

COMMUNITY ACTION PARTNERSHIP OF KERN
BOARD OF DIRECTORS MEETING

5005 Business Park North, Bakersfield, CA

February 24, 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. 1-2)**

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

- d. Roll Call

Garth Corrigan
Don Bynum
Mike Maggard
Ana Vigil

Curtis Floyd
James Camp
Tony Martinez
Ashley Womack

Fred Plane
Jose Gonzalez
Yolanda Ochoa
Charlie Rodriguez

Warren Peterson
Craig Henderson
Kathy Philley

II. Approval of Agenda

III. Approval of meeting minutes

- a. Minutes of January 27, 2016 Board of Directors meeting – **Action Item (p. 3-11)**

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

V. Special Presentations

- a. Presentation of the 2-1-1 database – Romala Ramkissoon, Director of Community Services

VI. New Business

- a. Presentation of the Independent Audit Reports for year ending February 28, 2015 – Christine Anami, Director of Finance – **Action Item (p. 12-14)**
- b. 2016-2017 Recruitment and Selection Plan for Head Start/Early Head Start – Erika Arias, ERSEA Manager – **Action Item (p. 15-38)**
- c. Friendship House Community Center Quad Project Bid Award – Ralph Martinez, Director of Community Development – **Action Item (p. 39)**
- d. Approval to Initiate an Administrative Indirect Cost Rate Using the De Minimis 10% Rate – Jeremy Tobias, Executive Director – **Action Item (p. 40-41)**
- e. Recommendation of Award for Property, Liability, Automobile and Crime Insurance Coverage – Emilio Wagner, Director of Operations – **Action Item**

VII. Committee Reports

- a. Program, Review & Evaluation Committee Report – Ralph Martinez, Director of Community Development - **Action Item**
 - i. Minutes of February 10, 2016 meeting (**p. 42-44**)
 - ii. Program Reports
 - 1. Application Status Report (**p. 45-47**)
 - 2. CEDS Enrollment (**p. 48-49**)
 - 3. CEDS Disability Report (**p. 48-49**)
 - 4. CACFP Report (**p. 50**)
 - 5. January 2016 Outreach Advocacy Report (**p. 51**)
- b. Budget & Finance Committee Report – Christine Anami, Director of Finance - **Action Item**
 - i. Minutes of February 17, 2016 meeting (**p. 52-57**)
 - ii. Discretionary Fund (**p. 58**)
 - iii. Updated Cost Pool Allocation Methodology for Shared Costs (**p. 59-63**)
 - iv. Approval to Initiate an Administrative Indirect Cost Rate Using the De Minimis 10% Rate (**p. 64-65**)
 - v. 2015-2016 Early Head Start San Joaquin Federal Financial Report (Semi-Annual) (**p. 66-67**)
 - vi. Updated Corporate Credit Card Policy and Guidelines (**p. 68-71**)
 - vii. Agency Financial Statements, January 2016 (**Section 3 of binder**)
 - viii. Head Start and Early Head Start Budget to Actual Report (**p. 72-80**)
 - ix. Funding Requests
 - 1. Walmart State Giving Program for the Food Bank (**p. 81**)
 - 2. Kaiser Permanente Kern County for the Friendship House Community Center (**p. 82**)
 - 3. Astra Zeneca for the Friendship House Community Center and Shafter Youth Center (**p. 83**)
 - 4. United Way of Kern County for 2-1-1 Kern County (**p. 84**)

5. Universal Service Administrative Company (USAC) for the Head Start / State Child Development program (**p. 85**)

VIII. Advisory Board Reports

- a. Head Start Policy Council Report – Ashley Womack, Policy Council Representative – **Action Item (p. 86)**
 - i. Minutes of January 28, 2016 meeting (**p. 87-90**)
- b. Friendship House Advisory Report – Ralph Martinez, Director of Community Development – **Action Item**
 - i. Verbal Report

IX. Executive Director Report – Jeremy Tobias, Executive Director – **Action Item (p. 91)**

- a. Update on Food Bank Ad Hoc Appeal Committee
- b. Update on CAPK Strategic Plan Process

X. Board Member Comments

XI. Closed Session

No items scheduled.

XII. Close Session Report

XIII. Next Scheduled Meeting

Board of Directors Meeting
Wednesday, March 30, 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 by 12:00pm, February 19, 2016. Amanda Norman, Assistant to the Executive Director

RESOLUTION # 2016-04

A Resolution of the Board of Directors of the Community Action Partnership of Kern approving the appointment for Ashley Womack 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 February 24, 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 January 28, 2016 the Policy Council elected Ashley Womack 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 Ashley Womack as the 2016 Head Start Policy Council Representative.

APPROVED, by a majority vote of the Directors of the Community Action Partnership of Kern, this 24th day of February, 2016.


Garth Corrigan, Chair
CAPK Board of Directors

Date

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

From: Patty Hinojosa, Family Services and Governance Manager



Date: January 28, 2016

Subject: Appointment of Ashley Womack as 2016 Policy Council Chairperson

In accordance with the Head Start Policy Council By-Laws; Article IV, Section 2; the Chair person will be the primary officer to serve as a member of the Board.

Jairon Castillo was elected as the Chairperson for 2016 on November 10, 2015. Jairon Castillo resigned on January 28, 2016.

At the Policy Council meeting on January 28, 2016, Ashley Womack, was elected as the successor for the remainder of 2016.

COMMUNITY ACTION PARTNERSHIP OF KERN
BOARD OF DIRECTORS MEETING

5005 Business Park North, Bakersfield, CA
January 27, 2016
12:00pm

I. 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.

- a. Moment of Silence/Pledge of Allegiance (*Please Stand*)
- b. Reading of the "Promise of Community Action" (*Please Stand*)
- c. Seating and Welcoming of New Board Member – **Action Item**

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

Jim Camp welcomed Jairon Castillo as a Board member representing the Policy Council.

Motion was made and seconded to approve the Resolution and Accepting Appointment of new Board Member, Jairon Castillo, as the Head Start Policy Council Representative. Carried by unanimous vote. (Henderson/Martinez)

Resolution and Accepting Appointment of Board member, Mike Maggard, as the Kern County Board of Supervisors Representative – **Action Item**

Jim Camp stated a resolution is being added to approve and welcome Board member, Mike Maggard representing the Kern County Board of Supervisors.

Motion was made and seconded to approve the Resolution and Accepting Appointment of Board member, Mike Maggard, as the Kern County Board of Supervisors Representative. Carried by unanimous vote. (Martinez/Ochoa)

d. Roll Call

Roll Call was taken with a quorum present:

Present: James Camp, Curtis Floyd (arrived at 12:03pm), Garth Corrigan, Fred Plane, Don Bynum, Craig Henderson, Mike Maggard (arrived at 12:07pm), Tony Martinez, Yolanda Ochoa, Warren Peterson, Kathy Philley and Ana Vigil.

Absent: Jairon Castillo; Jose Gonzalez, and Charlie Rodriguez.

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

II. Approval of Agenda

Jeremy Tobias stated an item needs to be added to the agenda: Item V(a) – Presentation of Award from the Early Childhood Council of Kern for the Primeros Pasos Child Development Center which will be presented by Yolanda Gonzales, Director of Head Start / State Child Development. This item was brought to our attention after the posting of the agenda.

Motion was made and seconded to approve the Board of Directors meeting agenda for January 27, 2016 with the requested amendment. Carried by unanimous vote. (Henderson/Philly)

III. Approval of meeting minutes

- a. Minutes of November 24, 2015 Board of Directors meeting – **Action Item**

Motion was made and seconded to approve the Minutes of November 24, 2015 Board of Directors Meeting. Carried by unanimous vote. (Henderson/Bynum)

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

No one addressed the Board.

V. Special Presentations

- a. Presentation of Award from the Early Childhood Council of Kern for the Primeros Pasos Child Development Center – Yolanda Gonzales, Director of Head Start / State Child Development

Yolanda Gonzales stated the program applied for a grant and an opportunity to participate in a high quality rating process that the county implemented. The Department of Education considers a 3-star to be high quality and the Primeros Pasos center received a 5-star rating. Because of the high rating, the program was awarded \$50,000 to be used at the Primeros Pasos center. She recognized and thanked the staff for all their hard work. Yolanda stated they have applied to do the same at the Sterling and Franklin Child Development Centers.

VI. New Business

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

Jeremy Tobias stated the elections will be for Board Chair, Vice Chair, Secretary and Treasurer. He stated that current Chairperson Jim Camp is no longer eligible to continue as the Chairperson as it is limited to no more than 3 consecutive one year terms. He opened the floor for nominations.

Craig Henderson nominated Garth Corrigan for the Chair position, Curtis Floyd seconded and the nomination were closed.

Yolanda Ochoa nominated Curtis for the Vice Chair position, Craig Henderson seconded and the nomination were closed.

Craig Henderson nominated Fred Plane for the Secretary position, Mike Maggard seconded and the nomination were closed.

Jim Camp nominated Warren Peterson for the Treasurer position, Yolanda Ochoa seconded and nominations were closed nominations.

Motion was made and seconded to approve the Election of Board Officers. Carried by unanimous vote.

- b. 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 stated a Request for Proposal (RFP) was issued on September 30, 2016, seeking proposals for the services of an independent certified public accounting firm. The closing date for the RFP was October 29th and twelve firms submitted proposals. A selection committee of board members and staff reviewed and evaluated all twelve proposals. A scoring sheet demonstrates how they are scored and the committee did not review the proposal pricing. The pricing was submitted in a separate sealed envelope, and scored separately from the other scores. At the recommendation of a selection committee member, the four top firms were reviewed as to proof of liability insurance and good standing within their respective states. She stated this was presented to the Audit and Pension committee on January 14, 2016 and the committee recommends that the board select Brown Armstrong to perform audit services for the period of March 1, 2015 through February 28, 2018, with two (2) one (1) year options to renew.

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. (Maggard/Plane)

- 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**

Yolanda Gonzales stated the board resolution will allow her and/or Jeremy Tobias to approve and sign all State licensing applications for Head Start and Early Head Start Child Development Centers.

Motion was made and seconded to approve the Board Resolution Approving Jeremy Tobias and Yolanda Gonzales as authorized Signers for State Licensing Applications. Carried by unanimous vote. (Henderson/Phillely)

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

Ralph Martinez stated that last year \$132,500 in CDBG funding was approved by both the County and City totaling \$265,000 in CDBG project funding for the Food Bank solar project. In November, the Bakersfield Californian Foundation awarded another \$100,000 for the Food Bank solar. The City is in negotiations with the County on procurement procedures and once that is done, the scope of work will be developed. He stated there is a total of \$365,000 available for the Food Bank project.

Jim Camp asked what the total cost of the project will be. Ralph stated the preliminary estimates they received 2 years ago was for about \$500,000 and they are not sure as what it would be today. Jim stated he would like for the amount of the project to be brought back to the board.

Jeremy Tobias stated the contract and awarding the bid will be brought to the board for approval before the project will begin.

Tony asked if there were any other possible funding sources for the project and Ralph stated they will keep looking for other possible funding sources.

VII. Committee Reports

- a. Executive Committee Report – Jeremy Tobias, Executive Director – **Action Item**
- i. Minutes of December 9, 2015 meeting
 - 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
 - v. Request to Carry-Over Unexpended San Joaquin County Early Head Start Funding to the 2016-2017 Budget Period
 - vi. San Joaquin County Early Head Start Food Service Vendor Contract for Contract Year 2016-2017
 - vii. Funding Request to United Way of Kern County Community Investment Grant for the Food Bank
 - viii. Funding Request to USDA for the Food Bank
 - ix. Reorganization of Divisions and Job Functions
 - x. Award of Loan Agreement for Refinancing of the Pete Parra/Campus Project \$2.3 Million Dollars
 - xi. Application Status Report
 - xii. Head Start / State Child Development November Enrollment Update
 - xiii. Head Start and Early Head Start Budget to Actual for the Period Ending November 30, 2015
 - xiv. Discretionary/Fund Raising Funds Analysis, November 2015
 - xv. Abbreviated Financial Report

Jeremy Tobias stated there was a meeting in December in lieu of the regular Board meeting. The agenda was fairly routine with exception of some follow-up work and

approvals that were done on the refinancing of the Pete Parra/Campus project, and approvals for San Joaquin County EHS contract. .

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

b. Audit & Pension Committee Report – Christine Anami, Director of Finance – **Action Item**

Meeting of December 14, 2015

- i. Minutes of December 14, 2015 meeting
- 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
- 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
- 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)
- viii. Close-Out Report from the Department of Community Services and Development for 2014 DOE Weatherization Assistance Program (Contract No. 14C-1812)

Meeting of January 14, 2016

- i. Minutes of January 14, 2016 meeting
- ii. Audit Transmittal Report (TR) 15-003 (FYE 2-28-15) from the Department of Community Services and Development

Christine Anami stated the audit committee met twice and she is pleased to report that the agency received a clean report from Brown Armstrong and Mutual presented to the committee in December. The audit report will be presented to the full Board in February.

The second meeting was for the purpose for the selection of the audit firm which Margaret has provided already in a previous agenda item.

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

c. Program, Review & Evaluation Committee Report – Ralph Martinez, Director of Community Development - **Action Item**

- i. Minutes of January 13, 2016 meeting
- ii. Program Reports
 1. Application Status Report
 2. CEDS Enrollment
 3. CEDS Disability Report

4. CACFP Report
5. Nov - Dec 2015 Outreach Advocacy Report

Ralph Martinez said four funding applications were presented, Head start reported full enrollment and the Average Daily Attendance was at 98% and the central kitchen served 73,438 meals. The annual toy drive was held at the Valley Plaza on December 4th, the Head Start and Early Head Start program received a donation from the Honest Company on December 18th and Congressman Kevin McCarthy made an impromptu visit at the Food Bank on December 30th.

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

- d. Budget & Finance Committee Report – Christine Anami, Director of Finance - **Action Item**
 - i. Minutes of January 20, 2016 meeting
 - ii. Discretionary Fund
 - iii. 2016 Community Services Block Grant (CSBG Contract# 16F-5015) Budget
 - iv. Agency Financial Statements, December 2015
 - v. Head Start and Early Head Start Budget to Actual Report
 - vi. Funding Requests
 1. United Way of Kern County for the Food Bank
 2. Junior League of Bakersfield for the East Kern Family Resource Center
 3. California Department of Public Health for the Friendship House and Shafter Youth Center
 4. CalEITC4Me for the Volunteer Income Tax Assistance (VITA) program

Christine Anami stated the committee discussed the overall financials for the agency and there were no unusual transactions. The budget for the 2016 CSBG was discussed and the significance is that it is being used for programs rather than administrative costs.

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

VIII. Advisory Board Reports

- a. Head Start Policy Council Report – Jairon Castillo, Policy Council Representative – **Action Item**
 - i. Minutes of December 17, 2015 meeting

Jerry Meade presented on behalf of Jairon Castillo and stated the Policy Council met on December 17th which was the newly appointed council's first meeting as a group. He stated the Policy Council elected sub-committee assignments and approved the Human Resources Report.

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

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

Ralph Martinez stated the Friendship House Advisory Board did not meet and they have spoken with Lois Hannible, Program Manager for the Friendship House, on restructuring the advisory board.

Craig Henderson asked if there is still interest out there and how many people are on the Advisory Board. Ralph said that there is interest out there and it is a 15 member board.

Motion was made and seconded to approve the Friendship House Advisory Report. Carried by unanimous vote. (Peterson/Plane)

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

- a. CAPK Annual Report

Jeremy Tobias stated the annual report is completed and has been distributed the Board members. It will be distributed to our funding agencies and partners. Also, additional copies will be provided to the board at their request. He stated that an informational one-page sheet has been created to provide quick and easy to read information about CAPK programs. It is a great tool for the Board to use when attending networking events. Staff will be using it a public gatherings and networking opportunities.

- b. Annual Humanitarian Banquet Update

Jeremy Tobias stated the annual humanitarian awards banquet is in the early planning process. The banquet will be held on May 12th at the Doubletree. We have been reaching out for sponsors and seeking nominations and the deadline to submit nominations is January 29th. Dignity Health responded quickly as a Silver sponsor and if the board has any suggestions on a keynote speaker, to please let him know.

- c. Food Bank Membership in Feeding America

Jeremy Tobias stated as some of the Board may recall, we are a Partner Distribution Organization (PDO) with Feeding America under the full member sponsorship of Community Food Bank (CFB) of Fresno. While the relationship has been good at times and brought forth a lot of advantages, it has also been problematic from time to time as well. He stated that a Memorandum of Understanding (MOU) is being developed between CAPK and CFB, and it will be presented to the Board for discussion in the near future. One item up for discussion will be whether it is best to continue as a PDO or attempt to become a full member of Feeding America.

d. Food Bank Correspondence and Appeal

Jeremy Tobias stated that staff and Board have received an “appeal” of sorts from an agency with a previous pantry and distribution partnership agreement. Copies of the information have been circulated to the Board for review. Staff is asking for the Board’s approval to discuss this with the Board Chair and possibly work with a small Ad Hoc Board committee to report back to the Board.

Tony Martinez stated that he read the appeal and to him it looked like it was a lack of communion between CAPK and them. He knows the area well and there is a need for a partner there. He would like to be on the board when they meet about the appeal.

e. Miscellaneous Reports and Information Items

X. Board Member Comments

Yolanda Ochoa wished everyone a Happy New Year.

Tony Martinez stated this may be his last year as he has heard Mayor Hall may not run again. He wanted everyone to know that he holds the agency close.

Fred Plane thanked Jim Camp for his leadership over the last three years.

Warren Peterson stated that at the audit committee meeting about selecting the auditors, it was discussed that the winning company submitted a bid for the same cost amount that they have charged the last five years and as costs have gone up, it seems that the staff have done a great job for them to submit such a competitive cost structure and for the company to keep the same costs.

Kathy Philley congratulated the Head Start staff of the five star rating.

Craig Henderson congratulated the Head Start staff also and looks forward to hearing about the other classes. He thanked the officers for their service.

XI. Closed Session

Motion was made and seconded to move the committee into closed session at 12:55pm.
(Ochoa/Henderson)

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.

The Board reconvened into open session from closed session at 1:38pm.

XII. Close Session Report

No reportable action was taken in closed session.

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

The meeting adjourned at 1:39pm

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

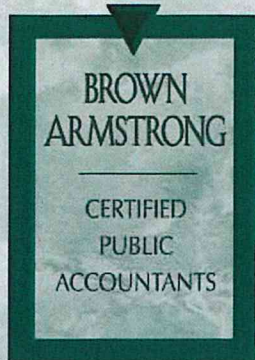
To: Board of Directors

From: Amanda Norman, Assistant to the Executive Director

Date: February 24, 2016

Subject: Independent Audit Reports for year ending February 28, 2015

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



BROWN ARMSTRONG

Certified Public Accountants

Community Action Partnership of Kern Board of Directors Presentation of the 2015 Audit Results

By: Andrew J. Paulden, CPA
Brown Armstrong Accountancy Corporation
February 24, 2016

BAKERSFIELD OFFICE (MAIN OFFICE)

4200 TRUXTUN AVENUE
SUITE 300
BAKERSFIELD, CA 93309
TEL 661.324.4971
FAX 661.324.4997
EMAIL info@bacpas.com

FRESNO OFFICE

7673 N. INGRAM AVENUE
SUITE 101
FRESNO, CA 93711
TEL 559.476.3592
FAX 559.476.3593

PASADENA OFFICE

260 S. LOS ROBLES AVENUE
SUITE 310
PASADENA, CA 91101
TEL 626.204.6542
FAX 626.204.6547

STOCKTON OFFICE

5250 CLAREMONT AVENUE
SUITE 237
STOCKTON, CA 95207
TEL 209.451.4833

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

1. Andrew J. Paulden and Brooke Baird met with the Audit Committee on Monday, December 14, 2015, and discussed the following:
 - a) Audit process
 - b) Significant audit areas
 - c) Audit reports issued
 - d) Financial statements
2. In regards to the Audit Reports issued:
 - a) Financial Audit of CAPK
 - 1) Independent Auditor's Report on financial statements – Unmodified Opinion – “Clean Opinion”
 - 2) Independent Auditor's Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with *Government Auditing Standards*
 - 3) Independent Auditor's Report on Compliance for Each Major Program and on Internal Control Over Compliance Required by OMB Circular A-133
 - 4) Independent Auditor's Report on Compliance for First 5 Programs and on Internal Control Over Compliance with the Program Specific Audit Option Under OMB Circular A-133
 - 5) Agreed Upon Conditions Report Designed to Increase Efficiency, Internal Controls, and/or Financial Reporting
 - b) Special Purpose Audit
 - 1) Independent Auditor's Report for the Special Purpose Audit – Unmodified Opinion – “Clean Opinion”
 - 2) Independent Auditor's Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with *Government Auditing Standards*
 - c) Defined Contribution Pension Plan
 - 1) Independent Auditor's Report on the Defined Contribution Pension Plan – Disclaimer of Opinion
 - 2) Communication of No Material Weaknesses

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

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Board of Directors

From:  Erika Arias, ERSEA Manager

Date: February 24, 2016

Subject: *Agenda Item VI(b):* 2016-2017 Recruitment and Selection Plan for Head Start/Early Head Start – Action Item

Head Start Performance Standards require that each program revise the Recruitment and Selection Plan annually. This process requires a committee of staff, parents and community partners, when possible, to come together to review our current plan, make recommendations, and vote on proposed implementations and provide feedback on the revisions once discussed.

The 2016-2017 Recruitment and Selection Plan was revised in December 2015. The committee chose to leave the current top 3 priorities in place. Those priorities are homeless children, children with disabilities and foster children.

The process for selection remains unchanged. The point system in which the agency has identified as an effective process that ensures Head Start meets the needs of the neediest families in our community remains intact as well.

The Selection Criteria Verification Form, known as the “point sheet” which is used to place the applicant child on the waitlist to be selected in accordance with priority points, has one minor change as suggested and agreed upon by the committee which was to include the option to award additional priority points to an applicant who is requesting to transfer to a center based option from Home Base.

Recommendation

Staff recommends the Board of Directors approve the 2016-2017 Recruitment and Selection Plan for Head Start/Early Head Start with the minor adjustment to the Selection Criteria Verification Form.

Attachment: 2016-2017 Recruitment and Selection Plan

2016~2017 Recruitment and Selection Plan

Community Action Partnership of Kern

1/19/2016

Head Start/State Preschool Division

CONTENTS

Recruitment and Selection Plan Committee Members	3
Introduction	4
Methodology	5
Eligibility	6-7
Recruitment	8-11
Selection	12-14
Appendices	15-20
HHS Poverty Guidelines	21
Selection Criteria Verification Form	22-23

RECRUITMENT AND SELECTION PLAN COMMITTEE

Policy Council Members

Deborah Martinez

Jason Warren

Policy Council

Policy Council

CAPK/CEDS Division Staff

Tammy Burns

Kristi Stephens

Pam Pritchard

Mary Ann Mooney

Nicola Jones

Jerry Mead

April Rivera

Ana Ramirez

Theresa Priest

Erika Arias

Manager Early Childhood Council

Family Service Worker

Assistant Director

Region 5 Program Manager

Center Director II

Program Design Administrator

ERSEA Specialist

Family Service Worker

ERSEA Technician

ERSEA Manager

INTRODUCTION

Kern County's Early Head Start and Head Start programs are part of the network of non-profit, 501(c) (3) agencies governed by the Community Action Partnership of Kern. Community Action Partnership of Kern has a \$55 million annual budget and over 800 employees. Funding is derived from federal, state, local and private sources. In addition to Head Start and Early Head Start, the partnership administers the following programs: State-Funded Migrant and General Child Care, Women, Infants and Children (WIC), Green Energy HEAP & Weatherization, Food Bank, USDA Commodities, Senior Brown Bag, HIV/AIDS Education & Prevention, 2-1-1 Kern Help Line, VITA, Shafter Youth Center, and Friendship House Community Center.

The purpose of the annual Recruitment and Selection Plan is to form a plan that is based on the CAPK Community Assessment, to maintain adequate waiting lists that will assist Head Start in maintaining constant full enrollment, and establish criteria for enrolling those children and families who will most benefit from Early Head Start/Head Start services when enrollment opportunities become available. The plan is required by Head Start Program Performance Standards at CFR 1304 and 1305.

The process for annual revision of this plan is described in Head Start/State Preschool Division procedures and involves parents, Policy Council, staff, and community partners. In accordance with the Head Start Program Performance Standards, the Policy Council, and the Board of Directors, reviews and approves the plan. The Eligibility, Recruitment, Selection, Enrollment and Attendance (ERSEA) management team designs and carries out the annual training prior to recruitment kick-off.

The Partnership is funded to serve 2,211 Head Start (HS) children and 384 Early Head Start children (EHS) as well as pregnant women who participate in our EHS-Pregnant Woman Program through Home Base. Our EHS program also includes 56 children that receive our services through an EHS Partnership grant with community partners.

METHODOLOGY

The Recruitment and Selection Plan Committee was assembled with the intent of including the perspectives of the diverse areas of Kern County's 8,000 square miles, as well as each of the populations set forth in CFR 1305. Management of the Kern County Head Start and Early Head Start programs is divided into regions, each of which receives oversight by a Program Manager. Each Program Manager was asked to provide at least two staff members and two parents from the centers in their region. Kern County Head Start Policy Council members were invited as well. Community members representing foster children, children with disabilities, homeless families, and families receiving public assistance were invited to appoint representatives to the committee.

The Recruitment and Selection Plan Committee met on December 15, 2015. Each group was provided the 2015 Community Assessment Update, as well as the 2015/2016 Recruitment and Selection Plan. The Plan includes excerpts from the Head Start Program Performance Standards and from the Head Start Act for School Readiness. The excerpts they received are found in appendix A of this plan.

At the meeting, information was shared about the purpose of the Recruitment and Selection plan, as well as we reviewed six sections of the 2015 Community Assessment, Committee members were advised of the importance of their work, as it guides recruitment efforts throughout the county in the coming year, as well as determine selection priorities for which children are enrolled. Committee members were asked to review the two documents provided to them, in their small group, and to be prepared to discuss the ideas of the priorities they would like to see established. They were informed that the Recruitment and Selection Plan is required to be based on the needs identified in the community assessment.

Committee members engaged in the task of shepherding a new Recruitment and Selection Plan during the planning session. They examined the priorities established by the 2015/2016 Recruitment and Selection Plan. There was minimal change to the selections and criteria verification to include as a category of additional priority as well as new suggestions for supporting recruitment efforts at the center level. What follows is the result of their meticulous examination of the needs and strengths of Kern County.

Eligibility

The Head Start program Performance Standards set a minimum percentage for the number of enrollees with diagnosed disabilities and a maximum percentage for the number of enrollees from over income families.

- At least, ninety percent of enrollees must be income eligible based upon federal guidelines, receiving, in foster placement or homeless.
- No more than ten percent of enrollees may be over income according to federal poverty guidelines, unless categorically eligible.
- No less than ten percent of EHS and HS enrollees must be children with a diagnosed disability and a verified Individualized Family Services Plan (IFSP) or Individualized Education Plan (IEP).
- The Head Start Act of 2007 provided that if the annual community assessment were to find the low income families in the area have already been served, CAPK could request Office of Head Start approval to serve up to 35 percent of its enrolled children from families up to 130 percent of the federal poverty guidelines, in addition to the ten percent noted as allowable above.

Eligibility Categories

The Head Start Program Performance Standards and the Head Start for School Readiness Act establishes family eligibility categories.

Homeless children (as defined by the McKinney-Vento Homeless Assistance Act)

Homelessness has been a continual issue in Kern County due to the economy. The Office of Head Start recognized the importance of providing services to homeless families as they are the “neediest-of-the-neediest.” Homeless families are categorically eligible for Head Start, and are considered a priority for services. Based on the 2014 Kern County Point-in-Time Homeless Count (Homeless Census), there were 1,002 men, women and children living in homelessness; this was a decrease of 150 as of January 2013. Of that number, 724 are children ages birth through Kindergarten. CAPK has reported in the first part of the 2015-2016 School Year, 51 homeless children and their families have been provided services.

Children with Disabilities

Head Start Performance Standards require that 10% of the funded enrollment of both Head Start and Early Head Start be children with disabilities (IEP/IFSP). The Community Assessment states that the diagnoses of children with disabilities are on the decline. In December 2013, 1982 children in Kern County between the ages of 0-5 had a diagnosed disability. In the first half of the 2015-2016 School Year, CAPK reports serving 239 children with a diagnosed disability.

Foster Placement

Foster placement is the third highest priority for selection at Head Start. The point-in-time count taken in October 2014, from Department of Human Services, revealed there were 1,832 children in the foster care system, to include Kinship, across Kern County under the age of 20. Kinship is another form of Foster Care in which a child's relative takes on the responsibility of caring of that child. According to the Community Assessment, in Kern County, 515 of children ages 0-5 were placed in either Foster Family Agencies or a Kinship Care program. CAPK reports in the first part of the 2015-2016 School Year, 179 foster children have received services in the Head Start/Early Head Start program.

Change in category of eligibility for Recipients of Public Assistance

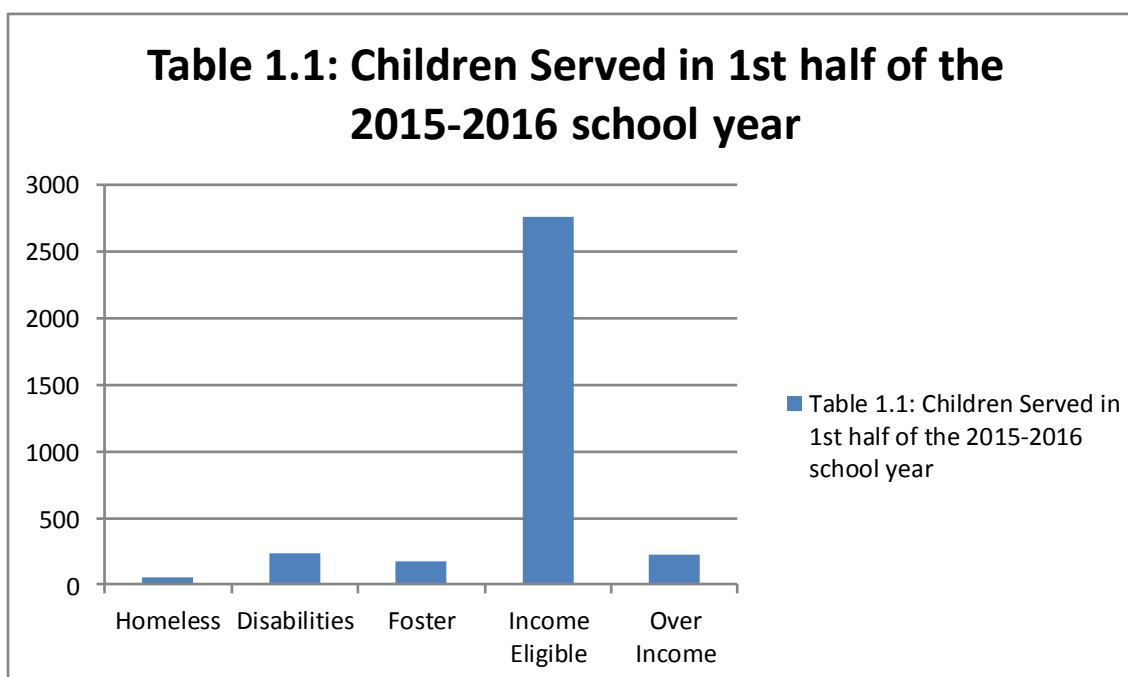
Effective March 13th 2015, per new head Start Performance Standards, families receiving public assistance were no longer identified as categorically eligible for Head Start. However, families receiving Public Assistance are categorized as income eligible for our program.

Income eligible (low income) per federal poverty guidelines

Based on the most recent update to the 2013 Community Assessment, it was determined that 72,846 children in Kern County are under the age of 5. Based on that number, 37.7% of those children under the age of 5 are living below the federal poverty level; that means, there is an estimated 27,613 children that are income eligible for Head Start and Early Head Start currently residing in Kern County. During the first half of the 2015-2016 School Year, 2,756 of those served are categorized as income eligible (see table 1.1)

Over income who meet the program selection criteria

Although it's been stated that more than 27,000 children are income eligible for services in Kern County, the agency is able to provide services to 10% of the funded enrollment or 253 children that exceed the income requirements of the program, at any given time. Generally, these slots are saved for those children that have disabilities but may be over income for the program or for centers in locations that struggle with securing income eligible families. During the first part of the 2015-2016 School Year, CAPK reports serving 227 over income families (see table 1.1).



Recruitment

Children with diagnosed disabilities

At least ten percent of all children enrolled in Early Head Start/Head Start are diagnosed with disabilities, and who qualify for special education services. To support recruitment efforts, collaboration, and open communication is maintained with the Special Education Local Plan Area/ Local Education Agencies (SELPA/LEA) and Kern Early Start Services. Activities to continue this collaboration include:

- Attending IFSP/IEP meetings with prospective families referred by school districts or other agencies.
- Flexible/modified attendance schedules. (Dual Enrollment)
- Each center establish a relationship, with the local School Districts Special Education Department
- Each center (if applicable) establish a relationship, with the Special Education Preschools, on-site
- Direct outreach efforts to groups affiliated with accommodation, accessibility, and awareness issues in our communities.
- Participation on the Kern Early Start Services Advisory Committee
- Providing specific materials for recruitment of children with disabilities
- Participating on the Kern County Superintendent of Schools SELPA/LRE (Least Restrictive Environment) Committee
- Participation in MVCCP-Medically Vulnerable Care Coordinator Project
- Recruitment Clusters

CEDS will provide information to the following regarding services for children with diagnosed disabilities:

- Private early child care agencies that do not accept children with disabilities
- Farmers' Markets, Fairs, Carnivals, Craft Shows, etc.
- Hospitals, doctors' offices, dentists' offices, the Health Department and low-income clinics
- Kern Regional Center and H.E.A.R.T.S. Connection
- Search and Serve
- Valley Achievement
- Community Connection for Child Care will flag our program as "accepting children with disabilities"
- MOU with Department of Human Services to recruit in the lobby of the main office

- Health Fairs or other community events geared toward families of children with disabilities

Recruitment Strategies

Children and families are recruited throughout Kern County; Kern County was established as the Partnership's service area beginning in 1965.

The Partnership maintains an active, year-round recruitment process designed to reach Kern county families eligible for services. Head Start's recruitment plan is based upon information from:

- Community Assessment Data drawn from a wide variety of sources
- Self Assessment Data
- Community Partners
- Individual Center Recruitment
- Program Information Report Data

Recruitment is everyone's responsibility. It's also the responsibility of all CEDS employees to maintain 100 percent enrollment each school year. Through the dedicated efforts of parents and staff all program options must, beginning on day one and at all times thereafter, maintain full enrollment and prioritized waiting list. In effort to recruit year round, Head Start participates in many recruitment events as well as creating self events in areas where community events are lacking.

Recruitment efforts are all-inclusive for all program options, and include the following:

- Initial Spring recruitment focuses on enrollment for the upcoming school year.
- Word of mouth recruitment through parents, volunteers, program staff, agency staff and community partners.
- Collaborative efforts with community events and agencies to coordinate ongoing recruitment opportunities, ensuring adaptation of outreach materials for local cultures and languages.
- Close collaboration with Special Education Local Plan Area/Local Education Agencies (SELPA/LEA), Kern Early Start Services, and other community groups, and medical professionals to keep communication open for services available for children with special needs and/or diagnosed disabilities.
- Application clinics, in-home application appointments, on-site or Head Start's office application appointments; and whenever possible assistance to walk-in parents to complete applications.
- The recruitment clusters, with assistance from ERSEA, will oversee the recruitment process throughout the year to ensure Head Start staff is represented at all events necessary to meet our enrollment needs.
- Collaborating with media outlets to advertise the availability of Head Start services
- Year-round recruitment efforts.

- The development of the Recruitment Clusters, as an effort to pull staff from a variety of centers together to focus on recruitment in specific neighborhoods and communities using staff and parents alike.

- Memo of Understanding (MOU) with community agencies to provide on-site assistance to homeless families, domestic violence victims, child protective services and other families in need.

- Private sector child development programs

- MOU with the Department of Human Services to recruit in the lobby of the main office in Bakersfield, where applications can be completed during the work week on a consistent basis. 1st and last weeks of the month are the busiest

- Collaboration with CAPK WIC

- Create events at each individual center to draw attention to what Head Start does for the families in each neighborhood/community.

- Have a CAPK Community Resource event that promotes Head Start as well as other CAPK programs that provide services to low income families.

- Provide recruitment materials and information to the 50 Head Start Dental providers

- Provide recruitment materials and information to the CHDP providers

- Technology and Social Media

- Rebranding from Child Education and Development Services (CEDS) to Head Start

Recruitment Strategies are individualized by the local community

- Local recruitment is planned, carried out, monitored and evaluated by the recruitment committee and recruitment cluster groups based on recruitment plans created by each Head Start center. *Local, site-based recruitment plan is available upon request in the ERSEA Department.*

- Parents and staff will share information about the positive impact of the program.

- Parents and staff distribute program information in readily available venues such as stores, libraries, laundromats, doctors' and dentists' offices, clinics, etc.

- Head Start will issue Press Releases and or Public Service Announcements regarding recruitment and Head Start's participation in program and activities in the community, for example:

- Δ Festivals, fairs or holiday events sponsored by the program

- Δ Parades

- Δ Center locations or relocations

- Δ Awards received by parents, volunteers or staff

- Δ Special projects

- Δ Donations to program

- Δ Community farmers markets

- Head Start staff will attend community meetings to share information about program services.

- Head Start will invite the community to program open houses.

Head Start staff attends monthly collaborative

- Head Start collaborates with other CAPK programs and other community agencies for referrals, for example, the Health Advisory Committee, WIC, and the annual parent conference.

Selection Priorities

Head Start priority for an enrollment opportunity is:

1. Homeless Children-individuals who lack fixed, regular and adequate night time residence; and includes:
 - a. Children and youth who are sharing the housing of other persons due to loss of housing, economic hardship, or similar reason; are living in motels, hotels, trailer parks, or camping grounds due to lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster placement.
 - b. Children and youth who have a primary night time residence that is a public or a private place not designed for, or ordinarily used as a regular sleeping accommodation for human beings.
 - c. Children and youth who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
 - d. Migrant children who qualify as homeless because they are living in circumstances described in one of the above.
2. Children with diagnosed disability and verified Individualized Family Service Plan or Individualized Education Plan.
3. Foster Placement
4. Early Head Start transition meeting program criteria.
 - a. Transition from Early Head Start home-based to Early Head Start center-based.
 - b. Transition from Early Head Start to Head Start
5. Head Start enrollees continuing
 - a. Current home-based HS transition into center-based full-day or part-day; Current center-based HS transfer to home-based
6. Head Start
 - a. Current full-day HS no longer qualifying for state services transition into part-day or Home Base HS options.
 - b. 3rd year enrollees

In addition to the priority outline stated, points are awarded for the following factors:

Δ In the absence of Childcare

Δ Parents 19 and under, pregnant and/or parenting

Δ Special need/social service referral, including child protective services and domestic violence facility

Δ Medical referral such as, but not limited to overweight children as determined by a medical professional

Δ Pregnant woman with documented medical risk

Δ First pregnancy

Δ Other family type of relative

Δ Public Assistance Program

Δ Primary caregiver is a member of or retired from the US Military

Δ Parent Works/attends school-FT need

Δ Home Base to Center base transition

Δ Sibling enrolled

Δ Parent has an IPP

Δ Child with IEP/IFSP's sibling

Δ Child on wait-list prior program year (within the same program)

Total priority points are calculated by the database

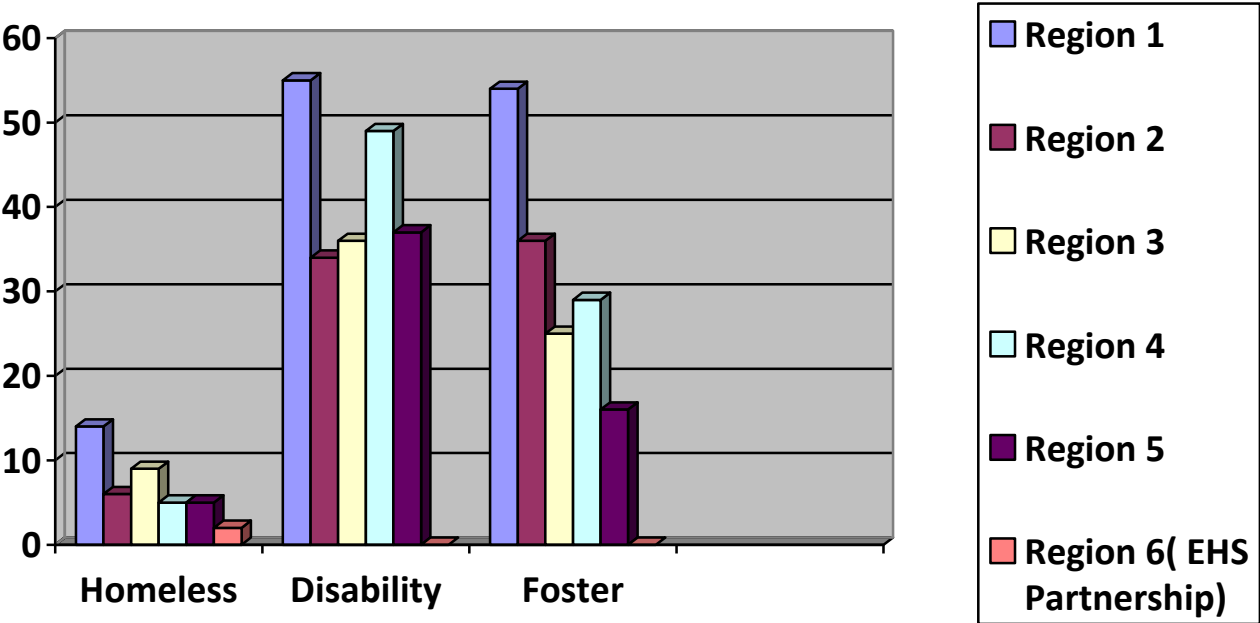
Δ Trained Head Start staff will document the applicant's priority points on the program eligibility priority sheet.

Δ When the applicant's priority points are entered into the database, the database calculates the total points to determine priority on the waiting list.

Selection is based upon priority and ranking on the waiting list database at the time the enrollment opportunity becomes available.

Δ The recruitment and application process is year-round; therefore, families are regularly added to the database. The database continually updates the priority ranking of each site/options wait list.

Table 3.1 Number of priority families during the first half of the 2015-2016 School Year



APPENDICES

Excerpts from the Head Start Program Performance Standards and Head Start Act for School Readiness pertaining to the Recruitment and Selection Plan

(go to www.eclkc.ohs.acf.gov for additional standards, HS Act)

Definitions from the Compilation of the Act

(1) The term "**child with a disability**" means

- A. a child with a disability, as defined in section 602(3) of the Individuals with Disabilities Education Act; and
- B. an infant or toddler with a disability, as defined in section 632(5) of such Act.

(11) The term "**local educational agency**" has the meaning given such term in the Elementary and Secondary Education Act of 1965.

(14) The term "**poverty line**" means the official poverty line (as defined by the Office of Management and Budget)~~

- A. adjusted to reflect the percentage change in the Consumer Price Index For All Urban Consumers, issued by the Bureau of Labor Statistics, occurring in the 1-year period or other interval immediately preceding the date such adjustment is made; and
- B. adjusted for family size.

Sections of the Act

640. ALLOTMENT OF FUNDS; LIMITATIONS ON ASSISTANCE (m) The Secretary shall issue rules to establish policies and procedures to remove barriers to the enrollment and participation of homeless children in Head Start programs. Such rules shall require Head Start agencies—

(1) IN GENERAL- To determine whether Head Start agencies meet standards described in subsection (a)(1) established under this subchapter with respect to program, administrative, financial management, and other requirements, and in order to help the programs identify areas for improvement and areas of strength as part of their ongoing self-assessment process, the Secretary shall conduct the following reviews of Head Start agencies, including the Head Start programs operated by such agencies:

K) include as part of the reviews, a review and assessment of whether agencies have adequately addressed the needs of children with disabilities, including whether the agencies involved have met the 10 percent minimum enrollment requirement specified in section 640(d) and whether the agencies have made sufficient efforts to collaborate with State and local agencies providing services under section 619 or part C of the Individuals with Disabilities Education Act (20 U.S.C. 1419, 1431 et seq.);

PARTICIPATION IN HEAD START PROGRAMS

Sec. 645. [42 U.S.C. 9840] (a)(1)(A) The Secretary shall by regulation prescribe eligibility for the participation of persons in Head Start programs assisted under this subchapter.

(B) Except as provided in paragraph (2), such regulation shall provide--

(i) that children from low-income families shall be eligible for participation in programs assisted under this subchapter if their families' incomes are below the poverty line, or if their families are eligible or, in the absence of child care, would potentially be eligible for public assistance; and

(ii) that homeless children shall be deemed to be eligible for such participation;

(iii) that programs assisted under this subchapter may include--

(I) to a reasonable extent (but not to exceed 10 percent of participants), participation of children in the area served who would benefit from such programs but who are not eligible under clause (i) or (ii); and

(II) from the area served, an additional 35 percent of participants who are not eligible under clause (i) or (ii) and whose families have incomes below 130 percent of the poverty line, if—

(aa) the Head Start agency involved establishes and implements outreach and enrollment policies and procedures that ensure such agency is meeting the needs of children eligible under clause (i) or (ii) (or sub clause (I) if the child involved has a disability) prior to meeting the needs of children eligible under this sub clause; and

(bb) in prioritizing the selection of children to be served, the Head Start agency establishes criteria that provide that the agency will serve children eligible under clause (i) or (ii) prior to serving the children eligible under this sub clause;

(iv) that any Head Start agency serving children eligible under clause (iii)(II) shall report annually to the Secretary information on--

(I) how such agency is meeting the needs of children eligible under clause (i) or (ii), in the area served, including local demographic data on families of children eligible under clause (i) or (ii);

(II) the outreach and enrollment policies and procedures established by the agency that ensure the agency is meeting the needs of children eligible under clause (i) or (ii) (or clause (iii)(I) if the child involved has a disability) prior to meeting the needs of children eligible under clause (iii)(II);

(III) the efforts, including outreach efforts (that are appropriate to the community involved), of such agency to be fully enrolled with children eligible under clause (i) or (ii);

(IV) the policies, procedures, and selection criteria such agency is implementing to serve eligible children, consistent with clause (iii)(II);

(V) the agency's enrollment level, and enrollment level over the fiscal year prior to the fiscal year in which the report is submitted;

(VI) the number of children served by the agency, disaggregated by whether such children are eligible under clause (i), clause (ii), clause (iii) (I), or clause (iii) (II); and

(VII) The eligibility criteria category of the children on the agency's waiting list;

(V) That a child who has been determined to meet the eligibility criteria described in this subparagraph and who is participating in a Head Start program in a program year shall be considered to continue to meet the eligibility criteria through the end of the succeeding program year.

(C) In determining, for purposes of this paragraph, whether a child who has applied for enrollment in a Head Start program meets the eligibility criteria, an entity may consider evidence of family income during the 12 months preceding the month in which the application is submitted, or during the calendar year preceding the calendar year in which the application is submitted, whichever more accurately reflects the needs of the family at the time of application.

(2) Whenever a Head Start program is operated in a community with a population of 1,000 or less individuals and--

(A) There is no other preschool program in the community;

(B) the community is located in a medically underserved area, as designated by the Secretary pursuant to section 330(b)(3) of the Public Health Service Act [42 U.S.C. §254c(b)(3)] and is located in a health professional shortage area, as designated by the Secretary pursuant to section 332(a)(1) of such Act [42 U.S.C. §254e(a)(1)];

(C) the community is in a location which, by reason of remoteness, does not permit reasonable access to the types of services described in clauses (A) and (B); and

(D) not less than 50 percent of the families to be served in the community are eligible under the eligibility criteria established by the Secretary under paragraph (1); the Head Start program in such locality shall establish the criteria for eligibility, except that no child residing in such community whose family is eligible under such eligibility criteria shall, by virtue of such project's eligibility criteria, be denied an opportunity to participate in such program. During the period beginning on the date of the enactment of the Human Services Reauthorization Act and ending on October 1, 1994, and unless specifically authorized in any statute of the United States enacted after such date of enactment, the Secretary may not make any change in the method, as in effect on April 25, 1984, of calculating income used to prescribe eligibility for the participation of persons in the Head Start programs assisted under this subchapter if such change would result in any reduction in, or exclusion from, participation of persons in any of such programs.

Definitions from the Head Start Program Performance Standards

§1305.2 Definitions (n) Recruitment means the systematic ways in which a Head Start program identifies families whose children are eligible for Head Start services, informs them of the services available, and encourages them to apply for enrollment in the program.

§1305.2 Definitions (o) Recruitment area means that geographic locality within which a Head Start program seeks to enroll Head Start children and families. The recruitment area can be the same as the service area or it can be a smaller area or areas within the service area.

§ 1305.3 Determining community strengths and needs

(c) Each Early Head Start and Head Start grantee must conduct a Community Assessment within its service area once every three years which is updated annually. The Community Assessment must include the collection and analysis of the following information about the grantee's Early Head Start or Head Start area:

(6) Resources in the community that could be used to address the needs of Head Start eligible children and their families, including assessments of their availability and accessibility.

§ 1305.4 Age of children and family income eligibility

(a) To be eligible for Head Start services, a child must be at least three years old by the date used to determine eligibility for public school in the community in which the Head Start program is located, except in cases where the Head Start program's approved grant provides specific authority to serve younger children. Examples of such exceptions are programs serving children of migrant families and Early Head Start programs.

(b)(1) At least 90 percent of the children who are enrolled in each Head Start program must be from low-income families.

(2) Except as provided in paragraph (b)(3) of this section, up to ten percent of the children who are enrolled may be children from families that exceed the low-income guidelines but who meet the criteria that the program has established for selecting such children and who would benefit from Head Start services.

§ 1305.5 Recruitment of children

(a) In order to reach those most in need of Head Start services, each Head Start grantee and delegate agency must develop and implement a recruitment process that is designed to actively inform all families with Head Start eligible children within the recruitment area of the availability of services and encourage them to apply for admission to the program. This process may include canvassing the local community, use of news releases and advertising, and use of family referrals and referrals from other public and private agencies.

(b) During the recruitment process that occurs prior to the beginning of the enrollment year, a Head Start program must solicit applications from as many Head Start eligible families within the recruitment area as possible. If necessary, the program must assist families in filling out the application form in order to assure that all information needed for selection is completed.

§ 1305.6 Selection process

(a) Each Head Start program must have a formal process for establishing selection criteria and for selecting children and families that considers all eligible applicants for Head Start services. The selection criteria must be based on those contained in paragraphs (b) and (c) of this section.

(b) In selecting the children and families to be served, the Head Start program must consider the income of eligible families, the age of the child, the availability of kindergarten or first grade to the child, and the extent to which a child or family meets the criteria that each program is required to establish in Sec. 1305.3(c)(6). Migrant programs must also give priority to children from families whose pursuit of agricultural work required them to relocate most frequently within the previous two-year period.

(c) At least 10 percent of the total number of enrollment opportunities in each grantee and each delegate agency during an enrollment year must be made available to children with disabilities who meet the definition for children with disabilities in Sec. 1305.2(a). An exception to this requirement will be granted only if the responsible HHS official determines, based on such supporting evidence he or she may require, that the grantee made a reasonable effort to comply with this requirement but was unable to do so because there was an insufficient number of children with disabilities in the recruitment area who wished to attend the program and for whom the program was an appropriate placement based on their Individual Education Plans (IEP) or Individualized Family Service Plans (IFSP), with services provided directly by Head Start or Early Head Start in conjunction with other providers.

(d) Each Head Start program must develop at the beginning of each enrollment year and maintain during the year a waiting list that ranks children according to the program's selection criteria to assure that eligible children enter the program as vacancies occur.

§ 1305.7 Enrollment and reenrollment

(a) Each child enrolled in a Head Start program, except those enrolled in a migrant program, must be allowed to remain in Head Start until kindergarten or first grade is available for the child in the child's community, except that the Head Start program may choose not to enroll a child when there are compelling reasons for the child not to remain in Head Start, such as when there is a change in the child's family income and there is a child with a greater need for Head Start services.

(b) A Head Start grantee must maintain its funded enrollment level. When a program determines that a vacancy exists, no more than 30 calendar days may elapse before the vacancy is filled. A program may elect not to fill a vacancy when 60 calendar days or less remain in the program's enrollment year.

(c) If a child has been found income eligible and is participating in a Head Start program, he or she remains income eligible through that enrollment year and the immediately succeeding enrollment year.

Children who are enrolled in a program receiving funds under the authority of section 645A of the Head Start Act (programs for families with infants and toddlers, or Early Head Start) remain income eligible while they are participating in the program. When a child moves from a program serving infants and toddlers to a Head Start program serving children age three and older, the family income must be reverified. If one agency operates both an Early Head Start and a Head Start program, and the parents wish to enroll their child who has been enrolled in the agency's Early Head Start program, the agency must ensure, whenever possible, that the child receives Head Start services until enrolled in school.

§ 1310.3 Definitions

Transportation Services means the planned transporting of children to and from sites where an agency provides services funded under the Head Start Act. Transportation services can involve the pick-up and discharge of children at regularly scheduled times and pre-arranged sites, including trips between children's homes and program settings. The term includes services provided directly by the Head Start and Early Head Start grantee or delegate agency and services which such agencies arrange to be provided by another organization or an individual. Incidental trips, such as transporting a sick child home before the end of the day, or such as might be required to transport small groups of children to and from necessary services, are not included under the term.

§ 1310.10 General

(b) When an agency has decided not to provide transportation services, either for all or a portion of the children, it must provide reasonable assistance to the families of such children to arrange transportation to and from its activities. The specific types of assistance being offered must be made clear to all prospective families in the program's recruitment announcements.

2016 HHS Poverty Guidelines

For each additional person, add \$4,160.)

Persons in family	Poverty Guideline
1	\$11,880
2	16,020
3	20,160
4	24,300
5	28,440
6	32,580
7	36,730
8	40,890

2016-2017 Selection Criteria Verification Form

Applicant Name: _____ DOB: _____ Family Size: _____ T/K Eligible: ☐

Program (Circle One): EHS HS

Option (Circle One): HB PD FD **Center/Educator Name:** _____

"✓" Eligibility Type (Select only one):

- ☐ Homeless
☐ Income Eligible
☐ Over Income
☐ Foster Care

I have examined the following documents to determine eligibility:

- ☐ Public Assistance ☐ SSI ☐ 2015-Tax Form (1040/1040A)
☐ Pay Stub ☐ EDD (unemployment) ☐ Employer Statement
☐ Zero Income ☐ Foster Care ☐ Child Support
☐ W-2 ☐ Other: _____

Circle only one in the sections below

Circle all points that apply below

Criteria	Points	Criteria	Points
Parental Status	0-25 Points	Other Factors (Circle all that apply)	0-25 Points
Guardian	25	In the absence of Childcare	25
One Parent	20	Parent 19 and under	25
Two Parent	15	Child on waitlist prior program year	25
Income	0-25 Points	At-risk Pregnancy (EHS Home base only)	25
75-100% Below Poverty	25	First Pregnancy (EHS Home base only)	25
50-74% Below Poverty	20	Current or Former Military	25
25-49% Below Poverty	15	Medical Referral	20
0-24% Below Poverty	10	Social Service Referral	20
101-130% Over Poverty	5	Other Family Type	20
131% or more over poverty	0	Recipient of Public Assistance (TANF or SSI)	15
Age	0-25 Points	Parent works/attends school-FD Need	15
4 Year Olds	25	Sibling Enrolled with IEP/IFSP	10
3 Year Olds	20	Transferring from Home Base to Center Base	10
Young 3 (after school cut off)	15	Sibling Enrolled	5
Infant	20	Parent has a concern with Speech /Language	5
Toddler	20	Priorities	0-25 Points
Pregnant Woman	25	Homeless	25
		Disability (IEP/IFSP)	25
		Foster	20
		Transitioning (EHS to HS 3 rd year enrollee)	15

"✓" Residential Verification:

- ☐ Current Rent Receipt ☐ Current Utility Bill ☐ Other: _____

Is there a disability? ☐ Yes ☐ No

Documentation Present:

- ☐ IEP ☐ IFSP

Printed name of staff verifying eligibility

Position

Signature of staff verifying eligibility

Date

Guidance for Completing the Selection Criteria Verification Form

Participant Name and DOB: the name and DOB that is on the child's birth certificate or other document used to verify legal name and age.

Family Size: the number of people in the family that is being counted to verify income eligibility.

T/K Eligible: check this box if the child's date of birth indicates they would be eligible for transitional kindergarten during the program year. In Kern County, all districts are opening transitional kindergarten to those that turn 5 years old between September 2nd and December 1st.

Program: circle the program which the family is applying for- Early Head Start or Head Start.

Option: Circle the option that the family is applying for- HB is Home Base; PD is Part Day; FD is Full Day.

Center/Educator Name: Name of center location or Educator's name for which they're applying.

Eligibility Type: only one type of eligibility may be selected. Choose the one that is applicable.

Documents examined to determine eligibility: Select all that apply. If you viewed something not listed in the box, please indicate such in "other." Keep in mind, all documents used to determine eligibility MUST be attached to the application.

Parental Status: only one option may be selected.

Income: income points must be given for all participants, even those that are categorically eligible.

Age: select the classroom age of the child. If the child turns 4 years old, after the school cutoff date of September 2nd, the child is considered 3 years old. If the child turns 3 years old after the school cutoff date, the child is considered a young 3.

In Absence of Childcare: If the parent tells you they're going to lose their job if they do not have childcare, these points would be given.

Parent 19 and under: all parents and/or pregnant women that are age 19 and under.

Child on waitlist prior program year: these points are given to an applicant that was on the waitlist the previous year.

At-risk Pregnancy and First Pregnancy: are given to pregnant women applying for EHS Home Base only.

Current or Former Military: these points are given only when the family provides a DD214.

Medical Referral: points are issued only when we're provided with the medical referral from the physician.

Social Service Referral: these points are given when a social service agency provides a referral.

Other Family Type: these points are given to individuals taking care of a child that is not biological or adopted by the parent/guardian.

Recipient of Public Assistance (TANF or SSI): these points are given to individuals that provide documentation of being a current recipient of public assistance.

Parent Works/Attends School-FD Need: these points are issued to those applying for full day.

Sibling enrolled with IEP/IFSP: these points are given to children that already have a sibling enrolled with an IEP/IFSP.

Transferring from Home Base to Center Base: these points are given to applicants who are requesting to transfer from Home Base to Center Base.

Sibling Enrolled: these points are given to families that have one child enrolled and are applying for another.

Parent has a concern with Speech/Language: these are given when a parent expresses a speech concern.

Priorities: those that are considered categorically eligible such as homeless and foster, as well as children with disabilities. This also includes transitioning children and 3rd year enrollees.

Residential Verification: is proof of residency in Kern County.

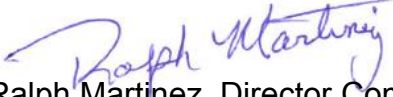
Disability Documentation: a validated IEP/IFSP is required to be attached to give disability points.

Signature: staff member who verified eligibility must print and sign the Selection Criteria Verification Form.

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Board of Directors

From:  Ralph Martinez, Director Community Development

Date: February 24, 2016

Subject: *Agenda Item VI(c):* Friendship House Community Center Quad Project Bid Award – Action Item

Request for bids to complete our planned Quad Project at the FHCC resulted in two firms submitting bids. Through donations, identified end-of-year savings and other contributions, we have identified approximately \$134,900 available for this project.

The Request for Proposals asked for submission of a bid for a Base Project and two Alternate bids.

Operations staff had originally estimated project costs as follows:

- | | |
|-----------------|------------------|
| • Base Project- | \$ 74,214 |
| • Alternate 1- | \$ 25,253 |
| • Alternate 2- | \$ 38,850 |
| • Total | \$138,317 |

Responses to the RFP were as follows:

- | | Proposal 1: | Proposal 2: |
|-----------------|--------------------|--------------------|
| • Base Project- | \$ 77,900 | \$140,000 |
| • Alternate 1- | \$ 35,000 | \$ 31,000 |
| • Alternate 2- | \$ 37,000 | \$ 39,000 |
| • Total | \$149,900 | \$210,000 |

Recommendation:

Staff recommends the Board of Directors approve the following:

- Accepting Proposal 1, which includes the Base Project and both Alternatives.
- Approval by the Board of Directors to contribute \$15,000 from the CAPK Discretionary Fund to complete the entire Quad Project.

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Board of Directors
From: Jeremy T. Tobias, Executive Director
Date: February 24, 2016
Subject: *Agenda Item VI.d: Approval to initiate an administrative Indirect Cost Rate using the De Minimis 10% rate– Action Item*

When charging administrative costs to our grants, we have the choice of utilizing two different methodologies: Direct Cost Rate or Indirect Cost Rate. CAPK utilizes a Direct Cost Rate model for charging our administrative costs. Over the years, our methods of implementing the Direct Cost Rate model have evolved, and today we utilize a system known as “cost pools” in order to streamline the Direct Cost Rate process.

Charging of an Indirect Cost Rate, which is essentially a pre-approved flat rate charge for our administrative costs, is an item that we have explored in the past. It is seen as a much more streamlined, efficient and simplified methodology to administer. Up until the recent adoption of the new OMB Uniform Guidance, an indirect cost rate had to be based on an indirect cost rate study, and ultimately needed the pre-approval by the grantee’s “cognizant agency”. The cognizant agency is the agency in which a majority of the grantees funding is derived, which in the case of CAPK would be Health and Human Services (HHS). In 2010 CAPK initiated an Indirect Cost Rate Study to explore the possibility of moving to an indirect cost rate. However, in staff’s opinion the study was poorly done, flawed and incomplete. Rather than risk a poorly initiated application for an indirect cost rate, the study was tabled prior to final completion. Ultimately the agency engaged Wipfli Consultants to assist in developing our current Cost Pools plan to bridge the gap between our current Direct Cost Rate and a possible Indirect Cost rate in the future.

With the recent adoption of the Uniform Guidance, a new option is now available for initiating an Indirect Cost Rate. It is referred to as a De Minimis 10% Indirect Cost Rate. This option allows for grantees to select the pre-determined 10% indirect rate without a study, and without pre-approval from a cognizant agency. The De Minimis rate is only available to agencies that have never negotiated an Indirect Cost Rate before. CAPK has never negotiated an Indirect Cost Rate, making us eligible for the De Minimis Rate.

Staff did a simple analysis of the Indirect Cost Rate and what we could expect to collect under that scenario. We used a prior year and compared the 10% indirect rate to the direct rate. The De Minimis 10% rate must be calculated based on what is called a “total modified base”, which excludes some costs from the formula such as equipment and capital expenditures. Below is a summary of our most recent audited year, ending February 28, 2015:

Total Modified Base:	\$46,468,017
General and Administrative:	\$ 3,780,940 (about 8.14% of modified base)
Sample Indirect Cost Rate at 10%	\$ 4,646,802

The sample 10% Indirect Cost rate above would have covered the administrative costs at that time. It is worth noting that the administrative costs in the year ending February 28, 2015 were probably a bit lower than normal, as we emerged from the state budget crisis and federal budget sequestration. Those issues prompted our agency to eliminate or drastically reduce the size of some central administrative functions such as procurement, contracting, IT, etc. Many of these duties and responsibilities were either contracted with vendors or pushed out from central administration into the programs. This plan worked well for us at the time, but has had mixed results over the longer term. The Indirect Cost Rate would enable us to easily charge a fair and equitable rate, and properly administer the contracts for the programs, saving considerable staff time in the programs and better meeting our contract requirements and internal policies.

One of the highlights of the De Minimis Indirect Cost Rate, is the fact that any remaining funds at the end of the fiscal year do not need to be returned to the individual programs. The funds can carry over into the next year for future needs.

Some funding contracts may have language limiting the collection of administrative costs at a level somewhere below 10%. In these cases we will collect only up to the amount allowed in the contract, much like we do today with the direct rate. In no case will we be allowed to charge greater than 10% to a contract.

Staff initiated an RFP for technical assistance in implementing the Indirect Cost rate. Wipfli consultants has been selected to assist in this transition. The cost for the Wipfli contract is expected to be approximately \$10,000 plus travel. We expect Wipfli to be in the offices the week of February 29, 2016 to assist in the change-over to the Indirect Cost Rate effective March 1, 2016.

Individual program budgets may need to be amended to reflect the Indirect Cost Rate and those budgets will be brought back to the Board for amendments. We have held discussions with Head Start Region 9 staff who are supportive of this proposal, and we are following their guidance.

Recommendation:

Staff recommends the Board of Directors approve the use of the De Minimis 10% Indirect Cost Rate effective March 1, 2016.

COMMUNITY ACTION PARTNERSHIP of KERN
BOARD OF DIRECTORS
PROGRAM REVIEW & EVALUATION COMMITTEE MEETING
5005 Business Park North, Bakersfield, CA
February 10, 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:

Board members present: Fred Plane, Jose Gonzalez, Craig Henderson and Ashley Womack.

Board members absent: Don Bynum

Others present: Ralph Martinez, Director of Community Development; Romala Ramkissoon, Director of Community Development; other CAPK staff.

3. **Approval of Agenda**

Ralph Martinez stated he would like to add Item 5h – Overview of Proposing New Format for the Program Review and Evaluation Committee which he will present.

Motion was made and seconded to approve the Program Review and Evaluation meeting agenda for February 10, 2016 with the requested amendment. Carried by unanimous vote. (Henderson/Gonzalez)

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. Funding Request to Walmart State Giving Program for the Food Bank – Carmen Segovia, Director of Health & Nutrition – ***Info Item***

Glen Ephrom presented on behalf of Carmen Segovia and stated they are requesting \$30,000 from Walmart State Giving Program to purchase a new half-ton pickup truck for the Food Bank. The new truck will replace an older truck and will be used to collect food donations that do not need refrigeration. He stated they are looking at purchasing a 2016 Chevrolet Silverado half-ton pickup truck with a long bed, standard cab, power steering, power brakes, and air conditioning.

Fred Plane asked if the requested funds will be enough to cover the purchase costs and Glen stated it is enough to cover the costs.

- b. Funding Request to Kaiser Permanente Kern County for the Friendship House Community Center – Ralph Martinez, Director of Community Development – **Info Item**

Kathleen Moessner presented on behalf of Ralph and stated the funding request is to Kaiser Permanente Kern County for the requested about of \$10,000. The funds will be used to cover personnel costs and program supplies such as food, plates, utensils, cups, etc., for family dinners and sports equipment.

- c. Funding Request to United Way of Kern County for 2-1-1 Kern County – Romala Ramkissoon, Director of Community Services – **Info Item**

Romala Ramkissoon stated this is to United Way for 2-1-1 and they are requesting \$40,000. The funds will help cover personnel and operating expenses.

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

Patricia Mallard presented on behalf of Ralph Martinez and stated 3 applications were pending; Junior League of Bakersfield for \$5,000 for the East Kern Family Resource Center, California Department of Public Health for \$120,000 for the Friendship House and Shafter Youth Center and Walmart State Giving program for \$30,000 for the Food Bank. She stated five grant application were awarded; Dominion Recourses for \$2,500 for the Food Bank, CalEITC4ME for \$16,000 for VITA, United Way for \$10,000 for the Food Bank, United Way for \$30,000 for 2-1-1 and an anonymous donation for \$25,000 for the Food Bank. There was one decline from the Wonderful Foundation for \$49,000 for the Shafter Youth Center.

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

Jerry Meade stated Kern County Head Start and Early Head start met full enrollment serving 2568 children. The HS served 2232 and EHS served 336 children; 4% were foster, 1% were homeless, 9% were disabled, 8% were over income and 78% were income eligible. He stated the partnership served 42 children and licensing is at Blanton center this week and if they receive their license then the center will be able to enroll and start services. Jerry stated for San Joaquin, 286 children were served and four child development centers are operating.

The Average Daily Attendance (ADA) is at 97%. The top five centers are Casa Loma, Stine EHS, Franklin, Planz and San Diego EHS. The five centers with the lowest percentage were Pacific, Lost Hills, Virginia, Lamont and Rafer Johnson.

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

Jerry Meade stated it has been one year since the CACFP responsibilities went back to the Head Start & Early Head Start program. 81,998 meals were prepared; 76,437 were prepared by the Central Kitchen and 5,561 were prepared at Vendor Kitchens. 59,025 meals were allocated to the Central Kitchen and 22,973 meals were allocated to Head Start & Early Head Start and 83% of the meals were served. He stated the program has seen a

significant improvement documenting correctly and accurately so the program can claim all revenues.

- g. January 2016 Outreach & Advocacy Report – Louis Medina, Outreach and Advocacy Manager – ***Info Item***

Louis Medina stated the Delano Record published a front-page article on the VITA program, Dignity Health did a silver sponsorship for the 2016 Humanitarian Awards Banquet, The Mountain Enterprise published a full-page article on the Energy program, VITA received \$2,500 from the Valley Republic Bank and the Food Bank received \$2,500 from the Dominion/Dominion Foundation.

- h. Overview of Proposing New Format for the Program Review and Evaluation Committee – Ralph Martinez, Director of Community Development – ***Info Item***

Ralph Martinez stated there have been questions from the board about the Program Review and Evaluation Committee and Budget & Finance and what the committees represent. In speaking with Jeremy Tobias they are looking at refocusing to have PRE focus more on the programs. He stated they are going to have the programs write a brief summary of what has been going on in their programs such as including staffing numbers, number of clients served, program goals, activities that might have taken place and upcoming events. The PRE committee will have the opportunity to talk about a program and two to four programs will be highlighted and will make a presentation. There will also be changes to Budget & Finance which will include year to date figures for each program.

Fred Plane asked the new format will generate more paper and maybe the board members could use the WIFI so the board can bring their iPads or laptops.

6. **Committee Member Comments**

Fred Plane welcomed Ashley Womack to the committee.

7. **Next Scheduled Meeting**

Program Review & Evaluation
Wednesday, March 16, 2016
12:00 p.m.
5005 Business Park North
Bakersfield, California 93309

8. **Adjournment**

The meeting adjourned at 12:48pm.

COMMUNITY ACTION PARTNERSHIP OF KERN
APPLICATION STATUS REPORT
PENDING - JANUARY 2016

DATE OF B&F MEETING	DATE OF APP SUBMISSION	FUNDING SOURCE	PROGRAM/PROPOSAL	AMOUNT REQUESTED
10/28/15 (Board)	10/30/15	CALIFORNIA COASTAL COMMISSION	FHCC & SYC MARINE STUDIES PROGRAM	\$ 15,888
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
01/20/16	12/03/15	UNITED WAY OF KERN COUNTY (EMERGENCY FOOD & SHELTER)	FOOD BANK : FOOD	\$ 85,000
1/20/2016	1/7/2016	JUNIOR LEAGUE OF BAKERSFIELD	EAST KERN FAMILY RESOURCE CENTER: EMERGENCY SUPPLIES CLOSET	\$ 5,000
1/20/2016	1/19/2016	CALIFORNIA DEPARTMENT OF PUBLIC HEALTH	FHCC & SYC SEXUAL HEALTH INFORMATION & EDUCATION (I&E) PROGRAM	\$ 120,000
2/17/2016	1/29/2016	WALMART STATE GIVING PROGRAM	FOOD BANK : PICKUP TRUCK	\$ 30,000

COMMUNITY ACTION PARTNERSHIP OF KERN
APPLICATION STATUS REPORT
AWARDED - JANUARY 2016

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
11/18/15	01/08/16	DOMINION RESOURCES	FOOD BANK	\$ 2,500	\$ 2,500	1/1/2016-12/31/2016
01/20/16	01/19/16	CALEITC4ME	VITA	\$ 19,000	\$ 16,000	1/20/2016-4/30/2016
12/9/15(Exec)	01/26/16	UNITED WAY OF KERN COUNTY (COMMUNITY INVESTMENT)	FOOD BANK	\$ 25,000	\$ 10,000	1/1/2016-12/31/2016
12/9/15(Exec)	01/28/16	UNITED WAY OF KERN COUNTY (COMMUNITY INVESTMENT)	2-1-1	\$ 40,000	\$ 30,000	1/12016-12/31/2016
N/A	01/29/16	ANONYMOUS DONATION	FOOD BANK	N/A	\$ 25,000	N/A
				TOTAL	\$ 25,835,351	

COMMUNITY ACTION PARTNERSHIP OF KERN
APPLICATION STATUS REPORT
DECLINED - JANUARY 2016

[illegible]

Enrollment and Eligibility

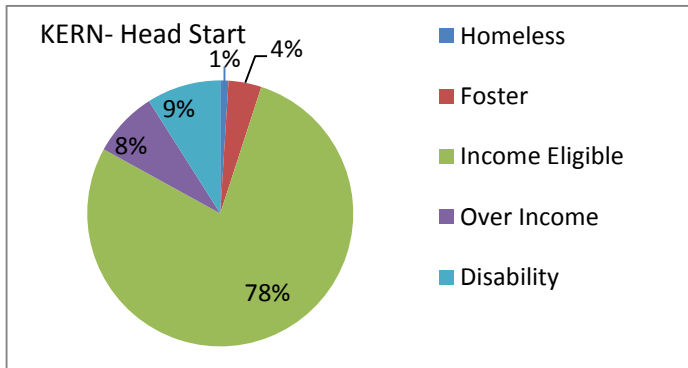
Kern County HS/EHS

Funded Enrollment: 2539

Total Kern Enrollment: 2568

HS Enrollment: 2232

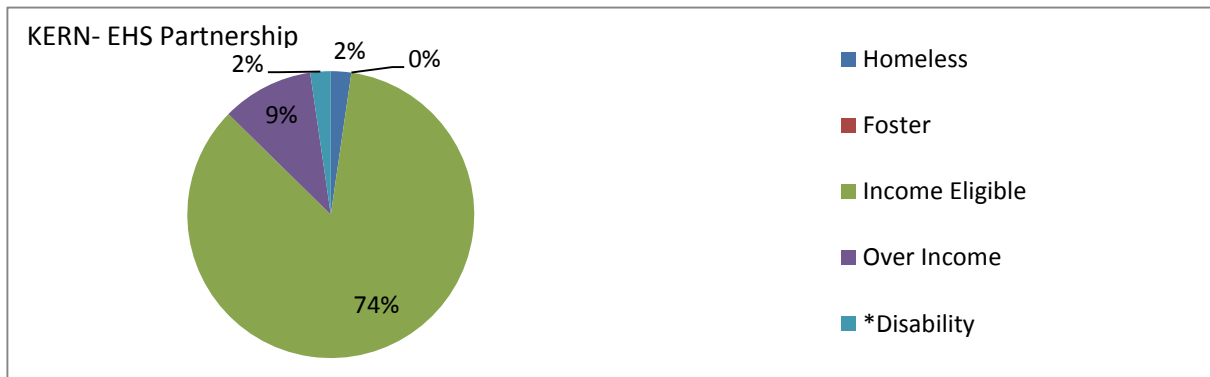
EHS Enrollment: 336



Kern County - EHS Partnership

Funded enrollment: 56

Enrollment: 42



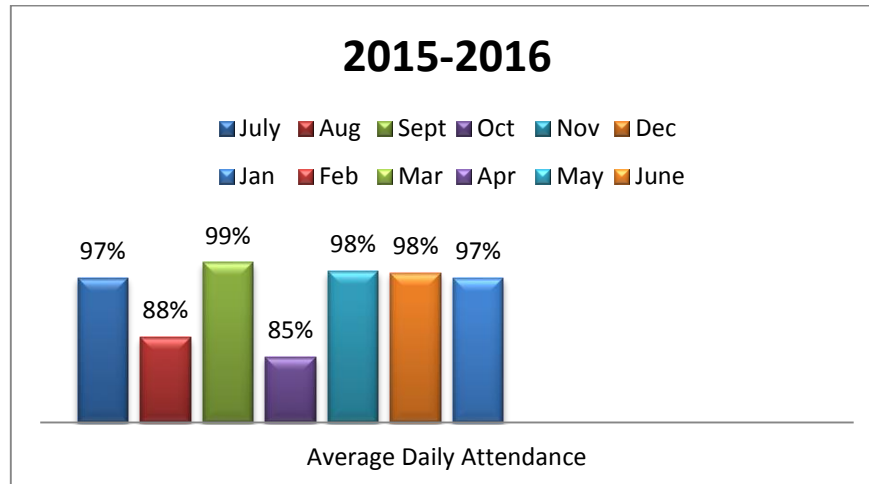
San Joaquin County EHS

Funded Enrollment: 364

Enrollment: 286



HS/EHS Average Daily Attendance



January 2016

Top 5 and Bottom 5

1. Casa Loma	100%	44. Pacific	94.00%
2. Stine EHS	99.85%	44. Lost Hills	93.84 %
3. Franklin	99.75%	45. Virginia	93.09 %
4. Planz	99.62%	46. Lamont	92.65%
5. San Diego EHS	99.49%	47. Rafer Johnson	91.14 %

CACFP Report

January 2016



Total Meals Prepared

by: Central Kitchen	by: Vendor Kitchens	Total Meals Prepared
76,437	5,561	81,998

Meals Allocated

to: CACFP	to: HS/EHS
59,025	22,973

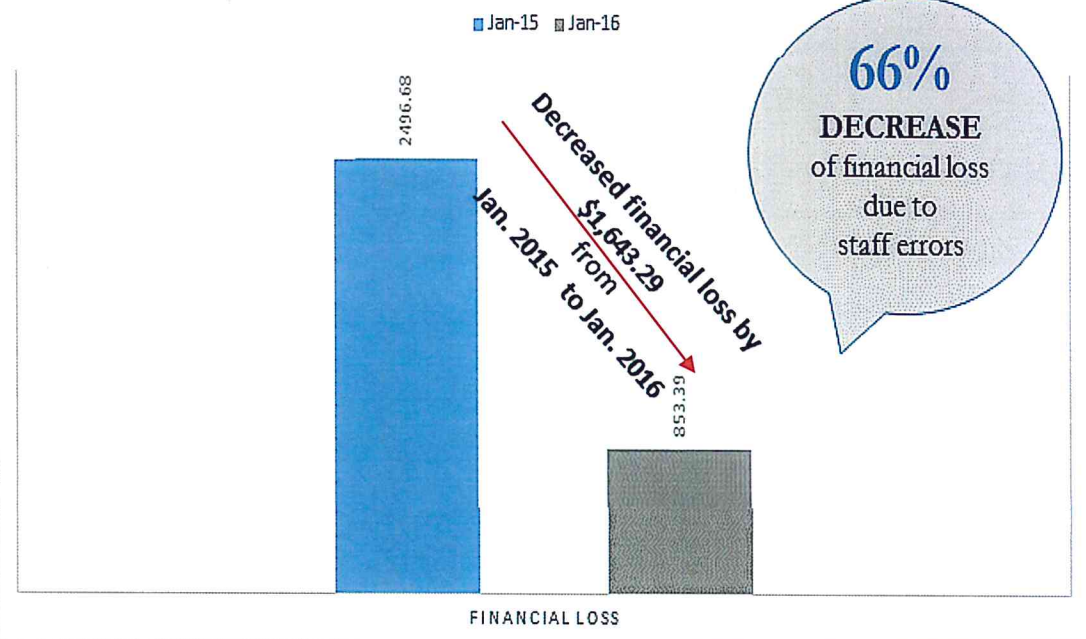
% of Meals Served

Jan. 2016	Jan. 2015	Jan. 2014
83%	81%	69%

Adult Meals served 8,246
Seconds for Children, Nutritional Experiences, and/or waste 14,727



FINANCIAL LOSS DUE TO STAFF ERROR



- **Jan. 7** – The Delano Record published a front-page submitted article on our VITA Program.
- **Jan. 11** – Submitted an article on the efficiency of our ADP Time and Attendance System for publication in the February/March (HR/Legal) issue of the Kern Business Journal.
- **Jan. 14** - Acknowledged Dignity Health’s Silver Level (\$5,000) sponsorship of our upcoming 2016 Humanitarian Awards Banquet & Fundraiser in a “Thank You! Thursday” Facebook post.
- **Jan. 15** – The Mountain Enterprise published a full-page submitted article on our Energy Program.
- **Jan. 20** - Nominations for Humanitarian/Volunteer/Community Partner of the Year were opened up online via our website, and closed on Jan. 29.
- **Jan. 20** – Submitted a half-page ad for the 2016 Humanitarian Awards Banquet & Fundraiser for publication in the February/March issue of the Kern Business Journal.
- **Jan. 21** – Two \$2,500 grants, one for CAPK VITA from Valley Republic Bank and one for the Food Bank from Dominion/Dominion Foundation, were acknowledged in “Thank You! Thursday” posts on Facebook.
- **Jan. 26** – E-blasted the Food Bank’s Drought Emergency Food Assistance Program food distribution schedule to the media and our community partners.
- **Jan. 27** – At CAPK’s Board Meeting, Head Start/State Child Development Division shared the news that Primeros Pasos Head Start Center in Arvin received a Five-Star quality rating from the Kern County Superintendent of School's Kern County Early Stars Program along with a \$50,000 Block Grant to assist with implementation of a quality improvement action plan.
- **Jan. 28** – Pro Baseball Pitcher Michael McCarthy of the Boston Red Sox Minor League organization, and the nonprofit Baseball Miracles, visited Friendship House Community Center to teach the after-school program children about teamwork, winning, losing and life through baseball. The event was very well covered by local print, radio and television media, including an article in the Jan. 29 Californian.
- **Jan. 29** – CAPK VITA held its Earned Income Tax Credit Awareness Day at our 19th Street Offices. The event was very well attended by elected officials, partners, media, staff, volunteers and Board Members Ana Vigil and Yolanda Ochoa. Wells Fargo took the opportunity to do a check presentation with photo of the \$15,000 grant they awarded CAPK VITA this tax season to help with tax preparation and financial empowerment.

COMMUNITY ACTION PARTNERSHIP of KERN
BOARD OF DIRECTORS
BUDGET & FINANCE COMMITTEE MEETING
5005 Business Park North, Bakersfield, CA
February 17, 2016
12:00 p.m.

1. **Call to Order**

Tony Martinez 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:

Board members present: Tony Martinez, Yolanda Ochoa, Kathleen Philley (left at 1:00pm) and Ana Vigil (arrived at 12:03pm).

Board members absent: Warren Peterson

Others present: Christine Anami, Director of Finance; Ralph Martinez, Director of Community Development; Romala Ramkissoon, Director of Community Services; Emilio Wagner, Director of Operations; 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 February 17, 2016. Carried by unanimous vote. (Ochoa/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. Updated Cost Pool Allocation Methodology for Shared Costs – Christine Anami, Director of Finance – ***Action Item***

Christine Anami stated that on March 1, 2013, CAPK implemented a new methodology for allocating the shared administrative costs that benefit all programs by utilizing cost pools. As a result of reorganization of certain divisions and two division title changes the cost pool allocation for shared costs was updated. The transaction pool will include financial management and accounting related costs, the employee pool will include HR management, IT support, Board support, organizational management, strategic planning, outreach, program development, and risk and facilities management. The health and nutrition pool will include program management costs for health and nutrition

programs and the community services pool will include program management costs for community services programs. She stated staff recommends the committee approve the updated cost pool allocation methodology for shared costs policy.

Motion was made and seconded to approve the Updated Cost Pool Allocation Methodology for Shared Costs. Carried by unanimous vote. (Ochoa/Vigil)

- b. Approval to Initiate an Administrative Indirect Cost Rate using the De Minimis 10% Rate – Jeremy Tobias, Executive Director – **Action Item**

Christine Anami presented on behalf of Jeremy Tobias and stated this relates to the centralized administrative cost as a result of the super circular and the agency is able to use the De Minimis 10% Indirect Cost Rate. CAPK is eligible to use the De Minimis method as the agency has never negotiated an Indirect Cost Rate before. To obtain a negotiated Indirect Cost Rate they have to go to the funding source that provides the most funding which is the Department of Human Services. She stated it is a lengthy process with a lot of regulations and over the years, it was determined to not be in the best interest of CAPK. If the agency moves to the 10% Indirect Cost Rate, it will be beneficial to the agency rather than using the direct cost method. Chris stated staff is proposing to abandon the direct cost rate and move to the De Minimis 10% Indirect Cost Rate. She stated WIPFLi has been helping to prepare CAPK for implementation on March 1st and Federal approval is not required.

Yolanda Ochoa asked what the cost is to use WIPFLi and Chris stated it is \$10,000 plus travel. An RFP was completed and Wipfli was selected.

Motion was made and seconded to approve the Approval to Initiate an Administrative Indirect Cost Rate using the De Minimis 10% Rate. Carried by unanimous vote. (Phillee/Ochoa)

- c. Funding Request to Walmart State Giving Program for the Food Bank – Carmen Segovia, Director of Health and Nutrition – **Action Item**

Carmen Segovia stated this is a new funding request to the Walmart State Giving Program in the requested amount of \$30,000 to purchase a half-ton pickup. She stated the new pickup will replace an older pickup and will be used to pick up smaller type of donations that does not require a refrigerated truck.

Motion was made and seconded to approve the Funding Request to Walmart State Giving Program for the Food Bank. Carried by unanimous vote. (Ochoa/Phillee)

- d. Funding Request to Kaiser Permanente Kern County for the Friendship House Community Center – Ralph Martinez, Director of Community Development – **Action Item**

Kathleen Moessner presented on behalf of Ralph Martinez and stated this is a reapplication with Kaiser Permanente and will help with the Grow Fit project at the Friendship House. They are also wanting to get parents more involved in the program and at the end of the 12 week program, the participants families will be invited to a dinner that the children have prepared using vegetables grown at the FHCC community

garden. The money will be used to cover personnel costs, supplies, sports equipment among other items.

Tony Martinez asked how parents and grandparents will participate in the program. Kathleen stated they have separate classes such as Zumba, Kickboxing, and a dinner at the end of the 12-week class the children will prepare meals from items in the garden and the parents can come and eat at the dinner.

Tony asked who will conduct the classes and she stated a Physical Education Specialist will be hired to provide those services.

Kathy Philley asked if they had some observations from parents such as outcome changes and Kathleen stated that at this point the measures are just getting the parents involved. Kathy stated it would be great to do the outcomes to see the benefits of the program.

Motion was made and seconded to approve the Funding Request to Kaiser Permanente Kern County for the Friendship House Community Center. Carried by unanimous vote. (Philley/Vigil)

- e. Funding Request to Astra Zeneca for the Friendship House Community Center and Shafter Youth Center – Ralph Martinez, Director of Community Development – **Action Item**

Kathleen Moessner presented on behalf of Ralph Martinez and stated this is for the Grow Fit project and would be an expansion from what is being done at the Friendship House to the Shafter Youth Center. The program plan is to serve 120 at-risk, low-to-moderate income, ethnic minority youths ages 6-18 and 30 of their parents/caregivers. The money will be used to cover personnel costs, program supplies, sporting equipment, green houses at each facility, gardening equipment and incentives for participants.

Motion was made and seconded to approve the Funding Request to Astra Zeneca for the Friendship House Community Center and Shafter Youth Center. Carried by unanimous vote. (Ochoa/Vigil)

- f. Funding Request to United Way of Kern County for 2-1-1 Kern County – Romala Ramkissoon, Director of Community Services – **Action Item**

Romala Ramkissoon stated this funding request is to United Way for 2-1-1 for the requested amount of \$40,000. The funds will be used for general program operating expenses.

Yolanda Ochoa asked how much funding was received last year and Romala stated last year the program received \$40,000.

Motion was made and seconded to approve the Funding Request to United Way of Kern County for 2-1-1 Kern County. Carried by unanimous vote. (Ochoa/Philley)

- g. Funding Request to Universal Service Administrative Company (USAC) for the Head Start / State Child Development program – Yolanda Gonzales, Director of Head Start / State Child Development – **Action Item**

Emilio Wagner presented on behalf of Yolanda Gonzales and stated this request is for new funding to the Universal Service Administrative Company (USAC). USAC provides discounts between 20-90% for internet and telephone services. The only program that qualifies to apply is Head Start and only the centers can benefit and not the administrative offices.

Motion was made and seconded to approve the Funding Request to Universal Service Administrative Company (USAC) for the Head Start / State Child Development program. Carried by unanimous vote. (Phillely/Vigil)

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

Patricia Mallard presented on behalf of Ralph Martinez and stated 3 applications were pending; Junior League of Bakersfield for \$5,000 for the East Kern Family Resource Center, California Department of Public Health for \$120,000 for the Friendship House and Shafter Youth Center and Walmart State Giving program for \$30,000 for the Food Bank. She stated five grant applications were awarded; Dominion Recourses for \$2,500 for the Food Bank, CalEITC4ME for \$16,000 for VITA, United Way for \$10,000 for the Food Bank, United Way for \$30,000 for 2-1-1 and an anonymous donation for \$25,000 for the Food Bank. There was one decline from the Wonderful Foundation for \$49,000 for the Shafter Youth Center.

- i. Head Start and Early Head Start Budget to Actual for the Period Ending January 31, 2016 – Donna Holland, Fiscal Manager – **Info Item**

Pam Pritchard presented on behalf of Donna Holland and stated the program is towards the end of the fiscal budget that ends February 29, 2016. For personnel and fringe benefits for Head Start/Early Head Start, expenditures are less than expected at this point, however, 11 days of salaries and fringe benefits are to be paid in March 2016 will accrue to the fiscal year ending February 29, 2016. She stated staff expects to fully expend these funds by fiscal year-end. The non-federal share is at 92% of the budget period. The five centers with the highest percentage of the goal met were San Diego, Fairfax, Stella Hills, Franklin and Taft. The five centers with the lowest percentage of goal met were Mojave, Seibert, California City, Willow, Tehachapi, and Rosamond.

Pam stated the partnership shows significant savings. They are fully enrolled at Bakersfield College and the Blanton center has 16 children as they were licensed last week on Thursday and have started services. Health and Safety items have been purchased for both locations. San Joaquin has four centers opened and during the month of January, 286 children received services.

- j. 2015-2016 Early Head Start San Joaquin Federal Financial Report (Semi-Annual) – Christine Anami, Director of Finance – **Info Item**

Christine Anami stated this is the federal financial report (SF-425) and is the standard form which all agencies use who receive direct federal funding. We are required to file a

semi-annual report, an annual report and final report. For the San Joaquin grant, the semi-annual report was due October 30th 2015, the annual report is due February 29, 2016 and the final report is due April 30, 2016. Chris stated that the annual report will be brought to the Budget & Finance meeting in March.

- k. Updated Corporate Credit Card Policy and Guidelines – Christine Anami, Director of Finance – **Action Item**

Christine Anami stated it was time to update the policy as the last revision was done in 2011. This revised policy refines and better documents what the agency credit card can be used for. The card users must sign the policy demonstrating they have the understanding and agree as to what the agency credit card can be used for. She informed the committee that the directors have a credit card but she does not have one and they try to minimize the number of credits cards issued.

Tony Martinez asked if the card is returned back to the agency after it is used and Chris stated that each holder keeps their card and they are to communicate with her if the card is lost, stolen or miss used.

Motion was made and seconded to approve the Updated Corporate Credit Card Policy and Guidelines. Carried by unanimous vote. (Ochoa/Philley)

6. **Finance Director Report**

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

Christine Anami stated this is something that she has been doing at the request of the board and is an analysis of the money that is coming in and going out for the discretionary and fundraising fund. She stated this is all unrestricted money, used for disallowed costs, and can be used at the discretion of the Board. The discretionary fund has almost \$398,000 for use and is a combination between the discretionary and fundraising fund.

- b. Financial Statements, January 2016 – **Action Item**

Christine Anami stated the schedule of programs is based on the agencies fiscal year and if the committee has an interest on knowing which grants are active in the fiscal year, this is the report that will demonstrate that. A line of credit advances and repayments summary shows when and how much is used on the line of credit. The cash journal shows the checks that were dispersed to vendors from 1/1/16 through 1/31/16, in a total amount \$2,070,210.51. The corporate credit card summary demonstrates those who have credit cards and the money that is spent for the reporting period. The child and adult care food program statement of operations was developed to show how the central kitchen is operating and provides a comparison of the number of meals prepared and vended to those meals that are claimed. The financial statement and balance sheets for the agency shows the ending net assets is \$11.3 million and we don't want it to fall below \$10.5 million which is reviewed monthly to ensure that does not happen.

Motion was made and seconded to approve the Financial Statements, January 2016. Carried by unanimous vote. (Ochoa/Vigil)

7. **Committee Member Comments**

No comments were made.

8. **Next Scheduled Meeting**

Budget & Finance Committee Meeting
Wednesday, March 23, 2016
12:00 p.m.
5005 Business Park North
Bakersfield, California 93309

9. **Adjournment**

The meeting adjourned at 1:31pm.

**COMMUNITY ACTION PARTNERSHIP OF KERN
DISCRETIONARY AND FUND RAISING FUNDS
FOR THE MONTH ENDED JANUARY 31, 2016**

	03/01/15- 12/31/15	1/01/16- 01/31/16	TOTAL
BEGINNING BALANCE (NOTE 1)	336,710.16		336,710.16
CASH RECEIPTS			
2015 Awards Banquet Donations	103,960.00		103,960.00 a
2016 Awards Banquet Donations	1,500.00		1,500.00 b
Class Action Lawsuit Settlement - Dell	14,514.95		14,514.95
Donations	3,742.44	1,140.00 c	4,882.44
Interest Income/Union Administrative Fee	696.19	8.85	705.04
TOTAL CASH RECEIPTS	124,413.58	1,148.85	125,562.43
CASH DISBURSEMENTS			
Line of Credit Interest Expense	1,663.38	348.29 d	2,011.67
Line of Credit Unused Commitment Fee	2,394.45	83.33 e	2,477.78
2015 Awards Banquet Expenses	25,576.36		25,576.36 a
2016 Awards Banquet Expenses	1,136.00		1,136.00 b
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/Benefits - Head Start	2,425.43	3,526.36 f	5,951.79
Licensing Penalties - Head Start	600.00		600.00
Property Taxes - Campus	980.90	980.89	1,961.79
Fundraising Costs	804.28	159.00	963.28
Miscellaneous Expenses	569.78	56.65	626.43
Centralized Cost Pool Allocations	2,872.55	546.89	3,419.44
TOTAL CASH DISBURSEMENTS	58,610.84	5,701.41	64,312.25
CASH PROVIDED (USED)	65,802.74	(4,552.56)	61,250.18
ENDING BALANCE	402,512.90		397,960.34
		Discretionary Cash	226,750.62
		Fund Raising Cash	171,185.12
			397,935.74
		Add: A/R	24.60
			397,960.34

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 1/31/16, the 2016 awards banquet net gain is \$364.
- c. Includes \$400 on-line donations.
- d. Interest expense on operating line of credit advance for \$750,000 for 4 days.
- e. Commitment fee adjustment for 2015 that the line of credit was not used.
- f. Salary/benefit adjustment for Head Start maintenance employees who were not paid the correct shift differential per the Union agreement for prior years.

Date Prepared: 2/9/16

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Budget & Finance Committee

Christine Anami

From: Christine Anami, Director of Finance

Date: February 17, 2016

Subject: *Agenda Item 5a:* Updated Cost Pool Allocation Methodology for Shared Costs – Action Item

Effective March 1, 2013, Community Action Partnership of Kern (CAPK) implemented a new methodology for allocating shared administrative costs that benefit all programs and are necessary to the overall operation of CAPK (management and general costs). CAPK recovers shared administrative costs using the direct cost charging method.

Shared management and general costs are allocated to the benefitting programs using cost pools. As a result of the reorganization of certain divisions and two division title changes that were approved at the December 9, 2015 Executive Committee meeting, the cost pool allocation methodology for shared costs policy was updated.

Recommendation:

Staff recommends the Budget & Finance Committee approve the updated Cost Pool Allocation Methodology for Shared Costs policy.

Attachment: Updated Cost Pool Allocation Methodology for Shared Costs Policy

COMMUNITY ACTION PARTNERSHIP OF KERN

COST POOL ALLOCATION METHODOLOGY FOR SHARED COSTS

Direct Cost Charging Procedures

Effective March 1, 2013, Community Action Partnership of Kern (CAPK) implemented a new methodology for allocating shared administrative costs that benefit all programs and are necessary for the overall operation of CAPK (management and general costs). CAPK recovers shared administrative costs using the direct cost charging method.

Shared management and general costs are allocated to the benefitting programs using cost pools under the following policies and procedures:

1. Costs will be allocated to all programs on an equitable basis regardless of any limits imposed by funding sources.
2. As much as practicable, costs will first be charged directly to benefitting programs.
3. All remaining shared costs will be allocated using the most meaningful measure. The following bases will be used:
 - a. Transaction Pool – Financial management and accounting-related costs will be allocated based on number of transactions.
 - b. Employee Pool – Human resources management, information systems technology support, board support, organizational management, strategic planning, outreach, program development, risk management and facilities management costs will be allocated based on number of employees.
 - c. Health & Nutrition Pool – Program management costs for health and nutrition programs will be allocated based on number of employees in this type of program functional classification.
 - d. Community Services Pool – Program management costs for community services programs will be allocated based on number of employees in this type of program functional classification.

Organizational Structure Related to Cost Pools

CAPK has five support divisions as follows:

1. Executive Division: Comprised of the executive director, assistant to the executive director and receptionist. Costs incurred by the Executive Division for the benefit of all programs including board support and organizational management will be charged to the Employee Pool.

Date Prepared: February 25, 2013

Date Updated: February 27, 2015

Date Updated: January 1, 2016

COMMUNITY ACTION PARTNERSHIP OF KERN

COST POOL ALLOCATION METHODOLOGY FOR SHARED COSTS

2. Human Resources Division: Comprised of the Director of Human Resources, two HR managers, one HR supervisor, one HR benefits specialist, two payroll specialists and two HR technicians. Costs incurred by the Human Resources Division for the benefit of all programs including recruitment, benefit services and employee relations will be charged to the Employee Pool.
3. Community Development Division: Comprised of the Director of Community Development, one grant & research supervisor, two administrative analysts, one research & administrative assistant, one outreach and advocacy manager and one outreach coordinator. Costs incurred by the Community Development Division for the benefit of all programs for strategic planning, outreach and program development will be charged to the Employee Pool.
4. Finance Division: Comprised of the Director of Finance, one assistant director, one accounting manager, two accountants, six accounting technicians and one accounting clerk. Costs incurred by the Finance Division for the benefit of all programs for financial record keeping and reporting will be charged to the Transaction Pool.
5. Operations Division: Comprised of the Director of Operations, one facility manager, one facility inspector, one technology services manager, two information technology specialists and one risk management supervisor. Costs incurred by the Operations Division for space planning, oversight of owned and leased facilities, systems technology support, risk management and employee safety will be charged to the Employee Pool. For the one business manager and one business technician in the Operations Division, their costs for procurement and contract services for all programs will be charged to the Transaction Pool.

In addition, administrative costs for two program divisions are allocated to programs using cost pools as follows:

1. Health & Nutrition Services Division: Comprised of the Director of Health & Nutrition. Costs incurred by the Health & Nutrition Services Division for the benefit of programs in this functional classification, such as the Food Bank, Women, Infants and Children, Central Kitchen, East Kern Family Resource Center and Migrant Alternative Payment will be charged to the Health & Nutrition Pool.
2. Community Services Division: Comprised of the Director of Community Services. Costs incurred by the Community Services Division for the benefit of programs in this functional classification such as Energy Conservation, Volunteer Income Tax Assistance and Information & Referral will be charged to the Community Services Pool.

Date Prepared: February 25, 2013

Date Updated: February 27, 2015

Date Updated: January 1, 2016

COMMUNITY ACTION PARTNERSHIP OF KERN

COST POOL ALLOCATION METHODOLOGY FOR SHARED COSTS

Allocation Procedures

The cost pools will be allocated on a monthly basis to the programs. The source of information for the bases will be as follows:

1. Transactions – The number of transactions per program will be obtained from the Abila MIP accounting system at the end of the month.
2. Employees – The number of employees per program will be obtained from the ADP payroll system at the end of the month.

Cost Pool Accounts Used in the Accounting Records

The cost pool charges will be accounted for in the accounting records using the following Abila MIP chart of accounts codes:

1. Fund Segment:
 - 905 Transaction Pool
 - 910 Employee Pool
 - 925 Health & Nutrition Pool
 - 930 Community Services Pool
2. Activity Segment
 - 900 Human Resources Division
 - 901 Operations Division
 - 902 Executive Division
 - 903 Community Development Division
 - 904 Finance Division
3. Function Segment:
 - 200 Centralized Administration – Transaction Pool
 - 201 Centralized Administration – Employee Pool
 - 204 Centralized Administration – Health & Nutrition Pool
 - 205 Centralized Administration – Community Services Pool

Date Prepared: February 25, 2013

Date Updated: February 27, 2015

Date Updated: January 1, 2016

COMMUNITY ACTION PARTNERSHIP OF KERN

COST POOL ALLOCATION METHODOLOGY FOR SHARED COSTS

4. Natural Account Segment:

- 9050 Finance Cost Pool
- 9100 Employee Pool
- 9250 Health & Nutrition Cost Pool
- 9300 Community Services Pool

Date Prepared: February 25, 2013

Date Updated: February 27, 2015

Date Updated: January 1, 2016

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Budget & Finance Committee

From: Jeremy T. Tobias, Executive Director

Date: February 17, 2016

Subject: *Agenda Item 5b: Approval to initiate an administrative Indirect Cost Rate using the De Minimis 10% rate– Action Item*

When charging administrative costs to our grants, we have the choice of utilizing two different methodologies: Direct Cost Rate or Indirect Cost Rate. CAPK utilizes a Direct Cost Rate model for charging our administrative costs. Over the years, our methods of implementing the Direct Cost Rate model have evolved, and today we utilize a system known as “cost pools” in order to streamline the Direct Cost Rate process.

Charging of an Indirect Cost Rate, which is essentially a pre-approved flat rate charge for our administrative costs, is an item that we have explored in the past. It is seen as a much more streamlined, efficient and simplified methodology to administer. Up until the recent adoption of the new OMB Uniform Guidance, an indirect cost rate had to be based on an indirect cost rate study, and ultimately needed the pre-approval by the grantee’s “cognizant agency”. The cognizant agency is the agency in which a majority of the grantees funding is derived, which in the case of CAPK would be Health and Human Services (HHS). In 2010 CAPK initiated an Indirect Cost Rate Study to explore the possibility of moving to an indirect cost rate. However, in staff’s opinion the study was poorly done, flawed and incomplete. Rather than risk a poorly initiated application for an indirect cost rate, the study was tabled prior to final completion. Ultimately the agency engaged Wipfli Consultants to assist in developing our current Cost Pools plan to bridge the gap between our current Direct Cost Rate and a possible Indirect Cost rate in the future.

With the recent adoption of the Uniform Guidance, a new option is now available for initiating an Indirect Cost Rate. It is referred to as a De Minimis 10% Indirect Cost Rate. This option allows for grantees to select the pre-determined 10% indirect rate without a study, and without pre-approval from a cognizant agency. The De Minimis rate is only available to agencies that have never negotiated an Indirect Cost Rate before. CAPK has never negotiated an Indirect Cost Rate, making us eligible for the De Minimis Rate.

Staff did a simple analysis of the Indirect Cost Rate and what we could expect to collect under that scenario. We used a prior year and compared the 10% indirect rate to the direct rate. The De Minimis 10% rate must be calculated based on what is called a “total modified base”, which excludes some costs from the formula such as equipment and capital expenditures. Below is a summary of our most recent audited year, ending February 28, 2015:

Total Modified Base:	\$46,468,017
General and Administrative:	\$ 3,780,940 (about 8.14% of modified base)
Sample Indirect Cost Rate at 10%	\$ 4,646,802

The sample 10% Indirect Cost rate above would have covered the administrative costs at that time. It is worth noting that the administrative costs in the year ending February 28, 2015 were probably a bit lower than normal, as we emerged from the state budget crisis and federal budget sequestration. Those issues prompted our agency to eliminate or drastically reduce the size of some central administrative functions such as procurement, contracting, IT, etc. Many of these duties and responsibilities were either contracted with vendors or pushed out from central administration into the programs. This plan worked well for us at the time, but has had mixed results over the longer term. The Indirect Cost Rate would enable us to easily charge a fair and equitable rate, and properly administer the contracts for the programs, saving considerable staff time in the programs and better meeting our contract requirements and internal policies.

One of the highlights of the De Minimis Indirect Cost Rate, is the fact that any remaining funds at the end of the fiscal year do not need to be returned to the individual programs. The funds can carry over into the next year for future needs.

Some funding contracts may have language limiting the collection of administrative costs at a level somewhere below 10%. In these cases we will collect only up to the amount allowed in the contract, much like we do today with the direct rate. In no case will we be allowed to charge greater than 10% to a contract.

Staff initiated an RFP for technical assistance in implementing the Indirect Cost rate. Wipfli consultants has been selected to assist in this transition. We expect Wipfli to be in the offices the week of February 29, 2016 to assist in the change-over to the Indirect Cost Rate effective March 1, 2016.

Individual program budgets may need to be amended to reflect the Indirect Cost Rate and those budgets will be brought back to the Board for amendments.

Recommendation:

Staff recommends the Budget & Finance Committee approve the use of the De Minimis 10% Indirect Cost Rate effective March 1, 2016.

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Budget & Finance Committee

Christine Anami

From: Christine Anami, Director of Finance

Date: February 17, 2016

Subject: Agenda Item 5j: 2015-2016 Early Head Start San Joaquin Federal Financial Report (Semi-Annual) - Info Item

Head Start regulations require that the Standard Form 425 – Federal Financial Report be filed at three different intervals. For the Early Head Start San Joaquin program year July 1, 2015 to January 31, 2016, the due dates are as follows:

- 10/30/15 Semi-annual (7/1/15 – 9/30/15)
- 02/29/16 Annual (7/1/15 – 1/31/16)
- 04/30/16 Final (7/1/15 – 1/31/16)

Attached is the semi-annual Federal Financial Report that was submitted to Region 9 for program year 2015/16 on November 4, 2015. CAPK was notified by Region 9 on November 3, 2015 that the due dates for Form 425 were not included in the Notice of Federal Award which was an oversight. The report was prepared and submitted the next day.

Attachment: SF-425 Federal Financial Report – EHS San Joaquin

(Follow form instructions)

Standard Form 425 - Revised 10/11/2011
OMB Approval Number: 0348-0061
Expiration Date: 02/28/2015

According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB Control Number. The valid OMB control number for this information collection is 0348-0061. Public reporting burden for this collection of information is estimated to average 1.5 hours per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0061), Washington, DC 20503.

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Budget & Finance Committee

Christine Anami

From: Christine Anami, Director of Finance

Date: February 17, 2016

Subject: *Agenda Item 5k:* Updated Corporate Credit Card Policy and Guidelines – Action Item

Community Action Partnership of Kern recognizes that there will be occasions when it is necessary for authorized employees to use a corporate credit card. Staff determined that the current corporate credit card policy needed to be updated to provide clear and concise policies on the use of the credit card, cardholder responsibilities and reporting requirements to the Board of Directors. In addition, a cardholder statement of responsibility to be signed by the cardholder was added to the policy.

Recommendation:

Staff recommends the Budget & Finance Committee approve the updated Corporate Credit Card Policy and Guidelines.

Attachment: Proposed Corporate Credit Card Policy and Guidelines

COMMUNITY ACTION PARTNERSHIP OF KERN
CORPORATE CREDIT CARD POLICY AND GUIDELINES

INTRODUCTION

This document sets out policy covering the use of Corporate Credit Cards by employees of Community Action Partnership of Kern (CAPK).

CAPK recognizes that there will be occasions when it is necessary for authorized employees to use a corporate credit card for travel purposes, to make certain purchases using the internet, and when unforeseen circumstances occur to expedite a purchase, all subject to the appropriate approval(s) in accordance with CAPK's Procurement Policies and Procedures.

ALLOCATION OF CORPORATE CREDIT CARDS

Corporate credit cards will only be issued to Senior Executive Management staff, except for the Director of Finance. Additional corporate credit cards may be assigned to specific management level employees upon identification of a valid need and written approval by the employee's Division Director and the Director of Finance and Executive Director.

The maximum credit limit to be authorized for individual employee cardholders shall be \$10,000. The credit limit may be increased upon written justification and approval by the Director of Finance and Executive Director.

The addition and/or deletion of corporate credit cards is the responsibility of the Director of Finance. The Director of Finance will be the authorized CAPK point of contact with the corporate credit card provider.

POLICIES

- Corporate credit cards are to be used exclusively for legitimate CAPK related business purposes only. Personal use of corporate credit cards and unauthorized purchases made on corporate credit cards are strictly prohibited.
- The cardholder is responsible for all purchases on his/her corporate credit card (other than fraudulent purchases or purchases resulting from unauthorized use of cardholder's card).
- Credit cards are only to be used by the person whose name appears on the card.
- The cardholder is personally responsible and accountable for the safekeeping of the card. Cards are to be kept secure and protected against improper use.
- The cardholder will avoid splitting purchases or service costs over multiple transactions to circumvent procurement policies and/or the single transaction limits.
- The cardholder will follow all required procurement policies and procedures.
- Credit limits are not to be exceeded.
- Any misuse of the corporate credit card will subject the responsible employee(s) to CAPK's disciplinary actions in accordance with CAPK's current personnel policies and procedures.

CARDHOLDER RESPONSIBILITIES

Cardholder will be required to sign and date a statement (see attachment) to acknowledge his/her understanding of the conditions under which the credit card is to be used. The statement will be maintained by the Finance Division.

Upon receipt of corporate credit card, cardholder will provide a copy of the front and back of the card to the Director of Finance.

Cardholder will submit original receipts and an approved check request form with appropriate account coding to the Finance Division within five business days of the related purchase or return to his/her work location if the related purchases were made during a CAPK business trip. The check request form must be approved by the cardholder.

Cardholder shall report the loss or theft of a corporate credit card immediately by notifying the credit card provider and the Director of Finance.

In the event of termination, the cardholder will return the corporate credit card to the Director of Finance who will initiate cancellation procedures with the credit card provider.

ACCEPTABLE USE OF CORPORATE CREDIT CARDS

Listed below are examples of the type of expenditure that can be incurred using a corporate credit card:

- Travel related expenses, such as hotel reservations and conference registration fees
- Internet purchases to realize cost savings and/or expedite delivery
- To prevent or resolve a health and safety circumstance
- Board of Directors meeting costs
- When no other payment method is accepted by the vendor
- Emergency situations

The corporate credit card shall not be used to circumvent established procurement policies and procedures.

REPORTING POLICY

On a monthly basis, corporate credit card usage will be reported to the Board of Directors by the Director of Finance. The Board of Directors will be provided a monthly summary of the total spent per corporate credit card and copies of the monthly credit card statements.

REVOCATION OF CORPORATE CREDIT CARD

Failure to comply with any of these policies associated with the use of CAPK's corporate credit cards shall be subject to possible revocation of card privileges. The Director of Finance, with the approval of the Executive Director, shall determine whether a credit card is to be revoked. Furthermore, misuse of CAPK corporate credit cards may result in disciplinary action in accordance with CAPK policies.

COMMUNITY ACTION PARTNERSHIP OF KERN
CARDHOLDER STATEMENT OF RESPONSIBILITY

Cardholder Position
Name: _____ Title: _____

Bank of America Master Card Number: _____ - _____ - _____ - _____

I understand that improper use of this corporate credit card may result in disciplinary action, as outlined in Community Action Partnership of Kern's personnel policies and procedures, as well as personal liability for any improper purchases. As a cardholder, I agree to comply with the terms and conditions of the Corporate Credit Card Policy and Guidelines.

I acknowledge receipt of the Corporate Credit Card Policy and Guidelines and confirm that I have read and understand the terms and conditions. I understand that by using this credit card, I will be making financial commitments on behalf of the organization and that the organization will be liable to Bank of America for all charges made on this card.


As a cardholder, I agree to accept the responsibility and accountability for the protection and proper use of this card. I will return the card to the Director of Finance upon demand, during the period of my employment. I further agree to return the card immediately upon termination of employment. I understand that the card is not to be used for personal purchases. If the card is used for personal purchases, the organization will be entitled to reimbursement from me of such purchases.

Signature: _____ Date: _____
Cardholder

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Budget & Finance Committee



From: Donna Holland, Fiscal Manager

Subject: Agenda Item 5i: Kern Head Start and Early Head Start Budget to Actual for the Period Ending January 31, 2016

Date: February 17, 2016

The following are highlights of the Head Start/Early Head Start Budget to Actual Report for the period March 1, 2015 through January 31, 2016.

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 (payroll taxes) to be 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 are being deferred to the next fiscal year.

Supplies

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

Contractual

Savings are expected in this category for both Head Start and Early Head Start.

Other

Expenditures in Head Start are slightly less than budgeted at this point in the year. The actual expenditures in Early Head Start reflects fee for terminating the loan interest rate swap agreement as part of the Pete H. Parra/Campus refinance (\$284,300).

Cost Pools

Expenditures in Head Start are close to budget at this point in the year. Savings are expected in Early Head Start.

Training & Technical Assistance

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

Non-Federal Share

With 92% of the budget period elapsed, total Non-Federal Share (the sum of California Department of Education funding and in-kind) is at 99% of budget.

- California Department of Education
Estimated non-federal revenues through January 31 are at 99% of budget.
- In-Kind
Year-to-date in-kind is at 98% 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, Fairfax, Stella Hills, Franklin, and Taft. Twenty-eight centers met or exceeded 92% of goal.

The six centers with the lowest percentage of goal met were Mojave, Seibert, California City, 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 -January 31, 2016
 Month 11 of 12 (92%)

Prepared 02/10/2016

	HEAD START				
BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	9,569,855	8,288,400	1,281,455	87%	13%
FRINGE BENEFITS	3,208,147	2,885,977	322,170	90%	10%
TRAVEL	0	16,570	(16,570)		
EQUIPMENT	190,000	0	190,000	0%	100%
SUPPLIES	1,214,513	1,129,879	84,634	93%	7%
CONTRACTUAL	97,900	49,635	48,265	51%	49%
CONSTRUCTION	0	0	0		
OTHER	3,810,864	3,369,083	441,781	88%	12%
COST POOLS	1,434,915	1,358,301	76,614	95%	5%
TOTAL BASE FUNDING	19,526,194	17,097,845	2,428,349	88%	12%

	HEAD START				
TRAINING & TECHNICAL ASSISTANCE	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
TRAVEL	59,036	32,067	26,969	54%	46%
SUPPLIES	21,544	8,502	13,042	39%	61%
CONTRACTUAL	18,655	14,404	4,251	77%	23%
OTHER	60,784	96,602	(35,818)	159%	-59%
TOTAL TRAINING & TECHNICAL ASSISTANCE	160,019	151,575	8,444	95%	5%

GRAND TOTAL HS/EHS FEDERAL FUNDS	19,686,213	17,249,420	2,436,793	88%	12%
---	-------------------	-------------------	------------------	------------	------------

	EARLY HEAD START				
	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
	1,753,281	1,414,460	338,821	81%	19%
	529,404	454,767	74,637	86%	14%
	0	1,867	(1,867)		
	0	0	0		
	164,666	222,312	(57,646)	135%	-35%
	9,100	5,320	3,780	58%	42%
	0	0	0		
	497,718	715,548	(217,830)	144%	-44%
	339,214	242,792	96,422	72%	28%
	3,293,383	3,057,066	236,317	93%	7%

	EARLY HEAD START				
	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
	17,446	9,296	8,150	53%	47%
	12,372	1,725	10,647	14%	86%
	9,019	996	8,023	11%	89%
	43,498	15,631	27,867	36%	64%
	82,335	27,648	54,686.69	34%	66%

	3,375,718	3,084,714	291,004	91%	9%
--	------------------	------------------	----------------	------------	-----------

HEAD START and EARLY HEAD START NON-FEDERAL SHARE**					
SOURCE	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
CALIF DEPT OF ED	2,827,514	2,809,335	18,179	99%	1%
IN-KIND	2,937,969	2,874,401	63,568	98%	2%
TOTAL NON-FEDERAL	5,765,483	5,683,736	81,747	99%	1%

Centralized Administrative Cost	6.2%
Program Administrative Cost	7.5%
Total Administrative Cost	13.6%

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*	6,867				
Lowe's	1,089	2,286			
Save Mart	820				
Smart & Final	146	157			
Chevron & Texaco Business Card	7,380				
Home Depot	3,524				
	19,826	2,443	0	0	0

CREDITS	TOTAL	STATEMENT DATE
	6,867	1/21/2016
	3,375	1/25/2016
	820	1/31/2016
	303	1/31/2016
	7,380	2/5/2016
	3,524	2/5/2016
	22,269	

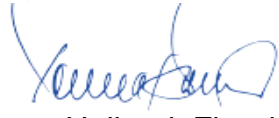
* Expenditure details are included in the CAPK Financial Report

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 01/31/16.

COMMUNITY ACTION PARTNERSHIP OF KERN MEMORANDUM

To: Budget & Finance Committee



From: Donna Holland, Fiscal Manager

Subject: Agenda Item 5i: Early Head Start – Child Care Partnerships
Budget to Actual for the Period Ending January 31, 2016

Date: February 17, 2016

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 January 31, 2016.

Program Update

- Bakersfield College served 42 children during the month of January. The funded enrollment at this location is 40 children.
- Blanton Child Development Center – California Department of Social Services, Community Care Licensing was scheduled to make its licensing visit on February 11. Services are planned to begin as soon as possible after the facility license is issued. 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 January is 10.3%, which is a decrease from the 12.1% reported through December. Higher than normal administrative costs are expected during the implementation phase of the project, but have been trending downward; thus, it will 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%
- January 10.3%

**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 - January 31, 2016

Month 11 of 12 (92%)

Prepared 02/10/2016

START-UP FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
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		
TOTAL START-UP FUNDING	139,406	34,385	105,021	25%	75%

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	107,407	55,597	51,810	52%	48%
FRINGE BENEFITS	38,236	17,227	21,009	45%	55%
TRAVEL	0	0	0		
EQUIPMENT	0	0	0		
SUPPLIES	11,290	40,651	(29,361)	360%	-260%
CONTRACTUAL	480,451	124,838	355,613	26%	74%
CONSTRUCTION	0	0	0		
OTHER	33,660	2,840	30,820	8%	92%
COST POOLS	956	7,437	(6,481)	778%	-678%
TOTAL BASE FUNDING	672,000	248,589	423,411	37%	63%

TRAINING & TECHNICAL ASSISTANCE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
TRAVEL	0	5,620	(5,620)		
SUPPLIES	3,506	499	3,007	14%	86%
CONTRACTUAL	0	0	0		
OTHER	13,294	5,693	7,602	43%	57%
TOTAL TRAINING & TECHNICAL ASSISTANCE	16,800	11,812	4,988	70%	30%

GRAND TOTAL FEDERAL FUNDS	828,206	294,785	533,421	36%	64%
----------------------------------	----------------	----------------	----------------	------------	------------

NON-FEDERAL SHARE	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
IN-KIND	207,052	0	207,052	0%	100%
TOTAL NON-FEDERAL FUNDS	207,052	0	207,052	0%	100%

Centralized Administrative Cost	2.5%
Program Administrative Cost	7.8%
Total Administrative Cost	10.3%

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 5i: Early Head Start – San Joaquin County
Budget to Actual for the Period Ending January 31, 2016

Date: February 17, 2016

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 January 31, 2016.

Program Update

During the month of January 2016, 286 children received services. The funded enrollment was 364.

- 68 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) – 8 children (opened January 25)
- The remaining children are being served in the home-based option while an additional 4 centers are renovated and licensed.

Start-Up Funds

Remaining start-up funds have been fully obligated.

Base Funds

At the end of 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; the request to approve remaining facility projects has been approved by Office of Head Start; staff will submit a 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

San Joaquin has implemented procedures for documenting in-kind, and thus far has realized a total of \$10,469.

CAPK requested and received a partial waiver of non-federal share with its initial funding award. 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 January is 20.9%, which is a decrease from the 22.3% reported through December. 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%
- January 20.5%

Staff have been advised by Office of Head Start, Region IX Office staff to review the costs of program staff recorded as administrative, since during the start-up period staff typically identified as administrative are actually performing program functions.

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

Pre-Award Budget Period: April 1, 2015 - June 30, 2015²

Budget Period: July 1, 2015 - January 31, 2016¹

Report Period: July 1, 2015 - January 31, 2016

Month 7 of 7 (100%)

Prepared 02/10/2016

	BUDGET	ACTUAL (4/1/15- 6/30/15) ²	ACTUAL (7/1/15 and after)	REMAINING	% SPENT	% REMAINING
START-UP FUNDS						
PERSONNEL	32,460	17,255	28,106	(12,902)	140%	-40%
FRINGE BENEFITS	9,740	4,604	5,535	(399)	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	261,248	14,013	95%	5%
COST POOLS	0	1,464	0	(1,464)		
TOTAL	487,000	50,038	436,962	0	100%	0%

BASE FUNDS

PERSONNEL	1,589,705	1,219,638	370,067	77%	23%
FRINGE BENEFITS	509,459	292,589	216,870	57%	43%
TRAVEL	8,645	31,014	(22,369)	359%	-259%
EQUIPMENT	0	0	0		
SUPPLIES	149,393	219,198	(69,805)	147%	-47%
CONTRACTUAL	26,542	1,958	24,584	7%	93%
CONSTRUCTION	0	0	0		
OTHER	514,397	241,034	273,363	47%	53%
COST POOLS	64,860	160,595	(95,735)	248%	-148%
TOTAL	2,863,000	2,166,025	696,975	76%	24%

TRAINING & TECHNICAL ASSISTANCE FUNDS

TRAVEL	10,489	4,061	6,428	39%	61%
SUPPLIES	9,158	3,409	5,750	37%	63%
CONTRACTUAL	9,507	24,500	(14,993)	258%	-158%
OTHER	18,619	15,408	3,210	83%	17%
TOTAL	47,773	47,378	395	99%	1%

GRAND TOTAL EHS FEDERAL FUNDS	3,397,773	50,038	2,650,366	697,369	79%	21%
--------------------------------------	------------------	---------------	------------------	----------------	------------	------------

	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
NON-FEDERAL SHARE					
IN-KIND	727,693	10,469	717,225	1%	99%
TOTAL NON-FEDERAL FUNDS	727,693	10,469	717,225	1%	99%

Centralized Administrative Cost	6.0%
Program Administrative Cost	14.5%
Total Administrative Cost	20.5%

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

¹ 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.

² 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 01/31/16.

Community Action Partnership of Kern Funding Request Profile

Source of Funds: Private

CFDA # N/A

Project Name: Food Bank Pickup Truck

Division Director: Carmen Segovia

Funder Name: Walmart State Giving Program

Program Manager: Glen Ephrom

Grant Program Name: Food Bank

☒ **New Funding**

☐ **Re-Application**

Funding Period: 4/1/2016 – 5/30/2017

A. Narrative description of funding request, including goals:

CAPK would like to apply the Walmart State Giving Program for \$30,000 in grant funding to purchase a new half-ton pickup truck for the Food Bank. The new truck will replace an existing older pickup and be used to collect small, light-weight food donations that do not require refrigeration; transport staff to distribution sites for required site inspections, meetings, and training; run errands for the Food Bank; and help set up the Food Bank resource fairs.

B. Use of Funds:

Requested funds will be used to purchase a 2016 Chevrolet Silverado half-ton pickup truck with a long bed, standard cab, power steering, power brakes, and air conditioning.

C. Approvals:

1. Carmen Segovia 1/20/16
Division Director Date

3. Christine Anami 1/20/16
Director of Finance Date

2. Joseph M. Maitre 1-20-16
Director of CD Date

4. JITD 1/20/16
Executive Director Date

D. Board:

☐ Policy Council

☐ PRE Presentation

☐ B&F Approval

☐ Board Approval

Date: _____

Date: _____

Date: _____

Date: _____

82

Community Action Partnership of Kern Funding Request Profile

Source of Funds: Private

CFDA # N/A

Project Name: Grow Fit Families

Division Director: Ralph Martinez

Funder Name: Astra Zeneca

Program Manager: Lois Hannible and Angelica Nelson

Grant Program Name: Friendship House Community Center and Shafter Youth Center

Funding Period: 11/1/2016 – 12/31/2017

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

A. Narrative description of funding request, including goals:

CAPK is applying for up to \$180,000 from Astra Zeneca to expand the *Grow Fit* project currently offered at Friendship House Community Center (FHCC). The proposed program will be expanded to the Shafter Youth Center and will include increased family involvement. The purpose of including family members is to better assure the adoption of healthy lifestyle choices that take root and grow with the family and community.

The Grow Fit Families program will serve a total of 120 at-risk, low- to moderate-income, ethnic minority youths ages 6-18 and 30 of their parents/caregivers. The project goal is to plant the seeds of knowledge that will build, nurture, and grow a culture of health for children and families most at risk for obesity. Program content will include gardening, nutrition education, and physical activities such as boxing conditioning, Wii Fit Group, and Zumba. Parents/caregivers will be strongly encouraged to volunteer and/or participate in the activities with their children. Strategies to encourage family involvement include providing workshops delivered by a health educator from Kern Family Health Care that cover topics such as preparing healthy snacks and how parents can engage in physical activities with their children. At the end of each 12 week session, families will be invited to attend a dinner that the children have prepared using vegetables grown in the FHCC and SYC community gardens. Incentives such as family movie passes and grocery gift cards will also be offered to increase family participation.

B. Use of Funds:

Funds will be used to cover personnel costs for two full-time physical education specialists and program supplies such as sports equipment, green houses, gardening equipment, and incentives for participants.

C. Approvals:

1. _____
Division Director Date

3. Chusheh Anami 2/5/16
Director of Finance Date

2. Ralph Martinez 2-5-16
Director of Community Development Date

4. JTP 2/8/16
Executive Director Date

D. Board:

☐ Policy Council
Date: _____

☐ PRE Presentation
Date: _____

☐ B&F Approval
Date: _____

☐ Board Approval
Date: _____

Community Action Partnership of Kern Funding Request Profile

Source of Funds: Private

CFDA # N/A

Project Name: 2-1-1 Kern County

Division Director: Romala Ramkissoon

Funder Name: United Way of Kern County

Program Manager: Esperanza Contreras

Grant Program Name: 2-1-1 Kern County

☐ **New Funding**

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

☒ **Re-Application**

A. Narrative description of funding request, including goals:

CAPK submitted a grant request to United Way of Kern County (UWKC) for \$40,000 for general operating expenses for 2-1-1 Kern to continue providing information and referral services to residents of Kern County. UWKC's funding for 2-1-1 Kern has decreased by 60% over the past two years.

B. Use of Funds:

The requested funds will help cover personnel and operating expenses incurred in operating the 2-1-1 system in Kern County. CSBG funds will be used, if necessary, to cover costs not covered by United Way of Kern County and other funders.

C. Approvals:

1. Romala Ramkissoon 2/2/16
Division Director Date

3. Christine Anami 2/3/16
Director of Finance Date

2. Roger M. M. M. 2-2-16
Director of Community Development Date

4. JATP 2/3/16
Executive Director Date

D. Board:

☐ Policy Council
Date: _____

☐ PRE Presentation
Date: _____

☐ B&F Approval
Date: _____

☐ Board Approval
Date: _____

Community Action Partnership of Kern Funding Request Profile

Source of Funds: Federal

CFDA # N/A

Project Name: E-rate Year 19 (2016-2107)

Division Director: Yolanda Gonzales

Funder Name: Universal Service Administrative Company (USAC)

Program Manager:

Grant Program Name: E-rate - Universal Service Fund

☒ **New Funding**

Funding Period: July 1, 2016 – June 30, 2019

☐ **Re-Application**

A. Narrative description of funding request, including goals:

The Schools and Libraries Program (E-Rate) a program of the Universal Service Fund administered by the Universal Service Administrative Company under direction of the Federal Communication Commission, provides discounts to assist schools and libraries to obtain affordable telecommunication and internet access. Under the guidelines of the E-Rate program the only CAPK program to benefit from discounts between 20- 90% is Head Start and specifically excludes Early Head Start.

Head Start can potentially expect a reduction in internet and telephone cost of up to \$149,000 per year if the full 90% is award to CAPK through the Universal Service Fund.

CAPK currently receives assistance through the California Teleconnection Fund (CTF) which discounts services by 50%. If E-Rate is awarded the CTF discounts will be applied after the E-Rate discounts.

B. Use of Funds:

Funds will be transferred directly from Universal Service Fund to the telephone and Internet providers that are identified in the application process. Typically discounts are applied in the rears and will be identified on the billing of the internet or telephone provider.

C. Approvals:

Division Director _____ Date _____

Christine Anami 2/11/16
Director of Finance _____ Date _____

Ralph Monte 2-12-16
Director of Planning, Research & Dev. _____ Date _____

[Signature] 2/12/16
Executive Director _____ Date _____

D. Board:

☐ Policy Council
Date: _____

☐ PRE Presentation
Date: _____

☐ B&F Approval
Date: _____

☐ Board Approval
Date: _____

To: Board of Directors
From: Ashley Womack, Policy Council Chairperson
Date: February 24, 2016
Subject: *Agenda Item VIII(a):* Head Start Policy Council Report – Action Item

The Policy Council met on January 28, 2016 and quorum was established. The Policy Council elected a new Chairperson and Vice Chairperson. New PC Members were elected to the Budget & Finance, the Planning, and Personnel Committees.

The Policy Council approved the 2016 Program Planning Calendar presented by Jerry Meade, Program Design Management Administrator.

Shirley Floyd, Senior Provider Relations Representative for Health Net provided each PC Member a brochure and shared she has been part of Health Net for almost 10 years. Health Net is program that provides health coverage for low income families. Ms. Floyd provided her business card and provided PC members her contact information.

Yolanda Gonzales, Head Start Director thanked everyone for their attendance and congratulated Ashley Womack on being elected as the Chairperson. Yolanda explained that Head Start is preparing for two reviews (State and Federal) over the next two weeks. She also shared the classrooms at Primeros Pasos was awarded \$50,000 for a five star rating from the Quality Rating Improvement System which improves the quality of services provided to children and their families.

Next Policy Council meeting will be held
Thursday, February 25th, 2016 in the Board Room
5005 Business Park North
Bakersfield, CA 93309
5:30pm – 7:00pm

**COMMUNITY ACTION PARTNERSHIP OF KERN
HEAD START / STATE CHILD DEVELOPMENT PROGRAMS
POLICY COUNCIL (PC) MEETING MINUTES
January 28, 2016**

1. **CALL TO ORDER – Treasurer, Caterina Cerda** called the meeting to order at 5:30 p.m.
 - a. Moment of Silence, Pledge of Allegiance
 - b. Reading of Promise of Community Action
“Community Action changes people’s lives, embodies the spirit of hope, improves communities, and makes America a better place to live. We care about the entire community and are dedicated to helping people help themselves and each other.”
2. **ROLL CALL/SET QUORUM – Secretary - Quorum was established.**
PC Members Present: Ana Luna, Erica Ruvalcaba, Bryce Bray, Christine Hernandez, Janeth Rivera, Ashley Womack, Estrella Mendez, Salvador Zambrono, Katherine Velasquez, Jason Warren, Gabriella McCutcheon, Christina Bates, Sonja Segoviano, Cindy Granados, Caterina Cerda, Deborah Martinez, Josenn Vergara, Mary Robinson, and Ana Vigil
Others Present: Shirley Floyd, Senior Provider Relations Representative for Health Net; Donnell Hopkins, Health Net; Yolanda Gonzales, Director of Head Start/State Child Development; Nadine Berry, Quality Assurance Administrative Assistant; Jerry Meade, Program Design and Management Administrator; Gloria Renteria, Program Manager; Mary Ann Mooney, Program Manager; Mike Lackman, Human Resources Manager; Janelle Gonzalez, Governance Coordinator; Argelia Diaz, Family Services and Governance Assistant; Angela Adams, Family Education Coordinator; Donna Holland, Fiscal Manager
3. **APPROVAL OF AGENDA – Treasurer, Caterina Cerda (*ACTION)**
 - a. Approval of the PC agenda dated January 28, 2016, with addition to items 9a and 9b motion was made by Jason Warren; seconded by Sonja Segoviano. Motion carried unanimously.
4. **APPROVAL OF MINUTES – Treasurer, Caterina Cerda (*ACTION)**
 - a. Approval of the PC meeting minutes dated December 17, 2015, motion was made by Ashley Womack; seconded by Salvador Zambrono. 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 meeting was held on December 17, 2016, and members reviewed the Employee Manual. The next committee meeting will be held February 25, 2016, prior to the Policy Council meeting.
 - b. Planning Committee – The meeting was held on January 5, 2016 and members reviewed the planning calendar, enrollment, and the Average Daily Attendance Report.
 - c. Budget and Finance Committee – Quorum was met during the meeting. Donna provided training about what to expect during the meetings and a brief review of finance reports. The next committee meeting will be held February 18, 2016, at 5:30 p.m.
 - d. By-Laws Committee – There is no report at this time. The next meeting will be held in March, date to be determined.

7. HUMAN RESOURCES REPORT – (*ACTION)

a. Human Resources Report January 2016

There was no Human Resources Report for January.

b. Executive Session – Mike Lackman, Human Resources Manager

The Treasurer called for a motion to move the meeting to Executive Session. Motion made by Jason Warren to move the meeting to Executive Session at 5:40 p.m.; Motion made by Jason Warren to return the meeting from Executive Session at 5:44 p.m.

8. PRESENTATIONS

a. Shirley Floyd, Senior Provider Relations Representative for Health Net (15 minutes)

Ms. Floyd is a previous parent and shared that Head Start works to help families improve their lives. Ms. Floyd shared that her Family Service worker got her involved in Policy Council after her child was enrolled with the program. She spent one year as treasurer and two years as Chairperson. She stated she has been with Health Net for 10 years. She provided each member with an informational brochure and her business card. Lastly it was explained if anyone has any questions in regards to health coverage or benefits to contact her and she will provide her assistance.

b. National Head Start Association Conference, Ana Luna, PC Member (5 minutes)

While attending the NHSA Head Start Conference, Ms. Luna attended a workshop focused on resilience. She shared that information was provided on how to be the best role model for children and to keep your sense of humor to help everyone resolve conflicts. Ms. Luna shared there are a multitude of resources available at the local level. To her, Head Start is one big family, as her center and the Policy Council support her. When she went to the conference, she was welcomed and felt like she belonged there.

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

a. Nomination and election of the 2015-2016 PC Chairperson (1 opening)

Motion was made by Gabriella McCutcheon to elect Ashley Womack as the 2015-2016 Policy Council Chairperson; seconded by Jason Warren. Motion carried unanimously.

b. Nomination and election of the 2015-2016 PC Vice Chairperson (1 opening)

Motion was made by Bryce Bray to elect Christina Bates as the 2015-2016 Policy Council Vice Chairperson; seconded by Jason Warren. Motion carried unanimously.

c. Nomination and election of 2015 – 2016 Budget & Finance Committee (2 openings)

Motion was made by Gabriella McCutcheon to elect Salvador Zambrano to the 2015-2016 Policy Council Budget & Finance Committee; seconded by Jason Warren. Motion carried unanimously.

d. Nomination and election of 2015 – 2016 Planning Committee Members (3 openings)

Motion was made by Janeth Rivera to elect Estrella Mendez and Bryce Bray to the 2015-2016 Policy Council Planning Committee; seconded by Gabriella McCutcheon. Motion carried unanimously.

e. Nomination and election of 2015 – 2016 Personnel Committee Members (1 opening)

Motion was made by Ana Luna to elect Erica Ruvalcaba to the 2015-2016 Policy Council Personnel Committee; seconded by Estrella Mendez. Motion carried unanimously.

f. 2016 Program Planning Calendar, Jerry Meade, PDM Administrator

Mr. Meade presented the 2016 Program Planning Calendar for setting timelines for the 2017-2018 grant requests. The budget requests also include the proposed program options and days of operation, which need to also be included in the grant. The information needed for all three CAPK grants is the same, the only difference is in the timelines on when each part needs to be completed. The Kern County grant has a funding cycle of March 1 to February 28 (or 29) of each year, the Early Head Start Child Care Partnership grant has a funding cycle of September 1 to August 31 of each year, and the San Joaquin/ Stockton Early Head Start grant has a funding cycle of February 1 to January 31 of each year. Mr. Meade explained that drafting of the budget begins in July of each year and even though the Kern County grant does not need to be submitted until December 1 each year, it is brought forward to the Policy Council in

October, as the members of the PC in October are more familiar with everything that has already been presented, and does not need an as in-depth explanation as the members who would be starting in November. Donna Holland will be reviewing the budget information with the Budget and Finance sub-committee over the upcoming months.

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 Share and in-Kind), for HS/EHS Kern, EHS San Joaquin, and EHS Child Care Partnerships. March 1, 2015 through December 31, 2015 (English/Spanish)
- b) Parent Local Travel & Child Care, March 1, 2015 through December 31, 2015 (English/Spanish)
- c) Parent Out-of-County Travel, March 1, 2015 through December 31, 2015 (English/Spanish)
- d) Parent Activity Funds, March 1, 2015 through December 31, 2015 (English/Spanish)
- e) Parent Meals, March 1, 2015, through December 31, 2015 (English/Spanish)
- f) Child and Adult Care Food Program/Central Kitchen report, December 2015
- g) Enrollment and Average Daily Attendance Report for HS/EHS Kern, EHS San Joaquin, and EHS Child Care Partnerships. December 2015
- h) Parenting with a Purpose 12 week class free January 14 to April 7, 2016 Bakersfield
- i) Parenting with a Purpose 12 week class free January 12 to April 5, 2016 Shafter
- j) Aggression Replacement Training (A.R.T.) Bakersfield
- k) Aggression Replacement Training (A.R.T.) Shafter
- l) Free Children's Mobile Immunization Program January 2016 (English/Spanish)
- m) Kern County Homeless Census Volunteers needed January 27 & 28, 2016
- n) U.S Department of Health and Human Services Administration for Children and Families Changes in Federal Reporting ACF-PI-HS-16-01 issuance date 01/05/2016 (English/Spanish)
- o) CAPK Home Energy Assistance Program (English/Spanish)
- p) PC Planning Committee Minutes dated January 5, 2016 (English/Spanish)
- q) PC Personnel Committee Minutes dated December 17, 2015 (English/Spanish)

Motion was made by Caterina Cerda to receive and file communication items (a) – (q).

12. POLICY COUNCIL REPORT/Training – Janelle Gonzalez, Program Governance Coordinator

Ms. Gonzalez welcomed and congratulated the new Policy Council members. She shared that the Office of Head Start has made changes to the Performance Standards that affect Family Services and Family Partnership Agreements. The National Head Start Association (NHSA) has reached out to all Head Start programs to send a letter to the President asking him and his administration to preserve parent and family engagement and the ability to be flexible with program design to meet local community needs. Ms. Gonzalez explained to the members they are more than welcome to submit a letter expressing the importance of Family services within the Head Start program and to follow up with her for more information. There will be a School Readiness meeting taking place on February 18, 2016, at 9:30 a.m. in the Board Room. Leslie Mitchell, Education Manager, will explain how the importance of School Readiness was established. Ms. Gonzalez encouraged members, if they are available to attend, let her know. Ms. Gonzalez congratulated Ashley Womack and Christina Bates on their elections to their new positions.

13. COMMUNITY REPRESENTATIVE REPORT

None given as this position is currently vacant.

14. POLICY COUNCIL CHAIRPERSON REPORT – Ashley Womack

No report. However at this time Ms. Womack shared that she is excited to be a part of Head Start and to have been elected as Chairperson.

15. BOARD OF DIRECTORS REPRESENTATIVE REPORT – Ana Vigil

During the Board meeting, new auditors were selected. Ms. Vigil shared she would bring the Annual Report to the Policy Council in February for review. It was shared that Louis Medina does a great job keeping up with social media for things happening with the agency.

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

Mrs. Gonzales thanked the Policy Council members for being in attendance and congratulated Ms. Womack on being elected as the 2016 Chairperson. She expressed her appreciation for the members who are attending the sub-committee meetings, as they are very important in assuring the program is in compliance. Mrs. Gonzales explained that Head Start is preparing for two reviews over the next two weeks. The State will review children's files and visit our state funded classrooms and the Federal will review our Fiscal and ERSEA departments. Mrs. Gonzales shared that one of the classrooms at Primeros Pasos was awarded \$50,000 for a five-star rating from the Quality Rating Improvement System (QRIS). QRIS is a locally determined system for continuous quality improvement based on a tiered rating structure with progressively higher quality standards for each tier that provides support and incentives for programs, teachers, and administrators to reach higher levels of quality, monitors and evaluates the impacts on child outcomes, and disseminates information to parents and the public about program quality. The grant award will help with continued support of high quality services and training for staff. Mrs. Gonzales stated she would like to have more of the child development centers in Kern County become part of the five-star rating from QRIS.

Mrs. Gonzales indicated that very soon recruitment will begin for the next school year. She encouraged and welcomed the Policy Council to participate in the program recruitment process for the 2016-2017 school year.

17. ANNOUNCEMENTS – Chairperson

Ashley Womack announced that her daughter (who was a Head Start child) is excelling in school and is currently at the top of her class in Kindergarten. Ms. Womack thanked Head Start for teaching her to teach her children.

18. ADJOURNMENT – Chairperson

Ashely Womack adjourned the meeting at 6:44 p.m.

*Nadine Berry/Quality Assurance Administrative Assistant
Completed 2.02.16*

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Board of Directors
From: Jeremy T. Tobias, Executive Director
Date: February 24, 2016
Subject: *Agenda Item IX: Executive Director Report (Action Item)*

a) Update on the Food Bank Ad Hoc appeal committee

At the previous Board of Directors meeting, we discussed a letter that was received from a former Food Bank Commodity Distribution and Pantry partner, appealing their termination as a Commodity Distribution and pantry site. The Board agreed that it would best be handled by an Ad Hoc Board Committee that could meet and review the detailed information regarding the termination and the requested appeal.

Shortly following the Board meeting, an Ad Hoc Committee was appointed by the Chairperson that included Board members Curtis Floyd, Fred Plane and Tony Martinez. The committee met and reviewed detailed information about the history of the partner agency and background of the issues at hand and how they were handled by staff. The Food Bank currently utilizes 106 such agreements with partnering groups to distribute food throughout Kern County. Unfortunately situations such as these do occur from time to time.

After thoroughly reviewing all pertinent information, the committee voted to uphold the termination of the agreement, and also offered that the partner agency be eligible to reapply after 12 months. The committee also had some suggestions and guidance on how to best handle these types of situations in the future. Correspondence of the decision has been sent to the partner agency.

b) Update on CAPK Strategic Plan process

Staff is in the process of preparing to update the CAPK Strategic Plan. The current strategic plan was adopted about 5 years ago. The plan is due for an update, plus with the new Organizational Standards now requiring such updates, it was an appropriate time to proceed. An RFP was initiated for the services, and Social Entrepreneurs Inc. (SEI) was selected as the winning proposal at a cost of \$9,980.

In the coming weeks, staff will be engaging the Board of Directors at different levels, to participate in this strategic planning process. We expect the process to be completed around June, 2016.

###