

COMMUNITY ACTION PARTNERSHIP OF KERN
BOARD OF DIRECTORS
SPECIAL EXECUTIVE COMMITTEE MEETING
5005 Business Park North
March 25, 2015
12:00 p.m.

AGENDA

Teleconference Information:
Dial-in#: (712) 775-7031
Meeting ID: 345-068-306

Locations:

Community Action
Partnership of Kern
5005 Business Park North
Bakersfield, CA 93309

S.A. Camp Companies
17876 Zerker Road
Bakersfield, CA 93308

Law Offices of Floyd and Horrigan
903 H Street
Bakersfield, CA 93304

Private Residence
14941 Spring Crossing Drive
Bakersfield, CA 93314

Valley Republic Bank
5000 California Avenue
Suite 110
Bakersfield, CA 93309

Private Residence
4908 Morro Drive
Bakersfield, CA 93307

1. Call to Order

2. Roll Call

*James Camp
Garth Corrigan*

*Curtis Floyd
Charlie Rodriguez*

Fred Plane

3. Approval of Agenda

4. **Public Forum:** *(The public wishing to address the committee may do so. Committee members may respond briefly to statements made or questions posed. However, the committee will take no action other than referring the item to Staff for study and analysis. Speakers are limited to three 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.)*

5. New Business

- a. Revised Memo for Request of Approval to Provide WIC Services in Needles, San Bernardino County – Carmen Segovia, Director of Health & Nutrition Services – **Action Item (p. 1-2)**

6. Committee Member Comments

7. Closed Session

8. Closed Session Report

9. **Next Scheduled Meeting**

Executive Committee Meeting
Wednesday, July 15, 2015
12:00 p.m.
5005 Business Park North
Bakersfield, California 93309


10. **Adjournment**

This is to certify that this Agenda notice was posted in the lobby of the CAPK Administrative Office at 5005 Business Park North, Bakersfield, and online at www.capk.org by 12:00pm March 24, 2015. Amanda Norman, Assistant to the Executive Director.

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Executive Committee

From: Carmen Segovia, Director of Health and Nutrition Services 
Elizabeth Tolley, WIC Program Manager

Date: March 25, 2015

Subject: *Agenda Item 5 (a):* Revised Memo for Request of Approval to Provide WIC Services
Needles, San Bernardino County – Action Item

California Department of Public Health, WIC Division asked CAPK WIC program to provide services to WIC participants in Needles, CA. The agency that was providing WIC services to the Needles area is unable to continue providing services to the 325 participants. According to the WIC Director of Riverside/San Bernardino Indian Health, (RSBIH), the decision was political. As an agency, RSBIH is restricted to only serving the tribes in a specific consortium. Since Fort Mojave tribe was recently voted out of the consortium, Riverside/San Bernardino Indian Health can no longer provide WIC services.

Because State WIC staff recognized that CAPK WIC has sites in San Bernardino and is able to provide service to rural areas, they asked for a proposal to expand our service area in San Bernardino.

Needles is about 270 miles from Bakersfield; therefore, CAPK proposed a plan that uses both local staff and technology. The use of technology such as video conferencing and Skype provides the involvement and oversight of professional staff without the necessity of travel time. The local staff will enable CAPK staff to develop a relationship with the participants. State WIC accepted the proposal and has offered funding to cover the cost to operate the Needles WIC site starting April 1, 2015.

The fiscal year for WIC started October 1, 2014 and ends September 30, 2015. State WIC is providing funds to operate six months in the current year at the rate of \$145.45 per participant equaling \$23,636. A budget detail is attached reflecting how funds will be allocated.

RSBIH will be providing CAPK WIC space and associated space cost at no charge to CAPK WIC. Two WIC Clerks will be hired to work part-time (20 hours/week). Since the positions will be part-time, they will not be eligible for benefits. The reason for having two part-time positions is that if one of them was to resign, there would be another person to train the new clerk.

For the fiscal year which starts October 1, 2015, the per participant funding rate will be increasing to \$161.16 equaling \$52,377 per year or \$26,188 for 6 months. Since the per participant funding rate will be greater, there will be funds available to cover unforeseen costs in the future. If funding was to become a concern, we would use technology to deliver WIC services to stay within budget. For example, instead of having the nutritionist at .25 FTE, we would use Skype or something similar more frequent and reduce the nutritionist to .10 FTE.

If the cost to deliver services at the RSBIH site is less than projected, then the remaining funds would be applied to the base WIC grant and used for general WIC operations.

Recommendation

Staff recommends the Board of Directors approve the Revised Memo for approval to Provide WIC Services Needles in San Bernardino County.

CAPK WIC Budget for Needles
6 Month Operation Budget
April - September 2015

Line Item	Budget
PERSONNEL	
2 clerks .5 FTE each at \$10.44/hour	\$ 10,858
Nutritionist .25 FTE at \$21.94/hour	\$ 5,784
Total wages	<u>\$ 16,642</u>
Benefits (@ 10%)	<u>\$ 1,664</u>
Total Personnel	<u>\$ 18,306</u>
OPERATING EXPENSES	
Staff training	
Travel at \$.575/mile	\$ 600
overnight stay	\$ 200
Supervisor travel	
WIC Vehicle	
fuel	\$ 320
maintenance	\$ 400
Space	
Office	no charge
Utilities	no charge
garbage	no charge
pest control	no charge
maintenance	no charge
Insurance	
gen. liability	\$ 200
Office supplies	
pens, paper, printer toner, etc.	\$ 834
computers	no charge
printers	no charge
Recruitment/hiring	<u>\$ 250</u>
Total operating cost	<u>\$ 2,804</u>
Indirect	\$ 2,526
Total cost	\$ 23,636
Funds available	\$ 23,636