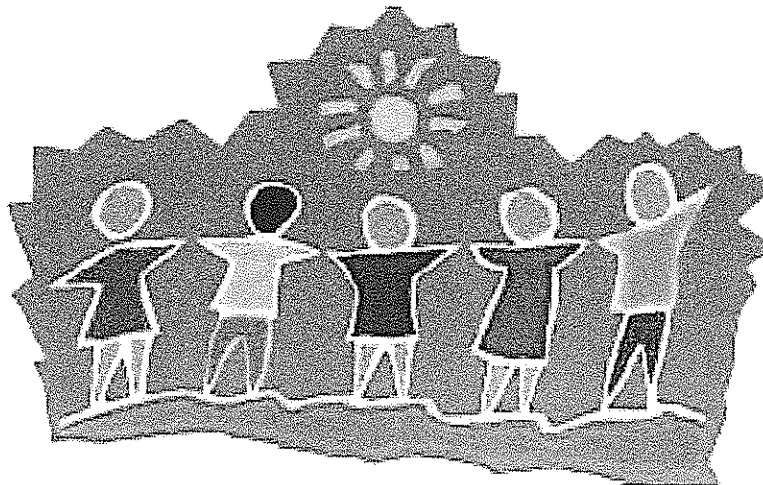


Head Start/State Child Development Services

POLICY COUNCIL MEETING PACKET

January 28, 2016

**GET !
INVOLVED!**



POLICY COUNCIL STANDING COMMITTEES

January 2016

EXECUTIVE COMMITTEE

Chairperson: Jairon Castillo
Vice Chairperson: Opening
Secretary: Ana Luna
Treasurer: Catarina Cerda
Parliamentarian: Janeth Rivera

STANDING COMMITTEE MEMBERS

*The chairperson of each standing committee is taken from the Policy Council Executive Committee.

BYLAWS (0 Openings)

Chairperson: Janeth Rivera

1. Jalisa Cockrell
2. Sonja Segoviano
3. Cindy Granados
4. Ashley Womack
5. Ana Vigil

PLANNING (4 Openings)

Chairperson: OPENING

1. Jason Warren
2. Caterina Cerda
3. Deborah Martinez
4. Opening
5. Opening
6. Opening

PERSONNEL (1 Opening)

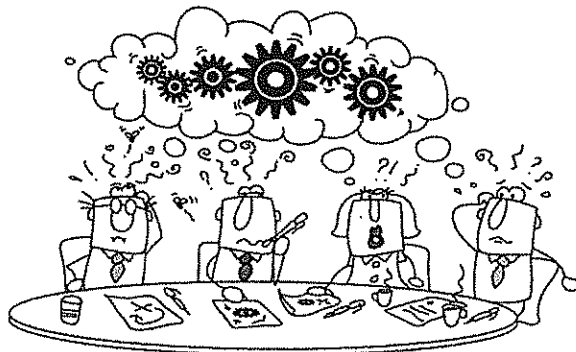
Chairperson: Ana Luna

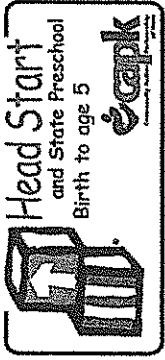
1. Jason Warren
2. Desiree Sandoval
3. Josenn Vergara
4. Opening

FINANCE (2 Openings)

Chairperson- Catarina Cerda

1. Gabriella McCutcheon
2. Christina Bates
3. Christine Hernandez
4. Mary Robinson
5. Opening
6. Opening

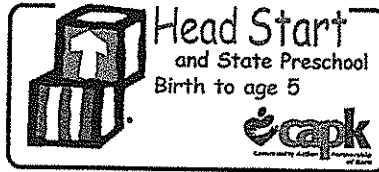




Policy Council Sub-Committee Attendance Sheet 2015-2016

Planning Policy Council Sub-Committee											
Member	Dec.	Jan.	Feb.	Mar.	Apr.	May.	Jun.	Jul.	Aug.	Sept.	Oct.
Dana Lloved(Chair)	R	R	R	R	R	R	R	R	R	R	R
Jason Warren	φ	X									
Caterina Cerda	φ	X									
Deborah Martinez	φ	X									
Opening											
Opening											
Opening											

Legend	
Attended	X
Did not Attend	ABS
Attending another CAPK Function	
Appealed Termination	App
Member Terminated	
Did not Meet	φ
Not elected member at the time	



**Policy Council Agenda
January 28, 2016**

5005 Business Park North, Suite 130
Bakersfield, CA 93309
5:30-7:00 p.m.

1. **Call to Order** Chairperson
 - 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** Secretary

3. **Approval of Agenda** Chairperson *ACTION
 - a. Date of Agenda: January 28, 2016

4. **Approval of Minutes** Chairperson *ACTION
 - a. Date of Minutes: December 17, 2015

5. **Presentation of Guests /Public Forum**
 - 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 that 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.*

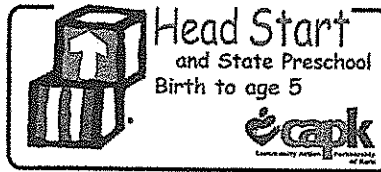
6. **Standing Committee Reports**

a. Personnel Committee	Ana Luna	(3 mins. each)
b. Planning Committee	Open	Verbal Report
c. Finance Committee	Caterina Cerda	Verbal Report
d. By-Laws Committee	Janeth Rivera	Verbal Report
		No Report

7. **Human Resources** *ACTION
 - a. Human Resources Report No Report
 - b. Executive Session- Mike Lackman, Human Resource Manager

8. **Presentations**
 - a. Shirley Floyd, Senior Provider Relations Representative for Health Net (15 mins.)
 - b. NHTA Head Start Conference – Ana Luna, PC Member (5 mins.)

9. **New Business** Chairperson *ACTION
 - a. Nomination and election of the 2015-2016 PC Vice Chairperson (1 opening)
 - b. Nomination and election of 2015-2016 Budget & Finance Committee (2 openings)
 - c. Nomination and election of 2015-2016 Planning Committee (3 openings)
 - d. Nomination and election of 2015-2016 Personnel Committee (1 opening)
 - e. 2016 Program Planning Calendar Jerry Meade, PDM Administrator (15 mins.)



10. Consent Calendar

Policy Council

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 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.

a.)None

11. Communications

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

12. Policy Council Reports/Training

Janelle Gonzalez Verbal Report

13. Community Representative Report

Open No Report

14. Policy Council Chairperson Report

Jairon Castillo Verbal Report

15. Board of Directors Representatives Report

Ana Vigil Verbal Report

16. Directors Report (HS/State Child Development)

Yolanda Gonzales Verbal Report

17. Announcements

Chairperson

18. Adjournment

Chairperson

Next meeting is February 25, 2016 held at
5005 Business Park North, Suite 130, Bakersfield, CA 93309 at 5:30 p.m.

**COMMUNITY ACTION PARTNERSHIP OF KERN
HEAD START / STATE CHILD DEVELOPMENT PROGRAMS
POLICY COUNCIL (PC) MEETING MINUTES
DECEMBER 17, 2015**

1. **CALL TO ORDER** – Chairperson, Jairon Castillo called the meeting to order at 5:31 p.m.
 - a. Moment of Silence, Pledge of Allegiance
 - b. Reading of Promise of Community Action
“Community Action changes people’s lives, embodies the spirit of hope, improves communities, and makes America a better place to live. We care about the entire community and are dedicated to helping people help themselves and each other.”

2. **ROLL CALL/SET QUORUM** – Secretary - Quorum was established.

PC Members Present: Christine Hernandez, Janeth Rivera, Gabriella McCutcheon, Christina Bates, Jalisa Cockrell, Sonja Segoviano, Jairon Castillo, Cindy Granados, Caterina Cerda, Deborah Martinez, Ana Vigil, Josenn Vergara, Mary Reynolds

Others Present: Priscilla Hicks, Family Education Coordinator; Pamala Roberts, Family Education Coordinator; Lisa Price, PDM Administrative Assistant; Myra Zamora Family Service Worker; Argelia Diaz, Family Services & Governance Program Assistant; Yolanda Gonzales, Director Head Start/State Child Development; Malika McGee, Human Resources Specialist (San Joaquin County); Maura Sandoval, Staffing Specialist; Michael Lackman, Human Resources Manager; Donna Holland, Fiscal Manager; Mary Ann Mooney, Program Manager; LeTisha Brooks, Program Manager; Krissie Leach, Program Manager; Pam Pritchard, Assistant Director Head Start/State Child Development; Dolores Barrita, Guest; Daniel Lewis, Guest

3. **APPROVAL OF AGENDA** – Chairperson, Jairon Castillo (*ACTION)
 - a. Approval of the PC agenda dated December 17, 2015 with corrections to communication items (a) – (g) for end dates to be noted as November 30, 2015 was made by Jason Warren; seconded by Sonja Segoviano. Motion carried unanimously.

4. **APPROVAL OF MINUTES** – Chairperson, Jairon Castillo (*ACTION)
 - a. Approval of the PC meeting minutes dated November 10, 2015 was made by Caterina Cerda; seconded by Christine Hernandez. Motion carried unanimously.

5. **PRESENTATION OF GUESTS/PUBLIC FORUM**
(The public wishing to address the full Policy Council may do so at this time. Policy Council members may respond briefly to statements made or questions posed. However, the PC will take no action other than referring the item(s) to staff for study and analysis. Speakers are limited to five minutes each. If more than one person wishes to address the same topic, total group time for topic will be 10 minutes. Please state your name before making your presentation. Thank you.
 - a. None

6. **STANDING COMMITTEE REPORT** (3 minutes each)
 - a. Personnel Committee- The committee convened; however quorum was not established. Jason Warren shared on behalf of the Chairperson who was not present. Mr. Warren stated Maura, Personnel Staff Sponsor, provided a brief overview of the Employee handbook and informed members who were present how they will break the handbook down piece by piece. This will help Personnel members become more familiar with the hiring process for Head Start and become more familiar with the requirements of staff who hold a position with Head start.
 - b. Planning Committee
 - c. Finance Committee
 - d. By-Laws Committee

7. **HUMAN RESOURCES REPORT** – Maura Sandoval, Staffing Specialist (*ACTION)

a. **Human Resources Report December 2015**

Maura distributed the HR report for review. She stated that most candidates indicated on the list have already been hired without parent review as parents were unavailable to review (all) applications. Motion was made by Christine Hernandez, seconded by Gabriela McCutcheon to approve the Human Resources Report as presented. Motion carried unanimously.

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

None

8. **PRESENTATIONS**

a. **National Head Start Association Conference, Jason Warren, PC Member (3 minutes)**

Jason stated he was thankful for the opportunity to attend this conference. He added that he would like to focus on male involvement and has been thinking about ways to plan monthly events at his center as a way to encourage other males to be involved. Mr. Warren stated he is thankful for this opportunity and he gained new knowledge on the importance of male involvement. He looks forward to encouraging other Head Start dads to be a part of the program as well.

b. **National Head Start Association Conference, Ana Luna, PC Member (3 minutes)**

PC Member not in attendance.

c. **National Head Start Association Conference, Janeth Rivera, PC Member (3 minutes)**

Janeth shared that she learned many ways in which the organization helps parents to gain employment, and about the resources it provides. Janeth concluded that Head Start helps parents and the community as well.

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

a. **Request to carry-over unexpended San Joaquin County EHS Funding to the 2016-2017 Budget Period – Yolanda Gonzales, Director of Head Start/State Child Development**

Yolanda shared we are in our first year of obtaining the San Joaquin Grant and are up and running. We are also working on identifying and acquiring additional facilities. She added that all of our facilities (in San Joaquin County) could not be open due to needed repairs. At this time a request for approval is sought to allow carry over funds to the 2016-2017 budget year for but not limited to needed repairs, work on playgrounds, purchase of classroom furniture, etc. Jason Warren made a motion to approve the carryover of unexpended funds; seconded by Jalisa Cockrell. Motion carried unanimously.

b. **Request for waiver of Non-Federal Share and Administrative Cost Limitations for San Joaquin County Early Head Start – Yolanda Gonzales, Director of Head Start/State Child Development**

Yolanda explained that because of delays in the opening of our program (SJ County) a waiver for non-federal shares (in-kind) was being sought until facilities are up and running to allow the ability to generate in kind. Motion made by Caterina Cerda; seconded by Cindy Granados. Motion carried unanimously.

c. **Request to approve the San Joaquin County EHS Food Service Vendor Contract for Contract Year 2016-2017 – Yolanda Gonzales, Director of Head Start/State Child Development**

At this time Jerry Meade, PDM Administrator shared with the group that a short term contract was negotiated when initially opening services in San Joaquin County. He went on to share that at this juncture we are looking to initiate a new contract with the same vendor for the new program year. The cost exceeds the allowable \$200,000 staff approval limit and therefore must be approved by governing bodies. The vended amount is \$272,400 and will be provided by one vendor for all 4 facilities. A question was posed as to the dollar amount specifically if all the centers are not opened then are vendor meals in that dollar amount needed? The response was yes as that quote is a projected amount for February 2016 – January 2017. Motion was made by Gabriela McCutcheon; seconded by Josenn Vergara. Motion was carried unanimously.

d. Nomination and election of 2015 – 2016 By-Laws Committee (5 openings)

Janelle reiterated to the group that as a member of PC it is a requirement to participate on a minimum of one subcommittee. At this time she gave a brief overview of the Bylaws Committee for which she is the staff sponsor. Motion was made by Janeth Rivera to elect Jalisa Cockrell, Sonja Segoviano, Cindy Granados and Ashley Womack (not in attendance) to the of 2015-2016 Policy Council Bylaws Committee. Motion seconded by Caterina Cerda; and carried unanimously.

e. Nomination and election of 2015 – 2016 Budget & Finance Committee (6 openings)

Donna Holland staff sponsor of the PC Budget & Finance Committee gave a brief overview of what the Committee is. She shared that the committee reviews financial reports, parent activity fund reports, nonfederal share and in-kind reports, and any other documents pertaining to budget and finance aspects of the program. Motion was made by Mary Robinson to elect Gabriela McCutcheon, Christina Bates, Christine Hernandez and Mary Robinson to the 2015-2016 Policy Council Budget & Finance Committee; seconded by Christina Bates. Motion carried unanimously.

f. Nomination and election of 2015 – 2016 Planning Committee Members (6 openings)

Jerry gave a brief overview of the Planning Committee. This group follows the planning calendar for the year; reviews and sections of the refunding application, various agency plans, e.g. Recruitment & Selection, T & T.A. among other pertinent planning documents. Jerry shared the first meeting will be held on January 5, 2016 at 5:30 p.m. and provided a draft calendar. He added that the committee ultimately decides the time and day of meetings in conjunction with what works best for their schedules. Jason Warren, Caterina Cerda and Deborah Martinez were elected to the 2015-2016 Policy Council Planning Committee with a motion made by Gabriela McCutcheon; seconded by Janeth Rivera. 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.

a. None

11. COMMUNICATIONS – Chairperson

- a) *Head Start & Early Head Start Budget vs. Actual Expenditures (including Non Federal & In-Kind), for HS/EHS Kern, EHS San Joaquin and EHS Child Care Partnerships March 1, 2015 through November 30, 2015
- b) *Parent Local Travel & Child Care March 1, 2015 through November 30, 2015 (English/Spanish)
- c) *Parent Out-of-County Travel, March 1, 2015 through November 30, 2015 (English/Spanish)
- d) *Parent Activity Funds, March 1, 2015 through November 30, 2015 (English and Spanish)
- e) *Parent Meals, March 1, 2015 through November 30, 2015 (English/Spanish)
- f) *Child and Adult Care Food Program/Central Kitchen Report, November 2015
- g) *Enrollment and Average Daily Attendance Report for HS/EHS Kern, EHS San Joaquin and EHS Child Care Partnerships, November 2015
- h) Murray Christmas on the Farm every Saturday and Sunday for the month of December
- i) Policy Council Executive Officer Roles & Responsibilities (English/Spanish)
- j) Policy Council Functions of the Personnel Committee (English/Spanish)

**Items (a) – (g) will be distributed at the meeting*

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

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

At this time Janelle distributed certificates of participation and commemorative photos to those who participated in the 2015 Heart Walk and the National Head Start Conference thanking them for their

attendance and time dedicated to the program. She also encouraged parents to attend as many (additional) meetings and to share new learning experiences with their respective centers. At this time Jason and Deborah both expressed thanks for the opportunity they had to recently attend the Recruitment & Selection Committee Meeting. Ms. Gonzalez encouraged the PC members to inform her of any clarification or training they would like to receive in regards to the monthly reports they receive on a monthly basis. She expressed her gratitude for each members' attendance and encouraged them to continue with their attendance to gain more knowledge of the Head Start program.

13. **COMMUNITY REPRESENTATIVE REPORT**

None given as this position is currently vacant.

14. **POLICY COUNCIL CHAIRPERSON REPORT –Jairon Castillo**

No report. However at this time Jairon thanked the committee for attending and being on time so that the meeting may start as scheduled.

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

No report to share as the Board of Directors did not meet.

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

Yolanda thanked everyone for their attendance. She added that November was a busy month with several days of staff training held regarding updates on policies and procedures. She also announced that we were fully enrolled for the month of December and thanked everyone for sharing and letting others know about our program. Yolanda stated that the Wasco State Prison "adopted" our Sunrise Villa and Wasco Child Development centers and all the children received gifts. She noted that other centers were also the recipients of similar generousities. Yolanda thanked Board of Directors Representative Ana Vigil for her passion and commitment to our program. She also shared that Staff Development took place today and tomorrow is the last day for part year centers as they will close for two weeks. In closing, Yolanda wished everyone safe and happy holidays.

17. **ANNOUNCEMENTS – Chairperson**

Janelle stated that although there were several pieces of information handed out this afternoon, such as fiscal documents, enrollment information, etc. these reports are typically included in members' PC Packets. However, due to time constraints with the Holiday break, it was unable to occur in that manner for this meeting. In closing, Janelle reminded the group that the next meeting will be held on Thursday January 28, 2016 with a light dinner provided at 5:00 p.m. and the meeting to begin at 5:30 p.m.

18. **ADJOURNMENT – Chairperson**

Motion was made by Josenn Vergara to adjourn the meeting at 6:28 p.m.

ASOCIACIÓN DE ACCIÓN COMUNITARIA DE KERN
PROGRAMAS DE DESARROLLO INFANTIL ESTATAL / HEAD START
ACTA DE LA REUNIÓN DEL CONSEJO DE POLÍTICA
17 DE DICIEMBRE DEL 2015

1. **Llamado a la orden-** **Presidente, Jairon Castillo**, llamó la reunión a la orden a las 5:31 p.m.
 - a. Momento de Silencio, Proclamación de Lealtad
 - b. Lectura de la Promesa de la Asociación Comunitaria
"La asociación de acción cambia la vida de las personas, incorpora el espíritu de esperanza, mejora comunidades, y hace de América un mejor lugar donde Vivir. Nos preocupamos por la comunidad entera y estamos dedicados a ayudar a las personas a que se ayuden a sí mismas y a los demás.

2. **Pasar Lista/ Establecer Quórum-** **Secretaria** - Quórum fue establecido.
Miembros del PC Presentes: Christine Hernandez, Janeth Rivera, Gabriella McCutcheon, Christina Bates, Jalisa Cockrell, Sonja Segoviano, Jairon Castillo, Cindy Granados, Caterina Cerda, Deborah Martinez, Ana Vigil, Josenn Vergara, Mary Reynolds
Otros Presentes: Priscilla Hicks, Coordinadora de Educación Familiar; Pamala Roberts, Coordinadora de Educación Familiar; Lisa Price, Asistente Administrativa de PDM; Myra Zamora Trabajadora de Servicios Familiares; Argelia Diaz, Asistente del Programa de Gobernación y Servicios Familiares; Yolanda Gonzales, Directora de Desarrollo Infantil Estatal-Head Start ; Malika McGee, Especialista de Recursos Humanos (Condado de San Joaquín); Maura Sandoval, Especialista del Personal; Michael Lackman, Gerente de Recursos Humanos; Donna Holland, Gerente Fiscal; Mary Ann Mooney, Gerente de Programa; LeTisha Brooks, Gerente de Programa; Krissie Leach, Gerente de Programa; Pam Pritchard, Asistente Directora de Desarrollo Infantil Estatal-Head Start; Dolores Barrita, Invitada; Daniel Lewis, Invitado

3. **Aprobación de la Agenda-** **Presidente, Jairon Castillo (*ACCION)**
 - a. (**Acción) Aprobación de la agenda de PC con fecha del 17 de diciembre 2015, con correcciones a los artículos de comunicación (a) - (g) para finalizar las fechas del 30 de noviembre 2015 fue hecha por Jason Warren; secundado por Sonja Segoviano. Iniciativa fue aprobada.

4. **Aprobación de la Acta-** **Presidente, Jairon Castillo (*ACCION)**
 - a. (**Acción) Aprobación del acta de la reunión del PC con fecha del 10 de noviembre 2015 fue hecha por Caterina Cerda; secundado por Christine Hernández. Iniciativa fue aprobada.

5. **Presentación de Invitados/Foro Público**

El público que desee dirigirse al Consejo de Política podrá hacerlos. Los miembros del Consejo de Política podrán responder brevemente a las declaraciones formuladas o a preguntas formuladas. Sin embargo, el PC no tomara ninguna otra acción que no sea la de remitir dichos asuntos al personal para su estudio y análisis. Los Presentadores se limitaran a cinco minutos cada uno. Si más de una persona desea tratar el mismo tema, se le concederá al grupo total de 10 minutos para ese tema. Por favor indique cuál es su nombre antes de hacer su presentación, Gracias.

 - a. Ninguno

6. **Informe de los Comités Vigentes**
 - a. Comité de Personal- El comité convocó; sin embargo, no se estableció el quórum. Jason Warren compartió en nombre de la Presidenta, que no estaba presente. Sr. Warren dijo Maura, Patrocinadora del comité, dio una breve reseña del manual del empleado e informó a los miembros que estuvieron presentes cómo van

reparar el manual parte por parte. Esto ayudará a los miembros del personal se familiaricen con el proceso de contratación para Head Start y se familiaricen con los requisitos del personal que ocupan una posición.

- b. Comité de Planificación
- c. Comité de Finanzas
- d. Comité de Estatutos

7. Informe de Recursos Humanos- Maura Sandoval, Especialista de Personal (ACCION)**

a. El Informe de Recursos Humanos diciembre 2015

Maura distribuyó el informe de recursos humanos para su revisión. Señaló que la mayoría de los candidatos indicados en la lista ya se han contratado sin la revisión de los padres como padres no estaban disponibles para revisar (todas); las aplicaciones. La moción fue hecha por Christine Hernández, secundado por Gabriela McCutcheon para aprobar el Informe de Recursos Humanos como se presenta. Iniciativa fue aprobada.

8. Presentaciones

a. Conferencia Nacional de la Asociación de Head Start, Jason Warren, Miembro del PC (3min)

Jason dijo que estaba agradecido por la oportunidad de asistir a esta conferencia. Agregó que le gustaría centrarse en la participación de los hombres y ha estado pensando en maneras de planificar eventos mensuales en su centro, como una manera de alentar a otros machos para estar involucrados. Sr. Warren dijo que está agradecido por esta oportunidad y ganó nuevos conocimientos sobre la importancia de la participación del hombre. Él espera alentar a otros padres de Head Start para ser parte del programa también.

b. Conferencia Nacional de la Asociación de Head Start, Ana Luna, Miembro del PC (3min)

Miembro del PC no estuvo en asistencia.

c. Conferencia Nacional de la Asociación de Head Start, Janeth Rivera, Miembro del PC (3min)

Janeth compartió que ella aprendió muchas formas en que la organización ayuda a los padres a obtener un empleo, y acerca de los recursos que proporciona. Janeth concluyó que Head Start ayuda a los padres y la comunidad también.

9. Nuevos Asuntos- Presidente (ACCION)**

a. Solicitud para traspasar los fondos no usados de la financiación del condado de San Joaquín EHS para el periodo de presupuesto del 2016-2017- Yolanda Gonzales, Directora de Desarrollo Infantil Estatal / Head Start - Yolanda compartió que estamos en nuestro primer año de obtención de la beca de San Joaquín y todo está trabajando bien. También estamos trabajando en la identificación y adquisición de instalaciones adicionales. Añadió que todas nuestras instalaciones (en el condado de San Joaquín) no se pudo abrir debido a las reparaciones necesarias. En este momento se busca una solicitud de aprobación para permitir llevar más fondos para el ejercicio presupuestario de 2016 a 2017, pero no limitado a las reparaciones necesarias, el trabajo en zonas de juegos, compra mobiliario escolar, etc. Jason Warren hizo una moción para aprobar el traspaso de fondos no utilizados; secundado por Jalisa Cockrell. Iniciativa fue aprobada.

b. Solicitud de exención de fondos no federales compartidos y limitaciones de los costos administrativos para el condado de San Joaquín EHS- Yolanda Gonzales, Directora de Desarrollo Infantil Estatal / Head Start

Yolanda explicó que debido a los retrasos en la apertura de nuestro programa (Condado SJ) una exención para las acciones no federales (contribución laboral voluntaria) se busca hasta que las instalaciones están en funcionamiento para permitir la capacidad de generar contribución laboral voluntaria. Moción fue hecha por Caterina Cerda; secundada por Cindy Granados. Iniciativa fue aprobada.

c. Solicitud para aprobar el contrato de servicios de alimentos de un vendedor para el año de contrato 2016-2017 para el Condado de San Joaquín EHS- Yolanda Gonzales, Directora de Desarrollo Infantil Estatal / Head Start

En este momento Jerry Meade, Administrador de PDM compartió con el grupo que un contrato a corto plazo se negoció al abrir inicialmente los servicios en el Condado de San Joaquín. Luego pasó a compartir que en este momento estamos buscando para iniciar un nuevo contrato con el mismo proveedor para el nuevo año del programa. El costo supera el límite de aprobación personal permisible \$ 200, 000 y, por tanto, debe ser aprobado por los miembros rectores. La cantidad vendida es \$ 272.400 y

estará a cargo de un solo proveedor para los 4 instalaciones. Una pregunta se hizo en cuanto a la cantidad de dólares específicamente si todos los centros no están abiertos ¿necesitaran esa cantidad de dinero? La respuesta fue afirmativa como eso es un monto proyectado para febrero de 2016 - enero de 2017. La moción fue hecha por Gabriela McCutcheon; secundado por Josenn Vergara. La moción fue aprobada por unanimidad.

d. Nominación y elección del Comité de Estatutos 2015- 2016 (5 espacios)

Janelle repitió al grupo que, como miembro de la PC es un requisito participar en un mínimo de un subcomité. En este momento se hizo una breve reseña del Comité de Estatutos, por cual Janelle es la patrocinadora. La moción fue hecha por Janeth Rivera para elegir Jalisa Cockrell, Sonja Segoviano, Cindy Granados y Ashley Womack (no en asistencia) a la de 2015 a 2016 Comité de Estatutos del Consejo de Políticas. Movimiento secundado por Caterina Cerda; Iniciativa fue aprobada.

e. Nominación y elección del Comité de Finanzas 2015- 2016 (6 espacios)

Donna Holanda patrocinadora del Comité de Finanzas hizo una breve reseña de lo que el Comité es. Compartió que el Comité examina los informes financieros, informes de actividad de los fondos de los padres, la participación no federal e informes de contribución laboral voluntaria, y cualquier otro documento referente a los aspectos presupuestarios y financieros del programa. La moción fue hecha por Mary Robinson para elegir a Gabriela McCutcheon, Christina Bates, Christine Hernández y Mary Robinson al comité de Presupuesto y Finanzas 2015-2016; secundado por Christina Bates. Iniciativa fue aprobada.

f. Nominación y elección del Comité de Planificación 2015- 2016 (6 espacios)

Jerry hizo una breve reseña del Comité de Planificación. Este grupo sigue el calendario de planificación para el año; comentarios y secciones de la solicitud de refinanciamiento, diversos planes de agencia, por ejemplo, Reclutamiento y Selección, T & T. A. entre otros documentos de planificación pertinentes. Jerry compartió la primera reunión se llevará a cabo el 5 de enero 2016 a las 5:30 pm y proporcionó un proyecto de calendario. Añadió que el comité decide en última instancia, la hora y el día de las reuniones en relación con lo que funciona mejor para sus horarios. Jason Warren, Caterina Cerda y Deborah Martínez fueron elegidos para el Comité de Planificación del Consejo de Política 2015-2016 con una moción presentada por Gabriela McCutcheon; secundado por Janeth Rivera. Iniciativa fue aprobada.

10. Calendario de Consentimiento

Información concerniente a los artículos de consentimiento que aparecen en la lista siguiente ha sido enviada a cada miembro del Consejo de Política para que la estudien previo a la reunión a menos que algún miembro del Consejo de Política, o miembro del público tenga alguna pregunta concerniente a algún asunto en particular de los temas en la lista y solicite que sea retirado del Calendario de Consentimiento, los artículos se dan por aprobados de una vez por el Consejo de Política en su totalidad. Si hay algún miembro del Consejo de Política o miembro del público que desea remover algún artículo del Calendario de Consentimiento, por favor indíquelo ahora mismo.

- a. Ninguno

11. Comunicaciones- Presidenta

- a. *Presupuesto de HS/EHS vs. Reporte Actual de gastos (incluyendo Contribución No-Federal y Contribución Laboral Voluntaria) para HS/EHS Kern, EHS del Condado de San Joaquín, y EHS de las Asociaciones de Cuidado Infantil, 1 de Marzo, 2015 hasta 30 de noviembre (Inglés/Español)
- b. *Viaje local de Padres y cuidado infantil, 1 de marzo 2015 hasta 30 de noviembre, 2015
- c. *Viaje de Padres fuera del condado 1 de marzo hasta 30 de noviembre (Inglés/Español)
- d. *Fondos de Actividad de Padres, 1 de marzo, 2015 hasta 30 de noviembre, 2015 (Inglés/Español)
- e. *Informe de Comidas de Padres, 1 de marzo, 2015 hasta 30 de noviembre, 2015 (Inglés/Español)
- f. *Informe de Programa de Alimentos para el Cuidado de Niños y Adultos/Cocina Central, nov.
- g. *Informe de Inscripción y Asistencia de Promedio Diaria de HS/EHS Kern, EHS del Condado de San Joaquín, y EHS de las Asociaciones de Cuidado Infantil fecha noviembre 2015

- h. Navidad en Murray Family Farms cada sábado y domingo por el mes de diciembre
- i. Oficios y responsabilidades de los oficiales ejecutivos del Consejo de Política (Inglés/Español)
- j. Las funciones del Comité Personal del Consejo de Política (Inglés/Español)

*Temas a-g serán distribuidas el día de la reunión

Moción para recibir y archivar elementos de comunicación (a) - (j) Se hizo por Caterina Cerda

12. Informes del Consejo de Política/Entrenamiento- Janelle Gonzalez

En este momento Janelle distribuye certificados de participación y fotos conmemorativas a los que participaron en la caminata del corazón 2015 y la Conferencia Nacional de Head Start dándoles las gracias por su asistencia y el tiempo dedicado al programa. También animó a los padres a asistir a todas las reuniones (adicionales) y compartir nuevas experiencias de aprendizaje con sus respectivos centros. En este momento Jason y Deborah expresaron agradecimiento por la oportunidad que tuvieron que recientemente asistir a la reunión del Comité de Reclutamiento y Selección. Sra. González alentó a los miembros del PC para informarle de cualquier aclaración o formación que les gustaría recibir en lo que respecta a los informes mensuales que reciben mensualmente. Expresó su agradecimiento por la asistencia de cada uno los miembros y les animó a continuar con su asistencia para ganar más conocimiento del programa Head Start.

13. Informe de Representante Comunitario

Informe no fue reportado ya que esta posición está actualmente vacante.

14. Informe del Presidente del Consejo de Política - Jairon Castillo

Ningún informe. Sin embargo en este momento Jairon agradeció al comité por asistir y llegar a tiempo para que la reunión puede comenzar al horario previsto.

15. Informe del Representante de la Mesa Directiva- Ana Vigil

Ninguno informe por dar, el comité de la mesa directiva no se reunió.

16. Informe de la Directora (Desarrollo Infantil Estatal / Head Start) – Yolanda Gonzales

Yolanda agradeció a todos por su asistencia. Agregó que noviembre fue un mes muy ocupado con varios días de capacitación del personal celebradas en relación con cambios en las políticas y procedimientos. También anunció que estábamos totalmente inscritos para el mes de diciembre y dio las gracias a todos por compartir y dejar que los demás sepan de nuestro programa. Yolanda dijo que la prisión estatal de Wasco "adoptó" a nuestros centros de desarrollo infantil de Sunrise Villa y Wasco y todos los niños recibieron regalos. Señaló que los otros centros también fueron los destinatarios de generosidades similares. Yolanda agradeció el Representante de la Mesa Directiva Ana Vigilia por su pasión y compromiso con nuestro programa. También compartió que el desarrollo personal ha tenido lugar hoy y mañana es el último día para los centros de medio año ya que se cerrarán durante dos semanas. En el cierre Yolanda les deseó a todos unas vacaciones seguras y felices.

17. Anuncios- Presidente

Janelle declaró que aunque había varias piezas de información entregados esta tarde, como documentos fiscales, información de inscripción, etc. estos informes se suelen incluir en los paquetes de PC para los miembros. Sin embargo, Sin embargo, debido a limitaciones de tiempo con el descanso de vacaciones, no pudo ocurrir de esa manera para este encuentro. Al cerrar, Janelle le recordó al grupo que la próxima reunión se llevará a cabo el jueves 28 de enero 2016 con una cena proporcionada a las 5:00 pm y la reunión para comenzar a las 5:30 pm.

18. Cierre de Sesión –Presidente (ACCION)**

- a. Moción fue hecha por Josenn Vergara para cierra sesión a las 6:28 p.m.

Community Action Partnership of Kern
 Head Start and State Child Development Division
 Head Start & Early Head Start Kern
 2016 Program Planning Calendar for Grant Application Due December 1st
 Funding Cycle: March 2017 – February 2018

Planning Activity	Persons Responsible/ Team Leader	Timelines	Governing Bodies Involved	Governance Timelines	Governance Action Type
<ul style="list-style-type: none"> Written Planning Procedure Identify the planning team Review & update planning procedure/calendar 	PDM Administrator	January – February	Policy Council Board of Directors	March	Approval Approval
Recruitment Plan and Selection Criteria <ul style="list-style-type: none"> Based on Community Assessment Develop selection criteria (requires PC approval) Develop Recruitment Plan 	PDM Administrator; Audit & Enrollment Committee; Community Partners; Program Parents	October – November	Policy Council Board of Directors	January	Approval Approval
Self-Assessment <ul style="list-style-type: none"> Identify strengths & areas needing improvement Develop Corrective Action Plans 	Assistant Director; Education Manager	January – March	Policy Council Board of Directors	March	Approval Approval
Comprehensive Data Analysis <ul style="list-style-type: none"> Community Assessment Child outcomes Child assessments CLASS assessments ITERS & ECERS Family Services data Health data Evaluate Staffing Data Budget vs. actual expenditures Non-Federal share Parent surveys ERSEA Data Disabilities Data 	Assistant Director; PDM Administrator; Fiscal Manager	March – June			

Policy Council Approval Date:
 Board of Directors Approval Date:

Community Action Partnership of Kern
 Head Start and State Child Development Division
 Head Start & Early Head Start Kern
 2016 Program Planning Calendar for Grant Application Due December 1st
 Funding Cycle: March 2017 – February 2018

Planning Activity	Persons Responsible/ Team Leader	Timelines	Governing Bodies Involved	Governance Timelines	Governance Action Type
Comprehensive Data Analysis <i>continued...</i> <ul style="list-style-type: none"> • Training evaluations • Program Information Report (PIR) • Ongoing monitoring results • Self assessment results May include other data sets relevant for determining community and program needs and strengths					
Program Improvement Plans <ul style="list-style-type: none"> • Based on data including those from the Self Assessment, PIR, federal review report, etc... 	Assistant Director; Administrative Team	June – July	Policy Council Board of Directors	August	Approval
Program Design & Program Options <ul style="list-style-type: none"> • Review site locations • Basis for program options • Include in Refunding Application 	PDM Administrator; Audit & Enrollment Committee	April – May	Policy Council Board of Directors	June	Approval
Goals and Objectives <ul style="list-style-type: none"> • Identify priorities • Review/revise CEDS division mission statement • Identify long & short term program goals 	PDM Administrator; Administrative Team; Board of Directors; Policy Council	April – May	Policy Council Board of Directors	June	Approval
Program Information Report (PIR) <ul style="list-style-type: none"> • Summarize data • Verify data • Input data into online Head Start Enterprise System 	Assistant Director; Administrative Staff PDM Administrator	June – August	Policy Council Board of Directors	February	Informational

Community Action Partnership of Kern
 Head Start and State Child Development Division
 Head Start & Early Head Start Kern
 2016 Program Planning Calendar for Grant Application Due December 1st
 Funding Cycle: March 2017 – February 2018

Planning Activity	Persons Responsible/ Team Leader	Timelines	Governing Bodies Involved	Governance Timelines	Governance Action Type
Begin Budget Draft <ul style="list-style-type: none"> • Include funds to support program goals/ objectives • Involve all divisions that support the requirements of the Head Start program 	Fiscal Manager; Admin Team	July – August			
Program Objectives & Need for Assistance <ul style="list-style-type: none"> • Draft program narrative 	PDM Administrator	June – August			
Training and Technical Assistance Plan <ul style="list-style-type: none"> • Identify training needs based on the results of data analysis • Indicate outcomes and evaluation of achievement 	PDM Administrator; Staff Development Specialist	Draft June-August Final September	Policy Council Board of Directors	October	Approval Approval
Completed Budget <ul style="list-style-type: none"> • Final management review & approval 	HS Director; Fiscal Manager; Executive Director; Director of Finance	September			
Completed grant application including: <ul style="list-style-type: none"> • Program options and design • Program priorities, goals & objectives • Training & Technical Assistance (TTA) Plan • Line item budget & budget narrative 	HS Director; Fiscal Manager PDM Administrator	October	Policy Council Board of Directors	October	Approval Approval
Approved Grant Application Submitted for funding	Assistant to the Director	November 15 th			

Community Action Partnership of Kern
 Head Start and State Child Development Division
Head Start & Early Head Start Kern
 2016 Program Planning Calendar for Grant Application Due December 1st
 Funding Cycle: March 2017 – February 2018

Planning Activity	Persons Responsible/ Team Leader	Timelines	Governing Bodies Involved	Governance Timelines	Governance Action Type
Head Start Annual Report	Assistant to the Director; Admin Team; Data Analyst	February			
Service Area Plans	Assistant Director	April – May	Policy Council Board of Directors	June	Approval Approval
<ul style="list-style-type: none"> Describe how services are delivered to meet HS Performance Standards Identify service delivery by content areas Includes Disabilities Service Area Plan 					

Begin planning cycle for March 2017 – February 2018 Program Year

Community Assessment	PDM Administrator; Administrative Staff; Community Development Team	November – January	Policy Council Board of Directors	March	Informational Informational
<ul style="list-style-type: none"> Collect data Compile information into written Community Assessment 					

Community Action Partnership of Kern
 Head Start and State Child Development Division
 Early Head Start Partnership
 2016 Program Planning Calendar for Grant Application Due June 1st
 Funding Cycle: September 1, 2016 – August 31, 2017

Planning Activity	Persons Responsible/ Team Leader	Timelines	Governing Bodies Involved	Governance Timelines	Governance Action Type
Written Planning Procedure <ul style="list-style-type: none"> Identify the planning team Review & update planning procedure/calendar 	PDM Administrator	July – August	Policy Council Board of Directors	September	Approval Approval
Recruitment Plan and Selection Criteria <ul style="list-style-type: none"> Based on Community Assessment Develop selection criteria (requires PC approval) Develop Recruitment Plan 	PDM Administrator; Audit & Enrollment Committee; Community Partners; Program Parents	October – November	Policy Council Board of Directors	January	Approval Approval
Self-Assessment <ul style="list-style-type: none"> Identify strengths & areas needing improvement Develop Corrective Action Plans 	Assistant Director; EHS Partnership Program Manager	April – May	Policy Council Board of Directors	June	Approval Approval
Comprehensive Data Analysis <ul style="list-style-type: none"> Community Assessment Child outcomes Child assessments CLASS assessments ITERS & ECERS Family Services data Health data Evaluate Staffing Data Budget vs. actual expenditures Non-Federal share Parent surveys ERSEA Data Disabilities Data 	Assistant Director; PDM Administrator; Fiscal Manager	January – April			

Policy Council Approval Date:
 Board of Directors Approval Date:

Community Action Partnership of Kern
 Head Start and State Child Development Division
 Early Head Start Partnership
 2016 Program Planning Calendar for Grant Application Due June 1st
 Funding Cycle: September 1, 2016 – August 31, 2017

Planning Activity	Persons Responsible/ Team Leader	Timelines	Governing Bodies Involved	Governance Timelines	Governance Action Type
<i>Comprehensive Data Analysis continued...</i> <ul style="list-style-type: none"> • Training evaluations • Program Information Report (PIR) • Ongoing monitoring results • Self assessment results May include other data sets relevant for determining community and program needs and strengths					
Program Improvement Plans <ul style="list-style-type: none"> • Based on data including those from the Self Assessment, PIR, federal review report, etc... 	Assistant Director; Administrative Team; EHS Partnership Program Manager	June – July	Policy Council Board of Directors	September	Approval
Program Design & Program Options <ul style="list-style-type: none"> • Additional funding • Review site locations • Basis for program options • Include in Refunding Application 	PDM Administrator; Audit & Enrollment Committee	January – March	Policy Council Board of Directors	March	Approval
Goals and Objectives <ul style="list-style-type: none"> • Identify priorities • Review/revise CEDS division mission statement • Identify long & short term program goals 	PDM Administrator; Administrative Team; Board of Directors; Policy Council; EHS Partnership Program Manager	January – March	Policy Council Board of Directors	April	Approval
Program Information Report (PIR) <ul style="list-style-type: none"> • Summarize data • Verify data • Input data into online Head Start Enterprise System 	Assistant Director; Administrative Staff	June – August	Policy Council Board of Directors	February	Informational

Policy Council Approval Date:
 Board of Directors Approval Date:

Community Action Partnership of Kern
 Head Start and State Child Development Division
Early Head Start Partnership
 2016 Program Planning Calendar for Grant Application Due June 1st
 Funding Cycle: September 1, 2016 – August 31, 2017

Planning Activity	Persons Responsible/ Team Leader	Timelines	Governing Bodies Involved	Governance Timelines	Governance Action Type
Begin Budget Draft <ul style="list-style-type: none"> • Include funds to support program goals/ objectives • Involve all divisions that support the requirements of the Head Start program 	Fiscal Manager; Admin Team	February – March			
Program Objectives & Need for Assistance <ul style="list-style-type: none"> • Draft program narrative 	PDM Administrator; EHS Partnership Program Manager	February – March			
Training and Technical Assistance Plan <ul style="list-style-type: none"> • Identify training needs based on the results of data analysis • Indicate outcomes and evaluation of achievement 	PDM Administrator; Staff Development Specialist; EHS Partnership Program Manager	Draft January - February Final February	Policy Council Board of Directors	April	Approval Approval
Completed Budget <ul style="list-style-type: none"> • Final management review & approval 	HS Director; Fiscal Manager; Executive Director; Director of Finance	March			
Completed grant application including: <ul style="list-style-type: none"> • Program options and design • Program priorities, goals & objectives • Training & Technical Assistance (TTA) Plan • Line item budget & budget narrative 	HS Director; Fiscal Manager	March	Policy Council Board of Directors	April	Approval Approval
Approved Grant Application Submitted for funding	Assistant to the Director	May 15th			

Community Action Partnership of Kern
 Head Start and State Child Development Division
Early Head Start Partnership
 2016 Program Planning Calendar for Grant Application Due June 1st
 Funding Cycle: September 1, 2016 – August 31, 2017

Planning Activity	Persons Responsible/ Team Leader	Timelines	Governing Bodies Involved	Governance Timelines	Governance Action Type
Head Start Annual Report	Assistant to the Director; Admin Team; EHS Partnership Program Manager Data Analyst	August			
Service Area Plans <ul style="list-style-type: none"> • Describe how services are delivered to meet HS Performance Standards • Identify service delivery by content areas • Includes Disabilities Service Area Plan 	Assistant Director	November – December	Policy Council Board of Directors	January	Approval Approval

Begin planning cycle for September 2018 – August 2019 Program Year

Community Assessment <ul style="list-style-type: none"> • Collect data • Compile information into written Community Assessment 	PDM Administrator; Administrative Staff; Community Development Team	November – January	Policy Council Board of Directors	March	Informational Informational
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Community Action Partnership of Kern
 Head Start and State Child Development Division
 San Joaquin Early Head Start
 2016 Program Planning Calendar for Grant Application Due November 1st
 Funding Cycle: February 2017 – January 2018

Planning Activity	Persons Responsible/ Team Leader	Timelines	Governing Bodies Involved	Governance Timelines	Governance Action Type
<ul style="list-style-type: none"> Written Planning Procedure Identify the planning team Review & update planning procedure/calendar 	PDM Administrator	January – February	Policy Council Board of Directors	March	Approval Approval
Recruitment Plan and Selection Criteria <ul style="list-style-type: none"> Based on Community Assessment Develop selection criteria (requires PC approval) Develop Recruitment Plan 	PDM Administrator; Audit & Enrollment Committee; Community Partners; Program Parents	October – November	Policy Council Board of Directors	January	Approval Approval
Self-Assessment <ul style="list-style-type: none"> Identify strengths & areas needing improvement Develop Corrective Action Plans 	HS Director; Program Administrator	January – March	Policy Council Board of Directors	March	Approval Approval
Comprehensive Data Analysis <ul style="list-style-type: none"> Community Assessment Child outcomes Child assessments CLASS assessments ITERS & ECERS Family Services data Health data Evaluate Staffing Data Budget vs. actual expenditures Non-Federal share Parent surveys ERSEA Data Disabilities Data 	Assistant Director; PDM Administrator; Fiscal Manager	March – June			

Policy Council Approval Date:
 Board of Directors Approval Date:

Community Action Partnership of Kern
 Head Start and State Child Development Division
 San Joaquin Early Head Start
 2016 Program Planning Calendar for Grant Application Due November 1st
 Funding Cycle: February 2017 – January 2018

Planning Activity	Persons Responsible/ Team Leader	Timelines	Governing Bodies Involved	Governance Timelines	Governance Action Type
Comprehensive Data Analysis <i>continued...</i> <ul style="list-style-type: none"> • Training evaluations • Program Information Report (PIR) • Ongoing monitoring results • Self assessment results May include other data sets relevant for determining community and program needs and strengths					
Program Improvement Plans <ul style="list-style-type: none"> • Based on data including those from the Self Assessment, PIR, federal review report, etc... 	HS Director; Administrative Team	May – June	Policy Council Board of Directors	July	Approval
Program Design & Program Options <ul style="list-style-type: none"> • Review site locations • Basis for program options • Include in Refunding Application 	PDM Administrator; Audit & Enrollment Committee; Program Administrator	March – April	Policy Council Board of Directors	May	Approval
Goals and Objectives <ul style="list-style-type: none"> • Identify priorities • Review/revise CEDS division mission statement • Identify long & short term program goals 	PDM Administrator; Administrative Team; Board of Directors; Policy Council	April – May	Policy Council Board of Directors	June	Approval
Program Information Report (PIR) <ul style="list-style-type: none"> • Summarize data • Verify data • Input data into online Head Start Enterprise System 	Assistant Director; Administrative Staff; Program Administrator	June – August	Policy Council Board of Directors	February	Informational

Policy Council Approval Date:
 Board of Directors Approval Date:

Community Action Partnership of Kern
 Head Start and State Child Development Division
 San Joaquin Early Head Start
 2016 Program Planning Calendar for Grant Application Due November 1st
 Funding Cycle: February 2017 – January 2018

Planning Activity	Persons Responsible/ Team Leader	Timelines	Governing Bodies Involved	Governance Timelines	Governance Action Type
Begin Budget Draft <ul style="list-style-type: none"> • Include funds to support program goals/ objectives • Involve all divisions that support the requirements of the Head Start program 	Fiscal Manager, Admin Team	June – July			
Program Objectives & Need for Assistance <ul style="list-style-type: none"> • Draft program narrative 	PDM Administrator, Program Administrator	May – July			
Training and Technical Assistance Plan <ul style="list-style-type: none"> • Identify training needs based on the results of data analysis • Indicate outcomes and evaluation of achievement 	PDM Administrator, Staff Development Specialist, Program Administrator	Draft May – June Final August	Policy Council Board of Directors	September	Approval Approval
Completed Budget <ul style="list-style-type: none"> • Final management review & approval 	HS Director, Fiscal Manager, Executive Director, Director of Finance	August			
Completed grant application including: <ul style="list-style-type: none"> • Program options and design • Program priorities, goals & objectives • Training & Technical Assistance (TTA) Plan • Line item budget & budget narrative 	HS Director, Fiscal Manager	September	Policy Council Board of Directors	September	Approval Approval
Approved Grant Application Submitted for funding	Assistant to the Director	October 15 th			

Policy Council Approval Date:
 Board of Directors Approval Date:

Community Action Partnership of Kern
 Head Start and State Child Development Division
San Joaquin Early Head Start
 2016 Program Planning Calendar for Grant Application Due November 1st
 Funding Cycle: February 2017 – January 2018

Planning Activity	Persons Responsible/ Team Leader	Timelines	Governing Bodies Involved	Governance Timelines	Governance Action Type
Head Start Annual Report	Program Administrator; Admin Team; Data Analyst	January			
Service Area Plans <ul style="list-style-type: none"> • Describe how services are delivered to meet HS Performance Standards • Identify service delivery by content areas • Includes Disabilities Service Area Plan 	Assistant Director	April – May	Policy Council Board of Directors	June	Approval Approval

Begin planning cycle for February 2018 – January 2019 Program Year

Community Assessment <ul style="list-style-type: none"> • Collect data • Compile information into written Community Assessment 	PDM Administrator; Administrative Staff; Community Development Team	November – January	Policy Council Board of Directors	March	Informational Informational
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Community Action Partnership of Kern/ Child and Adult Care Food Program

MEAL SUMMARY REPORT

DECEMBER 2015 MEALS DELIVERED / CLAIMED												DECEMBER 2015 SUMMARY		DECEMBER 2014			
HS CENTERS				EHS CENTERS				HOME BASE				TOTAL		TOTAL		TOTAL	
HS MEALS DELIVERED	HS MEALS CLAIMED	EHS MEALS DELIVERED	EHS MEALS CLAIMED	HB MEALS DELIVERED	HB MEALS CLAIMED	HB MEALS SERVED	HB MEALS CLAIMED	ADULT MEALS SERVED	ADULT MEALS CLAIMED	TOTAL MEALS DELIVERED	TOTAL MEALS CLAIMED	TOTAL MEALS AVAILABLE TO BE SERVED	TOTAL MEALS CLAIMED	ADULT MEALS SERVED	ADULT MEALS CLAIMED	% OF MEALS SERVED	% OF MEALS CLAIMED
17,402	12,469	3,014	1,930	24	21	189	9	2,158	2,158	20,440	14,407	20,440	14,407	2,800	2,158	81%	81%
22,325	16,095	3,030	2,106	241	189	62	62	2,800	2,800	25,595	19,253	25,595	19,253	2,800	2,800	82%	82%
16,601	10,837	2,859	1,702	110	51	0	0	2,144	2,144	19,570	12,539	19,570	12,539	2,144	2,144	75%	75%
56,328	39,390	8,903	5,738	376	241	71	71	7,102	7,102	65,605	45,199	65,605	45,199	7,102	7,102	80%	80%
VENDED MEALS DELIVERED / CLAIMED												VENDED MEALS SUMMARY					
HS MEALS DELIVERED	HS MEALS CLAIMED	EHS MEALS DELIVERED	EHS MEALS CLAIMED	ADULT MEALS SERVED	ADULT MEALS CLAIMED	ADULT MEALS SERVED	ADULT MEALS CLAIMED	ADULT MEALS SERVED	ADULT MEALS CLAIMED	TOTAL LUNCHES DELIVERED	TOTAL LUNCHES CLAIMED	TOTAL MEALS DELIVERED	TOTAL MEALS CLAIMED	ADULT MEALS SERVED	ADULT MEALS CLAIMED	% OF MEALS SERVED	% OF MEALS CLAIMED
4,415	3,457	439	0	0	0	0	0	438	438	4,415	3,927	4,415	3,927	438	438	88%	88%
CAPK TOTALS												CAPK TOTALS					
TOTAL BREAKFAST CLAIMED				TOTAL LUNCHES CLAIMED				TOTAL SNACKS CLAIMED				TOTAL LUNCHES CLAIMED		TOTAL SNACKS CLAIMED			
14,407				21,710				12,539				14,407		12,539			
TOTAL MEALS DELIVERED				TOTAL MEALS CLAIMED				TOTAL MEALS SERVED				TOTAL MEALS DELIVERED		TOTAL MEALS CLAIMED		% OF CHILD MEALS SERVED	
70,021				69,583				48,656				70,021		48,656		69%	

Community Action Partnership of Kern (SAN JOAQUIN)/ Child and Adult Care Food Program

MEAL SUMMARY REPORT

DECEMBER 2015 MEALS DELIVERED / CLAIMED												December 2015 SUMMARY		DECEMBER 2014			
HS CENTERS				EHS CENTERS				HOME BASE				TOTAL		TOTAL		TOTAL	
HS MEALS DELIVERED	HS MEALS CLAIMED	EHS MEALS DELIVERED	EHS MEALS CLAIMED	HB MEALS DELIVERED	HB MEALS CLAIMED	HB MEALS SERVED	HB MEALS CLAIMED	ADULT MEALS SERVED	ADULT MEALS CLAIMED	TOTAL MEALS DELIVERED	TOTAL MEALS CLAIMED	TOTAL MEALS AVAILABLE TO BE SERVED	TOTAL MEALS CLAIMED	ADULT MEALS SERVED	ADULT MEALS CLAIMED	% OF MEALS SERVED	% OF MEALS CLAIMED
1,105	580	1,105	580	0	0	0	0	0	0	1,105	580	1,105	580	0	0	52%	52%
1,160	581	1,160	581	0	0	0	0	0	0	1,160	581	1,160	581	0	0	50%	50%
1,152	489	1,152	489	0	0	0	0	0	0	1,152	489	1,152	489	0	0	41%	41%
3,417	1,650	3,417	1,650	0	0	0	0	0	0	3,417	1,650	3,417	1,650	0	0	48%	48%
SAN JOAQUIN TOTALS												SAN JOAQUIN TOTALS					
TOTAL BREAKFAST CLAIMED				TOTAL LUNCHES CLAIMED				TOTAL SNACKS CLAIMED				TOTAL LUNCHES CLAIMED		TOTAL SNACKS CLAIMED			
580				581				489				580		489			
TOTAL MEALS DELIVERED				TOTAL MEALS CLAIMED				TOTAL MEALS SERVED				TOTAL MEALS DELIVERED		TOTAL MEALS CLAIMED		% OF CHILD MEALS SERVED	
3,417				3,417				1,650				3,417		1,650		48%	

Regulation: SEC. 642. POWERS AND FUNCTIONS OF HEAD START AGENCIES. (42 U.S.C. 9837) (d) Program Governance Administration - (2) CONDUCT OF RESPONSIBILITIES - Each Head Start agency shall ensure the sharing of accurate and regular information for use by the governing body and policy council, about program planning, policies, and Head Start agency operations, including - (D) monthly reports of meals and snacks provided through programs of the Department of Agriculture.

GRAND TOTALS							
TOTAL BREAKFAST CLAIMED		TOTAL LUNCHES CLAIMED		TOTAL SNACKS CLAIMED			
14,987	22,291	13,008					
TOTAL MEALS DELIVERED	TOTAL MEALS AVAILABLE TO BE SERVED	TOTAL MEALS CLAIMED	TOTAL MEALS CLAIMED	TOTAL MEALS CLAIMED	TOTAL MEALS CLAIMED	TOTAL MEALS CLAIMED	% OF MEALS SERVED
73,438	0	73,000	50,286	7,540	79%		

Community Action Partnership of Kern (SAN JOAQUIN)/ Child and Adult Care Food Program
MEAL SUMMARY REPORT

NOVEMBER 2015 MEALS DELIVERED / CLAIMED												NOVEMBER 2015 SUMMARY				NOVEMBER 2015		
HS CENTERS						EHS CENTERS						HOME BASE				MEALS SERVED		
DELIVERED	CLAIMED	DELIVERED	CLAIMED	DELIVERED	CLAIMED	DELIVERED	SERVED	CLAIMED	DELIVERED	SERVED	CLAIMED	DELIVERED	RETURNED	AVAILABLE TO	MEALS	MEALS	SERVED	MEALS SERVED
BREAKFAST				723	488													76%
LUNCH				736	517													73%
SNACKS				736	380													65%
SUBTOTAL MEALS	0	0		2,195	1,385													71%
VENDED MEALS DELIVERED / CLAIMED												VENDED MEALS SUMMARY		GRAND TOTALS		% OF CHILD MEALS SERVED		
VENDED LUNCHES	HS MEALS DELIVERED	HS MEALS CLAIMED	EHS MEALS DELIVERED	EHS MEALS CLAIMED	MEALS SERVED	HB MEALS DELIVERED	HB MEALS SERVED	HB CLAIMED	TOTAL BREAKFAST CLAIMED	TOTAL LUNCHES CLAIMED	TOTAL MEALS CLAIMED	TOTAL SNACKS CLAIMED	TOTAL MEALS DELIVERED	INVENTORY RETURNED	AVAILABLE TO BE SERVED	LUNCHES CLAIMED	ADULT MEALS SERVED	% OF MEALS SERVED
									488	517	380		2,195	0	2,195	1,385	0	63%
NOVEMBER 2016: Total sites: 2 Days of Operation: FRI:18 PVT: 0												NOVEMBER 2015 SUMMARY		NOVEMBER 2015		NOVEMBER 2015		
Regulation: SEC. 642, POWERS AND FUNCTIONS OF HEAD START AGENCIES - (42 U.S.C. 9837j) (d) Program Governance Administration - (2) CONDUCT OF RESPONSIBILITIES - Each Head Start agency shall ensure the sharing of accurate and regular information for use by the governing body and policy council, about program planning, policies, and Head Start agency operations, including -- (D) monthly reports of meals and snacks provided through programs of the Department of Agriculture.												MEALS SERVED		MEALS SERVED		MEALS SERVED		
												71%		71%		71%		

**Enrollment and Average Daily Attendance Report
 December 2015**

Enrollment and Eligibility

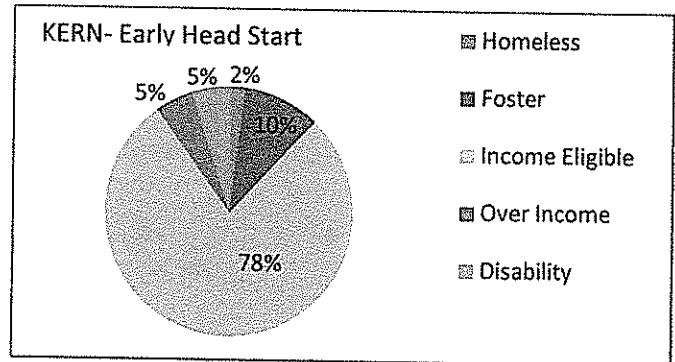
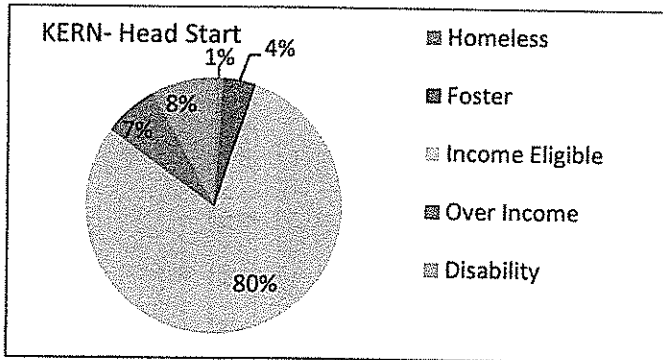
Kern County HS/EHS

Funded Enrollment: 2539

Total Kern Enrollment: 2549

EHS Enrollment: 331

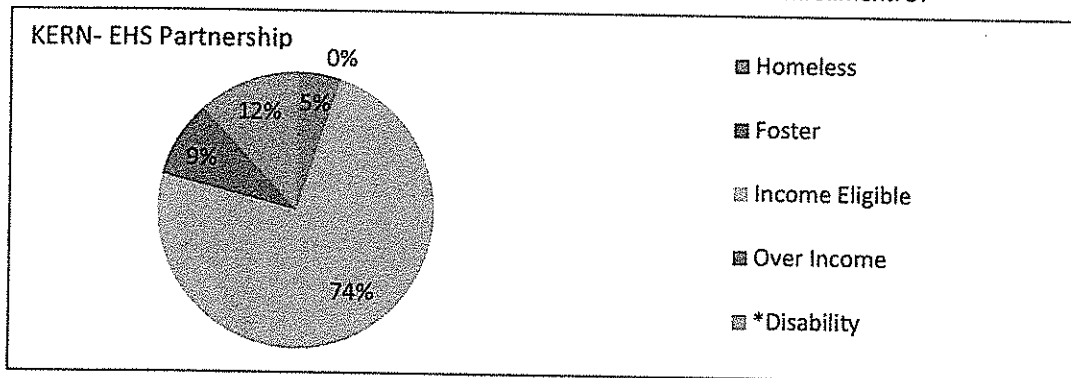
HS Enrollment: 2218



Kern County - EHS Partnership

Funded enrollment: 56

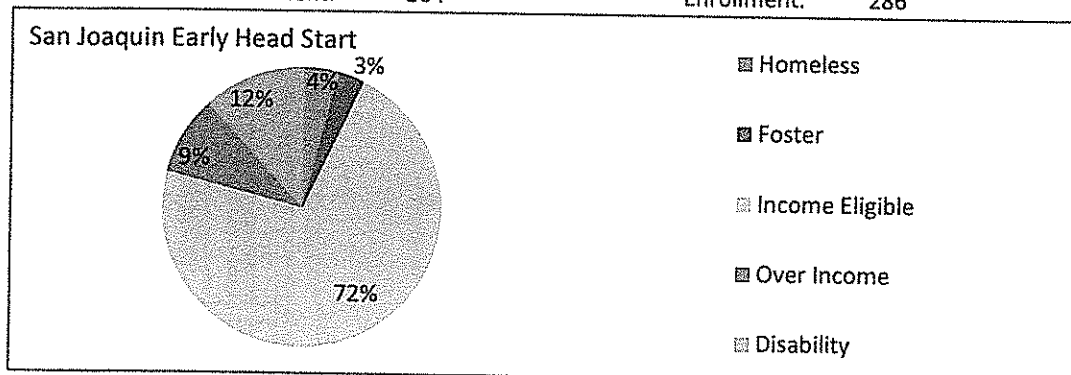
Enrollment: 37



San Joaquin County EHS

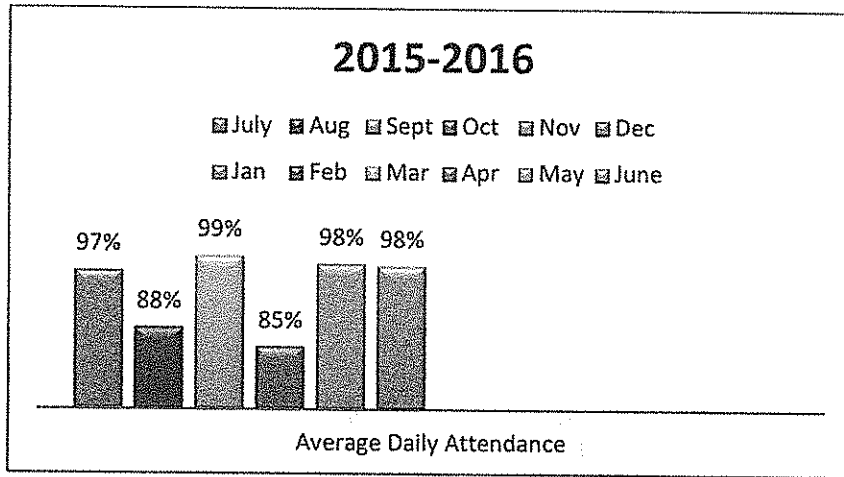
Funded Enrollment: 364

Enrollment: 286



**Enrollment and Average Daily Attendance Report
 December 2015**

Kern County Average Daily Attendance



**December 2015
 Top 5 and Bottom 5**

1. Alicante	100%	40. Lamont	95.34%
2. Fairfax	100%	41. Cleo Foran	92.39 %
3. Faith Avenue	100%	42. Lost Hills	91.86 %
4. Planz	100%	43. Tehachapi	90.07%
5. San Diego EHS	100%	44. Franklin	80.65 %
6. Vineland	100%		
7. Voorhies	100%		

Parenting With A Purpose

Nurturing Parenting

Evidenced-Based Court Compliant Parenting Program

- Understanding Feelings
- Communicating with Respect
- Praising Children and Their Behaviors
- Positive Ways to Deal With Stress and Anger
- Alternatives to Spanking
- Building Self-Worth in Children
- The Philosophy and Practices of Nurturing Parenting



FREE

12 week Class

Classes also offered in
Shafter

Tuesday, January 12 to Tuesday, April 5, 2016
6:00 p.m.—8:00 p.m.

Friendship House
2424 Cottonwood Road, 93307

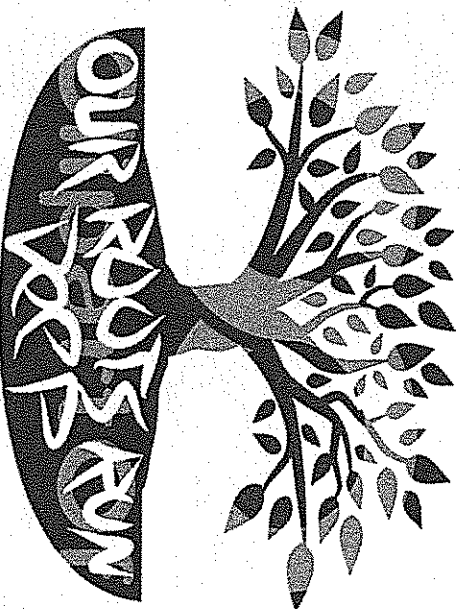
To Register, please call us at (661) 369-8922,
Seating is Limited



Parenting With A Purpose

Nurturing Parenting
Evidenced-Based Court Compliant Parenting Program

- Understanding Feelings
- Communicating with Respect
- Praising Children and Their Behaviors
- Positive Ways to Deal With Stress and Anger
- Alternatives to Spanking
- Building Self-Worth in Children
- The Philosophy and Practices of Nurturing Parenting



FREE

12 week Class

Classes also offered in
Bakersfield

Thursday, January 14 to Thursday, April 7, 2016
6:00 p.m.—8:00 p.m.

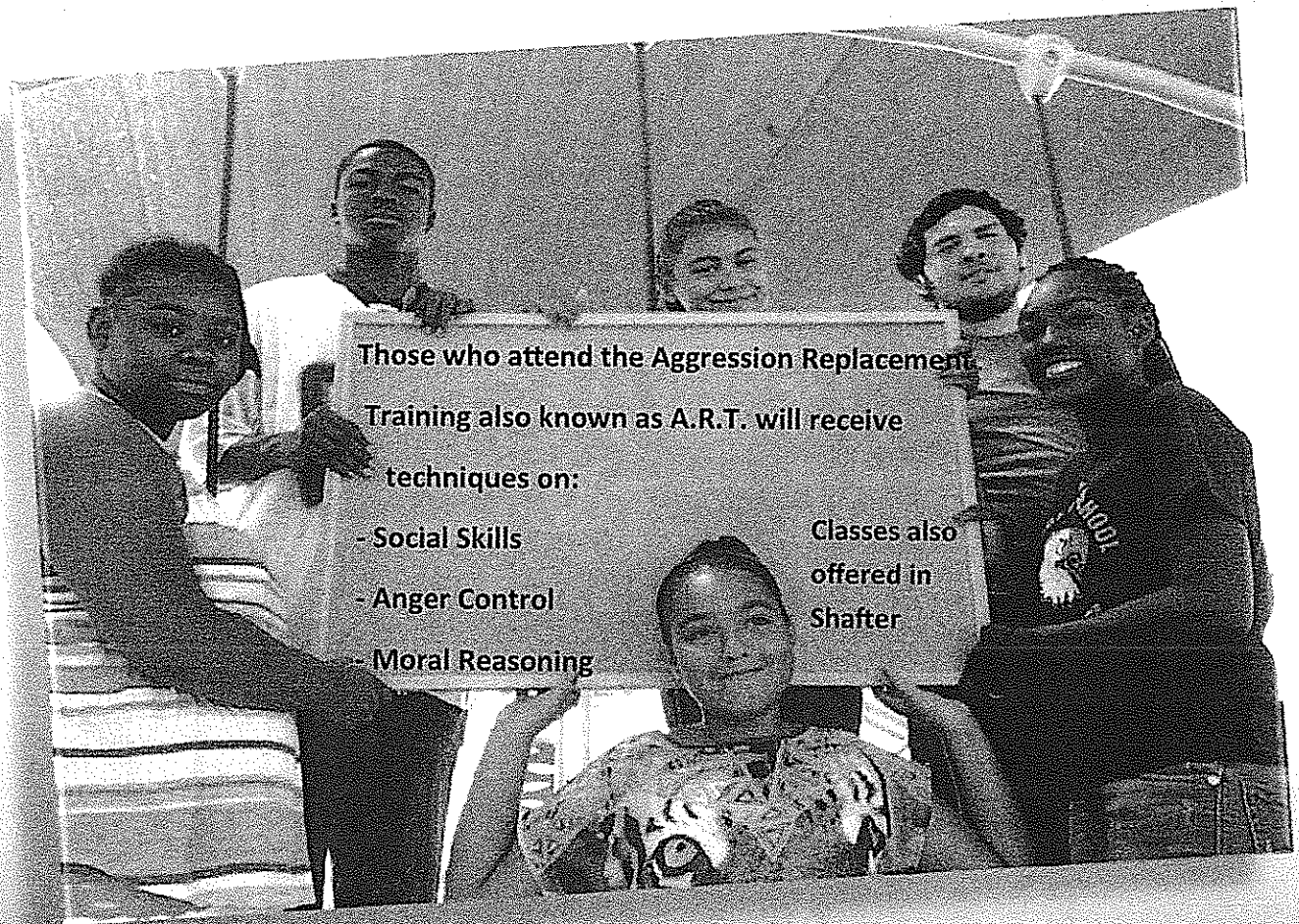
Shafter Youth Center
455 E. Euclid, 93263

To Register, please call us at (661) 369-8922 or
(661) 746-8235 *Seating is Limited*



Community Action Partnership of Kern Aggression Replacement Training (A. R. T.)

Friendship House Invites all 11 to 18 year olds



Those who attend the Aggression Replacement Training also known as A.R.T. will receive techniques on:

- Social Skills
- Anger Control
- Moral Reasoning

Classes also offered in Shafter

Tuesday, January 12 to Tuesday, March 15, 2016

3:45—5:45 p.m.

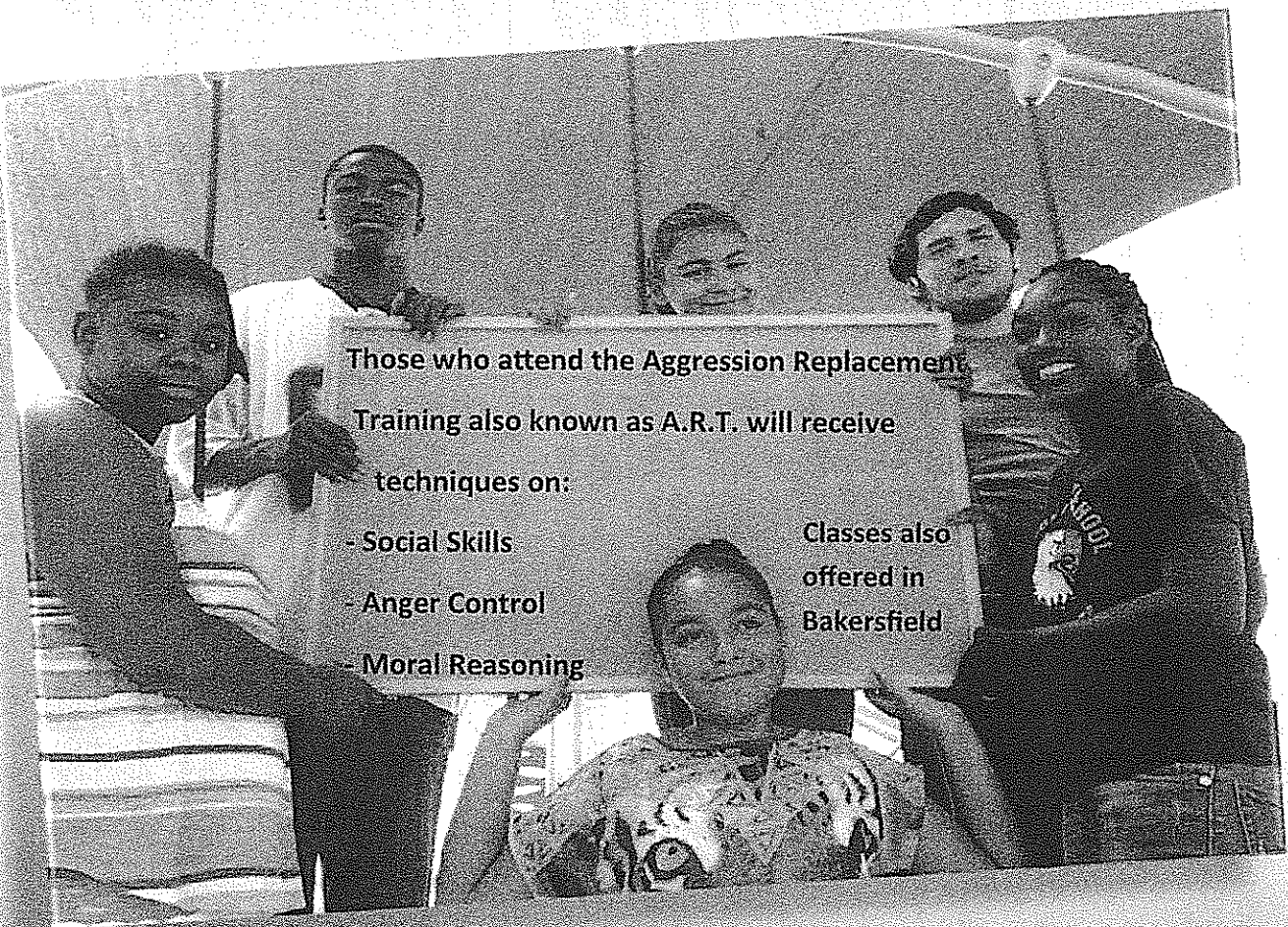
**Friendship House
2424 Cottonwood Road
Bakersfield, CA**

Seating is limited call us at (661) 369-8922 to register *Seating Is Limited*



Community Action Partnership of Kern Aggression Replacement Training (A. R. T.)

Shafter Youth Center Invites all 11 to 18 year olds



Those who attend the Aggression Replacement Training also known as A.R.T. will receive techniques on:

- Social Skills
- Anger Control
- Moral Reasoning

Classes also offered in Bakersfield

Thursday, January 14 to Thursday, March 17, 2016
3:45—5:45 p.m.

Shafter Youth Center
455 E. Euclid, 93263

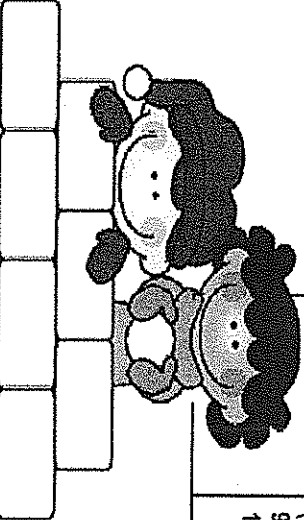
To Register, please call us at (661) 369-8922 or
746-8235 *Seating is Limited*



***FREE Children's Mobile Immunization Program**
JANUARY 2016

	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	12/27	12/28	12/29	12/30	12/31	1/1	1/2
		NOR-Riverview Park 437 Willow Drive (Parking Lot) 9:00 am—11:30 am 12:00 pm—2:00 pm			OFFICE CLOSED	OFFICE CLOSED	
					HAPPY NEW YEARS!		
	3	4	5	6	7	8	9
		Walgreens Pharmacy 4306 Ming Ave. (Parking Lot) 9:00 am—11:30 am 12:00 pm—2:00 pm	Riverwalk Park 11298 Stockdale Hwy (Parking Lot) 9:00 am—11:30 am 12:00 pm—2:00 pm	Walgreens Pharmacy 40 Chester Avenue (Parking Lot) 9:00 am—11:30 am 12:00 pm—2:00 pm	Walgreens Pharmacy 3301 Panama Lane (Parking Lot) 9:00 am—11:30 am 12:00 pm—2:00 pm		
	10	11	12	13	14	15	16
		Benton Park Center 2705 So. H St. @ Wilson Rd. (Dollar Tree-Parking Lot) 9:00 am—11:30 am 12:00 pm—2:00 pm		Kern County Dept. of Human Services 100 E. California Ave (Parking Lot) 9:00 am—11:30 am 12:00 pm—2:00 pm	East Hills Mall 3000 Mall View Rd (West—Parking lot) 9:00 am—11:30 am 12:00 pm—2:00 pm		
	17	18	19	20	21	22	23
		Wal-mart 5075 Gosford Rd. (Parking Lot) 9:00 am—11:30 am 12:00 pm—2:00 pm		San Joaquin Community Hospital 2800 Chester Ave. (Parking Lot@ 29th) 1:00 pm—3:00 pm 3:30pm — 6:00 pm			
	24	25	26	27	28	29	30
		NOR-Riverview Park 437 Willow Drive (Parking Lot) 9:00 am—11:30 am 12:00 pm—2:00 pm	La Hacienda Market 315 James Street SHAFTER (Parking Lot) 9:30 am—11:30 am 12:00 pm—2:00 pm		Fiesta Market 9710 Main Street LAMONT (Parking Lot) 9:30 am—11:30 am 12:00 pm—2:00 pm		

- * Vaccines are FREE of charge to children under the age of 18 who meet one of the following criteria:
 1. No health insurance
 2. Enrolled in Medi-Cal (Please bring Medi-cal card to every visit.)
 3. American Indian or Native Alaskan
- * We offer the Hemoglobin test FREE of charge for children, expecting/postpartum mothers, and require a W/C, school or doctor referral, regardless of health insurance.
- * No appointment necessary, but immunization cards are required.
- * Please be aware that our program DOES NOT offer TB skin tests or physicals.



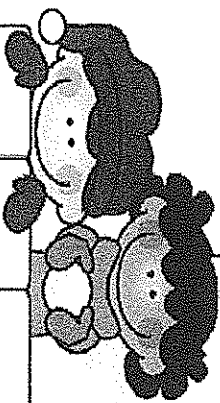
The mobile unit continues to take its services right to the families who need them the most. Clinics may be canceled due to weather conditions. Please call our office prior to arriving. We may stop registration 30 minutes before closing time.

For more information, please call
 (661) 869-6740 or visit us at s.jch.us/shots
 This program is sponsored by:
 San Joaquin Community Hospital & First 5 Kern

Programa de Vacunas Para Niños *GRATIS

ENERO 2016

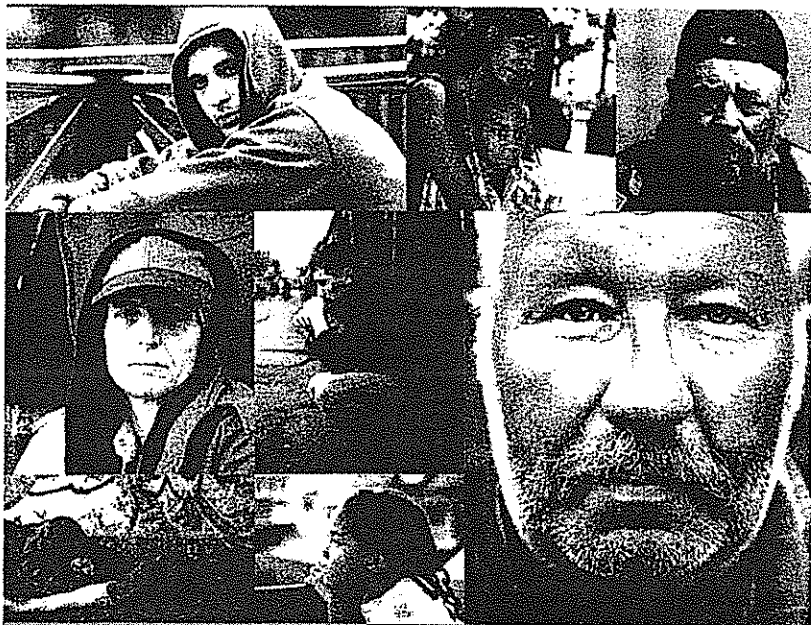
DOMINGO	LUNES	MARTES	MIERCOLES	JUEVES	VIERNES	SABADO
12/27	12/28	12/29	12/30	12/31	1	2
	NOR-Riverview Park 437 Willow Drive (Estacionamiento) 9:00 am—11:30 am 12:00 pm—2:00 pm			OFICINA CERRADA	OFICINA CERRADA	
3	4	5	6	7	8	9
	Walgreens Pharmacy 4306 Ming Ave. (Estacionamiento) 9:00 am—11:30 am 12:00 pm—2:00 pm	Riverwalk Park 11298 Stockdale Hwy (Estacionamiento) 9:00 am—11:30 am 12:00 pm—2:00 pm	Walgreens Pharmacy 40 Chester Ave. (Estacionamiento) 9:00 am—11:30 am 12:00 pm—2:00 pm	Walgreens Pharmacy 3301 Panama Lane (Estacionamiento) 9:00 am—11:30 am 12:00 pm—2:00 pm		
10	11	12	13	14	15	16
	Benton Park Center 2705 So.H St. @ Wilson Rd. (Dolar Tree-Estacionamiento) 9:00 am—11:30 am 12:00 pm—2:00 pm		Kern County Dept. of Human Services 100 E. California Ave (Estacionamiento) 9:00 am—11:30 am 12:00 pm—2:00 pm	East Hills Mall 3000 Mall View Rd (West— Estacionamiento) 9:00 am—11:30 am 12:00 pm—2:00 pm		
17	18	19	20	21	22	23
	Wal-mart 5075 Gosford Rd. (Estacionamiento) 9:00 am—11:30 am 12:00 pm—2:00 pm		San Joaquin Community Hospital 2800 Chester Ave. (Estacionamiento @ 29th) 1:00 pm—3:00 pm 3:30pm — 6:00pm			
24	25	26	27	28	29	30
	NOR-Riverview Park 437 Willow Drive (Estacionamiento) 9:00 am—11:30 am 12:00 pm—2:00 pm	La Hacienda Market 315 James Street SHAFTER (Estacionamiento) 9:30 am—11:30 am 12:00 pm—2:00 pm		Fiesta Market 9710 Main Street LAMONT (Estacionamiento) 9:30 am—11:30 am 12:00 pm—2:00 pm		



- * Las vacunas son GRATIS para niños menores de 18 años que cumplan uno de los siguiente criterio:
- 1. No aseguranza medica
- 2. Enscrito a Medi-Cal (Favor de traer la tarjeta de Medi-cal en cada visita)
- 3. Indio Americano o Nativo de Alaska
- * La prueba para la Hemoglobina esta disponible GRATIS para niños, mujeres embarazadas/postparto con la forma de W/C, escuela o doctor sin importar la clase de aseguranza medica. Su niño(a) debe de estar al corriente con las vacunas. Si no esta al corriente, es posible que hoy recibia vacunas.
- * No se necesita cita, pero las tarjetas de vacunacion son obligatorios.
- * Tenga en cuenta que nuestro programa no ofrece pruebas de tuberculosis o exámenes físicos.

La unidad móvil continúa llevando sus servicios derecho a las familias que más los necesitan. Las clinicas podran ser canceladas por condiciones del clima. Porfavor llame antes de ir a la clinica móvil. Lo mas tarde que se puede inscribir es 30 minutos antes de cerrar la clinica.

Para mas informacion, porfavor llame a (661) 869-6740 o visite la pagina sich.us/shots
Este programa esta patrocinado por:
San Joaquin Community Hospital & First 5 Kern



Let's
make
**EVERYONE
COUNT!**

KERN HOMELESSNESS CENSUS

CENSUS SHIFT VOLUNTEERS NEEDED

January 27-28 SHIFTS AVAILABLE

REQUIRED 3 HR TRAINING: JANUARY 12, 9AM TO NOON OR JANUARY 13, 1-4PM

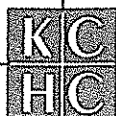
January 27—evening count of shelters and transitional housing

January 28—day long count of those sleeping outdoors
(places not meant for people e.g. parks, alleys, cars, bridges, etc.)

VOLUNTEERS ARE NEEDED IN ALL AREAS OF KERN COUNTY!

A REQUIRED APPLICATION SHOULD BE SUBMITTED THROUGH:

www.kernhomeless.org (click "VOLUNTEER")

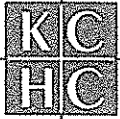


KERN COUNTY

HOMELESS COLLABORATIVE

info@kernhomeless.org

834-2734



KERN COUNTY
HOMELESS COLLABORATIVE

CENSUS WORKER RECRUITMENT – *IT IS TIME!*
PLEASE SHARE THIS WITH YOUR STAFF AND COLLEAGUES!
JANUARY 27-28, 2016

December 15, 2015

Dear Members and Executive Directors:

The Kern County Homeless Collaborative announces the kickoff of the annual Homelessness Census, (aka the Point-in-Time Count or PIT).

The 2016 Homelessness Census of Sheltered and Unsheltered Homeless Persons will take place throughout Kern County during A 24-hour period **Wednesday, January 27 through Thursday, January 28.**

This survey process helps to ensure annual funding to our community for crucial housing and supportive service projects for people who are homeless or at risk for homelessness. Most recently the Collaborative applied for federal funds in the amount of more than \$5 million for 20 grant programs aimed at ending homelessness in Kern County.

CENSUS WORKERS ARE THE KEY TO A SUCCESSFUL CENSUS!

The help of approximately 250 volunteers/workers are needed. (Must be 18th years or older, and training will be required.)

January 27, for the Sheltered Homeless Count...

...Help is needed to count people who are homeless and who will be staying in shelters.

January 28, for the Unsheltered Count...

...Teams of workers (who we group into three or four people) span out throughout Kern all day long to count people who are homeless who sleep outdoors, in parks, alleys, by the river, under bridges, etc. or in places not meant for human habitation--cars, abandoned buildings, garages or other structures without electricity or running water on:

The participation of new volunteers from the community are eagerly encouraged and welcome! Those experienced with the Homelessness Census are especially needed.

Executive directors and supervisors of Homeless Collaborative member agencies: Please free up staff to assist in the effort. The Homelessness Census is mandatory for those who receive CoC funding from US Department of Housing and Urban Development, and also serves those who work to end homeless even though they are otherwise funded. Pooling our efforts is a win-win for the entire community.

The Homelessness Census is an **educational opportunity** for all involved. The process helps to identify new local trends in homelessness among vulnerable populations such as families with children, unaccompanied youth, chronically homeless, veterans; and identifies the magnitude of challenges such as drug use or mental/physical health issues.

Census Committee meetings (open to the public) are scheduled on the first and third Tuesday of the month at 3:30pm at one of California Veterans Assistance Foundation's offices: 4200 Easton Drive Suite 13 (for directions call 784-2848).

KERN COUNTY HOMELESS COLLABORATIVE (KCHC)
C/O United Way of Kern County | 5405 Stockdale Highway 200 | Bakersfield, CA 93309
661 834 2734 | 661 834 2952 FAX | Christine.L@UWKern.org
www.kernhomeless.org | <http://www.facebook.com/kerncountyhomelesscollaborative>
United Way of Kern County is the home of the Kern County Homeless Collaborative.

WILL YOU HELP?

We hope you will participate and *we extend a great big thank you in advance!*

Involvement entails:

- Participating in a required training either January 13, 9am to noon; or January 14, 1 to 4pm. These options are provided to best accommodate varying schedules.
- Rural trainings may only be offered once in a rural town or through Skype. Rural workers are welcome to attend Bakersfield trainings as well.
- Assisting in the Census process during the 24 hour period. Individuals will not be asked to serve longer than an eight hour period **and those who finish surveying their assigned area will be assigned to another area.**
- Participating in the area of greatest need. The Census Committee will make every effort to keep volunteers within their region of residence or employment. However, due to the geography of our county some individuals may be asked to assist in areas where more volunteers or skill sets are needed (such as individuals who are bilingual). Unfortunately we will not be able to reimburse travel expenses.
- The possibility of being selected as a team leader is based upon prior Census experience, availability and initiative.
- Receiving a certificate of appreciation; and most usually a letter of gratitude from Mayor Hall for the valued investment in the Census, for each worker who participates.

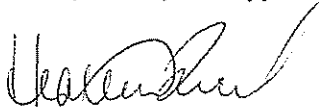
Volunteer Profiles/Applications are required for all participants (even if you've participated in the past). A profile must be on file for any volunteers or staff (*members, executives, Census Committee, volunteers, government staff, past volunteers*). Here are some important tips towards a most efficient form:

1. Visit: www.KernHomeless.org.
2. Click the green "VOLUNTEER" button (upper right corner of the home page).
3. Complete the profile (aka "Applicant Form") paying special attention to these sections.
 - SECTION 1:** An email address and at least two phone numbers (preferably a cell and home – or cell and work). Three phone numbers are even better!
 - SECTION 2:** Enter your date of birth and special skills. Special skills include fluency in other languages i.e. Spanish and American Sign Language. **Also please tell us here if you can be a team leader and if you have a car that can transport 3 or more people.**
 - SECTION 3:** Check only the "Homeless Census" box under "Special Events"; and list any physical limitations that we should be aware of; and
 - SECTION 4:** An emergency contact (required).

Finally, type the shown security letters or numbers that appear in the "photo box" and select the "Submit" icon.

Please contact Heather Kimmel, if you have questions: 661-695-3626 or heather.kimmel@cavaf.org.

Thank you for your support!



Heather Kimmel
2016 Census Committee Chair

PI 16-01 Changes in Federal Reporting

Español

Changes in Federal Reporting ACF-PI-HS-16-01

U.S. DEPARTMENT
OF HEALTH AND HUMAN SERVICES

ACF
Administration for Children and Families

1. Log No. ACF-PI-HS-16-01
2. Issuance Date: 01/05/2016
3. Originating Office: Office of Head Start
4. Key Words: Federal Reporting Changes; Financial Reports; SF-425; Cash Transactions; Expenditures

PROGRAM INSTRUCTION

TO: All Head Start Grantees, including Head Start, Early Head Start, Early Head Start-Child Care Partnerships, Collaboration, and National Centers

SUBJECT: Changes in Federal Reporting

INSTRUCTION:

This Program Instruction (PI) notifies grantees of a change in submission of the Federal Financial Report SF-425 for cash transactions and for expenditures to the U.S. Department of Health and Human Services (HHS) Payment Management System. Grantees are also advised of the use of the online GrantSolutions system for obtaining Notices of Award, submission of the Real Property Status Report SF-429, and the Tangible Personal Property Report SF-428.

Quick Links:

- [Change in Submission of Federal Financial Reports SF-425 for FY 2016](#)
- [GrantSolutions](#)
- [Notices of Award](#)
- [Change in Submission of Real Property Status Report SF-429](#)
- [Change in Submission of Federal Financial Report SF-425 for FY 2015, 2014, or Earlier](#)
- [Submission of Tangible Personal Property Report SF-428](#)

Change in Submission of Federal Financial Report SF-425 for Fiscal Year (FY) 2016

All Head Start grantees are required to submit financial reports detailing both the cash transactions made for its federal award(s) and separate reports detailing the expenditures made for the same award(s). For most grantees, filing requirements are satisfied using the same report, Federal Financial Report standard form 425 (SF-425).

Cash transactions are reported quarterly with online reporting to the HHS Payment Management System (PMS) on lines 10a, b, and c of the SF-425. Expenditures, obligations, and liquidations are reported either quarterly, semi-annually, or annually to the Administration for Children and Families (ACF) on lines 10d through 10o of the SF-425. Head Start grantees currently meet their reporting requirements to ACF via postal mail or by scanning and emailing the form to their assigned fiscal specialist.

ACF and the Program Support Center are collaborating in the submission of the SF-425 to reduce the burden on grantees and assist with the reconciliation of expenditures and disbursements, and to allow for timely closeout of grants.

Beginning with the FY 2016 grant awards, this system of separate online reporting will be consolidated into a single reporting system. Starting with these awards, both the cash transactions (lines 10 a, b, and c) and the expenditures, obligations, and liquidations (lines 10d through 10o) will be reported through the grantee online accounts with PMS. The first expected reports for grantees with an October 1, 2015 funding date will be April 30, 2016 (see table below). This information will no longer be reported separately by hard copy or email.

Every grantee should already have a PMS account to allow access to complete the SF-425. If your office needs additional user access, please contact your PMS Representative.

Note the following important conditions:

- This reporting method is effective for FY 2016 financial reports.
- Any remaining reports still required, or revised, for FY 2015, 2014, or earlier, must be submitted as a scanned and uploaded document to the Grant Notes file in GrantSolutions (see below).
- SF-425 reports will continue to be due as frequently as is required in the award terms and conditions. Reports will be due on one of the standard dates by which cash reporting is required to be submitted to PMS or at the end of a calendar quarter as determined by ACF (see table below).
- Unless instructed otherwise, such as through the terms and conditions or a special condition on the Notice of Award, all Head Start grantees are expected to submit three reports for each Notice of Award and each Budget Period they have received.
- Generally, awards are for a 12-month budget period. Head Start grantees will continue to submit reports as follows:
 - a Semi-Annual report;
 - an Annual report; and,
 - a Final report.
- Semi-Annual and Annual reports are cumulative, covering either 6 or 12 months of expenditures, respectively.
- Final reports will be due on the quarterly submission date for the quarter after the end of their budget period. Grantees that have budget periods beginning February 1, May 1, August 1, and November 1 are the exception. In these cases, the Final reports will be due on the quarterly reporting date for the quarter in which the grantee's budget period ended. No Final report will be due sooner than 90 days after the end of the applicable budget period.
- Box 12 of the Final report must include the following:

- Total Amount of U.S. Department of Agriculture (USDA) Reimbursement: \$ _____
Total Development and Administrative Expenditures: \$ _____ (federal and non-federal)
- If an Unobligated balance of federal funds is being reported on line 'h,' the grantee must provide a breakdown of total federal expenditures for each 'CAN NO.' which appears in box 25, Financial Information, on the most recent Notice of Award for the budget period.
- To aid in understanding, see the table below. Note that in some cases the Annual Report and the Final Report will be due on the same date.

Table - Find the month in which the Head Start budget period begins in Column 1 and then read across that line.

Budget Period Begins	First SF-425 Due	Report Cumulative Costs through	Second SF-425 Due	Report Cumulative Costs through	Final SF-425 Due
January 1	Jul 30	Jun 30	Jan 30	Dec 31	Apr 30
February 1	Oct 30	Jul 31	Apr 30	Jan 31	Apr 30*
March 1	Oct 30	Aug 31	Apr 30	Feb 28/29	Jul 30
April 1	Oct 30	Sep 30	Apr 30	Mar 31	Jul 30
May 1	Jan 30	Oct 31	Jul 30	Apr 30	Jul 30*
June 1	Jan 30	Nov 30	Jul 30	May 31	Oct 30
July 1	Jan 30	Dec 31	Jul 30	Jun 30	Oct 30
August 1	Apr 30	Jan 31	Oct 30	Jul 31	Oct 30*
September 1	Apr 30	Feb 28/29	Oct 30	Aug 31	Jan 30
October 1	Apr 30	Mar 31	Oct 30	Sep 30	Jan 30
November 1	Jul 30	Apr 30	Jan 30	Oct 31	Jan 30*
December 1	Jul 30	May 31	Jan 30	Nov 30	Apr 30

**The second and final reports are due the same date*

GrantSolutions

The GrantSolutions system will be made available to Head Start grantees for delivery of Notices of Award and for certain types of federal reporting. Head Start grantees will begin receiving notice of account issuance beginning with the effective date of this PI.

GrantSolutions accounts will be issued via email to the Program Director / Principal Investigators (PD/Pis), Authorizing Officials, and Chief Financial Officers of Head Start grants. These positions are identified in the Head Start Enterprise System (HSES) as Head Start/Early Head Start Director, Authorizing Official/Board Chair, and Chief Financial Officer. Key staff of Collaboration Grants and Interagency Agreements will also receive notice of account creation in the GrantSolutions system.

A series of email notifications will include individual logins, passwords, and system usage agreements. **Do not to share login credentials with delegated staff. Sharing credentials is a violation of federal law.** Additional accounts for your organization may be requested from your assigned Grants Management Specialist.

Please note that the purposes detailed in this PI are the only acceptable reasons for using GrantSolutions for Head Start grants and interagency agreements. **Other submissions or data entry within the system will be rejected.**

Notices of Award

Authorized users of GrantSolutions will receive email notification of newly issued Notices of Award. Award documents can be accessed using the link in the email, logging into GrantSolutions, and downloading the Notice of Award PDF. Your Regional Office will no longer deliver Notices of Award.

Change in Submission of Real Property Status Report SF-429

The SF-429 is now available in GrantSolutions for onscreen data entry. Instructional materials can be found in the HSES Instructions section and on the GrantSolutions website. The schedule of annual submission for the SF-429 and SF-429A by grant award budget period, project period, disposition, and encumbrance request is outlined in ACF-IM-15-01 Real Property Reporting and Request Requirements.

Change in Submission of Federal Financial Report SF-425 for FY 2015, 2014, or Earlier

Grantees are to scan and upload completed copies of the FY 2015 SF-425 reports to the specified folders in the Grant Notes section of GrantSolutions. Fillable PDF template forms of the SF-425 are available on the Early Childhood Learning and Knowledge Center (ECLKC) website.

Submission of Tangible Personal Property Report SF-428

Grantees are required to provide a Tangible Personal Property Report SF-428 and SF-428B, and, if needed, SF-428S, not later than 90 days after the close of the project period. Grantees are to scan and upload completed copies of the SF-428 reports to the specified folders in the Grant Notes section of GrantSolutions. Fillable PDF template forms of the SF-428 are available on the ECLKC website.

Questions related to fiscal reporting and other administrative requirements should be directed to the assigned Grants Management Specialist identified in HSES . Should your office need additional Payment Management System (PMS) accounts, please contact your PMS Representative at www.dpm.psc.gov.

Thank you for the work you do on behalf of children and families.

/ Blanca Enriquez, Ph.D. /

Blanca Enriquez, Ph.D.
Director
Office of Head Start

Resources:

SF-425 [PDF, 97KB]
SF-428 [PDF, 68KB]
SF-428-B [PDF, 65KB]
SF-428-S [PDF, 70KB]

See PDF Version of Program Instruction:

Changes in Federal Reporting [PDF, 394KB]

Changes in Federal Reporting. ACF-PI-HS-16-01. HHS/ACF/OHS. 2016. English.

 Required Viewers:

This is a Historical Document.

PI 16-01 Cambios en los Informes federales

English

Cambios en los Informes federales ACF-PI-HS-16-01

U.S. DEPARTMENT
OF HEALTH AND HUMAN SERVICES

ACF
Administration for Children and Families

1. Núm. ACF-PI-HS-16-01
2. Fecha de emisión: 01/05/2016
3. Oficina originaria: Oficina Nacional de Head Start
4. Palabras clave: Cambios en los informes federales; informes financieros; SF-425; transacciones en efectivo; gastos

INSTRUCCIÓN DEL PROGRAMA

A: Todos los concesionarios de Head Start, incluyendo Head Start, Early Head Start, Asociaciones entre Early Head Start-Cuidado infantil, Centros de colaboración y Centros Nacionales

TEMA: Cambios en los Informes federales

INSTRUCCIÓN:

Esta Instrucción del Programa (PI) notifica a los concesionarios sobre un cambio en la presentación del Informe Financiero Federal SF-425 referente a las transacciones en efectivo y los gastos al Sistema de gestión de pagos (PMS, por su sigla en inglés) del Departamento de Salud y Servicios Humanos (HHS). Se les notifica también a los concesionarios que utilicen el sistema en línea GrantSolutions con el fin de obtener los Avisos de las adjudicaciones, para presentar el Informe del estado de bienes inmuebles SF-429 y el Informe de bienes personales tangibles SF-428.

Enlaces rápidos:

- Cambio en la presentación del Informe financiero federal SF-425 para el año fiscal (AF) 2016
- GrantSolutions
- Avisos de la adjudicación
- Cambio en la presentación del Informe del estado de bienes inmuebles SF-429
- Cambio en la presentación del Informe financiero federal SF-425 para el AF 2015, 2014 o antes
- Presentación del Informe de bienes personales tangibles SF-428

Cambio en la presentación del Informe financiero federal SF-425 para el año fiscal (AF) 2016

Todos los concesionarios de Head Start deberán presentar informes financieros detallando las transacciones en efectivo realizadas para sus adjudicaciones federales, así como informes separados que detallen los gastos realizados para esas mismas adjudicaciones. Para la mayoría de los concesionarios, los requisitos de la presentación de tales informes se satisfacen utilizando el mismo informe estándar; es decir, el Informe financiero federal 425 (SF-425).

Las transacciones en efectivo se realizan trimestralmente en línea mediante el Sistema de gestión de pagos (PMS) del HHS, en los renglones 10a, b y c del SF-425. Se informa acerca de los gastos, las deudas y las liquidaciones de modo trimestral, semestral o anual a la Administración para Niños y Familias (ACF). Tal información se halla en los renglones 10d hasta 10o del informe SF-425. Actualmente, los concesionarios de Head Start cumplen sus obligaciones sobre los informes a la ACF por correo postal o bien escaneando y enviando el informe a su especialista fiscal asignado para ello.

La ACF y el Centro de apoyo a los programas están colaborando para reducir la carga de los concesionarios a la hora de presentar el SF-425 y ayudarles para conciliar los gastos y los desembolsos y para permitir que las liquidaciones de las subvenciones se realicen puntualmente.

Comenzando con las adjudicaciones de las subvenciones del AF 2016, este sistema en línea de informes separados será consolidado en un solo sistema. Comenzando por estas adjudicaciones, tanto las transacciones en efectivo (renglones 10 a, b y c) y los gastos, las deudas y liquidaciones (renglones 10d hasta 10o) serán comunicados mediante las cuentas en línea de los concesionarios con PMS. Los primeros informes previstos de los concesionarios con una fecha de financiamiento del 1 de octubre de 2015 será el 30 de abril de 2016 (véase la tabla más abajo). Esta información ya no será comunicada por separado ni mediante copia impresa ni correo electrónico.

Cada concesionario debe ya tener una cuenta PMS para acceder y completar el SF-425. Si su oficina necesita acceso adicional, por favor, contáctese con su representante del PMS.

Observe las importantes condiciones siguientes:

- Este sistema entra en vigor para los informes financieros del AF 2016.
- Cualquier informe restante que se requiera o se modifique para el AF 2015, 2014 o anterior debe presentarse como documento escaneado y cargado al archivo "Grant Notes" en GrantSolutions (véase más abajo).
- Los informes SF-425 deberán continuar presentándose como lo exigen los términos y las condiciones de la adjudicación. Los plazos de los informes tendrán lugar en una de las fechas en que normalmente se requiere informar al PMS sobre las transacciones en efectivo o al término del trimestre natural, como lo determine la ACF (véase la tabla más abajo).
- A menos que se indique lo contrario, como por ejemplo, mediante los términos y las condiciones o una condición especial del Aviso de adjudicación, todos los concesionarios de Head Start deben presentar tres informes por cada Aviso de adjudicación y período presupuestario que hayan recibido.
- Generalmente, las adjudicaciones son para un período presupuestario de 12 meses. Los concesionarios de Head Start continuarán presentando los siguientes informes:
 - informe semestral
 - informe anual e
 - informe definitivo
- Los informes semestrales y anuales son acumulativos, cubriendo 6 o 12 meses, respectivamente.

- Los informes definitivos se deberán presentar en la fecha correspondiente para el trimestre después del fin del período presupuestario. Los concesionarios con períodos presupuestarios que comiencen el 1 de febrero, el 1 de mayo, el 1 agosto y el 1 de noviembre son la excepción. En estos casos, los informes definitivos se deberán presentar en la fecha trimestral para el trimestre en que el período presupuestario haya acabado. No habrá que presentar un informe definitivo anterior a 90 días después del período presupuestario aplicable.
- La casilla 12 del informe definitivo debe incluir lo siguiente:
 - Cantidad total del reembolso al Departamento de Agricultura (USDA): \$_____
 - Gastos totales de desarrollo y administración: \$_____ (federal y no federal)
 - Si se indica un saldo no comprometido de los fondos federales en el renglón "h", el concesionario debe proveer un desglose del total de los gastos federales para cada "CAN NO". que aparezca en la casilla 25: Información financiera, sobre el Aviso de adjudicación del período presupuestario más reciente.
- Para entender mejor, véase la tabla siguiente. Observe que en algunos casos el Informe anual y el Informe definitivo se deben presentar en la misma fecha.

Tabla - Encuentre el mes en que comienza su período presupuestario de Head Start en la primera columna y lea la información correspondientes en esa fila.

Si el período presupuestario comienza	Se ha de presentar el primer SF-425	Informar de los costos acumulativos hasta fecha (inclusive)	Se ha de presentar el segundo SF-425	Informar de los costos acumulativos hasta fecha (inclusive)	Se ha de presentar el SF-425 definitivo
1 de enero	30 jul	30 jun	30 ene	31 dic	30 abr
1 de febrero	30 oct	31 jul	30 abr	31 ene	30 abr*
1 de marzo	30 oct	31 ago	30 abr	28/29 feb	30 jul
1 de abril	30 oct	30 sep	30 abr	31 mar	30 jul
1 de mayo	30 ene	31 oct	30 jul	30 abr	30 jul*
1 de junio	30 ene	30 nov	30 jul	31 may	30 oct
1 de julio	30 ene	31 dic	30 jul	30 jun	30 oct
1 de agosto	30 abr	31 ene	30 oct	31 jul	30 oct*
1 de septiembre	30 abr	28/29 feb	30 oct	31 ago	30 ene
1 de octubre	30 abr	mar 31	30 oct	30 sep	30 ene
1 de noviembre	30 jul	30 abr	30 ene	31 oct	30 ene*
1 de diciembre	30 jul	31 may	30 ene	30 nov	30 abr

***Los segundos informes y los definitivos se han de presentar en la misma fecha**

GrantSolutions

El sistema GrantSolutions estará a disposición de los concesionarios de Head Start para recibir los avisos de las adjudicaciones y ciertos tipos de informes financieros. Los concesionarios de Head Start empezarán a recibir avisos sobre la entrega de su cuenta a partir de la fecha en que entre en vigor la presente PI.

Las cuentas de GrantSolutions serán emitidas por correo electrónico al director del programa/investigadores principales (PD/PI), funcionarios que autorizan y los directores financieros de las subvenciones de Head Start. Estos puestos son identificados en el Sistema Head Start Enterprise System (HSES) como director de Head Start/Early Head Start, Oficial autorizado/presidente del consejo y jefe de finanzas. El personal clave de las subvenciones de colaboración y acuerdos interinstitucionales también recibirá avisos de la creación de sus cuentas en el sistema GrantSolutions.

Una serie de notificaciones por email incluirá la autenticación de los usuarios individuales, contraseñas y acuerdos para el uso del sistema. No comparta credenciales de acceso con el personal de las agencias delegadas. Compartir las credenciales supone una violación de las leyes federales. Se pueden solicitar cuentas adicionales para su organización al especialista encargado de la gestión de las subvenciones.

Por favor, observe que los propósitos detallados en esta PI son las únicas razones aceptables para utilizar GrantSolutions para las subvenciones de Head Start y los acuerdos interinstitucionales. Si carga otra información o entra otros datos dentro del sistema, estos serán rechazados.

Avisos de la adjudicación

Los usuarios de GrantSolutions recibirán notificación por correo electrónico acerca de los recientes Avisos de adjudicación. Se puede acceder a los documentos de las adjudicaciones utilizando el enlace que se indica en el correo, ingresando en GrantSolutions y descargando el Aviso en formato PDF. Su Oficina Regional ya no será la que envíe tales Avisos de las adjudicaciones.

Cambio en la presentación del Informe del estado de bienes inmuebles SF-429

El formulario SF-429 está ahora disponible en GrantSolutions para entrar datos en pantalla. Los materiales de instrucción pueden hallarse en la sección correspondiente de HSES y en el sitio web de GrantSolutions. El calendario de la presentación anual de los SF-429 y SF-429A por período presupuestario de la adjudicación de la subvención, período del proyecto, disposición y solicitud de gravamen se indican en el siguiente Memorándum de Información:

ACF-IM-HS-15-01 Requisitos de los informes acerca de bienes inmuebles y las solicitudes relativas a ellos .

Cambio en la presentación del Informe financiero federal SF-425 para el AF 2015, 2014 o antes

Los concesionarios deben escanear y cargar las copias completadas de los informes SF-425 para el AF 2015 en los archivos específicos de la sección de Apuntes sobre las subvenciones de GrantSolutions. Los formularios rellenables (en inglés) en PDF del SF-425 están a su disposición en el sitio del Centro de Aprendizaje y Conocimiento en la Primera Infancia (ECLKC).

Presentación del Informe de bienes personales tangibles SF-428

Se requiere a los concesionarios que provean un Informe de bienes personales tangibles SF-428 y SF-428 y, si fuera necesario, SF-428S, en un plazo no superior a los 90 días tras el cierre del período del proyecto. Los concesionarios deben escanear y cargar las copias completadas de los informes SF-428 en los archivos específicos de la sección de Apuntes sobre las subvenciones de GrantSolutions. Los formularios rellenables (en inglés) en PDF del SF-428 están a su disposición en el sitio del ECLKC.

Las preguntas relacionadas con los informes fiscales y otros requisitos administrativos deben dirigirse al especialista asignado de la gestión de subvenciones, identificado en HSES. Si su oficina necesita cuentas adicionales del Sistema de gestión de pagos (PMS), por favor, póngase en contacto con su representante de PMS en

www.dpm.psc.gov.

Gracias por su labor en favor de los niños y las familias.

/ Blanca Enríquez, Ph.D. /

Blanca Enríquez, Ph.D.

Directora

Oficina Nacional de Head Start

Recursos (en inglés):

SF-425 [PDF, 97KB]

SF-428 [PDF, 68KB]

SF-428-B [PDF, 65KB]

SF-428-S [PDF, 70KB]

Descargo de responsabilidad sobre las traducciones al español

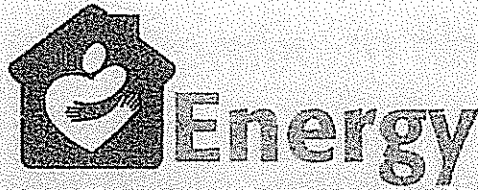
Como cortesía hacia nuestros lectores hispanohablantes, se han hecho todas las gestiones posibles para proveer una traducción fiel y de alta calidad de este documento. Si surgiera alguna pregunta sobre la precisión del mismo, el texto en inglés tiene carácter oficial y cualquier diferencia en la traducción no es vinculante ni tiene efecto legal.



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Would you say "No" to up to \$350 of assistance?



Unfortunately, many in Kern County are doing just that by passing on a great opportunity from **Community Action Partnership of Kern's Home Energy Assistance Program (HEAP)**.

Weatherization | Utility Bill Assistance
a program of CAPK

HEAP utility payment assistance is not just for households living below poverty, but it is based on income. If the following chart reflects your situation, you could receive once-a-year assistance of \$210 to \$350 toward your household's utility payment.

Household* Size	Total Household Income (Approximately)
1	\$24,057.24 per year (\$2,004.77 per month)
2	\$31,459.56 per year (\$2,621.64 per month)
3	\$38,861.76 per year (\$3,238.49 per month)
4	\$46,263.96 per year (\$3,855.34 per month)
5	\$53,666.28 per year (\$4,472.20 per month)
6	\$61,068.48 per year (\$5,089.04 per month)
Households larger than 6 persons: 7, 8, 9, etc.	\$61,068.48 per year (\$5,089.04 per month) Plus \$1,387.92 per year (\$115.66 per month) for each additional household member.

* A household can be a family, an extended family, or a combination of family and friends or roommates living and paying their utilities together.

You may qualify without owing any money to your utility company. And if you do owe on your utility bill, you don't have to wait until you receive a 48-hour shutoff notice to apply.

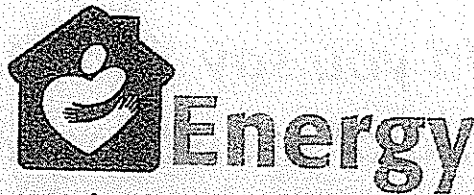


So, what are you waiting for?!

A HEAP of money between \$210 and \$350 could be yours if you qualify.

Applying for **HEAP** is easy.
Just call 2-1-1 today to get started.
Even the call is FREE!

¿Rechazaría usted una ayuda máxima de \$350?



Weatherization | Utility Bill Assistance
a program of CAPK

Desgraciadamente es lo que están haciendo muchas personas en el Condado de Kern, dejando pasar una gran oportunidad del **Programa de Ayuda con los Pagos de Energía en el Hogar** (en inglés **Home Energy Assistance Program o HEAP**) de **Community Action Partnership of Kern**.

La ayuda de **HEAP** no es solamente para los hogares que están viviendo por debajo del umbral de la pobreza, pero sí se basa en los ingresos. Si la tabla que sigue refleja su situación, usted podría recibir entre \$210 y \$350 una vez por año para ayudarlo con sus pagos de servicios públicos tales como la luz y el gas:

Número de personas en el hogar*	Ingresos totales en el hogar (aproximadamente)
1	\$24,057.24 al año (\$2,004.77 al mes)
2	\$31,459.56 al año (\$2,621.64 al mes)
3	\$38,861.76 al año (\$3,238.49 al mes)
4	\$46,263.96 al año (\$3,855.34 al mes)
5	\$53,666.28 al año (\$4,472.20 al mes)
6	\$61,068.48 al año (\$5,089.04 al mes)
Hogares con más de 6 personas: 7, 8, 9, etc.	\$61,068.48 al año (\$5,089.04 al mes) Más \$1,387.92 al año (\$115.66 al mes) por cada miembro adicional en el hogar.

* Un hogar se puede definir como una familia tradicional de padres e hijos solamente; de padres, hijos y otros parientes; o una combinación de familia y amigos o compañeros de cuarto que viven juntos y pagan los servicios públicos (gas, luz) entre todos.

Usted puede calificar aunque sus pagos de la luz y el gas estén al día. Si está atrasado con los pagos de los mismos, no hace falta esperar hasta recibir un aviso de 48 horas de corte de luz/gas, antes de solicitar ayuda.



Entonces ¿qué está esperando?!

Puede recibir entre \$210 ó \$350 si califica.

Es fácil solicitar ayuda de **HEAP**.
Empiece llamando al **2-1-1** hoy.
¡Hasta la llamada es **GRATIS!**

Estas pautas para calificar se hicieron efectivas en enero de 2016.

Community Action Partnership of Kern
Head Start / State Child Development Program
Policy Council Planning Committee
Meeting Minutes
January 5, 2016

1. **Welcome**

Jerry asked for a volunteer to conduct this meeting as the position of PC Vice President (chairperson of this committee) is currently vacant. Caterina Cerda accepted the opportunity and welcomed members to the PC Planning Meeting.

2. **Call to Order**

a. Meeting was called to order at 5:31p.m. by Caterina Cerda.

3. **Roll Call and establish Quorum (half plus one)**

a. Quorum was established.

b. **PC Members present:** Caterina Cerda, Deborah Martinez, Jason Warren

c. **PC Members not present:** None

4. **Approval of Agenda**

Agenda was reviewed. Motion was made by Jason Warren to approve the agenda as presented; seconded by Deborah Martinez. Motion carried unanimously.

5. **Planning Committee Orientation**

Jerry gave an overview to the group as to what the role of the PC Planning Committee is and some of the topics that will be brought to this committee. Planning gives a focus in all areas such as but not limited to, the development of our program, how our program operates, policies & procedures in all areas of the program, program options, goals & objectives, enrollment/attendance, performance information report. Each month the committee will review a component of the refunding application for the next funding year. Jerry stated that action items brought to this committee allow for more in depth discussion and upon approval can then go forward to Policy Council in the Communications section of the agenda.

6. **Introduction of Guests**

Jerry Meade, PDM Administrator (Staff Sponsor); Lisa Price, PDM Administrative Assistant

7. **Public Forum**

(The public wishing to address the PC Planning Committee may do so at this time; however the Committee will take no action other than referring the item to staff for study and analysis.)

None

8. **Presentation / Discussion Items**

a. Jerry reviewed the December enrollment report. He stated that the report is representative of the three grants our program has. In Kern County, we have a funded enrollment of 2539. This is the minimum number of children we must serve each month for full enrollment. We have numerous sites as well as Home Base educators throughout the county providing services to the children in our

program. In reviewing this report he stated the largest percentages of children in our program are income eligible. It was noted that although we are funded for 2539 we served 2549 children (in December.) He added that this is not unusual as when children drop from the program this results in a vacancy which is then filled thus resulting in an increased number of children served. Jerry stated that we should never see a number less than what our funded enrollment is. The various eligibility categories were reviewed. Jerry informed the group that a requirement of our grant is to have 10% of our funded enrollment comprised of children diagnosed with a disability. He went on to note that the actual percentage for December was considerably lower than 10%. Jason asked who was in charge of disabilities. Jerry stated that we have relationships with local agencies that assist us in this area; additionally we also have a disabilities team. Jerry added we are finding that children more frequently are given RTI (Response to Intervention) which is basically a "watch and consult" as opposed to an IEP or ISP. An IEP or IFSP are the only plans recognized by the Office of Head Start as qualifying disability criteria. Jerry informed the committee that we do have a disabilities waiver stating what we are finding in our area and therefore will not be penalized for serving less than the 10% mandated. Jerry also brought to the attention of the committee another area of interest on the enrollment report and that is the number of children over income. He stated we cannot have more than 10% of our children in our program who are over income. It is a red flag and questions should be asked if this percentage is ever exceeded. Enrollment for the EHS Partnership Grant was also reviewed. The report indicated that 16% of children were over income in this program. Jerry stated the reason for this is because prior to establishing our partnership with Bakersfield College these families were already enrolled. In the future we will be mindful of the income criteria and follow guidelines accordingly. Until Blanton opens we will serve only 40 children through this grant. Blanton is currently in the licensing stage. Caterina asked if this program is for the students who attend Bakersfield College. It was stated that it was; additionally children must be under 3 years of age. Concluding the topic of enrollment the report for San Joaquin was reviewed. We are funded to serve 364 EHS children and currently have 286 enrolled. We currently have 4 centers. There are 4-5 sites undergoing construction that we expect to open soon. Similar to the EHS Partnership there is a large percentage of over income children again this is due to those who were previously enrolled in the program. In July our agency began acquiring facilities, hiring staff and "picking up the pieces" of a program that had lost their funding. CAPK acquired the EHS component of the defunded program. This is a startup year for us with the San Joaquin EHS Grant.

- b. The Average Daily Attendance (ADA) Report was reviewed and discussed. Jerry informed the committee that we must maintain 85% or greater. Lowest percentages of attendance were noted in the months of August and October. Many families enrolling in the spring for the new program year (which starts in August) often relocate by then and are a "no show". During October when there is a change in the temperature several children were absent due to illness. It was noted that there were seven centers with 100% ADA for December 2015. Those centers were: Alicante, Fairfax, Faith, Planz, San Diego EHS, Vineland and Voorhies.
- c. The Program Planning Calendar was distributed and reviewed. Jerry shared that this is the document we use to submit our Refunding Application. He added that

the Refunding Application that will be submitted is for the 2017-2018 program year. Jerry shared that the PC Planning Committee will review this document for discussion and/or questions; the Refunding Application must be PC approved. The various actions, parties responsible as well as timelines and governing bodies with regard to the HS/ESH 2016 Planning Calendar were discussed. Upon conclusion of reviewing and discussion in all areas of the HS/ESH Planning Calendar the floor was open for questions. In discussing the Program Design and Options it was stated that we may sometimes have to relocate and find other facilities for various reasons. The example was given as to how we recently received notification that we must vacate our center in Wasco. Jason asked why they (Wasco School District) "want us out". It was stated because they need the area for additional class space. Brief discussion ensued regarding Transitional Kindergarten with various members of the group sharing their thoughts and opinions. At this time it was shared that we will have our State Review during the first week of February. Additionally our Federal Review will be conducted during the second week of February. A motion was made by Jason Warren and seconded by Deborah Martinez to approve the 2016 EHS/HS Program Planning Calendar. Motion carried unanimously.

- d. The 2016 Planning Calendar reflects the dates on which the Administrative Planning Committee will meet. The first meeting of such will be held on Tuesday, January 19, 2016. PC Planning members will be invited to attend to this meeting to hear the goals and objectives developed as well as to provide feedback and input. Timelines and progress will also be reviewed to gauge where we are in this process.

9. Communications

None

10. Announcements

None

11. Adjournment

Acting Chairperson Caterina Cerda adjourned the meeting at 6:30 p.m. The next PC Planning meeting is scheduled for Tuesday, February 2, 2016.

Asociación de Acción Comunitaria de Kern
Desarrollo Infantil Estatal / Head Start
Consejo de Política Comité de Planificación
Acta de la Reunión
5 de enero del 2016

1. **Bienvenida**

Jerry pidió un voluntario para llevar a cabo esta reunión como la posición de Vicepresidente del PC (presidente de este comité) está actualmente vacante. Caterina Cerda aceptó la oportunidad y dio la bienvenida a los miembros de la Junta de Planificación PC.

2. **Llamo a la orden**

a. La reunión fue llamada al orden a las 5:31 pm por Caterina Cerda.

3. **Pasar la Lista/Establecer Quórum (La mitad más uno)**

a. Quórum fue establecido.

b. **Miembros del Comité Presentes:** Caterina Cerda, Deborah Martinez, Jason Warren

c. **Miembros del Comité que no están Presentes:** Ninguno

4. **Aprobación de la Agenda:**

La agenda fue revisada. Moción fue hecho por Jason Warren para aprobar la agenda como fue presentada. La moción fue secundada por Deborah Martinez; moción fue aprobada por unanimidad.

5. **Aprobación de la Acta de 7 de enero, 2015**

Jerry hizo un repaso al grupo sobre lo que el oficio del Comité de Planificación del PC es y algunos de los temas que serán traídos a este comité. Planificación da un enfoque en todas las áreas, tales como, pero no limitado a, el desarrollo de nuestro programa, cómo nuestro programa opera, políticas y procedimientos en todas las áreas del programa, las opciones del programa, metas y objetivos, la matriculación / asistencia, informe de información de rendimiento. Cada mes, el comité revisará un componente de la solicitud de refinanciamiento para el próximo año de financiación. Jerry dijo que los elementos de acción llevada a este comité permiten discusión más profunda y con la aprobación puede luego ir hacia adelante al Consejo de Política en la sección de Comunicaciones de la orden del día.

6. **Presentación de Invitados**

Jerry Meade, Administrador de PDM (Patrocinador); Lisa Price, Asistente Administrativo de PDM

7. **Foro Publico**

(El público que desee dirigirse al Consejo de Políticas Comité de Planificación podrán hacerlo a este momento, sin embargo el comité no tomara ninguna otra acción que no sea la de remitir dichos asuntos al personal para su estudio y análisis.)

8. Presentación/ Temas de Discusión:

a. Jerry examinó el informe de inscripción de diciembre. Dijo que el informe es representativo de las tres becas de nuestro programa. En el condado de Kern, tenemos una matrícula subvencionada de 2539. Este es el número mínimo de niños a los que debemos servir cada mes para tener inscripción completa. Tenemos numerosos sitios, así como educadores basados en el hogar a través del condado prestación de servicios a los niños en nuestro programa. Al revisar este informe afirmó los mayores porcentajes de niños en nuestro programa son elegibles ingresos. Se observó que a pesar de que financiamos para 2539 atendimos a 2549 niños (en diciembre). Agregó que esto no es inusual, ya que cuando los niños caen del programa este resultado en una vacante que luego se llena tanto que resulta en un mayor número de niños servido. Jerry dijo que nunca debemos ver a un número menor que lo que nuestro matrículas subvencionadas es. Se revisaron las diversas categorías de elegibilidad. Jerry informó al grupo que un requisito de nuestra beca es tener el 10% de nuestra matrícula financiado compuesta de niños diagnosticados con una discapacidad. Luego pasó a señalar que el porcentaje real para diciembre fue considerablemente inferior al 10%. Jason preguntó quién estaba encargo de las discapacidades. Jerry declarado que tenemos relaciones con las agencias locales que nos ayudan en este ámbito; además, también tenemos un equipo de discapacidad. Jerry añadió estamos encontrando que los niños con más frecuencia se dan RTI (Respuesta a la Intervención), que es básicamente un "mirar y consultar" en contraposición a un IEP o ISP. Un IEP o IFSP son los únicos planes reconocidos por la Oficina de Head Start como para calificar criterios de discapacidad. Jerry informó al comité que nosotros tenemos una renuncia en el área de discapacidad indicando lo que estamos encontrando en nuestra área y por lo tanto no será penalizado por servir menos de the 10% de mandato. Jerry también puso en conocimiento de la comisión de otra área de interés sobre el informe de la inscripción y que es el número de niños de sobre ingresos. Declaró que no podemos tener más de un 10% de nuestros niños en nuestro programa que son de sobre ingresos. También se revisó la Inscripción para la beca de la Asociaciones de EHS. El informe indica que el 16% de los niños tenían sobre ingresos en este programa. Jerry dijo la razón de esto se debe a que antes de establecer nuestra asociación con el Colegio de Bakersfield estas familias ya estaban inscritas. En el futuro vamos a tener en cuenta los criterios de ingresos y seguir las normas en lugar. Hasta que Blanton abre serviremos sólo 40 niños a través de esta subvención. Blanton se encuentra actualmente en la etapa de licenciamiento. Caterina preguntó si este programa es para los estudiantes que asisten a Colegio de Bakersfield. Se dijo que sí era; además, los niños deben ser menores de 3 años de edad. Concluyendo el tema de la inscripción el informe de San Joaquín fue revisado. Estamos financiados para servir a 364 niños de EHS y tienen actualmente 286 matriculados. Actualmente contamos con 4 centros. Hay 4-5 sitios sometidos a la construcción que esperamos abrir pronto. Similar a la Asociación de EHS hay un gran porcentaje de los niños sobre ingresos de nuevo esto se debe a aquellos que fueron previamente inscrito en el programa. En julio de nuestra agencia comenzó a adquirir las instalaciones, la contratación de personal y

"recoger los pedazos" de un programa que había perdido su financiación. CAPK adquirió el componente de EHS del programa desprovisto de financiación. Este es un año de inicio para nosotros con la Beca de San Joaquín EHS.

- b. El Informe del Promedio de la Asistencia Diaria fue revisado. Jerry informó al comité que debemos mantener el 85% o más. Se observaron porcentajes más bajos de la asistencia en los meses de agosto y octubre. Muchas familias se inscriben en la primavera para el nuevo año del programa (que comienza en agosto) a menudo reubicar para entonces y son un "ausente". Durante octubre, cuando hay un cambio en la temperatura de varios niños estaban ausentes debido a una enfermedad. Se observó que había siete centros con 100% de ADA para diciembre de 2015. Estos centros fueron: Alicante, Fairfax, Faith, Planz, San Diego EHS, Vineland y Voorhies.
- c. El calendario de planificación del programa fue distribuido y revisado. Jerry compartió que este es el documento que utilizamos para presentar nuestra solicitud de Reembolso. Añadió que la aplicación de reembolso que se presentará es para el año de 2017 hasta 2018. Jerry compartió que el Comité de Planificación del PC revisará este documento para debate y / o preguntas; la aplicación de reembolso debe ser aprobado por el PC. Se discutieron las distintas acciones, los responsables, así como los plazos y los órganos de gobierno con respecto a la HS / ESH 2016 Calendario de Planificación. Al concluir la revisión y discusión en todas las áreas del HS / EHS Calendario de Planificación este tema estaba abierta para preguntas. Al discutir el diseño y las opciones del programa se afirmó que a veces puede que tengamos que trasladar y encontrar otras instalaciones, por diversas razones. Se dio el ejemplo de cómo recientemente hemos recibido notificación de que debemos abandonar nuestro centro en Wasco. Jason preguntó por qué (Distrito Escolar Wasco) "quieren salir". Se dijo que necesitan la zona para espacio de clase adicional. Siguió Breve discusión sobre Transición de kínder con varios miembros del grupo comparten sus pensamientos y opiniones. En este momento en que fue compartida que vamos a tener nuestra revisión del estado durante la primera semana de febrero. Además nuestra Revisión Federal se llevará a cabo durante la segunda semana de febrero. Una moción fue hecha por Jason Warren y secundada por Deborah Martínez para aprobar el Calendario 2016 de Planificación del Programa EHS / HS. Iniciativa fue aprobada.
- d. El calendario de planificación 2016 refleja la fecha en que el Comité de Planificación Administrativa se reunirá. La primera reunión se llevará a cabo el martes 19 de enero se invitará a los miembros del Comité de Planificación 2016 para asistir a esta reunión para escuchar las metas y los objetivos desarrollados, así como para proporcionar comentarios y aportes. Líneas de tiempo y el progreso también serán revisados para evaluar dónde estamos en este proceso.

9. Comunicaciones:

- a. Ninguno

4. **Anuncios**

a. Ninguno

5. **Cierre de sesión**

a. Caterina Cerda cerro la sesión a la 6:30 p.m. La próxima reunión del comité se dará a cabo el 2 de febrero de 2016.



Policy Council Personnel Committee Meeting

December 17, 2015

5005 Business Park North, Bakersfield, California

4:00 p.m. – 5:00 p.m.

Meeting Minutes

1. Welcome- Introductions
Each person present gave a brief introduction to themselves.
2. Call to order- Ana Luna, Chairperson
On behalf of Ana, Maura Sandoval called the meeting to order at 4:40pm
3. Roll call and establish quorum (half plus one) -Quorum was not established
4. Approval of Agenda- Ana Luna, Chairperson- Quorum was not established
5. Approval of Meeting Minutes - None
6. Introduction of Guests/Public Forum – Ana Luna, Chairperson
(The public wishing to address the PC Planning Committee may do so at this time; however the Committee will take no action other than referring the item to staff for study and analysis.)
Malika McGee and Jason warren. No one present to address the Committee

New Business/Training

- a. Introduction to the Employee Policy Manual, Maura Sandoval, Staffing Specialist
Maura shared with members the Employee Policy Manual. She reviewed all sections briefly and informed the Committee to look forward to more details of each section in upcoming meetings. No questions were asked at this time.
 - b. Combination of Board of Director's Personnel & PC Personnel- The Personnel Committee matches number of members on Board of Directors Personnel Committee
 - c. Review Human Resources Report – Maura Sandoval, Staffing Specialist
Maura gave the HR report to the members for their review. She explained this is a report that will be reviewed by the full Policy Council every month.
 - d. What to expect during Executive Session – Maura Sandoval, Staffing Specialist
shared that during an Executive Session everyone has to step out of the room except Policy Council members and HR Specialist presenting and Yolanda Gonzales, Director of CEDS
7. Announcements-
Jason shared his experience with attending the National Head Start Conference San Diego conference
 8. Motion to Adjourn (does not require a second per Roberts Rules of Order Newly Revised)
No motion- Quorum was not established

Remember to submit your in-kind and reimbursement documentation

Personnel Committee

Ana Luna-Chairperson

Jason Warren,

Josenn Vergera

Desiree Sandoval



Reunión del Sub-Comité Personal
17 de diciembre del 2015
5005 Business Park North, Bakersfield, California
4:00 p.m. – 5:00 p.m.

Acta de la Reunión

1. Bienvenida- Introducciones tomar acabo y cada persona se presentó.
2. Llamar a la Orden- Ana Luna, La Presidenta
En nombre de Ana, Maura Sandoval llamo la reunión a la orden a las 4:40 p.m.
3. Pasar Lista y Establecer Quorum (la mitad más uno) – Quorum no fue establecido.
4. Aprobación de la Agenda- Ana Luna, Presidenta- Quorum no fue establecido.
5. Aprobación del Acta - Ninguno
6. Presentación de Invitados/Foro Público – Ana Luna, Presidenta
(El público que desee dirigirse al Comité Personal podrá hacerlos en este momento; Sin embargo, el Comité no tomara ninguna otra acción que no sea la de remitir dichos asuntos al personal para su estudio y análisis.
7. Nuevos Asuntos /Entrenamiento
 - a. Presentación del Manual de Política de Empleados – Maura Sandoval, Especialista del Personal- Maura compartió con los miembros sobre el Manual de Política de Empleados. Ella reviso todas las sesiones brevemente y le informó al comité que está ansiosa en compartir un poco más en detalle de cada sesión en las próximas reuniones.
 - b. Combinación del Personal de la Mesa Directiva y del Comité Personal- El Comité de Personal de PC iguala el número de miembros de la Mesa Directiva.
 - c. Revisión del informe de Recursos Humanos – Maura dio el informe de Recursos Humanos para la revisión de los miembros. Ella explico que este informe será revisado por el Consejo de Política cada mes.
 - d. Que esperar de un Sesión Ejecutiva – Maura compartió que durante una sesión ejecutiva todos tienen que salirse del salón excepto los miembros del Consejo de Política y el especialista de recursos humanos presente, y la directora de Head Start Yolanda Gonzales.
8. Anuncios
Jason compartió su experiencia de asistir a la Conferencia Nacional de Head Start en San Diego.
9. Moción para cerrar sesión (No requiere una segunda moción basado a Reglas de Roberto Nuevamente Revisados) No moción- quórum no fue establecido.

Personnel Committee/Comité Personal
Ana Luna- Chairperson/ Presidenta
Jason Warren, Dana Wesson, Desiree Sandoval
Josenn Vergera

