

COMMUNITY ACTION PARTNERSHIP OF KERN
BOARD OF DIRECTORS MEETING

5005 Business Park North, Bakersfield, CA

March 30, 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. 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 February 24, 2016 Board of Directors meeting – **Action Item (p. 1-8)**

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. Plaque Presentation to Josie Castillo – Yolanda Gonzales, Director of Head Start/State Child Development

VI. New Business

- a. Update on Federal Review Process – Yolanda Gonzales, Director of Head Start/State Child Development – **Info Item (p. 9)**

- b. Authorization to Execute Landscape Maintenance Contract – Emilio Wagner, Director of Operations – **Action Item (p. 10-19)**
- c. Amendment to Energy Program Vendor Agreement with Whirlpool Corporation – Romala Ramkissoon, Director of Community Services – **Action Item (p. 20-21)**
- d. Authorized Signers on CAPK Bank Accounts – Christine Anami, Director of Finance – **Action Item (p. 22)**
- e. Updated Accounting & Financial Policies and Procedures Manual – Christine Anami, Director of Finance – **Action Item (p. 23)**
- f. Application Status Report – Ralph Martinez, Director of Community Development – **Action Item (p. 24-28)**
- g. Head Start and Early Head Start Budget to Actual for the Period Ending February 29, 2016 – Donna Holland, Fiscal Manager – **Info Item (p. 29-40)**

VII. Committee Reports

- a. Program, Review & Evaluation Committee Report – Ralph Martinez, Director of Community Development - **Action Item (p. 41)**
- b. Budget & Finance Committee Report – Christine Anami, Director of Finance - **Action Item (p. 41)**

VIII. Advisory Board Reports

- a. Head Start Policy Council Report – Ashley Womack, Policy Council Representative – **Action Item (p. 42)**
 - i. Minutes of February 25, 2016 meeting (**p. 43-46**)
- b. Friendship House Advisory Report – Ralph Martinez, Director of Community Development – **Action Item**
 - i. Verbal Report

IX. Executive Director Report – Jeremy Tobias, Executive Director

X. Board Member Comments

XI. Closed Session

No items scheduled.

XII. Close Session Report

Community Action Partnership of Kern
Board of Directors Meeting Agenda
March 30, 2016
Page 3

XIII. Next Scheduled Meeting

Board of Directors Meeting
Wednesday, April 27, 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, March 25, 2016. Amanda Norman, Assistant to the Executive Director

COMMUNITY ACTION PARTNERSHIP OF KERN
BOARD OF DIRECTORS MEETING

5005 Business Park North, Bakersfield, CA

February 24, 2016

12:00pm

I. Call to Order

Garth Corrigan, 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, Ashley Womack, as the Head Start Policy Council Representative

Jeremy Tobias stated the Policy Council has appointed a new member and staff recommends the board approve the resolution for the Policy Council Representative.

Motion was made and seconded to approve the Resolution and Accepting Appointment of new Board Member, Ashley Womack, as the Head Start Policy Council Representative. (Henderson/Ochoa)

- d. Roll Call

Roll Call was taken with a quorum present:

Present: Garth Corrigan, Fred Plane, Warren Peterson, Don Bynum, Craig Henderson, Tony Martinez, Yolanda Ochoa, Kathy Philley, Ana Vigil, Ashley Womack, and Charlie Rodriguez.

Absent: Curtis Floyd, James Camp, Jose Gonzalez, and Mike Maggard.

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

II. Approval of Agenda

Motion was made and seconded to approve the Board of Directors meeting agenda for February 24, 2016. Carried by unanimous vote. (Henderson/Womack)

III. Approval of meeting minutes

- a. Minutes of January 27, 2016 Board of Directors meeting – **Action Item**

Motion was made and seconded to approve the Minutes of January 27, 2016 Board of Directors meeting. Carried by unanimous vote. (Plane/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 the 2-1-1 database – Romala Ramkissoon, Director of Community Services

Romala Ramkissoon stated Esperanza Contreras and Irene Fonseca will present the new 2-1-1 online database to the Board. She acknowledged them for the amount of time to create the database and ensure the information was accurate. She thanked them for their hard work.

Esperanza and Irene stated they wanted to show the Board the new look of the 2-1-1 online database. They demonstrated how the 2-1-1 database works and what clients will see when they are looking for resources online.

Jeremy Tobias stated the data base was originally completed in 2011 and has seen large usage and it needed to be updated and improved. It provides clients with the same information the 2-1-1 outreach staff will give them when clients call directly to 2-1-1.

Fred Plane asked with the other counties we are contracted with, do we have any plans to link up with their databased. Esperanza stated there are no plans currently in place, as the online database for those counties is not administered by CAPK, only the phone calls. Kings and Tulare counties have a similar type of website and 2-1-1 is new in Merced and they do have one but are still working on it.

VI. New Business

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

Christine Anami introduced Andy Paulden, partner with Brown Armstrong, and he will present the Independent Audit Reports for the year ending February 28, 2015.

Andy stated he will be presenting the results of the annual audit. On December 14th, 2015, they met with the Audit committee on a detailed presentation and focused on

the process, risk and reviewed the audit reports and financial statements. In the financial statements as of 2/28/15, Brown Armstrong rendered an opinion and is pleased to report a clean opinion in accordance with GAPP and is the highest opinion that can be issued. He stated there are many factors to the audits and no weaknesses were identified or non-compliance in internal controls. The independent audit report had no issues, no weaknesses and no instances of non-compliance. The Special Purpose report for June 30, 2015, deals with State funding and he is pleased to report that Brown Armstrong issued a clean opinion. Andy stated Brown Armstrong also issued a clean report for the defined pension plan. He stated they are to report to the Board on any issues during the audit and he is pleased to report there were no issues in conduct of staff and they are commended to be congratulated. He stated all the reports are clean and he congratulated the agency.

Craig Henderson stated the results were excellent and staff did a great job as always.

Motion was made and seconded to approve the Presentation of the Independent Audit Reports for year ending February 28, 2015. Carried by Unanimous Vote. (Plane/Henderson)

- b. 2016-2017 Recruitment and Selection Plan for Head Start/Early Head Start – Erika Arias, ERSEA Manager – **Action Item**

Erica Arias stated that a committee of staff, parents and community members met and decided to leave the three (3) priorities in place and make one (1) minor change to the selection criteria verification form. The change is to include the option to award additional priority points to an applicant who is requesting to transfer to a center based option from a home base option.

Motion was made and seconded to approve the 2016-2017 Recruitment and Selection Plan for Head Start/Early Head Start. Carried by Unanimous Vote. (Henderson/Phillely)

- c. Friendship House Community Center Quad Project Bid Award – Ralph Martinez, Director of Community Development – **Action Item**

Ralph Martinez stated in September, Romala Ramkissoon introduced this item to the Board and asked for Board approval to obtain bids to complete the quad project at the Friendship House. Ralph stated staff is requesting Board approval to select proposal one (1) for a total of \$149,900 and the approval to use no more than \$15,000 from the Discretionary Fund to complete the project.

Warren Peterson stated he thought the Board already approved using money from the Discretionary Fund for the project. Jeremy Tobias stated in September a discussion took place about the project and staff was to report back to the board upon completion of bids. As the situation has improved financially to complete the entire project, only about \$15,000 from the discretionary will be needed, which is less than what the Board had originally considered.

Craig Henderson asked how big the shade structure will be and what it will cover. Emilio Wagner stated the shade structure will cover the elevated stage with a canopy of 20x30 feet.

Craig asked how much was currently in the Discretionary Fund and Christine Anami stated there is about \$400,000. Since the beginning of the fiscal year of March 1, 2015, the account has increased by about \$61,000.

Craig asked if there were other long term projects earmarked for the discretionary fund, and Jeremy stated there are not and staff is very cautious at what the Discretionary is used for.

Motion was made and seconded to approve the Friendship House Community Center Quad Project Bid Award. Carried by Unanimous Vote. (Plane/Henderson)

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

Jeremy Tobias stated when charging grants for centralized administrative costs, there are two methodologies, Direct Cost Rate or Indirect Cost Rate. A few years ago, staff and WIPFLi consultants investigated our use of the Direct Rate methodology. As an interim step at ultimately moving to an Indirect Cost Rate, we looked at the direct cost rate structure and suggested the agency use a method called “cost pools” to help streamline the Direct Cost Rate process. Fast forward a few years and we are now recommending a full move to an indirect cost rate. The Indirect Cost Rate is essentially a pre-approved flat rate and each grant would be charged based on this rate for our centralized administrative costs. Recently the updated OMB Uniform Guidance came out which offered a new method for implementing an Indirect Cost Rate. It is referred to as the De Minimis 10% Indirect Cost Rate. This option allows for grantees to select the pre-determined amount of 10% indirect rate and it is only available to agencies that have never negotiated an Indirect Cost Rate before. As CAPK has never negotiated an Indirect Rate, it would make us eligible for the De Minimis Indirect Rate. He stated that our internal program budgets will need to be amended and will come back to the Board for approval. Jeremy stated staff recommends the approval of the De Minimis 10% Indirect Cost Rate for all CAPK programs effective March 1, 2016.

Craig Henderson asked if the agency has someone coming in to help with implementation and Jeremy stated that an RFP was conducted and WIPFLi consultants was selected to provide assistance to staff in the implementation of the De Minimis 10% rate. WIPFLi staff is scheduled to be on site the week of March 14th.

Motion was made and seconded to approve Initiation of an Administrative Indirect Cost Rate Using the De Minimis 10% Rate effective March 1, 2016. Carried by Unanimous Vote. (Henderson/Rodriguez)

- e. Recommendation of Award for Property, Liability, Automobile and Crime Insurance Coverage – Emilio Wagner, Director of Operations – **Action Item**

Emilio Wagner stated on March 1st, the agencies insurance coverages are scheduled to renew. They asked the current vendor to provide prices and there will be a savings of \$505 and staff recommends to award the contract to Riverport Insurance through Heffernan Insurance Brokers and Authorizes the Executive Director to bind coverage.

Motion was made and seconded to approve the Recommendation of Award for Property, Liability, Automobile and Crime Insurance Coverage. Carried by Unanimous Vote. (Bynum/Plane)

VII. Committee Reports

- a. Program, Review & Evaluation Committee Report – Ralph Martinez, Director of Community Development - **Action Item**
 - i. Minutes of February 10, 2016 meeting
 - ii. Program Reports
 - 1. Application Status Report
 - 2. CEDS Enrollment
 - 3. CEDS Disability Report
 - 4. CACFP Report
 - 5. January 2016 Outreach Advocacy Report

Ralph Martinez stated on February 10th the PRE Committee met. Three (3) pending applications were presented; Junior League of Bakersfield for the East Kern Family Resource Center for \$5,000, California Department of Public Health for the Friendship House and Shafter Youth Center for \$120,000 and the Walmart State Giving program for the Food Bank for \$30,000. Five (5) awards were received; \$2,500 from Dominion Recourses for the Food Bank, \$16,000 from CalEITC4Me for VITA, \$10,000 from United Way of Kern County for the Food Bank, \$30,000 FROM United Way of Kern County for 2-1-1 and an anonymous donation for \$25,000 to the Food Bank. Head Start and Early Head Start reported full enrollment of 2,568 children, 286 children were enrolled in San Joaquin County and the average daily attendance was at 97%. He stated on the CACFP report, \$82,000 meals were prepared and 83% of the meals were served. The outreach department helped with the VITA income tax day, contributed to the “Thank You Thursdays” and distributed information on the distribution sites for the Food Bank to community partners.

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

- b. Budget & Finance Committee Report – Christine Anami, Director of Finance - **Action Item**
 - i. Minutes of February 17, 2016 meeting
 - ii. Discretionary Fund
 - iii. Updated Cost Pool Allocation Methodology for Shared Costs

- iv. Approval to Initiate an Administrative Indirect Cost Rate Using the De Minimis 10% Rate
- v. 2015-2016 Early Head Start San Joaquin Federal Financial Report (Semi-Annual)
- vi. Updated Corporate Credit Card Policy and Guidelines
- vii. Agency Financial Statements, January 2016
- viii. Head Start and Early Head Start Budget to Actual Report
- ix. Funding Requests
 - 1. Walmart State Giving Program for the Food Bank
 - 2. Kaiser Permanente Kern County for the Friendship House Community Center
 - 3. Astra Zeneca for the Friendship House Community Center and Shafter Youth Center
 - 4. United Way of Kern County for 2-1-1 Kern County
 - 5. Universal Service Administrative Company (USAC) for the Head Start / State Child Development program

Christine Anami stated the financials were given in a little more detail than normal for those members who were new to the committee and as a refresher to the other members. The committee approved the updated cost pool allocation methodology which will be obsolete as of March 1, 2016. The purpose of updating was to ensure it conforms to the policy amended for auditing purposes. The committee did approve the 10% De Minimis rate with the assistance of WIPFLI and approved the credit card policy to add a requirement that the cardholders would sign an acknowledgment form demonstrating they need to maintain security and have an understanding of charges that are allowed. She stated the discretionary fund shows the analysis of unrestricted cash and there is approximately \$400,000 and the account has increased by \$61,000 since March 1, 2015.

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

VIII. Advisory Board Reports

- a. Head Start Policy Council Report – Ashley Womack, Policy Council Representative – **Action Item**
 - i. Minutes of January 28, 2016 meeting

Ashley Womack stated the Policy Council met on January 28th and elected the new Chairperson, Vice Chairperson and sub-committee members. The Policy Council approved the 2016 Program Planning Calendar.

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

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

Ralph Martinez stated the advisory board currently has three active members who will meet next Monday and decide on how to revise and possibly expand the advisory board. They have been helpful on guiding the projects at the Friendship House.

Craig Henderson asked if the advisory board is losing support from the community for volunteers and Ralph stated there is still support and the advisory board is looking at meeting quarterly rather than monthly. There are some ways we can reenergize the Advisory Board, which will be explored with them.

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

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

a. Update on Food Bank Ad Hoc Appeal Committee

Jeremy Tobias stated at the last meeting it was reported to the Board that some of the Board members and staff had received a letter of appeal from a former Food Bank Commodity Distribution and Pantry Partner agency. The Board agreed that an Ad Hoc Board Committee would meet and review the information in the letter. The Ad Hoc Committee as appointed by Board Chair Garth Corrigan consisted of: Vice Chair Curtis Floyd, Board member Fred Plane and Board member Tony Martinez. The committee reviewed all of the information and voted to uphold the termination and included an offer that the agency be allowed to reapply to the program after a twelve month period. A letter was sent notifying the agency of the decision.

b. Update on CAPK Strategic Plan Process

Jeremy Tobias stated staff is preparing for the process of updating the CAPK strategic plan as the current strategic plan was adopted about five years ago. With the new organizational standards that Brady Bernhart has been updating the Board on, it requires that the agency has an updated strategic plan. A Request for Proposal (RFP) was issued for services and Social Entrepreneurs Inc. (WDI) was selected as the winning proposal at a cost of \$9,980. In the coming weeks, the Board will be informed on how the process will be completed and we will be forming a small initial group consisting of Board members to help kick off the process. As we move through the process, we will be including the entire Board. He stated more information will be brought in the upcoming months.

Jeremy also stated this Saturday the Bakersfield Californian will issue the monthly Bakersfield Life magazine and they will have an article on the CAPK head start program with some great quotes from Assistant Director Pam Pritchard, and will also include a half page ad for Head Start and Early Head Start recruitment as well as an advertisement of the Humanitarian Awards Banquet.

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

X. Board Member Comments

Yolanda Ochoa thanked and congratulated the Finance department on the clean audit reports.

Ashley Womack reminded the Board about Read across America event that Head Start/Early Head Start will be having.

Ana Vigil stated she enjoys the "Thank You Thursday" emails.

Warren Peterson welcomed Ashley to the Board. He stated in the past they would have board meetings at the Friendship House and maybe the Board could do that again. He also suggested that staff could give a report on how the program is doing and then the Board can brainstorm on ways to help.

Don Bynum congratulated Christine Anami on a great job with the audit.

Tony Martinez stated that an evening meeting at the Friendship House would be great and thought it would be a great idea to invite the parents.

Kathy Philley welcomed Ashley and congratulated Chris on the audit and is looking forward to the Read across America event.

Craig Henderson welcomed Ashley to the Board.

Ralph Martinez stated the Shafter Youth Center is having an event on March 11 and there is room for 25 people and will forward more information to the Board.

XI. Closed Session

No items scheduled.

XII. Close Session Report

No report was given.

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

The meeting was adjourned at 1:11pm.

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Board of Directors

From: Yolanda Gonzales, Director of Head Start / State Child Development
Date: March 30, 2016
Subject: *Agenda Item VI(a): Update on Federal Review Process – Info Item*

The Office of Head Start (OHS) assesses grantee compliance through an Aligned Monitoring System (AMS) that is part of a comprehensive five year continuous oversight plan. OHS has increased its focus of measuring quality along with compliance with Federal Reviews focusing on one area at a time to achieve a more in depth review of the content and core performance areas. OHS has identified core performance areas as: Environmental Health and Safety; Management Systems and Program Governance; Fiscal Integrity and Eligibility, Recruitment, Selection, Enrollment and Attendance (ERSEA); Comprehensive Services and School Readiness; and Teacher-Child Interactions (as addressed through the CLASS observation instrument).

On February 2-6, 2015, the Administration for Children and Families (ACF) conducted the program's first monitoring year of the five year cycle; reviewing Environmental Health and Safety areas. A total of 95 classroom settings were observed. CAPK received the final report dated April 30, 2015, which contained details of one area of deficiency and two areas of noncompliance. A deficiency was identified for an incident that occurred in July 2014, where it was noted that CAPK did not ensure all staff abided by the program's standard of conduct requiring no child to be left alone or unsupervised under their care. The first noncompliance was noted for not ensuring that emergency routes or emergency procedures were clearly posted. The second noncompliance was noted for having two classrooms not meeting the requirements for infant/toddler group size and the number of infants/toddlers assigned to a single teacher.

CAPK received support from Region IX to complete a Quality Improvement Plan (QIP) to strengthen policies and procedures for child supervision. The Environmental Health & Safety Immediate Deficiency Response was submitted to ACF on May 22, 2015 to address the areas of noncompliance. On August 20, 2015, ACF conducted a monitoring review of the Head Start and Early Head Start program to determine whether the previously identified findings had been corrected. Based on the information gathered during the review, ACF closed the previously identified findings on February 2, 2016 and no additional corrective action was required.

On February 8-12, 2016, ACF conducted the Fiscal Integrity and ERSEA review for the program's second monitoring year of the five year cycle. The Federal Review Team highly recognized the program area of internal controls which is uncommon during federal reviews. OHS will be providing a detailed report that has yet to be generated.

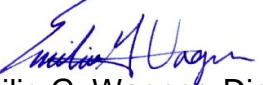
On March 14-15, 2016, the ACF Program Specialist for Region IX Andrea Harvey, conducted site visits of Head Start and Early Head Start centers.

Based on our grant start date, the *CLASS/Comprehensive Services & School Readiness* Aligned Monitoring System protocol is scheduled for FY 2017.

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Board of Directors

From: Emilio G. Wagner, Director of Operations 

Date: March 30, 2016

Subject: *Agenda Item VI(b):* Authorization to Execute Landscape Maintenance Contract – Action Item

Background:

In the past CAPK has issued multiple contracts with vendors to maintain landscaped areas for its facilities. Staff have found that as these contracts were competitively bid the same contractor eventually ended up servicing all sites. As these smaller contracts expired the maintenance service was held over on a month to month basis until all sites could be competitively bid as a single contract.

Current Events:

On February 2, 2016 a RFP was issued to seek a landscape maintenance contractor to service 38 locations within Kern County. Eight contractors were sent the RFP directly along with placing the RFP in the Kern County Builders Exchange plan room. As a result of the effort three contractors submitted proposals with staff recommending award to Michael K Brown Landscape and Maintenance in the amount of \$205,800 per year.

Recommendation:

Staff recommends the Board of Directors approve the award to Michael K. Brown Landscape and Maintenance and authorize the Executive Director execute the contract.

Attachments: Contract for Services with Michael K. Brown Landscape & Maintenance
Procurement Results Summary Form



CONTRACT FOR SERVICES AGREEMENT

This Contract for Services Agreement (the "Agreement") is made and entered into as of this 1st day of April, 2016 by and between Michael K. Brown Landscape & Maintenance Company, Inc. ("Vendor") and Community Action Partnership of Kern ("CAPK"). In consideration of mutual promises and agreements of the parties as herein set forth, the parties agree as follows:

- 1. DESCRIPTION OF SERVICES.** Vendor is to perform Gardening and Maintenance Services as per the Scope of Work contained in RFP No. CAPK OPS 2016-001, found in **Attachment A** attached hereto and incorporated herein by reference.
- 2. LOCATION FOR SERVICES.** Kern County.
- 3. PAYMENT FOR SERVICES.** Services shall be billed at the monthly service rate for all locations in the amounts on the Bid Form located in **Attachment B**. Vendor will submit a monthly invoice detailing locations and amounts billed by site, with the total amount for monthly service not to exceed \$17,150.00. Additional services may be billed monthly at the rates specified in **Attachment B**, as specifically requested by CAPK. Terms are Net 45 from the date the original invoice is received at CAPK's Finance Department.

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

- 4. TERM.** The period of performance for this Agreement is April 1, 2016 through March 31, 2017. CAPK may discharge Vendor at any time by written notice effective when such notice is received by Vendor. Unless specifically agreed to between Vendor and CAPK, Vendor will provide no further services and incur no further costs on CAPK's behalf upon receipt of the notice.
- 5. OPTION TO RENEW.** This Agreement may be renewed three (3) times for a one (1) year period upon agreement between CAPK and Vendor. Said renewal shall be based on the quality of work and reasonableness of fees for service.
- 6. RELATIONSHIP OF PARTIES.** While engaged in carrying out and complying with terms and conditions of this Agreement, Vendor is an independent contractor and is not an officer or employee of CAPK.
- 7. INSURANCE.** Vendor shall procure, furnish and maintain at all times for the duration of this Agreement the types and limits of insurance specified in **Attachment C**, incorporated herein by reference, and will name CAPK as an additional insured.
- 8. RESPONSIBILITIES.** Vendor shall perform the Gardening and Maintenance Services provided for under this Agreement and shall keep CAPK informed of progress and developments and will respond within a reasonable time to CAPK's inquiries and communications. CAPK shall provide on a timely basis all information and documents necessary for Vendor's completion of the work described in **Attachment A**.
- 9. CONFIDENTIALITY.** Vendor shall not at any time or in any manner, either directly or indirectly, use for its benefit, or divulge, disclose or communicate in any manner any information that is proprietary to CAPK. Vendor will protect such information and treat it as strictly confidential. This provision shall continue to be effective even after the termination of this Agreement for a period of three (3) years.
- 10. RELEASE OF PAPERS AND PROPERTY.** Upon termination of this Agreement, Vendor will return to CAPK all records, notes, documentation and other items that were used, created or controlled by Vendor on behalf of CAPK during the term of this Agreement. In the event that CAPK requests that Vendor relinquish CAPK's original documents in its file, CAPK agrees to give Vendor at least five (5) working days written notice of CAPK's request in order to provide Vendor sufficient time to make a copy for Vendor's records.
- 11. NOTICES.** Any notice or notices required or permitted to be given pursuant to this Agreement may be personally served on the other party by the party giving such notice, or may be served by Certified Mail, to the address set forth below.

Vendor:
Michael K. Brown Landscape &
Maintenance, Inc.
ATTN: Michael K. Brown
3541 Alken St.
Bakersfield, CA 93308
Phone: (661) 336-5236 Fax: (661) 831-5158

CAPK:
Community Action Partnership of Kern
ATTN: Dan Ripoli
5005 Business Park North
Bakersfield, CA 93309
Phone: (661) 589-7888 Fax: (661) 589-7715

- 12. INDEMNIFICATION.** Vendor agrees to indemnify and hold harmless CAPK from all claims, losses, expenses, fees, including attorney fees, costs and judgments that may be asserted against Vendor while executing this Agreement.
- 13. HOLDING OVER:** Any holdover after the expiration date of this Agreement shall be construed as a month-to-month agreement in accordance with the terms hereof as applicable until the Agreement has been renewed in accordance with Section 5 above, not to exceed 12 months.
- 14. ENTIRE AGREEMENT.** This Agreement contains the entire agreement of the parties. No other agreement, statement or promise made on or before the effective date of this Agreement will be binding on the parties.
- 15. SEVERABILITY.** If any provision of this Agreement is held in whole or in part to be unenforceable for any reason, the remainder of that provision will remain in full force and effect.
- 16. APPLICABLE LAW.** The Laws of the State of California shall govern this Agreement.
- 17. ADDITIONAL TERMS AND CONDITIONS.** Attachment C, attached hereto and incorporated herein, contains CAPK's Additional Terms and Conditions which are made a part of this Agreement.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the date hereinabove first written.

VENDOR: MICHAEL K. BROWN LANDSCAPE & MAINTENANCE COMPANY, INC.

Signature: _____

Date: _____

Printed Name: _____

Title: _____

CAPK: COMMUNITY ACTION PARTNERSHIP OF KERN

Signed by: _____

Date: _____

Printed Name: _____

Title: _____

ATTACHMENT A

- A. **Scope of Work:** The Vendor is to provide all items and services as described below, including labor:

GENERAL/LAWN MAINTENANCE

- Mow lawns once a week.
- All grass cutting to be removed the same day.
- Mowing equipment to be equipped with clipping removal devices.
- Lawn maintenance includes front, back and any hillsides.
- Maintain flower beds around buildings.
- Maintain all shrubs, trim hedges.
- Blow off parking lots and rinse any outdoor break area tables and concrete.

TREES/SHRUB MAINTENANCE

- Trees and shrubbery shall be regularly trimmed to a specific size and shape up to 12 feet.
- Insect and disease control of all trees and shrubbery in accordance with soil conditions, plant requirements and weather conditions.
- Stake and/or tie down of any tree needing sway and growth control, through the use of vinyl hoses and wires mounted in a manner to allow growth and proper development of the plant. Regular inspection will be conducted to see if adjustments are required.

HERBACEOUS GROUND COVER MAINTENANCE

- Complete edge trimming of ground cover around the facility/building areas.
- Regularly scheduled weeding to control and minimize growth.
- Complete insect and disease control of all ground cover plants.
- Regulate optimum irrigation of all ground cover areas.

IRRIGATION SYSTEM MAINTENANCE

- Regularly inspect and repair sprinkler heads as required. Adjust sprinkler heads as necessary to minimize or prevent water over spray on the building, sidewalks, or other areas not needing irrigation for water conservation. Regularly inspect and repair sprinkler system from the valve point in order to maintain efficient and optimum operating conditions. Any and all repairs to the irrigation system shall be made with original specified materials or suitable substitutes when the former is not available, charged at time & materials. **Written approval will be obtained from CAPK management before work begins.**

FERTILIZATION

- Fertilize all landscape areas at least six (6) times annually to keep the landscape a healthy green color. Any fertilizer deposited on paved areas will be removed immediately. **Written information is to be provided to the facility after every fertilizer service.**

COLOR CHANGE

- Any color change or replacement of plants is to be ordered and approved by the CAPK and will be billed as an extra cost. All color plants shall be count flat, and the installed price will be twenty-five dollars (\$25.00) per flat. Prices of replacement plants vary depending on the season, availability, size, etc. **Written approval will be obtained from CAPK management before work begins.**

ATTACHMENT B

BID FORM

Locations:	Monthly Fees:	Annual Fees:
Alberta Dillard: 5704 Pioneer Dr., Bakersfield	\$ 300	\$3600
Alicante: 7998 Alicante Ave, Lamont	\$ 300	\$3600
Buttonwillow: 400 McKittrick Hwy, Buttonwillow	\$ 600	\$7200
California City: 9124 Catalpa Ave, California City	\$ 400	\$4800
Cleo Foran: 1410 11th Street, Bakersfield	\$ 250	\$3000
Delano: 1835 Cecil Ave., Delano	\$ 600	\$7200
Fairfax: 1500 S. Fairfax, Bakersfield	\$ 400	\$4800
Fairview: 425 E. Fairway Rd., Bakersfield	\$ 300	\$3600
Lamont: 8201 Palm Ave., Lamont	\$ 300	\$3600
Lost Hills: 21109 Paso Robles Hwy, Lost Hills	\$ 600	\$7200
Martha J Morgan: 3811 River Rd., Bakersfield	\$ 250	\$3000
McFarland: 410 Perkins, McFarland	\$ 600	\$7200
Mojave: 1940 Inyo Street, Mojave	\$ 400	\$4800
Oildale: 127 E. Minor Street, Oildale	\$ 250	\$3000
Pacific: 1000 Pacific Street, Bakersfield	\$ 300	\$3600
Pete H Parra: 1825 Felix Dr., Bakersfield	\$ 350	\$4200
Pioneer: 4404 Pioneer Dr., Bakersfield	\$ 300	\$3600
Planz: 2400 Planz, Bakersfield	\$ 300	\$3600
Primeros Pasos: 1111 Bush Street, Arvin	\$ 400	\$4800
San Diego: 10300 1/2 San Diego Street, Lamont	\$ 600	\$7200
Seibert: 2800 Agate Street, Bakersfield	\$ 300	\$3600
Shafter: 452 W. Los Angeles Ave., Shafter	\$ 600	\$7200
Sterling: 3000 Sterling Ave., Bakersfield	\$ 600	\$7200
Stine: 315 Stine Rd., Bakersfield	\$ 350	\$4200
Sunrise Villa: 1600 Poplar Street, Wasco	\$ 300	\$3600
Tehachapi: 1120 S. Curry, Tehachapi	\$ 600	\$7200
Vineland: 14327 S. Vineland Rd., Bakersfield	\$ 300	\$3600
Virginia: 3301 Virginia Ave., Bakersfield	\$ 300	\$3600
Voorhies: 6001 Pioneer Dr., Bakersfield	\$ 300	\$3600
Wasco: 523 Broadway Street, Wasco	\$ 600	\$7200
Wayside, 2584 Felsite Ave., Rosamond	\$ 600	\$7200
Willow: 401 Willow, Bakersfield	\$ 500	\$6000
BPN: 5005 Business Park North, Bakersfield	\$ 600	\$7200
Central Kitchen: 3101 Mall View Rd., Bakersfield	\$ 500	\$6000
Energy: 300 19th Street, Bakersfield	\$ 500	\$6000
Friendship House: 2425 Cottonwood, Bakersfield	\$ 1550	\$18600
Maintenance: 1825 Felix Dr., Bakersfield	\$ 250	\$3000
Shafter Youth Center: 455 E. Euclid Ave., Shafter	\$ 600	\$7200

Hourly labor rate for work outside of monthly fees: \$ 45

Hourly Davis Bacon (over \$2,000.00) labor rate for work outside of monthly fees: \$ 75

ATTACHMENT C

Community Action Partnership of Kern Additional Terms and Conditions

1. **TAXES.** The Vendor is solely responsible to pay all taxes and comply with all Federal, State, and local laws, ordinances, rules, regulations and lawful orders bearing on the performance of work.
2. **ASSIGNMENT OF SUBCONTRACTING.** The Vendor may not assign or transfer the Agreement, or any interest therein or claim thereunder, or subcontract any portion of the work thereunder, without the prior written approval of CAPK. If CAPK consents to such assignment or transfer, the terms and conditions of the Agreement shall be binding upon any assignee or transferee. Any transfer shall be considered an addendum to the Agreement and must be included as such.
3. **TERMINATION FOR CONVENIENCE OF CAPK.** CAPK may terminate the Agreement at any time by giving written notice to the Vendor of such termination and specifying the effective date thereof. In that event, all finished or unfinished documents and other materials as described herein, at the option of CAPK, shall become its property. If the Agreement is terminated by CAPK as provided herein, the Vendor shall be entitled to receive just and equitable compensation for any satisfactory work completed on such documents and other materials. The Vendor hereby expressly waives any and all claims for damages or compensation arising under the Agreement except as set forth in this section in the event of such termination.
4. **CHANGES.** CAPK may from time to time, require changes in the scope of the services of the Vendor to be performed hereunder. Such changes, including any increase or decrease in the amount of the Vendor's compensation which are mutually agreed upon by and between CAPK and the Vendor, shall be effective when incorporated in written amendments to the Agreement. Amendments shall be valid only after approval by Vendor and CAPK's Executive Director.
5. **CLAIMS.** All claims for money due or to become due to the Vendor from CAPK under the Agreement may not be assigned to a bank, trust company, or other financial institution without CAPK approval. Notice or requests of any such assignment or transfer shall be furnished promptly in writing to CAPK.
6. **NOTICE.** Any notice or notices required or permitted to be given pursuant to the Agreement may be personally served on the other party by the party giving such notice, or may be served by certified mail, return receipt requested.
7. **AFFIRMATIVE ACTION.** The Vendor agrees to abide by all State and Federal Affirmative Action policies and laws.
8. **DISPUTE RESOLUTION.** Any dispute arising regarding the interpretation or implementation of the Agreement, including any claims for breach of the Agreement, shall be resolved by submitting the claim for arbitration to the American Arbitration Association in accordance with its rules and procedures applicable to commercial disputes. The location of any arbitration hearing shall be Bakersfield, California, and any enforcement of the arbitrator's decision shall be brought in the Superior Court of the County of Kern, Bakersfield, California.
9. **EQUAL EMPLOYMENT OPPORTUNITY.** All hiring and other employment practices by the Vendor shall be non-discriminatory, based on merit and qualifications without regard to race, color, religion, national origin, ancestry, disability, medical condition, marital status, age or sex.
10. **SBE/MBE/WBE POLICY STATEMENT.** It is the policy of Community Action Partnership of Kern, consistent with Federal, State and local laws, to promote and encourage the development, participation, and continued expansion of Small Business Enterprises, Minority Business Enterprises and Women's Business Enterprises.
11. **CONFIDENTIALITY.** The Vendor shall use his or her best efforts to keep confidential any information obtained during the performance of the Agreement.
12. **RESPONSIBILITY.** If Vendor is part of a corporation, the individual or individuals who sign the Agreement on behalf of the corporation are jointly responsible for performance of the Agreement.

13. **PROTEST BY VENDOR:** If the Vendor wishes to file a protest against CAPK for any action, the Vendor must do so in writing with CAPK within 72 hours after the action to be protested has occurred. All protests will be taken under advisement. Any protests received after that will not be recognized.
14. **CONFLICT OF INTEREST:** In accordance with California Public Contract Code 10410, no officer or employee of CAPK shall engage in any employment, activity or enterprise from which the officer or employee receives compensation or has a financial interest in the Agreement, which may be in whole, or in part, sponsored or funded by a Local, State, or Federal agency. Also, no relative of an employee of CAPK may enter into or bid on an Agreement while said employee is still employed by CAPK. No relative of an employee of CAPK may bid on an Agreement until 12 months after the date said employee of CAPK has left employment of CAPK, either voluntarily or involuntarily. It is contrary to CAPK policy for any CAPK employee to personally solicit, demand or receive any gratuity of any kind from a Vendor in connection with any decision affecting a CAPK purchase or Agreement for Goods or Services. Thus, if such a case were to occur, the Vendor may file a protest with CAPK as specified in the section titled "Protest by Vendor."
15. **DEBARMENT AND SUSPENSION CERTIFICATION:** Vendor, under penalty of perjury, certified that, except as noted below, he/she or any person associated therewith in the capacity of owner, partner, director, officer, manager:
- Is not currently under suspension, debarment, voluntary exclusion, or determination of ineligibility by any federal agency;
 - Has not been suspended, debarred, voluntarily excluded or determined ineligible by any federal agency within the past three (3) years;
 - Does not have a proposed debarment pending; and
 - Has not been indicted, convicted, or had a civil judgment rendered against it by a court of competent jurisdiction in any matter involving fraud or official misconduct within the past three (3) years.

If there are any exceptions to the Certifications above, insert the exceptions in the following space:

Exceptions will not necessarily result in denial of award, but will be considered in determining Vendor responsibility. For any exception noted above, indicate below to whom it applies, initiating agency, and dates of action.

Note: Providing false information may result in criminal prosecution or administrative sanctions.

16. **WORKER'S COMPENSATION:** Labor Code Section 3700 provides:

"Every employer except the State and all political subdivisions or institutions thereof, shall secure the payment of compensation in one or more of the following ways:

"(a) By being insured against liability to pay compensation in one or to more than one of the insurers duly authorized to write compensation insurance in this State.

"(b) By securing from the Director of Industrial Relations a certificate of consent to self-insure, which may be given upon furnishing proof satisfactory to the Director of Industrial Relations of ability to self-insure and to pay any compensation that may become due to his employees."

Vendor is aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for Worker's Compensation or to undertake self-insurance in accordance with the provisions of that Code, and Vendor will comply with those provisions before commencing the performance of the work of the Agreement.

(In accordance with Article 5 [commencing at Section 1860], Chapter 1, Part 7, Division 2 of the Labor Code, this certificate must be signed and filed with the awarding body prior to performing any work under the Agreement.)

17. INSURANCE REQUIREMENTS: Vendor shall procure, furnish and maintain for the duration of the Agreement the following types and limits of insurance herein:

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

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

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

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

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

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

18. DAVIS BACON: The Davis-Bacon Act, as detailed in the Code of Federal Regulations (CFR) 29. Part 5 of the CFR 29, applies to any construction, renovation or repair work that exceeds \$2,000.00.

- a. The Department of Industrial Relations (DIR) determines the General Prevailing Wage Rates (GPWR), including fringe benefits, for each craft, classification, or type of worker considered to be necessary to complete the contract work.
- b. The Secretary of Labor (SOL) determines the Davis- Bacon Wage Rates for Federal-Aid projects and in most cases the wage rates set forth by the DIR and SOL will be the same for most given labor classifications.
- c. If there is a difference, the bidder shall pay not less than the higher wage rate.
- d. Concerning Classification of Labor and Davis-Bacon Wage Rate Determinations:
 - i. Bidder must obtain Davis-Bacon Wage rate determinations from the following sites:
<http://www.wdol.gov/> (Federal); <http://www.dir.ca.gov/OPRL/PWD/index.htm> (State).

- e. Bidder must use the classification that most accurately describes the work to be performed. Bidder must reclassify workers to conform to changes in duties, if any. **Bidder must maintain an accurate payroll record of the time spent in each classification and submit certified payroll weekly.**

Signature

Date

Print Name

Michael K. Brown Landscape & Maintenance Company, Inc.
Company Name

COMMUNITY ACTION PARTNERSHIP OF KERN

PROCUREMENT RESULTS SUMMARY FORM

Requestor Information

REQUESTED BY:	DAN RIPOLI	PROGRAM/DEPARTMENT:	OPERATIONS	DATE:	3/1/2016

Brief Description of Procurement:

Gardening and Maintenance Services

Procurement Results:

	Vendor	Amount
1	Michael K Brown Landscaping	\$205,800.00
2	Belle's Nursery	\$255,300.00
3	PC Landscaping	\$287,100.00
4		

	Vendor	Amount
5		
6		
7		
8		

Selection:

Michael K Brown Landscaping	\$205,800.00
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Proposed Contract Term: 1Year

Aggregate Expenditure Over Term: \$205,800.00

Selection Justification: (please use additional sheets as necessary)

RFP CAPKOPS 2016-001 was sent to 8 vendors on 2/11/2016, Delivered to the Builders Exchange on 2/11/2016 and posted on CAPK's public web site. CAPK received 3 bids. Winner was decided by scoring the highest amount of points and was also the lowest bidder. See attached Evaluation Summary Form and Individual Evaluation Forms.

Procurement Approval:

 Manager / Administrator (Up to \$15,000/\$25,000)	3-22-2016 Date	Business Services Use: <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Not Approved Board Approval Required: Yes x No <input type="checkbox"/> <hr/> Date of Board Approval
 Director / Finance Director (Up to \$75,000/\$100,000)	3/23/16 Date	
Executive Director (Over \$100,000)	Date	
 Business Manager	3/22/16 Date	

Please attach this form to your Purchase Order Requisition

PROCUREMENT RESULTS SUMMARY FORM

Revised: 12/2/2015

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Board of Directors



From: Romala Ramkissoo, Director of Community Services

Date: March 30, 2016

Subject: *Agenda Item VI(c):* Amendment to Energy Program Vendor Agreement with Whirlpool Corporation – Action Item

Our Energy program conducted an RFP in July 2015 for inventory vendors. One of the vendors that was selected was Whirlpool. Due to Whirlpool's competitive pricing on Refrigerators we expect to purchase the majority of refrigerators from this vendor. The agreement with Whirlpool will be for 2 years. The program is currently purchasing refrigerators every other month at an average value of \$33,000. Over the next 2 years we expect to purchase at least \$402,000 with this vendor.

The attached amendment with Whirlpool places a "not to exceed" expenditure level for the period of the agreement. Due to the amount of the proposed expenditure and per CAPK procurement policies and procedures, Board approval is required for aggregate expenditures with a single vendor over \$200,000.

Recommendation:

Staff recommends the Board of Directors approve the amendment to the Whirlpool Corporation vendor agreement.

Attachment: Amendment to the vendor Agreement with Whirlpool Corporation



AMENDMENT I TO CONTRACT FOR GOODS AGREEMENT

This is an Amendment to the Contract for Services Agreement ("Agreement") dated November 1, 2015 by and between Whirlpool Corporation ("Vendor") and Community Action Partnership of Kern ("CAPK"). The effective date for this Amendment will be March __, 2016.

Section 2 of the Agreement reads as follows:

2. **SCOPE.** In accordance with the terms conditions and specifications contained in the proposal submitted by Vendor on July 24, 2015, RFP 2015A-NRG is made a part of this Agreement. Vendor is awarded this Agreement for products listed on **Attachment A.**

Section 2 of the original Agreement is revised to read as follows:

2. **SCOPE.** In accordance with the terms, conditions and specifications contained in the proposal submitted by Vendor on July 24, 2015 in response to RFP 2015A-NRG, which is made a part of this Agreement, Vendor is awarded this Agreement for products listed on **Attachment A**, in an aggregate amount not to exceed \$420,000.00 for the period of this Agreement.

All other terms of the original Agreement remain binding except where they contradict this Amendment, which shall prevail.

VENDOR: **WHIRLPOOL CORPORATION**

Signature: _____

Date: _____

Printed Name: _____

Title: _____

CAPK: **COMMUNITY ACTION PARTNERSHIP OF KERN**

Signature: _____

Jeremy T. Tobias, Executive Director

Date: _____

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Board of Directors

Christine Anami

From: Christine Anami, Director of Finance

Date: March 30, 2016

Subject: *Agenda Item VI(d):* Authorized Signers on CAPK Bank Accounts – Action Item

Community Action Partnership of Kern's (CAPK) authorized signers on its seven bank accounts with Wells Fargo Bank need to be updated as a result of the officer elections at the January 27, 2016 Board of Director's meeting. Per CAPK policy, authorized signers are as follows:

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

CAPK's check signing policy is as follows:

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

The eleven authorized check signers will be:

Garth Corrigan – Board Chair
Curtis E. Floyd – Board Vice Chair
Warren Peterson – Board Treasurer
Fred Plane – Board Secretary
Tony Martinez – Board Member
Jeremy T. Tobias – Executive Director
Ralph Martinez – Community Development Director
Michele Nowell – Human Resources Director
Romala Ramkissoon – Community Services Director
Carmen Segovia – Health & Nutrition Director
Emilio Wagner – Operations Director

Recommendation:

Staff recommends the Board of Directors approve the list of authorized signers on the seven bank accounts with Wells Fargo Bank.

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Board of Directors

Christine Anami

From: Christine Anami, Director of Finance

Date: March 30, 2016

Subject: *Agenda Item VI(e): Updated Accounting & Financial Policies and Procedures Manual – Action Item*

The Accounting & Financial Policies and Procedures Manual has been updated to meet the new requirements of 2 CFR Part 200, Uniform Guidance (OMB Super Circular). The policies and procedures are in compliance with federal regulations, provide effective internal controls and are efficient.

The effective date of the policies and procedures is March 1, 2016. The section titled Charging of Costs to Federal Awards – Direct Costing Procedures, page 72 will be revised upon implementation of the 10% de minimis indirect cost rate which was approved by the Board of Directors at its February 24, 2016 meeting. Procedures for the cost pool methodology used to charge centralized administrative costs and/or shared costs to federal awards will be replaced with the procedures for the 10% de minimis indirect cost rate methodology. Upon completion, the revised section of the manual will be provided to the committee for approval.

Recommendation:

Staff recommends the Board of Directors approve the updated Accounting & Financial Policies and Procedures Manual.

Attachment: Proposed Accounting & Financial Policies and Procedures Manual (sent to Board of Directors in previous correspondence)

COMMUNITY ACTION PARTNERSHIP OF KERN
FUNDING REQUESTS AND APPLICATION STATUS REPORT
PENDING - FEBRUARY 2016

DATE OF B&F MEETING	DATE OF APP SUBMISSION	FUNDING SOURCE	PROGRAM/PROPOSAL	AMOUNT REQUESTED
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
2/17/2016	2/16/2016	KAISER PERMANTE KERN COUNTY	FHCC: GROW FIT	\$ 13,181
2/17/2016	2/25/2016	ASTRAZENECA	FHCC & SYC: GROW FIT	\$ 175,198
3/23/2016	2/26/2016	CHEVRON 2016 SOCIAL INVESTMENT PROGRAM	FHCC & SYC: STEM	\$ 21,500

COMMUNITY ACTION PARTNERSHIP OF KERN
FUNDING REQUESTS AND APPLICATION STATUS REPORT
AWARDED - FEBRUARY 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	07/01/2015-06/30/2016
06/17/15	06/30/15	HHS SUBSTANCE ABUSE PREVENTION AND TREATMENT (SAPT) BLOCK GRANT	HIV TESTING AND PREVENTION SERVICES	\$ 128,213	\$ 128,213	07/01/2015-06/30/2016
06/17/15	07/23/15	USDA WIC (4 yrs)	WIC SERVICES	\$ 15,967,754	\$ 15,967,754	10/01/2015-09/01/2019
08/12/15	09/24/15	TARGET COMMUNITY ENGAGEMENT	SYC-COMMUNITY GARDEN FENCE	\$ 3,000	\$ 2,000	10/1/2015-09/30/2016
08/12/15	10/09/15	BANK OF AMERICA	FOOD BANK COMMUNITY RESOURCE FAIRS AND PROCUREMENT OF FRESH PRODUCE	\$ 26,000	\$ 6,000	1/01/2016-12/31/2016
09/23/15	11/13/15	THE BAKERSFIELD CALIFORNIAN FOUNDATION	FOOD BANK (SOLAR PROJECT)	\$ 100,000	\$ 100,000	1/01/2016 -12/31/2016
10/21/15	11/30/15	WELLS FARGO FOUNDATION	VITA/YOUR DOLLARS & \$ENSE (FINANCIAL EMPOWERMENT)	\$ 35,000	\$ 15,000	1/01/2016-12/31/2016
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	11/14/2015
10/21/15	12/31/15	CALIFORNIA DEPARTMENT OF COMMUNITY SERVICES & DEVELOPMENT (CSD)	ENERGY (LIHEAP)	\$ 8,105,936	\$ 8,105,936	1/01/2016-1/31/2017
10/21/15	12/31/15	CALIFORNIA DEPARTMENT OF COMMUNITY SERVICES & DEVELOPMENT (CSD)	CSBG	\$ 1,396,948	\$ 1,396,948	1/01/2016-1/31/2017
11/18/15	01/08/16	DOMINION RESOURCES	FOOD BANK	\$ 2,500	\$ 2,500	1/01/2016-12/31/2016
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	1/01/2016-12/31/2016
12/9/15(Exec)	01/28/16	UNITED WAY OF KERN COUNTY (COMMUNITY INVESTMENT)	2-1-1	\$ 40,000	\$ 30,000	1/01/2016-12/31/2016
N/A	01/29/16	ANONYMOUS DONATION	FOOD BANK	N/A	\$ 25,000	N/A
08/12/15	02/08/16	THE HEFFERNAN FOUNDATION	FHCC- COMPUTER LAB UPGRADE	\$ 7,500	\$ 3,500	07/01/2015-06/30/2016
TOTAL					\$ 25,838,851	

COMMUNITY ACTION PARTNERSHIP OF KERN
FUNDING REQUESTS AND APPLICATION STATUS REPORT
DECLINED - FEBRUARY 2016

[illegible]

Community Action Partnership of Kern Funding Request Profile

Source of Funds: Private

CFDA #: N/A

Project Name: Youth Centers STEM Program

Division Director: Ralph Martinez

Funder Name: Chevron 2016 Social Investment Program

Program Manager: Lois Hannible &
Angelica Nelson

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

☐ **New Funding**

☒ **Re-Application**

Funding Period: 07/2016 – 06/2017

A. Narrative description of funding request, including goals:

CAPK will be requesting up to \$20,000 in funding from the Chevron 2016 Community Investment Program to continue the Science, Technology, Engineering and Math (STEM) Program at the Friendship House Community Center and to expand the program to the Shafter Youth Center. The program will serve a total of 70 participants ages 6-18 (40 at Friendship House and 30 at Shafter Youth Center). The program goal is to instill in the participants a curiosity and love for science, math, and technology that can translate into improved grades and aspirations for higher learning.

Each center will offer one 16-week long session. CAPK will subcontract with an educational organization with experience teaching robotics, coding, engineering, and mathematics. Field trips to the California Science Museum in Los Angeles, the Fab Lab at CSUB, and other relevant locations will also be included.

B. Use of Funds:

Up to \$20,000 will be requested, which will be used to cover the cost of the subcontractor, field trips, tablets as participant incentives, and other program expenses.

C. Approvals:

1. _____ Division Director Date	3. <u>Christine Anami</u> <u>2/12/16</u> Director of Finance Date
2. <u>Ralph Martinez</u> <u>2-12-16</u> Director of Community Development Date	4. <u>JTD</u> <u>2/18/16</u> 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: Public

CFDA #: 93.570

Project Name: New Central Kitchen and Commercial Kitchen Incubator

Division Director: Ralph Martinez

Program Manager: Ralph Martinez

Funder Name: US Department of Human Services, Administration for Children and Families, Office of Community Services

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

Grant Program Name: Central Kitchen

A. Narrative description of funding request, including goals:

CAPK is requesting an \$800,000 grant to build a new Central Kitchen and develop a CAPK Commercial Kitchen Incubator in southeast Bakersfield on land already owned by CAPK. The facility will house the Head Start Central Kitchen and a commercial food processing area that can also serve as a kitchen incubator. By the end of the five-year grant period, the project will create at least 32 new permanent jobs, of which 24 will employ low-income individuals.

In addition, the Commercial Kitchen Incubator will provide area residents, Head Start parents, and other CAPK program participants with opportunities to expand existing home-based food businesses and/or develop new businesses; train low-income people for food industry occupations; provide low-cost kitchen use to entrepreneurs; and offer programs that provide technical and financial assistance to start new businesses.

CAPK will be partnering with the South Central Farmers (SCF), a cooperative that supports immigrant farmers in growing organically certified produce to sell to individuals, at farmers markets, and used to create value-added food products such as salsas and healthy snacks. SCF has experience in developing commercial kitchen incubator projects. The organization will be leasing food production space in the proposed new facility and also providing technical assistance for development of CAPK's Commercial Kitchen Incubator.

B. Use of Funds:

Funds will be used for construction costs of the building. The goal will be to complete the project debt free.

C. Approvals:

1. _____
Division Director Date

3. Christine Anami 3/14/16
Director of Finance Date

2. Ralph Martinez 3-11-16
Director of Community Development Date

4. JTS 3/14/16
Executive Director Date

D. Board:

☐ Policy Council
Date: _____


☐ PRE Presentation
Date: _____

☐ B&F Approval
Date: _____

☐ Board Approval
Date: _____

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Board of Directors

From: Donna Holland, Fiscal Manager
Subject: Agenda Item VI(g): Kern Head Start and Early Head Start Budget to Actual
for the Period Ending February 29, 2016 (Interim Report)
Date: March 30, 2016

The following are highlights of the Head Start/Early Head Start Budget to Actual Report for the period March 1, 2015 through February 29, 2016.

Personnel & Fringe Benefits

Overall, costs of salaries and benefits were approximately \$113,000 more than budgeted.

Travel

Overall, costs of staff out-of-county travel were \$16,600 less than budgeted.

Equipment

The Head Start funds in this category (\$190,000) were budgeted for the purchase of four program vehicles and one playground/shade structure. These purchases have been deferred to the 2016-2017 fiscal year.

Supplies

Overall, costs of supplies were \$75,000 less than budgeted.

Contractual

Overall, costs of contractual services were \$63,900 less than budgeted.

Other

Overall, costs in the Other category were \$138,600 more than budgeted. This amount includes the fee for terminating the loan interest rate swap agreement as part of the Pete H. Parra/Campus refinance (\$284,300).

Cost Pools

Overall, costs of centralized administrative functions were \$22,100 more than budgeted.

Non-Federal Share

With 100% of the budget period elapsed, total Non-Federal Share (the sum of California Department of Education funding and in-kind) is at 111% of budget.

- California Department of Education
Estimated non-federal revenues through February 29 are at 108% of budget.
- In-Kind
Year-to-date in-kind is at 113% 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 Casa Loma, Taft, San Diego, Stella Hills, and Roosevelt. Twenty-nine centers met or exceeded 100% of goal.

The six centers with the lowest percentage of goal met were Mojave, Seibert, Willow, Shafter, Tehachapi, and Rosamond.

**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 -February 29, 2016
Month 12 of 12 (100%) - Interim Report

Prepared 03/15/2016

	HEAD START				
BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	9,569,855	9,785,872	(216,017)	102%	-2%
FRINGE BENEFITS	3,208,147	3,303,562	(95,415)	103%	-3%
TRAVEL	0	16,570	(16,570)		
EQUIPMENT	190,000	0	190,000	0%	100%
SUPPLIES	1,214,513	1,106,694	107,819	91%	9%
CONTRACTUAL	97,900	49,989	47,911	51%	49%
CONSTRUCTION	0	0	0		
OTHER	3,810,864	3,686,756	124,108	97%	3%
COST POOLS	1,434,915	1,532,645	(97,730)	107%	-7%
TOTAL BASE FUNDING	19,526,194	19,482,087	44,107	100%	0%

	HEAD START				
TRAINING & TECHNICAL ASSISTANCE	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	0	0	0		
FRINGE BENEFITS	0	0	0		
TRAVEL	59,036	32,067	26,969	54%	46%
SUPPLIES	21,544	8,668	12,876	40%	60%
CONTRACTUAL	18,655	14,404	4,251	77%	23%
OTHER	60,784	96,467	(35,683)	159%	-59%
TOTAL TRAINING & TECHNICAL ASSISTANCE	160,019	151,605	8,414	95%	5%

GRAND TOTAL HS/EHS FEDERAL FUNDS	19,686,213	19,633,692	52,521	100%	0%
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	EARLY HEAD START				
BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	1,753,281	1,543,601	209,680	88%	12%
FRINGE BENEFITS	529,404	500,749	28,655	95%	5%
TRAVEL	0	1,867	(1,867)		
EQUIPMENT	0	0	0		
SUPPLIES	164,666	220,974	(56,308)	134%	-34%
CONTRACTUAL	9,100	5,368	3,732	59%	41%
CONSTRUCTION	0	0	0		
OTHER	497,718	752,503	(254,785)	151%	-51%
COST POOLS	339,214	263,666	75,548	78%	22%
TOTAL BASE FUNDING	3,293,383	3,288,728	4,655	100%	0%

	EARLY HEAD START				
TRAINING & TECHNICAL ASSISTANCE	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	0	31,842	(31,842)		
FRINGE BENEFITS	0	8,075	(8,075)		
TRAVEL	17,446	9,296	8,150	53%	47%
SUPPLIES	12,372	1,750	10,622	14%	86%
CONTRACTUAL	9,019	996	8,023	11%	89%
OTHER	43,498	15,746	27,752	36%	64%
TOTAL TRAINING & TECHNICAL ASSISTANCE	82,335	67,705	14,630	82%	18%

GRAND TOTAL HS/EHS FEDERAL FUNDS	3,375,718	3,356,433	19,285	99%	1%
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HEAD START and EARLY HEAD START NON-FEDERAL SHARE**

SOURCE	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
CALIF DEPT OF ED	2,827,514	3,066,793	(239,279)	108%	-8%
IN-KIND	2,937,969	3,316,753	(378,784)	113%	-13%
TOTAL NON-FEDERAL	5,765,483	6,383,546	(618,063)	111%	-11%

Centralized Administrative Cost	6.1%
Program Administrative Cost	6.9%
Total Administrative Cost	13.0%

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*	9,682				
Lowe's	2,591	61			
Save Mart	1,069				
Smart & Final	350				
Chevron & Texaco Business Card	5,888				
Home Depot	3,073	1,349	1,313	0	0
	22,653	1,410	1,313	0	0

CREDITS	TOTAL	STATEMENT DATE
	9,682	2/21/2016
	2,652	2/25/2016
	1,069	2/28/2016
	350	2/28/2016
	5,888	3/5/2016
	5,735	3/4/2016
	25,376	

* 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 02/29/16.

Community Action Partnership of Kern
Head Start and Early Head Start
Non-Federal Share and In-Kind
Budget Period: March 1, 2015 through February 29, 2016
Report for period ending February 29, 2016 (Month 12 of 12) - Interim

Percent of year elapsed: **100%**

LOCATION	FUNDED ENROLL- MENT	March	April	May	June	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	YTD Totals	IN-KIND GOAL	% OF GOAL MET
Casa Loma	34	7,602	6,812	5,438	0	0	4,123	10,608	11,517	5,335	8,276	11,680	13,921	85,313	38,705	220%
Taft	34	8,675	10,101	6,974	0	0	3,618	10,999	12,342	4,803	6,558	8,425	5,830	78,324	38,705	202%
San Diego Street	56	13,628	18,345	15,681	12,239	11,789	12,406	11,576	12,459	3,520	1,706	8,884	0	122,235	63,749	192%
Stella Hills	34	11,985	12,686	11,211	0	0	4,856	12,103	5,049	0	5,873	0	8,101	71,864	38,705	186%
Roosevelt	34	8,921	9,673	10,178	0	0	2,767	6,092	6,929	6,751	6,053	6,736	7,563	71,663	38,705	185%
Noble	34	5,392	5,629	4,063	0	0	3,486	11,081	11,012	0	8,968	10,163	9,289	69,084	38,705	178%
Lost Hills	27	10,236	10,456	9,936	0	0	2,165	4,245	5,066	2,611	3,252	3,092	3,115	54,174	30,736	176%
Voorhies	34	8,202	7,788	9,297	0	0	886	9,824	9,945	4,343	4,365	6,851	6,565	68,065	38,705	176%
Alicante	34	9,784	9,082	7,761	0	0	1,956	7,890	10,781	4,463	5,297	6,023	4,075	67,112	38,705	173%
Franklin	24	5,621	6,304	5,376	5,486	4,740	5,765	5,222	3,594	335	1,712	1,490	896	46,541	27,321	170%
Fairfax	34	0	0	0	0	0	0	0	14,915	17,686	19,311	13,130	130	65,172	38,705	168%
Oil Dale	34	3,672	3,607	2,805	0	0	2,513	10,954	10,593	6,676	10,971	11,262	0	63,052	38,705	163%
Planz	34	9,564	9,359	7,395	0	0	2,571	10,283	8,849	0	6,002	0	8,015	62,038	38,705	160%
Faith Avenue	34	7,401	7,518	5,013	0	0	3,251	8,619	10,718	0	3,419	7,105	6,794	59,838	38,705	155%
Cleo Foran	34	6,061	4,299	6,002	0	0	3,015	10,217	10,400	3,919	0	7,886	4,076	55,875	38,705	144%
Rafer Johnson	34	7,730	7,535	6,457	0	0	1,991	6,232	7,196	3,927	3,311	4,361	5,965	54,704	38,705	141%
Virginia	34	5,206	5,554	4,205	0	0	2,447	7,807	9,398	4,639	5,262	4,446	4,651	53,618	38,705	139%
Martha J. Morgan	83	17,450	19,719	19,540	0	0	3,457	15,264	16,009	2,027	9,057	14,295	12,702	129,519	94,485	137%
Primeros Pasos	98	16,777	19,098	17,092	6,485	3,105	6,236	14,042	15,642	15,997	6,982	15,631	14,943	152,030	111,561	136%
Williams	34	5,245	7,331	5,133	0	0	2,660	5,006	10,311	5,123	5,362	6,347	0	52,517	38,705	136%
Delano	97	15,798	20,623	19,254	12,110	9,134	15,989	22,491	20,327	4,824	1,270	3,285	0	145,105	110,422	131%
Stine Road	147	20,211	24,077	20,846	13,898	12,204	14,657	20,864	17,434	13,589	13,157	14,674	17,095	202,707	167,341	121%
Lamont	34	3,606	3,570	2,519	0	0	2,181	6,984	7,005	3,520	7,712	0	8,581	45,677	38,705	118%
McFarland	34	8,173	8,012	5,700	0	0	102	6,883	5,927	0	4,118	5,779	295	44,988	38,705	116%
Wasco	34	9,476	9,992	7,719	0	0	2,417	5,872	6,071	0	2,812	0	0	44,359	38,705	115%
Vineland	34	7,921	5,941	4,774	0	0	2,246	5,508	6,207	161	1,294	3,701	6,359	44,112	38,705	114%
Alberta Dillard	68	9,303	9,883	11,545	0	0	2,364	7,015	10,224	6,505	7,536	9,603	10,461	84,440	77,409	109%
Heritage Park	34	2,780	3,086	7,522	0	0	2,047	4,877	5,062	2,623	3,274	4,588	5,383	41,242	38,705	107%
East California	84	16,014	16,961	12,837	0	0	3,868	7,888	11,118	3,871	8,101	7,066	10,187	97,910	95,623	102%
Pete H. Parra	148	17,800	16,377	15,003	12,606	12,045	13,055	17,556	18,862	9,206	9,816	13,700	11,566	167,591	168,479	99%
Home Base	297	18,924	20,965	16,179	7,760	8,603	9,752	15,736	28,507	8,013	13,672	15,544	3,747	167,401	169,048	99%
Shafter HS/EHS	38	5,475	5,936	5,260	4,961	4,599	3,505	3,265	3,878	0	2,474	0	3,231	42,583	43,258	98%
Pacific	66	10,174	10,309	8,322	4,074	5,323	4,213	8,301	7,957	3,498	3,267	6,389	0	71,826	75,133	96%
Seibert	34	3,597	3,122	3,628	0	0	1,686	6,783	9,198	151	2,477	5,314	0	35,955	38,705	93%
Fairview	34	4,002	1,450	3,961	0	0	1,771	8,240	9,028	6,104	1,031	0	0	35,587	38,705	92%
Sterling	124	18,929	19,993	16,490	12,104	9,845	10,034	15,847	16,832	191	6,514	1,430	0	128,210	141,158	91%
Sunrise Villa	34	5,487	6,541	5,517	0	0	1,115	3,906	5,671	295	201	962	5,119	34,816	38,705	90%
Pioneer	34	3,522	3,596	2,262	0	0	599	2,625	4,537	4,639	3,931	4,725	3,660	34,096	38,705	88%
Buttonwillow	27	2,057	2,633	898	0	0	963	3,263	3,239	1,720	1,680	4,070	2,972	23,497	30,736	76%
Oasis	93	12,581	12,995	8,784	0	0	4,716	12,326	13,314	340	3,617	9,623	0	78,295	105,869	74%
California City	34	4,010	3,252	2,269	0	0	2,144	2,020	5,330	0	3,119	6,144	0	28,288	38,705	73%

Community Action Partnership of Kern
Head Start and Early Head Start
Non-Federal Share and In-Kind
Budget Period: March 1, 2015 through February 29, 2016
Report for period ending February 29, 2016 (Month 12 of 12) - Interim

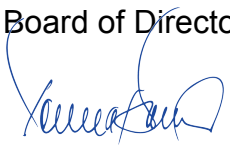
Percent of year elapsed: **100%**

LOCATION	FUNDED ENROLL- MENT	March	April	May	June	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	YTD Totals	IN-KIND GOAL	% OF GOAL MET
Mojave	34	5,184	5,258	4,705	0	0	1,008	1,572	2,136	2,073	1,076	2,438	1,819	27,268	38,705	70%
Willow	102	9,416	7,071	4,621	0	0	3,208	12,993	16,052	2,991	1,485	8,496	7,958	74,291	116,114	64%
Shafter	34	2,305	4,409	3,352	0	0	1,108	4,103	4,385	251	701	3,676	0	24,291	38,705	63%
Tehachapi	34	1,490	1,428	435	0	0	816	2,537	2,323	44	1,077	0	0	10,150	38,705	26%
Rosamond	34	4,478	2,958	903	0	0	0	0	0	0	0	0	0	8,338	38,705	22%
Administrative Services		0	0	0	0	0	0	0	0	0	0	0	0	0	0	NA
Program Services		6,013	9,308	7,708	6,718	4,229	7,988	4,433	5,207	4,626	4,723	6,313	4,539	71,805	115,672	62%
Policy Council and RPC		1,854	2,442	769	659	599	336	682	3,023	2,526	1,485	1,954	1,284	17,612	64,472	27%
Board of Directors		639	781	142	12	0	0	0	0	0	0	0	0	1,575	6,945	23%
SUBTOTAL IN-KIND	2,565	400,370	423,862	363,481	99,112	86,215	184,053	392,636	451,583	173,915	233,356	287,284	220,886	3,316,753	2,937,969	113%
State General Child Care*		94,459	94,824	84,367	89,643	83,057	73,725	87,080	100,329	77,929	100,243	87,019	101,811	1,074,483	922,078	117%
State Preschool*		158,096	151,335	143,311	135,077	164,012	127,767	155,076	167,901	144,695	158,812	129,932	142,550	1,778,562	1,767,277	101%
State Migrant Child Care*		15,519	15,636	13,813	15,069	21,353	20,713	25,347	24,406	18,984	17,684	12,126	13,097	213,747	138,159	155%
SUBTOTAL CA DEPT of ED		268,073	261,796	241,490	239,789	268,421	222,205	267,502	292,636	241,608	276,738	229,076	257,458	3,066,793	2,827,514	108%
GRAND TOTAL		668,443	685,658	604,971	338,901	354,636	406,258	660,138	744,219	415,523	510,094	516,360	478,344	6,383,546	5,765,483	111%

*May include estimates

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Board of Directors


From: Donna Holland, Fiscal Manager

Subject: Agenda Item VI(g): Early Head Start – Child Care Partnerships Budget to Actual for the Period Ending February 29, 2016

Date: March 30, 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 (18 months). The initial funding received was for the first 12 months of the program; the balance of funding was recently awarded for the next 6 months. The following are highlights of the Budget to Actual Report for the period March 1, 2015 through February 29, 2016.

Start-Up Funds

Start-up funds have a remaining balance of \$42,945. Most of this amount is the budgeted cost of a vehicle, which is now scheduled to be procured toward the beginning of the new 2016-2017 fiscal year.

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, and a portion will be used to cover the greater-than-planned expenses in the Supplies and Other categories. Staff are in the process of evaluating the best use of the remaining 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 began later than planned it may be necessary to request a partial waiver of non-federal share for the initial project period. Staff continue to work with its child care partners to determine an effective and efficient method to document the non-federal share.

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

Budget Period: March 1, 2015 - August 31, 2016
Report Period: March 1, 2015 - February 29, 2016
Month 12 of 18 (67%)

Prepared 03/16/2016

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	91,131	525	99%	1%
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	96,461	42,945	69%	31%

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	161,918	62,342	99,576	39%	61%
FRINGE BENEFITS	57,488	18,488	39,000	32%	68%
TRAVEL	0	0	0		
EQUIPMENT	0	0	0		
SUPPLIES	16,935	42,550	(25,615)	251%	-151%
CONTRACTUAL	717,651	61,419	656,233	9%	91%
CONSTRUCTION	0	0	0		
OTHER	50,490	101,948	(51,458)	202%	-102%
COST POOLS	3,518	9,866	(6,348)	280%	-180%
TOTAL BASE FUNDING	1,008,000	296,612	711,388	29%	71%

TRAINING & TECHNICAL ASSISTANCE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
TRAVEL	21,644	6,519	15,125		
SUPPLIES	26,642	2,005	24,637	8%	92%
CONTRACTUAL	0	0	0		
OTHER	52,514	5,918	46,597	11%	89%
TOTAL TRAINING & TECHNICAL ASSISTANCE	100,800	14,441	86,359	14%	86%

GRAND TOTAL FEDERAL FUNDS	1,248,206	407,514	840,692	33%	67%
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NON-FEDERAL SHARE	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
IN-KIND	312,052	0	312,052	0%	100%
TOTAL NON-FEDERAL FUNDS	312,052	0	312,052	0%	100%

Centralized Administrative Cost	2.4%
Program Administrative Cost	6.5%
Total Administrative Cost	8.9%

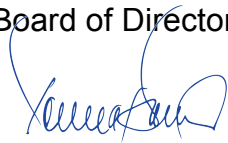
Budget reflects Notice of Award #09HP0036/01.

The initial budget period is 18 months (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: Board of Directors



From: Donna Holland, Fiscal Manager

Subject: Agenda Item VI(g): Early Head Start – San Joaquin County Budget to Actual for the Period Ending January 31, 2016 (Interim Year-End Report)

Date: March 30, 2016

CAPK has completed its first budget period of 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.

Start-Up Funds

Start-up funds were fully expended.

Base Funds

Toward the end of the budget period, CAPK requested a budget revision to address facility improvements, including abatement of health & safety concerns, and to purchase equipment and classroom supplies. The revised budget is reflected in this report. CAPK has requested that the unexpended funds for these purposes be carried over to the 2016-2017 year.

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 began 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 February is 20.3%, which is a decrease from the 20.5% reported through January. Higher than normal administrative costs are expected during the initial 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%
- February 20.3%

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. This will be completed prior to submission of the final financial reports at the end of April.

**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 - Interim

Month 7 of 7 (100%)

Prepared 03/15/2016

	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	6,746	(1,610)	117%	-17%
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	260,037	15,225	95%	5%
COST POOLS	0	1,464	0	(1,464)		
TOTAL	487,000	50,038	436,961.65	0	100%	0%

BASE FUNDS

PERSONNEL	1,314,704	1,311,240	3,464	100%	0%
FRINGE BENEFITS	334,459	304,692	29,767	91%	9%
TRAVEL	8,645	33,827	(25,182)	391%	-291%
EQUIPMENT	150,000	0	150,000		
SUPPLIES	239,393	199,722	39,671	83%	17%
CONTRACTUAL	26,542	1,958	24,584	7%	93%
CONSTRUCTION	0	0	0		
OTHER	724,397	247,255	477,142	34%	66%
COST POOLS	64,860	169,939	(105,079)	262%	-162%
TOTAL	2,863,000	2,268,633	594,367	79%	21%

TRAINING & TECHNICAL ASSISTANCE FUNDS

TRAVEL	10,489	4,061	6,428	39%	61%
SUPPLIES	9,158	3,269	5,889	36%	64%
CONTRACTUAL	9,507	24,500	(14,993)	258%	-158%
OTHER	18,619	15,408	3,210	83%	17%
TOTAL	47,773	47,239	534	99%	1%

GRAND TOTAL EHS FEDERAL FUNDS	3,397,773	50,038	2,752,834	594,901	82%	18%
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NON-FEDERAL SHARE	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
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	6.1%
Program Administrative Cost	14.2%
Total Administrative Cost	20.3%

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

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

MEMORANDUM

To: Board of Directors



From: Donna Holland, Fiscal Manager

Subject: Agenda Item VI(g): Early Head Start – San Joaquin County Budget to Actual for the Period Ending February 29, 2016 (Interim Year-End Report)

Date: March 30, 2016

CAPK has completed its first budget period of the Early Head Start – San Joaquin County program. The following are highlights of the Budget to Actual Report for the period February 1, 2016 through February 29, 2016.

Personnel and Benefits

Costs of salaries and fringe benefits are slightly lower than expected at this point in the year.

Travel

Staff out-of-county travel is running slightly higher at the beginning of the budget period. Staff expect travel costs to gradually decrease as the year progresses.

Supplies

The cost of supplies is at 50% of budget; however, the carryover of funds from the prior year will increase the budget by \$90,000.

Contractual

Costs of contracted services have already exceeded budget. Staff will identify savings in other categories to cover these costs.

Cost Pools

Centralized administration costs exceed the budget at this point in the budget period. This will be corrected when the budget is revised to reflect the 10% de minimis indirect cost rate.

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

Budget Period: February 1, 2016 - January 31, 2017

Report Period: February 1, 2016 - February 29, 2016

Month 1 of 12 (8%)

Prepared 03/16/2016

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	3,206,726	202,916	3,003,810	6%	94%
FRINGE BENEFITS	746,099	55,621	690,478	7%	93%
TRAVEL	14,940	2,081	12,859	14%	86%
EQUIPMENT	0	0	0		
SUPPLIES	185,425	93,050	92,375	50%	50%
CONTRACTUAL	2,000	3,400	(1,400)	170%	-70%
CONSTRUCTION	0	0	0		
OTHER	650,043	31,593	618,450	5%	95%
COST POOLS	102,767	30,492	72,275	30%	70%
TOTAL	4,908,000	419,152	4,488,848	9%	91%

CARRYOVER FUNDS (pending Federal approval)

PERSONNEL	0	0	0		
FRINGE BENEFITS	0	0	0		
TRAVEL	0	0	0		
EQUIPMENT	0	0	0		
SUPPLIES	0	0	0		
CONTRACTUAL	0	0	0		
CONSTRUCTION	0	0	0		
OTHER	0	0	0		
COST POOLS	0	0	0		
TOTAL	0	0	0		

TRAINING & TECHNICAL ASSISTANCE FUNDS

TRAVEL	17,981	0	17,981	0%	100%
SUPPLIES	15,700	0	15,700	0%	100%
CONTRACTUAL	16,298	0	16,298	0%	100%
OTHER	31,918	579	31,339	2%	98%
TOTAL	81,897	579	81,318	1%	99%

GRAND TOTAL EHS FEDERAL FUNDS	4,989,897	419,731	4,570,166	8%	92%
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NON-FEDERAL SHARE	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
IN-KIND	1,247,474	0	1,247,474	0%	100%
TOTAL NON-FEDERAL FUNDS	1,247,474	0	1,247,474	0%	100%


Centralized Administrative Cost	7.3%
Program Administrative Cost	5.0%
Total Administrative Cost	12.2%

Budget reflects Notice of Award #09CH010071-02-00.

Actual expenditures include open purchase orders, unliquidated travel, and estimated pending expenditures accrued through 02/29/16.

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Board of Directors

From: Amanda Norman, Assistant to the Executive Director
Date: March 30, 2016
Subject: *Agenda item VII: Committee Reports*

The Program Review and Evaluation Committee meeting on March 16, 2016 was cancelled due to lack of quorum.

The Budget and Finance Committee meeting on March 23, 2016 was cancelled due to lack of quorum.



To: Board of Directors

From: Ashley Womack, Policy Council Chairperson

Date: March 30, 2016

Subject: *Agenda Item VIII(a):* Head Start Policy Council Report – Action Item

The Policy Council met on February 25, 2016 and quorum was established. The Policy Council elected Jason Warren Cleo Forran Parent as Vice Chairperson. We approved the Administrative cost rate change to 10% De Minimis and the 2016-2017 Parent Activity funds.

The Disabilities Content Area Specialists' shared information about their team's role and responsibilities. A comprehensive developmental screening is conducted to determine the most appropriate placement of the child and individual education goals are discussed between parents and staff. The Individualized Education Plan (IEP) is also reviewed with teaching staff with ongoing training. The goal of the team is to foster a positive, inclusive environment in the least restrictive setting. A few success stories were shared by Shirley Park and Susie Martinez. Policy Council parents were encouraged to attend the Disabilities Advisory Committee meeting to be held on March 31, 2016.

On behalf of Yolanda Gonzales, Pam Pritchard, Assistant Director thanked everyone for their attendance and congratulated Jason Warren on being elected as the Vice-Chairperson. She shared we will begin recruiting for the upcoming school year. She encouraged parents to share this information with their family and friends to support recruitment for the program. The program recently added another classroom in Taft which was licensed and servicing 54 families. Policy Council members were reminded that February 29th marks the end of our 2015-2016 budget year. Lastly, Pam shared that in celebrating Read across America, centers will have a variety of activities throughout the week and parent participation was encouraged.

Next Policy Council Meeting will be held
Thursday, March 31st in the Board Room
5005 Business Park North
Bakersfield, CA 93308
5:30pm – 7:00pm

**COMMUNITY ACTION PARTNERSHIP OF KERN
HEAD START / STATE CHILD DEVELOPMENT PROGRAMS
POLICY COUNCIL (PC) MEETING MINUTES
FEBRUARY 25, 2016**

1. **CALL TO ORDER – Chairperson, Ashley Womack** called the meeting to order at 5:30 p.m.
 - a. Moment of Silence, Pledge of Allegiance
 - b. Reading of Promise of Community Action
“Community Action changes people’s lives, embodies the spirit of hope, improves communities, and makes America a better place to live. We care about the entire community and are dedicated to helping people help themselves and each other.”
2. **ROLL CALL/SET QUORUM – Secretary - Quorum was established.**
PC Members Present: Ashley Womack, Bryce Bray, Erica Ruvalcaba, Christine Hernandez, Janeth Rivera, Estrella Mendez, Salvador Zambrano, Jason Warren, Gabriella McCutcheon, Christina Bates, Sandra Nieves, Cindy Granados, Caterina Cerda, Josenn Vergara
Others Present: Pamala Roberts, Family Education Coordinator; Lisa Price, PDM Administrative Assistant; Argelia Diaz, Family Services & Governance Program Assistant; Pam Pritchard, Assistant Director Head Start/State Child Development; Jerry Meade, PDM Administrator; Maura Sandoval, Staffing Specialist; Michael Lackman, Human Resources Manager; Donna Holland, Fiscal Manager; Mary Ann Mooney, Program Manager; LeTisha Brooks, Program Manager; Krissie Leach, Program Manager; Rashi Strother, Family Services & Governance Specialist, Delores Patricio, Disabilities CAS; Susie Martinez, Disabilities CAS; Shirley Park, Disabilities CAS; Maria Guadian, Disabilities CAS; Karlie Navarrete, Guest; Bri Navarrete, Guest; Erendida Meza, Guest
3. **APPROVAL OF AGENDA – Chairperson, Ashley Womack (*ACTION)**
 - a. Approval of the PC agenda dated February 25, 2016 was made by Christine Hernandez; seconded by Jason Warren. Motion carried unanimously.
4. **APPROVAL OF MINUTES – Chairperson, Ashley Womack (*ACTION)**
 - a. Approval of the PC meeting minutes dated January 28, 2016 was made by Bryce Bray; seconded by Estrella Mendez. Motion carried unanimously.
5. **PRESENTATION OF GUESTS/PUBLIC FORUM**
(The public wishing to address the full Policy Council may do so at this time. Policy Council members may respond briefly to statements made or questions posed. However, the PC will take no action other than referring the item(s) to staff for study and analysis. Speakers are limited to five minutes each. If more than one person wishes to address the same topic, total group time for topic will be 10 minutes. Please state your name before making your presentation. Thank you.
None
6. **STANDING COMMITTEE REPORT** (3 minutes each)
 - a. Personnel Committee - The committee met quorum. Maura Sandoval, Staffing Specialist, reviewed the employee handbook and the application process with members.
 - b. Planning Committee - No report
 - c. Finance Committee - The committee met quorum. The Parent Activity Funds report was reviewed and approved. The committee also went over the budget.
 - d. By-Laws Committee -No report

7. HUMAN RESOURCES (*ACTION)

a. Human Resources Report – Maura Sandoval, Staffing Specialist

Maura distributed the Human Resources report for review & approval. A question was posed as to why the report is brought to PC for approval if candidates have already been hired. Maura Sandoval explained in some situations we need to have positions filled immediately and therefore in turn do offer employment to qualified candidates who have met all of the extensive criteria including a fingerprint clearance. It was added that should Policy Council not approve the HR report, we do have a 30 day clause that would then allow us to start the process of termination. Motion was made by Caterina Cerda to approve the HR Report; motion was seconded by Janeth Rivera. Motion carried unanimously.

b. Executive Session – Mike Lackman, Human Resources Manager- None

8. PRESENTATIONS

a. Disabilities Training – Delores Patricio, Disabilities Content Area Specialist

The Disabilities Content Area Specialists' shared a little bit about what their team's role is. Delores stated that as a requirement of our grant 10% of our funded enrollment must serve children with disabilities. Children entering our program with a disability must have a current IEP or IFSP. A comprehensive developmental screening is conducted to determine the most appropriate placement. Teaching staff is an integral part of this process. The IEP is also reviewed with teaching staff with ongoing training. The goal of the team is to foster a positive environment in the least restrictive setting. A few success stories were shared with the group. It was shared that IEPs are reviewed on an ongoing basis with updates on goals occurring on a weekly basis. In closing the team stated, much can be accomplished when we all work together and invited parents to attend the Disabilities Advisory Committee Meeting to be held on March 31, 2016.

9. NEW BUSINESS – Chairperson (*ACTION)

a. Administrative Cost rate change to 10% De Minimis – Yolanda Gonzales, Director of Head Start / State Child Development

Jerry Meade presented on this topic in Yolanda Gonzales' absence. It was explained that each time an item has happened, it was charged directly to the appropriate grant. Another option is to have a sum of money designated so as to have the ability to take care of the functions needed. It is requested that 10% be made available for administrative functions (the maximum we can spend is 15 %.) Centralized administrative functions across Community Action Partnership of Kern include but are not limited to, WIC, HEAP, etc. For budget tracking purposes this is great shift. The 10% De Minimis allows us to see how all of our dollars across our grants are being used. Jeremy Tobias, CAPK's Executive Director has been evaluating this option and has hired a consultant to guide and assist our agency with this process to ensure compliance. The Board of Directors has approved this change. Because the Head Start grant is the largest grant our agency receives we need Policy Council's approval to move in this direction. Motion was made by Bryce Bray; seconded by Josenn Vergara. Motion carried unanimously.

b. Request to approve the 2016-2017 Parent Activity Fund – Janelle Gonzalez, Governance Coordinator

The Parent Activity Report was reviewed. The document distributed indicated the approved activity, allotted funds as well as other pertinent information. Janelle shared that the objective of this function is to give to parents the experience in planning an activity within our program. The activities to take place are geared towards school readiness and also support the Parent Engagement Framework. A motion was made by Gabriella McCutcheon to approve the 2016-2017 Parent Activity Fund; seconded by Jason Warren. Motion carried unanimously.

c. Nomination and election of 2015- 2016 PC Vice Chairperson

It was shared that Christina Bates will be stepping down from the position of 2015 – 2016 PC Vice Chairperson. Nominations were then taken for candidates to fill this position. As a result Jason Warren and Christine Hernandez were the candidates. Janelle briefly shared the roles and responsibilities of the PC Vice Chairperson. Jason spoke as to why he would like to fill this vacancy. Upon conclusion of speaking, Christine rescinded her nomination at which time voting took place to elect Jason Warren as

the 2016-2017 PC Vice Chairperson. Motion was made by Christine Bates; seconded by Josenn Vergara. Motion carried unanimously.

10. CONSENT CALENDAR

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

11. COMMUNICATIONS – Chairperson

- a) Head Start & Early Head Start Budget vs. Actual Expenditures (including Non Federal and In-Kind), for HS/EHS Kern, EHS San Joaquin and EHS Child and Care Partnerships March 1, 2015 through January 30, 2016
- b) Parent Local Travel & Child Care March 1, 2015 through January 30, 2016 (English/Spanish)
- c) Parent Out-of-County Travel, March 1, 2015 through January 30, 2016 (English/Spanish)
- d) Parent Activity Funds, March 1, 2015 through January 30, 2016 (English and Spanish)
- e) Parent Meals Report, March 1, 2015 through January 30, 2016 (English/Spanish)
- f) Child and Adult Care Food Program/Central Kitchen Report, January 2016
- g) Enrollment and Average Daily Attendance Report for HS/EHS Kern, EHS San Joaquin and EHS Child Care Partnerships, January 2016
- h) Administration for Children and Families Office of Head Start Overview of Findings Letter dated January 22, 2016 (English/Spanish)
- i) U.S. Department of Health & Human Services Administration for Children and Families notice of National Center of EHS Child Care Partnerships expansion and evaluation issued February 2016
- j) PC Personnel Subcommittee minutes January 28, 2016

Motion made by Caterina Cerda to receive and file items (a) – (j)

12. POLICY COUNCIL REPORTS/TRAINING – Janelle Gonzalez

At this time Janelle shared that the Regional Parent Committee (RPC) meets 3 times a year. Meetings are held in October, January and April. She added that these meetings have been geared towards health and nutrition and they also support school readiness. Participants at meetings have had an opportunity to participate in Zumba and have participated in the Healthy Heart Walk. The Family Education topic is tied in to the school readiness goal as well. At this time Patty recapped the recent Parent School Readiness Fair which was held at Hodel's on February 6, 2016. She thanked her staff for all of their hard work as well as her supervisor for stepping in during her absence. She stated that the event provided several vendors/community resources for parents such as 211, Kern County Library, Bakersfield Police Department. Jason and Christine attended the event and shared that it was not only informative but a lot of fun.

13. COMMUNITY REPRESENTATIVE REPORT

None given as this position is currently vacant.

14. POLICY COUNCIL CHAIRPERSON REPORT – Chairperson, Ashley Womack

Ashley asked PC members to get involved and participate in the program. She added that by even doing projects at home in-kind is generated. Ashley also encouraged parents to participate in activities taking place at their child's center especially during this upcoming week as they celebrate Dr. Seuss' birthday. She also congratulated Jason on his new position of PC Vice Chairperson.

15. BOARD OF DIRECTORS REPRESENTATIVE REPORT – Ana Vigil

In Ana's absence Janelle presented a verbal report. She shared that Ashley attended her first Board of Directors meeting where she promoted the Dr. Seuss Read across America Event. It was noted that there were a few Board members who volunteered to take part in this event. The Recruitment and Selection Plan was approved by the Board to Directors. There was also a 211 presentation given to the

Board. In closing Janelle thanked Ashley for her participation and commended her natural leadership skills.

16. DIRECTORS REPORT (HEAD START/STATE CHILD DEVELOPMENT) – Yolanda Gonzales

Pam Pritchard Assistant Director reported in Yolanda Gonzales' absence. She began by congratulating Ashley on her position as PC Chairperson. Pam shared that the CAPK Annual Report was provided to members as at a previous meeting this document was requested. Janelle shared that she will be sending the annual report to our San Joaquin County office as well. Though we recruit throughout the year, March is our big enrollment push and is when we begin recruiting for the upcoming school year. She encouraged parents to share this information with their family and friends so as to have them to enroll early reminding them to bring all necessary documentation when doing so. Pam also shared that we recently added another classroom in Taft. Our Taft Center had a huge waitlist and when the school district offered us another classroom, the program was eager to take advantage of the opportunity. The classroom was licensed last week and is providing services already. It was reminded to the group that the 2015-2016 budget year ends on Monday, February 29, 2016, adding that on March 1 we will start all over again! Pam shared that in celebrating Read across America, centers will have a variety of activities throughout the week and encouraged parents to participate. Pam thanked Jason, PC member, for his kind words and support of the program which were expressed when sharing his reasons for wanting to assume the position of PC Vice Chairperson. In closing she stated that through the all of the meetings and long hours put in, it is important to recognize what we as staff comes to work for and that is for the children and families we serve.

17. ANNOUNCEMENTS – Chairperson

Janelle reminded members to turn in mileage and childcare reimbursement forms tonight, as Monday (February 29, 2016) is the end of our fiscal year.

18. ADJOURNMENT – Chairperson

Meeting was adjourned at 6:57 p.m.

*Lisa Price/PDM Administrative Assistant
Completed 3.03.16*