

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Budget & Finance Committee

From: Carmen Segovia, Director of Health & Nutrition *C Segovia*

Date: April 20, 2016

Subject: *Agenda Item 5a: One-time Incentive Pay for MCAP Staff – Action Item*

Last fiscal year ending June 30, 2015, the Migrant Childcare Alternative Payment Program (MCAP) staff achieved 92% of the Maximum Reimbursable Amount for provider payments due to being short staffed and the impact of the drought making it difficult for families to find employment. The current fiscal year will be ending June 30, 2016 and staff has been working very hard to achieve 99% of the Maximum Reimbursable Amount (MRA) for provider payments by June 30, 2016. As of March 30, 2016, MCAP projects achieving 77% of the MRA and will be monitoring participation very closely during the last quarter to earn at least 99% of the MRA. It is during the month of June that families migrate to other states and participation in the program may significantly drop.

In recognition of their performance and efforts to achieve 99% of the MRA, approval is being requested for a one-time incentive pay in the range of \$500 to \$1,000 for each MCAP staff member based on availability of program funds.

This one-time incentive pay is being requested with the following conditions:

1. At least 99% of the MRA for provider payments is met June 30, 2016.
2. The staff member must be a current MCAP employee at the time of distribution.
3. The MCAP staff member must have a current performance evaluation with at least a standard rating on file.
4. The one-time incentive pay will be pro-rated based on the date of hire for those MCAP staff members that were hired within the FY 2015-2016

Recommendation:

Staff recommends the Budget and Finance Committee approves a one-time incentive pay in the range of \$500 - \$1,000 for each MCAP staff member for fiscal year ending June 30, 2016, provided the conditions stated above are met.