

COMMUNITY ACTION PARTNERSHIP OF KERN
BOARD OF DIRECTORS MEETING

5005 Business Park North, Bakersfield, CA

April 27, 2016

12:00pm

AGENDA

I. Call to Order

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

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

- c. 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 March 30, 2016 Board of Directors meeting – **Action Item (p. 1-7)**

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

V. Special Presentations

- a. California Head Start Association (CHSA) Region IX Update Presentation – Yolanda Gonzales, Director of Head Start/State Child Development (**p. 8-13**)
- b. Give Big Kern Presentation – Louis Medina, Outreach and Advocacy Manager (**p. 14-15**)

VI. New Business

- a. Update on National Performance Standards and ROMA NG – Brady Bernhart, Administrative Analyst – **Info Item (p. 16-18)**

VII. Committee Reports

- a. Audit and Pension Committee Report – Christine Anami, Director of Finance – **Action Item**
 - i. Minutes of April 7, 2016 meeting **(p. 19-21)**
 - ii. Update on Pension Report by Mutual of America
 - iii. CSBG Close-Out Report from the Department of Community Services and Development for the Volunteer Income Tax Assistance (VITA) Program Discretionary Contract# 14F-3073 **(p. 22)**
 - iv. CSBG Close-Out Report from the Department of Community Services and Development for Contract# 14F-3089 **(p. 23)**
 - v. Annual Administrative Review from First 5 Kern for 2-1-1 Kern County **(p. 24-25)**
 - vi. Overview of Findings for Head Start/State Child Development from the Administration for Children & Families **(p. 26-31)**
 - vii. Single Audit Report for Fiscal Year 2015 from the California State Controller **(p. 32)**
- b. Program, Review & Evaluation Committee Report – Ralph Martinez, Director of Community Development - **Action Item**
 - i. Minutes of April 13, 2016 meeting **(p. 33-36)**
 - ii. Program Reports
 - 1. March 2016 Program and Division Reports **(p. 37-53)**
 - 2. Funding Requests and Application Status Report **(p. 54-56)**
 - 3. Head Start/State Child Development March Enrollment Update **(p. 57)**
 - 4. Meals Report **(p. 57)**
 - 5. March 2016 Outreach & Advocacy Report **(p. 58)**
- c. Budget & Finance Committee Report – Christine Anami, Director of Finance - **Action Item**
 - i. Minutes of April 20, 2016 **(p. 59-63)**
 - ii. Discretionary Fund **(p. 64)**
 - iii. One-Time Incentive Pay for MCAP Staff **(p. 65)**
 - iv. WIC Program Budget Amendment **(p. 66-68)**
 - v. Application Status Report **(p. 69-72)**
 - vi. Fraud Filter on Operating Bank Account **(p. 73)**
 - vii. 2015-2016 Early Head Start San Joaquin Federal Financial Report (Annual) **(p. 74-75)**
 - viii. Services Provided by WIPFLi on the 10% De Minimis Indirect Cost
 - ix. Agency Financial Statements, March 2016 **(Section 3 of binder)**

VIII. Advisory Board Reports

- a. Head Start Policy Council Report – Ashley Womack, Policy Council Representative – ***Action Item (p. 76)***
 - i. Minutes of March 31, 2016 meeting (***p. 77-80***)
- b. Friendship House Advisory Report – Ralph Martinez, Director of Community Development – ***Action Item***
 - i. Verbal Report

IX. Executive Director Report – Jeremy Tobias, Executive Director – *Action Item (p. 81)*****

- a. Update on the Humanitarian Awards Banquet
- b. Update on the CAPK Strategic Plan Process

X. Board Member Comments

XI. Closed Session

No items scheduled.

XII. Close Session Report

XIII. Next Scheduled Meeting

Board of Directors Meeting
Wednesday, May 25, 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, April 22, 2016. Amanda Norman, Assistant to the Executive Director

COMMUNITY ACTION PARTNERSHIP OF KERN
BOARD OF DIRECTORS MEETING

5005 Business Park North, Bakersfield, CA

March 30, 2016

12:00pm

I. Call to Order

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

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

Roll Call was taken with a quorum present:

Present: Fred Plane, Warren Peterson, James Camp, Jose Gonzalez, Tony Martinez (arrived at 12:03pm), Yolanda Ochoa, Ana Vigil, Ashley Womack and Charlie Rodriguez.

Absent: Garth Corrigan, Curtis Floyd, Don Bynum, Craig Henderson, Mike Maggard and Kathy Philley.

Others present: Jeremy Tobias, Executive Director; Emilio Wagner, Director of Operations; Yolanda Gonzales, Director of Head Start / State Child Development; Romala Ramkissoon, Director of Community Services; Carmen Segovia, Director of Health and Nutrition; Michele Nowell, Director of Human Resources; other CAPK staff.

II. Approval of Agenda

Motion was made and seconded to approve the Board of Directors meeting agenda for March 30, 2016. Carried by unanimous vote. (Rodriguez/Gonzalez)

III. Approval of meeting minutes

- a. Minutes of February 24, 2016 Board of Directors meeting – **Action Item**

Motion was made and seconded to approve the Minutes of February 24, 2016 Board of Directors meeting. Carried by unanimous vote. (Rodriguez/Ochoa)

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

No one addressed the Board.

V. Special Presentations

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

Yolanda Gonzales recognized Josie Castillo, a Head Start employee, who worked for the agency for 37 years. Yolanda stated Josie was a passionate employee who touched the lives and had a positive impact on the children and staff. She stated Josie was not able to be at today's meeting but her husband, Louie Castillo, will receive the plaque on behalf of his wife.

Louie read a letter from Josie, which she thanked CAPK, Jeremy Tobias and Yolanda Gonzales for the plaque. She will miss the children and the agency and this award put a smile on her face and she is very appreciative.

VI. New Business

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

Yolanda Gonzales stated the Office of Head Start (OHS) changed the way reviews are conducted and has identified a 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. On February 2-6, 2015, the Administration for Children and Families (ACF) conducted its first monitoring review of the five year cycle. ACF visited 95 classrooms to ensure safety and classroom cleanliness. A final report dated April 30, 2015, contained details on an 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 be left alone or unsupervised under their care. The first noncompliance was noted for not ensuring the 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. She stated CAPK received support from Region IX to complete a Quality Improvement Plan (QIP) which would include the specific areas in which the program could improve. The QIP was submitted to ADF on May 22, 2015 and on August 20, ACF conducted another review to determine whether the previously identified findings had been corrected. I am happy to report that ACF closed the previously identified findings on February 2, 2016 and no additional corrective action is required.

Yolanda stated on February 8-12, 2016, ACF conducted a 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. On March 14-15, ACF Program Specialist for

Region IX Andrea Harvey conducted site visits of Head Start and Early Head Start centers. As an update, just yesterday received the report on the visit, and I am very happy to report that it is an excellent report. There were no areas of noncompliance and accordingly no corrective action is required. I am very proud of all staff and the Board for a job well done.

- b. Authorization to Execute Landscape Maintenance Contract – Emilio Wagner, Director of Operations – **Action Item**

Emilio Wagner stated on February 2, 2016, a Request for Proposal (RFP) was issued seeking a landscape maintenance contractor to service 38 locations within Kern County. As a result, three quotes were received. One was from our current contractor who kept his prices the same and was the lowest bid. Emilio stated staff recommends to award the landscape maintenance contract to Michael K. Brown Landscape and Maintenance.

Motion was made and second to approve the Authorization to Execute Landscape Maintenance Contract. Carried by Unanimous Vote. (Martinez/Ochoa)

- c. Amendment to Energy Program Vendor Agreement with Whirlpool Corporation – Romala Ramkissoon, Director of Community Services – **Action Item**

Romala Ramkissoon stated an analysis was conducted on a projected expenditure which was discovered to be over \$410,000 over a 2 year period. She stated Board approval is required for all expenditures that exceed \$200,000.

Charlie Rodriguez asked if this is a new vendor and Romala stated no, the Energy program has worked with them in the past.

Jose Gonzalez pointed out a correction that needed to be changed. He stated that the contracts states expenditures will exceed \$420,000 rather than \$402,000 as stated in the memo.

Jeremy Tobias stated staff will review the expenditure amount and make any necessary changes and recommends approval.

Motion was made and second to approve the Amendment to Energy Program Vendor Agreement with Whirlpool Corporation. Carried by Unanimous Vote. (Rodriguez/Gonzalez)

- d. Authorized Signers on CAPK Bank Accounts – Christine Anami, Director of Finance – **Action Item**

William Richmond presented on behalf of Christine Anami and stated the authorized signers list has been updated. The list includes 5 external and 6 internal check signers and requires board approval.

Motion was made and second to approve the Authorized Signers on CAPK Bank Accounts. Carried by Unanimous Vote. (Martinez/Camp)

- e. Updated Accounting & Financial Policies and Procedures Manual – Christine Anami, Director of Finance – **Action Item**

William Richmond presented on behalf of Christine Anami and stated the Accounting & Financial Policies and Procedures Manual has been updated to meet the new requirements of the OMB Super Circular. The implementation date on the new manual is March 1, 2016.

Motion was made and second to approve the Updated Accounting and Financial Policies and Procedures Manual. Carried by Unanimous Vote. (Peterson/Rodriguez)

- f. Application Status Report – Ralph Martinez, Director of Community Development – **Action Item**

Patricia Mallard stated three new applications were submitted, four awards were received and one decline for the month of February 2016. She stated they received a late notice to submit a funding request for the Central Kitchen incubator and they felt it was beneficial to at least go through the process but they don't anticipate to receive an award. She stated the agency is looking into constructing a new Central Kitchen on land that the agency owns by the Pete Parra Child Development Center and the Food Bank.

Jim Camp asked if this topic was discussed at a previous board meeting and Jeremy Tobias stated it was an ongoing discussion for many years, but has not been discussed recently.. The current site of the Central Kitchen is an old Olive Garden restaurant and was purchased 17 years ago with the idea of it being a temporary solution for a few years until a proper institutional/commercial kitchen could be found or constructed. In recent weeks, we have been approached about this specialized funding for construction projects like this, and we thought it wouldn't hurt to apply. He stated it has always been the agencies plan to build a permanent and properly designed Central Kitchen, but grants are tough to obtain. He stated Diana Morrison and her staff should be applauded for the great job they have done over the years with the size and facility layout being very limiting. The grant, if we apply, would be a bit of a long shot, but we feel by applying this year, it may help us in future years and future applications, obtain the grant.

Jim asked if the agency is trying to obtain additional funding for the solar project and Patricia Mallard said they are not currently doing so. Jeremy stated he is confident there are enough funds to complete an excellent project. It is very difficult to say how large the project will be as far as energy reduction, until we bid the project and see the costs. With the \$365,000 of identified current funding in place, I anticipate we should be able to replace at least 75-80% of our energy usage at the Food Bank, but that is a very rough estimate on my part. The agency is not allowed to bid yet as the county and city will not let them do so due to the fact that the contracts are not complete. We are simply waiting for the contracts. We expect to be receiving the

draft CDBG contract in the next couple months, and then go out to bid shortly thereafter.

Motion was made and second to approve the Application Status Report. Carried by Unanimous Vote. (Rodriguez/Camp)

- g. Head Start and Early Head Start Budget to Actual for the Period Ending February 29, 2016 – Donna Holland, Fiscal Manager – **Info Item**

Yolanda Gonzales presented on behalf of Donna Holland and stated the programs grant closed February 29th and they did go over in Personnel and Fringe by \$113,000 due to increase of salaries and benefits. Travel was \$16,600 less than budgeted and was deferred to the 2016-2017 school year. Supplies were \$75,000 less than budgeted and contractual services were \$63,900 less than budgeted. Centralized administrative functions were \$22,100 more than budgeted and year-to-date in-kind is at 113% of the budget. Overall, we did not go over budget, and are at or near 100% expended in both the Head Start and Early Head Start grants.

Charlie Rodriguez asked how many centers the program has. Yolanda stated there are 49 centers in Kern County, 13 centers in San Joaquin County and 2 in the partnership.

VII. Committee Reports

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

No report was given as the Program, Review & Evaluation Committee did not meet due to lack of quorum.

- b. Budget & Finance Committee Report – Christine Anami, Director of Finance - **Action Item**

No report was given as the Budget & Finance Committee did not meet due to lack of quorum.

VIII. Advisory Board Reports

- a. Head Start Policy Council Report – Ashley Womack, Policy Council Representative – **Action Item**
 - i. Minutes of February 25, 2016 meeting

Ashley Womack stated the Policy Council met on February 25th. The council elected Jason Warren, parent at Cleo Foran center, as the Vice chair and approved the cost rate changes. The next Policy Council meeting will be held on March 31st at 5:30pm.

Motion was made and second to approve the Head Start Policy Council Report. Carried by Unanimous Vote. (Rodriguez/Ochoa)

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

Patricia Mallard presented on behalf of Ralph Martinez stated there was no Advisory meeting but Ralph met with Lois Hannible and three of the committee members to discuss the future of the Advisory Board and how to best move forward. They agreed to add two more members to the advisory board and the Board will focus on raising funds specifically to include a more intensive tutoring program at the Friendship House. They will meet quarterly with the first meeting on April 13th, 2016.

Motion was made and second to approve the Friendship House Advisory Report. Carried by Unanimous Vote. (Womack/Rodriguez)

IX. Executive Director Report – Jeremy Tobias, Executive Director

Jeremy Tobias stated that Outreach Manager Louis Medina will give an update on the banquet. Louis stated this year's banquet is on May 12th at the Doubletree. The honorees are Deborah Johnson, President of the California Veterans Assistance Foundation is the Humanitarian of the Year; Life Church at World of Pentecost is the Community Partner of the Year; and the VITA volunteers are the Volunteers of the Year and the keynote will be Supervisor Perez.

Jeremy spoke about the National Community Action Conference that will be held in Austin, Texas August 30 through September 2, 2016. He also reminded the Board about the state association CalCAPA conference, which is being held May 11-13, the same week of the agency banquet and if anyone is interest in going to let us know.

Motion was made and second to approve the Executive Director Report. Carried by Unanimous Vote. (Martinez/Camp)

X. Board Member Comments

Yolanda Ochoa stated on February 4th, she went to a center in Rosamond and to the Family Resource Center in Mojave on February 8th. She stated it was nice to visit while the little ones were at the center and she enjoyed reading to them and received thank you cards from the children. She went to the Mojave Family Resource Center and she feels not a lot of people know about the center. She thinks it is a great program and but the center was not visible. She also feels that if things change in the organization, the Board needs to be aware of it, specifically the rules for the Food Bank drought food distributions, which have maybe changed a bit.

Ana Vigil stated she enjoyed the Read Across America event.

XI. Closed Session

No items scheduled.

XII. Close Session Report

No report was given.

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

The meeting was adjourned at 12:58pm.

CHSA Region IX Update

During CHSA Annual Education Conference: February 23, 2016
With Jan Len



Overview

- Early Head Start Child Care Partnership (EHS – CCP) News
- Changing Landscape
- CHSA Regional Office Updates
- Strategic Program Planning
- Gov. Jerry Brown's Proposal Update



Early Head Start – Child Care Partnership (EHS-CCP) News

- EHS Expansion and EHS-Childcare Partnership Grants Forecast
 - Estimated post date: May 2, 2016
 - Estimated application due date: July 1, 2016
 - Estimated award date: February 28, 2017

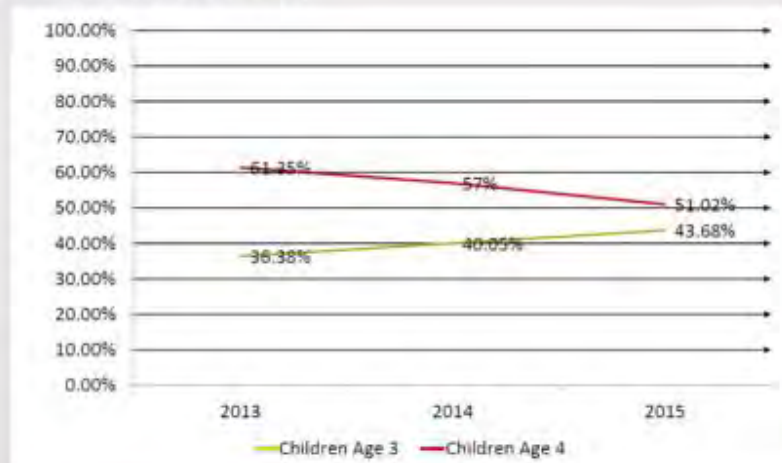


Changing Landscape

- Impact of Transitional Kindergarten
- Increased Community Need for
 - Infant/toddler care
 - Full day services / full year services
- Workforce Development Concerns
 - Shortage of Qualified staff
 - Teacher turnover / retention
 - Comparable teacher salaries



Percent of California Head Start Children
Ages 3 and 4 Being Served
(based on PIR 2013-2015 data)



Strategic Program Planning Digging Deeper into Data

Best Practices

- Multiple sources of data used to make decisions
 - Quality versus Quantity
 - Program analyzed from all angles
 - Facilities / Licensing / Environments
 - Community and Family Needs
 - Fiscal Implications
 - Staffing Patterns / Qualifications
 - Organization Change
 - Economies of scale
 - Impact of changes
 - Involvement of Stakeholders
-



Strategic Program Planning Financial Considerations

- EHS services are typically more expensive than HS services
 - Full year services
 - Smaller group size; teacher: child ratios
 - Longer hours
 - Age appropriate equipment, materials and supplies (e.g. diapers, formula, playground, etc.)
 - Potential repairs and/or renovations to make center license ready to serve infants/toddlers
- Budget formulation:
 - Consider:
 - Cost of full year operations / or pro-rated needs
 - Program options
 - Staffing requirements
 - Timeline for implementing the conversion
 - TTA needs for EHS
 - Cost allocation, if applicable



Authority for Conversions

- Head Start Act Section 645(a)(5) (A) Upon written request and pursuant to the requirements of this paragraph, a Head Start agency may use funds that were awarded under this subchapter to serve children age 3 to compulsory school age, in order to serve infants and toddlers if the agency submits an application to the Secretary containing, as specified in rules issued by the Secretary 645(a)(5)(A)(i-vi) identifies the information the grantee must provide in its conversion application



Authority for Enrollment Reduction

- Section 640(g)(3) of the Head Start Act In the event that the amount appropriated to carry out the program under this subchapter for a fiscal year does not exceed the amount appropriated for the prior fiscal year, or is not sufficient to maintain services comparable to the services provided under this subchapter during the prior fiscal year, a Head Start agency may negotiate with the Secretary a reduced funded enrollment level without a reduction in the amount of the grant received by the agency under this subchapter, if such agency can reasonably demonstrate that such reduced funded enrollment level is necessary to maintain the quality of services.



Strategic Program Planning What Program Changes to Consider?

- New Program Options
 - Center based Part day
 - Full day
 - Homebased
 - Family Child Care
 - Locally Designed Option
- Changes to Funded Enrollment
 - Reduction
 - Conversion HS to EHS
- New delegate agency or partner
- Proposing to serve in a new service area
- Changing Funded Enrollment within existing program options
- Changing service locations within existing service area
- Predominate age of children and class size
- 1306 Waivers (class size, hours, days, etc.)



Gov. Jerry Brown's Proposal

- Gov. Brown had proposed consolidating state childcare, preschool, transitional kindergarten, and quality control spending into a single \$1.6 billion block grant.
- It would direct childcare funding to school districts to run their own programs.

In the current system, services are delivered by a mix of private, nonprofit and public providers, which meets the public's diverse needs.



Legislators reject Brown's early education plan

- Legislators voted unanimously to reject proposal to restructure the state's early childhood learning programs.
- There is a lot of support for early childhood education within the Legislature
- It would limit access to early learning programs
- Fails to address issues of quality and a shortage of childcare and preschool slots
- "Until we fully fund the system here in California...it's not the time to do something like this," said Assemblyman Kevin McCarthy, D-Sacramento.

What this Means...Come up with alternatives

- This puts advocates on good footing as they lobby for a spending plan more to their liking.
- Programs must indicate what's important and what are the policy changes we need to make to accomplish that.



GIVE WHERE YOU LIVE



May 3rd

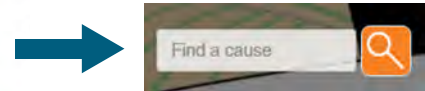
givebigkern.org

Support **CAPK** during Kern County's
first-ever giving day,
GIVE BIG KERN on May 3rd.
Take action and give where you live.

GO TO... givebigkern.org

CLICK... Find a cause.

TYPE... "Community Action" in the
"Find a Cause" search bar.



CLICK... The Community Partnership
link to view the giving page.

CLICK...



**GET THAT GIVING FEELING
&
TELL YOUR FRIENDS**

Your donation is tax deductible.

Questions?
LMedina@capk.org
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Give Big Kern: This one-day fundraising extravaganza set for local charities on May 3

THE BAKERSFIELD CALIFORNIAN

More than 100 of Kern County's non-profit organizations are gearing up this month for Give Big Kern, a one-day fundraiser set for May 3 that aims to drum up as much money as possible for local charities.

The one-day donation extravaganza is Kern County's first foray into a movement of single-day give-a-thon style events sweeping the country, said Kristen Barnes, president and CEO of the Kern Community Foundation, which is organizing Give Big Kern.

There's no set fundraising goal, but during single-day fundraising events in 2015, Silicon Valley nonprofits raised \$8 million, Sacramento charities took in \$5 million and Orange County organizations earned \$2 million, Barnes said.

"I'd like nothing more than to report to the big dogs that we're part of the pack," Barnes said.

But it's not all about money, Barnes added. It's also about raising awareness of nonprofits operating locally and engaging the community to volunteer with those organizations.

And anybody can participate in the Big



Barnes

Give Kern event, even those who cannot afford to open their wallets or loosen purse strings.

"Obviously we want to encourage people to donate, but it was really critical to me that we not just be about the money, but also engage people with volunteerism. There's really no reason for anybody to say they can't do Give Big Kern. You can give dollars, or you can do hours," Barnes said.

So how does it work?

"Think about it like a telethon of yesterday, but supported by today's 21st century technology," Barnes said.

Each of the 117 participating organizations have a webpage at www.givebigkern.razoo.com similar to a GoFundMe account. Each webpage includes information about the nonprofit, its fundraising goals, and links to GuideStar reports that track nonprofit accountability. From that page, users can click to donate.

The day of donations kicks off at 5 a.m. May 3 at the Liberty Bell, 1415 Truxtun Ave., and concludes with a party at 5 p.m. at the Padre Hotel, 1702 18th Street.

Give Big Kern isn't just a day of fundraising, Barnes said.

"It's a vehicle for raising two very important resources: money and volunteers," Barnes said. "We're building for the future."

The Bakersfield Californian and TBC Media are among Give Big Kern's media partners.

GIVE BIG KERN EVENTS

Give Big Kern isn't just online. Scores of nonprofits will host events May 3 where the community can come out and donate. Here are just a few:

Bakersfield Art Association — *Meet our artists*

We'll have 10 artists demonstrating each hour either painting, creating three-dimensional art or photographic arts in front of and inside the Bakersfield Art Association Art Center on 19th Street. The public will have a chance to talk with the artists, watch them create, and learn about the different art mediums, classes and workshops that we offer as well as the art scholarships we give yearly to children, students and adults. Refreshments will be available. 1607 19th Street, 9 a.m. to 7 p.m.

League of Dreams Inc. — *Equipment Drive and Abilities Field Open House*

We will accept donations of baseball, bowling and basketball equipment for our athletes and programs while allowing the community to see the only disabled-accessible baseball diamond in Kern County. Fruitvale Norris Park, 6221 Norris Road, 10 a.m. to 3 p.m.

CASA of Kern County — *Superhero for Kids Sign up*

Join us at the CASA office to learn more about becoming a volunteer. Meet current Advocates and CASA staff. Pledge your volunteer hours and go home with a CASA Superhero cape.

1717 Columbus St., 11a.m. to 2 p.m.

Boys & Girls Clubs of Kern County — *50th Birthday Parties*

To celebrate the 50th birthday of the Boys & Girls Clubs of Kern County we will be hosting a birthday party after school at each of our 62 sites. At the Armstrong Youth Center that event will include a BBQ, carnival games, and birthday cake. The 62 parties will all start with the 7,000 Club members singing "Happy Birthday" at 4 p.m. 801 Niles St. and our 61 other sites, 4 to 5:30 p.m.

Love-Water — *Fiesta de Agua*

A fabulous Mexican Fiesta in a lovely backyard setting, this event is a fun time for a great cause. We have opportunity drawings, a silent auction, and prizes for winners of bunco. Don't miss your chance for fantastic margaritas, and don't leave empty handed. At a private home in Bakersfield. Call Jake Sherley at 661-703-8625, for details. 5 to 10 p.m.

Gay & Lesbian Center of Bakersfield — *GLCB Give Big Kern Mixer*

The Gay & Lesbian Center will be open and hosting a mixer for current supporters, donors and friends and especially invites those who have not yet visited our community center in the Mill Creek neighborhood downtown. 902 18th St., Bakersfield, 5:30 to 7:30 p.m.

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Board of Directors

From: Brady Bernhart, Administrative Analyst



Date: April 27, 2016

Subject: *Agenda Item VI(a):* Update on National Performance Standards and ROMA NG – Info Item

This continues our series of ongoing updates to the Board of Directors covering the new Organizational Standards and ROMA Next Generation. CAPK currently meets 48 of the 58 organizational standards identified in US Health and Human Services ACF/OCS Informational Memo 138. Of the ten standards remaining, four of the items are essentially complete or awaiting attorney review before CAPK Board approval (**bolded standards**). The remaining ten organizational standards are:

- Organizational Standards 6.1, 6.2, 6.3, 6.4 and 6.5 - These standards require strategic planning. CAPK is currently in the process of updating our strategic plan and anticipates full compliance with each of these standards by the end of August 2016.
- Organization Standard 4.3 - CAPK is in the process of obtaining ROMA compliance certification from CSD. Compliance will be obtained prior to August 2016.
- **Organization Standard 4.5** - CAPK has a draft succession plan that will be reviewed by the CAPK Board before August 2016.
- **Organization Standard 4.6** - CAPK obtained risk assessment responses from all divisions and will produce a document for Board approval before August 2016.
- **Organization Standard 5.3** - CAPK has newly drafted Board bylaws that will be reviewed by an attorney and approved by the CAPK Board before August 2016.
- **Organization Standard 7.1** - CAPK has written personnel policies in place that require review by an attorney and approval by the CAPK Board. The written personnel policies will be reviewed by an attorney and approved by the CAPK Board prior to August 2016.

A desk review by the California Department of Community Services and Development will take place sometime between June and August 2016. CSD has suggested a 60 to 90 day "grace period" for organizational standard compliance from the date of the desk review. This will allow CAP agencies to complete any work in progress for a standard. CAPK is in a similar position to other CAP agencies around the State of California, when considering the number of standards that are a work in progress.

Results Oriented Management and Accountability (ROMA) is a required management system for CAP agencies and has been in place since 2001. ROMA is currently being revised and re-branded as ROMA Next Generation with major changes requiring unduplicated counts across services. ROMA Next Generation places a heavy emphasis on reporting improvements that link services. These links, while important, create fiscal and technology challenges to Community Action Agencies. CAPK is currently participating in this process and will provide updates in the future.

3-29-2016 CAPK Organization Standards Review (OCS IM-138 Final) Strike Through= Full Compliance with Documentation (Bolded Are Pending Board Action)			
Org. Standard	Category	Description of Standard	Major Needs
1.3	Consumer Input	Systematic approach for collecting/analyzing/reporting customer satisfaction to the Board	Collecting Customer Forms–Drafting Review Process–
6.1	Strategic Planning	Agency wide strategic plan in place and approved by the board within past 5 years	Aug-16
6.2	Strategic Planning	Approved Strategic Plan address poverty, revitalization of low income community....	Aug-16
6.3	Strategic Planning	Approved Strategic Plan includes Family, Agency and/or Community	Aug-16
6.4	Strategic Planning	Customer satisfaction data and input collected for assessment and in Strategic Plan Process	Aug-16
6.5	Strategic Planning	Board received updates on meeting the goals of the strategic plan w/in 12 months	Aug-16
7.1	H.R. Management	Written personnel policies reviewed by an attorney and approved by Board w/in 5 years	Attorney Review Needed
8.10	Financial Ops/Oversight	Fiscal Policy reviewed by staff w/in 2 years, updated as needed & approved by Board	In process–Anticipate completion by April 2015
9.3	Data and Analysis	CAPK has analyzed its outcomes within the past 12 months–Provide NPI Analysis to Board	Outcomes are reviewed by Directors and Managers
1.2	Consumer Input	Analyzes information collected directly from low income individuals–Com. Assessment	Head Start Survey, CAP Survey and Food Policy Survey–
3.5	Community Assessment	Board formally accepts completed community assessment	Board Approval of 2016–2017 CAP
4.1	Organizational Leadership	Board reviewed mission statement; 5yrs & addresses poverty programs in alignment	Board Review of Mission Statement in 2015
4.2	Organizational Leadership	Org. Community Action Plan is outcome based, anti poverty & ties to Community Assessment	2016–2017 CAP–Outcome Basis in NPI's
4.3	Organizational Leadership	Documented Use of Full ROMA cycle and ROMA certified trainer	In Process- Anticipate completion by August 2016
4.4	Organizational Leadership	Board receives annual update on success of strategies included in Community Action Plan	Board Review of NPI Outcomes and Results
4.5	Organizational Leadership	The Org. has a written succession plan approved by the board w/procedures	Plan drafted- CAPK Board Approval by August 2016
4.6	Organizational Leadership	Organization wide risk assessment completed and reported to the board within 2 years	Assessment Complete- Need to format document
5.3	Board Governance	Organization bylaws reviewed by an attorney w/in 5 years	Attorney Review Needed
5.4	Board Governance	Each Board member has received a copy of the bylaws within past two years	Document with Board minutes and signature sheet
5.6	Board Governance	Each Board member has signed a conflict of interest policy within past 2 years	Document with Board minutes and signature sheet
5.7	Board Governance	Process to provide structured orientation for Board members w/in 6 months of being seated	Verify in writing–Document with Board minutes
8.13 (Exec)	Financial Ops/Oversight	Written policy in place for record retention and destruction	Developing policy (admin./HR) (12–2015?)
1.1	Consumer Input	Low income participation in activities	Board/Shafter/Food Bank Volunteers/FH Advisory
2.1	Community Engagement	Documented partnerships w/anti poverty groups in the community	Clarification of many existing partnerships
2.2	Community Engagement	Org. gathers information from community for assessment (faith/private/public/educational)	Provide examples
2.3	Community Engagement	Organization Communicates its activities and results to the community	Provide outreach examples
2.4	Community Engagement	Organization documents the number and hours of volunteer support	Provide documentation
3.1	Community Assessment	Organization Community assessment and report w/in past 3 years	Provide documentation
3.2	Community Assessment	Community Assessment collection of poverty data as related to age, gender, race...	Provide documentation
3.3	Community Assessment	Collect and analyze both qualitative/quantitative data on geographic service areas	Provide maps and documentation
3.4	Community Assessment	Community Assessment includes key findings–causes of poverty and need of communities	Provide documentation
5.1	Board Governance	Board is structured w/in CSBG Act; 1/3 democratically selected 1/3 elected 1/3 other groups	–Board background–Create democratic selection
2-19-2016 CAPK Organization Standards Review (OCS IM-138 Final) Strike Through= Full Compliance with Documentation (Bolded Are Pending Board Action)			

Org. Standard	Category	Description of Standard	Major Needs
5.2	Board Governance	Written procedures that document democratic selection of low income board members	Adopt and Implement process in 2015
5.5	Board Governance	Board meets in accordance with frequency & quorum and fills vacancies as bylaws require	Provide documentation
5.8	Board Governance	Board members trained on duties and responsibilities within last two years	Verify sitting board members get continued training
5.9	Board Governance	Board receives programmatic reports at each regular board meeting	PRE Updates and regular agenda items
7.2	H.R. Management	Employee handbook/manual to all staff and notifies of any changes	Provide Manual and documentation
7.3	H.R. Management	Written job descriptions for all positions and updated within the past 5 years	Document
7.4	H.R. Management	Board conducts performance appraisal of the CEO/Executive Director each calendar year	Provide documentation
7.5	H.R. Management	Board reviews and approves CEO/Executive Director compensation each calendar year	Provide documentation
7.6	H.R. Management	Policy in place for regular written evaluation of employees by their supervisors	Show policy and document
7.7	H.R. Management	Whistleblower policy is approved by the Board	Document
7.8	H.R. Management	All staff participates in new employee orientation within 60 days of hire	Provide documentation
7.9	H.R. Management	Conduct/make available staff development/training (also ROMA) on ongoing basis	Document
8.1	Financial Ops/Oversight	Annual audit completed by CPA on time in accordance with Super Circular/A-133	Provide documentation
8.2	Financial Ops/Oversight	Findings from prior years audit are assessed and addressed as per Board	Provide documentation
8.3	Financial Ops/Oversight	Auditor presents the audit to the Board	Verify this is done by the auditor and not staff
8.4	Financial Ops/Oversight	The Board formally receives and accepts the audit	Provide documentation
8.5	Financial Ops/Oversight	CAPK has solicited bids for its audit within the past 5 years	Provide documentation
8.6	Financial Ops/Oversight	IRS Form 990 is completed annually and made available to the Board for review	Document
8.7	Financial Ops/Oversight	Board receives financial reports at each regular meeting w/rev. vs. expend. And balance statement	Provide documentation
8.8	Financial Ops/Oversight	Required filings/payments related to payroll withholdings are completed on time	Provide documentation
8.9	Financial Ops/Oversight	Board approves annual organization wide budget	Provide documentation
9.1	Data and Analysis	System or Systems in place to track and report services customer receives NPI's	NPI's as reported to the State
9.2	Data and Analysis	System or Systems in place to track Family, Agency/Community outcomes NPI's	NPI's ROMA Logic Models helpful(ROMA Cycle Met)
8.11	Financial Ops/Oversight	Written Procurement policy in place & reviewed by the Board w/in last 5 years	Document
8.12	Financial Ops/Oversight	CAPK documents how it allocates shared costs through an indirect cost rate or allocation plan	Provide indirect cost rates or allocation plan
9.4	Data and Analysis	CAPK submits its annual CSBG Information Survey Data Report showing outcomes	NPI's reported to the State

NOTES:

Strike Through= Full Compliance with Documentation

Organizational Standard 4.3- Under Review by CSD since August 2015 to verify compliance. State CSD office offered ROMA Certified Trainers to assist the network and CAPK is using this service.

Bolded are pending CAPK Board with final approval expected before June 2016

Highlighted Text is work in progress with completion expected prior to September 2016

COMMUNITY ACTION PARTNERSHIP of KERN
BOARD OF DIRECTORS
AUDIT & PENSION COMMITTEE MEETING
5005 Business Park North
April 7, 2016
12:00 p.m.

1. **Call to Order**

Craig Henderson called the meeting to order at 12:14pm at the Community Action Partnership of Kern Administrative Building, 5005 Business Park North, Bakersfield, CA

2. **Roll Call**

Present: Craig Henderson, Yolanda Ochoa, and Tony Martinez

Absent: Mike Maggard and Charlie Rodriguez

Others present: Jeremy Tobias, Executive Director; Christine Anami, Director of Finance; Romala Ramkissoon, Director of Community Services; Michele Nowell, Director of Human Resources; other CAPK staff.

3. **Approval of Agenda**

Motion was made and seconded to approve the Audit Committee meeting corrected agenda of April 7, 2016. The agenda was corrected and reposted with the corrected Committee member names listed. Carried by unanimous vote. (Martinez/Ochoa)

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

No one addressed the Committee.

5. **New Business**

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

Christine Anami introduced the Mutual of America representatives, Shannon Moriarty and Chris Conway.

Shannon distributed the annual report from Mutual, which includes financial security and what Mutual is looking to do in the upcoming plan year. He stated this report is for January, February and March for 2016. There is no major change in how the funds reacted to the market and the funds continued to be rated highly at 70.3% which is a rate at a four star basis. A benchmark report was created for each pension plan. The benchmark tells how the plan is compared to other pension plans and asset allocations.

Chris stated it is important to provide education to the participants to help them understand what they will need when they retire.

- b. January 6, 2016: CSBG Close-Out Report from the Department of Community Services and Development for the Volunteer Income Tax Assistance (VITA) Program Discretionary Contract# 14F-3073 – Romala Ramkissoon, Director of Community Services – **Info Item**

Romala Ramkissoon stated VITA received this grant to help expand the program and all monies were not fully expended within the contract, as a small amount of \$756 was disencumbered by the Department of Community Services and Development (CSD). She stated this letter indicates that the contract has been closed and the close-out report has been forwarded to CSD's Financial Services Unit for processing.

Tony Martinez asked if there is a VITA location in Lamont and Romala stated there is not a standalone location in Lamont. They did have a site in Arvin but not many people were using the services.

- c. January 26, 2016: CSBG Close-Out Report from the Department of Community Services and Development for Contract# 14F-3089 – Ralph Martinez, Director of Community Development – **Info Item**

Romala Ramkissoon presented the report for the pre-employment program which provides a 12 week curriculum on preparing for an interview, internships, dressing for interviews among other things. The program had about 50 participants during the yearly program and was successful.

- d. March 22, 2016: Annual Administrative Review from First 5 Kern for 2-1-1 Kern County – Romala Ramkissoon, Director of Community Services – **Info Item**

Romala stated First 5 conducted their annual review and this is a report from the annual review. Under the milestone review, for fiscal year 2014-2015 of the 3 milestones, 2 were not met: health insurance application assistance referral (3%) and referrals for prenatal care (1%). For fiscal year 2015-2016, quarter 1 and 2 indicated all milestone projections were met. There were no findings or recommendations. Romala stated the agency has sent an email to First 5 as some information did not match what was inputted in the database specifically on the items of the two milestones not met, and hopefully adjustments will be made. This will be brought back to the committee for review if adjustments are made.

- e. March 23, 2016: Overview of Findings for Head Start/State Child Development from the Administration for Children & Families – Yolanda Gonzales, Director of Head Start/State Child Development – **Info Item**

Krissie Leach stated at the last Board of Directors meeting, she did a comprehensive overview of the federal review process. On February 8-12, the ERSEA and Fiscal

departments had a review and there were no findings and everything was in compliance with ERSEA and Fiscal requirements.

- f. March 24, 2016: Single Audit Report for Fiscal Year 2015 from the California State Controller – Christine Anami, Director of Finance – ***Info Item***

Christine Anami stated this is an annual report from the State Controller's Office and is generated from the auditor's review of the WIC program. She stated WIC is audited every 2 years and she expects the next audit to take place in the 2016-2017 fiscal year.

Craig Henderson asked if they send someone from the Controller's office to do the review. Chris stated they send someone for about a week and they complete an in-depth review of the WIC program.

Tony Martinez asked about the size of the WIC contract, and Chris stated it is about \$3 million for the annual operational budget, but with the vouchers that clients receive, it is about a total of \$15 million. We do not handle the cash for the vouchers. We issue the vouchers to the clients, and the cash is handled through the state.

Craig asked if the Controller's office audits the paperwork of handing out vouchers to the clients and Chris stated the review is just for the fiscal side and that is another audit on the program side.

Yolanda Ochoa asked if the WIC program serves San Bernardino County and Chris stated yes, the CAPK WIC program does have a few offices in San Bernardino County.

6. **Committee Member Comments**

Craig Henderson thanked ERSEA and Romala's staff for their hard work.

7. **Next Scheduled Meeting**

Audit Committee Meeting
Thursday, August 4, 2016
12:00 p.m.
5005 Business Park North
Bakersfield, California 93309

8. **Adjournment**

The meeting was adjourned at 12:46pm.



LINNÉ K. STOUT
DIRECTOR

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



EDMUND G. BROWN JR.
GOVERNOR

Romala.
Chris
Audit Committee.

January 6, 2016

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

SUBJECT: CSBG CLOSE-OUT PACKAGE – DISCRETIONARY CONTRACT
14F-3073 (VITA)

Dear Mr. Tobias:

The Department of Community Services and Development's (CSD) Program Development and Technical Support (PDTs) Unit has received your agency's close-out report for contract 14F-3073. My analysis of the close-out information indicates the following:

- Your agency did not fully expend all of the funds under this contract. As a result, a total of \$756.36 was disencumbered from your contract allocation.
- The programmatic reports associated with this contract have been reviewed and accepted.

FOU considers this contract closed and the close-out report has been forwarded to CSD's Financial Services Unit for processing. However, this contract is subject to a final review by CSD's Audit Unit. If you have any questions, please contact me at (916) 576-7189 or e-mail at Sukie.Montes@csd.ca.gov.

Sincerely,

Sukie Montes, Manager
Program Development and Technical Support Unit

cc: Phillip Robinson





LINNÉ K. STOUT
DIRECTOR

State of California-Health and Human Services Agency
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EDMUND G. BROWN JR.
GOVERNOR

*Chris
Romala.
Audit Committee*

January 26, 2016

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

SUBJECT: CSBG CLOSE-OUT PACKAGE – CONTRACT 14F-3089

Dear Mr. Tobias:

The Department of Community Services and Development's (CSD) Field Operations Unit (FOU) has received your agency's Close-out Report for contract 14F-3089. My analysis of the Close-out information indicates the following:

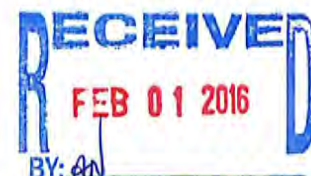
- Your agency did not fully expend all of the funds under this contract. As a result, a total of \$21,933.60 was disencumbered from your contract allocation.
- The programmatic reports associated with this contract have been reviewed and accepted.

FOU considers this contract closed and the Close-out Report has been forwarded to CSD's Financial Services Unit for processing. However, this contract is subject to a final review by CSD's Audit Unit. If you have any questions concerning this report, please call me at (916)576-7198 or e-mail your comments to me at Phillip.Robinson@csd.ca.gov.

Sincerely,


Phillip Robinson, AGPA

c: Sukie Montes, Manager





2724 L Street
Bakersfield, California 93301

Telephone (661) 328-8888

Fax (661) 328-8880

March 22, 2016

*Copy to - Romala
- Chris
- Audit Committee*

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

Re: 2015.2.5 – 2-1-1 Kern County

Dear Mr. Tobias:

This letter addresses the results of our Annual Administrative Review conducted on March 7, 2016, of the 2-1-1 Kern County program. The objectives of the review determine program compliance with First 5 Kern program, evaluation and fiscal requirements. The visit was also an opportunity to discuss accomplishments and challenges experienced by the program.

Program Summary

Quarterly Reports were reviewed to verify milestone progress, participant counts and an executive summary detailing community activities. Milestone progress is based on estimated quarterly target projections set by the program coordinator.

Milestone Review:

- FY 2014-15: Of the 3 milestones, 2 were not met: health insurance application assistance referral (3%) and referrals for prenatal care (1%).
- FY 2015-16:
 - Quarter 1: All milestone projections were met.
 - Quarter 2: All milestone projections were met.

Fiscal Summary

From a fiscal perspective, the contractor has complied with contractual requirements. Claims have been submitted timely, are reliable and accurate. Supporting documentation has been readily available and provides adequate detail to support transactions. The expenditures are reasonable and necessary. Inventory and resources purchased with Proposition 10 funds, per our interview, are being used in accordance with Proposition 10 requirements. The program-specific audit for the year ending February 28, 2015, was submitted late and the payments were confirmed. An audit extension request letter will be submitted for the upcoming audit, which is due August 28, 2016.

Sustainability efforts included funding from the County of Kern, the United Way, the California Department of Social Service (CalFresh stipend program) and the California Department of Public Health. The program has pursued several grants and entered into service agreements with Kings County, Tulare County and Mountain Valley to further its overall sustainability goals. Quarterly Fiscal Executive Summary reports are timely. The program utilized volunteers' time to support its efforts.

Accounting policies and procedures, safeguards and separation of duties appear to be adequately in place and are being followed for purchasing, contract transactions and payroll. Community Action Partnership of Kern has consistently demonstrated the administrative capacity and commitment to this program serving children 0-5 years old and their families.

Recommendations

2014-15: Recommendations:


- No recommendations made.

2015-16: Recommendations:

- No recommendations made

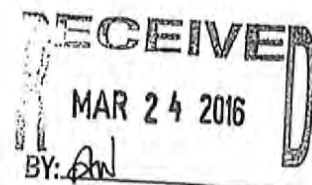
A copy of the full report is maintained on file with First 5 Kern and is available at your request. If you have any questions or comments regarding this correspondence, please feel free to contact your respective program or finance officer.

Sincerely,



Roland Maier
Executive Director

cc: Romala Ramkissoon, Director of Family, Youth and Community Services
Esperanza Contreras, Program Manager
William Richmond, Accountant
Christine Anami, Director of Finance





ADMINISTRATION FOR
CHILDREN & FAMILIES

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

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

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

Date
3-23-16

Overview of Findings

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

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

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

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

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

Distribution of the Head Start Review Report

Copies of this report will be distributed to the following recipients:

Ms. Jan Len, Regional Program Manager
Ms. Ashley Womack, Policy Council Chairperson
Mr. Jeremy Tobias, CEO/Executive Director
Mrs. Yolanda Gonzales, Head Start Director



Overview Information

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

Glossary

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

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

Fiscal Integrity

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

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

ERSEA

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

income-eligibility requirements).

645(a)(1)(B)(iii)(I-II)

Defined Eligibility Requirements include:

- Family income is below the poverty line
- Family or child receives public assistance (SSI and TANF)
- Family is homeless
- Child is a foster child

Additional income-eligibility requirements:

- Ten percent of children enrolled in the program may be over the income threshold
- An additional 35 percent of children who are not categorically eligible may be from families whose income is between 100 and 130 percent of poverty

ERSEA 3.1 Actual program enrollment is composed at least 10 percent of children with disabilities.

Compliant

(308.5(c)(1-4), 640(d)(1)

ERSEA 3.2 The program enrolled 100% of its funded enrollment and ensures an active and ranked waiting list is maintained at all times.

Compliant

642(g)

— END OF REPORT —



BETTY T. YEE
California State Controller

March 24, 2016

Christine Anami, Fiscal Officer
Community Action Partnership of Kern
5005 Business Park North
Bakersfield, CA 93309

Re: Single Audit Report Review for Fiscal Year 2015

Dear Ms. Anami:

We completed a desk review of your single audit report relative to the WIC program for the fiscal year ended 2015. We determined that the report meets the requirements of Office of Management and Budget (OMB) Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*. OMB Circular A-133 prescribes the audit and reporting standards for private non-profit organizations that expend federal awards.

Your audit satisfies the financial and compliance audit requirements under the WIC program. This does not preclude state and federal agencies from conducting additional audits that are necessary to carry out their responsibilities under federal laws and regulations. State and federal agencies may contact you to arrange for additional audits.

If you have any questions regarding this letter, please contact Michael Sweeney, Audit Manager, by telephone at (916) 323-6970 or by email at msweeney@sco.ca.gov.

Sincerely,

A handwritten signature in blue ink, which appears to read "Lisa Hughes", is written over a horizontal line.

LISA HUGHES, Chief
Community-Related Audits Bureau
Division of Audits

LH/as

16967

cc: Cheryl Ungerman, Chief (via email)
Audit Review Unit
WIC Supplemental Nutrition Program
California Department of Public Health
Michael Sweeney, Audit Manager (via email)
Division of Audits, State Controller's Office

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

1. **Call to Order**

Fred Plane called the meeting to order at 12:00pm at the Community Action Partnership of Kern administrative building, 5005 Business Park North, Bakersfield, CA.

2. **Roll Call**

Roll Call was taken with a quorum present:

Board members present: Fred Plane, Don Bynum, Craig Henderson and Ashley Womack

Board members absent: Jose Gonzalez

Others present: Jeremy Tobias, Executive Director; Yolanda Gonzales, Director of Head Start/State Child Development; Carmen Segovia, Director of Health and Nutrition; Michele Nowell, Director of Human Resources; other CAPK staff.

3. **Approval of Agenda**

Motion was made and seconded to approve the Program Review and Evaluation meeting agenda for April 13, 2016. Carried by unanimous vote. (Henderson/Bynum)

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

No one addressed the Committee.

5. **Program Presentations**

a. Food Bank Presentation – Glen Ephrom, Program Manager

Glen Ephrom gave a program presentation on the CAPK Food Bank and partners, with 108 food distribution sites throughout Kern County to provide food assistance to low-income families and individuals. In the month of February 2016, 37,607 clients were served. For the Drought Emergency Food Assistance (DEFAP) in March 2016, 4,399 families were served. There are currently no food drives scheduled for the month of April 2016.

Craig Henderson asked how many pounds of food a client receives. Glen stated an estimated amount would be about 30-40 pounds for possibly a family of 4. DEFAP is for those affected by the drought and it is a self-certification of income, residency and the number of people in the household. The estimate of pounds received for DEFAP would be 20-25 pounds and is all prepackaged by others. We receive the prepacked boxes ready to hand out.

Maureen Andrews, who is a Food Sourcer for the Food Bank, stated she goes to local growers and introduces CAPK, and enters into agreements to collect produce from them. She stated the growers are receptive to helping the Food Bank as they are not always aware of the need, or who the players are.

Craig Henderson asked if the Food Bank is working with the local Realtors group, and Glen said they are not and Craig asked Glen to contact him directly so he could set him up with a contact.

6. **New Business**

- a. March 2016 Program and Division Reports – Ralph Martinez, Director of Community Development – ***Action Item***
 - 2-1-1 Kern County
 - East Kern Family Resource Center
 - Energy
 - Friendship House Community Center
 - Food Bank
 - HIV Prevention & Testing
 - Migrant Childcare Alternative Payment (MCAP)
 - Shafter Youth Center
 - Volunteer Income Tax Assistance (VITA)
 - Women Infant & Children (WIC)
 - Community Development – Grants & Research
 - Human Resources
 - Operations

Ralph Martinez stated a couple of months ago there was a discussion about including monthly reports from the programs, for committee review. They are included in the agenda packet early for you to review and read beforehand and if the Committee has any questions, then the individual reports can be discussed in greater detail.

Fred Plane asked why 211 does not have access to the database for Kings, Tulare, and Mountain Valley counties and are they going to obtain access to make referrals. Ralph stated he is not sure and will find out and update the committee at the next meeting. These are new contracts for 211 and he will find out and report back.

Jeremy Tobias stated he finds a lot of good information on the reports and likes the format, and he hopes the committee members find them useful as well. He stated if there is anything the committee would like to see in the reports, please let them know as this is a work in progress.

Motion was made and seconded to approved the March 2016 Program and Division Reports. Carried by Unanimous Vote. (Bynum/Henderson)

- b. Funding Requests and Application Status Report – Patricia Mallard, Grant & Research Supervisor – **Action Item**

Patricia Mallard stated there were no pending applications at this time. Three awards were received; Bank of the West for \$1,500 for VITA, an anonymous donation for \$25,000 for the Food Bank and the California Department of Public Health for \$80,000 for the Friendship House & Shafter Youth Center. She stated there was a decline from Walmart State Giving Program that was for \$30,000 for the Food Bank for a truck, and there are no grant profiles to present.

Motion was made and seconded to approve the Funding Requests and Application Status Report. Carried by Unanimous Vote. (Henderson/Bynum)

- c. Head Start / State Child Development March Enrollment Update– Jerry Meade, Program, Design and Management Administrator – **Action Item**

Jerry Meade stated the Child Development division has a total of 550 employees, with 39 positions that are vacant and 45 employees currently out on leave. Kern Head Start has 2,243 children enrolled and met full enrollment. Kern Early Head Start has 331 children enrolled, 60 children are enrolled in the partnership and San Joaquin has 345 children enrolled. For children with disabilities, Head Start reached 10%, 8% for Early Head Start, the Partnership is at 1% and San Joaquin is at 12%. On over income they are within 10% for all grants and will continue to be monitored. The average daily attendance was at 98% and the centers with 100% were Heritage, Franklin, Seibert, Stella Hills and Tracy Toddlers.

Fred Plane asked if Region IX looks at the percentages as a whole for all grants combined, and Jerry stated that they look at the percentages for each grant independently.

Motion was made and seconded to approve the Head Start / State Child Development March Enrollment Update. Carried by Unanimous Vote. (Henderson/Womack)

- d. Meals Report – Jerry Meade, Program, Design and Management Administrator – **Action Item**

Jerry Meade stated 91,421 meals were prepared; 80,133 were by central kitchen and 11,288 were from vendors. In February 2016, 83% of meals were served, compared to 88% in February 2015. He wanted to let the Committee know there has been an improvement of staff errors since last march.

Motion was made and seconded to approve the Meals Report. Carried by Unanimous Vote. (Henderson/Womack)

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

Louis Medina stated the agency hosted the Delano Community Alliance breakfast on March 1st which was well attended and they showed demonstrations of the CAPK website and 2-1-1 database. On March 3rd, the annual Head Start “Read Across America” event was held with staff, board members and community members reading to children at the Head Start

centers. The “Stuff the Bus” event happened on March 18th in the Sears parking lot. On March 29th, the temporary water assistance program media event was held in Shafter. He stated some upcoming events were the Big Give Kern that is to be held on May 3rd and the Humanitarian Awards Banquet on May 12th at the DoubleTree hotel.

7. **Committee Member Comments**

No comments were made.

8. **Next Scheduled Meeting**

Program Review & Evaluation
Wednesday, May 11, 2016
12:00 p.m.
5005 Business Park North
Bakersfield, California 93309

9. **Adjournment**

The meeting adjourned at 12:56pm.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Community Services/Romala Ramkissoon		Month/Year: March 2016
Program/Work Unit: 2-1-1 Kern County	Staffing: 15 staff and 2 vacancies (2 Temporary I & R Specialists)	Program Manager/Supervisor: Esperanza Contreras
Services: Provides 24/7 information and referral services via phone or CAPK's website to residents of Kern. Also provides call handling services for Kings, Tulare, Merced, and Mariposa Counties and schedules appointments for the CAPK Energy Program utility assistance services and provides application status updates.		

Activities	Description			
Information & Referral Services	Incoming	Answered	Unanswered	Referrals*
Kern County	5,235	4,429	806 (15%)	8,928
Kings County	196	152	44 (22%)	N/A
Tulare County	860	686	89 (10%)	N/A
Mountain Valley (Mariposa and Merced Counties)**	34	27	5 (14%)	N/A
Total	6,325	5,294	944 (15%)	

*2-1-1 Kern does not have access to the iCarol call databases for Kings, Tulare, and Mountain Valley counties.

**Started 10/15

Most Requested Services	Food	Utility Assistance	Assurance Wireless
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Other Services		Month	YTD
LIHEAP	Calls Answered	4,067	12,384
Website Visitors	Visitors to CAPK's 2-1-1 Kern web page	1,852	6,593

CalFresh Enrollments	Assist callers with enrollment into CalFresh (Supplemental Nutrition Assistance Program (SNAP/food stamps))	Submitted	Approved	Pending
		13	4	7

Outreach Activities	Outcomes
<ul style="list-style-type: none"> 2nd Annual Farmworker Appreciation Day in Delano Stuff the Bus <p>Upcoming April Outreach Events</p> <ul style="list-style-type: none"> Bessie Owens Health & Safety Fair Grimmway Health & Safety Fair Kern County Breast Feeding Coalition Meeting 	<p>Over 60 participants Distributed 60 2-1-1 Kern County informational cards.</p> <p>Distributed 30 2-1-1 Kern County informational cards.</p>

Other:

- 211 Kern Program Manager attended the United Way's 26th Annual Professional Development Conference for Nonprofits. Key note speaker was Mathew Emerzian from Every Monday Matters. Breakout sessions included "Making the Corporate Ask" and "Leader as a Coach."
- 211 Kern attended the First 5 Strategic Planning Meeting for the funding plan for 2020.
- 211 Kern was approached by Kern County Mental Health and Sheriff's Departments to see if there was a possibility of working together.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Nutrition Services/Carmen Segovia	Month/Year: March 2016
Program/Work Unit: Central Kitchen	Program Manager: Diana Morrison
<p>Services: Preparation and delivery of meals and snacks for children enrolled in CAPK's Head Start/Early Head Start and Home Base option. The program provides the meals for the H.S. /E.H.S and Home Base parent meetings. The program also delivers food service and janitorial supplies to the Head Start/Early Head Start centers and Home Base locations. In summer, the program prepares and delivers meals for children at the Friendship House, Shafter Youth Center, and other locations throughout Kern County.</p> <ul style="list-style-type: none"> Total meals prepared are supported by the daily meal production sheets and food transport sheets. Parent meeting meal totals are supported by meal request forms submitted by center and Home Base staff. 	

Activities	Status			
Meals & Snacks	Total # Prepared	Breakfast	Lunch	Snack
Central Kitchen prepared for the HS/EHS centers	81,059	25,616	31,209	24,234
Home Base Meals	360	59	254	47
Parent Meeting Meals	1,392			
Summer Food Program Service (starts in June)	0			
Total	82,811			

Other:

- I am working with Laurie Sproule to update all of the safety data sheets for the cleaning products the central kitchen provides to H.S. The SDS (formally MSDS) sheets that we are currently using must be replaced with new sheets and labels with new information required by Occupational Safety Health Administration (OSHA). New SDS binders will need to be placed at all sites. We also will be replacing all of the cleaning product spray bottles to meet labeling requirements. Laurie and I met to set time line to ensure we meet the OSHA deadlines.
- Carmen and I met with Joe Cook, the Chairman of Pinco local food co-op. Joe explained the benefits of belonging to a co-op such as pricing, food processing and storage. We will be meeting with him to learn more about the process of joining the co-op.
- Ralph Martinez and Patricia Mallard came to the Central Kitchen for a tour and to discuss what we would need in a new kitchen preparing the same number of meals as we are now.
- We are working on the Summer Food Service Program application for this summer, the number of sites we will be serving is still pending.

Total Program Staffing: Total staff is 23; currently we have two drivers out on medical and one Food Production Driver vacancy. The job recruitment closed March 23, 2016.

COMMUNITY ACTION PARTNERSHIP OF KERN
DIVISION/PROGRAM MONTHLY ACTIVITY REPORT
REVISED 4/8/16

Division/Director: Nutrition Services/Carmen Segovia		Month/Year: March 2016
Program/Work Unit: East Kern Family Resource Center	Total Program Staffing: 6	Program Manager/Supervisor: Whitney Hughes
Program/Work Unit Description: Serves low-income individuals and families residing in east Kern County communities of Boron, California City, Edwards Air Force Base, Mojave, North Edwards, Rosamond, and Tehachapi. Services include case managing families with children who are at risk of abuse and neglect (Differential Response); preparing children to enter kindergarten (School Readiness Initiative); parenting education; emergency supplies closet for immediate basic needs such as clothing, food, diapers, infant formula, bus passes, and gas vouchers.		

Activities	Description	Status	
		Month	YTD
Referrals for services	Differential Response and School	33	207
Case Managed Families	Readiness	73	-
Children participating in center-base program		12	26
Adults in Court Mandated Parenting Classes		N/A	15
Services to Walk-ins	Services e.g., faxing and photocopying legal documents (such as birth certificates, Social Security cards, immigration status information needed to receive public assistance), food, clothing, referrals to other support services, and ongoing case management	77	640
Emergency Supplies Closet and Other Services	Food (individuals)	20	91
	Clothing (individuals)	15	170
	Photocopies (individuals)	371	754
	HEAP Application Supporting Docs	60	124

Other: Hosted community collaborative meeting and representatives from Greater Bakersfield Legal Assistance, CAPK Energy program and the Women's Center.

COMMUNITY ACTION PARTNERSHIP OF KERN
DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Community Services/Romala Ramkissoon		Month/Year: March 2016
Program/Work Unit: Energy	Total Program Staffing: 42, including 4 temps and 4 vacancies	Program Manager/Supervisor: Vacant
Services: Residential weatherization, utility bill payment assistance, and energy efficiency education for low-to-moderate-income Kern County residents. Also installation of interim water tanks for low-income households affected by the drought.		

Activities	Description	Status	
		Households Served	
		Month	YTD
1. Low Income Home Energy Assistance Program (LIHEAP) Utility Assistance (2015/2016)	Assistance with utility bill payments	733	1,839
2. Low Income Home Energy Assistance Program(LIHEAP) Weatherization Assistance (2015)	<ul style="list-style-type: none"> Assistance with residential repair/weatherization (e.g., weather stripping, thermostats, door/window replacement, etc.) Energy-efficient appliance installation 	39	133
		9	37
3. Low-Income Weatherization Program (LIWP) (2015)	Assistance with residential repair/weatherization (e.g., weather stripping, thermostats, door/window replacement, etc.)	25	91
4. Interim Water Tank Installation Program	Installation of interim water tanks for low-income households affected by the drought.	3	5
5. Total Value of Services		\$368,286	\$1,687,832
		Results	
6. Energy calls received (from 2-1-1)		4,067	
		HEAP	Wx
7. Number of LIHEAP applications Received		761	137
8. Number of LIHEAP applications Completed		733	66
9. Number of LIHEAP applications in Progress		72	71
10. Outreach	<ul style="list-style-type: none"> Radio Lazer media presentation Resource Fair (1201 Williams St.) Stuff The Bus Food Drive Lost Hills Outreach Event 	Distributed HEAP/Wx applications	
11.	Collaborative Meetings	-0-	

Other: The value of services for LIHEAP & LIWP Weatherization Assistance Program is for the previous month due to the fact it is not determined until the report is completed on the 15th of each month. The \$368,286 is the value of utility assistance only.

COMMUNITY ACTION PARTNERSHIP OF KERN
DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Community Development/Ralph Martinez		Month/Year: March 2016
Program/Work Unit: Friendship House	Total Program Staffing: 7	Program Manager/Supervisor: Lois Hannible
Services: After-school and summer programs, pre-employment program for youths, parenting classes, nutrition education, sports, gang prevention, and access to social services.		

Activities		Participants (7/15 to 6/16)	
Description	Purpose	Month	YTD
Total Enrollment	All programs	870	6,548
After-School Program	Tutoring, homework assistance, recreation	14	149
GATES Gang Prevention Program	Collaborative program that provides Aggression Replacement Training, Forward Thinking, Nurturing Parenting, and Parents on a Mission training at 5 school sites to prevent at-risk youths from joining gangs.	18	220
Justice Assistance Grant (JAG) Program	CAPK is a subcontractor to the Kern County Probation Department and provides Aggression Replacement Training, Parents On a Mission, and Parent Project training to JAG participants at local school sites.	8	49
Grow Fit Program	Increase participants' knowledge of nutrition, healthy eating choices, gardening, exposure to seasonal fresh produce, and participation in physical activities.	0	84
STEM (Science, Technology, Engineering, Math) Program	Exposes program youth to robotics, engineering, math, and coding to increase critical thinking skills, deductive reasoning, and problem solving.	11	52
Mobile Mexican Consulate	Provides Consulate services at the Friendship House which includes passport renewals, assistance with obtaining important documents, and providing DACA & protection information.	819	5,994
Local Control Accountability Plan (LCAP)	CAPK is a subcontractor to the Kern County Superintendent of Schools and conducts outreach and education to parents and students at continuation schools.	Activities Summary	
		Leaders In Life Conference: Bakersfield (March 17) - assisted with youth focus groups	

Other:

- Thanks to a Chevron grant, 40 FHCC STEM program participants went on a field trip to the California Science Center on March 23, and explored interactive science exhibits, saw the massive Endeavour Space Shuttle up close, and participated in a STEM Big Lab activity which taught them investigation skills and encouraged creativity. The participants quickly found out that learning can be fun!
- Thanks to a grant from the California Coastal Commission, FHCC and SYC Whale Tail program participants enjoyed a field trip to the Aquarium of the Pacific in Long Beach on March 22. The youths learned about marine life and explored the inhabitants of the Pacific Ocean.
- Kiwanis One Day Project “Make Every Day Earth Day” —will be held at the FHCC on 4/9/16 from 9 a.m. to 12 noon. Please join us for this free event to assist with replanting the FHCC garden, learn about recycling, and participate in fun activities.
- The FHCC Advisory Board will be meeting on a quarterly basis. Their first meeting will be held on April 13. The Advisory Board will focus on raising funds to provide a tutoring program at the FHCC.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Nutrition Services/Carmen Segovia		Month/Year: March 2016
Program/Work Unit: Food Bank	Total Staffing: 15; No vacant positions.	Program Manager/Supervisor: Glen Ephrom
Services: Partners with 108 food distribution sites throughout Kern County to provide food assistance to low-income families and individuals. Also operates the Back Pack Buddies program at several school sites during the school year to provide low-income, food-insecure children with ready-to-eat food on weekends and school breaks.		

		Status	
Activities	Description	Month	YTD
USDA Commodities	Individuals served (February 2016)	37,607	37,607
	Poundage Received	1,297,462	1,297,462
	Total Poundage Distributed	1,156,563	1,156,563
Drought Emergency Food Assistance (DEFAP)	Clients Served	Families	Individuals
	March 2016	4,399	29,186
	Total Poundage Distributed	316,140	316,140
Food Sourcing	Donations Received: <ul style="list-style-type: none"> • Progressive Produce (potatoes) • Grimmway/Cal Organic (cabbage, onions, potatoes, & leafy greens) • Wonderful Company (oranges) • Bolthouse Farms (carrots) • Country Sweet Produce (sweet potatoes) • Ag Against Hunger (leafy greens) • Kern High School District (mixed produce) • Central Coast Transportation (Broccoli) • Anonymous Donors (Citrus) 		
Food Drives	<ul style="list-style-type: none"> • No Food Drives scheduled for April. 		

Other: (1) The new, refrigerated box truck was received on April 4 and awaiting new signage, insurance, fuel card, and driver orientation prior to being put into service. (2) Feeding America audit was completed and we feel that it was a good audit for the Food Bank for existing processes & procedures. However, we will await the final results and management letter to gauge where we have deficiencies and/or absent processes and controls. These are necessary to more closely align with Feeding America. (3) The Food Bank has placed two workers from Proteus, via a grant from the Wonderful Company, in the warehouse. These two personnel will receive training while working hand-in-hand with staff. The skills imparted will assist them in securing employment in a warehouse/distribution environment at the end of their six month stay. (4) The Stuff the Bus Food Drive was held March 18 at the Valley Plaza in conjunction with GET. We received \$6,000 in sponsorship money, \$817.03 cash donations during the event, and 6,777 pounds of donated food. (5) The Food Bank recently received a \$25,000 anonymous donation to be used in support of hunger relief related to the drought. (6) The USPS Stamp Out Hunger Food Drive is scheduled for May 2016. The Gleaners has the lead on this event, and I am awaiting a response from Jim Wheeler, Executive Director, when the kick-off meeting is scheduled. It is our intent and desire to cooperate with the Gleaners on this food drive.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Nutrition Services/Carmen Segovia		Month/Year: March 2016
Program/Work Unit: HIV Prevention & Testing	Total Program Staffing: 2	Program Manager/Supervisor: Dennis Hendrix
Program/Work Unit Description: Prevention education for HIV, Viral Hepatitis, Sexually Transmitted Infections and Tuberculosis; HIV testing and treatment referrals to at-risk individuals, primarily those who are receiving services from substance abuse treatment facilities.		

Activities	Description	Clients Served	
		Month	YTD
Prevention Education Groups	HIV, Viral Hepatitis, Sexually Transmitted Infections and Tuberculosis (includes duplicate clients)	84	838
HIV Tests	Oral swab antibody test	32	330

Other:

- Participated in the Change Agent Co-Occurring Disorders collaborative meeting on 3/24/16.
- Attended monthly Substance Use provider meeting at Kern County Mental Health Dept. on 3/28/16.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Nutrition Services/Carmen Segovia		Month/Year: March 2016*
Program/Work Unit: Migrant Childcare AP Program (MCAP)	Total Staffing: 17, including 2 vacancies	Program Manager/Supervisor: Susana Magana
Services: The Migrant Childcare Alternative Payment Program is a voucher-based child care program for migrant agriculturally working families. The program has six entry counties: Kern, Kings, Madera, Merced, Tulare, and Fresno. Once enrolled, families can continue child care services as they migrate throughout the state following agricultural work. The Program's current Fiscal Year is July 1, 2015 to June 30, 2016. <i>*This report is for the service month of February 2016, which was processed in the month March 2016.</i>		

		Status	
Activities	Description	Total	% by County
Active Enrollments	Kern**	374	49.38%
	Tulare	164	22.19%
	Kings	93	12.21%
	Fresno	48	6.52%
	Madera	73	7.62%
	Merced	22	2.08%
	Total	774	100%

**Kern totals include services provided outside of the six entry counties. The case management for those families working and residing outside the six entry counties are handled by the regional office in Bakersfield.

Other:

Current Activities:

MCAP has earned a total of 68.45% of the total contract amount for the current FY 2015-2016. MCAP has stopped enrolling new families in the counties of Kern, Tulare, Kings, and Madera. Enrollments will continue in Merced and Fresno counties.

MCAP staff participated in a Radio Lazer public announcement interview promoting the program on 3/2/16, which aired 3/13/16.

MCAP staff attended a total of six outreach events throughout the Central Valley, including the Migrant Appreciation Day on 3/4/16 in Delano.

MCAP management staff (Carmen Segovia, Susana Magana, and Laura Porta) attended the California Child Development Administrators Association -- CCDAA Spring Technical Assistance conference on 3/8 & 9/2016 in Costa Mesa, CA.

Laura Porta and Rosario Ibarra participated in an Arriba Valle Central-Fresno Univision TV interview on 3/31/16.

MCAP management staff is still actively seeking new office space in an effort to reduce the program's rent expense.

Upcoming Activities:

MCAP's eligibility staff will attend a one day training provided by CCDAA on eligibility & need on 4/5/16 in Fresno.

MCAP will conduct two evening meetings on 4/22/16 at our Fresno satellite office: a Parent Meeting, 6-7, and a Provider Meeting, 7:30 -8:30.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Community Development/Ralph Martinez		Month/Year: March 2016
Program/Work Unit: Shafter Youth Center	Total Program Staffing: 3	Program Manager/Supervisor: Angelica Nelson
Services: Summer and after-school tutoring, homework assistance, educational, recreational, and social enrichment activities and services for children ages 6-18.		

Activities		Enrollment Status	
Description	Purpose	Month	YTD
After-School Program (#'s as of 1/1/2016)	Tutoring, homework assistance, recreation	6	41
GATES Gang Prevention Program (Friendship House and Shafter Youth Center)	Collaborative program that provides Aggression Replacement Training, Forward Thinking, Nurturing Parenting, and Parents on a Mission training at 5 school sites to prevent at-risk youths from joining gangs.	18	220
Teen Pregnancy and Sexually Transmitted Infections Prevention (Information and Education) (#'s as of 7/1/2016)	Informing and educating teens ages 12-19 years on preventing pregnancy and the spread of sexually transmitted infections. <i>Outreach conducted at CSUB College Making it Happen event.</i>	TPA - 97 LS/IP - 45	Life Skills - 65 Info Presentations 65 TPA - 166
PREP Works Program (Friendship House and Shafter Youth Center)	Work readiness program for low-income at-risk youth ages 14 to 18. Components include soft skills training and paid work experience.	3 currently in process	22 complete
After-school Marine Studies Program (Friendship House and Shafter Youth Center)	Teaches the children about environmental stewardship, conservation, and marine life.	31	31
Evening Program	Activities held Monday, Tuesday, and Thursday evenings, 5:00-9:00; used for Boy Scout meetings, Fitness Boot Camp, and a local church rents facility space.	Basketball - 22 Fitness Boot Camp - 19 Boy Scouts - 35 Ancestry Class - 12	
Nutrition Education through Kern County Dept. of Public Health	Education classes teaching students to eat right, and exercise. Gardening sessions will begin later.	8	39
Field Trip – Long Beach Aquarium of the Pacific, Whale Tail Grant	SYC and FHCC joint educational field trip to see marine wild life and environment.	38 kids 6 adults (chaperones)	38

Other: SYC fundraiser, Creative Palette painting event sold 24 tickets and grossed \$600. Net revenue, after supplies costs, was \$240. A second event has been scheduled for April 29th.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Community Services/Romala Ramkissoon		Month/Year: March 2016
Program/Work Unit: VITA	Total Program Staffing: 5 staff; 35 volunteers	Program Manager/Supervisor: Sandi Truman
Services: Trained volunteers provide free tax preparation and e-filing for low- medium income individuals and families and assist clients with application for Earned Income Tax Credit (EITC).		

		Results	
Activities	Description	Month	YTD
Tax Returns Completed	State and Federal	1,233	3,171
Refunds	Federal	\$1,490,266	\$5,551,295
	State	\$208,967	\$595,079
	EITC	\$623,939	\$2,626,473
	CA EITC	\$56,121	\$173,618
Total Refunds		\$1,699,233	\$6,146,374
Outreach	CA EITC	1643 flyers have been distributed	

Other: CAPK VITA services offered at 4 sites: 300 19th Street, Bakersfield; Grace Community Church, Wasco; Pentecostal Family Church, McFarland; Mountain Vineyard Church, Tehachapi.

CA EITC: CA EITC outreach has been done throughout Bakersfield, Wasco, McFarland, Delano, and Tehachapi.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Nutrition Services/Carmen Segovia		Month/Year: March 2016
Program/Work Unit: WIC	Total Program Staffing: 74 staff, 6 vacancies	Program Manager/Supervisor: Elizabeth Tolley
Services: Nutrition education, breastfeeding support, and food vouchers for families with infants, children up to age 5, and women who are pregnant, postpartum or breastfeeding. Services provided at 21 sites in Kern County, 5 sites in San Bernardino County, and through the WIC mobile clinic.		

			Participation 10/1/15-9/30/16		
Description		Case Load	Month	Central Valley Avg.	State Avg.
Total	All services	19,770	17414 (88.1% = a 2% increase in participation)	91.3%	86.8%
Participation by WIC site	Location	Participants	Location		Participants
Note: The * indicates that the participants served at this site are included in the count for other sites. IT Equipment from other WIC site was used to issue food vouchers.	Arvin	87	Mojave		159
	Bakersfield		Oildale		550
	Homeless Shelter	9	Ridgecrest		755
	E. California Avenue	1846	Rosamond		691
	Niles Street	2686	Shafter		1435
	Montclair	570	Tehachapi		498
	Friendship House	200	Wasco		1940
	Panama	944			
	Boron	*	<u>San Bernardino County</u>		
	Buttonwillow	78	Adelanto		1989
	California City	724	Big Bear		309
	China Lake Naval Weapons Station		Crestline		267
	Delano	1169	Needles		148
	Edwards Air Force Base	101	Phelan		66
	Base	169	<u>Mobile WIC</u>		24
	Lost Hills				

Projects
Planned learning activities for a dietetic intern who will do the community services rotation with CAPK WIC starting April 1, 2016
Revised WIC program budget in preparation for a contract amendment.
Relocated the California City WIC office. New location offers improved participant accessibility
Attended WIC Central Valley regional meeting in Fresno with California Department of Public Health WIC Division Chief and other State WIC administrators.
Met with Omni to discuss developing joint outreach materials and PSAs
Outreach
Provided outreach materials to low income housing and other businesses in Eastern Kern and San Bernardino county
Met with Louis Medina to develop outreach plan including PSAs, outreach materials and articles for local papers.
Local Vendor Liaison visited vendors throughout Kern and San Bernardino Counties to explain the FI changes and facilitate compliance.

Other: 1 WIC Nutrition Assistant (WNA) completed the WNA certification as required by State WIC, 1 WNA is almost complete, and 3 have just started.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Community Development/Ralph Martinez		Month/Year: March 2016
Program/Work Unit: Grants & Research	Total Staffing: 4	Program Manager/Supervisor: Patricia Mallard
Services: Grant proposal preparation, research on funding resources and opportunities, and special projects.		

		Status	
Activities	Description	In Progress	Submitted
Grant Applications	U.S. Office of Community Services, Community Economic Development Healthy Food Financing Initiative Project (construction of new Central Kitchen and Commercial Kitchen Incubator)	X	
Letters of Inquiry	<ul style="list-style-type: none"> Wells Fargo Economic Opportunity Grant (expand SYC PREP Works program to Wasco) Kaiser Southern California Region (2-1-1 Kern Developmental Screening and Coordination Program) 		X

Projects	Description	In Progress	Completed
Strategic Plan for 2016-2021	Pre-Planning teleconference with strategic planning consultant for Strategic Planning process. Strategic Planning Committee meeting tentatively set for Mon., 4/18.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Organizational Standards	Coordinating and producing documentation to meet Organizational Standards by the end of April 2016.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Kern Food Policy Council	Staff attended 3/30 meeting at United Way of Kern County office and continued to provide support and collaboration.	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Other: Ralph Martinez and Patricia Mallard participated as volunteer readers for Head Start/State Child Development Division Read Across America Day on 3/3. Ralph attended the National Community Action Foundation conference in Washington, DC, 3/14-18; Ralph working with Employers' Training Resource and America's Job Centers of California (formerly Career Services Centers) to set up a formal referral system among partner agencies. Brady Bernhart, Kathline Moessner, Patricia Mallard, and Lois Hannible attended United Way of Kern County Nonprofit Conference. Kathline helped the Shafter Youth Center 4th-8th graders write a grant application to visit a national park; the proposal was funded.

COMMUNITY ACTION PARTNERSHIP OF KERN
DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Human Resources/Michele Nowell		Month/Year: March 2016
Program/Work Unit: HR/Payroll/Staffing	Total Division Staffing: 11	Program Manager/Supervisor: Mike Lackman/Eric Kelley/Dawn Bledsoe
Services: All functions and activities related to payroll, staffing, employee benefits administration, labor law compliance, personnel management, and Union Contract.		

		Status	
Activities	Description	Month	YTD
Employee Count	Regular	787	
	Subs/Temps	31	
	Total Staff	818	
New Hires	All divisions and programs		
	Regular	20	52
	Subs/Temps	0	9
	Total New Hires	20	61
Leaves of Absence	Type of Leave		
	FMLA	2	
	FMLA/CFRA	13	
	CFRA	3	
	FMLA/Intermittent	35	
	FMLA/PDL	3	
	Military	1	
	Total on Leave	57	
Terminations	All divisions and programs		
	Voluntary	18	39
	Involuntary	7	15
	Total Terminations	25	54
Staffing	Vacancy	9	-
	Total Applications Received	162	483
Payroll	Total Hours Worked	124,341	-
	Total Payroll	\$2,076,911	\$6,290,538

Projects	Completed (last 6 months): eTime, Self-billed benefit vendors, Compensation pay grades Ongoing: CAPK Employee Manual, Jury duty policy, Job descriptions update, Driver's List, ADP Update to V9
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**COMMUNITY ACTION PARTNERSHIP OF KERN
DIVISION/PROGRAM MONTHLY ACTIVITY REPORT**

Division/Director: Operations/Emilio Wagner		Month/Year: March 2016
Program/Work Unit: Business Services/ Maintenance & Operations/Information Technology/Risk Management	Total Division Staffing: 18	Program Manager/Supervisor: Margaret Palmer/Dan Ripoli/Bryon Vanderhoff/Laurie Sproule
Services: Facility repair and maintenance, procurement, information technology, safety, risk insurance, vehicle registration, contracts, and facility planning.		

		STATUS	
Activities	Description	Received	March 1, 2016 to Date
Business Services			
Purchase Orders Processed		146	151
Contracts/Leases Processed		11	15
Request for Proposals (RFP)	<ul style="list-style-type: none"> Food Service Contract Renewals Insulation Contractor for Energy HVAC/Appliance contractor Head Start Vehicle Purchase 	Planning In Progress In Progress In Progress	
Leases	<ul style="list-style-type: none"> Amendment to add office Lodi UCC Renew Minner Lease Head Start WIC Cal City Location 	Landlord review Complete Complete	
Contracts	<ul style="list-style-type: none"> Prepare addendum to Whirlpool contract Prepare addendum to include not to exceed amount for various Weatherization contractors 	In progress In progress	
Maintenance & Operations		Received	03/01/2016 to Date Closed
Facility Work Orders Processed	Repairs and maintenance of CAPK facilities and vehicles.	40	47
Projects	<ul style="list-style-type: none"> Construct service windows at 300 19th St. FHCC Quad Development PG&E LED Light fixture upgrades – BPN, Food Bank, FHCC, SYC, add others as funding is available 	In progress Site layout In progress	
Contracts	Landscaping Maintenance	Awarded	
Information Technology		Received	03/01/2016 to Date Closed
Help Desk Work Orders Processed	Technical assistance to employees, repairs, troubleshooting, coordination of services with IT services subcontractor	336	328
Projects	<ul style="list-style-type: none"> RFP for E-rate application advertised CAPK infrastructure analysis and planning 	Completed In progress	

Risk Management		Reported	07/01/2016 to Date
Workers Compensation Incidents	<ul style="list-style-type: none"> • For Report Only • First Aid • Medical Treatment • Modified Duty • Non-Industrial (not work related) • Under Investigation 	14 1 2 1 1 1	20 4 3 1 1 1
Property Incidents		2	4
Vehicle Incidents		1	2
Projects	<ul style="list-style-type: none"> • Drafting Standard Operating Procedures for confined spaces for Weatherization Program. • Disaster preparedness policy • Reasonable Suspicion Drug Test Training • Other—safety training and meetings, update Material Safety Data Sheets (MSDS) and Safety Data Sheets (SDS) 	In Progress In Progress In Progress In Progress In Progress	

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

DATE OF B&F MEETING	DATE OF APP SUBMISSION	FUNDING SOURCE	PROGRAM/PROPOSAL	AMOUNT REQUESTED
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
2/17/2016	2/16/2016	KAISER PERMANENTE KERN COUNTY	FHCC: GROW FIT	\$ 13,181
2/17/2016	2/25/2016	ASTRAZENECA	FHCC & SYC: GROW FIT	\$ 175,198
3/30/2016 (Board)	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 - MARCH 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
11/18/15	03/08/16	BANK OF THE WEST	VITA	\$ 1,500	\$ 1,500	10/01/2015-05/31/2016
N/A	03/22/16	ANONYMOUS DONATION	FOOD BANK	N/A	\$ 25,000	N/A
1/20/2016	03/24/16	CALIFORNIA DEPARTMENT OF PUBLIC HEALTH	FHCC & SYC SEXUAL HEALTH INFORMATION & EDUCATION (I&E) PROGRAM	\$ 115,569	\$ 80,000	07/01/2016-06/30/2017
				TOTAL	\$ 25,945,351	

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

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COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Head Start/State Child Development/Yolanda Gonzales		Month/Year: March 2016	
Program/Work Unit: Head Start/Early Head Start	Total Division Staffing: Currently employed in Head Start: 550 Vacant Positions: 39 Currently out on Leave: 45	Program Manager/Supervisor: Jerry Meade/ Donna Holland	
Services: Early childhood education for low-moderate income children ages 0-5 in center-based part-day or full-day environments and home-based options.			
Program	Enrollment	Funded	Actual
Head Start Kern	February 2016	2,211	2,243
Early Head Start Kern	February 2016	328	331
Early Head Start Partnership	February 2016	56	60
Early Head Start San Joaquin	February 2016	345	302
TOTAL Funded Enrollment		2,940	2,936
Children with Disabilities		Goal	Actual
Head Start Kern	Identified as having an IEP	10%	10%
Early Head Start Kern	Identified as having an IFSP	10%	8%
Early Head Start Partnership	Identified as having an IFSP	10%	1%
Early Head Start San Joaquin	Identified as having an IFSP	10%	12%
Over Income		Goal	Actual
Head Start Kern	Within 100% and 130% of Federal Poverty Rate	>10%	8%
Early Head Start Kern	Within 100% and 130% of Federal Poverty Rate	>10%	5%
Early Head Start Partnership	Within 100% and 130% of Federal Poverty Rate	>10%	1%
Early Head Start San Joaquin	Within 100% and 130% of Federal Poverty Rate	>10%	8%
Average Daily Attendance (Program Wide <85%)		98%	

Other: Centers with 100% attendance for March: Heritage, Franklin, Seibert, Stella Hills, Tracy Toddlers.

Meals Served							
Total Meals Requested			Meals Allocated		% of Meals Served		
by: Central Kitchen	by: Vendor Kitchens	Total Meals Prepared	to: CACFP/USDA	to: HS/EHS	Feb. 2,016	Feb. 2,015	
80,133	11,288	91,421	67,421	24,000*	83%	88%	

* Adult Meals 8,368

* Seconds for children, nutritional experiences, and/or waste 14,828

Other: Received Notice of Awards from the Office of Head Start:
San Joaquin EHS for \$4,908,000.00 for 2/2016 - 01/2017 Kern
HS/EHS for \$23,061,931.00 for 3/2016 - 02/2017
EHS Partnership Continuation Grant for \$402,000.00 for 3/2016 – 8/2016

March 2016 Outreach & Advocacy Report

- **March 1** – CAPK hosted the Delano Community Alliance Breakfast at the Delano Campus of Bakersfield College, and afterwards invited Delano community leaders to read to the children at Delano Head Start Center as part of Read Across America/Dr. Seuss Birthday Week.
- **March 1** – CAPK's WIC Program received a proclamation from the Kern County Board of Supervisors declaring March as Kern County Nutrition Awareness Month.
- **March 3** – CAPK hosted its annual Head Start Read Across America Breakfast at its Business Park North Headquarters. Staff, Board Members and Community VIPs then fanned out across Bakersfield to read to the children at our different sites. Others who came from farther away, like McFarland Unified School District Superintendent Victor Hopper, read to the children at the Head Start Center closest to their community later in the week.
- **March 11** – Sterling Head Start Center received a visit from KGET Chief Meteorologist Alissa Carlson who came to read to the children as part of Read Across America. The staff and children surprised her with a baby shower and she was truly moved. The photos we posted on Facebook went viral, with more than 18,000 people viewing them. Alissa Carlson will be the Emcee at our Humanitarian Awards Banquet on May 12.
- **March 15** – Went before the Kern County Board of Supervisors to raise awareness about the California Earned Income Tax Credit on Cal EITC Awareness Day, and to personally invite County Supervisors to our upcoming Humanitarian Awards Banquet & Fundraiser on May 12—emphasizing that 5th District Supervisor Leticia Perez will be our Keynote Speaker.
- **March 18** – The Food Bank's Stuff the Bus Food Drive, in partnership with GET Bus, was held all day at the Sears Parking lot, corner of Ming & Wible, in Bakersfield. The food drive was a success, with 6,777 lbs. of food and \$6,817 collected, including in monetary sponsorships from Bakersfield College, Families Formed with Love, Kern County Department of Human Services, Omni Family Health, and Tejon Ranch Company.
- **March 24** – Began planning for Give Big Kern, a one-day online giving event sponsored by the Kern Community Foundation. People will be able to donate online to CAPK all day on May 3.
- **March 25** – The April Issue of Bakersfield Life Magazine was released as an insert in the Saturday Bakersfield Californian. It featured our contributed article on the Early Head Start/BC/Blanton Academy Child Care Center partnership.
- **March 29** – Temporary Water Assistance Program media event in Shafter to showcase the installation of two Temporary Water Assistance Program water tanks on the property of a local extended family that had been without running water since July 2015. The event, with participation from CAPK and partners Self-Help Enterprises and Kern County Public Health Services, was a success, and received coverage from KGET, KBAK, KERO, Telemundo, Univision, the Shafter Press and the Wasco Tribune.

Coming up in April and May:

- April 9 – Kiwanis One Day Community Event at Friendship House Community Center.
- May 3 – Big Give Kern – Donate online to your favorite charity (CAPK!) in Kern County.
- May 12 – CAPK Humanitarian Awards Banquet & Fundraiser, 6-9 p.m. at the DoubleTree by Hilton in Bakersfield.
- May 19 – Third Thursday Downtown at Mill Creek Park. CAPK is a sponsor of this DBA event, and participating programs include: Energy, 2-1-1, WIC, Food Bank, VITA, Head Start, etc.

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

1. **Call to Order**

Warren Peterson called the meeting to order at 12:03pm at the Community Action Partnership of Kern Administrative Building, 5005 Business Park North, Bakersfield, CA.

2. **Roll Call**

Roll call was taken with a quorum present:

Board members present: Warren Peterson, Yolanda Ochoa and Ana Vigil.

Board members absent: Tony Martinez and Kathleen Philley

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

3. **Approval of Agenda**

Christine Anami requested to remove item 5(d) as the information was not available in time for the meeting.

Motion was made and seconded to approve the Budget & Finance Committee meeting agenda for April 20, 2016 with requested change. Carried by unanimous vote. (Ochoa/Vigil)

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

No one addressed the committee.

5. **New Business**

- a. One-Time Incentive Pay for MCAP Staff – Carmen Segovia, Director of Health and Nutrition – **Action Item**

Carmen Segovia stated last fiscal year ending June 30, 2015, the Migrant Childcare Alternative Payment Program (MCAP) staff achieved 92% of the Maximum Reimbursable Amount (MRA) for provider payments due to being short staffed.

In the current fiscal year, staff are working hard to achieve 99% of the MRA for provider payments by June 30, 2016. As of March 30, 2016, the MCAP staff have achieved 77% of the MRA and will be monitoring participation very closely during the last quarter to earn at least 99% of the MRA. The budget is looking good, and is on track for some savings. She is requesting to provide a one-time incentive pay in the range of \$500-\$1,000 for each MCAP staff member for fiscal year ending June 30, 2016, provided the conditions stated above are met.

Warren Peterson asked if incentives have been given to MCAP before and Carmen stated she believes they have. Christine Anami stated they have historically but not in the most recent year or two.

Yolanda asked how many positions are there and Carmen stated there are about 14-15 people employed in MCAP.

Motion was made and seconded to approve the One-Time Incentive Pay for MCAP staff. Carried by unanimous vote. (Ochoa/Vigil)

b. WIC Program Budget Amendment – Carmen Segovia, Director of Health and Nutrition – **Action Item**

Carmen Segovia stated currently the Women, Infant & Children (WIC) program budget is in the first year of the four year contract that started October 1st and ends September 30th. WIC was notified by the state that the budget could be amended to increase case load and increase the operational budget for years 2, 3, and 4. The amendment must be submitted by April 29, 2016, not only for the current fiscal year but for all four years of the contract.

Since we are approximately half way through our first year of the contract, we are in a good position to look at current year actuals and make adjustments to the year one budget as well. She stated the proposed changes for the first year are; adjustment to wages to reflect salary savings from vacant positions and to include a 4% wage increase for all positions; major equipment adjusted to allow for the purchase of two replacement vehicles; operating expenses adjusted to reflect actual expenditures and to procure one-time purchases such as furniture, measuring equipment, signage and other items that needed replacement; indirect was adjusted to reflect the newly adopted 10% indirect cost rate. Changes to the second year were major equipment adjusted to allow for the purchase to replace one vehicle and indirect was adjusted to reflect the 10% indirect cost rate. The changes to the third year includes wages to include a 2% increase to allow for performance increases and indirect was adjusted to reflect the 10% indirect cost rate. For the fourth year, the indirect was adjusted to reflect the 10% indirect cost rate.

Warren Peterson asked how many vehicles are allocated for WIC and Beth Tolley stated they currently have nine vehicles. They tend to be old and have high mileage. Many are in the repair shop continually.

Ana Vigil asked what the vehicles are used for and Carmen stated that some of the sites are satellite sites and they are used to transport staff and supplies to provide the WIC

services. Jeremy Tobias stated WIC also has a converted RV that is used as a mobile office for areas that are very rural and difficult to serve. It is our mobile office on wheels and is a fully functional WIC office, with equipment and staffing to allow the ability to issue vouchers to clients.

Motion was made and seconded to approve the WIC Program Budget Amendment. Carried by unanimous vote. (Ochoa/Vigil)

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

Ralph Martinez stated three awards were received for the month of March; Bank of the West for \$1,500 for VITA; an anonymous donation of \$25,000 for the Food Bank; and \$80,000 from the California Department of Public Health for the Friendship House and Shafter Youth Center. Ralph stated one application was declined from the Walmart State Giving Program for \$30,000 which was to help with the purchase of a truck for the Food Bank. He stated there was a funding request that will be presented by Carmen.

Carmen Segovia stated the funding request is to the California Department of Education for \$59,943 for the Summer Food Service Program at the Shafter Youth Center and the Friendship House. She stated the program projects to serve a total of 475 meals per day; 150 for breakfast and 325 for lunch. The funds will cover raw food, wages/benefits of food service personnel, and other miscellaneous non-food costs necessary to implement the program.

d. Item was removed from the agenda when amended at beginning of meeting.

e. Fraud Filter on Operating Bank Account – Christine Anami, Director of Finance – **Info Item**

Christine Anami stated in the last several months there have been some unusual activities on our accounts and there have been several unauthorized Automated Clearing House (ACH) items which is a disbursement from the operating bank account. To prevent this, a fraud filter service was added with Wells Fargo to block any ACH transactions that CAPK has not authorized. Wells Fargo will not allow ACH transaction without prior approval from CAPK. She stated there has already been an occasion where a transaction had to be denied. The account is reviewed daily as there is a 24 hour window to inform the bank if a transaction is approved or denied. The largest amount under question was an \$800 transaction and there have been a total of about 8 transactions that are identified as fraud, however, all disbursements were recovered from Wells Fargo and reimbursed to the agency. She stated she has not seen the charge for the service yet but the bank representative said it would be less than \$100 a month.

Warren Peterson asked if the bank is responsible for that type of fraudulent activity and Chris stated she is not sure but that is why they were sold the service. Jeremy Tobias stated there has been a couple of fraudulent charges on the agency credit cards also, which staff caught and addressed and set up protections against. Again, all fraudulent charges were recovered.

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

Christine Anami stated as the Committee can see in the attached documents, the agency has met the reporting obligation in regards to San Joaquin Early Head Start. There are 3 reporting intervals and this is the annual. Next month the final will be brought to the committee and is due April 30th and will be filed electronically.

- g. Services Provided by WIPFLi on the 10% De Minimis Indirect Cost – Christine Anami, Director of Finance – **Info Item**

Christine Anami stated that WIPFLi is well known in the Head Start industry. They are an accounting and consulting company from the Midwest. A representative came to CAPK in March and was here for 2 days to help her and others understand how to implement the cost rate in the Abila accounting software. She stated it was a very informational two days and they have to be very timely in recording the 10% among all the grants. She stated the Finance department is in the process of establishing the cost pools and at least half been established and the other 50% are mainly in the Head Start/Early Head Start family.

6. **Finance Director Report**

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

Christine Anami stated this is the start of the new fiscal year and that is why the first column is not populated. She brought to the committee's attention of the line item \$15,000 for the Friendship House Quad Project that the Board had previously approved, to be used for Quad project construction if needed. She placed the full amount in reserve for that project. She stated \$396,935 is available as of today and there are no unusual transactions.

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

Christine Anami stated the operating cash summary shows the over-all cash position of the agency. As you can see, the line item for WIC is -\$807,845 as we are waiting on the reimbursements from the State and reimbursements are generally about \$300,000 monthly. For the most part the grants operate under a reimbursement system, and not advances. At times, the line of credit will be used to cover the cash flow while we wait on reimbursements. As Carmen had pointed out earlier in the meeting, the MCAP program is on track to achieve 99% usage of the Maximum Reimbursable Amount. Currently the program is at 70.30% and the report reflects 8 out of 12 months.

All programs are doing monthly activity reports, which are presented at the Program Review and Evaluation Committee meeting. Due to this being a financial report it was decided it was best to provide the Budget and Finance Committee the activity report for the Finance Division, as the report captures the transaction activity on a monthly basis for the program.

Community Action Partnership of Kern
Budget & Finance Committee Meeting Minutes
April 20, 2016
Page 5

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

7. **Committee Member Comments**

No comments were made.

8. **Next Scheduled Meeting**

Budget & Finance Committee Meeting
Wednesday, May 18, 2016
12:00 p.m.
5005 Business Park North
Bakersfield, California 93309

9. **Adjournment**

The meeting was adjourned at 12:58pm.

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

	<u>02/29/16</u>	<u>03/01/16- 03/31/16</u>	<u>TOTAL</u>
BEGINNING BALANCE (NOTE 1)	404,221.09		404,221.09
CASH RECEIPTS			
2016 Awards Banquet Donations		8,100.00	8,100.00 a
Donations		265.00	265.00
Interest Income/Union Administrative Fee		88.51	88.51
TOTAL CASH RECEIPTS	<u>0.00</u>	<u>8,453.51</u>	<u>8,453.51</u>
CASH DISBURSEMENTS			
Line of Credit Interest Expense		81.48 b	81.48
Line of Credit Unused Commitment Fee		443.92 c	443.92
2016 Awards Banquet Expenses		35.70	35.70 a
Fundraising		159.00	159.00
Miscellaneous Expenses			0.00
Indirect Costs		19.47	19.47
TOTAL CASH DISBURSEMENTS	<u>0.00</u>	<u>739.57</u>	<u>739.57</u>
CASH PROVIDED (USED)	<u>0.00</u>	<u>7,713.94</u>	<u>7,713.94</u>
ENDING BALANCE	<u><u>404,221.09</u></u>		<u><u>411,935.03</u></u>
		Discretionary Cash	227,589.85
		Fund Raising Cash	184,525.25
			<u>412,115.10</u>
		Add: A/R	24.60
		Less: AP	<u>(204.67)</u>
			411,935.03
		Less: Reserve for Friendship House Community Center Quad Project	<u>(15,000.00) d</u>
			<u><u>396,935.03</u></u>

NOTES

1. For the year ended 2/29/16, the net increase to the Discretionary/Fund Raising Funds was \$67,510.93.
- a. As of 3/31/16, net 2016 awards banquet gain is \$14,399.13 (@ FYE 2/29/16 = 6,334.83 + 8,064.30 for March 2016).
- b. Interest expense on operating line of credit advance for \$700,000 for 1 day.
- c. Commitment fee for the first quarter that the \$1 million line of credit was not used. The fee is equal to one-quarter percent (0.25%) per annum based on a 360 day year.
- d. Approved at the 2/24/16 Board of Directors' meeting.

Date Prepared: 4/10/16

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Budget & Finance Committee

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

Date: April 20, 2016

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

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

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

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

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

Recommendation:

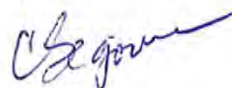
Staff recommends the Budget and Finance Committee approves a one-time incentive pay in the range of \$500 - \$1,000 for each MCAP staff member for fiscal year ending June 30, 2016, provided the conditions stated above are met.

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Budget & Finance Committee

From: Carmen Segovia, Director of Health & Nutrition



Date: April 20, 2016

Subject: *Agenda Item 5b: WIC Program Budget Amendment – Action Item*

The WIC Program is currently in the first year of a four year contract, 10/1/15 to 9/30/19; the fiscal year runs from October to September. We received notification that a budget amendment may be submitted by April 29, 2016 to revise the budget not only for the current fiscal year but for all four years. Since the original application was prepared in May 2015 for the fiscal year that started October 1, 2015, this budget amendment will allow us to make changes to reflect actual expenditures for the current year and incorporate the additional funds received effective October 1, 2016.

In summary, the funding and caseload changes are as follows:

Year	Approved funding	Proposed funding with amendment	Adjustment	Caseload per month (participants)
Year 1: 10/1/15 to 9/30/16	\$3,930,215	\$3,930,215	-0-	19,770
Year 2: 10/1/16 to 9/30/17	\$3,962,308	\$4,057,313	\$95,005	19,970
Year 3: 10/1/17 to 9/30/18	\$4,021,586	\$4,117,940	\$96,354	20,170
Year 4: 10/1/18 to 9/30/19	\$4,053,645	\$4,150,816	\$97,171	20,370

Funding will cover the operational cost to provide core WIC services in addition to the Breastfeeding Peer Counselor Program, Regional Breastfeeding Liaison and the Farmer's Market Nutrition Program.

Proposed Budget:

	Year 1	Year 2	Year 3	Year 4	
	10/1/15 - 9/30/16	10/1/16 – 9/30/17	10/1/17 - 9/30/18	10/1/18 - 9/30/19	Total
Personnel	\$	\$	\$	\$	\$
Wages	2,132,003	2,434,521	2,478,619	2,478,619	9,523,762
Benefits	617,792	706,011	718,799	718,799	2,761,401
Total Personnel	2,749,795	3,140,532	3,197,418	3,197,418	12,285,163
Operating Expenses	782,219	528,882	546,164	576,051	2,433,316
Major Equipment	45,000	20,958	0	0	65,958
Subcontracts	0	0	0	0	0
Indirect	353,201	366,941	374,358	377,347	1,471,847
Total costs	3,930,215	4,057,313	4,117,940	4,150,816	16,256,284

Changes made to Year 1:

1. Wages were adjusted to reflect salary savings from vacant positions and also to include a 4% increase for all positions, effective March 1, 2016. Historically, wages for WIC positions have been 20% below market. This increase will bring wages to be within 20% of market; what is referred to as "minimum". Last year, the only positions that received an adjustment were those that were below the minimum.
2. Major Equipment was adjusted to allow for the purchase to replace 2 vehicles. This will allow for the replacement of 2 vehicles that are greater than 10 years old and repairs are getting more frequent and more expensive.
3. Operating Expenses were adjusted to reflect actual expenditures and also to procure one-time purchases, such as furniture, measuring equipment, signage, and other items that are in need of replacement.
4. Indirect was adjusted to reflect the 10% indirect cost rate. Originally, the indirect amount was budgeted at the maximum allowed since the indirect rate was unknown. Having a known indirect cost rate allows for better planning and budgeting.

Changes made to Year 2:

1. Major Equipment was adjusted to allow for the purchase to replace 1 vehicle.
2. Indirect was adjusted to reflect the 10% indirect cost rate.

Changes made to Year 3:

1. Wages include a 2% increase to allow for performance increases.
2. Indirect was adjusted to reflect the 10% indirect cost rate.

Changes made to Year 4:

1. Indirect was adjusted to reflect the 10% indirect cost rate.

Recommendation:

Staff recommends the Budget and Finance Committee approves the WIC Program budget amendment for fiscal years 10/1/15 to 9/30/19.

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

DATE OF B&F MEETING	DATE OF APP SUBMISSION	FUNDING SOURCE	PROGRAM/PROPOSAL	AMOUNT REQUESTED
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
2/17/2016	2/16/2016	KAISER PERMANENTE KERN COUNTY	FHCC: GROW FIT	\$ 13,181
2/17/2016	2/25/2016	ASTRAZENECA	FHCC & SYC: GROW FIT	\$ 175,198
3/30/2016 (Board)	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 - MARCH 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
11/18/15	03/08/16	BANK OF THE WEST	VITA	\$ 1,500	\$ 1,500	10/01/2015-05/31/2016
N/A	03/22/16	ANONYMOUS DONATION	FOOD BANK	N/A	\$ 25,000	N/A
1/20/2016	03/24/16	CALIFORNIA DEPARTMENT OF PUBLIC HEALTH	FHCC & SYC SEXUAL HEALTH INFORMATION & EDUCATION (I&E) PROGRAM	\$ 115,569	\$ 80,000	07/01/2016-06/30/2017
				TOTAL	\$ 25,945,351	

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

[illegible]

Community Action Partnership of Kern Funding Request Profile

Source of Funds: United States Dept of Agriculture

CFDA # 10.559

Project Name: Summer Food Service Program

Division Director: Carmen Segovia

Funder Name: California Department of Education,
Nutrition Services Division

Program Manager: Diana Morrison

Grant Program Name:
Summer Food Service Program (SFSP)

☐ **New Funding**

☒ **Re-Application**

Funding Period: June 6 to July 29, 2016

A. Narrative description of funding request, including goals:

The Central Kitchen is requesting \$59,943 for general operating costs involved in the operation of the Summer Food Service Program (SFSP) at eight locations: Shafter Youth Center, Friendship House Community Center, five Corporation for Better Housing sites and at the Salvation Army office in Mojave. The SFSP will serve breakfast and lunch to the participants of the Friendship House Community Center and the Shafter Youth Center's Summer Youth Program; lunch will be served at the other locations. The SFSP is a reimbursement program based on the number of meals served and participants must be 18 years of age and under. We project serving a total of 475 meals per day (150 breakfast and 325 lunch).

B. Use of Funds:

The funds will cover raw food, wages/benefits of food service personnel, and other miscellaneous non-food costs necessary to implement the program.

C. Approvals:

1. <u>Carmen Segovia</u> <u>4-12-16</u> Division Director Date	3. <u>Christine Mami</u> <u>4/12/16</u> Director of Finance Date
2. <u>Ruth Miller</u> <u>4-12-16</u> Director of Community Development Date	4. <u>JTO</u> <u>4/12/16</u> Executive Director Date

D. Board:

<input type="checkbox"/> Policy Council Date: _____	<input type="checkbox"/> PRE Presentation Date: _____	<input type="checkbox"/> B&F Approval Date: _____	<input type="checkbox"/> Board Approval Date: _____
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COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Budget & Finance Committee
Christine Anami
From: Christine Anami, Director of Finance
Date: April 20, 2016
Subject: *Agenda Item 5e:* Fraud Filter on Operating Bank Account – Info Item

In the recent past months, there has been unusual activity on Community Action Partnership of Kern's operating bank account with Wells Fargo Bank. There have been several unauthorized Automated Clearing House (ACH) debit transactions that electronically takes cash from the operating bank account.

To help protect our Wells Fargo operating account from unauthorized ACH transactions, we have added an ACH fraud filter service. This service will automatically block any ACH transactions that CAPK has not authorized in advance. Wells Fargo will not allow unauthorized ACH transactions to post to our account and will automatically return each one to the originating depository financial institution.

The cost for the ACH fraud filter service is less than \$100 per month.

Wells Fargo has been contacted about the unauthorized ACH debit transactions and CAPK has received recovery on the unauthorized electronic withdrawals from our operating bank account.

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Budget & Finance Committee
Christine Anami
From: Christine Anami, Director of Finance
Date: April 20, 2016
Subject: *Agenda Item 5f.* 2015-2016 Early Head Start San Joaquin Federal Financial Report (Annual) - Info Item

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

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

Attached is the annual Federal Financial Report that was uploaded to the GrantSolutions system which is a new requirement for submitting the Federal Financial Report. Grantees are no longer required to submit the report to their regional office. The change in federal reporting per Program Instruction went into effect January 5, 2016.

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

FEDERAL FINANCIAL REPORT

(Follow form instructions)

1. Federal Agency and Organizational Element to Which Report is Submitted <div style="text-align: center; font-weight: bold;">DHHS ACF REGION IX</div>		2. Federal Grant or Other Identifying Number Assigned by Federal Agency (To report multiple grants, use FFR Attachment) <div style="text-align: center; font-weight: bold;">09CH010071-01-00</div>		Page 1 of 1 Pages			
3. Recipient Organization (Name and complete address including Zip code) <div style="text-align: center; font-weight: bold;">COMMUNITY ACTION PARTNERSHIP OF KERN - 5005 BUSINESS PARK NORTH, BAKERSFIELD, CA 93309</div>							
4a. DUNS Number <div style="text-align: center; font-weight: bold;">072947617</div>	4b. EIN <div style="text-align: center; font-weight: bold;">95-2402760</div>	5. Recipient Account Number or Identifying Number (To report multiple grants, use FFR Attachment) <div style="text-align: center; font-weight: bold;">1-952402760A1</div>	6. Report Type <input type="checkbox"/> Quarterly <input type="checkbox"/> Semi-Annual <input checked="" type="checkbox"/> Annual <input type="checkbox"/> Final	7. Basis of Accounting <input type="checkbox"/> Cash <input checked="" type="checkbox"/> Accrual			
8. Project/Grant Period From: (Month, Day, Year) <div style="text-align: center; font-weight: bold;">07/01/2015</div>		To: (Month, Day, Year) <div style="text-align: center; font-weight: bold;">01/31/2016</div>		9. Reporting Period End Date (Month, Day, Year) <div style="text-align: center; font-weight: bold;">01/31/2016</div>			
10. Transactions				Cumulative			
(Use lines a-c for single or multiple grant reporting)							
Federal Cash (To report multiple grants, also use FFR Attachment):							
a. Cash Receipts				0.00			
b. Cash Disbursements				0.00			
c. Cash on Hand (line a minus b)				0.00			
(Use lines d-o for single grant reporting)							
Federal Expenditures and Unobligated Balance:							
d. Total Federal funds authorized				3,397,773.00			
e. Federal share of expenditures				2,617,529.00			
f. Federal share of unliquidated obligations				0.00			
g. Total Federal share (sum of lines e and f)				2,617,529.00			
h. Unobligated balance of Federal funds (line d minus g)				780,244.00			
Recipient Share:							
i. Total recipient share required				727,693.00			
j. Recipient share of expenditures				10,469.00			
k. Remaining recipient share to be provided (line i minus j)				717,224.00			
Program Income:							
l. Total Federal program income earned				0.00			
m. Program income expended in accordance with the deduction alternative				0.00			
n. Program income expended in accordance with the addition alternative				0.00			
o. Unexpended program income (line l minus line m or line n)				0.00			
	a. Type	b. Rate	c. Period From	Period To	d. Base	e. Amount Charged	f. Federal Share
11. Indirect Expense							
g. Totals:							
12. Remarks: Attach any explanations deemed necessary or information required by Federal sponsoring agency in compliance with governing legislation: <div style="padding-left: 20px;">G094154 Start-up Expenses = \$431,829 (\$55,171 Unobligated Balance)</div>							
13. Certification: By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and intent set forth in the award documents. I am aware that any false, fictitious, or fraudulent information may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 18, Section 1001)							
a. Typed or Printed Name and Title of Authorized Certifying Official <div style="text-align: center; font-weight: bold;">Jeremy T. Tobias, Executive Director</div>						c. Telephone (Area code, number and extension) <div style="text-align: center; font-weight: bold;">(661) 336-5236</div>	
b. Signature of Authorized Certifying Official 						d. Email address Jeremy T. Tobias, Executive Director <div style="text-align: center; font-weight: bold;">jtobias@capk.org</div>	
e. Date Report Submitted (Month, Day, Year) <div style="text-align: center; font-weight: bold;">02/26/16</div>						14. Agency use only:	

Standard Form 425 - Revised 10/11/2011
 OMB Approval Number: 0348-0061
 Expiration Date: 02/29/2016

Paperwork Burden Statement

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

To: Board of Directors
From: Ashley Womack, Policy Council Chairperson
Date: April 27, 2016
Subject: *Agenda Item VIII(a)* – Head Start Policy Council Report – Action Item

The Policy Council met on March 31, 2016 and quorum was established.

We approved the 2016-2017 Recruitment & Selection Plan for Early Head Start/Head Start and amended the Policy Council Bylaws to increase membership for Policy Council Subcommittees.

The Health Content Area Specialists' shared information about their team's role and responsibilities. The periodicity chart was shared and health requirements were reviewed to support transition to Kindergarten.

Yolanda Gonzales, HS/EHS Director thanked everyone for their attendance. She thanked Stockton staff and parents for their continued commitment and expressed her gratitude to the Stockton staff who joined the meeting via GoToMeeting. She encouraged parents to share their Head Start stories to support recruitment. Yolanda reported, we received communications regarding the ERSEA/Fiscal Federal Review and no findings were reported. In addition, she shared In kind for the 2015-2016 fiscal year was at 113%. In closing, she thanked parents for their support and participation in our program.

Next Policy Council Meeting will be held
Thursday, April 28th in the Board Room
5005 Business Park North
Bakersfield, CA 93309
5:30pm – 7:00pm

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

1. **CALL TO ORDER – Chairperson, Ashley Womack** called the meeting to order at 5:30 p.m.
 - a. Moment of Silence, Pledge of Allegiance
 - b. Reading of Promise of Community Action
“Community Action changes people’s lives, embodies the spirit of hope, improves communities, and makes America a better place to live. We care about the entire community and are dedicated to helping people help themselves and each other.”
2. **ROLL CALL/SET QUORUM – Secretary, Ana Luna- Quorum was established.**
PC Members Present: Ashley Womack, Ana Luna, Bryce Bray, Janeth Rivera, Salvador Zambrano, Catherine Velasquez, Jason Warren, Gabriella McCutcheon, Christina Bates, Caterina Cerda, Deborah Martinez, Tai’Rance Kelly
Others Present: Pamala Roberts, Family Education Coordinator; Lisa Price, PDM Administrative Assistant; Maura Sandoval, Staffing Specialist; Michael Lackman, Human Resources Manager; Mary Ann Mooney, Program Manager; LeTisha Brooks, Program Manager; Krissie Leach, Program Manager; Rashi Strother, Family Services & Governance Specialist, Rayjean Stone, Health CAS; Karen Day, Health CAS; Kim Lisenbee, Health CAS; Angela Adams, Family Education Coordinator; Yolanda Gonzales, Director Head Start/State Child Development; Patty Hinojosa, Family Services & Governance Manager; Erika Arias, ERSEA Manager; Christina Short, Program Administrator; Rosie Fernandez, ERSEA Specialist; Estella Benevides, Health/Disabilities CAS; Mark Costa, Nutrition CAS; Kody Smoot, Guest; Krystal Skaggs, Guest; Dustin Christian, Guest; Curtis Christian, Guest; Janet Hall, Guest; Tiffany Medrano, Guest; Javier Medrano, Guest
3. **APPROVAL OF AGENDA – Chairperson, Ashley Womack (*ACTION)**
 - a. Approval of the PC agenda dated March 31, 2016 with the omission of new business items (c) – (e) was made by Caterina Cerda; seconded by Bryce Bray. Motion carried unanimously.
4. **APPROVAL OF MINUTES – Chairperson, Ashley Womack (*ACTION)**
 - a. Approval of the PC meeting minutes dated February 25, 2016 was made by Jason Warren; seconded by Tai’Rance Kelly. Motion carried unanimously.
5. **PRESENTATION OF GUESTS/PUBLIC FORUM**
*(The public wishing to address the full Policy Council may do so at this time. Policy Council members may respond briefly to statements made or questions posed. However, the PC will take no action other than referring the item(s) to staff for study and analysis. **Speakers are limited to five minutes each.** If more than one person wishes to address the same topic, total group time for topic will be 10 minutes. Please state your name before making your presentation. Thank you.*
None
6. **STANDING COMMITTEE REPORT (3 minutes each)**
 - a. Personnel Committee – The employee manual was reviewed. The group also had discussion regarding filing false claims and whistleblowing. Next meeting will be held April 26, 2016 at 5:00 pm.
 - b. Planning Committee – The 2016-2017 Recruitment Plan was discussed as well as review of Average Daily Attendance and the Enrollment Report. Next meeting will be held on May 3, 2016 at 5:15 p.m. in Suite 120.
 - c. Finance Committee – No report given. Next meeting will be held April 21, 2016 at 5:30 pm.
 - d. By-Laws Committee – The bylaws were reviewed and suggestions were made for revisions. Dates for future meetings were voted on and approved. Next meeting will be held on May 19, 2016 at 12:00 p.m.

7. HUMAN RESOURCES (*ACTION)

a. Human Resources Report – Maura Sandoval, Staffing Specialist

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

b. Executive Session – Mike Lackman, Human Resources Manager

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

8. PRESENTATIONS

a. Health Training – Health Content Area Specialists

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

9. NEW BUSINESS – Chairperson (*ACTION)

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

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

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

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

10. CONSENT CALENDAR

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

11. COMMUNICATIONS – Chairperson

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

12. Program Governance Coordinator Report/Training – Janelle Gonzalez

a. Fulfilling your role as a Policy Council Member

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

13. COMMUNITY REPRESENTATIVE REPORT

None given as this position is currently vacant.

14. POLICY COUNCIL CHAIRPERSON REPORT –Ashley Womack

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

15. BOARD OF DIRECTORS REPRESENTATIVE REPORT – Ana Vigil

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

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

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

17. ANNOUNCEMENTS – Chairperson, Ashley Womack

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

18. ADJOURNMENT – Chairperson, Ashley Womack

Meeting was adjourned at 6:35 p.m.

Lisa Price/PDM Administrative Assistant


Completed 04.06.16

Revised 04.11.16 by Janelle Gonzalez, Program Governance Coordinator

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Board of Directors

From:  Jeremy T. Tobias, Executive Director

Date: April 27, 2016

Subject: *Agenda Item IX:* Executive Director Report - Action Item

a) Update on the Humanitarian Awards Banquet

This will be the final update to the Board prior to the Annual Banquet being held on Thursday, May 12 at the DoubleTree Hotel.

- The Humanitarian of the Year will be awarded to Deborah Johnson, President/CEO, California Veterans Assistance Foundation, for her work in helping to end Veteran homelessness in Kern County.
- Community Partner of the Year will be awarded Life Church at World of Pentecost, for partnering with the CAPK Food Bank to help distribute more than 1 million lbs. of food to the hungry in our community in 2015.
- Volunteers of the Year – the CAPK Volunteer Income Tax Assistance Program Volunteers Past and Present, for being the “V” in VITA, and helping low-to-moderate-income taxpayers achieve self-sufficiency by providing cost-free tax preparation, e-filing and access to the Earned Income Tax Credit since CAPK VITA began 10 years ago.
- Keynote Speaker – The Honorable Leticia Perez, Kern County Fifth District Supervisor, a proud “Head Start Baby” and a staunch supporter of Community Action.

Banquet sponsorships continue to come in. We are currently just over \$55,000 in sponsorships. Please continue to think about ways you can assist us with sponsors and attendees. If you have ideas or suggestions please do not hesitate to reach out to staff, as we can help you with the outreach and follow up materials, etc.

b) Update on CAPK Strategic Plan process

As reported previously, we are kicking off an update of the CAPK Strategic Plan. The current strategic plan was adopted about 5 years ago. The plan is due for an update, plus with the new Organizational Standards now requiring such updates, it is an appropriate time to proceed.

Last week we held our opening session with a 19 member Strategic Plan committee, consisting of 16 staff and 3 Board members. It was all day session and it was a very positive with many good ideas and thoughts being expressed by the group. Several surveys and feedback opportunities were utilized to incorporate as much feedback as possible. We distributed material ahead of time so as to hit the ground running. As a result, a lot of ground was covered in the opening session. I want to thank all the Board members for their input on the SWOT analysis and the vision and mission statement feedback. We expect a draft version of the strategic plan to be to the full Board in June for review and discussion.

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