

COMMUNITY ACTION PARTNERSHIP OF KERN  
BOARD OF DIRECTORS MEETING

5005 Business Park North, Bakersfield, CA

November 29, 2017

12:00pm

**AGENDA**

**I. Call to Order**

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

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

- c. Roll Call

Garth Corrigan	Curtis Floyd	Fred Plane	Warren Peterson
Janea Benton	Jimmie Childress	Lorena Fernandez	Craig Henderson
Mike Maggard	Yolanda Ochoa	Marian Panos	
Guadalupe Perez	Enrique Salazar, Jr.	Ana Vigil	

**II. Approval of Agenda**

**III. Approval of meeting minutes**

- a. Minutes of October 25, 2017 Board of Directors meeting – **Action Item (p. 1-6)**

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

**V. Special Presentations**

- a. Presentation to Jim Camp, Board Member for 14 years of service to Community Action Partnership of Kern – Jeremy Tobias, Chief Executive Officer

**VI. New Business**

- a. Retirement Plan Board Resolutions – Jeremy Tobias, Chief Executive Officer – **Action Item (p. 7-10)**
- b. Affordable Housing Project – Jeremy Tobias, Chief Executive Officer – **Info Item (p. 11)**
- c. Request for approval to Increase Aggregate Procurement Limit for Kaplan Early Learning Company and Lakeshore Equipment Company – Emily Gonzalez Demont, Assistant Director of Grants Management – **Action Item (p. 12)**

## **VII. Committee Reports**

- a. Program Review & Evaluation Committee Report – Ralph Martinez, Director of Community Development – **Action Item**
  - i. Minutes of November 8, 2017 (**p. 13-15**)
  - ii. Program Reports
    - 1. October 2017 Program and Division Reports (**p. 16-29**)
    - 2. Application Status Report and Funding Requests (**p. 30-33**)
    - 3. October 2017 Head Start / State Child Development May Enrollment Update and Meals Report (**p. 34**)
    - 4. October 2017 Outreach & Advocacy Report (**p. 35**)
- b. Budget & Finance Committee Report – Christine Anami, Chief Financial Officer – **Action Item** (*The Committee Meeting was canceled due to lack of quorum. Board Approval is requested for the Committee Action Items*).
  - i. Application Status Report and Funding Requests (**p. 36-41**)
  - ii. Kern Head Start and Early Head Start Budget to Actual for the Period Ending October 31, 2017 (**p. 42-44**)
  - iii. San Joaquin Head Start and Early Head Start Budget to Actual Reports for the Period Ending October 31, 2017 (**p. 45-47**)
  - iv. Early Head Start Child Care Partnerships Budget to Actual for the Period Ended August 31, 2017 Final Year-End Report (**p. 48-49**)
  - v. Early Head Start Child Care Partnerships Budget to Actual Report for the Period Ended October 31, 2017 (**p. 50-51**)
  - vi. Head Start Federal Financial Reports (**p. 52-55**)
  - vii. Community Services Block Grant (CSBG Contract 18F-5015) Budget (**p. 56-60**)
  - viii. Discretionary Fund Update (**p. 61**)
  - ix. Financial Statements, October 2017 (**Section 3 of binder**)

## **VIII. Advisory Board Reports**

- a. Head Start Policy Council Report – Enrique Salazar, Jr. Policy Council Representative - **Action Item (p. 62)**
  - i. Minutes of October 26, 2017 (**p. 63-65**)
  - ii. Minutes of November 16, 2017 – **Handout at Meeting**
- 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 (p. 66)**

- a. 2018 Board of Directors and Standing Committee Meeting Calendar (**p. 67**)
- b. Job Description for the Director of Human Resources (**p. 68-72**)
- c. Update on Board of Director iPad project.

Community Action Partnership of Kern  
Board of Directors Meeting Agenda  
November 29, 2017  
Page 3 of 3

X. **Board Member Comments**

XI. **Closed Session**

XII. **Closed Session Report**

XIII. **Next Scheduled Meeting**

Board of Directors Meeting  
Wednesday, January 31, 2018 (pending approval)  
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 5:00 pm November 22, 2017. Paula Daoutis, Administrative Coordinator..*

COMMUNITY ACTION PARTNERSHIP OF KERN  
BOARD OF DIRECTORS MEETING

5005 Business Park North, Bakersfield, CA  
October 25, 2017  
12:00pm

**MEETING MINUTES**

**I. Call to Order**

Garth Corrigan called the meeting to order at 12:03 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, Curtis Floyd, Warren Peterson, Fred Plane, Janea Benton, Jimmie Childress, Lorena Fernandez, Yolanda Ochoa, Guadalupe Perez, Jr., Enrique Salazar, Jr., Ana Vigil

Absent: Craig Henderson, Mike Maggard, Marian Panos

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; 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 October 25, 2017. Carried by unanimous vote. (Plane/Ochoa).

**III. Approval of meeting minutes**

- a. Minutes of September 27, 2017 Board of Directors meeting.

Motion was made and seconded to approve the minutes of the September 27, 2017 Board of Directors meeting. Carried by unanimous vote. (Plane/Floyd).

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

No one addressed the Board.

**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.



Sheila Shegos introduced three representatives from Bank of the West who presented Jeremy Tobias, CAPK CEO, with a check for \$3,500 to support the VITA program.

- b. Employee Retirement Recognition – Simar K. Bhachu, Head Start Stockton – Presented by Yolanda Gonzales, Director of Head Start / State Child Development Programs.

Yolanda Gonzales recognized Simar Bhachu from Head Start in Stockton who is retiring from the Head Start program. Although Simar has only been a CAPK employee for the past few years, Simar extended her gratitude for the CAPK Staff and Board and provided the following quote: “Work from the heart, not for the money.”

### **New Business**

- a. Head Start Aligned Monitoring System 2.0 – Sylvia Ortega, Head Start Compliance Coordinator – ***Into Item***

Sylvia Ortega presented a PowerPoint slide for the Head Start Aligned Monitoring System (AMS), which is part of the new performance standards released by the Office of Head Start, effective November 7, 2016. The performance standards consist of two Focus Areas, Focus Area 1 and Focus Area 2. Most grantees will experience Focus Area 1 reviews within the first year of their 5-year grant and it is an opportunity for grantees to discuss their program design, management and governance structure and monitors: strengths and needs of the community served; staffing and program design used to meet the needs; fiscal infrastructure and capacity; program governance and accountability; and approach to education and child development services, health services, and family and community engagement. Focus Area 2 is an opportunity for grantees to demonstrate their ability to: track and assess their program's performance; use data to drive results; and make adjustments that help promote ongoing continuous improvement. CAPK received notification that San Joaquin Early Head Start, and Early Head Start Childcare Partnerships will have a Focus Area 2 monitoring review sometime after the first of the year.

- 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***

Donna Holland advised the Board that grant applications for the following programs are due by December 1, 2017: State Preschool; Migrant Childcare; General Child Care; and Migrant Alternative Payment. Staff recommends the Board approve, with resolution, the submission of the California Department of Educational Annual Funding Application.

Motion was made and seconded to approve, with resolution, the submission of the 2018 California Department of Education Contracts (CSPP, CMIG, CCTR, CMAP). Carried by unanimous vote. (Plane/Childress).

- 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***

Yolanda Gonzales advised the Board that staff is requesting Board approval to rename the 4<sup>th</sup> Street Child Development Center in Stockton to the “Marci Massei Child Development Center” in

honor and recognition of Ms. Massei, who was the first Director for Head Start in San Joaquin County, and having served the program for more than 40 years.

Motion was made and seconded to approve the re-naming of the 4<sup>th</sup> Street Child Development Center in Stockton. Carried by unanimous vote. (Floyd/Fernandez)

- d. San Joaquin County Early Head Start Quarterly Report – Yolanda Gonzales, Director of Head Start / State Child Development Programs – **Info Item**

Yolanda Gonzales presented the Quarterly Report for San Joaquin County Early Head Start, as requested by the Board. Some of the highlights for the quarter include: Full enrollment for the program was reached in July for the first time, and has remained at full enrollment ever since; four Food Service Worker positions were added, and the program is fully staffed; and an MOU was established with the local Food Bank to have their mobile Food Bank visit the Walnut site once a month.

- e. Resolution to approve the submission of the 2018 Low-Income Home Energy Assistance Program (LIHEAP) Contract #18B-4012 – **Action Item**

Emilio Wagner, Director of Operations, announced that the California Department of Community Services & Development (CSD) has released the 2018 LIHEAP contract, which 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 and a Board Resolution is required to execute the contract.

In a response to a question by Fred Plane regarding the timing of the contract, Emilio explained that the Federal funding agency has not yet released the contract and it may be several months into the year before funding is received.

Motion was made and seconded to approve the resolution and retroactively approve the submission of the 2018 Low-Income Home Energy Assistance Program (LIHEAP) Contract #18B-4012. Carried by unanimous vote. (Plane/Vigil)

- 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**

Emilio Wagner presented on behalf of Carmen Segovia, and reported that the Food Bank has exceeded its capacity and CAPK is requesting grant funding for a total of \$750,000 each from the City of Bakersfield and County of Kern. If awarded, the Food Bank will be expanded by as much as 20,000 square feet to accommodate the growing needs of the community. A Board Resolution is required to accompany the application.

Motion was made and seconded to approve the resolutions for the submission of the Community Development Block Grant (CDBG) Application to the City of Bakersfield and County of Kern for Warehouse Capacity Expansion at the Food Bank. Carried by unanimous vote. (Plane/Vigil)

- 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**

Sheila Shegos presented on behalf of Ralph Martinez and requested the Board approve, with resolution, the submission of the Whale Tail funding application. The program is not new for CAPK, it was previously funded in 2014 and provided funds 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. The application request is for \$15,000 to support both the Shafter Youth Center and Friendship House.

Motion was made and seconded to approve the 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. Carried by unanimous vote. (Peterson/Plane)

h. 2018 Agency Holiday Schedule – Michele Nowell, Director of Human Resources – **Action Item**

Michele Nowell presented the proposed 2018 holiday schedule and requested Board approval.

Motion was made and seconded to approve the 2018 Agency Holiday Schedule. Carried by unanimous vote. (Floyd/Plane)

**V. Committee Reports**

- a. Program Review & Evaluation Committee Report – Ralph Martinez, Director of Community Development – **Action Item**
  - i. Minutes of October 11, 2017
  - ii. Program Reports
    - 1. September 2017 Program and Division Reports
    - 2. Application Status Report and Funding Requests
    - 3. September 2017 Head Start / State Child Development May Enrollment Update and Meals Report
    - 4. September 2017 Outreach & Advocacy Report

Shelia Shegos provided the PRE Committee Report and referred to the October 2017 program reports included in the agenda packet, and announced the receipt of \$3,500 from Bank of the West. Three funding requests were presented for approval from Stater Brothers Charities, Semptra Energy – Southern California Gas Company and California Department of Social Services.

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

- b. Budget & Finance Committee Report – Christine Anami, Chief Financial Officer – **Action Item**
  - i. Minutes of October 18, 2017
  - ii. Application Status Report and Funding Requests
  - iii. Kern Head Start and Early Head Start Budget to Actual for the Period Ending September 30, 2017
  - iv. San Joaquin Head Start and Early Head Start Budget to Actual Reports for the Period Ending September 30, 2017
  - v. Early Head Start Child Care Partnerships Budget to Actual Report for the Period Ended August 31, 2017 Interim Year-End Report
  - vi. Early Head Start Child Care Partnerships Budget to Actual Report for the Period Ended September 30, 2017

- vii. Kern Head Start & Early Head Start Application for Continued Funding with Resolution
- viii. Discretionary Fund Update
- ix. Financial Statements, September 2017

Christine Anami reported that three action items were presented to the Committee: Three funding requests totaling \$157,000; approval of the Kern Head Start & Early Head Start Application for continued funding; and approval of the October 2017 financial statements. The Committee approved all three action items. In addition, there were two info items presented: The Head Start & Early Head Start Budget to Actual Reports; and the Discretionary Fund Update which indicates a net increase of over \$47,000 over a seven-month period.

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

## **VI. Advisory Board Reports**

- a. Head Start Policy Council Report – Enrique Salazar, Jr. Policy Council Representative - **Action Item**
  - i. Minutes of August 31, 2018
  - ii. Minutes of September 28, 2017

Enrique Salazar, Jr. provided the Policy Council report for the months of August & September 2017. The next meeting is at Hodels on October 26th at 6:30 pm and will recognize Policy Council parents for their volunteer contributions and dedication to the program.

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

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

Sheila Shegos provided a verbal report and announced that Friendship House staff recently met with the Girl Scouts and discussed year-round programming for girls and boys at the center. The Annual Mixer & More is tomorrow evening at the Metro Gallery and the theme is a “Night in Paris.” The fundraising goal is \$10,000 and to date, they have achieved 80% of the goal.

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

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

- a. Update on Agency Insurance Coverage

Jeremy Tobias provided an update to the Board regarding Chairman Corrigan’s request for information about Side A insurance. Jeremy reported that that what is known as Side A coverage is included in the D&O coverage and no additional insurance is required. Staff is in the process of making increase changes to the insurance and costs will be prorated for remainder of fiscal year.

Jeremy invited Yolanda Gonzales to share information about the recent renaming of the Stine Center to the Harvey L Hall Child Development Center. Yolanda thanked the Board for

approving the name change and for attending the renaming ceremony. There was a lot of media coverage for the event, which included songs performed by the children of the center. Mr. Hall has long supported the center and presented the center with a \$1,000 donation to be directed towards the center's needs.

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

**VIII. Board Member Comments**

Janea Benton thanked staff for the invitation to the Girl Scouts luncheon. Janea also attended the Shafter Youth Center trick-or-treat event. 15,000 emails went out from the Assemblymembers office to promote the event and there was an overwhelming number of attendees from the community.

Yolanda Ochoa attended the Feed the Need event at the Kern County Fair and expressed gratitude for Board Member presence and she encouraged all members to continue supporting the events.

Warren Peterson said that a new Starbucks will be opening on Stockdale Highway, with a soft opening on November 8<sup>th</sup>. The public is invited to attend and anyone bringing in two cans of food will receive a free tall cup of coffee. The cans will be donated to CAPK's Food Bank.

Ana Vigil reported that she attended the Shafter Youth Center Harvest Festival and noted that 400 CAPK red bags were distributed. The Mayor of Shafter and Assemblyman Rudy Salas were in attendance.

**IX. Closed Session**

No items scheduled for closed session.

**X. Closed Session Report**

**XI. Next Scheduled Meeting**

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

**XII. Adjournment**

The meeting adjourned at 12:59 pm.

# COMMUNITY ACTION PARTNERSHIP OF KERN

## MEMORANDUM

**To:** Board of Directors  
**From:** Jeremy T. Tobias, Chief Executive Officer  
**Date:** November 22, 2017  
**Subject:** *Agenda Item VI(a): Pension Plan - Board Resolution – Action Item*

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As part of the implementation phase of the pension plan, we are required to obtain the following board resolutions that formalizes the Board's prior approval in transferring to a new Pension plan provider:

- 1.) A Resolution of the Board of Directors of the Community Action Partnership of Kern approving the Transfer of Assets from CAPK's 401(a) Plan to Charles Schwab Trust Company.
- 2.) A Resolution of the Board of Directors of the Community Action Partnership of Kern approving the Transfer of Assets from CAPK's 403(b) Plan to Charles Schwab Trust Company.
- 3.) A Resolution of the Board of Directors of the Community Action Partnership of Kern approving the move from a Non-ERSIA to ERISA 403(b) plan.

Recommendation:

Staff recommends the Board approve the above listed resolutions for the pension plan.

Attachments:

Resolution #2017-14  
Resolution #2017-15  
Resolution #2017-16

## **RESOLUTION # 2017-14**

### **A Resolution of the Board of Directors of the Community Action Partnership of Kern Approving the Transfer of Assets from CAPK's 401(a) Plan To Charles Schwab Trust Company**

The Board of Directors of the Community Action Partnership of Kern (the Employer) met on November 29, 2017 and decided to terminate their Defined Contribution Plan Contract with Mutual of America (Contract Number 058-125) effective January 1, 2018

#### **NOW, THEREFORE, BE IT RESOLVED THAT:**

1. The Defined 401(a) Contribution Plan Contract with Mutual of America is to be terminated.
2. The Date of Discontinuance is to be January 1, 2018.
3. All assets held under the Contract are to be transferred to Charles Schwab Trust Company.
4. The Community Action Partnership of Kern Defined Contribution Plan Trust has been established with the following individual(s) designated as Trustees: Jeremy T. Tobias, Chief Executive Officer.
5. Jeremy T. Tobias, and agents of the Employer are hereby authorized and directed to take such further action as may be necessary, appropriate or advisable to effectuate the foregoing resolution.

The undersigned Chairman of the Board hereby certifies that the forgoing resolution was duly adopted by the Board of Directors at the meeting noted above.

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Garth Corrigan, Chair  
CAPK Board of Directors

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Date

## **RESOLUTION # 2017-15**

### **A Resolution of the Board of Directors of the Community Action Partnership of Kern Approving the Transfer of Assets from CAPK's 403(b) Plan To Charles Schwab Trust Company**

The Board of Directors of the Community Action Partnership of Kern (the Employer) met on November 29, 2017 and decided to terminate their Defined Contribution Plan Contract with Mutual of America (Contract Number 058-125) effective January 1, 2018

#### **NOW, THEREFORE, BE IT RESOLVED THAT:**

1. The 403(b) TDA Plan Contract with Mutual of America is to be terminated.
2. The Date of Discontinuance is to be January 1, 2018.
3. All assets held under the Contract are to be transferred to Charles Schwab Trust Company.
4. The Community Action Partnership of Kern Defined Contribution Plan custodial account has been established with Charles Schwab Trust Company serving as custodian.
5. Jeremy T. Tobias, Chief Executive Officer, and agents of the Employer are hereby authorized and directed to take such further action as may be necessary, appropriate or advisable to effectuate the foregoing resolution.

The undersigned Chairman of the Board hereby certifies that the forgoing resolution was duly adopted by the Board of Directors at the meeting noted above.

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Garth Corrigan, Chair  
CAPK Board of Directors

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Date



## **RESOLUTION # 2017-16**

### **A Resolution of the Board of Directors of the Community Action Partnership of Kern Approving the move from a Non-ERISA plan to a ERISA 403(b) regulated Plan**

The Board of Directors of the Community Action Partnership of Kern located at 5005 Business Park North, Bakersfield, CA 93309, met on November 29, 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 501(c)(3) 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 offers a qualified retirement benefit plan to its employees, including a 403(b) plan; and

**WHEREAS**, On July 26, 2007 the Department of Treasury and Internal Revenue Service issued long anticipated final regulations for tax sheltered annuity arrangements under code section 403(b). The new regulations altered the requirements for plan documents, employee transfers, non-discrimination compliance and plan terminations; and

**WHEREAS**, 403(b) plans will now fall under the Employee Retirement Income Security Act (ERISA). It is recommended that 403(b) plans adhere to the ERISA laws, and in doing so, transfer the assets of individual investors into plan-level ownership; and

**WHEREAS**, moving 403(b) plan assets to a model that uses trustee ownership and follows ERISA has many advantages to the current structure. This structure has always provided automated recordkeeping, generally lower fees, improved service and more objective investment information. Other advantages of ERISA plans are transparency and disclosure of fees and investment costs to plan participants.; and

**NOW, THEREFORE**, be it resolved that the Board approves the move to an ERISA regulated 403(b) plan and hereby authorizes Jeremy T. Tobias, Chief Executive Officer, to sign on behalf of the agency.

**APPROVED** by a majority vote of the Directors of the Community Action Partnership of Kern, this 29<sup>th</sup> day of November 2017.

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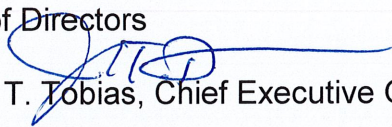
Garth Corrigan, Chair  
CAPK Board of Directors

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Date

# COMMUNITY ACTION PARTNERSHIP OF KERN

## MEMORANDUM

**To:** Board of Directors  
  
**From:** Jeremy T. Tobias, Chief Executive Officer  
**Date:** November 29, 2017  
**Subject:** *Agenda Item VI(b): Affordable Housing Program – Info Item*

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For the past month, Community Action Partnership of Kern (CAPK) has been participating in the Affordable Housing Coalition of Kern County (AKCKC). This a newly created group consisting of an estimated twenty (20) service providers ranging from private developers, City and County Planning Departments, elected officials, to community-based organizations, all with the focus to increase the availability of affordable housing in Kern County. Given our past involvement in housing projects, as listed below, CAPK agreed to join the coalition as it aligns with our intention to renew the agency's Community Housing Development Organization (CHDO) designation for future housing projects.

- 1.) From 1996 to 1999, the City of Bakersfield provided a CDBG HOME grants to the agency for an Affordable Home Program. During this time, the agency bought rehabilitated homes and resold them to first time low-income buyers. The homes for renovation were purchased from available HUD homes in the greater Bakersfield area.
- 2.) From 2000 to 2007, the agency concentrated its efforts on the completion of several construction projects including a disabled housing project in Ridgecrest, California, the Desert Willow housing project. The units were developed to provide rent assisted transitional housing to mentally ill individuals in Ridgecrest California.

At our last coalition meeting, we learned of two open grant opportunities, the State-based Sustainable Growth Council (SGC) and The Center at Sierra Health Foundation, which if awarded, would help in creating the framework and structure of the coalition. Both applications are due on November 30, 2017, and would offer \$250,000 and \$20,000, respectively, in start-up funding for the coalition. Being one of the larger partners in the coalition and having housing experience, CAPK offered staff to assist in the application development process.

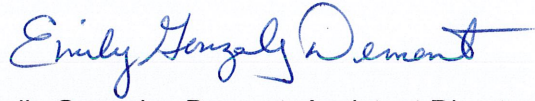
Further, we potentially have support from Board Member, Jimmy Childress, who has experience in low-income housing, and from Fred Plane, who currently serves on the Board of Directors for Desert Willow. As we continue our involvement with the coalition and related housing projects, we will keep the Board apprised of our progress.



# COMMUNITY ACTION PARTNERSHIP OF KERN

## MEMORANDUM

**To:** Board of Directors



**From:** Emily Gonzalez Demont, Assistant Director of Grants Management

**Subject:** *Agenda Item VI(c):* Request for Approval to Increase Aggregate Procurement Limit for Kaplan Early Learning Company and Lakeshore Equipment Company – **Action Item**

**Date:** November 29, 2017

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Kaplan Early Learning Company and Lakeshore Equipment Company are preferred vendors under The Cooperative Purchasing Network (TCPN). From these vendors CAPK purchases classroom furniture, materials, and supplies for its 50-plus child development centers and facilities in Kern and San Joaquin counties. Staff expect that aggregate expenditures will exceed \$200,000 with each of these vendors before the end of the fiscal year (February 28, 2018). The planned expenditures are within the limits of the approved budgets for the programs operating these facilities.

The estimated expenditures at year end are as follows:

Kaplan Early Learning Company	\$360,000
Lakeshore Learning Materials	\$320,000

Recommendation:

Staff recommend that the Board approve aggregate expenditures up to \$360,000 for Kaplan Early Learning Company and up to \$320,000 for Lakeshore Learning Materials.

COMMUNITY ACTION PARTNERSHIP of KERN  
BOARD OF DIRECTORS  
PROGRAM REVIEW & EVALUATION COMMITTEE MEETING  
November 8, 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, Jimmie Childress, Marian Panos

Absent: Lorena Fernandez, Lupe Perez, Enrique Salazar, Jr.

Others present: Others present: Pritika Ram, Director of Administration, and other CAPK staff.

**Approval of Agenda**

Motion was made and seconded to approve the Program Review and Evaluation meeting agenda for November 8, 2017. Carried by unanimous vote. (Panos/Childress).

3. **Public Forum:**

No one addressed the Committee.

4. **Program Presentation:**

Sheila Shegos, Outreach & Grant Administrator provided information on the upcoming Holiday events taking place among the many CAPK programs. In addition, there are two notable community events in November, including: the Annual KGET Holiday Food Drive on November 15<sup>th</sup> benefitting the CAPK Food Bank; and the Annual Teddy Bear Toss at the Bakersfield Condors game on Saturday, November 25<sup>th</sup>. It is expected that 200 teddy bears will be donated to Friendship House.

6. **New Business**

a. October 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

Sheila Shegos provided a summary of each program and highlighted some of the accomplishments for the month of October: Sandi Truman, Program Manager for VITA, was selected by the IRS to be part of a Volunteer Retention Summit Group; Assemblyman Rudy Salas participated in the Shafter Youth Center Harvest Festival for the Community; Friendship House hosted a Ribbon Cutting Ceremony to commemorate the completion of the Reading Oasis; and The Food Bank distributed food at the Veterans Stand Down event.

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

- b. Application Status Report and Funding Requests – Ralph Martinez, Director of Community Development – **Action Item**
- Bank of the West for Central Valley Small Business Development

Sheila Shegos presented the application status report and announced the award of two grants: U.S. Department of Treasury in the amount of \$84,815 for the VITA Program; and \$25,000 from Wells Fargo for the Friendship House & Shafter Youth Center PREP Works Program. There are three pending applications: Stater Brothers in the amount of \$5,000 for the Food Bank General Operating Fund; California Department of Social Services, Office of Child Abuse Prevention for \$150,000 to fund the East Kern Family Resource Center Financial Empowerment, a two-year program for \$75,000 per year; and the City of Bakersfield Community Development Block Grant for \$749,285. If awarded the grant will fund the Food Bank Expansion project and the Disaster Preparedness project.

One Funding Request was presented for Bank of the West for a three-year grant in the amount of \$75,000 for Community Development and Volunteer Income Tax Assistance (VITA).

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

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

Erika Arias provided the updated enrollment and meals report for October and stated that 100% enrollment was achieved for all programs in Kern, San Joaquin and the Partnerships. Three centers achieved 100% attendance in the month of October with the average daily attendance program wide at 96%. For meals served, there was a 10% increase from October 2016 to October 2017.

Erika reported the program percentages for Children with Disabilities and Fred Plane noted that the Early Head Start Partnership program is at 4% and expressed concern about not meeting the 10% requirement. Erika confirmed that the School Districts are responsible for preparing the IEP & IFSP's and they are behind due to the overwhelming need. Fred further commented that in past years, CAPK hired an independent consultant to prepare the plans to meet the 10% requirement. Fred asked Erika to look into other alternatives rather than rely on the School Districts and prepare

a cost benefit analysis for the committee's review. Jim Childress questioned how the plans are being monitored by staff and asked if there is any recourse if the plans are not being met. Erika replied that she will address the Committee's questions with the Disability Specialist and report the findings to the Committee at the next meeting.

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

d. October 2017 Outreach & Advocacy Report – Sheila Shegos, Outreach and Grant Administrator –  
***Info Item***

Sheila Shegos provided a summary of Community Outreach accomplishments for the month of October and reported that staff posts daily on all social media sites. CAPK Facebook page reviews are up 50% over last month and there was a substantial increase in posting views, likes and shares and video views. Each opportunity helps to spread the word about the good work of CAPK. Sheila also reported on the numerous activities throughout the month of October and upcoming events planned for November. The 2017 Annual Report is in development with distribution expected by the end of the year, and the Annual Humanitarian Awards event is scheduled for April 19, 2018 and will be held at Friendship House.

5. **Committee Member Comments**

Marian Panos distributed a flyer for a fundraiser, Shop for Success, taking place on Thursday, November 9<sup>th</sup>.

6. **Next Scheduled Meeting**

Program Review & Evaluation  
Wednesday, January 17, 2018 (pending Board approval)  
12:00 p.m.  
5005 Business Park North  
Bakersfield, California 93309

7. **Adjournment**

The meeting adjourned at 12:34 pm.

## COMMUNITY ACTION PARTNERSHIP OF KERN

### DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

<b>Division/Director:</b> Community Development/Ralph Martinez		<b>Month/Year</b> October 2017
<b>Program/Work Unit:</b> VITA	<b>Total Program Staffing:</b> 2 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>34</b>		<b>5104</b>
<b>Refunds</b>	Federal	\$18,913		\$4,129,865	
	Federal EITC	\$13,746		\$3,330,778	
	<b>Federal Total</b>				<b>\$7,460,643</b>
	State	\$2,396		\$662,287	
	California EITC	\$0		\$218,770	
	<b>State Total</b>				<b>\$881,057</b>
<b>Total Credits &amp; Refunds</b>	<b>State &amp; Federal</b>	<b>\$35,055</b>			<b>\$8,341,700</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.

Sandi was chosen by IRS to be part of a "Volunteer Retention Summit Group" there was approximately 25 other people on this panel that talked about volunteer retention, how to recruit, and how to retain those volunteers for other years. Also discussed was the possibility of removing the "self-study" option from the IRS site in the future as it is not enough training.

IRS talked about how volunteerism is on the decline partly due to the new Taxslayer software provided by IRS and partly due to older volunteers not wanting to use the new software with all its difficulties

## COMMUNITY ACTION PARTNERSHIP OF KERN

### DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

<b>Division/Director:</b> Operations/Emilio Wagner		<b>Month/Year:</b> October 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	4,858	3,916	942 (19%)	8,385
Kings County	229	184	45 (19%)	*
Tulare County	799	645	154 (19%)	*
Mountain Valley (Mariposa and Merced Counties)	157	131	26 (16%)	*
Stanislaus County	827	729	98 (11%)	*
<b>Total</b>	<b>6,870</b>	<b>5,605</b>	<b>1,265 (18%)</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	6,396	42,743
<b>Weatherization</b>	Calls Routed through 2-1-1	210	2,437
<b>Mental Health</b>	Calls Answered	147	1,440
<b>Website Visitors</b>	Visitors to CAPK's 2-1-1 Kern web page	3,060	27,461
<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>2</b>	<b>1</b>	<b>1</b>

Outreach Activities	Outcomes
- Veteran's Stand Down	Distributed 150 2-1-1 Kern informational cards.

#### Highlights:

- 2-1-1 Kern participated in the Veteran's Stand Down Event.



## COMMUNITY ACTION PARTNERSHIP OF KERN

### DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

<b>Division/Director:</b> Nutrition Services/Carmen Segovia		<b>Month/Year:</b> October, 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	23	275
Case Managed Families	F5K School Readiness	1	28
Children participating in center-base program			46
Adults in Court Mandated Parenting Classes		1	16
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	73	707
Emergency Supplies Closet and Other Services	Food (individuals)	21	159
	Clothing (individuals)	27	263
	Photocopies (individuals)	203	2482
	HEAP Application Supporting Docs	176	843

**Other:** The EKFRFC has submitted a grant proposal to the Office of Child Abuse Prevention for the Economic Empowerment Program. The EKFRFC is looking to integrate the financial curriculum into current case management strategies as well as provide a separate service to the community.

**Staffing:** The ECFRC is fully staffed.

## COMMUNITY ACTION PARTNERSHIP OF KERN

### DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

<b>Division/Director:</b> Community Development/Ralph Martinez		<b>Month/Year:</b> October 2017
<b>Program/Work Unit:</b> Shafter Youth Center	<b>Total Program Staffing:</b> 3	<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.	5	69
<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.	12	5
<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 had a great time competing in the Bakersfield Museum of Art's Via Arte on October 21<sup>st</sup>. Three of our talented kids took to the asphalt as they had creative thoughts flowing and unleashed a world of color.
- SYC hosted a Harvest Festival for the community on October 23<sup>rd</sup>. Working in partnership with the Shafter Lions Club, we were able to reach out to an estimated 600 children. SYC had over 20 vendors inside the gym for the Harvest Festival. Outside in the parking lot, Lion Club held their Trunk or Treat with the help of various organizations and the Office of Assemblyman Rudy Salas.
- Shafter Youth Center was asked to be part of a focus group at Wasco Independence High School, to represent CAPK services conducted at WIHSD. CAPK has provided Information and Education Program, (Teen Pregnancy Prevention Awareness), Pre-Employment Resource Program, and Gang Prevention Program services. Wasco Independence has applied for Model Continuation High School Recognition through the California Department of Education (CDE) and the California Continuation Education Association (CCEA). Part of the application process requires a site validation visit from community peers to ensure they are providing exemplary services to the students.



## COMMUNITY ACTION PARTNERSHIP OF KERN

### DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

<b>Division/Director:</b> Community Development/Ralph Martinez		<b>Month/Year:</b> October 2017	
<b>Program/Work Unit:</b> Friendship House	<b>Total Program Staffing:</b> 7	<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.		2	107
<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.		38	104
<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.		0	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. <i>Program has ended.</i>		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.		310	3,797
<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. <i>The new PREP program will start in Jan. 2018.</i>		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.		1	25

**Other:**

CAPK's Friendship House Community Center cordially invites you to the **Reading Oasis Ribbon Cutting Ceremony on November 8<sup>th</sup> at 10am**. The Kiwanis Clubs in Division 33 have completed installation of a new Reading Oasis at the Center, who along with help from the local community, Friendship House Advisory Board and a grant from the Cal-Nev-Ha (California, Nevada, Hawaii) Foundation, raised the funds needed for project completion. Matching gifts included new hard-cover books, shelving and seating provided by Scholastic Corporation, and a discount by Everblock Systems on Lego blocks used to construct the walls for the new welcoming Reading Oasis space.

# COMMUNITY ACTION PARTNERSHIP OF KERN

## DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

<b>Division/Director:</b> Nutrition Services/Carmen Segovia		<b>Month/Year:</b> October 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 (October) Food Bank PRE-Report 2017)	36,615	185,242
	Poundage Received all Programs	1,216,000	11,692,112
	TOTAL POUNDAGE DIST. ALL SITES	1,269,589	11,732,424
<b>Drought Emergency Food Assistance (DEFAP)</b>	Families Served	3,155	19,710
	Individuals Served	20,187	121,493
	Total Poundage Distributed	72,600	2,068,740
<b>Food Sourcing</b>	Donations Received: <b>156,000</b> pounds of produce & 11 different produce items. <ul style="list-style-type: none"> <li>• Ag Against Hunger: Leafy Greens</li> <li>• California Association of Food Banks/Farm to Family: cauliflower, corn, squash, honeydew, Kiwis, Artichoke, pears, pineapples &amp; zucchini</li> <li>• Target: Mixed produce</li> </ul>		
<b>Food Drives:</b> 218 lbs for the month of October.	<ul style="list-style-type: none"> <li>• “Bingo Night Tuesday” at the <b>Kern County Fairgrounds</b> 218 lbs</li> </ul>		

### Other:

- We continued distributing bags of food to Greenfield Elementary School for the Back Pack Buddies program, we are serving between 80 – 85 children.
- On October 3<sup>rd</sup>, we provided drinks, sweets, bread and produce for 150 people at Valley View Church’s children’s camp.
- On October 10<sup>th</sup>, we participated at the Veteran’s Stand Down event from 8am-3pm. We gave out: bread, fruit, bottled water, and 300 bags of canned food.
- On October 12<sup>th</sup>, we provided breads, sweets, snacks, and treats for 100 people at Stern Middle School’s parent night.
- On October 13<sup>th</sup>, we provided breads, sweets, water, and produce for 200 people at an event at Reaching by Recycling.
- Rabobank held their annual food drive from September 25<sup>th</sup> – October 13<sup>th</sup>. On October 14<sup>th</sup> Rabobank & Condors held there “Party on the Plaza” before there big weekend opener game. Rabobank collected a total of 2,060 pounds.
- On October 23<sup>rd</sup>, we provided snakes, cakes and cookies for 300 people for the Shafter Youth Harvest Festival.
- On October 26<sup>th</sup>, we delivered 12 cases of candy of cakes for Friendship House’s Fall Festival.
- On October 27<sup>th</sup>, we provided breads, sweets, produce, snacks and drinks for 150 people for Clinica Sierra Vista’s Harvest Festival.
- Ben Stinson was generous to present the CAPK Food Bank with a \$3,000 check on October 27<sup>th</sup>.
- We received our first shipments of Fair Meat this month: 10367 lbs of pork, 7538 lbs of lamb, and 4183 lbs of goat. For a total of: 22,088 lbs.
- Our final drought food distribution was held on October 30<sup>th</sup> at the Seventh Day Adventist Church in Oildale. We distributed 14,227 pounds of produce and bread along with the last 446 drought boxes.

# COMMUNITY ACTION PARTNERSHIP OF KERN

## DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

<b>Division/Director:</b> Nutrition Services/Carmen Segovia		<b>Month/Year:</b> October 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>20170</b>	<b>16076 – 79.7%</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	70	Mojave		125
	Bakersfield		Oildale		441
	Homeless Shelter	0	Ridgecrest		660
	E. California Avenue	1626	Rosamond		719
	Niles Street	2406	Shafter		1384
	Montclair	377	Tehachapi		464
	Friendship House	149	Wasco		1776
	Panama	1226			
	Boron	3	<u>San Bernardino County</u>		
	Buttonwillow	81	Adelanto		1725
	California City	739	Big Bear		313
	China Lake Naval Station	*	Crestline		295
	Delano	990	Needles		180
	Edwards Air Force Base	125	Phelan		40
	Lost Hills	142	<u>Mobile WIC</u>		20*

### Projects

The CAPK WIC program promotes healthy eating habits for all age groups. The caseload is increased to 20,170 for the 2017 – 2018 FFY.

The Program Manager and Administrative Coordinator attended a two day conference in Sacramento hosted by CDPH and CWA. The first day was filled with updates from the State on Local Agency procedures. All of the departments in CDPH concerned with WIC presented. Emphasis was placed on reaching more participants and upcoming policy changes. An update on EWIC was presented. The second day was hosted by CWA. The theme was "Impact of Leadership Through a Culture Of Caring". The workshop was hosted by Rita Sever, MA. She emphasized leadership relationships and the importance of good supervision with regular face to face meetings with employees and the importance of clear communication.

Outreach attended and represented CAPK WIC at the Veterans Stand Down in Stramler Park, the Food Bank event at Rabobank, Martin Luther King Park, and at the Arvin Fall Festival. CAPK WIC involvement helps to educate the community about CAPK WIC services and offers the opportunity for future participants to express interest in the program. All potential participants are called with 24 hours.

The RBL is beginning collaboration with Omni Family Health. CAPK WIC is co-located in many of their locations. The RBL is developing a program along with Omni administration to strengthen the relationship between our organizations with Breastfeeding education and referrals.

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

<b>Division/Director:</b> Operations/Emilio Wagner		<b>Month/Year:</b> October 2017
<b>Program/Work Unit:</b> Energy	<b>Total Program Staffing:</b> 51,	<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	977	5,925
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>	43	1,060
		12	168
3. Low-Income Weatherization Program (LIWP Phase 2). Program began 10/1/17	Assistance with residential repair/ weatherization (e.g., weather stripping, thermostats, door/window replacement, etc.)	30	-0-
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)		\$506,086	\$11,901,700
		Results	
6. Energy calls received (from 2-1-1)		6,595	
		HEAP	Wx
7. Number of LIHEAP applications Received		1179	139
8. Number of LIHEAP applications Completed		977	70
9. Number of LIHEAP applications in Progress		202	69
10. Outreach	<ul style="list-style-type: none"> <li>- FRCs – Delano, Frazier Park, Lake Isabella and Mojave</li> <li>-Stand Down Resource Faire</li> <li>-Third Thursday</li> <li>-Shafter Youth Harvest Festival</li> <li>-BHW "Health &amp; Resource Faire</li> </ul>	Distributed HEAP/Wx applications	

# COMMUNITY ACTION PARTNERSHIP OF KERN

## DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

<b>Division/Director:</b> Health & Nutrition Services/Carmen Segovia		<b>Month/Year:</b> October 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 September 2017, which was processed in the month of October 2017.</i>			
		<b>Status</b>	
<b>Activities</b>	<b>Description</b>	<b>Total</b>	<b>% by County</b>
<b>Active Enrollments</b>	Kern**	317	39
	Madera	88	11
	Merced	24	3
	Tulare	123	15
	Kings	94	11
	Fresno	176	21
	<b>Total</b>	<b>822</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:

A total of 5 staff attended the Annual CAPPA conference 10/18-10/20, 2017 in Sacramento. The conference had several presentations regarding the new regulation changes, but no definitive directive has been provided from CDE. At this time, program is unable to make changes to program policies.

The Migrant Childcare Kern office building sign was installed on 10/26/17. The sign looks great and it is a great way for clients to find our office and it has been a real morale booster for the MCAP staff.

The family services department has been conducting recruitment in all counties. The Madera staff member presented at several "back to school nights" to promote the Migrant Childcare program. The staff member from Fresno has been conducting outreach with the Merced staff member in an effort to increase the number of families served in Merced County.

Both the Family Services Coordinator and the Subsidized Reimbursement Coordinator along with the Program Manager attended the Open Enrollment information meetings on 10/30/17 to assist staff with signing up for benefits using the ADP system.

#### Upcoming Activities:

Program manager will be working with program coordinators to come up with a dynamic and fun activity for the Staff Development day in December. The theme for the staff development will be goal setting and life/work balance. The tentative date for this is 12/15 and it will be held at the Tulare 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 Bakersfield on 11/9/17 and in Delano on 11/16/17.

A total of 3 staff will be attending the CCDAA Fall Technical Assistance conference 11/01-11/03 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> October 2017
<b>Program/Work Unit:</b> Central Kitchen	<b>Staffing:</b> 21 Staff members, 1 FY 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	86,661	29,960	31,464	25,237
Home Base Meals	326	89	151	86
VIP Parent Café Meeting Meals	807			
<b>Total</b>	<b>87,794</b>	<b>30,049</b>	<b>31,615</b>	<b>25,323</b>

**Other:**

- On October 1<sup>st</sup> the new CACFP meal pattern was initiated. The central kitchen made the adjustment to menus, removed grain based desserts, new milk policy and grain requirements. The transition was started back in July, changes have been made to the policies. The central kitchen has made the adjustments as modifications to the policies as they come up. We have a transitional period from October 1, 2017 to September 30, 2018 for implementation of the updated CACFP meal pattern.
- The Central Kitchen welcomed a new team member Veronica Daniels, was hired as Food Production Driver. She came from the 211 program where she worked for three years. Veronica is going through the training process, she has shown enthusiasm and eagerness to learn the position. She has team mentality that will work great with the Central Kitchen Team. With the addition of Veronica Daniels the Central Kitchen has two open slots.
- Central Kitchen Manager Lorenzo Maldonado attended the 26<sup>th</sup> Annual Child Care Food Program Round Table at Lake Tahoe, Ca. He received training on all changes and updates for the new meal pattern. He received information from USDA to reinforce the practices that the central kitchen already has in place.
- Rico Patricio Food Production Driver is back to his regular duties at the Central Kitchen with him being back in to his position the second of three positions has been filled. This will take off some of the work load that the food production drivers have had to do during the shortage in staff. The staff at the Central Kitchen are glad to see Rico return he is a strong employee and a team player.



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

<b>Division/Director:</b> Human Resources/Michele Nowell		<b>Month/Year:</b> October 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	20	
	<b>Total Staff</b>	<b>854</b>	
<b>New Hires</b>	<b>All divisions and programs</b>		
	Regular	5	<b>150</b>
	Subs/Temps	4	<b>66</b>
	<b>Total New Hires</b>	<b>9</b>	<b>181</b>
<b>Leaves of Absence</b>	Intermittent Leave	106	
	Full-time Leave	15	
	<b>Total on Leave</b>	<b>121</b>	
<b>Terminations</b>	<b>All divisions and programs</b>		
	Voluntary	9	110
	Involuntary	5	61
	<b>Total Terminations</b>	<b>14</b>	<b>171</b>
<b>Staffing</b>	<b>Vacancy</b>	14	123
	<b>Total Applications Received</b>	<b>105</b>	<b>1,309</b>
<b>Payroll</b>	<b>Total Hours Paid</b>	131,777.76	
	<b>Total Gross Payroll</b>	<b>\$ 2,329,821.80</b>	

<b>Projects</b> Pension Transition FMLA Administration to Hartford Electronic Job Requisitioning	<b>Completed:</b> Training/Online-ADP for performance reviews Hire New HR Specialist (replacement) for Stockton Electronic performance evaluations submitted for September & New Hires Signed contracts at The Standard & Pension Mark LMC meeting at Union Finalized benefits set-up for two new voluntary plans- Accident and Hospital Indemnity <b>In Progress</b> Open Enrollment 2018 Travel Procedures/Policy Hartford-FMLA Administration Transition-Weekly calls
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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> October 2017
<b>Program/Work Unit:</b> Business Services/ Maintenance & Operations/Information Technology/Risk Management	<b>Total Division Staffing:</b> 21	<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		126	1,003
Contracts/Leases Processed		8	45
Request for Proposals (RFP)	<ul style="list-style-type: none"> <li>Food Bank Truck</li> </ul>	Truck delivered	
Leases	<ul style="list-style-type: none"> <li>Renew James St – WIC</li> <li>Renew Niles St. - WIC</li> </ul>	In progress In progress	
Contracts	<ul style="list-style-type: none"> <li>Olympic Cleaning Agreement</li> <li>Wasco Site Improvements</li> <li>Orkin Pest Control Agreement</li> </ul>	Complete Contract Signed Complete	
<b>Maintenance &amp; Operations</b>		<b>Work in Progress</b>	<b>03/01/2017 to Date Closed</b>
Facility Work Orders Processed	Repair and maintenance of CAPK facilities and vehicles.	97	2458
Projects	<ul style="list-style-type: none"> <li>Taft HS – renovated newly leased modular waiting on region 9 approval.</li> <li>Wasco- Renovation has started and looking to be completed with construction by the end of November.</li> <li>Stine Head Start has been renamed to “Harvey L Hall Child Development Center” on 10/16/2017</li> </ul>	complete  In progress  complete	

## Operations Division October 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	1136	3358
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>• Share Point Implementation</li> <li>• Single Sign-On for Office 365</li> <li>• Boardroom Video Conference Equipment</li> </ul>	Completed Completed In progress In progress In Progress In Progress	
Risk Management		Reported	07/01/2016 to Date
Workers Compensation Incidents	<ul style="list-style-type: none"> <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>	5 0 0 0 0 0	70 18 7 4 2 1
Property Incidents		1	19
Vehicle Incidents		0	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> October 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>	California Coastal Commission – Whale Tail FHCC/SYC	X	
	USDA CFP Capacity Building Grants	X	
	Bank of the West – Central Valley Small Business Initiative	X	
	County of Kern CDBG – Food Bank Expansion & Disaster Preparedness	X	
	CA Dept. of Social Services – EKFRS Economic Empowerment		X
	City of Bakersfield CDBG – Food Bank Expansion & Disaster Preparedness		X
<b>Potential Funding Opportunities – Research in Progress</b>	<ul style="list-style-type: none"><li>• Union Bank- STEM Funding</li><li>• FHCC Field Lighting</li><li>• SYC Play Area Equipment</li><li>• FHCC New Van</li></ul>		
<b>Projects</b>	<b>Description</b>		
<b>Strategic Plan 2016-2021</b>	Presented mid-year progress report at August Board meeting. Goal 2 Committee met to discuss the technology improvement timeline. Staff continues to support groups and monitor progress.		
<b>Organizational Standards</b>	CAPK is currently 100% compliant. Staff is monitoring ongoing updates and will process as needed over the next few months.		
<b>ROMA Training</b>	CD anticipates having a staff member trained and certified as a ROMA Certified Implementer for CAPK by January 2018. Staff is working with each program to develop ROMA procedures required for annual reports.		
<b>Community Services Block Grant (CSBG)</b>	Significant changes in the way we report data to CSD and USHHS are currently being introduced to the CSBG network and full compliance is expected in January 2019. Staff will develop a training schedule for managers, supervisors, directors and the CEO for 2018.		
<b>VITA 2017 Tax Season Campaign</b>	Finalizing letter requesting support from regional financial institutions for VITA 2017 tax season, including a one-page document to educate potential supporters on the history and benefits of VITA to Kern County.		
<b>Financial Capabilities</b>	Staff participated in the monthly Learning Community call on 10/19, and is drafting a plan to integrate financial capabilities services into CAPK programs. Staff at FHCC, SYC, VITA, and EKFRS are receiving training on the Your Money Your Goals curriculum.		
<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:**

- Staff began reviewing the Kern Food Policy Food System Assessment and will participate in the process to improve access to healthy foods and decrease Kern County food insecurity. Staff is preparing the 2017 annual CAPK report for printing and distribution in December.

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

Date Approved	Date of App. Submission	Funding Source	Program/Proposal	Amount Requested
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	EKFRC/ East Kern Health Link	\$ 69,926
9/13/2017 (PRE)	9/15/2017	Heffernan Foundation	FHCC & SYC/ STEM	\$ 19,000
10/11/17 (PRE)	9/29/2017	Stater Bros. Charities/ Harvesting Hope	Food Bank/ General Operating Support	\$ 5,000
10/18/17 (B&F)	10/19/2017	CA Department of Social Services, Office of Child Abuse Prevention	EKFRC/ Financial Empowerment (2-year grant, \$75,000 per year)	\$ 150,000
10/25/17 (Board)	10/27/2017	City of Bakersfield/ Community Development Block Grant	Food Bank/ Expansion & Disaster Preparedness Project	\$ 749,285

COMMUNITY ACTION PARTNERSHIP OF KERN  
FUNDING REQUESTS AND APPLICATION STATUS REPORT  
**AWARDED - October 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
5/25/2016 (Board)	10/3/2017	U.S. Dept. of Treasury/IRS	VITA/ Kern VITA Partnership - Year 2	\$ 223,315	\$ 84,815	7/1/2017 - 6/30/2018
9/13/2017 (PRE)	10/30/2017	Wells Fargo	FHCC & SYC/ PREP Works Program	\$ 50,000	\$ 25,000	1/1/2018 - 6/30/2018
			<b>TOTAL</b>		<b>\$ 481,159</b>	

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

Date Approved	Date of Notification	Funding Source	Program/Proposal	Amount Requested
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	FHCC & SYC/ Building Youth Capacity in STEM	\$ 75,000
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
8/17/2016 (B&F)	No response	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)	No response	Junior League of Bakersfield	EKFRCC/ Computer Skills Training & Access	\$ 26,000
9/13/2017 (PRE)	10/31/2017	Disney / Feeding America	Food Bank/ Capacity Building	\$ 15,000

# Community Action Partnership of Kern Funding Request Profile

**Source of Funds:** Private

**CFDA #** N/A

**Project Name:** Small Business Initiative

**Division Director:** Ralph Martinez

**Funder Name:** Bank of the West

**Program Manager:** Sandi Truman

**Grant Program Name:** Community Development & Volunteer Income Tax Assistance (VITA)

☒ **New Funding**

☐ **Re-Application**

**Funding Period:** 1/1/2018 – 12/31/2020

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

Bank of the West recently announced a new grant program called the Central Valley Small Business Development Initiative Grant Award. This is a multi-year grant award to fund nonprofits that can support small business creation and job growth in the region, primarily serving low- and moderate-income entrepreneurs or small businesses with gross annual revenues below \$1 million. Eligible counties include Fresno, Kern, Kings, San Joaquin, Stanislaus, and Tulare.

CAPK will be requesting a 3-year grant in the amount of \$75,000 to serve Kern County, reaching out to CAPK VITA clients and Head Start Families. Proposed activities include:

- Conduct a needs assessment and landscape analysis of small business resources in Kern County;
- Identify curriculum for staff/volunteers to provide personal finance and small business trainings;
- Recruit small- and micro-business owners and aspiring entrepreneurs from a pool of CAPK clients and partner referrals; and
- Offer small business training modules to 4 cohorts, each serving up to 15 participants.

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

The requested funds of \$75,000 over 3 years (\$25,000 per year) will be used to hire a part-time program coordinator to provide training modules and support to participants. An estimated \$7,000 (total across 3 years) will be used towards operating costs, such as office equipment, printing, mileage, and refreshments.

## **C. Approvals:**

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

3. Christine Anami 11/1/17  
Chief Financial Officer Date

2. Ralph Martinez 11-1-17  
Director of Community Development Date

4. [Signature] 11/1/17  
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> October 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	October 2017	2,041	100%
Early Head Start Kern	October 2017	328	100%
Early Head Start Partnership	October 2017	56	100%
Early Head Start San Joaquin	October 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%	12%
Over Income		Goal	Actual
Head Start Kern	Within 100% and 130% of Federal Poverty Rate	<10%	6%
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>		96%	

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	October 2016	October 2017	
Processing	Processing	Processing	Processing	Processing	Processing	Processing	

**Other:** We had 3 Centers with 100% attendance for the month of October: Fairfax, Lodi and Walnut

**Total Division Staffing:** Currently employed in Head Start: 589  
 Vacant Positions: 23  
 Currently out on Leave:

**Program Updates:**

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

<b>Division/Director:</b> Community Development/Ralph Martinez		<b>Month/Year:</b> October 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>October Program Activities</b>		
<b>CAPK Program</b>	<b>Activity</b>	
<b>WIC</b>	<ul style="list-style-type: none"> <li>• Web page changes</li> </ul>	
<b>Food Bank</b>	<ul style="list-style-type: none"> <li>• Stinson's Check Presentation at the Food Bank Oct. 27</li> </ul>	
<b>Youth Centers</b>	<ul style="list-style-type: none"> <li>• SYC- Harvest Festival Oct. 23</li> <li>• FHCC- Fall Carnival Oct. 27</li> <li>• Bakersfield Condors game trip on Oct. 14</li> <li>• Friendship House Mixer &amp; More Oct. 26</li> </ul>	
<b>Head Start</b>	<ul style="list-style-type: none"> <li>• Harvey L. Hall Child Development Center Name Change Oct. 16</li> <li>• Head Start Policy Council Dinner Oct. 26</li> </ul>	
<b>Agency/ Outreach</b>	<ul style="list-style-type: none"> <li>• Veterans Stand Down on Oct. 12</li> <li>• Supervisor Leticia Perez's TRUNK OR TREAT event Oct. 31</li> <li>• Annual Report</li> <li>• Social media post</li> <li>• Promo packets- by program</li> <li>• Communications plan – Goal group 3</li> <li>• 2018 Humanitarian Awards Banquet – <b>Date set:</b> April 19 at Friendship House Community Center</li> </ul>	
<b>Upcoming Events</b>		
<b>Date</b>	<b>Activity</b>	
<b>November 9</b>	<ul style="list-style-type: none"> <li>• Farmworker Appreciation Day – Bakersfield</li> </ul>	
<b>November 16</b>	<ul style="list-style-type: none"> <li>• Farmworker Appreciation Day – Delano</li> </ul>	
<b>November 17</b>	<ul style="list-style-type: none"> <li>• College and Career Fair &amp; Homemaker Care Training Graduation &amp; Resource Fair</li> </ul>	
<b>November 29</b>	<ul style="list-style-type: none"> <li>• Cafe Rio Ribbon Cutting Event 10:30am at 200 Coffee Rd.</li> </ul>	

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

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9/13/2017 (PRE)	8/31/2017	Dignity Health / 2018 Community Grants Program	EKFRC/ East Kern Health Link	\$ 69,926
9/13/2017 (PRE)	9/15/2017	Heffernan Foundation	FHCC & SYC/ STEM	\$ 19,000
<b>10/11/17 (PRE)</b>	<b>9/29/2017</b>	<b>Stater Bros. Charities/ Harvesting Hope</b>	<b>Food Bank/ General Operating Support</b>	<b>\$ 5,000</b>
<b>10/18/17 (B&amp;F)</b>	<b>10/19/2017</b>	<b>CA Department of Social Services, Office of Child Abuse Prevention</b>	<b>EKFRC/ Financial Empowerment (2-year grant, \$75,000 per year)</b>	<b>\$ 150,000</b>
<b>10/25/17 (Board)</b>	<b>10/27/2017</b>	<b>City of Bakersfield/ Community Development Block Grant</b>	<b>Food Bank/ Expansion &amp; Disaster Preparedness Project</b>	<b>\$ 749,285</b>

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

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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
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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	EKFR/ 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	EKFR/ 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
5/25/2016 (Board)	10/3/2017	U.S. Dept. of Treasury/IRS	VITA/ Kern VITA Partnership - Year 2	\$ 223,315	\$ 84,815	7/1/2017 - 6/30/2018
9/13/2017 (PRE)	10/30/2017	Wells Fargo	FHCC & SYC/ PREP Works Program	\$ 50,000	\$ 25,000	1/1/2018 - 6/30/2018
			<b>TOTAL</b>		\$ 481,159	

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

Date Approved	Date of Notification	Funding Source	Program/Proposal	Amount Requested
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	FHCC & SYC/ Building Youth Capacity in STEM	\$ 75,000
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
8/17/2016 (B&F)	No response	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)	No response	Junior League of Bakersfield	EKFR/ Computer Skills Training & Access	\$ 26,000
9/13/2017 (PRE)	10/31/2017	Disney / Feeding America	<b>Food Bank/ Capacity Building</b>	<b>\$ 15,000</b>

# Community Action Partnership of Kern Funding Request Profile

**Source of Funds:** Private

**CFDA #** N/A

**Project Name:** Small Business Initiative

**Division Director:** Ralph Martinez

**Funder Name:** Bank of the West

**Program Manager:** Sandi Truman

**Grant Program Name:** Community Development & Volunteer Income Tax Assistance (VITA)

☒ **New Funding**

☐ **Re-Application**

**Funding Period:** 1/1/2018 – 12/31/2020

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

Bank of the West recently announced a new grant program called the Central Valley Small Business Development Initiative Grant Award. This is a multi-year grant award to fund nonprofits that can support small business creation and job growth in the region, primarily serving low- and moderate-income entrepreneurs or small businesses with gross annual revenues below \$1 million. Eligible counties include Fresno, Kern, Kings, San Joaquin, Stanislaus, and Tulare.

CAPK will be requesting a 3-year grant in the amount of \$75,000 to serve Kern County, reaching out to CAPK VITA clients and Head Start Families. Proposed activities include:

- Conduct a needs assessment and landscape analysis of small business resources in Kern County;
- Identify curriculum for staff/volunteers to provide personal finance and small business trainings;
- Recruit small- and micro-business owners and aspiring entrepreneurs from a pool of CAPK clients and partner referrals; and
- Offer small business training modules to 4 cohorts, each serving up to 15 participants.

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

The requested funds of \$75,000 over 3 years (\$25,000 per year) will be used to hire a part-time program coordinator to provide training modules and support to participants. An estimated \$7,000 (total across 3 years) will be used towards operating costs, such as office equipment, printing, mileage, and refreshments.

## **C. Approvals:**

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

3. Christine Anemic 11/1/17  
Chief Financial Officer Date

2. Ralph Martinez 11-1-17  
Director of Community Development Date

4. [Signature] 11/1/17  
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:** Federal

**Project Name:** CAPK Food Bank Emergency Preparedness

**Funder Name:** United States Department of Agriculture (USDA), Community Food Projects

**Grant Program Name:** CAPK Food Bank

**Funding Period:** 1/1/2018 – 12/31/2021

**CFDA #** 10.225

**Division Director:** Carmen Segovia

**Program Manager:** Jaime Orona

☒ **New Funding**

☐ **Re-Application**

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

CAPK is applying to the United States Department of Agriculture (USDA) Community Food Projects for the CAPK Food Bank Emergency Preparedness Project. This one-time infusion of federal dollars of up to \$400,000 over a 4-year period will be used to build the Food Bank's resources and capacity to respond to a man-made crisis or natural disaster at the local level.

The CAPK Food Bank and its network of 121 partner distribution sites throughout Kern County are valuable assets in mobilizing resources and partnerships to assist at-risk and low-income communities during crisis and disaster.

The requested funds will support the costs of crisis/disaster response training for staff; emergency items such as food, water, diapers, sanitary wipes, infant formula, and blankets; and leasing storage space until the CAPK Food Bank facility is expanded. CAPK will work with local, state, and federal emergency response groups, including Kern VOAD to assure that the agency's response plan complements and strengthens established emergency response systems.

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

The funds of up to \$400,000 will be used for staff salaries, training, emergency items, and leasing of additional storage space, to build capacity of the facility and team to respond in crisis/disaster.

## **C. Approvals:**

1. C Segovia 11-8-17  
Division Director Date

3. Chryshne Anemic 11/8/17  
Chief Financial Officer Date

2. Joseph W. W. W. 11-7-17  
Director of Community Development Date

4. J. T. R. 11/9/17  
Chief Executive Officer Date

## **D. Board:**

☐ Policy Council  
Date: \_\_\_\_\_

☐ PRE Presentation  
Date: \_\_\_\_\_

☐ B&F Approval  
Date: \_\_\_\_\_

☐ Board Approval  
Date: \_\_\_\_\_

# Community Action Partnership of Kern Funding Request Profile

**Source of Funds:** Private

**CFDA #** N/A

**Project Name:** CAPK Food Bank

**Division Director:** Carmen Segovia

**Funder Name:** Hershey Co. and Save Mart

**Program Manager:** Jaime Orona

**Grant Program Name:** Food Bank Operations

**Funding Period:** November 1, 2017 – April 30, 2018

☒ **New Funding**

☐ **Re-Application**

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

SaveMart and the Hershey Company originally selected the Community Action Partnership of Kern Food Bank as one of the recipients of a series of charitable donations made as part of the Share Goodness: Feed Your Community program. The program will activate in Save Mart stores in November 2017, and is focused on raising awareness about hunger in local communities and supporting area food banks. The two companies are designating \$5,000 to support food bank operations in Fresno and Kern County, of which CAPK Food Bank will receive \$2,500 for general operating support.

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

CAPK Food Bank will receive \$2,500 for general operating support such as warehouse storage racks, scales, manual pallet jacks, and/or procurement of produce from local farmers.

## **C. Approvals:**

1. C Segovia 11-9-17  
Division Director Date

3. Christine Anemic 11/9/17  
Chief Financial Officer Date

2. Rayh Martey 11-9-17  
Director of Community Development Date

4. John T. [Signature] 11/9/17  
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 October 31, 2017 – **Info Item**

**Date:** November 15, 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 October 31, 2017. Eight months (67%) of the 12-month budget period have elapsed.

### **Base Funds**

- Head Start **Personnel** costs are lower than the percentage of the year elapsed, primarily because part-year employees were off work during the months of June & July.
- Early Head Start **Personnel** costs are lower than the percentage of the year elapsed, primarily because (1) California Department of Education General Child Care revenues have been higher than average, which has decreased the year-to-date cost to Early Head Start, and (2) normal turnover and vacancies.
- **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 (\$19,000). The amount expended in both Head Start and Early Head Start includes an allocated portion of the legal fees for the pension conversion (\$6,715 and \$1,828).
- In the **Other** category, costs such as equipment and facility repair and maintenance are incurred as needed throughout the year, rather than monthly.

### **Training & Technical Assistance Funds**

- Budgeted **Travel** costs for Head Start were underestimated. Expenditures in the **Supplies** and **Contractual** categories will be decreased to compensate.
- 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 the **Supplies** and **Contractual** 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 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 84% 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 - October 31, 2017  
Month 8 of 12 (67%)

Prepared 11/06/2017

BASE FUNDS	HEAD START				EARLY HEAD START					
	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	10,569,007	5,698,151	4,870,856	54%	46%	2,149,045	1,029,031	1,120,014	48%	52%
FRINGE BENEFITS	3,187,775	1,957,002	1,230,773	61%	39%	644,713	352,576	292,137	55%	45%
TRAVEL	0	786	(786)			0	0	0		
EQUIPMENT	0	0	0			0	0	0		
SUPPLIES	1,029,470	641,550	387,920	62%	38%	376,583	162,260	214,323	43%	57%
CONTRACTUAL	47,110	67,245	(20,135)	143%	-43%	23,390	7,859	15,531	34%	66%
CONSTRUCTION	0	0	0			0	0	0		
OTHER	3,624,954	2,250,525	1,374,429	62%	38%	437,377	390,975	46,402	89%	11%
INDIRECT	1,779,092	1,021,211	757,881	57%	43%	358,386	180,349	178,037	50%	50%
TOTAL BASE FUNDING	20,237,408	11,636,470	8,600,938	57%	43%	3,989,494	2,123,050	1,866,444	53%	47%

TRAINING & TECHNICAL ASSISTANCE					
TRAVEL	19,322	33,722	(14,400)	175%	-75%
SUPPLIES	20,812	6,061	14,751	29%	71%
CONTRACTUAL	18,485	6,966	11,519	38%	62%
OTHER	73,517	84,553	(11,036)	115%	-15%
INDIRECT	13,214	13,037	177	99%	1%
TOTAL TRAINING & TECHNICAL ASSISTANCE	145,350	144,339	1,011	99%	1%

**HEAD START and EARLY HEAD START KERN NON-FEDERAL SHARE**

SOURCE	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
CALIF DEPT OF ED	2,930,748	3,053,344	(122,596)	104%	-4%
IN-KIND	3,186,566	2,101,930	1,084,636	66%	34%
<b>TOTAL NON-FEDERAL</b>	<b>6,117,314</b>	<b>5,155,274</b>	<b>962,040</b>	<b>84%</b>	<b>16%</b>

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

Actual expenditures include posted expenditures and estimated adjustments through 10/31/2017.

**Agency-Wide Credit Card Report**

	CURRENT	1 TO 30	31 TO 60	61 TO 90	OVER 90
Bank of America	6,284				
Lowe's	3,719				
Save Mart					
Smart & Final	525				
Chevron & Texaco Business Card	7,993				
Home Depot	3,241				
	21,762	0	0	0	0

CREDITS	TOTAL	STATEMENT DATE
	6,284	10/21/2017
	3,719	10/25/2017
	0	Not available
	525	10/31/2017
	7,993	11/4/2017
	3,241	11/5/2017
	0	21,762

**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 October 2017 (Month 8 of 12)**

Page 1 of 1

Percent of year elapsed: 67%

LOCATION	FUNDED ENROLLMENT	March	April	May	June	July	Aug	Sep	Oct	YTD Totals	IN-KIND GOAL	% OF GOAL MET
San Diego Street	48	11,089	10,871	10,601	11,518	8,117	10,491	5,686	9,628	78,002	65,179	120%
Faith Avenue	34	13,062	8,485	6,670	0	0	2,124	7,247	9,937	47,524	46,169	103%
Alberta Dillard	68	17,235	14,278	7,823	0	0	3,736	20,782	30,939	94,793	92,338	103%
Heritage Park	34	12,084	10,752	7,261	0	0	1,992	6,298	7,170	45,557	46,169	99%
Noble	34	7,130	5,708	3,486	0	0	4,441	13,300	10,403	44,469	46,169	96%
Martha J. Morgan	83	27,956	22,725	13,972	0	0	6,052	20,496	12,412	103,613	112,706	92%
Fairfax	40	14,732	11,648	7,741	0	0	1,629	7,133	6,655	49,538	54,316	91%
Sunrise Villa	34	17,097	13,051	6,550	0	0	642	1,092	2,915	41,345	46,169	90%
East California	70	13,042	7,973	5,477	0	0	4,390	19,161	31,804	81,848	95,053	86%
Primeros Pasos	76	13,509	11,897	11,322	7,390	7,406	9,987	7,652	14,313	83,476	103,201	81%
Shafter HS/EHS	36	5,894	5,073	4,436	4,341	3,901	4,768	5,837	5,279	39,528	48,885	81%
Stine Road	138	18,162	16,539	20,487	15,259	14,578	21,588	22,960	19,600	149,173	187,391	80%
Home Base	225	24,130	21,418	15,321	13,922	12,945	14,058	16,111	2,858	120,764	152,764	79%
Vineland	20	7,955	4,026	1,925	0	0	579	1,781	4,215	20,481	27,158	75%
Williams	34	8,701	6,370	2,440	0	0	1,534	5,231	10,189	34,467	46,169	75%
Pacific	62	12,190	9,953	6,959	5,247	3,850	4,307	7,822	12,006	62,335	84,190	74%
Franklin	24	5,953	4,296	2,617	2,315	3,846	1,614	3,023	100	23,765	32,590	73%
Virginia	34	9,882	6,594	3,576	0	0	2,207	5,658	5,723	33,641	46,169	73%
Oildale	34	9,626	7,108	3,841	0	0	0	5,995	7,049	33,620	46,169	73%
Delano	76	16,824	14,469	12,869	8,295	8,948	5,566	7,767	270	75,007	103,201	73%
Casa Loma	34	10,045	5,902	3,417	0	0	2,170	7,831	4,080	33,446	46,169	72%
Pioneer	34	8,417	7,079	3,651	0	0	2,028	7,075	5,120	33,370	46,169	72%
Planz	34	12,344	9,988	4,851	0	0	1,792	3,830	263	33,069	46,169	72%
Lamont	34	9,115	5,854	3,225	0	0	1,649	5,644	6,709	32,196	46,169	70%
Roosevelt	34	11,919	10,962	5,653	0	0	691	2,181	595	31,999	46,169	69%
Tehachapi	34	8,461	7,372	3,800	0	0	1,331	5,277	5,593	31,834	46,169	69%
Shafter	34	4,257	4,019	2,801	0	0	1,923	8,124	9,960	31,084	46,169	67%
Sterling	122	20,515	17,871	16,927	13,197	8,152	10,285	9,715	12,930	109,592	165,664	66%
Pete H. Parra	112	18,018	17,785	14,195	9,771	10,309	13,738	15,193	1,225	100,234	152,085	66%
Fairview	34	4,848	3,329	3,158	0	0	2,404	7,087	9,268	30,093	46,169	65%
Cleo Foran	34	7,624	6,949	3,950	0	0	870	3,842	5,094	28,329	46,169	61%
California City	34	7,464	6,138	2,640	0	0	1,282	3,944	5,577	27,046	46,169	59%
McFarland	24	5,400	4,732	1,711	0	0	0	2,744	3,598	18,186	32,590	56%
Alicante	34	8,933	3,798	1,981	0	0	695	3,458	3,580	22,446	46,169	49%
Rosamond	100	22,378	18,460	8,133	0	0	4,250	8,245	3,399	64,865	135,791	48%
Seibert	34	4,457	4,656	2,920	0	0	1,947	5,552	306	19,837	46,169	43%
Oasis	57	6,568	6,949	2,245	0	0	1,748	9,112	4,620	31,243	77,401	40%
Willow	72	11,499	9,455	4,751	0	0	2,532	3,918	4,015	36,170	97,769	37%
Rafer Johnson	34	7,010	4,290	1,382	0	0	431	2,663	124	15,900	46,169	34%
Lost Hills	20	3,195	1,920	1,560	0	0	113	359	1,909	9,056	27,158	33%
Taft	78	12,166	8,538	5,262	0	0	1,898	3,406	1,318	32,587	105,917	31%
Mojave	34	5,884	2,935	1,109	0	0	713	2,473	0	13,113	46,169	28%
Wesley	60	8,676	5,052	1,900	0	0	2,000	3,256	407	21,292	81,474	26%
Broadway (Wasco)	44									0	59,748	0%
Buttonwillow	0	2,742	1,832	903	0	0	0	0	0	5,478		
Stella Hills	0	9,153	7,612	2,720	0	0	0	0	0	19,485		
Administrative Services		0	0	0	0	0	0	0	0	0	0	NA
Program Services		1,261	1,460	0	0	0	0	0	0	2,721	69,535	4%
Policy Council and RPC		975	1,660	1,021	225	3	400	30	0	4,315	52,917	8%
<b>SUBTOTAL IN-KIND</b>	<b>2,369</b>	<b>499,576</b>	<b>399,830</b>	<b>261,242</b>	<b>91,482</b>	<b>82,055</b>	<b>158,594</b>	<b>315,992</b>	<b>293,158</b>	<b>2,101,930</b>	<b>3,186,566</b>	<b>66%</b>
State General Child Care*		128,051	106,456	128,002	126,344	110,966	150,506	132,449	140,234	1,023,009	967,147	106%
State Preschool*		321,339	238,315	321,313	130,319	115,755	183,603	248,310	297,348	1,856,301	1,787,756	104%
State Migrant Child Care*		14,552	15,236	29,786	28,140	18,975	22,738	19,685	24,922	174,033	175,845	99%
<b>SUBTOTAL CA DEPT of ED</b>		<b>463,943</b>	<b>360,007</b>	<b>479,101</b>	<b>284,803</b>	<b>245,696</b>	<b>356,847</b>	<b>400,443</b>	<b>462,504</b>	<b>3,053,344</b>	<b>2,930,748</b>	<b>104%</b>
<b>GRAND TOTAL</b>		<b>963,519</b>	<b>759,837</b>	<b>740,343</b>	<b>376,285</b>	<b>327,751</b>	<b>515,441</b>	<b>716,435</b>	<b>755,662</b>	<b>5,155,274</b>	<b>6,117,314</b>	<b>84%</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 October 31, 2017 – **Info Item**

**Date:** November 15, 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 October 31, 2017. Nine months (75%) 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** and **Other** costs are incurred as needed, rather than by the month.
- Costs of **Contractual** services include an allocated portion legal fees for the pension conversion (\$1,007).

### **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 are being 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 54% of budget. San Joaquin staff continue to seek community resources and support parent volunteers.

**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 - October 31, 2017

Month 9 of 12 (75%)

Prepared 11/06/2017

<b>BASE FUNDS</b>	<b>BUDGET</b>	<b>ACTUAL</b>	<b>REMAINING</b>	<b>% SPENT</b>	<b>% REMAINING</b>
PERSONNEL	3,096,112	2,108,474	987,638	68%	32%
FRINGE BENEFITS	770,067	556,501	213,566	72%	28%
TRAVEL	20,232	10,468	9,764	52%	48%
EQUIPMENT	0	0	0		
SUPPLIES	142,025	124,646	17,379	88%	12%
CONTRACTUAL	5,000	4,820	180	96%	4%
CONSTRUCTION	0	0	0		
OTHER	531,545	454,148	77,397	85%	15%
INDIRECT	481,326	316,688	164,638	66%	34%
<b>TOTAL</b>	<b>5,046,307</b>	<b>3,575,744</b>	<b>1,470,563</b>	<b>71%</b>	<b>29%</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	10,843	8,980	55%	45%
OTHER	23,005	24,977	(1,972)	109%	-9%
INDIRECT	8,190	4,711	3,479	58%	42%
<b>TOTAL</b>	<b>81,897</b>	<b>51,825</b>	<b>30,072</b>	<b>63%</b>	<b>37%</b>

<b>GRAND TOTAL EHS FEDERAL FUNDS</b>	<b>5,128,204</b>	<b>3,627,569</b>	<b>1,500,635</b>	<b>71%</b>	<b>29%</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	688,980	593,071	54%	46%
<b>TOTAL NON-FEDERAL FUNDS</b>	<b>1,282,051</b>	<b>688,980</b>	<b>593,071</b>	<b>54%</b>	<b>46%</b>

Centralized Administrative Cost	7.4%
Program Administrative Cost	1.4%
<b>Total Administrative Cost</b>	<b>8.9%</b>

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

Actual expenditures include posted expenditures and estimated adjustments through 10/31/2017

Community Action Partnership of Kern  
San Joaquin Early Head Start  
Non-Federal Share and In-Kind  
Budget Period: February 1, 2017 through January 31, 2018  
Report for period ending October 2017 (Month 9 of 12)

Percent of year elapsed: 75%

LOCATION	FUNDED ENROLL- MENT	Feb	March	April	May	June	July	Aug	Sep	Oct	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	3,879	3,864	39,046	31,635	123%
Home Base - Tracy	12	2,053	2,522	2,553	3,812	2,344	2,997	3,905	1,666	1,666	23,519	31,635	74%
Home Base - Lodi	35	6,975	8,762	9,482	7,926	7,134	5,504	5,835	4,606	4,530	60,752	92,268	66%
California Street	24	11,719	12,634	8,450	8,120	7,746	8,068	8,530	8,405	8,511	82,182	126,539	65%
Chrisman	30	8,771	9,937	11,674	12,307	10,533	9,104	12,292	9,409	6,081	90,106	158,174	57%
Home Base - Stockton	90	13,421	16,503	18,909	16,360	13,529	8,304	13,585	11,255	10,416	122,282	237,260	52%
4th Street	24	8,398	8,489	7,478	9,488	6,843	6,550	6,103	4,272	4,136	61,757	126,539	49%
St. Mary's	16	2,627	4,100	6,543	4,687	3,676	2,920	2,418	3,382	3,322	33,676	84,359	40%
Walnut	24	2,084	11,779	7,270	6,567	4,283	3,948	4,652	3,914	2,028	46,525	126,539	37%
Lodi UCC	30	5,167	4,343	4,417	7,737	4,920	6,598	6,120	5,435	5,315	50,051	158,174	32%
Kennedy	16	1,654	924	705	1,193	1,378	1,541	1,702	1,834	1,713	12,646	84,359	15%
Administrative Services		0	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	0	65,891	21,858	301%
Policy Council		199	127	132	32	37	16	2	0	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>71,359</b>	<b>58,057</b>	<b>51,581</b>	<b>688,980</b>	<b>1,282,051</b>	<b>54%</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  
FINAL Year-End Report – **Info Item**

**Date:** November 15, 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**

Of \$684,096, \$428 was unexpended.

### **Carryover Funds**

Of \$315,000, \$141,853 was expended for playground improvements, additional classroom and curriculum supplies, and building maintenance and repair at Partnership sites. CAPK will submit a request to the Office of Head Start to carry over the remaining funds to the 2017-2018 funding period.

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

Of \$63,800, \$4,391 was unexpended. CAPK will submit a request to the Office of Head Start to carry over the remaining funds to the 2017-2018 funding period.

### **Non-Federal Share**

With 100% of the year elapsed, total Non-Federal Share was at 122% 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 - FINAL Year-End Report

Month 12 of 12 (100%)

Prepared 11/06/2017

<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	19,631.49	(17,981)	1190%	-1090%
CONTRACTUAL	459,322	436,537	22,785	95%	5%
CONSTRUCTION	0	0	0		
OTHER	9,990	9,574.77	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	88,674	(5,341)	106%	-6%
CONTRACTUAL	0	40,284	(40,284)		
CONSTRUCTION	0	0	0		
OTHER	100,000	0	100,000	0%	100%
INDIRECT	16,667	12,896	3,771	77%	23%
<b>TOTAL CARRYOVER FUNDING</b>	<b>315,000</b>	<b>141,853</b>	<b>173,147</b>	<b>45%</b>	<b>55%</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	5,397	403	93%	7%
<b>TOTAL TRAINING &amp; TECHNICAL ASSISTANCE</b>	<b>63,800</b>	<b>59,409</b>	<b>4,391</b>	<b>93%</b>	<b>7%</b>

<b>GRAND TOTAL FEDERAL FUNDS</b>	<b>1,062,896</b>	<b>884,930</b>	<b>177,966</b>	<b>83%</b>	<b>17%</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	213,815	(38,591)	122%	-22%
<b>TOTAL NON-FEDERAL FUNDS</b>	<b>175,224</b>	<b>213,815</b>	<b>(38,591)</b>	<b>122%</b>	<b>-22%</b>

Centralized Administrative Cost	7.3%
Program Administrative Cost	1.0%
<b>Total Administrative Cost</b>	<b>8.4%</b>

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

# 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 October 31, 2017 – **Info Item**

**Date:** November 15, 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 October 31, 2017. Two months (17%) of the 12-month budget period have elapsed.

### **Base Funds**

\$13,939 in Carryover Funds were obligated in the prior budget period, but the supplies were received after August 31, 2017. With the request to carry over funds not yet submitted, the costs were recognized in the base grant.

All other 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 approximately \$173,147 in unexpended funds from the prior year.

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

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

After closing out the budget period ended August 31, 2017, CAPK staff will submit a request to Office of Head Start to carry over approximately \$4,391 in unexpended funds from the prior year.

### **Non-Federal Share**

With 17% of the year elapsed, total Non-Federal Share is at 19% 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 - October 31, 2017

Month 2 of 12 (17%)

Prepared 11/06/2017

<b>BASE FUNDS</b>	<b>BUDGET</b>	<b>ACTUAL</b>	<b>REMAINING</b>	<b>% SPENT</b>	<b>% REMAINING</b>
PERSONNEL	120,354	16,783	103,571	14%	86%
FRINGE BENEFITS	32,245	4,769	27,476	15%	85%
TRAVEL	0	0	0		
EQUIPMENT	0	0	0		
SUPPLIES	1,000	14,050	(13,050)	1405%	-1305%
CONTRACTUAL	461,870	78,084	383,786	17%	83%
CONSTRUCTION	0	0	0		
OTHER	12,662	1,968	10,694	16%	84%
INDIRECT	62,806	11,563	51,243	18%	82%
<b>TOTAL BASE FUNDING</b>	<b>690,937</b>	<b>127,216</b>	<b>563,721</b>	<b>18%</b>	<b>82%</b>

<b>CARRYOVER FUNDS</b> (Federal approval is pending)	<b>BUDGET</b>	<b>ACTUAL</b>	<b>REMAINING</b>	<b>% SPENT</b>	<b>% REMAINING</b>
EQUIPMENT	0	0	0		
SUPPLIES	0	0	0		
CONTRACTUAL	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>127,216</b>	<b>580,521</b>	<b>18%</b>	<b>82%</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	32,978	143,956	19%	81%
<b>TOTAL NON-FEDERAL FUNDS</b>	<b>176,934</b>	<b>32,978</b>	<b>143,956</b>	<b>19%</b>	<b>81%</b>

Centralized Administrative Cost	7.2%
Program Administrative Cost	0.9%
<b>Total Administrative Cost</b>	<b>8.1%</b>

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

Actual expenditures include posted expenditures and estimated adjustments through 10/31/2017.

# COMMUNITY ACTION PARTNERSHIP OF KERN

## MEMORANDUM

**To:** Budget & Finance Committee

*Christine Anami*

**From:** Christine Anami, Chief Financial Officer

**Date:** November 15, 2017

**Subject:** *Agenda Item 5c:* Head Start Federal Financial Reports - **Info Item**

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Head Start regulations require that the Standard Form 425 – Federal Financial Report (FFR) be used by grantees to report financial data at three period intervals (semi-annual, annual and final).

The following semi-annual FFR's were filed:

- EHS San Joaquin – #09CH01007-03 (2/1/17 – 1/31/18)
- Kern EHS/Head Start – #09CH9142-04 (3/1/17 – 2/28/18)

The following annual FFR was filed:

- EHS Child Care Partnerships - #09HP0036-02 (9/1/16 – 8/31/17)

Attached are the semi-annual and annual Federal Financial Reports that were uploaded to the Grant Solutions system on 10/30/17 which is a relatively new requirement for submitting the Federal Financial Report. Grantees are no longer required to submit the report to their regional office. The change in federal reporting per Program Instruction went into effect January 5, 2016.

Attachments: SF-425 Federal Financial Report – EHS San Joaquin  
SF-425 Federal Financial Report – Kern EHS/Head Start  
SF-425 Federal Financial Report – EHS Child Care Partnerships

# FEDERAL FINANCIAL REPORT

(Follow form instructions)

<b>1. Federal Agency and Organizational Element to Which Report is Submitted</b>  <div style="text-align: center;">DHHS ACF REGION IX</div>	<b>2. Federal Grant or Other Identifying Number Assigned by Federal Agency</b> (To report multiple grants, use FFR Attachment)  <div style="text-align: center;">09CH010071-03-02</div>	<b>Page</b> 1 of 1  <b>Pages</b>
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<b>3. Recipient Organization (Name and complete address including Zip code)</b>  <div style="text-align: center;">COMMUNITY ACTION PARTNERSHIP OF KERN - 5005 BUSINESS PARK NORTH, BAKERSFIELD, CA 93309</div>
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<b>4a. DUNS Number</b>  <div style="text-align: center;">072947617</div>	<b>4b. EIN</b>  <div style="text-align: center;">95-2402760</div>	<b>5. Recipient Account Number or Identifying Number</b> (To report multiple grants, use FFR Attachment)  <div style="text-align: center;">1-952402760A1</div>	<b>6. Report Type</b> <input type="checkbox"/> Quarterly <input checked="" type="checkbox"/> Semi-Annual <input type="checkbox"/> Annual <input type="checkbox"/> Final	<b>7. Basis of Accounting</b>  <input type="checkbox"/> Cash <input checked="" type="checkbox"/> Accrual
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<b>8. Project/Grant Period</b> From: (Month, Day, Year) <div style="text-align: center;">02/01/2017</div> To: (Month, Day, Year) <div style="text-align: center;">01/31/2018</div>	<b>9. Reporting Period End Date</b> (Month, Day, Year) <div style="text-align: center;">07/31/2017</div>
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<b>10. Transactions</b>	Cumulative
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*(Use lines a-c for single or multiple grant reporting)*

<b>Federal Cash (To report multiple grants, also use FFR Attachment):</b>	
a. Cash Receipts	0.00
b. Cash Disbursements	0.00
c. Cash on Hand (line a minus b)	0.00

*(Use lines d-o for single grant reporting)*

<b>Federal Expenditures and Unobligated Balance:</b>	
d. Total Federal funds authorized	2,539,121.00
e. Federal share of expenditures	2,277,224.00
f. Federal share of unliquidated obligations	0.00
g. Total Federal share (sum of lines e and f)	2,277,224.00
h. Unobligated balance of Federal funds (line d minus g)	261,897.00

<b>Recipient Share:</b>	
i. Total recipient share required	634,780.00
j. Recipient share of expenditures	441,231.00
k. Remaining recipient share to be provided (line i minus j)	193,549.00

<b>Program Income:</b>	
l. Total Federal program income earned	0.00
m. Program income expended in accordance with the deduction alternative	0.00
n. Program income expended in accordance with the addition alternative	0.00
o. Unexpended program income (line l minus line m or line n)	0.00

11. Indirect Expense	a. Type	b. Rate	c. Period From	Period To	d. Base	e. Amount Charged	f. Federal Share
	10% De minimis	10%	02/01/2017	07/31/2017	2,043,135.00	204,314.00	204,314.00
					-	-	-
	g. Totals:					2,043,135.00	204,314.00

<b>12. Remarks:</b> Attach any explanations deemed necessary or information required by Federal sponsoring agency in compliance with governing legislation:
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**13. Certification:** By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and intent set forth in the award documents. I am aware that any false, fictitious, or fraudulent information may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 18, Section 1001)

<b>a. Typed or Printed Name and Title of Authorized Certifying Official</b>  <div style="text-align: center;">Jeremy T. Tobias, Chief Executive Officer</div>	<b>c. Telephone (Area code, number and extension)</b> <div style="text-align: center;">(661) 336-5236</div>
<b>b. Signature of Authorized Certifying Official</b> 	<b>d. Email address</b> <div style="text-align: center;">Jeremy T. Tobias, Executive Director <a href="mailto:jtobias@capk.org">jtobias@capk.org</a></div>
	<b>e. Date Report Submitted (Month, Day, Year)</b> <div style="text-align: center;">10/29/17</div>
<b>14. Agency use only:</b>	

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

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



# FEDERAL FINANCIAL REPORT

(Follow form instructions)

1. Federal Agency and Organizational Element to Which Report is Submitted  <div style="text-align: center;">DHHS ACF REGION IX</div>	2. Federal Grant or Other Identifying Number Assigned by Federal Agency (To report multiple grants, use FFR Attachment)  <div style="text-align: center;">09CH9142-04-03</div>	Page 1 of 1  Pages
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3. Recipient Organization (Name and complete address including Zip code)  <div style="text-align: center;">COMMUNITY ACTION PARTNERSHIP OF KERN - 5005 BUSINESS PARK NORTH, BAKERSFIELD, CA 93309</div>
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4a. DUNS Number  <div style="text-align: center;">072947617</div>	4b. EIN  <div style="text-align: center;">95-2402760</div>	5. Recipient Account Number or Identifying Number (To report multiple grants, use FFR Attachment)  <div style="text-align: center;">1-952402760A1</div>	6. Report Type <input type="checkbox"/> Quarterly <input checked="" type="checkbox"/> Semi-Annual <input type="checkbox"/> Annual <input type="checkbox"/> Final	7. Basis of Accounting  <input type="checkbox"/> Cash <input checked="" type="checkbox"/> Accrual
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8. Project/Grant Period From: (Month, Day, Year) <div style="text-align: center;">03/01/2017</div> To: (Month, Day, Year) <div style="text-align: center;">02/28/2018</div>	9. Reporting Period End Date (Month, Day, Year) <div style="text-align: center;">08/31/2017</div>
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10. Transactions	Cumulative
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(Use lines a-c for single or multiple grant reporting)

<b>Federal Cash (To report multiple grants, also use FFR Attachment):</b>	
a. Cash Receipts	0.00
b. Cash Disbursements	0.00
c. Cash on Hand (line a minus b)	0.00

(Use lines d-o for single grant reporting)

<b>Federal Expenditures and Unobligated Balance:</b>	
d. Total Federal funds authorized	24,977,262.00
e. Federal share of expenditures	10,257,990.00
f. Federal share of unliquidated obligations	0.00
g. Total Federal share (sum of lines e and f)	10,257,990.00
h. Unobligated balance of Federal funds (line d minus g)	14,719,272.00

<b>Recipient Share:</b>	
i. Total recipient share required	6,117,314.00
j. Recipient share of expenditures	3,549,703.00
k. Remaining recipient share to be provided (line i minus j)	2,567,611.00

<b>Program Income:</b>	
l. Total Federal program income earned	9,125.00
m. Program income expended in accordance with the deduction alternative	0.00
n. Program income expended in accordance with the addition alternative	9,125.00
o. Unexpended program income (line l minus line m or line n)	0.00

11. Indirect Expense	a. Type	b. Rate	c. Period From	Period To	d. Base	e. Amount Charged	f. Federal Share
	10% De minimis	10%	03/01/2017	08/31/2017	9,084,681.00	886,440.00	886,440.00
					-	-	-
	g. Totals:					9,084,681.00	886,440.00

12. Remarks: Attach any explanations deemed necessary or information required by Federal sponsoring agency in compliance with governing legislation:

13. Certification: By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and intent set forth in the award documents. I am aware that any false, fictitious, or fraudulent information may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 18, Section 1001)

a. Typed or Printed Name and Title of Authorized Certifying Official  <div style="text-align: center;">Jeremy T. Tobias, Chief Executive Officer</div>	c. Telephone (Area code, number and extension) <div style="text-align: center;">(661) 336-5236</div>
b. Signature of Authorized Certifying Official 	d. Email address <div style="text-align: center;">Jeremy T. Tobias, Executive Director</div> <div style="text-align: center;">jtobias@capk.org</div>
	e. Date Report Submitted (Month, Day, Year) <div style="text-align: center;">10/29/17</div>
14. Agency use only:	

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

**Paperwork Burden Statement**

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

# FEDERAL FINANCIAL REPORT

(Follow form instructions)

1. Federal Agency and Organizational Element to Which Report is Submitted  <div style="text-align: center;">DHHS ACF REGION IX</div>	2. Federal Grant or Other Identifying Number Assigned by Federal Agency (To report multiple grants, use FFR Attachment)  <div style="text-align: center;">09HP0036-02-02</div>	Page  1 of 1  Pages
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3. Recipient Organization (Name and complete address including Zip code)  <div style="text-align: center;">COMMUNITY ACTION PARTNERSHIP OF KERN - 5005 BUSINESS PARK NORTH, BAKERSFIELD, CA 93309</div>
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4a. DUNS Number  <div style="text-align: center;">072947617</div>	4b. EIN  <div style="text-align: center;">95-2402760</div>	5. Recipient Account Number or Identifying Number (To report multiple grants, use FFR Attachment)  <div style="text-align: center;">1-952402760A1</div>	6. Report Type <input type="checkbox"/> Quarterly <input type="checkbox"/> Semi-Annual <input checked="" type="checkbox"/> Annual <input type="checkbox"/> Final	7. Basis of Accounting  <input type="checkbox"/> Cash <input checked="" type="checkbox"/> Accrual
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8. Project/Grant Period From: (Month, Day, Year) <div style="text-align: center;">09/01/2016</div>	To: (Month, Day, Year) <div style="text-align: center;">08/31/2017</div>	9. Reporting Period End Date (Month, Day, Year) <div style="text-align: center;">08/31/2017</div>
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10. Transactions	Cumulative
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(Use lines a-c for single or multiple grant reporting)

<b>Federal Cash (To report multiple grants, also use FFR Attachment):</b>	
a. Cash Receipts	0.00
b. Cash Disbursements	0.00
c. Cash on Hand (line a minus b)	0.00

(Use lines d-o for single grant reporting)

<b>Federal Expenditures and Unobligated Balance:</b>	
d. Total Federal funds authorized	1,062,896.00
e. Federal share of expenditures	884,930.00
f. Federal share of unliquidated obligations	0.00
g. Total Federal share (sum of lines e and f)	884,930.00
h. Unobligated balance of Federal funds (line d minus g)	177,966.00

<b>Recipient Share:</b>	
i. Total recipient share required	175,224.00
j. Recipient share of expenditures	175,224.00
k. Remaining recipient share to be provided (line i minus j)	0.00

<b>Program Income:</b>	
l. Total Federal program income earned	0.00
m. Program income expended in accordance with the deduction alternative	0.00
n. Program income expended in accordance with the addition alternative	0.00
o. Unexpended program income (line l minus line m or line n)	0.00

11. Indirect Expense	a. Type	b. Rate	c. Period From	Period To	d. Base	e. Amount Charged	f. Federal Share
	10% De minimis	10%	09/01/2016	08/31/2017	764,496.00	76,447.00	76,447.00
					-	-	-
	g. Totals:					764,496.00	76,447.00

12. Remarks: Attach any explanations deemed necessary or information required by Federal sponsoring agency in compliance with governing legislation:  5 - G093125 Operation Expenses = \$684,096 ( \$428 Unobligated Balance) 5 - G093120/21 T&TA Expenses = \$63,800 ( \$4,391 Unobligated Balance) 5 - G093125 Carry-Over Expenses = \$315,000 ( \$173,147 Unobligated Balance)
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13. Certification: By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and intent set forth in the award documents. I am aware that any false, fictitious, or fraudulent information may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 18, Section 1001)

a. Typed or Printed Name and Title of Authorized Certifying Official  <div style="text-align: center;">Jeremy T. Tobias, Chief Executive Officer</div>	c. Telephone (Area code, number and extension) <div style="text-align: center;">(661) 336-5236</div>
b. Signature of Authorized Certifying Official  	d. Email address <div style="text-align: center;">Jeremy T. Tobias, Executive Director jtobias@capk.org</div>
	e. Date Report Submitted (Month, Day, Year) <div style="text-align: center;">10/29/17</div>
14. Agency use only:	

Standard Form 425 - Revised 10/11/2011  
OMB Approval Number: 0348-0061  
Expiration Date: 02/28/2015

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



# COMMUNITY ACTION PARTNERSHIP OF KERN

## MEMORANDUM

**To:** Budget & Finance Committee

**From:** *Christine Anami*  
Christine Anami, Chief Financial Officer

**Date:** November 15, 2017

**Subject:** *Agenda Item 5d:* 2018 Community Services Block Grant (CSBG Contract 18F-5015) Budget – **Action Item**

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At the Board of Directors' meeting on September 27, 2017, the resolution to accept the Community Services Block Grant (CSBG) contract for 2018 was approved. At that time, the budget had not been finalized to support CAPK's allocation amount of \$1,469,183, which is \$13,171 or 0.9% less than the 2017 CSBG contract. The 2018 allocation is based on the continuing resolution for the first quarter of Federal Fiscal Year 2018. The 2018 CSBG contract will be amended if additional funds are appropriated.

For 2018, it is estimated that 30% of the contract will be used for centralized administrative costs and 70% of the contract will be used for programs, such as Food Bank, VITA, Migrant Alternative Payment, 211 and the youth centers that have anticipated funding gaps. For 2017, it was 41% centralized administrative costs and 59% program costs.

The following schedules are attached:

- Eight Year Budget Comparison. From 2011 to 2018, the CSBG contract amount has increased 19.4% or \$238,748
- 2018 CSBG Budget by Program Compared to 2017
- CSBG Contract Budget Summary – State Form
- CSBG Budget Support – Other Agency Operating Funds – State Form

The 2018 CSBG contract packet, including the budget forms was mailed to the State in the third week of October 2017 which was two months earlier than the prior year. If needed, budget modifications are allowed to be submitted to the State during the contract term up until November 15, 2018.

### Recommendation

Staff recommends that the Budget & Finance Committee approves the budget for the 2018 CSBG contract (18F-5015).

Attachments: Eight year comparison of CSBG budget  
2018 CSBG budget by program compared to 2017  
CSBG Contract Budget Summary – State Form  
CSBG Budget Support – Other Agency Operating Funds – State Form

**COMMUNITY ACTION PARTNERSHIP OF KERN  
COMMUNITY SERVICES BLOCK GRANT (CSBG)  
EIGHT YEAR BUDGET COMPARISON**

	2011	2012	2013	2014	2015	2016	2017	2018
Administrative Costs	75.4%	65.1%	48.4%	53.4%	41.8%	34.9%	41.1%	29.6%
Program Costs	<u>24.6%</u>	<u>34.9%</u>	<u>51.6%</u>	<u>46.6%</u>	<u>58.2%</u>	<u>65.1%</u>	<u>58.9%</u>	<u>70.4%</u>
	<u>100.0%</u>	<u>100.0%</u>	<u>100.0%</u>	<u>100.0%</u>	<u>100.0%</u>	<u>100.0%</u>	<u>100.0%</u>	<u>100.0%</u>
Funding Amount	\$1,230,435	\$1,196,355	\$1,366,988	\$1,384,531	\$1,396,948	\$1,482,354	\$1,482,354	\$1,469,183
Increase (Decrease)		(\$34,080)	\$170,633	\$17,543	\$12,417	\$85,406	\$0	(\$13,171)
% Increase from 2011 to 2018								19.40%

Note A: CSBG is a calendar year grant.

**COMMUNITY ACTION PARTNERSHIP OF KERN  
2018 CSBG BUDGET BY PROGRAM COMPARED TO 2017**

Program	2017	%	2018	%	
Food Bank	473,530	31.9%	383,115	26.1%	
Migrant Alternative Payment	368,845	24.9%	332,177	22.6%	
Friendship House	195,858	13.2%	230,981	15.7%	Note C
VITA	166,785	11.4%	197,469	13.5%	Note A
Community Development	153,215	10.3%	0	0.0%	Note B
Shafter Youth Center	122,121	8.2%	192,729	13.1%	Note C
E Kern Family Resource Center	2,000	0.1%	6,308	0.4%	
211	0	0.0%	126,404	8.6%	Note D
Total CSBG Funding	<u>1,482,354</u>	<u>100.0%</u>	<u>1,469,183</u>	<u>100.0%</u>	

Note A: The IRS grant will end on 7/31/18; therefore, the VITA program will be more dependent on CSBG.

Note B: Community Development will be included in Indirect in 2018 instead of CSBG.

Note C: The youth centers are projected to need greater gap funding than the prior year due to an estimated decline in youth program funding.

Note D: The 211 program was added for 2018 as anticipated revenue will not be adequate to sustain program operations. Recently, staffing was downsized in response to the reduced revenue. The current staffing level is determined to be sufficient to ensure that quality services are maintained.

### CSBG CONTRACT BUDGET SUMMARY

Contractor Name: Community Action Partnership of Kern	Contract Number: 18F-5015	Amendment Number:
Prepared By: Christine Anami, CFO	Contract Term: 01/01/18 - 12/31/18	
Telephone Number: 661-336-5236 x1137	Contract Amount: \$1,469,183	
Date: 10/16/2017	E-mail Address: <a href="mailto:canami@capk.org">canami@capk.org</a>	

#### SECTION 10: ADMINISTRATIVE COSTS

Line Item		CSBG Funds (round to the nearest dollar)
1	Salaries and Wages	
2	Fringe Benefits	
3	Operating Expenses	
4	Equipment	
5	Out-of-State Travel	
6	Contract/Consultant Services	
7	Other Costs	\$434,760.00
Subtotal Section 10: Administrative Costs (cannot exceed 12% of the total operating budget in Section 80)		\$434,760.00

#### SECTION 20: PROGRAM COSTS

Line Item		CSBG Funds (round to the nearest dollar)
1	Salaries and Wages	\$645,810.00
2	Fringe Benefits	\$172,918.00
3	Operating Expenses	\$215,695.00
4	Equipment	
5	Out-of-State Travel	
6	Subcontractor/Consultant Services	
7	Other Costs	
Subtotal Section 20: Program Costs		\$1,034,423.00

SECTION 40: Total CSBG Budget Amount (Sum of Subtotal Sections 10 and 20) <b>Note: Total cannot exceed allocation amount.</b>	\$1,469,183.00
SECTION 70: Enter Other Agency Operating Funds Used to Support CSBG	\$57,448,000
SECTION 80: Agency Total Operating Budget (Sum of Sections 40 and 70)	\$58,917,183.00
SECTION 90: CSBG Funds Administrative Percent (Section 10 divided by Section 80)	0.74%



### CSBG Budget Support -- Other Agency Operating Funds

Contractor Name: Community Action Partnership of Kern	Contract Number: 18F-5015	Amendment Number:
Prepared By: Christine Anami, CFO	Contract Term: 01/01/18 - 12/31/18	
Telephone Number: 661-336-5236 x1137	Contract Amount: \$1,469,183	
Date: 10/16/2017	E-mail Address: <a href="mailto:canami@capk.org">canami@capk.org</a>	

Funding Source (DO NOT ABBREVIATE)	Funding Type Federal, State, Local, Private, Other	Funding Amount
Head Start/Early Head Start (CFDA #93.600)	Federal	\$30,300,000
Child Care and Development Block Grant (CFDA #93.575)	Federal	\$5,900,000
Women, Infants and Children (CFDA #10.557)	Federal	\$4,100,000
Low Income Home Energy Assistance (CFDA #93.568)	Federal	\$3,600,000
Emergency Food Assistance (CFDA #10.568 and #10.569)	Federal	\$2,900,000
Child and Adult Care Food (CFDA #10.558)	Federal	\$1,500,000
Child Care and Development Fund (CFDA #93.596)	Federal	\$970,000
Commodity Supplemental Food Program (CFDA #10.565)	Federal	\$250,000
Department of Energy Weatherization Assistance (CFDA #81.042)	Federal	\$240,000
Emergency Food and Shelter (CFDA #97.024)	Federal	\$95,000
IRS - Volunteer Income Tax Assistance (CFDA #21.009)	Federal	\$85,000
Supplemental Nutrition Assistance (CFDA #10.561)	Federal	\$16,000
California Dept of Education - State Preschool	State	\$2,200,000
California Dept of Education - Migrant Alternative Payment	State	\$1,700,000
California Dept of Education - General Center Child Care	State	\$1,200,000
California Dept of Community Services & Development - LIWP Solar PV Pilot	State	\$400,000
Caliifornia Children and Families Commission	State	\$275,000
California Dept of Education - Migrant Child Care and Specialized Services	State	\$272,000
Californai Dept of Community Services & Development - LIWP Single Family	State	\$257,000
California Dept of Social Services - Differential Response Services	State	\$209,000
California Dept of Social Services - State Emergency Food Assistance	State	\$121,000
California Dept of Corrections & Rehabilitation - Realignment for Success	State	\$88,000
California Dept of Public Health - Information and Education	State	\$80,000
County of Kern - Gang Violence Prevention	County	\$71,000
County of Kern - 2-1-1 Kern	County	\$40,000
Child Care Family Fees	Fee for Service	\$230,000
Food Bank Membership and Shared Maintenance fees	Fee for Service	\$218,000
2-1-1 Call Center Fees	Fee for Service	\$131,000
<b>Total Other Agency Operating Funds to Support CSBG</b> <i>(Total should match total on CSD 425 S form, Section 70)</i>		<b>\$57,448,000</b>

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

	03/01/17- 09/30/17	10/01/17- 10/31/17	TOTAL
<b>BEGINNING BALANCE (NOTE 1)</b>	421,511.41		421,511.41
<b>CASH RECEIPTS</b>			
2017 Awards Banquet Donations	64,468.76	605.00	65,073.76 a
Give Big Kern (Net)	6,221.02		6,221.02
Donations	2,077.17	360.53	2,437.70
Misc. Revenue	3,115.16		3,115.16
Interest Income/Union Administrative Fee	517.64	103.81	621.45
<b>TOTAL CASH RECEIPTS</b>	<b>76,399.75</b>	<b>1,069.34</b>	<b>77,469.09</b>
<b>CASH DISBURSEMENTS</b>			
Line of Credit Interest Expense	257.94	45.67 b	303.61
Line of Credit Unused Commitment Fee	1,139.06	633.69 c	1,772.75
2017 Awards Banquet Expenses	18,283.50	33.26	18,316.76 a
Staff Development Day (4/27/17) - Raffle Prizes	1,092.14		1,092.14
Outreach	912.62		912.62
Prior Period Cost - Pension	3,746.62		3,746.62
Labor Commissioner Penalty	0.00	4,660.29 d	4,660.29
Travel Cost - SB 441 Hearing	466.72		466.72
Fundraising Expenses	1,113.00	9.95	1,122.95
Miscellaneous Expenses	1,033.32	28.45	1,061.77
Indirect	2,694.15	3.84	2,697.99
<b>TOTAL CASH DISBURSEMENTS</b>	<b>30,739.07</b>	<b>5,415.15</b>	<b>36,154.22</b>
<b>CASH PROVIDED (USED)</b>	<b>45,660.68</b>	<b>(4,345.81)</b>	<b>41,314.87</b>
<b>ENDING BALANCE</b>	<b>467,172.09</b>		<b>462,826.28</b>
		Discretionary Cash	203,581.73
		Fund Raising Cash	259,864.55
			463,446.28
		Less: AP	(620.00)
			<b>462,826.28</b>

**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 10/31/17, net 2017 awards banquet gain is \$47,700.40 (FYE 2/28/17 = \$943.40 + \$46,757.00 for 2017/18).
- b. Interest expense on operating line of credit advance for \$110,000 for three days.
- c. Commitment fee for the period 6/30/17 to 9/29/17 that the \$1 million line of credit was not used.  
The fee is equal to one-quarter percent (0.25%) per annum based on a 360 day year.
- d. Penalty imposed by the State of California Labor Commissioner for an employee who resigned who did not receive his retroactive 2% COLA increase that became effective in August 2016.

Date Prepared: 11/6/17



**To:** Board of Directors

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

A handwritten signature in blue ink, appearing to read "J. Gonzalez", is written over the "From:" line and extends into the "Subject:" line.

**Subject:** *Agenda Item 8a:* October Policy Council Report – **Action Item**

**Date:** November 29, 2017

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The Policy Council met on October 26, 2017 and November 16, 2017

In October, the policy council approved the continued funding for the Head Start & Early Head Start Kern grant.

In November, the 2017-2018 members were welcomed, and they nominated & elected the new Executive Officers for the year. Policy Council Subcommittee membership was established at this time as well.

In October, Lorena Fernandez shared her journey of becoming a partner with Head Start and since having her children enrolled with the program she has achieved several personal goals to support herself and her family. Ms. Fernandez spoke of her gratitude for being chosen to sit with the Board of Directors to represent the low-income sector in South Kern. Lastly, she thanked staff and the policy council for supporting her during this journey.

In October, 2016-2017 policy council members were recognized for their volunteer time and dedication with Certificates of Appreciation from the Office of Head Start, Mayor Karen Goh, the office of Jean Fuller, and Assemblyman Rudy Salas. Members were thanked for their commitment in the process of making the community a better place to live.

Pam Pritchard reported on Yolanda Gonzales' behalf. Ms. Pritchard shared we are currently working toward full enrollment for the month of December. The renaming of the Stine center to the Harvey L. Hall Center provided positive community attention for the program. In closing, she shared her gratitude for the presence of the policy council and their involvement with the program.



COMMUNITY ACTION PARTNERSHIP OF KERN  
POLICY COUNCIL MEETING MINUTES

October 26, 2017

5917 Knudsen Dr. – Hodel's Country Dining  
Kern Room

1. **Call to Order** – Chairperson, Enrique Salazar Jr., called the meeting to order at 6:30 p.m.
  - a. Moment of Silence, Pledge of Allegiance
  - b. Reading of Promise of Community Action  
*“Community Action changes people’s lives, embodies the spirit of hope, improves communities, and makes America a better place to live. We care about the entire community, and we are dedicated to helping people help themselves and each other.”*
2. **Roll Call/Set Quorum** –Secretary. Quorum was established.  
Current PC Members Present: Enrique Salazar Jr., Gabriella McCutcheon, Christina Bates, Jason Warren, Savannah Scarpa, Lorena Fernandez, Jodi Sanchez, Ramona Campos, Jadine Gonzalez, Ana Lester, Lindsay Harrison, Yolanda Ochoa.
3. **Approval of Agenda** – Chairperson (\*\*ACTION)
  - a. A motion to approve the October 26, 2017, meeting agenda was made by Gabriella McCutcheon; Savannah Scarpa seconded; motion carried unanimously.
4. **Approval of Minutes** – Chairperson (\*\*ACTION)  
A motion to approve the September 28, 2017, Policy Council minutes was made by Savannah Scarpa; Jason Warren seconded; motion carried unanimously.
5. **Presentation of Guests/Public Forum**  
The following guests were in attendance: Kimberly Henry; Michael Salinas; Antonio Sanchez; Janea Benton; Ryan Harrison; Kandy Shephard; Sabrina Campas; Rachel Campas, Craig Henderson; Shelia Henderson; Pamela Pritchard, Assistant Director Director of Head Start/State Child Development; Pritika Ram, Director of Administration; Jerry Meade, Program Design and Management Administrator; Leslie Mitchell, Administrator of Education Support Services; Donna Holland, Fiscal Manager; Cristina Hernandez; Carolyn Coffey, Education Coordinator; Alan Rodriguez, Health and Nutrition Supervisor; Virginia Sierra, Home Base Supervisor; Mary J. Lopez, Home Base Supervisor; Janelle Gonzalez, Governance Coordinator; Leah Green, Content Area Specialist-Family Services; Lisa Price, Administrative Assistant; Olivia Kent, Family Service Worker, Willow; Nikki Jones, Center Director II, Willow; Nadine Berry, Administrative Assistant.
  - a. *(The public wishing to address the full Policy Council may do so at this time. Policy Council members may respond briefly to statements made or questions posed. However, the PC will take no action other than referring the item(s) to staff for study and analysis. Speakers are limited to five minutes each. If more than one person wishes to address the same topic, total group time for the topic will be 10 minutes. Please state your name before making your presentation. Thank you.)*  
Jason Warren was asked to share his experiences since he has been part of Head Start and the Policy Council. This is Jason’s second and last year with the Policy Council and he has been highly active in his children’s education experience. He decided that since his children were in school, he should return to school himself and enrolled in the UEI Business course. He completed his externship at the CAPK Food Bank, which is sometimes overlooked by the people in the community, unless it is needed. Mr. Warren shared that the Food Bank does a very good job with what they have. The Food Bank needs more people to volunteer to assist in the food giveaways and at the Food Bank itself. They make you feel welcome and that you belong there.
6. **Standing Committee Reports** (five minutes each)
  - a. School Readiness Committee – Information on the new Pyramid Model was shared at the meeting. The Pyramid Model is for use with children who exhibit challenging behaviors. Items such as a solution box and feeling faces have been introduced into the classroom. The feeling faces allow the children to point to the face they feel represents how they are feeling at the time they arrive at school.
  - b. Planning Committee – During the meeting strategies to ensure full enrollment were shared and discussed. If a center is under-enrolled for four months, a Plan of Action is put in place to assist the center in becoming fully enrolled. The committee reviewed information regarding the refunding application for Head Start/Early Head Start Kern.

- c. Finance Committee – The committee reviewed the Funding Guidance letter which advises a program on what items need to be submitted with the refunding application. The application was reviewed during the meeting with any requests for changes that are being asked for.

- d. By-Laws Committee – No Report

7. **New Business** – Chairperson

(\*\*ACTION)

- a. Approval to submit application for continued funding of Head Start & Early Head Start Kern – Jerry Meade, Program Design and Management Administrator

Mr. Meade presented a brief overview of the refunding application for the 2018/2019 Fiscal Year. The application will support the program from March 1, 2018 to February 28, 2019. The application is for base, which covers the purchasing of items for the classrooms and expenses for the centers, and for Training and Technical Assistance, which covers sending staff and parents to conferences and providing trainings. There are no major changes being requested in the application. The application is to be submitted by December 1, 2017. A motion to approve the submission of the Application for Continued Funding of Head Start and Early Head Start Kern was made by Jadine Gonzalez; Christina Bates seconded; motion carried unanimously.

8. **Presentations**

- a. My Journey Becoming a Partner with Head Start – Lorena Fernandez- 2016-2017 Head Start Policy Council Member

Ms. Fernandez shared that her child attends the San Diego center. She stated her journey with Head Start started in 2004 with her first child. The program has always supported not just the child, but the family as well. The Family Service Worker at the time assisted Ms. Fernandez in finding a job. Later she became pregnant and joined the Pregnant Women Program in Home Base. She was placed on bed rest and her Home Base Educator made sure that she kept her medical appointments. This time in her life was not easy, but the staff made it easier to manage. She set goals and moved towards a more positive future. This is the fourth child that has gone through the program and she was introduced to the Policy Council. Since she has joined Policy Council, there have been doors of opportunity that have opened. One is being chosen to be part of the Board of Directors representing the Low-Income sector in Southern Kern. Ms. Fernandez expressed her gratitude and that she is forever grateful to everyone for what she has learned.

- b. Recognition of 2016-2017 Policy Council Members – Jerry Meade, Program Design and Management Administrator

Mr. Meade shared his gratitude for the commitment that the members of the Policy Council made and that our funding source requires parent participation as a component. Janelle Gonzalez shared that each member will be receiving a Letter of Recommendation from the Office of Head Start, a Certificate of Appreciation from the Office of Head Start, a Certificate of Appreciation from Mayor Karen Goh, a Certificate of Recognition from the Office of Jean Fuller, 16<sup>th</sup> District, and a Certificate of Appreciation from Assemblyman Rudy Salas of the 32<sup>nd</sup> District. Pam Pritchard thanked the members for their commitment and in the process helped make Kern County a better place, made the schools better, and provided a role model for their families.

9. **Communications**

- a. Kern Head Start & Early Head Start Budget vs. Actual Expenditures, March 1, 2017 through September 30, 2017
- b. San Joaquin Early Head Start Budget vs. Actual Expenditures, February 1, 2017 through September 30, 2017
- c. Early Head Start Child Care Partnerships Budget vs. Actual Expenditures, September 1, 2016 through August 31, 2017 (Interim Year-End Report)
- d. Early Head Start Child Care Partnerships Budget vs. Actual Expenditures, September 1, 2017 through August 31, 2018
- e. Parent Local Travel & Child Care through September 30, 2017
- f. Parent Activity Funds through September 30, 2017
- g. Parent Meals prepared by Central Kitchen through September 30, 2017
- h. 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 September 2017
- i. Funding Guidance Letter Re: Grant #09CH9142-04-02 (HS/EHS Kern) dated September 20, 2017
- j. Policy Council Planning Subcommittee Minutes September 5, 2017
- k. Regional Parent Committee Meeting Minutes Regions 1-4 and Home Base

- l. Health and Resource Fair Hosking Avenue Swap Meet
  - m. DonorsChoose.org Fuel your school at Chevron or Texaco Gas Stations
  - n. Dignity Health Mercy & Memorial Hospitals Homemaker Care Training Program
- The Chairperson called for a motion to motion to move and file the October 26, 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 thanked the Policy Council for the open-mindedness and the phenomenal job they have done in carrying on effective meetings and the questions they have asked on why Head Start does what it does. Special thank yous were given to Mr. Salazar for leading the Policy Council and keeping families up-to-date, to Mr. Warren for his efforts at the Food Bank and wishes him well on his new journey, to Ms. Fernandez for sharing her story and encouraged her to continue working towards her goals, and a final thank you to the Head Start Administrative team for giving her peace of mind, being there to rely on and guiding her in the right direction.

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

Ms. Lester provided a handout with activities in the community for the remainder of October and the beginning of November. Ms. Harrison shared she attended a Clinica Sierra Vista enrollment outreach event which helped participants determine what health coverage would best for them and their family.

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

San Joaquin has completed the Fall DRDP rating and conferences. Family Service Workers have completed the fall surveys and Child Care Results analysis will allow parents to see how the children are doing. There is one parent representative from the Regional Parent Committee.

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

Ms. Gonzales reported that the Partnership reached 110% of in-kind for the 16/17 Fiscal Year. During the October Parent Café at Blanton, which serves teen parents, the Family Advocate from Bakersfield College, Nicole Callahan, presented information about Bakersfield College. After the presentation three of the parents indicated they were interested in furthering their education once they have completed their education at Blanton.

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

Ms. Ochoa shared during the Board of Directors meeting she encouraged those on the Board to participate more in Head Start and learn more about how it helps children and families grow. During the meeting the refunding application (which was presented during Policy Council as well) was discussed and approval provided for the submission of the application. There has been a lot accomplished during the year.

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

Ms. Pritchard reported out for Ms. Gonzales, stating the Ms. Gonzales was on her way to Ireland to visit family and would be returning November 20, 2017. Ms. Pritchard shared that there is a new classroom being prepared to open, and that they are just waiting on licensing to give the go-ahead and approve the additional number of children the site will serve. The waitlist is ready to have children enter as soon as it is good to go. The new Wasco center (Broadway) is on track to open in December. We are currently in the middle of obtaining full enrollment for the month of December. Under-enrollment is a concern nationwide. The renaming of the Stine center to the Harvey L. Hall Child Development Center has provided positive press for the program. Ms. Pritchard shared her gratitude for the presence of the Policy Council and their time and that parent involvement is more pronounced with Head Start than any other preschool program.

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

Mr. Salazar started by saying thank you for allowing him to be part of Policy Council and a special thank you for allowing him to represent them. He was referred to Policy Council by his Family Service Worker, and is grateful for that. He stated that by having his children in Head Start, being part of the center Parent Committee and the Policy Council, he has been transformed and has become a better dad to his children. For this he is very thankful to the program and for it allowing him to learn and grow.

17. **Adjournment** – Chairperson

The meeting was adjourned at 7:10 p.m. by the Chairperson.

# COMMUNITY ACTION PARTNERSHIP OF KERN

## MEMORANDUM

**To:** Board of Directors  
**From:** Jeremy T. Tobias, Chief Executive Officer  
**Date:** November 29, 2017  
**Subject:** *Agenda Item IX*: Chief Executive Officer report (Action Item)

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### **a) 2018 Board of Directors and Standing Committee Meeting Calendar**

Attached please find the 2018 meeting calendar for the Board of Directors and all standing committees. The calendar follows the traditional system in which the Board of Directors meets 10 times annually on the final Wednesday of each month except the dark months of July and December. The Budget & Finance Committee meets on the Wednesday prior to the Board; and the PRE Committee meets on the Wednesday prior to the B&F Committee. The Audit & Pension Committee meets on a quarterly schedule and the Executive Committee meets for two scheduled meetings during the dark months of July and December and as needed between regular Board meetings. The Personnel Committee meets as needed. All meetings in August are scheduled earlier than normal due to the National Community Action conference, and the committee meetings in November are scheduled earlier due to Thanksgiving holidays. Approval of the meeting calendar is recommended.

### **b) Job Description for Director of Human Resources**

With the departure of Michele Nowell as the Director of Human Resources, staff has reviewed and amended the job description which is attached. It was a routine review and most of the changes revolve around the payroll functions, which were moved into Human Resources from Finance. We are also recommending a change in the pay grade from Grade 13 to 14. It is expected that the hiring process will be a two or three-month process. In the interim, Director of Administration Pritika Ram will be overseeing HR until the position is filled. Approval of the amended job description is recommended.

### **c) Update on the Board of Directors iPad and paperwork reduction project**

After receiving approval and direction from the Board of Directors, staff has completed the research and finalized costs for the use of iPads for Board agenda materials, rather than paper copies. The ordering is in process and the expectation is that the iPads will be configured and introduced into the Board and committee meetings beginning January 2018.

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## BOARD OF DIRECTORS

### 2018 BOARD AND STANDING COMMITTEE MEETING CALENDAR

MONTH	PRE COMMITTEE	B & F COMMITTEE	PERSONNEL COMMITTEE	AUDIT & PENSION COMMITTEE	EXECUTIVE COMMITTEE	BOARD MEETING
January	1/17	1/24		1/18		1/31
February	2/14	2/21				2/28
March	3/14	3/21				3/28
April	4/11	4/18		4/5		4/25
May	5/16	5/23				5/30
June	6/13	6/20				6/27
July					7/18	
August	8/8	8/15		8/2		8/22
September	9/12	9/19				9/26
October	10/17	10/24				10/31
November	11/7	11/14		11/1		11/28
December					12/12	

- ❖ Board of Director Meetings and Committee Meetings are generally held at the Community Action Partnership of Kern Administration Building, located at 5005 Business Park North, Bakersfield, CA. Notice of change in meeting location will be given in advance.
- ❖ Executive and Personnel / Affirmative Action Committees generally meet on an as needed basis – Dates and times to be determined
- ❖ Community Action Partnership of Kern follows the meeting guidelines of the Ralph M. Brown Act. All meetings are open to the public.

#### Notes:

- ❖ August meetings are held one week earlier due to the National Community Action Partnership Annual Convention.
- ❖ November PRE & Budget & Finance Committee meetings are held one week earlier due to the Thanksgiving Holiday.
- ❖ No Standing Committee or Board meetings are scheduled in July & December, all issues will be heard at the Executive Committee meetings.

**COMMUNITY ACTION PARTNERSHIP of KERN**  
**Director of Human Resources**

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

**Salary Range:** \$105,000 to \$130,000    **FLSA Status:** Exempt    **Date Approved:** 11/21/2017

**SUMMARY:**

Under direct supervision of the Chief Executive Officer (CEO) the Director of Human Resources is directly responsible for the overall administration, coordination and evaluation of the human resource functions. Serves on the executive management team and assists and advises company management about Human Resources. The Director of Human Resources guides and manages the overall Division of Human Resources services, policies, and programs for the entire company.

**SUPERVISION RECEIVED:**

Receives supervision from Chief Executive Officer

**SUPERVISION EXERCISED:**

Human Resources Manager, Payroll/HRIS Manager, HR Generalist/Recruiting Supervisor, Recruiting Specialist, Benefits Specialist, HR Technicians, Payroll Technicians, Clerk.

**DUTIES AND RESPONSIBILITIES:**

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

**Essential Job Specific Duties:**

- Oversees the implementation of Human Resources programs through Human Resources staff. Monitors administration of established standards and procedures. Identifies opportunities for improvement and resolves any discrepancies.
- Provides strategic planning and implementation of HR best practices and processes; implementation of agency policy and procedures.
- Must be able to develop and implement a short and long-term human resources strategy and corresponding systems in alignment with the agency mission; support organizational growth and value; translate the agency's strategic plan into HR strategies.
- Annually reviews and makes recommendations to executive management for improvement of the organization's policies, procedures and practices on personnel and payroll matters.
- Key focus areas will include: recruiting and staffing; employee orientation, development and training. Performance management, employment and compliance to regulatory concerns and employee relations. Management of compensation and benefits administration. Provides management, direction and oversight for time and attendance and payroll processing and compliance activities.
- Participate in labor negotiations and maintain positive relationships with Service Employees International Union (SEIU) Local 521 and ensure compliance with Union contract. Works with management and Union on contract negotiations and renewal.

- Ensure compliance with ongoing regulatory and federal and state laws.
- Develops and monitors an annual budget that includes Human Resources services, employee recognition, and company staff development.
- Works directly with Human Resources consultants, attorneys and training specialist, and coordinates company use of insurance brokers, pension administrators and other outside sources.
- Support management by providing human resources advice, counsel, analyze information and data, and ensure active communication between manager and employee.
- Responsible for wage and salary reports and other compensation information. Ensure agency compliance with mandated compensation updates.
- Work closely with the Chief Financial Officer to supply information to auditors. Monitor procedures to meet grant compliance in relationship to auditing standards. Ensure compliance and responses to CAPK audits.
- Guide management and employee actions by researching, developing, writing, and updating policies, procedures, methods, and guidelines; communicate and enforce organizational values. Communicate changes in the organization's personnel policies and procedures and ensures that proper compliance is followed.
- Administer employee benefit programs including retirement, group health and life insurance plans, short and long-term disability plan, COBRA and FMLA. Ensure billing from vendors is accurate and completed timely to present to the Finance Division.
- Negotiate with insurance companies, brokers, or agencies with respect to premiums, terms and conditions, renewals, modifications of insurance contracts in coordination with the Chief Financial Officer.
- Oversee the HRIS and Payroll software/data base for accuracy and safety of information. Automate HR processes by incorporating the use of HRIS and paperless systems. Ensure confidentiality of all electronic and paper employee data.
- Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of human resources.
- Performs special assignments/projects and other duties as assigned by the Chief Executive Officer.

### **Payroll Management**

- Is responsible for directing and overseeing all aspects of timekeeping and payroll processing to ensure employees are paid accurately and in accordance with federal, state and local laws and regulations as well as agency policies.
- Ensures payroll taxes are properly withheld, accurate payments are remitted to taxing authorities and accurate reporting is prepared and submitted by payroll vendor in a timely manner.
- Ensures accurate withholding and remittance of employee contributions towards agency-provided health, retirement and supplemental benefits.
- Guides Payroll Manager and other staff in reviewing and revising, as needed, policies, procedures, processes, internal controls, and data collection, reporting and storage systems to ensure all are functioning properly and efficiently.
- Ensures all necessary timekeeping and payroll records are maintained in accordance with federal, state, and local laws and in accordance with grantor agencies requirements.
- Ensures all required payroll-related reports are filed timely with appropriate federal, state, local and grantor agencies.



- Works with external auditors and grantor agency reviewers to provide payroll information to assist with financial audits and compliance reviews and to address any issues that may arise during such audits and reviews.
- Maintains cooperative relationships with payroll processing and other related vendors.

- **MINIMUM QUALIFICATIONS:**

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

- **Knowledge of:**

- Agency policies and procedures
- Applicable federal, state, and local laws, codes, and regulations
- Departmental policies and procedures
- Modern office practices, methods, procedures and equipment including computers
- Word processing, spreadsheet, database, and other related software applications
- Must have the ability to communicate effectively, both orally and in writing
- Must have strong technical and analytical skills
- Must have the ability to motivate and supervise subordinates in a day-to-day operation
- Must be a clear communicator with collaborative approach; willing to develop and ensure the success of staff, and to create/sustain a positive work environment
- Payroll processing, procedures and state and federal laws according to paying employees

- **Ability to:**

- Communicate both orally and in written form with individuals at all levels of the organization, with vendor and partner organizations.
- Strong and effective verbal presentation skills appropriate for a variety of staff and other professional audiences.
- Ability to understand and interpret program revenue and expense budgets.
- Ability to create and use Excel spreadsheets for program data, personnel, benefits, and budget management tasks.
- Operate as a member of the Leadership Team.
- Interface with the Board, providing updates and recommendations as needed on topics related to HR.
- Set goals, in consultation with Chief Executive Officer, for staff performance and satisfaction; develop metrics; gather data and report results.

## **EDUCATION AND EXPERIENCE:**

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

- Bachelor's degree in Human Resources or related field, and eight years experience in human resources with progressive responsibility, including at least five years at a management level. Master's degree preferred.
- Certification as a Senior Professional in Human Resources (SPHR) required.
- Payroll certification and/or experience preferred.
- Demonstrated progressive experience in Management of an HR Department.
- Experience may substitute for education at the discretion of the Chief Executive Officer.

## **OTHER REQUIREMENTS**

- Possession of a valid California Driver's License and State automobile insurance, and acceptable driving record substantiated by a DMV printout.
- Completion of a fingerprint background check, physical and substance abuse screening upon offer of employment.

## **WORK ENVIRONMENT:**

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

- Work is primarily performed indoors.
- Noise level is quiet to moderately quiet.
- Hazards are minimal.

## **ESSENTIAL PHYSICAL DEMANDS:**

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

POSITION TITLE Director of Human Resources			
ACTIVITY (HOURS PER DAY)	NEVER 0 HOURS	OCCASION ALLY UP TO 4 HOURS	FREQUEN TLY 4-8 HOURS
Sitting			x
Walking			x
Standing			x
Bending (neck)			x
Bending (waist)			x
Squatting		X	
Climbing	x		
Kneeling		X	
Crawling	x		
Twisting (neck)			x
Twisting Waist			x
Is repetitive use of hand required?			x
Simple Grasping (right hand)			x
Simple Grasping (left hand)			x
Power Grasping (right hand)		X	
Power Grasping (left hand)		X	
Fine Manipulation (right hand)			x
Fine Manipulation (left hand)			x
Pushing & Pulling (right hand)		x	
Pushing & Pulling (left hand)		x	
Reaching (above shoulder level)		x	
Reaching (below shoulder level)		x	

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