Technician
Accounting Manager	Fiscal Technician (2)
Accountant (3)	Payroll Specialists (2)
Accounting Specialist	

Community Action of Partnership of Kern
Agency Total

STATEMENT OF POSITION (UNAUDITED)

AS OF FEBRUARY 29, 2020

ASSETS	
Cash in Bank	3,642,878
Cash - Vacation Reserve	644,697
Petty Cash	500
Accounts Receivable	1,840,064
Travel Advance	3,475
Prepaid Expense	439,349
Inventory	1,350,335
Net Fixed Assets - Unrestricted	1,656,674
Net Fixed Assets - Restricted	8,778,811
Total Assets	18,356,782
LIABILITES AND NET ASSETS	
Accounts Payable	2,777,928
Accrued Expenses	892,046
Accrued Vacation	1,048,870
Line of Credit	-
Note Payable	1,852,804
Advance Payable	3,056
Deferred Revenue	(2,415,307)
Total Liabilites	4,159,398
Total Net Assets	14,197,384
Total Liabilities and Net Assets	18,356,782

STATEMENT OF OPERATIONS (UNAUDITED)

FOR THE PERIOD MARCH 1, 2019 TO FEBRUARY 29, 2020

REVENUE	
Grant Revenue	66,385,517
Donations	191,712
Other Revenue	6,712,137
In-Kind	10,729,895
Total Revenue	84,019,261
EXPENDITURES	
Salaries	31,383,724
Benefits	9,034,698
Travel	759,473
Space Costs	5,880,087
Supplies	2,672,152
Consultant/Contract Services	3,164,598
Other Costs	2,729,611
Program Costs	10,098,567
Capital Expenditures	-
Indirect	5,851,735
In-Kind	10,729,895
Total Expenditures	82,304,540
Net Change in Assets	1,714,721
Net Assets, beginning	12,482,663
Net Assets, ending	14,197,384

Community Action of Partnership of Kern
Agency Total

STATEMENT OF POSITION (UNAUDITED)

AS OF APRIL 30, 2020

ASSETS	
Cash in Bank	3,449,141
Cash - Vacation Reserve	656,207
Petty Cash	500
Accounts Receivable	33,253,410
Travel Advance	8,317
Prepaid Expense	666,863
Inventory	1,368,053
Net Fixed Assets - Unrestricted	1,604,782
Net Fixed Assets - Restricted	8,712,090
Total Assets	49,719,364
LIABILITES AND NET ASSETS	
Accounts Payable	389,014
Accrued Expenses	258,316
Accrued Vacation	656,049
Line of Credit	-
Note Payable	1,800,912
Advance Payable	2,185
Deferred Revenue	32,349,856
Total Liabilites	35,456,332
Total Net Assets	14,263,031
Total Liabilities and Net Assets	49,719,364

STATEMENT OF OPERATIONS (UNAUDITED)

FOR THE PERIOD MARCH 1, 2020 TO APRIL 30, 2020

REVENUE	
Grant Revenue	8,045,293
Donations	165,463
Other Revenue	843,337
In-Kind	441,130
Total Revenue	9,495,223
EXPENDITURES	
Salaries	4,314,423
Benefits	1,295,380
Travel	29,086
Space Costs	674,023
Supplies	193,687
Consultant/Contract Services	405,433
Other Costs	318,175
Program Costs	972,751
Capital Expenditures	54,117
Indirect	731,371
In-Kind	441,130
Total Expenditures	9,429,576
Net Change in Assets	65,647
Net Assets, beginning	14,197,384
Net Assets, ending	14,263,031

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-20 TO 04-30-20 (16.67%)

	AGENCY TOTAL			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	32,841,697	4,147,552	28,694,145	13%
BENEFITS	10,458,282	1,161,830	9,296,452	11%
TRAVEL	817,093	25,696	791,397	3%
SPACE COST	11,123,300	571,450	10,551,850	5%
SUPPLIES	2,080,850	170,514	1,910,336	8%
EQUIPMENT	92,760	54,117	38,643	58%
CONSULTANT/CONTRACT SERVICES	4,153,742	313,921	3,839,821	8%
OTHER COSTS	2,828,723	310,600	2,518,123	11%
PROGRAM COSTS	11,302,823	939,257	10,363,566	8%
INDIRECT	6,768,370	728,984	6,039,386	11%
TOTAL	82,467,640	8,423,921	74,043,719	10%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-20 TO 04-30-20 (16.67%)

	EDUCATION			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	24,254,440	3,236,969	21,017,471	13%
BENEFITS	8,093,456	908,858	7,184,598	11%
TRAVEL	420,236	11,391	408,845	3%
SPACE COST	9,896,853	436,002	9,460,851	4%
SUPPLIES	1,555,024	80,429	1,474,595	5%
EQUIPMENT	-	-	-	0%
CONSULTANT/CONTRACT SERVICES	1,319,386	133,311	1,186,075	10%
OTHER COSTS	1,194,260	138,415	1,055,845	12%
PROGRAM COSTS	8,019,281	740,274	7,279,007	9%
INDIRECT	4,579,281	563,047	4,016,234	12%
TOTAL	59,332,217	6,248,697	53,083,520	11%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-20 TO 04-30-20 (16.67%)

	NUTRITION			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	3,883,096	428,674	3,454,422	11%
BENEFITS	1,149,013	123,329	1,025,684	11%
TRAVEL	173,890	9,571	164,319	6%
SPACE COST	596,640	87,584	509,056	15%
SUPPLIES	256,622	42,492	214,130	17%
EQUIPMENT	87,760	27,000	60,760	31%
CONSULTANT/CONTRACT SERVICES	561,751	38,438	523,313	7%
OTHER COSTS	409,191	52,383	356,808	13%
PROGRAM COSTS	1,755,159	170,677	1,584,482	10%
INDIRECT	754,762	75,351	679,411	10%
TOTAL	9,627,884	1,055,500	8,572,384	11%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-20 TO 04-30-20 (16.67%)

	ENERGY CONSERVATION			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	1,872,858	159,086	1,713,772	8%
BENEFITS	487,438	47,188	440,250	10%
TRAVEL	136,389	3,170	133,219	2%
SPACE COST	283,566	22,964	260,602	8%
SUPPLIES	95,488	5,365	90,123	6%
EQUIPMENT	-	-	-	0%
CONSULTANT/CONTRACT SERVICES	1,714,880	69,898	1,644,982	4%
OTHER COSTS	835,065	66,293	768,772	8%
PROGRAM COSTS	817,251	28,076	789,175	3%
INDIRECT	624,293	38,719	585,574	6%
TOTAL	6,867,228	440,759	6,426,469	6%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-20 TO 04-30-20 (16.67%)

	COMMUNITY SERVICES			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	1,869,380	207,144	1,662,236	11%
BENEFITS	476,632	42,900	433,732	9%
TRAVEL	64,888	1,500	63,388	2%
SPACE COST	219,141	14,352	204,789	7%
SUPPLIES	148,196	33,818	114,378	23%
EQUIPMENT	5,000	27,117	(22,117)	542%
CONSULTANT/CONTRACT SERVICES	505,975	43,022	462,953	9%
OTHER COSTS	334,442	28,338	306,104	8%
PROGRAM COSTS	708,132	230	707,902	0%
INDIRECT	383,805	31,107	352,698	8%
TOTAL	4,715,591	429,527	4,286,064	9%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-20 TO 04-30-20 (16.67%)

	CSBG			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	685,727	86,650	599,077	13%
BENEFITS	183,376	31,482	151,894	17%
TRAVEL	21,690	64	21,626	0%
SPACE COST	124,900	10,548	114,352	8%
SUPPLIES	19,420	1,915	17,505	10%
EQUIPMENT	-	-	-	0%
CONSULTANT/CONTRACT SERVICES	1,750	31	1,719	2%
OTHER COSTS	41,955	4,357	37,599	10%
PROGRAM COSTS	3,000	-	3,000	0%
INDIRECT	407,713	13,476	394,237	3%
TOTAL	1,489,531	148,522	1,341,009	10%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-20 TO 04-30-20 (16.67%)

	DISCRETIONARY & FUND RAISING			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	276,196	29,028	247,168	11%
BENEFITS	68,367	8,074	60,293	12%
TRAVEL	-	-	-	0%
SPACE COST	2,200	-	2,200	0%
SUPPLIES	6,100	6,495	(395)	106%
EQUIPMENT	-	-	-	0%
CONSULTANT/CONTRACT SERVICES	50,000	29,220	20,780	58%
OTHER COSTS	13,810	20,814	(7,004)	151%
PROGRAM COSTS	-	-	-	0%
INDIRECT	18,516	7,284	11,232	39%
TOTAL	435,189	100,915	334,274	23%

COMMUNITY ACTION PARTNERSHIP OF KERN
INDIRECT FUND - FY 2019/2020
BUDGET TO ACTUAL - 3/1/19 TO 02/29/20 (12 OF 12 MONTHS = 100.00%)

	Budget	Actual	% Earned/ Expended	Available Balance
Revenue	**$ 5,799,844**	**$ 5,837,371**	**100.6%**	**$ (37,527)**
Expenditures				
Salaries	3,070,550	2,836,975	92.4%	233,575
Benefits @ 24.11% actual	756,241	660,530	87.3%	95,711
Total Personnel Costs	3,826,791	3,497,506	91.4%	329,285
Operating Costs				
Travel	93,650	93,031	99.3%	619
Space Costs	186,800	195,160	104.5%	(8,360)
Supplies	166,500	173,287	104.1%	(6,787)
Consultant/Contract	659,100	632,684	96.0%	26,416
Other Operating Costs	345,050	356,762	103.4%	(11,712)
Total Operating Costs	1,451,100	1,450,924	100.0%	176
Total Expenditures	**$ 5,277,891**	**$ 4,948,429**	**93.8%**	**$ 329,462**
Excess Indirect Revenue	**$ 521,953**	**$ 888,942**		

RECAP BY SUPPORT DIVISION	Revised Budget	Actual	% Expended	Available Balance
HR	$ 1,034,632	$ 858,669	83.0%	$ 175,963
Operations	1,361,350	1,373,608	100.9%	(12,258)
Executive	612,204	533,648	87.2%	78,556
Community Development	705,930	604,356	85.6%	101,574
Finance	1,563,775	1,578,248	100.9%	(14,473)
	$ 5,277,891	$ 4,948,529	93.8%	$ 329,362

Prepared Date: 05/11/2020

COMMUNITY ACTION PARTNERSHIP OF KERN
INDIRECT FUND - FY 2020/21
BUDGET TO ACTUAL - 3/1/20 TO 4/30/20 (2 OF 12 MONTHS = 16.67%)

	Budget	Actual	% Earned/ Expended	Available Balance
Revenue	**$ 6,768,370**	**$ 728,984**	**10.8%**	**$ 6,039,386**
Expenditures				
Salaries	3,549,957	341,129	9.6%	3,208,828
Benefits @ 24.2% actual	859,588	78,816	9.2%	780,772
Total Personnel Costs	4,409,545	419,945	9.5%	3,989,600
Operating Costs				
Travel	92,300	822	0.9%	91,478
Space Costs	193,300	22,189	11.5%	171,111
Supplies	122,700	23,080	18.8%	99,620
Consultant/Contract	1,123,000	111,835	10.0%	1,011,165
Other Operating Costs	285,000	10,185	3.6%	274,815
Total Operating Costs	1,816,300	168,111	9.3%	1,648,189
Total Expenditures	**$ 6,225,845**	**$ 588,056**	**9.4%**	**$ 5,637,789**
Excess Indirect Revenue	**$ 542,525**	**$ 140,928**		

RECAP BY SUPPORT DIVISION	Budget	Actual	% Expended	Available Balance
HR	$ 917,844	$ 70,406	7.7%	$ 847,438
Operations	1,986,752	187,618	9.4%	1,799,134
Executive	821,364	28,590	3.5%	792,774
Community Development	742,266	72,333	9.7%	669,933
Finance	1,757,619	229,108	13.0%	1,528,511
	$ 6,225,845	$ 588,056	9.4%	$ 5,637,789

Prepared Date: 05/11/2020

COMMUNITY ACTION PARTNERSHIP of KERN
BOARD OF DIRECTORS
EXECUTIVE COMMITTEE MEETING
Per Governor's Executive Order N-25-20
Meeting was held via Tele-Conference
(213) 204-2374 – Conference ID: 532 558 927#
May 14, 2020
10:30 am

MINUTES

1. Call to Order

Committee Vice Chair Fred Plane called the meeting to order at 10:35 am via Tele-Conference.

2. Roll Call

Roll call was taken with a quorum present:

Present: Fred Plane, Nila Hogan, Janea Benton (left the meeting at 11:08 am), Yolanda Ochoa, Guadalupe Perez

Absent: Curtis Floyd

Others Present: Jeremy Tobias, Chief Executive Officer; Yolanda Gonzales, Director of Head Start / State Child Development; Carmen Segovia, Director of Health & Nutrition; Pritika Ram, Director of Administration; and Tracy Webster, Chief Financial Officer

3. Approval of Agenda

Motion was made and seconded to approve the Executive Committee Agenda for May 14, 2020. Carried by unanimous vote (Benton/Perez).

4. Public Forum

No one addressed the committee.

5. New Business

a. Head Start Summer Bridge Program – Jerry Meade, PDM Administrator – ***Action Item***

Jerry Meade reported that at the April 29, 2020 meeting, the Head Start and State Child Development Division shared information with the Board regarding the Coronavirus Aid, Relief, and Economic Security (CARES) Act 2020. Since that time, staff has obtained the funding allotments for each of the HS/EHS grants that were auto populated by the Office of Head Start (OHS), which total $646,120. Staff has completed the development of a Summer Bridge program 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 Plan (IEP). Jerry provided further detail to the committee and emphasized that CDC guidelines will be adhered to and group sizes will be maintained at no more than 10 children with a rotation plan to allow for classroom / playground sanitation between groups.

Fred Plane questioned the difference in the dollar amounts provided in the memo and on the attached budget page. Jerry replied that the CARES Act COVID-19 funding on the budget page had already been allocated to CAPK. The application for approval today is for the Summer Bridge program and that funding comes from a different source within the CARES Act.

Janea Benton asked if there is flexibility to have more children in the program. Jerry said they are following health and safety guidelines to only have 10 children, 2 days per week per group with 1 day for complete disinfecting.

Motion was made and seconded to approve, with resolution, the submission of the Head Start Summer Bridge funding application. Carried by unanimous vote (Hogan/Ochoa).

b. Determination of Board Member Potential Conflict of Interest – Jeremy Tobias, Chief Executive Officer – ***Action Item***

Jeremy Tobias summarized the appointment of new Board Member Michelle Jara-Rangel and her disclosure of her daughter's participation in the new CAPK AmeriCorps Program. After a thorough review of agency by-laws and policies, Jeremy reported that AmeriCorps participants are not employees, but rather volunteers who receive a stipend per the AmeriCorps contract, which specifically states the participants are not employees. Staff recommends the Executive Committee take action making a determination that there is no conflict of interest as it relates to the service of Board Member Michelle Jara-Rangel.

Motion was made and seconded to make a determination that after a thorough review, there is no conflict of interest as it relates to the service of Board Member Michelle Jara-Rangel and her daughter participating in the CAPK AmeriCorps Program. Carried by unanimous vote (Perez/Benton).

c. Agency-Wide Budget Revision – Tracy Webster, Chief Financial Officer – ***Action Item***

Tracy Webster presented the proposed annual budget revision for the 2020/21 fiscal year. For the annual operating budget, a proposed increase from $82,230,140 to $83,628,413 is attributed to the new funding for General Child Care from the San Joaquin County Office of Education starting July 1, 2020. The Indirect budget, which includes the five support divisions, has also been revised from $6,225,845 to $6,352,962 which also includes additional costs in adopting the reorganization of the Executive team.

Motion was made and seconded to approve the revised annual budget for FY 2020/21. Carried by unanimous vote (Ochoa/Hogan).

d. Funding Requests – Pritika Ram, Director of Administration – ***Action Item***
    i. Kern County Superintendent of Schools (KCSOS) Child & Family Services Agency Network for Children for the EKFRC Differential Response Program
    ii. USDA SNAP-Ed for the CAPK CalFresh Health Living Program

Pritika Ram reported both Funding Request items have been reviewed by program managers and Carmen Segovia, and requested the Committee's approval.

Motion was made and seconded to approve the Funding Requests as presented. Carried by unanimous vote (Ochoa/Perez).

e. COVID-19 Program Update – Jeremy Tobias, Chief Executive Officer – ***Action Item***

Jeremy Tobias reported that an internal task force has been appointed to govern the reopening of CAPK. The Task Force will be looking at 3 main components. (1) Ensure reopening will be done in a safe and cautions manner, keeping employees, clients, and the community as safe as possible; (2) Looking at the surge and the harsh economic conditions. It is expected that the surge at many programs such as the Food Bank will continue, and staff will need to determine how to address it; (3) Long-term strategic thinking about the possible decreases in government revenue, as we may see budget cuts and budget shortfalls in the near future. We will need to determine how we hire and budget in the future to stay as flexible as possible and maneuver around cuts. We expect that the Task Force will bring Action Items before the Board in the coming months.

Head Start will begin opening centers on June 1st for the full-day/full-year sessions. Staff will follow guidelines from the CDC and health officials and allow only 10 children per classroom, which will cut our capacity roughly in half. While one-half of the children will be served in the classroom, the other half will be served remotely. Staff is setting up priority enrollment based on the highest needs of the families. San Joaquin County will start on July 1st. Yolanda Gonzales will present a full Child Development Center reopening plan to the Board on May 27.

Jeremy reported that the Low Barrier Navigation Center opens today and said that capacity will be held at a cap of 25 due to COVID-19 safety concerns. Staff will continue to assess on a daily basis on whether to increase or decrease capacity. A "press day" was held yesterday with good participation and coverage from various local news organizations.

The Food Bank staff is on the front line on a daily basis and have almost doubled their output to about 2.6 million pounds per month. They are working very hard to ensure families are receiving food at the various food distribution sites. Monetary and food donations have both increased dramatically, and to date, approximately $232,000 has been received over the past 2 months in private donations and another $67,000 has been pledged. This does not account for government grants and contracts. Additionally, local farmers are donating fresh produce. There is a focus on food insecurity both locally and nationally, so many government funding sources will be allocating additional funding to address the needs.

East Kern Family Resource Center has been using remote communication for the Differential Response program, which is a program that is redirects and assists those families that may be nearing CPS involvement. It is a program to keep families out of the CPS system. It is a successful program, but funding sources are asking us to reach out to families that we are not able to reach remotely to conduct wellness checks to ensure the welfare and safety of the children.

Janea Benton asked if the wellness checks increase our liability in any way. Jeremy said he does not believe it will. We are working with DR funding sources to ensure that contacts that are required in the field, will be done so with safety in mind. The staff will not enter the homes but ask the speak to the family from the doorstep and maintain distance requirements.

Janea Benton also commented that the CAPK Food Bank is well positioned to handle the needs of the community and it will be favorable when the Foundation is up and running.

Motion was made and seconded to approve the COVID-19 Program Update. Carried by unanimous vote (Benton/Perez).

6. Committee Member Comments

7. Closed Session

Motion was made and seconded to enter into closed session at 11:08 am. Carried by unanimous vote (Ochoa/Hogan).

a. CONFERENCE WITH LABOR NEGOTIATIONS

Agency designated representatives: Jeremy Tobias, Chief Executive Officer; Tracy Webster, Chief Financial Officer; Jay Rosenlieb, Klein DeNatale Goldner.

Employee Organization: SEIU Local 521 representing Head Start Employees

8. Closed Session Report

Open session resumed at 11:35 am and Jeremy Tobias reported that there was no action taken. The Executive Committee gave the Labor Negotiation Team direction to continue negotiations.

9. Next Scheduled Meeting

Executive Committee
Thursday, July 22, 2020
12:00 noon
5005 Business Park North
Bakersfield, CA 93309

10. Adjournment

The meeting adjourned at 11:37 am

COMMUNITY ACTION PARTNERSHIP OF KERN
MEMORANDUM

To: Board of Directors

From: Jerry Meade, PDM Administrator

Date: May 14, 2020

Subject: *Agenda Item 5a:* Head Start Summer Bridge Program Funding Request – **Action Item**

On April 29, 2020, the Head Start and State Child Development Division shared with the Board information regarding the Coronavirus Aid, Relief, and Economic Security (CARES) Act 2020. Staff agreed to bring new information obtained to the Executive committee to ensure we meet the communication expectation established in this funding opportunity.

COVID-19
Since the Board meeting, CAPK received funding allotments for the COVID-19 apportionment for each HS/EHS Grant. The funding applications were auto-populated by OHS and have subsequently been submitted for funding totaling $646,120. The amounts for each grant are as follows:

Head Start Kern ~ $381,930
Early Head Start Kern ~ $129,340
Early Head Start SJC ~ $90,770
Early Head Start CCP ~ $44,080

Summer Bridge
Staff completed the development of a Summer Bridge program to support families of Head Start PreK children that will be transitioning to Kindergarten in the Fall of 2020 and children with an Individualized Education Plans (IEP). The program consists of a 6-week highly focused Kindergarten Readiness program to address any lost learning opportunities experienced from the program closure in mid-March. Services for this program would begin the second week of July and end mid-August, just prior to the Fall School year opening. Twenty-four additional child development centers will reopen, consisting of 46 classrooms. A total of 566 children will be served and 215 staff will have 33 additional days of paid time. Based on guidance from the CDC and our local health department, group sizes will be maintained at no more than 10 children. In order to meet this group size limitation and provide the highest level of quality, the program option will provide two days of highly interactive classroom time and three days of educational activities to be completed at home. The rotation of children will allow for classroom/playground sanitation between groups. Ensuring the safety of children, their families and our staff will remain our highest priority.

The cost to operate this program option is included in the budget detail attached.

Recommendation
Staff recommends the Executive Committee approve, with resolution, the submission of the Head Start Summer Bridge funding application.

Attachments:
Resolution #2020-07
HS Summer Bridge Budget Detail

RESOLUTION # 2020-07

A Resolution of the Board of Directors of the Community Action Partnership of Kern Approving the submission of the Head Start CARES Act Funding Application

The Executive Committee of Community Action Partnership of Kern located at 5005 Business Park North, Bakersfield, CA 93309, met on May 14, 2020, via Teleconference for a special meeting and resolved as follows:

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

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

WHEREAS, the Head Start Kern (09CH011132) program will submit a CARES Act funding application; and

WHEREAS, the Head Start program proposes to provide a Summer Bridge program to support 566 Head Start Children; and

WHEREAS, the Office of Head Start requires that an authorized signatory be named for the supplemental funding; and

WHEREAS, the CAPK Executive Committee has determined that there is a need for anti-poverty programs and is willing to accept the submission of the funding application; and

NOW, THEREFORE, be it resolved that the CAPK Board of Directors Executive Committee hereby authorizes Jeremy T. Tobias, Chief Executive Officer, to act on behalf of the Board as CAPK's representative signatory with regard to the submission of the Head Start CARES Act funding application for Head Start (09CH011132)

APPROVED by a majority vote of the Executive Committee of Community Action Partnership of Kern, this 14th day of May 2020.

_____ _____

Curtis Floyd, Chair
CAPK Board of Directors

Date

HEAD START 2020 Summer Bridge Budget

BUDGETED EXPENDITURES

Head Start Cost Categories	2020 Summer Bridge BUDGET	Comments
PERSONNEL	**950,973**	215 Staff X 33 Days Paid
FRINGE BENEFITS	**165,945**	
TRAVEL	**-**	
EQUIPMENT	**-**	
SUPPLIES		
Office Supplies	17,613	
Child and Family Services Supplies	32,400	Home Activity Supplies and Materials
Food Services Supplies	1,500	
Other Supplies (e.g. janitorial)	8,125	
TOTAL SUPPLIES	**59,638**	
CONTRACTUAL		
Administrative Services	4,833	Legal fees
TOTAL CONTRACTUAL	**4,833**	
OTHER		
Rent	-	
Mortgage	-	
Utilities, Telephone	56,613	Proportionate amount of 24 Sites
Building & Child Liability Insurance	7,377	Proportionate amount of 24 Sites
Building Maintenance/Repair	41,104	Proportionate amount of 24 Sites
Local Travel (children)	-	
Nutrition Services	5,940	Adult Meals
Child Services Consultants	6,720	Wellness Consultant
Volunteers	-	
Parent Services	50	Translation Services
Publications/Advertising/Printing	500	Printing
Training or Staff Development	5,000	2-day training prior to start
Other	2,188	Staff Mileage and Central Kitchen Fuel
TOTAL OTHER	**125,492**	
INDIRECT	**130,688**	

BUDGETED EXPENDITURES **1,437,569**

REVENUES

FEDERAL REVENUES	2020 Summer Bridge BUDGET	Comments
Head Start/EHS Program Operations	1,437,569	

TOTAL FEDERAL REVENUES **1,437,569**

Non-federal share of funding will not required by Head Start for this funding opportunity. Staff will indicated $0.00 in the funding application for non-federal share.

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Executive Committee

From: Jeremy T. Tobias, CEO

Date: May 14, 2020

Subject: *Agenda Item 5b*.: Determination of Board Member Potential Conflict of Interest – ***Action Item***

On March 25, 2020, the Board of Directors appointed Michelle Jara-Rangel to fill a vacant seat representing the Private Sector. Subsequent to that appointment, Board member Rangel informed staff of a potential conflict of interest. Staff was informed that Board member Rangel's daughter is a participant in the new CAPK AmeriCorps Program. Board member Rangel wanted to be completely transparent and ensure there was no conflict of interest with her new Board position.

Section 4 of the CAPK Bylaws states:

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

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

For purposes of this section, a member of the immediate family shall include any of the following: Spouse, Parents, Step-Parents, Children, Step-Children, Sister, Step-Sister, Brother, Step-Brother, Father-in-law, Mother-in-law, Brother-in-law, Sister-in-law, Daughter-in-law, Son-in-law, Grandparents, Common-law spouse (as defined by the State of California).

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

The question came up regarding our AmeriCorps participants, whom are not employees. The confusion may have been that the participants are included in some of our electronic HR systems, including payroll, due to the fact that we pay them a stipend amount per the AmeriCorps contract. But the contract specifically states that they are not employees, but rather volunteers (participants). Moving forward, Board member Rangel should always use prudent judgement when reviewing and participating in all discussions and actions when it relates to the CAPK AmeriCorps program.

Recommendation:

Staff recommends the Executive Committee take action making a determination that after a thorough review, there is no conflict of interest as it relates to the service of Board member Michelle Jara-Rangel and her daughter participating in the CAPK AmeriCorps Program.

MEMORANDUM

To: Executive Committee

From: Tracy Webster, Chief Financial Officer

Date: May 14, 2020

Subject: *Agenda Item 5c*: Agency-Wide Budget Revision – **Action Item**

The proposed revised annual budget for the 2020/21 fiscal year is presented using the following functional categories:

1. Program Services
    - Education
    - Nutrition
    - Energy Conservation
    - Community Services
    - CSBG
2. Support Services
    - Discretionary & Fund Raising
3. Indirect

The annual operating budget (program services and support services) has been revised from $82,230,140 to $83,628,413. The increase is attributed to the new funding for General Child Care from the San Joaquin County Office of Education starting on July 1, 2020. Attached is the 2020/21 annual budget with category support schedules.

The Indirect budget has been revised from $6,225,845 to $6,352,962 for the five support divisions: Executive, Human Resources, Finance, Operations and Community Development. The additional cost in salaries and benefits for the indirect budget represents the additional cost in adopting the reorganization of the Executive team.

Recommendation

Staff recommends that the Executive Committee approve the revised annual budget for FY 2020/21.

Attachments: (1) Revised Annual Budget for FY 2020/21 (8 pages)
(2) Detail of Budget Revision Changes for FY 2020/21 (1 page)

COMMUNITY ACTION PARTNERSHIP OF KERN
PROPOSED ANNUAL BUDGET 2020/21
BUDGET REVISION #1

	Program Services					Support Services		Indirect
	Education	**Nutrition**	**Energy Conservation**	**Community Services**	**CSBG**	**Discretionary & Fund Raising**	**TOTAL**	
Revenue								
Government Revenue	$ 61,387,621	$ 8,544,108	$ 6,867,228	$ 4,157,899	$ 1,489,531	$ -	$ 82,446,387	$ -
Head Start Subsidy for CACFP	(692,776)	692,776	-	-	-	-		-
Private Revenue	-	30,000	-	483,111	-	-	513,111	-
Other Revenue	35,645	221,000	-	74,581	-	1,205	332,431	6,895,487
Donations	-	140,000	-	-	-	10,000	150,000	-
Total Revenue	**$ 60,730,490**	**$ 9,627,884**	**$ 6,867,228**	**$ 4,715,591**	**$ 1,489,531**	**$ 11,205**	**$ 83,441,929**	**$ 6,895,487**
Expenditures								
Salaries	25,284,641	3,883,096	1,872,858	1,869,380	685,727	86,196	33,681,898	3,680,123
Benefits	8,333,569	1,149,013	487,438	476,632	183,376	20,867	10,650,895	895,123
Travel	421,078	173,890	136,389	64,888	21,690	-	817,935	94,800
Space Cost	9,595,969	588,060	283,566	219,141	124,900	2,200	10,813,836	170,300
Supplies	1,555,024	256,622	95,488	148,196	19,420	6,100	2,080,850	126,200
Equipment	-	87,760	-	5,000	-	-	92,760	-
Consultant/Contract	1,319,386	561,751	1,714,880	505,975	1,750	50,000	4,153,742	1,073,566
Other Operating Costs	1,194,260	409,191	835,065	334,442	41,955	13,810	2,828,723	289,850
Program Costs	8,019,281	1,755,159	817,251	708,132	3,000	-	11,302,823	-
Depreciation	300,884	8,580	-	-	-	-	309,464	23,000
Indirect	4,706,398	754,762	624,293	383,805	407,713	18,516	6,895,487	-
Total Expenditures	**$ 60,730,490**	**$ 9,627,884**	**$ 6,867,228**	**$ 4,715,591**	**$ 1,489,531**	**$ 197,689**	**$ 83,628,413**	**$ 6,352,962**
Gain/(Loss)	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ (186,484)**	**$ (186,484)**	**$ 542,525**

COMMUNITY ACTION PARTNERSHIP OF KERN
PROPOSED ANNUAL BUDGET 2020/21
EDUCATION

	Head Start	State Dept. of Education	County of Kern Home Visit Initiative	Migrant Alternative Payment	TOTAL
Revenue					
Community Services Block Grant (CSBG)	$ -	$ -	$ -	$ 301,580	**$ 301,580**
Other Government Revenue	40,400,526	8,204,779	1,877,011	9,584,682	**60,066,998**
Head Start Subsidy for CACFP	(692,776)	-	-	-	**(692,776)**
Private Revenue	-	-	-	-	**-**
Other Revenue	18,251	17,394	-	-	**35,645**
Donations	-	-	-	-	**-**
Total Revenue	**$ 39,726,001**	**$ 8,222,173**	**$ 1,877,011**	**$ 9,886,262**	**$ 59,711,447**
Expenditures					
Salaries	17,088,936	5,571,031	972,872	691,349	**24,324,188**
Benefits	5,835,330	1,823,907	261,219	173,000	**8,093,456**
Travel	351,220	8,938	46,820	14,100	**421,078**
Space Cost	9,106,412	42,676	359,981	86,900	**9,595,969**
Supplies	1,499,521	17,277	24,226	14,000	**1,555,024**
Equipment	-	-	-	-	**-**
Consultant/Contract	1,293,813	10,873	7,500	7,200	**1,319,386**
Other Operating Costs	1,053,851	-	46,809	93,600	**1,194,260**
Program Costs	111,918	-	-	7,907,363	**8,019,281**
Depreciation	299,340	-	1,544	-	**300,884**
Indirect	3,085,660	747,471	156,040	898,750	**4,887,921**
Total Expenditures	**$ 39,726,001**	**$ 8,222,173**	**$ 1,877,011**	**$ 9,886,262**	**$ 59,711,447**
Gain/(Loss)	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
Benefit Rate	34.1%	32.7%	26.9%	25.0%	33.3%

COMMUNITY ACTION PARTNERSHIP OF KERN
PROPOSED ANNUAL BUDGET 2020/21
NUTRITION

	WIC	Snap-ED	Child and Adult Care Food Program (CACFP)			Food Bank	TOTAL
			Kern Central Kitchen	San Joaquin Vended Meals	Subtotal CACFP		
Revenue							
Commuity Services Block Grant (CSBG)	$ -	$ -	$ -	$ -	$ -	$ 328,061	**$ 328,061**
Other Government Revenue	4,001,061	1,491,998	1,944,268	165,000	2,109,268	941,781	**8,544,108**
Head Start Subsidy for CACFP	-	-	632,776	60,000	692,776	-	**692,776**
Private Revenue	-	-	-	-	-	30,000	**30,000**
Other Revenue	-	-	-	-	-	221,000	**221,000**
Donations	-	-	-	-	-	140,000	**140,000**
Total Revenue	**$ 4,001,061**	**$ 1,491,998**	**$ 2,577,044**	**$ 225,000**	**$ 2,802,044**	**$ 1,660,842**	**$ 9,955,945**
Expenditures							
Salaries	2,378,713	518,882	682,557	-	682,557	532,357	**4,112,509**
Benefits	666,039	165,667	225,244	-	225,244	160,887	**1,217,837**
Travel	49,316	48,124	27,000	-	27,000	49,450	**173,890**
Space Cost	326,604	41,856	101,200	-	101,200	118,400	**588,060**
Supplies	33,491	34,084	120,000	-	120,000	69,047	**256,622**
Equipment	-	5,760	-	-	-	82,000	**87,760**
Consultant/Contract	-	551,751	-	-	-	10,000	**561,751**
Other Operating Costs	171,586	40,305	94,800	-	94,800	102,500	**409,191**
Program Costs	3,000	-	1,149,490	-	1,149,490	392,669	**1,545,159**
- Vended Meals	-	-	-	210,000	210,000	-	**210,000**
Depreciation	8,580	-	-	-	-	-	**8,580**
Indirect	363,732	85,569	176,753	15,000	191,753	143,532	**784,586**
Total Expenditures	**$ 4,001,061**	**$ 1,491,998**	**$ 2,577,044**	**$ 225,000**	**$ 2,802,044**	**$ 1,660,842**	**$ 9,955,945**
Gain/(Loss)	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
Benefit Rate	28.0%	31.9%	33.0%		33.0%	30.2%	29.6%

COMMUNITY ACTION PARTNERSHIP OF KERN
PROPOSED ANNUAL BUDGET 2020/21
ENERGY CONSERVATION

	Energy Conservation
Revenue	
Community Services Block Grant (CSBG)	$ -
Other Government Revenue	**6,867,228**
Private Revenue	**-**
Other Revenue	**-**
Donations	**-**
Total Revenue	**$ 6,867,228**
Expenditures	
Salaries	**1,872,858**
Benefits	**487,438**
Travel	**136,389**
Space Cost	**283,566**
Supplies	**95,488**
Equipment	**-**
Consultant/Contract	**1,714,880**
Other Operating Costs	**835,065**
Program Costs	**817,251**
Depreciation	**-**
Indirect	**624,293**
Total Expenditures	**$ 6,867,228**
Gain/(Loss)	**$ -**
Benefit Rate	**26.0%**

COMMUNITY ACTION PARTNERSHIP OF KERN
PROPOSED ANNUAL BUDGET 2020/21
COMMUNITY SERVICES

	211	Homeless Services	E Kern Family Resource Center	VITA	Americorps	Youth Centers	TOTAL
Revenue							
Community Services Block Grant (CSBG)	$ 189,853	$ 17,083	$ 14,593	$ 202,724	$ -	$ 435,637	**$ 859,890**
Other Government Revenue	337,474	2,348,310	428,417	303,618	670,080	70,000	**4,157,899**
Private Revenue	463,434	-	4,677	-	-	15,000	**483,111**
Other Revenue	4,581	-	-	-	-	70,000	**74,581**
Donations	-	-	-	-	-	-	**-**
Total Revenue	**$ 995,342**	**$ 2,365,393**	**$ 447,687**	**$ 506,342**	**$ 670,080**	**$ 590,637**	**$ 5,575,481**
Expenditures							
Salaries	597,841	916,866	272,529	225,835	60,725	251,898	**2,325,694**
Benefits	148,819	246,246	78,289	44,872	13,166	59,792	**591,184**
Travel	11,270	9,500	15,036	13,420	17,703	19,649	**86,578**
Space Cost	55,500	90,300	25,000	34,066	-	139,175	**344,041**
Supplies	24,832	95,950	9,107	9,184	13,543	15,000	**167,616**
Equipment	-	-	1,000	-	-	4,000	**5,000**
Consultant/Contract	7,600	403,000	500	95,000	-	1,625	**507,725**
Other Operating Costs	58,995	208,166	13,522	35,398	17,478	42,838	**376,397**
Program Costs	-	180,675	3,000	3,000	520,437	4,020	**711,132**
Depreciation	-	-	-	-	-	-	**-**
Indirect	90,485	214,690	29,704	45,567	27,028	52,640	**460,114**
Total Expenditures	**$ 995,342**	**$ 2,365,393**	**$ 447,687**	**$ 506,342**	**$ 670,080**	**$ 590,637**	**$ 5,575,481**
Gain/(Loss)	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
Benefit Rate	24.9%	26.9%	28.7%	19.9%	21.7%	23.7%	**25.4%**

COMMUNITY ACTION PARTNERSHIP OF KERN
PROPOSED ANNUAL BUDGET 2020/21
COMMUNITY SERVICES BLOCK GRANT (CSBG)

	MCAP	Food Bank	211	Homeless Services	E Kern	VITA	Youth Ctrs	TOTAL
Revenue								
Community Services Block Grant (CSBG)	$ 301,580	$ 328,061	$ 189,853	$ 17,083	$ 14,593	$ 202,724	$ 435,637	**$ 1,489,531**
Other Government Revenue	-	-	-	-	-	-	-	-
Private Revenue	-	-	-	-	-	-	-	-
Other Revenue	-	-	-	-	-	-	-	-
Donations	-	-	-	-	-	-	-	-
Total Revenue	**$ 301,580**	**$ 328,061**	**$ 189,853**	**$ 17,083**	**$ 14,593**	**$ 202,724**	**$ 435,637**	$ 1,489,531
Expenditures								
Salaries	-	229,413	138,075	-	9,435	115,570	193,234	**685,727**
Benefits	-	68,824	34,519	-	2,831	28,893	48,309	**183,376**
Travel	-	-	-	7,000	1,000	5,200	8,490	**21,690**
Space Cost	-	-	-	3,800	-	12,200	108,900	**124,900**
Supplies	-	-	-	3,200	-	6,620	9,600	**19,420**
Equipment	-	-	-	-	-	-	-	**-**
Consultant/Contract	-	-	-	-	-	1,000	750	**1,750**
Other Operating Costs	-	-	-	1,875	-	12,275	27,805	**41,955**
Program Costs	-	-	-	-	-	3,000	-	**3,000**
Depreciation	-	-	-	-	-	-	-	**-**
Indirect	301,580	29,824	17,259	1,208	1,327	17,966	38,549	**407,713**
Total Expenditures	**$ 301,580**	**$ 328,061**	**$ 189,853**	**$ 17,083**	**$ 14,593**	**$ 202,724**	**$ 435,637**	$ 1,489,531
Gain/(Loss)	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
Benefit Rate		**30.0%**	**25.0%**	**0.0%**	**30.0%**	**25.0%**	**25.0%**	**26.7%**

COMMUNITY ACTION PARTNERSHIP OF KERN
PROPOSED ANNUAL BUDGET 2020/21
DISCRETIONARY FUND & FUND RAISING FUND

	Discretionary	Fund Raising	Total
Revenue			
Community Services Block Grant (CSBG)	$ -	$ -	**$ -**
Other Government Revenue	-	-	**-**
Private Revenue	-	-	**-**
Other Revenue	1,205	-	**1,205**
Donations	10,000	-	**10,000**
Total Revenue	**$ 11,205**	**$ -**	**$ 11,205**
Expenditures			
Salaries	500	85,696	**86,196**
Benefits	300	20,567	**20,867**
Travel	-	-	**-**
Space Cost	2,200	-	**2,200**
Supplies	200	5,900	**6,100**
Equipment	-	-	**-**
Consultant/Contract	-	50,000	**50,000**
Other Operating Costs	5,260	8,550	**13,810**
Program Costs	-	-	**-**
Depreciation	-	-	**-**
Indirect	845	17,671	**18,516**
Total Expenditures	**$ 9,305**	**$ 188,384**	**$ 197,689**
Gain/(Loss)	**$ 1,900**	**$ (188,384)**	**$ (186,484)**
Benefit Rate	60.0%	24.0%	**24.2%**

COMMUNITY ACTION PARTNERSHIP OF KERN
PROPOSED ANNUAL BUDGET 2020/21
INDIRECT FUND

	Human Resources	Operations	Executive	Community Development	Finance	Youth and Community Svcs	TOTAL
Revenue							
Community Services Block Grant (CSBG)	$ -	$ -	$ -	$ -	$ -	$ -	**$ -**
Other Government Revenue	-	-	-	-	-	-	**-**
Private Revenue	-	-	-	-	-	-	**-**
Other Revenue	-	-	-	-	-	-	**6,895,487**
Donations	-	-	-	-	-	-	**-**
Total Revenue	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 6,895,487**
Expenditures							
Salaries	608,745	695,350	571,378	555,739	1,118,745	130,166	**3,680,123**
Benefits	146,099	178,002	155,986	133,377	246,124	35,535	**895,123**
Travel	12,000	23,000	35,600	11,700	10,000	2,500	**94,800**
Space Cost	-	168,500	-	-	1,800	-	**170,300**
Supplies	18,000	50,000	13,200	11,500	30,000	3,500	**126,200**
Equipment	-	-	-	-	-	-	**-**
Consultant/Contract	115,000	622,566	2,500	11,500	322,000	-	**1,073,566**
Other Operating Costs	18,000	176,900	42,700	18,450	28,950	4,850	**289,850**
Program Costs	-	-	-	-	-	-	**-**
Depreciation	-	23,000	-	-	-	-	**23,000**
Indirect	-	-	-	-	-	-	**-**
Total Expenditures	**$ 917,844**	**$ 1,937,318**	**$ 821,364**	**$ 742,266**	**$ 1,757,619**	**$ 176,551**	**$ 6,352,962**
Gain/(Loss)							**$ 542,525**
Benefit Rate	24.0%	25.6%	27.3%	24.0%	22.0%	27.3%	**24.3%**

COMMUNITY ACTION PARTNERSHIP OF KERN
PROPOSED ANNUAL BUDGET 2020/21
BUDGET REVISION #1 (PROPOSED CHANGES)

	Program Services					Support Services		Indirect
	Education	**Nutrition**	**Energy Conservation**	**Community Services**	**CSBG**	**Discretionary & Fund Raising**	**TOTAL**	
Revenue								
Government Revenue	$ 1,398,273	$ -	$ -	$ -	$ -	$ -	$ 1,398,273	$ -
Head Start Subsidy for CACFP	-	-	-	-	-	-	-	-
Private Revenue	-	-	-	-	-	-	-	-
Other Revenue	-	-	-	-	-	-	-	127,117
Donations	-	-	-	-	-	-	-	-
Total Revenue	**$ 1,398,273**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 1,398,273**	**$ 127,117**
Expenditures								
Salaries	1,030,201	-	-	-	-	-	1,030,201	130,166
Benefits	240,113	-	-	-	-	-	240,113	35,535
Travel	842	-	-	-	-	-	842	2,500
Space Cost	-	-	-	-	-	-	-	-
Supplies	-	-	-	-	-	-	-	3,500
Equipment	-	-	-	-	-	-	-	-
Consultant/Contract	-	-	-	-	-	-	-	(49,434)
Other Operating Costs	-	-	-	-	-	-	-	4,850
Program Costs	-	-	-	-	-	-	-	-
Depreciation	-	-	-	-	-	-	-	-
Indirect	127,117	-	-	-	-	-	127,117	-
Total Expenditures	**$ 1,398,273**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 1,398,273**	**$ 127,117**
Gain/(Loss)	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**

Community Action Partnership of Kern
Funding Profile

Funding Information			
Funding Type	Government	**CAPK Program**	Differential Response
Funding Agency	State of California, Dept. of Social Services, County of Kern, Superintendent of Schools, Child	**Project Name**	East Kern Family Resource Center - Differential Response
CFDA	N/A	**Target Population**	Children at high risk of abuse and/or neglec
New Funder or Reapplication	Reapplication	**Number to be served**	Based on referrals received from the County of Kern, Dept. of Human Services
Estimated Request	$219,006	**Division Director**	Carmen Segovia
Award Period	7/1/2020 - 6/30/2021	**Program Manager**	Tavia Wooley

Project Goal (One sentence goal statement)

The EKFRC Differential Response (DR) program will reduce child abuse and neglect for families referred by Kern CPS.

Project Description (Brief one paragraph description)

EKFRC will provide case management services to families who are referred by Kern County Department of Human Services and Child Protective Services because they are at high-risk of abuse or neglect. The program also provides assistance to CalWORKS Welfare to Work (WTW) participants who have open or pending DR cases and assists them with fully complying with WTW program requirements. The program serves families in the communities of Mojave, Boron, Rosamond, North Edwards, California City, and Tehachapi.

Estimated Budget Summary

Salaries: $134,603 Benefits: $43,192 Operating $26,069 Indirect $15,142 Grand total: $219,006.
Staffing includes FT 2 case managers, 1 PT office assistant and 1 PT site supervisor.

Approvals:

Carmen Segovia — Digitally signed by Carmen Segovia Date: 2020.05.07 08:27:30 -07'00'

1. Division Director — Date

Pritika Ram — Digitally signed by Pritika Ram Date: 2020.05.11 09:38:00 -07'00' — 05/11/2020

2. Director of Community Development — Date

Tracy Webster — Digitally signed by Tracy Webster Date: 2020.05.11 09:46:45 -07'00' — 05/11/2020

3. Chief Financial Officer — Date

Jeremy T. Tobias — Digitally signed by Jeremy T. Tobias Date: 2020.05.11 10:50:40 -07'00' — 05/11/2020

4. Chief Executive Officer — Date

Date Presented/Approved

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

Revised 3/31/2020

Community Action Partnership of Kern
Funding Profile

Funding Information			
Funding Type	Reimbursable Grant Funding	**CAPK Program**	CalFresh Healthy Living Program
Funding Agency	USDA SNAP-Ed	**Project Name**	CAPK CalFresh Health Living Program
CFDA	10.561	**Target Population**	SNAP Eligible residents ages 5-60+ years
New Funder or Reapplication	Re-application, Year 2	**Number to be served**	90,000 unduplicated SNAP-Ed participants by 9/30/2022
Estimated Request	$1,680,953	**Division Director**	Carmen Segovia
Award Period	10/1/2020 - 9/30/2021	**Program Manager**	Tammy Fisher

Project Goal (One sentence goal statement)

The USDA Funded Partners: CAPK, University of California Cooperative Extension (UCCE), and Kern County Aging and Adult Services Department (KCAASD) will work together to make healthy choices easier where county residents eat, live, learn, play, and work.

Project Description (Brief one paragraph description)

CalFresh Healthy Living (CHL) is a collaborative partnership between the USDA, the California Endowment, and the Nutrition Education and Obesity Branch of the CDPH. CHL is a Supplemental Nutrition Assistance Program Education (SNAP-Ed) grant that aims to reduce obesity and chronic disease among low-income populations through a coordinated approach: Nutrition education and physical activity promotion. The USDA SNAP-Ed Funded Partners will collaborate to provide education and support to CHL participants to increase consumption of healthy food and beverages, improve food resource management, and increase physical activity opportunities using DGA and SNAP-Ed interventions strategies proven to change behavior. By 9/30/2022 CHL efforts will provide education strategies to 90,000 SNAP-Ed eligible participants; work with and/or in partnership with 146 community partners to cultivate relationships, educate and engage community members at 216 sites for priority planning and implementation of 75 sustainable policy, systems or environmental (PSE) changes to increase access to healthy foods and physical activity.

Estimated Budget Summary

The CHL program total federal funds award for FFY 2020-2021 are in the amount of $1,680,953. Total Direct Costs: Salaries/wages $787,642, Operating Costs $185,551 for a total of $973,193; Subcontracts $554,946 ; Indirect Costs total $152,814. CHL meets the required minimum subcontract amount of 30% to implement obesity and chronic disease prevention strategies that align with the social ecological model and PSE change totaling $554,946.

Approvals:

Carmen Segovia — Digitally signed by Carmen Segovia Date: 2020.05.07 08:27:30 -07'00'

1. Division Director — Date

Pritika Ram — Digitally signed by Pritika Ram Date: 2020.05.11 09:38:32 -07'00' — 05/11/2020

2. Director of Community Development — Date

Tracy Webster — Digitally signed by Tracy Webster Date: 2020.05.11 09:48:08 -07'00' — 05/11/2020

3. Chief Financial Officer — Date

Jeremy T. Tobias — Digitally signed by Jeremy T. Tobias Date: 2020.05.11 10:52:03 -07'00' — 05/11/2020

4. Chief Executive Officer — Date

Date Presented/Approved

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

Revised 3/31/2020

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Board of Directors

From: Lisa Price, Program Governance Coordinator

Date: May 27, 2020

Subject: *Agenda Item VIII(a)*: May Policy Council Report – **Action Item**

The April 28, 2020 scheduled Policy Council Meeting was conducted via teleconference as an Executive Committee Meeting per California Governor Executive Order N-25-20 and in accordance with Policy Council Bylaws, Article VI, Section 1 item(c) and Article VII, Section 1 item(e); quorum was established.

Information regarding the Cost of Living Adjustment (COLA) for all Head Start/Early Head Start programs as well Quality Improvement funding was presented to the Executive Committee. The Cost of Living Adjustment would include a 2.0 percent pay increase to Head Start staff retroactive to March 1, 2020 as well as a permanent 2.0 percent increase to the Head Start pay scale. Additionally, it shared that Quality Improvement funds are available for all Head Start/Early Head Start grants. The intended use of these funds would be to support and enhance trauma informed practices within the program. A motion was made with subsequent unanimous approval obtained for submission of the COLA and Quality Improvement funding applications to the Office of Head Start, as well as a 2.0 percent increase to the Head Start pay scale.

Additionally, budgetary, and financial documents and information across all Head Start/State Child Development grants were presented for review, discussion, and approval. Upon conclusion of such, all items received unanimous approval from the committee.

The next Policy Council meeting is scheduled for June 23, 2020.

COMMUNITY ACTION PARTNERSHIP OF KERN
POLICY COUNCIL EXECUTIVE COMMITTEE MEETING MINUTES
April 28, 2020
Teleconference ID: 565 118 085#
Per Governor's Executive Order N-25-20

1. Call to Order
   Chairperson Nila Hogan called the meeting to order at 5:37 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; Hernan Lozano, Treasurer; Nicole Cabe, Parliamentarian

3. Approval of Agenda *ACTION
   a. A motion was made by Nicole Cabe to approve the agenda dated April 28, 2020; seconded by Destiny Thompson Butler. Motion carried unanimously.

4. Approval of Minutes Chairperson *ACTION
   a. A motion was made by Destiny Thompson Butler to approve the minutes of March 24, 2020; seconded by Nicole Cabe. Motion carried unanimously.

5. Presentation of Guests /Public Forum
   The following guests were in attendance: Yolanda Gonzales, Director Head Start/State Child Development; Jerry Meade, Program Design & Management Administrator; Donna Holland, Fiscal Administrator; Leslie Mitchell, Education/Support Services Administrator; Esperanza Contreras, Partnership Administrator; Sylvia Ortega, Quality Assurance Administrator; Rosita Curry; Partnership & Home Base 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 has not met since the Governor's Order began. Even so, there are still many things taking place. Teaching staff is connecting with families through Learning Genie and many informational newsletters have also been shared. Parents of children who have an active IEP/IFSP have been contacted and provided additional resources. Additionally, monthly parent-child activity calendars have been created along with Ready Rosie playlists which were also shared with parents. It was noted that additional resources can be found in the Communications portion of the Policy Council packet. No date has been set for the next PC School Readiness Meeting.
   b. Planning Committee
      The Planning Committee did not meet this month and will not meet in May either due to the Governor's Order currently in place. However, the program continues to reach out to parents interested in enrollment opportunities for their children. There have also been several successful

food distributions for families enrolled in the program. Prior to center closures, the Central Kitchen prepared over 43,000 meals. It was also shared that there are several employment opportunities available for qualified applicants which can be found on the CAPK website. 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. Budget to actual financial documents across all grants were included in the Policy Council packet and will be voted on during this Executive Committee Meeting. At this time there is not a scheduled PC Budget & Finance Meeting during the month of May.

d. Bylaws Committee
The Bylaws Committee has not met since the initial meeting which was held in February. From that meeting a draft version of the Policy Council Bylaws was created with input/edits provided by subcommittee members. The draft version was also sent to Admin for review. In adhering to the Governor's Order, it is unknown when the subcommittee will meet again. However, prior to that time, members will receive a draft version the document for additional review.

7. Presentations
a. None

8. New Business *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
Jerry Meade stated to the committee that there is a COLA (Cost of Living Adjustment) and Quality Improvement funding opportunity available for all of our Head Start/Early Head Start grants. He stated this is a result of the Further Consolidated Appropriations Act of 2020 which included an increase in funding for Head Start programs in the amount of $550 million over the 2020 fiscal year. Part of this funding opportunity will include a 2.0 percent pay increase to Head Start staff, retroactive to March 1, 2020. With the approval of Policy Council, Head Start will also increase the pay scale by 2.0 percent. Quality Improvement funds were also made available for all Head Start/Early Head Start grants. The amount available is based upon funded enrollment for each grant. The intent with Quality Improvement funding is to support the trauma informed care approach to benefit children and families enrolled in our program impacted by adverse experiences. It will also support the expansion of mental health professionals which includes behavioral specialists, contracted specialists as well as additional support staff in the classroom. The remaining funds available would be used to offset costs associated with professional development designed to support staff as they support those impacted by adverse experiences. We are very much looking forward to having the opportunity to grow this particular area of our program in supporting children experiencing challenging behaviors. Financial information and breakdown as it relates to the COLA and Quality Improvement funding were also shared with the Executive Committee. Upon conclusion of this report a request for approval was made. Destiny Thompson Butler motioned to approve the submission of the Head Start/Early Head Start Kern, Early Head Start San Joaquin, and Child Care Partnerships Cost of Living Adjustment (COLA) and Quality Improvement funding applications as well as changes to the Head Start pay scale; Nicole Cabe seconded. Motion carried unanimously.

b. Office of Head Start CARES Act Funding Request ~ Jerry Meade, Program Design & Management Administrator – Informational Item
Jerry Meade informed the Executive Committee that on March 27, 2020 the president signed the Coronavirus Aid, Relief and Economic Security (CARES) Act of 2020. This act includes $250 million available for programs under the Head Start Act for one-time activities to support preventative, preparedness and response related to coronavirus. Additionally, there is $500 million available to grantees to operate a summer program. Based upon guidance received from Program Instruction (ACF-PI-HS-20-03) grantees were advised to submit an intent to apply for funding to support a summer program as well as funding to support various one-time actions and/or activities taken in response to COVID-19. Even though a specific dollar amount has not yet

been established per grant, based upon the guidance received staff began the development of this application process. The summer bridge proposal to the Office of Head Start would include bringing 5-year-old children who are transitioning to kindergarten in the fall, back into a Head Start classroom for an intensive 6-week program. This program will be developed to support a school readiness mindset in preparing children to be able to learn as best as they possibly can when entering kindergarten. Staff has identified the number of children transitioning to kindergarten and are hopeful that they can develop & create a program to support this transition. Jerry went on to say we will not know if we are able to operate or be funded for this summer program until we can provide a new program option that can accommodate our request based upon the new health and safety regulations for children. These regulations along with parent interest in a summer bridge program will help determine class sizes for this program option. Jerry went on to say that we are confident that the Head Start/State Child Development program could return and begin operating when deemed safe to do so. Head Start classrooms currently serve more than 10 students so we would have to look at how to accommodate our full year/full day program and how that would impact a summer bridge option. We are currently awaiting guidance and to see how we can continue to serve children safely if we are provided the opportunity to begin a summer program in July. However, in being proactive we do have to submit a plan and an option based upon many factors. The Office of Head Start has presented this opportunity with the full knowledge that there may not be a summer program because we do not know what is happening in the future. Jerry went on to share that if this were the case, the funds made available for a summer program ($500 million) would be added to the one-time ($250 million) COVID-19 funds. The COVID-19 funding will be made available based upon the number of children served in each of our grants. In further speaking to this topic, it was shared that staff are tracking expenses not anticipated but necessary as a result of the COVID-19 health crisis. Some of these expenses incurred include equipment necessary for telecommuting, at home workstations, an abundance of sanitizers, masks, gloves, etc. These would be things the program would be able to receive reimbursement for as they were a direct result of COVID-19. Additionally, in planning for the return of services obligations are being made for the necessary steps to maintain and resume operations which include facility sanitization, the purchase of PPE (Protective Personal Equipment) supplies, professional development training on infectious disease management as well as other expenses related to the coronavirus. Again, Jerry reminded the Executive Committee that at this time, this is an informational item only. In keeping with CAPKs customary and usual best practices, staff will keep the Policy Council informed as this funding opportunity process continues. Members acknowledged the information received and were pleased at the prospect of a summer program option for those children transitioning to kindergarten in the fall.

c. Budget & Finance 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

    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. 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. <u>Communications</u>
    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

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

10. Program Governance Report/Training ~ Lisa Price

Lisa Price thanked everyone for their attendance, noting it is the second teleconference meeting of the Policy Council Executive Committee. She spoke to a few items contained in the Policy Council packet. In differentiating between fact and fiction a brief flyer released by the CDC was shared regarding COVID-19. Along the same topic, Lisa spoke about emotional health and well-being and how important it is to be mindful of that noting it is okay to feel anxious or worried at this time. She went on to review some of the tips outlined for addressing ways to support emotional health in this time of social distancing. Resources and phone numbers included on the flyer were also pointed out. A reminder about Census 2020 and its importance was shared. It was shared with members that this event only happens once every 10 years; adding that information collected from the census affects our community and helps to determine how federal funding is allocated. Some of the funding the census data helps to secure is for schools, hospitals, fire departments, highway construction and more. Members were encouraged to complete the census online if they have not already done so. The final item shared was information on the "virtual" Kern County Library. An access link was provided to which a variety of learning opportunities can be found from story times to virtual adventures. There are bilingual story times as well as "celebrity" story times. Virtual adventures allow for "visits" to zoos, aquariums, museums and even National Parks. There is also a language learner component, which allows visitors to learn words and phrases in other languages. In closing Lisa again thanked the Policy Council Executive Committee as well as staff for their support, time, and commitment.

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

Yolanda Gonzales thanked members for taking the time to support Policy Council and staff as well. She expressed gratitude to parents and families for their ongoing support of the program. Yolanda stated she is especially proud of staff as they have taken on a new norm, connecting with parents on a weekly basis, making phone calls and creating many wonderful resources for families. They continue to work hard getting information out to our parents. It was also shared that we are on a variety of social media platforms including, Facebook, Pinterest, and Instagram. Yolanda spoke about how wonderful the food distribution has been and how amazing and touching it is to hear just how thankful and appreciative families are to receive this commodity. She added that we could not do this alone and how honored we as a program are to be working with our parents. Yolanda stated that we look forward to getting through this and we will get through it together. She also stated that during this time we have had a lot more hands on experience with technology which hopefully has provided us more comfortability. This in turn has prompted her to think about the various ways once we are able to re-open that we can fully utilize technology, i.e. when a child is ill. In closing, Yolanda again, thanked everyone for their support.

12. Policy Council Chairperson/Announcements ~ Nila Hogan

Nila Hogan expressed thankfulness to Head Start stating staff has really been reaching out, making phone calls, etc. She also shared that her child had the opportunity to speak with his teacher today which really made his day. In closing Nila shared that she misses everyone and hopes that Policy Council is able to meet in person again before the end of the term.

13. Adjournment ~ Chairperson

The meeting was adjourned at 6:17 p.m. The next Policy Council Meeting is scheduled for May 19, 2020.