

COMMUNITY ACTION PARTNERSHIP OF KERN
BOARD OF DIRECTORS MEETING

5005 Business Park North, Bakersfield, CA
September 27, 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
Janea Benton
Mike Maggard
Enrique Salazar, Jr.*

*Curtis Floyd
Jimmie Childress
Yolanda Ochoa
Ana Vigil*

*Fred Plane
Lorena Fernandez
Marian Panos*

*Warren Peterson
Craig Henderson
Guadalupe Perez*

II. Approval of Agenda

III. Approval of meeting minutes

- a. Minutes of August 23, 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

VI. New Business

- a. Modification and renewal of the Employee Health Insurance and Benefit Plan for 2018 – Michele Nowell, Director of Human Resources & Payroll – **Action Item (p. 9-11)**
- b. CAPK Annual Satisfaction Surveys – Swathi Venkatesh, Community Development Specialist – **Info Item (p. 12-13)**
- c. Resolution to authorize Jeremy Tobias, CEO, to sign the 2018 CSBG Contract and subsequent amendments during the contract period – Ralph Martinez, Director of Community Development – **Action Item (p. 14-44)**
- d. Request to Carry Over Unobligated 2016-2017 Early Head Start Child Care Partnerships Funds to the 2017-2018 Budget Period – Donna Holland, Fiscal Administrator – **Action Item (p. 45)**

- e. Analysis of Agency Insurance Coverage for the Employee Retirement Plans – Jeremy Tobias, Chief Executive Officer – **Info Item (p. 46-48)**
- f. Paperless Board & Committee Packets – Pritika Ram, Director of Administration – **Action Item (p. 49-51)**

VII. Committee Reports

- a. Program Review & Evaluation Committee Report – Ralph Martinez, Director of Community Development – **Action Item**
 - i. Minutes of September 13, 2017 **(p. 52-54)**
 - ii. Program Reports
 - 1. August 2017 Program and Division Reports **(p. 55-68)**
 - 2. Application Status Report and Funding Requests **(p. 69-76)**
 - 3. August 2017 Head Start / State Child Development May Enrollment Update and Meals Report **(p. 77)**
 - 4. August 2017 Outreach & Advocacy Report **(p. 78)**
- b. Budget & Finance Committee Report – Christine Anami, Chief Financial Officer – **Action Item**
 - i. Minutes of September 20, 2017 **(p. 79-81)**
 - ii. Application Status Report and Funding Requests **(p. 82-89)**
 - iii. Kern Head Start and Early Head Start Budget to Actual for the Period Ending August 31, 2017 **(p. 90-92)**
 - iv. San Joaquin Head Start and Early Head Start Budget to Actual Reports for the Period Ending August 31, 2017 **(p. 93-95)**
 - v. Early Head Start Child Care Partnerships Budget to Actual Report for the Period Ended August 31, 2017 **(p. 96-97)**
 - vi. Discretionary Fund Update **(p. 98)**
 - vii. Financial Statements, August 2017 **(Section 3 of binder)**
- c. Executive Committee Report – Michele Nowell, Director of Human Resources & Payroll – **Action Item**
 - i. Minutes of September 21, 2017 **(p. 99-100)**

VIII. Advisory Board Reports

- a. Head Start Policy Council Report – Enrique Salazar, Jr. Policy Council Representative - **Action Item**
 - i. Verbal Report
- b. Friendship House Advisory Report – Ralph Martinez, Director of Community Development – **Action Item**
 - i. Verbal Report

IX. Chief Executive Officer's Report – Jeremy Tobias, Chief Executive Officer – **Action Item**

- a. Summary report on the National Community Action Partnership conference held August 29 through September 1, 2017 in Philadelphia, PA **(p. 101)**
- b. CFO Selection Process **(p. 101)**

Community Action Partnership of Kern
Board of Directors Meeting Agenda
September 27, 2017
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X. Board Member Comments

XI. Closed Session

XII. Closed Session Report

XIII. Next Scheduled Meeting

Board of Directors Meeting
Wednesday, October 25, 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 12:00 pm September 22, 2017. Paula Daoutis, Administrative Coordinator.

COMMUNITY ACTION PARTNERSHIP OF KERN
BOARD OF DIRECTORS MEETING

5005 Business Park North, Bakersfield, CA
August 23, 2017
12:00pm

MEETING MINUTES

I. Call to Order

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

- a. Moment of Silence/Pledge of Allegiance
- b. Reading of the "Promise of Community Action"
- c. Introduction of Newly Appointed Board Member
 - Enrique Salazar, Jr., Head Start Policy Council Representative

Jeremy Tobias introduced new CAPK Board Member Enrique Salazar, Jr., representing the Head Start Policy Council. Enrique was appointed by the Policy Council at the June 29 meeting.

- d. Roll Call

Roll Call was taken with a quorum present:

Present: Garth Corrigan, Warren Peterson, Fred Plane, Janea Benton, Jim Camp, Jimmie Childress, Lorena Fernandez, Craig Henderson, Mike Maggard, Marian Panos, Guadalupe Perez, Enrique Salazar, Jr., Ana Vigil (12:05 pm)

Absent: Curtis Floyd, Yolanda Ochoa

Others Present: Jeremy Tobias, Chief Executive Officer; Christine Anami, Chief Financial Officer; Yolanda Gonzales, Director of Head Start / State Child Development Programs; Ralph Martinez, Director of Community Development; Michele Nowell, Director of Human Resources & Payroll; Pritika Ram, Director of Administration; Carmen Segovia, Director of Health & Nutrition; Emilio Wagner, Director of Operations; other CAPK staff.

II. Approval of Agenda

Motion was made and seconded to approve the Board of Directors meeting agenda for August 23, 2017. Carried by unanimous vote. (Henderson/Plane).

III. Approval of meeting minutes

- a. Minutes of June 28, 2017 Board of Directors meeting.

Motion was made and seconded to approve the minutes of the June 28, 2017 Board of Directors meeting. Carried by unanimous vote. (Henderson/Plane).

IV. Introduction of Guests/Public Forum:

No one addressed the Board.

V. Special Presentations

Jeremy Tobias welcomed former Board Member, Tony Martinez, and thanked him for 15 years of service to the CAPK Board. Tony served the Board as both a representative of the low-income sector and as the Mayor's appointee. Tony was a valued member of the Board and enjoyed participating CAPK events, as evidenced in the slide show staff prepared for Tony's recognition/appreciation day.

Jeremy introduced, former Mayor of Bakersfield, Harvey Hall, who said he had the pleasure of working closely with Tony for over 20 years in his position at the Bakersfield Police Department and felt that Tony was a natural fit to represent his seat on the CAPK Board because of his commitment to community advocacy.

Jeremy presented Tony with an appreciation plaque for his 15 years of service and invited Tony to say a few words.

Tony expressed his appreciation for the recognition and said the CAPK Board includes some of the best people he has had the pleasure of serving with and praised the Board & Staff for their great work and efforts to serve the less fortunate in our community.

New Business

- a. Review of Employee Health Benefits & Industry Trends – Michele Nowell, Director of Human Resources & Payroll, and Steve Hulbert, Wells Fargo Insurance – ***Info Item***

Michele Nowell introduced Steve Hulbert, Vice President of Wells Fargo Insurance, Insurance Broker for CAPK's employee health care plan. Steve provided the Board with an update of their effort to solicit quotes for plan coverages that include: Medical/Vision; Dental; Hartford Life; and AD&D, STD & LTD. Steve emphasized that the focus will be on the medical plan as the other plans will not change. CAPK currently pays 70% of the overall expense of the employee benefits and the employee pays 30%. We continue to negotiate renewal rates, but we are looking at about a 12% straight renewal increase. Included in the 12% increase is a 4% increase due to a tax imposed by the Federal Government as part of the Affordable Care Act. Rates and renewal considerations were provided in the agenda packet and a final proposal will be presented to the Board as an action item at the September meeting.

- b. Revision of CAPK Bylaws – Ralph Martinez, Director of Community Development – ***Action Item***

Ralph presented the proposed Bylaw changes to the Board and stated that CSBG requires a review of the Bylaws every 5 years. Ralph confirmed that the proposed changes were presented to the Executive Committee in July and approved with the direction to present to the full Board for approval. The required 5-year review and approval by the CAPK Board will ensure agency compliance with organizational standards. Staff recommends the Board approve the proposed Bylaw changes with resolution. Next steps are to introduce additional information to the board in the coming months regarding term limits and low-income selection procedures.

Motion was made and seconded to approve the Revision of the CAPK Bylaws with resolution. Carried by unanimous vote. (Henderson/Vigil).

- c. Early Head Start San Joaquin Refunding Application – Yolanda Gonzales, Director of Head Start / State Child Development Program – **Action Item**

Jerry Mead presented on behalf of Yolanda Gonzales and requested Board approval with resolution to submit the Year 4 Application for continued funding for Early Head Start San Joaquin Grant for 2018-2019. Jerry reported there are no changes to the program's service delivery options and CAPK will continue to provide services with San Joaquin County as described in the latest award from the Office of Head Start.

Motion was made and seconded to approve the Early Head Start San Joaquin Refunding Application with resolution. Carried by unanimous vote. (Panos/Camp).

- d. Strategic Plan Mid-Year Progress Report – Ralph Martinez, Director of Community Development – **Info Item**

Swathi Venkatesh and Kathline Moessner, Community Development Specialists, provided an update for the first year of the five-year Strategic Plan. Progress has been made in: developing and executing a process for implementation; forming goal groups; identifying activities to accomplish goals; and further defining each goals' objectives, strategies, and activities. The groups are on track for achieving their goals and by September 1, 2017, 22% of CAPK's Strategic Plan will be implemented. Goals 4, 5 & 6 have long-term strategies that are expected to be completed in years 2-5 of implementation.

The Strategic Planning Committee will continue to meet and work on identified goals and strategies with a year-end progress report to be completed in January 2018.

- e. Head Start Lease at Wayside Chapel – Shane Stapleton, Business Contract Specialist – **Action Item**

Shane Stapleton presented the Head Start Lease Agreement for Wayside Chapel and recommended Board approval as written. The lease renewal is for a 3-year term for a total cost of \$468,536.40.

Motion was made and seconded to approve the Head Start Lease at Wayside Chapel. Carried by unanimous vote. (Henderson/Fernandez).

- f. Employee Pension Plan Review & Contract for Services – Jeremy Tobias, Chief Executive Officer – **Action Item**

Jeremy Tobias reported that the ad-hoc Pension Plan & Review Committee was charged with vetting 3 providers for the CAPK Employee Pension Plan. The current provider, Mutual of America, no longer met the changing needs and requirements of the Agency and the Committee recommended moving to an open architecture plan, specifically a 3(38) plan. Pensionmark is a national organization headquartered in Santa Barbara with a local office in Bakersfield. Shuster Financial Group (SFG) is a multi-discipline boutique financial and insurance services firm operating in Pasadena. Both firms have excellent reputations and offer similar plans that include a Fiduciary. Over the course of two months, the Committee reviewed a vast amount of information provided by both firms, including fee structures, and CAPK's attorney review of the sample contracts. In

addition, as the Committee worked their way through process, other questions arose regarding Agency liabilities. Jeremy reminded the Board that in his report on June 28, 2017, the D&O insurance was increased from \$3 million to \$5 million and further review will take place to ensure that amount is adequate.

Responding to questions from the Board regarding their personal liability risk, Jeremy explained that by moving to a 3(38) plan with a Fiduciary, the liabilities are less than what they are now and while the corporate veil does not insulate Board Members completely, the addition of a Fiduciary (a professional plan manager who has legal authority and duty to make decisions regarding financial matters on behalf of CAPK) provides a significant increase in insulation.

Jim Camp noted that Pensionmark's fees were substantially less and the return on cash accounts is more favorable. It is the responsibility of the Board and Staff to get the best deal for employees to minimize legal exposure.

The Committee recommends Board approval to proceed with Pensionmark and authorize Jeremy Tobias to sign the contract. CAPK Staff will direct the attorneys to further review insurance coverage limits and if additional adjustments are recommended, staff will bring their recommendations back before the Board. Pensionmark estimates 90-120 days to fully transition from Mutual of America to Pensionmark.

Motion was made and seconded to approve the Pension Plan Review Committee's recommendation to contract for services with Pensionmark for the 3(38) plan and increase insurance coverage and authorizing the CEO to execute contracts for services. Carried by unanimous vote. (Henderson/Childress).

- g. 2017 Low Income Weatherization Program (LIWP) Contract with Richard Heath & Associates – Emilio Wagner, Director of Operations – **Action Item**

Margaret Palmer, Energy Program Manager, presented on behalf of Emilio Wagner. Community Action Partnership of Orange County (CAPOC) was awarded a state contract for region 3, which includes Kern County. CAPOC is working with two sub-contractors, one of which is Richard Heath & Associates (RHA), and RHA will be subcontracting with CAPK to provide LIWP Weatherization Services for Kern County. CAPK was allocated \$463,467.51 with an expectation to fully expend by May 31, 2018. Except for seven identified measures, CAPK will have the ability to earn unrestricted revenue, due to actual cost expected to be below the reimbursed cost.

Staff recommends the board authorize Jeremy Tobias, CEO, to finalize negotiations and execute the contract with Richard Heath & Associates for the 2017 Low Income Weatherization Program.

Motion was made and seconded to authorize Jeremy Tobias, CEO, to execute the 2017 Low Income Weatherization Program (LIWP) Contract with Richard Heath & Associates. Carried by unanimous vote. (Henderson/Camp).

VI. Committee Reports

- a. Executive Committee Report – Jeremy Tobias, Chief Executive Officer – **Action Item**
 - i. Minutes of July 19, 2017

- ii. Selection of Workers Compensation Insurance Coverage for 2017-2018
 - 1. 2017-2018 Workers Compensation Proposal
- iii. 2016-2017 Early Head Start Child Care Partnership Self-Assessment
- iv. Revision of CAPK Bylaws
- v. Head Start and Early Head Start Budget to Actual Reports for the Period Ended June 30, 2017
- vi. Chief Financial Officer Report

Jeremy Tobias reported the Executive Committee met on July 19, 2017, and approved Workers Compensation Coverage for the Agency with a small decrease in the cost. The remaining reports were routine and not out of the ordinary.

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

- b. Program Review & Evaluation Committee Report – Ralph Martinez, Director of Community Development – **Action Item**
 - i. Minutes of August 9, 2017
 - ii. Program Reports
 - 1. July 2017 Program and Division Reports
 - 2. Application Status Report and Funding Requests
 - 3. July 2017 Head Start / State Child Development May Enrollment Update and Meals Report
 - 4. July 2017 Outreach & Advocacy Report
 - 5. Head Start / State Child Development Self-Assessment

Ralph Martinez reported the Program Review & Evaluation Committee met on August 9, 2017, and reported that four funding awards were announced for a total of \$336,844 in revenue to CAPK programs and services. In addition, two funding requests were presented to the Committee.

Lorena Fernandez asked how often the 2-1-1 Program updates the referral numbers, citing that it has been reported to her that some of the numbers are invalid. Esperanza Contreras, Program Manager for 2-1-1 responded that an annual review is conducted and all numbers are updated at that time and/or at the time updated information is provided.

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

- c. Budget & Finance Committee Report – Christine Anami, Chief Financial Officer – **Action Item**
 - i. Minutes of August 16, 2017
 - ii. Application Status Report and Funding Requests
 - iii. Kern Head Start and Early Head Start Budget to Actual for the Period Ending July 31, 2017
 - iv. San Joaquin Head Start and Early Head Start Budget to Actual Reports for the Period Ending July 31, 2017
 - v. Early Head Start Child Care Partnerships Budget to Actual Report for the Period Ended July 31, 2017
 - vi. 2016-2017 Head Start Federal Financial Reports

- vii. Addition of Authorized signers on CAPK Bank Accounts
- viii. Discretionary Fund Update
- ix. Financial Statements, July 2017

Chris Anami reported the Budget & Finance Committee met on August 16, 2017, and introduced three action items: two funding requests; a request to add two Division Directors (Pritika Ram and Yolanda Gonzales) as check signers; and the presentation of financial statements through July 31, 2017, and Chris noted there was no unusual or out of the ordinary transactions. Chris also advised the Board that due to a Wells Fargo bank error, an advance requested for July 31, 2017 was not received until August 1, 2017. Wells Fargo has assured staff the error will not happen again.

One information item was presented, the updated schedule for the Discretionary Fund, showing a balance of \$466,302. Over the last six months, there was a gain of \$44,000, due in large to the outcome of the Annual Banquet.

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

- d. Audit & Pension Committee Report – Christine Anami, Chief Financial Officer – **Action Item**
 - a. Minutes of August 17, 2017
 - b. Pension Plan Report by Mutual of America (verbal report)
 - c. First 5 Kern Annual Administrative Review of the 2-1-1 Program
 - d. First 5 Kern Annual Administrative Review of East Kern Family Resource Center

Chris Anami reported the Audit & Pension Committee met on August 17, 2017 and there were no action items presented. Three information items were presented: a quarterly update on the retirement plans administered by Mutual of America; and two First 5 Kern annual administrative reviews and neither required corrective action.

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

VII. Advisory Board Reports

- a. Head Start Policy Council Report – Enrique Salazar, Jr. Policy Council Representative - **Action Item**

Enrique Salazar, Jr. reported that the Policy Council met on June 29, and July 27, 2017. In June, the Policy Council elected a new representative to the CAPK Board of Directors; approved the 2017-2018 School Readiness goals; the EHS Child Care refunding application; the Head Start Duration carryover application; the COLA application and the 2017-2018 Recruitment & Selection Plan. At the July meeting, the Council approved the EHS Child Care Partnership Non-Federal Share Waiver; both self-assessments for Kern Head Start and the EHS Child Care Partnership.

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

- b. Summary of Proposed Changes to the 2017-2018 Policy Council Bylaws – Janelle Gonzalez, Program Governance Coordinator - **Action Item**

Janelle Gonzalez presented the proposed changes to the 2-17-2018 Policy Council Bylaws and recommended Board approval to reflect the revised Office of Head Start Performance Standards.

Motion was made and seconded to approve the Proposed Changes to the 2017-2018 Policy Council Bylaws. Carried by unanimous vote. (Peterson/Vigil).

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

Ralph Martinez reported the Friendship House summer program ended in early August and the after-school program began on August 14th. Ralph said that members of the community have approached Friendship House to ask about receiving vegetables grown in the community center garden. The individuals were placed on a list for the re-planting with an opportunity to learn about gardening. Ralph also reported the first phase of the reading oasis has been completed and will advise the Board once the second phase has been completed.

Members of the Friendship House Advisory Board announced an upcoming event that supports some of the academic programs at Friendship House. The event, “One Night in Paris” will take place on Thursday, October 26th at the Metro Galleries. Invitations were distributed to the Board

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

VIII. Chief Executive Officer’s Report – Jeremy Tobias, Chief Executive Officer – **Action Item**

Jeremy Tobias reported the Food Bank Solar Project is complete and energized. A Flip the Switch event is planned for Friday, August 25th at 11:00 am and the Board is invited to attend. The system is expected to generate approximately 99% of the electrical needs of the Food Bank, saving an estimated \$54,203 the first year, allowing funds to be re-directed to food purchases, truck fuel, and facility maintenance.

CFO interviews are underway with two finalists identified. Both candidates are very competent and the second-round interviews and background checks will begin soon, with the goal of presenting the recommended candidate to the Board by the end of September to allow for 5 months of overlap and training with Chris Anami.

Jeremy re-introduced Pritika Ram, Director of Administration, to those who have not met her.

Motion was made and seconded to approve the Chief Executive Officer’s Report. Carried by unanimous vote. (Henderson/Fernandez).

IX. Board Member Comments

Jim Camp announced his resignation from the Board effective August 23, 2017, and thanked the Staff and Board members for the great work being done at CAPK.

X. Closed Session

XI. Closed Session Report

XII. Next Scheduled Meeting

Board of Directors Meeting
Wednesday, October 25, 2017
12:00 p.m.
5005 Business Park North
Bakersfield, CA 93309

XIII. Adjournment

The meeting adjourned at 1:56 pm.

COMMUNITY ACTION PARTNERSHIP OF KERN MEMORANDUM

To: Board of Directors
From: Michele Nowell, Director of Human Resources
Date: September 27, 2017
Subject: *Agenda Item VI(a):* Modification & Renewal of the Employee Health Insurance & Benefit Plan for 2018 – **Action Item**

As discussed at the previous Board meeting, staff has been working with our Insurance Broker on the renewal of our employee health benefit plan. With costs continuing to escalate, staff reviewed several options to reduce costs to both the agency and the employees. After reviewing plan options, staff met with the Executive Committee to review some of those possibilities. The Executive Committee of the Board of Directors met with staff and Wells Fargo Insurance, our broker for health benefits, on September 21, 2017 to discuss the 2018 plan year.

Summary

The health insurance plan cost is shared between the agency and the employee at various levels depending on the coverage option chosen. We continue to see changes in the insurance industry in relationship to increase costs and agency affordability. As our contract funding levels can change, we continue to monitor the cost to program budgets while trying to balance the direct impact to the employee. Staff continue to look at creative alternatives to provide the best coverage at an affordable price.

2018 Renewal Overview

Wells Fargo conducted an insurance marketing to obtain competitive proposals from qualified insurance companies for the 2018 plan year. Carriers that were asked to quote and declined: Aetna, Anthem Blue Cross, Health Net, Kaiser Permanente. Blue Shield's 2018 standard renewal calculation produces an increase of 34.2% to the insurance rates for 2018. Blue Shield is aware that a renewal of this magnitude is unrealistic. Based on the strong positive relationship with CAPK, Blue Shield released

the renewal at 15.4% for the existing plan design. The renewal was subsequently reduced to 12%.

It should be noted that the 2018 renewal includes the Affordable Care Act (ACA) insurer fee of approximately 3.5%. This fee was not required in 2016 or 2017.

United Concordia Dental is in a 2-year rate guarantee so there will be no changes to dental cost. The Hartford Life/AD&D, STD & LTD are in a rate guarantee so there will be no changes in cost.

The vision plan will continue to be bundled with medical but will transition from MES Vision to EyeMed. This recommendation is based on challenges with administrative services with MES. EyeMed is a full-service vision provider. EyeMed provides a 15% savings over the 2018 MES pricing.

2018 Plan Year Proposal

Blue Shield did offer many plan design options that would reduce the needed premium for 2018. The Executive Committee and staff, after evaluating all the options, are proposing the following plan changes:

Change the CAPK subsidy for employees that elect single coverage to assist with ACA affordability. The CAPK subsidy would be increased for employees that elect single TRIO coverage. To offset the additional subsidy for single TRIO coverage, the additional cost of buying up to the Access+ HMO would be born entirely by those that elect the more expensive HMO option.

It is also recommended to change the plan coinsurance from 100% to 90%. This would make an employee responsible for 10% of a hospitalization or an out-patient facility service with a maximum annual out of pocket expense of \$2,000 for a single and \$4,000 for a family. This cap limits the catastrophic out of pocket expense to the employee.

To help employees fund the additional cost of this coinsurance, CAPK would create a Health Reimbursement Account (HRA). This account would allow an employee who may be hospitalized or have an outpatient surgery the ability to receive from the HRA up to \$500 per single or \$1,000 per family reimbursement towards their coinsurance. By reducing the co-insurance, there is a cost savings in the overall capitation amount that is paid by Blue Shield which means a savings to CAPK and the employee. The HRA values will roll forward from one year to the next so that if an employee does not spend these funds they will have additional funds in future years. We recommend that CAPK limit the ultimate value of the fund after several years to the out of pocket limit of \$2,000 for an individual and \$4,000 for a family. CAPK will create a reserve account of \$73,000 to be used to pay for the coinsurance liability which will be managed by Blue Shield.

Staff also recommends a small change to the prescription service which would help reduce cost another \$25,000. Blue Shield offers a special outpatient Prescription Drug Coverage for large groups referred to as RX Spectrum. RX Spectrum allows the employee two options: Level A which encourages employees to use a retail pharmacy, i.e. CVS, Target, Costco, Safeway, Vons they will pay \$15/30/45 per prescription. If they go to a network pharmacy which is all the other pharmacies within Blue Shield's pharmacy network, they will pay \$30/60/90 per prescription.

With the changes to medical and vision along with no change to dental and life/AD&D pricing the overall increase for 2018 would be 9.2%. After considering the above-mentioned changes, CAPK will still be able to offer a rich benefit plan for its employees.

The Executive Committee was presented this information and is recommending the Board of Directors approve the above described 90% coinsurance option.

Recommendation

The Executive Committee and staff recommend that the Board of Directors approve the above recommendations for the 2018 Health Insurance plan.

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Board of Directors

From: Swathi Venkatesh, Community Development Specialist

Date: September 27, 2017

Subject: *Agenda Item VI(b): CAPK Annual Satisfaction Surveys – Info Item*

In late 2016, as part of CAPK's continuous quality improvement efforts, the Community Development Division facilitated the dissemination of CAPK's annual Satisfaction Surveys to collect feedback from CAPK's employees, clients and community partners. This is the second iteration of the three surveys, which allows for limited (due to some revisions to survey tools) year-over-year comparisons from 2015 to 2016.

The surveys were made available online through Survey Monkey, and hard copies were distributed to numerous program sites with assistance from CAPK's directors, managers, program staff and partners over a period of several months. Results of the surveys have been shared with management staff, with the analysis done at the Division and Program levels, where applicable. Only aggregate results were shared; individual responses and comments were summarized to maintain anonymity. The following contains an overview of the surveys.

Client Survey Results (Possible respondents 75,000 CAPK clients):

- 762 surveys completed, a 233 decrease in number of responses from 2015.
- 63% of surveys were completed in English and 37% were in Spanish.
- 4.41 average score for customer satisfaction level, compared to 4.44 in 2015.
- 93.6% rated the quality of services received as good or excellent, a 1.9% decrease from 2015.

Community Partner Survey Results (Disseminated to 139 CAPK partners):

- 142 surveys completed, an increase of 99 surveys completed from 2015.
- 4.54 average score for program-level satisfaction (program-level data unavailable for 2015).
- 4.57 average score for agency-level satisfaction, compared to 3.83 in 2015.
- Areas of the highest partner satisfaction were related to good communication with staff and the agency.

Employee Survey Results (Disseminated to 820 CAPK employees):

- 412 surveys completed (50% response rate); 7% increase from 2015.
- 3.61 average score for program/division level employee satisfaction; a slight increase from 3.51 in 2015.
- 3.46 average score for agency-level employee satisfaction; a slight increase from 3.37 in 2015.
- Areas with the lowest level of satisfaction at the program/division level include employee recognition (3.07) and freedom to develop and implement more efficient processes (3.39).
- Areas with the lowest scores at the agency level concern compensation (2.62) and top-down/bottom-up communication (2.66).

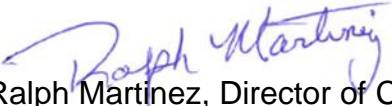
Next Steps:

- Community Development Division presented survey findings to Division Directors in small group sessions, and to management staff at the August 16th Company Management Meeting.
- Recommendations to be incorporated by CAPK Programs, Divisions, Strategic Planning Committee, etc. as appropriate.
- 2018 Satisfaction Surveys – Schedule for review/process to be developed with input from other Divisions.
- Enlist Strategic Planning Committee members to identify possible improvements to survey tools and process
- Strategies to increase survey response rate:
 - Reduce survey fatigue by eliminating overlap with other program surveys
 - Recruit volunteers to administer client surveys at more CAPK sites/events and to complete data entry
 - Consider incentives, such as entry to a raffle to promote client participation
 - Work with Employee Appreciation Committee to find ways to ensure 100% employee participation

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Board of Directors

From:  Ralph Martinez, Director of Community Development

Date: September 27, 2017

Subject: *Agenda Item VI(b)*: Resolution to approve the submission of the 2018 Community Service Block Grant (CSBG) Contract (18F-5015) from the Department of Community Services and Development – **Action Item**

Attached is the Community Services Block Grant (CSBG) Resolution and Contract. The contract term is January 1, 2018 through December 31, 2018. The 2018 estimated CSBG award for CAPK is \$1,469,183, which is less than a 1% decrease of the current year.

The contract was received on Monday, September 18, and staff is currently working on the 2018 budget detail to be submitted with the contract, which is due thirty (30) calendar days for private non-profit agencies from the date of the letter when received. A comprehensive budget will be submitted to the full Board of Directors once it is completed. CSBG is our only funding source that allows the flexibility to support multiple low-income programs as well as administration. As with contracts in previous years, our 2018 CSBG contract will be used to support programs that serve areas of great need, but that have significant program and administrative funding gaps, such as Food Bank, VITA, Friendship House Community Center, Shafter Youth Center, and 2-1-1.

The attached resolution provides authority to Chief Executive Officer, Jeremy T. Tobias, to sign the 2018 CSBG contract on behalf of the agency and to execute any amendments to the contract over the contract term.

Recommendation:

Staff recommends the Board of Directors approve Resolution Number 2017-07 to approve the 2018 Community Service Block Grant (CSBG) Contract (18F-5015) from the Department of Community Services and Development.

Attachments:

2017-07 Resolution approving 2018 Community Service Block Grant (CSBG) Contract
Contract# 18F-5015 2018 Community Service Block Grant (CSBG)

RESOLUTION # 2017-07

A Resolution of the Board of Directors of Community Action Partnership of Kern Approving the submission of the 2018 CSBG Contract

The Board of Directors of Community Action Partnership of Kern located at 5005 Business Park North, Bakersfield, CA 93309, met on September 27, 2017, in Bakersfield, California at a scheduled Board meeting and resolved as follows:

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

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

WHEREAS, the State of California Department of Community Services and Development has made available CSBG funds for 2018; and

WHEREAS, the State of California Department of Community Services and Development has offered a 2018 CSBG Contract to the Partnership; and

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

WHEREAS, the State of California Department of Community Services and Development requires that an authorized signatory be named for the 2018 CSBG Contract and the CAPK Board of Directors has designated Jeremy T. Tobias, Chief Executive Officer, as the official representative and signatory of CAPK; and

NOW, THEREFORE, be it resolved that the CAPK Board of Directors hereby authorizes Jeremy T. Tobias, Chief Executive Officer, to act on behalf of the Boards Partnership’s representative signatory with regards to the 2018 CSBG Contract and any subsequent amendments during the contract period.

APPROVED by a majority vote of the Board of Directors of Community Action Partnership of Kern, this 27th day of September, 2017.

Garth Corrigan, Chair
CAPK Board of Directors

Date



LINNÉ K. STOUT
DIRECTOR

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



EDMUND G. BROWN JR.
GOVERNOR

September 15, 2017

Dear Executive Director,

The Department of Community Services and Development (CSD) is pleased to announce the early release of the 2018 Community Services Block Grant (CSBG) Contract, with a contract term of January 1, 2018 through December 31, 2018. The goal of this early release is to ensure that all CSBG Contractors have an executed contract on, or before, the start of the contract term of January 1, 2018.

CSBG will be operating under a continuing resolution and CSD anticipates receiving California's initial notice of grant award in November, informing CSD of the available amount to expend for the first quarter. Upon receipt of the notice of grant award, CSD will issue a notification providing the allocated amount to expend.

As part of our efforts to reduce the administrative burden and streamline the contract process, CSD will release a notification sanctioning the available amount to be expended for each quarter instead of issuing a contract amendment with every quarterly award letter. This new process will help to provide your agency with prompt access to CSBG funding as quarterly notice of grant awards are received. CSD will make final adjustments to your contract allocation once the final 2018 CSBG award letter has been received.

Enclosed is Part I of the 2018 CSBG contract and the allocation spreadsheet, which is incorporated into the contract as Attachment A. When completing your CSBG fiscal data budget forms, please use the amount identified for your agency on the spreadsheet labeled "Total 2018 Contract." Part I of the contract also includes the base contract, which must be signed and returned to CSD.

Part II consists of boilerplate provisions that are available on the CSD's Provider Website under the CSBG Tab at: <http://providers.csd.ca.gov>. The red-lined version of the 2018 CSBG contract language changes is also available on the Provider Website.

Please be advised that in order to receive an advance, seek reimbursement, or issue benefits, all program-specific requirements must be received and approved by CSD. Refer to Part I, Article 2, Section D. Contract Elements Integral to Agreement and Enforceability Conditions for program specific requirements. Upon approval, your



Agency will receive written notification from CSD through email stating the contract is complete.

Also enclosed is a contract checklist and other information needed for execution of the contract. The contract packets will need to be completed and returned to CSD within thirty (30) calendar days for private non-profit agencies and forty-five (45) calendar days for public agencies from the date of this letter.

In mid-October, CSD will conduct a training webinar to review new contract requirements, forms and answer any questions on the 2018 CSBG contract language. Further information on the webinar will be distributed via the CSD CSBG blog. For any questions related to the contract submission, program requirements or the contract webinar, please contact your assigned Field Representative.

Thank you for your dedication and commitment to serve low-income individuals and families throughout the state. I look forward to continuing to work in partnership with you to develop innovative and effective programs and strengthen our capacity to not only improve the lives of those living in poverty, but to reduce poverty in California.

Sincerely,



LINNE STOUT
Director

Enclosure(s)

2018 CSBG Contract Checklist

General Comments and Requirements:

1. Please do not use correction fluid or tape. Do not make any changes or notations to the contract document. If any corrections are necessary, please contact your Field Representative. If you need to reproduce contract pages, please do so single-sided only.
2. When you return the contract packet to CSD, please arrange all pages, including the face sheets and articles, in the order received. All forms printed from the CSD Provider's Website will need to be added to the back of the contract packet. Please do not use staples on any of the documents.

Check the box as the following completed documents are attached to the contract.

- ☐ 1. Did you provide CSD with 2 copies of the contract?
- ☐ 2. Did you complete the contractor's name and title of the person authorized to sign the contract? Are both contracts face sheets signed (wet signature) and dated by authorized person?
- ☐ 3. Did you include a current FFATA form?
- ☐ 4. Did you provide a signed Lobbying Form?
- ☐ 5. Do you have current insurance or Self-Insurance Authority Certification on the file with CSD? New insurance is required if it expires during the term of the contract or the amount of insurance needs to be increased.
- ☐ 6. Did you attach (or already submit) a Board Resolution? N/A if a general Board Resolution was submitted previously and is not specific to the program, program year, contract number, and does not contain any changes.

Programmatic Contract Requirements (as applicable):

- ☐ 7. Has your Agency completed the following 425 Budget Series Forms and ensured all numbers match the Allocation Spreadsheet posted to the Providers Website?
 - CSD 425.S CSBG Contract Budget Summary
 - CSD 425.1.1 CSBG Budget Support Personnel Cost
 - CSD 425.1.2 CSBG Budget Support Non Personnel Cost
 - CSD 425.1.3 CSBG Budget Support Other Agency Operating Funds
 - CSD 425.1.4 CSBG Contract Budget Narrative
- ☐ 8. Did you fill out the CSBG Annual Workplan (641)?
- ☐ 9. Did you attach a CSD 188 Agency Staff and Board Roster form? If you are a dual CSBG/LIHEAP Provider and submitted an updated CSD 188 with your 2018 LIHEAP Contract, please notify your CSBG Field Representative.
- ☐ 10. Did you attach an updated Board Meeting schedule?

- ☐ 11. did you attach (if applicable) updated organizational bylaws? N/A if no changes have occurred in the past calendar year. If you are a dual CSBG/LIHEAP Provider and submitted updated bylaws with your 2017 LIHEAP Contract, please notify your CSBG Field Representative.
- ☐ 12. Did you fill out the CSBG Public Website Update Form (CSD 168)? This form is only required with the initial CSBG contract.

All forms can be found on the Forms page of the Provider's website at <http://providers.csd.ca.gov>.

Please Note: Per Article 5, Subsection 3.A Contractor will not be reimbursed for any costs incurred or issued an Advance until CSD provides a written notice of compliance with all programmatic contract requirements (items 7-12).

Please return both completed contract packets within 30 days (45 days for public agencies) to:

Contract Services Unit
Department of community Services and Development
2389 Gateway Oaks Drive, Suite 100
Sacramento, CA 95833-4246

State of California
Department of Community Services and Development
2018 CSBG Allocation
Non-CAAs

Attachment A

NATIVE AMERICAN INDIANS

Agency	Contract Number	Total 2018 Contract	25% Advance
Karuk Tribe of California (Core Funding)	18F-5101	42,000	10,500
Karuk Tribe of California	18F-5102	78,309	19,577
NCIDC, Inc. (Core Funding)	18F-5103	122,000	30,500
NCIDC, Inc./LIFE (Core Funding)		(Included with NCIDC below)	
NCIDC, Inc.	18F-5104	1,930,476	482,619
LAC/County NAIC of Los Angeles	18F-5105	280,109	70,027
TOTAL		<u>2,452,894</u>	<u>613,223</u>

MIGRANT & SEASONAL FARMWORKERS

Agency	Contract Number	Total 2018 Contract	25% Advance
California Human Development Corporation	18F-5201	1,446,579	361,645
Proteus, Inc.	18F-5202	2,327,105	581,776
Central Valley Opportunity Center, Inc.	18F-5203	566,052	141,513
Center for Employment Training	18F-5204	1,949,736	487,434
TOTAL		<u>6,289,472</u>	<u>1,572,368</u>

LIMITED PURPOSE AGENCIES
(DISCRETIONARY FUNDS)

Agency	Contract Number	Total 2018 Contract	25% Advance
Community Design Center	18F-5301	172,818	43,205
Del Norte Senior Center, Inc.	18F-5302	139,156	34,789
Rural Community Assistance Corporation	18F-5303	187,609	46,902
TOTAL		<u>499,583</u>	<u>124,896</u>

State of California
Department of Community Services and Development
2018 CSBG Allocation
CAAs

Attachment A

County	Agency	Contract Number	Total 2018 Contract	25% Advance
Alameda	Berkeley Community Action Agency	18F-5001	263,217	65,804
Alameda	City of Oakland, Human Services Department	18F-5002	1,335,822	333,956
Alpine	Inyo Mono Advocates for Community Action, Inc.	18F-5003	1,290	323
Amador/Tuolumne	Amador-Tuolumne Community Action Agency	18F-5004	257,714	64,429
Butte	Community Action Agency of Butte County, Inc.	18F-5005	356,356	89,089
Calaveras/Mariposa	Calaveras-Mariposa Community Action Agency	18F-5006	257,053	64,263
Colusa	SEE GLENN COUNTY			
Contra Costa	Contra Costa Employment & Human Services Dept/CSB	18F-5007	838,958	209,740
Del Norte	Del Norte Senior Center, Inc.	18F-5008	50,477	12,619
El Dorado	El Dorado County Health and Human Services Agency	18F-5009	282,041	70,510
Fresno	Fresno County Economic Opportunities Commission	18F-5010	1,829,309	457,327
Glenn/Colusa/Trinity	Glenn County Health and Human Services Agency	18F-5011	258,495	64,624
Humboldt	Redwood Community Action Agency	18F-5012	265,509	66,377
Imperial	Campesinos Unidos, Inc.	18F-5013	309,068	77,267
Inyo/Mono	Inyo Mono Advocates for Community Action, Inc.	18F-5014	255,305	63,826
Kern	Community Action Partnership of Kern	18F-5015	1,469,183	367,296
Kings	Kings Community Action Organization, Inc.	18F-5016	297,060	74,265
Lake/Mendocino	North Coast Opportunities, Inc.	18F-5017	539,042	134,761
Lassen/Plumas/Sierra	Plumas County Community Development Commission	18F-5018	256,724	64,181
Los Angeles	Foothill Unity Center, Inc.	18F-5019	317,918	79,480
Los Angeles	Long Beach Community Action Partnership	18F-5020	776,335	194,084
Los Angeles	County of Los Angeles Dept. of Public Social Services	18F-5021	5,989,130	1,497,283
Los Angeles	City of Los Angeles Housing + Community Investment Dept.	18F-5022	6,486,302	1,621,576
Madera	Community Action Partnership of Madera County, Inc.	18F-5023	275,260	68,815
Marin	Community Action Marin	18F-5024	266,010	66,503
Mariposa	SEE CALAVERAS COUNTY			
Mendocino	SEE LAKE COUNTY			
Merced	Merced County Community Action Agency	18F-5025	492,580	123,145
Modoc/Siskiyou	Modoc-Siskiyou Community Action Agency	18F-5026	258,495	64,624
Mono	SEE INYO COUNTY			
Monterey	Monterey County Community Action Partnership	18F-5027	493,548	123,387
Napa	Community Action Napa Valley	18F-5028	283,065	70,766
Nevada	Nevada County Dept. of Housing & Community Services	18F-5029	267,580	66,895
Orange	Community Action Partnership of Orange County	18F-5030	2,695,917	673,979

Attachment A

State of California
Department of Community Services and Development
2018 CSBG Allocation
CAAs

County	Agency	Contract Number	Total 2018 Contract	25% Advance
Placer	Project GO, Inc.	18F-5031	329,762	82,441
Plumas	SEE LASSEN COUNTY			
Riverside	Community Action Partnership of Riverside County	18F-5032	2,565,015	641,254
Sacramento	Sacramento Employment and Training Agency	18F-5033	1,743,146	435,787
San Benito	San Benito County H&HSA, CS & WD	18F-5034	264,270	66,068
San Bernardino	Community Action Partnership of San Bernardino County	18F-5035	2,656,074	664,019
San Diego	County of San Diego, H&HSA, CAP	18F-5036	3,289,954	822,489
San Francisco	TBD	18F-5037	843,455	210,864
San Joaquin	San Joaquin County Dept. of Aging & Community Services	18F-5038	961,719	0
San Luis Obispo	CAP of San Luis Obispo County, Inc.	18F-5039	293,460	73,365
San Mateo	San Mateo County Human Services Agency	18F-5040	447,255	111,814
Santa Barbara	Community Action Commission of Santa Barbara County	18F-5041	522,702	130,676
Santa Clara	Sacred Heart Community Service	18F-5042	1,396,487	349,122
Santa Cruz	Community Action Board of Santa Cruz County, Inc.	18F-5043	286,248	71,562
Shasta	Shasta County Community Action Agency	18F-5044	295,407	73,852
Sierra	SEE LASSEN COUNTY			
Siskiyou	SEE MODOC COUNTY			
Solano	Community Action Partnership of Solano, JPA	18F-5045	379,454	94,864
Sonoma	Community Action Partnership of Sonoma County	18F-5046	442,561	110,640
Stanislaus	Central Valley Opportunity Center, Inc.	18F-5047	755,524	188,881
Sutter	Sutter County Community Action Agency	18F-5048	265,482	66,371
Tehama	Tehama County Community Action Agency	18F-5049	281,665	70,416
Trinity	SEE GLENN COUNTY			
Tulare	Community Services & Employment Training, Inc.	18F-5050	886,433	221,608
Tuolumne	SEE AMADOR COUNTY			
Ventura	Community Action of Ventura County, Inc.	18F-5051	672,686	168,172
Yolo	County of Yolo Health and Human Services Agency	18F-5052	290,542	72,636
Yuba	Yuba County Community Services Commission	18F-5053	268,816	67,204
TOTAL, all counties			47,862,880	11,725,299

AGREEMENT NUMBER 18F-5015	AMENDMENT NUMBER 0
REGISTRATION NUMBER	

1. This Agreement is entered into between the State Agency and the Contractor named below
STATE AGENCY'S NAME
Department of Community Services and Development
CONTRACTOR'S NAME
Community Action Partnership of Kern
2. The term of this Agreement is: **January 1, 2018 through December 31, 2018**
3. The maximum amount of this Agreement is: **Total \$1,469,183.00**
4. The parties agree to comply with the terms and conditions of the following exhibits that are by this reference made a part of the Agreement:

Part I

Preamble

Article 1 - Scope of Work

Article 2 - Contract Construction, Administration, Procedure

Part II*

Subpart A - Administrative Requirements*

Subpart B - Financial Requirements*

Subpart C - Programmatic Requirements*

Subpart D - Compliance Requirements*

Subpart E - Certifications and Assurances*

Subpart F - State Contracting Requirements*



Subpart G - Definitions*

Subpart H - Table of Forms and Attachments*

Items shown with an Asterisk (*) are hereby incorporated by reference and made a part of this agreement as if attached hereto. These documents can be accessed at <https://providers.csd.ca.gov/>.

INITIALS

IN WITNESS WHEREOF, this Agreement has been executed by the parties hereto.

CONTRACTOR		CALIFORNIA Department of General Services Use Only
CONTRACTOR'S NAME (If other than an individual, state whether a corporation, partnership, etc.) Community Action Partnership of Kern		<p>"I hereby certify that all conditions for exemption have been complied with, and this document is exempt from the Department of General Services approval."</p>
BY (Authorized Signature) 	DATE SIGNED (Do not type)	
PRINTED NAME AND TITLE OF PERSON SIGNING Jeremy T. Tobias, Chief Executive Officer		
ADDRESS 5005 Business Park North, Bakersfield, CA 93309		
STATE OF CALIFORNIA		
AGENCY NAME Department of Community Services and Development		<input type="checkbox"/> Exempt per _____
BY (Authorized Signature) 	DATE SIGNED (Do not type)	
PRINTED NAME AND TITLE OF PERSON SIGNING Brian Dougherty, Deputy Director, Administrative Services		
ADDRESS 2389 Gateway Oaks Drive, Suite 100, Sacramento, California 95833		

STANDARD AGREEMENT
PARTS I & II – ENTIRE CONTRACT

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**STANDARD AGREEMENT
PARTS I & II – ENTIRE CONTRACT**

PART I

PREAMBLE

This subvention agreement, for the funding of Community Service Block Grant (CSBG) programs in 2018 (“Agreement”), is entered into between the Department of Community Services and Development (“CSD”) and the contractor named on Form STD 213, the face sheet of this document (“Contractor”), and shall be enforceable on the date last signed.

NOW THEREFORE, in consideration of the promises and of the mutual agreements and covenants hereinafter set forth, the CSD and Contractor hereby agree as follows:

ARTICLE 1 – SCOPE OF WORK

1.1 General

- A. Contractor shall administer and/or operate community-based programs designed to reduce poverty, revitalize low-income communities, and empower low-income families and individuals within Contractor’s service area (described in Section 1.3) to achieve greater self-sufficiency, pursuant to Title 42 of the United States Code (USC) Section 9901 et seq. (the Community Services Block Grant Act, as amended) and Government Code Section 12085 et seq., as amended. Unless otherwise specified in the Contractor’s Community Action Plan or elsewhere in this Agreement, Contractor shall make its services and activities available to the low-income community within its service area throughout the entire term of this Agreement. Contractor shall ensure that all services funded in whole or in part through this Agreement will support state and federal policies and goals of the CSBG Act as set forth in the above-referenced statutes.
- B. The CSBG Catalog of Federal Domestic Assistance number is 93.569. The award is made available through the United States Department of Health and Human Services.

1.2 Term and Amount of Agreement

- A. The term of this Agreement shall be as specified on the face sheet (STD. 213).
- B. The Maximum Amount of this Agreement shall be as specified on the face sheet and is subject to adjustment(s), in accordance with the following terms:
 - 1. The initial amount shall be based on the prior year’s grant award of the federal Community Services Block Grant for federal fiscal year (FFY) 2018, awarded to the State pursuant to one or more continuing resolutions passed by the Congress prior to the execution of this Agreement.

ARTICLE 1 – SCOPE OF WORK

**STANDARD AGREEMENT
PARTS I & II – ENTIRE CONTRACT**

2. Upon notification of the full federal fiscal year grant award amount from the U.S. Department of Health and Human Services (HHS), CSD shall, if necessary, issue an amendment to this agreement to increase or decrease the Maximum Amount.
3. If the full amount of the HHS CSBG grant to CSD is not available for allocation, CSD will notify Contractor in writing of the amount of Contractor's allocation that is available for expenditure, and shall advance funds in accordance with Article 5, Section 5.2 of this Agreement, as appropriate. When additional funds are subsequently made available by HHS, CSD will notify Contractor of the total amount of funds that may be expended. Contractor may not expend funds in excess of the amount available and authorized by CSD for expenditure. Access to funding shall be conferred upon Contractor through written authorization by CSD, and amendment to this Agreement shall not be required for such purpose, except in cases where the Maximum Amount of the Agreement has been revised.
4. In the event HHS fails to provided sufficient funding to CSD to enable payment of Contractor's Maximum Amount of the Agreement prior to the end of the Contract term, the contract amount shall be deemed to be reduced to the amount actually provided by HHS and the contract shall be closed on that basis without need for amendment.

1.3 Service Area

The services shall be performed in the following service area:

See Part II, Subpart H. The 2018 CSBG Numbers, Contractors, and Service Territories listing may be accessed at <http://providers.csd.ca.gov>.

1.4 Legal Authorities – Program Requirements, Standards and Guidance

- A. All services and activities are to be provided in accordance with all applicable federal, state, and local laws and regulations, and as those laws and regulations may be amended from time to time, including but not limited to, the following:
 1. The Community Services Block Grant Act, as amended, 42 U.S.C. §9901 et seq., and 45 Code of Federal Regulations (CFR) Part 96;
 2. The California Community Services Block Grant Program, Government Code §12085 et seq., as amended, and Title 22, California Code of Regulations (CCR) §§100601-100795;
 3. The Single Audit Act, 31 U.S.C. §7301 et seq., and Office of Management and

ARTICLE 1 – SCOPE OF WORK

**STANDARD AGREEMENT
PARTS I & II – ENTIRE CONTRACT**

Budget (OMB) Uniform Administrative Requirements, Cost Principles, and Audit Requirements for HHS Awards, 45 CFR Part 75.

- B. *Conflict of laws.* Contractor shall comply with all of the requirements, standards, and guidelines contained in the authorities listed below, as they may be amended from time to time, with respect to procurement requirements, administrative expenses, and other costs claimed under this Agreement, including those costs incurred pursuant to subcontracts executed by Contractor, notwithstanding any language contained in the following authorities that might otherwise exempt Contractor from their applicability. To the extent that the requirements, standards, or guidelines directly conflict with any State law or regulation at Government Code §12085 et seq. or 22 CCR §100601 et seq., or any provision of this Agreement, then that law or regulation or provision shall apply, unless, under specified circumstances, a provision of federal law applicable to block grants, such as 45 CFR 96.30, allows for the application of state law.
1. Uniform Administrative Requirements, Cost Principles, and Audit Requirements for HHS Awards (45 CFR 75);
 2. Contractor further agrees to abide by all requirements in California Contractor Certification Clauses 307 (CC-307);
- C. CSD shall provide Contractor with specific program guidance which shall be binding on the Contractor as a condition of the Contractor's eligibility to receive CSBG funds, PROVIDED:
1. That such guidance shall be issued by CSD in writing in the form of "CSD Program Notice (CPN) No. XX-XX" or "CSD Program Advisory (CPA) No. XX-XX" posted at <https://providers.csd.ca.gov>.
 2. That such guidance shall be issued by CSD in the most timely and expeditious manner practicable;
 3. That such guidance shall be reasonably necessary to realize the intent and purposes of the CSBG Act;
 4. That major and material changes in program requirements which substantially affect the Contractor's and/or CSD's ability to fulfill contractual obligations, or which otherwise create a substantial hardship on either the Contractor or CSD, shall be subject to an amendment to this Agreement;
 5. That the parties' failure or inability to execute a mutually acceptable amendment, under circumstances described in the preceding subparagraph 1.4 C. 4, within a period of time allowing the parties to reasonably comply with any major change(s) in CSBG requirements, shall result in this Agreement being without

**STANDARD AGREEMENT
PARTS I & II – ENTIRE CONTRACT**

force and effect, subject only to such provisions contained herein as are intended to survive the Agreement in accordance with the express and implied provisions of applicable federal and state law;

6. That Contractor is duly informed of the risk of de-designation as an eligible entity, based on CSD's obligation to avoid/minimize interruption of CSBG-funded services in any part of the state, in the event that this Agreement terminates due to failure to agree to any necessary amendment; and,
 7. That upon CSD's or Contractor's good faith determination, delivered to the other party by written notice, that agreement to any necessary amendment as contemplated in subparagraph 1.4 C. 4. above cannot be achieved, then this contract shall be terminated, and any issues of eligible entity status addressed, in accordance with requirements of federal and state law and established CSD policy and procedure.
- D. The federal and state laws, regulations and other authorities referenced in the present paragraph 1.4 are hereby incorporated by reference into this Agreement. Copies may be accessed for reference at www.csd.ca.gov.

**STANDARD AGREEMENT
PARTS I & II – ENTIRE CONTRACT**

ARTICLE 2 – CONTRACT CONSTRUCTION, ADMINISTRATION, PROCEDURE

2.1 Base Contract and Whole Agreement

- A. This Agreement consists of two parts, which together constitute the whole agreement between CSD and Contractor.
- B. Part I is the “Base Contract” which consists of the following:
 - 1. The face sheet (Form STD 213) which specifies:
 - a. the parties to the Agreement;
 - b. the term of the Agreement;
 - c. the maximum dollar amount of the Agreement; and
 - d. the authorized signatures and dates of execution.
 - 2. The Preamble, Article 1 and Article 2
- C. Part II consists of the “Administrative and Programmatic Provisions” which are comprised of Subparts A through H, including specified requirements, obligations, provisions, procedures, guidance, forms and technical materials necessary for program implementation.
- D. *Contract Elements Integral to Agreement and Enforceability Conditions*
 - 1. Contractor shall provide the following documents, satisfactory to CSD in form and substance, together with a signed copy of this Agreement before CSD executes and returns the Agreement to Contractor for implementation:
 - a. Federal Funding Accountability and Transparency Act Report (CSD 279)
 - b. Certification Regarding Lobbying/Disclosure of Lobbying Activities
 - c. Contractor Certification Clause (CCC-04/2017)
 - d. Current Insurance or Self-Insurance Authority Certification
 - e. Board Resolution authorizing execution of this Agreement
 - 2. In addition to the documentation requirements set forth in subparagraph 1, CSD’s obligations under this Agreement are expressly contingent upon Contractor providing the supplemental documentation set forth below, and available on the Providers’ Website at <https://providers.csd.ca.gov>. The documentation shall be subject to CSD’s approval, in form and substance.

STANDARD AGREEMENT PARTS I & II – ENTIRE CONTRACT

- a. 425 Budget Series Forms
 - CSD 425.S CSBG Contract Budget Summary
 - CSD 425.1.1 CSBG Budget Support Personnel Cost
 - CSD 425.1.2 CSBG Budget Support Non Personnel Cost
 - CSD 425.1.3 CSBG Budget Support Other Agency Operating Funds
 - CSD 425.1.4 CSBG Contract Budget Narrative
 - b. CSBG Annual Report Workplan (CSD 641)
 - c. Agency Staff and Board Roster (CSD 188)
 - d. Updated organizational bylaws (if applicable)
3. *Board Resolution.* Contractor must also submit a governing board resolution with an original signature of the board's authorized representative, identifying the individual(s) authorized to execute the 2018 CSBG Agreement and any amendments.
 4. Part II, Administrative and Programmatic Provisions (and Table of Forms and Attachments) is hereby incorporated by reference into this Agreement, is an essential part of the whole Agreement, and is fully binding on the parties.
 5. CSD shall maintain a certified date-stamped hardcopy of Part II for inspection by Contractor during normal business hours, as well as a date-stamped, PDF version of Part II on CSD's "Providers' Website," which may be accessed by Contractor, downloaded and printed at Contractor's option.
 6. Neither Part I nor Part II of this Agreement may be changed or altered by any party, except by a formal written, fully executed amendment, or as provided in Article 1.4 C with respect to program guidance, or as provided in Part II, Subpart A, Article 3 – Agreement Changes. Upon such amendment of any provision of Part II, the amended PDF version shall be date-stamped and posted to the Providers' Website until such time as a subsequent Agreement or amendment is executed by the parties.
 7. Contractors that are public or governmental entities with local provisions requiring receipt of a hardcopy of all parts of this Agreement as a prerequisite to execution, as well as other contractors that make special arrangements with CSD, may receive hardcopies of Parts I and II for execution and retention.

ARTICLE 2 – CONTRACT CONSTRUCTION, ADMINISTRATION, PROCEDURE

**STANDARD AGREEMENT
PARTS I & II – ENTIRE CONTRACT**

2.2 State Contracting Requirements – “General Terms and Conditions, GTC 04/2017”

In accordance with State contracting requirements, specified contracting terms and conditions are made a part of this agreement. The provisions in their entirety, previously located in Exhibit C of the CSBG contract, are now found in Part II, Subpart F of this Agreement and are fully binding on the parties in accordance with state law.

2.3 Contractor’s Option of Termination

A. Contractor may, at Contractor’s sole option, elect to terminate this contract in lieu of adherence to the procedures set out in subparagraph 1.4 C, should Contractor determine that any subsequent program guidance or proposed amendment to the contract is unjustifiably onerous or otherwise adverse to Contractor’s legitimate business interests and ability to implement the contract in an effective and reasonable manner, PROVIDED:

1. Such notice of termination is in writing and will be effective upon receipt by CSD, delivered by U.S. Certified Mail, Return Receipt Requested.
2. Notice contains a statement of the reasons for termination with reference to the specific provision(s) in the program guidance or proposed amendment in question.

B. Contractor shall be entitled to reimbursement for all allowable costs incurred prior to termination of the contract. Such reimbursement shall be in accordance with the program guidance and contract provisions in effect at the time the cost was incurred.

C. Contractor shall, within 60 days of termination, closeout the contract in accordance with contractual closeout procedures.

D. By executing this Agreement, Contractor acknowledges and understands that voluntary termination prior to the end of the Agreement term may result in Contractor’s permanent or temporary de-designation as an eligible entity, due to CSD’s obligation to seek replacement CSBG provider(s) in accordance with state and federal CSBG requirements.

2.4 Budget Contingencies

A. State Budget Contingency

1. It is mutually agreed that if funds are not appropriated for implementation of CSBG programs through the state budget process or otherwise, whether in the current year and/or any subsequent year covered by this Agreement, this Agreement shall be of no further force and effect. Upon written notice to

**STANDARD AGREEMENT
PARTS I & II – ENTIRE CONTRACT**

Contractor by CSD that no funds are available for contract implementation, the Agreement shall be terminated and the State shall have no obligation to pay Contractor or to furnish other consideration under this Agreement and Contractor shall not be obligated for performance.

2. If CSBG funding for any fiscal year is reduced to such degree that CSD reasonably determines that the program cannot be implemented effectively, the State shall at its sole discretion have the option either to terminate this Agreement upon written notice to Contractor or, in the alternative, to offer and negotiate an amendment addressing the reduced funding. If the parties fail to reach agreement on such amendment, CSD may at its option give written notice of termination without further obligation by either party except for contract closeout obligations and final settlement.

B. Federal Budget Contingency

1. The parties agree that because of uncertainty in the federal budget process, this Agreement may be executed before the availability and amounts of federal funding can be ascertained, in order to minimize delays in the provision of services and the distribution of funds. The parties further agree that the obligations of the parties under this Agreement are expressly contingent on adequate funding being made available to the state by the United States Government.
2. If federal funding for any fiscal year is reduced to such degree that CSD reasonably determines that the program cannot be implemented effectively, the State shall at its sole discretion have the option either to terminate this Agreement upon written notice to Contractor or, in the alternative, to offer and negotiate an amendment addressing the reduced funding. If the parties fail to reach agreement on such amendment, CSD may at its option give written notice of termination without further obligation by either party except for contract closeout obligations and final settlement.
3. If federal funding authorities condition funding on any obligations, restrictions, limitations, or conditions not existent when this Agreement was executed, this Agreement shall be amended by mutual agreement for compliance with such obligations, restrictions, limitations or conditions. Failure of the parties to reach agreement on such amendment shall render this Agreement without force and effect.

2.5 Miscellaneous Provisions

- A. Assignment. Neither this Agreement nor any of the rights, interests, or obligations under this Agreement shall be assigned by any party without the prior written consent

**STANDARD AGREEMENT
PARTS I & II – ENTIRE CONTRACT**

of the other parties, except in the case where responsibility for program implementation and oversight may be transferred by the State to another State agency. In the event of such transfer, this Agreement is binding on the agency to which the program is assigned.

B. Merger/Entire Agreement. This Agreement (including the attachments, documents and instruments referred to in this Agreement) constitutes the entire agreement and understanding of the parties with respect to the subject matter of this Agreement and supersedes all prior understandings and agreements, whether written or oral, among the parties with respect to such subject matter.

C. Severability. If any provision of this Agreement be invalid or unenforceable in any respect for any reason, the validity and enforceability of any such provision in any other respect and of the remaining provisions of this Agreement will not be in any way impaired and shall remain in full force and effect.

D. Notices. Unless otherwise provided herein, notice given by the parties shall be in writing, delivered personally, by United States mail, or by overnight delivery service (with confirmation). Certain reporting and other communications may be delivered electronically as specified by CSD or as is customary between the parties. Notice shall be delivered as follows:

1. To Contractor's address of record; and
2. To CSD at:

Department of Community Services and Development
Field Operations Services
2389 Gateway Oaks Drive, Suite 100
Sacramento, CA 95833

AGREEMENT NUMBER 18F-5015	AMENDMENT NUMBER 0
REGISTRATION NUMBER	

1. This Agreement is entered into between the State Agency and the Contractor named below
STATE AGENCY'S NAME
Department of Community Services and Development
CONTRACTOR'S NAME
Community Action Partnership of Kern
2. The term of this Agreement is: January 1, 2018 through December 31, 2018
3. The maximum amount of this Agreement is: Total \$1,469,183.00
4. The parties agree to comply with the terms and conditions of the following exhibits that are by this reference made a part of the Agreement:

Part I

Preamble

Article 1 - Scope of Work

Article 2 - Contract Construction, Administration, Procedure

Part II*

Subpart A - Administrative Requirements*

Subpart B - Financial Requirements*

Subpart C - Programmatic Requirements*

Subpart D - Compliance Requirements*

Subpart E - Certifications and Assurances*

Subpart F - State Contracting Requirements*



Subpart G - Definitions*

Subpart H - Table of Forms and Attachments*

Items shown with an Asterisk (*) are hereby incorporated by reference and made a part of this agreement as if attached hereto. These documents can be accessed at <https://providers.csd.ca.gov/>.

INITIALS

IN WITNESS WHEREOF, this Agreement has been executed by the parties hereto.

CONTRACTOR		CALIFORNIA Department of General Services Use Only
CONTRACTOR'S NAME (If other than an individual, state whether a corporation, partnership, etc.) Community Action Partnership of Kern		<p>"I hereby certify that all conditions for exemption have been complied with, and this document is exempt from the Department of General Services approval."</p>
BY (Authorized Signature) 	DATE SIGNED (Do not type)	
PRINTED NAME AND TITLE OF PERSON SIGNING Jeremy T. Tobias, Chief Executive Officer		
ADDRESS 5005 Business Park North, Bakersfield, CA 93309		
STATE OF CALIFORNIA		
AGENCY NAME Department of Community Services and Development		<p><input type="checkbox"/> Exempt per _____</p>
BY (Authorized Signature) 	DATE SIGNED (Do not type)	
PRINTED NAME AND TITLE OF PERSON SIGNING Brian Dougherty, Deputy Director, Administrative Services		
ADDRESS 2389 Gateway Oaks Drive, Suite 100, Sacramento, California 95833		

**STANDARD AGREEMENT
PARTS I & II – ENTIRE CONTRACT**

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**STANDARD AGREEMENT
PARTS I & II – ENTIRE CONTRACT**

PART I

PREAMBLE

This subvention agreement, for the funding of Community Service Block Grant (CSBG) programs in 2018 (“Agreement”), is entered into between the Department of Community Services and Development (“CSD”) and the contractor named on Form STD 213, the face sheet of this document (“Contractor”), and shall be enforceable on the date last signed.

NOW THEREFORE, in consideration of the promises and of the mutual agreements and covenants hereinafter set forth, the CSD and Contractor hereby agree as follows:

ARTICLE 1 – SCOPE OF WORK

1.1 General

- A. Contractor shall administer and/or operate community-based programs designed to reduce poverty, revitalize low-income communities, and empower low-income families and individuals within Contractor’s service area (described in Section 1.3) to achieve greater self-sufficiency, pursuant to Title 42 of the United States Code (USC) Section 9901 et seq. (the Community Services Block Grant Act, as amended) and Government Code Section 12085 et seq., as amended. Unless otherwise specified in the Contractor’s Community Action Plan or elsewhere in this Agreement, Contractor shall make its services and activities available to the low-income community within its service area throughout the entire term of this Agreement. Contractor shall ensure that all services funded in whole or in part through this Agreement will support state and federal policies and goals of the CSBG Act as set forth in the above-referenced statutes.
- B. The CSBG Catalog of Federal Domestic Assistance number is 93.569. The award is made available through the United States Department of Health and Human Services.

1.2 Term and Amount of Agreement

- A. The term of this Agreement shall be as specified on the face sheet (STD. 213).
- B. The Maximum Amount of this Agreement shall be as specified on the face sheet and is subject to adjustment(s), in accordance with the following terms:
 - 1. The initial amount shall be based on the prior year’s grant award of the federal Community Services Block Grant for federal fiscal year (FFY) 2018, awarded to the State pursuant to one or more continuing resolutions passed by the Congress prior to the execution of this Agreement.

ARTICLE 1 – SCOPE OF WORK

**STANDARD AGREEMENT
PARTS I & II – ENTIRE CONTRACT**

2. Upon notification of the full federal fiscal year grant award amount from the U.S. Department of Health and Human Services (HHS), CSD shall, if necessary, issue an amendment to this agreement to increase or decrease the Maximum Amount.
3. If the full amount of the HHS CSBG grant to CSD is not available for allocation, CSD will notify Contractor in writing of the amount of Contractor's allocation that is available for expenditure, and shall advance funds in accordance with Article 5, Section 5.2 of this Agreement, as appropriate. When additional funds are subsequently made available by HHS, CSD will notify Contractor of the total amount of funds that may be expended. Contractor may not expend funds in excess of the amount available and authorized by CSD for expenditure. Access to funding shall be conferred upon Contractor through written authorization by CSD, and amendment to this Agreement shall not be required for such purpose, except in cases where the Maximum Amount of the Agreement has been revised.
4. In the event HHS fails to provide sufficient funding to CSD to enable payment of Contractor's Maximum Amount of the Agreement prior to the end of the Contract term, the contract amount shall be deemed to be reduced to the amount actually provided by HHS and the contract shall be closed on that basis without need for amendment.

1.3 Service Area

The services shall be performed in the following service area:

See Part II, Subpart H. The 2018 CSBG Numbers, Contractors, and Service Territories listing may be accessed at <http://providers.csd.ca.gov>.

1.4 Legal Authorities – Program Requirements, Standards and Guidance

- A. All services and activities are to be provided in accordance with all applicable federal, state, and local laws and regulations, and as those laws and regulations may be amended from time to time, including but not limited to, the following:
 1. The Community Services Block Grant Act, as amended, 42 U.S.C. §9901 et seq., and 45 Code of Federal Regulations (CFR) Part 96;
 2. The California Community Services Block Grant Program, Government Code §12085 et seq., as amended, and Title 22, California Code of Regulations (CCR) §§100601-100795;
 3. The Single Audit Act, 31 U.S.C. §7301 et seq., and Office of Management and

ARTICLE 1 – SCOPE OF WORK

**STANDARD AGREEMENT
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Budget (OMB) Uniform Administrative Requirements, Cost Principles, and Audit Requirements for HHS Awards, 45 CFR Part 75.

- B. *Conflict of laws.* Contractor shall comply with all of the requirements, standards, and guidelines contained in the authorities listed below, as they may be amended from time to time, with respect to procurement requirements, administrative expenses, and other costs claimed under this Agreement, including those costs incurred pursuant to subcontracts executed by Contractor, notwithstanding any language contained in the following authorities that might otherwise exempt Contractor from their applicability. To the extent that the requirements, standards, or guidelines directly conflict with any State law or regulation at Government Code §12085 et seq. or 22 CCR §100601 et seq., or any provision of this Agreement, then that law or regulation or provision shall apply, unless, under specified circumstances, a provision of federal law applicable to block grants, such as 45 CFR 96.30, allows for the application of state law.
1. Uniform Administrative Requirements, Cost Principles, and Audit Requirements for HHS Awards (45 CFR 75);
 2. Contractor further agrees to abide by all requirements in California Contractor Certification Clauses 307 (CC-307);
- C. CSD shall provide Contractor with specific program guidance which shall be binding on the Contractor as a condition of the Contractor's eligibility to receive CSBG funds, PROVIDED:
1. That such guidance shall be issued by CSD in writing in the form of "CSD Program Notice (CPN) No. XX-XX" or "CSD Program Advisory (CPA) No. XX-XX" posted at <https://providers.csd.ca.gov>.
 2. That such guidance shall be issued by CSD in the most timely and expeditious manner practicable;
 3. That such guidance shall be reasonably necessary to realize the intent and purposes of the CSBG Act;
 4. That major and material changes in program requirements which substantially affect the Contractor's and/or CSD's ability to fulfill contractual obligations, or which otherwise create a substantial hardship on either the Contractor or CSD, shall be subject to an amendment to this Agreement;
 5. That the parties' failure or inability to execute a mutually acceptable amendment, under circumstances described in the preceding subparagraph 1.4 C. 4, within a period of time allowing the parties to reasonably comply with any major change(s) in CSBG requirements, shall result in this Agreement being without

ARTICLE 1 – SCOPE OF WORK

**STANDARD AGREEMENT
PARTS I & II – ENTIRE CONTRACT**

force and effect, subject only to such provisions contained herein as are intended to survive the Agreement in accordance with the express and implied provisions of applicable federal and state law;

6. That Contractor is duly informed of the risk of de-designation as an eligible entity, based on CSD's obligation to avoid/minimize interruption of CSBG-funded services in any part of the state, in the event that this Agreement terminates due to failure to agree to any necessary amendment; and,
 7. That upon CSD's or Contractor's good faith determination, delivered to the other party by written notice, that agreement to any necessary amendment as contemplated in subparagraph 1.4 C. 4. above cannot be achieved, then this contract shall be terminated, and any issues of eligible entity status addressed, in accordance with requirements of federal and state law and established CSD policy and procedure.
- D. The federal and state laws, regulations and other authorities referenced in the present paragraph 1.4 are hereby incorporated by reference into this Agreement. Copies may be accessed for reference at www.csd.ca.gov.

**STANDARD AGREEMENT
PARTS I & II – ENTIRE CONTRACT**

ARTICLE 2 – CONTRACT CONSTRUCTION, ADMINISTRATION, PROCEDURE

2.1 Base Contract and Whole Agreement

- A. This Agreement consists of two parts, which together constitute the whole agreement between CSD and Contractor.
- B. Part I is the “Base Contract” which consists of the following:
 - 1. The face sheet (Form STD 213) which specifies:
 - a. the parties to the Agreement;
 - b. the term of the Agreement;
 - c. the maximum dollar amount of the Agreement; and
 - d. the authorized signatures and dates of execution.
 - 2. The Preamble, Article 1 and Article 2
- C. Part II consists of the “Administrative and Programmatic Provisions” which are comprised of Subparts A through H, including specified requirements, obligations, provisions, procedures, guidance, forms and technical materials necessary for program implementation.
- D. *Contract Elements Integral to Agreement and Enforceability Conditions*
 - 1. Contractor shall provide the following documents, satisfactory to CSD in form and substance, together with a signed copy of this Agreement before CSD executes and returns the Agreement to Contractor for implementation:
 - a. Federal Funding Accountability and Transparency Act Report (CSD 279)
 - b. Certification Regarding Lobbying/Disclosure of Lobbying Activities
 - c. Contractor Certification Clause (CCC-04/2017)
 - d. Current Insurance or Self-Insurance Authority Certification
 - e. Board Resolution authorizing execution of this Agreement
 - 2. In addition to the documentation requirements set forth in subparagraph 1, CSD’s obligations under this Agreement are expressly contingent upon Contractor providing the supplemental documentation set forth below, and available on the Providers’ Website at <https://providers.csd.ca.gov>. The documentation shall be subject to CSD’s approval, in form and substance.

**STANDARD AGREEMENT
PARTS I & II – ENTIRE CONTRACT**

- a. 425 Budget Series Forms
 - CSD 425.S CSBG Contract Budget Summary
 - CSD 425.1.1 CSBG Budget Support Personnel Cost
 - CSD 425.1.2 CSBG Budget Support Non Personnel Cost
 - CSD 425.1.3 CSBG Budget Support Other Agency Operating Funds
 - CSD 425.1.4 CSBG Contract Budget Narrative
 - b. CSBG Annual Report Workplan (CSD 641)
 - c. Agency Staff and Board Roster (CSD 188)
 - d. Updated organizational bylaws (if applicable)
3. *Board Resolution.* Contractor must also submit a governing board resolution with an original signature of the board's authorized representative, identifying the individual(s) authorized to execute the 2018 CSBG Agreement and any amendments.
 4. Part II, Administrative and Programmatic Provisions (and Table of Forms and Attachments) is hereby incorporated by reference into this Agreement, is an essential part of the whole Agreement, and is fully binding on the parties.
 5. CSD shall maintain a certified date-stamped hardcopy of Part II for inspection by Contractor during normal business hours, as well as a date-stamped, PDF version of Part II on CSD's "Providers' Website," which may be accessed by Contractor, downloaded and printed at Contractor's option.
 6. Neither Part I nor Part II of this Agreement may be changed or altered by any party, except by a formal written, fully executed amendment, or as provided in Article 1.4 C with respect to program guidance, or as provided in Part II, Subpart A, Article 3 – Agreement Changes. Upon such amendment of any provision of Part II, the amended PDF version shall be date-stamped and posted to the Providers' Website until such time as a subsequent Agreement or amendment is executed by the parties.
 7. Contractors that are public or governmental entities with local provisions requiring receipt of a hardcopy of all parts of this Agreement as a prerequisite to execution, as well as other contractors that make special arrangements with CSD, may receive hardcopies of Parts I and II for execution and retention.

ARTICLE 2 – CONTRACT CONSTRUCTION, ADMINISTRATION, PROCEDURE

**STANDARD AGREEMENT
PARTS I & II – ENTIRE CONTRACT**

2.2 State Contracting Requirements – “General Terms and Conditions, GTC 04/2017”

In accordance with State contracting requirements, specified contracting terms and conditions are made a part of this agreement. The provisions in their entirety, previously located in Exhibit C of the CSBG contract, are now found in Part II, Subpart F of this Agreement and are fully binding on the parties in accordance with state law.

2.3 Contractor’s Option of Termination

- A. Contractor may, at Contractor’s sole option, elect to terminate this contract in lieu of adherence to the procedures set out in subparagraph 1.4 C, should Contractor determine that any subsequent program guidance or proposed amendment to the contract is unjustifiably onerous or otherwise adverse to Contractor’s legitimate business interests and ability to implement the contract in an effective and reasonable manner, PROVIDED:
 - 1. Such notice of termination is in writing and will be effective upon receipt by CSD, delivered by U.S. Certified Mail, Return Receipt Requested.
 - 2. Notice contains a statement of the reasons for termination with reference to the specific provision(s) in the program guidance or proposed amendment in question.
- B. Contractor shall be entitled to reimbursement for all allowable costs incurred prior to termination of the contract. Such reimbursement shall be in accordance with the program guidance and contract provisions in effect at the time the cost was incurred.
- C. Contractor shall, within 60 days of termination, closeout the contract in accordance with contractual closeout procedures.
- D. By executing this Agreement, Contractor acknowledges and understands that voluntary termination prior to the end of the Agreement term may result in Contractor’s permanent or temporary de-designation as an eligible entity, due to CSD’s obligation to seek replacement CSBG provider(s) in accordance with state and federal CSBG requirements.

2.4 Budget Contingencies

- A. State Budget Contingency
 - 1. It is mutually agreed that if funds are not appropriated for implementation of CSBG programs through the state budget process or otherwise, whether in the current year and/or any subsequent year covered by this Agreement, this Agreement shall be of no further force and effect. Upon written notice to

STANDARD AGREEMENT PARTS I & II – ENTIRE CONTRACT

Contractor by CSD that no funds are available for contract implementation, the Agreement shall be terminated and the State shall have no obligation to pay Contractor or to furnish other consideration under this Agreement and Contractor shall not be obligated for performance.

2. If CSBG funding for any fiscal year is reduced to such degree that CSD reasonably determines that the program cannot be implemented effectively, the State shall at its sole discretion have the option either to terminate this Agreement upon written notice to Contractor or, in the alternative, to offer and negotiate an amendment addressing the reduced funding. If the parties fail to reach agreement on such amendment, CSD may at its option give written notice of termination without further obligation by either party except for contract closeout obligations and final settlement.

B. Federal Budget Contingency

1. The parties agree that because of uncertainty in the federal budget process, this Agreement may be executed before the availability and amounts of federal funding can be ascertained, in order to minimize delays in the provision of services and the distribution of funds. The parties further agree that the obligations of the parties under this Agreement are expressly contingent on adequate funding being made available to the state by the United States Government.
2. If federal funding for any fiscal year is reduced to such degree that CSD reasonably determines that the program cannot be implemented effectively, the State shall at its sole discretion have the option either to terminate this Agreement upon written notice to Contractor or, in the alternative, to offer and negotiate an amendment addressing the reduced funding. If the parties fail to reach agreement on such amendment, CSD may at its option give written notice of termination without further obligation by either party except for contract closeout obligations and final settlement.
3. If federal funding authorities condition funding on any obligations, restrictions, limitations, or conditions not existent when this Agreement was executed, this Agreement shall be amended by mutual agreement for compliance with such obligations, restrictions, limitations or conditions. Failure of the parties to reach agreement on such amendment shall render this Agreement without force and effect.

2.5 Miscellaneous Provisions

- A. Assignment. Neither this Agreement nor any of the rights, interests, or obligations under this Agreement shall be assigned by any party without the prior written consent

ARTICLE 2 – CONTRACT CONSTRUCTION, ADMINISTRATION, PROCEDURE

**STANDARD AGREEMENT
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of the other parties, except in the case where responsibility for program implementation and oversight may be transferred by the State to another State agency. In the event of such transfer, this Agreement is binding on the agency to which the program is assigned.

- B. Merger/Entire Agreement. This Agreement (including the attachments, documents and instruments referred to in this Agreement) constitutes the entire agreement and understanding of the parties with respect to the subject matter of this Agreement and supersedes all prior understandings and agreements, whether written or oral, among the parties with respect to such subject matter.
- C. Severability. If any provision of this Agreement be invalid or unenforceable in any respect for any reason, the validity and enforceability of any such provision in any other respect and of the remaining provisions of this Agreement will not be in any way impaired and shall remain in full force and effect.
- D. Notices. Unless otherwise provided herein, notice given by the parties shall be in writing, delivered personally, by United States mail, or by overnight delivery service (with confirmation). Certain reporting and other communications may be delivered electronically as specified by CSD or as is customary between the parties. Notice shall be delivered as follows:

- 1. To Contractor's address of record; and
- 2. To CSD at:

Department of Community Services and Development
Field Operations Services
2389 Gateway Oaks Drive, Suite 100
Sacramento, CA 95833

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Board of Directors



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

Date: September 27, 2017

Subject: *Agenda Item VI(d):* Early Head Start Child Care Partnerships – Request to Carry Over Unobligated Funds – **Action Item**

The Head Start and State Child Development Division is requesting approval to submit a request to carry over unobligated Early Head Start Child Care Partnerships grant funds to the 2017-18 budget period.

These unobligated funds are a portion of the savings originally realized during the initial 18-month start-up period (March 2015 – August 2016). The unobligated amount of \$315,000 was carried over to the September 2016 – August 2017 budget period, and were to be used complete improvement projects at the Partnership facilities. The identified projects included playground fall material and structures, classroom and curriculum supplies, and building maintenance and repair.

The partner entities were unable to complete all of the identified projects by the end of August 2017. CAPK was advised by its Office of Head Start Regional Program Specialist to request another carry over in order to complete the projects. The total amount of funds to be carried over is \$176,568.

CAPK provides Early Head Start comprehensive services to 56 children enrolled in programs operated by its partners – Bakersfield College, Blanton Child Development Center, and Garden Pathways.

Recommendation

Staff recommends the Board of Directors approve a resolution to request unobligated 2016-17 Early Head Start Child Care Partnerships grant funds be carried over to the 2017-18 budget period.

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Board of Directors
From: Jeremy T. Tobias, Chief Executive Officer
Date: September 27, 2017
Subject: *Agenda Item VI(e):* Analysis of Agency Insurance Coverage for the Employee Retirement Plans – **Info Item**

At the last Board meeting, during the Employee Retirement Plan discussion, staff was tasked to review our current liability policies to ensure we have adequate to sufficient coverage. We contracted the services of legal counsel to review the plans and provide a recommendation on the following insurance policies: fiduciary, crime, directors and officers, and umbrella and commercial general liability. Enclosed is the response from William Bruce, attorney with Klein DeNatale Goldner.

As you are aware, we have increased the fiduciary liability limit from \$3,000,000 to \$5,000,000, and in response to the report, staff have taken the recommendations and are in process of purchasing additional coverage and/or obtaining quotes, with the intention of increasing the policy amounts as outlined in the report. For example, our current Umbrella limit is \$5,000,000, and we will be increasing the coverage to \$10,000,000. The annual cost for the increase coverage is \$4,200, with a proration beginning October 1, 2017 to February 2018, our cost in the current year will be \$1,750.

Attachments:

Letter from attorney William A. Bruce: Review of Insurance Coverage

September 8, 2017

VIA EMAIL

pram@capk.org

Ms. Pritika Ram

Community Action Partnership of Kern

5005 Business Park North

Bakersfield, CA 93309

Re: Insurance Coverage

Dear Ms. Ram:

This will confirm our recent telephone conversation with regard to the adequacy of your present various insurance coverages.

For the time being, I believe that your increased Fiduciary Liability limit of 5 million dollars is sufficient. However as discussed, I would shop around to see what a two and/or an additional 5 million umbrella policy would cost.

The Crime Insurance coverage from Hartford I believe is adequate.

I would recommend that you increase your Directors and Officer's liability and Employment Practice liability under policy number PHSD1225792 to 5 million as you did on the fiduciary policy.

I would strongly urge you obtain a second layer of 5 million Excess/Umbrella coverage on your Commercial General Liability policy giving a total of 13 million in coverage.

With the number of vehicles covered under the CGL policy there would be an increased risk of liability exposure. In any case involving death or total disability to a significant wage earner or major injuries to multiple plaintiffs, the verdicts could certainly exceed your present coverage of 8 million dollars. The second layer of excess coverage should be significantly less expensive than the first layer. This should adequately protect CAPK. The second layer of excess coverage does not necessarily need to be from the same primary or excess first layer insurance carrier. I believe that if you shop around to several different carriers you may see a significant difference in price.

Klein • DeNatale • Goldner

Ms. Pritika Ram
September 7, 2017
Page 2

If you have any questions regarding the above, please do not hesitate to let me know. My direct line is 661-328-5280 and my cell phone is 661-301-1855.

Best Regards,



William A. Bruce

WAB:djl
CC: Jennifer Adams, Emilio Wagner, Kevin Findley

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Board of Directors

From: Pritika Ram, Director of Administration 

Date: September 27, 2017

Subject: *Agenda Item VI(f):* Paperless Board and Committee Packets – **Action Item**

To reduce paper waste and expenses in the administrative office, particularly with the Board of Directors and Committee meeting packets, staff is proposing to transition from the print version of these documents to an electronic format with the use of iPads.

This request is in response to the amount of time staff allocates towards preparing the Board packets, including printing and assembling/dis-assembling an estimated seventeen (17) individual board packets, averaging 183 pages per packet, for ten (10) full board meetings per year. In addition to the full board meetings, an estimated thirty-two (32) meetings occur over a 12-month period consisting of the following committees: Program Review & Evaluation, Budget and Finance, Audit, Executive, and Ad-Hoc, averaging 415 pages per month.

Table 1. Paper and Print Cost Estimates by Meeting Category

Meeting	Frequency of Meeting per year	Reams of Paper per Frequency	Total Reams of Paper per year	Cost of Paper \$5.50 per ream	Total Sheets of Paper 500 ct	Print Cost (.5 Cents Per Sheet)	Total Cost/year (Paper & Print)
Board Meeting	10	6.00	60.00	\$330.00	30,000	\$1,500.00	\$1,830.00
PRE Committee	10	0.50	5.00	\$27.50	2,500	\$125.00	\$152.50
B&F Committee	10	1.00	10.00	\$55.00	5,000	\$250.00	\$305.00
Audit Committee	5	0.50	2.50	\$13.75	1,250	\$62.50	\$76.25
Executive Committee	2	0.25	0.50	\$2.75	250	\$12.50	\$15.25
Ad-Hoc Committees	5	1.00	5.00	\$27.50	2,500	\$125.00	\$152.50
Totals:	42	9.25	83.00	\$456.50	41,500	\$2,075.00	\$2,531.50

Excluding the paper and print expenses, the dedicated staff time of the Administrative Coordinator is costly, averaging sixty (60) hours per year on printing and preparing the full board packets.

Table 2. Administrative Coordinator Costs Estimates

Meeting	Frequency of Meeting per year	Time Allocation Print, Binder / Agenda Prep (hours per frequency)	Time Allocation Print, Binder / Agenda Prep (hours per year)	Time Allocation Admin Cost Rate of Pay per Hour	Time Allocation Total Cost Admin Cost Per Year
Board Meeting	10	6.00	60.00	\$24.04	\$1,442.31
PRE Committee	10	0.50	5.00	\$24.04	\$120.19
B&F Committee	10	1.00	10.00	\$24.04	\$240.38
Audit Committee	5	0.50	2.50	\$24.04	\$60.10
Executive Committee	2	0.50	1.00	\$24.04	\$24.04
Ad-Hoc Committees	5	0.50	2.50	\$24.04	\$60.10
Totals:		9.00	81.00		\$1,947.12

Over a 12-month period, the agency is spending an estimated \$2,531.50 on paper and print, and \$1,947.12 of direct staff time plus prorated benefits, totaling an estimated \$4,554.45 per year.

Recommendation to purchase iPads

Product Description

The Information Technology department researched the Apple device equipment and software as a highly-rated tablet among its class for business use.

Brand/Product	Qty.	Description	Unit Price	Total
Apple iPad	15	<ul style="list-style-type: none"> • Apple 9.7-inch iPad • 32 GB • Flip Cover • Apple Care and 5-year subscription license • Charging mobile station 	\$725.10	\$10,876.57

Cost Savings

We anticipate these devices will pay for itself over a 2.38-year period when calculating the total cost of services and the cost of the devices and maintenance package. However, the indirect savings of staff time should also be considered, which will allow other tasks to be assigned by the Chief Executive Officer and Directors.

Capacity & Usability

These devices have 32 GB of storage data, which will be plenty of space for the current and prior month's board and committee packets. Further, to eliminate the task of manually uploading documents to each device, the units will be synced to a staff member's file, allowing the board and committee packets to be uploaded simultaneously through a web-based cloud software using the one-drive application or a similar application.

The Board members will have the capability to view and scroll a pdf color version of the full board packets, and will be provided with a print version of the Board agenda for note taking.

Storage

The devices will be stored in a secure charging station, with the capacity to charge up to 20 iPads and/or other iOS devices simultaneously, with the ability to remotely check the status of the devices and provide iOS updates.

Recommendation

With the purchase and consistent use of these devices, we anticipate saving a significant amount of paper, and in turn, reducing our environmental footprint and the overall cost of services. Further, it will align tasks and projects that better suit staff's time and meet the needs of the executives. Staff recommends purchasing the iPads to replace the printed versions of the board and committee packets for the Board of Director's use.

###

COMMUNITY ACTION PARTNERSHIP *of* KERN
BOARD OF DIRECTORS
PROGRAM REVIEW & EVALUATION COMMITTEE MEETING
September 13, 2017
12:00 p.m.

MEETING MINUTES

1. **Call to Order**

Fred Plane called the meeting to order at 12:00 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, Jimmie Childress, Marian Panos, Lupe Perez, Enrique Salazar, Jr.

Absent: Lorena Fernandez

Others present: Jeremy Tobias, Chief Executive Officer; Yolanda Gonzales, Director of Head Start / State Child Development; Ralph Martinez, Director of Community Development; Michele Nowell, Director of Human Resources & Payroll; Pritika Ram, Director of Administration; other CAPK staff.

3. **Approval of Agenda**

Motion was made and seconded to approve the Program Review and Evaluation meeting agenda for September 13, 2017. Carried by unanimous vote. (Childress/Panos).

4. **Public Forum:**

No one addressed the Committee.

5. **Program Presentation:**

Susana Magana, Program Director for Migrant Childcare Alternative Payment Program, provided an overview of the program structure and history. The program began as a pilot project in 1999 because of the gap in services for the migrant community's needs. CAPK is the only agency with a contract and has satellite offices in 6 counties throughout the state. Susana reported that the current contract amount was recently increased to just over \$7M and the contract allocation is very specific, and the breakdown must be followed exactly as outlined: 15% to Administrative Services; 2.5 % to Supported Services; and 82.5% to Direct Services.

Requirements of the program are: the family must be a true migrant family (entire family must migrate with the worker to follow crop at least 75 miles from their permanent residence for a minimum length of 30 days), and once enrolled, they can continue services in anywhere in California; 50% of the family's combined income must come from agriculture; the family must not exceed the low income guidelines; the family must have an authorized need for childcare and meet the enrollment ages of 0-12 years.

The program does allow for parental choice & provider options and it is their responsibility to select the type of care from the qualified options presented.

All services are provided in a uniform manner and all families with the same need will be granted the same subsidy amount. Provider reimbursements are calculated in a uniform manner based on attendance logs that are collected and calculated. Providers are aware of the calculation rates for the regional market and that every county has a different rate.

6. **New Business**

a. August 2017 Program and Division Reports – Ralph Martinez, Director of Community Development

– **Action Item**

- Volunteer Income Tax Assistance
- 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 a summary of each of CAPK's programs and services, and highlighted accomplishments for the month of August, which included: the announcement of a new satellite VITA office at the Sterling Head Start Center will be open on Saturday's only starting in February, 2018; staff is exploring the possibility of moving Central Kitchen into a larger space; and the announcement that the 2018 Humanitarian Banquet will be held on April 19, 2018 at Friendship House to showcase the center.

Motion was made and seconded to approve the July 2017 Program & Division Reports Carried by unanimous vote. (Salazar/Panos).

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

- Wonderful Foundation for Food Bank / Free Farmer's Market in Wasco
- Dignity Health for East Kern Family Resource Center
- Wells Fargo for Friendship House Community Center & Shafter Youth Center
- Heffernan Foundation for Friendship House Community Center & Shafter Youth Center
- Disney for CAPK Food Bank

Ralph Martinez noted that there were no new application awards or denials for the month of August.

Five funding requests were presented to the Committee: \$50,000 from Wonderful Foundation for the CAPK Food Bank to bring Farmers Market to Wasco; \$75,000 from Dignity Health to improve access to healthcare for low-income families with school-age children living in East Kern communities; \$30,000 re-application for Wells Fargo Foundation for the PREP Works program; \$20,000 from the Heffernan Foundation for education operating support for the STEM program at Shafter Youth Center and/or Friendship House Community Center; and \$15,000 from Disney Company & Feeding America for the CAPK Food Bank to support direct acquisition of produce from local farmers.

Enrique Salazar, Jr. advised the Committee that there are many parents wishing to volunteer at Head Start centers; however, they do not meet the state-mandated immunization requirement due to a variety of obstacles preventing them from obtaining immunizations. Enrique asked if CAPK can help the parents meet the requirements. Staff will investigate and respond at the next meeting.

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

- c. Head Start / State Child Development August Enrollment Update and Meals Report – Erika Arias, ERSEA Manager – **Action Item**

Erika Arias provided the updated enrollment and meals report for August and reported that overall, attendance was at 98% with twelve centers having achieved 100%. All programs are back in session for the 2017-2018 school year.

Marian Panos requested a modification to the program monthly activity report to include percentages for enrollment. Staff will accommodate.

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

- d. August 2017 Outreach & Advocacy Report – Raul Gallardo, Resource & Outreach Coordinator – **Info Item**

Raul Gallardo provided a summary of Community Outreach accomplishments for the month of August, and highlighted CAPK's Hurricane Harvey relief efforts, which included: the donation of 11 pallets of food & supplies from the Food Bank; 6 pallets of infant & toddler diapers from Head Start; social media postings directing individuals to the CAPK website where a link was added for donations to be directed to Community Action Partnership agencies in Texas.

Raul also reported that the newly re-designed Newsletter, "The CAPK Times," was distributed via email in August and said it can also be downloaded from the CAPK website. Staff is working on one-page information sheets for each program and participating in the planning of the 2018 banquet.

6. **Committee Member Comments**

There were no comments by Committee members.

7. **Next Scheduled Meeting**

Program Review & Evaluation
Wednesday, October 18, 2017
12:00 p.m.
5005 Business Park North
Bakersfield, California 93309

8. **Adjournment**

The meeting adjourned at 1:20 pm.

COMMUNITY ACTION PARTNERSHIP OF KERN
DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Community Development/Ralph Martinez		Month/Year: August 2017
Program/Work Unit: VITA	Total Program Staffing: 1 full-time staff	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 & Federal		55		4975
Refunds	Federal	\$24,843		\$4,094,461	
	Federal EITC	\$4,707		\$3,309,881	
	Federal Total				\$7,404,342
	State	\$1,309		\$656,318	
	California EITC	\$0		\$218,770	
	State Total				\$875,088
Total Credits & Refunds	State & Federal		\$6,016		\$8,279,430

Other: The main tax season has ended as of April 18th, 2017. We continue to be open and continue to see tax payers, but on a limited basis and by appointment only. The VITA services provided in the off season are based on extensions, self-employed, rental income, late filers, amended returns, previous years' returns that were never filed, and referrals from the local IRS office.

We have met with Head Start and we are going to put an "ad-hoc" VITA location at Sterling Head Start during the month of February, 2018.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Operations/Emilio Wagner		Month/Year: August 2017
Program/Work Unit: 2-1-1 Kern County	Staffing: 17 (4 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	5,632	4,644	988 (18%)	10,397
Kings County	255	207	48 (19%)	*
Tulare County	1091	862	229 (21%)	*
Mountain Valley (Mariposa and Merced Counties)	198	165	33 (17%)	*
Stanislaus County	1035	908	127 (12%)	*
Total	8,211	6,786	1,425 (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	Housing	Developmental Screening

Other Services		Month	YTD
LIHEAP	Calls Answered	6,522	30,161
Weatherization	Calls Routed through 2-1-1	278	2,047
Mental Health	Calls Answered	171	1,177
Website Visitors	Visitors to CAPK's 2-1-1 Kern web page	3,872	21,340
VITA	Calls Routed through 2-1-1	N/A	6,252

CalFresh Enrollments	Onsite enrollment into CalFresh (Supplemental Nutrition Assistance Program (SNAP/food stamps)	Submitted	Approved	Pending
		11	4	7

Outreach Activities	Outcomes
<ul style="list-style-type: none"> - Ready-Set Back 2 School Health & Wellness Fair - Bakersfield Night Out - National Homeless Health Day - Abriendo Puertas 	Distributed 200 2-1-1 Kern informational cards. Distributed 60 2-1-1 Kern informational cards. Distributed 50 2-1-1 Kern informational cards. Distributed 30 2-1-1 Kern informational cards.

Highlights:

- 2-1-1 Kern represented CAPK at the Ready-Set Back 2 School Health & Wellness Fair. 2-1-1 Kern, in partnership with First 5 Kern and Department of Human Services, provided developmental screenings for children 0 – 5 yrs. 17 children were assessed, and 13 completed the assessment. Referrals provided: Head Start, family resource centers, Independent Living Center, GBLA. This event was a success and the community received it well.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Nutrition Services/Carmen Segovia		Month/Year: August 2017
Program/Work Unit: East Kern Family Resource Center	Total Program Staffing: 6	Program Manager/Supervisor: Whitney Hughes
Program/Work Unit Description: Serves low-income individuals and families residing in East Kern County communities of Boron, California City, 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	38	220
Case Managed Families	First 5 Kern School Readiness	3	21
Children participating in center-base program			46
Adults in Court Mandated Parenting Classes		N/A	15
Services to Walk-ins	Services e.g., faxing and photocopying legal documents (such as birth certificates, Social Security cards, immigration status information needed to receive public assistance), food, clothing, referrals to other support services, and ongoing case management	75	570
Emergency Supplies Closet and Other Services	Food (individuals)	8	131
	Clothing (individuals)	23	210
	Photocopies (individuals)	313	2105
	HEAP Application Supporting Docs	194	580

Other: The EKFRS has submitted a grant proposal to Dignity Health for the East Kern Health Link Project. Through this grant we hope to provide needed transportation to medical appointments and partner with local school districts for immunization clinics.

Staffing: The EKFRS is fully staffed and computer operational once again.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Community Development/Ralph Martinez		Month/Year: August 2017
Program/Work Unit: Shafter Youth Center	Total Program Staffing: 4	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. Evening programming is offered Monday through Friday, 5:00 to 9:00 pm; activities include basketball, ancestry class, and various local groups who utilize the meeting space.		

Activities Description	Participants	
	Month	YTD
After-School Program Tutoring, homework assistance, recreation, health & nutrition education.	19	64
Teen Pregnancy and Sexually Transmitted Infections Prevention (Information and Education) (#'s as of 7/1/2017) Informing and educating teens ages 12-19 years on preventing pregnancy and the spread of sexually transmitted infections.		3
Evening Program - Open Basket Ball Zumba	20 – 45 per night	
Summer Program Academics, sports, recreation, health & nutrition education, themed weeks with coordinated guest speakers.	101	

Other:

- Shafter Youth Center has partnered with Central Valley Farmworkers Foundation to provide free Zumba classes on Tuesday and Thursday evenings from 6 – 7 pm.
- California Children's Services used the center for their parent orientation, specifically for families served in northern Kern County.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Community Development/Ralph Martinez		Month/Year: August 2017	
Program/Work Unit: Friendship House	Total Program Staffing: 9	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		Month	YTD
After-School Program Tutoring, homework assistance, recreation.		49	79
Summer Program Recreational activities, educational games, and activities.		0	127
Gang Prevention Program Aggression Replacement Training (ART), Nurturing Parenting and Parents on Mission (POM) parenting classes are provided at local school sites, correctional facilities, at the Friendship House and other community centers, to prevent at-risk youths from joining gangs.		0	55
Justice Assistance Grant (JAG) Program The JAG program provides Aggression Replacement Training (ART) at Stiern, Cato, and Compton Middle Schools, and provides additional JAG services at East High School.		12	64
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 Chevron STEM teaches robotics, coding, engineering, and mathematics to program youth, engaging them in hands-on science focused learning.		0	18
Mobile Mexican Consulate Consular services are provided at FHCC every Tues. & every other Wed., providing passport renewals, assistance with obtaining important documents, and providing DACA & protection information.			3,192
PREP Works Program Pre-employment program for at-risk youth that provides them with financial literacy; skills and knowledge to conduct job searches and plan for college/career; and an incentivized savings program. Participants also have the opportunity to gain paid work experience.		0	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, and parenting classes.		0	6

Other:

- Friendship House Mixer & More ***Tickets are now on sale*** and can be purchased from CAPK Resource & Outreach Coordinators Raul Gallardo & Cristina Hernandez, at 5005 Business Park North. Tickets are only \$15 per person (\$20 per person after Oct. 1st). This year's themed event "One Night In Paris" will be held at Metro Galleries on October 26th and will offer attendees a fabulous night of live entertainment, Bakersfield cuisine, wine & craft beers, and silent auction – all in support of the children served by the Friendship House.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Nutrition Services/Carmen Segovia		Month/Year: August 2017
Program/Work Unit: Food Bank	Total Staffing: 17	Program Manager/Supervisor: Jaime Orona
Services: Partners with 119 food distribution sites throughout Kern County to provide food assistance to low-income families and individuals.		

		Status	
Activities	Description	Month	YTD
USDA Commodities	Individuals Served (August 2017)	36,615	185,242
	Poundage Received all Programs	1,316,760	7,308,649
	TOTAL POUNDAGE DIST. ALL SITES	1,268,000	7,117,180
Drought Emergency Food Assistance (DEFAP)	Families Served	3,155	19,710
	Individuals Served	20,187	121,493
	Total Poundage Distributed	220,140	1,350,450
Food Sourcing	Donations Received: 180,000 pounds of produce & 14 different produce items. <ul style="list-style-type: none"> • Ag Against Hunger: Leafy Greens, Broccoli, strawberries, & raspberries • Bolthouse: Carrots • California Association of Food Banks/Farm to Family: cauliflower, corn, squash • Columbine Vineyards: Grapes • Grimmway: Cabbage, potatoes • Target: Mixed produce • Varsity Produce: Onions • Wonderful Co: Citrus CAPK FB held 3 fresh produce distributions at the following sites: Kern County Fair, Catholic Charities, & New Life. <ul style="list-style-type: none"> • Distributed 49,000 lbs of produce & bread • Served 1,500 households/6,236 Individuals 		
Food Drives: 218 lb. for the month of August.	<ul style="list-style-type: none"> • "Bingo Night Tuesday" at the Kern County Fairgrounds 218 lb. 		

Other:

- Food Bank had their annual "Feeding America" audit on 8/17, with Fresno Food Bank staff Natalie Caples, Maria Ayala, and Joe Espinosa
- "Solar Flip the Switch" event was held on 8/25 at the Food Bank. The celebration was well-attended and provided an opportunity to meet and greet the funders that helped make this project a reality, including the City of Bakersfield, County of Kern, The Bakersfield Californian Foundation, and Southern California Gas Company.
- CSFP held 33 distributions during the month of August and successfully distributed 30-pound boxes of non-perishable food to 3,300 seniors. CSFP staff is on track to reaching their goal of serving 3,500 seniors in September.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Nutrition Services/Carmen Segovia			Month/Year: August 2017			
Program/Work Unit: WIC		Total Program Staffing: 80 staff, 2 vacancies		Program Manager/Supervisor: Kathlyn Lujan		
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	16,503 – 82.7%	84.5	77.6
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	71	Mojave		150	
	Bakersfield		Oildale		431	
	Homeless Shelter	2	Ridgecrest		724	
	E. California Avenue	1712	Rosamond		731	
	Niles Street	2385	Shafter		1409	
	Montclair	427	Tehachapi		482	
	Friendship House	166	Wasco		1854	
	Panama	1178				
	Boron	23	<u>San Bernardino County</u>			
	Buttonwillow	72	Adelanto		1795	
	California City	730	Big Bear		330	
	China Lake Naval	*	Crestline		281	
	Station		Needles		194	
	Delano	993	Phelan		96	
	Edwards Air Force Base	110				
	Lost Hills	159	<u>Mobile WIC</u>		1*	

- August was Breastfeeding Awareness Month. The theme was “Sustaining Breastfeeding Together.” Each of the WIC offices held special events for pregnant women, breastfeeding mothers, and children. Activities included healthy snacks, gift baskets and gifts, a photo booth, and appreciation certificates for breastfeeding moms. The CAPK WIC team worked together to decorate the offices and provide information and support. Women were given appointments on the special event day to help ensure a good turnout.
- We received Proclamations celebrating and supporting breastfeeding from the Kern County Board of Supervisors, Mayor of Arvin Jose Gurrola, Vince Fong Assembly member of the 34th District, and Mayor of Bakersfield Karen Goh. Supervisor Leticia Perez spoke at the Kern County Board of Supervisors meeting in support of breastfeeding.
- The popular Farmers Market program continues this month. Additional Farmers Market sites have been added to Kern County so that our participants have more sites to use the special Farmers Market vouchers.
- Regional Breastfeeding Liaison Katherine Campos continues to educate physicians and their office staff on breastfeeding accommodation.
- Outreach activities included increasing our presence on Facebook through Ads, which will result in a greater number of followers on the CAPK WIC Facebook page and help with educating/informing the community.
- CAPK WIC held Hub Meetings at four locations. We trained on Breastfeeding and WIC procedures.
- Our staff and outreach efforts are dedicated to increasing participation.

COMMUNITY ACTION PARTNERSHIP OF KERN
DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Operations/Emilio Wagner		Month/Year: August 2017
Program/Work Unit: Energy	Total Program Staffing: 51, including 3 temps	Program Manager/Supervisor: Margaret Palmer
Services: Residential weatherization, utility bill payment assistance, and energy efficiency education for low-to-moderate-income Kern County residents. Also, installation of interim water tanks for low-income households affected by the drought.		

Activities	Description	Status	
		Households Served	
		Month	YTD
1A. Low Income Home Energy Assistance Program (LIHEAP) Utility Assistance (2017)	Assistance with utility bill payments	1,084	3,149
1B. Low Income Home Energy Assistance Program (LIHEAP) Utility Assistance (2016)		2	7,933
1C. Low Income Home Energy Assistance Program (LIHEAP) Utility Assistance (2015)		0	9,911
2. Low Income Home Energy Assistance Program(LIHEAP) Weatherization Assistance (2016 and 2017)	• Assistance with residential repair/weatherization (e.g., weather stripping, thermostats, door/window replacement, etc.)	91	990
	• Energy-efficient appliance installation	9	156
3. Low-Income Weatherization Program (LIWP) (2015)	Assistance with residential repair/ weatherization (e.g., weather stripping, thermostats, door/window replacement, etc.)	-0-	531
4. Interim Water Tank Installation Program	Installation of interim water tanks for low-income households affected by the drought.	-0-	33
5. Total Value of Services (utility payments only)		\$495,153	\$10,951,705
		Results	
6. Energy calls received (from 2-1-1)		6801	
		HEAP	Wx
7. Number of LIHEAP applications Received		1b339	358
8. Number of LIHEAP applications Completed		992	122
9. Number of LIHEAP applications in Progress		247	181
10. Outreach	<ul style="list-style-type: none"> - FRCs – Delano, Frazier Park, Lake Isabella and Mojave - 3th Annual National Night Out in Arvin -Back to School Fair in Ridgecrest -Back to School Fair at the Kern County Fairgrounds (2 events) 	Distributed HEAP/Wx applications	
11.	Collaborative Meetings	Attended 1 meeting	

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Health & Nutrition Services/Carmen Segovia		Month/Year: August 2017*	
Program/Work Unit: Migrant Childcare AP Program (MCAP)	Total Staffing: 17, 2 vacancies; Admin. 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, 2017, to June 30, 2018. <i>*This report is for the service month of July 2017, which was processed in the month of August 2017.</i>			
		Status	
Activities	Description	Total	% by County
Active Enrollments	Kern**	394	52
	Madera	58	8
	Merced	17	2
	Tulare	37	5
	Kings	97	13
	Fresno	153	20
	Total	756	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:

On 8/3/17 MCAP had an all-staff meeting at the Tulare County satellite office to review the Management Bulletins (MB's) released by the California Department of Education regarding the Budget Act 2017 changes in regulations. At this time, the program is awaiting directives from the California Department of Education on the implementation of a major change in the eligibility requirements.

MCAP Program Manager anticipates that several program policy and procedure changes will need to be made to reflect these regulation changes. At this time we rolled out the change in income guidelines and are in the process of issuing Notices of Action to approximately 500 families and 200 child care providers to inform them of the change in their family fees.

On 8/9/17 MCAP staff attended the Shafter Migrant Camp Fair. Staff provided attendees with program information and collected a few applications from families interested in receiving services.

MCAP has been recruiting for several positions in the last month. We will have a new Family Services Specialist for Kern County and a Temp Services Clerk scheduled to attend orientation September 11, 2017. We are also expecting a Temp Subsidized Reimbursement Specialist to start in September.

MCAP is required to keep 5 years' worth of records. Program staff took time this month to purge file cabinets and storage room to make room for the recently closed FY 2016-2017. We also started conducting an audit of our equipment inventory to identify obsolete equipment and initiate CDE equipment disposal requests.

The Program Manager and the 2 coordinators participated in a Webinar hosted by CDE on Contract Requirements for AP programs on 8/31/17. Additional webinars are scheduled for 9/6- Eligibility and 9/7- Need and Family Fees.

Upcoming Activities:

At this time the program is not scheduled to attend any outreach activities or events for the month of September.

A total of 5 staff will be attending the Annual CAPPA conference 10/18-10/20 and the CCDAA Fall Technical Assistance conference 11/01-11/03. Both conferences are held in Sacramento.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Nutrition Services/Carmen Segovia		Month/Year: August 2017
Program/Work Unit: Central Kitchen	Staffing: 22 Staff members, 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.</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				
Central Kitchen prepared for the HS/EHS centers	55,659	19,197	19,046	17,416
Home Base Meals	264	65	144	55
VIP Parent Café Meeting Meals	1,587			
Summer Food Program Service				
Total	57,510	19,254	19,178	17,471

Other:

1. Carmen Segovia and Lorenzo Maldonado visited Delano Central Kitchen. Emilio Wagner, Carmen Segovia and Lorenzo Maldonado visited Bakersfield School District's Cato/Fletcher Jr. High and Elementary Schools, to get ideas that can be used for a new central kitchen for CAPK.
2. All part-year staff returned to the Central Kitchen on Wednesday, August 16, with the exception of one food production driver. We conducted CACFP mandatory trainings (Record Keeping, Meal Pattern and Civil Rights).
3. The high temperatures in August were hard on the Central Kitchen's air-conditioning units, resulting in the breakdown of two refrigerators and two AC units, which have since been repaired.
4. The Central Kitchen has two positions to be filled – Lead Food Production Driver, and Part-Year Food Production Driver. We conducted interview for three Substitute Food Production Drivers. Staffing shortages have caused some difficulties; however, staff have stepped up and met the challenge. The Central Kitchen staff always put the best effort forth to provide our children with high quality, nutritious meals.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Human Resources/Michele Nowell		Month/Year: August 2017
Program/Work Unit: HR/Payroll/Staffing	Total Division Staffing: 11	Program Manager/Supervisor: Mike Lackman/Eric Kelley/Dawn Bledsoe
Services: All functions and activities related to payroll, staffing, employee benefits administration, labor law compliance, personnel management, and Union Contract.		

		Status	
Activities	Description	Month	YTD
Employee Count	Regular	806	
	Subs/Temps	32	
	Total Staff	838	
New Hires	All divisions and programs		
	Regular	27	98
	Subs/Temps	4	59
	Total New Hires	31	157
Leaves of Absence	Intermittent Leave	89	
	Full-time Leave	18	
	Total on Leave	107	
Terminations	All divisions and programs		
	Voluntary	17	89
	Involuntary	4	50
	Total Terminations	21	139
Staffing	Vacancy	7	98
	Total Applications Received	102	1,119
Payroll	Total Hours Paid	91,722	
	Total Gross Payroll	\$ 1,713,577	

Projects Pension Review Performance Management on-line FMLA Administration	Completed: In Progress: Travel Procedures/Policy Training/Online-ADP for performance Reviews Hartford-FMLA Administration Agency Health Insurance Review Recruiting for HR Specialist-Stockton
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COMMUNITY ACTION PARTNERSHIP OF KERN
DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

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

		STATUS	
Activities	Description	Received	Completed March 1, 2017 to Date
Business Services			
Purchase Orders Processed		156	696
Contracts/Leases Processed		12	43
Request for Proposals (RFP)	<ul style="list-style-type: none"> • 2 WIC Vehicles • Food Bank Truck • Remodel Contractor – HS Wasco 	In progress In progress Awarded	
Leases	<ul style="list-style-type: none"> • WIC – California Ave • Renew James St – WIC • Renew Niles St. - WIC 	Renewal in Progress In progress In progress	
Contracts	<ul style="list-style-type: none"> • Olympic Cleaning Agreement • G.OCHOA Agreement (Taft HS Remodel) • Orkin Pest Control Agreement 	In progress Contract Signed Complete	
Maintenance & Operations		Received	03/01/2017 to Date Closed
Facility Work Orders Processed	Repair and maintenance of CAPK facilities and vehicles.	124	1817
Projects	<ul style="list-style-type: none"> • Taft HS – renovate newly leased modular • Wasco- Renovate Facility-Funding approved. • Wesley Homebase- renovate 	In progress In progress Complete	

Operations Division August 2017 Report – Continued

Information Technology		Received	03/01/2017 to Date Closed
Help Desk Work Orders Processed	Technical assistance to employees, repairs, troubleshooting, coordination of services with IT services subcontractor	491	1897
Projects	<ul style="list-style-type: none"> • CAPK infrastructure analysis and planning • Battery UPS for BPN • Train staff on use of Skype For Business • Deploy Home Base iPads • Share Point Implementation • Single Sign-On for Office 365 • Configure and Deploy Dell Venues for Energy 	In progress In Progress In progress In progress 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 	13 0 0 1 0 0	43 13 6 5 2 1
Property Incidents		1	12
Vehicle Incidents		0	4
Projects	<ul style="list-style-type: none"> • Earthquake Evacuation – Identifying Area Safety Captains • Other—safety training and meetings, update Material Safety Data Sheets (MSDS) and Safety Data Sheets (SDS) 	In Progress In Progress	

Other: Carryover of the duration grant funds was approved by the Office of Head Start, allowing us to move forward with issuing a contract for the site improvement of the new Head Start site in Wasco. The two-classroom Head Start center located at the St. Johns School will replace the one-classroom modular building located on the Wasco Elementary School campus.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Community Development/Ralph Martinez		Month/Year: August 2017	
Program/Work Unit: Grants & Research	Total Staffing: 3	Program Manager/Supervisor: Sheila Shegos	
Services: Grant proposal preparation, research on funding resources and opportunities, and special projects.			
		Status	
Activities	Description	In Progress	Submitted
Grant Applications	• Dignity Health Community Grants - EKFR		X
	• Wells Fargo - PREP Works – FHCC/SYC	X	
	• Wonderful Community Grant Wasco		X
	• Feeding America-Disney Produce – Food Bank (new)	X	
	• Heffernan Foundation- STEM at FHCC/SYC	X	
	• California Wellness (LOI)		X
Potential Funding Opportunities – Research in Progress	<ul style="list-style-type: none">• Union Bank- STEM Funding• USDA Capacity Building Grants• SYC Play Area Equipment• FHCC New Van		
Projects	Description		
Strategic Plan 2016-2021	Presented mid-year progress report at August Board meeting. Planning fall Strategic Plan Committee meeting. Staff continues to support groups and monitor progress.		
Organizational Standards	CAPK staff reported organizational standard compliance to CSD through the online system. The State is reviewing CAPK for 100% compliance in September.		
ROMA Training	New next generation Results Oriented Management and Accountability training for managers and directors will start in September 2017.		
CSBG Reporting	Staff will train management between now and the end of 2018 on new reporting standards. Full compliance is expected in January 2019.		
Financial Capabilities TA	Head Start & VITA program staff met on 8/21 at Sterling CDC to assess the location to serve as an ad-hoc VITA site in the upcoming tax season.		
Surveys	Key results from the 2016 partner, client, and employee satisfaction surveys will be shared with the CAPK Board of Directors.		

Other:

- The final Kern Food Policy Council Food Systems Assessment will be available in September 2017. Staff is providing a review of the assessment for possible next steps by the Kern Food Policy Council.
- CD is exploring use of a grants management tool to assist with tracking submissions and follow-up reporting (including meeting awards & contract requirements).

COMMUNITY ACTION PARTNERSHIP OF KERN
FUNDING REQUESTS AND APPLICATION STATUS REPORT
PENDING - August 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
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
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
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
2/15/2017 (B&F)	2/24/2017	Bank of America Charitable Foundation	FHCC/ PREP Works for Opportunity Youth	\$ 60,000
6/14/2017 (PRE)	6/20/2017	Enterprise Rent-A-Car / Feeding America	Food Bank / Operation Software	\$ 25,000
6/21/2017 (B&F)	6/22/2017	Bank of the West	VITA/ 2017 Tax Season	\$ 3,500
8/09/2017 (PRE)	7/11/2017	Allstate Foundation Group / Helping Hands	Food Bank / General Operating Support	\$ 14,000
8/09/17 (PRE)	7/27/2017	American Honda Foundation	FHCC & SYC/ Building Youth Capacity in STEM	\$ 75,000

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

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

Date Approved	Date of Notification	Funding Source	Program/Proposal	Amount Requested	Amount Awarded	Funding Period
12/14/2016 (Exec)	3/2/2017	Tri Counties Bank	VITA/ 2016 Tax Season	\$ 2,500	\$ 2,500	9/1/2016 - 6/30/2017
7/13/2016 (Exec)*	8/10/2016	Wells Fargo	FHCC & SYC/PREP Works	\$ 30,000	\$ 20,000	1/1/2017 - 12/31/2017
12/14/2016 (Exec)	4/4/2017	Rabobank Community Development Grant	VITA/ 2016 Tax Season	\$ 4,500	\$ 2,000	9/1/2016 - 6/30/2017
5/17/2017 (PRE)	5/22/2017	Target Distribution Center	SYC/ Museum on the Move	\$ 2,500	\$ 2,500	10/1/2017 - 9/30/2018
5/17/2017 (PRE)	5/30/2017	Target Distribution Center	Food Bank/ BackPack Buddies	\$ 2,000	\$ 2,000	8/1/2017 - 6/30/2018
4/12/2017 (PRE)	5/8/2017	Kern Family Health Care	Food Bank/ Senior Food Program	\$ 2,000	\$ 2,000	7/1/2017 - 6/30/2018
5/17/2017 (PRE)	6/7/2017	United Way of Kern County	Food Bank/ Food Procurement & Distribution	\$ 100,000	\$ 94,750	4/1/2017 - 3/31/2018
9/21/2016 (B&F)	6/29/2017	Kern County Network for Children	EKFRCC/ Differential Response Services	\$ 209,094	\$ 209,094	7/1/2017 - 6/30/2018
3/15/2017 (PRE)	7/5/2017	Friends of Mercy Foundation / Sister Phyllis Hughes Endowment for Special Needs	EKFRCC/ Emergency Supplies Closet	\$ 5,000	\$ 3,000	8/01/2017-7/31/2018
6/14/2017 (PRE)	7/9/2017	Starbucks Foundation	FHCC/SYC PREP Works	\$ 49,600	\$ 30,000	01/01/2018-06/30/2018
				TOTAL	\$ 367,844	

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

Date Approved	Date of Notification	Funding Source	Program/Proposal	Amount Requested
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
6/22/2016 (B&F)	No response	Best Buy Foundation	FHCC/Winners Program	\$ 9,800
9/21/2016 (B&F)	No response	Dignity Health	FHCC & SYC/ Grow Fit Families Program	\$ 73,800
3/22/2017 (B&F)	6/14/2017	Kaiser Permanente Southern Cal. Community Benefits Grant Program	FHCC & SYC/ Summertime Yoga Challenge	\$ 12,600
2/8/2017 (PRE)	No response	Pacific Western Bank	VITA / 2016 Tax Season	\$ 10,000

Community Action Partnership of Kern Funding Request Profile

Source of Funds: Private

CFDA # N/A

Project Name: Free Farmers Market, Wasco

Division Director: Carmen Segovia

Funder Name: Wonderful Foundation

Program Manager: Jaime Orona

Grant Program Name: CAPK Food Bank

☒ **New Funding**

Funding Period: January 1, 2018 – December 31, 2018

☐ **Re-Application**

A. Narrative description of funding request, including goals:

CAPK is applying for up to \$50,000 to bring CAPK Food Banks Free Farmers Market to Wasco. The Wonderful Wasco Free Farmers Markets will help fight food insecurity and increase healthy eating choices for Wasco low-income residents and families by holding 9 Free Farmers Markets at the Wasco Parks and Recreation facility located at 1202 Poplar Ave.

At each of the nine Free Farmers Markets, 400 low-income and food insecure Wasco households will receive approximately 15lbs of fresh produce, for a total of 54,000 lbs. distributed by December 31, 2018.

Much of the fresh produce will come from Ag against Hunger and the California Association of Food Banks. The produce is free of charge but CAPK will pay the freight charges for delivery to the Food Bank. To add variety to the farmers market selections, the CAPK Food Bank will seek donations through well established relationships with local farms such as Wonderful Citrus, Varsity Produce, Columbine Vineyards, Zuckerman Farms, and Grimmway Farms for locally sourced seasonal items such as potatoes, leafy greens, beats, oranges, strawberries, carrots, and apples.

B. Use of Funds: The requested funds of up to \$50,000 will be used to pay freight charges to bring the free produce to Kern; mileage to and from Wasco; and staff time for one driver, two warehouse specialists, and a market coordinator.

C. Approvals:

1. C Segovia 8/18/17
Division Director Date

3. Chauhan Anam
Chief Financial Officer Date

2. Rafel H. H. H. 8-25-17
Director of Community Development Date

4. J. T. F. 8/27/17
Chief Executive Officer 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: East Kern Health Link

Division Director: Carmen Segovia

Funder Name: Dignity Health

Program Manager: Whitney Hughes

Grant Program Name: East Kern Family Resource Center

☒ **New Funding**

Funding Period: 1/1/2018 – 12/31/2018

☐ **Re-Application**

A. Narrative description of funding request, including goals:

CAPK is applying for up to \$75,000 to improve access to healthcare for low-income families with school-age children living in East Kern communities. With many families residing in remote, isolated areas with infrequent public transport, it is difficult to access basic healthcare services. These barriers prevent individuals from seeking care in Tehachapi (20 miles away) or Bakersfield (60 miles away), leading to negative health outcomes for at-risk individuals, and in some cases, requiring intervention from Child Protective Services.

Through its East Kern Family Resource Center (EKFRC), CAPK proposes to bring health services to families in East Kern communities by offering no-cost immunization clinics for children aged 5-12 years at Mojave Elementary School; and transporting clients to monthly community health screenings in Tehachapi to test blood pressure, cholesterol, blood sugar, anemia, and body composition. The project will also connect families to a broader network of healthcare by dedicating a Family Support Worker to provide safe, reliable transport to medical appointments in Tehachapi and Bakersfield.

B. Use of Funds:

The requested funds of up to \$75,000 will cover a part-time Family Support Worker (3 days a week); vehicle purchase and related expenses (fuel, insurance, maintenance); and outreach costs.

C. Approvals:

1. C Segovia 8/30/17
Division Director Date

3. Christine Anami 8/31/17
Chief Financial Officer Date

2. R. H. H. H. 9-5-17
Director of Community Development Date

4. J. T. H. 9/5/17
Chief Executive Officer 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: PREP Works for Opportunity Youth

Division Director: Ralph Martinez

Funder Name: Wells Fargo Foundation

Program Manager: Lois Hannible and
Angelica Nelson

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

Funding Period: 1/1/2018 – 06/30/2018

☐ **New Funding**

☒ **Re-Application**

A. Narrative description of funding request, including goals:

CAPK is re-applying for \$30,000 from the Wells Fargo Foundation for the PREP Works program to prepare at-risk youth ages 16 – 18 for employment and their financial future by providing work preparation education, community service projects, paid work experience, and financial education.

The funding from Wells Fargo will allow the PREP Works program to serve an additional 35 youth for a total of 65 participants. The Program Educator, with the assistance of an Activity Specialist, will provide 20 hours of work preparation education. Program partners such as Starbucks, Wells Fargo, and Kern Federal Credit Union will also provide special presentations and workshops and guide participants in planning and implementing community service projects. Paid work experience and financial education workshops will be offered to 32 participants who successfully complete the classroom and community service program components. Volunteers from Wells Fargo as well as other financial related businesses will provide the financial education.

B. Use of Funds:

The requested funds of \$30,000 will be used for personnel costs for a 20 hour per week activity specialist to assist the program educator; supplies for three community service projects; and general operating expenses such as program supplies, participant wages, staff mileage, and incentives for participants.

C. Approvals:

1. _____
Division Director Date

3. Christine Anami 9/5/17
Director of Finance Date

2. Ralph Martinez 9-5-17
Director of Community Development Date

4. J.T.B. 9/5/17
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

Project Name: CAPK Youth Centers STEM Program

Funder Name: Heffernan Foundation

Grant Program Name: CAPK Shafter Youth Center and Friendship House Community Center

Funding Period: November 1, 2017 – December 31-2018

CFDA # N/A

Division Director: Ralph Martinez

Program Managers: Lois Hannible
Angelica Nelson

☒ **New Funding**

☐ **Re-Application**

A. Narrative description of funding request, including goals:

The Heffernan Foundation invited CAPK to apply for up to \$20,000 for education operating support for the STEM (Science, Technology, Engineering and Math) program at Shafter Youth Center (SYC) and/or Friendship House Community Center (FHCC).

The program will serve up to 40 youth's ages 5 to 18 in a full-year program. Expanding STEM education to underserved, impoverished, and minority young people can bring opportunities that can have a huge impact on their lives. The FHCC and SYC will partner with Engineering for Kids Kern County or a similar group that will provide all the materials, laptops, and staff for up to five BYC STEM labs. Topics will include Power and Energy; Mechanical Engineering; Environmental Engineering; Hardware Engineering; and Robotics. These are fun projects that tie into key areas of Kern's current and emerging industries—alternative energy and aerospace as well as robotics.

B. Use of Funds:

Up to \$20,000 will be used to educate youth at the Shafter Youth Center and/or Friendship House Community Center. Funding will support the STEM (Science, Technology, Engineering and Math) instruction costs, purchase of supplies and equipment.

C. Approvals:

1. _____
Division Director Date

2. Ralph Martinez 9-7-17
Director of Community Development Date

3. Chautne Arami 9/7/17
Chief Financial Officer Date

4. [Signature] 9/7/17
Chief Executive Officer 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: CAPK Food Bank

Division Director: Carmen Segovia

Funder Name: Disney Co. and Feeding America

Program Manager: Jaime Orona

Grant Program Name: Food Bank Produce

☒ **New Funding**

Funding Period: November 1, 2017 – May 31, 2018

☐ **Re-Application**

A. Narrative description of funding request, including goals:

The Disney Company is making up to \$15,000 available through their partnership with Feeding America for grant funding that will support direct acquisition of produce from local farmers. The grant period is between November 1, 2017 and May 31, 2018. Disney Company granted the CAPK Food Bank \$15,000 during FY 2017 for the same purpose. CAPK is not prohibited from making the same request.

B. Use of Funds:

\$15,000 will be used to purchase a combination of equipment that directly supports our local produce acquisition operation. Examples of potential purchases include warehouse storage racks, scales, manual pallet jacks, direct purchase of produce from local farmers, fuel and distribution bags.

C. Approvals:

1. C Segovia 9-3-17
Division Director Date

3. Chauhnac Anami 9/2/17
Chief Financial Officer Date

2. Rafael Mule 9-7-17
Director of Community Development Date

4. [Signature] 9/7/17
Chief Executive Officer 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: August 2017
Program/Work Unit: Head Start/Early Head Start	Program Manager/Supervisor: Jerry Meade/ Donna Holland
Services: Head Start and Early Head Start 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	August 2017	2,041	1,552
Early Head Start Kern	August 2017	328	336
Early Head Start Partnership	August 2017	56	65
Early Head Start San Joaquin	August 2017	313	322
TOTAL Funded Enrollment		2,738	2,275
Children with Disabilities		Goal	Actual
Head Start Kern	Identified as having an IEP	10%	6%
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%	14%
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%	4%
Early Head Start Partnership	Within 100% and 130% of Federal Poverty Rate	<10%	8%
Early Head Start San Joaquin	Within 100% and 130% of Federal Poverty Rate	<10%	5%
Average Daily Attendance (Program Wide >85%)		98%	

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	August 2016	August 2017
55,390	12,754	68,144	46,691	21,453	71%	78%

Other: We had 12 Centers with 100% attendance for August: Alberta Dillard, Alicante, Casa Loma, Fairview Lost Hills, Planz, San Diego, Seibert, Sunrise Villa, Tehachapi, Vineland, Wesley

Total Division Staffing: Currently employed in Head Start: 594
 Vacant Positions: 14
 Currently out on Leave: 76

Program Updates: All Programs back in session for 2017/2018 school year.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Community Development/Ralph Martinez		Month/Year: August 2017
Program/Work Unit: Outreach & Advocacy	Total Staffing: 2	Program Manager/Supervisor: Sheila Shegos
Services: <i>Media relations, public relations, agency promotional materials development, advocacy, website management, social media, fundraising, English-Spanish translation.</i>		
August Program Activities		
Program	Activity	
CAPK WIC	<ul style="list-style-type: none">• GET Bus posters• Radio interview Aug. 20th 105.3 FM “El Portillo”	
CAPK Food Bank	<ul style="list-style-type: none">• Solar Panel Ribbon Cutting Ceremony Aug. 25th• Rabobank Food Drive - Gosford, Mt. Vernon, Riverlakes, Stockdale & Truxtun offices accepting food donations to benefit CAPK Food Bank beginning Sept. 1st• Media event scheduled for Sept. 25th & Oct. 14th• Free Produce Farmers Market Aug. 5th• Feed the Need PSA- https://vimeo.com/223349969	
CAPK Friendship House Community Center	<ul style="list-style-type: none">• Starbucks Event Aug. 16th: Celebrating PREP Works, with announcement of 2018 Starbucks “Opportunity for All” grant awarded to CAPK - Marketing & event support• Mixer & More fundraiser event tasks	
Hurricane Harvey Relief Efforts	<ul style="list-style-type: none">• CAPK Food Bank donated 11 pallets of food & supplies• CAPK Head Start donated 6 pallets of infant & toddler diapers• Donations to Hurricane Harvey CAPK Website Banner• Community Action Supports Hurricane Harvey Relief Efforts by collecting online donations to be distributed to Texas Community Action Agencies• https://youtu.be/dvirkcNUUak• https://donatenow.networkforgood.org/communityactionpartnership?code=1964	
CAPK Agency	<ul style="list-style-type: none">• August Newsletter: http://www.capk.org/wp-content/uploads/2017/08/The-CAPK-Times-August-2017.pdf• Development of agency informational & program specific packets• Tony Martinez presentation• Photo file management• 2018 Humanitarian Awards Banquet tasks	
Upcoming Events		
Date	Activity	
September 15	<ul style="list-style-type: none">• Latinos Celebrating Latino Health Awareness Month	
September 25	<ul style="list-style-type: none">• Rabobank Food Drive	
September 30	<ul style="list-style-type: none">• Celebrating Recovery: Strengthening Families & Communities	
October 26	<ul style="list-style-type: none">• Friendship House Mixer & More “One Night In Paris,” Fundraiser Oct. 26 @ 5:45pm.	

COMMUNITY ACTION PARTNERSHIP *of* KERN
BUDGET & FINANCE COMMITTEE MEETING
5005 Business Park North, Bakersfield, CA
September 20, 2017
12:00 p.m.

MEETING MINUTES

1. **Call to Order**

Warren Peterson called the meeting to order at 12:10 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: Janea Benton, Craig Henderson, Ana Vigil

Absent: Warren Peterson

Others Present: Jeremy Tobias, Chief Executive Officer; Christine Anami, Chief Financial Officer; Ralph Martinez, Director of Community Services; Pritika Ram, Director of Administration; Carmen Segovia, Director of Health & Nutrition; other CAPK staff

3. **Approval of Agenda**

Motion was made and seconded to approve the Budget & Finance Committee Meeting agenda for September 20, 2017. Carried by unanimous vote (Benton/Vigil).

4. **Public Forum:**

No one addressed the Committee.

5. **New Business**

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

- Wonderful Foundation for CAPK Food Bank / Free Farmer's Market in Wasco
- Dignity Health for East Kern Family Resource Center
- Wells Fargo for Friendship House Community Center & Shafter Youth Center
- Heffernan Foundation for Friendship House Community Center & Shafter Youth Center
- Disney for CAPK Food Bank

Ralph Martinez reported that there was one application denial and no awards for August, 2017. Ralph also reported on five funding requests: \$50,000 from Wonderful Foundation for the CAPK Food Bank to bring Farmers Market to Wasco; \$75,000 from Dignity Health to improve access to healthcare for low-income families with school-age children living in East Kern communities. Funds will be used to purchase a 7-passenger van to transport individuals/families to healthcare appointments; \$30,000 re-application for Wells Fargo Foundation for the PREP Works program; \$20,000 from the Heffernan Foundation for education operating support for the STEM program at Shafter Youth Center and/or Friendship House Community Center; and \$15,000 from Disney

Company & Feeding America for the CAPK Food Bank to support direct acquisition of produce from local farmers.

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

b. 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 August 31, 2017
- San Joaquin Early Head Start Budget to Actual for the Period Ended August 31, 2017
- Early Head Start Child Care Partnerships Budget to Actual for the Period Ended August 31, 2017

Donna Holland Introduced Emily Gonzalez-Dumont, the new Assistant Director of Grants Management for Head Start / State Child Development Programs.

Donna reported on the Kern Head Start and Early Head Start for the period ended August 31, 2017. The program has completed 6 months (50%) of the 12-month funding period. Travel costs under Training & Technical Assistance Funds were underestimated. Expenditures in other categories will be decreased to compensate and Technical Assistance is not expected to exceed the grant amount. Adjustments are being made to compensate for over expenditures. The Non-Federal Share is at 55% of budget.

San Joaquin Early Head Start grant is seven months (58%) of the 12-month budget period. Budgeted "Other" costs for Training & Technical Assistance were underestimated. Expenditures in Supplies category will be decreased to compensate and the overall costs charged to Early Head Start Training & Technical Assistance will not exceed the grant amount. Non-Federal Share is at 36% of budget.

For Early Head Start Child Care Partnerships, the 12-month budget period from September 1, 2016 through August 31, 2016 has elapsed. For Base Funds, the cost of classroom curriculum supplies exceeded budget by \$17,285. Staff estimates by year-end, cost in the Contractual category will be under budget by \$22,819. The overall total Base Costs are at nearly 99% of budget. Staff continues to work with the child care partners to expend the carryover funds for playground improvements and additional classroom curriculum supplies and building maintenance. The Office of Head Start Region IX recommends the unobligated funds at year-end be carried over to the subsequent year, looking at \$170,000 to carry over. Training & Technical Assistance expenditures are 96% of budget and staff expects to fully expend these funds by year-end. Non-Federal Share is at 118% of budget.

6. **Finance Director Report**

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

Christine Anami reported there was a net gain of \$2,243 as a result from a late donation from the Awards Banquet. The final results from the Banquet is a net gain of \$47,128, which was added to the unrestricted funds. The total of funds in the Discretionary Account on August 31, 2017 is \$469,491. The goal is to increase funds by year-end to equal \$500,000. Chris reminded the Committee of a second cash account, the Indirect Fund Account, which is comprised of funds from the 10% de minimus, is an unrestricted, liquid cash account for agency uses. No funds are being spent from this account as it builds reserves. At a future date, the Board will be asked to set a policy

on the minimum cash reserve amount.

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

Christine Anami presented the Financial Reports with activity through August 31, 2017, and reported that the agency needed to borrow \$750,000 at the end of August for a period of one day, explaining that the need was based on timing of funds received, and outflow. In some cases, there are grants that are in a deficit while the agency awaits cash disbursements.

At the last Committee meeting, it was decided that staff would not include the entire copy of the check register in the financial reports, however, a table copy is provided. On a 6-month basis, the back-up charges will be provided.

Chris directed the Committee's attention to Schedule K1 which provides the actual net revenue in the Indirect Fund as a result of the 10% de minimus. The projected budgeted excess revenue was \$60,000, and although there will be fluctuations, the balance shows a significant amount over the budgeted amount and it is now expected that the balance will increase before year-end.

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

7. **Committee Member Comments**

Janea Benton asked about the status of the CFO recruitment. Jeremy Tobias replied that there are two very strong candidates and both are undergoing extensive background checks. The interview committee is evenly split between the two candidates and Jeremy will be making the final decision in the coming days.

8. **Next Scheduled Meeting**

Budget & Finance Committee Meeting
Wednesday, September 20, 2017
12:00 p.m.
5005 Business Park North
Bakersfield, California 93309

9. **Adjournment**

The Meeting was adjourned at 1:35 pm

COMMUNITY ACTION PARTNERSHIP OF KERN
FUNDING REQUESTS AND APPLICATION STATUS REPORT
PENDING - August 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
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
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
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	EKFCRC/ Computer Skills Training & Access	\$ 26,000
2/15/2017 (B&F)	2/24/2017	Bank of America Charitable Foundation	FHCC/ PREP Works for Opportunity Youth	\$ 60,000
6/14/2017 (PRE)	6/20/2017	Enterprise Rent-A-Car / Feeding America	Food Bank / Operation Software	\$ 25,000
6/21/2017 (B&F)	6/22/2017	Bank of the West	VITA/ 2017 Tax Season	\$ 3,500
8/09/2017 (PRE)	7/11/2017	Allstate Foundation Group / Helping Hands	Food Bank / General Operating Support	\$ 14,000
8/09/17 (PRE)	7/27/2017	American Honda Foundation	FHCC & SYC/ Building Youth Capacity in STEM	\$ 75,000

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

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

Date Approved	Date of Notification	Funding Source	Program/Proposal	Amount Requested	Amount Awarded	Funding Period
12/14/2016 (Exec)	3/2/2017	Tri Counties Bank	VITA/ 2016 Tax Season	\$ 2,500	\$ 2,500	9/1/2016 - 6/30/2017
7/13/2016 (Exec)*	8/10/2016	Wells Fargo	FHCC & SYC/PREP Works	\$ 30,000	\$ 20,000	1/1/2017 - 12/31/2017
12/14/2016 (Exec)	4/4/2017	Rabobank Community Development Grant	VITA/ 2016 Tax Season	\$ 4,500	\$ 2,000	9/1/2016 - 6/30/2017
5/17/2017 (PRE)	5/22/2017	Target Distribution Center	SYC/ Museum on the Move	\$ 2,500	\$ 2,500	10/1/2017 - 9/30/2018
5/17/2017 (PRE)	5/30/2017	Target Distribution Center	Food Bank/ BackPack Buddies	\$ 2,000	\$ 2,000	8/1/2017 - 6/30/2018
4/12/2017 (PRE)	5/8/2017	Kern Family Health Care	Food Bank/ Senior Food Program	\$ 2,000	\$ 2,000	7/1/2017 - 6/30/2018
5/17/2017 (PRE)	6/7/2017	United Way of Kern County	Food Bank/ Food Procurement & Distribution	\$ 100,000	\$ 94,750	4/1/2017 - 3/31/2018
9/21/2016 (B&F)	6/29/2017	Kern County Network for Children	EKFRCC/ Differential Response Services	\$ 209,094	\$ 209,094	7/1/2017 - 6/30/2018
3/15/2017 (PRE)	7/5/2017	Friends of Mercy Foundation / Sister Phyllis Hughes Endowment for Special Needs	EKFRCC/ Emergency Supplies Closet	\$ 5,000	\$ 3,000	8/01/2017-7/31/2018
6/14/2017 (PRE)	7/9/2017	Starbucks Foundation	FHCC/SYC PREP Works	\$ 49,600	\$ 30,000	01/01/2018-06/30/2018
				TOTAL	\$ 367,844	

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

Date Approved	Date of Notification	Funding Source	Program/Proposal	Amount Requested
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
6/22/2016 (B&F)	No response	Best Buy Foundation	FHCC/Winners Program	\$ 9,800
9/21/2016 (B&F)	No response	Dignity Health	FHCC & SYC/ Grow Fit Families Program	\$ 73,800
3/22/2017 (B&F)	6/14/2017	Kaiser Permanente Southern Cal. Community Benefits Grant Program	FHCC & SYC/ Summertime Yoga Challenge	\$ 12,600
2/8/2017 (PRE)	No response	Pacific Western Bank	VITA / 2016 Tax Season	\$ 10,000

Community Action Partnership of Kern Funding Request Profile

Source of Funds: Private

CFDA # N/A

Project Name: Free Farmers Market, Wasco

Division Director: Carmen Segovia

Funder Name: Wonderful Foundation

Program Manager: Jaime Orona

Grant Program Name: CAPK Food Bank

Funding Period: January 1, 2018 – December 31, 2018

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

A. Narrative description of funding request, including goals:

CAPK is applying for up to \$50,000 to bring CAPK Food Banks Free Farmers Market to Wasco. The Wonderful Wasco Free Farmers Markets will help fight food insecurity and increase healthy eating choices for Wasco low-income residents and families by holding 9 Free Farmers Markets at the Wasco Parks and Recreation facility located at 1202 Poplar Ave.

At each of the nine Free Farmers Markets, 400 low-income and food insecure Wasco households will receive approximately 15lbs of fresh produce, for a total of 54,000 lbs. distributed by December 31, 2018.

Much of the fresh produce will come from Ag against Hunger and the California Association of Food Banks. The produce is free of charge but CAPK will pay the freight charges for delivery to the Food Bank. To add variety to the farmers market selections, the CAPK Food Bank will seek donations through well established relationships with local farms such as Wonderful Citrus, Varsity Produce, Columbine Vineyards, Zuckerman Farms, and Grimmway Farms for locally sourced seasonal items such as potatoes, leafy greens, beats, oranges, strawberries, carrots, and apples.

B. Use of Funds: The requested funds of up to \$50,000 will be used to pay freight charges to bring the free produce to Kern; mileage to and from Wasco; and staff time for one driver, two warehouse specialists, and a market coordinator.

C. Approvals:

1. C Segovia 8/18/17
Division Director Date

3. Chauhan Anam
Chief Financial Officer Date

2. Rafel H. H. H. 8-25-17
Director of Community Development Date

4. J. T. F. 8/27/17
Chief Executive Officer 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: East Kern Health Link

Division Director: Carmen Segovia

Funder Name: Dignity Health

Program Manager: Whitney Hughes

Grant Program Name: East Kern Family Resource Center

☒ **New Funding**

Funding Period: 1/1/2018 – 12/31/2018

☐ **Re-Application**

A. Narrative description of funding request, including goals:

CAPK is applying for up to \$75,000 to improve access to healthcare for low-income families with school-age children living in East Kern communities. With many families residing in remote, isolated areas with infrequent public transport, it is difficult to access basic healthcare services. These barriers prevent individuals from seeking care in Tehachapi (20 miles away) or Bakersfield (60 miles away), leading to negative health outcomes for at-risk individuals, and in some cases, requiring intervention from Child Protective Services.

Through its East Kern Family Resource Center (EKFRC), CAPK proposes to bring health services to families in East Kern communities by offering no-cost immunization clinics for children aged 5-12 years at Mojave Elementary School; and transporting clients to monthly community health screenings in Tehachapi to test blood pressure, cholesterol, blood sugar, anemia, and body composition. The project will also connect families to a broader network of healthcare by dedicating a Family Support Worker to provide safe, reliable transport to medical appointments in Tehachapi and Bakersfield.

B. Use of Funds:

The requested funds of up to \$75,000 will cover a part-time Family Support Worker (3 days a week); vehicle purchase and related expenses (fuel, insurance, maintenance); and outreach costs.

C. Approvals:

1. C Segovia 8/30/17
Division Director Date

3. Christine Anami 8/31/17
Chief Financial Officer Date

2. [Signature] 9-5-17
Director of Community Development Date

4. [Signature] 9/5/17
Chief Executive Officer 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: PREP Works for Opportunity Youth

Division Director: Ralph Martinez

Funder Name: Wells Fargo Foundation

Program Manager: Lois Hannible and
Angelica Nelson

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

Funding Period: 1/1/2018 – 06/30/2018

☐ **New Funding**

☒ **Re-Application**

A. Narrative description of funding request, including goals:

CAPK is re-applying for \$30,000 from the Wells Fargo Foundation for the PREP Works program to prepare at-risk youth ages 16 – 18 for employment and their financial future by providing work preparation education, community service projects, paid work experience, and financial education.

The funding from Wells Fargo will allow the PREP Works program to serve an additional 35 youth for a total of 65 participants. The Program Educator, with the assistance of an Activity Specialist, will provide 20 hours of work preparation education. Program partners such as Starbucks, Wells Fargo, and Kern Federal Credit Union will also provide special presentations and workshops and guide participants in planning and implementing community service projects. Paid work experience and financial education workshops will be offered to 32 participants who successfully complete the classroom and community service program components. Volunteers from Wells Fargo as well as other financial related businesses will provide the financial education.

B. Use of Funds:

The requested funds of \$30,000 will be used for personnel costs for a 20 hour per week activity specialist to assist the program educator; supplies for three community service projects; and general operating expenses such as program supplies, participant wages, staff mileage, and incentives for participants.

C. Approvals:

1. _____
Division Director Date

3. Christine Anami 9/5/17
Director of Finance Date

2. Ralph Martinez 9-5-17
Director of Community Development Date

4. J.T.B. 9/5/17
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

Project Name: CAPK Youth Centers STEM Program

Funder Name: Heffernan Foundation

Grant Program Name: CAPK Shafter Youth Center and Friendship House Community Center

Funding Period: November 1, 2017 – December 31-2018

CFDA # N/A

Division Director: Ralph Martinez

Program Managers: Lois Hannible
Angelica Nelson

☒ **New Funding**

☐ **Re-Application**

A. Narrative description of funding request, including goals:

The Heffernan Foundation invited CAPK to apply for up to \$20,000 for education operating support for the STEM (Science, Technology, Engineering and Math) program at Shafter Youth Center (SYC) and/or Friendship House Community Center (FHCC).

The program will serve up to 40 youth's ages 5 to 18 in a full-year program. Expanding STEM education to underserved, impoverished, and minority young people can bring opportunities that can have a huge impact on their lives. The FHCC and SYC will partner with Engineering for Kids Kern County or a similar group that will provide all the materials, laptops, and staff for up to five BYC STEM labs. Topics will include Power and Energy; Mechanical Engineering; Environmental Engineering; Hardware Engineering; and Robotics. These are fun projects that tie into key areas of Kern's current and emerging industries—alternative energy and aerospace as well as robotics.

B. Use of Funds:

Up to \$20,000 will be used to educate youth at the Shafter Youth Center and/or Friendship House Community Center. Funding will support the STEM (Science, Technology, Engineering and Math) instruction costs, purchase of supplies and equipment.

C. Approvals:

1. _____
Division Director Date

3. Chautne Anani 9/7/17
Chief Financial Officer Date

2. Ralph Martinez 9-7-17
Director of Community Development Date

4. [Signature] 9/7/17
Chief Executive Officer 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: CAPK Food Bank

Division Director: Carmen Segovia

Funder Name: Disney Co. and Feeding America

Program Manager: Jaime Orona

Grant Program Name: Food Bank Produce

☒ **New Funding**

Funding Period: November 1, 2017 – May 31, 2018

☐ **Re-Application**

A. Narrative description of funding request, including goals:

The Disney Company is making up to \$15,000 available through their partnership with Feeding America for grant funding that will support direct acquisition of produce from local farmers. The grant period is between November 1, 2017 and May 31, 2018. Disney Company granted the CAPK Food Bank \$15,000 during FY 2017 for the same purpose. CAPK is not prohibited from making the same request.

B. Use of Funds:

\$15,000 will be used to purchase a combination of equipment that directly supports our local produce acquisition operation. Examples of potential purchases include warehouse storage racks, scales, manual pallet jacks, direct purchase of produce from local farmers, fuel and distribution bags.

C. Approvals:

1. C Segovia 9-3-17
Division Director Date

3. Chauhnac Anami 9/2/17
Chief Financial Officer Date

2. Rafael Mule 9-7-17
Director of Community Development Date

4. [Signature] 9/7/17
Chief Executive Officer Date

D. Board:

☐ Policy Council
Date: _____

☐ PRE Presentation
Date: _____

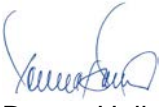
☐ B&F Approval
Date: _____

☐ Board Approval
Date: _____

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Budget & Finance Committee



From: Donna Holland, Fiscal Administrator

Subject: *Agenda Item 5b:* Kern Head Start and Early Head Start
Budget to Actual Report for the Period Ended August 31, 2017 – **Info Item**

Date: September 20, 2017

The following are highlights of the Head Start/Early Head Start Budget to Actual Report for the period March 1, 2017 through August 31, 2017. Six months (50%) of the 12-month budget period have elapsed.

Base Funds

- Head Start **Personnel** costs are lower than the percentage of the year elapsed, primarily because part-year employees were off work during the months of June & July.
- Early Head Start **Personnel** costs are lower than the percentage of the year elapsed. Staff continue to monitor this category for possible savings.
- **Supplies** are purchased as needed throughout the year, rather than monthly.
- **Contractual** expenditures take place as needed throughout the year, rather than monthly.
- In the **Other** category, costs of facility repair and maintenance are incurred as needed throughout the year, rather than monthly.

Training & Technical Assistance Funds

- Budgeted **Travel** costs for Head were underestimated. Expenditures in other categories will be decreased to compensate. The overall costs charged to Head Start Training and Technical assistance will not exceed the grant amount.
- Additional funds to supplement Head Start training expenses in the **Other** category are budgeted in the base grant.
- Budgeted **Other** costs for Early Head were underestimated. Expenditures in other categories will be decreased to compensate. The overall costs charged to Early Head Start Training and Technical assistance will not exceed the grant amount.

Duration Grant

CAPK received approval to carry over Duration start-up funds that were awarded late in the prior budget period. The funds, in the amount of \$508,006, are being used for the purchase of supplies, maintenance and repair of three additional classrooms, and playground shade and surface at two new locations.

Non-Federal Share

Total Non-Federal Share (the sum of California Department of Education funding and in-kind) is at 55% of budget.

- California Department of Education
Actual and estimated non-federal revenues are at 69% of budget.
- In-Kind
Year-to-date in-kind is at 42% of budget.

**Community Action Partnership of Kern
Head Start and Early Head Start - Kern
Budget to Actual Report**
Budget Period: March 1, 2017 - February 28, 2018
Report Period: March 1, 2017 - August 31, 2017
Month 6 of 12 (50%)

Prepared 09/11/2017

Prepared 09/11/2017

HEAD START					EARLY HEAD START				
BASE FUNDS					BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL		10,569,007	3,638,474	6,930,533	2,149,045	910,780	1,238,265	42%	58%
FRINGE BENEFITS		3,187,775	1,503,975	1,683,800	644,713	309,705	335,008	48%	52%
TRAVEL		0	0	0	0	0	0		
EQUIPMENT		0	0	0	0	0	0		
SUPPLIES		1,029,470	501,217	528,253	376,583	123,340	253,243	33%	67%
CONTRACTUAL		47,110	35,940	11,170	23,390	5,260	18,130	22%	78%
CONSTRUCTION		0	0	0	0	0	0		
OTHER		3,624,954	1,713,949	1,911,005	437,377	308,353	129,024	71%	29%
INDIRECT		1,779,092	709,562	1,069,530	358,386	163,077	195,309	48%	54%
TOTAL BASE FUNDING		20,237,408	8,103,117	12,134,291	3,989,494	1,820,515	2,168,979	46%	54%
TRAINING & TECHNICAL ASSISTANCE									
TRAVEL		19,322	24,448	(5,126)	39,954	11,545	28,409	29%	71%
SUPPLIES		20,812	6,061	14,751	9,981	1,953	8,028	20%	80%
CONTRACTUAL		18,485	3,182	15,303	15,689	4,343	11,346	28%	72%
OTHER		73,517	84,453	(10,936)	22,561	31,711	(9,150)	141%	-41%
INDIRECT		13,214	11,768	1,446	8,819	4,937	3,882	56%	44%
TOTAL TRAINING & TECHNICAL ASSISTANCE		145,350	129,912	15,438	97,004	54,489	42,515	56%	44%
DURATION GRANT CARRYOVER (FORMERLY "START-UP")									
EQUIPMENT		120,000	0	120,000				0%	100%
SUPPLIES		175,910	25,248	150,662				14%	86%
OTHER		179,765	235,982	(56,217)				131%	-31%
INDIRECT		32,331	26,123	6,208				81%	19%
TOTAL TRAINING & TECHNICAL ASSISTANCE		508,006	287,354	220,652				57%	43%
GRAND TOTAL HSEHS FEDERAL FUNDS		20,890,764	8,520,383	12,370,381	4,086,498	2,162,358	2,432,146	53%	47%
HEAD START and EARLY HEAD START KERN NON-FEDERAL SHARE									
SOURCE		BUDGET	ACTUAL	REMAINING				% SPENT	% REMAINING
CALIF DEPT OF ED		2,930,748	2,035,180	895,568				69%	31%
IN-KIND		3,186,566	1,349,156	1,837,410				42%	58%
TOTAL NON-FEDERAL		6,117,314	3,384,336	2,732,978				55%	45%
Budget reflects Notice of Award #09CH9142-04-03									
Actual expenditures include posted expenditures and estimated adjustments through 08/31/2017.									
Centralized Administrative Cost 6.5%									
Program Administrative Cost 3.2%									
Total Administrative Cost 9.8%									

Community Action Partnership of Kern
Head Start and Early Head Start
Non-Federal Share and In-Kind
Budget Period: March 1, 2017 through February 28, 2018
Report for period ending August 2017 (Month 6 of 12)

Percent of year elapsed: **50%**

LOCATION	FUNDED ENROLL- MENT	March	April	May	June	July	Aug	YTD Totals	IN-KIND GOAL	% OF GOAL MET
San Diego Street	48	11,089	10,871	10,601	11,518	7,498	9,673	61,250	65,179	94%
Sunrise Villa	34	17,097	13,051	6,550	0	0	205	36,902	46,169	80%
Heritage Park	34	12,084	10,752	7,261	0	0	1,992	32,089	46,169	70%
Fairfax	40	14,732	11,648	7,741	0	0	1,477	35,599	54,316	66%
Faith Avenue	34	13,062	8,485	6,670	0	0	1,959	30,175	46,169	65%
Roosevelt	34	11,919	10,962	5,653	0	0	0	28,533	46,169	62%
Martha J. Morgan	83	27,956	22,725	13,972	0	0	3,690	68,343	112,706	61%
Planz	34	12,344	9,988	4,851	0	0	481	27,665	46,169	60%
Franklin	24	5,953	4,296	2,617	2,315	3,846	0	19,028	32,590	58%
Primeros Pasos	76	13,509	11,897	11,322	7,390	7,001	9,055	60,174	103,201	58%
Shafter HS/EHS	36	5,894	5,073	4,436	4,041	3,901	3,557	26,901	48,885	55%
Vineland	20	7,955	4,026	1,925	0	0	0	13,906	27,158	51%
Home Base	225	24,130	21,418	14,268	11,636	6,081	0	77,533	152,764	51%
Delano	76	16,824	13,340	10,738	4,060	3,560	1,118	49,639	103,201	48%
Virginia	34	9,882	6,594	3,576	0	0	1,662	21,714	46,169	47%
Alberta Dillard	68	17,235	14,278	7,823	0	0	3,274	42,610	92,338	46%
Pete H. Parra	112	18,018	17,785	14,195	9,771	9,835	0	69,604	152,085	46%
Pacific	62	12,190	9,953	6,959	5,247	672	3,385	38,406	84,190	46%
Casa Loma	34	10,045	5,902	3,417	0	0	1,420	20,785	46,169	45%
Tehachapi	34	8,461	7,372	3,800	0	0	818	20,451	46,169	44%
Oildale	34	9,626	7,108	3,628	0	0	0	20,362	46,169	44%
Sterling	122	20,515	17,254	16,347	12,271	5,710	0	72,097	165,664	44%
Noble	34	7,130	5,708	3,486	0	0	3,304	19,627	46,169	43%
Stine Road	138	18,162	16,204	19,189	15,050	10,608	0	79,213	187,391	42%
Cleo Foran	34	7,624	6,949	3,950	0	0	870	19,393	46,169	42%
Lamont	34	9,115	5,854	3,225	0	0	790	18,984	46,169	41%
Pioneer	34	8,234	6,887	3,547	0	0	0	18,668	46,169	40%
Williams	34	8,701	6,370	2,440	0	0	946	18,457	46,169	40%
California City	34	7,464	5,967	2,640	0	0	1,075	17,146	46,169	37%
McFarland	24	5,400	4,732	1,711	0	0	0	11,843	32,590	36%
Rosamond	100	22,378	18,460	7,932	0	0	0	48,770	135,791	36%
Alicante	34	8,933	3,798	1,981	0	0	376	15,089	46,169	33%
East California	70	13,042	7,973	5,477	0	0	3,722	30,215	95,053	32%
Seibert	34	4,457	4,656	2,920	0	0	1,317	13,349	46,169	29%
Rafer Johnson	34	7,010	4,290	1,382	0	0	270	12,953	46,169	28%
Willow	72	11,499	9,455	4,751	0	0	918	26,622	97,769	27%
Taft	78	12,166	8,538	5,262	0	0	1,685	27,650	105,917	26%
Lost Hills	20	3,195	1,763	1,560	0	0	75	6,594	27,158	24%
Fairview	34	4,848	3,329	3,022	0	0	0	11,198	46,169	24%
Shafter	34	4,257	4,019	2,801	0	0	0	11,077	46,169	24%
Mojave	34	5,884	2,935	1,109	0	0	0	9,928	46,169	22%
Oasis	57	6,568	6,949	2,245	0	0	566	16,329	77,401	21%
Wesley	60	8,676	5,052	1,900	0	0	1,431	17,059	81,474	21%
Broadway (Wasco)	44							0	59,748	0%
Buttonwillow		2,742	1,832	903	0	0	0	5,478		
Stella Hills		9,153	7,612	2,720	0	0	0	19,485		
Administrative Services		0	0	0	0	0	0	0	0	NA
Program Services		0	0	0	0	0	0	0	69,535	0%
Policy Council and RPC		125	97	35	9	0	0	266	52,917	1%
SUBTOTAL IN-KIND	2,369	497,283	394,206	254,538	83,309	58,711	61,108	1,349,156	3,186,566	42%
State General Child Care*		122,967	102,229	122,920	121,327	88,386	119,879	677,709	967,147	70%
State Preschool*		311,431	230,967	311,406	126,301	96,719	153,409	1,230,233	1,787,756	69%
State Migrant Child Care*		14,552	15,236	29,786	28,140	16,787	22,738	127,238	175,845	72%
SUBTOTAL CA DEPT of ED		448,950	348,432	464,112	275,769	201,891	296,026	2,035,180	2,930,748	69%
GRAND TOTAL		946,233	742,638	718,650	359,078	260,602	357,134	3,384,336	6,117,314	55%

*May include estimates

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Budget & Finance Committee



From: Donna Holland, Fiscal Administrator

Subject: *Agenda Item 5b:* San Joaquin Early Head Start
Budget to Actual Report for the Period Ended August 31, 2017 – **Info Item**

Date: September 20, 2017

The following are highlights of the San Joaquin Early Head Start Budget to Actual Report for the period February 1, 2017 through July 31, 2017. Seven months (58%) of the 12-month budget period have elapsed.

Base Funds

Expenditures in most categories are on track for this point in the budget period.

- Costs of **Travel** associated with monthly support are currently less than budgeted.
- **Supplies**, **Contractual** services, and **Other** costs are incurred as needed, rather than by the month.

Training & Technical Assistance Funds

Overall expenditures are less than the percentage of the budget period elapsed.

- Purchases of **Supplies** are as needed and typically not made evenly throughout the year.
- Budgeted **Other** costs were underestimated. Expenditures in the **Supplies** category will be decreased to compensate. The overall costs charged to Early Head Start Training and Technical assistance will not exceed the grant amount.

Non-Federal Share

Non-Federal Share is at 36% of budget. San Joaquin staff continue to seek community resources and support parent volunteers.

Please note that not all in-kind documentation for the month of August was received in time to include in this report.

**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 - August 31, 2017

Month 7 of 12 (58%)

Prepared 09/11/2017

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	3,096,112	1,628,048	1,468,064	53%	47%
FRINGE BENEFITS	770,067	413,434	356,633	54%	46%
TRAVEL	34,707	7,391	27,316	21%	79%
EQUIPMENT	0	0	0		
SUPPLIES	158,429	100,319	58,110	63%	37%
CONTRACTUAL	24,823	3,427	21,396	14%	86%
CONSTRUCTION	0	0	0		
OTHER	554,550	386,595	167,955	70%	30%
INDIRECT	489,516	246,621	242,895	50%	50%
TOTAL	5,128,204	2,785,836	2,342,368	54%	46%

TRAINING & TECHNICAL ASSISTANCE FUNDS

TRAVEL	14,475	9,396	5,079	65%	35%
SUPPLIES	16,404	1,231	15,173	8%	92%
CONTRACTUAL	19,823	11,453	8,371	58%	42%
OTHER	23,005	24,222	(1,217)	105%	-5%
INDIRECT	8,190	4,630	3,560	57%	43%
TOTAL	81,897	50,932	30,965	62%	38%

GRAND TOTAL EHS FEDERAL FUNDS	5,210,101	2,836,768	2,373,333	54%	46%
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NON-FEDERAL SHARE	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
IN-KIND	1,282,051	464,028	818,023	36%	64%
TOTAL NON-FEDERAL FUNDS	1,282,051	464,028	818,023	36%	64%

Centralized Administrative Cost	7.6%
Program Administrative Cost	1.5%
Total Administrative Cost	9.1%

Budget reflects Notice of Award #09CH010071-03-02

Actual expenditures include posted expenditures and estimated adjustments through 08/31/2017

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 August 2017 (Month 7 of 12)

Percent of year elapsed: **58%**

LOCATION	FUNDED ENROLL- MENT	Feb	March	April	May	June	July	Aug	YTD Totals	IN-KIND GOAL	% OF GOAL MET
Home Base - Manteca	12	3,607	3,791	5,304	4,625	3,449	0	45	20,820	31,635	66%
Home Base - Lodi	35	6,975	8,762	9,482	7,926	6,223	1,038	0	40,405	92,268	44%
California Street	24	11,719	12,634	8,450	8,120	7,746	56	5,143	53,868	126,539	43%
Home Base - Tracy	12	2,053	2,522	2,553	3,812	2,344	0	0	13,284	31,635	42%
4th Street	24	8,398	8,489	7,478	9,488	6,843	4,302	600	45,598	126,539	36%
Home Base - Stockton	90	13,421	16,503	18,909	16,360	12,571	3,520	0	81,284	237,260	34%
Chrisman	30	8,771	9,937	11,674	12,307	8,824	149	151	51,812	158,174	33%
St. Mary's	16	2,627	4,100	6,543	4,687	3,676	2,845	0	24,480	84,359	29%
Walnut	24	2,084	11,779	7,270	5,354	2,459	2,145	75	31,166	126,539	25%
Lodi UCC	30	5,167	4,343	4,417	7,737	4,793	4,892	4,994	36,342	158,174	23%
Kennedy	16	1,654	924	705	1,193	1,234	836	1,028	7,574	84,359	9%
Administrative Services	313	0	0	0	0	0	0	0	0	0	
Program Services		80	1,807	1,283	29,539	21,951	2,240	0	56,900	21,858	260%
Policy Council		199	127	132	27	11	0	0	495	2,713	18%
SUBTOTAL IN-KIND	313	66,752	85,719	84,199	111,175	82,124	22,023	12,036	464,028	1,282,051	36%

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Budget & Finance Committee



From: Donna Holland, Fiscal Administrator

Subject: *Agenda Item 5b:* Early Head Start Child Care Partnerships
Budget to Actual Report for the Period Ended August 31, 2017
Interim Year-End Report – **Info Item**

Date: September 20, 2017

The following are highlights of the Early Head Start Child Care Partnerships Budget to Actual Report for the period September 1, 2016 through August 31, 2017. Twelve months (100%) of the 12-month budget period have elapsed.

Base Funds

Costs of classroom and curriculum **Supplies** are in excess of budget by \$17,285. This amount includes (1) a late shipment that was received after the last day of the prior budget period; (2) a purchase that was originally intended to be charged to the Carryover funds; and (3) additional supplies purchased for the benefit of the Partnerships using savings from the Contractual category.

Staff estimate that by year-end, costs in the **Contractual** category will be under budget by \$22,819. This is primarily due to temporary under-enrollment of children earlier in the budget period, which resulted in decreased payments to contractors providing the child care services.

Total base costs overall are at nearly 99% of budget.

Carryover Funds

CAPK staff continue to work with its child care partners to expend the carryover funds for playground improvements, additional classroom and curriculum supplies, building maintenance and repair. The Office of Head Start Region 9 staff recommended that unobligated funds at year-end be carried over to the subsequent year.

Training & Technical Assistance (T&TA)

Overall expenditures are at 96% of budget; staff expect to fully expend these funds by year-end.

Non-Federal Share

With 100% of the year elapsed, total Non-Federal Share is at 118% of budget.

**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 - August 31, 2017 - Interim Year-End Report

Month 12 of 12 (100%)

Prepared 09/11/2017

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	122,245	127,316	(5,071)	104%	-4%
FRINGE BENEFITS	28,705	28,232	473	98%	2%
TRAVEL	0	0	0		
EQUIPMENT	0	0	0		
SUPPLIES	1,650	18,935	(17,285)	1148%	-1048%
CONTRACTUAL	459,322	436,503	22,819	95%	5%
CONSTRUCTION	0	0	0		
OTHER	9,990	9,273	717	93%	7%
INDIRECT	62,184	55,224	6,960	89%	11%
TOTAL BASE FUNDING	684,096	675,484	8,612	99%	1%

CARRYOVER FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	0	0	0		
FRINGE BENEFITS	0	0	0		
TRAVEL	0	0	0		
EQUIPMENT	115,000	6,336	108,664	6%	94%
SUPPLIES	83,333	109,315	(25,982)	131%	-31%
CONTRACTUAL	0	0	0		
CONSTRUCTION	0	0	0		
OTHER	100,000	0	100,000	0%	100%
INDIRECT	16,667	11,565	5,102	69%	31%
TOTAL CARRYOVER FUNDING	315,000	127,216	187,784	40%	60%

TRAINING & TECHNICAL ASSISTANCE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
TRAVEL	5,294	12,724	(7,430)	240%	-140%
SUPPLIES	14,706	2,127	12,579	14%	86%
CONTRACTUAL	0	0	0		
OTHER	38,000	41,012	(3,012)	108%	-8%
INDIRECT	5,800	5,586	214	96%	4%
TOTAL TRAINING & TECHNICAL ASSISTANCE	63,800	61,449	2,351	96%	4%

GRAND TOTAL FEDERAL FUNDS	1,062,896	864,150	198,746	81%	19%
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NON-FEDERAL SHARE	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
IN-KIND	175,224	206,575	(31,351)	118%	-18%
TOTAL NON-FEDERAL FUNDS	175,224	206,575	(31,351)	118%	-18%

Centralized Administrative Cost	6.8%
Program Administrative Cost	1.1%
Total Administrative Cost	7.8%

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

Actual expenditures include posted expenditures and estimated adjustments through 08/31/2017.

**COMMUNITY ACTION PARTNERSHIP OF KERN
DISCRETIONARY AND FUND RAISING FUNDS
FOR THE MONTH ENDED AUGUST 31, 2017**

	03/01/17- 07/31/17	08/01/17- 08/31/17	TOTAL
BEGINNING BALANCE (NOTE 1)	423,098.59		423,098.59
CASH RECEIPTS			
2017 Awards Banquet Donations	61,968.76	2,500.00	64,468.76 a
Give Big Kern (Net)	6,221.02		6,221.02
Donations	1,868.30	108.87	1,977.17
Misc. Revenue	3,100.16		3,100.16
Interest Income/Union Administrative Fee	413.94	0.26	414.20
TOTAL CASH RECEIPTS	73,572.18	2,609.13	76,181.31
CASH DISBURSEMENTS			
Line of Credit Interest Expense	154.16		154.16
Line of Credit Unused Commitment Fee	1,139.06		1,139.06
2017 Awards Banquet Expenses	18,283.50		18,283.50 a
Staff Development Day (4/27/17) - Raffle Prizes	1,092.14		1,092.14
Outreach	912.62		912.62
Prior Period Cost - Pension	3,104.05		3,104.05
Travel Cost - SB 441 Hearing	466.72		466.72
Fundraising Expenses	636.00	318.00	954.00
Miscellaneous Expenses	1,051.08	14.09	1,065.17
Indirect	2,583.97	33.21	2,617.18
TOTAL CASH DISBURSEMENTS	29,423.30	365.30	29,788.60
CASH PROVIDED (USED)	44,148.88	2,243.83	46,392.71
ENDING BALANCE	467,247.47		469,491.30
		Discretionary Cash	210,150.32
		Fund Raising Cash	259,626.71
			469,777.03
		Less: AP	(285.73)
			469,491.30

NOTES

1. For the year ended 2/28/17, the net increase to the Discretionary/Fund Raising Funds was \$20,665.98.
- a. As of 8/31/17, net 2017 awards banquet gain is \$47,128.66 (FYE 2/28/17 = \$943.40 + \$46,185.26 for 2017/18).

Date Prepared: 9/10/17

COMMUNITY ACTION PARTNERSHIP OF KERN
BOARD OF DIRECTORS
SPECIAL EXECUTIVE COMMITTEE MEETING
5005 Business Park North
September 21, 2017
11:00 am

MINUTES

1. **Call to Order**

Garth Corrigan called the meeting to order at 11:00 am at the Community Action Partnership of Kern Administrative Building, Executive Conference Room, 5005 Business Park North, Bakersfield, CA.

2. **Roll Call**

Roll call was taken with a quorum present:

Present: Garth Corrigan, Curtis Floyd, Fred Plane, Warren Peterson, Yolanda Ochoa, and Ana Vigil

Absent: None

Others Present: Jeremy Tobias, Executive Director; Michele Nowell, Director of Human Resources & Payroll; Pritika Ram, Director of Administration; other CAPK staff.

3. **Approval of Agenda**

Motion was made and seconded to approve the Executive Committee meeting agenda for September 21, 2017. Carried by unanimous vote. (Plane/Vigil)

4. **Public Forum**

No one addressed the Committee.

5. **New Business**

- a. Renewal of the Employee Health Insurance Plan – Michele Nowell, Director of Human Resources & Payroll – ***Action Item***

Michele Nowell reported that staff has been working closely with Steve Hulbert, Vice President of Wells Fargo Insurance, to review renewal options for the Employee Health Insurance Plan. Jeremy Tobias added that Steve has worked on developing several options for renewal, and will present four options to the Committee. Staff requests the Executive Committee offer feedback on the proposals and possibly select one plan to recommend for approval by the full Board on September 27, 2017.

Steve Hulbert reported that Blue Shield's renewal rate increase is 12%, which is substantially less than the original annual renewal calculation rate of 34.2%. Additionally, Blue Shield offers several design options that will reduce the premium to CAPK for 2018. Recommendations from staff are to select the plan that reduces the coinsurance from 100% to 90%, with the employee responsible for 10% of hospitalization or outpatient facility service with a maximum annual out of pocket expense of \$2,000 for a single person and \$4,000 for a family. Employees that select

the more expensive Access+ HMO option will bear the additional cost of the subsidy for single TRIO coverage.

An option was also presented whereby CAPK could create a Health Reimbursement Account (HRA) to assist employees fund the additional cost of coinsurance, if needed for hospitalizations or outpatient surgery. The amount of benefit is \$500 per single or \$1,000 per family per year reimbursement towards their coinsurance. The HRA values will increase by \$500 per year if not used, but not to exceed \$2,000 for a single and \$4,000 for a family.

Employees may also elect to purchase additional coverages for Accident & Hospital Indemnity for a small monthly premium.

Motion was made and seconded to approve the recommended Employee Health Insurance Plan with a 90/10 coinsurance; establishing a Health Reimbursement Account; and with the additional TRIO subsidy covered by an Access+ increase (buyup); exception being for the small group of employees that don't have access to TRIO due to their service area. Carried by unanimous vote. (Plane/Floyd)

6. **Committee Member Comments**

7. **Next Scheduled Meeting**

Executive Committee Meeting
Wednesday, December 13, 2017
12:00 p.m.
5005 Business Park North
Bakersfield, California 93309

8. **Adjournment**

The meeting adjourned at 12:00 pm.

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Board of Directors
From: Jeremy T. Tobias, Chief Executive Officer
Date: September 27, 2017
Subject: *Agenda Item IX*: Chief Executive Officer report - (Action Item- receive and file)

a) Summary report on the National Community Action Conference

Three Board representatives and three staff attended the Community Action Partnership National Convention in Philadelphia, August 29 - September 1. The conference offered excellent educational opportunities, networking, and best practice examples and success stories to bring back to each of our respective areas of expertise.

I was particularly interested in a visit to a community kitchen and small business incubator program in Philadelphia. The program offered some interesting ideas how to best leverage a kitchen facility to incorporate skill building and business building activities. With the recent discussion on our Central Kitchen and possible move, these ideas could lend themselves to new and forward-looking discussions about the future of our Central Kitchen, and possible incorporation into the final designs of a new facility.

b) CFO selection process

The selection process is underway and nearing conclusion for a new CFO to replace Chris Anami upon retirement. First round and second round interviews have been conducted by committees that included Board member representation. I have narrowed the field down to two finalists. Both candidates are well qualified. As I process the information to make my decision, a comprehensive background check is underway on both candidates. I hope to announce the selection soon.

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