

COMMUNITY ACTION PARTNERSHIP OF KERN  
BOARD OF DIRECTORS MEETING

5005 Business Park North, Bakersfield, CA

January 27, 2016

12:00pm

**AGENDA**

**I. Call to Order**

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

*Community Action changes people's lives, embodies the spirit of hope, improves communities, and makes America a better place to live. We care about the entire community, and we are dedicated to helping people help themselves and each other.*

- c. Seating and Welcoming of New Board Member – **Action Item (p. 1)**

Resolution and Accepting Appointment of new Board Member, Jairon Castillo, as the Head Start Policy Council Representative

- d. Roll Call

James Camp

Curtis Floyd

Garth Corrigan

Fred Plane

Don Bynum

Jairon Castillo

Jose Gonzalez

Craig Henderson

Mike Maggard

Tony Martinez

Yolanda Ochoa

Warren Peterson

Kathy Philley

Charlie Rodriguez

Ana Vigil

**II. Approval of Agenda**

**III. Approval of meeting minutes**

- a. Minutes of November 24, 2015 Board of Directors meeting – **Action Item (p. 2-7)**

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

**V. Special Presentations**

**VI. New Business**

- a. Election of Board Officers – Jeremy Tobias, Executive Director – **Action Item (Verbal Report)**

- b. Recommendation of Award for Independent Audit Services for the Period March 1, 2015 to February 28, 2018 – Margaret Palmer, Business Manager – **Action Item (p. 8-12)**
- c. Board Resolution Approving Jeremy Tobias and Yolanda Gonzales as authorized Signers for State Licensing Applications – Yolanda Gonzales, Director of Head Start / State Child Development – **Action Item (p. 13)**
- d. Food Bank Solar Project Update – Ralph Martinez, Director of Community Development – **Info Item (p. 14)**

## **VII. Committee Reports**

- a. Executive Committee Report – Jeremy Tobias, Executive Director – **Action Item**
  - i. Minutes of December 9, 2015 meeting **(p. 15-21)**
  - ii. Plaque Presentation to outgoing Board Member Felicia Leland
  - iii. Check Presentation from TETER for the Food Bank
  - iv. Request for Waiver of Non-Federal Share and Administrative Cost Limitations for San Joaquin County Early Head Start **(p. 22)**
  - v. Request to Carry-Over Unexpended San Joaquin County Early Head Start Funding to the 2016-2017 Budget Period **(p. 23)**
  - vi. San Joaquin County Early Head Start Food Service Vendor Contract for Contract Year 2016-2017 **(p. 24-51)**
  - vii. Funding Request to United Way of Kern County Community Investment Grant for the Food Bank **(p. 52)**
  - viii. Funding Request to USDA for the Food Bank **(p. 53)**
  - ix. Reorganization of Divisions and Job Functions **(p. 54-57)**
  - x. Award of Loan Agreement for Refinancing of the Pete Parra/Campus Project \$2.3 Million Dollars **(p. 58-66)**
  - xi. Application Status Report **(p. 67-69)**
  - xii. Head Start / State Child Development November Enrollment Update **(p. 70-71)**
  - xiii. Head Start and Early Head Start Budget to Actual for the Period Ending November 30, 2015 **(p. 72-80)**
  - xiv. Discretionary/Fund Raising Funds Analysis, November 2015 **(p. 81)**
  - xv. Abbreviated Financial Report **(Section 3 of binder)**
- b. Audit & Pension Committee Report – Christine Anami, Director of Finance – **Action Item**  
Meeting of December 14, 2015
  - i. Minutes of December 14, 2015 meeting **(p. 82-85)**
  - ii. Presentation of the Independent Audit Reports for year ending February 28, 2015
  - iii. Pension Report by Mutual of America
  - iv. Update on RFP Audit Procurement Process
  - v. Annual Administrative Review from California Department of Education for the Summer Food Program **(p. 86)**

- vi. Response and Corrective Action to the Department of Community Services and Development for 2013 Community Services Block Grant (CSBG) and 2013 Low-Income Home Energy Assistance Program **(p. 87-102)**
- vii. Close-Out Report from the Department of Community Services and Development for 2014 Low-Income Home Energy Assistance Program (LIHEAP) (Contract No. 14B-5012) **(p. 103-107)**
- viii. Close-Out Report from the Department of Community Services and Development for 2014 DOE Weatherization Assistance Program (Contract No. 14C-1812) **(p. 108-110)**

Meeting of January 14, 2016

- i. Minutes of January 14, 2016 meeting **(p. 111-113)**
  - ii. Audit Transmittal Report (TR) 15-003 (FYE 2-28-15) from the Department of Community Services and Development **(p. 114-116)**
- c. Program, Review & Evaluation Committee Report – Ralph Martinez, Director of Community Development - **Action Item**
- i. Minutes of January 13, 2016 meeting **(p. 117-120)**
  - ii. Program Reports
    - 1. Application Status Report **(p. 121-123)**
    - 2. CEDS Enrollment **(p. 124-125)**
    - 3. CEDS Disability Report **(p. 124-125)**
    - 4. CACFP Report **(p. 126)**
    - 5. Nov - Dec 2015 Outreach Advocacy Report **(p. 127-128)**
- d. Budget & Finance Committee Report – Christine Anami, Director of Finance - **Action Item**
- i. Minutes of January 20, 2016 meeting **(p. 129-133)**
  - ii. Discretionary Fund **(p. 134)**
  - iii. 2016 Community Services Block Grant (CSBG Contract# 16F-5015) Budget **(p. 135-138)**
  - iv. Agency Financial Statements, December 2015 **(Section 3 of binder)**
  - v. Head Start and Early Head Start Budget to Actual Report **(p. 139-149)**
  - vi. Funding Requests
    - 1. United Way of Kern County for the Food Bank **(p. 150)**
    - 2. Junior League of Bakersfield for the East Kern Family Resource Center **(p. 151)**
    - 3. California Department of Public Health for the Friendship House and Shafter Youth Center **(p. 152)**
    - 4. CalEITC4Me for the Volunteer Income Tax Assistance (VITA) program **(p. 153)**

**VIII. Advisory Board Reports**

- a. Head Start Policy Council Report – Jairon Castillo, Policy Council Representative – **Action Item (p. 154)**
  - i. Minutes of December 17, 2015 meeting **(p. 155-158)**

- b. Friendship House Advisory Report – Ralph Martinez, Director of Community Development – **Action Item**
  - i. No meeting for November and December

**IX. Executive Director Report – Jeremy Tobias, Executive Director – **Action Item** (p. 159-160)**

- a. CAPK Annual Report
- b. Annual Humanitarian Banquet Update
- c. Food Bank Membership in Feeding America
- d. Food Bank Correspondence and Appeal
- e. Miscellaneous Reports and Information Items (p. 161-162)

**X. Board Member Comments**

**XI. Closed Session**

- a. CONFERENCE WITH LABOR NEGOTIATORS

Agency designated representatives: Jeremy Tobias, Executive Director; Michele Nowell, Director of Human Resources; Che Johnson with Liebert, Cassidy & Whitmore.

Employee Organization: SEIU Local 521 representing Head Start Employees.

**XII. Close Session Report**

**XIII. Next Scheduled Meeting**

Board of Directors Meeting  
Wednesday, February 24, 2016  
12:00 p.m.  
5005 Business Park North  
Bakersfield, CA 93309

**XIV. Adjournment**

*This is to certify that this Agenda notice was posted in the lobby of the CAPK Administrative Office at 5005 Business Park North, Bakersfield, CA and online at [www.capk.org](http://www.capk.org) by 12:00pm, January 22, 2016. Amanda Norman, Assistant to the Executive Director*

## RESOLUTION # 2016-01

### **A Resolution of the Board of Directors of the Community Action Partnership of Kern approving the appointment for Jairon Castillo as the Head Start Policy Council Representative**

The Board of Directors of the Community Action Partnership of Kern located at 5005 Business Park North, Bakersfield, CA 93309, met on January 27, 2016, in Bakersfield, California at a scheduled Board meeting and resolved as follows:

**WHEREAS**, in accordance with Article I, Section 3 of the By-Laws of the Community Action Partnership of Kern, the CAPK Board of Directors adhere to the procedure for selecting Directors, and

**WHEREAS**, one low-income representative shall be a member of the Head Start Policy Council (PC), selected by the Head Start Policy Council, and shall serve on the Community Action Partnership of Kern Board of Directors as the PC representative for one year, and

**WHEREAS**, in accordance with Article IV, Section 2 of the Policy Council By-Laws of the Community Action Partnership of Kern, the Chairperson will be the primary officer to serve as a member of the Board, and

**WHEREAS**, on November 10, 2015, the Policy Council elected Jairon Castillo to serve as the Chairperson for 2016, and

**NOW, THEREFORE**, be it resolved that the CAPK Board of Directors hereby recognizes and accepts the appointment of Jairon Castillo as the 2016 Head Start Policy Council Representative.

APPROVED, by a majority vote of the Directors of the Community Action Partnership of Kern, this 27th day of January, 2016.

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James S. Camp, Chair  
CAPK Board of Directors

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Date

COMMUNITY ACTION PARTNERSHIP OF KERN  
BOARD OF DIRECTORS MEETING

5005 Business Park North, Bakersfield, CA  
November 24, 2015  
12:00pm

**I. Call to Order**

Jim Camp, Board Chair, called the meeting to order at 12:25pm at the Community Action Partnership of Kern Administrative Building, 5005 Business Park North, Bakersfield, CA.

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

Roll Call was taken with a quorum present:

Present

James Camp  
Curtis Floyd  
Fred Plane  
Jose Gonzalez  
Tony Martinez  
Yolanda Ochoa  
Warren Peterson  
Charlie Rodriguez

Absent:

Garth Corrigan  
Don Bynum  
Craig Henderson  
Felicia Leland  
Mike Maggard  
Kathy Philley  
Ana Vigil

Others present: Jeremy Tobias, Executive Director; Yolanda Gonzales, Director of Head Start / State Child Development; Emilio Wagner, Director of Operations; Romala Ramkissoon, Director of Family, Youth and Community Services; Carmen Segovia, Director of Health and Nutrition Services; Ralph Martinez, Director of Planning, Research and Development; Christine Anami, Director of Finance; other CAPK staff.

**II. Approval of Agenda**

Jeremy stated that he would like to add Item VI(c) – Funding Request to the California Department of Education for the Migrant Alternative Payment Program (MCAP) and Board Resolution which will be presented by Romala Ramkissoon, Director of Family, Youth and Community Services and Yolanda Gonzales, Director of Head Start / State Child Development. This item was brought to our attention after the posting of the agenda and needs immediate action.

Motion was made and seconded to approve the Board of Directors Meeting Agenda for November 24, 2015 with the requested amendment. Carried by unanimous vote. (Floyd/Plane)

### III. Approval of meeting minutes

- a. Minutes of October 28, 2015 Board of Directors meeting – **Action Item**

Motion was made and seconded to approve the Minutes of October 28, 2015 Board of Directors Meeting. Carried by unanimous vote. (Ochoa/Martinez)

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

No one addressed the Board.

### V. Special Presentations

- a. Plaque Presentation to outgoing Board Member Felicia Leland – presented by Jim Camp, Board Chair

Jeremy Tobias stated that this was Felicia's last meeting as the Policy Council Representative and she was not able to make it to today's meeting due to family emergency.

### VI. New Business

- a. Reconsideration of the Refinancing of Current Loan and Interest Rate Swap at the Pete Parra Center/Campus Location in the amount of \$2.3 Million – Jeremy Tobias, Executive Director – **Action Item**

Jeremy Tobias stated on September 30<sup>th</sup> the Board of Directors reviewed refinancing options regarding the Pete Parra Campus and after examination the Board approved to proceed with the "blended and extend" option. Region IX had previously gave approval on this option, but when Region IX received the documents, they encouraged us to not proceed with the blended and extend option. Region IX asked that if there are program savings in this current budget year, then to use those savings to terminate the interest rate swap at the cost of \$325,000, and for us to proceed with a standard fixed rate loan. The swap termination option was discussed at the September Board meeting and we did not think that program funds would be able to be used to pay the breakage fee. Region IX would like to terminate the swap and has pre-approved to use Head Start and Early Head Start funds for the breakage fee. Head Start Fiscal staff are confident that sufficient savings will be available. Also, Jeremy stated that by eliminating the swap it unties us from exclusively using Wells Fargo for the loan, and we are able to seek quotes from other banks on the loan which they are prepared to do. Documents have been put together to be sent out this afternoon to obtain quotes if the Board approves this plan. He stated staff recommends the Board of Directors reconsider the previous action taken and approve the resolution authorizing the refinancing of the Pete Parra/Campus project loan in the amount of \$2.3 million; authorizing staff to cancel

the existing swap and pay a breakage fee using Head Start and Early Head Start FY 2015-2016 budget savings; authorize the request for quotes from financial institutions for loan financing; appoint a committee to review loan proposals; authorize the Executive Committee to approve the final selection of the preferred lender; and authorize the Board Chairperson, Executive Director and Finance Director to approve and sign all required documents for the purpose of the loan refinancing and cancelation of the existing Interest Rate Swap agreement.

Motion was made and seconded to approve the Reconsideration of the Refinancing of Current Loan and Interest Rate Swap at the Pete Parra Center/Campus Location in the amount of \$2.3 Million as stated in the recommendation. Carried by unanimous vote. (Martinez/Ochoa)

- b. Approval of Aggregate Purchases Over \$200,000 – Margaret Palmer, Business Manager – **Action Item**

Margaret Palmer stated purchasing is done by the different programs and departments and which have been receiving general oversight from Operations. In January 2014 a new threshold was approved and many vendor agreements and contracts were in place at the time it was approved. During a review of purchases there have been oversights when it comes to identifying “aggregate” purchases over \$200,000. Since the internal review, Business Services has modified its processing procedures by reviewing the aggregate balances of each purchase request to ensure that CAPK is complying with the procurement requirements set out by OMB in 2 CFR 200, as well as CAPK’s internal approval requirements. Business Services has noted that purchases from several vendors have exceeded the threshold amount which requires approval by the Board of Directors. Margaret stated she is requesting approval of the proposed aggregate purchase amounts for nine (9) vendors; Benchmark Air Conditioning, Insight Public Sector, Lakeshore Learning, Oasis Air Conditioning, SupplyWorks, Sysco Food Service, Michael K. Brown Landscaping and Zones, to ensure that CAPK complies with the appropriate procurement requirements for the remainder of the fiscal year.

Motion was made and seconded to approve the Aggregate Purchases Over \$200,000. Carried by unanimous vote. (Martinez/Rodriguez)

- c. Funding request to the California Department of Education for the Migrant Alternative Payment Program (MCAP) and Board Resolution – Romala Ramkissoon, Director of Family, Youth and Community Services; Yolanda Gonzales, Director of Head Start / State Child Development – **Action Item**

Romala Ramkissoon stated this funding request is to the California Department of Education and is a refunding application for grants from July 1, 2016 through June 30, 2017. The Migrant Alternative Payment Child Care Program provides services through six (6) entry counties; Kern, Kings, Fresno, Madera, Merced, Tulare and throughout California. The funds will be used to continue the State Preschool, Migrant Child Care, General Child Care and Migrant Alternative Payment programs for a total amount of \$10,443,440.

Motion was made and seconded to approve the Funding request to the California Department of Education for the Migrant Alternative Payment Program (MCAP) and Board Resolution. Carried by unanimous vote. (Plane/Floyd)

## **VII. Committee Reports**

- a. Program, Review & Evaluation Committee Report – Ralph Martinez, Director of Planning, Research and Development - **Action Item**
  - i. Minutes of November 12, 2015
  - ii. Program Reports
    - 1. Application Status Report
    - 2. CEDS Enrollment
    - 3. CEDS Disability Report
    - 4. CACFP Report
    - 5. Sept – Oct 2015 Outreach Advocacy Report

Ralph Martinez stated the Program, Review & Evaluation Committee met on November 12<sup>th</sup>. One application was awarded from the Bank of America for \$6,000 for the Community Resource Fairs and Procurement of Food for the Food Bank and there was a decline from the Internal Revenue Service for \$98,926 for the VITA program. CEDS reported full enrollment for Kern at 2,541 children, 265 children for San Joaquin County. The Average Daily Attendance was at 85% and over 85,000 meals were served.

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

- b. Budget & Finance Committee Report – Christine Anami, Director of Finance - **Action Item**
  - i. Minutes of November 18, 2015 meeting
  - ii. Discretionary Fund
  - iii. Organizational Changes to the Energy program
  - iv. Agency Financial Statements, September 2015
  - v. Head Start and Early Head Start Budget to Actual Report
  - vi. Funding Requests
    - 1. Bank of the West for the Volunteer Income Tax Assistance (VITA) program
    - 2. American Honda Foundation for the Friendship House and Shafter Youth Center
    - 3. SoCal Gas Co for the Food Bank
    - 4. Dominion Foundation for the Food Bank

Christine Anami stated the Discretionary fund has a balance of \$406,200 and there were no unusual transactions in the Financial Statements. Several funding request were approved and the Energy program is proposing re-organization and will need new positions added as well as revisions to other positions as part of new grant funding being received.

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

**VIII. Advisory Board Reports**

- a. Head Start Policy Council Report – Felicia Leland, Policy Council Representative – **Action Item**
  - i. Minutes of October 22, 2015 and November 10, 2015 meeting

Yolanda Gonzales gave the report on behalf of Board member Leland and stated the Policy Council sat the new Executive team and the committees were selected for 2016. She stated Policy Council thanked Felicia Leland and she is excited about the new Policy Council for 2016.

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

- b. Friendship House Advisory Report – Romala Ramkissoon, Director of Family, Youth and Community Services – **Action Item**
  - i. No meeting for October

No report was given.

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

- a. 2016 Board of Directors and Standing Committee Meeting Calendar

Jeremy Tobias stated the 2016 Board and Committee meetings calendar has been completed and follows our standard meeting and calendaring procedure with some exceptions to scheduling due to conferences and holidays. Approval is recommended.

- b. Miscellaneous Reports and Information Items

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

**X. Board Member Comments**

Jose Gonzalez thanked the board for welcoming him back.

Yolanda Ochoa thanked Jeremy Tobias for inviting the board to San Joaquin County for our tour of the facilities.

Curtis Floyd, Fred Plane and Warren Peterson wished everyone a Happy Thanksgiving.

Tony Martinez thanked staff for putting the trip together to San Joaquin.

**XI. Closed Session**

No items were scheduled.

**XII. Close Session Report**

No report was given.

**XIII. Next Scheduled Meeting**

Board of Directors Meeting  
Wednesday, January 27, 2015 (Tentative, pending approval of 2016 Board & Standing Committee Meeting Calendar)  
12:00 p.m.  
5005 Business Park North  
Bakersfield, CA 93309


**XIV. Adjournment**

The meeting adjourned at 1:07pm

# COMMUNITY ACTION PARTNERSHIP OF KERN

## MEMORANDUM

**To:** Board of Directors

**From:**   
Margaret L. Palmer, Business Manager

**Date:** January 27, 2016

**Subject:** *Agenda Item VI(b):* Recommendation of Award for Independent Audit Services for the period March 1, 2015 to February 28, 2018 – Action Item

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On September 30, 2015, Request for Proposal No. CAPK\_Finance2015-002 (the "RFP") was issued, seeking proposals for the services of an independent certified public accounting firm capable of issuing audit reports in the State of California. The closing submission date was October 29, 2015 and 12 firms submitted proposals on or before the deadline. A selection committee consisting of two board members, Mike Maggard and Ana Vigil, and two staff members, Donna Holland and Carmen Segovia, reviewed all 12 proposals and evaluated them according to the following factors:

1. a. Prior experience auditing a community action agency and/or non-profit agency of similar size, scope and complexity;
- b. Prior experience auditing programs similar to those at CAPK financed by Federal, State of California, county and local government funds;
- c. Prior experience auditing Defined Contribution Pension Plans;
2. Auditor's organization, size, structure and capacity;
3. Staff qualifications and relevant experience; and
4. Auditor's approach to the engagement.

Please see Attachment A, the Procurement Results Summary form ("PRSF"), to which Evaluation Summary and Price Scoring forms are attached. The Evaluation Summary contains a compilation of the scores of the individual selection committee members' evaluations. The selection committee did not evaluate the proposals as to price (item 5). Price was evaluated by Business Services according to the formula contained in the RFP (also shown on the Price Scoring attached to the PRSF). The score for item 5, all-inclusive, not-to-exceed fees, was then entered into the Evaluation Summary Form and the final scores were calculated.

At the request of a member of the selection committee, additional research has been performed on the firms submitting proposals, but was limited to the top four (4) rated firms:

1. Brown Armstrong
2. WIPFLI LLP
3. CohnReznick LLP
4. Daniells Phillips Vaughan & Bock

It should be noted that all firms executed Appendix C, Certifications, attesting that they are properly licensed Certified Public Accountants capable of issuing audit reports in the State of California, and agreed to provide the insurance required under Addendum G, Certification of Worker's Compensation and Addendum H, Insurance Requirements.

The license status for each of the top four (4) firms were verified through the Board of Accountancy for their respective states of origin, except for the State of New York where CohnReznick LLP's main office is located. The State of New York no longer requires licenses. The other three (3) firms were found to have firm licenses in good standing with no disciplinary actions or license restrictions. Although no State license is required in New York, CohnReznick is the tenth largest accounting firm in the U.S. and no evidence of any disciplinary action was found.

In accordance with CFR 200.319(b), the use of statutorily or administratively imposed state or local geographical preferences in the evaluation of bids or proposals is prohibited, except in those cases where applicable Federal statutes expressly mandate or encourage geographic preference. Therefore, no consideration was given to geographic location of the firms.

Any firms not having Community Action Partnership experience were rated accordingly by the selection committee in item 1(a), prior experience.

**Recommendation:**

This was presented to the Audit & Pension Committee on January 14, 2016 and based on the scores of each firm on the evaluation criteria contained in the RFP, the committee approved and recommends the Board of Directors select Brown Armstrong to perform audit services for CAPK for the period March 1, 2015 through February 28, 2018, with two (2) one (1) year options to renew.

Attachment: Procurement Results Summary Form (Attachment A)

# COMMUNITY ACTION PARTNERSHIP OF KERN

## PROCUREMENT RESULTS SUMMARY FORM

**Requestor Information**

<b>REQUESTED BY:</b>	MARGARET PALMER	<b>PROGRAM/DEPARTMENT:</b>	BUSINESS SERVICES	<b>DATE:</b>	12/8/15
<b>Account Codes:</b>					

**Brief Description of Procurement:**

RFP issued September 30, 2015, seeking services of an independent certified public accounting firm to perform financial and compliance audits of CAPK.

**Procurement Results:**

	Vendor	Amount
1	Morse Wittwer Sampson	\$105,500
2	Price Paige & Company	\$ 85,032
3	R.J. Ricciardi, Inc.	\$ 77,267
4	Vasquez & Co. LLP	\$ 87,215
5	WIPFLI LLP	\$ 81,100
6	Bong Hillberg Lewis Fischesser	\$ 74,000

	Vendor	Amount
7	Brown Armstrong	\$ 81,000
8	Cohn Reznick LLP	\$ 89,317
9	Daniels Phillips Vaughan & Bock	\$ 85,000
10	Nigro & Nigro	\$ 76,500
11	Fechter & Company	\$ 64,000
12	Mayer Hoffman McCann	\$ 85,000

**Selection:**

Brown Armstrong	\$ 81,000
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**Proposed Contract Term:** 3 years **Aggregate Expenditure Over Term:** \$243,000

**Selection Justification:** (please use additional sheets as necessary)

See attached Evaluation Summary Form, as well as Price Scoring Spreadsheet and Individual Evaluation Forms. Based on the criteria specified in RFP CAPK\_Finance2015-02, it is the recommendation of Business Services that, even though there were lower priced vendors, it would be appropriate to award the contract to Brown Armstrong based on the overall highest score, considering all evaluation factors.

It should also be noted that on the Price Scoring Spreadsheet, for Vendors whose prices varied for each year, points were awarded based on the average price for the initial 3-year period (2016-2018).

**Procurement Approval:**

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

Revised: 05/19/2015

Community Action Partnership of Kern  
RFP CAPK\_Finance2015-002  
Independent Audit Services  
8-Dec-15  
Evaluation Summary Form

Factor	Maximum	Firm Average Points											
		1	2	3	4	5	6	7	8	9	10	11	12
1 a	20	15.8	19.3	17.0	15.0	19.3	15.8	18.8	18.3	18.3	11.3	14.8	13.3
1 b	15	10.8	11.3	13.8	12.8	15.0	13.5	13.8	11.0	13.8	10.3	11.3	10.3
1 c	5	5.0	3.5	3.5	5.0	5.0	4.3	4.8	5.0	3.8	2.5	2.3	4.8
Subtotal	40	31.5	34.0	34.3	32.8	39.3	33.5	37.3	34.3	35.8	24.0	28.3	28.3
2	15	13.0	13.0	11.3	14.5	12.5	11.3	15.0	14.5	13.8	13.0	11.5	15.0
3	15	13.5	13.5	13.8	14.0	14.8	12.0	14.8	15.0	13.0	13.0	11.0	13.0
4	10	9.0	9.5	9.5	9.3	9.3	8.8	9.0	9.5	9.3	8.5	8.8	9.3
5	20	12.1	15.1	16.6	14.7	15.8	17.3	15.8	14.3	15.1	16.7	20.0	15.1
Total Score	100	79.1	85.1	85.3	85.2	91.5	82.8	91.8	87.6	86.8	75.2	79.5	80.6

Firm	
1	Morse Wittwer Sampson, LLP
2	Price Paige & Company
3	R.J. Ricciardi, Inc.
4	Vasquez & Co. LLP
5	WIPFLI LLP
6	Bong Hillberg Lewis Fischesser
7	Brown Armstrong
8	Cohn Reznick LLP
9	Daniells Phillips Vaughan & Bock
10	Nigro & Nigro PC
11	Fechter & Company
12	Mayer Hoffman McCann

Factor	Description
1 a	Prior experience auditing a community action agency and/or non-profit agency of similar size, scope & complexity
1 b	Prior experience auditing programs similar to those at CAPK financed by Federal, State of California, county and local government funds
1 c	Prior experience auditing Defined Contribution Pension Plans
2	Auditor's organization, size, structure and capacity
3	Staff qualifications and relevant experience
4	Auditor's approach to the engagement
5	All-inclusive, not-to-exceed fees

**Price Scoring**

Determined as follows:

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

Community Action Partnership of Kern  
RFP CAPK\_Finance2015-002  
Independent Audit Services  
8-Dec-15  
Price Scoring

	Firm	Price Scoring		
		Price	Low Price	Points
1	Morse Wittwer Sampson, LLP	\$ 105,500	\$ 64,000	12.13
2	Price Paige & Company	\$ 85,032	\$ 64,000	15.05 *
3	R.J. Ricciardi, Inc.	\$ 77,267	\$ 64,000	16.57 *
4	Vasquez & Co. LLP	\$ 87,215	\$ 64,000	14.68 *
5	WIPFLI LLP	\$ 81,100	\$ 64,000	15.78 *
6	Bong Hillberg Lewis Fischesser	\$ 74,000	\$ 64,000	17.30 *
7	Brown Armstrong	\$ 81,000	\$ 64,000	15.80
8	Cohn Reznick LLP	\$ 89,317	\$ 64,000	14.33 *
9	Daniells Phillips Vaughan & Bock	\$ 85,000	\$ 64,000	15.06
10	Nigro & Nigro PC	\$ 76,500	\$ 64,000	16.73 *
11	Fechter & Company	\$ 64,000	\$ 64,000	20.00
12	Mayer Hoffman McCann	\$ 85,000	\$ 64,000	15.06

\* For Vendors whose prices differed for each year, points were awarded based on the average for the initial 3 year period (2016, 2017, 2018)

**Price Scoring**

Determined as follows:

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

## RESOLUTION # 2016-02

### **A Resolution of the Board of Directors of the Community Action Partnership of Kern Approving Authorized Signatures for Child Day Care Licenses for Kern County.**

The Board of Directors of the Community Action Partnership of Kern located at 5005 Business Park North, Bakersfield, CA 93309, met on January 27, 2016, in Bakersfield, California at a scheduled Board meeting and resolved as follows:

**WHEREAS**, the Community Action Partnership of Kern (CAPK) is a private, non profit corporation established as a result of the Economic Opportunity Act of 1964, and is the federally designated community action agency serving the low-income, elderly and disadvantaged residents of Kern County, and

**WHEREAS**, CAPK is charged with the responsibility of continuing the battle to alleviate poverty in Kern County by developing and implementing creative and innovative programs, and

**WHEREAS**, CAPK has adopted the philosophical position of “Helping People, Changing Lives’ in its quest to assist people in need, and families with minimal or no resources, and

**WHEREAS**, the CAPK Board of Directors has determined that there is a need to provide quality, licensed childcare to the low-income children of Kern County, and

**NOW, THEREFORE**, be it resolved that the CAPK Board of Directors hereby authorizes Jeremy T. Tobias, Executive Director, or, Yolanda Gonzales, Director of Head Start / State Child Development, to act on behalf of the Board as CAPK’s representative signatory with regards to Child Day Care Licenses for Head Start and Early Head Start Centers in Kern County.

APPROVED by a majority vote of the Directors of the Community Action Partnership of Kern, this 27<sup>th</sup> day of January, 2016.

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James Camp, Chair  
Partnership Board of Directors

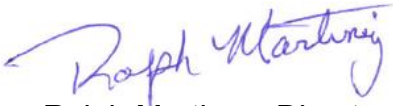
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Date

# COMMUNITY ACTION PARTNERSHIP OF KERN

## MEMORANDUM

**To:** Board of Directors



**From:** Ralph Martinez, Director Community Development

**Date:** January 27, 2016

**Subject:** *Agenda Item VI(d):* Food Bank Solar Project Update – Info Item

---

In early 2015 CAPK was notified that the City of Bakersfield and the County of Kern had approved Community Development Block Grant funding for the installation of Solar for the Food Bank. Funding from each is in the amount of \$132,500. Total funding of \$265,000 would roughly reduce the Food Banks utility costs by approximately 50-60%.

In November 2015, CAPK was awarded \$100,000 in private funding from the Bakersfield Californian Foundation towards the Food Bank Solar project. There are now available \$365,000 for the project.

Since there is joint funding for the project by two government entities, a plan on how to proceed, how regulations and requirements will be met for each government entity must first be agreed upon.

In a call to Ryan Bland, City of Bakersfield, Economic Development I was informed that the City and County are still negotiating how to proceed. One of the key items remaining is the issue of an environmental assessment for the project. The City is of the opinion that the project would qualify under one of the exemption options and is seeking agreement by the County.

Once there is agreement the two entities will develop a scope of work that will be shared with CAPK for review and agreement.

CAPK staff are scheduling an internal meeting to include Jeremy T. Tobias, Executive Director, Emilio Wagner, Operations Director, Carmen Segovia, Nutrition Services Director, Glen Ephrom, Food Bank Manager, Margaret Palmer, Business Manager, and Patricia Mallard, Grant & Research Supervisor to discuss possible procurement options.

The Board will be notified as this process continues.

COMMUNITY ACTION PARTNERSHIP OF KERN  
BOARD OF DIRECTORS  
EXECUTIVE COMMITTEE MEETING  
5005 Business Park North  
December 9, 2015  
12:00 p.m.

1. **Call to Order**

James Camp, Board Chair, called the meeting to order at 12:01pm at the Community Action Partnership of Kern Administrative Building, 5005 Business Park North, Bakersfield, CA

2. **Roll Call**

Roll Call was taken with a quorum present:

**Present**

James Camp  
Curtis Floyd  
Fred Plane  
Garth Corrigan

**Absent**

Charlie Rodriguez

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

3. **Approval of Agenda**

Motion was made and seconded to approve the amended Executive Committee meeting Agenda for December 9, 2015. Carried by unanimous vote. (Floyd/Plane)

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

No one addressed the committee.

5. **Special Presentations**

- a. Plaque Presentation to outgoing Board Member Felicia Leland – presented by Jim Camp, Board Chair

Chairperson Jim Camp presented Felicia with a plaque and thanked her for her services and contribution while serving on the board and that she will be missed.

- b. Check Presentation from TETER for the Food Bank – Carmen Segovia, Director of Health and Nutrition Services and Glen Ephrom, Food Bank Program Manager

TETER presented a check in the amount of \$3,333 for the food bank and Robert from TETER, LLP stated that they did a food bank collection in the office and the Bakersfield office won the collection contest and he is glad to support such a wonderful organization.

## 6. **New Business**

- a. Request for Waiver of Non-Federal Share and Administrative Cost Limitations for San Joaquin County Early Head Start – Yolanda Gonzales, Director of Head Start / State Child Development – **Action Item**

Yolanda Gonzales stated this is the first year implementing the San Joaquin County Early Head Start (EHS) program. A lot of work is going in to getting the centers up and running and licensed, and with the initial funding award, a partial waiver was expected for the non-federal share. This is typical of new contract start-ups, and staff at Region IX expected this to come up. She stated they are requesting approval for staff to request a non-federal share waiver from Region IX for the remaining non-federal share in the amount of \$727,693.00. She stated with the initial implementation of the contract and filling slots, the Administrative cost items are seeing most of the impact. They have gone over 15% administrative cost, which is the limit of total administrative expenditures. They are asking for approval to submit a request for a waiver for the administrative cost limitation for the budget period.

Jim Camp asked if the program anticipates the administrative cost to go down and Yolanda stated they do anticipate the cost to go down as they open centers and get into a normal operating procedure. They do not anticipate going over the 15% next year and will monitor it very closely.

Curtis Floyd asked when did they realized they will be over the 15% of administrative costs and Yolanda stated that the program specialist at Region IX told them the administrative costs will go over in the beginning of the implementation of the program.

Cutis stated in the future, to let the Board know right away if the program goes over the 15% or is anticipated to go over.

Motion was made and seconded to approve the Request for Waiver of Non-Federal Share and Administrative Cost Limitations for San Joaquin County Early Head Start. Carried by unanimous vote. (Floyd/Corrigan)

- b. Request to Carry-Over Unexpended San Joaquin County Early Head Start Funding to the 2016-2017 Budget Period – Yolanda Gonzales, Director of Head Start / State Child Development – **Action Item**

Yolanda Gonzales stated that during the process of startup they realized and were informed by the program specialist at Region IX that it was expected that they were

going to have some carry-over funds. Staff will be requesting to Region IX to carry-over approximately \$426,000 to the 2016-2017 program year. The funds will be used for facility repairs, health and safety issues, designing outdoor environments, and to furnish facilities when leases are secured for future child care facilities.

Curtis Floyd asked why there are extra funds for San Joaquin County facilities but for administrative costs they are over and wanted to know if there was a correlation. Yolanda stated that this is typical when implementing a new program as there is a lot of administrative work which needs to be done to hire staff among other things and the savings are due to not having full year centers open. She stated there would be no funds to carry-over had they had a full year in San Joaquin County.

Motion was made and seconded to approve the Request to Carry-Over Unexpended San Joaquin County Early Head Start Funding to the 2016-2017 Budget Period. Carried by unanimous vote. (Plane/Floyd)

- c. San Joaquin County Early Head Start Food Service Vendor Contract for Contract Year 2016-2017 – Yolanda Gonzales, Director of Head Start / State Child Development – **Action Item**

Yolanda Gonzales stated as two sites were opened two months ago, meals are being provided by Creative Child Care, Incorporated located in San Joaquin County. As more sites open, the amount of meals served will increase which will cause the amount to exceed the threshold of \$200,000. The projected dollar amount for the San Joaquin County Food Vendor IS \$272,400.

Jim Camp asked if this was in the budget and Yolanda stated it is in the budget.

Curtis Floyd asked if anyone has reviewed the contract and Yolanda stated that procurement has and met all requirement of the agencies policies.

Motion was made and seconded to approve the San Joaquin County Early Head Start Food Service Vendor Contract for Contract Year 2016-2017. Carried by unanimous vote. (Floyd/Plane)

- d. Funding Request to United Way of Kern County Community Investment Grant for the Food Bank – Carmen Segovia, Director of Health and Nutrition Services – **Action Item**

Glen Ephrom presented on behalf of Carmen Segovia and stated this request is to the United Way of Kern County community investment grant with a requested amount of \$25,000. The funds will be used to help with general operating expenses including food acquisition, vehicle fuel and maintenance, procurement of food and fresh produce for distribution by the Food Bank.

Motion was made and seconded to approve the Funding Request to United Way of Kern County Community Investment Grant for the Food Bank. Carried by unanimous vote. (Plane/Corrigan)

- e. Funding Request to the USDA for the Food Bank – Carmen Segovia, Director of Health and Nutrition Services – **Action Item**

Glen Ephrom presented on behalf of Carmen Segovia and stated this request is to the USDA for \$329,500 for three years. The funds will be used to purchase a refrigerated delivery truck, program supplies, fresh produce, personnel and general operating expenses.

Motion was made and seconded to approve the Funding Request to the USDA for the Food Bank. Carried by unanimous vote. (Corrigan/Floyd)

- f. Reorganization of Divisions and Job Functions – Jeremy Tobias, Executive Director – **Action Item**

Jeremy Tobias stated this is a minor reorganization as some duties are being shuffled among the division directors with the main focus being Romala's division. As the Energy program has rapidly grown over the last few years, so has the funding levels and contract management responsibilities. 2-1-1 has also grown since receiving accreditation and this has caused the program to become more complex. He stated the proposal is Romala will administer Energy, VITA and 2-1-1 and will move to 19<sup>th</sup> Street offices where all three of these programs are housed. Carmen will now oversee MCAP and Ralph will add the oversight of the Friendship House, the Shafter Youth Center and CSBG.

Curtis Floyd asked how time consuming CSBG is and Jeremy stated it is umbrella funding and currently Chris oversees the budget and Romala oversees the program reporting. It is not a typical operational program. Chris will continue to oversee the budget, and Ralph's group already assists with the program reporting, so it will be an easy transition for his group.

Motion was made and seconded to approve the Reorganization of Divisions and Job Functions. Carried by unanimous vote. (Floyd/Plane)

- g. Award of Loan Agreement for Refinancing of the Pete Parra/Campus Project for \$2.3 Million Dollars – Jeremy Tobias, Executive Director – **Action Item**

Board member Garth Corrigan stated that he must step aside and abstain during this item as this is a possible conflict of interest. Jeremy Tobias stated that Board member Corrigan's employer Valley Republic Bank submitted a proposal for this project and he must abstain from this item. Board member Corrigan removed himself from the Board room for the discussion and vote on this item.

Jeremy stated that Region IX asked that the swap transaction be terminated, as the Region no longer supports these type of transactions. Region IX has approved the use of current year program savings to pay any swap termination costs, and last month the board approved staff to proceed with a market rate, fixed rate loan. A Request for

Proposal (RFP) was issued for bids which were due on December 7, 2015 and were reviewed yesterday by board member Fred Plane, Christine Anami, Finance Director and Ralph Martinez, Director of Planning, Research and Development. After reviewing the proposals, the committee narrowed down the options to the top two, which are Wells Fargo and Rabobank. The committee is recommending approval of a 10-year loan agreement with Rabobank. The 10 year loan repayment will be \$282,353 annually compared to a 15-year loan term of \$214,186 annually.

Fred Plane stated they looked at the proposals and Valley Republic Bank was not in the running as they required all other agency bank accounts to be moved to them and that was not a factor. Rabobank did not require deposits and Wells Fargo came in 4% higher than Rabobank.

Jim Camp stated that Rabobank will have to appraise the property and Jeremy stated the bank will do an appraisal and he does not anticipate for any problems to occur.

Jim wanted to know what the cost is to break the swap and he said it is currently quoted at about \$300,000 and budget savings from the current year in head start will be used to terminate. Jim asked Yolanda Gonzalez if there will be program savings and she stated yes, the program is projecting those savings.

Motion was made and seconded to approve the Award of Loan Agreement for Refinancing of the Pete Parra/Campus Project for \$2.3 Million Dollars. Carried by unanimous vote. (Floyd/Plane)

- h. Application Status Report – Ralph Martinez, Director of Planning, Research and Development – **Info Item**

Ralph Martinez stated that there are six pending applications: American Honda Foundation for \$68,250 for the youth centers, Southern California Gas Co. for \$2,000 for the Food Bank, Dominion Resources for \$2,500 for the Food Bank, Bank of the West for \$1,500 for VITA, USDA/National Institute of Food and Agriculture (NIFA) for \$329,500 for the Food Bank and United Way of Kern for \$25,000 for the Food Bank. One award was received from The Bakersfield Californian Foundation for \$100,000 for the Food Bank solar project and no declines were received.

Jeremy Tobias updated the Board on the Food Bank Solar project and stated the Community Development Block Grant (CDBG) funding with the City and County will be combined into one joint contract covering both grants. The city and county are still working on the joint contract, which has not been received by our office yet and he is hoping to have it in January.

- i. Head Start / State Child Development November Enrollment Update – Jerry Meade, Program, Design and Management Administrator – **Info Item**

Jerry Meade stated Kern County was fully enrolled serving 2,543 children. The partnership has 40 children enrolled at Bakersfield College and Blanton has been

waiting to be licensed. 280 children have been enrolled in San Joaquin County and the number will increase as it is still in the start-up process.

Jerry stated the Average Daily Attendance (ADA) for November is at 98%. The five centers with the highest ADA percentage is Fairview, San Diego, Voorhies, Primeros Pasos, and East California. The five centers with the lowest is Lost Hills, Franklin, Sunrise Villa, Tehachapi and Lamont.

- j. Head Start and Early Head Start Budget to Actual for the Period Ending November 30, 2015 – Donna Holland, Fiscal Manager – **Info Item**

Donna Holland stated the program is closely monitoring expenditures for Kern as to ensure there is sufficient savings to cover the fees and costs to terminate the swap agreement. Personnel expenses are less than expected. The funds that were budgeted for the purchase of four program vehicles and on playground/shade structure will be deferred until staff are certain that savings are sufficient to cover the cost of the swap termination costs.

Cost pool expenditures are close to budget at this point in the year and staff expects to full expend the training & technical funds by the fiscal year-end. She stated staff were not able to complete the report on the non-federal share this month due to unusual meeting schedule, but staff expects to exceed the required Non-Federal Share by year-end. She stated the Non-Federal and credit card report will be presented at the Budget & Finance committee meeting in January 2016.

Donna stated that Early Head Start Partnerships are fully enrolled and an application for a facility license was submitted in November. Services are planned to begin in January 2016 and start-up funds are in the process of being fully expended. They have experienced higher than normal administrative costs and will not have to request a waiver due to administrative cost limitation for the initial project period.

Donna stated San Joaquin County Early Head Start has 279 children enrolled at this time. Two facilities were licensed and began services on November 2<sup>nd</sup>; California Street serves 24 children and Walnut serves 20 children. Two licensing applications have been submitted for Tracy Toddlers and St. Mary's so services can begin January 2016.

- k. Finance Director Report – Christine Anami, Director of Finance

- Discretionary/ Fund Raising Funds Analysis, November 2015 – **Info Item**

Christine Anami stated there was slight decrease on the usage due to property taxes but other than that there was very little activity. The net increase to the discretionary fund was \$68,563.

- Abbreviated Financial Report – ***Info Item***

Christine Anami stated the agency had to borrow \$1 million for one day. She stated that on the operating cash summary, she added something new called temporarily restricted cash in the amount of \$580,415.49 and mainly pertains to the Energy program.

Motion was made and seconded to approve the Finance Director Report. Carried by unanimous vote. (Floyd/Corrigan)

7. **Committee Member Comments**

No comments were made.

8. **Closed Session**

No items were scheduled.

9. **Next Scheduled Meeting**

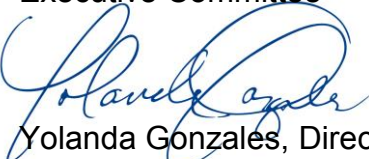
Executive Committee Meeting  
Wednesday, July 13, 2016  
12:00 p.m.  
5005 Business Park North  
Bakersfield, California 93309

10. **Adjournment**

The meeting adjourned at 1:17pm

# COMMUNITY ACTION PARTNERSHIP OF KERN

## MEMORANDUM

**To:** Executive Committee  
  
**From:** Yolanda Gonzales, Director of Head Start / State Child Development  
**Date:** December 9, 2015  
**Subject:** *Agenda Item 6a: Request for Waiver of Non-Federal Share and Administrative Cost Limitations for San Joaquin County Early Head Start – Action Item*

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**Non-Federal Share Waiver:**

CAPK is in its first year of implementing the San Joaquin County Early Head Start (EHS) program. With the initial funding award for San Joaquin County EHS, a partial waiver was received for the non-federal share. The program has experienced delays with opening sites. As services have begun later than anticipated, staff will request a non-federal share waiver from the Office of Head Start Region IX for the \$727,693.00 remaining non-federal share.

The San Joaquin management team has come together to implement new activities which will aid in generating and ensuring that non-federal share is met.

**Administrative Cost:**

Administrative costs for Early Head Start programs are limited to 15% of total expenditures. Higher than normal administrative costs are expected during the implementation phase. Administrative costs reported through November were 23.1%. Staff will be requesting for a waiver from the Office of Head Start Region IX for the administrative cost limitation for this budget period.

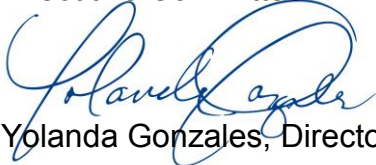
**Recommendation:**

Staff recommends the Executive Committee approve the Request for Waiver of Non-Federal Share and Administrative Cost Limitations for San Joaquin County Early Head Start.

# COMMUNITY ACTION PARTNERSHIP OF KERN

## MEMORANDUM

**To:** Executive Committee



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

**Date:** December 9, 2015

**Subject:** *Agenda item 6b:* Request to Carry-Over Unexpended San Joaquin County Early Head Start Funding to the 2016-2017 Budget Period – Action Item

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Staff identified current year savings and is requesting from Region IX to carry-over approximately \$426,000 to the 2016/2017 program year. The carryover funds will be used to address facility repairs, health and safety issues, designing outdoor environments, and to furnish facilities when leases are secured for future child care facilities.

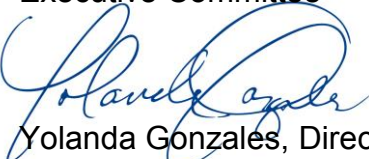
### **Recommendation**

Staff recommends the Executive Committee approve the Request to Carry-Over Unexpended San Joaquin County Early Head Start Funding to the 2016-2017 Budget Period.

# COMMUNITY ACTION PARTNERSHIP OF KERN

## MEMORANDUM

**To:** Executive Committee



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

**Date:** December 9, 2015

**Subject:** *Agenda Item 6c:* San Joaquin County Early Head Start Food Service Vendor Contract for Contract Year 2016-2017 – Action Item

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A Request for Proposal was released for child and adult meals for our San Joaquin County Early Head Start program. The proposal incorporates the 2<sup>nd</sup> program year (February 1, 2016 – January 31, 2017) food service expenses along with an option to renew for an additional 3 years. The annual total for the contract will exceed the approval threshold of \$200,000 and require CAPK Board approval.

The terms of the contract will meet all Federal, State, and agency policies. The procurement process has met all requirements of agency policy and will be awarded to Creative Child Care, Incorporated and subsequently executed with Board Approval. The anticipated annual dollar amount based on the terms of the contract will be approximately \$272,400. Variables include any adjustments in program options, annual inflation of food costs, and continued funding. (Please see Food Service Contract Projections attached.)

**Recommendation:**

Staff recommends that the Executive Committee approve the San Joaquin County Early Head Start Food Service Vendor Contract with Creative Child Care, Incorporated for 2016-2017 and expense of the projected dollar amount of \$272,400 for the San Joaquin County Food Vendor contract supporting the next year of food service.

**Attachments:** Food Service Contract Projections  
RFP for Food Service  
Creative Child Care Proposal

# Community Action Partnership of Kern San Joaquin Early Head Start Food Service Contract Projections

Budget Period February 1, 2016 – January 31, 2017

California Child and Adult Care Food Program Vendor Agreement between Creative Child Care Inc. Food Services and CAPK San Joaquin County Early Head Start

Summary of Calculations Based on the following daily food order:

Age of Child	CACFP Meal Pattern	Meal Type	Number of Children	Number of Adults	Price Per Child	TOTALS
<i>Infants/Toddlers</i>	<i>Birth through 36 Months</i>	Breakfast	177	50	\$1.50	\$340.50
		Lunch	177	50	\$2.70	\$612.90
		Snack	177	50	\$0.80	\$181.60
Daily Total						<b>\$1,135.00</b>

Annual Calculation:

$$\text{\$1,135.00/Day} \quad \times \quad 5 \text{ Days} = \text{\$1736./Week} \quad \times \quad 48 \text{ Weeks} \quad = \quad \text{\$272,400.00}$$

# REQUEST FOR PROPOSALS (RFP) FOR FOOD SERVICE

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*Request for Proposals Number: CAPK\_EHS2015-001*

*October 28, 2015*

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Community Action Partnership of Kern  
5005 Business Park North  
Bakersfield, California 93309  
661-336-5236

REQUEST FOR PROPOSALS CAPK\_EHS2015-001

Food Service

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**RFP# CAPK\_EHS2015-001 PROPOSAL CHECKLIST (MANDATORY)**

Proposal Title CAPK_EHS2015-001		Due Date 11/13/15	
Primary Contact		Title	
Company		Phone	Fax
Address	City	State or Province	Zip
Secondary Contact		Title	
Company		Phone	Fax
Address	City	State or Province	Zip
<b>VENDOR MUST SIGN THIS FORM BELOW and ANSWER THE FOLLOWING QUESTIONS:</b> Do you accept all Terms & Conditions in the Sample Contract? (if no, explain on separate page) <span style="float: right;">___ Yes ___ No</span> Are you a Minority or Women-Owned Business Enterprise? <span style="float: right;">___ Yes ___ No</span> Are you submitting the required one (1) original and one (1) copy of you proposal? <span style="float: right;">___ Yes ___ No</span>			
<b>ON WHAT PAGE IN YOUR PROPOSAL CAN THESE ITEMS BE FOUND?</b>			
Firm's experience and capabilities information	___	Business License copy	___
Names and qualifications of primary staff	___	Health Permit copy	___
Conflict of Interest statement	___	ServSafe Certifications copies	___
Completed and Signed Bid Form CAPK_EHS2015-001	___	Vendor Information Sheet	___
Signed Certifications Form	___	W-9	___
References	___	Required samples	___
<b>AUTHORIZED SIGNATURE &amp; CERTIFICATION</b>			
I certify that the above information, and all information submitted in connection with this proposal is complete, true, and accurate and that the requirements noted have been completed and are enclosed. I affirm that I understand and will comply with Community Action Partnership of Kern's procedures and all other applicable Federal, state and local laws and regulations. I understand that this proposal may be disqualified if the solicitation requirements are not met. I the undersigned am authorized to commit my organization to this proposal.			
Signature		Name	
Title		Organization	
Phone		Date	

**NOTE: This completed form MUST be signed and attached to the front of all copies your proposal.**

**Community Action Partnership of Kern**  
5005 Business Park North • Bakersfield, CA 93309  
(661) 336-5236 • Fax: (661) 336-5228  
REQUEST FOR PROPOSALS (RFP):  
CAPK\_EHS2015-001

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**I. GENERAL CONDITIONS**

**A. Purpose:** This Request for Proposals (RFP) is to obtain the services of a qualified Vendor ("Vendor") to provide food service for 10 locations for the Early Head Start program (infants and toddlers) for Community Action Partnership of Kern ("CAPK") in the Stockton, CA area.

**B. Instructions for Proposal Submission:**

1. **Closing Submission Date:** Proposals must be submitted not later than **11:00 a.m., Friday, November 13, 2015.**
2. **Inquiries:** Inquiries concerning this RFP should be directed to Margaret Palmer, Business Manager, at: [mpalmer@capk.org](mailto:mpalmer@capk.org).
3. **Submission Address:** Your proposal should be addressed as follows:  
Community Action Partnership of Kern (CAPK)  
FOOD Services RFP No. CAPK\_EHS2015-001  
Attention: Margaret Palmer, Business Manager  
5005 Business Park North  
Bakersfield, CA 93309

It is important that the proposal be addressed as indicated above and submitted by the due date/time in an envelope clearly marked in the lower left-hand corner with the following information: **"Food Service RFP No. CAPK\_EHS2015-001"**.

It is the responsibility of the Vendor to ensure that CAPK receives the proposals by the date and time specified above. **Late proposals will not be considered. Confirmation of receipt is the sole responsibility of Vendor.** Each and every Vendor must submit their proposal using the enclosed format. If any proposal submitted deviates from the requested proposal format, it may be cause for disqualification. This does not, however, preclude the Vendor from offering value-added alternatives and additional, relevant information in addition to the information requested in the RFP. The alternatives, however, must be fully explained in written form, and must be separately stated as alternatives in both the proposal content and fee proposal.

**C. Timelines:**

Date	Event
Oct 28, 2015	Issue RFP to interested Vendors and advertise in newspaper(s)
Nov 6, 2015	Due date for Vendor questions
Nov 9, 2015	Responses to Vendor questions emailed to Vendors
<b>Nov 13, 2015 @ 11:00 AM</b>	<b>DUE DATE FOR PROPOSALS FROM VENDORS</b>
Nov 16 - 20, 2015	CAPK analysis of proposals and interviews, if required
Nov 24, 2015	Board approval
Dec 1 - 2, 2015	Contract award and execution
Feb 1, 2015 – Jan 31, 2016	Contract term – may be renewed for 1 year up to 3 times

**D. Right to Reject:** CAPK reserves the right to reject any and all proposals received in response to this RFP. A contract (the "Contract") for the accepted proposal will be based upon the factors described in this RFP. CAPK reserves the right to waive any and all informalities or irregularities in any proposal.

**E. Small, Women and/or Minority-Owned Business:** Efforts will be made by CAPK to utilize small businesses, women and minority-owned businesses, with the consideration that the primary responsibility is the most favorable return to CAPK.

A Vendor qualifies as a small business firm if it meets the definition of "small business" as established by the Small Business Administration (13 CFR 121.201).

- F. **Price:** All prices and quotations must be typed or written in ink utilizing attached bid form. No erasures or correction fluid is permitted. Errors may be crossed out and corrections printed in ink by the person signing the proposal.

**ENCLOSED BID FORM IS TO BE SUBMITTED WITH PROPOSAL.**

- G. **Date Available to Start:** Availability to start on or about **February 1, 2016**, is a part of the consideration and must be stated in definite terms and must be adhered to.
- H. **Authorized Proposals:** All proposals must be dated and signed by a responsible officer or employee of the Vendor. All proposals must have the Vendor's name clearly indicated in the proposal.

II. SPECIAL CONDITIONS

- A. **Background:** Community Action Partnership of Kern (CAPK) San Joaquin Early Head Start (EHS) program participates in the Child and Adult Care Food Program (CACFP). CACFP features a nutrition program that meets the nutritional needs and feeding requirements of each child, including those with special dietary needs and disabilities (with proper medical documentation).

The program serves a variety of foods, considers culture and ethnic preferences, and broadens the child's food experience. Foods served are high in nutrients, low in fat, sugar, and salt, and conform to the serving sizes and requirements of the United States Department of Agriculture (USDA), CACFP meal patterns, and using the Healthy, Hunger-Free Kids Act (HHFKA) Food Based Menu Planning option.

CAPK is seeking to find a qualified Vendor to provide food service as described in Section I. The purpose of this RFP is to provide a method of selection and the basis for negotiating the Contract. The Contract term would be February 1, 2016 through January 31, 2017, with an option to renew for a one (1) year term up to three (3) times.

Vendors must demonstrate prior similar experience, a minimum of five years of operation in the present form of business organization and prior similar or comparable projects by key personnel assigned to this project.

- B. **Scope of Work:** Vendor is to provide all items as described below and in further detail on Bid Form CAPK\_EHS2015-001

The scope of this project includes all provision of vended meal services to CAPK EHS programs in San Joaquin County, including menu development, meal preparation and transport. All meals will adhere to all the nutritional guidelines set by the United States Department of Agriculture (USDA) and CACFP meal patterns for infants and toddlers.

The selected bidder will be responsible for the analysis of the nutritional content for all meals. Reasonable effort must be made to serve meat that is natural, hormone and anti-biotic-free, whole grains, fresh seasonal fruits and vegetables, and milk that is hormone and rBST-free. Provision of vegan/gluten-free meals and other food substitutions based on medical necessity or personal beliefs will be available. Provision of formula shall include at least one alternative formula to be available for infants with special dietary needs.

The following criteria must be met :

- Compliance to current CACFP regulations
- Meal content information; nutritional components/ingredients and an itemization of the quantities of each component used to prepare each meal
- Weekly meal ordering structure, inclusive of milk, with delivery to proposed sites no later than 10:00A.M. daily in accordance with the number of meals requested
- Increasing/decreasing of the number of meal orders, as needed, within 24 hour timeframe
- Pricing structure to reflect portion sizes aligned with the CACFP infant/toddler meal patterns
- Invoicing per meal, per child using format as structured within the Bid Form, provided within the first ten (10) days of the month for the previous month's meals
- Copy of Business License
- Evidence of Health Certifications for the food service facility
- Evidence of ServSafe Certifications
- Submit a minimum of three (3) Sample Menus
- Submit sample 21-day Cycle Menus
- Submit sample Kitchen Reports
- Submit sample Transport and Serve Menus

**C. Technical Proposal Information**

- a. Describe the Vendor's experience and capabilities with regard to non-profit agencies.
- b. List the name(s) and professional qualifications of the primary staff that will be assigned to CAPK's account.
  1. Include job title, current responsibilities, total years of experience, years with the Vendor, degrees and certifications, professional affiliations, and any other relevant information.
  2. Provide a list of other key personnel who will be assigned to CAPK's account.
  3. Describe any services or portion of services that will be performed by a subcontracting vendor, and provide relevant information on such subcontractor's qualifications and personnel.
- c. All nutrition staff must be ServSafe-certified and strictly adhere to the California Food Safety code pertaining to preparation and holding temperatures, including during transport.
- d. Continuous support will be required pertaining to certification, audits and validations. Vendor will maintain and provide all necessary records to support monitoring processes and CACFP reviews.

**D. Conflict of Interest:** Provide a statement of any potential conflicts Vendor and/or key staff may have regarding these services. The statement should not only include actual conflicts, but also any working relationships that may be perceived by disinterested parties as a conflict. **If no potential conflicts of interest are identified, so state in your proposal.**

**E. Minority, Women or Small Business:** If Vendor qualifies as a small, women or minority-owned business, provide documentation of qualifications.

**F. Fee Proposal/BID Form CAPK EHS2015-001:** All proposals must state the maximum total compensation for performing services for the term of the Contract. Bid Form CAPK\_EHS2015-001 must be completed and submitted with proposal.

**G. Submittal Documents:**

- a. Page 3: RFP# CAPK\_EHS2015-001 Proposal Checklist
- b. Page 10: Signed Bid Form CAPK\_EHS2015-001; Vendor's signature on which indicates acceptance of all Addendums, Contract Terms and Conditions and Federal Assurances. All forms can be located at <http://www.capk.org/index.cfm/fuseaction/pages.page/id/695>
- c. Page 15: Vendor Information Sheet
- d. Page 16: W-9
- e. Page 17: Certifications
- f. Three references who can comment on the past performance of Vendor. References are to include telephone, facsimile and e-mail.
- g. A copy of current Business License.
- h. Evidence of Health Permit.
- i. Evidence of ServSafe Certifications.
- j. In a separate document provide the following information:
  - i. A detailed explanation of the services quoted.
  - ii. Conflict of Interest Statement.

**III. PROPOSAL EVALUATION**

- A. Submission of Proposals:** All proposals shall include one (1) original and one (1) complete copy of the Vendor's proposal. This document will become part of the Contract.
- B. Non-responsive Proposals:** Proposals may be judged non-responsive and removed from further consideration if any of the following occur:
  1. The proposal is not received timely, in accordance with the terms of this RFP.
  2. The proposal does not follow the specified format and respond adequately to each item in Section II.
- C. Selection:** This is a NEGOTIATED procurement and as such, award will not necessarily be made to the Vendor submitting the lowest priced proposal. Award will be made to the Vendor submitting the best responsive proposal satisfying CAPK'S requirements, as determined by CAPK, including price

and other indicated factors. The selection process will be followed by contract negotiation. The **FINAL** pricing in the resulting Contract shall be the pricing included in Vendor's bid documents. If negotiations are unsuccessful, CAPK will proceed with negotiations with the next qualifying Vendor.

It is recognized that the selected Vendor will be required to collect all pertinent information necessary to complete the required services in advance of all required deadlines. Therefore, all responding Vendors will keep this in mind when preparing their responses to the RFP.

The selection process is designed to ensure that the Vendor's services/products are engaged on the basis of demonstrated competence and qualifications for the type of services to be performed and at fair and reasonable prices for CAPK. CAPK may, at its discretion, request presentations or additional information with any or all Vendors to clarify or negotiate modifications to the Vendors' proposals.

However, CAPK reserves the right to make an award without further discussion of the proposals submitted. Therefore, proposals should be submitted initially on the most favorable terms, from both technical and price standpoints, which Vendor can propose.

CAPK shall be solely responsible for awarding the Contract.

- D. Solicitation Caveat: Vendor understands and agrees that CAPK shall have no financial responsibility for any costs incurred by Vendor in responding to this RFP and shall not be liable for any Vendor costs attributed to the planning and design of the project until the Vendor has executed a Contract with CAPK and has been authorized in writing to proceed. CAPK reserves the right to terminate this RFP after three (3) days (72-hours) notice to all prospective Vendors.
- E. Signature: The Bid Form, all Information required of Vendor or prequalification forms and all other forms enclosed must be signed in the name of Vendor and must bear the signature of the person or persons duly authorized to sign these documents. Where indicated, if Vendor is a corporation, the legal name of the corporation shall first be set forth, together with two signatures: one from among the chairman of the board, president or vice president and one from among the secretary, chief financial officer, or assistant treasurer. Alternatively, the signature of other authorized officers or agents may be affixed, if duly authorized by the corporation. Such documents shall include the title of such signatories below the signature and shall bear the corporate seal. Where indicated, in the event that Vendor is a joint venture or partnership, there shall be submitted with the bid certifications signed by authorized officers of each of the parties to the joint venture or partnership, naming the individual who shall be the agent of the joint venture or partnership, who shall sign all necessary documents for the joint venture or partnership and, should the joint venture or partnership be the successful Vendor, who shall act in all matters relative to the contract resulting there from for the joint venture or partnership. If Vendor is an individual, his/her signature shall be placed on such documents.
- F. Withdrawal of Bids: Any proposal may be withdrawn, either personally, or by written request, at any time prior to the scheduled closing time for receipt of bids
- G. Contract: The Contract, which the successful Vendor will be required to execute, is included in the RFP documents and should be carefully examined by Vendor.

#### IV. VENDOR'S OBLIGATIONS

- A. Laws and Regulations: Vendor shall obey all State and Federal regulations and guidelines now or hereafter enacted.
- B. Independent Contractor: Vendor understands and agrees that it is an "independent contractor" with respect to the services to be performed under the Contract. CAPK shall be exempt from payment of all unemployment compensation, FICA, retirement, life and/or medical insurance and workers' compensation Insurance.
- C. Insurance: Vendor shall procure, furnish and maintain for the duration of the Contract, the following types and limits of insurance:
  - 1. Automobile Liability Insurance, providing coverage on an occurrence basis for bodily injury, including death, of one or more persons, property damage and personal injury, with limits of not less than One Million Dollars (\$1,000,000) per occurrence; and the policy shall:
    - a. Provide coverage for owned, non-owned and hired autos.
    - b. Contain an additional insured endorsement in favor of Community Action Partnership of Kern, its board, officers, agents, employees and volunteers.
  - 2. Broad Form Commercial General Liability Insurance, ISO form CG00 01 11 85 or 88 providing coverage on an occurrence basis for bodily injury, including death, of one or more persons, property damage and personal injury, with limits of not less than One Million Dollars (\$1,000,000) per occurrence; and the policy shall:

- a. Provide Contractual Liability coverage for the term of the Contract.
  - b. Contain an additional insured endorsement in favor of Community Action Partnership of Kern, its board, officers, agents, employees and volunteers.
3. Workers' Compensation Insurance with statutory limits and employer's liability insurance with limits of not less than One Million Dollars (\$1,000,000) per occurrence; and the policy shall contain a waiver of subrogation endorsement in favor of Community Action Partnership of Kern, its board, officers, agents, employees and volunteers.

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

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

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

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

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

- D. Indemnity: Vendor shall indemnify, defend, and hold harmless the CAPK, its officers, agents and employees against any and all liability, claims, actions, causes of action or demands whatsoever against them, or any of them, before administrative or judicial tribunals of any kind whatsoever, arising out of, connected with, or caused by Vendor, Vendor's employees, agents or independent contractors or companies in the performance of, or in any way arising from, the terms and provisions of the Contract, whether or not caused in part by a party indemnified hereunder, except as limited by California Civil Code Section 2782.

#### V. SUBCONTRACTS

Vendor shall cause all of the provisions of the Contract in its entirety to be included in and made a part of any subcontract executed in the performance of the Contract.

Vendor shall undertake to insure that all subcontracts let in the performance of the Contract shall be awarded on a fair and open competition basis. Executed copies of all subcontracts shall be forwarded to CAPK along with documentation concerning the selection process.

## BID FORM CAPK\_EHS2015-001

The following locations\* and age groups to be considered for this proposal:

	Site	Address	# Infants	# Toddlers	Breakfast Time	Lunch Time	Center Hours
1.	California St. EHS	425 N. California St., Stockton	8	16	8:00	11:00	7:30-1:30
2.	St. Mary's EHS	545 W. Sonora St., Stockton	8	8	8:00	11:00	7:30-1:30
3.	Walnut EHS	115 N. Walnut Ave, Manteca	6	14	8:00	11:00	7:30-1:30
4.	4th St./ Tracy Homes EHS	340 W. 4th Street, Tracy	0	8	8:00	11:00	7:30-1:30
5.	4 <sup>th</sup> St. EHS	238 W. 4th St., Stockton	8	24	8:00	11:00	7:30-1:30
6.	Gianone EHS	1509 N. Golden Gate, Stockton	0	16	8:00	11:00	7:30-1:30
7.	Barnett House EHS	347 E. Poplar St.	8	7	8:00	11:00	7:30-1:30
8.	Chrisman EHS	23950 S. Chrisman Rd., Tracy	6	16	8:00	11:00	7:30-1:30
9.	Lodi United Christian Church EHS	701 S. Hutchins St., Lodi	8	15	8:00	11:00	7:30-1:30
10.	Dorothy Mahin EHS	5080 Armstrong Rd., Lodi	0	16	8:00	11:00	7:30-1:30
		<b>Totals by Age</b>	<b>52</b>	<b>140</b>		<b>Grand Total</b>	<b>192 children</b>

Proposed Pricing Structure by Meal Type, Age Group, CACFP Meal Patterns, and Price:

Age of Child	Number of Children	CACFP Meal Pattern	Meal Type	Price Per Child	Total Price (number of children X price per child)	
<i>Infants*</i>	<b>12</b>	<i>Birth through 3 Months</i>	Breakfast	\$		<i>*based upon on- demand feeding schedule; every 2-3 hours/6 hour day</i>
	12		Lunch	\$		
	12		Snack	\$		
	<b>14</b>	<i>4 through 7 Months</i>	Breakfast	\$		
	14		Lunch	\$		
	14		Snack	\$		
	<b>12</b>	<i>8 through 11 Months</i>	Breakfast	\$		
	12		Lunch	\$		
	12		Snack	\$		
<i>Toddlers</i>	<b>154</b>	<i>12 through 36 Months</i>	Breakfast	\$		<i>*includes mobile infants</i>
	154		Lunch	\$		
	154		Snack	\$		
<b>TOTAL</b>	<b>192</b>					

Please note that highlighted sites are estimated to require service delivery to begin February 1, 2016. Dates for subsequent service delivery at remaining sites to be determined. Dates, times and numbers of children in

each age group are subject to change according to enrollment. Advance notice will be given to the bidder to ensure accuracy in meal service delivery and adherence to CACFP meal patterns.

Vendor:\_\_\_\_\_

Signature:\_\_\_\_\_

Date:\_\_\_\_\_

Title:\_\_\_\_\_

Printed Name:\_\_\_\_\_



**CONTRACT FOR SERVICES AGREEMENT**

This Contract for Services Agreement ("Agreement") is made and entered into as of this \_\_\_\_ day of December, 2016 by and between \_\_\_\_\_ ("Vendor") and Community Action Partnership of Kern ("CAPK"). In consideration of mutual promises and agreements of the parties as herein set forth, Vendor agrees as follows:

1. **DESCRIPTION OF SERVICES.** Vendor is to perform all services as per the Scope of Work found in **Attachment A** attached hereto and incorporated herein by reference.
2. **LOCATION FOR SERVICES.** San Joaquin County.
3. **PAYMENT FOR SERVICES.** Payment for services shall be as outlined in Bid Form CAPK\_EHS2015-001. Payment will be made when CAPK has determined that the work effort has been satisfactorily completed. Vendor will submit an original invoice detailing all services provided to CAPK's Finance Department. This Agreement supersedes any other contracts in effect, either implied or otherwise.

Note: The Vendor shall mail all invoices to: Community Action Partnership of Kern, Attn: Accounts Payable, 5005 Business Park North, Bakersfield, CA 93309.

4. **TERM.** The period of performance for this Agreement is February 1, 2016 through January 31, 2017.
5. **OPTION TO RENEW.** This Agreement may be renewed for one (1) 12 month period, up to three (3) times upon agreement between CAPK and Vendor. Said extension shall be based on the quality of work and reasonableness of fees for service. Also, said Agreement extension shall be addressed as an Amendment to the Agreement and must be signed by all parties involved.
6. **RELATIONSHIP OF PARTIES.** While engaged in carrying out and complying with terms and conditions of this Agreement, the Vendor is an independent contractor and not an officer, employee or agent of CAPK.
7. **INSURANCE.** Vendor shall procure, furnish and maintain at all times for the duration of this Agreement the types and limits of insurance specified in **Attachment B**, incorporated herein by reference.
8. **NOTICES.** Any notice or notices required or permitted to be given pursuant to this Agreement may be personally served on the other party by the party giving such notice, or may be served by Certified Mail, to the address set forth below.

Vendor:

ATTN: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

CAPK:

Community Action Partnership of Kern

ATTN: Christina Short

1145 North Hunter Street

Stockton, CA 95202

Phone: (209) 242-9520

9. **RECORDKEEPING.** Payroll and basic records pertaining to the services described in **Attachment A** shall be kept on a generally recognized accounting basis and shall be available to CAPK at mutually convenient times. The Vendor shall maintain all records pertaining to this Agreement for a period of five (5) years. Vendor shall further maintain all such records until resolution of all related audit and monitoring findings are completed.
10. **INDEMNIFICATION.** Vendor agrees to indemnify and hold harmless the CAPK from all claims, losses, expenses, fees, including attorney fees, costs, and judgments that may be asserted against Vendor while executing this Agreement.
11. **HOLDING OVER:** Any holdover after the expiration date of this Agreement shall be construed as a month-to-month agreement in accordance with the terms hereof as applicable until the Agreement has been renewed in accordance with Section 5 above, not to exceed 12 months.
12. **EVALUATION.** Vendor may be evaluated throughout the term of this Agreement. If Vendor fails to provide satisfactory service, CAPK may terminate this Agreement with a written notice.

**13. APPLICABLE LAW.** The Laws of the State of California shall govern this Agreement.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the date hereinabove first written. Signature below indicates acceptance of all CAPK Contract Addendums: Additional Terms and Conditions; Federal Assurances; Addendum A: Certification Regarding Lobbying; Addendum B: Debarment and Suspension Certification; Addendum C: Noncollusion Affidavit; Addendum D: Equal Opportunity; Addendum E: Utilization of Women and Minority Business Enterprises; Addendum F: Equal Opportunity for Special Disabled Veterans; Addendum G: Certification of Worker's Compensation; Addendum H: Insurance Requirements; Addendum I: Prevailing Wage /Davis Bacon Compliance Certification (if required); and Addendum J: Material and Workmanship Warranty (if required); as made available at: <http://www.capk.org/store/files/87.pdf>.

**VENDOR:** \_\_\_\_\_

**LICENSE NO.:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**CAPK:**        **COMMUNITY ACTION PARTNERSHIP OF KERN**

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Jeremy T. Tobias, Executive Director

Attachment A

INSERT VENDOR PROPOSAL

## Attachment B

### INSURANCE REQUIREMENTS

Insurance: Vendor shall procure, furnish and maintain for the duration of this Contract the following types and limits of insurance:

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

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

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

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

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

Vendor shall furnish CAPK with a certificate of insurance and required endorsements evidencing the insurance required. CAPK may cancel this Contract if certificates of insurance and endorsements required have not been provided upon the execution of this Contract.

## APPENDIX A

Community Action Partnership of Kern  
• Procurement Department •  
5005 Business Park North, Bakersfield, CA 93301 • 661.336.5236 • FX: 661.336.5228

### VENDOR INFORMATION SHEET

Date: \_\_\_\_\_ Prepared By: \_\_\_\_\_

Official Business Name: \_\_\_\_\_

DBA: \_\_\_\_\_

Location Address: \_\_\_\_\_

Street City State Zip

Remit Address: \_\_\_\_\_

Street City State Zip

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Phone #: \_\_\_\_\_ Accts. Receivable Phone #: \_\_\_\_\_

Fax #: \_\_\_\_\_ Customer Service Phone #: \_\_\_\_\_

CAPK Vendor #: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Federal ID # or SS#: \_\_\_\_\_ Type of Business: \_\_\_\_\_

Contractor Lic #: \_\_\_\_\_ Business Lic #: \_\_\_\_\_ City Issued: \_\_\_\_\_

General Liability Insurance Carrier & Policy #: \_\_\_\_\_

Auto Liability Insurance Carrier & Policy #: \_\_\_\_\_

Workers Compensation Insurance Carrier & Policy #: \_\_\_\_\_

#### FEDERAL TAX CLASSIFICATION:

☐ Individual/Sole Proprietor ☐ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/Estate  
☐ Limited Liability Co. C = C Corp S = S Corp P = Partnership ☐ Other: \_\_\_\_\_

#### BUSINESS ENTITY/CLASSIFICATION:

☐ Board Member ☐ Employee ☐ Faith Based ☐ Fed Gov't ☐ For Profit ☐ Housing Collaborative ☐ Local Gov't  
☐ Non-Profit ☐ Parent ☐ Post Secondary Ed ☐ Provider ☐ School District

#### SBA CLASSIFICATION:

It is the policy of Community Action Partnership of Kern, consistent with Federal, State and local laws, to promote and encourage the development, participation, and continued expansion of Small Business Enterprises, Minority Business Enterprises, Women's Business Enterprises and Veteran Business Enterprises.

☐ Minority-Owned ☐ Small Business ☐ Veteran-Owned ☐ Woman-Owned

Years in Business: \_\_\_\_\_ Accept Purchase Orders: ☐ Yes ☐ No

**If your business has a Social Security number as Tax ID, we require the signature of the owner.**

Authorized Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

VIS: REV. 062014

Form (Rev. August 2013) Department of the Treasury Internal Revenue Service	<h2 style="margin: 0;">Request for Taxpayer Identification Number and Certification</h2>	Give Form to the requester. Do not send to the IRS.			
Print or type See Specific Instructions on page 2.	Name (as shown on your income tax return)				
	Business name/disregarded entity name, if different from above				
	Check appropriate box for federal tax classification: <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate  <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____  <input type="checkbox"/> Other (see instructions) ▶ _____	Exemptions (see instructions):  Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____			
	Address (number, street, and apt. or suite no.)	Requester's name and address (optional)			
	City, state, and ZIP code				
List account number(s) here (optional)					
<b>Part I Taxpayer Identification Number (TIN)</b> Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see <i>How to get a TIN</i> on page 3.  <b>Note.</b> If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.					
<b>Part II Certification</b> Under penalties of perjury, I certify that: <ol style="list-style-type: none"> <li>The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and</li> <li>I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and</li> <li>I am a U.S. citizen or other U.S. person (defined below), and</li> <li>The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.</li> </ol> <p><b>Certification instructions.</b> You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.</p> <table style="width: 100%;"> <tr> <td style="width: 15%;"><b>Sign Here</b></td> <td style="width: 45%;">Signature of U.S. person ▶</td> <td style="width: 40%;">Date ▶</td> </tr> </table>			<b>Sign Here</b>	Signature of U.S. person ▶	Date ▶
<b>Sign Here</b>	Signature of U.S. person ▶	Date ▶			
<b>General Instructions</b> Section references are to the Internal Revenue Code unless otherwise noted. <b>Future developments.</b> The IRS has created a page on IRS.gov for information about Form W-9, at <a href="http://www.irs.gov/w9">www.irs.gov/w9</a> . Information about any future developments affecting Form W-9 (such as legislation enacted after we release it) will be posted on that page. <b>Purpose of Form</b> A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, payments made to you in settlement of payment card and third party network transactions, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA. Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to: <ol style="list-style-type: none"> <li>Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),</li> <li>Certify that you are not subject to backup withholding, or</li> <li>Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the</li> </ol>					
withholding tax on foreign partners' share of effectively connected income, and 4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. <b>Note.</b> If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9. <b>Definition of a U.S. person.</b> For federal tax purposes, you are considered a U.S. person if you are: <ul style="list-style-type: none"> <li>An individual who is a U.S. citizen or U.S. resident alien,</li> <li>A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,</li> <li>An estate (other than a foreign estate), or</li> <li>A domestic trust (as defined in Regulations section 301.7701-7).</li> </ul> <b>Special rules for partnerships.</b> Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid section 1446 withholding on your share of partnership income.					
Cat. No. 10231X		Form <b>W-9</b> (Rev. 8-2013)			

APPENDIX C  
CERTIFICATIONS

On behalf of the Vendor:

1. The individual signing certifies that he/she is authorized to contract on behalf of the Vendor.
2. The individual signing certifies that the Vendor is not involved in any agreement to pay money or other consideration for the execution of this agreement, other than to an employee of the Vendor.
3. The individual signing certifies that the prices in this proposal have been arrived at independently, without consultation, communication, or agreement, for the purpose of restricting competition.
4. The individual signing certifies that the prices quoted in this proposal have not been knowingly disclosed by the Vendor prior to an award to any other Vendor or potential Vendor.
5. The individual signing certifies that there has been no attempt by the Vendor to discourage any potential Vendor from submitting a proposal.
6. The individual signing certifies that he/she has read and understands all of the information in this Request for Proposal.
7. The individual signing certifies that the Vendor, and any individuals to be assigned to the project, does not have a record of substandard work and has not been debarred or suspended from doing work with any federal, state or local government.
8. The individual signing certifies that he/she has read and understands all of the following Addendums (Addendum A: Certification Regarding Lobbying; Addendum B: Debarment and Suspension Certification; Addendum C: Noncollusion Affidavit; Addendum D: Equal Opportunity; Addendum E: Utilization of Women and Minority Business Enterprises; Addendum F: Equal Opportunity for Special Disabled Veterans; Addendum G: Certification of Worker's Compensation; Addendum H: Insurance Requirements; Addendum I: Prevailing Wage Requirements and Compliance Certification; Addendum J: Material and Workmanship Warranty; and Federal Assurances, as made available at: <http://www.capk.org/index.cfm/fuseaction/pages.page/id/695>

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
(Vendor's Firm Name)

\_\_\_\_\_  
(Signature of Vendor's Representative)

\_\_\_\_\_  
(Printed Name and Title of Individual Signing)

# **COMMUNITY ACTION PARTNERSHIP OF KERN CONTRACT SUMMARY**

**Contract Name:** Standard Agreement to Furnish Food Service Between A Child and Adult Care Food Program Agency and a Food Service Vendor
**Date:** 10/26/2015

**Program(s):** EHS
**Location(s):** California Street CDC, Tracy Toddlers CDC, Walnut CDC, St. Mary's CDC

**Contractor/Vendor:** Creative Child Care, Inc.

**Contractor Address:** 4719 Quail Lakes Drive, G-237, Stockton, CA 95207
**Primary Contact:** Debra Eison

**Contractor Phone:** 209-462-2282
**FAX:** N/A
**Email:** deison@cccisj.com

**Term:** 10/7/2015 to 10/06/2016
**Extension/Renewal Option:** N/A

**Total Contract Amount:** \$22,568.00
**Monthly Contract Amount:** \_\_\_\_\_

Accounting Codes:

Account	Fund	Activity	Function	Location	Dept.	Category	Restriction
7145	117	001	120	000	13	1	1

**Review/Approvals:** (Initials)
 

<div style="border: 1px solid black; width: 60px; height: 30px; display: flex; align-items: center; justify-content: center;"> </div>	Program Manager	<div style="border: 1px solid black; width: 60px; height: 30px; display: flex; align-items: center; justify-content: center;">Mlp</div>	Business Services	<div style="border: 1px solid black; width: 60px; height: 30px; display: flex; align-items: center; justify-content: center;"> </div>	Finance Director
<div style="border: 1px solid black; width: 60px; height: 30px; display: flex; align-items: center; justify-content: center;"> </div>	Program Administrator	<div style="border: 1px solid black; width: 60px; height: 30px; display: flex; align-items: center; justify-content: center;">Sth</div>	Division Director	<div style="border: 1px solid black; width: 60px; height: 30px; display: flex; align-items: center; justify-content: center;"> </div>	Executive Director

**NOTES:**


CONTRACT LOG No. 151019-91

VENDOR #: W95700

AGREEMENT #: 05025

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

THIS ENTERED INTO ON THIS 7<sup>TH</sup> DAY OF OCTOBER, 2015 BY  
AND BETWEEN COMMUNITY ACTION PARTNERSHIP OF KERN, HEREINAFTER REFERRED TO AS THE  
NAME OF AGENCY  
AGENCY, AND CREATIVE CHILD CARE INS FOOD SERVICES HEREINAFTER REFERRED TO AS THE  
NAME OF FOOD SERVICE MANAGEMENT COMPANY  
VENDOR.

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

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

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

**THEREFORE**, BOTH PARTIES HERETO AGREE AS FOLLOWS:

**THE VENDOR AGREES TO:**

1. PREPARE THE MEALS (~~INCLUSIVE~~/EXCLUSIVE) OF MILK FOR CAPK SAN JOAQUIN EHS CALIFORNIA STREET  
NAME OF SITE  
DELIVERY TO THE AGENCY AT 425 N. CALIFORNIA ST - STKN BY 10:00 A.M.  
ADDRESS OF SITE TIME  
EACH MONDAY-FRIDAY, IN ACCORDANCE WITH THE NUMBER OF MEALS REQUESTED AND  
\* WEEKDAY OR AS APPROPRIATE  
AT THE COST(S) PER MEAL LISTED BELOW:

BREAKFAST	<u>\$ 1.50</u>	EACH	LUNCH	<u>\$ 2.70</u>	EACH
SUPPLEMENT/SNACK	<u>\$ .80</u>	EACH	SUPPER	<u>\$ N/A</u>	EACH

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

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

VENDOR #: W95700

AGREEMENT #: 05025

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

THIS ENTERED INTO ON THIS 7<sup>th</sup> OCTOBER, 2015 BY  
FIRST-DAY OF MONTH YEAR  
AND BETWEEN COMMUNITY ACTION PARTNERSHIP OF KERN, HEREINAFTER REFERRED TO AS THE  
NAME OF AGENCY  
AGENCY, AND CREATIVE CHILD CARE INS FOOD SERVICES HEREINAFTER REFERRED TO AS THE  
NAME OF FOOD SERVICE MANAGEMENT COMPANY  
VENDOR.

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

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

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

**THEREFORE**, BOTH PARTIES HERETO AGREE AS FOLLOWS:

**THE VENDOR AGREES TO:**

1. PREPARE THE MEALS (INCLUSIVE/EXCLUSIVE) OF MILK FOR CAPK SAN JOAQUIN 4<sup>TH</sup> STREET  
NAME OF SITE  
DELIVERY TO THE AGENCY AT 340 W. 4<sup>TH</sup> ST. TRACY BY 10:00 A.M.  
ADDRESS OF SITE TIME  
EACH MONDAY-FRIDAY, IN ACCORDANCE WITH THE NUMBER OF MEALS REQUESTED AND  
\* WEEKDAY OR AS APPROPRIATE  
AT THE COST(S) PER MEAL LISTED BELOW:

BREAKFAST	<u>\$ 1.50</u>	EACH	LUNCH	<u>\$ 2.70</u>	EACH
SUPPLEMENT/SNACK	<u>\$ .80</u>	EACH	SUPPER	<u>\$ N/A</u>	EACH

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

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

VENDOR #: W95700

AGREEMENT #: 05025

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

THIS ENTERED INTO ON THIS 7<sup>TH</sup> OCTOBER 2015 BY  
FIRST DAY OF MONTH YEAR  
AND BETWEEN COMMUNITY ACTION PARTNERSHIP OF KERN (CAPK) HEREINAFTER REFERRED TO AS THE  
NAME OF AGENCY  
AGENCY, AND CREATIVE CHILD CARE INS FOOD SERVICES HEREINAFTER REFERRED TO AS THE  
NAME OF FOOD SERVICE MANAGEMENT COMPANY  
VENDOR.

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

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

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

**THEREFORE**, BOTH PARTIES HERETO AGREE AS FOLLOWS:

**THE VENDOR AGREES TO:**

1. PREPARE THE MEALS (INCLUSIVE/EXCLUSIVE) OF MILK FOR CAPK SAN JOAQUIN CHS WALNUT  
NAME OF SITE  
DELIVERY TO THE AGENCY AT 115 N. WALNUT AVE. MANTECA BY 10:00 A.M.  
ADDRESS OF SITE TIME  
EACH MONDAY-FRIDAY , IN ACCORDANCE WITH THE NUMBER OF MEALS REQUESTED AND  
\* WEEKDAY OR AS APPROPRIATE  
AT THE COST(S) PER MEAL LISTED BELOW:

BREAKFAST	<u>\$ 1.50</u>	EACH	LUNCH	<u>\$ 2.70</u>	EACH
SUPPLEMENT/SNACK	<u>\$ .80</u>	EACH	SUPPER	<u>\$ N/A</u>	EACH

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

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

VENDOR #: W95700  
AGREEMENT #: 05025

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

THIS ENTERED INTO ON THIS <sup>TH</sup>~~FIRST~~ DAY OF OCTOBER, 2015 BY  
AND BETWEEN Community Action Partnership of Kern (CAPK), HEREINAFTER REFERRED TO AS THE  
NAME OF AGENCY  
AGENCY, AND CREATIVE CHILD CARE INS FOOD SERVICES HEREINAFTER REFERRED TO AS THE  
NAME OF FOOD SERVICE MANAGEMENT COMPANY  
VENDOR.

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

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

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

**THEREFORE**, BOTH PARTIES HERETO AGREE AS FOLLOWS:

**THE VENDOR AGREES TO:**

1. PREPARE THE MEALS (INCLUSIVE/EXCLUSIVE) OF MILK FOR CAPK SAN JOAQUIN EHS ST MARY'S  
NAME OF SITE  
DELIVERY TO THE AGENCY AT 545 W. SONORA ST. STKN BY 10:00 A.M.  
ADDRESS OF SITE TIME  
EACH MONDAY-FRIDAY, IN ACCORDANCE WITH THE NUMBER OF MEALS REQUESTED AND  
\* WEEKDAY OR AS APPROPRIATE  
AT THE COST(S) PER MEAL LISTED BELOW:

BREAKFAST	<u>\$ 1.50</u>	EACH	LUNCH	<u>\$ 2.70</u>	EACH
SUPPLEMENT/SNACK	<u>\$ .80</u>	EACH	SUPPER	<u>\$ N/A</u>	EACH

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

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

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

---

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

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

**THE VENDOR CERTIFIES:**

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

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

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

**THE AGENCY AGREES TO:**

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

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

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

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

**TERMS OF THE AGREEMENT:**

THIS AGREEMENT WILL TAKE EFFECT COMMENCING 10/7/15 AND SHALL BE FOR A PERIOD  
DATE  
OF ONE CALENDAR YEAR. IT MAY BE TERMINATED BY WRITTEN NOTIFICATION GIVEN BY EITHER PARTY HERETO THE OTHER PARTY AT LEAST 30 DAYS PRIOR TO THE DATE OF TERMINATION.

**SCHOOL FOOD AUTHORITY VENDING TO AN AGENCY:**

PER TITLE 7, CODE OF FEDERAL REGULATIONS, PART 226.20 (O), AGENCIES WHICH VEND FROM A SCHOOL THAT PARTICIPATES IN THE NATIONAL SCHOOL LUNCH AND SCHOOL BREAKFAST PROGRAMS MAY USE THE SCHOOL'S MEAL PATTERN. ENTER THE SCHOOL MEAL INITIATIVE (SMI) PLANNING OPTION(S) YOU WILL USE AND SUBMIT A MENU TO THE AGENCY FOR NSD'S APPROVAL IF YOU WILL NOT USE THE STANDARD CACFP MEAL PATTERN:

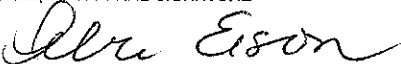
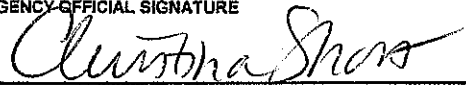
If the Agency agrees to the menu planning option, the school will train the Agency by: \_\_\_\_\_

**AGENCY:**

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

Yes ☐ No ☒

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

VENDOR OFFICIAL SIGNATURE 	AGENCY OFFICIAL SIGNATURE 
VENDOR OFFICIAL NAME (PLEASE TYPE) DEBRA EISON	AGENCY OFFICIAL NAME (PLEASE TYPE) CHRISTINA SHORT / CAPK
TITLE CEO	TITLE PROGRAM ADMINISTRATOR
TELEPHONE NUMBER 209-462-2282	TELEPHONE NUMBER 209 242 9540
DATE 10.7.15	DATE 10/7/15

Vendor hereby acknowledges and agrees that the additional terms and conditions, Federal Assurances and addendums A - J attached hereto are hereby made a part of this contract.

Initials DE Date 10.7.15

2015-16 California Child and Adult Care Food Program Vendor Agreement between Creative Child Care Inc. Food Services and CAPK San Joaquin County Early Head Start

Summary of Calculations Based on the following:

Age of Child	Number of Children	CACFP Meal Pattern	Meal Type	Price Per Child	TOTALS	
<i>Infants*</i>	6	<i>Birth through 3 Months</i>	Breakfast	\$2.70	\$16.20	<i>*based upon on-demand feeding schedule; every 2-3 hours/6 hour day</i>
	6		Lunch	\$2.70	\$16.20	
	6		Snack	\$0.80	\$4.80	
	5	<i>4 through 7 Months</i>	Breakfast	\$1.50	\$7.50	
	5		Lunch	\$2.70	\$13.50	
	5		Snack	\$0.80	\$4.00	
	5	<i>8 through 11 Months</i>	Breakfast	\$1.50	\$7.50	
	5		Lunch	\$2.70	\$13.50	
	5		Snack	\$0.80	\$4.00	
<i>Toddlers</i>	52	<i>12 through 36 Months</i>	Breakfast	\$1.50	\$78.00	<i>*includes mobile infants</i>
	52		Lunch	\$2.70	\$140.40	
	52		Snack	\$0.80	\$41.60	
				TTL	<b>\$ 347.20</b>	

$$\begin{aligned} \$347.20/\text{Day} \times 5 \text{ Days} &= \$1736./\text{Week} \times 13 \text{ Weeks} = \$22,568. \\ &\quad (11/1/15 - 1/31/16) \end{aligned}$$

$$\begin{aligned} \$22,568. - \$1736. &= \underline{\underline{\$20,732.}} \\ &\quad (5 \text{ Holidays/No service}) \end{aligned}$$

Between 10/19/15 – 11/1/15 only **TWO** centers will be in operation/receiving service.

$$\begin{aligned} \text{Two centers: } \$173.60 \times 5 \text{ Days} &= \$868. \times 2 \text{ Weeks} = \$1736. \\ \underline{\underline{\$20,732.}} + \$1736. &= \underline{\underline{\$22,568. \text{ Total Contract for Period.}}} \end{aligned}$$

# Community Action Partnership of Kern Funding Request Profile

**Source of Funds:** Private

**CFDA #** N/A

**Project Name:** CAPK Food Bank Food Procurement

**Division Director:** Carmen Segovia

**Funder Name:** United Way of Kern County  
Community Investment Grant

**Program Manager:** Glen Ephrom

**Grant Program Name:** Food Bank

☒ **New Funding**

☐ **Re-Application**

**Funding Period:** 1/01/2016 – 12/31/2016

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**A. Narrative description of funding request, including goals:**

United Way of Kern County (UWKC) recently invited CAPK to submit a proposal for a Community Investment Grant. UWKC's Community Investment grants support programs, coalitions, and volunteer engagement which focus on income, education, and health. CAPK is requesting \$25,000 to help for general operating expenses, including food acquisition, vehicle fuel and maintenance. Estimated outcomes include distribution of 12 million pounds of food to 90,000 unduplicated individuals, providing 400 families with nutrition information and education, and production of a PSA to be submitted to TV and radio stations to promote donations to the Food Bank.

**B. Use of Funds:**

The \$25,000 requested from United Way of Kern County will be applied towards procurement of food and fresh produce for distribution by the CAPK Food Bank to low-income, food insecure residents of Kern County.

**C. Approvals:**

1. <u>Carmen Segovia</u> <u>11/25/15</u>	3. <u>Christine Anami</u> <u>11/25/15</u>
Division Director Date	Director of Finance Date
2. <u>Ralph Minter</u> <u>11-25-15</u>	4. <u>JTR</u> <u>11/30/15</u>
Director of Planning, Research & Dev. Date	Executive Director Date

**D. Board:**

☐ Policy Council  
Date: \_\_\_\_\_

☐ PRE Presentation  
Date: \_\_\_\_\_

☐ B&F Approval  
Date: \_\_\_\_\_

☐ Board Approval  
Date: \_\_\_\_\_

# Community Action Partnership of Kern Funding Request Profile

**Source of Funds:** Grant

**Project Name:** CAPK Food Bank Kern Nutrition On  
Wheels (KNOW)

**Funder Name:** USDA

**Grant Program Name:** Food Bank

**Funding Period:** 10/01/16-09/31/19

**CFDA #** 10.225

**Division Director:** Carmen Segovia

**Program Manager:** Glen Ephron

☒ **New Funding**

☐ **Re-Application**

## **A. Narrative description of funding request, including goals:**

CAPK has applied to the USDA/National Institute of Food and Agriculture under the Community Food Project Competitive Grants Program. The CAPK Food Bank Kern Nutrition on Wheels (KNOW) program proposes to improve nutrition and increase access to fresh fruits and vegetables to low-income and food-insecure households residing in food deserts. With assistance from partnering organizations, the Food Bank will distribute 3.2 million pounds of fresh fruits and vegetables via a mobile farmers market during a three-year period. In addition, participants at the distribution sites will be provided with information pertaining to local farmers markets that accept EBT/SNAP, and health and nutrition knowledge from a Health Educator.

## **B. Use of Funds:**

The requested funding of \$329,500 for three years will be used to purchase a refrigerated delivery truck, program supplies, and fresh produce, pay for two full-time staff, and cover a portion of general operating costs.

## **C. Approvals:**

1. <u>C. Segovia</u> <u>11/25/15</u> Division Director Date	3. <u>Christine Anami</u> <u>11/25/15</u> Director of Finance Date
2. <u>Ralph Maty</u> <u>11-25-15</u> Director of Planning, Research & Dev. Date	4. <u>[Signature]</u> <u>11/30/15</u> Executive Director Date

## **D. Board:**

☐ Policy Council  
Date: \_\_\_\_\_

☐ PRE Presentation  
Date: \_\_\_\_\_

☐ B&F Approval  
Date: \_\_\_\_\_

☐ Board Approval  
Date: \_\_\_\_\_

# COMMUNITY ACTION PARTNERSHIP OF KERN

## MEMORANDUM

**To:** Executive Committee  
**From:** Jeremy T. Tobias, Executive Director  
**Date:** December 9, 2015  
**Subject:** *Agenda Item 6f:* Reorganization of Divisions and job functions - **Action Item**

---

### **Background:**

The Executive Management team is continually accessing and analyzing more efficient and effective methods in which to deliver services to our clients. With the Community Action business model continuing to change at a rapid pace, we have made it a high priority to stay ahead of the trends and the evolving contractual requirements.

The Energy Program has seen rapid growth over the past several years. There have been increases in funding due to new population and funding calculations, as well as new funding streams coming into place such as the new "Cap and Trade" state program. With the growth in the Energy program comes increased requirements for greater oversight and strategic thinking. This reorganization is focused on placing more emphasis on managing the Energy Program and staying ahead of the trends in that industry.

Another issue worth noting and that is evolving quickly within this Division is the successful contract engagement by our 2-1-1 Program to provide professional call center services to Kings, Tulare and Mountainview (Merced and Mariposa) counties 2-1-1 Programs. Properly managing these new service contracts is important for various reasons, not the least of which these contracts are a potential source of unrestricted revenue for the agency. In addition, there are other potential service contracts that our 2-1-1 Program will be exploring in the coming months. Again, this reorganization streamlines the Division and allows more adequate time for these important considerations.

### **Current conditions:**

Currently CAPK is comprised of seven Division groups: Finance; Human Resources; Operations; Planning Resources & Development; Head Start/ State Child Development Program; Family, Youth & Community Services; and Health & Nutrition. The growth and new funding emphasis in Energy has placed greater pressure at the management and Division Director level.

### **Proposal:**

The emphasis of this reorganization is to streamline the Family, Youth & Community Service Division to allow more effective management of the Energy Program. The streamlining causes some ripple effects in two other divisions, by adding programs as reflected in the attached organization chart. In summary the changes are as follows:

*Family, Youth & Community Services:*

Division Director Romala Ramkissoon currently oversees: Energy; 2-1-1; Volunteer Income Tax Assistance (VITA); Migrant Childcare Alternative Payment (MCAP); Friendship House Community Center; Shafter Youth Center; and Community Services Block Grant (CSBG). This will be reduced to the oversight of Energy; 2-1-1; and VITA (a.k.a. the 19<sup>th</sup> Street Building). The Division Director will be housed at the 19<sup>th</sup> Street site. The title of the Division will be shortened to Community Services. The currently vacant Energy Program Manager position will be left vacant for a transition period (6 to 12 months), allowing the Division Director to have greater oversight and detailed management of the program, but acknowledging the position to eventually be filled at a later time. The Friendship House Community Center, Shafter Youth Center and CSBG will transfer to Planning, Resources & Development while MCAP will transfer to Health & Nutrition.

*Health & Nutrition:*

Division Director Carmen Segovia currently oversees: WIC; Central Kitchen; Food Bank; HIV testing; and East Kern Family Resource Center. One program will be added: Migrant Childcare Alternative Payment (MCAP).

*Planning, Resources & Development:*

Division Director Ralph Martinez currently oversees: Grant Management; Research and Analysis; Project and Fund Development; and Outreach and Advocacy. Three programs will be added: Friendship House Community Center, Shafter Youth Center and CSBG. The title of the Division will be shortened to Community Development.

**Recommendation:**

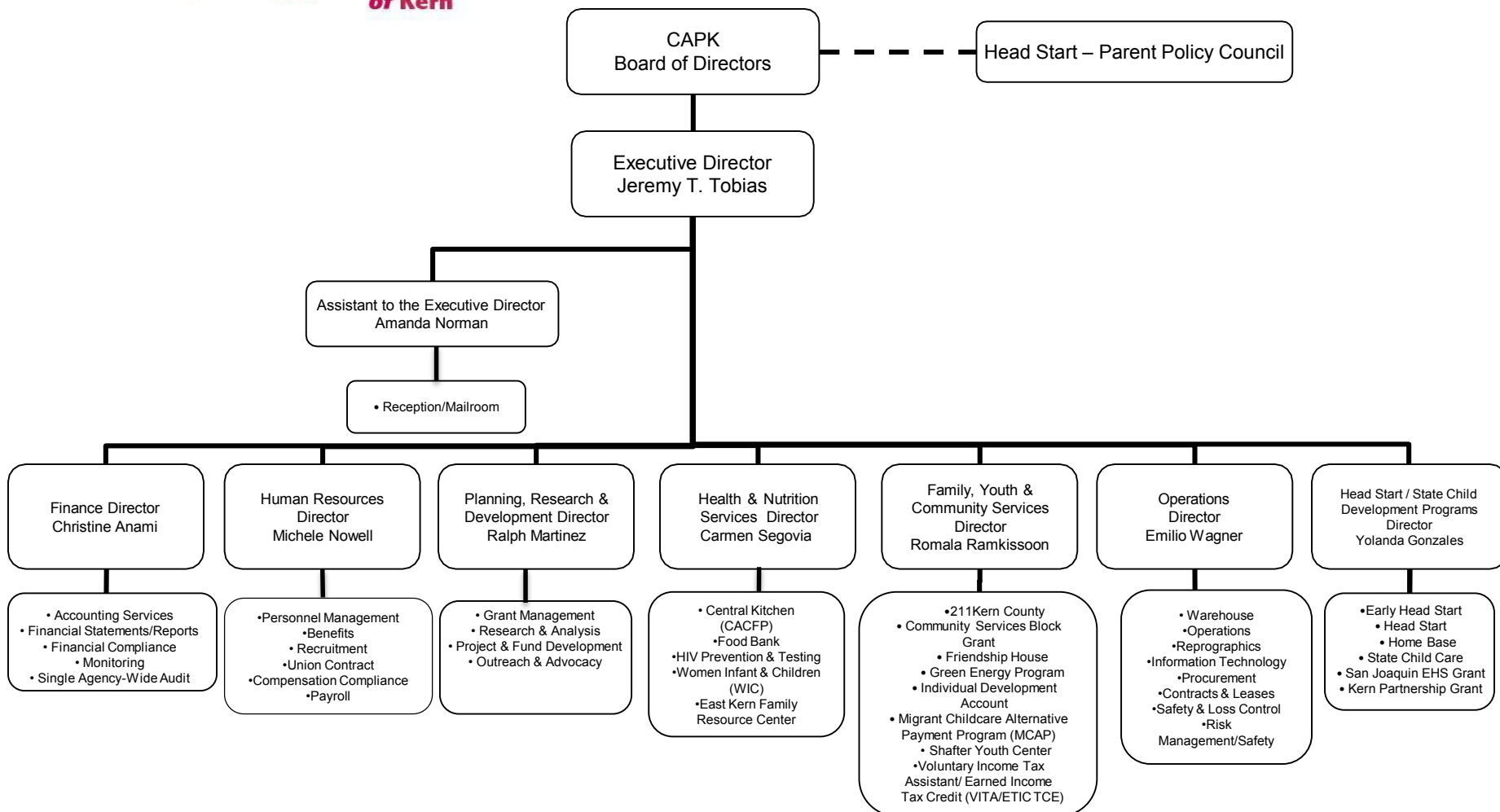
Staff recommends the Board of Directors approve the division reorganization and authorize the Executive Director to make amendments to the organizational chart and job descriptions to reflect the approved changes.

*Attachments:    Organization charts*



Current

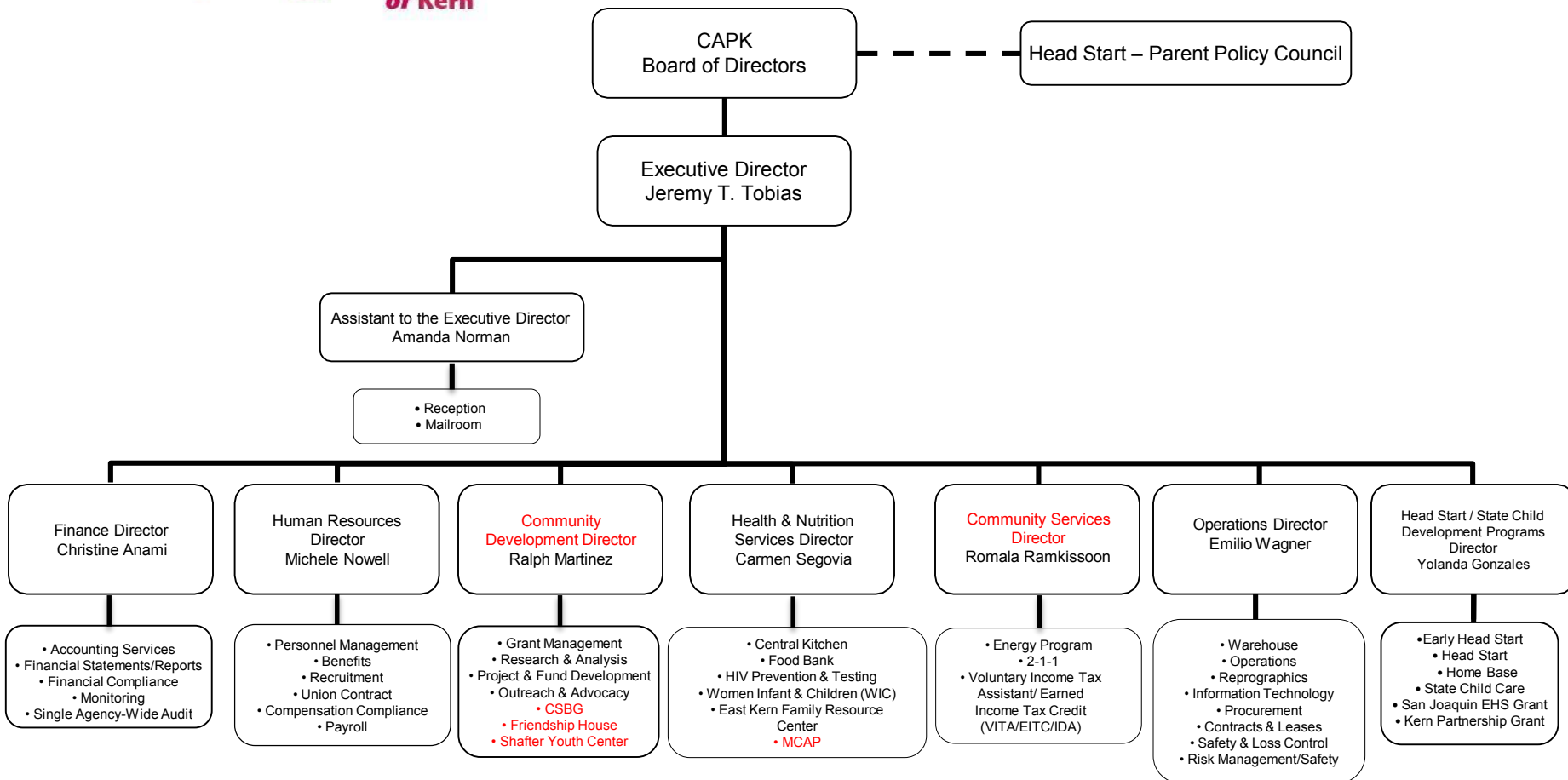
## Agency Organizational Chart





Proposed

## Agency Organizational Chart



# COMMUNITY ACTION PARTNERSHIP OF KERN

## MEMORANDUM

**To:** Executive Committee

**From:** Jeremy T. Tobias, Executive Director

**Date:** December 9, 2015

**Subject:** *Agenda Item 6g:* Award of Loan Agreement for Refinancing of the Pete Parra/Campus Project for \$2.3 Million – **Action Item**

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### **Background:**

At the November 24, 2015 meeting, the Board of Directors authorized an amended direction for the refinance of the Pete Parra/Campus project site. The Board had originally approved a “blend and extend” of the existing interest rate swap agreement. However, Region IX Head Start staff changed their original direction on the project, and asked that we use current budget year savings to terminate the swap and pay the breakage fee, estimated at \$300,000. The swap termination allows for a standard market rate and fully amortized fix rate loan on the project, which aligns with the Region IX recommendation. Please see attached staff reports from previous meetings for historical background (Attachment “C”).

The termination of the swap agreement eliminates the need to refinance exclusively through Wells Fargo Bank, and requires the agency to open the process up for competitive loan proposals. Therefore the Board also approved staff to prepare and advertise an RFP for loan proposals and authorized the Executive Committee to approve final selection of the preferred lender. The RFP was prepared and released requesting two separate loan proposals: a 15-year loan term and a 10-year loan term. The proposals were due Monday, December 7 and were reviewed by a three person committee on Tuesday, December 8.

### **Loan RFP review:**

There were four (4) proposals received in response to the RFP. Proposals were received from: Wells Fargo Bank; Valley Republic Bank; Rabobank; and Citibank. A three person committee consisting of Board member Fred Plane, Finance Director Chris Anami; and PRD Director Ralph Martinez reviewed and scored the proposals. Each proposal was reviewed and scored based on multiple factors such as: interest rate; loan fees; loan-to-value requirements; debt coverage; prior experience; closing schedule; etc.

Attached to this memorandum are the RFP Procurement Results Summary Form (Attachment “A”) and the RFP Installment Loan Financing comparison schedule (Attachment “B”).

After reviewing and scoring the proposals, the committee narrowed consideration down and focused on the top two proposals from Wells Fargo Bank and Rabobank. After considering all variables, the committee is recommending approval of a 10-year term loan agreement with Rabobank. The 10-year term will offer an annual loan savings compared to our current loan and swap payment schedule and will speed up the time it will take to release our encumbered properties including the Food Bank and the vacant parcels. As you can see in Attachment B, the repayment of the Rabobank 10-year term loan would be

approximately \$282,353 annually compared to a 15-year term of \$214,186. For comparative purposes, the current repayment schedule with Wells Fargo under our current loan and interest rate swap package is budgeted at approximately \$354,000 annually. Thus the 10-year term offers a savings compared to our current repayment schedule budget.

**Recommendation:**

The loan RFP review committee recommends that the Executive Committee approve and authorize a loan package with Rabobank for the refinance of the Pete Parra/Campus project debt in the amount of \$2.3 million, and authorize the Chairman, the Executive Director and the Finance Director to complete and sign all necessary documents associated with the loan application and closing.

*Attachments: RFP Procurement Results Summary Form (Attachment "A")  
Installment Loan Financing comparison schedule (Attachment "B")  
Staff reports dated November 24, 2015 and September 30, 2015 (Attachment "C")*

# COMMUNITY ACTION PARTNERSHIP OF KERN

## PROCUREMENT RESULTS SUMMARY FORM

**Requestor Information**

<b>REQUESTED BY:</b>	MARGARET PALMER	<b>PROGRAM/DEPARTMENT:</b>	BUSINESS SERVICES	<b>DATE:</b>	12/8/15
<b>Account Codes:</b>					

**Brief Description of Procurement:**

RFP issued November 24, 2015, seeking proposals for refinancing of debt of \$2,302,324 on a Childcare Center and a Flex Building on a 151,153 square foot parcel of land at 1825 Feliz Drive, Bakersfield, CA for a 10-year and 15-year term.

**Procurement Results:**

	Vendor	Amount
1	Citibank	4.11%/4.37%
2	Rabobank	4.20%/4.70%

	Vendor	Amount
3	Valley Republic Bank	4.42%/4.67%
4	Wells Fargo	5.20%/5.60%

**Selection:**

Rabobank	4.20%/4.70%
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**Proposed Contract Term:** 10 years **Aggregate Expenditure Over Term:** \$ \_\_\_\_\_

**Selection Justification:** (please use additional sheets as necessary)

See attached Evaluation Summary Form, as well as the Individual Evaluation Forms. Based on the criteria specified in RFP CAPK\_HS 2015-01, it is the recommendation of Business Services that it would be appropriate to refinance the property with Rabobank based on the overall highest score, considering all evaluation factors, even though there was a bank offering lower interest rates. (It should be noted that all interest rates are based on current rates and will be subject to market fluctuations.)

**Procurement Approval:**

		<b>Business Services Use:</b> <input type="checkbox"/> Approved <input type="checkbox"/> Not Approved  <b>Board Approval Required:</b> <table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="padding: 2px 10px;">Yes</td> <td style="padding: 2px 10px;">X</td> <td style="padding: 2px 10px;">No</td> </tr> </table>	Yes	X	No
Yes	X		No		
Manager / Administrator (Up to \$15,000/\$25,000)	Date				
Director / Finance Director (Up to \$75,000/\$100,000)	Date				
Executive Director (Over \$100,000)	Date				
Business Manager	Date				

Please attach this form to your Purchase Order Requisition

**Community Action Partnership of Kern****RFP CAPK\_HS 2015-001****Installment Loan Financing****8-Dec-15****Evaluation Summary Form**

Factor	Maximum	Firm Average Points			
		1	2	3	4
1	15	12.0	15.0	4.7	12.0
2	5	5.0	5.0	5.0	5.0
3	20	20.0	18.0	15.7	13.0
4	10	6.3	9.3	6.0	7.3
5	10	10.0	10.0	10.0	10.0
6	15	9.7	12.7	9.3	15.0
7	15	9.3	12.7	8.0	15.0
8	5	5.0	5.0	5.0	5.0
9	5	4.0	4.3	3.3	5.0
Total Score	100	81.3	92.0	67.0	87.3

Firm	
1	Citibank
2	Rabobank
3	Valley Republic Bank
4	Wells Fargo

**Factor****Description**

- 1 Loan-to-value requirements
- 2 Debt coverage requirements, to include default provisions
- 3 Loan interest rate
- 4 Fees
- 5 Pre-payment options and any lock-out periods or costs associated with loan prepayment
- 6 Estimated time to receive formal loan approval
- 7 Estimated closing date
- 8 Prior experience with loans of this type and size
- 9 Organization, size and structure, including physical site locations and customer service availability

**COMMUNITY ACTION PARTNERSHIP OF KERN**  
**RFP - INSTALLMENT LOAN FINANCING (HEAD START PETE PARRA CDC/MAINTENANCE FACILITY)**  
**RFP DUE DATE: 12/7/15**

	Citibank	Rabobank	Valley Republic	Wells Fargo
Loan to Value (LTV) - Note A	75%	80%	65%	75%
Rate - 10 yrs	4.11% \$281,166 annual \$2,811,660 total	4.20% UST 10Y + 2.05% \$282,353 annual \$2,823,530 total	4.42% UST 5Y @ 1.59% + 2.83% \$285,267 annual \$2,852,670 total	5.20% \$295,745 annual \$2,957,450 total
Rate - 15 yrs	4.37% \$209,501 annual \$3,142,515 total	4.70% UST 10Y + 2.60% \$214,186 annual \$3,212,790 total	4.67% UST 5Y @ 1.59% + 3.08% \$213,760 annual \$3,206,400 total	5.60% \$227,212 annual \$3,408,180 total
Deposit Accounts Required (Banking Relationship)	Yes	No	Yes	All CAPK deposits currently with WF

Comparison	10 Yr. Annual Repayment	15 Yr. Annual Repayment	10 Yr. Total Repayment	15 Yr. Total Repayment
Rabobank	282,353	214,186	2,823,530	3,212,790
Wells Fargo	<u>295,745</u>	<u>227,212</u>	<u>2,957,450</u>	<u>3,408,180</u>
Difference	<u>(13,392)</u>	<u>(13,026)</u>	<u>(133,920)</u>	<u>(195,390)</u>

Note A: LTV based on 5/21/15 appraisal = 72.97%

> Loan amount = \$2,302,324

> Appraisal = \$3,155,000

	Loan Amount at 65% LTV	Loan Amount at 75% LTV	Loan Amount at 80% LTV
Loan Amount at % LTV	2,050,750	2,366,250	2,524,000
Loan Amount Needed	<u>2,302,324</u>	<u>2,302,324</u>	<u>2,302,324</u>
Difference	<u>(251,574)</u>	<u>63,926</u>	<u>221,676</u>

## COMMUNITY ACTION PARTNERSHIP OF KERN

## MEMORANDUM

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**To:** Board of Directors

**From:** Jeremy T. Tobias, Executive Director

**Date:** November 24, 2015

**Subject:** *Agenda Item VI.a:* Reconsideration of the refinancing of current loan and Interest Rate Swap at the Pete Parra Center/Campus site in the amount of \$2.3 million - *Action Item.*

Background:

On September 30, 2015 the Board of Directors reviewed options for the refinance of the \$2.3 million loan for the Pete Parra Child Care Center/Campus project. At that time after careful examination and consideration, the Board approved the option referred to as "blend and extend", which extended the existing interest rate swap and included a new loan packaged together for a 15 year, fully amortized loan. Please refer to attached staff report dated September 30, 2015.

As our practice dictates, and also due to the requirement of our attorney conducting the due diligence review, we first sought approval from Region IX to proceed with this option. Approval was received from Region IX prior to proceeding, but they are now reconsidering that original approval. After Board approval, as we worked our way through the paperwork requirements of the new loan, Wells Fargo sent the subordination agreement to staff at Region IX for signature. At that point Region IX staff decided to reexamine the situation and now have decided that they prefer we extract ourselves from the existing Interest Rate Swap agreement if possible. "Breaking" the swap was an option that was originally discussed and investigated by the staff and Board, but the option was discounted due to the fact that there was a quoted breakage fee of \$325,000 to exit the swap. While it was acknowledged that the option would be cleaner in the eyes of Region IX and would also allow us to obtain a market rate loan at a potentially lower interest rate, the option was problematic due to the large fee and our very limited ability to pay for it. Including the fee into the total loan financing was considered as well, but didn't offer any real value with the increased loan rates and increased payment costs.

In the past seven weeks some significant facts have changed as follows:

- Region IX decided that they would like to end the swap if possible;
- Region IX has suggested and pre-approved the use of Head Start and Early Head Start budget savings to pay the swap breakage fee;
- We are approaching the end of program fiscal year, and we are able to accurately project a budget savings;
- The swap breakage fee has decreased to about \$300,000 (as of 11/17/15).

Head Start fiscal staff reviewed our current budget projections, and they indicate we will have Early Head Start savings of at least \$325,000 available to pay the swap breakage fee.

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Our “current” loan that is now expired had an all-in rate with the existing swap that was equivalent to 8.45%. The proposed new “blend and extend” option as originally approved by the Board has a new quoted all-in rate that is equivalent to 7.13% (as of 11/17/15). Wells Fargo has indicated that eliminating the swap and going to a more traditional fixed market rate loan would include a fixed interest rate of approximately 5.9% (as of 11/17/15).

Eliminating the swap does open up another issue to be considered. Typically we would seek quotes for a large loan of this type. As a recent example, when the 5005 Business Park North administrative building was refinanced in December, 2012 we sought quotes from multiple qualified financial institutions. However, in this particular case with the swap in place, we were unable to seek quotes because the requirements of the swap had tied us to a compatible loan with Wells Fargo for the 10 year life of the swap agreement. Now with the option of breaking the swap, our internal and federal policy will require us to seek quotes from other financial institutions. This will add some additional time and complexity to the project. Staff recommends that the Board appoint one or two Board members to assist staff in reviewing the proposals which will most likely occur around December 7 and 8. The proposals will be brought back to the Executive Committee on December 9, 2015 for final award.

Our existing loan expired on August 20, 2015, but we were given a grace period to refinance the loan. After 90 days (or on November 20) the loan potentially goes into “default”. At the time of this writing staff is working with Wells Fargo on an extension of the deadline and expect the extension to be finalized prior to November 20. The extension will be for an additional 60 days, or until January 20, 2016.

**Recommendation:**

Staff recommends the Board of Directors reconsider previous action taken and approve the attached resolution authorizing the refinancing of the Pete Parra/Campus project loan in the amount of \$2.3 million; authorizing staff to cancel the existing swap and pay a breakage fee using Head Start and Early Head Start FY 2015-16 budget savings; authorize the request for quotes from financial institutions for loan financing; appoint a committee to review loan proposals; authorize the Executive Committee to approve final selection of the preferred lender; and authorize the Board Chairperson, Executive Director and Finance Director to approve and sign all required documents for the purposes of the Loan refinancing and cancelation of the existing Interest Rate Swap agreement.

*Attachments: Resolution  
Staff report dated September 30, 2015*

COMMUNITY ACTION PARTNERSHIP OF KERN

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MEMORANDUM

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**To:** Board of Directors  
**From:** Jeremy T. Tobias, Executive Director  
**Date:** September 30, 2015  
**Subject:** *Agenda Item VI.c: Refinancing of current loan and Interest Rate Swap at the Pete Parra Center/Campus site in the amount of \$2.3 million - Action Item.*

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Background:

When the agency constructed the Pete Parra Child Care Center, it was accomplished with a mixture of grants, Head Start funding, and loan debt. Construction was completed in 2008, and at the time the agency had obtained a construction loan and an interest rate swap to hedge future rate increases. The real estate market crashed as the agency was preparing to role the construction loan into the permanent financing. Subsequently, the required appraisals assessed the property at a much lower value that the loan amount could support, causing staff and Board members in early 2009 to negotiate a package with Wells Fargo and with Head Start Region IX in order to complete the financing of the project. Due to the low value and a worsening Loan to Value (LTV) situation, Wells Fargo would only commit to a three year loan term. Three years later in 2012 as we negotiated the refinancing of the three year loan, the values had not escalated as much as hoped, thus causing us to only receive a three year loan once again. Also, Head Start Region IX staff reviewed the loan docs and initially had some concerns with the use of the Interest Rate Swap. However it was explained that the swap was already in place and could not be broken without a large buy out fee, causing Region IX to drop the issue and allowing documents to be signed.

That three year loan is once again up for refinancing. The current loan balance is \$2.3 million. The all-in fixed rate of the current loan is 8.45%. The interest rate swap currently has 34 months remaining and the fee to break the swap is \$325,000. Unfortunately the appraised value of the project has not increased. However with the gradual pay down of the loan principal occurring, we are now in a better LTV situation. Wells is now able to offer us a 15 year fully amortized loan.

Due to the complexities associated with the loan and the swap, staff reached out to Board member Garth Corrigan to assist us with reviewing options and making recommendations to the Board.

Options:

The loan must be refinanced. There are basically two distinct options to refinance the loan:

1. "Blend and Extend" in which the current interest rate swap is blended with an extension for a total of 15 years, to match up with a loan term of 15 years. Basically this would amount to a fully amortized 15 year fixed rate loan. The most current quoted all-in rate would be 7.39%. We would not have to touch this loan again.

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2. A loan that either is short term and is refinanced after 34 months, or resets the interest rate after 34 months as to match up with the swap expiration. This would allow the subsequent loan moving forward to be a standard fixed rate loan for the remaining period based on what the market rate is at that time. The rate would be the same as current 8.45% for first 34 months and then reset at an unknown rate based on market rate at that time.

We reviewed multiple scenarios including the option of paying the breakage fee on the swap, but at \$325,000 it was difficult to find a way in which that scenario made any sense financially.

After reviewing the options with Wells Fargo we are recommending the "blend and extend" option for several reasons:

- Set fixed rate for the entire 15 year term.
- A lower rate is known for the first 34 months of the 15 year term (from current 8.45% down to 7.39%) compared to other options.
- The lower rate will save the agency approximately \$20,000 per year during the first 34 months.
- Elimination of the uncertainty of the market when the current swap matures in 34 months and rate must be reset.
- No need to touch this loan again.
- No need to re-evaluate the value of the property when the current swap matures in 34 months.

Staff has reached out to staff at Head Start Region IX and they have requested to review the loan documents prior to signing. Staff will comply with this request prior to any final documents being signed.

Due to the cancelation of the Board of Directors meeting, the Executive Committee scheduled a meeting and authorized staff to proceed with option number 1, "Blend and Extend".

After receiving approval from the Executive Committee, staff initiated the process of formalizing the paperwork and authorizing our attorney to undertake the required legal review and opinion of the transaction. Before you today are some documents required to finalize the transaction and approving full authorization to proceed. The documents before the Board for action are: Resolution authorizing the loan and interest rate swap; loan term note; and the Master Agreement for the Swap.

**Recommendation:**

Staff recommends the Board of Directors approve the attached resolution authorizing the refinancing of the Pete Parra/Campus project loan and Interest Rate Swap in the amount of \$2.3 million using the "Blend and Extend" option; the attached Term Note, the attached Master Agreement, and also authorize the Board Chairperson, Executive Director and Finance Director to sign all required documents for the purposes of the Loan refinancing and Interest Rate Swap.

*Attachments: Resolution  
Loan Term Note  
Master Agreement*

COMMUNITY ACTION PARTNERSHIP OF KERN  
APPLICATION STATUS REPORT  
**PENDING - NOVEMBER 2015**

DATE OF B&F MEETING	DATE OF APP SUBMISSION	FUNDING SOURCE	PROGRAM/PROPOSAL	AMOUNT REQUESTED
05/20/15	09/24/15	CHEVRON	FHCC: ROBOTICS AND STEM	\$ 6,750
05/20/15	09/23/15	CHEVRON	FOOD BANK: BACKPACK BUDDIES	\$ 35,000
08/12/15	09/03/15	THE HEFFERNAN FOUNDATION	FHCC- COMPUTER LAB UPGRADE	\$ 7,500
08/12/15	07/21/15	FINISHLINE YOUTH FOUNDATION	FHCC YOUTH SPORTS CAMP	\$ 5,000
09/23/15	09/15/15	CARE FOR KIDS	FOOD BANK (BACKPACK BUDDIES)	\$ 10,000
10/21/15	09/28/15	WELLS FARGO FOUNDATION	VITA/YOUR DOLLARS & \$ENSE (FINANCIAL EMPOWERMENT)	\$ 35,000
10/21/15	10/20/15	WONDERFUL FOUNDATION	SYC- PREP WORKS	\$ 49,000
10/21/15	12/31/2014	CALIFORNIA DEPARTMENT OF COMMUNITY SERVICES & DEVELOPMENT (CSD)	ENERGY (LIHEAP)	\$ 8,105,936
10/21/15	12/31/2014	CALIFORNIA DEPARTMENT OF COMMUNITY SERVICES & DEVELOPMENT (CSD)	CSBG	\$ 1,396,948
10/28/15 (Board)	10/30/2015	CALIFORNIA COASTAL COMMISSION	FHCC & SYC MARINE STUDIES PROGRAM	\$ 15,888
11/18/2015	10/29/2015	AMERICAN HONDA FOUNDATION	FHCC & SYC STEM PROGRAM	\$ 68,250
11/18/2015	10/19/2015	SOUTHERN CALIFORNIA GAS CO.	FOOD BANK	\$ 2,000
11/18/2015	10/22/2015	DOMINION RESOURCES	FOOD BANK	\$ 2,500
11/18/15	11/17/15	BANK OF THE WEST	VITA	\$ 1,500
12/9/2015(Exec)	11/24/15	USDA/ NATIONAL INSTITUTE OF FOOD AND AGRICULTURE (NIFA)	FOOD BANK : KERN NUTRITION ON WHEELS	\$ 329,500
12/9/15(Exec)	11/30/15	UNITED WAY OF KERN	FOOD BANK : COMMUNITY INVESTMENT	\$ 25,000

COMMUNITY ACTION PARTNERSHIP OF KERN  
APPLICATION STATUS REPORT  
**AWARDED - NOVEMBER 2015**

DATE OF B&F MEETING	DATE OF NOTIFICATION	FUNDING SOURCE	PROGRAM/PROPOSAL	AMOUNT REQUESTED	AMOUNT AWARDED	FUNDING PERIOD
02/18/15	06/01/15	KAISER PERMANENTE	FHCC/SYC- GROW FIT PROJECT EXPANSION	\$ 15,441	\$ 10,000	07/01/15-6/30/16
04/22/15	09/30/15	SUBWAY	FOOD BANK: BACKPACK BUDDIES (UP TO \$10,000)	\$ 10,000	TBD	07/2015-06/2016
04/22/15	04/30/15	UNITED WAY OF TULARE COUNTY (SUB - 3 YR.)	2-1-1 KERN	\$ 162,000	\$ 162,000	06/01/15-05/31/18
04/22/15	N/A	US DEPT OF JUSTICE/KC PROBATION (SUB - 3 YR)	FHCC/KERN JUSTICE ASSISTANCE GRANT (JAG)	\$ 173,769	\$ 173,769	03/01/15-02/28/18
04/22/15	N/A	CA ENDOWMENT/KCSOS	FHCC/LOCAL CONTROL & ACCT. PLAN	\$ 19,555	\$ 19,555	04/01/15-08/31/16
04/22/15	07/01/15	KINGS UNITED WAY (3 YR)	2-1-1 KERN	\$ 42,000	\$ 42,000	06/01/15-05/31/18
04/22/15	05/15/15	CA DEPT OF COMMUNITY SERVICES & DEVELOPMENT (CSD)	FHCC & SYC YOUTH EMPLOYMENT	\$ 71,817	\$ 71,817	07/01/15-03/31/15
04/29/15 (Board)	04/30/15	CA DEPT OF EDUCATION, NUTRITION SERVICES DIVISION	SUMMER FOOD SERVICE PROGRAM (SFSP)	\$ 57,153	\$ 42,417	06/01/15-07/31/15
05/20/15	09/01/15	UNITED WAY OF MERCED /MARIPOSA AND MERCED COUNTIES	2-1-1 MOUNTAIN VALLEY CALL ANSWERING SERVICE	TBD	TBD	10/01/15-09/30/16
05/20/15	03/15/15	CA DEPT. OF DEVELOPMENTAL SERVICES	2-1-1 KERN COUNTY/DEVELOPMENTAL SCREENING AND CARE	\$ 10,000	\$ 10,000	04/01/15-06/30/15
06/17/15	06/15/15	PG&E	FHCC- COMPUTER LAB UPGRADE	\$ 3,000	\$ 3,000	07/01/15 – 06/30/16
06/17/15	06/30/15	HHS SUBSTANCE ABUSE PREVENTION AND TREATMENT (SAPT) BLOCK GRANT	HIV TESTING AND PREVENTION SERVICES	\$ 128,213	\$ 128,213	07/01/15-06/30/16
06/17/15	07/23/15	USDA WIC (4 yrs)	WIC SERVICES	\$ 15,967,754	\$ 15,967,754	10/01/15-09/01/19
08/12/15	09/24/15	TARGET COMMUNITY ENGAGEMENT	SYC-COMMUNITY GARDEN FENCE	\$ 3,000	\$ 2,000	10/1/2015-9/30/2016
08/12/15	10/09/15	BANK OF AMERICA	FOOD BANK COMMUNITY RESOURCE FAIRS AND PROCUREMENT OF FRESH PRODUCE	\$ 26,000	\$ 6,000	1/1/2016-12/31/2016
09/23/15	11/13/15	THE BAKERSFIELD CALIFORNIAN FOUNDATION	FOOD BANK (SOLAR PROJECT)	\$ 100,000	\$ 100,000	1/1/2016 -12/31/2016
				<b>TOTAL</b>	<b>\$ 16,738,525</b>	

COMMUNITY ACTION PARTNERSHIP OF KERN  
APPLICATION STATUS REPORT  
**DECLINED -NOVEMBER 2015**

[illegible]

## Enrollment and Eligibility

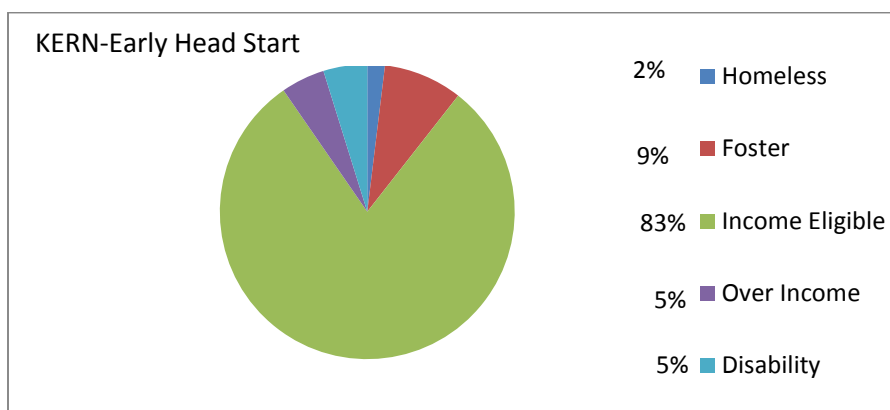
### Kern County HS/EHS

Funded Enrollment: 2539

Total Kern Enrollment: 2543

EHS Enrollment: 328

HS Enrollment: 2215



### EHS Partnership

Funded enrollment: 56

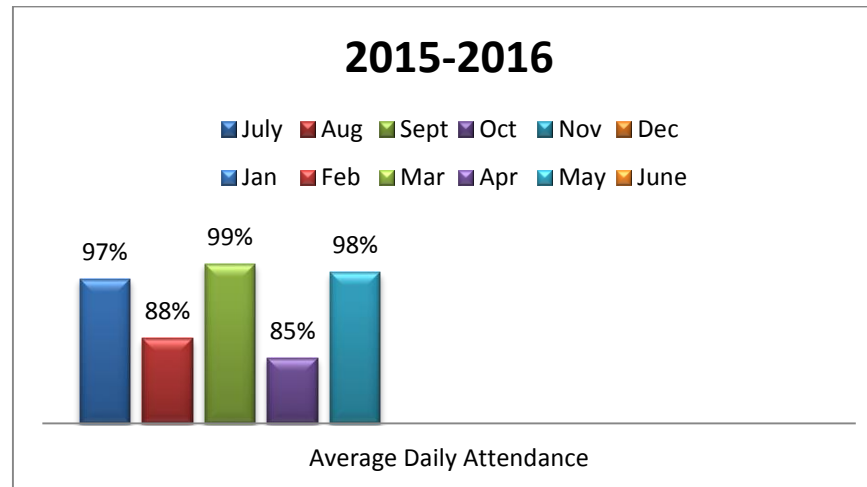
Enrollment: 40

### San Joaquin County EHS

Funded Enrollment: 364

Enrollment: 280

0%



### Highest Average Daily Attendance (ADA)

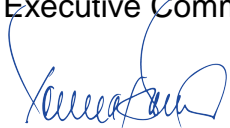
1. Fairview Head Start	100%
2. San Diego Head Start	100%
3. Voorhies	100%
4. Primeros Pasos	99.89%
5. East California	99.87%

### Lowest Average Daily Attendance (ADA)

1. Lost Hills	91.18%
2. Franklin	92.29%
3. Sunrise Villa	92.53%
4. Tehachapi	92.78
5. Lamont	94.62%

# COMMUNITY ACTION PARTNERSHIP OF KERN

## MEMORANDUM

**To:** Executive Committee  
  
**From:** Donna Holland, Fiscal Manager  
**Date:** December 9, 2015  
**Subject:** *Agenda Item 6j:* Head Start and Early Head Start Budget to Actual  
for the Period Ending November 30, 2015

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The following are highlights of the Head Start/Early Head Start Budget to Actual Report for the period March 1, 2015 through November 30, 2015.

It should be noted that the Board of Directors has approved changes to the pending refinancing of the Pete H. Parra/Campus loan. At its meeting on November 24, 2015, the Board of Directors approved the following:

- Cancel the blend and extend refinancing option previously approved by the Board at its September 30, 2015 meeting.
- Break the current interest rate swap agreement that expires on June 20, 2018.
- Pay the breakage fee, estimated to be \$300,000, from 2015/16 Head Start/Early Head Start budget savings.
- Issue an RFP for loan financing for a fixed rate, fully amortizing loan with a 10 and 15 year term.
- Authorize the Executive Committee to approve final selection of the preferred lender at its meeting on December 9, 2015.

Staff are closely monitoring and, when possible, deferring expenditures of Head Start and Early Head Start base grant funds to ensure that sufficient savings are available to cover the cost of the interest rate swap agreement breakage fee.

### **Personnel & Fringe Benefits**

Expenditures are less than expected at this point in the fiscal year; however, an additional 11 days of salaries and fringe benefits paid in March 2016 will accrue to the fiscal year ending February 29, 2016. Savings are expected in Early Head Start.

### **Equipment**

The Head Start funds in this category were budgeted for the purchase of four program vehicles and one playground/shade structure. These purchases will be deferred until staff are certain that savings are sufficient to cover the cost of the breakage fee.

### **Supplies**

With the exception of day-to-day and health and safety requirements, purchases of supplies will be deferred to the next fiscal year.

**Cost Pools**

Expenditures in Head Start are close to budget at this point in the year. Expenditures in Early Head Start are somewhat less than budgeted.

**Training & Technical Assistance**

Staff expects to fully expend these funds by fiscal year-end.

**Non-Federal Share**

Because the Executive Committee meets early in December, the Non-Federal Share and In-Kind report for November will be presented at the January Budget & Finance Committee meeting.

Staff expects to exceed the required Non-Federal Share by year-end.

**Agency-Wide Credit Card Report**

The Agency-Wide Credit Card Report for November will be presented at the January Budget & Finance Committee meeting.

**Community Action Partnership of Kern**  
**Head Start and Early Head Start**  
**Budget to Actual Report**  
 Budget Period: March 1, 2015 - February 29, 2016  
 Report Period: March 1, 2015 - November 30, 2015  
 Month 9 of 12 (75%)

Prepared 12/01/2015

	HEAD START				
BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	9,569,855	6,718,285	2,851,570	70%	30%
FRINGE BENEFITS	3,208,147	2,304,951	903,196	72%	28%
TRAVEL	0	0	0		
EQUIPMENT	190,000	0	190,000	0%	100%
SUPPLIES	1,214,513	1,125,930	88,583	93%	7%
CONTRACTUAL	97,900	54,163	43,737	55%	45%
CONSTRUCTION	0	0	0		
OTHER	3,810,864	2,853,707	957,157	75%	25%
COST POOLS	1,434,915	1,115,139	319,776	78%	22%
<b>TOTAL BASE FUNDING</b>	<b>19,526,194</b>	<b>14,172,175</b>	<b>5,354,019</b>	<b>73%</b>	<b>27%</b>

	HEAD START				
TRAINING & TECHNICAL ASSISTANCE	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
TRAVEL	59,036	41,309	17,727	70%	30%
SUPPLIES	21,544	8,078	13,466	37%	63%
CONTRACTUAL	18,655	9,184	9,471	49%	51%
OTHER	60,784	89,276	(28,492)	147%	-47%
<b>TOTAL TRAINING &amp; TECHNICAL ASSISTANCE</b>	<b>160,019</b>	<b>147,848</b>	<b>12,171</b>	<b>92%</b>	<b>8%</b>

<b>GRAND TOTAL HS/EHS FEDERAL FUNDS</b>	<b>19,686,213</b>	<b>14,320,023</b>	<b>5,366,190</b>	<b>73%</b>	<b>27%</b>
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	EARLY HEAD START				
	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
	1,753,281	1,033,045	720,236	59%	41%
	529,404	297,567	231,837	56%	44%
	0	0	0		
	0	0	0		
	164,666	225,542	(60,876)	137%	-37%
	9,100	5,830	3,270	64%	36%
	0	0	0		
	497,718	366,560	131,158	74%	26%
	339,214	211,741	127,473	62%	38%
	<b>3,293,383</b>	<b>2,140,285</b>	<b>1,153,098</b>	<b>65%</b>	<b>35%</b>

	EARLY HEAD START				
	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
	17,446	7,071	10,375	41%	59%
	12,372	1,284	11,088	10%	90%
	9,019	216	8,803	2%	98%
	43,498	11,288	32,210	26%	74%
	<b>82,335</b>	<b>19,859</b>	<b>62,476</b>	<b>24%</b>	<b>76%</b>

	<b>3,375,718</b>	<b>2,160,144</b>	<b>1,215,574</b>	<b>64%</b>	<b>36%</b>
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HEAD START and EARLY HEAD START NON-FEDERAL SHARE**					
SOURCE	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
CALIF DEPT OF ED	2,827,514	2,017,443	810,071	71%	29%
IN-KIND	2,937,969	2,089,602	848,367	71%	29%
<b>TOTAL NON-FEDERAL</b>	<b>5,765,483</b>	<b>4,107,045</b>	<b>1,658,438</b>	<b>71%</b>	<b>29%</b>

November non-federal is not included

Centralized Administrative Cost	6.5%
Program Administrative Cost	6.8%
<b>Total Administrative Cost</b>	<b>13.2%</b>

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

	CURRENT	1 TO 30	31 TO 60	61 TO 90	OVER 90
Bank of America*					
Lowe's					
Save Mart					
Smart & Final					
Chevron & Texaco Business Card					
Home Depot					
	0	0	0	0	0

CREDITS	TOTAL	STATEMENT DATE
	0	
	0	
	0	
	0	
	0	
	0	
	0	

\* Expenditure details are included in the CAPK Financial Report

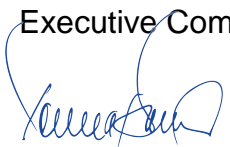
\*\* Non-Federal Share for November is not included.

Budget reflects Notice of Award #09CH9142/02, Amendment #2 (conversion of HS to EHS slots).

Actual expenditures include open purchase orders, unliquidated travel, estimated pending expenditures, estimated HS & EHS share of CACFP, General Child Care, State Preschool, and central administration (Cost Pools) costs accrued through 11/30/15.

# COMMUNITY ACTION PARTNERSHIP OF KERN

## MEMORANDUM

**To:** Executive Committee  
  
**From:** Donna Holland, Fiscal Manager  
**Date:** December 9, 2015  
**Subject:** *Agenda Item 6j:* Early Head Start – Child Care Partnerships Budget  
to Actual for the Period Ending November 30, 2015

---

CAPK is in its first year of implementing the Early Head Start – Child Care Partnerships program. The following are highlights of the Budget to Actual Report for the period March 1, 2015 through November 30, 2015.

### **Program Update**

- Bakersfield College was fully enrolled during the month of November. The funded enrollment at this location is 40 children.
- Blanton Child Development Center – the application for a facility license was submitted in November to California Department of Social Services, Community Care Licensing. Services are planned to begin in January 2016. The funded enrollment at this location is 16 children.

### **Start-Up Funds**

The start-up budget includes the costs of a vehicle, start-up classroom and office supplies, printing, licensing, and hiring costs. Actual expenditures also included the cost of out-of-county travel for the purpose of obtaining training and orientation provided by the Office of Head Start. Staff are currently in the process of procuring the vehicle. The remainder of the start-up funds will be expended primarily on classroom supplies.

### **Base Funds**

Expenditures in Personnel and Fringe Benefits are less than planned for this point in the fiscal year. Savings are expected in these categories.

The child care partners are paid for providing Early Head Start services from the Contractual category. Because services began later than initially planned, savings in this category are expected. Staff are in the process of evaluating the best use of these savings, and will submit a budget revision if required by the funding source.

### **Training & Technical Assistance Funds**

Introductory training with Bakersfield College staff took place during the month of November. Additional trainings are being planned as needed to comply with Head Start Performance Standards.

**Non-Federal Share**

Both child care partners receive non-federal funds for services to children. As children are enrolled in Early Head Start, these funds may be used to meet the non-federal share requirement. Because services are beginning later than planned, it may be necessary to request a partial waiver of non-federal share for the initial project period. Staff are working with its child care partners to determine an effective and efficient method to document the non-federal share.

**Administrative Cost**

Administrative costs for Head Start and Early Head Start programs are limited to 15% of total expenditures. The administrative cost reported through November is 12.8%, which is a decrease from the 14.6% reported through October. Higher than normal administrative costs are expected during the implementation phase of the project; however, it appears it may not be necessary to request a waiver of the administrative cost limitation for the initial project period.

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

Budget Period: March 1, 2015 - February 29, 2016  
Report Period: March 1, 2015 - November 30, 2015  
Month 9 of 12 (75%)

Prepared 12/01/2015

<b>START-UP FUNDS</b>	<b>BUDGET</b>	<b>ACTUAL</b>	<b>REMAINING</b>	<b>% SPENT</b>	<b>% REMAINING</b>
PERSONNEL	0	0	0		
FRINGE BENEFITS	0	0	0		
TRAVEL	0	4,841	(4,841)		
EQUIPMENT	30,000	0	30,000	0%	100%
SUPPLIES	91,656	29,291	62,365	32%	68%
CONTRACTUAL	0	0	0		
CONSTRUCTION	0	0	0		
OTHER	17,750	489	17,261	3%	97%
COST POOLS	0	0	0		
<b>TOTAL START-UP FUNDING</b>	<b>139,406</b>	<b>34,621</b>	<b>104,785</b>	<b>25%</b>	<b>75%</b>

<b>BASE FUNDS</b>	<b>BUDGET</b>	<b>ACTUAL</b>	<b>REMAINING</b>	<b>% SPENT</b>	<b>% REMAINING</b>
PERSONNEL	107,407	33,393	74,014	31%	69%
FRINGE BENEFITS	38,236	9,900	28,336	26%	74%
TRAVEL	0	0	0		
EQUIPMENT	0	0	0		
SUPPLIES	11,290	14,126	(2,836)	125%	-25%
CONTRACTUAL	480,451	68,837	411,614	14%	86%
CONSTRUCTION	0	0	0		
OTHER	33,660	2,201	31,459	7%	93%
COST POOLS	956	3,758	(2,802)	393%	-293%
<b>TOTAL BASE FUNDING</b>	<b>672,000</b>	<b>132,215</b>	<b>539,785</b>	<b>20%</b>	<b>80%</b>

<b>TRAINING &amp; TECHNICAL ASSISTANCE FUNDS</b>	<b>BUDGET</b>	<b>ACTUAL</b>	<b>REMAINING</b>	<b>% SPENT</b>	<b>% REMAINING</b>
TRAVEL	0	1,544	(1,544)		
SUPPLIES	3,506	0	3,506	0%	100%
CONTRACTUAL	0	0	0		
OTHER	13,294	1,158	12,137	9%	91%
<b>TOTAL TRAINING &amp; TECHNICAL ASSISTANCE</b>	<b>16,800</b>	<b>2,701</b>	<b>14,099</b>	<b>16%</b>	<b>84%</b>

<b>GRAND TOTAL FEDERAL FUNDS</b>	<b>828,206</b>	<b>169,537</b>	<b>658,669</b>	<b>20%</b>	<b>80%</b>
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<b>NON-FEDERAL SHARE</b>	<b>BUDGET</b>	<b>ACTUAL</b>	<b>REMAINING</b>	<b>% SPENT</b>	<b>% REMAINING</b>
IN-KIND	207,052	0	207,052	0%	100%
<b>TOTAL NON-FEDERAL FUNDS</b>	<b>207,052</b>	<b>0</b>	<b>207,052</b>	<b>0%</b>	<b>100%</b>

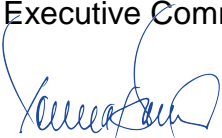
Centralized Administrative Cost	2.2%
Program Administrative Cost	10.5%
<b>Total Administrative Cost</b>	<b>12.8%</b>

Budget reflects Notice of Award #09HP0036/01.

The initial grant action for the first 18 month budget period includes 12 months of operating (base) funding, a portion of T&TA funding, and start-up funds. The remaining operating funds (\$336,000) and T&TA funds (\$84,000) will be awarded at a later date. The initial budget period is 3/1/2015 - 8/31/2016. The remaining budget periods will begin September 1 and end August 31.

# COMMUNITY ACTION PARTNERSHIP OF KERN

## MEMORANDUM

**To:** Executive Committee  
  
**From:** Donna Holland, Fiscal Manager  
**Date:** December 9, 2015  
**Subject:** *Agenda Item 6j:* Early Head Start – San Joaquin County Budget to Actual for the Period Ending November 30, 2015

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CAPK is in its first year of implementing the Early Head Start – San Joaquin County program. The following are highlights of the Budget to Actual Report for the period July 1, 2015 through November 30, 2015.

### **Program Update**

At this time, 279 children (out of the funded enrollment of 364) are receiving services.

Two facilities were licensed and began center-based services on November 2:

- California Street (Stockton) – 24 children
- Walnut (Manteca) – 20 children

Facility applications for two additional centers were submitted and licensing visits are expected in December. Services are planned to begin in January 2016.

- Tracy Toddlers (Tracy) – 8 children
- St. Mary's (Stockton) – 16 children

### **Start-Up Funds**

All remaining start-up funds have been obligated for facility repairs, maintenance, and minor health and safety improvements.

### **Base Funds**

At five months into the initial seven-month budget period, there are significant savings in the Personnel, Fringe Benefits, Contractual, and Other categories. A portion of these savings will be used to offset expenditures in other categories; staff will submit a request to Office of Head Start to carry over remaining funds into the next budget period.

### **Training & Technical Assistance Funds**

Staff expect to fully expend these funds prior to the end of the budget period.

**Non-Federal Share**

CAPK requested and received a partial waiver of non-federal share with its initial funding award. San Joaquin staff are in the process of implementing in-kind procedures in line with those used by CAPK. As centers begin services to children, parent and community volunteers will be given opportunities to provide volunteer services. Because services have begun later than planned, staff will request a waiver of the remaining non-federal share from Office of Head Start for this budget period.

**Administrative Cost**

Administrative costs for Head Start and Early Head Start programs are limited to 15% of total expenditures. Administrative cost reported through November is 23.1%, which is a decrease from the 26.6% reported through October. Higher than normal administrative costs are expected during the implementation phase of the project. Staff will request a waiver of the administrative cost limitation from Office of Head Start for this budget period.

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

Pre-Award Budget Period: April 1, 2015 - June 30, 2015<sup>2</sup>

Budget Period: July 1, 2015 - January 31, 2016<sup>1</sup>

Report Period: July 1, 2015 - November 30, 2015

Month 5 of 7 (71%)

Prepared 12/01/2015

	BUDGET	ACTUAL (4/1/15- 6/30/15) <sup>2</sup>	ACTUAL (7/1/15 and after)	REMAINING	% SPENT	% REMAINING
<b>START-UP FUNDS</b>						
PERSONNEL	32,460	17,255	23,306	(8,102)	125%	-25%
FRINGE BENEFITS	9,740	4,604	5,059	78	99%	1%
TRAVEL	14,400	13,752	30,083	(29,435)	304%	-204%
EQUIPMENT	0	0	0	0		
SUPPLIES	145,100	2,925	111,737	30,438	79%	21%
CONTRACTUAL	0	0	0	0		
CONSTRUCTION	0	0	0	0		
OTHER	285,300	10,038	62,172	213,089	25%	75%
COST POOLS	0	1,464	0	(1,464)		
<b>TOTAL</b>	<b>487,000</b>	<b>50,038</b>	<b>232,357</b>	<b>204,605</b>	<b>58%</b>	<b>42%</b>

**BASE FUNDS**

PERSONNEL	1,589,705	759,781	829,924	48%	52%
FRINGE BENEFITS	509,459	175,565	333,894	34%	66%
TRAVEL	8,645	11,241	(2,596)	130%	-30%
EQUIPMENT	0	0	0		
SUPPLIES	149,393	177,434	(28,041)	119%	-19%
CONTRACTUAL	26,542	1,423	25,118	5%	95%
CONSTRUCTION	0	0	0		
OTHER	514,397	139,774	374,622	27%	73%
COST POOLS	64,860	84,419	(19,559)	130%	-30%
<b>TOTAL</b>	<b>2,863,000</b>	<b>1,349,638</b>	<b>1,513,362</b>	<b>47%</b>	<b>53%</b>

**TRAINING & TECHNICAL ASSISTANCE FUNDS**

TRAVEL	10,489	2,404	8,085	23%	77%
SUPPLIES	9,158	0	9,158	0%	100%
CONTRACTUAL	9,507	0	9,507	0%	100%
OTHER	18,619	11,948	6,671	64%	36%
<b>TOTAL</b>	<b>47,773</b>	<b>14,352</b>	<b>33,421</b>	<b>30%</b>	<b>70%</b>

<b>GRAND TOTAL EHS FEDERAL FUNDS</b>	<b>3,397,773</b>	<b>50,038</b>	<b>1,596,347</b>	<b>1,751,388</b>	<b>48%</b>	<b>52%</b>
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	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
<b>NON-FEDERAL SHARE</b>					
IN-KIND	727,693	0	727,693	0%	100%
<b>TOTAL NON-FEDERAL FUNDS</b>	<b>727,693</b>	<b>0</b>	<b>727,693</b>	<b>0%</b>	<b>100%</b>

Centralized Administrative Cost	5.2%
Program Administrative Cost	17.9%
<b>Total Administrative Cost</b>	<b>23.1%</b>

Budget reflects Notice of Award #09CH010071-01-00.

<sup>1</sup> Initial budget period is 7/1/2015 - 1/31/2016 (prorated to 7 months). Subsequent budget period will be 2/1/2016 - 1/31/2017.

<sup>2</sup> Pre-award costs (within start-up funds) obligated between 04/01/2015 - 06/30/2015 are not to exceed \$75,000.

Actual expenditures include open purchase orders, unliquidated travel, and estimated pending expenditures accrued through 11/30/15.

**COMMUNITY ACTION PARTNERSHIP OF KERN  
DISCRETIONARY AND FUND RAISING FUNDS  
FOR THE MONTH ENDED NOVEMBER 30, 2015**

	03/01/15- 10/31/15	11/01/15- 11/30/15	TOTAL
<b>BEGINNING BALANCE (NOTE 1)</b>	336,710.16		336,710.16
<b>CASH RECEIPTS</b>			
2015 Awards Banquet Donations	103,960.00		103,960.00
Class Action Lawsuit Settlement - Dell	14,514.95		14,514.95
Donations	3,391.44		3,391.44
Interest Income/Union Administrative Fee	685.88	1.74	687.62
<b>TOTAL CASH RECEIPTS</b>	122,552.27	1.74	122,554.01
<b>CASH DISBURSEMENTS</b>			
Line of Credit Interest Expense	1,223.96	328.50 b	1,552.46
Line of Credit Unused Commitment Fee	1,790.28		1,790.28
2015 Awards Banquet Expenses	25,576.36		25,576.36
Prior Period Licensing Fees - Head Start	17,140.00		17,140.00
Prior Period Freight Charge - Head Start	2,447.71		2,447.71
Licensing Penalties - Head Start	600.00		600.00
Property Taxes - Campus	0.00	980.90 c	980.90
Fundraising Costs	645.28		645.28
Miscellaneous Expenses	254.41	315.37	569.78
Centralized Cost Pool Allocations	2,383.55	304.29	2,687.84
<b>TOTAL CASH DISBURSEMENTS</b>	52,061.55	1,929.06	53,990.61
<b>CASH PROVIDED (USED)</b>	70,490.72	(1,927.32)	68,563.40
<b>ENDING BALANCE</b>	407,200.88		405,273.56
		Discretionary Cash	234,340.48
		Fund Raising Cash	169,772.48
			404,112.96
		Add: Prepaid	1,136.00
		Add: A/R	24.60
			405,273.56

**NOTES**

1. For the year ended 2/28/15, the net increase to the Discretionary/Fund Raising Funds was \$26,214.
- a. As of 10/31/15, net 2015 awards banquet gain is \$73,452.20 (@ FYE 2/28/15 = (4,931.44) + 78,383.64 for FY 2015/16).
- b. Interest expense on operating line of credit advance for \$1 million for 1 day.
- c. 2015/16 property tax first installment on 2 vacant parcels at the campus location.

Date Prepared: 12/2/15

COMMUNITY ACTION PARTNERSHIP of KERN  
BOARD OF DIRECTORS  
AUDIT & PENSION COMMITTEE MEETING  
5005 Business Park North  
December 14, 2015  
12:00 p.m.

1. **Call to Order**

Craig Henderson called the meeting to order at 12:00pm at the Community Action Partnership of Kern Administrative Building, 5005 Business Park North, Bakersfield, CA

2. **Roll Call**

Roll Call was taken with a quorum present:

<u>Present</u>	<u>Absent</u>
Craig Henderson	Mike Maggard
Yolanda Ochoa	
Warren Peterson	
Ana Vigil	

Others present: Jeremy Tobias, Executive Director; Christine Anami, Director of Finance; Carmen Segovia, Director of Health and Nutrition Services; Romala Ramkissoon, Director of Community Services; Ralph Martinez, Director of Community Development; other CAPK staff.

3. **Approval of Agenda**

Motion was made and seconded to approve the Audit Committee meeting agenda of December 14, 2015. Carried by unanimous vote. (Ochoa/Peterson)

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

No one addressed the Committee.

5. **New Business**

a. Presentation of the Independent Audit Reports for year ending February 28, 2015 – Christine Anami, Director of Finance – ***Info Item***

Christine Anami introduced Andrew Paulden, Partner with Brown Armstrong and Brooke Baird, CPA. Chris stated this is Brown Armstrong's final year under the current contract.

Andy Paulden stated it has been a great pleasure working with CAPK. He stated three audits were conducted which is the normal audit, the special purpose audit and the

pension plan for 2-28-15 and there are a lot of reports which correspond with the three audits.

Brooke Baird stated the entrance meeting took place on April 28<sup>th</sup>, 2015 which began with planning procedures and they tried to keep dates consistent with the prior year. They create a timeline in coordination with staff, understand and evaluate internal controls through inquiry and observation, conduct interim testing and compliance audits, complete the final field work and then present the report. She stated that Andy will be presenting the audit reports to the Board of Directors at the February, 2016 meeting.

Andy stated in the independent auditors report, they are pleased to report a clean opinion and the statements are in compliance. He stated they are required to follow the government auditing standards when it comes to government agencies, which requires looking at internal controls and laws, and he is pleased to report they did not identify any deficiencies and this is a clean report. For the report on compliance for each major program and on internal control over compliance required by OMB Circular A-133, there were no internal control deficiencies nor were there instances with non-compliance. The report for First 5 programs and on internal control over compliance with the program specific audit option under OMB circular A-133, they are obligated to report any deficiencies and there were no such weaknesses or compliance issues.

He stated the outline to the special purpose audit for June 30<sup>th</sup>, 2015 for state compliance issues and he is to render an opinion and they have issued a clean opinion and is in accordance with GAP. The defined contribution pension plan is the smaller of the audits that are conducted and he is pleased to inform the committee they have issued a clean opinion. Andy congratulated CAPK on a clean audit.

b. Pension Report by Mutual of America – Christine Anami, Director of Finance – **Info Item**

Shannon Moriarty presented the Pension report to the committee and stated Mutual of America provides the following to the agency and employees; plan support services, fiduciary support, plan administrator's checklist for 401(k), and investment services. Plan support services provides on-site employee education, 24/7 website access, and plan administration support. Fiduciary support ensures that CAPK is in compliance with the Employee Retirement Income Security Act of 1974 (ERISA), helps employers satisfy fiduciary obligations, protection for plan fiduciaries of ERISA defined contribution plans, and ERISA Section 404(c) protection. The plan administrator's checklist demonstrates the ERISA and fiduciary duties, investment responsibility, protection for plan fiduciaries, regulatory compliance, participant communication and education, and an annual return/report and plan audit.

c. Update on RFP Audit Procurement Process – Emilio Wagner, Director of Operations – **Info Item**

Christine Anami presented on behalf of Emilio Wagner and stated twelve responses to the RFP for Audit services were received and current auditor Brown Armstrong did submit a proposal. An evaluation team, which consisted of Board members, Ana Vigil and Mike Maggard along with staff members Carmen Segovia and Donna Holland who

reviewed the proposals and the results are being compiled and summarized. The plan is to take the recommendation for award to the January 14<sup>th</sup> Audit Committee meeting to select an auditor.

Craig Henderson asked out of the twelve RFP's that were received, how many were local and Jeremy Tobias stated about 3-4 were local.

- d. September 22, 2015: Annual Administrative Review from California Department of Education for the Summer Food Program – Carmen Segovia, Director of Health and Nutrition Services – **Info Item**

Carmen Segovia stated this is the review for the Summer Food program and the visit was unannounced. Overall there were no findings and all review areas are in compliance and no response is required.

Craig Henderson asked if breakfast and lunch is served in the program and Carmen stated that only lunch is provided.

Craig asked how many meals were served and Carmen stated 7,764 meals were served in June and 8,100 meals were served in July.

Craig asked if there is enough food for the children to have seconds and Carmen stated that there is.

- e. August 18, 2015: Response and Corrective Action to the Department of Community Services and Development for 2013 Community Services Block Grant (CSBG) and 2013 Low-Income Home Energy Assistance Program – Romala Ramkissoon, Director of Family, Youth and Community Services – **Info Item**

Romala Ramkissoon stated the Department of Community Services and Development (CSD) conducted a review of the 2013 Community Services Block Grant (CSBG) and the 2013 Low-Income Home Energy Assistance Program (LIHEAP). CSD did not identify any findings but did have some recommendations which may be followed up at future visits. The recommendations were in regards to the cost of microwaves on the inventory list, which did not match the cost keyed into the Expenditure Activity Reporting System (EARS); the reconciliation of the weatherization inspector's timesheets; and training & technical assistance (T&TA) ensuring costs were charged properly in the grant. She stated CSD has reviewed the programs responses and determined that the responses were adequate and they address the recommendations. CSD considers the report to be closed and filed accordingly.

- f. September 21, 2015: Close-Out Report from the Department of Community Services and Development for 2014 Low-Income Home Energy Assistance Program (LIHEAP) (Contract No. 14B-5012) – Romala Ramkissoon, Director of Family, Youth and Community Services – **Info Item**

Romala Ramkissoon stated this letter is to inform LIHEAP that the report is closed and the contract has met all its expenditure goals.

Craig Henderson asked how many times LIHEAP will pay a client's utility bill and Romala stated the program pays one time every twelve months.

- g. October 14, 2015: Close-Out Report from the Department of Community Services and Development for 2014 DOE Weatherization Assistance Program (Contract No. 14C-1812) – Romala Ramkissoon, Director of Family, Youth and Community Services – ***Info Item***

Romala Ramkissoon stated the Department of Community Services and Development (CSD) conducted a review of the 2014 DOE WAP contract. The contract goals were met and production expenditures were completely expended. There were no issues or findings and is considered closed.

6. **Committee Member Comments**

Warren Peterson thanked the staff for the great job that they do.

Craig Henderson stated that the staff should be congratulated when a review has no findings.

7. **Next Scheduled Meeting**

Audit Committee Meeting  
Thursday, January 14, 2016  
12:00 p.m.  
5005 Business Park North  
Bakersfield, California 93309

8. **Adjournment**

The meeting was adjourned at 1:32pm.

**From:** [Carmen Segovia](#)  
**To:** [Amanda Norman](#)  
**Subject:** FW: Summer Food Service Program Administrative Review  
**Date:** Wednesday, September 23, 2015 10:18:02 AM

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For your records.

**Carmen Segovia**

Director of Health & Nutrition

**Community Action Partnership of Kern**

5005 Business Park North

Bakersfield, CA 93309

Office – (661) 336-5236 ext. 1107

[csegovia@capk.org](mailto:csegovia@capk.org)

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**From:** Kimberly Bray [mailto:KBray@cde.ca.gov]  
**Sent:** Tuesday, September 22, 2015 12:15 PM  
**To:** Carmen Segovia <csegovi@capk.org>; Diana Morrison <dmorris@capk.org>  
**Subject:** Administrative Review

04096-SFSP-15  
Community Action Partnership Of Kern  
5005 Business Park North  
Bakersfield, CA 93309  
Vendor #: Y32000

Dear Ms. Segovia and Ms. Morrison:

This letter is in reference to the administrative review performed on your Summer Food Service Program for the month of **July 2015**.

The review indicates **all review areas are in compliance and no response required**. Since no further action is required, the California Department of Education has closed this review.

If you have any questions regarding this letter, please contact me by phone at 916-327-5404 or by e-mail at [kbray@cde.ca.gov](mailto:kbray@cde.ca.gov).

The USDA is an equal opportunity provider and employer

Sincerely,

Kimberly Bray, Analyst  
Program Integrity Unit  
Nutrition Services Division  
California Department of Education



LINNÉ K. STOUT  
DIRECTOR

State of California-Health and Human Services Agency  
**DEPARTMENT OF COMMUNITY SERVICES AND DEVELOPMENT**  
2389 Gateway Oaks Drive, Suite 100, Sacramento, CA 95833  
Telephone: (916) 576-7109 | Fax: (916) 263-1406  
[www.csd.ca.gov](http://www.csd.ca.gov)



EDMUND G. BROWN JR.  
GOVERNOR

*Chris A.  
Romala R.  
Audit Committee*

August 18, 2015

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

Dear Mr. Tobias:

The Department of Community Services and Development (CSD) completed a limited scope review of your agency in February 2015. CSD transmitted a draft audit report to Community Action Partnership of Kern (CAPK) in a letter dated July 21, 2015. The audit transmittal requested CAPK's written response and corrective action to the recommendations. CAPK submitted its response dated August 10, 2015.

(CSD) has reviewed your response to the recommendations identified in draft audit report and has determined that CAPK's response adequately addresses the audit recommendations and provides reasonable assurances that corrective actions have been taken.

This report and recommendations are considered closed and filed accordingly. However, the Audit Services Unit recommends the Energy Services Field Operations conduct a follow-up review of all recommendations identified in this report on the next scheduled onsite monitoring visit.

We appreciate the assistance and cooperation of CAPK. If you have any questions regarding this report, please contact Jodi Basham at (916) 576-7123 or [Jodi.Basham@csd.ca.gov](mailto:Jodi.Basham@csd.ca.gov).

Sincerely,

MICHAEL FONTAINE  
Audit Manager  
Audit Services Unit

Enclosure

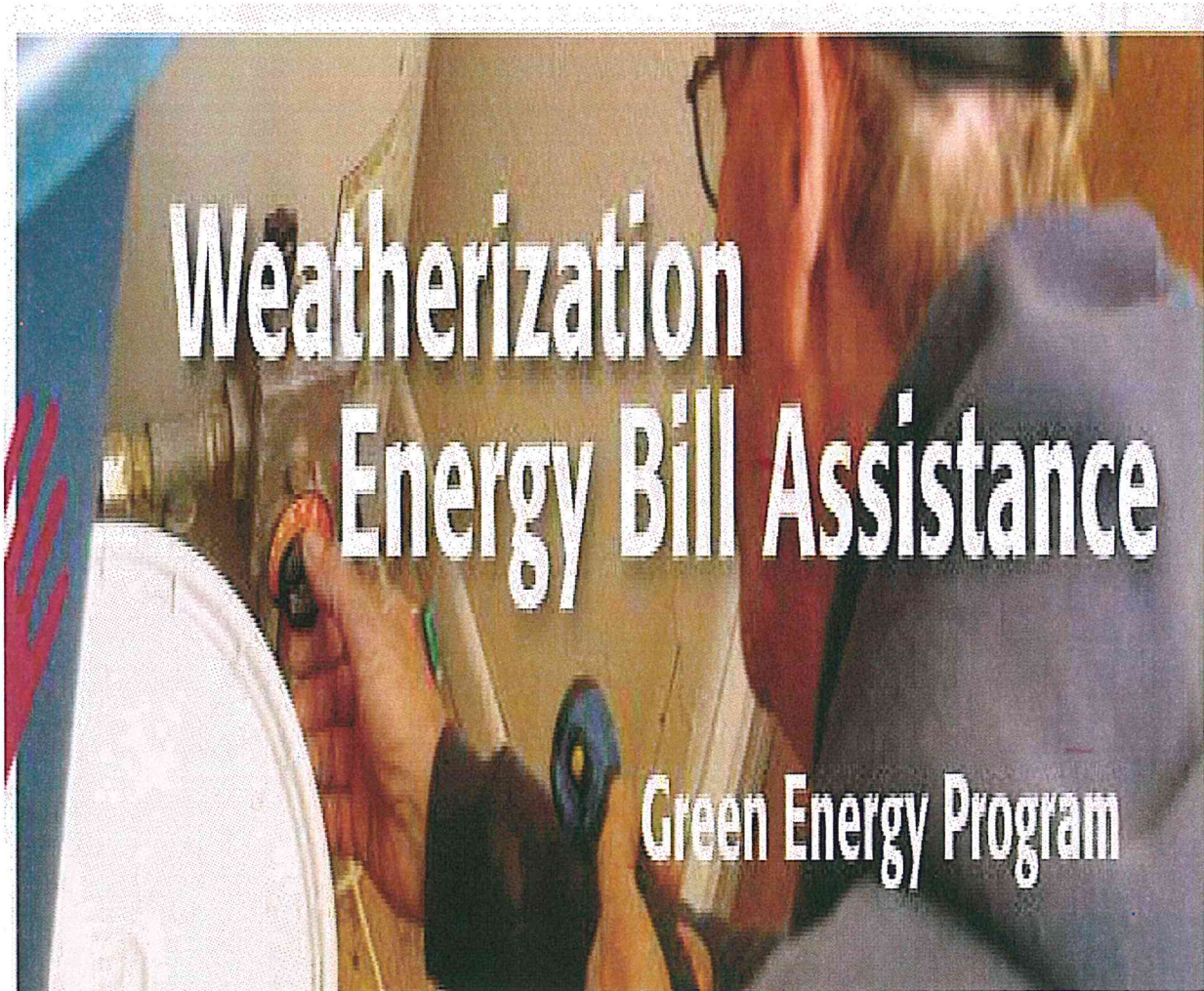
c: James S. Camp, Board Chair



# LIMITED SCOPE REVIEW – FINAL REPORT

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COMMUNITY ACTION PARTNERSHIP OF KERN



Prepared By:  
Department of Community Services and Development

July 2015

## **MEMBERS OF THE TEAM**

Supervisor  
Michael Fontaine

Staff  
Jeffry Takili  
Jodi Basham

You can contact our office at:

Department of Community Services and Development  
2389 Gateway Oaks Drive, Suite 100  
Sacramento, CA 95833-4246  
(916) 576-7109

# BACKGROUND, OBJECTIVES, SCOPE, METHODOLOGY AND RESULTS

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## BACKGROUND

Community Action Partnership of Kern (CAPK) is the designated Community Action Agency of Kern County. The purpose of CAPK is to mobilize and utilize public and private resources of the urban and rural communities in the County of Kern to combat poverty through community action programs.

## OBJECTIVES

The review objectives were to determine whether the agency's grant expenditures claimed were in compliance with applicable laws, regulations, and grant requirements; and to determine whether the grant deliverables were completed as required. We did not assess the efficiency or effectiveness of program operations.

## SCOPE

We reviewed the 2013 Community Services Block Grant (CSBG) and Low-Income Home Energy Assistance Program (LIHEAP).

<u>Grant Agreements</u>	<u>Review Period</u>	<u>Awarded</u>
13B-5012	01/01/12 - 06/30/13	\$ 2,604,057
13F-3015	01/01/13 - 12/31/13	\$ 1,366,988

CAPK's management and board of directors are responsible for ensuring accurate financial reporting and compliance with applicable laws, regulations, and grant requirements.

## METHODOLOGY

This review was conducted at CAPK from February 9, 2015 through February 13, 2015. We examined transactions on a sample basis to determine whether CAPK was in compliance with the objectives identified above. Our review of CAPK's internal control structure was limited to gaining an understanding of the transaction flow and the policies and procedures necessary to develop appropriate auditing procedures.

## **I. Grant Expenditures**

We reviewed CAPK operations and conducted tests to determine compliance with applicable laws, regulations, and grant requirements. The following procedures were performed:

- Conducted interviews with key personnel to obtain an understanding of the grant-related internal controls.
- Observed, documented, and performed a walkthrough on the Agency's accounting system including vendor contracts and invoices.
- Reviewed grant files, grant agreements, and applicable policies and procedures.
- Tested a sampling of operating expenses, including, but not limited to, direct program activities, facilities, and program administrative expenditures to ensure transactions were supported, reasonable, and properly recorded.
- Tested a sampling of personnel files, time sheets, payroll ledgers and other supporting documents were reviewed to determine if there were any overpayments or errors in the payroll or the payroll deductions.

## **RESULTS**

Our review did not disclose any findings, however, enclosed are a few recommendations that may be followed up with in a future visit. In addition, our review identified other matters involving administrative policies and procedures and program operations. Our comments, some of which were discussed with members of CAPK management during the exit conference, are intended to improve internal controls or result in other operating efficiencies and are presented in the Management Discussion section of this report.

# RECOMMENDATIONS

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## Microwaves

A review of 27 client files with microwave installations resulted in 17 files not having a clear justification for replacement. Of the 17, most client files had pictures of existing microwaves; however, there was no indication or noticeable defect noted in the work order. Four client files had “no” circled next to Microwave on the Building Check and Job Order Sheet noting that the assessor deemed a microwave was not needed; however, a microwave was subsequently installed by the crew. Dan Ripoli, Weatherization Coordinator, explained that the crew may install a microwave if dwelling conditions changed since the assessment was performed.

### **1. Action Required:**

- a. The Weatherization Coordinator should review the replacement policy and discuss with crew members to ensure they are knowledgeable of the criteria for replacement. There are only two criteria for installation of microwaves – Under CSD’s Weatherization Installation Standards (WIS) Section 38, No. 6, *“Contractor may provide one (1) microwave oven per household, regardless of cooking fuel type, under the following conditions: a. No microwave oven is present, or b. the existing microwave oven is not working.”*
- b. Weatherization crew members should clearly document justification for microwave replacement in the client file.

## Inventory

The cost of the microwaves on the inventory list does not match the cost keyed into ServTraq or charged in Expenditure Activity Reporting System (EARS) for the selected review period. The inventory list provided by Michael Gage, Operations Manager, dated 10/1/13 lists microwaves at \$90 each. The subcontractor invoice lists microwaves at \$98 (\$105.35 w/tax). The \$105.35 is consistent with ServTraq documentation verifying that the Quality Assurance (QA) staff had the correct inventory costs when they billed CSD. Since the billing in EARS matches the ServTraq data and the vendor invoices, CSD finds no exceptions.

2. **Action Required:** The agency should ensure that there is an accurate audit trail for their inventory. The agency uses the perpetual inventory method for tracking materials. The inventory list is maintained on an Excel spreadsheet which gets updated as new items get delivered and old items get depleted. The Operations Manager emails the list to the QA staff on a monthly basis. This list is a fluid document so the only paper trail for historical inventory resides in email documentation. It was explained to CSD that there was a transition to a new

server/computer system that may have caused an issue with missing electronic documentation.

### **Inspector's Timesheet Reconciliation**

The weatherization inspector's timesheet doesn't always reconcile to the "In" and "Out" times stated on the post weatherization inspection forms. Out of the 46 post weatherization inspection forms reviewed, two had inspections that ended at 5:00pm, but the inspector's timesheet indicated their day ended at 4:30pm. There were 11 instances where inspection times overlapped each other or overlapped the lunch hour indicated on the timesheet. In addition, one client file had a post inspection date of 8/29/13, but was billed to CSD under the September 2013 report period.

3. **Action Required:** Reconcile the weatherization inspector's timesheet to the post weatherization inspection forms so that inspection hours are accurately captured before the timesheet is submitted to management for review.

### **Training & Technical Assistance (T&TA)**

There were three staff members who attended a LIHEAP Service Provider (LSP) meeting and an ACCES meeting in September 2013. Two of the staff member's travel costs were charged to the T&TA line item under weatherization, the third, to T&TA under ECIP/HEAP. The CSD LIHEAP contract states *"Weatherization Training and Its Related Costs... exclude incurred costs associated with participation and attendance at policy advisory committee meetings and workgroups."*

4. **Action Required:** While these expenses are inconsistent with the current contract language, no action is required at this time. After discussion with Energy Program Management, CSD believes these types of expenses should be allowed and will modify the contract language to broaden the use of the T&TA funds in the future.

# MANAGEMENT DISCUSSION

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The following observations are based on our review of documentation, other information made available to us, and interviews with staff directly responsible for administering grant funds. No response is necessary.

1. Labor Charges – During the review of CAPK Energy Department billing process the following observation was noted.
  - a. The Energy Department staff calculates total labor hours by using the “Start/Stop Time” in the client file and multiplying that by the number of crew members who worked on the dwelling. The billing staff distribute those hours among the number of measures installed in the home. A sampling of labor hours by measure was tested and while taking into consideration a few outliers, the hours charged appeared to be reasonable however, this billing method allows for the opportunity to charge more labor to one measure to avoid going over the maximum cap on another.
2. Subcontractor – Auditor reviewed Oasis Air Conditioning Inc. invoices for services performed during the September 2013 LIHEAP report period. Two exceptions were noted:
  - a. All invoices were paid 25 to 54 days late. Christine Anami, CAPK Finance Director, indicated the aged payables were past due because of the timing when working capital advances were received and they had cash flow issues at the time. A review of the current aged payables indicates the agency is caught up on all payables for LIHEAP and Department of Energy (DOE) Weatherization Assistance Program contracts.
3. Post Weatherization Inspection (PWI) – The charge of \$2,177.75 to Post Weatherization Inspections was reviewed and one exception was noted.
  - a. The PWI costs in ServTraq do not reconcile to Expenditure Activity Reporting System (EARS). Upon discussion with Energy staff and the Finance Director, the variance between ServTraq and EARS is due to the Energy Department’s QA staff and CAPK Finance Director using different criteria for calculating labor costs in ServTraq and EARS respectively.

The QA staff calculates PWI labor costs based on the number of hours spent on inspections (from the Post Weatherization Inspection form) multiplied by the inspector’s hourly rate (provided by Finance). This figure gets entered into ServTraq by the QA staff. Upon month end, the QA staff input the direct program activity costs into EARS except for the PWI labor costs which get input by CAPK Finance staff.

The Finance staff calculates PWI labor hours based on the inspectors timesheet. Employees get paid biweekly which means that some paychecks cover days in two different months. In addition, timesheets in 2013 did not capture any downtime during the day (over and above sick leave, vacation/holiday, and T&TA) therefore all the inspector's time got keyed as production and input into EARS.

In 2014, the timesheets were revised to include a separate column for weatherization crew to record daily downtime.

**Recommendation:** ServTraq and EARS should reconcile, therefore QA staff should input the PWI labor costs (production) into EARS and the Finance Department should input Downtime (Wages – Field Staff) and Training & Technical Assistance. CAPK should reconcile these figures on a monthly basis and submit any adjustments in EARS, as needed.

4. Payroll – We selected five employees from CAPK's vacation cash out reimbursement report. We reviewed the sample employees' vacation/sick reports and earning statements to ensure they are accurately reporting employees' cash out vacation hours. Next, we reviewed a sample of employees' pay rate to ensure the employee is paid according to their pay rate. We then traced the amount of cash out vacation hours to the earnings statement. Further, we reviewed CAPK's board meeting minutes. CAPK's Board has approved the vacation cash out program in the board of directors meeting on November 26, 2013. CAPK issued a memorandum to all of its employees about the program dated November 27, 2013. Two exceptions were noted:
  - a. In one instance the vacation cash out form was not signed and dated by the payroll staff.
  - b. CAPK lacked a written policy and procedures for the vacation cash out program.

**Recommendation:** CAPK should develop and implement written policy and procedures for the vacation cash out program.

5. Bank Reconciliation – We reviewed two bank accounts, operating and DOE American Recovery Reinvestment Act. We randomly selected various months from fiscal year 2013-2014 for testing. We verified that the bank reconciliations accurately reflect the general ledger, bank statements and any supporting documentation. We verified the timeliness of completing bank reconciliations. We reviewed the bank reconciliation procedures involving cash receipts and disbursements. We compared canceled checks with checks paid from the bank statements to the reconciliation detail reports of the General Ledger. We requested CAPK to generate a stated date check report for any outstanding

checks over six months. The report showed three outstanding checks over six months. Our review on the three outstanding checks revealed that CAPK placed stop payments on these checks with the bank. In addition, CAPK performed follow up procedures by contacting payees. One exception was noted:

- a. CAPK lacked a written policy and procedures for monitoring stale dated checks.

**Recommendation:** CAPK should develop and implement written policy and procedures for outstanding checks over six months.

## CONCLUSION

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Based upon the procedures performed, CSD has determined that, except for the management discussion items identified during the exit conference and the recommendations in the report, CAPK was in compliance with applicable laws, regulations, and grant requirements. Other best practices were provided to CAPK during the exit conference.

# EVALUATION OF RESPONSE

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As part of the audit report process, CAPK has been provided with a draft report and was requested to provide a response to each recommendation. CAPK's email response dated August 10, 2015, is provided as Appendix A.

## **Summary of Agency Response:**

### **Action item 1 - Microwaves**

The Weatherization Coordinator will review the microwave installation policy with crew during their safety meeting on August 11, 2015. The crew supervisor will review the work order to ensure the justification for replacement has been documented.

### **Action Item 2 – Inventory**

The Fiscal Technician will update the Monthly Inventory Worksheet and submit to the Operations Supervisor and QA Coordinator. The Operations Supervisor will update the Inventory Worksheet and the QA Coordinator will update the Materials Usage Report. The Fiscal Specialist will review the Monthly Inventory Worksheet, Inventory Worksheet, and the Material Usage Report on a monthly basis to ensure all new prices have been updated.

### **Action Item 3 – Inspector's Timesheet Reconciliation**

The Weatherization Coordinator will reconcile the Inspector's timesheet to the post weatherization inspection forms so the inspector's hours are accurately captured before the timesheet is submitted to management for review.

## **CSD Evaluation of Response:**

CSD's Audit Services Unit evaluated CAPK's response. CAPK's response addressed the audit recommendations and provides reasonable assurance that corrective actions have been taken.

CSD considered this audit report closed and file accordingly.

## APPENDIX A

### COMMUNITY ACTION PARTNERSHIP OF KERN

#### RESPONSE DATED AUGUST 10, 2015 TO AUDIT RECOMMENDATIONS



## Community Action Partnership of Kern

*Helping People. Changing Lives.*

### BOARD OF DIRECTORS

**James S. Camp, Chair**  
S.A. Camp Companies

**John Ritchie, Vice Chair**  
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**Garth Corrigan, Treasurer**  
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Representative

**Zulema Ela**  
South Kern County  
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Law Offices of Floyd and  
Horrigan

**Craig Henderson**  
The Henderson Group

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City of Bakersfield Mayor's  
Office Representative

**Yolanda Ochoa**  
East Kern County  
Representative

**Leticia Perez**  
Kern County Board of  
Supervisors Representative

**Warren Peterson**  
Warren Peterson Construction

**Charlie Rodriguez**  
Greater Bakersfield  
Representative

**Jim Wheeler**  
North Kern County  
Representative

**EXECUTIVE DIRECTOR**  
Jeremy T. Tobias

August 10, 2015

Michael Fontaine, Audit Manager  
Department of Community Services and Development  
2389 Gateway oaks Drive, Suite 100  
Sacramento, CA 95833

RE: Limited Scope Review of CAPK

Dear Ms. Fontaine:

Below is our response to the recommendation section, which include corrective actions.

### Microwaves:

A review of 27 client files with microwave installations resulted in 17 files not having a clear justification for replacement. Of the 17, most client file shared pictures of existing microwaves; however, there was no indication or noticeable defect noted in the work order. Four client files had "no" circled next to Microwave on the Building Check and Job Order Sheet noting that the assessor deemed a microwave was not needed; however, a microwave was subsequently installed by the crew. Dan Ripoli, Weatherization Coordinator, explained that the crew may install a microwave if dwelling conditions changed since the assessment was performed.

### 1. Action Required:

- a. The Weatherization Coordinator should review the replacement policy and discuss with crew members to ensure they are knowledgeable of the criteria for replacement. There are only two criteria for installation of microwaves – Under CSD's Weatherization Installation (WIS) Section 38, No. 6, "Contractor may provide one (1) microwave oven per household, regardless of cooking fuel type, under the following conditions: a. No microwave oven is present, or b. the existing microwave oven is not working.
- b. Weatherization crew members should clearly document justification for microwave replacement in the client file.

### Response:

- a. The Weatherization Coordinator is very familiar with the replacement policy in the WIS manual and will be reviewed with staff again during their safety meeting on Tuesday, August 11 to ensure they are knowledgeable of the criteria for replacement.
- b. After the dwelling is completed, the Crew Supervisor will review the work order to ensure the justification for replacing the microwave has been documented.

### **Inventory:**

The cost of the microwaves on the inventory list does not match the cost keyed into ServTraq or charged in Expenditure Activity Reporting System (EARS) for the selected review period. The inventory list provided by Michael Gage, Operations Supervisor, dated 10/1/13 lists microwaves at \$90 each. The subcontractor invoice lists microwaves at \$98 (\$105.35w/tax). The \$105.35 is consistent with ServTraq documentation verifying that the Quality Assurance (QA) staff had the correct inventory costs when they billed CSD. Since the billing in EARS matches the ServTraq data and the vendor invoices, CSD finds no exceptions.

### **2. Action Required:**

- a. The agency should ensure that there is an accurate audit trail for their inventory. The agency uses the perpetual inventory method for tracking materials. The inventory list is maintained on an Excel spreadsheet which gets updated as new items get delivered and old items get depleted. The Operations Supervisor emails the list to the QA staff on a monthly basis. This list is a fluid document so the only paper trail for historical inventory resides in email documentation. It was explained to CSD that there was a transition to a new server/computer system that may have cause an issue with missing electronic documentation.

### **Response:**

- a. The Fiscal Technician is responsible for ordering the weatherization material from the vendors. When the price of an item has changed, the Fiscal Technician will update the Monthly Inventory Worksheet and submit the new price(s) to the Operations Supervisor and the Quality Assurance Coordinator. The Operations Supervisor will update the Inventory Worksheet and the Quality Assurance Coordinator will update the Material Usage Report. At the end of each month, the Fiscal Specialist will review the Monthly Inventory Worksheet, the Inventory Worksheet, and the Material Usage Report to ensure all of the new prices have been updated.

### **Inspector's Timesheet Reconciliation:**

The Weatherization Inspector's timesheet doesn't always reconcile to the "In" and "Out" times stated on the post weatherization inspection forms. Out of the 46 post weatherization inspection forms reviewed, two had inspections that ended at 5:00 p.m., but the inspector's timesheet indicated their day ended at 4:30 p.m. There were 11 instances where inspection times overlapped each other or overlapped the lunch hour indicated on the timesheet. In addition, one client file had a post inspection date of 8/29/13, but was billed to CSD under the September 2013 report period.

### **3. Action Required:**

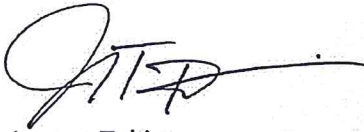
- a. Reconcile the weatherization inspector's timesheet to the post weatherization inspection forms so that inspection hours are accurately captured before the timesheet is submitted to management for review.

**Response:**

- a. The Weatherization Coordinator will reconcile the Inspector's timesheet to the post weatherization inspection form so that inspections hours are accurately captured before the timesheet is submitted to management for review.

If you have any questions, please do not hesitate to contact Romala Ramkissoon via email at [rramkiss@capk.org](mailto:rramkiss@capk.org) or by phone at (661) 396-8936.

Sincerely,



Jeremy Tobias,  
Executive Director

Cc: James S. Camp, Board Chair  
Chris Anami, Director of Finance  
Romala Ramkissoon, Director of Family, Youth & Community Services  
Loretta Andrews, Assistant Energy Program Manager



LINNÉ K. STOUT  
DIRECTOR

State of California-Health and Human Services Agency  
**DEPARTMENT OF COMMUNITY SERVICES AND DEVELOPMENT**  
2389 Gateway Oaks Drive, Suite 100, Sacramento, CA 95833  
Telephone: (916) 576-7109 | Fax: (916) 263-1406  
[www.csd.ca.gov](http://www.csd.ca.gov)

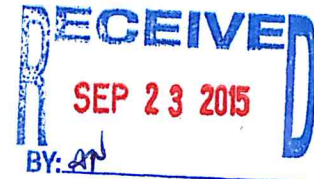


EDMUND G. BROWN JR.  
GOVERNOR

*Chris A.*  
*Romala R.*  
*BOD Audit Committee*

September 21, 2015

Mr. Jeremy Tobias, Executive Director  
CAP of Kern  
5005 Business Park North  
Bakersfield, CA 93309



Dear Mr. Tobias,

The Department of Community Services and Development's (CSD) Energy Field Operations Unit, in conjunction with CSD's Financial Services Unit, has received and processed a Close-Out Report for CAP of Kern's 2014 LIHEAP Contract 14B-5012. This letter serves as CAP of Kern's 2014 LIHEAP Final Close-Out Letter.

In accordance with CAP of Kern's contractual projections, CSD's Energy Services Field Operations Unit has assessed the Agency's contract performance against their projections and actual expenditures and dwellings served. Thus, according to CAP of Kern's final Expenditure Activity Reporting System's (EARS) report, CAP of Kern has sufficiently met its expenditure goals although the actual dwellings served was under their projections; below is a breakdown of the Agency's overall performance with respect to the 2014 LIHEAP Contract:

<u>Contract Component</u>	<u>Amount Budgeted / Expenditure Projected</u>	<u>Projected Dwellings/ Clients Served</u>	<u>Actual Expenditures</u>	<u>Actual Dwellings/ Clients Served</u>
Weatherization	\$1,950,088	563	\$1,833,790.48	437
EHA 16	\$2,104,748	428	\$1,661,244.18	436
EHCS	\$ 386,573	120	\$ 546,100.39	124
HEAP WPO	\$ 181,205	308	\$ 180,407	312
HEAP Gas and Electric	\$1,599,633	5,986	\$ 1,583,091	5,159
ECIP Fast Track	\$2,562,040	4,250	\$ 2,440,411	3,819
<b>Total Contract Allocation: \$8,216,509</b>				
<b>Total Contract Expended: \$7,518,537</b>				

Thus, per Close-Out requirements, the Energy Services' Field Operations Unit has reviewed and evaluated CAP of Kern's response to the aforementioned Expenditure and Production analysis. Based on CAP of Kern's response, your agency stated the following:

- a) The Agency was successful in their expenditure goal projections and actuals having expended 91.5% which exceeded the contract minimum requirement of 90%.
- b) With 8.5% of the contract funds left unexpended, CAP of Kern believes there is room for improvement and will monitor their budget more closely during the 2015 LIHEAP contract to ensure they are on track to fully expend all of the budget line items.
- c) CAP of Kern learned that by starting their Outreach campaign mid-year, it resulted in a slow start to the year. The Agency began Outreach efforts for the 2015 LIHEAP during the 1<sup>st</sup> quarter of 2015. CAP of Kern also realized the importance of adequate staffing to complete timely processing and serve the needs of their clients; the Agency is currently recruiting for additional staff.
- d) The Agency does not anticipate any changes to their core operations but do anticipate sub-contracting for insulation and attic venting to assist in meeting the needs of their clients.

Consequently, the Field Operations Unit will follow up on CAP of Kern's plan of action during future monitoring.

With respect to unexpended earned interest, excess revenue, and outstanding Working Capital Advances for the 2014 Program Year, CAP of Kern did not report any excess revenue, interest income or Working Capital Advances to be carried forward to the subsequent Program year.

Therefore, based on the analysis of CAP of Kern's expenditures under this contract, your agency did not fully expend all funds under this contract and there are no funds due to either CAP of Kern or CSD.

Thus, the Energy Field Operation's Unit considers this contract closed; however, this contract is subject to a final review by CSD's Audit Services Unit. If you have any questions regarding the programmatic or performance references made throughout this report, please contact me at (916) 576-7208 or via e-mail at [jill.sorge@csd.ca.gov](mailto:jill.sorge@csd.ca.gov); for questions related to the Invoice or Expenditures/Reimbursements, please contact Luz Lunetta at (916) 576-5308 or via e-mail at [Luz.Lunetta@csd.ca.gov](mailto:Luz.Lunetta@csd.ca.gov).

Thank you for your dedication and commitment to serve low-income individuals and families throughout the state. I look forward to working in partnership with you to

Mr. Tobias, Executive Director  
September 21, 2015  
Page 3

develop innovative and effective programs as well as strengthen our capacity to, not only improve the lives of those living in poverty, but to reduce poverty in California.

Sincerely,



JILL SORGE  
Field Representative


Enclosure: 2014 LIHEAP Closeout Worksheet and 2014 LIHEAP Closeout Worksheet  
Breakdown

State of California  
Department of Community Services and Development  
2014 LIHEAP Closeout Worksheet (as of 11/26/14)

Agency: Community Action Partnership of Kern

Contract Number: 14B-5012

Line Items	Max/Budgeted	Expenditures	Allowable	Reimbursed	Owed
<b>Weatherization Administrative Costs</b>	\$156,006.00	\$110,192.74	\$110,192.74		
<b>Weatherization Program Costs</b>					
Intake	\$96,007.00	\$39,490.34	\$39,490.34		
Outreach	\$97,504.00	\$76,438.07	\$76,438.07		
Training & Technical Assistance	\$24,504.00	\$21,775.03	\$21,775.03		
Direct Program Activities	\$1,401,067.00	\$1,356,523.49	\$1,356,523.49		
Liability Insurance	\$20,000.00	\$13,211.33	\$13,211.33		
Major Vehicle & Equipment	\$0.00	\$0.00	\$0.00		
Minor Vehicle & Equipment	\$0.00	\$0.00	\$0.00		
Workers' Compensation	\$40,000.00	\$22,395.49	\$22,395.49		
General Operating Expenditures	\$115,000.00	\$193,763.99	\$193,763.99		
T&TA - Solar Hot Water Heating	\$0.00	\$0.00	\$0.00		
<b>Weatherization Program Subtotal</b>	<b>\$1,794,082.00</b>	<b>\$1,723,597.74</b>	<b>\$1,723,597.74</b>		
<b>Total Weatherization Costs</b>	<b>\$1,950,088.00</b>	<b>\$1,833,790.48</b>	<b>\$1,833,790.48</b>	<b>\$1,833,790.48</b>	<b>\$0.00</b>
<b>Assurance 16 Program Costs</b>	<b>\$418,436.00</b>	<b>\$341,257.81</b>	<b>\$341,257.81</b>		
<b>A16/ECIP/HEAP Administrative Costs</b>	<b>\$316,336.00</b>	<b>\$96,666.02</b>	<b>\$96,666.02</b>		
<b>ECIP/HEAP Intake Program Costs</b>	<b>\$412,838.00</b>	<b>\$169,833.00</b>	<b>\$169,833.00</b>		
<b>ECIP/HEAP Outreach Program Costs</b>	<b>\$217,400.00</b>	<b>\$204,633.81</b>	<b>\$204,633.81</b>		
<b>ECIP/HEAP Training Program Costs</b>	<b>\$16,960.00</b>	<b>\$2,417.29</b>	<b>\$2,417.29</b>		
<b>ECIP/HEAP Program Costs</b>					
EHCS Diagnostics	\$1,000.00	\$497.57	\$497.57		
Cooling Service Repair/Replacement	\$55,500.00	\$65,141.66	\$65,141.66		
Heating Service Repair/Replacement	\$263,073.00	\$438,611.58	\$438,611.58		
Water Heater Repair/Replacement	\$67,000.00	\$41,849.58	\$41,849.58		
EHCS Other Program Costs	\$0.00	\$0.00	\$0.00		
ECIP WPO	\$0.00	\$0.00	\$0.00		
SWEATS	\$0.00	\$0.00	\$0.00		
SWEATS Drought 2014	\$0.00	\$0.00	\$0.00		
HEAP WPO	\$181,205.00	\$180,407.00	\$180,407.00		
Liability Insurance	\$0.00	\$0.00	\$0.00		
Major Vehicle & Equipment	\$0.00	\$0.00	\$0.00		
Minor Vehicle & Equipment	\$0.00	\$0.00	\$0.00		
Workers' Compensation	\$0.00	\$0.00	\$0.00		
General Operating Expenditures	\$155,000.00	\$119,928.86	\$119,928.86		
Automation Supplemental	\$0.00	\$0.00	\$0.00		
<b>ECIP/HEAP Program Costs Subtotal</b>	<b>\$722,778.00</b>	<b>\$846,436.25</b>	<b>\$846,436.25</b>		
<b>Total A16/ECIP/HEAP Costs</b>	<b>\$2,104,748.00</b>	<b>\$1,661,244.18</b>	<b>\$1,661,244.18</b>	<b>\$1,661,244.18</b>	<b>\$0.00</b>
<b>Non-Consideration Program Costs</b>					
ECIP Fast Track	\$2,562,040.00	\$2,440,411.00			
HEAP Gas & Electric	\$1,599,633.00	\$1,583,091.00			
<b>Total Non-Consideration Costs</b>	<b>\$4,161,673.00</b>	<b>\$4,023,502.00</b>	<b>\$4,023,502.00</b>	<b>\$4,023,502.00</b>	<b>\$0.00</b>
<b>TOTAL ADMIN COSTS</b>	<b>\$472,342.00</b>	<b>\$206,858.76</b>	<b>\$206,858.76</b>		
<b>TOTAL PROGRAM COSTS</b>	<b>\$7,744,167.00</b>	<b>\$7,311,677.90</b>	<b>\$7,311,677.90</b>		
<b>CONTRACT TOTAL</b>	<b>\$8,216,509.00</b>	<b>\$7,518,536.66</b>	<b>\$7,518,536.66</b>	<b>\$7,518,536.66</b>	<b>\$0.00</b>

  
 Completed by For Jill Sorge Date 7/13/15

2014 LIHEAP Closeout Worksheet (as of 11/26/14)

Community Action Partnership of Kern

14B-5012

WX Program Dollars			
	Max/Budgeted	Allowed	% Expended
Wx	1,794,082.00	1,723,597.74	
	1,794,082.00	1,723,597.74	96.071%

Administration (Wx)		
Max/Budgeted	Expended	Allowed
156,006.00	110,192.74	110,192.74
156,006.00	110,192.74	110,192.74

WX/E/H Program Dollars			
	Max/Budgeted	Allowed	% Expended
Wx	1,794,082.00	1,723,597.74	
Intake	412,838.00	169,833.00	
Outreach	217,400.00	204,633.81	
Training	16,960.00	2,417.29	
Program	4,884,451.00	4,869,938.25	
	7,325,731.00	6,970,420.09	95.14982314%

Assurance 16		
Max/Budgeted	Expended	Allowed
418,436.00	341,257.81	341,257.81
418,436.00	341,257.81	341,257.81

A16/E/H Program Dollars			
	Max/Budgeted	Allowed	% Expended
A16	418,436.00	341,257.81	
Intake	412,838.00	169,833.00	
Outreach	217,400.00	204,633.81	
Training	16,960.00	2,417.29	
Program	4,884,451.00	4,869,938.25	
	5,950,085.00	5,588,080.16	93.91597196%

Administration (A16/E/H)		
Max/Budgeted	Expended	Allowed
316,336.00	96,666.02	96,666.02
316,336.00	96,666.02	96,666.02

Total Reimbursed	Total Allowed
7,518,536.66	7,518,536.66
Owed:	0.00



LINNÉ K. STOUT  
DIRECTOR

State of California-Health and Human Services Agency  
**DEPARTMENT OF COMMUNITY SERVICES AND DEVELOPMENT**  
2389 Gateway Oaks Drive, Suite 100, Sacramento, CA 95833  
Telephone: (916) 576-7109 | Fax: (916) 263-1406  
[www.csd.ca.gov](http://www.csd.ca.gov)



EDMUND G. BROWN JR.  
GOVERNOR

*Romala R.  
Chris A.  
Audit Committee*

October 14, 2015

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

Dear Mr. Tobias,

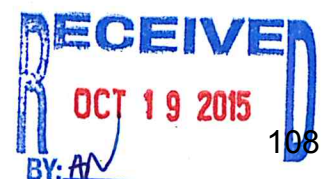
The Department of Community Services and Development's (CSD) Energy Field Operations Unit, in conjunction with CSD's Financial Services Unit, has received and processed a Close-Out Report for CAP of Kern's 2014 DOE WAP Contract 14C-1812. This letter serves as CAP of Kern's 2014 DOE WAP Final Close-Out Letter.

In accordance with GNS' contractual projections, CSD's Energy Services Field Operations Unit has assessed the Agency's contract performance against their projections and actual expenditures and dwellings served. Thus, according to the Agency's final Expenditure Activity Reporting System's (EARS) report, CAP of Kern has sufficiently met their goals; below is a breakdown of the Agency's overall performance with respect to the 2014 DOE WAP Contract:

	<u>Projected Expenditure</u>	<u>Projected Dwellings/ Clients Served</u>	<u>Actual Expenditure</u>	<u>Actual Dwellings/ Clients Served</u>
<b>Total Contract:</b>	\$270,851	90	\$270,851	77
<b>Total Contract Allocation: \$270,851</b>				
<b>Total Contract Expended: \$270,851</b>				

With respect to earned interest, earned income, excess revenue, and outstanding Working Capital Advances for the 2014 Program Year, CAP of Kern reported \$92 in Program Income Revenue which was expended during the Program Year. The Agency did not report any earned interest, excess revenue or Working Capital Advances which will carry forward to the next Program Year.

Based on the analysis of CAP of Kern's expenditure under this contract, your agency did sufficiently expend the funds under this contract and there is no balance due to either CSD or CAP of Kern.



Mr. Jeremy Tobias, Executive Director  
October 14, 2015  
Page 2

Thus, the Energy Field Operation's Unit considers this contract closed; however, this contract is subject to a final review by CSD's Audit Services Unit. If you have any questions regarding the programmatic or performance references made throughout this report, please contact me at (916) 576-7208 or via e-mail at [jill.sorge@csd.ca.gov](mailto:jill.sorge@csd.ca.gov).

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

Sincerely,



JILL SORGE  
Field Representative

Enclosure: 2014 DOE WAP Closeout Worksheet

Contractor Name: CAP of Kern		Contract Number: 14C-1812	Max/Budgeted	Expenditures	Allowable	Reimbursed	Owed
TOTAL CONTRACT AMOUNT			270,851.00	270,851.00	270,851.00	270,851.00	
<b>10 - ADMINISTRATIVE COSTS</b>							
1	Administrative Costs		16,020.00	16,020.00			
2	Administrative Equipment (\$5,000 or more)						
3	TOTAL ADMINISTRATIVE COSTS (Total of Lines 1 and 2 - Not to exceed allocated amount)		16,020.00	16,020.00	16,020.00		
<b>20 - PROGRAM COSTS</b>							
1	Training and Technical Assistance (Not to exceed allocated amount)		19,881.00	16,013.66	16,013.66		
2	Liability Insurance		4,000.00	1,822.40	1,822.40		
3	Major Vehicle and Field Equipment (\$5,000 or more)						
4	Subtotal of Lines 1-3		23,881.00	17,836.06	17,836.06		
PROGRAM OPERATIONS (Separated to assist with calculating allowable Health & Safety)							
5	Intake		6,500.00	6,356.88	6,356.88		
6	Outreach		10,000.00	5,380.84	5,380.84		
7	Client Education		2,000.00	3,351.14	3,351.14		
8	Workers' Compensation		5,000.00	3,134.31	3,134.31		
9	Minor Vehicle and Field Equipment (Less than \$5,000)						
10	General/Operating Expenses		32,000.00	43,260.28	43,260.28		
11	Direct Program Activities		129,260.00	152,959.64	152,959.64		
12	Subtotal of Lines 5-11		184,760.00	214,443.09	214,443.09		
HEALTH & SAFETY (Separated to assist with calculating allowable Health & Safety)							
13	Health & Safety (Not to exceed allowable amount per formula) <i>or 47,398.94</i>		46,190.00	22,551.85	22,551.85		
14	TOTAL PROGRAM COSTS (Total of Lines 4, 12 and 13)		254,831.00	254,831.00	254,831.00		
<b>30 - TOTAL COSTS (Total of Sections 10 and 20)</b>			270,851.00	270,851.00	270,851.00	270,851.00	

COMMUNITY ACTION PARTNERSHIP of KERN  
BOARD OF DIRECTORS  
AUDIT & PENSION COMMITTEE MEETING  
5005 Business Park North  
January 14, 2016  
12:00 p.m.

1. **Call to Order**

Craig Henderson called the meeting to order at 12:00pm at the Community Action Partnership of Kern Administrative Building, 5005 Business Park North, Bakersfield, CA

2. **Roll Call**

Roll Call was taken with a quorum present:

Present

Craig Henderson  
Mike Maggard (arrived at 12:09pm)  
Warren Peterson  
Ana Vigil

Absent

Yolanda Ochoa

Others present: Jeremy Tobias, Executive Director; Christine Anami, Director of Finance; Emilio Wagner, Director of Operations; other CAPK staff.

3. **Approval of Agenda**

Motion was made and seconded to approve the Audit Committee meeting agenda of January 14, 2016. Carried by unanimous vote. (Peterson/Vigil)

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

No one addressed the Committee.

5. **New Business**

a. Recommendation of Award for Independent Audit Services for the Period March 1, 2015 to February 28, 2018 – Margaret Palmer, Business Manager – **Action Item**

Margaret Palmer introduced the staff report and stated on September 30, 2015, a Request for Proposal (RFP) was issued seeking proposals for the services of an independent certified public accounting firm capable of issuing audit reports in the State of California. RFP's were due to Business Services by October 29, 2015 and 12 firms submitted proposals. A selection committee consisting of two Board members; Mike Maggard and Ana Vigil; and two staff members; Donna Holland and Carmen Segovia, reviewed and evaluated the proposals. The proposals were evaluated based on the

following criteria: prior experience auditing a community action agency and/or non-profit agency of similar size, scope and complexity; prior experience auditing programs similar to those at CAPK financed by Federal, State of California, county and local government funds; prior experience auditing Defined Contribution Pension Plans; Auditor's organization, size, structure and capacity; staff qualifications and relevant experience; and auditor's approach to the engagement. She stated staff is recommending the Audit Committee recommend the Board of Directors select Brown Armstrong to perform audit services for CAPK for the period March 1, 2015 through February 28, 2018, with two (2) one (1) year options to renew.

Mike asked about claims against the firm's insurance policy and Margaret stated claims were not reviewed. Mike stated he would like for the insurance policies to be independently confirm directly with the insurance company rather than with the firm.

Craig Henderson also requested that the firm inform CAPK if their insurance policy lapses.

Warren Peterson asked how the pricing compared with the last contract for Brown Armstrong to the proposal submitted this year and Christine Anami stated that Brown Armstrong came in at the same rate of \$81,000 per year, which is the same pricing that was approved in the previous contract.

Warren motioned to approve the recommendation as long as the insurance is verified.

Motion was made and seconded to approve the Recommendation of Award for Independent Audit Services for the Period March 1, 2015 to February 28, 2018. Carried by unanimous vote. (Peterson/Vigil)

- b. Audit Transmittal Report (TR) 15-003 (FYE 2-28-15) from the Department of Community Services and Development – Christine Anami, Director of Finance – ***Info Item***

Christine Anami stated this a routine report that comes from the Department of Community Services and Development (CSD) which is the funding source for the Community Services Block Grant (CSBG), the Low-Income Home Energy Assistance Program (LIHEAP) and the Department of Energy Weatherization Assistance Program (DOE WAP). Each year CSD reviews the contents of the audit report to see if there are any findings and match what is given to CSD. She stated this is just confirming that all revenues were expended and they have complied with the states requirements. This is a standard format report and reminds us that we are obligated to have the contracts audited.

## 6. **Committee Member Comments**

Ana Vigil stated she appreciates seeing employees at meetings in the community.

Warren Peterson stated he is pleased that Brown Armstrong enjoys working with CAPK since not raising their rates demonstrates that.

7. **Next Scheduled Meeting**

Audit Committee Meeting  
Thursday, April 7, 2016  
12:00 p.m.  
5005 Business Park North  
Bakersfield, California 93309

8. **Adjournment**

The meeting was adjourned at 12:25pm.



LINNÉ STOUT  
DIRECTOR

State of California-Health and Human Services Agency  
**DEPARTMENT OF COMMUNITY SERVICES AND DEVELOPMENT**  
2389 Gateway Oaks Drive, Suite 100, Sacramento, CA 95833-4246  
Telephone: (916) 576-7109 | Fax: (916) 263-1406  
[www.csd.ca.gov](http://www.csd.ca.gov)



EDMUND G. BROWN JR.  
GOVERNOR

*Choir A.*

*Audit Committee*

December 17, 2015

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

Dear Mr. Tobias:

**SUBJECT: Audit Transmittal Report (TR) 15-003 (FYE 2-28-15)**

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

**Auditor:** Brown Armstrong, CPAs

**Audit Period:** 3/1/14 – 2/28/15

**Contract Numbers:** 13F-3104, 14B-5012, 14B-5102, 14C-1812, 14F-3073, 14F-3089,  
14F-3015, 15B-3013, and 15F-2015

**Report Date:** November 14, 2015 **Date Received:** November 16, 2015

This desk review of the single audit report is to ensure that applicable standards have been met and to determine if there are outstanding matters that must be resolved before the audit is closed. Based on our review, we have the following comments and/or actions required:

**CONTRACT NUMBERS: 13F-3104, and 14F-3015**

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

**CONTRACT NUMBER: 14B-5012 (Excess Revenue)**

The amount to be carried forward to the 15B-3013 contract should be \$0 as calculated below:

	Audited Expenditures	Reported Expenditures	Allowable Expenditures to increase or (reduce) excess revenue
Beginning Balance (Carried forward from contract number 13B-5012)			\$ 189,612
Weatherization Administrative Cost	\$ 110,194	\$ 110,193	\$ (1)
Weatherization Program Costs			
Intake	\$ 39,490	\$ 39,490	\$ -
Outreach	76,438	76,438	-
Training & Technical Assistance	21,775	21,775	-
Direct Program Activities	1,356,524	1,356,523	(1)
Liability Insurance	13,211	13,211	-
Vehicle & Equipment	-	-	-
Workers' Comp	22,395	22,395	-
General Operating Expenditures	193,764	193,764	-
Training - Solar Hot Water heating	-	-	-
Subtotal	\$ 1,723,597	\$ 1,723,596	\$ (1)
Weatherization Excess Revenue	\$ 1,833,791	\$ 1,833,789	\$ (2)
Assurance 16 Program Costs	\$ 341,258	\$ 341,258	\$ -
A16/ECIP/HEAP/Administrative Costs	96,666	96,666	-
ECIP/HEAP Intake Program Costs	169,833	169,833	-
ECIP/HEAP Outreach Program Costs	204,634	204,634	-
ECIP/HEAP Training Program Costs	2,417	2,417	-
ECIP/HEAP Program Costs			
Cooling Services Repair/Replacement	\$ 65,142	\$ 65,142	\$ -
Heating Services Repair/Replacement	438,612	438,612	-
Water Heater Repair/Replacement	41,849	41,849	-
Other Program Costs	497	497	-
Supplemental Heating & Cooling Costs	-	-	-
ECIP WPO	-	-	-
SWEATS	-	-	-
HEAP WPO	180,407	180,407	-
Liability Insurance	-	-	-
Vehicle & Equipment	-	-	-
Workers' Compensation	-	-	-
General Operating Expenses	119,929	119,929	-
Automation Supplemental	-	-	-
Subtotal	\$ 1,661,244	\$ 1,661,244	\$ -
ECIP-EHA Excess Revenue			\$ -
Excess Revenue Expenditures			
Administrative Costs	\$ 22	\$ -	\$ (22)
Direct Program Activities	935	-	(935)
Labor Costs	55,009	-	(55,009)
Cost of Materials Installed	136,795	-	(136,795)
Other Program Costs	2,940	-	(2,940)
Total Excess Revenue Expenditures			\$ (195,701)
Net Excess Revenue to Carry Over to 15B-3013			\$ (6,091)

**Action Required:**

1. Please adjust your records to reflect balance of excess revenue earned to \$0 to be carried forward to contract number 15B-3013.

**SUBMISSION OF AUDIT REPORTS**

**Action Required:**

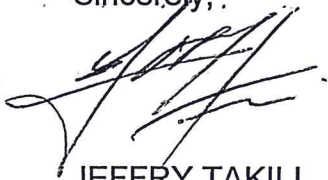
2. Please ensure all future single audit reports, the agency submits to CSD one (1) printed copy and one (1) electronic copy of the required audit report(s) and any management letter(s) issued by the accountant, within the earlier of 30 calendar days after receipt of the auditor's report(s), or nine (9) months after the end of the agency's fiscal year.

**CONTRACT NUMBERS: 14B-5102, 14C-1812, 14F-3073, 14F-3089, 15B-3013,  
and 15F-2015**

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

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

Sincerely,



JEFFRY TAKILI  
CSD Management Auditor  
Audit Services Unit

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

COMMUNITY ACTION PARTNERSHIP of KERN  
BOARD OF DIRECTORS  
PROGRAM REVIEW & EVALUATION COMMITTEE MEETING  
5005 Business Park North, Bakersfield, CA  
January 13, 2016  
12:00 p.m.

1. **Call to Order**

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

2. **Roll Call**

Roll Call was taken with a quorum present:

Present

Fred Plane  
Tony Martinez  
Craig Henderson

Absent

Kathleen Philley  
Charlie Rodriguez

Others present: Jeremy Tobias, Executive Director; Ralph Martinez, Director of Community Development; Romala Ramkissoon, Director of Community Services; Carmen Segovia, Director of Health and Nutrition Services; other CAPK staff.

3. **Approval of Agenda**

Motion was made and seconded to approve the Program Review and Evaluation Committee Meeting agenda of January 13, 2016. Carried by unanimous vote. (Henderson/Martinez)

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

No one addressed the Committee.

5. **Unfinished Business**

No items were discussed.

6. **New Business**

- a. Funding Request to United Way of Kern County for the Food Bank – Carmen Segovia, Director of Health and Nutrition – ***Info Item***

Carmen Segovia stated this funding request is for the Food Bank for \$85,000. The funding will be used only for the purchase of food and fresh produce for distribution by the Food Bank.

- b. Funding Request to Junior League of Bakersfield for the East Kern Family Resource Center – Carmen Segovia, Director of Health and Nutrition – **Info Item**

Carmen Segovia said this is a new funding request to the Junior League of Bakersfield for the East Kern Family Resource Center (EKFRC) for \$5,000. The funds will be used to purchase basic need items such as cribs, beds for children, diapers and wipes, infant formula, children's socks and school uniforms and baby-proofing kits for home safety. The fund will also be used for transportation costs, fees and other expenses such as rent deposits and other items that are unable to be covered by other funding sources for the clients.

Craig Henderson asked if donations are accepted and Carmen stated donations are accepted. However, as space is limited, storage is a problem and they are not able to keep a large amount of items on hand.

Tony Martinez asked how the EKFRC finds out if a family is in need. Carmen stated that Department of Health Services will let them know if a family is in need of help.

- c. Funding Request to California Department of Public Health for the Friendship House and Shafter Youth Center – Ralph Martinez, Director of Community Development – **Info Item**

Kathleen Moessner presented on behalf of Ralph Martinez and stated the funding will help expand the Sexual Health and Education (I&E) program that currently operates at the Shafter Youth Center. The program serves youth ages 12 to 19 in Shafter, Bakersfield, Lost Hills, Wasco and Delano. The goal is to provide services in Southeast Bakersfield. The request is for \$120,000 and will be used to pay for salaries and benefits of two full-time health educators, program curriculum, staff travel between locations, incentives, food and bus passes for the participants.

- d. Funding Request to Cal EITC4Me for the Volunteer Income Tax Assistance (VITA) program – Romala Ramkissoon, Director of Community Services – **Info Item**

Romala Ramkissoon stated this request is for \$21,000 for the VITA program. VITA will help educate people about the new California State Earned Income Tax Credit (CalEITC). Outreach will be conducted at community events, through partner agencies and through social media in Bakersfield, McFarlan, Delano and Tehachapi.

- e. Application Status Report – Ralph Martinez, Director of Community Development – **Info Item**

Patricia Mallard presented on behalf of Ralph Martinez and stated two applications; United Way of Kern County for the Food Bank in the amount of \$85,000 and to CalEITC4ME for VITA for \$19,000 are pending that were submitted in December 2015. Five awards were received in December; \$15,000 from Wells Fargo Foundation for VITA, \$25,000 from Chevron for the Food Bank, \$2,000 from Southern California Gas Company, and two contracts from the California Department of Community Services & Development (CSD) for Energy and CSBG. There was one decline from the America Honda Foundation for \$68,250 for the Friendship House and Shafter Youth Center for the STEM program.

Jeremy Tobias wanted to inform the committee, as he was not sure if it was reported at the last meeting, the Food Bank received \$100,000 from the Bakersfield Californian Foundation for the Solar Project.

- f. Head Start / State Child Development December Enrollment Update – Jerry Meade, Program, Design and Management Administrator – ***Info Item***

Jerry Meade stated the program reached full enrollment for the month of December serving 2,549 children and families in Kern County for Head Start and Early Head Start. The Early Head Start Partnership is still in the start-up process, however, Bakersfield College is currently providing services to 37 children and Blanton is still waiting for approval of licenses. San Joaquin County continues to see enrollment growth and currently has 286 children being served.

He stated that the Average Daily Attendance (ADA) for the month of December was great. There were seven centers that were at 100%; Alicante, Fairfax, Faith Avenue, Planz, San Diego Early Head Start, Vineland, and Voorhies.

- g. CACFP Report – Jerry Meade, Program, Design and Management Administrator – ***Info Item***

Jerry Meade stated the Central Kitchen provided 65,606 meals and the vendor kitchens prepared 7,832 meals for a total of 73,438.

- h. Nov – Dec 2015 Outreach & Advocacy Report – Louis Medina, Outreach and Advocacy Manager – ***Info Item***

Louis Medina stated that the staff and some members from the Board of Directors attended a trip to San Joaquin to take a tour of the facilities on November 16-18, 2015. On November 19<sup>th</sup>, the Holiday Food Drive was held at KGET for the Food Bank. At the Executive Committee meeting, the Teter Architects Engineers Connected organization presented a check for \$3,333 for the Food Bank. On December 16, the staff from Wasco State Prison distributed toys to the Head Start children in Wasco and Congressman Kevin McCarthy made an impromptu visit to the Food Bank on December 30, 2015.

## 7. **Committee Member Comments**

Tony Martinez stated he went to the food distribution in Lamont and everyone did a great job.

Craig Henderson stated he looks forward to the upcoming year.

Jeremy Tobias stated there will be Board elections at the upcoming Board meeting and new committee assignments will follow.

8. **Next Scheduled Meeting**

Program Review & Evaluation  
Wednesday, February 10, 2016  
12:00 p.m.  
5005 Business Park North  
Bakersfield, California 93309

9. **Adjournment**

The meeting adjourned at 12:53pm.

COMMUNITY ACTION PARTNERSHIP OF KERN  
APPLICATION STATUS REPORT  
**PENDING - DECEMBER 2015**

DATE OF B&F MEETING	DATE OF APP SUBMISSION	FUNDING SOURCE	PROGRAM/PROPOSAL	AMOUNT REQUESTED
08/12/15	09/03/15	THE HEFFERNAN FOUNDATION	FHCC- COMPUTER LAB UPGRADE	\$ 7,500
08/12/15	07/21/15	FINISHLINE YOUTH FOUNDATION	FHCC YOUTH SPORTS CAMP	\$ 5,000
09/23/15	09/15/15	CARE FOR KIDS	FOOD BANK (BACKPACK BUDDIES)	\$ 10,000
10/21/15	10/20/15	WONDERFUL FOUNDATION	SYC- PREP WORKS	\$ 49,000
10/28/15 (Board)	10/30/15	CALIFORNIA COASTAL COMMISSION	FHCC & SYC MARINE STUDIES PROGRAM	\$ 15,888
11/18/2015	10/22/15	DOMINION RESOURCES	FOOD BANK	\$ 2,500
11/18/15	11/17/15	BANK OF THE WEST	VITA	\$ 1,500
12/9/15 (Exec)	11/24/15	USDA/ NATIONAL INSTITUTE OF FOOD AND AGRICULTURE (NIFA)	FOOD BANK : KERN NUTRITION ON WHEELS	\$ 329,500
12/9/15(Exec)	11/30/15	UNITED WAY OF KERN COUNTY	FOOD BANK : COMMUNITY INVESTMENT	\$ 25,000
<b>01/20/16</b>	<b>12/03/15</b>	<b>UNITED WAY OF KERN COUNTY</b>	<b>FOOD BANK : EMERGENCY FOOD &amp; SHELTER</b>	<b>\$ 85,000</b>
<b>01/20/16</b>	<b>12/23/15</b>	<b>CALEITC4ME</b>	<b>VITA</b>	<b>\$ 19,000</b>

COMMUNITY ACTION PARTNERSHIP OF KERN  
APPLICATION STATUS REPORT  
**AWARDED - DECEMBER 2015**

DATE OF B&F MEETING	DATE OF NOTIFICATION	FUNDING SOURCE	PROGRAM/PROPOSAL	AMOUNT REQUESTED	AMOUNT AWARDED	FUNDING PERIOD
06/17/15	06/15/15	PG&E	FHCC- COMPUTER LAB UPGRADE	\$ 3,000	\$ 3,000	07/01/15 – 06/30/16
06/17/15	06/30/15	HHS SUBSTANCE ABUSE PREVENTION AND TREATMENT (SAPT) BLOCK GRANT	HIV TESTING AND PREVENTION SERVICES	\$ 128,213	\$ 128,213	07/01/15-06/30/16
06/17/15	07/23/15	USDA WIC (4 yrs)	WIC SERVICES	\$ 15,967,754	\$ 15,967,754	10/01/15-09/01/19
08/12/15	09/24/15	TARGET COMMUNITY ENGAGEMENT	SYC-COMMUNITY GARDEN FENCE	\$ 3,000	\$ 2,000	10/1/2015-9/30/2016
08/12/15	10/09/15	BANK OF AMERICA	FOOD BANK COMMUNITY RESOURCE FAIRS AND PROCUREMENT OF FRESH PRODUCE	\$ 26,000	\$ 6,000	1/1/2016-12/31/2016
09/23/15	11/13/15	THE BAKERSFIELD CALIFORNIAN FOUNDATION	FOOD BANK (SOLAR PROJECT)	\$ 100,000	\$ 100,000	1/1/2016 -12/31/2016
10/21/15	11/30/15	WELLS FARGO FOUNDATION	VITA/YOUR DOLLARS & \$ENSE (FINANCIAL EMPOWERMENT)	\$ 35,000	\$ 15,000	1/1/2016-12/31/2016
05/20/15	12/22/15	CHEVRON	FOOD BANK: BACKPACK BUDDIES & FHCC: ROBOTICS & STEM	\$ 35,000	\$ 25,000	7/01/2015-6/01/2016
11/18/15	12/28/15	SOUTHERN CALIFORNIA GAS CO.	FOOD BANK	\$ 2,000	\$ 2,000	11/14/15
10/21/15	12/31/15	CALIFORNIA DEPARTMENT OF COMMUNITY SERVICES & DEVELOPMENT (CSD)	ENERGY (LIHEAP)	\$ 8,105,936	\$ 8,105,936	1/1/2016-1/31/2017
10/21/15	12/31/15	CALIFORNIA DEPARTMENT OF COMMUNITY SERVICES & DEVELOPMENT (CSD)	CSBG	\$ 1,396,948	\$ 1,396,948	1/1/2016-1/31/2017
TOTAL					\$ 25,751,851	

COMMUNITY ACTION PARTNERSHIP OF KERN  
APPLICATION STATUS REPORT  
DECLINED -DECEMBER 2015

DATE OF B&F MEETING	DATE OF NOTIFICATION	FUNDING SOURCE	PROGRAM/PROPOSAL	AMOUNT REQUESTED
06/17/15	10/01/15	INTERNAL REVENUE SERVICE	VITA -2015 - (2016 TAX SEASON)	\$98,926.00
11/18/2015	12/3/2015	AMERICAN HONDA FOUNDATION	FHCC & SYC STEM PROGRAM	\$68,250.00

## Enrollment and Eligibility

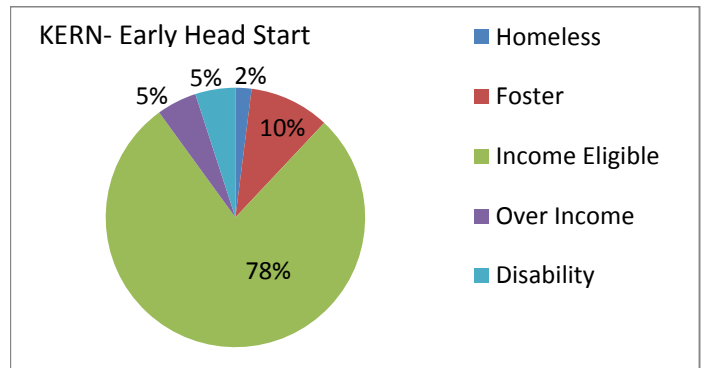
### Kern County HS/EHS

Funded Enrollment: 2539

Total Kern Enrollment: 2549

EHS Enrollment: 331

HS Enrollment: 2218



### Kern County - EHS Partnership

Funded enrollment: 56

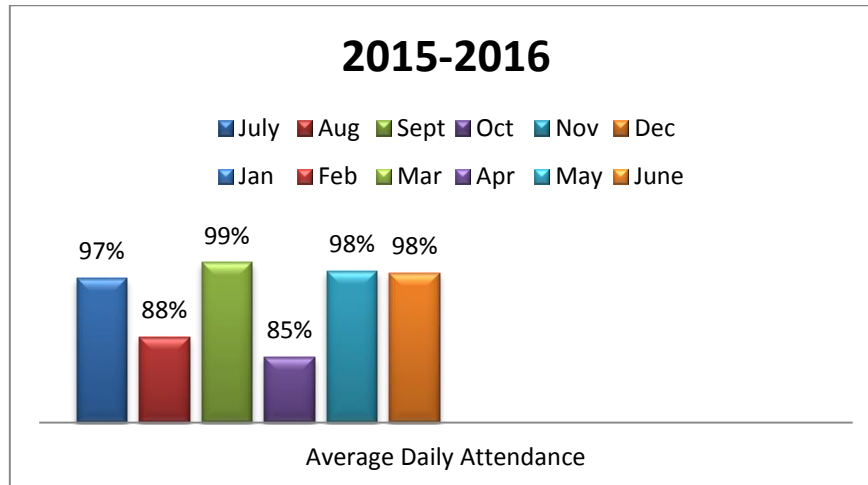
Enrollment: 37

### San Joaquin County EHS

Funded Enrollment: 364

Enrollment: 286

## Kern County Average Daily Attendance



## December 2015

### Top 5 and Bottom 5

1. Alicante	100%	40. Lamont	95.34%
2. Fairfax	100%	41. Cleo Foran	92.39 %
3. Faith Avenue	100%	42. Lost Hills	91.86 %
4. Planz	100%	43. Tehachapi	90.07%
5. San Diego EHS	100%	44. Franklin	80.65 %
6. Vineland	100%		
7. Voorhies	100%		

# CACFP Report

December 2015



Total Meals Prepared			Meals Allocated		% of Meals Served	
by: Central Kitchen	by: Vendor Kitchens	Total Meals Prepared	to: CACFP	to: HS/EHS	Dec. 2015	Dec. 2014
65,606	7,832	73,438	50,286	23,152	81%	69%
Adult Meals served 7540 Seconds for Children, Nutritional Experiences, and/or waste 15,612						

Center Activities	Re-Purposed Food Items
Smoothies	Yogurt, Strawberries
Fruit Cocktail	Apples, Oranges, Peaches
Connections with Nature	Bread, Rolls
Banana Pudding	Bananas, Milk
Apple Treats	Apples, Cinnamon



# CAPK Outreach & Advocacy Report - Presented by Louis Medina

## November 2015

November 2015							December 2015						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7			1	2	3	4	5
8	9	10	11	12	13	14	6	7	8	9	10	11	12
15	16	17	18	19	20	21	13	14	15	16	17	18	19
22	23	24	25	26	27	28	20	21	22	23	24	25	26
29	30						27	28	29	30	31		

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Nov 1 - 7	<b>Nov 1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>
			9:00am 5:00pm San Joaquin Valley Affordable Housing Summit (Bakersfield Marriott)		8:00am 8:30am Thank You! Thursdays (Continue to serve us well ongoing)		7:00pm 9:00pm CAPK - Friends of Catholic Charities Award (Harvest of Hope Fundraiser)
Nov 8 - 14	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>
							10:00am 2:00pm Congressman Valadao Food Drive to Benefit Food Bank (Delano)
Nov 15 - 21	<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b>
		8:00am San Joaquin Early Head Start Tri	5:00pm 11:00am 11:30am CalWater/Assembly man Rudy Salas Check (Food Bank)		5:00am 7:00pm Holiday Food Drive (KGET) 2:00pm 2:30pm SaveMart/FoodMaxx Holiday Drive (Mayor Hall Kickoff)		
Nov 22 - 28	<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>
			12:00pm 12:30pm The CAPK Times Newsletter (Fall/Winter 2015 Issue)				
Nov 29 - Dec 5	<b>29</b>	<b>30</b>	<b>Dec 1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>

# CAPK Outreach & Advocacy Report - Presented by Louis Medina

## December 2015

December 2015							January 2016						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
6	7	1	2	3	4	5	3	4	5	6	7	1	2
13	14	8	9	10	11	12	10	11	12	13	14	15	16
20	21	15	16	17	18	19	17	18	19	20	21	22	23
27	28	22	23	24	25	26	24	25	26	27	28	29	30
		29	30	31			31						

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Nov 29 - Dec 5	<b>Nov 29</b>	<b>30</b>	<b>Dec 1</b> 6:00pm 6:30pm World AIDS Day Vigil at Liberty Bell (CAPK HIV Staff Lauded)	<b>2</b>	<b>3</b> 11:00am 11:30am HIV Program Staff Recognized (AIDS Quilt Display at West High)	<b>4</b> 6:00am 6:00pm AGM Toy Drive (Valley Plaza Mall)	<b>5</b>
	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b> 12:00pm 12:30pm Teter's Check Presentation (\$3,333 to Food Bank)	<b>10</b>	<b>11</b>	<b>12</b>
Dec 6 - 12	<b>13</b>	<b>14</b> 9:00am 9:30am SoCal Gas/Valadao Food Drive Check (\$2,000 for Food Bank)	<b>15</b>	<b>16</b> 9:00am 1:00pm Wasco Prison Staff (Wasco HS Toy Distribution) 6:00pm 7:00pm El Niño Preparedness (2-1-1 "In the House")	<b>17</b> 11:00am 11:30am Kern Kiwanis Check (\$1,000 for Friendship House Tutoring Program)	<b>18</b> 9:00am 9:30am Moose Lodge (Toys for Williams HS) 3:00pm 3:30pm Honest Company (Diapers Galore for HS)	<b>19</b> 8:00am 8:30am Pierucci Family \$2,600 Check (Food Bank) 10:00am 10:30am FH Grandma/Kids (Adopted by Food B
	<b>20</b>	<b>21</b> 9:00am 9:30am City of Shafter Unsafe Drinking Water Crisis (Food Bank Assists)	<b>22</b>	<b>23</b> 9:00am 9:30am Marine Corps Club Toys for Tots (California Street EHS in Stockton)	<b>24</b>	<b>25</b>	<b>26</b>
Dec 20 - 26	<b>27</b>	<b>28</b>	<b>29</b>	<b>30</b> 10:00am 10:30am Congressman Kevin McCarthy Impromptu Visit (CAPK Food Bank)	<b>31</b>	<b>Jan 1, 16</b>	<b>2</b>

COMMUNITY ACTION PARTNERSHIP of KERN  
BOARD OF DIRECTORS  
BUDGET & FINANCE COMMITTEE MEETING  
5005 Business Park North, Bakersfield, CA  
January 20, 2016  
12:00 p.m.

1. **Call to Order**

Garth Corrigan called the meeting to order at 12:01pm at the Community Action Partnership of Kern Administrative Building, 5005 Business Park North, Bakersfield, CA.

2. **Roll Call**

Roll call was taken with a quorum present:

<u>Present</u>	<u>Absent</u>
Garth Corrigan	Don Bynum
Warren Peterson	
Yolanda Ochoa	

Others present: Jeremy Tobias, Executive Director; Christine Anami, Director of Finance; Romala Ramkissoo, Director of Community Services; Ralph Martinez, Director of Community Development; Yolanda Gonzales, Director of Head Start/State Child Development; Carmen Segovia, Director of Health & Nutrition; other CAPK staff.

3. **Approval of Agenda**

Motion was made and seconded to approve the Budget & Finance Committee meeting agenda for January 20, 2016. Carried by unanimous vote. (Peterson/Ochoa)

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

No one addressed the Committee.

5. **New Business**

a. Food Bank Solar Project Update – Ralph Martinez, Director of Community Development  
– ***Info Item***

Ralph Martinez stated last year in November, the agency was notified that the Food Bank was awarded \$100,000 from the Bakersfield Californian Foundation for the solar project. With the dual \$132,500 that was provided by each the City of Bakersfield and County of Kern from CDBG funding, the total funding available for the solar project is now \$365,000.

He stated he was informed that the City and County are still negotiating how to jointly proceed and they are waiting on an environmental assessment for the project. The City feels that the project will qualify under one of the exemption options and is waiting for an agreement from the County. Once an agreement has been made, the scope of work will be shared for review. He stated this information was also presented to the Executive Committee in December.

Warren asked how much the \$365,000 will cover and Ralph stated that he believes the amount they have is enough to cover about 80% of the current electrical needs at the Food Bank, but that will depend on the bids that are received for the project. Jeremy Tobias stated that we will design and install as much solar as possible with the funds available. He anticipates it will be somewhere between 80% and 100% of the total electrical needs of the facility. But it is a best guess until we receive the bids. .

- b. Funding Request to United Way of Kern County for the Food Bank – Carmen Segovia, Director of Health and Nutrition – **Action Item**

Carmen Segovia stated this is a re-application for the Food bank with United Way for the Emergency Food and Shelter Program (EFSP). The \$85,000 will be used toward the purchase of food and fresh produce for distribution to low-income, food insecure residents of Kern County.

Motion was made and seconded to approve the Funding Request to United Way of Kern County for the Food Bank. Carried by unanimous vote. (Ochoa/Peterson)

- c. Funding Request to Junior League of Bakersfield for the East Kern Family Resource Center – Carmen Segovia, Director of Health and Nutrition – **Action Item**

Carmen Segovia stated this is a new application for the East Kern Family Resource (EKFR) center in the requested amount of \$5,000 to the Junior League of Bakersfield. The funds will be used for basic need items for their clients such as cribs, beds for children, diapers and wipes, infant formula, children's socks and school uniforms, and baby-proofing kits for home safety. The funds will also be used to help clients with transportation costs, fees and other expenses such as rent deposits, and other items not covered by other funding sources.

Motion was made and seconded to approve the Funding Request to Junior League of Bakersfield for the East Kern Family Resource Center. Carried by unanimous vote. (Ochoa/Peterson)

- d. Funding Request to California Department of Public Health for the Friendship House and Shafter Youth Center – Ralph Martinez, Director of Community Development – **Action Item**

Kathleen Moessner presented on behalf of Ralph Martinez and stated this is a request to the California Department of Public Health for \$120,000. This is for the Sexual Health Information and Education (E&I) program that currently operates at the Shafter Youth center and they will expand the program to the Friendship House.

Garth Corrigan asked if this was the same amount that was received last time and she stated it was not as \$70,000 was received last year.

Motion was made and seconded to approve the Funding Request to California Department of Public Health for the Friendship House and Shafter Youth Center. Carried by unanimous vote. (Ochoa/Peterson)

- e. Funding Request to CalEITC4Me for the Volunteer Income Tax Assistance (VITA) program – Romala Ramkissoon, Director of Community Services – **Action Item**

Romala Ramkissoon stated in December, VITA was contacted to apply for the funding and this is the first year California is making tax credit available. This tax credit targets low-income people and the funding will be used to conduct outreach within the community. She stated Saturday she received an email notifying her that VITA will receive \$18,000.

Motion was made and seconded to approve the Funding Request to CalEITC4Me for the Volunteer Income Tax Assistance (VITA) program. Carried by unanimous vote. (Ochoa/Peterson)

- f. 2016 Community Services Block Grant (CSBG Contract# 16F-5015) Budget – Christine Anami, Director of Finance – **Action Item**

Christine Anami stated at the October Board meeting, a resolution was presented and accepted to approve the CSBG Contract for 2016 but the CSBG budget was not finalized. For 2016, it is estimated that 35.3% of the contract will be used for centralized administrative costs and 64.7% of the contract will be used for programs, such as Food Bank, VITA, and the youth centers that have anticipated funding gaps. She stated that seven year comparison of the budget shows that from 2016 to 2016, the contract amount has increased 13.5% or \$166,513.

Motion was made and seconded to approve the 2016 Community Services Block Grant (CSBG Contract# 16F-5015) Budget. Carried by unanimous vote. (Peterson/Ochoa)

- g. Application Status Report - Ralph Martinez, Director of Community Development – **Info Item**

Patricia Mallard stated 2 grant applications; United Way of Kern County for the Food Bank and CalEITC4Me for VITA, are pending. Five awards were received; \$15,000 from Wells Fargo Foundation for VITA, \$25,000 from Chevron for the Food Bank, \$2,000 from Southern California Gas Co. for the Food Bank, \$8,105,936 from the California Department of Community Services and Development for the Energy Program, and \$1,396,948 from CSD for the Community Services Block Grant (CSBG).

- h. Head Start and Early Head Start Budget to Actual for the Period Ending December 31, 2015 – Donna Holland, Fiscal Manager – **Info Item**

Donna Holland stated for Early Head Start and Head Start for Kern, the program has closely been monitoring the grants to ensure sufficient savings are available to cover the cost of the interest rate swap agreement termination fee. For personnel and fringe,

expenditures are less than expected at this point in the fiscal year. The equipment funds that were budgeted for vehicle purchases will be deferred until staff are certain that savings are sufficient to cover the cost of the swap agreement breakage. She stated the non-federal share is at 83% of the budget and in-kin is at 90% of budget. The five centers with the highest of percentage of goals met are San Diego, Stella Hills, Taft, Franklin, and Casa Loma. The five centers with the lowest percentage of the goal met was Buttonwillow, Shafter, Willow, Tehachapi, and Rosamond.

Donna stated for the Early Head Start partnership grant, Bakersfield College is served 37 children in the month of December. The Blanton Child Development Center submitted an application in November and as the fire inspection has been completed, they are just waiting on receiving the license. The remaining startup funds are being used primarily on classroom supplies. In the base funds, the expenditures in personal and fringe benefits are less than planned at this time of the year. They expect to fully expend the training and technical assistance funds. She stated both child care partners receive non-federal funds for services to children. As children are enrolled, these funds may be used to meet the non-federal share requirement. As services are beginning later than planned, it may be necessary to request a partial waiver of non-federal share for the initial project period.

Donna stated San Joaquin County has 267 children receiving services; 109 children are in the home-based program option, 98 children are being served temporarily via home based services in anticipation of center being licensed and operational, and 60 children are in a center-based setting at California Street, St. Mary's and Walnut.

She stated as the program is 6 months into the 7 month period of the funding, there are significant savings in personnel, fringe benefits, contractual, and other categories. A portion of these saving will be used to offset expenditures in other categories. Funds in Training & Technical Assistance will be fully expended. She stated for non-federal, a partial waiver was requested and received with the programs initial funding award, however, as of this morning staff has determined there is \$6,300 in in-kind for San Joaquin County. Staff have requested a waiver of the administrative cost limitation from the Office of Head Start for this budget period.

## **6. Finance Director Report**

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

Christine Anami stated that for the month of December, \$1,500 has been received for the 2016 Humanitarian Awards banquet. However, as outreach expenses have occurred, the banquet's net gain is \$364. We did borrow on the line of credit for one day and were charged \$110.92 in interest expense. An item that caused an excess cost was in regards to Head Start maintenance employees who worked on a holiday and were not compensated at the 1.5 times the hourly rate per the Union agreement in prior years. As the situation happened in 2015, the discretionary fund was used to compensate those employees for a total amount of \$2425.43. Other than that there were no other unusual charges.

b. Financial Statements, December 2015 – **Action Item**

Christine Anami stated on the line of credit advances and repayments summary, demonstrates when the line of credit was used and a summary of the commitment fee paid for not using the line of credit. They just renewed the line of credit with Wells Fargo until January 15, 2017 and the terms did not change and is renewed every year.

The overall cash summary shows there was a positive amount of \$14,517.36 in the bottom subcategory, with a total operating cash amount of \$1,732,457.25. The agency credit card bank statements had no unusual activity and most transactions are travel related expenses. On the child and adult care food program (CACFP) statement of operations shows the excess costs is \$476,913 and they continue to stay around 80% for the percentage claimed. The earned revenue for the State Department of Education Contracts for Head Start is achieving revenue at 46% and the Migrant Alternative payment has earned 42% of the revenue. The agency financial statements shows the ending net assets is \$11 million and we always want to exceed \$10.5 million due to particular loan agreements. She stated there were no new grants added to the financial statements.

Motion was made and seconded to approve the Financial Statements, December 2015. Carried by unanimous vote. (Ochoa/Peterson)

7. **Committee Member Comments**

Yolanda Ochoa wanted to address some issues and concerns that were taking place at the distribution sites in Lake Isabella. Carmen Segovia and Glenn Ephrom followed up with Yolanda after the meeting concluded.

8. **Next Scheduled Meeting**

Budget & Finance Committee Meeting  
Wednesday, February 17, 2016  
12:00 p.m.  
5005 Business Park North  
Bakersfield, California 93309

9. **Adjournment**

The meeting was adjourned at 12:50pm.

**COMMUNITY ACTION PARTNERSHIP OF KERN  
DISCRETIONARY AND FUND RAISING FUNDS  
FOR THE MONTH ENDED DECEMBER 31, 2015**

	03/01/15- 11/30/15	12/01/15- 12/31/15	TOTAL
<b>BEGINNING BALANCE (NOTE 1)</b>	336,710.16		336,710.16
<b>CASH RECEIPTS</b>			
2015 Awards Banquet Donations	103,960.00		103,960.00 a
2016 Awards Banquet Donations	0.00	1,500.00 b	1,500.00
Class Action Lawsuit Settlement - Dell	14,514.95		14,514.95
Donations	3,391.44	351.00	3,742.44
Interest Income/Union Administrative Fee	687.62	8.57	696.19
<b>TOTAL CASH RECEIPTS</b>	122,554.01	1,859.57	124,413.58
<b>CASH DISBURSEMENTS</b>			
Line of Credit Interest Expense	1,552.46	110.92 c	1,663.38
Line of Credit Unused Commitment Fee	1,790.28	604.17 d	2,394.45
2015 Awards Banquet Expenses	25,576.36		25,576.36 a
2016 Awards Banquet Expenses	0.00	1,136.00 b	1,136.00
Prior Period Licensing Fees - Head Start	17,140.00		17,140.00
Prior Period Freight Charge - Head Start	2,447.71		2,447.71
Prior Period Salaries - Head Start	0.00	2,425.43 e	2,425.43
Licensing Penalties - Head Start	600.00		600.00
Property Taxes - Campus	980.90		980.90
Fundraising Costs	645.28	159.00	804.28
Miscellaneous Expenses	569.78		569.78
Centralized Cost Pool Allocations	2,687.84	184.71	2,872.55
<b>TOTAL CASH DISBURSEMENTS</b>	53,990.61	4,620.23	58,610.84
<b>CASH PROVIDED (USED)</b>	68,563.40	(2,760.66)	65,802.74
<b>ENDING BALANCE</b>	405,273.56		402,512.90
		Discretionary Cash	231,451.01
		Fund Raising Cash	171,037.29
			402,488.30
		Add: A/R	24.60
			402,512.90

**NOTES**

1. For the year ended 2/28/15, the net increase to the Discretionary/Fund Raising Funds was \$26,214.
- a. Final net 2015 awards banquet gain is \$73,452.20 (@ FYE 2/28/15 = (4,931.44) + 78,383.64 for FY 2015/16).
- b. As of 12/31/15, the 2016 awards banquet net gain is \$364.
- c. Interest expense on operating line of credit advance for \$1 million for 1 day.
- d. Commitment fee for the 4th quarter that the \$1 million line of credit was not used. The fee is equal to one-quarter percent (0.25%) per annum based on a 360 day year.
- e. Salary adjustment for Head Start maintenance employees who worked on a holiday and were not compensated at 1.5 times the hourly rate per the Union agreement in prior years.

# COMMUNITY ACTION PARTNERSHIP OF KERN

## MEMORANDUM

**To:** Budget & Finance Committee  
*Christine Anami*  
**From:** Christine Anami, Director of Finance  
**Date:** January 20, 2016  
**Subject:** *Agenda Item 5f: 2016 Community Services Block Grant (CSBG Contract# 16F-5015)*  
Budget – Action Item

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At the Board of Directors' meeting on October 28, 2015, the resolution to accept the Community Services Block Grant (CSBG) contract for 2016 was approved. At that time, the budget had not been finalized to support the estimated allocation amount of \$1,384,531, which is equal to the 2015 CSBG contract. The 2016 allocation is based on the continuing resolution for the first quarter of Federal Fiscal Year 2016. The 2016 CSBG contract will be amended as additional funds are appropriated.

For 2016, it is estimated that 35.3% of the contract will be used for centralized administrative costs and 64.7% of the contract will be used for programs, such as Food Bank, VITA and the youth centers that have anticipated funding gaps. For 2015, it was 41.8% centralized administrative costs and 58.2% program costs.

Overall, the 2016 CSBG contract budget is 68% personnel costs and 32% operating costs which did not change significantly from the 2015 CSBG budget of 69% personnel costs and 31% operating costs.

The following schedules are attached:

- Seven year comparison of the CSBG budget. From 2010 to 2016, the CSBG contract amount has increased 13.5% or \$166,513.
- 2016 CSBG budget by program.
- Four year comparison of the centralized administrative and program positions included in the CSBG budget.

The 2016 CSBG contract packet, including the budget forms was mailed to the State in the second week of December 2015. Budget modifications are allowed to be submitted to the State during the contract term up until November 15, 2016.

### Recommendation

Staff recommends that the Budget & Finance Committee approves the budget for the 2016 CSBG contract (16F-5015).

Attachments: Seven year comparison of CSBG budget  
2016 CSBG budget by program  
Four year comparison of CSBG positions

**COMMUNITY ACTION PARTNERSHIP OF KERN  
COMMUNITY SERVICES BLOCK GRANT (CSBG)  
SEVEN YEAR BUDGET COMPARISON**

	2010	2011	2012	2013	2014	2015	2016
Administrative Costs	74.20%	75.40%	65.10%	48.40%	53.40%	41.80%	35.30%
Program Costs	<u>25.80%</u>	<u>24.60%</u>	<u>34.90%</u>	<u>51.60%</u>	<u>46.60%</u>	<u>58.20%</u>	<u>64.70%</u>
	<u>100.00%</u>	<u>100.00%</u>	<u>100.00%</u>	<u>100.00%</u>	<u>100.00%</u>	<u>100.00%</u>	<u>100.00%</u>
Funding Amount	1,230,435	1,230,435	1,196,355	1,366,988	1,384,531	1,396,948	1,396,948
Increase (Decrease)		0	(34,080)	170,633	17,543	12,417	0
% Increase from 2010 to 2016							13.53%

**COMMUNITY ACTION PARTNERSHIP OF KERN  
2016 CSBG BUDGET BY PROGRAM**

Program Name	Program Costs				Administrative Costs				Combined Costs	%
	Labor	Operating	Total	%	Labor	Operating	Total	%		
Food Bank	339,247		339,247	37.5%	103,180	81,563	184,743	37.5%	523,990	37.5%
Friendship House	89,344	115,800	205,144	22.7%	36,850	29,130	65,980	13.4%	271,124	19.4%
VITA	122,309	53,600	175,909	19.4%	12,060	9,533	21,593	4.4%	197,502	14.1%
Shafter Youth Ctr	78,610	65,200	143,810	15.9%	24,790	19,596	44,386	9.0%	188,196	13.5%
Migrant Alternative Payment					33,500	26,481	59,981	12.2%	59,981	4.3%
211	40,352		40,352	4.5%					40,352	2.9%
WIC					20,100	15,889	35,989	7.3%	35,989	2.6%
East Kern Family Resource Ctr					19,430	15,359	34,789	7.1%	34,789	2.5%
CSBG					19,611	6,219	25,830	5.2%	25,830	1.8%
Substance Abuse					10,720	8,475	19,195	3.9%	19,195	1.4%
Totals	<u>669,862</u>	<u>234,600</u>	<u>904,462</u>	<u>100.0%</u>	<u>280,241</u>	<u>212,245</u>	<u>492,486</u>	<u>100.0%</u>	<u>1,396,948</u>	<u>100.0%</u>
%	<u>74.1%</u>	<u>25.9%</u>	<u>100.0%</u>		<u>56.9%</u>	<u>43.1%</u>	<u>100.0%</u>			
% Program vs Administrative			<u>64.7%</u>				<u>35.3%</u>			<u>100.0%</u>

1. Labor is salaries and fringe benefits. Fringe benefits was budgeted at 22% for administrative salaries and at 28% for program salaries.

2. Operating costs include out-of-state and in state travel costs, space costs including rent, repair/maintenance, security and general liability insurance, janitorial and gardening services, utilities (electric, gas, water, garbage and communication), vehicle repair/maintenance, supplies including office, janitorial, publications, printing and postage, membership dues, employee recruitment costs, cloud computer support, audit fees, ADP payroll service fees, conference registration fees, board costs and bank service fees.

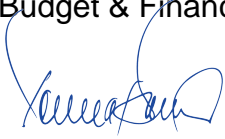
**COMMUNITY ACTION PARTNERSHIP OF KERN  
COMMUNITY SERVICES BLOCK GRANT (CSBG)  
FOUR YEAR COMPARISON OF POSITIONS IN BUDGET**

Position Title	2013	2014	2015	2016	
<b>ADMINISTRATIVE POSITIONS</b>					
Executive Director				X	
Director of Finance	X	X	X	X	
Director of Human Resources		X	X	X	
Director of Operations				X	
Director of Community Development				X	
Director of Planning, Research & Development	X	X	X		
Director of Health & Nutrition	X	X	X	X	
Director of Community Services				X	
Director of Family, Youth & Community	X	X	X		7
Assistant to the Executive Director				X	
Receptionist				X	2
Assistant Director of Finance	X	X	X	X	
Accountant II			X	X	
Accountant	2	X	X	X	
Accounting Manager			X	X	
General Ledger Supervisor	X	X			
Accounting Technician	4.5	6	6	6	
Accounting Clerk	X	X	X	X	11
Human Resources Manager		X	X	X	
Payroll/Human Resources Information Systems Manager			X	X	
Human Resources Generalist/Recruiting Supervisor			X	X	
Human Resources Benefits Specialist		X	X	X	
Human Resources Payroll Specialist			2	2	
Human Resources Specialist		X			
Human Resources Technician		X	X	2	8
Business Manager		X	X	X	
Business Technician			X	X	
Procurement/Contract Specialist	X				
Buyer	2	X			
Contracts/Leases Technician		X			
Technology Services Manager			X	X	
Information Technology Specialist II			X	X	
Information Technology Specialist			X	X	
Facility Manager			X	X	
Facility Inspector			X	X	
Risk Management Supervisor			X	X	
Safety & Administrative Specialist		X			
Operations Clerical Technician				X	9
Grant & Research Supervisor			X	X	
Administrative Analyst	3	3	2	2	
Research & Administrative Assistant	X	X	X	X	
Outreach & Advocacy Manager			X	X	
Resource & Outreach Coordinator			X	X	
Resource & Outreach Development Manager	X	X			
Outreach Specialist	X	X			6
<b>TOTAL</b>	<b>22.5</b>	<b>29</b>	<b>37</b>	<b>43</b>	
<b>PROGRAM POSITIONS</b>					
Program Manager - 211	X				
Supervisor - 211				X	
Information & Referral Specialist	X		2	X	2
Program Manager - VITA	X	X	X	X	
Site Coordinator - VITA	X	X	X	2	
Administrative Assistant - VITA				3	6
Program Manager - Friendship House	X	X	X	X	
Program Manager - Shafter Youth Center	X	X	X	X	
Activities Specialist	2	2	6	5	7
Program Manager - Food Bank	X	X	X	X	
Agency Relations Technician - Food Bank		X	X	X	
Outreach Specialist - Food Bank	X	X	X	X	
Food Sourcer - Food Bank		X	X	X	
Lead Administrative Clerk - Food Bank	X	X	X	X	
Administrative Clerk - Food Bank	2	2	2	2	
Operations Supervisor - Food Bank	X	X	X	X	
Lead Warehouse Specialist - Food Bank	X	X	X	X	
Warehouse Specialist - Food Bank	4	5	5	5	
Driver - Food Bank	X	X	X	2	16
<b>TOTAL</b>	<b>20</b>	<b>21</b>	<b>27</b>	<b>31</b>	
<b>TOTAL POSITIONS</b>	<b>42.5</b>	<b>50</b>	<b>64</b>	<b>74</b>	

Position and/or title no longer in use

# COMMUNITY ACTION PARTNERSHIP OF KERN

## MEMORANDUM

**To:** Budget & Finance Committee  
  
**From:** Donna Holland, Fiscal Manager  
**Subject:** Agenda Item 5h: Kern Head Start and Early Head Start Budget to Actual  
for the Period Ending December 31, 2015  
**Date:** January 20, 2015

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The following are highlights of the Head Start/Early Head Start Budget to Actual Report for the period March 1, 2015 through December 31, 2015.

Staff are closely monitoring and, when possible, deferring expenditures of Head Start/Early Head Start funds to ensure that sufficient savings are available to cover the cost of the interest rate swap agreement breakage fee as part of the pending refinance of the Pete H. Parra/Campus loan.

### **Personnel & Fringe Benefits**

Expenditures are less than expected at this point in the fiscal year; however, an additional 11 days of salaries and fringe benefits to be paid on the first pay day of March 2016 will accrue to the fiscal year ending February 29, 2016. Savings are expected in Early Head Start.

### **Equipment**

The Head Start funds in this category were budgeted for the purchase of four program vehicles and one playground/shade structure. These purchases will be deferred until staff are certain that savings are sufficient to cover the cost of the interest rate swap agreement breakage fee.

### **Supplies**

With the exception of day-to-day and health and safety requirements, purchases of supplies will be deferred to the next fiscal year.

### **Cost Pools**

Expenditures in Head Start are close to budget at this point in the year. Expenditures in Early Head Start are at 100% of budget at 83% of the year elapsed.

### **Training & Technical Assistance**

Staff expect to fully expend these funds by fiscal year-end.

### **Non-Federal Share**

With 83% of the budget period elapsed, total Non-Federal Share (the sum of California Department of Education funding and in-kind) is at 90% of budget.

- California Department of Education  
Estimated non-federal revenues through December 31 are at 90% of budget.
- In-Kind  
Year-to-date in-kind is at 90% of budget.

Funded enrollments, on which in-kind goals are based, changed effective September 1. Funded enrollments were adjusted to reflect six months at the old enrollment and six months at the new enrollment, thus changing the goal for some centers. These are indicated in bold type on the report.

The five centers with the highest percentage of goal met were San Diego, Stella Hills, Taft, Franklin, and Casa Loma. Twenty-seven centers met or exceeded 83% of goal.

The five centers with the lowest percentage of goal met were Buttonwillow, Shafter, Willow, Tehachapi, and Rosamond.

Staff expect to exceed the required Non-Federal Share by year-end.

# Community Action Partnership of Kern

## Head Start and Early Head Start

### Budget to Actual Report

Budget Period: March 1, 2015 - February 29, 2016

Report Period: March 1, 2015 -December 31, 2015

Month 10 of 12 (83%)

Prepared 01/12/2016

	HEAD START				
BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	9,569,855	7,536,989	2,032,866	79%	21%
FRINGE BENEFITS	3,208,147	2,507,833	700,314	78%	22%
TRAVEL	0	0	0		
EQUIPMENT	190,000	0	190,000	0%	100%
SUPPLIES	1,214,513	1,136,637	77,876	94%	6%
CONTRACTUAL	97,900	50,073	47,827	51%	49%
CONSTRUCTION	0	0	0		
OTHER	3,810,864	3,075,348	735,516	81%	19%
COST POOLS	1,434,915	1,150,550	284,365	80%	20%
<b>TOTAL BASE FUNDING</b>	<b>19,526,194</b>	<b>15,457,430</b>	<b>4,068,764</b>	<b>79%</b>	<b>21%</b>

	HEAD START				
TRAINING & TECHNICAL ASSISTANCE	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
TRAVEL	59,036	48,000	11,036	81%	19%
SUPPLIES	21,544	8,282	13,262	38%	62%
CONTRACTUAL	18,655	14,404	4,251	77%	23%
OTHER	60,784	89,302	(28,518)	147%	-47%
<b>TOTAL TRAINING &amp; TECHNICAL ASSISTANCE</b>	<b>160,019</b>	<b>159,989</b>	<b>30</b>	<b>100%</b>	<b>0%</b>

**GRAND TOTAL HS/EHS FEDERAL FUNDS**      **19,686,213**      **15,617,418**      **4,068,795**      **79%**      **21%**

	EARLY HEAD START				
	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
	1,753,281	1,158,217	595,064	66%	34%
	529,404	392,384	137,020	74%	26%
	0	0	0		
	0	0	0		
	164,666	221,895	(57,229)	135%	-35%
	9,100	5,391	3,709	59%	41%
	0	0	0		
	497,718	501,348	(3,630)	101%	-1%
	339,214	339,805	(591)	100%	0%
<b>TOTAL</b>	<b>3,293,383</b>	<b>2,619,039</b>	<b>674,344</b>	<b>80%</b>	<b>20%</b>

	EARLY HEAD START				
	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
	17,446	11,068	6,378	63%	37%
	12,372	1,445	10,927	12%	88%
	9,019	996	8,023	11%	89%
	43,498	14,387	29,111	33%	67%
<b>TOTAL</b>	<b>82,335</b>	<b>27,897</b>	<b>54,438.30</b>	<b>34%</b>	<b>66%</b>

**GRAND TOTAL HS/EHS FEDERAL FUNDS**      **3,375,718**      **2,646,936**      **728,782**      **78%**      **22%**

#### HEAD START and EARLY HEAD START NON-FEDERAL SHARE\*\*

SOURCE	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
CALIF DEPT OF ED	2,827,514	2,538,299	289,215	90%	10%
IN-KIND	2,937,969	2,629,688	308,281	90%	10%
<b>TOTAL NON-FEDERAL</b>	<b>5,765,483</b>	<b>5,167,987</b>	<b>597,496</b>	<b>90%</b>	<b>10%</b>

Centralized Administrative Cost      6.4%  
 Program Administrative Cost      6.6%  
**Total Administrative Cost      12.9%**

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

	CURRENT	1 TO 30	31 TO 60	61 TO 90	OVER 90
Bank of America*	10,306				
Lowe's	2,511	1,009	146	108	
Save Mart	1,380				
Smart & Final	0				
Chevron & Texaco Business Card	5,248				
Home Depot	3,779	502	200		
<b>TOTAL</b>	<b>23,225</b>	<b>1,511</b>	<b>346</b>	<b>108</b>	<b>0</b>

CREDITS	TOTAL	STATEMENT DATE
	<b>10,306</b>	12/21/2015
	<b>3,774</b>	12/25/2015
	<b>1,380</b>	12/27/2015
	<b>0</b>	No activity
	<b>5,248</b>	1/5/2016
	<b>4,481</b>	1/5/2016
<b>TOTAL</b>	<b>25,189</b>	

\* Expenditure details are included in the CAPK Financial Report

Budget reflects Notice of Award #09CH9142/02, Amendment #2 (conversion of HS to EHS slots).

Actual expenditures include open purchase orders, unliquidated travel, estimated pending expenditures, estimated HS & EHS share of CACFP, General Child Care, State Preschool, and central administration (Cost Pools) costs accrued through 12/31/15.

**Community Action Partnership of Kern**  
**Head Start and Early Head Start**  
**Non-Federal Share and In-Kind**  
**Budget Period: March 1, 2015 through February 29, 2016**  
**Report for period ending December 31, 2015 (Month 10 of 12)**

Percent of year elapsed: **83%**

LOCATION	FUNDED ENROLL- MENT	March	April	May	June	July	Aug	Sep	Oct	Nov	Dec	YTD Totals	IN-KIND GOAL	% OF GOAL MET
<b>San Diego Street</b>	<b>56</b>	13,628	18,345	15,681	12,239	11,789	12,406	11,576	12,459	3,071	367	111,561	63,749	175%
Stella Hills	34	11,985	12,686	11,211	0	0	4,700	11,842	4,421	0	5,873	62,717	38,705	162%
Taft	34	8,675	10,101	6,974	0	0	3,618	10,694	10,511	4,695	6,558	61,826	38,705	160%
Franklin	24	5,621	6,304	5,376	5,486	4,740	5,369	5,222	3,594	34	1,072	42,817	27,321	157%
Casa Loma	34	7,602	6,812	5,438	0	0	3,825	10,608	11,517	5,335	8,276	59,414	38,705	154%
Roosevelt	34	8,921	9,673	9,774	0	0	2,599	6,092	6,929	6,751	6,053	56,793	38,705	147%
<b>Lost Hills</b>	<b>27</b>	10,236	10,456	9,936	0	0	2,165	3,670	4,452	0	3,252	44,167	30,736	144%
Alicante	34	9,784	9,082	7,761	0	0	1,687	7,890	8,870	3,891	5,297	54,263	38,705	140%
Voorhies	34	8,202	7,788	9,297	0	0	886	9,065	9,573	4,343	4,365	53,519	38,705	138%
Planz	34	9,564	9,359	7,395	0	0	2,571	8,017	8,227	0	6,002	51,134	38,705	132%
<b>Fairfax</b>	<b>34</b>	0	0	0	0	0	0	0	14,915	17,686	18,242	50,843	38,705	131%
Noble	34	5,392	5,629	4,063	0	0	3,486	10,139	10,724	0	7,927	47,361	38,705	122%
<b>Delano</b>	<b>97</b>	15,798	20,136	19,254	12,110	9,134	15,471	19,398	16,818	3,108	618	131,845	110,422	119%
Oildale	34	3,672	3,607	2,805	0	0	2,513	10,954	10,593	0	10,971	45,114	38,705	117%
Rafer Johnson	34	7,730	7,535	6,457	0	0	1,991	6,232	7,196	3,927	3,197	44,265	38,705	114%
Williams	34	5,245	7,331	5,133	0	0	2,595	3,056	10,311	5,123	5,362	44,155	38,705	114%
Wasco	34	9,476	9,992	7,719	0	0	2,417	5,688	6,071	0	1,696	43,058	38,705	111%
Virginia	34	5,206	5,554	4,205	0	0	2,447	6,996	9,398	4,639	4,317	42,763	38,705	110%
Cleo Foran	34	6,061	4,299	6,002	0	0	3,015	9,812	9,700	3,366	0	42,255	38,705	109%
Faith Avenue	34	7,401	7,518	5,013	0	0	2,989	6,913	9,822	0	360	40,015	38,705	103%
<b>Stine Road</b>	<b>147</b>	20,211	24,077	20,846	13,898	12,110	13,977	17,207	16,987	13,589	12,571	165,474	167,341	99%
Martha J. Morgan	83	17,450	19,719	19,540	0	0	3,377	9,955	11,712	1,877	9,057	92,686	94,485	98%
<b>Primeros Pasos</b>	<b>98</b>	16,777	18,332	15,992	6,089	0	4,953	12,868	15,642	4,237	6,982	101,873	111,561	91%
Fairview	34	4,002	1,450	3,961	0	0	1,771	7,721	9,028	5,991	1,031	34,955	38,705	90%
McFarland	34	8,173	8,012	5,700	0	0	102	6,255	5,713	0	112	34,065	38,705	88%
<b>Shafter HS/EHS</b>	<b>38</b>	5,475	5,936	5,260	4,961	3,215	3,505	3,265	3,563	0	1,855	37,034	43,258	86%
<b>Sterling</b>	<b>124</b>	18,929	19,993	16,490	12,104	9,845	7,765	15,138	13,881	0	6,514	120,659	141,158	85%
Vineland	34	7,921	5,941	4,774	0	0	2,183	4,553	4,502	161	1,294	31,329	38,705	81%
<b>Home Base</b>	<b>297</b>	18,924	20,965	15,839	7,064	8,603	9,485	15,352	23,134	5,801	10,745	135,912	169,048	80%
<b>Pacific</b>	<b>66</b>	10,174	10,309	8,322	4,074	5,323	3,069	7,334	7,751	2,912	846	60,113	75,133	80%
<b>East California</b>	<b>84</b>	16,014	16,961	12,837	0	0	3,868	7,723	9,283	3,871	5,738	76,294	95,623	80%
Alberta Dillard	68	9,303	9,883	11,545	0	0	2,294	6,787	10,224	6,279	4,374	60,689	77,409	78%
Pete H. Parra	148	17,755	16,377	14,269	12,442	11,938	9,307	16,187	15,781	8,676	8,825	131,555	168,479	78%
Heritage Park	34	2,780	3,086	7,522	0	0	2,047	4,877	4,838	2,623	2,202	29,976	38,705	77%
Lamont	34	3,606	3,570	2,519	0	0	2,181	6,616	6,333	0	3,446	28,271	38,705	73%
Sunrise Villa	34	5,487	6,541	5,517	0	0	1,115	3,090	4,667	295	201	26,913	38,705	70%
Pioneer	34	3,522	3,596	2,262	0	0	599	2,625	4,436	4,382	2,914	24,337	38,705	63%
Mojave	34	5,184	5,258	4,705	0	0	1,001	1,572	2,136	2,073	1,076	23,004	38,705	59%
<b>Oasis</b>	<b>93</b>	12,581	12,995	8,784	0	0	4,281	9,933	11,392	0	2,302	62,267	105,869	59%
Seibert	34	3,597	3,122	3,628	0	0	1,686	6,783	1,364	0	1,649	21,827	38,705	56%
California City	34	4,010	3,252	2,269	0	0	1,810	1,890	5,330	0	3,076	21,637	38,705	56%

**Community Action Partnership of Kern**  
**Head Start and Early Head Start**  
**Non-Federal Share and In-Kind**  
**Budget Period: March 1, 2015 through February 29, 2016**  
**Report for period ending December 31, 2015 (Month 10 of 12)**

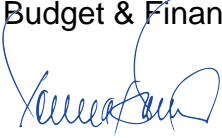
Percent of year elapsed: **83%**

LOCATION	FUNDED ENROLL- MENT	March	April	May	June	July	Aug	Sep	Oct	Nov	Dec	YTD Totals	IN-KIND GOAL	% OF GOAL MET
Buttonwillow	27	2,057	2,633	898	0	0	963	3,263	3,046	1,720	1,338	15,920	30,736	52%
Shafter	34	2,305	4,409	3,352	0	0	1,108	3,492	4,130	251	701	19,748	38,705	51%
Willow	102	9,416	7,071	4,621	0	0	3,030	9,351	15,649	2,838	1,117	53,092	116,114	46%
Tehachapi	34	1,490	1,428	435	0	0	722	2,537	2,063	0	0	8,674	38,705	22%
Rosamond	34	4,478	2,958	903	0	0	0	0	0	0	0	8,338	38,705	22%
Administrative Services		0	0	0	0	0	0	0	0	0	0	0	0	NA
Program Services		6,013	9,308	7,708	6,718	4,229	6,660	4,349	5,138	4,476	4,176	58,774	115,672	51%
Policy Council and RPC		1,854	2,442	769	659	599	336	634	3,020	2,501	0	12,814	64,472	20%
Board of Directors		639	781	142	12	0	0	0	0	0	0	1,575	6,945	23%
<b>SUBTOTAL IN-KIND</b>	<b>2,565</b>	<b>400,325</b>	<b>422,610</b>	<b>360,904</b>	<b>97,856</b>	<b>81,524</b>	<b>169,942</b>	<b>355,217</b>	<b>406,843</b>	<b>140,524</b>	<b>193,943</b>	<b>2,629,688</b>	<b>2,937,969</b>	<b>90%</b>
State General Child Care*		94,459	94,824	84,367	89,643	83,057	73,725	87,080	101,404	77,907	86,564	873,028	922,078	95%
State Preschool*		158,096	151,335	143,311	135,077	164,012	127,767	155,076	166,275	134,466	149,406	1,484,820	1,767,277	84%
State Migrant Child Care*		15,519	15,636	13,813	15,069	21,353	20,713	25,347	24,272	13,608	15,120	180,450	138,159	131%
<b>SUBTOTAL CA DEPT of ED</b>		<b>268,073</b>	<b>261,796</b>	<b>241,490</b>	<b>239,789</b>	<b>268,421</b>	<b>222,205</b>	<b>267,502</b>	<b>291,951</b>	<b>225,981</b>	<b>251,090</b>	<b>2,538,299</b>	<b>2,827,514</b>	<b>90%</b>
<b>GRAND TOTAL</b>		<b>668,398</b>	<b>684,406</b>	<b>602,394</b>	<b>337,645</b>	<b>349,945</b>	<b>392,147</b>	<b>622,719</b>	<b>698,794</b>	<b>366,505</b>	<b>445,033</b>	<b>5,167,987</b>	<b>5,765,483</b>	<b>90%</b>

\*May include estimates

# COMMUNITY ACTION PARTNERSHIP OF KERN

## MEMORANDUM

**To:** Budget & Finance Committee  
  
**From:** Donna Holland, Fiscal Manager  
**Subject:** Agenda Item 5h: Early Head Start – Child Care Partnerships  
Budget to Actual for the Period Ending December 31, 2015  
**Date:** January 20, 2015

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CAPK is in its first year of implementing the Early Head Start – Child Care Partnerships program. The initial budget period is March 1, 2015 through August 31, 2016; the initial funding was awarded through February 29, 2016. The following are highlights of the Budget to Actual Report for the period March 1, 2015 through November 31, 2015.

### **Program Update**

- Bakersfield College served 37 children during the month of December. The funded enrollment at this location is 40 children.
- Blanton Child Development Center – the application for a facility license was submitted in November to California Department of Social Services, Community Care Licensing. The fire inspection has been completed, which is a pre-requisite to receiving a facility license. Services are planned to begin in late January 2016. The funded enrollment at this location is 16 children.

### **Start-Up Funds**

The start-up budget includes the costs of a vehicle, start-up classroom and office supplies, printing, licensing, and hiring costs. Actual expenditures also included the cost of out-of-county travel for the purpose of obtaining training and orientation provided by the Office of Head Start. Staff will procure the vehicle prior to fiscal year-end. The remainder of the start-up funds will be expended primarily on classroom supplies.

### **Base Funds**

Expenditures in Personnel and Fringe Benefits are less than planned for this point in the fiscal year. Savings are expected in these categories.

The child care partners are paid for providing Early Head Start services from the Contractual category. Because services began later than initially planned, savings in this category are expected. Staff are in the process of evaluating the best use of these savings, and will submit a budget revision if required by the funding source.

### **Training & Technical Assistance Funds**

Staff expect to fully expend Training & Technical Assistance funds.

### **Non-Federal Share**

Both child care partners receive non-federal funds for services to children. As children are enrolled in Early Head Start, these funds may be used to meet the non-federal share requirement. Because services are beginning later than planned, it may be necessary to request a partial waiver of non-federal share for the initial project period. Staff are working with its child care partners to determine an effective and efficient method to document the non-federal share.

### **Administrative Cost**

Administrative costs for Head Start and Early Head Start programs are limited to 15% of total expenditures. The administrative cost reported through November is 12.8%, which is a decrease from the 14.6% reported through October. Higher than normal administrative costs are expected during the implementation phase of the project, but have been trending downward; thus, it may not be necessary to request a waiver of the administrative cost limitation for the initial project period.

- June 84.6%
- July 62.8%
- August 58.8%
- September 27.0%
- October 14.6%
- November 12.8%
- December 12.1%

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

Budget Period: March 1, 2015 - February 29, 2016  
Report Period: March 1, 2015 - December 31, 2015  
Month 10 of 12 (83%)

Prepared 01/12/2016

<b>START-UP FUNDS</b>	<b>BUDGET</b>	<b>ACTUAL</b>	<b>REMAINING</b>	<b>% SPENT</b>	<b>% REMAINING</b>
PERSONNEL	0	0	0		
FRINGE BENEFITS	0	0	0		
TRAVEL	0	4,841	(4,841)		
EQUIPMENT	30,000	0	30,000	0%	100%
SUPPLIES	91,656	29,054	62,602	32%	68%
CONTRACTUAL	0	0	0		
CONSTRUCTION	0	0	0		
OTHER	17,750	489	17,261	3%	97%
COST POOLS	0	0	0		
<b>TOTAL START-UP FUNDING</b>	<b>139,406</b>	<b>34,385</b>	<b>105,021</b>	<b>25%</b>	<b>75%</b>

<b>BASE FUNDS</b>	<b>BUDGET</b>	<b>ACTUAL</b>	<b>REMAINING</b>	<b>% SPENT</b>	<b>% REMAINING</b>
PERSONNEL	107,407	47,756	59,651	44%	56%
FRINGE BENEFITS	38,236	13,820	24,416	36%	64%
TRAVEL	0	0	0		
EQUIPMENT	0	0	0		
SUPPLIES	11,290	14,134	(2,844)	125%	-25%
CONTRACTUAL	480,451	96,728	383,723	20%	80%
CONSTRUCTION	0	0	0		
OTHER	33,660	2,579	31,081	8%	92%
COST POOLS	956	4,880	(3,924)	510%	-410%
<b>TOTAL BASE FUNDING</b>	<b>672,000</b>	<b>179,896</b>	<b>492,104</b>	<b>27%</b>	<b>73%</b>

<b>TRAINING &amp; TECHNICAL ASSISTANCE FUNDS</b>	<b>BUDGET</b>	<b>ACTUAL</b>	<b>REMAINING</b>	<b>% SPENT</b>	<b>% REMAINING</b>
TRAVEL	0	4,051	(4,051)		
SUPPLIES	3,506	0	3,506	0%	100%
CONTRACTUAL	0	0	0		
OTHER	13,294	2,118	11,177	16%	84%
<b>TOTAL TRAINING &amp; TECHNICAL ASSISTANCE</b>	<b>16,800</b>	<b>6,168</b>	<b>10,632</b>	<b>37%</b>	<b>63%</b>

<b>GRAND TOTAL FEDERAL FUNDS</b>	<b>828,206</b>	<b>220,449</b>	<b>607,757</b>	<b>27%</b>	<b>73%</b>
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<b>NON-FEDERAL SHARE</b>	<b>BUDGET</b>	<b>ACTUAL</b>	<b>REMAINING</b>	<b>% SPENT</b>	<b>% REMAINING</b>
IN-KIND	207,052	0	207,052	0%	100%
<b>TOTAL NON-FEDERAL FUNDS</b>	<b>207,052</b>	<b>0</b>	<b>207,052</b>	<b>0%</b>	<b>100%</b>

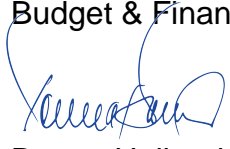
Centralized Administrative Cost      2.2%  
Program Administrative Cost      9.9%  
**Total Administrative Cost      12.1%**

Budget reflects Notice of Award #09HP0036/01.

The initial grant action for the first 18 month budget period includes 12 months of operating (base) funding, a portion of T&TA funding, and start-up funds. The remaining operating funds (\$336,000) and T&TA funds (\$84,000) will be awarded at a later date. The initial budget period is 3/1/2015 - 8/31/2016. The remaining budget periods will begin September 1 and end August 31.

# COMMUNITY ACTION PARTNERSHIP OF KERN

## MEMORANDUM

**To:** Budget & Finance Committee  
  
**From:** Donna Holland, Fiscal Manager  
**Subject:** Agenda Item 5h: Early Head Start – San Joaquin County  
Budget to Actual for the Period Ending December 31, 2015  
**Date:** January 20, 2015

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CAPK is in its first year of implementing the Early Head Start – San Joaquin County program. The following are highlights of the Budget to Actual Report for the period July 1, 2015 through December 31, 2015.

### **Program Update**

At this time, 267 children (out of the funded enrollment of 364) are receiving services:

- 109 are enrolled in the home-based program option;
- 98 children are being served temporarily via home based services in anticipation of centers being licensed and operational;
- 60 children are being served in center-based settings:
  - California Street (Stockton) – 24 children
  - St. Mary's (Stockton) – 16 children
  - Walnut (Manteca) – 20 children

Tracy Toddlers (Tracy) had a successful licensing visit in late December and anticipates opening its doors to 8 children in late January.

### **Start-Up Funds**

Remaining start-up funds will be expended for facility repairs, maintenance, and minor health and safety improvements.

### **Base Funds**

At six months into the initial seven-month budget period, there are significant savings in the Personnel, Fringe Benefits, Contractual, and Other categories. A portion of these savings will be used to offset expenditures in other categories; a request to approve remaining facility projects has been submitted to Office of Head Start in preparation for submission of the request to carry over remaining funds into the next budget period.

### **Training & Technical Assistance Funds**

Staff expect to fully expend these funds prior to the end of the budget period.

**Non-Federal Share**

CAPK requested and received a partial waiver of non-federal share with its initial funding award. San Joaquin staff are in the process of implementing in-kind procedures in line with those used by CAPK. As centers begin services to children, parent and community volunteers will be given opportunities to provide volunteer services. Because services have begun later than planned, staff have requested a waiver of the remaining non-federal share from Office of Head Start for this budget period.

**Administrative Cost**

Administrative costs for Head Start and Early Head Start programs are limited to 15% of total expenditures. Administrative cost reported through December is 22.3%, which is a decrease from the 23.1% reported through November. Higher than normal administrative costs are expected during the implementation phase of the project, but have been trending downward:

- July 39.6%
- August 40.7%
- September 29.6%
- October 26.6%
- November 23.1%
- December 22.3%

Staff have requested a waiver of the administrative cost limitation from Office of Head Start for this budget period.

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

Pre-Award Budget Period: April 1, 2015 - June 30, 2015<sup>2</sup>

Budget Period: July 1, 2015 - January 31, 2016<sup>1</sup>

Report Period: July 1, 2015 - December 31, 2015

Month 6 of 7 (86%)

Prepared 01/12/2016

	BUDGET	ACTUAL (4/1/15- 6/30/15) <sup>2</sup>	ACTUAL (7/1/15 and after)	REMAINING	% SPENT	% REMAINING
<b>START-UP FUNDS</b>						
PERSONNEL	32,460	17,255	26,506	(11,302)	135%	-35%
FRINGE BENEFITS	9,740	4,604	5,502	(366)	104%	-4%
TRAVEL	14,400	13,752	30,335	(29,687)	306%	-206%
EQUIPMENT	0	0	0	0		
SUPPLIES	145,100	2,925	111,737	30,438	79%	21%
CONTRACTUAL	0	0	0	0		
CONSTRUCTION	0	0	0	0		
OTHER	285,300	10,038	142,873	132,388	54%	46%
COST POOLS	0	1,464	0	(1,464)		
<b>TOTAL</b>	<b>487,000</b>	<b>50,038</b>	<b>316,953</b>	<b>120,008</b>	<b>75%</b>	<b>25%</b>

**BASE FUNDS**

PERSONNEL	1,589,705	1,019,088	570,617	64%	36%
FRINGE BENEFITS	509,459	237,709	271,750	47%	53%
TRAVEL	8,645	25,946	(17,301)	300%	-200%
EQUIPMENT	0	0	0		
SUPPLIES	149,393	212,213	(62,820)	142%	-42%
CONTRACTUAL	26,542	2,065	24,476	8%	92%
CONSTRUCTION	0	0	0		
OTHER	514,397	185,893	328,504	36%	64%
COST POOLS	64,860	112,478	(47,618)	173%	-73%
<b>TOTAL</b>	<b>2,863,000</b>	<b>1,795,392</b>	<b>1,067,608</b>	<b>63%</b>	<b>37%</b>

**TRAINING & TECHNICAL ASSISTANCE FUNDS**

TRAVEL	10,489	4,061	6,428	39%	61%
SUPPLIES	9,158	0	9,158	0%	100%
CONTRACTUAL	9,507	0	9,507	0%	100%
OTHER	18,619	14,672	3,946	79%	21%
<b>TOTAL</b>	<b>47,773</b>	<b>18,734</b>	<b>29,040</b>	<b>39%</b>	<b>61%</b>

<b>GRAND TOTAL EHS FEDERAL FUNDS</b>	<b>3,397,773</b>	<b>50,038</b>	<b>2,131,079</b>	<b>1,216,656</b>	<b>64%</b>	<b>36%</b>
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	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
<b>NON-FEDERAL SHARE</b>					
IN-KIND	727,693	0	727,693	0%	100%
<b>TOTAL NON-FEDERAL FUNDS</b>	<b>727,693</b>	<b>0</b>	<b>727,693</b>	<b>0%</b>	<b>100%</b>

Centralized Administrative Cost	5.2%
Program Administrative Cost	17.1%
<b>Total Administrative Cost</b>	<b>22.3%</b>

Budget reflects Notice of Award #09CH010071-01-00.

<sup>1</sup> Initial budget period is 7/1/2015 - 1/31/2016 (prorated to 7 months). Subsequent budget period will be 2/1/2016 - 1/31/2017.

<sup>2</sup> Pre-award costs (within start-up funds) obligated between 04/01/2015 - 06/30/2015 are not to exceed \$75,000.

Actual expenditures include open purchase orders, unliquidated travel, and estimated pending expenditures accrued through 12/31/15.

# Community Action Partnership of Kern Funding Request Profile

**Source of Funds:** US Dept. of Homeland Security  
Emergency Food & Shelter National Board Program

**CFDA #** TBD

**Division Director:** Carmen Segovia

**Project Name:** Food Procurement and Distribution

**Program Manager:** Glen Ephrom

**Funder Name:** United Way of Kern County/  
FEMA: Emergency Food & Shelter- Phase 33

☐ **New Funding**

☒ **Re-Application**

**Grant Program Name:** CAPK Food Bank

**Funding Period:** 1/1/2016 – 12/31/2016

**A. Narrative description of funding request, including goals:**

United Way of Kern County recently invited CAPK to submit an application for the Emergency Food and Shelter Program (EFSP-Phase 33) funding. The purpose of the EFSP is to supplement and expand the work of local social service agencies to assist people experiencing severe economic crisis that is not the immediate result of a natural or man-made disaster. The EFSP is funded by the Federal Emergency Management Agency (FEMA), and a 12-member Local Board distributes the funds to qualified nonprofit organizations working to reduce hunger and homelessness. United Way of Kern County is the administrative arm of the Local Board. CAPK is requesting \$85,000 to be applied towards the procurement of food and fresh produce.

**B. Use of Funds:**

The \$85,000 requested will be applied towards the purchase of food and fresh produce for distribution by the CAPK Food Bank to low-income, food insecure residents of Kern County.

**C. Approvals:**

1. <u>Carmen Segovia</u> <u>12/8/15</u> Division Director Date	3. <u>Christine Anami</u> <u>12/8/15</u> Director of Finance Date
2. <u>Ralph Martin</u> <u>12-8-15</u> Director of Planning, Research & Dev. Date	4. <u>[Signature]</u> <u>12/9/15</u> Executive Director Date

**D. Board:**

<input type="checkbox"/> Policy Council	<input type="checkbox"/> PRE Presentation	<input type="checkbox"/> B&F Approval	<input type="checkbox"/> Board Approval
Date: _____	Date: _____	Date: _____	Date: _____

# Community Action Partnership of Kern Funding Request Profile

**Source of Funds:** Private

**CFDA #** N/A

**Project Name:** East Kern Family Resource Center  
Emergency Supplies Closet

**Division Director:** Carmen Segovia

**Funder Name:** Junior League of Bakersfield

**Program Manager:** Whitney Hughes

**Grant Program Name:** East Kern Family Resource Center

☒ **New Funding**

**Funding Period:** 1/1/2016-12/31/2016

☐ **Re-Application**

**A. Narrative description of funding request, including goals:**

CAPK is requesting \$5,000 from the Junior League of Bakersfield for the East Kern Family Resource Center (EKFRC) in Mojave to help support the program's emergency supplies closet. The emergency supplies closet provides low-income East Kern County individuals and families with immediate basic needs such as clothing, food, diapers, infant formula, bus passes, and gas vouchers. Over the past two years, the program has experienced an increased need to help clients in other ways, such as providing baby cribs, rent deposits, and fees to replace lost or stolen identification and immigration status documents. Without these documents, clients cannot receive public assistance or apply for jobs to support themselves and their families. Low-income East Kern residents often face daunting challenges because of the shortage of services in the region. The EKFRC has become one of the few locations where families in crisis can obtain help.

**B. Use of Funds:**

Requested funds of \$5,000 will be used to purchase basic needs items such as cribs, beds for children, diapers and wipes, infant formula, children's socks and school uniforms, and baby-proofing kits for home safety. The funds will also be used to help clients with transportation costs, fees and other expenses such as rent deposits, and other items not covered by other funding sources.

**C. Approvals:**

1. <u>Carmen Segovia</u> <u>12/21/15</u> Division Director Date	3. <u>Christine Mami</u> <u>12/22/15</u> Director of Finance Date
2. <u>Ralph Marty</u> <u>12-22-15</u> Director of Planning, Research & Dev. Date	4. <u>[Signature]</u> <u>12/22/15</u> Executive Director Date

**D. Board:**

<input type="checkbox"/> Policy Council	<input type="checkbox"/> PRE Presentation	<input type="checkbox"/> B&F Approval	<input type="checkbox"/> Board Approval
Date: _____	Date: _____	Date: _____	Date: _____

# Community Action Partnership of Kern Funding Request Profile

**Source of Funds:** Public

**Project Name:** Sexual Health Information & Education (I&E) Program Expansion

**Funder Name:** California Department of Public Health

**Grant Program Name:** Friendship House Community Center and Shafter Youth Center

**Funding Period:** 07/01/16-06/30/17

**RFA #** 16-10045

**Division Director:** Ralph Martinez

**Program Manager:** Lois Hannible and Angelica Nelson

☐ **New Funding**

☒ **Re-Application**

## **A. Narrative description of funding request, including goals:**

CAPK was invited to apply to the California Department of Public Health (CDPH) to expand the Sexual Health Information and Education (I&E) Program that currently operates at SYC and serves youth ages 12 to 19 in Shafter, Bakersfield, Lost Hills, Wasco, and Delano. The proposed project will expand I&E services to Southeast Bakersfield. The goals of this program are to provide services to 300 high-risk youth ages 12 to 18, provide linkage to local Family Planning, Access, Care, and Treatment (PACT) providers; and increase community collaborations to help decrease teen pregnancies and the spread of sexually transmitted diseases.

## **B. Use of Funds:**

It is estimated that the requested funds of \$120,000 will be used to pay the salaries and benefits of two full-time health educators who will provide evidence-based curriculum and link participants to Family PACT providers. Funds will also be used to purchase the *Be Proud! Be Responsible!* curriculum, cover staff travel between program locations, and pay for incentives, food, and bus passes for the participants.

## **C. Approvals:**

1. _____ Division Director Date	3. <u>Charlene Anemic</u> <u>1/6/16</u> Director of Finance Date
2. <u>Ralph Martinez</u> <u>1-5-16</u> Director of Community Development Date	4. _____ Executive Director Date

## **D. Board:**

<input type="checkbox"/> Policy Council Date: _____	<input type="checkbox"/> PRE Presentation Date: _____	<input type="checkbox"/> B&F Approval Date: _____	<input type="checkbox"/> Board Approval Date: _____
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## Community Action Partnership of Kern Funding Request Profile

**Source of Funds:** Grant

**Project Name:** CAPK VITA CalEITC4Me Outreach

**Funder Name:** CalEITC4Me  
**Grant Program Name:** VITA

**Funding Period:** 01/20/16-04/30/16

**CFDA #**

**Division Director:** Romala Ramkissoon

**Program Manager:** Sandi Truman

☒ **New Funding**

☐ **Re-Application**

### **A. Narrative description of funding request, including goals:**

CAPK VITA was invited to apply for the CalEITC4Me Mini-Grant program. The CAPK VITA program proposes to conduct outreach to educate people of the new California State Earned Income Tax Credit (CalEITC). Outreach will be conducted at community events, through partner agencies, and social media in Bakersfield, McFarland, Delano, and Tehachapi.

### **B. Use of Funds:**

The requested funding of \$21,000 will be used for mileage and to cover a portion of the site coordinator salary and one full-time scheduler/admin staff for four months.

### **C. Approvals:**

1. Romala Ramkissoon 1/6/16  
Division Director Date

3. Chauhan Anami 1/6/16  
Director of Finance Date

2. Ralph Hall 1-6-16  
Director of Planning, Research & Dev. Date

4. \_\_\_\_\_  
Executive Director Date

### **D. Board:**

☐ Policy Council  
Date: \_\_\_\_\_

☐ PRE Presentation  
Date: \_\_\_\_\_

☐ B&F Approval  
Date: \_\_\_\_\_

☐ Board Approval  
Date: \_\_\_\_\_

**To:** Board of Directors  
**From:** Jairon Castillo, Policy Council Chairperson  
**Date:** January 27, 2016  
**Subject:** *Agenda Item VIII(a):* Head Start Policy Council Report – Action Item

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The Policy Council met on December 17, 2015 and quorum was established. The Policy Council elected subcommittee members to the Planning, Budget & Finance, and Bylaws Subcommittees.

We approved the following; carry-over unexpended San Joaquin County EHS Funding to the 2016-2017 budget period, waiver of Non-Federal Share and Administrative cost limitations for San Joaquin County Early Head Start, and renewal of the San Joaquin County EHS Food Service Vendor Contract for program year 2016-2017.

Two Policy Council members shared their experiences while attending the Head Start National Conference in San Diego. Jason Warren, PC member and parent from Cleo Foran HS shared he learned of the impact male involvement has on their children's early education and beyond. Janeth Rivera, PC member and parent from Pacific HS become more familiar with how Head Start changes the lives of families through referrals to education and career services for parents.

Yolanda thanked everyone for their attendance. She added that November was a busy month with several days of staff training to update them on policies and procedures. She also announced that we were fully enrolled for the month of December and thanked everyone for letting others know about our program. Yolanda stated that the Wasco State Prison "adopted" our Sunrise Villa and Wasco Child Development centers and all the children received gifts for the Holiday season. Yolanda thanked Board of Directors' Representative, Ana Vigil, for her passion and commitment to our program. In closing, Yolanda wished everyone a safe and happy holiday.

Next Policy Council Meeting will be held  
Thursday, January 28<sup>th</sup>, 2016 in the Board Room  
5005 Business Park North, Suite 130  
Bakersfield, CA 93309  
5:30pm – 7:00pm

**COMMUNITY ACTION PARTNERSHIP OF KERN  
HEAD START / STATE CHILD DEVELOPMENT PROGRAMS  
POLICY COUNCIL (PC) MEETING MINUTES  
DECEMBER 17, 2015**

1. **CALL TO ORDER – Chairperson, Jairon Castillo** called the meeting to order at 5:31 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 - Quorum was established.**  
**PC Members Present:** Christine Hernandez, Janeth Rivera, Gabriella McCutcheon, Christina Bates, Jalisa Cockrell, Sonja Segoviano, Jairon Castillo, Cindy Granados, Caterina Cerda, Deborah Martinez, Ana Vigil, Josenn Vergara, Mary Reynolds  
**Others Present:** Priscilla Hicks, Family Education Coordinator; Pamala Roberts, Family Education Coordinator; Lisa Price, PDM Administrative Assistant; Myra Zamora Family Service Worker; Argelia Diaz, Family Services & Governance Program Assistant; Yolanda Gonzales, Director Head Start/State Child Development; Malika McGee, Human Resources Specialist (San Joaquin County); Maura Sandoval, Staffing Specialist; Michael Lackman, Human Resources Manager; Donna Holland, Fiscal Manager; Mary Ann Mooney, Program Manager; LeTisha Brooks, Program Manager; Krissie Leach, Program Manager; Pam Pritchard, Assistant Director Head Start/State Child Development; Dolores Barrita, Guest; Daniel Lewis, Guest
3. **APPROVAL OF AGENDA – Chairperson, Jairon Castillo (\*ACTION)**
  - a. Approval of the PC agenda dated December 17, 2015 with corrections to communication items (a) – (g) for end dates to be noted as November 30, 2015 was made by Jason Warren; seconded by Sonja Segoviano. Motion carried unanimously.
4. **APPROVAL OF MINUTES – Chairperson, Jairon Castillo (\*ACTION)**
  - a. Approval of the PC meeting minutes dated November 10, 2015 was made by Caterina Cerda; seconded by Christine Hernandez. 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.*
  - a. None
6. **STANDING COMMITTEE REPORT** (3 minutes each)
  - a. Personnel Committee- The committee convened; however quorum was not established. Jason Warren shared on behalf of the Chairperson who was not present. Mr. Warren stated Maura, Personnel Staff Sponsor, provided a brief overview of the Employee handbook and informed members who were present how they will break the handbook down piece by piece. This will help Personnel members become more familiar with the hiring process for Head Start and become more familiar with the requirements of staff who hold a position with Head start.
  - b. Planning Committee
  - c. Finance Committee
  - d. By-Laws Committee

7. **HUMAN RESOURCES REPORT – Maura Sandoval, Staffing Specialist (\*ACTION)**

**a. Human Resources Report December 2015**

Maura distributed the HR report for review. She stated that most candidates indicated on the list have already been hired without parent review as parents were unavailable to review (all) applications. Motion was made by Christine Hernandez, seconded by Gabriela McCutcheon to approve the Human Resources Report as presented. Motion carried unanimously.

**b. Executive Session – Mike Lackman, Human Resources Manager**

None

8. **PRESENTATIONS**

**a. National Head Start Association Conference, Jason Warren, PC Member (3 minutes)**

Jason stated he was thankful for the opportunity to attend this conference. He added that he would like to focus on male involvement and has been thinking about ways to plan monthly events at his center as a way to encourage other males to be involved. Mr. Warren stated he is thankful for this opportunity and he gained new knowledge on the importance of male involvement. He looks forward to encouraging other Head Start dads to be a part of the program as well.

**b. National Head Start Association Conference, Ana Luna, PC Member (3 minutes)**

PC Member not in attendance.

**c. National Head Start Association Conference, Janeth Rivera, PC Member (3 minutes)**

Janeth shared that she learned many ways in which the organization helps parents to gain employment, and about the resources it provides. Janeth concluded that Head Start helps parents and the community as well.

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

**a. Request to carry-over unexpended San Joaquin County EHS Funding to the 2016-2017 Budget Period – Yolanda Gonzales, Director of Head Start/State Child Development**

Yolanda shared we are in our first year of obtaining the San Joaquin Grant and are up and running. We are also working on identifying and acquiring additional facilities. She added that all of our facilities (in San Joaquin County) could not be open due to needed repairs. At this time a request for approval is sought to allow carry over funds to the 2016-2017 budget year for but not limited to needed repairs, work on playgrounds, purchase of classroom furniture, etc. Jason Warren made a motion to approve the carryover of unexpended funds; seconded by Jalisa Cockrell. Motion carried unanimously.

**b. Request for waiver of Non-Federal Share and Administrative Cost Limitations for San Joaquin County Early Head Start – Yolanda Gonzales, Director of Head Start/State Child Development**

Yolanda explained that because of delays in the opening of our program (SJ County) a waiver for non-federal shares (in-kind) was being sought until facilities are up and running to allow the ability to generate in kind. Motion made by Caterina Cerda; seconded by Cindy Granados. Motion carried unanimously.

**c. Request to approve the San Joaquin County EHS Food Service Vendor Contract for Contract Year 2016-2017 – Yolanda Gonzales, Director of Head Start/State Child Development**

At this time Jerry Meade, PDM Administrator shared with the group that a short term contract was negotiated when initially opening services in San Joaquin County. He went on to share that at this juncture we are looking to initiate a new contract with the same vendor for the new program year. The cost exceeds the allowable \$200, 000 staff approval limit and therefore must be approved by governing bodies. The vended amount is \$272,400 and will be provided by one vendor for all 4 facilities. A question was posed as to the dollar amount specifically if all the centers are not opened then are vendor meals in that dollar amount needed? The response was yes as that quote is a projected amount for February 2016 – January 2017. Motion was made by Gabriela McCutcheon; seconded by Josenn Vergara. Motion was carried unanimously.

**d. Nomination and election of 2015 – 2016 By-Laws Committee (5 openings)**

Janelle reiterated to the group that as a member of PC it is a requirement to participate on a minimum of one subcommittee. At this time she gave a brief overview of the Bylaws Committee for which she is the staff sponsor. Motion was made by Janeth Rivera to elect Jalisa Cockrell, Sonja Segoviano, Cindy Granados and Ashley Womack (not in attendance) to the of 2015-2016 Policy Council Bylaws Committee. Motion seconded by Caterina Cerda; and carried unanimously.

**e. Nomination and election of 2015 – 2016 Budget & Finance Committee (6 openings)**

Donna Holland staff sponsor of the PC Budget & Finance Committee gave a brief overview of what the Committee is. She shared that the committee reviews financial reports, parent activity fund reports, nonfederal share and in-kind reports, and any other documents pertaining to budget and finance aspects of the program. Motion was made by Mary Robinson to elect Gabriela McCutcheon, Christina Bates, Christine Hernandez and Mary Robinson to the 2015-2016 Policy Council Budget & Finance Committee; seconded by Christina Bates. Motion carried unanimously.

**f. Nomination and election of 2015 – 2016 Planning Committee Members (6 openings)**

Jerry gave a brief overview of the Planning Committee. This group follows the planning calendar for the year; reviews and sections of the refunding application, various agency plans, e.g. Recruitment & Selection, T & T.A. among other pertinent planning documents. Jerry shared the first meeting will be held on January 5, 2016 at 5:30 p.m. and provided a draft calendar. He added that the committee ultimately decides the time and day of meetings in conjunction with what works best for their schedules. Jason Warren, Caterina Cerda and Deborah Martinez were elected to the 2015-2016 Policy Council Planning Committee with a motion made by Gabriela McCutcheon; seconded by Janeth Rivera. 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.*

a. None

**11. COMMUNICATIONS – Chairperson**

- a) \*Head Start & Early Head Start Budget vs. Actual Expenditures (including Non Federal & In-Kind), for HS/EHS Kern, EHS San Joaquin and EHS Child Care Partnerships March 1, 2015 through November 30, 2015
  - b) \*Parent Local Travel & Child Care March 1, 2015 through November 30, 2015 (English/Spanish)
  - c) \*Parent Out-of-County Travel, March 1, 2015 through November 30, 2015 (English/Spanish)
  - d) \*Parent Activity Funds, March 1, 2015 through November 30, 2015 (English and Spanish)
  - e) \*Parent Meals, March 1, 2015 through November 30, 2015 (English/Spanish)
  - f) \*Child and Adult Care Food Program/Central Kitchen Report, November 2015
  - g) \*Enrollment and Average Daily Attendance Report for HS/EHS Kern, EHS San Joaquin and EHS Child Care Partnerships, November 2015
  - h) Murray Christmas on the Farm every Saturday and Sunday for the month of December
  - i) Policy Council Executive Officer Roles & Responsibilities (English/Spanish)
  - j) Policy Council Functions of the Personnel Committee (English/Spanish)
- \*Items (a) – (g) will be distributed at the meeting*  
Motion was made by Caterina Cerda to receive and file communication items (a) – (j).

**12. POLICY COUNCIL REPORT/Training – Janelle Gonzalez, Program Governance Coordinator**

At this time Janelle distributed certificates of participation and commemorative photos to those who participated in the 2015 Heart Walk and the National Head Start Conference thanking them for their

attendance and time dedicated to the program. She also encouraged parents to attend as many (additional) meetings and to share new learning experiences with their respective centers. At this time Jason and Deborah both expressed thanks for the opportunity they had to recently attend the Recruitment & Selection Committee Meeting. Ms. Gonzalez encouraged the PC members to inform her of any clarification or training they would like to receive in regards to the monthly reports they receive on a monthly basis. She expressed her gratitude for each members' attendance and encouraged them to continue with their attendance to gain more knowledge of the Head Start program.

**13. COMMUNITY REPRESENTATIVE REPORT**

*None given as this position is currently vacant.*

**14. POLICY COUNCIL CHAIRPERSON REPORT –Jairon Castillo**

No report. However at this time Jairon thanked the committee for attending and being on time so that the meeting may start as scheduled.

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

No report to share as the Board of Directors did not meet.

**16. DIRECTORS REPORT (HEAD START/STATE CHILD DEVELOPMENT) – Yolanda Gonzales**

Yolanda thanked everyone for their attendance. She added that November was a busy month with several days of staff training held regarding updates on policies and procedures. She also announced that we were fully enrolled for the month of December and thanked everyone for sharing and letting others know about our program. Yolanda stated that the Wasco State Prison “adopted” our Sunrise Villa and Wasco Child Development centers and all the children received gifts. She noted that other centers were also the recipients of similar generosity. Yolanda thanked Board of Directors Representative Ana Vigil for her passion and commitment to our program. She also shared that Staff Development took place today and tomorrow is the last day for part year centers as they will close for two weeks. In closing, Yolanda wished everyone safe and happy holidays.

**17. ANNOUNCEMENTS – Chairperson**

Janelle stated that although there were several pieces of information handed out this afternoon, such as fiscal documents, enrollment information, etc. these reports are typically included in members' PC Packets. However, due to time constraints with the Holiday break, it was unable to occur in that manner for this meeting. In closing, Janelle reminded the group that the next meeting will be held on Thursday January 28, 2016 with a light dinner provided at 5:00 p.m. and the meeting to begin at 5:30 p.m.

**18. ADJOURNMENT – Chairperson**

Motion was made by Josenn Vergara to adjourn the meeting at 6:28 p.m.

*Lisa Price/PDM Administrative Assistant  
Completed 1.06.16*

# COMMUNITY ACTION PARTNERSHIP OF KERN

## MEMORANDUM

**To:** Board of Directors  
**From:** Jeremy T. Tobias, Executive Director  
**Date:** January 27, 2016  
**Subject:** *Agenda Item IX*: Executive Director Report (Action Item)

---

### a) CAPK 2015 Annual Report

The CAPK 2015 Annual Report has been released and a copy will be distributed to the Board of Directors at the meeting.

### b) Annual Humanitarian Banquet update

Preparations are well underway for the 2016 Humanitarian Awards Banquet. Here are some important facts and activities to date:

- Event to be held on Thursday, May 12, 2016 at the DoubleTree Hotel
- Save the Date e-mail blast to 2015 sponsors and attendees sent out Nov. 10, 2015. Follow-up letters to the e-mail blast to sponsors of last November will go out in early February.
- Nominations for Humanitarian/Volunteer/Community Partner of the Year were opened up online via our website on January 20, 2016. The deadline to submit nominations is 4 p.m. this Friday, January 29, 2016.
- Possible Keynote speakers are under consideration, if the Board has any suggestions, please submit them to staff.

#### Advertising/Media

- One-Third page ad for the 2016 Banquet appears in the Dec 2015/January 2016 issue of Bakersfield Magazine.
- Half-Page ads for the 2016 Banquet will appear in the February/March and April/ May issues of the Kern Business Journal, advertising the banquet; a post-banquet ad, also half-page, to thank sponsors, will appear in the June/July issue of the Kern Business Journal.
- KGET 17 has agreed to have one of their announcers be MC for the 2016 Banquet. This should yield free TV ad time as they will most likely want to promote it as a KGET partner event.

#### Donations

- Dignity Health was the first to sign up as Silver Level (\$5,000) sponsor. Their sponsorship was acknowledged in a "Thank You! Thursday" Facebook post on January 14, 2016.
- Daniells Phillips Vaughan & Bock CPA firm purchased a \$500 ad & Kaplan, a Head Start vendor, purchased a table for \$1,000.
- Several online donations in support of the banquet have come in through our website, with amounts ranging from \$23 to \$500.

**c) Food Bank membership in Feeding America**

The CAPK Food Bank is a member of the national organization “Feeding America” through a Partner Distribution Organization (PDO) agreement with the Community Food Bank of Fresno, which has full membership. Several years ago, the CAPK Food Bank initialized the original membership as a PDO through a partnership with Foodshare, the Ventura County Food Bank. That agreement with Foodshare was later transferred to the Community Food Bank of Fresno. The membership provides significant benefits, particularly with national donation agreements. Feeding America is a large nationwide organization that has national agreements with many food related companies and retailers. Often these agreements require donations from those companies to go only to Feeding America members near their local store or facility. Examples locally include Walmart, Sam’s Club, Target, Vons, Albertson’s, Nestle/Dreyer’s, and Panera Bread to name a few. Food is picked up at these companies local sites, and sometimes shared between CAPK and Fresno, particularly if we have storage constraints with large loads. It also works the other way, as large loads are picked up at Fresno area sourced locations, and brought south to our Food Bank when warranted. For the most part it has been a very good relationship in this particular area of food sharing. However, other times the relationship has not been so positive or at least been confusing to CAPK. One example is the recent discovery of mass-mailers sent throughout Kern County asking for cash donations to “The Community Food Bank”. These mailers were sent directly by a contractor of The Community Food Bank of Fresno, with no coordination or communication with our agency. This is confusing to our donors, volunteers and community partners. At times, it seems the Community Food Bank is attempting to take over the Kern County area as one of their direct areas of service. We have been working with the Fresno Food Bank to end their direct mailers in Kern County and work more closely together in many areas. When we initially entered into the PDO with Foodshare, it has been stated that the ultimate goal was to become a full member of Feeding America. Food Bank staff are currently analyzing the requirements of becoming a full member. There may be benefits to both sides of staying PDO and becoming a full member. This is an issue that will be very important at the Food Bank this coming year. I expect a full report to the Board in the coming months.

**d) Food Bank correspondence and Appeal**

A recent letter was received from a former Food Bank Commodity Distribution and Pantry partner, appealing their termination as a Commodity Distribution and pantry site. The Food Bank currently utilizes 106 such agreements with partnering groups to distribute food throughout Kern County. The letter was addressed to the Food Bank Manager Glen Ephrom, with copies to several key staff, the Board Chair and Vice-Chair. A copy of the letter has been forwarded to all Board members. I have instructed the Food Bank Manager and Division Director to review the correspondence and provide me with a complete report on the circumstances addressed in the letter. Once I have the report, I will share the recommendations with the Board.

###



336 Pacific Avenue Shafter, California 93263

Copy to:  
- BOD  
- Carmen  
- Glen E.

January 8, 2016

Community Action Partnership/Kern Food Bank  
Jeremy Tobias  
5005 Business Park North  
Bakersfield CA 93309

Dear Jeremy,

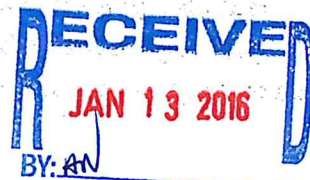
We would like to convey our sincere appreciation for the support you provided during the recent City of Shafter water quality event. Your quick response in providing 3 pallets of bottled water really made a difference and helped our community move through the crisis with minimal impacts and hardship.

On behalf of our citizens, businesses, staff and City Council, thank you!

Best regards,

Scott Hurlbert  
City Manager

Cathy Prout  
Mayor



**BOARD OF SUPERVISORS  
COUNTY OF KERN**

*BOD  
File.*

**SUPERVISORS**

**MICK GLEASON  
ZACK SCRIVNER  
MIKE MAGGARD  
DAVID COUCH  
LETICIA PEREZ**

District 1  
District 2  
District 3  
District 4  
District 5



**KATHLEEN KRAUSE**  
**CLERK OF THE BOARD OF SUPERVISORS**  
Kern County Administrative Center  
1115 Truxtun Avenue, 5th Floor  
Bakersfield, CA 93301  
Telephone (661) 868-3585  
TTY (800) 735-2929  
[www.co.kern.ca.us](http://www.co.kern.ca.us)

January 5, 2016

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

Dear Mr. Tobias:

On January 5, 2016, the Kern County Board of Supervisors met in regular session and approved the Chairman's Committee Assignments for 2016. Supervisor Mike Maggard will continue to serve on the Community Action Partnership of Kern. To relay any information about meetings or issues, please forward to his attention at 1115 Truxtun Avenue, 5<sup>th</sup> Floor, Bakersfield, CA 93301.

If we can be of further service, please call the Clerk of the Board at the number shown above.

Sincerely,

A handwritten signature in blue ink that reads "Kathleen Krause".

**KATHLEEN KRAUSE**  
Clerk of the Board

KK/tec

cc: Supervisor Maggard

