

COMMUNITY ACTION PARTNERSHIP OF KERN
BOARD OF DIRECTORS MEETING

5005 Business Park North, Bakersfield, CA

February 22, 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 New Board Member
 - Lorena Fernandez, Head Start Policy Council Representative
- d. Roll Call

Garth Corrigan
Janea Benton
Mike Maggard
Ana Vigil

Curtis Floyd
James Camp
Yolanda Ochoa

Fred Plane
Lorena Fernandez
Marian Panos

Warren Peterson
Craig Henderson
Charlie Rodriguez

II. Approval of Agenda

III. Closed Session

- a. Conference with Real Property Negotiators

Property address: 3101 Mall View Rd.

Agency negotiator: Jeremy Tobias, Ralph Martinez, Emilio Wagner, Yolanda Gonzales

Negotiating parties: Chris Johnston, Millennium Holdings, LLC

Under negotiation: Concerning price and terms of payment

IV. Closed Session Report

V. Approval of meeting minutes

- a. Minutes of January 25, 2017 Board of Directors meeting – **Action Item (p. 1-9)**

VI. 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.)

VII. Special Presentations

- a. Program update on San Joaquin County Early Head Start contract – **Info Item**

VIII. New Business

- a. Re-naming Stine Child Development Center – Yolanda Gonzales, Director of Head Start/ State Child Development – **Action Item (p. 10)**
- b. Head Start Duration Funding Carryover of Unobligated Balances – Yolanda Gonzales, Director of Head Start/ State Child Development – **Action Item (p. 11)**
- c. Update on Community Care Licensing Late Fees – Yolanda Gonzales, Director of Head Start / State Child Development – **Info Item (p. 12-19)**
 - Licensing Late Fees Timeline
 - Sample Sterling Consolidated Invoice
- d. Approval of Employee Policy Manual – Michele Nowell, Director of Human Resources – **Action Item (p. 20)**
- e. WIC Request to use Discretionary Funds – Carmen Segovia, Director of Health and Nutrition Services – **Action Item (p. 21)**
- f. Recommendation of Award for Property, Liability, Automobile, Crime and Management Liability Coverage – Emilio Wagner, Director of Operations – **Action Item (p. 22-56)**
 - Proposal of Insurance
- g. New Vendor Contracts and Aggregate Amounts for Central Kitchen– Emilio Wagner, Director of Operations – **Action Item (p. 57-75)**
 - Procurement Results Summary, Evaluation Summary, and Price Scoring Forms:
 - RFP CAPK 2017-002 Dairy Products
 - RFP CAPK 2017-003 Produce
 - RFP CAPK 2017-004 General Food

IX. Committee Reports

- a. Program Review & Evaluation Committee Report – Ralph Martinez, Director of Community Development – **Action Item**
 - i. Minutes of February 8, 2017 (**p. 76-78**)
 - ii. Program Reports
 - 1. January 2017 Program and Division Reports (**p. 79-92**)
 - 2. Application Status Report and Funding Requests (**p. 93-97**)
 - a. Pacific Western Bank for CAPK VITA

- b. Bank of America Charitable Foundation for Friendship House Community Center
- 3. Head Start / State Child Development December and January Enrollment Update and Meals Report **(p. 98-99)**
- 4. January 2017 Outreach and Advocacy Report **(p. 100)**

- b. Budget & Finance Committee Report – Christine Anami, Director of Finance – **Action Item**
 - i. Minutes of February 15, 2017 **(p. 101-104)**
 - ii. Past Due Facility Licensing Fees **(p. 105-110)**
 - iii. Head Start and Early Head Start Budget to Actual Reports for the Period Ended January 31, 2017 **(p. 111-120)**
 - iv. Line of Credit Renewal **(p. 121-125)**
 - v. Authorized Signers on CAPK Bank Accounts **(p. 126)**
 - vi. Discretionary Fund Update **(p. 127)**
 - vii. Financial Statements, January 2017 **(Section 3 of binder)**

X. Advisory Board Reports

- a. Head Start Policy Council Report – Lorena Fernandez, Policy Council Representative – **Action Item**
 - i. Minutes of January 26, 2017 **(p. 128-131)**
- b. Friendship House Advisory Report – Ralph Martinez, Director of Community Development – **Action Item**
 - i. Verbal Report

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

- a. Read Across America Invitation **(p. 132)**

XII. Board Member Comments

XIII. Next Scheduled Meeting

Board of Directors Meeting
Wednesday, March 29, 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, February 17, 2017. Swathi Venkatesh, Community Development Specialist

COMMUNITY ACTION PARTNERSHIP OF KERN
BOARD OF DIRECTORS MEETING
January 25, 2017
12:00pm

MEETING MINUTES

I. Call to Order

Fred Plane called the meeting to order at 12:02pm 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. 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

Roll call was taken with a quorum present:

Present: Jim Camp, Ana Vigil (12:09pm), Marian Panos, Craig Henderson, Fred Plane, Mike Maggard, Jason Warren, Warren Peterson, Yolanda Ochoa, Janea Benton

Absent: Garth Corrigan, Curtis Floyd, Charlie Rodriguez

- e. Election of Board Officers

Current Board Officers

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

Motion was made and seconded to approve the existing slate of officers to serve a second term of office in 2017. Carried by unanimous vote. (Henderson/Plane)

II. Approval of Agenda

Jeremy Tobias requested a change to agenda item VII(c) to change to an Action Item.

Motion was made and seconded to approve the Board of Directors meeting agenda as revised for January 25, 2017. Carried by unanimous vote. (Henderson/Maggard)

III. Approval of meeting minutes

- a. Minutes of November 30, 2016 Board of Directors meeting – **Action Item**

Motion was made and seconded to approve the minutes of the November 30, 2016 Board of Directors meeting. Carried by unanimous vote. (Peterson/Ochoa)

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 under this item.

V. Special Presentations

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

Louis Medina showcased a 3-minute video that shows a broad overview of the agency. This video is currently being used by Human Resources during new hire orientations, and will also be used for different community presentations.

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***

Christine Anami introduced Andrew Paulden, CPA, Brown Armstrong. Andrew presented the 2016 audit reports. No deficiencies or material weaknesses were noted this year on the Fiscal Year Audit or the Special Purpose Audit. Andrew noted that there were three 'Agreed Upon Conditions' regarding: Payroll testing, Child Care Development Block Grant Eligibility, and Reporting. There were no prior year conditions or recommendations.

Mike Maggard was concerned with the third Agreed Upon Condition pertaining to lack of oversight in Child Care Development Block Grant Reporting. Mike shared his concern that two out of the three Agreed Upon Conditions were for the same program – Head Start. During the next Audit & Pension Committee meeting on April 6, 2017, Mike would like confirmation that there is adequate oversight in the program concerned and that identified issues have been resolved. Fred Plane requested to have a report to the full Board of Directors after the Audit Committee has reviewed the item, which would be the Board meeting on April 26, 2017.

Motion was made and seconded to refer the Brown Armstrong Agreed Upon Conditions report designed to increase efficiency, internal controls, and/or financial reporting findings to the April 6, 2017 Audit Committee Meeting, and to receive an update on all three conditions at the Board meeting on April 26, 2017, demonstrating that they have been resolved. Carried by unanimous vote. (Henderson/Maggard)

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

Michele Nowell stated that the Employee Policy Manual has been completely revised since it was last updated in 2008, and a draft of the new document was presented to the Executive Committee in December 2016 as an information item. This is also an information item with the full Board today, to offer a chance to review and comment on the document. Michele stated that some CAPK employees are part of an employee union, and if there is any conflict between the CAPK Employee Policy Manual and the union contract, the union contract takes precedence. A “meet and confer” meeting with the union is scheduled today to discuss the employee policy manual. Michele said the current plan is to bring the employee policy manual back at the February 22, 2017 Board of Directors meeting for final review and approval.

Craig Henderson asked if staff who are on a path of disciplinary action are aware that they may be terminated. Michele stated that the agency has progressive steps to disciplinary action, and these steps clearly spelled out and will be made available online as well.

c. Organizational Standards Requirements – Brady Bernhart, Community Development Specialist – **Info Item**

Swathi Venkatesh presented the Organizational Standards update. There is a requirement at the national level that CSBG eligible entities comply with minimum organizational standards. CAPK currently meets 55 of the 58 organizational standards. A template of the Succession Plan for the Executive Director was presented for review, and we hope to bring the final draft to the Board at the February 22, 2017 Board of Directors Meeting.

Swathi stated that the Board of Directors Conflict of Interest Policy should be signed every two years. She will follow up with all Board Members via email during the next two weeks to ensure this document is signed.

d. Contract for Services Agreement for Garden Pathways – Yolanda Gonzales, Director of Head Start / State Child Development – **Action Item**

Jerry Meade stated that in late 2016, Kern Community College District requested to reduce the funded enrollment slots through our partnership agreement at Bakersfield College Child Development Center by 8 slots. This allows Head Start to enter into agreement with another partner, Garden Pathways, for the 8 infant slots.

Motion was made and seconded to approve the Early Head Start Child Development Partnership Agreement with the Garden Pathways Downtown Education Center.

e. San Joaquin County Food Service Agreement – Yolanda Gonzales, Director of Head Start / State Child Development – **Action Item**

Jerry stated that this a request to renew our contract for child and adult meals for our San Joaquin Early Head Start program. The annual total for the contract will exceed the internal staff approval threshold of \$200,000, and requires CAPK Board approval. The procurement process has been completed according to agency policy. Fred asked if they were a reliable vendor. Jerry assured him that they have been.

Motion was made and seconded to approve the San Joaquin County Early Head Start Food Service 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. Carried by unanimous vote. (Ochoa/Panos)

- f. Waiver of Non-Federal Share for San Joaquin County – Yolanda Gonzales, Director of Head Start / State Child Development – **Action Item**

Jerry stated that during the Executive Committee meeting in December 2016, a full program update of the grant was requested. This will be presented at the February 22, 2017 Board meeting. As we near the end of our second funding year, we have yet to become fully operational with delays in opening of some sites and an oversaturation of Home-Based program options. The staff in San Joaquin have increased efforts to expand non-federal share using varied strategies. The Regional Office is fully supportive of this request and they are also understanding of the challenges that we have faced as a new grantee coming in new to turn around a once-failed program.

Motion was made and seconded to approve the San Joaquin County Early Head Start request to submit a waiver for non-federal share for the 2016-2017 funding year. Carried by unanimous vote. (Henderson/Warren)

- g. Community Care Licensing Late Fees – Yolanda Gonzales, Director of Head Start State Child Development – **Action Item**

Yolanda Gonzales stated that in mid-2015, she brought to the Board of Directors a concern regarding Community Care Licensing (CCL) late fees. Late fees were assessed on a missed annual fee payment from 2011. She has maintained ongoing communication with CCL, who advised CAPK to pay the 2011 annual fees. The Board approved payment of the initial fee, and instructed staff to negotiate the accrued late fees. In December 2016, CCL notified us that all of the accrued late fees would be waived with the exception of \$7,065, the amount of the initial late fee.

Yolanda assured the Board that the program has strengthened and improved its systems to ensure that all invoices paid on time.

Mike Maggard inquired if this was the same department that had challenges with oversight in the audit report. He stated that this should be added to the report that will be made at the April 26, 2017 Board meeting. He stated that the Board needs to

be assured that this will not happen again in this department, since he believes this is part of a bigger problem.

Jeremy stated that it was an issue with both the state processes and our internal agency processes. Jeremy stated that Head Start staff has initiated new processes and the staff is confident that they have addressed the issue and it has been cleaned up. Craig inquired when Finance became aware of the issue. Christine Anami responded that she became aware in 2014. Craig believes this is part of the problem. Yolanda stated that she was not aware of this until her previous Fiscal Officer brought it to her attention in 2012. Yolanda stated that she takes full responsibility for this but she stressed that her program has made every effort to get this resolved. She stated that her program believes in excellence and she has put stronger systems in place.

Mike inquired when the issue was first discovered. Jeremy stated that it is his understanding that initially, when Head Start staff received the invoice in late 2012, it showed a past due amount from the previous billing cycle in 2011, and that was the first indication for Head Start staff that something was not right. There was apparently then a debate between Head Start fiscal staff and CCL as to whether or not the payment was in reality missed, or a mistake was made by CCL and it was not posted correctly by their staff. That discussion took many twists and turns over a long period of time. Once it was agreed by both parties that the payment was in fact missed, it was brought to Jeremy's attention and he instructed that it be brought to the Board.

Craig wanted to know the amount of the late fees. Yolanda stated that the late fees have amounted to over \$40,000. Warren Peterson asked where the invoice is being mailed. Yolanda stated that previously when this issue occurred, the invoices were being mailed directly to the various center sites which is most likely the root cause of this entire issue, but they are now being mailed to the Administrative Office.

Fred requested a full written report with the chronology of what happened and what the agency did to mitigate the issue be brought back to the Board. It was agreed that staff would provide a full report of the timeline and chronology of events at the next Board meeting.

Motion was made and seconded to approve the retroactive payment of late fees from the discretionary account in the amount of \$7,065. (Henderson/Vigil)

- h. Proposed Changes to the 2016-2017 Policy Council Bylaws – Janelle Gonzales, Program Governance Coordinator – **Action Item**

Janelle Gonzales stated that the Bylaws have been changed to support the revised Head Start Performance Standards.

Craig inquired what changes have been made; he noted that only Robert's Rules of Order was in red. Jerry stated that the document first shows the current Bylaws and

immediately underneath it, the proposed changes. Jerry stated that the changed Bylaws will also be presented at the January 26, 2017 Head Start Policy Council Meeting. During this meeting, a new Board representative will be assigned.

Janelle stated that parents who no longer have children enrolled in the program must sit on their local elementary school PTA. Ana was concerned that there are schools who do not have a PTA, she would like to know how the agency plans to accommodate those parents. Janelle stated that in that scenario, parents can belong to another community group or committee in order to be eligible to participate in the Policy Council.

Motion was made and seconded to approve the proposed changes to the Policy Council Bylaws to support the revised Head Start Performance Standards. Carried by unanimous vote. (Vigil/Ochoa)

VII. Committee Reports

- a. Executive Committee Report – Jeremy Tobias, Executive Director – **Action Item**
 - i. Minutes of December 14, 2016 meeting
 - ii. Removal of Board Member Jose Gonzalez; Category II, Low Income Sector Representative serving South Kern
 - iii. Amendment to the Employee Sick Leave Cash Out Policy
 - iv. Application Status Report
 - 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
 - vi. Finance Director Report
 - a. Discretionary/ Fund Raising Funds Analysis, November 2016
 - b. Abbreviated Financial Report

Jeremy stated that the committee approved to remove Board Member Jose Gonzales due to his abandonment of the seat. Staff also presented an amendment to the employee sick leave cash out policy, proposing a tiered system to ultimately discourage the abuse of sick leave.

Motion was made and seconded to approve the Executive Committee Report. Carried by unanimous vote. (Peterson/Ochoa)

- b. Audit and Pension Committee Report – Christine Anami, Director of Finance – **Action Item**
 - i. Minutes of January 12, 2017
 - ii. Audit Transmittal Report (TR) 16-005 (FEY 2-28-16) from the Department of Community Services and Development

Chris stated that Brooke Baird of Brown Armstrong presented the audit reports, noting that CAPK received an unmodified clean opinion audit with no deficiencies or material weaknesses.

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

- c. Program Review & Evaluation Committee Report – Ralph Martinez, Director of Community Development – **Info Item**
 - i. Minutes of January 11, 2017
 - ii. Program Reports
 - 1. December 2016 Program and Division Reports
 - 2. Application Status Report and Funding Requests
 - 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
 - 4. November-December 2016 Outreach and Advocacy Report

Kathline Moessner stated that two funding requests were presented: \$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 for East Kern families at the East Kern Family Resource Center.

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

- d. Budget & Finance Committee Report – Christine Anami, Director of Finance – **Action Item**
 - i. Minutes of January 18, 2017
 - ii. Head Start and Early Head Start Budget to Actual Reports for the Period Ending December 31, 2016
 - iii. 2015-16 Early Head Start Partnership Federal Financial Report (Final)
 - iv. 2017 Community Services Block Grant (CSBG Contract #17F-2015) Budget
 - v. Discretionary Fund Update
 - vi. Financial Statements, December 2016 (**Section 3 of binder**)

Christine stated that the draft succession plan for the Executive Director was presented. The 2017 Community Services Block Grant (CSBG) was approved, some of these monies will be utilized to support administration in our programs, including the Indirect Cost. Christine reported an overall net decrease in the Discretionary Fund of approximately \$13,000 in the month of December 2016.

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

VIII. Advisory Board Reports

- a. Head Start Policy Council Report – Jason Warren, Policy Council Representative - ***Action Item (p. 207)***
 - i. Minutes of November 17, 2016

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

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

Kathline stated that the Bakersfield Police Department delivered toys for the children and Santa Claus entertained the children at the Youth Centers. The PREP Works program orientation was held at Friendship House and in Wasco, and with the two events, over 160 youth and parents were in attendance. Westchester Kiwanis provided a Walmart shopping spree for three Friendship House youth, which was a huge help to the family.

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

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

- a. 2016 CAPK Annual Report
- b. Update on the Board Attendance Report

Jeremy presented the CAPK 2016 Annual Report. He thanked the Outreach team and the Directors and program staff for a job well done on the report. A new meeting attendance roster will be utilized this year. Jeremy thanked Supervisor Maggard for the EITC and VITA program proclamation that was presented.

Motion was made and seconded to approve the Executive Director Report. Carried by unanimous vote. (Henderson/Peterson)

X. Board Member Comments

Craig welcomed new members and wished everyone a Happy New Year.

XI. Closed Session

Fred Plane announced we have a closed session item as listed on the agenda. The Board adjourned into closed session at 1:35 pm.

- 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. Closed Session Report

The Board returned to open session at 2:25 pm. Fred announced that there was no reportable action taken in closed session, and the Board requested that this item be brought back to closed session at the next Board of Directors meeting on February 22, 2017.

Motion was made and seconded to defer the closed session issue to the next Board meeting. Carried by unanimous vote. (Peterson/Vigil)

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


The meeting adjourned at 2:26pm.

COMMUNITY ACTION PARTNERSHIP *OF* KERN

MEMORANDUM

To: Board of Directors

Cc: Jeremy Tobias, Executive Director

From:  Yolanda Gonzales, Director of Head Start / State Child Development

Date: February 22nd, 2017

Subject: *Agenda Item VIII(a):* Re-naming Stine Child Development Center – Action Item

As the 25th Mayor of the City of Bakersfield, Harvey L. Hall holds the distinction of having served four terms—the longest in the history of the city. Mayor Hall's support for future generations is best demonstrated through the creation of the Mayor Hall Scholarship Fund to benefit local students. Since 2002, he has awarded 297 scholarships, worth \$253,000 in financial aid.

Mayor Hall received CAPK's Humanitarian of the Year Award in 2013 for his efforts to serve our community. In 2015, Mayor Hall participated at CAPK's annual Read across America event, as a guest reader for children at the Stine Child Development Center. Since the event, he has stayed in touch with the center director and "adopted" the center, pledging to make needed enhancements, including the painting of the center.

Mayor Hall continues to contribute his time and resources to mentor, inspire, and encourage our children.

Recommendation:


Staff recommends that the Board of Directors approves the re-naming of the Stine Child Development Center to the "Harvey L. Hall Child Development Center" in recognition of Mayor Hall's commitment to Head Start children and their families.

Cc: Leslie Mitchell, Administrator of Education and Support Services

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Board of Directors

From:  Yolanda Gonzales, Director of Head Start/ State Child Development

Date: February 22, 2017

Subject: *Agenda Item VIII(b):* Head Start Duration Funding - Carryover of Unobligated Balances – Action Item

On November 28, 2016, CAPK received a Notice of Award from the Department of Health and Human Services (09CH9142-03-02) for the Head Start / State Child Development Division for Duration funding in the amount of \$723,019. These funds will add dollars to our ongoing base funding; additionally, they will provide one-time start-up funding for the projects identified in the grant application.

At this time we do not anticipate fully obligating these funds in the current funding year, and are requesting to carryover these funds into the 2017-2018 funding year. The carryover request will consist of the following:

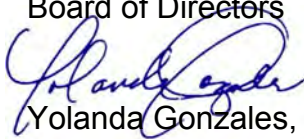
- **Head Start Duration Base Funds ~ \$191,067** *(25% proration of the annual base funding)*
The additional base funding will support a third staff member (Assistant Teacher) in classrooms that will now operate 1020 hours annually. The funds will help us continue to meet the grant objectives in hiring/maintaining additional staff in classrooms.
- **Head Start Duration Start-Up Funds ~ \$531,952**
We are currently in the process of negotiating the leasing of one new facility with two classrooms (Wasco), and adding one classroom (Taft). If approved, the carried over start-up funds will be used to renovate and prepare these new classrooms as approved in the Notice of Award.

Recommendation:

Staff recommends the CAPK Board of Directors approve the carryover of unobligated balances from the Head Start Duration funding award 09CH9142-03-02 from the 2016-2017 funding year to the 2017-2018 funding year.

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Board of Directors

From: Yolanda Gonzales, Director of Head Start / State Child Development
Date: February 22, 2017
Subject: *Agenda Item VIII(c):* Update on Community Care Licensing Late Fees – Info Item

Background

California Department of Social Services, Community Care Licensing Division (CCL) requires an annual fee for each licensed child care facility. Most of Community Action Partnership of Kern's (CAPK's) annual facility fees are consolidated into a single aggregated invoice under one designated facility. The aggregated invoice referred to in this Memorandum is the Sterling Consolidated Invoice.

CCL charges a fee for late payments. When a late fee is assessed, the licensee is not notified until the next annual fee is billed, which is ten months after the previous payment due date. CCL does not otherwise inform the licensee when annual fees are received after the payment due date.

When CCL receives a payment from a licensee, that payment is first applied to outstanding late fees. The balance of the payment is then applied to the annual fee. If the payment made is insufficient to cover both the late fee and the annual fee, additional late fees will be assessed on the unpaid amount.

The Sterling Consolidated Invoice for 2012 included a late fee in the amount of \$7,315 that had been assessed on the 2011 annual fee. At that time, CAPK staff believed that the 2011 annual fee payment had been made, and that there was an error on the part of CCL. CCL staff agreed that its payment records could be incorrect. Thus began a long discussion with CCL staff, which was carried out in good faith by both parties in an effort to resolve this issue. The timeline is attached for your information.

By June 2015, after continuous two-way communication, CAPK and CCL concurred that CAPK owed \$17,140 for unpaid annual licensing fees from 2011. CCL then began working on our request to waive the accumulated late fees.

Board Review

At the time that the Sterling Consolidated Invoice for 2012 had been received indicating the missed 2011 annual fee payment, it was too late to charge the expense of the 2011 annual fee to Head Start in the correct budget period (March 2010 – February 2011).

With final verification of the original annual fee amount due, staff brought the item to the Executive Committee in July 2015 for approval to pay only the 2011 annual fee (\$17,140) from Discretionary Fund. Payment was made from Discretionary Fund due to the fact that the fees pre-dated the current funding period. Staff briefed the full Board in September 2015 on the history related to this issue. The Board approved the payment of the original licensing fee, and directed staff to negotiate with CCL on the accumulated late fees, totaling approximately \$40,944.

In December 2016, CAPK received a letter from CCL indicating that all of the accrued late fees would be waived with the exception of the amount of the initial late fee assessed in the Sterling Consolidated Invoice for 2012. Staff came back to the Board in January 2017, and paid the original late fees (\$7,315) from Discretionary Fund to resolve this issue.

Strengthening our Processes

CAPK strengthened and improved its systems to ensure that all invoices received are immediately routed to the Finance Division for payment. We have taken additional measures to ensure staff absences or departures do not interrupt the system or delay payment.

The Fiscal Administrator maintains a schedule of licensed facilities, with annual fee due dates. The expected billing date for each annual fee has been entered into a shared Outlook Calendar, as a reminder of the anticipated invoices from CCL. Four employees (Division Director, Assistant Director, Fiscal Administrator, and Compliance Coordinator) have been assigned to receive these alerts, to ensure timely payments.

While preparing monthly Budget-to-Actual reports, the Fiscal Administrator will verify that the annual fees have posted to the General Ledger.

Whenever a new facility is licensed, the Fiscal Administrator will submit a request CCL to add the facility to the Sterling Consolidated Invoice, and monitor to ensure that all invoices are addressed to CAPK's Administrative Office, instead of to the individual facility (a sample of the Sterling Consolidated Invoice is attached for your information). The Compliance Coordinator will incorporate a certification that fees are up-to-date into the monitoring schedule.

Attachments: Licensing Late Fees Timeline
 Sample Sterling Consolidated Invoice

Community Care Licensing Late Fees Timeline

Date	Event	Action taken/outcome
October 2010	Education Administrator departed from agency. This position was responsible for oversight of licensing fees.	
November 2010	Invoiced for annual licensing fees due January 2011	Payment was not made.
November 2011	Invoiced for annual licensing fees + late fees assessed January 2011; due January 2012	CAPK paid 2012 annual licensing fee only; CCL applied payment to late fees first, with remainder to annual licensing fees.
December 2011- August 2012	Former Staffing Coordinator had numerous verbal and written communication with CCL regarding late fees invoice. Former Staffing Coordinator was assured this was an error on their accounting system and they were working on resolving the issue.	
October 2012	Fiscal Officer had written communications with Community Care Licensing to resolve late fee (assessed January 2011, invoiced November 2011)	
November 2012	1) Invoiced for annual licensing fees + late fees assessed January 2012; due January 2013	CAPK paid 2013 annual licensing fee only; CCL applied payment to late fees first, with remainder to annual licensing fees.
	2) Letter to CCL from Fiscal Officer, requesting clarification on late and past due fees invoiced November 2012	
	3) Email to Jason Garay of CCL from Fiscal Officer, providing additional documentation to support resolution of late fees	
	4) Letter to Jason Garay from Fiscal Officer, providing additional information requested by Jason per telephone conversation	
January 2013	1) Email from Rebecca Varela of CCL to Fiscal Officer, requesting copies of cancelled checks in order to help resolve late fees	
	2) Email to Rebecca Varela from Fiscal Officer, providing documentation to support resolution of late fees	
	3) Letter to CCL from Fiscal Officer, providing scans of checks that were issued to the State	
May 2013	Fiscal Officer departed from agency	
September 2013	Email from Yolanda to Rebecca Varela, to follow up on documentation that was submitted to CCL from former Fiscal Officer to obtain an update on accumulated fees.	Fiscal Officer concluded that the 2011 annual licensing fee had been paid by CAPK

Community Care Licensing Late Fees Timeline

Date	Event	Action taken/outcome
November 2013	Invoiced for annual licensing fees + late fees assessed January 2013; due January 2014	CAPK paid 2014 annual licensing fee only; CCL applied payment to late fees first, with remainder to annual licensing fees.
November 2014	Invoiced for annual licensing fees + late fees assessed January 2014; due January 2015	CAPK paid 2015 annual licensing fee only; CCL applied payment to late fees first, with remainder to annual licensing fees.
January 2015	Staffing Coordinator departed from agency	
May 2015	Sylvia Ortega has a conversation with Rebecca Varela in an effort to get the late fees cleared. Rebecca stated that she would try to get back to her by the end of the week.	Rebecca met with her fiscal person to find the root cause of the late fees.
	Email from Sylvia Ortega to Rebecca Varela to request to have late fees waived. Rebecca will request to have late fees waived.	
June 2015	Yolanda Gonzales and Sylvia Ortega met with Robert Garza and Rebecca Varela, CCL to discuss past due CCL Fees. CCL reviewed our spreadsheet of consolidated fees and determined that the agency owes the unpaid licensing fees for 2011. Overall, a positive visit that has potential to bring closure to this issue.	Robert and Rebecca shared they would do everything they can to get late fees waived, and if successful, the agency will only need to pay for the 2011 late fees. Sylvia inquired if they could also request to waive the 2011 late fees.
July 2015	The original missed licensing fee was taken to Executive Committee.	Board approved payment of original missed licensing fee from the Discretionary Fund.
November 2015	Invoiced for annual licensing fees + late fees assessed January 2015; due January 2016	CAPK paid 2016 annual licensing fee only; CCL applied payment to late fees first, with remainder to annual licensing fees.
November 2015	Yolanda Gonzales had a telephone conversation with Rebecca Varela regarding the June 2015 payment for the 2011 annual fees. Rebecca shared that she is working with her accounting office to determine the true amount of late fees. She recognized that annual fees have been timely since 2011	Per email, Rebecca stated that the Sterling facility license was currently in good standing with the Department
December 2015	Email to Yolanda Gonzales from Rebecca Varela, documenting a telephone conversation on November 30, 2015 regarding the progress in resolving the licensing late fee issue.	

Community Care Licensing Late Fees Timeline

Date	Event	Action taken/outcome
February 2016	Verbal communication with Rebecca Varela and Sylvia Ortega to follow up on late fees. Issues have not been resolved.	
August 2016	Various emails to Rebecca Varela from Sylvia Ortega, documenting their discussion with Yolanda Gonzales and Robert Garza during a meeting in June 2016, regarding the progress in resolving the licensing late fee issue.	
	Email response to Sylvia Ortega from Rebecca Varela, stating the email above was forwarded to her regional manager.	
September 2016	Email to Rebecca Varela from Sylvia Ortega to follow up on late fees as 2016 Annual Fee Invoice is quickly approaching.	
October 2016	Verbal communication with Yolanda Gonzales and Rebecca Varela to follow up on licensing fees	
November 2016	Verbal communication with Yolanda Gonzales and Roberta Williams, Licensing Advocate to ask for assistance with licensing fees. Roberta Williams routed call to Rebecca Varela.	
	Invoiced for annual licensing fees + late fees assessed January 2016; due January 2017	
December 2016	Verbal communication with Yolanda Gonzales and Rebecca Varela to follow up on licensing fees.	
	Email to Sylvia Ortega from Rebecca Varela, indicating that all but the original late fees from the November 2011 (Sterling Consolidated Invoice for 2012) invoice had been dismissed.	CAPK paid annual licensing fee + original late fee originally assessed January 2011.
January 2017	Item was taken back to Board for final action.	Board approved payment of original past due late fees from the Discretionary Fund. Board requested a timeline of events.
February 2017	Email from Rebecca Varela to Sylvia Ortega, all but one site have been added to Sterling Consolidated Billing. Last site should be added by April 2017.	Staff will verify that all sites have been added to Sterling Consolidated Invoice via CCL website (April 2017) and Consolidated Invoice (November 2017)

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, CA 95814



11/02/2016

STERLING CHILD DEVELOPMENT CENTER
5005 BUSINESS PARK NORTH
BAKERSFIELD, CA 93309

RO #: 04
Facility #: 153801219
PIN: 548576

NOTICE OF COMMUNITY CARE CONSOLIDATED LICENSING FEES

These fees are non-refundable.

To avoid late fees/forfeiture of your license, pay by 01/03/2017.

Annual Fee	\$	13,431.00
Late Fee		6,957.00
Past Due Fees		33,987.00
Total amount due on or before 01/03/2017:	\$	54,375.00
Late fee assessed AFTER 01/03/2017:	\$	6,715.50
Total amount due if paid after 01/03/2017:	\$	61,090.50

When making payment, send a check or money order payable to the Department of Social Services. Your fees are based on the capacity of the primary and each secondary license. If you have fewer residents/clients than your licensed capacity, you must still pay the full fee. To increase or decrease your licensed capacity, contact your local licensing office at the number indicated on the back of this form. YOU MAY ALSO PAY YOUR FEES ONLINE WITH YOUR CREDIT OR DEBIT CARD BY VISITING OUR WEBSITE AT:

<https://secure.dss.cahwnet.gov/ccld/securenet/FacilityBill/default.aspx>

USING THE PIN NUMBER IN THE UPPER RIGHT CORNER OF THIS NOTICE.

Send payment and this notice to the Department of Social Services Cashiering Office at:

Department of Social Services
MS 9-3-67
PO Box 944243
Sacramento CA 94244-2430

Please make the necessary corrections to the primary facility information below and/or make any necessary changes to the listing of secondary facilities attached:

Facility Name: STERLING CHILD DEVELOPMENT CENTER 153801219
Licensed Capacity: 95 Facility Type: DAY CARE CENTER
Facility Address: 3000 STERLING ROAD
BAKERSFIELD, CA 93306

Mailing Address,
if different:

Telephone Number: (661) 871-6055 Email Address:
Name of Administrator/Director: BRAVO, LIZETTE

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, CA 95814

**Forfeiture Information:**

Your license(s) to operate a Community Care facility as defined in Health and Safety (H&S) Code Section(s) 1502, 1568.01, 1569.2, and 1596.750 will no longer be valid and will be forfeited on 01/03/2017 if you fail to pay the required annual licensing fees pursuant to H&S Code Section 1523.1(e), 1568.05(h), 1569.185(e) and 1596.803(e). YOU WILL NOT RECEIVE ANOTHER NOTICE BEFORE YOUR LICENSE(S) IS (ARE) FORFEITED.

Forfeiture will require you to submit a new licensing application and fee(s) before operating any facility requiring a license. If you operate a facility with a forfeited license you will be in violation of H&S Code Section 1503.5, 1508, 1568.03, 1569.10, 1569.44 1569.80 and will be subject to a civil penalty assessment of \$200.00 per day or more.

In the event of forfeiture, the Department will notify all appropriate referral agencies and remove the name(s) of your facility(s) from our list of licensed facilities. Child care homes and centers should be aware that notifications of closure will also be sent to Food Grant Programs and Alternative Payment Programs.

To avoid forfeiture and maintain your license(s), you must pay the annual license fee and any other outstanding fees for your license(s) or reconcile the payment with your local licensing office prior to 01/03/2017.

RO #: 04
Facility #: 153801219

CERTIFICATION OF NON-OPERATION

If you do not plan to continue operating a licensed facility, please sign, date and return this certification along with your license to us within one month from the date of this notice.

I do not plan to continue operation of my licensed facility. I am surrendering my license, and I am not providing any care and supervision as authorized by this license. I am also aware that to provide care and supervision without a license makes me subject to civil penalties and/or criminal prosecution.

The reason I am closing my facility is (please check one):

☐ Change of Ownership ☐ Change of Corporate Status ☐ Relocating
☐ No Longer Interested ☐ Other: _____

Licensee Signature_____
Date

If you have any questions related to your bill or certification of non-operation, contact your local Community Care Licensing Office at (559) 243-4588.

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, CA 95814

11/02/2016

**LIST OF SECONDARY FACILITIES ASSOCIATED TO PRIMARY FACILITY 153801219**

Facility #	License Date	Capacity	Name	Licensing Fee
153801969	10/11/2002	40	ALBERTA DILLARD CHILD DEVELOPMENT CENTER	484.00
153801931	09/03/2002	20	ALICANTE CHILD DEVELOPMENT CENTER	242.00
150406992	04/25/1994	20	BUTTONWILLOW CHILD DEVELOPMENT CENTER	242.00
153801052	01/19/1995	20	CALIFORNIA CITY CHILD DEVELOPMENT CENTER	242.00
150405042	06/14/1993	20	CASA LOMA CHILD DEVELOPMENT CENTER	242.00
153808403	09/14/2007	20	CLEO FORAN CHILD DEVELOPMENT CENTER	242.00
150408910	06/16/1994	20	FAIRVIEW CHILD DEVELOPMENT CENTER	242.00
153801054	03/22/1995	27	FRANKLIN CHILD DEVELOPMENT CENTER	242.00
153801157	07/12/1996	20	HERITAGE PARK CHILD DEVELOPMENT CENTER	242.00
153801053	12/15/1994	26	LAMONT CHILD DEVELOPMENT CENTER	242.00
153801118	06/21/1995	20	LOST HILLS CHILD DEVELOPMENT CENTER	242.00
153801904	06/03/2002	55	MARTHA J. MORGAN CHILD DEVELOPMENT CENTER	484.00
150407006	03/30/1994	25	MCFARLAND CHILD DEVELOPMENT CENTER	242.00
150406739	05/06/1994	20	MOJAVE CHILD DEVELOPMENT CENTER	242.00
150408911	03/16/1994	27	NOBLE CHILD DEVELOPMENT CENTER	242.00
153808177	01/14/2005	100	OASIS CHILD DEVELOPMENT CENTER	968.00
150407036	06/02/1994	20	OILDALE CHILD DEVELOPMENT CENTER	242.00
153808480	08/18/2008	96	PETE H. PARRA CHILD DEVELOPMENT CENTER	968.00
153808481	08/18/2008	24	PETE H. PARRA CHILD DEVELOPMENT CENTER	242.00
150406145	04/30/1994	27	PIONEER CHILD DEVELOPMENT CENTER	242.00
150406991	12/06/1994	27	PLANZ CHILD DEVELOPMENT CENTER	242.00
153808179	02/22/2005	96	PRIMEROS PASOS CHILD DEVELOPMENT CENTER	968.00
150406142	01/04/1996	27	RAFER JOHNSON CHILD DEVELOPMENT CENTER	242.00
153801429	12/23/1998	71	SAN DIEGO CHILD DEVELOPMENT CENTER	605.00
153801896	08/29/2002	8	SAN DIEGO CHILD DEVELOPMENT CENTER	242.00
150407507	04/23/1993	27	SEIBERT CHILD DEVELOPMENT CENTER	242.00
150403517	06/06/1993	30	SHAFTER CHILD DEVELOPMENT CENTER	242.00
150406986	04/20/1994	20	STELLA HILLS CHILD DEVELOPMENT CENTER	242.00
153801706	10/30/2000	16	STERLING CHILD DEVELOPMENT CENTER	242.00
153808140	09/01/2004	12	STINE CHILD DEVELOPMENT CENTER	242.00
153801131	05/05/1995	108	STINE CHILD DEVELOPMENT CENTER I	968.00
153808018	09/18/2003	27	SUNRISE VILLA CHILD DEVELOPMENT CENTER	242.00
150407506	04/23/1993	27	TEHACHAPI CHILD DEVELOPMENT CENTER	242.00
153801049	12/15/1994	20	VINELAND CHILD DEVELOPMENT CENTER	242.00
150407508	04/23/1993	27	VIRGINIA CHILD DEVELOPMENT CENTER	242.00
153808157	10/25/2004	26	WILLIAMS CHILD DEVELOPMENT CENTER	242.00
153801219	06/24/1996	95	*** Primary facility ***	968.00

\$ 13,431.00

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Board of Directors

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

Date: February 22, 2017

Subject: *Agenda Item VIII(d):* Approval of Employee Policy Manual – Action Item

We shared a draft of the new CAPK Employee Policy Manual for your review and comments at the Board meeting on January 25th, 2017. Based on the feedback received, minor changes were made to the version shared in January.

As mentioned in previous meetings, this document is a complete rewrite of the existing Employee Policy Manual, which has been used since December 1, 2008. The new 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

The Employee Policy Manual has been reviewed and approved by our attorney, David Blaine, Worklogic Legal Solutions and by the employee union, SEIU.

Recommendation:

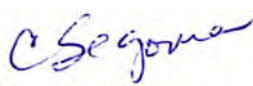
Staff recommends that the Board of Directors approve the new Employee Policy Manual.

Attachments: The Employee Policy Manual was shared with the Board of Directors via email.

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Board of Directors



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

Date: February 22, 2017

Subject: *Agenda Item VIII(e):* WIC Request to Use Discretionary Funds – Action Item

During the month of November 2016, the State Controller's Office performed a Financial Management Review of for Community Action Partnership of Kern's WIC Program for the period October 1, 2014 to September 30, 2015. The State's report is now complete and includes a finding that CAPK claimed \$9,060 for non-allowed costs of salaries/wages costs for contracted temporary staffing agency personnel and \$1,250 in unallowable indirect costs related to the unallowable salaries/wages, for a total of \$10,310.

During the fiscal year 2014-2015, the WIC Program utilized temporary staff through an agency to fill in vacant positions and to perform a variety of tasks including answering phones, collecting and documenting data, taking surveys and general typing. These salaries/wages were found to be unallowable since they were not claimed under a subcontract agreement that had prior approval from the State WIC office. CAPK did not have an agreement to subcontract for temporary agency personnel and the WIC Program did not have approval to spend greater than the \$2,500 allowed without prior approval.

We are currently working on a corrective plan of action which includes having subcontracts in place specifically for services provided by contracted temporary personnel. Because fiscal year 2014-2015 is closed and current year funding cannot be used, the WIC Program requests approval to use discretionary funds to pay for the \$10,310 of unallowable costs. Our corrective action plan is being prepared and will be presented to the Audit Committee as is our policy. However, due to the tight turnaround of the payment, staff felt it was necessary to bring the payment issue directly to the Board today.

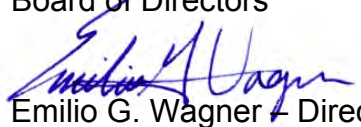
Recommendation:

Staff recommends the Board to approve the use of the discretionary funds to pay for the costs of \$10,310.

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Board of Directors

From:  Emilio G. Wagner - Director of Operations

Date: February 22, 2017

Subject: *Agenda Item VIII(f):* Recommendation of Award for Property, Liability, Automobile, Crime and Management Liability Coverage – Action Item

Background:

CAPK's risk insurance coverages are scheduled to expire on February 28th 2017. As result Heffernan Insurance Brokers, current broker, has solicited proposals from insurance carriers on CAPKs behalf to obtain the most cost effective premiums. The premium for the 2016/20176 year was \$273,942.

Current Events:

Heffernan opened the request for proposals to Insurance carriers and received the following responses:

Philadelphia Insurance Company	\$256,498
Riverport Insurance Company	\$284,198
New Hampshire	Could not provide a competitive quotation
Arch Insurance Company	Could not provide a competitive quotation

Key Changes to premium:

1. Medical Malpractice will not be renewed as the Professional Liability will provide the needed coverage.
2. Philadelphia is able to provide a \$1,000 deductible for automobile collision coverage. Coverage with Riverport provides a \$500 deductible.

As compared to the 2016/2017 year, if Philadelphia Insurance Company is selected, CAPK will see a savings of \$17,444. In addition, If Philadelphia Insurance is selected the premiums for the next three years will not exceed the amount quoted, barring any unusual increase and frequency of claims.

Recommendation:

Staff recommends the Board of Directors authorize Jeremy Tobias to bind coverage with Riverport Insurance through Heffernan Insurance Brokers.

Attachment: Proposal of Insurance



Proposal of Insurance for:

**Community Action
Partnership of Kern**

**Property, Liability,
Excess Liability,
Automobile, Crime
and Management
Liability Coverages**

**Renewal Date:
March 1, 2017**

Presented By:



**As of:
February 15, 2017**

License #0564249



Authorization to Bind Coverage

A T T E N T I O N

This resume of coverage is intended to facilitate your understanding of the insurance program we are proposing to arrange on your behalf. It is **NOT** intended to replace or supersede your present insurance policies. For a complete description of coverages, conditions, limitations, warranties, exclusions, etc., please read the actual policy(ies). This is a quotation only, and coverage is not bound, nor does this document represent a Binder of Insurance.

I hereby authorize Heffernan Insurance Brokers to bind coverage(s) on my behalf as stated in this proposal dated February 15, 2017, except for the following changes:

- If no changes State NONE.
- If you do not wish to list all the changes below, please note any changes and/or coverages you do not want to bind on the appropriate pages, and forward the entire Proposal back to our office to ensure that your insurance program is properly bound.

Changes:

1. _____
2. _____
3. _____

Signature

Name:

Title:

Date Signed:

Please Note:

- Higher limits of insurance and different types of coverage may be available, if you are interested please contact us.
- This proposal is not to be deemed the rendering of legal advice. If legal advice is sought, please contact your attorney.
- It is possible that some or all of your coverages will not be bound unless the binding requirements listed in this proposal are complied with.



Community Action Partnership of Kern

February 15, 2017

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<u>Your Heffernan Team</u>	
Servicing Office	1350 Carlback Avenue, Walnut Creek, CA 94596
Senior Vice President	Brian O'Callaghan BrianOC@heffins.com (925) 942-4606 Facilitate marketing and carrier negotiations, assess client exposures and analyze coverages. Work closely with Account Manager to assure proper servicing of account.
Executive Account Manager	Stacey Okimoto StaceyO@heffins.com (925) 295-2553 Marketing of renewals, including negotiate terms, conditions, coverages and pricing, premium/coverage comparisons, policy changes, invoicing, facilitate premium financing, coverage questions, claim reporting and claim questions, day to day handling of all aspects of your account.
Account Coordinator	Natalie Storms natalies@heffins.com (925) 942-4605 Certificates and Auto ID Cards, assist Account Manager and Producer as needed on all aspects of account servicing.
Manager	Stephanie Worden stephw@heffins.com (925) 295-2554 Oversee and work closely with Account Manager and assistant to assure proper servicing of account.
Bonds	Julia Pitta juliap@heffins.com (925) 942-4698 Facilitate placement for all bonding needs





Named Insured

Community Action Partnership of Kern

Mailing Address

5005 Business Park North, Bakersfield, CA 93309



Community Action Partnership of Kern

February 15, 2017

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Locations and Statement of Values

Loc #	Bldg #	Address	City	Zip Code	Use or Program	Building Value	Business Personal Property Value	Business Income/ Extra Expense Value
1	1	5005 Business Park Drive	Bakersfield	93302	HQ Offices	\$3,500,000	\$1,125,000	\$225,000
2	1	300 19th Street	Bakersfield	93301	Offices	\$0	\$1,000,000	\$15,000
3	1	500 E. California	Bakersfield	93307	WIC/California Ave.	\$0	\$150,000	\$2,000
4	1	610 Blandy Bldg.	China Lake	93555	WIC/China Lake	\$0	\$500	\$2,000
5	1	15580 O Street	Mojave	93501	WIC/Mojave	\$0	\$500	\$2,000
6	1	400 McKittrick Hwy	Buttonwillow	93206	HS 09/306 Buttonwillow Ctr.	\$175,000	\$80,000	\$2,000
7	1	525 E. Casa Loma Drive	Bakersfield	93307	HS 09/309 Casa Loma Ctr.	\$175,000	\$80,000	\$2,000
8	1	2400 Planz Road	Bakersfield	93304	HS 09/322 Planz Ctr.	\$175,000	\$80,000	\$2,000
9	1	410 E. Perkins	McFarland	93250	HS 09/322 McFarland Ctr.	\$175,000	\$80,000	\$2,000
10	1	9124 Catalpa Ave.	California City	93505	HS 09/308 California City	\$175,000	\$80,000	\$2,000
11	1	127 E. Minner	Bakersfield	93304	HS 09/328 Oildale Ctr.	\$175,000	\$80,000	\$2,000
12	1	1100 9th Street	Bakersfield	93304	HS 09/333 Rafer Johnson	\$175,000	\$80,000	\$2,000
13	1	2800 Agate Street	Bakersfield	93304	HS 09/340 Seibert Ctr.	\$175,000	\$80,000	\$2,000
14	1	452 W. Los Angeles Ave.	Shafter	93263	HS 09/354 Shafter Ctr.	\$0	\$75,000	\$2,000
15	1	3800 Jewett Street	Bakersfield	93301	HS 09/342 Stella Hills Ctr.	\$175,000	\$80,000	\$2,000
16	1	1120 S. Curry	Tehachapi	93561	HS 09/346 Tehachapi Ctr.	\$175,000	\$80,000	\$2,000
17	1	3301 Virginia Ave.	Bakersfield	93304	HS 09/350 Virginia Ctr.	\$175,000	\$80,000	\$2,000
18	1	425 E. Fairview Road	Bakersfield	93304	HS 09/312 Fairview Ctr.	\$175,000	\$80,000	\$2,000
19	1	1015 Noble Ave.	Bakersfield	93304	HS 09/327 Noble Ctr.	\$175,000	\$80,000	\$2,000
20	1	2400 Truxton Ave.	Bakersfield	93304	HS 09/313 Franklin Ctr.	\$175,000	\$80,000	\$2,000
21	1	8201 Palm Ave.	Lamont	93241	HS 09/335 Lamont Ctr.	\$175,000	\$80,000	\$2,000
22	1	2324 Verde Street	Bakersfield	93304	HS 09/317 Roosevelt Ctr.	\$175,000	\$80,000	\$2,000
23	1	301-315 Stine Road	Bakersfield	93302	HS/315 Stine A	\$500,000	\$150,000	\$2,000
24	2	301-315 Stine Road	Bakersfield	93302	HS/305 Stine A	\$200,000	\$50,000	\$2,000



Community Action Partnership of Kern

February 15, 2017

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Loc #	Bldg #	Address	City	Zip Code	Use or Program	Building Value	Business Personal Property Value	Business Income/ Extra Expense Value
25	3	301-315 Stine Road	Bakersfield	93302	301 Stine/Storage	\$210,000	\$50,000	\$2,000
26	4	301-315 Stine Road	Bakersfield	93302	HS/315 Stine B	\$200,000	\$80,000	\$2,000
27	5	301-315 Stine Road	Bakersfield	93302	Break room and meeting space	\$100,000	\$50,000	\$2,000
28	1	14327 Vineland Road	Bakersfield	93307	HS 09/349 Vineland Ctr.	\$175,000	\$80,000	\$2,000
29	1	21109 Paso Robles Hwy	Lost Hills	93249	HS 09/318 Lost Hills	\$175,000	\$80,000	\$2,000
30	1	1940 Inyo	Mojave	93501	HS 09/324 Mojave Ctr.,	\$175,000	\$80,000	\$2,000
31	1	1835 Cecil Ave	Delano	93215	HS 09 Delano Ctr - classrooms	\$175,000	\$80,000	\$2,000
32	2	1835 Cecil Ave	Delano	93215	HS 09 Delano Ctr - classrooms	\$175,000	\$80,000	\$2,000
33	3	1835 Cecil Ave	Delano	93215	HS 09 Delano Ctr - classrooms	\$175,000	\$80,000	\$2,000
34	4	1835 Cecil Ave	Delano	93215	HS 09 Delano Ctr - classrooms	\$175,000	\$80,000	\$2,000
35	5	1835 Cecil Ave	Delano	93215	HS 09 Delano Ctr - classrooms	\$175,000	\$80,000	\$2,000
36	1	2320 Mt. Vernon Ave.	Bakersfield	93306	HS 09/314 Heritage Park Ctr.	\$0	\$50,000	\$2,000
37	1	3000-3003 Sterling Road	Bakersfield	93306	HS/Sterling Ctr.	\$500,000	\$200,000	\$2,000
38	2	3000-3003 Sterling Road	Bakersfield	93306	HS	\$175,000	\$80,000	\$2,000
39	3	3000-3003 Sterling Road	Bakersfield	93306	HS	\$175,000	\$80,000	\$2,000
40	4	3000-3003 Sterling Road	Bakersfield	93306	HS	\$175,000	\$80,000	\$2,000
41	1	10300 1/2 San Diego Street	Lamont	93241	HS 09/339 San Diego Ctr.	\$0	\$200,000	\$2,000
42	1	2424 Cottonwood Road	Bakersfield	93304	Friendship House	\$3,286,000	\$150,000	\$2,000
43	1	4404 Pioneer Drive	Bakersfield	93306	HS 09/331 Pioneer Ctr.	\$175,000	\$80,000	\$2,000
44	1	455 Euclid Ave.	Shafter	93263	Shafter Youth Center	\$2,000,000	\$100,000	\$5,000
45	1	3101 Mall View Road	Bakersfield	93306	Central Kitchen	\$900,000	\$325,000	\$2,000
46	1	3811 River Blvd.	Bakersfield	93305	HS/Martha J. Morgan	\$500,000	\$100,000	\$2,000
47	1	7998 Alicante Ave.	Lamont	93241	HS/Alicante	\$175,000	\$80,000	\$2,000
48	1	277 E. Front St	Buttonwillow	93206	WIC	\$0	\$10,000	\$2,000
49	1	1600 Poplar Ave.	Wasco	93280	HS	\$0	\$50,000	\$2,000
50	1	5704 Pioneer Drive	Bakersfield	93306	HS/Alberta Dillard	\$500,000	\$100,000	\$2,000
51	1	7000 Doe Ave.	Visalia	93291	Migrant	\$0	\$5,000	\$2,000



Community Action Partnership of Kern

February 15, 2017

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Loc #	Bldg #	Address	City	Zip Code	Use or Program	Building Value	Business Personal Property Value	Business Income/ Extra Expense Value
52	1	1807 Feliz Drive	Bakersfield	93307	Food Bank - Food Warehouse	\$2,000,000	\$1,700,000	\$150,000
53	2	1825 Feliz Drive	Bakersfield	93307	HS/Pete Para (Admin)	\$3,200,000	\$165,000	\$150,000
54	3	1825 Feliz Drive	Bakersfield	93307	HS/Pete Para (Class Room)	\$100	\$70,000	incl
55	4	1825 Feliz Drive	Bakersfield	93307	HS/Pete Para (Class Room)	\$100	\$70,000	incl
56	5	1825 Feliz Drive #B	Bakersfield	93307	HS/Warehouse	\$347,120	\$1,000,000	\$150,000
57	1	459 Euclid Avenue	Shafter	93263	HS/Shafter EHS	\$300,000	\$80,000	\$2,000
58	1	230 Montclair, Ste 103	Bakersfield	93309	WIC/Office	\$0	\$4,000	\$2,000
59	1	814 North Norma Street	Ridgecrest	93555	HS	\$1,500,000	\$230,000	\$2,000
60	1	1201 Williams	Bakersfield	93307	WILLIAMS CTR./HS	\$175,000	\$80,000	\$2,000
61	1	1111 Bush Street	Arvin	93203	HS/Primeros Pasos	\$0	\$375,000	\$2,000
62	1	525 East Yosemite	Madera	93638	Office/Migrant	\$0	\$5,000	\$2,000
63	1	1410 11th Street	Bakersfield	93302	EHS/Cleo Foran	\$100,000	\$80,000	\$2,000
64	1	525 Roberts Lane Bldg. B	Oildale	93308	WIC Office	\$0	\$6,000	\$2,000
65	1	6019 - 3 & 4 Niles	Bakersfield	93302	WIC Program	\$0	\$110,000	\$2,000
66	1	401 Willow	Bakersfield	93308	HS/Willow	\$0	\$50,000	\$2,000
67	1	1913 Feliz Drive	Bakersfield	93307	Vacant Land			
68	1	500 South Washington	Bakersfield	93307	Vacant Land			
69	1	108 South Robinson	Tehachapi	932601	WIC/Tehachapi	\$0	\$500	\$2,000
70	1	11336 Bartlett Avenue	Adelanto	92301	WIC/Adelanto	\$0	\$20,000	\$2,000
71	1	26904 Nicolas Street	Boron	93515	WIC/Boron	\$0	\$1	\$2,000
72	1	814 North Norma	Ridgecrest	93555	WIC/Ridgecrest	\$0	\$30,000	\$2,000
73	1	204 S. Hill Street	Arvin	93203	WIC/Arvin	\$0	\$104,000	\$2,000
74	1	2101 7th Avenue Building E.	Wasco	93280	WIC/Wasco Medical Clinic	\$0	\$104,000	\$2,000
75	1	650 James Street	Shafter	93263	WIC Program Office	\$300,000	\$100,000	\$2,000
76	1	24028 Crestline Rd., Suite A	Crestline	92325	WIC/Crestline	\$0	\$100,000	\$2,000
77	1	5055 California Ave. Suite #101	Bakersfield	93309	Home Base	\$0	\$100,000	\$5,000
78	2	5055 California Ave. Suite #220	Bakersfield	93309	Operations	\$0	\$100,000	\$5,000





Loc #	Bldg #	Address	City	Zip Code	Use or Program	Building Value	Business Personal Property Value	Business Income/ Extra Expense Value
79	1	1900 Faith Avenue	Bakersfield	93304	HS/Faith	\$300,000	\$100,000	\$5,000
80	1	819 Sixth Avenue	Taft	93268	HS/Taft	\$0	\$50,000	\$2,000
81	2	819 Sixth Avenue - Bldg #2	Taft	93269	HS/Taft	\$0	\$100,000	\$3,000
82	1	8820 Sheep Creek Road	Phelan	92371	WIC Office	\$0	\$5,000	\$2,000
83	1	4600 Panama Lane	Bakersfield	93313	WIC Office	\$0	\$5,000	\$1,000
84	1	1000 Pacific Street	Bakersfield	93305	HS Pacific St. #1	\$0	\$50,000	\$1,000
85	1	41820 Garstin	Big Bear Lake	92315	WIC Office	\$0	\$100,000	\$2,000
86	1	1900 East California Ave	Bakersfield	93305	HS/East Cal	\$1,000,000	\$100,000	\$2,000
87	1	90 Farrell Dr. Bldg. 5620	Edwards	93524	WIC/Edwards Airman & Family Readiness Ct	\$0	\$500	\$2,000
88	1	Lost Hills Community Center	Lost Hills	93249	WIC/Lost Hills	\$0	\$500	\$2,000
89	1	1500 So. Fairfax Rd (module 1)	Bakersfield	93307	HS/Fairfax	\$0	\$80,000	\$2,000
90	2	1500 So. Fairfax Rd (module 2)	Bakersfield	93307	HS/Fairfax	\$0	\$80,000	\$2,000
91	3	1500 So. Fairfax Rd (Admin)	Bakersfield	93307	HS/Fairfax	\$0	\$80,000	\$2,000
92	1	216 W 7th Steet	Hanford	93230	Migrant/Hanford	\$0	\$5,000	\$2,000
93	1	1815 Van Ness	Fresno	93721	Migrant/Fresno	\$0	\$5,000	\$2,000
94	1	3500 Mojave	Mojave	93501	EKFRC Class	\$0	\$1,000	\$100
95	1	1600 E Truxtun Ave	Bakersfield	93305	WIC/Homeless	\$0	\$5,000	\$2,000
96	1	500 Merriman Ave.	Needles	92363	WIC/Ft. Mojave Indian Tribe	\$0	\$500	\$200
97	1	16804 Hwy 14	Mojave		East Kern Family Resource Center	\$0	\$75,000	\$2,000
98	1	347 E. Poplar Street	Stockton	95202	Early Head Start/Stockton	\$500,000	\$100,000	\$3,000
99	1	115 N Walnut Ave	Manteca	95337	Early Head Start/Stockton	\$0	\$100,000	\$2,000
100	1	425 N. California St.	Stockton	95202	Early Head Start/Stockton	\$0	\$100,000	\$2,000
101	1	23950 S. Chrisman Rd	Tracy	95304	Early Head Start/Stockton	\$0	\$100,000	\$2,000
102	1	545 W. Sonora St	Stockton	95203	Early Head Start/Stockton	\$0	\$100,000	\$2,000
103	1	414 19th Street	Bakersfield	93301	Office & Warehouse	\$0	\$250,000	\$3,000
104	1	2584 Felsite Ave	Rosamond	93560	Early Headstart	\$0	\$100,000	\$3,000
105	1	1314 Oswell St	Bakersfield	93306	Early Headstart	\$0	\$100,000	\$3,000





Loc #	Bldg #	Address	City	Zip Code	Use or Program	Building Value	Business Personal Property Value	Business Income/ Extra Expense Value
106	1	1145 N Hunter	Stockton	95203	Early Headstart	\$0	\$100,000	\$10,000
107	1	2739 Diamond St # B	Rosamond	93560	WIC/Rosamond	\$0	\$500	\$1,000
108	1	701 S. Hutchins St.	Lodi	95240	Early Head Start/Stockton	\$0	\$100,000	\$3,000
109	1	1509 N Golden Gate	Stockton	95205	EHS/Gianone	\$175,000	\$80,000	\$2,000
110	1	2800 S. D St.,	Stockton	95206	EHS/Kennedy	\$175,000	\$80,000	\$2,000
111	1	236 W. 4th St	Stockton	95206	EHS/4th Street	\$0	\$80,000	\$2,000
112	1	8401 California City Blvd. #8	California City	93505	WIC Office	\$0	\$100,000	\$2,000
113	1	955 Stanislaus	Maricopa	93252	HS/Maricopa	\$80,000		
114	1	1001 Main St	St. Delano	93215	WIC/St. Delano	\$0	\$100,000	\$2,000
115	1	5351 Olive Dr. #100	Bakersfield	93308	Migrant Program Admin Office	\$0	\$150,000	\$150,000
116	1	1840 Wardrobe Ave	Merced	95341	Office	\$5,000	\$2,000	
Total Values:						\$27,628,320	\$13,609,501	\$1,067,300



Property Coverages

Issuing Company: Philadelphia Indemnity Insurance Company
Policy Term: 3/1/2017 - 3/1/2018

Blanket Building

Limit: \$27,628,320
Coinsurance: 100% - Waived by Agreed Value Endorsement
Valuation: Replacement Cost
Deductible: \$1,000 Per Occurrence

Blanket Business Personal Property

Limit: \$13,609,501
Coinsurance: 100% - Waived by Agreed Value Endorsement
Valuation: Replacement Cost
Deductible: \$1,000 Per Occurrence

Blanket Business Income Including Extra Expense

Limit: \$1,607,300
Coinsurance: 100% - Waived by Agreed Value Endorsement
Valuation: Replacement Cost
Deductible: \$1,000 Per Occurrence

Blanket Business Income Including Extra Expense

Limit: \$1,607,300
Coinsurance: 50%
Valuation: Replacement Cost
Deductible: 72 Hours

Equipment Breakdown Including Business Income and Extra Expense

Limit: \$6,000,000 – Limit per One Breakdown
Valuation: Replacement Cost
Deductibles: \$1,000 – Property Damage
72 Hours – Business Income/Extra Expense



Property Coverages

Some Extensions of Coverage Included:

<i>Coverage</i>		<i>Extension of Coverage or Limit Included</i>
Business Personal Property		From 1,000 feet to \$1,600 Feet from Premises
Fine Arts		Under \$5,000 covered without having to be scheduled
Garages and Storage Sheds		Up to \$5,000
Claims Expenses		\$5,000
Emergency Vacating Expenses		\$25,000
Joint of Disputed Loss Agreement (if there is both an Equipment Breakdown and Property Loss)		Included
Lease Cancellation Moving Expenses		\$5,000
Fire Extinguisher Recharge		\$25,000
Lost Key Replacement		\$10,000
Mobile Medical Equipment		\$15,000
Vacancy Clause		Extended from 60 days to 90 Days
Earthquake Sprinkler Leakage		\$30,000
<u>Ordinance or Law Coverage:</u>		
	Coverage A – Undamaged Portion	Included in Building Limit
	Coverage B – Demolition	\$1,000,000
	Coverage C – Increased Cost of Construction	\$1,000,000



Inland Marine Coverages (Equipment, Tools/Equipment and Computer)

Issuing Company: Philadelphia Indemnity Insurance Company
Policy Term: 3/1/2017 - 3/1/2018

Contractors Equipment:

Limit: \$ 48,100
Deductible: \$ 1,000

Tools/Equipment:

Limit: \$ 100,000
Deductible: \$ 1,000

Computer:

Limit: \$ 300,000
Deductible: \$ 1,000

Additional Coverages:

While in Transit:

Limit: \$ 10,000

Transfer between Premises:

Limit: \$ 10,000

Temporary within Other Premises:

Limit: \$ 10,000

Permanently at Employees Residence:

Limit: \$ 10,000



Crime Coverage

Issuing Company: Hartford Fire Insurance Company
Policy Term: 3/1/2017 - 3/1/2018

COVERAGE	LIMIT OF INSURANCE (in excess of the deductible)	DEDUCTIBLE (Each Claim)
<u>Insuring Agreement 1</u> Employee Theft	\$3,100,000	\$15,000
<u>Insuring Agreement 3</u> Computer and Funds Transfer Fraud	\$100,000	\$10,000
<u>Insuring Agreement 4</u> Inside the Premises - <i>Money, Securities and Other Property</i>	\$25,000	\$5,000
<u>Insuring Agreement 5</u> Outside the Premises - <i>Money, Securities and Other Property</i>	\$25,000	\$5,000
<u>Insuring Agreement 6</u> Depositors Forgery or Alteration	\$100,000	\$10,000
<u>Insuring Agreement 8</u> Money Orders & Counterfeit Currency	\$50,000	\$0



Liability Coverages

Issuing Company: Philadelphia Indemnity Insurance Company
Policy Term: 3/1/2017 - 3/1/2018

General Liability Coverages(Occurrence Form):	
General Aggregate Limit	\$3,000,000
Products/Completed Operations Limit	\$3,000,000
Personal and Advertising Injury Limit	\$1,000,000
Each Occurrence Limit	\$1,000,000
Damage to Premises Rented by You Limit	\$2,000,000
Medical Expenses Limit (Any One Person)	\$20,000
Extended Reporting Period for Medical Payments	3 Years
Included as Additional Insureds:	<ul style="list-style-type: none"> ▪ Medical Directors and Administrators; ▪ Funding Sources; ▪ Managers, Lessors and Landlords; ▪ Lessors of Leased Equipment; ▪ State or Political Subdivisions; ▪ Automatic when Required by Written Contract
Employee Benefits Liability Coverage (Claims Made Form)	
Occurrence Limit	\$1,000,000
Aggregate Limit	\$1,000,000
Retroactive Date	6/1/2010
Deductible	\$0
Professional Liability Coverage (Occurrence Form) **	
Each Professional Incident	\$1,000,000
Aggregate Limit	\$3,000,000
Abuse and Molestation Coverage (Occurrence Form)	
Occurrence Limit	\$1,000,000
Aggregate Limit	\$1,000,000

** Professional Liability is extended to include operations of the HS nurses. However it is not intended to cover any medical clinic or medical facility.



Automobile Coverage

Issuing Company:

Philadelphia Indemnity Insurance Company

Policy Term:

3/1/2017 - 3/1/2018

COVERED AUTO SYMBOLS		
(1) ANY AUTO	(4) OWNED AUTOS OTHER THAN PRIVATE PASSENGER	(7) AUTOS SPECIFIED ON SCHEDULE
(2) ALL OWNED AUTOS	(5) ALL OWNED AUTOS WHICH REQUIRE NO-FAULT COVERAGE	(8) HIRED AUTOS
(3) OWNED PRIVATE PASSENGER AUTOS	(6) OWNED AUTOS SUBJECT TO COMPULSORY U.M. LAW	(9) NON-OWNED AUTOS

Limits

Limits of Liability

Combined Single Limit	\$1,000,000 Including Non-Owned and Hired Liability
Liability Symbol	1 8 9
Medical Payments	\$5,000
Medical Payments Symbol	2

Uninsured/Underinsured Motorists

Uninsured Combined Single Limit	\$1,000,000 Each Accident
Uninsured Motorist Symbol	2

Physical Damage Coverage

Comprehensive Deductible	\$500
Comprehensive Deductible Symbol	7
Collision Deductible	\$1,000 (Change this year from \$500)
Collision Deductible Symbol	7



Automobile Coverage

Extensions of Coverage Provided by Philadelphia Indemnity Insurance Co.:

Included as an insured: Board Members, New Acquired Entities, Lessor of leased autos

Towing: \$100 per disablement (in the event of a covered loss)

Glass Breakages (windshields and windows): No deductible applies

Rental Reimbursement: \$100/Day for 30 Days

Post-Factory Electronic Equipment: \$1,000

Blanket Waiver of Subrogation: Included Automatically if required by written contract

Note:

- Hired & Non-Owned Auto Liability is provided for the Named Insured only.
- Hired & Non-Owned Auto Liability is for claims that may arise while the driver of a non-owned auto is performing duties on behalf of the Named Insured. This liability coverage does not extend to the owner of the automobile.
- It is highly recommended that the Named Insured confirm with any person that drives on behalf of the Named insured that their personal auto liability is adequate and includes coverage for business use.



Automobile Coverage

Schedule of Vehicles (as of January 31)

#	Year	Make	Model	Vehicle ID#	Ins ID No.	Facility
1	1999	Ford	F250	1FTPF27L3XKB71641	(04-02)	FB
2	1999	Chevrolet	S10	1GCCS14X6XK221055	(04-06)	FB
3	2000	Chevrolet	Refr. Truck	1GBJ7H1C1YJ506373	(04-10)	FB
4	2002	Ford	Taurus	1FAFP53U92A148717	(81-02)	EKFR
5	2002	Ford	F150	3FTRF17272MA19017	(09-04)	HS
6	1997	Brkt	Trailer	1B9DS1025VB276681	(09-26)	HS
7	1998	Chevrolet	Van	1GCGG25R1W1107056	(09-31)	HS
8	2002	GMC	Safari	1GKDM19X42B508348	(09-48)	HS
9	2002	GMC	Safari	1GKDM19X32B508034	(09-49)	HS
10	2002	Chevy	Silverado	1GCHC29U92E106805	(09-51)	HS
11	2003	Ford	Windstar	2FMZA514X3BB25900	(09-68)	HS
12	2003	Chevrolet	Malibu	1G1ND52J23M708480	(09-69)	HS
13	2003	Chevrolet	C6500	1GBJ6E1323F522255	(09-70)	HS
14	2005	GMC	Safari	1GTHG39V151170836	(09-73)	HS
15	2004	Ford	Flatbed	1FDWF36L94EC52202	(09-74)	HS
16	1998	Chevrolet	Cargo	1GCDM19W1WB139814	(09-75)	HS
17	2006	Toyota	Sienna	5TDZA23C76S505819	(09-76)	HB
18	2007	Toyota	Sienna	5TDZA23CX6S513509	(09-77)	HB
19	2007	Chevrolet	Impala	2G1WT58K079163261	(09-78)	HB
20	2007	Chevrolet	Impala	2G1WT58K179166430	(09-79)	HB
21	2007	Chevrolet	Impala	2G1WT58K179166573	(09-80)	HB
22	2002	Ford	Cargo	1FTSS34L12HA49253	(12-02)	CK
23	1999	Chevrolet	Cargo	1GCGG25R0X1065836	(09-88)	IT
24	2002	Chevrolet	Cargo	1GCHG39R821182500	(12-52)	CK
25	2002	Chevrolet	Cargo	1GCHG39R221194335	(12-54)	CK
26	2002	Chevrolet	Cargo	1GCHG39R021171491	(12-60)	CK
27	2003	Chevrolet	3500 Cargo	1GCHG39U831204789	(12-66)	CK
28	2003	Chevrolet	3500 Cargo	1GCHG39U831200158	(12-67)	CK
29	2004	Chevrolet	Cargo	1GCHG39U241165764	(12-71)	CK
30	2005	Chevrolet	Cargo	1GCHG39V651141428	(12-73)	CK
31	2006	Chevrolet	Express	1GCHG39U861181812	(12-74)	CK
32	2006	GMC	Savanna	1GTHG39U561268910	(12-76)	CK
33	2000	Chevrolet	Astro	1GNDM19W8YB183349	(15-06)	WC
34	2002	Chevrolet	Astro	1GNDM19X92B146830	(15-08)	WC
35	2004	GMC	Safari	1GKDM19X54B501881	(15-09)	WC



Automobile Coverage

#	Year	Make	Model	Vehicle ID#	Ins ID No.	Facility
36	2005	Chevy	Astro	1GNDM19X35B106070	(15-11)	WC
37	2005	Chrysler	PT Cruiser	3C4FY58B15T622591	(15-12)	WC
38	2005	Chrysler	PT Cruiser	3C4FY58B15T609369	(15-13)	WC
39	2006	Toyota	Prius	JTDKB20U967531781	(15-14)	WC
40	2001	Ford	F450	1FDXF46S01EB52695	(24-04)	EG
41	2007	Chevrolet	Silverado	1GCEC19V17E139066	(24-08)	EG
42	2007	Chevrolet	Silverado	1GCEC19V27E146270	(24-12)	EG
43	2007	Chevrolet	Colorado	1GCCS149X78185630	(24-13)	EG
44	2007	Chevrolet	Colorado	1GCCS149578185180	(24-14)	EG
45	1999	Chevrolet	Astro	1GNDM19W8XB127278	(25-01)	SP
46	2004	Chevrolet	Express	1GAHG39U941246396	(09-89)	SP
47	2003	GMC	Savanna	1GJGG29U531162516	(31-04)	FHCC
48	2000	Ford	Windstar	2FMZA504XYBC18277	(61-05)	MP
49	2001	Honda	Accord	1HGCG164X1A062754	(61-07)	MP
50	2003	Toyota	Corolla	JTDBR32E230025950	(61-08)	MP
51	2003	Honda	Odyssey	5FNRL18603B114521	(61-09)	MP
52	2006	Honda	Odyssey	5FNRL38296B097781	(61-10)	MP
53	2008	Ford	F250	1FDNF20518EA87137	(09-82)	OP
54	2008	Ford	F250	1FDNF20538EA87138	(09-81)	OP
55	2008	Ford	E350	1FTSS34L78DA12465	(12-77)	CK
56	2008	Ford	F450	1FDXF46Y18ED11173	(09-87)	OP
57	2007	Toyota	Prius	JTDKB20U977658354	(15-15)	WC
58	2007	Toyota	Prius	JTDKB20U377681385	(15-16)	WC
59	2008	Toyota	Camry	4T4BE46K58R023127	(09-84)	HS
60	2008	Toyota	Camry	4T1BE46K18U739209	(09-85)	HS
61	2008	Toyota	Camry	4T4BE46K08R033032	(09-86)	HS
62	2007	Brkt	Trailer	1B9UP12267B632281	(09-83)	PTI
63	2009	Chevrolet	Colorado	1GCCS149698134922	(24-15)	EG
64	2009	Chevrolet	Silverado	1GCEC19029E135227	(24-16)	EG
65	2009	Chevrolet	Silverado	1GCEC19J19E115477	(24-17)	EG
66	2009	Chevrolet	Silverado	1GCEC19069E148840	(24-18)	EG
67	2009	Chevrolet	Silverado	1GCEC19J89E137167	(24-19)	EG
68	2008	Chevrolet	6500	1GBJ6C1B68F417849	(04-12)	FB
69	2009	Ford	F150	1FTRF12W79KB58950	(04-11)	FB
70	2010	Winnebago	WF1385	1F66F5DY0B0A01645	(15-17)	WC
71	2011	Ford	Escape Hybrid	1FMCU4K31BKC52018	(15-18)	WC
72	2011	Ford	Escape Hybrid	1FMCU4K39BKC18442	(15-19)	WC



Automobile Coverage

#	Year	Make	Model	Vehicle ID#	Ins ID No.	Facility
73	2011	Ford	Escape Hybrid	1FMCU4K33BKC23605	(15-20)	WC
74	2007	International	4300	1HTMMAAL27H464345	(04-14)	FB
75	2012	Ford	Taurus	1FAHP2DW4CG121995	(09-91)	HS
76	2012	Ford	Taurus	1FAHP2DW2CG121994	(09-90)	HS
77	2012	Ford	F250	1FD7X2A65CEA98504	(09-92)	OP
78	2012	Ford	F250	1FD7X2A63CEA98503	(09-93)	OP
79	2006	Ford	F150	1FTRX12W56KC57274	(04-15)	FB
80	2013	GMC	Savanna	1GKZ7ZBA6D1117373	(24-25)	EG
81	2013	GMC	Sierra	1GD21ZCGXDZ316764	(24-26)	EG
82	2013	GMC	Sierra	1GD21ZCG3DZ284126	(24-27)	EG
83	2013	GMC	Sierra	1GD21ZCG0DZ210811	(24-25)	EG
84	2014	GMC	Savanna	1GD374BG8E1159498	(24-29)	EG
85	2015	HINO	268A	5PVNJ8JT6F4S56025	(04-16)	FB
86	2015	Chevrolet	Silverado	1GB0CUEG8FZ121873	(09-94)	HS
87	2000	Honda	Odyssey	2HKRL1861YH511938	(17-01)	HS
88	2003	Ford	E150-Van	1FTRE14243HB05267	(17-02)	HS
89	2014	Ford	E150-Van	1FTNE1EW2EDA44608	(17-03)	HS
90	2007	Ford	E-150 Van	1FTNE14W57DB26949	(09-95)	HS
91	2016	HINO	268	5PVNJ8JV8G4S62847	(04-17)	FB
92	2016	Dodge	Grand Caravan	2C4RDGBG0GR184533	(09-96)	HS
93	2016	Nissan	Sentra	3N1AB7AP1GY270568	(61-11)	MCAP
94	2016	Nissan	Sentra	3N1AB7AP0GY271064	(61-12)	MCAP
95	2016	Nissan	Sentra	3N1AB7AP2GY267193	(61-13)	MCAP
96	2016	Chevrolet	Cruze	1G1BC5SM7G7313697	(15-21)	WC
97	2015	Chevrolet	Cruze	1G1BC5SM5G7311124	(15-22)	WC
98	2017	International	Reefer TR	1HTMMMMM8HH151792	(04-18)	FB
99	2016	Ford	Transit	NM0GE9F76G1262907	(17-04)	



Umbrella Liability Coverage

Issuing Company: Philadelphia Indemnity Insurance Company
Policy Term: 3/1/2017 - 3/1/2018

Each Occurrence Limit	\$5,000,000
Personal and Advertising Injury Limit	\$5,000,000
Products/Completed Operations Limit	\$5,000,000
General Aggregate Limit	\$5,000,000
Retained Limit	\$10,000
<u>Underlying Coverages Include:</u>	General Liability
	Automobile Liability
	Professional Liability
	Abuse or Molestation
	Employee Benefits Liability



Management Liability Coverages

Issuing Company: Philadelphia Indemnity Insurance Company

Policy Term: 3/1/2017 - 3/1/2018

Coverages and Limits

Directors & Officers Liability

Limit of Liability: \$3,000,000 Each Policy Period
Retention: \$25,000 Each Claim
Retroactive Date: Full Prior Acts
Prior & Pending Date: 3/1/17

Employment Practices Liability

Limit of Liability: \$3,000,000 Each Policy Period
Retention: \$25,000 Each Claim
Retroactive Date: Full Prior Acts
Prior & Pending Date: 3/1/17

Policy Aggregate Limit: \$3,000,000

Fiduciary Liability – Separate Policy (see note)

Limit of Liability: \$3,000,000 Each Policy Period
Retention: \$0 Each Claim (**Expiring: \$2,500**)
Retroactive Date: Full Prior Acts
Prior & Pending Date: 3/1/17

Policy Aggregate Limit: \$3,000,000

Note: Due to the high limit of \$3,000,000 Philadelphia will issue the Fiduciary Liability on a separate policy, thus providing the coverage its own aggregate limit. This is an improvement over the expiring policy

Coverage enhancement: The retention maxes out at \$75,000 each policy term; meaning, that if you have more than three EPLI or D&O claims in a year, the 4th claim is not subject to the retention



Premium Recap

Coverage/Carrier	AM Best Rating	Admitted or Non-Admitted In California	Billing	Premium
Property & Inland Marine/ Philadelphia Indemnity Insurance Co.	A+XV	Admitted	Direct by Carrier	\$ 59,458
Crime/ Hartford Fire Ins. Co.	A+XV	Admitted	Direct by Carrier	\$ 8,542
General Liability/ Philadelphia Indemnity Insurance Co.	A+XV	Admitted	Direct by Carrier	\$ 28,861
Abuse/ Philadelphia Indemnity Insurance Co.	A+XV	Admitted	Direct by Carrier	\$ 3,471
Professional Liability/ Philadelphia Indemnity Insurance Co.	A+XV	Admitted	Direct by Carrier	\$ 20,297
Business Auto/ Philadelphia Indemnity Insurance Co.	A+XV	Admitted	Direct by Carrier	\$ 74,391
Umbrella-Excess Liability/ Philadelphia Indemnity Insurance Co.	A+XV	Admitted	Direct by Carrier	\$ 24,551
Management Liability/ Philadelphia Indemnity Insurance Co.	A+XV	Admitted	Direct by Carrier	\$ 36,927
Total Premium				\$256,498

Quote Conditions

Required copy of this proposal with coverage options, changes and deletions shown on the proposal along with the Signed Authorization to Bind Coverage is required prior to binding coverage.



Community Action Partnership of Kern

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Premium Recap

IMPORTANT INFORMATION

➤	If the insurance carrier issues a Notice of Cancellation, all open items such as sales/payroll reports, premiums due etc., MUST be sent to the insurance carrier PRIOR to the Cancellation date in order for the policy to be reinstated. MOST insurance carriers now only send out one notice of cancellation and if all items are not met, no further notice is sent to you AND your policy will have cancelled.
➤	Should you (the insured) elect to cancel your policy mid-term, you may be charged a short-rate cancellation penalty as determined by the insurance carrier regardless of the reasons to cancel. Please read your policy and endorsements for cancellation provisions.
➤	Please refer to the policy for a complete list of exclusions, warranties, endorsements and limitations.
➤	We recommend that you keep a copy of your policy (ies) and endorsements. Heffernan Insurance Brokers' retention policy is five (5) years from the expiration date of the policy as required by The Department of Insurance.
➤	Insurance carriers are rated by AM Best for financial Solvency. AM Best ratings are included in the above as of February 15, 2017. For the most current insurance company rating information , please go to www.ambest.com
➤	It is the policy of the Heffernan Insurance Brokers to discourage the use of carriers whose Best Rating is less than B+. If you are offered a quote with a carrier who is rated lower than B+, it is typically the only viable option we could obtain. If you are offered a quote for less than B+ rated then you will be required to sign an authorization to bind with a carrier less than B+ rated except for California State Compensation Insurance Fund for Workers Compensation as they withdrew from AM Best Rating.



Premium Comparison and Marketing Analysis

Premium and Exposure Comparison

	2017 New Program Philadelphia/ Hartford/ Lloyd's	2017 Riverport/ Hartford/ Carolina Casualty/ Lloyd's	2016 Riverport/ Hartford/ Carolina Casualty/ Lloyd's
Property/Inland Marine	\$59,458	\$73,611	\$72,493
General Liability	\$28,861	\$30,139	\$35,657
Sexual Misconduct/Abuse	\$3,471	\$27,932	\$18,975
Professional Liability	\$20,297	\$3,004	\$3,163
Crime Coverages	\$8,542	\$8,534	\$8,534
Automobile	\$74,391	\$75,357	\$72,408
Umbrella-Excess Liability	\$24,551	\$25,534	\$20,245
Management Liability	\$36,927	\$40,087	\$40,079
Medical Malpractice	Not Renewing	Not Renewing	\$2,388
<i>Total:</i>	\$256,498	\$284,198	\$273,942
<i>Total Property Values:</i>	\$42,304,671	\$42,304,671	\$42,593,121
<i>Total # of Vehicles:</i>	99	99	102

Marketing Analysis

Insurance Carrier	Results
Philadelphia Ins. Co./Hartford	Quotation and Recommendation Presented
Riverport Ins. Co./Hartford/Carolina Casualty	Total Renewal, all lines = \$284,198
New Hampshire	Could not provide a competitive quotation
Arch Insurance Co.	Could not provide a competitive quotation



Loss Summary

Coverage: Property

Policy Year	# of Claims	Total Paid	Total Reserved	Total Incurred
2016	2	\$ 82,697	\$ 29,610	\$112,307
2015	0	\$0	\$0	\$0
2014	1	\$ 15,137	\$0	\$ 15,137
2013	0	\$0	\$0	\$0
2012	7	\$206,897	\$0	\$206,897

Note: policy year 2012 had both a large fire and a large water loss in the same policy term.

Coverage: General Liability

Policy Year	# of Claims	Total Paid	Total Reserved	Total Incurred
2016	0	\$0	\$0	\$0
2015	0	\$0	\$0	\$0
2014	2	\$40,783	\$0	\$40,783
2013	0	\$0	\$0	\$0
2012	0	\$0	\$0	\$0

Coverage: Automobile

Policy Year	# of Claims	Total Paid	Total Reserved	Total Incurred
2016	1	\$26,765	\$0	\$26,765
2015	4	\$14,037	\$0	\$14,037
2014	6	\$16,152	\$0	\$16,152
2013	5	\$29,513	\$0	\$29,513
2012	7	\$31,948	\$0	\$31,948

Coverage: Management Liability

Policy Year	# of Claims	Total Paid	Total Reserved	Total Incurred
2016	0	\$0	\$0	\$0
2015	0	\$0	\$0	\$0
2014	0	\$0	\$0	\$0
2013	1	\$40,000	\$0	\$40,000
2012	0	\$0	\$0	\$0



Information Regarding Contracts and Certificates of Insurance

Insurance is one of the available resources which may help in balancing your company's risk. You review, evaluate and sign contracts based on your evaluation of how much RISK your company can sustain. Insurance policies may defend and cover some of the items you have assumed in a contract but insurance will **never** cover everything you have agreed to in a contract.

We recommend that you and your legal counsel review all contracts prior to signing.

Additional Insured, Primary and/or Waiver of Subrogation Requests:

If your contract requires you to provide a Certificate of Insurance evidencing your insurance coverages, you may also be required to assume obligations and/or liability for others by naming your client or customer on your policy as an Additional Insured, your policy is primary and/or include a Waiver of Subrogation. This is possible only with permission of the insurance company, the endorsements must be approved by the insurance company and, in some cases, there may be an additional premium. Please forward the contract to us, along with the insurance requirements, and we will work with your insurance company to see if they can provide the coverages required in the contract. Please be aware that there may be other consequences to your policy, including but not limited to:

- Your policy limits are now shared with other entities: their claims involvement may reduce or exhaust your full policy's aggregate limits.
- Your policy may provide higher limits than required by contract; your full limits can be exposed to the Additional Insured.
- There may be conflicts in defense when your insurer has to defend both you and the Additional Insured.
- Additional Insured or Primary may only have coverage if the claim is also against you.
- Additional Insured endorsement may cover on-going operations and your contract states on-going **and** completed operations.
- If other party is at fault and you waive your rights for your insurance company to subrogate against their insurance company, your policy limits will be affected. This may also result in your future insurance rates increasing or ability to purchase insurance.
- Contracts you sign may include that you protect them for other items that are not covered by your insurance policy. Be sure that you read and understand your policy forms, exclusions, limitations, terms, warranties and conditions.
- 2013 ISO General Liability policy form restricts your insurance company payments to limits listed in the contracts. This may be contrary to what you or they believe you have or agreed upon. Currently there is no way to change the 2013 ISO policy forms.
- We cannot add any cancellation wording to a certificate of insurance. Only the first named insured (you) will receive notice of cancellation or non-renewal from the insurance company. The insurance company is under no obligation to provide notice of cancellation, reduction, change or non-renewal of coverage. Some insurance carriers will provide this endorsement but it is generally less than what the contract requires.

Please refer to this proposal and attachments for copies of the Additional Insured, Primary and Waiver of Subrogation endorsements that the company has added to your policy and authorized us to use. Since we can only issue these endorsements, be sure to update your contracts to reflect these forms. We cannot issue forms you agree to in a contract if not authorized by the insurance carrier.



Heffernan Insurance Brokers

Certificate of Insurance Request Form



Client Code: COMMACT-09
 Email to: HIBCertRequest@Heffins.com

Policy Holder Name _____
 Your Name and Title _____
 Your Phone Number _____
 Date The Certificate of Liability is required _____

Certificate Holder
 Name _____
 Address _____
 City _____
 State _____
 Zip _____
 Fax or email to? _____

Coverage Required on Certificate of Insurance:

☐ General Liability ☐ Automobile Liability ☐ Workers' Compensation
☐ Umbrella Liability ☐ Other – specify: _____

Provide information on the project, location, vehicle information etc. _____

- Additional Insured Required? If yes provide name(s) below
 - Primary Wording Required?
 - Waiver of Subrogation Required? ☐ WC
 - Is this for a Condo, Town home or Residential Project?
 - Is this for a CIP, OCIP or WRAP project:
- | | | | |
|--------------------------|-----|--------------------------|------|
| <input type="checkbox"/> | GL | <input type="checkbox"/> | Auto |
| <input type="checkbox"/> | GL | <input type="checkbox"/> | Auto |
| <input type="checkbox"/> | GL | <input type="checkbox"/> | Auto |
| <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
- If Yes, are you participating in the WRAP Policy?
- If this request is for a Rental Agency for rental or lease of Automobiles, Equipment or both, please contact your Account Manager before requesting a Certificate of Liability Insurance to verify that you have the proper insurance coverage in place.

Additional Insured: _____

Other information: _____

If you do not receive a copy of the certificate of insurance within 24 hours, please contact your Account Manager.



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 February 15, 2017

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Motor Vehicle Records

Motor Vehicle Reports and The Drivers Protection Act [18 United States Code Sections 2721-2725]

The insurance industry requires Heffernan Insurance Brokers to be in possession of Driver's License Numbers and/or order Motor Vehicle Reports (MVRs). However, to do so, we must comply with The Drivers Protection Act. The law states that we must demonstrate that we have obtained written consent of the individual to whom the information pertains. This law applies not only to HIB, but also to anyone else who has a driver's license number in their possession without written consent.

The law includes the following penalties and civil actions:

- Penalties- criminal fines and civil penalties up to \$5,000 a day for each day of substantial noncompliance.
- Civil Action- including actual damages, punitive damages, attorney fees and other preliminary and equitable relief as the court determines to be appropriate.

In the event you do not already meet the guidelines, we have provided suggested wording for a letter that should be signed and dated by employees who either drive a company vehicle or drive their own vehicle on behalf of your company. We recommend that you retain the signed employee acknowledgement in the employees' permanent personnel file.

Heffernan Insurance Brokers cannot receive driver's license numbers or order MVRs without the signed permission letter from your employees or prospective employees. Please send the signed authorization by the employee when sending driver's license numbers and/or asking HIB or the insurance company to order MVR report. Also be aware of your legal obligations to send this information via secured means.

SUGGESTED LETTER – EMPLOYEE PERMISSION LETTER

To: Name of Employer
From: Name of Employee

It is understood that my employer's insurance requires (or may require) me to drive either a company owned vehicle or my own vehicle on company business. I understand the insurance broker and the insurance company writing my employer's insurance requires my driver's license number and information in order to assess my insurability by running a Motor Vehicle Record (MVR) report. I also understand that I have the right to see a copy of my MVR upon request.

By this letter, I hereby authorize the insurance company and/or Heffernan Insurance Brokers to be in possession of my driver's license number, obtain the necessary motor vehicle records and authorize them to send a copy of my Motor Vehicle Record to my employer.

This authorization will be valid until such time I leave my employer.

The Permission Letter must be signed by the employee and kept in your employee files AND sent to Heffernan Insurance Brokers.



When to Notify Heffernan Insurance Brokers

It is important that you notify us of any occurrences that could result in a claim and/or any change to your operation, which impacts your insurance program. Please notify us immediately when:

1. You are made aware of any event or occurrence that could result in a claim.
2. You are contemplating a change of ownership, new operations, new ventures or change in the structure of your operations.
3. Your address has changed or you are adding another location to your operations.
4. You assume new liabilities by signing leases, contracts and rental agreements.
5. Circumstances which may require and increase limit of insurance coverage:
 - a. Significant changes in payroll,
 - b. Significant changes in sales, or
 - c. Significant changes in subcontracting cost.
6. Changes in security procedures or protection systems (alarms, sprinkler systems, back-up procedures).
7. Vacancy or un-occupancy of any building that will last for more than thirty days.
8. Change of personnel who manage your insurance, accounting or safety programs.
9. Personnel who travel out of the state or country.
10. Any use of watercraft or aircraft.
11. Significant changes in ERISA or Retirement Plans assets.
12. Addition of new drivers.
13. If you are leasing Automobiles, Equipment or both, please contact your Account Manager to verify that you have the proper insurance coverage in place and also prior to requesting proof of insurance for the Rental Agency.
14. If you are not sure you should call us, CALL US.



Claims Reporting Information

Failure to provide notice of a Claim or an Incident to your insurance carrier can result in denial of coverage for both expiring and renewal carriers.

IMPORTANT FACTS TO KNOW

The definition of a **claim or incident** usually includes a:

- Written demand for monetary or non-monetary relief; or
- Civil, criminal, administrative, regulatory or arbitration proceeding

There are some other types of governmental or regulatory matters that may qualify as a **Claim or Notice of Incident** depending upon the terms of the policy, especially:

- Formal investigations
- Any letter received from the EEOC or similar state regulatory agency
- Often these letters may simply state that they are investigating a matter and no action is required on your part. This is notice of an incident and **MUST** be reported to your carrier.

Any situation meeting your policy's definition of a claim or incident during the policy period should be reported to the carrier immediately. If a claim or incident is presented to you **after the policy has expired** there may be specific provisions that permit noticing the claim after expiration. If either of the above situations should occur, you should contact your representative at Heffernan Insurance Brokers immediately so that we can assist you in identifying your options.

Be sure that you communicate to Heffernan and state on all applications all incidents, claims or potential claims.

Be aware of policy quote conditions that require all incidents be reported prior to binding coverage. If you report it after the policy is bound, the insurance carrier may void the binder or change their terms and conditions of the policy. In addition the claim may not be covered under expiring policy or the renewal policy.

VERY IMPORTANT TO REMEMBER

- **Do not enter into settlement negotiations without consent from your insurance carrier.**
- **Do not incur any legal costs without consent from carriers.** The carrier always has the right to either appoint counsel or approve your choice, depending on the policy language. Under many policies, carriers will not pay for attorneys' fees incurred prior to giving the carrier notice of the claim.
- **During Renewal Process,** be sure that you report all claims, all incidents and all potential claims within the policy period to your carrier as there will be no coverage if the claim is submitted in the subsequent (renewal) policy period if you knew about it during the expiring policy term. During the renewal process, report all claims, incidents and potential claims to both expiring and renewal carriers.



Heffernan Insurance Brokers

Data Collection & Data Disclosure Information

This notice describes our policy on collection and disclosure of your information.

Categories of Information Collected and May Be Disclosed:

We obtain most of the information directly from you. We may collect and disclose the following non-public personal information about you for the purpose of obtaining insurance products and services on your behalf:

- Your business dealings with us and other companies;
- Information about your transactions with us, our affiliates or others such as your policy coverage, premiums and payment history;
- Information you provide us on applications or other forms such as your name, address, Federal ID Number or Social Security number, assets, drivers' license numbers and drivers' Motor Vehicle Records.

To Whom Information is Disclosed:

We disclose your information to other parties in order to help us fulfill our obligations to you; this includes disclosure to:

- Insurance carriers, wholesalers, MGAs for the purpose of obtaining insurance for you;
- A third party partner to assist in administrative tasks and projects on behalf of you and Heffernan;
- A risk and insurance benchmarking organization that aggregates information in their database to give us access to resources so we can better serve you and to fulfill our contractual obligation.
 - *Opt Out: If you do not want us to disclose any of your information to the benchmarking company, this can be stated on the Authorization to Bind document (page 2).*



Heffernan Insurance Brokers

Compensation Disclosure Notice

- I. Commissions. The insurer that underwrites your policy generally pays our firm a sales commission. For our efforts, we are compensated primarily by standard commissions. Standard Commissions are based on the commission schedules developed by each insurance company and calculated as a percentage of the premium. This commission percentage is set by the insurance company, not by us, and is included as part of the insurance premium you pay.
- II. Commissions and Incentive Compensation from Insurance Companies. We may also receive compensation through incentive or profit-sharing arrangements with insurance companies with which we place business. Eligibility for and the amount of contingency compensation is based on pre-established thresholds that consider the overall profitability of the business we place with insurers and other factors. This incentive compensation is never tied to any individual policyholder, and there is no meaningful method to determine in advance the impact that any particular policy has on these payments. If in a given year our firm does not meet the profitability thresholds outlined above, we are not eligible for any incentive compensation.
- III. Compensation from Excess & Surplus Lines Brokers and/or Third Party: Heffernan Insurance Brokers has disclosed and client acknowledges that in the event Heffernan Insurance Brokers places insurance coverage for YOU, including but not limited to excess and surplus lines brokers, wholesalers, reinsurance intermediaries, underwriting managers, and similar parties, some of which may be affiliates either owned in whole or in part by Heffernan Insurance Brokers (see affiliate definition below) then these parties may earn and retain “usual and customary” commissions and fees in the course of the placement of insurance coverage by Heffernan Insurance Brokers on behalf of YOU (“Third Party Compensation”), to the extent permissible under both state and federal law. Any such Third Party Compensation shall not constitute or apply toward any fees, commissions or compensation earned by Heffernan Insurance Brokers in the placement of coverage for YOU.
 - I. Heffernan Insurance Brokers Affiliates: A Heffernan Insurance Brokers affiliate means any person or entity, any corporation, partnership, limited liability company, or any other person or entity that, directly or indirectly is controlled by, or is under the common control with Heffernan Insurance Brokers. For purposes of this definition, “control” shall consist of the ownership of 49% or more of the voting stock, voting interests, voting membership interests or other voting equity interests in an entity, or, in the case of a limited partnership, in the general partner thereof.



Heffernan Insurance Brokers

Compensation Disclosure Notice

- IV. **Broker Fees.** Heffernan Insurance Brokers may charge fees in addition to the compensation & commissions described above, for our additional services. **Broker Fees charged to YOU, if any, have been disclosed to YOU in this proposal, and you will acknowledge by signing our Broker Fee Agreement included in this proposal.**
- a. **Fee in Lieu of Commission.** When the insurance company with which your policy is being placed does NOT pay Heffernan Insurance Brokers for the placement, then in this case, our sole compensation is the fee charged to YOU.
 - b. **Fees for Additional Other Services.** When we provide YOU with services such as third party loss control services, risk management services, or third party claims administration, then we may lawfully charge YOU a fee, in addition to commission or other compensation we receive for these other services which are above and beyond what is usual and customary.
 - i. For example, where we offer to provide YOU with a comprehensive risk management evaluation of all or part of your operations or properties or activities for which we may charge a fee.
 - ii. For example, when we provide services to manage your workers compensation claims acting as a third party administrator then we may charge a fee.
 - c. **Compensation in Addition to Fees.** Again, In addition to the fee we may charge YOU we may receive compensation from the insurance company in the form of a sales commission or incentive compensation.
- V. **Additional Information.** For more specific details about compensation relating to your policy, please contact your servicing team.



COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Board of Directors

From: Margaret L. Palmer, Business Manager
Date: February 22, 2017
Subject: *Agenda Item VIII(g):* New Vendor Contracts and Aggregate Amounts for Central Kitchen – Action Item

On January 4, 2017, Requests for Proposals (RFP) were issued seeking vendors to provide dairy products, produce and general food products to the Central Kitchen. Two (2) proposals were received in response to the RFP for dairy products, three (3) proposals for produce and one (1) proposal for general food products, each of which complied with the requirements contained in the respective RFP's.

A selection committee consisting of Lorenzo Maldonado, Margaret Palmer and Carmen Segovia, reviewed all vendor proposals and evaluated them according to the following factors:

1. a. Prior experience of vendor with a public or community agency with providing similar products;
2. Vendor's organization size and structure
 - a. Size of Vendor's company including managers, supervisors and support employees;
 - b. Small business, as defined by the SBA;
 - c. Minority- or woman-owned business;
 - d. Labor surplus area business (Kern County), as defined by the DOL/ETA
3. Staff qualifications and relevant experience
4. Three (3) references including tact, company name, address, telephone and email address; and
5. Bid prices.

Please see the attached Procurement Results Summary forms ("PRSF") for each of the RFP's, to which Evaluation Summary and Price Scoring forms are attached. The Evaluation Summary for each RFP contains a compilation of the scores of the individual selection committee members' evaluations. The selection committee did not evaluate the proposals as to price (item 5). Price was evaluated by Business Services according to the formula contained in each of the RFP's (also shown on the Price Scoring

Agenda Item VIII(f):
New Vendor Contracts and
Aggregate Amounts for Central Kitchen
February 22, 2017
Page 2 of 2

attached to the PRSF). The score for item 5, bid prices, was then entered into the Evaluation Summary Form and the final scores were calculated.

Based on the results of the evaluations of the proposals, it was determined that it is in the best interest of CAPK to enter into Contract for Goods Agreements with each of the following vendors for a term of three (3) years (March 1, 2017 through February 28, 2020), in the aggregate amounts noted below, which require approval of the Board of Directors.

Vendor	Start Date	Termination Date	Aggregate Amount
Alpha Wholesale Produce	3/1/17	2/28/20	\$423,000
Producers Dairy Food, Inc.	3/1/17	2/28/20	\$319,000
Sysco Food Service	3/1/17	2/28/20	\$1,674,000

Also, Central Kitchen's current Vendor for janitorial supplies, SupplyWorks, has previously competitively bid and been awarded a contract for cleaning supplies, equipment and custodial related products which contract is available to CAPK through the U.S. Communities Cooperative Purchasing Association. The process used to competitively bid these products follows the requirements set by OMB and the use of these contracts is encouraged under the OMB Uniform Guidance. CAPK is a member in good standing with the U.S. Communities Cooperative Purchasing Association. Central Kitchen anticipates purchases from SupplyWorks in an aggregate amount of \$649,000 for the same three (3) year period (March 1, 2017 through February 28, 2020).

Recommendation:

Staff recommends that the Board approve the aggregates referenced above, and authorizes the Executive Director to execute the Agreements. Additionally, staff recommends that the Board approve purchases from SupplyWorks in the aggregate amount of \$649,000 through the U.S. Communities contract.

Attachments: Procurement Results Summary, Evaluation Summary, and Price Scoring Forms for:
RFP CAPK 2017-002 Dairy Products
RFP CAPK 2017-003 Produce
RFP CAPK 2017-004 General Food

COMMUNITY ACTION PARTNERSHIP OF KERN

PROCUREMENT RESULTS SUMMARY FORM

Requestor Information

REQUESTED BY:	MARGARET PALMER	PROGRAM/DEPARTMENT:	CENTRAL KITCHEN	DATE:	2/9/17

Brief Description of Procurement:

RFP issued January 4, 2017 seeking vendors to provide dairy products to the Central Kitchen.

Procurement Results:

	Vendor	Amount
1	Producers Dairy Foods, Inc.	*
2	Sunrise Produce Co.	*
3		
4		

	Vendor	Amount
5		
6		
7		
8		

Selection:

Producers Dairy Foods, Inc.

Proposed Contract Term: 3 years **Aggregate Expenditure Over Term:** \$319,000

Selection Justification: (please use additional sheets as necessary)

*See attached Evaluation Summary Form, as well as Price Scoring Spreadsheet and Individual Evaluation Forms. Based on the criteria specified in RFP CAPK CK 2017-002, it is the recommendation of Business Services that the contract be awarded to Producers Dairy based on the overall highest score.

Procurement Approval:

		Business Services Use:
Manager / Administrator (Up to \$15,000/\$25,000)	Date	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Not Approved
<i>C. Segovia</i>	<i>2/16/17</i>	Board Approval Required:
Director / Finance Director (Up to \$75,000/\$100,000)	Date	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Executive Director (Over \$100,000)	Date	Date of Board Approval
<i>Margaret L. Palmer</i>	<i>2/10/17</i>	
Business Manager	Date	

Please attach this form to your Purchase Order Requisition

Community Action Partnership of Kern
RFP CAPK CK 2017-002 Dairy
January 26, 2017
Evaluation Summary Form

			Vendor Average Points	
Factor		Maximum	1	2
1		20	20.0	20.0
2	a	4	3.7	3.3
	b	2	-	0.7
	c	2	-	-
	d	2	0.7	-
Subtotal		10	4.3	4.0
3		20	20.0	16.7
4		20	19.3	20.0
5		30	30.0	21.9
Total Score		100	93.0	85.9

Vendor	
1	Producers Dairy
2	Sunrise Produce

Factor	Description
1	Prior experience
2	Organization size and structure
a	Size of Vendor's company
b	Small business
c	Woman-owned business
c	Labor surplus area (Kern)
3	Staff qualifications
4	References
5	Bid prices

Price Scoring

Determined as follows:

$$\frac{\text{Price of Lowest Cost Proposal}}{\text{Price of Proposal Being Scored}}$$

X Maximum Points Available

=

Awarded Price Points

Community Action Partnership of Kern
RFP CAPK CK 2017-002 Dairy
January 26, 2017
Price Scoring

		Price Scoring		
	Vendor	Price	Low Price	Points
1	Producers Dairy	\$ 82,936.68	\$ 82,936.68	30.00
2	Sunrise Produce	\$ 113,544.00	\$ 82,936.68	21.91

Price Scoring

Determined as follows:

$$\frac{\text{Price of Lowest Cost Proposal}}{\text{Price of Proposal Being Scored}} \times \text{Maximum Points Available} = \text{Awarded Price Points}$$

Price Scoring
RFP CAPK CK 2017-002
Dairy Products

BEST PRICE

#	Description	U/M	Estimated Annual Quantity (based on previous 12 months)	Producer's Dairy			Estimated Annual Expenditure	Sunrise Produce			
				Oz Per Unit	Per Oz Price	Unit Price		Oz Per Unit	Per Oz Price	Unit Price	Estimated Annual Expenditure
1	HOMO PLASTIC	HG	2,600			\$1.4500	\$3,770.00			\$1.95	\$5,070.00
2	HOMO	HPT MINI	3,800			\$0.2020	\$767.60			\$0.30	\$1,140.00
3	2% RED FAT PL	HG	10			\$1.3400	\$13.40			\$1.95	\$19.50
4	1% LF PLASTIC	HG	39,000			\$1.2800	\$49,920.00			\$1.83	\$71,370.00
5	1% LOFAT	HPT MINI	22,000			\$0.1820	\$4,004.00			\$0.28	\$6,160.00
6	LACTAID 2% RF	HG	20			\$3.7000	\$74.00			\$4.50	\$90.00
7	LACTAID 1% RF	HG	550			\$3.7000	\$2,035.00			\$4.50	\$2,475.00
8	LACTAID HOMO	HG	30			\$3.7000	\$111.00			\$4.50	\$135.00
9	LACTAID 2% RF	QT	250			\$1.8500	\$462.50			\$2.70	\$675.00
10	SOUR CREAM 5 LB	UNIT	70			\$6.0000	\$420.00			\$5.75	\$402.50
11	YOG PLAIN	QT	20			\$1.9600	\$39.20			\$2.95	\$59.00
12	YOG VANILLA	QT	2,000			\$1.9600	\$3,920.00			\$2.95	\$5,900.00
13	SWISS 96 SL 5 LB	UNIT	220				\$0.00				\$0.00
14	AMER 120 SL 5 LB	UNIT	270			\$11.4500	\$3,091.50			\$12.00	\$3,240.00
15	SWISS 120 SL 5 LB	UNIT	200			\$12.0100	\$2,402.00			\$12.00	\$2,400.00
16	CHED SHRED 5 LB	UNIT	500			\$10.6600	\$5,330.00			\$12.50	\$6,250.00
17	JACK SHRED 5 LB	UNIT	170			\$10.6100	\$1,803.70			\$12.50	\$2,125.00
18	CRM CH 1 OZ CUPS	UNIT	70	70	\$0.41	\$28.7800	\$28.78	100	\$0.22	\$21.90	\$1,533.00
19	AMER 96 SL 5 LB	UNIT	400			\$11.8600	\$4,744.00			\$11.25	\$4,500.00
							\$82,936.68				\$113,544.00

PRICE SUBJECT TO CHANGE WEEKLY

*NO BID

PRICE SUBJECT TO CHANGE WEEKLY

NO BID

COMMUNITY ACTION PARTNERSHIP OF KERN

PROCUREMENT RESULTS SUMMARY FORM

Requestor Information

REQUESTED BY:	MARGARET PALMER	PROGRAM/DEPARTMENT:	CENTRAL KITCHEN	DATE:	2/9/17

Brief Description of Procurement:

RFP issued January 4, 2017 seeking vendors to provide produce to the Central Kitchen.

Procurement Results:

	Vendor	Amount
1	Alpha Wholesale Produce.	*
2	Freshpoint	*
3	Sunrise Produce Co.	*
4		

	Vendor	Amount
5		
6		
7		
8		

Selection:



Alpha Wholesale Produce	
-------------------------	--

Proposed Contract Term: 3 years **Aggregate Expenditure Over Term:** \$423,000

Selection Justification: (please use additional sheets as necessary)

*See attached Evaluation Summary Form, as well as Price Scoring Spreadsheet and Individual Evaluation Forms. Based on the criteria specified in RFP CAPK CK 2017-003, it is the recommendation of Business Services that the contract be awarded to Alpha Wholesale Produce based on the overall highest score.

Procurement Approval:

		Business Services Use:
Manager / Administrator (Up to \$15,000/\$25,000)	Date	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Not Approved
	<u>2/16/17</u>	Board Approval Required: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> <div style="border-top: 1px solid black; text-align: center; margin-top: 10px;">Date of Board Approval</div>
Director / Finance Director (Up to \$75,000/\$100,000)	Date	
Executive Director (Over \$100,000)	Date	
	<u>2/10/17</u>	
Business Manager	Date	

Please attach this form to your Purchase Order Requisition

Community Action Partnership of Kern
RFP CAPK CK 2017-003 Produce
January 26, 2017
Evaluation Summary Form

		Vendor Average Points			
Factor	Maximum	1	2	3	
1	20	20.0	20.0	20.0	
2 a	4	4.0	4.0	3.3	
b	2	2.0	-	1.3	
c	2	2.0	-	-	
d	2	2.0	-	-	
Subtotal	10	10.0	4.0	4.7	
3	20	20.0	20.0	16.7	
4	20	20.0	20.0	20.0	
5	30	30.0	24.9	22.9	
Total Score	100	100.0	88.9	87.6	

Vendor	
1	Alpha Wholesale Produce
2	Freshpoint
3	Sunrise Produce

Factor	Description
1 a	Prior experience
2	Organization size and structure
a	Size of Vendor's company
b	Small business
c	Woman-owned business
c	Labor surplus area (Kern)
3	Staff qualifications
4	References
5	Bid prices

Price Scoring

Determined as follows:

$$\frac{\text{Price of Lowest Cost Proposal}}{\text{Price of Proposal Being Scored}} \times \text{Maximum Points Available} = \text{Awarded Price Points}$$

Community Action Partnership of Kern
RFP CAPK CK 2017-003 Produce
January 26, 2017
Price Scoring

		Price Scoring		
	Vendor	Price	Low Price	Points
1	Alpha Wholesale Produce	\$ 73,919.90	\$ 73,919.90	30.00
2	Freshpoint	\$ 88,945.40	\$ 73,919.90	24.93
3	Sunrise Produce	\$ 96,785.50	\$ 73,919.90	22.91

Price Scoring

Determined as follows:

$$\frac{\text{Price of Lowest Cost Proposal}}{\text{Price of Proposal Being Scored}} \times \text{Maximum Points Available} = \text{Awarded Price Points}$$

**Price Scoring
RFP CAPK CK 2017-003
Produce**

BEST PRICE

#	Description	Unit	Alpha Wholesale Produce			Freshpoint			Sunrise Produce		
			Estimated Annual Quantity (based on previous 12 months)	# Per Unit	Per # Price	Unit Price	Estimated Annual Expenditure	# Per Unit	Per # Price	Unit Price	Estimated Annual Expenditure
1	36/1# APPLE, FUJI 138 CT	UNIT	10			\$18.96	\$189.60			\$23.25	\$232.50
2	36/1# APPLE, GALA 138 CT	UNIT	10			\$18.96	\$189.60			\$23.25	\$232.50
3	36/1# APPLE, GOLDEN DELICIOUS 138 CT	UNIT	200			\$18.96	\$3,792.00			\$23.25	\$4,650.00
4	36/1# APPLE, GRANNY SMITH 138 CT	UNIT	20			\$18.96	\$379.20			\$23.25	\$465.00
5	36/1# APPLE, RED DELICIOUS 138 CT	UNIT	275			\$18.96	\$5,214.00			\$23.25	\$6,393.75
6	40/1# BANANA, PETITE SINGLES, 3 COLO	UNIT	20			\$17.90	\$358.00			\$21.88	\$437.60
7	40/1# BANANA, PETITE SINGLES, 4 COLO	UNIT	450			\$17.90	\$8,055.00			\$21.88	\$9,546.00
8	1# STRAWBERRIES	UNIT	30			\$14.00	\$420.00			\$23.43	\$702.90
9	1# STRAWBERRIES, DRISCOLL	UNIT	300			\$16.00	\$4,800.00			\$22.00	\$6,600.00
10	36/1# LEMONS, CHOICE 140 CT	UNIT	10			\$23.00	\$230.00			\$28.18	\$281.80
11	35/1# LINES 230 CT	UNIT	10			\$16.00	\$160.00			\$37.78	\$377.80
12	36/1# ORANGE, NAV. FNCY 113 CT	UNIT	75			\$13.00	\$975.00			\$19.73	\$1,479.75
13	36/1# ORANGE, NAV. FNCY 138 CT	UNIT	400			\$13.00	\$5,200.00			\$20.96	\$8,384.00
14	36/1# ORANGE, VAL. FNCY 113 CT	UNIT	10			\$13.00	\$130.00			\$19.73	\$197.30
15	36/1# ORANGE, VAL. FNCY 138 CT	UNIT	250			\$13.00	\$3,250.00			\$20.96	\$5,240.00
16	45# TANGERINES, CLEMENTINE	UNIT	10	20	\$0.90	\$18.00	\$180.00	25	\$1.21	\$30.31	\$242.48
17	125CT/TANGERINES, LG SATSUMA 130 CT	UNIT	10	20	\$0.90	\$18.00	\$180.00	25	\$1.21	\$30.31	\$242.48
18	25/1# TANGERINES, LG SATSUMA 130 CT	UNIT	10	25	\$0.72	\$18.00	\$180.00	25	\$1.21	\$30.31	\$242.48
19	40/1# TANGERINES, MINNEOLA 125 CT	UNIT	15	40	\$0.45	\$18.00	\$270.00	25	\$1.21	\$30.31	\$727.44
20	9/1 CT/CANTALOUPE	UNIT	10			\$11.50	\$115.00			\$18.20	\$182.00
21	5/1CT/HONEYDEW	UNIT	10			\$10.50	\$105.00			\$17.22	\$172.20
22	35/1#PEARS, BARTLETT 120 CT	UNIT	75			\$21.00	\$1,575.00			\$26.94	\$2,020.50
23	35/1#PEARS, BARTLETT 135 CT	UNIT	325			\$21.00	\$6,825.00			\$26.94	\$8,755.50
24	35/1#PEARS, DANJOU 135 CT	UNIT	200			\$21.00	\$4,200.00			\$26.94	\$5,388.00
25	18/1#NECTARINES 48-50 CT TRAY	UNIT	10			\$14.00	\$140.00	VF		\$19.80	\$198.00
26	18/1#NECTARINES 56 CT TP	UNIT	10			\$14.00	\$140.00	VF		\$19.80	\$198.00
27	18/1#NECTARINES 56 CT TP	UNIT	10			\$14.00	\$140.00	VF		\$19.80	\$198.00
28	50/1CT/BR NECTARINES	UNIT	10			\$14.00	\$140.00	VF		\$19.80	\$198.00
29	25/1# NECTARINES, 64/72 SZ VF	UNIT	10			\$14.00	\$140.00	VF		\$19.80	\$198.00
30	14/1 CT/BROCCOLI	UNIT	10			\$11.00	\$110.00			\$14.36	\$143.60
31	30/1 CT/CUCUMBER	UNIT	10			\$9.00	\$90.00			\$8.22	\$82.20
32	36/1 CT CUCUMBER	UNIT	70			\$12.00	\$840.00			\$13.18	\$922.60
33	24/1 CT/LETTUCE, ICEBERG	UNIT	10			\$11.00	\$110.00			\$15.21	\$152.10
34	24/1 CT/LETTUCE, ROMAINE	UNIT	10			\$9.00	\$90.00			\$15.95	\$159.50
35	48/1 CT/ONION, GREEN	UNIT	10			\$11.00	\$110.00			\$9.82	\$98.20
36	40/1#POTATO YAM JUMBO JEWEL	UNIT	10			\$16.00	\$160.00			\$23.78	\$237.80
37	4/2 5#/SPINACH, CLEANED CELLO	UNIT	30			\$14.00	\$420.00			\$13.36	\$400.80
38	22/1#SQUASH, ZUCCHINI MED	UNIT	70			\$10.50	\$735.00			\$15.57	\$1,089.90
39	22/1#TOMATO, 5X6-2 LAYER	UNIT	10			\$11.00	\$110.00			\$22.02	\$220.20
40	25/1#TOMATO, 6X6 LOOSE MED	UNIT	200			\$11.00	\$2,200.00			\$18.52	\$3,704.00
41	25/1#TOMATO, LOOSE XL	UNIT	20			\$12.00	\$240.00			\$20.66	\$413.20
42	200/1 CT/APPLES, SLICED 2 OZ	UNIT	100			\$47.00	\$4,700.00			\$51.41	\$5,141.00
43	5#/BELL PEPPER, GREEN JULIENNED	UNIT	70			\$8.00	\$560.00			\$8.78	\$614.60
44	5#/BELL PEPPER, RED SLICED TR	UNIT	10			\$8.00	\$80.00			\$16.24	\$162.40
45	5#/BELL PEPPER, RED JULIENNED	UNIT	30			\$8.00	\$240.00			\$16.01	\$480.30

Price Scoring
RFP CAPK CK 2017-003
Produce

BEST PRICE

Alpha Wholesale Produce										Freshpoint				Sunrise Produce			
#	Description	UOM	Estimated Annual Quantity (based on previous 12 months)	# Per Unit	Per # Price	Unit Price	Estimated Annual Expenditure	# Per Unit	Per # Price	Unit Price	Estimated Annual Expenditure	# Per Unit	Per # Price	Unit Price	Estimated Annual Expenditure		
46	4/5#BROCCOLI FLORETS	UNIT	25	12	\$1.68	\$19.00	\$475.00	12	\$1.48	\$17.70	\$442.50	20	\$1.53	\$30.60	\$457.50		
47	5#CABBAGE, GREEN DICE 1/8	UNIT	40			\$4.00	\$160.00			\$3.03	\$121.20			\$5.60	\$220.00		
48	4/5#COLE SLAW MIX	UNIT	10			\$12.00	\$120.00			\$12.09	\$120.90			\$14.60	\$145.00		
49	4/5# CARROT, SHREDDED	UNIT	10			\$11.60	\$115.00			\$11.13	\$111.30			\$14.90	\$145.00		
50	20/1#CARROTS PEELED	UNIT	40	20	\$0.80	\$16.00	\$640.00	10	\$1.11	\$11.07	\$88.560			\$19.50	\$780.00		
51	3#CAULIFLOWER FLORETS	UNIT	10			\$6.25	\$62.50			\$6.80	\$68.00			\$8.50	\$85.00		
52	4/5#CELERY, DICED 3/8"	UNIT	10			\$21.00	\$210.00			\$4.92	\$246.00			\$24.50	\$245.00		
53	5#CELERY, DICED 3/8"	UNIT	50			\$5.25	\$262.50			\$25.89	\$258.90			\$7.95	\$397.50		
54	4/5#CELERY, STICKS 4"	UNIT	10			\$6.25	\$62.50			\$6.47	\$64.70			\$8.20	\$82.00		
55	3#CILANTRO, CHOPPED	UNIT	10	3	\$2.33	\$7.00	\$70.00	4	\$2.76	\$11.04	\$42.80			\$18.50	\$185.00		
57	4/5# LETTUCE, CUT 3-WAY	UNIT	175			\$13.00	\$2,275.00			\$12.40	\$2,170.00			\$14.50	\$2,537.50		
58	5#LETTUCE, CUT 3-WAY	UNIT	70			\$3.75	\$262.50			\$12.14	\$121.40			\$4.75	\$332.50		
59	4/5#CONT. LETTUCE, SHRED 1/8, ICEBERG	UNIT	10			\$12.00	\$120.00			\$12.14	\$121.40			\$14.80	\$145.00		
60	4/5#LETTUCE, SHRED 1/8, ICEBERG	UNIT	40			\$3.00	\$120.00			\$3.03	\$121.20			\$14.80	\$592.00		
61	5#CANTALOUPE, 1/2 DICED NAT	UNIT	225			\$11.90	\$2,677.50			\$13.22	\$2,974.50			\$17.00	\$3,825.00		
62	5#CANTALOUPE, CHUNKS, TRAY	UNIT	10			\$19.00	\$190.00			\$13.22	\$132.20			\$17.00	\$170.00		
63	3#ONION, GREEN CHOPPED	UNIT	10	3	\$3.00	\$9.00	\$90.00	2	\$3.80	\$7.60	\$114.00			\$11.00	\$220.00		
64	5#ONION, GREEN CHOPPED	UNIT	10			\$12.00	\$120.00			\$18.07	\$190.70			\$21.50	\$215.00		
65	4/5#ONION, YELLOW DICED 3/8	UNIT	10			\$18.00	\$180.00			\$22.14	\$221.40			\$18.50	\$185.00		
66	5#HONEYDEW, 1/2 DICED NAT	UNIT	135			\$11.90	\$1,606.50			\$12.61	\$1,702.35			\$18.50	\$2,497.50		
67	5#MANGO, DICED	UNIT	10			\$19.90	\$199.00			\$21.53	\$215.30			\$29.00	\$290.00		
68	5#PINEAPPLE, DICED NAT	UNIT	10			\$12.90	\$129.00			\$12.45	\$124.50			\$20.50	\$205.00		
69	5#WATERMELON, CHUNKS	UNIT	525			\$8.70	\$4,567.50			\$11.07	\$5,811.75			\$14.00	\$7,350.00		
70	150/20ZBABY CARROT SN PK	UNIT	20			\$18.00	\$360.00			\$18.70	\$374.00			\$20.50	\$410.00		
71	1 GAL/LIME JUICE	UNIT	10			\$10.90	\$109.00			\$10.84	\$108.40			\$11.50	\$115.00		
72	1 GAL/OLIVE, OLIVE EX VIRG BLEND	UNIT	10			\$14.00	\$140.00				\$0.00			\$23.50	\$235.00		
												No Bid					
												\$88,945.40					
												\$96,785.50					

COMMUNITY ACTION PARTNERSHIP OF KERN

PROCUREMENT RESULTS SUMMARY FORM

Requestor Information

REQUESTED BY:	MARGARET PALMER	PROGRAM/DEPARTMENT:	CENTRAL KITCHEN	DATE:	2/9/17

Brief Description of Procurement:

RFP issued January 4, 2017 seeking vendors to provide produce to the Central Kitchen.

Procurement Results:

	Vendor	Amount
1	Sysco Ventura Inc.	*
2	The Food Exchange	No bid
3	LA Foods	No bid
4	SIMCO	No bid

	Vendor	Amount
5	US Foods	No bid
6		
7		
8		

Selection:

Sysco. Ventura Inc.	
---------------------	--

Proposed Contract Term: 3 years **Aggregate Expenditure Over Term:** \$1,674,000

Selection Justification: (please use additional sheets as necessary)

*Based on the criteria specified in RFP CAPK CK 2017-004, it is the recommendation of Business Services that the contract be awarded to Sysco Ventura, Inc. Other vendors from which proposals were sought did not submit bids and Sysco's prices are reasonable.

Procurement Approval:

		Business Services Use:
Manager / Administrator (Up to \$15,000/\$25,000)	Date	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Not Approved
<i>C Segovia</i>	<i>2/16/17</i>	Board Approval Required:
Director / Finance Director (Up to \$75,000/\$100,000)	Date	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> X <input type="checkbox"/> No <input type="checkbox"/>
Executive Director (Over \$100,000)	Date	Date of Board Approval
<i>Margaret Palmer</i>	<i>2/10/17</i>	
Business Manager	Date	

Please attach this form to your Purchase Order Requisition

Bid Sheet (page 1)
CAPK CK 2017-004
General Food Products

ALL FRUIT JUICE MUST BE FULL STRENGTH PASTEURIZED JUICE.
GROUND BEEF MUST HAVE NO MORE THAN 30% FAT (20/80 PREFERRED).

ALL GRAIN/BREAD PRODUCTS MUST CONTAIN WHOLE GRAIN, ENRICHED GRAINS OR FORTIFIED.
BREAKFAST CEREAL MUST NOT CONTAIN MORE THAN 6 GRAMS OF SUGAR PER DRY OUNCE.

PLEASE NOTE THAT ANY BRANDS OR MANUFACTURER'S I.D.'S REFLECTED BELOW ARE FOR REFERENCE ONLY. PLEASE BID YOUR LOWEST PRICED BRAND OF COMPARABLE QUALITY.

#	Description	Brand	Pack/Size	Manufacturer's I.D.	Estimated Annual Quantity (based on previous 12 mos.)	Unit Price
1	Yogurt Straw/Ban Blast Trix	YOPLAIT	48/4 OZ	17726000	120	12.13 CASE
2	Chicken Brst Faj Strip Grl Cn	TYSON	8/5 LB	003522-0928	45	145.89 CASE
3	Squash Zucchini Sli lqf Gr A P	SYS IMP	12/3 LB	1648369	10	33.24 CASE
4	Vegetable Mix 4way	SYS REL	1/30 LB	3980200	65	21.35 CASE
5	Juice Orange 100% Crtn	ARDMORE	70/4 OZ	42297	200	13.82 CASE
6	Muffin Corn	BKRSIMP	54/2.5 OZ	75758	250	20.28 CASE
7	Bean Refried Vegtrn	SANTAGO	6/27.09Z	54914	60	25.35 CASE
8	Mix Gravy Brown Inst	KNORR	12/7 OZ	84130251	70	25.99 CASE
9	Preserve Apricot	SYS CLS	6/#10	174	15	63.15 CASE
10	Applesauce Fancy Unsweetened	SYS CLS	6/#10	4062030	375	24.97 CASE
11	Cracker Graham Cinn Bug Bites	KEEBLER	210/1 OZ	3010055644	60	38.98 CASE
12	Tomato Paste Fcy 26% Cal	SYS IMP	6/#10	4708500906	25	28.84 CASE
13	Sauce Enchilada	LA VICT	6/#10	2505	30	31.88 CASE
14	Bean Green Cut 4sv Bl	SYS IMP	6/#10	5096359	10	22.82 CASE
15	Helmet Nylon Lrg Blk Lt Wgt	SYS CLS	10/144CT	305113002	10	108.06 CASE
16	Bag Plas 6.5x7.5 Hi-Den Sandw	SYSCO	1/2000CT	304985191	20	15.67 CASE
17	Spoon Plas Clr Hvy Full Length	SYS IMP	1000/EA	YPWSCSYS	10	53.79 CASE
18	Bleach Liquid Grmcdl Ultra	PUREBRT	6/128OZ	11008635041	15	bld alternate below
19	Rack Plate And Tray Tall Peg	SYSCO	1/EACH	TR-14-44SYS	10	19.5 CASE
20	Charge Freight	NONPROD	1/EACH		30	NO BID
21	Tumbler Plas Pebbled Clear	SYSCO	72/8OZ	2308SYS07	15	38.94 CASE
22	Box Bus Gray 20x15x5" Hvy Duty	VOLLRTH	1/20X15	52612	25	13.5 CASE
23	Spoon Table Windsor Mdwrt Stnls	WORLD	36/EA	651-003	20	16.5 CASE
24	Beef Patty Fc Soy Lwrsod Hs Cn	FIREREL	90/2.5OZ	2325278	275	38.1 CASE
25	Chicken Brst Fillet Mesqt	ADVANCE	53/3OZ	34-330	275	29.97 CASE
26	Breadstick White 7-8	BKRSCLS	12/12 CT	83608	70	21.25 CASE
27	Roll Dinner Clstr Wheat Pkrhse	SYS CLS	12/16CT	33613	250	21.97 CASE
28	Juice Grape Ctn	SUNCUP	70/4 OZ	30501	10	12.35 CASE
29	Sauce Alfredo	CARLAS	4/5 LB	6280	40	43.24 CASE
30	Dressing Coleslaw Favorite	SYS CLS	4/1 GAL	72165SYS	10	30.20 CASE
31	Breakfast Bar Nutri-Grn Blubry	KELLOGG	48/1.3 OZ	3800035745	475	18.04 CASE
32	Potato Diced Wht	SYS CLS	6/#10		70	27.05 CASE
33	Peach Sliced Y/C Thick Ch Diet	SYS CLS	6/#10	4108270	165	33.50 CASE
34	Drink Mix On The Go Frt Punch	CRYS LT	4/30 CT	4.3E+11	20	22.82 CASE
35	Drink Mix Peach Tea On The Go	CRYS LT	4/30 CT	4.3E+11	25	22.82 CASE
36	Mayonnaise Real Squeeze	BESTFDS	12/20 OZ	84135753	125	43.06 CASE
37	Salsa Verde Green	DEL SOL	6/#10	143	25	28.44 CASE
38	Cookie Graham Choc Elf	KEEBLER	150/1OZ	3010040239	45	24.36 CASE
39	Sauce Spaghetti Marinara Suprm	SYS SUP	6/#10	7715300908	25	24.90 CASE
40	Mustard Prpd Yellow Salad	SYS CLS	4/1 GAL	40007	10	14.57 CASE

Bid Sheet (page 2)
CAPK CK 2017-004
General Food Products

#	Description	Brand	Pack/Size	Manufacturer's I.D.	Estimated Annual Quantity (based on previous 12 mos.)	Unit Price
41	Corn Starch	ARGO	24/1LB	2001561	10	16.85 CASE
42	Dressing Ranch Buttermilk Pkt	SYS CLS	200/12 GM	7.48652E+11	60	10.11 CASE
43	Cereal Cinn Tst Rduc Sug Bwlpk	GM	96/1 OZ	29444000	25	19.97 CASE
44	Sauce Tomato Fcy Cal	SYS IMP	6/#10	7705300906	10	16.79 CASE
45	Sprinkle Rainbow Decorette	AMBROSA	4/6 LB	FS33600	10	SPECIAL ORDER
46	Cereal Cheerio Gluten Fr	GM	96/1 OZ	32262000	15	19.97 CASE
47	Apple Butter Cup	SMUCKER	200/5 OZ	5150001984	10	14.12 CASE
48	Apricot Hvs Unpl Ch Pear Juice	SYS CLS	6/#10	3686979	20	bld alternate below
49	Spoon Soup Plas Hvy Wt Clr	PACKER	1000/EA		10	21.00 CASE
50	Fork Plas Hvy Wt Clr	PACKER	1000/EA		10	21.00 CASE
51	Towel Multifold Wht 9.125x9.5	TORKADV	18/250 CT	MB550A	15	bld alternate below
52	Pad Scour Med Dly Grn 6x9	NIAGRA	1/20 CT	96NP	10	7.51 CASE
53	Tissue Toilet Jumbo 2ply Wht	SYS CLS	12/1000FT	TJ0922A-SYS	15	26.87 CASE
54	Detergent Laundry Hiefficiency	KEYSTON	4/1 GAL	6100919	45	81.00 CASE
55	Pail Sanitizing Red 6qt	ECOLAB	1/6 QT	60503-12-31	10	4.62 CASE
56	Supply Equipment Bld Item	SOTF	1/EACH	9	10	SPECIAL ORDER
57	Supply Hardware Sotf Com Bld	SOTF	1/EA		10	SPECIAL ORDER
58	Holder Pot Silicone 7x7in	SYSCO	6/7IN	PHS7SL-6PS	10	6.37 CASE
59	Lid Container 2&4 Qrt Square	SYSCO	1/EACH	10740SY08	65	2.87 CASE
60	Board Cutting Wht .5 Sftgrip	SANJMAR	1/12X18"	CBG121812WH	15	24.01 CASE
61	Opener Can Swing A Way	HALCO	1/EA	407	10	SPECIAL ORDER
62	Yogurt Raspberry Rnbw Trix	YOPLAIT	48/4 OZ	17725000	160	12.13 CASE
63	Egg Hrdbid Wht Peel Pilw	WHLFCLS	8/12 CT	4865-61241-00	10	17.81 CASE
64	Turkey Ham Sli Frz	JENNIEO	12/1 LB	2565	25	40.98 CASE
65	Squash Yellow Sliced lqf Gr A	SYS IMP	12/3 LB	2509958	10	34.00 CASE
66	Tortilla Flour Pressed 6 In	CASASOL	24/12 CT	7811-0894	230	17.75 CASE
67	Muffin Blueberry	BKRSIMP	96/2.12OZ	75707	325	34.05 CASE
68	Muffin Banana Nut	BKRSIMP	96/2.12OZ	75708	80	34.71 CASE
69	Burrito Bean & Chdr	LOSCABO	96/5.2 OZ	97576	10	51.15 CASE
70	Pasta Shell Med	LABELLA	2/10 LB	600728	10	14.21 CASE
71	Spice Parsley Flake	IMP/MCC	3/10 OZ	974322	10	30.08 CASE
72	Apricot Hvs Unpld Extra Ls	ORCHNAT	6/#10	73934158826	10	32.51 CASE
73	Pineapple Tidbit Jce Bowl	DOLE	36/4 OZ	419	10	18.13 CASE
74	Spice Marjoram Lvs	MC CORM	6/4 OZ	932322	10	42.08 CASE
75	Mustard Packets	HSE REC	1000/5.5 GM	78000587	15	16.93 CASE
76	Orange Mandarin Sect Light Syr	INTLCLS	6/#10	210574865N	200	24.89 CASE
77	Preserve Strawberry	SYS CLS	6/#10	177	15	56.33 CASE
78	Dressing Raspberry Vingt Ftr	HVR	4/1 GAL	20352HVR	10	41.54 CASE
79	Rice Brown Whole Grain	UNC BEN	1/25 LB	12111	15	24.14 CASE
80	Pineapple Crshd Jce	INTLCLS	6/#10	4087391	25	32.69 CASE
81	Spice Onion Powder	IMP/MCC	3/5.5 LB	974306	10	87.27 CASE
82	Spice Pepper Blk Grnd	SYS CLS	3/5 LB	974516	10	95.60 CASE
83	Oil Vegetable Pure	SYS CLS	8/1 GAL	99904COM	10	35.23 CASE
84	Spice Garlic Granulated	AREZZIO	3/7.25LB	14507	10	bld alternate below
85	Liner Paper Pan Quillon	DIXIE	1000/16X24	LO10	10	34.78 CASE
86	Lid Plas Clr F/3-4oz Prtn Cup	SYS IMP	20/120CT	YLS3FRSYS	10	40.57 CASE
87	Knife Plas Clr Hvy Wt	PACKER	1000/EA		10	23.33 CASE
88	Sanitizer Quat Oasis 146 Multi	ECOLAB	4/1 GAL	17781	10	180.34 CASE
89	Knife Utility Safety Klvr Ktr	SANJMAR	1/3 PK	KK403	10	10.70 CASE
90	Scraper Spatula Plas Wht Flt	WINCO	1/16 IN	PSC-16	10	3.00 CASE
91	Handle Mop Screw Type	SYSCO	6/60"	M8930SYS	10	5.70 CASE
92	Pan Strm Tbl 22g S-S 2.5" Dp	SYSCO	1/SIXTH	56162	15	11.50 CASE
93	Peeler Swivel S-S	TBLCRFT	1/EA	E5601	20	4.28 CASE
94	Fork Dinner Dominion Med Wgt	SYSCO	1/36CT	657-030S	10	5.91 CASE

Bid Sheet (page 3)
CAPK CK 2017-004
General Food Products

#	Description	Brand	Pack/Size	Manufacturer's I.D.	Estimated Annual Quantity (based on previous 12 mos.)	Unit Price
95	Yogurt Vanilla Nonfat	UPSTATE	4/5 LB	9886	85	21.60 CASE
96	Margarine Solid Zlf	WHLFCLS	30/1 LB	16936WFS	10	23.12 CASE
97	Cod Stk Brd Prck Puff Cn 1 Oz	PORTBTY	2/5 LB	10020466	410	31.33 CASE
98	Corn Whl Kernel	NW TRES	1/30 LB	62406-90006	10	21.51 CASE
99	Corn Whl Kernel	SYS REL	1/30 LB	3533494	20	20.12 CASE
100	Pancake Grain Whl 3.75	CMF	144/1.2 OZ	8615180370	300	13.81 CASE
101	Juice Apple Eco Crtn	SUNCUP	70/4 OZ	30301	250	10.75 CASE
102	Toast French Ht&Srv	AUNTJEM	144/1.5 OZ	5870	425	27.13 CASE
103	Vegetable Blend Calif	SYS REL	1/30 LB		50	26.06 CASE
104	Bread Pita Pckt Wheat	GRECDEL	72/6"	30	60	16.34 CASE
105	Sauce Teriyaki Glaze	KIKOMAN	6/5 LB	4910	10	40.69 CASE
106	Topping Rainbow Sprinkl	TOPPER	1/10 LB		10	18.22 CASE
107	Breakfast Bar Fruity Cheerios	GM	96/1.42OZ	31912	210	24.33 CASE
108	Bean Black	CASASOL	6/#10	ADB-0610	35	19.02 CASE
109	Cracker Saltine Zesta	KEEBLER	500/2 PK	3010001008	200	12.84 CASE
110	Cracker Cheezits Whl Grain	SUNSHIN	175/1.75 OZ	2410079263	55	31.23 CASE
111	Drink Mix Orng Sunrs On The Go	CRYS LT	4/30 CT	4.3E+11	20	22.82 CASE
112	Sauce Bbq Cattle Smokey	SYS CLS	4/1 GAL	72171SYS	15	30.78 CASE
113	Spice Chili Pwdr Light	SYS CLS	3/6 LB	900029979	10	63.57 CASE
114	Mix Gravy Chicken	SYS IMP	6/14 OZ	92061	35	18.99 CASE
115	Peach Diced In 100% Fruit Juic	DOLE	36/4 OZ	38900-03073	70	18.13 CASE
116	Cracker Ritz	NABISCO	300/2 PK	19320016585	25	25.27 CASE
117	Spice Garlic Granulated	SYS CLS	3/6.5 LB	901216548	10	59.06 CASE
118	Onion Chp Dehy Dispens	MC CORM	1/15LB	979608	10	53.83 CASE
119	Snack Mix Chex Smply Straw Yog	GM	60/1.03OZ	31937000	160	18.38 CASE
120	Cereal Raisin Bran Bwlpk	KELLOGG	96/1.25OZ	3800000896	10	25.19 CASE
121	Cereal Rice Chex Gluten Fr	GM	96/1 OZ	31921000	10	19.97 CASE
122	Mayonnaise Heavy Duty	SYS REL	4/1 GAL	21769SYS	10	21.42 CASE
123	Dressing 1000 Island Spcl Rec	SYS REL	4/1 GAL	71488SYS	10	25.24 CASE
124	Mix Muffin Basic Complt	BKRSCLS	6/5LB	591-0237	25	36.40 CASE
125	Soup Base Chicken	SYS CLS	1/25 LB	21410-SYS	10	43.71 CASE
126	Apricot Hvs Unpld Pear Juice	ORCHNAT	6/# 10	15876	40	32.51 CASE
127	Apricot Diced In Xls	ORCHNAT	6/# 10	15884	10	DISCONTINUED
128	Ravioli Beef In Mt Sce	CHEFBOY	6/#10	6414481060	15	33.84 CASE
129	Cereal Kix Bowlpak	GM	96/1.625OZ	11942000	10	19.97 CASE
130	Seasoning Italian Whl	IMP/MCC	3/1.75LB	974205	10	64.59 CASE
131	Napkin Bev 9.5x9.5 2ply Navy	SYS CLS	4/250CT	185322	15	20.07 CASE
132	Detergent Mach Solid Power XI	ECOLAB	4/9LB	6100185	10	198.44 CASE
133	Sanitizer Mach Liq Ecosan	ECOLAB	4/1GAL	13979	15	67.77 CASE
134	Bleach Liq Grmcdl Ultra 6%	SYS CLS	6/128OZ	11009105041	55	10.61 CASE
135	Rinse Aid Lowtemp Ultradry	ECOLAB	1/4.5GAL	15172	10	225.15 CASE
136	Tong Salad Plas Blk 6in	SYSCO	1/6 CT	4606SYS-103	120	8.34 CASE
137	Container Food Square Clear	SYSCO	1/4QT	10721SY	70	6.94 CASE
138	Spoon Tea Dominion Medweight	SYSCO	1/36 CT	657-001S	10	4.46 CASE
139	Mop Wet Durpro 4pl Cot 24oz 1	RUBBRMD	12/24 OZ	FGF11800WH00	10	SPECIAL ORDER
140	Pan Sheet Almn Closed Bead 18g	SYSCO	1/18X13	86371	15	7.72 CASE
141	Bowl Mixing S/S	WINCO	1/3 QT.	MXB-300Q	10	3.20 CASE
142	Thermometer Frzr Refrg -20-80f	SYSCO	2/EACH	25HP-02S-1	10	6.88 CASE
143	Vegetable Blend Orient Sug Snp	SYS IMP	6/4 LB	1491000	25	30.83 CASE
144	Pea Green	NW TRES	1/30 LB	62406-90000	10	22.72 CASE
145	Waffle Stix Belgian	BELCHEF	144/1 OZ	4369500200	210	25.14 CASE
146	Burrito Brkfst Egg Chs	FRNANDO	72/3 OZ	16375	200	33.47 CASE
147	Corn Whl Kernel	AMERHTG	1/30 LB	74865657594	10	bld alternate below
148	Potato Oven Rstd Medley	ALEXIA	5/3 LB	AX508	20	25.74 CASE

Bid Sheet (page 4)
CAPK CK 2017-004
General Food Products

#	Description	Brand	Pack/Size	Manufacturer's I.D.	Estimated Annual Quantity (based on previous 12 mos.)	Unit Price
149	Carrot Sli Gr A	SYS CLS	1/30 LB	V5479	10	18.38 CASE
150	Sauce Soy	JADE MT	4/1 GAL	1800550001	10	30.54 CASE
151	Pasta Macaroni Elbow	HOSPTLY	10/2 LB	71923-54981	10	12.13 CASE
152	Spice Basil Gmd	IMP/MCC	6/12 OZ	974226	10	57.38 CASE
153	Breakfast Bar Nutri-Grn Stwbry	KELLOGG	48/1.3 OZ	3800035945	450	18.04 CASE
154	Pasta Noodle Egg Med	LABELLA	2/5 LB	600730	10	12.04 CASE
155	Bean Pinto Fcy	CASASOL	6/#10	EB-0610	125	19.2 CASE
156	Mustard Squeeze	HEINZ	16/9 OZ	75991008	60	14.72 CASE
157	Cereal Cheerio Gluten Fr	GM	4/29 OZ	11977000	65	22.98 CASE
158	Pear Diced In Juice	DOLE	36/4 OZ	3019	80	18.13 CASE
159	Cereal Cheerio Mltigr Gltin Fr	GM	96/1 OZ	32263000	40	19.97 CASE
160	Orange Mandarin Sect Juice Cup	DOLE	36/4 OZ	4208	120	18.13 CASE
161	Potato Pearl Excel	BASICAM	12/28 OZ	76468	20	48.89 CASE
162	Pasta Spaghetti	GILSTER	1/30 LB	71923-54978	15	18.69 CASE
163	Soup Base Beef Flvr Paste	SYS REL	1/25LB	72099SYS	10	47.76 CASE
164	Cereal Kix Berry Berry Bwlpk	GM	96/69 OZ	43056000	10	DISCONTINUED
165	Cereal Crispix Bulk	KELLOGG	4/30 OZ	3800003591	60	29.31 CASE
166	Pan Coating Arsl	SYS CLS	6/17 OZ		10	7.76 CASE
167	Cereal Cinnamon Tst Crun Bwlpk	GM	96/1 OZ	11815000	25	19.97 CASE
168	Dressing French Custom Style	SYS REL	4/1 GAL	72183SYS	10	23.88 CASE
169	Cereal Rice Krispies Bwlpk	KELLOGG	96/5/8 OZ	3800000596	10	25.19 CASE
170	Cereal Rice Krispies	JUST RT	4/27 OZ	7486569489	10	bid alternate below
171	Chili Con Carne W/Bean	SYS CLS	6/#10	390SE-SYS	15	53.22 CASE
172	Kit Cutlery School Sprk/Nap/St	GOLDMAX	1000/EA	SK2	25	18.09 CASE
173	Towel Roll Noperf 7.9 Earth+	SYS REL	6/800FT	RK800E-SYS	45	22.84 CASE
174	Cover Toilet Seat	TRADEX	20/250 CT	TSC5000	10	22.73 CASE
175	Knife Paring Blue Sani Soft	SYSCO	1/3PACK	SG104C-3SY	10	20.65 CASE
176	Supply Hardware Soff Com	SOTF	1/EA		25	SPECIAL ORDER
177	Spoon Measuring Ss Hvy Dty 4pc	TBLCRFT	1/SET	722	25	7.25 CASE
178	Pail Plas Cln Kleen-Pail Green	KATCHAL	1/6QT	KP-196GR	150	6.50 CASE
179	Egg Hardboiled Whl Peel Sel	WHLFCLS	1/25 LB	4730-25505-00	80	38.16 CASE
180	Milk Soy Ultra Plain	PACIFIC	12/32OZ	8200	65	21.89 CASE
181	Turkey Breast Sli O/Rstd Frsh	FOSTRFM	6/2.5 LB	6807	450	61.69 CASE
182	Bread Honey Wheat Deli 1/2"Sli	BBRLCLS	8/32 OZ	12662	40	21.58 CASE
183	Muffin English Frk Split 2oz	BKRSCLS	12/12CT	342608	60	24.35 CASE
184	Sandwich Peanut Btr&Grape Whet	SMUCKER	72/2.6OZ	5150006960	270	35.53 CASE
185	Bagel Blueberry 3 Oz Sli	BBRLCLS	12/6 CT	28012	40	18.00 CASE
186	Jelly Asst #30 160g160mf80a	HSE REC	400/5 OZ	72431	10	18.67 CASE
187	Cereal Smart Start	KELLOGG	4/60 OZ	3800016615	10	45.71 CASE
188	Salsa Picante Mild	LA VICT	4/1 GAL	2159	95	35.80 CASE
189	Corn Whl Vacpack	CHFMXWL	6/#10	35302 10073	10	21.20 CASE
190	Pear Diced Ch Extra Ls	SYS CLS	6/10#		275	43.88 CASE
191	Drink Mix Lemonade On The Go	CRYS LT	4/30 CT	4.3E+11	25	22.82 CASE
192	Ketchup Squeeze Red Btl	HSE REC	36/14OZ	HOUYA1R	50	26.16 CASE
193	Mayonnaise Heavy Duty Carton	SYS REL	1/30 LB	71418SYS	25	19.98 CASE
194	Fruit Mix Bowl In Juice	DOLE	36/4 OZ	38900-03065	45	18.16 CASE
195	Jelly Grape Concord	SYS CLS	6/#10	172	10	31.73 CASE
196	Sauce Tartar Chef Style	SYS CLS	4/1 GAL	100090200	10	32.07 CASE
197	Pear Diced Ls	PACKER	6/#10		30	22.85 CASE
198	Pasta Shell Small	LABELLA	2/10 LB	600795	10	14.21 CASE
199	Container Plas Deli Trans W/Ld	DELITNR	240/32 OZ	YSD2532	10	75.97 CASE
200	Tray Foam Schl 5comp Wht 8x10	SYS CLS	4/125CT	YTH1S5000000	10	32.03 CASE
201	Cleaner Floor Sani Wsh N Walk	ECOLAB	1/2.5GAL	6100731	15	135.92 CASE
202	Cleaner Degrsr Greaselift Rtu	KEYSTON	4/32OZ	6100285	10	27.54 CASE

Bid Sheet (page 5)
CAPK CK 2017-004
General Food Products

#	Description	Brand	Pack/Size	Manufacturer's I.D.	Estimated Annual Quantity (based on previous 12 mos.)	Unit Price
203	Delimer Mach Lophos Limaway Np	ECOLAB	4/1 GAL	18700	10	92.80 CASE
204	Pitcher Plycbrn Clr 32 Oz	SYSCO	1/3 CT	5536SYS-1 07	40	19.30 CASE
205	Knife Paring W/Knife Guard	SYSCO	1/3.5"	M29003	100	8.50 CASE
206	Supply Equipment On The Fly	SOTF	1/EACH	9	10	SPECIAL ORDER
207	Whip French Nylon Hdle High Tp	VOLLRTH	1/18"	47094	10	14.50 CASE
208	Opener Can Elec 115v #266	EDLUND	1/EA	26100	10	671.50 CASE
209	Cheese Mozz String	AREZZIO	192/10Z	984970	15	bid alternate below
210	Steak Salisbury Ckd W/Soy	SYS REL	53/3 OZ	7390396	30	40.95 CASE
211	Pork Butt Bnls 1/4" 6-9#Ea Frz	BCH BLK	4/1 PC	5806276	10	bid alternate below
212	Beef Ground Pure 80/20 Chub	RCHWOOD	8/5 LB	4257	320	96.70 CASE
213	Chicken Meat Diced W/Dk Marn	TYSON	2/5 LB	022830-0928	750	29.87 CASE
214	Bagel Plain 3 Oz Sli	BBRLCLS	12/6 CT	28001	75	16.24 CASE
215	Pea & Carrot	SYS REL	1/30 LB	3959277	135	20.51 CASE
216	Juice Apple Cherry 100% Crtn	ARDMORE	70/4 OZ	42292	300	13.13 CASE
217	Pea Green	SYS REL	1/30LB	3533528	10	22.45 CASE
218	Juice Pnapi 100% Crtn	ARDMORE	70/4 OZ	42299	20	DISCONTINUED
219	Dressing Ranch Pkt Lo So	FLVFRSH	200/12 GM	73014	25	12.23 CASE
220	Sauce Mix Alfredo	TRIO	8/16 OZ	50000385024	10	50.40 CASE
221	Drink Mix Otg Cherry Pomo	CRYS LT	4/30 CT	4.3E+11	20	22.92 CASE
222	Cereal Kix Bulpak	GM	4/25 OZ	11965000	85	24.88 CASE
223	Dressing Italian Golden	SYS REL	4/1 GAL	72248SYS	25	15.92 CASE
224	Pineapple Tidbit Jce	CALGIRL	6/#10	80991	110	bid alternate below
225	Mayonnaise Pkt Foil	SYS REL	500/9 GM	47027SYS	30	18.92 CASE
226	Carrot Sli Medium Fcy	SYS CLS	6/#10	4114195	40	21.53 CASE
227	Cookie Graham Teddy Cinnamon	NABISCO	150/1.75 OZ	19320016704	10	35.34 CASE
228	Spice Paprika Dom Grnd	SYS CLS	3/4.5 LB	974087	10	47.76 CASE
229	Pear Sliced In Juice	ORCHNAT	6/# 10	15830	20	34.03 CASE
230	Spice Oregano Leaf	IMP/MCC	3/1.5 LB	974413	10	54.93 CASE
231	Applesauce Fancy Unsweetened	SYS CLS	6/#10	FASU8000SYS02	20	24.98 CASE
232	Bean Green Cut Mix/Short Bl	SYS REL	6/#10		10	bid alternate below
233	Tie Twist Bag White	PACKER	Jan-00		10	5.97 CASE
234	Box Food Clr Polycarb 9in Deep	SYSCO	1/18X26	10622SY07	10	54.50 CASE
235	Opener Can Hand Held Man Blue	SWINGWY	1/EA	407BL	20	9.50 CASE
236	Tumbler Plas Pebbled Clear	SYSCO	72/5 OZ	2305SYS07	10	31.86 CASE
237	Disher Stnls Sld Drk Blu Handl	SYSCO	1/#16	56174	10	8.57 CASE
238	Oven Microwave S-S Prog 110v	VOLLRTH	1/1000WT	40819	10	403.50 CASE
239	Thermometer Oven 100-600 F/C	SYSCO	1/EACH	24HP-01S-1	40	4.31 CASE
240	Pan Strm Tbl 22g Stnls 4in Deep	SYSCO	1/HALF	56154	10	22.50 CASE
241	Bowl Mixing S-S Imp	VOLLRTH	1/4 QT	47934	15	5.20 CASE
242	Bin Cutlery Pls Gray 4comp	TBLCRFT	1/21X12	1524G	15	8.50 CASE
243	Beef Diced F/ Stew 1" 135a	RCHWOOD	2/5 LB	1275	225	33.30 CASE
244	Pollock Stick 1oz Lime Alskn	SPIRFDS	1/10LB	SF01012	10	28.50 CASE
245	Turkey Breast Sli .5 Frz Cn	VALCHRS	1/12 LB	96848	15	34.77 CASE
246	Patty Veg Steak Burger	GRDNBRG	36/5 OZ	84059-00008	10	46.23 CASE
247	Pimiento Diced Peeled	SYS IMP	24/28 OZ	7.02441E+12	10	66.07 CASE
248	Pasta Fettucine	BARILLA	2/10 LB	354006	10	22.82 CASE
249	Applesauce Natural Sweetened	TREETOP	72/4 OZ	101414	85	16.94 CASE
250	Chip Multigrain Orig Ss	SUNCHIP	104/1 OZ	11151	25	30.23 CASE
251	Cereal Rice Chex Glufr Blkpk	GM	4/33 OZ	13325000	20	28.89 CASE
252	Sauce Sweet & Sour	SYS CLS	2/1 GAL	72371SYS	25	22.20 CASE
253	Bean Kidney Dark Red	SYS CLS	6/#10	DA-0610	40	24.08 CASE
254	Peach Diced Extra Light Syrup	TASTWST	6/# 10	F2614610	385	22.45 CASE
255	Apple Slice In Wtr	CALGIRL	6/#10	619	60	29.54 CASE
256	Dressing Ranch Buttermilk	SYS REL	4/1 GAL	75003SYS	60	21.67 CASE

Bid Sheet (page 6)
CAPK CK 2017-004
General Food Products

#	Description	Brand	Pack/Size	Manufacturer's I.D.	Estimated Annual Quantity (based on previous 12 mos.)	Unit Price
257	Cookie Animal Cracker Asst Zoo	AUSTIN	100/1 OZ	7978348786	110	bid alternate below
258	Cookie Vanilla Wafer Bulk Pack	SYS CLS	6/13.3OZ	2238	180	11.18 CASE
259	Spice Cumin Grd	SYS CLS	3/4.5 LB	974066	10	55.43 CASE
260	Tomato Diced In Juice	SYS CLS	6/#10	1749000904	45	18.16 CASE
261	Relish Sweet Pickle	HOME MD	4/1 GAL	1601	10	18.13 CASE
262	Tuna Light Skipjack Pouch Pack	INTLCLS	6/43 OZ	29511SY	85	46.92 CASE
263	Chip Tortilla Tri Wht Corn	ROMERO	80/1.8 OZ	7802-1	10	19.60 CASE
264	Sauce Sloppy Joe	MANWICH	4/#10	2700044181	30	22.56 CASE
265	Cracker Graham Scooby Cinn Stk	KEEBLER	210/1 OZ	3010050689	45	38.98 CASE
266	Breakfast Bar Aplcinn Cheerios	GM	96/1.42OZ	31911000	45	24.32 CASE
267	Juice Org Shelf Stable	SAHAR B	96/4 OZ	3010	10	34.28 CASE
268	Cranberry Dried	SYS IMP	1/5 LB	2403	15	14.42 CASE
269	Sauce Enchilada Green	LAS PAL	6/#10	11024	10	28.80 CASE
270	Bag Paper Wht 6#	SYSCO	1/500 CT	17809SYS	40	11.80 CASE
271	Cup Plas Clr 5 Oz Rigid	SYSCO	20/50 CT	SY5	15	86.76 CASE
272	Tissue Facial 2ply Flat Wht	SYS CLS	30/100 CT	TF6810-SYS	10	21.66 CASE
273	Liner Trash 40x48 13 Mc Nat	SYS CLS	250/40-45G	Z8048HNS	15	24.95 CASE
274	Detergent Mach Ultra Klen Liq	ECOLAB	4/1GAL	13326	20	140.07 CASE
275	Rinse Aid Lowtemp Ultra Dry	ECOLAB	4/1GAL	13722	15	252.42 CASE
276	Supply Office Soff Com	SOTF	1/EA		10	SPECIAL ORDER
277	Cup Measuring S-S Hvy Dty 4-Pc	TBLCRFT	1/SET	725	30	12.25 CASE
278	Thermometer Pkt Test 0-220deg	SYSCO	2/EACH	1246-02S-1	55	8.51 CASE
279	Rack Filwre Combination Blue	SYSCO	1/20X20	TR-2-44SYS	10	19.25 CASE
280	Container Food Square Clear	SYSCO	1/2QT	10720SY07	20	4.66 CASE
281	Broom Angular Flagged	SYSCO	6/54"	B410ASYS	10	19.08 CASE
282	Tortilla Corn 6" Fam Pk	GRACIAN	8/60 CT	1040	85	20.60 CASE

General Food Products

If any items listed above are available in different brands or unit sizes than that requested, please bid using the space below and indicate the brand and unit.

[illegible]

VENDOR:

SYSCO Venture, Inc.

Company Name

James Bond

Signature

Jennie Bouch

Printed Name _____

1/24/2017

Date _____

COMMUNITY ACTION PARTNERSHIP of KERN
BOARD OF DIRECTORS
PROGRAM REVIEW & EVALUATION COMMITTEE MEETING
5005 Business Park North, Bakersfield, CA
February 8, 2017
12:00 p.m.

MEETING MINUTES

1. **Call to Order**

Fred Plane called the meeting to order at 12:00 pm 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, Marian Panos, Lorena Fernandez

Absent: None

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

3. **Approval of Agenda**

Ralph Martinez, Director of Community Development, requested a change to agenda item 5a: Whitney Hughes, EKFCRC Program Supervisor, will not be making a program presentation due to a meeting that came up last-minute.

Motion was made and seconded to approve the Program Review and Evaluation meeting agenda for February 8, 2017. Carried by unanimous vote. (Panos/Fernandez)

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.)*

CAPK staff introduced themselves to the two new Board members, Marian Panos and Lorena Fernandez. Marian used to work for CAPK Head Start for 14 years and has experience as a former Federal reviewer. Lorena has been a CAPK Head Start parent for a long time, and serves as Chair at her center and Policy Council Vice Chair.

5. **Program Presentations**

- a. East Kern Family Resource Center – Whitney Hughes, Program Supervisor

The presentation will be rescheduled.

6. **New Business**

a. January 2017 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
- Shafter Youth Center
- Women, Infants and Children
- Community Development – Grants & Research
- Human Resources
- Operations
- Volunteer Income Tax Assistance

Ralph explained the format of the PRE Committee meetings and went over each program/division report, highlighting the services provided and the key achievements in the past month.

Lorena wanted to know if donations can be made to the East Kern Family Resource Center's emergency supplies closet. Carmen Segovia responded that usually donations are dropped off at the EKFRFC, but staff would be able to organize a pick-up from the BPN office if donations are collected in Bakersfield.

Lorena asked whether anyone can access services at Friendship House Community Center. Romala Ramkissoon stated that some programs are filled based on referrals or placements from partner agencies, and others are open to the community.

Motion was made and seconded to approve the January 2017 Program and Division Reports. Carried by unanimous vote. (Panos, Fernandez)

b. Application Status Report and Funding Requests – Ralph Martinez, Director of Community Development – **Action Item**

- Funding Request to Pacific Western Bank for CAPK VITA

Ralph reviewed grants that were awarded/declined in the past month and presented one funding request: \$10,000 from Pacific Western Bank to support VITA in the current tax season.

Motion was made and seconded to approve the Application Status Report and Funding Request. Carried by unanimous vote. (Fernandez, Panos)

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

Jerry Meade presented two reports for December 2016 and January 2017. Marian Panos asked why the Early Head Start Partnership was not meeting its goal of enrolling 10% of children identified as having an IFSP. Jerry stated that the Blanton Center currently only serves teen parents who are enrolled students at Blanton Academy. Staff is seeking permission to enroll children of teens from other high schools in order to meet the goal.

Motion was made and seconded to approve the Head Start / State Child Development December and January Enrollment Update and Meals Report. Carried by unanimous vote. (Fernandez, Panos)

- d. January 2017 Outreach & Advocacy Report – Louis Medina, Outreach and Advocacy Manager – ***Info Item***

Louis Medina presented highlights from the month of January, such as the highly attended PREP Works program orientation; CAPK's Twitter account receiving a re-Tweet by the National CAP office.

Louis invited committee members to attend several upcoming events including: Head Start's Read Across America on March 2nd, VITA awareness event with Congressman David Valadao on March 18th, Stuff the Bus food drive on March 31st, and the Humanitarian Awards Banquet on May 18th.

7. **Committee Member Comments**

No comments were made.

8. **Next Scheduled Meeting**

Program Review & Evaluation
Wednesday, March 15, 2017
12:00 p.m.
5005 Business Park North
Bakersfield, California 93309

9. **Adjournment**

The meeting adjourned at 1:32 pm.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Community Services/Romala Ramkissoo		Month/Year: January 2017
Program/Work Unit: 2-1-1 Kern County	Staffing: 17 (2 Vacancies)	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	5,092	4,163	929 (18%)	7,967
Kings County	220	164	56 (25%)	*
Tulare County	865	674	191 (22%)	*
Mountain Valley (Mariposa and Merced Counties)	176	144	32(18%)	*
Stanislaus County	969	773	196(20%)	*
Total	7,322	5,918	1,404 (19%)	

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

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

Other Services		Month	YTD
LIHEAP	Calls Answered	4,564	4,564
Weatherization	Routed through 2-1-1 Calls Answered	275	275
Mental Health	Calls Answered	211	211
Website Visitors	Visitors to CAPK's 2-1-1 Kern web page	2,696	2,696
VITA	Calls Answered	1,258	1,258

CalFresh Enrollments	Onsite enrollment into CalFresh (Supplemental Nutrition Assistance Program (SNAP/food stamps)	Submitted	Approved	Pending
		10	5	4

Outreach Activities	Outcomes
<ul style="list-style-type: none"> - Alberta Dillard HS Parent Meeting - Pete Parra HS Parent Meeting - GET Bus Food Distribution 	Distributed 40 2-1-1 Kern County informational cards. Distributed 40 2-1-1 Kern County informational cards. Distributed 150 2-1-1 Kern County informational cards.

Highlights:

- Started taking calls 24 hours a day for Stanislaus County.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Nutrition Services/Carmen Segovia		Month/Year: January 2017		
Program/Work Unit: Central Kitchen	Staffing: 26, including 3 subs		Program Manager: Lorenzo Maldonado	
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. <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
HS/EHS Center Meals	67,223	23,951	25,248	18,024
Home Base Meals	271	53	163	55
VIP Parent Café Meeting Meals	1,179			
Summer Food Program Service	0	0	0	0
Total	68,673	24,004	25,411	18,079

Other:

- The Central Kitchen had an Environmental Health Division Inspection on January 20, 2017. We received an "A" grade for this quarter with a 100% score. Central Kitchen has received an "A" grade for the last four quarters. We strive to keep the Central Kitchen inspection-ready at all times.
- Wesley Head Start Center opened with four classes of 15 children each, adding to the number of meals produced daily. As always the Central Kitchen staff work hard to ensure the meals are prepared and delivered on time.
- During the month of January, the Central Kitchen accommodated special diets, which include 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 prepare special items, such as homemade bread, muffins, etc.
- With the January 6, 2017, retirement date for previous Central Kitchen Manager Diana Morrison, I have been busy learning all aspects of the Central Kitchen management. I am receiving continued support from the supervisors, staff at the Central Kitchen, and Director of Nutrition Services Carmen Segovia.

Program Staffing: Central Kitchen has a total of 26 Employees, including the three substitutes who are assisting with coverage. The Cook II and Food Production Driver are back to work in full capacity after FMLA. As always, the Central Kitchen staff work hard to ensure the meals are prepared and delivered on time and keep the kitchen clean and inspection-ready.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Nutrition Services/Carmen Segovia		Month/Year: January, 2017
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	37	37
Case Managed Families	First 5 Kern School Readiness	3	3
Children participating in center-base program		0	22
Adults in Court Mandated Parenting Classes		0	2
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	66	66
Emergency Supplies Closet and Other Services	Food (individuals)	21	21
	Clothing (individuals)	24	24
	Photocopies (individuals)	295	295
	HEAP Application Supporting Docs	89	89

Other: The Kern Family Health grant allowed the EKFRFC to provide a gas card to a pregnant community member who was needing to get medical attention. This community member is now part of our First 5 services.

Staffing: Fully staffed

COMMUNITY ACTION PARTNERSHIP OF KERN
DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Community Services/Romala Ramkissoon		Month/Year: January 2017
Program/Work Unit: Energy	Total Program Staffing: 45, including 1 temp, and 5 vacancies	Program Manager/Supervisor: Vacant
Services: Residential weatherization, utility bill payment assistance, and energy efficiency education for low-to-moderate-income Kern County residents. 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 (2016/2017)	Assistance with utility bill payments	7038	7663
2. Low Income Home Energy Assistance Program (LIHEAP) Weatherization Assistance (2016)	<ul style="list-style-type: none"> Assistance with residential repair/weatherization (e.g., weather stripping, thermostats, door/window replacement, etc.) Energy-efficient appliance installation 	678	716
		2	125
3. Low-Income Weatherization Program (LIWP) (2015)	Assistance with residential repair/weatherization (e.g., weather stripping, thermostats, door/window replacement, etc.)	32	500
4. Interim Water Tank Installation Program	Installation of interim water tanks for low-income households affected by the drought.	-0-	33
5. Total Value of Services		\$327,122	\$327,122
		Results	
6. Energy calls received (from 2-1-1)		4,839	
		HEAP	Wx
7. No. of LIHEAP applications Received		869	196
8. No. of LIHEAP applications Completed		746	106
9. No. of LIHEAP applications In Progress		123	78
10. Outreach	<ul style="list-style-type: none"> GBLA Solar Energy Workshop Pauly Elementary School Colony Square Apts Lowell Place Senior Housing 	Distributed HEAP/Wx applications	
11. Collaborative meetings		Attended 2 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 dollar amount provided 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: January 2017
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	4	210
GATES Gang Prevention Program	Gang Prevention Program Aggression Replacement Training & Forward Thinking classes - provided at 5 local school sites to prevent at-risk youths from joining gangs.	0	269
Justice Assistance Grant (JAG) Program	Provides Aggression Replacement Training at two local school sites. Provided at two additional school sites as of Aug., 2016.	23	86
Grow Fit Families Program (new grant)	Increase participants' knowledge of nutrition, healthy eating, gardening, seasonal fresh produce & participation in physical activities.	21	84
STEM (Science, Technology, Engineering, Math) Program	Engineering for Kids facilitated STEM camps during the FHCC summer program. Camps sponsored by the Kern County Black Chamber of Commerce, Bright House Networks, and Californians for Energy Independence.	7	68
Mobile Mexican Consulate	Consular services are provided at every Tues. & every other Wed. providing passport renewals, assistance with obtaining important documents, and providing DACA & protection information.	320	10,106
PREP Works Program	Pre-employment program for at-risk youth, providing skills & 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 Jan. 2017).	102	102
Realignment for Success	Transitional services are provided to adults referred to the program by the Probation and Sheriff's Departments. The program provides Aggression Replacement Training, Thinking for a Change, & parenting classes. (Participants will start in April or June 2017).	0	0

Other: Kiwanis One Day Project- Several Kiwanis groups will join together on April 1, 2017 at 8am to complete a One Day Project at the Friendship House, which will consist of replanting the community garden. The community is invited to attend and participate in this fun event!

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Nutrition Services/Carmen Segovia		Month/Year: January 2017
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 (JAN 2017)	38,047	262,807
	Poundage Received all Programs	1,000,536	12,897,516
	Total Poundage Distributed all Sites	1,154,009	12,659,318
Drought Emergency Food Assistance (DEFAP)	Clients Served	Families	Individuals
	JAN 2017	3,645	24,431
	Total Poundage Distributed	225,540	2,971,140
Food Sourcing	Donations Received: 154,598 pounds of produce & 10 different produce items. <ul style="list-style-type: none"> • Ag Against Hunger: Mixed greens • Bolthouse: Carrots • CA Emergency Food Link: Cabbage, potatoes, & sweet potatoes • Country Sweet Produce: Sweet Potatoes • Fresno Food Bank: Strawberries • Grimmway/Cal Organic: Green leafy, carrots, cabbage, potatoes, broccoli, & cauliflower • Target: Produce • Wonderful Co: Citrus 		
Food Drives : \$620 and 303 lbs	<ul style="list-style-type: none"> • Maxim Healthcare Services, Inc.: 104 lb. • Board of Equalization: 91 lb. & \$620 • Rush Air Sports: 68 lb. • Color Me Mine: 40 lb. 		

Other:

- 1) Secured the Commodity Supplemental Food Program grant to eventually serve 3,500 Kern County senior residents. New program will require 3+ new staff, additional volunteers and off-site space to accommodate the program.
- 2) Attended the Kern County Hispanic Chamber of Commerce Mixer with Food Bank Outreach and Management.
- 3) Continued work on Feeding America Map the Meal Gap project for Kern County.
- 4) GET Bus downtown distribution and resource fair.
- 5) Established a commodity program (monthly) on the campus of CSUB.
- 6) Initiated Back Pack Buddies program in Buttonwillow.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Health & Nutrition Services/Carmen Segovia		Month/Year: January 2017*
Program/Work Unit: Migrant Childcare AP Program (MCAP)	Total Staffing: 17, 2 vacancies; Office Clerk & Subsidized Reimbursement Specialist	Program Manager/Supervisor: Susana Magana
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. <i>*This report is for the service month of December 2016, which was processed in the month of January 2017.</i>		

		Status	
Activities	Description	Total	% by County
Active Enrollments	Kern**	385	44%
	Tulare	184	23%
	Kings	60	7%
	Fresno	107	11%
	Madera	73	7%
	Merced	30	8%
	Total	839	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:

Kern County Parent and Provider meetings are scheduled for January 31st in Bakersfield and Feb 2nd in Delano. These meetings are to provide updated program information pertaining to the client's participation. The meetings also provide a forum for parents and providers to receive technical assistance on current program requirements. Staff will be working an alternate work schedule; as these meetings are held in the evening.

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

MCAP conducted outreach on Saturday 1/28/17. Staff distributed flyers and posted outreach material in Delano, McFarland, Arvin, and Lamont. The program staff continues to enroll new families.

Upcoming Activities:

The week of Feb 21st -24th, 2017, MCAP will be getting a visit from the Department of Education to conduct a Federal Improper Payments Elimination and Recovery Act (IPERA) review. The file selected is ready for review.

On 2/23/17 the satellite office staff from Tulare, Fresno, Kings, Merced and Madera will be coming to the Bakersfield office to partake in a half-day training on "Eligibility and Need."

On 3/2/17, the Kings County Parent and Provider meeting is scheduled to take place in the City of Avenal. Staff will be working an alternate work schedule.

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: January 2017
Program/Work Unit: Shafter Youth Center	Total Program Staffing: 2; 1 vacancy	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 (as of 1/1/2017)	Tutoring, homework assistance, recreation	32	32
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. Also in the process of filling the vacant Health Educator position.</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>	20-30 children (plus parents)	
Nutrition Education through Kern County Dept. of Public Health	Education classes teaching students to eat right, and exercise. Gardening sessions will begin later.	32	32
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.	N/A	N/A
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.	32	32

Other: SYC kids competed in the Shafter Depot Museum's Annual Christmas Tree Decoration Contest and took 2nd place with their "Christmas across Shafter Youth Center" theme, depicting photos of past years celebrating the holidays at SYC.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Nutrition Services/Carmen Segovia		Month/Year: January 2017
Program/Work Unit: WIC	Total Program Staffing: 75 staff, 7 vacancies, 4 new hires	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	16,805=84.2%	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	84	Mojave		167	
	Bakersfield		Oildale		470	
	Homeless Shelter	07	Ridgecrest		806	
	E. California Avenue	1821	Rosamond		711	
	Niles Street	2430	Shafter		1376	
	Montclair	423	Tehachapi		517	
	Friendship House	218	Wasco		1920	
	Panama	1089				
	Boron	60	<u>San Bernardino County</u>			
	Buttonwillow	84	Adelanto		1709	
	California City	727	Big Bear		306	
	China Lake Naval	*	Crestline		298	
	Station		Needles		189	
	Delano	983	Phelan		50	
	Edwards Air Force Base	154				
	Lost Hills	167	<u>Mobile WIC</u>		39	

Projects

- Administrative Coordinator, Lorna Speight, and Program Manager, Elizabeth Tolley, participated in a phone conference with California and National WIC Associations regarding political events that may impact WIC.
- Nutrition Education Coordinator, Ruth Bliss, and Elizabeth Tolley attended a conference at UC Merced on parenting. Researchers presented the current information on caregiver-child attachment and parenting practices that promote the child's feelings of security. This information will be used to develop a parenting class for WIC participants. WIC provides participants with counseling and classes on healthy lifestyle. However, in order for caregivers to successfully use the information and involve their families in a healthy lifestyle, they must have good parenting skills, which they can learn from the parenting classes. Also WIC counselors frequently include parenting tips along with the nutrition information.
- Outreach Coordinator, Mitchall Patel, researched referral sources in San Bernardino County and Kern County and developed a referral handout for WIC participants. He also developed a PSA to be aired on Groove 99.3 Old School and KNZR 1560 AM/97.7 FM Conservative Talk Radio during March, which is Nutrition Month.
- Mitchall, with other CAPK Programs, presented at the Wasco Community Alliance Meeting. He is currently working with CSUB administration to present at a Brown Bag Lunch, to speak to Marketing classes and to have an information table on campus. Mitchall is also working with Kern County Child Support Services to coordinate outreach activities in Western Kern County.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Community Development/Ralph Martinez		Month/Year: January 2017
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	• Pacific Western Bank — 2016-17 Tax Season – VITA	X	
	• Friends of Mercy Foundation - Sister Phyllis Hughes Endowment LOI – Emergency Supplies Closet – EKFC	X	
	• Bank of America – PREP Works – FHCC & SYC	X	
	• Junior League of Bakersfield – Computer Skills & Access – EKFC		X
	• Walmart Community Grant – General Support Wasco – VITA		X
Potential Funding Opportunities – Research in Progress	<ul style="list-style-type: none"> • Feeding America/Walmart Retail Agency Capacity Grant • Exploring U.S. Department of Agriculture & Office of Community Services grants with nutrition focus area 		

Projects	Description	In Progress	Completed
Strategic Plan 2016-2021	Activities & Timeline Review meeting with Strategic Planning Committee scheduled for Thursday 2/16	X	
Organizational Standards	<ul style="list-style-type: none"> • Executive Director Succession Plan draft in progress • Collecting signed Conflict Statements from Board Members • Risk Assessment Summary in progress 	X	
VITA 2016-17 Season Letter Campaign	Letters and applications submitted to 14 banks, credit unions, and accounting firms.		X
Surveys	<ul style="list-style-type: none"> • CAPK Partners Satisfaction Survey – Reviewing Analysis. • CAPK Employees Satisfaction Survey – Reviewing Analysis. • CAPK Customers Satisfaction Survey – Analysis in progress. 	X	
Board Recruitment	<ul style="list-style-type: none"> • Ads placed in publications throughout Kern to recruit for Low-Income South Kern, Low-Income Greater Bakersfield, and Private Sector representatives on CAPK Board. 	X	
Financial Capabilities Learning Community – Head Start	<ul style="list-style-type: none"> • CAPK is one of 12 Head Start programs nationwide selected to participate in 12-month technical assistance • Participated in first conference call on Tuesday 1/17 	X	

Other:

- Kern Food Policy Council Steering Committee had their first meeting of the year on January 25th

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Human Resources/Michele Nowell		Month/Year: January 2017
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	822	
	Subs/Temps	31	
	Total Staff	853	
New Hires	All divisions and programs		
	Regular	18	18
	Subs/Temps	5	5
	Total New Hires	23	23
Leaves of Absence	Intermittent Leave	61	
	Full-time Leave	20	
	Total on Leave	81	
Terminations	All divisions and programs		
	Voluntary	13	13
	Involuntary	5	5
	Total Terminations	18	18
Staffing	Vacancy	17	-
	Total Applications Received	150	150
Payroll	Total Hours Paid	131,528	
	Total Payroll	\$ 2,284,309	

Projects	<p>Completed (last 6 months):</p> <ul style="list-style-type: none"> • Benefits online 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. • Full-year attendance policy approved 1/27/17. W-2s completed and mailed. <p>Ongoing:</p> <ul style="list-style-type: none"> • Employee Policy Manual sent to Board and Union for review. • Online Recruitment via ADP • Time and Attendance in ADP.
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COMMUNITY ACTION PARTNERSHIP OF KERN
DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Operations/Emilio Wagner		Month/Year: January 2017
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	03/01/2016 to Date Completed
Business Services			
Purchase Orders Processed		213	1731
Contracts/Leases Processed		22	168
Request for Proposals (RFP)	<ul style="list-style-type: none"> Food Vendors – Central Kitchen Mechanical Ventilation – Weatherization Insulation Contractor – Weatherization 	Bids Received Drafting Bids Received	
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"> Amendment to PLC - HVAC Amendment to AC Electric – Food Bank SJ EHS Rounthip Baccam (Mental Health Services) 	In progress 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"> Install Gutters at BPN Roof repairs to 13 locations Install Pull Stations – Virginia Center 	Complete Complete Complete	
Contracts	Janitorial Service	Out to Bid	

Operations Division January 2017 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	222	2611
Projects	<ul style="list-style-type: none"> • 2017/2018 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 	In progress 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 	7 2 0 0 0 0	99 21 8 8 8 1
Property Incidents		2	14
Vehicle Incidents		1	11
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 – After three attempts to find qualified contractors to bid on the Insulation RFP for Weatherization proposals were received and evaluated. Contracts are to be awarded in early February.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Community Services/Romala Ramkissoon		Month/Year: January 2017
Program/Work Unit: VITA	Total Program Staffing: 5 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	456	456
Refunds	Federal	\$1,183,550	\$1,183,550
	State	\$113,608	\$113,608
	EITC	\$578,560	\$578,560
	CA EITC	\$32,875	\$32,875
Total Refunds		\$1,297,158	\$1,297,158

Other: Tax season has officially opened. We now have open locations in Bakersfield, Wasco and McFarland.

Wasco and McFarland are open every other Saturday.

This season we have 51 volunteers. 95% of our volunteers are bi-lingual. This is the largest bi-lingual group of volunteers we have ever had.

COMMUNITY ACTION PARTNERSHIP OF KERN
FUNDING REQUESTS AND APPLICATION STATUS REPORT
PENDING - January 2017

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)	8/23/2016	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)	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
1/11/2017 (PRE)	12/29/2016	Walmart Community Grants	VITA/ Wasco	\$ 2,500
1/11/2017 (PRE)	1/13/2017	Junior League of Bakersfield	EKFRC/ Computer Skills Training & Access	\$ 26,000

*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 - January 2017

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
9/21/2016 (B&F)	1/12/2017	U.S. Dept of Ag./ California Department of Social Services	Food Bank/ Commodity Supplemental Food Program	\$ 444,000	\$ 252,000	1/1/2017 - 12/31/2017
				TOTAL	\$ 795,728	

COMMUNITY ACTION PARTNERSHIP OF KERN
FUNDING REQUESTS AND APPLICATION STATUS REPORT
DECLINED - January 2017

Date Approved	Date of Notification	Funding Source	Program/Proposal	Amount Requested
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
8/17/2016 (B&F)	1/31/2017	U.S Dept of Housing & Urban Development	2-1-1 Kern/ Kern County Homeless Coordinated Entry System	\$ 178,000

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: Pacific Western 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 requesting \$10,000 in funding from Pacific Western 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 \$10,000 will be used to help cover the VITA program's general operating costs.

C. Approvals:

1. Romala Ramkissoon 2/1/17
Division Director Date

3. Christine Aramie 2/2/17
Director of Finance Date

2. Ralph M. H. H. H. 2-2-17
Director of Community Development Date

4. [Signature] 2/2/17
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: PREP Works for Opportunity Youth

Division Director: Ralph Martinez

Funder Name: Bank of America Charitable Foundation

Program Manager: Lois Hannible

Grant Program Name: Friendship House Community Center

☒ **New Funding**

Funding Period: 7/1/2017 – 6/30/2018

☐ **Re-Application**

A. Narrative description of funding request, including goals:

CAPK is submitting an application to the Bank of America Charitable Foundation to help at-risk youths develop work and life skills and to inspire purpose driven leadership. CAPK is requesting up to \$60,000 for the PREP Works program at Friendship House Community Center. PREP Works assists youths ages 16 to 18 years who are at high-risk of dropping out of school prepare for employment. The program will serve a total of 75 participants and will consist of classroom work preparation, community service projects, and paid hands-on work experience.

The PREP Works program will be facilitated by a program educator; a workforce development specialists will provide employment preparation workshops; and volunteers from local banks will provide financial literacy. For the work experience portion of the program, 30 participants who successfully complete the classroom component will be matched to work sites where the participants will receive a training wage for up to 16 hours a week for four weeks.

B. Use of Funds:

The requested funds of up to \$60,000 will be used to cover personnel costs for a program educator; three community service projects; and general operating expenses such as program supplies, participant wages, and staff mileage.

C. Approvals:

1. _____ Division Director Date	3. <u>Christine Anami</u> <u>2/8/17</u> Director of Finance Date
2. <u>Ralph Martinez</u> <u>2-8-17</u> Director of Community Development Date	4. <u>[Signature]</u> <u>2/9/17</u> Executive Director Date

D. Board:

<input type="checkbox"/> Policy Council Date: _____	<input type="checkbox"/> PRE Presentation Date: _____	<input type="checkbox"/> B&F Approval Date: _____	<input type="checkbox"/> Board Approval Date: _____
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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
64,992	8,542	73,534	51,356	2,2178	82%	80%

* late start for Wesley Child Development center.

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.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Head Start/State Child Development/Yolanda Gonzales	Month/Year: January 2017
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	January 2017	2,041	2053
Early Head Start Kern	January 2017	328	328
Early Head Start Partnership	January 2017	56	50
Early Head Start San Joaquin	January 2017	345	244
TOTAL Funded Enrollment		2770	2675
Children with Disabilities		Goal	Actual
Head Start Kern	Identified as having an IEP	10%	12%
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%	14%
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%	6%
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%)		97%	

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	January 2015	January 2016
66,757	13,179	79,936	56,810	23,126	83%	81%

Other: We had 4 Centers with 100% attendance for January: Blanton, Cleo Foran, Seibert, and Shafter HS.

Total Division Staffing: Currently employed in Head Start: 572
 Vacant Positions: 27
 Currently out on Leave: 68

Program Updates: Early Head Start Child Care Partnership has begun enrolling children with our new partner at Garden Pathways Downtown.

January 2017 CAPK Outreach & Advocacy Report – Presented by Outreach & Advocacy Manager Louis Medina

- **Jan. 3** – Outreach Staff attended Mayor Karen Goh’s Installation Ceremony at City Hall Chambers and posted a congratulatory message to her and to outgoing Mayor Harvey Hall on social media.
- **Jan. 4** – Posted new Home Energy Assistance Program (HEAP) qualification guidelines on capk.org and social media. Began doing separate English and Spanish social media posts.
- **Jan. 4** – Launched CAPK’s Instagram account, @CAP_Kern to reach audiences on that social media platform in English and Spanish.
- **Jan. 9** – Meeting at the Kern Community Foundation with the GIVE BIG KERN Task Force to plan the 2017 GIVE BIG KERN online marathon, scheduled for May 2.
- **Jan. 10** – Think Tank Tuesday with Kern Innovation & Technology (KIT) Community.
- **Jan. 11** – Meeting with Former Mayor Harvey Hall, to discuss how to continue partnering on projects to benefit the community.
- **Jan. 12** – Presentation about CAPK services to the Wasco Community Collaborative.
- **Jan. 12** – Attended Installation Luncheon for the 2017 Board of the Greater Bakersfield Chamber of Commerce, at Bakersfield’s Seven Oaks Country Club.
- **Jan. 13** – Outreach Staff created a popular Martin Luther King Jr. graphic to commemorate Martin Luther King Jr. Day. Also created a fun MLK coloring sheet.
- **Jan. 13** – CAPK’s Facebook page earned 2,000+ “likes” and counting!
- **Jan. 17** – Social media to congratulate Shafter Youth Center Kids for receiving 2nd place in the Shafter Depot Museum Annual Christmas Tree Decoration Contest.
- **Jan. 18** – GIVE BIG KERN orientation workshop at the Bakersfield Museum of Art.
- **Jan. 18** – CAPK VITA program officially began its services this tax season.
- **Jan. 19** – Spanish Christian Radio Manantial provided a 30-minute talk show slot for staff to promote CAPK VITA.
- **Jan. 19** – Meeting with DoubleTree hotel Senior Catering Manager Josie Martin to officially begin the planning for this year’s Humanitarian Awards Banquet.
- **Jan. 19** – Pictures of BARC volunteers preparing bags of food at CAPK Food Bank for the GET Bus Food Distribution & Resource Faire to be held the next day, Jan. 20.
- **Jan. 20** – GET Bus Food Distribution & Resource Faire on the corner of 22nd and Eye Streets from 9am-12pm., in collaboration with CAPK Food Bank and others.
- **Jan. 23** – Wesley Head Start Ribbon Cutting. Very successful. Much media attention.
- **Jan. 24** – Attended Kern County Board of Supervisors Meeting to receive a Proclamation declaring Jan. 27 as EITC Awareness Day.
- **Jan. 26** – Photo op of CAPK WIC’s Annual Staff Training and Farewell to Mgr. Beth Tolley.
- **Jan. 27** – EITC Awareness Day event. Very successful. Much media attention.
- **Jan. 30** – Presentation of CAPK programs and services in Wasco CA.
- **Jan. 31** – GIVE BIG KERN webinar (What’s New for GIVE BIG KERN?)

COMMUNITY ACTION PARTNERSHIP of KERN
BUDGET & FINANCE COMMITTEE MEETING
February 15, 2017
12:00 p.m.

MEETING MINUTES

1. **Call to Order**

Warren Peterson called the meeting to order at 12:00pm 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, Craig Henderson, Janea Benton, Ana Vigil

Absent: None

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

3. **Approval of Agenda**

Motion was made and seconded to approve the Budget & Finance Committee Meeting agenda for February 15, 2017. Carried by unanimous vote. (Henderson/Benton)

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 Pacific Western Bank for CAPK VITA
 - Funding Request to Bank of America Charitable Foundation for Friendship House Community Center

Ralph Martinez reported back to the committee about the conversation with Wonderful Foundation regarding our two recently declined applications for Food Bank and VITA services in Wasco. The Backpack Buddies option proposed to serve 55 students. The Wonderful Foundation preferred to have a larger group of participants with the same

amount of funding. CAPK is often faced with the challenge of funders who want us to serve a lot of people versus providing quality services for a smaller population.

Two funding requests were presented for approval: \$10,000 from Pacific Western Bank to support the VITA program's general operating costs, and up to \$60,000 from Bank of America Charitable Foundation for the PREP Works program at Friendship House Community Center. The current program is supported by funding from Starbucks. Ralph stated that PREP Works provides employment skills and paid work experience to youths, ages 16 to 18 years, who are at high-risk of dropping out of school. The program will serve a total of 75 participants and the top 30 students who successfully complete the classroom component will be matched to work sites for work experience.

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

- b. Past Due Facility Licensing Fees – Yolanda Gonzales, Director of Head Start / State Child Development – **Info Item**

Yolanda stated that during the January Board of Directors meeting, she was requested to bring back to the Board specific background information and a timeline for the Sterling Consolidated Invoice late fees. Craig inquired how much were the 2011 annual licensing fees. Donna stated that the agency owed \$17,140 for unpaid licensing fees from 2011. Craig asked how quickly licensing adds sites to the consolidated list. Yolanda stated that this is a lengthy process. Craig would like Yolanda to ensure that all sites are added to the consolidated bill; we must “trust but verify” all information.

Warren stated that in order to avoid future serious consequences, he advised staff to ensure fees are paid. Janae requested that Yolanda specify that staff believed that the annual payment had been made on the memorandum. Donna will ensure that the memorandum and timeline clearly state what fees are being cited. Janae stated that the agency can reach out to its state representative for future matters. Warren stated that he would like to get this issue behind us.

- 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 January 31, 2017
 - San Joaquin Early Head Start Budget to Actual for the Period Ended January 31, 2017
San Joaquin
 - Partnerships Early Head Start Child Care Partnerships Budget to Actual for the period Ended January 31, 2017

Donna Holland presented the Head Start and Early Head Start Budget to Actual Reports. The Kern grant was awarded funds to increase the duration hours of planned services for the Head Start program. This award added \$723,019 in operating and start-up funds to its federal funding.

The San Joaquin Early Head Start grant ended its budget period on January 31, 2017.

Donna will continue to provide Budget to Actual Reports until the budget period has been closed-out. CAPK requested a waiver of Non-Federal Share from Office of Head Start, which is in the process of being approved. Donna stated that San Joaquin has made significant improvements to increase their Non-Federal Share requirement. Jeremy stated that Region IX has been very helpful in ensuring that CAPK operates a high level of services for the San Joaquin grant. He said that Region IX wants very badly for us to continue with this contract and continue to provide the high level of services we are known for. He shared that Yolanda will be giving a full presentation of the San Joaquin grant at the February 22, 2017, Board of Directors meeting. Jeremy stated that the agency is happy to have acquired the San Joaquin grant; however, it has been an often difficult and grueling process. For example, the facilities were in much worse condition than originally anticipated; even the 'good' facilities were revealed to have had work done without proper building permits. Also, we have been faced with changing the mindset and work culture of the employees who were sometimes hesitant to adapt to CAPK's culture and standards. However, there have been tremendous improvements, and some of the San Joaquin staff will be in attendance at the February Board meeting to share their experience.

- d. Line of Credit Renewal - Christine Anami, Director of Finance – **Info Item**
- Seventh Amendment to Credit Agreement
 - Revolving Line of Credit

Christine reported that revolving line of credit was renewed to provide advances for another year on the revolving line of credit to January 15, 2018. The interest rate continues to be 3.75% above Daily One Month LIBOR.

- e. Authorized Signers on CAPK Bank Accounts – Christine Anami, Director of Finance – **Action Item**

Christine stated that due to recent Board turnover, staff proposes to add Ana Vigil as an authorized signer to replace Tony Martinez who is no longer a Board member. Ana is willing to accept this responsibility. Chris added that staff take advantage of committee meetings to have checks signed.

Motion was made and seconded to approve the list of authorized signers on the seven accounts with Wells Fargo and to authorize Jeremy T. Tobias, Executive Director, or Christine Anami, Director of Finance, to add Ana Vigil as a bank signer and to delete Tony Martinez. Carried by unanimous vote. (Peterson/Henderson)

6. Finance Director Report

- a. Discretionary Fund Update – **Info Item**

Christine updated the Committee on the Discretionary Fund, which gained just over \$1,000 in January. She also reported that in the 2014-2015 WIC contract audit report that we just received yesterday, it was found that there was \$10,310 in disallowed costs due to the use of temporary employees through a temp agency. The audit states that the use of temporary help is considered a contract and must be pre-approved by the state

annually. Carmen Segovia will be taking the item to the Board to request to pay the cost out of the Discretionary Fund. Christine stated that WIC has utilized temporary help in the past without any issues. However, during this specific audit, the temporary help resulted in a finding. Warren inquired if the state can go back previous years. Christine stated that she believes that they cannot.

Craig inquired about the discrepancy in Licensing Late Fees for Head Start between the Discretionary Fund and the Memorandum. Donna Holland stated that there were four individual annual licensing invoices separate from the aggregate bill that has also received late fees due to the issues we discussed earlier with the state automatically crediting any regular payments towards past late fees instead of crediting the current fee that was due. Donna stated that this separate item was brought before the committee previously for approval and she assured Craig that as we discussed in the earlier discussion, new systems have been put in place to ensure this not does occur again.

b. Financial Statements, January 2017 – **Action Item**

Christine explained all the sections of the Financial Report in detail for the benefit of the new committee members. Jeremy stated that the Head Start/Early Head Start department budget is roughly 65% of the agency and Christine is allowed to make cash draws for these grants directly from the U.S Treasury. This is a tremendous help for our agency as far as cash flow because we don't worry about daily cash flow with Head Start group and the 65% of the agency as a whole. However, there have been some preliminary ideas discussed to possibly move Head Start contracts to a Block Grant system with the states, and this would cause severe changes to our cash flow situation and to the line of credit. Something to keep our eyes on and he will be sharing this concern with local elected officials such as our Congressmen Kevin McCarthy and David Valadao.

Motion was made and seconded to approve the Financial Statements, January 2017. Carried by unanimous vote. (Henderson/Vigil)

7. **Committee Member Comments**

Craig Henderson thanked staff.

8. **Next Scheduled Meeting**

Budget & Finance Committee Meeting
Wednesday, March 22, 2017
12:00 p.m.
5005 Business Park North
Bakersfield, California 93309

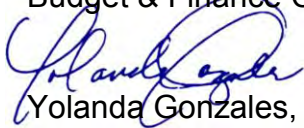
9. **Adjournment**

The meeting adjourned at 1:57pm.

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Budget & Finance Committee

From:  Yolanda Gonzales, Director of Head Start / State Child Development

Date: February 15, 2017

Subject: *Agenda Item 5b: Past Due Facility Licensing Fees – Info Item*

Background

California Department of Social Services, Community Care Licensing Division (CCL) requires an annual fee for each licensed child care facility. Most of Community Action Partnership of Kern's (CAPKs) facility fees are consolidated into a single aggregate annual invoice under one designated facility. The aggregate invoice referred to in this Memorandum is the Sterling Consolidated Invoice.

CCL charges a fee for late payments equal to 50% of the annual fee. When a late fee is assessed, the licensee is not notified until the next annual fee is billed, which is typically 10 months after the previous payment due date. There are no special notices sent between annual fee invoices. When annual payments are made by CAPK, CCL ensures that payment is first applied to outstanding late fees; remaining funds above the late fee amount are applied to annual licensing fees. If the payment made is insufficient to cover both the late fee and the annual licensing fee, additional late fees may be assessed.

When CAPK received its 2012 Sterling Consolidated Invoice in November 2011, a late fee in the amount of \$7,315 had been assessed on missed 2011 annual fees. CAPK did not recognize at the time that the 2011 annual fee payment had been missed. By the time that an invoice was received indicating a missed payment, it was too late to charge the missed payment to the correct budget period. The previous contract year had been closed, and we are not allowed to charge prior year licensing fees to a later year.

When the 2012 invoice was received, staff believed that the payment had been made, and there was an error on the part of CCL. Thus began a long and drawn out discussion with CCL staff about the fees. The timeline of which is attached for your convenience.

The 2012 Sterling Consolidated Invoice originated from the Sacramento CCL Administrative Office. CAPK attempted to communicate directly with Sacramento CCL, but was redirected to the Fresno CCL field office.

The responsibility of initiating payment to CCL was previously assigned to the Education Administrator at the time (the individual is no longer at CAPK). However, the completion of the task was not adequately monitored.

In May 2015, during the ongoing negotiations with CCL, an internal reconciliation was completed for an invoice dated 11/5/14, from the Department of Social Services. It was discovered that a prior year of consolidated licensing fees for the Sterling Consolidated Invoice (Facility #153820119) were not paid to CCL. On June 4, 2015, a meeting was held with the Regional Manager and Licensing Program Manager at the Fresno CCL to discuss the unpaid licensing fees and the resulting late fees. Upon completion of their internal reconciliation, they determined that the agency owed \$17,140 for unpaid licensing fees from 2011, and they began working with Sacramento CCL on the request to waive late fees.

Board Review

At this juncture, with final verification of amount of original fees due, staff brought the item to the Executive Committee in July 2015 for approval to pay only the licensing fees from Discretionary Fund. Payment was made from Discretionary Fund due to the fact that the fees pre-dated the current funding period. Staff briefed the Board in September 2015 on the history related to this issue. The Board approved the payment of the original licensing fee, and directed staff to negotiate with CCL on the accumulated late fees, totaling approximately \$40,944.

In December 2016, we received a letter from CCL notifying us that all of the accrued late fees would be waived with the exception of the amount of the initial late fee assessed in the 2012 Sterling Consolidated Invoice. The Head Start/ Early Head Start program came back to the Board in January 2017, and paid the past due late fees from the Discretionary Fund to resolve this issue.

Strengthening our Processes

CAPK strengthened and improved our systems to ensure that all invoices received are immediately routed to the Finance Division for payment. We have taken additional measures to ensure staff absences or departures do not interrupt the system or delay payment.

The Fiscal Administrator maintains a schedule of licensed facilities, with CCL annual license fee due dates. The expected billing date for each license fee has been entered into a shared Outlook Calendar, as a reminder of the anticipated invoices from CCL. Four employees (Division Director, Assistant Director, Fiscal Administrator, and Compliance Coordinator) have been assigned to receive these alerts, to ensure timely payments.

While preparing monthly Budget-to-Actual reports, the Fiscal Administrator will verify that the license fees have posted to the General Ledger.

Memorandum to
Past Due Licensing Fees
February 15, 2017
Page 3 of 3

Whenever a new facility is licensed, we will request CCL to add the facility to the consolidated invoice and ensure that all communication is addressed to CAPK's Administrative Office, instead of the individual facility. The Compliance Coordinator will incorporate a certification that fees are up-to-date into the monitoring schedule.

Attachment: Licensing Late Fees Timeline

Community Care Licensing Late Fees Timeline

Date	Event	Action taken/outcome
October 2010	Education Administrator departed from agency. This position was responsible for oversight of licensing fees.	
November 2010	Invoiced for annual licensing fees due January 2011	Payment was not made.
November 2011	Invoiced for annual licensing fees + late fees assessed January 2011; due January 2012	CAPK paid annual licensing fee only; CCL applied payment to late fees first, with remainder to annual licensing fees.
December 2011- August 2012	Former Staffing Coordinator had numerous verbal and written communication with CCL regarding late fees invoice. Former Staffing Coordinator was assured this was an error on their accounting system and they were working on resolving the issue.	
October 2012	Fiscal Officer had written communications with Community Care Licensing to resolve late fee (assessed January 2011, invoiced November 2011)	
November 2012	1) Invoiced for annual licensing fees + late fees assessed January 2012; due January 2013	CAPK paid annual licensing fee only; CCL applied payment to late fees first, with remainder to annual licensing fees.
	2) Letter to CCL from Fiscal Officer, requesting clarification on late and past due fees invoiced November 2012	
	3) Email to Jason Garay of CCL from Fiscal Officer, providing additional documentation to support resolution of late fees	
	4) Letter to Jason Garay from Fiscal Officer, providing additional information requested by Garay per telephone conversation	
January 2013	1) Email from Rebecca Varela of CCL to Fiscal Officer, requesting copies of cancelled checks in order to help resolve late fees	
	2) Email to Rebecca Varela from Fiscal Officer, providing documentation to support resolution of late fees	
	3) Letter to CCL from Fiscal Officer, providing scans of checks that were issued to the State	
May 2013	Fiscal Officer departed from agency	
September 2013	Email from Yolanda to R Varela, to follow up on documentation that was submitted to CCL from former Fiscal Officer to obtain closure from late fees.	

Community Care Licensing Late Fees Timeline

Date	Event	Action taken/outcome
November 2013	Invoiced for annual licensing fees + late fees assessed January 2013; due January 2014	CAPK paid annual licensing fee only; CCL applied payment to late fees first, with remainder to annual licensing fees.
November 2014	Invoiced for annual licensing fees + late fees assessed January 2014; due January 2015	CAPK paid annual licensing fee only; CCL applied payment to late fees first, with remainder to annual licensing fees.
January 2015	Staffing Coordinator departed from agency	
May 2015	Sylvia has a conversation with Rebecca in an effort to get the late fees cleared. Rebecca stated that she would try to get back to her by the end of the week.	Rebecca met with her fiscal person to find the root cause of the late fees.
	Email from Sylvia to R Varela to request to have late fees waived. Rebecca will request to have late fees waived.	
June 2015	Yolanda and Sylvia met with Robert Garza and Rebecca Varela, CCL to discuss past due CCL Fees. CCL reviewed our spreadsheet of consolidated fees and determined that the agency owes the unpaid licensing fees for 2011. Overall, a positive visit that has potential to bring closure to this issue.	Robert and Rebecca shared they would do everything they can to get late fees waived, and if successful, the agency will only need to pay for the 2011 late fees. Sylvia inquired if they could also request to waive the 2011 late fees.
July 2015	The original missed licensing fee was taken to Executive Committee.	Board approved payment of original missed licensing fee from the Discretionary Fund.
November 2015	Invoiced for annual licensing fees + late fees assessed January 2015; due January 2016	CAPK paid annual licensing fee only; CCL applied payment to late fees first, with remainder to annual licensing fees.
November 2015	Yolanda had a telephone conversation with Rebecca Varela regarding the June 2015 payment for the 2011 annual fees. Rebecca shared that she is working with her accounting office to determine the true amount of late fees. She recognized that annual fees have been timely since 2011	Per email, Rebecca stated that the license was currently in good standing with the Department
December 2015	Email to Yolanda Gonzales from Rebecca Varela, documenting a telephone conversation on November 30, 2015 regarding the progress in resolving the licensing late fee issue.	

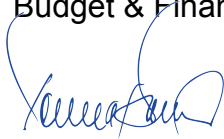
Community Care Licensing Late Fees Timeline

Date	Event	Action taken/outcome
February 2016	Verbal communication with R Varela and Sylvia to follow up on late fees. Issues have not been resolved.	
August 2016	Various emails to Rebecca Varela from Sylvia Ortega, documenting their discussion with Y. Gonzales and Robert Garza during a meeting in June 2016, regarding the progress in resolving the licensing late fee issue.	
	Email response to Sylvia Ortega from R Varela, stating the email above was forwarded to her regional manager.	
September 2016	Email to R Varela from Sylvia to follow up on late fees as 2016 Annual Fee Invoice is quickly approaching.	
October 2016	Verbal communication with Yolanda and R Varela to follow up on licensing fees	
November 2016	Verbal communication with Yolanda and Roberta Williams, Licensing Advocate to ask for assistance with licensing fees. Roberta routed call to R Varela.	
	Invoiced for annual licensing fees + late fees assessed January 2016; due January 2017	
December 2016	Verbal communication with Yolanda and R Varela to follow up on licensing fees	
	Email to Sylvia Ortega from R Varela, indicating that all but the original late fees from the November 2011 invoice had been dismissed.	CAPK paid annual licensing fee + original late fee originally assessed January 2011.
January 2017	Item was taken back to Board for final action.	Board approved payment of original past due late fees from the Discretionary Fund. Board requested a timeline of events.
February 2017	Email from Rebecca V. to Sylvia, all but one site have been added to Sterling Consolidated Billing. Last site should be added by April 2017.	Simplified process

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Budget & Finance Committee



From: Donna Holland, Fiscal Administrator

Subject: *Agenda Item 5c* : Kern Head Start and Early Head Start
Budget to Actual Report for the Period Ended January 31, 2017– Info Item

Date: February 15, 2017

The following are highlights of the Head Start/Early Head Start Budget to Actual Report for the period March 1, 2016 through January 31, 2017.

Budget Revision

Approval of CAPK's request to revise the budget has been approved. The budget revision incorporates the 10% De Minimis Indirect Cost Rate.

Duration Grant

CAPK was awarded funds to increase the duration of hours of planned services for its Head Start program. This award added \$723,019 in operating and start-up funds to its federal funding. The operating portion was prorated to 3 months. The portion of start-up funds that are not obligated by February 28, 2017 will be carried over to the next fiscal year.

Personnel & Fringe Benefits

Personnel expenditures appear less than expected at this point in the year. However, at year-end, twelve days worked in February will be paid in March, but will accrue to the fiscal year ended February 28, 2017.

Travel

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

Equipment

Two of the four vehicles budgeted have been purchased, and will be utilized by Operations staff.

Supplies

Purchases of office and classroom supplies have been ongoing, but are slowing as year-end approaches. Possible savings in this category may be used elsewhere in the program.

Contractual

Legal fees during the SEIU contract negotiation process were 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 facility 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. Savings in this category will 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 92% of the budget period elapsed, total Non-Federal Share (the sum of California Department of Education funding and in-kind) is at 106% of budget. This is significant, since the amount of non-federal share required increased by \$180,755 with the Duration award.

- California Department of Education
Actual and estimated non-federal revenues through January 2017 are at 126% of budget.
- In-Kind
Year-to-date in-kind is at 89% of budget.

The five centers with the highest percentage of goal met were Fairfax, Sunrise Villa, Roosevelt, Planz, and Martha J. Morgan. A total of 38 out of 44 centers and groups met or exceeded 92% 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 - January 31, 2017
 Month 11 of 12 (92%)

Prepared 02/09/2017

	HEAD START				
BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	10,246,395	8,355,764	1,890,631	82%	18%
FRINGE BENEFITS	3,080,648	2,799,022	281,626	91%	9%
TRAVEL	0	7,420	(7,420)		
EQUIPMENT	0	0	0		
SUPPLIES	1,037,719	614,432	423,287	59%	41%
CONTRACTUAL	64,750	93,298	(28,548)	144%	-44%
CONSTRUCTION	0	0	0		
OTHER	3,147,449	3,205,024	(57,575)	102%	-2%
TOTAL BASE FUNDING	17,576,961	15,074,960	2,502,001	86%	14%

TRAINING & TECHNICAL ASSISTANCE

TRAVEL	19,322	28,425	(9,103)	147%	-47%
SUPPLIES	22,797	21,224	1,573	93%	7%
CONTRACTUAL	18,485	7,706	10,779	42%	58%
OTHER	84,746	87,994	(3,248)	104%	-4%
TOTAL TRAINING & TECHNICAL ASSISTANCE	145,350	145,349	1	100%	0%

DURATION GRANT START-UP

EQUIPMENT	120,000	0	120,000	0%	100%
SUPPLIES	199,700	0	199,700	0%	100%
OTHER	174,802	0	174,802	0%	100%
TOTAL TRAINING & TECHNICAL ASSISTANCE	494,502	0	494,502	0%	100%

INDIRECT	1,931,892	1,522,031	409,861	79%	21%
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GRAND TOTAL HS/EHS FEDERAL FUNDS	20,148,705	16,742,340	2,911,863	83%	17%
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HEAD START and EARLY HEAD START KERN NON-FEDERAL SHARE

SOURCE	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
CALIF DEPT OF ED	2,805,361	3,524,446	(719,085)	126%	-26%
IN-KIND	3,243,566	2,875,432	368,134	89%	11%
TOTAL NON-FEDERAL	6,048,927	6,399,878	(350,951)	106%	-6%

	EARLY HEAD START				
	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
	1,869,515	1,530,448	339,067	82%	18%
	560,855	476,298	84,557	85%	15%
	0	572	(572)		
	120,000	60,680	59,320	51%	49%
	464,862	224,261	240,601	48%	52%
	12,250	14,050	(1,800)	115%	-15%
	0	0	0		
	535,892	389,882	146,010	73%	27%
	3,563,374	2,696,191	867,183	76%	24%

	34,690	22,006	12,684	63%	37%
	16,152	25,339	(9,187)	157%	-57%
	11,689	12,204	(515)	104%	-4%
	34,473	32,948	1,525	96%	4%
	97,004	92,497	4,507	95%	5%

	386,620	278,869	107,751	72%	28%
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	4,046,998	3,067,557	979,441	76%	24%
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Agency-Wide Credit Card Report *

	CURRENT	1 TO 30	31 TO 60	61 TO 90	OVER 90
Bank of America	11,779				
Lowe's	6,631	3,307	149		
Save Mart	2,137				
Smart & Final	231				
Chevron & Texaco Business Card	5,685				
Home Depot	26,048				
	52,511	3,307	149	0	0

CREDITS	TOTAL	STATEMENT DATE
	11,779	1/21/2017
	10,087	1/25/2017
	2,137	1/29/2017
	231	1/31/2017
	5,685	2/5/2017
	26,048	2/5/2017
	0	55,967

* Expenditure details are included in the CAPK Financial Report

Budget reflects Notice of Award #09CH9142-03-03, which approved the budget revision to implement the 10% indirect cost rate
 Actual expenditures include posted expenditures and estimated adjustments through 01/31/2017.

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 January 2017 (Month 11 of 12)

Percent of year elapsed: **92%**

LOCATION	ENROLL- MENT	March	April	May	June	July	Aug	Sep	Oct	Nov	Dec	Jan	YTD Totals	IN-KIND GOAL	% OF GOAL
Fairfax	40	24,746	25,251	18,439	0	0	10,005	22,272	20,029	18,541	17,168	13,952	170,403	55,233	309%
Sunrise Villa	34	13,146	12,263	6,775	0	0	6,077	9,342	10,224	16,587	15,620	0	90,034	46,948	192%
Roosevelt	34	9,039	8,311	6,674	0	0	4,841	9,597	13,633	11,672	10,723	10,590	85,080	46,948	181%
Planz	34	12,315	10,461	12,154	0	0	6,295	5,907	9,719	8,437	7,696	5,567	78,551	46,948	167%
Martha J. Morgan	83	22,338	20,744	13,606	0	0	9,484	23,523	25,761	22,865	21,960	16,509	176,790	114,607	154%
San Diego Street	48	12,075	10,439	11,730	7,067	7,027	6,596	7,251	12,869	8,785	9,738	7,681	101,258	66,279	153%
Vineland	20	5,180	5,542	4,335	0	0	2,175	4,314	7,446	4,619	6,876	0	40,486	27,616	147%
Stella Hills	34	7,753	7,910	3,580	0	0	0	7,968	9,540	14,914	10,990	5,815	68,469	46,948	146%
McFarland	20	7,117	5,767	2,921	0	0	1,979	4,768	6,828	6,040	2,934	218	38,572	27,616	140%
Virginia	34	8,315	7,701	4,854	0	0	5,080	11,006	9,713	8,356	7,298	2,514	64,837	46,948	138%
Casa Loma	34	10,304	11,410	8,328	0	0	3,953	7,952	9,553	6,765	6,178	0	64,443	46,948	137%
Franklin	24	6,049	6,281	6,607	4,113	3,364	2,518	2,368	2,392	3,869	3,745	3,090	44,395	33,140	134%
Faith Avenue	34	8,435	8,879	5,748	0	0	3,592	10,419	5,990	10,341	8,875	0	62,278	46,948	133%
Lamont	34	8,086	7,732	3,598	0	0	4,313	9,137	3,914	10,424	9,203	5,645	62,052	46,948	132%
Williams	34	8,967	8,195	5,460	0	0	2,512	7,563	9,007	8,359	6,850	5,120	62,033	46,948	132%
Alicante	34	7,661	11,592	9,673	0	0	2,224	7,140	7,528	5,251	6,644	2,192	59,904	46,948	128%
Cleo Foran	34	8,912	7,514	5,035	0	0	3,693	7,882	9,888	8,856	1,314	5,121	58,216	46,948	124%
Alberta Dillard	68	10,211	11,434	6,909	0	0	4,848	17,746	21,506	19,581	10,956	9,038	112,228	93,895	120%
Delano	90	20,376	21,196	20,989	6,696	9,199	8,591	15,304	13,013	14,262	6,453	6,538	142,617	124,273	115%
Noble	34	9,834	9,519	4,957	0	0	2,902	8,034	7,501	6,805	4,302	0	53,854	46,948	115%
Stine Road	123	19,627	19,450	20,299	12,331	12,812	17,223	17,759	20,566	17,235	18,532	15,345	191,180	169,840	113%
Taft	54	11,902	13,717	8,130	0	0	6,109	10,619	10,784	10,059	7,487	4,713	83,519	74,564	112%
Primeros Pasos	76	17,227	15,148	12,143	4,696	6,094	7,661	12,619	13,961	13,204	3,926	8,227	114,905	104,942	109%
East California	70	18,493	17,503	10,688	0	0	3,650	9,906	15,504	13,269	9,019	7,556	105,588	96,657	109%
Oildale	34	7,387	5,882	4,163	0	0	4,231	6,946	6,578	6,068	8,170	0	49,425	46,948	105%
Sterling	103	17,160	16,714	15,890	12,748	13,297	13,651	17,265	18,196	15,207	7,864	0	147,992	142,224	104%
Seibert	34	8,157	5,478	2,844	0	0	3,573	7,164	9,607	7,396	4,015	349	48,583	46,948	103%
California City	34	7,771	5,648	3,856	0	0	4,081	7,633	8,150	6,850	4,534	0	48,523	46,948	103%
Rafer Johnson	34	6,998	7,935	4,364	0	0	2,058	5,591	7,061	5,479	4,712	4,129	48,326	46,948	103%
Tehachapi	34	4,004	3,431	2,343	0	0	3,995	7,533	7,717	6,830	6,278	5,182	47,313	46,948	101%
Home Base	249	28,093	29,509	20,270	9,987	16,080	12,959	13,353	20,628	12,601	8,737	354	172,571	171,911	100%
Fairview	34	6,551	2,381	10,537	0	0	2,518	6,472	7,351	5,959	4,700	45	46,513	46,948	99%
Shafter	34	7,714	8,400	4,578	0	0	4,081	4,926	5,902	5,287	3,621	1,828	46,338	46,948	99%
Shafter HS/EHS	36	4,412	3,559	4,529	4,670	3,689	3,486	4,603	5,229	5,796	4,831	3,103	47,908	49,709	96%
Oasis	60	15,379	15,470	8,735	0	0	5,706	10,039	10,221	8,507	5,477	0	79,533	82,849	96%
Lost Hills	20	5,126	4,434	4,058	0	0	945	2,602	2,214	2,335	1,947	2,200	25,860	27,616	94%
Heritage Park	34	5,518	3,282	3,089	0	0	2,248	5,839	6,139	4,850	5,991	6,093	43,049	46,948	92%
Willow	72	15,550	13,772	7,577	0	0	4,987	10,373	11,891	13,233	10,123	3,576	91,083	99,419	92%
Pacific	62	8,933	8,122	9,357	5,612	6,792	7,204	8,500	8,175	7,241	8,002	279	78,217	85,610	91%
Buttonwillow	20	4,372	4,107	1,356	0	0	1,268	4,436	4,058	3,842	988	184	24,611	27,616	89%
Pete H. Parra	148	18,586	18,823	16,876	12,447	10,834	17,506	24,579	23,742	22,212	12,741	0	178,347	204,360	87%
Pioneer	34	4,152	5,201	3,267	0	0	695	2,895	4,107	8,212	7,732	134	36,394	46,948	78%

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 January 2017 (Month 11 of 12)

Percent of year elapsed: 92%

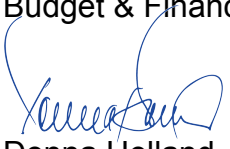
LOCATION	ENROLL- MENT	March	April	May	June	July	Aug	Sep	Oct	Nov	Dec	Jan	YTD Totals	IN-KIND GOAL	% OF GOAL
Rosamond	75	5,240	3,210	1,585	0	0	3,245	7,962	8,641	8,491	8,988	2,816	50,178	103,561	48%
Mojave	34	1,705	1,322	626	0	0	888	1,576	2,722	2,795	0	0	11,633	46,948	25%
Wesley	60											0	0	82,849	0%
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	0	NA
Program Services		5,049	4,464	4,138	3,997	3,984	3,935	3,943	3,943	3,943	3,943	3,943	45,282	93,094	49%
Policy Council and RPC		109	107	20	23	14	33	117	159	124	0	0	705	51,236	1%
SUBTOTAL IN-KIND	2,369	487,003	463,876	352,458	84,387	93,187	229,613	414,743	459,301	432,354	337,880	169,644	3,524,446	3,243,565	109%
State General Child Care*		119,619	118,092	117,337	112,660	80,901	97,966	91,197	100,401	81,273	93,393	93,393	1,106,231	1,031,472	107%
State Preschool*		153,811	147,815	148,975	113,839	124,822	135,161	151,671	171,674	147,695	155,506	155,506	1,606,475	1,680,926	96%
State Migrant Child Care*		15,718	13,870	14,146	11,867	13,484	16,366	15,885	17,203	14,287	14,950	14,950	162,725	92,963	175%
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	263,848	2,875,432	2,805,361	102%
GRAND TOTAL		776,151	743,654	632,916	322,753	312,394	479,106	673,496	748,579	675,610	601,728	433,492	6,399,878	6,048,926	106%

*May include estimates

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Budget & Finance Committee


From: Donna Holland, Fiscal Administrator

Subject: *Agenda Item 5c: San Joaquin Early Head Start*
Budget to Actual Report for the Period Ended January, 31, 2016 – Info Item

Date: February 15, 2017

The following are highlights of the San Joaquin Early Head Start Budget to Actual Report for the period February 1, 2016 through January 31, 2017, which is at the end of its budget period. Monthly budget to actual reports will continue to be presented to the Committee until this budget period has been closed-out.

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.

Base Funds

Staff expect to fully expend these funds.

Carryover Funds

Funds have been obligated for each of the planned facility improvement projects. Facility projects will be completed within 90 days of the budget period end date, at which time the funds will be fully expended.

Training & Technical Assistance Funds

Staff expect to fully expend these funds.

Non-Federal Share

With 100% of the budget period elapsed, the total Non-Federal Share is at 28% of budget. Additional in-kind documentation received after preparing this report will be recorded on the next report. CAPK has requested a waiver of Non-Federal Share from Office of Head Start, which is in the process of being approved.

Staff have made significant efforts to improve its capacity to meet the non-federal share requirement, which can be seen on the Non-Federal Share and In-Kind Report. It is expected that the requirement will be met during the next budget period.

**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 - January 31, 2017

Month 12 of 12 (100%)

Prepared 02/06/2017

DRAFT

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	2,935,476	2,626,298	309,178	89%	11%
FRINGE BENEFITS	741,255	631,909	109,346	85%	15%
TRAVEL	14,940	25,957	(11,017)	174%	-74%
EQUIPMENT	0	0	0		
SUPPLIES	191,905	323,813	(131,908)	169%	-69%
CONTRACTUAL	22,500	10,018	12,482	45%	55%
CONSTRUCTION	0	0	0		
OTHER	604,477	529,595	74,882	88%	12%
TOTAL	4,510,553	4,147,590	362,963	92%	8%

CARRYOVER FUNDS

EQUIPMENT	112,500	83,634	28,866	74%	26%
SUPPLIES	90,000	129,469	(39,469)	144%	-44%
OTHER	358,398	189,264	169,134	53%	47%
TOTAL	560,898	402,367	158,531	72%	28%

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	5,023,278	615,861	89%	11%
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NON-FEDERAL SHARE	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
IN-KIND	1,409,784	389,554	1,020,230	28%	72%
TOTAL NON-FEDERAL FUNDS	1,409,784	389,554	1,020,230	28%	72%

Budget reflects Notice of Award #09CH010071-02-0X (Federal approval of budget revision is pending).

Actual expenditures include posted expenditures and estimated adjustments through 01/31/2017

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 January 2017 (Month 12 of 12)

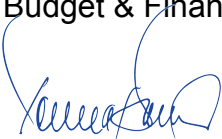
Percent of year elapsed: 100%

LOCATION	FUNDED ENROLL- MENT	Feb	March	April	May	June	July	Aug	Sep	Oct	Nov	Dec	Jan	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	11,477	16,443	0	79,916	191,895	42%
Chrisman	22	798	1,302	1,042	960	2,988	3,856	3,333	3,683	4,949	8,824	11,380	105	43,219	117,269	37%
California Street	24	1,882	2,605	2,842	3,041	2,280	1,850	2,964	3,674	6,948	7,216	9,566	90	44,956	127,930	35%
Home Base - Lodi	48	4,188	5,069	1,862	2,068	1,509	2,597	2,763	4,823	5,389	6,725	5,754	15	42,762	127,930	33%
Home Base - Manteca	24	658	881	2,037	1,504	1,386	918	1,446	1,817	1,901	3,844	2,796	37	19,226	63,965	30%
St. Mary's	16	1,682	1,786	1,982	2,205	1,986	1,991	1,874	2,450	2,070	2,186	2,982	90	23,282	85,287	27%
Walnut	20	1,179	1,124	617	1,272	1,883	1,809	1,881	1,636	3,315	3,969	7,210	0	25,895	106,608	24%
4th Street	32	2,944	3,026	2,791	3,902	3,343	1,298	2,372	2,176	4,388	5,235	5,966	134	37,574	170,573	22%
Home Base - Tracy	24	502	616	1,021	930	1,072	1,706	863	1,491	1,050	1,071	1,125	0	11,448	63,965	18%
Tracy Toddlers	8	2,039	1,785	1,139	1,523	0	0	0	0	0	0	0	0	6,486	42,643	15%
Lodi UCC	23	280	452	1,074	1,198	682	1,161	1,115	1,722	2,357	3,330	4,546	0	17,917	122,600	15%
Gianone	16	2,013	2,238	1,609	1,573	328	237	0	297	0	0	0	0	8,297	85,287	10%
Dorothy Mahin	16	872	725	863	0	0	0	0	0	0	0	0	0	2,460	85,287	3%
Kennedy	0	367	0	0	0	0	0	0	0	235	601	1,100	0	2,303	0	
Administrative Services		0	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	0	22,467	21,858	103%
Policy Council		224	96	246	126	186	0	179	30	159	0	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	31,017	43,702	56,199	68,869	470	389,454	1,415,810	28%

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Budget & Finance Committee



From: Donna Holland, Fiscal Administrator

Subject: *Item 5c : Early Head Start Child Care Partnerships*
Budget to Actual Report for the Period Ended January 31, 2017 - Info Item

Date: February 15, 2017

The following are highlights of the Early Head Start Child Care Partnerships Budget to Actual Report for the period September 1, 2016 through January 31, 2017.

Base Funds

Personnel and Fringe Benefits costs are slightly high through the first 5 months of the budget period.

Expenditures in the Contractual category reflect the challenges by one of the partners in meeting full enrollment; however, recent efforts to expand the pool of children who are eligible for the partner program have been successful, and should result in full enrollment through the remainder of the budget period. Cost savings of approximately \$19,000 have been realized at this point in the year.

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 \$47,000 (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 42% of the year elapsed, total Non-Federal Share is at 44%.

**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 - January 31, 2017

Month 5 of 12 (42%)

Prepared 02/09/2017

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	122,245	56,679	65,566	46%	54%
FRINGE BENEFITS	28,705	14,009	14,696	49%	51%
TRAVEL	0	0	0		
EQUIPMENT	0	0	0		
SUPPLIES	1,650	84	1,566	5%	95%
CONTRACTUAL	459,322	173,010	286,312	38%	62%
CONSTRUCTION	0	0	0		
OTHER	9,990	3,452	6,538	35%	65%
TOTAL BASE FUNDING	621,912	247,234	374,678	40%	60%

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	6,221	(927)	118%	-18%
SUPPLIES	3,506	0	3,506	0%	100%
OTHER	8,000	4,358	3,642	54%	46%
TOTAL TRAINING & TECHNICAL ASSISTANCE	16,800	10,579	6,221	63%	37%

INDIRECT	62,184	25,781	36,403	41%	59%
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GRAND TOTAL FEDERAL FUNDS	700,896	283,594	417,302	40%	60%
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NON-FEDERAL SHARE	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
IN-KIND	175,224	77,126	98,098	44%	56%
TOTAL NON-FEDERAL FUNDS	175,224	77,126	98,098	44%	56%

Centralized Administrative Cost	7.1%
Program Administrative Cost	4.6%
Total Administrative Cost	11.8%

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

Actual expenditures include posted expenditures and estimated adjustments through 01/31/2017.

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Budget & Finance Committee
Christine Anami
From: Christine Anami, Director of Finance
Date: February 15, 2017
Subject: *Agenda Item 5d*: Line of Credit Renewal – Info Item

There are times when Community Action Partnership of Kern (CAPK) experiences negative cash flow as a result of how costs are reimbursed by our funding sources. To address this issue, CAPK maintains a \$1 million revolving line of credit with Wells Fargo Bank, the only banking institution that CAPK uses for its cash deposits.

The revolving line of credit is renewed annually on January 15. On January 9, 2017, the Seventh Amendment to Credit Agreement dated January 15, 2012 was executed to provide for advances for another year on the revolving line of credit to January 15, 2018.

A promissory note or revolving line of credit note was also executed which defines the borrowing and repayment terms. The interest rate continues to be 3.75% above Daily One Month LIBOR.

Attachments: Seventh Amendment to Credit Agreement
Revolving Line of Credit Note

SEVENTH AMENDMENT TO CREDIT AGREEMENT

THIS AMENDMENT TO CREDIT AGREEMENT (this "Amendment") is entered into as of January 9, 2017, by and between COMMUNITY ACTION PARTNERSHIP OF KERN, a California non-profit corporation ("Borrower"), and WELLS FARGO BANK, NATIONAL ASSOCIATION ("Bank").

RECITALS

WHEREAS, Borrower is currently indebted to Bank pursuant to the terms and conditions of that certain Credit Agreement between Borrower and Bank dated as of January 15, 2012, as amended from time to time ("Credit Agreement").

WHEREAS, Bank and Borrower have agreed to certain changes in the terms and conditions set forth in the Credit Agreement and have agreed to amend the Credit Agreement to reflect said changes.

NOW, THEREFORE, for valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereto agree that the Credit Agreement shall be amended as follows:

1. Section 1.1 (a) is hereby amended by deleting "January 15, 2017" as the last day on which Bank will make advances under the Line of Credit, and by substituting for said date "January 15, 2018," with such change to be effective upon the execution and delivery to Bank of a promissory note dated as of January 9, 2017 (which promissory note shall replace and be deemed the Line of Credit Note defined in and made pursuant to the Credit Agreement) and all other contracts, instruments and documents required by Bank to evidence such change.

2. Except as specifically provided herein, all terms and conditions of the Credit Agreement remain in full force and effect, without waiver or modification. All terms defined in the Credit Agreement shall have the same meaning when used in this Amendment. This Amendment and the Credit Agreement shall be read together, as one document.

3. Borrower hereby remakes all representations and warranties contained in the Credit Agreement and reaffirms all covenants set forth therein. Borrower further certifies that as of the date of this Amendment there exists no Event of Default as defined in the Credit Agreement, nor any condition, act or event which with the giving of notice or the passage of time or both would constitute any such Event of Default.

IN WITNESS WHEREOF, the parties hereto have caused this Amendment to be executed as of the day and year first written above.

COMMUNITY ACTION PARTNERSHIP
OF KERN

By: 

JEREMY TOBIAS,
EXECUTIVE DIRECTOR

WELLS FARGO BANK,
NATIONAL ASSOCIATION

By: 

NATHAN WEEMS,
RELATIONSHIP MANAGER

REVOLVING LINE OF CREDIT NOTE

\$1,000,000.00

Bakersfield, California
January 9, 2017

FOR VALUE RECEIVED, the undersigned COMMUNITY ACTION PARTNERSHIP OF KERN ("Borrower") promises to pay to the order of WELLS FARGO BANK, NATIONAL ASSOCIATION ("Bank") at its office at MAC E2511-020, 5401 California Avenue, 2nd Floor, Bakersfield, California 93309 or at such other place as the holder hereof may designate, in lawful money of the United States of America and in immediately available funds, the principal sum of One Million Dollars (\$1,000,000.00), or so much thereof as may be advanced and be outstanding pursuant to the terms of the Credit Agreement, as defined herein, with interest thereon, to be computed on each advance from the date of its disbursement as set forth herein.

DEFINITIONS:

As used herein, the following terms shall have the meanings set forth after each, and any other term defined in this Note shall have the meaning set forth at the place defined:

(a) "Daily One Month LIBOR" means, for any day, the rate of interest equal to LIBOR then in effect for delivery for a one (1) month period.

(b) "LIBOR" means the rate of interest per annum determined by Bank based on the rate for United States dollar deposits for delivery of funds for one (1) month as published by the ICE Benchmark Administration Limited, a United Kingdom company, at approximately 11:00 a.m., London time, or, for any day not a London Business Day, the immediately preceding London Business Day (or if not so published, then as determined by Bank from another recognized source or interbank quotation); provided, however, that if LIBOR determined as provided above would be less than zero percent (0.0%), then LIBOR shall be deemed to be zero percent (0.0%).

(c) "London Business Day" means any day that is a day for trading by and between banks in dollar deposits in the London interbank market.

INTEREST:

(a) Interest. The outstanding principal balance of this Note shall bear interest (computed on the basis of a 360-day year, actual days elapsed) at a fluctuating rate per annum determined by Bank to be three and three quarters percent (3.75%) above Daily One Month LIBOR in effect from time to time. Bank is hereby authorized to note the date and interest rate applicable to this Note and any payments made thereon on Bank's books and records (either manually or by electronic entry) and/or on any schedule attached to this Note, which notations shall be prima facie evidence of the accuracy of the information noted.

(b) Taxes and Regulatory Costs. Borrower shall pay to Bank immediately upon demand, in addition to any other amounts due or to become due hereunder, any and all (i) withholdings, interest equalization taxes, stamp taxes or other taxes (except income and franchise taxes) imposed by any domestic or foreign governmental authority and related in any manner to LIBOR, and (ii) costs, expenses and liabilities arising from or in connection with



reserve percentages prescribed by the Board of Governors of the Federal Reserve System (or any successor) for "Eurocurrency Liabilities" (as defined in Regulation D of the Federal Reserve Board, as amended), assessment rates imposed by the Federal Deposit Insurance Corporation, or similar requirements or costs imposed by any domestic or foreign governmental authority or resulting from compliance by Bank with any request or directive (whether or not having the force of law) from any central bank or other governmental authority and related in any manner to LIBOR. In determining which of the foregoing are attributable to any LIBOR option available to Borrower hereunder, any reasonable allocation made by Bank among its operations shall be conclusive and binding upon Borrower.

(c) Default Interest. From and after the maturity date of this Note, or such earlier date as all principal owing hereunder becomes due and payable by acceleration or otherwise, or upon the occurrence and during the continuance of an Event of Default, then at the option of Bank, in its sole and absolute discretion, the outstanding principal balance of this Note shall bear interest at an increased rate per annum (computed on the basis of a 360-day year, actual days elapsed) equal to four percent (4%) above the rate of interest from time to time applicable to this Note.

BORROWING AND REPAYMENT:

(a) Borrowing and Repayment of Principal. Borrower may from time to time during the term of this Note borrow, partially or wholly repay its outstanding borrowings, and reborrow, subject to all of the limitations, terms and conditions of this Note and of any document executed in connection with or governing this Note; provided however, that the total outstanding borrowings under this Note shall not at any time exceed the principal amount stated above. The unpaid principal balance of this obligation at any time shall be the total amounts advanced hereunder by the holder hereof less the amount of principal payments made hereon by or for Borrower, which balance may be endorsed hereon from time to time by the holder. The outstanding principal balance of this Note shall be due and payable in full on January 15, 2018.

(b) Payment of Interest. Interest accrued on this Note shall be payable on the 15th day of each month, commencing February 15, 2017.

(c) Advances. Advances hereunder, to the total amount of the principal sum stated above, may be made by the holder at the oral or written request of (i) CHRISTINE ANAMI, WILLIAM RICHMOND or GIGI DUNN, any one acting alone, who are authorized to request advances and direct the disposition of any advances until written notice of the revocation of such authority is received by the holder at the office designated above, or (ii) any person, with respect to advances deposited to the credit of any deposit account of Borrower, which advances, when so deposited, shall be conclusively presumed to have been made to or for the benefit of Borrower regardless of the fact that persons other than those authorized to request advances may have authority to draw against such account. The holder shall have no obligation to determine whether any person requesting an advance is or has been authorized by Borrower.

(d) Application of Payments. Each payment made on this Note shall be credited first, to any interest then due and second, to the outstanding principal balance hereof.

PREPAYMENT:

Borrower may prepay principal on this Note at any time, in any amount and without penalty. If principal under this Note is payable in more than one installment, then any prepayments of principal shall be applied to the most remote principal installment or installments then unpaid.

EVENTS OF DEFAULT:

This Note is made pursuant to and is subject to the terms and conditions of that certain Credit Agreement between Borrower and Bank dated as of January 15, 2012, as amended from time to time (the "Credit Agreement"). Any default in the payment or performance of any obligation under this Note, or any defined event of default under the Credit Agreement, shall constitute an "Event of Default" under this Note.

MISCELLANEOUS:

(a) Remedies. Upon the sale, transfer, hypothecation, assignment or other encumbrance, whether voluntary, involuntary or by operation of law, of all or any interest in any real property securing this Note, if any, or upon the occurrence of any Event of Default, the holder of this Note, at the holder's option, may declare all sums of principal and interest outstanding hereunder to be immediately due and payable without presentment, demand, notice of nonperformance, notice of protest, protest or notice of dishonor, all of which are expressly waived by Borrower, and the obligation, if any, of the holder to extend any further credit hereunder shall immediately cease and terminate. Borrower shall pay to the holder immediately upon demand the full amount of all payments, advances, charges, costs and expenses, including reasonable attorneys' fees (to include outside counsel fees and all allocated costs of the holder's in-house counsel), expended or incurred by the holder in connection with the enforcement of the holder's rights and/or the collection of any amounts which become due to the holder under this Note whether or not suit is brought, and the prosecution or defense of any action in any way related to this Note, including without limitation, any action for declaratory relief, whether incurred at the trial or appellate level, in an arbitration proceeding or otherwise, and including any of the foregoing incurred in connection with any bankruptcy proceeding (including without limitation, any adversary proceeding, contested matter or motion brought by Bank or any other person) relating to Borrower or any other person or entity.

(b) Obligations Joint and Several. Should more than one person or entity sign this Note as a Borrower, the obligations of each such Borrower shall be joint and several.

(c) Governing Law. This Note shall be governed by and construed in accordance with the laws of California, but giving effect to federal laws applicable to national banks, without reference to the conflicts of law or choice of law principles thereof.

IN WITNESS WHEREOF, the undersigned has executed this Note as of the date first written above.

COMMUNITY ACTION PARTNERSHIP
OF KERN

By: 
JEREMY TOBIAS, EXECUTIVE DIRECTOR

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Budget & Finance Committee
Christine Anami
From: Christine Anami, Director of Finance
Date: February 15, 2017
Subject: *Agenda Item 5e*: Authorized Signers on CAPK Bank Accounts – **Action Item**

Community Action Partnership of Kern (CAPK) maintains seven accounts with Wells Fargo Bank. Due to board member changes, a new board member will need to be added as an authorized signer. Staff is proposing to add Ana Vigil to replace Tony Martinez who is no longer a board member. Ms. Vigil is willing to accept this responsibility. There are no changes required to be made to the list of senior management staff that are authorized signers. Per CAPK policy, authorized signers are as follows:

- External signers are Board officers and one to two board members
- Internal signers are the Executive Director and certain Division Directors

CAPK's check signing policy is as follows:

- \$5,000.00 and greater check amount: two signers – one external and one internal
- \$2,500.00 - \$4,999.99: two signers (can be two external, two internal or one external and one internal)
- \$0.01 - \$2,499.99: one signer (can be one external or one internal)

If approved, the eleven authorized check signers will be:

1. Garth Corrigan – Board Chair
2. Curtis E. Floyd – Board Vice Chair
3. Warren Peterson – Board Treasurer
4. Fred Plane – Board Secretary
5. Ana Vigil – Board Member
6. Jeremy T. Tobias – Executive Director
7. Ralph Martinez – Director of Community Development
8. Michele Nowell – Director of Human Resources
9. Romala Ramkissoon – Director of Community Services
10. Carmen Segovia – Director of Health & Nutrition
11. Emilio Wagner – Director of Operations

Recommendation

Staff recommends the Budget & Finance Committee approve the list of authorized signers on the seven accounts with Wells Fargo Bank and to authorize Jeremy T. Tobias, Executive Director or Christine Anami, Director of Finance to add Ana Vigil as a bank signer and to delete Tony Martinez.

**COMMUNITY ACTION PARTNERSHIP OF KERN
DISCRETIONARY AND FUND RAISING FUNDS
FOR THE MONTH ENDED JANUARY 31, 2017**

	03/01/16- 12/31/16	01/01/17- 01/31/17	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	175.00	995.00	1,170.00
Donations	13,755.01	100.00	13,855.01
Give Big Kern Donations (net)	1,532.45		1,532.45
Misc. Revenue	7,829.01		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	947.24	102.60	1,049.84
TOTAL CASH RECEIPTS	75,341.14	1,197.60	76,538.74
CASH DISBURSEMENTS			
Line of Credit Interest Expense	666.51	165.80 b	832.31
Line of Credit Unused Commitment Fee	1,703.40	711.07 c	2,414.47
2016 Awards Banquet Expenses	20,871.89 a		20,871.89
2017 Awards Banquet Expenses	10.60		10.60
Licensing Late Fees - Head Start	10,230.00		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	1,075.00	50.00	1,125.00
Fundraising	1,590.00	159.00	1,749.00
Miscellaneous Expenses	831.23	199.41	1,030.64
Indirect Costs	3,600.32	(1,094.21)	2,506.11
TOTAL CASH DISBURSEMENTS	45,293.30	191.07	45,484.37
CASH PROVIDED (USED)	30,047.84	1,006.53	31,054.37
ENDING BALANCE	432,480.45		433,486.98
		Discretionary Cash	222,996.62
		Fund Raising Cash	210,697.28
			433,693.90
		Add: Prepaid	2.08
		Less: AP	(209.00)
			<u>433,486.98</u>

NOTES

1. For the year ended 2/29/16, the net increase to the Discretionary/Fund Raising Funds was \$65,722.45.

a. Net 2016 awards banquet gain was \$43,727.94 (@ FYE 2/29/16 = 6,334.83 + 37,393.11 for 2016/17).

b. Interest expense on operating line of credit advance for \$330,000 for four days.

c. Commitment fee for the period 10/1/16 to 1/15/17 that the \$1 million line of credit was not used.

This fee is equal to one-quarter percent (0.25%) per annum based on 360 day year.

Date Prepared: 2/7/17

**COMMUNITY ACTION PARTNERSHIP OF KERN
HEAD START / STATE CHILD DEVELOPMENT PROGRAMS
POLICY COUNCIL (PC) MEETING MINUTES
JANUARY 26, 2017**

1. **CALL TO ORDER** – Chairperson, Enrique Salazar 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, Christina Bates - Quorum was established.
PC Members Present: Enrique Salazar, Lachelle Calvillo, Ruben Castellanos, Maria Martinez, Marina Araujo, Gabriella McCutcheon, Christina Bates, Deanna Perea, Jason Warren, Savannah Scarpa, Lorena Fernandez, Marion Gomez, Ramona Campos, Jadine Gonzalez, Ana Lester, Erica Freehoffer
3. **APPROVAL OF AGENDA** – Chairperson, Enrique Salazar (*ACTION)
 - a. Motion for approval of the PC Agenda dated January 26, 2017 was made by Lorena Fernandez; seconded by Jason Warren. Motion carried unanimously.
4. **APPROVAL OF MINUTES** – Chairperson, Enrique Salazar (*ACTION)
 - a. Motion for approval of the PC meeting minutes dated November 17, 2016 was made by Gabriella McCutcheon; seconded by Lachelle Calvillo. 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: Michael Salinas; Argelia Diaz, Program Assistant; Yolanda Gonzales, Head Start/State Child Development Director; Lisa Price, PDM Administrative Assistant; Maria Guadian, CAS Disabilities; Delores Patricio CAS Disabilities; Janelle Gonzalez, Governance Coordinator; Jerry Meade, Program Design & Management Administrator; Elizabeth Williams, Program Manager; LeTisha Brooks, Program Manager; Donna Holland, Fiscal Administrator; Patty Hinojosa, Content Area Specialist Manager, Rashi Strother; Family Services & Governance Specialist
6. **STANDING COMMITTEE REPORTS** (5 minutes each)
 - a. Personnel Committee – No report
 - b. Planning Committee – No report
 - c. Finance Committee – No report
 - d. By-Laws Committee – Savannah Scarpa reported that the By-Laws Committee met on December 8, 2016 and discussed the framework of the committee and stated that the by-laws provide guidance. The next subcommittee meeting will be held on February 9, 2017 at 5:45 p.m.
7. **PRESENTATIONS**
 - a. **CHSA Champions for Stronger Children & Families Presentation** – Lorena Fernandez, Jason Warren, Savannah Scarpa and Ramona Campos
Parents who attended the CHSA Conference shared their experiences and new learning with the group. Ramona really enjoyed the math workshop she attended and has implemented some of the techniques learned at home with her own children. Lorena shared that she attended workshops in Spanish and gathered information to take back to her center and to share with the group as well. She encouraged

the group to embrace their primary language adding that we “hear English a lot” so our children will know the language adding they also benefit from knowing their primary language. Lorena also attending a workshop which discussed the importance of mealtime; this is a great setting for interacting with your children. Savannah attended a workshop about self-esteem and the importance of encouraging your child. Not only did she learn about positive interactions with our children but with each other as well; the importance is to really pay attention when speaking/interacting with others. Every interaction you have has the potential to possibly help someone. Savannah also attended a workshop on literacy and shared that reading 20 minutes per day to your child you can increase their vocabulary enormously. Jason shared that one of his favorite workshops attended focused on male involvement. The workshop provided STEM based home activities that fathers (parents) can do with their children. How using everyday objects around the house can stimulate brain development. Jason also shared a few ideas of his own that he has done with his children. Jason is very interested in male involvement and shared that there is also a Male Ambassadorship Program that helps build male involvement programs within agencies. The group all agreed attending the CHSA Conference was an incredible experience not only to gain new knowledge from the workshops attended but for the fellowship and road trip, bonding with one another. The group highly recommends the experience to others.

b. Stepping Stones Disabilities Transition Meeting Presentation – Delores Patricio & Maria Guadian, Disabilities Content Area Specialists

Maria and Delores shared with the group that as members of the CAS Disabilities Team they visit centers and conduct observations as well as work with teachers to provide modifications as outlined in student’s IEPs/IFSPs. The Disabilities Team also monitors student’s progress, follow up on referrals and work closely with the school districts as well as attend IEPs. Maria and Dolores invited the group to attend the upcoming Stepping Stone Transition Meeting on February 23 at 9:00 a.m.; there will be various community speakers. An invitation was also extended to attend the Disabilities Advisory Committee Meeting to be held on March 30 at 11:00 a.m. School District representation will be in attendance as will Kern Regional Center and other partners. Program information will be shared to ensure we are working together in the best interest of our children and families we serve.

8. NEW BUSINESS – Chairperson (*ACTION)

a. Approval of the revised 2016-2017 Policy Council Bylaws – Janelle Gonzalez

Janelle stated she presented the 2016 – 2017 revised Policy Council By-laws at the CAPK Board of Directors Meeting on January 25, 2017. The Board of Directors approved the revisions as outlined. Brief discussion ensued sharing some of the revisions made which include the role of the CAPK Board PC Representative, extending term durations for Community Representatives as well as the addition of the School Readiness Subcommittee. It was also noted that Roberts Rules of Order will continue to be followed as a best practice and to give members the formal meeting experience; it is no longer a requirement. Motion made by Savannah Scarpa and seconded by Lorena Fernandez. Motion carried unanimously.

b. Nomination and election of the Policy Council Representative for Board of Directors (1 opening)

Janelle provided an overview of the roles and responsibilities of this position. Self-nomination was made by Lorena Fernandez. Motion was made by Savannah Scarpa to approve the election of Lorena Fernandez for the position of PC Board Representative; seconded by Jason Warren. Motion carried unanimously.

c. Nomination and election of the Policy Council Planning Committee Members (7 openings)

Jerry Meade (staff sponsor) provided an overview of the PC Planning Committee. Self-nominations were made by Ana Lester and Ruben Castellanos. It was noted that the PC Vice Chairperson assumes the role of the subcommittee chairperson. Motion was made by Savannah Scarpa to approve the election of Ana Lester and Ruben Castellanos as members of the PC Planning Committee; seconded by Jadine Gonzalez. Motion carried unanimously.

d. Nomination and election of the Policy Council Budget & Finance Members (7 openings)

Donna Holland (staff sponsor) and Janelle provided an overview of the PC Budget & Finance Committee.

Self-nominations were made by Savannah Scarpa and Deanna Perea. Motion was made by Gabriella McCutcheon to approve the election of Savannah Scarpa and Deanna Perea as members of the PC Budget & Finance Committee; seconded by Ruben Castellanos. Motion carried unanimously.

e. Nomination and election of the Policy Council School Readiness Members (5 openings)

Janelle provided an overview of the PC School Readiness Committee. Self-nominations were made by Lachelle Calvillo, Marina Araujo, Erica Hoffer, Ruben Castellanos and Jadine Gonzalez. Motion was made by Savannah Scarpa to approve the election of members as nominated to the PC School Readiness Committee; seconded by Jason Warren. Motion carried unanimously.

9. COMMUNICATIONS

- a) Head Start & Early Head Start – Kern Budget vs. Actual Expenditures
March 1, 2016 through December 31, 2016
 - b) Early Head Start – San Joaquin Budget vs. Actual Expenditures
February 1, 2016 through December 31, 2016
 - c) Early Head Start Child Care Partnerships Budget vs. Actual Expenditures
September 1, 2016 through December 31, 2016
 - d) Parent Local Travel & Child Care, for the period ended December 31, 2016 (English/Spanish)
 - e) Parent Activity Funds, for the period ended December 31, 2016 (English/Spanish)
 - f) Parent Meals, for the period ended December 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, December 2016
 - h) Autism Society Family Support Group Meeting Dates
 - i) Autism Society “Fun, Social, LEGOs Workshop”
 - j) Kern County Superintendent of Schools Youth Mental Health First Aid
 - k) The Ultimate Car Seat Guide 4 Pages (English/Spanish)
 - l) The Jasmine Nyree Center free afterschool program in Lamont (English/Spanish)
 - m) Kern High School District – Food Services Department Afterschool Meal Program (English/Spanish)
 - n) A Farewell Letter from Dr. Enriquez. OHS/ACF/HHS.2016
 - o) Energy Weatherization Utility Bill Assistance Program of CAPK (English/Spanish)
 - p) CAPK VITA Earned Income Tax Credit Awareness Day
 - q) CAPK Head Start & State Child Development Ribbon Cutting at Wesley Head Start Center
 - r) CAPK Head Start Policy Council Meeting Dates
 - s) Head Start Policy Council Bylaws Meeting Minutes
 - t) Stepping Stones Transition Meeting
- Motion made by Jadine Gonzalez to receive and file items (a) – (t)

10. PROGRAM GOVERNANCE REPORT/TRAINING – Janelle Gonzalez

Janelle spoke to members about their roles and responsibilities as it pertains to Policy Council. She shared that members will be reviewing reports and sharing program information. Janelle stated when working together we improve the lives of our Head Start families. She encouraged members to continue to ask questions and provide feedback as parents are their child’s best advocate. In closing, Janelle presented a slide show and concluded with a short video clip about teamwork.

11. COMMUNITY REPRESENTATIVE REPORT – Ana Lester

Ana spoke briefly about the agency she represents, First 5 Kern. She stated they cover 41 programs. There are upcoming Town Hall Meetings taking place in March, April and May these meetings are geared to finding out where resources are falling short in the 0-5 age range and taking that information back to the commissioner. Ana added that First 5 is located throughout the state and provides services in 58 counties, adding services are available to everyone; there is no income requirement. In closing Ana provided members her email and direct line should they have questions or a need for services.

12. POLICY COUNCIL CHAIRPERSON REPORT – Enrique Salazar

Enrique talked about in-kind at the East California Center, sharing that they'd like to see more participation in that area. He also added he too would like to see more male involvement at the center. Enrique recommended TED Talks (available on YouTube) to the group adding that they are short informative educational videos. He also thanked Administration (especially Yolanda, Janelle and Jerry) for putting on a fantastic program. In closing, he extended himself to the members of Policy Council providing them his email and cell phone number should they wish to contact him.

13. EARLY HEAD START PARTNERSHIP REPORT – EHS PC Parent

Jadine shared with the group the EHS Partnership has 56 spots, 32 at Bakersfield College, 16 at Blanton and 8 at Garden Pathways. The Partnership recently completed a yearlong Technical Assistance Training (FACE.) The EHS Partnership is looking forward to the continued partnership with CAPK.

14. BOARD OF DIRECTORS REPRESENTATIVE REPORT – Jason Warren

Jason attended the Board of Directors Meeting held on January 25, 2017. He stated it was a long meeting as there was a lot of information to cover. Attending the meeting reconfirmed to him that we are doing a very good job with the (HS) program.

15. DIRECTOR'S REPORT (HEAD START/STATE CHILD DEVELOPMENT) – Yolanda Gonzales

Yolanda shared that she attended the ribbon cutting ceremony at the Wesley Center which took place on January 23, 2017. The event went well and had a large turnout. She stated we are working with staff on strategies to increase parent participation to meet 100% In Kind for our San Joaquin program. On January 30, 2017 there will be Early Head Start training for staff at the Doubletree Hotel. PC parents were thanked for attending the CHSA Conference; Yolanda stated she was very inspired by their presentations and new learning they shared with the group. A letter from the Office of Head Start has been received indicating there will be a CLASS observation on March 6, 2017, so staff are preparing for the review. A tax preparation through Volunteer Income Tax Assistance (VITA) program was offered to the group and they were encouraged to call 211 to get connected and set up an appointment. Additionally, CAPK Weatherization Department checks windows, refrigerators and other items and/or areas of the home to ensure it is properly weatherized and this resource assists with bill payments. In closing, PC members were thanked for their continued commitment, support and hard work.

16. ANNOUNCEMENTS – Chairperson

None

17. ADJOURNMENT – Chairperson

Meeting was adjourned at 7:05 p.m.

*Lisa Price/PDM Administrative Assistant
Completed 02.06.17*



*"You're never
Too old, too wacky, too wild,
To pick up a book and
Read to a child"*

-Dr. Seuss

The National Education Association is building a nation of readers through its signature program, NEA's Read across America. Now in its Sixteenth year, this year-round program focuses on motivating children and teens to read through events, partnerships, and reading resources.



NEA's Read across America Day, NEA's national reading celebration takes place each year on or near March 2, the birthday of Dr. Seuss. Across the country, thousands of schools, libraries, and community centers participate by bringing together kids, teens, and books.



CAPK Head Start/State Child Development program, would like to invite you and other members of our community to be a Special Guest Reader and donate some of your time to read a book or two; with our preschoolers in one of our local Head Start Child Development Centers.



Thursday, March 2, 2017

5005 Business Park North Suite 130
Bakersfield, CA. 93309



8:15-9:00 Welcoming Reception/Book signing

9:00-9:20 Driving to Head Start Site

9:30 -10:00 Center visit and book reading

RSVP by: 2/21/17

Carolyn Coffey
Education Coordinator
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Tracey Wheat
Education Coordinator
Twheat@capk.org
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As a token of our appreciation a light continental breakfast will be served.

Children's books will be available for you to read and share at our centers.