

COMMUNITY ACTION PARTNERSHIP OF KERN
BOARD OF DIRECTORS MEETING

5005 Business Park North, Bakersfield, CA

January 25, 2017

12:00pm

AGENDA

I. Call to Order

- a. Moment of Silence/Pledge of Allegiance (*Please Stand*)
- b. Reading of the "Promise of Community Action" (*Please Stand*)

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.

- c. Introduction of Newly Appointed Board Members
 - Janea Benton, appointed by Assembly Member Rudy Salas
 - Marian Panos, appointed by Mayor of the City of Bakersfield Karen Goh
 - Garth Corrigan, appointed by State Senator Jean Fuller
 - Mike Maggard, appointed by Kern County Board of Supervisors
- d. Roll Call

*Garth Corrigan
James Camp
Ana Vigil
Marian Panos*

*Curtis Floyd
Craig Henderson
Charlie Rodriguez*

*Fred Plane
Mike Maggard
Jason Warren*

*Warren Peterson
Yolanda Ochoa
Janea Benton*

- e. Election of Board Officers

Current Board Officers

- Garth Corrigan, Chair
- Curtis Floyd, Vice Chair
- Fred Plane, Secretary
- Warren Peterson, Treasurer

II. Approval of Agenda

III. Approval of meeting minutes

- a. Minutes of November 30, 2016 Board of Directors meeting – **Action Item (p. 1-7)**

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

V. Special Presentations

- a. Presentation of New Employee Introduction Video – Louis Medina, Advocacy and Outreach Manager

VI. New Business

- a. Brown Armstrong Presentation of the Independent Audit Reports for the year ended February 29, 2016 and the Special Purpose Financial Statements for the year ended June 30, 2016 – Christine Anami, Director of Finance – ***Info Item (p. 9-10)***
- b. Employee Policy Manual – Michele Nowell, Director of Human Resources – ***Info Item (p. 11-12)***
- c. Organizational Standards Requirements – Brady Bernhart, Community Development Specialist – ***Info Item (p. 13-27)***
 - Draft Succession Plan for Executive Director
 - Conflict of Interest Statement sample
- d. Contract for Services Agreement for Garden Pathways – Yolanda Gonzales, Director of Head Start / State Child Development – ***Action Item (p. 28-40)***
 - Contract for Services Agreement
- e. San Joaquin County Food Service Agreement – Yolanda Gonzales, Director of Head Start / State Child Development – ***Action Item (p. 41-60)***
- f. Waiver of Non-Federal Share for San Joaquin County – Yolanda Gonzales, Director of Head Start / State Child Development – ***Action Item (p. 61)***
- g. Community Care Licensing Late Fees – Yolanda Gonzales, Director of Head Start State Child Development – ***Action Item (p. 62)***
- h. Proposed Changes to the 2016-2017 Policy Council Bylaws – Janelle Gonzales, Program Governance Coordinator – ***Action Item (p. 63-69)***

VII. Committee Reports

- a. Executive Committee Report – Jeremy Tobias, Executive Director – ***Action Item***
 - i. Minutes of December 14, 2016 meeting (***p. 70-74***)
 - ii. Removal of Board Member Jose Gonzalez; Category II, Low Income Sector Representative serving South Kern (***p. 75***)
 - iii. Amendment to the Employee Sick Leave Cash Out Policy (***p. 76-77***)
 - iv. Application Status Report (***p. 78-82***)
 - a. Funding Request to Rabobank for the Volunteer Income Tax Assistance (VITA) Program

- b. Funding Request to Tri Counties Bank for the Volunteer Income Tax Assistance (VITA) Program
 - v. Head Start and Early Head Start Budget to Actual Reports for the Period Ending November 30, 2016 **(p. 83-91)**
 - vi. Finance Director Report
 - a. Discretionary/ Fund Raising Funds Analysis, November 2016 **(p. 92)**
 - b. Abbreviated Financial Report **(Section 3 of Binder)**
- b. Audit and Pension Committee Report – Christine Anami, Director of Finance – **Action Item**
 - i. Minutes of January 12, 2017 **(p. 93-94)**
 - ii. Audit Transmittal Report (TR) 16-005 (FEY 2-28-16) from the Department of Community Services and Development **(p. 95-101)**
- c. Program Review & Evaluation Committee Report – Ralph Martinez, Director of Community Development – **Info Item**
 - i. Minutes of January 11, 2017 **(p. 102-104)**
 - ii. Program Reports
 - 1. December 2016 Program and Division Reports **(p. 105-120)**
 - 2. Application Status Report and Funding Requests **(p. 121-125)**
 - a. Walmart Community Grants for CAPK VITA
 - b. Junior League of Bakersfield for EKFRS
 - 3. Head Start / State Child Development December Enrollment Update and Meals Report **(p. 126)**
 - 4. November-December 2016 Outreach and Advocacy Report **(p. 127-129)**
- d. Budget & Finance Committee Report – Christine Anami, Director of Finance – **Action Item**
 - i. Minutes of January 18, 2017 **(p. 130-133)**
 - ii. Head Start and Early Head Start Budget to Actual Reports for the Period Ending December 31, 2016 **(p. 134-144)**
 - iii. 2015-16 Early Head Start Partnership Federal Financial Report (Final) **(p. 145-146)**
 - iv. 2017 Community Services Block Grant (CSBG Contract #17F-2015) Budget **(p. 147-151)**
 - v. Discretionary Fund Update **(p. 152)**
 - vi. Financial Statements, December 2016 **(Section 3 of binder)**

VIII. Advisory Board Reports

- a. Head Start Policy Council Report – Jason Warren, Policy Council Representative - **Action Item**
 - i. Minutes of November 17, 2016 **(p. 153-157)**

- b. Friendship House Advisory Report – Ralph Martinez, Director of Community Development – **Action Item**
 - i. Verbal Report

IX. Executive Director Report – Jeremy Tobias, Executive Director – **Action Item**

- a. 2016 CAPK Annual Report (**p. 158**)
- b. Update on the Board Attendance Report (**p. 159**)

X. Board Member Comments

XI. Closed Session

- a. Conference with Real Property Negotiators
Property address: 3101 Mall View Rd.
Agency negotiator: Jeremy Tobias, Ralph Martinez, Emilio Wagner
Negotiating parties: Chris Johnston, Millennium Holdings, LLC
Under negotiation: Concerning price and terms of payment

XII. Close Session Report

XIII. Next Scheduled Meeting

Board of Directors Meeting
Wednesday, February 22, 2017
12:00 p.m.
5005 Business Park North
Bakersfield, CA 93309

XIV. Adjournment

This is to certify that this Agenda notice was posted in the lobby of the CAPK Administrative Office at 5005 Business Park North, Bakersfield, CA and online at www.capk.org by 12:00pm, January 20, 2017. Sylvia Ortega, Compliance Coordinator

COMMUNITY ACTION PARTNERSHIP OF KERN
BOARD OF DIRECTORS MEETING
November 30, 2016
12:00pm

MEETING MINUTES

I. Call to Order

Curtis Floyd called the meeting to order at 12:17pm at the Community Action Partnership of Kern Administrative Building, 5005 Business Park North, Bakersfield, CA.

- a. Moment of Silence/Pledge of Allegiance (*Please Stand*)
- b. Reading of the "Promise of Community Action" (*Please Stand*)
- c. Roll Call

Board Members Present: Curtis Floyd, Fred Plane, James Camp, Mike Maggard, Tony Martinez, Yolanda Ochoa, Kathy Philley, Ana Vigil, and Charlie Rodriguez

Board Members Absent: Garth Corrigan, Warren Peterson, Don Bynum, Jose Gonzalez, Craig Henderson, Mike Maggard, and Jason Warren

Others Present: Jeremy Tobias, Executive Director; Carmen Segovia, Director of Health and Nutrition; Emilio Wagner, Director of Operations; Michele Nowell, Director of Human Resources; Ralph Martinez, Director of Community Development; Yolanda Gonzales, Director of Head Start/State Child Development; Romala Ramkissoon, Director of Community Services; Christine Anami, Director of Finance; other CAPK staff.

II. Approval of Agenda

Motion was made and seconded to approve the Board of Directors meeting agenda for November 30, 2016. Carried by unanimous vote. (Rodriguez/Camp)

III. Approval of meeting minutes

- a. Minutes of October 26, 2016 Board of Directors meeting – ***Action Item***

Motion was made and seconded to approve the minutes of October 26, 2016 Special Board of Directors meeting. Carried by unanimous vote. (Ochoa/Rodriguez)

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

No one addressed the Board.

V. Special Presentations

- a. Presentation to Diana Morrison, Central Kitchen Manager, upon her retirement from Community Action Partnership of Kern – Carmen Segovia, Director of Health and Nutrition

Carmen Segovia stated that Diana Morrison has been the Central Kitchen Manager for 19 years, and in 5 weeks she will retire. She was presented with a plaque in recognition for her years of service and dedication to CAPK. Diana shared that she enjoyed her years at CAPK and she will miss everyone.

- b. Check Presentation from Teter Architects & Engineers to the CAPK Food Bank – Louis Medina, Outreach and Advocacy Manager

Louis Medina stated that Teter Architects & Engineers are donating \$4,000.00 to our food bank. Robert Thornton, Senior Partner indicated that he lives and works in our community, and he understands the great need for support. He is glad they can contribute to our worthy cause.

- c. Presentation to the Winners of the Teter-CAPK 2016 Holiday Artwork Competition – Louis Medina, Outreach and Advocacy Manager

Louis stated that the art competition included kids from the Friendship House and the Shafter Youth Center. A winning design was chosen from each center, and the two winning children received a certificate and a \$100 gift card for Toys R Us.

VI. New Business

- a. Resolution to approve the submission of the 2017 California Department of Education Contracts (CSPP, CMIG, CCTR, CMAP) – Carmen Segovia, Director of Health and Nutrition; Yolanda Gonzales, Director of Head Start / State Child Development – **Action Item**

Jerry Meade stated that he is asking for approval of the Department of Education contracts and there are no changes from previous years. A Board resolution is required when submitting the California Department of Education annual funding application.

Motion was made and seconded to approve the Resolution to approve the submission of the 2017 California Department of Education Contracts (CSPP, CMIG, CCTR, and CMAP). (Plane/Philley)

- b. Approval of Desired Results Developmental Profile (DRDP) 2015 Preschool Fundamental View – Leslie Mitchell, Administrator of Education Support Services – **Action Item**

Leslie Mitchell stated that DRDP is an observation tool that is used in the classroom three (3) times a year. Approval was requested to use the fundamental view for implementation in spring 2017.

Motion was made and seconded to approve the implementation of the Desired Results Developmental Profile (DRDP) 2015 Preschool Fundamental View. (Ochoa/Vigil)

- c. Resolution to approve the submission of the 2017 Community Service Block Grant (CSBG) Contract (17F-2015) from the Department of Community Services and Development – **Action Item**

Ralph stated that we received the grant application documents last week and we have 30 calendar days to submit. This is a flexible contract that helps support programs such as, Food Bank, VITA, Friendship House Community Center and Shafter Youth Center. The estimated 2017 CSBG award is \$1,482,354. A comprehensive budget will be submitted to the full Board of Directors once it is completed.

Motion was made and seconded to approve the Resolution to approve the submission of the 2017 Community Service Block Grant (CSBG) Contract (17F-2015) from the Department of Community Services and Development. Carried by unanimous vote. (Martinez/Phillely)

- d. Overview of Funding Grants Awarded from 2014-2016 – Ralph Martinez, Director of Community Development – **Info Item**

Ralph stated there were over 60 contracts awarded under \$100,000. It is hard for us not to apply for smaller contracts, when bundled, they really help programs such as the youth centers.

Curtis stated that he would like this information once a year. He noted that the annual total dollar amounts from 2014 – 2016 have dropped; specifically the 2014-2015 dropped by \$200,000. Ralph explained that it depends on the grants and nature of the awards. Fundraising for the Food Bank Solar Project, which involved several large grants, ended in 2014.

VII. Committee Reports

- a. Audit and Pension Committee Report – Christine Anami, Director of Finance – **Action Item**
 - i. Minutes of November 3, 2016
 - ii. Update on Pension Report by Mutual of America
 - iii. CSBG Close-Out Report from the Department of Community Services and Development for Contract# 15-F2015

- iv. Annual Administrative Review from First 5 Kern for East Kern Family Resource Center
- v. 2016 Desk Review Report C-16019 from the Department of Community Services and Development for Contract# 16F-5015 and 15F-2415
- vi. 2014-15 Fiscal Year Single Audit Report Review from the California Department of Public Health
- vii. Annual Quality Review Site Visit from the County of Kern Mental Health Department for the HIV Program
- viii. Conclusion of FY 2015-16 Enhanced Monitoring Review from the County of Kern Mental Health Department for Agreement No. 461-2015
- ix. 2015-16 Program Self-Evaluation from the California Department of Education
- x. Summary of Findings for Fiscal Year 2014-2015 from the Department of Education
- xi. Independent Accountant's Report on Applying Agreed-Upon Procedures for Special Review

Chris stated this is a quarterly meeting. There was a presentation by Shannon Moriarty from Mutual of America on the agency's employee retirement and pension plan. There are 857 participants with \$18,580,772 in plan assets. There were a number of close-out reports from CSBG, East Kern Family Resource Center and some Department of Education Contracts. There were a few minor findings but there were no areas out of compliance. There was an Independent Accountant's Report from Brown Armstrong pertaining to an email that was received from the previous Executive Director, Fred Drew. The auditors' final report shows that there was no financial weakness. The issue has been closed and the cost was \$8,000.

Motion was made and seconded to approve the Audit and Pension Committee Report. Carried by unanimous vote. (Plane/Martinez)

- b. Program Review & Evaluation Committee Report – Ralph Martinez, Director of Community Development – **Action Item**
 - i. Minutes of November 9, 2016
 - ii. Migrant Childcare Alternative Payment (MCAP) Parent and Provider Handbook Update
 - iii. Program Reports
 - 1. October 2016 Program and Division Reports
 - 2. Application Status Report and Funding Requests
 - a. U.S. Department of Agriculture/National Institute of Food and Agriculture for the Food Bank
 - 3. Head Start / State Child Development September Enrollment Update and Meals Report
 - 4. October 2016 Outreach and Advocacy Report

Ralph stated that Migrant Childcare Alternative Payment (MCAP) gave a presentation on the parent and provider handbook. There was a funding application for the U.S. Department of Agriculture that was initially presented, however, they realized that their application was not strong enough for competition. They decided not to submit it, but we might collaborate with CSUB to make a stronger application next year. Head Start and Early Head Start reported full enrollment. Outreach and Advocacy reported many events that were going on in October and upcoming events in November.

Motion was made and seconded to approve the Program, Review & Evaluation Committee Report. Carried by unanimous vote. (Ochoa/Phillely)

- c. Budget & Finance Committee Report – Christine Anami, Director of Finance – **Action Item**
- i. Minutes of November 16, 2016
 - ii. Discretionary/Fund Raising Fund
 - iii. Early Head Start/Head Start Federal Financial Reports
 - iv. Low Income Weatherization Program (LIWP) Draft Request for Proposal (RFP)
 - v. Application Status Report and Funding Requests
 - 1. Feeding America and the Walt Disney Company for the Food Bank
 - 2. Feeding America and Morgan Stanley for the Food Bank
 - vi. Head Start and Early Head Start Budget to Actual Reports
 - vii. Agency Financial Statements, October 2016

Chris stated that in August, an unexpected check was received from California Employment Development Department (EDD) for a refund of overpaid payroll taxes for the first quarter of calendar 2016. Staff did a thorough review and contacted EDD and ADP, our external payroll provider, and both organizations were unable to identify the reason why we were sent a refund check. The state did not request that the check be returned. The decision was made to deposit the money to the discretionary fund and in the event the state reconsiders their decision to keep the check, we will pay it out of the discretionary fund. CAPK was presented a new opportunity to participate in a new state Low Income Weatherization Program as a subcontractor to the Fresno Economic Opportunity Commission. Approximately 13 million dollars were assigned to Region 3. The committee approved for CAPK to be a sub-contractor of Fresno Economic Opportunity Commission.

Curtis asked if this is an action item now or will there be more documentation later to approve. Jeremy stated that there will be more documentation to approve. This is only to submit the RFP.

Motion was made and seconded to approve the Budget & Finance Committee report. Carried by unanimous vote. (Ochoa/Rodriguez)

VIII. Advisory Board Reports

- a. Head Start Policy Council Report – Jason Warren, Policy Council Representative - ***Action Item***
 - i. Minutes of October 13, 2016

Jerry stated that they met on November 17, 2016, and new members were voted in. The new council elected 7 members to represent the bylaws subcommittee. They are scheduled to meet on the last Thursday of the month at 5:30pm.

Curtis wanted to know how they are doing, specifically the board representative. Jerry stated that when Ashley unexpectedly left, Jason Warren, the Vice Chair stepped in. However, he works full time and thus unable to attend lunch time meetings. They are going to amend their bylaws in January 2017 so that they can have a designee attend board meetings.

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

- b. Friendship House Advisory Report – Ralph Martinez, Director of Community Development – ***Action Item***
 - i. Verbal Report

Ralph stated that Friendship House hosted a mixer, and had about 120 people attend. Curtis was a Platinum-level sponsor for this event. They also had a Zumba fundraiser to help fund a field trip to the Fresno Zoo.

Motion was made and seconded to approve the Friendship House Advisory report. Carried by unanimous vote. (Martinez/Rodriguez)

IX. Executive Director Report – Jeremy Tobias, Executive Director – *Action Item*****

- a. 2017 Board of Directors and Standing Committee Meeting Calendar

Jeremy stated the meetings are scheduled for the year. Board Meetings are scheduled the final Wednesday of the month; Budget & Finance the Wednesday prior and PRE two Wednesdays prior. There are some months where the dates change; August for the national conference and November due to Thanksgiving.

- b. Board of Directors Meeting Attendance Report

This is a proposal to run an attendance roster for the board. This would start in January and will be included in the board binders every month.

Motion was made and seconded to approve the Executive Director report.
Carried by unanimous vote. (Plane/Ochoa)

X. Board Member Comments

Kathy stated she met with Jeremy. She is resigning from the board due to personal reasons and stated she has enjoyed serving on the board for the past two years. She thanked Jeremy and staff for all their hard work. This will be effective January 2017. Jeremy stated that Kathy has filled the Head Start and Early Head Start background mandate, and she has done a great job.

Tony stated this will be his last meeting and he will no longer be the mayor representative as Kyle Carter was not elected. He thanked Jeremy and stated that he has seen the agency grow since his employment with the agency. Curtis thanked him for his service.

Yolanda stated she went to the ribbon cutting at the Rosamond center and it was a very nice center and encouraged everyone to go.

XI. Closed Session

No items scheduled.

XII. Close Session Report

No report was given.

XIII. Next Scheduled Meeting

Board of Directors Meeting
Wednesday, January 25, 2017 (Tentative, pending approval of 2017 Board & Standing Committee Meeting Calendar)
12:00 p.m.
5005 Business Park North
Bakersfield, CA 93309

XIV. Adjournment

The meeting adjourned at 1:13 p.m.

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

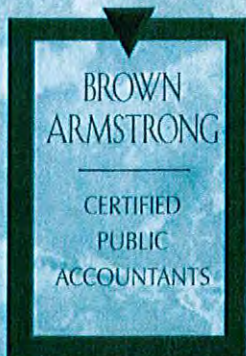
To: Board of Directors

From: Swathi Venkatesh, Community Development Specialist

Date: January 25, 2017

Subject: *Agenda Item VI(a):* Independent Audit Reports for year ending February 29, 2016 – Info Item

The Board of Directors have received the Independent Audit Reports in previous correspondence. If needed, copies will be made available upon request.



BROWN ARMSTRONG

Certified Public Accountants

**Community Action Partnership of Kern
Board of Directors Presentation of the 2016 Audit Results
By: Andrew J. Paulden, CPA
Brown Armstrong Accountancy Corporation
January 25, 2017**

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(MAIN OFFICE)**

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REGISTERED with the Public Company
Accounting Oversight Board and
MEMBER of the American Institute of
Certified Public Accountants

1. Brooke Baird met with the Audit Committee on Thursday, January 12, 2017, and discussed the following:
 - a) Audit process
 - b) Significant audit areas
 - c) Audit reports issued
 - d) Financial statements
2. In regards to the Audit Reports issued:
 - a) Financial Audit of CAPK
 - 1) Independent Auditor's Report on financial statements – Unmodified Opinion – “Clean Opinion”
 - 2) Independent Auditor's Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with *Government Auditing Standards*
 - 3) Independent Auditor's Report on Compliance for Each Major Program and on Internal Control Over Compliance Required by the Uniform Guidance
 - 4) Independent Auditor's Report on Compliance for First 5 Programs and on Internal Control Over Compliance with the Program Specific Audit Option Under the Uniform Guidance
 - 5) Agreed Upon Conditions Report Designed to Increase Efficiency, Internal Controls, and/or Financial Reporting
 - b) Special Purpose Audit
 - 1) Independent Auditor's Report for the Special Purpose Audit – Unmodified Opinion – “Clean Opinion”
 - 2) Independent Auditor's Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with *Government Auditing Standards*
 - c) Defined Contribution Pension Plan
 - 1) Independent Auditor's Report on the Defined Contribution Pension Plan – Disclaimer of Opinion

3. Required Communication to the Board of Directors
4. Questions and/or Comments?

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Board of Directors

From: Michele Nowell, Director of Human Resources

Date: January 25, 2017

Subject: *Agenda Item VI(b):* New Employee Policy Manual – Info Item

The last updated Employee Manual approved by the Board of Directors was effective December 1, 2008. Due to the length of time since the last update, this manual is a complete rewrite and a red-line version is not feasible.

We are presenting a draft of the Employee Policy Manual for your review and comments. The Policy Manual has been reviewed and approved by our attorney, David Blaine, Worklogic Legal Solutions.

The manual definitely has a new look and feel and includes a Table of Contents in the front of the manual and an alphabetical Appendix in the back of the manual. The Employee Policy Manual is structured with the following in mind:

- Includes new Vision & Mission Statement and Core Values
- Separating Policy from Procedures
- Union Contract language is left completely out of Employee Manual

Attached is a brief outline of some of the specific areas that have changed and / or been removed. As mentioned above, the Employee Policy Manual has been a complete rewrite and to include every change in the outline is not practical.

The draft of the new Employee Policy Manual was shared electronically with the Board on December 20, 2016.

Attachment: Outline of Significant Changes to the Employee Policy Manual

OUTLINE OF SIGNIFICANT CHANGES TO THE EMPLOYEE MANUAL

New or updated

Vision statement-newly added
Mission statement-newly added
Core Values-newly added
Employee status and definitions (4.0)—different types of employment status and types of appointments are defined
Social Media/Networking/Technology (5.6)-use of social media added
Attendance (7.0)—better defined and expectations for rest breaks and lunch breaks
Payroll (8.0)—updated to mention time stamp time record, ALINE Visa card option
COLA (8.6)—newly added COLA policy
Standard of Conduct (9.1)—acceptable conduct list added
Smoking (11.5)—includes vaping, e-cigarettes and smokeless tobacco
Harassment in the workplace (10.0 & 10.2)—harassment policy to include bullying
Drug free workplace (12.1)—drug free policy regarding marijuana
Security (14.0)—newly added information on access badges, fire safety and theft
Holidays (15.5)—removal of floating holiday
Vacation (15.6)—new maximum accruals, vacation cash out added
Sick Time (15.7)—updated eligible family members, sick cash out added
Jury duty (15.10)—jury duty verification, reimbursement
Leave of Absences (16.3)—newly added organ and bone marrow donor leave

Removed

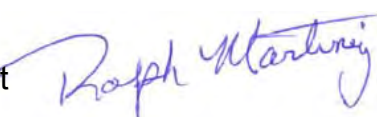
Recruitment policy and hiring procedures
Termination appeal process
Managerial/supervisory Job rotation program
Orientation
Disciplinary procedures
Performance evaluations procedures
Worker's compensation
Union grievance procedures

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Board of Directors

From: Brady Bernhart, Community Development Specialist

CC: Ralph Martinez, Director of Community Development 

Date: January 25, 2017

Subject: *Agenda Item VI(c): Organizational Standards Update – Info Item*

In early 2016, the Department of Health and Human Services, Office of the Administration for Children and Families issued OCS IM-138 with a requirement that CSBG eligible entities comply with minimum organizational standards. CAPK currently meets 55 of the 58 organizational standards. The following items are in progress:

- **Standard 4.5 Succession Plan Policy for CAPK**
Provides policy for replacement of the Executive Director.
- **Standard 4.6 CAPK Risk Assessment**
Organization-wide comprehensive risk assessment
- **Standard 5.3 CAPK Bylaws**
Every 5 years with attorney review
- **Standard 5.6 Conflict of Interest Statement***
Requires Board Members to sign a conflict of interest policy every two years.
- **Standard 7.1 CAPK Written Personnel Policies**
Every 5 years with attorney review

Attachments: Draft Succession Plan for Executive Director
Conflict of Interest Statement Sample

*Staff will provide the Conflict of Interest Statement and obtain signatures from each Board member after the meeting.

Community Action Partnership of Kern Executive Director Succession Plan Policy

Introduction

A change in executive leadership is inevitable for all organizations. It is a time of both risk and opportunity. It is a period in an organization's history when the board chair must increase his/her level of engagement. It is also a time when some may seek assurance of the organization's viability and long-term sustainability.

A succession policy for the Executive Director (ED) position is a routine risk management and sustainability planning tool. The policy ensures organizational sustainability by providing a proactive and orderly plan for executive leadership transitions.

To that end, the Board of Community Action Partnership of Kern (CAPK Board) is adopting this succession policy for purposes of:

- Focusing board attention on leadership team development through annual communications between the ED and board about the depth of staffing and succession plans for management team positions;
- Establishing principles, role clarity, and procedures to support positive leadership transitions that foster good transitions with departing and arriving leaders; and
- Build organizational capacity when a planned or unplanned executive leadership change occurs.

The board chair shall be responsible for implementing this policy and its related procedures, and for annually reviewing and updating the policy as needed. In the event of a planned or unplanned leadership transition, the board shall immediately appoint a transition committee which shall plan and manage the transition, including the search for a new ED.

Guiding Principles

- CAPK is open to and will consider both internal and external candidates when filling the ED position. A national search will be conducted, as deemed appropriate by the transition committee.
- In organizations such as CAPK, the ED's position is often shaped by the incumbent's talents and areas of specialized interest. That ED's departure might necessitate other organizational changes including the creation of new positions and/or realignment of current positions.
- The preeminent goal of a transition to a new ED is maintaining continuity of CAPK's mission-related work. A transition also presents an opportunity for the organization to continue to grow and develop.

Lines of Authority

1. The selection of the ED is the responsibility of the board.
2. The current ED has the responsibility to continuously identify, encourage, and help to develop

senior managers within the organization who are qualified to meet future leadership needs, whether that be on a temporary or permanent basis.

3. The current ED has the responsibility to plan for the orderly transition of all senior managers.

Emergency Backup Plan With Guidelines (attachment 1)

1. Related to the position of ED: To be prepared at all times for a leadership transition, the organization shall maintain an up-to-date Emergency Backup Plan with guidelines for the planned or unplanned short-term and long-term absence of the ED. This plan is approved by the board and should be reviewed annually. The plan can also serve as the transition plan when there is a vacancy in the ED position.
2. Related to management team positions: To be prepared at all times for a senior management transition, the ED shall maintain an up-to-date Emergency Backup Plan with guidelines for the planned or unplanned short-term and long-term absence of members of the management team. Those plans shall be provided to the board chair and made available to the board. (attachment 2, cross-training plan for Division Directors)

Board Action in the Event of Vacancy in the ED Position

1. Organizational Assessment: The board or transition committee shall take time to assess the leadership needs of the organization before the search for a new ED is conducted. The assessment shall include a review and update (if needed) of the organization's strategic plan. The assessment will be designed to help assure the selection of a qualified and capable leader who fits well with the organization's mission, vision, values, culture, goals, and objectives, and who has the necessary skills to lead the organization.
2. Option of appointing an acting or interim ED: To assure the organization's operations are not interrupted while the board assesses the leadership needs and recruits a new ED, the board may appoint an acting ED from among senior executive staff or hire an interim ED from outside the organization.
3. Duties of the acting/interim ED: Among such duties will be to ensure that the organization continues to operate without disruption, and that all organizational commitments previously made are appropriately executed, including but not limited to: speaking engagements, grant and contract obligations, reports, licenses, certifications, membership renewals, and other obligations to funders and other stakeholders.
4. Simultaneous transitions for the ED and senior management positions: After appointing an acting or interim ED from within, the board may make other temporary senior management appointments from among other senior management staff, external hires, or a combination of those options that best assures continuity in leadership and program success through the transition period and afterwards.

Preparation Time Frame for Replacement of the ED

1. The optimal period for the ED to announce his/her departure from that role – or proposed commencement of a new role in the organization – is at least six to twelve months before the date of departure.
2. The organization's board understands that the time required for successfully completing a planned leadership transition is approximately eight to twelve months.

Role of the Outgoing ED in Planned Transitions

The departing ED, unless otherwise directed by the transition committee, will be involved in some transition activities such as: fundraising, communicating with funders and other stakeholders, and briefing the incoming ED. The departing ED's role during the transition and after the new ED starts shall be developed in consultation with the board chair and/or transition committee and communicated to the board.

Initial Implementation of the Transition Plan

1. Within fifteen (15) days of the announcement of a planned departure, the board chair shall appoint a transition committee. This committee shall be comprised of at least three members of the board. Other external stakeholders and/or staff may be recruited to advise or assist the committee at the discretion of the board chair and transition committee.
2. The transition committee will develop a transition plan that addresses: the appropriate preparation prior to launching the search, the conduct of the search and selection process, and the post hire follow-through to ensure the successful onboarding of the new ED.
3. The transition committee shall be responsible for implementing the transition plan and further developing the plan as needed. At its first meeting, the transition committee shall determine its role, including responsibilities related to conducting the search process. (The transition committee may recommend that the board chair appoint a separate search committee, while the transition committee manages the overall transition process for the organization.) The committee shall also discuss and decide on how the senior management staff will be substantively involved in the transition planning process and consulted in the selection process.
4. The transition committee shall also determine the need for consulting assistance (i.e., transition management consultant and/or executive search firm) based on the circumstances.
5. As needed, the board chair shall authorize an organizational assessment and schedule a board retreat to review and refresh the organization's strategic plan.

CAPK Commitment Regarding Diverse Candidates and Staff Leader Development

1. In order to provide career advancement for staff, the organization shall encourage the professional development of current employees.

2. In order to support the board's due diligence and ensure that the best possible candidate is hired, the organization shall implement a search and selection process that is open to internal and external candidates.
3. In order to develop a finalist pool that is reflective of the community, the organization shall work proactively to develop a diverse pool of candidates for the ED position.

Adopted by the Board of Directors on the ____ day of _____, 2017.

[Name]

[Title]

Community Action Partnership of Kern

Guideline for the Appointment of an Acting Executive Director in the Event of an Unplanned Absence of the Incumbent

Rationale

The Executive Director (ED) position in a nonprofit organization is a central element in the organization's success. Therefore, ensuring that the functions of the ED are well-understood and shared among the executive team and senior staff is important to ensure organizational stability and leadership continuity in the event of unplanned and unexpected change. This kind of risk management is equally helpful in facilitating a smooth leadership transition even when it is predictable and planned.

The purpose of this plan is to ensure the continuous coverage of duties critical to the ongoing successful operations of Community action Partnership of Kern (CAPK). The board of directors is adopting policies and procedures for the temporary appointment of an acting ED in the event of an unplanned and extended absence of the ED. The board chair, or board vice-chair in the absence of the board chair, may determine the appropriate time to initiate the implementation of this plan.

While the board of directors acknowledges that such an absence is highly improbable and certainly undesirable, they believe that due diligence in exercising executive-level management functions requires that it have an emergency backup succession plan in place. It is expected that this plan will ensure continuity in the administration of the organization's day-to-day programs and operations, management of external relationships and supervision of staff and finances.

Priority functions of the Executive Director position

Of the duties listed in the position description, the key functions of the ED have a corresponding temporary staffing strategy for an acting ED in the attached Emergency Backup Succession Plan Detail (See [Attachment 2](#)).

The positions assigned in the Temporary Staffing Strategy are based on CAPK's organizational structure as of December 2016. In the event this plan is implemented and those assigned are no longer available or positions are vacant, the board chair may select other senior staff to support each of the key ED functions. It is the responsibility of the ED to ensure that positions have appropriate cross-training to successfully implement the temporary staffing strategy.

Business as Usual

This emergency backup succession plan and the staffing structure at CAPK are intended to minimize disruption in quality service and maintain business as usual to the extent possible. In the absence of the ED, unless otherwise determined by the board of directors, business as usual includes maintenance of the following:

- Leadership and vision
- Fiscal oversight

- Oversight and guidance on programs and reporting
- Maintain communication with key relationships
- Liaison with the board of directors

Emergency Backup Succession Plan Implementation

The board of directors authorizes the board chair to implement the terms of this emergency backup succession plan in the event of a planned or unplanned temporary, short-term absence of the ED. The board vice chair is authorized to implement this plan in the event that the board chair is unavailable or cannot be reached. Phone calls and conference calls are an acceptable substitute for any meetings designated in this plan.

As soon as feasible, following notification of an unplanned temporary or short-term absence, the board chair may convene an executive committee meeting to affirm the procedures prescribed in this plan, or to modify them if needed.

While this timeline may vary based on circumstances, the suggested steps for implementation are:

- The management team informs the board chair immediately of unplanned absence.
- The board chair appoints an acting ED.
- The board chair informs the board of the acting ED appointment.
- The board chair (and potentially other officers) consults with the acting ED on the circumstances of the absence, organizational situation, and related factors.
- After the board chair and acting ED consult, stakeholders will be notified following the communications plan outlined below.

Definitions

- A *temporary absence* is one in which it is expected that the ED will return to his/her position once the events precipitating the absence are resolved.
- An *unplanned absence* is one that arises unexpectedly, in contrast to a planned leave, such as a vacation or a sabbatical.
- A *short-term absence* is a designated as three months or less.
- A *long-term absence* is designated as more than three months.
- A *permanent absence* is one in which it is firmly determined that the incumbent ED will not be returning to the position.

Emergency Backup plan in event of a short-term, unplanned absence

Appointment of an Acting ED

1. The board of directors authorizes the board chair to implement the terms of this emergency backup succession plan in the event of the unplanned absence of the ED.
2. In the event of an unplanned absence of the ED, a member of the management team shall immediately inform the board chair of the absence.

3. As soon as is feasible, the board chair may convene a meeting of the management team to affirm the procedures prescribed in this plan or to make modifications the board chair and team deem appropriate.

First backup for the ED position

The board chair may designate a CAPK Division Director, to the position of acting ED. His/her position description will specify that s/he may serve as acting ED in the absence of the ED unless otherwise decided by the board chair. S/he will have an emergency backup succession plan with designated appointees if s/he becomes acting ED or if s/he is otherwise unable to serve his/her own functions as Director.

Second backup for the ED position

The board chair may also consider splitting duties among designated appointees based on the primary functions to be carried out. (See [Attachment 2](#), Emergency Backup Detail, for complete listing.)

A Division Director, may serve as second backup for the position of acting ED based on the discretion of the board chair. S/he may serve should the initially selected Division Director, be unable or unwilling to serve as acting ED or as otherwise decided by the board chair. S/he will have an emergency backup plan with designated appointees.

Cross-training plan for appointees

The ED, in collaboration with the board chair, will develop a plan for training the potential appointees in the priority functions of the ED which are listed in section 2 above. The cross-training plan is attached to this document. (See [Attachment 2](#), for detailed Cross-training Plan.)

The ED will have the responsibility of handling the logistics of the plan's implementation.

Authority and restrictions of the appointee

The person appointed as acting ED will have the authority outlined below, except as may be further defined by the board chair.

- Staffing – is authorized to hire and terminate management staff after consultation with the board.
- Financial – [will or will not] have check signing authority. Is authorized to expand resources, in consultation with the board treasurer and chair.
- Public Policy – is to take public policy positions on behalf of the organization with board chair approval.
- Media – is authorized to speak on behalf of the organization or designate a spokesperson.
- Contracts – is authorized to enter into and execute contracts after consultation with the board chair and/or board treasurer.
- Programs – is authorized to develop new programs and assume new programmatic responsibilities on behalf of the organization in consultation with the management team and board as necessary.
- Collaboration/Partnerships – is authorized to enter into partnerships or develop collaborations with external parties in consultation with the management team and board as necessary.

Compensation

The board chair, in consultation with the executive committee or Board, shall consider a salary adjustment for the acting ED. Any salary adjustment will be applied retroactive to the date Acting ED duties began.

Oversight and support for the Acting ED

As with the ED, the board chair and board of directors will have the responsibility for monitoring the work of the acting ED. The acting ED will provide regular updates, and will meet with the board chair as often as the acting ED and board chair may determine necessary. The board chair will also be alert to the special support needs of the acting ED serving in this temporary leadership role, and act to address them.

Communications plan

Within eight (24) hours after an acting ED is appointed, the board chair and the acting ED will meet to implement an external communications plan to announce the organization's temporary leadership structure, including the kind of information that will be shared, and with whom (e.g. major donors, state associations, partnering agencies, etc.).

Within 24 hours after an acting ED is appointed, the board chair and acting ED will implement the communications plan to announce the organization's temporary leadership structure to the management team and the board of directors.

Notifications will take place in sequence on the following timetable:

- Within 24 hours, the board chair will notify the board of directors, the [strategic alliance partners and really close-in stakeholders], and the management team by phone, conference call, or meeting.
- Within 24 hours, the acting ED will notify the staff by email or meeting.
- Within five business days, the acting ED will notify the donors and key stakeholders by phone or email.

Updated Key Contact information will be maintained in the organization's database for easy access on an ongoing basis by a staff member designated by the ED. (For a full overview of the communications plan see [Attachment 2](#).)

Emergency Backup Plan in event of a long-term temporary, unplanned absence

The procedures and conditions to be followed will be the same as for a short-term absence with one addition: The board chair will give immediate consideration, in consultation with the executive management team, to temporarily back-filling the position left vacant by the acting ED. This is in recognition of the fact that, for a term of more than three months, it may not be reasonable to expect the acting ED to carry the duties of both positions. The position description of a temporary appointment would focus on covering the priority areas in which the acting ED needs assistance. (See attachment 2, Cross-training plan)

Emergency Backup Plan in event of a PERMANENT unplanned absence

The procedures and conditions will be the same as for a long-term temporary absence with one addition: The board chair may appoint a transition and search committee in accordance with the terms of CAPK's Succession Policy and follow the procedures set forth in the Policy.

Approvals, updates and maintenance of record

Emergency Backup Plan Approval

This emergency backup plan will be approved by the full board of directors **and reviewed annually** at a formal board meeting to make any needed changes in the designated backup appointees. The board chair may review and amend the plan at other times if a standing appointee or backup is no longer available to serve in an acting ED capacity. The board chair may reevaluate the plan when new designees are appointed.

Signatories

The board chair, the ED, and the designated backup appointees will sign this plan.

Maintenance of Record

The board chair, the ED, and the designated backup appointees will maintain copies of this plan.

Approved by:

CAPK's Board of Directors on _____.

Acknowledged by:

I acknowledge that I have reviewed this plan.

Board Chair

Date

Executive Director

Date

First Backup

Date

Second Backup

Date

Community Action Partnership of Kern Executive Director Succession Plan

Emergency Backup Plan Detail

Name: Jeremy Tobias, Executive Director

First Backup: Primary Division Director {Title}

Second Backup(s): Secondary Division Director {Title}

Communications Plan

Who's being contacted?	Who's contacting them?	How will they be contacted?	By when will they be contacted?
Primary Division Director, [Title]	Executive Secretary	Phone & Email	Within 24 Hours
Secondary Division Director, [Title]	Executive Secretary	Phone & Email	Within 24 Hours

Short-Term Staffing of Key Functions

Key functions	Short term staffing strategies (<i>Under 3 months</i>) [Name], [Title]
Interim Executive Director	[Name]
Interim Primary Division Director	[Name]
Interim Primary Division Manager	[Name]

For Longer Term Staffing: For longer term staffing, the staffing strategy will remain the same.

Cross-training Plan

Cross-training Area	Staff to be cross-trained this area		Plan/timeline for training Type/Duration
	Trainee Name, Title	Trainer Name, Title	
Executive Management Duties	Primary Division Director	Executive Director	4 Hours Each Year
Division Director Duties	Primary Division Manager	Primary Division Director	4 Hours Each Year

Critical Relationships

Critical relationship that must be maintained	Who's accountable for maintaining?	Contact information <i>(Contact information location)</i>
State and Federal Communications	Executive Director	CSD Director, USHHS OCS & OHS
NCAF Communications	Executive Director	David Bradley or Executive Director
CALCAPA Board Voting, Committee & Communications	Executive Director if a CALCAPA Board Member	Executive Director of CALCAPA and CALCAPA Board Chair

Annual Key Events/Milestones Calendar

Month	Key Events/Milestones <i>(Only those that directly involve CEO)</i>	Key Associated Activities/Responsibilities <i>(CEO's accountability or involvement)</i>
<i>January</i>	VITA Awareness Day CSBG Reporting	
<i>February</i>	2-1-1 Awareness Day Washington D.C. Trip- CAP Event Quarterly Newsletter	
<i>March</i>	Stuff the Bus Food Drive- GET BUS Begin Agency Fiscal Year	
<i>April</i>	CALCAPA State Conference	
<i>May</i>	CAPK Humanitarian Awards Banquet Quarterly Newsletter	
<i>June</i>	Shafter Youth Summer Program with Community Leaders	

Month	Key Events/Milestones <i>(Only those that directly involve CEO)</i>	Key Associated Activities/Responsibilities <i>(CEO's accountability or involvement)</i>
<i>July</i>	Executive Committee Kern County Fiscal Year Begins	
<i>August</i>	Back to School Activities with Head Start National CAP Convention Breast Feeding Awareness Month	
<i>September</i>	Kern County Fair Feed the Need Food Drive	
<i>October</i>	Energy Awareness Month	
<i>November</i>	Holiday Food Drive – KGET TV	
<i>December</i>	Executive Committee Meeting Head Start Holiday Themed Activities CAPK Annual Report	

COMMUNITY ACTION PARTNERSHIP OF KERN
BOARD OF DIRECTORS
CONFLICT OF INTEREST POLICY

No member of the Board of Directors, or any of its Committees, shall derive any personal profit or gain, directly or indirectly, by reason of his or her participation with Community Action Partnership of Kern. Each individual shall disclose to the organization any personal interest which he or she may have in any matter pending before the organization and shall refrain from participation in any decision on such matter.

Any member of the Board, any Committee, or Staff who is an officer, board member, a committee member, or staff member of a client organization or vendor of Community Action Partnership of Kern shall identify his or her affiliation with such agency or agencies; further, in connection with any committee or board action specifically directed to that agency, s/he shall not participate in the decision affecting that agency and the decision must be made and/or ratified by the full board.

Any member of the Board, any Committee, or Staff shall refrain from obtaining any list of clients for personal or private solicitation purposes at any time during the term of their affiliation.

At this time, I am a board member, committee member, or an employee of the following organizations:

Now this is to certify that I, except as described below, am not now nor at any time during the past year have been:

1. A participant, directly or indirectly, in any arrangement, agreement, investment, or other activity with any vendor, supplier, or other party doing business with Community Action Partnership of Kern which has resulted or could result in personal benefit to me.
2. A recipient, directly or indirectly, of any salary payments or loans or gifts of any kind or any free service or discounts or other fees from or on behalf of any person or organization engaged in any transaction with Community Action Partnership of Kern.

Any exceptions to 1 or 2 above are stated below with a full description of the transactions and of the interest, whether direct or indirect, which I have (or have had during the past year) in the persons or organizations having transactions with Community Action Partnership of Kern.

By signing below, I attest that the foregoing is true and correct to the best of my knowledge:


Board Member

Date

Print Name

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Board of Directors

From: Yolanda Gonzales, Director of Head Start / State Child Development
Date: January 25, 2017
Subject: *Agenda Item VI(d): Contract for Services Agreement for Garden Pathways – Action Item*

CAPK previously submitted a request to the Board of Directors to reduce the funded enrollment slots at Bakersfield College Child Development Center at their request from 40 to 32. The Board was advised that CAPK had an additional prospective partner who would accept the 8 slots from Bakersfield College. We would like to request approval to enter into an agreement with Garden Pathways Downtown Education Center for these slots.

Garden Pathways Downtown Education Center

Garden Pathways Downtown Education Center provides center-based services for young children. CAPK will provide enhancement services and funding for 8 infants. Total payments to this entity for child development services rendered through August 31, 2019, shall not exceed \$153,600.

Attachments: Contract for Services Agreement with Garden Pathways Downtown Education Center

Recommendation:

Staff recommends that the Executive Committee approves the Early Head Start Child Development Partnership Agreement with Garden Pathways Downtown Education Center.



CONTRACT FOR SERVICES AGREEMENT

This Contract for Services Agreement ("Agreement") is made and entered into as of this January 1, 2017 by and between: Garden Pathways, Inc., 1130 17th Street, Bakersfield, CA 93301 ("Contractor") and Community Action Partnership of Kern ("CAPK"), 5005 Business Park North, Bakersfield, CA 93309.

RECITALS

Whereas, CAPK desires Contractor to provide professional services as detailed in Attachment A - Scope of Work attached hereto and made a part hereof, and

Whereas, Contractor represents itself as able and, for a consideration, willing to perform the services outlined in Attachment A hereto,

In consideration of mutual promises and agreements of the parties as herein set forth, Contractor and CAPK agree as follows:

- 1. DESCRIPTION OF SERVICES.** Contractor agrees to perform the services provided for in Attachment A of this Agreement.
- 2. LOCATION FOR SERVICES.** Garden Pathways, 1130 17th Street, Bakersfield, California 93301.
- 3. PAYMENT FOR SERVICES.** The detail of costs and payment schedule associated with this Agreement are detailed in Attachment B, attached hereto and made a part hereof.
- 4. TERM/TERMINATION.** This period of performance for this Agreement shall be from January 1, 2017 through August 31, 2019. This Agreement may be terminated by either party with or without cause for any reason upon thirty (30) days written notice.
- 5. OPTION TO EXTEND.** This Agreement may be extended by amendment duly executed by both parties and upon approval from the U.S. Department of Health and Human Services, Administration for Children and Families, if applicable.
- 6. EVALUATION.** Contractor may be evaluated throughout the Agreement. If Contractor fails to comply with the Scope of Work described in Attachment A, CAPK may terminate this Agreement with a written notice.
- 7. RECORD KEEPING.** Payrolls and basic records pertaining to the Scope of Work described in Attachment A shall be kept on a generally recognized accounting basis and shall be available to CAPK at mutually convenient times. Contractor shall keep accounting and programmatic records for a period of three (3) years after final payment under this Agreement or until after final audit has been completed, whichever is later.
- 8. INSURANCE.** Contractor shall maintain general liability insurance and is responsible for maintaining any public liability, property damage, workers' compensation coverage and fire insurance, as specified in Attachment C – CAPK Additional Terms and Conditions.
- 9. HOLD HARMLESS/INDEMNIFICATION.**
 - a. Contractor agrees to defend, hold harmless and indemnify CAPK (and its officers, employees, trustees, agents, successors and assigns) against all claims, suits, expenses (including reasonable attorney's fees), losses, penalties, fines, costs and liability whether in contract, tort or strict liability (including but not limited to personal injury, death at any time and property damage) arising out of or made necessary by Contractor's performance of this Agreement or breach of its terms. The total liability of Contractor under this Paragraph shall not exceed \$2 million.
 - b. CAPK agrees to defend, hold harmless and indemnify Contractor (and its officers, employees, trustees, agents, successors and assigns) against all claims, suits, expenses (including reasonable attorney's fees), losses, penalties, fines, costs and liability whether in contract, tort or strict liability (including but not limited to personal injury, death at any time and property damage) arising out of or made necessary by CAPK's sole negligence or willful misconduct.
- 10. NOTICES.** Any notice or notices required or permitted to be given pursuant to this Agreement may be personally served on the other party by the party giving such notice, or may be served via certified mail, return receipt requested, to the address set forth below.

Contractor: Garden Pathways, Inc.
1130 17th Street
Bakersfield, CA 93301
Attn: Shannon Vernon

CAPK: Community Action Partnership of Kern
5005 Business Park North
Bakersfield, CA 93309
Attn: Head Start/State Child Development Programs Director

- 11. RELATIONSHIP OF PARTIES.** While engaged in carrying out and complying with terms and conditions of this Agreement, the Contractor is an independent contractor and not an officer, employee, or agent of CAPK.
- 12. ENTIRE AGREEMENT/AMENDMENTS.** This Agreement, together with the documents incorporated by reference in this Agreement and any amendments hereto, constitutes the entire agreement between the parties with respect to its subject matter and constitutes and supersedes all prior agreements, representations and understandings of the parties, written or oral. Any changes to this Agreement, to be enforceable, must be made via a duly executed amendment signed by authorized representatives of each party.
- 13. APPLICABLE LAW.** The laws of the State of California and Federal law shall govern this Agreement.

CONTRACTOR: **GARDEN PATHWAYS, INC.**

Signed by: _____

Date: _____

Printed Name: _____

Title: _____

CAPK: **COMMUNITY ACTION PARTNERSHIP OF KERN**

Signed by: _____
Jeremy T. Tobias, Executive Director

Date: _____

Signed by: _____
Garth Corrigan, Chair, Board of Directors

Date: _____

CAPK Staff Initials			

ATTACHMENT A — SCOPE OF WORK

Contractor will:

Enrollment – 45 CFR 1305:

Ensure that full enrollment is met throughout the CAPK operational year, July 1 – June 30.

Achieve full enrollment on day one of program services by following the steps below:

- Provide a minimum of 1380 hours of care per program year.
- Attendance will be closely monitored to ensure that any child who does not show up on the first day or within 10 days is dropped and replaced with a new student.
- Make reasonable efforts so that Early Head Start (EHS) vacancies are filled within 30 calendar days.
- Enroll children after CAPK Head Start has verified eligibility and signed a statement certifying eligibility as per 45 CFR 1305. Certification can occur as follows:
 - ✓ Request a Head Start employee to verify eligibility (a minimum of 5 files is required).
 - ✓ Scan or fax the documents to the ERSEA Manager at fax number (661)336-5248.
 - ✓ Enroll 10% of slots with children with Individual Family Service Plan (IFSP). Fill slots no later than January 1 each school year.
 - ✓ Accept files from Head Start waiting list of children with an IFSP from CAPK and enroll to fulfill the 10% enrollment.
 - ✓ Provide a monthly enrollment report (include waitlisted and dropped children) along with the monthly invoice that includes attendance.
 - ✓ If average daily attendance falls below 85 percent, Contractor will analyze the causes and develop and submit to CAPK to review and approve a plan that outlines corrective measures no later than the 15th day of the following month.
 - ✓ Documentation of work with families to improve daily attendance and how parents will be supported with issues that impact the child's attendance.

CAPK will:

Enrollment – 45 CFR 1305:

- Provide on-going monitoring of enrollment and verify that all vacancies are filled within 30 days.
- Provide Training and Technical Assistance to Contractor's staff to ensure that timelines are met, records are maintained and that follow-up services are provided.
- Review and sign off on eligibility documents prior to the enrollment of all children and return to Contractor within 2 business days to ensure full enrollment.
- Enrollment will be verified by the ERSEA Manager and the Head Start/State Child Development Programs Director or assignee.
- Provide Training and Technical Assistance to Contractor to assist in developing inclusive classrooms and enroll children with disabilities in order to meet the 10% mandate.
- Refer Federal Head Start eligible children to Contractor to assist in meeting funded enrollment and 10% children with disabilities.
- Provide training and technical assistance to Contractor's staff in developing and revising Contractor's procedures to ensure compliance with Head Start regulations and mandates.
- Provide technical assistance and strategies to improve attendance problems and ensure that children are receiving the required services under this Agreement.
- Monitor implementation of service plan and provide assistance and training determined to be needed from the analysis of Program Information Report (PIR), Infant/Toddler Environment Rating Scale (ITERS), Self-Assessment, Monitoring and other CAPK program monitoring data.
- Include Contractor staff in CAPK trainings as appropriate.

ATTACHMENT A — SCOPE OF WORK

Contractor will:

Education – 45 CFR – 1304.21:

- Hire teaching and support staff that meet Head Start and licensing regulations as outlined in the Head Start Act of 2007, and any updates issued thereto.
- Make available at least one annual training day to all EHS staff conducted by CAPK to ensure understanding of and compliance with Early Head Start guidelines.
- Align curriculum to meet school readiness goals established by the Head Start program.
- Provide two home visits, and two parent conferences for every child during program year.
- Ensure on-going Child Assessments/Desired Results Developmental Profile (DRDP) data is submitted according to CAPK timelines-three times per year. Complete Behavior Screening and submit to Family Advocate within 45 days of child's first day of school.
- Provide reports that document that staff has reviewed the results of developmental and behavior screening within 30 days after it was completed and discuss results with parents.
- Refer children identified with concerns from screening to CAPK's Content Area Specialist (CAS) Wellness for further assessment.
- Ensure children have a smooth transition experience following the guidelines of the Early Head Start Transition plan.
- Implement a high quality research based curriculum and other supporting strategies as defined by Head Start Performance Standards, Head Start Act.
- Review and implement Head Start current policies and procedures related to education, including the new Head Start Child Outcomes Framework in curriculum implementation and the Program for Infant and Toddler Care (PITC).
- Ensure all lesson plans, children's education goals and ongoing assessments are aligned with Head Start School Readiness and Early Learning Framework.
- Provide monthly reports on status of home visits, parent conferences, intentional teaching, individualization, observations/ongoing child assessments, 45 day mandates, and lesson planning.
- Provide yearly Pedestrian Safety training to parents and children.
- Monitor curriculum implementation, individualization and school readiness and forward monitoring reports to CAPK Head Start Director.

CAPK will:

Education – 45 CFR – 1304.21:

- Provides start-up instructional materials and furnishings identified by CAPK.
- Provide Training and Technical Assistance in the following areas:
 - ✓ Federal Head Start regulations, Performance Standards, and mandates, Head Start School Readiness mandates, Head Start Child Development and Early Learning Framework; i.e., Home Visits, Family Partnership Agreements, etc.
 - ✓ Training in curriculum planning and implementation.
 - ✓ Mental Health – Appropriate Behavioral Intervention.
 - ✓ Content expectations for home visits and parent conferences.
- Schedule for completing and submitting results on the following:
 - ✓ Education compliance reports for home visits, conferences, etc.
 - ✓ PIR status reports
 - ✓ Parent Engagement

The training calendar will be issued at the beginning of the school year and updated monthly; in addition, the Head Start program will dedicate a Supervisor, a Family Advocate and a coach to train and mentor staff on site.

- Hire a Family Advocate to support full enrollment, recruiting, selection, eligibility and attendance requirements, ChildPlus data entry.
- Hire Program Partner Manager to support and ensure full compliance of all comprehensive services and regulations as defined in the Head Start Performance Standards.

ATTACHMENT A — SCOPE OF WORK

Contractor will:

Health- 45 CFR – 1304.20; 1304.22; 1304

- Ensure that there is documentation indicating that all physical exams (well-baby check-ups) are completed at time of child enrollment per the Early and Periodic Screening Diagnosis and Treatment (EPSDT) requirements by age group.
- Review the results of all health exams, follow up on noted comments and submit to the Family Advocate to enter in ChildPlus. Refer for any needed treatment or missing requirements, documents and follow up on contact log.
- Assist parents to obtain or arrange further diagnostic testing, examination, and treatment by an appropriate licensed or certified professional for each child with an observable, known or suspected health, nutritional, behavior or developmental problem. Develop and implement a follow-up plan for any condition identified so that any needed treatment can begin.
- Take current height and weight for each child, three (3) times a year; and submit information to the Family Advocate for entry in ChildPlus.
- Generate and review health reports (summary and detailed) from weekly monitoring reports and follow up on areas needing improvement or focus within 5 days.
- By July 1, of each school year, review and modify as necessary policies and procedures of Health, Mental Health and Nutrition Services that meet Head Start Performance Standards and Regulations. Submit to CAPK to review.
- Review the monthly “Partner Monitoring Report” and complete the plan of action section for each area of the report where a concern was identified no later than one week after receiving reports from CAPK.
- Submit a report to CAPK within 24 hours for any known or suspected instances of child abuse or neglect and/or any unusual incident.
- Responsible for administering any authorized medications and document on medication log all medication administered to children as required by state guidelines.

CAPK will:

Health- 45 CFR – 1304.20; 1304.22; 1304

- Provide training and technical assistance on health related requirements such as:
 - ✓ Health Plans
 - ✓ Nutrition Assessments
 - ✓ Medication Administration
 - ✓ Food Allergies
 - ✓ ChildPlus data entry
- Ensure all physical exams and health information are entered in ChildPlus within 30 days of the child’s first day of attendance.
- Refer for annual well child exams at the appropriate intervals and dental exams at least 30 days prior to due date or expiration date and document referral on contact note or in ChildPlus.
- Ensure that all immunizations are complete and up-to-date at time of enrollment and entered in ChildPlus within 30 days of the child’s first day of attendance. Refer and follow-up regularly until all immunizations outlines by age are completed according to CA Immunization Requirements. Document all referrals and follow-up on contact notes.
- Conduct and enter Nutrition Assessments in ChildPlus within 45 days of the child’s first day of attendance. Follow up on nutrition concerns including referral for low Hgb/Hct, high lead levels and develop nutrition plans if needed as soon as possible but no later than 90 days from the first day of attendance.
- CAPK will review growth chart to determine height and weight are within normal range. For children who do not fall within normal range, Family Advocate will submit a referral to CAPK nutrition.
- Ensure that dental exams have been completed, including follow up treatment and are entered in ChildPlus, documented on contact notes within 90 days of the child’s first day of attendance.
- Review the Contractor’s policies and procedures for Health, Mental Health and Nutrition Services to ensure they meet the Head Start Performance Standards and Regulations.
- Document all medical follow-up treatment and services on contact notes. This is to include all medical treatments that improve the child’s overall health.
- Ensure an authorization for medication is completed by child’s physician and signed by parent prior to accepting and administering medication.
- Ensure health plans are developed for children with chronic health conditions to include medications as needed.
- Enter and track treatment needed and treatment received in ChildPlus.
- Conduct vision and hearing screenings, enter in ChildPlus within 45 days of child’s first day of attendance and rescreen within 4-6 weeks as needed.
- Obtain results of clinical vision screening and clinical hearing screening from current well baby check by age at time of enrollment within 45 days of child’s first day of attendance and enter in ChildPlus. Document all referrals, if any, and follow up on contact notes.

ATTACHMENT A — SCOPE OF WORK

Contractor will:

CAPK will:

Family Services – 45 CFR – 1304.40:

- By July 1 of each school year, review policies and procedures for Family Services that meet Head Start Performance Standards and Regulations. Submit to CAPK for review.
- Review monthly Family Services Reports (summary and detailed) provided by Family Advocate. Follow-up on areas needing improvement or focus within one (1) week of running the report.

Family Services – 45 CFR – 1304.40:

- Provide training and technical assistance on Family Service requirements such as:
 - ✓ Family Assessments and Family Partnership Agreement (FPA) process.
 - ✓ ChildPlus data entry
 - ✓ Service delivery tracking
- Family Assessments to be completed within 5 working days of the child's first day of attendance. Document on the contact notes and ChildPlus on the same day the family assessment is completed.
- Provide referrals for services and resources that are responsive to family's needs, interests and goals on the same day the need is identified. Document on the contact notes and ChildPlus on the same day the referral is made.
- Conduct timely follow-up on family needs, referrals and services received as soon as possible but not to exceed 60 calendar days depending on the urgency of the need. Document all follow-up pertaining to referrals and services received on the contact notes and ChildPlus on the same day follow-up is conducted.
- Initiate the goal setting process with all families and on the contact log and ChildPlus within 5 days of the child's first day of attendance.
- Develop Family Partnership Agreements (FPA) based on family's readiness and willingness to participate in the process. Complete the FPA form if goal is established. Document on the contact notes and ChildPlus on the same day the FPA is developed.
- Conduct FPA follow-up every 60 calendar days to review the status of the goal(s) established or reevaluate the family's readiness to participate in the goal setting process if goal has not been established. Document the contact notes and ChildPlus on the same day FPA follow-up is conducted.
- Review the Contractor's policies and procedures for Family Services to ensure they meet the Head Start Performance Standards and Regulations.

ATTACHMENT A — SCOPE OF WORK

Contractor will:

Program Design and Management – 45 CFR – 1304.50:

- Child Care License – Contractor shall maintain for the term of this Agreement a current Child Care License issued by the California Department of Social Services; shall provide CAPK with a copy of the license, and shall notify CAPK in writing of any changes in the status of the license, including Type A and Type B violations within 24 hours of the violation.
- Ensure and provide documentation by September 30th of each school year that all staff working with children receive annual Child Abuse Training.
- By July 1 of each year, review operational procedures to ensure that children receive services within the mandated time frames of the Head Start Performance Standards and the Head Start Act 2007.
- Document annual performance evaluations for employees.
- Participate in Partner's meetings and trainings related to Head Start/Early Head Start.
- Document staff individual and group training needs.
- Provide a monthly report to CAPK Head Start/State Child Development Programs Director on issues related to Program Information Report (PIR) with a final report provided no later than June 1 of each school year.
- Monitor areas in the PIR that are below 100%. Develop a plan of action to meet non-compliant areas on a monthly basis.
- Provide a representative to participate in the following:
 - ✓ Annual Self-Assessment
 - ✓ Monitoring Assessments
- Complete follow-up within 30 days of each monitoring event to document closure to individual findings. Provide a corrective action plan for any areas of non-compliance that were found during the annual self-assessment within 30 days.
- Conduct ongoing monitoring of program operations by submitting monthly analysis of health, education and family services data along with a plan of action for all areas of non-compliance and participate in Partner Coordination Meetings.
- Report any licensing finding, non-compliance with Child and Adult Care Food Program (CACFP), or any other loss of funding that materially weakens the financial stability of the Contractor or its ability to deliver the services required under this Agreement within 24 hours of the finding.
- Make reasonable efforts to have one parent representative to serve on the CAPK Head Start Policy Council (PC) monthly meetings. Representative must be elected in accordance with PC By-Laws at a local parent meeting. Parent must have a child currently enrolled in the Head Start Program.
- Ensure that employees hired to perform services under the Agreement meet Early Head Start Standards.

CAPK will:

Program Design and Management – 45 CFR – 1304.50:

- Provide necessary trainings to appropriate staff to set up systems and procedures as needed.
- Provide feedback on reports and assist with any needed corrective action.
- Develop the structure and training for the Annual Self-Assessment.
- Develop the system for ongoing monitoring and conduct monitoring of Contractor operations.
- Participate in training of staff to provide support and technical assistance and ensure implementation of procedures meet federal regulations.
- Provide data regarding service achievements, gaps and possible solutions to meet federal regulations.
- Update office equipment and software necessary to track program performance and document the yearly Program Information Report (PIR).
- Organize monthly service reviews with content area experts to analyze progress, identify gaps and help develop timely solutions.
- Provide monthly Policy Council Minutes via email for distribution to parents of Head Start classrooms.
- Use ChildPlus software for the purpose of data collection and reporting entering information by Friday every week and run reports on Monday.

ATTACHMENT A — SCOPE OF WORK

Contractor will:

Training:

- Provide staff training on State and Federal regulations and mandates, mutually coordinated with CAPK and other partners.
- Provide staff training related to other areas of the program as requested by CAPK.
- Make available at least one day per year for the line staff to receive training on Head Start mandates.
- In-Kind: Provide documentation for Non-Federal Share to CAPK each month, including July and August (amount is 25% of Federal funds expended).
- Contractor will be responsible for requesting in writing for staff to attend Head Start specific approved conferences, classes, trainings and workshops.

CAPK will:

Training:

- Staff to provide groups as well as on-site training as needed.
- Registration for outside training and conferences: CAPK will be responsible for registration and incidental expenses for KCCD staff to attend Head Start specific approved conferences, classes, trainings, workshops and will invoice with receipts attached. Request to attend must be approved by CAPK in writing.

ATTACHMENT B – PAYMENT PROVISIONS

1. **Payment Limits** – Payment by CAPK for services performed by Contractor shall be six hundred dollars (\$600.00) per enrolled Early Head Start (“EHS”) Partnership child per month, for a maximum of eight (8) enrolled EHS Partnership children. The total maximum monthly reimbursement is four thousand eight hundred dollars (\$4,800).

2. Total payments to Contractor under this this portion of the Agreement shall not exceed \$153,600, equal to 32 months at \$4,800 per month.

•	Budget Period 1	01/01/2017 – 08/31/2017	8 months X \$4,800	\$38,400
•	Budget Period 2	09/01/2017 – 08/31/2018	12 months X \$4,800	\$57,600
•	Budget Period 3	09/01/2018 – 08/31/2019	12 months X \$4,800	\$57,600

In addition, training and technical funds to cover trainings, conferences, classes and workshops for Contractor staff will be covered by CAPK when they are pre-approved and deemed necessary to meet Head Start requirements.

Contractor shall submit invoices for services rendered to CAPK within thirty (30) days of the end of the calendar month. Contractor shall furnish invoices in a form acceptable to CAPK. All amounts paid by CAPK to the Contractor shall be subject to audit by CAPK. Upon receipt of an acceptable invoice, payment shall be made in a reasonable time upon approval by CAPK that payment shall be made to the address specified in section 10 of the Agreement.

3. **Payment Basis** – Subject to the payment limit in paragraph one (1) of the Agreement above, use of funds received by the Contractor for services provided to CAPK are restricted to the performance of the Contractor’s obligations under this Agreement.
4. **Loss of Subsidy** – Eligible children identified as EHS participants may not be dis-enrolled as a result of a loss of subsidy. In the case of where an EHS slot is not subsidized, CAPK will pay a non-subsidized rate of no more than the Contractor’s other subsidy daily rate for any unsubsidized EHS-Child Care Partnership child. CAPK will continue to make payments for the unsubsidized child until the child ages out of the program, the parent declines services or secures child care elsewhere. CAPK will work with the Contractor to ensure continuity of services due to a loss of subsidy either in the Center Based option or offering EHS Home Based services through CAPK’s EHS Home Based program. The non-subsidized rate can either be short term until subsidy resumes or long term to support continued EHS services to the child and family. In the case of loss of subsidy, Contractor will submit request for payment in writing. Payments made for loss of subsidy pursuant to this paragraph will be in addition to any payments made to Contractor pursuant to paragraph one (1) above.
5. **Allowable Costs** – Contractor’s allowable costs are only those which are approved in advance by CAPK and in accordance with Office of Budget and Management (OMB) Uniform Guidance 2 CFR Part 200, including any amendments.
6. **Fiscal Provisions** –
 - a. CAPK will notify Contractor in writing of any modification, payments, delays, or cancellations of the federal grant that will affect the program within five (5) business days of CAPK’s receipt of such notice.
 - b. Contractor is entitled to receive reimbursement for its actual costs of providing the facilities, goods, and services (collectively “Services”) only as specified in this Agreement. Contractor acknowledges and agrees it is not entitled to any payments over and above those specified in this Agreement unless approved in writing by CAPK. In no event will Contractor receive reimbursement exceeding the amount stated in this Agreement, except if it has received prior written authorization from CAPK.
 - c. Compensation may be reduced or withheld in the event that Contractor fails to comply with the provisions of this Agreement, or does not perform in accordance with the terms of this Agreement.
 - d. The Contractor shall contribute Non-Federal Share, which is a match of federal funds required by the Head Start Act, equal to 25% of Federal funds expended. Such contributions may be in cash, donated supplies and services, reduced rates for supplies and expenses, fair rental value, and/or volunteer services received. Non-Federal Share may also include other non-Federal funds and related expenses that benefit the EHS-Child Care Partnership (as defined by the Administration for Children and Families), as determined solely by CAPK. All Non-Federal Share contributions pursuant to this Agreement must be approved as such by CAPK in accordance with Office of Budget and Management (OMB) Uniform Guidance 2 CFR Part 200. Contributions must be realized and recorded in the same budget period as the Federal funds are received.

•	Budget Period 1	01/01/2017 – 08/31/2017	8 months X \$4,800 @ 25%	\$ 9,600
▪	Budget Period 2	09/01/2017 – 08/31/2018	12 months X \$4,800 @ 25%	\$14,400
▪	Budget Period 3	09/01/2018 – 08/31/2019	12 months X \$4,800 @ 25%	\$14,400

ATTACHMENT C

Community Action Partnership of Kern Additional Terms and Conditions

1. **TAXES.** The Contractor is solely responsible to pay all taxes and comply with all Federal, State, and local laws, ordinances, rules, regulations and lawful orders bearing on the performance of work.
2. **ASSIGNMENT OF SUBCONTRACTING.** The Contractor may not assign or transfer the Agreement, or any interest therein or claim thereunder, or subcontract any portion of the work thereunder, without the prior written approval of CAPK. If CAPK consents to such assignment or transfer, the terms and conditions of the Agreement shall be binding upon any assignee or transferee. Any transfer shall be considered an addendum to the Agreement and must be included as such.
3. **TERMINATION FOR CONVENIENCE OF CAPK.** CAPK may terminate the Agreement at any time by giving written notice to the Contractor of such termination and specifying the effective date thereof. In that event, all finished or unfinished documents and other materials as described herein, at the option of CAPK, shall become its property. If the Agreement is terminated by CAPK as provided herein, the Contractor shall be entitled to receive just and equitable compensation for any satisfactory work completed on such documents and other materials. The Contractor hereby expressly waives any and all claims for damages or compensation arising under the Agreement except as set forth in this section in the event of such termination.
4. **CHANGES.** CAPK may from time to time, require changes in the scope of the services of the Contractor to be performed hereunder. Such changes, including any increase or decrease in the amount of the Contractor's compensation which are mutually agreed upon by and between CAPK and the Contractor, shall be effective when incorporated in written amendments to the Agreement. Amendments shall be valid only after approval by Contractor and CAPK's Executive Director.
5. **CLAIMS.** All claims for money due or to become due to the Contractor from CAPK under the Agreement may not be assigned to a bank, trust company, or other financial institution without CAPK approval. Notice or requests of any such assignment or transfer shall be furnished promptly in writing to CAPK.
6. **NOTICE.** Any notice or notices required or permitted to be given pursuant to the Agreement may be personally served on the other party by the party giving such notice, or may be served by certified mail, return receipt requested.
7. **AFFIRMATIVE ACTION.** The Contractor agrees to abide by all State and Federal Affirmative Action policies and laws.
8. **DISPUTE RESOLUTION.** Any dispute arising regarding the interpretation or implementation of the Agreement, including any claims for breach of the Agreement, shall be resolved by submitting the claim for arbitration to the American Arbitration Association in accordance with its rules and procedures applicable to commercial disputes. The location of any arbitration hearing shall be Bakersfield, California, and any enforcement of the arbitrator's decision shall be brought in the Superior Court of the County of Kern, Bakersfield, California.
9. **EQUAL EMPLOYMENT OPPORTUNITY.** All hiring and other employment practices by the Contractor shall be non-discriminatory, based on merit and qualifications without regard to race, color, religion, national origin, ancestry, disability, medical condition, marital status, age or sex.
10. **SBE/MBE/WBE POLICY STATEMENT.** It is the policy of Community Action Partnership of Kern, consistent with Federal, State and local laws, to promote and encourage the development, participation, and continued expansion of Small Business Enterprises, Minority Business Enterprises and Women's Business Enterprises.
11. **CONFIDENTIALITY.** The Contractor shall use his or her best efforts to keep confidential any information obtained during the performance of the Agreement.
12. **RESPONSIBILITY.** If Contractor is part of a corporation, the individual or individuals who sign the Agreement on behalf of the corporation are jointly responsible for performance of the Agreement.

13. **PROTEST BY CONTRACTOR:** If the Contractor wishes to file a protest against CAPK for any action, the Contractor must do so in writing with CAPK within 72 hours after the action to be protested has occurred. All protests will be taken under advisement. Any protests received after that will not be recognized.
14. **CONFLICT OF INTEREST:** In accordance with California Public Contract Code 10410, no officer or employee of CAPK shall engage in any employment, activity or enterprise from which the officer or employee receives compensation or has a financial interest in the Agreement, which may be in whole, or in part, sponsored or funded by a Local, State, or Federal agency. Also, no relative of an employee of CAPK may enter into or bid on an Agreement while said employee is still employed by CAPK. No relative of an employee of CAPK may bid on an Agreement until 12 months after the date said employee of CAPK has left employment of CAPK, either voluntarily or involuntarily. It is contrary to CAPK policy for any CAPK employee to personally solicit, demand or receive any gratuity of any kind from a Contractor in connection with any decision affecting a CAPK purchase or Agreement for Goods or Services. Thus, if such a case were to occur, the Contractor may file a protest with CAPK as specified in the section titled "Protest by Contractor."
15. **DEBARMENT AND SUSPENSION CERTIFICATION:** Contractor, under penalty of perjury, certified that, except as noted below, he/she or any person associated therewith in the capacity of owner, partner, director, officer, manager:
- Is not currently under suspension, debarment, voluntary exclusion, or determination of ineligibility by any federal agency;
 - Has not been suspended, debarred, voluntarily excluded or determined ineligible by any federal agency within the past three (3) years;
 - Does not have a proposed debarment pending; and
 - Has not been indicted, convicted, or had a civil judgment rendered against it by a court of competent jurisdiction in any matter involving fraud or official misconduct within the past three (3) years.

If there are any exceptions to the Certifications above, insert the exceptions in the following space:

Exceptions will not necessarily result in denial of award, but will be considered in determining Contractor responsibility. For any exception noted above, indicate below to whom it applies, initiating agency, and dates of action.

Note: Providing false information may result in criminal prosecution or administrative sanctions.

16. **WORKER'S COMPENSATION:** Labor Code Section 3700 provides:

"Every employer except the State and all political subdivisions or institutions thereof, shall secure the payment of compensation in one or more of the following ways:

"(a) By being insured against liability to pay compensation in one or to more than one of the insurers duly authorized to write compensation insurance in this State.

"(b) By securing from the Director of Industrial Relations a certificate of consent to self-insure, which may be given upon furnishing proof satisfactory to the Director of Industrial Relations of ability to self-insure and to pay any compensation that may become due to his employees."

Contractor is aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for Worker's Compensation or to undertake self-insurance in accordance with the provisions of that Code, and Contractor will comply with those provisions before commencing the performance of the work of the Agreement.

(In accordance with Article 5 [commencing at Section 1860], Chapter 1, Part 7, Division 2 of the Labor Code, this certificate must be signed and filed with the awarding body prior to performing any work under the Agreement.)

17. **INSURANCE REQUIREMENTS:** Contractor shall procure, furnish and maintain for the duration of the Agreement the following types and limits of insurance herein:

- a. Automobile Liability Insurance, providing coverage on an occurrence basis for bodily injury, including death, of one or more persons, property damage and personal injury, with limits of not less than One Million Dollars (\$1,000,000) per occurrence; and the policy shall:
- b. Provide coverage for owned, non-owned and hired autos.
- c. Contain an additional insured endorsement in favor of Community Action Partnership of Kern, its board, officers, agents, employees and volunteers.
- d. Broad Form Commercial General Liability Insurance, ISO form CG00 01 11 85 or 88 providing coverage on an occurrence basis for bodily injury, including death, of one or more persons, property damage and personal injury, with limits of not less than One Million Dollars (\$1,000,000) per occurrence; and the policy shall:
- e. Provide Contractual Liability coverage for the terms of the Agreement.
- f. Contain an additional insured endorsement in favor in favor of Community Action Partnership of Kern, its board, officers, agents, employees and volunteers.
- g. Workers' compensation insurance with statutory limits and employer's liability insurance with limits of not less than One Million Dollars (\$1,000,000) per occurrence; and the policy shall contain a waiver of subrogation endorsement in favor of Community Action Partnership of Kern, its board, officers, agents, employees and volunteers.

All policies required of the Contractor shall be primary insurance as to Community Action Partnership of Kern, its board, officers, agents employees and volunteers and any insurance or self-insurance maintained by Community Action Partnership of Kern, its board, officers, agents employees and designated volunteers shall be in excess of the Contractor's insurance and shall not contribute with it. Additional insured endorsement shall use ISO form CG20 10 11 85 (in no event with an edition date later than 1990).

Insurance is to be placed with insurers with a Best's rating of no less than A:VII. Any deductibles, self-insured retentions or insurance in lesser amounts, or lack of certain types of insurance otherwise required by the Agreement, or insurance rated below Best's A:VII, must be declared prior to execution of the Agreement and approved by CAPK in writing.

All policies shall contain an endorsement providing Community Action Partnership of Kern with thirty (30) days written notice of cancellation or material change in policy language or terms. All policies shall provide that there shall be continuing liability thereon, notwithstanding any recovery on any policy.

The insurance required hereunder shall be maintained until all work required to be performed by the Agreement is satisfactorily completed.

Contractor shall furnish CAPK with a certificate of insurance and required endorsements evidencing the insurance required. CAPK may withdraw its offer of an Agreement or cancel the Agreement if certificates of insurance and endorsements required have not been provided prior to the execution of the Agreement.

Signature

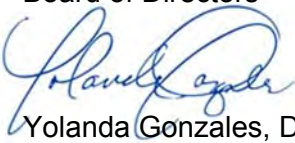
Date

Print Name

Company Name

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Board of Directors

From: Yolanda Gonzales, Director of Head Start and Child Development Services
Date: January 25, 2017
Subject: *Agenda Item VI(e):* San Joaquin County Food Service Agreement – Action Item

A request to renew our contract for child and adult meals for our San Joaquin County Early Head Start program began in December 2016. The proposal incorporates the 3rd program year (February 1, 2017 – January 31, 2018) food service expense. The annual total for the contract will exceed the approval threshold of \$200,000 and require CAPK Board approval.

The terms of the contract will meet all Federal, State, and agency policies. The procurement process has met all requirements of agency policy and will be awarded to Creative Child Care, Incorporated and subsequently executed with Board Approval. The anticipated annual dollar amount based on the terms of the contract will be approximately \$287,280.00. Variables include any adjustments in program options, annual inflation of food costs, and continued funding.

Recommendation:

Staff recommends that the Board of Directors approve the San Joaquin County Early Head Start Food Service Vendor Contract with Creative Child Care, Incorporated for 2017-2018 and expense of the projected dollar amount of \$287,280 for the San Joaquin County Food Vendor contract supporting the next year of food service.

Attachments: Food Service Contract

INSTRUCTIONS FOR USE

CHILD CARE STANDARD FOOD SERVICE VENDING AGREEMENT (DELIVERY)

The attached sample *Standard Agreement to Furnish Food Service* can be used when an agency contracts with a food service vendor for meals that will be claimed for reimbursement under the Child and Adult Care Food Program (CACFP).

Agencies should familiarize themselves with procurement procedures and requirements as found in Title 2 *Code of Federal Regulations*, sections 200.318–326 (2 *CFR* 200.318–326) and Title 7 *Code of Federal Regulations*, Section 226.22 (7 *CFR* 226.22).

This agreement may be used **only** if the aggregate value of your contract is below the purchase threshold appropriate to your agency. The current Federal purchase threshold is \$150,000, per 2 *CFR* 200.88. As part of your agency's procurement standards, ensure that when you are purchasing goods over \$3,500 that obtain an adequate number of price quotes and select the lowest cost vendor. Please note that if you intend to purchase anything above the aggregate value of \$150,000 or would like a contract longer than one year, you must follow formal procurement process.

The agreement must be signed by both the agency and the vendor. This agreement contains the requirements outlined in the Code of Federal Regulations. **No deletions of clauses or items will be allowed without the approval of the Nutrition Services Division.** The Schedule B–Meal Pattern appropriate to your agency type is a required part of the agreement. Additional clauses may be added to bring the agreement into conformance with applicable State or local laws governing your agency.

If you are a public agency you may use your customary form of contract **if that form incorporates all of the provisions set forth in 7 *CFR* 226.6(i), 226.21, and 226.22.**

This agreement is **valid for one year only** (Ex: January 5, 2016–January 4, 2017). A new agreement must be executed annually. Submit a photocopy of each agreement to the CACFP for review **prior** to beginning program operations covered under the agreement. Copies of the completed agreement and all amendments must be retained by both the agency and the vendor. If only one original agreement is signed, we recommend that you retain it in your files.

If you have any questions regarding the use of this agreement or need clarification of the regulatory requirements for contracting, please call the Nutrition Services Division at (916) 445-0850 or toll free at (800) 952-5609.

VENDOR #: W 95700
AGREEMENT #: 05025

**STANDARD AGREEMENT TO FURNISH FOOD SERVICE
BETWEEN A CHILD AND ADULT CARE FOOD PROGRAM AGENCY
AND A FOOD SERVICE VENDOR**

THIS ENTERED INTO ON THIS FIRST DAY OF FEBRUARY, 2017 BY
MONTH YEAR
AND BETWEEN COMMUNITY ACTION PARTNERSHIP OF KERN, HEREINAFTER REFERRED TO AS THE
NAME OF AGENCY
AGENCY, AND CREATIVE CHILD CARE INC. FOOD SERVICES HEREINAFTER REFERRED TO AS THE
NAME OF VENDOR/FOOD SERVICE MANAGEMENT COMPANY
VENDOR.

WHEREAS, IT IS NOT WITHIN THE CAPABILITY OF THE AGENCY TO PREPARE SPECIFIED MEALS UNDER THE CHILD AND ADULT CARE FOOD PROGRAM (CACFP) FOR ENROLLED PARTICIPANTS.

WHEREAS, THE FACILITIES AND CAPABILITIES OF THE VENDOR ARE ADEQUATE TO PREPARE SPECIFIED MEALS FOR THE AGENCY'S FACILITY(IES); AND

WHEREAS, THE VENDOR IS WILLING TO PROVIDE SUCH SERVICES TO THE AGENCY ON A COST REIMBURSEMENT BASIS.

THEREFORE, BOTH PARTIES HERETO AGREE AS FOLLOWS:

THE VENDOR AGREES TO:

1. PREPARE THE MEALS (INCLUSIVE/EXCLUSIVE) OF MILK FOR Kennedy
NAME OF SITE (ATTACH SHEET IF MULTIPLE)
DELIVERY TO THE AGENCY AT 2800 D. Street, Stockton CA 95206 BY 10:00AM
ADDRESS TIME
EACH Monday - Friday, IN ACCORDANCE WITH THE NUMBER OF MEALS REQUESTED AND
* WEEKDAY OR SPECIFIC DAYS AS APPROPRIATE
AT THE COST(S) PER MEAL LISTED BELOW:

BREAKFAST	<u>\$ 1.70</u>	EACH	LUNCH	<u>\$ 3.15</u>	EACH
SUPPLEMENT/SNACK	<u>\$.85</u>	EACH	SUPPER	<u>\$</u>	EACH

2. ASSURE THE AGENCY THAT NO TITLE III(C) FUNDS HAVE BEEN APPLIED TO THE COST OF OR TITLE III(C) COMMODITIES USED FOR THE PREPARATION OF THESE MEALS.

* Negotiable time frame but should be no longer than 24 hours.

VENDOR #: W 95700

AGREEMENT #: 05025

**STANDARD AGREEMENT TO FURNISH FOOD SERVICE
BETWEEN A CHILD AND ADULT CARE FOOD PROGRAM AGENCY
AND A FOOD SERVICE VENDOR**

THIS ENTERED INTO ON THIS FIRST DAY OF FEBRUARY, 2017 BY
MONTH YEAR
AND BETWEEN COMMUNITY ACTION PARTNERSHIP OF KERN, HEREINAFTER REFERRED TO AS THE
NAME OF AGENCY
AGENCY, AND CREATIVE CHILD CARE INC. FOOD SERVICES HEREINAFTER REFERRED TO AS THE
NAME OF VENDOR/FOOD SERVICE MANAGEMENT COMPANY
VENDOR.

WHEREAS, IT IS NOT WITHIN THE CAPABILITY OF THE AGENCY TO PREPARE SPECIFIED MEALS UNDER THE CHILD AND ADULT CARE FOOD PROGRAM (CACFP) FOR ENROLLED PARTICIPANTS.

WHEREAS, THE FACILITIES AND CAPABILITIES OF THE VENDOR ARE ADEQUATE TO PREPARE SPECIFIED MEALS FOR THE AGENCY'S FACILITY(IES); AND

WHEREAS, THE VENDOR IS WILLING TO PROVIDE SUCH SERVICES TO THE AGENCY ON A COST REIMBURSEMENT BASIS.

THEREFORE, BOTH PARTIES HERETO AGREE AS FOLLOWS:

THE VENDOR AGREES TO:

1. PREPARE THE MEALS (INCLUSIVE/EXCLUSIVE) OF MILK FOR California Street EHS
NAME OF SITE (ATTACH SHEET IF MULTIPLE)
DELIVERY TO THE AGENCY AT 425 N. California Street, Stockton, CA 95202 BY 10:00AM
ADDRESS TIME
EACH Monday - Friday, IN ACCORDANCE WITH THE NUMBER OF MEALS REQUESTED AND
* WEEKDAY OR SPECIFIC DAYS AS APPROPRIATE

AT THE COST(S) PER MEAL LISTED BELOW:

BREAKFAST	<u>\$ 1.70</u>	EACH	LUNCH	<u>\$ 3.15</u>	EACH
SUPPLEMENT/SNACK	<u>\$.85</u>	EACH	SUPPER	<u>\$</u>	EACH

2. ASSURE THE AGENCY THAT NO TITLE III(C) FUNDS HAVE BEEN APPLIED TO THE COST OF OR TITLE III(C) COMMODITIES USED FOR THE PREPARATION OF THESE MEALS.

* Negotiable time frame but should be no longer than 24 hours.

VENDOR #W 95700

AGREEMENT #05025

**STANDARD AGREEMENT TO FURNISH FOOD SERVICE
BETWEEN A CHILD AND ADULT CARE FOOD PROGRAM AGENCY
AND A FOOD SERVICE VENDOR**

THIS ENTERED INTO ON THIS FIRST DAY OF FEBRUARY, 2017 BY
MONTH YEAR
AND BETWEEN COMMUNITY ACTION PARTNERSHIP OF KERN, HEREINAFTER REFERRED TO AS THE
NAME OF AGENCY
AGENCY, AND CREATIVE CHILD CARE INC. FOOD SERVICES HEREINAFTER REFERRED TO AS THE
NAME OF VENDOR/FOOD SERVICE MANAGEMENT COMPANY
VENDOR.

WHEREAS, IT IS NOT WITHIN THE CAPABILITY OF THE AGENCY TO PREPARE SPECIFIED MEALS UNDER THE CHILD AND ADULT CARE FOOD PROGRAM (CACFP) FOR ENROLLED PARTICIPANTS.

WHEREAS, THE FACILITIES AND CAPABILITIES OF THE VENDOR ARE ADEQUATE TO PREPARE SPECIFIED MEALS FOR THE AGENCY'S FACILITY(IES); AND

WHEREAS, THE VENDOR IS WILLING TO PROVIDE SUCH SERVICES TO THE AGENCY ON A COST REIMBURSEMENT BASIS.

THEREFORE, BOTH PARTIES HERETO AGREE AS FOLLOWS:

THE VENDOR AGREES TO:

1. PREPARE THE MEALS (INCLUSIVE/EXCLUSIVE) OF MILK FOR 4TH Street EHS
NAME OF SITE (ATTACH SHEET IF MULTIPLE)
DELIVERY TO THE AGENCY AT 236 W. 4th Street., Stockton CA 95206 BY 10:00am
ADDRESS TIME
EACH Monday-Friday, IN ACCORDANCE WITH THE NUMBER OF MEALS REQUESTED AND
* WEEKDAY OR SPECIFIC DAYS AS APPROPRIATE

AT THE COST(S) PER MEAL LISTED BELOW:

BREAKFAST	<u>\$ 1.70</u>	EACH	LUNCH	<u>\$ 3.15</u>	EACH
SUPPLEMENT/SNACK	<u>\$.85</u>	EACH	SUPPER	<u>\$</u>	EACH

2. ASSURE THE AGENCY THAT NO TITLE III(C) FUNDS HAVE BEEN APPLIED TO THE COST OF OR TITLE III(C) COMMODITIES USED FOR THE PREPARATION OF THESE MEALS.

* Negotiable time frame but should be no longer than 24 hours.

**STANDARD AGREEMENT TO FURNISH FOOD SERVICE
BETWEEN A CHILD AND ADULT CARE FOOD PROGRAM AGENCY
AND A FOOD SERVICE VENDOR**

THIS ENTERED INTO ON THIS FIRST DAY OF FEBRUARY, 2017 BY
MONTH YEAR
 AND BETWEEN COMMUNITY ACTION PARTNERSHIP OF KERN, HEREINAFTER REFERRED TO AS THE
NAME OF AGENCY
 AGENCY, AND CREATIVE CHILD CARE INC. FOOD SERVICES HEREINAFTER REFERRED TO AS THE
NAME OF VENDOR/FOOD SERVICE MANAGEMENT COMPANY
 VENDOR.

WHEREAS, IT IS NOT WITHIN THE CAPABILITY OF THE AGENCY TO PREPARE SPECIFIED MEALS UNDER THE CHILD AND ADULT CARE FOOD PROGRAM (CACFP) FOR ENROLLED PARTICIPANTS.

WHEREAS, THE FACILITIES AND CAPABILITIES OF THE VENDOR ARE ADEQUATE TO PREPARE SPECIFIED MEALS FOR THE AGENCY'S FACILITY(IES); AND

WHEREAS, THE VENDOR IS WILLING TO PROVIDE SUCH SERVICES TO THE AGENCY ON A COST REIMBURSEMENT BASIS.

THEREFORE, BOTH PARTIES HERETO AGREE AS FOLLOWS:

THE VENDOR AGREES TO:

- PREPARE THE MEALS (INCLUSIVE/EXCLUSIVE) OF MILK FOR St. Mary's EHS
NAME OF SITE (ATTACH SHEET IF MULTIPLE)
 DELIVERY TO THE AGENCY AT 545 W. Sonora Street Stockton CA 95203 BY 10:00AM
ADDRESS TIME
 EACH Monday - Friday, IN ACCORDANCE WITH THE NUMBER OF MEALS REQUESTED AND
* WEEKDAY OR SPECIFIC DAYS AS APPROPRIATE
 AT THE COST(S) PER MEAL LISTED BELOW:

BREAKFAST	<u>\$ 1.70</u>	EACH	LUNCH	<u>\$ 3.15</u>	EACH
SUPPLEMENT/SNACK	<u>\$.85</u>	EACH	SUPPER	<u>\$</u>	EACH

- ASSURE THE AGENCY THAT NO TITLE III(C) FUNDS HAVE BEEN APPLIED TO THE COST OF OR TITLE III(C) COMMODITIES USED FOR THE PREPARATION OF THESE MEALS.

* Negotiable time frame but should be no longer than 24 hours.

VENDOR #: W 96700

AGREEMENT #: 05025

**STANDARD AGREEMENT TO FURNISH FOOD SERVICE
BETWEEN A CHILD AND ADULT CARE FOOD PROGRAM AGENCY
AND A FOOD SERVICE VENDOR**

THIS ENTERED INTO ON THIS FIRST DAY OF FEBRUARY, 2017 BY
MONTH YEAR
AND BETWEEN COMMUNITY ACTION PARTNERSHIP OF KERN, HEREINAFTER REFERRED TO AS THE
NAME OF AGENCY
AGENCY, AND CREATIVE CHILD CARE INC. FOOD SERVICES HEREINAFTER REFERRED TO AS THE
NAME OF VENDOR/FOOD SERVICE MANAGEMENT COMPANY
VENDOR.

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WHEREAS, THE FACILITIES AND CAPABILITIES OF THE VENDOR ARE ADEQUATE TO PREPARE SPECIFIED MEALS FOR THE AGENCY'S FACILITY(IES); AND

WHEREAS, THE VENDOR IS WILLING TO PROVIDE SUCH SERVICES TO THE AGENCY ON A COST REIMBURSEMENT BASIS.

THEREFORE, BOTH PARTIES HERETO AGREE AS FOLLOWS:

THE VENDOR AGREES TO:

1. PREPARE THE MEALS (INCLUSIVE/EXCLUSIVE) OF MILK FOR Walnut EHS
NAME OF SITE (ATTACH SHEET IF MULTIPLE)
DELIVERY TO THE AGENCY AT 115 N. Walnut Avenue, Manteca, CA 95336 BY 10:00AM
ADDRESS TIME
EACH Monday - Friday, IN ACCORDANCE WITH THE NUMBER OF MEALS REQUESTED AND
* WEEKDAY OR SPECIFIC DAYS AS APPROPRIATE

AT THE COST(S) PER MEAL LISTED BELOW:

BREAKFAST	<u>\$ 1.70</u>	EACH	LUNCH	<u>\$ 3.15</u>	EACH
SUPPLEMENT/SNACK	<u>\$.85</u>	EACH	SUPPER	<u>\$</u>	EACH

2. ASSURE THE AGENCY THAT NO TITLE III(C) FUNDS HAVE BEEN APPLIED TO THE COST OF OR TITLE III(C) COMMODITIES USED FOR THE PREPARATION OF THESE MEALS.

* Negotiable time frame but should be no longer than 24 hours.

VENDOR #W 95700

AGREEMENT #:05025

**STANDARD AGREEMENT TO FURNISH FOOD SERVICE
BETWEEN A CHILD AND ADULT CARE FOOD PROGRAM AGENCY
AND A FOOD SERVICE VENDOR**

THIS ENTERED INTO ON THIS FIRST DAY OF FEBRUARY, 2017 BY
MONTH YEAR
AND BETWEEN COMMUNITY ACTION PARTNERSHIP OF KERN, HEREINAFTER REFERRED TO AS THE
NAME OF AGENCY
AGENCY, AND CREATIVE CHILD CARE INC. FOOD SERVICES HEREINAFTER REFERRED TO AS THE
NAME OF VENDOR/FOOD SERVICE MANAGEMENT COMPANY
VENDOR.

WHEREAS, IT IS NOT WITHIN THE CAPABILITY OF THE AGENCY TO PREPARE SPECIFIED MEALS UNDER THE CHILD AND ADULT CARE FOOD PROGRAM (CACFP) FOR ENROLLED PARTICIPANTS.

WHEREAS, THE FACILITIES AND CAPABILITIES OF THE VENDOR ARE ADEQUATE TO PREPARE SPECIFIED MEALS FOR THE AGENCY'S FACILITY(IES); AND

WHEREAS, THE VENDOR IS WILLING TO PROVIDE SUCH SERVICES TO THE AGENCY ON A COST REIMBURSEMENT BASIS.

THEREFORE, BOTH PARTIES HERETO AGREE AS FOLLOWS:

THE VENDOR AGREES TO:

1. PREPARE THE MEALS (INCLUSIVE/EXCLUSIVE) OF MILK FOR Chrisman EHS
NAME OF SITE (ATTACH SHEET IF MULTIPLE)
DELIVERY TO THE AGENCY AT 23950 S. Chrisman Road. Tracy, CA 95304 BY 10:00AM
ADDRESS TIME
EACH Monday-Friday, IN ACCORDANCE WITH THE NUMBER OF MEALS REQUESTED AND
* WEEKDAY OR SPECIFIC DAYS AS APPROPRIATE
AT THE COST(S) PER MEAL LISTED BELOW:

BREAKFAST	<u>\$ 1.70</u>	EACH	LUNCH	<u>\$ 3.15</u>	EACH
SUPPLEMENT/SNACK	<u>\$.85</u>	EACH	SUPPER	<u>\$</u>	EACH

2. ASSURE THE AGENCY THAT NO TITLE III(C) FUNDS HAVE BEEN APPLIED TO THE COST OF OR TITLE III(C) COMMODITIES USED FOR THE PREPARATION OF THESE MEALS.

* Negotiable time frame but should be no longer than 24 hours.

VENDOR #: W 95700

AGREEMENT #: 05025

**STANDARD AGREEMENT TO FURNISH FOOD SERVICE
BETWEEN A CHILD AND ADULT CARE FOOD PROGRAM AGENCY
AND A FOOD SERVICE VENDOR**

THIS ENTERED INTO ON THIS FIRST DAY OF FEBRUARY, 2017 BY
MONTH YEAR
AND BETWEEN COMMUNITY ACTION PARTNERSHIP OF KERN, HEREINAFTER REFERRED TO AS THE
NAME OF AGENCY
AGENCY, AND CREATIVE CHILD CARE INC. FOOD SERVICES HEREINAFTER REFERRED TO AS THE
NAME OF VENDOR/FOOD SERVICE MANAGEMENT COMPANY
VENDOR.

WHEREAS, IT IS NOT WITHIN THE CAPABILITY OF THE AGENCY TO PREPARE SPECIFIED MEALS UNDER THE CHILD AND ADULT CARE FOOD PROGRAM (CACFP) FOR ENROLLED PARTICIPANTS.

WHEREAS, THE FACILITIES AND CAPABILITIES OF THE VENDOR ARE ADEQUATE TO PREPARE SPECIFIED MEALS FOR THE AGENCY'S FACILITY(IES); AND

WHEREAS, THE VENDOR IS WILLING TO PROVIDE SUCH SERVICES TO THE AGENCY ON A COST REIMBURSEMENT BASIS.

THEREFORE, BOTH PARTIES HERETO AGREE AS FOLLOWS:

THE VENDOR AGREES TO:

1. PREPARE THE MEALS (INCLUSIVE/EXCLUSIVE) OF MILK FOR Lodi UCCC
NAME OF SITE (ATTACH SHEET IF MULTIPLE)
DELIVERY TO THE AGENCY AT 701 S. Hutchins St. Lodi, CA 95240 BY 10:00AM
ADDRESS TIME
EACH Monday - Friday, IN ACCORDANCE WITH THE NUMBER OF MEALS REQUESTED AND
* WEEKDAY OR SPECIFIC DAYS AS APPROPRIATE

AT THE COST(S) PER MEAL LISTED BELOW:

BREAKFAST	<u>\$ 1.70</u>	EACH	LUNCH	<u>\$ 3.15</u>	EACH
SUPPLEMENT/SNACK	<u>\$.85</u>	EACH	SUPPER	<u>\$</u>	EACH

2. ASSURE THE AGENCY THAT NO TITLE III(C) FUNDS HAVE BEEN APPLIED TO THE COST OF OR TITLE III(C) COMMODITIES USED FOR THE PREPARATION OF THESE MEALS.

* Negotiable time frame but should be no longer than 24 hours.

VENDOR #:W 95700

AGREEMENT #: 05025

**STANDARD AGREEMENT TO FURNISH FOOD SERVICE
BETWEEN A CHILD AND ADULT CARE FOOD PROGRAM AGENCY
AND A FOOD SERVICE VENDOR**

3. PROVIDE THE AGENCY, FOR APPROVAL, A PROPOSED MENU FOR EACH MONTH AT LEAST * 10TH DAYS PRIOR TO THE BEGINNING OF THE MONTH TO WHICH THE MENU APPLIES. ANY CHANGES TO THE MENU MADE AFTER AGENCY APPROVAL, MUST BE AGREED UPON BY THE AGENCY AND DOCUMENTED ON THE MENU RECORDS.
4. ASSURE THAT EACH MEAL PROVIDED TO THE AGENCY UNDER THIS CONTRACT MEETS THE MINIMUM REQUIREMENTS AS TO THE NUTRITIONAL CONTENT AS SPECIFIED BY THE CHILD AND ADULT CARE FOOD PROGRAM'S SCHEDULE B--MEAL PATTERN (ATTACHED) WHICH IS EXCERPTED FROM THE TITLE 7 CODE OF FEDERAL REGULATIONS, SECTION 226.20.
5. MAINTAIN COST RECORDS SUCH AS INVOICES, RECEIPTS, AND/OR OTHER DOCUMENTATION THAT SHOWS THE PURCHASE, OR AVAILABILITY TO THE VENDOR, OF MEAL COMPONENTS, AS ITEMIZED IN THE MEAL PREPARATION RECORDS.
6. MAINTAIN FULL AND ACCURATE RECORDS WHICH DOCUMENT: (1) THE MENUS LISTING ALL MEALS PROVIDED TO THE AGENCY DURING THE TERM OF THIS CONTRACT; (2) A LISTING OF ALL NUTRITIONAL COMPONENTS OF EACH MEAL; AND, (3) AN ITEMIZATION OF THE QUANTITIES OF EACH COMPONENT USED TO PREPARE SAID MEAL. THE VENDOR AGREES TO PROVIDE MEAL PREPARATION DOCUMENTATION BY USING YIELD FACTORS FOR EACH FOOD ITEM AS LISTED IN THE USDA FOOD BUYING GUIDE WHEN CALCULATING AND RECORDING THE QUANTITY OF FOOD PREPARED FOR EACH MEAL.
7. MAINTAIN, ON A DAILY BASIS, AN ACCURATE COUNT OF THE NUMBER OF MEALS, BY MEAL TYPE, PREPARED FOR THE AGENCY. MEAL COUNT DOCUMENTATION MUST INCLUDES THE NUMBER OF MEALS REQUESTED BY THE AGENCY.
8. ALLOW THE AGENCY TO INCREASE OR DECREASE THE NUMBER OF MEAL ORDERS, AS NEEDED, WHEN THE REQUEST IS MADE WITHIN * 24 HOURS OF THE SCHEDULED DELIVERY TIME.
9. PRESENT TO THE AGENCY AN INVOICE, ACCOMPANIED BY REPORTS, NO LATER THAN THE * 10TH DAY OF EACH MONTH THAT ITEMIZES THE PREVIOUS MONTH'S DELIVERY. THE VENDOR AGREES TO FORFEIT PAYMENT FOR MEALS WHICH ARE NOT READY WITHIN 1 HOUR OF THE AGREED UPON DELIVERY TIME, ARE SPOILED OR UNWHOLESOME AT THE TIME OF DELIVERY, OR DO NOT OTHERWISE MEET THE MEAL REQUIREMENTS CONTAINED IN THIS AGREEMENT.
10. PROVIDE THE AGENCY WITH A COPY OF CURRENT HEALTH CERTIFICATIONS FOR THE FOOD SERVICE FACILITY IN WHICH IT PREPARES MEALS FOR USE IN THE CACFP. THE VENDOR SHALL ENSURE THAT ALL HEALTH AND SANITATION REQUIREMENTS OF THE CALIFORNIA RETAIL FOOD FACILITIES LAW AND CHAPTER 4 OF THE CALIFORNIA HEALTH AND SAFETY CODE ARE MET AT ALL TIMES.
11. OPERATE IN ACCORDANCE WITH CURRENT CACFP REGULATIONS.
12. RETAIN ALL REQUIRED RECORDS FOR A PERIOD OF THREE (3) YEARS AFTER THE END OF THE FISCAL YEAR TO WHICH THEY PERTAIN (OR LONGER, IF AN AUDIT IS IN PROGRESS) AND, UPON REQUEST, MAKE ALL ACCOUNTS AND RECORDS PERTAINING TO THE AGREEMENT AVAILABLE TO THE AGENCY, REPRESENTATIVES OF THE CALIFORNIA STATE DEPARTMENT OF EDUCATION, THE U. S. DEPARTMENT OF AGRICULTURE, AND THE U.S. GENERAL ACCOUNTING OFFICE FOR AUDIT OR ADMINISTRATIVE REVIEW AT A REASONABLE TIME AND PLACE.
13. NOT SUBCONTRACT FOR THE TOTAL MEAL, WITH OR WITHOUT MILK, OR FOR THE ASSEMBLY OF THE MEAL.

* Negotiable time frame.

VENDOR #: W 95700
AGREEMENT #: 05025

**STANDARD AGREEMENT TO FURNISH FOOD SERVICE
BETWEEN A CHILD AND ADULT CARE FOOD PROGRAM AGENCY
AND A FOOD SERVICE VENDOR**

THE VENDOR CERTIFIES:

1. NEITHER IT NOR ITS PRINCIPALS ARE PRESENTLY DEBARRED, SUSPENDED, PROPOSED FOR DEBARMENT, DECLARED INELIGIBLE, OR VOLUNTARILY EXCLUDED FROM PARTICIPATION IN THIS TRANSACTION BY ANY FEDERAL DEPARTMENT OR AGENCY.

WHERE THE BIDDER IS UNABLE TO CERTIFY TO ANY OF THE STATEMENTS IN THIS CERTIFICATION, SUCH AGENCY SHALL ATTACH AN EXPLANATION TO THIS PROPOSAL.

2. AS REQUIRED BY THE STATE DRUG-FREE WORKPLACE ACT OF 1990 (GOVERNMENT CODE SECTION 8350 ET. SEQ.) AND THE FEDERAL DRUG-FREE WORKPLACE ACT OF 1988, AND IMPLEMENTED AT TITLE 34 CODE OF FEDERAL REGULATIONS, PART 85, SUBPART F, FOR GRANTEEES, AS DEFINED AT TITLE 34 CODE OF FEDERAL REGULATIONS, PART 85, SECTIONS 85.605 AND 85.610, THE BIDDER CERTIFIES THAT IT WILL CONTINUE TO PROVIDE A DRUG-FREE WORKPLACE.

THE AGENCY AGREES TO:

1. REQUEST BY TELEPHONE NO LATER THAN 12:00 PM and Monday AN ACCURATE NUMBER OF
TIME OF DAY AND DAY OF WEEK
MEALS TO BE DELIVERED TO THE AGENCY ON EACH Monday - Friday NOTIFY THE
WEEKDAY OR SPECIFIC DAYS AS APPROPRIATE
VENDOR OF NECESSARY INCREASES OR DECREASES IN THE NUMBER OF MEAL ORDERS WITHIN * 24 HOURS OF
THE SCHEDULED DELIVERY TIME. ERRORS IN MEAL ORDER COUNTS MADE BY THE AGENCY SHALL BE THE RESPONSIBILITY
OF THE AGENCY.
2. ENSURE THAT AN AGENCY REPRESENTATIVE RECEIVES THE MEALS FOR EACH SITE, AT THE SPECIFIED TIME ON EACH
SPECIFIED DAY. THIS INDIVIDUAL WILL INSPECT AND SIGN FOR THE REQUESTED NUMBER OF MEALS. THIS INDIVIDUAL WILL
VERIFY THE TEMPERATURE, QUALITY, AND QUANTITY OF EACH MEAL DELIVERED. THE AGENCY ASSURES THE VENDOR THAT
THIS INDIVIDUAL WILL BE TRAINED AND KNOWLEDGEABLE IN THE RECORD KEEPING AND MEAL REQUIREMENTS OF THE
CACFP, AND IN HEALTH AND SANITATION PRACTICES.
3. PROVIDE PERSONNEL TO SERVE MEALS, CLEAN THE SERVING AND EATING AREAS, AND ASSEMBLE TRANSPORT CARTS AND
AUXILIARY ITEMS FOR RETURN TO THE VENDOR NO LATER THAN 12:00 PM Noon
TIME EACH DAY
4. NOTIFY THE VENDOR WITHIN 10TH DAYS OF RECEIPT OF THE NEXT MONTH'S PROPOSED MENU OF ANY CHANGES
CHANGES, ADDITIONS, OR DELETIONS, WHICH WILL BE REQUIRED IN THE MENU REQUEST.
5. PROVIDE THE VENDOR WITH A COPY OF TITLE 7 CODE OF FEDERAL REGULATIONS, PART 226; THE CHILD AND ADULT CARE
FOOD PROGRAM SCHEDULE B--MEAL PATTERN; AND THE USDA FOOD BUYING GUIDE (AS APPLICABLE); AND ALL OTHER
TECHNICAL ASSISTANCE MATERIALS PERTAINING TO THE FOOD SERVICE REQUIREMENTS OF THE CACFP. THE AGENCY
WILL, WITHIN 24 HOURS OF RECEIPT FROM THE STATE AGENCY, ADVISE THE VENDOR OF ANY CHANGES IN THE FOOD
SERVICE REQUIREMENTS OF THE CACFP.

* Negotiable time frame.

6. PAY THE VENDOR BY THE 15TH DAY OF EACH MONTH THE FULL AMOUNT AS PRESENTED ON THE MONTHLY ITEMIZED INVOICE. THE AGENCY AGREES TO NOTIFY THE VENDOR WITHIN 48 HOURS OF RECEIPT OF ANY DISCREPANCY IN THE INVOICE

TERMS OF THE AGREEMENT:

THIS AGREEMENT WILL TAKE EFFECT COMMENCING February 1, 2017 AND SHALL BE FOR A PERIOD
DATE
OF ONE CALENDAR YEAR. IT MAY BE TERMINATED BY WRITTEN NOTIFICATION GIVEN BY EITHER PARTY HERETO THE OTHER PARTY AT LEAST 30 DAYS PRIOR TO THE DATE OF TERMINATION.

SCHOOL FOOD AUTHORITY VENDING TO AN AGENCY:

PER TITLE 7, CODE OF FEDERAL REGULATIONS, SECTION 226.20 (O), AGENCIES WHICH VEND FROM A SCHOOL THAT PARTICIPATES IN THE NATIONAL SCHOOL LUNCH AND SCHOOL BREAKFAST PROGRAMS MAY USE THE SCHOOL'S MEAL PATTERN. ENTER THE MEAL PATTERN YOU WILL USE: N/A

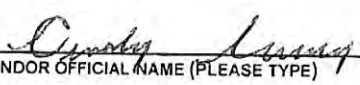
If the Agency agrees to the menu planning option, the school will train the Agency by: N/A

AGENCY:

Agrees to allow the school to use the SMI menu planning option noted above (submit menu for NSD's approval):

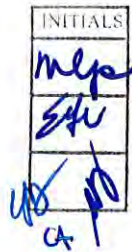
Yes ☐ No ☒

IN WITNESS WHEREOF, THE PARTIES HERETO HAVE EXECUTED THIS AGREEMENT AS OF THE DATES INDICATED BELOW:

VENDOR OFFICIAL SIGNATURE 	AGENCY OFFICIAL SIGNATURE
VENDOR OFFICIAL NAME (PLEASE TYPE) CINDY IVY	AGENCY OFFICIAL NAME (PLEASE TYPE) JEREMY TOBIAS
TITLE Food Service Director	TITLE EXECUTIVE DIRECTOR
TELEPHONE NUMBER (209) 462-5767	TELEPHONE NUMBER (661) 336-5236 EXT. 1138
DATE 1-3-2017	DATE

*** Vendor hereby acknowledges and agrees to the Additional Terms and Conditions contained in Attachment A to this contract and made a part hereof.

CT Initial Date: 1-3-2016

INITIALS


ATTACHMENT A
Community Action Partnership of Kern
Additional Terms and Conditions

1. **TAXES.** The Vendor is solely responsible to pay all taxes and comply with all Federal, State, and local laws, ordinances, rules, regulations and lawful orders bearing on the performance of work.
2. **ASSIGNMENT OF SUBCONTRACTING.** The Vendor may not assign or transfer the Agreement or any interest therein or claim thereunder, or subcontract any portion of the work thereunder, without the prior written approval of CAPK. If CAPK consents to such assignment or transfer, the terms and conditions of the Agreement shall be binding upon any assignee or transferee. Any transfer shall be considered an addendum to the Agreement and must be included as such.
3. **TERMINATION FOR CONVENIENCE OF CAPK.** CAPK may terminate the Agreement at any time by giving written notice to the Vendor of such termination and specifying the effective date thereof. In that event, all finished or unfinished documents and other materials as described herein, at the option of CAPK, shall become its property. If the Agreement is terminated by CAPK as provided herein, the Vendor shall be entitled to receive just and equitable compensation for any satisfactory work completed on such documents and other materials. The Vendor hereby expressly waives any and all claims for damages or compensation arising under the Agreement except as set forth in this section in the event of such termination.
4. **CHANGES.** CAPK may from time to time, require changes in the scope of the services of the Vendor to be performed hereunder. Such changes, including any increase or decrease in the amount of the Vendor's compensation which are mutually agreed upon by and between CAPK and the Vendor, shall be effective when incorporated in written amendments to the Agreement. Amendments shall be valid only after approval by Vendor and CAPK's Executive Director.
5. **CLAIMS.** All claims for money due or to become due to the Vendor from CAPK under the Agreement may not be assigned to a bank, trust company, or other financial institution without CAPK approval. Notice or requests of any such assignment or transfer shall be furnished promptly in writing to CAPK.
6. **NOTICE.** Any notice or notices required or permitted to be given pursuant to the Agreement may be personally served on the other party by the party giving such notice, or may be served by certified mail, return receipt requested.
7. **AFFIRMATIVE ACTION.** The Vendor agrees to abide by all State and Federal Affirmative Action policies and laws.
8. **DISPUTE RESOLUTION.** Any dispute arising regarding the interpretation or implementation of the Agreement, including any claims for breach of the Agreement, shall be resolved by submitting the claim for arbitration to the American Arbitration Association in accordance with its rules and procedures applicable to commercial disputes. The location of any arbitration hearing shall be Bakersfield, California, and any enforcement of the arbitrator's decision shall be brought in the Superior Court of the County of Kern, Bakersfield, California.
9. **EQUAL EMPLOYMENT OPPORTUNITY.** All hiring and other employment practices by the Vendor shall be non-discriminatory, based on merit and qualifications without regard to race, color, religion, national origin, ancestry, disability, medical condition, marital status, age or sex.
10. **SBE/MBE/WBE POLICY STATEMENT.** It is the policy of Community Action Partnership of Kern, consistent with Federal, State and local laws, to promote and encourage the development, participation,

and continued expansion of Small Business Enterprises, Minority Business Enterprises and Women's Business Enterprises.

11. CONFIDENTIALITY. The Vendor shall use his or her best efforts to keep confidential any information obtained during the performance of the Agreement.

12. RESPONSIBILITY. If Vendor is part of a corporation, the individual or individuals who sign the Agreement on behalf of the corporation are jointly responsible for performance of the Agreement.

13. PROTEST BY VENDOR: If the Vendor wishes to file a protest against CAPK for any action, the Vendor must do so in writing with CAPK within 72 hours after the action to be protested has occurred. All protests will be taken under advisement. Any protests received after that will not be recognized.

14. CONFLICT OF INTEREST: In accordance with California Public Contract Code 10410, no officer or employee of CAPK shall engage in any employment, activity or enterprise from which the officer or employee receives compensation or has a financial interest in the Agreement, which may be in whole, or in part, sponsored or funded by a Local, State, or Federal agency. Also, no relative of an employee of CAPK may enter into or bid on an Agreement while said employee is still employed by CAPK. No relative of an employee of CAPK may bid on an Agreement until 12 months after the date said employee of CAPK has left employment of CAPK, either voluntarily or involuntarily. It is contrary to CAPK policy for any CAPK employee to personally solicit, demand or receive any gratuity of any kind from a Vendor in connection with any decision affecting a CAPK purchase or Agreement for Goods or Services. Thus, if such a case were to occur, the Vendor may file a protest with CAPK as specified in the section titled "Protest by Vendor."

15. DEBARMENT AND SUSPENSION CERTIFICATION: Vendor, under penalty of perjury, certified that, except as noted below, he/she or any person associated therewith in the capacity of owner, partner, director, officer, manager:

- a. Is not currently under suspension, debarment, voluntary exclusion, or determination of ineligibility by any federal agency;
- b. Has not been suspended, debarred, voluntarily excluded or determined ineligible by any federal agency within the past three (3) years;
- c. Does not have a proposed debarment pending; and
- d. Has not been indicted, convicted, or had a civil judgment rendered against it by a court of competent jurisdiction in any matter involving fraud or official misconduct within the past three (3) years.

If there are any exceptions to the Certifications above, insert the exceptions in the following space:

Exceptions will not necessarily result in denial of award, but will be considered in determining Vendor responsibility. For any exception noted above, indicate below to whom it applies, initiating agency, and dates of action.

Note: Providing false information may result in criminal prosecution or administrative sanctions.

16. WORKER'S COMPENSATION: Labor Code Section 3700 provides:

"Every employer except the State and all political subdivisions or institutions thereof, shall secure the payment of compensation in one or more of the following ways:

"(a) By being insured against liability to pay compensation in one or to more than one of the insurers duly authorized to write compensation insurance in this State.

"(b) By securing from the Director of Industrial Relations a certificate of consent to self-insure, which may be given upon furnishing proof satisfactory to the Director of Industrial Relations of ability to self-insure and to pay any compensation that may become due to his employees."

Vendor is aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for Worker's Compensation or to undertake self-insurance in accordance with the provisions of that Code, and Vendor will comply with those provisions before commencing the performance of the work of the Agreement.

(In accordance with Article 5 [commencing at Section 1860], Chapter 1, Part 7, Division 2 of the Labor Code, this certificate must be signed and filed with the awarding body prior to performing any work under the Agreement.)

17. INSURANCE REQUIREMENTS: Vendor shall procure, furnish and maintain for the duration of the Agreement the following types and limits of insurance herein:

- a. Automobile Liability Insurance, providing coverage on an occurrence basis for bodily injury, including death, of one or more persons, property damage and personal injury, with limits of not less than One Million Dollars (\$1,000,000) per occurrence; and the policy shall:
- b. Provide coverage for owned, non-owned and hired autos.
- c. Contain an additional insured endorsement in favor of Community Action Partnership of Kern, its board, officers, agents, employees and volunteers.
- d. Broad Form Commercial General Liability Insurance, ISO form CG00 01 11 85 or 88 providing coverage on an occurrence basis for bodily injury, including death, of one or more persons, property damage and personal injury, with limits of not less than One Million Dollars (\$1,000,000) per occurrence; and the policy shall:
- e. Provide Contractual Liability coverage for the terms of the Agreement.
- f. Contain an additional insured endorsement in favor of Community Action Partnership of Kern, its board, officers, agents, employees and volunteers.
- g. Workers' compensation insurance with statutory limits and employer's liability insurance with limits of not less than One Million Dollars (\$1,000,000) per occurrence; and the policy shall contain a waiver of subrogation endorsement in favor of Community Action Partnership of Kern, its board, officers, agents, employees and volunteers.

All policies required of the Vendor shall be primary insurance as to Community Action Partnership of Kern, its board, officers, agents employees and volunteers and any insurance or self-insurance maintained by Community Action Partnership of Kern, its board, officers, agents employees and designated volunteers shall be in excess of the Vendor's insurance and shall not contribute with it. Additional insured endorsement shall use ISO form CG20 10 11 85 (in no event with an edition date later than 1990).

Insurance is to be placed with insurers with a Best's rating of no less than A: VII. Any deductibles, self-insured retentions or insurance in lesser amounts, or lack of certain types of insurance otherwise required by the Agreement, or insurance rated below Best's A: VII, must be declared prior to execution of the Agreement and approved by CAPK in writing.

All policies shall contain an endorsement providing Community Action Partnership of Kern with thirty (30) days written notice of cancellation or material change in policy language or terms. All policies shall provide that there shall be continuing liability thereon, notwithstanding any recovery on any policy. The insurance required hereunder shall be maintained until all work required to be performed by the Agreement is satisfactorily completed.

Vendor shall furnish CAPK with a certificate of insurance and required endorsements evidencing the insurance required. CAPK may withdraw its offer of an Agreement or cancel the Agreement if certificates of insurance and endorsements required have not been provided prior to the execution of the Agreement.

Signature Cathy Perry Date 1-3-2016

Cindy Tru
Print Name

**CHILD AND ADULT CARE FOOD PROGRAM
MEAL PATTERN FOR INFANTS**

SCHEDULE B—NSD 2050B

CNIPS #:
VENDOR #:

	BIRTH THROUGH THREE MONTHS		AGES FOUR THROUGH SEVEN MONTHS		AGES EIGHT THROUGH ELEVEN MONTHS	
BREAK FAST	4 TO 6 FL OZ	BREAST MILK ^{1,2,3} OR FORMULA ^{1,4}	4 TO 8 FL OZ 0 TO 3 TBSP	BREAST MILK ^{1,2,3} OR FORMULA ^{1,4} INFANT CEREAL ^{4,5}	6 TO 8 FL OZ 2 TO 4 TBSP 1 TO 4 TBSP	BREAST MILK ^{1,2,3} OR FORMULA ^{1,4} INFANT CEREAL ⁴ FRUIT AND/OR VEGETABLE
LUNCH OR SUPPER	4 TO 6 FL OZ	BREAST MILK ^{1,2,3} OR FORMULA ^{1,4}	4 TO 8 FL OZ 0 TO 3 TBSP 0 TO 3 TBSP	BREAST MILK ^{1,2,3} OR FORMULA ^{1,4} INFANT CEREAL ^{4,5} FRUIT AND/OR VEGETABLE ⁵	6 TO 8 FL OZ 2 TO 4 TBSP 1 TO 4 TBSP ½ TO 2 OZ 1 TO 4 OZ 1 TO 4 OZ 1 TO 4 TBSP	BREAST MILK ^{1,2,3} OR FORMULA ^{1,4} INFANT CEREAL ⁴ AND/OR LEAN MEAT, FISH, POULTRY, EGG YOLK, COOKED DRY BEANS OR PEAS OR CHEESE OR (VOLUME) COTTAGE CHEESE OR (WEIGHT) CHEESE FOOD OR CHEESE SPREAD FRUIT AND/OR VEGETABLE
SNACK	4 TO 6 FL OZ	BREAST MILK ^{1,2,3} OR FORMULA ^{1,4}	4 TO 6 FL OZ	BREAST MILK ^{1,2,3} OR FORMULA ^{1,4}	2 TO 4 FL OZ 0 TO ½ SLICE 0 TO 2	BREAST MILK ^{1,2,3} FORMULA ^{1,4} OR FRUIT JUICE ⁶ BREAD ^{5,7} OR CRACKERS ^{5,7}

¹ BREAST MILK OR FORMULA, OR PORTIONS OF BOTH, MAY BE SERVED; HOWEVER, IT IS RECOMMENDED THAT BREAST MILK BE SERVED IN PLACE OF FORMULA FROM BIRTH THROUGH 11 MONTHS.

² FOR SOME BREASTFED INFANTS WHO REGULARLY CONSUME LESS THAN THE MINIMUM AMOUNT OF BREAST MILK PER FEEDING, A SERVING OF LESS THAN THE MINIMUM AMOUNT OF BREAST MILK MAY BE OFFERED, WITH ADDITIONAL BREAST MILK OFFERED IF THE INFANT IS STILL HUNGRY.

³ ONLY THE INFANT'S MOTHER CAN PROVIDE BREAST MILK.

⁴ INFANT FORMULA AND DRY INFANT CEREAL MUST BE IRON FORTIFIED.

⁵ A SERVING OF THIS COMPONENT IS REQUIRED ONLY WHEN THE INFANT IS DEVELOPMENTALLY READY TO ACCEPT IT.

⁶ FRUIT JUICE MUST BE FULL STRENGTH (100% JUICE) AND OFFERED FROM A CUP, NOT A BOTTLE, TO PREVENT TOOTH DECAY.

⁷ MUST BE MADE FROM WHOLE GRAIN OR ENRICHED MEAL OR FLOUR.

**CHILD AND ADULT CARE FOOD PROGRAM
MEAL PATTERN FOR OLDER CHILDREN**

VENDOR #:
AGREEMENT #:

BREAKFAST	AGES ONE THROUGH TWO YEARS	AGES THREE THROUGH FIVE YEARS	AGES SIX THROUGH TWELVE YEARS
MILK, FLUID (2 YEARS AND OLDER MUST BE SERVED 1% OR NON-FAT)	½ CUP	¾ CUP	1 CUP
VEGETABLE, FRUIT, OR FULL-STRENGTH (100%) JUICE	¼ CUP	½ CUP	½ CUP
GRAINS/BREADS (WHOLE GRAIN OR ENRICHED): BREAD OR ROLLS, MUFFINS, ETC. OR COLD DRY CEREAL (VOLUME OR WEIGHT, WHICHEVER IS LESS) OR COOKED CEREAL, PASTA, NOODLE PRODUCTS, OR CEREAL GRAINS	½ SLICE ½ SERVING ¼ CUP OR ½ OZ ¼ CUP	½ SLICE ½ SERVING ¼ CUP OR ½ OZ ¼ CUP	1 SLICE 1 SERVING ¼ CUP OR 1 OZ ½ CUP
LUNCH OR SUPPER			
MILK, FLUID (2 years and older must be served 1% or NON- FAT)	½ CUP	¾ CUP	1 CUP
VEGETABLE AND/OR FRUIT (TWO OR MORE KINDS)	¼ CUP TOTAL	½ CUP TOTAL	¾ CUP TOTAL
GRAINS/BREAD (WHOLE GRAIN OR ENRICHED): BREAD OR ROLLS, MUFFINS, ETC. OR COOKED PASTA, NOODLE PRODUCTS, OR CEREAL GRAINS	½ SLICE ½ SERVING ¼ CUP	½ SLICE ½ SERVING ¼ CUP	1 SLICE 1 SERVING ½ CUP
MEAT/MEAT ALTERNATES LEAN MEAT, FISH, OR POULTRY (EDIBLE PORTION AS SERVED) OR ALTERNATE PROTEIN PRODUCTS ***** OR CHEESE (NATURAL OR PROCESSED) OR COTTAGE CHEESE, CHEESE FOOD/CHEESE SPREAD SUBSTITUTE OR EGG (LARGE) OR COOKED DRIED BEANS OR DRIED PEAS * OR PEANUT BUTTER, REDUCED-FAT PEANUT BUTTER, SOY NUT BUTTER, OR OTHER NUT OR SEED BUTTERS OR PEANUTS, SOY NUTS, TREE NUTS, ROASTED PEAS, OR SEEDS** OR YOGURT, PLAIN OR FLAVORED, UNSWEETENED OR SWEETENED OR AN EQUIVALENT QUANTITY OF ANY COMBINATION OF THE ABOVE MEAT/MEAT ALTERNATES	1 OZ 1 OZ 1 OZ ¼ CUP OR 2 OZ ½ EGG ¼ CUP 2 TBSP ½ OZ** ½ CUP OR 4 OZ	1½ OZ 1½ OZ 1½ OZ ¾ CUP OR 3 OZ ¾ EGG ¾ CUP 3 TBSP ¾ OZ** ¾ CUP OR 6 OZ	2 OZ 2 OZ 2 OZ ½ CUP OR 4 OZ 1 EGG ½ CUP 4 TBSP 1 OZ** 1 CUP OR 8 OZ
SNACKS (SELECT TWO OF THESE FOUR COMPONENTS)***			
MILK, FLUID (2 YEARS AND OLDER MUST BE SERVED 1% OR NON-FAT)	½ CUP	½ CUP	1 CUP
VEGETABLE, FRUIT, OR FULL-STRENGTH (100%) JUICE	½ CUP	½ CUP	¾ CUP
GRAINS OR BREADS (WHOLE GRAIN OR ENRICHED): BREAD OR ROLLS, MUFFINS, ETC. OR COLD DRY CEREAL (VOLUME OR WEIGHT, WHICHEVER IS LESS) OR COOKED CEREAL, PASTA, NOODLE PRODUCTS, OR CEREAL GRAINS	½ SLICE ½ SERVING ¼ CUP OR ½ OZ ¼ CUP	½ SLICE ½ SERVING ¼ CUP OR ½ OZ ¼ CUP	1 SLICE 1 SERVING ¼ CUP OR 1 OZ ½ CUP
MEAT/MEAT ALTERNATES LEAN MEAT, FISH, OR POULTRY (EDIBLE PORTION AS SERVED) OR ALTERNATE PROTEIN PRODUCTS ***** OR CHEESE (NATURAL OR PROCESSED) OR COTTAGE CHEESE, CHEESE FOOD/CHEESE SPREAD SUBSTITUTE OR EGG (LARGE) OR YOGURT, PLAIN OR FLAVORED, UNSWEETENED OR SWEETENED**** OR COOKED DRIED BEANS OR DRIED PEAS* OR PEANUT BUTTER, REDUCED-FAT PEANUT BUTTER, SOY NUT BUTTER, OR OTHER NUT OR SEED BUTTERS OR PEANUTS, SOY NUTS, TREE NUTS, ROASTED PEAS, OR SEEDS OR AN EQUIVALENT QUANTITY OF ANY COMBINATION OF THE ABOVE MEAT/MEAT ALTERNATES	½ OZ ½ OZ ½ OZ ¼ CUP OR 1 OZ ½ EGG ¼ CUP ½ CUP 1 TBSP ½ OZ	½ OZ ½ OZ ½ OZ ¼ CUP OR 1 OZ ½ EGG ¼ CUP ½ CUP 1 TBSP ½ OZ	1 OZ 1 OZ 1 OZ ¼ CUP OR 2 OZ ½ EGG ½ CUP ¼ CUP 2 TBSP 1 OZ

* DRIED BEANS OR DRIED PEAS MAY BE USED AS A MEAT ALTERNATE OR AS A VEGETABLE COMPONENT; BUT CANNOT BE COUNTED AS BOTH COMPONENTS IN THE SAME MEAL.

** NO MORE THAN 50 PERCENT OF THE REQUIREMENT SHALL BE MET WITH NUTS OR SEEDS. NUTS OR SEEDS SHALL BE COMBINED WITH ANOTHER MEAT/MEAT ALTERNATE TO FULFILL THE REQUIREMENT. TO DETERMINE COMBINATIONS, 1 OZ. OF NUTS OR SEEDS IS EQUAL TO 1 OZ OF COOKED LEAN MEAT, POULTRY, OR FISH. ROASTED PEAS CAN COUNT AS A MEAT ALTERNATE OR VEGETABLE COMPONENT, BUT CANNOT BE COUNTED AS BOTH IN THE SAME MEAL.

*** JUICE CANNOT BE SERVED WHEN MILK IS SERVED AS THE ONLY OTHER COMPONENT.

**** COMMERCIALY ADDED FRUIT OR NUTS IN FLAVORED YOGURT CANNOT BE USED TO SATISFY THE SECOND COMPONENT REQUIREMENT IN SNACKS. *****MUST MEET THE REQUIREMENTS PER TITLE 7 CODE OF FEDERAL REGULATIONS, SECTION 226.20.



Time In: 10:45 am
Time Out: 11:25 am

San Joaquin County
Environmental Health Department
1868 East Hazelton Avenue, Stockton, CA 95205-6232
Telephone: (209) 488-3420 Fax: (209) 464-0138 Web: www.sjqgov.org/ehd

Food Program Official Inspection Report

Name of Facility: CCCI FOD SERVICES		Date: 11/15/2016
Address: 1204 W FREMONT ST, STOCKTON 95203		
Owner/Operator: CREATIVE CHILD CARE INC	Telephone:	
Program Element: 1614 - FOOD EST>1001 SQ FT W/O SEATING		
Inspection Type: ROUTINE INSPECTION - Operating Permit		

Items listed on this report as violations do not meet the requirements set forth in the California Health and Safety Code commencing with section 7, 113700. All violations must be corrected within specified timeframes. Violations that are classified as "MAJOR" pose an immediate threat to public health and have the potential to cause foodborne illness. All major violations must be corrected immediately. Non-compliance may warrant immediate closure of the food facility.

OBSERVATIONS: Hot water was not hot enough at 90 F. Shall be 120 F or higher at all times.

NOTE: Hot water was over 101 F at end of inspection.

CALCODE DESCRIPTION: An adequate, protected, pressurized, potable supply of hot water and cold water shall be provided at all times. (113953(c), 114099.2(b), 114101(a), 114189, 114192, 114192.1, 114195)

OBSERVATIONS

Name on Food Safety Certificate: Dolores Gutierrez		Expiration Date: September 18, 2017	
Wartwash	Chlorine (Cl): 100 ppm	Heat: ° F	Water/Hot Water
	Quaternary Ammonia (QA): 200 ppm		Ware Sink Temp: 115 ° F
			Hand Sink Temp: 101 ° F

FOOD ITEM - LOCATION -- TEMP ° F -- COMMENTS

walk in #3 -- 41.00° F	walk in #1 -- 39.00° F
walk in #2 -- 41.00° F	

NOTES

No comment entered.

The person in charge is responsible for ensuring that the above mentioned facility is in compliance with all applicable sections of the California Health and Safety Code. If a reinspection is required, fees will be assessed at the current hourly rate.

Received by: Name and Title: Dolores Gutierrez, food service mana
EH Specialist: MARIBEL FLOHRSCHUTZ Phone: (209) 953-7817

NONDISCRIMINATION STATEMENT

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the agency (state or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at 800-877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form (AD-3027), found online at http://www.ascr.usda.gov/complaint_filing_cust.html and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call 866-632-9992. Submit your completed form or letter to USDA by:


- (1) Mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410
- (2) Fax: 202-690-7442
- (3) E-mail: program.intake@usda.gov

This institution is an equal opportunity provider.

Note: The protected classes for the Child and Adult Care Food Program are race, color, national origin, age, sex, and disability.

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Board of Directors

From: Yolanda Gonzales, Director of Head Start and Child Development Services
Date: January 25, 2017
Subject: *Agenda Item VI(f):* Waiver of Non-Federal Share for San Joaquin County – Action Item

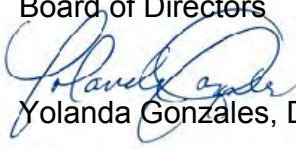
CAPK is in its second year of implementing the San Joaquin County Early Head Start program. As we near the end of our second funding year, we have yet to become fully operational with delays in the opening of sites and an over saturation of Home Based program options. As the majority of our non-federal share stems from parent volunteers, reaching our goal has been a challenge by not being fully enrolled. Our staff in San Joaquin County have increased efforts to expand non-federal share using varied strategies. These efforts will continue as we open the remaining facilities and become fully enrolled. With this said, staff will request a non-federal share waiver from the Office of Head Start's Regional IX office for \$1,049,000.

Recommendation:

Staff recommends that the Board of Directors approve the San Joaquin County Early Head Start request to submit a waiver for the non-federal share for the 2016-2017 funding year.

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Board of Directors

From: Yolanda Gonzales, Director of Head Start / State Pre-School
Date: January 25, 2017
Subject: *Agenda Item VI(g):* Community Care Licensing Late Fees – Action Item

About eighteen months ago in mid-2015, we brought to the Board of Directors a concern regarding Community Care Licensing late fees.

Late fees in the amount of \$7,065 were initially assessed on a missed annual fee payment at the end of 2010. Each year as CAPK paid its annual licensing fees, a portion of the payment went to satisfy the late fee rather than to the annual fees. Additional late fees were then assessed on the portion of the annual fees that were “unpaid”. The late fees continued to accrue. This situation was discovered by staff with the receipt of the November 2015 invoice, which requested \$40,944 in late fees.

In an effort to resolve the recurring late fees, CAPK contacted Rebecca Varela, Licensing Program Manager, Fresno Regional Child Care and maintained ongoing communication. Ms. Varela advised CAPK to pay the annual fees only until the matter could be investigated by Community Care Licensing. At the time, the Board approved payment of the initial fee, and instructed staff to attempt to negotiate the accrued late fees down to a more reasonable level.

In December 2016, we received a letter from Community Care Licensing notifying us that all of the accrued late fees would be waived with the exception of \$7,065 (the amount of the initial late fee). This amount was to be paid before January 7, 2017, to avoid any additional fees, and the issue would be brought to closure. The Executive Director, upon approval from the Board Chair authorized the payment of the fee, with a requirement that it be brought back to the full Board.

I would like to reassure the Board that we have strengthened and improved our systems to ensure that all invoices received are immediately routed to Finance for payment. All anniversary licensing dates will be included in our monthly monitoring review system, and reminders and alerts of upcoming due dates have been programmed into Microsoft Outlook. We have taken additional measures to ensure that staff absences or departures do not interrupt the system or delay payment.

Recommendation:

Staff recommends the Board of Directors approve the retroactive payment of late fees from the discretionary account in the amount of \$7,065.

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Board of Directors

From: Janelle Gonzalez, Program Governance Coordinator

Date: January 25, 2017

Subject: *Agenda Item VI(h): Proposed changes to the 2016 – 2017 Policy Council Bylaws*

Staff is recommending changes to the current Bylaws to support the revised Head Start Performance Standards

ARTICLE III MEMBERSHIP

Current:

Section 2 Types of Membership

1. Community Representatives

Community Representatives may be drawn from the local community: businesses; public or private community, civic, and professional organizations; and others who are familiar with resources and services for low-income children and families, including, for example, the parents of formerly enrolled children (45 CFR 1304.50 (b) (3)).

- a. One (1) Community Representative appointed by community agency. Responsibilities will include a monthly verbal report on agency events and support to the Head Start program.
- b. One (1) Community Representative-Past Parent Representative. The Past Parent elected to the PC must not have a child/children enrolled in the HS/EHS Program and participating in elementary school Parent Teacher Associations (if applicable). Responsibilities will include working with the Governance Coordinator attending monthly parent meetings and discussing benefits of Head Start program and in kind.

Proposed:

Section 2 Types of Membership

1. Community Representatives

Community Representatives may be drawn from the local community: businesses; public or private community, civic, and professional organizations; and others who are familiar with resources and services for low-income children and families, including, for example, the parents of formerly enrolled children. (2)(B)(ii)(II)

- a. Two (2) Community Representatives appointed by a community agency. Responsibilities will include a monthly verbal report on agency events and support to the Head Start program.
- b. One (1) Community Representative-Past Parent Representative. The Past Parent elected to the PC must not have a child/children enrolled in the HS/EHS Program. Past parent representative must be in an elementary school Parent Teacher Association or Parent Teacher Organization. Responsibilities will include a monthly verbal report sharing information that supports School Readiness for Head Start parents.
- c. Community Representatives may serve on the Policy Council for a total of five years. Representatives must stand for election annually. (collective total as a parent PC Member and/or Community Representative PC Member)

Current:

2. Board of Director's Representative:

One (1) member of the Board of Directors of the Community Action Partnership of Kern will serve on the Policy Council each year.

Proposed:

2. Board of Director's Representative:

One (1) member of the Board of Directors of the Community Action Partnership of Kern will be appointed to serve on the Policy Council each year. The appointed Board Member may serve as the Board of Director's Representative for up to five years (collective total as a parent PC Member, Community Representative PC Member and/or Board of Director's Community Representative).

Current:

Section 7: Term of Membership

Policy Council representatives are limited to a combined total of three one-year terms. Parent representatives must stand for election annually. Community representatives also must be selected annually. Any member holding membership for four months or more on the Policy Council will be considered to have served one full year.

Proposed:

Section 7: Term of Membership

Head Start Policy Council representatives are limited to a combined total of three one-year terms. Parent representatives must stand for election annually. Once a Parent has served a total of three years and their child is no longer enrolled in the program they may seek re-election as a past parent community representative for an additional two years. Any member holding membership for four months or more on the Policy Council will be considered to have served one full year.

**ARTICLE IV
OFFICERS**

Current:

SECTION 1. Officers of the Policy Council

- a. The Policy Council shall elect a Chairperson, Vice-Chairperson, Secretary, Treasurer, and Parliamentarian.
- b. These officers shall perform the duties prescribed by these Bylaws and Robert's Rules of Order, Newly Revised.
- c. Currently enrolled parents may hold any office.
- d. Officers will be elected by a majority vote at the first Policy Council meeting of the new school year and shall serve from election until the seating of new officers the following year.
- e. In the event that a standing officer is elected to another executive position, that person will be automatically terminated from his/her former position.
- f. No member shall hold more than one office at a time.
- g. If the Vice-Chairperson, Secretary, Treasurer or Parliamentarian resigns or is removed from his/her office, an election will be held at the next Policy Council meeting after the official resignation announcement or removal process is voted upon. The Policy Council Chairperson must appoint a Policy Council member to fill a vacant office on an interim basis until the next Policy Council meeting where a quorum is present and an election for that office can be conducted.
- h. If the Chairperson resigns or is removed from his/her office, the Vice Chairperson will assume the office of Chairperson for the remainder of the term of office.

Proposed:

SECTION 1. Officers of the Policy Council

- a. The Policy Council shall elect a Chairperson, Vice-Chairperson, Secretary, Treasurer, and Parliamentarian.
- b. These officers shall perform the duties prescribed by these Bylaws.
- c. Currently enrolled parents may hold any office.
- d. Officers will be elected by a majority vote at the first Policy Council meeting of the new school year and shall serve from election until the seating of new officers the following year.
- e. In the event that a standing officer is elected to another executive position, that person will be automatically terminated from his/her former position.
- f. No member shall hold more than one office at a time.
- g. If the Vice-Chairperson, Secretary, Treasurer or Parliamentarian resigns or is removed from his/her office, an election will be held at the next Policy Council meeting after the official resignation announcement or removal process is voted upon. The Policy Council Chairperson must appoint a Policy Council member to fill a vacant office on an interim basis until the next Policy Council meeting where a quorum is present and an election for that office can be conducted.
- h. If the Chairperson resigns or is removed from his/her office, the Vice Chairperson will assume the office of Chairperson for the remainder of the term of office.

Current:

SECTION 2. Functions

1. Chairperson

The Chairperson shall preside at all meetings of the Policy Council according to Robert's Rules of Order, and the Ralph M. Brown Act.

- a. Conduct all meetings of the Policy Council.
- b. No later than ten (10) days prior to the meeting, assists in the development of the agenda with the Head Start/State Child Development Director and Program Governance Coordinator.
- c. Refrain from entering into debates during the Policy Council meeting.
- d. Call the meeting to order on time, follow the agenda and be able to clarify the business at hand at all times.
- e. Will explain each motion as needed.
- f. May vote to break ties.
- g. Appoint members to standing committees and special committees as necessary.
- h. Appoint members to temporarily assume duties of absent officers.
- i. In the event of resignation or termination of any Policy Council officer, the Chairperson may appoint a Policy Council representative to fill the vacancy on an interim basis until the next regular Policy Council meeting (see Article IV, Section I).
- j. The Chairperson will be primary officer to serve as a member of the Board. In the event the Chairperson cannot fulfill these duties termination may take place based on CAPK BOD By-Laws as stated in Section 8. Removal. If the removal is approved by the BOD the PC member will be removed as the PC Chairperson and may seek re-election at following PC meeting.

Proposed:

SECTION 2. Functions

1. Chairperson

The Chairperson shall preside at all meetings of the Policy Council.

- a. Conduct all meetings of the Policy Council.
- b. No later than ten (10) days prior to the meeting, assists in the development of the agenda with the Head Start/State Child Development Director and Program Governance Coordinator.
- c. Refrain from entering into debates during the Policy Council meeting.

- d. Call the meeting to order on time, follow the agenda and be able to clarify the business at hand at all times.
- e. Will explain each motion as needed.
- f. May vote to break ties.
- g. Appoint members to standing committees and special committees as necessary.
- h. Appoint members to temporarily assume duties of absent officers.
- i. In the event of resignation or termination of any Policy Council officer, the Chairperson may appoint a Policy Council representative to fill the vacancy on an interim basis until the next regular Policy Council meeting (see Article IV, Section I).

Current:

SECTION 2. Functions

3. Secretary

- a. The Secretary will chair the Personnel Committee
- b. Call roll and maintain a record of members' attendance.
- c. Keep a record of all Policy Council minutes.
- d. Perform other duties as may be assigned to him/her by the Chairperson.
- e. In collaboration with the Staff Policy Council Recorder, assist with final documentation of minutes and motions, as needed.
- f. Ensures that Policy Council members sign in when attending meetings.

Proposed:

SECTION 2. Functions

3. Secretary

- a. The Secretary will chair the School Readiness Committee
- b. Call roll and maintain a record of members' attendance.
- c. Keep a record of all Policy Council minutes.
- d. Perform other duties as may be assigned to him/her by the Chairperson.
- e. In collaboration with the Staff Policy Council Recorder, assist with final documentation of minutes and motions, as needed.
- f. Ensures that Policy Council members sign in when attending meetings.

Current:

SECTION 3. Training of Officers

Training will be provided by appropriate agency staff or consultants within one month of an officer's election. Training will include, but not be limited to, the functions, duties, and responsibilities of the officers, how to make a motion, the Ralph M. Brown Act, and Robert's Rules of Order, Newly Revised, etc. Follow-up training will be provided as needed by agency staff/consultants.

Proposed:

SECTION 3. Training of Officers

Training will be provided by appropriate agency staff or consultants within one month of an officer's election. Training will include the functions, duties, responsibilities of the officers and may include how to make a motion, the Ralph M. Brown Act, and Robert's Rules of Order as Newly Revised, etc. Follow-up training will be provided as needed by agency staff/consultants.

ARTICLE VIII

STANDING COMMITTEES

Current:

SECTION 1. Standing Committees

- a. Each Policy Council member must participate on one committee. Each Policy Council member

will sit on a maximum of two (2) committees, and a minimum of one (1) committee, during the course of the Policy Council year. Committees shall develop written recommendations and will be reflected in committee meeting minutes and placed on the next PC Agenda. Minutes shall be available upon request with the exception of meetings involving discussions of the agency employees or potential employees, which are deemed confidential.

- Budget and Finance-Seven (7) members
 - Planning –Seven (7) members
 - Bylaws –Seven (7) members
 - Personnel –Five (5) members
- b. The Executive Committee shall be comprised of five (5) members. The Chairperson, Vice Chairperson, Secretary, Parliamentarian, and Treasurer of the Policy Council.
The Executive Committee will determine its meeting schedule.
- c. In the event a standing committee is unable to carry out its assigned functions in a timely manner (i.e., inability to maintain membership, inability to obtain meeting quorum, etc.), the Policy Council will be responsible for all functions described in Article II, Section 2

Proposed:

SECTION 1. Standing Committees

- a. Each Policy Council member must participate on one committee. Each Policy Council member will sit on a maximum of two (2) committees, and a minimum of one (1) committee, during the course of the Policy Council year. Committees shall develop written recommendations and will be reflected in committee meeting minutes and placed on the next PC Agenda. Minutes shall be available upon request with the exception of meetings involving discussions of the agency employees or potential employees, which are deemed confidential.
- Head Start Representative for CAPK's Board of Director's- one (1) member
 - Budget and Finance-Seven (7) members
 - Planning –Seven (7) members
 - Bylaws –Seven (7) members
 - School Readiness –five (5) members
- b. The Executive Committee shall be comprised of five (5) members. The Chairperson, Vice Chairperson, Secretary, Parliamentarian, and Treasurer of the Policy Council.
The Executive Committee will determine its meeting schedule.
- c. In the event a standing committee is unable to carry out its assigned functions in a timely manner (i.e., inability to maintain membership, inability to obtain meeting quorum, etc.), the Policy Council will be responsible for all functions described in Article II, Section 2.

**ARTICLE VIII
STANDING COMMITTEES**

Proposed Addition:

SECTION 4. Function of the Board of Directors Representative

Policy Council members will be given the opportunity to nominate and vote for a representative of the Policy Council to be seated on the Board of Directors.

- a. The elected Policy Council member will need to be available to attend all monthly Board of Director's meetings to represent the Head Start program.
- b. The elected member will meet with the Program Governance Coordinator 5 days prior to the Board meeting to review and prepare for verbal report provided to the Board.
- c. In the case the current member is unable to fulfill duties as a Board Representative, the representative position will be re-open for election of a new member at the following Policy Council meeting.

Current:

SECTION 5. Function of the Personnel Committee

The Policy Council Secretary will chair the Personnel Committee. The Personnel Committee will perform the following functions:

- a. The Personnel Committee will match the number of members that serve on the Board of Directors Personnel Committee. If additional members are needed a Policy Council Representative may be asked to participate on this committee. The Personnel Committee will send an equal amount of the Board representation if circumstances call for a Joint Personnel Committee Meeting.
- b. The Personnel Committee will work with the Head Start/State Child Development Director and other agency staff in developing/reviewing the following for recommendation to the Policy Council for approval/disapproval:
 1. 1304.50 (h) internal dispute resolution. Each Policy Council or Policy Committee jointly must establish written procedures for resolving internal disputes, including impasse procedures, between the governing body and policy group. The Personnel Committee will review, at least annually, the written procedures for resolving internal disputes, including impasse procedures, between the Community Action Partnership of Kern Board of Directors and the Policy Council as it appears in the Community Action Partnership of Kern Employee Policy Manual, and revise, review, update as deemed necessary.
 2. 1304.50(d)(1)(ix) Program personnel policies and subsequent changes to those policies, in accordance with 45 CFR 1301.31, including standards of conduct for program staff, consultants, and volunteers. The Personnel Committee will review, revise, update at least annually, the Community Action Partnership of Kern Employee Policy Manual as it relates to Head Start/Early Head Start personnel, and make recommendations as are deemed necessary or advisable.
 3. 1304.50(d)(1)(x) Decisions to hire or terminate the Early Head Start or Head Start director of the grantee agency. The Head Start/Early Head Start Policy Council will participate in paper screening and interview process (if PC Member is available) for Head Start/Early Head Start positions and make recommendations to the Policy Council concerning the hiring of such applicants. In accordance with the Community Action Partnership of Kern Employee Policy Manual, and other applicable local, state, and federal regulations.
 4. 1304.50(d)(1)(xi) Decisions to hire or terminate any person who works primarily for the Early Head Start or Head Start program of the grantee agency. The Director will make recommendations to the Personnel Committee of pending termination of Head Start/Early Head Start employees and the Personnel Committee will make recommendations in such cases to the Policy Council, in accordance with the Community Action Partnership of Kern Employee Policy Manual, and other applicable local, state, and federal regulations.

Proposed:

SECTION 5. Function of the School Readiness Committee

The Policy Council Secretary will chair the School Readiness Committee. The School Readiness Committee will perform the following functions:

- a. The School Readiness Committee will work with the Staff Sponsor to review current School Readiness goals based on most recent Desired Results data collected during annual assessment timeframes.
 - i. Each Committee member will review current curriculum studies within the classroom.
 - ii. Each committee member will be given opportunity to provide feedback based on current curriculum practice and compare to current School Readiness goals.
 - iii. Each committee member will be given the opportunity to review and make recommendations to current School Readiness goals as needed or on an annual basis.

- iv. Staff Sponsor will provide current Head start job openings for the Coach Mentor position and discuss criteria required for the job opening. To include, current pay rate based on experience and education held by potential applicant and/or interested candidate.

Recommendation:

Staff recommends the Board of Directors approve the proposed changes to the Policy Council Bylaws to support the revised HS Performance Standards.

COMMUNITY ACTION PARTNERSHIP OF KERN
BOARD OF DIRECTORS
EXECUTIVE COMMITTEE MEETING
December 14, 2016
12:00 p.m.

MEETING MINUTES

1. **Call to Order**

Garth Corrigan called the meeting to order at 12:03p.m. at the Community Action Partnership of Kern Administrative Building, 5005 Business Park North, Bakersfield, CA.

2. **Roll Call**

Roll Call was taken with a quorum present:

Board Members Present: Garth Corrigan, Curtis Floyd, Fred Plane and Warren Peterson

Board Members Absent: James Camp and Jose Gonzalez

Others Present: Jeremy Tobias, Executive Director; Carmen Segovia, Director of Health and Nutrition; Emilio Wagner, Director of Operations; Michele Nowell, Director of Human Resources; Ralph Martinez, Director of Community Development; Yolanda Gonzales, Director of Head Start/State Child Development; Christine Anami, Director of Finance; other CAPK staff.

3. **Approval of Agenda**

Motion was made and seconded to approve the Executive Committee meeting agenda for December 14, 2016. Carried by unanimous vote. (Plane/Peterson)

4. **Public Forum:** *(The public may address the committee 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.)*

No one addressed the Committee.

5. **Special Presentations**

No special presentation were made.

6. **New Business**

- a. Removal of Board Member Jose Gonzalez; Category II, Low-Income Sector Representative serving South Kern – Jeremy Tobias, Executive Director – **Action Item**

Jeremy Tobias stated that Jose Gonzalez abandoned his position as Board Member, the last meeting he attended was on March 30, 2016. By-laws specify grounds for removal of board members due to unexcused absences. Curtis Floyd inquired if there were emergency contacts on the Board application. Jeremy stated that Amanda Norman

contacted the phone numbers on file and she was unable to locate someone. Curtis would like an emergency contact number on file for all future Board Members.

Motion was made and seconded to approve the removal of Board member Jose Gonzalez. Carried by unanimous vote. (Floyd/Peterson)

b. Updated Employee Policy Manual – Michele Nowell, Director of Human Resources – **Info Item**

Michele Nowell stated that the employee policy manual has been completely revised. The union contract language has been left out of the manual, however, there is a note on the manual that indicates the union contract takes precedence. Michele asked for comments and feedback.

Warren Peterson asked if there was an existing policy manual. He indicated that normally there is redlined version when changes are being made. Michele indicated that yes, we have an existing manual in place. During orientation, employees are given an employee policy manual. During this time, staff go over attendance and other important aspects of employment. Jeremy stated that a redlined document would be difficult since this was a complete restructure and rewriting of the current employee policy manual. There is a list of significant policy changes included. Jeremy stated that he is not requesting Board approval at this time, but would like them to review the document and offer any comments or suggestions.

Fred Plane would like to know if the union was notified. Michele said that the union was notified 30-days in advance. A letter of notification was mailed to SEIU on November 3, 2016, and a copy of the manual was sent via certified mail on December 14, 2016. Michele would like to know how to proceed with sharing the draft document with the full board at this time, or waiting until the agenda goes out. Curtis requested that the entire board be sent the document now. Fred requested to note that the entire document was reformatted and to share a list of the changes.

c. Amendment to the Employee Sick Leave Cash Out Policy – Michele Nowell, Director of Human Resources – **Action Item**

Michele stated that the agency has previously offered employee sick leave cash out for many years. It is intended to offer an incentive to discourage the abuse of sick leave. To be eligible, staff must be employed for at least 3 years. This proposed policy revision will make the sick leave cash out incentive available to more staff members. Currently, mostly exempt staff take advantage of this incentive, while participation from hourly employees has been minimal. Staff is proposing a tiered system that allows for a lower cash out at different intervals of sick leave use. Curtis wanted to clarify that the revised policy would be an incentive for staff not to call in sick. Michele agreed, and stated it is an incentive plan to reduce sick leave abuse. Fred asked if the union supported this. Michele stated that the document was sent to the union. We expect to receive their comments during the next scheduled meet and confer meeting on December 19, 2016. Curtis asked if there were more changes to the employee manual in regards to sick

leave cash out. Michele clarified that we are changing the system in regards to tiers that are based on the amount of sick hours used per year. Fred would like to wait until the meet and confer is complete to approve the policy manual. Michele stated that the policy was discussed in detail with Delia Serrano of the union, but not the agency stewards. Curtis and Fred are in agreement to approve the Amendment to the Employee Sick Leave Cash Out Policy contingent upon no union objection.

Motion was made and seconded to approve the Amendment to the Employee Sick Leave Cash Out Policy contingent upon no union objection. (Floyd/Plane)

- d. Draft Succession Plan for Executive Director – Ralph Martinez, Director of Community Development – **Info Item**

Ralph Martinez stated that the Draft Succession Plan document will be finalized for presentation and will be taken to the full Board in January, but noted that comments are appreciated. Curtis asked if there was currently a written or unwritten policy. Jeremy stated that the agency currently does not have a written plan in place, it is an unwritten plan. Jeremy shared that this same conversation had come up when he had conversations with Garth Corrigan regarding the hiring of a second in charge in the agency. Ralph added that the succession plan would allow for cross training.

Fred shared that in 1999 when the Executive Director at the time abruptly left, it took the agency approximately 6 months to hire a replacement. The Executive Committee helped appoint Board Members who would temporarily oversee the agency. Ralph shared that we are trying to get to good practice.

- e. Application Status Report and Funding Requests – Ralph Martinez, Director of Community Development – **Action Item**
- Funding Request to Rabobank for the Volunteer Income Tax Assistance (VITA) Program
 - Funding Request to Tri Counties Bank for the Volunteer Income Tax Assistance (VITA) Program

Two funding requests were presented for approval: \$4,500 from Rabobank and \$2,500 from Tri Counties Bank to support the VITA program's general operating costs. They will assist in continuing EITC outreach efforts in Delano, Shafter, Wasco, and McFarland.

Motion was made and seconded to approve the Application Status Reports and Funding Requests. Carried by unanimous vote. (Plane/Peterson)

- f. Head Start and Early Head Start Budget to Actual Reports – Donna Holland, Fiscal Administrator – **Info Item**
- Kern Head Start and Early Head Start Budget to Actual for the Period Ending November 30, 2016
 - San Joaquin Early Head Start Budget to Actual for the Period Ending November 30, 2016

- Partnerships Early Head Start Child Care Budget to Actual for the Period Ending November 30, 2016

Jerry Meade, Program Design and Management Administrator, spoke on behalf of Donna Holland. Jerry stated that Kern Head Start and Early Head Start is on track with its Non-Federal Share obligation.

However, the San Joaquin Early Head Start (EHS) Program has been challenged in meeting its Non-Federal Share budget. Curtis noted that In-Kind is great for Kern, but has continued to be a struggle for San Joaquin; he wanted to know the reasons for San Joaquin's low numbers. Jerry shared that the EHS program is tailored for working families, and this makes it difficult for families to contribute during center operating hours. The Family Services and Governance Staff Member in San Joaquin has been encouraging families to participate, and we are working on finding other monies to help assist with their In-Kind mandate. Currently we have no state funding in San Joaquin to offer part of our in-kind match as we do in Kern. Staff is exploring other funding sources which would help as well.

Curtis is concerned that we have a problem now with only a few centers open, and opening more centers is not going to help the problem but make it worse. Jerry shared that we've had growth. We have another two years left in our grant cycle that we are able to provide quality early childhood education in San Joaquin. Warren is concerned that staff are spending a lot of time in San Joaquin, and he believes that it is not working. Warren stated that he has previously expressed concerns of the San Joaquin Grant, and the high turnover in San Joaquin. Warren requested a monthly update to the full board on the San Joaquin contract. Fred stated that the Board will feel more comfortable if they receive updates on their accomplishments. Jerry shared that the admin team continues to look at the budget and make changes as needed. Curtis would like someone to talk to the San Joaquin staff to find the reason for the turnover.

g. Finance Director Report – Christine Anami, Director of Finance – **Action Item**

- Discretionary/ Fund Raising Funds Analysis, November 2016
- Abbreviated Financial Report

Chris provided an update on the discretionary fund, and additional \$9,435 came into the discretionary fund. The agency paid \$1,964 for property taxes for two parcels of land that are currently not being used. We are unable to get a welfare exemption since they are not being used.

Chris shared that the line of credit was only utilized once in over a 10-month period. This is historically typical. In November 30, 2016, we had to report a negative \$228,131 due to a deficit in the energy and WIC department. The WIC check was not received until December 5, 2016 for the September 2016 expenditures. Overall, the agency has a healthy financial condition. Chris stated that we are currently under budget in indirect funds, and programs will continue to monitor expenditures.

7. **Committee Member Comments**

Curtis commented that other agencies have contacted his firm for donations. He believes it is a good idea to contact our sponsors and seek donations in anticipation of the potential changes to corporate taxes.

8. **Closed Session**

No Items Scheduled.

9. **Next Scheduled Meeting**

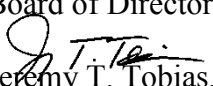
Executive Committee Meeting
Wednesday, July 19, 2017
12:00 p.m.
5005 Business Park North
Bakersfield, California 93309

10. **Adjournment**

The meeting adjourned at 1:15p.m.

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Board of Directors – Executive Committee
From:  Jeremy T. Tobias, Executive Director
Date: December 14, 2016
Subject: *Agenda Item 6a: Removal of Board Member Jose Gonzalez; Category II, Low-Income Sector Representative serving South Kern – **Action Item***

The CAPK Board of Directors representative for South Kern, Low-Income sector, Mr. Jose Gonzalez, has not been heard from since March 30, 2016. That was the last Board of Directors meeting attended by Mr. Gonzalez. He has missed 7 straight Board meetings and all subsequent committee meetings as well. All of these absences have been unexcused, as we have had no contact with Mr. Gonzalez since March. Staff has attempted contacting Mr. Gonzalez via telephone, email, and U.S. postal service without any success.

The Community Action Partnership of Kern By-laws, Section 8, govern the removal of members of the Board of Directors. Section 8 is attached for your reference. Sections 8.1.B and 8.1.C limit the number of unexcused absences of regular scheduled Board meetings to 3 consecutive meetings; or 5 total meetings in any 12 month period.

Section 8.2 describes the procedure for removal. A majority vote of the Board is required, and the Board member being removed, shall be notified and given the right to be heard by the Board. A letter was sent to Mr. Gonzalez notifying him of this meeting and his right to be heard.

Mr. Gonzalez was originally appointed in October 2015 to finish out the term of former Board Member Zulema Ela, who had resigned. He serves in Category II, Low-Income Sector Representative serving South Kern. His term expires in February, 2017. Should the Board take action, staff will immediately begin the process to fill this seat.

Recommendation:

Staff recommends the Executive Committee of the Board of Directors vote to remove Board member Jose Gonzalez, finding him in violation of CAPK By-laws, sections 8.1.B and 8.1.C.

*Attachments: Resolution
Excerpts of CAPK Bylaws, Section 8*

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Board of Directors - Executive Committee

From: Michele Nowell, Director of Human Resources *mn*

Date: December 14, 2016

Subject: *Agenda Item 6c:* Amendment to the Employee Sick Leave Cash Out Policy – Action Item

In 1998, the agency created a Sick Leave Cash Out Policy with the intent to provide an incentive to employees for not abusing sick leave. Sick leave has no cash value if it is not used and is not required to be paid out if an employee leaves the agency.

The current policy is:

- 1) Employee must be employed for one full calendar year to be eligible for this benefit
- 2) Employee can maintain all remaining sick leave at the end of each year (up to the maximum of 480 hours)
- 3) If the employee utilizes 16 hours or less of sick leave benefits in a calendar year, the employee can request up to 40 hours of unused but accrued sick leave benefits to be paid out
- 4) Any days paid out will decrease the employees accrued sick balance accordingly
- 5) Employee must retain a minimum 40 hour accrued sick leave balance after the cash out
- 6) The Sick Leave Cash out occurs only once a year and is usually paid out in February

In reviewing the outcomes of the current policy, management feels that the policy has not lived up to its full original intent and has a slant towards exempt employees. An evaluation of the use of the Sick Leave Cash Out over the last four years for the agencies 825 employees is reflected below.

Year	Exempt Staff	% of Eligible Employees Participating	\$ paid out	Non-Exempt Staff	% of Eligible Employees Participating	\$ paid out	Total Pay Out
2015	19	38%	\$23,952	26	3%	\$17,622	\$41,574
2014	18	n/a	\$23,818	37	n/a	\$25,246	\$49,064
2013	16	n/a	\$20,732	19	n/a	\$10,881	\$31,613
2012	14	n/a	\$18,255	24	n/a	\$15,974	\$34,229

** The dollar value is accurate but the percentage of staff participating is an estimate.

We believe the existing program is too restrictive for the hourly employees and prevents most employees from being able to participate. With the hard cut-off at 16 hours, there is nothing to encourage employees to stay focused on good attendance at that point. By creating a broader

“tiered” policy, we feel this would provide a true incentive for employees to think twice before simply calling in. The new policy follows the same rules as above except for number 3, where we are requesting a tiered structure be created.

Sick Hours Used in a Year	Maximum Hours Eligible for Cash Out
Up to 32	8
Up to 28	16
Up to 24	24
Up to 20	32
Up to 16	40

In looking at the current attendance hours for January through November of 2016 and applying the new tiered rules listed above, it provides a window of how this tiered system may operate. As you would expect, there is an increase in number of employees that would be eligible. The below numbers assume that all employees eligible would take a full cash out, which is not necessarily true. The other fact is employees did not have this tiered option available, so the eligible employee numbers would most likely increase, which would be the intent of the tiered system.

Estimates of eligible employee Sick Leave cash out with new tiered policy implementation:

Year	Exempt Staff	% of Eligible Employees Participating	Estimated \$ paid out	Non-Exempt Staff	% of Eligible Employees Participating	\$ paid out	Total Pay Out
2016	33	34%	\$42,566	49	5%	\$27,366	\$69,932

** based on 11 months history

Based on the above analysis, the participation rate would go up by 37 employees and the annual cost would go up by just over \$28,000. When this amount is broken into multiple departments and contracts, it has insignificant budget impacts and can easily be included in ongoing budgets. Management understands there are times employees will be absent from work due to the employee’s illness or a child’s illness but the policy is to reward those employees that are not habitual abusers. The abuse of sick time impacts the ability of the agency and the department in getting the job done and is very costly, as we must often bring in substitutes and temporary employees to fill essential roles.

Recommendation:

Staff recommends the Executive Committee approve the amendment to the Employee Sick Leave Cash Out Policy creating a tiered structure, with an effective date of January 1, 2017.

Attachment: Draft Administrative bulletin and amended Sick Leave Cash Out Policy

COMMUNITY ACTION PARTNERSHIP OF KERN
FUNDING REQUESTS AND APPLICATION STATUS REPORT
PENDING - November 2016

Date Approved	Date of App. Submission	Funding Source	Program/Proposal	Amount Requested
2/17/2016 (B&F)	2/25/2016	AstraZeneca	FHCC & SYC/Grow Fit Program	\$ 175,198
5/25/2016 (Board)	5/31/2016	U.S Dept of Treasury/ IRS	VITA/Kern VITA Partnership - Year 2*	\$ 223,315
6/22/2016 (B&F)	6/28/2016	Best Buy Foundation	FHCC/Winners Program	\$ 9,800
6/29/2016 (Board)	7/12/2016	Cy Pres CRT Settlement Fund	East Kern Family Resource Center/Computers, Internet Service, Printer	\$ 65,539
7/13/2016 (Exec)**	8/10/2016	Wells Fargo	Community Development/Financial Literacy & Microloan Program	\$ 30,000
8/17/2016 (B&F)	8/8/2016	Southern California Gas Company	Food Bank/ Solar Energy Improvement Project	\$ 25,000
8/17/2016 (B&F)	8/24/2016	Wonderful Foundation	Food Bank/ BackPack Buddies - Wasco	\$ 24,661
9/21/2016 (B&F)	8/31/2016	Wonderful Foundation	VITA/ Wasco	\$ 18,600
8/17/2016 (B&F)	8/12/2016	U.S Dept of Housing & Urban Development	2-1-1 Kern/ Kern County Homeless Coordinated Entry System	\$ 178,000
8/17/2016 (B&F)	8/23/2016	U.S Dept. of Labor/ Fresno Regional Workforce Development Board (MOU)	Program TBD/ America's Promise Job Driven Grant Program	\$ 50,000
9/21/2016 (B&F)	9/1/2016	U.S Dept. of Agriculture/ California Department of Social Services	Food Bank/ Commodity Supplemental Food Program	\$ 444,000
9/21/2016 (B&F)	10/14/2016	Kern County Network for Children	EKFRC/ Differential Response Services	\$ 209,094
9/21/2016 (B&F)	10/13/2016	Dignity Health	FHCC & SYC/ Grow Fit Families Program	\$ 75,000
10/26/2016 (Board)	9/23/2016	TJX Foundation	Food Bank/ General Support	\$ 5,000
10/26/2016 (Board)	10/4/2016	United Way of Kern County - 2017 Hunger & Homelessness	Food Bank/ General Support	\$ 50,000
10/26/2016 (Board)	10/11/2016	Kern Family Health Care	FHCC & SYC/ First Aid, Emergency Preparedness & Hygiene Kits	\$ 1,500
10/26/2016 (Board)	10/18/2016	Bank of the West	VITA/ 2016 Tax Season	\$ 2,500
10/26/2016 (Board)	10/28/2016	City of Bakersfield/ Community Development Block Grant	Food Bank/ Property & Security Improvements	\$ 61,500
11/30/2016 (Board)	11/15/2016	Feeding America/ Morgan Stanley	Food Bank/ Produce Program	\$ 25,000
11/30/2016 (Board)	11/22/2016	Feeding America/ Disney	Food Bank/ Produce Program	\$ 15,000
10/26/2016 (Board)	11/22/2016	County of Kern/ Community Development Block Grant	Food Bank/ Property & Security Improvements	\$ 61,500

*Received notification of IRS funding for Year 1 of request; Year 2 notification pending.

**Board did not approve use of funds for Microloan Program. Currently exploring alternatives with Wells Fargo.

COMMUNITY ACTION PARTNERSHIP OF KERN
FUNDING REQUESTS AND APPLICATION STATUS REPORT
AWARDED - November 2016

Date Approved	Date of Notification	Funding Source	Program/Proposal	Amount Requested	Amount Awarded	Funding Period
1/13/2016 (PRE)	3/24/2016	California Department of Public Health	FHCC & SYC/Sexual Health Information & Education (I&E) Program	\$ 115,000	\$ 80,000	7/1/2016 - 6/30/2017
1/13/2016 (PRE)	5/23/2016	United Way of Kern County (Emergency Food & Shelter)	Food Bank/Food	\$ 85,000	\$ 84,507	1/16/2015 - 12/31/2016
5/11/2016 (PRE)	6/20/2016	Kern Family Health Care	East Kern Family Resource Center/ Emergency Supplies Closet	\$ 2,000	\$ 2,000	7/1/2016 - 6/30/2017
2/10/2016 (PRE)	6/23/2016	Kaiser Permanente Kern County	FHCC/Grow Fit Program	\$ 13,181	\$ 10,000	7/1/2016 - 6/30/2017
6/22/2016 (B&F)	7/1/2016	PG&E	FHCC/Computer Lab Upgrade	\$ 3,000	\$ 3,000	7/1/2016 - 6/30/2017
5/25/2016 (Board)	7/11/2016	Target	SYC/Art Smart Program	\$ 2,500	\$ 2,500	10/1/2016 - 9/30/2017
6/22/2016 (B&F)	7/13/2016	The Starbucks Foundation	FHCC & SYC/PREP Works	\$ 49,606	\$ 40,000	1/1/2017 - 6/30/2017
3/30/2016 (Board)	8/11/2016	Chevron 2016 Social Investment Program	FHCC & SYC/STEM Program	\$ 21,500	\$ 21,500	7/1/2016 - 6/31/2017
5/25/2016 (Board)	9/15/2016	U.S Dept of Treasury/ IRS	VITA/Kern VITA Partnership - Year 1	\$ 222,723	\$ 84,815	8/1/2016 - 7/31/2017
8/17/2016 (B&F)	9/6/2016	Bank of America	Food Bank/ Backpack Buddies - Lamont	\$ 25,000	\$ 9,000	1/1/2017 - 12/31/2017
8/17/2016 (B&F)	9/6/2016	United Way of Stanislaus County	2-1-1 Kern/ Call Answering Services	\$ 45,000	\$ 40,500	10/1/2016 - 6/30/2017
10/26/2016 (Board)	10/14/2016	Walmart/ Community Grants Program	Food Bank/ General Support	\$ 2,500	\$ 1,000	1/1/2017 - 12/31/2017
8/10/2016	11/10/2016	County of Kern (Community Corrections Partnership)	FHCC/Workforce Development Services for Ex-offenders	\$ 354,840	\$ 138,906	10/1/2016 - 12/31/2018
10/26/2016 (Board)	11/14/2016	Southern California Gas Company	Food Bank/ Delano Fall Food Drive	\$ 2,000	\$ 2,000	1/1/2017 - 12/31/2017
				TOTAL	\$ 519,728	

COMMUNITY ACTION PARTNERSHIP OF KERN
FUNDING REQUESTS AND APPLICATION STATUS REPORT
DECLINED - November 2016

[illegible]

Community Action Partnership of Kern Funding Request Profile

Source of Funds: Private

CFDA # N/A

Project Name: Volunteer Income Tax Assistance (VITA)

Division Director: Romala Ramkissoon

Funder Name: Rabobank

Program Manager: Sandi Truman

Grant Program Name: VITA

☒ **New Funding**

☐ **Re-Application**

Funding Period: 2016 Tax Season (Fall 2016-Spring 2017)

A. Narrative description of funding request, including goals:

CAPK is applying for \$4,500 in funding from Rabobank to support the Volunteer Income Tax Assistance (VITA) program. VITA's plans for the 2016 Tax Season include the following services:

- Achieving a total of 4,600 tax returns filed in Kern County for the 2016 season;
- Continuing EITC outreach efforts in Delano, Shafter, Wasco, and McFarland;
- Seeking support to increase the days and hours services are offered in Wasco;
- Training 7 Spanish-only volunteer tax preparers for the first time, in addition to the existing bilingual volunteers; and
- Continuing partnerships with financial institutions to provide unbanked clients with on-site linkages to preloaded debit cards and savings/checking accounts opened with income tax and EITC refunds.

B. Use of Funds:

The requested funds of \$4,500 will be used to help cover the VITA program's general operating costs.

C. Approvals:

1. Romala Ramkissoon 12/7/16
Division Director Date

3. Christine Anansi 12/8/16
Director of Finance Date

2. Ryck White 12-8-16
Director of Community Development Date

4. [Signature] 12/8/16
Executive Director Date

D. Board:

☐ Policy Council
Date: _____

☐ PRE Presentation
Date: _____

☐ B&F Approval
Date: _____

☐ Board Approval
Date: _____

Community Action Partnership of Kern Funding Request Profile

Source of Funds: Private

CFDA # N/A

Project Name: Volunteer Income Tax Assistance (VITA)

Division Director: Romala Ramkissoon

Funder Name: Tri Counties Bank

Program Manager: Sandi Truman

Grant Program Name: VITA

☐ **New Funding**

☒ **Re-Application**

Funding Period: 2016 Tax Season (Fall 2016-Spring 2017)

A. Narrative description of funding request, including goals:

CAPK is applying for \$2,500 in funding from Tri Counties Bank to support the Volunteer Income Tax Assistance (VITA) program. VITA's plans for the 2016 Tax Season include the following services:

- Achieving a total of 4,600 tax returns filed in Kern County for the 2016 season;
- Continuing EITC outreach efforts in Delano, Shafter, Wasco, and McFarland;
- Seeking support to increase the days and hours services are offered in Wasco;
- Training 7 Spanish-only volunteer tax preparers for the first time, in addition to the existing bilingual volunteers; and
- Continuing partnerships with financial institutions to provide unbanked clients with on-site linkages to preloaded debit cards and savings/checking accounts opened with income tax and EITC refunds.

B. Use of Funds:

The requested funds of \$2,500 will be used to help cover the VITA program's general operating costs.

C. Approvals:

1. Romala Ramkissoon 12/7/16
Division Director Date

3. Christine Mami 12/8/16
Director of Finance Date

2. Rylee Miley 12-8-16
Director of Community Development Date

4. J.T.R. 12/8/16
Executive Director Date

D. Board:

☐ Policy Council
Date: _____

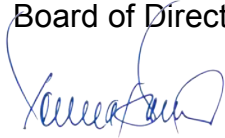
☐ PRE Presentation
Date: _____

☐ B&F Approval
Date: _____

☐ Board Approval
Date: _____

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Board of Directors - Executive Committee

From: Donna Holland, Fiscal Administrator
Subject: Agenda Item 6f: Kern Head Start and Early Head Start Budget to Actual for the Period Ending November 30, 2016
Date: December 14, 2016

The following are highlights of the Head Start/Early Head Start Budget to Actual Report for the period March 1, 2016 through November 30, 2016.

Budget Revision

Approval of CAPK's request to revise the budget is pending. The budget revision will incorporate the 10% De Minimis Indirect Cost Rate.

Personnel & Fringe Benefits

The budget revision will decrease the amounts budgeted in these categories; however, savings may be realized in Early Head Start.

Staff continuously monitor for savings in these categories that may be used elsewhere in the program.

Travel

Some travel costs associated with training were charged to base funds. Staff expect to fully expend Training & Technical Assistance funds. Staff have identified savings in other areas to cover these costs.

Equipment

Funds in this category were originally budgeted for the purchase of four program vehicles and three playground/shade structures. The budget revision will move the cost of playgrounds to the Supplies category. Staff have released the Request for Proposals to purchase the program vehicles; bids will be received in early January.

Supplies

Purchases of office and classroom supplies are ongoing. Possible savings in this category may be used elsewhere in the program.

Contractual

Legal fees during the SEIU contract negotiation process were somewhat more than estimated. Staff have identified savings in other areas to cover these costs.

Other

Head Start expenditures in this category are higher than the percentage of the year elapsed; this is primarily the result of preparing the Wesley site to become a licensed child development center. Staff have identified savings in other areas to cover these costs.

Early Head Start expenditures in this category are lower than the percentage of the year elapsed. Possible savings in this category may be used elsewhere in the program.

Training & Technical Assistance (T&TA)

Head Start T&TA funds are nearly expended. Additional funds are budgeted in the base grant for planned training expenses in excess of T&TA funding.

Early Head Start T&TA funds will be fully expended by the end of the program year.

Non-Federal Share

With 75% of the budget period elapsed, total Non-Federal Share (the sum of California Department of Education funding and in-kind) is at 83% of budget.

- California Department of Education
Actual and estimated non-federal revenues through November 2016 are at 82% of budget.
- In-Kind
Year-to-date in-kind is at 84% of budget.

The five centers with the highest percentage of goal met were Fairfax, Planz, Sunrise Villa, McFarland, and San Diego. A total of 34 out of 44 centers and groups met or exceeded 75% of goal.

The five centers with the lowest percentage of goal met were California City, Heritage, Pioneer, Rosamond, and Mojave.

**Community Action Partnership of Kern
Head Start and Early Head Start - Kern
Budget to Actual Report**

Budget Period: March 1, 2016 - February 28, 2017
Report Period: March 1, 2016 - November 30, 2016
Month 9 of 12 (75%)

Prepared 12/5/2016

HEAD START					
BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	9,675,827	7,504,941	2,170,886	78%	22%
FRINGE BENEFITS	3,135,316	2,632,291	503,025	84%	16%
TRAVEL	0	3,570	(3,570)		
EQUIPMENT	255,000	0	255,000	0%	100%
SUPPLIES	1,095,095	574,517	520,578	52%	48%
CONTRACTUAL	82,680	88,330	(5,650)	107%	-7%
CONSTRUCTION	0	0	0		
OTHER	3,558,572	2,650,630	907,942	74%	26%
TOTAL BASE FUNDING	17,802,491	13,454,279	4,348,213	76%	24%

TRAINING & TECHNICAL ASSISTANCE HEAD START					
PERSONNEL	0	0	0		
FRINGE BENEFITS	0	0	0		
TRAVEL	30,627	25,349	5,278	83%	17%
SUPPLIES	20,935	17,618	3,317	84%	16%
CONTRACTUAL	18,484	7,706	10,778	42%	58%
OTHER	75,304	89,283	(13,979)	119%	-19%
TOTAL TRAINING & TECHNICAL ASSISTANCE	145,350	139,956	5,394	96%	4%

INDIRECT	1,477,845	1,317,627	160,218	89%	11%
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GRAND TOTAL HS/EHS FEDERAL FUNDS	19,425,686	14,911,862	4,513,824	77%	23%
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EARLY HEAD START				
BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
2,266,371	752,722	1,513,649	33%	67%
715,929	319,900	396,029	45%	55%
0	154	(154)		
65,000	0	65,000		
232,070	194,570	37,500	84%	16%
14,320	13,253	1,067	93%	7%
0	0	0		
381,247	339,855	41,392	89%	11%
3,674,936	1,620,454	2,054,481	44%	56%

EARLY HEAD START				
0	(59)	59		
0	715	(715)		
36,382	17,330	19,052	48%	52%
22,981	2,764	20,217	12%	88%
11,689	12,204	(515)	104%	-4%
25,952	17,030	8,922	66%	34%
97,004	49,984	47,020	52%	48%

275,058	165,917	109,141	60%	40%
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4,046,998	1,836,356	2,210,642	45%	55%
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HEAD START and EARLY HEAD START NON-FEDERAL SHARE					
SOURCE	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
CALIF DEPT OF ED	2,805,361	2,347,736	457,625	84%	16%
IN-KIND	3,062,811	2,505,401	557,410	82%	18%
TOTAL NON-FEDERAL	5,868,172	4,853,137	1,015,035	83%	17%

Centralized Administrative Cost	6.9%
Program Administrative Cost	2.8%
Total Administrative Cost	9.7%

Community Action Partnership of Kern Agency-Wide Credit Card Report *

	CURRENT	1 TO 30	31 TO 60	61 TO 90	OVER 90
Bank of America	7,381				
Lowe's	3,304	2,874			
Save Mart	3,032	914			
Smart & Final					
Chevron & Texaco Business Card	5,965				
Home Depot	6,849	5,280			
	26,531	9,067	0	0	0

CREDITS	TOTAL	STATEMENT DATE
	7,381	11/21/2016
	6,178	11/25/2016
	3,946	11/27/2016
	0	Stmnt not rec'd prior to rpt
	5,965	12/5/2016
	12,128	12/5/2016
0	35,598	

* Expenditure details are included in the CAPK Financial Report

Budget reflects Notice of Award #09CH9142-03-01

Actual expenditures include posted expenditures and estimated adjustments through 11/30/2016.

Community Action Partnership of Kern
Head Start and Early Head Start
Non-Federal Share and In-Kind
Budget Period: March 1, 2016 through February 28, 2017
Report for period ending November 30, 2016 (Month 9 of 12)

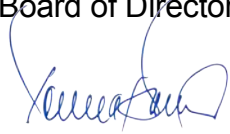
Percent of year elapsed: **75%**

LOCATION	FUNDED ENROLL- MENT	March	April	May	June	July	Aug	Sep	Oct	Nov	YTD Totals	IN-KIND GOAL	% OF GOAL MET
Fairfax	40	24,746	25,251	18,439	0	0	9,735	22,272	19,549	0	119,992	51,839	231%
Planz	34	12,315	10,461	12,154	0	0	6,295	5,907	7,602	5,974	60,708	44,063	138%
Sunrise Villa	34	13,146	12,263	6,775	0	0	5,689	9,342	164	7,382	54,761	44,063	124%
McFarland	20	7,117	5,767	2,921	0	0	1,743	4,768	4,691	4,621	31,628	25,919	122%
San Diego Street	48	12,075	10,439	11,730	7,067	7,027	6,596	7,251	12,272	183	74,640	62,207	120%
Casa Loma	34	10,304	11,410	8,328	0	0	3,953	7,510	7,565	3,154	52,224	44,063	119%
Roosevelt	34	9,039	8,311	6,674	0	0	4,841	9,597	11,846	0	50,308	44,063	114%
Vineland	20	5,180	5,542	4,335	0	0	2,175	4,195	6,877	0	28,304	25,919	109%
Franklin	24	6,049	6,281	6,607	4,113	3,364	2,518	2,368	2,249	74	33,622	31,103	108%
Martha J. Morgan	83	22,338	20,744	13,606	0	0	9,484	22,879	23,737	595	113,383	107,566	105%
Alicante	34	7,661	11,592	9,673	0	0	2,224	7,140	6,996	0	45,286	44,063	103%
Virginia	34	8,315	7,701	4,854	0	0	5,080	11,006	6,443	107	43,508	44,063	99%
Noble	34	9,834	9,519	4,957	0	0	2,902	8,034	7,501	0	42,747	44,063	97%
Delano	90	20,376	21,196	20,989	6,696	9,199	8,519	14,025	6,947	0	107,947	116,638	93%
Cleo Foran	34	8,912	7,514	5,035	0	0	3,313	7,478	8,336	0	40,588	44,063	92%
Primeros Pasos	76	17,227	15,148	12,143	4,696	6,094	7,500	12,233	13,325	0	88,366	98,494	90%
Stine Road	123	19,627	19,450	20,299	12,331	12,812	17,223	17,759	17,383	5,397	142,282	159,405	89%
Home Base	249	28,093	29,509	20,270	9,697	16,080	12,631	13,027	13,599	186	143,091	161,349	89%
Taft	54	11,902	13,717	8,130	0	0	6,109	10,604	10,515	0	60,976	69,983	87%
Sterling	103	17,160	16,714	15,890	12,546	12,764	13,651	16,008	11,206	0	115,938	133,485	87%
Rafer Johnson	34	6,998	7,935	4,364	0	0	2,058	5,591	5,026	4,614	36,586	44,063	83%
East California	70	18,493	17,503	10,688	0	0	3,650	9,739	14,646	0	74,720	90,718	82%
Faith Avenue	34	8,435	8,879	5,748	0	0	3,592	9,539	0	0	36,193	44,063	82%
Lost Hills	20	5,126	4,434	4,058	0	0	945	2,602	1,834	2,279	21,278	25,919	82%
Oasis	60	15,379	15,470	8,735	0	0	5,706	9,300	8,056	0	62,645	77,758	81%
Stella Hills	34	7,753	7,910	3,580	0	0	0	7,756	7,693	283	34,974	44,063	79%
Williams	34	8,967	8,195	5,460	0	0	2,512	6,808	2,774	0	34,715	44,063	79%
Seibert	34	8,157	5,478	2,844	0	0	3,435	6,884	7,836	0	34,634	44,063	79%
Fairview	34	6,551	2,381	10,537	0	0	2,518	6,175	6,422	0	34,583	44,063	78%
Alberta Dillard	68	10,211	11,434	6,909	0	0	4,848	17,746	17,574	228	68,949	88,126	78%
Lamont	34	8,086	7,732	3,598	0	0	4,313	9,137	1,207	238	34,310	44,063	78%
Shafter HS/EHS	36	4,412	3,559	4,529	4,670	3,689	3,486	4,603	4,508	2,838	36,294	46,655	78%
Tehachapi	34	4,004	3,431	2,343	0	0	3,995	7,533	7,530	5,118	33,954	44,063	77%
Buttonwillow	20	4,372	4,107	1,356	0	0	1,268	4,436	4,058	123	19,720	25,919	76%
Oildale	34	7,387	5,882	4,163	0	0	4,231	6,946	3,389	71	32,067	44,063	73%
Pacific	62	8,933	8,122	9,357	5,612	6,792	7,204	8,023	4,116	0	58,160	80,350	72%
Pete H. Parra	148	18,586	18,823	16,876	12,447	10,834	17,390	24,281	18,483	297	138,019	191,804	72%
Shafter	34	7,714	8,400	4,578	0	0	4,081	4,201	2,227	258	31,459	44,063	71%
Willow	72	15,550	13,772	7,577	0	0	4,987	9,498	11,254	416	63,055	93,310	68%
California City	34	7,771	5,648	3,856	0	0	4,081	7,633	358	0	29,348	44,063	67%
Heritage Park	34	5,518	3,282	3,089	0	0	2,248	5,839	4,920	0	24,896	44,063	57%
Pioneer	34	4,152	5,201	3,267	0	0	695	2,895	3,843	260	20,313	44,063	46%
Rosamond	75	5,240	3,210	1,585	0	0	3,091	6,948	7,052	0	27,125	97,198	28%
Mojave	34	1,705	1,322	626	0	0	888	1,576	2,038	0	8,155	44,063	19%
Wesley	60										0	77,758	0%
Voorhies	0	6,800	4,740	3,424	0	0	0	0	0	0	14,964		
Wasco	0	4,131	3,928	1,346	0	0	0	0	0	0	9,405		
Administrative Services		0	0	0	0	0	0	0	0	0	0	0	NA
Program Services		5,049	4,464	4,138	4,168	4,156	4,106	4,115	4,115	0	34,310	93,094	37%
Policy Council and RPC		109	107	20	23	14	0	0	0	0	273	51,236	1%
SUBTOTAL IN-KIND	2,369	487,003	463,876	352,458	84,066	92,825	227,509	403,207	349,760	44,695	2,505,401	3,053,141	82%
State General Child Care*		119,619	118,092	117,337	112,660	80,901	97,966	91,197	100,401	81,273	919,446	1,031,472	89%
State Preschool*		153,811	147,815	148,975	113,839	124,822	135,161	151,671	171,674	147,695	1,295,464	1,680,926	77%
State Migrant Child Care*		15,718	13,870	14,146	11,867	13,484	16,366	15,885	17,203	14,287	132,826	92,963	143%
SUBTOTAL CA DEPT of ED		289,148	279,778	280,458	238,366	219,207	249,493	258,753	289,278	243,256	2,347,736	2,805,361	84%
GRAND TOTAL		776,151	743,654	632,916	322,432	312,032	477,002	661,960	639,038	287,951	4,853,137	5,858,502	83%

*May include estimates

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Board of Directors - Executive Committee

From: Donna Holland, Fiscal Administrator
Subject: Agenda Item 6f : San Joaquin Early Head Start Budget to Actual for the Period
Ending November 30, 2016
Date: December 14, 2016

The following are highlights of the San Joaquin Early Head Start Budget to Actual Report for the period February 1, 2016 through November 30, 2016.

Budget Revision

Approval of CAPK's request to revise the budget is pending from Office of Head Start. The budget revision will incorporate the 10% De Minimis Indirect Cost Rate.

Personnel & Fringe Benefits

The budget revision will decrease the amounts budgeted in these categories; however, savings may be realized until all centers are in operation.

Travel

Expenditures for the purpose of supporting San Joaquin staff are higher than anticipated at this point in the program year. Staff are monitoring this line item and have identified savings in other areas to cover these costs.

Supplies

Expenditures for supplies are higher than anticipated at this point in the program year. Staff are monitoring this line item and have identified savings in other areas to cover these costs.

Contractual

The budget revision will increase the amount budgeted in this category; savings may be realized as a result.

Other

Other expenditures are less than anticipated at this point in the year.

Carryover

CAPK's request to carryover funds from the prior budget period was approved. The carryover funds are being used to install outdoor shade structures, improve playgrounds, make health and safety improvements to centers, update classroom furnishings and materials, and to purchase one program vehicle. Staff expect to fully expend these funds prior to the end of the budget period.

Training & Technical Assistance

Expenditures supporting training & technical assistance appear to be underspent at this point in the program year; however, additional training has been planned for later in the budget period, and staff expect to fully expend these funds.

Indirect

The budget revision will increase the amount budgeted for indirect costs.

Non-Federal Share

With 83% of the budget period elapsed, the total Non-Federal Share is at 17% of budget. CAPK will request a waiver of Non-Federal Share closer to the end of the budget period.

The San Joaquin Early Head Start program has been challenged in meeting its Non-Federal Share budget, as only four of its 9 centers are currently licensed and in operation. However, San Joaquin's management staff have increased their efforts to ensure that field staff and parents of enrolled children are aware of the importance of in-kind, and of the opportunities parents have to provide volunteer services to the program.

**Community Action Partnership of Kern
Early Head Start - San Joaquin County
Budget to Actual Report**

Budget Period: February 1, 2016 - January 31, 2017
Report Period: February 1, 2016 - November 30, 2016
Month 10 of 12 (83%)

Prepared 12/5/2016

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	3,264,964	2,286,917	978,047	70%	30%
FRINGE BENEFITS	765,792	506,177	259,616	66%	34%
TRAVEL	14,940	27,003	(12,063)	181%	-81%
EQUIPMENT	0	0	0		
SUPPLIES	191,905	281,907	(90,002)	147%	-47%
CONTRACTUAL	2,000	8,418	(6,418)	421%	-321%
CONSTRUCTION	0	0	0		
OTHER	653,976	452,797	201,179	69%	31%
TOTAL	4,893,577	3,563,219	1,330,359	73%	27%

CARRYOVER FUNDS

EQUIPMENT	150,000	0	150,000	0%	100%
SUPPLIES	90,000	84,173	5,827	94%	6%
OTHER	320,898	112,923	207,975	35%	65%
TOTAL	560,898	197,096	363,802	35%	65%

TRAINING & TECHNICAL ASSISTANCE FUNDS

TRAVEL	17,981	8,828	9,153	49%	51%
SUPPLIES	15,700	1,998	13,702	13%	87%
CONTRACTUAL	16,298	7,715	8,583	47%	53%
OTHER	31,918	16,615	15,303	52%	48%
TOTAL	81,897	35,156	46,741	43%	57%

INDIRECT	102,767	389,705	(286,938)	379%	-279%
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GRAND TOTAL EHS FEDERAL FUNDS	5,639,139	4,185,176	1,453,963	74%	26%
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NON-FEDERAL SHARE	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
IN-KIND	1,415,810	236,900	1,178,910	17%	83%
TOTAL NON-FEDERAL FUNDS	1,415,810	236,900	1,178,910	17%	83%

Centralized Administrative Cost 8.0%
Program Administrative Cost 2.3%
Total Administrative Cost 10.3%

Budget reflects Notice of Award #09CH010071-02-03.

Actual expenditures include posted expenditures and estimated adjustments through 11/30/2016.

COMMUNITY ACTION PARTNERSHIP OF KERN MEMORANDUM

To: Board of Directors - Executive Committee

From: Donna Holland, Fiscal Administrator
Subject: Agenda Item 6f: Partnerships Early Head Start Child Care Budget to Actual for the Period Ending November 30, 2016
Date: December 14, 2016

The following are highlights of the Early Head Start Child Care Partnerships Budget to Actual Report for the period September 1, 2016 through November 30, 2016.

Base Funds

Personnel and Fringe Benefits costs are slightly high through the first 3 months of the budget period.

The cost of supplies is over budget. Savings will be identified in other categories to cover these and future costs.

Carryover Funds

CAPK has submitted a request to carry over unexpended prior-year funds in the amount of \$315,000.

Training & Technical Assistance (T&TA)

CAPK has submitted a request to carry over unexpended prior-year funds in the amount of approximately \$48,200. Staff expect to fully expend these funds.

Non-Federal Share

With 25% of the year elapsed, total Non-Federal Share is at 31%.

**Community Action Partnership of Kern
Early Head Start - Child Care Partnerships
Budget to Actual Report**

Budget Period: September 1, 2016 - August 31, 2017
Report Period: September 1, 2016 - November 30, 2016
Month 3 of 12 (25%)

Prepared 12/5/2016

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	122,245	37,183	85,062	30%	70%
FRINGE BENEFITS	28,705	8,424	20,281	29%	71%
TRAVEL	0	0	0		
EQUIPMENT	0	0	0		
SUPPLIES	1,650	2,907	(1,257)	176%	-76%
CONTRACTUAL	459,322	103,713	355,609	23%	77%
CONSTRUCTION	0	0	0		
OTHER	9,990	2,106	7,884	21%	79%
TOTAL BASE FUNDING	621,912	154,333	467,579	25%	75%

CARRYOVER FUNDS (pending Federal approval)	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	0	0	0		
FRINGE BENEFITS	0	0	0		
TRAVEL	0	0	0		
EQUIPMENT	0	0	0		
SUPPLIES	0	0	0		
CONTRACTUAL	0	0	0		
CONSTRUCTION	0	0	0		
OTHER	0	0	0		
TOTAL START-UP FUNDING	0	0	0		

TRAINING & TECHNICAL ASSISTANCE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
TRAVEL	5,294	708	4,586	13%	87%
SUPPLIES	3,506	0	3,506	0%	100%
OTHER	8,000	1,514	6,486	19%	81%
TOTAL TRAINING & TECHNICAL ASSISTANCE	16,800	2,222	14,578	13%	87%

INDIRECT	62,184	17,131	45,053	28%	72%
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GRAND TOTAL FEDERAL FUNDS	700,896	173,686	527,210	25%	75%
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NON-FEDERAL SHARE**	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
IN-KIND	175,224	53,773	121,451	31%	69%
TOTAL NON-FEDERAL FUNDS	175,224	53,773	121,451	31%	69%

Centralized Administrative Cost 7.5%
Program Administrative Cost 1.1%
Total Administrative Cost 8.6%

Budget reflects Notice of Award #09HP0036-02-00.

Actual expenditures include posted expenditures and estimated adjustments through 11/30/2016.

**COMMUNITY ACTION PARTNERSHIP OF KERN
DISCRETIONARY FUND AND FUND RAISING FUND
FOR THE MONTH ENDED NOVEMBER 30, 2016**

	03/01/16- 10/31/16	11/01/16- 11/30/16	TOTAL
BEGINNING BALANCE (NOTE 1)	402,432.61		402,432.61
CASH RECEIPTS			
2016 Awards Banquet Donations	58,265.00 a		58,265.00
Donations	2,043.61	9,435.00 b	11,478.61
Give Big Kern Donations (net)	1,532.45		1,532.45
Misc. Revenue	13,436.63	103.33	13,539.96
Less: Friendship House Quad	(15,000.00)		(15,000.00)
Gain on Sale of Vehicles	7,837.43		7,837.43
Interest Income/Union Administrative Fee	740.84	104.10	844.94
TOTAL CASH RECEIPTS	68,855.96	9,642.43	78,498.39
CASH DISBURSEMENTS			
Line of Credit Interest Expense	440.90	104.12 c	545.02
Line of Credit Unused Commitment Fee	1,703.40		1,703.40
2016 Awards Banquet Expenses	20,871.89 a		20,871.89
Licensing Late Fees - Head Start	3,165.00		3,165.00
Disallowed Costs - WIC	0.00	2,250.00 d	2,250.00
Labor Settlement	0.00	500.00 e	500.00
Property Taxes - Vacant Land	0.00	1,964.35	1,964.35
Fundraising	1,182.00	249.00	1,431.00
Miscellaneous Expenses	396.06	39.83	435.89
Indirect Costs	2,202.88	409.44	2,612.32
TOTAL CASH DISBURSEMENTS	29,962.13	5,516.74	35,478.87
CASH PROVIDED (USED)	38,893.83	4,125.69	43,019.52
ENDING BALANCE	441,326.44		445,452.13
		Discretionary Cash	235,771.49
		Fund Raising Cash	209,923.40
			445,694.89
		Add: Prepaid	6.24
		Less: AP	(249.00)
			445,452.13

NOTES

1. For the year ended 2/29/16, the net increase to the Discretionary/Fund Raising Funds was \$65,722.45.
- a. As of 11/30/16, net 2016 awards banquet gain is \$43,727.94 (@ FYE 2/29/16 = 6,334.83 + 37,393.11 for 2016/17).
- b. Donation from (1) California Water Service - \$5,000; (2) Kern Community Foundation - \$3,000; and (3) Wonderful Giving - \$1,435.
- c. Interest expense on operating line of credit advance for \$875,000 for one day.
- d. Disallowed cost for outside agency temporary help due to lack of contract and prior State WIC approval.
- e. Settlement to terminated employee for non payment of retro COLA.

Date Prepared: 12/4/16

COMMUNITY ACTION PARTNERSHIP of KERN
BOARD OF DIRECTORS
AUDIT & PENSION COMMITTEE MEETING
5005 Business Park North
January 12, 2017
12:00 p.m.

MEETING MINUTES

1. Call to Order

Craig Henderson called the meeting to order at 12:08pm at the Community Action Partnership of Kern Administrative Building, 5005 Business Park North, Bakersfield, CA

2. Roll Call

Roll Call was taken with a quorum present:

Present: Craig Henderson, Yolanda Ochoa, and Charlie Rodriguez

Absent: Mike Maggard

Others present: Christine Anami, Director of Finance; Carmen Segovia, Director of Health and Nutrition; Michele Nowell, Director of Human Resources; other CAPK staff.

3. Approval of Agenda

Motion was made and seconded to approve the Audit & Pension Committee meeting agenda of January 12, 2017. Carried by unanimous vote. (Rodriguez/Ochoa)

4. Public Forum: *(The public may address the Committee 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.)*

No one addressed the Committee.

5. New Business

- a. Brown Armstrong Presentation of the Independent Audit Reports for the year ended February 29, 2016 and the Special Purpose Financial Statements for the year ended June 30, 2016 – Christine Anami, Director of Finance – ***Info Item***

Christine Anami introduced Brooke Baird, Audit Manager, Brown Armstrong. Brooke presented the audit reports, noting that CAPK has always received an unmodified clean opinion. No deficiencies or material weaknesses were noted this year. In the 'Agreed Upon Conditions Report' (commonly known as 'Management Letter'), these areas were highlighted after testing samples: instance of incorrectly payment out of sick leave

instead of accrued vacation, and Child Care Development Block Grant eligibility and reporting.

Erika Arias, ERSEA Manager, and Krissie Leach, Program Manager, explained that eligibility for the affected families did not change, as they still fell under state income guidelines. Additional training was arranged for staff. Krissie addressed the reporting issue, where several monthly center monitoring reports were found missing. This oversight resulted from two managers leaving the agency, and one manager who passed away. The system has now been changed so that everything is shared in a common location and stored electronically and in paper. There is also additional monitoring in place to ensure everything is received regularly.

Craig Henderson asked whether this audit is internal, or if it goes outside of the group. Christine clarified that a copy of the report is provided upon request.

- b. Audit Transmittal Report (TR) 16-005 (FYE 2-28-16) from the Department of Community Services and Development – Christine Anami, Director of Finance – ***Info Item***

Christine stated that CSD has an audit group which reviews the content of our audit report to determine that we are in compliance. CSD had one finding: ensure compliance with the required format. Christine followed up with the CSD auditor, who clarified that the finding was applicable to a single schedule on one page of the audit report, rather than all the schedules. A column was excluded because this particular grant falls within the CSD fiscal year, but in the future, if this comes up again, we will include the omitted column. No other response is necessary.

Christine proposed to share audit reports as well as the tax returns electronically with the CAPK Board of Directors, rather than mailing out hard copies. The hard copies will be provided at the January 25th Board meeting. Andrew Paulden, Engagement Partner, Brown Armstrong, will be presenting the audit reports to the Board on January 25th.

6. Committee Member Comments

Yolanda Ochoa and Craig Henderson thanked staff.

7. Next Scheduled Meeting

Audit Committee Meeting
Thursday, April 6, 2017
12:00 p.m.
5005 Business Park North
Bakersfield, California 93309

8. Adjournment

The meeting adjourned at 1:19 pm.



LINNÉ STOUT
DIRECTOR

State of California-Health and Human Services Agency
DEPARTMENT OF COMMUNITY SERVICES AND DEVELOPMENT
2389 Gateway Oaks Drive, Suite 100, Sacramento, CA 95833-4246
Telephone: (916) 576-7109 | Fax: (916) 263-1406
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EDMUND G. BROWN JR.
GOVERNOR

Audit Committee Agenda

December 29, 2016

Jeremy Tobias, Executive Director
Community Action Partnership of Kern
5005 Business Park North
Bakersfield, CA 93309

Dear Mr. Tobias:

Audit Transmittal Report (TR) 16-005 (FYE 2/28/16)

The Department of Community Services and Development (CSD) has performed a desk review of an audit report submitted to this office by the Community Action Partnership of Kern, or the auditor identified below. This review is conducted in accordance with the provisions of Office of Management and Budget (OMB) Circular A-133, "Audits of States, Local Governments, and Non-Profit Organizations," Subpart D, Section 400(d), published June 27, 2003.

Auditor: Brown Armstrong, CPAs

Audit Period: 3/1/15 – 2/28/16

Contract Numbers: 14B-5102, 14C-1812, 14F-3073, 14F-3089, 15B-3013,
15C-2012, 15F-2015, 15F-2402, 15F-2415, 15K-6006,
16B-4012, and 16F-5015

Report Date: November 9, 2016 **Date Received:** November 28, 2016

Our review of the audit report is to ensure that applicable standards have been met and to determine if there are outstanding matters that must be resolved before the audit is closed. The assignment of the TR number, shown as the subject, enters the report into our follow-up system to ensure that all audit discrepancies are resolved.

Based on our review, we have the following comments and/or actions required:

CONTRACT NUMBERS: 14B-5102, 14C-1812, 14F-3073, 14F-3089, 15F-2015, and 15F-2402

The terms of these contracts were covered in the audited period. Since there were no audit exceptions, we consider these contracts closed.

SUPPLEMENTAL STATEMENTS OF REVENUES AND EXPENDITURES (SSRE)

The Supplemental Statements of Revenues and Expenditures (SSRE) do not conform to the requirements of CSD's Supplemental Audit Guide. According to the guide, "*The supplemental statement must include the contract budget line items, expenditures for each budget line item by fiscal year, total audited costs and total reported expenses by budget line item.*" Please find enclosed four samples of the preferred format of the required SSRE. (See Enclosure A, page # A-1 through A-4)

Action Required:

1. Ensure that all future single audit reports include supplemental statements broken out by fiscal year for contracts that close out during the audit period. Specifically, please provide the contract total audited costs in the year the contract is closing.

CONTRACT NUMBERS: 15B-3013, 15C-1012, 15F-2415, 15K-6006, 16B-4012, and 16F-5015

The terms of these contracts extend beyond the audit reporting period. Please ensure these contracts are included in the next Single Agency-Wide Audit; and revenues and expenditures are identified by contract numbers, components, and Federal Catalog numbers for the Federal Funding.

Our review did not disclose any other findings requiring corrective actions that have not already been addressed. Therefore, the audit has been closed. If the agency has any questions or requires additional information, please reference the subject TR number. I may be contacted at (916) 576-5298 or Jeffry.Takili@csd.ca.gov.

Jeremy Tobias
December 29, 2016

Thank you for your dedication and commitment to serve low-income individuals and families throughout the state. I look forward to working in partnership with you to develop innovative and effective programs as well as strengthen our capacity to, not only improve the lives of those living in poverty, but to reduce poverty in California.

Sincerely,

A handwritten signature in black ink, appearing to read 'Jeffery Takili', with a stylized flourish at the end.

JEFFERY TAKILI
CSD Management Auditor
Audit Services Unit

Enclosures (4)

c: James S. Camp, Board Chair
Brown Armstrong, CPAs

- LIHEAP Contracts -

ACME COMMUNITY DEVELOPMENT, INC.
 SUPPLEMENTAL STATEMENT OF REVENUE AND EXPENDITURES
 CSD CONTRACT NO. 12B-XXXX (WX)
 FOR THE PERIOD JAN. 1, 2012 THROUGH DEC. 31, 2012

	1-Jan-12 through 30-Jun-12	1-Jul-12 through 31-Dec-12	Total Audited Costs	Total Reported Expenses	Total Budget
REVENUE					
Grant Revenue	\$989,357	\$0	\$989,357		\$989,357
Interest Income	\$406	\$0	\$406		
Other Income	\$0	\$0	\$0		
Deferred Revenue Earned	\$0	\$8,753	\$8,753		
Deferred Grant Revenue	\$0	\$0	\$0		
Total Revenue:	\$989,763	\$8,753	\$998,516		\$989,357
EXPENDITURES (1)					
Administration					
Salaries & Wages	\$28,953	\$1,170	\$30,123	\$30,123	\$30,123
Fringe Benefits	\$11,324	\$360	\$11,684	\$11,684	\$11,684
Facilities	\$23,704	(\$1,530)	\$22,174	\$22,174	\$22,174
Utilities	\$2,678	\$0	\$2,678	\$2,678	\$2,678
Equipment	\$0	\$0	\$0	\$0	\$0
Telephone - Communications	\$3,599	\$0	\$3,599	\$3,599	\$3,599
Travel	\$0	\$0	\$0	\$0	\$0
Accounting	\$0	\$0	\$0	\$0	\$0
Audit Costs	\$2,821	\$0	\$2,821	\$2,821	\$2,821
Insurance - Bonding	\$0	\$0	\$0	\$0	\$0
Office Supplies	\$1,772	\$0	\$1,772	\$1,772	\$1,772
Total Administration Costs:	\$74,851	\$0	\$74,851	\$74,851	\$74,851
Program					
Intake	\$19,602	\$0	\$19,602	\$19,602	\$19,602
Outreach	\$49,007	\$0	\$49,007	\$49,007	\$49,007
Training & Technical Assistance	\$9,722	\$0	\$9,722	\$9,722	\$9,722
Direct Program Activities	\$774,659	\$8,661	\$783,320	\$783,320	\$783,320
Liability Insurance	\$29,013	\$0	\$29,013	\$29,013	\$29,013
Vehicle & Equipment	\$0	\$0	\$0	\$0	\$0
Workers' Compensation	\$23,750	\$92	\$23,842	\$23,842	\$23,842
Total Program Costs:	\$905,753	\$8,753	\$914,506	\$914,506	\$914,506
Total Costs:	\$980,604	\$8,753	\$989,357	\$989,357	\$989,357

(1) Please note that the supplemental statements should be based on the budget line items contained in the contract and will need to be adjusted to incorporate the line items applicable to specific contracts.

- LIHEAP Contracts -

Enclosure A

ACME COMMUNITY DEVELOPMENT, INC.
SUPPLEMENTAL STATEMENT OF REVENUE AND EXPENDITURES
CSD CONTRACT NO. 12B-XXXX (ECIP)
FOR THE PERIOD JAN. 1, 2012 THROUGH DEC. 31, 2012

	1-Jan-12 through 30-Jun-12	1-Jul-12 through 31-Dec-12	Total Audited Costs	Total Reported Expenses	Total Budget
REVENUE					
Grant Revenue	\$707,262	\$269,800	\$977,062		\$477,635
Interest Income	\$0		\$0		
Other Income	\$0	\$260	\$260		
Deferred Revenue Earned	\$0				
Deferred Grant Revenue	\$0	(\$3,089)	(\$3,089)		
Total Revenue:	\$707,262	\$266,971	\$974,233		\$477,635
EXPENDITURES (1)					
Administration					
Salaries & Wages	\$83,144	\$6,477	\$89,621	\$89,621	\$89,621
Fringe Benefits	\$30,169	\$2,181	\$32,350	\$32,350	\$32,350
Facilities	\$22,814	\$4,692	\$27,506	\$27,506	\$27,506
Utilities	\$5,565	\$0	\$5,565	\$5,565	\$5,565
Equipment	\$0	\$0	\$0	\$0	\$0
Telephone - Communications	\$4,857	\$913	\$5,770	\$5,770	\$5,770
Travel	\$0	\$787	\$787	\$787	\$787
Accounting	\$0	\$0	\$0	\$0	\$0
Audit Costs	\$7,553	\$772	\$8,325	\$8,325	\$8,325
Office Supplies	\$5,346	\$544	\$5,890	\$5,890	\$5,890
Total A-16/ECIP/HEAP Administration Costs:	\$159,448	\$16,366	\$175,814	\$175,814	\$175,814
Program					
Assurance 16 Costs	\$198,472	\$113,056	\$311,528	\$311,528	\$311,528
ECIP/HEAP Intake	\$85,691	\$76,233	\$161,924	\$161,924	\$161,924
ECIP/HEAP Outreach	\$125,481	\$113,456	\$238,937	\$238,937	\$238,937
Cooling Services Repair/Replacement	\$5,045	\$18,126	\$23,171	\$23,171	\$23,171
Heating Services Repair/Replacement	\$0	\$18,122	\$18,122	\$18,122	\$18,122
Water Heater Repair/Replacement	\$0	\$1,203	\$1,203	\$1,203	\$1,203
Supplemental Heating & Cooling Costs	\$0	\$0	\$0	\$0	\$0
ECIP WPO	\$22,000	\$4,500	\$26,500	\$26,500	\$26,500
SWEATS	\$0	\$0	\$0	\$0	\$0
HEAP WPO	\$27,000	\$21,000	\$48,000	\$48,000	\$48,000
Liability Insurance	\$494	\$1,904	\$2,398	\$2,398	\$2,398
Training & Technical Assistance	\$0	\$0	\$0	\$0	\$0
Vehicle & Equipment	\$0	\$0	\$0	\$0	\$0
Workers' Compensation	\$1,594	\$8,188	\$9,782	\$9,782	\$9,782
Total Program Costs:	\$465,777	\$375,788	\$841,565	\$841,565	\$841,565
Total Costs:	\$625,225	\$392,154	\$1,017,379	\$1,017,379	\$1,017,379

(1) Please note that the supplemental statements should be based on the budget line items contained in the contract and will need to be adjusted to incorporate the line items applicable to specific contracts.

- DOE Contracts -

ACME COMMUNITY DEVELOPMENT, INC.
 SUPPLEMENTAL STATEMENT OF REVENUE AND EXPENDITURES
 CSD CONTRACT NO. 11C-XXXX
 FOR THE PERIOD DECEMBER 1, 2011 THROUGH JUNE 30, 2013

	1-Dec-11 through 30-Jun-12	1-Jul-12 through 30-Jun-13	Total Audited Costs	Total Reported Expenses	Total Budget
REVENUE					
Grant Revenue	\$28,117	\$98,620	\$126,737		\$117,446
Interest Income	\$156	\$300	\$456		
Other Income	\$0	\$0	\$0		
Deferred Revenue Earned	\$0	\$0	\$0		
Deferred Grant Revenue	\$0	\$0	\$0		
Total Revenue:	\$28,273	\$98,920	\$127,193		\$117,446
EXPENDITURES (1)					
Administration					
Salaries & Wages	\$1,023	\$2,385	\$3,408	\$3,329	\$4,100
Fringe Benefits	\$267	\$623	\$890	\$999	\$1,260
Facilities	\$371	\$864	\$1,235	\$1,109	\$1,800
Equipment	\$0	\$126	\$126	\$126	\$126
Equipment (\$5,000 or more)	\$0	\$0	\$0	\$0	\$0
Telephone - Communications	\$35	\$80	\$115	\$125	\$170
Travel	\$95	\$0	\$95	\$115	\$420
Audit Costs	\$0	\$750	\$750	\$1,100	\$1,100
Office Supplies	\$45	\$105	\$150	\$147	\$420
Total Administration Costs:	\$1,836	\$4,933	\$6,769	\$7,050	\$9,396
Program					
Training & Technical Assistance	\$2,000	\$13,965	\$15,965	\$15,569	\$6,000
Liability Insurance	\$1,194	\$8,340	\$9,534	\$9,534	\$7,600
Vehicle Insurance	\$666	\$4,660	\$5,326	\$5,452	\$5,400
Major Vehicle & Field Equip. (\$5,000 or more)	\$0	\$0	\$0	\$0	\$0
Subtotal	\$3,860	\$26,965	\$30,825	\$30,555	\$19,000
Intake	\$1,207	\$8,445	\$9,652	\$13,903	\$5,400
Outreach	\$3,996	\$27,969	\$31,965	\$31,965	\$17,355
Client Education	\$2,856	\$19,991	\$22,847	\$19,721	\$49,000
Workers' Compensation	\$653	\$4,569	\$5,222	\$5,222	\$8,160
Minor Vehicle & Field Equip. (Less than \$5,000)	\$351	\$2,457	\$2,808	\$2,133	\$5,000
General/Operating Expenses	\$54	\$485	\$539	\$675	\$200
Direct Program Activities	\$37	\$262	\$299	\$299	\$470
Subtotal	\$9,154	\$64,178	\$73,332	\$73,918	\$85,575
Health & Safety	\$253	\$1,772	\$2,025	\$1,900	\$2,420
Total Program Costs:	\$26,281	\$184,058	\$210,339	\$210,846	\$211,570
Total Costs:	\$28,117	\$98,620	\$217,108	\$217,896	\$220,966
Revenue over/(under) costs			(\$89,915)		

(1) Please note that the supplemental statements should be based on the budget line items contained in the contract and will need to be adjusted to incorporate the line items applicable to specific contracts.

- CSBG Contracts -

ACME COMMUNITY DEVELOPMENT INC
 SUPPLEMENTAL STATEMENT OF REVENUE AND EXPENDITURES
 CSD CONTRACT NO. 12F-XXXX
 FOR THE PERIOD JAN. 1, 2012 THROUGH DEC. 31, 2012

	1-Jan-12 through 30-Jun-12	1-Jul-12 through 31-Dec-12	Total Audited Costs	Total Reported Expenses	Total Budget
REVENUE					
Grant Revenue	\$1,853,239	\$5,672,178	\$7,525,417	\$7,525,417	\$7,525,417
Interest Income	\$5,758	\$7,005	\$12,763	\$12,763	
Other Income	\$0	\$0		\$0	
Total Revenue:	\$1,858,997	\$5,679,183	\$7,538,180	\$7,538,180	\$7,525,417
EXPENDITURES (1)					
Administrative Costs					
Salaries & Wages	\$360,960	\$916,962	\$1,277,922	\$1,277,922	\$1,013,562
Fringe benefits	\$120,577	\$306,476	\$427,053	\$427,053	\$370,355
Operating Expenses	\$47,985	\$101,673	\$149,658	\$149,658	\$198,524
Equipment	\$0	\$0	\$0	\$0	\$0
Out-of-State Travel	\$0	\$0	\$0	\$0	\$9,020
Subcontractor Services	\$0	\$0	\$0	\$0	\$0
Other Costs	\$16,062	\$54,864	\$70,926	\$70,926	\$302,796
Total Administrative Costs:	\$545,584	\$1,379,975	\$1,925,559	\$1,925,559	\$1,894,257
Program Costs					
Salaries & Wages	\$0	\$55,894	\$55,894	\$55,894	\$60,051
Fringe benefits	\$0	\$13,529	\$13,529	\$13,529	\$18,280
Operating Expenses	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$0	\$0	\$0	\$0
Out-of-State Travel	\$0	\$0	\$0	\$0	\$0
Subcontractor Services	\$449,571	\$5,088,521	\$5,538,092	\$5,538,092	\$5,538,092
Other Costs	\$0	\$5,106	\$5,106	\$5,106	\$14,737
Total Program Costs	\$449,571	\$5,163,050	\$5,612,621	\$5,612,621	\$5,631,160
Total Costs:	\$995,155	\$6,543,025	\$7,538,180	\$7,538,180	\$7,525,417
Revenue over (under) costs	\$863,842	(\$863,842)	\$0	\$0	\$0

(1) Please note that the supplemental statement should be based on the budget line items contained in the contract, and will need to be adjusted to incorporate the line items applicable to specific contracts.

COMMUNITY ACTION PARTNERSHIP of KERN
BOARD OF DIRECTORS
PROGRAM REVIEW & EVALUATION COMMITTEE MEETING
5005 Business Park North, Bakersfield, CA
January 11, 2017
12:00 p.m.

MEETING MINUTES

1. **Call to Order**

Fred Plan called the meeting to order at 12:05pm at the Community Action Partnership of Kern administrative building, 5005 Business Park North, Bakersfield, CA.

2. **Roll Call**

Roll Call was taken with a quorum present:

Present: Fred Plane, Craig Henderson

Absent: Jason Warren

Others present: Michele Nowell, Director of Human Resources; Romala Ramkissoo, Director of Community Services; other CAPK staff.

3. **Approval of Agenda**

Motion was made and seconded to approve the Program Review and Evaluation meeting agenda for January 11, 2017. Carried by unanimous vote. (Henderson/Plane)

4. **Public Forum:** *(The public may address the Committee 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.)*

No one addressed the Committee.

5. **Program Presentations**

- a. Energy – Loretta Andrews, Energy Program Manager
Jose Gomez, Acting Weatherization Coordinator, was also present.

Loretta Andrews reported that 2016 was a busy year and stated that Energy currently has six active programs. 2016 LIHEAP, 2017 LIHEAP, DOE Program, LIWIP, 2015 SOLAR PV Pilot project, and Water Tank Installation. Energy provides utility and weatherization assistance, and seniors, disabled individuals, and households with children under age 5 are prioritized. Normally, utility assistance pays from \$210 to \$350 on a regular bill. However, if a household is about to be shut-off or there is a medical baseline or a crisis situation, we can pay up to \$1,000.

Craig Henderson wanted to know if a single-person household, with only a senior, can go up to \$350, or if it is just for families. Loretta indicated that we can cover up to \$350 or up to \$1,000 in a crisis for a single senior, not just households with children, since seniors are a priority.

Loretta reported that with the Solar PV Pilot Project, they have completed 3 system installations and have 6 in progress. Loretta stated that Energy has a contract for the Water Tank Project with Self-Help Enterprises, which involves installing temporary water tanks for households whose wells have run dry since to the 2012 drought. Loretta reported that 32 water tanks have been installed through this program.

Fred thanked Loretta for her informative presentation and Craig praised Loretta and her staff for a job well done.

6. **New Business**

- a. November-December 2016 Outreach & Advocacy Report and Cumulative Report of 2016 Accomplishments – Louis Medina, Outreach and Advocacy Manager – ***Info Item***

Louis Medina presented several highlights from the end of the year, such as Teter Architects opening an art competition for the youth centers; increased social media efforts such as a CAPK Twitter and Instagram; and the creation of a 3-minute agency introduction video. The introduction video was played, and Louis indicated that it is being used with new hires as well as with external groups and partners. Michele Nowell stated that the video is working well with new hire orientations.

Louis shared copies of the 2015-2016 CAPK Annual Report and a “Year in Review” report highlighting accomplishments from 2016. Accomplishments included Read Across America; the 2016 Humanitarian Awards Banquet; the biggest Feed the Need food drive to date; Friendship House Mixer; Energy Action Month; and the opening of the Rosamond Head Start center.

Louis invited committee members to attend several upcoming events including: GET Bus Food Distribution & Resource Fair on January 20th, the Wesley Head Start center ribbon cutting on January 23rd, and VITA’s EITC Awareness Day on January 27th.

- b. December 2016 Program and Division Reports – Ralph Martinez, Director of Community Development – ***Action Item***
- 2-1-1 Kern County
 - Central Kitchen
 - East Kern Family Resource Center
 - Energy
 - Friendship House Community Center
 - Food Bank
 - Migrant Childcare Alternative Payment (MCAP)
 - Shafter Youth Center
 - Volunteer Income Tax Assistance (VITA)
 - Women, Infants and Children (WIC)
 - Community Development – Grants & Research
 - Human Resources
 - Operations

Brady Bernhart, Community Development Specialist, spoke on behalf of Ralph Martinez. Brady shared several key activities from programs for the month of December, including: 2-1-1 handled 6,598 incoming calls across all counties; Diana Morrison, Central Kitchen Manager, retired as of January 6th and Lorenzo Maldonado will be taking the position; and several Organizational Standards requirements (conflict of interest, bylaws, risk assessment) will be presented at the January 25th Board meeting.

Motion was made and seconded to approve the December 2016 Program and Division Reports. Carried by Unanimous Vote. (Henderson/Plane)

- c. Application Status Report and Funding Requests – Ralph Martinez, Director of Community Development – **Action Item**
- Funding Request to Walmart Community Grants for CAPK VITA
 - Funding Request to Junior League of Bakersfield for EKFRS

Brady Bernhart reported three pending applications: Feeding America/Morgan Stanley, Feeding America/Disney, and the County of Kern Community Development Block Grant.

Brady reported two awards: County of Kern Community Corrections Partnership for \$138,906 and Southern California Gas Company for \$2,000. There were no declines.

Brady presented two funding requests: \$2,500 from the Wasco Walmart store for general operating support for CAPK VITA and \$26,000 from the Junior League of Bakersfield for computer skills training and public computer access and 20 hours/week of staff time for East Kern families at the East Kern Family Resource Center.

Motion was made and seconded to approve the Application Status Report and Funding Requests. Carried by Unanimous Vote. (Henderson/Plane)

- d. Head Start / State Child Development December Enrollment Update and Meals Report– Jerry Meade, Program, Design and Management Administrator – **Action Item**

The Head Start report was tabled until the next meeting.

7. **Committee Member Comments**

No comments were made.

8. **Next Scheduled Meeting**

Program Review & Evaluation
Wednesday, February 8, 2017
12:00 p.m.
5005 Business Park North
Bakersfield, California 93309

9. **Adjournment**

The meeting adjourned at 12:45 pm.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Community Services/Romala Ramkissoon		Month/Year: December 2016
Program/Work Unit: 2-1-1 Kern County	Staffing: 17 (1 Vacancy)	Program Manager/Supervisor: Esperanza Contreras
Services: Provides 24/7 information and referral services via phone or CAPK's website to residents of Kern. Also provides call handling services for Kings, Tulare, Merced, and Mariposa Counties and schedules appointments for the CAPK Energy Program utility assistance services and provides application status updates.		

Activities	Description			
Information & Referral Services	Incoming	Answered	Unanswered	Referrals
Kern County	4,894	3,730	1,164 (24%)	8,475
Kings County	169	105	64 (37%)	*
Tulare County	720	472	248(34%)	*
Mountain Valley (Mariposa and Merced Counties)	96	74	22 (23%)	*
Stanislaus County**	719	533	186 (26%)	*
Total	6,598	4,914	1,684 (26%)	

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

**Started 10/16

Most Requested Services	Free Cell Phone	Utility Assistance	Food Pantries
Top 3 Unmet Needs	Food/ Meals	Clothing/ Personal/Household	Housing

Other Services		Month	YTD
LIHEAP	Calls Answered	3,628	61,562
Weatherization	Routed through 2-1-1 Calls Answered	319	5,043
Mental Health	Calls Answered	124	1,213
Website Visitors	Visitors to CAPK's 2-1-1 Kern web page	1,960	17,268

CalFresh Enrollments	Onsite enrollment into CalFresh (Supplemental Nutrition Assistance Program (SNAP/food stamps)	Submitted	Approved	Pending
		11	2	9

Outreach Activities	Outcomes
<ul style="list-style-type: none"> - Back to School Night, 11/3 - Vision Y Compromiso, 11/6 & 13 - South High Health Wellness & Tamalada, 11/12 - Thomas Jefferson Career Fair, 11/18 - Turkey Trot, 11/19 - Lamont Resource Fair, 12/3 - North Beardsley State Preschool Parent Meeting 12/9 	<ul style="list-style-type: none"> Distributed 150 2-1-1 Kern County informational cards. Distributed 100 2-1-1 Kern County informational cards. Distributed 100 2-1-1 Kern County informational cards. Distributed 150 2-1-1 Kern County informational cards. Distributed 100 2-1-1 Kern County informational cards. Distributed 200 2-1-1 Kern County informational cards. Distributed 150 2-1-1 Kern County informational cards.

Highlights:

- November 16th was National Information & Referral Service Day. Manager & Supervisor provided lunch for staff to recognize the hard work and dedication of the 2-1-1 Kern Team.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Nutrition Services/Carmen Segovia	Month/Year: December 2016
Program/Work Unit: Central Kitchen	Program Manager: Lorenzo Maldonado
<p>Services: Preparation and delivery of meals and snacks for children enrolled in CAPK's Head Start/Early Head Start and Home Base option. The program provides the meals for the H.S. /E.H.S and Home Base parent meetings. The program also delivers food service and janitorial supplies to the Head Start/Early Head Start centers and Home Base locations. In summer, the program prepares and delivers meals for children at the Friendship House, Shafter Youth Center, and other locations throughout Kern County.</p> <ul style="list-style-type: none"> Total meals prepared are supported by the daily meal production sheets and food transport sheets. VIP Parent meeting meal totals are supported by meal request forms submitted by center and Home Base staff. 	

Activities	Status			
Meals & Snacks	Total # Prepared	Breakfast	Lunch	Snack
Central Kitchen prepared for the HS/EHS centers	65,796	23,360	25,102	17,334
Home Base Meals	217	64	89	64
VIP Parent Café Meeting Meals	1,485			
Summer Food Program Service				
Total	67,498	23,424	25,191	17,398

Other:

- Two of the ten central kitchen food service vans were painted in November and having one more in December however we have concerns (chips in the paint, bubbles in the paint etc.) with both of the vans that need to be resolved before the paint is considered final. We are following up with the vendor to get the concerns corrected.
- The Central Kitchen's staff development day was held on December 22, 2016. All employees reported to work at 6:00 to prep and deliver food to the center. After all deliveries were completed, staff drove to the offsite location for the event.
- Special diets accommodated during the month of December included lactose intolerance, gluten free, fructose free, and peanut allergies. The fructose free, soy free, sucrose free diet was especially challenging to accommodate and required that the staff to prepare special items such as homemade bread, muffins etc.
- During the Thanksgiving break, we planned and prepared two new recipes (Pot Roast and non-Yeast bread for a special diet). The pot roast recipe was on the menu for 12/15/16 lunch.
- With the January 6, 2017 retirement date for Diana Morrison I have been busy learning all aspects of the central kitchen management. I am getting continued support from the supervisors, staff at the central kitchen and Carmen Segovia.

Program Staffing: • A total of 27 Employees, this includes the three subs. There is one Cook II and one food production driver on MLA. As always, the central kitchen staff work hard to ensure the meals are prepared and delivered on time as well as keeping the kitchen clean and inspection ready.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Nutrition Services/Carmen Segovia		Month/Year: December, 2016
Program/Work Unit: East Kern Family Resource Center	Total Program Staffing: 6	Program Manager/Supervisor: Whitney Hughes
Program/Work Unit Description: Serves low-income individuals and families residing in East Kern County communities of Boron, California City, Mojave, North Edwards, Rosamond, and Tehachapi. Services include case managing families with children who are at risk of abuse and neglect (Differential Response); preparing children to enter kindergarten (School Readiness Initiative); parenting education; emergency supplies closet for immediate basic needs such as clothing, food, diapers, infant formula, bus passes, and gas vouchers.		

Activities	Description	Status	
		Month	YTD
Referrals for services	Differential Response	22	472
Case Managed Families	F5K School Readiness	5	109
Children participating in center-base program		0	49
Adults in Court Mandated Parenting Classes		0	29
Services to Walk-ins	Services e.g., faxing and photocopying legal documents (such as birth certificates, Social Security cards, immigration status information needed to receive public assistance), food, clothing, referrals to other support services, and ongoing case management	50	1216
Emergency Supplies Closet and Other Services	Food (individuals)	8	242
	Clothing (individuals)	18	343
	Photocopies (individuals)	231	3144
	HEAP Application Supporting Docs	42	1207

Other: Through the Kern Family Health grant, the EKFRS was able to provide two families with airbeds and blankets.

Staffing: Fully staffed

COMMUNITY ACTION PARTNERSHIP OF KERN
DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Community Services/Romala Ramkissoon		Month/Year: December 2016
Program/Work Unit: Energy	Total Program Staffing: 56, including 1 temps and 2 vacancies	Program Manager/Supervisor: Vacant
Services: Residential weatherization, utility bill payment assistance, and energy efficiency education for low-to-moderate-income Kern County residents. Also installation of interim water tanks for low-income households affected by the drought.		

Activities	Description	Status	
		Households Served	
		Month	YTD
1. Low Income Home Energy Assistance Program (LIHEAP) Utility Assistance (2015/2016)	Assistance with utility bill payments	848	7,038
2. Low Income Home Energy Assistance Program(LIHEAP) Weatherization Assistance (2015)	• Assistance with residential repair/weatherization (e.g., weather stripping, thermostats, door/window replacement, etc.)	61	678
	• Energy-efficient appliance installation	8	123
3. Low-Income Weatherization Program (LIWP) (2015)	Assistance with residential repair/weatherization (e.g., weather stripping, thermostats, door/window replacement, etc.)	44	468
4. Interim Water Tank Installation Program	Installation of interim water tanks for low-income households affected by the drought.	1	33
5. Total Value of Services		\$440,972	\$4,103,997
		Results	
6. Energy calls received (from 2-1-1)		3,947	
		HEAP	Wx
7. Number of LIHEAP applications Received		1205	106
8. Number of LIHEAP applications Completed		1055	73
9. Number of LIHEAP applications in Progress		150	22
10. Outreach	• Colony square Apartments	Distributed HEAP/Wx applications	
11.	Collaborative Meetings	Attended -0- meetings	

Other: The value of services for LIHEAP & LIWP Weatherization Assistance Program is for the previous month due to the fact it is not determined until the report is completed on the 15th of each month. The \$440,972 is the value of utility assistance only.

COMMUNITY ACTION PARTNERSHIP OF KERN
DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Community Development/Ralph Martinez		Month/Year: December 2016
Program/Work Unit: Friendship House	Total Program Staffing: 7	Program Manager/Supervisor: Lois Hannible
Services: After-school and summer programs, pre-employment program for youths, parenting classes, nutrition education, sports, gang prevention, and access to social services.		

Activities		Participants	
Description	Purpose	Month	YTD
Total Enrollment	All programs		
After-School Program	Tutoring, homework assistance, recreation	0	206
GATES Gang Prevention Program	The Gang Prevention Program Aggression Replacement Training (ART) & Forward Thinking classes are provided at five local school sites to prevent at-risk youths from joining gangs.	0	269
Justice Assistance Grant (JAG) Program	The JAG program provides Aggression Replacement Training (ART) at two local school sites. The program will be provided at two additional school sites starting in August of 2016.	0	63
Grow Fit Families Program (new grant)	Increase participants' knowledge of nutrition, healthy eating choices, gardening, exposure to seasonal fresh produce, and participation in physical activities.	0	63
STEM (Science, Technology, Engineering, Math) Program	Engineering for Kids facilitated STEM camps during the FHCC summer program. The camps were sponsored by the Kern County Black Chamber of Commerce (KCBCC), Bright House Networks, and Californians for Energy Independence.	0	61
Mobile Mexican Consulate	Consulate services are provided at the Friendship House every Tuesday & every other Wednesday providing passport renewals, assistance with obtaining important documents, and providing DACA & protection information.	247	10,033
PREP Works Program	Pre-employment program for at-risk youth that provides them with skills and knowledge to conduct job searches, financial literacy, plan for college/career. The program also provides the opportunity for paid work experience. (Program youth start in January 2017).	0	0
Realignment for Success	Transitional services are provided to adults referred to the program by the Probation and Sheriff's Departments. The program is to provide the participants with Aggression Replacement Training, Thinking for a Change, & parenting classes. (Program participants start in January 2017).	0	0

Other:

- **Santa Visits the Friendship House-**
On December 21, 2016 the Bakersfield Police Department surprised the Friendship House youth participants with a visit from Santa, and toys for each child, which were donated by the University of Phoenix. Staff from the BPD. Santa danced with the children and took the time to take pictures with each participant. Thanks to the generosity of the BPD & University of Phoenix, the holiday party at the center is a day that the youth will not soon forget!
- **Dinner Boxes-**
On December 17, 2016 the Christian Housing Relief Project, headed by brothers Mike, Steve, and Gerald Ogden provided Christmas dinner boxers to 80 CAPK families in need. The dinner boxes included all of the fixings including a turkey, mash potatoes, corn, green beans, pumpkin pie, etc.

COMMUNITY ACTION PARTNERSHIP OF KERN
DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Nutrition Services/Carmen Segovia		Month/Year: DECEMBER 2016
Program/Work Unit: Food Bank	Total Staffing: 15; No vacant positions.	Program Manager/Supervisor: Glen Ephrom
Services: Partners with 119 food distribution sites throughout Kern County to provide food assistance to low-income families and individuals. Also operates the Back Pack Buddies program at several school sites during the school year to provide low-income, food-insecure children with ready-to-eat food on weekends and school breaks.		

		Status	
Activities	Description	Month	YTD
USDA Commodities	Individuals Served (DEC 2016)	42,471	224,760
	Poundage Received all Programs	1,221,558	11,874,386
	Total Poundage Distributed all Sites	1,249,532	11,503,949
Drought Emergency Food Assistance (DEFAP)	Clients Served	Families	Individuals
	DEC 2016	2,762	19,809
	Total Poundage Distributed	242,460	2,745,600
Food Sourcing	Donations Received: 168,059 pounds of produce & 10 different produce items. <ul style="list-style-type: none"> • Ag Against Hunger: Mixed greens, berries, broccoli, & cauliflower • Bolthouse: Carrots • CA Emergency Food Link: Cabbage, potatoes, & bell peppers • Country Sweet Produce: Sweet Potatoes • Driscoll: Strawberries & Raspberries • Grimmway/Cal Organic: Green leafy, carrots, cabbage, potatoes • Target: Produce • TD Produce: Cabbage • Wonderful Co: Citrus 		
Food Drives : 21,722 lbs & \$ 649.73	<ul style="list-style-type: none"> • Starbucks: 346 lbs • CA Dept. of Public Health and Licensing: 155 lbs • Path Point: 242 lbs • City of Bakersfield: 7,510 lbs • Rehab Hospital: 343 lbs • Veterans: 4,027 lbs • Maxim Healthcare Services, Inc.: 182 lbs • Edison Middle School: 1,751 lbs • Crystal Geyser: 54 lbs • Laurel glen Elementary: 664 lbs • Grimmway Farms: 6,448 lbs <ul style="list-style-type: none"> • Castle Elementary: \$649.73 Monetary • Pierucci Fund Raiser Dinner \$3,260.00 		

Other: 1) Staff attended Senator Jean Fuller Open House 2) Volunteer Appreciation Pot Luck 3) Met with Grimmway Communication Staff to tour the Food Bank and showcase the operation for a written piece they created to highlight the Grimmway Staff Food Drive. 4) Attended the annual Pierucci Fund Raiser Dinner and spoke to the group to thank them for their generous donations. 5) Received 81,000 prepackaged Lintel Casserole meals from The Westside Church of Christ for distribution. 6) Kick-Off of the FoodMaxx "GIVE. SHARE. CARE!" Holiday Giving Campaign. 7) Hosted Ameriprise Financial Staff (50) volunteers that sorted food and provided a lunch for staff and volunteers. 8) Self-Help CU with CAPK Food Bank Resource Fair at Lamont coinciding with our DEFAP Distribution.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Health & Nutrition Services/Carmen Segovia		Month/Year: December 2016
Program/Work Unit: Migrant Childcare AP Program (MCAP)	Total Staffing: 17, 2 vacancies; Office Clerk & Subsidized Reimbursement Specialist	Program Manager/Supervisor: Susana Magana
<p>Services: The Migrant Childcare Alternative Payment Program is a voucher-based child care program for migrant agriculturally working families. The program has six entry counties: Kern, Kings, Madera, Merced, Tulare, and Fresno. Once enrolled, families can continue child care services as they migrate throughout the state following agricultural work. The program's current Fiscal Year is July 1, 2015, to June 30, 2016.</p> <p><i>*This report is for the service month of November 2016, which was processed in the month of December 2016.</i></p>		

		Status	
Activities	Description	Total	% by County
Active Enrollments	Kern**	394	47%
	Tulare	181	21%
	Kings	67	8%
	Fresno	104	9%
	Madera	65	6%
	Merced	41	9%
	Total	852	100%

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

Other:

Current Activities:

MCAP continues enrolling new and returning families in the counties of Kern, Tulare, Kings, Fresno, Madera and Merced, for the FY 2016-2017. Staff conducted 4 outreach events. Twenty (20) new families and forty seven (47) children were enrolled or recertified to continue services.

During the month of December staff processed and mailed out over 800 Notices of Action, to inform families & childcare providers of the changes in reimbursement. The new Regional Market Rate is effective 1/1/2017.

MCAP held their annual staff development event at the Tulare satellite office on 12/9/16. This event allowed MCAP staff from throughout the central valley to meet in a centralized location to partake in a teambuilding activity. MCAP staff created mock stained glass paintings. All the staff really enjoyed this activity and really appreciated spending face to face time with their colleagues.

Upcoming Activities:

Kern Parent and Provider meetings are tentatively scheduled for January 31st in Bakersfield and Feb 2nd in Delano. Location of the meetings are to be announced once the venues are confirmed.

Program Manager and Program Director will be attending the California Child Development Administrators Association (CCDAA) Analysis of the Governor's Budget on January 20, 2017 at the Kern Office of Education.

MCAP management team will be attending California Child Development Administrators Association (CCDAA) Spring Technical Assistance Conference March 21-22 in Santa Rosa, CA.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Community Development/Ralph Martinez		Month/Year: December 2016
Program/Work Unit: Shafter Youth Center	Total Program Staffing: 3	Program Manager/Supervisor: Angelica Nelson
Services: Summer and after-school tutoring, homework assistance, educational, recreational, and social enrichment activities and services for children ages 6-18.		

Activities		Enrollment Status	
Description	Purpose	Month	YTD
After-School Program (#'s as of 1/1/2016)	Tutoring, homework assistance, recreation	3	87
Teen Pregnancy and Sexually Transmitted Infections Prevention (Information and Education) (#'s as of 7/1/2016)	Informing and educating teens ages 12-19 years on preventing pregnancy and the spread of sexually transmitted infections. <i>Currently awaiting the approval from MCAH to continue with educational presentations.</i>		
Evening Program	Activities held Monday, Tuesday, and Thursday evenings, 5:00-9:00; used for open basketball, Fitness Boot Camp, ancestry class and local groups use for meeting space. <i>Currently, Basketball is the only event that is taking place during the evening program.</i>	Basketball – 15-20	
Nutrition Education through Kern County Dept. of Public Health	Education classes teaching students to eat right, and exercise. Gardening sessions will begin later.	3	188
Summer Program	An expanded version of the after school program that includes guest speakers, themed weekly activities and recreation. Full day and part day options available.		111
STEM Program	Sessions by Sylvan Learning Center teaching kids about Science, Technology, Engineering and Math. Instructors have been having lessons in computer lab learning about coding.	30	30

Other: SYC held a Christmas Celebration with the kids on December 22nd. Santa was the guest of honor and the kids all enjoyed the day.

SYC kids had the opportunity to enter an art contest for Teter Architects. One of our kids won a \$100 gift card to Toys R Us.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Community Services/Romala Ramkissoo		Month/Year: December 2016
Program/Work Unit: VITA	Total Program Staffing: 3 full time staff and 1 part time staff	Program Manager/Supervisor: Sandi Truman
Services: Trained volunteers provide free tax preparation and e-filing for low- medium income individuals and families and assist clients with application for Earned Income Tax Credit (EITC).		

		Results	
Activities	Description	Month	YTD
Tax Returns Completed	State and Federal	18	4780
Refunds	Federal	\$17,861	\$6,730,888
	State	\$1,046	\$780,641
	EITC	\$9,771	\$3,090,128
	CA EITC	\$0	\$203,655
Total Refunds		\$18,907	\$7,511,529

Other: Now that the regular tax season is over, we have only 1 location open at 300 19th street.

We have finished all of our training classes and are now open through the end of December for new volunteers to come in and practice.

We have 32 new volunteers trained to do tax returns and 10 people not certified that will be working at our front desk.

We are hiring 2 more people to work our phone lines for scheduling appointments.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Nutrition Services/Carmen Segovia		Month/Year: December , 2016
Program/Work Unit: WIC	Total Program Staffing: 75 staff, 10 vacancies	Program Manager/Supervisor: Elizabeth Tolley
Services: Nutrition education, breastfeeding support, and food vouchers for families with infants, children up to age 5, and women who are pregnant, postpartum or breastfeeding. Services provided at 21 sites in Kern County, 5 sites in San Bernardino County, and through the WIC mobile clinic.		

			Participation 10/1/16-9/30/17			
Description			Case Load	Month	Central Valley Avg.	State Avg.
Total	All services		19,970	15,866= 79.5%	pending	pending
Participation by WIC site	Location	Participants	Location		Participants	
Note: The * indicates that the participants served at this site are included in the count for other sites. IT Equipment from other WIC site was used to issue food vouchers.	Arvin	100	Mojave			158
	Bakersfield		Oildale			455
	Homeless Shelter	10	Ridgecrest			754
	E. California Avenue	1685	Rosamond			556
	Niles Street	2387	Shafter			1268
	Montclair	434	Tehachapi			502
	Friendship House	174	Wasco			1804
	Panama	973				
	Boron	59	<u>San Bernardino County</u>			
	Buttonwillow	66	Adelanto			1719
	California City	689	Big Bear			286
	China Lake Naval	*	Crestline			311
	Station		Needles			186
	Delano	944	Phelan			50
	Edwards Air Force Base	112				
	Lost Hills	169	<u>Mobile WIC</u>			15

Projects

Participation for December is affected by several factors. Traditionally many families go home for Thanksgiving holiday and stay through Christmas returning in January. Also because of the Holidays the clinics are not open as many days. December had 19 days for the clinics to be opened instead of 20 or 21 days which is a normal month. At the end of the month 400 to 600 clients (equal to 2 to 3 % of caseload) are usually served per day .

Four of the WIC Nutrition Assistants (WNA) completed the certification process. When a WNA is hired he/she has a year to become certified. Certification involves intensive training in the nutritional needs of pregnant and post-partum women, infants and young children as well as group and individual educational methods. The skills gained are demonstrated by observations of counseling sessions of charted documentation. Congratulations to Lakeisha Griffin, Terriva Porter, Cynthia Randolph, and Yesenia Garcia.

December 5 through 8 staff from State WIC came to CAPK WIC for a program monitoring visit. They reviewed documentation in client charts, CAPK WIC policies and procedures, observed staff counseling sessions and visited sites to assess compliance with regulations for confidentiality, voucher security and customer service. They were able to visit some very small sites as well as the larger ones. They provided nightly debriefings but the complete report should be received in the next two weeks.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Community Development/Ralph Martinez		Month/Year: December 2016
Program/Work Unit: Grants & Research	Total Staffing: 3	Program Manager/Supervisor: Not Applicable
Services: Grant proposal preparation, research on funding resources and opportunities, and special projects.		

		Status	
Activities	Description	In Progress	Submitted
Grant Applications	• Dignity Health – Grow Fit (FHCC & SYC)		X
	• Community Development Block Grant (City) – Property & Security Improvements – Food Bank		X
	• Bank of the West – 2016-17 Tax Season – VITA		X
	• United Way of Kern County – General Support – Food Bank		X
	• Kern Family Health Care – First Aid & Hygiene Kits – FHCC & SYC		X
	• Kern County Network for Children – Differential Response – EKFRCC		X
	• Kaiser Permanente – Event Sponsorship – 2017 CAPK Banquet		X
	• Dignity Health – Event Sponsorship – 2017 CAPK Banquet		X
	• Feeding America/Disney – Produce Grant – Food Bank		X
	• Feeding America/Morgan Stanley – Produce Grant – Food Bank		X
	• Community Development Block Grant (County) – Property & Security Improvements – Food Bank		X
	• CA Dept. of Education – Renewal Funding – MCAP		X
	• Walmart Community Grants—Wasco VITA		X
Potential Funding Opportunities – Research in Progress	• Feeding America/Enterprise Rent A Car Foundation Senior Hunger Intervention Engagement		

Projects	Description	In Progress	Completed
Strategic Plan 2016-2021	Board approved 10/26. Work Groups formed for 6 goals. Creating implementation timeline.	X	
Organizational Standards	Collecting documentation to meet and support all Organizational Standards. Drafts of Risk Management Assessment, Bylaws, and Succession Plan are ready for staff and/or committee review.	X	
VITA 2016 Season Letter Campaign	Drafted letter to send to list of local financial institutions without grant applications/cycles.		X
CSBG Annual Report Update	Staff Training	X	
Surveys	<ul style="list-style-type: none"> • CAPK Partners Satisfaction Survey – Draft Analysis complete. • CAPK Employees Satisfaction Survey – Analysis in progress (412 surveys submitted in total) • CAPK Customers Satisfaction Survey – Survey period 11/1 - 12/2 	X X	X

Other:

- Conducted the Strategic Plan Implementation meeting and rolled out tools for developing strategic activities.
- Follow up call with CA Dept. of Social Services on Commodity Supplemental Food Program to discuss capabilities.
- Kaiser Permanente Support for 2017 Humanitarian Awards Banquet has been confirmed at the Table Sponsor Level (\$1,000).

COMMUNITY ACTION PARTNERSHIP OF KERN
DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Human Resources/Michele Nowell		Month/Year: December 2016
Program/Work Unit: HR/Payroll/Staffing	Total Division Staffing: 12	Program Manager/Supervisor: Mike Lackman/Eric Kelley/Dawn Bledsoe
Services: All functions and activities related to payroll, staffing, employee benefits administration, labor law compliance, personnel management, and Union Contract.		

		Status	
Activities	Description	Month	YTD
Employee Count	Regular	821	
	Subs/Temps	28	
	Total Staff	849	
New Hires	All divisions and programs		
	Regular	3	133
	Subs/Temps	1	36
	Total New Hires	4	120
Leaves of Absence	Intermittent Leave	62	
	Full-time Leave	22	
	Total on Leave	84	
Terminations	All divisions and programs		
	Voluntary	6	127
	Involuntary	3	57
	Total Terminations	9	184
Staffing	Vacancy	11	-
	Total Applications Received	91	2027
Payroll	Total Hours Paid	131,140	
	Total Payroll	\$2,282,035	

Projects	<p>Completed (last 6 months): Benefits on line training for all managers and center directors on 10/24 (approximately 100 staff members). Completed 2017 Open Enrollment online. Trained Head Start Managers on Electronic Attendance tracking. Regular Part-Year staff (10 month employees) went to electronic attendance on 9/26/16. Attorney completed review of new Employee Manual. New Sick Leave Cash Out policy for full year employees.</p> <p>Ongoing: Employee Policy Manual sent to Board and Union for review. Online Recruitment via ADP Time and Attendance in ADP, Full-year attendance policy in review with Union.</p>
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COMMUNITY ACTION PARTNERSHIP OF KERN
DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Operations/Emilio Wagner		Month/Year: December 2016
Program/Work Unit: Business Services/ Maintenance & Operations/Information Technology/Risk Management	Total Division Staffing: 23	Program Manager/Supervisor: Margaret Palmer/Dan Ripoli/Bryon Vanderhoff/Laurie Sproule
Services: Facility repair and maintenance, procurement, information technology, safety, risk insurance, vehicle registration, contracts, and facility planning.		

		STATUS	
Activities	Description	Received	Completed March 1, 2016 to Date
Business Services			
Purchase Orders Processed		133	1639
Contracts/Leases Processed		1	146
Request for Proposals (RFP)	<ul style="list-style-type: none"> Food Bank Solar Mechanical Ventilation – Weatherization Insulation Contractor – Weatherization 	Contract Awarded Drafting Out to bid	
Leases	<ul style="list-style-type: none"> Renew James St - WIC St John's Wasco Head Start 	Pending State Approval Draft lease expected	
Contracts	<ul style="list-style-type: none"> Reviewed Consulting Contact for SJEHS Reviewed MOU between SJ CCCI and CAPK SJEHS 	Complete Complete	
Maintenance & Operations		Received	03/01/2016 to Date Closed
Facility Work Orders Processed	Repair and maintenance of CAPK facilities and vehicles.	6	2,654
Projects	<ul style="list-style-type: none"> Stine & Primeros Pasos Sinks – Head Start Wesley Head Start – Completing minor improvements to operate Head Start classroom. Replaced two exterior doors at 19th Street 	Awarding Contract Completed Complete	
Contracts	Janitorial Service	Out to Bid	

Operations Division December 2016 Report – Continued

Information Technology		Received	03/01/2016 to Date Closed
Help Desk Work Orders Processed	Technical assistance to employees, repairs, troubleshooting, coordination of services with IT services subcontractor	123	2011
Projects	<ul style="list-style-type: none"> • E-Rate application • CAPK infrastructure analysis and planning • Implement Office 365 password sync with CAPK active directory. • Train staff on use of Skype For Business 	Approved In progress In progress In progress	
Risk Management		Reported	07/01/2016 to Date
Workers Compensation Incidents	<ul style="list-style-type: none"> • For Report Only • First Aid • Medical Treatment • Modified Duty • Non-Industrial (not work related) • Under Investigation 	8 0 2 2 1 0	92 19 8 8 8 1
Property Incidents		1	12
Vehicle Incidents		3	10
Projects	<ul style="list-style-type: none"> • Risk Assessment • Disaster preparedness policy • Reasonable Suspicion Drug Test Training • Other—safety training and meetings, update Material Safety Data Sheets (MSDS) and Safety Data Sheets (SDS) 	In Progress In progress In Progress In Progress	

Other: E-rate Funding – Notice was received that our request for funding to subsidize the cost of internet service for the Head Start program was approved. Since multiple services were under contract for one additional year at the time of the application, not all sites were included. IT is currently in the process of compiling the RFP for next year's funding which will include all Head Start Sites.

COMMUNITY ACTION PARTNERSHIP OF KERN
FUNDING REQUESTS AND APPLICATION STATUS REPORT
PENDING - December 2016

Date Approved	Date of App. Submission	Funding Source	Program/Proposal	Amount Requested
2/17/2016 (B&F)	2/25/2016	AstraZeneca	FHCC & SYC/Grow Fit Program	\$ 175,198
5/25/2016 (Board)	5/31/2016	U.S Dept of Treasury/ IRS	VITA/Kern VITA Partnership - Year 2*	\$ 223,315
6/22/2016 (B&F)	6/28/2016	Best Buy Foundation	FHCC/Winners Program	\$ 9,800
7/13/2016 (Exec)**	8/10/2016	Wells Fargo	Community Development/ Financial Literacy & Microloan Program	\$ 30,000
8/17/2016 (B&F)	8/12/2016	U.S Dept of Housing & Urban Development	2-1-1 Kern/ Kern County Homeless Coordinated Entry System	\$ 178,000
8/17/2016 (B&F)	8/23/2016	U.S Dept. of Labor/ Fresno Regional Workforce Development Board (MOU)	Program TBD/ America's Promise Job Driven Grant Program	\$ 50,000
9/21/2016 (B&F)	9/1/2016	U.S Dept. of Agriculture/ California Department of Social Services	Food Bank/ Commodity Supplemental Food Program	\$ 444,000
9/21/2016 (B&F)	10/14/2016	Kern County Network for Children	EKFRC/ Differential Response Services	\$ 209,094
9/21/2016 (B&F)	10/13/2016	Dignity Health	FHCC & SYC/ Grow Fit Families Program	\$ 75,000
10/26/2016 (Board)	9/23/2016	TJX Foundation	Food Bank/ General Support	\$ 5,000
10/26/2016 (Board)	10/4/2016	United Way of Kern County - 2017 Hunger & Homelessness	Food Bank/ General Support	\$ 50,000
10/26/2016 (Board)	10/28/2016	City of Bakersfield/ Community Development Block Grant	Food Bank/ Property & Security Improvements	\$ 61,500
10/26/2016 (Board)	11/22/2016	County of Kern/ Community Development Block Grant	Food Bank/ Property & Security Improvements	\$ 61,500
12/14/2016 (Exec)	11/30/2016	Tri Counties Bank	VITA/ 2016 Tax Season	\$ 2,500
12/14/2016 (Exec)	12/13/2016	Rabobank	VITA/ 2016 Tax Season	\$ 4,500

*Received notification of IRS funding for Year 1 of request; Year 2 notification pending.

**Board did not approve use of funds for Microloan Program. Currently exploring alternatives with Wells Fargo.

COMMUNITY ACTION PARTNERSHIP OF KERN
FUNDING REQUESTS AND APPLICATION STATUS REPORT
AWARDED - December 2016

Date Approved	Date of Notification	Funding Source	Program/Proposal	Amount Requested	Amount Awarded	Funding Period
1/13/2016 (PRE)	3/24/2016	California Department of Public Health	FHCC & SYC/Sexual Health Information & Education (I&E) Program	\$ 115,000	\$ 80,000	7/1/2016 - 6/30/2017
1/13/2016 (PRE)	5/23/2016	United Way of Kern County (Emergency Food & Shelter)	Food Bank/Food	\$ 85,000	\$ 84,507	1/16/2015 - 12/31/2016
5/11/2016 (PRE)	6/20/2016	Kern Family Health Care	East Kern Family Resource Center/ Emergency Supplies Closet	\$ 2,000	\$ 2,000	7/1/2016 - 6/30/2017
2/10/2016 (PRE)	6/23/2016	Kaiser Permanente Kern County	FHCC/Grow Fit Program	\$ 13,181	\$ 10,000	7/1/2016 - 6/30/2017
6/22/2016 (B&F)	7/1/2016	PG&E	FHCC/Computer Lab Upgrade	\$ 3,000	\$ 3,000	7/1/2016 - 6/30/2017
5/25/2016 (Board)	7/11/2016	Target	SYC/Art Smart Program	\$ 2,500	\$ 2,500	10/1/2016 - 9/30/2017
6/22/2016 (B&F)	7/13/2016	The Starbucks Foundation	FHCC & SYC/PREP Works	\$ 49,606	\$ 40,000	1/1/2017 - 6/30/2017
3/30/2016 (Board)	8/11/2016	Chevron 2016 Social Investment Program	FHCC & SYC/STEM Program	\$ 21,500	\$ 21,500	7/1/2016 - 6/31/2017
5/25/2016 (Board)	9/15/2016	U.S Dept of Treasury/ IRS	VITA/Kern VITA Partnership - Year 1	\$ 222,723	\$ 84,815	8/1/2016 - 7/31/2017
8/17/2016 (B&F)	9/6/2016	Bank of America	Food Bank/ Backpack Buddies - Lamont	\$ 25,000	\$ 9,000	1/1/2017 - 12/31/2017
8/17/2016 (B&F)	9/6/2016	United Way of Stanislaus County	2-1-1 Kern/ Call Answering Services	\$ 45,000	\$ 40,500	10/1/2016 - 6/30/2017
10/26/2016 (Board)	10/14/2016	Walmart/ Community Grants Program	Food Bank/ General Support	\$ 2,500	\$ 1,000	1/1/2017 - 12/31/2017
8/10/2016	11/10/2016	County of Kern (Community Corrections Partnership)	FHCC/Workforce Development Services for Ex-offenders	\$ 354,840	\$ 138,906	10/1/2016 - 12/31/2018
10/26/2016 (Board)	11/14/2016	Southern California Gas Company	Food Bank/ Delano Fall Food Drive	\$ 2,000	\$ 2,000	1/1/2017 - 12/31/2017
10/26/2016 (Board)	12/9/2016	Bank of the West	VITA/ 2016 Tax Season	\$ 2,500	\$ 2,500	9/1/2016 - 6/30/2017
8/17/2016 (B&F)	12/5/2016	Southern California Gas Company	Food Bank/ Solar Energy Improvement Project	\$ 25,000	\$ 5,000	1/1/2017 - 12/31/2017
10/26/2016 (Board)	12/20/2016	Kern Family Health Care	FHCC & SYC/ First Aid, Emergency Preparedness & Hygiene Kits	\$ 1,500	\$ 1,500	1/1/2017 - 12/31/2017
11/30/2016 (Board)	12/22/2016	Feeding America/ Disney	Food Bank/ Produce Program	\$ 15,000	\$ 15,000	1/1/2017 - 6/30/2017
				TOTAL	\$ 543,728	

COMMUNITY ACTION PARTNERSHIP OF KERN
FUNDING REQUESTS AND APPLICATION STATUS REPORT
DECLINED - December 2016

Date Approved	Date of Notification	Funding Source	Program/Proposal	Amount Requested
10/21/2015 (B&F)	1/8/2016	Wonderful Foundation	SYC/PREP Works	\$ 49,000
10/28/15 (Board)	2/1/2016	California Coastal Commission	FHCC & SYC/Marine Studies Program	\$ 15,888
2/10/2016 (PRE)	3/31/2016	Walmart State Giving Program	Food Bank/Pickup Truck	\$ 30,000
1/13/2016 (PRE)	5/23/2016	Junior League of Bakersfield	East Kern Family Resource Center/ Emergency Supplies Closet	\$ 5,000
5/25/2016 (Board)	5/26/2016	First 5 Kern	211 Kern/Developmental Screening and Care Coordination	\$ 332,859
6/22/2016 (B&F)	7/1/2016	United Way of Fresno and Madera Counties	2-1-1 Kern/After-hours & Weekend Call Answering	\$ 39,756
7/16/2016 (Exec)	8/31/2016	Walmart State Giving Program	Food Bank/Equipment	\$ 34,350
12/9/2015 (Exec)	9/22/2016	USDA/National Institute of Food and Agriculture (NIFA)	Food Bank/Kern Nutrition on Wheels Program	\$ 329,500
6/29/2016 (Board)	12/6/2016	Cy Pres CRT Settlement Fund	East Kern Family Resource Center/Computers, Internet Service, Printer	\$ 65,539
8/17/2016 (B&F)	12/9/2016	Wonderful Foundation	Food Bank/ Backpack Buddies - Wasco	\$ 24,661
9/21/2016 (B&F)	12/9/2016	Wonderful Foundation	VITA/ Wasco	\$ 18,600
11/30/2016 (Board)	12/22/2016	Feeding America/ Morgan Stanley	Food Bank/ Produce Program	\$ 25,000

Community Action Partnership of Kern Funding Request Profile

Source of Funds: Private

Project Name: VITA, Wasco

Funder Name: Walmart Community Grants

Grant Program Name: CAPK VITA

Funding Period: 1/1/2017 – 4/30/2017

CFDA # N/A

Division Director: Romala Ramkissoon

Program Manager: Sandi Truman

☒ **New Funding**
☐ **Re-Application**

A. Narrative description of funding request, including goals:

CAPK is requesting \$2,500 from the Walmart Wasco store for general operating support for CAPK Volunteer Income Tax Assistance (VITA) services in Wasco. The program has been providing free income tax return preparation, Earned Income Tax Credit (EITC) application assistance, and more for low- to moderate-income individuals in Wasco since 2011. In the last three years, the program helped 634 Wasco taxpayers recover \$597,403 in tax refunds and credits. Additionally, CAPK is an ITIN Certified Acceptance Agent (CAA) and able to serve rural residents who are undocumented workers.

B. Use of Funds:

The requested funds of \$2,500 will be used for general operating support for the CAPK VITA program in Wasco including general operating supplies and salaries.

C. Approvals:

1. Romala Ramkissoon 1/5/17
Division Director Date

2. Ryan Whaley 1-5-17
Director of Community Development Date

3. Charahne Arcene 1/5/17
Director of Finance Date

4. J.T.P. 1/5/17
Executive Director Date

D. Board:

☐ Policy Council
Date: _____

☐ PRE Presentation
Date: _____

☐ B&F Approval
Date: _____

☐ Board Approval
Date: _____

Community Action Partnership of Kern Funding Request Profile

Source of Funds: Private

CFDA # N/A

Project Name: Computer Skills and Access

Division Director: Carmen Segovia

Funder Name: Junior League of Bakersfield

Program Manager: Whitney Hughes

Grant Program Name: East Kern Family Resource Center

☒ **New Funding**
☐ **Re-Application**

Funding Period: 1/1/2017 – 12/31/2017

A. Narrative description of funding request, including goals:

CAPK is requesting up to \$26,000 from the Junior League of Bakersfield (JLB) to provide computer skills training and public computer access to low-income families in East Kern County. The installation of a new computer station with internet access at the EKFRFC will help approximately 100 low-income East Kern County residents make timely connections with needed services and receive basic computer skills training.

B. Use of Funds:

The requested funds of up to \$26,000 will be used to purchase one computer, printer, and software and 20 hours a week of staff time.

C. Approvals:

1. Carmen Segovia 1/9/17
Division Director Date

3. Christine Anemic 1/5/17
Director of Finance Date

2. Ralph Maty 1-5-17
Director of Community Development Date

4. [Signature] 1/5/17
Executive Director Date

D. Board:

☐ Policy Council
Date: _____

☐ PRE Presentation
Date: _____

☐ B&F Approval
Date: _____

☐ Board Approval
Date: _____

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Head Start/State Child Development/Yolanda Gonzales	Month/Year: December 2016
Program/Work Unit: Head Start/Early Head Start	Program Manager/Supervisor: Jerry Meade/ Donna Holland
Services: Early childhood education for low-moderate income children ages 0-5 in center-based part-day or full-day environments and home-based options.	

Program	Enrollment	Funded	Actual
Head Start Kern	December 2016	2,041	1968*
Early Head Start Kern	December 2016	328	333
Early Head Start Partnership	December 2016	56	40
Early Head Start San Joaquin	December 2016	345	246
TOTAL Funded Enrollment		2770	2615
Children with Disabilities		Goal	Actual
Head Start Kern	Identified as having an IEP	10%	8%
Early Head Start Kern	Identified as having an IFSP	10%	10%
Early Head Start Partnership	Identified as having an IFSP	10%	2%
Early Head Start San Joaquin	Identified as having an IFSP	10%	7%
Over Income		Goal	Actual
Head Start Kern	Within 100% and 130% of Federal Poverty Rate	<10%	5%
Early Head Start Kern	Within 100% and 130% of Federal Poverty Rate	<10%	5%
Early Head Start Partnership	Within 100% and 130% of Federal Poverty Rate	<10%	4%
Early Head Start San Joaquin	Within 100% and 130% of Federal Poverty Rate	<10%	3%
Average Daily Attendance (Program Wide >85%)		98%	

Meals Served						
Total Meals Requested			Meals Allocated		% of Meals Served	
by: Central Kitchen	by: Vendor Kitchens	Total Meals Prepared	to: CACFP/USDA	to: HS/EHS	December 2015	December 2016
**						

* late start for Wesley Child Development center.

**data not available at the time of the PRE Meeting

Other: We had 4 Centers with 100% attendance for December: Faith, Pioneer, Seibert, and St Mary's.

Total Division Staffing: Currently employed in Head Start: 578

Vacant Positions: 23

Currently out on Leave: 68

Program Updates: Head Start Kern Duration Grant was Awarded.

- **November 2:** Rosamond Head Start Center Ribbon Cutting & Open House
- **November 4:** Friendship House Zumba Party Fundraiser to take the children to the Fresno Zoo.
- **November 8:** Hosted the November “Think Tank Tuesday” Meeting of the Kern Innovation & Technology (KIT) Community at CAPK Headquarters.
- **November 12:** Congressman David Valadao’s Fall Food Drive in Delano to benefit the CAPK Food Bank
- **November 14:** Kicked off the Save Mart/FoodMaxx “Give. Share. CARE!” Holiday Giving Campaign with \$200 donation from Mayor Harvey Hall with photo op and media presence.
- **November 16:** KGET Holiday Food Drive to benefit the CAPK Food Bank all day in front of KGET studios.
- **November 21:** Photo op of \$5,000 check presentation from Cal Water
- **November 29:** Participated in Giving Tuesday
- **November 30:** TETER Architects & Engineers presented a \$4,000 Holiday donation to the CAPK Food Bank, and \$100 Toys ‘R’ Us Gift cards to the Friendship House and Shafter Youth Center winners of the TETER/CAPK Holiday Artwork Competition at the November Meeting of the CAPK Board of Directors.
- **December 3:** Self-Help Federal Credit Union Outreach in Lamont with CAPK Food Bank and 2-1-1 Participation.
- **December 8-14:** Participated in the Kern Council of Government’s Walking Audits and Online Surveys to help make Kern County roads safer for pedestrians and bicyclists, and had a Community Voices published in the 12/12 Californian.
- **December 9:** Began tweeting @CAP_Kern.
- **December 12:** Completed CAPK’s Agency Introduction Video to help raise awareness about our agency and its many programs.
- **December 13:** Attended the Kern County Black Chamber of Commerce’s Holiday Mixer.
- **December 15:** Published CAPK’S 2016 Annual Report electronically and posted to the CAPK website.
- **December 15:** Introduced ideas for promoting the Strategic Plan among employees to get their buy-in at the Strategic Plan Implementation Kick-Off Meeting
- **December 19:** Introduced “Mannequin Challenge Monday” to begin showcasing various CAPK programs and activities to the community using video posts on social media.
- **December 22:** Published the Fall/Winter Issue of *The CAPK Times Newsletter*.
- **December 22:** Delano Head Start Center received a visit from the North Kern State Prison Santa and his helpers.
- **December 27:** Photo op of \$2,000 check presentation from Rabobank to the CAPK Food Bank
- **December 27 – 29:** the Drought Emergency Food Assistance Program of the CAPK Food Bank received a lot of media attention during the last week of the year.
- **Throughout the Month of December:** Lots of food drives, toy drives and donations to benefit our children’s programs and the Food Bank. Developed materials to help the VITA Program prepare for the upcoming tax season. Assisted Friendship House with the development of promotional materials for the PREP Works Program.

Coming up in January 2017:

- **January 20:** GET BUS Food Distribution & Resource Fair Downtown with CAPK participation, 9 a.m. till Noon, at the corner of 22nd and Eye Streets
- **January 23:** Wesley Head Start Center Ribbon Cutting & Open House, 10 to 11 a.m. at the campus of Wesley United Methodist Church, corner of Niles and Oswell
- **January 27:** CAPK VITA’s Earned Income Tax Credit Awareness Day, 10 to 11 a.m. at CAPK’s 19th Street Office.

Outreach & Advocacy Unit's Cumulative Report of Accomplishments in 2016

January

(1/28) Mike McCarthy and other professional baseball players' visit to Friendship House
(1/29) VITA - Earned Income Tax Credit Awareness Day Event on the last Friday of January

February

(2/6) Head Start Family Resource Fair at Hodel's
(2/9 & 2/11) 2-1-1 Kern Information & Referral - 2-1-1 Awareness Day, County of Kern
Proclamation and Open House at 2-1-1 Kern Headquarters

March

(Throughout the Month) Head Start - Read Across America - Photography and social media posts, including one that went viral as it was shared by KGET Chief Meteorologist Alissa Carlson
(3/1) Hosted the Delano Community Alliance Breakfast at the Delano Campus of Bakersfield College, followed by a Read Across America event at Delano Head Start
(3/1) WIC - Nutrition Awareness Month - Photos during County Proclamation
(3/18) Food Bank - Stuff the Bus Food Drive
(3/29) Energy – Temporary Water Assistance Program tank installation media event and successful outreach campaign.

April

(4/18) Participated in CAPK's Strategic Planning kickoff effort.

May

(5/3) Give BIG Kern
(5/12) CAPK Humanitarian Awards Banquet & Fundraiser at DoubleTree by Hilton
(5/19) Third Thursday Downtown at Mill Creek Park

July

(7/6) Presentation to Oildale Kiwanis Club at Hodel's
(7/12) Attended State of the City Luncheon
(All month long) Migrated outdated CAPK Intranet files to underutilized modules of our APD Account.

August

(8/2) WIC - Breastfeeding Awareness Month - Kern County Proclamation and Outreach Event at the Valley Plaza Mall
(8/5) Head Start Home Based Program – Child car seat giveaway
(8/6) 2-1-1 Kern Information & Referral - Partnering with the Kern Innovation & Technology Community to sponsor the Tech Fighting the Wildfires Hackathon
(8/17) Launched the East Kern Family Resource Center's Facebook Page with in-kind support from local PR firm Providence Strategic Consulting

(8/18) Attended the San Joaquin Valley Affordable Housing Summit in Fresno. CAPK became an official sponsor and organizer of this summit, and promoted the Migrant Childcare Program, which has a statewide service footprint.

(8/24) The Quad at Friendship House Ribbon Cutting

(Week of 8/29) Attended National Community Action Partnership Conference in Austin, TX

September

(9/8-9) The Molina Foundation Book Giveaway and Reading Activities at Head Start Centers

(9/27) Food Bank - Feed the Need Food Drive at the Kern County Fair - most poundage collected to date

October

(All month long) Energy - Energy Action & Weatherization Month Campaign, including County Proclamation (10/4) and awareness activities all month, resulting in increased client traffic for both Weatherization and HEAP services.

(10/13) Veterans Stand Down

(10/20) Third Thursday Downtown at Mill Creek Park

(10/24 & 10/31) Harvest Festivals at CAPK Friendship House and Shafter Youth Center

(10/27) Friendship House Mixer & More at Metro Galleries

November

(11/2) Head Start - Rosamond Head Start Center Ribbon Cutting & Open House

(11/8) Hosted Think Tank Tuesday of the Kern Innovation & Technology Community

(11/16) Food Bank - KGET Holiday Food Drive

(11/30) Shafter Youth Center & Friendship House - TETER/CAPK Holiday Greeting Card Artwork Competition

(Throughout the month) Food drives to collect food for the holidays to benefit the Food Bank

December

(All month long) Photography and social media posts for Various Food Drives and Toy Drives to benefit the CAPK Food Bank and Head Start Centers

(12/8-14) Walking Audits with the Kern Council of Governments

(12/9) Launched a new Twitter account, @CAPK_Kern

(12/15) CAPK 2016 Annual Report

(12/19) Mannequin Challenge Monday

All Year Long

Issued approximately 40 media releases, contributed numerous articles to the Kern Business Journal, The Bakersfield Californian, The McFarland News, The Mountain Enterprise, The Delano Record and other Reed Publications. Began fruitful collaboration with The Mojave Desert News and Spanish Radio Manantial to better promote CAPK Programs. Increased the output of the Outreach & Advocacy Office through strategic hires of two staff with strong skills in graphic design, social media, video and Spanish translation. Greatly improved the quality of *The CAPK Times Newsletter*.

COMMUNITY ACTION PARTNERSHIP of KERN
BOARD OF DIRECTORS
BUDGET & FINANCE COMMITTEE MEETING
5005 Business Park North, Bakersfield, CA
January 18, 2017
12:00 p.m.

MEETING MINUTES

1. Call to Order

Warren Peterson called the meeting to order at 12:07pm at the Community Action Partnership of Kern Administrative Building, 5005 Business Park North, Bakersfield, CA

2. Roll Call

Roll Call was taken with a quorum present:

Present: Warren Peterson, Ana Vigil

Absent: Yolanda Ochoa

Others present: Jeremy Tobias, Executive Director; Christine Anami, Director of Finance; Carmen Segovia, Director of Health and Nutrition; Michele Nowell, Director of Human Resources; Ralph Martinez, Director of Community Development; Yolanda Gonzales, Director of Head Start / State Child Development; other CAPK staff.

3. Approval of Agenda

Motion was made and seconded to approve the Budget & Finance Committee meeting agenda of January 18, 2017. Carried by unanimous vote. (Peterson/Vigil)

4. Public Forum: *(The public may address the committee 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.)*

No one addressed the Committee.

5. New Business

- a. Application Status Report and Funding Requests -Ralph Martinez, Director of Community Development – **Action Item**
 - Funding Request to Walmart Community Grants for CAPK VITA
 - Funding Request to Junior League of Bakersfield for EKFRS

Ralph Martinez reported four awards from the month of December: \$2,500 from Bank of the West for CAPK VITA; \$5,000 for Southern California Gas Company for Food Bank;

\$1,500 from Kern Family Health Care for the two youth centers; and \$15,000 from Feeding America / Disney for the Food Bank.

Ralph reported three declined applications, two of them from Wonderful Foundation. This was surprising, as they contacted us with suggestions for the application and we responded with some detailed funding options. Ana Vigil asked if anyone else in the area was funded. Ralph stated that he will follow up to find out who was funded and ask why we were unsuccessful. Warren wanted to know if funders are usually forthcoming in these conversations. Ralph indicated that we have worked with Wonderful Company in the past and have received funding from them, so there should be an opportunity to have this conversation. Warren asked to know what the outcome of the conversation is.

Two funding requests were presented for approval: \$2,500 from the Walmart location in Wasco to support CAPK VITA in the Wasco area, and \$26,000 from the Junior League of Bakersfield to provide computer skills training and public computer access at the East Kern Family Resource center in Mojave for local families in the area.

Motion was made and seconded to approve the Application Status Report and Funding Requests. Carried by unanimous vote. (Peterson/Vigil)

- b. Draft Succession Plan for Executive Director – Ralph Martinez, Director of Community Development – **Info Item**
- Draft Executive Director Succession Plan Policy
 - Guideline for the Appointment of an Acting Executive Director
 - Emergency Backup Succession Plan Detail

Ralph presented the Draft Succession Plan for the Executive Director, a requirement under the organizational standards. This was presented to the Executive Committee in December. Once completed, the document will detail back-up individuals, roles and responsibilities, and a communication plan, in the event of an unexpected absence of the Executive Director. This draft will be presented to the CAPK Board on January 25th. While awaiting Board approval of the final plan, an emergency temporary plan is also being created. Ana and Warren wanted to know who takes the responsibility if something does happen tomorrow.

Jeremy Tobias indicated that there are two reasons for creating this succession plan: it is good business practice, and it is a required document. This is a standard format that we plan to follow, and it will be discussed in detail at the Board meeting next week.

- c. Head Start and Early Head Start Budget to Actual Reports – Donna Holland, Fiscal Administrator – **Info Item**
- Kern Head Start and Early Head Start Budget to Actual for the Period Ended December 31, 2016
 - San Joaquin Early Head Start Budget to Actual for the Period Ended December 31, 2016
 - Partnerships Early Head Start Child Care Partnerships Budget to Actual for the period September 1, 2016 through December 31, 2016

Donna Holland presented the Head Start and Early Head Start Budget to Actual Reports, pointing out areas where there were higher expenditures (licensing fees, legal fees, travel costs), savings, and resulting revisions. Overall total costs are on target at this point in the budget period.

Ana asked where the high travel cost was coming from. Donna indicated that this included travel to and from San Joaquin to provide support, especially during the startup phase. She did not foresee the same level of travel as the contract progresses.

Jeremy indicated that a full update will be provided to the Board on the San Joaquin project tentatively at the February 22nd meeting.

- d. 2015-16 Early Head Start Partnership Federal Financial Report (Final) – Christine Anami, Director of Finance – **Info Item**

Christine Anami stated that the SF 425 Federal Financial Report is a standard formatted report that we are obligated to use when we receive direct federal government funds, where there is no pass through agency such as the state of California.

Warren asked whether unobligated balances are always carried over. Christine replied that such balances are not always carried over, but in this case they were, since we had legitimate reasons such as facilities improvements and health and safety related expenses. Jeremy added that with large amounts of carryover, we would need to communicate prior to the contract end and request to carryover.

- e. 2017 Community Services Block Grant (CSBG Contract #17F-2015) Budget – Christine Anami, Director of Finance – **Action Item**
- Seven year budget comparison
 - 2017 CSBG budget by program compared to 2016
 - CSBG contract budget summary – State form
 - CSBG budget support – Other agency operating fund – State form

Christine reported that over seven years we have achieved a 20.5% increase in CSBG funding. We were asked to submit our budget at the funding level from 2016, but there is a possibility of an augmentation once the resolution is approved.

Warren observed that administrative costs versus program costs over the years have reduced. Christine indicated that we have been able to recover our administrative costs from other grants and are depending less on CSBG for administrative costs, allowing more money to go into programs. Jeremy stated that this is the only grant we receive that can be dedicated to all of our low-income programs, and it is the only money we receive that has this level of flexibility. For example, the Food Bank or the youth centers depend on this money because they don't have their own standalone contract.

Christine reported that WIC and 2-1-1 were able to cover their costs and did not depend on CSBG in the 2017 budget year. There was an increase for the MCAP program, because they have a 15% cap on administrative costs, and after taking 10% for the de minimis

indirect cost rate, only 5% remains for the program to operate.

The CSBG Budget and the Other Agency Operating Funds reports provide a snapshot of the funds that come through the agency, and shows the scope of the agency. Ana and Warren expressed that this was a helpful snapshot.

Motion was made and seconded to approve the 2017 Community Services Block Grant (CSBG Contract #17F-2015) Budget. Carried by unanimous vote. (Peterson/Vigil)

6. Finance Director Report

a. Discretionary Fund Update – *Info Item*

Christine reported an overall net decrease of approximately \$13,000 in the month of December. An unidentified check that was received from the state Employment Development Department was deposited. The state identified their mistake and the money had to be repaid. The other expense was incurred to pay the Head Start licensing late fee assessed for lack of payment in 2010. Yolanda Gonzales will present a full report to the Board on January 25th.

b. Financial Statements, December 2016 – *Action Item*

Christine stated that due to adequate cash flow, we have not had to utilize the full line of credit, which is one million dollars. For the time we did have to borrow, the cost was \$832 dollars. There is a quarterly fee of \$2,400 for non-use of the line of credit. Both are charged to the discretionary fund. We recently signed to extend the line of credit until January 2018, with no increase in fees. Jeremy indicated that the long term goal is to reduce the line of credit, which can be achieved as the discretionary fund increases. Christine reported that we are not over budget as an agency over ten months, and each program is monitoring their spending so that we do not go over budget. In the Indirect Fund, we are 80.6% expended at 83.33% of the year.

7. Committee Member Comments

Ana thanked staff. Warren thanked staff and wished everyone a Happy New Year.

8. Next Scheduled Meeting

Budget & Finance Committee Meeting
Wednesday, February 15, 2017
12:00 p.m.
5005 Business Park North
Bakersfield, California 93309

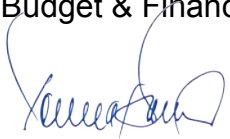
9. Adjournment

The meeting adjourned at 1:12 pm.

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Budget & Finance Committee



From: Donna Holland, Fiscal Administrator

Subject: Agenda Item : Kern Head Start and Early Head Start Budget to Actual Report for the Period Ended December 31, 2016

Date: January 18, 2017

The following are highlights of the Head Start/Early Head Start Budget to Actual Report for the period March 1, 2016 through December 31, 2016.

Budget Revision

Approval of CAPK's request to revise the budget is pending. The budget revision will incorporate the 10% De Minimis Indirect Cost Rate. This report was prepared using the revised budget amounts in anticipation of approval.

Personnel & Fringe Benefits

Significant savings are trending in Early Head Start; staff are reviewing cost allocation methodologies for classroom personnel.

Travel

Some travel costs associated with training were charged to base funds. Staff have identified savings in other areas to cover these costs.

Equipment

Funds in this category were budgeted for the purchase of four program vehicles. Staff are in the process of completing this purchase.

Supplies

Purchases of office and classroom supplies are ongoing. Possible savings in this category may be used elsewhere in the program.

Contractual

Legal fees during the SEIU contract negotiation process were somewhat more than estimated. Staff have identified savings in other areas to cover these costs.

Other

Head Start expenditures in this category are higher than the percentage of the year elapsed; this is primarily the result of preparing the Wesley site to become a licensed child development center. Staff have identified savings in other areas to cover these costs.

Early Head Start expenditures in this category are lower than the percentage of the year elapsed. Possible savings in this category may be used elsewhere in the program.

Training & Technical Assistance (T&TA)

Head Start T&TA funds are expended. Additional funds are budgeted in the base grant for planned training expenses in excess of T&TA funding.

Early Head Start T&TA funds will be fully expended by the end of the program year.

Non-Federal Share

With % of the budget period elapsed, total Non-Federal Share (the sum of California Department of Education funding and in-kind) is at 96% of budget.

- California Department of Education
Actual and estimated non-federal revenues through December 2016 are at 93% of budget.
- In-Kind
Year-to-date in-kind is at 99% of budget.

The five centers with the highest percentage of goal met were Fairfax, Planz, Sunrise Villa, Roosevelt and San Diego. A total of 39 out of 44 centers and groups met or exceeded 83% of goal.

**Community Action Partnership of Kern
Head Start and Early Head Start - Kern
Budget to Actual Report**

Budget Period: March 1, 2016 - February 28, 2017
Report Period: March 1, 2016 - December 31, 2016
Month 10 of 12 (83%)

Prepared 01/10/2017

HEAD START					
BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	10,129,112	8,494,938	1,634,174	84%	16%
FRINGE BENEFITS	3,039,598	2,856,525	183,073	94%	6%
TRAVEL	0	9,833	(9,833)		
EQUIPMENT	0	0	0		
SUPPLIES	1,036,919	579,356	457,563	56%	44%
CONTRACTUAL	64,750	88,250	(23,500)	136%	-36%
CONSTRUCTION	0	0	0		
OTHER	3,131,903	2,870,875	261,028	92%	8%
TOTAL BASE FUNDING	17,402,282	14,899,777	2,502,505	86%	14%

TRAINING & TECHNICAL ASSISTANCE HEAD START					
PERSONNEL	0	0	0		
FRINGE BENEFITS	0	0	0		
TRAVEL	19,322	25,348	(6,026)	131%	-31%
SUPPLIES	22,797	17,758	5,039	78%	22%
CONTRACTUAL	18,485	7,706	10,779	42%	58%
OTHER	84,746	93,254	(8,508)	110%	-10%
TOTAL TRAINING & TECHNICAL ASSISTANCE	145,350	144,066	1,284	99%	1%

INDIRECT	1,878,054	1,317,627	560,427	70%	30%
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GRAND TOTAL HS/EHS FEDERAL FUNDS	19,425,686	16,361,470	3,064,216	84%	16%
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EARLY HEAD START				
BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
1,869,515	926,770	942,745	50%	50%
560,855	268,648	292,207	48%	52%
0	406	(406)		
120,000	0	120,000	0%	100%
464,862	190,979	273,883	41%	59%
12,250	13,346	(1,096)	109%	-9%
0	0	0		
535,892	370,725	165,167	69%	31%
3,563,374	1,770,874	1,792,500	50%	50%

EARLY HEAD START				
0	(59)	59		
0	715	(715)		
34,690	13,996	20,694	40%	60%
16,152	3,050	13,102	19%	81%
11,689	12,204	(515)	104%	-4%
34,473	22,397	12,076	65%	35%
97,004	52,303	44,701	54%	46%

386,620	165,917	220,703	43%	57%
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4,046,998	1,989,094	2,057,904	49%	51%
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HEAD START and EARLY HEAD START NON-FEDERAL SHARE					
SOURCE	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
CALIF DEPT OF ED	2,805,361	2,611,584	193,777	93%	7%
IN-KIND	3,062,811	3,026,487	36,324	99%	1%
TOTAL NON-FEDERAL	5,868,172	5,638,071	230,101	96%	4%

Centralized Administrative Cost	6.2%
Program Administrative Cost	2.5%
Total Administrative Cost	8.7%

Community Action Partnership of Kern Agency-Wide Credit Card Report *

	CURRENT	1 TO 30	31 TO 60	61 TO 90	OVER 90
Bank of America					
Lowe's					
Save Mart					
Smart & Final	105				
Chevron & Texaco Business Card	5,685				
Home Depot	8,884				
	14,674	0	0	0	0

CREDITS	TOTAL	STATEMENT DATE
	0	Not available for report
	0	Not available for report
	0	Not available for report
	105	12/31/2016
	5,685	1/5/2017
	8,884	1/5/2017
0	14,674	

* Expenditure details are included in the CAPK Financial Report
Budget reflects Notice of Award #09CH9142-03-0X (Federal approval of budget revision is pending)
Actual expenditures include posted expenditures and estimated adjustments through 12/31/2016.

Community Action Partnership of Kern
Head Start and Early Head Start
Non-Federal Share and In-Kind
Budget Period: March 1, 2016 through February 28, 2017
Report for period ending December 31, 2016 (Month 10 of 12)

Percent of year elapsed: 83%

LOCATION	FUNDED ENROLL- MENT	March	April	May	June	July	Aug	Sep	Oct	Nov	Dec	YTD Totals	IN-KIND GOAL	% OF GOAL MET
Fairfax	40	24,746	25,251	18,439	0	0	9,735	22,272	20,029	18,541	134	139,147	51,839	268%
Sunrise Villa	34	13,146	12,263	6,775	0	0	5,689	9,342	9,630	15,970	0	72,815	44,063	165%
San Diego Street	48	12,075	10,439	11,730	7,067	7,027	6,596	7,251	12,869	8,661	8,006	91,721	62,207	147%
Roosevelt	34	9,039	8,311	6,674	0	0	4,841	9,597	13,231	11,672	424	63,790	44,063	145%
Planz	34	12,315	10,461	12,154	0	0	6,295	5,907	7,602	5,974	311	61,019	44,063	138%
Stella Hills	34	7,753	7,910	3,580	0	0	0	7,756	9,041	13,858	10,621	60,518	44,063	137%
McFarland	20	7,117	5,767	2,921	0	0	1,743	4,768	6,828	5,681	164	34,988	25,919	135%
Vineland	20	5,180	5,542	4,335	0	0	2,175	4,195	7,085	201	4,440	33,152	25,919	128%
Casa Loma	34	10,304	11,410	8,328	0	0	3,953	7,510	8,590	6,260	0	56,354	44,063	128%
Martha J. Morgan	83	22,338	20,744	13,606	0	0	9,484	22,879	25,761	20,260	1,209	136,281	107,566	127%
Virginia	34	8,315	7,701	4,854	0	0	5,080	11,006	9,713	8,356	104	55,130	44,063	125%
Williams	34	8,967	8,195	5,460	0	0	2,512	6,808	7,703	8,079	6,112	53,836	44,063	122%
Franklin	24	6,049	6,281	6,607	4,113	3,364	2,518	2,368	2,392	3,203	327	37,222	31,103	120%
Alicante	34	7,661	11,592	9,673	0	0	2,224	7,140	7,219	5,251	0	50,760	44,063	115%
Delano	90	20,376	21,196	20,989	6,696	9,199	8,519	14,248	11,458	11,007	5,560	129,250	116,638	111%
Noble	34	9,834	9,519	4,957	0	0	2,902	8,034	7,501	5,526	0	48,273	44,063	110%
Sterling	103	17,160	16,714	15,890	12,546	12,764	13,651	16,008	17,370	14,802	7,864	144,769	133,485	108%
Cleo Foran	34	8,912	7,514	5,035	0	0	3,313	7,478	8,872	6,548	0	47,673	44,063	108%
Faith Avenue	34	8,435	8,879	5,748	0	0	3,592	9,539	2,117	8,579	312	47,201	44,063	107%
Stine Road	123	19,627	19,450	20,299	12,331	12,812	17,223	17,759	20,566	15,880	13,165	169,113	159,405	106%
Primeros Pasos	76	17,227	15,148	12,143	4,696	6,094	7,500	12,233	13,325	11,940	3,012	103,318	98,494	105%
Alberta Dillard	68	10,211	11,434	6,909	0	0	4,848	17,746	21,506	18,853	349	91,856	88,126	104%
Home Base	249	28,093	29,509	20,270	9,697	16,080	12,959	13,027	20,326	8,911	4,568	163,440	161,349	101%
Lamont	34	8,086	7,732	3,598	0	0	4,313	9,137	1,207	10,424	0	44,496	44,063	101%
Seibert	34	8,157	5,478	2,844	0	0	3,435	6,884	9,607	7,396	0	43,801	44,063	99%
Shafter	34	7,714	8,400	4,578	0	0	4,081	4,201	5,902	5,287	3,041	43,205	44,063	98%
Taft	54	11,902	13,717	8,130	0	0	6,109	10,604	10,515	7,622	0	68,598	69,983	98%
East California	70	18,493	17,503	10,688	0	0	3,650	9,739	15,504	13,269	0	88,846	90,718	98%
California City	34	7,771	5,648	3,856	0	0	4,081	7,633	7,748	6,282	0	43,020	44,063	98%
Fairview	34	6,551	2,381	10,537	0	0	2,518	6,175	7,273	5,959	186	41,579	44,063	94%
Oildale	34	7,387	5,882	4,163	0	0	4,231	6,946	6,578	6,068	0	41,254	44,063	94%
Oasis	60	15,379	15,470	8,735	0	0	5,706	9,300	8,767	7,115	794	71,265	77,758	92%
Rafer Johnson	34	6,998	7,935	4,364	0	0	2,058	5,591	7,061	5,303	198	39,507	44,063	90%
Buttonwillow	20	4,372	4,107	1,356	0	0	1,268	4,436	4,058	3,459	166	23,223	25,919	90%
Pete H. Parra	148	18,586	18,823	16,876	12,447	10,834	17,390	24,281	22,010	18,016	10,779	170,044	191,804	89%
Shafter HS/EHS	36	4,412	3,559	4,529	4,670	3,689	3,486	4,603	4,962	5,796	104	39,810	46,655	85%
Willow	72	15,550	13,772	7,577	0	0	4,987	9,498	11,612	12,152	3,660	78,809	93,310	84%
Lost Hills	20	5,126	4,434	4,058	0	0	945	2,602	2,214	2,279	0	21,657	25,919	84%
Pacific	62	8,933	8,122	9,357	5,612	6,792	7,204	8,023	6,300	4,327	1,914	66,584	80,350	83%
Tehachapi	34	4,004	3,431	2,343	0	0	3,995	7,533	7,530	6,830	0	35,666	44,063	81%
Heritage Park	34	5,518	3,282	3,089	0	0	2,248	5,839	5,990	4,352	0	30,319	44,063	69%

Community Action Partnership of Kern
Head Start and Early Head Start
Non-Federal Share and In-Kind
Budget Period: March 1, 2016 through February 28, 2017
Report for period ending December 31, 2016 (Month 10 of 12)

Percent of year elapsed: **83%**

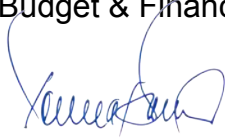
LOCATION	FUNDED ENROLL- MENT	March	April	May	June	July	Aug	Sep	Oct	Nov	Dec	YTD Totals	IN-KIND GOAL	% OF GOAL MET
Pioneer	34	4,152	5,201	3,267	0	0	695	2,895	4,107	7,981	0	28,298	44,063	64%
Rosamond	75	5,240	3,210	1,585	0	0	3,091	6,948	8,414	8,348	0	36,835	97,198	38%
Mojave	34	1,705	1,322	626	0	0	888	1,576	2,722	2,795	0	11,633	44,063	26%
Wesley	60											0	77,758	0%
Voorhies	0	6,800	4,740	3,424	0	0						14,964		
Wasco	0	4,131	3,928	1,346	0	0						9,405		
Administrative Services		0	0	0	0	0	0	0	0	0	0	0	0	NA
Program Services		5,049	4,464	4,138	3,997	3,984	3,935	3,943	3,943	3,943	3,943	41,339	93,094	44%
Policy Council and RPC		109	107	20	23	14	33	117	159	124	0	705	51,236	1%
SUBTOTAL IN-KIND	2,369	487,003	463,876	352,458	83,894	92,654	227,699	403,375	434,918	389,141	91,468	3,026,487	3,053,141	99%
State General Child Care*		119,619	118,092	117,337	112,660	80,901	97,966	91,197	100,401	81,273	93,393	1,012,839	1,031,472	98%
State Preschool*		153,811	147,815	148,975	113,839	124,822	135,161	151,671	171,674	147,695	155,506	1,450,970	1,680,926	86%
State Migrant Child Care*		15,718	13,870	14,146	11,867	13,484	16,366	15,885	17,203	14,287	14,950	147,776	92,963	159%
SUBTOTAL CA DEPT of ED		289,148	279,778	280,458	238,366	219,207	249,493	258,753	289,278	243,256	263,848	2,611,584	2,805,361	93%
GRAND TOTAL		776,151	743,654	632,916	322,260	311,861	477,192	662,128	724,196	632,397	355,316	5,638,071	5,858,502	96%

*May include estimates

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Budget & Finance Committee



From: Donna Holland, Fiscal Administrator

Subject: Agenda Item : San Joaquin Early Head Start Budget to Actual Report for the Period Ended December, 31, 2016

Date: January 18, 2017

The following are highlights of the San Joaquin Early Head Start Budget to Actual Report for the period February 1, 2016 through December 31, 2016.

Budget Revision

Approval of CAPK's request to revise the budget is pending from Office of Head Start. The budget revision will incorporate the 10% De Minimis Indirect Cost Rate. This report was prepared using the revised budget amounts in anticipation of approval.

Personnel & Fringe Benefits

Savings are expected to be realized in these categories at year-end.

Travel

Expenditures for the purpose of supporting San Joaquin staff are higher than anticipated at this point in the program year. Staff are monitoring this line item and have identified savings in other areas to cover these costs.

Supplies

Expenditures for supplies include reasonable and necessary expenditures using anticipated savings from personnel and fringe benefits categories.

Contractual

Savings are expected to be realized in this category at year-end.

Other

Staff expect to fully expend funds budgeted in this category.

Carryover

CAPK's request to carryover funds from the prior budget period was approved. The carryover funds are being used to install outdoor shade structures, improve playgrounds, make health and safety improvements to centers, update classroom furnishings and materials, and to purchase one program vehicle. Staff expect to fully obligate these funds prior to the end of the budget period.

Training & Technical Assistance

Staff expect to fully expend these funds.

Non-Federal Share

With 92% of the budget period elapsed, the total Non-Federal Share is at 21% of budget. CAPK has requested a waiver of Non-Federal Share from Office of Head Start.

The San Joaquin Early Head Start program has been challenged in meeting its Non-Federal Share budget, as only four of its 9 centers are currently licensed and in operation. However, San Joaquin's management staff continue to increase efforts to ensure that field staff and parents of enrolled children are aware of the importance of in-kind, and of the opportunities parents have to provide volunteer services to the program.

**Community Action Partnership of Kern
Early Head Start - San Joaquin County
Budget to Actual Report**

Budget Period: February 1, 2016 - January 31, 2017
Report Period: February 1, 2016 - December 31, 2016
Month 11 of 12 (92%)

Prepared 01/12/2017

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	2,935,476	2,507,627	427,849	85%	15%
FRINGE BENEFITS	741,255	586,379	154,876	79%	21%
TRAVEL	14,940	25,423	(10,483)	170%	-70%
EQUIPMENT	0	0	0		
SUPPLIES	191,905	387,842	(195,937)	202%	-102%
CONTRACTUAL	22,500	10,018	12,482	45%	55%
CONSTRUCTION	0	0	0		
OTHER	604,477	524,813	79,664	87%	13%
TOTAL	4,510,553	4,042,102	468,451	90%	10%

CARRYOVER FUNDS

EQUIPMENT	112,500	0	112,500	0%	100%
SUPPLIES	90,000	191,459	(101,459)	213%	-113%
OTHER	358,398	94,917	263,481	26%	74%
TOTAL	560,898	286,376	274,522	51%	49%

TRAINING & TECHNICAL ASSISTANCE FUNDS

TRAVEL	17,981	9,076	8,905	50%	50%
SUPPLIES	14,389	2,891	11,498	20%	80%
CONTRACTUAL	9,500	13,364	(3,864)	141%	-41%
OTHER	40,027	23,595	16,432	59%	41%
TOTAL	81,897	48,926	32,971	60%	40%

INDIRECT	485,791	424,395	61,396	87%	13%
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GRAND TOTAL EHS FEDERAL FUNDS	5,639,139	4,801,799	837,340	85%	15%
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NON-FEDERAL SHARE	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
IN-KIND	1,415,810	303,055	1,112,755	21%	79%
TOTAL NON-FEDERAL FUNDS	1,415,810	303,055	1,112,755	21%	79%

*Budget reflects Notice of Award #09CH010071-02-0X (Federal approval of budget revision is pending).
Actual expenditures include posted expenditures and estimated adjustments through 12/31/2016.*

Community Action Partnership of Kern
San Joaquin Early Head Start
Non-Federal Share and In-Kind
Budget Period: February 1, 2016 through January 31, 2017
Report for period ending December 31, 2016 (Month 11 of 12)

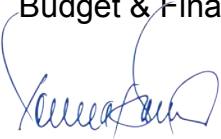
Percent of year elapsed: 92%

LOCATION	FUNDED ENROLL- MENT	Feb	March	April	May	June	July	Aug	Sep	Oct	Nov	Dec	YTD Totals	IN-KIND GOAL	% OF GOAL MET
Home Base - Stockton	72	3,081	4,706	5,936	5,324	5,898	4,385	4,944	7,126	10,595	8,501	0	60,496	191,895	32%
Home Base - Lodi	48	4,188	5,069	1,862	2,068	1,509	2,597	2,763	4,823	5,389	6,049	15	36,331	127,930	28%
Chrisman	22	798	1,302	1,042	960	2,988	3,856	3,333	3,683	4,949	8,525	123	31,559	117,269	27%
California Street	24	1,882	2,605	2,842	3,041	2,280	1,850	2,964	3,674	5,641	6,938	0	33,715	127,930	26%
Home Base - Manteca	24	658	881	2,037	1,504	1,386	918	1,446	1,817	1,349	3,393	11	15,400	63,965	24%
St. Mary's	16	1,682	1,786	1,982	2,205	1,986	1,991	1,874	2,450	2,070	2,186	164	20,376	85,287	24%
4th Street	32	2,944	3,026	2,791	3,902	3,343	1,298	2,372	2,176	4,068	2,532	105	28,556	170,573	17%
Home Base - Tracy	24	502	616	1,021	930	1,072	1,706	863	1,491	363	0	0	8,565	63,965	13%
Walnut	20	1,179	1,124	617	1,272	1,883	1,809	1,881	1,413	966	969	0	13,114	106,608	12%
Lodi UCC	23	280	452	1,074	1,198	682	1,161	1,115	1,722	2,357	2,789	68	12,899	122,600	11%
Gianone	16	2,013	2,238	1,609	1,573	328	237	0	297	0	0	0	8,297	85,287	10%
Tracy Toddlers	8	2,039	1,785	1,139	1,523								6,486	42,643	
Dorothy Mahin	16	872	725	863									2,460	85,287	
Kennedy	0	367	0	0	0	0	0	0	0	235	488	0	1,090	0	
Administrative Services		0	0	0	0	0	0	0	0	0	0	0	0	0	
Program Services		0	30	2,324	1,332	5,016	10,142	1,463	92	346	1,721	0	22,467	21,858	103%
Policy Council		224	96	246	126	186	0	179	30	159	0	0	1,246	2,713	46%
SUBTOTAL IN-KIND	345	22,708	26,442	27,384	26,958	28,557	31,950	25,198	30,794	38,486	44,091	486	303,055	1,415,810	21%

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Budget & Finance Committee

From:  Donna Holland, Fiscal Administrator

Subject: Item : Early Head Start Child Care Partnerships
Budget to Actual Report for the Period Ended December 31, 2016

Date: January 18, 2017

The following are highlights of the Early Head Start Child Care Partnerships Budget to Actual Report for the period September 1, 2016 through December 31, 2016.

Base Funds

Personnel and Fringe Benefits costs are slightly high through the first 4 months of the budget period.

Total costs overall are on target at this point in the budget period.

Carryover Funds

CAPK has submitted a request to carry over unexpended prior-year funds in the amount of \$315,000; (base funds) and \$48,200 (training & technical assistance funds). Federal approval is pending.

Training & Technical Assistance (T&TA)

Total costs overall are on target at this point in the budget period.

Non-Federal Share

With 33% of the year elapsed, total Non-Federal Share is at 40%.

**Community Action Partnership of Kern
Early Head Start - Child Care Partnerships
Budget to Actual Report**

Budget Period: September 1, 2016 - August 31, 2017
Report Period: September 1, 2016 - December 31, 2016
Month 4 of 12 (33%)

Prepared 01/12/2017

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	122,245	48,128	74,117	39%	61%
FRINGE BENEFITS	28,705	12,053	16,652	42%	58%
TRAVEL	0	0	0		
EQUIPMENT	0	0	0		
SUPPLIES	1,650	324	1,326	20%	80%
CONTRACTUAL	459,322	142,972	316,350	31%	69%
CONSTRUCTION	0	0	0		
OTHER	9,990	2,668	7,322	27%	73%
TOTAL BASE FUNDING	621,912	206,145	415,767	33%	67%

CARRYOVER FUNDS (pending Federal approval)	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	0	0	0		
FRINGE BENEFITS	0	0	0		
TRAVEL	0	0	0		
EQUIPMENT	0	0	0		
SUPPLIES	0	0	0		
CONTRACTUAL	0	0	0		
CONSTRUCTION	0	0	0		
OTHER	0	0	0		
TOTAL START-UP FUNDING	0	0	0		

TRAINING & TECHNICAL ASSISTANCE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
TRAVEL	5,294	2,410	2,884	46%	54%
SUPPLIES	3,506	0	3,506	0%	100%
OTHER	8,000	3,472	4,528	43%	57%
TOTAL TRAINING & TECHNICAL ASSISTANCE	16,800	5,882	10,918	35%	65%

INDIRECT	62,184	21,201	40,983	34%	66%
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GRAND TOTAL FEDERAL FUNDS	700,896	233,228	467,668	33%	67%
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NON-FEDERAL SHARE	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
IN-KIND	175,224	70,377	104,847	40%	60%
TOTAL NON-FEDERAL FUNDS	175,224	70,377	104,847	40%	60%

Centralized Administrative Cost	7.0%
Program Administrative Cost	1.6%
Total Administrative Cost	8.6%

Budget reflects Notice of Award #09HP0036-02-00.

Actual expenditures include posted expenditures and estimated adjustments through 12/31/2016.

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Budget & Finance Committee

From: Christine Anami, Director of Finance

Date: January 18, 2017

Subject: Agenda Item : 2015/16 EHS Partnership Federal Financial Report (Final)
- Info Item

Head Start regulations require that the Standard Form 425 – Federal Financial Report be filed at three different intervals. For the Early Head Start Partnership program year March 1, 2015 to August 31, 2016, the due dates are as follows:

- 10/30/15 First Semi-annual
- 04/30/16 Second Semi-annual
- 10/30/16 Annual
- 01/30/17 Final

Attached is the final Federal Financial Report that was uploaded to the Grant Solutions system on January 4, 2017. Grantees are no longer required to submit the report to their regional offices and instead are to use the Grant Solutions system. The change in federal reporting submission requirements went into effect January 5, 2016.

Attachment: SF-425 Federal Financial Report – EHS Partnership

FEDERAL FINANCIAL REPORT

(Follow form instructions)

1. Federal Agency and Organizational Element to Which Report is Submitted <div style="text-align: center;">DHHS ACF REGION IX</div>	2. Federal Grant or Other Identifying Number Assigned by Federal Agency (To report multiple grants, use FFR Attachment) <div style="text-align: center;">09HP0036-01-01</div>	Page 1 of 1 Pages
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3. Recipient Organization (Name and complete address including Zip code) <div style="text-align: center;">COMMUNITY ACTION PARTNERSHIP OF KERN - 5005 BUSINESS PARK NORTH, BAKERSFIELD, CA 93309</div>
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4a. DUNS Number <div style="text-align: center;">072947617</div>	4b. EIN <div style="text-align: center;">95-2402760</div>	5. Recipient Account Number or Identifying Number (To report multiple grants, use FFR Attachment) <div style="text-align: center;">1-952402760A1</div>	6. Report Type <input type="checkbox"/> Quarterly <input type="checkbox"/> Semi-Annual <input type="checkbox"/> Annual <input checked="" type="checkbox"/> Final	7. Basis of Accounting <input type="checkbox"/> Cash <input checked="" type="checkbox"/> Accrual
--	---	---	---	--

8. Project/Grant Period From: (Month, Day, Year) To: (Month, Day, Year) <div style="display: flex; justify-content: space-between;"> 03/01/2015 08/31/2016 </div>	9. Reporting Period End Date (Month, Day, Year) <div style="text-align: center;">08/31/2016</div>
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10. Transactions	Cumulative
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(Use lines a-c for single or multiple grant reporting)

Federal Cash (To report multiple grants, also use FFR Attachment):	
a. Cash Receipts	0.00
b. Cash Disbursements	0.00
c. Cash on Hand (line a minus b)	0.00

(Use lines d-o for single grant reporting)

Federal Expenditures and Unobligated Balance:	
d. Total Federal funds authorized	1,248,206.00
e. Federal share of expenditures	876,182.00
f. Federal share of unliquidated obligations	0.00
g. Total Federal share (sum of lines e and f)	876,182.00
h. Unobligated balance of Federal funds (line d minus g)	372,024.00

Recipient Share:	
i. Total recipient share required	212,052.00
j. Recipient share of expenditures	148,829.00
k. Remaining recipient share to be provided (line i minus j)	63,223.00

Program Income:	
l. Total Federal program income earned	0.00
m. Program income expended in accordance with the deduction alternative	0.00
n. Program income expended in accordance with the addition alternative	0.00
o. Unexpended program income (line l minus line m or line n)	0.00

11. Indirect Expense	a. Type	b. Rate	c. Period From	Period To	d. Base	e. Amount Charged	f. Federal Share
	10% De minimis	10%	03/01/2016	08/31/2016	443,717.00	44,372.00	44,372.00
					-	-	-
	g. Totals:					443,717.00	44,372.00

12. Remarks: Attach any explanations deemed necessary or information required by Federal sponsoring agency in compliance with governing legislation:

5 - G093125 Operation Expenses = \$691,404 (\$316,596 Unobligated Balance)
 5 - G093120 T&TA Expenses = \$53,131 (\$47,669 Unobligated Balance)
 5 - G093128 Start-up Expenses = \$131,647 (\$7,759 Unobligated Balance)

USDA Reimbursement = None
 Mortgages: None
 Admin Cost = \$97,386 (9.50%)

13. Certification: By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and intent set forth in the award documents. I am aware that any false, fictitious, or fraudulent information may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 18, Section 1001)

a. Typed or Printed Name and Title of Authorized Certifying Official <div style="text-align: center;">Jeremy T. Tobias, Executive Director</div>	c. Telephone (Area code, number and extension) <div style="text-align: center;">(661) 336-5236</div>
b. Signature of Authorized Certifying Official 	d. Email address Jeremy T. Tobias, Executive Director <div style="text-align: center;">jtobias@capk.org</div>
	e. Date Report Submitted (Month, Day, Year) <div style="text-align: center;">01/04/17</div>
14. Agency use only:	

Standard Form 425 - Revised 10/11/2011
 OMB Approval Number: 0348-0061
 Expiration Date: 02/28/2015

Paperwork Burden Statement
 According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB Control Number. The valid OMB control number for this information collection is 0348-0061. Public reporting burden for this collection of information is estimated to average 1.5 hours per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0061), Washington, DC 20503.

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Budget & Finance Committee

From: Christine Anami, Director of Finance

Date: January 18, 2017

Subject: Agenda Item : 2017 Community Services Block Grant (CSBG Contract (17F-2015) Budget

At the Board of Directors' meeting on November 30, 2016, the resolution to accept the Community Services Block Grant (CSBG) contract for 2017 was approved. At that time, the budget had not been finalized to support the estimated allocation amount of \$1,482,354, which is equal to the 2016 CSBG contract. The 2017 allocation is based on the continuing resolution for the first quarter of Federal Fiscal Year 2017. The 2017 CSBG contract will be amended if additional funds are appropriated.

For 2017, it is estimated that 41% of the contract will be used for centralized administrative costs and 59% of the contract will be used for programs, such as Food Bank, VITA, Migrant Alternative Payment and the youth centers that have anticipated funding gaps. For 2016, it was 35% centralized administrative costs and 65% program costs.

The following schedules are attached:

- Seven Year Budget Comparison. From 2011 to 2017, the CSBG contract amount has increased 20.5% or \$251,919.
- 2017 CSBG Budget by Program Compared to 2016
- CSBG Contract Budget Summary – State Form
- CSBG Budget Support – Other Agency Operating Funds – State Form

The 2017 CSBG contract packet, including the budget forms was mailed to the State in the third week of December 2016. If needed, budget modifications are allowed to be submitted to the State during the contract term up until November 15, 2017.

Recommendation

Staff recommends that the Budget & Finance Committee approves the budget for the 2017 CSBG contract (17F-2015).

Attachments: Seven year comparison of CSBG budget
2017 CSBG budget by program compared to 2016
CSBG Contract Budget Summary – State Form
CSBG Budget Support – Other Agency Operating Funds – State Form

**COMMUNITY ACTION PARTNERSHIP OF KERN
COMMUNITY SERVICES BLOCK GRANT (CSBG)
SEVEN YEAR BUDGET COMPARISON**

	2011	2012	2013	2014	2015	2016	2017
Administrative Costs	75.4%	65.1%	48.4%	53.4%	41.8%	34.9%	41.1%
Program Costs	<u>24.6%</u>	<u>34.9%</u>	<u>51.6%</u>	<u>46.6%</u>	<u>58.2%</u>	<u>65.1%</u>	<u>58.9%</u>
	<u>100.0%</u>	<u>100.0%</u>	<u>100.0%</u>	<u>100.0%</u>	<u>100.0%</u>	<u>100.0%</u>	<u>100.0%</u>
Funding Amount	\$1,230,435	\$1,196,355	\$1,366,988	\$1,384,531	\$1,396,948	\$1,482,354	\$1,482,354
Increase (Decrease)		(\$34,080)	\$170,633	\$17,543	\$12,417	\$85,406	\$0
% Increase from 2011 to 2017							20.5%

Note A: CSBG is a calendar year grant.

Note B: The State anticipates California's 2017 CSBG to remain consistent with the 2016 CSBG funding level.

Note C: In 2017, CSBG will be used 6.2% more for administrative costs than program costs because of the 10% indirect cost rate.

COMMUNITY ACTION PARTNERSHIP OF KERN
2017 CSBG BUDGET BY PROGRAM COMPARED TO 2016

Program	2016	%	2017	%	
Food Bank	479,719	32.4%	473,530	31.9%	
VITA	226,072	15.3%	166,785	11.3%	Note A
Friendship House	210,867	14.2%	195,858	13.2%	
Migrant Alternative Payment	179,277	12.1%	368,845	24.9%	Note B
Community Development	141,112	9.5%	153,215	10.3%	
Shafter Youth Center	114,041	7.7%	122,121	8.2%	
WIC	66,525	4.5%			Note C
211	44,207	3.0%			Note C
E Kern Family Resource Center	<u>20,534</u>	<u>1.4%</u>	<u>2,000</u>	<u>0.1%</u>	
Total CSBG Funding	<u>1,482,354</u>	<u>100.0%</u>	<u>1,482,354</u>	<u>100.0%</u>	

Note A: VITA will be less dependent on CSBG because of the IRS grant that was awarded for \$84,815.

Note B: Migrant Alternative Payment will need gap funding because of the 15% limit on administrative costs which includes the 10% indirect.

Note C: WIC and 211 are projected to be able to cover all program costs and the 10% indirect.

Note D: No new programs were added for 2017 that will need CSBG funding.

CSBG CONTRACT BUDGET SUMMARY

Contractor Name: Community Action Partnership of Kern		Contract Number: 17F-2015	Amendment Number:
Prepared By: Christine Anami, Director of Finance		Contract Term: 1/1/17 - 12/31/17	
Telephone Number: 661-336-5236 x1137		Contract Amount: \$1,482,354	
Date: 12/20/2016		E-mail Address: canami@capk.org	
SECTION 10: ADMINISTRATIVE COSTS			
Line Item		CSBG Funds (round to the nearest dollar)	
1	Salaries and Wages	\$105,082.00	
2	Fringe Benefits	\$23,118.00	
3	Operating Expenses	\$11,250.00	
4	Equipment		
5	Out-of-State Travel		
6	Contract/Consultant Services		
7	Other Costs	\$470,191.00	
Subtotal Section 10: Administrative Costs (cannot exceed 12% of the total operating budget in Section 80)		\$609,641.00	
SECTION 20: PROGRAM COSTS			
Line Item		CSBG Funds (round to the nearest dollar)	
1	Salaries and Wages	\$485,644.00	
2	Fringe Benefits	\$155,469.00	
3	Operating Expenses	\$220,600.00	
4	Equipment		
5	Out-of-State Travel		
6	Subcontractor/Consultant Services		
7	Other Costs	\$11,000.00	
Subtotal Section 20: Program Costs		\$872,713.00	
SECTION 40: Total CSBG Budget Amount (Sum of Subtotal Sections 10 and 20) Note: Total cannot exceed allocation amount.		\$1,482,354.00	
SECTION 70: Enter Other Agency Operating Funds Used to Support CSBG		\$55,569,000	
SECTION 80: Agency Total Operating Budget (Sum of Sections 40 and 70)		\$57,051,354.00	
SECTION 90: CSBG Funds Administrative Percent (Section 10 divided by Section 80)		1.07%	

CSBG Budget Support -- Other Agency Operating Funds

Contractor Name: Community Action Partnership of Kern	Contract Number: 17F-2015	Amendment Number:
Prepared By: Christine Anami, Director of Finance	Contract Term: 1/1/17 - 12/31/17	
Telephone Number: 661-336-5236 x1137	Contract Amount: \$1,482,354	
Date: 12/20/2016	E-mail Address: canami@capk.org	

Funding Source (DO NOT ABBREVIATE)	Funding Type Federal, State, Local, Private, Other	Funding Amount
Head Start/Early Head Start (CFDA #93.600)	Federal	\$29,813,000
Child Care and Development Block Grant (CFDA #93.575)	Federal	\$5,860,000
Low Income Home Energy Assistance (CFDA #93.568)	Federal	\$4,123,000
Women, Infants and Children (CFDA #10.557)	Federal	\$3,962,000
Emergency Food Assistance (CFDA #10.568 and #10.569)	Federal	\$2,635,000
Child and Adult Care Food (CFDA #10.558)	Federal	\$1,334,000
Child Care and Development Fund (CFDA #93.596)	Federal	\$977,000
Community Development Block Grant (CFDA #14.218)	Federal	\$249,000
Department of Energy Weatherization Assistance (CFDA #81.042)	Federal	\$242,000
Quality Rating & Improvement System Block Grant (CFDA #84.412)	Federal	\$150,000
IRS - VITA (CFDA #21.009)	Federal	\$85,000
Emergency Food & Shelter (CFDA #97.024)	Federal	\$84,000
Justice Assistance (CFDA #16.738)	Federal	\$58,000
Summer Food Service for Children (CFDA #10.559)	Federal	\$35,000
Supplemental Nutrition Assistance (CFDA #10.561)	Federal	\$16,000
Bioterrorism (CFDA #93.283)	Federal	\$10,000
California Dept of Education - State Preschool	State	\$2,200,000
California Dept of Education - General Center Child Care	State	\$1,206,000
California Dept of Education - Migrant Alternative Payment	State	\$846,000
California Dept of Community Services & Development - LIWP Solar PV Pilot	State	\$252,000
California Dept of Education - Migrant Child Care and Specialized Services	State	\$239,000
California Children and Families Commission	State	\$222,000
California Dept of Social Services - Differential Response Services	State	\$202,000
California Dept of Public Health - Information & Education	State	\$80,000
California Dept of Social Services - State Emergency Food Assistance	State	\$27,000
County of Kern - Gang Violence Prevention	County	\$71,000
County of Kern - 2-1-1 Kern	County	\$46,000
Bakersfield Californian Foundation	Private	\$100,000
Child Care Family Fees	Fee For Service	\$230,000
Food Bank Membership and Shared Maintenance Fees	Fee For Service	\$215,000
Total Other Agency Operating Funds to Support CSBG <small>(Total should match total on CSD 425 S form, Section 70)</small>		\$55,569,000

**COMMUNITY ACTION PARTNERSHIP OF KERN
DISCRETIONARY AND FUND RAISING FUNDS
FOR THE MONTH ENDED DECEMBER 31, 2016**

	03/01/16- 11/30/16	12/01/16- 12/31/16	TOTAL
BEGINNING BALANCE (NOTE 1)	402,432.61		402,432.61
CASH RECEIPTS			
2016 Awards Banquet Donations	58,265.00 a		58,265.00
2017 Awards Banquet Donations	0.00	175.00	175.00
Donations	11,478.61	2,276.40 b	13,755.01
Give Big Kern Donations (net)	1,532.45		1,532.45
Misc. Revenue	13,539.96	(5,710.95) c	7,829.01
Less: Friendship House Quad	(15,000.00)		(15,000.00)
Gain on Sale of Vehicles	7,837.43		7,837.43
Interest Income/Union Administrative Fee	844.94	102.30	947.24
TOTAL CASH RECEIPTS	78,498.39	(3,157.25)	75,341.14
CASH DISBURSEMENTS			
Line of Credit Interest Expense	545.02	121.49 d	666.51
Line of Credit Unused Commitment Fee	1,703.40		1,703.40
2016 Awards Banquet Expenses	20,871.89 a		20,871.89
2017 Awards Banquet Expenses	0.00	10.60	10.60
Licensing Late Fees - Head Start	3,165.00	7,065.00 e	10,230.00
Disallowed Costs - WIC	2,250.00		2,250.00
Labor Settlement	500.00		500.00
Property Taxes - Vacant Land	1,964.35		1,964.35
Outreach	0.00	1,075.00 f	1,075.00
Fundraising	1,431.00	159.00	1,590.00
Miscellaneous Expenses	435.89	395.34	831.23
Indirect Costs	2,612.32	988.00	3,600.32
TOTAL CASH DISBURSEMENTS	35,478.87	9,814.43	45,293.30
CASH PROVIDED (USED)	43,019.52	(12,971.68)	30,047.84
ENDING BALANCE	445,452.13		432,480.45
		Discretionary Cash	222,815.34
		Fund Raising Cash	209,835.85
			432,651.19
		Add: Prepaid	4.16
		Less: AP	(174.90)
			<u>432,480.45</u>

NOTES

1. For the year ended 2/29/16, the net increase to the Discretionary/Fund Raising Funds was \$65,722.45.
- a. As of 12/31/16, net 2016 awards banquet gain is \$43,727.94 (@ FYE 2/29/16 = 6,334.83 + 37,393.11 for 2016/17).
- b. Includes \$2,000 donation from Pacific Irrigation, Inc.
- c. Includes (1) \$6,210.95 repayment of tax overpayment refund from the State Employment Development Department recognized in October 2016 that was for another agency and (2) \$500 receipt from Union Bank.
- d. Interest expense on operating line of credit advance for \$1 million for one day.
- e. Settlement of late fees assessed on the 2010 annual Head Start license fee that was paid after the due date.
- f. Sponsorship for Golden Empire Gleaners event.

Date Prepared: 1/10/17

**COMMUNITY ACTION PARTNERSHIP OF KERN
HEAD START / STATE CHILD DEVELOPMENT PROGRAMS
POLICY COUNCIL (PC) MEETING MINUTES
NOVEMBER 17, 2016**

1. **CALL TO ORDER** – Chairperson, Jason Warren called the meeting to order at 5:30 p.m.
 - a. Moment of Silence, Pledge of Allegiance
 - b. Reading of Promise of Community Action
“Community Action changes people’s lives, embodies the spirit of hope, improves communities, and makes America a better place to live. We care about the entire community and are dedicated to helping people help themselves and each other.”
2. **ROLL CALL/SET QUORUM** – Secretary, Ana Luna - Quorum was established.
PC Members Present: Enrique Salazar, Anton Faern, Lachelle Calvillo, Ruben Castellanos, Maria Martinez, Gabriella McCutcheon, Christina Bates, Catherine Velasquez, Lizeth Calvo, Jason Warren, Savannah Scarpa, Lorena Fernandez, Marion Gomez, Ramona Campos
3. **APPROVAL OF AGENDA** – Chairperson, Jason Warren (*ACTION)
 - a. Approval of the revised PC Agenda dated November 17, 2016 to include action item 9(k) *“Amendment to the 2016-2017 PC bylaws regarding community representatives.”* was made by Gabriella McCutcheon; seconded by Christina Bates. Motion carried unanimously.
4. **APPROVAL OF MINUTES** – Chairperson, Jason Warren (*ACTION)
 - a. Approval of the PC meeting minutes dated October 13, 2016 was made by Savannah Scarpa; seconded by Lorena Fernandez. Motion carried unanimously.
5. **PRESENTATION OF GUESTS/PUBLIC FORUM**
(The public wishing to address the full Policy Council may do so at this time. Policy Council members may respond briefly to statements made or questions posed. However, the PC will take no action other than referring the item(s) to staff for study and analysis. Speakers are limited to five minutes each. If more than one person wishes to address the same topic, total group time for topic will be 10 minutes. Please state your name before making your presentation. Thank you.
Guests in attendance: Anastasia Lester; Deanna Perez; Ana Luna; Lindsay Harrison; Biviana Acosta; Erika Freehoffer; Argelia Diaz, Family Services & Governance Assistant; Elizabeth Cisneros, FSW San Diego; Yolanda Gonzales, Head Start/State Child Development Director; Mike Lackman, HR Manager; Maura Sandoval, Staffing Specialist; Lisa Price, PDM Administrative Assistant; Maria Pizano, FSW San Diego; Swathi Venkatesh, Research and Administrative Support Assistant; Janelle Gonzalez, Governance Coordinator; Angela Adams, Family Education Coordinator; Sandi Truman, VITA Program Manager; Jackie Escobar, Professional Development Specialist; Jerry Meade, Program Design & Management Administrator; Elizabeth Williams, Program Manager; Mary Ann Mooney, Program Manager, Rashi Strother; Family Services & Governance Specialist; Gloria Barbero, Program Administrator
6. **STANDING COMMITTEE REPORT** (5 minutes each)
 - a. Personnel Committee – No report
 - b. Planning Committee – No report
 - c. Finance Committee – No report
 - d. By-Laws Committee – No report
7. **HUMAN RESOURCES** (*ACTION)
 - a. **Human Resources Report** – Maura Sandoval, Staffing Specialist
Maura distributed the November 2016 Human Resources Report for review. Motion was made by Gabriella McCutcheon and seconded by Anton Faern to approve the Human Resources Report for November 2016. Motion carried unanimously.

b. Executive Session – Mike Lackman, Human Resources Manager

Motion made by Gabriella McCutcheon to move to Executive Session at 5:40 p.m. Motion made to approve Executive Session report made by Ana Luna; seconded by Lorena Fernandez. Motion carried unanimously. Policy Council reconvened at 5:44 p.m.

8. PRESENTATIONS

a. Volunteer Income Tax Assistance Program (VITA) – Sandi Truman, Program Manager

Sandi Truman, Program Manager for the Volunteer Income Tax Assistance (VITA) Program presented an overview of this program. This is a year round no cost income tax assistance program with over 4,800 returns prepared this past tax season. Sandi trains approximately 50-60 volunteers each year to assist in completing tax returns. There is no cost to the trainee. However, it is asked that they volunteer for two 4 hour shifts per week. Sandi is available and would be happy to speak to parents (at parent meetings) to provide information about this cost saving service. The busiest time of the year for VITA is January through April and cannot present at any parent meeting during these months.

b. 2016 Customer Satisfaction Survey – Swathi Venkatesh, Research and Administrative Support Assistant

Swathi informed the group about the 2016 Customer Satisfaction Survey and encouraged parents to complete this survey and share the experiences they have had with our staff and programs. She added that last year there were 1000 surveys completed throughout the agency with 330 Head Start parents participating. Swathi is confident we will have an increase in participation this year. She added that survey will be available at the centers as well as online. The deadline for completion will be the first week of December.

9. NEW BUSINESS – Chairperson (*ACTION)

a. New Fundamental View DRDP 2015 – Leslie Mitchell, Administrator of Education Support Services

On Leslie's behalf Yolanda Gonzales gave an overview on the DRDP screening tool adding that it is administered to our children 3 times per year as required. There are 52 developmental areas that are screened with this tool. Recently the state has released another tool which consists of 43 fundamental measures. This tool is aligned to the School Readiness framework and does not take away from the true picture or from setting a baseline; it is simply a more condensed version. The request is that the Policy Council approves the use of the new fundamental view DRDP 2015. Motion made by Catherine Velasquez and seconded by Savannah Scarpa. Motion carried unanimously.

b. Nomination and election of the Policy Council Chairperson (2 minutes)

Janelle provided an overview of the roles and responsibilities of this position. Self-nominations were made by Enrique Salazar and Lorena Fernandez. Each candidate was given an opportunity to address the group prior to voting. Enrique received the majority of votes. Motion was made by Marion Gomez to approve the election of Enrique Salazar for the position of PC Chairperson; seconded by Ruben Castellanos. Motion carried unanimously.

c. Nomination and election of the Policy Council Vice Chairperson (2 minutes)

Janelle provided an overview of the roles and responsibilities of this position. Self-nominations were made by Lorena Fernandez and Jason Warren. Each candidate was given an opportunity to address the group prior to voting. Lorena received the majority of votes. Motion was made by Savannah Scarpa to approve the election of Lorena Fernandez for the position of PC Vice-Chairperson; seconded by Anton Faern. Motion carried unanimously.

d. Nomination and election of the Policy Council Secretary (2 minutes)

Janelle provided an overview of the roles and responsibilities of this position. She added that this position will also be the chair of the newly formed School Readiness sub-committee and not of the Personnel Committee which has been past practice. PC will no longer have a personnel subcommittee. Self-nominations were made by Christina Bates and Lachelle Calvillo. Each candidate was given an opportunity to address the group prior to voting. Christina received the majority of votes. Motion was

made by Savannah Scarpa to approve the election of Christina Bates for the position of PC Secretary; seconded by Lorena Fernandez. Motion carried unanimously.

e. Nomination and election of the Policy Council Treasurer (2 minutes)

Janelle provided an overview of the roles and responsibilities of this position. A sole self-nomination was made by Gabriella McCutcheon. Motion was made by Ana Luna to approve the election of Gabriella for the position of PC Treasurer; seconded by Savannah Scarpa. Motion carried unanimously.

f. Nomination and election of the Policy Council Parliamentarian (2 minutes)

Janelle provided an overview of the roles and responsibilities of this position. Self-nominations were made by Savannah Scarpa and Jason Warren. Each candidate was given an opportunity to address the group prior to voting. Savannah received the majority of votes. Motion was made by Anton Faern to approve the election of Savannah Scarpa for the position of PC Parliamentarian; seconded by Lorena Fernandez. Motion carried unanimously.

g. Nomination and election of the Policy Council Community Representative (2 minutes)

Janelle shared with the group that there are two representatives from the community that are interested in serving on the PC Board however current bylaws allow for only one. The community representative nominees introduced themselves and the organization they represent. They also addressed the group prior to voting, sharing why they are interested in serving on PC. Nominees were Anastasia Lester of First 5 Kern and Lindsay Harrison of Boys & Girls Club and Standard School District. Ana received the majority of votes. At this time Janelle shared with the group that upon approval (from Policy Council as well as CAPK Board of Directors) to amend the PC Bylaws to include additional community representatives the nominee with the fewest votes can be voted in as well. It was asked how long that take will? Janelle stated that it is on the agenda tonight for approval and the Board of Directors will convene in January at which time they will vote; the hope is that this can happen in time for February's PC Meeting. Motion was made by Savannah Scarpa to approve Ana Lester for the position of PC Community Representative; seconded by Jason Warren. Motion carried unanimously.

h. Nomination and election of Policy Council Bylaws Committee members (7 openings)

Janelle reminded the group that as a member of Policy Council they must serve on at least one subcommittee. She added that the Parliamentarian is automatically the chairperson of the PC Bylaws Committee. As staff sponsor of this committee Janelle shared that she has scheduled the first meeting for December 1, 2016; this subcommittee will meet approximately 3-4 times per year. The following members expressed a desire to be a member of the PC Bylaws Committee: Jason Warren, Anton Faern, Ruben Castellanos, Catherine Velasquez, Ramona Campos, Lachelle Calvillo. Motion made by Savannah Scarpa to approve the nominees as presented; seconded by Jason Warren. Motion carried unanimously.

i. Request for the approval of the proposed Policy Council Meeting days and times

Proposed time and dates as provided in the Policy Council packet were presented. The proposal is for meeting days to take place on the final Thursday of the month with light dinner at 5:00 p.m. and PC Meeting to begin at 5:30 p.m. Motion was made by Ruben Castillo; seconded by Jason Warren. Motion carried unanimously.

j. Request for PC members to attend the CHSA Annual Conference of Champions for Stronger Children and Families

At this time a brief overview along with dates for the upcoming CHSA Conference was given. The CHSA Annual Conference: Champions for Stronger Children and Families will be held January 8-10, 2016 in Sacramento, CA. Jerry added that it is extremely important if parents are interested in attending that they are certain their schedule permits. Parents need to ensure they have childcare, time off work etc. as there is an extensive process required by staff to complete the travel process. There are hotel reservations, per diem checks, conference registration etc. to prepare for each individual attending. If cancellation is necessary some costs may not be refundable. Jason Warren, Lorena Fernandez, Ramona Campos and Savannah Scarpa nominated themselves to attend this conference. Motion was made by Jason Warren; seconded by Lorena Fernandez for nominated parents to attend the CHSA Annual Conference. Motion carried unanimously.

k. Amendment to the 2016-2017 Policy Council Bylaws regarding Community Representatives

Janelle shared that this year is unique in the fact that we have more than one interested party in this position and the bylaws only allow for one community representative on the PC Board. With that said a request was made to approve an amendment to the bylaws regarding community representatives. Motion was made by Savannah Scarpa; seconded by Gabriella McCutcheon. Motion carried unanimously.

10. COMMUNICATIONS – Chairperson

- a) Head Start & Early Head Start – Kern Budget vs. Actual Expenditures
March 1, 2016 through October 31, 2016
 - b) Early Head Start – San Joaquin Budget vs. Actual Expenditures
February 1, 2016 through October 31, 2016
 - c) Early Head Start Child Care Partnerships Budget vs. Actual Expenditures
September 1, 2016 through October 31, 2016
 - d) Parent Local Travel & Child Care, for the period ended October 31, 2016 (English/Spanish)
 - e) Parent Activity Funds, for the period ended October 31, 2016 (English/Spanish)
 - f) Parent Meals, for the period ended October 31, 2016 (English/Spanish)
 - g) Enrollment, Average Daily Attendance and Child & Adult Care Food Program/Central Kitchen Report and Report for HS/EHS Kern, EHS San Joaquin and EHS Child Care Partnerships, October 2016
 - h) Autism Society Family Support Group Meeting Dates
 - i) Preventing Bullying HHS/ACF/OHS. 2016. English.
 - j) Jersey Mike's Subs Fundraiser
 - k) Kern Literacy Council Volunteer Tutor
 - l) Covered California: Get Help Paying for Your Health Insurance (English/Spanish)
 - m) Events at Beale Memorial Library, November 2016
 - n) Consumer Family Learning Center Calendar, November 2016
 - o) CHSA 2017 Annual Conference: Champions for Stronger Children and Families (English/Spanish)
 - p) Policy Council Executive Officer roles & Responsibilities (English/Spanish)
 - q) Functions of the Policy Council Subcommittees (English/Spanish)
 - r) New Life Residential & Training Center: Drive it Forward 2016
 - s) The Salvation Army Seasonal Assistance Giveaway
- Motion made by Gabriella McCutcheon to receive and file items (a) – (s)

11. PROGRAM GOVERNANCE REPORT/TRAINING – Janelle Gonzalez

Janelle congratulated the executive officers on their new positions and stated that she will be scheduling a group training soon. The PC Board will be working on a collaborative entity and will learn about the program and how a non-profit functions among other pertinent topics. New learning regarding leadership and advocacy for your child (and all children) will also take place. Janelle shared that one of the changes with regard to PC is that there will no longer be a Personnel subcommittee that has been replaced with a School Readiness subcommittee which is still in the forming stages. This is an exciting time and she is looking forward to the upcoming term and working with everyone. In closing, Janelle shared a short video clip about teamwork.

12. COMMUNITY REPRESENTATIVE REPORT

No report

13. POLICY COUNCIL CHAIRPERSON REPORT

Enrique thanked the group for electing him PC Chairperson. He added that they (PC Board Members) are a team and he thanked them for their time.

14. BOARD OF DIRECTORS REPRESENTATIVE REPORT

No report.

15. DIRECTORS REPORT (HEAD START/STATE CHILD DEVELOPMENT) – Yolanda Gonzales

Yolanda thanked everyone for their attendance and said how excited she is for the upcoming year and she is inspired by the enthusiasm of this newly elected PC board. Yolanda shared that approximately 35 years ago she too was a Head Start parent and was so appreciative of the program and wanted to give back. She is looking forward to working with everyone and getting to know them better. Yolanda thanked everyone for their commitment and passion and encouraged them to ask questions. Yolanda added that there are new performance standards and parents will learn through this process what that means for them and what to expect. In closing, she spoke of how important it is for parents to set goals and to never give up reminding them that we are here not only for the children but the whole family.

16. ANNOUNCEMENTS – Chairperson

The question/inquiry was posed regarding the new barcode scanning system. Jerry briefly explained that attendance & meal counts are taken and then hard copies are submitted to a team of three of his staff who manually input all of that information for every child at every center we have for every meal. Use of the barcode system allows for this information to immediately be reported thus alleviating a large part of the data input process. It is slowly rolling out to a few centers at a time and will eventually be used at all centers. Jason shared that he is interested in organizing a male involvement activity adding that male involvement is something he is passionate about. Lorena invited anyone interested to come out on Tuesday, November 22 to assist with a float that the Lamont center will have in the upcoming December 3rd Holiday Parade. She added that though this is geared towards male involvement giving an opportunity to dads, grandpas, uncles and other males in the child's life to participate however any and all help is welcome! Lorena also shared an opportunity this weekend to assist with feeding the homeless at Martin Luther King Park. A flyer was distributed regarding this event. Jerry shared that a committee has been formed with a tentative meeting date to review the CAPK Employee Handbook. He added that parental involvement is welcome if anyone is interested adding that there will be a sign up sheet available along with two dates. Interested parties were asked to sign up and select the date that works best for their schedule.

17. ADJOURNMENT – Chairperson

Meeting was adjourned at 7:40 p.m.

*Lisa Price/PDM Administrative Assistant
Completed 11.23.16*

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Board of Directors
From:  Jeremy T. Tobias, Executive Director
Date: January 25, 2017
Subject: *Agenda Item IX: Executive Director Report (Action Item- receive and file)*

a) CAPK Annual Report

Staff is proud to present the CAPK 2016 Annual Report. The Directors and Outreach team did another fantastic job developing this new report. Hard copies of the report will be distributed to the Board members at the meeting.

b) Board member attendance report

As a reminder, a new meeting attendance report will be utilized this year. Attached is copy of the format that will be included in the Board packets going forward.

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COMMUNITY ACTION PARTNERSHIP OF KERN BOARD OF DIRECTORS

2017 ATTENDANCE ROSTER

	JAN	FEB	MAR	APR	MAY	JUN	AUG	SEP	OCT	NOV
Benton, Janea										
Camp, Jim										
Corrigan, Garth										
Floyd, Curtis										
Henderson, Craig										
Maggard, Mike										
Ochoa, Yolanda										
Panos, Marian										
Peterson, Warren										
Plane, Fred										
Rodriguez, Charlie										
Vigil, Ana										
Policy Council Rep										

- No meeting held due to lack of quorum.

NO MEETINGS ARE SCHEDULED FOR THE MONTHS OF JULY OR DECEMBER