

# Amended

## COMMUNITY ACTION PARTNERSHIP OF KERN BOARD OF DIRECTORS MEETING

Friendship House Community Center  
2424 Cottonwood Road, Bakersfield, CA  
August 24, 2016  
12:00pm

### **AGENDA**

#### **I. Call to Order**

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

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

- c. Roll Call

Garth Corrigan  
Don Bynum  
Mike Maggard  
Ana Vigil

Curtis Floyd  
James Camp  
Tony Martinez  
Ashley Womack

Fred Plane  
Jose Gonzalez  
Yolanda Ochoa  
Charlie Rodriguez

Warren Peterson  
Craig Henderson  
Kathy Philley

#### **II. Approval of Agenda**

#### **III. Approval of meeting minutes**

- a. Minutes of June 29, 2016 Board of Directors meeting – **Action Item (p. 1-7)**

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

#### **V. Special Presentations**

- a. Recognition to Center Director, Simitrio Garza, for Publishing a Children's Book – Yolanda Gonzales, Director of Head Start/State Child Development

**VI. New Business**

- a. Strategic Plan Update – Ralph Martinez, Director of Community Development – **Info Item**
- b. Update on Employee Health Plan by Wells Fargo Insurance – Michele Nowell, Director of Human Resources – **Info Item**

**VII. Committee Reports**

- a. Executive Committee Report – Jeremy Tobias, Executive Director – **Action Item**
  - i. Minutes of July 13, 2016 (**p. 8-14**)
  - ii. Selection of Workers Compensation Insurance Coverage for 2016-2017 (**p. 15**)
  - iii. Approval of TWO Percent Cost of Living Adjustment (COLA) to Employee Wage Rates (**p. 16-17**)
  - iv. Close Out of the CAPK HIV Prevention and Testing Program (**p. 18**)
  - v. Employee Satisfaction Survey Summary Report (**p. 19-21**)
  - vi. 2016-2017 Early Head Start and Head Start School Readiness Goals (**p. 22-39**)
  - vii. Application Status Report and Funding Requests (**p. 40-44**)
  - viii. Head Start and Early Head Start Budget to Actual Reports (**p. 45-52**)
  - ix. Discretionary/Fund Raising Funds Analysis, June 2016 (**p. 53**)
  - x. Financial Report, June 2016 (**Section 3 of Binder**)
- b. Program Review & Evaluation Committee Report – Ralph Martinez, Director of Community Development – **Info Item (p. 54)**
- c. Budget & Finance Committee Report – Christine Anami, Director of Finance – **Action Item**
  - i. Minutes of August 17, 2016 (**p. 55-59**)
  - ii. Discretionary/Fund Raising Fund (**p. 60**)
  - iii. Indirect Fund Budget Approval, Mid –Year Budget Update and Budget Amendment to Approve the Addition of Three New Positions (**p. 61-79**)
  - iv. 2016/2017 Agency-wide Budget (**p. 80-83**)
  - v. 2015-2016 Head Start Federal Financial Report (**p. 84-85**)
  - vi. Application Status Report and Funding Requests (**p. 86-95**)
  - vii. Head Start and Early Head Start Budget to Actual Reports (**p. 96-105**)
  - viii. Agency Financial Statements, July 2016 (**Section 3 of binder**)

**VIII. Advisory Board Reports**

- a. Head Start Policy Council Report for June and July – Ashley Womack, Policy Council Representative – **Action Item (p. 106)**
  - i. Minutes of June 30, 2016 (**p. 107-110**)
  - ii. Minutes of July 28, 2016 (**p. 111-113**)

- 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***

**X. Board Member Comments**

**XI. Closed Session**

a. CONFERENCE WITH LABOR NEGOTIATORS

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

Employee Organization: SEIU Local 521 representing Head Start Employees.

**XII. Close Session Report**

**XIII. Next Scheduled Meeting**

Board of Directors Meeting  
Wednesday, September 28, 2016  
12:00 p.m.  
5005 Business Park North  
Bakersfield, CA 93309

**XIV. Adjournment**

*This is to certify that this Agenda notice was posted in the lobby of the CAPK Administrative Office at 5005 Business Park North, Bakersfield, CA and online at [www.capk.org](http://www.capk.org) by 12:00pm, August 19, 2016. Amanda Norman, Assistant to the Executive Director*

COMMUNITY ACTION PARTNERSHIP OF KERN  
BOARD OF DIRECTORS MEETING

5005 Business Park North, Bakersfield, CA

June 29, 2016

12:00pm

**I. Call to Order**

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

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

Present: Garth Corrigan, Fred Plane, Don Bynum, Craig Henderson, Mike Maggard, Tony Martinez, Yolanda Ochoa, Kathy Philley, Ana Vigil (arrived at 12:10pm) and Ashley Womack

Absent: Curtis Floyd, Warren Peterson, James Camp, Jose Gonzalez and Charlie Rodriguez

Others Present: Jeremy Tobias, Executive Director; Yolanda Gonzales, Director of Head Start/State Child Development; Michele Nowell, Director of Human Resources; Emilio Wagner, Director of Operations; Ralph Martinez, Director of Community Development; Romala Ramkissoon, Director of Community Services; Christine Anami, Director of Finance; other CAPK staff.

**II. Approval of Agenda**

Motion was made and seconded to approve the Board of Directors meeting agenda for June 29, 2016. Carried by unanimous vote. (Henderson/Womack)

**III. Approval of meeting minutes**

- a. Minutes of May 25, 2016 Board of Directors meeting – **Action Item**

Motion was made and seconded to approve the minutes of May 25, 2016 Board of Directors meeting. Carried by unanimous vote. (Henderson/Bynum)

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

No one addressed the Board.



## V. Special Presentations

No presentations were made.

## VI. New Business

- a. Resolution to Approve the Submission of the Head Start/State Child Development contracts (CSPP-6110, CCTR-6049, CMAP-6000, CMSS-6004 & CMIG-6004) – Yolanda Gonzales, Director of Head Start/State Child Development – **Action Item**

Yolanda Gonzales stated this is for approval to submit the contract to the California Department of Education for 2016-2017. She stated there have been no substantial changes from the prior contracts for the program and a Board resolution is required for execution of the contracts.

Motion was made and seconded to approve the Resolution to Approve the Submission of the Head Start/State Child Development contracts (CSPP-6110, CCTR-6049, CMAP-6000, CMSS-6004 & CMIG-6004). Carried by unanimous vote. (Henderson/Philly)

- b. Head Start/Early Head Start Budget Revision – Yolanda Gonzales, Director of Head Start/State Child Development – **Action Item**

Jerry Meade stated that with recent program changes, there has been budget revisions due to the 10% De Minimis Indirect Cost Rate. The administrative cost and Cost of Living Adjustment (COLA) was requested and approved by the Board last month and staff will receive a 2% COLA. Additional revisions will be an increase of \$52,800 to the supply category for the purchase of Early Head Start curriculum and a net increase of \$12,271 to the other category for building maintenance and repair.

Motion was made and seconded to approve the Head Start/Early Head Start Budget Revision. Carried by unanimous vote. (Henderson/Plane)

- c. Early Head Start Child Care Partnership Budget Revision and Carry Over Request – Yolanda Gonzales, Director of Head Start/State Child Development – **Action Item**

Jerry Meade stated the revision is being requested in regards to the Centralized Administrative cost but the Cost of Living Adjustment (COLA) will not go into effect because of the grant year beginning in September. However, since we have identified savings, we would like to have the COLA go into effect March 1, 2016 for the few employees we have under this contract. He stated the program is also asking for carryover funds if they are not expended by the end of August 2016. He stated there is an opportunity to carryover unexpended Training & Technical Assistance funds to the following budget year.

Craig Henderson asked if he was sure the Office of Head Start would grant the carryover request and Jerry stated they are in full support of the carryover.

Motion was made and seconded to approve the Early Head Start Child Care Partnership Budget Revision and Carryover Request. Carried by unanimous vote. (Henderson/Martinez)

- d. Early Head Start San Joaquin Budget Revision – Yolanda Gonzales, Director of Head Start/State Child Development – **Action Item**

Jerry Meade stated recent administrative and program changes have made it necessary to submit a budget revision to the Office of Head Start (OHS). The budget revision will include changes to the centralized administration costs from a direct cost rate to an indirect cost rate and an application for a 1.8% Cost of Living Increase (COLA), that was approved at last month's Board meeting. The program has identified that in order to be able to continue to provide the quality of services they are continuing to compete with the San Joaquin County Office of Education and the program has made a change to the salary schedule to retain teaching staff. Jerry stated the COLA would be effective February 1, 2016, as San Joaquin's grant cycle starts February 1<sup>st</sup> to March 1<sup>st</sup>.

Motion was made and seconded to approve the Early Head Start San Joaquin Budget Revision. Carried by unanimous vote. (Henderson/Womack)

- e. Resolution and Funding Request Approving Submission of an Application to the Cy Pres Settlement Fund – Ralph Martinez, Director of Community Development – **Action Item**

Ralph Martinez stated this funding request is to the Cathode Ray Tube (CRT) settlement fund that is administered through CY Pres to improve access to technology for the low income in Mojave and East Kern County. They are requesting \$50,000 which will help with purchasing computers, internet service for two years and other supplies.

Mike Maggard asked if this is to improve and expand the technology and he wants to know the agency can provide Wi-Fi to the community for free. Jeremy Tobias stated this is something they have spoken about as far as providing Wi-Fi at the Friendship House. He stated he will look into it and bring it back for discussion.

Motion was made and seconded to approve the Resolution and Funding Request Approving Submission of an Application to the Cy Pres Settlement Fund. Carried by unanimous vote. (Henderson/Bynum)

- f. Update on Energy Program Restructuring and Internal Control Improvements – Romala Ramkissoon, Director of Community Services – **Info Item**

Romala Ramkissoon stated this is an update on restructuring and internal controls improvement for the Energy program. She stated when the inventory was reviewed, there was a discrepancy of about \$91,000 on the general ledger. The Human Resources department started an investigation and found that there was no evidence that fraud had taken place. However, it was discovered that there were internal

weaknesses in the program's inventory process including: inadequate monitoring and supervision of staff responsible for managing the inventory, inadequate controls for the check-in/check-out of material and inadequate organization of the warehouse. Important and significant changes were made in response to the discovered weaknesses; a substantial reorganization of the Energy program administrative staff, major revisions to the program's internal controls, particularly relating to inventory policies and procedures and complete an annual audit of the Energy inventory count by CAPK's external auditors. Romala stated Christine Anami, Director of Finance, will conduct an internal audit and will review policies and procedures. As these are not allowable costs, they can only be paid by unrestricted discretionary revenue from possibly the Water Tank Installation program or the new Solar PV program.

Garth Corrigan asked if there was new staff hired to help and Romala stated new staff were hired and she feels there is a good process in place now.

Mike Maggard asked if the agency's audit has started and Christine Anami stated the auditors are here. He suggested maybe to get their expertise on this situation. Chris stated that she will consult with them after her review of the Energy program.

- g. Resolution Approving the City and County CDBG Funded Project Agreement to Install a Rooftop Solar Photovoltaic System at the CAPK Food Bank – Emilio Wagner, Director of Operations – **Action Item**

Emilio Wagner stated the board is aware the agency was awarded \$249,000 in combined Community Development Block Grant (CDBG) funds through the County of Kern and the City of Bakersfield. We also received a \$100,000 grant from the Bakersfield Californian Foundation. Since then we have received the agreement drafted jointly by the City and County which includes the method of the project to be completed as well as how to spend the funds. We hope to soon be going out for bids to find a contractor to complete the project and maximize the funds. He stated the County and the City gave a 44 week window but he feels that they can complete the project in such a shorter timeframe.

Motion was made and seconded to approve the Resolution Approving the City and County CDBG Funded Project Agreement to Install a Rooftop Solar Photovoltaic System at the CAPK Food Bank. Carried by unanimous vote. (Henderson/Maggard)

- h. Approval of Current Vendor Contract Amendments to include Aggregate Amounts over \$200,000 – Margaret Palmer, Business Manager – **Action Item**

Margaret Palmer stated it has been determined that using "not to exceed" language in the contracts is the best practice to ensure appropriate approval is obtained should we need to exceed any particular spending thresholds. All new contracts will now contain a "not to exceed" aggregate amount for the term of the contract. There are existing contracts which will exceed the \$200,000 over the term of the contract and they require board approval. She stated the contracts are; Alpha Wholesale Produce for \$353,500, AM Conservation Group for \$210,000, Producer's Dairy Food, Inc. for \$310,000, SupplyWorks for \$670,000, Sysco Food Service for \$1,601,000,

and Westland Distribution for \$250,000. She stated in addition, Business Services is monitoring the aggregate vendor balances to ensure that amounts spent do not exceed aggregates approved by the Board of Directors.

Motion was made and seconded to approve the Approval of Current Vendor Contract Amendments to include Aggregate Amounts over \$200,000. Carried by unanimous vote. (Henderson/Bynum)

- i. Approval of New Vendor Service Agreements for Energy – Margaret Palmer, Business Manager – **Action Item**

Margaret Palmer stated on April 19<sup>th</sup>, 2016 a Request for Proposals (RFP) was issued for the Energy department. Six (6) proposals were received and it was determined it would be best to enter into agreements with all six (6) proposals for a term of three (3) years from July 1, 2016 through June 30, 2019. This will enable the Energy department to spread the engagements over multiple vendors depending on pricing on the individual services and the availability of vendors. Each agreement contains a “not to exceed” amount of \$500,000 over the three (3) year term, which requires Board approval.

Motion was made and seconded to approve the Approval of New Vendor Service Agreements for Energy. Carried by unanimous vote. (Martinez/Womack)

## **VII. Committee Reports**

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

Ralph Martinez stated the Program Review and Evaluation Committee did not meet due to lack of quorum.

- b. Budget & Finance Committee Report – Christine Anami, Director of Finance – **Action Item**
  - i. Minutes of June 22, 2016
  - ii. Discretionary Fund
  - iii. WIC Vacation Pay Out and Vacation Policy
  - iv. Solar Pilot Program Agreement with Fresno EOC
  - v. 211 Proposal for United Way of Fresno County
  - vi. Application Status Report and Funding Requests
  - vii. Agency Financial Statements, may 2016

Christine Anami stated there was a discussion about the WIC vacation policy and the terms and conditions restricts the agency from carrying over vacation hours from one contract to another contract period. To comply with the contract, a policy for WIC was developed and any vacation that was not used will be paid out next month. The WIC employees will need to use their vacation during the term of the contract it was accrued in.

Craig Henderson asked if the employees have to use vacation in certain time and Jeremy Tobias stated that employees are encouraged to use all of their vacation each year, but WIC employees will be mandated to use all vacation within the 3-year term of the contract, as this is State mandated.

Garth Corrigan asked if any employees would lose vacation with this change and Jeremy stated they will not. We will basically force the use of the paid vacation time off.

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

#### **VIII. Advisory Board Reports**

a. Head Start Policy Council Report – Ashley Womack, Policy Council Representative – ***Action Item***

i. Minutes of May 26, 2016 meeting

Ashley Womack stated the Policy Council met and approved the EHS Child Care Partnership refunding application, the Head Start/Early Head Start COLA application, and the Head Start Duration Grant application. She stated the Policy Council meetings will now start at 5:45pm to support members who are working and/or going to school. The next meeting is on Thursday, June 30, 2016 at 5:45pm at Business Park North.

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

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

i. Verbal Report

Ralph Martinez stated the Advisory Board is continuing to recruit for new members and they have nothing to report this month.

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

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

Jeremy Tobias stated the administrative office will be fumigated over the Fourth of July holiday weekend, but this should not adversely affect normal working hours. The only minor adjustment will be on Tuesday, July 5<sup>th</sup>, the office will open at 8:30am and close at 5:30pm.

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

**X. Board Member Comments**

Craig Henderson wished everyone a safe 4<sup>th</sup> of July.

**XI. Closed Session**

Motion was made and seconded to move the Board into closed session at 12:56pm. Carried by unanimous vote. (Henderson/Bynum)

a. CONFERENCE WITH LABOR NEGOTIATORS

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

Employee Organization: SEIU Local 521 representing Head Start Employees.

The Board reconvened into open session from closed session at 1:58pm.

**XII. Close Session Report**

Garth stated the Board met with negotiation team and direction was given to the team.

**XIII. Next Scheduled Meeting**

Board of Directors Meeting  
Wednesday, August 24, 2016  
12:00 p.m.  
Friendship House Community Center  
2424 Cottonwood Road  
Bakersfield, CA 93307

**XIV. Adjournment**

The meeting adjourned at 2:00pm

COMMUNITY ACTION PARTNERSHIP OF KERN  
BOARD OF DIRECTORS  
EXECUTIVE COMMITTEE MEETING  
5005 Business Park North  
July 13, 2016  
12:00 p.m.

1. **Call to Order**

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

2. **Roll Call**

Roll call was taken with a quorum present:

Present: Garth Corrigan, Curtis Floyd, Fred Plane, and Warren Peterson

Absent: James Camp and Jose Gonzalez

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

3. **Approval of Agenda**

Motion was made and seconded to approve the Executive Committee meeting agenda for July 13, 2016. Carried by unanimous vote. (Plane/Peterson)

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

No one addressed the Committee.

5. **Special Presentations**

No presentations were made.

6. **New Business**

- a. Selection of Workers Compensation Insurance Coverage for 2016-2017 – Emilio Wagner, Director of Operations – **Action Item**

Laurie Sproule presented on behalf of Emilio Wagner and introduced Michael Copper, broker from Clifford & Bradford, who will present the proposals for the upcoming year.

Michael Copper stated they solicited proposals from 16 insurance carriers in an attempt to find the most qualified and cost effective coverage provider. He stated they received quotes from Berkshire/Hathaway, AIG and State Fund. The workers compensation proposal shows the classifications and blanket waiver modification, modified premium and total estimated net

premium. He stated he and the agency spoke about possibly moving the workers compensation term to match the agency's Fiscal Year rather than to have it expire in July and he would like the committee to consider this a possible option. It will help with obtaining quotes with enough time for review and approval rather trying to get quotes at the last minute.

Curtis Floyd asked if there is a disadvantage to changing to the agencies fiscal year of March 1<sup>st</sup>. Mike stated that if there is no substantial loses, it will not have an effect. Jeremy Tobias stated that part of the issue is the early scheduling of the Executive Committee this month. Typically we could have scheduled the meeting closer to the end of the month, which would have given us more time to prepare. He said it is really a matter of whether the Committee members mind receiving the package with little time to review. Staff could work around this issue whichever way the Committee would like to go. There was a consensus that they would leave the dates unchanged at this time.

Motion was made and seconded to approve the proposal from Berkshire/Hathaway as the agency's Workers Compensation Insurance Coverage for 2016-2017. Carried by unanimous vote. (Plane/Peterson)

- b. Approval of Two Percent Cost of Living Adjustment (COLA) to Employee Wage Rates – Jeremy Tobias, Executive Director – **Action Item**

Jeremy Tobias stated that at the last Board meeting, a 2% Cost of Living Adjustment (COLA) was approved for all employees in the Head Start program and a 4% increase for the WIC employees. He stated he is recommending a 2% COLA for the remaining employees not covered by those actions. The remaining employee count for all other programs covered by this request is 156. Many of our programs have received contract increases this year, such as CSBG which received a 6% contract increase. The most recent staff COLA was a 2.5% increase effective March 1, 2014. The overall cost for the 2% COLA will be \$121,000 for the remaining 167 employees. The 2% COLA will be effective July 4, 2016 for MCAP and the East Kern Family Resources Center as part of the new contract year. For most other employees the effective date will be March 1, 2016.

Curtis Floyd asked how the agency will complete the retroactive, meaning will it be a one (1) lump sum. Jeremy stated yes, the retroactive will come as a lump sum as a separate special check, or a lump sum combined into a regular paycheck, depending on the schedule of the payout.

Motion was made and seconded to approve the Approval of Two Percent Cost of Living Adjustment (COLA) to Employee Wage Rates. Carried by unanimous vote. (Floyd/Plane)

- c. Close Out of the CAPK HIV Prevention and Testing Program – Carmen Segovia, Director of Health and Nutrition – **Info Item**

Carmen Segovia stated funding for HIV Prevention and Testing program has come to an end. The County of Kern Mental Health Department notified us that the State of California was ending the funding of this federal program. Our contract was originally set to expire on June 30, 2016, but the county has agreed to extend it through September 30, 2016 in order to allow the agency to completely spend down the remaining contract funds and to allow for adequate



time to correctly shut down services and close files. The program runs on FY ending June 30<sup>th</sup> but was extended to September 30<sup>th</sup>.

She stated services will end for the public on July 29, 2016 and the two person staff will continue to work on closing out files and finishing all paperwork. The two employees final day with CAPK will be on Friday, August 12, 2016.

d. Employee Satisfaction Survey Summary Report – Ralph Martinez, Director of Community Development – **Info Item**

Ralph Martinez stated late last year, the Community Development Division conducted an Employee Satisfaction Survey and was sent to all 800 CAPK employees. The majority of the responses were from the Head Start and Early Head Start program. The majority of the respondents were moderately satisfied working in the programs and/or division and at CAPK in general. The three (3) responses with the highest rates of employee satisfaction were, understanding of how their jobs contribute to CAPK's mission; familiarity with the agencies mission and vision statement, and good relationships with co-workers. The three (3) responses with the lowest rates were that management understands the importance of work/life balance, wage/salary compensation, and communication between leadership and employees.

Ralph stated his department is working on addressing some of these by expanding outreach efforts and Louis Medina, will be looking at communication both internally and externally. The second is they created an employee recognition committee and will identify and develop employee appreciation programs. He stated last month Jeremy Tobias initiated a monthly Company Managers Meeting as they felt it was important to have everyone come together rather than hold separate departmentalized meetings.

Curtis Floyd asked if the survey was sent to San Joaquin and Patricia Mallard stated that yes, it was sent to them.

Warren Peterson asked if this was the first outreach and was there a reason why this was conducted and Ralph stated it is a requirement per the new National Performance Standards.

Warren wanted to know what the agency turnover rate is and Michele Nowell stated it is about 12%.

e. 2016-2017 Early Head Start and Head Start School Readiness Goals – Leslie Mitchell, Administrator of Education Support Services. – **Action Item**

Yolanda Gonzales introduced Carolyn Coffey who will present on behalf of Leslie Mitchell.

Carolyn Coffey stated every year the Head Start/State Child Development Division develops yearly School Readiness goals using the end of the year data to implement high quality care and high quality teaching. The goals are divided in five domains that are aligned with the Desired Results System and the Head Start Early Learning Outcomes. The domains are: approaches to learning, social emotional development, language literacy development and physical development.

Yolanda Gonzales stated these goals are also given to the parents to work with their children at home. This gives information as to where we need to strengthen and the types of training that need to be provided to staff.

Motion was made and seconded to approve the 2016-2017 Early Head Start and Head Start School Readiness Goals. Carried by unanimous vote. (Floyd/Plane)

f. Application Status Report and Funding Requests – Ralph Martinez, Director of Community Development – **Info Item**

Ralph Martinez stated two (2) awards were received; Kern Family Health Care for the \$2,000 to the East Kern Family Resources Center and from Kaiser Permanente for \$10,000 for the Friendship House Community Center. Ralph stated there are two (2) funding requests that will be submitted; to Walmart State Giving Program for the Food Bank and to Wells Fargo for the Community Development Division.

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

Ralph Martinez stated Wells Fargo approach the agency in terms of where the agency was headed with the Financial Literacy program and they would like to support the effort and to try to start a pilot personal microloan program. He stated this is something Gabriella Mello, from Wells Fargo has done in the past with other agencies and we would be working closely with another entity where the program was established already. He is hoping to start off small with a pilot program and if successful, then start expanding the services. The program with the micro-loans will be personal loans or can be used for a business and the clients we target might normally have a hard time finding someone who will give them a small loan without being charged astronomical rates.

Curtis Floyd stated he has no issues with the Financial Literacy and agrees it is needed. However, he has some concerns with the micro-loans. He addressed of how we would assist the individual with completing the application and wanted to know if it was for a loan. Ralph stated that is what the application is for. Curtis asked who will be giving the loan and Ralph stated that the agency will. Curtis wanted to clarify that Wells Fargo was giving the agency money and then the agency would loan the money to clients who will then pay back CAPK and Ralph stated that was correct. Curtis wanted to know what the interest rates are for the loans and Ralph stated the interest rates have not been determined at this time. Curtis wanted to know if CAPK has insurance for any issues that may arise with giving loans to people and any liabilities with regards to that. Jeremy Tobias stated that many of the items discussed have been set up yet, as the program has not been established yet, and we would still need to develop the program. Wells Fargo would walk CAPK through their parameters and we would develop certain standards based on what Wells Fargo gives us and once we have the program developed, it would come back to the board. Items such as the loan amounts, and terms have not been defined yet, as this is merely an application to Wells Fargo for funding of a possible program.

Warren Peterson wanted to know if it was a secured loan by Wells Fargo in case of default so the agency is not held liable and Jeremy stated Wells Fargo would not be involved in the loans.

He stated that Wells Fargo has done this same program in other communities and with other CAP agencies, and they approach us to see if we wanted to consider it here in Kern County.

Curtis stated he does not approve and will not vote for this funding request and wants to review the paperwork supporting this program and as far as even applying for it. He stated there is a lot of liability and a lot of issues there. He said that for \$30,000 the agency is taking on a lot of risk for giving out small loans.

Jeremy asked Ralph if the funding would still be available if we do not submit the application right now. Ralph stated the funding is available now.

Warren suggested that the individual Ralph mentioned earlier, who contacted him, could give a presentation and provide further information about the microloans.

Jeremy asked if Gabriella gave Ralph a timeline for the application to be submitted and Ralph stated Wells Fargo wants to do it as quickly as possible. Jeremy wanted to know if Ralph felt this was something that could be brought back to the Board next month and Ralph stated probably not, as Wells may not have the funding at that time.

Curtis stated for the amount of \$30,000 for a staff member do the Financial Literacy program and then to issue out part of that money it is a lot of liability, time and work and will cost more than \$30,000.

Jeremy asked Ralph if Wells Fargo would allow CAPK to use the money to start up only the Financial Literacy program and then come back to the Board with a possible micro-lending program. Ralph stated Wells Fargo is very interested in starting the microloan program here in Kern County.

Fred Plane asked if Ralph could get more information on how the program was set up in Tulare and Visalia. Ralph stated they contacted Visalia, and if CAPK receives the funding, then they have all the paperwork to guide CAPK. He stated it has been a successful program and they are willing to help us develop the program.

Jeremy Tobias stated the committee has some options, they can deny the request or the committee can condition their approval to say the micro-loan program is not to be initiated until the paperwork is brought back to the Board, which was the initial plan but the committee can strongly emphasize it and make it clear as part of the motion until the Board approves all the paperwork.

Fred Plane motioned that the agency only applies for the funding, but the program can't be implemented until all the details come back to the Board or appropriate Committee.

Curtis stated he wants to see the paperwork before even applying and will not approve this item.

Jeremy asked for clarification on the motion and Fred stated the motion is only to apply and there is no acceptance or implementation until it comes back to the Board.

Motion was made and seconded to approve to only apply for the money and not to accept or implement until brought back to the board. (In Favor: Plane/Warren) (Against: Corrigan/Floyd)

Garth Corrigan stated the motion does not carry, but the committee might be opened to it once more information is received and a special meeting is scheduled.

Jeremy stated staff will work with Wells Fargo on obtaining all the program specifics and requirements, and will send the information to the Executive Committee and eventually either schedule a special meeting, a conference call or send to the full Board.

g. Head Start and Early Head Start Budget to Actual Reports – Donna Holland, Fiscal Manager – ***Info Item***

- Kern Head Start & Early Head Start Budget to Actual for the Period Ending June 30, 2016

Donna Holland stated CAPK was issued a Notice of Award for the 1.8% Cost of Living Adjustment (COLA), which is effective March 1, 2016. The review is reflected in the budget, however, the expense will not be reflected until the Head Start employees have been paid their retroactive COLA's. The federal portion of the COLA increase was \$410,753. In personnel and fringe benefits, the majority of employees are off during the months of June and July so the actual salaries are not expended equally over the program year. Funds in the equipment category were budgeted for the purchase of four (4) program vehicles and three playground/shade structures. However, these purchases have not been made yet. The non-federal share budget increased by \$102,689 as a result of the COLA award.

- San Joaquin Early Head Start Budget to Actual for the Period Ending June 30, 2016

Donna Holland stated CAPK was issued a Notice of Award for the 1.8% Cost of Living Adjustment (COLA), which is effective February 1, 2016. The federal portion of the COLA increase was \$88,344. Expenditures in personnel and fringe benefits are less than budgeted at this point in the year due to vacancies and turnover. Expenditures for travel are higher than anticipated at this point in the program year and staff are monitoring and have identified savings in other areas to cover these costs. The non-federal share budget increase by \$22,086 as a result of the COLA award.

- Partnerships Early Head Start Child Care Budget to Actual for the Period Ending June 30, 2016

Donna Holland stated staff expects to fully expend the remaining start-up funds. Savings are expected in the personnel and fringe benefits category. Expenditures for supplies are higher than anticipated at this point in the program year. Staff are monitoring and have identified savings in other areas to cover these costs. In training and technical assistance, the Office of Head Start has advised grantees that a request to carry over unexpended funds should be submitted prior to the end of the funding period. The non-federal share is at 32% of the budget.

h. Finance Director Report – Christine Anami, Director of Finance

- Discretionary/ Fund Raising Funds Analysis, June 2016 – ***Info Item***

William Richmond presented on behalf of Christine Anami and stated the net increase to the Discretionary/Fund Raising funds was \$67,602.89 and the net for the 2016 awards banquet gain is \$38,986.24.

- Financial Report, June 2016 – ***Info Item***

William Richmond presented on behalf of Christine Anami and stated they did not need to borrow on the line of credit in June, in the previous month of May they did borrow \$50,000 on the line of credit with an interest expense of \$5.86. He stated total operating cash was \$1,430,035.33.

7. **Committee Member Comments**

No comments were made.

8. **Closed Session**

No session was held.

9. **Next Scheduled Meeting**

Executive Committee Meeting  
Wednesday, December 14, 2016  
12:00 p.m.  
5005 Business Park North  
Bakersfield, California 93309

10. **Adjournment**

The meeting adjourned at 1:27pm.

# COMMUNITY ACTION PARTNERSHIP OF KERN

## MEMORANDUM

**To:** Executive Committee

**From:** Emilio G. Wagner, Director of Operations

**Date:** July 13, 2016

**Subject:** *Agenda Item 6a:* Selection of Workers Compensation Insurance Coverage for 2016-2017 – Action Item

---

The workers compensation policy of CAPK is due to expire on July 31, 2016 and requires a renewal to prevent a lapse of coverage. In an effort to receive timely competitive proposals, Clifford and Bradford the insurance broker that represents CAPK, requested proposals 90 days prior to the expiration of the worker compensation policy. As is the case every year, insurance carriers have not been timely in their response which has delayed staff recommendation to the Executive Committee. The Operations Division apologizes for the limited time to review the proposals and staff recommendation.

During the 2012-2014 covered years CAPK experienced a spike in workers compensation claims which caused an increase in the Experience Modification Factor from 112% to 124% for the 2015-2016 renewal. For the 2016-2017 year the experience modification went up one percent to 125%. As a result staff does expect to see a slight increase in premium for the 2016-2017 renewal.

As the Committee members may remember Berkshire Hathaway was selected for the 2015-2016 year with a premium of \$899,131. Due to the slight increase in the experience modification staff are expecting an increase in premium.

Clifford and Bradford has solicited proposals from 16 insurance carriers in an attempt to find the most qualified and cost effective coverage provider. As part of the Clifford and Bradford's services they evaluate the proposals to ensure that the most cost effective proposal will meet the needs of CAPK. Since staff did not have the results of the proposals at the time of drafting this memo, they will presented during the Executive Committee along with Clifford and Bradford's professional opinion as to which insurance carrier to award.

**Recommendation:**

Staff recommends the Executive Committee approves the selection made by Clifford and Bradford for the 2016-2017 Workers Compensation Insurance Coverage.

# COMMUNITY ACTION PARTNERSHIP OF KERN

## MEMORANDUM

**To:** Executive Committee

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

**Date:** July 13, 2016

**Subject:** *Agenda Item 6b:* Approval of a two percent Cost of Living Adjustment (COLA) to employee wage rates – Action Item

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At the last Board of Directors meeting of June 29, 2016 a 2% Cost of Living Adjustment (COLA) was approved for all employees in the Head Start family of programs. This was driven by a funding increase received as part of a 1.8% contract adjustment and approved through the Head Start federal budget. The Head Start family of programs, including Central Kitchen includes 590 employees.

On April 27, 2016 the Board of Directors approved a 4% COLA specifically for WIC employees, as part of a newly approved four-year funding contract that included a rare budgetary increase, and a savings due to the new indirect cost rate of 10%. This allowed us to do some catch-up for the prior contract years that were lean, and offered a lack of funding increases. Another WIC COLA is not planned for at least the next two years of the contract. It also helps in moving employees into the minimum end of the salary ranges. Our WIC program includes 82 employees.

As a final step of these approved Head Start and WIC COLAs, I am recommending a 2% COLA for the remaining employees not covered by those actions. Our remaining employee count for all other programs is 156.

Some of our other programs have received contract funding increases as well. For example CSBG includes a 6% funding increase this year, and covers the costs for many of our remaining programs such as Food Bank, Friendship House, Shafter Youth Center and VITA. Our Energy program has seen significant increases in overall funding due to new programs such as LIWP and Solar. Staff has reviewed the various program budgets, and they are all able to sustain a 2% employee COLA. Many programs typically include modest allowances for salary increases in their annual budgets, so this increase will not have a significant effect on our program budgets or operations.

The most recent COLA approved for employee wages was a 2.5% increase effective on March 1, 2014, so it has been two years since our last employee wage COLA. The overall annual cost of this COLA for the remaining 167 employees and programs will be approximately \$121,000.

Due to unique funding constraints and regulations for each program and contract, the COLA could vary slightly by program, and may be implemented on different schedules. In general the COLA would be implemented for the remaining employee groups as follows: a 2% COLA for the Migrant Alternative Childcare Program (MCAP) employees effective July 4, 2016 as part of the new contract year; and a 2% COLA for all others effective with the agency fiscal year of March 1, 2016. It should be noted that MCAP

employees will receive a one-time incentive of approximately \$500, from their previous contract year ending June 30, 2016.

Recommendation:

Staff recommends approval of a 2% COLA for all CAPK employees not covered by the previously approved Head Start and WIC COLA with effective dates as follows: MCAP program employees effective on July 4, 2016; all other remaining employees effective March 1, 2016.



# COMMUNITY ACTION PARTNERSHIP OF KERN

## MEMORANDUM

**To:** Executive Committee

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

**Date:** July 13, 2016

**Subject:** *Agenda Item 6c:* Close out of the CAPK HIV Prevention and Testing program – Info Item

---

As the Board of Directors is aware, the funding for our HIV Prevention and Testing program has come to an end. The County of Kern Mental Health Department informed us that the State of California was ending the funding of this federal program (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 California's Acquired Immune Deficiency Syndrome (AIDS) case rate has fallen below a minimum threshold and the entire state no longer qualifies as an HIV Early Intervention Services designee. 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 and the Program Specialist is Shantell Waldo. Our contract originally was set to expire on June 30, 2016, but the county agreed to extend it through September 30, 2016 in order to allow us to completely spend down the remaining contract funding and to allow for adequate time to correctly shut down the services.

Our staff will end all services to the public on Friday, July 29, 2016. Staff will continue to work on closing out files and finishing all paperwork. The employees final day with CAPK will be on Friday, August 12, 2016.

# COMMUNITY ACTION PARTNERSHIP OF KERN

## MEMORANDUM

**To:** Executive Committee

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

**Date:** July 13, 2016

**Subject:** *Agenda Item 6d:* Employee Satisfaction Survey summary report – Info Item

---

In late 2015 the Community Development Division conducted an Employee Satisfaction Survey and sent the survey to all 800 employees at CAPK. Similar surveys had been completed in the past as a best practice, but now these types of employee engagement activities are being mandated through the new National Performance Standards.

A copy of the survey summary report is attached for your review. The summary has been released to all employees. The survey proved to be an excellent tool to help determine our agency's strengths as well as what and where we need to improve. Before the end of this year, we will again be encouraging staff participation in an employee satisfaction survey and we will continue to conduct these surveys moving forward.

Many of the highlights of the survey aligned well with our agency goals, and offered the ability to add to, and fine tune many initiatives that are underway. At the end of the summary report you will see a list of initiatives which are being undertaken to improve in the areas that were seen as weaknesses.

Attachment: Employee Satisfaction Survey summary report

# COMMUNITY ACTION PARTNERSHIP OF KERN (CAPK)

## 2015 Employee Satisfaction Survey Analysis

### Summary Report

In 2015, the CAPK conducted a survey of CAPK employees to help determine their satisfaction level working in their programs/divisions and with CAPK as an agency. The survey, in English and Spanish, was made available online and in paper form. Employees were asked to disagree or agree with 52 statements and questions related to working at CAPK. We received responses from 346 employees. Responses to the questions followed a scale that ranged from *Strongly Disagree* = 1 to *Strongly Agree* = 5.

**CAPK Employees:** 800

**Surveys Received:** 346

**Response Rate:** 43%

**Division with most responses:** Head Start/State Child Development

Division directors and their program managers are encouraged to meet with their staffs to discuss ways to address the topics of employees' concerns and dissatisfaction indicated in the survey results.

It is our hope that the 2016 survey will result in a greater number of employee responses. Future plans will also be designed to provide division-specific and program-specific results which can further help to identify areas that need improvement and where we are doing well.

#### Major Findings:

- The majority of responses were from the Head Start and Early Head Start programs.
- The majority of respondents were *moderately satisfied* working in their programs/ divisions and at CAPK in general.
- The three responses with the highest rates of employee satisfaction included:
  - Understanding of how their jobs contribute to CAPK's mission;
  - Familiarity with CAPK's mission and vision statement; and
  - Good relationships with co-workers.
- Three of the responses with the lowest rates of employee satisfaction included:
  - Management understands the importance of work/life balance;
  - Wage/salary compensation; and
  - Communication between leadership and employees.
- CAPK's major strengths as an organization were identified as:
  - Helping low-income people; and
  - Providing community services.
- CAPK's major weaknesses/limitations were identified as:
  - Inefficient internal communication;
  - Ineffective leadership; and
  - Low pay.

As a result of the information gathered by this survey, CAPK will be implementing several initiatives, including but not limited to:

- Expanding our Outreach and Advocacy department to place greater emphasis on our internal communications with employees (emphasizing both internal and external communications);
- Creating an Employee Recognition Committee;
- Updating the CAPK Strategic Plan to include employee satisfaction goals and strategies;
- Initiating monthly meetings that will include at a minimum all managers, division directors, and the executive director;
- Holding more meetings at various program locations, not always at BPN;
- Continuing to conduct annual employee satisfaction surveys and sharing key findings with all employees and the Board of Directors; and
- Sharing key components of compensation studies with employees.

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# COMMUNITY ACTION PARTNERSHIP OF KERN

## MEMORANDUM

**To:** Executive Committee

**From:** Leslie Mitchell, Administrator of Education and Support Services

**Date:** July 13, 2016

**Subject:** *Agenda Item 6e: 2016-2017 Early Head Start and Head Start School Readiness Goals - Action Item*

---

The Head Start / State Child Development division develops yearly School Readiness goals using our end of the year data to implement high quality care and high quality teaching. The School Readiness Goals drive and strengthen our educational year by offering strategies to our families and teaching staff to work alongside with children to create developmental learning outcomes.

The goals are divided in five domains that are aligned with the Desired Results System and the Head Start Early Learning Outcomes. The domains are: Approaches to Learning, Social Emotional Development, Language Literacy Development and Physical Development. In order to ensure children's success each center, partnership and home based educator will receive a copy for implementation. The School Readiness Goals are attached for your review and approval.

**Recommendation:**

Staff recommends the Executive Committee approves the 2016-2017 Early Head Start and Head Start School Readiness Goals.

Attachment: 2016-2017 Early Head Start and Head Start School Readiness Goals



# Community Action Partnership of Kern

Head Start/ State Child Development



## School Readiness Goals 2016-2017



*Policy Council Approval*  
July 2016

*Board of Directors Approval*  
July 2016

Early Head Start / Head Start / State Child Development

## SCHOOL READINESS PLAN 2016-2017

### HEAD START AND STATE CHILD DEVELOPMENT EDUCATION DIVISION

#### OVERVIEW

Program staff will support Early Head Start and Head Start in the effort to improve outcomes for children, and to strengthen school readiness for children and families. We will implement this by following Head Start Early Learning Outcomes Framework (HSELOF), Parent, Family and Community Engagement Framework, California's Early Learning Development System, and child data sources from screenings and assessments. The HSELOF foundations are written for each of the domains based on research and evidence and are enhanced with expert practitioners' suggestions and examples; their purpose is to promote understanding of children's learning and to guide instructional practice. It is anticipated that teachers, administrators, parents, and policymakers will use the HSELOF as a springboard to augment efforts to enable all young children to acquire the competencies that will prepare them for success in school.

Our School Readiness goals have been developed by using current data and ongoing child assessments that include the *DRDP 2015, A Developmental Continuum from Early Infancy to Kindergarten Entry*, implemented into the classroom during 2015- 2016-school year. The primary goals were determined by analyzing and comparing children's data from the Spring Assessment (2015-2016), which aggregated all three (3) assessments periods (Fall, Winter & Spring). School Readiness Goals will reflect successful learning across five key areas of learning and development; Approaches to Learning, Social Emotional Development, Language and Literacy, Cognition and Perceptual Motor and Physical Development.

Program staff will work in partnership with families to support Parent, Family and Community Engagement Outcomes that supports school readiness goals. The partnership between parents and Head Start/Early Head Start staff is fundamental to children's current and future success in school readiness and beyond.

Our Program and partnerships will continue to research and remain abreast on the most current information on school readiness for **Early Head Start, Head Start, and Home-Based option**. We will also individualize plans for each child with input from **Family Services** and our **Local Education Agencies**. The School Readiness Plan will be used to help identify training topics to support professional development. Trainings will be offered during pre-services and throughout the upcoming program year.



## **BACKGROUND**

Data Aggregation is the key element to ensure good practices when designing or identifying program improvement. Head Start / State Child Care has utilized the following data-sources: ChildPlus Net, Developmental Brigance Screening; ASQ-3, ASQ:SE-2, Child Care Results, Desired Results Developmental Profile (2015), CLASS, ECERS, and ITERS.

Recognizing that collaboration is vital for children's success, the following representatives analyzed, planned, reviewed and shared their recommendations in the development of the **Early Head Start & Head Start School Readiness Goals**:

**Phase One:** April, 2016

2016-2017 School Readiness Goals Data Aggregation and Analysis.

**Phase Two:** April 12, 2016

2016- 2017 Collaborative School Readiness Meeting

**Phase Three:** May 12, 2016

2016- 2017 School Readiness Goal setting Collaborative Meeting

**Phase Four:** June 6-10

2016-2017 School Readiness Review and Feedback

**Phase Five:** July 2016

2016 – 2017 School Readiness Goals Approval

**Phase Six:** July– September 2016 School Readiness Training and Implementation.



# EARLY HEAD START/HEAD START 2016-2017 SCHOOL READINESS GOALS



## **APPROACHES TO LEARNING – SELF-REGULATION**

**GOAL:** Children will exhibit increased skills in the area of approaches to learning, including improved attention.



## **SOCIAL AND EMOTIONAL DEVELOPMENT**

**GOAL:** Children will strengthen their skills in the area of social behavior, emotional regulation, and emotional well-being.



## **LANGUAGE AND LITERACY DEVELOPMENT**

**GOAL:** Children will demonstrate increased communication, language, and emergent literacy skills.



## **ENGLISH LANGUAGE DEVELOPMENT**

**GOAL:** Children will demonstrate increased communication, language, and emergent literacy skills.



## **COGNITION AND GENERAL KNOWLEDGE (INCLUDING MATH AND SCIENCE)**

**GOAL:** Children will strengthen their skills in the area of cognition, including Math and Science.



## **PHYSICAL DEVELOPMENT-HEALTH**

**GOAL:** Children will display improved personal care routines.



## Early Head Start

### Approaches to Learning-Self-Regulation (ALT-REG):

Approaches to learning focuses on how children learn. It refers to the skills and behaviors that children use to engage learning.

<b>Goal:</b> Children will demonstrate improved approaches toward learning, including improved attention skills.		
<b>Objective:</b> By Spring 2017, infants and toddlers will develop the capacity to pay attention to people, things or the environments when interacting with others or exploring play materials.		
<b>Young Infants:</b> 80% will be at the “Responding Later” level or above in Measure ATL-REG 1: Attention Maintenance	<b>Older Infants:</b> 80% will be at the “Exploring Earlier” level or above in Measure ATL-REG 1: Attention Maintenance	<b>Toddlers:</b> 60% will be at the “Exploring Later” level or above in Measure ATL-REG 1: Attention Maintenance
<b>Family Engagement Outcome</b> Families as Lifelong Educators	<b>Objective:</b> By Spring 2017, families will have increased understanding to support their child’s Approaches Toward Learning in the effort to prepare them for school as measured by pre and post surveys at parent meetings and trainings.	
<b>Effective Teaching Strategies</b>		<b>Effective Family Activities</b>
<b>Caregivers Will:</b> <ul style="list-style-type: none"> <li>• Ensure learning environments are engaging but not overstimulating</li> <li>• Adjust pacing to child’s needs</li> <li>• Use reciprocal interactions</li> <li>• Expand upon the child’s activity and interest</li> <li>• Provide one or two materials at a time</li> <li>• Limit directions to one step at a time</li> <li>• Reinforce directions visually by using pictures or pair pictures with word cues</li> <li>• Demonstrate the activity</li> </ul>		<b>Families will:</b> <ul style="list-style-type: none"> <li>• Provide positive, loving responses while observing you’re your child engaged in explorations</li> <li>• Talk to your child at their eye level</li> <li>• Establish and practice consistent routines</li> <li>• Describe to your child what they are doing (diapering, feeding, dressing, etc.)</li> <li>• Ensure your home environment is engaging but not overstimulating</li> </ul>

# Head Start

## Approaches to Learning-Self-Regulation (ALT-REG):

Approaches to learning focuses on how children learn. It refers to the skills and behaviors that children use to engage learning.

<b>Goal:</b> Children will demonstrate improved approaches toward learning, including improved attention skills.	
<b>Objective:</b> By Spring 2017, children will increasingly develop strategies for regulating feelings and behavior, becoming less reliant on adult guidance over time.	
<b>3 year olds:</b> 80% will be at the “Exploring Later” level or above in Measure ATL-REG 5	<b>4 year olds:</b> 80% will be at the “ Building Earlier” level or above in Measure ATL-REG 5
<b>Family Engagement Outcome</b> Families as Lifelong Educators	<b>Objective:</b> By Spring 2017, families will have increased understanding to support their child’s Approaches Toward Learning in the effort to prepare them for school as measured by pre and post surveys at parent meetings and trainings.
Effective Teaching Strategies	Effective Family Activities
<b><u>Teachers Will:</u></b> <ul style="list-style-type: none"> <li>• Post classroom rules with 4 to 5 pictures representing those rules.</li> <li>• Explain the reasons for the rules and help children understand why particular behaviors are not acceptable.</li> <li>• Create a “safe place” in the classroom environment.</li> <li>• Use conflict resolution strategies such as, hearing both sides of the story, asking children how they feel about what happened, and using appropriate consequences.</li> <li>• Set up intentional play scenarios to practice specific social emotional skills for example, sharing space and materials.</li> <li>• Use a “feelings chart” to identify facial expressions that go along with feelings.</li> <li>• Use social stories to model desired behaviors and strategies</li> <li>• Help children detect, interpret cues about how someone is feeling.</li> </ul>	<b><u>Families will:</u></b> <ul style="list-style-type: none"> <li>• Exercise wait time before supporting your child through a conflict to provide opportunities to find their own solutions.</li> <li>• Model using self-talk with your child to help him/her to verbalize his/her thoughts and guide his/her own behavior, for example: “say to yourself, ‘Stop. Calm down. “I’m getting mad, but I don’t need to hit anyone’.”</li> <li>• Make your child feel special, make time for him/her to share special interest with you, for example: share a favorite book or have them tell you about a recent experience.</li> <li>• Tell your child about your interests, for example: things you enjoy and what you liked to do as a child.</li> <li>• Model self-regulating behavior, for example: deep breathing, taking a walk, counting 1-10, or listening to soft music.</li> </ul>

## Early Head Start

### Social and Emotional Development (SSD):

Positive social and emotional development in the early years provides a critical foundation for lifelong development and learning.

<b>Goal:</b> Children will demonstrate improved social behavior, emotion regulation and emotional well-being.		
<b>Early Head Start Objective:</b> By Spring 2017, infants and toddlers will increasingly develop close relationships with one or more familiar adults and interacts in an increasingly competent and cooperative manner with familiar adults.		
<b>Young Infants:</b> 80% will be at the “Responding Later” level or above in Measure SED 3	<b>Older Infants:</b> 80% will be at the “Exploring Earlier” level or above in Measure SED 3	<b>Toddlers:</b> 55% will be at the “Exploring Later” level or above in Measure SED 3
<b>Family Engagement Outcome</b> Families as Lifelong Educators	<b>Objective:</b> By Spring 2017, families will have increased understanding to support their child’s Approaches Toward Learning in the effort to prepare them for school as measured by pre and post surveys at parent meetings and trainings.	
<b>Effective Teaching Strategies</b>		<b>Effective Family Activities</b>
<b>Caregivers Will:</b> <ul style="list-style-type: none"> <li>Adapt pace to the child’s needs.</li> <li>Responds promptly and consistently to children’s needs.</li> <li>Mirror child’s attempts at interactions with adults.</li> <li>Smile frequently at children as you interact with them. This helps establish positive relationships.</li> <li>Interact frequently each day during regular routines, talking, singing, and playing.</li> <li>Follow the child’s lead.</li> <li>Set clear, reasonable age appropriate expectations.</li> <li>Model respectful relationships with other adults in the program.</li> <li>Using picture cues to demonstrate steps for calming.</li> </ul>		<b>Families will:</b> <ul style="list-style-type: none"> <li>Interact frequently each day during regular routines, talking, singing, and playing.</li> <li>State rules in positive terms for example; “walk inside the house,” instead of “no running”.</li> <li>Establish and practice consistent routines.</li> <li>Share with your child what is going to happen during the day, for example, “Grandma is going to pick you up from school because Mommy has an appointment”.</li> <li>Try to have clear routines during the day, and let your child know what will happen next. Have a reading time and quiet time each day.</li> </ul>

## Head Start

### Social and Emotional Development (SSD):

Positive social and emotional development in the early years provides a critical foundation for lifelong development and learning.

<b>Goal:</b> Children will demonstrate improved approaches toward learning, including improved attention skills.	
<b>Objective:</b> By Spring 2017, children will show developing understanding of people's behaviors, feelings, thoughts and individual characteristics.	
<b>3 year olds:</b> 80% will be at the "Exploring Later" level or above in Measure SED-2	<b>4 year olds:</b> 80% will be at the "Building Earlier" level or above in Measure SED-2
<b>Family Engagement Outcome</b> Families as Lifelong Educators	<b>Objective:</b> By Spring 2017, families will have increased understanding to support their child's Approaches Toward Learning in the effort to prepare them for school as measured by pre and post surveys at parent meetings and trainings.
Effective Teaching Strategies	
<b><u>Teachers Will:</u></b> <ul style="list-style-type: none"> <li>• Guide and coach children's behavior by using positive, respectful phrasing and tone to prompt problem solving and to give brief instructions and reminders.</li> <li>• Model behavior and attitudes that are warm, respectful, and caring.</li> <li>• Label children's feelings of upset, sadness, and other emotions that convey distress.</li> <li>• Prompt and guide desired behavior by suggesting specific, caring actions that may help another child in distress.</li> <li>• Read and tell stories that include characters in distress as well as the caring responses of others, i.e. <i>The Runaway Bunny</i>.</li> <li>• Engage in authentic conversations with a small group of children.</li> </ul>	<b><u>Families will:</u></b> <ul style="list-style-type: none"> <li>• Share stories with your child about what you were like as a child and the ways that you have changed and grown.</li> <li>• While reading a story to your child, talk about what the characters might be feeling and why.</li> <li>• Start a special good-bye ritual with your child (e.g. a hug, kiss or special words followed by a wave at the window) when you leave. A predictable routine is reassuring and makes the transition easier.</li> <li>• Model behavior and attitudes that are warm, respectful, and caring.</li> </ul>

## Early Head Start

### Language and Literacy Development (LLD)

Communication is fundamental to the human experience, and language and literacy are essential to children's learning.

<b>Goal:</b> Children will demonstrate improved communication, language and emergent literacy skills.		
<b>Objective:</b> By Spring 2017, By Spring 2017, infants and toddlers will increasingly develop from non-verbal communication to using language with increasingly complex words and sentences.		
<b>Young Infants:</b> 80% will be at the "Responding Later" level or above in Measure LLD 3	<b>Older Infants:</b> 80% will be at the "Exploring Earlier" level or above in Measure LLD 3	<b>Toddlers:</b> 60% will be at the "Exploring Later" level or above in Measure LLD 3
<b>Family Engagement Outcome</b> Families as Lifelong Educators	<b>Objective:</b> By Spring 2017, families will have increased understanding to support their child's Approaches Toward Learning in the effort to prepare them for school as measured by pre and post surveys at parent meetings and trainings.	
<b>Effective Teaching Strategies</b>		<b>Effective Family Activities</b>
<b>Caregivers Will:</b> <ul style="list-style-type: none"> <li>Interact frequently each day during regular routines, such as, talking, singing, and playing.</li> <li>Talk often using rich language to describe objects, events, and people in the environment.</li> <li>Use self-talk and parallel talk throughout the day.</li> <li>Imitate the children's attempts to communicate, such as, gestures, cooing, and words.</li> <li>Consistently engage in back and forth verbal exchanges with infants using pauses and eye contact to encourage turn taking.</li> <li>Build on the children's language, rephrase what the child says and add more.</li> <li>Give adequate wait time so children can process what they hear and take part in simple conversation.</li> <li>Listen to and repeat songs and rhymes.</li> <li>Play games using words, for example, 'I Spy'.</li> </ul>		<b>Families will:</b> <ul style="list-style-type: none"> <li>Interact frequently each day during regular routines, while talking, singing, and playing with your child.</li> <li>Use self-talk (describe your actions with words, "I'm washing my hands") and parallel-talk (describe your child's actions, "You're holding a spoon").</li> <li>Describe the environment, your child's actions, and what is happening throughout the day.</li> <li>Sing age appropriate songs and rhymes to your child.</li> <li>Build on your child's language, for example, when your child says "milk", you can say "do you want more milk?"</li> </ul>

## Head Start

### Language and Literacy Development (LLD):

Communication is fundamental to the human experience, and language and literacy are essential to children's learning.

<b>Goal:</b> Children will demonstrate improved communication, language and emergent literacy skills			
<b>Objective:</b> By Spring 2017, children will show increasing awareness of letters in the environment and their relationship to sound, including understanding that letters make up words			
<b>3 year olds:</b> 80% will be at the “Exploring Later” level or above in Measure LLD 9		<b>4 year olds:</b> 80% will be at the “Building Earlier” level or above in Measure LLD 9	
<b>Family Engagement Outcome</b> Families as Lifelong Educators	<b>Objective:</b> By Spring 2017, families will have increased understanding to support their child’s Approaches Toward Learning in the effort to prepare them for school as measured by pre and post surveys at parent meetings and trainings.		
<b>Effective Teaching Strategies</b>		<b>Effective Family Activities</b>	
<b>Teachers Will:</b> <ul style="list-style-type: none"><li>• Sing the alphabet song in the classroom and say each letter slowly so children can hear each letter with its correct punctuation.</li><li>• Focus on letters as part of meaningful activities throughout the day that are relevant to the children&gt; (Ex. You may say, “That word begins with the first letter of your name Ray. It begins with the letter R.)</li><li>• Use labels in the classroom to help the children recognize print in their everyday lives such as numbers, letters, their name, words and familiar logos and signs.</li><li>• Encourage sensory inquiry with the letters of the alphabet. Children will probe, inspect, and analyze letters of the alphabet in a variety of ways and outlets, including but not limited to salt trays, magnetic letters, felt letters, or by forming letters with their bodies.</li><li>• Place sentence strips around the room and reference letters and words throughout the day.</li></ul>		<b>Families Will:</b> <ul style="list-style-type: none"><li>• Read and reread your child’s favorite books or books with rhymes in your home language and encourage your child to retell the story.</li><li>• Provide your child with opportunities to play word games that allows them to identify letters in your home environment such as “Eye Spy”.</li><li>• Provide your child with opportunities to explore letters and sounds in your home. Point out labels on favorite containers, such as, milk cartons, ketchup, cereal etc.</li><li>• Expose your child to different types of literature in a long range of topics in order for them to gain understanding and receive meaning from stories and information from books such as magazines, cereal boxes, and other home items.</li><li>• Provide your child ample time to use writing materials and space for them to use at home to encourage them to draw and scribble stories.</li></ul>	

## Early Head Start

### Cognition, Including Math and Science (COG):

Cognitive development includes reasoning, memory, problem-solving, and thinking skills that help young children understand and organize their world. From preschoolers, this evolves into complex mathematical thinking and scientific reasoning.

<b>Goal:</b> Children will demonstrate improved general cognitive skills.		
<b>Objective:</b> By Spring 2017, By Spring 2017, infants and toddlers will develop an understanding of number and quantity.		
<b>Young Infants:</b> 80% will be at the “Responding Later” level or above in Measure COG 3	<b>Older Infants:</b> 80% will be at the “Exploring Earlier” level or above in Measure COG 3	<b>Toddlers:</b> 60% will be at the “Exploring Later” level or above in Measure COG 3
<b>Family Engagement Outcome</b> Families as Lifelong Educators	<b>Objective:</b> By Spring 2017, families will have increased understanding to support their child’s Approaches Toward Learning in the effort to prepare them for school as measured by pre and post surveys at parent meetings and trainings.	
<b>Effective Teaching Strategies</b>		<b>Effective Family Activities</b>
<b>Caregivers Will:</b> <ul style="list-style-type: none"> <li>• Provide a variety of materials for child to grasp</li> <li>• Provide time for child to explore materials</li> <li>• Songs and rhymes that incorporate numbers</li> <li>• Play peek-a-boo</li> <li>• Model comparison vocabulary for example, more, less, fewer, least, same as, and equal</li> <li>• Use every day activities for opportunities to count for example, “I wonder how many children are here today, let’s count”</li> <li>• Recite finger plays or rhymes about numbers</li> <li>• Sing songs about numbers</li> <li>• Read stories that include numerals and items to count</li> <li>• Provide opportunities for children to count up to 3 items with one to one correspondence</li> </ul>		<b>Families will:</b> <ul style="list-style-type: none"> <li>• Use simple songs, finger plays and chants to encourage number sense.</li> <li>• Provide your child with opportunities to explore items in their environment.</li> <li>• Use every day routines for counting opportunities for example, “1 arm, 2 arms” while helping your child dress.</li> <li>• Complete age appropriate puzzles with your child</li> <li>• Incorporate the sign for more of a specific item being served for dinner for example, if you give your child a carrot on their plate, you can ask “would you like more?” Your child can respond with the gesture for more or the word more</li> <li>• Provide opportunities to count a small quantity of items for example 3 blocks</li> </ul>



## Head Start

### Cognition, Including Math and Science (COG):

Cognitive development includes reasoning, memory, problem-solving, and thinking skills that help young children understand and organize their world. From preschoolers, this evolves into complex mathematical thinking and scientific reasoning.

<b>Goal:</b> Children will demonstrate improved general cognitive skills.					
<b>Objective:</b> By Spring 2017, children will show increasing ability to add and subtract small quantities of objects.					
<b>3 year olds:</b> 80% will be at the “Exploring Later” level or above in Measure COG 4	<b>4 year olds:</b> 80% will be at the “ Building Earlier” level or above in Measure COG 4				
<b>Family Engagement Outcome</b> Families as Lifelong Educators	<b>Objective:</b> By Spring 2017, families will have increased understanding to support their child’s Approaches Toward Learning in the effort to prepare them for school as measured by pre and post surveys at parent meetings and trainings.				
<table border="1"> <thead> <tr> <th>Effective Teaching Strategies</th><th>Effective Family Activities</th></tr> </thead> <tbody> <tr> <td> <b>Teachers Will:</b> <ul style="list-style-type: none"> <li>Encourage counting in everyday interactions and routines.</li> <li>Ask questions that encourage purposeful counting: “I wonder how many stickers Ana has? One, two, three, four. She has four stickers.”</li> <li>Introduce children to the concepts of addition and subtraction through books, songs and games. Example: “Five Little Monkey’s”. Children will solve simple addition and subtraction problems non-verbally (and often verbally) with a very small number of objects.</li> <li>Use addition and subtraction in everyday routines, “You have three cars. Can you give Ana one? How many cars do you have now?”</li> <li>Promote the use of comparison terms (more, same as, fewer, or less) through everyday interactions. The children will understand simple addition and subtraction problems through every day routines.</li> <li>Demonstrate addition and subtraction by teacher-to-teacher talk, zoning and using ratio boards.</li> </ul> </td><td> <b>Families Will:</b> <ul style="list-style-type: none"> <li>Encourage your child to count in everyday activities and routines.</li> <li>Ask your child questions that will encourage purposeful counting. Example: How many cars do you have? Let’s count them.”</li> <li>Introduce your child to addition and subtraction by playing games where they add or subtract objects from a group. Example: “You have 5 grapes, if you eat 2, how many do you have left?”</li> <li>Sing simple songs with your child that introduce the concepts of addition and subtraction. Example: “Five Little Monkeys, This Old Man, and Five Green and Speckled Frogs.”</li> </ul> </td></tr> </tbody> </table>		Effective Teaching Strategies	Effective Family Activities	<b>Teachers Will:</b> <ul style="list-style-type: none"> <li>Encourage counting in everyday interactions and routines.</li> <li>Ask questions that encourage purposeful counting: “I wonder how many stickers Ana has? One, two, three, four. She has four stickers.”</li> <li>Introduce children to the concepts of addition and subtraction through books, songs and games. Example: “Five Little Monkey’s”. Children will solve simple addition and subtraction problems non-verbally (and often verbally) with a very small number of objects.</li> <li>Use addition and subtraction in everyday routines, “You have three cars. Can you give Ana one? How many cars do you have now?”</li> <li>Promote the use of comparison terms (more, same as, fewer, or less) through everyday interactions. The children will understand simple addition and subtraction problems through every day routines.</li> <li>Demonstrate addition and subtraction by teacher-to-teacher talk, zoning and using ratio boards.</li> </ul>	<b>Families Will:</b> <ul style="list-style-type: none"> <li>Encourage your child to count in everyday activities and routines.</li> <li>Ask your child questions that will encourage purposeful counting. Example: How many cars do you have? Let’s count them.”</li> <li>Introduce your child to addition and subtraction by playing games where they add or subtract objects from a group. Example: “You have 5 grapes, if you eat 2, how many do you have left?”</li> <li>Sing simple songs with your child that introduce the concepts of addition and subtraction. Example: “Five Little Monkeys, This Old Man, and Five Green and Speckled Frogs.”</li> </ul>
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## Early Head Start

### Physical Development-Health (PD-HLTH):

Perceptual, motor, and physical development is foundational to children's learning in all areas because it permits children to fully explore and function in their environment.

<b>Goal:</b> Children will demonstrate improved personal care routines.		
<b>Objective:</b> By Spring 2017, By Spring 2017, infants and toddlers will increasingly respond to and initiate personal care routines that support hygiene.		
<b>Young Infants:</b> 80% will be at the "Responding Later" level or above in Measure PD-HTH 6	<b>Older Infants:</b> 80% will be at the "Exploring Earlier" level or above in Measure PD-HTH 6	<b>Toddlers:</b> 60% will be at the "Exploring Later" level or above in Measure PD-HTH 6
<b>Family Engagement Outcome</b> Families as Lifelong Educators	<b>Objective:</b> By Spring 2017, families will have increased understanding to support their child's Approaches Toward Learning in the effort to prepare them for school as measured by pre and post surveys at parent meetings and trainings.	
<b>Effective Teaching Strategies</b>		<b>Effective Family Activities</b>
<b>Caregivers Will:</b> <ul style="list-style-type: none"> <li>Maintain consistent daily routines for example, wash hands before and after meals</li> <li>Model good hygiene practices and self-talk during the activity</li> <li>Talk about what's going to happen for example "I'm going to clean your nose"</li> <li>Create play scenarios for personal care for example, washing a baby doll's hands or having blankets to swaddle a baby doll</li> <li>Provide items in the environment so children can initiate personal care for example, having tissue boxes available for children</li> <li>Initiate toileting activities as the child shows readiness</li> <li>Encourage children to independently begin to brush their teeth and wash hands while supporting them with verbal cues</li> <li>Provide written materials for parents on how to recognize when their child is ready to begin toilet learning</li> </ul>		<b>Families will:</b> <ul style="list-style-type: none"> <li>Maintain consistent daily routines for example, wash hands before and after play time</li> <li>Model good hygiene practices and self-talk during the activity</li> <li>Support your child in performing personal care routines for example, providing a stepping stool so they can reach the sink to wash hands</li> <li>Read books about hygiene and personal care for example "Potty book"</li> <li>Talk to your pediatrician about your child's healthy development</li> <li>Have a timer for brushing teeth</li> </ul>

## Head Start

### Physical Development-Health (PD-HLTH):

Perceptual, motor, and physical development is foundational to children's learning in all areas because it permits children to fully explore and function in their environment.

<b>Goal:</b> Children will demonstrate improved personal care routines.	
<b>Objective:</b> By Spring 2017, children will demonstrate increasing knowledge about nutrition and healthful food choices.	
<b>3 year olds:</b> 80% will be at the "Exploring Later" level or above in Measure PD-HLTH 10	<b>4 year olds:</b> 80% will be at the "Building Earlier" level or above in Measure PD-HLTH 10
<b>Family Engagement Outcome</b> Families as Lifelong Educators	<b>Objective:</b> By Spring 2017, families will have increased understanding to support their child's Approaches Toward Learning in the effort to prepare them for school as measured by pre and post surveys at parent meetings and trainings.
Effective Teaching Strategies	
<b><u>Teachers Will:</u></b> <ul style="list-style-type: none"> <li>• Provide a variety of foods offered from a serving plate.</li> <li>• Encourage exploration of unfamiliar foods so children will try something new and learn to identify them.</li> <li>• Discuss how our body uses food.</li> <li>• Demonstrate that a variety of foods help our bodies to grow healthy.</li> <li>• Encourage and teach proper portion sizes.</li> </ul>	<b><u>Families Will:</u></b> <ul style="list-style-type: none"> <li>• Model for your child and encourage tasting of various foods.</li> <li>• Provide family style meals that encourage choices.</li> <li>• Name food items during shopping.</li> <li>• Identify special foods for holidays and familial culture practices.</li> <li>• Encourage your child to be creative while preparing snacks and giving food choices for preparation.</li> </ul>

## Head Start

### English Language Development

Children who are dual language learners (DLLs) need intentional support for the development of their home language as well as for English acquisition.

<b>Goal:</b> Children will demonstrate improved communication, language and emergent literacy skills.	
<b>Objective:</b> By Spring 2017, children will show an increasing understanding that print in English carries meaning.	
<b>3 year olds:</b> 60% will be at the “Developing English” level or above in Measure ELD 4	<b>4 year olds:</b> 60% will be at the “Building English” level or above in Measure ELD 4
<b>Family Engagement Outcome</b> Families as Lifelong Educators	<b>Objective:</b> By Spring 2017, families will have increased understanding to support their child’s Approaches Toward Learning in the effort to prepare them for school as measured by pre and post surveys at parent meetings and trainings.
<b>Effective Teaching Strategies</b>	<b>Effective Family Activities</b>
<b>Teachers Will:</b> <ul style="list-style-type: none"> <li>Point out print features during shared reading by pointing to the text.</li> <li>Point out print features during shared writing activities.</li> <li>Engage children in purposeful writing activities.</li> <li>Point out the meaning of print around the classroom. An English learner should have their name written in both English and their home language if the alphabet is different.</li> <li>Equip all learning areas with books and written materials.</li> </ul>	<b>Families Will:</b> <ul style="list-style-type: none"> <li>Read to your child at home in your home language. Point to the words as you read.</li> <li>Have your child tell you a story while you write down their words. Read it back to them when they are finished.</li> <li>Take your child to the Library. Introduce them to the wonderful world of books.</li> </ul>

<b>Resources:</b>	<b>Data Aggregation:</b>
<ul style="list-style-type: none"> <li>• Head Start Early Learning Outcomes Framework</li> <li>• California Infant/Toddler Learning &amp; Development Foundations</li> <li>• California Infant/Toddler Curriculum Framework</li> <li>• California Preschool Curriculum Framework</li> <li>• California Preschool Learning Foundations</li> <li>• Parent, Family and Community Engagement Framework</li> <li>• Early Head Start/Head Start School Readiness Goals</li> </ul>	<ul style="list-style-type: none"> <li>• ChildPlus</li> <li>• Developmental Brigance Screening</li> <li>• ASQ</li> <li>• Child Care Results</li> <li>• DRDP (2015) A Developmental Continuum from Early Infancy to Kindergarten Entry</li> <li>• CLASS</li> <li>• ITERS/ECERS</li> </ul>

<b>Professional Development:</b>		
<b>Training Opportunities</b>	<b>Onsite Coaching Opportunities</b>	<b>Printed Materials</b>
<ul style="list-style-type: none"> <li>• California's Early Learning Development Systems.</li> <li>• DRDP (2015)</li> <li>• CLASS</li> <li>• ITERS/ECERS</li> <li>• Creative Curriculum Systems and Fidelity</li> </ul>	<ul style="list-style-type: none"> <li>• Educational Webinars</li> <li>• Practice Based Coaching</li> <li>• CLASS</li> <li>• ITERS/ECERS</li> </ul>	<ul style="list-style-type: none"> <li>• Management bulletins</li> <li>• School Readiness Goals</li> <li>• School Readiness Timelines</li> </ul>

The following representatives analyzed, planed, reviewed and shared their recommendations in the development of the Early Head Start & Head Start School Readiness Goals:

***Administration Team for Head Start and State Child Development Division:***

***Director:*** Yolanda Gonzales, ***Assistant Director:*** Pam Pritchard, ***Program Design and Management Administrator:*** Jerry Meade, ***Education Administrator:*** Leslie Mitchell, ***Fiscal Administrator:*** Donna Holland , ***Data Analyst:*** Chase Rangel

***Early Childhood Education Specialist/CA ECES Coordinator, California TTA Center, a member of OHS TTA System***

Stacey Vierra

***Family Services Team:***

***Family Services and Governance Manager:*** Patty Hinojosa, ***Governance Coordinator:*** Janelle Gonzalez, ***Family Education Coordinators:*** Pamala Roberts, Angela Adams, Priscilla Hicks, Leah Green

***Program Managers:***

Letisha Brooks, Krissie Leach, Elizabeth Williams, MaryAnn Mooney, Doe Ryti

***Education Team:***

***Curriculum Specialists:*** Tracey Wheat, Carolyn Coffey, ***Mentor Coaches:*** Melissa DeWitt, Precious Jenkins, Regina Hines, Tomasa Jara, Virginia Layland, Rosita Curry, Gloria Williams, Teresa Lara, ***Home Based Supervisors:*** Mary J. Lopez, Virginia Sierra

***Health Coordinator and Content Area Specialists: Disabilities, Nutrition, Health, Wellness***

***Health Coordinator*** Rayjean Stone, ***Content Area Specialists-Health:*** Kim Lisenbee, ***Content Area Specialists-Disabilities:*** Delores Patricio, Shirley Park, Susie Martinez, Maria Guadian, ***Content Area Specialists-Wellness:*** Andralette Wilson, Joni Barlow, Edna Quinones, ***Content Area Specialists-Nutrition:*** Lupe Villasana, Desiree Jackson, Roxanne Harris, Janey Felsoci

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

<b>Date Approved</b>	<b>Date of App. Submission</b>	<b>Funding Source</b>	<b>Program/Proposal</b>	<b>Amount Requested</b>
12/9/2015 (Exec)	11/24/2015	USDA/National Institute of Food and Agriculture (NIFA)	Food Bank/Kern Nutrition on Wheels Program	\$ 329,500
2/17/2016 (B&F)	2/25/2016	AstraZeneca	FHCC & SYC/Grow Fit Program	\$ 175,198
3/30/2016 (Board)	2/26/2016	Chevron 2016 Social Investment Program	FHCC & SYC/STEM Program	\$ 21,500
4/20/2016 (B&F)	4/20/2016	California Department of Education	Central Kitchen/Summer Food Service Program	\$ 59,943
5/25/2016 (Board)	5/20/2016	Target Community Engagement	SYC/Art Smart Program	\$ 2,500
6/22/2016 (B&F)	5/26/2016	PG&E	FHCC/Computer Lab Upgrade	\$ 3,000
5/25/2016 (Board)	5/31/2016	U.S Dept of Treasury/ IRS	VITA/Kern VITA Partnership	\$ 961,280
<b>6/22/2016 (B&amp;F)</b>	<b>6/10/2016</b>	<b>The Starbucks Foundation</b>	<b>FHCC &amp; SYC/PREP Works</b>	<b>\$ 49,606</b>
<b>6/22/2016 (B&amp;F)</b>	<b>6/15/2016</b>	<b>United Way of Fresno and Madera Counties</b>	<b>2-1-1 Kern/After-hours &amp; Weekend Call Answering</b>	<b>\$ 39,756</b>
<b>6/22/2016 (B&amp;F)</b>	<b>6/28/2016</b>	<b>Best Buy Foundation</b>	<b>FHCC/Winners Program</b>	<b>\$ 9,800</b>
<b>7/13/2016 (Exec)</b>	<b>6/30/2016</b>	<b>Walmart State Giving Program</b>	<b>Food Bank/Warehouse Equipment</b>	<b>\$ 34,350</b>

**COMMUNITY ACTION PARTNERSHIP OF KERN  
FUNDING REQUESTS AND APPLICATION STATUS REPORT  
AWARDED - JUNE 2016**

<b>Date Approved</b>	<b>Date of Notification</b>	<b>Funding Source</b>	<b>Program/Proposal</b>	<b>Amount Requested</b>	<b>Amount Awarded</b>	<b>Funding Period</b>
11/12/2015 (PRE)	1/8/2016	Dominion Resources	Food Bank/Food & Freight Costs	\$ 2,500	\$ 2,500	1/01/2016-12/31/2016
1/13/2016 (PRE)	1/19/2016	CALEITC4ME	VITA/CalEITC4Me Outreach & Education	\$ 19,000	\$ 16,000	1/20/2016-4/30/2016
12/9/15 (Exec)	1/26/2016	United Way of Kern County (Community Investment)	Food Bank/Food and Freight Costs	\$ 25,000	\$ 10,000	1/01/2016-12/31/2016
12/9/15 (Exec)	1/28/2016	United Way of Kern County (Community Investment)	2-1-1/Operating Costs	\$ 40,000	\$ 30,000	1/01/2016-12/31/2016
N/A	1/29/2016	Anonymous Donation	Food Bank/Drought Relief	N/A	\$ 25,000	N/A
8/05/2015 (PRE)	2/8/2016	The Heffernan Foundation	FHCC/Computer Lab Upgrade	\$ 7,500	\$ 3,500	07/01/2015-06/30/2016
11/18/2015 (B&F)	3/8/2016	Bank of the West	VITA	\$ 1,500	\$ 1,500	10/01/2015-05/31/2016
N/A	3/22/2016	Anonymous Donation	Food Bank/Drought Relief	N/A	\$ 25,000	N/A
1/13/2016 (PRE)	3/24/2016	California Department of Public Health	FHCC & SYC/Sexual Health Information & Education (I&E) Program	\$ 115,000	\$ 80,000	07/01/2016-06/30/2017
1/13/2016 (PRE)	5/23/2016	United Way of Kern County (Emergency Food & Shelter)	Food Bank/Food	\$ 85,000	\$ 84,507	1/16/2015-12/31/2016
<b>5/11/2016 (PRE)</b>	<b>6/20/2016</b>	<b>Kern Family Health Care</b>	<b>East Kern Family Resource Center/ Emergency Supplies Closet</b>	<b>\$ 2,000</b>	<b>\$ 2,000</b>	<b>2016</b>
<b>2/10/2016 (PRE)</b>	<b>2/16/2016</b>	<b>Kaiser Permanente Kern County</b>	<b>FHCC/Grow Fit Program</b>	<b>\$ 13,181</b>	<b>\$ 10,000</b>	<b>7/1/2016-6/30/2017</b>
				<b>TOTAL</b>	<b>\$ 290,007</b>	



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

[illegible]

# Community Action Partnership of Kern Funding Request Profile

**Source of Funds:** Private

**CFDA #** N/A

**Project Name:** Food Bank Equipment

**Division Director:** Carmen Segovia

**Funder Name:** Walmart State Giving Program

**Program Manager:** Glen Ephrom

**Grant Program Name:** Food Bank

☒ **New Funding**

☐ **Re-Application**

**Funding Period:** 9/1/2016 –8/31/2017

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

CAPK is applying to the Walmart State Giving Program for \$34,350 in grant funding to purchase warehousing equipment for the Food Bank. We are requesting a power drive straddle truck with a triple stage mast and motorized pallet jacks to lift and carry pallets and large containers. The equipment is predominantly used in warehouses where maneuverability is important, such as inside the Food Bank's drive-in refrigeration and freezer units. The Food Bank has one motorized pallet jack in the warehouse and uses manually operated, low-lift pallet jacks to move and organize pallets in the warehouse and delivery trucks. With the increased number of deliveries, product inventory, and reliance on volunteers to help with distributions, the Food Bank now needs equipment that is more maneuverable, safer and easier to use than the manually operated models.

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

Requested funds will be used to purchase one power drive straddle truck at \$13,975, and four motorized pallet jacks at \$17,980 (\$4,495 each), plus sales tax (\$2,395).

## **C. Approvals:**

1. C Segovia 6/30/16  
Division Director Date

3. Chiahna Anami 6/30/16  
Director of Finance Date

2. [Signature] 6/30/16  
Director of Community Development Date

4. [Signature] 7/1/16  
Executive Director Date

## **D. Board:**

☐ Policy Council

☐ PRE Presentation

☐ B&F Approval

☐ Board Approval

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

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

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

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

# Community Action Partnership of Kern Funding Request Profile

**Source of Funds:** Private

**CFDA #** N/A

**Project Name:** Microloan and Financial Literacy Program

**Division Director:** Ralph Martinez

**Funder Name:** Wells Fargo

**Program Manager:** Ralph Martinez

**Grant Program Name:** Community Development Division

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

**Funding Period:** 7/1/2016 – 12/31/2016

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

CAPK is requesting up to \$30,000 from Wells Fargo to provide personal microloans, one-on-one financial coaching, and financial education workshops for CAPK clients. Many low-income people rely on payday loans and other high-cost financial products to cover unexpected expenses. Eligible CAPK clients will be able to take out small, unsecured personal loans to cover unforeseen expenses such as vehicle repairs, utility or rent deposits, and out-of-pocket medical costs. Each potential borrower will meet with a Financial Literacy Specialist who will provide financial coaching and assist the individual with completing the application, as well as recruit clients and volunteers. Borrowers will also attend at least one financial education workshop, facilitated by volunteers from local banks and credit unions, which will cover topics such as opening and managing a bank account, saving for emergencies, avoiding predatory lending, and budgeting.

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

The requested funds of up to \$30,000 will be used to establish a Microloan and Financial Literacy Program at CAPK, including setting up a personal microloan fund, and cover personnel costs for a part-time Financial Literacy Specialist, staff mileage, and program supplies.

## **C. Approvals:**

1. \_\_\_\_\_  
Division Director Date

3. Christine Anemic 6/30/16  
Director of Finance Date

2. Ralph Martinez 6-30-16  
Director of Community Development Date

4. [Signature] 7/1/16  
Executive Director Date

## **D. Board:**

☐ Policy Council  
Date: \_\_\_\_\_

☐ PRE Presentation  
Date: \_\_\_\_\_

☐ B&F Approval  
Date: \_\_\_\_\_

☐ Board Approval  
Date: \_\_\_\_\_

# COMMUNITY ACTION PARTNERSHIP OF KERN

## MEMORANDUM

**To:** Executive Committee

**From:** Donna Holland, Fiscal Manager

**Subject:** *Agenda Item 6g:* Kern Head Start and Early Head Start Budget to Actual  
for the Period Ending June 30, 2016 - Info Item

**Date:** July 13, 2016

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The following are highlights of the Head Start/Early Head Start Budget to Actual Report for the period March 1, 2015 through June 30, 2016.

### **Cost of Living Adjustment**

CAPK was issued a Notice of Award for the 1.8% Cost of Living Adjustment (COLA), which is effective March 1, 2016. The revenue is reflected in the budget; however, the expense will not be reflected until Head Start employees have been paid their retroactive COLAs.

The federal portion of the COLA increase was \$410,753.

### **Personnel & Fringe Benefits**

The majority of Head Start employees are off during the months of June and July; thus, the actual salaries are not expended equally over the program year.

Early Head Start salaries and fringe benefits are partially offset by earned revenues from its California Department of Education (CDE) General Child Care contract. Revenues tend to trend upward during the spring and early summer months; thus, the net cost of salaries and fringe benefits to Early Head Start are lower than expected at this point in the year. Staff continuously monitor for any savings in these categories that may be used elsewhere in the program.

### **Equipment**

Funds in this category were budgeted for the purchase of four program vehicles and three playground/shade structures. These purchases have not yet been made.

### **Supplies**

Purchases of supplies are on track at this point in the program year.

### **Contractual**

The annual cost of software support and maintenance for the Head Start/Early Head Start child tracking data base is paid in full at the beginning of the fiscal year; thus, the percentage spent appears high at this point in the program year.

**Other**

Maintenance and repair expenditures are on track at this point in the program year.

**Training & Technical Assistance**

Expenditures supporting training & technical assistance are on track for this point in the program year.

**Indirect**

Effective 3/1/2016, CAPK transitioned to the 10% De Minimis Indirect Cost Rate to allocate costs of centralized administrative functions to each grant. Staff are in the process of revising its Head Start and Early Head Start budgets to accommodate this method of cost allocation. The budget for Head Start and Early Head Start Base Funds had already identified planned expenditures for centralized administration; however, these amounts will be adjusted and also included in the Training & Technical Assistance budgets.

**Non-Federal Share**

The Non-Federal Share budget increased by \$102,689 as a result of the COLA award.

On the date this report was prepared, Non-Federal Share and In-Kind for the month of June had not yet been tabulated. However, with 33% of the budget period elapsed, the total Non-Federal Share is at 34% of budget.

**Community Action Partnership of Kern  
Head Start and Early Head Start  
Budget to Actual Report**

Budget Period: March 1, 2016 - February 28, 2017

Report Period: March 1, 2016 - June 30, 2016

Month 4 of 12 (33%)

Prepared 7/5/2016

	HEAD START				
BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	9,675,827	2,989,577	6,686,250	31%	69%
FRINGE BENEFITS	3,135,316	983,451	2,151,865	31%	69%
TRAVEL	0	1,001	(1,001)		
EQUIPMENT	255,000	0	255,000	0%	100%
SUPPLIES	1,095,095	239,683	855,412	22%	78%
CONTRACTUAL	82,680	39,686	42,994	48%	52%
CONSTRUCTION	0	0	0		
OTHER	3,558,572	1,011,262	2,547,310	28%	72%
INDIRECT	1,477,845	526,511	951,334	36%	64%
<b>TOTAL BASE FUNDING</b>	<b>19,280,336</b>	<b>5,791,171</b>	<b>13,489,165</b>	<b>30%</b>	<b>70%</b>

	HEAD START				
TRAINING & TECHNICAL ASSISTANCE	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
TRAVEL	30,627	14,557	16,070	48%	52%
SUPPLIES	20,935	15,519	5,416	74%	26%
CONTRACTUAL	18,484	7,706	10,778	42%	58%
OTHER	75,304	52,435	22,869	70%	30%
INDIRECT	0	9,022	(9,022)		
<b>TOTAL TRAINING &amp; TECHNICAL ASSISTANCE</b>	<b>145,350</b>	<b>99,239</b>	<b>46,111</b>	<b>68%</b>	<b>32%</b>

<b>GRAND TOTAL HS/EHS FEDERAL FUNDS</b>	<b>19,425,686</b>	<b>5,890,410</b>	<b>13,535,276</b>	<b>30%</b>	<b>70%</b>
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	EARLY HEAD START				
	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
	2,266,371	266,836	1,999,535	12%	88%
	715,929	38,393	677,536	5%	95%
	0	149	(149)		
	65,000	0	65,000		
	232,070	100,254	131,816	43%	57%
	14,320	5,941	8,379	41%	59%
	0	0	0		
	381,247	126,292	254,955	33%	67%
	275,058	53,787	221,272	20%	80%
	<b>3,949,994</b>	<b>591,652</b>	<b>3,358,342</b>	<b>15%</b>	<b>85%</b>

	EARLY HEAD START				
	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
	36,382	9,233	27,149	25%	75%
	22,981	8,013	14,968	35%	65%
	11,689	954	10,735	8%	92%
	25,952	9,116	16,836	35%	65%
	0	27,972	(27,972)		
	<b>97,004</b>	<b>55,944</b>	<b>41,060</b>	<b>58%</b>	<b>42%</b>

	<b>4,046,998</b>	<b>647,596</b>	<b>3,399,402</b>	<b>16%</b>	<b>84%</b>
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**HEAD START and EARLY HEAD START NON-FEDERAL SHARE\*\***

SOURCE	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
CALIF DEPT OF ED	2,805,361	828,004	1,977,357	30%	70%
IN-KIND	3,062,811	1,162,706	1,900,105	38%	62%
<b>TOTAL NON-FEDERAL</b>	<b>5,868,172</b>	<b>1,990,710</b>	<b>3,877,462</b>	<b>34%</b>	<b>66%</b>

Centralized Administrative Cost	6.8%
Program Administrative Cost	2.6%
<b>Total Administrative Cost</b>	<b>9.4%</b>

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

	CURRENT	1 TO 30	31 TO 60	61 TO 90	OVER 90
Bank of America	13,483				
Lowe's	3,471		383		
Save Mart	2,190				
Smart & Final					
Chevron & Texaco Business Card	5,143				
Home Depot	7,001				
	<b>31,288</b>	<b>0</b>	<b>383</b>	<b>0</b>	<b>0</b>

CREDITS	TOTAL	STATEMENT DATE
	<b>13,483</b>	6/21/2016
(591)	<b>3,263</b>	6/25/2016
	<b>2,190</b>	6/26/2016
		Statement pending
	<b>5,143</b>	7/5/2016
(1,355)	<b>5,646</b>	7/5/2016
	<b>(1,946)</b>	<b>29,725</b>

\* Expenditure details are included in the CAPK Financial Report

\*\*On the date this report was prepared, Non-Federal Share and In-kind for the month of June had not yet been tabulated.

Budget reflects Notice of Award #09CH9142-03-01

Actual expenditures include posted expenditures and estimated adjustments through 6/30/2016.

# COMMUNITY ACTION PARTNERSHIP OF KERN

## MEMORANDUM

**To:** Executive Committee

**From:** Donna Holland, Fiscal Manager

**Subject:** *Agenda Item 6g: San Joaquin Early Head Start Budget to Actual for the Period Ending June 30, 2016 - Info Item*

**Date:** July 13, 2016

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The following are highlights of the San Joaquin Early Head Start Budget to Actual Report for the period February 1, 2016 through June 30, 2016.

### **Cost of Living Adjustment**

CAPK was issued a Notice of Award for the 1.8% Cost of Living Adjustment (COLA), which is effective February 1, 2016. The revenue is reflected in the budget; however, the expense will not be reflected until Head Start employees have been paid their retroactive COLAs.

The federal portion of the COLA increase was \$88,344.

### **Personnel & Fringe Benefits**

Expenditures are less than budgeted at this point in the year due to vacancies and turnover. Savings in these categories are expected.

### **Travel**

Expenditures for travel are higher than anticipated at this point in the program year. Staff are monitoring this line item and have identified savings in other areas to cover these costs.

### **Supplies**

Expenditures for supplies are higher than anticipated at this point in the program year.

### **Contractual**

The annual cost of software support and maintenance for the Head Start/Early Head Start child tracking data base is paid in full at the beginning of the fiscal year. Additional costs for software support and maintenance are higher than anticipated. Staff are monitoring this line item and have identified savings in other areas to cover these costs.

### **Other**

Other expenditures are on track at this point in the program year.

### **Carryover**

Carryover funds are pending Federal approval.

### **Training & Technical Assistance**

Expenditures supporting training & technical assistance are on track for this point in the program year.

### **Indirect**

Effective 3/1/2016, CAPK transitioned to the 10% De Minimis Indirect Cost Rate to allocate costs of centralized administrative functions to each grant. Staff are in the process of revising its Head Start and Early Head Start budgets to accommodate this method of cost allocation. The budget for San Joaquin Early Head Start Base Funds had already identified planned expenditures for centralized administration; however, these amounts will be adjusted and also included in the Training & Technical Assistance and Carryover budgets.

### **Non-Federal Share**

The Non-Federal Share budget increased by \$22,086 as a result of the COLA award.

On the date this report was prepared, Non-Federal Share and In-Kind for the month of June had not yet been tabulated. With 41% of the budget period elapsed, the total Non-Federal Share is at 6% of budget.

The San Joaquin Early Head Start program has been challenged in meeting its Non-Federal Share budget for the following primary reasons:

- Not all of its centers are licensed and in operation;
- San Joaquin EHS continues to lose qualified, trained employees to the San Joaquin Office of Education Head Start program, which is offering higher rates of pay.



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

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

Report Period: February 1, 2016 - June 30, 2016

Month 5 of 12 (41%)

Prepared 7/5/2016

<b>BASE FUNDS</b>	<b>BUDGET</b>	<b>ACTUAL</b>	<b>REMAINING</b>	<b>% SPENT</b>	<b>% REMAINING</b>
PERSONNEL	3,264,964	1,068,476	2,196,488	33%	67%
FRINGE BENEFITS	765,792	245,648	520,145	32%	68%
TRAVEL	14,940	13,062	1,878	87%	13%
EQUIPMENT	0	0	0		
SUPPLIES	191,905	154,255	37,650	80%	20%
CONTRACTUAL	2,000	8,418	(6,418)	421%	-321%
CONSTRUCTION	0	0	0		
OTHER	653,976	197,024	456,952	30%	70%
INDIRECT	102,767	204,512	(101,746)	199%	-99%
<b>TOTAL</b>	<b>4,996,344</b>	<b>1,891,395</b>	<b>3,104,949</b>	<b>38%</b>	<b>62%</b>

**CARRYOVER FUNDS (pending Federal approval)**

EQUIPMENT	150,000	0	150,000		
SUPPLIES	90,000	0	90,000		
OTHER	345,000	0	345,000		
INDIRECT	0	0	0		
<b>TOTAL</b>	<b>585,000</b>	<b>0</b>	<b>585,000</b>		

**TRAINING & TECHNICAL ASSISTANCE FUNDS**

TRAVEL	17,981	2,582	15,399	14%	86%
SUPPLIES	15,700	(262)	15,962	-2%	102%
CONTRACTUAL	16,298	4,790	11,508	29%	71%
OTHER	31,918	3,976	27,942	12%	88%
INDIRECT	0	1,109	(1,109)		
<b>TOTAL</b>	<b>81,897</b>	<b>12,195</b>	<b>69,702</b>	<b>15%</b>	<b>85%</b>

<b>GRAND TOTAL EHS FEDERAL FUNDS</b>	<b>5,663,241</b>	<b>1,903,589</b>	<b>3,759,652</b>	<b>34%</b>	<b>66%</b>
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<b>NON-FEDERAL SHARE**</b>	<b>BUDGET</b>	<b>ACTUAL</b>	<b>REMAINING</b>	<b>% SPENT</b>	<b>% REMAINING</b>
IN-KIND	1,415,810	89,706	1,326,104	6%	94%
<b>TOTAL NON-FEDERAL FUNDS</b>	<b>1,415,810</b>	<b>89,706</b>	<b>1,326,104</b>	<b>6%</b>	<b>94%</b>

Centralized Administrative Cost	10.3%
Program Administrative Cost	3.0%
<b>Total Administrative Cost</b>	<b>13.3%</b>

\*\*On the date this report was prepared, Non-Federal Share and In-kind for the month of June had not yet been tabulated.

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

Actual expenditures include posted expenditures and estimated adjustments through 6/30/2016.

# COMMUNITY ACTION PARTNERSHIP OF KERN

## MEMORANDUM

**To:** Executive Committee

**From:** Donna Holland, Fiscal Manager

**Subject:** *Agenda Item 6g: Partnerships Early Head Start Child Care Budget to Actual for the Period Ending June 30, 2016 - Info Item*

**Date:** July 13, 2016

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The following are highlights of the Early Head Start Child Care Partnerships Budget to Actual Report for the period March 1, 2015 through June 30, 2016.

### **Start-Up Funds**

Staff expect to fully expend the remaining start-up funds.

### **Personnel & Fringe Benefits**

Savings are expected in these categories.

### **Supplies**

Expenditures for supplies are higher than anticipated at this point in the program year. Staff are monitoring this line item and have identified savings in other areas to cover these costs.

### **Contractual**

Significant savings are expected in this line item. A Budget Revision has been submitted to Office of Head Start to redirect the savings to the Equipment, Supplies, and Other categories.

### **Other**

Expenditures for are higher than anticipated at this point in the program year. Staff are monitoring this line item and have identified savings in other areas to cover these costs.

### **Training & Technical Assistance**

Because of the large award amounts, Office of Head Start has advised grantees that a request to carry over unexpended funds should be submitted prior to the end of the funding period.

### **Indirect**

Effective 3/1/2016, CAPK transitioned to the 10% De Minimis Indirect Cost Rate to allocate costs of centralized administrative functions to each grant. Staff have submitted a Budget Revision to Office of Head Start to incorporate this method of cost allocation. The budget for Early Head Start Child Care Partnerships Base Funds had already identified planned expenditures for centralized administration; however, these amounts were adjusted and also included in the Training & Technical Assistance and Start-Up budgets.

### **Non-Federal Share**

Non-federal share documentation through the month of May has been received from the partners. The primary source of non-federal share are the child subsidies received by the partners that support center-based services for the children enrolled in Early Head Start. With 88% of the year elapsed, the total Non-Federal Share is at 32%.

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

Budget Period: March 1, 2015 - August 31, 2016

Report Period: March 1, 2015 - June 30, 2016

Month 16 of 18 (88%)

Prepared 07/5/2016

<b>START-UP FUNDS</b>	<b>BUDGET</b>	<b>ACTUAL</b>	<b>REMAINING</b>	<b>% SPENT</b>	<b>% REMAINING</b>
PERSONNEL	0	0	0		
FRINGE BENEFITS	0	0	0		
TRAVEL	0	4,842	(4,842)		
EQUIPMENT	30,000	25,000	5,000	83%	17%
SUPPLIES	91,656	93,210	(1,554)	102%	-2%
CONTRACTUAL	0	0	0		
CONSTRUCTION	0	0	0		
OTHER	17,750	695	17,055	4%	96%
INDIRECT	0	9,875	(9,875)		
<b>TOTAL START-UP FUNDING</b>	<b>139,406</b>	<b>133,622</b>	<b>5,784</b>	<b>96%</b>	<b>4%</b>

<b>BASE FUNDS</b>	<b>BUDGET</b>	<b>ACTUAL</b>	<b>REMAINING</b>	<b>% SPENT</b>	<b>% REMAINING</b>
PERSONNEL	161,918	107,132	54,786	66%	34%
FRINGE BENEFITS	57,488	30,608	26,880	53%	47%
TRAVEL	0	(17)	17		
EQUIPMENT	0	0	0		
SUPPLIES	16,935	46,573	(29,638)	275%	-175%
CONTRACTUAL	717,651	247,252	470,399	34%	66%
CONSTRUCTION	0	0	0		
OTHER	50,490	78,772	(28,282)	156%	-56%
INDIRECT	3,518	61,417	(57,899)	1746%	-1646%
<b>TOTAL BASE FUNDING</b>	<b>1,008,000</b>	<b>571,737</b>	<b>436,263</b>	<b>57%</b>	<b>43%</b>

<b>TRAINING &amp; TECHNICAL ASSISTANCE FUNDS</b>	<b>BUDGET</b>	<b>ACTUAL</b>	<b>REMAINING</b>	<b>% SPENT</b>	<b>% REMAINING</b>
TRAVEL	21,644	23,536	(1,892)	109%	-9%
SUPPLIES	26,642	2,005	24,637	8%	92%
CONTRACTUAL	0	12,699	(12,699)		
OTHER	52,514	13,262	39,252	25%	75%
INDIRECT	0	5,150	(5,150)		
<b>TOTAL TRAINING &amp; TECHNICAL ASSISTANCE</b>	<b>100,800</b>	<b>51,502</b>	<b>49,298</b>	<b>51%</b>	<b>49%</b>

<b>GRAND TOTAL FEDERAL FUNDS</b>	<b>1,248,206</b>	<b>756,861</b>	<b>491,345</b>	<b>61%</b>	<b>39%</b>
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<b>NON-FEDERAL SHARE**</b>	<b>BUDGET</b>	<b>ACTUAL</b>	<b>REMAINING</b>	<b>% SPENT</b>	<b>% REMAINING</b>
IN-KIND	312,052	100,940	211,112	32%	68%
<b>TOTAL NON-FEDERAL FUNDS</b>	<b>312,052</b>	<b>100,940</b>	<b>211,112</b>	<b>32%</b>	<b>68%</b>

Centralized Administrative Cost	8.9%
Program Administrative Cost	0.9%
<b>Total Administrative Cost</b>	<b>9.8%</b>

\*\*On the date this report was prepared, Non-Federal Share and In-kind for the month of June had not yet been tabulated.

Budget reflects Notice of Award #09HP0036/01.

The initial budget period is 18 months (3/1/2015 - 8/31/2016). The remaining budget periods will begin 9/1 and end 8/31.

Actual expenditures include posted expenditures and estimated adjustments through 6/30/2016.

**COMMUNITY ACTION PARTNERSHIP OF KERN  
DISCRETIONARY AND FUND RAISING FUNDS  
FOR THE MONTH ENDED JUNE 30, 2016**

	03/01/16- 05/31/16	06/01/16- 06/30/16	TOTAL
<b>BEGINNING BALANCE (NOTE 1)</b>	404,313.05		404,313.05
<b>CASH RECEIPTS</b>			
2016 Awards Banquet Donations	49,595.00	3,245.00	52,840.00 a
Donations	1,205.15		1,205.15
Give Big Kern Donations (net)	539.46	992.99	1,532.45
Misc. Revenue	1,603.08	5,440.47 b	7,043.55
Gain on Sale of Vehicles	7,837.43		7,837.43
Interest Income/Union Administrative Fee	295.19	101.85	397.04
<b>TOTAL CASH RECEIPTS</b>	61,075.31	9,780.31	70,855.62
<b>CASH DISBURSEMENTS</b>			
Line of Credit Interest Expense	183.26	5.86 c	189.12
Line of Credit Unused Commitment Fee	443.92	625.52 d	1,069.44
2016 Awards Banquet Expenses	20,168.59	20.00	20,188.59 a
Fundraising	477.00	159.00	636.00
Miscellaneous Expenses	24.60	48.44	73.04
Indirect Costs	1,804.52	285.24	2,089.76
<b>TOTAL CASH DISBURSEMENTS</b>	23,101.89	1,144.06	24,245.95
<b>CASH PROVIDED (USED)</b>	37,973.42	8,636.25	46,609.67
<b>ENDING BALANCE</b>	442,286.47		450,922.72
		Discretionary Cash	244,990.74
		Fund Raising Cash	208,353.73
			453,344.47
		Add: Prepaid	16.64
		Less: AP	(348.63)
		Less: Indirect	(2,089.76)
			450,922.72
		Less: Reserve for Friendship House Community Center Quad Project	(15,000.00) e
			435,922.72

**NOTES**

1. For the year ended 2/29/16, the net increase to the Discretionary/Fund Raising Funds was \$67,602.89.
- a. As of 6/30/16, net 2016 awards banquet gain is \$38,986.24 (@ FYE 2/29/16 = 6,334.83 + 32,651.41 for 2016/17)
- b. Rebate from Staples.
- c. Interest expense on operating line of credit advance for \$50,000 for 1 day.
- d. Commitment fee for the second quarter (2016) that the \$1 million line of credit was not used. The fee is equal to one-quarter percent (0.25%) per annum based on a 360 day year.
- e. Approved at the 2/24/16 Board of Directors' meeting.

Date Prepared: 7/5/16

# COMMUNITY ACTION PARTNERSHIP OF KERN

## MEMORANDUM

**To:** Board of Directors

**From:** Amanda Norman, Assistant to the Executive Director

**Date:** August 24, 2016

**Subject:** *Agenda Item VII(a):* Program Review and Evaluation Committee – Info Item

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The Program Review and Evaluation Committee meeting on August 10, 2016 was canceled due to lack of quorum.

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

1. **Call to Order**

Yolanda Ochoa 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: Tony Martinez, Yolanda Ochoa and Ana Vigil

Absent: Warren Peterson and Kathleen Philley

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

3. **Approval of Agenda**

Motion was made and seconded to approve the Budget & Finance Committee meeting agenda for August 17, 2016. Carried by unanimous vote. (Martinez/Vigil)

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

Christine Anami introduced Jeffry Looker, the new Assistant Director of Finance. Jeffry stated he is looking forward to working here. Tony Martinez welcomed him to the agency.

5. **New Business**

- a. Indirect Fund budget approval, mid-year budget update and budget amendment to approve the addition of three new positions – Jeremy Tobias, Executive Director – ***Action Item***

Jeremy Tobias stated this is an update on the 2016/17 FY Indirect fund budget, the mid-year budget review and budget amendment to approve additional positions. Earlier this year, the Board approved the move to the De Minimis 10% Indirect Cost Rate methodology. With transitioning into the Indirect Cost Rate, we want to make sure the programs are receiving high quality and fair centralized administrative services for the 10% fee that they are charged. The budget numbers look very good. The analysis continues to show that the Indirect 10% charge will generate more revenue than

expenses. It is also important to note that in past years we had moved some services out into programs, from centralized admin. We asked them to carry a heavier burden when we were under the direct rate charge. He stated the Human Resources department will be adding a HR technician, the Operations department is adding a Contract Specialist, one Outreach position in Marketing and we would like to reclassify one position. The cost for these administration changes is about \$87,000. The budget has room for these positions, and with these new positions we continue to estimate revenues will exceed expenditures in the Indirect Fund.

Tony Martinez asked if this is for all the programs and are all programs paying the 10% and are there any problems with the funding agencies. Jeremy stated the funding agencies have accepted that the agency is now doing the 10% Indirect Cost Rate but there are some contract restrictions on some grants. Some contracts have a maximum amount that can be charged to administration costs, and the agency can only charge up to what is allowed in the contract or the 10%, whichever is lower.

Tony asked if the temporary person in HR will fill the position permanently and Jeremy stated the decision will be made by the HR division.

Motion was made and seconded to approve the Indirect Fund budget approval, mid-year budget update and budget amendment to approve the addition of three new positions and a reclassification of one position. Carried by unanimous vote. (Martinez/Vigil)

b. 2016/17 Agency-wide Budget – Christine Anami, Director of Finance – **Action Item**

Christine Anami stated the annual budget was developed using individual grants or program budgets prepared by program staff that were combined into the above functional classifications. The budgets include using the 10% De Minimis Indirect Cost Rate. The agency wide budget for the current fiscal year is divided by 2 major categories; Program Services and Support Services. Program services include Education, Nutrition, Energy Conservation, and Community Services. Support Services include Discretionary & Fund Raising and General and Administrative. The General and Administrative is comprised of the Community Services Block Grant (CSBG) budget and the Indirect budget. The Indirect budget is for centralized administrative functions such as Human Resources, Finance, Procurement, IT, Outreach, Grant Writing and Strategic Planning.

Motion was made and seconded to approve the 2016/17 Agency-wide Budget. Carried by unanimous vote. (Martinez/Vigil)

c. 2015-16 Head Start Federal Financial Report – Christine Anami – **Info Item**

Christine Anami stated this is the Early Head Start/Head Start Kern grant and is being presented to ensure that we are reporting our grants per our terms and conditions and is the final report. Grantees are no longer required to submit the report to their regional office. The change in federal reporting per Program Instruction went into effect January 5, 2016. The final report was submitted on July 29, 2016.

d. Application Status Report and Funding Requests - Ralph Martinez, Director of Community Development – **Action Item**

Ralph Martinez stated three (3) awards were received; PG&E in the amount of \$3,000 for the Friendship House computer lab, \$2,500 from Target for the Shafter Youth Center Art Smart program and \$40,000 from the Starbucks Foundation for the PREP works program at the Shafter Youth Center and the Friendship House.

He stated there is a funding request to the County of Kern in the amount of \$354,840 for the Friendship House Community Center for the Welcome Home program. All participants will be referred by the Kern County Probation and Sheriff's Departments. The program will consist of seven 12-week sessions for up to 12 participants in each session. The program will be facilitated by three (3) program educators who will provide transitional services such as case management, pre-employment and life skills training, basic computer skills, "right-to-work" documents and supportive services. The funds will be used to cover personnel costs for a portion of the FHCC program manager's time, two full-time health educators and one part-time health educator, program supplies, staff mileage, facilities costs, and supportive services to the participants.

Ana Vigil asked if participants are referred by a Probation Officer and Ralph stated they will be referred.

He stated the funding request to Southern California Gas is for the Solar Energy Improvement Project at the Food Bank. They are requesting \$25,000 from the Southern California Gas Company's Environmental Champions Grant Initiative which supports projects that address clean air, clean energy, or water conservation.

Tony Martinez asked if a contractor has been selected for the Food Bank Solar project and Ralph stated they have not. Tony wanted to know that when the agency is looking for a contractor, are they looking for the best price or for a local contractor. Ralph stated probably a combination of both. Jeremy Tobias stated it will be a federally funded project following federal bid procedures and as such will be a public bid and it will be required to award to the lowest responsive bidder. Emilio Wagner agreed that the agency has to follow the federal regulations.

Ralph stated the funding request to Bank of America for \$25,000 is to support the Food Bank's BackPack Buddies program. This program will provide nutritious food for 80 low-income, chronically hungry and/or food insecure children attending school in Lamont during the 2017 school year.

Romala Ramkissoon stated there is a funding request in the amount of \$178,000 from the U.S. Department of Housing and Urban Development (HUD) to implement the Kern County Homeless Coordinated Entry System to provide assessment and placement services for the homeless through coordination with homeless service providers. The funds will be used to cover personnel costs for staff, supplies, staff mileage, client transportation and general 211 operating costs.

Romala stated CAPK was invited to submit a proposal to provide call answering services for the United Way of Stanislaus County 2-1-1 Helpline. We would provide these



services via live answer 24 hours a day, 7 days a week. United Way of Stanislaus County anticipates 8,500 calls over the 10-month period. CAPK is proposing to charge approximately \$45,000 for this period, which will cover increases in call volume up to 9,500 calls. The funds will be used to help cover 211 Kern's general operating costs, including personnel.

Ralph stated they are requesting \$25,000 from the Wonderful Foundation to implement the Food Bank's BackPack Buddies program in Wasco. The program will serve up to 75 children ages 6 to 12 who fit the profile of chronically hungry, qualify for free/reduced-price school meals, and live in food-insecure household. The children will be provided with kid-friendly, healthy and nutritious foods each week during the school year.

Ralph stated staff is requesting approval of a Memorandum of Understanding with the Fresno Regional Workforce Development Board for application to the U.S. Department of Labor for America's Promise Job Driven Grant program. The tentative goal is for CAPK to serve 10 clients per year for a four-year period and the estimated funding would be \$50,000.

Motion was made and seconded to approve the Application Status Report and Funding Requests. Carried by unanimous vote. (Martinez/Vigil)

e. Head Start and Early Head Start Budget to Actual Reports – Donna Holland, Fiscal Manager – **Info Item**

- Kern Head Start & Early Head Start Budget to Actual for the Period Ending July 31, 2016

Donna Holland stated CAPK was issued a Notice of Award for the 1.8% Cost of Living Adjustment (COLA) which is effective March 1, 2016. The revenue is reflected in the budget; however, the expense will not be reflected until Head Start employees have been paid their retroactive COLAs. In personnel and fringe benefits, the majority of Head Start employees are off during the months of June and July so actual salaries are not expended equally over the program year. Funds in the equipment category were budgeted for the purchase of four program vehicles and three playground/shade structures. However, these purchases have not been made. Expenditures for training and technical assistance is on track at this point in the program year. The non-federal share is at 47% of the budget. The five centers with the highest percentage of the goal met were Franklin, Planz, Fairfax, San Diego and Sunrise Villa. A total of 30 out of 46 centers met or exceeded 42% of the goal. The five centers with the lowest percentage were Heritage, Tehachapi, Wasco, Rosamond and Mojave.

- San Joaquin Early Head Start Budget to Actual for the Period Ending July 31, 2016

Donna Holland stated CAPK was issued a Notice of Award for the 1.8% Cost of Living Adjustment (COLA), which is effective February 1, 2016. The revenue is reflected in the budget, however, the expense will not be reflected until San Joaquin employees have been paid their retroactive COLAs. She stated there are savings to be expected in personnel and fringe benefits. Supplies are higher than anticipated at this point in the program year. Expenditures in training and technical assistance are

on track for this point in the program year. With 50% of the budget period elapsed, the total non-federal share is at 8% of the budget.

- Partnerships Early Head Start Child Care Budget to Actual for the Period Ending July 31, 2016

Donna Holland stated staff expects to fully expend the remaining start-up funds. Savings are to be expected in the fringe benefits category. She stated CAPK will submit a request to carry over any unexpended training and technical assistance funds.

## 6. **Finance Director Report**

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

Christine Anami stated there was a net increase to the Discretionary/Fund Raising Funds was \$67,102.89 and was due to the annual awards banquet.

### b. Financial Statements, July 2016 – *Action Item*

Christine Anami stated the line of credit advances and repayments summary shows when the agency had to borrow on the line of credit. She is happy to report we only needed to borrow \$132,000 in July, and we did not have to borrow in the month of June. She stated the agency's cash flow has been positive which helps reduce the interest expense. She stated the MasterCard statements are provided for the committee to review transactions made by staff. The State Department of Education Contracts is an analysis of the three (3) contracts for Head Start. Head Start was able to achieve 94% of the total maximum reimbursable amount. The overall agency wide financial statements will show that the agency has assets close to \$21 million.

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

## 7. **Committee Member Comments**

No comments were made.

## 8. **Next Scheduled Meeting**

Budget & Finance Committee Meeting  
Wednesday, September 21, 2016  
12:00 p.m.  
5005 Business Park North  
Bakersfield, California 93309

## 9. **Adjournment**

The meeting adjourned at 1:27pm.

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

	03/01/16- 06/30/16	07/01/16- 07/31/16	TOTAL
<b>BEGINNING BALANCE (NOTE 1)</b>	403,813.05		403,813.05
<b>CASH RECEIPTS</b>			
2016 Awards Banquet Donations	52,840.00	5,425.00	58,265.00 a
Donations	1,205.15	100.00	1,305.15
Give Big Kern Donations (net)	1,532.45		1,532.45
Misc. Revenue	7,043.55	167.13	7,210.68
Gain on Sale of Vehicles	7,837.43		7,837.43
Interest Income/Union Administrative Fee	397.04	48.60	445.64
<b>TOTAL CASH RECEIPTS</b>	<b>70,855.62</b>	<b>5,740.73</b>	<b>76,596.35</b>
<b>CASH DISBURSEMENTS</b>			
Line of Credit Interest Expense	189.12		189.12
Line of Credit Unused Commitment Fee	1,069.44		1,069.44
2016 Awards Banquet Expenses	20,188.59	683.30	20,871.89 a
Licensing Late Fees - Head Start	0.00	693.00 b	693.00
Fundraising	636.00	159.00	795.00
Miscellaneous Expenses	73.04	7.40	80.44
Indirect Costs	2,089.76	113.88	2,203.64
<b>TOTAL CASH DISBURSEMENTS</b>	<b>24,245.95</b>	<b>1,656.58</b>	<b>25,902.53</b>
<b>CASH PROVIDED (USED)</b>	<b>46,609.67</b>	<b>4,084.15</b>	<b>50,693.82</b>
<b>ENDING BALANCE</b>	<b>450,422.72</b>		<b>454,506.87</b>
		Discretionary Cash	244,102.43
		Fund Raising Cash	210,718.51
			454,820.94
		Add: Prepaid	14.56
		Less: AP	(328.63)
			454,506.87
		Less: Reserve for Friendship House Community Center Quad Project	(15,000.00) c
			<b>439,506.87</b>

**NOTES**

1. For the year ended 2/29/16, the net increase to the Discretionary/Fund Raising Funds was \$67,102.89.

a. As of 7/31/16, net 2016 awards banquet gain is \$43,727.94 (@ FYE 2/29/16 = 6,334.83 + 37,393.11 for 2016/17).

b. Licensing late fees for Pacific and Faith Head Start centers.

c. Approved at the 2/24/16 Board of Directors' meeting.

Date Prepared: 8/10/16

# COMMUNITY ACTION PARTNERSHIP OF KERN

## MEMORANDUM

**To:** Budget and Finance Committee

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

**Date:** August 17, 2016

**Subject:** *Agenda Item 5a:* Indirect Fund budget approval, mid-year budget update and budget amendment to approve the addition of three new positions- **Action Item**

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At the beginning of the current fiscal year on March 1, 2016, the agency transitioned to an Indirect Cost Rate, through the approval of what is referred to as the De Minimus 10% Indirect Cost Rate. Since that approval, staff has been working on transitioning our systems into an Indirect Cost Rate methodology.

Attached please find the budget summary for the 2016/17 FY Indirect Fund. In summary, the total projected expenditures are \$4,152,429 and projected revenues are approximately \$4,626,905. However, with the fact that this is a transition year into the Indirect Cost Rate, staff expects these numbers may fluctuate as the year progresses and we fine tune our budgeting and operational process under our first year in the Indirect Fund.

Part of the transition into the Indirect Cost Rate, was ensuring that the programs received high quality and fair services for the 10% fee. With that in mind, several adjustments were made to the administrative budget and Indirect Fund, such as ensuring all centralized administrative services were housed in the correct budget, and moving some administrative services back into the centralized administrative functions that had previously been disbursed into programs. As an example, several years ago some of the centralized procurement and contract services were eliminated from the administrative budget, with those responsibilities moving into program budgets. These services are now being returned to centralized administration in conjunction with the indirect cost rate. To serve this purpose, you will find included with this budget review a request to add three new positions and the reclassification of one existing position. Please refer to the budget summary under the heading of "Mid-year Budget Adjustments" for list of the four positions effected. Attached are the job descriptions and salary ranges for these positions along with revised organizational charts.

Also, included with this item is an Indirect Fund "Budget to Actual" report for the 5 month period beginning March 1, 2016 and ending July 31, 2016. As you can see in the report, with 5 months or 41.67% of the budget year completed, the total expenditures are 37.9%.

Moving forward, the Board can expect that these reports for the Indirect Fund, will be incorporated into the normal and regular monthly Financial Reports given to the Budget & Finance Committee and the Board of Directors.

### Recommendation:

Staff recommends approval of the Indirect Fund Budget, the mid-year budget adjustments, including the addition of three new positions and reclassification of one position.

attachments: Indirect Fund Budget Summary  
Indirect Fund budget to actual report  
Organizational Charts  
Job descriptions

COMMUNITY ACTION PARTNERSHIP OF KERN							
INDIRECT FUND - 2016/17 FY							
BUDGET SUMMARY							
	HR	Operations	Executive	Community	Finance		
	Division	Division	Division	Division	Division	TOTAL	%
Salaries	597,126	519,837	246,730	310,084	656,972	2,330,749	
Benefits @ 24%	<u>143,310</u>	<u>124,761</u>	<u>59,215</u>	<u>74,420</u>	<u>157,673</u>	<u>559,380</u>	
Total Personnel Costs	740,436	644,598	305,945	384,504	814,645	2,890,129	70%
Operating Costs							
Travel	9,500	12,000	10,000	8,500	1,800	41,800	
Space Costs		123,000				123,000	
Supplies	16,000	60,000	8,000	8,000	23,000	115,000	
Consultant/Contract	151,000	450,000		10,000	91,500	702,500	
Other Operating Costs	<u>42,600</u>	<u>128,300</u>	<u>52,300</u>	<u>15,800</u>	<u>41,000</u>	<u>280,000</u>	
Total Operating Costs	219,100	773,300	70,300	42,300	157,300	1,262,300	30%
Total Budgeted Expenditures	959,536	1,417,898	376,245	426,804	971,945	4,152,429	100%
Projected 10% Indirect Revenue							
Head Start/State Child					3,092,318		
Migrant AP					423,502		
Energy					349,842		
WIC					330,695		
Child Care Food					172,276		
CSBG					105,109		
2-1-1					54,652		
Youth Centers					33,883		
Food Bank					27,258		
E Kern Family Resource					24,004		
SAP					8,805		
Discretionary/Fundraising					<u>4,561</u>	<u>4,626,905</u>	
Projected Excess Indirect Revenue (Projected Revenue Less Budgeted Expenditures)						474,476	
Less: Mid-year Budget Adjustments - Prorated 6 of 12 Months							
Add One HR Technician Position - HR Division - (Grade 6 \$15.28 - \$20.67 hr)					26,000		
Add One Contract Specialist Position -Operations Division- (Grade 9 \$20.44 - \$30.67 hr)					32,000		
Add One Outreach Position -Community Development Div (Grade 8 \$17.78 - \$26.67 hr)					30,000		
Reclassify One Business Technician - Operations Division (Grade 6 \$15.28 - \$20.67 hr)					<u>(1,000)</u>	<u>87,000</u>	
(above adjustments include 24% benefit rate)							
Adjusted Projected Excess Indirect Revenue						<u>387,476</u>	
Date Prepared: 8/9/16							



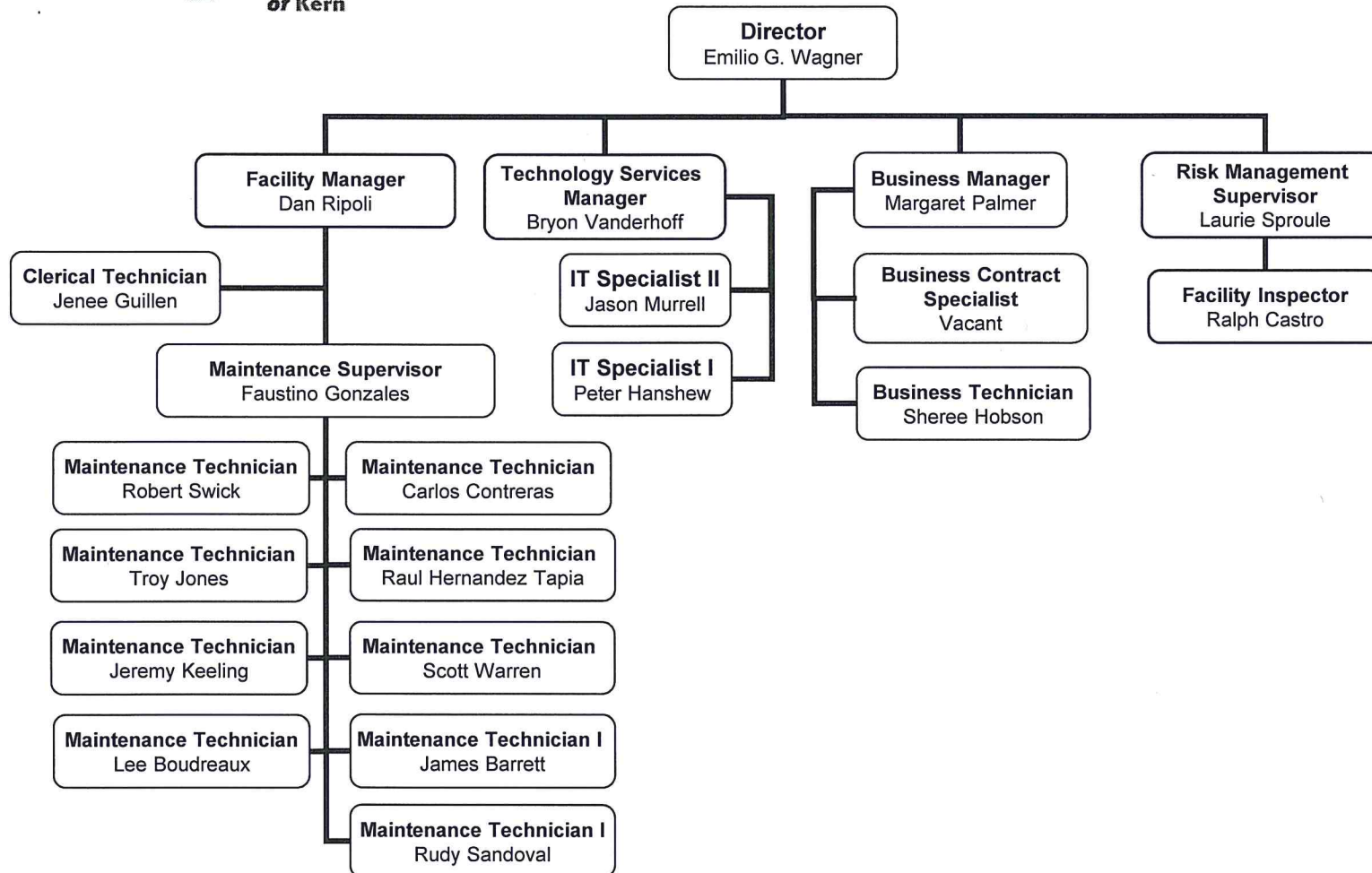
**COMMUNITY ACTION PARTNERSHIP OF KERN**  
**INDIRECT POOL - 2016/17 FY**  
**BUDGET TO ACTUAL - 3/1/16 TO 7/31/16 (5 OF 12 MONTHS = 41.67%)**

	Budget	Actual	% Expended	Available Balance
Salaries	2,330,749	847,911	36.4%	1,482,838
Benefits @ 24%	559,380	193,498	34.6%	365,882
Total Personnel Costs	2,890,129	1,041,409	36.0%	1,848,720
Operating Costs				
Travel	41,800	21,433	51.3%	20,367
Space Costs	123,000	60,467	49.2%	62,533
Supplies	115,000	58,093	50.5%	56,907
Consultant/Contract	702,500	272,369	38.8%	430,131
Other Operating Costs	<u>280,000</u>	<u>119,812</u>	<u>42.8%</u>	<u>160,188</u>
Total Operating Costs	1,262,300	532,174	42.2%	730,126
Total	<u>4,152,429</u>	<u>1,573,583</u>	<u>37.9%</u>	<u>2,578,846</u>

RECAP BY DIVISION	Budget	Actual	% Expended	Available Balance
HR	959,536	364,615	38.0%	594,921
Operations	1,417,898	576,860	40.7%	841,038
Executive	376,245	149,759	39.8%	226,486
Community Development	426,804	158,006	37.0%	268,798
Finance	<u>971,946</u>	<u>324,343</u>	<u>33.4%</u>	<u>647,603</u>
	<u>4,152,429</u>	<u>1,573,583</u>	<u>37.9%</u>	<u>2,578,846</u>

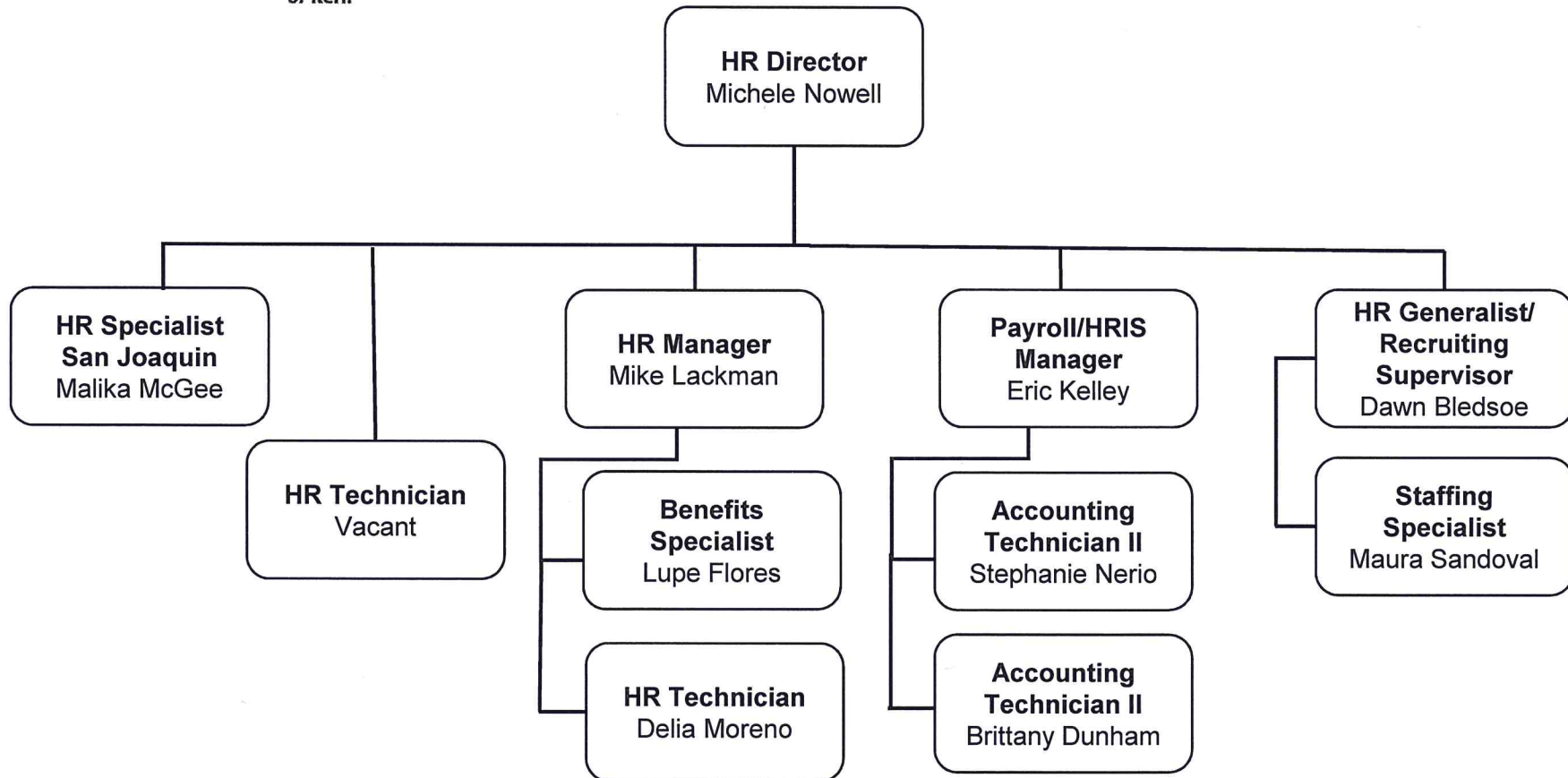
Date Prepared: 8/9/16

## Operations Division



Proposed 08/2016

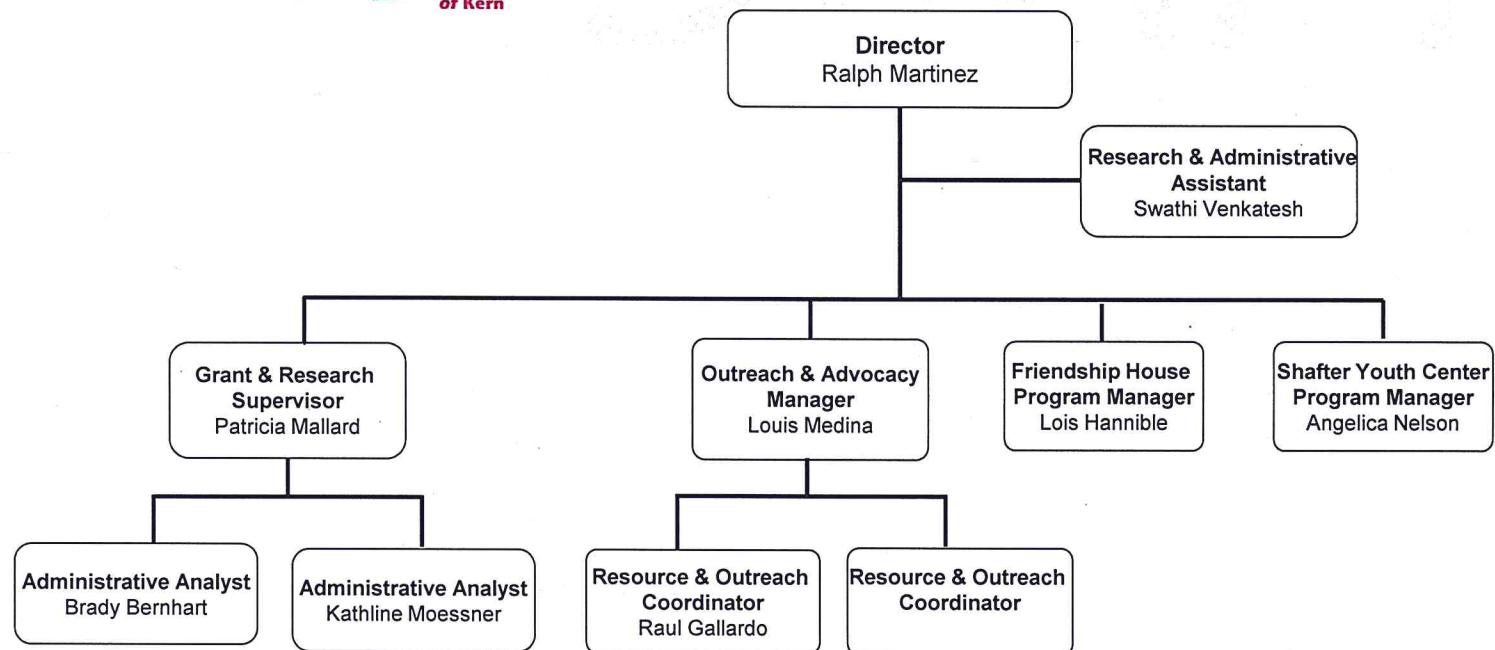
## Human Resources Division







## Community Development



Revised 08/2016

**COMMUNITY ACTION PARTNERSHIP OF KERN**  
**Operations**  
**Business Contracts Specialist**

**Grade: 9**

**FLSA Status:** Exempt

**Date Approved:**

**SUMMARY:** Under the supervision of the Business Manager, the Business Contracts Specialist is responsible for preparing and reviewing basic Contracts for Services, Contracts for Goods, Professional Consultant Agreements, Leases and Memorandums of Understanding, in addition to recurring business activities.

**SUPERVISION RECEIVED:** Receives supervision from the Business Manager.

**SUPERVISION EXERCISED:** None.

**DUTIES AND RESPONSIBILITIES:**

*Disclaimer – This list of meant to be representative, not exhaustive. Some incumbents may not perform all of 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. Prepares and reviews basic Contracts for Services, Contracts for Goods, Professional Consultant Agreements, Leases and Memorandums of Understanding based on recommended awards.
2. Monitors contract terms/performance for renewal or expirations; renews as appropriate.
3. Coordinates and is responsible for all activities related to leases for all buildings and/or land space agreements.
4. Ensures all contracts and leases are in compliance with Federal and state regulations, as appropriate.
5. Works with management to finalize lease agreements for new locations, renewals or terminations and coordinates lease activity with Facilities Manager and program staff.
6. Manages and coordinates the purchase of a widely varied and diverse selection of commodities, including but not limited to, heavy equipment, vehicles, instructional items, office supplies, food service items, janitorial supplies and many other supplies and equipment for purchases between \$10,000 and \$100,000.
7. Communicates effectively with coworkers, suppliers, salespersons and the general public to establish and maintain effective working relationships. Participates in

cross-functional teams assigned to develop or evaluate contracts and proposals.

Assists in developing a variety of purchasing-related documents which may include contract terms, conditions, specifications and other contractual agreements.

8. Prepares bid specifications and other required documents (including Requests for Quotations and Requests for Proposals) to solicit price quotations.
9. Researches/investigates vendor sources for product information to include evaluation and quality/suitability of supplies.
10. Maintains electronic files on vendors, purchase orders, check requests, contracts, packing slips and receipts for transactions handled by the Business Contracts Specialist.
11. Contacts vendors to discuss products and resolve any delivery or order problems on orders handled by the Business Contracts Specialist.
12. Assists Business Manager in gathering, updating and maintaining Agency inventory database and reports.
13. Performs other duties as assigned.

**B. Other Job Specific Duties:**

1. Attends all meetings, trainings and conferences as assigned.
2. Maintains safe and functional work environment.
3. Work alternative hours as required, including nights and weekends.
4. Is proactive in the program effort to recruit and enroll families that qualify for Agency programs.

**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:**

Contracts/business law

Applicable Federal, state and local laws, codes and regulations

Administration, insurance, types of insurance, leases and risk management

Modern office practices, methods, procedures and equipment including computers

Knowledge of word processing, spreadsheet, database and other related software applications



**Ability to:**

Analyze and interpret Agency and department policies and procedures and applicable Federal, state and local laws, codes and regulations

Communicate effectively, both verbally and in writing, to employees at all levels of the organization

Deal with conceptual matters

Demonstrate good interpersonal skills

Effectively present Agency programs to the general public

Establish professional working relationships with staff, other agencies and parents

**EDUCATION AND EXPERIENCE:**

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

Graduation from a two (2) year or four (4) year college or university with a major in Business Administration, Public Administration, Legal or Paralegal Studies, Planning, Finance or a closely related field.

Three (3) years of administrative experience in purchasing and contracts, preferably with a non-profit organization, public agency, government funded agency or similar type program.

(Experience as a paralegal preparing and reviewing contracts in a law firm or corporate legal department may be substituted.)

**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

**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.*

**COMMUNITY ACTION PARTNERSHIP of KERN**  
**Operations**  
**Business Technician**

*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.*

**Grade: 6**

**FLSA Status: Non-exempt**

**Date Approved:**

**SUMMARY:** Under the supervision of the Business Manager, the Business Technician is responsible for the day-to-day recurring procurement activities including review of purchase order requests to ensure that Agency procurement guidelines are followed and issuing purchase orders using accounting software, as well as performing other recurring business activities.

**SUPERVISION RECEIVED:**

Receives supervision from the Business Manager

**SUPERVISION EXERCISED:**

None

**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:**

- a. Research/investigate vendor sources for product information to include evaluation and quality/suitability of supplies.
- b. Contacts vendors to discuss products and resolve any delivery or order problems.
- c. Helps coordinate the purchase of a widely varied and diverse selection of commodities, including, but not limited to, instructional items, heavy equipment, vehicles, office supplies, food service items, janitorial supplies and many other supplies and equipment.
- d. Reviews purchase order requests and inputs data into the purchasing module of the accounting system. With final review provided by the Business Manager, finalizes and issues purchase orders to requestors.
- e. Maintains titles and licenses on all Agency vehicles, renewing licenses with DMV as appropriate.
- f. Maintains log of all Agency contracts and maintains electronic files of contracts.
- g. Monitors insurance renewal or expirations for contracts and leases and requests renewal policies as appropriate.
- h. Maintains business licenses for all Agency locations, renewing as appropriate.
- i. Performs tasks to support the Business Contract Specialist, Business Manager and to assist the Director of Operations, as needed.
- j. Maintains electronic files on vendors, purchase orders, check requests, contracts, titles, licenses, packing slips, receipts, inventory, etc.
- k. Perform other duties as assigned.

**B. Other Job Specific Duties:**

1. Attends all meetings, trainings, and conferences as assigned.
2. Maintains safe and functional work environment.
3. Work alternative hours as required, including nights and weekends.
4. Is proactive in the program effort to recruit and enroll families that qualify for Agency programs
5. Performs 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:**

Agency policies and procedures  
Applicable Federal, state, and local laws, codes and regulations  
Departmental policies and procedures  
Modern office practices, methods, procedures and equipment including computers  
Word processing, spreadsheet, database, and other related software applications

**Ability to:**

Communicate effectively both verbally and in writing to employees at all levels of the organization.  
Deal with conceptual matters  
Demonstrate good interpersonal skills.  
Effectively present Agency programs to the general public.  
Establish professional working relationships with staff, other agencies and parents.

**EDUCATION AND EXPERIENCE:**

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

High School diploma or equivalent; some college preferred but not required.  
Two (2) years of administrative experience in purchasing and contracts, preferably with a non-profit organization, public agency, government funded agency or similar type program.  
(Experience may be substituted for the education requirement on a year for year basis.)

**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.



**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			
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	

## COMMUNITY ACTION PARTNERSHIP of KERN HUMAN RESOURCE TECHNICIAN

*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: 6**

**FLSA Status: Non-Exempt**

**Date Approved:**

### **SUMMARY:**

Assists Human Resources Specialist with all aspects of recruitment and selection; assists employees with general human resources inquiries; maintain activities related to employee benefits and leave administration and will provide a variety of technical and employee support services related to the Agency's employee benefits programs; performs operational and clerical duties within the Human Resources Department ensuring confidentiality at all times.

### **SUPERVISION RECEIVED:**

Receives Direct Supervision from Human Resources Manager

### **SUPERVISION EXERCISED:**

None.

### **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. Inputs and updates information in HRIS system (ABRA), to ensure employee benefits data information is up-to-date.
2. Compiles, organizes and analyzes data for various benefit reports.
3. Assists employees and the public with information regarding Human Resources policies and procedures.
4. Maintains DMV Employer Pull Notice Program and ensures Agency drivers meet minimum risk standards.
5. Completes status change forms as needed.
6. Maintains personnel files.
7. Provides clerical support for Human Resources department.
8. Monitors Agency security system, issuing entrance cards as required.
9. Maintains Notice of Facility Roster (LIS555), submitting reports to the Department of Justice-State of California Licensing.
10. Provides necessary licensing information to Agency programs as required.
11. Provides information requested by employees as appropriate.
12. Maintains job description and oral interview database, updating as necessary.
13. Prepares check requests and/or purchase orders for the Human Resources Department.
14. Works on special projects as assigned.



15. Attends meetings, conferences and seminars as requested.
16. Performs other

## **B. Other Job Specific Duties:**

1. Works on special projects as assigned
2. Conducts and attends meetings, trainings and professional growth activities, as required.
3. Works alternative hours as required, including nights and weekends.
4. Performs 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:**

Departmental policies and procedures  
Current problems of socially and economically challenged families  
Modern office procedures and equipment including computers  
Word processing and other related software applications.

### **Ability to:**

Work independently.  
Prepare clear, concise reports.  
Exercise sound, independent judgment within general policy guidelines.  
Communicate effectively verbally and in writing.  
Work with accuracy and attention to detail.  
Operate and use modern office equipment.  
Effectively organize and prioritize assigned work.  
Establish and maintain effective working relationships with other people.  
Work in a fast paced environment.  
Type 30 wpm

## **EDUCATION AND EXPERIENCE:**

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

- High school diploma or equivalent; Associates in Business Administration or related field highly desirable.
- Three years progressively responsible technical and/or clerical experience in a Human Resources department or similar environment.
- Vocational training program may substitute for one year of experience requirement.
- Bilingual (English/Spanish) capabilities desirable.

## **OTHER REQUIREMENTS:**

- Must be fingerprinted and have records filed with the State Department of Social Services, Community Care Licensing. Completion of a physical and substance abuse screening upon offer of employment.
- Successful completion TB screening upon employment and annually thereafter.

**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 Human Resources Technician			
ACTIVITY (HOURS PER DAY)	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 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			X		



**COMMUNITY ACTION PARTNERSHIP of KERN**  
**English-Spanish Bilingual Resource and Outreach Coordinator**

*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:** Grade 8 **FLSA Status:** Non-Exempt

**Date Approved:** 06/07/2016

**SUMMARY:**

Under general direction of the Outreach & Advocacy Manager, the Resource and Outreach Coordinator assists in the development, maintenance, and coordination of CAPK's internal and external communication efforts in English and Spanish in multiple platforms including print, video, audio, multimedia, web, intranet, social media, and via live presentations and interpreting at agency outreach or informational events as needed. Duties will also include newsletters, brochures, bulletins and other publications. Assists with English/Spanish media relations, including in the writing of press releases and as a spokesperson for the agency when called upon to do so.

**SUPERVISION RECEIVED:**

Receives supervision from Outreach & Advocacy Manager.

**SUPERVISION EXERCISED:**

None.

**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. Under the direction of the Outreach and Advocacy Manager, coordinates and disseminates information to agency staff, customers, the general public and the media through a variety of communication strategies in English and Spanish including but not limited to newsletters, videos, publications, meetings, tours, website, social media, advertising, press releases and community events.
2. Coordinates with program and support divisions in preparing, annual reports, event programs, and orientation and training materials, and obtaining marketing material production quotes. Assist to ensure all CAPK programs' marketing materials incorporate the proper branding elements (e.g., corporate logo, list of board members, and the Promise of Community Action) when required.
3. Develops and prepares visual materials to assist in all types of data and information presentations including PowerPoint presentations, YouTube videos, updates to CAPK website/Intranet site and social media sites.

4. Liaises with media/marketing firms during the development of ad campaigns for CAPK's various programs.
5. Assists with the planning and execution of CAPK outreaches and events. Evening and weekend work sometimes required
6. Assists with English/Spanish translation, proofreading and editing of translations before they go to print (written); assist with English/Spanish interpreting (oral) as needed, as well as liaising with Spanish media in Spanish.
7. Performs other related duties and responsibilities as required. Principal duties include: preparing and reviewing CAPK newsletters, brochures, bulletins, and other publications; preparing press and other media releases; helping to manage the agency Website, Intranet site and Facebook pages; assisting with CAPK outreaches and events; English/Spanish translation/proofreading/interpreting and performing other related tasks as required.

#### **B. Other Job Specific Duties:**

1. Works with program staff in the preparation of publications, brochures and presentations in English and Spanish.
2. Archives Agency publications, newspaper articles and videos.
3. Works with management personnel in the coordination of special agency events, i.e. Annual Awards Banquet, and outreach fairs.
4. Seeks out outreach opportunities for the agency.
5. Performs related duties as required.

#### **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:**

- English and Spanish fluency – both written and oral – a must, as well as the fundamentals of good grammar, spelling and punctuation usage in both languages. Writing and Translation samples must be presented at the time of interview, which will be conducted in both English and Spanish.
- Graphic Design and Video Editing software a must. Portfolio of graphic design/video work must be presented at the time of interview.
- Effective media presentation composition, layout and production of written materials.
- Word processing and other related software applications.
- Letter and report writing.
- Excellent report, newsletter and business letter writing abilities in English and Spanish.
- Besides writing, journalism skills such as editing, page layout and selection of articles/photos for CAPK publications.



**Ability to:**

- Use computer and graphic design software for creating outreach materials (i.e. Adobe Photoshop, Illustrator, InDesign.)
- Use video editing software for producing videos and/or PSAs (i.e. Final Cut Pro, Adobe Premiere)
- Plan, develop, and present mixed media presentations.
- Write, edit and translate creatively and clearly for general and specialized audiences.
- Maintain and organize a variety of files, records, and logs.
- Plan and organize work; compose clear, concise reports and recommendations.
- Type 35 wpm.
- Work independently with little direction in a busy outreach/marketing office, meeting many required deadlines while organizing upcoming events.
- Analyze situations accurately and adopt an effective course of action.
- Exercise sound, independent judgment within general policy guidelines.
- Communicate effectively verbally and in writing.

Work with accuracy and attention to detail.

Effectively organize and prioritize assigned work.

Establish and maintain effective working relationships with other people (internally, with media, CAPK vendors, Board Members, etc.).

**EDUCATION AND EXPERIENCE:**

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

- AA or BA degree in Marketing, Communications, Journalism or related field preferred.  
**OR**  
Experience may be substituted for degree on a year-for-year basis for total of two (2) to four (4) years relevant experience.
- Experience with communications strategies for large organizations.
- Experience with Graphic Design and Video Editing software required.
- English/Spanish oral and written fluency a must for Bilingual Resource and Outreach Coordinator.
- Possession of a valid California Driver's License and State automobile insurance, and acceptable driving record substantiated by a DMV printout.
- Must be fingerprinted if required by funding source or state licensing and have such records filed with the State Department of Social Services, Community Care Licensing. Completion of a physical and substance abuse screening upon offer of employment. Successful completion of TB screening at time of employment.

**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: Outreach Specialist			
ACTIVITY (HOURS PER DAY)	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS
Sitting			<b>X</b>
Walking			<b>X</b>
Standing			<b>X</b>
Bending (neck)			<b>X</b>
Bending (waist)			<b>X</b>
Squatting		<b>X</b>	
Climbing	<b>X</b>		
Kneeling		<b>X</b>	
Crawling		<b>X</b>	
Twisting (neck)			<b>X</b>
Twisting Waist			<b>X</b>
Is repetitive use of hand required?			<b>X</b>
Simple Grasping (right hand)			<b>X</b>
Simple Grasping (left hand)			<b>X</b>
Power Grasping (right hand)		<b>X</b>	
Power Grasping (left hand)		<b>X</b>	
Fine Manipulation (right hand)			<b>X</b>
Fine Manipulation (left hand)			<b>X</b>
Pushing & Pulling (right hand)		<b>X</b>	
Pushing & Pulling (left hand)		<b>X</b>	
Reaching (above shoulder level)		<b>X</b>	
Reaching (below shoulder level)		<b>X</b>	

	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			<b>X</b>			<b>X</b>
11-25 lbs		<b>X</b>			<b>X</b>	
26-50 lbs		<b>X</b>			<b>X</b>	
51-75lbs	<b>X</b>			<b>X</b>		
76-100lb	<b>X</b>			<b>X</b>		
100lbs+	<b>X</b>					

# COMMUNITY ACTION PARTNERSHIP OF KERN

## MEMORANDUM

**To:** Budget & Finance Committee  
*Christine Anami*  
**From:** Christine Anami, Director of Finance  
**Date:** August 17, 2016  
**Subject:** *Agenda Item 5b: 2016/17 Agency-wide Budget – Action Item*

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The agency-wide budget for the 2016/17 fiscal year is presented using the following functional classifications:

- Program Services
  - Education
  - Nutrition
  - Energy Conservation
  - Community Services
- Support Services
  - Discretionary & Fund Raising
  - General & Administrative

The annual budget was developed using individual grant or program budgets prepared by program staff that were combined into the above functional classifications. The budgets include using the 10% de minimis indirect cost rate that was approved by the Board of Directors at the February 24, 2016 meeting. For a listing of 2016/17 grants/programs, please refer to the attached Functional Classification by Fund schedule.

General & Administrative is comprised of the Community Services Block Grant (CSBG) budget and the Indirect budget. The Indirect budget is for centralized administrative functions such as human resources, finance, procurement, IT, outreach, grant writing and strategic planning.

### Recommendation

Staff recommends that the Budget & Finance Committee approves the agency-wide budget for the 2016/17 fiscal year.

Attachments: Annual Budget for 2016/17  
Functional Classifications by Fund



**COMMUNITY ACTION PARTNERSHIP OF KERN**  
**ANNUAL BUDGET FOR 2016/17**

	Program Services				Support Services		
	Education	Nutrition	Energy Conservation	Community Services	Discretionary & Fund Raising	General & Administrative	Total
<b>Revenue</b>							
Government Revenue	41,200,000	6,000,000	4,538,500	1,400,000		1,482,000	54,620,500
Private Revenue		250,000		30,000	15,000		295,000
Other Revenue	264,388	229,729		234,393			728,510
Donations		60,000		50,000	80,000		190,000
<b>Total Revenue</b>	<b>41,464,388</b>	<b>6,539,729</b>	<b>4,538,500</b>	<b>1,714,393</b>	<b>95,000</b>	<b>1,482,000</b>	<b>55,834,010</b>
<b>Expenditures</b>							
Salaries	18,873,584	2,584,348	1,400,000	959,803	5,500	3,235,417	27,058,652
Fringe Benefits	5,446,936	751,927	420,000	192,053	1,375	776,550	7,588,841
Travel	343,211	170,900	55,000	30,303		61,400	660,814
Space Cost	2,248,101	579,871	200,000	55,521	2,000	357,248	3,442,741
Consumable Supplies	1,536,877	261,300	180,000	20,563	3,500	184,946	2,187,186
Consultant/Contract	717,252	7,600	350,000	9,550		752,500	1,836,902
Other Costs	1,752,783	261,250	530,000	100,497	37,350	359,600	3,041,480
Program Costs	6,519,336	923,467	1,000,000	49,340		13,000	8,505,143
Capital Expenditures	372,500	465,000		155,000			992,500
Indirect	3,653,808	534,066	403,500	141,763		(4,733,137)	0
<b>Total Expenditures</b>	<b>41,464,388</b>	<b>6,539,729</b>	<b>4,538,500</b>	<b>1,714,393</b>	<b>49,725</b>	<b>1,007,524</b>	<b>55,314,259</b>
<b>Gain/(Loss)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>45,275</b>	<b>474,476</b>	<b>519,751</b>



**COMMUNITY ACTION PARTNERSHIP OF KERN**  
**FUNCTIONAL CLASSIFICATIONS BY FUND**  
**FISCAL YEAR 2016/17**

Abila Fund #	Fund Name	PROGRAM SERVICES				SUPPORT SERVICES	
		Education	Nutrition	Energy Conservation	Community Services	Discretionary/ Fund Raising	General & Administrative
103 999	Community Services Block Grant (CSBG) Indirect						X X
502 595	Discretionary Fund Fund Raising					X X	
108 109 110 117 117-005 250 252 253 258 258-005 260 261 262/265	Early Head Start Head Start Early Head Start Child Care Partnership Early Head Start San Joaquin EHS San Joaquin QRIS Migrant Child Care Migrant Specialized General Child Care California State Preschool (CSPP) CSPP QRIS Child Care Facilities Migrant Alternative Payment Child Development Reserve	X X X X X X X X X X X X X					
112 115 133 139 407-000 Food Bank 105 111 114 126-250 126-251 216-000 216-087 216-088 413 419-086 443 504	Child Care Food Program (CACFP) Women, Infants & Children Summer Food CACFP - San Joaquin The California Endowment Food Bank Emergency Food Assistance USDA Commodities Emergency Food & Shelter CDBG City of Bakersfield (Solar) CDBG County of Kern (Solar) Food Bank Tax Check-Off State Emergency Food Assistance State Drought Food Assistance Resnick Foundation Kaiser-Healthy Eating Bakersfield Californian Foundation (Solar) Food Bank		X X X X X X X X X X X X X X X X X X				
122 123 221 229 241 524	Low Income Home Energy Assistance Dept of Energy Weatherization Low Income Weatherization Program Water Tank Installation LIWP Solar PV Pilot Energy			X X X X X X			

**FUNCTIONAL CLASSIFICATIONS BY FUND  
FISCAL YEAR 2016/17**

Abila Fund #	Fund Name	PROGRAM SERVICES				SUPPORT SERVICES	
		Education	Nutrition	Energy Conservation	Community Services	Discretionary/ Fund Raising	General & Administrative
118	Substance Abuse				X		
	<u>VITA (Volunteer Income Tax Assistance)</u>						
175-174	CSBG Discretionary-EITC				X		
468	CalEITC4Me (VITA)				X		
	<u>East Kern Family Resource Center</u>						
280	Differential Response				X		
281	First 5 East Kern Family Resource				X		
	<u>Youth Services</u>						
120	Information & Education				X		
130	Justice Assistance Grant (JAG)				X		
175-173	CSBG Discretionary-Youth Employment				X		
232	California Coastal Commission				X		
242	Youth Authority				X		
335	Gang Prevention				X		
407-069	The California Endowment - LCAP				X		
419-066	Kaiser - FHCC Nutrition Education				X		
444	Starbucks Foundation				X		
527	Shafter Youth Center				X		
531	Friendship House Community Center				X		
531-068	FHCC - Robotics/STEM				X		
	<u>2-1-1</u>						
164	Cal Fresh				X		
187	Bioterrorism 2-1-1				X		
288	First 5 Kern 2-1-1				X		
366	ReadyKern				X		
389	County of Kern 2-1-1				X		
428	United Way 2-1-1				X		
470	Assurance Cellular				X		
536-230	2-1-1: LA County				X		
536-231	2-1-1: Kings County				X		
536-232	2-1-1: Tulare County				X		
536-233	2-1-1: Merced County				X		

# COMMUNITY ACTION PARTNERSHIP OF KERN

## MEMORANDUM

**To:** Budget & Finance Committee

*Christine Anami*

**From:** Christine Anami, Director of Finance

**Date:** August 17, 2016

**Subject:** *Agenda Item 5c: 2015/16 Head Start Federal Financial Reports – Info Item*

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Head Start regulations require that the Standard Form 425 – Federal Financial Report (FFR) be used by grantees to report financial data. The following FFR was due on July 29, 2016 for CAPK:

- Final: EHS/Head Start Kern (3/1/15 – 2/29/16)

The above report was uploaded to the GrantSolutions system on July 29, 2016. Grantees are no longer required to submit the report to their regional office. The change in federal reporting per Program Instruction went into effect January 5, 2016.

Attachment: SF-425 Federal Financial Report – EHS/Head Start Kern

(Follow form instructions)

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

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

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

<b>Date Approved</b>	<b>Date of App. Submission</b>	<b>Funding Source</b>	<b>Program/Proposal</b>	<b>Amount Requested</b>
12/9/2015 (Exec)	11/24/2015	USDA/National Institute of Food and Agriculture (NIFA)	Food Bank/Kern Nutrition on Wheels Program	\$ 329,500
2/17/2016 (B&F)	2/25/2016	AstraZeneca	FHCC & SYC/Grow Fit Program	\$ 175,198
3/30/2016 (Board)	2/26/2016	Chevron 2016 Social Investment Program	FHCC & SYC/STEM Program	\$ 21,500
4/20/2016 (B&F)	4/20/2016	California Department of Education	Central Kitchen/Summer Food Service Program	\$ 59,943
5/25/2016 (Board)	5/31/2016	U.S Dept of Treasury/ IRS	VITA/Kern VITA Partnership	\$ 961,280
6/22/2016 (B&F)	6/15/2016	United Way of Fresno and Madera Counties	2-1-1 Kern/After-hours & Weekend Call Answering	\$ 39,756
6/22/2016 (B&F)	6/28/2016	Best Buy Foundation	FHCC/Winners Program	\$ 9,800
7/13/2016 (Exec)	6/30/2016	Walmart State Giving Program	Food Bank/Equipment	\$ 34,350
<b>7/13/2016 (Exec)*</b>	<b>7/1/2016</b>	<b>Wells Fargo</b>	<b>Community Development/Financial Literacy &amp; Microloan Program</b>	<b>\$ 30,000</b>
<b>6/29/2016 (Board)</b>	<b>7/12/2016</b>	<b>Cy Pres CRT Settlement Fund</b>	<b>East Kern Family Resource Center/Computers, Internet Service, Printer</b>	<b>\$ 65,539</b>
<b>8/10/2016</b>	<b>7/26/2016</b>	<b>County of Kern (Community Corrections Partnership)</b>	<b>FHCC/Workforce Development Services for Ex-offenders</b>	<b>\$ 354,840</b>

\*On hold pending final Board approval.

COMMUNITY ACTION PARTNERSHIP OF KERN  
FUNDING REQUESTS AND APPLICATION STATUS REPORT  
**AWARDED - JULY 2016**

Date Approved	Date of Notification	Funding Source	Program/Proposal	Amount Requested	Amount Awarded	Funding Period
11/12/2015 (PRE)	1/8/2016	Dominion Resources	Food Bank/Food & Freight Costs	\$ 2,500	\$ 2,500	1/01/2016-12/31/2016
1/13/2016 (PRE)	1/19/2016	CALEITC4ME	VITA/CalEITC4Me Outreach & Education	\$ 19,000	\$ 16,000	1/20/2016-4/30/2016
12/9/15 (Exec)	1/26/2016	United Way of Kern County (Community Investment)	Food Bank/Food and Freight Costs	\$ 25,000	\$ 10,000	1/01/2016-12/31/2016
12/9/15 (Exec)	1/28/2016	United Way of Kern County (Community Investment)	2-1-1/Operating Costs	\$ 40,000	\$ 30,000	1/01/2016-12/31/2016
N/A	1/29/2016	Anonymous Donation	Food Bank/Drought Relief	N/A	\$ 25,000	N/A
8/05/2015 (PRE)	2/8/2016	The Heffernan Foundation	FHCC/Computer Lab Upgrade	\$ 7,500	\$ 3,500	07/01/2015-06/30/2016
11/18/2015 (B&F)	3/8/2016	Bank of the West	VITA	\$ 1,500	\$ 1,500	10/01/2015-05/31/2016
N/A	3/22/2016	Anonymous Donation	Food Bank/Drought Relief	N/A	\$ 25,000	N/A
1/13/2016 (PRE)	3/24/2016	California Department of Public Health	FHCC & SYC/Sexual Health Information & Education (I&E) Program	\$ 115,000	\$ 80,000	07/01/2016-06/30/2017
1/13/2016 (PRE)	5/23/2016	United Way of Kern County (Emergency Food & Shelter)	Food Bank/Food	\$ 85,000	\$ 84,507	1/16/2015-12/31/2016
5/11/2016 (PRE)	6/20/2016	Kern Family Health Care	East Kern Family Resource Center/ Emergency Supplies Closet	\$ 2,000	\$ 2,000	2016
2/10/2016 (PRE)	6/23/2016	Kaiser Permanente Kern County	FHCC/Grow Fit Program	\$ 13,181	\$ 10,000	7/1/2016-6/30/2017
<b>6/22/2016 (B&amp;F)</b>	<b>7/1/2016</b>	<b>PG&amp;E</b>	<b>FHCC/Computer Lab Upgrade</b>	<b>\$ 3,000</b>	<b>\$ 3,000</b>	<b>7/1/2016-6/30/2017</b>
<b>5/25/2016 (Board)</b>	<b>7/11/2016</b>	<b>Target</b>	<b>SYC/Art Smart Program</b>	<b>\$ 2,500</b>	<b>\$ 2,500</b>	<b>10/1/2016-9/30/2017</b>
<b>6/22/2016 (B&amp;F)</b>	<b>7/13/2016</b>	<b>The Starbucks Foundation</b>	<b>FHCC &amp; SYC/PREP Works</b>	<b>\$ 49,606</b>	<b>\$ 40,000</b>	<b>1/1/2017-6/30/2017</b>
				<b>TOTAL</b>	<b>\$ 335,507</b>	

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

[illegible]



# Community Action Partnership of Kern Funding Request Profile

**Source of Funds:** Public

**CFDA #** TBD

**Project Name:** Realignment for Success Program

**Division Director:** Ralph Martinez

**Funder Name:** County of Kern

**Program Manager:** Lois Hannible

**Grant Program Name:** Friendship House Community Center

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

**Funding Period:** 10/1/2016 – 12/31/2018

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

CAPK is applying for grant funding of \$354,840 to provide workforce development services to 80 ex-offenders residing in Kern County as a result of the Public Safety Realignment Act of 2011 (also known as AB 109). Under Realignment, newly convicted low-level offenders without current or prior serious or violent offenses (non-serious, non-violent, or non-sex offenses) stay in county jail to serve their sentences. Upon release, the ex-offenders will be under the supervision of the Kern County Probation Department. The objectives of the program are to reduce participants' barriers to successful reintegration, increase the number of participants who have "right to work" or I-9 documents, and contribute to Kern County's efforts to reduce the recidivism rate of ex-offenders.

The proposed Welcome Home program will operate at the Friendship House Community Center and CAPK's 19<sup>th</sup> Street location. All participants will be referred by the Kern County Probation and Sheriff's Departments. The program will be facilitated by three program educators who will provide transitional services such as case management, pre-employment and life skills training, basic computer skills, "right-to-work" documents, and supportive services (i.e., bus passes and gas vouchers). The program will consist of seven 12-week sessions for up to 12 participants in each session. Classroom training will be held twice a week and a group meeting will be held each week to reinforce lessons, bring in guest speakers, develop positive support networks, and share successes and challenges.

**B. Use of Funds:**

The requested funds of \$354,840 will be used to cover personnel costs for a portion of the FHCC program manager's time, two full-time health educators and one part-time health educator, program supplies, staff mileage, facilities costs, and supportive services for participants.

**C. Approvals:**

1. \_\_\_\_\_  
Division Director Date

3. Christine Anemic 7/26/16  
Director of Finance Date

2. Ralph Martinez 7.25.16  
Director of Community Development Date

4. [Signature] 8/1/16  
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:** Solar Energy Improvement Project

**Division Director:** Carmen Segovia

**Funder Name:** SoCalGas/Sempra Energy

**Program Manager:** Glen Ephrom

**Grant Program Name:** CAPK Food Bank

☒ **New Funding**

**Funding Period:** 1/1/2017-12/31/2017

☐ **Re-Application**

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

CAPK is requesting \$25,000 from the Southern California Gas Company's Environmental Champions Grant Initiative, which supports projects that address clean air, clean energy, or water conservation. These funds will go towards the Solar Energy Improvement Project at the CAPK Food Bank warehouse. Once installed, the solar panels will reduce the cost of electricity, allowing the savings to support Food Bank operations and the purchase of more food for distributions. CAPK has already secured \$364,000 from the City of Bakersfield, Kern County, and The Bakersfield Californian Foundation to fund the transition of the CAPK Food Bank into a facility that will largely be powered by solar energy.

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

The requested funds of \$25,000 will be added to the awarded funds of \$364,000, for a total of \$389,000 for the Food Bank Solar Energy Improvement Project.

## **C. Approvals:**

1. Carmen Segovia 8/4/16  
Division Director Date

3. \_\_\_\_\_  
Director of Finance Date

2. Glen Ephrom 8-4-16  
Director of Community Development Date

4. JTO 8/4/16  
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:** Backpack Buddies Program

**Division Director:** Carmen Segovia

**Funder Name:** Bank of America

**Program Manager:** Glen Ephrom

**Grant Program Name:** CAPK Food Bank

☒ **New Funding**

**Funding Period:** 1/1/2017-12/31/2017

☐ **Re-Application**

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

CAPK is requesting \$25,000 from Bank of America to support the Food Bank's Backpack Buddies program, which will provide nutritious food for low-income, chronically hungry and/or food insecure children attending school in Lamont during the 2017 school terms. Approximately 80 students will receive bags containing ready-to-eat foods for the weekends and school holidays. The requested funds will allow the program to purchase healthy, lightweight, kid-friendly foods consistently instead of relying on general donated items that do not always meet the needs of hungry children who often have to fend for themselves while their parents work.

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

Funds will be used to partially cover the operating costs of the Backpack Buddies program, including personnel; purchase of kid-friendly foods; and indirect costs. Additional costs will be covered by other funding sources.

## **C. Approvals:**

1. Carmen Segovia 8/4/16  
Division Director Date

3. \_\_\_\_\_  
Director of Finance Date

2. Ralph Maty 8-7-16  
Director of Community Development Date

4. Glen Ephrom 8/4/16  
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 #** 14.267

**Project Name:** Kern County Homeless Coordinated Entry System

**Division Director:** Romala Ramkissoon

**Funder Name:** U.S. Department of Housing and Urban Development Community Planning and Development

**Program Manager:** Esperanza Contreras

**Grant Program Name:** 211 Kern County

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

**Funding Period:** 7/1/2017 – 6/31/2018

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

CAPK is requesting approximately \$178,000 from the U.S. Department of Housing and Urban Development (HUD) to implement the Kern County Homeless Coordinated Entry System to provide assessment and placement services for the homeless through coordination with homeless service providers. The project goal is to streamline the referral process so that homeless individuals and families receive easily accessible services based on a prioritization of needs. CAPK's 211 Kern County information and referral program staff will screen potentially homeless callers and then connect them to a housing coordinator for assessment and placement. The housing coordinators will be located at CAPK's 19<sup>th</sup> Street location.

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

The requested funds of approximately \$178,000 will be used cover personnel costs for one full-time housing coordinator supervisor, one full-time housing coordinator, one half-time 211 information referral specialist, and a portion of personnel costs for the 211 Kern County Program Manager who will oversee the program. Other costs include outreach supplies, staff mileage, client transportation such as bus tickets and taxi vouchers, and general 211 operating costs.

### **C. Approvals:**

1. Romala Ramkissoon 8/16/16  
Division Director Date

3. Christine Anemic 8/11/16  
Director of Finance Date

2. Rafael Valencia 8-11-16  
Director of Community Development Date

4. JIT 8/11/16  
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:** Backpack Buddies, Wasco

**Division Director:** Carmen Segovia

**Funder Name:** Wonderful Foundation

**Program Manager:** Glen Ephrom

**Grant Program Name:** CAPK Food Bank

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

**Funding Period:** 1/1/2017 – 12/31/2017

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

CAPK is requesting \$25,000 from the Wonderful Foundation to implement CAPK Food Bank's Backpack Buddies program in Wasco. The Backpack Buddies program helps alleviate child hunger by providing chronically hungry and/or food-insecure children with wholesome, nutritious, and ready-to-eat foods at times when other resources are not available, such as during weekends and school breaks. The program will serve up to 75 children ages 6 to 12 who fit the profile of chronically hungry, qualify for free/reduced-price school meals, and live in food-insecure households (inconsistent access to adequate food) with 7 to 10 lbs. of kid-friendly, healthy and nutritious foods each week during the school year.

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

The requested funds of \$25,000 will be used to procure shelf-stable and convenient foods for the children, cover staff mileage, outreach materials, and personnel costs (6 hours per week) for an Outreach Specialist.

## **C. Approvals:**

1. Carmen Segovia 8/9/16  
Division Director Date

3. Christine Anami  
Director of Finance Date

2. Rylee Mader 8-9-16  
Director of Community Development Date

4. Glen Ephrom 8/11/16  
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 #** 17.268

**Project Name:** America's Promise Grant

**Division Director:** TBD

**Funder Name:** U.S Dept. of Labor, Employment and Training  
America's Promise Job Driven Grant Program

**Program Manager:** TBD

**Grant Program Name:** TBD

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

**Funding Period:** TBD

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

CAPK staff requests approval of a Memorandum of Understanding with the Fresno Regional Workforce Development Board for application to the U.S. Department of Labor for America's Promise Job Driven Grant Program. The program goal is to recruit, screen, and train unemployed, underemployed, and incumbent workers in the manufacturing sector in the region that ranges from Stockton to Bakersfield. The tentative goal is for CAPK to serve 10 clients per year for a four-year period (total of 40). CAPK's estimated funding would be \$50,000.

The Fresno Economic Opportunity Corporation (FEOC) is a major partner with the Fresno Regional Workforce Development Board in this application and is recruiting other Community Action Agencies to participate in order to better serve.

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

Funds would be used to cover personnel and related costs to recruit, screen, and case manage program participants.

## **C. Approvals:**

1. \_\_\_\_\_  
Division Director Date

2. Ralph Martinez 8-11-16  
Director of Community Development Date

3. Christine Anami 8/11/16  
Director of Finance Date

4. [Signature] 8/11/16  
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:** United Way of Stanislaus County 2-1-1  
Helpline 24/7

**Division Director:** Romala Ramkissoon

**Funder Name:** United Way of Stanislaus County

**Program Manager:** Esperanza  
Contreras

**Grant Program Name:** 2-1-1 Kern County

☒ **New Funding**

**Funding Period:** 9/1/2016 – 6/30/2017

☐ **Re-Application**

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

CAPK was invited to submit a proposal to provide call answering services for the United Way of Stanislaus County 2-1-1 Helpline. CAPK proposes to provide these services via live answer 24 hours a day, 7 days a week. To ensure services are provided during these time periods, 2-1-1 Kern has office and telecommute available to handle these calls.

United Way of Stanislaus County anticipates 8,500 calls over the 10-month period. CAPK is proposing to charge approximately \$45,000 for this period, which will cover increases in call volume up to 9,500 calls.

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

United Way of Stanislaus County will be charged approximately \$45,000 for a contract period of September 1, 2016 to June 30, 2017. Funding will be used to help cover 2-1-1 Kern's general operating costs, including personnel.

### **C. Approvals:**

1. Romala Ramkissoon 8/12/16  
Division Director Date

3. Christine Mami 8/12/16  
Director of Finance Date

2. Rafael Moten 8-12-16  
Director of Community Development Date

4. [Signature] 8/12/16  
Executive Director Date

### **D. Board:**

☐ Policy Council  
Date: \_\_\_\_\_

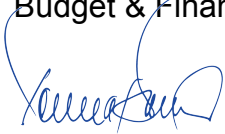
☐ PRE Presentation  
Date: \_\_\_\_\_

☐ B&F Approval  
Date: \_\_\_\_\_

☐ Board Approval  
Date: \_\_\_\_\_



# COMMUNITY ACTION PARTNERSHIP OF KERN MEMORANDUM

**To:** Budget & Finance Committee  
  
**From:** Donna Holland, Fiscal Manager  
**Subject:** Agenda Item A: Kern Head Start and Early Head Start Budget to Actual Report for the Period Ended July 31, 2016  
**Date:** August 17, 2016

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

## **Cost of Living Adjustment**

CAPK was issued a Notice of Award for the 1.8% Cost of Living Adjustment (COLA), which is effective March 1, 2016. The revenue is reflected in the budget; however, the expense will not be reflected until Head Start employees have been paid their retroactive COLAs.

## **Personnel & Fringe Benefits**

The majority of Head Start employees are off during the months of June and July; thus, the actual salaries are not expended equally over the program year.

Early Head Start salaries and fringe benefits costs are partially offset by earned revenues from its California Department of Education (CDE) General Child Care contract. Revenues tend to trend upward during the spring and early summer months; thus, the net cost of salaries and fringe benefits to Early Head Start are lower than expected at this point in the year. Staff continuously monitor for any savings in these categories that may be used elsewhere in the program.

## **Equipment**

Funds in this category were budgeted for the purchase of four program vehicles and three playground/shade structures. These purchases have not yet been made.

## **Supplies**

Purchases of supplies are on track at this point in the program year. For Head Start, purchasing will increase with the onset of the new school year beginning in August.

## **Contractual**

The annual cost of software support and maintenance for the Head Start/Early Head Start child tracking data base is paid in full at the beginning of the fiscal year; thus, the percentage spent appears high at this point in the program year.

### **Other**

Expenditures in this category are on track at this point in the program year.

### **Training & Technical Assistance**

Expenditures supporting training & technical assistance are on track for this point in the program year.

### **Indirect**

Effective 3/1/2016, CAPK transitioned to the 10% De Minimis Indirect Cost Rate to allocate costs of centralized administrative functions to each grant. A budget revision, approved by the Board on June 29, will be submitted to Office of Head Start to reflect this method of cost allocation. The original budget had already identified planned expenditures for centralized administration; however, these amounts will be adjusted and also included in the Training & Technical Assistance budgets.

### **Non-Federal Share**

With 42% of the budget period elapsed, total Non-Federal Share (the sum of California Department of Education funding and in-kind) is at 47% of budget.

- **California Department of Education**  
Estimated non-federal revenues through July 2016 are at 46% of budget.
- **In-Kind**  
Year-to-date in-kind is at 47% of budget.

The five centers with the highest percentage of goal met were Franklin, Planz, Fairfax, San Diego, and Sunrise Villa. A total of 30 out of 46 centers and groups met or exceeded 42% of goal.

The five centers with the lowest percentage of goal met were Heritage, Tehachapi, Wasco, Rosamond, and Mojave.



**Community Action Partnership of Kern**  
**Head Start and Early Head Start - Kern**  
**Budget to Actual Report**  
 Budget Period: March 1, 2016 - February 28, 2017  
 Report Period: March 1, 2016 - July 31, 2016  
 Month 5 of 12 (41%)

Prepared 8/08/2016

	HEAD START				
BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	9,675,827	2,745,146	6,930,681	28%	72%
FRINGE BENEFITS	3,135,316	1,057,277	2,078,039	34%	66%
TRAVEL	0	(0)	0		
EQUIPMENT	255,000	0	255,000	0%	100%
SUPPLIES	1,095,095	277,558	817,537	25%	75%
CONTRACTUAL	82,680	55,028	27,652	67%	33%
CONSTRUCTION	0	0	0		
OTHER	3,558,572	1,312,701	2,245,871	37%	63%
INDIRECT	1,477,845	524,103	953,742	35%	65%
<b>TOTAL BASE FUNDING</b>	<b>19,280,336</b>	<b>5,971,812</b>	<b>13,308,524</b>	<b>31%</b>	<b>69%</b>

	HEAD START				
TRAINING & TECHNICAL ASSISTANCE	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
TRAVEL	30,627	20,028	10,599	65%	35%
SUPPLIES	20,935	15,762	5,173	75%	25%
CONTRACTUAL	18,484	7,706	10,778	42%	58%
OTHER	75,304	71,643	3,661	95%	5%
INDIRECT	0	11,514	(11,514)		
<b>TOTAL TRAINING &amp; TECHNICAL ASSISTANCE</b>	<b>145,350</b>	<b>126,653</b>	<b>18,697</b>	<b>87%</b>	<b>13%</b>

<b>GRAND TOTAL HS/EHS FEDERAL FUNDS</b>	<b>19,425,686</b>	<b>6,098,465</b>	<b>13,327,221</b>	<b>31%</b>	<b>69%</b>
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	EARLY HEAD START				
	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
	2,266,371	239,477	2,026,894	11%	89%
	715,929	40,350	675,579	6%	94%
	0	(1)	1		
	65,000	0	65,000		
	232,070	112,741	119,329	49%	51%
	14,320	8,168	6,152	57%	43%
	0	0	0		
	381,247	189,199	192,048	50%	50%
	275,058	57,476	217,583	21%	79%
<b>TOTAL</b>	<b>3,949,994</b>	<b>647,410</b>	<b>3,302,584</b>	<b>16%</b>	<b>84%</b>

	EARLY HEAD START				
	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
	36,382	10,770	25,612	30%	70%
	22,981	8,049	14,932	35%	65%
	11,689	12,204	(515)	104%	-4%
	25,952	13,756	12,196	53%	47%
	0	4,543	(4,543)		
<b>TOTAL</b>	<b>97,004</b>	<b>49,978</b>	<b>47,026</b>	<b>52%</b>	<b>48%</b>

	<b>4,046,998</b>	<b>697,388</b>	<b>3,349,610</b>	<b>17%</b>	<b>83%</b>
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HEAD START and EARLY HEAD START NON-FEDERAL SHARE					
SOURCE	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
CALIF DEPT OF ED	2,805,361	1,300,081	1,505,280	46%	54%
IN-KIND	3,062,811	1,430,507	1,632,304	47%	53%
<b>TOTAL NON-FEDERAL</b>	<b>5,868,172</b>	<b>2,730,588</b>	<b>3,137,584</b>	<b>47%</b>	<b>53%</b>

Centralized Administrative Cost	6.1%
Program Administrative Cost	2.7%
<b>Total Administrative Cost</b>	<b>8.8%</b>

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

	CURRENT	1 TO 30	31 TO 60	61 TO 90	OVER 90
Bank of America	9,494				
Lowe's	1,654	1,974			
Save Mart	434				
Smart & Final	59	50			
Chevron & Texaco Business Card	5,523				
Home Depot	6,294				
<b>TOTAL</b>	<b>23,458</b>	<b>2,024</b>	<b>0</b>	<b>0</b>	<b>0</b>

CREDITS	TOTAL	STATEMENT DATE
(1,123)	<b>8,370</b>	7/21/2016
(1,065)	<b>2,563</b>	7/25/2016
	<b>434</b>	7/31/2016
	<b>109</b>	7/31/2016
	<b>5,523</b>	8/5/2016
	<b>6,294</b>	8/5/2016
<b>TOTAL</b>	<b>23,293</b>	

\* Expenditure details are included in the CAPK Financial Report  
 Budget reflects Notice of Award #09CH9142-03-01  
 Actual expenditures include posted expenditures and estimated adjustments through 7/31/2016.

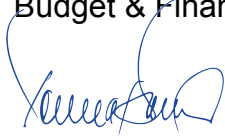
**Community Action Partnership of Kern**  
**Head Start and Early Head Start**  
**Non-Federal Share and In-Kind**  
**Budget Period: March 1, 2016 through February 28, 2017**  
**Report for period ending July 31, 2016 (Month 5 of 12)**

Percent of year elapsed: **42%**

LOCATION	FUNDED ENROLL- MENT	March	April	May	June	July	YTD Totals	IN-KIND GOAL	% OF GOAL MET
Franklin	24	6,049	6,281	6,607	3,410	3,364	25,710	29,112	88%
Planz	34	12,315	10,461	11,905	0	0	34,682	41,243	84%
Fairfax	68	24,746	24,907	18,439	0	0	68,092	82,485	83%
San Diego Street	48	12,045	10,248	11,354	6,241	6,904	46,792	58,225	80%
Sunrise Villa	34	13,146	12,263	6,775	0	0	32,184	41,243	78%
Casa Loma	34	10,304	11,410	8,328	0	0	30,042	41,243	73%
Alicante	34	7,661	11,592	9,673	0	0	28,926	41,243	70%
Delano	90	20,376	20,794	19,640	5,808	9,199	75,817	109,171	69%
Noble	34	9,834	9,519	4,957	0	0	24,309	41,243	59%
Roosevelt	34	9,039	8,311	5,924	0	0	23,274	41,243	56%
Lost Hills	20	5,126	4,434	4,058	0	0	13,618	24,260	56%
Martha J. Morgan	83	22,338	20,493	13,606	0	0	56,437	100,680	56%
Faith Avenue	34	8,435	8,879	5,748	0	0	23,062	41,243	56%
East California	70	18,493	17,503	10,688	0	0	46,684	84,911	55%
Williams	34	8,967	8,195	5,460	0	0	22,621	41,243	55%
Taft	54	11,902	13,717	8,130	0	0	33,749	65,503	52%
Home Base	282	27,599	29,446	17,080	6,011	7,056	87,192	171,035	51%
Virginia	34	8,315	7,701	4,854	0	0	20,871	41,243	51%
Shafter	34	7,714	8,400	4,578	0	0	20,693	41,243	50%
Cleo Foran	34	8,301	7,125	5,035	0	0	20,462	41,243	50%
Stine Road	138	19,627	19,110	20,169	12,037	11,905	82,847	167,396	49%
Fairview	34	6,551	2,381	10,537	0	0	19,468	41,243	47%
Lamont	34	8,086	7,732	3,598	0	0	19,415	41,243	47%
Pacific	62	8,933	7,968	9,059	4,657	4,565	35,181	75,207	47%
Stella Hills	34	7,753	7,910	3,580	0	0	19,242	41,243	47%
Sterling	122	16,816	16,567	15,833	9,871	9,489	68,577	147,988	46%
Primeros Pasos	96	17,227	14,826	12,143	3,797	5,801	53,794	116,449	46%
Rafer Johnson	34	6,998	7,724	4,100	0	0	18,822	41,243	46%
Shafter HS/EHS	36	4,207	3,559	4,529	4,412	3,134	19,841	43,669	45%
Oildale	34	7,387	5,882	4,163	0	0	17,431	41,243	42%
Buttonwillow	20	4,372	4,107	1,356	0	0	9,836	24,260	41%
California City	34	7,771	5,085	3,676	0	0	16,532	41,243	40%
Pete H. Parra	148	18,181	18,823	16,200	9,781	7,827	70,811	179,526	39%
Oasis	84	15,379	15,470	8,735	0	0	39,584	101,893	39%
McFarland	34	7,117	5,767	2,921	0	0	15,805	41,243	38%
Seibert	34	7,480	5,478	2,844	0	0	15,802	41,243	38%
Voorhies	34	6,800	4,740	3,424	0	0	14,964	41,243	36%
Vineland	34	5,180	4,936	4,335	0	0	14,450	41,243	35%
Alberta Dillard	68	10,211	11,434	6,909	0	0	28,553	82,485	35%
Pioneer	34	4,152	5,201	3,267	0	0	12,620	41,243	31%
Willow	102	15,550	13,772	7,279	0	0	36,601	123,728	30%
Heritage Park	34	5,518	3,282	3,089	0	0	11,889	41,243	29%
Tehachapi	34	4,004	3,431	2,343	0	0	9,778	41,243	24%
Wasco	34	4,131	3,928	1,346	0	0	9,405	41,243	23%
Rosamond	40	4,368	2,263	1,512	0	0	8,143	48,521	17%
Mojave	34	1,705	1,322	626	0	0	3,652	41,243	9%
Administrative Services		0	0	0	0	0	0	0	NA
Program Services		5,049	4,464	4,138	4,168	4,156	21,975	93,094	24%
Policy Council and RPC		109	107	20	23	14	273	51,236	1%
Board of Directors		0	0	0	0	0	0	9,670	0%
<b>SUBTOTAL IN-KIND</b>	<b>2,539</b>	<b>483,365</b>	<b>458,945</b>	<b>344,568</b>	<b>70,215</b>	<b>73,414</b>	<b>1,430,507</b>	<b>3,062,811</b>	<b>47%</b>
State General Child Care*		119,619	118,092	117,337	112,660	80,894	548,602	1,031,472	53%
State Preschool*		153,811	147,816	150,346	113,115	117,306	682,394	1,680,926	41%
State Migrant Child Care*		15,718	13,870	14,146	11,867	13,484	69,085	92,963	74%
<b>SUBTOTAL CA DEPT of ED</b>		<b>289,148</b>	<b>279,778</b>	<b>281,829</b>	<b>237,642</b>	<b>211,684</b>	<b>1,300,081</b>	<b>2,805,361</b>	<b>46%</b>
<b>GRAND TOTAL</b>		<b>772,513</b>	<b>738,723</b>	<b>626,397</b>	<b>307,857</b>	<b>285,098</b>	<b>2,730,588</b>	<b>5,868,172</b>	<b>47%</b>

\*May include estimates

# COMMUNITY ACTION PARTNERSHIP OF KERN MEMORANDUM

**To:** Budget & Finance Committee  
  
**From:** Donna Holland, Fiscal Manager  
**Subject:** Agenda Item A: San Joaquin Early Head Start Budget to Actual Report for the Period Ended July 31, 2016  
**Date:** August 17, 2016

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The following are highlights of the San Joaquin Early Head Start Budget to Actual Report for the period February 1, 2016 through July 31, 2016.

## **Cost of Living Adjustment**

CAPK was issued a Notice of Award for the 1.8% Cost of Living Adjustment (COLA), which is effective February 1, 2016. The revenue is reflected in the budget; however, the expense will not be reflected until San Joaquin employees have been paid their retroactive COLAs.

## **Personnel & Fringe Benefits**

Savings are expected in these categories.

## **Travel**

Expenditures for travel are higher than anticipated at this point in the program year. Staff are monitoring this line item and have identified savings in other areas to cover these costs.

## **Supplies**

Expenditures for supplies are higher than anticipated at this point in the program year.

## **Contractual**

The annual cost of software support and maintenance for the Head Start/Early Head Start child tracking database is paid in full at the beginning of the fiscal year. Additional costs for software support and maintenance are higher than anticipated. Staff are monitoring this line item and have identified savings in other areas to cover these costs.

## **Other**

Other expenditures are on track at this point in the program year.

## **Carryover**

Carryover funds are pending Federal approval.

### **Training & Technical Assistance**

Expenditures supporting training & technical assistance are on track for this point in the program year.

### **Indirect**

Effective 3/1/2016, CAPK transitioned to the 10% De Minimis Indirect Cost Rate to allocate costs of centralized administrative functions to each grant. A budget revision, approved by the Board on June 29, will be submitted to Office of Head Start to reflect this method of cost allocation. The original budget had already identified planned expenditures for centralized administration; however, these amounts will be adjusted and also included in the Training & Technical Assistance and Carryover budgets.

### **Non-Federal Share**

With 50% of the budget period elapsed, the total Non-Federal Share is at 8% of budget.

The San Joaquin Early Head Start program has been challenged in meeting its Non-Federal Share budget for the following primary reasons:

- Not all of its centers are licensed and in operation;
- San Joaquin EHS continues to lose qualified, trained employees to the San Joaquin Office of Education Head Start program, which is offering higher rates of pay.

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

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

Report Period: February 1, 2016 - July 31, 2016

Month 6 of 12 (50%)

Prepared 8/08/2016

<b>BASE FUNDS</b>	<b>BUDGET</b>	<b>ACTUAL</b>	<b>REMAINING</b>	<b>% SPENT</b>	<b>% REMAINING</b>
PERSONNEL	3,264,964	1,269,546	1,995,418	39%	61%
FRINGE BENEFITS	765,792	289,325	476,467	38%	62%
TRAVEL	14,940	14,157	783	95%	5%
EQUIPMENT	0	0	0		
SUPPLIES	191,905	196,711	(4,806)	103%	-3%
CONTRACTUAL	2,000	8,418	(6,418)	421%	-321%
CONSTRUCTION	0	0	0		
OTHER	653,976	250,121	403,855	38%	62%
INDIRECT	102,767	202,639	(99,872)	197%	-97%
<b>TOTAL</b>	<b>4,996,344</b>	<b>2,230,917</b>	<b>2,765,427</b>	<b>45%</b>	<b>55%</b>

**CARRYOVER FUNDS (pending Federal approval)**

EQUIPMENT	150,000	0	150,000		
SUPPLIES	90,000	0	90,000		
OTHER	345,000	0	345,000		
INDIRECT	0	0	0		
<b>TOTAL</b>	<b>585,000</b>	<b>0</b>	<b>585,000</b>		

**TRAINING & TECHNICAL ASSISTANCE FUNDS**

TRAVEL	17,981	1,877	16,104	10%	90%
SUPPLIES	15,700	(262)	15,962	-2%	102%
CONTRACTUAL	16,298	5,790	10,508	36%	64%
OTHER	31,918	8,618	23,300	27%	73%
INDIRECT	0	1,712	(1,712)		
<b>TOTAL</b>	<b>81,897</b>	<b>17,735</b>	<b>64,162</b>	<b>22%</b>	<b>78%</b>

<b>GRAND TOTAL EHS FEDERAL FUNDS</b>	<b>5,663,241</b>	<b>2,248,651</b>	<b>3,414,590</b>	<b>40%</b>	<b>60%</b>
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<b>NON-FEDERAL SHARE</b>	<b>BUDGET</b>	<b>ACTUAL</b>	<b>REMAINING</b>	<b>% SPENT</b>	<b>% REMAINING</b>
IN-KIND	1,415,810	117,681	1,298,129	8%	92%
<b>TOTAL NON-FEDERAL FUNDS</b>	<b>1,415,810</b>	<b>117,681</b>	<b>1,298,129</b>	<b>8%</b>	<b>92%</b>

Centralized Administrative Cost	8.6%
Program Administrative Cost	2.7%
<b>Total Administrative Cost</b>	<b>11.3%</b>

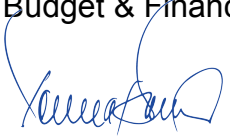
Budget reflects Notice of Award #09CH010071-02-02.

Actual expenditures include posted expenditures and estimated adjustments through 7/31/2016.

# COMMUNITY ACTION PARTNERSHIP OF KERN

## MEMORANDUM

**To:** Budget & Finance Committee



**From:** Donna Holland, Fiscal Manager

**Subject:** ~~CE ^} aad~~ Item 1 ^: Early Head Start Child Care Partnerships  
Budget to Actual Report for the Period Ended July 31, 2016 - Info Item

**Date:** August 17, 2016

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The following are highlights of the Early Head Start Child Care Partnerships Budget to Actual Report for the period March 1, 2015 through July 31, 2016.

### **Start-Up Funds**

Staff expect to fully expend the remaining start-up funds.

### **Personnel & Fringe Benefits**

Savings are expected in the Fringe Benefits category.

### **Supplies**

Expenditures for supplies are higher than anticipated at this point in the program year. Staff are monitoring this line item and have identified savings in other areas to cover these costs.

### **Contractual**

Significant savings are expected in this line item. A budget revision has been submitted to Office of Head Start to redirect the savings to the Equipment, Supplies, and Other categories.

### **Other**

Savings are expected in the Other category.

### **Training & Technical Assistance**

CAPK will submit a request to carry over any unexpended Training & Technical Assistance funds.

### **Indirect**

Effective 3/1/2016, CAPK transitioned to the 10% De Minimis Indirect Cost Rate to allocate costs of centralized administrative functions to each grant. A budget revision has been submitted to Office of Head Start to reflect this method of cost allocation. The original budget had already identified planned expenditures for centralized administration; however, these amounts were adjusted and also included in the Training & Technical Assistance and Start-Up budgets.



**Non-Federal Share**

With 94% of the year elapsed, the total Non-Federal Share is at 46%. The primary sources of non-federal funding are the child subsidies received by the partner organizations that support center-based services for the children enrolled in Early Head Start.

A budget revision submitted to Office of Head Start requests a partial waiver of Non-Federal Share.

**Budget Revision**

A budget revision, approved by the Board on June 29, 2016, was submitted to Office of Head Start on July 14, 2016. The revision addresses the following:

- Redirects the projected savings in the Fringe Benefits and Contractual categories to the Equipment, Supplies, and Other categories;
- Reflects the 10% de minimis Indirect Cost Rate adopted by CAPK effective March 1, 2016;
- Requests a waiver of Non-Federal Share in the amount of \$100,000.

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

Budget Period: March 1, 2015 - August 31, 2016

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

Month 17 of 18 (94%)

Prepared 08/08/2016

<b>START-UP FUNDS</b>	<b>BUDGET</b>	<b>ACTUAL</b>	<b>REMAINING</b>	<b>% SPENT</b>	<b>% REMAINING</b>
PERSONNEL	0	0	0		
FRINGE BENEFITS	0	0	0		
TRAVEL	0	4,842	(4,842)		
EQUIPMENT	30,000	25,000	5,000	83%	17%
SUPPLIES	91,656	93,210	(1,554)	102%	-2%
CONTRACTUAL	0	0	0		
CONSTRUCTION	0	0	0		
OTHER	17,750	1,101	16,649	6%	94%
INDIRECT	0	6,436	(6,436)		
<b>TOTAL START-UP FUNDING</b>	<b>139,406</b>	<b>130,589</b>	<b>8,817</b>	<b>94%</b>	<b>6%</b>

<b>BASE FUNDS</b>	<b>BUDGET</b>	<b>ACTUAL</b>	<b>REMAINING</b>	<b>% SPENT</b>	<b>% REMAINING</b>
PERSONNEL	161,918	115,432	46,486	71%	29%
FRINGE BENEFITS	57,488	33,283	24,205	58%	42%
TRAVEL	0	(17)	17		
EQUIPMENT	0	0	0		
SUPPLIES	16,935	46,961	(30,026)	277%	-177%
CONTRACTUAL	717,651	389,606	328,045	54%	46%
CONSTRUCTION	0	0	0		
OTHER	50,490	12,673	37,817	25%	75%
COST POOLS	3,518	10,061	(6,543)	286%	-186%
INDIRECT	0	30,020	(30,020)		
<b>TOTAL BASE FUNDING</b>	<b>1,008,000</b>	<b>638,019</b>	<b>369,981</b>	<b>63%</b>	<b>37%</b>

<b>TRAINING &amp; TECHNICAL ASSISTANCE FUNDS</b>	<b>BUDGET</b>	<b>ACTUAL</b>	<b>REMAINING</b>	<b>% SPENT</b>	<b>% REMAINING</b>
TRAVEL	21,644	24,506	(2,862)	113%	-13%
SUPPLIES	26,642	2,005	24,637	8%	92%
CONTRACTUAL	0	0	0		
OTHER	52,514	26,010	26,504	50%	50%
INDIRECT	0	3,333	(3,333)		
<b>TOTAL TRAINING &amp; TECHNICAL ASSISTANCE</b>	<b>100,800</b>	<b>52,521</b>	<b>48,279</b>	<b>52%</b>	<b>48%</b>

<b>GRAND TOTAL FEDERAL FUNDS</b>	<b>1,248,206</b>	<b>821,129</b>	<b>427,077</b>	<b>66%</b>	<b>34%</b>
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<b>NON-FEDERAL SHARE**</b>	<b>BUDGET</b>	<b>ACTUAL</b>	<b>REMAINING</b>	<b>% SPENT</b>	<b>% REMAINING</b>
IN-KIND	312,052	143,168	168,884	46%	54%
<b>TOTAL NON-FEDERAL FUNDS</b>	<b>312,052</b>	<b>143,168</b>	<b>168,884</b>	<b>46%</b>	<b>54%</b>

Centralized Administrative Cost	5.2%
Program Administrative Cost	0.8%
<b>Total Administrative Cost</b>	<b>6.0%</b>

Budget reflects Notice of Award #09HP0036-01-01.

The initial budget period is 18 months (3/1/2015 - 8/31/2016). The remaining budget periods will begin 9/1 and end 8/31.

Actual expenditures include posted expenditures and estimated adjustments through 7/31/2016.



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

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The Policy Council met on June 30, 2016 and quorum was established.

The Policy Council approved the following; Kern's 2016-2017 Head Start/Early Head Start budget revision, San Joaquin's 2016-2017 budget revision, the EHS Child Care Partnerships 2015-2016 budget revision, and EHS Child Care Partnerships carryover request.

On Yolanda's behalf, Jerry shared with the group that the Cost of Living Adjustment (COLA) request for Kern and San Joaquin was submitted and approved. Additionally, the Duration Grant Application was submitted on June 24, 2016. Jerry also shared that we only need 335 more children to be fully enrolled in the fall (Kern). In closing, he wished everyone a safe and Happy 4<sup>th</sup> of July. The Policy Council met on July 28, 2016 and quorum was established.

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

The Policy Council approved the 2016-2017 School Readiness Goals presented by Leslie Mitchell, Administrator of Education Support Services

Ms. Gonzales joined the Policy Council Meeting via GoToMeeting from Stockton. She thanked Ashley and PC members for their commitment to the Policy Council. Ms. Gonzales shared the week of July 11<sup>th</sup> administration staff were in Stockton to provide pre-service training. Head Start staff attended the California Head Start Association (CHSA) Manager & Director Institute conference in Long Beach. They were provided program updates and more information in regards to these updates will be provided during the August Policy Council meeting. Administration staff have been preparing several trainings that will be provided to the returning part year center staff the week of August 8<sup>th</sup>. Our centers are close to reaching full enrollment. Ms. Gonzales thanked all members for their support and dedication.

Next Policy Council Meeting will be held  
Thursday, August 25<sup>th</sup> in the Board Room  
5005 Business Park North  
Bakersfield, CA 93309  
5:45pm – 7:00pm

**COMMUNITY ACTION PARTNERSHIP OF KERN  
HEAD START / STATE CHILD DEVELOPMENT PROGRAMS  
POLICY COUNCIL (PC) MEETING MINUTES  
JUNE 30, 2016**

1. **CALL TO ORDER – Chairperson, Ashley Womack** called the meeting to order at 5:46 p.m.
  - a. Moment of Silence, Pledge of Allegiance
  - b. Reading of Promise of Community Action  
*“Community Action changes people’s lives, embodies the spirit of hope, improves communities, and makes America a better place to live. We care about the entire community and are dedicated to helping people help themselves and each other.”*
2. **ROLL CALL/SET QUORUM – Secretary, Ana Luna - Quorum was established.**  
**PC Members Present:** Ashley Womack, Ana Luna, Christina Hernandez, Janeth Rivera, Salvador Zambrano, Catherine Velasquez, Jason Warren, Gabriella McCutcheon, Christina Bates, Deborah Martinez, Ana Vigil, Tai’Rance Kelly
3. **APPROVAL OF AGENDA – Chairperson, Ashley Womack (\*ACTION)**
  - a. Approval of the PC agenda dated June 30, 2016 was made by Salvador Zambrano; seconded by Jason Warren. Motion carried unanimously.
4. **APPROVAL OF MINUTES – Chairperson, Ashley Womack (\*ACTION)**
  - a. Approval of the PC meeting minutes dated May 26, 2016 was made by Tai’Rance Kelly; seconded by Catherine Velasquez. Motion carried unanimously.
5. **PRESENTATION OF GUESTS/PUBLIC FORUM**  
*(The public wishing to address the full Policy Council may do so at this time. Policy Council members may respond briefly to statements made or questions posed. However, the PC will take no action other than referring the item(s) to staff for study and analysis. **Speakers are limited to five minutes each.** If more than one person wishes to address the same topic, total group time for topic will be 10 minutes. Please state your name before making your presentation. Thank you.*  
Guests in attendance: Itzel Zambrano, Angela Zambrano, Karima Cruz, Michael Evans, Lisa Price, PDM Administrative Assistant; Maura Sandoval, Staffing Specialist; Elizabeth Williams, Program Manager; LeTisha Brooks, Program Manager; Rashi Strother, Family Services & Governance Specialist; Janelle Gonzalez, Governance Coordinator; Lorena Juarez, FSW; Donna Holland, Fiscal Manager; Jerry Meade, Program Design & Management Administrator; Christina Short, Program Administrator
6. **STANDING COMMITTEE REPORT (5 minutes each)**
  - a. Personnel Committee – Janelle gave a presentation to the committee reminding them of their roles and responsibilities as a PC Personnel member. The hiring process was reviewed specific to the introductory period and orientation which were discussed. Next meeting will be held on July 26, 2016.
  - b. Planning Committee – The Average Daily Attendance and the Enrollment Report were discussed as was the Head Start Duration Grant. The committee will not meet in July; the next meeting will be held on August 2, 2016 at 5:15 p.m. in Suite 120.
  - c. Finance Committee – The committee reviewed the budget versus actuals and as well as expenditures across all of our programs. Having met quorum the committee also approved and recommended PC approval for items as outlined on the current PC agenda. Next meeting will be held on July 21, 2016.
  - d. By-Laws Committee – The bylaws committee did not meet. The next meeting will be held on July 21, 2016 at 12:00 p.m.

**7. HUMAN RESOURCES (\*ACTION)**

**a. Human Resources Report – Maura Sandoval, Staffing Specialist**

Maura distributed the Human Resources report for review & approval. It was also noted that this report was emailed to Rashi for our San Joaquin member to review. A few questions were posed with regard to clarification as to what the floater position was as well as a “reminder” as to why there is some staff as indicated on the HR Report who were hired prior to receiving PC approval. The reason given for the latter question was due to the program needs. Motion was made by Jason Warren to approve the HR Report; seconded by Gabriella McCutcheon. Motion carried unanimously.

**b. Executive Session – Mike Lackman, Human Resources Manager**

None

**8. PRESENTATIONS**

None

**9. NEW BUSINESS – Chairperson (\*ACTION)**

**a. Request to approve the termination of PC Member Josenn Vergara**

Motion was made by Catherine Velasquez to approve the termination of Josenn Vergara, seconded by Salvador Zambrano. Motion carried unanimously.

**b. Head Start/Early Head Start Kern 2016 -2017 Budget Revision – Jerry Meade, PDM Administrator**

Jerry shared that because our agency now uses a 10% de minimus rate to change our centralized administrative costs has resulted in the need to revise the Head Start/Early Head Start Kern 2016-2017 budget to reflect figures accurately. This revision includes a 2% Cost of Living Adjustment (COLA) as well as increased funds in the supply and building maintenance and repair categories. Questions were posed as to how often a COLA is given and if this is for only a specific class of employees. Jerry stated that there is not a set schedule for the COLA it is made available whenever the Federal Government presents the opportunity for such. He added that the 2% increase is program wide and not only for certain classifications of staff. Motion was made by Deborah Martinez to approve the Head Start / Early Head Start Kern 2016 – 2017 Budget Revision; seconded by Catherine Velasquez. Motion carried unanimously.

**c. EHS San Joaquin 2016 -2017 Budget Revision – Jerry Meade, PDM Administrator**

Jerry stated not only due to the change in the way the agency now charges centralized administrative costs but also because of a change in scope to our EHS SJC program we are presented with the need to revise the EHS San Joaquin 2016-2017 Budget. The proposal is for a reduction in slots to allow for an increase cost per child thus allowing paying higher wages to staff. The hope is that this in turn will result in a decrease of staff turnover rate. It was also stated this budget revision will include a 2% COLA which will be retroactive 2/1/2016, the first day of the EHS SJC grant cycle. Motion was made by Tai'Rance Kelly to approve the EHS San Joaquin 2016-2017 Budget Revision; seconded by Gabriella McCutcheon. Motion carried unanimously.

**d. EHS Child Care Partnerships 2015-2016 Budget Revision – Jerry Meade, PDM Administrator**

Due to the change in methodology for charging centralized administrative costs in addition to the late start of the EHS Child Care Partnership Program there were considerable contractual savings which resulted in a need for revision of the EHS Child Care Partnerships 2015 -2016 Budget. The proposal is for the contractual savings to be moved to the equipment, supplies and other categories. This revision also includes a 2% COLA which will be retroactive 3/1/2016 even though this grant cycle runs September 1 through August 31. Motion was made by Jason Warren to approve the EHS Child Care Partnerships 2015 -2016 Budget Revisions; seconded by Ana Luna. Motion carried unanimously.

**e. EHS Child Care Partnerships Carryover Request – Jerry Meade, PDM Administrator**

Jerry shared the end of the funding year for this grant is fast approaching (in 2 months) and due to the late start of this program there are funds in both the base grant as well as in T&TA for 2015-2016 that we would like to carry-over to the 2016-2017 program year. Motion was made by Tai'Rance Kelly to approve EHS Child Care Partnership Carryover request; seconded by Catherine Velasquez. Motion carried unanimously.

**10. CONSENT CALENDAR**

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

**11. COMMUNICATIONS – Chairperson**

- a) Head Start & Early Head Start Budget vs. Actual Expenditures  
March 1, 2016 through May 31, 2016
  - b) Early Head Start – San Joaquin Budget vs. Actual Expenditures  
February 1, 2016 through May 31, 2016
  - c) Early Head Start Child Care Partnerships Budget vs. Actual Expenditures  
March 1, 2015 through May 31, 2016
  - d) Parent Local Travel & Child Care March 1, 2016 through May 31, 2016 (English/Spanish)
  - e) Parent Activity Funds, March 1, 2016 through May 31, 2016 (English and Spanish)
  - f) Parent Meals, March 1, 2016 through May 31, 2016 (English/Spanish)
  - g) Child and Adult Care Food Program/Central Kitchen Report, February 2016
  - h) Enrollment and Average Daily Attendance and Child and Adult Care Food Program/Central Kitchen Report and Report for HS/EHS Kern, EHS San Joaquin and EHS Child Care Partnerships, May 2016
  - i) PC Subcommittee Planning minutes dated June 7, 2016 (English/Spanish)
  - j) PC Subcommittee Budget & Finance Subcommittee minutes dated May 19, 2016 (English/Spanish)
  - k) PC Subcommittee Personnel Minutes dated May 24, 2016 (English/Spanish)
  - l) PC Subcommittee Bylaws Minutes dated May 24, 2016 (English/Spanish)
  - m) Kern County Department of Child Support Services Health & Wellness Fair
  - n) Head Start's Comprehensive Approach to Child Development HHS/ACF/OHS 05/09/16
  - o) Comprehensive Services and T/TA in Head Start HHS/ACF/OHS 04/15/16
  - p) New Ways to Approach School Readiness in Home Visiting HHS/ACF/OHS 05/16/16
  - q) Head Start: Beyond 50 Years HHS/ACF/OHS 05/17/16
  - r) A Renewed Focus on Fathers HHS/ACF/OHS 06/15/16
  - s) Ready Rosie online resource letter to parents (English/Spanish)
- Motion made by Ana Luna to receive and file items (a) – (s)

**12. PROGRAM GOVERNANCE REPORT/TRAINING – Janelle Gonzalez**

**a. *Envision a Better Future***

Janelle presented a video to the group which discussed the history of Head Start. She also shared that the HS program provides comprehensive services with a holistic focus on the entire family. Janelle spoke about parents' roles and the steps to envisioning a better future for their families and themselves. On Patty's behalf Janelle also shared with the group the upcoming implementation and availability of a new resource, "Ready Rosie." This will provide activities for the parent and child via text or email and are designed for 3-6 year olds supporting school readiness and kindergarten common core skills. Beginning the week of July 1<sup>st</sup> texts and/or emails will be sent twice weekly (Tuesday & Thursday) for parents to engage their children in at home learning. Ready Rosie activities will also be implemented at Parent Meetings.

**13. COMMUNITY REPRESENTATIVE REPORT**

*None given as this position is currently vacant.*

**14. POLICY COUNCIL CHAIRPERSON REPORT – Ashley Womack**

Ashley thanked everyone for their attendance and spoke about the importance of recruitment. At this time recruitment flyers were distributed. Discussion ensued regarding waitlists and the extended duration of time children are often on that list for in comparison to other agency programs. Jerry shared



that state programs are very different from EHS/HS programs whereas our programs take a holistic approach focusing not only on the child but the entire family. He added that our EHS program is very popular and well known hence the long waitlists. At this time a question was posed by a guest as to why their child who was enrolled in EHS and aging out but was waitlisted (for HS) when they were already in the program and there was an opening in HS but was “given” to another child. It was stated that though centers may have both an EHS and HS program, they are funded by two totally different sources and enrollment in one program is not a guarantee acceptance into the other. The guest (parent) expressed displeasure at this response at which time Jerry stated he would be happy to speak to the parent in private at the conclusion of the meeting to which the parent did not respond and departed the meeting. In regrouping, Ashley stated (on behalf of Yolanda) how very proud she is of the committee, their attendance and commitment.

**15. BOARD OF DIRECTORS REPRESENTATIVE REPORT – Ana Vigil**

Ana shared that the 211 program is expanding. She also shared that the Food Bank will be getting a rooftop solar system.

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

On Yolanda’s behalf, Jerry shared with the group that the Cost of Living Adjustment (COLA) request for Kern and San Joaquin was submitted and approved. Additionally, the Duration Grant Application was submitted on June 24, 2016. Jerry also shared that we only need 335 more children to be fully enrolled in the fall (Kern). In closing, he wished everyone a safe and Happy 4<sup>th</sup> of July.

**17. ANNOUNCEMENTS – Chairperson**

None

**18. ADJOURNMENT – Chairperson**

Meeting was adjourned at 6:35 p.m.

*Lisa Price/PDM Administrative Assistant  
Completed 7.08.16*

1. **Call to Order** – Ashley Womack, Chairperson, called the meeting to order at 5:56 p.m.
  - a. Moment of Silence, Pledge of Allegiance
  - b. Reading of Promise of Community Action  
*“Community Action changes people’s lives, embodies the spirit of hope, improves communities, and makes America a better place to live. We care about the entire community, and 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, Ashley Womack, Salvador Zambrano, Jason Warren, Gabriella McCutcheon, Christina Bates, Deborah Martinez, Tai’Rance S. Kelley, Sr., Ana Vigil.
3. **Approval of Agenda** – Chairperson (\*\*ACTION)
  - a. Request for approval of the PC Agenda dated July 28, 2016. The Chairperson called for a motion to approve the July 28, 2016, meeting agenda; motion made by Jason Warren; Tai’Rance S. Kelley, Sr. seconded; motion carried unanimously.
4. **Approval of Minutes** – Chairperson (\*\*ACTION)
  - a. Request for approval of PC meeting minutes dated June 30, 2016.  
 The Chairperson called for a motion to approve the June 30, 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; Yolanda Gonzales, Director of Head Start/State Child Development; Lorena Juarez, Family Service Worker; Rashi Strother, Family Services and Governance Specialist; Maura Sandoval, Staffing Specialist; Leslie Mitchell, Administrator of Education Support Services; Donna Holland, Fiscal Manager; Janelle Gonzalez, Governance Coordinator;; Argelia Diaz, Family Services and Governance 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 – Reviewed 10 applications and part of the employee handbook. The next meeting is scheduled for August 23, 2016, at 5:00 p.m.
  - b. Planning Committee – No Report; next meeting will be August 2, 2016, at 5:30 p.m.
  - c. Finance Committee – No Report; next meeting will be August 18, 2016 at 5:30 p.m.
  - d. By-Laws Committee – Reviewed proposals with only a few changes. This information will be brought forward to the complete Policy Council in August. This was the last By-Laws meeting for the year.
7. **Human Resources** (\*\*ACTION)
  - a. Maura Sandoval, Staffing Specialist, distributed the Human Resources Report. The Chairperson called for a motion to approve the July 2016, Human Resources Report. Motion made by Ana Luna; Salvador Zambrano seconded; motion carried unanimously.
  - b. No Executive Session
8. **Presentations**
  - a. None
9. **New Business** – Chairperson (\*\*ACTION)
  - a. Request to approve the termination of PC Member Caterina Cerda  
 The Chairperson called for a motion to approve the termination of Policy Council member Caterina Cerda. Motion made by Tai’Rance S. Kelley, Sr.; Bryce Bray seconded; motion carried unanimously.
  - b. Nomination and election of 2015-2016 Policy Council Treasurer  
 There was only one nomination for the office of Policy Council Treasurer. The Chairperson called for a motion to approve Gabriella McCutcheon as the new treasurer. Motion made by Jason Warren; Bryce Bray seconded. Motion carried unanimously.

- c. Request to approve the 2016-2017 School Readiness Goals Leslie Mitchell, Administrator of Education Support Services

The Head Start/State Child Development program develops the School Readiness Goals each year using year-end data collected from the outcomes of the DRDP-2015. These goals are implemented to increase the quality of care and instruction provided to children and their families. All centers, partnerships and Home Based Educators receive copies of the updated and implemented School Readiness Goals. The Chairperson called for a motion to approve the 2016-2017 School Readiness Goals. Motion made by Tai'Rance Kelley, Sr.; Gabriella McCutcheon 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.*

- i. None

11. **Communications**

- a. Head Start & Early Head Start – Kern Budget vs. Actual Expenditures March 1, 2016 through June 30, 2016
- b. Early Head Start – San Joaquin Budget vs. Actual Expenditures February 1, 2016 through June 30, 2016
- c. Early Head Start Child Care Partnerships Budget vs. Actual Expenditures March 1, 2015 through June 30, 2016
- d. Parent Local Travel & Child Care, March 1, 2016 through June 30, 2016
- e. Parent Activity Funds, March 1, 2016 through June 30, 2016
- f. Parent Meals, March 1, 2016 through June 30, 2016
- g. Enrollment, Average Daily Attendance, and Child & Adult Care Food Program/Central Kitchen Report for HS/EHS Kern, EHS San Joaquin, and EHS Child Care Partnerships June 2016
- h. Policy Council termination letter for Caterina Cerda dated July 2016 (English/Spanish)
- i. PC Subcommittee Budget & Finance minutes dated June 23, 2016 (English/Spanish)
- j. PC Subcommittee Personnel Minutes dated June 28, 2016 (English/Spanish)
- k. Policy Council Executive Officer Treasurer Roles & Responsibilities
- l. Kern County Superintendent of Schools Summer Meals
- m. Global family Care Network Girls Only Club, Daughter project
- n. Kern County Public Health Services Department Shots Before School (English/Spanish)
- o. Reflections of Fathers. HHS/ACF/OHS. 06/17/16.

The Chairperson called for a motion to receive and file items a - o. Motion made by Bryce Bray to receive and file the Communications items.

12. **Program Governance Report/Training** – Janelle Gonzalez, Governance Coordinator

This month's training was on "Becoming a Head Start Advocate". This is the final module in the Policy Council training series on ECLKC. Ms. Gonzalez asked each member to share one word explaining what Head Start has done for them or their family. When sharing information about Head Start, use this word and share achievements to assist in recruiting efforts. Ms. Gonzalez challenged each member to share and have other parents come to the Open House and encourage them to attend the upcoming parent meetings. The partnership you have created with Head Start will help you grow and it is information they can use in the PTA/PTO at the elementary schools. There is a community advisory meeting at the Kern County Network for Children which is held the third Thursday of each month and is typically open to the public. They also provide trainings. The purpose of the Policy Council is to ensure members are an informed partner of the program where you take part in reviewing the entire program. At the end of the presentation, Ms. Gonzalez shared a video on the importance of early education. She reminded PC members they are Head Start advocates and to share their Head start success stories with the community.

13. **Community Representative Report** – Open

As position is currently open there is no report.

14. **Policy Council Chairperson Report** – Chairperson

Ms. Womack wanted to encourage everyone to continue attending meetings and thanked everyone for their commitment and participating and understanding the importance of being a part of the Policy Council.

15. **Board of Directors Representatives Report** – Ana Vigil, Board of Director's Representative

Ms. Vigil shared information about the Farmer's Market that will be held on August 6<sup>th</sup> at the Kern County Fairgrounds from 8:00 a.m. to 11:00 a.m. The produce is free to all. There will also be a backpack/school supply giveaway on August 4<sup>th</sup> sponsored by the Child Support division. This will be held at the fairgrounds as well. Children do have to be present in order to receive the backpacks. There will be about 50 agencies present providing information and services. Ms. Vigil thanked the Policy Council for the work they do.

16. **Director's Report (HS/State Child Development)** – Yolanda Gonzales, Director of Head Start/State Child Development

Ms. Gonzales shared she is having a great week in Stockton and thanked Ashley for the reminder to the members of their commitment to the Policy Council. The week of July 11<sup>th</sup> administration staff were in Stockton to provide pre-service training. Head Start staff attended the California Head Start Association (CHSA) Manager & Director Institute conference in Long Beach. They were provided program updates and more information in regards to these updates will be provided during the August Policy Council meeting. Staff are preparing for the return of part-year staff during the next couple of weeks and the training that will be provided. Our centers are close to being fully enrolled. Ms. Gonzales thanked all members for their support and dedication.

17. **Announcements** –Chairperson

- a. Kern Medical Center will be providing immunizations during the second and third weeks of August. There will be no waiting on a doctor. You go in, grab a number, and wait your turn in the line. These are the immunizations that will be needed for children entering Kindergarten or the seventh grade.

18. **Adjournment** –Chairperson

- a. The meeting was adjourned at 6:29 p.m. by the Chairperson.