

COMMUNITY ACTION PARTNERSHIP OF KERN
BOARD OF DIRECTORS MEETING

5005 Business Park North, Bakersfield, CA

March 29, 2017

12:00pm

AGENDA

I. Call to Order

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

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

- c. Roll Call

Garth Corrigan
James Camp
Ana Vigil
Marian Panos

Curtis Floyd
Craig Henderson
Charlie Rodriguez

Fred Plane
Mike Maggard
Lorena Fernandez

Warren Peterson
Yolanda Ochoa
Janea Benton

II. Approval of Agenda

III. Approval of meeting minutes

- a. Minutes of February 22, 2017 Board of Directors meeting – **Action Item (p. 1-8)**

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

V. Special Presentations

- a. Presentation to Elizabeth (Beth) Tolley, Women Infants & Children (WIC) Program Manager, upon her retirement from Community Action Partnership of Kern – Carmen Segovia, Director of Health and Nutrition
- b. Give Big Kern 2017- Presentation – Louis Medina, Outreach & Advocacy Manager and Rachel M. Every, Manager of Development and Donor Services, Kern Community Foundation

VI. New Business

- a. Risk Assessment Compliance and Organizational Standards Update – Brady Bernhart, Community Development Specialist – **Info Item (p. 9)**
- b. CAPK Succession Plan – Brady Bernhart, Community Development Specialist – **Info Item (p. 10-24)**
 - Draft Executive Director Succession Plan Policy
 - Emergency Backup Plan with Guidelines
 - Emergency Backup Plan Detail
- c. Revision to the Early Head Start Child Development Partnership Agreement with Kern County Superintendent of Schools – Yolanda Gonzales, Director of Head Start / State Child Development – **Action Item (p. 25-38)**
 - Contract for Services Agreement with Kern County Superintendent of Schools
- d. Head Start 2017 Program Planning Calendar – Jerry Meade, Program Design & Management Administrator – **Action Item (p. 39-43)**
 - 2017 Head Start Program Planning Calendar

VII. Committee Reports

- a. Program Review & Evaluation Committee Report – Ralph Martinez, Director of Community Development – **Action Item**
 - i. Minutes of March 15, 2017 **(p. 44-46)**
 - ii. Program Reports
 1. February 2017 Program and Division Reports **(p. 47-60)**
 2. Application Status Report and Funding Requests **(p. 61-64)**
 - a. Friends of Mercy Foundation/Sister Phyllis Hughes Endowment for East Kern Family Resource Center
 3. Head Start / State Child Development February Enrollment Update and Meals Report **(p. 65)**
 4. February 2017 Outreach and Advocacy Report **(p. 66)**
- b. Budget & Finance Committee Report – Christine Anami, Director of Finance – **Action Item**
 - i. Minutes of March 22, 2017 **(p. 67-72)**
 - ii. Application Status Report and Funding Requests **(p. 73-77)**
 1. Friends of Mercy Foundation/Sister Phyllis Hughes Endowment for East Kern Family Resource Center
 2. Kaiser Permanente for Shafter Youth Center and Friendship House Community Center
 - iii. Addition of Quality Assurance Specialist to Energy Organizational Chart **(p. 78-86)**

- iv. Head Start and Early Head Start Budget to Actual Reports for the Period Ended February 28, 2017 **(p. 87-97)**
- v. Discretionary Fund Update **(p. 98)**
- vi. Financial Statements, February 2017 **(Section 3 of binder)**

VIII. Advisory Board Reports

- a. Head Start Policy Council Report – Lorena Fernandez, Policy Council Vice-Chairperson - **Action Item (p. 99)**
 - i. Minutes of February 23, 2017 **(p. 100-103)**
- b. Friendship House Advisory Report – Ralph Martinez, Director of Community Development – **Action Item**
 - i. Verbal Report

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

- a. Update on Annual Humanitarian Awards Banquet
- b. Agency Reorganization and Approval of New Assistant Director Position

X. Board Member Comments

XI. Closed Session

- a. Employee Evaluation – Executive Director (Government Code Section 54957)
- b. Reconvene into Open Session

XII. Closed Session Report

XIII. Next Scheduled Meeting

Board of Directors Meeting
Wednesday, April 26, 2017
12:00 p.m.
5005 Business Park North
Bakersfield, CA 93309

XIV. Adjournment

This is to certify that this Agenda notice was posted in the lobby of the CAPK Administrative Office at 5005 Business Park North, Bakersfield, CA and online at www.capk.org by 12:00pm, March 24, 2017. Sylvia Ortega, Compliance Coordinator

COMMUNITY ACTION PARTNERSHIP OF KERN
BOARD OF DIRECTORS MEETING
February 22, 2017
12:00 pm

MEETING MINUTES

I. Call to Order

Garth Corrigan called the meeting to order at 12:07 pm at the Community Action Partnership of Kern Administrative Building, 5005 Business Park North, Bakersfield, CA.

- a. Moment of Silence/Pledge of Allegiance (*Please Stand*)
- b. Reading of the "Promise of Community Action" (*Please Stand*)
- c. Introduction and seating of new Board Member
 - Lorena Fernandez, Head Start Policy Council Representative
- d. Roll Call

Roll call was taken with a quorum present:

Board Members Present: Garth Corrigan, Curtis Floyd, Fred Plane, Janea Benton, Lorena Fernandez, Marian Panos, Charlie Rodriguez, Ana Vigil

Board Members Absent: Warren Peterson, James Camp, Craig Henderson, Mike Maggard, Yolanda Ochoa

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

II. Approval of Agenda

Motion was made and seconded to approve the Board of Directors meeting agenda for February 22, 2017. Carried by unanimous vote. (Floyd/Plane)

III. Closed Session

Garth Corrigan announced we have a closed session item as listed on the agenda. The Board adjourned into closed session at 12:08 pm.

Motion was made and seconded to adjourn into Closed Session. Carried by unanimous vote. (Plane/Floyd).

- a. Conference with Real Property Negotiators

Property address: 3101 Mall View Rd.

Agency negotiator: Jeremy Tobias, Ralph Martinez, Emilio Wagner,
Yolanda Gonzales, Don Bynum

Negotiating parties: Chris Johnston, Millennium Holdings, LLC

Under negotiation: Concerning price and terms of payment

IV. Closed Session Report

The Board returned to open session at 12:26 pm. Fred Plane announced that the Board took action to reject the offer on the Central Kitchen (3101 Mall View Rd).

V. Approval of meeting minutes

- a. Minutes of January 25, 2017 Board of Directors meeting – **Action Item**

Motion was made and seconded to approve the minutes of the January 25, 2017 Board of Directors meeting. Carried by unanimous vote. (Plane/Benton)

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

No one addressed the Board under this item.

VII. Special Presentations

- a. Program update on San Joaquin County Early Head Start contract – **Info Item**

Yolanda Gonzales provided a detailed overview of the history and process to acquire and operate the San Joaquin Early Head Start Program (SJ EHS), and shared pictures of the locations throughout the process. Yolanda introduced Gloria Barbero, Program Administrator of CAPK's San Joaquin County Early Head Start.

Curtis Floyd asked Gloria to identify the biggest need that should be addressed in order to get SJ EHS fully on track. Gloria indicated that high staff turnover (40%) is the biggest challenge. CAPK is competing with partners who offer much higher wages, and many individuals receive training through CAPK and then go elsewhere for higher pay. Curtis asked what measures are in place to address the turnover issue. Gloria reported that SJ staff is meeting with colleges, and supporting our staff by paying their units to help them become qualified. Still, once they achieve that qualification, there is a chance they will leave us for a better offer. Curtis asked to know the three main issues faced by CAPK in SJ County, followed by a report on how we are dealing with these challenges, perhaps on a quarterly or monthly basis.

VIII. New Business

- a. Re-naming Stine Child Development Center – Yolanda Gonzales, Director of Head Start/ State Child Development – **Action Item**

Yolanda presented a request to rename the Stine Child Development Center after former Mayor Harvey L. Hall. Yolanda described the efforts of Mayor Hall in reading

to children and helping with needed improvements. Curtis asked why the Stine Center was chosen in particular to be re-named after Mayor Hall. Yolanda indicated that this is the site he asks to visit when he has the opportunity, including his visits to read to children. He 'adopted' the site and paid for many improvements out of his own pocket at the site and has stayed in close contact with the Center Director.

Motion was made and seconded to approve the re-naming of Stine Child Development Center to the "Harvey L. Hall Child Development Center." Carried by unanimous vote. (Floyd/Rodriguez)

- b. Head Start Duration Funding Carryover of Unobligated Balances – Yolanda Gonzales, Director of Head Start/ State Child Development – **Action Item**

Jerry Meade reported that in November 2016, we were awarded Duration Funding to support our pre-kindergarten classrooms to have 1,020 hours or more per year. We would like to roll over unexpended funds from the 2016-17 funding year to 2017-18. The funding will support additional staff in the classrooms, as well as the addition of facilities, including a brand new site in Wasco and the addition of a classroom to an existing site in Taft. In order to fully expend funds, a Board resolution is required.

Motion was made and seconded to approve the carryover of unobligated balances from the Head Start Duration Funding award (09CH9142) from the 2016-2017 funding year to the 2017-2018 funding year. Carried by unanimous vote. (Rodriguez/Floyd)

- c. Update on Community Care Licensing Late Fees – Yolanda Gonzales, Director of Head Start / State Child Development – **Info Item**
- Licensing Late Fees Timeline
 - Sample Sterling Consolidated Invoice

Yolanda presented a detailed report and summarized the systems put in place to prevent future Community Care Licensing (CCL) late fees. All late fees were waived except for the initial \$7,000 late fee. CAPK has improved the system to include a consolidated invoice, and to ensure invoices are routed to the Finance department.

Donna Holland, Head Start Fiscal Administrator reported that the responsibility to ensure invoices are paid has now been assigned to her. There are 4 employees now receiving reminder alerts: Director of Head Start / State Child Development Yolanda Gonzales, Assistant Director of Head Start Pam Pritchard; Fiscal Administrator Donna Holland; and Compliance Coordinator Sylvia Ortega.

New facilities will be added to the consolidated invoice as soon as they are licensed, and any facilities that are not currently included in the consolidated invoice will be added by April 2017 to ensure timely payment. Donna indicated that since she has been working with CCL since 1992, this is the first missed payment, and our relationship with CCL is in good standing.

Jeremy informed the Board that this is an informational item in response to a request by the Board for a summary report of the whole transaction. This has been brought to the Board in the past with regards to Board approval of the payments needing to be authorized, and the fees have been negotiated down to just the original late fee of \$7000.

Garth observed that if we are assessed a late fee, we are not made aware of it until a year later. He asked if there is something that can be done, such as contacting CCL after a payment is made, to ensure that the payment has been applied to the correct invoice. Donna stated that we are able to request the payment history to verify this.

- d. Approval of Employee Policy Manual – Michele Nowell, Director of Human Resources – **Action Item**

Michele reported that several drafts of the new Employee Policy Manual have been shared and introduced to the Board, and this version incorporates any feedback that was received. It incorporates our new mission and vision and core values; separates policies from procedures; and omits Union contract. The new Employee Policy Manual has been reviewed and approved by CAPK's attorney David Blaine.

Michele also introduced the rest of the SJ County team that are in attendance today, including HR Specialist Malika McGee; ERSEA Specialist Nicole Nino; and Fiscal Specialist Belvinder Biring.

Motion was made and seconded to approve the new Employee Policy Manual. Carried by unanimous vote. (Plane/Vigil)

- e. WIC Request to use Discretionary Funds – Carmen Segovia, Director of Health and Nutrition Services – **Action Item**

Carmen reported that WIC used a temporary agency employee to temporarily fill a vacant position and conduct routine functions for WIC, and this resulted in a finding during the 2014-15 WIC review. The review will next occur for the 2016-17 year. As an agency we have been costing the temps into the "Wages" cost line item in the budget, however the state has made a finding that this costs should be placed in the "Contracts" line item. The WIC contract requires items in the contracts budget area should have state preapproval for the contracts exceeding \$2,500. We did not have a preapproved subcontract for this type of service with a temp agency, and we did not get prior approval from State WIC, required for such contracts over \$2,500. Based on other statewide WIC agencies having unsuccessfully appealed this type of finding, we decided it would be better to accept it. A corrective plan of action is in place to create a subcontract for future hiring of temporary assistance. The finding report will be presented to the Audit Committee. The contract year for WIC in this finding is closed and we cannot use WIC funding to pay for this unallowed expense.

Fred asked whether we have continued to use temps in the 2015-16 year, and if this will result in another finding. Carmen reported that we had used temps in 2015-16 in

the amount of approximately \$3,000, but it has since been corrected, and no temps have been used in the 2016-17 year.

Curtis clarified that no temps have been used since October 2016. Carmen indicated that this is correct, and that we are currently working on getting a subcontract, because we will need to use temps in the future. Jeremy stated that the temp costs have always been under 'Wages' rather than 'Contracts', and this was a new finding for us along with several other WIC agencies that I feel is open to debate. But from the experience of others, it is better to accept it and pay it, than to appeal the finding. Curtis asked whether this must be paid for with Discretionary Funds, and Jeremy indicated that there was no other option since the WIC contract year cited has been closed.

Motion was made and seconded to approve the use of Discretionary Funds to pay for \$10,310 in non-allowed costs of salaries/wages for contracted temporary staffing agency personnel and related non-allowed indirect costs. Carried by unanimous vote. (Floyd/Fernandez)

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

- Proposal of Insurance

Emilio Wagner reported on the comparisons between proposals from Riverport Insurance and Philadelphia Insurance. Compared to current year insurance premiums, we will see a savings of \$17,414 with Philadelphia Insurance.

Motion was made and seconded to authorize Jeremy Tobias to bind coverage with Philadelphia Insurance through Heffernan Insurance Brokers. Carried by unanimous vote. (Floyd/Plane)

g. New Vendor Contracts and Aggregate Amounts for Central Kitchen– Emilio Wagner, Director of Operations – **Action Item**

- Procurement Results Summary, Evaluation Summary, and Price Scoring Forms:
RFP CAPK 2017-002 Dairy Products
RFP CAPK 2017-003 Produce
RFP CAPK 2017-004 General Food

Margaret Palmer reported on the vendor proposal selection and evaluation process to select vendors to provide dairy products, produce, and general food products to the Central Kitchen for a 3 year period (March 1, 2017 through February 28, 2020).

Motion was made and seconded to approve the proposed Aggregate Amounts for Central Kitchen; to authorize the Executive Director to execute the Agreements; and to approve purchases from SupplyWorks in the aggregate amount of \$649,000 through the U.S. Communities contract. Carried by unanimous vote. (Plane/Benton)

IX. Committee Reports

- a. Program Review & Evaluation Committee Report – Ralph Martinez, Director of Community Development – **Action Item**
 - i. Minutes of February 8, 2017
 - ii. Program Reports
 - 1. January 2017 Program and Division Reports
 - 2. Application Status Report and Funding Requests
 - a. Pacific Western Bank for CAPK VITA
 - b. Bank of America Charitable Foundation for Friendship House Community Center
 - 3. Head Start / State Child Development December and January Enrollment Update and Meals Report
 - 4. January 2017 Outreach and Advocacy Report

Ralph reported that PRE had two new committee members, Lorena Fernandez and Marian Panos. Food Bank received USDA funds to provide food for seniors in Kern County. Our application for HUD funds to support the homeless continuum of care in collaboration with the Kern County Homeless Collaborative was declined. Two funding requests were approved: \$10,000 from Pacific Western Bank for the VITA program, and \$60,000 from Bank of America to support PREP Works at Friendship House. Ralph highlighted several Outreach activities from January.

Motion was made and seconded to approve the Funding Request to Pacific Western Bank to support VITA. Carried by unanimous vote. (Benton/Plane)

Motion was made and seconded to approve the Funding Request to Bank of America to support PREP Works. Carried by unanimous vote. (Corrigan/Benton)

- b. Budget & Finance Committee Report – Christine Anami, Director of Finance – **Action Item**
 - i. Minutes of February 15, 2017
 - ii. Past Due Facility Licensing Fees
 - iii. Head Start and Early Head Start Budget to Actual Reports for the Period Ended January 31, 2017
 - iv. Line of Credit Renewal
 - v. Authorized Signers on CAPK Bank Accounts
 - vi. Discretionary Fund Update
 - vii. Financial Statements, January 2017

Jeff Looker, Assistant Director of Finance, presented a recap of the February meeting, including a discussion of the past due licensing fees, Head Start/ Early Head Start budget-to-actuals; and the line of credit renewal. The line of credit remains the same, at \$1 million. Authorized signers were updated to include Ana Vigil, and remove Tony Martinez. There were no unusual transactions to report in the month of January.

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

X. Advisory Board Reports

- a. Head Start Policy Council Report – Lorena Fernandez, Policy Council Representative – **Action Item**
 - i. Minutes of January 26, 2017

Lorena provided a report of the Head Start Policy Council. Motion was made and seconded to approve the Head Start Policy Council Report. Carried by unanimous vote. (Floyd/Vigil)

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

Ralph provided a verbal report, highlighting the kick-off of the PREP Works Program supported by Starbucks, and the Grow Fit Program, with support from Kaiser Permanente. The FHCC Advisory Board has two upcoming projects: Kiwanis One Day Project will be replanting the FHCC community garden on April 1st; and Kiwanis will be helping to create a 'reading oasis' to separate the computer lab from the reading area.

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

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

- a. Read Across America Invitation

Yolanda invited Board members to attend the Welcoming Reception at 8 am on Thursday, March 2nd. Jeremy added that this is a special opportunity to see the work the CAPK is doing, and the result of the work you do as Board members, and the children love to have visitors. Ana Vigil suggested clarifying that participants can attend Read Across America events throughout the week, in case they are unavailable on March 2nd.

Jeremy announced that Food Bank Manager Glen Ephrom has resigned effective February 24th to accept a job as Executive Director of Golden Empire Gleaners. Glen thanked the Board and indicated that we can strengthen our relationship to fight hunger in Kern County.

The Board Attendance roster is provided on Tab 6.

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

XII. Board Member Comments

Ana welcomed new Board members. Garth welcomed the new Board members and thanked staff, and Glen for his hard work at the Food Bank. Curtis welcomed the new Board members, thanked Stockton staff for attending and encouraged them to let the Board know what they need.

XIII. Next Scheduled Meeting

Board of Directors Meeting
Wednesday, March 29, 2017
12:00 p.m.
5005 Business Park North
Bakersfield, CA 93309

XIV. Adjournment

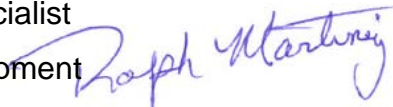
The meeting adjourned at 1:37 pm.

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Board of Directors

From: Brady Bernhart, Community Development Specialist

CC: Ralph Martinez, Director of Community Development 

Date: March 29, 2017

Subject: *Agenda Item VI(a):* Risk Assessment Compliance and Organizational Standards
Update – Info Item

In early 2016, the Department of Health and Human Services, Office of the Administration for Children and Families issued OCS IM-138 with a requirement that CSBG eligible entities comply with minimum organizational standards. CAPK currently meets 55 of the 58 organizational standards.

Standard 4.6 CAPK Risk Assessment

Due to the sensitive nature of risk assessment issues, we are only required to report completion of the review to the CAPK Board and are not expected to expose our results at the hearing. Individual policy or procedure adjustments will be made internally or will be included in CAPK Board reviewed documents in the future.

Status:

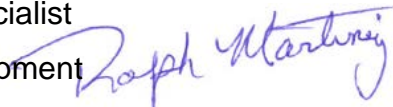
The CAPK Risk Assessment process is complete with this notice to the CAPK Board. A few minor issues will be addressed prior to the next survey and reporting period in 2019. If those issues require Board approval they will appear on a future agenda or be included within policy documents.

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Board of Directors

From: Brady Bernhart, Community Development Specialist

CC: Ralph Martinez, Director of Community Development 

Date: March 29, 2017

Subject: *Agenda Item VI(c):* CAPK Succession Plan – Info Item

In early 2016, the Department of Health and Human Services, Office of the Administration for Children and Families issued OCS IM-138 with a requirement that CSBG eligible entities comply with minimum organizational standards. CAPK staff prepared the Succession Plan as a result of Organizational Standard 4.5. The Succession Plan includes:

- **Draft Succession Plan Policy for CAPK**
Provides policy for replacement of the Executive Director.
- **Attachment 1- Emergency Backup Plan Succession Guidelines**
Provides specific actions for unexpected vacancies in executive level positions.
- **Attachment 2- Emergency Backup Plan Details**
Provides a communication plan and names the primary and secondary backup to assume Acting Executive Director duties.

Ralph Martinez is identified as the primary Division Director and Carmen Segovia is identified as the secondary Division Director in Attachment 1 and Attachment 2.

Recommendation:

Staff recommends the Board of Directors provide comments and propose any changes to the draft succession plan for adoption at the April 26, 2017 Board meeting.

Attachments: CAPK Succession Plan Policy
Emergency Backup Plan with Guidelines
Emergency Backup Plan Detail

Community Action Partnership of Kern Executive Director Succession Plan Policy

Introduction

A change in executive leadership is inevitable for all organizations. It is a time of both risk and opportunity. It is a period in an organization's history when the board chair must increase his/her level of engagement. It is also a time when some may seek assurance of the organization's viability and long-term sustainability.

A succession policy for the Executive Director (ED) position is a routine risk management and sustainability planning tool. The policy ensures organizational sustainability by providing a proactive and orderly plan for executive leadership transitions.

To that end, the Board of Community Action Partnership of Kern (CAPK Board) is adopting this succession policy for purposes of:

- Focusing board attention on leadership team development through annual communications between the ED and board about the depth of staffing and succession plans for management team positions;
- Establishing principles, role clarity, and procedures to support positive leadership transitions that foster good transitions with departing and arriving leaders; and
- Build organizational capacity when a planned or unplanned executive leadership change occurs.

The board chair shall be responsible for implementing this policy and its related procedures, and for annually reviewing and updating the policy as needed. In the event of a planned or unplanned leadership transition, the board shall immediately appoint a transition committee which shall plan and manage the transition, including the search for a new ED.

Guiding Principles

- CAPK is open to and will consider both internal and external candidates when filling the ED position. A national search will be conducted, as deemed appropriate by the transition committee.
- In organizations such as CAPK, the ED's position is often shaped by the incumbent's talents and areas of specialized interest. That ED's departure might necessitate other organizational changes including the creation of new positions and/or realignment of current positions.
- The primary goal of a transition to a new ED is maintaining continuity of CAPK's mission-related work. A transition also presents an opportunity for the organization to continue to grow and develop.

Lines of Authority

1. The selection of the ED is the responsibility of the board.
2. The current ED has the responsibility to continuously identify, encourage, and help to develop

senior managers within the organization who are qualified to meet future leadership needs, whether that be on a temporary or permanent basis.

3. The current ED has the responsibility to plan for the orderly transition of all senior managers.

Emergency Backup Plan With Guidelines (attachment 1)

1. Related to the position of ED: To be prepared at all times for a leadership transition, the organization shall maintain an up-to-date Emergency Backup Plan with guidelines for the planned or unplanned short-term and long-term absence of the ED. This plan is approved by the board and should be reviewed annually. The plan can also serve as the transition plan when there is a vacancy in the ED position.
2. Related to management team positions: To be prepared at all times for a senior management transition, the ED shall maintain an up-to-date Emergency Backup Plan with guidelines for the planned or unplanned short-term and long-term absence of members of the management team. Those plans shall be provided to the board chair and made available to the board.

Board Action in the Event of Vacancy in the ED Position

1. Organizational Assessment: The board or transition committee shall take time to assess the leadership needs of the organization before the search for a new ED is conducted. The assessment shall include a review and update (if needed) of the organization's strategic plan. The assessment will be designed to help assure the selection of a qualified and capable leader who fits well with the organization's mission, vision, values, culture, goals, and objectives, and who has the necessary skills to lead the organization.
2. Option of appointing an acting or interim ED: To assure the organization's operations are not interrupted while the board assesses the leadership needs and recruits a new ED, the board may appoint an acting ED from among senior executive staff or hire an interim ED from outside the organization.
3. Duties of the acting/interim ED: Among such duties will be to ensure that the organization continues to operate without disruption, and that all organizational commitments previously made are appropriately executed, including but not limited to: speaking engagements, grant and contract obligations, reports, licenses, certifications, membership renewals, and other obligations to funders and other stakeholders.
4. Simultaneous transitions for the ED and senior management positions: After appointing an acting or interim ED from within, the board may make other temporary senior management appointments from among other senior management staff, external hires, or a combination of those options that best assures continuity in leadership and program success through the transition period and afterwards.

Preparation Time Frame for Replacement of the ED

1. The optimal period for the ED to announce his/her departure from that role – or proposed commencement of a new role in the organization – is at least six to twelve months before the date of departure.
2. The organization's board understands that the time required for successfully completing a planned leadership transition is approximately eight to twelve months.

Role of the Outgoing ED in Planned Transitions

The departing ED, unless otherwise directed by the transition committee, will be involved in some transition activities such as: fundraising, communicating with funders and other stakeholders, and briefing the incoming ED. The departing ED's role during the transition and after the new ED starts shall be developed in consultation with the board chair and/or transition committee and communicated to the board.

Initial Implementation of the Transition Plan

1. Within fifteen (15) days of the announcement of a planned departure, the board chair shall appoint a transition committee. This committee shall be comprised of at least three members of the board. Other external stakeholders and/or staff may be recruited to advise or assist the committee at the discretion of the board chair and transition committee.
2. The transition committee will develop a transition plan that addresses: the appropriate preparation prior to launching the search, the conduct of the search and selection process, and the post hire follow-through to ensure the successful onboarding of the new ED.
3. The transition committee shall be responsible for implementing the transition plan and further developing the plan as needed. At its first meeting, the transition committee shall determine its role, including responsibilities related to conducting the search process. (The transition committee may recommend that the board chair appoint a separate search committee, while the transition committee manages the overall transition process for the organization.) The committee shall also discuss and decide on how the senior management staff will be substantively involved in the transition planning process and consulted in the selection process.
4. The transition committee shall also determine the need for consulting assistance (i.e., transition management consultant and/or executive search firm) based on the circumstances.
5. As needed, the board chair shall authorize an organizational assessment and schedule a board retreat to review and refresh the organization's strategic plan.

CAPK Commitment Regarding Diverse Candidates and Staff Leader Development

1. In order to provide career advancement for staff, the organization shall encourage the professional development of current employees.

2. In order to support the board's due diligence and ensure that the best possible candidate is hired, the organization shall implement a search and selection process that is open to internal and external candidates.
3. In order to develop a finalist pool that is reflective of the community, the organization shall work proactively to develop a diverse pool of candidates for the ED position.

Adopted by the Board of Directors on the ____ day of _____, 2017.

Garth Corrigan, Board Chair

DRAFT

Community Action Partnership of Kern Emergency Backup Plan With Guidelines

Guideline for the Appointment of an Acting Executive Director in the Event of an Unplanned Absence of the Incumbent

Rationale

The Executive Director (ED) position in a nonprofit organization is a central element in the organization's success. Therefore, ensuring that the functions of the ED are well-understood and shared among the executive team and senior staff is important to ensure organizational stability and leadership continuity in the event of unplanned and unexpected change. This kind of risk management is equally helpful in facilitating a smooth leadership transition even when it is predictable and planned.

The purpose of this plan is to ensure the continuous coverage of duties critical to the ongoing successful operations of Community Action Partnership of Kern (CAPK). The board of directors is adopting policies and procedures for the temporary appointment of an acting ED in the event of an unplanned and extended absence of the ED. The board chair, or board vice-chair in the absence of the board chair, may determine the appropriate time to initiate the implementation of this plan.

While the board of directors acknowledges that such an absence is highly improbable and certainly undesirable, they believe that due diligence in exercising executive-level management functions requires that it have an emergency backup succession plan in place. It is expected that this plan will ensure continuity in the administration of the organization's day-to-day programs and operations, management of external relationships and supervision of staff and finances.

Priority functions of the Executive Director position

Of the duties listed in the position description, the key functions of the ED have a corresponding temporary staffing strategy for an acting ED in the attached Emergency Backup Succession Plan Detail (See [Attachment 2](#)).

The positions assigned in the Temporary Staffing Strategy are based on CAPK's organizational structure as of December 2016. In the event this plan is implemented and those assigned are no longer available or positions are vacant, the board chair may select other senior staff to support each of the key ED functions. It is the responsibility of the ED to ensure that positions have appropriate cross-training to successfully implement the temporary staffing strategy.

Business as Usual

This emergency backup succession plan and the staffing structure at CAPK are intended to minimize disruption in quality service and maintain business as usual to the extent possible.

In the absence of the ED, unless otherwise determined by the board of directors, business as usual includes maintenance of the following:

- Leadership and vision
- Fiscal oversight
- Oversight and guidance on programs and reporting
- Maintain communication with key relationships
- Liaison with the board of directors

Emergency Backup Succession Plan Implementation

The board of directors authorizes the board chair to implement the terms of this emergency backup succession plan in the event of a planned or unplanned temporary, short-term absence of the ED. The board vice chair is authorized to implement this plan in the event that the board chair is unavailable or cannot be reached. Phone calls and conference calls are an acceptable substitute for any meetings designated in this plan.

As soon as feasible, following notification of an unplanned temporary or short-term absence, the board chair may convene an executive committee meeting to affirm the procedures prescribed in this plan, or to modify them if needed.

While this timeline may vary based on circumstances, the suggested steps for implementation are:

- The management team informs the board chair immediately of unplanned absence.
- The board chair appoints an acting ED.
- The board chair informs the board of the acting ED appointment.
- The board chair (and potentially other officers) consults with the acting ED on the circumstances of the absence, organizational situation, and related factors.
- After the board chair and acting ED consult, stakeholders will be notified following the communications plan outlined below.

Definitions

- A *temporary absence* is one in which it is expected that the ED will return to his/her position once the events precipitating the absence are resolved.
- An *unplanned absence* is one that arises unexpectedly, in contrast to a planned leave, such as a vacation or a sabbatical.
- A *short-term absence* is designated as three months or less.
- A *long-term absence* is designated as more than three months.
- A *permanent absence* is one in which it is firmly determined that the incumbent ED will not be returning to the position.

Emergency Backup plan in event of a short-term, unplanned absence

Appointment of an Acting ED

1. The board of directors authorizes the board chair to implement the terms of this emergency backup succession plan in the event of the unplanned absence of the ED.
2. In the event of an unplanned absence of the ED, a member of the management team shall immediately inform the board chair of the absence.
3. As soon as is feasible, the board chair may convene a meeting of the management team to affirm the procedures prescribed in this plan or to make modifications the board chair and team deem appropriate.

First backup for the ED position

The board chair may designate a CAPK Division Director, to the position of acting ED. His/her position description will specify that s/he may serve as acting ED in the absence of the ED unless otherwise decided by the board chair. S/he will have an emergency backup succession plan with designated appointees if s/he becomes acting ED or if s/he is otherwise unable to serve his/her own functions as Director.

Second backup for the ED position

The board chair may also consider splitting duties among designated appointees based on the primary functions to be carried out. (See [Attachment 2](#), Emergency Backup Detail, for complete listing.)

A Division Director, may serve as second backup for the position of acting ED based on the discretion of the board chair. S/he may serve should the initially selected Division Director, be unable or unwilling to serve as acting ED or as otherwise decided by the board chair. S/he will have an emergency backup plan with designated appointees.

Cross-training plan for appointees

The ED, in collaboration with the board chair, will develop a plan for training the potential appointees in the priority functions of the ED which are listed in section 2 above. The cross-training plan is attached to this document. (See [Attachment 2](#), for detailed Cross-training Plan.)

The ED will have the responsibility of handling the logistics of the plan's implementation.

Authority and restrictions of the appointee

The person appointed as acting ED will have the authority outlined below, except as may be further defined by the board chair.

- Staffing – is authorized to hire and terminate management staff after consultation with the board.
- Financial – [will or will not] have check signing authority. Is authorized to expand resources, in consultation with the board treasurer and chair.
- Public Policy – is to take public policy positions on behalf of the organization with board chair approval.
- Media – is authorized to speak on behalf of the organization or designate a spokesperson.
- Contracts – is authorized to enter into and execute contracts after consultation with the board chair and/or board treasurer.
- Programs – is authorized to develop new programs and assume new programmatic responsibilities on behalf of the organization in consultation with the management team and board as necessary.
- Collaboration/Partnerships – is authorized to enter into partnerships or develop collaborations with external parties in consultation with the management team and board as necessary.

Compensation

The board chair, in consultation with the executive committee or Board, shall consider a salary adjustment for the acting ED. Any salary adjustment will be applied retroactive to the date Acting ED duties began.

Oversight and support for the Acting ED

As with the ED, the board chair and board of directors will have the responsibility for monitoring the work of the acting ED. The acting ED will provide regular updates, and will meet with the board chair as often as the acting ED and board chair may determine necessary. The board chair will also be alert to the special support needs of the acting ED serving in this temporary leadership role, and act to address them.

Communications plan

Within twenty-four (24) hours after an acting ED is appointed, the board chair and the acting ED will meet to implement an external communications plan to announce the organization's temporary leadership structure, including the kind of information that will be shared, and with whom (e.g. major donors, state associations, partnering agencies, etc.).

Within 24 hours after an acting ED is appointed, the board chair and acting ED will implement the communications plan to announce the organization's temporary leadership structure to the management team and the board of directors.

Notifications will take place in sequence on the following timetable:

- Within 24 hours, the board chair will notify the board of directors, the [strategic alliance partners and really close-in stakeholders], and the management team by phone, conference call, or meeting.
- Within 24 hours, the acting ED will notify the staff by email or meeting.
- Within five business days, the acting ED will notify the donors and key stakeholders by phone or email.

Updated Key Contact information will be maintained in the organization's database for easy access on an ongoing basis by a staff member designated by the ED. (For a full overview of the communications plan see [Attachment 2](#).)

Emergency Backup Plan in event of a long-term temporary, unplanned absence

The procedures and conditions to be followed will be the same as for a short-term absence with one addition: The board chair will give immediate consideration, in consultation with the executive management team, to temporarily back-filling the position left vacant by the acting ED. This is in recognition of the fact that, for a term of more than three months, it may not be reasonable to expect the acting ED to carry the duties of both positions. The position description of a temporary appointment would focus on covering the priority areas in which the acting ED needs assistance. (See attachment 2, Cross-training plan)

Emergency Backup Plan in event of a PERMANENT unplanned absence

The procedures and conditions will be the same as for a long-term temporary absence with one addition: The board chair may appoint a transition and search committee in accordance with the terms of CAPK's Succession Policy and follow the procedures set forth in the Policy.

Approvals, updates and maintenance of record

Emergency Backup Plan Approval

This emergency backup plan will be approved by the full board of directors and reviewed annually at a formal board meeting to make any needed changes in the designated backup appointees. The board chair may review and amend the plan at other times if a standing appointee or backup is no longer available to serve in an acting ED capacity. The board chair may reevaluate the plan when new designees are appointed.

Signatories

The board chair, the ED, and the designated backup appointees will sign this plan.

Maintenance of Record

The board chair, the ED, and the designated backup appointees will maintain copies of this plan.

Approved by:

CAPK's Board of Directors on _____.

Acknowledged by:

I acknowledge that I have reviewed this plan.

Garth Corrigan, Board Chair

Date

Jeremy T. Tobias, Executive Director

Date

Ralph Martinez, Primary Backup

Date

Carmen Segovia, Secondary Backup

Date

Community Action Partnership of Kern Executive Director Succession Plan

Emergency Backup Plan Detail Detailed Cross Training Plan

Name: Jeremy Tobias, Executive Director

First Backup: Primary Division Director - Ralph Martinez

Second Backup(s): Secondary Division Director – Carmen Segovia

Communications Plan

Who's being contacted?	Who's contacting them?	How will they be contacted?	By when will they be contacted?
Primary Division Director, Ralph Martinez	CAPK Board Chair & Executive Secretary	Phone & Email	Within 24 Hours
Secondary Division Director, Carmen Segovia	Primary Division Director & Executive Secretary	Phone & Email	Within 24 Hours

Short-Term Staffing of Key Functions

Key functions	Short term staffing strategies (Under 3 months) [Name], [Title]
Interim Executive Director	Ralph Martinez
Interim Primary Division Director	TBD-Vacant Position
Interim Primary Division Manager	TBD

For Longer Term Staffing: For longer term staffing, the staffing strategy will remain the same.

Cross-training Plan

Cross-training Area	Staff to be cross-trained this area		Plan/timeline for training Type/Duration
	Trainee Name, Title	Trainer Name, Title	
Executive Management Duties	Primary Division Director Ralph Martinez	Jeremy T. Tobias, Executive Director	4 Hours Each Year
Division Director Duties	Primary Division Manager TBD- Vacant Position	Primary Division Director Ralph Martinez	4 Hours Each Year

Critical Relationships

Critical relationship that must be maintained	Who's accountable for maintaining?	Contact information (Contact information location)
CSD – California Department of Community Services	Executive Director	CSD Director-Linné K. Stout 2389 Gateway Oaks, Suite 100 Sacramento, CA 95833 916-576-7109 phone
CalCAPA - California Community Action Plan Association Board Membership Committees	Executive Director	CalCAPA Executive Director 225 30 th Street Sacramento, CA 95816 916-443-1721 phone 916-325-2549 fax
NCAF - National Community Action Foundation	Executive Director	David Bradley or Executive Director, P.O. Box 78214, Washington DC 20013 202-842-2092 phone 202-842-2095 fax
Kern County Board of Supervisors	Executive Director	Kern County Board of Supervisors 1115 Truxtun Avenue, 5 th Floor Bakersfield, CA 93301 661-868-3601
CALCAPA Board Voting, Committee & Communications	Executive Director if a CALCAPA Board Member	Executive Director of CALCAPA and CALCAPA Board Chair
City of Bakersfield-City Council City Manager-Alan Tandy	Executive Director	City Manager's Office 1600 Truxtun Avenue Bakersfield, CA 93301 661-326-3751 phone 661-324-1850 fax
Community Action Partnership	Executive Director	National CAP Denise Harlow CEO 1020 19 th Street NW Ste. 700 Washington, DC 20036 202-265-7546 phone


Annual Key Events/Milestones Calendar

Month	Key Events/Milestones (Only those that directly involve CEO)	Key Associated Activities/Responsibilities (CEO's accountability or involvement)
<i>January</i>	VITA Awareness Day CSBG Reporting Due	Start CSBG Contract Year Start United Way 2-1-1 Grant
<i>February</i>	2-1-1 Awareness Day Washington D.C. Trip- CAP Event Quarterly Newsletter	End CAPK Agency Budget End Head Start Contract
<i>March</i>	Stuff the Bus Food Drive- GET BUS Begin Agency Fiscal Year	Start CAPK Agency Budget Start Head Start Contract
<i>April</i>	CALCAPA State Conference	
<i>May</i>	CAPK Humanitarian Awards Banquet Quarterly Newsletter	
<i>June</i>	Shafter Youth Summer Program with Community Leaders	
<i>July</i>	Executive Committee Kern County Fiscal Year Begins	Start Help Me Grow 2-1-1 Grant Start Kern County 2-1-1 Grant
<i>August</i>	Back to School Activities with Head Start National CAP Convention Breast Feeding Awareness Month	Start VITA Grant
<i>September</i>	Kern County Fair Feed the Need Food Drive	End WIC Budget Year End Energy LIHEAP and DOE Grants End Kern Public Health 2-1-1 Grant
<i>October</i>	Energy Awareness Month	Start WIC Budget Year Start Energy LIHEAP & DOE Grants Start Kern Public Health 2-1-1 Grant
<i>November</i>	Holiday Food Drive – KGET TV Agency Audit Due	
<i>December</i>	Executive Committee Meeting Head Start Holiday Themed Activities CAPK Annual Report	End CSBG Contract Year End United Way 2-1-1 Grant

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: CAPK Board of Directors



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

Date: March 29, 2017

Subject: *Agenda Item VI(c)* : Revision to the Early Head Start Child Development Partnership Agreement with Kern County Superintendent of Schools – **Action Item**

In September 2015, an Early Head Start Child Development Partnership Agreement with the Kern County Superintendent of Schools was approved by the CAPK Board of Directors. This contract awarded the amount of \$700.00 per child, per month, for services performed.

In March 2016, a 1.8% Cost of Living Adjustment (COLA) was granted by the Office of Head Start. It was determined that the COLA also applied to the Partnership, and would become effective with the beginning of the new funding year on September 1, 2016. The Performance Standards have been aligned to support opportunities for coordination and alignment with other components of early care and education. Due to the COLA and recent changes in the Performance Standards, it was determined that the Agreement with the Kern County Superintendent of Schools needed to be revised. The amount per child has increased from \$700.00 to \$712.00.

Recommendation:

Staff recommends that the Board of Directors approve the revised Early Head Start Child Development Partnership Agreement with Kern County Superintendent of Schools.

Attachment: Contract for Services Agreement with Kern County Superintendent of Schools



CONTRACT FOR SERVICES AGREEMENT

This Contract for Services Agreement ("Agreement") is made and entered into as of September 1, 2016 by and between: Kern County Superintendent of Schools ("Contractor"), 1300 17th Street, Bakersfield, CA 93301 and Community Action Partnership of Kern ("CAPK"), 5005 Business Park North, Bakersfield, CA 93309. The Contract for Services Agreement entered into as of September 23, 2015 between Contractor and CAPK shall be considered superseded and amended in its entirety by the terms of this Agreement.

RECITALS

Whereas, CAPK desires Contractor to provide professional services as detailed in Attachment A - Scope of Work attached hereto and made a part hereof, and

Whereas, Contractor represents itself as able and, for a consideration, willing to perform the services outlined in Attachment A hereto,

In consideration of mutual promises and agreements of the parties as herein set forth, Contractor and CAPK agree as follows:

- 1. DESCRIPTION OF SERVICES.** Contractor agrees to perform the services provided for in Attachment A of this Agreement.
- 2. LOCATION FOR SERVICES.** Blanton Child Development Center, 300 E. Truxtun Avenue, Bakersfield, CA 93305.
- 3. PAYMENT FOR SERVICES.** The detail of costs and payment schedule associated with this Agreement are detailed in Attachment B, attached hereto and made a part hereof.
- 4. TERM/TERMINATION.** This period of performance for this Agreement shall be from September 1, 2016 through August 31, 2019. This Agreement may be terminated by either party with or without cause for any reason upon thirty (30) days written notice.
- 5. OPTION TO EXTEND.** This Agreement may be extended by amendment duly executed by both parties and upon approval from the U.S. Department of Health and Human Services, Administration for Children and Families, if applicable.
- 6. EVALUATION.** Contractor may be evaluated throughout the Agreement. If Contractor fails to comply with the Scope of Work described in Attachment A, CAPK may terminate this Agreement with a written notice.
- 7. RECORD KEEPING.** Payrolls and basic records pertaining to the Scope of Work described in Attachment A shall be kept on a generally recognized accounting basis and shall be available to CAPK at mutually convenient times. Contractor shall keep accounting and programmatic records for a period of three (3) years after final payment under this Agreement or until after final audit has been completed, whichever is later.
- 8. INSURANCE.** Contractor shall maintain general liability insurance and is responsible for maintaining any public liability, property damage, workers' compensation coverage and fire insurance, as specified in Attachment C – CAPK Additional Terms and Conditions.
- 9. HOLD HARMLESS/INDEMNIFICATION.**
 - a.** Contractor agrees to defend, hold harmless and indemnify CAPK (and its officers, employees, trustees, agents, successors and assigns) against all claims, suits, expenses (including reasonable attorney's fees), losses, penalties, fines, costs and liability whether in contract, tort or strict liability (including but not limited to personal injury, death at any time and property damage) arising out of or made necessary by Contractor's performance of this Agreement or breach of its terms. The total liability of Contractor under this Paragraph shall not exceed \$2 million.
 - b.** CAPK agrees to defend, hold harmless and indemnify Contractor (and its officers, employees, trustees, agents, successors and assigns) against all claims, suits, expenses (including reasonable attorney's fees), losses, penalties, fines, costs and liability whether in contract, tort or strict liability (including but not limited to personal injury, death at any time and property damage) arising out of or made necessary by CAPK's sole negligence or willful misconduct.
- 10. NOTICES.** Any notice or notices required or permitted to be given pursuant to this Agreement may be personally served on the other party by the party giving such notice, or may be served via certified mail, return receipt requested, to the address set forth below.

Contractor: Kern County Superintendent of Schools
Blanton Education Center
300 E. Truxton Avenue
Bakersfield, CA 93305
Attn: Health Services Coordinator

CAPK: Community Action Partnership of Kern
5005 Business Park North
Bakersfield, CA 93309
Attn: Head Start/State Child Development Programs
Director

- 11. RELATIONSHIP OF PARTIES.** While engaged in carrying out and complying with terms and conditions of this Agreement, the Contractor is an independent contractor and not an officer, employee, or agent of CAPK.
- 12. ENTIRE AGREEMENT/AMENDMENTS.** This Agreement, together with the documents incorporated by reference in this Agreement and any amendments hereto, constitutes the entire agreement between the parties with respect to its subject matter and constitutes and supersedes all prior agreements, representations and understandings of the parties, written or oral. Any changes to this Agreement, to be enforceable, must be made via a duly executed amendment signed by authorized representatives of each party.
- 13. APPLICABLE LAW.** The Laws of the State of California and Federal Laws shall govern this Agreement.

CONTRACTOR: KERN COUNTY SUPERINTENDENT OF SCHOOLS

Signed by: _____

Date: _____

Printed Name: _____

Title: _____

OWNER: COMMUNITY ACTION PARTNERSHIP OF KERN

Signed by: _____

Jeremy T. Tobias, Executive Director

Date: _____

Signed by: _____

Garth Corrigan, Chair, Board of Directors

Date: _____

CAPK Staff Initials			

ATTACHMENT A — SCOPE OF WORK

Contractor will:

CAPK will:

Enrollment – 45 CFR 1302:

Ensure that full enrollment is met throughout the Head Start program year, July 1 – June 30.

Achieve full enrollment on day one of program services by following the steps below:

- Provide a minimum of 1380 hours of care per program year.
- Attendance will be closely monitored to ensure that any child who does not show up on the first day or within 10 days is dropped and replaced with a new student.
- Make reasonable efforts so that Early Head Start (EHS) vacancies are filled within 30 calendar days.
- Enroll children after CAPK Head Start has verified eligibility and signed a statement certifying eligibility as per 45 CFR 1302.12. Certification can occur as follows:
 - ✓ Request a Head Start employee to verify eligibility (a minimum of 5 files is required).
 - ✓ Scan or fax the documents to the ERSEA Manager at fax number (661)336-5248.
 - ✓ Enroll 10% of slots with children with Individual Family Service Plan (IFSP). Fill slots no later than January 1 each year.
 - ✓ Accept files from Head Start waiting list of children with an IFSP and enroll to fulfill the 10% enrollment.
 - ✓ Provide a monthly enrollment report (include waitlisted and dropped children) along with the monthly invoice that includes attendance.
 - ✓ If average daily attendance falls below 85 percent, Contractor will analyze the causes and develop and submit to CAPK to review and approve a plan that outlines corrective measures no later than the 15th day of the following month.
 - ✓ Documentation of work with families to improve daily attendance and how parents will be supported with issues that impact the child's attendance.

Enrollment – 45 CFR 1302:

- Provide on-going monitoring of enrollment and verify that all vacancies are filled within 30 days.
- Provide Training and Technical Assistance to Contractor's staff to ensure that timelines are met, records are maintained and that follow-up services are provided.
- Review and sign off on eligibility documents prior to the enrollment of all children and return to Contractor within 2 business days to ensure full enrollment.
- Enrollment will be verified by the ERSEA Manager and the Head Start/State Child Development Programs Director or assignee.
- Provide Training and Technical Assistance to Contractor to assist in developing inclusive classrooms and enroll children with disabilities in order to meet the 10% mandate.
- Refer Federal Head Start eligible children to Contractor to assist in meeting funded enrollment and 10% children with disabilities.
- Provide training and technical assistance to Contractor's staff in developing and revising Contractor's procedures to ensure compliance with Head Start regulations and mandates.
- Provide technical assistance and strategies to improve attendance problems and ensure that children are receiving the required services under this Agreement.
- Monitor implementation of service plan and provide assistance and training determined to be needed from the analysis of Program Information Report (PIR), Infant/Toddler Environment Rating Scale (ITERS), Self-Assessment, Monitoring and other CAPK program monitoring data.
- Include Contractor staff in CAPK trainings as appropriate.

ATTACHMENT A — SCOPE OF WORK

Contractor will:

CAPK will:

Education – 45 CFR –1302, 1302.21, 1302.30, 1302.31, 1302.33, 1302.34, 1302.70, 1302.60, 1302.90:

- Hire teaching and support staff that meet Head Start and licensing regulations as outlined in the Head Start Act of 2007, and any updates issued thereto.
- Make available at least one annual training day to all EHS staff conducted by CAPK to ensure understanding of and compliance with Early Head Start guidelines.
- Align curriculum to meet school readiness goals established by the Head Start program.
- Provide two home visits, and two parent conferences for every child during program year.
- Ensure on-going Child Assessments/Desired Results Developmental Profile (DRDP) data is submitted according to CAPK timelines-three times per year. Complete Behavior Screening and submit to Family Advocate within 45 days of child's first day of school.
- Provide reports that document that staff has reviewed the results of developmental and behavior screening within 30 days after it was completed and discuss results with parents.
- Refer children identified with concerns from screening to CAPK's Content Area Specialist (CAS) Wellness for further assessment.
- Ensure children have a smooth transition experience following the guidelines of the Early Head Start Transition plan.
- Implement a high quality research based curriculum and other supporting strategies as defined by Head Start Performance Standards, Head Start Act.
- Review and implement Head Start current policies and procedures related to education, including the new Head Start Child Outcomes Framework in curriculum implementation and the Program for Infant and Toddler Care (PITC).
- Ensure all lesson plans, children's education goals and ongoing assessments are aligned with Head Start School Readiness and Early Learning Framework.
- Provide monthly reports on status of home visits, parent conferences, intentional teaching, individualization, observations/ongoing child assessments, 45 day mandates, and lesson planning.
- Provide yearly Pedestrian Safety training to parents and children.
- Monitor curriculum implementation, individualization and school readiness and forward monitoring reports to CAPK Head Start Director.

Education – 45 CFR – 1302, 1302.21, 1302.30, 1302.31, 1302.33, 1302.34, 1302.70, 1302.60, 1302.90:

- Provides start-up instructional materials and furnishings identified by CAPK.
- Provide Training and Technical Assistance in the following areas:
 - ✓ Federal Head Start regulations, Performance Standards, and mandates, Head Start School Readiness mandates, Head Start Child Development and Early Learning Framework; i.e., Home Visits, Family Partnership Agreements, etc.
 - ✓ Training in curriculum planning and implementation.
 - ✓ Mental Health – Appropriate Behavioral Intervention.
 - ✓ Content expectations for home visits and parent conferences.
- Schedule for completing and submitting results on the following
 - ✓ Education compliance reports for home visits, conferences, etc.
 - ✓ PIR status reports
 - ✓ Parent Engagement
- The training calendar will be issued at the beginning of the program year and updated monthly; in addition, the Head Start program will dedicate a Supervisor, a Family Advocate and a coach to train and mentor staff on site.
- Hire a Family Advocate to support full enrollment, recruiting, selection, eligibility and attendance requirements, ChildPlus data entry.
- Hire Program Partner Manager to support and ensure full compliance of all comprehensive services and regulations as defined in the Head Start Performance Standards.

ATTACHMENT A — SCOPE OF WORK

Contractor will:

Health- 45 CFR – 1302, 1302.15, 1302.33, 1302.41, 1302.42, 1302.47, 1302.61, 1302.63, 1302.90, 1302.92, 1302.43, 1302.44, 1302.45, 1032.46:

- Ensure that there is documentation indicating that all physical exams (well-baby check-ups) are completed at time of child enrollment per the Early and Periodic Screening Diagnosis and Treatment (EPSDT) requirements by age group.
- Review the results of all health exams, follow up on noted comments and submit to the Family Advocate to enter in ChildPlus. Refer for any needed treatment or missing requirements, documents and follow up on contact log.
- Assist parents to obtain or arrange further diagnostic testing, examination, and treatment by an appropriate licensed or certified professional for each child with an observable, known or suspected health, nutritional, behavior or developmental problem. Develop and implement a follow-up plan for any condition identified so that any needed treatment can begin.
- Take current height and weight for each child, three (3) times a year; and submit information to the Family Advocate for entry in ChildPlus.
- Generate and review health reports (summary and detailed) from weekly monitoring reports and follow up on areas needing improvement or focus within 5 days.
- By July 1 of each 1 year, review and modify as necessary policies and procedures of Health, Mental Health and Nutrition Services that meet Head Start Performance Standards and Regulations. Submit to CAPK to review.
- Review the monthly "Partner Monitoring Report" and complete the plan of action section for each area of the report where a concern was identified no later than one week after receiving reports from CAPK.
- Submit a report to CAPK within 24 hours for any known or suspected instances of child abuse or neglect and/or any unusual incident.
- Responsible for administering any authorized medications and document on medication log all medication administered to children as required by state guidelines.

CAPK will:

Health- 45 CFR – 1302, 1302.15, 1302.33, 1302.41, 1302.42, 1302.47, 1302.61, 1302.63, 1302.90, 1302.92, 1302.43, 1302.44, 1302.45, 1032.46:

- Provide training and technical assistance on health related requirements such as:
 - ✓ Health Plans
 - ✓ Nutrition Assessments
 - ✓ Medication Administration
 - ✓ Food Allergies
 - ✓ ChildPlus data entry
- Ensure all physical exams and health information are entered in ChildPlus within 30 days of the child's first day of attendance.
- Refer for annual well child exams at the appropriate intervals and dental exams at least 30 days prior to due date or expiration date and document referral on contact note or in ChildPlus.
- Ensure that all immunizations are complete and up-to-date at time of enrollment and entered in ChildPlus within 30 days of the child's first day of attendance. Refer and follow-up regularly until all immunizations outlines by age are completed according to CA Immunization Requirements. Document all referrals and follow-up on contact notes.
- Conduct and enter Nutrition Assessments in ChildPlus within 45 days of the child's first day of attendance. Follow up on nutrition concerns including referral for low Hgb/Hct, high lead levels and develop nutrition plans if needed as soon as possible but no later than 90 days from the first day of attendance.
- CAPK will review growth chart to determine height and weight are within normal range. For children who do not fall within normal range, Family Advocate will submit a referral to CAPK nutrition.
- Ensure that dental exams have been completed, including follow up treatment and are entered in ChildPlus, documented on contact notes within 90 days of the child's first day of attendance.
- Review the Contractor's policies and procedures for Health, Mental Health and Nutrition Services to ensure they meet the Head Start Performance Standards and Regulations.
- Document all medical follow-up treatment and services on contact notes. This is to include all medical treatments that improve the child's overall health.
- Ensure an authorization for medication is completed by child's physician and signed by parent prior to accepting and administering medication.
- Ensure health plans are developed for children with chronic health conditions to include medications as needed.
- Enter and track treatment needed and treatment received in ChildPlus.
- Conduct vision and hearing screenings, enter in ChildPlus within 45 days of child's first day of attendance and rescreen within 4-6 weeks as needed.
- Obtain results of clinical vision screening and clinical hearing screening from current well baby check by age at time of enrollment within 45 days of child's first day of attendance and enter in ChildPlus. Document all referrals, if any, and follow up on contact notes.

ATTACHMENT A — SCOPE OF WORK

Contractor will:

Family Services – 45 CFR –1302.30, 1302.34, 1302.46, 1302.50, 1302.51, 1302.52:

- By July 1 of each year, review policies and procedures for Family Services that meet Head Start Performance Standards and Regulations. Submit to CAPK for review.
- Review monthly Family Services Reports (summary and detailed) provided by Family Advocate. Follow-up on areas needing improvement or focus within one (1) week of running the report.

CAPK will:

Family Services – 45 CFR – 1302.30, 1302.34, 1302.46, 1302.50, 1302.51, 1302.52:

- Provide training and technical assistance on Family Service requirements such as:
 - ✓ Family Assessments and Family Partnership Agreement (FPA) process.
 - ✓ ChildPlus data entry
 - ✓ Service delivery tracking
- Family Assessments to be completed within 5 working days of the child's first day of attendance. Document on the contact notes and ChildPlus on the same day the family assessment is completed.
- Provide referrals for services and resources that are responsive to family's needs, interests and goals on the same day the need is identified. Document on the contact notes and ChildPlus on the same day the referral is made.
- Conduct timely follow-up on family needs, referrals and services received as soon as possible but not to exceed 60 calendar days depending on the urgency of the need. Document all follow-up pertaining to referrals and services received on the contact notes and ChildPlus on the same day follow-up is conducted.
- Initiate the goal setting process with all families and on the contact log and ChildPlus within 5 days of the child's first day of attendance.
- Develop Family Partnership Agreements (FPA) based on family's readiness and willingness to participate in the process. Complete the FPA form if goal is established. Document on the contact notes and ChildPlus on the same day the FPA is developed.
- Conduct FPA follow-up every 60 calendar days to review the status of the goal(s) established or reevaluate the family's readiness to participate in the goal setting process if goal has not been established. Document the contact notes and ChildPlus on the same day FPA follow-up is conducted.
- Review the Contractor's policies and procedures for Family Services to ensure they meet the Head Start Performance Standards and Regulations.

ATTACHMENT A — SCOPE OF WORK

Contractor will:

CAPK will:

Program Design and Management – 45 CFR –1301.1, 1301.3, 1301.4:

- Child Care License – Contractor shall maintain for the term of this Agreement a current Child Care License issued by the California Department of Social Services; shall provide CAPK with a copy of the license, and shall notify CAPK in writing of any changes in the status of the license, including Type A and Type B violations within 24 hours of the violation.
- Ensure and provide documentation by September 30th of each year that all staff working with children receive annual Child Abuse Training.
- By July 1 of each year, review operational procedures to ensure that children receive services within the mandated time frames of the Head Start Performance Standards and the Head Start Act 2007.
- Document annual performance evaluations for employees.
- Participate in Partners meetings and trainings related to Head Start/Early Head Start.
- Document staff individual and group training needs.
- Provide a monthly report to CAPK Head Start/State Child Development Programs Director on issues related to Program Information Report (PIR) with a final report provided no later than June 1 of each year.
- Monitor areas in the PIR that are below 100%. Develop a plan of action to meet non-compliant areas on a monthly basis.
- Provide a representative to participate in the following:
 - ✓ Annual Self-Assessment
 - ✓ Monitoring Assessments
- Complete follow-up within 30 days of each monitoring event to document closure to individual findings. Provide a corrective action plan for any areas of non-compliance that were found during the annual self-assessment within 30 days.
- Conduct ongoing monitoring of program operations by submitting monthly analysis of health, education and family services data along with a plan of action for all areas of non-compliance and participate in Partner Coordination Meetings.
- Report any licensing finding, non-compliance with Child and Adult Care Food Program (CACFP), or any other loss of funding that materially weakens the financial stability of the Contractor or its ability to deliver the services required under this Agreement within 24 hours of the finding.
- Make reasonable efforts to have one parent representative to serve on the CAPK Head Start Policy Council (PC) monthly meetings. Representative must be elected in accordance with PC By-Laws at a local parent meeting. Parent must have a child currently enrolled in the Head Start Program.
- Ensure that employees hired to perform services under the Agreement meet Early Head Start Standards.

Program Design and Management – 45 CFR – 1301.1, 1301.3, 1301.4:

- Provide necessary trainings to appropriate staff to set up systems and procedures as needed.
- Provide feedback on reports and assist with any needed corrective action.
- Develop the structure and training for the Annual Self-Assessment.
- Develop the system for ongoing monitoring and conduct monitoring of Contractor operations.
- Participate in training of staff to provide support and technical assistance and ensure implementation of procedures meet federal regulations.
- Provide data regarding service achievements, gaps and possible solutions to meet federal regulations.
- Update office equipment and software necessary to track program performance and document the yearly Program Information Report (PIR).
- Organize monthly service reviews with content area experts to analyze progress, identify gaps and help develop timely solutions.
- Provide monthly Policy Council Minutes via email for distribution to parents of Head Start classrooms.
- Use ChildPlus software for the purpose of data collection and reporting entering information by Friday every week and run reports on Monday.

ATTACHMENT A — SCOPE OF WORK

Contractor will:

Training:

- Provide staff training on State and Federal regulations and mandates, mutually coordinated with CAPK and other partners.
- Provide staff training related to other areas of the program as requested by CAPK.
- Make available at least one day per year for the line staff to receive training on Head Start mandates.
- In-Kind: Provide documentation for Non-Federal Share to CAPK each month (amount is 25% of Federal funds expended).
- Contractor will be responsible for requesting in writing for staff to attend Head Start specific approved conferences, classes, trainings and workshops.

CAPK will:

Training:

- Staff to provide group, as well as on-site training, as needed.
- Registration for outside training and conferences: CAPK will be responsible for registration and incidental expenses for KCCD staff to attend Head Start specific approved conferences, classes, trainings, workshops and will invoice with receipts attached. Request to attend must be approved in advance by CAPK in writing.

ATTACHMENT B – PAYMENT PROVISIONS

1. **Payment Limits** – Payment by CAPK for services performed by Contractor shall be seven hundred twelve dollars (\$712.00) per enrolled Early Head Start (“EHS”) Partnership child per month, for a maximum of sixteen (16) enrolled EHS children from 09/01/2016 to 08/31/2019. The total maximum monthly reimbursement is eleven thousand three hundred ninety-two dollars (\$11,392).

Total payments to Contractor under this this portion of the Agreement shall not exceed \$410,112, equal to 36 months at \$11,392 per month.

•	Budget Period 1	09/01/2016 – 08/31/2017	12 months X \$11,392	\$136,704
•	Budget Period 2	09/01/2017 – 08/31/2018	12 months X \$11,392	\$136,704
•	Budget Period 3	09/01/2018 – 08/31/2019	12 months X \$11,392	\$136,704

In addition, training and technical funds to cover trainings, conferences, classes and workshops for Contractor staff will be covered by CAPK when they are pre-approved and deemed necessary to meet Head Start requirements.

Contractor shall submit invoices for services rendered to CAPK within thirty (30) days of the end of the calendar month. Contractor shall furnish invoices in a form acceptable to CAPK. All amounts paid by CAPK to the Contractor shall be subject to audit by CAPK. Upon receipt of an acceptable invoice, payment shall be made in a reasonable time upon approval by CAPK that payment shall be made to the address specified in section 10 of the Agreement.

2. **Payment Basis** – Subject to the payment limit in paragraph one (1) of the Agreement above, use of funds received by the Contractor for services provided to CAPK are restricted to the performance of the Contractor’s obligations under this Agreement.
3. **Loss of Subsidy** – Eligible children identified as EHS participants may not be dis-enrolled as a result of a loss of subsidy. In the case of where an EHS slot is not subsidized, CAPK will pay a non-subsidized rate of no more than the Contractor’s other subsidy daily rate for any unsubsidized EHS-Child Care Partnership child. CAPK will continue to make payments for the unsubsidized child until the child ages out of the program, the parent declines services or secures child care elsewhere. CAPK will work with the Contractor to ensure continuity of services due to a loss of subsidy either in the Center Based option or offering EHS Home Based services through CAPK’s EHS Home Based program. The non-subsidized rate can either be short term until subsidy resumes or long term to support continued EHS services to the child and family. In the case of loss of subsidy, Contractor will submit request for payment in writing. Payments made for loss of subsidy pursuant to this paragraph will be in addition to any payments made to Contractor pursuant to paragraph one (1) above.
4. **Allowable Costs** – Contractor’s allowable costs are only those which are approved in advance by CAPK and in accordance with Office of Budget and Management (OMB) Uniform Guidance 2 CFR Part 200, including any amendments.
5. **Fiscal Provisions** –
 - a. CAPK will notify Contractor in writing of any modification, payments, delays, or cancellations of the federal grant that will affect the program within five (5) business days of CAPK’s receipt of such notice.
 - b. Contractor is entitled to receive reimbursement for its actual costs of providing the facilities, goods, and services (collectively “Services”) only as specified in this Agreement. Contractor acknowledges and agrees it is not entitled to any payments over and above those specified in this Agreement unless approved in writing by CAPK. In no event will Contractor receive reimbursement exceeding the amount stated in this Agreement, except if it has received prior written authorization from CAPK.
 - c. Compensation may be reduced or withheld in the event that Contractor fails to comply with the provisions of this Agreement, or does not perform in accordance with the terms of this Agreement.
 - d. The Contractor shall contribute Non-Federal Share, which is a match of federal funds required by the Head Start Act, equal to 25% of Federal funds expended. Such contributions may be in cash, donated supplies and services, reduced rates for supplies and expenses, fair rental value, and/or volunteer services received. Non-Federal Share may also include other non-Federal funds and related expenses that benefit the EHS-Child Care Partnership (as defined by the Administration for Children and Families), as determined solely by CAPK. All Non-Federal Share contributions pursuant to this Agreement must be approved as such by CAPK in accordance with Office of Budget and Management (OMB) Uniform Guidance 2 CFR Part 200. Contributions must be realized and recorded in the same budget period as the Federal funds are received.

- Budget Period 1 09/01/2016 – 08/31/2017 12 months X \$11,392 @ 25% \$34,176
- Budget Period 2 09/01/2017 – 08/31/2018 12 months X \$11,392 @ 25% \$34,176
- Budget Period 3 09/01/2018 – 08/31/2019 12 months X \$11,392 @ 25% \$34,176

ATTACHMENT C

Community Action Partnership of Kern Additional Terms and Conditions

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Signature

Date

Print Name

Company Name

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Board of Directors

From: Jerry Meade. Program Design & Management Administrator

Date: March 29, 2017

Subject: *Agenda Item VI(d):* Head Start 2017 Program Planning Calendar – **Action Item**

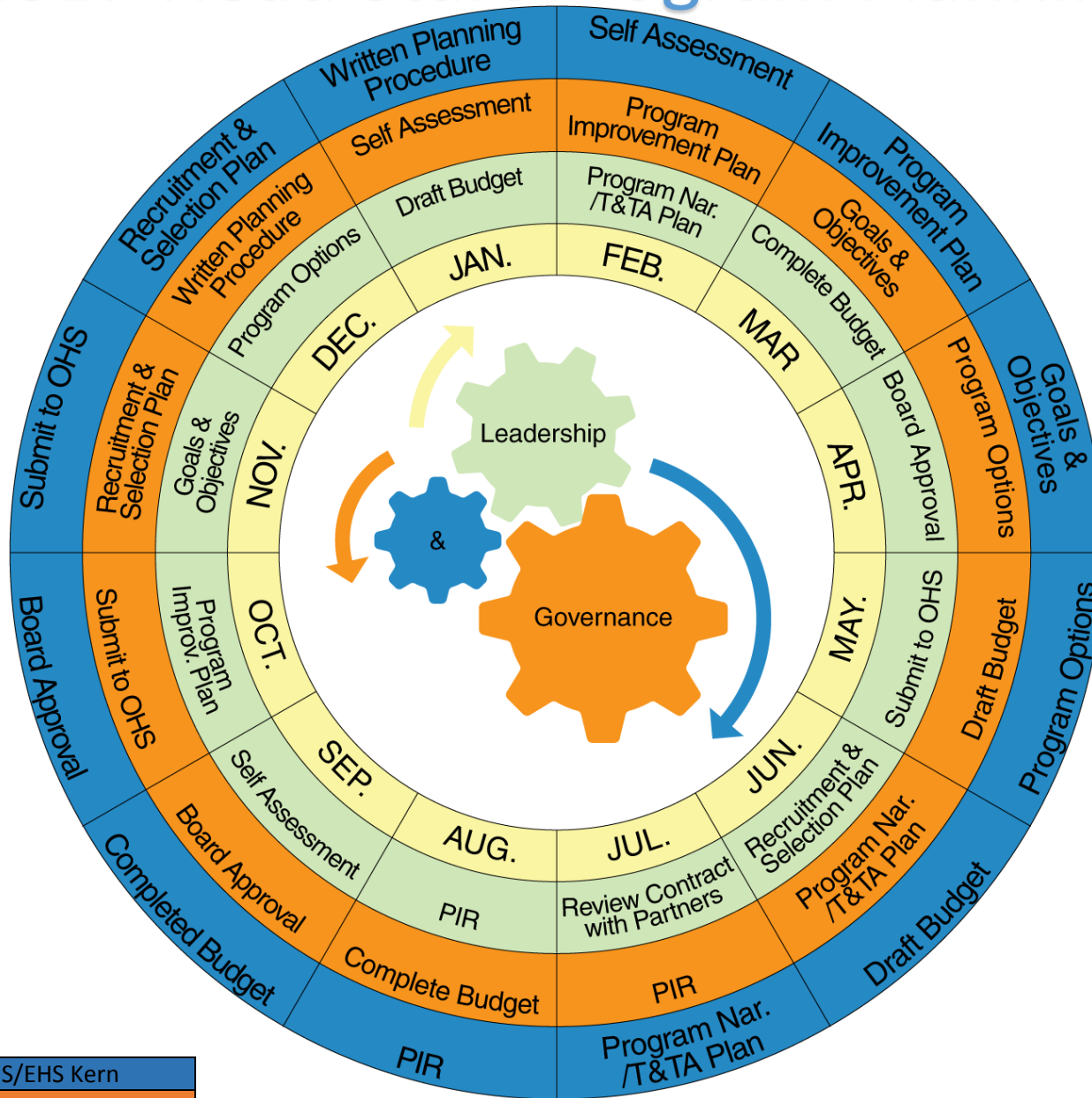
Attached you will find the revised Program Planning Calendar for the Head Start and State Child Development Division. The Head Start Performance Standards require our governing body to approve the process for the programs planning activities. This document maps out a 2017 timeline for tasks to completed in developing the Head Start/Early Head Start Kern, Early Head Start San Joaquin, and Early Head Start Child Care Partners Refunding Applications.

Recommendation:

Staff recommends the CAPK Board of Directors approve the Head Start 2017 Program Planning Calendar.

Attachment: 2017 Program Planning Calendar

2017 Head Start Program Planning Calendar



Program Management, Planning

& Oversight System

The Head Start Program Planning Calendar (to the left) is a wheel represented the stages of development leading the refunding application. Each of our three annual applications require the same Planned Activities, however the timeline varies depending on the submission date.

The subsequent pages to follow include detailed information for each Planned Activity the process. The person(s) responsible and governing body involvement is also included.

CAPK's Board of Directors, our Head Start Policy Council, and our Head Start Management Team are the three key entities for leadership of our Head Start programs. The Board of Directors assumes legal and fiscal responsibilities for the program, the Policy Council sets direction, and the management team oversee the day-to-day operations. Together we are a powerful force that provides leadership and strategic direction.

Planned Activities

Planning Activity	Persons Responsible/ Team Leader	Governing Bodies Involved	Governance Action Type
Recruitment Plan and Selection Criteria <ul style="list-style-type: none"> Based on Community Assessment Develop selection criteria (requires PC approval) Develop Recruitment Plan 	ERSEA Manager; Audit & Enrollment Committee; Community Partners; Program Parents	Policy Council Board of Directors	Informational Item Approval
Written Planning Procedure <ul style="list-style-type: none"> Identify the planning team Review & update planning procedure/calendar 	PDM Administrator	Policy Council Board of Directors	Informational Item Approval
Self-Assessment <ul style="list-style-type: none"> Identify strengths & areas needing improvement Develop Corrective Action Plans 	Assistant Director; Education & Support Services Administrator; Compliance Coordinator	Policy Council Board of Directors	Informational Item Approval
Program Improvement Plans <ul style="list-style-type: none"> Based on data including those from the Self-Assessment, PIR, federal review report, etc. 	Compliance Coordinator	Policy Council Board of Directors	Informational Item 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	Policy Council Board of Directors	Informational Item Approval
Program Design & Program Options <ul style="list-style-type: none"> Review site locations Basis for program options Include in Refunding Application 	PDM Administrator; Administrative Team	Policy Council Board of Directors	Informational Item Approval
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 Administrator; Administrative Team		
Program Objectives & Need for Assistance <ul style="list-style-type: none"> Draft program narrative 	PDM Administrator		

Planning Activity	Persons Responsible/ Team Leader	Governing Bodies Involved	Governance Action Type
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; Professional Development Coordinator	Policy Council Board of Directors	Informational Item Approval
Program Information Report (PIR) <ul style="list-style-type: none"> Summarize data Verify data Input data into online Head Start Enterprise System 	PDM Administrator; Administrative Team	Policy Council Board of Directors	Informational Item Informational Item
Completed Budget <ul style="list-style-type: none"> Final management review & approval 	Director of HS & State; Fiscal Administrator; Executive Director; Director of Finance		
Board of Directors Approval of Completed grant application including: <ul style="list-style-type: none"> Program options and design Program priorities, goals & objectives Training & Technical Assistance (T/TA) Plan Line item budget & budget narrative 	Director of HS & State; Fiscal Administrator; PDM Administrator	Policy Council Board of Directors	Informational Item Approval
Approved Grant Application Submitted for funding	PDM Administrator		

Supplemental Resources

Supplemental Resource	Persons Responsible/ Team Leader	Governing Bodies Involved	Governance Action Type
Community Assessment <ul style="list-style-type: none"> • Collect data • Compile information into written Community Assessment 	PDM Administrator; Administrative Staff	Policy Council Board of Directors	Informational Informational
Comprehensive Data Analysis <ul style="list-style-type: none"> • Community Assessment • Child outcomes • Child assessments • CLASS assessments • ITERS & ECERS • Service Area data • Evaluate Staffing Data • Budget vs. actual expenditures • Non-Federal share • Parent surveys • ERSEA Data • 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	Assistant Director; PDM Administrator; Fiscal Administrator; Education and Support Services Administrator		

COMMUNITY ACTION PARTNERSHIP of KERN
BOARD OF DIRECTORS
PROGRAM REVIEW & EVALUATION COMMITTEE MEETING
5005 Business Park North, Bakersfield, CA
March 15, 2017
12:00 p.m.

MEETING MINUTES

1. **Call to Order**

Fred Plan called the meeting to order at 12:04 pm at the Community Action Partnership of Kern administrative building, 5005 Business Park North, Bakersfield, CA.

2. **Roll Call**

Roll Call was taken with a quorum present.

Present: Fred Plane, Lorena Fernandez

Absent: Marian Panos

Others present: Ralph Martinez, Director of Community Development; Carmen Segovia, Director of Health & Nutrition; other CAPK staff.

3. **Approval of Agenda**

Motion was made and seconded to approve the Program Review and Evaluation meeting agenda for March 15, 2017. Carried by unanimous vote. (Fernandez/Plane)

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

No one addressed the Committee.

5. **Program Presentations**

- a. East Kern Family Resource Center – Whitney Hughes, Program Supervisor
Whitney provided an overview of the two main programs operated out of their Mojave office, which services 1809 square miles: the Differential Response program, with 2 full-time case workers to identify children at risk of abuse; and the First 5 School Readiness program, with a full-time case worker and a part-time early childhood educator. The presentation also outlined services offered to the community, such as informational brochures, referrals to services, free copying and faxing, and the emergency supplies closet. The community finds the EKFRFC through the new Facebook page, street and storefront signage, and by calling in. Walk-ins are very common.

6. **New Business**

- a. February 2017 Program and Division Reports – Ralph Martinez, Director of Community Development – **Action Item**

- VITA Program
- 2-1-1 Kern County
- East Kern Family Resource Center
- Shafter Youth Center
- Friendship House Community Center
- Food Bank
- Women, Infants and Children
- Energy
- Migrant Childcare Alternative Payment
- Central Kitchen
- Human Resources
- Operations
- Community Development – Grants & Research

Ralph Martinez provided summary of program achievements and activities. Some of the highlights provided were: VITA seeing an increase in clients of 15% since last year; the two youth centers' fieldtrip to the California Science Museum; and the Food Bank working to set up a new food distribution for senior residents and Greenfield Union as a Backpack Buddies program site.

Regarding the Human Resources report, Lorena Fernandez asked what would be considered a typical vs. a high number of leave of absence requests and what the acceptable figure would be. Ralph indicated that HR would be able to address this at the next PRE meeting.

Motion was made and seconded to approve the February 2017 Program and Division Reports. Carried by unanimous vote. (Fernandez/Plane)

- b. Application Status Report and Funding Requests – Ralph Martinez, Director of Community Development – **Action Item**
- Funding Request to Friends of Mercy Foundation / Sister Phyllis Hughes Endowment for East Kern Family Resource Center

Ralph reviewed grants that were awarded/declined in the past month. There were two declines – the TJX Foundation to support the Food Bank, and Astra Zeneca to fund activities at the youth centers. He also presented a funding request to submit an application to the Friends of Mercy Foundation to support the emergency supplies closet at EKFCRC.

Motion was made and seconded to approve the Application Status Report and Funding Request. Carried by unanimous vote. (Fernandez/Plane)

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

Jackie Escobar, Professional Development Specialist, presented the February update on behalf of Jerry Meade. Enrollment was met for Kern County Head Start and Early Head Start, as well as the Early Head Start Partnership. The San Joaquin Early Head Start did not meet enrollment, because not all the centers are operational.

Motion was made and seconded to approve the Head Start / State Child Development February Enrollment Update and Meals Report. Carried by unanimous vote. (Fernandez/Plane)

- d. February 2017 Outreach & Advocacy Report – Louis Medina, Outreach and Advocacy Manager – ***Info Item***

Cristina Hernandez, Bilingual Resource & Outreach Coordinator, and Raul Gallardo, Resource & Outreach Coordinator, presented highlights from February on behalf of Louis Medina. Highlights included: 2-1-1 Day celebrated on 2/11; Starbucks locations throughout Kern County promoting VITA services; Sandi Truman, VITA Program Manager, celebrating her 10-year work anniversary with VITA.

Upcoming events to note include: Give Big Kern on May 2nd, and a Community Resource Fair supported by Congressman David Valadao on March 18th.

7. **Committee Member Comments**

No comments were made.

8. **Next Scheduled Meeting**

Program Review & Evaluation
Wednesday, April 12, 2017
12:00 p.m.
5005 Business Park North
Bakersfield, California 93309

9. **Adjournment**

The meeting adjourned at 1:02 pm.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Community Services/Romala Ramkissoo		Month/Year: February 2017
Program/Work Unit: VITA	Total Program Staffing: 5 full time; 1 part time	Program Manager/Supervisor: Sandi Truman
Services: Trained volunteers provide free tax preparation and e-filing for low- medium income individuals and families and assist clients with application for Earned Income Tax Credit (EITC).		

		Results	
Activities	Description	Month	YTD
Tax Returns Completed	State and Federal	1,795	2,261
Refunds	Federal	\$3,439,488	\$4,655,278
	State	\$374,736	\$491,846
	EITC	\$1,582,821	\$2,186,684
	CA EITC	\$93,955	\$126,902
Total Refunds		\$3,814,224,	\$5,147,124

Other:

- Tax season has officially begun. We now have open locations in Bakersfield, Wasco and McFarland.
- Wasco and McFarland sites are open every other Saturday.
- To date we have completed 2,261 returns in 30 actual working tax days and our reject rate is under 7%. Based on a conversation with IRS we have a 15% increase in returns from this time last year.
- We continue to recruit volunteers and had 4 new volunteers join our team in the month of February.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Community Services/Romala Ramkissoon		Month/Year: February 2017
Program/Work Unit: 2-1-1 Kern County	Staffing: 16; 3 vacancies	Program Manager/Supervisor: Esperanza Contreras
Services: Provides 24/7 information and referral services via phone or CAPK's website to residents of Kern. Also provides call handling services for Kings, Tulare, Merced, Mariposa and Stanislaus Counties and schedules appointments for the CAPK Energy Program utility assistance services and provides application status updates.		

Activities	Description			
Information & Referral Services	Incoming	Answered	Unanswered	Referrals
Kern County	4,368	3,622	746 (17%)	6,995
Kings County	180	156	24 (13%)	*
Tulare County	709	565	144 (20%)	*
Mountain Valley (Mariposa and Merced Counties)	148	125	23(16%)	*
Stanislaus County	882	755	127(14%)	*
Total	6,287	5,223	1,064 (17%)	

*2-1-1 Kern does not have access to the iCarol database for these counties. Per the agreements, 2-1-1 Kern provides referrals but does not track them. The information goes directly to the iCarol databases for the individual counties.

Most Requested Services	Food Pantries	Utility Assistance	Clothing/Personal/ Household Needs
Top 3 Unmet Needs	Food/ Meals	Clothing/ Personal/Household	Housing

Other Services		Month	YTD
LIHEAP	Calls Answered	3,649	8,213
Weatherization	Calls Routed through 2-1-1	290	565
Mental Health	Calls Answered	175	386
Website Visitors	Visitors to CAPK's 2-1-1 Kern web page	2,758	5,454
VITA	Calls Routed through 2-1-1	2,726	3,984

CalFresh Enrollments	Onsite enrollment into CalFresh (Supplemental Nutrition Assistance Program (SNAP/food stamps)	Submitted	Approved	Pending
		12	2	10

Outreach Activities	Outcomes
<ul style="list-style-type: none"> - Franklin HS Parent Meeting - Taft HS Parent Meeting - CSUB Resource and Food Distribution - Taft HS Parent Meeting - Independent Living Center Program Share 	Distributed 25 2-1-1 Kern County informational cards. Distributed 25 2-1-1 Kern County informational cards. Distributed 80 2-1-1 Kern County informational cards. Distributed 25 2-1-1 Kern County informational cards. Distributed 20 & left 150 2-1-1 Kern County informational cards.

Highlights:

- Received the Help Me Grow grant from First 5 Kern to provide referrals and follow up for developmental screenings for callers with children ages 0 – 5 years.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Nutrition Services/Carmen Segovia		Month/Year: February, 2017
Program/Work Unit: East Kern Family Resource Center	Total Program Staffing: 5; 1 vacancy	Program Manager/Supervisor: Whitney Hughes
Program/Work Unit Description: Serves low-income individuals and families residing in East Kern County communities of Boron, California City, Mojave, North Edwards, Rosamond, and Tehachapi. Services include case managing families with children who are at risk of abuse and neglect (Differential Response); preparing children to enter kindergarten (School Readiness Initiative); parenting education; emergency supplies closet for immediate basic needs such as clothing, food, diapers, infant formula, bus passes, and gas vouchers.		

Activities	Description	Status	
		Month	YTD
Referrals for services	Differential Response	29	66
Case Managed Families	F5K School Readiness	2	5
Children participating in center-base program		1	23
Adults in Court Mandated Parenting Classes		0	2
Services to Walk-ins	Services e.g., faxing and photocopying legal documents (such as birth certificates, Social Security cards, immigration status information needed to receive public assistance), food, clothing, referrals to other support services, and ongoing case management	57	123
Emergency Supplies Closet and Other Services	Food (individuals)	14	35
	Clothing (individuals)	19	43
	Photocopies (individuals)	135	430
	HEAP Application Supporting Docs	86	175

Other: The Kern Family Health Care grant allowed the EKFRS to provide a car seat and newborn diapers to a pregnant client of the Differential Response program, who is due to deliver very soon.

Staffing: The First 5 Kern Case Manager position became vacant this month.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Community Development/Ralph Martinez		Month/Year: February 2017	
Program/Work Unit: Shafter Youth Center	Total Program Staffing: 2; 1 vacancy	Program Manager/Supervisor: Angelica Nelson	
Services: Summer and after-school tutoring, homework assistance, educational, recreational, and social enrichment activities and services for children ages 6-18.			
Activities		Enrollment Status	
Description	Purpose	Month	YTD
After-School Program (as of 1/1/2017)	Tutoring, homework assistance, recreation	32	32
Teen Pregnancy and Sexually Transmitted Infections Prevention (Information and Education) (as of 7/1/2016)	Informing and educating teens ages 12-19 years on preventing pregnancy and the spread of sexually transmitted infections. <i>MCAH has approved the proposed work plan to continue with educational presentations. We are still in the process of filling the vacant Health Educator position.</i>		
Evening Program	Activities held Monday, Tuesday, and Thursday evenings, 5:00-9:00; used for open basketball, Fitness Boot Camp, ancestry class and local groups use for meeting space. <i>Ancestry class is slowly making a return to the weekly schedule.</i>	<ul style="list-style-type: none">• Basketball – 20-30• Youth Basketball for Rec District is practicing a few times per week with about 20-30 kids plus parents	
Nutrition Education through Kern Department of Public Health	Education classes teaching students to eat right, and exercise. Gardening sessions will begin later.	32	32
STEM Program	Sessions by Sylvan Learning Center teaching kids about Science, Technology, Engineering and Math. Instructors have been having lessons in computer lab learning about coding. Kids have recently been exposed to robotics and engineering with the use of Legos and other structure building tools.	32	32

Other:

- SYC kids competed in the Shafter Depot Museum's Annual Cans D'Arte Festival and took Honorable Mention with their "SYC Express" train made of boxed crackers as the train cars and tuna cans as the train wheels, while sitting atop packages of dry spaghetti noodles which was the train tracks, food was then donated to Golden Empire Gleaners after the event.
- STEM participants took a field trip to the CA Science Center to get a close look at Space Shuttle Endeavor and the Pixar Exhibit. Kids related what they have learned in STEM class to the displays at the museum.
- Shafter Youth Center will be partnering with Marley's Mutts on Apr. 1 and May 13. Marley's Mutts will be offering low-cost spay and neuter services at SYC for Shafter's low income residents.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Community Development/Ralph Martinez		Month/Year: February 2017
Program/Work Unit: Friendship House Community Center	Total Program Staffing: 7	Program Manager/Supervisor: Lois Hannible
Services: After-school and summer programs, pre-employment program for youths, parenting classes, nutrition education, sports, gang prevention, and access to social services.		

Activities		Participants	
Description	Purpose	Month	YTD
After-School Program	Tutoring, homework assistance, recreation	11	15
GATES Gang Prevention Program	The Gang Prevention Program Aggression Replacement Training (ART) & Forward Thinking classes are provided at 5 school sites to prevent at-risk youths from joining gangs.	11	11
Justice Assistance Grant (JAG) Program	The JAG program provides Aggression Replacement Training (ART) at two local school sites. The program will be provided at two additional school sites starting in August of 2016.	0	23
Grow Fit Families Program	Increase participants' knowledge of nutrition, healthy eating choices, gardening, exposure to seasonal fresh produce, and participation in physical activities.	0	21
STEM (Science, Technology, Engineering, Math) Program	Engineering for Kids facilitated STEM camps during the FHCC summer program. The camps were sponsored by the Kern County Black Chamber of Commerce (KCBCC), Bright House Networks, and Californians for Energy Independence.	4	11
Mobile Mexican Consulate	Consulate services are provided at the Friendship House every Tues. & every other Wed. providing passport renewals, assistance with obtaining important documents, and providing DACA & protection information.		320
PREP Works Program	Pre-employment program for at-risk youth that provides them with skills and knowledge to conduct job searches, financial literacy, plan for college/career. The program also provides the opportunity for paid work experience.	20	122
Realignment for Success	Transitional services are provided to adults referred to the program by the Probation and Sheriff's Departments. The program is to provide the participants with Aggression Replacement Training, Thinking for a Change, & parenting classes. (Program participants will start in April or June 2017).	0	0

Other:

- Michael McCarthy with the Boston Red Sox baseball team visited the Friendship House March 2nd to provide a baseball clinic for program youth. This was Michael's second visit to the FHCC (his first was last year) and was well received by the community.
- On February 13, 2017, Friendship House STEM participants were treated to a fieldtrip to the California Science Center, thanks to a Chevron STEM grant. While at the Science Center the youth explored the Pixar STEM exhibit, viewed the Endeavour space shuttle, and took part in interactive science activities. Through hands on experience the youth learned about science, technology, engineering, and math (STEM).

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Nutrition Services/Carmen Segovia		Month/Year: February 2017
Program/Work Unit: Food Bank	Total Staffing: 15; 1 vacancy	Program Manager/Supervisor: Maureen Andrew (Interim)
Services: Partners with 119 food distribution sites throughout Kern County to provide food assistance to low-income families and individuals. Also operates the Back Pack Buddies program at several school sites during the school year to provide low-income, food-insecure children with ready-to-eat food on weekends and school breaks.		

		Status	
Activities	Description	Month	YTD
USDA Commodities	Individuals Served (JAN 2017)	39,456	264,216
	Poundage Received all Programs	881,587	13,796,667
	Total Poundage Distributed all Sites	1,110,335	13,769,653
Drought Emergency Food Assistance (DEFAP)	Clients Served	Families	Individuals
	FEB 2017	3,152	20,446
	Total Poundage Distributed	210,150	3,181,290
Food Sourcing	Donations Received: 78,000 pounds of produce & 6 different produce items. <ul style="list-style-type: none"> • CA Emergency Food Link: Cabbage, potatoes, sweet potatoes, & onions • DJP Trucking: Jalapeno Peppers • Target: Produce • Wonderful Co: Citrus 		
Food Drives : 1	<ul style="list-style-type: none"> • Liberty Tax – in process until April 		

Other:

- The planning and implementation of the new Commodity Supplemental Food Program is underway, with the program expected to begin serving senior residents of Kern County in April. The CSFP will provide a box of food to seniors, 60 years of age and up.
- Staff is preparing for the Stuff the Bus Food Drive in March.
- The Food Bank inventory observation by the auditor was completed on Feb. 28th. The auditor pulled a sample of 20 items to check and all counts were found to be accurate; the Food Bank had another successful inventory.
- The 2017 Pantry members' renewals were completed and most agencies decided to continue their partnership with the Food Bank.
- One new pantry site was added in Old Town Kern as well as 2 new commodity distribution sites, CSUB and Golden Empire Transit.
- We completed the annual CSBG Report, which now shows we serve over 103,000 individuals per month (up from 54,000 last year due to improved reporting).
- We added Greenfield Unified School District as a new Backpack Buddies Partner, serving 55 students per week.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Nutrition Services/Carmen Segovia		Month/Year: February 2017
Program/Work Unit: WIC	Total Program Staffing: 78 staff, 3 vacancies 2 new hires in process.	Program Manager/Supervisor: Elizabeth Tolley
Services: Nutrition education, breastfeeding support, and food vouchers for families with infants, children up to age 5, and women who are pregnant, postpartum or breastfeeding. Services provided at 21 sites in Kern County, 5 sites in San Bernardino County, and through the WIC mobile clinic.		

			Participation 10/1/16-9/30/17			
Description			Case Load	Month	Central Valley Avg.	State Avg.
Total	All services		19,970	15,958=79.9%	84.3%	78.2
Participation by WIC site	Location	Participants	Location		Participants	
Note: The * indicates that the participants served at this site are included in the count for other sites. IT Equipment from other WIC site was used to issue food vouchers.	Arvin	82	Mojave		147	
	Bakersfield		Oildale		463	
	Homeless Shelter	07	Ridgecrest		753	
	E. California Avenue	1676	Rosamond		628	
	Niles Street	2381	Shafter		1257	
	Montclair	457	Tehachapi		502	
	Friendship House	182	Wasco		1839	
	Panama	1052				
	Boron	21	<u>San Bernardino County</u>			
	Buttonwillow	75	Adelanto		1695	
	California City	675	Big Bear		306	
	China Lake Naval	*	Crestline		304	
	Station		Needles		182	
	Delano	902	Phelan		49	
	Edwards Air Force Base	143				
	Lost Hills	161	<u>Mobile WIC</u>		19	

Projects

- CAPK WIC promotes breastfeeding as the best way to feed infants. All CAPK staff are trained to encourage breastfeeding within their scope of work. WIC Nutrition Assistants (WNA) provide information through classes and counseling. Peer Counselors develop a personal relationship with participants and can provide stronger support and encouragement. However, unless the community supports a mothers' decision to breastfeed, many young mothers find it too difficult to follow through. During February, Katherine Campos was hired as Regional Breastfeeding Liaison (RBL); she will work within the community to improve the acceptance and support of breastfeeding. This month she focused on helping businesses provide areas for moms to breastfeed or pump as needed, in compliance with California's lactation accommodation statute. The availability of a lactation room is one indicator that breastfeeding is accepted.
- In an effort to increase participation, WIC Outreach Coordinator Mitchall Patel posted clinic hours (adjusted to be more customer friendly) and locations on social media. Mitchall prepared for an interview on Spanish radio, and took part in a presentation at independent living centers.
- During counseling sessions, WNAs provide resources and referrals to help participants care for themselves and their children. However, parents often benefit from exploring other resources. In order to provide a variety of resources, space at the WIC main office has been made available for community programs to set up an information table where staff can answer questions and inform WIC clients. Due to limited space there can only be one program at a time, and priority is given to CAPK programs.

COMMUNITY ACTION PARTNERSHIP OF KERN
DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Community Services/Romala Ramkissoon		Month/Year: February 2017
Program/Work Unit: Energy	Total Program Staffing: 45; 2 vacancies	Program Manager/Supervisor: Vacant
Services: Residential weatherization, utility bill payment assistance, and energy efficiency education for low-to-moderate-income Kern County residents. Installation of interim water tanks for low-income households affected by the drought.		

		Status	
Activities	Description	Households Served	
		Month	YTD
1. Low Income Home Energy Assistance Program (LIHEAP) Utility Assistance (2016)	Assistance with utility bill payments	185	7,794
Low Income Home Energy Assistance Program (LIHEAP) Utility Assistance (2017)	Assistance with utility bill payments	292	483
2. Low Income Home Energy Assistance Program(LIHEAP) Weatherization Assistance (2016)	<ul style="list-style-type: none"> Assistance with residential repair/weatherization (e.g., weather stripping, thermostats, door/window replacement, etc.) Energy-efficient appliance installation 	54	770
		6	131
3. Low-Income Weatherization Program (LIWP) (2015)	Assistance with residential repair/ weatherization (e.g., weather stripping, thermostats, door/window replacement, etc.)	39	539
4. Interim Water Tank Installation Program	Installation of interim water tanks for low-income households affected by the drought.	1	34
5. Total Value of Services*		\$236,181	4,113,110
		Results	
6. Energy calls received (from 2-1-1)		3,939	
		HEAP	Wx
7. No. of LIHEAP applications Received	854	854	70
8. No. of LIHEAP applications Completed		477	50
9. No. of LIHEAP applications In Progress		209	20
10. Outreach	<ul style="list-style-type: none"> Lowell Place Senior Housing Parkside Apartments Independent Living Center 	Distributed HEAP/Wx applications	
11. Collaborative meetings		Attended 2 meetings	

* The total value for services is the value of utility assistance only.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Health & Nutrition Services/Carmen Segovia		Month/Year: February 2017*
Program/Work Unit: Migrant Childcare AP Program (MCAP)	Total Staffing: 17; 2 vacancies (Office Clerk; Subsidized Reimbursement Specialist)	Program Manager/Supervisor: Susana Magana
Services: The Migrant Childcare Alternative Payment Program is a voucher-based child care program for migrant agriculturally working families. The program has six entry counties: Kern, Kings, Madera, Merced, Tulare, and Fresno. Once enrolled, families can continue child care services as they migrate throughout the state following agricultural work. The program's current Fiscal Year is July 1, 2015, to June 30, 2016. <i>*This report is for the service month of January 2017, which was processed in the month of February 2017.</i>		

		Status	
Activities	Description	Total	% by County
Active Enrollments	Kern**	389	46%
	Tulare	178	21%
	Kings	64	7%
	Fresno	120	14%
	Madera	71	8%
	Merced	32	4%
	Total	854	100%

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

Current Activities:

Fresno County Parent and Provider meetings were held Feb. 28 and Kings County Parent and Provider meetings meeting were held Mar. 3 in the City of Avenal. These meetings provide updated program information pertaining to the clients' participation, and a forum for parents and providers to receive technical assistance on current program requirements. Staff will be working an alternate work schedule; as these meetings are held in the evening.

MCAP staff continues to conduct outreach by distributing flyers, posting outreach materials and attending collaborative meetings. Staff continues to enroll qualifying families in all counties. Due to our countries' current political climate, staff has noticed that the migrant community is demonstrating increased hesitation when applying for services.

On February 22th, 2017, the MCAP program had a visit from the Department of Education to conduct a Federal Improper Payments Elimination and Recovery Act (IPERA) review. The selected file was reviewed but individual errors were not identified by agency, since this is a State-level review. The error rate will be determined at the end of the review for the entire State of California.

Upcoming Activities:

MCAP's management staff will be attending a technical assistance training provided by the California Alternative Payment Association (CAPPA) in Fresno on March 9th. They will also be attending the California Child Development Administrators Association (CCDAA) Spring Technical Assistance Conference March 21-22nd in Santa Rosa, CA.

MCAP Kern County staff will be attending an "Active Shooter" training provided by Bakersfield Police on 3/24/17. The Tulare County Parent and Provider meetings are scheduled for Apr. 3 in our Visalia satellite office.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Nutrition Services/Carmen Segovia		Month/Year: February 2017
Program/Work Unit: Central Kitchen	Staffing: 25, including 3 subs; 1 vacancy	Program Manager: Lorenzo Maldonado
<p>Services: Preparation and delivery of meals and snacks for children enrolled in CAPK's Head Start/Early Head Start and Home Base option. The program provides the meals for the H.S. /E.H.S and Home Base parent meetings. The program also delivers food service and janitorial supplies to the Head Start/Early Head Start centers and Home Base locations. In summer, the program prepares and delivers meals for children at the Friendship House, Shafter Youth Center, and other locations throughout Kern County.</p> <ul style="list-style-type: none"> Total meals prepared are supported by the daily meal production sheets and food transport sheets. VIP Parent meeting meal totals are supported by meal request forms submitted by center and Home Base staff. 		

Activities	Status			
	Total # Prepared	Breakfast	Lunch	Snack
Meals & Snacks				
HS/EHS Center Meals	81,022	26,014	28,954	26,054
Home Base Meals	204	30	140	34
VIP Parent Café Meeting Meals	1,240			
Summer Food Program Service	-	-	-	-
Total	82,466	26,044	29,094	26,088

Other:

- During the month of February, food service bids were awarded to vendors for 2017-2020 years. The Central Kitchen would like to thank Margaret Palmer, Business Manager, and her team for their assistance, which made the process easier for the Central Kitchen.
- The painting of all the vans was completed. We had a total of seven vans painted, with five full-body paint jobs and two with bumpers only.
- During the month of February, the Central Kitchen accommodated special diets, which included lactose intolerance, gluten free, fructose free, and peanut allergies. The Central Kitchen has also prepared and baked bread for the special diets. We also experienced a rise in the need for specialty baby formula, which has been a challenge. We are providing baby formula that is non-GMO, Soy (non-dairy), organic and hypoallergenic.
- I have been busy learning all aspects of the Central Kitchen management. I am receiving continued support from the supervisors and staff at the Central Kitchen, as well as instruction and coaching from Carmen Segovia, Director of Health and Nutrition Services.

As always the central kitchen staff work hard to ensure the meals are prepared and delivered on time as well as keeping the kitchen clean, always inspection ready.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Human Resources/Michele Nowell		Month/Year: February 2017
Program/Work Unit: HR/Payroll/Staffing	Total Division Staffing: 12	Program Manager/Supervisor: Mike Lackman/Eric Kelley/Dawn Bledsoe
Services: All functions and activities related to payroll, staffing, employee benefits administration, labor law compliance, personnel management, and Union Contract.		

		Status	
Activities	Description	Month	YTD
Employee Count	Regular	832	
	Subs/Temps	30	
	Total Staff	862	
New Hires	All divisions and programs		
	Regular	13	31
	Subs/Temps	0	5
	Total New Hires	13	36
Leaves of Absence	Intermittent Leave	73	
	Full-time Leave	28	
	Total on Leave	101	
Terminations	All divisions and programs		
	Voluntary	5	18
	Involuntary	3	8
	Total Terminations	8	26
Staffing	Vacancy	12	-
	Total Applications Received	87	237
Payroll	Total Hours Paid	135,206	
	Total Payroll	\$ 2,367,541	

Projects	<p>Completed (last 6 months): Benefits online training for all managers and center directors completed. Completed 2017 Open Enrollment online. Trained Head Start Managers on Electronic Attendance tracking. Regular Part-Year staff (10 month employees) went to electronic attendance on 9/26/16. New Sick Leave Cash Out policy for full year employees, effective 1/1/17. Full-year attendance procedure approved and implemented 1/27/17. W-2 and ACA 1095C completed and mailed. Employee Policy Manual Approved 2/22/17.</p> <p>Ongoing: Online Recruitment via ADP Time and Attendance in ADP.</p>
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COMMUNITY ACTION PARTNERSHIP OF KERN
DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Operations/Emilio Wagner		Month/Year: February 2017
Program/Work Unit: Business Services/ Maintenance & Operations/Information Technology/Risk Management	Total Division Staffing: 23	Program Manager/Supervisor: Margaret Palmer/Dan Ripoli/Bryon Vanderhoff/Laurie Sproule
Services: Facility repair and maintenance, procurement, information technology, safety, risk insurance, vehicle registration, contracts, and facility planning.		

		STATUS	
Activities	Description	Received	Completed 03/01/2016 to Date
Business Services			
Purchase Orders Processed		93	1800
Contracts/Leases Processed		12	183
Request for Proposals (RFP)	<ul style="list-style-type: none"> Food Vendors – Central Kitchen Mechanical Ventilation – Weatherization Insulation Contractor – Weatherization E-Rate RFP (internet service providers MPLS Network) 	Complete In progress Bids Reviewed Out to Bid	
Leases	<ul style="list-style-type: none"> Shafter Head Start Renew James St - WIC St John's Wasco Head Start 	Renewal Complete State Review Draft Lease	
Contracts	<ul style="list-style-type: none"> Amendment to PLC - HVAC Renewal of pest control & landscaping contracts Valley Fleet Cleaning 	Complete In progress Out for Signature	
Maintenance & Operations		Received	Closed 03/01/2016 to Date
Facility Work Orders Processed	Repair and maintenance of CAPK facilities and vehicles.	33	3086
Projects	<ul style="list-style-type: none"> Primeros Pasos & Stine Toddler sinks Roof repairs to 4 locations Install Pull Stations – Virginia Center 	In Progress Complete Complete	

Operations Division Report – Continued

Information Technology		Received	03/01/2016 to Date Closed
Help Desk Work Orders Processed	Technical assistance to employees, repairs, troubleshooting, coordination of services with IT services subcontractor	210	2819
Projects	<ul style="list-style-type: none"> CAPK infrastructure analysis and planning Implement Office 365 password sync with CAPK active directory. Train staff on use of Skype For Business 	In progress In progress In progress	
Risk Management		Reported	07/01/2016 to Date
Workers Compensation Incidents	<ul style="list-style-type: none"> For Report Only First Aid Medical Treatment Modified Duty Non-Industrial (not work related) Under Investigation 	0 0 0 0 0 0	95 21 8 8 8 1
Property Incidents		0	14
Vehicle Incidents		0	11
Projects	<ul style="list-style-type: none"> Risk Assessment Disaster preparedness policy Reasonable Suspicion Drug Test Training Other—safety training and meetings, update Material Safety Data Sheets (MSDS) and Safety Data Sheets (SDS) 	In Progress In progress In Progress In Progress	

Other:

E-rate RFP – IT has completed a full scope RFP to include all CAPK facilities requiring an internet connection. Although only Head Start Facilities may qualify for E-Rate funding, Operations is leveraging the number of locations to get an overall lower price for our internet services. The direction is to implement a private network, which sets one location – Business Park North – as the main point of connection. All sites will point to Business Park North. For redundancy, in case the Business Park office connection were to fail, the 300 19th Street location would be the backup location.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Community Development/Ralph Martinez		Month/Year: February 2017
Program/Work Unit: Grants & Research	Total Staffing: 3; 1 vacancy	Program Manager/Supervisor: Vacant
Services: Grant proposal preparation, research on funding resources and opportunities, and special projects.		

		Status	
Activities	Description	In Progress	Submitted
Grant Applications	• Kaiser Permanente 2017 Community Grants Program	X	
	• Friends of Mercy Foundation – Sister Phyllis Hughes Endowment – Emergency Supplies Closet – EKFR	X	
	• Friends of Mercy Foundation – Sister Phyllis Hughes Endowment LOI – Emergency Supplies Closet – EKFR		X
	• Bank of America – PREP Works – FHCC & SYC		X
	• Pacific Western Bank – 2016-17 Tax Season – VITA		X
Potential Funding Opportunities – Research in Progress	<ul style="list-style-type: none"> • Feeding America/Walmart Retail Agency Capacity Grant • Morgan Stanley Foundation Produce Capacity Round 2 • ConAgra Hunger-Free Summer Classic • Exploring U.S. Department of Agriculture & Office of Community Services grants with nutrition focus area 		

Projects	Description
Strategic Plan 2016-2021	Activities & Timeline Review meeting with Strategic Planning Committee on 3/1/2017.
Organizational Standards	<ul style="list-style-type: none"> • Executive Director Succession Plan draft in progress • Risk Assessment Summary in progress
Surveys	Full analysis and summaries of CAPK Partners Satisfaction Survey and Employee Satisfaction Survey are being reviewed. Customer Satisfaction Survey results are being summarized.
2018-19 Community Action Plan	Staff has begun work on the new CAP report and created timeline to ensure adequate time is allotted for public feedback. Report template and needs assessment training webinar on March 16, 2017.
Board Recruitment	Received applications for two of the three advertised positions, Low-Income Greater Bakersfield and Private Sector. Continuing to recruit for Low-Income South Kern.
Head Start Financial Capabilities Technical Assistance	Completing Tool 1: Analysis of Clients' Financial Capability, using previous survey data and HS/EHS Program Information Reports. Next step: interview center staff and family service workers.

Other:

- Staff provided support at the Kern Food Policy Council Steering Committee on February 22nd

COMMUNITY ACTION PARTNERSHIP OF KERN
FUNDING REQUESTS AND APPLICATION STATUS REPORT
PENDING - February 2017

Date Approved	Date of App. Submission	Funding Source	Program/Proposal	Amount Requested
5/25/2016 (Board)	5/31/2016	U.S Dept of Treasury/ IRS	VITA/Kern VITA Partnership - Year 2*	\$ 223,315
6/22/2016 (B&F)	6/28/2016	Best Buy Foundation	FHCC/Winners Program	\$ 9,800
7/13/2016 (Exec)**	8/10/2016	Wells Fargo	Community Development/ Financial Literacy & Microloan Program	\$ 30,000
8/17/2016 (B&F)	8/23/2016	U.S Dept. of Labor/ Fresno Regional Workforce Development Board (MOU)	Program TBD/ America's Promise Job Driven Grant Program	\$ 50,000
9/21/2016 (B&F)	10/14/2016	Kern County Network for Children	EKFRC/ Differential Response Services	\$ 209,094
9/21/2016 (B&F)	10/13/2016	Dignity Health	FHCC & SYC/ Grow Fit Families Program	\$ 73,800
10/26/2016 (Board)	10/4/2016	United Way of Kern County - 2017 Hunger & Homelessness	Food Bank/ General Support	\$ 50,000
10/26/2016 (Board)	10/28/2016	City of Bakersfield/ Community Development Block Grant	Food Bank/ Property & Security Improvements	\$ 61,500
10/26/2016 (Board)	11/22/2016	County of Kern/ Community Development Block Grant	Food Bank/ Property & Security Improvements	\$ 61,500
12/14/2016 (Exec)	11/30/2016	Tri Counties Bank	VITA/ 2016 Tax Season	\$ 2,500
12/14/2016 (Exec)	12/13/2016	Rabobank Community Development Grant	VITA/ 2016 Tax Season	\$ 4,500
1/11/2017 (PRE)	12/29/2016	Walmart Community Grants	VITA/ Wasco	\$ 2,500
1/11/2017 (PRE)	1/13/2017	Junior League of Bakersfield	EKFRC/ Computer Skills Training & Access	\$ 26,000
2/8/2017 (PRE)	2/1/2017	Pacific Western Bank	VITA/ 2016 Tax Season	\$ 10,000
2/15/2017 (B&F)	2/24/2017	Bank of America Charitable Foundation	FHCC/ PREP Works for Opportunity Youth	\$ 60,000

*Received notification of IRS funding for Year 1 of request; Year 2 notification pending.

**Board did not approve use of funds for Microloan Program. Currently exploring alternatives with Wells Fargo.

COMMUNITY ACTION PARTNERSHIP OF KERN
FUNDING REQUESTS AND APPLICATION STATUS REPORT
AWARDED - February 2017

Date Approved	Date of Notification	Funding Source	Program/Proposal	Amount Requested	Amount Awarded	Funding Period
1/13/2016 (PRE)	3/24/2016	California Department of Public Health	FHCC & SYC/Sexual Health Information & Education (I&E) Program	\$ 115,000	\$ 80,000	7/1/2016 - 6/30/2017
1/13/2016 (PRE)	5/23/2016	United Way of Kern County (Emergency Food & Shelter)	Food Bank/Food	\$ 85,000	\$ 84,507	1/16/2015 - 12/31/2016
5/11/2016 (PRE)	6/20/2016	Kern Family Health Care	East Kern Family Resource Center/ Emergency Supplies Closet	\$ 2,000	\$ 2,000	7/1/2016 - 6/30/2017
2/10/2016 (PRE)	6/23/2016	Kaiser Permanente Kern County	FHCC/Grow Fit Program	\$ 13,181	\$ 10,000	7/1/2016 - 6/30/2017
6/22/2016 (B&F)	7/1/2016	PG&E	FHCC/Computer Lab Upgrade	\$ 3,000	\$ 3,000	7/1/2016 - 6/30/2017
5/25/2016 (Board)	7/11/2016	Target	SYC/Art Smart Program	\$ 2,500	\$ 2,500	10/1/2016 - 9/30/2017
6/22/2016 (B&F)	7/13/2016	The Starbucks Foundation	FHCC & SYC/PREP Works	\$ 49,606	\$ 40,000	1/1/2017 - 6/30/2017
3/30/2016 (Board)	8/11/2016	Chevron 2016 Social Investment Program	FHCC & SYC/STEM Program	\$ 21,500	\$ 21,500	7/1/2016 - 6/31/2017
5/25/2016 (Board)	9/15/2016	U.S Dept of Treasury/ IRS	VITA/Kern VITA Partnership - Year 1	\$ 222,723	\$ 84,815	8/1/2016 - 7/31/2017
8/17/2016 (B&F)	9/6/2016	Bank of America	Food Bank/ Backpack Buddies - Lamont	\$ 25,000	\$ 9,000	1/1/2017 - 12/31/2017
8/17/2016 (B&F)	9/6/2016	United Way of Stanislaus County	2-1-1 Kern/ Call Answering Services	\$ 45,000	\$ 40,500	10/1/2016 - 6/30/2017
10/26/2016 (Board)	10/14/2016	Walmart/ Community Grants Program	Food Bank/ General Support	\$ 2,500	\$ 1,000	1/1/2017 - 12/31/2017
8/10/2016	11/10/2016	County of Kern (Community Corrections Partnership)	FHCC/Workforce Development Services for Ex-offenders	\$ 354,840	\$ 138,906	10/1/2016 - 12/31/2018
10/26/2016 (Board)	11/14/2016	Southern California Gas Company	Food Bank/ Delano Fall Food Drive	\$ 2,000	\$ 2,000	1/1/2017 - 12/31/2017
10/26/2016 (Board)	12/9/2016	Bank of the West	VITA/ 2016 Tax Season	\$ 2,500	\$ 2,500	9/1/2016 - 6/30/2017
8/17/2016 (B&F)	12/5/2016	Southern California Gas Company	Food Bank/ Solar Energy Improvement Project	\$ 25,000	\$ 5,000	1/1/2017 - 12/31/2017
10/26/2016 (Board)	12/20/2016	Kern Family Health Care	FHCC & SYC/ First Aid, Emergency Preparedness & Hygiene Kits	\$ 1,500	\$ 1,500	1/1/2017 - 12/31/2017
11/30/2016 (Board)	12/22/2016	Feeding America/ Disney	Food Bank/ Produce Program	\$ 15,000	\$ 15,000	1/1/2017 - 6/30/2017
9/21/2016 (B&F)	1/12/2017	U.S. Dept of Ag./ California Department of Social Services	Food Bank/ Commodity Supplemental Food Program	\$ 444,000	\$ 252,000	1/1/2017 - 12/31/2017
				TOTAL	\$ 795,728	

COMMUNITY ACTION PARTNERSHIP OF KERN
FUNDING REQUESTS AND APPLICATION STATUS REPORT
DECLINED - February 2017

Date Approved	Date of Notification	Funding Source	Program/Proposal	Amount Requested
2/10/2016 (PRE)	3/31/2016	Walmart State Giving Program	Food Bank/Pickup Truck	\$ 30,000
1/13/2016 (PRE)	5/23/2016	Junior League of Bakersfield	East Kern Family Resource Center/ Emergency Supplies Closet	\$ 5,000
5/25/2016 (Board)	5/26/2016	First 5 Kern	211 Kern/Developmental Screening and Care Coordination	\$ 332,859
6/22/2016 (B&F)	7/1/2016	United Way of Fresno and Madera Counties	2-1-1 Kern/After-hours & Weekend Call Answering	\$ 39,756
7/16/2016 (Exec)	8/31/2016	Walmart State Giving Program	Food Bank/Equipment	\$ 34,350
12/9/2015 (Exec)	9/22/2016	USDA/National Institute of Food and Agriculture (NIFA)	Food Bank/Kern Nutrition on Wheels Program	\$ 329,500
6/29/2016 (Board)	12/6/2016	Cy Pres CRT Settlement Fund	East Kern Family Resource Center/Computers, Internet Service, Printer	\$ 65,539
8/17/2016 (B&F)	12/9/2016	Wonderful Foundation	Food Bank/ Backpack Buddies - Wasco	\$ 24,661
9/21/2016 (B&F)	12/9/2016	Wonderful Foundation	VITA/ Wasco	\$ 18,600
11/30/2016 (Board)	12/22/2016	Feeding America/ Morgan Stanley	Food Bank/ Produce Program	\$ 25,000
8/17/2016 (B&F)	1/31/2017	U.S Dept of Housing & Urban Development	2-1-1 Kern/ Kern County Homeless Coordinated Entry System	\$ 178,000
10/26/2016 (Board)	2/6/2017	TJX Foundation	Food Bank/ General Support	\$ 5,000
2/17/2016 (B&F)	No response	AstraZeneca	FHCC & SYC/Grow Fit Program	\$ 175,198

Community Action Partnership of Kern Funding Request Profile

Source of Funds: Private

CFDA # N/A

Project Name: Emergency Supplies Closet

Division Director: Carmen Segovia

Funder Name: Friends of Mercy Foundation & Sister Phyllis Hughes Endowment for Special Needs

Program Manager: Whitney Hughes

Grant Program Name: East Kern Family Resource Center

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

Funding Period: 5/1/2017 to 4/30/2017

A. Narrative description of funding request, including goals:

CAPK was invited to apply for \$5,000 from Friends of Mercy Foundation's Sister Phyllis Hughes Endowment for Special Needs. The funds would support the Emergency Supplies Closet at East Kern Family Resource Center (EKFRC) in Mojave. Low-income East Kern residents often face daunting challenges because of the shortage of services in the region. The Emergency Supplies Closet responds to an increased demand for items for infants and children, such as cribs, bedding, diapers, baby wipes, and infant formula; and items for families, such as household cleaning supplies, hygiene kits, feminine hygiene products, and home child proofing kits. EKFRC will also increase its capacity to provide free photocopying services for legal documents needed to apply for public assistance; and help clients with transportation.

B. Use of Funds:

Requested funds of \$5,000 will be used to stock the Emergency Supplies Closet to assist East Kern families and individuals in need of basic household items to improve hygiene, health and safety; purchase bus passes and gas vouchers; and increase free photocopying services for the local community.

C. Approvals:

1. C. Segovia 3/8/17
Division Director Date

3. Christine Anami 3/8/17
Director of Finance Date

2. Whitney Hughes 3-8-17
Director of Community Development Date

4. J. T. B. 3/9/17
Executive Director Date

D. Board:

☐ Policy Council
Date: _____

☐ PRE Presentation
Date: _____

☐ B&F Approval
Date: _____

☐ Board Approval
Date: _____

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Head Start/State Child Development/Yolanda Gonzales	Month/Year: February 2017
Program/Work Unit: Head Start/Early Head Start	Program Manager/Supervisor: Jerry Meade/ Donna Holland
Services: Early childhood education for low-moderate income children ages 0-5 in center-based part-day or full-day environments and home-based options.	

Program	Enrollment	Funded	Actual
Head Start Kern	February 2017	2,041	2054
Early Head Start Kern	February 2017	328	330
Early Head Start Partnership	February 2017	56	56
Early Head Start San Joaquin	February 2017	345	231
TOTAL Funded Enrollment		2770	2671
Children with Disabilities		Goal	Actual
Head Start Kern	Identified as having an IEP	10%	12%
Early Head Start Kern	Identified as having an IFSP	10%	10%
Early Head Start Partnership	Identified as having an IFSP	10%	2%
Early Head Start San Joaquin	Identified as having an IFSP	10%	13%
Over Income		Goal	Actual
Head Start Kern	Within 100% and 130% of Federal Poverty Rate	<10%	5%
Early Head Start Kern	Within 100% and 130% of Federal Poverty Rate	<10%	5%
Early Head Start Partnership	Within 100% and 130% of Federal Poverty Rate	<10%	7%
Early Head Start San Joaquin	Within 100% and 130% of Federal Poverty Rate	<10%	3%
Average Daily Attendance (Program Wide >85%)		97%	

Meals Served						
Total Meals Requested			Meals Allocated		% of Meals Served	
by: Central Kitchen	by: Vendor Kitchens	Total Meals Prepared	to: CACFP/USDA	to: HS/EHS	February 2016	February 2017
80,507	13,153	93,660	68,686	24,974	85%	84%

Other: We had 4 Centers with 100% attendance for February: 4th Street, Blanton, Seibert, and Sterling EHS.

Total Division Staffing: Currently employed in Head Start: 582
 Vacant Positions: 28
 Currently out on Leave: 73

Program Updates: Early Head Start Child Care Partnership reached full enrollment with our new partner at Garden Pathways Downtown and Blanton is now enrolling children of teen parents throughout the Kern High School District.

February 2017 CAPK Outreach & Advocacy Report – Presented by Outreach & Advocacy Manager Louis Medina

- **All month long:** Radio spot advertising VITA on The Groove and KNZR (Alpha Media)
- **Feb. 2:** Groundhog Day! Community goodwill post with reference to Drought Emergency Food Assistance Program (DEFAP) food distribution still continuing.
- **Feb. 2:** Stuff the Bus Food Drive taskforce planning meeting.
- **Feb. 6, 7, 21, 27, 28:** Meetings/Trainings with Kern Community Foundation to plan for the 2017 GIVE BIG KERN online giving marathon, scheduled for May 2.
- **Feb. 8:** Feb/March issue of the Kern Business Journal features a 1/2-page ad about our upcoming Humanitarian Awards Banquet, plus a CAPK contributed article and a mention from community partner GET Bus.
- **Feb. 10:** Media release/e-blast/social media/web post re: CAPK Head Start Seeking Volunteers for the upcoming Read Across America Day on March 2. Well received.
- **Feb. 10:** Lincoln's Birthday graphic to commemorate Lincoln's Birthday on social media. Also created a fun Lincoln coloring sheet.
- **Feb. 11:** National 2-1-1 Day: Social media post recognizing our 2-1-1 Program.
- **Feb. 11:** Networking: Attended the Kern County Hispanic Chamber of Commerce Annual Board Installation and Awards Dinner at the DoubleTree by Hilton.
- **Feb. 14:** Networking: Attended KIT Community's Think Tank Tuesday meeting.
- **Feb. 14:** Happy Valentine's Day community goodwill post on social media. Shafter Youth Center kids post pictures of their trip to the California Science Center.
- **Feb. 16:** Networking: Attended the Downtown Business Association's State of The Downtown Breakfast and Board Installation at the Bakersfield Marriott Downtown.
- **Feb. 17:** Networking: Getting acquainted meeting with the Kern Economic Development Corporation and its Foundation
- **Feb. 22:** Media release/e-blast/social media/web post re: CAPK's Humanitarian Awards Banquet
- **Feb 22:** Tour of Friendship House and CAPK Food Bank to KIT Community Staff
- **Feb. 24:** Media release/e-blast/social media/web post about CAPK Food Bank's Drought Emergency Food Assistance Program (DEFAP) Food Distribution
- **Feb. 25** – Bakersfield Life Magazine, distributed as an insert in the Saturday Californian, features a 1/3-page ad about our upcoming Humanitarian Awards Banquet.
- **Feb. 28** – Agency info exchange and client outreach at Independent Living Center

Coming in March:

- **All month long:** CAPK WIC promotes Nutrition Awareness Month
- **March 2:** Read Across America Breakfast & Reading Event
- **March 17-19:** BC Renegades Public Health Hackathon in partnership with the KIT Community (CAPK WIC, 2-1-1 and Outreach & Advocacy Programs participating)
- **March 18:** Congressman David Valadao Resource Fair at CAPK's 19th Street Office
- **March 31:** Stuff the Bus Food Drive at the Valley Plaza Mall

COMMUNITY ACTION PARTNERSHIP of KERN
BUDGET & FINANCE COMMITTEE MEETING

March 22, 2017

12:00 p.m.

MEETING MINUTES

1. **Call to Order**

Warren Peterson called the meeting to order at 12:02pm at the Community Action Partnership of Kern Administrative Building, 5005 Business Park North, Bakersfield, CA.

2. **Roll Call**

Roll Call was taken with a quorum present:

Present: Warrant Peterson, Craig Henderson, Janea Benton, Ana Vigil (12:08p.m.)

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

3. **Approval of Agenda**

Motion was made and seconded to approve the Budget & Finance Committee Meeting agenda for March 22, 2017. Carried by unanimous vote. (Henderson/Benton).

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

No one addressed the Committee.

5. **New Business**

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

- Funding Request to Friends of Mercy Foundation & Sister Phyllis Hughes Endowment for Special Needs for East Kern Family Resource Center
- Funding Request to Kaiser Permanente for Friendship House Community Center and Shafter Youth Center

Ralph Martinez reported that February was a slow month, and there were no grants awarded. There were two recently declined applications: TJX Foundation for the Food Bank, and AstraZeneca for the FHCC & SYC. The AstraZeneca application was submitted last year, and they have not responded to our request. We are working on other funding to support activities at the youth centers.

Two funding requests were presented for approval: \$5,000 from Friends of Mercy Foundation / Sister Phyllis Hughes Endowment for Special Needs to support the Emergency Supplies Closet at East Kern Family Resource Center; and \$12,600 from Kaiser Permanente to support the Summertime Yoga Challenge at the two youth centers. Ralph stated that the program will provide 8 weeks of yoga to 125 summer program participants aged 6 to 18 years. Each center will offer 5 sessions per week facilitated by a trained yoga instructor.

Motion was made and seconded to approve the Application Status Reports and Funding Requests. Carried by unanimous vote. (Henderson/Benton)

- b. Addition of Quality Assurance (QA) Specialist to Energy Organizational Chart – Romala Ramkissoon, Director of Community Services – **Action Item**
- Current Organizational Chart
 - Revised Organizational Chart
 - Job Description for QA Specialist

Romala Ramkissoon stated that during the 2016 monitoring visit by the Department of Community Services and Development (CSD), errors were identified in the files reviewed. The CSD Monitor recommended having a staff member, who is independent of the Weatherization Program workflow, to review the files and help strengthen the quality assurance of files. Romala stated that our current process does not include a final review of the completed file to ensure that all required forms and supporting documentation have been included.

Craig Henderson asked if there was a current staff member who could review the completed files. Romala stated that files are reviewed in independent steps by the Weatherization Coordinator and Crew Supervisor; however, there is no final review of the completed file before the file is sent to billing. The addition of the QA Specialist position will expedite the billing process to ensure timely reimbursement for expenses incurred in weatherizing a home.

Craig asked what the annual cost of adding the QA Specialist position. Jeremy stated that the annual cost would be just under \$40,000 including fringe benefits.

Janea Benton asked if there would be sufficient workload for a full time position. Romala stated that there are two to three files being sent to billing daily. The files are very thick and contain large amounts of supporting documents that must be reviewed. Janea asked if the QA Specialist would be removing any responsibilities from current staff. Romala stated that it would not; the new position would be an additional layer to the current review process. The QA Specialist will need to attend a 3-week training with CSD to fully understand the whole process of weatherization prior to reviewing files.

Janea asked what other options had been explored, besides hiring a new QA Specialist. Romala stated that she considered having the billing coordinator perform the quality review; however, this would slow down the process. The option of hiring a QA Specialist was based on a recommendation from CSD. Christine Anami stated that the additional position is mostly for reporting purposes.

Warren asked who audited the Energy Program. Jeremy stated that CSD had conducted a program review, not an audit. Warren stated that the Program Manager should be ultimately

responsible for ensuring all files are complete. Romala stated that a complete file review is a time consuming task. The Program Manager is responsible for the overall Weatherization Program. He would not have time to complete full file reviews along with his other tasks. The file documentation is the responsibility of the Weatherization Coordinator.

Warren asked if the Energy Program has funds to pay for the additional position. Romala stated that the program has sufficient funds in the contract to pay for this position. Craig observed that if the new position was not hired, the program would have these additional funds for weatherization. Romala stated that it is a balance between how many homes can be weatherized and the amount of staff that is needed to accomplish this task.

Craig inquired if the agency can keep a computerized file. Romala stated that scanning documents to keep a computerized file takes time and she would need additional personnel to get it done.

Craig is concerned that the agency is requesting to take monies away from the Weatherization Program to hire an additional staff member. Romala stated that the additional staff cost will come from the general operations line item and not from direct program activity; therefore, there is no reduction to funds set aside to help families.

Warren asked if this was the program that had previous concerns with inventory. He would like to know if the additional position helps with this issue. Romala stated that this position would not help with that issue; however, the inventory issue has been resolved with checks and balances to ensure the problem does not occur again.

Janea stated that her biggest concern is that it seems to be a personnel issue. Romala stated that one of the duties of the QA Specialist position is to keep track of errors caught during the final file review. The Weatherization Coordinator will be given a log of errors, and they will ensure all performance issues are addressed.

Warren stated that normally he is supportive of staff and their recommendations; however, he believes that the approval of the additional position should be taken to the full Board for approval. Jeremy stated that the Board ultimately reviews all Committee reports, but if the Committee desires this item could be placed as a new business item on the Board agenda.

Motion was made and seconded to approve the addition of the Quality Assurance Specialist to the Energy Organizational Chart. Motion did not pass due to tie vote with two votes to approve and two votes to deny. (Vigil, Peterson)

- c. Head Start and Early Head Start Budget to Actual Reports - Donna Holland, Fiscal Administrator – **Info Item**
- Kern Head Start and Early Head Start Budget to Actual for the Period Ended February 28, 2017
 - San Joaquin Early Head Start Budget to Actual for the Period Ended January 31, 2017 and February 28, 2017
 - Partnerships Early Head Start Child Care Partnerships Budget to Actual for the period Ended February 28, 2017

Donna Holland presented the Head Start and Early Head Start Budget to Actual Reports.

The Kern grant is at the end of its 12-month budget period. The grant was awarded funds to increase the duration hours of planned services for the Head Start program. The award added \$723,019 in operating and start-up funds to its federal funding. The portion of start-up funds that were not obligated by February 28, 2017 will be carried over to the next fiscal year.

Donna shared that we have achieved 120% of the non-federal share requirement. The majority of the child development centers achieved their in-kind goal for the year. Craig stated that this is an improvement from previous year. Donna shared that Center Directors were acknowledged for their hard work during their Center Director meeting. Ana would like an acknowledgement of the in-kind goal to be posted on Facebook.

The San Joaquin Early Head Start grant ended its budget period on January 31, 2017. This is the second year-end report that is being presented. Donna will continue to provide Budget to Actual Reports until the budget period has been closed-out. The San Joaquin grant was awarded a waiver of Non-Federal Share from the Office of Head Start. The Non-Federal Share requirement was revised to \$360,784, and this puts the agency at 108% of the in-kind requirement.

The San Joaquin finished its first month of its budget period. With 8% of the budget period elapsed, expenditures are on track. Non-Federal share received and tabulated for this report is equal to 3% of the budget. There is additional documentation that has not been tabulated due to time constraints. Craig requested to have headers added to the Non-Federal share reports.

The Early Head Start Child Care Partnership grant is six months into its budget period. We are currently at 61% and 63% of Personnel and Fringe costs respectively. We will continue to keep an eye on these categories. The contractual category is the majority of this budget. We are partnering with other organizations to provide services to children. We provide comprehensive services to these children. The Blanton partner is not fully enrolled. Eligibility has been expanded to remove enrollment barriers that are causing this partner to not be fully enrolled.

CAPK requested a carry-over request for the unexpended prior-year funds. Federal approval is pending.

6. **Finance Director Report**

a. Discretionary Fund Update – *Info Item*

Christine Anami updated the Committee on the Discretionary Fund. She reported that there were \$10,310 of disallowed costs per the State Controller's audit of the 2014-2015 WIC contract for temporary help costs not pre-approved by State WIC. This item was approved by the full Board of Directors at the February Board meeting.

Craig asked if the WIC disallowed costs were taken out of the discretionary fund. Jeremy stated that that the monies were taken from discretionary. Chris added that we needed to repay the state from a non-federal source.

Chris stated that contributions associated for the upcoming banquet were received.

Craig inquired how quickly approval can be received to hire temporary help for the WIC contract (from the state). Chris stated that we would have to wait for the State. Jeremy stated that the agency is looking into requesting a pre-approval from the state to keep the process flowing smoothly.

Chris stated that the discretionary fund is currently at \$419,509. Craig stated that this was an impressive number compared to previous years. Chris stated that the agency's goal is to have a million dollars in the discretionary fund to help alleviate the need for a line of credit.

b. Financial Statements, February 2017 – **Action Item**

Chris stated that section C1: Line of Credit Advances and Repayments lists \$932.96 as interest paid. The cash disbursements have been managed with the monies that are coming in. Compared to prior years, we did not have as big a cash flow issue. The dependency on the line of credit has greatly decreased from previous years.

Craig asked why there was a variance in the commitment fee. Chris stated that this is based on the number of days that CAPK borrowed funds from Wells Fargo.

Chris stated that the agency needed to borrow \$125,000 at the end of February. With this line of credit, we ended up with a positive cash of \$13,469 in the last subtotal category. Chris added that the discretionary fund can help to minimize the borrowing of funds.

Chris stated that in reference to the County Treasurer issues with the \$19 million in potential fraud, she assured the committee that our CAPK bank accounts are all reconciled regularly, shortly after the end of each month. We also monitor our cash accounts on a daily basis.

Due to a previous fraudulent disbursement that the finance division discovered and caught, a fraud filter service was established with Wells Fargo. This allows the agency to approve disbursements that come through the bank electronically. Jeremy stated that we are confident that the accounts are secured and all of our federal and state dollars are safeguarded.

Chris stated that in February 2017, 335 slots were added to CSPP in order to fully earn the 2016/17 contract. In March 2017, 10 slots were added to CMIG in order to fully earn the 2016/17 contract.

Chris stated that the Agency's Total Net Assets is \$11,683,593. Chris noted that the agency's net asset level cannot fall under \$10,500,000 due to requirements in our loan documents.

Chris stated that in section L1: Analysis of Indirect Fund shows 12 months of activity. The report shows that the agency exceeded indirect budgeted expenditures by \$150,112. She noted that this was the first year that CAPK adopted the use of indirect funds and developed a budget from scratch. The report in section L2 explains all line items that exceeded the budget by 5%. Budget line items that exceeded the budget were: Travel, Space Costs, Consultant and Other Costs. Jeremy stated that with the understanding that the budget was prepared from scratch, we had a difficult time estimating some of our expenditures, but we will have a budget to build from for the upcoming year. In the future, trends will be analyzed,

making it easier to budget. But overall, we budgeted very conservatively and came within about 5% of budgeted expenditures, so I am very pleased with the overall budget experience for the first year.

Craig asked if we will have a shortfall of funds. Chris stated that she conducted an analysis through December, and it indicated that we should have a surplus of \$250,000. Craig asked if we will have to give that back. Jeremy stated that the good news is that with the new 10% indirect de minimus cost rate, it allows us to keep any unspent monies. Jeremy stated that these funds will help with our cash flow and in the future may remove our dependency on the line of credit.

Craig asked when the agency projects to have the final numbers. Chris stated that the final numbers will be ready no earlier than July.

Motion was made and seconded to approve the Financial Statements, February 2017. Carried by unanimous vote. (Henderson, Vigil)

7. **Committee Member Comments**

Craig Henderson acknowledged staff and thanked Chris for guiding him through the financial reports.

8. **Next Scheduled Meeting**

Budget & Finance Committee Meeting
Wednesday, April 19, 2017
12:00 p.m.
5005 Business Park North
Bakersfield, California 93309

9. **Adjournment**

The meeting adjourned at 1:14p.m.

COMMUNITY ACTION PARTNERSHIP OF KERN
FUNDING REQUESTS AND APPLICATION STATUS REPORT
PENDING - February 2017

Date Approved	Date of App. Submission	Funding Source	Program/Proposal	Amount Requested
5/25/2016 (Board)	5/31/2016	U.S Dept of Treasury/ IRS	VITA/Kern VITA Partnership - Year 2*	\$ 223,315
6/22/2016 (B&F)	6/28/2016	Best Buy Foundation	FHCC/Winners Program	\$ 9,800
7/13/2016 (Exec)**	8/10/2016	Wells Fargo	Community Development/ Financial Literacy & Microloan Program	\$ 30,000
8/17/2016 (B&F)	8/23/2016	U.S Dept. of Labor/ Fresno Regional Workforce Development Board (MOU)	Program TBD/ America's Promise Job Driven Grant Program	\$ 50,000
9/21/2016 (B&F)	10/14/2016	Kern County Network for Children	EKFRC/ Differential Response Services	\$ 209,094
9/21/2016 (B&F)	10/13/2016	Dignity Health	FHCC & SYC/ Grow Fit Families Program	\$ 73,800
10/26/2016 (Board)	10/4/2016	United Way of Kern County - 2017 Hunger & Homelessness	Food Bank/ General Support	\$ 50,000
10/26/2016 (Board)	10/28/2016	City of Bakersfield/ Community Development Block Grant	Food Bank/ Property & Security Improvements	\$ 61,500
10/26/2016 (Board)	11/22/2016	County of Kern/ Community Development Block Grant	Food Bank/ Property & Security Improvements	\$ 61,500
12/14/2016 (Exec)	11/30/2016	Tri Counties Bank	VITA/ 2016 Tax Season	\$ 2,500
12/14/2016 (Exec)	12/13/2016	Rabobank Community Development Grant	VITA/ 2016 Tax Season	\$ 4,500
1/11/2017 (PRE)	12/29/2016	Walmart Community Grants	VITA/ Wasco	\$ 2,500
1/11/2017 (PRE)	1/13/2017	Junior League of Bakersfield	EKFRC/ Computer Skills Training & Access	\$ 26,000
2/8/2017 (PRE)	2/1/2017	Pacific Western Bank	VITA/ 2016 Tax Season	\$ 10,000
2/15/2017 (B&F)	2/24/2017	Bank of America Charitable Foundation	FHCC/ PREP Works for Opportunity Youth	\$ 60,000

*Received notification of IRS funding for Year 1 of request; Year 2 notification pending.

**Board did not approve use of funds for Microloan Program. Currently exploring alternatives with Wells Fargo.

COMMUNITY ACTION PARTNERSHIP OF KERN
FUNDING REQUESTS AND APPLICATION STATUS REPORT
AWARDED - February 2017

Date Approved	Date of Notification	Funding Source	Program/Proposal	Amount Requested	Amount Awarded	Funding Period
1/13/2016 (PRE)	3/24/2016	California Department of Public Health	FHCC & SYC/Sexual Health Information & Education (I&E) Program	\$ 115,000	\$ 80,000	7/1/2016 - 6/30/2017
1/13/2016 (PRE)	5/23/2016	United Way of Kern County (Emergency Food & Shelter)	Food Bank/Food	\$ 85,000	\$ 84,507	1/16/2015 - 12/31/2016
5/11/2016 (PRE)	6/20/2016	Kern Family Health Care	East Kern Family Resource Center/ Emergency Supplies Closet	\$ 2,000	\$ 2,000	7/1/2016 - 6/30/2017
2/10/2016 (PRE)	6/23/2016	Kaiser Permanente Kern County	FHCC/Grow Fit Program	\$ 13,181	\$ 10,000	7/1/2016 - 6/30/2017
6/22/2016 (B&F)	7/1/2016	PG&E	FHCC/Computer Lab Upgrade	\$ 3,000	\$ 3,000	7/1/2016 - 6/30/2017
5/25/2016 (Board)	7/11/2016	Target	SYC/Art Smart Program	\$ 2,500	\$ 2,500	10/1/2016 - 9/30/2017
6/22/2016 (B&F)	7/13/2016	The Starbucks Foundation	FHCC & SYC/PREP Works	\$ 49,606	\$ 40,000	1/1/2017 - 6/30/2017
3/30/2016 (Board)	8/11/2016	Chevron 2016 Social Investment Program	FHCC & SYC/STEM Program	\$ 21,500	\$ 21,500	7/1/2016 - 6/31/2017
5/25/2016 (Board)	9/15/2016	U.S Dept of Treasury/ IRS	VITA/Kern VITA Partnership - Year 1	\$ 222,723	\$ 84,815	8/1/2016 - 7/31/2017
8/17/2016 (B&F)	9/6/2016	Bank of America	Food Bank/ Backpack Buddies - Lamont	\$ 25,000	\$ 9,000	1/1/2017 - 12/31/2017
8/17/2016 (B&F)	9/6/2016	United Way of Stanislaus County	2-1-1 Kern/ Call Answering Services	\$ 45,000	\$ 40,500	10/1/2016 - 6/30/2017
10/26/2016 (Board)	10/14/2016	Walmart/ Community Grants Program	Food Bank/ General Support	\$ 2,500	\$ 1,000	1/1/2017 - 12/31/2017
8/10/2016	11/10/2016	County of Kern (Community Corrections Partnership)	FHCC/Workforce Development Services for Ex-offenders	\$ 354,840	\$ 138,906	10/1/2016 - 12/31/2018
10/26/2016 (Board)	11/14/2016	Southern California Gas Company	Food Bank/ Delano Fall Food Drive	\$ 2,000	\$ 2,000	1/1/2017 - 12/31/2017
10/26/2016 (Board)	12/9/2016	Bank of the West	VITA/ 2016 Tax Season	\$ 2,500	\$ 2,500	9/1/2016 - 6/30/2017
8/17/2016 (B&F)	12/5/2016	Southern California Gas Company	Food Bank/ Solar Energy Improvement Project	\$ 25,000	\$ 5,000	1/1/2017 - 12/31/2017
10/26/2016 (Board)	12/20/2016	Kern Family Health Care	FHCC & SYC/ First Aid, Emergency Preparedness & Hygiene Kits	\$ 1,500	\$ 1,500	1/1/2017 - 12/31/2017
11/30/2016 (Board)	12/22/2016	Feeding America/ Disney	Food Bank/ Produce Program	\$ 15,000	\$ 15,000	1/1/2017 - 6/30/2017
9/21/2016 (B&F)	1/12/2017	U.S. Dept of Ag./ California Department of Social Services	Food Bank/ Commodity Supplemental Food Program	\$ 444,000	\$ 252,000	1/1/2017 - 12/31/2017
				TOTAL	\$ 795,728	

COMMUNITY ACTION PARTNERSHIP OF KERN
FUNDING REQUESTS AND APPLICATION STATUS REPORT
DECLINED - February 2017

Date Approved	Date of Notification	Funding Source	Program/Proposal	Amount Requested
2/10/2016 (PRE)	3/31/2016	Walmart State Giving Program	Food Bank/Pickup Truck	\$ 30,000
1/13/2016 (PRE)	5/23/2016	Junior League of Bakersfield	East Kern Family Resource Center/ Emergency Supplies Closet	\$ 5,000
5/25/2016 (Board)	5/26/2016	First 5 Kern	211 Kern/Developmental Screening and Care Coordination	\$ 332,859
6/22/2016 (B&F)	7/1/2016	United Way of Fresno and Madera Counties	2-1-1 Kern/After-hours & Weekend Call Answering	\$ 39,756
7/16/2016 (Exec)	8/31/2016	Walmart State Giving Program	Food Bank/Equipment	\$ 34,350
12/9/2015 (Exec)	9/22/2016	USDA/National Institute of Food and Agriculture (NIFA)	Food Bank/Kern Nutrition on Wheels Program	\$ 329,500
6/29/2016 (Board)	12/6/2016	Cy Pres CRT Settlement Fund	East Kern Family Resource Center/Computers, Internet Service, Printer	\$ 65,539
8/17/2016 (B&F)	12/9/2016	Wonderful Foundation	Food Bank/ Backpack Buddies - Wasco	\$ 24,661
9/21/2016 (B&F)	12/9/2016	Wonderful Foundation	VITA/ Wasco	\$ 18,600
11/30/2016 (Board)	12/22/2016	Feeding America/ Morgan Stanley	Food Bank/ Produce Program	\$ 25,000
8/17/2016 (B&F)	1/31/2017	U.S Dept of Housing & Urban Development	2-1-1 Kern/ Kern County Homeless Coordinated Entry System	\$ 178,000
10/26/2016 (Board)	2/6/2017	TJX Foundation	Food Bank/ General Support	\$ 5,000
2/17/2016 (B&F)	No response	AstraZeneca	FHCC & SYC/Grow Fit Program	\$ 175,198

Community Action Partnership of Kern Funding Request Profile

Source of Funds: Private

CFDA # N/A

Project Name: Emergency Supplies Closet

Division Director: Carmen Segovia

Funder Name: Friends of Mercy Foundation & Sister Phyllis Hughes Endowment for Special Needs

Program Manager: Whitney Hughes

Grant Program Name: East Kern Family Resource Center

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

Funding Period: 5/1/2017 to 4/30/2017

A. Narrative description of funding request, including goals:

CAPK was invited to apply for \$5,000 from Friends of Mercy Foundation's Sister Phyllis Hughes Endowment for Special Needs. The funds would support the Emergency Supplies Closet at East Kern Family Resource Center (EKFRC) in Mojave. Low-income East Kern residents often face daunting challenges because of the shortage of services in the region. The Emergency Supplies Closet responds to an increased demand for items for infants and children, such as cribs, bedding, diapers, baby wipes, and infant formula; and items for families, such as household cleaning supplies, hygiene kits, feminine hygiene products, and home child proofing kits. EKFRC will also increase its capacity to provide free photocopying services for legal documents needed to apply for public assistance; and help clients with transportation.

B. Use of Funds:

Requested funds of \$5,000 will be used to stock the Emergency Supplies Closet to assist East Kern families and individuals in need of basic household items to improve hygiene, health and safety; purchase bus passes and gas vouchers; and increase free photocopying services for the local community.

C. Approvals:

1. C. Segovia 3/8/17
Division Director Date

3. Christine Anami 3/8/17
Director of Finance Date

2. Whitney Hughes 3-8-17
Director of Community Development Date

4. J. T. B. 3/9/17
Executive Director Date

D. Board:

☐ Policy Council
Date: _____

☐ PRE Presentation
Date: _____

☐ B&F Approval
Date: _____

☐ Board Approval
Date: _____

Community Action Partnership of Kern Funding Request Profile

Source of Funds: Private

CFDA # N/A

Project Name: Summertime Yoga Challenge

Division Director: Ralph Martinez

Funder Name: Kaiser Permanente

Program Manager: Angelica Nelson
Lois Hannible

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

Funding Period: 6/1/2017-7/30/2017

☒ **New Funding**

☐ **Re-Application**

A. Narrative description of funding request, including goals:

CAPK is requesting \$12,600 from Kaiser Permanente (Kern County Service Area) to support the Summertime Yoga Challenge program at the Shafter Youth Center and Friendship House Community Center. The Summertime Yoga Challenge introduces program participants to a new form of exercise, designed to improve physical health and mental wellbeing. The program will provide 8 weeks of yoga to 125 participants aged 6 to 18 years enrolled in the Summer Program at CAPK's Friendship House Community Center (75 children) and Shafter Youth Center (50 children). Each center will offer 5 sessions per week, lasting 30 minutes each, facilitated by a trained yoga instructor. Each child will attend multiple sessions per week, with sessions tailored to suit the ability of each age group. At the end of the Summertime Yoga Challenge, all participants will receive a certificate of completion and have the opportunity to demonstrate their three favorite yoga moves (without instruction) for fitness-related prizes. Yoga mats are reusable for future yoga instruction classes.

B. Use of Funds:

The funds of \$12,600 will be used to cover the following costs at Friendship House Community Center and Shafter Youth Center: a trained yoga instructor; support from Activity Specialists; yoga mats; healthy snacks; and fitness-related prizes.

C. Approvals:

1. _____ Division Director Date	3. <u>Christine Anami</u> <u>3/14/17</u> Director of Finance Date
2. <u>Ralph Martinez</u> <u>3-16-17</u> Director of Community Development Date	4. <u>[Signature]</u> <u>3/24/17</u> Executive Director Date

D. Board:

☐ Policy Council
Date: _____


☐ PRE Presentation
Date: _____

☐ B&F Approval
Date: _____

☐ Board Approval
Date: _____

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Budget & Finance Committee

From: Romala Ramkissoon, Director of Community Services
Date: March 22, 2017
Subject: *Agenda Item 5b:* Addition of Quality Assurance (QA) Specialist to Energy Organizational Chart – **Action Item**

In an effort to increase and improve the file review process of the Energy Weatherization program, I am proposing to add a QA Specialist to the Energy Organizational Chart.

During our 2016 Monitoring Visit by the Department of Community Services and Development (CSD), errors were identified in the files reviewed by the monitor. The errors identified included missing signatures, boxes not checked, or missing information such as year house was built. During the review the CSD Monitor indicated that having a staff, who is independent of the weatherization workflow, to review the files will help to strengthen the quality assurance of our files.

Currently, Assessment forms are reviewed by the Weatherization Coordinator once an Assessment is completed. When measures are installed, the Crew Leader reviews the forms to ensure that measures identified, per the assessment, were installed. Finally, the Weatherization Coordinator will review the inspection forms once this step is completed by the Inspector. The file then gets moved to the Billing department. Our current process does not include a final review of the completed file to ensure that all forms have been completed and are included in the file and all that all supporting documents are included in the file. The QA Specialist will be responsible for performing the final reviewing the completed file. Any issues will be addressed with the Weatherization Coordinator and they must be resolved before the file is given to Billing for processing.

The Energy program currently has 3 open contracts: 2016 LIHEAP, 2017 LIHEAP and 2016 DOE. The starting wage rate for the QA Specialist is \$15.28/hour. Our contracts will be able to cover the additional personnel cost of including the QA Specialist to the Energy Organizational Chart.

Recommendation:

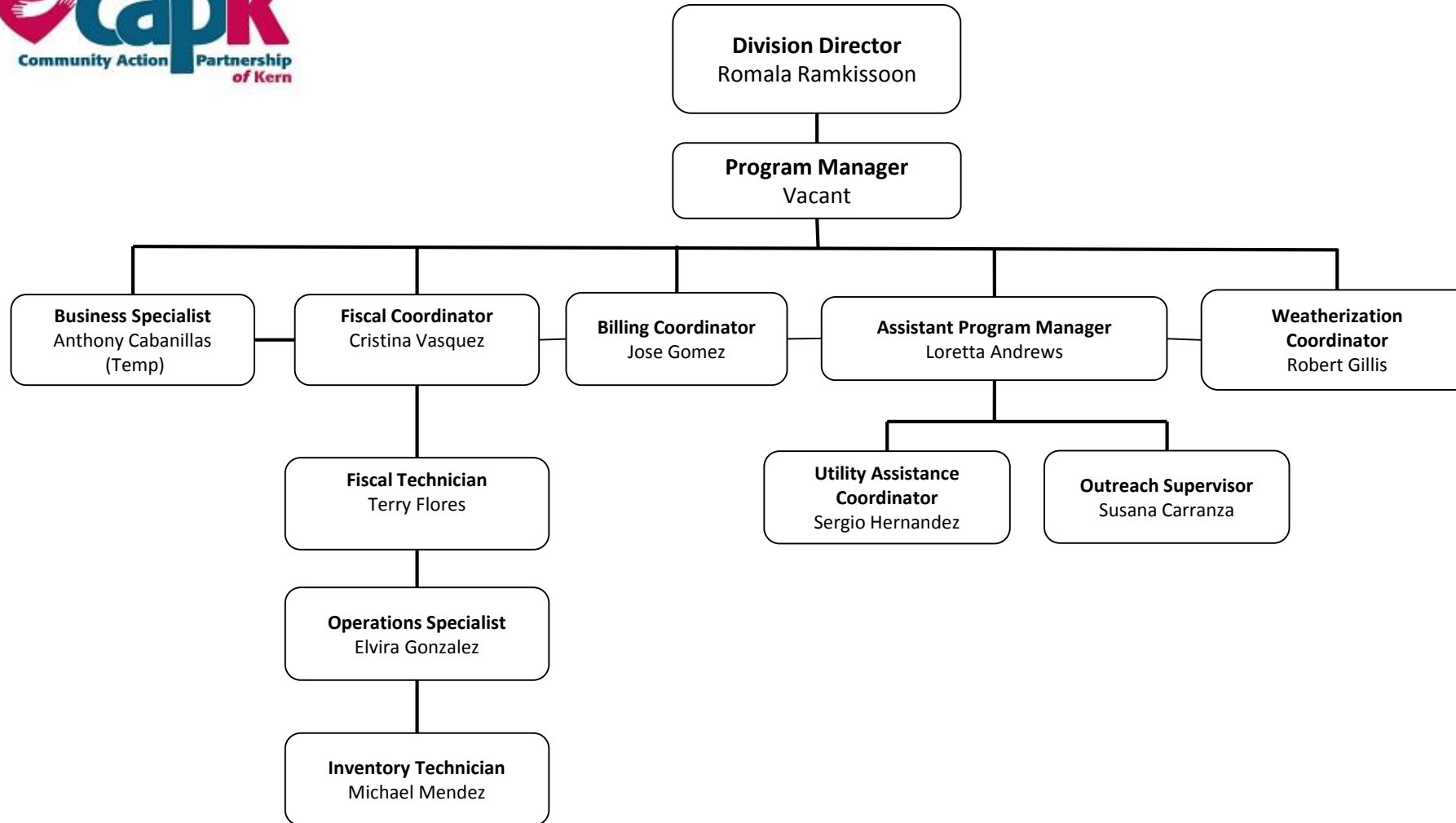
Staff is recommending the Budget & Finance Committee approve the addition of the QA Specialist to the Energy Organizational Chart. The following documents are attached:

1. Current Organizational Chart (Attachment A)
2. Revised Organizational Chart (Attachment B)
3. Job Description for QA Specialist (Attachment C)



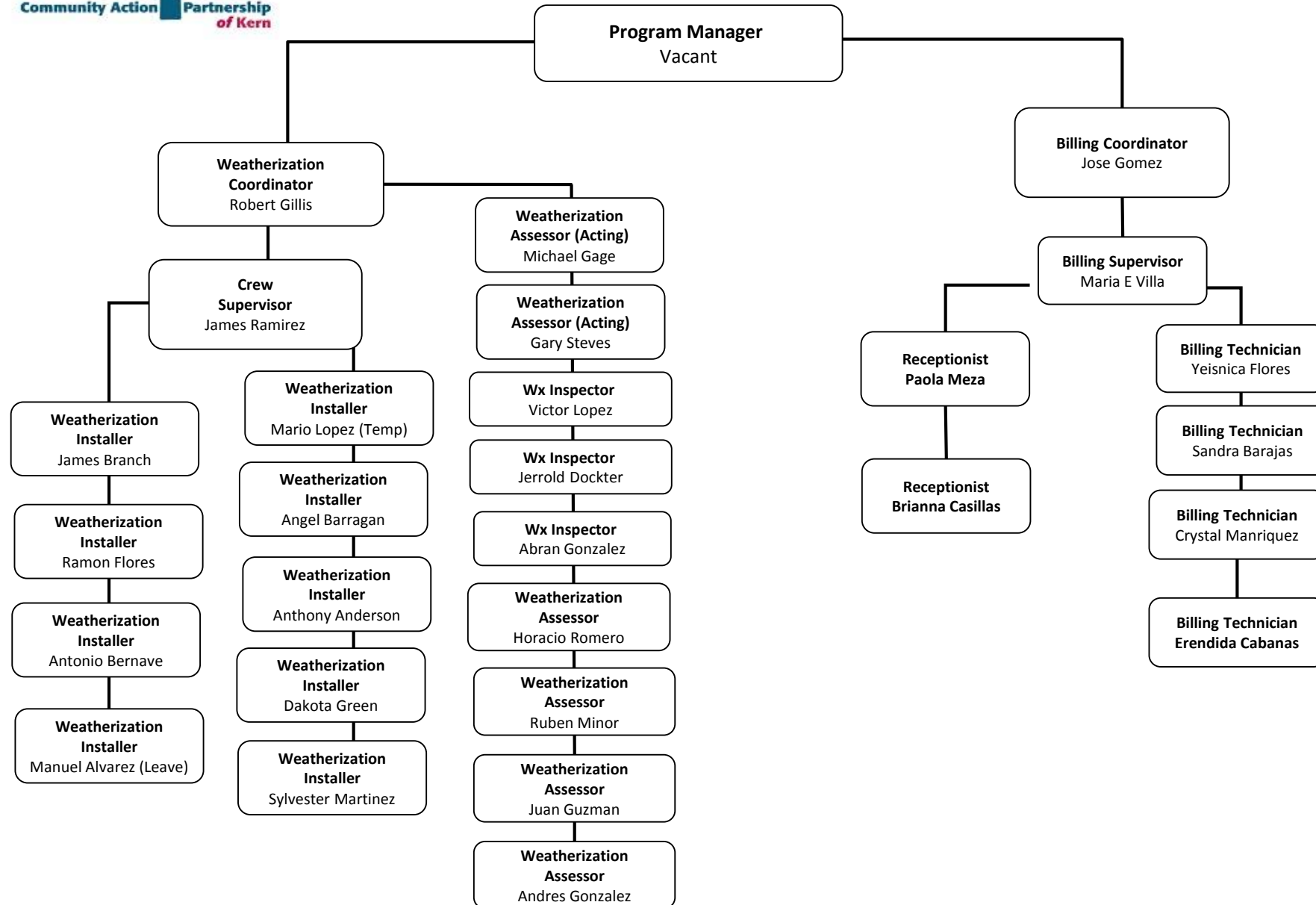
Energy Program

Attachment A



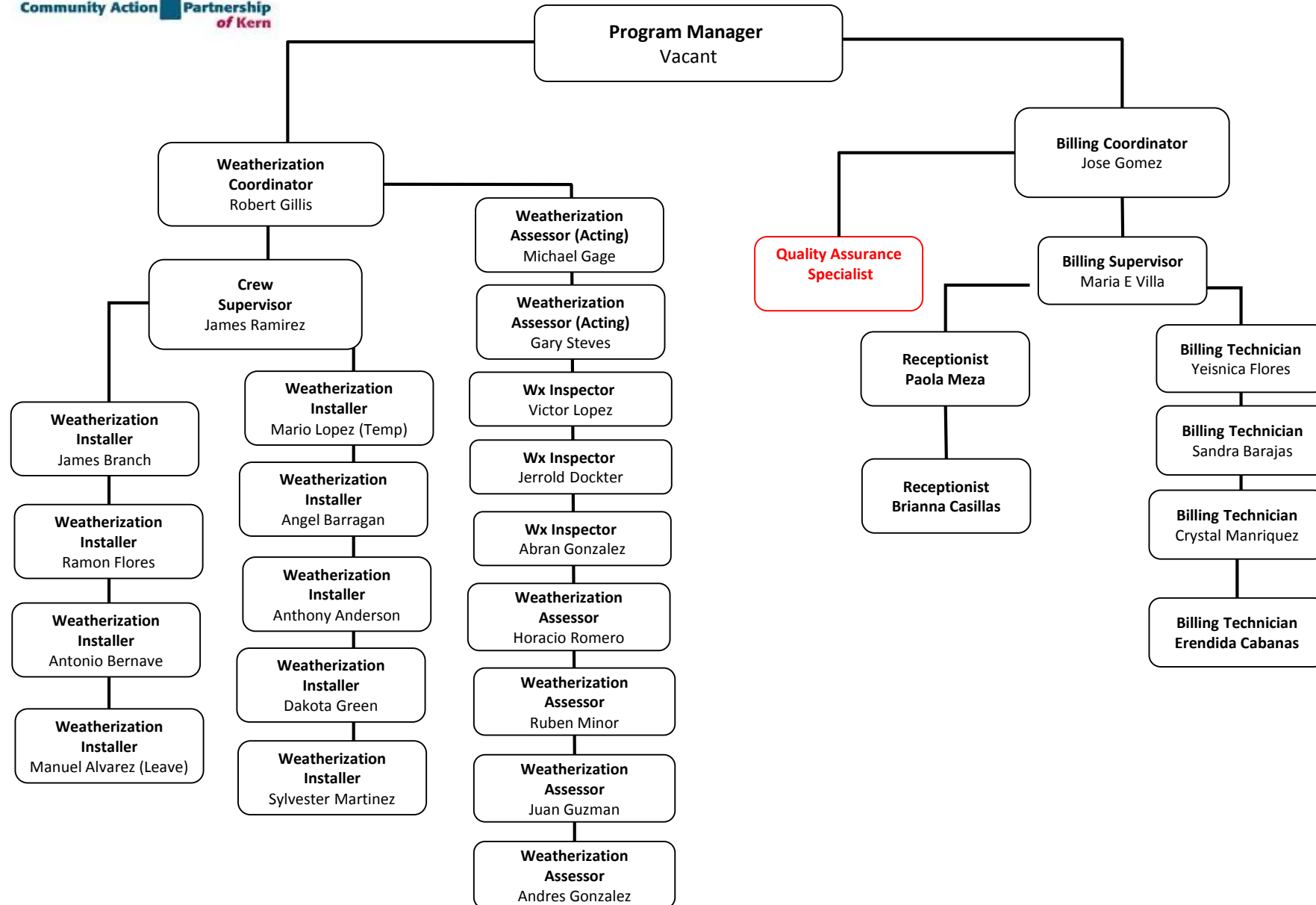


Energy Program





Energy Program



COMMUNITY ACTION PARTNERSHIP of KERN
Community Services Division
Energy Program
Quality Assurance Specialist

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

Salary Range: Grade 6 **FLSA Status:** **Date Approved:**

SUMMARY:

Responsible for reviewing completed weatherization files to ensure files meet California Department of Community Services and Development (CSD) requirements, this includes ensuring CSD forms are accurately completed, all supporting paperwork is included in files and all activities are accurately documented in file; and submitting reviewed file to Billing.

SUPERVISION RECEIVED:

Receives supervision from Billing Coordinator

SUPERVISION EXERCISED:

None

DUTIES AND RESPONSIBILITIES:

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

A. Essential Job Specific Duties:

1. Review all weatherization files to ensure they meet CSD requirements.
2. Know and understand CSD file requirements and apply this knowledge when reviewing files for accuracy and completeness.
3. Must stay current on all updates/revisions to CSD requirements.
4. Will be required to work with weatherization staff to resolve any issues with weatherization files.
5. Must track file errors and provide reports to Billing Coordinator.
6. Must learn program procedures and various computer software.
7. Must be able to meet productivity review goals and maintain constant workflow.
8. Maintain effective communication with program staff and funding sources.
9. Accepts direction and works well with other
10. Perform other duties as assigned.

B. Other Job Specific Duties:

1. Attend all meetings, trainings, and conferences as assigned.
2. Maintain safe and functional work environment.

3. Work alternative hours as required, including nights and weekends.
4. Perform any other like duties as assigned.

MINIMUM QUALIFICATIONS:

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

Knowledge of:

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

Ability to:

Research and resolve issues
Work independently
Coordinate work requiring constant alertness and attention to detail
Work under frequent time pressures and deadlines
Plan, organize, allocate, and control confidential data and organizational resources
Communicate effectively both orally and in writing
Use good organizational methods and procedures
Establish and maintain effective working relationships, both internally and externally

EDUCATION AND EXPERIENCE:

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

- A.A. degree in business administration or related field
- Must have 1 year experience in monitoring and auditing
- Any combination of education and/or experience may be acceptable

OTHER REQUIREMENTS

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

WORK ENVIRONMENT:

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

- Work is primarily performed indoors.

- Noise level is quiet to moderately quiet.
- Hazards are minimal.

ESSENTIAL PHYSICAL DEMANDS:

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

POSITION TITLE Accountant			
ACTIVITY (HOURS PER DAY)	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS
Sitting			x
Walking			x
Standing			x
Bending (neck)			x
Bending (waist)			x
Squatting		X	
Climbing	x		
Kneeling		X	

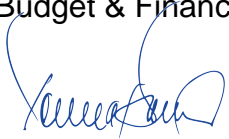
Crawling	x		
Twisting (neck)			x
Twisting Waist			x
Is repetitive use of hand required?			x
Simple Grasping (right hand)			x
Simple Grasping (left hand)			x
Power Grasping (right hand)		X	
Power Grasping (left hand)		X	
Fine Manipulation (right hand)			x
Fine Manipulation (left hand)			x
Pushing & Pulling (right hand)		x	
Pushing & Pulling (left hand)		x	
Reaching (above shoulder level)		x	
Reaching (below shoulder level)		x	

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

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Budget & Finance Committee



From: Donna Holland, Fiscal Administrator

Subject: *Agenda Item 5c:* Early Head Start Child Care Partnerships Budget to Actual Report for the Period Ended February 28, 2017 - Info Item

Date: March 22, 2017

The following are highlights of the Early Head Start Child Care Partnerships Budget to Actual Report for the period September 1, 2016 through February 28, 2017.

Base Funds

Personnel and Fringe Benefits costs are slightly high through the first 6 months of the budget period. However, because CAPK's fiscal year ends on February 28, salaries and payroll taxes for 12 days paid in March were accrued to February.

Expenditures in the Contractual category reflect the following:

- Challenges by one of the partners (Kern County Superintendent of Schools) in meeting full enrollment. Recent efforts to expand the pool of children who are eligible for this program have been successful, and resulted in full enrollment for the month of February.
- The first month of services with a third partner (Garden Pathways) began in February.

Cost savings of approximately \$24,000 have been realized at this point in the year.

Total costs overall are on target at this point in the budget period.

Carryover Funds

CAPK has submitted a request to carry over unexpended prior-year funds in the amount of \$315,000; (base funds) and \$47,000 (training & technical assistance funds). Federal approval is pending.

Training & Technical Assistance (T&TA)

Staff have planned sufficient training events to fully expend the annual budget amount, as well as the anticipated carryover (\$47,000).

Non-Federal Share

With 50% of the year elapsed, total Non-Federal Share is at 49%.

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

Budget Period: September 1, 2016 - August 31, 2017

Report Period: September 1, 2016 - February 28, 2017

Month 6 of 12 (50%)

Prepared 03/15/2017

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	122,245	75,174	47,071	61%	39%
FRINGE BENEFITS	28,705	17,981	10,724	63%	37%
TRAVEL	0	0	0		
EQUIPMENT	0	0	0		
SUPPLIES	1,650	6,504	(4,854)	394%	-294%
CONTRACTUAL	459,322	204,995	254,327	45%	55%
CONSTRUCTION	0	0	0		
OTHER	9,990	4,522	5,468	45%	55%
TOTAL BASE FUNDING	621,912	309,176	312,736	50%	50%

CARRYOVER FUNDS (pending Federal approval)	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	0	0	0		
FRINGE BENEFITS	0	0	0		
TRAVEL	0	0	0		
EQUIPMENT	0	0	0		
SUPPLIES	0	0	0		
CONTRACTUAL	0	0	0		
CONSTRUCTION	0	0	0		
OTHER	0	0	0		
TOTAL START-UP FUNDING	0	0	0		

TRAINING & TECHNICAL ASSISTANCE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
TRAVEL	5,294	7,889	(2,595)	149%	-49%
SUPPLIES	3,506	0	3,506	0%	100%
OTHER	8,000	4,358	3,642	54%	46%
TOTAL TRAINING & TECHNICAL ASSISTANCE	16,800	12,248	4,552	73%	27%

INDIRECT	62,184	32,127	30,057	52%	48%
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GRAND TOTAL FEDERAL FUNDS	700,896	353,551	347,345	50%	50%
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NON-FEDERAL SHARE	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
IN-KIND	175,224	85,898	89,326	49%	51%
TOTAL NON-FEDERAL FUNDS	175,224	85,898	89,326	49%	51%

Centralized Administrative Cost	7.3%
Program Administrative Cost	1.6%
Total Administrative Cost	8.9%

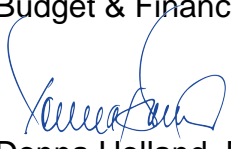
Budget reflects Notice of Award #09HP0036-02-00.

Actual expenditures include posted expenditures and estimated adjustments through 02/28/2017.

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Budget & Finance Committee



From: Donna Holland, Fiscal Administrator

Subject: *Agenda Item 5c:* Kern Head Start and Early Head Start Budget to Actual Report for the Period Ended February 28, 2017 - Info Item

Date: March 22, 2017

The following are highlights of the Head Start/Early Head Start Budget to Actual Report for the 12-month period March 1, 2016 through February 28, 2017, which is at the end of its 12-month budget period. Monthly budget to actual reports will continue to be presented to the Committee until this budget period has been closed out.

Duration Grant

CAPK was awarded funds to increase the duration of hours of planned services for its Head Start program. This award added \$723,019 in operating and start-up funds to its federal funding. The operating portion was prorated to 3 months. The portion of start-up funds that were not obligated by February 28, 2017 will be carried over to the next fiscal year.

Base and Training & Technical Assistance Funds

Funds in these activities will be close to fully expended.

Non-Federal Share

With 100% of the budget period elapsed, total Non-Federal Share (the sum of California Department of Education funding and in-kind) is at 120% of budget. This is significant because the amount of non-federal share required increased by \$180,755 with the Duration award.

- California Department of Education
Actual and estimated non-federal revenues through February 2017 are at 115% of budget.
- In-Kind
Year-to-date in-kind is at 124% of budget.

The five centers with the highest percentage of goal met were Fairfax, Sunrise Villa, Planz, Roosevelt, and Vineland. Of 44 centers and groups, 41 exceeded 100% of goal.

Community Action Partnership of Kern

Head Start and Early Head Start - Kern

Budget to Actual Report

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

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

Month 12 of 12 (100%)

Prepared 03/15/2017

HEAD START					
BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	10,246,395	10,043,809	202,586	98%	2%
FRINGE BENEFITS	3,080,648	3,353,622	(272,974)	109%	-9%
TRAVEL	0	16,328	(16,328)		
EQUIPMENT	0	0	0		
SUPPLIES	1,037,719	607,439	430,280	59%	41%
CONTRACTUAL	64,750	98,382	(33,632)	152%	-52%
CONSTRUCTION	0	0	0		
OTHER	3,147,449	3,446,486	(299,037)	110%	-10%
TOTAL BASE FUNDING	17,576,961	17,566,067	10,894	100%	0%

TRAINING & TECHNICAL ASSISTANCE

TRAVEL	19,322	28,852	(9,530)	149%	-49%
SUPPLIES	22,797	18,144	4,653	80%	20%
CONTRACTUAL	18,485	7,566	10,919	41%	59%
OTHER	84,746	90,775	(6,029)	107%	-7%
TOTAL TRAINING & TECHNICAL ASSISTANCE	145,350	145,337	13	100%	0%

DURATION GRANT START-UP

EQUIPMENT	120,000	0	120,000	0%	100%
SUPPLIES	199,700	23,490	176,210	12%	88%
OTHER	174,802	0	174,802	0%	100%
TOTAL TRAINING & TECHNICAL ASSISTANCE	494,502	23,490	471,012	5%	95%

INDIRECT	1,931,892	1,733,153	198,739	90%	10%
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GRAND TOTAL HS/EHS FEDERAL FUNDS	20,148,705	19,468,046	209,647	97%	3%
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HEAD START and EARLY HEAD START KERN NON-FEDERAL SHARE

SOURCE	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
CALIF DEPT OF ED	2,805,361	3,235,479	(430,118)	115%	-15%
IN-KIND	3,243,566	4,016,961	(773,395)	124%	-24%
TOTAL NON-FEDERAL	6,048,927	7,252,440	(1,203,513)	120%	-20%

EARLY HEAD START				
BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
1,869,515	2,151,431	(281,916)	115%	-15%
560,855	669,031	(108,176)	119%	-19%
0	1,924	(1,924)		
120,000	59,601	60,399	50%	50%
464,862	221,862	243,000	48%	52%
12,250	14,093	(1,843)	115%	-15%
0	0	0		
535,892	432,617	103,275	81%	19%
3,563,374	3,550,559	12,815	100%	0%

34,690	23,191	11,499	67%	33%
16,152	27,699	(11,547)	171%	-71%
11,689	12,204	(515)	104%	-4%
34,473	33,230	1,243	96%	4%
97,004	96,980	24	100%	0%

386,620	353,257	33,363	91%	9%
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4,046,998	4,000,797	46,201	99%	1%
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Agency-Wide Credit Card Report *

	CURRENT	1 TO 30	31 TO 60	61 TO 90	OVER 90
Bank of America	20,053				
Lowe's	7,051	458			
Save Mart	864				
Smart & Final	453				
Chevron & Texaco Business Card	7,514				
Home Depot	4,375	169			
	40,310	627	0	0	0

CREDITS	TOTAL	STATEMENT DATE
	20,053	2/21/2017
	7,509	2/25/2017
	864	2/26/2017
	453	2/28/2017
	7,514	3/5/2017
	4,544	3/5/2017
0	40,937	

* Expenditure details are included in the CAPK Financial Report

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

Actual expenditures include posted expenditures and estimated adjustments through 02/28/2017.

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

Percent of year elapsed: **100%**

LOCATION	Funded Enrollment	March	April	May	June	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	YTD Totals	IN-KIND GOAL	% OF GOAL MET
Fairfax	40	24,746	25,251	18,439	0	0	10,005	22,272	20,029	18,541	17,168	14,491	12,001	182,944	55,233	331%
Sunrise Villa	34	13,146	12,263	6,775	0	0	6,077	9,342	10,224	16,587	15,873	16,220	12,313	118,821	46,948	253%
Planz	34	12,315	10,461	12,154	0	0	6,295	5,907	9,719	8,437	8,848	8,079	10,506	92,722	46,948	198%
Roosevelt	34	9,039	8,311	6,674	0	0	4,841	9,597	13,633	11,672	10,723	10,989	4,936	90,414	46,948	193%
Vineland	20	5,180	5,542	4,335	0	0	2,175	4,314	7,446	4,619	6,876	3,720	4,362	48,568	27,616	176%
Martha J. Morgan	83	22,338	20,744	13,606	0	0	9,484	23,523	25,761	22,865	21,960	22,879	18,303	201,462	114,607	176%
San Diego Street	48	12,075	10,439	11,730	7,067	7,027	6,596	7,251	12,869	8,785	9,738	8,922	7,308	109,807	66,279	166%
Casa Loma	34	10,304	11,410	8,328	0	0	3,953	7,952	9,553	6,765	6,764	4,430	3,137	72,597	46,948	155%
Stella Hills	34	7,753	7,910	3,580	0	0	0	7,968	9,540	14,914	10,990	5,815	3,664	72,133	46,948	154%
Lamont	34	8,086	7,732	3,598	0	0	4,313	9,137	3,914	10,424	9,203	5,645	9,283	71,335	46,948	152%
McFarland	20	7,117	5,767	2,921	0	0	1,979	4,768	6,828	6,040	2,934	1,561	1,869	41,784	27,616	151%
Alicante	34	7,661	11,592	9,673	0	0	2,224	7,140	7,528	5,251	6,644	5,467	7,672	70,851	46,948	151%
Franklin	24	6,049	6,281	6,607	4,113	3,364	2,518	2,368	2,392	3,869	3,745	3,090	5,422	49,817	33,140	150%
Virginia	34	8,315	7,701	4,854	0	0	5,080	11,006	9,713	8,356	7,855	6,955	178	70,014	46,948	149%
Faith Avenue	34	8,435	8,879	5,748	0	0	3,592	10,419	5,990	10,341	8,875	7,101	312	69,692	46,948	148%
Oildale	34	7,387	5,882	4,163	0	0	4,231	6,946	6,578	6,068	9,620	8,279	8,348	67,501	46,948	144%
Alberta Dillard	68	10,211	11,434	6,909	0	0	4,848	17,746	21,506	19,581	10,956	11,527	11,822	126,539	93,895	135%
Williams	34	8,967	8,195	5,460	0	0	2,512	7,563	9,007	8,359	6,850	5,744	104	62,761	46,948	134%
California City	34	7,771	5,648	3,856	0	0	4,081	7,633	8,150	6,850	5,334	5,872	4,727	59,922	46,948	128%
Sterling	103	17,160	16,714	15,890	12,748	13,297	13,651	17,265	18,196	15,207	7,864	21,000	11,877	180,870	142,224	127%
Noble	34	9,834	9,519	4,957	0	0	2,902	8,034	7,501	6,805	4,507	5,558	0	59,618	46,948	127%
Cleo Foran	34	8,912	7,514	5,035	0	0	3,693	7,882	9,888	8,856	2,344	5,188	0	59,313	46,948	126%
Taft	54	11,902	13,717	8,130	0	0	6,109	10,619	10,784	10,059	8,128	7,387	5,932	92,766	74,564	124%
Stine Road	123	19,627	19,450	20,299	12,331	12,812	17,223	17,759	20,566	17,235	18,532	16,987	16,029	208,851	169,840	123%
East California	70	18,493	17,503	10,688	0	0	3,650	9,906	15,504	13,269	9,019	8,917	11,842	118,791	96,657	123%
Delano	90	20,376	21,196	20,989	6,696	9,199	8,591	15,304	13,013	14,262	6,453	8,731	3,597	148,407	124,273	119%
Seibert	34	8,157	5,478	2,844	0	0	3,573	7,164	9,607	7,396	4,015	4,334	3,095	55,663	46,948	119%
Rafer Johnson	34	6,998	7,935	4,364	0	0	2,058	5,591	7,061	5,479	4,712	5,836	5,068	55,101	46,948	117%
Home Base	249	28,093	29,509	20,270	9,987	16,080	12,959	13,353	20,628	12,601	16,287	16,482	5,130	201,379	171,911	117%
Primeros Pasos	76	17,227	15,148	12,143	4,696	6,094	7,661	12,619	13,961	13,204	3,926	8,227	7,731	122,636	104,942	117%
Tehachapi	34	4,004	3,431	2,343	0	0	3,995	7,533	7,717	6,830	6,278	5,685	6,358	54,174	46,948	115%
Oasis	60	15,379	15,470	8,735	0	0	5,706	10,039	10,221	8,507	7,288	7,285	4,200	92,830	82,849	112%
Shafter	34	7,714	8,400	4,578	0	0	4,081	4,926	5,902	5,287	3,621	1,828	5,222	51,560	46,948	110%
Pacific	62	8,933	8,122	9,357	5,612	6,792	7,204	8,500	8,175	7,241	8,002	9,524	6,037	93,499	85,610	109%
Shafter HS/EHS	36	4,412	3,559	4,529	4,670	3,689	3,486	4,603	5,229	5,796	4,831	5,116	3,739	53,660	49,709	108%
Lost Hills	20	5,126	4,434	4,058	0	0	945	2,602	2,214	2,335	1,947	2,200	3,522	29,381	27,616	106%
Heritage Park	34	5,518	3,282	3,089	0	0	2,248	5,839	6,139	4,850	5,991	6,653	6,289	49,898	46,948	106%
Pioneer	34	4,152	5,201	3,267	0	0	695	2,895	4,107	8,212	7,926	7,094	6,072	49,620	46,948	106%
Buttonwillow	20	4,372	4,107	1,356	0	0	1,268	4,436	4,058	3,842	1,404	1,754	2,576	29,174	27,616	106%
Willow	72	15,550	13,772	7,577	0	0	4,987	10,373	11,891	13,233	10,123	8,694	7,636	103,837	99,419	104%
Fairview	34	6,551	2,381	10,537	0	0	2,518	6,472	7,351	5,959	5,837	45	0	47,651	46,948	101%

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

Percent of year elapsed: 100%

LOCATION	Funded Enrollment	March	April	May	June	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	YTD Totals	IN-KIND GOAL	% OF GOAL MET
Pete H. Parra	148	18,586	18,823	16,876	12,447	10,834	17,506	24,579	23,742	22,212	12,741	13,647	7,129	199,123	204,360	97%
Rosamond	75	5,240	3,210	1,585	0	0	3,245	7,962	8,641	8,491	8,988	19,021	15,997	82,381	103,561	80%
Mojave	34	1,705	1,322	626	0	0	888	1,576	2,722	2,795	141	1,686	1,110	14,571	46,948	31%
Wesley	60											3,362	4,863	8,225	82,849	10%
Voorhies	0	6,800	4,740	3,424										14,964		
Wasco	0	4,131	3,928	1,346										9,405		
Administrative Services		0	0	0	0	0	0	0	0	0	0	0	0	0	0	NA
Program Services		5,049	4,464	4,138	3,997	3,985	3,935	3,943	3,943	3,943	3,943	3,943	3,942	49,225	93,094	53%
Policy Council and RPC		109	107	20	23	14	33	117	159	124	0	0	0	705	51,236	1%
SUBTOTAL IN-KIND	2,369	487,003	463,876	352,458	84,387	93,188	229,613	414,743	459,301	432,354	355,806	362,971	281,261	4,016,961	3,243,565	124%
State General Child Care*		119,619	118,092	117,337	112,660	80,901	97,966	91,197	100,401	81,273	93,393	95,298	94,494	1,202,630	1,031,472	117%
State Preschool*		153,811	147,815	148,975	113,839	124,822	135,161	151,671	171,674	147,695	155,506	152,551	255,395	1,858,915	1,680,926	111%
State Migrant Child Care*		15,718	13,870	14,146	11,867	13,484	16,366	15,885	17,203	14,287	14,950	14,286	11,872	173,934	92,963	187%
SUBTOTAL CA DEPT of ED		289,148	279,778	280,458	238,366	219,207	249,493	258,753	289,278	243,256	263,848	262,134	361,761	3,235,479	2,805,361	115%
GRAND TOTAL		776,151	743,654	632,916	322,753	312,395	479,106	673,496	748,579	675,610	619,654	625,105	643,022	7,252,440	6,048,926	120%

*May include estimates

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Budget & Finance Committee

From: Donna Holland, Fiscal Administrator

Subject: *Agenda Item 5c:* San Joaquin Early Head Start Budget to Actual
Report for the Period Ended January 31, 2017 - Info Item

Date: March 22, 2017

The following are highlights of the San Joaquin Early Head Start Budget to Actual Report for the period February 1, 2016 through January 31, 2017, which is at the end of its 12-month budget period. Monthly budget to actual reports will continue to be presented to the Committee until this budget period has been closed out.

Base Funds

Staff expect to fully expend these funds.

Carryover Funds

Funds have been obligated for each of the planned facility improvement projects. Facility projects will be completed within 90 days of the budget period end date, at which time the funds will be fully expended.

Training & Technical Assistance Funds

These funds have been fully expended.

Non-Federal Share

CAPK's requested waiver of Non-Federal Share was approved by Office of Head Start. Actual Non-Federal Share exceeds the revised budget by over \$28,000.

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

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

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

Month 12 of 12 (100%)

Prepared 03/09/2017

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	2,935,476	2,843,178	92,298	97%	3%
FRINGE BENEFITS	741,255	670,809	70,446	90%	10%
TRAVEL	14,940	25,957	(11,017)	174%	-74%
EQUIPMENT	0	0	0		
SUPPLIES	183,254	278,466	(95,212)	152%	-52%
CONTRACTUAL	15,702	10,418	5,284	66%	34%
CONSTRUCTION	0	0	0		
OTHER	616,176	666,728	(50,552)	108%	-8%
TOTAL	4,506,803	4,495,556	11,247	100%	0%

CARRYOVER FUNDS

EQUIPMENT	112,500	107,384	5,116	95%	5%
SUPPLIES	90,000	101,107	(11,107)	112%	-12%
OTHER	358,398	352,387	6,011	98%	2%
TOTAL	560,898	560,879	19	100%	0%

TRAINING & TECHNICAL ASSISTANCE FUNDS

TRAVEL	17,981	15,016	2,965	84%	16%
SUPPLIES	15,700	19,329	(3,629)	123%	-23%
CONTRACTUAL	16,298	17,414	(1,116)	107%	-7%
OTHER	31,918	30,138	1,781	94%	6%
TOTAL	81,897	81,897	0	100%	0%

INDIRECT	489,541	478,157	11,384	98%	2%
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GRAND TOTAL EHS FEDERAL FUNDS	5,639,139	5,616,489	22,650	100%	0%
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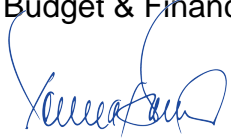
NON-FEDERAL SHARE	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
IN-KIND	360,784	389,554	(28,770)	108%	-8%
TOTAL NON-FEDERAL FUNDS	360,784	389,554	(28,770)	108%	-8%

Centralized Administrative Cost	8.0%
Program Administrative Cost	2.2%
Total Administrative Cost	10.2%

Budget reflects Notice of Award #09CH010071-02-04

Actual expenditures include posted expenditures and estimated adjustments through 01/31/2017

COMMUNITY ACTION PARTNERSHIP OF KERN MEMORANDUM

To: Budget & Finance Committee

From: Donna Holland, Fiscal Administrator
Subject: *Agenda Item 5c:* San Joaquin Early Head Start Budget to Actual
Report for the Period Ended February 28, 2017 - Info Item
Date: March 22, 2017

The following are highlights of the San Joaquin Early Head Start Budget to Actual Report for the period February 1, 2016 through February 28, 2017.

Base Funds

With 8% of the budget period elapsed, expenditures are on track.

Training & Technical Assistance Funds

Spending is on track for the first month of the budget period.

Non-Federal Share

With 8% of the budget period elapsed, non-Federal share received and tabulated for this report is equal to 3% of budget.

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

Budget Period: February 1, 2017 - January 31, 2018

Report Period: February 1, 2017 - February 28, 2017

Month 1 of 12 (8%)

Prepared 03/09/2017

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	3,065,457	193,802	2,871,655	6%	94%
FRINGE BENEFITS	762,443	62,621	699,822	8%	92%
TRAVEL	20,232	1,772	18,460	9%	91%
EQUIPMENT	0	0	0		
SUPPLIES	142,025	13,259	128,766	9%	91%
CONTRACTUAL	5,000	0	5,000	0%	100%
CONSTRUCTION	0	0	0		
OTHER	516,213	38,868	477,345	8%	92%
TOTAL	4,511,370	310,321	4,201,049	7%	93%

TRAINING & TECHNICAL ASSISTANCE FUNDS

TRAVEL	17,981	40	17,941	0%	100%
SUPPLIES	14,389	0	14,389	0%	100%
CONTRACTUAL	9,500	0	9,500	0%	100%
OTHER	40,027	367	39,660	1%	99%
TOTAL	81,897	407	81,490	0%	100%

INDIRECT	484,974	29,234	455,740	6%	94%
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GRAND TOTAL EHS FEDERAL FUNDS	5,078,241	339,962	4,738,279	7%	93%
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NON-FEDERAL SHARE	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
IN-KIND	1,269,560	44,236	1,225,324	3%	97%
TOTAL NON-FEDERAL FUNDS	1,269,560	44,236	1,225,324	3%	97%

Centralized Administrative Cost	7.6%
Program Administrative Cost	0.3%
Total Administrative Cost	7.9%

Budget reflects projects the projected annual funding level in Fiscal Year 2017 (Notice of Award #09CH010071-03-00)

Actual expenditures include posted expenditures and estimated adjustments through 02/28/2017

Community Action Partnership of Kern
San Joaquin Early Head Start
Non-Federal Share and In-Kind
Budget Period: February 1, 2017 through January 31, 2018
Report for period ending February 2017 (Month 1 of 12)

Percent of year elapsed: 8%

LOCATION	FUNDED ENROLL- MENT	Feb	YTD Totals	IN-KIND GOAL	% OF GOAL MET
Home Base - Stockton	72	13,009	13,009	171,723	8%
Home Base - Lodi	48	6,488	6,488	114,482	6%
4th Street	32	7,920	7,920	152,642	5%
California Street	24	5,771	5,771	114,482	5%
Home Base - Manteca	24	2,099	2,099	57,241	4%
St. Mary's	16	2,662	2,662	76,321	3%
Lodi UCC	23	3,367	3,367	109,712	3%
Home Base - Tracy	24	1,033	1,033	57,241	2%
Walnut	20	297	297	95,401	0%
Chrisman	22	0	0	104,942	0%
Dorothy Mahin	16	0	0	76,321	0%
Gianone	16	0	0	76,321	0%
Tracy Toddlers	8	0	0	38,161	0%
Kennedy	0	1,553	1,553	0	
Administrative Services	345	0	0	0	
Program Services		0	0	21,858	0%
Policy Council		37	37	2,713	1%
SUBTOTAL IN-KIND	345	44,236	44,236	1,269,560	3%

**COMMUNITY ACTION PARTNERSHIP OF KERN
DISCRETIONARY AND FUND RAISING FUNDS
FOR THE MONTH ENDED FEBRUARY 28, 2017**

	03/01/16- 01/31/17	02/01/17- 02/28/17	TOTAL
BEGINNING BALANCE (NOTE 1)	402,432.61		402,432.61
CASH RECEIPTS			
2016 Awards Banquet Donations	58,265.00 a		58,265.00
2017 Awards Banquet Donations	1,170.00	1,000.00	2,170.00
Donations	13,855.01	560.89	14,415.90
Give Big Kern Donations (net)	1,532.45		1,532.45
Misc. Revenue	7,829.01		7,829.01
Less: Friendship House Quad	(15,000.00)		(15,000.00)
Gain on Sale of Vehicles	7,837.43		7,837.43
Interest Income/Union Administrative Fee	1,049.84	105.30	1,155.14
TOTAL CASH RECEIPTS	76,538.74	1,666.19	78,204.93
CASH DISBURSEMENTS			
Line of Credit Interest Expense	832.31	100.65 b	932.96
Line of Credit Unused Commitment Fee	2,414.47		2,414.47
2016 Awards Banquet Expenses	20,871.89 a		20,871.89
2017 Awards Banquet Expenses	10.60	1,216.00	1,226.60
Licensing Late Fees - Head Start	10,230.00		10,230.00
Prior Period Cost - EHS Partnership	0.00	28.01	28.01
Prior Period Cost - Pension Contribution	0.00	1,534.42 c	1,534.42
Disallowed Costs - WIC	2,250.00	11,850.07 d	14,100.07
Labor Settlement	500.00		500.00
Property Taxes - Vacant Land	1,964.35		1,964.35
Outreach	1,125.00		1,125.00
Fundraising	1,749.00	159.00	1,908.00
Miscellaneous Expenses	1,030.64	32.30	1,062.94
Indirect Costs	2,506.11	723.59	3,229.70
TOTAL CASH DISBURSEMENTS	45,484.37	15,644.04	61,128.41
CASH PROVIDED (USED)	31,054.37	(13,977.85)	17,076.52
ENDING BALANCE	433,486.98		419,509.13
		Discretionary Cash	221,399.04
		Fund Raising Cash	207,164.13
			428,563.17
		Add: Prepaid	4,179.42
		Less: AP	(13,233.46)
			419,509.13

NOTES

1. For the year ended 2/29/16, the net increase to the Discretionary/Fund Raising Funds was \$65,722.45.

- a. Net 2016 awards banquet gain was \$43,727.94 (@ FYE 2/29/16 = 6,334.83 + 37,393.11 for 2016/17).
- b. Interest expense on operating line of credit advance for \$800,000 for one day.
- c. For underpayment of pension contribution for five employees for the 2015/16 plan year.
- d. (1) \$10,310 disallowed costs per State Controller's audit of 2014/15 WIC for temporary help costs not pre-approved by State WIC and (2) \$1,540.07 for benefits (vacation and holiday) paid to an ineligible WIC employee.

Date Prepared: 3/11/17

To: Board of Directors

From: Janelle Gonzalez, Program Governance Coordinator

Date: March 29, 2017

Subject: *Agenda Item VIII(a):* February 23, 2017 Policy Council Report – **Action Item**

The Policy Council met on February 23, 2017

The Policy Council elected members to the Planning, Finance, and Bylaws Committees.

The Policy Council approved another Community Representative, Lindsay Harrison from Standard School District to be a part of the Policy Council.

The Content Area Specialist Paulino Cruz presented to the Policy Council Health mandates to get children ready for kindergarten registration. In addition, Mr. Cruz shared how the Content Area Health Specialists provide health screenings such as vision & hearing testing to Head Start children to have early detection of any hearing or vision problems.

Jerry Meade Reported on Yolanda's behalf by thanking everyone for their attendance. He shared that we are in the last month of our fiscal year and are busy making sure all forms, documents, reimbursements etc. are turned in by the end of the month. It was shared that CAPK will host a Cluster Meeting on February 24, 2017. This meeting will be comprised of Region 6 participants from various areas of the Central Valley. This will be an informative time to share common topics that affect all participants and those they serve. On March 2, 2017 CAPK's Read across America event will take place and various community members as well as staff will be participating and reading to children at our centers. Many activities have been scheduled at centers for the children throughout the week in celebration of Dr. Seuss' birthday. Beginning March 6 (through that week) our CLASS review will take place. This is the third and final component to our five year grant cycle. Federal reviewers will visit our classrooms and screen the interactions taking place with children. Jerry shared that March is our big push for fall enrollment and there are many recruitment events taking place throughout the county. He encouraged interested members to sign up and volunteer. In closing, Jerry again thanked the group for their time and commitment as it is greatly appreciated.

Next Policy Council Meeting will be held March 30th in the Board Room
5005 Business Park North, Suite 130 Bakersfield, CA 93309
Bakersfield, CA 93308

**COMMUNITY ACTION PARTNERSHIP OF KERN
HEAD START / STATE CHILD DEVELOPMENT PROGRAMS
POLICY COUNCIL (PC) MEETING MINUTES
FEBRUARY 23, 2017**

1. **CALL TO ORDER** – Vice Chairperson, Lorena Fernandez called the meeting to order at 5:30 p.m.
 - a. Moment of Silence, Pledge of Allegiance
 - b. Reading of Promise of Community Action
"Community Action changes people's lives, embodies the spirit of hope, improves communities, and makes America a better place to live. We care about the entire community and are dedicated to helping people help themselves and each other."
2. **ROLL CALL/SET QUORUM** – Secretary, Christina Bates - Quorum was established.
PC Members Present: Ana Luna, Ruben Castellanos, Maria Martinez, Marina Araujo, Gabriella McCutcheon, Christina Bates, Jason Warren, Savannah Scarpa, Lorena Fernandez, Shevada Dove, Jadine Gonzalez, Ana Lester, Lindsay Harrison, Erica Freehoffer
3. **APPROVAL OF AGENDA** – Vice Chairperson, Lorena Fernandez (*ACTION)
 - a. Motion for approval of the PC Agenda dated February 23, 2017 was made by Gabriella McCutcheon; seconded by Christina Bates. Motion carried unanimously.
4. **APPROVAL OF MINUTES** – Vice Chairperson, Lorena Fernandez (*ACTION)
 - a. Motion for approval of the PC meeting minutes dated January 26, 2017 was made by Gabriella McCutcheon; seconded by Savannah Scarpa. Motion carried unanimously.
5. **PRESENTATION OF GUESTS/PUBLIC FORUM**
(The public wishing to address the full Policy Council may do so at this time. Policy Council members may respond briefly to statements made or questions posed. However, the PC will take no action other than referring the item(s) to staff for study and analysis. Speakers are limited to five minutes each. If more than one person wishes to address the same topic, total group time for topic will be 10 minutes. Please state your name before making your presentation. Thank you.
Guests in attendance: James Williams; Argelia Diaz, Family Services & Governance Assistant; Margaret Edwards, FSW Cal City; Lisa Price, PDM Administrative Assistant; Paulino Cruz, CAS Health; Janelle Gonzalez, Governance Coordinator; Jerry Meade, Program Design & Management Administrator; Mary Ann Mooney, Program Manager; LeTisha Brooks, Program Manager; Donna Holland, Fiscal Administrator; Rashi Strother; Family Services & Governance Specialist
6. **STANDING COMMITTEE REPORTS** (5 minutes each)
 - a. School Readiness Committee – Christina Bates reported quorum was met. The members discussed what school readiness means to them. The group also reviewed the DRDP assessments. The next meeting is scheduled for May 10, 2017 at 5:30 p.m.
 - b. Planning Committee – Lorena Fernandez reported quorum was met. Members discussed the roles and responsibilities of the subcommittee. The Enrollment Report, Average Daily Attendance, CACFP Reports and the Program Planning Calendar were all reviewed during the meeting. The next meeting is scheduled for March 8, 2017 at 5:15 p.m.
 - c. Finance Committee – Gabriella McCutcheon reported quorum was not met. However, those members present did review the budget. Due to lack of quorum dates and times were not established; the next meeting will be held on March 23, 2017 at 5:30 p.m.
 - d. By-Laws Committee – Savannah Scarpa reported when the By-Laws Committee met, the Head Start Performance Standards were reviewed. The differences between the old and new standards were discussed. The next subcommittee meeting date has yet to be determined.

7. PRESENTATIONS

a. Health Advisory Committee Meeting – Paulino Cruz, Health Content Area Specialist

Paulino Cruz talked about health screenings with the group; he spoke about vision & hearing screenings and the importance of such. Paulino indicated the CAS Health Team provides ongoing training for FSWs. He stated there are several health requirements prior to entering kindergarten. Parents are also provided training in which they are educated as how to read the chart of health requirements. Understanding this chart not only provides them information they need but also empowers them to be their child's health advocate ensuring they receive the necessary immunizations and screenings. It was stated early detection is key and important not only for a child's health but for their education. It is difficult for a child to learn if they cannot see clearly, hear adequately or if they are in pain because of poor dental hygiene. There will be a Health Advisory Committee Meeting on Thursday, April 25, 2017 which Paulino invited Policy Council members to attend.

8. NEW BUSINESS – Chairperson (*ACTION)

a. Nomination and election of Policy Council Planning Committee (5 opening)

Motion was made by Gabriella McCutcheon to approve the election of Marion Gomez, Lindsay Harrison and Ana Luna as members of the PC Planning Committee; seconded by Ana Luna. Motion carried unanimously.

b. Nomination and election of Policy Council Budget & Finance Committee (3 openings)

Motion was made by Jadine Gonzalez to approve the election of Shevada Dove as a member of the PC Budget & Finance Committee; seconded by Jason Warren. Motion carried unanimously.

c. Nomination and election of Policy Council Bylaws Committee (1 opening)

There were no nominations made for this committee.

d. Request to approve Lindsay Harrison as Policy Council Community Representative

Motion was made by Ruben Castellanos to approve the election of Lindsay Harrison as a PC Community Representative; seconded by Gabriella McCutcheon. Motion carried unanimously.

9. COMMUNICATIONS

- a) Head Start & Early Head Start – Kern Budget vs. Actual Expenditures
March 1, 2016 through January 31, 2017
 - b) Early Head Start – San Joaquin Budget vs. Actual Expenditures
February 1, 2016 through January 31, 2017
 - c) Early Head Start Child Care Partnerships Budget vs. Actual Expenditures
September 1, 2016 through January 31, 2017
 - d) Parent Local Travel & Child Care, for the period ended January 31, 2017 (English/Spanish)
 - e) Parent Activity Funds, for the period ended December 31, 2016 (English/Spanish)
 - f) Parent Meals, for the period ended January 31, 2017 (English/Spanish)
 - g) Enrollment, Average Daily Attendance and Child & Adult Care Food Program/Central Kitchen Report and Report for HS/EHS Kern, EHS San Joaquin and EHS Child Care Partnerships, January 2017
 - h) Teen Success Pregnant or Parenting Support Group
 - i) Building Self-Esteem in the Adult-Child System
 - j) Community Action Partnership of Kern Stuff the Bus Food Drive
 - k) Beale Memorial Library Calendar of Events for February
 - l) Kern County Library Digital Literacy Workshops
 - m) Habitat for Humanity "Building Homes, Building Hop"
- Motion made by Gabriella McCutcheon to receive and file items (a) – (m)

10. PROGRAM GOVERNANCE REPORT/TRAINING – Janelle Gonzalez

Janelle thanked everyone for bringing a dish for the potluck this evening. She also provided members with a candle containing a quote. The quote was to remind members that though it may not seem like the things they do make a difference; like the candle a little light makes a big difference. Janelle added by volunteering their time not only with PC but in the other capacities parents are providing a good role

model for their children. At this time Janelle encouraged members to visit the Ready at Five website which covers seven domains of development for children; it provides a lot of good information and is a great resource. In closing, Janelle thanked members for their support.

11. COMMUNITY REPRESENTATIVES REPORT – Ana Lester and Lindsay Harrison

Ana distributed a Town Hall Meeting flyer; this is a topic she shared with the group last month. Ana also told the group of a State Funded Grant (only available in California) for Low Cost Auto Insurance. Rates vary depending upon duration of time participant has had their license as well as other factors. This is an income based program and is limited to four cars per family. A pamphlet was distributed and Ana encouraged members to visit the website or call to see if they are eligible.

Lindsay shared that on March 8, 2017 there will be an Oildale Resource Fair. Various agencies will be available providing information on services available. Head Start will be in attendance as will the Public Health Department providing health and immunization information. Additionally, the Superintendent of Schools on March 14, 2017 will provide information on Youth Programs for older children which could be of benefit to our HS/EHS families who have older siblings.

12. EARLY HEAD START PARTNERSHIP REPORT – EHS PC Parent

Jadine shared with the group the EHS Partnership with Garden Pathways contract has been signed and everyone is very excited. We have been accepted to join an extension of the yearlong training program with FACE TA for an additional 5 months. At the end of this extension, FACE TA will award us with \$5,000 to be used by the Partnership to enhance Family Engagement. Content Area Specialists just finished conducting monitoring at BC. Overall the monitoring went very well and we will use the information to improve services at the BC site. Monitoring at Blanton will be in March.

13. BOARD OF DIRECTORS REPRESENTATIVE REPORT – Lorena Fernandez

Lorena reported that she learned a lot and really enjoyed attending her first Board of Directors Meeting. She stated that she also had the opportunity to attend Program Review Evaluation (PRE), prior to the Board of Directors Meeting. PRE provided her information on other programs CAPK provides. She gave an example of how The Friendship House offers many great activities/programs for older children. Lorena encouraged members to view the CAPK website and see all that the agency has to offer.

14. DIRECTOR'S REPORT (HEAD START/STATE CHILD DEVELOPMENT) – Yolanda Gonzales

Jerry Meade Reported on Yolanda's behalf by thanking everyone for their attendance. He also shared that we are in the last month of our fiscal year and are busy making sure all forms, documents, reimbursements etc. are turned in by the end of the month. We are also working closely with the Office of Head Start to ensure we have a seamless transition as we progress from one budget year to the next. It was shared that CAPK will host a Cluster Meeting on February 24, 2017. This meeting will be comprised of Region 6 participants from various areas of the Central Valley. This will be an informative time to share common topics that affect all participants and those they serve. On March 2, 2017 CAPK's Read across America event will take place and various community members as well as staff will be participating and reading to children at our centers. Many activities have been scheduled at centers for the children throughout the week in celebration of Dr. Seuss' birthday. Beginning March 6 (through that week) our CLASS review will take place. This is the third and final component to our five year grant cycle. Federal reviewers will visit our classrooms and screen the interactions taking place with children. Jerry shared that March is our big push for fall enrollment and there are many recruitment events taking place throughout the county. He encouraged interested members to sign up and volunteer. In closing, Jerry again thanked the group for their time and commitment as it is greatly appreciated.

15. POLICY COUNCIL CHAIRPERSON/ANNOUNCEMENTS

Janelle Gonzalez reported on the Chairperson's behalf. There is an upcoming Recruitment & Selection Committee Meeting to be held at BPN on March 14 from 2:00 p.m. – 3:30 p.m. This is annual meeting and members are invited to participate in reviewing the document and to be a part of the process. Additionally, a representative from Habitat for Humanity will be in attendance at the April Policy Council

Meeting to share what the program has to offer. At this time a Habitat for Humanity flyer was distributed to members. Ana Luna addressed the group and expressed her gratitude and thankfulness to be returning as a part of PC. She shared her personal story and gave thanks for providing her the forum to build her confidence and give her a voice. She is currently working on her internship as a teaching assistant for kindergarten. In closing, Ana stated the CAPK Mission is very true, “helping people help themselves and changing people’s lives” because it has changed her life. The next Policy Council Meeting will be held on March 30, 2017 with a light meal provided at 5:00 p.m. and the meeting to begin at 5:30 p.m.

16. ADJOURNMENT – Chairperson

Meeting was adjourned at 6:15 p.m.

*Lisa Price/PDM Administrative Assistant
Completed 03.06.17*