

COMMUNITY ACTION PARTNERSHIP OF KERN
BOARD OF DIRECTORS MEETING

5005 Business Park North, Bakersfield, CA
May 25, 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	Curtis Floyd	Fred Plane	Warren Peterson
Don Bynum	James Camp	Jose Gonzalez	Craig Henderson
Mike Maggard	Tony Martinez	Yolanda Ochoa	Kathy Philley
Ana Vigil	Ashley Womack	Charlie Rodriguez	

II. Approval of Agenda

III. Approval of meeting minutes

- a. Minutes of April 27, 2016 Board of Directors meeting – **Action Item (p. 1-6)**

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

V. Special Presentations

- a. Presentation of 2015 Desired Results Summary Report (DRDP) for Head Start – Leslie Mitchell, Administrator of Education Support Services (**p. 7-22**)

VI. New Business

- a. Waiver of Election and Declaring Winner to be Seated to the Board of Directors for North Kern Low-Income Sector Representative – Jeremy Tobias, Executive Director – **Action Item (p. 23-34)**

- b. Early Head Start Child Care Partnerships Refunding Grant Application – Jerry Meade, Program, Design and Management Administrator – **Action Item (p. 35-37)**
- c. Head Start/Early Head Start Cost-of-Living Adjustment (COLA) Application – Jerry Meade, Program Design and Management Administrator – **Action Item (p. 38-39)**
- d. Head Start/Early Head Start Duration Grant Application – Jerry Meade, Program, Design and Management Administrator – **Action Item (p. 40-41)**
- e. Presentation of Head Start / State Child Development Program Self-Evaluation Annual Report – Leslie Mitchell, Administrator of Education Support Services – **Info Item (p. 42-54)**
- f. Presentation of Migrant Childcare Alternative Payment (MCAP) Program Self-Evaluation Annual Report – Susana Magana, MCAP Program Manager – **Info Item (p. 55-68)**
- g. Memorandum of Understanding between the Workforce Development Board and Partner Agencies in the One-Stop Partner Program doing business as America's Job Center of California – Jeremy Tobias, Executive Director – **Action Item (p. 69-97)**
- h. Approval of Job Description and Compensation Structure for the position of Assistant Director of Finance – Jeremy Tobias, Executive Director – **Action Item (p. 98-102)**
- i. Application Status Report and Funding Requests – Ralph Martinez, Director of Community Development – **Action item (p. 103-109)**

VII. Committee Reports

- a. Audit and Pension Committee Report – Christine Anami, Director of Finance – **Action Item**
 - i. Minutes of May 9, 2016 meeting (p. 110-112)
 - ii. Brown Armstrong's Plan for the 2015-16 Audit (p. 113-118)
 - iii. Food Bank – Feeding America Compliance Audit (p. 119-149)
- b. Program Review & Evaluation Committee Report – Ralph Martinez, Director of Community Development – **Info Item (p. 150)**
- c. Budget & Finance Committee Report – Christine Anami, Director of Finance – **Info Item (p. 150)**

VIII. Advisory Board Reports

- a. Head Start Policy Council Report – Ashley Womack, Policy Council Representative – **Action Item (p. 151)**
 - i. Minutes of April 28, 2016 meeting (p. 152-155)

Community Action Partnership of Kern
Board of Directors Meeting Agenda
May 25, 2016
Page 3

- 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. 156-158)

- a. Humanitarian Awards Banquet Outcome Report
- b. Update on the elimination of the CAPK HIV prevention and testing program
- c. Possible funding reduction by the county of kern for the 211 Kern program

X. Board Member Comments

XI. Closed Session

No items scheduled.

XII. Close Session Report

XIII. Next Scheduled Meeting

Board of Directors Meeting
Wednesday, June 29, 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, May 20, 2016. Amanda Norman, Assistant to the Executive Director

COMMUNITY ACTION PARTNERSHIP OF KERN
BOARD OF DIRECTORS MEETING

5005 Business Park North, Bakersfield, CA

April 27, 2016

12:00pm

I. Call to Order

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

- a. Moment of Silence/Pledge of Allegiance
- b. Reading of the "Promise of Community Action"
- c. Roll Call

Roll Call was taken with a quorum present:

Present: Garth Corrigan, Curtis Floyd (left at 12:35pm), Fred Plane, Warren Peterson, Don Bynum, Mike Maggard, Tony Martinez, Yolanda Ochoa, Kathy Philley, Ana Vigil, Ashley Womack and Charlie Rodriguez.

Absent: James Camp, Jose Gonzalez and Craig Henderson

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

II. Approval of Agenda

Motion was made and seconded to approve the Board of Directors meeting agenda for April 27, 2016. Carried by unanimous vote. (Floyd/Ochoa)

III. Approval of meeting minutes

- a. Minutes of March 30, 2016 Board of Directors meeting – **Action Item**

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

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. California Head Start Association (CHSA) Region IX Update Presentation – Yolanda Gonzales, Director of Head Start/State Child Development

Jeremy Tobias stated Yolanda Gonzales was in Stockton visiting our Early Head Start program, and Pam Pritchard will present on behalf of Yolanda.

Pam stated she was asked to share with the board some updates that are happening in the Head Start and Early Head Start program. Pam updated the board about the Early Head Start Expansion, the impact of Transitional Kindergarten, the increase of community need for infant/toddler care and full day services/full year services. She explained that Early Head Start services are typically more expensive than Head Start services. She stated that Governor Jerry Brown had proposed consolidating state childcare, preschool, transitional kindergarten, and quality control spending into a single \$1.6 billion block grant. This proposal would direct childcare funding to school districts to run their own programs. She stated the legislators rejected Gov. Brown's early education plan and there is a lot of support for early childhood education within the legislation.

Warren Peterson asked what impact Gov. Brown's decision would have on the agency. Pam stated the program would potentially only be able to provide half day sessions rather than full day services.

- b. Give Big Kern Presentation – Louis Medina, Outreach and Advocacy Manager

Louis Medina stated the Kern Community Foundation's "Give Big Kern" event will be taking place next Tuesday, May 3, 2016 and they would like the community to give online to their non-profit of choice. He stated a little over 110 non-profits are participating and this is a great way to raise funds for the organizations. He stated there is a link on the agency's website that will direct the public to the CAPK page on Give Big Kern's website.

VI. New Business

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

Brady Bernhart stated he has presented this subject to the Board before on several occasions and this is part of the ongoing update on the Organizational Standards. He stated the Results Oriented Management and Accountability (ROMA) is a required management system for CAP agencies and has been in place since 2001. This newest proposed update of the ROMA system is referred to as ROMA Next Generation, or "NG". They want to see that we are submitting accurate numbers and data for the individuals and families that services are provided to. They also want to see if we are letting families know of other services they may be eligible for. He stated more updates will be provided to the Board at a later time. Brady specified that the State will conduct a desk review of the standards sometime in August and

the agency is ahead of schedule, especially when compared to other agencies of our size.

Jeremy Tobias stated that the idea of having a set of national standards is a long running debate, and there has never been a true set standards which all Community Action Agencies had to follow. These new standards are now required of all agencies that receive CSBG funding. As the Board can see in the attached checklist, we have accomplished most of the items on the standards checklist. As we work our way through the few remaining areas, we will continue to update the Board and bring items back for review and approval.

VII. Committee Reports

a. Audit and Pension Committee Report – Christine Anami, Director of Finance – *Action Item*

- i. Minutes of April 7, 2016 meeting
- 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
- iv. CSBG Close-Out Report from the Department of Community Services and Development for Contract# 14F-3089
- v. Annual Administrative Review from First 5 Kern for 2-1-1 Kern County
- vi. Overview of Findings for Head Start/State Child Development from the Administration for Children & Families
- vii. Single Audit Report for Fiscal Year 2015 from the California State Controller

Christine Anami stated Mutual of America gave a very informative presentation on the employee pension plan. She stated there was a presentation on the monitoring review that was conducted in February for ERSEA and Fiscal and she is pleased to report no there were no findings.

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

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

- i. Minutes of April 13, 2016 meeting
- ii. Program Reports
 1. March 2016 Program and Division Reports
 2. Funding Requests and Application Status Report
 3. Head Start/State Child Development March Enrollment Update
 4. Meals Report
 5. March 2016 Outreach & Advocacy Report

Ralph Martinez stated there was a presentation from the Food Bank and the committee reviewed the program and division reports. He stated three awards were received; \$1,500 from Bank of the West for VITA, \$25,000 from an Anonymous

Donation for the Food Bank, and \$80,000 from the California Department of Public Health for the Friendship House and Shafter Youth Center. Head Start reported that 91,421 meals were prepared with 80,133 from the Central Kitchen and 11,288 from Vendors. 83% of the meals were served for the month of February 2016. The outreach report showed numerous events that happened in the month of March and events that were coming up in April and May.

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

- c. Budget & Finance Committee Report – Christine Anami, Director of Finance - **Action Item**
 - i. Minutes of April 20, 2016
 - ii. Discretionary Fund
 - iii. One-Time Incentive Pay for MCAP Staff
 - iv. WIC Program Budget Amendment
 - v. Application Status Report
 - vi. Fraud Filter on Operating Bank Account
 - vii. 2015-2016 Early Head Start San Joaquin Federal Financial Report (Annual)
 - viii. Services Provided by WIPFLi on the 10% De Minimis Indirect Cost
 - ix. Agency Financial Statements, March 2016

Christine Anami stated the committee approved a one-time incentive pay increase for MCAP, as long as they reach 99% of contracted reimbursements. A fraud filter was established on the bank account due to recent unusual charges. With this service, Finance is able to review all transaction and are able to reject a transaction, if needed. A WIPFLi consultant came to train staff on how to streamline and use the software to automate the accounting process for the 10% De Minimis. For the month of March, the Discretionary Fund had a balance of \$411,935.03. She stated the financial report contained the annual budget as well as budget to actual for major programs.

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

VIII. **Advisory Board Reports**

- a. Head Start Policy Council Report – Ashley Womack, Policy Council Representative – **Action Item**
 - i. Minutes of March 31, 2016 meeting

Ashely Womack stated the Policy Council met on March 31st and reviewed the 2016-2017 selection plans for Head Start and Early Head Start. Amended the By-laws to increase membership for Policy Council Sub-committees. She stated Yolanda Gonzales thanked everyone in attendance and shared that in-kind for 2015-2016 fiscal year was at 113% of the goal.

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

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

Ralph Martinez stated the Advisory Board is re-grouping and are in the process of recruiting new board members. One of the members Jewelle Scales is in attendance today and will present the report.

Jewelle stated she is a member of the Friendship House Advisory Board. They have been working on re-drafting a Memorandum of Understanding (MOU) focusing on defining the Advisory Board and defining what areas they want to put their time and effort into. For instance the tutoring program, which a draft is with Ralph for review and will be presented to the board. She stated the Advisory Board is working on their annual mixer. Their vision is to stay small with ultimately a 5-7 member Advisory Board.

Yolanda Ochoa asked when the mixer will be held and Jewelle stated they are looking at late September or early October.

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

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

- a. Update on the Humanitarian Awards Banquet

Jeremy Tobias stated the awards banquet is on May 12th and this will be the final report to the Board before the event. He stated we continue to receive sponsorships and are currently at about \$65,000 along with in-kind donations. It should be a fun event and if the Board has ideas for last minute sponsors to let him know.

- b. Update on the CAPK Strategic Plan Process

Jeremy Tobias stated we are in the process of updating the strategic plan. They had a one-day session and he was pleased with the consultant and thanked the Board members for completing the surveys and noted several participated in the planning session. He stated there will be a couple more meetings and a draft will be brought to the Board shortly.

Also, Pam Pritchard mentioned Head Start is part of the federal budget approval back in October 2015, and the budget included a 1.8% Cost-of-Living (COLA). We received word today that the guidance will be coming out shortly and our application and budget revision to include the COLA will be brought to the board for approval.

Jeremy stated the Food Bank received their new truck with new signage. He stated the truck was purchased with various moneies, including those dollars we earned

with the Drought Emergency Food Assistance Program (DEFAP), as we do receive a small amount per box, for administrative costs and services. Board Member Ochoa asked for clarification regarding the DEFAP fees. Jeremy clarified that yes, we receive a small fee for each box we distribute to cover our costs for delivery, fuel, staff, admin overhead, etc.

Garth Corrigan stated in Jeremy's weekly report he mentioned a funding cut for a program and wanted to know more about it. Jeremy stated the HIV Education and Testing program is funded through the State, and the County of Kern contracts with us and distributes the funding. The County staff notifies us they have received word that the funding will end in July. It is hoped our contract will be extended through September, to enable expenditure of all remaining funds and a cleaner shut down process. Additional information will be forwarded to the Board as it becomes available.

X. Board Member Comments

No comments were made.

XI. Closed Session

No items scheduled.

XII. Close Session Report

No report was given.

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

The meeting adjourned at 1:18pm.



Desired Results Summary Report

Spring 2016

Presentation Overview

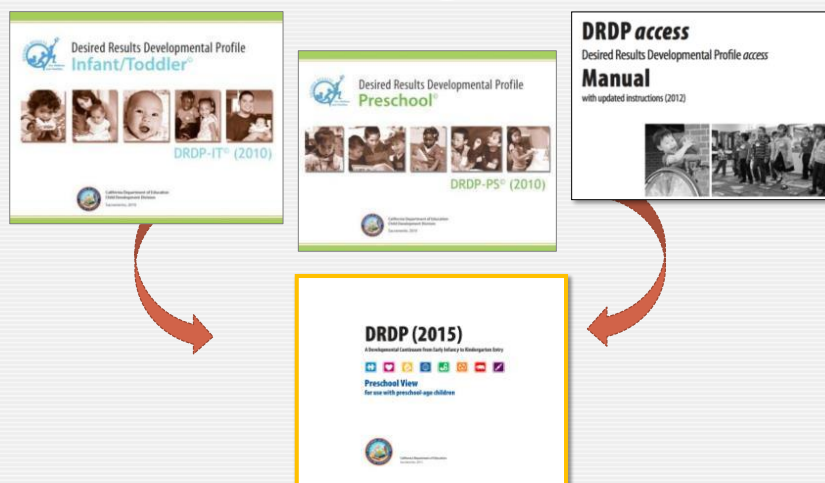
- About the Desired Results System
- Overview of Assessment Results
- Overview of Spring 2016 Parent Survey Results
- Overview of Spring 2016 Environmental Rating Scale Results
- Opportunities for Action

About the Desired Results System



DRDP (2015) A Full Continuum Instrument

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The DRDP (2015) Instrument

•5

- Creates a single DRDP instrument for all children infancy to kindergarten entry
- Aligns with the California Learning and Development Foundations (I/T & Preschool Vol. 1–3)
- Complies with federal reporting requirements for the Special Education Division
- Aligns to Head Start Early Learning Framework

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8 Developmental Domains

•6

1. Approaches to Learning and Self Regulation (ATL-REG)
2. Social and Emotional Development (SED)
3. Language and Literacy Development (LLD)
4. English Language Development (ELD)
5. Cognition, Including Math and Science (COG)
6. Physical Development – Health (PD-HLTH)
7. History Social Science (HSS)
8. Visual and Performing Arts (VPA)

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Approaches to Learning and Self Regulation

7

- New domain added to the DRDP (2015)
- One of the essential domains of school readiness
- Self Regulation was expanded to include Approaches to Learning
- Approaches to Learning is identified by the National Education Goals Panel as an essential area of learning critical to school readiness.
- Children's approaches to learning contribute to their success in school and interact with their development and learning in all other domains.

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The Desired Results System Tracks Child and Family Progress

- The Desired Results system was developed by the California Department of Education
- The system uses three tools to track the progress made by teachers, children, and families:
 - The Desired Results Developmental Profile 2015 (DRDP © 2015) child assessment
 - Desired Results Parent Survey
 - Environmental Rating Scale



Desired Results Assessments are Observation based

- The Desired Results Developmental Profile 2015 (DRDP 2015) is an observation based assessment tool, not a test.
- Teacher's complete an assessment for each child within 60 days of enrollment



Desired Results is an on-going process

- Results for each child and family are compiled within each classroom, center, agency, and contract
- Program improvements plans are created, submitted, and implemented
- Child assessments are completed again in Winter and Spring.



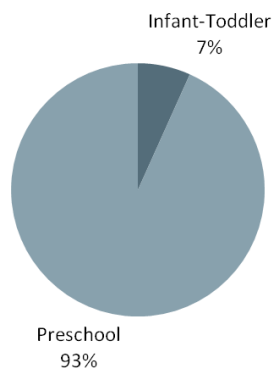
DRDP 2015 Results Assessment Overview



How Are Our Children Doing?

How Many Children Were Assessed this Period?

of Children Assessed By Age-Group
Winter 2016



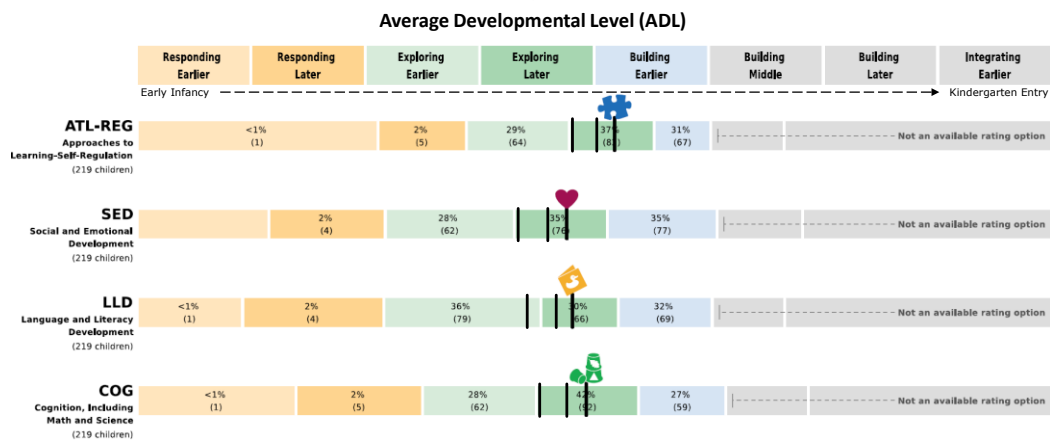
Assessment Tool	Age Group	Breakout Group	# Children in all Three Sessions	# Children Assessed in Spring
Infant-Toddler	6 Weeks - 7.9 Months	Young Infants	5	7
Infant-Toddler	8 - 17.9 Months	Infants	43	49
Infant-Toddler	18 - 36 Months	Toddlers	88	217
Preschool	3 years old	Preschool	155	355
Preschool	4 years old	Preschool	1,289	1,695

Infant Toddler Assessments



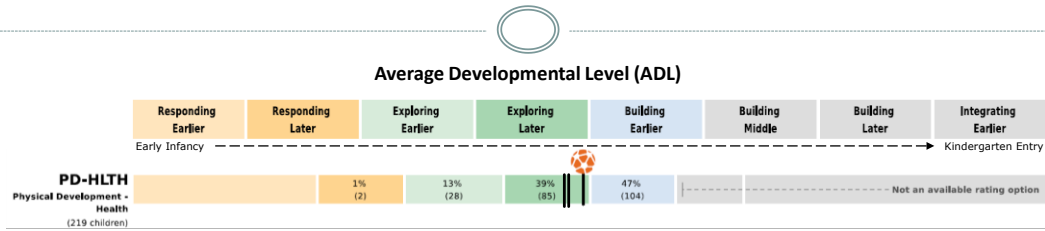
Toddlers - 18-36 Months

DRDP Domain Comparison for Toddlers



Children Assessed in Spring: 219

DRDP Domain Comparison for Toddlers (cont.)



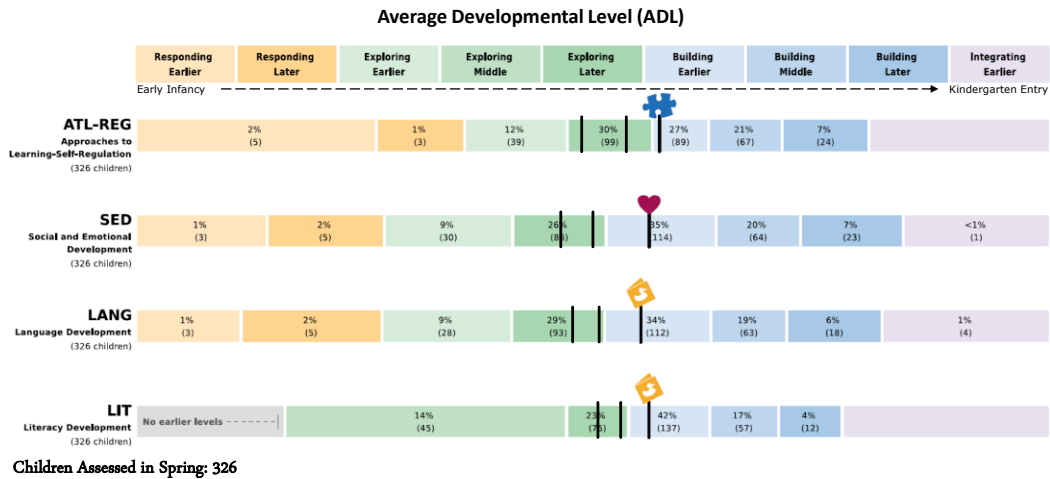
Children Assessed in Spring: 219

Preschool Assessments

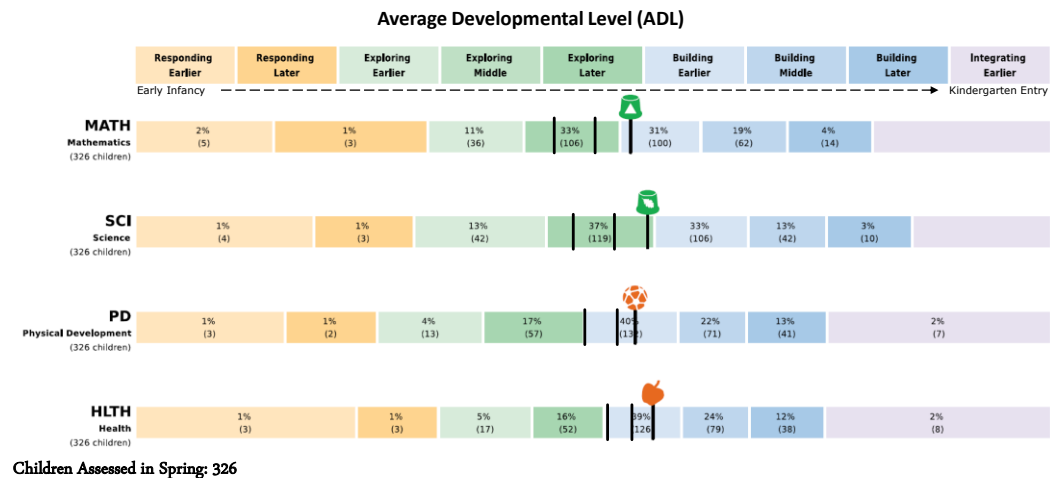


3 Year OLD - Will Repeat

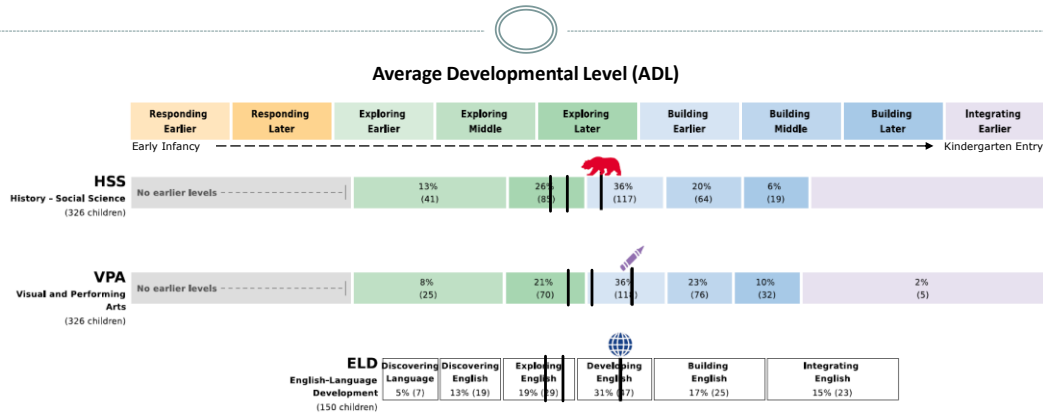
DRDP Domain Comparison – 3yo Children



DRDP Domain Comparison – 3yo Children (cont.)



DRDP Domain Comparison – 3yo Children (cont.)



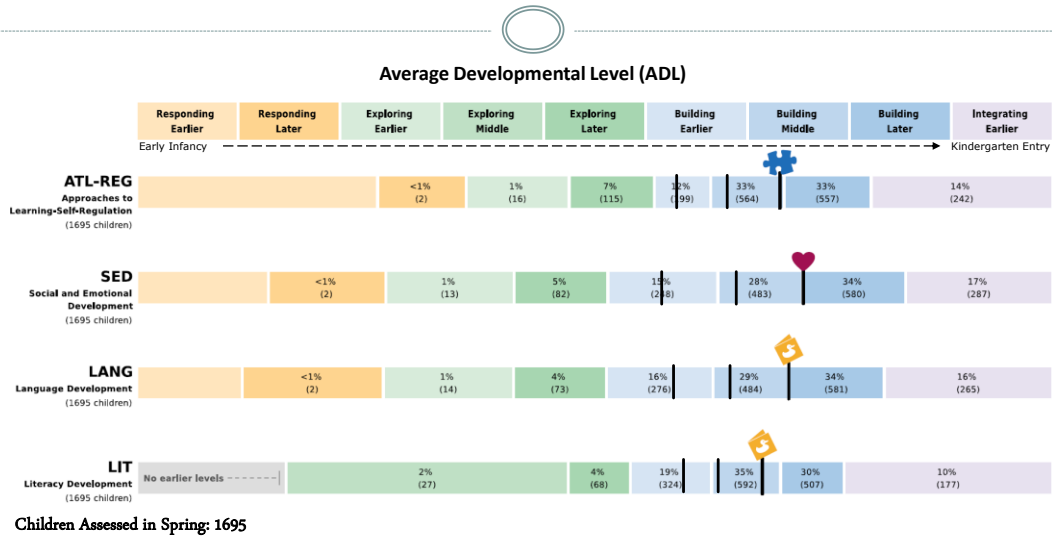
Children Assessed in Spring: 326

Preschool Assessments

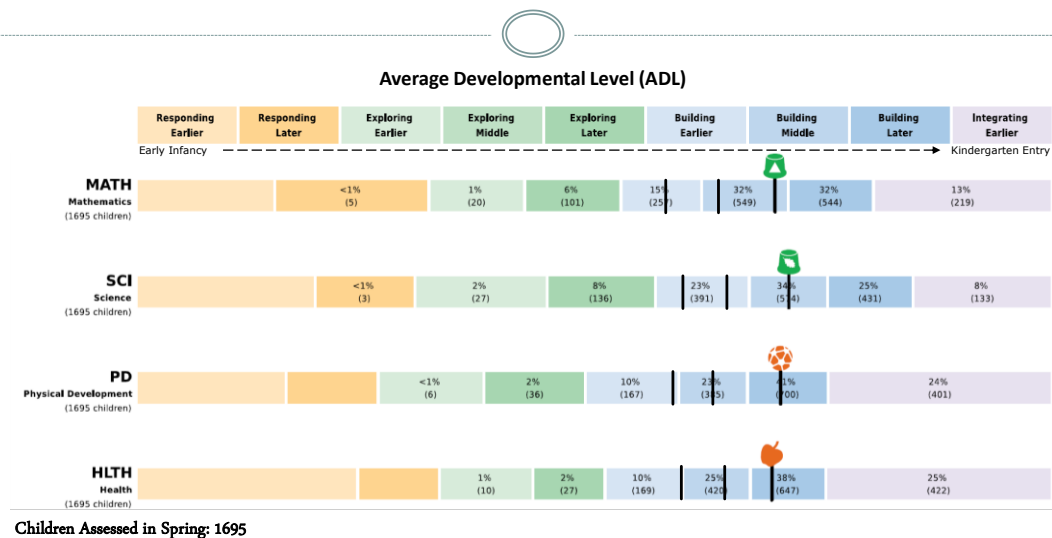


4 Year Olds – Will Attend Kindergarten Next Year

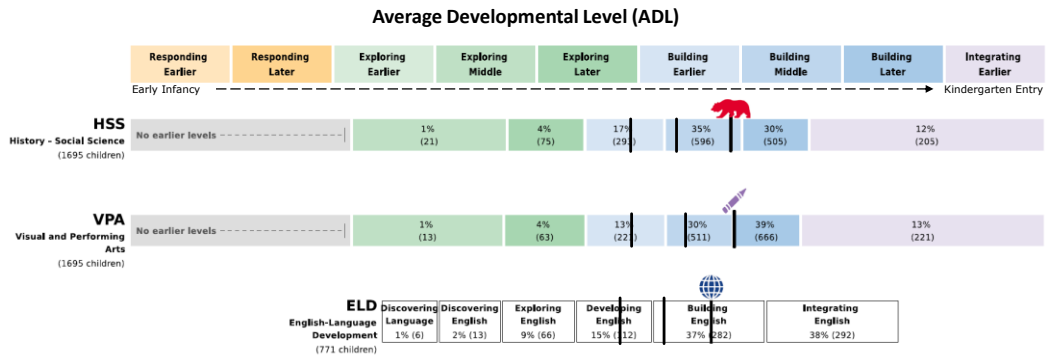
DRDP Domain Comparison – 4yo Children



DRDP Domain Comparison – 4yo Children (cont.)



DRDP Domain Comparison – 4yo Children (cont.)



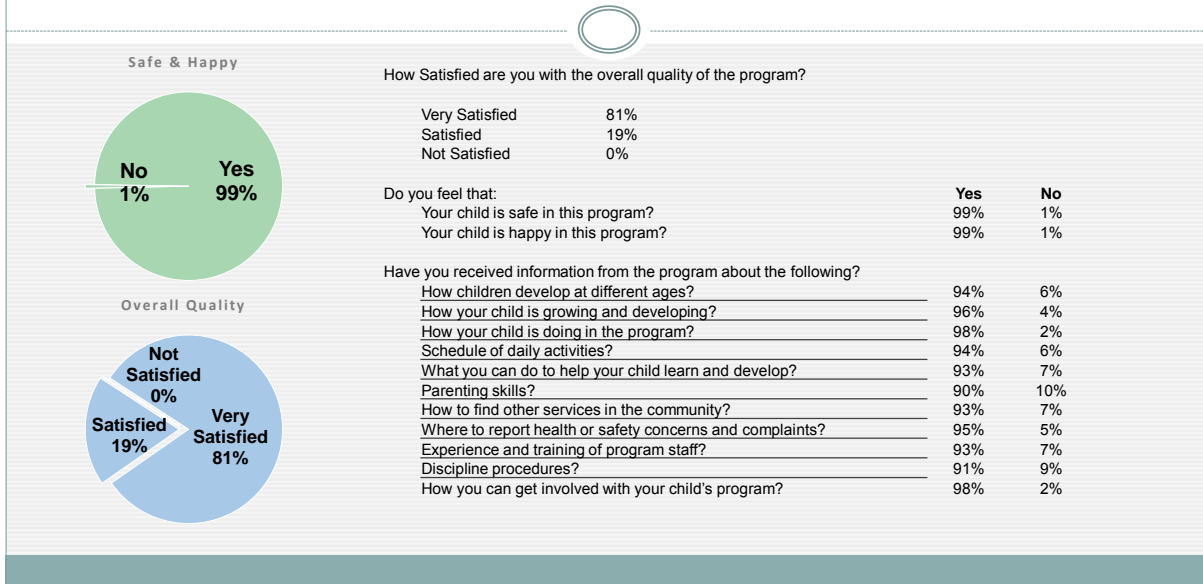
Children Assessed in Spring: 1695

2015-2016 Desired Results Parent Survey

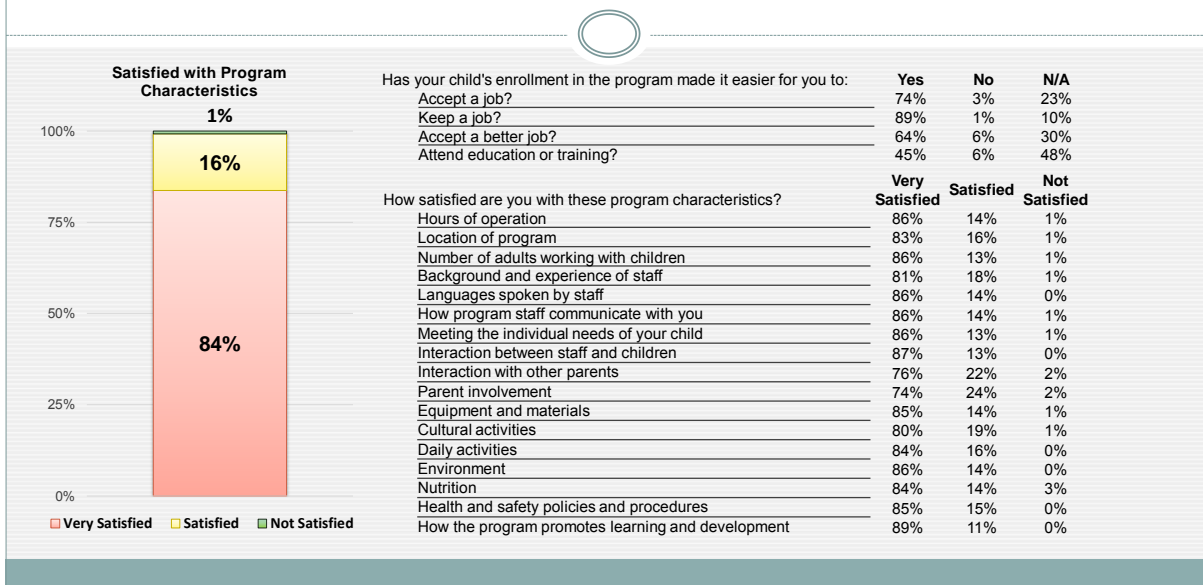
How Satisfied Are Our Parents?



2015 - 2016 Parent Survey Results

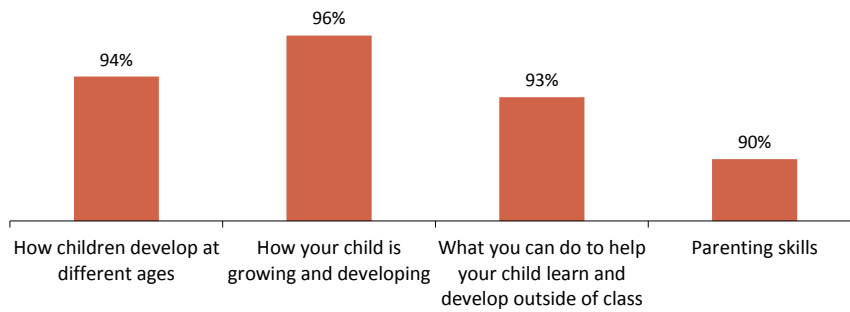


2015 - 2016 Parent Survey Results (cont.)



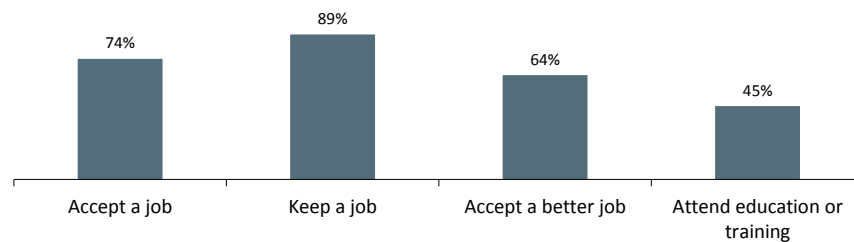
We Help Our Families Support Their Child's Learning & Development

Percentage of Parents receiving information on the following topics



Our Families Achieve Their Goals

Percentage of Families reporting positive outcome as a results of having their child enrolled in the program

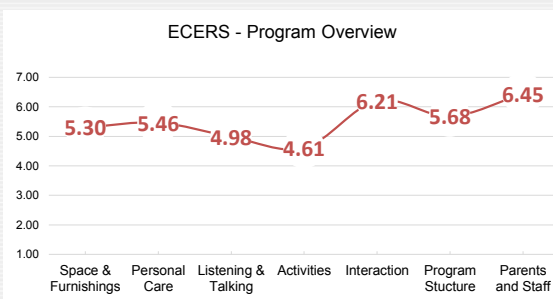
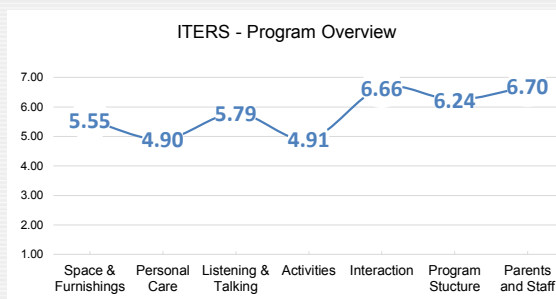




Environmental Rating Scale Results

Spring 2016

2015 - 2016 Environmental Rating Scale Results



Opportunities for Action



Creating an Action Plan


Some Highlights of our 2016-2017 Action Plan

- Parent involvement activities and training will be provided to offer strategies and build on parent skills and Language Literacy.
- The Education Team will research and train on five integral elements of quality teaching and learning including:
 1. Engaging teachers every day in interactions with children.
 2. Teaching to Fidelity with Creative Curriculum Preschool system; Infant/Toddlers and two's.
 3. Aggregating and analyzing assessment data to scaffold children's learning.
 4. Individualizing teaching practices for children according to their stage of development.
 5. Engaging parents in extending learning at home through our curriculum and investigations.
- Teaching staff will be provided training and Professional Development throughout the year in the domains of Language Literacy, Mathematics, and Science.
- These Action Steps will be ongoing in the 2016-2017 school year.
- Expected completion will be at the end of April 2017.

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Board of Directors

From: Jeremy T. Tobias, Executive Director 

Date: May 25, 2016

Subject: *Agenda Item VI.a:* Waiver of election and declaring winner to be seated to the Board of Directors as North Kern Low-income sector representative – ***Action Item***

The term for low income sector seat representing the north Kern County district, and currently held by Ana Vigil, expires on May 31, 2016. In accordance with the CAPK election rules an election for the low income sector seat was called following the procedures listed below:

1. The election was set as a mail-in ballot and set for May 2, 2016.
2. Advertising for open nominations was posted in March.
3. Notices of the open seat and the call for nominations were run in local newspapers.
4. Notices were also posted in all Head Start centers and WIC office locations in the represented area.
5. The agency website and social media were also used for public notification.
6. Nomination petitions to become a candidate were due no later than April 8, 2016.

Existing Board member Ana Vigil was the only candidate to file the necessary nomination petition paperwork. The nomination petition has been reviewed and deemed to be eligible. Since no other candidate submitted nomination papers, the Board may waive the election and declare the single candidate to be the winner. The term of the seat is five years with an expiration date of May 31, 2021.

Recommendation:

Staff recommends the Board of Directors waive the election for the north Kern Low-Income seat and declare the lone candidate Ana Vigil as the winner of the seat for a term of five years ending May 31, 2021.

Attachments: North Kern Low-Income Sector election notice and nomination petition

Public Notice
Community Action Partnership of Kern (CAPK)
Election for North Kern District Low-Income Board Member

Seeking candidates for a Low Income Board Representative; Five year term.
Election to be held on **May 2, 2016** by mail-in ballot.

CAPK is a 501 (c)(3) private non-profit corporation established in 1965 to advocate for and provide services to low income persons throughout Kern County. Five of CAPK's 15 Board members must represent the low income of Kern. Not required that they are low income, but **must** represent the low income.

Candidate ELIGIBILITY:

- Evidence that **resident of Northern Kern District** (see below for district description) and is **18 years of age** on or before the date of the election (i.e. driver's license, birth certificate, utility bill, etc.)
- Must **neither be a member of the paid staff nor a member of the immediate family** of a paid staff member.
- Must **certify** in writing that they **meet all the requirements** indicated.
- Must **submit Petition** with names, dates of birth, addresses and signatures of at least twenty-five (25) persons eligible to vote in this election (see below for voter eligibility).
- **Petitions must be delivered** to CAPK's Administrative office located at 5005 Business Park North, Bakersfield, CA 93309 by **April 8, 2016 at 5:00 pm** or be postmarked via **registered mail** on or before the same date and mailed to the same address.

Petitions will be available beginning March 16, 2016 at our webpage www.CAPK.org or by calling Amanda Norman at the number listed below.

Voter ELIGIBILITY: to vote you must be willing to certify that you are:

- A **resident of the Northern Kern District: General description of district includes the communities of Belridge, Buttonwillow, Lost Hills, Shafter, Wasco, Delano, Elmo, Famoso, McFarland, Pond, Richgrove, Vineland and outlying rural communities.**
- Meet **low-income** requirements (Federal Poverty Income Guidelines at www.CAPK.org.)
- **18 years of age** on or before the date of the election.

Elections- By mail-in ballots, available on April 21, 2016 at designated CAPK sites, see www.CAPK.org or by phone at number indicated below. Stamped, self-addressed envelope will be provided to ensure secrecy and available in both English and Spanish. Results of the election will be posted on **May 6, 2016**.

For forms and further assistance contact Amanda Norman at (661) 336-5236 ext. 1170 or email at anorman@capk.org

North Kern District

Low-Income Board Representative

Community Action Partnership of Kern (CAPK) is a nonprofit 501(c)(3) corporation that has been serving Kern County for nearly 50 years. CAPK is one of the largest nonprofit agencies in Kern County and one of the oldest and largest Community Action Agencies in the United States. CAPK's mission is *to provide and advocate for resources that will support Kern County residents so they will have the skills and resources necessary to improve their quality of life and become self-sufficient*. CAPK develops and implements programs that meet specific needs of individuals and families who are disadvantaged, disabled, and/or elderly.

The agency has offices in 27 cities/communities and offers services at 113 sites throughout Kern County, with administrative headquarters at **5005 Business Park North, Bakersfield, CA**. As Kern County's federally designated Community Action Agency in the fight against poverty, CAPK provides assistance to low-income individuals annually through **12 direct-service programs**:

- Food Bank
- 2-1-1 Kern
- Head Start/State Child Development Programs
- Central Kitchen
- Women, Infants, and Children (WIC)
- Volunteer Income Tax Assistance (VITA)
- HIV/AIDS Education and Prevention
- Green Energy
- Shafter Youth Center
- Friendship House Community Center
- Migrant AP Childcare
- East Kern Family Resource Center

CAPK Board of Directors

CAPK is governed by a 15 member tri-partite Board comprised of representation by five (5) public officials, five (5) democratically elected low-income, and five (5) from the private sector. CAPK is currently seeking a representative for the **North Kern Low-Income** sector.

The minimum qualifications of a North Kern Low-Income Board Member are:

- Must be a resident of Northern Kern District which includes Belridge, Buttonwillow, Lost Hills, Shafter, Wasco, Delano, Elmo, Famoso, McFarland, Pond, Richgrove, Vineland and outlying rural communities.
- Must be 18 years of age.
- Must be either a low-income resident as identified by the federal poverty level index or represent a low-income population.

The Board convenes ten monthly meetings in a one-year period for the purpose of transacting the business of the Corporation. July and December are considered 'dark months' and only the Executive Committee meets during these months. In addition to participation in the monthly full-Board meetings, it is required that each Director becomes a member of at least one of the Standing Committees:

- The Executive Committee
- The Personnel/Affirmative Action Committee (as needed basis)
- The Budget and Finance Committee
- The Program Review and Evaluation Committee
- The Audit and Pension Committee

Duties and responsibilities of the Board of Directors include, but are not limited to:

- Approval of personnel policies and procedures
- Appointment and evaluation of the Executive Director
- Determination of major personnel, organization, fiscal and program policies
- Determination of overall program plans and priorities for CAPK
- Approval of all program proposals and budgets
- Enforcement of compliance with all conditions of grants
- Oversight of the participation of low-income individuals in CAPK programs
- Electing the officers of the Board
- Responsibilities regarding Head Start programs, in accordance with the Head Start Act

Board of Directors**Recruitment Form**

5005 Business Park North

Bakersfield, CA 93309

PH (661) 336-5236

FAX (661) 633-1080

1. Contact Information	Name:		Date of Birth:	
	Business/Organization:		Title:	
	Business Address:			
	City:	State:	Zip:	
	Business Phone:	Email:	Business Fax:	
	Number of Years Kern County Resident:			

I would like to represent: ☐ Low-Income Sector ☐ Private Sector ☐ Government/Elected Officials

2. Education	Please list your education:

3. Employment	Please list relevant employment experience and qualifications:

4. Other Memberships	Memberships in other organizations/other volunteer commitments:				
	Name	Street	City	State	Zip

5. Interests	Why I wish to serve on the Board and how I will be an asset:

6. Special Skills	What skills and knowledge are you willing to bring to our board? <i>Please indicate your experience in the following areas.</i>	very experienced	some experience	little or no experience
	Strategic planning			
	Fundraising			
	Board development (recruitment, training, evaluation)			
	Program planning and evaluation			
	Recruiting, hiring and evaluating personnel			
	Financial management and control (budgeting, accounting)			
	Community Outreach			

7. Conflict of Interest	Conflict of Interest Declaration
	Any close relatives employed by the Partnership? (Yes or No) If yes, please list name/relationship:
	Economic interest in the Partnership? (Yes or No) If yes, please state interest:
	Known by the following board members of the agency:

I certify the above is true and accurate.

Print Name: _____

Date: _____

Signature: _____

Please send completed form to:

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

Or fax to: (661) 633-1080

For questions, please call (661) 336-5236 ext. 1170 or email anorman@capk.org



COMMUNITY ACTION PARTNERSHIP OF KERN
BOARD OF DIRECTORS ELECTION

NORTH KERN SUPERIOR COURT DISTRICT
CANDIDACY ELIGIBILITY

I, (print name) _____ certify that in order to qualify for a vacant seat on the Community Action Partnership of Kern Board of Directors, I:

1. Can provide evidence that I reside in the specified Superior Court District,
2. Can provide proof that I will be at least eighteen (18) years of age on or before the date of the election (**May 2, 2016**), as evidenced by a proof of age document such as a driver's license or birth certificate, and
3. I am neither a paid staff member, nor related to a paid staff member of the Community Action Partnership of Kern or its Board of Directors.

Signature: _____

Date of Birth: _____

Address: _____

City, State, Zip: _____

Telephone #: _____

FOR OFFICE USE ONLY:

Date Nomination Returned: _____

Time: _____

Verified by: _____

YOU MUST ATTACH DOCUMENTATION OF AGE AND RESIDENCY.

COMMUNITY ACTION PARTNERSHIP OF KERN
Board of Directors Election
Nomination Petition
For Low-Income Board Representation

We, the undersigned eligible voters of the **North Kern Superior Court District** hereby nominate _____ for the position of Member of Community Action Partnership of Kern's Board of Directors, to be voted for in the election to be held on **May 2, 2016**. Northern Kern District includes: **Belridge, Buttonwillow, Lost Hills, Shafter, Wasco, Delano, Elmo, Famoso, McFarland, Pond, Richgrove, Vineland and outlying rural communities.**

Note: Voters must be residents of North Kern, must have an income that falls within the 2016 Federal Poverty Guidelines (See *Chart Below*), and be at least 18 years of age on or before the time of election. **By signing this Petition you certify that you meet all the qualifications stated above.**

The 2016 Poverty Guidelines for the 48 Contiguous United States and the District of Columbia	
Persons in family	Poverty guideline
1	\$11,880
2	16,020
3	20,160
4	24,300
5	28,440
6	32,580
7	36,730
8	40,890
For families with more than 8 persons, add \$4,160 for each additional person.	

	Print Name	Date of Birth	Print Address	Signature
1				
2				
3				
4				
5				

Note: Voters must be residents of North Kern, must have an income that falls within the 2016 Federal Poverty Guidelines (See Chart Below), and be at least 18 years of age on or before the time of election. **By signing this Petition you certify that you meet all the qualifications stated above.**

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6	32,580
7	36,730
8	40,890
For families with more than 8 persons, add \$4,160 for each additional person.	

	Print Name	Date of Birth	Print Address	Signature
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				

Note: Voters must be residents of North Kern, must have an income that falls within the 2016 Federal Poverty Guidelines (See *Chart Below*), and be at least 18 years of age on or before the time of election. **By signing this Petition you certify that you meet all the qualifications stated above.**

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5	28,440
6	32,580
7	36,730
8	40,890
For families with more than 8 persons, add \$4,160 for each additional person.	

	Print Name	Date of Birth	Print Address	Signature
16				
17				
18				
19				
20				
21				
22				
23				
24				
25				

Return to:

Community Action Partnership of Kern
Attention: Amanda Norman
5005 Business Park North
Bakersfield, CA 93309

Due no later than 5:00pm on April 8, 2016 in person or by registered mail postmarked April 8, 2016 by 5:00 pm.

RESOLUTION # 2016-05

A Resolution of the Board of Directors of the Community Action Partnership of Kern approving the waiver of election and appointment for Ana Vigil, Low-income representative (North Kern County)

The Board of Directors of the Community Action Partnership of Kern located at 5005 Business Park North, Bakersfield, CA 93309, met on May 20, 2016, in Bakersfield, California at a scheduled Board meeting and resolved as follows:

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

WHEREAS, low-income representatives shall be selected through the democratic process of holding elections. The procedures to be followed in holding these elections will be in conformity with Federal and State regulations, including a certificate that must be signed by the candidate certifying that he/she meets all eligibility requirements, and

WHEREAS, it has been identified that during the process of selecting a low-income representative from the North Kern County area for the term of May 2016 – May 2021, only one petition was received from Ana Vigil, and therefore no election was necessary, and

NOW, THEREFORE, be it resolved that the CAPK Board of Directors hereby ratify the election for Ana Vigil and waive any requirement than an election for Ana Vigil for the North Kern County area take place and accept her appointment to the Board of Directors.

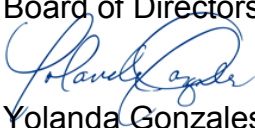
APPROVED, by a majority vote of the Directors of the Community Action Partnership of Kern, this 25th day of May, 2016.

Garth Corrigan, Chair
CAPK Board of Directors

Date

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Board of Directors

From: Yolanda Gonzales, Director of Head Start / State Child Development
Date: May 25, 2016
Subject: *Agenda Item VI(b):* Early Head Start Child Care Partnerships Refunding Application – Action Item

The Head Start / State Child Development Division is requesting approval to submit an application for continued funding from September 1, 2016 through August 31, 2017 for the Early Head Start Child Care Partnership Grant# 09HP0036.

The application will include a request to the Office of Head Start to maneuver slots between existing community partners and potential new community partners as mutually agreed upon by all parties. We have identified three (3) interested community partners, however, at the time of the application's deadline, no changes to our program options have been proposed.

Recommendation

Staff recommends the Board of Directors approve the Early Head Start Child Care Partnership Refunding Application.

Attachment: 2016-2017 Budget Summary
2016-06 Board Resolution for Partnership Refunding Application

COMMUNITY ACTION PARTNERSHIP OF KERN
EARLY HEAD START CHILD CARE PARTNERSHIPS
2016-2017 BUDGET

**BUDGETED EXPENDITURES -
BASE**

PERSONNEL	119,563
FRINGE BENEFITS	33,478
SUPPLIES	8,190
CONTRACTUAL	426,189
OTHER	17,380
Occupancy	
Child & Family Services	
Printing	
Other	
INDIRECT COSTS (10%)	<u>67,200</u>
BUDGETED EXPENDITURES	<u>672,000</u>

**BUDGETED EXPENDITURES -
TRAINING & TECHNICAL ASSISTANCE**

TRAVEL	5,294
SUPPLIES	3,506
OTHER	6,320
Staff development costs; consultant fees	
INDIRECT COSTS (10%)	<u>1,680</u>
BUDGETED EXPENDITURES	<u>16,800</u>

NON-FEDERAL SHARE¹	<u>172,200</u>
--------------------------------------	-----------------------

ESTIMATED ADMINISTRATIVE COST RATE	10.8%
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¹The Head Start Act requires non-federal matching funds equal to 20% of total funding. The non-federal portion of subsidies supporting children enrolled in the Partnership program will be used toward non-federal share. The remainder will be provided by volunteers and other contributors.

RESOLUTION # 2016-06

A Resolution of the Board of Directors of the Community Action Partnership of Kern Approving the submission of the Early Head Start Partnerships Refunding Application

The Board of Directors of the Community Action Partnership of Kern located at 5005 Business Park North, Bakersfield, CA 93309, met on May 25, 2016, in Bakersfield, California at a scheduled Board meeting and resolved as follows:

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

WHEREAS, CAPK is charged with the responsibility of continuing the battle to alleviate poverty in Kern County by developing and implementing creative and innovative programs, and has adopted the philosophical position of “Helping People, Changing Lives” in its quest to assist people in need, and families with minimal or no resources, and

WHEREAS, the Head Start / State Child Development Division to submit an application for Early Head Start Child Care Partnerships for continued funding from September 1, 2016 through August 31, 2017, and

WHEREAS, the Office of Head Start requires that an authorized signatory be named for the supplemental funding.

WHEREAS, the CAPK Board of Directors has determined that there is a need for anti-poverty programs and is willing to accept the submission of application, and

NOW, THEREFORE, be it resolved that the CAPK Board of Directors hereby authorizes Jeremy T. Tobias, Executive Director or Yolanda Gonzales, Director of Head Start / State Child Development, to act on behalf of the Board as CAPK’s representative signatory with regards to the submission of a refunding application for the Early Head Start Child Care Partnerships.

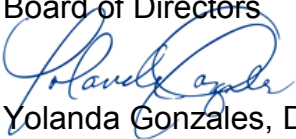
APPROVED by a majority vote of the Directors of the Community Action Partnership of Kern, this 25th day of May, 2016.

Garth Corrigan, Chair
Partnership Board of Directors

Date

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Board of Directors

From: Yolanda Gonzales, Director of Head Start / State Child Development
Date: May 25, 2016
Subject: *Agenda Item VI(c):* Head Start/Early Head Start Cost of Living Adjustment (COLA) Application – Action Item

President Obama signed Public Law 114-113, the Consolidated Appropriations Act of 2016, on December 18, 2015. This Act includes \$9,168,095,000 for programs under the Head Start Act, which is an increase of approximately \$570 million over the fiscal year (FY) 2015 funding level. This funding will provide grantees the funding for a 1.8 percent cost of living adjustment (COLA).

The application will provide an additional \$511,193 across all four of CAPK's HS/EHS grants (HS/EHS Kern, EHS Child Care Partnership, and EHS San Joaquin). The funds will be used to increase pay scales by at least 1.8% across HS/EHS positions. These changes will be reflected in the budget revision requests coming to the board next month for the increase in Personnel and Fringe Benefits.

Recommendation

Staff recommends the Board of Directors approve the Head Start/Early Head Start Cost-of-Living Adjustment (COLA) Application.

Attachment: 2016-07 Board Resolution for Cost of Living Adjustment (COLA)

RESOLUTION NO. 2016-07

A Resolution of the Board of Directors of Community Action Partnership of Kern Approving a One Year Cost of Living Adjustment (COLA) For Budget Year 2016-2017

The Board of Directors of the Community Action Partnership of Kern located at 5005 Business Park North, Bakersfield, CA 93309, met on May 25, 2016, in Bakersfield, CA at a scheduled Board meeting and resolves as follows:

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

WHEREAS, CAPK is charged with the responsibility of continuing the battle to alleviate poverty in Kern County by developing and implementing creative and innovative programs, and has adopted the philosophical position of “Helping People Help Themselves” in its quest to assist people in need, and families with minimal or no resources; and

WHEREAS, CAPK operates Head Start and Early Head Start contract services for the Kern and San Joaquin County area, and

WHEREAS, President Obama signed Public Law 114-113, the Consolidated Appropriations Act of 2015 on December 18, 2015, and

WHEREAS, an additional funding of \$511,193 will be provided for CAPK’s Head Start and Early Head Start Grants, and

NOW THEREFORE, be it resolved that the CAPK Board of Directors approves a COLA of up to 1.8% for Head Start and Early Head Start staff for a one year period covered under contract year March 1, 2016 – February 28, 2017.

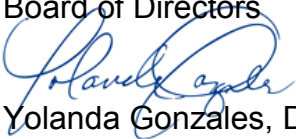
APPROVED by a majority vote of the Directors of the Community Action Partnership of Kern, this 25th day of May, 2016.

Garth Corrigan, Chair
CAPK Board of Directors

Date

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Board of Directors

From: Yolanda Gonzales, Director of Head Start / State Child Development
Date: May 25, 2016
Subject: *Agenda Item VI(d):* Head Start/Early Head Start Duration Grant Application – Action Item

The Head Start and State Child Development Division is requesting approval to submit an application for supplemental funds available from the Office of Head Start (OHS) to extend the duration of services for our Head Start program. OHS announced the availability of \$294 million dollars to be awarded for the purpose of increasing the total number of hours of high-quality early education in Head Start center-based program options. Only Head Start grantees that do not provide continuous services equivalent to a full school day for 40 percent or more of their Head Start center-based program participants may apply. A full school day is defined as more than 1020 contact hours annually. The due date for this application is June 24, 2016.

CAPK's Head Start program currently offers a full school day equivalent to only 17 percent of our center-based program participants, which qualifies our program to apply for these supplemental dollars. The application will request supplemental funds to increase our base funding to support up to an additional 435 of our current funded program participant to benefit from full school day services. If awarded, 40 percent of our center-based program participants will be receiving the equivalent to full school day services.

Recommendation

Staff recommends the Board of Directors approve the Head Start/Early Head Start Duration Grant Application.

Attachment: 2016-08 Board Resolution for Duration Grant Application

RESOLUTION # 2016-08

A Resolution of the Board of Directors of the Community Action Partnership of Kern Approving the submission of the Head Start/Early Head Start Duration Grant Application

The Board of Directors of the Community Action Partnership of Kern located at 5005 Business Park North, Bakersfield, CA 93309, met on May 25, 2016, in Bakersfield, California at a scheduled Board meeting and resolved as follows:

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

WHEREAS, the Office of Head Start has made available supplemental funds for the Head Start program, and

WHEREAS, CAPK is charged with the responsibility of continuing the battle to alleviate poverty in Kern and San Joaquin County by developing and implementing creative and innovative programs, and has adopted the philosophical position of “Helping People, Changing Lives’ in its quest to assist people in need, and families with minimal or no resources, and

WHEREAS, the Office of Head Start requires that an authorized signatory be named for the supplemental funding, and

WHEREAS, the CAPK Board of Directors has determined that there is a need for anti-poverty programs and is willing to accept the submission of application, and

NOW, THEREFORE, be it resolved that the CAPK Board of Directors hereby authorizes Jeremy T. Tobias, Executive Director or Yolanda Gonzales, Director of Head Start / State Child Development, to act on behalf of the Board as CAPK’s representative signatory with regards to the submission of an application to the Office of Head Start.

APPROVED by a majority vote of the Directors of the Community Action Partnership of Kern, this 25th day of May, 2016.

Garth Corrigan, Chair
Partnership Board of Directors

Date

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Board of Directors

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

Date: May 25, 2016

Subject: *Agenda Item VI (e):* Presentation of Head Start / State Child Development Program Self-Evaluation Annual Reports – Info Item

The Head Start / State Child Development division conducts an annual program self-evaluation of our following programs:

- California State Preschool Program (CSPP),
- California General Migrant Child Care (CMIG),
- California Center-Based Child Care (CCTR; infants and toddlers).

The purpose of the annual Program Self-Evaluation (PSE) is intended to focus on the educational content of the Desired Results system to inform teaching and program planning, which results in increased educational benefits for our young children.

The California Department of Education Early Education and Support Division recommends the Executive Director to approve the 2015-2016 State Child Development Program Self-Evaluation Annual Report.

Community Action Partnership of Kern values best practice and encourages the Board of Directors, Policy Council, families and teaching staff to be informed of our ongoing monitoring systems, and end of the year aggregated data to improve quality teaching and learning.

Attachment: 2015-2016 State Program Self-Evaluation Annual Report

Instructions For Program Self-Evaluation Process Fiscal Year 2015–16

➤ **Enter the required contractor information at the top of the EESD 4000A:**

- Contractor Legal Name
- Four-Digit Vendor Number
- Contract Type(s)
 - CSPP:** California State Preschool Program
 - CCTR:** California Center-based Child Care
 - CHAN:** California Severely Handicapped
 - CFCC:** California Family Child Care Homes
 - CMIG:** California General Migrant Child Care
 - CMAF:** California Migrant Alternative Payment
 - CRRP:** California Resource and Referral Program
 - CAPP:** California Alternative Payment Program
 - C2AP:** CalWORKs Stage 2
 - C3AP:** CalWORKs Stage 3

➤ **Check each box verifying the collection, analysis, and integration of each assessment data toward ongoing program improvement for all applicable contract types.**

The following links are provided as resources to complete the requirements for each component of the Program Self-Evaluation (PSE):

Required Instrument	Available Resources*
Program Review Instrument FY 2015–16 http://www.cde.ca.gov/sp/cd/ci/documents/eesosonsitemar2016.pdf All Contracts	Form EESD 4001
Desired Results Parent Survey http://www.cde.ca.gov/sp/cd/ci/documents/parentsurvey.doc All Contracts	Form EESD 4003
Age Appropriate Environment Rating Scales http://www.ersi.info/ecers.html Center-based and CFCC Contracts Only	Form EESD 4002
Desired Results Developmental Profile and DRDPtech https://www.desiredresults.us/drdp-forms Center-based and CFCC Contracts Only	Form EESD 3900 Form EESD 4004
* Resource Forms are available on the CDE Program Self-Evaluation Web page at http://www.cde.ca.gov/sp/cd/ci/pseforms.asp	

- **Summarize the staff and board member participation in the PSE process.**
- **Sign the Statement of Completion certifying that all documents required as a part of the PSE have been completed and are available for review and submittal to the California Department of Education (CDE), Early Education and Support Division (EESD) upon request.**
- **Submission Requirements**

All contractors are required to complete and submit **one** (1) EESD 4000A

Program Self-Evaluation Process Fiscal Year 2015–16

Contractor Legal Name Community Action Partnership of Kern	Vendor Number 15Y320-00
Contract Type(s) CSPP, CCTR, CMIG	
<p style="text-align: center;">This form can be expanded and is not limited to a single page.</p> <p>Check each box verifying the collection, analysis, and integration of each assessment data toward ongoing program improvement for all applicable contract types.</p> <p>✓ Program Review Instrument FY 2015–16 – All Contract Types http://www.cde.ca.gov/sp/cd/ci/documents/eesosonsitemar2016.pdf</p> <p>✓ Desired Results Parent Survey – All Contract Types http://www.cde.ca.gov/sp/cd/ci/documents/parentsurvey.doc</p> <p>✓ Age Appropriate Environment Rating Scales – Center-based/CFCC Contracts Types http://www.ersi.info/ecers.html</p> <p>✓ Desired Results Developmental Profile and DRDPtech Reports – Center-based/CFCC Contracts Types https://www.desiredresults.us/drdp-forms</p> <p>Provide a summary of staff and board member participation in the PSE process:</p> <p>The 2015-2016 Program Instrument provided by the California Department of Education, Early Education and Support onsite was used to make sure that all areas were met.</p> <p>Teaching staff:</p> <ul style="list-style-type: none"> • Observe and collect anecdotal documentation, art samples, writings, and photo documentation. • Document children’s developmental progress by integrating it into the children’s portfolios. • Complete Desired Results Developmental Profiles (DRDP 2015), analyze data, identify key findings, and conduct Parent Conferences. <p>Administrative Staff, Education Administrator, Curriculum Specialists, Mentor Coaches, Program Managers, Center Directors and Teaching Staff:</p> <ul style="list-style-type: none"> • Analyze DRDP outcomes and data to determine areas in need of improvement. • Analyze ECERS results and review parent surveys. • Continue to train Teaching Staff on the California Foundations, Frameworks and Desired Results Developmental Profile. • Stay abreast of webinars, management bulletins and updated information regarding the self-assessment process. 	

Education Curriculum Specialists provide training twice a year with data updates to the Administrative and Teaching staff.

Outcomes and Involvement:

Once data is obtained from each assessment:

- Administrative staff documents and implements Summary of Findings and Program Action Plan.
- Center Directors and Teaching Staff acquire data by site and classroom and maintain an updated Summary of Findings and complete it with follow up.
- Summary of Findings and Action Plans are posted in the center and on each classroom's School Readiness Board.
- Parent Conferences are planned and conducted with each family three times a year.
- A Child Summary Report is sent to each family at the end of the school year.
- Results are presented to the Head Start Director and Administration, Executive Director, Board of Directors, Parent Group (Policy Council), teaching staff and families.

Statement of Completion: I certify that all documents required as a part of the PSE have been completed and are available for review and submittal upon request.

Signature of Executive Director	Date
Name and Title Jeremy Tobias Executive Director	Phone Number 661-336-5236 ext.1138
Contact Name if different from above (please print)	Phone Number

**Instructions for
Summary of the Program Self-Evaluation
Fiscal Year 2015–16**

➤ **Enter the required contractor information at the top of the EESD 4000B:**

- Contractor Legal Name
- Contract Type(s)
- Age Group
- Program Director Name
- Program Director Phone Number
- Program Director E-mail

➤ **Reflect on findings from the Program Self Evaluation and then provide brief responses to items 1 and 2 in the space provided.**

Note: All contractors are required to modify their programs to address all areas identified as needing improvement during the self-evaluation. Written tasks required to modify the program would be specific or unique to the contract type and age group. Additionally, all contractors are required to identify areas that are satisfactory and provide procedures for ongoing monitoring of the program for assuring that those areas continue to meet standards.

➤ **Submission Requirements**

All contractors are required to complete and submit **one** (1) EESD 4000B.

Summary of Program Self-Evaluation Fiscal Year 2015–16

Contractor Legal Name Community Action Partnership of Kern		Vendor Number 15Y320-00
Contract Type(s) CSPP, CCTR, CMIG	Age Group (Infant/Toddler, Preschool, School-Age) 0-5 years	
Program Director Name Yolanda Gonzales	Phone Number and E-mail Address 661-336-5236 ext. 2229 ygonzale@capk.org	
This form can be expanded and is not limited to a single page.		
1. Provide a summary of the program areas that did not meet standards and a list of tasks needed to improve those areas.		
<p>All compliance indicators were reviewed. The Administration team evaluated the required and suggested supported documentation.</p> <p>The following are areas of non-compliance that have been noted or identified and corrected:</p> <p><u>ECERS 10. Meals/snacks - 3.3</u> Sanitary conditions usually maintained – Table washing/Sanitation</p> <p><u>Goals</u> To ensure staff understands how to clean properly and sanitize tables and guarantee that all safety instructions are followed completely.</p> <p><u>Tasks, Timelines, Persons Responsible</u></p> <ol style="list-style-type: none"> 1) On February 29, 2016, the Content Area Specialist-Nutrition reviewed and updated the procedure for table washing and sanitation to include staff following instructions on the back of the bottle. 2) On March 21 & 22, 2016, the Content Area Specialist-Nutrition reviewed the updated procedure with center staff and provided supplies as needed. As of April 4, 2016, the Content Area Specialist-Nutrition reviewed and provided a copy of the updated procedure to Center Directors to ensure compliance. 3) As of March 28, 2016, and ongoing, Content Area Specialist-Nutrition will continue to monitor two-step table washing/sanitizing. 4) As of March 28, 2016, content Area Specialist-Nutrition will continue to provide training to new hires about the two-step table washing/sanitizing procedure. <p><u>ECERS 13. Health Practices - 3.1</u> Adequate handwashing by staff and children takes place after wiping noses, after handling animals, or when otherwise soiled.</p> <p><u>Goals</u> To ensure staff and children are washing hands properly and not re-contaminating after finishing.</p> <p><u>Task, Timelines, Persons Responsible</u></p> <ol style="list-style-type: none"> 5) As of February 22, 2016, the Content Area Specialist-Health have reviewed and updated the procedure for hand washing and distribute to center staff. 		

- 6) As of March 21 & 22, 2016, the Content Area Specialist-Health have reviewed with staff hand washing procedure, which will include using paper towels to turn off faucets and avoiding recontamination.
As of April 4, 2016, the Content Area Specialist-Health have reviewed the updated procedure with the Center Directors to ensure compliance.
- 7) As of March 28, 2016, and ongoing the Content Area Specialist-Health will continue to monitor implementation of the hand washing procedure.
- 8) As of March 28, 2016, and ongoing, the Content Area Specialist-Health will continue to provide training to new hires about the hand washing procedure.
- 9) As of April 1, 2016, trash cans with a flip lid or no lid will be purchased/provided for children to not re-contaminate after hand washing.

ITERS 10. Health Practices - 3.1

Staff usually act to cut down on the spread of germs – Handling of cots

Goals

To ensure staff handles the cots properly to make sure there is no cross-contamination.

Tasks, Timelines, Persons Responsible

- 10) As of March 21 & 22, 2016, the Content Area Specialist-Health have reviewed with center staff the proper handling of cots to avoid cross-contamination.
As of April 4, 2016, the Content Area Specialist-Health have reviewed with Center Directors the proper handling of cots to ensure compliance.
- 11) As of March 28, 2016, and ongoing, Content Area Specialist-Health have monitored the handling of cots for the proper procedure.
- 12) As of March 28, 2016 and ongoing, Content Area Specialist-Health will continue to provide training to new hires about the proper handling of cots.

ITERS 7. Meals/snacks - 3.3

Sanitary conditions usually maintained – Table washing/Sanitation

Goals

To ensure staff understands how to clean properly and sanitize tables and guarantee that all safety instructions are followed completely.

Tasks, Timelines, Persons Responsible

- 13) As of February 29, 2016, the Content Area Specialist-Nutrition have reviewed and updated the procedure for table washing and sanitation to include staff following instructions on the back of the bottle.
- 14) As of March 21 & 22, 2016, the Content Area Specialist-Nutrition have reviewed the updated procedure with center staff and provide supplies as needed.
As of April 4, 2016, the Content Area Specialist-Nutrition have reviewed and provided a copy of the updated procedure to Center Directors to ensure compliance.
- 15) AS of March 28, 2016, and ongoing, Content Area Specialist-Nutrition have monitored the two-step table washing/sanitizing.
- 16) AS of March 28, 2016, and ongoing, Content Area Specialist-Nutrition will continue to provide training to new hires about the two-step table washing/sanitizing procedure.

ITERS 10. Health Practices - 3.1

Adequate handwashing by staff and children takes place after wiping noses, after handling animals, or when otherwise soiled.

Goals

To ensure staff and children are washing hands properly and not re-contaminating after finishing.

Task, Timelines, Persons Responsible

- 17) As of February 22, 2016, the Content Area Specialist-Health have reviewed and updated the procedure for hand washing and distribute to center staff.
- 18) As of March 21 & 22, 2016, the Content Area Specialist-Health have reviewed with staff hand washing procedure, which includes using paper towels to turn off faucets and avoiding recontamination.
As of April 4, 2016, the Content Area Specialist-Health have reviewed the updated procedure with the Center Directors to ensure compliance.
- 19) As of March 28, 2016, and ongoing the Content Area Specialist-Health have monitored the implementation of the hand washing procedure.
- 20) As of March 28, 2016, and ongoing, the Content Area Specialist-Health have provided training to new hires about the hand washing procedure.
- 21) As of April 1, 2016, a plan has been developed to purchase/provide trash cans with a flip lid in order for children to not re-contaminate after hand washing.

2. Provide a summary of areas that met standards and a summary of procedures for ongoing monitoring to ensure that those areas continue to meet standards.

The self-assessment process for the State Preschool Program began in the month of July 2015 and ended in the month of May 2016. To evaluate the quality of our program we used the Desired Results Developmental Profile 2015, Environmental Rating Scale and Parent Survey as tools to gather data to improve and continue with quality service. This process involves administrative staff, teaching staff and families

The results of the Parent Surveys are as follows:

Nutrition

- 97% of Parents surveyed are satisfied with the following characteristic of their child's program.

Staff will encourage parents to attend the Nutrition Advisory Committee that is held quarterly and inform them that by attending these events they will have input into the meals that are served to the children. Staff will provide parents with the 'Making Meals Matter' pamphlet.

Interaction with other parents

- 98% of Parents surveyed are satisfied with the following Characteristic of their child's program.

Desired topic with Information related to child's care and Development:

- 12% of Parents surveyed asked for more information on Discipline, parenting skills, and how children develop at different ages.

In the area regarding Parent Surveys:

- Staff will encourage parents to attend the Nutrition Advisory Committee that is held quarterly and inform them that by attending these events they will have input into the meals that are served to the children.
- Staff will provide parents with the 'Making Meals Matter' pamphlet.
- Staff will empower the parents by teaching them that they are their child's first teacher and encourage them to attend the following parent involvement activities: Parent meetings, Parent Activity Fund, Advisory Committees, School Readiness goals, Policy Council and Regional Parent Committee.
- Staff provides tips and newsletters to parents about discipline as well as information on discipline and parenting classes in their community.
- Staff will share information from 'Ages and Stages' at parent meetings and during parent/teacher conferences.

The following dates reflect our 2015-2016 ITERS/ECERS Assessment period frames:

- Fall 2015
- Spring 2016

The results of the ECERS findings are as follows:

ITERS:

Overall Average: 5.7

ECERS:

Overall Average: 5.4

The following dates reflect our 2015-2016 DRDP 2015 Assessment period frames:

- Fall: July-September
- Winter: September-December
- Spring: December-March

ECERS and Parent Surveys were also implemented during this assessment period.

Note: Parents and teaching staff are involved in the observational process of the assessment.

The results of the DRDP data are as follows:

The following graphs depict the percentage of children in the top developmental levels in each domain:

Infants and Toddlers

Approaches to Learning	Social and Emotional Development	Language Literacy	Cognition	Physical Development-Health
82.3%	82.4%	82.6%	81.8%	85.7%

Preschool Children

Approaches to Learning	Social and Emotional Development	Language Literacy	English Language Development	Cognition	Physical Development-Health	History-Social Science	Visual and Performing Arts
91%	94%	91%	87%	91%	96%	92%	94%

Action Steps:

The Education Team will work, research and train on five integral elements of quality teaching and learning by:

- Engaging teachers every day in interactions with children.
- Continuing in implementing the Creative Curriculum Preschool System and Fidelity.
- Using, observing, and analyzing the regular assessments of children's skills.
- Individualizing children according to their stage of development.
- Engaging parents in extending learning at home.
- Introduce developmentally appropriate math and science.
- Increase understanding of the use of manipulatives.
- Ignite curiosity through guided exploration and hands-on discovery.
- Support teachers as they bring math, science, and literacy to early learners.
- Engage parents in extending learning at home.

The Education Team and Mentor Coaches:

Will work on researching and implementing sensitive and appropriate guidance and strategies according to our agency, center, and classroom data to train and implement goals for:

- Teachers to scaffold children by building, using, and comprehending increasingly complex and varied vocabulary.
- Teachers to provide and plan daily activities in which children will use and comprehend oral language for conversation and communication.
- Teachers to help children identify and discriminate the sounds within words, as separate from the world itself.
- Teachers, using Practice Based Coaching to create individualized on-site training based on needs of teachers and data derived from assessments.
- Teachers will help children use math and science regularly and in everyday routines to count, compare, relate, identify patterns, cause, and effect, observe and investigate, and gain knowledge of the natural world.
- Teachers will encourage children to use observations and manipulate, ask questions, make predictions and develop a hypothesis to gain a better understanding of information and activities around their surroundings.
- Teachers will help children to use their skill in remembering information and being aware of their thinking.

Mentor Coaches:

Will work on researching and implementing sensitive and appropriate guidance and strategies according to our agency, center, and classroom data to train and implement goals for:

- Teachers, using Practice Based Coaching to create individualized on-site training based on needs of teachers and data derived from assessments.
- Teachers, using Practice Based Coaching to create individualized on-site training based on needs of teachers and data derived from assessments

Teachers and Teacher Assistants will be provided training and Professional Development throughout the year with the following Language and Literacy topics guided and supported by our CLASS Trainer and Curriculum Specialists:

***Social and Emotional Support:**

Relationships
Positive Affect
Positive Communication
Respect

***Instructional Support**

Concept Development

***Analysis and Reasoning**

Why and How Questions

Connecting Concepts to the Real World

***Language Modeling**

Open Ended Questions

Repetition and Extension

Self-and Parallel Talk

Advanced Language

***Quality of Feedback**

Scaffolding by Offering Hints and Assistance

Back and Forth Exchanges

Using Follow-Up Questions

Teachers and Teacher Assistants will also be provided training and Professional Development throughout the year with Mathematics and Science topics guided and supported by our CLASS Trainer and Curriculum Specialists:

- Number and Operations
- Geometry and Spatial Sense
- Measurement
- Pattern (Algebra)
- Recognizing, extending and creating patterns
- Cause and effect
- Observation and investigation
- Documentation and communication
- Knowledge of natural world

Concept Development:

Analysis and Reasoning:

- Using number or quantity to solve problems
- Prediction and experimentation
- Classification and Comparison

Foundations of Mathematics and Science:

- The important aspects of counting, number relationships and operations
- Algebra and functions
- Geometry properties of objects and relation of objects and space
- Understanding Science in the Natural World
- Learning through cause and effect

The Education Team will provide all needed materials to support language and Literacy skills including but not limited to Books, oral language cards, sound games, letter building kits, sounds, and picture kits, music, etc.

Each classroom will be provided materials to support mathematical and Science skills. Some materials include but will not be limited to books, math cards, sequence games, natural collection items, number building kits, science games, sensory items, problem-solving and picture kits, music, puzzles, pattern blocks, counting kits, size, and color counters, etc. Latest materials that promote Science, Technology, Engineering, Art, and Mathematics (STEAM)

The Family Engagement Team will have Educational Parent training throughout the 2016-2017 school year to share tips and strategies with parents to strengthen and promote Language and Literacy in their homes.

The Action steps listed above will be ongoing throughout the 2016-2017 school year and expected completion will be at the end of the month of April 2017

Persons Responsible:

Yolanda Gonzales

Director

Pam Prichard

Assistant Director

CLASS Trainer

Jerry Meade

Program Design and Management Design

Jackie Ballard

Professional Development Specialist

Leslie Mitchell

Administrator of Education Support Services

CLASS Trainer

Curriculum Specialists

Tracey Wheat

CLASS Trainer

Carolyn Coffey

CLASS Trainer

Mentor Coaches

Precious Jenkins Rosita Curry

Amanda Espitia Melissa DeWitt

Regina Hines Tomasa Jara

Teresa Lara Virginia Layland

Gloria Williams

Program Managers

Elizabeth Williams

Letisha Brooks

MaryAnn Mooney

Krissie Leach

Patty Hinojosa

Family Engagement Manager

Family Engagement Team

Priscilla Hicks

Leah Green

Pamela Roberts

Angela Adams

Center Directors

All Teaching staff

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Board of Directors

From: Susana Magana, MCAP Program Manager

Date: May 25, 2016

Subject: *Agenda Item VI(f):* Presentation of Migrant Childcare Alternative Payment (MCAP) Program Self-Evaluation Annual Report – Info Item

The Migrant Alternative Payment Childcare Program provides childcare services to migrant agriculturally working families through six entry counties (Kern, Kings, Tulare, Fresno, Madera, and Merced). This contract provides subsidies to eligible parents so that they may better afford access to childcare.

The program is required by the California Department of Education (CDE) and Early Learning and Support Division to complete and submit a Program Self Evaluation (PSE) for all state childcare programs for Fiscal Year 2015-16. The PSE is due to CDE on June 1, 2016.

The PSE consists of evaluating the following components of the program:

1. Governance and Administration which includes: family eligibility requirements; child need requirement verification; recording and reporting attendance; correct fee assessed; inventory records; alternative payment policies.
2. Standards, Assessment and Accountability which includes the annual evaluation plan. All other areas were not applicable to the Migrant Alternative Payment Childcare Program.
3. Opportunity and Equal Educational Access which includes: family selection; compliance and due process; and services responsive to family needs.
4. Teaching and Learning. This component is not applicable to the Migrant Alternative Payment Childcare Program.

The program's self-assessment was conducted the week of April 25, 2016. A 15% sample of program families from the service month of October 2015 was selected. The audit sample included 34 family files, 37 childcare provider files and 37 attendance and reimbursement records and corresponding documentation. The findings were as follows:

- 1 out of 34 family files was out of compliance in the area of family eligibility requirement: The file was out of compliance in the determination of family size and income determination. The error in family size was due to not having sufficient documentation within the file to verify the absence of the father in the home. The error with the income calculation was that the parent indicated that prior to migrating to Fresno County, the parent worked her own land in Guatemala and the income was not documented as self-employment income.
- 1 out of 37 provider files was out of compliance due having an expired Identification Card on file. The error occurred as a result of the file not being flagged for a timely follow up.
- 2 out of 37 reimbursement calculations were found out of compliance due to an underpayment of a total of \$16.14. The error occurred as a result of using the wrong regional market rate; instead of using Riverside's rates, Kern's rates were used to calculate the total reimbursement amount.

Corrective actions have been made for the findings discovered through the self-assessment and procedures have been implemented to prevent the errors from reoccurring.

Attachment: 2015-2016 State Program Self-Evaluation Annual Report

Instructions For Program Self-Evaluation Process Fiscal Year 2015–16

➤ **Enter the required contractor information at the top of the EESD 4000A:**

- Contractor Legal Name
- Four-Digit Vendor Number
- Contract Type(s)
 - CSPP:** California State Preschool Program
 - CCTR:** California Center-based Child Care
 - CHAN:** California Severely Handicapped
 - CFCC:** California Family Child Care Homes
 - CMIG:** California General Migrant Child Care
 - CMAF:** California Migrant Alternative Payment
 - CRRP:** California Resource and Referral Program
 - CAPP:** California Alternative Payment Program
 - C2AP:** CalWORKs Stage 2
 - C3AP:** CalWORKs Stage 3

➤ **Check each box verifying the collection, analysis, and integration of each assessment data toward ongoing program improvement for all applicable contract types.**

The following links are provided as resources to complete the requirements for each component of the Program Self-Evaluation (PSE):

Required Instrument	Available Resources*
Program Review Instrument FY 2015–16 http://www.cde.ca.gov/sp/cd/ci/documents/eesosonsitemar2016.pdf All Contracts	Form EESD 4001
Desired Results Parent Survey http://www.cde.ca.gov/sp/cd/ci/documents/parentsurvey.doc All Contracts	Form EESD 4003
Age Appropriate Environment Rating Scales http://www.ersi.info/ecers.html Center-based and CFCC Contracts Only	Form EESD 4002
Desired Results Developmental Profile and DRDPtech https://www.desiredresults.us/drdp-forms Center-based and CFCC Contracts Only	Form EESD 3900 Form EESD 4004
* Resource Forms are available on the CDE Program Self-Evaluation Web page at http://www.cde.ca.gov/sp/cd/ci/pseforms.asp	

- **Summarize the staff and board member participation in the PSE process.**
- **Sign the Statement of Completion certifying that all documents required as a part of the PSE have been completed and are available for review and/or submittal to the California Department of Education (CDE), Early Education and Support Division (EESD) upon request.**
- **Submission Requirements**

All contractors are required to complete and submit **one** (1) EESD 4000A

**Program Self-Evaluation Process
Fiscal Year 2015–16**

Contractor Legal Name Community Action Partnership of Kern	Vendor Number Y320
Contract Type(s) CMAP	
<p style="text-align: center;">This form can be expanded and is not limited to a single page.</p> <p>Check each box verifying the collection, analysis, and integration of each assessment data toward ongoing program improvement for all applicable contract types.</p> <p><input type="checkbox"/> Program Review Instrument FY 2015–16 – All Contract Types http://www.cde.ca.gov/sp/cd/ci/documents/eesosonsitemar2016.pdf</p> <p><input type="checkbox"/> Desired Results Parent Survey – All Contract Types http://www.cde.ca.gov/sp/cd/ci/documents/parentsurvey.doc</p> <p><input type="checkbox"/> Age Appropriate Environment Rating Scales – Center-based/CFCC Contracts Types http://www.ersi.info/ecers.html</p> <p><input type="checkbox"/> Desired Results Developmental Profile and DRDPtech Reports – Center-based/CFCC Contracts Types https://www.desiredresults.us/drdp-forms</p> <p>Provide a summary of staff and board member participation in the PSE process:</p> <p>The Division Director, Program Manager and Family Services Coordinator met to plan the PSE process. The PSE information was disseminated to all staff members and all personnel was involved in the PSE process at various levels. The Program Manager and the Family Services Coordinator were the lead planners in the completion of the PSE process. A 15% sample of program families from the service month of October 2015 was selected. The results of the PSE will be presented to the Board during the May 2016 board meeting on May 25, 2016.</p>	
Statement of Completion: I certify that all documents required as a part of the PSE have been completed and are available for review and/or submittal upon request.	
Signature of Executive Director	Date
Name and Title	Phone Number
Contact Name if different from above (please print)	Phone Number

**Instructions for
Summary of the Program Self-Evaluation
Fiscal Year 2015–16**

➤ **Enter the required contractor information at the top of the EESD 4000B:**

- Contractor Legal Name
- Contract Type(s)
- Age Group
- Program Director Name
- Program Director Phone Number
- Program Director E-mail

➤ **Reflect on findings from the Program Self Evaluation and then provide brief responses to items 1 and 2 on the space provided.**

Note: All contractors are required to modify their programs to address all areas identified as needing improvement during the self-evaluation. Written tasks needed to modify the program would be specific or unique to the contract type and age group. Additionally, all contractors are required to identify areas that are satisfactory and provide procedures for ongoing monitoring of the program for assuring that those areas continue to meet standards.

➤ **Submission Requirements**

All contractors are required to complete and submit **one** (1) EESD 4000B.

Summary of Program Self-Evaluation Fiscal Year 2015–16

Contractor Legal Name Community Action Partnership of Kern		Vendor Number Y320
Contract Type(s) CMAP	Age Group (Infant/Toddler, Preschool, School-Age) 0-12 years of age	
Program Director Name Carmen Segovia	Phone Number and E-mail Address (661) 336-5236 ext. 1107 csegovia@capk.org	
This form can be expanded and is not limited to a single page.		
1. Provide a summary of the program areas that did not meet standards and a list of tasks needed to improve those areas.		
<p>CMAP Program</p> <p>The program review was conducted the week of April 25th, 2016. A total of 34 family files and 37 provider files were reviewed. During the review of the CMAP Program it was determined that 1 out of 34 files were out of compliance in the area of Family Eligibility Requirements. The file was found out of compliance in the determination of family size and income determination. These errors were found to be human errors and not systemic errors.</p> <p>The error in family size was due to not having sufficient documentation to verify the absence of the father in the home. CMAP staff has been trained to ask questions and collect documents that supports that the parent applying for services is the sole responsible person for the children in the family. A second error in the same file was in the income calculation. The parent indicated that prior to migrating to Fresno County, she worked her own land in Guatemala and that she sold the product. This income was not documented in the file as self-employment income.</p>		
2. Provide a summary of areas that met standards and a summary of procedures for ongoing monitoring to ensure that those areas continue to meet standards.		
<p>The CMAP program was found to have met the standards in Child Need Requirement Verification, Recording and Reporting Attendance, Correct Fee Assessed, Inventory Records and Annual Evaluation Plan. The CMAP program was found in compliance with the child need requirement verification in all 34 files selected. All files were well documented. The program's practice is to ensure independent verification of the documents submitted by the parents. All employment verifications submitted by parents are verified by the Specialist.</p> <p>The area of Recording and Reporting Attendance is another area in which the Program had no findings. All of the files selected had Attendance Logs and reflected the need for services authorized for the month of October 2015. The CMAP Program is divided into two departments: the Family Services Department and Subsidized Reimbursement Department. By having this separation, there is a checks and balance that happens every month during the reimbursement process. Since reimbursements are not automated, every month a Reimbursement Specialists compares the child's authorized schedule and the actual attendance. If the child's attendance is not broadly consistent with current authorization, the reimbursement is still processed based on the current certificate, but it is documented in our data system and the Family Specialist is made aware. The Family Specialist contacts the family and reviews the family's current need. A change authorization is processed at that time, if needed. Both the provider and the families are provided a documented coaching and mentoring, if the change was not reported within the 5 days allowed. Our Program practice is to conduct unannounced provider visits. During these visits the Reimbursement Specialists reviews the Attendance Logs</p>		

to ensure that the Attendance Logs are being completed on a daily basis. These visits also allow the provider to ask questions and for CMAP staff to provide technical assistance regarding program policies and procedures, specifically those dealing with recording and reporting attendance.

In the area of Correct Fee assessment, the CMAP program had no findings. Out of 34 selected files 19 families incurred a fee. Two families qualified for a fee waiver due to currently being a cash aid recipient. The other 17 family fees were assessed correctly. Our Program practice is to offset the family fees from the provider's reimbursement. The providers are instructed to collect the fee directly from the families that incur a fee and provide a copy of the receipt along with the attendance log and invoice.

The CMAP Program uses form EESD 8604 to document all program Inventory Records. We will continue to use this format to document new equipment purchased that exceed \$500. Our program is in the process of identifying equipment that is no longer operational in order to update the inventory list. A physical inventory of the property will be conducted before the end of this year to ensure that all items approved to be disposed of by EESD were removed from the inventory list. The last time a physical inventory was conducted and reconciled was January 2015.

Two other areas where our Program continues to be in compliance is the Family Selection and the Compliance with Due Process. The CMAP program uses NoHo Care Waiting list to rank families and ensure that families are being authorized based on the family selection requirements. Our program also is compliant in providing families due process. All of our Notices of Actions (NOA) are mailed delivered. Our database has the capability of automatically populating the effective date for the action 19 days from the day the NOA is generated. The NOA's have the instructions on how to appeal the action and delineates exactly when the last day the parent has to appeal. When an appeal is received, the Family Services Coordinator schedules a hearing appointment. The hearing officer is the program's Director, Carmen Segovia. The hearing appointment is scheduled on a date and time that is convenient with family. The program does not receive many appeals; most appeal hearing are scheduled and conducted within 10 days of being received. The results of the hearing are provided in writing to the family within 10 days of the hearing date. The NoHo database also has the capability of generating reports to help the Specialists process age change NOA's, recertification NOA's, and termination NOA's due to aging out, in a timely manner. The Specialists runs monthly reports to ensure that NOA's are mailed out at least 19 days before the any action is effective.

Program Review Instrument – Summary of Findings

Contractor Legal Name Community Action Partnership of Kern		Vendor Number Y320
Contract Type CMAP	Age Group (Infant/Toddler, Preschool, School-Age) 0-12 Years of Age	
Planning Date 05/02/16	Lead Planner Name and Position Susana Magana, Program Manager	

Summary of Findings and Action Plans

Complete the Summary of Findings and Action Plans as directed in the instructions.

INVOLVEMENT

☐ EES-01: Plan for Parent Involvement
(CCTR, CSPP, CMIG, CHAN, CFCC)

Corrective Action Plan: *This Section does not apply to the Migrant Alternative Payment program (CMAP).*

GOVERNANCE AND ADMINISTRATION

☒ EES-02: Family Eligibility Requirements
(CCTR, CSPP, CMIG, CHAN, CFCC, CAPP, CMAP, C2AP, C3AP)

For the FY 2015/2016 CMAP's management team randomly selected 34 family files and the corresponding childcare provider files and reimbursement records for review. This represents 15% of the total active caseload for the selected month of October 2015.

During the file review it was verified that 33 out of 34 family files were well documented and compliant with all of MCAP's Eligibility and Need Requirements for the CMAP Contract.

One of the Reviewed family files was not thoroughly documented based on MCAP's requirements and was found to be out of compliance in the areas of Family Size and Need Verification.

Family Data File	Compliant	Non-compliant
Basic Data File	34	0
Verification of Eligibility	33	1
Timely Updates to Data File	34	0
Timely Recertification of Services	34	0

Childcare Provider Data File	Compliant	Non-compliant
Data File*	35	2
Reimbursement	35	2

Family File Error: Family Size and Income Determination

- Family Size: Single parent verification was not sufficient to verify the absence of the father in the home.
- Income: The same family file failed to meet CMAP's income verification requirements. An income declaration used to document how the family was able to support themselves indicated that the parent had worked in her own land and sold the products. However, upon review of the income calculation worksheet, the earnings were not documented as part of the total countable income.

Corrective Action Plan:

The above stated errors have been thoroughly reviewed with the assigned Family Services Specialist. These errors were found to be single instance errors and not systemic. CMAP's Determination of Family Size Policy and The Income Calculation Policy, have been thoroughly reviewed with the assigned family specialist in order to prevent future file errors.

Childcare Provider File Error:

Provider File: One provider file was found out of compliance due to having the copy of her Identification Card expired in the month of 04/2016. A second file was found out of compliance due to current Identification Card showed a different home address than the copy of her Childcare License.

Reimbursement Error: Two of the reviewed reimbursements calculations were found to be out of compliance due to an underpayment. This error occurred when the Reimbursement Specialist processed the reimbursement calculation for the provider using the Kern RMR instead of the Riverside RMR. This error resulted in an underpayment of \$16.14. The two reimbursement errors were for the same provider.

Corrective Action Plan:

Provider File Error: This error has been thoroughly reviewed with all Reimbursement Specialists to ensure that every time a returning childcare provider is authorized, the full file is reviewed and updated. A reminder process will be implemented using The NoHo CARE database, to flag the Reimbursement Specialists when documents are about to expire. This will give the Specialists enough time to request and receive current documents. Current Identification cards for the two providers found out of compliance, were requested and have been placed in the provider file.

Reimbursement Error: This error has been thoroughly reviewed with all Reimbursement Specialists and directive has been given to sort and separate all provider Statement of Services/invoices, per county prior to beginning the reimbursement process. This will ensure that the Specialist utilizes the correct RMR for the appropriate county every time.

☒EES-03: Child Need Requirement Verification
(CCTR, CSPP, CMIG, CHAN, CFCC, CAPP, CMAP, C2AP, C3AP)

Corrective Action Plan:

0/34 - Family files were found to be out of compliance in this area. All of the selected family files were well documented and the authorization of childcare hours was reflective of the need verification documents found within the family data file.

☒EES-04: Recording and Reporting Attendance
(CCTR, CSPP, CMIG, CHAN, CFCC, CAPP, CMAP, C2AP, C3AP)

Corrective Action Plan:

All of the selected 34 Family Files were found to be compliant with this requirement. A corrective plan is not needed in this area. All of the selected family files included attendance logs which reflected the authorized need for services for the month of October 2015.

☒EES-05: Correct Fee Assessed
(CCTR, CSPP, CMIG, CFCC, CAPP, CMAP, C2AP, C3AP)

Corrective Action Plan:

A corrective plan is not needed in this area. The family fee was assessed correctly for all of the selected 34 family files. This assessment was based on the calculated income and family size documentation found within the family data file.

Family Fee	Compliant	Non-compliant	Not Applicable
Family Fee Incurred	17	0	15
Family Fee Information Given	34	0	0
Waiver of Family Fee	2	0	0

17 out of 34 families incurred a family fee. For all of the 17 families, the amount was offset from the provider's reimbursement total and a compliant receipt was attached to the reimbursement records.

2 out of 34 families qualified for a waiver of the family fee. Verification of current cash aid recipient was found within the family file.

15 out of 34 families did not incur a family fee. Family's calculated income total was less than the first entry in the current family fee chart dated 07/01/14.

☒ EES-06: Inventory Records

(CCTR, CSPP, CMIG, CHAN, CFCC, CAPP, CMAP, C2AP, C3AP, CRRP)

Corrective Action Plan:

A corrective action plan is not necessary at this time. A thorough inventory list has been compiled to include all of CMAP's assets, based on directive received from assigned State Consultant and utilizing EES 8604 Inventory Form.

☒ EES-07: Alternative Payment (AP) Policies

(CAPP, CMAP, C2AP, C3AP)

Corrective Action Plan:

A corrective action plan is not needed in this area. All of the reviewed files included a signed Handbook Receipt.

Family Files	Compliant	Non-compliant
Handbook Receipt on File	34	0

Childcare Provider Files	Compliant	Non-compliant
Handbook Receipt on File	37*	0

*A total of 37 Childcare Providers were reviewed, due to having three (3) families with two (2) providers during the month of October 2015.

STANDARDS, ASSESMENT, AND ACCOUNTABILITY

☐ EES-08: Desired Results Profile and Data

(CCTR, CSPP, CMIG, CHAN, CFCC)

Corrective Action Plan:

This section is not applicable to the CMAP Program

☒ EES-09: Annual Evaluation Plan

(CCTR, CSPP, CMIG, CHAN, CFCC, CAPP, CMAP, C2AP, C3AP, CRRP)

Corrective Action Plan: A corrective plan of action is not necessary at this time. All of the identified file or reimbursement errors were found to be human errors and not systemic errors.

The CMAP program underwent a CMR and APMU Reviewing the month of February 2016 and it was assess at a 3% error rate. The identified errors were also human errors and have been addressed with training to staff and the review of current program policies and procedures.

☐ EES-10: Site Licensure
(CCTR, CSPP, CMIG, CHAN, CFCC)

Corrective Action Plan:
This section is not applicable to the CMAP Program.

STAFFING AND PROFESSIONAL DEVELOPMENT

☐ EES-11: Staff Development Program
(CCTR, CSPP, CMIG, CHAN, CFCC, CAPP, C2AP, C3AP, CRRP)

Corrective Action Plan:
This section is not applicable to the CMAP Program.

☐ EES-12: Qualified Staff and Director
(CCTR, CSPP, CMIG, CHAN, CFCC)

Corrective Action Plan:
This section is not applicable to the CMAP Program.

☐ EES-13: Staff-Child Ratios
(CCTR, CSPP, CMIG, CHAN)

Corrective Action Plan: This section is not applicable to the CMAP Program.

OPPORTUNITY AND EQUAL EDUCATIONAL ACCESS

☐ EES-14: Family Selection
(CCTR, CSPP, CMIG, CHAN, CFCC, CAPP, CMAP)

Corrective Action Plan:
All of the selected 34 Family Files had a waiting list application within the Family Data File. NoHo CARE Waiting List Data Base is used to ensure that enrollment priorities are follow for all families. No improvement is needed in this area.

Family Data File	Compliant	Non-compliant
Waiting List Application on File	34	0

☐ EES-15: Compliance with Due Process

(CCTR, CSPP, CMIG, CHAN, CFCC, CAPP, CMAP, C2AP, C3AP)

Corrective Action Plan: All of the selected 34 Family Files have a signed copy of the Handbook Receipt on file. In addition, the copies of all Notice of Actions issued to process file updates were reviewed and it was confirmed that for all changes the families received the appropriate due process. *All Notice of Actions also included an attached copy of the Appeal hearing Request.*

Family Data File	Compliant	Non-compliant
Due Process Verification	34	0

☐ EES-16: Refrain from Religious Instruction
(CCTR, CSPP, CMIG, CHAN, CFCC)

Corrective Action Plan: This section is not applicable to the CMAP Program

☐ EES-17: Services Responsive to Family Needs
(CRRP)

Corrective Action Plan: *All of the reviewed Family Files had a payment Petition form which helps them exercise their right to parent choice for services. All files included a completed and signed Family Needs Assessment form and for those families who requested additional services, copies of all service referrals were attached. All of CMAP's Family Forms are translated into Spanish, since most of our clients are Spanish speaking only. All of CMAP's personnel is bilingual in Spanish and we have a subscription to Language Line Solutions to be able to properly serve our Dialect speaking clients.*

Family Data File	Compliant	Non-compliant
Family Referrals	34	0
Provider Choice	34	0

TEACHING AND LEARNING

☐ EES-18: Environment Rating Scale
(CCTR, CSPP, CMIG, CHAN, CFCC)

Corrective Action Plan: This section is not applicable to the CMAP Program.


☐ EES-19: Nutritional Needs
(CCTR, CSPP, CMIG, CHAN, CFCC)

Corrective Action Plan: This section is not applicable to the CMAP Program.

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Board of Directors

From: Jeremy T. Tobias, Executive Director 

Date: May 25, 2016

Subject: *Agenda Item VI.g: Memorandum of Understanding between the Workforce Development Board and Partner Agencies in the One-Stop Partner Program doing business as America's Job Center of California – Action Item*

As the Community Service Block Grant (CSBG) agency for Kern County, CAPK participates on the Workforce Development Board and at the One-Stop Partnership Program operated through Employers Training Resource (ETR). As part of this participation, partnering agencies are required to sign a Memorandum of Understanding. Staff has been involved in the development of the MOU, and it matches up with the services we are already providing in the community and to the One-Stop program and America's Job Center. The MOU is more strongly focused on the partnering agencies that will physically place staff at the One-Stop job center. CAPK is simply a service provider that has clients referred to us, from the One-Stop Center. They will be referring clients directly to our programs such as Head Start and WIC. We will also be developing potential systems in which the partnering agencies will use 2-1-1 more extensively to assist with referrals of clients into the system.

Recommendation:

Staff recommends the Board of Directors approve the Memorandum of Understanding with the Workforce Development Board.

Attachment: Memorandum of Understand with the Workforce Development Board

Kern, Inyo and Mono Counties Workforce Development Board
Memorandum of Understanding

This Agreement, entered into this 30th day of June, 2016, is by and between the managers and directors of the Workforce Development One-Stop Partner Programs/Agencies serving the Kern, Inyo, and Mono Counties Workforce Development Area (the “KIM WDA”), as overseen by the Kern, Inyo, and Mono Counties Workforce Development Board (the “KIM WDB”).

WHEREAS, the Workforce Investment Act of 1998 (the “WIA”) created a workforce development system, replacing the Private Industry Council; and

WHEREAS, the Workforce Innovation and Opportunities Act of 2014, Public Law 113-128, 29 U.S.C. 3101, et seq., as amended (hereinafter referred to as “WIOA” or the “Act”) amended WIA to strengthen the United States workforce development system through innovation in, and alignment and improvement of, employment, training, and education programs in the United States, and to promote individual and national economic growth, and for other purposes; and

WHEREAS, the parties to this Agreement recognize the many benefits to our customers in the collaboration and integration of the seamless service and have participated in the past in the development and operation of the one-stop career center system doing business as America’s Job Center of California (“AJCC”); and

WHEREAS, WIOA requires that the WDB develop a local plan, and enter into a Memorandum of Understanding (the “MOU”) between the KIM WDA and KIM WDB, with the agreement of the Chief Local Elected Official regarding the operation of the local AJCC One-Stop System of service delivery and the performance of the functions described in Section 121(e)(1) of the Act; and

WHEREAS, the Chief Local Elected Official in the in the KIM WDA has delegated to the KIM WDB the ability to execute this MOU pursuant to that certain Joint Powers Agreement dated February 13, 2001; and

WHEREAS, although WIOA took effect on July 1, 2015, the final regulations from the United States Departments of Labor and Education have not been issued and is expected to be released in or about July 2016; and

WHEREAS, certain provisions in this MOU are based on guidance issued to the Local Area by the State of California, whose instructions are based on guidance from the federal agencies; and

WHEREAS, the administrators of the participating partners have been granted general authority from their governing boards to continue to work with other agencies in the community and to define their roles in the delivery of services; and

WHEREAS, it is understood that full implementation of this MOU may require further approvals from governing boards and legal counsel, and is subject to change upon the consent of the KIM

WDB.

NOW, THEREFORE, IT IS MUTUALLY AGREED BETWEEN ALL PARTIES AS FOLLOWS:

1. Purpose of the MOU.

AJCC is the local One-Stop Center within the KIM WDA which serves as the recruitment center and training access for local employers and job seekers. The AJCC is the cornerstone of Kern, Inyo and Mono counties workforce development system, and its partners are jointly responsible for the workforce and economic development, education, and other human service programs.

WIOA emphasizes customer choice, job-driven training, provider performance, and continuous improvement. The quality and selection of providers and programs of training services is vital to achieving these core principles.

The parties to this agreement recognize the many benefits to our customers in the collaboration and integration of seamless service and have participated in the development and operation of a one-stop system doing business as the AJCC.

The administrators of the participating partners have been granted general authority from their governing boards to work with other agencies in the community and to define their roles in the delivery of services as reflected herein.

It is understood that full implementation of the proposed system may require further approvals from governing boards and/or legal counsel for contracts, leases and/or sub-grant agreements.

2. Local Vision Statement and Mission Statement

Vision Statement: "We will achieve recognition as the leading One-Stop system of professional employment services in California."

Mission Statement: "To provide quality, integrated, seamless, accessible and professional employment services for employers and job seekers."

The Partners are committed to a locally-driven system which develops partnerships and provides programs and services to achieve three main policy objectives established by the California Workforce Development Strategic Plan, which includes the following:

- a. Foster demand-driven skills attainment;
- b. Enable upward mobility for all Californians; and
- c. Align, coordinate, and integrate programs and services.

These objectives will be accomplished by ensuring access to high-quality AJCC that provide the

full range of services available in the community for all customers seeking the following:

- A. Looking to find a job.
- B. Building basic educational or occupational skills.
- C. Earning a postsecondary certificate or degree.
- D. Obtaining guidance on how to make career choices.
- D. Seeking to identify and hire skilled workers.

3. **Parties to the MOU**

One-Stop services and shared infrastructure costs are born by the required partners which include local/regional representatives of the following Titles:

- 1. WIOA Title I(B) Adult
- 2. WIOA Title I(B) Dislocated Worker
- 3. WIOA Title I(B) Youth
- 4. WIOA Title I(C) Job Corps
- 5. WIOA Title I(D) Sec 166 Native American
- 6. WIOA Title I(D) Sec 167 Migrant Seasonal Farmworkers grantee
- 7. WIOA Title I(D) Sec 171 YouthBuild
- 8. WIOA Title II Adult Education and Literacy grantee
- 9. WIOA Title III Wagner-Peyser
- 10. WIOA Title IV Vocational Rehabilitation
- 11. Carl Perkins Career Technical Education grantee
- 12. Title V Older Americans Act
- 13. Jobs for Veterans State grant
- 14. Trade Adjustment Assistance Act
- 15. Community Services Block Grant recipient
- 16. Housing & Urban Development
- 17. Unemployment Compensation
- 18. Second Chance grantee
- 19. CalWORKs (i.e. TANF)

No.	Local Agency
1	Employers' Training Resource (ETR), Inyo County Health & Human Services (Inyo HHS), Mono County Social Services Department (Mono SSD)
2	ETR, Inyo HHS, Mono SSD
3	ETR, Inyo HHS, Mono SSD
4	Cornerstone Solutions, Inc. – Job Corps Services (Job Corps)
5	California Indian Manpower Consortium Inc. (CA Indian)
6	ETR
7	Kern County Superintendent of Schools (KCSOS)
8	Kern High School District (KHSD), Delano Joint Union High School District (DJTUHSD), Farmworker Institute for Education & Leadership Development (FIELD)

9	California Employment Development Department (EDD)
10	California Department of Rehabilitation (DOR)
11	Bakersfield College (BC), Cerro Coso Community College (CCCC), Taft College (TC)
12	SER - Jobs for Progress (SER Jobs)
13	EDD
14	EDD
15	Community Action Partnership of Kern (CAPK)
16	Housing Authority of the County of Kern (HACK)
17	EDD
18	Not applicable
19	Kern County Department of Human Services (KCDHS)

The above-referenced local agencies are the Kern, Inyo and Mono AJCC partners (collectively, the “Partner” or “Partners”) which will provide access to programs, activities, and services by electronic means (i.e. Web sites, social media, internet chat features, and telephone).

Services will also be offered at a comprehensive one-stop center within the Local Workforce Development Area (LWDA). Attached hereto, and incorporated herein, as Exhibit “A” is the system map which identifies the location of every comprehensive and affiliate AJCC within the LWDA.

#	Agency	Title	Eligibility				Title I Eligib	reach	tation	Assess-ment
			Adult	DW	Youth	Oth				
1-3	Inyo	Title I(B) Ad/DW/Y	X	X	X			X	X	X
1-3	Mono	Title I(B) Ad/DW/Y	X	X	X			X	X	X
1	ETR	Title I(B) Adult	X					X	X	X
2	ETR	Title I(B) DW		X				X	X	X
3	ETR	Title I(B) Youth			some			X	X	X
6	ETR	Title I(D) 167 MSFW			X			X	X	X
4	Job Corps	Title I(C) Job Corps				X		X	X	X
7	KCSOS	Title I(D) 171 YouthBuild				X		X	X	X
5	CIMC	Title I(D) 166 Native American				X		X	X	X
8	KHSD	Title II Ad Educ Liter	X	X	X		X	X	X	X
8	DJTUHS	Title II AEL					X	X	X	X
8	FIELD	Title II AEL								
9	EDD	Title III Wagner-Peyser					X	X	X	
10	DOR	Title IV Voc Rehab					X	X	X	X
14	EDD	TAA					X	X	X	X
13	EDD	Veterans					X	X	X	X
17	EDD	UI					X			
19	DHS	CalWORKS					X			
11	KHSD	Perkins Post-2nd	X	X	X		X	X	X	X
11	BC	Perkins Post-2nd					X	X	X	X
11	TC	Perkins Post-2nd					X	X	X	X
11	CCCC	Perkins Post-2nd					X	X	X	X
12	SER Jobs	Title V Older Americans Act					X	X	X	X
15	CAPK	CSBG					X			
16	HACK	E&T under HUD					X	X		X
18	none	Second Chance Act								
*Job Search Assistance (Resource Room)										
# - CIMC provides these services through its Eastern Sierra Field Office										

BASIC CAREER SERVICES			Intake	Labor Exchg, JSA*	Referral One-Stop Partner	Labor Market Info	Performance & Cost Info	Support Service Info	UI Info	Financial Aid Info
#	Agency	Title								
1-3	Inyo	Title I(B) Ad/DW/Y	X	X	X	X	X	X	X	X
1-3	Mono	Title I(B) Ad/DW/Y	X	X	X	X	X	X	X	X
1	ETR	Title I(B) Adult	X	X	X	X	X	X	X	X
2	ETR	Title I(B) DW	X	X	X	X	X	X	X	X
3	ETR	Title I(B) Youth	X	X	X	X	X	X	X	X
7	ETR	Title I(D) 167 MSFW	X	X	X	X	X	X	X	X
4	Job Corps	Title I(C) Job Corps	X		X	X		X		
7	KCSOS	Title I(D) 171 YouthBuild	X	JSA	X	X	X	X	X	X
5	CIMC	Title I(D) 166 Native American	X	X	X	X		X	X	X
8	KHSD	Title II Ad Educ Liter	X	X	X	X	X	X		X
8	DJTUHS	Title II AEL	X	X	X	X	X	X	X	X
8	FIELD	Title II AEL	X		X	X		X	X	X
9	EDD	Title III Wagner-Peyser		JSA/LE	X	X		X	X	
10	DOR	Title IV Voc Rehab	X		X			X		
14	EDD	TAA	X	JSA/LE	X	X		X	X	X
13	EDD	Veterans	X	JSA/LE	X	X		X	X	
17	EDD	UI							X	
19	KCDHS	CalWORKS			X					
11	KHSD	Perkins Post-2nd	X	X	X	X	X	X		X
11	BC	Perkins Post-2nd		X	X	X	X	X		assist
11	TC	Perkins Post-2nd	X	X	X	X	X	X		X
11	CCCC	Perkins Post-2nd	X	X	X	X	X	X		X
12	SER Jobs	Title V Older Americans Act	X		X	X		X		
15	CAPK	CSBG						X		
16	HACK	E&T under HUD			X			X		assist
18	none	Second Chance Act								
*Job Search Assistance (Resource Room)										
# - CIMC provides these services through its Eastern Sierra Field Office										

INDIVIDUAL CAREER SERVICES			Compre- hensive Assess*	Career Plan Counsel	IEP or IPE**	Short Term Pre-Voca- tional***
#	Agency	Title				
1-3	Inyo	Title I(B) Ad/DW/Y	CASAS	X	IEP	X
1-3	Mono	Title I(B) Ad/DW/Y	CASAS	X	IEP	Job Training
1	ETR	Title I(B) Adult	CASAS, WorkKeys	X	IEP	X
2	ETR	Title I(B) DW	CASAS, WorkKeys	X	IEP	X
3	ETR	Title I(B) Youth		X	IEP	
6	ETR	Title I(D) 167 MSFW		X	IEP	X
4	Job Corps	Title I(C) Job Corps		X		
7	KCSOS	Title I(D) 171 YouthBuild	CASAS	X	IEP	X
5	CIMC	Title I(D) 166 Native American		X	X	X
8	KHSD	Title II Ad Educ Liter	CASAS	X	X	X
8	DJTUHSD	Title II AEL	CASAS	X		X
8	FIELD	Title II AEL	CASAS	X		X
9	EDD	Title III Wagner-Peyser		X		
10	DOR	Title IV Voc Rehab	Fosters/Psych	X	IPE	Youth
14	EDD	TAA		X	Agency Plan	X
13	EDD	Veterans		X	Agency Plan	
17	EDD	UI				
19	DHS	CalWORKS	Fosters		X	X
11	KSHD	Perkins Post-2nd	CASAS	X	X	X
11	BC	Perkins Post-2nd	WorkKeys for BC Students			X/Gen Pop
11	TC	Perkins Post-2nd	WorkKeys	X		X
11	CCCC	Perkins Post-2nd	CASAS	X	X	X
12	SER Jobs	Title V Older Americans Act	TABE	X	IEP	Job Training
15	CAPK	CSBG				
16	HACK	E&T under HUD			X (ITSP)	Refer
18	none	Second Chance Act				
*Assessment: CASAS, WorkKeys						
**Individual Employment Plan or Individual Plan for Employment						
***Develop skills: Learning; communication; interviewing; personal maintenance; punctuality; professional conduct; prep unsubsidized employment or training (soft skills)						
****Acquire skills: basic academic; critical thinking; digital literacy; self-management; teamwork; utilize resources & information; understanding systems; acquire skills to successfully transition into and complete post secondary education or training and employment						
# - CIMC provides these services through its Eastern Sierra Field Office						

INDIVIDUAL CAREER SERVICES			Intern-/ Externship WEX	Out-of-Area Job Search	Finan- cial Literacy	Access or teach ESL	Workforce Prep Title II Ad Educ Lit****
#	Agency	Title					
1-3	Inyo	Title I(B) Ad/DW/Y	X	X		X	X
1-3	Mono	Title I(B) Ad/DW/Y		X	X	X	X
1	ETR	Title I(B) Adult	contract out		TAY		
2	ETR	Title I(B) DW	contract out		SBDC		
3	ETR	Title I(B) Youth	contract out		contract		
6	ETR	Title I(D) 167 MSFW	contract out			X	
4	Job Corps	Title I(C) Job Corps					
7	KCSOS	Title I(D) 171 YouthBuild	X		X		
5	CIMC	Title I(D) 166 Native American	X	X	X		X
8	KHSD	Title II Ad Educ Liter	X			ESL	X
8	DJ TUHSD	Title II AEL	X		X	X	X
8	FIELD	Title II AEL	X		X	X	Charter HS
9	EDD	Title III Wagner-Peyser		X			
10	DOR	Title IV Voc Rehab	X		X		
14	EDD	TAA	X	X	X	Refer	Refer
13	EDD	Veterans		X			
17	EDD	UI					
19	DHS	CalWORKS	X		X		
11	KHSD	Perkins Post-2nd	X		X	X	X
11	BC	Perkins Post-2nd	Yes/Gen Pop		Fin Aid Ref	Yes	
11	TC	Perkins Post-2nd	X	X	X	X	X
11	CCCC	Perkins Post-2nd	X	X	X	X	X
12	SER Jobs	Title V Older Americans Act				Refer	Refer
15	CAPK	CSBG			X		
16	HACK	E&T under HUD			X	Refer	Refer
18	none	Second Chance Act					
*Assessment: CASAS, WorkKeys							
**Individual Employment Plan or Individual Plan for Employment							
***Develop skills: Learning; communication; interviewing; personal maintenance; punctuality; professional conduct; prep unsubsidized employment or training (soft skills)							
****Acquire skills: basic academic; critical thinking; digital literacy; self-management; teamwork; utilize resources & information; understanding systems; acquire skills to successfully transition into and complete post secondary education or training and employment							
# - CIMC provides these services through its Eastern Sierra Field Office							

4. Training Services

Through the One-Stop system, individuals interested in training will be evaluated by ETR, Client Services Division, or its subgrantee(s) to determine whether or not they are in need of training, and if they possess the skills and qualifications needed to participate successfully in the training program in which they express an interest. Training services must be directly linked to occupations that are in demand in the local area or in another area to which the individual receiving services is willing to relocate.

Training Services include, but are not limited to, the following:

- A. Occupational skills training, including training for nontraditional employment.

- B. On-the-job training (OJT).
- C. Incumbent worker training.
- D. Programs that combine workplace training with related instruction, which may include cooperative education programs.
- E. Training programs operated by the private sector.
- F. Skill upgrading and retraining.
- G. Entrepreneurial training.
- H. Transitional jobs (Work Experience).
- I. Job readiness training provided in combination with another training service.
- J. Adult education and literacy activities, including activities of English language acquisition and integrated education and training programs, provided concurrently or in combination with another training service.
- K. Customized Job Training (CJT) conducted with a commitment by an employer or group of employers to employ an individual upon successful completion of the training.
- L. Other trainings available through the Partners.

5. Follow-up Services

Counseling is available by any of the Partners for the workplace for Adult, Dislocated Workers and Youth participants in workforce development activities who are placed in unsubsidized employment for up to twelve months after the first day of employment.

6. Access for Individuals with Barriers to Employment

The Partners agree that “Access” to programs and services means having:

- A. Program staff physically present at the location;
- B. Having Partner program staff physically present that are trained to provide information to customers about the programs, services, and activities available through Partner programs; or
- C. Providing direct linkage through technology to program staff who can provide meaningful information and/or services.
- D. Providing access to adults with barriers to employment including those with the following barriers as defined in WIOA: displaced homemakers; Indians, Alaskan Natives and Native Hawaiians; individuals with disabilities including youth with disabilities; older individuals; ex-offenders; homeless individuals; youth who are in or have aged out of the foster care system; individuals who are English language learners, individuals with low levels of literacy and individuals facing cultural barriers; eligible migrant and seasonal farmworkers; individuals within two years of exhausting lifetime eligibility under TANF; single parents to include single pregnant women; and long-term unemployed individuals.

Per federal guidance, veterans and eligible spouses who are also recipients of public assistance, low income or basic skills deficient will receive first priority, non-veterans who are recipients of

public assistance, low-income or basic skills deficient will receive priority, veterans and eligible spouses not included in priority groups will receive third priority and all other individuals will receive last priority. Priority means the right to take precedence over non-covered persons in obtaining services. Depending on the type of service or resources being provided, taking precedence means: the covered person receives access to the service or resource earlier in time than the non-covered person; or, if the service or resource is limited, the covered person receives access to the service or resource instead of or before the non-covered person. Providing priority of service also entails affirmative outreach to the priority populations, identifying covered individuals at entry and informing them of their priority status.

“Direct linkage” means providing direct connection at the one-stop, within a timely manner, by phone or through a real-time Web-based communication to a program staff member who can provide program information or services to the customer.

Services provided through technology must be meaningful, available in a timely manner and not simply a referral to additional services at a later date or time.

The KIM WDB will ensure that information on the availability of basic career services is accessible at all one-stop physical locations and access points, including electronic access points, regardless of where individuals initially enter the local one-stop system.

The Partners agree that:

- a. “Registration” is the point at which information that is used in performance information (Core programs, i.e. Title I-IV) begins to be collected.
- b. “Participation” is the point at which the customer has been determined eligible for program services and has received or is receiving a WIOA service, such as individual career services, and is the point at which they will be included in the performance calculation for the primary indicator.
- c. The difference between registration and participation: Individuals who are primarily seeking information are not treated as participants and their self-service or informational search (service) requires no registration. When a customer seeks more than minimal assistance from staff in taking the next steps towards self-sufficient employment, the person must be registered and eligibility must be determined.

7. Responsibility of AJCC Partners

As authorized under the Act, the KIM WDA will establish policies necessary for implementation of the Act in the local area and shall:

- A. Make the applicable service(s) applicable to the Partner program available to customers through the one-stop delivery system.
- B. Participate in the operation of the one-stop system, consistent with the terms of this

MOU and requirements of authorized laws.

- C. Participate in capacity building and staff development activities in order to ensure that all Partners and staff are adequately cross-trained.
- D. Provide reasonable and necessary access to the data collection and reporting system by the Partners.

The AJCC Partners agree to participate in joint planning, plan development, and modification of activities to accomplish the following:

- a. Continuous partnership building.
- b. Continuous planning in response to state and federal requirements.
- c. Responsiveness to local and economic conditions, including employer needs.
- d. Adherence to common data collection and reporting needs.

8. Funding of Services and Operating Costs

- A. Consistent with WIOA, all Partners agree to enter into negotiations and implement a shared Cost/Resource Sharing Agreement by no later than December 31, 2017. Partners agree and understand that its Cost/Resource Sharing Agreement will be updated annually by the KIM WDB.
- B. All shared cost allocations for the cost of services, operating costs, and infrastructure costs will be supported by accurate data and shall be consistent with the Generally Accepted Accounting Principles (GAAP), Title 2 of the Code of Federal Regulations Part 200, and be accepted by Partner's auditor and/or independent auditors to satisfy the audit testing required under the Single Audit Act as more specifically set forth in the Cost/Resource Sharing Agreement.

9. Methods for Referring Customers

- A. The KIM WDB, through its designated AJCC One-Stop Operator, and the Partners agree to utilize the approved processes and forms for common intake and referral among the AJCC One-Stop Partners and providers of services, and to modify such processes and forms as required. The KIM WDB and Partners developed a universal referral system and form that is used for all cross-agency referrals, copies of which are attached hereto, and incorporated herein, as Exhibit "B".
- B. Partners agree to train and provide technical assistance to the staff of each participating AJCC One-Stop Partner and contracted providers of services on topics that include, but are not limited to, eligibility for and scope of allowable services for their programs.
- C. The KIM WDB will work with all Partners to ensure all Partners and local One-Stop System staff are fully trained in each other's programs and eligibility criteria. The

Partners agree that the intake and referral processes will be customer-centered and provided by staff trained in customer service.

- D. Partners agree to refer its applicants and clients to other AJCC One-Stop Partners when such individuals may be eligible for the Partner's services or to the AJCC One-Stop Operator for WIOA services.
- E. Partners will ensure that general information regarding AJCC's programs, services, activities and resources shall be available to all customers as appropriate.
- F. All customer referrals will be made electronically, through traditional correspondence, verbally or through other means determined in cooperation with Partners.
- G. Each Partner will provide a direct link or access to other AJCC's Partner's staff that can provide meaningful information or service, through the use of co-location, cross training of AJCC staff, or real-time technology (two way communication and interaction with AJCC partners that results in services needed by the customer).

10. Shared Technology and System Security

WIOA emphasizes technology as a critical tool for making all aspects of information exchange possible, including client tracking, common case management, reporting, and data collection. To support the use of these tools, each AJCC Partner agrees to the following:

- A. Comply with the applicable provisions of WIOA, Welfare and Institutions Code, California Education Code, Rehabilitation Act, and any other appropriate statutes or requirements; and
- B. The principles of common reporting and shared information through electronic mechanisms, including shared technology; and
- C. Commit to share information to the greatest extent allowable under their governing legislation and confidentiality requirements due to the importance of the use of technology in WIOA; and
- D. Maintain all records of the AJCC customers or Partners (e.g. applications, eligibility and referral records, or any other individual records related to services provided under this MOU) in the strictest confidence, and use them solely for purposes directly related to such services; and
- E. Develop technological enhancements that allow interfaces of common information needs, as appropriate consistent with WIOA; and
- F. Understand that system security provisions shall be agreed upon by all Partners; and
- G. Establishing security systems and confidentiality provisions.

11. Specialized One-Stop Centers

An example of a specialized center is one targeting Disconnected Youth and one established

specifically to respond to a large localized layoff. These specialized centers will not provide access to every required Partner, but must have a way to make referrals to one-stop Partners in comprehensive and affiliate centers. The specialized centers will have access to the referral system to make sure that services were provided after referral. A recent study by Measure of America of the Social Science Research Council entitled "Zeroing In on Place and Race," reflected that out of the ninety-eight (98) major metro areas included in the report, the disconnection rates for youth in greater Bakersfield, California was over twenty (20) percent. In addition, Kern County has seen significant layoffs in a variety of industries, particularly the petroleum industry. These specialized centers will serve the needs of Kern County by providing dedicated locations where (i) rapid response and layoff aversion activities can be facilitated concurrently with services for re-connecting dislocated workers with opportunities for employment, and (ii) young people can find the support they need to be successful.

12. Non-Discrimination and Equal Opportunity

The laws and regulations listed herein do not encompass all of the laws and regulations that govern the Partners in their respective roles under this MOU. All Partners expressly agree to comply with the federal and state laws and regulations listed below.

- A. Consistent with WIOA, each Partner shall not unlawfully discriminate, harass, or allow harassment against any employee or applicant, or applicant for employment due to gender, race, color, ancestry, religion, national origin, physical disability (including HIV and AIDS), mental disability, medical condition(s), age (over 40), or marital status; nor shall any Partner deny family and medical care leave or pregnancy disability leave to employees entitled to such leave. Partners shall insure that the evaluation and treatment of their employees and applicants for employment are free from such discrimination and their employees and applicants or employment are free from such discrimination and harassment. Partners shall comply with the provisions of Fair Employment and Housing Act (California Government Code Section 12900, et seq.) and related, applicable regulations promulgated thereunder (Title 2, California Code of Regulations Section 7285 et seq.). Code of Regulations Section 8103 et seq. are incorporated into this MOU by reference and made a part hereof as if set forth in full. Partners shall give written notice of their obligations under this clause to labor organizations with which they have a collective bargaining agreement or other such agreement.
- B. The KIM WDB and Partners will ensure that policies and procedures established by the AJCC as the One-Stop Center, and programs and service provided by and through the One-Stop Center are in compliance with the Americans with Disabilities Act of 1990 and its amendments (ADA), which prohibits discrimination on the basis of disability, as well as other applicable regulations and guidelines issued pursuant to the ADA. Additionally, Partners agree to fully comply with the provisions of WIOA, Title VII of the Civil Rights Act of 1964, the Age Discrimination Act of 1975, Title IX of the Education Amendments

of 1972, 29 CFR Part 37, and all other regulations implementing the aforementioned laws.

- C. Each Partner agrees to provide priority of service to veterans and covered spouses for any qualified job training program pursuant to 38 USC 2813.
- D. Each Partner agrees to comply with 29 CFR 94 and all other applicable state and federal laws pertaining to a drug-free workplace and to make a good faith effort to maintain a drug-free workplace. Each Partner will make a good faith effort to ensure that none of its officers, employees, members, and subrecipient(s), and any independent contract(s) will purchase, transfer, use, or possess illegal drugs or alcohol or abuse prescription drugs in any way while working or while on public property.

13. Grievances and Complaints Procedure

The AJCC Partners agree to establish and maintain a procedure for grievance and complaints as outlined in WIOA. The process for handling grievances and complaints is applicable to customers and Partners. These procedures will allow the customer or entity filing the complaint to exhaust every administrative level in receiving a fair and complete hearing and resolution of their grievance. The Partner further agrees to communicate openly and directly to resolve any problems or disputes related to the provision of services in a cooperative manner and at the lowest level of intervention possible.

In addition, the AJCC Partners will offer the best customer service possible by attempting to resolve customer issues as quickly as possible. If Partner's staff is not able to resolve the issue, they should bring the customer's issue to the attention of their supervisor or a Partner supervisor at their location. If the supervisor is not able to resolve the issue, the next highest level employee (i.e., Deputy Director, Deputy Division Chief or equivalent position) may be asked to assist. After those attempts to resolve an issue for the customer are made, the customer may still not be satisfied. Filing a formal complaint/grievance is the final step in good customer service.

Persons filing a complaint concerning a Partner of the local One-Stop will first submit that complaint to that One-Stop Partner utilizing the procedures of that agency.

Participants will first utilize procedures, if available to them, at the employer/training agency level. If the employer does not have a grievance/complaint procedure, the procedures under Title 20 Code of Federal Regulations (CFR) Part 667.600, and Title 29 CFR 37 will be used.

The person filing a complaint shall be free from restraint, coercion, reprisal, or discrimination.

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14. Term and Renewal of MOU

- A. The term of this MOU is effective from July 1, 2016 to June 30, 2019, unless it is terminated earlier as provided herein, and shall supersede in its entirety any MOU entered into previously by and between the participating AJCC One-Stop Partners and the KIM WDB.
- B. The MOU is of no force or effect until signed by authorized representatives of the participating AJCC One-Stop Partner and the KIM WDB.
- C. The MOU will be reviewed not less than once every three years to identify any substantial changes that have occurred.

15. Modifications and Revisions

This MOU constitutes the entire agreement between the Partners and no oral understanding not incorporated herein shall be binding on any of the Partners hereto. This MOU may be modified, altered, or revised, as necessary, by mutual consent of all of the Partners, by the issuance of a written amendment, signed and dated by the Partners.

16. Termination

The Partners understand that implementation of the AJCC system is dependent on the good faith effort of every Partner to work together to improve services to the community. The Partners also agree that this a project where different ways of working together and providing services are being tried. In the event that it becomes necessary for one or more Partners to cease being a part of this MOU, said Partner shall notify the other Partners, in writing, a minimum of thirty (30) days in advance of the intent to terminate its participation in this MOU.

17. Administrative and Operations Management - Supervision/Day to Day Operations

The AJCC Coordinator, appointed by the consortium of AJCC Partners, coordinates the activities for the AJCC, including resolving the day-to-day operational issues. The AJCC Coordinator will work with designated Partner manager(s) and supervisor(s) to ensure operational success. This position is a member of the AJCC Steering Committee and its subcommittees and the Coordinator will provide reports to the KIM WDB and its committees.

The day-to-day supervision of staff assigned to the AJCCs will be the responsibility of the site supervisor(s). The original employer of staff assigned to the AJCCs will continue to set the priorities of its staff. Any change in work assignments or any problems at the worksite will be handled by the site supervisor(s) and the management of the original employer.

The office hours for the staff at the AJCC will be established by the site supervisor(s) and the primary employer. All staff will comply with the holiday schedule of their primary employer and

will provide a copy of their holiday schedule to the Partners at the beginning of each fiscal year.

Disciplinary actions may result in removal of co-located staff from the AJCCs and each party will take appropriate action.

Each Partner shall be solely liable and responsible for providing to, or on behalf of, its employee(s), all legally-required employee benefits. In addition, each party shall be solely responsive and save all other Partners harmless from all matters relating to payment of each party's employee(s), including compliance with social security withholding, workers' compensation, and all other regulations governing such matters.

18. Dispute Resolution

The Partners agree to try to resolve policy or practice disputes at the lowest level, starting with the site supervisor(s) and staff. If the issue(s) cannot be resolved at this level, they shall be referred to the Partner's management staff of the respective staff employer, for discussion and resolution. The Partner's management staff's decision regarding the resolution of the issue(s) shall be final.

19. Press Releases and Communications

- A. All Partners shall be included when communicating with the press, television, radio or any other form of media regarding its duties or performance under this MOU.
- B. Participation of each Partner in press/media presentations will be determined by each party's public relations policies. Unless otherwise directed by the other Partners, in all communications, each Partner shall make specific reference to all other Partners.
- C. The Partners agree to utilize the AJCC logo developed by the State of California and the KIM WDB on buildings identified for AJCC usage. This also includes letterhead, envelopes, business cards, and any written correspondence, emails and fax transmittals.

20. Hold Harmless/Indemnification/Liability

Except as otherwise expressly provided in this MOU and to the fullest extent of the law, except for Departments of the State of California which cannot provide for indemnification of court costs and attorneys' fees under the indemnification policy of the State of California, each party hereby agrees to indemnify, defend and hold harmless (the "Indemnifying Party") all other Partners identified in this MOU, and their respective partners, directors, officers, agents, customers, and employees (the "Indemnified Parties") from and against any and all claims, demands, damages, costs, losses and expenses (including reasonable attorneys' fees, experts' and consultants' fees and costs at all levels of proceedings) arising out of or resulting from any acts or omissions which arise from the performance of the obligations by such indemnifying party pursuant to this MOU. It is understood and agreed that all indemnity provided herein shall survive the termination of this MOU.

21. Notice

All notices required or permitted to be given by any party to this MOU shall be deemed tendered upon personal delivery to the other Partners or three (3) days after being deposited in the United States mail, postage prepaid, first class mail addressed to the other Partners at the following addresses or to such other address as the Partners may provide by written notice tendered in accordance herewith:

Dena Murphy, Director
Kern County Department of Human Services
100 E California Avenue
Bakersfield, CA 93307
murphyd@kerndhs.com

Diane McClanahan, Supervisor
California Department of Rehabilitation
4925 Commerce Drive, Suite 150
Bakersfield, CA 93309
dmcclana@dor.ca.gov

Lorenda T. Sanchez, Executive Director
California Indian Manpower Consortium Inc.
738 North Market Boulevard
Sacramento, CA 95834
lorendas@cimcinc.com

Jeremy Tobias, Executive Director
Community Action Partnership of Kern
5005 Business Park North
Bakersfield, CA 93309
jtobias@capk.org

Stephen Pelz, Executive Director
Housing Authority of the County of Kern
601-24th Street FRNT
Bakersfield, CA 93301
spelz@kernha.org

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Patrick Moore, Program Manager
Kern County Superintendent of Schools
Kern Youth Build
1300 17th Street
Bakersfield, CA 93301-4533
pamoore@kern.org

Byron Schaefer, Ed.D, Superintendent
Kern High School District
5801 Sundale Avenue
Bakersfield, CA 93309
bschaefer@khsd.k12.ca.us

Rebecca Mendibles, Executive Director
SER - Jobs for Progress
255 N Fulton Street, #106
Fresno, CA 93701
becki.m@sercalifornia.org

Shelly Tarver, Acting Deputy Chief
California Employment Development Department
1600 E Belle Terrace
Bakersfield, CA 93307
starver@edd.ca.gov

Sonya Christian, President
Bakersfield College
1801 Panorama Drive
Bakersfield, CA 93306
sonya.christian@bakersfieldcollege.edu

Teresa Hitchcock, Assistant County Administrative Officer
Employment Training Resource/Kern County Administrative Office
1600 E Belle Terrace
Bakersfield, CA 93307
hitchcockt@co.kern.ca.us

David Villarino, President/CAO
Farmworker Institute for Education & Leadership Development
410 W J Street
Tehachapi, CA 93561
davidv@fieldinstitute.org

Dr. Terri Nuckols, Superintendent
Delano Joint Union High School District
1720 Norwalk Street
Delano, CA 93215
tnuckols@djuhsd.org

Ronald Jones, President and CEO
Cornerstone Solutions, Inc. – Job Corps
13200 Crossroads Parkway, Suite 335
City of Industry, CA 91746
rjones@csiteamonline.com

Kathy Peterson, Director
Mono County Social Services Department
452 Mammoth Road, Suite 305
Mammoth Lakes, CA 93546
kpeterson@mono.ca.gov

Jean Turner, M.A., HHS/ESAAA Director
Inyo County Health and Human Services
920 N. Main Street
Bishop, CA 93514
jturner@inyocounty.us

Brock McMurray, President/Superintendent
Taft College/WKCCD
29 Cougar Court
Taft, CA 93268
bmcmurray@taftcollege.edu

Maia Chuayiuso, Acting Employment Development Administrator
Employment Development Department – Unemployment Insurance
7000 Village Drive, Suite 110
Buena Park, CA 90621
maria.chuayiuso@edd.ca.gov

Jill Board, President
Cerro Coso Community College
3000 College Heights Boulevard
Ridgecrest, CA 93555
jboard@cerrocoso.edu

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22. Third Parties

The Partners hereto do not intend to benefit any third parties and this agreement shall be construed to confer any such benefit.

23. Entire Agreement

This MOU, including all exhibits attached hereto, embodies the entire agreement and understanding between the Partners hereto with respect to the subject matter of this MOU, and supersedes all prior or contemporaneous agreements and understandings other than this MOU relating to the subject matter hereof.

24. Amendment and Waiver

This MOU may be amended only by a written agreement executed by the Partners hereto. No provision of this MOU may be waived, except for a written document executed by the Partners. No waiver of a provision will be deemed to be or will constitute a waiver of any other provision of this MOU. A waiver will be effective only in the specific instance and for the purpose for which it was given, and will not constitute a continuing waiver unless stated therein.

25. Governing Law

This MOU is governed by and shall be interpreted in accordance with the laws of the State of California.

26. Unenforceable Provisions

In the event that a provision or several provisions of this MOU is/are unenforceable or held to be unenforceable under applicable law, this MOU will continue in full force and effect without such provision(s) and will be enforceable in accordance with its terms.

27. Construction

The titles of the sections of this MOU are for convenience of reference only and are not to be considered in construing this MOU. Unless the context of this MOU clearly requires otherwise: (a) references to be plural include the singular, the plural, and the part the whole, (b) "or" has the inclusive meaning frequently identified with the phrase "and/or," (c) "including has the inclusive meaning frequently identified with the phrase "including but not limited to" or "including without limitation," and (d) references to "hereunder," "herein" or "hereof" relate to this Agreement as a whole. Any references in this MOU to any statute, rule, regulation or agreement as it may be modified, varied, amended or supplemental from time to time.

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28. Confidentiality

All Partners expressly agree to abide by all applicable federal, state and local laws regarding confidential information and adhere to the same standards to confidentiality as State employees, including, but not limited to:

- A. The provisions of: 29 USC 2935(a)(4), as amended by WIOA relating to reports, recordkeeping, investigation; 29 USC 2871 (f)(3), as amended by WIOA, regarding complying with confidentiality; 20 CFR Part 603, relating to safeguards and security requirements regarding disclosed information under Unemployment Compensation; 42 USCA 503, regarding state laws governing UI operations; 20 USCA 123g, relating to disclosure of information under the Trade Act; 29 USCA 491-2(a)(2), as amended under WIOA, regarding information to be kept confidential under the Wagner Peyser Act; The Privacy Act (5 USC 552a); The Family Educational and Privacy Rights Act (20 USC 1232g); 34 CFR 361.18, regarding to the protection, use and release of personal information of Vocational Rehabilitation Services participants; HIPAA (45 CFR 164.500 – 164.534); 2 CFR 200.303, regarding reasonable measures to safeguard protected personally identifiable information; Practices Act of 1977 (Title 1.8 [commencing with Section 1798] of Part 4 of Division 3 of the Civil Code), Sections 11015.5 and 11019.9 of the California Government Code, Sections 1094 and 1095 of the California Unemployment Insurance Code; Sections 10850 – 10853 of the California Welfare & Institutions Code; Sections 1798.29, 1798.82 and 1798.84 California Civil Code; Sections 1275 – 1289.5 of the California Civil Code; Title 9, and Section 7140 – 7143.5 of the California Code of Regulations, as amended.
- B. Family Educational Rights and Privacy Act (FERPA), Rehabilitation Act, California Education Code and/or any other applicable State and/or Federal Statutes or requirement.
- C. All applications and individuals records related to service provided under WIOA, including eligibility for services, enrollment, and referral shall be confidential and shall not be open to examination for any purpose not directly connected with the delivery of such services, audit procedures, evaluation, and research.
- D. No person will publish or disclose, use, or permit, cause to be published, disclosed or used, any confidential information pertaining to the AJCC 's applicants, participants, or customers overall.
- E. Partners agree to share among the Partners all client information necessary for provision of core, intensive and training services under the Act as permitted by law.
- F. Each Partner will ensure access to software systems and files under its control that contains personally identifiable information will be limited to authorize staff members that are assigned responsibilities in support of the services and activities provided as part of the AJCC's service delivery system and who must access the information to

perform those responsibilities. Each Partner expressly agrees to take measures to ensure that no personally identifiable information is accessible by unauthorized individuals.

- G. Partners agree to develop and honor a standard information release form that complies with the most restrictive confidentiality requirements of any of the Partners collecting, receiving or sharing information. At any time an AJCC One-Stop Partner requests confidential information regarding another Partner's participant/customer, the request shall be accompanied by a written Customer Release of Information for Referral Purposes signed by the participant/customer.

29. Counterparts

This MOU may be in any number of counterparts, each of which will be deemed an original, but all together will constitute one instrument.

Signatures:

In WITNESS THEREOF, the KERN, INYO, AND MONO COUNTIES WORKFORCE DEVELOPMENT BOARD and One-Stop Partners have caused this Memorandum of Understanding to be executed by their respective officers and agents as of the day and year first above written.

APPROVED AS TO FORM
Office of County Counsel

County of Kern

By: _____
Gurujodha Khalsa, Deputy

By: _____
Chairman, Board of Supervisors

APPROVED AND RECOMMENDED AS TO
CONTENT

California Department of Human Services

By: _____
Dena Murphy, Director

California Department of Rehabilitation

By: _____
Diane McClanahan, Supervisor

California Indian Manpower Consortium Inc.

By: _____
Lorenda T. Sanchez, Executive Director

Community Action Partnerships of Kern

By: _____
Jeremy Tobias, Executive Director

Kern Community College District

By: _____
John Means, Associate Chancellor

Kern High School District

By: _____
Byron Schaefer, Ed.D, Superintendent

Housing Authority of the County of Kern

By: _____
Stephen Pelz, Executive Director

Kern County Superintendent of Schools

By: _____
Patrick Moore, Program Manager0

SER Jobs Senior Employment Resources

By: _____
Rebecca Mendibles, Executive Director

California Employment Development
Department

By: _____
Shelly Tarver, Acting Deputy Chief

Bakersfield College

By: _____
Sonya Christian, President

Taft College

By: _____
Brock McMurray, President/Superintendent

Kern County Employers Training Resource
Kern County Administration Office

By: _____
Teresa Hitchcock, Assistant County
Administrative Officer

Delano Joint Unified High School District

By: _____
Terri Nuckols, Superintendent

Farmworker Institute for Education &
Leadership Development

By: _____
David Villarino, President/CAO

California Employment Development
Department – Unemployment Insurance

By: _____
Maria Chauyuso, Acting Employment
Development Administrator

Cornerstone Solutions, Inc. – Job Corps

By: _____
Ronald Jones, President and CEO

Mono County Social Services Department

By: _____
Kathy Peterson, Director

Inyo County Health and Human Services

By: _____
Jean Turner, M.A., HHS/ESAAA, Director

Exhibit “B”

AJCC Partner Referral Process

In order to provide a “direct linkage/connection” for customers in the one-stop system, Partners agree to identify and maintain a Referral Coordinator who will be trained to provide information to customers about programs, services, and activities available through all Partner programs. The Referral Coordinator will receive incoming referrals both by email and by phone and will ensure that the customer being referred will be able to meet with their agency’s most appropriate staff member as soon as possible. This would include providing the referred customer a scheduled appointment to assist them based on an assessment of the customer’s need(s). To help facilitate this, all Partners will have real-time web-based communication or electronic access to the most current referral information of all partners in the one-stop system. In addition, an inter-agency referral committee will develop, update and maintain a policy and procedural manual describing the Referral Coordinator’s role and duties within the one-stop system.

Flow Chart Process

This process flow chart describes the steps to be taken to facilitate a referral between any Partner agency and Kern, Inyo and Mono Counties Workforce Innovation and Opportunity Act (WIOA) funded programs.

The intent of a referral is to ensure that needed services for a customer are provided through the most appropriate funding streams, and are not duplicative.

The process begins when a Partner agency or a WIOA-funded agency has identified a customer who can benefit from the services of another agency, and/or in addition to the services provided by their own agency.

This process ends when the customer is enrolled in a WIOA service(s) or is not enrolled for cause.

The process flow chart begins and continues through page 2.

FORMS:

Form 100 - Authorization to Release Information

Form 200 - AJCC Partner Services Referral Form (to be used only when Google Docs and/or CalJOBS are not available)



AJCC Partner Services Referral Form

Date: _____

Customer Name: _____

Customer Phone: _____ Email Address: _____

Referral From: (Agency Name) _____

Staff Name: _____ Staff Phone: _____

Staff Email: _____ Staff Fax #: _____

Referral To: (Agency Name) _____

Attn: Referral Coordinator

Referral Coordinator Phone: _____ Fax #: _____

Referral Coordinator Email: _____

Customer is being referred for the following services:

(Choose from the list of services available from the specific AJCC Partner)

1. _____

2. _____

3. _____

4. _____

5. _____



Authorization to Release Information

Customer Name: _____

Purpose: Kern, Inyo & Mono Workforce Development Board (KIM WDB) needs your permission to share your personal information with other KIM WDB Partners in order to better serve you.

AUTHORIZATION TO RELEASE INFORMATION. I have been informed and understand that it may be necessary for representatives from KIM WDB Partners to contact other Workforce Innovation and Opportunities Act (WIOA) partners, educational and training programs, support service providers, employers, and health services to help meet your overall needs. I hereby grant permission and authorize the staff of these agencies to discuss and exchange information relating to my eligibility, participation and progress in WIOA funded programs.

By signing this Authorization, you agree to release KIM WDB, the County of Kern, and all of its directors, officers, boards, employees, volunteers, agents, participating partners, and contractors from and against any liability and claims related to unauthorized or accidental release of your personal information.

I give my consent to (Agency Name: _____) to provide my information to a WIOA partner for the purposes of a referral for services to help meet my needs.

Printed Name: _____

Signature: _____

Date: _____

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Board of Directors
From: Jeremy T. Tobias, Executive Director
Date: May 25, 2016
Subject: *Agenda Item VI.h: Approval of job description and compensation structure for the position of Assistant Director of Finance – **Action Item***

Over the last several months we have been recruiting for an Assistant Director of Finance which was vacated last year upon the departure of Jon Parnell in November, 2015. In researching the local market, commissioning a specific salary survey, and in working with Pro Search Services, a local partner in recruiting upper management positions, we have recognized the need to update the job description and adjust the pay grade for this position from the current Grade 12 (min \$30.48 to max \$45.72) to a pay Grade 13 (min \$35.05 to max \$52.58) in order to recruit a qualified candidate. The job description was evaluated based on the current needs, and additional systems and duties to be overseen by this position.

Recommendation:

Staff recommends the Board of Directors approve the job description and pay grade 13 for the position of Assistant Director of Finance.

Attachment: Job Description for Assistant Director of Finance

**COMMUNITY ACTION PARTNERSHIP of KERN
FINANCE
Assistant Director of Finance**

Disclaimer: Job descriptions are written as a representative list of the ADA essential duties performed by a job class. They cannot include nor are they intended to include all duties performed by all positions occupying a class.

Salary Range:

FLSA Status: Exempt

Date Approved:

SUMMARY:

Responsible for assisting the Director of Finance in planning, organizing, guiding and controlling the overall financial and accounting functions of the organization

SUPERVISION RECEIVED:

Receives supervision from Director of Finance

SUPERVISION EXERCISED:

Direct supervision of the Accountant II, Accounting Manager and Accounting Clerk. Indirect supervision of the Accountant and 6 Accounting Technicians.

DUTIES AND RESPONSIBILITIES:

Disclaimer – This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed or may perform related duties as assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

A. Essential Job Specific Duties:

1. Assist with the financial management and accounting functions of the Finance division.
2. Ensure that accounting policies, procedures and controls comply with generally accepted accounting principles, governmental regulations and guidelines.
3. Act as a liaison with funding sources in resolving budget, financial and reporting issues.
4. Assist the Director of Finance in developing and implementing policies and procedures to ensure corporate assets are safeguarded, including confidential data.
5. Assist the Director of Finance in designing and implementing financial reporting systems.
6. Assist in the preparation of monthly financial reports that accurately reflect the financial status of the organization for presentation to the Board of Directors.
7. Assist in developing and establishing budgeting standards to evaluate expenditures for all grants/contracts and programs.
8. Identify and present financial issues. Recommend appropriate action to strengthen and enhance the financial environment.
9. Assist in the approval of expenditures within grant/program budget limits.
10. Assist in the development and preparation of budgets, budget modifications and amendments and other supporting financial analyses and schedules required for ongoing grants/contracts and proposals for additional funding.
11. Assist in establishing and maintaining all banking relationships.

12. Provide general business and financial advice to the Director of Finance on the overall operations and financial condition of the organization. Provide technical support and direction to senior management staff to ensure compliance with government rules and regulations and grant/contract requirements.
13. Analyze and interpret legislation and other financial directives issued by the Controller General of the United States and the Office of Management and Budget (OMB).
14. Establish and maintain effective relationships with senior management, the Board of Directors, funding source representatives and auditors.
15. Train staff on effective use of the accounting software applications/modules (Abila MIP).
16. Perform other financial and accounting duties as assigned.

B. Other Job Specific Duties:

1. Attend all meetings, trainings, and conferences as assigned.
2. Maintain safe and functional work environment.
3. Work alternative hours as required, including nights and weekends.
4. Perform any other like duties as assigned.

MINIMUM QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skills, and abilities required to satisfactorily perform the essential duties and responsibilities.

Knowledge of:

Generally accepted accounting principles
Applicable federal, state, and local laws, codes, and regulations
Organization and Finance division policies and procedures
Modern office practices, methods, procedures and equipment including computers
Word processing, spreadsheet, general ledger database, and other related software applications

Ability to:

Deal with conceptual matters
Plan, organize, allocate, and control confidential data and organizational resources
Communicate effectively both orally and in writing
Maintain and organize a variety of files, records, and logs
Plan and coordinate work requiring constant alertness and considerable mental attention
Work under frequent time pressures or deadlines
Supervise and motivate a diverse group of individuals
Research and resolve financial issues and problems
Analyze financial data with successful results
Prepare accurate and concise financial statements, reports and budgets
Establish and maintain good working relationships, both internally and externally with funding sources, banks, board of directors and auditors
Exercise good or independent judgment

EDUCATION AND EXPERIENCE:

The following requirements generally demonstrate possession of the minimum requisite knowledge and ability necessary to perform the duties of the position.

- Bachelor's degree in accounting, business administration or related field
- CPA (Certified Public Accountant) preferred
- Eight (8) years of progressive financial accounting experience, including four (4) years of supervisory experience
- Financial accounting experience in a non-profit organization or governmental entity is preferred including familiarity with governmental accounting standards and regulations

OTHER REQUIREMENTS

- Possession of a valid California Driver's License and State automobile insurance, and acceptable driving record substantiated by a DMV printout
- Completion of a physical and substance abuse screening upon offer of employment
- Must be fingerprinted and have such records filed with the State Department of Social Services

WORK ENVIRONMENT:

The work environment characteristics described are representative of those an employee encounters in performing the essential functions of this job.

- Work is primarily performed indoors
- Noise level is quiet to moderately quiet
- Hazards are minimal

ESSENTIAL PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable employees with disabilities to perform the essential duties.

POSITION TITLE Assistant Director of Finance			
ACTIVITY (HOURS PER DAY)	NEVER 0 HOURS	OCCASION ALLY UP TO 4 HOURS	FREQUEN TLY 4-8 HOURS
Sitting			X
Walking			X
Standing			X
Bending (neck)			X
Bending (waist)			X
Squatting		X	
Climbing	x		
Kneeling		X	
Crawling	x		
Twisting (neck)			X
Twisting Waist			X
Is repetitive use of hand required?			X
Simple Grasping (right hand)			X
Simple Grasping (left hand)			X
Power Grasping (right hand)		X	
Power Grasping (left hand)		X	
Fine Manipulation (right hand)			X
Fine Manipulation (left hand)			X
Pushing & Pulling (right hand)		x	
Pushing & Pulling (left hand)		x	
Reaching (above shoulder level)		x	
Reaching (below shoulder level)		x	

	LIFTING			CARRYING		
	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS
0-10 lbs			x			X
11-25 lbs		x			x	
26-50 lbs		x			x	
51-75lbs	x			x		
76-100lb	x			x		
100lbs+	x					

COMMUNITY ACTION PARTNERSHIP OF KERN
FUNDING REQUESTS AND APPLICATION STATUS REPORT
PENDING - APRIL 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
4/20/2016	4/20/2016	California Department of Education	Central Kitchen: Summer Food Service Program	\$ 59,943
5/18/2016	4/25/2016	Kern Family Health Care	East Kern Family Resource Center: Emergency Supplies Closet	\$ 2,000

**COMMUNITY ACTION PARTNERSHIP OF KERN
FUNDING REQUESTS AND APPLICATION STATUS REPORT
AWARDED - APRIL 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	\$ 115,000	\$ 80,000	07/01/2016-06/30/2017
				TOTAL	\$ 25,945,351	

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

[illegible]

Community Action Partnership of Kern Funding Request Profile

Source of Funds: Private

CFDA # N/A

Project Name: East Kern Family Resource Center
Emergency Closet

Division Director: Carmen Segovia

Funder Name: Kern Family Health Care

Program Manager: Whitney Hughes

Grant Program Name: East Kern Family Resource Center

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

Funding Period: 2016-2017

A. Narrative description of funding request, including goals:

CAPK is requesting \$2,000 from Kern Family Health Care for the East Kern Family Resource Center (EKFRC) in Mojave to help support the program's emergency supplies closet. The emergency supplies closet provides low-income East Kern County individuals and families with immediate basic needs such as clothing, food, diapers, infant formula, bus passes, and gas vouchers. Over the past two years, the program has experienced an increased need to help clients in other ways, such as providing baby cribs, child beds, sheets, and blankets. Low-income East Kern residents often face daunting challenges because of the shortage of services in the region. The EKFRC has become one of the few locations where families in crisis can obtain help.

B. Use of Funds:

Requested funds of \$2,000 will be used to purchase basic needs items, such as cribs, beds for children, sheets, blankets, diapers, baby wipes, and infant formula.

C. Approvals:

1. Carmen Segovia 4-18-16
Division Director Date

3. Charlene Anemic 4/18/16
Director of Finance Date

2. Whitney Hughes 4-18-16
Director of Community Development Date

4. JTD 4/19/16
Executive Director Date

D. Board:

☐ Policy Council
Date: _____

☐ PRE Presentation
Date: _____

☐ B&F Approval
Date: _____

☐ Board Approval
Date: _____

Community Action Partnership of Kern Funding Request Profile

Source of Funds: Public

CFDA # N/A

Project Name: 2-1-1 Kern Developmental Screening and Care Coordination Program

Division Director: Romala Ramkissoon

Funder Name: First 5 Kern

Program Manager: Esperanza Contreras

Grant Program Name: 2-1-1 Kern County

☒ **New Funding**

Funding Period: 7/1/2016 – 6/30/2017

☐ **Re-Application**

A. Narrative description of funding request, including goals:

CAPK is applying for \$332,860 from First 5 Kern to implement the 2-1-1 Kern Developmental Screening and Care Coordination program. The program will use the 2-1-1 Kern information and referral system to provide timely and effective access to early identification and intervention of developmental delays, behavioral issues, and autism spectrum disorder in Kern County children ages 0 – 5 years. 2-1-1 Kern Information & Referral (I&R) specialists will screen callers to identify families with children ages 0-5 years and who are interested in completing an assessment. Callers will be transferred to a care coordinator who will use the online Ages and Stages Questionnaire to determine if a child may have developmental issues. The care coordinator will make referrals for children who are indicated as needing further evaluation and/or services and provide case management and support their families in accessing services.

A program-specific community liaison will provide community outreach and education to increase awareness of the importance of early screenings; build relationships with other agencies/organizations and health care providers/pediatricians; and build a coalition of stakeholders to further support early intervention efforts.

B. Use of Funds:

Funds will be used to cover personnel costs for two full-time I&R specialists; two full-time care coordinators; one full-time community liaison; 20% of the 2-1-1 program specialist; 30% of the 2-1-1 supervisor; and 50% of the 2-1-1 program manager. Other costs include general program supplies; computers; copier; and cost allocations for 2-1-1 office space, data systems, and call center software.

C. Approvals:

1. Romala Ramkissoon 5/20/16
Division Director Date

3. Christine Anami 5/20/16
Director of Finance Date

2. Ralph Mat 5-20-16
Director of Community Development Date

4. John 5/20/16
Executive Director Date

D. Board:

☐ Policy Council
Date: _____

☐ PRE Presentation
Date: _____

☐ B&F Approval
Date: _____

☐ Board Approval
Date: _____

Community Action Partnership of Kern Funding Request Profile

Source of Funds: Public

CFDA # 21.009

Project Name: Kern County VITA Partnership

Division Director: Romala Ramkissoon

Funder Name: U. S. Department of Treasury/Internal Revenue Service (IRS)

Program Manager: Sandi Truman

Grant Program Name: CAPK VITA

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

Funding Period: 10/1/2016 – 9/30/2018

A. Narrative description of funding request, including goals:

CAPK is applying for up to \$150,000 per year for two years from the U. S. Department of Treasury/Internal Revenue Service to fund the Kern County VITA Partnership. This program re-establishes and strengthens a previous collaboration between CAPK and United Way of Kern County (UWKC) to provide income tax preparation services and Earned Income Tax Credit assistance for low-to-moderate income residents of Kern County. This partnership will also increase the capacity of both organizations to expand the reach of VITA services to hard-to serve communities within Kern County. During the 2015/2016 tax season, CAPK VITA completed over 4,500 returns. For the 2016/2017 tax season, we estimate that the Kern County VITA Partnership, will complete over 6,000 returns.

B. Use of Funds:

Requested funds will be used to cover a percentage of CAPK VITA and UWKC VITA personnel costs for the CAPK VITA and UWKC VITA program managers, site coordinators, and administrative assistants. Funds will also cover a percentage of general operating expenses such as rent, utilities, office supplies, and outreach materials. CSBG and other funds will be used to cover CAPK VITA costs not covered by the grant.

C. Approvals:

1. Romala Ramkissoon 5/20/16
Division Director Date

3. Christine Anemic 5/20/16
Director of Finance Date

2. Roger M. M. M. M. 5-20-16
Director of Community Development Date

4. J. T. R. 5/20/16
Executive Director Date

D. Board:

☐ Policy Council
Date: _____

☐ PRE Presentation
Date: _____

☐ B&F Approval
Date: _____

☐ Board Approval
Date: _____

Community Action Partnership of Kern Funding Request Profile

Source of Funds: Private

CFDA # N/A

Project Name: Art Smart

Division Director: Ralph Martinez

Funder Name: Target

Program Manager: Angelica Nelson

Grant Program Name: Shafter Youth Center

☒ **New Funding**

Funding Period: 10/1/2016 – 9/30/2017

☐ **Re-Application**

A. Narrative description of funding request, including goals:

CAPK is applying for up to \$2,500 from Target to provide low-income disadvantaged youth at Shafter Youth Center (SYC) ages 6 – 12 with the Bakersfield Museum of Art's (BMOA) "Art Smart" program. . Art Smart is a hands-on enrichment program that brings fine arts to culturally isolated areas throughout Kern County. Students learn the fundamentals of drawing, painting, and sculpting, as well as facts about influential artists and art history. The program will provide students with positive avenues for self-exploration and expression and encourage them to look at themselves, their heritage, and their environment in new ways. The children attend 12 classes that engage the children in hands-on projects that explore lessons in drawing, painting, printing, sculpture, and mixed media.

B. Use of Funds:

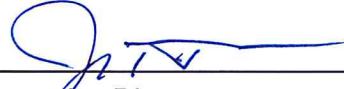
Funds will be used to cover personnel costs for BMOA.

C. Approvals:

1.  5-20-16
Division Director Date

3.  5/20/16
Director of Finance Date

2.  5-20-16
Director of Community Development Date

4.  5/20/16
Executive Director Date

D. Board:

☐ Policy Council
Date: _____

☐ PRE Presentation
Date: _____

☐ B&F Approval
Date: _____

☐ Board Approval
Date: _____

COMMUNITY ACTION PARTNERSHIP *of* KERN
BOARD OF DIRECTORS
AUDIT & PENSION COMMITTEE MEETING
5005 Business Park North
May 9, 2016
12:00 p.m.

1. **Call to Order**

Craig Henderson called the meeting to order at 12:06pm at the Community Action Partnership of Kern Administrative Building, 5005 Business Park North, Bakersfield, CA

2. **Roll Call**

Roll Call was taken with a quorum present:

Present: Craig Henderson, Tony Martinez and Charlie Rodriguez

Absent: Mike Maggard and Yolanda Ochoa

Others present: Jeremy Tobias, Executive Director; Christine Anami, Director of Finance; Carmen Segovia, Director of Health and Nutrition; other CAPK staff.

3. **Approval of Agenda**

Jeremy Tobias stated they will be adding an item to the agenda as 5b – Food Bank – Feeding America Compliance Audit, as an information item.

Motion was made and seconded to approve the amended Audit & Pension Committee agenda of May 9, 2016. Carried by unanimous vote. (Martinez/Rodriguez)

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. Brown Armstrong's Plan for the 2015/16 Audit – Christine Anami, Director of Finance – ***Info Item (p. 1-6)***

Christine Anami stated that Andy Paulden and Brooke Baird are here to provide information on the upcoming audit.

Andy stated he and Brooke will go over the audit process and they appreciate the opportunity to be here today. They will go over significant audit areas and expected deliverables of the engagement. He will lead the engagement team and Brooke will

work with CAPK staff to ensure the process moves efficiently and deadlines are met which is extremely important for the organization and its funding sources.

Brooke stated the scheduled dates of field work will start next week, and last about two weeks. They will come back in July to audit the defined contribution plan and in late September or early October the final field work will be completed. The audit objectives have not changed from the prior year and are in line with the contract between Brown Armstrong and CAPK. She stated they will be issuing an opinion for the February 29, 2016 financials and the Special Purpose financials. They will look at the First 5 program compliance and defined contribution plan. The audit strategy will consist of 4 phases; Phase I is audit planning, Phase II is interim field work, Phase III is final field work and Phase IV is the completion. She informed the committee they will be looking at the childcare development block grant and 3 type-A programs; LIHEAP, Childcare food program and CSBG.

Andy stated he will discuss the deliverables and there are several for the organization. There are certain compliance requirements they are obligated to test. They look to see if the financial statements are in compliance and they will render an opinion. They have to follow government standards where they look at internal controls as well as compliance with applicable laws and regulations. He stated they are prepared for the upcoming audit.

b. Food Bank – Feeding America Compliance Audit – Glen Ephrom, Food Bank Program Manager – ***Info Item***

Glen Ephrom stated there was an audit completed for Feeding America at the food bank. It was conducted by the Fresno Food Bank which is our community partner in Fresno. The Food Bank staff had begun receiving materials and requests about a month before the audit and the audit addressed all areas of operations. He stated the audit took about one month and results have been received, and it shows us what areas were in or out of compliance, and areas that were not applicable. Most areas we are in full compliance, there a few areas to be addressed, some of which we are already working on completing. He stated that as an example, they will need to repair an exterior wall of the warehouse, and focus on rodent control efforts. He felt that the summary report was a good report.

Jeremy stated this is the first time the Food Bank has been through this Feeding America audit, and it is best practice for the board to receive and review the information. He stated the report was just received by staff, and the item will be brought back to the committee once a full action plan is completed.

Craig Henderson asked if the non-applicable items will become applicable at some point. Glen stated they do not anticipate the non-applicable item will become applicable.

6. **Committee Member Comments**

No comments were made.

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 adjourned at 12:47pm



**Brown Armstrong
Accountancy Corporation**

4200 Truxtun Avenue, Suite 300 | Bakersfield, CA 93309 | 661.324.4971 | Fax 661.324.4997

Contacts: Andrew Paulden, CPA
Brooke Baird, CPA

BROWN ARMSTRONG
Certified Public Accountants

May 9, 2016

We are pleased to have the opportunity to present to you our plan for the audit of the Community Action Partnership of Kern (CAPK) for the year ending February 29, 2016.

This presentation has been prepared to discuss the scope of the audit.

We look forward to presenting this information, addressing your questions and discussing any other matters of interest to the Audit Committee and Management of CAPK.

Best Regards,

Andrew Paulden, Partner
Brooke Baird, Manager
Brown Armstrong Accountancy Corporation

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Certified Public Accountants

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‣ Audit Strategy	8
‣ Significant Audit Areas	9
‣ Reports Expected to be Issued	10
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3

The Engagement Team

Andy J. Paulden,
CPA
Engagement Partner

Brooke Baird, CPA
Engagement
Manager

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4

Scheduled Dates of Fieldwork

- Interim
 - Set-up
 - Fieldwork at Client's Office– Weeks of May 16th and May 23rd
- CAPK MPP– Week of July 25th
- Final
 - Set-up from Brown Armstrong Office: Week of September 19th
 - Fieldwork at Client's Office– Weeks of September 26th and October 3rd

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5

Summary

This document outlines our audit strategy and approach for the fiscal year 2016 audit of CAPK and is provided to give CAPK the opportunity to review, discuss and comment on our plan.

Some modifications of the scope of our plan may be required as we execute our audit. We will advise CAPK of any significant changes.

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Our Audit Objectives

We are responsible for auditing the statements of financial position of CAPK as of February 29, 2016, and related statements of operations and cash flows for the period then ended. Additionally, following supplementary information accompanying the financial statements will be subjected to the auditing procedures applied in our audit of the financial statements:

- Schedule of expenditures of federal and state awards;
- California Department of Community Services and Development– Supplemental schedules of revenue and expenditures;
- Grant/Contract closeout schedules; and
- Statements of functional expenses

We will perform the additional services as specified by our audit agreement for fiscal year ended February 29, 2016:

- Single Audit in accordance with Uniform Guidance for federal grants;
- Financial and compliance audit of special purpose financial statement to comply with the reporting requirement specified in the agreement with the CDE for the year ended June 30, 2016.
- Compliance and financial audit for the First 5 programs;
- Limited scope audit of CAPK's Defined Contribution Plan; and
- Preparation of the organization's federal and state information returns.

In accordance with the engagement letter our primary objective is the expression of an opinion on CAPK's financial statements in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, which includes:

- Obtaining reasonable assurance as to whether the financial statements are prepared in accordance with U.S. generally accepted accounting principles and are free of material misstatements, whether caused by error or fraud; and
- Obtaining reasonable assurance about whether effective internal control over financial reporting was maintained in all material respects.

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Audit Strategy

Phase I	Phase II	Phase III	Phase IV
Audit Planning	Interim Field Work	Final Field Work	Completion
Familiarize ourselves with any changes in CAPK's operating environment	Assess Internal control environment through client interview and test of controls	Plan and perform substantive audit procedures on financial statement balances	Perform completion procedures
Perform risk assessment procedures	Perform SAS 99 (Fraud evaluation) procedures	Complete any outstanding procedures from interim	Draft internal control management letter comments
Determine planning materiality for financial statements audits and individual federal grants	Identify internal control strengths and weaknesses	Audit of DC plan	Draft Reports
Perform preliminary analytical review	Evaluate design and implementation of selected controls	Conduct final analytical review	Draft management representation letter and have signed
Develop Audit Plan	Test controls over financial reporting and administration	Consider Audit Evidence Sufficiency	Issue auditor's reports and management letter
Identify significant audit areas	Understand accounting and reporting activities	Conclude on critical accounting matters	
Determine nature and extent of audit procedures for each of the significant audit areas	Perform federal and CDE compliance audits and the First 5 program audit.		
Reevaluate the progress of the audit and make any changes on audit approach and procedures, if necessary			
Confirmation of account balances, using client prepared confirmations			

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8

Significant Audit Areas

Based on the results of prior year's audit, we have identified the following as our most significant audit areas:

- ▶ Expenses for Program and Supporting Services, Accounts Payable and Accrued Liabilities
- ▶ Program Revenue, Receivables and Deferred Revenue
- ▶ Property and Equipment
- ▶ Inventory
- ▶ Long Term Debt

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Reports to be Issued

- ▶ Consolidated financial statements and the related consolidated statements of operations and cash flows for the year than ended February 29, 2016:
 - Independent Auditor's Report;
 - Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statement Performance in Accordance with Government Auditing Standards;
 - Report on Compliance with Requirements Applicable to Each Major Program and on Internal Control Over Compliance in Accordance with the Uniform Guidance;
 - Report on Compliance with Requirements Applicable to First 5 programs in Accordance with the Program Specific Audit Option Under the Uniform Guidance; and
 - Consolidated schedule of findings and questioned cost.
- ▶ Defined Contribution Plan
 - Independent Auditor's Report
 - Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statement Performance in Accordance with Government Auditing Standards;
- ▶ Special Purpose Financial Statements
 - Independent Auditor's Report
 - Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statement Performance in Accordance with Government Auditing Standards; and
 - Consolidated schedule of findings and questioned cost.

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Questions

We are looking forward to working with the CAPK team to complete the audit.

Thank you!

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Program Review and Evaluation Committee

From: Glen Ephrom, Food Bank Program Manager 

Date: May 11, 2016

Subject: *Agenda Item 6a: Food Bank – Feeding America Compliance Audit – Info Item*

The Community Action Partnership of Kern Food Bank was the subject of a Feeding America audit. CAPK Food Bank is a Partner Distributor Organization (PDO) of Feeding America member Community Food Bank (Fresno). The audit was conducted on Friday March 4th, 2016. This was a comprehensive audit involving all aspects of our operation including (but not limited to) food safety, distribution agency partners, warehouse, shipping/receiving, financial, governance, fleet, staffing, policies, documentation and record keeping. The audit initialized in early February with the receipt of work pages, form and document requests, file requests, disclosure requests and packet/manual requests.

The staff from CFB included five individuals with expertise in various aspects of food bank operations and conducted the audit on-site. Local Food Bank staff involved in the audit included Lead Administrative, Operations Supervisor, Warehouse Supervisor, Agency Relations Supervisor and Program Manager. There was individual responsibility for each aspect of the audit including oversight for the complete audit results.

The formal audit results were compiled and submitted to CAPK with an accompanying management letter and list of action items. Food Bank staff has set about to complete and satisfy all action items with requested completion dates ranging from May 4th to June 1st. The Food Bank is currently on schedule to meet all of the deadline requirements. Not all corrective action subjects were submitted as action items but were more of an observational notation. Of the 24 compliance topics, the Food bank was found to be noncompliant in 2 areas; Warehouse and Storage Capability & Food Safety & Handling and Agency Relations.

Glen Ephrom

From: Natalie Caples <ncaples@communityfoodbank.net>
Sent: Monday, April 04, 2016 4:59 PM
To: Glen Ephrom
Subject: CAPK Food Bank 2016 Audit
Attachments: PDO RDO Audit 2015_12.4.15 (5).doc; Required ItemAction List.docx

Good Afternoon Glen,

I hope that this email finds you well. First, thank you for your patience as we navigate our way through this audit process. You and your team were very accommodating, and I really appreciate the follow up to provide Community Food Bank with necessary audit documents.

Attached, you will find a copy of the Compliance Audit Report which documents our findings and a Required Item/Action List. The Action List are the actions that Community Food Bank has required your food bank to both complete and submit documentation in order for CAPK Food Bank to meet Feeding America Compliance standards.

The audit contained 24 areas of compliance, 3 of which did not apply to CAPK Food Bank. Of the remaining 21 areas, CAPK was found to be in compliance in 19 of the areas, and non-compliant in 2 areas: specifically Agency Relations (specific findings on pg. 21,22,23), and Warehouse and Storage Capability& Food Safety and Handling (pg. 12,13,16-19).

The next steps in this process is we would like to allow you until EOB Wednesday to review the documents, and submit responses to the findings (if you so choose). We will add your responses to our final audit documents under the areas of non-compliance comments section, and send the final Compliance Audit Report to Jeremy. If you would like, you are free to share the compliance audit document with Carmen and Jeremy before we add your responses to our findings and send out on Thursday; I will leave this up to you.

Last, after Jeremy has had a chance to review the report on Thursday, we will be sending the Compliance Audit Report to the CAPK Board Chair, Garth Corrigan on Friday, April 8th.

Community Food Bank is trying to be transparent with you regarding the process and allow you the opportunity to address the findings in the report, in case there are any extenuating circumstances.

Please let me know if you have any questions about this process, and I look forward to hearing from you by Wednesday. If you would like to have a chat regarding the findings, I am available tomorrow.

Thanks, and have a good evening.

Natalie Caples
Director of Programs
Community Food Bank
3403 E. Central Ave.
Fresno, Ca. 93725
(559) 237-3663 ext. 104
(559) 237-2527 (Fax)
www.communityfoodbank.net



Compliance Audit Report

☒ Partner Distribution Organization ☐ Redistribution Organization

Report Date: 3/7/2016

AUDIT INFORMATION

Audit Conducted By:

Natalie Caples

Date: 3/4/2016

Title: Director of Programs

NOTE: A COPY OF THIS REPORT MUST BE EMAILED TO FEEDING AMERICA @ MEMBERCOMPLIANCE@FEEDINGAMERICA.ORG WITHIN 30 DAYS OF COMPLETION.

PDO/RDO INFORMATION

PDO/RDO Name:

CAPK Food Bank

☒ PDO ☐ RDO

Address:

1807 Feliz Drive

CEO Name:

Jeremy Tobias

☒ Executive Director
☐ President/CEO

Email:

jtobias@apk.org

PDO/RDO BOARD INFORMATION

Name:

Garth Corrigan

☒ Chair
☐ President

Email:

g.corrigan@vrbank.com

FEEDING AMERICA INFORMATION

Member Name:

Community Food Bank

City, State:

Fresno, Ca

SUMMARY OF FINDINGS

Date of Last Audit: n/a

Previous Audit Findings

n/a

Current Areas of Non Compliance

Warehouse and Storage Capability & Food Handling
Agency Relations

PDO/RDO PROFILE

Date Operation Began:

1994

Facility Size: 22,000

Date At Current Site:

3/4/2016

of Agencies: 107

Date Affiliated with FA Member:

6/2014

Staff (FTEs): 13.5

Current Director Date Hired:

8/4/2015

Current Fiscal Year Operating Budget:

\$1,090,597

Past Calendar Year lbs. Distributed:

13,586,920

PDO/RDO PROGRAMS

- | | | |
|---|---|---|
| <input checked="" type="checkbox"/> Food Bank Program | <input type="checkbox"/> Farms | <input type="checkbox"/> Kids Cafe Program # |
| <input checked="" type="checkbox"/> Produce Programs | <input checked="" type="checkbox"/> Senior Programs | <input checked="" type="checkbox"/> Back Pack Program # 1 |
| <input type="checkbox"/> Repack/Bulk Program | <input checked="" type="checkbox"/> Salvage Program | <input type="checkbox"/> School Pantry Program # |
| <input type="checkbox"/> Mobile Pantry | <input type="checkbox"/> Garden Program | <input type="checkbox"/> Reclamation Center Operation |
| <input checked="" type="checkbox"/> SNAP Outreach | <input type="checkbox"/> Prepared Foods Program | <input checked="" type="checkbox"/> Retail Store Donation Program |
| <input type="checkbox"/> Community Kitchen Program/On-Site Production Kitchen | | |

☐ Other:

PDO/RDO FEDERAL COMMODITIES PROGRAM(S)

- | | |
|---|---|
| <input checked="" type="checkbox"/> TEFAP (The Emergency Food Assistance Program) | <input type="checkbox"/> CACFP (Child and Adult Care Feeding Program) |
| <input type="checkbox"/> CSFP (Commodity Supplemental Food Program) | <input type="checkbox"/> SFSP (Summer Food Service Program) |

PREAMBLE

LOCATION: PDO/RDO CONTRACT, PREAMBLE (PAGE 1)

	RATING:	C
1. Does the PDO/RDO work with unity of purpose toward the common goal of maximizing the provision of safe and nutritious food resources to people in need, and relieving hunger throughout the United States of America?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
2. Does the PDO/RDO collaborate at the local level, coordinating services, sharing resources and providing mutual support in order to best meet the needs of hungry people?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
3. Does the PDO/RDO uphold professional standards and a code of conduct based on trust, mutual respect and support for one another?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

Comments:

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SERVICE AREALOCATION: PDO/RDO CONTRACT, SECTION IV (PAGE 5)
APPENDIX B, SECTION 2D (PAGE 13)

	RATING:	C
1. Does the PDO/RDO solicit and accept food and grocery product donations throughout its assigned service area?	<input type="checkbox"/> N/A <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
2. Does the PDO/RDO solicit in-kind goods and services, including volunteers who live and/or work in the service area?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
3. Does the PDO/RDO distribute food throughout its service area with attention to equitable distribution?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
4. Does the PDO/RDO conduct fundraising activities throughout its assigned service area?	<input type="checkbox"/> N/A <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
5. Does the PDO/RDO engage in media outreach and communication activities exclusively in their service area?	<input type="checkbox"/> N/A <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

Comments:

<p>The Food Bank does not conduct any fundraising or direct mail activities. All donations and fundraising events go through the parent organization, CAPK.</p>

HANDLING FEES

LOCATION: PDO/RDO CONTRACT, SECTION V (PAGE 5-7)

RATING:**C**

1. Does the PDO/RDO comply with all the handling, delivery and VAP fee requirements?

☒ Yes☐ No**Comments:**

PDO does not charge a handling or delivery fee.

19 cents/lb is the SMF

COMPLIANCE AUDITING

LOCATION: APPENDIX B, SECTION 1, A (PAGE 1)

RATING:**C**

1. Does the PDO/RDO allow the Feeding America member to inspect the PDO/RDO operations once every (12) months?

☒ Yes☐ No**Comments:****FINANCIAL RECORD KEEPING**

LOCATION: APPENDIX B, SECTION 1, B (PAGE 1-2)

RATING:**C**

1. Does the PDO/RDO maintain financial records that comply with generally accepted accounting principles?

☒ Yes☐ No2. Does the PDO/RDO have an annual comprehensive independent certified audit? (required for budgets of \$500,000 or greater) *If no see (a) and (b) below:*☒ Yes☐ No

a) Is the PDO's/RDO's budget less than \$500,000

☐ Yes☐ No

b) Does the PDO/RDO have an annual independent financial review in lieu of a full audit?

☐ Yes☐ No

3. Does the PDO/RDO have an unqualified finding on the most recent audit?

☒ Yes☐ No*If no*, has the PDO/RDO implemented the changes and recommendations required by the auditors?☐ Yes☐ No

4. Does the PDO/RDO provide the Member with a copy of its independent financial audit within 60 days of the audit's completion and final review by the Board of Directors?

☐ Yes☒ No**Comments:**

CAPK Food Bank will provide the independent financial audit to CFB within 30 days of presentation to CAPK Board

FINANCIAL STABILITY

LOCATION: APPENDIX B, SECTION 1, C (PAGE 2)

RATING:

C

1. Does the PDO/RDO demonstrate unrestricted cash reserves equal to or greater than an average quarter's cash operating expenses (based on the previous fiscal year audited financial statements excluding donated food, government purchased food and pass-through funds)? (OR) ☐ Yes ☒ No
2. Does the PDO/RDO demonstrate a positive working capital (current assets less current liabilities excluding inventory) in each of the two preceding fiscal years? ☒ Yes ☐ No

If neither of these conditions exist, has the PDO/RDO provided the PDO/RDO with a written plan and timeline for either:

Building a reserve fund equal to or greater than an average quarter's operating expenses (based on the previous fiscal year audited financial statements excluding donated food, government purchased food and pass-through funds)? (OR) ☐ Yes ☐ No

Taking the organization back to a positive working capital position for operations, for two consecutive years? The subsequent monitoring visit must reflect measurable progress toward meeting the written working capital or financial reserve plan. ☐ Yes ☐ No

Comments:

INSURANCE

LOCATION: APPENDIX B, SECTION 1, D (PAGE 2)

RATING:

C

1. Does the PDO/RDO maintain comprehensive general liability insurance (including product liability insurance), with minimum limits of \$1,000,000 per each occurrence and underwritten by an insurance carrier rated A (includes ratings of A-, A, A+, A++) or better by the A.M. Best Company? ☒ Yes ☐ No
2. Does the PDO/RDO maintain comprehensive general liability insurance for active volunteers, with minimum limits of \$1,000,000 per each occurrence and underwritten by an insurance carrier rated A (includes ratings of A-, A, A+, A++) or better by the A.M. Best Company? ☒ Yes ☐ No
3. Does the PDO/RDO maintain Directors and Officers insurance underwritten by an insurance carrier rated A (includes ratings of A-, A, A+, A++) or better by the A.M. Best Company? ☒ Yes ☐ No

Comments:

LEGAL RESPONSIBILITIES

LOCATION: PDO/RDO CONTRACT, SECTION II (PAGE 4)
APPENDIX B, SECTION 1, E (PAGE 2)

RATING:

C

1. Does the PDO/RDO comply with all federal, state and local laws, which affect or relate to their programs and operations? ☒ Yes ☐ No
2. Is the PDO/RDO in compliance with IRS 170e3, which does not allow donated product to be distributed to staff, volunteers and employees as a standard employment benefit? ☒ Yes ☐ No

Comments:

It is recommended that CAPK adopt a stewardship policy for staff and volunteers as it pertains to donated product. CFB has provided a copy of our adopted Stewardship Policy.

MANAGEMENT AND GOVERNANCE: STAFFING

LOCATION: APPENDIX B, SECTION 1, F (PAGE 2)

RATING:

C

1. Does the PDO/RDO have adequate staff to maintain effective operations? ☒ Yes ☐ No
2. Does the PDO/RDO have staff available during regular business hours? ☒ Yes ☐ No
3. Does the PDO/RDO have one person designated as Chief Executive Officer? ☒ Yes ☐ No
4. Does the PDO/RDO have availability of part-time or volunteer resources to accommodate unusual and/or special workload requirements? ☒ Yes ☐ No

Comments:

CAPK has a CEO position; the position at the Food Bank that oversees operations at that facility is the Program Manager. The Program Manager answers directly to Director of Health and Nutrition Services who reports to the CEO.

Although the staffing structure represented by the org chart is sufficient, there have been some leaves/vacancies that may be impacting other areas, such as Agency Relations.

MANAGEMENT AND GOVERNANCE: BOARD OF DIRECTORS

LOCATION: APPENDIX B, SECTION 1, F (PAGE 2-3)

RATING:

C

1. Does the PDO maintain a Board of Directors that adheres to the standards for **GOVERNANCE AND OVERSIGHT** promulgated by the Better Business Bureau Wise Giving Alliance? ☒ Yes ☐ No
2. Does the PDO maintain a Board of Directors that adheres to the standards for **MEASURING EFFECTIVENESS** promulgated by the Better Business Bureau Wise Giving Alliance? ☐ Yes ☒ No

MANAGEMENT AND GOVERNANCE:

LOCATION: APPENDIX B, SECTION 1, F (PAGE 2-3)

BOARD OF DIRECTORS

3. Does the PDO maintain a Board of Directors that adheres to the standards for **FINANCES** promulgated by the Better Business Bureau Wise Giving Alliance? ☒ Yes ☐ No
4. Does the PDO maintain a Board of Directors that adheres to the standards for *Board of Directors* **FUNDRAISING AND INFORMATIONAL MATERIALS** promulgated by the Better Business Bureau Wise Giving Alliance?
All PDO's have one year (1) from the date of the PDO Contract to comply with the Board of Directors Standards as articulated in Appendix B, Section F.2 of the PDO Contract. ☒ Yes ☐ No
5. Has the Board of Directors adopted and does it adhere to an appropriate document retention/destruction policy and whistle-blower policies? ☒ Yes ☐ No
6. **RDO's Only** - Does the PDO/RDO have an active and effective Board which does the following:
- a) Meets regularly? ☐ Yes ☐ No
 - b) Judiciously governs? ☐ Yes ☐ No
 - c) Sets policy and accepts responsibility for compliance with these policies? ☐ Yes ☐ No
 - d) Complies with generally accepted ethical standards for nonprofit organizations? ☐ Yes ☐ No
7. Has the PDO/RDO adopted and does it adhere to an appropriate document retention/destruction policy? ☒ Yes ☐ No
- a) Complete a periodic review of the bylaws and other governing documents no less than once every three (3) years? (Effective Date: October 1, 2015) ☒ Yes ☐ No
 - b) Annually sign and comply with a formally approved conflict of interest policy and disclosure statement? ☒ Yes ☐ No
 - c) Have no more than one board PDO/RDO from a single family and no more than two board PDO/RDOs from a single agency, business or corporation? ☒ Yes ☐ No
 - d) Promptly provide notice to Feeding America of any issue of a material or significant nature that could adversely affect Product integrity, donor relations, and/or the reputation of the PDO/RDO or the Network? ☒ Yes ☐ No

Comments:

BRANCH

LOCATION: APPENDIX B, SECTION 1, G (PAGE 3)

	RATING:	C
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1. Does the PDO/RDO have additional sites? *(If yes, please list sites in the section below)*? ☐ Yes ☒ No

If yes, does the PDO/RDO comply with PDO/RDO Compliance Standards at all additional sites? ☐ Yes ☐ No

City: State:

City: State:

City: State:

2. Does the PDO/RDO collaborate and integrate all appropriate functions at all branch sites? ☐ Yes ☐ No

3. Are all branch sites physically located in the PDO/RDO's service area? ☐ Yes ☐ No

Comments:

ORGANIZATIONAL STRUCTURE

LOCATION: APPENDIX B, SECTION 1, H (PAGE 3-4)

	RATING:	C
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For Individual Membership:

1. Does the PDO/RDO have a separately incorporated 501(c)(3) status for purposes related to serving the ill, needy or infants? ☒ Yes ☐ No

2. Do the primary mission and activities of the organization relate to serving the ill, needy or infants? ☒ Yes ☐ No
3. Does the organization accept and distribute donated Product as a primary activity? ☒ Yes ☐ No

For Parent Organization Membership:

4. Does the PDO/RDO operate under the auspices of a parent 501(c)(3) organization for a purpose related to serving the ill, needy or infants? (If yes, please complete section below) ☒ Yes ☐ No
5. Do the primary mission and activities of the organization relate to serving the ill, needy or infants? ☒ Yes ☐ No
6. Does the organization accept and distribute donated Product as a primary activity? ☐ Yes ☒ No

ORGANIZATIONAL STRUCTURE

LOCATION: APPENDIX B, SECTION 1, H (PAGE 3-4)

7. Do both the parent organization and the PDO/RDO have separately maintained fiscal reports? ☐ Yes ☒ No
8. Does the PDO/RDO Director have full-time direct responsibility for the overall operations of the Food Bank Program? ☒ Yes ☐ No
9. Does the PDO/RDO have either (1) dedicated staff reporting directly to the Food Bank Program director or (2) staff positions managed by the parent organization that track their time allocated to the food bank program? ☒ Yes ☐ No

a) Product Distribution	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Food Bank Program <input type="checkbox"/> Parent Organization
b) Product Sourcing	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Food Bank Program <input type="checkbox"/> Parent Organization
c) Fundraising	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Food Bank Program <input checked="" type="checkbox"/> Parent Organization
d) Marketing/Communications	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Food Bank Program <input checked="" type="checkbox"/> Parent Organization
e) Volunteer Recruitment	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Food Bank Program <input checked="" type="checkbox"/> Parent Organization
f) Agency Relations	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Food Bank Program <input type="checkbox"/> Parent Organization

10. If applicable, does the parent organization have evidence affirming adherence of this support for any positions in the Parent Organization column above? ☒ Yes ☐ No

Comments:

WAREHOUSE & STORAGE CAPABILITY
FOOD SAFETY & HANDLING

LOCATION: APPENDIX B, SECTION 1, 1 (PAGE 4)
 APPENDIX B, SECTION 3A (PAGES 16-20)

RATING:

NC

Facility Inspected:

CAPK Food Bank

OUTSIDE GROUNDS

1. Are appropriate exterior perimeter controls employed to discourage pest harborage? ☐ Yes ☒ No
2. Are materials/equipment stored outside properly controlled to discourage pest harborage? ☐ Yes ☒ No
3. Is exterior of building maintained in satisfactory condition to prevent pest entry and to be consistent with local building codes and safety requirements? ☐ Yes ☒ No

Comments:

1-3. There is a large hole between the wall and the floor of the south wall of the facility (by the roll up door). Additionally, while there are traps outside and around the perimeter of a nearby fence which separates the facility from a neighboring field, there are no traps set around the exterior of the building.

Action Item: There must be no sign of pest activity and holes in walls and floors must be patched. Please contact your pest control provider to have additional traps set around the exterior of the building. Additionally, CAPK must also repair the hole on the south wall to prevent pests from entering the facility. Please send an action plan for the wall repairs to CFB no later than 5/4/2016. CFB will revisit in 60 days during the onsite visit to see action plan implemented, and will complete internal checks with an additional walk through.

MAINTENANCE OF WAREHOUSE

4. Are all floors, roofs, walls and ceilings, structural components and equipment kept in good repair? ☐ Yes ☒ No
5. Are all floors, roofs, walls and ceilings, structural components and equipment kept clean? ☒ Yes ☐ No
6. Are all cooler/freezer unit floors, roofs, walls and ceilings, structural components and equipment kept in good repair? ☒ Yes ☐ No
7. Are all cooler/freezer floors, roofs, walls and ceilings, structural components and equipment kept clean? ☒ Yes ☐ No
8. Is cooler/freezer equipment (set up for holding potentially hazardous foods at appropriate temperatures) functioning correctly? ☒ Yes ☐ No
9. Are all doors, vents, dock levelers and windows tight fitting and in good repair? ☒ Yes ☐ No
10. Are all doors and windows kept closed when not in use or screened when open? ☐ Yes ☒ No
11. Is sufficient lighting available in all work areas? ☒ Yes ☐ No
12. Is lighting shielded or unbreakable in areas where food is exposed? ☒ Yes ☐ No

MAINTENANCE OF WAREHOUSE

13. Is appropriate signage observed in food preparation areas for maintaining sanitary and safe practices (such as "No Smoking, Eating, Chewing Gum, Tobacco Use, Drinking," etc.)? ☐ Yes ☒ No

Comments:

4. See comments above in outside grounds section

10. CAPK Food Bank must keep roll up door to facility closed during normal business hours. If the door cannot remain closed, it should be fitted for a screen. This discourages pest activity in the warehouse.

13. Although there was 1 sign posted, more signs need to be prominently placed throughout the warehouse. Additionally, there are small tables/a small breakroom area for volunteers in the front of the warehouse. Volunteers regularly eat and drink in this area. Although this practice is viewed as not ideal, it is acceptable. In order for CAPK Food Bank to meet compliance standards for the breakroom in the warehouse, there must be some extra measures exercised. CFB will follow up with an onsite visit within 60 days to ensure the follow actions were taken.

Action Items (13):

1. The break room has to be marked off in a defined space (paint on floor, stanchions, partial walls)
2. Heavy signage must be posted that food consumption is limited to that defined area.
3. There should be a daily cleaning schedule for the break room area that is well-documented.
4. Extra pest control and corresponding documentation is also recommended for the defined break area.

HOUSEKEEPING PRACTICES

14. Is appropriate equipment used for cleaning operations, so as to avoid the possibility of product contamination? ☒ Yes ☐ No
15. Are all chemicals used in cleaning and sanitizing operations properly identified and used in compliance with labels and applicable regulations? ☒ Yes ☐ No
16. Is the waste in all areas collected, stored, and disposed of in a sanitary manner? ☒ Yes ☐ No

Comments:

STORAGE PRACTICES

17. To prevent food product contamination, are the appropriate separation measures employed to ensure that food/paper products are safely stored away from non-food/non-paper items (such as cleaners, chemicals, petroleum products, etc.)? ☒ Yes ☐ No
18. Are all products off the floor on pallets or racking, or off the floor of cooler/freezer equipment? ☒ Yes ☐ No

STORAGE PRACTICES

19. Are all pieces of equipment, desks, workstations, shelves and similar fixtures sealed to the floor and less than 1mm from walls? If not, are they easily movable or is there at least four (4) inches of clearance for cleaning under them and adequate distance for cleaning behind them? ☒ Yes ☐ No
20. Are all products stored with adequate space away from walls? ☒ Yes ☐ No
21. In areas where un-racked pallets are stored, is there a process in place for adequate cleaning and inspection?
22. Is refrigerated/frozen product stored away from all walls allowing for adequate air circulation and visual inspection? ☒ Yes ☐ No
23. Are empty pallets, bins and product containers properly stored, cleaned, and inspected on a regular basis? ☒ Yes ☐ No

Comments:

SAFETY RULES AND PRACTICES

24. Are only approved containers, portable tanks and approved storage cabinets (if applicable) used for the storage and handling of flammable liquids in accordance with ☒ Yes ☐ No

applicable OSHA standards (e.g. CFR 1926.152)? (This includes not using consumer-only gasoline containers, not storing more than 25 gallons of flammable liquid outside of approved cabinets, and labeling approved cabinets with "Flammable-Keep Away from Open Flames.")

25. Are hazardous chemicals and materials only used by appropriately trained and licensed (if applicable) people and in compliance with applicable regulations? ☒ Yes ☐ No
26. Does the PDO/RDO have a written Hazard Communication Program including Safety Data Sheets (SDS) for any chemical used by staff, volunteers or contractors? ☒ Yes ☐ No
27. Has the PDO/RDO communicated and trained staff (and volunteers if applicable) on the current SDS classification, labeling and location of the documents in each facility? ☒ Yes ☐ No
28. Are all operators of powered industrial trucks, as defined by OSHA, trained in accordance with OSHA standards? ☒ Yes ☐ No
29. Are appropriate eyewash stations located within 100 feet or 10 walking seconds from all charging stations? ☐ Yes ☐ No
30. Based on the conditions observed during the audit and unless indicated elsewhere, is the PDO/RDO's facility free from hazards likely to cause harm according to accepted OSHA standards? ☒ Yes ☐ No
31. Are all liquid propane containers stored in accordance with applicable OSHA standards (e.g. 29 CFR 1926.153) which includes outside storage in a ventilated area that protects against tampering? ☒ Yes ☐ No

SAFETY RULES AND PRACTICES

32. Are only approved containers, portable tanks and approved storage cabinets (if applicable) used for the storage and handling of flammable liquids in accordance with applicable OSHA standards (e.g. CFR 1926.152)? (This includes not using consumer-only gasoline containers, not storing more than 25 gallons of flammable liquid outside of approved cabinets, and labeling approved cabinets with "Flammable-Keep Away from Open Flames.") ☒ Yes ☐ No
33. Are hazardous chemicals and materials only used by appropriately trained and licensed (if applicable) people and in compliance with applicable regulations? ☒ Yes ☐ No

Comments:

MAINTENANCE OF SANITARY FACILITIES

34. Does the PDO/RDO have clean and adequate rest rooms equipped with hot water, soap dispensers, appropriate waste receptacles, and wash hands signage? ☒ Yes ☐ No
35. Are rest rooms, lockers and lunch room areas cleaned on a regular basis? ☒ Yes ☐ No
36. Are all water sources designed with adequate plumbing and disposal systems, in accordance with applicable sanitary ordinances? ☒ Yes ☐ No

Comments:

GOOD RECEIVING PRACTICES

37. Are incoming products inspected and documented for proper temperature control, signs of pest activity, and cleanliness of trucks? ☐ Yes ☒ No
38. Are all damaged and distressed products immediately segregated or disposed of (as applicable)? ☒ Yes ☐ No
39. Are cold storage products immediately placed in appropriate cold storage facilities? ☒ Yes ☐ No
40. Is there a readily accessible thermometer for inspecting incoming perishable Products?

Comments:

37. Incoming receiving loads are visually inspected, but not documented on a receiving form that is kept on file.

Action Item: CAPK Food Bank must inspect and document all incoming loads on an inbound/receiving form or checklist. This checklist must be filed and kept onsite in a log book. CAPK will submit the form that they will be using for the Inbound Inspection Checklist moving forward. CFB will follow up for an onsite visit in 60 days to ensure the receiving practice is adopted, implemented, and all necessary documentation is being recorded and filed.

CFB can provide a template of our inspection receiving logs, inbound forms and SOP for CAPK to implement, if needed. Checklist forms are also available on HungerNet.

GOOD SHIPPING & DISTRIBUTION PRACTICES

41. Are PDO/RDO vehicles (owned/operated/contracted) used for shipment inspected prior ☒ Yes ☐ No

to loading to assure proper temperature control, cleanliness, freedom from odors, signs of pests, etc.?

42. Are PDO/RDO vehicles cleaned regularly to ensure Products are transported safely? ☒ Yes ☐ No

43. Are all products staged for shipping to direct distribution programs, other food banks, or agency pick-up or delivery, inspected and documented for proper temperature control, signs of pest activity, and cleanliness of vehicles? ☐ Yes ☒ No

Comments:

43. No outbound inspection sheet/checklist is used to document the criteria prior to shipping product out of the warehouse.

Action Item: CAPK Food Bank must document all outbound loads and deliveries on an outbound form. This form should document temperatures at time of delivery, signs of pest activity, and cleanliness of the vehicle. CFB will follow up for an onsite visit in 60 days to ensure the receiving practice is adopted, implemented, and all necessary documentation is being recorded and filed onsite.

CFB can provide a template of our outbound forms and SOP for CAPK to implement.

REGULATORY

44. Does the PDO/RDO ensure that all Product is inspected prior to transfer/distribution when transported directly from donors to locations other than PDO/RDO's facilities (including agency-enabled pick-up programs)? ☒ Yes ☐ No

45. Does the PDO/RDO ensure that all Product is inspected and labeled completely prior to distribution according to the requirements outlined in the PDO/RDO Contract? ☒ Yes ☐ No

Comments:

PRODUCT HANDLING AND TRANSPORT

46. Are the temperatures of all cold storage units documented on a twice daily basis? ☒ Yes ☐ No

47. Are the temperature recording devices for each cold storage unit calibrated to a national standard at least annually (e.g. National Institute of Standards and Technology)? ☒ Yes ☐ No
48. Does the PDO/RDO ensure all product is stored at appropriate temperatures (41°F or below for chilled, 0°F or below for frozen, 135°F or higher for hot foods) and within allowable time frames? ☒ Yes ☐ No
49. If applicable, does the PDO/RDO repack bulk product only in a Clean Room or provide isolation and use operating practices to ensure adequate food safety control and to prevent potential Product contamination? ☐ Yes ☐ No
50. Does the PDO/RDO ensure that perishable product is transported using a passive (thermal blanket/cooler with ice packs) or a visibly active temperature retention system (refrigeration unit) to maintain proper temperatures? ☒ Yes ☐ No
51. Does the PDO/RDO ensure that sample temperatures are taken and documented at pickup and delivery of perishable foods? ☐ Yes ☒ No
52. Does the PDO/RDO ensure all Retail and Hospitality Food was not previously served to the public and is first generation food (i.e. will not have been reheated twice before consumption)? ☒ Yes ☐ No
53. Does the PDO/RDO ensure that all Retail and Hospitality donations are packaged in first-use food grade packaging? ☒ Yes ☐ No

PRODUCT HANDLING AND TRANSPORT

54. If applicable, does the PDO/RDO handle perishable food drive product according to the requirements outlined in the PDO/RDO Contract? ☒ Yes ☐ No

Comments:

51. It is a best practice for sample temperatures to be taken when picking up and delivering perishable products- specifically in regards to the Retail Program. CFB can provide a sample receiving form (with place for temperature documentation) and an SOP. CAPK must ensure that the retail drivers are documenting temps and have access to an infrared temp gun to take sample temperatures when picking up product.

CFB will be following up to ensure that proper documents are being utilized to ensure food temperatures are recorded properly and retained onsite during our site visit within 60 days.

TRAINING

55. Does each PDO/RDO-managed facility have at least one staff person who participates in or supervises the receiving, storage, and distribution of product that is a certified ServSafe manager level or equivalent? ☒ Yes ☐ No
56. Do all key Product handling staff and volunteers receive food safety training? ☐ Yes ☒ No
57. Do all key program staff and drivers, who are regularly handling retail or hospitality foods, have safe food handler training or equivalent? ☐ Yes ☒ No

58. If Applicable, does the PDO/RDO operate a Salvage Program according to the requirements outlined in the PDO/RDO Contract?

☒ Yes ☐ No

Comments:

56. CAPK Food Bank must incorporate proper food safety guidelines in their volunteer orientation.

57. Drivers that pick up Retail Program product do not have proper food safety certification. All staff that regularly handle retail product or conduct site visits/agency monitoring must have a food handler card. Appropriate staff should be certified, and Community Food Bank will be following up within 60 days to ensure certification of all appropriate staff.

Action Item: CAPK Food Bank Retail Program and Agency Relations staff must be certified in Food Safety. Drivers and Programs Staff must have (at a minimum) a Food Handlers Card or equivalent food safety training. This documentation should be provided to CFB by 5/4/2014.

PEST CONTROL

59. Is the facility free from pest activity?

☐ Yes ☒ No

60. Are interior pest control traps placed effectively around the interior perimeter (recommendation is 20-40 feet apart)?

☒ Yes ☐ No

PEST CONTROL

61. If applicable, does the PDO/RDO utilize exterior rodent monitoring devices and are they used correctly including locked, secured, and tamper proof devices?

☒ Yes ☐ No

62. If applicable, does the PDO/RDO utilize insect light traps, flying insect traps or pheromone traps correctly?

☐ Yes ☐ No

63. Are regular (suggested daily) checks made for evidence of pest activity with all inspection and pest activity documented?

☒ Yes ☐ No

64. Does the PDO/RDO utilize appropriate procedures, areas and equipment for product with identified pest issues (e.g. physical barriers restricting movement, pest control devices, frequent inspection, etc.)?

☐ Yes ☒ No

Comments:

59. Signs of pest control failures were found. Birds, bird nest, and squirrels were present in the warehouse during the compliance audit. Action Item is documented in the comments section on page 12.

REPORTING

LOCATION: APPENDIX B, SECTION 1, J (PAGE 4)

RATING:	C
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1. Has the PDO/RDO provided timely information in areas such as distribution, personnel, facility, financial status, agencies, etc. to assist the PDO/RDO in completing Feeding America Network Activity Reports? ☒ Yes ☐ No

Comments:**PRODUCT DISTRIBUTION MANAGEMENT**

LOCATION: APPENDIX B, SECTION 2, A (PAGE 4-8)

RATING:	C
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1. Does the PDO/RDO distribute donated Product only to clients through direct service or to approved Agencies? ☒ Yes ☐ No
2. Does the PDO/RDO notify Member if it has cause to suspect that product in the PDO/RDO's inventory or previously distributed has been seriously misused? ☒ Yes ☐ No
3. Does the PDO/RDO maintain an inventory record-keeping system? ☒ Yes ☐ No
- a) Track product distribution quickly in the event of a recall? ☒ Yes ☐ No
- b) Provide data needed by food donors and the IRS for tax deduction purposes? ☒ Yes ☐ No
- c) Provide a current inventory of stock? ☒ Yes ☐ No
- d) Reconcile the inventory records of product received, on hand and distributed? ☒ Yes ☐ No
4. Does the PDO/RDO measure the accuracy of the physical inventory compared to inventory system totals? ☒ Yes ☐ No
5. Is the PDO'S/RDO'S physical inventory by case quantity or weight, within + or - 2% of inventory system records? ☒ Yes ☐ No
6. Does the PDO/RDO maintain a system for organizing or labeling stock that facilitates inventory control? ☒ Yes ☐ No
7. Does the PDO/RDO record all amounts of food in pounds including those items tracked by case/unique item number? ☒ Yes ☐ No
8. Is the PDO/RDO able to track and reconcile donation records with distribution and stock on-hand records and conduct regular test counts on Product? ☒ Yes ☐ No

9. Does the PDO/RDO maintain a record of all product distributed by:
- a) Item number/category and/or poundage ☒ Yes ☐ No
 - b) Quantity ☒ Yes ☐ No
 - c) Date distributed ☒ Yes ☐ No
 - d) Name of recipient Agency ☒ Yes ☐ No
10. Does the PDO/RDO require that recipient agencies maintain files of their invoices from the PDO/RDO for one year? ☒ Yes ☐ No
11. Does the PDO/RDO provide the PDO/RDO with information annually, on the amount of product received and distributed by the PDO/RDO, in categories listed on the Feeding America Product Donation Quarterly Poundage Report? ☒ Yes ☐ No
12. Does the PDO/RDO update current inventory on a daily basis? ☒ Yes ☐ No
13. Does the PDO/RDO reconcile the receipt and distribution records of at least two the PDO/RDO donations per month, recording the results to test ability to accurately tract the distribution? ☒ Yes ☐ No
14. Does the PDO/RDO adhere to the requirements of removing product or providing a corrective action plan in the event of a recall or withdrawal within one business day? ☒ Yes ☐ No
15. Does the PDO/RDO permanently retain records regarding product removal or corrective action taken? ☒ Yes ☐ No

PRODUCT DISTRIBUTION MANAGEMENT

LOCATION: APPENDIX B, SECTION 2, A (PAGE 4-8)

16. Does the PDO/RDO comply with all applicable National Donor requirements and restrictions? ☒ Yes ☐ No

Comments:

AGENCY RELATIONS

LOCATION: APPENDIX B, SECTION 2, C (PAGE 9-11)

APPENDIX B, SECTION 3, A, 5 (PAGE 18-19)

RATING:	NC
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1. Is a system in place to ensure that donated Product is distributed only to organizations with 501(c)(3) status or equivalent and to clients at no charge and is used for domestic use only? ☒ Yes ☐ No
2. Does the PDO/RDO ensure that any Agency that designates a non-501(c)(3) organization as its distribution agent for donated Product does so only by:
- a) Affirming such designation in writing and acknowledging the responsibility to enforce all provisions of its agreement with the PDO/RDO with regard to the designated ☒ Yes ☐ No

group;

- b) Ensuring the Agency is programmatically, fiscally and legally responsible for the donated Product handling/distribution activities of the designated group; ☒ Yes ☐ No
- c) Requiring that funds used to pay handling fees to the PDO/RDO come from the Agency and not from the designated group; and ☒ Yes ☐ No
- d) Ensuring all money received and disbursed in connection with the donated Product handling/ distribution activity goes through the fiscal books of the Agency. ☒ Yes ☐ No
3. Does the PDO/RDO ensure that all Agencies keep records that accurately reflect the total amount of Product received through the PDO/RDO's programs for at least one (1) year (including Product picked up through other PDO/RDO-enabled programs)? ☒ Yes ☐ No
4. Does the PDO/RDO verify the Agency's procedure for determining that the final recipient of the Product is ill, needy or infant such as using self-declaration of need or other intake processes? ☒ Yes ☐ No
5. Does the PDO/RDO's monitoring Program ensure that Agencies only distribute Product that conforms to the same Product safety standards required of PDO/RDOs? ☒ Yes ☐ No
6. Does the PDO/RDO ensure that Foster Parent Associations are not PDO/RDO Agencies? ☒ Yes ☐ No
7. Does the language in the Agency Agreement and Release contain all of the required information? ☐ Yes ☒ No

AGENCY RELATIONS

LOCATION: APPENDIX B, SECTION 2, B (PAGE 9-11)
APPENDIX B, SECTION 3, A, 5 (PAGE 18-19)

8. Do the PDO/RDO Agency files have clear, complete and current evidence of the Agency's exemption under Section 501(c)(3) of the IRS Code or Church status? ☐ Yes ☒ No
9. Do the PDO/RDO Agency files contain completed Agency applications? ☐ Yes ☒ No
10. Do the PDO/RDO agency files contain a current Agency Agreement and Release, signed and dated by the Agency's current authorized representative? ☐ Yes ☒ No
11. Do the PDO/RDO Agency files contain current and completed monitoring reports from within the last two (2) years? ☒ Yes ☐ Yes
12. Do the PDO/RDO Agency files contain all significant correspondence between the PDO/RDO and the Agency (i.e. Product recalls, changes in Agency Membership status, serious findings or actions taken due to noncompliance)? ☒ Yes ☐ No
13. Do the PDO/RDO Agency files contain documentation of food safety training to at least one representative from each Agency? ☐ Yes ☒ No
14. Does the PDO/RDO conduct an on-site monitoring of all Agencies prior to granting Membership? ☒ Yes ☐ No
15. If the PDO/RDO determines that an Agency is out of compliance and the compliance issue is or could adversely affect Product integrity, donor relations, client access to services, or the reputation of the PDO/RDO or the Network, does the PDO/RDO monitor the Agency at a minimum every six (6) months until the issue is corrected? ☒ Yes ☐ No
16. Does the PDO/RDO document the corrective actions in the Agency's files? ☒ Yes ☐ No
17. Does the PDO/RDO ensure staff conducting the Agency monitoring have a current safe food handler qualification provided by the National Restaurant Association ServSafe Food ☐ Yes ☒ No

Handler program or equivalent?

Comments:

A random selection of 20 agency/program files were reviewed, below details the findings and the corrective actions to be taken:

A. (8-10) Older agency files reviewed were missing member agreements, 501 © 3 documentation, and agency applications. Yazid mentioned that the documentation collected for the older agency files were stored offsite. These documents must be with the onsite files at all times. Please retrieve the missing documentation from storage and store with the active agency file. CFB will be onsite in 30-45 days to re-monitor these files for compliance.

B. (7/13) All agency files are missing food safety documentation, and there is no language in the agency agreement requiring submission of food safety certification prior to agency membership. Per Feeding America Guidelines, documentation of food safety certification (or equivalent food safety training) is required for agencies to be a member of CAPK. CAPK is responsible for providing food safety information or classes to all member agencies. CAPK must retain documentation/certification that food safety requirements have been met within the agency file. Please provide agencies with the necessary food safety training within the next 60 days (or retrieve documentation for agencies that have a ServSafe or equivalent food safety certification). CFB will be checking agency files for the food safety training documentation/certification when onsite. Additionally, CAPK must alter the language in their agency agreement stating the the completion of a food safety training (either administered by CAPK or another equivalent training) is required to obtain agency membership.

C. Program files-snack attack: missing all necessary documentation. Program files must contain food safety certification/documentation, a 501 © 3, and a MOU or agency agreement/Snack Attack Agreement with CAPK. Additionally, staff and volunteers with direct repetitive access to children must pass a national background check. The background check must also be documented in the Snack Attack program file. Lastly, Snack Attack program sites must be monitored at a minimum once per year. This monitoring must be documented and kept with the Snack Attack program file. Community Food bank will be onsite within the next 60 days. Please collected all necessary documentation for the Snack Attack files and have documents ready for review during the onsite visit.

D. Program files-Backpack: missing food safety documentation, site monitoring, and background checks. The Backpack program must adhere to the same food safety guidelines as the member agencies. Additionally, staff and volunteers with direct repetitive access to children must pass a national background check. The background check must also be documented in the Backpack program file. Lastly, Backpack program sites must be monitored at a minimum once per year. This monitoring must be documented and kept with the Backpack program file. Community Food bank will be onsite within the next 60 days. Please collected all necessary documentation for the Backpack files and have documents ready for review during the onsite visit.

E. CAPK must conduct a Site monitoring/agency monitoring prior to membership acceptance. This initial site monitoring visit must be documented and be kept with other documentation in the Agency file.

17. Agency Relations Staff must be certified in food safety (comments on pg. 19)

RATING:**C**

1. Does the PDO/RDO operate programs that include outreach or services provided to clients that are not sponsored by qualified Agencies? ☐ Yes ☒ No
2. Does the PDO/RDO keep a signed program agreement on file for PDO/RDO programs that affirms the practices as described in the PDO/RDO Contract? ☐ Yes ☐ No

PDO/RDO PROGRAMS**LOCATION: APPENDIX B, SECTION 2, C, 5 (PAGE 11-12)**

3. Does the PDO/RDO operate any Feeding America National Programs and keep a signed program agreement on file that affirms the practices as described in the PDO/RDO Contract? ☐ Yes ☒ No
4. Does the PDO/RDO conduct an on-site monitoring of all applicable program sites at least once every two (2) years? ☐ Yes ☐ No
5. If the PDO/RDO determines that a program is out of compliance and the compliance issue is or could adversely affect Product integrity, donor relations, client access to services, or the reputation of the PDO/RDO or the Network, does the PDO/RDO conduct and document the results of an on-site monitoring of the applicable program site at a minimum every six (6) months until the issue is corrected? ☒ Yes ☐ No

Comments:**DONATED PRODUCT SOURCING****LOCATION: APPENDIX B, SECTION 2, D (PAGE 13)****RATING:****C**

1. Does the PDO/RDO conduct active, ongoing product solicitation activities throughout its service area? ☒ Yes ☐ No
2. Does the PDO/RDO maintain and devote resources to the acquisition and distribution of food throughout its service area as the core function of the organization? ☒ Yes ☐ No

Comments:

50% FTE Food Resourcer

FUND DEVELOPMENT**LOCATION: APPENDIX B, SECTION 2, E (PAGE 14)****RATING:****C**

1. Does the PDO/RDO conduct fund development for food banking activities, in their designated service area? ☒ Yes ☐ No

Comments:

CAPK raises funds on behalf of the CAPK Food Bank

MEDIA AND COMMUNITY RELATIONS**LOCATION: APPENDIX B, SECTION 2, F (PAGE 14)****RATING:****N/A**

1. Does the PDO/RDO make reasonable efforts to participate in and support national public awareness, public policy and fund-raising activities? ☐ Yes ☐ No
2. Does the PDO/RDO seek to engage public awareness of the National Office, PDO/RDO and Network? ☐ Yes ☐ No

Comments:**CLASSIFICATION OF PRODUCE****LOCATION: APPENDIX B, SECTION 3, A, 8 (PAGE 19-20)****RATING:****C**

1. Does the PDO/RDO classify produce according to the "Financial and Accounting Guidelines for Produce Sourcing and Classification" document and as defined in the PDO/RDO Contract? ☒ Yes ☐ No

Comments:**DISASTER RELIEF ACTIVITIES****LOCATION: APPENDIX B, SECTION 3, B (PAGE 21)****RATING:****C**

1. Does the PDO/RDO comply with all applicable aspects of the "Disaster Relief Activities" section of the PDO/RDO contract? ☒ Yes ☐ No

Comments:

Community Food Bank commends CAPK for their leadership in the response to the drought in Kern County for the last 2 years. Thank you for providing this service to the residents in Kern.

TRADEMARK & LICENSE AGREEMENT

**LOCATION: TRADEMARK LICENSE AGREEMENT FOR
PARTNER DISTRIBUTION ORGANIZATIONS**

RATING:

N/A

2. Does the PDO comply with all aspects of the Trademark License Agreement for Partner Distribution Organizations? ☒ N/A ☐ Yes ☐ No

Comments:

COMPLIANCE AUDIT RATING SUMMARY

	N/A	C	NC
1. Preamble	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. Service Area	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3. Handling Fees	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4. Compliance Auditing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5. Financial Record Keeping	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6. Financial Stability	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
7. Insurance	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
8. Legal Responsibilities	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
9. Management and Governance: Staffing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
10. Management and Governance: Board of Directors	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
11. Multiple Sites	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
12. Organizational Structure	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
13. Warehouse and Storage Capability & Food Safety and Handling	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
14. Reporting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
15. Product Distribution Management	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
16. Agency Relations	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
17. PDO/RDO Programs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
18. Donated Product Sourcing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
19. Fund Development	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
20. Media and Community Relations	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21. Classification of Produce	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
22. Food Safety and Handling	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23. Disaster Relief Activities	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
24. Trademark and License Agreement	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Required Item/Action List

PDO Name: CAPK Food Bank

The following are the list of items or actions that Community Food Bank has required your food bank to both complete and submit to Community Food Bank in order to meet Feeding America Member Standards. These items are also noted with details in the compliance audit report that accompanied this list.

Please note, there may be other items that you are required to complete to be in compliance, but not submit an item to Community Food Bank showing progress or completion. The items are also included in the audit report, but not on this list.

Please submit items or report actions taken to:


Natalie Caples, Director of Programs

Email: ncaples@communityfoodbank.net

Item/Action Needed	Submit to CFB by:	Sent/Completed Date:
Submit documentation for additional pest control prevention-traps placed around outside of facility and action plan to patch/repair the hole in the south wall of the warehouse.	5/4/2016	
CAPK will submit the form that they will be using for the Inbound Inspection Checklist.	6/1/2016	
CAPK will submit the form that the will be using for the Outbound Inspection Checklist.	6/1/2016	
CAPK will submit documentation that its Retail Program drivers are documenting temperature of perishable at time of pick-up and delivery.	6/1/2016	
CAPK will obtain and submit food safety certification for Retail Program drivers and Agency Relations staff.	5/4/2016	
Changes in the Agency Agreement are required to be in compliance with Feeding America policies as it pertains to food safety. Please send an updated Agency Agreement incorporating the necessary language.	6/1/2016	

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Board of Directors

From: Amanda Norman, Assistant to the Executive Director
Date: May 25, 2016
Subject: *Agenda item VII: Committee Reports*

The Program Review and Evaluation Committee meeting on May 11, 2016 was cancelled due to lack of quorum.

The Budget and Finance Committee meeting on May 18, 2016 was cancelled due to lack of quorum.



To: Board of Directors

From: Ashley Womack, Policy Council Chairperson

Date: May 25, 2016

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

The Policy Council met on April 28, 2016 and quorum was established.

Nominations and Elections were made for the Personnel, Bylaws, and Planning Policy Council Subcommittees.

The Family Wellness Specialists shared information about their team's role and responsibilities. They shared ten discipline techniques that parents can choose to use to provide structure and consistency within their home setting.

Ms. Gonzales thanked everyone for coming. She shared she would be in Stockton for the remainder of the week, as the fourth center was just about licensed, which leaves four more to license. She is happy that Community Action is able to be part of the community in Stockton. During the May meeting there will be changes shared on how the programs will look in the future and provide a Board of Directors presentation to the Policy Council in order to keep everyone abreast of all changes coming up in School Readiness and Head Start. Ms. Gonzales asked the Policy Council members to share information with friends, families, and neighbors that Head Start is currently recruiting for the next school year. Ms. Gonzales advised that the last day of services for part-year children is May 20th, and thanked members once again for their time and commitment.

Next Policy Council Meeting will be held
Thursday, May 26th in the Board Room
5005 Business Park North
Bakersfield, CA 93309
5:30pm – 7:00pm

COMMUNITY ACTION PARTNERSHIP OF KERN
POLICY COUNCIL MEETING MINUTES

April 28, 2016
5005 Business Park North
Conference Room 130

1. **Call to Order** – Jason Warren, Vice Chairperson, called the meeting to order at 5:37 p.m.
 - a. Moment of Silence, Pledge of Allegiance - Treasurer
 - 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 we are dedicated to helping people help themselves and each other.”
2. **Roll Call/Set Quorum** – Ana Luna, Secretary. Quorum was established.
PC Members Present: Ana Luna, Bryce Bray, Christine Hernandez, Janeth Rivera, Estrella Mendez, Salvador Zambrano, Catherine Velasquez, Jason Warren, Gabriella McCutcheon, Christina Bates, Cindy Granados, Tai’Rance S. Kelly, Sr., Ana Vigil.
3. **Approval of Agenda** – Vice Chairperson (**ACTION)
 - a. (**ACTION) Request for approval of the PC Agenda dated April 28, 2016. The Vice Chairperson called for a motion to approve the April 28, 2016, meeting agenda; motion made by Tai’Rance Kelly; Estrella Mendez seconded; motion carried unanimously.
4. **Approval of Minutes** – Vice Chairperson (**ACTION)
 - a. (**ACTION) Request for approval of PC meeting minutes dated March 31, 2016.
The Vice Chairperson called for a motion to approve the March 31, 2016, Policy Council minutes. Motion made by Bryce Bray; Gabriella McCutcheon seconded; motion carried unanimously.
5. **Presentation of Guests/Public Forum**
The following guests were in attendance: Angela Zambrano, Itzel Zambrano, Krystal Skaggs, Dustin Christian, Erin Walter, City of Bakersfield Pool Manager; Louis Medina, Outreach and Advocacy Manager; Raul Gallardo, Resource and Outreach Coordinator; Rashi Strother, Family Services and Governance Specialist; Edna Quinoñez, Content Area Specialist-Wellness; Andralette Wilson, Content Area Specialist-Wellness; Maura Sandoval, Staffing Specialist; LeTisha Brooks, Program Manager; Patty Hinojosa, Family Services and Governance Manager; Janelle Gonzalez, Governance Coordinator; Priscilla Hicks, Family Education Coordinator; Argelia Diaz, Program Assistant; Nadine Berry, Administrative Assistant.
 - a. *(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 the topic will be 10 minutes. Please state your name before making your presentation. Thank you.)*
6. **Standing Committee Reports** (five minutes each)
 - a. Personnel Committee – Ana Luna shared they welcomed Stockton to the meeting. The committee continued its review of the Employee Handbook. The next meeting will be held 05/24/2016 at 5:30 p.m.
 - b. Planning Committee – No report. Next meeting will be held 05/03/2016 at 5:30 p.m.
 - c. Finance Committee – No report. Next meeting will be held 05/24/2016 at 5:30 p.m.
 - d. By-Laws Committee – No report. Next meeting will be held 05/19/2016 at 12:00 p.m.

7. **Human Resources Report**

(ACTION)**

- a. Maura Sandoval, Staffing Specialist, distributed the Human Resources Report. It was stated that on page two there was one application that was marked as having been reviewed by the applicant. Ms. Sandoval indicated it was actually reviewed by Ana Luna. The Vice Chairperson called for a motion to approve the April 2016, Human Resources Report. Motion made by Ana Luna; Salvador Zambrano seconded; motion carried unanimously.
- b. No Executive Meeting.

8. **Presentations**

a. **Ten Commandments of Discipline, Content Area Specialists (CAS)-Wellness**

The CAS-Wellness team shared a PowerPoint on steps to keep in mind when needing to discipline your child. The first thing is to take a deep breath and release it to try to calm down before speaking to the child. Next make sure your voice is kind, but firm, and talk to them at their level instead of towering over them. Provide children with choices and allow them to make decisions about the problem. When you tell your child something (like you are going to take something away), mean what you say and don't give in and keep any promises you make to them. Remember that children will model what they see and hear, so be sure to set a good example. When children do something right, or even show that they are trying, give them praise and recognition, positive attention goes a long way in helping children correct their behavior. Always be consistent when disciplining children and always follow through.

b. **Make a Splash, Drowning Prevention Program, Erin Walter, City of Bakersfield Pool Manager**

Ms. Walter showed a PowerPoint sharing how easily children can drown and the best way to stop it from happening in the first place. From 2005-2014 there were an average of 3,536 fatal unintentional drownings (non-boating related) annually in the United States – about ten deaths per day (all ages), of this number two are children aged 14 or younger. Drowning ranks fifth among the leading causes of unintentional injury death in the United States. According to the Center for Disease Control, children ages 1 to 4 have the highest drowning rates. Drowning is the number one cause of unintentional injury and death in California for children under age 5 and the second leading cause of accidental death among children under the age of 18 in Kern County. Children can drown in as little as two inches of water. Ms. Walter also provided information on swim lessons and distributed folders with valuable information to each member of the Policy Council.

9. **New Business** – Vice Chairperson

(ACTION)**

- a. The approval to terminate PC member Sonja Segoviano
The Vice Chairperson called for a motion to approve the termination of Sonja Segoviano. Motion made by Ana Luna; Janeth Rivera seconded; motion carried unanimously.
- b. Nomination & election for the Policy Council Planning Subcommittee
There was one nomination for the Planning Subcommittee presented to the Policy Council, Ana Luna. The Vice Chairperson called for a motion to elect Ana Luna to the Planning Subcommittee. Motion made by Bryce Bray; Tai'Rance Kelly seconded; motion carried unanimously.
- c. Nomination & election for the Policy Council Personnel Subcommittee
There was one nomination for the Personnel Subcommittee presented to the Policy Council, Tai'Rance Kelly. The Vice Chairperson called for a motion to elect Tai'Rance Kelly to the Personnel Subcommittee. Motion made by Bryce Bray; Gabriella McCutcheon seconded; motion carried unanimously.
- d. Nomination & election for the Policy Council Budget & Finance Subcommittee
There were no nominations at this time for the Budget & Finance Subcommittee. These positions remain open.
- e. Nomination & election for the Policy Council Bylaws Subcommittee
There was one nomination for the Bylaws Subcommittee presented to the Policy Council, Tai'Rance Kelly. The Vice Chairperson called for a motion to elect Tai'Rance Kelly to the Bylaws Subcommittee. Motion made by Bryce Bray; Catherine Velasquez seconded; motion carried unanimously

10. **Consent Calendar** – Policy Council

- a. *Information concerning the Consent item(s) listed below has been forwarded to each Policy Council member for study for prior to this meeting. Unless a PC member, or member of the public, has a 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.- None*

11. **Communications**

- a. *Head Start & Early Head Start Budget vs. Actual Expenditures (Including Non Federal Share and in-Kind), for HS/EHS Kern, EHS San Joaquin, and EHS Child Care Partnerships. March 1, 2015 through February 29, 2016 (year-end) and March 1, 2016-March 31, 2016 (English/Spanish)
 - b. *Early Head Start Budget vs. Actual San Joaquin July 1, 2015-January 31, 2016 (fiscal Year-end) and February 1, 2016-March 31, 2016
 - c. *Early Head Start Budget vs. Actual Child Care Partnerships March 1, 2015-March 31, 2016 (18 month budget period).
 - d. *Parent Local Travel & Child Care (English/Spanish)
 - e. *Parent Out-of-County Travel (English/Spanish)
 - f. *Parent Activity Funds (English/Spanish)
 - g. *Parent Meals Report (English/Spanish)
 - h. Child and Adult Care Food Program/Central Kitchen report, March 2016
 - i. Enrollment and Average Daily Attendance Report for HS/EHS Kern, EHS San Joaquin, and EHS Child Care Partnerships. March 2016
 - j. Administration for Children and Families Office of Head Start Overview of Findings Letter dated 03/23/2016 (English/Spanish)
 - k. U.S. Department of Health and Human Services Administration for Children and Families Impact of Lead Exposure in Very Young Children HHS/ACF/OHS. Issued 03/28/2016
 - l. Functions of the Policy Council Sub-Committees (English/Spanish)
 - m. Policy Council Sub-Committee Meetings Flyer (English/Spanish)
 - n. Community Action Partnership of Kern Humanitarian Awards Banquet & Fundraiser Flyer
- The Vice Chairperson called for a motion to receive and file communication items a-n from the April 28, 2016, agenda. Motion made by Catherine Velasquez to receive and file communication items a-n.

12. **Policy Council Reports/Training** – Janelle Gonzalez

Ms. Gonzalez shared that she will be presenting training modules from the Early Childhood Learning and Knowledge Center. The one presented at this meeting was on helping members become more familiar with the reports that are presented to them for review and approval. The Board of Directors serves as Fiscal and Legal oversight. The reports that are provided to the Policy Council are also provide to the Board for final review and approval. During a Federal review, members of the PC will be asked if they are aware of reports and how often they are presented. They are also asked about the usefulness of the reports they receive. One of the most important reports is the In-kind report. This shows how much non-federal share is being used to subsidize the Federal funds that are provided to the program. This comes through volunteering at the centers, following up with curriculum, and even donations of good that would normally be purchased by the program. In-kind is also created by payment from the State for the blended programs where children stay all day or are in the infant/toddler programs. If a center is not meeting their goal, then parents should find a way to work with the Center Director to find ways to improve. Rashi Strother, Stockton Family Services and Governance Specialist shared “task cards” with members. She stated these cards will be used in the classroom to give parents an idea of how they can help out.


13. **Community Representative Report** – Open

As position is currently open there is no report.

14. **Policy Council Chairperson Report** – Jason Warren, Vice Chairperson
Mr. Warren shared that at his child's center they would be having an end of the year graduation for the children transitioning to Kindergarten along with end of the year pictures.
15. **Board of Directors Representatives Report** – Ana Vigil
Ms. Vigil spoke about the Annual Humanitarian Banquet that would be taking place on May 12. She also shared that the Food Bank has received a new truck for delivering to the different distribution sites. She mentioned about the Give Big Kern campaign, which Louis Medina would be providing more information about during announcements.
16. **Director's Report (HS/State Child Development)** – Yolanda Gonzales
Ms. Gonzales thanked everyone for coming. She shared that she would be in Stockton for the remainder of the week, as the fourth center was just about licensed, which leaves four more to license. She is happy that Community Action is able to be part of the community in Stockton. During the May meeting there will be changes shared on how the programs will look in the future and provide a Board of Directors presentation to the Policy Council in order to keep everyone abreast of all changes coming up in School Readiness and Head Start. Ms. Gonzales asked the Policy Council members to share information with friends, families, and neighbors that Head Start is currently recruiting for the next school year. Ms. Gonzales advised that the last day of services for part-year children is May 20th, and thanked members once again for their time and commitment.
17. **Announcements** – Vice Chairperson
 - a. Give Big Kern, Louis Medina, Outreach and Advocacy Manager
Mr. Medina shared that he is in charge of community relations, media, and special events for CAPK. Give Big Kern, which is a fundraising event hosted by Kern Community Foundation, will be on May 3, 2016. Give Big Kern benefits multiple non-profit agencies. You are able to access the donation page by navigating to the public CAPK.org website. Donations have already started. Spread the word to your family, friends, and neighbors.
 - b. Humanitarian Banquet, Louis Medina, Outreach and Advocacy Manager
The Humanitarian Banquet is CAPK's biggest fundraiser of the year and will be held at the Doubletree. There are tickets for 260 attendees and it is a well-attended event each year. The commercial spots have already started for promoting the banquet. Deb Johnson with the Veteran's Association is the recipient of this year's award. Tables are usually purchased by companies to assist in the fundraising effort, but aren't always full. If there are any seats available, members of the Policy Council could be contacted a day or two prior to see if they would like to attend.
 - c. Ana Luna
Ms. Luna shared the teacher for her child's class is back in the center, and that she has been missed. Ms. Luna is a hard working parent of three, and she feels that having the teacher in class make it so much easier. Ms. Luna thanked Head Start for the opportunities they have presented to her and for making her feel that she is part of a family. Yolanda Gonzales advised Ms. Luna that if she would like to write a letter of recognition about the teacher and staff, that she would be happy to receive it and would share it with Board of Directors as well as the staff and Policy Council.
18. **Adjournment** – Vice Chairperson
 - a. The meeting was adjourned at 7:10 p.m. by the Vice Chairperson.

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Board of Directors
From: Jeremy T. Tobias,  Executive Director
Date: May 25, 2016
Subject: *Agenda Item IX: Executive Director Report (Action Item)*

a) Humanitarian Awards Banquet Outcome Report

The CAPK Annual Humanitarian of the Year Awards Banquet was held on Thursday, May 12 at the DoubleTree Hotel. The event was a tremendous success. Some of the highlights included:

- The Humanitarian of the Year was 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 was 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.
- The event emcee was KGET Channel 17 Meteorologist Alissa Carlson.

The banquet was able to raise over \$90,000 in monetary and in-kind donations as follows:

- \$72,000 (approx.) in sponsorships and ticket sales.
- \$3,557 in in-kind gifts that include:
 - \$2,867 from PrintDirtCheap.com (banners, programs, ad inserts).
 - \$290 discount in AV equipment from the DoubleTree by Hilton.
 - \$250 in gift cards for VITA Volunteers from Subway.
 - \$150 in Staples office supplies as gifts for award winners.
- \$18,000 direct contract discount from ADP in lieu of a sponsorship.
- Plus an undetermined value from KGET services of talent (Alissa Carlson); project management; TV spot production; and air time—all of which, put together, will probably amount to at least a few thousand dollars.

A half-page “Thank you to our Sponsors” ad will publish in the June/July issue of the Kern Business Journal, and Thank You letters to sponsors have been mailed out.

The entertainment for the evening, soloist Roger “The Lounge Guy” Martin was very popular with attendees.

We are distributing program booklets to all Board members so they can have a memento of the evening. Board members who attended are: Garth Corrigan, Charlie Rodriguez, Yolanda Ochoa, Tony Martinez and Ana Vigil. Several Board members made contributions but could not attend: Jim Camp bought an ad and also a table, Fred Plane bought tickets and Don Bynum (Bynum & Associates) purchased a table; all of which were donated back to the agency for employees and others to use.

b) Update on elimination of the CAPK HIV Prevention and Testing program

We have been notified that funding for our CAPK HIV Prevention and Testing program will be ending later this year and the program will be eliminated. We received official notice from the County of Kern Mental Health Department and the State of California (this is a federal funded program that is passed through the state and county). The notice stated that statewide, this program is no longer eligible for federal funding due to the fact HIV cases have fallen below a minimum threshold and the entire state no longer qualifies. This small but dynamic program is a two-person operation that provides testing and prevention education about HIV, hepatitis, sexually transmitted infections, and TB. The program manager is Dennis Hendrix. Our current contract expires on June 30, 2016, but the county has extended the term through September 30, 2016 in order to allow us to completely spend down the remaining contract funding and to allow for adequate time to shut down the services. HR will work with staff on their employment status, job placement and other considerations.

c) Possible funding reduction by the County of Kern for the 2-1-1 Kern program

We received notification from the county that the 2-1-1 Kern funding contract may be cut by 50% or more under various budget scenarios. Currently the contract funding level is \$96,720. The county budget process looks to be very difficult this year, as such our staff is continually working on other funding scenarios and potential opportunities for 2-1-1. One very viable option is a new program possibility through First 5 Kern. We have held discussions with First 5 about the possibility of implementing a new program referred to as Developmental Screening and Care Coordination in Kern County. This new program would fit very nicely with our operations at 2-1-1 and we are in perfect position to fill this need for the community. Last year in fact we provided a very similar pilot program here in Kern County through a partnership with 2-1-1 Los Angeles County.

Staff has submitted an application to First 5 Kern for the new program. It would initially be a one year contract with an operational budget of \$332,859 including the addition of 3 new staff; designation of several existing staff to this program; and operating costs.

The goal of the program is to increase early diagnosis and interventions of children with developmental delays. Callers with children 0-5 years will be offered a screening using an on-line tool. This tool immediately provides the results of the screening. If children score moderate to high on the screening at least one referral to an agency that can assist will be provided. Our Care Coordination Specialist will provide follow-up and advocacy (if needed) until the parent/guardian has accessed the service. The program will also:

- support health care professionals in early screening efforts;
- increase community awareness of the importance of early screenings; and
- build a coalition of stakeholders to further support early intervention efforts.

Another program goal is by 6/30/2017 we will begin the application process for Kern County to become a Help Me Grow affiliate county.

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