

COMMUNITY ACTION PARTNERSHIP OF KERN  
BOARD OF DIRECTORS MEETING

5005 Business Park North, Bakersfield, CA  
October 25, 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 September 27, 2017 Board of Directors meeting – **Action Item (p. 1-7)**

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

**V. Special Presentations**

- a. Check presentation: Bank of the West - \$3,500 to CAPK VITA to assist with general operating costs for the 2017 Tax Season.
- b. Employee Retirement Recognition – Simar K. Bhachu, Head Start Stockton - Presented by Yolanda Gonzales, Director of Head Start / State Child Development.

**VI. New Business**

- a. Head Start Aligned Monitoring System 2.0 – Sylvia Ortega, Head Start Compliance Coordinator – **Info Item (p. 8-15)**
- b. Resolution to approve the submission of the 2018 California Department of Education Contracts (CSPP, CMIG, CCTR, CMAP) – Emily Gonzalez Demont, Assistant Director of Grants Management Head Start / State Child Development, and Donna Holland, Fiscal Manager – **Action Item (p. 16-17)**

- c. Proposed re-naming of the 4<sup>th</sup> Street Child Development Center in Stockton – Yolanda Gonzales, Director of Head Start / State Child Development Programs – **Action Item (p. 18)**
- d. San Joaquin County Early Head Start Quarterly Report – Yolanda Gonzales, Director of Head Start / State Child Development Programs – **Info Item (p. 19)**
- e. Resolution to approve the submission of the 2018 Low-Income Home Energy Assistance Program (LIHEAP) Contract #18B-4012 - **Action Item (p. 20-32)**
- f. Resolution to approve the submission of the Community Development Block Grant (CDBG) Application to the City of Bakersfield and the County of Kern for Warehouse Capacity Expansion at the Food Bank – Carmen Segovia, Director of Health & Nutrition – **Action Item (p. 33-35)**
- g. Resolution to approve the submission of the Whale Tail Funding Application to the California Coastal Commission for a Marine Studies Program at Friendship House and Shafter Youth Center – Ralph Martinez, Director of Community Development – **Action Item (p. 36-37)**
- h. 2018 Agency Holiday Schedule – Michele Nowell, Director of Human Resources – **Action Item (p. 38)**

## **VII. Committee Reports**

- a. Program Review & Evaluation Committee Report – Ralph Martinez, Director of Community Development – **Action Item**
  - i. Minutes of October 11, 2017 **(p. 39-41)**
  - ii. Program Reports
    - 1. September 2017 Program and Division Reports **(p. 42-55)**
    - 2. Application Status Report and Funding Requests **(p. 56-61)**
    - 3. September 2017 Head Start / State Child Development May Enrollment Update and Meals Report **(p. 62)**
    - 4. September 2017 Outreach & Advocacy Report **(p. 63)**
- b. Budget & Finance Committee Report – Christine Anami, Chief Financial Officer – **Action Item**
  - i. Minutes of October 18, 2017 **(p. 64-67)**
  - ii. Application Status Report and Funding Requests **(p. 68-73)**
  - iii. Kern Head Start and Early Head Start Budget to Actual for the Period Ending September 30, 2017 **(p. 74-76)**
  - iv. San Joaquin Head Start and Early Head Start Budget to Actual Reports for the Period Ending September 30, 2017 **(p. 77-79)**
  - v. Early Head Start Child Care Partnerships Budget to Actual Report for the Period Ended August 31, 2017 Interim Year-End Report **(p. 80-81)**
  - vi. Early Head Start Child Care Partnerships Budget to Actual Report for the Period Ended September 30, 2017 Interim **(p. 82-83)**
  - vii. Kern Head Start & Early Head Start Application for Continued Funding with Resolution **(p. 84-87)**
  - viii. Discretionary Fund Update **(p. 88)**
  - ix. Financial Statements, September 2017 **(Section 3 of binder)**

**VIII. Advisory Board Reports**

- a. Head Start Policy Council Report – Enrique Salazar, Jr. Policy Council Representative - ***Action Item (p. 89-90)***
  - i. Minutes of August 31, 2017 ***(p. 91-94)***  
Minutes of September 28, 2017 ***(p. 95-98)***
- 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. Update on Agency Insurance Coverage
  - i. Verbal Report

**X. Board Member Comments**

**XI. Closed Session**

**XII. Closed Session Report**

**XIII. Next Scheduled Meeting**

Board of Directors Meeting  
Wednesday, November 29, 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](http://www.capk.org) by 12:00 pm October 20, 2017. Paula Daoutis, Administrative Coordinator.*

COMMUNITY ACTION PARTNERSHIP OF KERN  
BOARD OF DIRECTORS MEETING

5005 Business Park North, Bakersfield, CA  
September 27, 2017  
12:00pm

**MEETING MINUTES**

**I. Call to Order**

Garth Corrigan called the meeting to order at 12:08 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. Roll Call

Roll Call was taken with a quorum present:

Present: Garth Corrigan, Warren Peterson, Fred Plane, Jimmie Childress, Craig Henderson, Mike Maggard, Yolanda Ochoa, Marian Panos, Guadalupe Perez, Ana Vigil

Absent: Curtis Floyd, Janea Benton, Lorena Fernandez, Enrique Salazar, Jr.

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 September 27, 2017, with one change, the addition of an informational item as a special presentation under agenda item V. by the Bakersfield Ronald McDonald House. Carried by unanimous vote. (Henderson/Plane).

**III. Approval of meeting minutes**

- a. Minutes of August 23, 2017 Board of Directors meeting.

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

**IV. Introduction of Guests/Public Forum:**

No one addressed the Board.

**V. Special Presentations**

Board member Ana Vigil introduced Scarlett Sabin, Director of Bakersfield Ronald McDonald House, who provided the Board with a brief presentation about the Ronald McDonald House and future expansion plans. Scarlett also discussed the ongoing fundraiser, Pop Tab Collection



Program, which provides funds for the Ronald McDonald House Discretionary Account. Tabs from aluminum cans are recycled for .43 cents per pound and many organizations, schools and individuals in the community are contributing. Scarlett will provide CAPK with additional pop-up houses to collect the pop tabs and thanked CAPK for promoting the fundraiser on CAPK's social media sites.

### **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**

Michele Nowell introduced Steve Hulbert, Vice President of Insurance Services at Wells Fargo Insurance. Steve reported that the Blue Shield Medical Plan is up for renewal and Wells Fargo, as the broker, shopped the market to obtain quotes from other providers. Due to the rich benefit plan that CAPK offers, no other provider could match the rates of Blue Shield. However, the renewal proposal from Blue Shield includes a rate increase of 12% in 2018, partly due to the pass through of mandatory tax increases as part of the Affordable Care Act.

Wells Fargo provided options to minimize costs to CAPK while still providing a favorable plan to employees and the options were presented to the Executive Committee on September 21, 2017. After careful review, the Executive Committee recommends the Board approve the 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.

Craig Henderson questioned the proposed Health Reimbursement Account (HRA) that allowed for a rollover of \$500 for an individual or \$1,000 per family, to the following year, if the HRA funds are not expended within the year. The HRA cost to CAPK is estimated to be \$72,000 for the first year based on analysis of past utilization rates. Mike Maggard asked if it would be more favorable to purchase a subsidy plan for every employee instead of the HRA account, and Steve Hulbert confirmed that it would be costlier given the proportion of participants that actually used in-patient or out-patient services, which was an estimated 150 individuals. Jeremy Tobias stated that the HRA plan will be reviewed annually. Craig Henderson recommended the Board only approve the HRA for one year, without a roll-over option until it is determined what the utilization and actual costs are to CAPK.

Steve also informed the Board of other employee benefit plans for dental, optical, optional life insurance, accidental, and hospital indemnification insurance.

Motion was made and seconded to approve the renewal of the Employee Health Insurance & Benefit Plan for 2018 the Employee Health Insurance Plan with a 90/10 coinsurance; establishing a Health Reimbursement Account for a period of one year with no rollover; 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. (Henderson/Panos).

- b. CAPK Annual Satisfaction Surveys – Swathi Venkatesh, Community Development Specialist – **Info Item**

Swathi Venkatesh presented the CAPK Annual Satisfaction Survey results from 2016, which included three independent surveys directed towards clients, community partners, and employees. Surveys were made available online through Survey Monkey, and hard copies were distributed to program sites and collected over a period of several months. Aggregate results were shared with management staff and individual comments were summarized to maintain anonymity.

The client survey revealed that 93.6% of clients rated the quality of services received as good or excellent, a 1.9% decrease from 2015. The number of completed community partner surveys increased from 2015 and revealed that the highest partner satisfaction was related to good communication with staff and the agency. 50% of employees completed surveys, and revealed that the lowest level of satisfaction at the program/division level was related to employee recognition and freedom to implement more efficient processes. The lowest employee scores were related to compensation and top down/bottom-up communication.

Goals and next steps were identified and the Strategic Planning Committee members are tasked with identifying possible improvements to survey tools and processes.

- 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**

Ralph Martinez reported that the Community Services Block Grant (CSBG) application packet was received on September 18, 2017. Staff is working on a comprehensive budget to be submitted with the contract within 30 days of receipt, and the budget will be presented to the Board when completed. CSBG is the only funding source that allows the flexibility to support multiple low-income programs as well as administration. The 2018 CSBG Contract will be used to support programs such as the Food Bank, VITA, Friendship House Community Center, Shafter Youth Center, and 2-1-1. Approval of Resolution Number 2017-07 will provide 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.

Motion was made and seconded to approve Resolution Number 2017-07 to authorize Jeremy T. Tobias, CEO, to sign the 2018 CSBG Contract & subsequent amendments during the contract period. Carried by unanimous vote. (Henderson/Ochoa).

- 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**

Donna Holland reported that 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). Unobligated funds in the amount of \$315,000 were carried over to the September 2016 to August 2017 budget period, and were to be used to complete improvement projects at the Partnership facilities. The partner entities were unable to complete all the identified improvement projects by the end of August 2017, and CAPK was advised by the Head Start Regional

Program Specialist, to request another carry over to complete the projects. The total amount of funds to be carried over is \$176,568.

Motion was made and seconded to approve the request to carry over unobligated 2016-2017 Early Head Start Child Care Partnerships Funds to the 2017-2018 Budget Period. Carried by unanimous vote. (Henderson/Childress).

- e. Analysis of Agency Insurance Coverage for the Employee Retirement Plans – Jeremy Tobias, Chief Executive Officer – **Info Item**

Jeremy Tobias responded to the Board's request to review the liability insurance to ensure that CAPK has adequate coverage. Legal counsel was contracted to review the plans and provide analysis and recommendations for the following policies: fiduciary, crime, directors and officers, and umbrella commercial general liability. The attorney analysis is provided in the agenda packet and includes the recommendation to increase the directors and officer's liability and employment practice liability to \$5 million. It was also strongly recommended that the Excess/Umbrella coverage on the commercial general liability be increased by another \$5 million for a total of \$13 million in coverage. Staff has received quotes for the additional insurance coverage for an annual cost of \$4,200, with a proration beginning October 1, 2017 to February 2018, the cost for the current year will be \$1,750. These costs are within the authority of the CEO and the increases will be effective immediately.

Garth Corrigan asked Jeremy to review Side A coverage for individual Board Members. Jeremy will investigate and respond to the Board at the October 25<sup>th</sup> meeting.

- f. Paperless Board & Committee Packets – Pritika Ram, Director of Administration – **Action Item**

Pritika Ram presented the option to transition from paper agendas to digital agendas using iPads for the Board and committee members, and provided the cost savings statistics in the agenda packet. The estimated cost savings is \$4,500 per year. The iPads will be used exclusively for Board & Committee meetings and staff will continue to email packet information on the Friday before the Board and Committee meetings.

Staff recommendation is to move forward with the paperless option. iPads will be housed in the Admin office and data will be uploaded to all iPads from a cart at one time. The iPads will replace the binders that will include the entire agenda packet and special presentations. A one-sided printed copy of the agenda and a notepad will be provided at each meeting.

A question about the size of the iPad was of concern for some Board Members. Pritika will obtain a quote for a larger iPad to determine the additional cost. Garth Corrigan recommended using a platform called "box.net"; Pritika will review this option and report back to the Board.

Motion was made and seconded to approve the purchase of iPads to replace the printed versions of the Board and Committee packets for the Board of Director's use. Carried by unanimous vote. (Plane/Maggard).

## **VI. Committee Reports**

- a. Program Review & Evaluation Committee Report – Ralph Martinez, Director of Community Development – **Action Item**
  - i. Minutes of September 13, 2017
  - ii. Program Reports
    - 1. August 2017 Program and Division Reports
    - 2. Application Status Report and Funding Requests
    - 3. August 2017 Head Start / State Child Development May Enrollment Update and Meals Report
    - 4. August 2017 Outreach & Advocacy Report

Ralph Martinez reported that a special presentation was made to the committee on Migrant Childcare Alternative Payment Program, and reported no approvals or denials were received in August. The committee approved five Funding Requests.

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

- b. Budget & Finance Committee Report – Christine Anami, Chief Financial Officer – **Action Item**
  - i. Minutes of September 20, 2017
  - ii. Application Status Report and Funding Requests
  - iii. Kern Head Start and Early Head Start Budget to Actual for the Period Ending August 31, 2017
  - iv. San Joaquin Head Start and Early Head Start Budget to Actual Reports for the Period Ending August 31, 2017
  - v. Early Head Start Child Care Partnerships Budget to Actual Report for the Period Ended August 31, 2017
  - vi. Discretionary Fund Update
  - vii. Financial Statements, August 2017

Christine Anami reported that two action items were presented to the committee for approval, the August financial statements and the five funding requests. There was a positive gain of \$217,000 in the indirect fund over the past six months.

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

- c. Executive Committee Report – Jeremy Tobias, Chief Executive Officer – **Action Item**
  - i. Minutes of September 21, 2017

Jeremy Tobias reported that the Executive Committee met on September 21, 2018 and moved to submit their recommendation for the renewal of employee health benefits to the board, which was presented earlier in the agenda under new business.

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

**VII. Advisory Board Reports**

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

Due to the absence of Enrique Salazar Jr., the Head Start Policy Council report will be tabled until the October 25, 2017 meeting.

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

Ralph Martinez provided information and invitations to the “One Night in Paris” event on October 26, 2017. Proceeds will benefit Friendship House programs.

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

**VIII. 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

Jeremy Tobias reported that he, along with two Division Directors and three Board Members, attended the National Community Action Partnership conference in Philadelphia, PA. He gave a brief summary of the sessions and events he found to be most informative.

- b. CFO Selection Process

Jeremy reported that two highly qualified candidates are being considered for the new CFO. The interview process went well, which included several staff and board members. Background checks are being conducted now on the two final candidates and it is expected that a final decision will be made by the end of this week.

Jeremy reported that the Feed the Need food drive, in conjunction with the Kern County Fair, was a success and it is expected that donations received will show an increase from last year. Final numbers will be reported at the next meeting

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

**IX. Board Member Comments**

Marian Panos reported that while attending the National CAP conference in Philadelphia, she attended the presentation by the Acting Director of Head Start and reported that under enrollment is a nationwide issue with 350 programs under enrolled. Recommendations were to reduce slots if enrollment numbers are not met, and look at three-year-olds.

**X. Closed Session**

No items scheduled for 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 1:35 pm.

# ALIGNED MONITORING SYSTEM 2.0



# The Road to Aligned Monitoring System (AMS) 2.0

- In 2016, the Office of Head Start (OHS) released the new Head Start Performance Standards (HSPPS), which became effective November 7, 2016.
- OHS uses the AMS to measure the performance and accountability of Head Start programs across the country.
- Last fall, OHS began working to redesign the AMS with HSPPS.
- Monitoring will be gather information about performance and empower grantees to share data and information that demonstrates their performance.





# What Grantees Need to Know

- What is AMS 2.0?
  - AMS 2.0 consists of three reviews:
    1. Classroom Assessment Scoring System (CLASS)
    2. Focus Area 1
    3. Focus Area 2
- Why was AMS 2.0 created?
  - To increase alignment with HSPPS
  - To reduce the burden monitoring places on grantees, and increase the value of monitoring for all involved

# How does AMS 2.0 Differ from AMS 1.0

MONITORING COMPONENT	AMS 2015–17	AMS 2.0 2018
	Monitoring Philosophy	Progressive monitoring that looks for sustained improvement over time
	Content Areas	Reviews are divided into focus areas that look across content
	Review Location	Onsite and off-site
	Classroom Visits	Reviewers visit a sample of classrooms while onsite
	Findings	Reviews monitor performance, progress, and compliance
Targeted Reviews	Targeted reviews occur if the OHS or the RO indicates the need	Targeted reviews occur if the OHS or the RO indicates the need or if triggered by a Focus Area review



# CLASS

The CLASS review is designed to assess the effectiveness of interactions between children and teachers. The CLASS instrument provides a standardized mechanism to observe interactions in three domains:

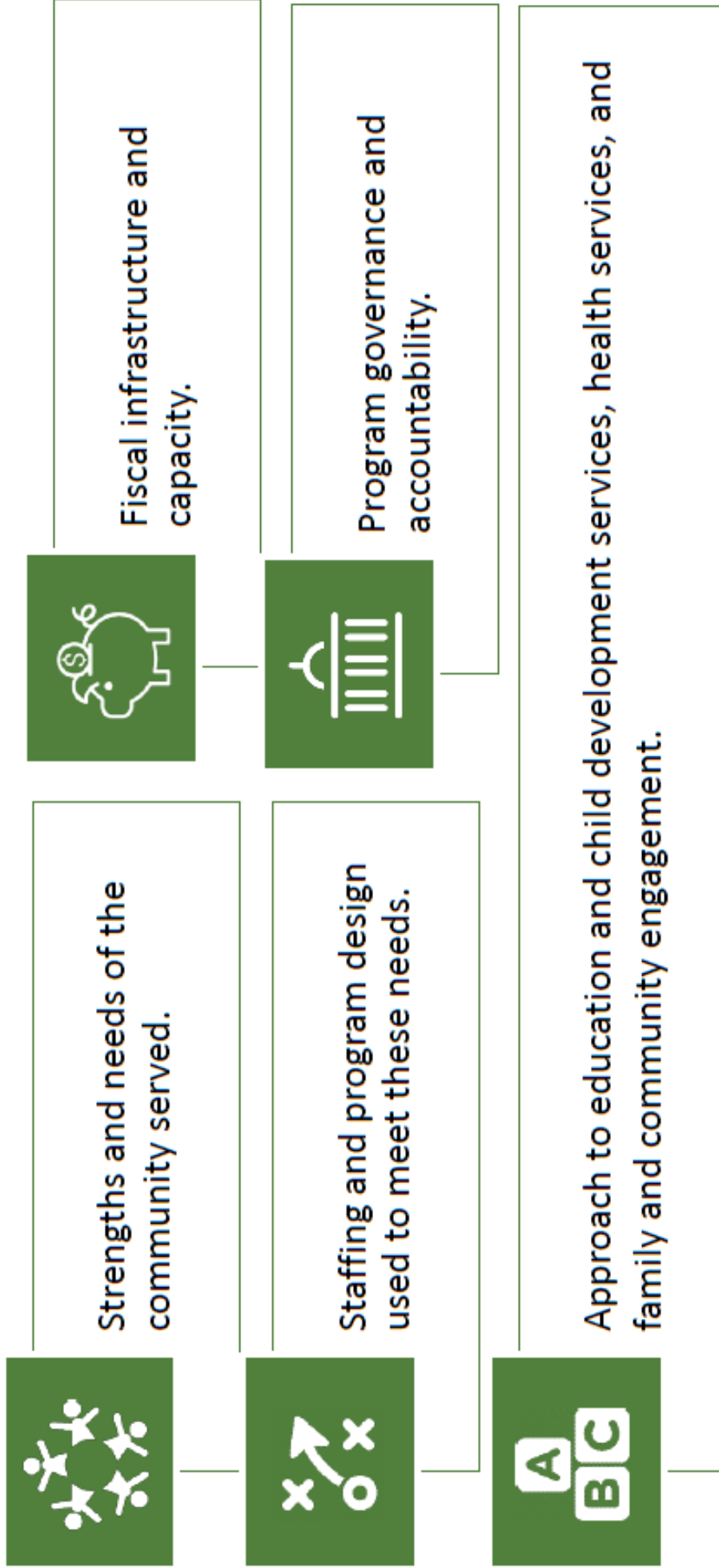
Domain 1: Emotional Support	Domain 2: Classroom Organization	Domain 3: Instructional Support
Comprised of four dimension scores: <ul style="list-style-type: none"><li>» Positive Climate</li><li>» Negative Climate</li><li>» Teacher Sensitivity</li><li>» Regard for Student/Child Perspectives</li></ul>	Comprised of three dimension scores: <ul style="list-style-type: none"><li>» Behavior Management</li><li>» Productivity</li><li>» Instructional Learning Formats</li></ul>	Comprised of three dimension scores: <ul style="list-style-type: none"><li>» Concept Development</li><li>» Quality of Feedback</li><li>» Language Modeling</li></ul>

Typically CLASS reviews will occur in the second or third year of the 5-year grant cycle.



# Focus Area (FA) One

FA 1 is an opportunity for grantees to discuss their program design, management, and governance structure.



Most grantees will experience FA 1 reviews within the first year of their 5-year grant cycle



## Focus Are (FA) Two

FA 2 is an opportunity for grantees to demonstrate their ability to:



Track and assess their program's performance.



Use data to drive results.



Make adjustments that help promote ongoing continuous improvement.

Most grantees will experience FA 1 reviews within the first year of their 5-year grant cycle



## Focus Are (FA) Two (cont.)

FA 2 is an onsite review that includes:

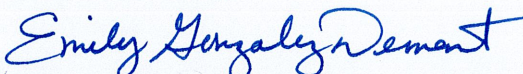
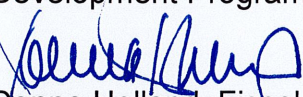
- Conversations with grantee to understand the tools and information gathered to assess program performance.
- Observations to explore the implementation of services and to understand how program staff are supported in providing quality services to children and families.
- Fiscal analysis to understand the program's fiscal capacity and infrastructure.



# COMMUNITY ACTION PARTNERSHIP OF KERN

## MEMORANDUM

**To:** Board of Directors

**From:**   
Emily Gonzalez Demont, Assistant Director of Head Start / State Child Development Programs  
  
Donna Holland, Fiscal Administrator

**Date:** October 25, 2017

**Subject:** *Agenda Item VI(b): Resolution to approve the submission of the 2017 California Department of Education Contracts (CSPP, CMIG, CCTR, CMAP) – Action Item*

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State Preschool, Migrant Child Care, and General Child Care funds are partnered with Head Start and Early Head Start funding to provide full-day center based services for children of families needing child care in order to work or attend school or job-training. The number of children to be served effective July 1, 2018 will be 749.

The Migrant Alternative Payment Child Care Program provides child care services to migrant agricultural working families through local child care providers. The program provides services through six (6) entry counties: Kern, Kings, Fresno, Madera, Merced, Tulare, and throughout California.

The funds will be used to continue the State Preschool, Migrant Child Care, General Child Care, and Migrant Alternative Payment programs with the estimated funding:

State Preschool:	\$3,131,270.00
Migrant Child Care:	\$ 271,671.00
General Child Care:	\$2,329,073.00
Migrant Alternative Payment:	\$7,069,866.00

### **Recommendation**

Staff recommends the Board of Directors approve with resolution the submission of the California Department of Education Annual Funding Application.

### **Attachments:**

Resolution #2017-08 approving 2018 California Department of Education Contracts

## **RESOLUTION #2017-08**

### **A Resolution of the Board of Directors of the Community Action Partnership of Kern Approving the submission of the 2018 California Department of Education Contracts**

The Board of Directors of the Community Action Partnership of Kern located at 5005 Business Park North, Bakersfield, CA 93309, met on October 25, 2017, in Bakersfield, California at a scheduled Board meeting and resolved as follows:

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

**WHEREAS**, the California Department of Education has made available State Preschool (CSPP), Migrant Child Care (CMIG), General Child Care (CCTR) and Migrant Alternative Payment (CMAP) funds for 2018; and

**WHEREAS**, the California Department of Education has offered the 2018 Contracts for State Preschool (CSPP), Migrant Child Care (CMIG), General Child Care (CCTR) and Migrant Alternative Payment (CMAP) 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 California Department of Education requires that an authorized signatory be named for the 2018 Contracts for State Preschool (CSPP), Migrant Child Care (CMIG), General Child Care (CCTR) and Migrant Alternative Payment (CMAP) 2018 contracts.

**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 Board as CAPK's representative signatory with regards to the State Preschool (CSPP), Migrant Child Care (CMIG), General Child Care (CCTR) and Migrant Alternative Payment (CMAP) Contracts and any subsequent amendments during the contract period.

**APPROVED** by a majority vote of the Directors of the Community Action Partnership of Kern, this 25<sup>th</sup> day of October 2017.

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Garth Corrigan, Chair  
CAPK Board of Directors


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Date



# COMMUNITY ACTION PARTNERSHIP OF KERN MEMORANDUM

**To:** Board of Directors

**From:** Gloria Barbero, San Joaquin Program Administrator 

**Date:** October 25, 2017

**Subject:** *Agenda Item VI(c):* Proposed Re-naming of the 4<sup>th</sup> Street Child Development Center in Stockton – **Action Item**

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Marci Massei has been a pioneer of Head Start since 1965, when she became the first Director for Head Start in San Joaquin County and later served as the Executive Director of the program for over 40 years.

As a visionary in the early child development field, Ms. Massei's leadership has fostered an understanding of child development and stressed the families' vital role in the success of children entering school by building relationships within the agency, school, and community.

Ms. Massei continues to give back to the community of San Joaquin County. The success of her work is evident in the notable achievements of former students, parents, and staff whose lives have benefitted from the implementation of Head Start philosophies and practices.


## **Recommendation:**

Staff recommends that the Board of Directors approve the re-naming of the 4th Street Child Development Center in Stockton to the "Marci Massei Child Development Center" in recognition of Ms. Massei's support and commitment to Head Start children and their families.

# COMMUNITY ACTION PARTNERSHIP OF KERN

## MEMORANDUM

**To:** Board of Directors

**From:** Gloria Barbero, San Joaquin Program Administrator 

**Date:** October 25, 2017

**Subject:** *Agenda Item VI(d):* San Joaquin County Early Head Start Quarterly Report – **Info Item**

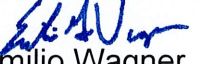
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The following is the quarterly report of activities for the San Joaquin County Early Head Start Program for the period of July 1, 2017 to October 1, 2017:

- San Joaquin reached full enrollment for the first time in July and has remained at full enrollment since. Additionally, the program is fully staffed for the first time.
- San Joaquin added four Food Service Worker positions intended to provide part time employment to parents. We are happy to report that four parents started working for our agency last month and are committed to further their education in the ECE field.
- On September 16, 2017, we participated in Family Day at the Park, a local event for children and families. We had a booth set up with activities and information about our program. This event gave us more exposure in the community and yielded 66 interest slips from local families.
- We have established a Memorandum of Understanding with our local Food Bank to have their mobile Food Bank at our Walnut site once a month. We have more sites on their waiting list.
- As a response to the results from our parent surveys, a letter of Agreement was signed with UC Davis Cal-Fresh to participate in their nutrition education program. This program will train our Home-Based Educators and Family Services Workers to deliver three different nutrition curriculums: Healthy, Happy Families; Plan, Shop, Save and Cook; and Making every Dollar Count.
- We participated in the San Joaquin ECE Annual Conference “Music Movement and Math” with a booth to recruit staff and provide information about our agency.
- We received notification from DANYA International, LLC that we will receive a Focus Area 2 review in FY2018. We will receive additional information regarding the Focus Area 2 review, including review dates, approximately 60 days prior to the review.

# COMMUNITY ACTION PARTNERSHIP OF KERN

## MEMORANDUM

**To:** Board of Directors  
**From:**  Emilio Wagner, Director of Operations  
**Date:** October 25, 2017  
**Subject:** *Agenda Item VI(e):* Resolution to Approve the Submission of the 2018 Low-Income Home Energy Assistance Program (LIHEAP) Contract #18B-4012 – **Action Item**

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The California Department of Community Services and Development (CSD) has released the 2018 LIHEAP contract. This contract provides funding to assist eligible Kern County residents with Utility Assistance and Weatherization services. The funding period is October 1, 2017 to December 31, 2018. The maximum amount of the contract is \$4,038,648.

To execute this contract, a Board Resolution must be submitted with the contract package.

### **Recommendation:**

Staff recommends the Board of Directors approve the attached Board Resolution #2017-09 which authorizes Jeremy T. Tobias, Chief Executive Officer, to act on behalf of the Board as CAPK's representative signatory with regard to the 2018 LIHEAP contract and subsequent amendments during the contract period.

### **Attachments:**

Resolution #2017-09 Approving the Submission of the 2018 LIHEAP Contract  
2018 LIHEAP Contract #18B-4012

## **RESOLUTION # 2017-09**

### **A Resolution of the Board of Directors of the Community Action Partnership of Kern Approving the submission of the 2018 LIHEAP Contract.**

The Board of Directors of the Community Action Partnership of Kern located at 5005 Business Park North, Bakersfield, CA 93309, met on October 25, 2017, in Bakersfield, California at a scheduled Board meeting and resolved as follows:

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

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

**WHEREAS**, the State of California Department of Community Services and Development has offered a 2018 LIHEAP 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 LIHEAP contract.

**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 Board as the Partnership's representative signatory with regards to the 2018 LIHEAP Contract and any subsequent amendments during the contract period.

**APPROVED** by a majority vote of the Directors of the Community Action Partnership of Kern, this 25<sup>h</sup> day of October 2017.

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Garth Corrigan, Chair  
CAPK Board of Directors

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Date



AGREEMENT NUMBER <b>18B-4012</b>	AMENDMENT NUMBER <b>0</b>
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: **October 1, 2017 through December 31, 2018**

3. The maximum amount of this Agreement is: **Total \$4,038,648.00**

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\*

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/>.

**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**

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**

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**

"I hereby certify that all conditions for exemption have been complied with, and this document is exempt from the Department of General Services approval."

☐ Exempt per \_\_\_\_\_

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**PART I**

**PREAMBLE**

This subvention agreement, for the implementation of the Low-Income Home Energy Assistance Program (LIHEAP) in program year 2018 (“Agreement”), is entered into between the Department of Community Services and Development (“CSD” or “Department”) 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 provide Weatherization (WX) assistance, Home Energy Assistance Program (HEAP) assistance, and Energy Crisis Intervention Program (ECIP) assistance to eligible participants residing in the service area described in Section 1.2, pursuant to Title 42 of the United States Code (USC) Section 8621 et seq. (the Low-Income Home Energy Assistance Act of 1981, as amended) and Government Code Section 16367.5 et seq., as amended. Unless otherwise specified in the Contractor’s LIHEAP Agency Plan 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 the highest level of assistance will be furnished to those households which have the lowest incomes and the highest energy costs or needs in relation to income, and that the services and activities funded by this Agreement shall also meet all other assurances specified at 42 U.S.C. § 8624.
- B. The LIHEAP Catalog of Federal Domestic Assistance number is 93.568. Award is made available through the United States Department of Health and Human Services.

**1.2 Service Area**

- A. The services shall be performed in the Service Territory comprised of the following service area(s):

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



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- B. Contractors that provide services in Los Angeles and San Diego counties shall refer to the ZIP Codes listing located at <http://providers.csd.ca.gov> to determine the zip codes for their respective area.

**1.3 Term and Amount of Agreement**

- A. The term of this Agreement shall be for the period represented on the face sheet (Form STD 213).
- B. The contract amount as represented on the face sheet (Form STD. 213) of this Agreement consists of Contractor's total allocation to include the "Direct Services" and "Utility Assistance" portions attributable to Contractor's service area(s).
- C. Direct Services and Utility Assistance, as defined in Part II, Subpart G that are allocated to Contractor, shall be expended, reported and accounted for in accordance with the provisions of this Agreement in Part II, Subpart B – Financial Requirements.

**1.4 Service Area Expenditure Requirements**

Contractor shall be subject to special expenditure requirements as provided in Article 5, Section 5.7 of Part II, if any of the following pertain:

- A. This Agreement involves funding for LIHEAP services provided by Contractor in multiple counties or service areas; or
- B. Contractor has additional agreements with CSD for the provision of LIHEAP or Department of Energy, Weatherization Assistance Program (DOE WAP) services in counties or service areas other than the county or service area to which this Agreement applies.

**1.5 Program Authorities – Requirements, Standards and Guidance**

- A. All services and activities are to be provided in accordance with 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 Low-Income Home Energy Assistance Program Act of 1981, 42 U.S.C. §§ 8621 et seq., and 45 Code of Federal Regulation (CFR) Part 96;
  2. The California Government Code §§ 16367.5 et seq., as amended, and Title 22, California Code of Regulations (CCR), §§ 100800 et seq.; and



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3. The Single Audit Act, 31 U.S.C. §§ 7301 et seq., and 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, administrative, 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 §16367.5 et seq. or 22 CCR §100800 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 Part 75); and
  2. Contractor further agrees to abide by all requirements in California Contractor Certification Clauses 04/2017 (CCC-04/2017).
- C. CSD shall provide Contractor with short-term program guidance to inform or direct immediate action to correct a problem or provide relief from an obligation in the form of a “CSD Program Advisory (CPA) No. XX-XXX” posted at <https://providers.csd.ca.gov>.
- D. CSD shall provide Contractor with specific program guidance which shall be binding on the Contractor as a condition of the Contractor’s participation in the LIHEAP program, and as a condition of receipt of funds under the program, PROVIDED:
  1. That such guidance shall be issued by CSD in writing in the form of “CSD Program Notice (CPN) 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 purposes of LIHEAP;
  4. That major and material changes in the program and/or requirements which substantially affect the Contractor’s and/or CSD’s ability to fulfill



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their obligations or otherwise serve to create a substantial hardship on either the Contractor or CSD shall be subject to an amendment to this Agreement;

5. Contractor shall notify CSD within 10 working days of issuance of a CPN, if contractor is unable to fulfill its obligations under the new guidance;
  6. That the parties' failure to execute a mutually acceptable amendment or CPN, as contemplated in subparagraph C 4 and C 5, in a reasonable period of time, shall result in this Agreement being without 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; and
  7. That upon CSD's good faith determination, delivered to the Contractor by written notice that Agreement between the parties to any necessary amendment or CPN as contemplated in subparagraph C 4 and C 5 cannot be achieved, then this contract shall be "closed out" and the funds disposed in accordance with established CSD procedure and policy and as required under federal and state law.
- E. The federal and state laws, regulations and other authorities referenced in this Section are hereby incorporated by reference into this Agreement. Copies may be accessed for reference at [www.csd.ca.gov](http://www.csd.ca.gov).
- F. Contract Elements Integral to Agreement and Enforceability Conditions
1. Contractor shall provide the following documents, satisfactory to CSD in form and substance, together with an executed 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
    - f. Agency Local Plan (referenced in Part II, Article 7.1)



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- g. LIHEAP Production and Expenditure Plan, CSD 622 (referenced in Part II, Article 5.7)
    - h. Agency Staff and Board Roster (CSD 188)
  - 2. The Plan and forms must be completed by Contractor before CSD will execute the Agreement and Contractor is authorized to commence work. CSD will not forbear from executing this Agreement pending its own review and final approval of Contractor's submission, provided Contractor acts in good faith to rectify any outstanding issues associated with the Plan or forms. The approved Plan and forms shall become part of this Agreement.
- G. Contractor's signature affixed hereon shall constitute a certification that to the best of Contractor's ability and knowledge it will, unless exempted, comply with the provisions set forth in Part II, Article 11, Section 11.1, "Certifications" of this Agreement.



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**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
  - 3. Zip Code Cross-Reference, if Contractor’s Service Area is defined in whole or in part by ZIP Codes.
- 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. Agreed upon Contract Execution Provisions and Procedures
  - 1. Only Part I, the Base Contract, will be exchanged by the parties for execution with original signatures, fully executed copies being retained by each party.
  - 2. Part II, Administrative and Programmatic Provisions is hereby incorporated by reference into this Agreement, is an essential part of the whole Agreement, and is fully binding on the parties.
  - 3. CSD shall maintain a certified date-stamped “hard copy” of Part II for inspection by Contractor during normal business hours, as well as a date-stamped, edit restricted, version of Part II on CSD’s “Provider Website,” which may be accessed by Contractor, “down-loaded” and printed at Contractor’s option.
  - 4. 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



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provided in paragraph C.4 of Section 1.5 with respect to program guidance, or as provided Section 3.2 of Part II, Subpart A, Article 3, with respect to minor modifications. Upon such amendment of any provision of Part II, the amended version shall be date-stamped and locked-down until such time as a subsequent Agreement or amendment is executed by the parties.

**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 are 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. Notwithstanding the provisions of paragraph C of Section 1.5, Contractor may, at Contractor’s sole option, elect to terminate this contract in lieu of adherence to the procedures set out in paragraph C of section 1.5, should Contractor determine that any subsequent program guidance or proposed amendment to the contract is unjustifiably onerous or otherwise inimical 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 30 days after 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. CSD may at its option procure a temporary replacement provider, and may at its option, designate a permanent replacement provider for Contractor’s service area in accordance with federal and state law.



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**2.4 Budget Contingencies**

**A. State Budget Contingency**

1. It is mutually agreed that if funds are not appropriated for implementation of LIHEAP 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 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 program 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.



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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.
4. Subject to the provisions of subparagraph B 2, CSD shall authorize expenditures of funds under this Agreement based on any Continuing Resolution appropriations that are adequate for the purpose. CSD shall notify the Contractor in writing of authorized interval funding levels.

**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 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  
2389 Gateway Oaks Drive, Suite 100  
Sacramento, CA 95833



# COMMUNITY ACTION PARTNERSHIP OF KERN

## MEMORANDUM

**To:** Board of Directors

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



**Date:** October 25, 2017

**Subject:** *Agenda Item VI(f):* Resolution to approve the submission of the Community Development Block Grant (CDBG) Application to the City of Bakersfield and the County of Kern for Warehouse Capacity Expansion at the Food Bank – Action Item

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### **Background**

CAPK wishes to request approximately \$750,000 each from the City of Bakersfield and the County of Kern in 2018-2019 Community Development Block Grant (CDBG) funding to expand the CAPK Food Bank warehouse by 20,000 square feet.

The increase in need for emergency food assistance in Kern County, along with the introduction of new food programs, require additional dry storage space. CAPK Food Bank added the Senior Food Program to serve low-income senior residents aged 60 years and older. The new program required the leasing of additional space for the storage and assembly of food boxes. CAPK's current caseload is 3,500 participants a month, but is likely to grow larger in order to meet the high level of need.

The applications will be completed and submitted to the City of Bakersfield by October 27, 2017, and the County of Kern by November 24, 2017.

### **Recommendation**

Staff recommends the Board of Directors approve the Resolution to approve the submission of the Community Development Block Grant (CDBG) Application to the City of Bakersfield and the County of Kern for Warehouse Capacity Expansion at the Food Bank.

Attachments:

2017-10 Resolution to apply for CDBG Funds with City of Bakersfield  
2017-11 Resolution to apply for CDBG Funds with County of Kern



## **RESOLUTION # 2017-10**

**A Resolution of the Board of Directors  
of the Community Action Partnership of Kern  
Approving the submission of application for 2018-2019  
City of Bakersfield Community Development Block Grant (CDBG) Funds**

The Board of Directors of the Community Action Partnership of Kern, owners of the CAPK Food Bank, located at 1807 Feliz Drive, Bakersfield, CA 93307 met on October 25, 2017 at a scheduled Board meeting located at 5005 Business Park North, Bakersfield, CA 93309, and resolved as follows:

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

**WHEREAS**, CAPK is charged with the responsibility of continuing the battle to alleviate poverty in Bakersfield by developing and implementing creative and innovative programs; and

**WHEREAS**, CAPK 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 CAPK Board of Directors has determined that there is a need for anti-poverty programs to meet the needs of the low-income residents of the City of Bakersfield; and

**NOW, THEREFORE**, be it resolved that the CAPK Board of Directors hereby authorizes staff to submit an application to the City of Bakersfield, and hereby requests the City of Bakersfield to provide financial assistance and the obligations that accompany said funds for the purpose of Food Bank Warehouse capacity expansion. Be it further resolved that Jeremy T. Tobias, Chief Executive Officer, is hereby authorized to request this course of action by completing any and all application documents for submittal to the City of Bakersfield on behalf of Community Action Partnership of Kern.

**APPROVED** by a majority vote of the Directors of the Community Action Partnership of Kern, this 25<sup>th</sup> day of October 2017.

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Garth Corrigan, Chair  
CAPK Board of Directors

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Date

## RESOLUTION # 2017-11

**A Resolution of the Board of Directors  
of the Community Action Partnership of Kern  
Approving the submission of application for 2018-2019  
County of Kern Community Development Block Grant (CDBG) Funds**

The Board of Directors of the Community Action Partnership of Kern, owners of the CAPK Food Bank, located at 1807 Feliz Drive, Bakersfield, CA 93307 met on October 25, 2017 at a scheduled Board meeting located at 5005 Business Park North, Bakersfield, CA 93309, and resolved as follows:

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

**WHEREAS**, CAPK 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 CAPK Board of Directors has determined that there is a need for anti-poverty programs to meet the needs of the low-income residents of Kern County,

**NOW, THEREFORE**, be it resolved that the CAPK Board of Directors hereby authorizes staff to submit an application to the County of Kern, and hereby requests the County of Kern to provide financial assistance and the obligations that accompany said funds for the purpose of Food Bank Warehouse capacity expansion. Be it further resolved that Jeremy T. Tobias, Chief Executive Officer, is hereby authorized to request this course of action by completing any and all application documents for submittal to the County of Kern on behalf of Community Action Partnership of Kern.

**APPROVED** by a majority vote of the Directors of the Community Action Partnership of Kern, this 25<sup>th</sup> day of October 2017.

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Garth Corrigan, Chair  
CAPK Board of Directors

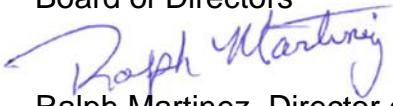
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Date

# COMMUNITY ACTION PARTNERSHIP OF KERN

## MEMORANDUM

**To:** Board of Directors

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

**Date:** October 25, 2017

**Subject:** *Agenda Item VI(g):* Resolution to approve the submission of the Whale Tail Funding Application to the California Coastal Commission for a Marine Studies Program at Friendship House and Shafter Youth Center – **Action Item**

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### **Background**

The California Coastal Commission's Whale Tail Grant is to support programs that teach California's children and the general public to value and take action to improve the health of the state's marine and coastal environments. Program funding is derived from sales of the California Coastal Commission's Whale Tail License Plate, and donations to the "Protect Our Coast and Oceans Fund," which is one of the "tax check-off" funds listed on the California state tax form.

CAPK has received funding for this program since 2014, initially starting the program at the FHCC and later adding the SYC. This year's application is to request \$15,000 to re-introduce the Afterschool Studies program to 135 low-income children with class room instruction using curriculum from the Long Beach Aquarium, guest speakers, and field trips to sites such as the Morrow Bay Museum of Natural History and the Panorama Vista Preserve. Education and hands-on experiences with the marine and estuarial environments, stewardship, and conservation will expand and enhance participants' knowledge and interest in marine science.

### **Recommendation**

Staff recommends approval of Board Resolution #2017-12 (California Coastal Commission – Whale Tail Grant Application) for funding the FHCC and SYC After-school Marine Studies program.

Attachment:

Resolution #2017-12 Approving the Submission of the Whale Tail Funding Application

## RESOLUTION # 2017-12

### **A Resolution of the Board of Directors of the Community Action Partnership of Kern: Authorization to Apply for California Coastal Commission Whale Tail Funding for 2017/2018**

The Board of Directors of the Community Action Partnership of Kern, located at 5005 Business Park North, Bakersfield, CA 93309, met on October 25, 2017, in Bakersfield, California, at a scheduled Board meeting and resolved as follows:

**WHEREAS**, the Community Action Partnership of Kern (CAPK) is a private, nonprofit 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 the County of Kern; 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

**WHEREAS**, CAPK 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 CAPK Board of Directors has determined that there is a need for anti-poverty programs to meet the needs of the low-income residents of Kern, including youth,

**NOW, THEREFORE, BE IT RESOLVED** that the CAPK Board of Directors hereby authorizes staff to submit a proposal to the California Coastal Commission (CCC) for a 2017/2018 Whale Tail Grant not to exceed \$15,000, to benefit youth in the After-school Marine Studies program at CAPK’s Friendship House Community Center and Shafter Youth Center, and to enter into a contract with the CCC should the grant be awarded.

**BE IT FURTHER RESOLVED** that Jeremy T. Tobias, Chief Executive Officer, is hereby designated to act on behalf of the Board as the Partnership’s representative signatory with regard to the Whale Tail Grant Application, Contract, and any subsequent Amendments as needed.

**APPROVED** by a majority vote of the Directors of the Community Action Partnership of Kern, this 25<sup>th</sup> day of October 2017.

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Garth Corrigan, Chair  
CAPK Board of Directors

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Date

# COMMUNITY ACTION PARTNERSHIP OF KERN

## MEMORANDUM

**To:** Board of Directors

**From:** Michele Nowell, Director of Human Resources

**Date:** October 25, 2017

**Subject:** 2018 Agency Holiday Schedule - Action Item

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Below is the proposed Agency Holiday Schedule for 2018.

### 2018 Holiday Schedule

Date	Holiday
Monday, January 1, 2018	New Year's Day
Monday, January 15, 2018	Martin Luther King Jr. Day
Monday, February 12, 2018	Lincoln's Birthday
Monday, February 19, 2018	President's Day
Monday, May 28, 2018	Memorial Day
Wednesday, July 4, 2018	Independence Day
Monday, September 3, 2018	Labor Day
Monday, November 12, 2018	Veteran's Day (Sunday, November 11 <sup>th</sup> )
Thursday, November 22, 2018	Thanksgiving Day
Friday, November 23, 2018	Day after Thanksgiving
Monday, December 24, 2018	Christmas Eve
Tuesday, December 25, 2018	Christmas Day
Monday, December 31, 2018	New Years' Eve

Date	Holiday
Tuesday, January 1, 2019	New Year's Day

### **Recommendation:**

Staff recommends the Board of Directors approve the proposed 2018 agency holiday schedule.

COMMUNITY ACTION PARTNERSHIP of KERN  
BOARD OF DIRECTORS  
PROGRAM REVIEW & EVALUATION COMMITTEE MEETING  
October 11, 2017  
12:00 p.m.

**MEETING MINUTES**

1. **Call to Order**

Fred Plane called the meeting to order at 12:02 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, Marian Panos, Lupe Perez,

Absent: Jimmie Childress, Lorena Fernandez, Enrique Salazar, Jr.

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

**Approval of Agenda**

Motion was made and seconded to approve the Program Review and Evaluation meeting agenda for October 11, 2017. Carried by unanimous vote. (Panos/Perez).

3. **Public Forum:**

No one addressed the Committee.

4. **Program Presentation:**

Maria Guadian, Disabilities Content Area Specialist, provided a special presentation on the Head Start Disabilities Services. The Head Start Performance Standards require that at least 10% of its total funded enrollment is filled by children eligible for services under Individuals with Disabilities Education Act, also known as IDEA. There are several individualized programs for children and the program type is dependent upon the child's age. After enrollment to a Head Start or Early Head Start program, it is mandated that all children are screened on a continuous basis to ensure that the child's development is on schedule. CAPK staff remains involved by continuous communication with the teachers and supporting the parents through the entire process.

6. **New Business**

- a. September 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 program and highlighted accomplishments for the month of September. Ralph also reported that a recent review by the CSD revealed that CAPK is in 100% compliance with the Organizational Standards.

Motion was made and seconded to approve the September 2017 Program & Division Reports Carried by unanimous vote. (Panis/Perez).

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

- Stater Brothers Charities for CAPK Food Bank
- Sempra Energy – Southern California Gas Company for CAPK Food Bank
- California Department of Social Services – Office of Child Abuse & Prevention for East Kern Family Resource Center

Swathi Venkatesh presented the application statues reports and announced an award of \$3,500 from Bank of the West to support the VITA Program for the upcoming tax season. There was one decline from American Honda Foundation, but staff is reaching out to other funders to support the STEM Program at the youth centers. Staff is requesting approval for three funding requests profiled in the agenda packet. If awarded, \$7,000 will be allocated for the CAPK Food Bank and \$150,000 to the East Kern Family Resource Center for low-income families identified as high risk for child abuse. Providing financial empowerment services can empower families to take control of their financial life and greatly reduce factors leading to child abuse. Funds will be used for salary and benefits for a 40 hour per week case manager for a period of two years and include additional staff costs and program supplies.

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

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

Erika Arias provided the updated enrollment and meals report for September and advised the Committee that per their recommendation, the report now reflects percentages on all categories to provide consistency throughout the report. Two centers achieved 100% attendance for the month of September with the average daily attendance program wide was greater than 85%. A total of 97,653 meals were served in September, an increase of 3% from September 2016.

Motion was made and seconded to approve the Head Start / State Child Development September 2017 Enrollment Update and Meals Report. Carried by unanimous vote. (Perez/Panos).

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

Sheila Shegos provided a summary of Community Outreach accomplishments for the month of September, and highlighted CAPK's efforts for the month of September. Staff continues to promote the Agency internally and externally by preparing flyers, posters, social media posts and soliciting media coverage for events such as the recent Feed the Need, the food drive benefiting the CAPK Food Bank and held in conjunction with the Kern County Fair. Sheila provided the Committee with flyers for upcoming events.

5. **Committee Member Comments**

There were no comments by Committee members.

6. **Next Scheduled Meeting**

Program Review & Evaluation  
Wednesday, November 8, 2017  
12:00 p.m.  
5005 Business Park North  
Bakersfield, California 93309

7. **Adjournment**

The meeting adjourned at 12:38 pm.



**COMMUNITY ACTION PARTNERSHIP OF KERN**  
**DIVISION/PROGRAM MONTHLY ACTIVITY REPORT**

<b>Division/Director:</b> Community Development/Ralph Martinez		<b>Month/Year</b> SEPTEMBER 2017
<b>Program/Work Unit:</b> VITA	<b>Total Program Staffing:</b> 1 full-time staff	<b>Program Manager/Supervisor:</b> Sandi Truman
<b>Services:</b> 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	
<b>Tax Returns Completed</b>	State & Federal		<b>33</b>		<b>5070</b>
<b>Refunds</b>	Federal	\$15860		\$4,110,952	
	Federal EITC	\$1579		\$3,317,032	
	<b>Federal Total</b>				<b>\$7,427,984</b>
	State	\$3,398		\$659,891	
	California EITC	\$0		\$218,770	
	<b>State Total</b>				<b>\$878,661</b>
<b>Total Credits &amp; Refunds</b>	<b>State &amp; Federal</b>		<b>19,258</b>		<b>\$8,306,645</b>

**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. We are by appointment only during the off season. The returns that we do are based on extensions, self-employed, rental income, late filers, amended returns, previous years returns that were never done and referrals from the local IRS office.

We have finished our orientations for the recruitment of new volunteers. We have 40 new people enrolled to train for the upcoming tax season.

## COMMUNITY ACTION PARTNERSHIP OF KERN

### DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

<b>Division/Director:</b> Operations/Emilio Wagner		<b>Month/Year:</b> September 2017
<b>Program/Work Unit:</b> 2-1-1 Kern County	<b>Staffing:</b> 14 (7 Vacancy)	<b>Program Manager/Supervisor:</b> Esperanza Contreras
<b>Services:</b> Provides 24/7 information and referral services via phone or CAPK's website to residents of Kern. Also provides call handling services for Kings, Tulare, Merced, Mariposa and Stanislaus Counties and schedules appointments for the CAPK Energy Program utility assistance services and provides application status updates.		

Activities	Description			
Information & Referral Services	Incoming	Answered	Unanswered	Referrals
Kern County	4,601	3,715	866 (19%)	7,982
Kings County	233	182	51 (22%)	*
Tulare County	888	669	219 (25%)	*
Mountain Valley (Mariposa and Merced Counties)	179	147	32 (18%)	*
Stanislaus County	913	813	100 (11%)	*
<b>Total</b>	<b>6,814</b>	<b>5,526</b>	<b>1,288 (19%)</b>	

\*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.

<b>Most Requested Services</b>	Food Pantries	Utility Assistance	Clothing/ Personal/Household Needs
<b>Top 3 Unmet Needs</b>	Food/ Meals	Clothing/Personal/Household Needs	Shelter

Other Services		Month	YTD
<b>LIHEAP</b>	Calls Answered	6,186	36,347
<b>Weatherization</b>	Calls Routed through 2-1-1	210	2,257
<b>Mental Health</b>	Calls Answered	116	1,293
<b>Website Visitors</b>	Visitors to CAPK's 2-1-1 Kern web page	3,061	24,401
<b>VITA</b>	Calls Routed through 2-1-1	N/A	6,252

<b>CalFresh Enrollments</b>	Onsite enrollment into CalFresh (Supplemental Nutrition Assistance Program (SNAP/food stamps)	<b>Submitted</b>	<b>Approved</b>	<b>Pending</b>
		<b>8</b>	<b>3</b>	<b>3</b>

Outreach Activities	Outcomes
- DHS All New Hire Meeting	Distributed 60 2-1-1 Kern informational cards.

#### Highlights:

- 2-1-1 Kern participated in the CalFresh Contractors meeting at 2-1-1 San Diego.

## COMMUNITY ACTION PARTNERSHIP OF KERN

### DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

<b>Division/Director:</b> Nutrition Services/Carmen Segovia		<b>Month/Year:</b> September, 2017
<b>Program/Work Unit:</b> East Kern Family Resource Center	<b>Total Program Staffing:</b> 6	<b>Program Manager/Supervisor:</b> Whitney Hughes
<b>Program/Work Unit Description:</b> 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	32	252
Case Managed Families	F5K School Readiness	6	27
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	64	634
Emergency Supplies Closet and Other Services	Food (individuals)	7	138
	Clothing (individuals)	26	236
	Photocopies (individuals)	174	2279
	HEAP Application Supporting Docs	87	667

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

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

# COMMUNITY ACTION PARTNERSHIP OF KERN

## DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

<b>Division/Director:</b> Community Development/Ralph Martinez		<b>Month/Year:</b> September 2017
<b>Program/Work Unit:</b> Shafter Youth Center	<b>Total Program Staffing:</b> 4	<b>Program Manager/Supervisor:</b> Angelica Nelson
<b>Services:</b> 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
<b>After-School Program</b> Tutoring, homework assistance, recreation, health & nutrition education.	19	64
<b>Teen Pregnancy and Sexually Transmitted Infections Prevention (Information and Education) (#'s as of 7/1/2017)</b> Informing and educating teens ages 12-19 years on preventing pregnancy and the spread of sexually transmitted infections.		3
<b>Evening Program - Open Basket Ball</b> <b>Zumba</b>	20 – 45 per night	
<b>Summer Program</b> Academics, sports, recreation, health & nutrition education, themed weeks with coordinated guest speakers.		101

**Other:**

- Shafter Youth Center kids will be completing in the Bakersfield Museum of Art's Via Arte on October 21<sup>st</sup>.
- SYC will be hosting a Harvest Festival for the community on October 23<sup>rd</sup>

## COMMUNITY ACTION PARTNERSHIP OF KERN

### DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

<b>Division/Director:</b> Community Development/Ralph Martinez		<b>Month/Year:</b> September 2017	
<b>Program/Work Unit:</b> Friendship House	<b>Total Program Staffing:</b> 8	<b>Program Manager/Supervisor:</b> Lois Hannible	
<b>Services:</b> 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
<b>After-School Program</b> Tutoring, homework assistance, recreation.		26	105
<b>Summer Program</b> Recreational activities, educational games, and activities.		0	127
<b>Gang Prevention Program</b> 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.		11	66
<b>Justice Assistance Grant (JAG) Program</b> The JAG program provides Aggression Replacement Training (ART) at Stiern, Cato, and Compton Middle Schools, and provides additional JAG services at East High School.		10	74
<b>Grow Fit Families Program</b> Increase participants' knowledge of nutrition, healthy eating choices, gardening, exposure to seasonal fresh produce, and participation in physical activities. <b>Program has ended.</b>		0	21
<b>STEM (Science, Technology, Engineering, Math) Program</b> Chevron STEM teaches robotics, coding, engineering, and mathematics to program youth, engaging them in hands-on science focused learning.		0	18
<b>Mobile Mexican Consulate</b> Consular services are provided at FHCC every Tues. & every other Wed., providing passport renewals, assistance with obtaining important documents, and providing DACA & protection information.		295	3,487
<b>PREP Works Program</b> 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. <b>The new PREP program will start in Jan. 2018.</b>		0	122
<b>Realignment for Success</b> 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.		18	24

**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. 4<sup>th</sup>). This year's themed event "One Night In Paris" will be held at Metro Galleries on October 26<sup>th</sup> and will offer attendees a fabulous night of live entertainment, Bakersfield cuisine, wine & craft beers, silent auction, and an evening of fun!
- The Friendship House will be host its' annual Fall Festival at the center on October 27<sup>th</sup> from 5pm-8pm. The Friendship House has held this event for the community for the past six years. The community looks forward to this event each Fall, as it serves as a safe alternative to going trick-or-treating door to door in a community with high crime activity.

# COMMUNITY ACTION PARTNERSHIP OF KERN

## DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

<b>Division/Director:</b> Nutrition Services/Carmen Segovia		<b>Month/Year:</b> September 2017	
<b>Program/Work Unit:</b> Food Bank	<b>Total Staffing:</b> 18	<b>Program Manager:</b> Jaime Orona	
<b>Services:</b> Partners with 119 food distribution sites throughout Kern County to provide food assistance to low-income families and individuals.			
		Status	
Activities	Description	Month	YTD
<b>USDA Commodities</b>	Individuals Served (September 2017)	23,877	209,119
	Poundage Received all Programs	1,316,760	8,625,409
	TOTAL POUNDAGE DIST. ALL SITES	1,268,000	8,385,180
<b>Drought Emergency Food Assistance (DEFAP)</b>	Families Served	3,022	22,732
	Individuals Served	16,637	138,130
	Total Poundage Distributed	197,400	1,547,850
<b>Food Sourcing</b>	Donations Received: <b>306,000</b> pounds of produce & 16 different produce items. <ul style="list-style-type: none"><li>• 10 Star: Watermelon</li><li>• Cal Organic: Carrots, radishes, &amp; leafy greens</li><li>• California Association of Food Banks/Farm to Family: cauliflower, corn, squash, tomatoes</li><li>• Columbine Vineyards: Table Grapes</li><li>• Driscolls: Strawberries, &amp; Pineapple</li><li>• Target: Mixed produce &amp; Bananas</li><li>• Varsity Produce: Onions</li><li>• Wonderful Co: Citrus</li></ul> CAPK FB held 2 fresh produce distributions at the following sites: Kern County Fair, & Catholic Charities. <ul style="list-style-type: none"><li>• Distributed 50,000 lbs of produce &amp; bread</li><li>• Served 960 households/3648 Individuals</li></ul>		
<b>Food Drives:</b>	<b>Feed-the-Need Food Drive at the KC Fair-</b> 54,276 lbs. <b>Over 1,800 lbs. more than last year</b>		

**Other:**

- September 13<sup>th</sup> we resumed Backpack Buddies for Greenfield, 55 backpacks were distributed to students.
- Attended the ribbon cutting for the CSUB Food Pantry Grand Opening on September 18<sup>th</sup>. Great partnership between CAPK & CSUB to help reduce student food insecurity, 40% of CSUB students have admitted of not having food at least once during the school year, 13% have visited a food pantry or soup kitchen & 80% rely on their family for food assistants.
- Attended the CAFB Annual meeting in Oakland on September 21<sup>st</sup>, went over new CAFB by-laws & Calfoods grants.
- Our last scheduled drought distribution was also on September 26<sup>th</sup> at World of Pentecost. We were able to distribute 1,200 boxes and over 14,000 lbs of produce.

# COMMUNITY ACTION PARTNERSHIP OF KERN

## DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

<b>Division/Director:</b> Nutrition Services/Carmen Segovia		<b>Month/Year:</b> September , 2017
<b>Program/Work Unit:</b> WIC	<b>Total Program Staffing:</b> 83 staff,2 vacancies	<b>Program Manager/Supervisor:</b> Kathlyn Lujan
<b>Services:</b> 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.
<b>Total</b>	All services		<b>19,970</b>	<b>15824 – 79.24%</b>	
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	68	Mojave		156
	Bakersfield		Oildale		426
	Homeless Shelter	2	Ridgecrest		652
	E. California Avenue	1622	Rosamond		669
	Niles Street	2353	Shafter		1407
	Montclair	371	Tehachapi		449
	Friendship House	139	Wasco		1777
	Panama	1185			
	Boron	8	<u>San Bernardino County</u>		
	Buttonwillow	73	Adelanto		1745
	California City	678	Big Bear		296
	China Lake Naval	*	Crestline		252
	Station		Needles		175
	Delano	961	Phelan		85
	Edwards Air Force Base	112			
	Lost Hills	161	<u>Mobile WIC</u>		4*

### Projects

The CAPK WIC program promotes healthy eating habits for all age groups.

Outreach attended and represented CAPK WIC at the Early Head Start event, Bakersfield College Book Faire, and the Latino Health Awareness event sponsored by OMNI Health Services in Shafter. Materials were passed out to interested participants at the events. Referrals were taken and followed up on within the next 24 – 48 hours. Mitchall Patel made a presentation to the East Kern Collaborative about the benefits of CAPK WIC and eligibility requirements.

CAPK WIC has continued its presence on Facebook.

The popular Farmers Market program ends this month.

Katherine Campos, RBL, continues to educate physicians and their office staffs on breastfeeding accommodation.

CAPK WIC held Hub Meetings at four locations. We trained on Breastfeeding and WIC procedures. There are changes coming to the WIC MIS regarding certification and separation of duties.

Our staff and Outreach efforts are dedicated to increasing participation. The CAPK WIC program promotes healthy eating habits for all age groups.

**COMMUNITY ACTION PARTNERSHIP OF KERN**  
**DIVISION/PROGRAM MONTHLY ACTIVITY REPORT**

<b>Division/Director:</b> Operations/Emilio Wagner		<b>Month/Year:</b> September 2017
<b>Program/Work Unit:</b> Energy	<b>Total Program Staffing:</b> 51, including 3 temps	<b>Program Manager/Supervisor:</b> Margaret Palmer
<b>Services:</b> 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	1799	4,948
1B. Low Income Home Energy Assistance Program (LIHEAP) Utility Assistance (2016)		-0-	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)	<ul style="list-style-type: none"> <li>Assistance with residential repair/weatherization (e.g., weather stripping, thermostats, door/window replacement, etc.)</li> <li>Energy-efficient appliance installation</li> </ul>		990
			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)		\$443,909	\$11,395,614
		<b>Results</b>	
6. Energy calls received (from 2-1-1)		6396	
		<b>HEAP</b>	<b>Wx</b>
7. Number of LIHEAP applications Received		1282	247
8. Number of LIHEAP applications Completed		878	79
9. Number of LIHEAP applications in Progress		404	73
10. Outreach	<ul style="list-style-type: none"> <li>- FRCs – Delano, Frazier Park, Lake Isabella and Mojave</li> <li>- Various Food Distributions</li> <li>- Back To School Night, Delano</li> <li>-Latino Resource Fair, Shafter</li> <li>-Loma Council Senior Center – Bakersfield</li> <li>-Longfellow Elementary School- Spanish</li> <li>-Longfellow Elementary School - English</li> </ul>	Distributed HEAP/Wx applications	
11.	Collaborative Meetings	Attended 1 meeting	



# COMMUNITY ACTION PARTNERSHIP OF KERN

## DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

<b>Division/Director:</b> Health & Nutrition Services/Carmen Segovia		<b>Month/Year:</b> September 2017*	
<b>Program/Work Unit:</b> Migrant Childcare AP Program (MCAP)	<b>Total Staffing:</b> 17, 2 vacancies; Admin. Clerk, Subsidized Reimbursement Specialist	<b>Program Manager/Supervisor:</b> Susana Magana	
<b>Services:</b> 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 August 2017, which was processed in the month of September 2017.</i>			
		<b>Status</b>	
<b>Activities</b>	<b>Description</b>	<b>Total</b>	<b>% by County</b>
<b>Active Enrollments</b>	Kern**	319	40
	Madera	65	8
	Merced	25	3
	Tulare	114	14
	Kings	102	13
	Fresno	177	22
	<b>Total</b>	<b>802</b>	<b>100%</b>

\*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.

### Other:

#### Current Activities:

The program has been recruiting for several positions in the last months. We have been busy providing thorough training on the Title 5 regulations and our program's policies and procedures. The new staff that began this month were a Temp. Service Clerk on 9/11/17, a Temp. Subsidize Reimbursement Specialist on 9/14/17 and two Family Services Specialist on 9/18/17.

The new Family Services Coordinator attended the Mandatory Harassment Prevention Training for Supervisors on 9/25/17. This training was provided by WorkLogic.

The webinars that were scheduled by the California Department of Education (CDE) for the early part of September were postponed because Management Bulletin (MB) 17-14 on 12-month Eligibility was still pending to be released. MB 17-14 was released on 9/27/17. This was the MB that was pending regarding the regulation changes in the Budget Act of 2017 effective 7/1/17.

#### Upcoming Activities:

Program manager will be working diligently with the program coordinators to revise several program policies and procedures to reflect the recent regulation changes. The MCAP management team will be requesting clarification from CDE staff on the implementation requirements when they attend the CAPPa conference in October. Once all the program policies have been updated, a full staff training day will be scheduled at the Tulare County satellite office.

The program has requested to attend 2 outreach events for the month of November. The MCAP program has received confirmation to attend the Farmworker Resource Fair- 3rd Annual Migrant Seasonal Farmworker Appreciation Day in Delano on 11/16/17.

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

<b>Division/Director:</b> Nutrition Services/Carmen Segovia		<b>Month/Year:</b> September 2017
<b>Program/Work Unit:</b> Central Kitchen	<b>Staffing:</b> 20 Staff members, 2 Position available	<b>Program Manager:</b> Lorenzo Maldonado
<p><b>Services:</b> 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"> <li>Total meals prepared are supported by the daily meal production sheets and food transport sheets.</li> <li>VIP Parent meeting meal totals are supported by meal request forms submitted by center and Home Base staff.</li> </ul>		

Activities	Status			
	Total # Prepared	Breakfast	Lunch	Snack
Meals & Snacks				
Central Kitchen prepared for the HS/EHS centers	82,307	28,231	30,022	24,054
Home Base Meals	245	81	127	37
VIP Parent Café Meeting Meals	1,546			
<b>Total</b>	<b>84,098</b>	<b>28,312</b>	<b>30,149</b>	<b>24,091</b>

**Other:**

1. We have had some personnel changes in the month of September, Kevin Goudge Lead Food Production Driver, was hired by the food bank; Elisa Ante took over for that position. Patrice Johnson went from full year to part year. With all the movement that we have had, the central kitchen now has a part year and full year position opened. The central kitchen has conducted some interviews to fill the opened positions.
2. The central kitchen has been experiencing equipment break downs in the month of September. We had an A/C compressor stop working, proofing cabinet short circuit, steamer oven not heating, van #77 needed alternator replace and two route refrigerators stopped working. Despite all of the mechanical issues, the central kitchen staff have done a great job in being able to produce and deliver meals without causing any disruption to the Head Start Centers.
3. The central kitchen has had a high volume of supply orders this month. The kitchen has had kept up with the ordering by ordering to par plus to meet requisition requests. There was a meeting to address this with the center director on September 18, 2017. We will work together to minimize the ordering to meet the need for the centers to function properly.

**COMMUNITY ACTION PARTNERSHIP OF KERN**  
**DIVISION/PROGRAM MONTHLY ACTIVITY REPORT**

<b>Division/Director:</b> Human Resources/Michele Nowell		<b>Month/Year:</b> September 2017
<b>Program/Work Unit:</b> HR/Payroll/Staffing	<b>Total Division Staffing:</b> 10	<b>Program Manager/Supervisor:</b> Mike Lackman/Eric Kelley/Dawn Bledsoe
<b>Services:</b> All functions and activities related to payroll, staffing, employee benefits administration, labor law compliance, personnel management, and Union Contract.		

		<b>Status</b>	
<b>Activities</b>	<b>Description</b>	<b>Month</b>	<b>YTD</b>
<b>Employee Count</b>	Regular	834	
	Subs/Temps	18	
	<b>Total Staff</b>	<b>852</b>	
<b>New Hires</b>	<b>All divisions and programs</b>		
	Regular	12	110
	Subs/Temps	3	62
	<b>Total New Hires</b>	<b>15</b>	<b>172</b>
<b>Leaves of Absence</b>	Intermittent Leave	108	
	Full-time Leave	22	
	<b>Total on Leave</b>	<b>130</b>	
<b>Terminations</b>	<b>All divisions and programs</b>		
	Voluntary	12	101
	Involuntary	6	56
	<b>Total Terminations</b>	<b>18</b>	<b>157</b>
<b>Staffing</b>	<b>Vacancy</b>	11	109
	<b>Total Applications Received</b>	<b>85</b>	<b>1,204</b>
<b>Payroll</b>	<b>Total Hours Paid</b>	192,623.32	
	<b>Total Gross Payroll</b>	<b>\$3,392,879.59</b>	

<b>Projects</b> Pension Review FMLA Administration Open Enrollment/2018 Electronic Job Requisitioning	<b>Completed:</b>  <b>In Progress</b> Travel Procedures/Policy Training/Online-ADP for performance Reviews/On going Electronic performance evaluations submitted for September & New Hires Hartford-FMLA Administration Agency Health Insurance Review
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**COMMUNITY ACTION PARTNERSHIP OF KERN**  
**DIVISION/PROGRAM MONTHLY ACTIVITY REPORT**

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

		<b>STATUS</b>	
<b>Activities</b>	<b>Description</b>	<b>Received</b>	<b>Completed March 1, 2017 to Date</b>
<b>Business Services</b>			
Purchase Orders Processed		190	885
Contracts/Leases Processed		8	45
Request for Proposals (RFP)	<ul style="list-style-type: none"> <li>• 2 WIC Vehicles</li> <li>• Food Bank Truck</li> </ul>	Complete PO issued	
Leases	<ul style="list-style-type: none"> <li>• WIC – California Ave</li> <li>• Renew James St – WIC</li> <li>• Renew Niles St. - WIC</li> </ul>	Complete In progress In progress	
Contracts	<ul style="list-style-type: none"> <li>• Olympic Cleaning Agreement</li> <li>• G.OCHOA Agreement (Taft HS Remodel)</li> <li>• Orkin Pest Control Agreement</li> </ul>	In progress Contract Signed Complete	
<b>Maintenance &amp; Operations</b>		<b>Received</b>	<b>03/01/2017 to Date Closed</b>
Facility Work Orders Processed	Repair and maintenance of CAPK facilities and vehicles.	124	1817
Projects	<ul style="list-style-type: none"> <li>• Taft HS – renovate newly leased modular</li> <li>• Wasco- Renovate Facility-Funding approved.</li> <li>• Stine Head Start to be renamed to “Harvey L Hall Child Development Center” on 10/16/2017</li> </ul>	In progress In progress In progress	

## Operations Division September 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	360	2189
Projects	<ul style="list-style-type: none"> <li>• Home Base Desktops, CAS Team Surface docks</li> <li>• Battery UPS for BPN</li> <li>• Train staff on use of Skype For Business</li> <li>• Deploy Home Base iPads</li> <li>• Share Point Implementation</li> <li>• Single Sign-On for Office 365</li> <li>• Configure and Deploy Dell Venues for Energy</li> </ul>	In progress In Progress In progress Completed In progress In Progress Completed	
Risk Management		Reported	07/01/2016 to Date
Workers Compensation Incidents	<ul style="list-style-type: none"> <li>• For Report Only</li> <li>• First Aid</li> <li>• Medical Treatment</li> <li>• Modified Duty</li> <li>• Non-Industrial (not work related)</li> <li>• Under Investigation</li> </ul>	9 5 1 0 0 0	65 18 7 4 2 1
Property Incidents		6	18
Vehicle Incidents		1	7
Projects	<ul style="list-style-type: none"> <li>• Earth Quake Evacuation – Identifying Area Safety Captains</li> <li>• Other—safety training and meetings, update Material Safety Data Sheets (MSDS) and Safety Data Sheets (SDS)</li> </ul>	In Progress In Progress	

Other:

# COMMUNITY ACTION PARTNERSHIP OF KERN

## DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

<b>Division/Director:</b> Community Development/Ralph Martinez		<b>Month/Year:</b> September 2017	
<b>Program/Work Unit:</b> Grants & Research	<b>Total Staffing:</b> 5	<b>Program Manager/Supervisor:</b> Sheila Shegos	
<b>Services:</b> Grant proposal preparation, research on funding resources and opportunities, and special projects.			
		<b>Status</b>	
<b>Activities</b>	<b>Description</b>	<b>In Progress</b>	<b>Submitted</b>
<b>Grant Applications</b>	• Wells Fargo - PREP Works – FHCC/SYC		X
	• Feeding America – Disney Produce – Food Bank (new)		X
	• Heffernan Foundation – STEM at FHCC/SYC		X
	• Stater Bros. Charities – Harvesting Hope – Food Bank		X
	• So Cal Gas Company – Congressman Valadao Food Drive – Food Bank		X
	• CA Dept. of Social Services – Economic Empowerment - EKFR	X	
	• Coastal CA Commission – Whale Tail – FHCC/SYC	X	
<b>Potential Funding Opportunities – Research in Progress</b>	• Union Bank- STEM Funding • USDA Capacity Building Grants • SYC Play Area Equipment • FHCC New Van		
<b>Projects</b>	<b>Description</b>		
<b>Strategic Plan 2016-2021</b>	Presented mid-year progress report at August Board meeting. Planning fall Strategic Plan Committee meeting. Staff continues to support groups and monitor progress.		
<b>Organizational Standards</b>	CAPK staff reported organizational standard compliance to CSD through the online system. The State recently informed CAPK that we met 100% compliance.		
<b>ROMA Training</b>	Creating calendar for next generation Results Oriented Management and Accountability training for managers and directors.		
<b>Community Services Block Grant (CSBG)</b>	Staff is compiling required attachments for 2018 CSBG contract to submit by mid-October. Staff will train management between now and the end of 2018 on new reporting standards. Full compliance is expected in January 2019.		
<b>VITA 2017 Tax Season Campaign</b>	Drafting letter requesting support from regional financial institutions for VITA 2017 tax season.		
<b>Financial Capabilities TA</b>	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.		
<b>Surveys</b>	Key results from the 2016 partner, client, and employee satisfaction surveys shared at 9/27 Board meeting. Work with Directors and Managers to plan rollout of results to CAPK employees.		

**Other:**

- CD is scheduling meetings with programs to discuss current program needs, goals, and priorities to guide Community Development Specialists as they seek and apply for new funding opportunities.

COMMUNITY ACTION PARTNERSHIP OF KERN  
FUNDING REQUESTS AND APPLICATION STATUS REPORT  
**PENDING - September 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
1/11/2017 (PRE)	1/13/2017	Junior League of Bakersfield	EKFR/ 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
8/09/2017 (PRE)	7/11/2017	Allstate Foundation Group / Helping Hands	Food Bank/ General Operating Support	\$ 14,000
9/13/2017 (PRE)	8/25/2017	Wonderful Foundation	Food Bank/ Free Farmers' Market in Wasco	\$ 50,000
9/13/2017 (PRE)	8/31/2017	Dignity Health / 2018 Community Grants Program	EKFR/ East Kern Health Link	\$ 69,926
9/13/2017 (PRE)	9/29/2017	Wells Fargo	FHCC & SYC/ PREP Works Program	\$ 50,000
9/13/2017 (PRE)	9/15/2017	Heffernan Foundation	FHCC & SYC/ STEM	\$ 19,000
9/13/2017 (PRE)	9/26/2017	Disney / Feeding America	Food Bank/ Capacity Building	\$ 15,000

\*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 - September 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	EKFRC/ 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	EKFRC/ Emergency Supplies Closet	\$ 5,000	\$ 3,000	8/1/2017 - 7/31/2018
6/14/2017 (PRE)	7/9/2017	Starbucks Foundation	FHCC/SYC PREP Works	\$ 49,600	\$ 30,000	1/1/2018 - 6/30/2018
6/21/2017 (B&F)	9/7/2017	Bank of the West	VITA/ 2017 Tax Season	\$ 3,500	\$ 3,500	9/1/2017 - 6/30/2018
			<b>TOTAL</b>		\$ 371,344	



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

<b>Date Approved</b>	<b>Date of Notification</b>	<b>Funding Source</b>	<b>Program/Proposal</b>	<b>Amount Requested</b>
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
8/09/17 (PRE)	9/1/2017	American Honda Foundation	<b>FHCC &amp; SYC/ Building Youth Capacity in STEM</b>	<b>\$ 75,000</b>
10/26/2016 (Board)	No response	City of Bakersfield/ Community Development Block Grant	Food Bank/ Property & Security Improvements	\$ 61,500
10/26/2016 (Board)	No response	County of Kern/ Community Development Block Grant	Food Bank/ Property & Security Improvements	\$ 61,500
1/11/2017 (PRE)	No response	Walmart Community Grants	VITA/ Wasco	\$ 2,500

# Community Action Partnership of Kern Funding Request Profile

**Source of Funds:** Private

**CFDA #** N/A

**Project Name:** Harvesting Hope Summer Hunger Relief

**Division Director:** Carmen Segovia

**Funder Name:** Stater Bros. Charities

**Program Manager:** Jaime Orona

**Grant Program Name:** Food Bank

☒ **New Funding**

☐ **Re-Application**

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

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

Stater Bros. Charities recently invited CAPK to apply for funding from their annual Harvesting Hope in Our Community grant program. During the Harvesting Hope campaign in November and December, each Stater Bros. Supermarket accepts donations at the check stands; the funds collected are donated back into the community. The funds benefit local food banks and feeding programs during the summertime when food reserves are traditionally low.

CAPK is requesting \$5,000 to provide fuel for the refrigerated trucks to deliver food during the summer months (June, July, August).

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

The requested funds of \$5,000 will be used to cover the cost of fuel for the Food Bank trucks during June, July, and August of 2018.

## **C. Approvals:**

1. C Segovia 10/3/17  
Division Director Date

3. Christine Anami 10/3/17  
Chief Financial Officer Date

2. Deborah Miller 10-4-17  
Director of Community Development Date

4. John P. 10/4/17  
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:** Delano Fall Food Drive

**Division Director:** Carmen Segovia

**Funder Name:** Sempra Energy-SoCal Gas Co.

**Program Manager:** Jaime Orona

**Grant Program Name:** CAPK Food Bank

**Funding Period:** 11/1/2017 – 11/30/2017

☐ **New Funding**

☒ **Re-Application**

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

CAPK was invited by Southern California Gas Company to apply for \$2,000 to support the 2017 Congressman David Valadao's Delano Fall Food Drive. CAPK Food Bank, in partnership with Congressman David Valadao, will hold the Delano Fall Food Drive in the Delano Walmart parking lot on November 11<sup>th</sup>, 2017. Food and cash donations will be collected at this annual one-day event. Last year's 2016 Delano Fall Food Drive, also supported by SoCalGas, resulted in 543 pounds of food donations. CAPK Food Bank expects to collect about 600 pounds of food this year that will benefit approximately 300 low-income and food-insecure households in Delano.

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

The requested funds of \$2,000, and any proceeds from the Delano Fall Food Drive, will be used to provide food for Delano residents in need.

## **C. Approvals:**

1. C Segovia 10/3/17  
Division Director Date

3. Christine Anami 10/3/17  
Chief Financial Officer Date

2. Ralph Attala 10-4-17  
Director of Community Development Date

4. JIT-R 10/4/17  
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:** Government

**Project Name:** Economic Empowerment

**Funder Name:** California Department of Social Services-Office of Child Abuse and Prevention.

**Grant Program Name:** East Kern Family Resource Center

**Funding Period:** 1/1/2018 – 12/31/2019

**CFDA #** N/A

**Division Director:** Carmen Segovia

**Program Manager:** Whitney Hughes

☒ **New Funding**

☐ **Re-Application**

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

CAPK is applying for two-years of funding of up to \$150,000 from the California State Office of Child Abuse Prevention (OCAP) to provide financial empowerment services to low-income families at high-risk of child abuse. Poverty and financial instability causes added stress to families and has been shown to put children at higher risk of abuse and neglect. Providing services that can empower families to take control of their financial life can greatly reduce these factors

Families that receive services at the EKFRFC will be offered financial case management through home visits using the Your Money Your Goals Financial Empowerment Tool Kit. Families can receive additional support from the monthly financial networking support group and the Your Money Your Goals Financial Empowerment workshops will be offered to the community. The case manager will also assist families in obtaining resources such as food, utility assistance, and childcare for working families and linking families to other needed services.

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

The requested funds of \$150,000 will be used for salary and benefits for a 40 hour per week case manager, mileage, cell stipend, and general program supplies.

## **C. Approvals:**

1. C Segovia 10/3/17  
Division Director Date

3. Christine Anami 10/3/17  
Chief Financial Officer Date

2. Whitney Hughes 10-4-17  
Director of Community Development Date

4. JIT P 10/4/17  
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

<b>Division/Director:</b> Head Start/State Child Development/Yolanda Gonzales	<b>Month/Year:</b> September 2017
<b>Program/Work Unit:</b> Head Start/Early Head Start	<b>Program Manager/Supervisor:</b> Jerry Meade/ Donna Holland
<b>Services:</b> 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	September 2017	2,041	95%
Early Head Start Kern	September 2017	328	100%
Early Head Start Partnership	September 2017	56	100%
Early Head Start San Joaquin	September 2017	313	100%
<b>TOTAL Funded Enrollment</b>		<b>2,738</b>	
Children with Disabilities		Goal	Actual
Head Start Kern	Identified as having an IEP	10%	7%
Early Head Start Kern	Identified as having an IFSP	10%	10%
Early Head Start Partnership	Identified as having an IFSP	10%	4%
Early Head Start San Joaquin	Identified as having an IFSP	10%	13%
Over Income		Goal	Actual
Head Start Kern	Within 100% and 130% of Federal Poverty Rate	<10%	5%
Early Head Start Kern	Within 100% and 130% of Federal Poverty Rate	<10%	4%
Early Head Start Partnership	Within 100% and 130% of Federal Poverty Rate	<10%	9%
Early Head Start San Joaquin	Within 100% and 130% of Federal Poverty Rate	<10%	5%
<b>Average Daily Attendance (Program Wide &gt;85%)</b>		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	September 2016	September 2017
Processing	Processing	Processing	Processing	Processing	Processing	Processing

**Other:** We had 2 Centers with 100% attendance for the month of September: Fairfax and San Diego

**Total Division Staffing:** Currently employed in Head Start: 526

Vacant Positions: 12

Currently out on Leave: 104

**Program Updates:**

# COMMUNITY ACTION PARTNERSHIP OF KERN

## DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

<b>Division/Director:</b> Community Development/Ralph Martinez		<b>Month/Year:</b> September 2017
<b>Program/Work Unit:</b> Outreach & Advocacy	<b>Total Staffing:</b> 2	<b>Program Manager/Supervisor:</b> Sheila Shegos
<b>Services:</b> <i>Media relations, public relations, agency promotional materials development, advocacy, website management, social media, fundraising, English-Spanish translation.</i>		
<b>August Program Activities</b>		
<b>Program</b>	<b>Activity</b>	
CAPK Head Start	<ul style="list-style-type: none"><li>Harvey Hall event support</li></ul>	
CAPK WIC	<ul style="list-style-type: none"><li>GET Bus posters &amp; WIC Hand Fan</li></ul>	
CAPK Food Bank	<ul style="list-style-type: none"><li>Feed the Need</li><li>DEFAP Food Distribution (World of Pentecost church)</li><li>Rabobank Food Drive media kick-off on September 25</li><li>Feed the Need PSA- <a href="https://vimeo.com/223349969">https://vimeo.com/223349969</a></li></ul>	
CAPK Friendship House Community Center	<ul style="list-style-type: none"><li>Friendship House Mixer &amp; More Fundraiser support</li><li>Purchase tickets click the link below <a href="https://capkdevelopment.capk.org/mixer">https://capkdevelopment.capk.org/mixer</a></li></ul>	
CAPK Agency	<ul style="list-style-type: none"><li>CAPK Times (October Newsletter)</li><li>Wasco Collaborative meeting</li><li>One Book, One Bakersfield, One Kern event</li><li>HR Newsletter Template</li><li>2018 Humanitarian Awards Banquet</li></ul>	
<b>Upcoming Events</b>		
<b>Date</b>	<b>Activity</b>	
October 12	<ul style="list-style-type: none"><li>Veterans Stand Down</li></ul>	
October 12	<ul style="list-style-type: none"><li>Greenfield Family Resource Center Open House &amp; Resource Fair</li></ul>	
October 13	<ul style="list-style-type: none"><li>Lerdo Detentions Facility Re-entry Fair</li></ul>	
October 14	<ul style="list-style-type: none"><li>Rabobank Food Drive &amp; Bakersfield Condors Game @ 5pm</li></ul>	
October 18	<ul style="list-style-type: none"><li>Cafe Rio Ribbon Cutting &amp; Check presentation to CAPK @ 10:30am/ VIP Dinner Oct. 17th</li></ul>	
October 26	<ul style="list-style-type: none"><li>Friendship House Mixer &amp; More “One Night In Paris,” Fundraiser Oct. 26 @ 5:45pm</li></ul>	



COMMUNITY ACTION PARTNERSHIP of KERN  
BUDGET & FINANCE COMMITTEE MEETING  
5005 Business Park North, Bakersfield, CA  
October 18, 2017  
12:00 p.m.

MEETING MINUTES

1. **Call to Order**

Warren Peterson called the meeting to order at 12:12 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: Warren Peterson, Janea Benton

Absent: Craig Henderson, Ana Vigil

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 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 October 18, 2017. Carried by unanimous vote (Benton/Peterson).

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***

- Stater Brothers Charities for CAPK Food Bank
- Sempra Energy – Southern California Gas Company for CAPK Food Bank
- California department of Social services – Office of Child Abuse & Prevention for East Kern Family Resource Center

Swathi Venkatesh presented the application statues reports and announced an award of \$3,500 from Bank of the West to support the VITA Program for the upcoming tax season. There was one decline from American Honda Foundation, but staff is reaching out to the Heffernan Foundation and other funders to gain support for the STEM Program at the youth centers. Staff is requesting approval for three funding requests profiled in the agenda packet. If awarded, \$7,000 will be allocated for the CAPK Food Bank and \$150,000 to the East Kern Family Resource Center for low-income families identified as high risk for child abuse. Providing financial empowerment services can empower

families to take control of their financial life and greatly reduce factors leading to child abuse. Funds will be used for salary and benefits for a 40 hour per week case manager for a period of two years and include additional staff costs and program supplies. Carmen Segovia responded to a question about how CAPK receives referrals and stated that the County refers at risk families and the program will serve as the last step before the family is referred to CPS.

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

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 September 30, 2017
- San Joaquin Early Head Start Budget to Actual for the Period Ended September 30, 2017
- Early Head Start Child Care Partnerships Budget to Actual Report for the Period Ended August 31, 2017 Interim Year-End Report
- Early Head Start Child Care Partnerships Budget to Actual for the Period Ended September 30, 2017

Donna Holland reported Kern Head Start and Early Head Start is seven months (58%) into the budget period. Contractual expenditures are at 136% due to purchases of software learning applications to enhance ability to access children and outcomes. Those expenses were not budgeted and cuts will be made in other areas to accommodate for the overage. 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. The Non-Federal Share is at 68% of budget.

San Joaquin Early Head Start grant is eight months (67%) into the budget period. The Base Funds are on track for this point in the budget period. Overall expenditures for Training & Technical Assistance are on track and the Non-Federal Share is at 45% of budget

For the Early Head Start Child Care Partnerships Interim Year-End Report, twelve months (100%) of the budget period has elapsed. The total Base Fund costs are \$428 less than budget. The Office of Head Start Region 9 staff recommended that unobligated funds at year-end be carried over to the subsequent year. Technical Training Assistance costs are \$4,387 less than budget and the Non-Federal Share is at 118% of budget. The final year-end report will be provided to the Committee at the November 15, 2017 meeting.

The new budget year for Early Head Start Child Care Partnerships was effective September 1, 2017. With one month, (8%) of the budget period elapsed, the Base Funds are on track. After closing out the budget period ended August 31, 2017, CAPK staff will submit a request to the Office of Head Start of carry over unobligated funds from the prior budget year. The Non-Federal share is at 9% of budget.

c. Kern Head Start & Early Head Start Application for Continued Funding – Emily Gonzalez Demont, Assistant Director of Grants Management & Donna Holland, Fiscal Administrator - **Action Item**

Donna Holland reported that the Head Start and State Child Development Division is requesting

approval to submit the Year 5 application for continued funding for the Head Start and Early Head Start Kern grant. Funding will support program operations from March 2, 2018 through February 28, 2019 and will include \$24,226,902 in base funds and \$242,354 in training and technical assistance funds, for a total of \$24,469,256.

Motion was made and seconded to approve the Kern Head Start & Early Head Start Application for Continued Funding. Carried by unanimous vote. (Benton/Peterson)

6. **Finance Director Report**

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

Christine Anami reported there was little activity in during the month of September. The most significant item to note is the use of the fund to pay for a prior period cost associated with pension contributions. Last month, the schedule included catch-up contributions for three employees and the cost in September is related to the late contributions that were made. A total of \$642 is being provided among the three employees for earnings they may have lost due to investment delays in receiving their contributions. Net funds in the Discretionary Account are \$467,172 and there is a concerted effort to increase the funds to \$500,000 by the end of the fiscal year.

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

Chris reported that for the month of September, \$110,000 was borrowed from the line of credit and the interest expense year-to-date is \$303. There has been a reduction in the use of the line of credit due to having available funds in the Indirect Fund. Chris reported at the end of September, the Indirect Fund balance is \$863,313. There were no changes in the composition of the schedule, meaning that the programs that have the deficit remain status quo.

For the State Department of Education contracts, Chris reported that with the increase in the daily rate for Head Start, there is an increase in the maximum that can be earned for the state contracts for General Child Care, California State Preschool and the Migrant Child Care. The only contract that has a variance is for the State Preschool, due to the majority of children enrolled in CSPP are part-year. The start date for part-year was mid-August, which impacted the certified adjusted days of enrollment for July and August 2017.

The Migrant Alternative Payment Program will always be one month in arrears from the other contracts due to the timing of the payments to the providers. The calculation of what is earned cannot be done until there is an acknowledgement of provider payments. After two months, the area to note is revenue earned over cost and there is a funding gap associated with this contract. To offset the deficit, the CSBG grant will back-fill this grant to make it whole. Roughly \$350,000 is earmarked in CSBG to assist the Migrant AP Program.

Chris reported that the Financial Statements through September 30, 2017 show the agency's total net assets are \$10,804,071 and CAPK has met the obligation to the bank to remain above the \$10.5 mark that is considered a healthy financial balance.

For the Statement of Operations for the period March 2, 2016 to February 28, 2017, there was a net change in assets of a positive \$180,815. This statement is the official financial statement for the Agency and will be shared with the public at large.

Through September, seven months through the fiscal year, the analysis of the Indirect Fund shows excess revenue of nearly \$312,000. Last fiscal year, the fund produced \$510,000 unrestricted funds and it appears that by the end of this fiscal year, the total amount of unrestricted funds could be close to what was achieved the prior year. A slight under earning on the revenue side coupled with greater under expending is producing a positive result for the Agency.

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

7. **Committee Member Comments**

Janea Benton introduced her intern, Solomon Barts, who is completing his senior year in Public Administration soon to be moving on to the Master's Program.

Janea also stated Assemblymember Rudy Salas is excited to partner with the Shafter Youth Center for the trick-or-treat event on Monday, October 23<sup>rd</sup>. Assemblymember Salas will be bringing a video team from Sacramento to film the event which will be displayed for the state legislature.

8. **Next Scheduled Meeting**

Budget & Finance Committee Meeting  
Wednesday, November 15, 2017  
12:00 p.m.  
5005 Business Park North  
Bakersfield, California 93309

9. **Adjournment**

The Meeting was adjourned at 12:56 pm

COMMUNITY ACTION PARTNERSHIP OF KERN  
FUNDING REQUESTS AND APPLICATION STATUS REPORT  
**PENDING - September 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
1/11/2017 (PRE)	1/13/2017	Junior League of Bakersfield	EKFR/ 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
8/09/2017 (PRE)	7/11/2017	Allstate Foundation Group / Helping Hands	Food Bank/ General Operating Support	\$ 14,000
9/13/2017 (PRE)	8/25/2017	Wonderful Foundation	Food Bank/ Free Farmers' Market in Wasco	\$ 50,000
9/13/2017 (PRE)	8/31/2017	Dignity Health / 2018 Community Grants Program	EKFR/ East Kern Health Link	\$ 69,926
9/13/2017 (PRE)	9/29/2017	Wells Fargo	FHCC & SYC/ PREP Works Program	\$ 50,000
9/13/2017 (PRE)	9/15/2017	Heffernan Foundation	FHCC & SYC/ STEM	\$ 19,000
9/13/2017 (PRE)	9/26/2017	Disney / Feeding America	Food Bank/ Capacity Building	\$ 15,000

\*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 - September 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	EKFRC/ 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	EKFRC/ Emergency Supplies Closet	\$ 5,000	\$ 3,000	8/1/2017 - 7/31/2018
6/14/2017 (PRE)	7/9/2017	Starbucks Foundation	FHCC/SYC PREP Works	\$ 49,600	\$ 30,000	1/1/2018 - 6/30/2018
6/21/2017 (B&F)	9/7/2017	Bank of the West	VITA/ 2017 Tax Season	\$ 3,500	\$ 3,500	9/1/2017 - 6/30/2018
				<b>TOTAL</b>	<b>\$ 371,344</b>	

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

<b>Date Approved</b>	<b>Date of Notification</b>	<b>Funding Source</b>	<b>Program/Proposal</b>	<b>Amount Requested</b>
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
8/09/17 (PRE)	9/1/2017	American Honda Foundation	<b>FHCC &amp; SYC/ Building Youth Capacity in STEM</b>	<b>\$ 75,000</b>
10/26/2016 (Board)	No response	City of Bakersfield/ Community Development Block Grant	Food Bank/ Property & Security Improvements	\$ 61,500
10/26/2016 (Board)	No response	County of Kern/ Community Development Block Grant	Food Bank/ Property & Security Improvements	\$ 61,500
1/11/2017 (PRE)	No response	Walmart Community Grants	VITA/ Wasco	\$ 2,500



# Community Action Partnership of Kern Funding Request Profile

**Source of Funds:** Private

**CFDA #** N/A

**Project Name:** Harvesting Hope Summer Hunger Relief

**Division Director:** Carmen Segovia

**Funder Name:** Stater Bros. Charities

**Program Manager:** Jaime Orona

**Grant Program Name:** Food Bank

☒ **New Funding**

☐ **Re-Application**

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

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

Stater Bros. Charities recently invited CAPK to apply for funding from their annual Harvesting Hope in Our Community grant program. During the Harvesting Hope campaign in November and December, each Stater Bros. Supermarket accepts donations at the check stands; the funds collected are donated back into the community. The funds benefit local food banks and feeding programs during the summertime when food reserves are traditionally low.

CAPK is requesting \$5,000 to provide fuel for the refrigerated trucks to deliver food during the summer months (June, July, August).

**B. Use of Funds:**

The requested funds of \$5,000 will be used to cover the cost of fuel for the Food Bank trucks during June, July, and August of 2018.

**C. Approvals:**

1. C Segovia 10/3/17  
Division Director Date

3. Christine Anami 10/3/17  
Chief Financial Officer Date

2. Reggie White 10-4-17  
Director of Community Development Date

4. John P. 10/4/17  
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:** Delano Fall Food Drive

**Division Director:** Carmen Segovia

**Funder Name:** Sempra Energy-SoCal Gas Co.

**Program Manager:** Jaime Orona

**Grant Program Name:** CAPK Food Bank

**Funding Period:** 11/1/2017 – 11/30/2017

☐ **New Funding**

☒ **Re-Application**

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

CAPK was invited by Southern California Gas Company to apply for \$2,000 to support the 2017 Congressman David Valadao's Delano Fall Food Drive. CAPK Food Bank, in partnership with Congressman David Valadao, will hold the Delano Fall Food Drive in the Delano Walmart parking lot on November 11<sup>th</sup>, 2017. Food and cash donations will be collected at this annual one-day event. Last year's 2016 Delano Fall Food Drive, also supported by SoCalGas, resulted in 543 pounds of food donations. CAPK Food Bank expects to collect about 600 pounds of food this year that will benefit approximately 300 low-income and food-insecure households in Delano.

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

The requested funds of \$2,000, and any proceeds from the Delano Fall Food Drive, will be used to provide food for Delano residents in need.

## **C. Approvals:**

1. C Segovia 10/3/17  
Division Director Date

3. Christine Anami 10/3/17  
Chief Financial Officer Date

2. Ralph Attala 10-4-17  
Director of Community Development Date

4. JIT-R 10/4/17  
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:** Government

**Project Name:** Economic Empowerment

**Funder Name:** California Department of Social Services-Office of Child Abuse and Prevention.

**Grant Program Name:** East Kern Family Resource Center

**Funding Period:** 1/1/2018 – 12/31/2019

**CFDA #** N/A

**Division Director:** Carmen Segovia

**Program Manager:** Whitney Hughes

☒ **New Funding**

☐ **Re-Application**

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

CAPK is applying for two-years of funding of up to \$150,000 from the California State Office of Child Abuse Prevention (OCAP) to provide financial empowerment services to low-income families at high-risk of child abuse. Poverty and financial instability causes added stress to families and has been shown to put children at higher risk of abuse and neglect. Providing services that can empower families to take control of their financial life can greatly reduce these factors

Families that receive services at the EKFRRC will be offered financial case management through home visits using the Your Money Your Goals Financial Empowerment Tool Kit. Families can receive additional support from the monthly financial networking support group and the Your Money Your Goals Financial Empowerment workshops will be offered to the community. The case manager will also assist families in obtaining resources such as food, utility assistance, and childcare for working families and linking families to other needed services.

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

The requested funds of \$150,000 will be used for salary and benefits for a 40 hour per week case manager, mileage, cell stipend, and general program supplies.

## **C. Approvals:**

1. C Segovia 10/3/17  
Division Director Date

3. Christine Anami 10/3/17  
Chief Financial Officer Date

2. Whitney Hughes 10-4-17  
Director of Community Development Date

4. JIT P 10/4/17  
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 September 30, 2017 – **Info Item**

**Date:** October 18, 2017

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The following are highlights of the Head Start/Early Head Start Budget to Actual Report for the period March 1, 2017 through September 30, 2017. Seven months (58%) 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.
- **Supplies** are purchased as needed throughout the year, rather than monthly.
- **Contractual** expenditures take place as needed throughout the year, rather than monthly. The actual amount expended in Head Start includes purchases of learning applications that were not budgeted.
- 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. Completion of these projects are in progress.

### **Non-Federal Share**

Total Non-Federal Share (the sum of California Department of Education funding and in-kind) is at 68% of budget.

- California Department of Education  
Actual and estimated non-federal revenues are at 84% of budget.
- In-Kind  
Year-to-date in-kind is at 53% 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 - September 30, 2017  
 Month 7 of 12 (58%)

Prepared 10/10/2017

Prepared 10/10/2017	BASE FUNDS					HEAD START				EARLY HEAD START			
		BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING		BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING	
	PERSONNEL	10,569,007	4,870,477	5,698,530	46%	54%		2,149,045	1,198,503	950,542	56%	44%	
	FRINGE BENEFITS	3,187,775	1,593,888	1,593,887	50%	50%		644,713	378,968	265,745	59%	41%	
	TRAVEL	0	786	(786)				0	0	0			
	EQUIPMENT	0	0	0				0	0	0			
	SUPPLIES	1,029,470	575,175	454,295	56%	44%		376,583	148,932	227,651	40%	60%	
	CONTRACTUAL	47,110	64,053	(16,943)	136%	-36%		23,390	7,288	16,102	31%	69%	
	CONSTRUCTION	0	0	0				0	0	0			
	OTHER	3,624,954	1,928,300	1,696,654	53%	47%		437,377	341,165	96,212	78%	22%	
	INDIRECT	1,779,092	868,247	910,845	49%	51%		358,386	204,351	154,035	57%	43%	
	TOTAL BASE FUNDING	20,237,408	9,900,925	10,336,483	49%	51%		3,989,494	2,279,207	1,710,287	57%	43%	

**TRAINING & TECHNICAL ASSISTANCE**

TRAVEL	19,322	33,722	(14,400)	175%	-75%	39,954	13,157	26,797	33%	67%
SUPPLIES	20,812	6,061	14,751	29%	71%	9,981	2,081	7,900	21%	79%
CONTRACTUAL	18,485	6,966	11,519	38%	62%	15,689	9,101	6,588	58%	42%
OTHER	73,517	84,553	(11,036)	115%	-15%	22,561	32,284	(9,723)	143%	-43%
INDIRECT	13,214	13,084	130	99%	1%	8,819	5,645	3,174	64%	36%
<b>TOTAL TRAINING &amp; TECHNICAL ASSISTANCE</b>	<b>145,350</b>	<b>144,386</b>	<b>964</b>	<b>99%</b>	<b>1%</b>	<b>97,004</b>	<b>62,268</b>	<b>34,736</b>	<b>64%</b>	<b>36%</b>

**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%
<b>TOTAL DURATION CARRYOVER</b>	<b>508,006</b>	<b>287,354</b>	<b>220,652</b>	<b>57%</b>	<b>43%</b>

<b>GRAND TOTAL HSEHS FEDERAL FUNDS</b>	<b>20,890,764</b>	<b>10,332,665</b>	<b>10,558,099</b>	<b>49%</b>	<b>51%</b>	<b>4,086,498</b>	<b>2,628,829</b>	<b>1,965,675</b>	<b>64%</b>	<b>36%</b>
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**HEAD START and EARLY HEAD START KERN NON-FEDERAL SHARE**

SOURCE	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING	Centralized Administrative Cost Program Administrative Cost <b>Total Administrative Cost</b>	6.5% 2.9% <b>9.5%</b>
CALIF DEPT OF ED	2,930,748	2,460,088	470,660	84%	16%		
IN-KIND	3,186,566	1,683,581	1,502,985	53%	47%		
<b>TOTAL NON-FEDERAL</b>	<b>6,117,314</b>	<b>4,143,669</b>	<b>1,973,645</b>	<b>68%</b>	<b>32%</b>		

Budget reflects Notice of Award #09CH9142-04-03

Actual expenditures include posted expenditures and estimated adjustments through 09/30/2017.

**Agency-Wide Credit Card Report**

	CURRENT	1 TO 30	31 TO 60	61 TO 90	OVER 90	CREDITS	TOTAL	STATEMENT DATE
Bank of America	13,286							
Lowe's	3,710	1,139					4,850	9/25/2017
Save Mart							0	Not available
Smart & Final	1,596						1,596	9/24/2017
Chevron & Texaco Business Card	7,932						7,932	10/5/2017
Home Depot	2,638						2,638	10/5/2017
	<b>29,163</b>	<b>1,139</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>30,302</b>	

**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 September 2017 (Month 7 of 12)**

Page 1 of 1

Percent of year elapsed: **58%**

LOCATION	FUNDED ENROLLMENT	March	April	May	June	July	Aug	Sep	YTD Totals	IN-KIND GOAL	% OF GOAL MET
San Diego Street	48	11,089	10,871	10,601	11,518	8,117	10,037	5,258	67,492	65,179	104%
Heritage Park	34	12,084	10,752	7,261	0	0	1,992	5,940	38,029	46,169	82%
Sunrise Villa	34	17,097	13,051	6,550	0	0	642	279	37,618	46,169	81%
Fairfax	40	14,732	11,648	7,741	0	0	1,584	6,614	42,319	54,316	78%
Martha J. Morgan	83	27,956	22,725	13,972	0	0	5,928	14,446	85,027	112,706	75%
Franklin	24	5,953	4,296	2,617	2,315	3,846	1,614	3,023	23,665	32,590	73%
Noble	34	7,130	5,708	3,486	0	0	3,304	12,234	31,861	46,169	69%
Alberta Dillard	68	17,235	14,278	7,823	0	0	3,274	20,782	63,392	92,338	69%
Home Base	225	24,130	21,418	15,004	13,258	11,311	13,129	3,925	102,175	152,764	67%
Stine Road	138	18,162	16,539	20,487	15,259	13,711	17,362	22,863	124,382	187,391	66%
Shafter HS/EHS	36	5,894	5,073	4,436	4,341	3,901	4,607	4,178	32,429	48,885	66%
Faith Avenue	34	13,062	8,485	6,670	0	0	1,959	0	30,175	46,169	65%
Primeros Pasos	76	13,509	11,897	11,322	7,390	7,001	9,055	5,590	65,763	103,201	64%
Planz	34	12,344	9,988	4,851	0	0	623	1,597	29,404	46,169	64%
Delano	76	16,824	14,469	12,847	8,146	8,184	3,961	0	64,431	103,201	62%
Roosevelt	34	11,919	10,962	5,653	0	0	0	0	28,533	46,169	62%
Virginia	34	9,882	6,594	3,576	0	0	1,662	5,478	27,192	46,169	59%
Casa Loma	34	10,045	5,902	3,417	0	0	1,952	5,619	26,935	46,169	58%
Pioneer	34	8,417	7,079	3,651	0	0	1,813	5,404	26,363	46,169	57%
Oildale	34	9,626	7,108	3,628	0	0	0	5,995	26,357	46,169	57%
Pete H. Parra	112	18,018	17,785	14,195	9,771	10,309	12,615	3,397	86,089	152,085	57%
Pacific	62	12,190	9,953	6,959	5,247	3,850	3,802	5,310	47,312	84,190	56%
Tehachapi	34	8,461	7,372	3,800	0	0	818	5,277	25,728	46,169	56%
Sterling	122	20,515	17,871	16,927	12,473	6,704	9,860	2,354	86,704	165,664	52%
East California	70	13,042	7,973	5,477	0	0	4,269	17,966	48,727	95,053	51%
Vineland	20	7,955	4,026	1,925	0	0	0	0	13,906	27,158	51%
Cleo Foran	34	7,624	6,949	3,950	0	0	870	3,842	23,234	46,169	50%
Williams	34	8,701	6,370	2,440	0	0	1,180	4,500	23,191	46,169	50%
Lamont	34	9,115	5,854	3,225	0	0	790	3,671	22,655	46,169	49%
McFarland	24	5,400	4,732	1,711	0	0	0	2,226	14,069	32,590	43%
Rosamond	100	22,378	18,460	8,133	0	0	3,473	5,925	58,368	135,791	43%
Fairview	34	4,848	3,329	3,158	0	0	1,714	6,060	19,108	46,169	41%
Seibert	34	4,457	4,656	2,920	0	0	1,639	4,830	18,502	46,169	40%
Shafter	34	4,257	4,019	2,801	0	0	1,284	6,091	18,452	46,169	40%
Alicante	34	8,933	3,798	1,981	0	0	376	2,749	17,837	46,169	39%
California City	34	7,464	5,967	2,640	0	0	1,135	0	17,206	46,169	37%
Willow	72	11,499	9,455	4,751	0	0	2,010	3,359	31,074	97,769	32%
Rafer Johnson	34	7,010	4,290	1,382	0	0	343	1,589	14,614	46,169	32%
Oasis	57	6,568	6,949	2,245	0	0	1,375	6,457	23,596	77,401	30%
Taft	78	12,166	8,538	5,262	0	0	1,685	3,406	31,056	105,917	29%
Lost Hills	20	3,195	1,763	1,560	0	0	75	359	6,953	27,158	26%
Wesley	60	8,676	5,052	1,900	0	0	1,924	1,855	19,407	81,474	24%
Mojave	34	5,884	2,935	1,109	0	0	322	0	10,250	46,169	22%
Broadway (Wasco)	44								0	59,748	0%
Buttonwillow	0	2,742	1,832	903	0	0	0	0	5,478		
Stella Hills	0	9,153	7,612	2,720	0	0	0	0	19,485		
Administrative Services		0	0	0	0	0	0	0	0	0	NA
Program Services		1,261	1,460	0	0	0	0	0	2,721	69,535	4%
Policy Council and RPC		975	1,660	1,021	225	3	400	30	4,315	52,917	8%
<b>SUBTOTAL IN-KIND</b>	<b>2,369</b>	<b>499,576</b>	<b>399,502</b>	<b>260,688</b>	<b>89,945</b>	<b>76,937</b>	<b>136,456</b>	<b>220,476</b>	<b>1,683,581</b>	<b>3,186,566</b>	<b>53%</b>
State General Child Care*		122,967	102,229	122,920	121,327	88,386	119,879	105,496	783,205	967,147	81%
State Preschool*		311,431	230,967	311,406	126,301	115,755	183,603	248,310	1,527,772	1,787,756	85%
State Migrant Child Care*		14,552	15,236	29,786	28,140	18,975	22,738	19,685	149,111	175,845	85%
<b>SUBTOTAL CA DEPT of ED</b>		<b>448,950</b>	<b>348,432</b>	<b>464,112</b>	<b>275,769</b>	<b>223,115</b>	<b>326,220</b>	<b>373,490</b>	<b>2,460,088</b>	<b>2,930,748</b>	<b>84%</b>
<b>GRAND TOTAL</b>		<b>948,526</b>	<b>747,934</b>	<b>724,800</b>	<b>365,714</b>	<b>300,052</b>	<b>462,676</b>	<b>593,966</b>	<b>4,143,669</b>	<b>6,117,314</b>	<b>68%</b>

\*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 September 30, 2017 – **Info Item**

**Date:** October 18, 2017

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The following are highlights of the San Joaquin Early Head Start Budget to Actual Report for the period February 1, 2017 through September 30, 2017. Eight months (67%) of the 12-month budget period have elapsed.

### **Base Funds**

Overall expenditures 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 on track for this point in the budget period.

- **Supplies** are purchased as needed, rather than 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 45% of budget. San Joaquin staff continue to seek community resources and support parent volunteers.

Please note that in-kind documentation for the month of September was not 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 - September 30, 2017  
Month 8 of 12 (67%)

Prepared 10/11/2017

<b>BASE FUNDS</b>	<b>BUDGET</b>	<b>ACTUAL</b>	<b>REMAINING</b>	<b>% SPENT</b>	<b>% REMAINING</b>
PERSONNEL	3,096,112	1,863,719	1,232,393	60%	40%
FRINGE BENEFITS	770,067	477,421	292,646	62%	38%
TRAVEL	20,232	9,346	10,886	46%	54%
EQUIPMENT	0	0	0		
SUPPLIES	142,025	110,448	31,577	78%	22%
CONTRACTUAL	5,000	4,332	668	87%	13%
CONSTRUCTION	0	0	0		
OTHER	531,545	417,992	113,553	79%	21%
INDIRECT	481,326	281,014	200,312	58%	42%
<b>TOTAL</b>	<b>5,046,307</b>	<b>3,164,274</b>	<b>1,882,033</b>	<b>63%</b>	<b>37%</b>

**TRAINING & TECHNICAL ASSISTANCE FUNDS**

TRAVEL	14,475	10,062	4,413	70%	30%
SUPPLIES	16,404	1,231	15,173	8%	92%
CONTRACTUAL	19,823	12,234	7,589	62%	38%
OTHER	23,005	24,652	(1,647)	107%	-7%
INDIRECT	8,190	4,818	3,372	59%	41%
<b>TOTAL</b>	<b>81,897</b>	<b>52,997</b>	<b>28,900</b>	<b>65%</b>	<b>35%</b>

<b>GRAND TOTAL EHS FEDERAL FUNDS</b>	<b>5,128,204</b>	<b>3,217,271</b>	<b>1,910,933</b>	<b>63%</b>	<b>37%</b>
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<b>NON-FEDERAL SHARE</b>	<b>BUDGET</b>	<b>ACTUAL</b>	<b>REMAINING</b>	<b>% SPENT</b>	<b>% REMAINING</b>
IN-KIND	1,282,051	570,902	711,149	45%	55%
<b>TOTAL NON-FEDERAL FUNDS</b>	<b>1,282,051</b>	<b>570,902</b>	<b>711,149</b>	<b>45%</b>	<b>55%</b>

Centralized Administrative Cost	7.5%
Program Administrative Cost	1.6%
<b>Total Administrative Cost</b>	<b>9.1%</b>

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

Actual expenditures include posted expenditures and estimated adjustments through 09/30/2017

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 September 2017 (Month 8 of 12)

Percent of year elapsed: 67%

LOCATION	FUNDED ENROLL- MENT	Feb	March	April	May	June	July	Aug	Sep	YTD Totals	IN-KIND GOAL	% OF GOAL MET
Home Base - Manteca	12	3,607	3,791	5,304	4,625	3,449	4,315	6,214	0	31,304	31,635	99%
Home Base - Tracy	12	2,053	2,522	2,553	3,812	2,344	2,997	3,905	0	20,186	31,635	64%
Home Base - Lodi	35	6,975	8,762	9,482	7,926	7,134	5,504	5,446	0	51,227	92,268	56%
California Street	24	11,719	12,634	8,450	8,120	7,746	8,068	8,530	0	65,267	126,539	52%
Chrisman	30	8,771	9,937	11,674	12,307	10,533	9,104	7,604	0	69,929	158,174	44%
4th Street	24	8,398	8,489	7,478	9,488	6,843	6,550	5,995	0	53,241	126,539	42%
Home Base - Stockton	90	13,421	16,503	18,909	16,360	13,529	8,304	8,419	0	95,445	237,260	40%
Walnut	24	2,084	11,779	7,270	6,567	4,283	3,948	4,345	2,218	42,494	126,539	34%
St. Mary's	16	2,627	4,100	6,543	4,687	3,676	2,920	2,418	0	26,973	84,359	32%
Lodi UCC	30	5,167	4,343	4,417	7,737	4,920	6,598	6,120	0	39,301	158,174	25%
Kennedy	16	1,654	924	705	1,193	1,378	1,541	1,702	0	9,099	84,359	11%
Administrative Services	313	0	0	0	0	0	0	0	0	0	0	
Program Services		80	1,847	1,283	29,719	21,951	11,011	0	0	65,891	21,858	301%
Policy Council		199	127	132	32	37	16	2	0	545	2,713	20%
<b>SUBTOTAL IN-KIND</b>	<b>313</b>	<b>66,752</b>	<b>85,759</b>	<b>84,199</b>	<b>112,573</b>	<b>87,823</b>	<b>70,876</b>	<b>60,701</b>	<b>2,218</b>	<b>570,902</b>	<b>1,282,051</b>	<b>45%</b>

# 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:** October 18, 2017

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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**

Total base costs are \$428 less than budget.

## **Carryover Funds**

CAPK staff continued 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)**

Total training & technical assistance costs are \$4,387 less than budget.

## **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 10/11/2017

<b>BASE FUNDS</b>	<b>BUDGET</b>	<b>ACTUAL</b>	<b>REMAINING</b>	<b>% SPENT</b>	<b>% REMAINING</b>
PERSONNEL	122,245	127,942	(5,697)	105%	-5%
FRINGE BENEFITS	28,705	27,872	833	97%	3%
TRAVEL	0	0	0		
EQUIPMENT	0	0	0		
SUPPLIES	1,650	19,631	(17,981)	1190%	-1090%
CONTRACTUAL	459,322	436,537	22,785	95%	5%
CONSTRUCTION	0	0	0		
OTHER	9,990	9,575	415	96%	4%
INDIRECT	62,184	62,110	74	100%	0%
<b>TOTAL BASE FUNDING</b>	<b>684,096</b>	<b>683,668</b>	<b>428</b>	<b>100%</b>	<b>0%</b>

<b>CARRYOVER FUNDS</b>	<b>BUDGET</b>	<b>ACTUAL</b>	<b>REMAINING</b>	<b>% SPENT</b>	<b>% REMAINING</b>
PERSONNEL	0	0	0		
FRINGE BENEFITS	0	0	0		
TRAVEL	0	0	0		
EQUIPMENT	115,000	0	115,000	0%	100%
SUPPLIES	83,333	102,613	(19,280)	123%	-23%
CONTRACTUAL	0	0	0		
CONSTRUCTION	0	0	0		
OTHER	100,000	0	100,000	0%	100%
INDIRECT	16,667	10,261	6,406	62%	38%
<b>TOTAL CARRYOVER FUNDING</b>	<b>315,000</b>	<b>112,874</b>	<b>202,126</b>	<b>36%</b>	<b>64%</b>

<b>TRAINING &amp; TECHNICAL ASSISTANCE FUNDS</b>	<b>BUDGET</b>	<b>ACTUAL</b>	<b>REMAINING</b>	<b>% SPENT</b>	<b>% REMAINING</b>
TRAVEL	5,294	10,873	(5,579)	205%	-105%
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	5,401	399	93%	7%
<b>TOTAL TRAINING &amp; TECHNICAL ASSISTANCE</b>	<b>63,800</b>	<b>59,413</b>	<b>4,387</b>	<b>93%</b>	<b>7%</b>

<b>GRAND TOTAL FEDERAL FUNDS</b>	<b>1,062,896</b>	<b>855,955</b>	<b>206,941</b>	<b>81%</b>	<b>19%</b>
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<b>NON-FEDERAL SHARE</b>	<b>BUDGET</b>	<b>ACTUAL</b>	<b>REMAINING</b>	<b>% SPENT</b>	<b>% REMAINING</b>
IN-KIND	175,224	206,575	(31,351)	118%	-18%
<b>TOTAL NON-FEDERAL FUNDS</b>	<b>175,224</b>	<b>206,575</b>	<b>(31,351)</b>	<b>118%</b>	<b>-18%</b>

Centralized Administrative Cost	7.3%
Program Administrative Cost	1.1%
<b>Total Administrative Cost</b>	<b>8.4%</b>

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

Actual expenditures include posted expenditures and estimated adjustments through 09/30/2017.

# 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 September 30, 2017 Interim Year-End Report – **Info Item**

**Date:** October 18, 2017

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The following are highlights of the Early Head Start Child Care Partnerships Budget to Actual Report for the period September 1, 2017 through September 30, 2017. One month (8%) of the 12-month budget period has elapsed.

## **Base Funds**

Overall expenditures are on track for this point in the budget period.

## **Carryover Funds**

After closing out the budget period ended August 31, 2017, CAPK staff will submit a request to Office of Head Start to carry over unobligated funds from the prior year.

## **Training & Technical Assistance (T&TA)**

Training & technical assistance costs are incurred as needed, rather than evenly throughout the year.

## **Non-Federal Share**

With 8% of the year elapsed, total Non-Federal Share is at 9% of budget.



**Community Action Partnership of Kern  
Early Head Start - Child Care Partnerships**

**Budget to Actual Report**

Budget Period: September 1, 2017 - August 31, 2018  
Report Period: September 1, 2017 - September 30, 2017  
Month 1 of 12 (8%)

Prepared 10/11/2017

<b>BASE FUNDS</b>	<b>BUDGET</b>	<b>ACTUAL</b>	<b>REMAINING</b>	<b>% SPENT</b>	<b>% REMAINING</b>
PERSONNEL	120,354	7,557	112,797	6%	94%
FRINGE BENEFITS	32,245	1,915	30,330	6%	94%
TRAVEL	0	0	0		
EQUIPMENT	0	0	0		
SUPPLIES	1,000	84	916	8%	92%
CONTRACTUAL	461,870	39,040	422,830	8%	92%
CONSTRUCTION	0	0	0		
OTHER	12,662	866	11,796	7%	93%
INDIRECT	62,806	4,945	57,861	8%	92%
<b>TOTAL BASE FUNDING</b>	<b>690,937</b>	<b>54,408</b>	<b>636,529</b>	<b>8%</b>	<b>92%</b>

<b>CARRYOVER FUNDS</b>	<b>BUDGET</b>	<b>ACTUAL</b>	<b>REMAINING</b>	<b>% SPENT</b>	<b>% REMAINING</b>
PERSONNEL	0	0	0		
FRINGE BENEFITS	0	0	0		
TRAVEL	0	0	0		
EQUIPMENT	0	0	0		
SUPPLIES	0	0	0		
CONTRACTUAL	0	0	0		
CONSTRUCTION	0	0	0		
OTHER	0	0	0		
INDIRECT	0	0	0		
<b>TOTAL CARRYOVER FUNDING</b>	<b>0</b>	<b>0</b>	<b>0</b>		

<b>TRAINING &amp; TECHNICAL ASSISTANCE FUNDS</b>	<b>BUDGET</b>	<b>ACTUAL</b>	<b>REMAINING</b>	<b>% SPENT</b>	<b>% REMAINING</b>
TRAVEL	5,294	0	5,294	0%	100%
SUPPLIES	3,506	0	3,506	0%	100%
OTHER	6,473	0	6,473	0%	100%
INDIRECT	1,527	0	1,527	0%	100%
<b>TOTAL TRAINING &amp; TECHNICAL ASSISTANCE</b>	<b>16,800</b>	<b>0</b>	<b>16,800</b>	<b>0%</b>	<b>100%</b>

<b>GRAND TOTAL FEDERAL FUNDS</b>	<b>707,737</b>	<b>54,408</b>	<b>653,329</b>	<b>8%</b>	<b>92%</b>
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<b>NON-FEDERAL SHARE</b>	<b>BUDGET</b>	<b>ACTUAL</b>	<b>REMAINING</b>	<b>% SPENT</b>	<b>% REMAINING</b>
IN-KIND	176,934	16,489	160,445	9%	91%
<b>TOTAL NON-FEDERAL FUNDS</b>	<b>176,934</b>	<b>16,489</b>	<b>160,445</b>	<b>9%</b>	<b>91%</b>

Centralized Administrative Cost	7.0%
Program Administrative Cost	1.7%
<b>Total Administrative Cost</b>	<b>8.7%</b>

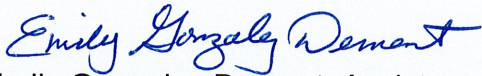
Budget reflects Notice of Award #09HP0036-03-00.

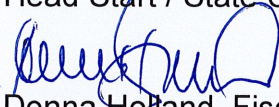
Actual expenditures include posted expenditures and estimated adjustments through 09/30/2017.

# COMMUNITY ACTION PARTNERSHIP OF KERN

## MEMORANDUM

**To:** Budget & Finance Committee

**From:**   
Emily Gonzalez Demont, Assistant Director of Grants Management  
Head Start / State Child Development

  
Donna Holland, Fiscal Administrator  
Head Start / State Child Development

**Date:** October 18, 2017

**Subject:** *Agenda Item 5c:* Head Start & Early Head Start Kern Application for Continued Funding with Resolution – **Action Item**

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The Head Start and State Child Development Division is requesting approval to submit the Year 5 application for continued funding for the Head Start and Early Head Start Kern (Grant #09CH9142).

Funding will support program operations from March 1, 2018 through February 28, 2019. There are no changes to the program's service delivery options at this time. Center and home-based services will continue for 2,041 pre-school age children (Head Start) and 328 infants and toddlers (Early Head Start). The funding will include \$24,226,902 in base funds and \$242,354 in training and technical assistance funds, for a total of \$24,469,256.

### **Recommendation**

Staff recommends the Budget & Finance Committee approve the Head Start & Early Head Start Kern Refunding Application for 2018-2019.

### **Attachments:**

2018-2019 Kern Budget Summary  
Resolution #2017-13

## BUDGETED EXPENDITURES

**HEAD START & EARLY HEAD START KERN  
CALIFORNIA DEPARTMENT OF EDUCATION & CHILD AND ADULT CARE FOOD PROGRAM  
2018-2019 BUDGET**

**REVENUES**

	<b>2017-2018 BUDGET</b>	<b>2018-2019 BUDGET</b>	<b>VARIANCE increase (decrease)</b>	<b>Comments</b>
<b>STATE &amp; FEDERAL REVENUES</b>				
Head Start Program Operations	19,280,336	20,237,408	957,072	Added Duration funds (\$764,269); FY 2017 1% COLA
Head Start Training & Technical Assistance	145,350	145,350	-	
Early Head Start Program Operations	3,949,994	3,989,494	39,500	Added FY 2017 1% COLA
Early Head Start Training & Technical Assistance	97,004	97,004	-	
<b>Subtotal Head Start/Early Head Start</b>	<b>23,472,684</b>	<b>24,469,256</b>	<b>996,572</b>	
Estimated Child & Adult Care Food Program	1,188,401	1,265,857	77,456	Based on historical and projected
Estimated California Department of Education	4,665,060	5,105,643	440,583	Increased Standard Reimbursement Rate
<b>Subtotal Additional Revenues</b>	<b>5,853,461</b>	<b>6,371,500</b>	<b>518,039</b>	
<b>TOTAL STATE &amp; FEDERAL REVENUES</b>	<b>29,326,145</b>	<b>30,840,756</b>	<b>1,514,611</b>	

**SUMMARY - 2018-2019**

TOTAL REVENUES	30,840,756
TOTAL BUDGETED EXPENDITURES	30,840,756
<b>DIFFERENCE</b>	<b>0</b>

**ESTIMATED ADMINISTRATIVE RATE** **9.15%**

**NOTES:**

Child Education & Development Services uses California Department of Education and Child & Adult Care Food Program revenues to support Head Start & Early Head Start services; however, this application is for Head Start and Early Head Start funds only.

Non-federal share of funding required by Head Start and Early Head Start will be \$6,117,314. The state portion of California Department of Education funds, estimated at approximately \$2,800,000, will be used toward non-federal share. The remainder will be provided by volunteers, professionals, and other contributors.

## RESOLUTION # 2017-13

### **A Resolution of the Board of Directors of the Community Action Partnership of Kern Approving the submission of the Head Start and Early Head Start Application for Continued Funding**

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

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

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

**WHEREAS**, the Head Start / State Child Development Division to submit an application for continued funding for the Head Start and Early Head Start Kern Grant# 09CH9041 from March 1, 2018 through February 28, 2019; and

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

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

**NOW, THEREFORE**, be it resolved that the CAPK Board of Directors hereby authorizes Jeremy T. Tobias, Chief Executive Officer, or Yolanda Gonzales, Director of Head Start / State Child Development, to act on behalf of the Board as CAPK’s representative signatory with regards to the submission of a continued funding application for the Head Start and Early Head Start Kern Grant# 09CH9041.

**APPROVED** by a majority vote of the Directors of the Community Action Partnership of Kern, this 25<sup>th</sup> day of October 2017.

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Garth Corrigan, Chair  
CAPK Board of Directors

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Date



**COMMUNITY ACTION PARTNERSHIP OF KERN  
DISCRETIONARY AND FUND RAISING FUNDS  
FOR THE MONTH ENDED SEPTEMBER 30, 2017**

	03/01/17- 08/31/17	09/01/17- 09/30/17	TOTAL
<b>BEGINNING BALANCE (NOTE 1)</b>	421,511.41		421,511.41
<b>CASH RECEIPTS</b>			
2017 Awards Banquet Donations	64,468.76		64,468.76 a
Give Big Kern (Net)	6,221.02		6,221.02
Donations	1,977.17	100.00	2,077.17
Misc. Revenue	3,100.16	15.00	3,115.16
Interest Income/Union Administrative Fee	414.20	103.44	517.64
<b>TOTAL CASH RECEIPTS</b>	76,181.31	218.44	76,399.75
<b>CASH DISBURSEMENTS</b>			
Line of Credit Interest Expense	154.16	103.78 b	257.94
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	642.57 c	3,746.62
Travel Cost - SB 441 Hearing	466.72		466.72
Fundraising Expenses	954.00	159.00	1,113.00
Miscellaneous Expenses	1,065.17	(31.85)	1,033.32
Indirect	2,617.18	76.97	2,694.15
<b>TOTAL CASH DISBURSEMENTS</b>	29,788.60	950.47	30,739.07
<b>CASH PROVIDED (USED)</b>	46,392.71	(732.03)	45,660.68
<b>ENDING BALANCE</b>	467,904.12		467,172.09
		Discretionary Cash	208,006.01
		Fund Raising Cash	259,451.81
			467,457.82
		Less: AP	(285.73)
			467,172.09

**NOTES**

1. For the year ended 2/28/17, the net increase to the Discretionary/Fund Raising Funds was \$19,078.80.
- a. As of 9/30/17, net 2017 awards banquet gain is \$47,128.66 (FYE 2/28/17 = \$943.40 + \$46,185.26 for 2017/18).
- b. Interest expense on operating line of credit advance for \$750,000 for one day.
- c. Investment earnings on underpayment of pension contribution for 3 employees in the prior year.

Date Prepared: 10/10/17



**To:** Board of Directors

**From:** Janelle Gonzalez, Program Governance Coordinator

**Subject:** August Policy Council Report

**Date:** October 25, 2017

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The Policy Council met on August 31<sup>st</sup>

The policy council approved The San Joaquin annual refunding application and the 2017-2018 policy council bylaws.

Janelle Gonzalez presented a video from the Early Childhood Learning & Knowledge Center (ECLKC) regarding governance and its role within the new Head Start Performance Standards. She explained the roles and responsibilities of the policy council members in comparison to the Board of Directors. Ms. Gonzalez reviewed data members are to become familiar with to base their decision making on when program changes or modifications occur. In closing, Janelle encouraged members to visit the ECLKC website as it provides a lot of great information and is a good learning tool.

Yolanda shared children were back to school on August 21 & 22; preservice for staff was held on August 5 & 6 as well. We are recruiting staff as we tend to lose staff over the summer months. Repairs and modifications are in full swing at our new Broadway center in Wasco. Yolanda shared that our San Joaquin County program recently had their preservice event as well and they are fully enrolled!

Next Policy Council Meeting will be September 28<sup>th</sup> at 5:30 in the Board Room  
5005 Business Park North, Suite 130 Bakersfield, CA 93309  
Bakersfield, CA 93309



**To:** Board of Directors

**From:** Janelle Gonzalez, Program Governance Coordinator

**Subject:** September Policy Council Report

**Date:** October 25, 2017

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The Policy Council met on September 28, 2017

The policy council approved to carry over the 2016-2017 EHS Child Care Partnership unobligated funds to the 2017-2018 budget year.

Marisol Guillen, Outreach Specialist for Dignity Health Mercy & Memorial Hospitals provided information on the Community Health Initiative program which was created to advise Medi-Cal recipients of the benefits they have and it also provides post-enrollment support. Most recipients don't realize that they also receive adult dental benefits and vision benefits, as well as mental health benefits. The program assists recipients if they are unsure how to book appointments for these other services and advises them that if they have problems getting to their appointments, that round-trip transportation is available through this program as well.

Jerry Meade shared on Yolanda's behalf the Broadway site in Wasco should be complete by the end of November. Mr. Meade addressed a parent concern of what items are ordered to support children's learning. Items are based on the Early Childhood Education Rating System and staff ensure items are developmentally and age appropriate. In closing, Mr. Meade stated he looks forward to seeing members join us for their final meeting in October.

Next Policy Council Meeting will be held October 26<sup>th</sup> at 6:30  
Hodel's Country Dining- 5917 Knudsen Dr.  
Bakersfield, CA 93308

**COMMUNITY ACTION PARTNERSHIP OF KERN  
HEAD START / STATE CHILD DEVELOPMENT PROGRAMS  
POLICY COUNCIL (PC) MEETING MINUTES  
AUGUST 31, 2017**

1. **CALL TO ORDER** – Chairperson, Enrique Salazar Jr. called the meeting to order at 5:32 p.m.
  - a. Moment of Silence, Pledge of Allegiance
  - b. Reading of Promise of Community Action  
*“Community Action changes people’s lives, embodies the spirit of hope, improves communities, and makes America a better place to live. We care about the entire community and are dedicated to helping people help themselves and each other.”*
2. **ROLL CALL/SET QUORUM** – Secretary, Savannah Scarpa - Quorum was established.  
**PC Members Present:** Enrique Salazar Jr., Breyona Millard, Jason Warren, Savannah Scarpa, Jodi Sanchez, Ramona Campos, Jadine Gonzalez, Ana Lester, Lindsay Harrison, Yolanda Ochoa
3. **APPROVAL OF AGENDA** – Chairperson, Enrique Salazar (\*ACTION)
  - a. Motion for approval of the PC Agenda dated August 31, 2017 was made by Jason Warren; seconded by Breyona Millard. Motion carried unanimously.
4. **APPROVAL OF MINUTES** – Chairperson, Enrique Salazar (\*ACTION)
  - a. Motion for approval of the PC meeting minutes dated July 27, 2017 was made by Savannah Scarpa; seconded by Jason Warren. Motion carried unanimously.
5. **PRESENTATION OF GUESTS/PUBLIC FORUM**  
*(The public wishing to address the full Policy Council may do so at this time. Policy Council members may respond briefly to statements made or questions posed. However, the PC will take no action other than referring the item(s) to staff for study and analysis. **Speakers are limited to five minutes each.** If more than one person wishes to address the same topic, total group time for topic will be 10 minutes. Please state your name before making your presentation. Thank you.*  
Guests in attendance: Yolanda Gonzales, Head Start/State Child Development Director; Pam Pritchard, Assistant Director Head Start/State Child Development; Donna Holland, Fiscal Administrator; Gloria Barbero; Program Administrator; Elizabeth Williams, Program Manager; Janelle Gonzalez, Governance Coordinator; Lisa Price, PDM Administrative Assistant; Loana Lugo, EHS Home Base Educator; Janey Felsoci, Nutrition Content Area Specialist; Roxanne Harris, Nutrition Content Area Specialist; Cristina Hernandez, Research & Outreach Coordinator
6. **STANDING COMMITTEE REPORTS** (3 minutes each)
  - a. School Readiness – No report given
  - b. Planning Committee – Ana Lester reported that the Planning Meeting met twice in August most recently on August 29<sup>th</sup> which is the meeting she will be reporting on. Ana stated the committee reviewed and discussed the child care reimbursement and in-kind form with a recommendation that the baseline mileage reimbursement be referred to staff for study and analysis. The same recommendation was given for the baseline rate of childcare reimbursement. The committee also discussed strategies as to how to attain greater parent involvement at the center level.
  - c. Finance Committee – Staff sponsor Donna Holland shared that although quorum was not met the committee did look at the San Joaquin refunding application and discussed budget reports.
  - d. By-Laws Committee – Jason Warren shared the committee discussed the revisions and updates that were made to the Policy Council bylaws. It was also stated on August 24, the PC bylaws were approved by (CAPK) Board of Directors.

**7. PRESENTATIONS**

**a. Head Start Program Performance Standards Governance Overview – Janelle Gonzalez, Program Governance Coordinator**

A video from the Early Childhood Learning & Knowledge Center (ECLKC) was shown regarding governance and its role within the new Head Start Performance Standards. Janelle also reminded members that she is here to answer any questions they may have. Basic roles and responsibilities were briefly reiterated; the CAPK Board of Directors has the legal and fiscal responsibilities, while Policy Council is responsible for the direction of our program. Janelle encouraged members to visit the ECLKC website as it provides a lot of great information and is a good learning tool. Gaining knowledge and becoming more aware allows members more informed decision making regarding our program.

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

**a. Request to approve the San Joaquin County Annual Refunding Application – Donna Holland, Fiscal Administrator**

Donna Holland presented information regarding the refunding application for year four of the San Joaquin EHS Program. This grant cycle duration is February 1, 2018 through January 31, 2019. It was noted there are no changes in delivery of the program; 164 center base and 149 home base slots will remain. Based upon data the dollar amount in the fringe budget category increased to offer competitive pay to employees as well as to retain staff. It was noted on August 23, 2017 CAPK Board of Directors approved the SJ County EHS refunding application. Staff recommends Policy Council approve the San Joaquin Annual Refunding Application for the 2018 – 2019 year. Motion was made by Jadine Gonzalez; seconded by Savannah Scarpa. Motion carried unanimously.

**b. Request to approve the 2017 – 2018 PC Bylaws – Janelle Gonzalez, Program Governance Coordinator**

Janelle stated that the bylaws committee met to complete the 2017 – 2018 Policy Council bylaws. The revisions made to the document were to support cited reference numbers that had since changed due to the new performance standards as well as omission of a duplication of committee roles and responsibilities. It was stated CAPK Board of Directors approved the revised PC Bylaws on August 23, 2017. Staff recommends Policy Council approve the changes/revisions to the 2017 – 2018 PC Bylaws. Motion was made by Savannah Scarpa; seconded by Breyona Millard. Motion carried unanimously.

**9. COMMUNICATIONS**

- a) Kern Head Start & Early Head Start Budget vs. Actual Expenditures  
March 1, 2016 through May 31, 2017
- b) San Joaquin Early Head Start Budget vs. Actual Expenditures  
February 1, 2017 through May 31, 2017
- c) Early Head Start Child Care Partnerships Budget vs. Actual Expenditures  
September 1, 2016 through May 31, 2017
- d) Parent Local Travel & Child Care through May 31, 2017
- e) Parent Activity Funds through May 31, 2017
- f) Parent Meals prepared by the Central Kitchen through May 31, 2017
- g) Enrollment, Average Daily Attendance and Child & Adult Care Food Program/Central Kitchen Report  
for HS/EHS Kern, EHS San Joaquin and EHS Child Care Partnerships May 2017
- h) Healthychildren.org Hand Washing: A Powerful Antidote to Illness Handout (English/Spanish)
- i) Program Instruction ACF-PI-HS-17-02 – Fiscal Year (FY) 2017 Head Start Funding Increase
- j) Funding Guidance for Cost of Living Allowance (COLA)
  - 1. Grant #09CH9142 – Head Start/Early Head Start Kern
  - 2. Grant #09HP0036 – Early Head Start Child Care Partnerships
  - 3. Grant #09CH010071 – Early Head Start San JoaquinMotion made by Savannah Scarpa to receive and file items (a) – (o)



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

Janelle stated Parent Meetings will be held September 11 through September 25 with staff providing the initial meeting date after that parents will determine meeting days and time that work best for them. The roles and responsibilities of members as it pertains to Policy Council were reviewed. Janelle encouraged members to share their story and experiences as a PC member with others. She added that Regional Parent Committee (RPC) Meetings will take place the first and second weeks of October; the Regional Chart was dispersed and shared with members. Janelle noted because of location, East California was now a part of Region 4. The question was posed as to how are the boundaries determined. Yolanda stated they are grouped geographically. Janelle stated, to ensure ample representation as well as to accommodate parents, staff will travel to RPC Meetings as opposed to hosting them at the Administrative Office as was past practice. She added meetings will also be held at the Rosamond Center for the centers in the Eastern Kern region. Janelle concluded by sharing with members' mileage reimbursement will not be made available/provided to parents for attendance at Parent Meetings; this is a disallowed cost. Mileage reimbursement is an allowed expense only to enable members to fully participate in Policy Council or other (policy/governance) committee responsibilities. A request was made by a member to view this in writing; staff stated they will accommodate the request.

**11. COMMUNITY REPRESENTATIVES REPORT – Lindsay Harrison and Ana Lester**

Lindsay shared information about Valley Fever, its symptoms and ways to prevent from getting sick. Information was also shared ifrom the California Dental Association (CDA) Cares which provides dental services at no charge to those who cannot afford or do not have access to services. CDA will provide a clinic on October 6 & 7 at Kern County Fairgrounds. Lindsay also briefly spoke about Scholarshare which allows participants to open a college savings plan for their child. Additional information on all topics was dispersed to the group. Ana shared information about The Big Bounce America which is an event to be held September 29 through October 1, 2017. This is billed as the world's biggest bounce house and has a variety of fun zones within the house. It is a paid event for which you will need a ticket however there are volunteer opportunities available which in turn will provide you with free tickets. Additionally, there is free entertainment around the perimeter available to everyone whether they purchased a ticket or not. Ana shared the upcoming Step Up 4 Kids event which is a free family fun day at Beach Park on September 16 from 10:00 a.m. – 1:00 p.m. It is a to bring awareness about childhood cancer. Fliers were handed out containing additional information.

**12. EARLY HEAD START PARTNERSHIP REPORT – Jadine Gonzalez**

It was reported staff recently received training. Additionally, we are fully enrolled at all three of our partnership centers, Bakersfield College, Garden Pathways and Blanton Academy.

**13. BOARD OF DIRECTORS REPRESENTATIVE REPORT – Yolanda Ochoa**

On behalf of Yolanda Ochoa Janelle shared that at the most recent meeting, CAPK Board of Directors approved to maintain the agency's current health insurance. They also approved (as previously shared) revisions to the PC Bylaws, SJC refunding application as well as a weatherization contract. CAPK Board of Directors meet at 12:00 p.m. on the last Wednesday of the month.

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

Yolanda expressed gratitude and thanked members for their attendance. She shared children were back to school on August 21 & 22; preservice for staff was held on August 5 & 6 as well. Yolanda stated that while we are very busy and actively enrolling children we are not yet fully enrolled but expect to be next month. We are also recruiting staff as we tend to lose staff over the summer months. Repairs and modifications are in full swing at our new Broadway center in Wasco with hopes to be open and ready to serve children soon. Yolanda shared that our San Joaquin County program recently had their preservice event as well and they are fully enrolled! Yolanda thanked Policy Council members for all the work they do in support of their child's development.

**15. POLICY COUNCIL CHAIRPERSON/ANNOUNCEMENTS – Enrique Salazar**

Enrique reported that he recently attended his first CAPK Board Meeting and encouraged members to attend if they are able. He also shared that he recently met with Yolanda (Gonzales) and encouraged members to call her and invite her for coffee or to sit and talk. Enrique stated Yolanda has a lot of information and knowledge. He added that talking with Yolanda is sure to enlighten your day as it did his when he met with her.

**16. ADJOURNMENT – Chairperson**

Meeting was adjourned at 6:33 p.m.

*Lisa Price/PDM Administrative Assistant  
Completed 09.13.17*

COMMUNITY ACTION PARTNERSHIP OF KERN  
POLICY COUNCIL MEETING MINUTES

September 29, 2017  
5005 Business Park North  
Board Room 130

1. **Call to Order – Chairperson, Enrique Salazar**, called the meeting to order at 5:33 p.m.
  - a. Moment of Silence, Pledge of Allegiance
  - b. Reading of Promise of Community Action  
*“Community Action changes people’s lives, embodies the spirit of hope, improves communities, and makes America a better place to live. We care about the entire community, and we are dedicated to helping people help themselves and each other.”*
2. **Roll Call/Set Quorum – Secretary, Christina Bates**. Quorum was established.  
PC Members Present: Enrique Salazar Jr., Christina Bates, Gabriella McCutcheon, Breyona Millard, Ramona Campos, Jodi Sanchez, Maria Martinez, Ana Lester, Jason Warren, Yolanda Ochoa, Lindsay Harrison.
3. **Approval of Agenda – Chairperson** (\*\*ACTION)
  - a. Motion for approval of the PC Agenda dated September 28, 2017, was made by Breyona Millard; Gabriella McCutcheon seconded; motion carried unanimously.
4. **Approval of Minutes – Chairperson** (\*\*ACTION)
  - a. Motion for approval of the PC meeting minutes dated August 31, 2017, was made by Jason Warren; Christina Bates seconded; motion carried unanimously.
5. **Presentation of Guests/Public Forum**  
The following guests were in attendance: Sharif Hassan; Jonathan Perez, Argelia Diaz, Outreach Program Assistant, Community Health Initiative of Kern County; Marisol Guillen, Outreach Specialist, Community Health Initiative of Kern County; Angel Gonzales; Daisy Valencia; Daniel Jimenez; Jerry Meade, Program Design and Management Administrator; Rashi Strother, Family Services and Governance Specialist; Donna Holland, Fiscal Manager; Janelle Gonzalez, Governance Coordinator; Debbie Connolly, EHS Partnership Coordinator; Krissie Leach, Program Manager; Emily Gonzalez Demont, Assistant Director of Grants Management; LeTisha Brooks, Program Manager; Veronica Ballesteros, Center Director; Pam Pritchard, Assistant Director of Program; Magali Sosa, Receptionist; Mary Ann Mooney, Program Manager; Nadine Berry, Administrative Assistant.  
*(The public wishing to address the full Policy Council may do so at this time. Policy Council members may respond briefly to statements made or questions posed. However, the PC will take no action other than referring the item(s) to staff for study and analysis. Speakers are limited to five minutes each. If more than one person wishes to address the same topic, total group time for the topic will be 10 minutes. Please state your name before making your presentation. Thank you.)*
  - a. Angel Gonzales shared that he is part of a program called Auddie for Autism. They visit programs and share information about Autism with children and adults. Mr. Gonzales stated he would like to be placed on the agenda at a future date to share the program more in-depth.
6. **Standing Committee Reports** (five minutes each)
  - a. School Readiness Committee, Christina Bates  
Ms. Gonzalez reported that the full-day/full-year classes have completed the first 60-day DRDP and conferences and that Learning Genie data has been updated. The Mentor Coaches are visiting the classrooms every other week to assist the staff in completing their goals.
  - b. Planning Committee, Lorena Fernandez  
Mr. Salazar reported the group reviewed a draft of the mileage amounts between BPN and each center. They also discussed the child care and mileage reimbursement changes. There was a handout distributed during the Planning meeting with strategies that could be used to increase attendance at parent meetings and improve volunteering at the center. During the meeting members asked about the status of the new center in Wasco (Broadway). The next meeting will be held October 3, 2017, at 5:30 p.m.
  - c. Finance Committee, Gabriella McCutcheon  
Ms. McCutcheon shared the group reviewed the Notices of Award for each of the Head Start/State Child Development programs. The members discussed the request to carry over the unobligated funding from

the 2016-2017 Early Head Start Child Care Partnership grant. The group also reviewed the current budgets for each of the programs. The next meeting will be held October 19, 2017 at 5:30 p.m.

d. By-Laws Committee, Savannah Scarpa – No report.

7. **Presentations**

- a. Covered California and Medi-Cal Health Insurance Assistance Program-Marisol Guillen, Outreach Specialist for Dignity Health Mercy & Memorial Hospitals  
Ms. Guillen and Ms. Diaz provided information on the Community Health Initiative program which was created to advise Medi-Cal recipients of the benefits they have and it also provides post-enrollment support. Post-enrollment support could be as simple as needing to change doctors or it could be that they have a problem with staff or any other concerns. Most recipients don't realize that they also receive adult dental benefits and vision benefits, as well as mental health benefits. The program assists recipients if they are unsure how to book appointments for these other services and advises them that if they have problems getting to their appointments, that round-trip transportation is available through this program. Handouts were provided to the members providing information on the other benefits that are available through Medi-Cal. Mr. Salazar asked if any of the centers had been contacted to see if they would like to have the information presented during parent meetings. Ms. Diaz advised that the Sterling center has invited them to come present at an upcoming meeting. Mr. Meade advised that the information would be shared with the centers so that they could invite the program to provide information during the meetings.

8. **New Business** – Chairperson

(\*\*ACTION)

- a. Approval of request to carry over unobligated 2016-2017 Early Head Start Child Care Partnerships funding to 2017-2018 budget period-Donna Holland, Fiscal Administrator  
Ms. Holland shared that approval is being sought to submit a request to carry over funds for the Child Care Partnership. The funds to be carried over are unobligated funds which were carried over from the previous budget year. The funds were carried over to allow the Partners to complete projects that were not identified previously. The Region IX Specialist advised the Agency to request the carryover of these unobligated funds. The amount to be carried over is \$176,568. Motion for approval of Request to Carry Over Unobligated 2016-2017 Early Head Start Child Care Partnership Funding to 2017-2018 Budget Period was made by Yolanda Ochoa; Gabriella McCutcheon Seconded; motion carried unanimously.

9. **Communications**

- a. Kern Head Start & Early Head Start Budget vs. Actual Expenditures, March 1, 2017 through August 31, 2017  
b. San Joaquin Early Head Start Budget vs. Actual Expenditures, February 1, 2017 through August 31, 2017  
c. Early Head Start Child Care Partnerships Budget vs. Actual Expenditures, September 1, 2016 through August 31, 2017  
d. Parent Local Travel & Child Care through August 31, 2017  
e. Parent Activity Funds through August 31, 2017  
f. Parent Meals prepared by Central Kitchen through August 31, 2017  
g. Enrollment, Average Daily Attendance, and Child & Adult Care Food Program/Central Kitchen Report for HS/EHS Kern, EHS San Joaquin, and EHS Child Care Partnerships July 2017  
h. Allowable Cost for Mileage & Childcare Reimbursement Memorandum September 5, 2017  
i. Behavioral Health & Recovery Services Celebrates National Recovery Month September 30<sup>th</sup>  
j. Bakersfield Homeless Center Rapid Re-Housing  
k. Kern County Binational Health Week Taskforce Health & Resource Fair  
l. Kaiser Permanente "What Goes Around" STD prevention education curriculum  
m. Kern County Department of Child Support Services Assistance  
n. Greenfield Family Resource Center Resource Fair  
o. Autism Society Kern Autism Network Support Groups  
p. Wendale Davis Foundation 10<sup>th</sup> Annual Walk for Peace & Family Health Resource Fair  
q. Medical Assistant Program [www.NKVTC.org](http://www.NKVTC.org)  
r. Kern Community College District CORE Construction Skills  
s. California State University General Education (GED) program

- t. Habitat for Humanity Homeowner Information Sessions
- u. Policy Council Planning Subcommittee Minutes August 29, 2017

The Chairperson called for a motion to motion to move and file the September 28, 2017, Communications. Motion made by Gabriella McCutcheon to move and file the Communications items.

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

Ms. Gonzalez showed a presentation highlighting some of the things the Policy Council has done during the year. She thanked the members for the time and commitment to the program. Some of the things included having members attend the Parent and Family Engagement conference in Sacramento where they learned a lot of information; Lorena Fernandez was voted to sit on the Board of Directors; Jason Warren and Breyonna Millard were at the Ribbon Cutting at the Food Bank for the addition of solar panels. Ms. Gonzalez again thanked the members for being so committed and devoted to the program and advised them to make sure they share what they have learned by participating in committees at the elementary school. Lastly, she showed a video of the “Qualities to be a Leader.”

11. **Community Representative Report** – Ana Lester/Lindsay Harrison

Ms. Harrison shared that there will Habitat for Humanity Homeowner information in October, November, and December and there are currently two new homes under construction in Taft. She spoke about the Rapid Rehousing Program which assists those who are in homeless situations. Ms. Harrison participated in training on how members of law enforcement are perceived by children in the community. Quite a few children see law enforcement in a negative light, instead of as a help to the community. There are a couple of events that have been scheduled to try change the perspective. One is called “Pop with a Cop” and will take place at various McDonald’s in town around October 18, 2017. The other one will be a “Trunk or Treat” to be held on October 27, 2017. Ms. Lester provided a handout to the members of upcoming fall/Halloween activities and where they will be and the cost (if any) of each one.

12. **Early Head Start San Joaquin Report** – Rashi Strother, Family Services and Governance Specialist

Ms. Strother shared that San Joaquin has met full enrollment for the first time as well as being fully staffed. She stated that there are part-time positions available for the parents to be able to assist the program. On September 16, 2017, hosted a Family Day at the park, which was staffed by teachers and ERSEA members who participated to introduce themselves to the public and distributed brochures about the programs that are offered. During the even there were 66 interest slips completed by some of those in attendance.

13. **Early Head Start Partnership Report** – Jadine Gonzalez

Debbie Connolly, EHS Partnership Coordinator, shared with the Policy Council that on September 9, 2017, a Literacy Workshop and Community Resource Fair was held for the parents of the EHS Partnership and was extended to the parents of our regular EHS centers. The event was planned for 40 parents and 33 were actually in attendance. The participants received a full breakfast, a tote bag with a set of books and a puppet, and were entered into a raffle for additional books and other items which were donated by the community vendors who were in attendance. The vendors in attendance included the Public Library, who distributed library cards, Bakersfield College, Department of Human Services, Garden Pathways Mentoring Program, First 5, WIC, Clinica Sierra Vista, and a few others. They had information brochures and give aways at their tables for the attendees. After breakfast and visiting the vendors, the participants took part in an interactive workshop where they created make and take items and learned of the importance of reading to their children. Some of the parents have provided positive feedback about the event.

14. **Board of Directors Representatives Report** – Yolanda Ochoa, Board of Director’s Representative

Ms. Ochoa reported that during the Board of Director’s meeting they reviewed the pension plans and approved to change from Mutual of America to Pension Mark. She shared that there was a presentation by the Ronald McDonald House and that they are still collecting can tabs to assist in being able to provide for families of seriously ill children. There was also information shared about the “Feed the Need” food collection event at the Kern County Fair. There were no numbers available yet, but it was very well attended, and it seemed to have surpassed last year’s collection. The request for carryover of the unobligated EHS Partnership funds was also discussed and approved.

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

Mr. Meade provided the Director’s report on behalf of Ms. Gonzales. Ms. Gonzales appreciates the time and commitment that each member puts towards the Policy Council. Mr. Meade addressed the question about



the status of the Broadway site in Wasco. He indicated that there was a delay for a period, but the contractors are currently working on the facility. The major construction should be completed around the end of November, leaving only a few tweaks to complete on the rooms and preparing the center for licensing. Recruitment is taking place to create a waitlist for Broadway so there will not be a delay in having children enter the center. The concern about an order which was recently received at Willow was also reviewed. The parents felt that the items were more toy-like instead of items used for teaching. It was explained that even though they seem like toys, they are also used for teaching. The items that were received were chosen due to the Early Childhood Education Rating System (ECERS). This assessment indicates what type of materials should be present in each classroom to ensure maximum learning is taking place. The Program Managers who were present told the members that the items are not referred to as toys, but are labeled as "Learning Materials." Ms. Gonzales wants everyone to know she looks forward to seeing them in October at Hodel's for the final meeting for the 2016-2017 Policy Council.

16. **Policy Council Chairperson/Announcements** – Enrique Salazar

Mr. Salazar reminded the members that Parent Committee elections should be going on in their centers and that the Regional Parent Committee (RPC) meetings will be starting in the next week. If you are part of the parent committee, check with Ms. Gonzalez about possibly attending an RPC meeting. Encourage the parents at your sites to make sure they are up-to-date on their immunizations so that they might participate at the center and in events. Mr. Salazar shared that in the past he has attended "Boo at the Zoo" which is held at the California Living Museum (CALM) each Halloween. The children really enjoy the train ride, visiting the animals and the play area. Mr. Salazar explained that he visited the Greater Bakersfield Legal Assistance (GBLA) office to observe and see what services are offered. GBLA offers help with Family Law and they also offer Bankruptcy workshops. Mr. Salazar also provided information about Kern County's Code Enforcement division and how they will come out and clean up areas of junk.

17. **Adjournment** –Chairperson

The meeting was adjourned at 6:34 p.m. by the Chairperson.