Head Start
and State Preschool
Birth to age 5

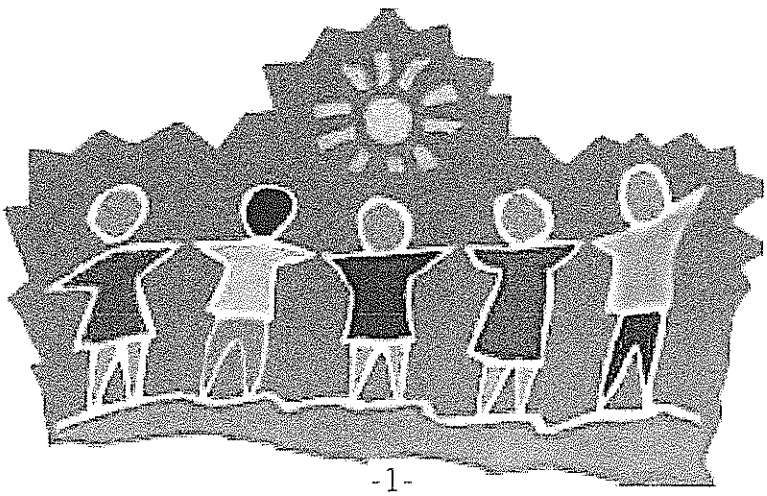
capk
Community Action Partnership of Kern

Head Start/State Child Development Services

POLICY COUNCIL MEETING PACKET

April 28, 2016

GET INVOLVED!



POLICY COUNCIL
STANDING COMMITTEES
April 2016

EXECUTIVE COMMITTEE

Chairperson: Ashley Womack
Vice Chairperson: Jason Warren
Secretary: Ana Luna
Treasurer: Caterina Cerda
Parliamentarian: Janeth Rivera

STANDING COMMITTEE MEMBERS

*The chairperson of each standing committee is taken from the Policy Council Executive Committee.

BYLAWS (3 Openings)
Chairperson: Janeth Rivera

1. Cindy Granados
2. Ashley Womack
3. Ana Vigil
4. Opening
5. Opening
6. Opening

PLANNING (2 Openings)
Chairperson: Jason Warren

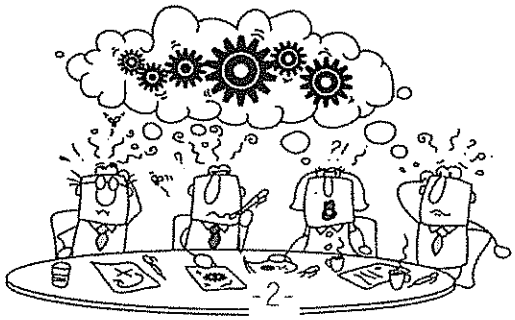
1. Caterina Cerda
2. Deborah Martinez
3. Estrella Mendez
4. Bryce Bray
5. Opening
6. Opening

PERSONNEL (3 Openings)
Chairperson: Ana Luna

1. Jason Warren
2. Josenn Vergara
3. Erica Ruvalcaba
4. Opening
5. Opening
6. Opening

FINANCE (2 Openings)
Chairperson- Caterina Cerda

1. Gabriella McCutcheon
2. Christina Bates
3. Christine Hernandez
4. Salvador Zambrano
5. Opening
6. Opening



Legend:	
Attended	X
Did not attend meeting	ABS
Attending Another CAPK function	
Appealed Termination	
Membership Terminated	
Absent Due to Weather Conditions	
Resigned	R
Special Call Meeting	SC
Not elected Rep at the time	

Policy Council Attendance '15-'16

#	REGION 1 PC Member Name	Nov 11 2015	Dec 2015	Jan 2016	Feb 2016	Mar 2016	Apr 2016	May 2016	June 2016	July 2016	Aug 2016	Sept 2016	Oct 2016
1	Ana Luna - East Cal	X	ABS	X	ABS	X							
2	Desiree Sandoval- East Cal	X	ABS	ABS	R	R	R	R	R	R	R	R	R
3	Mario Torres- East Cal	ABS	ABS	R	R	R	R	R	R	R	R	R	R
4	Bryce Bray- Franklin			X	X	X							
5	Erika Ruvalcaba-Faith			X	X	ABS							
6	Brenna Mathis- Franklin	ABS	R	R	R	R	R	R	R	R	R	R	R

#	REGION 2 PC Member Name	Nov 11 2015	Dec 2015	Jan 2016	Feb 2016	Mar 2016	Apr 2016	May 2016	June 2016	July 2016	Aug 2016	Sept 2016	Oct 2016
1	Christine Hernandez- MJM	X	X	X	X	ABS							
2	Janeth Rivera- Pacific	X	X	X	X	X							
3	Dana Lloved- Sterling	X	R	R	R	R	R	R	R	R	R	R	R
4	Estrella Mendez- Pacific			X	X	ABS							
5	[illegible]ey Womack- Stella Hills	X	ABS	X	X	X							

#	REGION 3 PC Member Name	Nov 11 2015	Dec 2015	Jan 2016	Feb 2016	Mar 2016	Apr 2016	May 2016	June 2016	July 2016	Aug 2016	Sept 2016	Oct 2016
1	Salvador Zambrano- Heritage	X	ABS	X	X	X							
2	Jason Warren- Cleo Foran	X	X	X	X	X							
3	Sara Hanningan- Oildale	X	ABS	ABS	R	R	R	R	R	R	R	R	R
4	Catherine Velasquez- Pete			X	ABS	X							
5	Shelby Muniz	ABS	R	R	R	R	R	R	R	R	R	R	R

#	Region 4 PC Member Name	Nov 11 2015	Dec 2015	Jan 2016	Feb 2016	Mar 2016	Apr 2016	May 2016	June 2016	July 2016	Aug 2016	Sept 2016	Oct 2016
1	Gabriella McCutcheon- Willow	ABS	X	X	X	X							
2	Christina Bates- Willow	ABS	X	X	X	X							
3	Veronica Aguirre- Shafter EHS			X	R	R	R	R	R	R	R	R	R
4	Jalisa Cockrell- Buttonwillow		X	ABS	ABS	R	R	R	R	R	R	R	R
5	Danny Pate- Delano	R	R	R	R	R	R	R	R	R	R	R	R
6	Alejandra Camacho- Delano	R	R	R	R	R	R	R	R	R	R	R	R

#	Region 5 PC Member Name	Nov 11 2015	Dec 2015	Jan 2016	Feb 2016	Mar 2016	Apr 2016	May 2016	June 2016	July 2016	Aug 2016	Sept 2016	Oct 2016
1	Sandra Nieves- Alicante	ABS	X	ABS	X	ABS							
2	Sonja Segoviano- Alicante	X	X	X	ABS	ABS							
3	Katherine Goodwin- Vineland				ABS	R	R	R	R	R	R	R	R
4	Jairon Castillo- Cal City	X	X	R	R	R	R	R	R	R	R	R	R
5	Erendida Meza- Alicante	ABS	ABS	R	R	R	R	R	R	R	R	R	R

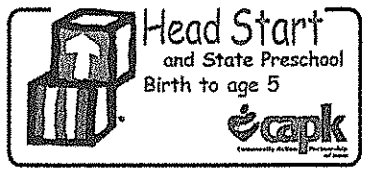
#	Home Base PC Member Name	Nov 11 2015	Dec 2015	Jan 2016	Feb 2016	Mar 2016	Apr 2016	May 2016	June 2016	July 2016	Aug 2016	Sept 2016	Oct 2016
1	Caterina Cerda- K.Woods	X	X	X	X	X							
2	Cindy Granados- Magaly Diaz		X	X	X	ABS							
3	Carey Behill- T. Cordova	R	R	R	R	R	R	R	R	R	R	R	R

	BC/Blanton EHS Partnership	Nov 11 2015	Dec 2015	Jan 2016	Feb 2016	Mar 2016	Apr 2016	May 2016	June 2016	July 2016	Aug 2016	Sept 2016	Oct 2016
1	Deborah Martinez		X	X	ABS	X							

	San Joaquin EHS Partnership	Nov 11 2015	Dec 2015	Jan 2016	Feb 2016	Mar 2016	Apr 2016	May 2016	June 2016	July 2016	Aug 2016	Sept 2016	Oct 2016
1	Mary Robinson	X	X	X	ABS	R	R	R	R	R	R	R	R
2	Tai' Rance Kelly					X							
3	Josenn Vergara	X	X	X	X	ABS							

	Community Rep Member	Nov 11 2015	Dec 2015	Jan 2016	Feb 2016	Mar 2016	Apr 2016	May 2016	June 2016	July 2016	Aug 2016	Sept 2016	Oct 2016
1	Open (Past Parent)												
2	Open (Community)												

	Board Member	Nov 11 2015	Dec 2015	Jan 2016	Feb 2016	Mar 2016	Apr 2016	May 2016	June 2016	July 2016	Aug 2016	Sept 2016	Oct 2016
1	Ana Vigil-GBLA	X	X	X	ABS	ABS							



Policy Council Sub-Committee Attendance Sheet
2015-2016

By-Laws Policy Council Sub-Committee											
Member	Dec.	Jan.	Feb.	Mar.	Apr.	May.	Jun.	Jul.	Aug.	Sept.	Oct.
Janeth Rivera (Chair)	ϕ	ϕ	ϕ	X	ϕ						
Jalisa Cockrell	ϕ	ϕ	ϕ	R	ϕ	R	R	R	R	R	R
Sonja Segoviano	ϕ	ϕ	ϕ	ABS	ϕ						
Cindy Granados	ϕ	ϕ	ϕ	X	ϕ						
Ashley Womack	ϕ	ϕ	ϕ	X	ϕ						
Ana Vigil	ϕ	ϕ	ϕ	X	ϕ						

Finance Policy Council Sub-Committee											
Member	Dec.	Jan.	Feb.	Mar.	Apr.	May.	Jun.	Jul.	Aug.	Sept.	Oct.
Caterina Cerda (Chair)	ϕ	X	X	ϕ							
Gabriella McCutcheon	ϕ	X	X	ϕ							
Christina Bates	ϕ	X	X	ϕ							
Christine Hernandez	ϕ	ABS	X	ϕ							
Mary Robinson	ϕ	ABS	ABS	ϕ							
Salvador Zambrano			ABS	ϕ							
Opening											

Personnel Policy Council Sub-Committee											
Member	Dec.	Jan.	Feb.	Mar.	Apr.	May.	Jun.	Jul.	Aug.	Sept.	Oct.
Ana Luna (Chair)	ABS	X	ABS	X							
Jason Warren	X	X	X	X							
Dana Lloved	R	R	R	R	R	R	R	R	R	R	R

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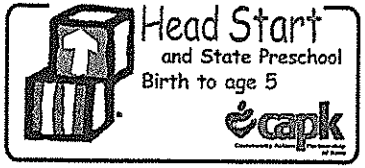


Policy Council Sub-Committee Attendance Sheet

2015-2016

Desiree Sandoval	ABS	ABS	R	R	R	R	R	R	R	R	R
Josenn Vergara	ABS	X	X	ABS							
Erica Ruvalcaba			X	ABS							
Planning Policy Council Sub-Committee											
Member	Dec.	Jan.	Feb.	Mar.	Apr.	May.	Jun.	Jul.	Aug.	Sept.	Oct.
Dana Lloved(Chair)	R	R	R	R	R	R	R	R	R	R	R
Jason Warren	ϕ	X	ϕ	X	ϕ						
Caterina Cerda	ϕ	X	ϕ	X	ϕ						
Deborah Martinez	ϕ	X	ϕ	X	ϕ						
Estrella Mendez			ϕ	X	ϕ						
Bryce Bray			ϕ	ABS	ϕ						
Opening											

Legend	
Attended	X
Did not Attend	ABS
Attending another CAPK Function	
Appealed Termination	App
Member Terminated	
Did not Meet	ϕ
Not elected member at the time	

JG 04.12.16

COMMUNITY ACTION PARTNERSHIP OF KERN
HEAD START / STATE CHILD DEVELOPMENT PROGRAMS
POLICY COUNCIL (PC) MEETING MINUTES
MARCH 31, 2016

1. CALL TO ORDER – **Chairperson, Ashley Womack** called the meeting to order at 5:30 p.m.
   a. Moment of Silence, Pledge of Allegiance
   b. Reading of Promise of Community Action
   "Community Action changes people's lives, embodies the spirit of hope, improves communities, and makes America a better place to live. We care about the entire community and are dedicated to helping people help themselves and each other."

2. ROLL CALL/SET QUORUM – **Secretary, Ana Luna- Quorum was established.**
   PC Members Present: Ashley Womack, Ana Luna, Bryce Bray, Janeth Rivera, Salvador Zambrano, Catherine Velasquez, Jason Warren, Gabriella McCutcheon, Christina Bates, Caterina Cerda, Deborah Martinez, Tai'Rance Kelly
   Others Present: Pamala Roberts, Family Education Coordinator; Lisa Price, PDM Administrative Assistant; Maura Sandoval, Staffing Specialist; Michael Lackman, Human Resources Manager; Mary Ann Mooney, Program Manager; LeTisha Brooks, Program Manager; Krissie Leach, Program Manager; Rashi Strother, Family Services & Governance Specialist, Rayjean Stone, Health CAS; Karen Day, Health CAS; Kim Lisenbee, Health CAS; Angela Adams, Family Education Coordinator; Yolanda Gonzales, Director Head Start/State Child Development; Patty Hinojosa, Family Services & Governance Manager; Erika Arias, ERSEA Manager; Christina Short, Program Administrator; Rosie Fernandez, ERSEA Specialist; Estella Benevides, Health/Disabilities CAS; Mark Costa, Nutrition CAS; Kody Smoot, Guest; Krystal Skaggs, Guest; Dustin Christian, Guest; Curtis Christian, Guest; Janet Hall, Guest; Tiffany Medrano, Guest; Javier Medrano, Guest

3. APPROVAL OF AGENDA – **Chairperson, Ashley Womack (*ACTION)**
   a. Approval of the PC agenda dated March 31, 2016 with the omission of new business items (c) – (e) was made by Caterina Cerda; seconded by Bryce Bray. Motion carried unanimously.

4. APPROVAL OF MINUTES – **Chairperson, Ashley Womack (*ACTION)**
   a. Approval of the PC meeting minutes dated February 25, 2016 was made by Jason Warren; seconded by Tai'Rance Kelly. 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.*
   None

6. STANDING COMMITTEE REPORT (3 minutes each)
   a. Personnel Committee – The employee manual was reviewed. The group also had discussion regarding filing false claims and whistleblowing. Next meeting will be held April 26, 2016 at 5:00 pm.
   b. Planning Committee – The 2016-2017 Recruitment Plan was discussed as well as review of Average Daily Attendance and the Enrollment Report. Next meeting will be held on May 3, 2016 at 5:15 p.m. in Suite 120.
   c. Finance Committee – No report given. Next meeting will be held April 21, 2016 at 5:30 pm.
   d. By-Laws Committee – The bylaws were reviewed and suggestions were made for revisions. Dates for future meetings were voted on and approved. -7- t meeting will be held on May 19, 2016 at 12:00 p.m.

7. **HUMAN RESOURCES (*ACTION)**

a. Human Resources Report – Maura Sandoval, Staffing Specialist

Maura distributed the Human Resources report for review & approval. It was noted that this report was emailed to Rashi for San Joaquin members to review. Motion was made by Jason Warren to approve the HR Report; seconded by Ana Luna. Motion carried unanimously.

b. Executive Session – Mike Lackman, Human Resources Manager

Motion was made at 5:44 p.m. by Jason Warren to adjourn for Executive Session. The meeting reconvened at 5:50 p.m.

8. **PRESENTATIONS**

a. Health Training – Health Content Area Specialists

The health team provided a PowerPoint presentation, *Preparing Your Child for Kindergarten*. This presentation reviewed immunization requirements necessary for attending kindergarten. It was stated waivers are no longer being honored for personal beliefs' as of January 1, 2016. However, if there is an exemption already on file or one was filed prior to January 1, 2016 that will remain until the next grade level. It was also stated that children who will be attending kindergarten are required to have a dental checkup and physical as well. All children must be complete or up to date with immunizations before they enter kindergarten. In closing, Rayjean shared that if families follow the California Health Department of Pediatrics Periodicity Chart it will assist them in knowing what health requirements are needed and at what age.

9. **NEW BUSINESS – Chairperson (*ACTION)**

a. Request to approve the 2016-2017 Recruitment & Selection Plan for Early Head Start/Head Start – Erika Arias, ERSEA Manager

Erika shared that the Recruitment & Selection Committee is comprised of staff, community members, and parents. This group meets each year to review the Recruitment & Selection Plan, make recommendations and revise if necessary. In reviewing the 2016-2017 Plan Erika stated that the top 3 priorities remain the same; foster children, homelessness, and children with disabilities. Erika shared that the only change made to the plan is eligibility criteria points will be given to home based families that wish to attend a center based program. In clarifying eligibility duration, Erika stated "rollover status" is guaranteed for 2 years, after that time period families must reapply for services. Brief discussion ensued regarding rollovers, eligibility points and migrant programs available. Motion was made by Ana Luna to approve the 2016-2017 Recruitment & Selection Plan, seconded by Janeth Rivera. Motion carried unanimously.

b. Request to amend the 2015-2016 Policy Council Bylaws – Patty Hinojosa, Family Services and Governance Manager

Patty stated with the Bakersfield College Partnership (EHS Expansion) along with acquiring our San Joaquin County program it has become necessary that we increase the number of members on each subcommittee. As our program grows and we have additional parental participation we must adjust and "make room" to increase the number of members on our subcommittees. This will result in requiring a change to our current bylaws. Motion was made by Tai'Rance Kelly to amend the 2015-2016 PC Bylaws; seconded by Caterina Cerda. Motion carried unanimously.

10. **CONSENT CALENDAR**

Information concerning the Consent item(s) listed below has been forwarded to each Policy Council Member for study prior to this meeting. Unless a PC member, or member of the public, has question concerning a particular item and asks that it may be withdrawn from the Consent Calendar; the items are approved at one time by the full Policy Council. If there are any PC members, or members of the public, wishing to remove any item from the Consent Calendar, please indicate at this time.

11. **COMMUNICATIONS – Chairperson**

a) Head Start & Early Head Start Budget vs. Actual Expenditures (including Non Federal and In-Kind), for HS/EHS Kern, EHS San Joaquin and EHS Child and Care Partnerships March 1, 2015 through February 29, 2016
b) Parent Local Travel & Child Care March 1, 2015 through February 29, 2016 (English/Spanish)
c) Parent Out-of-County Travel, March 1, 2015 through February 29, 2016 (English/Spanish)
d) Parent Activity Funds, March 1, 2015 through February 29, 2016 (English and Spanish)
e) Parent Meals Report, March 1, 2015 through February 29, 2016 (English/Spanish)
f) Child and Adult Care Food Program/Central Kitchen Report, February 2016
g) Enrollment and Average Daily Attendance Report for HS/EHS Kern, EHS San Joaquin and EHS Child Care Partnerships, February 2016
h) PC Personnel Subcommittee minutes February 25, 2016
i) PC Budget & Finance Subcommittee minutes February 18, 2016
j) PC Planning Subcommittee minutes March 1, 2016
k) Communication with California Department of Education re: CSPP4113 Contract Reduction dated February 26, 2016 (English/Spanish)
l) Disabilities Advisory Committee Meeting Invite March 31, 2016 (English/Spanish)
m) Greenfield Family Resource Center Health and Safety Fair April 7, 2016
n) Free Tax Preparation Assistance Workshop March and April 2016 (English/Spanish)
o) Child Passenger Safety Certification April 12-16, 2016
p) Functions of the Policy Council Subcommittees
q) Policy Council Subcommittee Meeting Flyer (English/Spanish)

Motion made by Jason Warren to receive and file items (a) – (q).

12. **Program Governance Coordinator Report/Training – Janelle Gonzalez**

a. Fulfilling your role as a Policy Council Member

In supporting and ensuring that members understand their role on Policy Council Janelle shared that each month she will present a topic from the Office of Head Start's Governance Training Module. This module is located on the OHS Early Childhood Learning & Knowledge Center website. A PowerPoint presentation was shared with the group which discussed *Fulfilling Your Role*. Upon conclusion of the presentation, the group engaged in an interactive question and answer activity based upon previously viewed information. In closing Janelle reiterated how important it is for members to participate in various meetings (like the Recruitment & Selection Plan) so all voices are heard.

13. **COMMUNITY REPRESENATIVE REPORT**

None given as this position is currently vacant.

14. **POLICY COUNCIL CHAIRPERSON REPORT –Ashley Womack**

Ashley thanked everyone for their attendance and spoke about how important in-kind is as well the need to share this information and encourage others to take part in providing in-kind. Ashley also shared that she recently had the opportunity to attend a non-profit convention which she stated was "awesome" and provided her with "great knowledge."

15. **BOARD OF DIRECTORS REPRESENTATIVE REPORT – Ana Vigil**

On behalf of Ana Vigil, Janelle shared a few highlights from this month's Executive Board Meeting. She stated committee advisory reports were shared at the meeting, the Humanitarian Banquet, which will take place on May 12th, was also announced. Additionally, a former Head Start employee Josie Castillo, who has recently retired and was a Center Director at Martha J. Morgan, was honored with a plaque for her 37 years of service to our organization.

16. **HEAD START/STATE CHILD DEVELOPMENT DIRECTOR'S REPORT – Yolanda Gonzales**

Yolanda thanked our Stockton attendees for their participation in the meeting. She also thanked everyone for their support and commitment to our program and encouraged the group to continue to share their stories with others during this time of recruitment. Yolanda also urged parents to continue to volunteer stating we are at 113% of our in-kind which is fantastic! She announced that in receiving notification from the Office of Head Start there were no areas on noncompliance found in our ERSEA/Fiscal review which took place February 8 – 12, 2016. Yolanda reported that Stockton is moving along and getting sites going as we continue to provide quality services to families. She also thanked the parents of our program, stating that working together we are making a difference. At this time Gabriella McCutcheon expressed her appreciation of the program for the services we provide stating that without these services (some) children would not be able to attend preschool; the committee was in agreement. In closing Yolanda again thanked everyone and stated that it really does take a village to raise a child.

17. **ANNOUNCEMENTS – Chairperson, Ashley Womack**

The group was reminded that there are several flyers in their PC packet regarding upcoming events & activities. If members would like additional information or have questions it was suggested they get in touch with Janelle. The CAPK Annual Report was provided to each member; it was stated that should they have any questions they can contact their Center Director or Program Manager. It was noted that Regional Parent Meetings are coming up soon; dates of these meetings was shared. Congratulations were given to Tiffany & Javier Medrano new Delano VIP Chairpersons; they were also thanked for attending the March Policy Council Meeting. In closing Ana Luna shared that she recently participated in *Parents as Leaders*, which was a training provided by Bakersfield City Schools. Various parent education topics were presented; upon conclusion of this event Ana was presented with a certificate. She stated that she has also been provided the opportunity to attend a bilingual conference in San Francisco for which she is excited about. Ana thanked Policy Council for instilling in her the confidence to participate in these opportunities presented; she added without PC she doesn't think she would have done it.

18. **ADJOURNMENT – Chairperson, Ashley Womack**

Meeting was adjourned at 6:35 p.m.

Lisa Price/PDM Administrative Assistant
Completed 04.06.16
Revised 04.11.16 by Janelle Gonzalez, Program Governance Coordinator

ASOCIACIÓN DE ACCIÓN COMUNITARIA DE KERN
PROGRAMS DE DESARROLLO INFANTIL ESTATAL / HEAD START
ACTA DE LA REUNIÓN DEL CONSEJO DE POLÍTICA
31 DE MARZO DEL 2016

1. **Llamado a la orden- Presidente, Ashley Womack,** llamó la reunión a la orden a las 5:30 p.m.
   a. Momento de Silencio, Proclamación de Lealtad
   b. Lectura de la Promesa de la Asociación Comunitaria
   "La asociación de acción cambia la vida de las personas, incorpora el espíritu de esperanza, mejora comunidades, y hace de América un mejor lugar donde Vivir. Nos preocupamos por la comunidad entera y estamos dedicados a ayudar a las personas a que se ayuden a sí mismas y a los demás.

2. **Pasar Lista/ Establecer Quórum- Secretaria, Ana Luna- Quórum fue estableció.**
   Miembros del PC Presentes: Ashley Womack, Ana Luna, Bryce Bray, Janeth Rivera, Salvador Zambrano, Catherine Velasquez, Jason Warren, Gabriella McCutcheon, Christina Bates, Caterina Cerda, Deborah Martinez, Tai'Rance Kelly
   Otros Presentes: Pamala Roberts, Coordinadora de Educación Familiar; Lisa Price, Asistente Administrativa de PDM; Maura Sandoval, Especialista de Personal; Michael Lackman, Gerente de Recursos Humanos; Mary Ann Mooney, Gerente del Programa; LeTisha Brooks, Gerente del Programa; Krissie Leach, Gerente del Programa; Rashi Strother, Especialista de Servicios Familiares y Gobernación, Rayjean Stone, CAS Salud; Karen Day, CAS Salud; Kim Lisenbee, CAS Salud; Angela Adams, Coordinadora de Educación Familiar; Yolanda Gonzales, Directora de Desarrollo Infantil Estatal/ Head Start; Patty Hinojosa, Gerente de Servicios Familiares y Gobernación; Erika Arias, Gerente de ERSEA; Christina Short, Administrador del Programa; Rosie Fernandez, Especialista de ERSEA; Estella Benevides, CAS Salud/Discapacidades; Mark Costa, CAS Nutrición; Kody Smoot, Invitado; Krystal Skaggs, Invitado; Dustin Christian, Invitado; Curtis Christian, Invitado; Janet Hall, Invitado; Tiffany Medrano, Invitado; Javier Medrano, Invitado

3. **Aprobación de la Agenda- Presidente, Ashley Womack (*ACCION)**
   a. Aprobación de la agenda del PC con fecha del 31 de marzo del 2016 con la omisión de nuevos asuntos temas (c) - (e) , moción fue hecha por Caterina Cerda; secundado por Bryce Bray. Iniciativa fue aprobada.

4. **Aprobación de la Acta- Presidente, Ashley Womack (*ACCION)**
   a. Aprobación del acta de la reunión del PC con fecha del 25 de febrero del 2016 fue hecha por Jason Warren; secundado por Tai'Rance Kelly. Iniciativa fue aprobada.

5. **Presentación de Invitados/Foro Público**
   El público que desee dirigirse al Consejo de Política podrá hacerlos. Los miembros del Consejo de Política podrán responder brevemente a las declaraciones formuladas o a preguntas formuladas. Sin embargo, el PC no tomara ninguna otra acción que no sea la de remitir dichos asuntos al personal para su estudio y análisis. **Los Presentadores se limitaran a cinco minutos cada uno.** Si más de una persona desea tratar el mismo tema, se le concederá al grupo total de 10 minutos para ese tema. Por favor indique cuál es su nombre antes de hacer su presentación, Gracias.
   Ninguno

6. **Informe de los Comités Vigentes** (3 minutos cada uno)
   a. Comité de Personal- El manual de empleados fue revisado. El grupo también tuvo discusión con respecto a las falsas reclamaciones y denuncias. La próxima reunión se tomara acabo el 26 de abril del 2016 a las 5:00 p.m.

b. Comité de Planificación- El Plan de Reclutamiento del 2016-2017 fue discutido así como la Asistencia de Promedio Diaria y el informe de Inscripción. La próxima reunión se tomara a cabo el 3 de mayo del 2016 a las 5:15 p.m.

c. Comité de Finanzas- Ninguno informe. La próxima reunión se tomara a cabo 21 de abril del 2016 a las 5:30 p.m.

d. Comité de Estatutos- Los Estatutos del Consejo de Política fue revisado y sugerencias se hicieron para revisarlos. Fechas para las próximas reuniones fueron elegidas y aprobadas. La próxima reunión se tomara acabo el 19 de mayo del 2016 a las 12:00 p.m.

7. Informe de Recursos Humanos- (**ACCION)

a. **El Informe de Recursos Humanos- Maura Sandoval, Especialista del Personal**
Maura distribuyó el informe de Recursos Humanos para su revisión y aprobación. También se observó que este informe fue enviado a Rashi por correo electrónico a los miembros de San Joaquín para su revisión. La moción fue hecha por Jason Warren para aprobar el Informe de Recursos Humanos; secundada por Ana Luna. Iniciativa fue aprobada.

b. **Sesión ejecutiva- Mike Lackman, Gerente de Recursos Humanos**
La moción fue echa a las 5:44 pm por Jason Warren para levantar la sesión para la sesión ejecutiva. La reunión se reinició a las 5:50 p.m.

8. Presentaciones

a. **Entrenamiento de Salud-, Especialistas del Área Contenido de Salud**
El equipo de salud dio una presentación sobre, preparar a su hijo(a) para el jardín de la infancia. Esta presentación revisó los requisitos de vacunas necesarias para asistir a la guardería. Se dijo que ya no están aceptando dispensas por creencias personales 'a partir del 1 de enero de 2016. Sin embargo, si hay una excepción cual es si ya están en el archivo del niño(a) o una dispensa fue presentada antes del 1 de enero de 2016 se mantendrá hasta el siguiente nivel de grado. También se dijo que los niños que asistirán a la guardería están obligados a tener un chequeo dental y chequeo físico. Todos los niños deben estar al día con las vacunas antes de entrar en el jardín de infantes. Al cerrar, Rayjean compartió que si las familias siguen el Departamento de Salud de California de Pediatría Periodicidad les ayudará a saber los requisitos necesarios de salud y a cual edad lo necesitara.

9. Nuevos Asuntos- **Presidente (**ACCION)**

a. **Solicitud para aprobar el Plan de Selección y Reclutamiento para Early Head Start/ Head Start- Erika Arias, Gerente de ERSEA** - Erika compartió que el Comité de Selección y Reclutamiento está compuesta por el personal, miembros de la comunidad, y los padres. Este grupo se reúne cada año para revisar el Plan de Selección y Reclutamiento, hacer recomendaciones y revisar si es necesario. En la revisión del Plan 2016-2017 Erika declaró que los 3 prioridades principales siguen siendo los mismos; hijos de crianza, la falta de vivienda, y los niños con discapacidades. Erika compartió que el único cambio introducido en el plan serán dar putos de criterios de elegibilidad a las familias basadas en el hogar que desean asistir a un programa basado en el centro. Al aclarar la duración de elegibilidad, Erika declaró "estatuas de transición" es una garantía de 2 años, después de ese tiempo las familias debe volver a solicitar los servicios. Breve discusión resultado con referencia a las transición, puntos de elegibilidad y los programa migrantes disponibles. La propuesta fue hecha por Ana Luna para aprobar el Plan de Selección y Reclutamiento del 2016-2017, secundado por Janeth Rivera. Iniciativa fue aprobada.

b. **Solicitud para modificar los Estatutos del Consejo de Política 2015-2016- Patty Hinojosa Gerente de Servicios Familiares y Gobernación-** Patty afirmó con la Asociación del Colegio de Bakersfield (Expansión EHS), junto con la adquisición de nuestro programa del Condado de San Joaquín se ha hecho necesario que aumentemos el número de miembros en cada subcomité. A medida que crece nuestro programa y tenemos la participación adicional de los padres hay que ajustar y "hacer espacio" para aumentar el número de miembros en nuestros subcomités. Esto dará lugar a que requiere un cambio en nuestros estatutos actuales.

La propuesta fue hecha por Kelly Tai'Rance para modificar los Estatutos de PC 2015-2016; secundado por Caterina Cerda. Iniciativa fue aprobada.

10. Calendario de Consentimiento

Información concerniente a los artículos de consentimiento que aparecen en la lista siguiente ha sido enviada a cada miembro del Consejo de Política para que la estudien previo a la reunión a menos que algún miembro del Consejo de Política, o miembro del público tenga alguna pregunta concerniente a algún asunto en particular de los temas en la lista y solicite que sea retirado del Calendario de Consentimiento, los artículos se dan por aprobados de una vez por el Consejo de Política en su totalidad. Si hay algún miembro del Consejo de Política o miembro del público que desea remover algún artículo del Calendario de Consentimiento, por favor indíquelo ahora mismo.

Ninguno

11. Comunicaciones- Presidente

a. Presupuesto de HS/EHS vs. Reporte Actual de gastos (incluyendo Contribución No-Federal y Contribución Laboral Voluntaria) para HS/EHS Kern, EHS del Condado de San Joaquín, y EHS de las Asociaciones de Cuidado Infantil, 1 de Marzo, 2016 hasta 29 de febrero, 2016
b. Viaje local de Padres y cuidado infantil, 1 de marzo 2015 hasta 29 de febrero, 2016
c. Viaje de Padres fuera del condado 1 de marzo hasta 29 de febrero 2016 (Inglés/Español)
d. Fondos de Actividad de Padres, 1 de marzo, 2015 hasta 29 de febrero 2016 (Inglés/Español)
e. Informe de Comidas de Padres, 1 de marzo, 2015 hasta 29 de febrero 2016 (Inglés/Español)
f. Informe de Programa de Alimentos Cuidado de Niños y Adultos/Cocina Central febrero 2016
g. Informe de Inscripción/ Promedio Asistencia de Diaria HS/EHS Kern, EHS del Condado de San Joaquín, y EHS de las Asociaciones de Cuidado Infantil fecha febrero 2016
h. Acta del subcomité de Personal del PC 25 de febrero del 2016
i. Acta del subcomité de Finanza del PC 18 de febrero del 2016
j. Acta del subcomité de Planificación del PC 1 de marzo del 2016
k. Letra Traspaso de Circunstancias Especiales con fecha 26 de febrero 2016 (Inglés/Español)
l. Invitación Reunión del Comité Consultivo de Discapacidades 31 de marzo 2016 (Inglés/Español)
m. Centro de Recursos Familiares de Greenfield Feria de Salud y Seguridad 7 de abril 2016 (Inglés/Español)
n. Preparación de Impuesto Gratis Taller de Asistencia marzo y abril 2016 (Inglés/Español)
o. Certificación de Seguridad del Pasajero Infantil 12-16 de abril 2016
p. Funciones de los Subcomités del Consejo de Política
q. Folleto de las Reuniones de los Subcomités del Consejo de Política (Inglés/Español)

Moción fue hecha por Jason Warren para recibir y archiva los temas (a) – (q).

12. Informes del Consejo de Política/Entrenamiento- Janelle Gonzalez

a. Realizando su oficio como miembro del Consejo de Política

En el apoyo y la garantía de que los miembros entiendan su oficio en el Consejo de Política, Janelle compartió que cada mes se presentará un tema de la Oficina del Gobierno de Head Start módulo de capacitación. Este módulo se encuentra en el sitio de la página de web de OHS Aprendizaje de Primera Infancia y Centro de Conocimiento. Una presentación en PowerPoint fue compartido con el grupo que discutió cumpliendo con su oficio. Al término de la presentación, el grupo tomo parte en una actividad interactiva de preguntas y respuestas basado en la información que estaba viendo anteriormente. Al cerrar, Janelle reiteró lo importante que es la participación de los miembros en diversas reuniones (como el Plan de Reclutamiento y Selección) para que se escuchen todas las voces.

13. Informe de Representante Comunitario

Informe no fue reportado ya que esta posición está actualmente vacante.

14. **Informe del Presidente del Consejo de Política - Ashley Womack**

Ashley gracias a todos por su asistencia y habló sobre lo importante que es la contribución laboral voluntaria, así la necesidad de compartir esta información y animar a otros a participar en la contribución laboral voluntaria. Ashley también compartido que recientemente tuvo la oportunidad de asistir a una convención no lucrativa sus declaraciones, era "increíble" y le proporcionó "gran conocimiento".

15. **Informe del Representante de la Mesa Directiva- Ana Vigil**

En nombre de Ana Vigil, Janelle compartió algunos puntos destacados de la reunión del Comité Ejecutivo de este mes. Ella indicó informes de asesoramiento del comité fueron compartidos en la reunión, el banquete humanitaria, que tendrá lugar el 12 de mayo también se anunció. Además, un ex empleado de Head Start Josie Castillo, que recientemente se ha retirado y fue director del centro en Martha J. Morgan, fue honrado con una placa por sus 37 años de servicio con nuestra organización.

16. **Informe de la Directora (Desarrollo Infantil Estatal / Head Start) – Yolanda Gonzales**

Yolanda dio las gracias a los asistentes de Stockton por su participación en la reunión. También dio las gracias a todos por su apoyo y compromiso con nuestro programa y alentó al grupo a continuar compartiendo sus historias con otros durante este momento de reclutamiento. Yolanda también le pidió a los padres a seguir como voluntarios afirmando que estamos en el 113% de nuestra contribución laboral voluntaria que es fantástico. Anunció que recibiendo notificación de la Oficina de Head Start no hubo zonas de incumplimiento encontradas en nuestra revisión del departamento Fiscal/ERSEA que tomó a cabo el 8 - 12, de febrero del 2016. Yolanda informó que Stockton se está moviendo a lo largo y seguimos adelante con sitios continuamos proporcionar servicios de calidad a las familias. También dio las gracias a los padres de nuestro programa, indicando que el trabajo conjunto que estamos haciendo una diferencia. En este momento Gabriella McCutcheon expresó su aprecio por el programa por los servicios que ofrecemos declaro que sin estos servicios (algunos de) los niños no serían capaces de asistir a la escuela preescolar; el comité estaba de acuerdo. Al cerrar, Yolanda de nuevo gracias a todos y declaró que realmente hace falta ser un pueblo para criar a un niño(a).

17. **Anuncios- Presidente, Ashley Womack**

El recordaron al grupo que hay varios folletos en su paquete del PC con respecto a los próximos eventos y actividades. Si los miembros desean información adicional o tiene alguna pregunta, se sugirió que se pongan en contacto con Janelle. El Informe Anual de CAPK se proporcionó a cada miembro; se indicó que en caso de que tenga alguna pregunta pueden ponerse en contacto con su director del centro o administrador del programa. Se señaló que las reuniones del comité regional de padres se llevaran a acabo muy pronto; fechas de estas reuniones fue compartidas. Felicidades fueron dados a Tiffany & Javier Medrano nuevos presidentes del comité VIP de padres; también se les dieron las gracias por asistir a la reunión del Consejo de Política de marzo. Al cerrar, Ana Luna compartió que recientemente participó en los padres como líderes, que era una formación impartida para las escuelas de la ciudad de Bakersfield. Se presentaron diversos temas de educación para padres; al término de este evento Ana se presentó con un certificado. Ella indicó que ella también se ha proporcionado la oportunidad de asistir a una conferencia bilingüe en San Francisco, por lo cual está muy emocionada. Ana agradeció al Consejo de Política por infundir en ella la confianza para participar en estas oportunidades que se presentan; agregó sin el PC ella no piensa que ella lo habría hecho.

18. **Cierre de Sesión –Presidente, Ashley Womack**

a. La reunión se cerró a las 6:35 p.m.

Completado- 04.06.16 por Lisa Price/Asistente Administrativa
Revisado- 04.11.16 por Janelle Gonzalez, Coordinadora del Programa de Gobernación
Traducido- 04.13.16 por Argelia Diaz, Asistente de Servicios Familiares y Gobernación

Head Start
and State Preschool
Birth to age 5
CAPK

Policy Council Agenda
April 28, 2016
5005 Business Park North, Suite 130
Bakersfield, CA 93309
5:30-7:00 p.m.

1. **Call to Order** — Chairperson
   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 we are dedicated to helping people help themselves and each other."

2. **Roll Call/Set Quorum** — Secretary

3. **Approval of Agenda** — Chairperson — ***ACTION**
   a. Date of Agenda: April 28, 2016

4. **Approval of Minutes** — Chairperson — ***ACTION**
   a. Date of Minutes: March 31, 2016

5. **Presentation of Guests /Public Forum**
   a. *The public wishing to address the full Policy Council may do so at this time. Policy Council members may respond briefly to statements made or questions posed. However, the PC will take no action other than that referring the item(s) to staff for study and analysis.* ***Speakers are limited to five minutes each****. If more than one person wishes to address the same topic, total group time for the topic will be 10 minutes. Please state your name before making your presentation. Thank you.*

6. **Standing Committee Reports** — (5 mins. each)

a. Personnel Committee	Ana Luna	**Verbal Report**
b. Planning Committee	Jason Warren	**No Report**
c. Finance Committee	Caterina Cerda	**No Report**
d. By-Laws Committee	Janeth Rivera	**No Report**

7. **Human Resources** — ***ACTION**
   a. Human Resources Report- Maura Sandoval, Staffing Specialist
   b. Executive Session- Mike Lackman, Human Resource Manager

8. **Presentations**
   a. Ten Commandments of Discipline, Family Wellness Content Area Specialists (10 min)
   b. Make a Splash, Drowning Prevention Program, Erin Walter- City of Bakersfield Pool Manager (15 min)

9. **New Business** — Chairperson — ***ACTION**
   a. The approval to terminate PC member Sonja Segoviano (5 min)
   b. Nomination & election for the Policy Council Planning Subcommittee (5 min)
   c. Nomination & election for the Policy Council Personnel Subcommittee (5 min)
   d. Nomination & election for the Policy Council Budget & Finance Subcommittee (5 min)
   e. Nomination & election for the Policy Council Bylaws Subcommittee (5 min)

This is to certify that this agenda notice was posted in the lobby of the CAPK Administration Office at 5005 Business Park North, Bakersfield, CA and online at www.capk.org by 12:00pm, April 21, 2016. Janelle Gonzale[illegible] n Governance Coordinator.

Head Start
and State Preschool
Birth to age 5
capk

10. Consent Calendar Policy Council

Information concerning the Consent item(s) listed below has been forwarded to each Policy Council Member for study prior to this meeting. Unless a PC member, or member of the public, has a question concerning a particular item and asks that it may be withdrawn from the Consent Calendar, the items are approved at one time by the full Policy Council. If there are any PC members, or members of the Public, wishing to remove any item from the Consent Calendar, please indicate at this time.

a.) None

11. Communications

a. *Head Start & Early Head Start Budget vs. Actual Expenditures (including Non-Federal Share and In-Kind), for HS/ EHS Kern March 1, 2015 – February 29, 2016 (fiscal year-end) March 1, 2016 – March 31, 2016
b. *Early Head Start Budget vs. Actual San Joaquin July 1, 2015 – January 31, 2016 (fiscal year-end) February 1, 2016 – March 31, 2016
c. *Early Head Start Budget vs. Actual Child Care Partnerships March 1, 2015 – March 31, 2016 (18 month budget period)
d. *Parent Local Travel & Child Care
e. *Parent Out-of-County Travel
f. *Parent Activity Funds
g. *Parent Meals Report
h. Child and Adult Care Food Program/Central Kitchen Report March 2016
i. Enrollment and Average Daily Attendance Report for HS/EHS Kern, EHS San Joaquin, and EHS Child Care Partnerships March 2016
j. Administration for Children and Families Office of Head Start Overview of Findings Letter dated 3/23/2016 (English/Spanish)
k. U.S Department of Health and Human Services Administration for Children and Families Impact of Lead Exposure in Very Young Children HHS/ACF/OHS. Issued 03/28/2016
l. Functions of the Policy Council Sub-Committees (English/Spanish)
m. Policy Council Sub-Committee Meetings Flyer (English/Spanish)
n. Community Action Partnership of Kern Humanitarian Awards Banquet & Fundraiser Flyer

*Reports to be distributed at the meeting

12. Program Governance Report/Training	Janelle Gonzalez	**Verbal Report**
13. Community Representative Report	Open	**No Report**
14. Policy Council Chairperson Report	Ashley Womack	**Verbal Report**
15. Board of Directors Representative Report	Ana Vigil	**Verbal Report**
16. Directors Report (HS/State Child Development)	Yolanda Gonzales	**Verbal Report**
17. Announcements	Chairperson	
18. Adjournment	Chairperson	

Next meeting is May 26, 2016 held at
5005 Business Park North, Suite 130, Bakersfield, CA 93309 at 5:30 p.m.

This is to certify that this agenda notice was posted in the lobby of the CAPK Administration Office at 5005 Business Park North, Bakersfield, CA and online at www.capk.org by 12:00pm, April 21, 2016. Janelle Gonzale: n Governance Coordinator.

Head Start
and State Preschool
Birth to age 5
capk

Agenda del Consejo de Política
28 de abril de 2016
5005 Business Park North, Salon de Conferencia 130
Bakersfield, CA 93309
5:30-7:00 p.m.

1. **Llamado a la orden** — Presidente
   a. Momento de silencio, Proclamación de Lealtad
   b. Lectura de la Promesa de la Asociación Comunitaria

   "La asociación de acción cambia la vida de las personas, incorpora el espíritu de esperanza, mejora comunidades, y hace de América un mejor lugar donde Vivir. Nos preocupamos por la comunidad entera y estamos dedicados a ayudar a las personas a que se ayuden a sí mismas y a los demás."

2. **Pasar lista/Establecer Quórum** — Secretaria

3. **Aprobación de la Agenda** — Presidente — ***ACCIÓN**
   a. Fecha de Agenda: 28 de abril, 2016

4. **Aprobación del Acta** — Presidente — ***ACCIÓN**
   a. Fecha del Acta: 31 de marzo, 2016

5. **Presentación de Invitado/Foro Público**
   a. *El público que desee dirigirse al Consejo de Política podrá hacerlos. Los miembros del Consejo de Política podrán responder brevemente a las declaraciones formuladas o a preguntas formuladas. Sin embargo, el PC no tomara ninguna otra acción que no sea la de remitir dichos asuntos al personal para su estudio y análisis.* ***Los Presentadores se limitaran a cinco minutos cada uno.*** *Si más de una persona desea tratar el mismo tema, se le concederá al grupo total de 10 minutos para ese tema. Por favor indique cuál es su nombre antes de hacer su presentación, Gracias.*

6. **Informes de los Comités Vigentes** — (3 mins. cada uno)

a. Comité de Personal	Ana Luna	Informe Verbal
b. Comité de Planificación	Jason Warren	Ningún Informe
c. Comité de Finanzas	Caterina Cerda	Ningún Informe
d. Comité de Estatutos	Janeth Rivera	Ningún Informe

7. **Recursos Humano** — ***ACCIÓN**
   a. Informe de Recursos Humanos- Maura Sandoval, Especialista del Personal
   b. Sesión Ejecutiva- Mike Lackman, Gerente de Recursos Humanos

8. **Presentaciones**
   a. Los Diez Mandamientos de Disciplina- Especialistas del Área Contenido de Bienestar (10mins.)
   b. Programa de Prevención de Ahogo, Haciendo un Chapuzón- Erin Walter, Gerente de Albercas de la Cuidad de Bakersfield (15mins.)

9. **Nuevos Asuntos** — Presidente — ***ACCIÓN**
   a. La aprobación de la terminación del miembro del PC Sonja Segoviano (5mins.)
   b. Nominación y elección del Subcomité de Planificación del Consejo de Política (5mins.)
   c. Nominación y elección del Subcomité de Personal del Consejo de Política (5mins.)
   d. Nominación y elección del Subcomité de Finanzas del Consejo de Política (5mins)

Certificamos que este aviso de agenda fue publicada en el vestíbulo de la Oficina de Administración CAPK en 5005 Business Park Norte, Bakersfield, CA y en línea en www.capk.org de las 12:00 pm, 24 de marzo de 2016. Ji- 17 - nzález, Coordinadora del Programa de Gobernación

e. Nominación y elección del Subcomité de Estatutos del Consejo de Política (5mins.)

10. **Calendario de Consentimiento** Consejo de Política **Sugerencias**

Información concerniente a los artículos de consentimiento que aparecen en la lista siguiente ha sido enviada a cada miembro del Consejo de Política para que la estudien previo a la reunión a menos que algún miembro del Consejo de Política, o miembro del público tenga alguna pregunta concerniente a algún asunto en particular de los temas en la lista y solicite que sea retirado del Calendario de Consentimiento, los artículos se dan por aprobados de una vez por el Consejo de Política en su totalidad. Si hay algún miembro del Consejo de Política o miembro del público que desea remover algún artículo del Calendario de Consentimiento, por favor indíquelo ahora mismo.

a. Ninguno

11. **Comunicaciones**

a. *Presupuesto de HS/EHS vs. Informe Actual de gastos (incluyendo Contribución No-Federal y Contribución Laboral Voluntaria) para HS/EHS Kern 1 de marzo, 2015 hasta 29 de febrero, 2016 (fin del año fiscal)
b. *Presupuesto vs. Informe Actual de Gastos de Early Head Start del Condado de San Joaquín 1 de julio, 2015 hasta 31 de enero, 2016 (fin del año fiscal)
c. *Presupuesto vs. Informe Actual de Gastos de las Asociaciones de Early Head Start Cuidado Infantil, 1 de Marzo, 2015 hasta marzo 31, 2016 (18 meses período de presupuesto)
d. *Viaje local de Padres y cuidado infantil
e. *Viaje de Padres fuera del condado
f. *Fondos de Actividad de Padres
g. *Informe de Comidas de Padres
h. Informe de Programa de Alimentos Cuidado de Niños y Adultos/Cocina Central marzo 2016
i. Informe de Inscripción/ Promedio Asistencia de Diaria HS/EHS Kern, EHS del Condado de San Joaquín, y EHS de las Asociaciones de Cuidado Infantil fecha marzo 2016
j. Administración de Niños y Familias Oficina de Head Start Carta de los Resume de Los Encuentros con fecha de 3/23/2016 (Inglés/Español)
k. Depto. de los EE.UU Salud y Servicios Humanos Administración para Niños y Familias impacto de la exposición del plomo en niños menores HHS/ACF/OHS fecha 03/28/2016
l. Funciones de los subcomités del Consejo de Política (Inglés/Español)
m. Folleto de la reuniones de los subcomité del Consejo de Política (Ingles/Español)
n. Folleto de Asociación de Acción Comunitaria de Kern Convivio de Kern Premios Humanitarios y recaudación de fondos

*Informes se pasaran durante la reunión

12. **Informes del Consejo de Política/Entrenamiento** Janelle Gonzalez **Informe Verbal**
13. **Informe de Representante Comunitario** Abierto **Ninguno**
14. **Informe de Presidente del Consejo de Política** Ashley Womack **Informe Verbal**
15. **Informe del Representante de la Mesa Directiva** Ana Vigil **Informe Verbal**
16. **Informe de la Directora de (Head Start)** Yolanda Gonzales **Informe Verbal**
17. **Anuncios** Presidente
18. **Cierre de Sesión** Presidente

Próxima reunión es el 26 de mayo del 2016 en
5005 Business Park North, Salon 130, Bakersfield, CA 93309 a las 5:30 p.m.

Certificamos que este aviso de agenda fue publicada en el vestíbulo de la Oficina de Administración CAPK en 5005 Business Park Norte, Bakersfield, CA y en línea en www.capk.org de las 12:00 pm, 24 de marzo de 2016. J. González, Coordinadora del Programa de Gobernación

Community Action Partnership of Kern
Child Education and Development Services
Governance-Policy Council

April 1, 2016

Re: Policy Council Membership

Dear Sonja Segoviano,

The Policy Council Bylaws approved August 31, 2015 state that: Membership may be terminated as a result of three (3) consecutive absences throughout the year for any reason, ***except absences for attending a Community Action Partnership of Kern function*, or EXTREME weather conditions.**

1. Termination may be appealed.
2. Submit a written letter of appeal to the Program Governance Coordinator within ten (10) working days of receiving the notification of termination
3. The Program Governance Coordinator will place the appeal on the following Policy Council agenda for the full Policy Council vote.
4. The Policy Council's recommendation will be in effect for the remainder of the current Policy Council year.

The attendance records show that you have been absent from the Policy Council meetings in February and March. Additionally, were absent from the Policy Council Bylaws Committee Meeting in March.

Please be advised, you have been terminated as a Policy Council Member as of April 4, 2016. If you wish to appeal this termination, please contact Janelle Gonzalez at 336-5236 ext. 2637.

We appreciate your service to the Policy Council and to Community Action Partnership of Kern Head Start Program

Thank you,

Ashley Womack
2015-2016 Policy Council Chairperson

Janelle Gonzalez - On Behalf of Ashley Womack

cc: Janelle Gonzalez, Program Governance Coordinator

Asociación de Acción Comunitaria de Kern
Servicios de Educación y Desarrollo Infantil
Gobernación-Consejo de Política

1 de abril del 2016

Re: Membrecía del Consejo de Política

Querida Sonja Segoviano,

Los Estatutos del Consejo de Política, aprobado el 31 de agosto del 2015, afirma que: La membrecía puede ser terminada como resultado de tres (3) ausencias durante el año por cualquier razón, **excepto cuando el miembro asiste a cualquier evento que esté relacionado con la Asociación de Acción Comunitaria de Kern, o condiciones ambientales extremas.**

1. Las terminaciones pueden ser apeladas.
2. Una carta de apelación puede ser presentada al Gerente de Servicios familiares y Gobernación dentro de los 10 días de haber recibido la notificación de destitución.
3. El Gerente de Servicios Familiares y Gobernación pondrá la apelación en la agenda de la próxima reunión del Consejo de Políticas para que todo el consejo pueda hacer una votación.
4. Las recomendaciones que haga el Consejo de Políticas permanecerá en efecto por el resto del año actual del Consejo de Políticas.

El registro de asistencia enseña que usted estuvo ausente de la junta del Consejo de Política en febrero y marzo. Adicionalmente, estuvo ausente de las junta del Comité de Estatutos del Consejo de Políticas en marzo.

Por favor tenga en cuenta que su membrecía del Consejo de Políticas se terminara el 4 de Marzo del 2016. Si usted le gustaría apelar esta destitución, por favor comunicase con Janelle Gonzalez al (661) 336-5236 ext. 2637.

Le agradecemos por su servicio al Consejo de Políticas y a la Asociación de Acción Comunitaria de Kern.

Gracias,

Ashley Womack
2015-2016 Presidente del Consejo de Política

Janelle Gonzalez, On Behalf of Ashley Womack

Cc: Janelle Gonzalez, Coordinadora del Programa de Gobernación

Community Action Partnership of Kern/ Child and Adult Care Food Program
MEAL SUMMARY REPORT

MARCH 2016 MEALS DELIVERED / CLAIMED

	HS CENTERS		EHS CENTERS		HOME BASE		
	HS MEALS DELIVERED	HS MEALS CLAIMED	EHS MEALS DELIVERED	EHS MEALS CLAIMED	HB MEALS DELIVERED	HB MEALS SERVED	HB MEALS CLAIMED
EAKFAST	22,836	16,427	2,919	2,521	95	53	6
NCH	27,454	20,742	3,106	2,688	338	254	42
ACKS	20,400	14,149	2,919	2,115	66	26	0
BTOTAL MEALS	70,690	51,318	8,944	7,324	499	333	48

VENDED MEALS DELIVERED / CLAIMED

NDED LUNCHES	HS MEALS DELIVERED	HS MEALS CLAIMED	EHS MEALS DELIVERED	EHS MEALS CLAIMED	ADULT MEALS SERVED	HB MEALS DELIVERED	HB MEALS SERVED	HB CLAIMED
	7,046	5,202			620	36	23	7

MARCH 2016: Total sites: 46 Days of Operation: FY:22 PY:19

March 2016 SUMMARY

TOTAL MEALS DELIVERED	INVENTORY RETURNED	TOTAL MEALS AVAILABLE TO BE SERVED	TOTAL MEALS CLAIMED	ADULT MEALS	% OF MEALS SERVED	MARCH 2015 % OF CHILD MEALS SERVED
25,850	0	25,850	18,954	2,164	82%	98%
30,898	0	30,898	23,472	3,840	88%	90%
23,385	0	23,385	16,264	2,053	78%	86%
80,133	0	80,133	58,690	8,057	83%	88%

VENDED MEALS SUMMARY

TOTAL LUNCHES DELIVERED	INVENTORY RETURNED	TOTAL MEALS AVAILABLE TO BE SERVED	TOTAL LUNCHES CLAIMED	ADULT MEALS	% OF MEALS SERVED	% OF CHILD MEALS SERVED
7,082	0	6,426	5,209	620	82%	86%

CAPK TOTALS

TOTAL BREAKFAST CLAIMED	TOTAL LUNCHES CLAIMED	TOTAL SNACKS CLAIMED
18,954	28,681	16,264

TOTAL MEALS DELIVERED	INVENTORY RETURNED	TOTAL MEALS AVAILABLE TO BE SERVED	TOTAL MEALS CLAIMED	ADULT MEALS	% OF MEALS SERVED	% OF CHILD MEALS SERVED
87,215	0	86,559	63,899	8,677	84%	88%

Community Action Partnership of Kern (SAN JOAQUIN)/ Child and Adult Care Food Program
MEAL SUMMARY REPORT

MARCH 2016 MEALS DELIVERED / CLAIMED

	HS CENTERS		EHS CENTERS		HOME BASE		
	HS MEALS DELIVERED	HS MEALS CLAIMED	EHS MEALS DELIVERED	EHS MEALS CLAIMED	HB MEALS DELIVERED	HB MEALS SERVED	HB MEALS CLAIMED
EAKFAST			1,610	1,200	0	0	0
NCH			1,626	1,209	0	0	0
ACKS			1,626	1,113	0	0	0
BTOTAL MEALS	0	0	4,862	3,522	0	0	0

MARCH 2016: Total sites: 4 Days of Operation: FY:22

March 2016 SUMMARY

TOTAL MEALS DELIVERED	INVENTORY RETURNED	TOTAL MEALS AVAILABLE TO BE SERVED	TOTAL MEALS CLAIMED	ADULT MEALS	% OF MEALS SERVED	MARCH 2015 % OF CHILD MEALS SERVED
1,610	0	1,610	1,200	147	84%	
1,626	0	1,626	1,209	140	83%	
1,626	0	1,626	1,113	139	77%	
4,862	0	4,862	3,522	426	81%	

SAN JOAQUIN TOTALS

TOTAL BREAKFAST CLAIMED	TOTAL LUNCHES CLAIMED	TOTAL SNACKS CLAIMED
1,200	1,209	1,113

TOTAL MEALS DELIVERED	INVENTORY RETURNED	TOTAL MEALS AVAILABLE TO BE SERVED	TOTAL MEALS CLAIMED	ADULT MEALS	% OF MEALS SERVED	% OF CHILD MEALS SERVED
4,862	0	4,862	3,522	426	81%	

Regulation: SEC. 642. POWERS AND FUNCTIONS OF HEAD START AGENCIES. [42 U.S.C. 9837] (d) Program Governance Administration - (2) CONDUCT OF RESPONSIBILITIES - Each Head Start agency shall ensure the sharing of accurate and regular information for use by the governing body and policy council, about program planning, policies, and Head Start agency operations, including – (D) monthly reports of meals and snacks provided through programs of the Department of Agriculture.

GRAND TOTALS

TOTAL BREAKFAST CLAIMED	TOTAL LUNCHES CLAIMED	TOTAL SNACKS CLAIMED
20,154	29,890	17,377

TOTAL MEALS DELIVERED	INVENTORY RETURNED	TOTAL MEALS AVAILABLE TO BE SERVED	TOTAL MEALS CLAIMED	ADULT MEALS	% OF MEALS SERVED
92,077	0	91,421	67,421	8,677	83%

Community Action Partnership of Kern
Head Start/State Child Development
ERSEA

Enrollment and Average Daily Attendance Report
March 2016

Enrollment and Eligibility

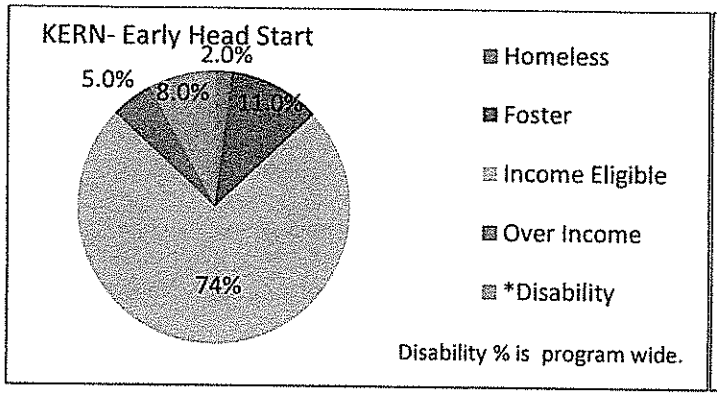
Kern County HS/EHS

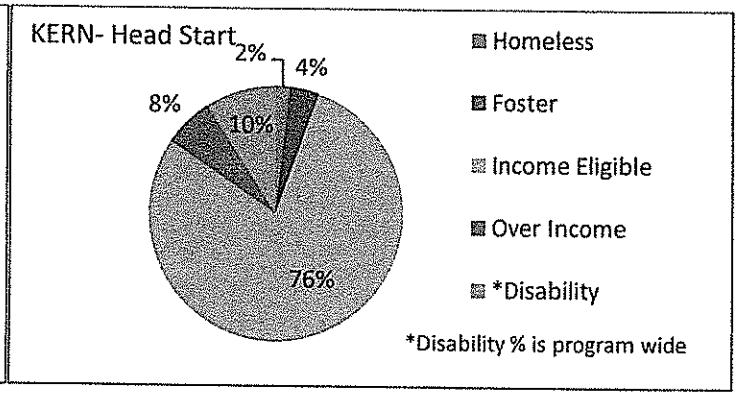
Funded Enrollment: 2539

Total Kern Enrollment: 2574

EHS Enrollment: 331

HS Enrollment: 2243

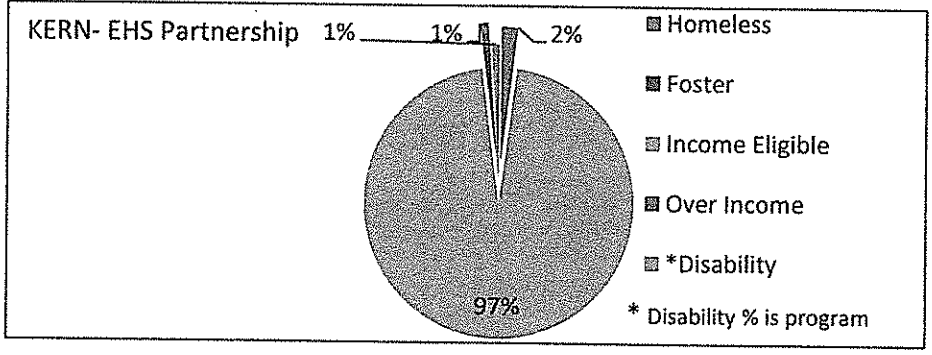




EHS Partnership

Funded enrollment: 56

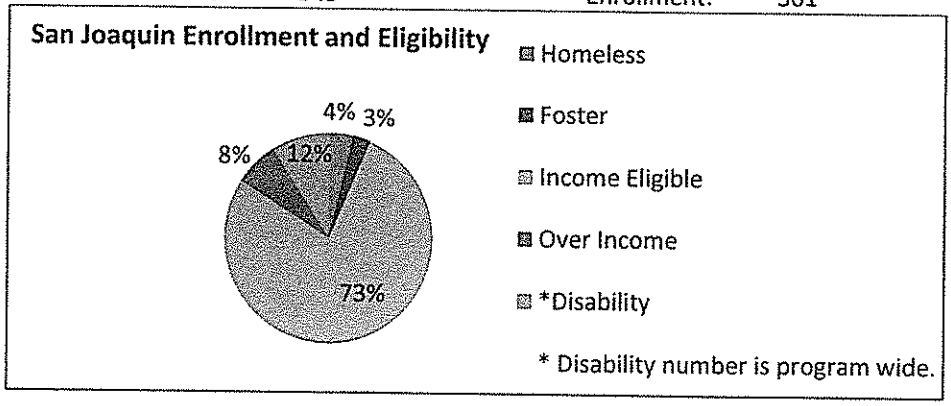
Enrollment: 60



San Joaquin County EHS

Funded Enrollment: 345

Enrollment: 301

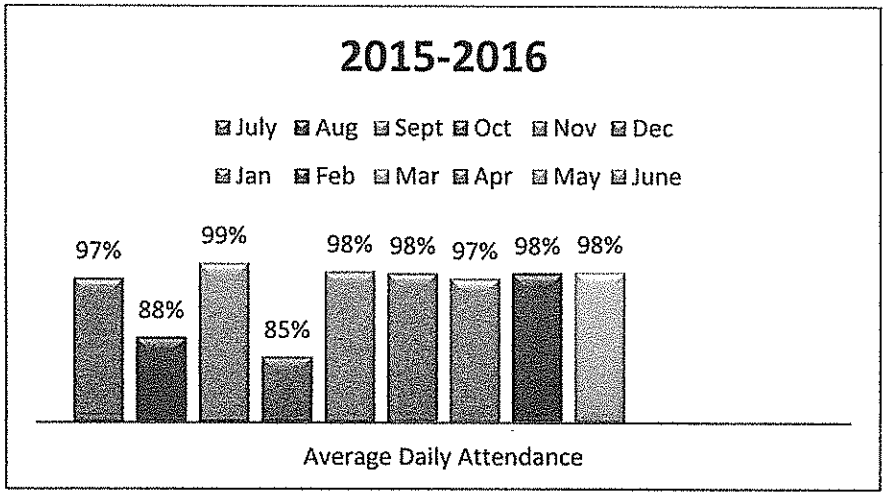


Community Action Partnership of Kern
Head Start/State Child Development
ERSEA

Enrollment and Average Daily Attendance Report
March 2016

March 2016

Head Start/ Early Head Start Average Daily Attendance



Top 5 and Bottom 5 Average Daily Attendance (ADA)

1. Heritage	100%	43. Oildale	93.73%
2. Franklin	100%	44. Tehachapi	92.86%
3. Seibert	100%	45. Roosevelt	92.23%
4. Stella Hills	100%	46. Alicante	91%
5. Tracy Toddlers	100%	47. Rosamond	90%

ADMINISTRATION FOR CHILDREN & FAMILIES

Office of Head Start | 4th floor Switzer Memorial Building, 330 C Street SW, Washington DC | eclkc.ohs.acf.hhs.gov

To: Board Chairperson
Mr. Garth Corrigan
Board Chairperson
Community Action Partnership of Kern
5005 Business Park N
Ste 130
Bakersfield, CA 93309-1652

From: Responsible HHS Official
Dr. Blanca Enriquez
Director, Office of Head Start

Date 3-23-16

Overview of Findings

From 2/8/2016 to 2/12/2016, the Administration for Children and Families (ACF) conducted a Fiscal/ERSEA (Eligibility, Recruitment, Selection, Enrollment, and Attendance) review event for the Community Action Partnership of Kern Head Start and Early Head Start programs. We wish to thank the governing body, Policy Council, staff, and parents of your program for their cooperation and assistance during the review event. This Head Start Review Event Report has been issued to Mr. Garth Corrigan, Board Chairperson, as legal notice to your agency of the results of the on-site review event.

Based on the information gathered, no area of noncompliance was found during the course of the review. Accordingly, no corrective action is required at this time.

During your review, the team used a sampling methodology that included a random selection of child files. If your report includes findings related to evidence that involved sampling, the finding narratives in your report include specific percentages from each sample that were determined by dividing the number of issues found by the total sample size. This methodology, which uses statistically driven random samples, allows the OHS to use information collected through the representative samples to make generalizations regarding your program as a whole.

For example, if, during your review, the reviewer(s) examined a sample of 45 child files, the finding narrative will indicate the percentage of files that were identified with an issue. The percentage will be determined by dividing the number of child files with issues by 45.

Please contact your ACF Regional Office with any questions or concerns you may have about this report.

Distribution of the Head Start Review Report
Copies of this report will be distributed to the following recipients:
Ms. Jan Len, Regional Program Manager
Ms. Ashley Womack, Policy Council Chairperson
Mr. Jeremy Tobias, CEO/Executive Director
Mrs. Yolanda Gonzales, Head Start Director

RECEIVED
MAR 29 2016
BY:

Overview Information

Review Type:	*Fiscal/ERSEA*
Organization:	*Community Action Partnership of Kern*
Program Type:	*Head Start and Early Head Start*
Field Lead:	*Ms. Kimberly Spriggs*
Funded Enrollment HS:	*2211*
Funded Enrollment EHS:	*328*

ADMINISTRATION FOR CHILDREN & FAMILIES

Para: Presidente de la Mesa Directiva
Mr. Garth Corrigan
Presidente de la Mesa Directiva
Asociación de Acción Comunitaria de Kern
5005 Business Park North
Ste 130
Bakersfield, CA 93309-1652

De parte de: Oficial Responsable HHS
Dr. Blanca Enriquez
Director, Oficina de Head Start

Resume de los Encuentros

En 2/8/2016 hasta 2/12/2016, la Administración para Niños y Familia (ACF) condujo una revisión Fiscal/ERSEA (Elegibilidad, Reclutamiento, Selección, Inscripción, y Asistencia) de la Asociación de Acción Comunitaria Kern Programas de Head Start y Early Head Start. Queremos agradecer el órgano de gobierno, el Consejo de Política, el personal, y los padres del programa por su colaboración y asistencia durante la revisión. Este informe del Evento de Revisión de Head Start se ha dado a Mr. Garth Corrigan, Presidente de la Mesa Directiva, como notificación legal a su agencia de los resultados de la revisión en el sitio.

Basado en la información obtenida, ninguna área de incumplimiento se encontró durante el curso de la revisión. En consecuencia, ninguna acción correctiva es requerida en este momento.

Durante su revisión, el equipo utilizó una metodología de muestreo que incluía una selección casual de los archivos de niños. Si su informe incluye los resultados relacionados a la evidencia de la muestra involucrada, las narrativas en su informe incluyen porcentajes específicos de cada muestra que se determina dividiendo el número de problemas encontrados por el tamaño total de la muestra. Esta metodología, que utiliza estadísticamente impulsado muestras casuales, permite OHS utilizar la información recopilada a través de las muestras representativas para hacer generalizaciones con respecto a su programa en su conjunto.

Por ejemplo, si durante su revisión, los revisores examinaron una muestra de 45 archivos de niños, la narrativa indicara el porcentaje de expedientes que fueron identificados con un problema. El porcentaje se determinará dividiendo el número de archivos de niños con problemas por 45.

Favor de ponerse en contacto con la oficina regional de ACF con preguntas o preocupaciones que tendrá sobre este informe.

Distribución del Informe de la Revisión de Head Start
Copias de este informe serán distribuidas a las siguientes personas:
Sra. Jan Len, Gerente Regional del Programa
Sra. Ashley Womack, Presidente del Consejo de Política
Sr. Jeremy Tobias, CEO/Director Executivo
Sra. Yolanda Gonzales, Directora de Head Start

Resume de la Información

Tipo de Revisión:	*Fiscal/ERSEA*
Organización:	*Asociación de Acción Comunitaria de Kern*
Tipo de Programa:	*Head Start y Early Head Start*
Lider del Fiel:	*Sra. Kimberly Spriggs*
La inscripción financiado HS:	*2211*
La inscripción financiado EHS:	*328*

Glossary

A glossary of terms has been included to explain the various terms used throughout this report.

Term	Definition
Compliance Measure (CM)	The specific statements that collectively assess the level of program performance for each Key Indicator, focusing on one or more Federal regulations critical to the delivery of quality services and the development of strong management systems.
Strength	A new and/or unique way of reaching the community.
Compliant	No findings. Meets requirements of Compliance Measure.
Concern	An area or areas of performance which need improvement or technical assistance. These items should be discussed with the Regional Office and do not include a timeframe for correction.
Noncompliance	A finding that indicates the agency is out of compliance with Federal requirements (including, but not limited to, the Head Start Act or one or more of the performance standards) in an area or areas of program performance, but does not constitute a deficiency. Noncompliances require a written timeline of correction and possible technical assistance (TA) or guidance from their program specialist, and if not corrected within the specified timeline, can become a deficiency.
Deficiency	An area or areas of performance in which an Early Head Start or Head Start grantee agency is not in compliance with State or Federal requirements (including but not limited to, the Head Start Act or one or more of the regulations) and which involves: (A) A threat to the health, safety, or civil rights of children or staff; (B) A denial to parents of the exercise of their full roles and responsibilities related to program governance; (C) A failure to perform substantially the requirements related to Early Childhood Development and Health Services, Family and Community Partnerships, or Program Design and Management; or (D) The misuse of Head Start grant funds. (ii) The loss of legal status or financial viability, as defined in part 1302 of this title, loss of permits, debarment from receiving Federal grants or contracts or the improper use of Federal funds; or (iii) Any other violation of Federal or State requirements including, but not limited to, the Head Start Act or one or more of the performance standards of this title, and which the grantee has shown an unwillingness or inability to correct within the period specified by the responsible HHS official, of which the responsible HHS official has given the grantee written notice of pursuant to section 1304.61.

Fiscal Integrity

CMI#	Compliance Measure	Compliance Level
FIS 1.1	The grantee's financial management systems provide for effective control over and accountability for grant and sub-grant funds, property, and other assets and ensure they are used solely for authorized purposes.	**Compliant** 75.302(b)(4-5), 75.303(a-e), 75.352(d)(1-3), 75.352(f-g), 75.501(b)
FIS 1.2	The grantee sought and received prior approval in writing for budget changes where prior approval is required and obtained approval for hiring designated key personnel.	**Compliant** 75.308(b), 75.308(c)(1-3)
FIS 1.3	The grantee has obtained and maintained required insurance coverage for risks and liabilities.	**Compliant** 1301.11(a-b), 75.317
FIS 2.1	Financial reports and accounting records are timely and complete and contain accurate information pertaining to grant or sub-grant awards, authorizations, obligations, unobligated balances, assets, liabilities, outlays (total expenditures), income, and interest. Reports include: • SF-425 (paper-based Federal Financial Report filed with the Regional Office) • SF-425 (web-based Federal Cash Transactions Report filed with Division of Payment Management) • USDA/Child and Adult Care Food Program (CACFP) reports	**Compliant** 1304.23(b)(1)(i), 1304.51(h), 75.302(b)(2-3)
FIS 3.1	The grantee implemented procurement procedures that met, at a minimum, all requirements specified in the applicable Federal, State, and local statutes, regulations, and administrative rules for Federal grants, including a written code or standards of conduct governing the performance of its employees engaged in awarding and administering contracts. The grantee can demonstrate that contractual agreements were met.	**Compliant** 1309.54, 642(c)(1)(E)(iv)(X)(aa), 75, App II (B, B), 75.327(b), 75.327(c)(1-2), 75.327(h-i), 75.328(a)(1-7), 75.328(b), 75.329(a-b), 75.329(f)(1-4), 75.403(a-g), 75.509(a-c)
FIS 4.1	Original time records are prepared and properly signed by the individual employee and approved by a responsible supervisory official, and an appropriate methodology is used to allocate salaries among Head Start and other programs.	**Compliant** 75.430(h)(1)(i-ii), 75.430(h)(2-3), 75.430(h)(4)(i-v), 75.430(h)(5)(i-ii), 75.430(h)(6), 75.430(h)(7)(i-ii), 75.430(h)(8), 75.430(i)(1)(i-vii), 75.430(i)(1)(viii)(A-C), 75.430(i)(3-4), 75.430(i)(5)(i)(A-C), 75.430(i)(5)(ii-iii), 75.430(i)(6-8)
FIS 4.2	Head Start or Early Head Start grant funds are not used as any part of the monetary compensation (e.g. salary, bonuses, severance) of an individual employed by the grantee who is paid at an annual rate in excess of Executive Level II ($183,300, effective January 2015).	**Compliant** 653(b)
FIS 4.3	Total compensation for personal services, including employee wages and incentive-compensation payments, charged to the grant are allowable and reasonable.	**Compliant** 75.430(a)(1), 75.430(b-f)
FIS 5.1	The grantee has implemented procedures to determine allowability, allocability, and	**Compliant**

	reasonableness of costs charged against its Head Start and Early Head Start (EHS) grant awards as required by the applicable cost principles. If the grantee is required to allocate costs among funding sources (including Head Start and EHS awards), the program utilizes a method for allocating costs that reflects the relative degree of benefit for each program receiving the benefit of the allocated cost.	75.309(a), 75.404(a-e), 75.405(a)(1, 3), 75.405(b-c, e)
FIS 5.2	Indirect cost charges are supported by a negotiated Indirect Cost Rate Agreement, are claimed under a valid election to charge a de minimis rate or are included in a written, internally maintained cost allocation plan identifying a reasonable basis for allocating all shared costs of the organization. **The grantee did not charge indirect costs.**	**N/A** 1301.32, 75.405(e)(2), 75.405(d), 75.414(f)
FIS 5.3	The grantee can demonstrate all contributions of non-Federal share (NFS), including cash and third-party in-kind, are necessary and reasonable for accomplishing program objectives, allowable under applicable cost principles, and allocable if also benefiting another award. Financial records are sufficient and support the verification of adherence to applicable cost principles.	**Compliant** 75.306(b)(1-5), 75.306(c-g), 75.306(i)(1-3), 75.434(d)
FIS 5.4	During each funding period reviewed, the grantee charged to the award only costs resulting from obligations incurred during the funding period.	**Compliant** 75.309(a)
FIS 6.1	The grantee has established the allowability of costs for owned or leased facilities and has adequately protected any Federal Interest in facilities through the filing of Notices of Federal Interest, insurance, and maintenance of property records. Compensation for the use of facilities owned by the grantee, a delegate agency, or other related party was through depreciation or use allowance based on the cost of the facility (excluding costs paid by Head Start). The grantee obtained advanced Regional Office permission for any mortgage or loan agreements using collateral property acquired or subject to major renovation using Head Start funds and has ensured that mortgage/loan agreements include the required provisions.	**Compliant** 1309.10, 1309.20, 1309.21(b), 1309.21(d)(1-3), 1309.21(d)(4)(i-iii), 1309.22(a-c), 1309.23(a)(1-2), 1309.23(b), 1309.31(b), 1309.40, 75.436(a-b), 75.436(c)(1-4), 75.436(d)(1-5), 75.436(e), 75.465(a-b), 75.465(c)(1-3), 75.465(c)(4)(i-vii), 75.465(c)(5-6)
FIS 6.2	The grantee has safeguarded equipment purchased using Head Start funds by maintaining complete and accurate equipment records, verifying the accuracy of records by conducting a physical inventory, and following disposition requirements. The grantee obtained advance Regional Office permission for any encumbrance of equipment acquired using Head Start funds.	**Compliant** 75.320(a)(2), 75.320(d)(1-2), 75.320(e)(1-4)

ERSEA

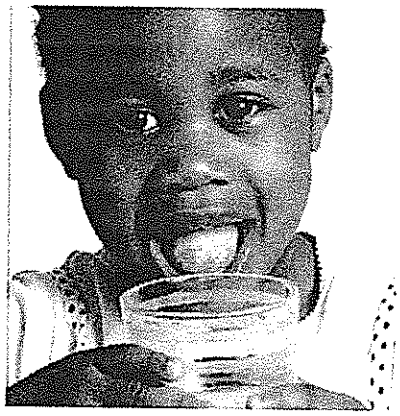
CLI#	Compliance Measure	Compliance Level
ERSEA 1.1	When monthly average daily attendance in center-based programs falls below 85 percent (except in the case of illness or well-documented absences), the causes of absenteeism are analyzed, and the program initiates appropriate family support as needed.	**Compliant** 1305.8(a-b)
ERSEA 2.1	Program staff verified each child's eligibility and included in each file a statement signed by a program employee identifying the child's eligibility category and the documents examined to determine eligibility.	**Compliant** 1305.4(c-e)
ERSEA 2.2	The program enrolls children who are categorically eligible (who fall within defined	**Compliant**

	income-eligibility requirements). Defined Eligibility Requirements include: • Family income is below the poverty line • Family or child receives public assistance (SSI and TANF) • Family is homeless • Child is a foster child Additional income-eligibility requirements: • Ten percent of children enrolled in the program may be over the income threshold • An additional 35 percent of children who are not categorically eligible may be from families whose income is between 100 and 130 percent of poverty	645(a)(1)(B)(iii)(I-II)
ERSEA 3.1	Actual program enrollment is composed at least 10 percent of children with disabilities.	**Compliant** 1308.5(c)(1-4), 640(d)(1)
ERSEA 3.2	The program enrolled 100% of its funded enrollment and ensures an active and ranked waiting list is maintained at all times.	**Compliant** 642(g)

— END OF REPORT —

Impact of Lead Exposure in Very Young Children

By Marco Beltran, Katherine Beckmann, and Alana Buroff



We can agree the health and well-being of our children is of vital importance. As adults, the responsibility falls on us to protect our little ones from environmental hazards of which we have been made aware. One such health threat that has recently made headlines is exposure to lead from outdated pipes in some municipal water systems. The impact of lead toxicity on the health and safety of children has been alarming for parents who work hard to keep their children safe and on a path to reach their fullest potential.

Lead exposure can cause a myriad of problems for growing children, including lower intelligence quotient (IQ) levels. Hearing loss, reduced attention span, learning disabilities, and even death can occur. As the recent situation in Flint, MI has shown us, health emergencies can be unexpected and require a public health approach to address the needs of the community. An estimated 10 million Americans get their drinking water from pipes that are at least partially lead. Children are especially vulnerable to the dangers of lead toxicity.

Lead poisoning itself is preventable. The sources of lead can and should be identified before children are harmed. It is important to understand that children at higher risk for lead exposure often fall into at least one of the following groups:

- Low-income
- Members of racial or ethnic minority groups
- Recent immigrants
- Have parents who are exposed to lead at work
- Live in older, poorly maintained rental properties or areas with outdated plumbing

As early childhood educators, we see firsthand the mental and physical effects of lead on child development. Early childhood education certainly helps to lessen the possible effects of lead exposure. However, we highly encourage testing for possible lead exposure. Getting our children tested for lead exposure now will help assure that they are well on the path to leading a full, healthy, and thriving existence. Failing to screen children for blood lead levels has implications for young children all across America. Children's bodies absorb lead more quickly and efficiently than adults. If you are concerned about lead exposure in your children, you should immediately consult your pediatrician or family primary health care provider.

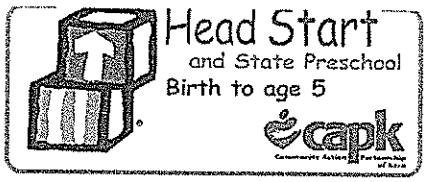
Lead exposure prevention, and remediation to counter the cognitive and behavioral challenges associated with lead exposure, should be a priority for all of us, as parents, as early childhood providers, and as educators. It is our duty to ensure our youngest generation can flourish and prosper into and beyond adulthood. The time to act is now!

Marco Beltran, DrPH, is a Senior Program Specialist for the Office of Head Start; Katherine Beckman, Ph.D., M.P.H., is a Senior Policy Advisor for Early Childhood Health at the Office of the Deputy Assistant Secretary and Interdepartmental Liaison for Early Childhood; and Alana Buroff is a Program Specialist for the Office of Head Start.

Impact of Lead Exposure in Very Young Children. HHS/ACF/OHS. 2016. English.

Last Reviewed: March 2016

Last Updated: March 28, 2016



Community Action Partnership of Kern
Functions of the Policy Council Sub-Committees

Each Policy Council member must participate on one committee. Each Policy Council member will sit on a maximum of two (2) committees, and a minimum of one (1) committee, during the course of the Policy Council year.

Function of the Budget and Finance Committee

The Policy Council Treasurer will chair the Finance Committee. The Budget and Finance Committee will perform the following functions:

- Work with key Governing Board, Head Start/Early Head Start and/or General Child Care management staff in developing/reviewing the following for recommendation to the Policy Council for approval/disapproval:
    1. 1304.50(d)(1)(i) All funding applications and amendments to funding applications for Early Head Start and Head Start, including administrative services, prior to the submission of such applications to the grantee (in the case of Policy Committees) or to HHS (in the case of Policy Councils).
    2. 1304.50(f) Policy Council, Policy Committee, and Parent Committee reimbursement. Grantee and delegate agencies must enable low-income members to participate fully in their group responsibilities by providing, if necessary, reimbursements for reasonable expenses incurred by the members.

Functions of the Planning Committee

The Policy Council Vice Chairperson will chair the Planning Committee. The Planning Committee will perform the following functions:

- Work with the Program, Design and Management Administrator, Administration Staff, Policy Council and Governing Board to ensure that members are aware of established agency time frames and procedures for program planning.
- The following Governance responsibilities are cited from the Head Start Program Performance Standards 1304.50 Appendix A: Governance and Management Responsibilities.
    1. 1304.50 (d) (1) (iii) Procedure for program planning in accordance with this Part and the requirements of 45 CFR 1305.3
    2. 1304.50 (d) (1)(iv) The program's philosophy and long and short range program goals and objectives.
    3. 1304.50 (d) (1) (vii) Criteria for defining recruitment, selection and enrollment priorities in accordance with the requirements of 45 CFR 1305.
    4. 1304.50 (d)(1)(viii) The annual self-assessment of the grantee or delegate agency's progress in carrying out the programmatic and fiscal intent of its grant application, including planning or other actions that may result from the review of the annual audit and findings from the Federal monitoring review.

Functions of the Personnel Committee

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

a. The Personnel Committee will match the number of members that serve on the Board of Directors Personnel Committee. If additional members are needed a Policy Council Representative may be asked to participate on this committee. The Personnel Committee will send an equal amount of the Board representation if circumstances call for a Joint Personnel

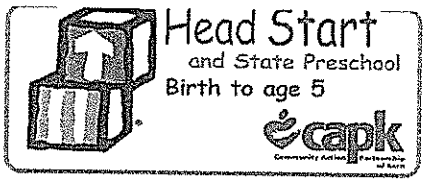
Committee Meeting.

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

Functions of the Bylaws Committee

The Parliamentarian will chair the Bylaws Committee Meeting. The Bylaws committee shall review and recommend changes to the Bylaws. The committee will interpret the Bylaws when questions arise. This committee is also responsible for making sure that amendments are rewritten into the Bylaws on an *Annual basis.*

1. 1304.50 (d)(1)(vi) The composition of the Policy Council or the Policy Committee and the procedures by which policy group members are chosen.



Asociación de Acción Comunitaria de Kern
Funciones de los Sub-Comité del Consejo de Política

Cada miembro del Consejo de Política debe participar en un comité. Cada miembro del Consejo de Política se sentará en un máximo de dos (2) comités, y un mínimo de un (1) comité, durante el curso del año del Consejo de Política.

Funciones del Comité de Presupuesto y Finanzas

El Tesorero del Consejo de Política presidirá el Comité de Finanzas. El Comité de Presupuesto y Finanzas desempeñara las siguientes funciones:

- Trabajará con la Junta clave de Gobernación, el personal administrativo de Head Start y Early Head Start y el cuerpo general de Cuidado Infantil para desarrollar y revisar las siguientes recomendaciones al Consejo de Políticas para su aprobación / desaprobación:
    1. 1304.50 (d) (10 (i) Todas las solicitudes de financiamiento y enmiendas a las solicitudes de financiamiento para el programa Early Head Start, incluyendo los servicios administrativos, antes se la sumisión de dichas solicitudes al concesionario (en el caso de los comités de Política) o Salud y Servicios Humanos (HHS) (en el caso de los Consejos de Política).
    2. 1304.50 (f) Reembolso al Consejo de Política, Comité de Política, y Comité de padres. Los concesionarios y las agencias delegadas deben habilitar a miembros de bajos ingresos para que participen enteramente en las responsabilidades de su grupo y reembolsando si es necesario los gastos razonables incurridos por los miembros.

Comité de Planificación

El Vice-Presidente del Consejo de Política presidirá el comité de Planificación. La función del comité es:

- Trabajar con el programa, el Administrador del Programa de Diseño Administración el Personal Administrativo, el Consejo de Política y el Consejo de Gobernación para asegurar que los miembros estén conscientes del marco de tiempo apropiado establecido por la agencia y los procedimientos para la planificación del programa.
- Las siguientes responsabilidades de gobernación son citas de las normas de ejecución de Head Start 103.50 Apéndice A: Responsabilidades de Gobernación y Administración.
    1. 1304.50 (d) (1) (iii) Los procedimientos para el diseño del programa en conformidad con esta parte y los requisitos de CFR 1305.3'
    2. 1304.50 (d) 91) (IV) La filosofía del programa y las metas y objetivos a corto y largo plazo.
    3. 1304.50 (d) 91) (vii) Los criterios que definan el reclutamiento, la selección y las prioridades de inscripción de conformidad con los requisitos de 45 CFR 1305.
    4. 1304.50 (d) (1) (viii) La evaluación anual del progreso de la agencia concesionaria o delegada en desempeñar la intención programática y fiscal establecida en su solicitud de fondos, incluyendo la planificación u otras acciones como resultado de la auditoria anual y los resultados de la revisión Federal.

Funciones del Comité de Personal

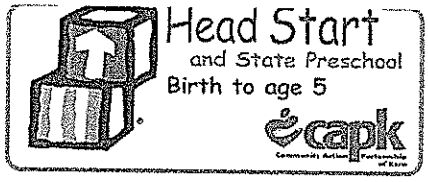
El Secretario del Consejo de Política presidirá el Comité de personal. El Comité de Personal desempeñara las siguientes funciones como mínimo:

- El Comité de Personal elegirá a los miembros del subcomité para que coincida con el número de miembros que sirven en el Comité de Personal del Consejo Directivo. El Comité de Personal elegirá un comité conjunto si las circunstancias lo exigen una reunión del comité de junta mixta.

- Si se necesitan miembros adicionales un Consejo Representante de Política se le puede pedir a participar en este comité. El Comité de Personal enviará una cantidad igual de la representación Directivo si las circunstancias lo exigen para una Reunión del Comité Directivo Conjunto.
  Trabajar con el Director de Servicios de Desarrollo Infantil Estatal Head Start, y el personal de otras agencias, en el desarrollo/revisión de las siguientes recomendaciones al Consejo de Política para su aprobación o desaprobación:
  1. 1304.50 (h) Resolución de disputas internas. Cada Consejo de Política o Comité de Política deben establecer conjuntamente procedimientos por escrito para resolver disputas internas, incluyendo procedimientos de impasse entre el cuerpo directivo y el grupo de Política. Por lo menos, anualmente, el comité de personal revisara los procedimientos escritos, incluyendo los procedimientos de impasse entre la Junta Directiva de la Asociación de Acción Comunitaria y el Consejo de Política tal como se menciona en el **Manual de Política de Empleados de la Asociación de Acción Comunitaria de Kern** y revisara, repasara y actualizara como se considere necesario.
  2. 1304.50 (d) (1) (x) Las Política sobre el personal del programa y los cambios subsiguientes a esas políticas, en conformidad con 45 CFR 130.31, incluyendo las normas de conducta para el personal del programa, los consultantes voluntarios. El comité de personal revisara, repasara y actualizara por lo menos anualmente el **Manuel de Normas de Empleados de la Asociación de Acción Comunitaria de Kern** a como este se relaciona al personal de Head Start y Early Head Start y hará recomendaciones a como sea aconsejable o necesario.

  3. 1304.50 (d) (1) (x) Las decisiones para contratar o despedir al Director de Early Head Start y Head Start de la agencia concesionaria. El Consejo de Política participara en

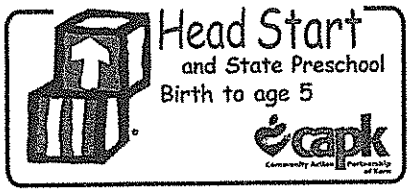
     el proceso de selección de papeleo y proceso de entrevista (si el miembro del PC está disponible) para posiciones de Head Start y Early Head Start y hacer recomendaciones al Consejo de Política concerniente a emplear tales aplicantes, de acuerdo con el **Manual de Normas para Empleados de la Asociación de Acción Comunitaria de Kern** y otras regulaciones locales, estatales y federales aplicables.
  4. 1304.50 (d) (1) (xi) las decisiones para contratar o despedir a cualquier persona que trabaja para Head Start de la agencia concesionaria. El Director le hará recomendaciones al Comité de Personal sobre casos pendientes de despido de empleados y en tal caso hará recomendaciones al Consejo de Política según con el **Manual de Normas para Empleados de la Asociación de Acción Comunitaria de Kern** y otras regulaciones locales, estatales y federales aplicables.



Comité de Estatutos

El Parlamentario será a cargo de junta de Comité de Estatutos. El comité de estatutos revisara los cambios y recomendaciones a los Estatutos. El comité interpretara los Estatutos cuando surjan preguntas. También es responsabilidad del Comité asegurarse que anualmente las enmiendas se vuelvan a incluir en los Estatutos.

1. 1304.50 (d) (1)(vi) La composición del Consejo de Política o el Comité de Política y Procedimientos por lo cual son elegidos por miembros del comité.



Policy Council Subcommittee Meetings

PC Planning Subcommittee
Meetings take place the first Tuesday of every month from 5:30 to 6:30 p.m.

PC Finance & Budget Subcommittee
Meetings take place the second to last Thursday of every month from 5:30 to 6:30 p.m.

PC Personnel Subcommittee
Meetings take place the last Tuesday of every month from 5:00 to 6:00 p.m.

Reuniones de los Subcomités del Consejo de Política

Subcomité de Planificación del PC
Se reúne el primer martes de cada mes a las 5:30 a 6:30 p.m.

Subcomité de Finanzas y Presupuesto del PC
Se reúne el penúltimo jueves de cada mes a las 5:30 a 6:30 p.m.

Subcomité de Personal del PC
Se reúne el ultimo martes de cada mes a las 5:00 a 6:00 p.m.

BOARD OF DIRECTORS

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Head Start Policy Council Representative

EXECUTIVE DIRECTOR
Jeremy T. Tobias

March 9, 2016

Celebrate Local Champions in Community Action with CAPK

Dear Community Partner,

Community Action Partnership of Kern (CAPK) is gearing up for its **2016 Humanitarian Awards Banquet & Fundraiser** scheduled to take place **6 to 9 p.m. Thursday, May 12 at the DoubleTree by Hilton in Bakersfield.** It is an event that celebrates the efforts of outstanding individuals and organizations that help us keep alive the Promise of Community Action: "To change people's lives, embody the spirit of hope, improve communities and make America a better place to live."

This year, we will honor **Deborah Johnson, President/CEO of California Veterans Assistance Foundation,** as **CAPK's Humanitarian of the Year.** A veteran of Desert Shield/Desert Storm, Ms. Johnson's efforts to end homelessness among veterans in Kern County range from organizing the Annual Kern County Veterans Stand Down, to providing housing and supportive services for veterans and their families, to advocating for veterans at the local, state and national levels.

Our **Community Partner of the Year** is **Life Church at World of Pentecost,** which in 2015 helped the CAPK Food Bank deliver more than 1 million lbs. of food to our community's hungry. The **Volunteers of the Year** are **CAPK's Volunteer Income Tax Assistance (CAPK VITA) Program Volunteers,** who collectively donate thousands of hours each year to help low-to-moderate income taxpayers claim their tax returns and access important credits at no cost, stimulating the local economy with millions of reclaimed tax dollars.

Our **Keynote Speaker** will be **The Honorable Leticia Perez, Kern County Fifth District Supervisor,** a past CAPK Board Member who is proud to call herself a "Head Start Baby."

Won't you become a "Community Action Partner" with us through your sponsorship or attendance at this year's Banquet? Your gift will help support and expand critical programs such as Volunteer Income Tax Assistance, 2-1-1, the CAPK Food Bank, our youth centers and others that serve our community's most vulnerable residents. We have enclosed a Sponsorship/Ticket Order Form to help you determine your level of contribution, and thank you in advance for your generous gift.

If you have any questions, please contact Outreach & Advocacy Manager Louis Medina at 661-379-8203, or LMedina@capk.org.

Sincerely,

Jeremy T. Tobias
Executive Director

Enclosure

Community Action Partnership *of* Kern 2016
Humanitarian Awards Banquet & Fundraiser

capk
Community Action Partnership of Kern

51 Years of Community Action! 1965 - 2016

Humanitarian of the Year:
DEBORAH JOHNSON, PRESIDENT/CEO
California Veterans Assistance Foundation

Community Partner of the Year:
Life Church at World of Pentecost

Volunteers of the Year:
CAPK Volunteer Income Tax Assistance Program Volunteers Past and Present

Keynote Speaker:
The Hon. Leticia Perez, Kern County Supervisor
Fifth District

Thursday, May 12, 2016 | 6 pm
DoubleTree by Hilton
3100 Camino Del Rio Court, Bakersfield, CA 93308

Sponsorship Opportunities

Platinum $20,000
- Public Recognition; display of corporate banner at banquet
- 2 page color ad in program and exclusive logo placement on cover, and other event materials
- Reserved seating for 16
- Recognition on CAPK's website and Facebook

Gold $10,000
- Public Recognition
- 1 page color ad in program; prominent logo placement on event materials
- Reserved seating for 16
- Recognition on CAPK's website and Facebook

Silver $5,000
- 1/2 page color ad in program; placement of logo on event materials
- Reserved seating for 8
- Recognition on CAPK's website and Facebook

Bronze $2,500
- 1/4 page color ad in program; placement of logo on event materials
- Reserved seating for 8
- Recognition on CAPK's website and Facebook

Banquet Program Advertising

Full Page	$1,600	7.5" x 10"
1/2 Page	$ 900	7.5" x 4.75"
1/4 Page	$ 500	3.5" x 4.7"
1/8 Page	$ 300	3.5" x 2.125"

Table Sponsor $1,000 per table
- Reserved seating for 8
- Table sponsor signage
- 1/8 page ad in program

Single Event Tickets $85 per person

Please complete back of this form and mail with a check made payable to:

Community Action Partnership of Kern
Attention: Finance Department
5005 Business Park North
Bakersfield, CA 93309

For more information, please contact:
Louis Medina
(661) 379-8203
banquet@capk.org

CAPK is a 501(c)(3) private nonprofit - Tax ID # 95-2402760