Head Start
A Program of CAPK

Head Start/State Child Development

POLICY COUNCIL MEETING PACKET

October 26, 2021
5:30 p.m.

Per Governor's Executive Order N-25-20
This meeting will be held via tele-conference
(213) 204-2374 ~ Conference ID: 408 174 406#

Click here to join the meeting

POLICY COUNCIL
STANDING COMMITTEES
October 2021

EXECUTIVE COMMITTEE

Chairperson: Andrea Martinez
Vice Chairperson: Laura Gonzales
Secretary: *Vacant*
Treasurer: Ashley McAllister
Parliamentarian: Kaylonie Howard

STANDING COMMITTEE MEMBERS

Board of Directors:

BYLAWS
Chairperson: Kaylonie Howard

1. Nicole Cabe
2. Andrea Martinez
3. Jimmie Childress
4. Semeen Muhammad
5.
6.

PLANNING
Chairperson: Laura Gonzales

1. Nicole Cabe
2. Brittany Dunbar
3. Nila Hogan
4. Paola Sanchez
5. Samantha Collins
6.

SCHOOL READINESS
Chairperson: *Vacant*

1. Rosalinda Valencia
2. Laura Gonzales
3. Brittany Dunbar
4. Teresa Fajardo

BUDGET & FINANCE
Chairperson: Ashley McAllister

1. Teresa Fajardo
2.
3.
4.
5.
6.



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

Policy Council Attendance
2020 ~ 2021

#	REGION 1	Nov 2020	Dec 2020	Jan 2021	Feb 2021	Mar 2021	Apr 2021	May 2021	June 2021	July 2021	Aug 2021	Sept 2021	Oct 2021
1	Imelda Felix - Sunrise Villa	X	ABS	X	X	R	R	R	R		R	R	
2	Kenia Contreras - Martha J Morgan						ABS	ABS	ABS				
3	*Vacancy*												
4	*Vacancy*												
#	REGION 2	Nov 2020	Dec 2020	Jan 2021	Feb 2021	Mar 2021	Apr 2021	May 2021	June 2020	July 2021	Aug 2021	Sept 2021	Oct 2021
1	Andrea Martinez - East California	X	X	X	X	X	X	X	X		X	X	
2	*Vacancy*												
3	*Vacancy*												
4	*Vacancy*												
#	REGION 3	Nov 2020	Dec 2020	Jan 2021	Feb 2021	Mar 2021	Apr 2021	May 2021	June 2020	July 2021	Aug 2021	Sept 2021	Oct 2021
1	Ashley McAllister - Pete Parra	X	X	X	X	ABS	X	X	X		X	X	
2	Laura Gonzales - Harvey L. Hall	X	X	ABS	X	X	X	X	X		X	X	
3	Paola Sanchez - Harvey L. Hall						X	ABS	X		X	X	
4	*Vacancy*												
#	REGION 4	Nov 2020	Dec 2020	Jan 2021	Feb 2021	Mar 2021	Apr 2021	May 2021	June 2020	July 2021	Aug 2021	Sept 2021	Oct 2021
1	Brittany Dunbar - Rosamond	X	X	X	X	X	X	X	X		X	X	
2	Agueda Hernandez - California City	X	X	X	X	X	X	X	X		ABS		
3	*Vacancy*												
4	*Vacancy*												
#	Home Base	Nov 2020	Dec 2020	Jan 2021	Feb 2021	Mar 2021	Apr 2021	May 2021	June 2020	July 2021	Aug 2021	Sept 2021	Oct 2021
1	Kaylonie Howard - F. Garcia	X	X	X	X	X	X	X	X		X	X	
2	Teresa Fajardo - C. Varela	X	X	ABS	X	X	X	X	X		X	X	
#	ECC EHS Partnership	Nov 2020	Dec 2020	Jan 2021	Feb 2021	Mar 2021	Apr 2021	May 2021	June 2020	July 2021	Aug 2021	Sept 2021	Oct 2021
1	Samantha Collins								X		X		
#	San Joaquin EHS Partnership	Nov 2020	Dec 2020	Jan 2021	Feb 2021	Mar 2021	Apr 2021	May 2021	June 2020	July 2021	Aug 2021	Sept 2021	Oct 2021
1	Rosalinda Valencia - Walnut	X	X	X	X	X	X	X	X		ABS	X	
2	Semeen Muhammad						X	ABS	X		X	X	
#	Community Representatives	Nov 2020	Dec 2020	Jan 2021	Feb 2021	Mar 2021	Apr 2021	May 2021	June 2020	July 2021	Aug 2021	Sept 2021	Oct 2021
1	Nila Hogan	X	X	X	X	X	X	X	X		X	X	
2	Nicole Cabe	X	X	X	ABS	X	ABS	X	X		ABS	X	
3	*Vacancy*												
#	Board Member	Nov 2020	Dec 2020	Jan 2021	Feb 2021	Mar 2021	Apr 2021	May 2021	June 2020	July 2021	Aug 2021	Sept 2021	Oct 2021
1	Jimmie Childress	X	X	X	X	ABS	X	X	X		X	ABS	

Policy Council Standing Committee
Attendance Sheet
2020 ~ 2021

Bylaws Committee

Member	Dec.	Jan.	Feb.	Mar.	Apr.	May	Jun.	Jul.	Aug.	Sept.	Oct.
Kaylonie Howard			X			X			ABS		
Nicole Cabe			X			X			X		
Andrea Martinez			X			X			X		
Jimmie Childress						X			X		
Semeen Muhammad						ABS			X		

Budget & Finance Committee

Member	Dec.	Jan.	Feb.	Mar.	Apr.	May	Jun.	Jul.	Aug.	Sept.	Oct.
Ashley McCallister		X	X	ABS	X	X	X		X	X	
Teresa Fajardo		X	X	X	ABS	ABS	X		X	X	

School Readiness Committee

Member	Dec.	Jan.	Feb.	Mar.	Apr.	May	Jun.	Jul.	Aug.	Sept.	Oct.
Agueda Hernandez			X		X		ABS		ABS		
Brittany Dunbar			X		ABS		ABS		X		X
Teresa Fajardo					ABS		X		ABS		X
Laura Gonzales			X		X		X		X		X
Rosalinda Valencia			X		X		ABS		ABS		X

Planning Committee

Member	Dec.	Jan.	Feb.	Mar.	Apr.	May	Jun.	Jul.	Aug.	Sept.	Oct.
Laura Gonzales		X	X	X	X	X	X		ABS	X	X
Nicole Cabe		X	X	X	X	X	X		ABS	ABS	X
Nila Hogan		X	ABS	X	X	X	X		X	X	X
Brittany Dunbar		X	X	X	X	X	ABS		X	X	X
Paola Sanchez						X	X		X	X	ABS
Samantha Collins									X	X	X

Board of Directors

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

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

DATE	October 26, 2021
TIME	5:30 p.m.
LOCATION	Microsoft Teams Meeting / 5005 Business Park North Bakersfield, CA 93309
TEAMS LINK	Click here to join the meeting
PHONE MEETING ID	(213) 204-2374 408 174 406#

Policy Council Meeting Agenda

Per Governor's Executive Order N-25-20, meeting to be held via tele-conference. 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 93309

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.

1. **Call to Order**
   a. Roll Call

Nicole Cabe	Laura Gonzales	Semeen Muhammad
Jimmie Childress	Nila Hogan	Paola Sanchez
Samantha Collins	Kaylonie Howard	Rosalinda Valencia
Brittany Dunbar	Andrea Martinez	
Teresa Fajardo	Ashley McAllister	

2. **Public Comments**
   The public may address the Policy Council 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.

3. **Subcommittee Verbal Reports** (3 minutes per report)
   School Readiness
   Planning
   Budget & Finance
   Bylaws

4. **Presentation**
   a. Early Head Start Joaquin Program – Gloria Barbero, Assistant Director, EHS San Joaquin
   b. CAPK Head Start COVID-19 Vaccination Efforts – Alan Rodriguez, Health and Nutrition Manager

5. **Consent Agenda**
   The Consent Agenda consists of items that are considered routine and non-controversial. These items are approved in one motion unless a member of the Council or the public requests removal of a particular item. If comment or discussion is requested, the item will be removed from the Consent Agenda and will be considered in the order listed – ***Action Item***

   a. Policy Council Meeting Minutes – September 28, 2021 (English/Spanish) ***(p. 10-20)***
   b. Budget & Finance Committee Meeting Minutes – September 21, 2021 ***(p. 21-22)***
   c. Planning Committee Meeting Minutes – October 5, 2021(English/Spanish) ***(p. 23-26)***
   d. Kern Head Start Budget vs. Actual Expenditures, March 1, 2021, to September 30, 2021 ***(p. 27-29)***
   e. Kern Early Head Start Budget vs. Actual Expenditures, March 1, 2021, to September 30, 2021 ***(p. 30-32)***
   f. San Joaquin Early Head Start Budget vs. Actual Expenditures, February 1, 2021, to September 30, 2021 ***(p. 33-35)***

g. Early Head Start Child Care Partnerships Budget vs. Actual Expenditures, March 1, 2021, to September 30, 2021 ***(p. 36-38)***
h. American Rescue Funding Expenditures April 1, 201 to September 30, 2021 ***(p. 39-41)***
i. Parent Local Travel & Childcare through September 30, 2021 ***(p. 42-45)***
j. Parent Activity Funds through September 30, 2021 ***(p. 46-49)***
k. Kern Head Start and Early Head Start Non-Federal Report, March 1, 2021, to September 30, 2021 ***(p. 50)***
l. San Joaquin Early Head Start Non-Federal Report, March 1, 2021, to September 30, 2021 ***(p. 51)***
m. Head Start Program Review Evaluation (PRE) Report – September ***(p. 52-53)***
n. Head Start Recruitment Flyer ***(p. 54-55)***
o. CAPK Rental Assistance ***(p. 56)***
p. San Joaquin County Emergency Rental Assistance Program ***(p. 57)***
q. Domestic Violence Awareness ***(p. 58)***
r. CAPK Mentor Program ***(p. 59)***
s. Home Visiting Program (English/Spanish) ***(p. 60-61)***
t. Monthly Parent Trainings with Dr. Kirk – Head Start Wellness ***(p. 62)***
u. Drive Through Health and Resource Fair – Bear Mountain Elementary School, Arvin, October 27, 2021 ***(p. 63)***
v. Trick or Tweet Fall Carnival – Beal Library, October 29, 2021 ***(p. 64)***
w. Virtual Family Fun Day at the Park – The Record (Stockton), ongoing through October 29, 2021 ***(p. 65)***
x. Monthly Food Distribution – A Matthew 25:35 Ministry, October 30, 2021 (English/Spanish) ***(p. 66)***
y. Children's Mobile Clinic – November 2021 (English/Spanish) ***(p. 67-68)***

6. <u>New Business</u> ***Action Item***

a. Application for Continued Funding of Early Head Start San Joaquin – Jerry Meade, Assistant Director, Program ***(p. 69-70)***
b. Annual Application with Consolidated Head Start Grants – Jerry Meade, Assistant Director, Program ***(p. 71-73)***
c. Early Head Start San Joaquin Budget Revision – Jerry Meade, Assistant Director, Program ***(p. 74-75)***

7. <u>Standing Reports</u>

a. Program Governance – Lisa Gonzales, Program Governance Coordinator
b. Community Representative – Nicole Cabe, Past Parent; Nila Hogan Community Representative
c. Early Head Start San Joaquin – Semeen Muhammad
d. Early Head Start Partnership – Samantha Collins
e. Board of Directors – Jimmie Childress, CAPK Board Member
f. Head Start/State Child Development – Yolanda Gonzales, Head Start/State Child Development Director

8. <u>Policy Council Chairperson Report</u>

9. <u>Policy Council Member Comments</u>

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

11. <u>Adjournment</u>

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 p.m. October 21, 2021. Lisa Gonzales, Program Governance Coordinator.

FECHA	26 de octubre, 2021
HORA	5:30 p.m.
UBICACIÓN	Reunión por Microsoft Teams 5005 Business Park North Bakersfield, CA 93309
ENLACE	Pulse el enlace para unirse a la junta
TELÉFONO	(213) 204-2374
NÚMERO DE IDENTIFICACIÓN	408 174 406#

Agenda del Concilio de Póliza

De acuerdo con la orden ejecutiva del gobernadora N-25-20, la reunión se llevará a cabo por teleconferencia. Los miembros del publico pueden unirse a la teleconferencia o escuchar la llamada desde la oficina de CAPK ubicada en el 5005 Business Park North, Bakersfield, CA 93309

La promesa de Acción Comunitaria

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

1. **Llamado de orden**
   a. Pase de lista

Nicole Cabe	Laura Gonzales	Semeen Muhammad
Jimmie Childress	Nila Hogan	Paola Sanchez
Samantha Collins	Kaylonie Howard	Rosalinda Valencia
Brittany Dunbar	Andrea Martinez	
Teresa Fajardo	Ashley McAllister	

2. **Comentarios públicos**
   El público puede dirigirse al Concilio de póliza sobre temas que no se presenten en la agenda. Los oradores están limitados a 3 minutos. Si más de una persona desea abordar el mismo tema, el tiempo total que se otorgará para dicho tema será de minutos. Favor de proporcionar su nombre antes de hacer su presentación.

3. **Reportes verbales de los subcomités** (3 minutos por reporte)
   Preparación escolar
   Planeación
   Presupuestos y finanzas
   Estatutos

4. **Presentación**
   a. Programa Early Head Start de San Joaquín – Gloria Barbero, subdirectora del programa, EHS San Joaquín
   b. Campaña de vacunación contra el COVID-19 Head Start de CAPK – Alan Rodriguez, gerente de salud y nutrición

5. **Agenda de aprobación**
   La agenda de aprobación consta de elementos que se consideran rutinarios y no controversiales. Estos elementos se aprueban con una propuesta, a menos que un miembro de concilio o el público solicite la eliminación de un elemento en particular. Si se solicita un comentario o discusión, dicho elemento se eliminará de la agenda de aprobación y se considerará en el orden indicado – ***Componente de acción***

   a. Resumen de la reunión del concilio de póliza – 28 de septiembre, 2021 (inglés/español)
   b. Resumen del comité de presupuestos y finanzas –21 de septiembre, 2021
   c. Resumen del comité de planeación – 5 de octubre, 2021 (inglés/español)

d. Presupuesto de Head Start Kern vs. Gastos actuales, 1 de marzo, al 30 de septiembre, 2021
e. Presupuesto Early Head Start Kern vs. Gastos actuales 1 de marzo hasta el 31 de septiembre, 2021
f. Presupuesto de Early Head Start de San Joaquín vs. Gastos actuales 1 de febrero al 31 de septiembre, 2021
g. Presupuesto de la asociacion de cuidado infantil vs Gastos actuales1 de marzo al 30 de septiembre, 2021
h. Gastos de financiamiento del Plan de Rescate Americano 1 de abril hasta el 30 de septiembre, 2021
i. Viajes locales de padres y cuidado infantil hasta el 30 de septiembre, 2021
j. Fondos de actividades para padres hasta el 30 de septiembre, 2021
k. Informe de contribuciones no federales de Head Start Kern y Early Head Start, 1 de marzo hasta el 30, de septiembre 2021
l. Informe de contribuciones no federales de Early Head Start de San Joaquin1 de marzo hasta el 30 de septiembre, 2021
m. Reporte de evaluación del programa Head Start (PRE) – Septiembre
n. Volante de reclutamiento para el programa Head Start
o. Asistencia para el pago de renta de CAPK
p. Programa de asistencia de emergencia para el pago de renta del condado de San Joaquín
q. Concientización sobre la violencia domestica
r. Programa de consejería de CAPK
s. Programa de visitas a domicilio (inglés/español)
t. Capacitaciones mensuales con el Dr. Kirk – División de Bienestar de Head Start
u. Feria de Salud y Recursos servicio móvil – Escuela primaria Bear Mountain, Arvin, 27 de octubre, 2021
v. Carnaval de otoño truco o pío – Biblioteca Beale, 29 de octubre, 2021
w. Día virtual de diversión familiar en el parque – The Record (Stockton), en curso hasta el 29 de octubre, 2021
x. Distribución mensual de alimentos – Ministerio A Matthew 25:35, 30 de octubre, 2021 (inglés/español)
y. Clínica de vacunación móvil – Noviembre 2021 (inglés/español)

6. Nuevos intercambios ***Componente de acción***

a. Solicitud de financiamiento continuo para el programa Early Head Start de San Joaquín – Jerry Meade, subdirector del programa
b. Solicitud anual de la consolidación de subsidios de Head Start – Jerry Meade, subdirector del programa

7. Informes permanentes

a. Programa de gobernanza – Lisa Gonzales, coordinadora del programa de gobernanza
b. Representante comunitario – Nicole Cabe, madre anterior; Nila Hogan representante comunitario
c. Early Head Start de San Joaquín – Semeen Muhammad
d. Asociacion de cuidado infantil de Early Head Start – Samantha Collins
e. Junta directiva – Jimmie Childress, miembro de la junta directiva de CAPK
f. Head Start/Desarrollo Infantil Estatal – Yolanda Gonzales, directora de Head Start/Desarrollo Infantil Estatal

8. Reporte de la presidenta del concilio de póliza

9. Comentarios de los miembros del concilio de póliza

10. Próxima reunión programada

11. Conclusión

Se certifica que este aviso de la agenda se publicó en el vestíbulo de la oficina administrativa de CAPK, localizada en el 5005 Business Park North, Bakersfield, CA y en línea en www.capk.org antes de las 12p.m. el 21 de octubre, 2021. Lisa Gonzales, coordinadora del programa de gobernanza.

COMMUNITY ACTION PARTNERSHIP OF KERN
POLICY COUNCIL COMMITTEE MEETING MINUTES
September 24, 2021
Teleconference ID: 203 726 732#
Per Governor's Executive Order N-25-20

1. **Call to Order**
   Chairperson Andrea Martinez called the meeting to order at 5:30 p.m.
   a. Chairperson Martinez conducted roll call; quorum was established.
   Policy Council Members Present: Nicole Cabe, Samantha Collins, Brittany Dunbar, Teresa Fajardo, Laura Gonzales, Nila Hogan, Kaylonie Howard, Andrea Martinez, Ashley McAllister, Semeen Muhammad, Paola Sanchez, Rosalinda Valencia

2. **Public Comments**
   *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 Policy Council will take no action other than that referring the item(s) to staff for study and analysis. **Speakers are limited to three 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.*
   None

3. **Standing Committee Reports**
   a. **School Readiness Committee**
      The current Readiness Goal and preschool lesson plan were shared with the Council. It was noted Developmental Profile Assessments have been completed for children enrolled in our full-year program with assessments for part-year children underway with an expected completion date of October 14, 2021. Parent teacher conferences will be scheduled thereafter. ReadyRosie workshops are continuing for both Kern and San Joaquin Counties; flyers with specific dates will be sent to families via Learning Genie. The Kern County Public Health Department will be offering free COVID-19 and flu vaccinations at some CAPK locations. These vaccinations are available free of charge to anyone in the community who is eligible. A flyer with more information will be distributed and posted on CAPK social media pages. The next School Readiness Meeting will be held on October 14, 2021 at 5:30 p.m. with a presentation provided on EHS Home Base and EHS Childcare Partnerships.
   b. **Planning Committee**
      The Planning Committee met on September 7, 2021 at which time quorum was established. The committee reviewed the Program Review & Evaluation (PRE) report and was provided enrollment information for all grants. The Child Adult Food Program (CACFP) report was shared as well noting the Central Kitchen prepared over 40,900 meals in July. A request to consolidate the Kern Head Start, Kern Early Head Start, Early Head Start San Joaquin, and Early Head Start Childcare Partnership grants was presented to the Planning Committee. Upon conclusion of the presentation the committee approved this action item.
   c. **Budget & Finance Committee**
      The Budget & Finance Committee met on September 21, 2021. Budget to actual financial documents for Head Start and Early Head Start were shared and discussed. Three Notice of Awards pertaining to carryovers and updated budgets for San Joaquin Early Head Start and Kern Head Start/Early Head Start were shared and discussed as was that of the Early Head Start Childcare Partnership. It was noted that the remarks section goes into greater detail, giving more specific information on funding and what it has been allocated for. It was also shared that the hope is for all grants to be consolidated, which in turn means there will only be one fiscal year. All documents and reports can be found within this month's Policy Council packet. The next PC Budget & Finance meeting will be held on Tuesday, October 19, 2021 at 5:30 p.m.
   d. **Bylaws Committee**
      As previously shared the Bylaws Committee has completed its review of the Policy Council Bylaws. As a result of such, this evening Council members will be voting on a proposed amendment to the bylaws which seeks to increase the number of one-year terms a member can serve. This amendment will also

be presented to the CAPK Board of Directors for approval at their monthly meeting which will be held on September 29, 2021.

4. Presentations

a. CAPK Volunteer Income Tax Assistance Program (VITA) – Jacqueline Guerra, Program Manager

Jackie provided an overview on the Volunteer Income Tax Assistance (VITA) program. This included what the program offers, eligibility, services provided and general information as a whole. VITA offers free, reliable basic tax return preparation for qualified individuals. This includes those who make $57,000 or less, limited English-speaking taxpayers, persons with a disability. Jackie shared while this is the target population, VITA does not deny services to anyone who is within scope of the program. This is in reference not necessarily to the amount of income but to the type of income, i.e., income from rental properties, stocks, and bonds, etc. would disqualify a person for VITA services. Some of the services provided by VITA include assistance in responding to Internal Revenue Service and Federal Tax Bureau letters, aid in recovering stimulus payments as well as tax preparation from three years prior to current. They are also a Certified Accepted Agent, which means they can assist undocumented workers in obtaining an identification number so they can pay their taxes and receive any credits they may be eligible for. There are a variety of year-round locations throughout Bakersfield with multiple seasonal sites in rural areas of the county. These locations were shared with members. Jackie also shared information about volunteering with VITA and provided the various volunteer opportunities available. She stated there is a training one must attend prior to volunteering and provided contact information for such. An inquiry was shared as to if there are services provided in San Joaquin County. This information will be provided to San Joaquin parents by staff. It was asked how long does training take to become a tax preparer? Jackie shared it typically takes about 90 minutes per night, Monday through Thursday for 2 weeks with training held in person at the United Way (Kern) office. It was noted that after completion of a tax return by a volunteer, there is always someone to review the return. This tax season CAPK VITA has assisted over 6,900 taxpayers and over $10.3 in refunds have been issued to Kern County residents in partnership with United Way of Kern County.

5. Consent Agenda ***ACTION**

The Consent Agenda consists of items that are considered routine and non-controversial. These items are approved in one motion unless a member of the Council or the public requests removal of a particular item. If comment or discussion is requested, the item will be removed from the Consent Agenda and will be considered in the order listed.

a. Policy Council Meeting Minutes – August 24, 2021 (English/Spanish)
b. Bylaws Committee Meeting Minutes – August 10, 2021 (English/Spanish)
c. School Readiness Committee Meeting Minutes – August 12, 2021 (English/Spanish)
d. Budget & Finance Committee Meeting Minutes – August 17, 2021
e. Planning Committee Meeting Minutes – September 7, 2021(English/Spanish)
f. Kern Early Head Start Budget vs. Actual Expenditures, March 1, 2021, to August 31, 2021
g. Kern Head Start Budget vs. Actual Expenditures, March 1, 2021, to August 31, 2021
h. San Joaquin Early Head Start Budget vs. Actual Expenditures, February 1, 2021, to August 31, 2021
i. Early Head Start Child Care Partnerships Budget vs. Actual Expenditures, March 1, 2021, to August 31, 2021
j. American Rescue Funding Expenditures April 1, 201 to August 31, 2021
k. Parent Local Travel & Childcare through August 31, 2021
l. Parent Activity Funds through August 31, 2021
m. Kern Head Start and Early Head Start Non-Federal Report, March 1, 2021, to August 31, 2021
n. San Joaquin Early Head Start Non-Federal Report, March 1, 2021, to August 31, 2021
o. Notice of Award 09CH011406-03 Amendment 3; February 1, 2021, to January 31, 2022; Kern Early Head Start San Joaquin Carryover
p. Notice of Award 09HP000163-02 Amendment 2; March 1, 2021, to February 28, 2022; Kern Early Head Start Child Care Partnership Carryover
q. Notice of Award 09CH011132-03 Amendment 3; March 1, 2021, to February 28, 2022; Kern Head Start and Early Head Start Carryover

r. Policy Council Termination Letter – Agueda Hernandez, August 30, 2021
s. Head Start Program Review Evaluation (PRE) Report – August
t. Head Start Recruitment Flyer
u. Monthly Parent Trainings with Dr. Kirk – Head Start Wellness
v. How to Help Your Child Have a Successful Morning – Pyramid Model, Backpack Connection Series
w. Nurturing Parenting Classes – First 5 Kern; September 29, 2021
x. Children's Mobile Clinic – October 2021 (English/Spanish)
y. Veteran's Stand Down – October 14, 2021
z. 5 Action Steps for Helping Someone in Emotional Pain – National Institute of Mental Health
aa. School Readiness Subcommittee Meeting Dates
bb. Planning Subcommittee Meeting Dates
cc. Budget & Finance Subcommittee Meeting Dates
dd. Bylaws Subcommittee Meeting Dates
ee. Policy Council Meeting Dates

Motion was made by Laura Gonzales to approve consent items (a) through (ee); seconded by Brittany Dunbar. Motion carried unanimously.

6. <u>New Business</u> ***ACTION**

a. Policy Council Bylaws Amendment – Lisa Gonzales, Program Governance Coordinator

Lisa shared with members that during a review of the Policy Council Bylaws, the Bylaws Committee noted a difference in what is stated in the Head Start Performance Standards (HSPP) and that which is stated in the bylaws as it relates to member term limits. The HSPP state a member can serve up to five one-year terms, to be elected annually and the bylaws state members can serve up to three one-year terms to be elected annually. Lisa shared the Bylaws Committee felt changing the bylaws to reflect five one-year terms would better align with the HSPP as well as provide the opportunity for past members to potentially extend their years of service to the Council. It was shared that the Bylaws Committee approved this amendment on August 10, 2021. A recommendation was made to Policy Council for approval of the proposed amendment to the CAPK Policy Council Bylaws which seeks to increase the number of one-year terms a member can serve. Motion was made by Rosalinda Valencia; seconded by Teresa Fajardo. Motion carried unanimously.

7. <u>Standing Reports</u>

a. Program Governance – Lisa Gonzales, Program Governance Coordinator

Lisa shared that monthly parent meetings have resumed on a virtual platform at both the center and home base level. She added Regional Parent Committee (RPC) meetings have also been scheduled (virtually) taking place throughout October. Lisa reminded members RPC meetings are where Policy Council members are elected. At the scheduled October RPC meetings members will be elected for the upcoming 2021-2022 term which begins in November. She also shared that she hoped to potentially see some returning faces to Policy Council as well. Lisa thanked everyone for their attendance this evening as well as for their time and commitment over the duration of the term noting next month will be the last meeting of the 2020-2021 Policy Council.

b. Community Representative – Nicole Cabe, Past Parent; Nila Hogan, Community Representative

Nicole shared now with students back on campus, staff are actively working to get and keep children motivated and happy to be back at school. She noted it is proving to be a bit more of a challenge than expected however there is an upcoming event to support these efforts. Nila shared spoke briefly about the importance of mental health. She also shared information regarding a free upcoming Multi-County Suicide Prevention Summit 2021. The summit will have four workshops and a speaker panel. Additional information was provided from the Henrietta Weil Memorial Child Guidance Clinic as it pertains to a Parent Empowerment Program (PEP). This program serves families who've experienced reunification with their children. It provides support through in-home services, mental health, parenting support as well as self-care. These serves are provided through a multi-disciplinary team to provide extra support in creating a smooth and successful transition process. Nila shared with members information for a free CPR and First Class which will be held at McMurtrey Aquatic Center. This is open to anyone 12 years of age and older. Upon successful completion of the class, participants will be issued American Red Cross certification.

c. Early Head Start San Joaquin – Rosalinda Valencia

Rosalinda shared that the monthly Leadership S'more was sent in early September which included a Pyramid Model parent survey, videos, and handouts as well as the monthly father/family engagement activity. There have been 218 views to date with 132 parents completing the Pyramid Model survey. Creative curriculum is the center base curriculum with Partners for a Healthy Baby used as the Home Base curriculum. Cognition is the new focused school readiness goal and will begin on September 27, 2021. ReadyRosie workshops resumed in September with 3 dates scheduled; flyers will be sent to families. Monthly Very Important Parent (VIP) Meetings have also resumed and are being held virtually at the center/home base levels. Various assessments including (winter) DRDP, and ITERS are currently being conducted. Taste test/fruit dipping was this month's food experience. Children tasted a variety of fruit and had the opportunity to dip it their choice of yogurt. With conversations following regarding the different tastes, textures, and colors. All staff participated in the Supporting Children with Autism training. There are currently 45 children enrolled in the program with an IFSP, with the majority attending a center base option. In continuing with recruitment efforts, Enrollment and Attendance staff attended a recruitment event on September 10, 2021 and collected 24 program interest slips. Also shared, center-based enrollment is at 112 with the home-based option at 87 for a total program enrollment of 199.

d. Early Head Start Partnership – Samantha Collins

Samantha shared EHS Partnership families had the opportunity to receive a new pair of shoes on behalf of the Kicks for Kids grant from Cal Water. In collaboration with Guarantee Shoe store and Kohl's the CAPK team provided approximately 25 pairs of shoes for enrolled children and their siblings. Family Advocates launched the *Your Money, Your Goals* financial empowerment training on September 15, 2021 which will conclude on October 6, 2021. Advocates also plan to offer the *Parents on a Mission* training in late October. In response to the COVID-19 pandemic, partner centers have permanently adopted several techniques to strengthen how they communicate with families and document information. QR codes are now used for checking children in at centers and enrollment applications may now be submitted online. Technological applications will also be used to collect live data for children's files and for sharing updates and resources with families. Since the start of the new program year in July 2021, Family Advocates have provided approximately 220 resources and have 27 families registered with ReadyRosie.

e. Board of Directors – Jimmie Childress, CAPK Board Member

On behalf of Board Member Childress, Lisa shared that the Board of Directors has been provided the opportunity to volunteer at the Kern County Fair to assist with the Feed the Need event. Additionally, the Board will meet tomorrow and based upon the agenda for this meeting, one item the Board of Directors will hear information on is the agency's current medical/dental insurance carrier for its employees.

f. Head Start/State Child Development – Yolanda Gonzales, Head Start/State Child Development Director

Jerry Meade, Assistant Director provided the Head Start/State Child Development report on behalf of Director Yolanda Gonzales. He shared that we are actively enrolling in our Head Start programs adding there is available spots in almost every program option. Jerry shared historically at this point in time (October) we are fully enrolled however the past 2 years have proven to be a challenge. Recruitment information has been shared via social media, staff have attended collaborations and events with time even set aside for canvasing community's door to door. The Office of Head Start has been very understanding of the challenges all grantees are facing however all grantees will be required to be fully enrolled in January 2022. Jerry spoke to the fear and hesitancy some prospective families may have in bringing children to a classroom during a pandemic. He shared that we have a well planned out and detailed protocol for both our center base and home base options to ensure the health and safety for those we serve as well as our staff. He added that in both San Joaquin County and Kern County we are partnering with the local health department to offer free COVID-19 vaccination clinics at some of our sites. The flu shot will also be available as well as in some cases the COVID-19 booster. Jerry shared that these collaborations which are open to the community at large are key. He also spoke to staffing within the program sharing we must have staff to open classrooms. Jerry noted that the program is working diligently with Human Resources (HR) to fill vacancies. With the minimum wage increase and the Cost-of-Living Adjustment, among other factors, this has been a challenge. The child development field is not a high wage paying profession therefore we are working

with HR to incentivize recruitment and retention of qualified staff in this field. Jerry added that again, this is not unusual and is a common theme across the nation in other Head Start programs. Members were asked for their assistance in distributing flyers at their church, stores they frequent in their community, to family and friends etc. Getting information out is important; word of mouth has been the most successful tool we have in recruiting families for our program. Jerry stated there is one more meeting left in this term and expressed gratitude to members for their commitment to Head Start, and the children we serve. He added that it takes true dedication to come together each month and to work with respective subcommittees as well. On behalf of Yolanda, her entire administrative staff and all of Head Start staff Jerry thanked members for their contributions in making the program a success and being willing to put themselves out there to meet and communicate in this very unusual environment. In closing Jerry also thanked Chairperson Andrea Martinez for her leadership over the past 11 months.

8. **Policy Council Chairperson Report**

Andrea expressed appreciation for everyone's attendance noting she know everyone is multitasking and juggling many things, so their time is definitely appreciated. She also shared information regarding the upcoming Apple Festival to be held in downtown Tehachapi on October 16-17, 2021. Andrea added it is a great family fun event, with lots of activities for children and lots of food and vendors.

9. **Policy Council Member Comments**

Laura Gonzales noted next month will be her last meeting as she is moving out of Kern County. She also thanked everyone adding she would have liked to be able to meet in person. Ashley also expressed her appreciation to the group and is excited to meet Lisa Gonzales in person tomorrow as they volunteer at the Kern County Fair Feed the Need event, benefiting the CAPK Food Bank. She also hopes for some normalcy slowly but surely so that in person meetings can be conducted. Rosalinda thanked everyone as well, noting her last month will be in October, as she has her hands full with a new little one. Rosalinda hopes more San Joaquin parents are interested in participating in the upcoming term adding that in resuming parent meetings she has noticed some interest. There were no additional member comments shared.

10. **Next Scheduled Meeting**

The next meeting will be held on Tuesday, October 26, 2021 at 5:30 p.m.

11. **Adjournment**

Chairperson, Andrea Martinez adjourned the meeting at 6:33 p.m.

ASOCIACIÓN DE ACCIÓN COMUNITARIA DE KERN
RESUMEN DE LA JUNTA DEL CONCILIO DE PÓLIZA
24 de septiembre, 2021
Número de identificación de la teleconferencia: 203 726 732#
Por Orden Ejecutiva Gubernamental N-25-20

1. **Convocación de reunión**
   Andrea Martinez llamó la junta al orden a las 5:30 p.m.
   a. La presidenta Andrea Martinez, pasó lista, se estableció cuórum
   Miembros del concilio presentes: Nicole Cabe, Samantha Collins, Brittany Dunbar, Teresa Fajardo, Laura Gonzales, Nila Hogan, Kaylonie Howard, Andrea Martinez, Ashley McAllister, Semeen Muhammad, Paola Sanchez, Rosalinda Valencia

2. **Comentarios públicos**
   El público que desee dirigirse al Concilio de Póliza puede hacerlo en este momento. Sin embargo, el concilio no tomará ninguna acción, sólo referirá al personal para su estudio y análisis. ***Los oradores están limitados a tres minutos cada uno.*** Si más de una persona desea tocar el mismo tema, se otorgará un total de 10 minutos. Favor de proporcionar su nombre antes de su presentación. *Gracias.*
   Ninguno

3. **Reportes de comités permanentes**
   a. **Comité de preparación escolar**
      La meta actual de preparación escolar y el plan de lecciones preescolares se compartieron con el concilio. Se señaló que las evaluaciones de perfil de desarrollo se han terminado para todos los niños inscritos en el programa de año completo. Las evaluaciones para los niños de medio año, se están realizando y se prevé que se completen para el 14 de octubre, 2021. Una vez que se finalicen las evaluaciones, se empezaran a concertar las conferencias de padres y maestros. Los talleres de ReadyRosie continúan impartiéndose en ambos condados Kern y San Joaquín. Los volantes de los talleres con la información del horario de las juntas se enviarán por medio de Learning Genie. El departamento de salud pública del condado de Kern estará ofreciendo vacunas contra la gripe y COVID-19 en algunas ubicaciones de CAPK. Las vacunas se ofrecen sin costo alguno para cualquier miembro de la comunidad que sea elegible., La informacion con el horario y las ubicaciones se publicarán en las redes sociales de CAPK. La próxima reunión del comité de preparación escolar se llevará a cabo el 14 de octubre, 2021 a las 5:30; en antedicha reunión se impartirá una presentación sobre los programas de EHS servicios a domicilio y la asociación de cuidado infantil de EHS.
   b. **Comité de planeación**
      El comité de planeación se reunió el 7 de septiembre, 2021, se estableció cuórum. El comité revisó el informe de revisión y evaluación del programa en donde se proporcionaron las cifras de inscripción en todos los programas. También se revisó el informe del Programa de Alimentación Infantil y para Adultos (CACFP, siglas en español); se añadió que la cocina central preparó más de 40,900 comidas en el mes de agosto. Se presentó una solicitud de consolidación para los programas de Head Start y Early Head Start de Kern, Early Head Start de San Joaquín y también la Asociacion de Cuidado Infantil Early Head Start. A la conclusión de la presentación, el comité aprobó esta acción.
   c. **Comité de presupuestos y finanzas**
      El comité de presupuestos y finanzas se reunió el 21 de septiembre, 2021. Se revisó y analizó los documentos actuales de Head Star y Early Head Start. Durante la reunión se compartió que el programa recibió tres avisos de adjudicación con relación a las transferencias y presupuestos actualizados para Early Head Start de San Joaquín y Kern, así como Head Start de Kern y la Asociación de Cuidado Infantil Early Head Start. Se informó que se espera que se apruebe la consolidación todos los subsidios y con esto se logrará tener un único año fiscal. Todos los documentos e informes se pueden encontrar en el paquete del concilio de póliza de este mes. La próxima reunión del comité de presupuestos y finanzas se llevará a cabo el martes 19 de octubre, 2021 a las 5:30 p.m.
   d. **Comité de estatutos**
      Como se compartió con anterioridad, el comité de estatutos terminó con la revisión de los estatutos del concilio de póliza. Durante esta reunión, los miembros votarán para autorizar la enmienda a

número de años que los miembros pueden servir en un comité. Esta enmienda también se presentará durante la reunión de la Junta Directiva de CAPK que se llevará a cabo el 29 de septiembre, 2021 durante dicha junta se buscará la aprobación de la enmienda al estatuto.

4. <u>Presentaciones</u>

a. Programa de Asistencia Voluntaria para las Declaraciones de Impuestos (VITA, siglas en inglés) de CAPK – Jacqueline Guerra, gerente del programa

Jackie brindó una reseña del programa VITA. En esta reseña, se presentaron puntos de elegibilidad sobre el programa, los servicios que brindan, así como información general. VITA ofrece preparación básica de declaración de impuestos que es realizada por personas confiables y calificadas. Este programa se ofrece a personas que ganan menos de $57,000 anualmente, con limitaciones de comunicación en inglés, así como personas discapacitadas. Jackie agregó que, aunque el programa está limitado a número determinado de contribuyentes, el programa no niega sus servicios a personas que califiquen. Añadió que, si una persona está dentro de los límites de ingresos, el programa no puede asistir a personas que tienen ingresos de rentas de propiedades, acciones o bonos. Algunos de los servicios adicionales que VITA incluyen, respuestas a cartas del Servicio de Impuestos Internos y de la oficina de Impuestos Federales, asistencia en la recuperación de pagos de los estímulos, así como la preparación de impuestos de tres años atrás. El programa también ha sido certificado como agente aceptado para asistir a las personas indocumentadas para obtener un número de identificación, para que paguen impuestos y que reciban cualquier crédito para cualquiera crédito al que sean elegibles. Jackie también informó que existen muchas ubicaciones en Bakersfield que funciona todo el año, así como otras en áreas rurales del condado. Esta informacion se repartió ente los miembros. Jackie también proporcionó información sobre cómo convertirse en voluntario de VITA, así como las vacantes disponibles. Informó que, para convertirse en voluntario, deben asistir antes a una capacitación, añadió la información para contactarse con el coordinador de dicha capacitación. Se preguntó si estos servicios se proporcionan en el condado de San Joaquín; también los miembros preguntaron sobre el tiempo que se toma para convertirse en preparador de impuestos. Jackie respondió que generalmente se toma alrededor de 90 minutos por noche de lunes a jueves durante dos semanas y que las capacitaciones se llevan a cabo en persona en la oficina de United Way de Kern. Añadió que una vez que un voluntario finaliza una declaración de impuestos, esta se revisa por otra persona. En la última temporada de impuestos el programa VITA de CAPK, ha prestado servicios a 6,900 contribuyentes, esto se refleja en más de $10.3 millones en reembolsos para los residentes del condado de Kern en asociacion con United Way del condado de Kern.

5. <u>Agenda de aprobación</u> ***ACCIÓN**

La agenda de aprobación consta con elementos que se consideran rutinarias y no controversiales. Estos elementos se aprueban con una sola propuesta, a menos que un miembro del concilio o el público solicite la eliminación de un elemento en particular. Si es solicitado, un comentario o aclaración, dicho elemento se eliminará de la agenda de aprobación y se discutirá en el orden indicado.

a. Resumen de la junta del concilio de póliza – 24 de agosto, 2021 (inglés/español)
b. Resumen del comité de estatutos – 10 de agosto, 2021 (inglés/español)
c. Resumen del comité de preparación escolar – 12 de agosto, 2021 (inglés/español)
d. Resumen del comité de preparación escolar – August 17, 2021
e. Resumen del comité de planeación– 7 de septiembre, 2021(inglés/español)
f. Presupuesto de Early Head Start Kern vs. Gastos actuales, 1 de marzo al 31 de agosto, 2021
g. Presupuesto de Head Start Kern vs. Gastos actuales, 1 de marzo al 31 de agosto, 2021
h. Presupuesto de Early Head Start San Joaquín vs Gastos actuales1 de febrero al 31 de agosto, 2021
i. Presupuesto de la asociacion de cuidado infantil vs. Gastos actuales 1 de marzo al 31 de agosto, 2021
j. Gastos de financiamiento del Plan de Rescate Americano 1 de abril al 31 de agosto, 2021
k. Viajes locales de padres y cuidado infantil hasta el 31 de agosto, 2021
l. Fondos de actividades para padres hasta el 31 de agosto, 2021
m. Informe de contribuciones no federales de Head Start Early Head Start de Kern del 1 de marzo hasta el 31 de agosto, 2021

n. Reporte de donaciones internas y fondos no federales de Early Head Start de San Joaquín 1 de marzo hasta el 31 de agosto, 2021
o. Aviso de adjudicación 09CH011406-03 Enmienda 3; 1 de febrero, 2021 hasta el 31 de enero, 2022 sucesión para Kern Early Head Start San Joaquín
p. Aviso de adjudicación 09HP000163-02 Enmienda 2; 1 de marzo 2021 al 28 de febrero, 2022; sucesión de la Asociacion de Cuidado Infantil de Early Head Start Kern
q. Aviso de adjudicación 09CH011132-03 Enmienda 3; 1 de marzo 2021 al 28 de febrero, 2022; Kern sucesión de Head Start y Early Head Start de Kern
r. Carta de cancelación de membresía – Águeda Hernandez, 30 de agosto, 2021
s. Reporte de evaluación y revisión del programa Head Start (PRE) – Agosto
t. Volante de reclutamiento de Head Start
u. Capacitaciones mensuales con el Dr. Kirk – División de Bienestar de Head Start
v. Cómo ayudarle a su hijo a tener una mañana exitosa – Modelo Pirámide, series de conexión de mochila
w. Clases de fortalecimiento para padres – Primeros 5 de Kern; 29 de septiembre, 2021
x. Clínica móvil de vacunación infantil – octubre 2021 (inglés/español)
y. Evento para veteranos – 14 de octubre, 2021
z. 5 pasos para ayudar a alguien con problemas emocionales – Instituto Nacional de Salud Mental
aa. Horario de las juntas del subcomité de preparación escolar
bb. Horario de las juntas del subcomité de planeación
cc. Horario de las juntas del subcomité de presupuestos y finanzas
dd. Horario de las juntas del subcomité de estatutos
ee. Horario de las juntas del concilio de póliza

Laura Gonzales presentó una propuesta para la aprobación de los componentes de la (a) hasta la (ee); esta fue secundada por Brittany Dunbar. Propuesta aprobada por unanimidad.

6. <u>Nuevos avisos</u> *ACCIÓN

a. Enmienda a los estatutos del concilio de póliza – Lisa Gonzales, coordinadora del programa de gobernanza

Lisa informó a los miembros que se descubrió una diferencia en los establecido en los Estándares de Desempeño de Head Start (HSPP, siglas en inglés) y lo establecido en los estatutos en lo que se refiere a los limites participación de los miembros. En los estándares de HSPP, se establece que un miembro puede participar por un periodo de hasta cinco años, y esta selección tiene que llevarse a cabo anualmente, sin embargo, nuestros estatutos, establece que los miembros pueden participar por un periodo de hasta tres años, con elecciones anuales. Lisa informó que los miembros del comité pensaron que sería mejor alinear nuestros estatutos con los de HSPP y darle la oportunidad a miembros participantes y anteriores de participar nuevamente en el concilio. También se compartió que el comité aprobó dicha enmienda el 10 de agosto del presente año. También se envió antedicha propuesta para el concilio, buscando el apoyo para su aprobación. Esto conlleva el fin de aumentar el número de años en las que un miembro puede participar. Rosalinda Valencia presentó una propuesta para aprobación, esta fue secundada por Teresa Fajardo. Propuesta aprobada por unanimidad.

7. <u>Informes permanentes</u>

a. Programa de gobernanza – Lisa Gonzales, coordinadora del programa de gobernanza

Lisa informó a los presentes que las reuniones mensuales para padres se han reanudado de manera virtual en ambos programas los basados en el centro y los de servicios a domicilio Agregó que la reuniones del Comité Regional para Padres (RPC, siglas en inglés), también se ha reanudado virtualmente, e iniciarán durante el mes de octubre. Lisa hizo énfasis que, durante las reuniones del Comité Regional, es en donde se eligen a los miembros que participarán en el Concilio de Póliza. En las reuniones que se llevarán a cabo durante octubre, se elegirán a los miembros para el próximo periodo 2021-2022 que reanudará funciones durante el mes de noviembre. Ella compartió que esperaba volver a ver la participación de algunos de los miembros presentes para el siguiente concilio de póliza. Lisa agradeció a todos por su asistencia, compromiso y participación durante la duración

del presente periodo del concilio, señaló que el siguiente mes se llevará a cabo la última reunión del concilio de póliza para el periodo 2020-2021.

b. Representante comunitario – Nicole Cabe, madre anterior; Nila Hogan, representante comunitario
Nicole informó que ahora que los estudiantes están de regreso en la escuela, el personal está trabajando activamente para mantenerlos motivados y felices por regresar a clases. Señaló que ha resultado ser un desafío lograr lo anterior, pero espera que esto cambiará después de un evento que reforzará estos esfuerzos. Nila habló brevemente sobre la importancia de la salud mental. Proporcionó informacion sobre la próxima Cumbre de Prevención del Suicidio con la participación de varios condados, esta se ofrece de manera gratuita. Esta cumbre proporcionará cuatro talleres y un panel de oradores. La clínica Hernietta Weil proporcionó informacion sobre el programa de Empoderamiento de los Padres (PEP, siglas en inglés). Este programa sirve a familias que han resultado en reunificación con sus hijos. También brinda apoyo a través de un equipo multidisciplinario para brindar apoyo adicional a la creación de un proceso de transición exitoso y sin problemas. Nila también proporcionó informacion sobre la resucitación cardiopulmonar y primeros auxilios, la cual se llevará a cabo en el centro acuático McMurtrey. Esta capacitación se está ofreciendo para cualquier persona mayor de 12 años. Al término de la clase, los participantes recibirán certificación de la Cruz Roja Americana.

c. Early Head Start de San Joaquín – Rosalinda Valencia
Resalida informó que la publicación de Smore centrada en el liderazgo, se envió a principios de septiembre, en esta se incluyó una encuesta para padres del Modelo Pirámide, también folletos informativos, así como también la actividad de participación de los padres y familias. Esta publicación cuenta con 218 visitas hasta la fecha y 132 familias han participado en la encuesta. El plan de estudios creativo es un plan de estudios basado en función de la guardería y promueve el plan de estudios para un bebé saludable que se utiliza en el programa de visitas a domicilio. La cognición es el nuevo objetivo de preparación escolar e iniciará el 27 de septiembre del presente año. Los talleres de ReadyRosie, reanudaron funciones el pasado 3 de septiembre, y se estarán enviando folletos con el horario de estos. Las reuniones de Padres muy Importantes, (VIP, siglas en inglés) también reiniciaron y se están impartiendo virtualmente para las familias participantes en las guarderías, así como los servicios a domicilio. En el presente se están condiciones evaluaciones, incluyendo el DRDP (para el invierno) así como el ITERS. Durante este mes se proporcionó una feria de percepción de sabores de frutas en donde los niños tuvieron la oportunidad de probar diferentes tipos de frutas, así como también pudieron sugerirlas en el yogur del sabor de su elección. Después se enfrascaron en conversaciones sobre los gustos, texturas y colores de las diferentes frutas. Todo el personal participó en la capacitación para el apoyo a niños con Autismo. Rosalinda añadió que contamos con 45 alumnos con un IFSP, y la mayoría de estos niños participan en el programa con base en las guarderías. Para continuar con el aumento de inscripciones, el personal de dicha división asistió a un evento de reclutamiento que se llevó a cabo el 10 de septiembre, en donde recibieron 24 boletas de padres interesados en inscripción en el programa. Por último, Rosalinda proporcionó las últimas cifras de inscripción en donde las guarderías cuentan con 112 alumnos y los servicios a domicilio con 87 para un total de 199 alumnos inscritos en los programas.

d. Asociación de cuidado infantil Early Head Start – Samantha Collins
Samantha informó que las familias de la asociación de cuidado infantil de EHS, tuvieron la oportunidad de recibir un nuevo par de zapatos de una programa llamado Kicks for Kids, patrocinado por la compañía Cal Water. Este programa se puedo llevar a cabo con la colaboración de Guarantee Shoe Center y Khol's. El equipo de CAPK pudo distribuir aproximadamente 25 pares de zapatos par los niños inscritos y sus hermanos. Los defensores de la familia comenzaron a impartir la capacitación de empoderamiento financiero llamado Su dinero, Sus objetivos, el cual inició el 15 de septiembre del presente año y calculan que concluirá el 6 de octubre. Los defensores también están planeando ofrecer la capacitación llamada Padres en Misión a finales del mes de octubre. En respuesta a la pandemia de COVI-19, han reforzado y establecido varias técnicas para fortalecer la forma en que se comunican con las familias, así como la documentación de la información. En el presente se están utilizando códigos QR para registrar a los niños en los centros y también se está ofreciendo a las familias la remisión de solicitudes en línea. Las aplicaciones tecnológicas también se utilizarán para recopilar datos en viso para los niños y para compartir actualizaciones y recursos con las familias. Desde el principio del ciclo escolar que inició en julio de este año, los defensores de la

familia han proporcionado aproximadamente una lista de 220 recursos y hay 27 familias registradas en ReadyRosie.

e. Junta Directiva – Jimmie Childress, miembro de la junta directiva de CAPK
En nombre del miembro de la junta, el Sr. Childress, Lisa informó que la junta directiva tuvo la oportunidad de participar en la feria del condado de Kern, en un evento llamado Alimente al necesitado. La junta se reunirá mañana y entre los temas a tratar estarán escuchando informacion sobre la cobertura de la compañía de seguro médico y dental que la agencia ofrece a sus empleados en el presente.

f. Head Start/Desarrollo Infantil Estatal – Yolanda Gonzales, directora de Head Start/Desarrollo Infantil estatal
El subdirector Jerry Meade proporcionó el informe a nombre de la directora Yolanda Gonzales. Informó que el programa está inscribiendo activamente en los todos los programas participantes de Head Start, agregando que existe cupo en casi todas las opciones del programa. Jerry compartió que históricamente para el mes de octubre, ya contamos con inscripción completa, sin embargo, durante los últimos dos años llenar a cupo ha sido un desafío. La información de inscripción se está compartiendo en las redes sociales, el personal de la división de inscripciones ha asistido a eventos de colaboración en donde han hecho sondeos en la comunidad de puerta en puerta. La oficina de Head Start ha comprendido los desafíos a los que se han enfrentado todos los beneficiarios y esperan cumplir con la meta de inscripción para enero del 2022. Jerry habló sobre el miedo y la vacilación que algunas familias pueden tener al llevar a los niños al salón de clases durante la pandemia. Agregó que contamos con un protocolo detallado y bien planificada para las opciones de guardería y de servicios a domicilio, para garantizar la salud y seguridad de las familias a las que prestamos servicios, así como para nuestro personal. Agregó CAPK ha formado una asociacion con el departamento de salubridad del condado de Kern y de San Joaquín, para ofrecer clínicas de vacunación gratuitas contra el COVID-19 y la gripe y la vacuna de refuerzo en algunas de nuestras instalaciones. Añadió que estas colaboraciones que están abiertas para la comunidad en general son clave para disminuir la pandemia. Agregó que es indispensable contar con el personal docente necesario para mantener los salones abiertos. Jerry señaló que el programa está trabajando arduamente con la división de recursos humanos para llenar todas las vacantes. Con el aumento del salario mínimos y el ajuste por costo de vida entre otros factores, este ha sido un tema desafiante. El campo de desarrollo infantil no es una profesión que pague altos salarios, por lo que estamos trabajando con recursos humanos para incentivar la contratación y retención de personal calificado en este campo. Jerry agregó nuevamente que esto no es inusual y es un tema común en todo el país en todos los programas de Head Start. Se les pidió a los miembros su asistencia en la distribución de volantes en las iglesias y tiendas que frecuentan en su comunidad, así como entre familiares y amigos etc. La distribución de información es importante; las recomendaciones han sido la herramienta más efectiva para el reclutamiento de alumnos para nuestro programa. Jerry añadió que queda una junta más durante este periodo y expresó su gratitud a todos los presentes por su compromiso y participación con Head Start y con los niños a los que servimos. Agregó que se necesita de verdadera dedicación para reunirse cada mes tanto con el concilio como en los respectivos subcomités. A nombre de Yolanda, y todo el personal administrativo Jerry agradeció a todos los miembros por sus contribuciones para hacer de nuestro programa un éxito y por su disposición para reunirse y comunicarse en este entorno tan inusual. Jerry también agradeció a la presidente Andrea Martinez por su liderazgo durante los últimos once meses.

8. <u>Reporte de la presidenta del concilio de póliza</u>
Andrea expresó su agradecimiento por su asistencia, enfatizando que en este tiempo todos estamos realizando múltiples tareas, por lo que se agradece el tiempo que dedican a nuestras reuniones. Agregó que este mes se realiza el festival de manzanas en el centro de Tehachapi, los días 16 y 17 de octubre, 2021. Andrea agregó que es un divertido evento para las familias, ya que cuentan con muchas actividades infantiles y también comida.

9. <u>Comentarios de los miembros del concilio de pólizas</u>
Laura Gonzales informó que el próximo mes será la última reunión a la que asista, ya que se estará mudando fuera del condado de Kern. Agradeció a todos por su participación y mencionó que le hubiese

gustado conocer a todos en persona. Ashley expresó su agradecimiento al grupo y expresó su entusiasmo por conocer a Lisa Gonzales en persona, ya que participarán en el evento Alimenta al necesitado que se llevará a cabo en la feria del condado de Kern, este evento se realiza a beneficio del banco de alimentos de CAPK. Agregó que alberga la esperanza de volver a la normalidad de manera lenta pero segura, para que se puedan realizar estas reuniones en persona. Rosalinda también agradeció a todos por colaboración y anunció que octubre será el últimos mes de participación para ella, ya que estará ocupada con un nuevo pequeño. Rosalinda espera que aumente la participación de los padres en el condado de San Joaquín el próximo trimestre y dijo que durante las reuniones de padres ha notado cierto interés. No hubo más comentarios miembros

10. **Próxima reunión programada**
    La próxima junta se llevará a cabo el 26 de octubre, 2021 las 5:30 p.m.

11. **Conclusión**
    La presidenta, Andrea Martinez concluyó la junta a las 6:33 p.m.

Community Action Partnership of Kern
Head Start / State Child Development
Policy Council Budget & Finance Committee
Meeting Minutes
September 21, 2021
(213) 204-2374 Meeting ID: 468 392 850#

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

2. **Call to Order**
   a. Meeting was called to order at 5:35 p.m. by Chairperson Ashley McAllister.

3. **Roll Call and establish Quorum (half plus one)**
   a. Quorum was established.
   b. PC Members present: Ashley McAllister, Teresa Fajardo
   c. PC Members not present: None

4. **Approval of Agenda**
   Motion was made by Teresa Fajardo to approve agenda dated September 21, 2021; second by Ashley McAllister. Motion carried unanimously.

5. **Approval of Minutes**
   Motion was made by Teresa Fajardo to approve the minutes dated August 17, 2021; second by Ashley McAllister. Motion carried unanimously.

6. **Introduction of Guests**
   Guests in attendance were Lisa Gonzales, Program Governance Coordinator, and Heather McCarley, Finance Administrator.

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

8. **Presentation / Discussion Items** – Heather McCarley, Finance Administrator
   a. Budget to actual information was shared with the committee for all Head Start grants, Kern HS/ EHS, EHS San Joaquin, EHS Partnership and American Rescue Plan funding for budget period ending August 31, 2021. Explanation given regarding budget details. It was noted that the carryover requests have been awarded and discussed in greater detail during the communications section. American Rescue Plan funding budget detail was provided. Parent activity fund information was also shared with members as well as parent travel. It was noted that parent meetings were going to resume at the centers.

9. **Communications** - Heather McCarley, Finance Administrator
   Reviewed NOA 09CH000163-02 Amendment 2awarding the EHS Child Care Partnership Carryover request funding. NOA 09CH011406-03 Amendment 3 awarding EHS San Joaquin Carryover request funding and NOA 09CH011132-03 Amendment 2 awarding the Kern Head Start and Early Head Start Carryover request funding. There was also discussions letting the committee members know that there would be a

request to consolidate the Head Start grants into one grant for the upcoming budget period.

Announcements

Reminder of the Policy Council meeting on 9/28/21and that packet information had been mailed out to council members.

10. **Adjournment**

Meeting was adjourned at 6:03 p.m.

Completed by: Heather McCarley
Date: 9/21/21

Community Action Partnership of Kern
Head Start / State Child Development
Policy Council Planning Committee
Meeting Minutes
October 5, 2021
Teleconference ID: 550 442 3#
Per Governor's Executive Order N-25-20

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

2. **Call to Order**
   - **a.** Meeting was called to order at 5:38 p.m. by Laura Gonzales

3. **Roll Call and establish Quorum (half plus one)**
   - **a.** Quorum was established.
   - **b.** **PC Members present:** Laura Gonzales, Nila Hogan, Brittany Dunbar, Samantha Collins and Nicole Cabe
   - **c.** **PC members absent:** Paola Sanchez

4. **Approval of Agenda**
   - **a.** Motion to approve the agenda dated October 5, 2021, was made by Nicole Cabe; Nila Hogan seconded. Motion carried unanimously.

5. **Approval of Minutes**
   - **a.** Motion to approve the minutes dated September 7, 2021, was made by Laura Gonzales; Nicole Cabe seconded. Motion carried.

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

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

8. **Presentation / Discussion Items**
   - **a.** The Division/Program Monthly Activity Report– Informational Item. The Enrollment Report was shared for September 2021. Head Start Kern reported 50% enrollment; Early Head Start of San Joaquin reported 61% enrollment during this reporting period; Early Head Start Kern and Early Head Start Child Care Partnership reported 66% and 56% respectively for the same month.

     Robert informed members that 3% of children enrolled in Head Start Kern had an IFSP/IEP in September. Early Head Start Kern reported 7 %; Early Head Start Partnership reported 3% and San Joaquin 4% IFSP/ IEP enrollment for the same reporting time. In the over income category, none of the programs were above the 10% goal; therefore, we were in compliance.

     The division staffing report included 75 vacant positions for the month of September. The Family Medical Leave report noted that there are 24 employees on continuous leave and 115 on intermittent leave.

The highlights section reports that during the month of September there was 2 employees onboarded, 2 internal promotions and 12 individuals are in the pre-employment process.

The compliance section states that there's an ongoing collaboration with ERSEA and Finance with the audit.

Robert presented the Child and Adult Care Food Program (CACFP) report. There was a total of 35,215 meals delivered with 28,064 prepared by Central Kitchen for the month of August 2021. The highlights section informs that there's a collaboration between the Enrollment department and the Central Kitchen has been instituted to provide enrollment numbers to minimize food waste.

9. Communications

None

10. Announcements

None

11. Adjournment

Meeting was adjourned at 6:12 p.m.

Asociación de Acción Comunitaria de Kern
Head Start / Desarrollo infantil estatal
Resumen de la junta del comité de planeación del concilio de póliza
5 de octubre, 2021
Número de identificación de la teleconferencia: 550 442 3#
Por orden ejecutiva gubernamental N-25-20

1. **Bienvenida**
   Se dió la bienvenida al grupo.

2. **Llamado de orden**
   - **a.** Laura Gonzales llamó al orden la junta a las 5:38 p.m.

3. **Pase de lista y establecimiento de cuórum (la mitad más uno)**
   - **a.** Se estableció cuórum.
   - **b.** **Miembros de comité presentes:** Laura Gonzales, Nila Hogan, Samantha Collins, Brittany Dunbar y Nicole Cabe
   - **c.** **Miembros del comité ausentes:** Paola Sanchez.

4. **Aprobación de agenda**
   - **a.** Nicole Cabe presentó una propuesta para la aprobación de la agenda fechada el 5 de octubre, 2021; Nila Hogan la secundó. Propuesta aprobada por unanimidad.

5. **Aprobación de minutos**
   - **a.** Laura Gonzales presentó una propuesta para la aprobación de los minutos fechados el 7 de septiembre,2021; Nicole Cabe la secundó. Propuesta aprobada por unanimidad.

6. **Presentación de invitados**
   Los invitados presentes fueron: Jerry Meade, asistente del director, Robert Espinosa, administrador de PDM y Leticia Villegas, traductor asistente del programa.

7. **Foro Público**
   (El público que desee dirigirse al comité de planeación puede hacerlo en este momento; sin embargo, el comité no tomara ninguna acción que no sea referir el asunto al personal docente para su estudio y análisis).)
   Ninguno

8. **Presentación**
   - **a.** El Reporte mensual de actividad de la división y el programa – Componente informativo. Se revisó el reporte de inscripción de septiembre 2021. Head Start de Kern reportó una tasa de inscripción del 50% y Early Head Start de San Joaquín reportó un 61% de inscripción para el mismo período. Early Head Start de Kern y la Asociación de cuidado infantil Early Head Start reportaron una tasa de inscripción de 66% y 56% respectivamente.

     Robert informó a los miembros que el 3% de alumnos inscritos en Head Start Kern cuentan con una evaluación de IFSP/IEP durante el mes de septiembre. Early Head Start presentó un 7% durante el mismo mes. La tasa de inscripción para la asociación de Early Head Start fue de 3%, mientras que la inscripción en San Joaquín reportó un 4%. En la categoría de ingresos superiores, ninguno de los programas superó la meta del 10%, de esta manera estamos cumpliendo con los parámetros.

El reporte de la división de personal reportó que existen 75 vacantes durante el mes de septiembre. Los reportes de licencias médicas de la familia informan que, 24 empleados estaban fuera de función con licencia continua y 115 con licencia intermitente.

La sección de aspectos destacados reporta que durante septiembre 2 empleados fueron contratados, 2 recibieron ascensos internos y 12 personas se encuentran en proceso de verificación de datos penales para ser contratados.

La sección de desempeño establece que se ha instaurado una colaboración continua entre el departamento de inscripciones y el departamento de finanzas para la auditoría.

Robert presentó el informe del programa de alimentación y cuidado infantil y para adultos (CACFP, siglas en inglés). Se repartieron un total de 35,215 comidas de las cuales 28,064 fueron preparadas por la cocina central durante el mes de agosto 2021. La sección de aspectos destacados informa que se han instaurado una colaboración entre el departamento de inscripciones y la cocina central para proporcionar las cifras de inscripción y así minimizar el desperdicio de alimentos

9. Comunicaciones

Ninguna

10. Anuncios

Ninguno

11. Clausura de sesión

La sesión se clausuró a las 6:12 p.m.

o

MEMORANDUM

To: Budget and Finance Committee of the Policy Council

From: Heather McCarley, Finance Administrator

Date: October 19, 2021

Subject: *Head Start - Kern*
Budget to Actual Report for the period ended September 30, 2021 – **Info Item**

The Office of Head Start has awarded CAPK the full amount of its Head Start and Early Head Start grant for a five-year budget period, the third-year budget period is March 1, 2021 through February 28, 2022.

The following are highlights of the Kern Head Start Budget to Actual Report for the period of March 1, 2021 through September 30, 2021. Seven months (58.3%) of the 12-month budget period have elapsed.

Base Funds

Overall expenditures are at 51% of the budget, which is slightly greater than expenditures at this point in the prior budget period.

Training & Technical Assistance Funds

Overall expenditures are at 57% of the budget.

Carryover Funds

Overall expenditures are at 35% of the budget.

COVID Cares Funds

Overall expenditures are at 74% of the budget.

Non-Federal Share (Head Start and Early Head Start combined)

Non-Federal share is at 63% of the budget.

Community Action Partnership of Kern
Head Start - Kern
Budget to Actual Report
Budget Period: March 1, 2021 - February 28, 2022
Report Period: March 1, 2021 - September 30, 2021
Month 7 of 12 (58.3%)

Prepared 10/14/2021

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	10,000,522	4,622,109	5,378,413	46%	54%
FRINGE BENEFITS	2,787,432	1,475,081	1,312,351	53%	47%
TRAVEL	0	0	0		
EQUIPMENT	0	0	0		
SUPPLIES	733,439	269,709	463,730	37%	63%
CONTRACTUAL	148,506	60,298	88,208	41%	59%
CONSTRUCTION	0	0	0		
OTHER	2,748,825	1,914,630	834,195	70%	30%
INDIRECT	1,583,809	816,927	766,882	52%	48%
TOTAL BASE FUNDING	**18,002,533**	**9,158,754**	**8,843,779**	**51%**	**49%**

TRAINING & TECHNICAL ASSISTANCE

TRAVEL	41,904	6,375	35,529	15%	85%
SUPPLIES	23,986	14,440	9,546	60%	40%
CONTRACTUAL	22,800	25,849	(3,049)	113%	-13%
OTHER	72,752	45,777	26,975	63%	37%
INDIRECT	16,144	9,350	6,794	58%	42%
TOTAL TRAINING & TECHNICAL ASSISTANCE	**177,586**	**101,790**	**75,796**	**57%**	**43%**

CARRYOVER

SUPPLIES	2,294		2,294	0%	100%
CONTRACTUAL	15,000		15,000	0%	100%
CONSTRUCTION	2,276,903	899,385	1,377,518	40%	60%
OTHER	20,000	0			
INDIRECT	231,443	0	231,443		
TOTAL CARRYOVER	**2,545,640**	**899,385**	**1,626,255**	**35%**	**65%**

COVID CARES

PERSONNEL		80,843	(80,843)		
FRINGE BENEFITS		52,540	(52,540)		
SUPPLIES	295,335	139,291	156,043		
OTHER	155,558	60,699	94,859		
INDIRECT	46,675	33,196	13,478		
TOTAL COVID CARES	**497,567**	**366,570**	**130,997**	**74%**	**26%**

GRAND TOTAL HS FEDERAL FUNDS	**21,223,326**	**10,526,499**	**10,676,827**	**50%**	**50%**

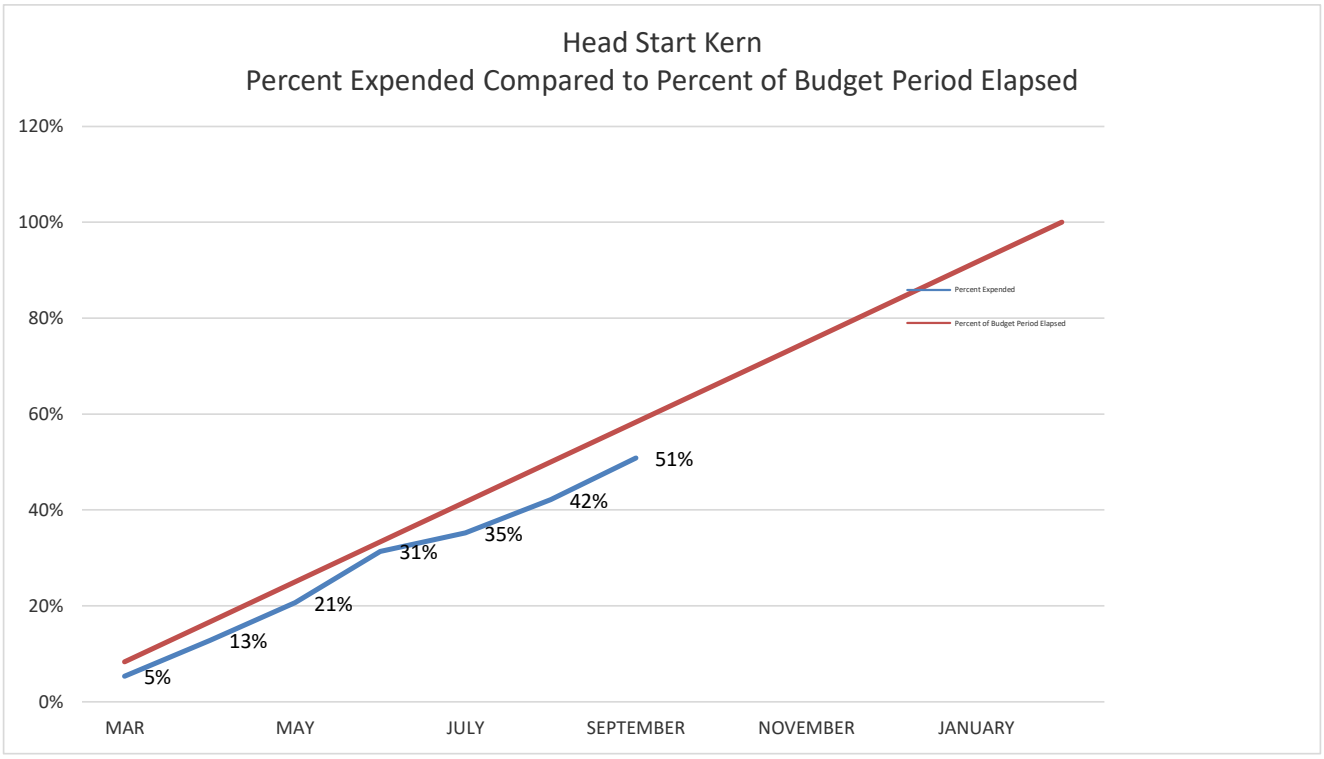
HEAD START and EARLY HEAD START KERN NON-FEDERAL SHARE

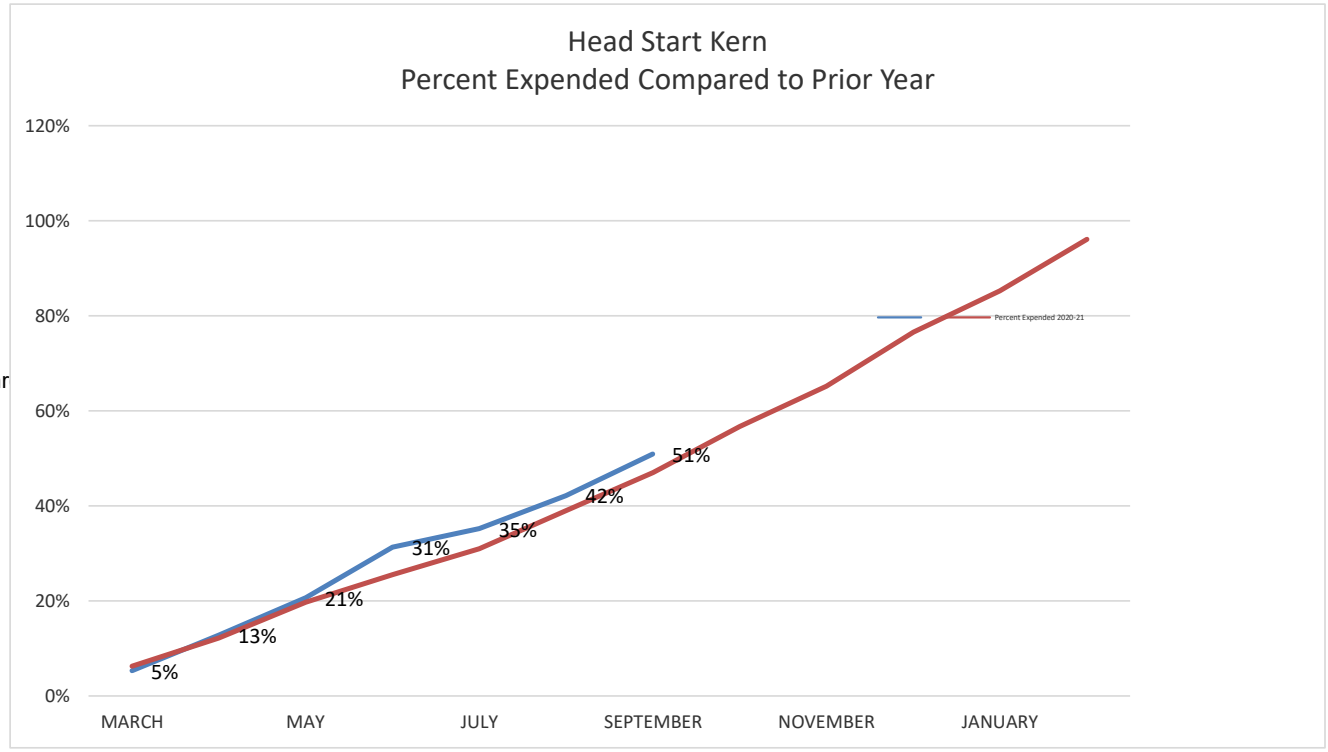
SOURCE	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
IN-KIND	1,567,638	911,248	656,390	58%	42%
CALIF DEPT OF ED	5,193,619	3,314,545	1,879,074	64%	36%
TOTAL NON-FEDERAL	**6,761,257**	**4,225,793**	**2,535,464**	**63%**	**37%**

Budget reflects Notice of Award #09CH011132-03-01
Actual expenditures include posted expenditures and estimated adjustments through 9/30/2021
Administrative Cost for HS and EHS Kern **6.9%**

Agency-Wide Credit Card Report

	CURRENT	1 TO 30	31 TO 60	61 TO 90	TOTAL	STATEMENT DATE
Wells Fargo	29,614				**29,614**	10/15/2021
Lowe's	1,239.71				**1,240.00**	10/7/2021
Smart & Final	81.38				**81**	10/1/2021
Save Mart	2,901.87				**2,902**	10/6/2021
Chevron & Texaco Business Card	9,200				**9,200**	10/6/2021
Home Depot	404				**404**	10/5/2021
	43,441	**0**	**0**	**0**	**43,441**	


Head Start Kern
Percent Expended Compared to Percent of Budget Period Elapsed
120%
100%
80%
60%
40%
20%
0%
MAR
MAY
JULY
SEPTEMBER
NOVEMBER
JANUARY
Percent Expended
Percent of Budget Period Elapsed
5%
13%
21%
31%
35%
42%
51%


Head Start Kern
Percent Expended Compared to Prior Year
120%
100%
80%
60%
40%
20%
0%
MARCH
MAY
JULY
SEPTEMBER
NOVEMBER
JANUARY
Percent Expended 2020-21
5%
13%
21%
31%
35%
42%
51%

MEMORANDUM

To: Budget and Finance Committee of the Policy Council

From: Heather McCarley, Finance Administrator

Date: October 19, 2021

Subject: *Early Head Start - Kern*
Budget to Actual Report for the period ended September 30, 2021 – **Info Item**

The Office of Head Start has awarded CAPK the full amount of its Head Start and Early Head Start grant for a five-year budget period, the third-year budget period is March 1, 2021 through February 28, 2022.

The following are highlights of the Kern Early Head Start Budget to Actual Report for the period of March 1, 2021 through September 30, 2021. Seven months (58.3%) of the 12-month budget period has elapsed.

Base Funds

Overall expenditures are at 44% of the budget, which is on trend with where we were compared to last year at this time.

Training & Technical Assistance Funds

Overall expenditures are at 49% of the budget.

Carryover Funds

Overall expenditures are at 1% of the budget.

COVID Cares Funds

Overall expenditures are at 100% of the budget.

Community Action Partnership of Kern
Early Head Start - Kern
Budget to Actual Report
Budget Period: March 1, 2021 - February 28, 2022
Report Period: March 1, 2021 - September 30, 2021
Month 7 of 12 (58.3%)

Prepared 10/14/2021

BASE FUNDS	**BUDGET**	**ACTUAL**	**REMAINING**	**% SPENT**	**% REMAINING**
PERSONNEL	5,021,133	2,300,159	2,720,974	46%	54%
FRINGE BENEFITS	1,751,175	652,957	1,098,218	37%	63%
TRAVEL	0	0	0		
EQUIPMENT	0	0	0		
SUPPLIES	483,444	161,339	322,105	33%	67%
CONTRACTUAL	36,432	22,662	13,770	62%	38%
CONSTRUCTION	0	0	0		
OTHER	920,158	474,517	445,641	52%	48%
INDIRECT	809,704	339,933	469,771	42%	58%
TOTAL BASE FUNDING	**9,022,046**	**3,951,569**	**5,070,477**	**44%**	**56%**

TRAINING & TECHNICAL ASSISTANCE					
TRAVEL	32,253	2,791	29,462	9%	91%
SUPPLIES	6,807	4,837	1,970	71%	29%
CONTRACTUAL	11,412	48,516	(37,104)	425%	-325%
OTHER	102,788	18,245	84,543	18%	82%
INDIRECT	15,326	7,423	7,903	48%	52%
TOTAL TRAINING & TECHNICAL ASSISTANCE	**168,586**	**81,812**	**86,774**	**49%**	**51%**

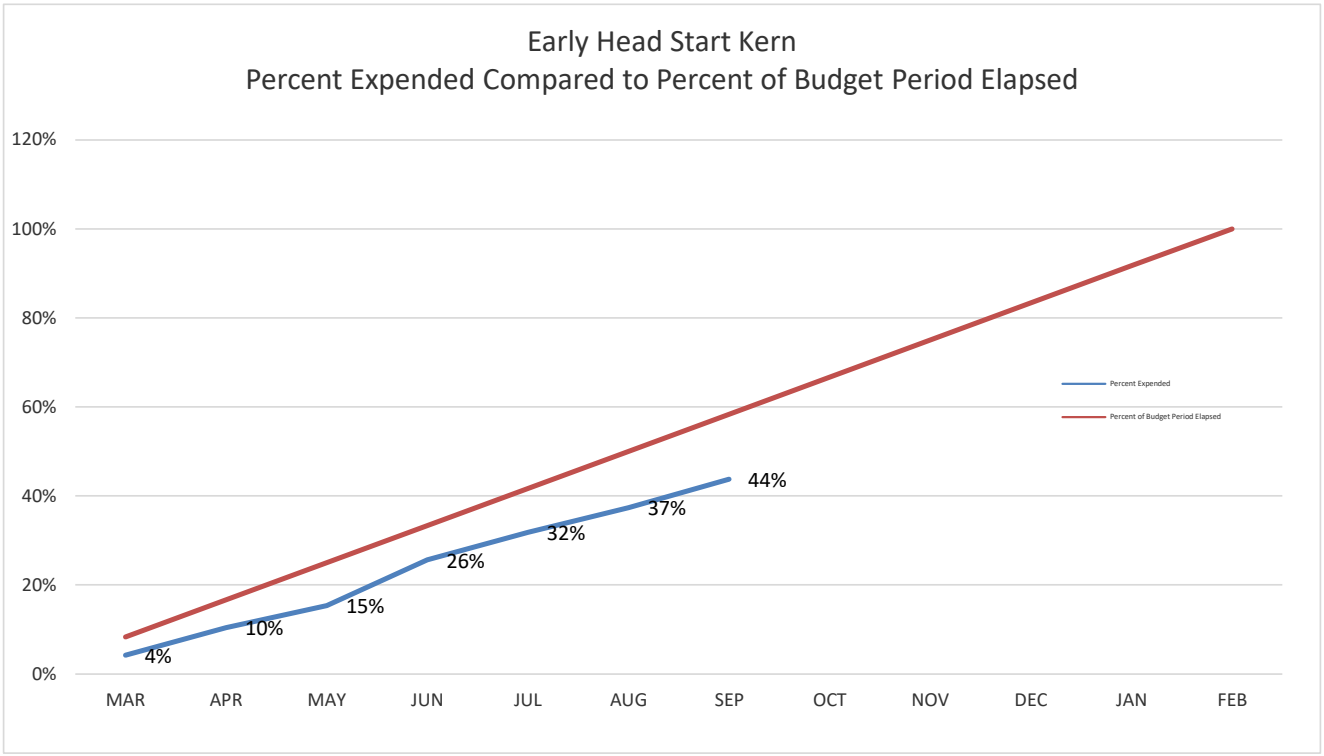
CARRYOVER					
SUPPLIES			0	#DIV/0!	#DIV/0!
CONTRACTUAL			0	#DIV/0!	#DIV/0!
CONSTRUCTION	4,208,158	60,926	4,147,232	1%	99%
OTHER		0	0		
INDIRECT	117,543	0	117,543		
TOTAL CARRYOVER	**4,325,701**	**60,926**	**4,264,775**	**1%**	**99%**

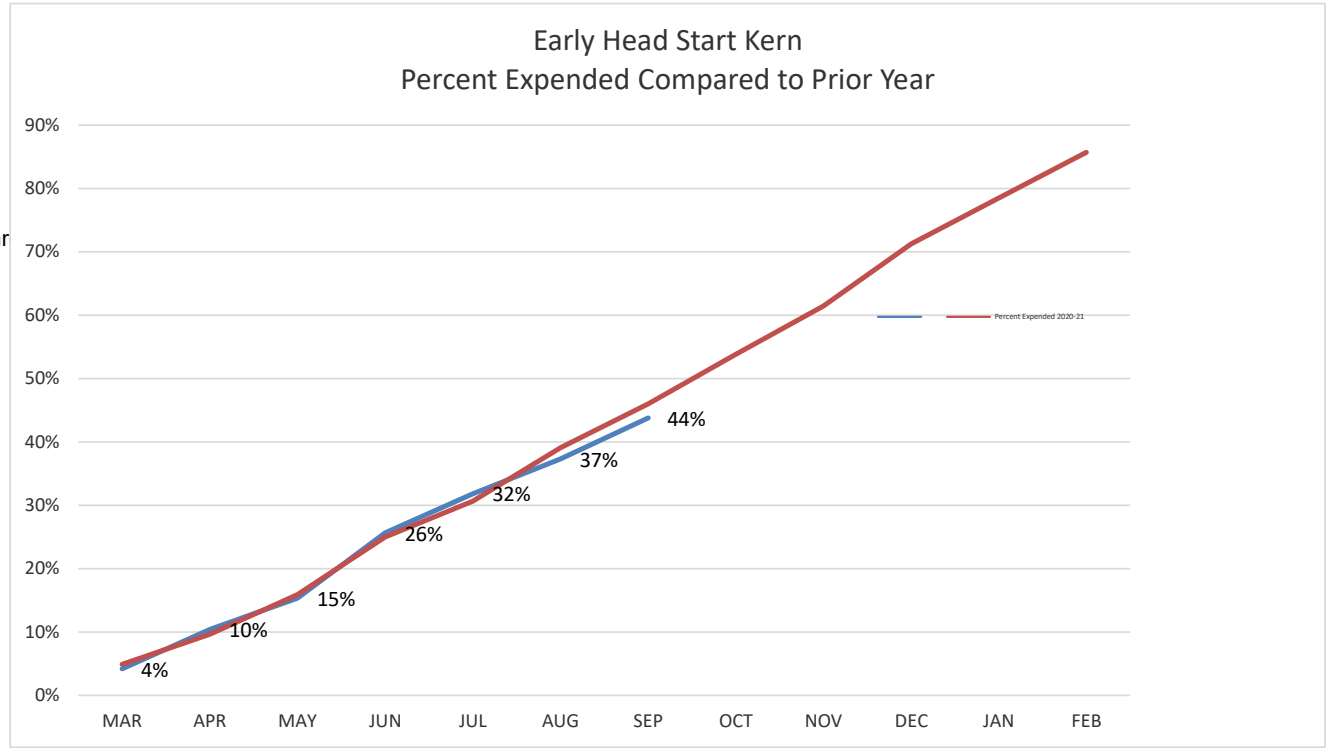
COVID CARES					
PERSONNEL		35,102	(35,102)		
FRINGE BENEFITS		28,570	(28,570)		
SUPPLIES	66,921	182	66,739	0%	100%
OTHER	18,194	19,457	(1,263)	107%	-7%
INDIRECT	9,068	11,103	(2,035)		
TOTAL COVID CARES	**94,182**	**94,413**	**(231)**	**100%**	**0%**

GRAND TOTAL EHS FEDERAL FUNDS	**13,610,515**	**4,188,720**	**9,421,796**	**31%**	**69%**

Budget reflects Notice of Award #09CH011132-03-01

Actual expenditures include posted expenditures and estimated adjustments through 9/30/2021


Early Head Start Kern
Percent Expended Compared to Percent of Budget Period Elapsed
120%
100%
80%
60%
40%
20%
0%
MAR
APR
MAY
JUN
JUL
AUG
SEP
OCT
NOV
DEC
JAN
FEB
4%
10%
15%
26%
32%
37%
44%
Percent Expended
Percent of Budget Period Elapsed


Early Head Start Kern
Percent Expended Compared to Prior Year
90%
80%
70%
60%
50%
40%
30%
20%
10%
0%
MAR
APR
MAY
JUN
JUL
AUG
SEP
OCT
NOV
DEC
JAN
FEB
4%
10%
15%
26%
32%
37%
44%
Percent Expended 2020-21

MEMORANDUM

To: Budget and Finance Committee of the Policy Council

From: Heather McCarley, Finance Administrator

Date: October 19, 2021

Subject: *Early Head Start – San Joaquin*
Budget to Actual Report for the period ended September 30, 2021 – **Info Item**

The following are highlights of the San Joaquin Early Head Start Budget to Actual Report for the period of February 1, 2021 through September 30, 2021. Eight months (66.67%) of the 12-month budget period have elapsed.

Base Funds

Overall expenditures are at 56% of the budget, which is slightly below where we were compared to last year at this time.

Training & Technical Assistance Funds

Overall expenditures are at 66% of the budget. The combined personnel and fringe benefit expenses are at 66% of this budget.

Carryover Funds

Overall expenditures are at 0% of the budget.

COVID Cares Funds

Overall expenditures are at 100% of the budget.

Non-Federal Share

Non-Federal share is at 96% of the budget.

Community Action Partnership of Kern

Early Head Start - San Joaquin County

Budget to Actual Report

Budget Period: February 1, 2021 - January 31, 2022

Report Period: February 1, 2021 - September 30, 2021

Month 8 of 12 (66.67%)

Prepared 10/14/2021

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	3,239,569	1,773,599	1,465,970	55%	45%
FRINGE BENEFITS	913,403	470,200	443,203	51%	49%
TRAVEL	0	10,092	(10,092)	0%	0%
EQUIPMENT	45,000	31,190	13,810		
SUPPLIES	130,220	78,085	52,135	60%	40%
CONTRACTUAL	9,500	10,567	(1,067)	111%	-11%
OTHER	720,292	467,273	253,019	65%	35%
INDIRECT	498,077	269,867	228,210	54%	46%
TOTAL	**5,556,061**	**3,110,873**	**2,445,188**	**56%**	**44%**

TRAINING & TECHNICAL ASSISTANCE FUNDS					
PERSONNEL	49,670	32,568	17,102	66%	34%
FRINGE BENEFITS	21,950	14,711	7,239	67%	33%
TRAVEL	3,260	1,809	1,451	55%	45%
SUPPLIES	6,815	748	6,067	11%	89%
CONTRACTUAL	7,345	8,100	(755)	110%	-10%
OTHER	19,301	14,084	5,217	73%	27%
INDIRECT	10,834	7,194	3,640	66%	34%
TOTAL	**119,175**	**79,214**	**39,961**	**66%**	**34%**

CARRYOVER					
EQUIPMENT	21,035	0	21,035	0%	100%
SUPPLIES	29,804	0	29,804	0%	100%
CONTRACTUAL	8,000	0	8,000	0%	100%
OTHER	381,242	0	381,242	0%	100%
INDIRECT	41,905	0	41,905	0%	100%
TOTAL	**481,986**	**0**	**481,986**	**0%**	**100%**

COVID CARES - Carried over from 2020-21					
PERSONNEL		19,203	(19,203)	0%	0%
FRINGE BENEFITS		3,331	(3,331)	0%	0%
SUPPLIES	72,943	42,873	30,070	59%	41%
OTHER	24,314	29,715	(5,401)	122%	-22%
INDIRECT	9,726	11,861	(2,135)	122%	-22%
TOTAL	**106,983**	**106,983**	**0**	**100%**	**0%**

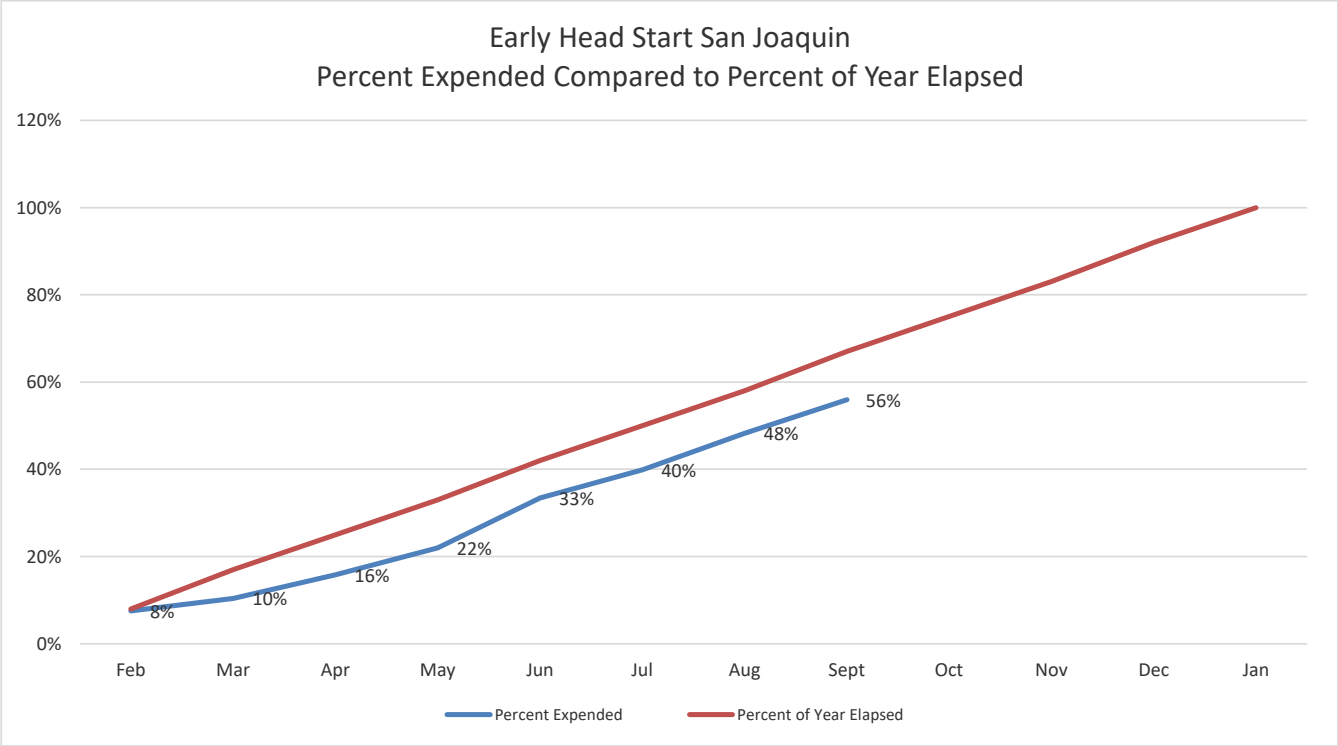
GRAND TOTAL EHS FEDERAL FUNDS	**6,264,205**	**3,297,070**	**2,967,135**	**53%**	**47%**

NON-FEDERAL SHARE	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
IN-KIND	1,402,068	1,340,390	61,678	96%	4%
TOTAL NON-FEDERAL FUNDS	**1,402,068**	**1,340,390**	**61,678**	**96%**	**4%**

Centralized Administrative Cost	6.0%
Program Administrative Cost	3.0%
Total Administrative Cost	**9.0%**

Budget reflects Notice of Award #09CH011406-02-02

Actual expenditures include posted expenditures and estimated adjustments through 9/30/2021


Early Head Start San Joaquin
Percent Expended Compared to Percent of Year Elapsed
120%
100%
80%
60%
40%
20%
0%
Feb
Mar
Apr
May
Jun
Jul
Aug
Sept
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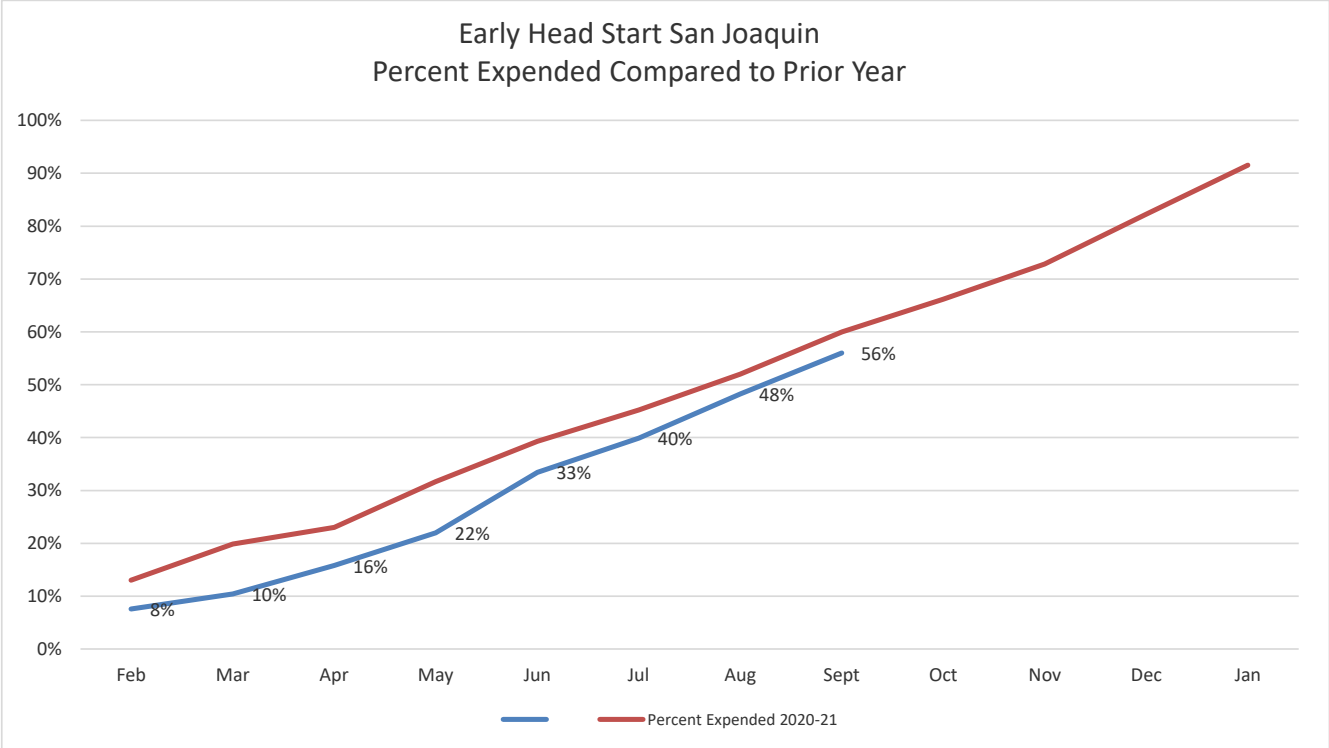
Jan
8%
10%
16%
22%
33%
40%
48%
56%
Percent Expended
Percent of Year Elapsed


Early Head Start San Joaquin
Percent Expended Compared to Prior Year
100%
90%
80%
70%
60%
50%
40%
30%
20%
10%
0%
Feb
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Apr
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8%
10%
16%
22%
33%
40%
48%
56%
Percent Expended 2020-21

MEMORANDUM

To: Budget and Finance Committee of the Policy Council

From: Heather McCarley, Finance Administrator

Date: October 19, 2021

Subject: *Early Head Start Child Care Partnerships*
Budget to Actual Report for the period ended September 30, 2021 – **Info Item**

The following are highlights of the Early Head Start Child Care Partnership Budget to Actual Report for the period of March 1, 2021 through September 30, 2021. Seven months (58.3%) of the 12-month budget period have elapsed.

Base Funds

Overall expenditures are at 37% of the budget, which is slightly above where we were compared to last year at this time.

Training & Technical Assistance Funds

Overall expenditures are at 7% of the budget.

Carryover Funds

Overall expenditures are at 2% of the budget.

COVID Cares Funds

Overall expenditures are at 19% of the budget.

Non-Federal Share

Non-Federal share is at 47% of the budget.

Community Action Partnership of Kern
Early Head Start Child Care Partnerships + Expansion
Budget to Actual Report
Budget Period: March 1, 2021 - February 28, 2022
Report Period: March 1, 2021 - September 30, 2021
Month 7 of 12 (58.3%)

Prepared 10/14/2021

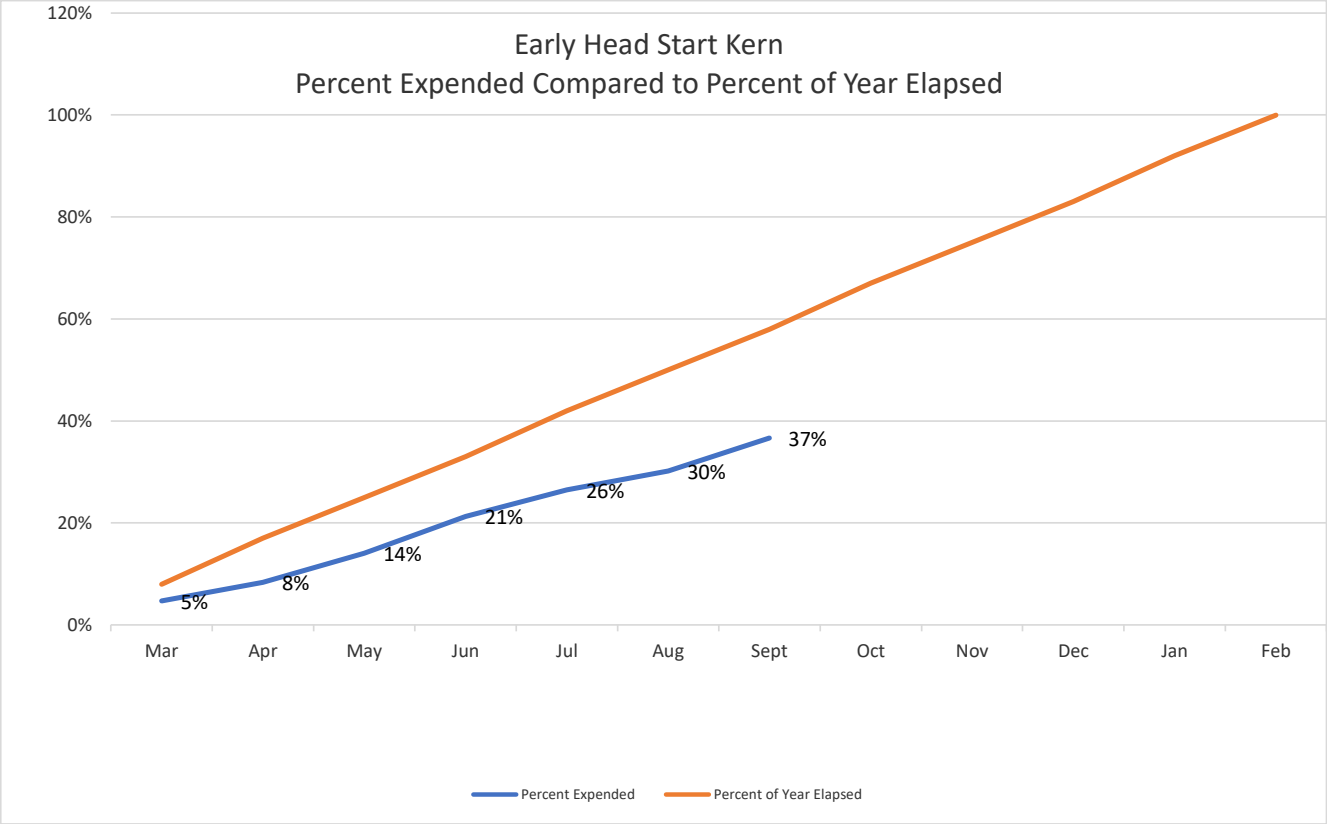
BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	668,881	334,321	334,560	50%	50%
FRINGE BENEFITS	183,736	94,041	89,695	51%	49%
SUPPLIES	37,083	45,418	(8,335)	122%	-22%
CONTRACTUAL	1,091,504	199,028	892,476	18%	82%
OTHER	231,300	141,758	89,543	61%	39%
INDIRECT	215,164	76,342	138,822	35%	65%
TOTAL BASE FUNDING	**2,427,668**	**890,907**	**1,536,761**	**37%**	**63%**
TRAINING & TECHNICAL ASSISTANCE					
TRAVEL	5,294	838	4,456	16%	84%
SUPPLIES	16,391	0	16,391	0%	100%
OTHER	29,393	695	28,698	2%	98%
INDIRECT	5,107	368	4,739	7%	93%
TOTAL TRAINING & TECHNICAL ASSISTANCE	**56,185**	**4,054**	**52,131**	**7%**	**93%**
CARRYOVER					
SUPPLIES	16,000	0	16,000	0%	100%
CONSTRUCTION	2,458,581	0	2,458,581	0%	100%
CONTRACTUAL	14,000	0	14,000	0%	100%
OTHER	14,121	39,000	(24,879)	276%	-176%
INDIRECT	4,412	0	4,412	0%	100%
TOTAL CARRYOVER	**2,507,114**	**39,000**	**2,468,114**	**2%**	**98%**
COVID CARES					
PERSONNEL	0	3,622	(3,622)		
FRINGE BENEFITS	0	579	(579)		
SUPPLIES	77,735	6,917	70,818	9%	91%
OTHER	24,361	7,926	16,435	33%	67%
INDIRECT	10,206	1,904	8,302	19%	81%
TOTAL COVID	**112,302**	**20,948**	**95,554**	**19%**	**81%**
GRAND TOTAL EHS FEDERAL FUNDS	**5,103,269**	**954,910**	**4,152,560**	**19%**	**81%**

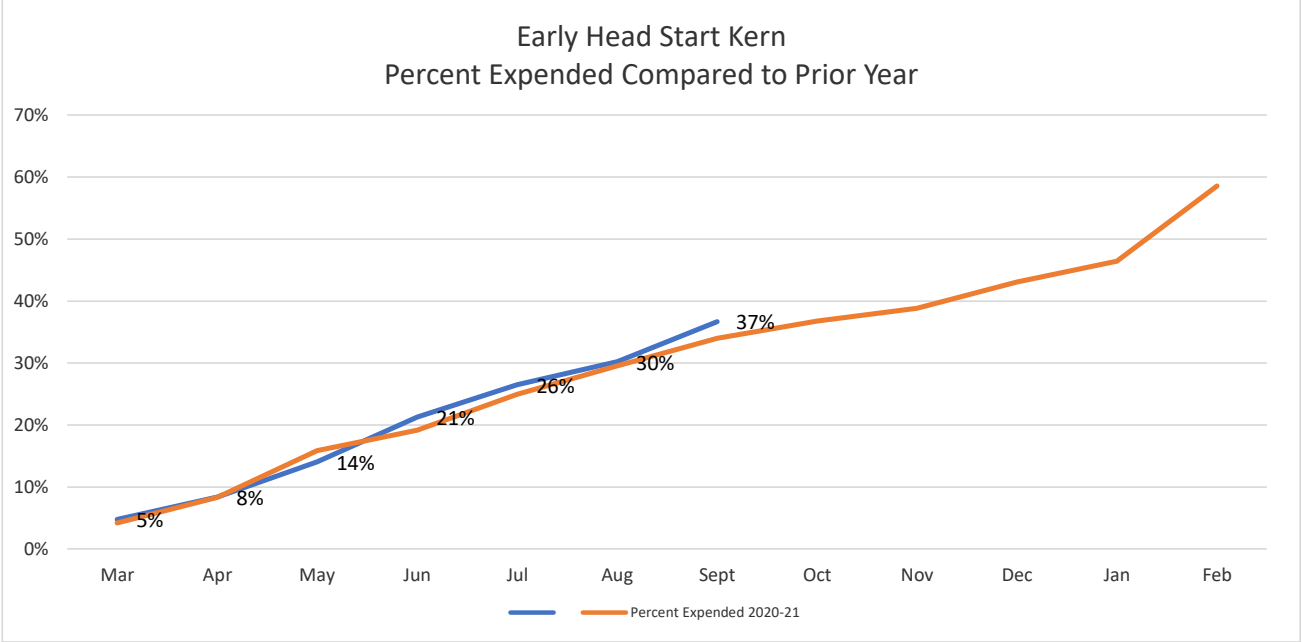
NON-FEDERAL SHARE

SOURCE	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
IN-KIND	588,256	164,028	424,228	28%	72%
TOTAL NON-FEDERAL	**588,256**	**164,028**	**424,228**	**28%**	**72%**

Budget reflects Notice of Award **#09HP000163-03-02**

Actual expenditures include posted expenditures and estimated adjustments through 9/30/2021


Early Head Start Kern
Percent Expended Compared to Percent of Year Elapsed
120%
100%
80%
60%
40%
20%
0%
Mar
Apr
May
Jun
Jul
Aug
Sept
Oct
Nov
Dec
Jan
Feb
5%
8%
14%
21%
26%
30%
37%
Percent Expended
Percent of Year Elapsed


Early Head Start Kern
Percent Expended Compared to Prior Year
70%
60%
50%
40%
30%
20%
10%
0%
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Jun
Jul
Aug
Sept
Oct
Nov
Dec
Jan
Feb
5%
8%
14%
21%
26%
30%
37%
Percent Expended 2020-21

MEMORANDUM

To: Budget and Finance Committee of the Policy Council

From: Heather McCarley, Finance Administrator

Date: October 19, 2021

Subject: *American Rescue Plan Funding*
Budget to Actual Report for the period ended September 31, 2021 – **Info Item**

The following are highlights of the American Rescue Plan Budget to Actual Report for the period of April 1, 2021 through September 30, 2021. Five months (50.0%) of the 12-month budget period have elapsed.

COVID

Overall expenditures are at 100% of the budget. These funds are being utilized to support the Summer Bridge Program options.

American Rescue Plan Act

Overall expenditures are at 14% of the budget. These funds are being utilized to support the Summer Bridge Program options.

Community Action Partnership of Kern

American Rescue Plan

Budget to Actual Report

Budget Period: April 1, 2021 - March 31, 2023

Report Period: April 1, 2021 - September 31, 2021

Month 6 of 12 (50.0%)

Prepared 10/14/2021

COVID	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	0	502,095	(502,095)		100%
FRINGE BENEFITS	0	107,505	(107,505)		100%
TRAVEL	0	0	0	0%	0%
EQUIPMENT	0	0	0		
SUPPLIES	500,000	0	500,000	0%	100%
CONTRACTUAL	0	0	0		100%
OTHER	170,559	0	170,559	0%	100%
INDIRECT	0	60,959	(60,959)		100%
TOTAL	**670,559**	**670,559**	**0**	**100%**	**0%**

American Rescue Plan Act

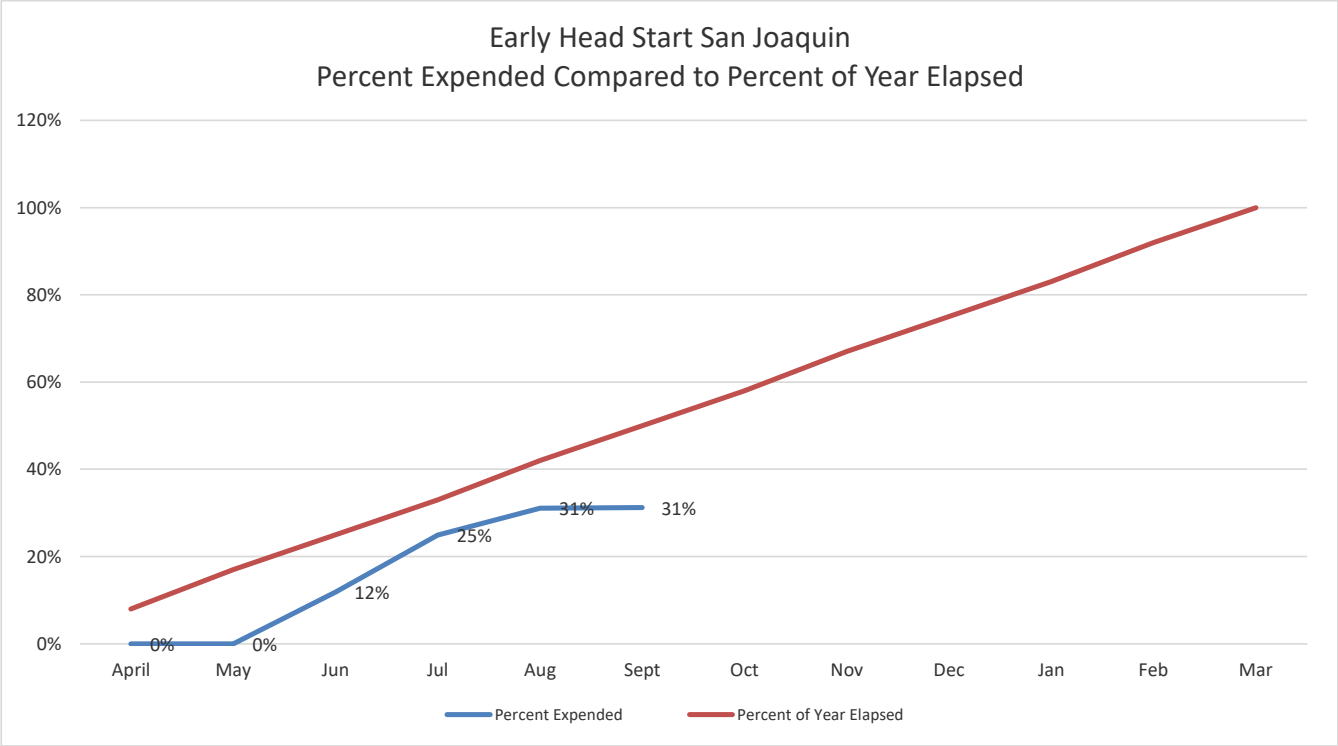
PERSONNEL	763,438	281,848	481,590	37%	63%
FRINGE BENEFITS	251,934	89,593	162,341	36%	64%
TRAVEL	0	0	0		100%
SUPPLIES	553,540	34	553,506	0%	100%
CONTRACTUAL	0	0	0		100%
OTHER	830,310	0	830,310	0%	100%
INDIRECT	266,580	0	266,580	0%	100%
TOTAL	**2,665,802**	**371,475**	**2,294,327**	**14%**	**86%**

GRAND TOTAL ARP FEDERAL FUNDS	**3,336,361**	**1,042,034**	**2,294,327**	**31%**	**69%**

Centralized Administrative Cost	5.8%
Program Administrative Cost	0.0%
Total Administrative Cost	**5.9%**

Budget reflects Notice of Award #09HE000432-01-01

Actual expenditures include posted expenditures and estimated adjustments through 9/31/2021


Early Head Start San Joaquin
Percent Expended Compared to Percent of Year Elapsed
120%
100%
80%
60%
40%
20%
0%
0%
0%
12%
25%
31%
31%
April
May
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Feb
Mar
Percent Expended
Percent of Year Elapsed

COMMUNITY ACTION PARTNERSHIP OF KERN
PARENT TRAVEL & CHILD CARE (6115)
2021-2022

KERN HEAD START

MONTH	BEGINNING BALANCE	SPENT THIS MONTH	SPENT YEAR-TO-DATE	REMAINING BALANCE	% OF YEAR ELAPSED	% OF BUDGET SPENT
MARCH 2021	$ 1,350.00	$ -	$ -	$ 1,350.00	8%	0%
APRIL 2021	$ 1,350.00		$ -	$ 1,350.00	17%	0%
MAY 2021	$ 1,350.00		$ -	$ 1,350.00	25%	0%
JUNE 2021	$ 1,350.00		$ -	$ 1,350.00	33%	0%
JULY 2021	$ 1,350.00		$ -	$ 1,350.00	42%	0%
AUGUST 2021	$ 1,350.00		$ -	$ 1,350.00	50%	0%
SEPTEMBER 2021	$ 1,350.00		$ -	$ 1,350.00	58%	0%
OCTOBER 2021	$ 1,350.00		$ -	$ 1,350.00	67%	0%
NOVEMBER 2021	$ 1,350.00		$ -	$ 1,350.00	75%	0%
DECEMBER 2021	$ 1,350.00		$ -	$ 1,350.00	83%	0%
JANUARY 2022	$ 1,350.00		$ -	$ 1,350.00	92%	0%
FEBRUARY 2022	$ 1,350.00		$ -	$ 1,350.00	100%	0%

KERN EARLY HEAD START

MONTH	BEGINNING BALANCE	SPENT THIS MONTH	SPENT YEAR-TO-DATE	REMAINING BALANCE	% OF YEAR ELAPSED	% OF BUDGET SPENT
MARCH 2021	$ 450.00	$ -	$ -	$ 450.00	8%	0%
APRIL 2021	$ 450.00		$ -	$ 450.00	17%	0%
MAY 2021	$ 450.00		$ -	$ 450.00	25%	0%
JUNE 2021	$ 450.00		$ -	$ 450.00	33%	0%
JULY 2021	$ 450.00		$ -	$ 450.00	42%	0%
AUGUST 2021	$ 450.00		$ -	$ 450.00	50%	0%
SEPTEMBER 2021	$ 450.00		$ -	$ 450.00	58%	0%
OCTOBER 2021	$ 450.00		$ -	$ 450.00	67%	0%
NOVEMBER 2021	$ 450.00		$ -	$ 450.00	75%	0%
DECEMBER 2021	$ 450.00		$ -	$ 450.00	83%	0%
JANUARY 2022	$ 450.00		$ -	$ 450.00	92%	0%
FEBRUARY 2022	$ 450.00		$ -	$ 450.00	100%	0%

COMMUNITY ACTION PARTNERSHIP OF KERN
PARENT TRAVEL & CHILD CARE (6115)
2021-2022

SAN JOAQUIN EARLY HEAD START

MONTH	BEGINNING BALANCE	SPENT THIS MONTH	SPENT YEAR-TO-DATE	REMAINING BALANCE	% OF YEAR ELAPSED	% OF BUDGET SPENT
FEBRUARY 2021	$ 50.00	$ -	$ -	$ 50.00	8%	0%
MARCH 2021	$ 50.00	$ -	$ -	$ 50.00	17%	0%
APRIL 2021	$ 50.00	$ -	$ -	$ 50.00	25%	0%
MAY 2021	$ 50.00	$ -	$ -	$ 50.00	33%	0%
JUNE 2021	$ 50.00	$ -	$ -	$ 50.00	42%	0%
JULY 2021	$ 50.00	$ -	$ -	$ 50.00	50%	0%
AUGUST 2021	$ 50.00	$ -	$ -	$ 50.00	58%	0%
SEPTEMBER 2021	$ 50.00	$ -	$ -	$ 50.00	67%	0%
OCTOBER 2021	$ 50.00	$ -	$ -	$ 50.00	75%	0%
NOVEMBER 2021	$ 50.00	$ -	$ -	$ 50.00	83%	0%
DECEMBER 2021	$ 50.00	$ -	$ -	$ 50.00	92%	0%
JANUARY 2022	$ 50.00	$ -	$ -	$ 50.00	100%	0%

EARLY HEAD START CHILD CARE PARTNERSHIPS

MONTH	BEGINNING BALANCE	SPENT THIS MONTH	SPENT YEAR-TO-DATE	REMAINING BALANCE	% OF YEAR ELAPSED	% OF BUDGET SPENT
MARCH 2021	$ 250.00	$ -	$ -	$ 250.00	8%	0%
APRIL 2021	$ 250.00	$ -	$ -	$ 250.00	17%	0%
MAY 2021	$ 250.00	$ -	$ -	$ 250.00	25%	0%
JUNE 2021	$ 250.00	$ -	$ -	$ 250.00	33%	0%
JULY 2021	$ 250.00	$ -	$ -	$ 250.00	42%	0%
AUGUST 2021	$ 250.00	$ -	$ -	$ 250.00	50%	0%
SEPTEMBER 2021	$ 250.00	$ -	$ -	$ 250.00	58%	0%
OCTOBER 2021	$ 250.00	$ -	$ -	$ 250.00	67%	0%
NOVEMBER 2021	$ 250.00	$ -	$ -	$ 250.00	75%	0%
DECEMBER 2021	$ 250.00	$ -	$ -	$ 250.00	83%	0%
JANUARY 2022	$ 250.00	$ -	$ -	$ 250.00	92%	0%
FEBRUARY 2022	$ 250.00		$ -	$ 250.00	100%	0%

Prepared by: Heather McCarley
October 14, 2021

COMMUNITY ACTION PARTNERSHIP OF KERN
VIAJES DE LOS PADRES y CUIDADO DE NINOS
2021-2022

KERN HEAD START

MES	BALANCE INICIAL	LO QUE SE GASTO ESTE MES	LO QUE SE HA GASTADO HASTA ESTE ANO	SALDO RESTANTE	PORCEN-TAJE DEL ANO TRANSCUR-RIDO	PORCEN-TAJE DEL PRESU-PUESTO QUE SE GASTO
MARZO DEL 2021	$ 1,350.00	$ -	$ -	$ 1,350.00	25%	0%
ABRIL DEL 2021	$ 1,350.00	$ -	$ -	$ 1,350.00	50%	0%
MAYO DEL 2021	$ 1,350.00	$ -	$ -	$ 1,350.00	75%	0%
JUNIO DEL 2021	$ 1,350.00	$ -	$ -	$ 1,350.00	100%	0%
JULIO DEL 2021	$ 5,475.00	$ -	$ -	$ 5,475.00	13%	0%
AGOSTO DEL 2021	$ 5,475.00	$ -	$ -	$ 5,475.00	25%	0%
SEPTIEMBRE DEL 2018	$ 5,475.00	$ -	$ -	$ 5,475.00	38%	0%
OCTUBRE DEL 2021	$ 5,475.00	$ -	$ -	$ 5,475.00	50%	0%
NOVIEMBRE DEL 2021	$ 5,475.00	$ -	$ -	$ 5,475.00	63%	0%
DICIEMBRE DEL 2021	$ 5,475.00	$ -	$ -	$ 5,475.00	75%	0%
ENERO DEL 2022	$ 5,475.00	$ -	$ -	$ 5,475.00	88%	0%
FEBRERO DEL 2022	$ 5,475.00	$ -	$ -	$ 5,475.00	100%	0%

KERN EARLY HEAD START

MES	BALANCE INICIAL	LO QUE SE GASTO ESTE MES	LO QUE SE HA GASTADO HASTA ESTE ANO	SALDO RESTANTE	PORCEN-TAJE DEL ANO TRANSCUR-RIDO	PORCEN-TAJE DEL PRESU-PUESTO QUE SE GASTO
MARZO DEL 2021	$ 450.00	$ -	$ -	$ 450.00	25%	0%
ABRIL DEL 2021	$ 450.00	$ -	$ -	$ 450.00	50%	0%
MAYO DEL 2021	$ 450.00	$ -	$ -	$ 450.00	75%	0%
JUNIO DEL 2021	$ 450.00	$ -	$ -	$ 450.00	100%	0%
JULIO DEL 2021	$ 1,824.00	$ -	$ -	$ 1,824.00	13%	0%
AGOSTO DEL 2021	$ 1,824.00	$ -	$ -	$ 1,824.00	25%	0%
SEPTIEMBRE DEL 2018	$ 1,824.00	$ -	$ -	$ 1,824.00	38%	0%
OCTUBRE DEL 2021	$ 1,824.00	$ -	$ -	$ 1,824.00	50%	0%
NOVIEMBRE DEL 2021	$ 1,824.00	$ -	$ -	$ 1,824.00	63%	0%
DICIEMBRE DEL 2021	$ 1,824.00	$ -	$ -	$ 1,824.00	75%	0%
ENERO DEL 2022	$ 1,824.00	$ -	$ -	$ 1,824.00	88%	0%
FEBRERO DEL 2022	$ 1,824.00	$ -	$ -	$ 1,824.00	100%	0%

COMMUNITY ACTION PARTNERSHIP OF KERN
VIAJES DE LOS PADRES y CUIDADO DE NINOS
2021-2022

SAN JOAQUIN EARLY HEAD START

MES	BALANCE INICIAL	LO QUE SE GASTO ESTE MES	LO QUE SE HA GASTADO HASTA ESTE ANO	SALDO RESTANTE	PORCEN-TAJE DEL ANO TRANSCUR-RIDO	PORCEN-TAJE DEL PRESU-PUESTO QUE SE GASTO
FEBRERO DEL 2021	$ 50.00	$ -	$ -	$ 50.00	8%	0%
MARZO DEL 2021	$ 50.00	$ -	$ -	$ 50.00	17%	0%
ABRIL DEL 2021	$ 50.00	$ -	$ -	$ 50.00	25%	0%
MAYO DEL 2021	$ 50.00	$ -	$ -	$ 50.00	33%	0%
JUNIO DEL 2021	$ 50.00	$ -	$ -	$ 50.00	42%	0%
JULIO DEL 2021	$ 50.00	$ -	$ -	$ 50.00	50%	0%
AGOSTO DEL 2021	$ 50.00	$ -	$ -	$ 50.00	58%	0%
SEPTIEMBRE DEL 2021	$ 50.00	$ -	$ -	$ 50.00	67%	0%
OCTUBRE DEL 2021	$ 50.00	$ -	$ -	$ 50.00	75%	0%
NOVIEMBRE DEL 2021	$ 50.00	$ -	$ -	$ 50.00	83%	0%
DICIEMBRE DEL 2021	$ 50.00	$ -	$ -	$ 50.00	92%	0%
ENERO DEL 2022	$ 50.00	$ -	$ -	$ 50.00	100%	0%

EARLY HEAD START CHILD CARE PARTNERSHIPS

MES	BALANCE INICIAL	LO QUE SE GASTO ESTE MES	LO QUE SE HA GASTADO HASTA ESTE ANO	SALDO RESTANTE	PORCEN-TAJE DEL ANO TRANSCUR-RIDO	PORCEN-TAJE DEL PRESU-PUESTO QUE SE GASTO
MARZO DEL 2021	$ 250.00	$ -	$ -	$ 250.00	8%	0%
ABRIL DEL 2021	$ 250.00	$ -	$ -	$ 250.00	17%	0%
MAYO DEL 2021	$ 250.00	$ -	$ -	$ 250.00	25%	0%
JUNIO DEL 2021	$ 250.00	$ -	$ -	$ 250.00	33%	0%
JULIO DEL 2021	$ 250.00	$ -	$ -	$ 250.00	42%	0%
AGOSTO DEL 2021	$ 250.00	$ -	$ -	$ 250.00	50%	0%
SEPTIEMBRE DEL 2018	$ 250.00	$ -	$ -	$ 250.00	58%	0%
OCTUBRE DEL 2021	$ 250.00	$ -	$ -	$ 250.00	67%	0%
NOVIEMBRE DEL 2021	$ 250.00	$ -	$ -	$ 250.00	75%	0%
DICIEMBRE DEL 2021	$ 250.00	$ -	$ -	$ 250.00	83%	0%
ENERO DEL 2022	$ 250.00	$ -	$ -	$ 250.00	92%	0%
FEBRERO DEL 2022	$ 250.00	$ -	$ -	$ 250.00	100%	0%

Preparado por Heather McCarley
14 de Octubre 2021

COMMUNITY ACTION PARTNERSHIP OF KERN
PARENT ACTIVITIES (7175)
2020-2022

KERN HEAD START

MONTH	BEGINNING BALANCE	SPENT THIS MONTH	SPENT YEAR-TO-DATE	REMAINING BALANCE	% OF YEAR ELAPSED	% OF BUDGET SPENT
MARCH 2021	$ 9,585.00	$ -	$ -	$ 9,585.00	8%	0%
APRIL 2021	$ 9,585.00	$ -	$ -	$ 9,585.00	17%	0%
MAY 2021	$ 9,585.00	$ -	$ -	$ 9,585.00	25%	0%
JUNE 2021	$ 9,585.00	$ -	$ -	$ 9,585.00	33%	0%
JULY 2021	$ 9,585.00	$ -	$ -	$ 9,585.00	42%	0%
AUGUST 2021	$ 9,585.00	$ -	$ -	$ 9,585.00	50%	0%
SEPTEMBER 2021	$ 9,585.00	$ -	$ -	$ 9,585.00	58%	0%
OCTOBER 2021	$ 9,585.00	$ -	$ -	$ 9,585.00	67%	0%
NOVEMBER 2021	$ 9,585.00	$ -	$ -	$ 9,585.00	75%	0%
DECEMBER 2021	$ 9,585.00	$ -	$ -	$ 9,585.00	83%	0%
JANUARY 2022	$ 9,585.00	$ -	$ -	$ 9,585.00	92%	0%
FEBRUARY 2022	$ 9,585.00	$ -	$ -	$ 9,585.00	100%	0%

KERN EARLY HEAD START

MONTH	BEGINNING BALANCE	SPENT THIS MONTH	SPENT YEAR-TO-DATE	REMAINING BALANCE	% OF YEAR ELAPSED	% OF BUDGET SPENT
MARCH 2021	$ 3,230.00	$ -	$ -	$ 3,230.00	8%	0%
APRIL 2021	$ 3,230.00	$ -	$ -	$ 3,230.00	17%	0%
MAY 2021	$ 3,230.00	$ -	$ -	$ 3,230.00	25%	0%
JUNE 2021	$ 3,230.00	$ -	$ -	$ 3,230.00	33%	0%
JULY 2021	$ 3,230.00	$ -	$ -	$ 3,230.00	42%	0%
AUGUST 2021	$ 3,230.00	$ -	$ -	$ 3,230.00	50%	0%
SEPTEMBER 2021	$ 3,230.00	$ -	$ -	$ 3,230.00	58%	0%
OCTOBER 2021	$ 3,230.00	$ -	$ -	$ 3,230.00	67%	0%
NOVEMBER 2021	$ 3,230.00	$ -	$ -	$ 3,230.00	75%	0%
DECEMBER 2021	$ 3,230.00	$ -	$ -	$ 3,230.00	83%	0%
JANUARY 2022	$ 3,230.00	$ -	$ -	$ 3,230.00	92%	0%
FEBRUARY 2022	$ 3,230.00	$ -	$ -	$ 3,230.00	100%	0%

COMMUNITY ACTION PARTNERSHIP OF KERN
PARENT ACTIVITIES (7175)
2020-2022

SAN JOAQUIN EARLY HEAD START

MONTH	BEGINNING BALANCE	SPENT THIS MONTH	SPENT YEAR-TO-DATE	REMAINING BALANCE	% OF YEAR ELAPSED	% OF BUDGET SPENT
FEBRUARY 2021	$ 1,665.00	$ -	$ -	$ 1,665.00	8%	0%
MARCH 2021	$ 1,665.00	$ -	$ -	$ 1,665.00	17%	0%
APRIL 2021	$ 1,665.00	$ -	$ -	$ 1,665.00	25%	0%
MAY 2021	$ 1,665.00	$ -	$ -	$ 1,665.00	33%	0%
JUNE 2021	$ 1,665.00	$ -	$ -	$ 1,665.00	42%	0%
JULY 2021	$ 1,665.00	$ -	$ -	$ 1,665.00	50%	0%
AUGUST 2021	$ 1,665.00	$ -	$ -	$ 1,665.00	58%	0%
SEPTEMBER 2021	$ 1,665.00	$ -	$ -	$ 1,665.00	67%	0%
OCTOBER 2021	$ 1,665.00	$ -	$ -	$ 1,665.00	75%	0%
NOVEMBER 2021	$ 1,665.00	$ -	$ -	$ 1,665.00	83%	0%
DECEMBER 2021	$ 1,665.00	$ -	$ -	$ 1,665.00	92%	0%
JANUARY 2022	$ 1,665.00	$ -	$ -	$ 1,665.00	100%	0%

EARLY HEAD START CHILD CARE PARTNERSHIPS

MONTH	BEGINNING BALANCE	SPENT THIS MONTH	SPENT YEAR-TO-DATE	REMAINING BALANCE	% OF YEAR ELAPSED	% OF BUDGET SPENT
MARCH 2021	$ 760.00	$ -	$ -	$ 760.00	8%	0%
APRIL 2021	$ 760.00	$ -	$ -	$ 760.00	17%	0%
MAY 2021	$ 760.00	$ -	$ -	$ 760.00	25%	0%
JUNE 2021	$ 760.00	$ -	$ -	$ 760.00	33%	0%
JULY 2021	$ 760.00	$ -	$ -	$ 760.00	42%	0%
AUGUST 2021	$ 760.00	$ -	$ -	$ 760.00	50%	0%
SEPTEMBER 2021	$ 760.00	$ -	$ -	$ 760.00	58%	0%
OCTOBER 2021	$ 760.00	$ -	$ -	$ 760.00	67%	0%
NOVEMBER 2021	$ 760.00	$ -	$ -	$ 760.00	75%	0%
DECEMBER 2021	$ 760.00	$ -	$ -	$ 760.00	83%	0%
JANUARY 2022	$ 760.00	$ -	$ -	$ 760.00	92%	0%
FEBRUARY 2022	$ 760.00		$ -	$ 760.00	100%	0%

Prepared by: Heather McCarley
October 14, 2021

COMMUNITY ACTION PARTNERSHIP OF KERN
ACTIVIDADES DE LOS PADRES
2021-2022

KERN HEAD START

MES	BALANCE INICIAL	LO QUE SE GASTO ESTE MES	LO QUE SE HA GASTADO HASTA ESTE ANO	SALDO RESTANTE	PORCEN-TAJE DEL ANO TRANSCUR RIDO	PORCEN-TAJE DEL PRESU-PUESTO QUE SE GASTO
MARZO DEL 2021	$ 8,731.00	$ -	$ -	$ 8,731.00	8%	0%
ABRIL DEL 2021	$ 8,731.00	$ -	$ -	$ 8,731.00	17%	0%
MAYO DEL 2021	$ 8,731.00	$ -	$ -	$ 8,731.00	25%	0%
JUNIO DEL 2021	$ 8,731.00	$ -	$ -	$ 8,731.00	33%	0%
JULIO DEL 2021	$ 18,711.00	$ -	$ -	$ 18,711.00	13%	0%
AGOSTO DEL 2021	$ 18,711.00	$ -	$ -	$ 18,711.00	25%	0%
SEPTIEMBRE DEL 2021	$ 18,711.00	$ -	$ -	$ 18,711.00	38%	0%
OCTUBRE DEL 2021	$ 18,711.00	$ -	$ -	$ 18,711.00	50%	0%
NOVIEMBRE DEL 2021	$ 18,711.00	$ -	$ -	$ 18,711.00	63%	0%
DICIEMBRE DEL 2021	$ 18,711.00	$ -	$ -	$ 18,711.00	75%	0%
ENERO DEL 2022	$ 18,711.00	$ -	$ -	$ 18,711.00	88%	0%
FEBRERO DEL 2022	$ 18,711.00	$ -	$ -	$ 18,711.00	100%	0%

KERN EARLY HEAD START

MES	BALANCE INICIAL	LO QUE SE GASTO ESTE MES	LO QUE SE HA GASTADO HASTA ESTE ANO	SALDO RESTANTE	PORCEN-TAJE DEL ANO TRANSCUR RIDO	PORCEN-TAJE DEL PRESU-PUESTO QUE SE GASTO
MARZO DEL 2021	$ 1,363.00	$ -	$ -	$ 1,363.00	8%	0%
ABRIL DEL 2021	$ 1,363.00	$ -	$ -	$ 1,363.00	17%	0%
MAYO DEL 2021	$ 1,363.00	$ -	$ -	$ 1,363.00	25%	0%
JUNIO DEL 2021	$ 1,363.00	$ -	$ -	$ 1,363.00	33%	0%
JULIO DEL 2021	$ 6,264.00	$ -	$ -	$ 6,264.00	13%	0%
AGOSTO DEL 2021	$ 6,264.00	$ -	$ -	$ 6,264.00	25%	0%
SEPTIEMBRE DEL 2018	$ 6,264.00	$ -	$ -	$ 6,264.00	38%	0%
OCTUBRE DEL 2021	$ 6,264.00	$ -	$ -	$ 6,264.00	50%	0%
NOVIEMBRE DEL 2021	$ 6,264.00	$ -	$ -	$ 6,264.00	63%	0%
DICIEMBRE DEL 2021	$ 6,264.00	$ -	$ -	$ 6,264.00	75%	0%
ENERO DEL 2022	$ 6,264.00	$ -	$ -	$ 6,264.00	88%	0%
FEBRERO DEL 2022	$ 6,264.00	$ -	$ -	$ 6,264.00	100%	0%

COMMUNITY ACTION PARTNERSHIP OF KERN
ACTIVIDADES DE LOS PADRES
2021-2022

SAN JOAQUIN EARLY HEAD START

MES	BALANCE INICIAL	LO QUE SE GASTO ESTE MES	LO QUE SE HA GASTADO HASTA ESTE ANO	SALDO RESTANTE	PORCEN-TAJE DEL ANO TRANSCUR RIDO	PORCEN-TAJE DEL PRESU-PUESTO QUE SE GASTO
FEBRERO DEL 2021	$ 1,665.00	$ -	$ -	$ 1,665.00	8%	0%
MARZO DEL 2021	$ 1,665.00	$ -	$ -	$ 1,665.00	17%	0%
ABRIL DEL 2021	$ 1,665.00	$ -	$ -	$ 1,665.00	25%	0%
MAYO DEL 2021	$ 1,665.00	$ -	$ -	$ 1,665.00	33%	0%
JUNIO DEL 2021	$ 1,665.00	$ -	$ -	$ 1,665.00	42%	0%
JULIO DEL 2021	$ 1,665.00	$ -	$ -	$ 1,665.00	50%	0%
AGOSTO DEL 2021	$ 1,665.00	$ -	$ -	$ 1,665.00	58%	0%
SEPTIEMBRE DEL 2021	$ 1,665.00	$ -	$ -	$ 1,665.00	67%	0%
OCTUBRE DEL 2021	$ 1,665.00	$ -	$ -	$ 1,665.00	75%	0%
NOVIEMBRE DEL 2021	$ 1,665.00	$ -	$ -	$ 1,665.00	83%	0%
DICIEMBRE DEL 2021	$ 1,665.00	$ -	$ -	$ 1,665.00	92%	0%
ENERO DEL 2022	$ 1,665.00	$ -	$ -	$ 1,665.00	100%	0%

EARLY HEAD START CHILD CARE PARTNERSHIPS

MES	BALANCE INICIAL	LO QUE SE GASTO ESTE MES	LO QUE SE HA GASTADO HASTA ESTE ANO	SALDO RESTANTE	PORCEN-TAJE DEL ANO TRANSCUR RIDO	PORCEN-TAJE DEL PRESU-PUESTO QUE SE GASTO
MARZO DEL 2021	$ 760.00	$ -	$ -	$ 760.00	8%	0%
ABRIL DEL 2021	$ 760.00	$ -	$ -	$ 760.00	17%	0%
MAYO DEL 2021	$ 760.00	$ -	$ -	$ 760.00	25%	0%
JUNIO DEL 2021	$ 760.00	$ -	$ -	$ 760.00	33%	0%
JULIO DEL 2021	$ 760.00	$ -	$ -	$ 760.00	42%	0%
AGOSTO DEL 2021	$ 760.00	$ -	$ -	$ 760.00	50%	0%
SEPTIEMBRE DEL 2018	$ 760.00	$ -	$ -	$ 760.00	58%	0%
OCTUBRE DEL 2021	$ 760.00	$ -	$ -	$ 760.00	67%	0%
NOVIEMBRE DEL 2021	$ 760.00	$ -	$ -	$ 760.00	75%	0%
DICIEMBRE DEL 2021	$ 760.00	$ -	$ -	$ 760.00	83%	0%
ENERO DEL 2022	$ 760.00	$ -	$ -	$ 760.00	92%	0%
FEBRERO DEL 2022	$ 760.00	$ -	$ -	$ 760.00	100%	0%

Preparado por Heather McCarley
14 de Octubre 2021

Community Action Partnership of Kern
Head Start and Early Head Start Kern
Year-to-Date Non-Federal Share and In-Kind Report
Budget Period: March 1, 2021 through February 28, 2022
Report for period ending **August 31, 2021** (Month 6 of 12)
Percent of budget period elapsed: 50%

LOCATION	Enroll-ment	March	April	May	June	July	Aug	Sep	YTD Totals	IN-KIND GOAL	% OF GOAL MET
Alberta Dillard	40	3,806	3,344	1,604	832	0	603	36	10,225	40,535	25%
Alicante	20	2,759	2,527	2,754	3,695	1,994	2,133	144	16,006	20,268	79%
Angela Martinez	60	1,682	5,056	1,604	2,212	2,609	1,968	79	15,211	60,803	25%
Broadway	40	9,072	8,492	6,658	0	0	804	95	25,122	40,535	62%
California City	34	7,983	7,727	3,833	0	0	492	136	20,171	34,455	59%
Cleo Foran	23	15,779	14,629	14,352	12,627	8,483	6,362	0	72,232	23,308	310%
Delano	76	19,953	21,082	15,436	8,265	6,572	2,353	0	73,661	77,017	96%
East California	52	14,322	16,129	16,718	15,278	15,044	7,483	75	85,049	52,696	161%
Fairfax	40	8,429	9,246	5,856	0	0	1,529	127	25,187	40,535	62%
Fairview	40	7,209	8,499	5,236	5,291	4,000	1,870	55	32,160	40,535	79%
Harvey L. Hall	156	11,773	13,555	13,824	9,064	6,858	5,600	0	60,674	158,087	38%
Heritage	20	5,914	6,825	3,362	0	0	397	109	16,607	20,268	82%
Home Base	123	12,960	10,178	8,707	6,057	6,723	3,784	0	48,409	62,323	78%
Lamont	20	3,352	4,009	406	1,055	1,485	0	0	10,306	20,268	51%
Martha J. Morgan	72	8,319	7,861	7,623	5,287	5,192	0	183	34,465	72,963	47%
McFarland	20	2,099	2,182	1,391	0	0	985	161	6,817	20,268	34%
Mojave	20	7,890	10,296	5,212	0	0	0	0	23,397	20,268	115%
Oasis	60	5,094	7,534	5,183	4,325	3,895	1,557	0	27,588	60,803	45%
Pete H. Parra	128	9,302	10,728	9,209	0	0	0	0	29,238	129,713	23%
Planz	20	0	1,168	0	0	0	0	68	1,237	20,268	6%
Primeros Pasos	78	13,394	9,779	8,252	2,597	3,316	2,133	149	39,619	79,044	50%
Rosamond	80	5,024	6,643	2,972	1,649	0	0	51	16,340	81,070	20%
San Diego Street	40	2,566	2,282	2,970	2,501	1,709	3,361	0	15,390	40,535	38%
Seibert	40	0	0	0	0	0	0	0	0	40,535	0%
Shafter	20	3,661	2,948	2,292	1,198	0	0	145	10,244	20,268	51%
Shafter HS/EHS	25	1,137	2,606	2,500	2,453	2,067	1,094	73	11,930	25,334	47%
Sterling	124	7,380	8,415	7,213	8,151	7,074	1,170	73	39,475	125,659	31%
Sunrise Villa	20	2,328	1,874	651	1,718	0	789	0	7,361	20,268	36%
Taft	63	4,500	5,261	3,946	0	0	430	53	14,191	63,843	22%
Tehachapi	34	2,181	0	0	0	0	0	136	2,318	34,455	7%
Vineland	20	4,160	2,420	923	1,009	1,100	609	133	10,354	20,268	51%
Virginia	40	3,948	4,743	3,377	0	0	0	85	12,153	40,535	30%
Wesley	60	27,407	27,036	13,247	0	0	2,686	0	70,376	60,803	116%
Willow	55	5,130	4,162	2,753	0	0	762	0	12,807	55,736	23%
Administrative Services		0	0	0	0	0	0	0	0	0	NA
Governance		0	0	0	0	0	0	0	0	15,000	
Program Services		23	130	119	10,127	0	0	6,907	17,306	74,265	23%
SUBTOTAL IN-KIND	**1,763**	**240,533**	**249,365**	**180,185**	**105,391**	**78,122**	**50,954**	**9,074**	**913,625**	**1,813,530**	**50%**
State General Child Care*		218,706	214,532	221,798	216,097	167,020	182,708	187,329	1,408,189	2,821,834	50%
State Preschool*		395,510	387,783	334,094	184,445	165,206	155,454	233,778	1,856,270	3,865,832	48%
State Migrant Child Care*		9,413	9,710	9,016	9,016	4,013	4,161	4,756	50,085	125,833	40%
SUBTOTAL CA DEPT of ED		**623,628**	**612,025**	**564,909**	**409,558**	**336,238**	**342,324**	**425,863**	**3,314,545**	**6,813,499**	**49%**
GRAND TOTAL		**864,161**	**861,390**	**745,094**	**514,949**	**414,360**	**393,278**	**434,937**	**4,228,170**	**8,627,029**	**49%**

*May include estimates

Community Action Partnership of Kern
San Joaquin Early Head Start
Non-Federal Share and In-Kind Year-to-Date Report
Budget Period: February 1, 2021 through January 31, 2022
Report for period ending July 31**, 2021** (Month 6 of 12)

Percent of budget period elapsed: 50%

LOCATION	FUNDED ENROLL-MENT	Feb	March	April	May	June	July	Aug	YTD Totals	IN-KIND GOAL	% OF GOAL MET
California Street	24	2,654	2,912	2,136	1,330	364	1,180	627	11,202	39,646	28%
Chrisman	20	2,493	2,771	2,804	2,097	1,582	3,454	3,486	18,686	33,039	57%
Gianone	16	1,009	1,300	1,254	1,179	1,130	1,283	1,316	8,472	26,431	32%
Kennedy	16	1,188	858	927	699	844	1,095	1,260	6,870	26,431	26%
Lodi Home Base	35	0	6,413	5,295	1,712	3,093	871	0	17,384	28,909	60%
Lodi UCC	30	3,271	3,946	2,019	5,524	2,934	2,945	3,246	23,886	49,558	48%
Manteca Home Base	12	1,106	3,329	3,285	2,982	1,967	1,679	3,097	17,443	9,912	176%
Marci Massei	24	2,453	3,257	2,521	1,766	2,170	2,231	1,597	15,994	39,646	40%
St. Mary's	24	3,029	2,929	3,172	2,203	1,809	2,760	0	15,901	39,646	40%
Stockton Home Base	90	5,231	9,230	10,569	6,339	4,433	6,659	4,036	46,496	74,337	63%
Tracy Home Base	12	0	0	0	0	0	1,654	0	1,654	9,912	17%
Walnut	24	3,004	3,300	4,579	5,262	2,716	3,673	1,347	23,881	39,646	60%
Administrative Services		0	0	0	0	0	0	0	0	0	
Program Services		15,169	15,194	18,213	15,348	8,655	8,655	8,655	133,163	108,412	123%
Policy Council		0	0	0	0	0	0	0	0	1,000	0%
SUBTOTAL IN-KIND	**327**	**40,606**	**55,437**	**56,773**	**46,441**	**31,696**	**38,138**	**28,666**	**341,032**	**526,525**	**65%**
State General Child Care*		120,553	164,511	162,164	150,886	151,577	80,599	85,432	999,357	1,175,152	85%
SUBTOTAL CA DEPT of ED		**120,553**	**164,511**	**162,164**	**150,886**	**151,577**	**80,599**	**85,432**	**999,357**	**1,175,152**	**85%**
GRAND TOTAL		**161,159**	**219,948**	**218,937**	**197,327**	**183,273**	**118,737**	**114,098**	**1,340,389**	**1,701,677**	**79%**

*May include estimates

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Head Start/State Child Development/Yolanda Gonzales	**Month/Year:** September 2021
Program/Work Unit: Head Start/Early Head Start	**Program Manager/Supervisor:** Ginger Mendez/Robert Espinosa
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	Over Income 131%+ up to 10% 101—130% Up to 35%
Head Start Kern	**1317**	**659**	**50%**		**3%**	**6%** **3%**
Early Head Start Kern • EHS Center Based • EHS Home Based • EHS Home Based-Interim	**446** 243 123 80	**274**	**61%**	 181 /243 82 /123 11/80	**7%**	**8%** **4%**
Early Head Start San Joaquin	**313**	**206**	**66%**		**3%**	**8%** **5%**
Early Head Start Partnership • Angela Martinez • Bakersfield College • Blanton • Garden Pathways • Taft College • Escuelita Hernandez • Seeking Partner	**152** 24 32 16 11 42 16 11	**85**	**56%** 63% 59% 75% 64% 69% 19% 0	 15 /24 19 /32 12/16 7/11 29/42 3/16 0/11	**4%**	**8%** **5%**

HIGHLIGHTS:

Early Head Start Partnership Enrollment Updates:

Slot Reallocation: Approval is pending from Office of Head Start.

Escuelita Hernandez: Permit has been received and expected date for completion is 10/17/21.

Home Visiting Program	Cumulative Enrollment	Contract Enrollment Target
	156	**204**

Division Staffing			
Currently Employed	Vacant Positions	Continuous Family Leave	Intermittent Family Leave
670	75	24	115

HIGHLIGHTS:

- 2 onboarded in the month of September
- 2 internal promotions
- 12 individuals are in the pre-employment process

Compliance
Ongoing collaboration with ERSEA and Finance for audit. An educational assessment of all classrooms was completed to ensure that teaching staff are using the curriculum to fidelity.

Central Kitchen September 2021				
Meals & Snacks	**Total # Prepared**	**Breakfast**	**Lunch**	**Snack**
Center Totals	**49,108**	18,837	15,150	15,121

HIGHLIGHTS:

Collaboration between Enrollment department and Central Kitchen instituted to provide weekly enrollment numbers to minimize food waste.

CACFP						
August 2021						
Total Meals Delivered			**Meals Allocated**		**# of Meals Served**	**% of Meals Served**
Central Kitchen	Vendor Meals	Total Meals	CACFP/USDA	HS/EHS		
28,064	7,151	35,215	15,889	19,326	19,393	55%

Scan the code with your phone for more info!

Head Start
A Program of CAPK

Your child's health and education is our priority.

Community Action Partnership of Kern has put a portfolio of robust safety features into place to reduce the risk of COVID-19 transmission while children are learning with Head Start. Drop-off and pick-up times are staggered, staff, children and parents receive non-contact health screenings every day, classroom attendance size is limited, physical distancing procedures are in place, hands are washed regularly and personal protective equipment is in use. Head Start is a no cost program for children 6 weeks to 5 years from low income families and pregnant women. Families and children experiencing homelessness and children in the foster care system are also eligible, as well as children with disabilities and other special needs.







Head Start offers options based on your family's needs:

Head Start
promotes school readiness for children 3-5 years through:
- Online/Distance Learning
- Full Day/Part Day in class

Early Head Start:
- **Home Based:** Teachers work with the families, through weekly visits that support their child's development and their own family goals
- **Pregnant Women:** Prenatal support and follow-up
- **Full Day in class:** School Readiness specially designed for the unique needs of infants and toddlers

capk
Community Action Partnership of Kern

Head Start kids receive:
- High-quality, age appropriate learning from credentialed teachers
- Free Medical and Dental screenings
- Healthy Meals and Snacks
- A safe indoor and outdoor setting to explore, discover and learn

Give your child a Head Start!

1-800-701-7060

03192021

Scan the code with your phone for more info!

Head Start
A Program of CAPK

La salud y educación de su hijo(a) es nuestra prioridad

La Asociación de Acción Comunitaria de Kern ha implementado una selección de componentes de seguridad sólidos para reducir el riesgo de transmisión de COVID-19, mientras los menores asisten al programa de Head Start. Los horarios de entrada y salida, se han alternado; el personal, los niños (as) y los padres reciben exámenes de salud sin contacto todos los días, el cupo en los salones se ha limitado, así como también se han establecido procedimientos de distanciamiento físico, aseo de manos que se realiza regularmente y se utiliza equipo de protección personal. Head Start es un programa sin costo, diseñado para niños (as) de 6 semanas hasta 5 años provenientes de familias de escasos recursos y mujeres embarazadas. Las familias y menores desamparados, así como las familias inscritas en el sistema de crianza, también pueden calificar para el programa, esto también incluye a los niños (as) con discapacidades y otras necesidades especiales.







Head Startle ofrece opciones en base a las necesidades de su familia

Head Start

Startpromueve la preparación escolar para niños (as) de 3-5 años a través de:

- Aprendizaje en línea y a distancia
- Clases de tiempo completo y medio tiempo

Early Head Start:

- **Servicios a domicilio:** Los maestros trabajancon las familias por medio de visitas semanalesque apoyan el desarrollo de su hijo (a) , asicomo las metas familiares
- **Mujeres embarazadas:** Apoyo prenatal y seguimiento después del parto
- **Día completo en clase:** Se les proporciona preparación escolar especialmente diseñada para las necesidades únicas de los bebés e infantes.

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Community Action Partnership of Kern

Los alumnos de Head Start reciben:

- Instrucción de alta calidad diseñada para cadaetapa, dirigida por maestros (as), acreditados
- Exámenes de salud y dentales gratuitos
- Almuerzos y refrigerios saludables
- Ambiente interior y exterior segurosdiseñados para la exploración, descubrimiento y aprendizaje.

¡Dele la oportunidad de un buen comienzo a su hijo (a) en Early Head Start!

1-800-701-7060

03192021



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Community Action Partnership of Kern

BEHIND ON RENT?

ZERO OUT YOUR BILL.
KEEP YOUR HOME.

CAPK'S RENTAL ASSISTANCE PROGRAM

helps low-income Kern County residents eliminate their back rent.

California's ban on evictions ended on September 30.

DON'T WAIT. NOW IS THE TIME TO GET THE HELP YOU NEED.

Go to **www.capk.org** and click Apply Now on the Rental Assistance program tab at the top of the page to fill out your online application.

We'll contact you to create your assistance plan and get you on your way to recovery.



Emergency Rental Assistance Program (ERAP)

The Federal and California State Governments have made funding available for residents of San Joaquin County to provide assistance in paying past due rent and utilities. Eligibility criteria for the ERAP includes the following:

- You must reside in the unincorporated County or one of the following cities: Escalon, Lathrop, Lodi, Manteca, Ripon, or Tracy. Residents of Stockton (within city-limits) should apply on the City of Stockton website: www.stocktonca.gov
- Household income must be at or below 80% of the Area Median Income
- You must have suffered financial hardship due to the COVID-19 pandemic *(loss of job, reduction in hours, or reduction in salary)*
- To apply, please go to the Housing is Key website (www.housing.ca.gov)

Program Highlights

Free financial assistance is available to landlords and renters who need help with unpaid or future rent or utilities.

Landlords and renters are both encouraged to apply.

Income-eligible applicants may qualify regardless of immigration status and will not be required to show proof of citizenship.

Assistance from the CA COVID-19 Rent Relief program does NOT count as earned income (for renters) and will NOT affect eligibility for any other state benefit assistance programs, such as CalFresh or CalWORKS.

All applicant information is kept private and will not be shared.

Applications will be accepted on an ongoing basis. Priority assistance will be given to income eligible households most at-risk of eviction.

Once an application has been successfully processed, both the landlord and renter will be notified of next steps.



Kern County Family Justice Center
2101 Oak Street
Bakersfield, CA 93301
(661) 868-8410

San Joaquin County Family Justice Center
222 E Weber Avenue
Stockton, CA 95202
(209 468-2600

Make a Difference in the Life of a Child

capk
Community Action Partnership of Kern

Mentor Help Wanted!

- **Do you enjoy encouraging others and contributing to their success?** Do you like to laugh and inspire others to have fun while learning? If so, make a difference today by shaping the life of a youth in need. Become A Mentor!
- **Getting Started Is Simple**
  1. Complete a mentor application and pass a background check.
  2. Attend a one-time orientation/training.
- **Must be able to commit to being a volunteer Mentor one hour a week, for one year.**

Mentee

- **Could Your Child (age 6-18) Benefit From A Mentor?**
- We all need someone to look up to and a Mentor can provide that for your student.
- **All Mentors are pre-screened** with a thorough background check and receive training/ orientation.
- Mentors will meet with students one hour a week for one year.
- **Students with Mentors have been shown to:**
  1. Improve relationships with family, authority & peers.
  2. Improve school attendance & grades.
  3. Be promoted to the next grade level in school.

ACT NOW! To apply or for more information please call

(661) 369-8926

or lhannib@capk.org



CalWORKs

Home Visiting Program







Home visiting could help you with:

- Pre-natal & post-partum education
- Family and community support
- Positive parent and child interactions
- Health and social services

Who May Be Eligible?

CalWORKs participants who are:

- Pregnant
- Parents or caretakers of children birth to 24 months.



To learn more or to sign up for the program,

Please contact our HVP Liaison at **(661)631-6756** or your CalWORKs case worker.

CalWORKs

Programa de Visitas a domicilio







Las visitas a domicilio le pueden ayudar con:

- Educación
- Apoyo familar y comunitario
- Interacción positiva entre padres e hijos
- Servicos sociales y de salud

¿Quién es elegible?

Las personas que participan en el programa de CalWORKs:

- Embarazadas
- Padres o guardianes de bebés recién nacidos hasta 24 meses de edad



Para obtener más información o inscribirse en el programa,

Llame al coordinador de HVP al **(661)631-6756** o a su trabajador social de CalWORKS.

FAMILY WELLNESS
Monthly Parent Trainings with Dr. Kirk

All Trainings are on Monday's
3:00pm-4:00pm on Zoom

~~September 13, 2021~~
~~October 11, 2021~~
November 8, 2021
December 13, 2021
January 10, 2022
February 7, 2022
March 7, 2022
April 11, 2022
May 9, 2022



Save The Date
Drive-Thru Health and Resources Fair



Wednesday, October 27, 2021

Bear Mountain Elementary

1501 Hood St. Arvin, CA 93203

3:00 PM – 5:00 PM

FREE Mammograms!

For an appointment call Sonia Flores:

(661) 322-5601

Limited Appointments

2:00 PM – 6:00 PM

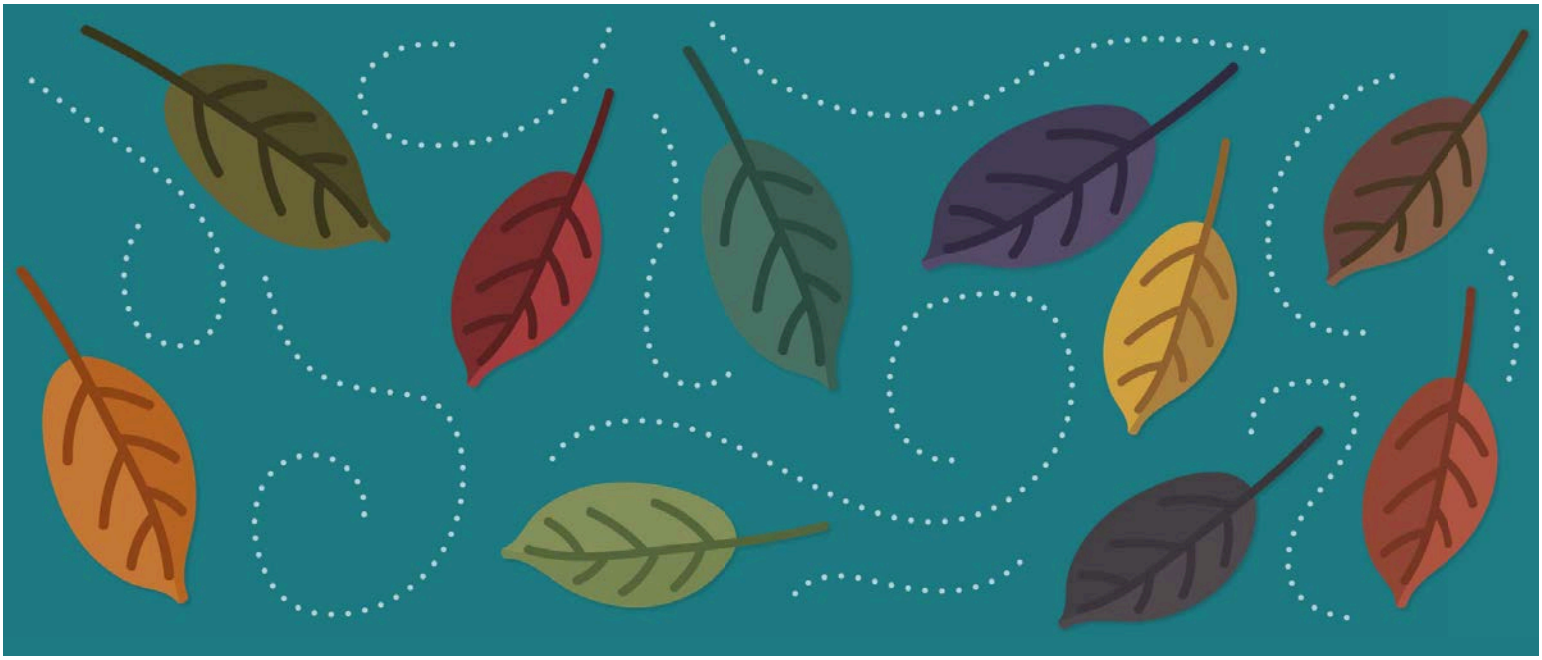
Links for Life
Service • Support • Survival

Kern County Superintendent of Schools
Office of Mary C. Barlow
...advocates for children

ARVIN UNION SCHOOL DISTRICT

Resources

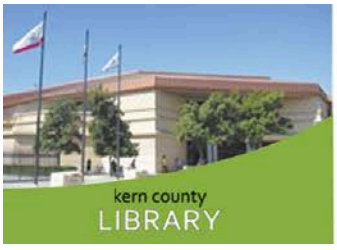
Raffles



Trick or Tweet

You are invited to participate in our Fall Carnival event!
October 29th, 3-5:30pm

Bring & decorate a table, hand out candy & any promos or swag you'd like, and invite adults to follow your organization on social media. Please send a current logo with your RSVP if you would like adults to follow you on social media. Adults that follow all partners on social media will be entered into a prize drawing! Donations for prize drawing are also welcome! Contact shalyn.pineda@kernlibrary.org to RSVP and get more info.



Beale Memorial Library | 661.868.0701 | info@kernlibrary.org | kernlibrary.org

@bealelibrary | @KernCountyLibrary | @KernCntyLibrary | @KernCountyLibrary



The Record's 24th Annual Family Day at the Park will be VIRTUAL in 2021

Family Day at the Park is a fun-filled family friendly event!

September 13, 2021 through October 29, 2021 enjoy Family Day online! The event is free to the public. The Record's signature event, Family Day at the Park provides days of fun and educational activities for the entire community.

There will be online interactive projects, music, clowns, storytelling, published authors, and more!

For further information visit the website at familydayatthepark.com or contact Event Producer Anna Sass at SASS! Public Relations at 209-957-7277.



10/30/21

@10am

944 7th Street

Wasco, Ca 93280



10/30/21

@10am

944 Calle 7

Wasco, Ca 93280

Adventist Health

FIRST 5 KERN
Sponsored by First 5 Kern. Paid for by Proposition 10.

Children's Mobile Immunization Program

November 2021

- Vaccines are FREE for children ages 0-5 regardless of health insurance.
- Vaccines are FREE for children ages 6-18 who meet one of the following criteria:
  1. No health insurance
  2. Enrolled in Medi-Cal (Please bring Medi-cal card to every visit.)
  3. American Indian or Native Alaskan
- We offer the Hemoglobin test FREE of charge for children, expecting/postpartum mothers, regardless of health insurance.
- Your child's Immunization cards are required.
- Please be aware that our program DOES NOT offer TB skin tests or physicals.
- Clinics may be canceled due to weather conditions. Please call our office prior to arriving.
- We may stop registration 30 minutes before closing time.

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1	2	3 Albertson's 1520 Brundage Ln. (Parking Lot) 9:00 am—11:30 am 12:00 pm—2:00 pm	4	5	6
7	8 Greenfield Family Resource Center 5400 Monitor Street (Parking Lot) 9:00 am—11:30 am 12:00 pm—2:00 pm	9	10 Kern County Dept. of Human Services 100 E. California Ave (Parking Lot) 9:00 am—11:30 am 12:00 pm—2:00 pm	11 OFFICE CLOSED	12	13
14	15 Walmart Supercenter 5075 Gosford Rd. (Parking Lot) 9:00 am—11:30 am 12:00 pm—2:00 pm	16	17 Adventist Health Bakersfield 2800 Chester Ave. (Parking Lot @29th) 1:00 pm—3:00 pm 3:30 pm—6:00 pm	18	19	20
21	22 NOR-Riverview Park 437 Willow Drive (Parking Lot) 9:00 am—11:30 am 12:00 pm—2:00 pm	23	24 New Life Church 4201 Stine Road (Parking Lot) 9:00 am—11:30 am 12:00 pm—2:00 pm	25 OFFICE CLOSED	26 OFFICE CLOSED	27
28	29	30 Walmart 401 Central Ave., **WASCO** (Parking Lot) 9:30 am—11:30 am 12:00 pm—2:00 pm			**Hi I'm Pip!**	



Prior to attending one of the clinics listed, please call (661) 869-6740, for additional instructions

Due to COVID-19 precautions, children over the age of 5 require an appointment.

To view our clinic schedule online visit http://www.adventisthealthbakersfield.org/immunizations

Adventist Health

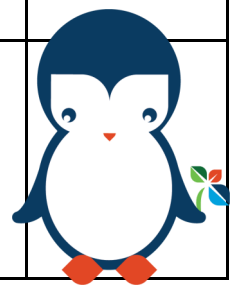
FIRST 5 KERN
Sponsored by First 5 Kern. Paid for by Proposition 10.

Children's Mobile Immunization Program

Noviembre 2021

- Vacunas son GRATIS para niños menores de 5 años sin importar cobertura medica.
- Vacunas son GRATIS para niños de 6-18 años que cumplen uno de los siguentes criterios:
  1. No aseguranza medica
  2. Inscrito a Medi-Cal (Favor de traer la tarjeta de Medi-cal en cada visita)
  3. Indio Americano o Nativo de Alaska
- Ofrecemos prueba de Hemoglobina GRATIS para niños, mujeres emabrazadas/postparto sin importar corbertura medica.
- La tarjetas de vacunas de su hijo(a) son requeridas.
- NO OFRECEMOS pruebas de tuberculosis o exámenes fisicos.
- Las clinicas podran ser canceladas por condiciones del clima. Porfavor llame antes de ir a la clinica móvil.
- Podemos parar de registrar 30 minutos antes de cerrar.

DOMINGO	LUNES	MARTES	MIERCOLES	JUEVES	VIERNES	SABADO
	1	2	3 Albertson's 1520 Brundage Ln. (Estacionamiento) 9:00 am—11:30 am 12:00 pm—2:00 pm	4	5	6
7	8 Greenfield Family Resource Center 5400 Monitor Street (Estacionamiento) 9:00 am—11:30 am 12:00 pm—2:00 pm	9	10 Kern County Dept. of Human Services 100 E. California Ave (Estacionamiento) 9:00 am—11:30 am 12:00 pm—2:00 pm	11 OFICINA CERRADA	12	13
14	15 Walmart Supercenter 5075 Gosford Rd. (Estacionamiento) 9:00 am—11:30 am 12:00 pm—2:00 pm	16	17 Adventist Health Bakersfield 2800 Chester Ave. (Estacionamiento) 1:00 pm—3:00 pm 3:30 pm—6:00 pm	18	19	20
21	22 NOR-Riverview Park 437 Willow Drive (Estacionamiento) 9:00 am—11:30 am 12:00 pm—2:00 pm	23	24 New Life Church 4201 Stine Road (Estacionamiento) 9:00 am—11:30 am 12:00 pm—2:00 pm	25 OFICINA CERRADA	26 OFICINA CERRADA	27
28	29	30 Walmart 401 Central Ave., **WASCO** (Estacionamiento) 9:30 am—11:30 am 12:00 pm—2:00 pm			**Hola Soy Pip!**	



Favor de llamar al (661) 869-6740 antes de acudir a una de las clinicas para mas instrucciones

Debido a precauciones de COVID-19, niños mayores de 5 años necesitan hacer cita.

Para ver la programacion de clinicas visite la pagina http://www.adventisthealthbakersfield.org/immunizations

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Policy Council

From: Jerry Meade, Assistant Director - Programs

Date: October 26, 2021

Subject: *Agenda Item:* Application for Continued Funding of Early Head Start San Joaquin **– Action Item**

The Head Start and State Child Development division is requesting approval to submit an application for 2022-2023 funding of the Early Head Start (EHS) San Joaquin grant #09CH011406. Approval from the Policy Council is required for the application due November 1, 2020.

The EHS San Joaquin application to be submitted will describe the program design and approach to delivery for the funding period 02/01/2022 – 1/31/2023. However, the Head Start / Early Head Start Consolidation application will begin March 1, 2022. The Office of Head Start has instructed program staff to submit an annual application but will in turn fund 1/12 of the SJC county annual grant. This one month of funding will close the gap between funding cycles ensuring services to children and families will continue uninterrupted for the month of February 2022.

The funding levels for the 12-month period 02/01/2022 through 01/31/2023 are:

- $5,556,061 for program operations;
- $119,175 for training and technical assistance.

Anticipated funding received for 1/12 of the period 02/01/2022 through 01/31/2023 are:

- $463,005 for program operations;
- $9,931 for training and technical assistance.

Recommendation

Staff recommends that Policy Council approves the submission of the application for continued funding of Early Head Start San Joaquin 09CH011406 for the 2022-2023 budget period.

Attachments:
2022-2023 Budget Detail

Early Head Start
San Joaquin County
2022-2023 Budget Detail

BUDGETED EXPENDITURES

	2021-2022	2022-2023	VARIANCE	Comments
PERSONNEL	**4,790,584**	**4,997,946**	**207,362**	Variance is due to 2% COLA
FRINGE BENEFITS	**1,374,281**	**1,276,888**	**(97,393)**	Variance based on historical data
TRAVEL	**3,260**	**3,260**	**-**	
EQUIPMENT	**45,000**	**-**	**(45,000)**	No Equipment Budgeted
SUPPLIES				
Office Supplies	11,000	11,000	-	
Child and Family Services Supplies	80,720	80,720	-	
Food Services Supplies	6,500	6,500	-	
Other Supplies (e.g. janitorial, training)	38,815	38,815	-	
TOTAL SUPPLIES	**137,035**	**137,035**	**-**	
CONTRACTUAL				
Administrative Services	1,300	1,300	-	
Training & Technical Assistance	7,345	7,345	-	
Other Contracts	8,200	8,200	-	
TOTAL CONTRACTUAL	**16,845**	**16,845**	**-**	
OTHER				
Rent	241,390	241,390	-	
Utilities, Telephone	133,975	133,975	-	
Building & Child Liability Insurance	12,000	12,000	-	
Building Maintenance/Repair	83,727	83,727	-	
Nutrition Services	288,145	288,145	-	
Child Services Consultants	5,000	5,000	-	
Parent Services	1,715	1,715	-	
Publications/Advertising/Printing	3,970	3,970	-	
Training or Staff Development	19,301	19,301	-	
Other	111,855	111,855	-	
TOTAL OTHER	**901,078**	**901,078**	**-**	
INDIRECT	**689,372**	**691,369**	**1,997**	Variance is due to no equipment purchase and the increase in overall budget from COLA
BUDGETED EXPENDITURES	**7,957,455**	**8,024,421**	**66,966**	

REVENUES

STATE & FEDERAL REVENUES	**2020-2021 BUDGET**	**2020-2021 BUDGET REVISED**	**VARIANCE increase (decrease)**	**Comments**
Early Head Start Operations	5,489,094	5,556,061	66,967	Increase from 2021 COLA
Early Head Start Training & Technical Assistance	119,175	119,175	-	
Child & Adult Care Food Program	144,527	177,633	33,106	Increased based on projected full enrollment
San Joaquin County of Education	846,988	2,171,552	1,324,564	Increased based on projected full enrollment
TOTAL STATE & FEDERAL REVENUES	**6,599,784**	**8,024,421**	**1,424,637**	

SUMMARY - 2022-2023

TOTAL REVENUES	8,024,421
TOTAL BUDGETED EXPENDITURES	8,024,421
DIFFERENCE	**-**
ESTIMATED HS/EHS ADMINISTRATIVE COST RATE:	**11.57%**

MEMORANDUM

To: Policy Council

From: Jerry Meade, Assistant Director ~ Program

Date: October 26, 2021

Subject: Request to submit Annual Application with Consolidated Head Start Grants – **Action Item**

The Head Start and State Child Development Division is requesting approval from the Policy Council to submit an Annual Application with consolidated Head Start and Early Head Start programs across Kern County and San Joaquin County. This application and subsequent budget detail consolidates the Head Start / Early Head Start Kern (09CH011132), Early Head San Joaquin County(09CH011406), and Early Head Start Child Care Partnership (09HP000163) grants.

Currently, each award has a distinct budget cycle, annual funding amount, funded enrollment level, and designated service area. Consolidating the grants will benefit CAPK by streamlining administrative requirements and removing duplicative efforts. The accounting structure change will also allow flexibility to adjust funds between programs without an approved budget modification from the Office of Head Start.

As a result, grant management for Head Start and State Child Development Division will be more efficient and cohesive. Funding will support programs more holistically, and the Board of Directors and Policy Councils will benefit from a more singular view of budgets, needs, and options.

Noteworthy, grants will be required to have the same project period; the project period of the oldest grant will be implemented across the consolidated program. To address this requirement and the impact on program funds, the Region IX Office will prorate one month of funding for the month of February 2022 for the San Joaquin County program.

This proposal was formulated through discussions with the Region IX Office, as well as with members of our Finance team. These consultations have supported CAPK's request to submit a letter of Intent to Consolidate Grants, thereby consolidating 3 grants into 1. This consolidation will be effective March 1, 2022, upon approval from the Office of Head Start.

Recommendation:
Staff recommends the Policy Council approves the submission of the Annual Application with Consolidated HS/EHS Grants for the 2022-2023 funding year.

Attachment:
Budget Detail
Policy Council Approval Form

HEAD START & EARLY HEAD START KERN
CHILD AND ADULT CARE FOOD PROGRAM
CALIFORNIA DEPARTMENT OF EDUCATION
2022-2023 COMBINED BUDGET DETAIL

BUDGETED EXPENDITURES

Head Start/Early Head Start Program Operations, Training & Technical Assistance, Child & Adult Care Food Program, California Department of Education	2021-2022	2022-2023	VARIANCE increase (decrease)	Comments
PERSONNEL	**27,148,536**	**27,933,258**	**784,722**	Increase to Minimum Wage
FRINGE BENEFITS	**8,191,589**	**8,269,261**	**77,672**	Slight increase in costs as CAPK
TRAVEL	**82,711**	**86,096**	**3,385**	Slight increase in costs to travel
EQUIPMENT	**45,000**	**100,000**	**55,000**	Two replacement maintenance vehicles and dump trailer
SUPPLIES				
Office Supplies	328,966	425,100	**96,134**	Increase to supply costs
Child and Family Services Supplies	783,169	1,218,518	**435,349**	Increase to supply costs
Food Services Supplies	92,380	93,000	**620**	
Other Supplies (e.g. janitorial, training)	233,670	224,584	**(9,086)**	
TOTAL SUPPLIES	**1,438,185**	**1,961,202**	**523,017**	
CONTRACTUAL				
Administrative Services	76,450	76,450	**-**	
Training & Technical Assistance	41,557	48,880	**7,323**	Additional use of Training Consultants (MyTeachStone)
Other Contracts	1,196,813	1,140,643	**(56,170)**	11 slots moved from Partners to Direct Services
TOTAL CONTRACTUAL	**1,314,820**	**1,265,973**	**(48,847)**	
CONSTRUCTION				
Construction Projects	-	767,972	**767,972**	Suppliment of Costs to Construction Projects
TOTAL CONSTRUCTION	**-**	**767,972**	**767,972**	
OTHER				
Rent	959,020	960,519	**1,499**	Adjusted per inflation and lease agreements
Mortgage	297,840	297,840	**-**	
Utilities, Telephone	1,035,287	971,287	**(64,000)**	
Building & Child Liability Insurance	126,550	120,550	**(6,000)**	
Building Maintenance/Repair	975,316	933,796	**(41,520)**	Reduction in ongoing maintenance costs
Local Travel (children)	100	-	**(100)**	
Nutrition Services	1,267,824	1,576,490	**308,666**	Restoring food costs for full enrollment
Child Services Consultants	73,500	112,555	**39,055**	Reduction in Contracted Wellness Services
Volunteers	4,937	4,937	**-**	
Parent Services	17,340	16,490	**(850)**	
Publications/Advertising/Printing	92,280	89,030	**(3,250)**	
Training or Staff Development	224,234	285,145	**60,911**	Learning Management System costs
Other	539,268	541,561	**2,293**	
TOTAL OTHER	**5,613,496**	**5,910,200**	**296,704**	
INDIRECT	**4,265,379**	**4,489,387**	**224,008**	
BUDGETED EXPENDITURES	**48,099,716**	**50,783,349**	**2,683,633**	

REVENUES

STATE & FEDERAL REVENUES	2021-2022 BUDGET	2022-2023 BUDGET	VARIANCE increase (decrease)	Comments
Head Start/EHS Program Operations	34,586,354	34,586,354	-	
Head Start/EHS Training & Technical Assistance	521,532	521,532	-	
Estimated Child & Adult Care Food Program	1,472,422	2,314,087	841,665	Restoring projected revenue for full enrollment
Estimated California Department of Education	11,519,409	13,361,375	1,841,966	Restoring projected revenue for full enrollment
TOTAL STATE & FEDERAL REVENUES	**48,099,717**	**50,783,349**	**2,683,632**	

SUMMARY - 2022-2023

TOTAL REVENUES	50,783,349
TOTAL BUDGETED EXPENDITURES	50,783,349
DIFFERENCE	**-**
ESTIMATED HS/EHS ADMINISTRATIVE COST RATE:	**13.88%**

From the Policy Council
of the Community Action Partnership of Kern
approving the submission of the
Consolidation Application for Head Start and
Early Head Start Grants

The Policy Council of the Community Action Partnership of Kern located at 5005 Business Park North, Bakersfield, CA 93309 met on October 26, 2021, remotely at a scheduled Policy Council Meeting and resolved as follows:

The Community Action Partnership of Kern (CAPK) is a private, nonprofit 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.

The Head Start and State Child Development Division has requested to submit an Annual Application that consolidates Head Start / Early Head Start Kern (09CH011132), Early Head Start San Joaquin County (09CH011406), and Early Head Start Child Care Partnership (09HP000163) into one grant beginning in the budget year 2022-2023. The Office of Head Start requires that an authorized signatory from the Policy Council be named for this consolidation request.

The Head Start Policy Council has determined that there is a need for antipoverty programs and is willing to accept the submission of the Change of Scope request that consolidates all Head Start and Early Head Start grants. This action item has been APPROVED by a majority vote of the Head Start Policy Council on this day of 26th day of October 2021.

_____ _____

Andrea Martinez, Chairperson
CAPK Policy Council

Date

MEMORANDUM

To: Policy Council

From: Jerry Meade, Assistant Director - Programs

Date: October 26, 2021

Subject: Early Head Start SJC Budget Revision – **Action Item**

As we approach the end of our fiscal year for the Early Head Start San Joaquin County program has established through ongoing monitoring and review of the budget to actuals the need to reallocate any potential savings within the budget to other projects. Program staff in partnership with the Finance division have identified savings in the Early Head Start SJC grant savings in the personnel and fringe categories. We attribute this to staff vacancies. It is the intent of program to obtain approval from the Policy Council to submit a Budget Revision to the Office of Head Start.

Within this budget revision, staff are proposing to reallocate savings from the personnel and fringe categories to the construction category. The additional funds will support the renovations of the Barnett House facility in Stockton. Earlier this year, the Policy Council approved the submission of a carry-over request that included funding for minor renovation and repairs for the Barnett House. In consultation with the Operations Division, we estimate the cost of the project will exceed funding awarded through the carry-over request and require approval from the Office of Head Start for Major Construction as the estimates exceed the $250,000 threshold.

The table below identifies the changes proposed in the budget

	Early Head Start SJC BASE OPERATING		
CATEGORY	**ORIGINAL**	**NEW**	**CHANGE**
Personnel	3,289,239	2,866,669	(422,570)
Fringe Benefits	935,353	714,904	(220,449)
Travel	3,260	3,260	0
Equipment	45,000	45,000	0
Supplies	137,035	137,035	0
Contractual	16,845	16,845	0
Facilities/Construction	0	643,019	643,019
Other	739,593	739,593	0
Indirect	508,911	508,911	0
TOTAL	**5,675,236**	**5,675,236**	**0**

Preliminary estimates for this project are approximately $750,000. We will have a more solid number once the scope of work is approved by the Historical Society. This action step is to request the funding to placed in the appropriate cost category. Once this budget revision is approved by the Office of Head Start, the Barnett House renovation can be fully funded.

Being that the project requires Major Construction, a request in writing is required to be submitted to the Office of Head Start for approval. This request will include a comprehensive detail of the project, proof of federal interest in the property, detailed budgetary detail, and meet all requirements of the Performance Standards 1303.40 Subpart E – Facilities.
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Recommendation:
Staff recommends the Policy Council approve the submission of the Budget Revision for Early Head Start Kern (09CH011406) for the 2021-2022 budget period.