

COMMUNITY ACTION PARTNERSHIP OF KERN
BOARD OF DIRECTORS MEETING

5005 Business Park North, Bakersfield, CA
March 28, 2018
12:00 pm

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. Introduction of New Board Member Pastor Jonathan Mullings – Jeremy Tobias, Chief Executive Officer
- d. Roll Call

Garth Corrigan
Fred Plane
Lorena Fernandez
Mike Maggard
Marian Panos

Curtis Floyd
Janea Benton
Sharif Hassan
Jonathan Mullings
Guadalupe Perez

Warren Peterson
Jimmie Childress
Craig Henderson
Yolanda Ochoa
Ana Vigil

II. Approval of Agenda

III. Approval of meeting minutes

- a. Minutes of February 28, 2018 Board of Directors meeting – **Action Item (p. 4-8)**

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

V. Special Presentation

- a. The Learning Community: Building Capacity to Increase Impact – Sheila Shegos, Outreach & Grant Administrator.

VI. New Business

- a. Resolution approving Charles Schwab Trust Company to serve in a successor capacity, as Trustee and Custodian of CAPK's 401(a) Plan – Pritika Ram, Director of Administration – **Action Item (p. 9)**

- b. Proposed Designation Renewal System Calendar of Presentations – Yolanda Gonzales, Director of Head Start / State Child Development Programs – **Info Item (p. 10)**
- c. Care and Supervision / Be Safe Curriculum Presentation – LeTisha Brooks and Mary Ann Mooney, Program Managers - **Info Item (p. 11-20)**
- d. Resolution to approve Budget Carry Over for the Head Start/Early Head Start Program – **Action Item (p. 21-22)**

VII. Committee Reports

- a. Program Review & Evaluation Report – Ralph Martinez, Director of Operations – **Action Item**
 - i. Minutes of March 14, 2018 **(p. 23-25)**
 - ii. Special Presentation – Migrant Childcare Alternative Payment Program
 - iii. Program Reports:
 - 1. February 2018 Program and Division Reports **(p. 26-39)**
 - 2. Application Status Report and Funding Requests **(p. 40-43)**
 - 3. February 2018 Head Start / State Child Development Enrollment and Meals Report **(p. 44)**
 - 4. February 2018 Outreach & Advocacy Report **(p. 45)**
- b. Budget & Finance Committee Report – Christine Anami, Chief Financial Officer - **Action Item**
 - i. Minutes of March 21, 2018 meeting **(p. 46-48)**
 - ii. Application Status Report and Funding Requests **(p. 49-53)**
 - iii. Head Start & Early Head Start Budget to Actual Reports **(p. 54-64)**
 - iv. Annual Budget for FY 2018/2019 **(p. 65-74)**
 - v. Discretionary Fund Update **(p. 75)**
 - vi. Financial Statements, February 2018 **(p. 76-110)**

VIII. Advisory Board Reports

- a. Head Start Policy Council Report – Sharif Hassan, Policy Council Representative – **Action Item**
 - i. February 2018 Policy Council Report **(p. 111)**
 - ii. Minutes of February 22, 2018 meeting **(p. 112-115)**
- b. Friendship House Advisory Report – Ralph Martinez, Director of Community Development – **Action Item**
 - i. Verbal Report

IX. Chief Executive Officer Report – Jeremy Tobias, Chief Executive Officer – **Action Item (Verbal Reports)**

- a. Federal Omnibus Spending Bill FY 2018
- b. Proposals for Broker Services
- c. Chief Financial Officer Search

X. Board Member Comments

XI. Closed Session

XII. Close Session Report

XIII. Next Scheduled Meeting

Board of Directors Meeting
Wednesday, April 25, 2018
12:00 p.m.
5005 Business Park North
Bakersfield, CA 93309

XIV. Adjournment

This is to certify that this Agenda notice was posted in the lobby of the CAPK Administrative Office at 5005 Business Park North, Bakersfield, CA and online at www.capk.org by 12:00pm, March 23, 2018. Paula Daoutis, Administrative Coordinator

COMMUNITY ACTION PARTNERSHIP OF KERN
BOARD OF DIRECTORS MEETING

5005 Business Park North, Bakersfield, CA
February 28, 2018
12:00pm

MEETING MINUTES

I. Call to Order

Garth Corrigan called the meeting to order at 12:05 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, Fred Plane, Warren Peterson, Janea Benton, Jimmie Childress, Lorena Fernandez (arrived at 12:15 pm), Craig Henderson, Mike Maggard, Marian Panos, Guadalupe Perez, Ana Vigil

Absent: Sharif Hassan, Yolanda Ochoa

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

II. Approval of Agenda

Motion was made and seconded to approve the Board of Directors meeting agenda for February 28, 2018. Carried by unanimous vote. (Henderson/Floyd).

III. Approval of meeting minutes

- a. Minutes of January 31, 2018 Board of Directors meeting.

Motion was made and seconded to approve the minutes of the January 31, 2018 meeting of the Board of Directors. Carried by unanimous vote. (Plane/Henderson).

IV. Introduction of Guests/Public Forum:

No one addressed the Board.

V. Special Presentations

- a. Food Policy Council Needs Assessment Presentation by Della Hodson, President of United Way of Kern County.

Sheila Shegos introduced Della Hodson and Jill Egland from United Way of Kern County, who provided a report from the Kern Food Policy Council, which included the Kern County Food System Assessment Executive Summary. The report provided a comprehensive review of challenges and opportunities and included the council's vision for the future. Opportunities exist for CAPK to remain involved in the work going forward, specifically regarding food in the schools and to help move the process forward to ensure a healthy and thriving community with access to food at all times.

VI. **New Business**

a. Appointment of Private Sector Board Seat – Jeremy Tobias, Chief Executive Officer – **Action Item**

Jeremy Tobias reported that the special committee charged with interviewing the 4 applicants unanimously recommends Pastor Jonathan Mullings to fill the vacancy for the Private Sector Seat. The committee also unanimously selected Michael Olcott as their second choice in the event a private sector opening should occur during the remainder of this calendar year.

Motion was made and seconded to approve the appointment of Pastor Jonathan Mullings for the Private Sector Board seat. Carried by unanimous vote. (Henderson/Childress).

b. San Joaquin Early Head Start Barnett House Notice of Federal Interest – Emilio G. Wagner, Director of Operations – **Action Item**

Emilio Wagner reported that a Notice of Federal Interest (NFI) must be recorded in the jurisdiction where the Barnett House is located (Stockton, CA), to protect CAPK's interest in the property. Although a NFI was previously recorded, the Office of Head Start recommended CAPK record a new NFI using current requirements. The Uniform Guidance requires that the agency's governing body receive a copy of the NFI prior to filing with the San Joaquin County Recorder's Office, which is included in your agenda packet. Staff recommends the Board of Directors approve the NFI and authorize Chief Executive Officer, Jeremy T. Tobias, to execute the NFI.

Motion was made and seconded to authorize, Jeremy T. Tobias, Chief Executive Officer to execute the San Joaquin Early Head Start Barnett House Notice of Federal Interest. Carried by unanimous vote. (Floyd/Maggard).

c. Award of Property, Liability, Automobile, and Crime Insurance Coverage – Emilio G. Wagner, Director of Operations - **Action Item**

Emilio Wagner stated that CAPK's insurance coverages are scheduled to expire on February 28, 2018 and provided a list of solicited proposals from Insurance Broker, Heffernan Insurance. As directed by the Board at a previous meeting, the Directors and Officers and Fiduciary insurance coverage was increased from \$5,000,000 to \$10,000,000 and CAPK will see a slight increase in of \$5,866 in annual premiums due to the increase in limits.

Curtis Floyd made a recommendation going forward, staff provide the Board with the insurance options 90 days in advance of the expiration date and to look at additional options to bid the D&O insurance separately to see if there is a cost savings.

Motion was made and seconded to authorize the Jeremy T. Tobias, Chief Executive Officer, to bind coverage with Philadelphia Insurance through Heffernan Insurance Brokers. Carried by unanimous vote. (Henderson/Plane).

- d. Administration for Children and Families Notice of Competitive Determination – Yolanda Gonzalez, Director of Head Start / State Child Development Programs - **Info Item**

Yolanda Gonzales reported that CAPK's Head Start Program received a notice from the Office of Head Start (OHS) requiring Kern HS/EHS grant met one of the criteria requiring an open competition application at the end of the current grant cycle 2/28/19. In 2011, Congress put in place a designated renewal system to measure success and provide quality programs and there are 7 triggers that will automatically put grantees into competitive bid. In July of 2014, the HS program received a violation from Community Care Licensing related to child supervision. The violation was shared with the CAPK Board in August 2014 and a corrective action plan was immediately established after the incident and new safety protocols were instituted program wide and remain in effect today.

Staff has been proactively preparing for the open competition application because of this deficiency. To date, staff has developed program goals, established data collection methodologies, established partnerships within the child development community, began a community specific needs assessment, and have conducted research to support the application development. Given staff recently completed a successful application for the Stockton EHS program, Yolanda is confident that staff is well prepared to complete the application. Staff is committed to keeping the CAPK Board informed throughout the process and it is anticipated the timeline of the grant application process will be announced in the coming months. In the meantime, staff will be completing the various components of the application and each component will be shared with the Board once completed. Staff is optimistic that the quality of knowledgeable and experienced team of early childhood educators, coupled with CAPK's quality systems, will support a solid grant application to rival others in a competitive market. The OHS also wants to ensure there is no breakage in service

This process will provide the opportunity for staff to take a closer look at the program to ensure families with the highest level of need are being served and make improvements where necessary. It is anticipated that CAPK's application should be submitted in November 2018, with the process of review from January – March in 2019. The release of the grant award will be in July of 2019.

Members of the Board of Directors engaged in detailed discussion with staff regarding the Notice of Competitive Determination, which included the following: Review of the Community Assessment to ensure CAPK is meeting the needs of the community; Develop an alternative plan summary in the event the contract is not renewed in 2019; Prepare a summary document for the Board that shows documentation is taking place to verify violations are not being repeated; Provide documentation to the Board regarding any violations of the No Tolerance Policy; Provide a monthly monitoring report to the Board as a continuing item on the Board Agenda; and Provide the Board with the seven triggers.

Staff will meet to develop a process to address the concerns of the Board and provide an update at the March 28, 2018 meeting.

- e. Resolution Number 2018-03, Terminating the TDA Plan Contract with Mutual of America, and Resolution Number 2018-04, Terminating the 401(a) Plan Contract with Mutual of America – Pritika Ram, Director of Administration - **Action Item**

Pritika Ram reported that Resolution Numbers 2018-03 and 2018-04 are duplicates of the previous Resolutions approved by the Board and signed by the Board Chairman, with the exception of the revised effective date. Staff recommends approval of the Resolutions.

Motion was made and seconded to approve Resolution Numbers 2018-03 and 2018-04, Terminating the TDA and 401(a) Plan Contracts with Mutual of America. Carried by unanimous vote (Plane/Henderson).

V. Committee Reports

- a. Program Review & Evaluation Committee Report – Sheila Shegos, Outreach & Grant Administrator – **Action Item**
 - i. Minutes of February 14, 2018
 - ii. Special Presentation – 211 Kern
 - iii. Program Reports
 - 1. January 2018 Program and Division Reports
 - 2. Application Status Report and Funding Requests
 - 3. January 2018 Head Start / State Child Development Enrollment and Meals Report
 - 4. January 2018 Outreach & Advocacy Report
 - iv. Consultant Services for Disabilities in Head Start Programs

Sheila Shegos presented the PRE Committee Report and noted the 211 program provided a special presentation to the Committee. All items listed above were unanimously approved by the Committee.

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

- b. Budget & Finance Committee Report – Christine Anami, Chief Financial Officer – **Action Item**
 - i. Minutes of February 21, 2018 meeting
 - ii. Application Status Report and Funding Requests
 - iii. Head Start & Early Head Start Budget to Actual Reports
 - iv. Discretionary Fund Update
 - v. Financial Statements, January 2018

Christine Anami reported there were 2 action items presented to committee. There was no unusual or out of ordinary transactions during the month of January and the Indirect Fund report shows there will be a \$657,000 net gain.

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

VI. Advisory Board Reports

- a. Head Start Policy Council Report – Sharif Hassan, Policy Council Representative - **Action Item**
 - i. January 2018 Policy Council Report
 - ii. Minutes of January 25, 2018

Janelle Gonzalez provided the Policy Council report for the month of January 2018.

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

- b. Friendship House Advisory Report – Sheila Shegos, Outreach & Grant Administrator – **Action Item**

Sheila Shegos provided a verbal report and stated that plans are moving forward for the 2018 Mixer & More event, and Friendship House is undergoing upgrades to prepare for April Humanitarian Awards BBQ.

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

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

a. Director of Human Resources appointment

Jeremy Tobias reported that the job offer was accepted by Raymond Quan for the Director of Human Resources Position. Ray comes with a vast amount of experience and will be an asset to CAPK.

b. Update on CFO Recruitment

Jeremy Tobias reported that the applications received are excellent and the two finalists are being interviewed again this week. Jeremy anticipates making an offer within the coming weeks.

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

VIII. Board Member Comments

IX. Closed Session

No items scheduled for closed session.

X. Closed Session Report

XI. Next Scheduled Meeting

Board of Directors Meeting
Wednesday, March 28, 2018
12:00 p.m.
5005 Business Park North
Bakersfield, CA 93309

XII. Adjournment

The meeting adjourned at 1:23 pm.

RESOLUTION # 2018-05

A Resolution of the Board of Directors of the Community Action Partnership of Kern Approving Charles Schwab Trust Company to Serve in a Successor Capacity as Trustee and Custodian of CAPK's 401(a) Plan

A meeting of the Board of Directors of Community Action Partnership of Kern (herein referred to as "Corporation") was held on the 28th day of March 2018. The following resolution was offered, seconded and unanimously adopted with regard to the Community Action Partnership of Kern 401(a) Plan (herein referred to as the "Plan").

BE IT RESOLVED THAT:

Charles Schwab Trust Company shall serve in a successor capacity, as Trustee and Custodian, and as such, shall replace any persons and/or institutions acting in a predecessor capacity for the Plan, effective April 1, 2018 or, if later, the date on which such replacement can occur under the terms of Plan and trust documents following the delivery of notice to such persons and/or institutions being replaced.

BE IT FURTHER RESOLVED THAT:

Any and all applicable terms and conditions contained within the Plan's existing plan and trust documents, including but not limited to any prototype plan documents and related adoption agreements, shall hereinafter apply to Charles Schwab Trust Company in its capacity or capacities specified above as of the effective date specified above.

BE IT FURTHER RESOLVED THAT:

Standard Retirement Services, the Plan's recordkeeper, shall be authorized to deliver all instructions relating to Plan contributions, investments and distributions to Charles Schwab Trust Company, and Charles Schwab Trust Company shall be fully protected in relying on such instructions. The Corporation shall fully protect and indemnify Charles Schwab Trust Company from any damage, liability, loss or expense, including legal fees and expenses that may arise in connection with Charles Schwab Trust Company's acting upon such directions from the Plan's recordkeeper.

CERTIFICATION:

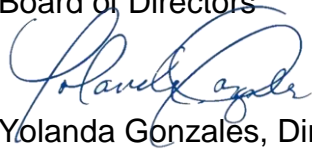
I, the undersigned Chairman of the Corporation's Board of Directors, do certify that the foregoing is an exact copy of resolutions adopted at a lawfully held meeting of the Corporation's Board of Directors on the 28th day of March 2018.

Garth Corrigan, Chairman
CAPK Board of Directors

Date

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Board of Directors

From: Yolanda Gonzales, Director of Head Start/State Child Development
Date: March 28, 2018
Subject: *Agenda Item Number VI(b)* Proposed Designation Renewal System Calendar of Presentations – **Info Item**

At the February 28, 2018 meeting of the Board of Directors, the Board requested additional information regarding the Designation Renewal System (DRS) by including a continuing agenda item as a series of informational updates throughout the re-application process.

Other inquiries included: Review of the Community Assessment; Develop an alternative summary plan; Prepare a summary of documentation of violations; Provide a monitoring report of any No Tolerance Policy violations; and Provide a list of the seven DRS triggers.

Below is the proposed calendar to address various topics requested by the Board.

Month	Description of Presentation
February	Notification of DRS
March	Care and Supervision – Be Safe Curriculum
April	DRS Triggers
May	On-going Monitoring Processes
June	Community Assessment
July	Dark (Executive Committee)
August	Structure of Re-competition Application
September	Holistic Approach - Roles & Responsibilities
October	TBA - FOA Release
November	Consultant Feedback
December	Dark (Executive Committee)

Care and Supervision Overview

Letisha Brooks, Program Manager

Krissie Leach, Program Manager

History

- ❑ Received Type A violation in 2014
- ❑ Monitoring Review conducted in 2015 Health and Safety
- ❑ Corrective Action plan was implemented
- ❑ Regional office review of policies and procedures
- ❑ Region 9 Specialist Andrea Harvey and Director Yolanda Gonzales visited classrooms
- ❑ Extensive technical support from T&TA Specialist
- ❑ Developed Bee Safe curriculum and received approval from the Region 9 Specialist and Community Care licensing
- ❑ Documentation that Grantee corrected finding and has implemented procedures to ensure compliance for health and safety.

Strategies for Active Supervision



• **Scan and Count, Document.** Staff are always able to account for the children in their care. They count children frequently and during every transition. They are required

to be especially important during transitions when children are moving from one location to another, and leaving at end of session.

Staff Trainings

- ☐ **August 2015- Bee Safe Curriculum and Health and Safety policies and procedures trainings with staff at Pre-Service**
- ☐ **September 2015 - Center Directors Meeting- Ensure all documents are in place and follow up with Bee Safe Curriculum and Health and Safety policies and procedures**
- ☐ **September 2015 -Review with Center Staff on Zoning, Scanning, Teacher to Teacher Talk and Ratio Counts**
- ☐ **September 2015 – Specialists trained on new form to use at sites when monitoring**
- ☐ **Trainings for Parents “Let’s Bee Safe Together”**
- ☐ **Trainings are ongoing**

Daily Routines

- ☐ **Classroom schedule is posted and followed consistently**
- ☐ **Classrooms have picture schedules**
- ☐ **Bee Safe Expectations posted in every classroom**

Classroom and Outdoor Environments

- ☐ Are set-up so that staff is able to supervise and be accessible to children at all times
- ☐ Furniture is at waist height or shorter, staff are always able to see and hear children
- ☐ Small spaces are kept clutter-free and big spaces are set up so that children have clear play spaces that staff can observe

Position of Staff

- ☐ Staff plan and design zoning areas both indoor and outdoors**
- ☐ Staff are positioned so that they can hear and see all of the children in their care.**
- ☐ They make sure there is always clear paths to where children are playing, sleeping, and eating so they can react quickly when necessary.**
- ☐ Staff stay close to children who may need additional support and anticipate children's behavior**

Scan and Count Document

- ☐ Staff are always able to account for the children in their care.
- ☐ They count children frequently and during every transition
- ☐ They are required to position themselves in the identified zoning areas, and required to use a white board both indoor and outside to write the number of children present at all times.
- ☐ They use Teacher-to Teacher talk, this is especially important during transitions when children are moving from one location to another, and leaving at end of session.

Monitoring Tools

- ☐ Monthly Monitoring Report (Monthly)**
- ☐ Indoor and Outdoor Checklists (Daily)**
- ☐ Head Start Care and Supervision Tool (Monthly)**
- ☐ Head Start Care and Supervision Quick Checklist (Daily)**

Questions



COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Board of Directors



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

Subject: *Agenda Item VI(d): Resolution to approve Budget Carry Over for the Head Start/Early Head Start Program – Action Item*

Date: March 28, 2018

On January 31, 2018, CAPK's Board of Directors approved a Budget Revision request for the 2017-18 Budget Period. Recently, we were informed that the Office of Head Start Regional Office will be releasing the Notice of Award approving our budget revision shortly.

Since the approval for the Budget Revision is still pending and did not arrive before the end of our fiscal year on February 28, 2018, the approved projects will now be carried over to the 2018-19 funding year. This process requires approval from the Board of Directors.

Below is a Summary of the projects approved that will be carried over to the 2018-19 funding period. The amount up to \$ 569,182 will be requested to be moved to the 2018-19 funding year, and we plan to complete these projects once the carry over request is completed by the Regional office.

Equipment Detail:

- 4 new kitchen delivery vans being replaced (4 @ \$27,000 each = \$108,000)
- 1 Central Kitchen Convection Oven (1 @ \$8,000)
- 2 Program Vehicle (2 @ \$60,000)
- 1 Maintenance Utility Vehicle (1 @ \$15,000)

Construction:

- 1 Facility acquisition and renovation (1 @ \$378,182)

Recommendation:

Staff recommends the Board of Directors approve with Resolution the Head Start/Early Head Start Kern Budget Carry Over request and authorize staff to proceed with the items once approved by the Regional Office.

Attachment:

- Resolution Number 2018-06 approving Budget Carry Over for the Head Start/Early Head Start Program

RESOLUTION # 2018-06

A Resolution of the Board of Directors of the Community Action Partnership of Kern Approving the Budget Carry Over for the Head Start/Early Head Start Program

The Board of Directors of the Community Action Partnership of Kern located at 5005 Business Park North, Bakersfield, CA 93309, met on March 28, 2018 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 is charged with the responsibility of continuing the battle to alleviate poverty in Kern County by developing and implementing creative and innovative programs, and has adopted the philosophical position of “Helping People, Changing Lives” in its quest to assist people in need, and families with minimal or no resources; and

WHEREAS, the Head Start/Early Head Start Program, Grant # 09CH9142, has requested a Budget Revision for the 2017-2018 budget year, which was approved by the Board and is pending approval from the Office of Head Start; and

WHEREAS, the Office of Head Start requires that an authorized signatory be named for the Head Start/Early Head Start Budget Carry Over to 2018-2019 funding period; and

WHEREAS, the CAPK Board of Directors has determined that there is a need for anti-poverty programs and is willing to accept the submission of a Head Start/Early Head Start Budget Carryover pending Budget Revision approval; and

NOW, THEREFORE, be it resolved that the CAPK Board of Directors hereby authorizes Jeremy T. Tobias, Chief Executive Officer or Yolanda Gonzales, Director of Head Start/Early Head Start, to act on the behalf of the Board as CAPK’s representative signatory with regards to the submission of the Head Start/Early Head Start, Grant # 09CH9142, Carry Over.

APPROVED by a majority vote of the Directors of the Community Action Partnership of Kern, this 28th day of March 2018.

Garth Corrigan, Chair
CAPK Board of Directors

Date

COMMUNITY ACTION PARTNERSHIP of KERN
BOARD OF DIRECTORS
PROGRAM REVIEW & EVALUATION COMMITTEE MEETING
March 14, 2018
12:00 p.m.

MEETING MINUTES

1. **Call to Order**

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

2. **Roll Call**

Roll Call was taken with a quorum present.

Present: Fred Plane, Sharif Hassan, Marian Panos

Absent: Lorena Fernandez

Others present: Others present: Jeremy Tobias, Chief Executive Officer; Pritika Ram, Director of Administration, Carmen Segovia, Director of Health & Nutrition; and other CAPK staff.

3. **Approval of Agenda**

Motion was made and seconded to approve the Program Review and Evaluation meeting agenda for March 14, 2018. Carried by unanimous vote. (Panos/Hassan).

4. **Public Forum:**

No one addressed the Committee.

5. **Program Presentation**

a. Migrant Childcare Alternative Payment Program – Susana Magana, Program Manager

Susana Magana provided a presentation on the MCAP program, which began in 1999 with the intent to bridge the gap between services that general AP and Center base programs provide and to meet the needs of migrant families. The MCAP contract is over \$7 million which represents a 13% growth. Susana provided the committee with the eligibility requirements for families and described the responsibilities of staff and the various provider options.

6. **New Business**

a. February 2018 Program and Division Reports – Kathline Moessner, Senior Community Development Specialist – ***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

Kathline Moessner presented the highlights from the Division Program reports for February 2018, which included: 211 Kern interviews with Telemundo and Univision television stations to inform the Spanish speaking community of the various CAPK programs; Central Kitchen prepared 78,166 meals in February; Friendship House has once again partnered with Chevron for the STEM Program to teach robotics, coding, engineering and mathematics to the youth enrolled in the program; Staff from Representative Valadao's office toured the Food Bank and Warehouse; Operations continues to work with PG&E to install LED exterior lighting for a reduced rate in multiple CAPK locations. VITA Tax season started January 29th with 92 volunteers and four locations and filed 2,000 returns for the month of February; Children from the Shafter Youth Center participated in the National Park Trust and wrote a grant to tell how they would enjoy a trip to a national park, as well as make a difference at the park. The grant was awarded, and 32 children and their chaperones will travel to Sequoia National Park and participate in a park cleanup stewardship project.

Motion was made and seconded to approve the February 2018 Program & Division Reports Carried by unanimous vote. (Panos/Hassan).

- b. Application Status Report and Funding Requests – Kathline Moessner, Senior Community Development Specialist – **Action Item**

Kathline Moessner provided the February Application Status Report, which included: One pending application for US Department of Justice for a three-year grant in the amount of \$500,000 that would provide a coordination of services to reduce transportation barriers for individuals living in the high desert; There were no awarded applications; and one application from the California Coastal Commission was declined.

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

- c. Head Start / State Child Development February 2018 Enrollment Update and Meals Report – Emily Gonzalez Demont – **Action Item**

Emily Gonzalez Demont provided the Enrollment & Meals report and stated the Head Start Kern enrollment is at 99% and the only holdback from reaching 100% is the licensing for the new Broadway Center in Wasco. All other Head Start and Early Head Start programs are at 100% enrollment. Disability enrolment for Early Head Start Partnership remains at 2% and staff continues to address the needs of the children to meet the expected 10% enrollment. Program wide, the average daily attendance is 97% with three of the centers achieving 100% attendance, and for the month of February, a total of 92,327 meals were served including vended and prepared.

Motion was made and seconded to approve the Head Start / State Child Development January 2018 Enrollment Update and Meals Report. Carried by unanimous vote. (Panos/Hassan).

- d. February 2018 Outreach & Advocacy Report – Cristina Camacho, Community Development Specialist – ***Info Item***

Cristina Camacho reported that the Donor Perfect software transition has been made with 4,300 records transferred. Give Big Kern is on May 1st and staff has been attending webinars and other training to enhance CAPK's success in this community wide day of giving. The bi-monthly CAPK newsletter was released in March. Staff gave presentations at Dignity Health and Clinica Sierra Vista to promote programs and informed their staff of available community of services. The Annual Awards BBQ postcards have been mailed and the fundraising goal for 2018 is \$110,000.

Motion was made and seconded to approve the February Outreach & Advocacy Report. Carried by unanimous vote. (Panos/Hassan).

7. **Committee Member Comments**

Jeremy Tobias reported that new board member Pastor Jonathan Mullings will be joining the committee in April.

8. **Next Scheduled Meeting**

Program Review & Evaluation
Wednesday, April 11, 2018
12:00 p.m.
5005 Business Park North
Bakersfield, California 93309

9. **Adjournment**

The meeting adjourned at 12:37 pm.

COMMUNITY ACTION PARTNERSHIP OF KERN
DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Community Development/Ralph Martinez			Month/Year JANUARY 2018		
Program/Work Unit: VITA		Total Program Staffing: 7 full-time staff		Program Manager/Supervisor: Sandi Truman	
Services: Trained volunteers provide free tax preparation and e-filing for low- medium income individuals and families and assist clients with application for Earned Income Tax Credit (EITC).					
		Results			
Activities	Description	Month		YTD	
Tax Returns Completed	State & Federal		473		473
Refunds	Federal	\$1,259,764		\$1,259,764	
	Federal EITC	\$624,917	245	\$624,917	
	Federal Total				\$1,259,764
	State	\$129,727		\$129,727	
	California EITC	\$46,229	128	\$46,229	
	State Total				\$129,727
Total Credits & Refunds	State & Federal		473		\$1,389,491

Other: The 2017 tax season opened on January 29th. CAPK opened on January 23rd and held returns until January 29th when the returns could be sent.

This season we have opened with 92 volunteers and 4 locations. Our main location, CSUB, Wasco, and Sterling Head Start.

Division/Director: Community Development/Ralph Martinez		Month/Year FEBRUARY 2018			
Program/Work Unit: VITA		Total Program Staffing: 7 full-time staff		Program Manager/Supervisor: Sandi Truman	
Services: Trained volunteers provide free tax preparation and e-filing for low- medium income individuals and families and assist clients with application for Earned Income Tax Credit (EITC).					
		Results			
Activities	Description	Month		YTD	
Tax Returns Completed	State & Federal		1890		2363
Refunds	Federal	\$3,526,668		\$4,786,432	
	Federal EITC	\$1,592,729	728	\$2,217,646	973
	Federal Total				\$4,786,432
	State	\$436,254		\$459,727	
	California EITC	\$130,299	441	\$46,229	569
	State Total				\$565,981
Total Credits & Refunds	State & Federal		1890		\$5,355,413

Other: The 2017 tax season officially opened on January 29th. CAPK VITA was ready to go January 23rd and filed completed returns when IRS began accepting them on January 29th.

VITA is partnering with CSUB, available by-appointment on Saturdays. For the month of February, 40 returns were completed.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Operations/Emilio Wagner		Month/Year: February 2018
Program/Work Unit: 2-1-1 Kern County	Staffing: 14 (4 Vacancy)	Program Manager/Supervisor: Esperanza Contreras
Services: Provides 24/7 information and referral services via phone or CAPK's website to residents of Kern. Also provides call handling services for Kings, Tulare, Merced, Mariposa and Stanislaus Counties and schedules appointments for the CAPK Energy Program utility assistance services and provides applications.		

Activities	Description			
Information & Referral Services	Incoming	Answered	Unanswered	Referrals
Kern County	3,724	3,247	477 (13%)	5,856
Kings County	141	126	15 (10%)	*
Tulare County	606	547	59 (10%)	*
Mountain Valley (Mariposa and Merced Counties)	133	115	18 (13%)	*
Stanislaus County	721	661	60 (8%)	*
Total	5,325	4,696	629 (12%)	

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

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

Other Services		Month	YTD
LIHEAP	Calls Answered	2,634	6,761
Weatherization	Calls Routed through 2-1-1	401	860
Mental Health	Calls Answered	126	289
Website Visitors	Visitors to CAPK's 2-1-1 Kern web page	2,795	5,283
VITA	Calls Routed through 2-1-1	2,821	4,302

CalFresh Enrollments	Onsite enrollment into CalFresh (Supplemental Nutrition Assistance Program (SNAP/food stamps)	Submitted	Approved	Pending
		7	1	6

Outreach Activities	Outcomes
- First 5 CA HUB Presentation	Shared Developmental Screening progress for Kern Co.

Highlights:

- 2-1-1 Kern participated on the Telemundo and Univision television stations, informing the Spanish speaking community of all that 2-1-1 and CAPK offers.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Nutrition Services/Carmen Segovia		Month/Year: February, 2018
Program/Work Unit: East Kern Family Resource Center	Total Program Staffing: 6	Program Manager/Supervisor: Whitney Hughes
Program/Work Unit Description: Serves low-income individuals and families residing in East Kern County communities of Boron, California City, Mojave, North Edwards, Rosamond, and Tehachapi. Services include case managing families with children who are at risk of abuse and neglect (Differential Response); preparing children to enter kindergarten (School Readiness Initiative); parenting education; emergency supplies closet for immediate basic needs such as clothing, food, diapers, infant formula, bus passes, and gas vouchers.		

Activities	Description	Status	
		Month	YTD
Referrals for services	Differential Response	30	51
Case Managed Families	F5K School Readiness	0	1
Children enrolled in center-base program		0	3
Adults in Court Mandated Parenting Classes		N/A	N/A
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	41	113
Emergency Supplies Closet and Other Services	Food (individuals)	26	41
	Clothing (individuals)	15	39
	Photocopies (individuals)	140	447
	HEAP Application Supporting Docs	80	80

Other: The EKFRS is in the hiring process for the East Kern Health Link Coordinator and the first planning meeting is scheduled for March 15th.

Staffing: Beginning March 2nd, our First 5 Case Manager will be out on maternity leave.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Community Development/Ralph Martinez		Month/Year: February 2018
Program/Work Unit: Shafter Youth Center	Total Program Staffing: 3	Program Manager/Supervisor: Angelica Nelson
Services: Summer and after-school tutoring, homework assistance, educational, recreational, and social enrichment activities and services for children ages 6-18. Evening programming is offered Monday through Friday, 5:00 to 9:00 pm; activities include basketball, ancestry class, and various local groups who utilize the meeting space.		

Activities Description	Participants	
	Month	YTD
After-School Program Tutoring, homework assistance, recreation, health & nutrition education.	0	74
Teen Pregnancy and Sexually Transmitted Infections Prevention (Information and Education) (#'s as of 7/1/2017) Informing and educating teens ages 12-19 years on preventing pregnancy and the spread of sexually transmitted infections.	3	62
Evening Program - Open Basket Ball Zumba	20 – 45 per night	
Summer Program Academics, sports, recreation, health & nutrition education, themed weeks with coordinated guest speakers.		101

Other:

- Shafter Task Force Committee Meeting
- New Girl Scouts Troop in Shafter is meeting at the Shafter Youth Center.
- The National Park Trust is holding its annual Kids to Parks Day in May. National Park Trust held a national contest for kids to write their own grant and tell how they would enjoy a trip to national park, as well as make a difference at the park. The results are in and Shafter Youth Center was awarded a grant to take 32 kids and chaperones to Sequoia National Park. All expenses will be paid for and the kids plan on holding a park cleanup stewardship project.
- CCS Community Meeting – California Children's Services held a community meeting to discuss current issues and offer services to parents from the Shafter and Wasco area.
- United Farmworkers Foundation will be holding a workshop on citizenship applications at Shafter Youth Center on March 10th, from 9 am – 6 pm.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Community Development/Ralph Martinez		Month/Year: February 2018	
Program/Work Unit: Friendship House	Total Program Staffing: 6	Program Manager/Supervisor: Lois Hannible	
Services: After-school and summer programs, pre-employment program for youths, parenting classes, nutrition education, sports, gang prevention, and access to social services.			
Activities		Participants	
Description		Month	YTD
After-School Program Tutoring, homework assistance, recreation.		6	13
Summer Program Recreational activities, educational games, and activities.		0	0
Gang Prevention Program Aggression Replacement Training (ART), Nurturing Parenting and Parents on Mission (POM) parenting classes are provided at local school sites, correctional facilities, at the Friendship House and other community centers, to prevent at-risk youths from joining gangs.		33	77
STEM (Science, Technology, Engineering, Math) Program Chevron STEM teaches robotics, coding, engineering, and mathematics to program youth, engaging them in hands-on science focused learning.		0	0
Mobile Mexican Consulate Consular services are provided at FHCC every Tues. & every other Wed., providing passport renewals, assistance with obtaining important documents, and providing DACA & protection information.		425	872
PREP Works Program Pre-employment program for at-risk youth that provides them with financial literacy; skills and knowledge to conduct job searches and plan for college/career; and an incentivized savings program. Participants also have an opportunity to gain paid work experience.		5	104
Realignment for Success Transitional services are provided to adults referred to the program by the Probation and Sheriff’s Departments. The program is to provide the participants with Aggression Replacement Training, Thinking for A Change, and parenting classes.		4	5

Other:

- The CAPK Friendship House Community Center will be participating in Read Across America on March 1st, in honor of Dr. Seuss birthday. Guest readers include members of the Bakersfield Police Department and Janea Benton, District Director for Assemblymember Rudy Salas. We are very excited to offer this wonderful event at the Friendship House Community Center and are very grateful for our guest readers!
- The Friendship House Community Center will be hosting a Planting Party on March 1st at 3:30pm to replant the community garden. A huge thank you to UC Cooperative Extension Kern County for donating a variety of seeds to plant and to Mr. Andy with the Kiwanis for donating tomato plants.
- Thanks to funding from Chevron, Engineering for Kids will be presenting a Mechanical Engineering STEM lab at the Friendship House Community Center on March 13th & an Electrical Engineering STEM lab on March 20th.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Nutrition Services/Carmen Segovia		Month/Year: February 2018	
Program/Work Unit: Food Bank	Total Staffing: 17	Program Manager: Jaime Orona	
Services: Partners with 119 food distribution sites throughout Kern County to provide food assistance to low-income families and individuals.			
		Status	
Activities	Description	Month	YTD
USDA Commodities	Individuals Served (February)	41,448	81,009
	Poundage Received all Programs	608,013	1,664,389
	TOTAL POUNDAGE DIST. ALL SITES	784,870	1,897,107
Food Sourcing	Donations Received: 130,000 pounds of produce & 11 different produce items. <ul style="list-style-type: none">• Bolthouse: Carrots• California Association of Food Banks/Farm to Family: celery & leafy greens• Country Sweet Produce: Sweet Potatoes• Grimmway: Cabbage, potatoes, leafy greens, beets, & carrots• Kirschenman: Potatoes• Target: Mixed produce• T.D. Produce: Cabbage & potatoes• Wonderful Co: Citrus CAPK FB distributed 3,500 pounds of fresh produce at two CSFP sites, New Life Center and Dignity Outreach Center: <ul style="list-style-type: none">• Serving 500 seniors		
Food Drives: 282 lbs. for the month of February	<ul style="list-style-type: none">• Rush Air Sports 171 lbs.• Kind Girls Make Strong Women 111 lbs.		

Other:

- We continued distributing bags of food to Greenfield and Buttonwillow for the Back Pack Buddies program. Between both school we distribute about 130 bags every 2 week.
- On February 16th we provided a one-time donation of oranges, breads/sweets, water and snacks for 300 people to Hillcrest Adventist for their Free Medical Day event.
- On February 22nd, Representative Valadao's new assistant Perry Finzeo stopped by to visit and tour the Food Bank warehouse. He was impressed by the number of people CAPK is able to serve through our Food Bank.
- On February 28th Daniel Flores from Brown Armstrong conducted the CAPK Food Bank and California Senior Food Program (CSFP) warehouse audits.
- Our CSFP (senior distribution program) held 33 distributions during the month of February and distributed 30-pound boxes of healthy and non-perishable food to 3,552 seniors throughout Kern County.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Nutrition Services/Carmen Segovia			Month/Year: February 2018			
Program/Work Unit: WIC		Total Program Staffing: 80 staff		Program Manager: Kathlyn Lujan		
Services: Nutrition education, breastfeeding support, and food vouchers for families with infants, children up to age 5, and women who are pregnant, postpartum or breastfeeding. Services provided at 21 sites in Kern County, 5 sites in San Bernardino County, and through the WIC mobile clinic.						
			Participation 10/1/17 – 9/30/18			
Description			Case Load	Month	Central Valley Avg.	State Avg.
Total	All services		20,170	15,301 – 75.9%	N/A	N/A
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	67	Mojave		103	
	Bakersfield		Oildale		417	
			Ridgecrest		642	
	E. California Avenue	1570	Rosamond		714	
	Niles Street	2058	Shafter		1351	
	Montclair	389	Tehachapi		459	
	Friendship House	118	Wasco		1621	
	Panama	1165				
	Boron	116	<u>San Bernardino County</u>			
	Buttonwillow	77	Adelanto		1694	
	California City	701	Big Bear		266	
	China Lake Naval Station	*	Crestline		246	
	Delano	989	Needles		158	
	Edwards Air Force Base	34	Phelan		*	
	Lost Hills	124	<u>Mobile WIC</u>			
						222*
Projects						
<p>February was a short month with 2 holidays. CAPK WIC continues to exceed the State average. The National WIC Associated (NWA) hosted a webinar in response to leaked information regarding President Trump’s draft plan to punish illegal immigrants for sending US-born kids to Head Start (www.vox.com/2018/2/8/16993172/trump-regulation-immigrants-benefits-public-charge). Currently WIC eligibility is not determined by immigration status. Use of government programs like WIC has never before been considered in a public charge determination. NWA is performing a survey on the impact of this leaked information on WIC participation.</p> <p>Hub meetings were held in February. We continue to provide staff training on counseling techniques and customer service. Other staff training included Breastfeeding “Glow and Grow”, Exit Counseling for postpartum mothers no longer eligible for WIC, Feeding infants, and new state changes to the WIC MIS.</p> <p>Outreach activities: Mitchall Patel attended the State Outreach Committee meeting in Sacramento. 2 Radio PSA’s produced by CAPK will be used as templates for State approved WIC PSA’s that meet the APSA requirement. State WIC is engaging with WIC vendors to assist with the promotion of WIC benefits. Mitchall worked with DHS to finalize written WIC materials to be added to the Cal Fresh Welcome packet. We had 9 inquiries on the CAPK.org website. 495 Facebook and 304 Instagram followers.</p> <p>Regional Breastfeeding Liaison – Katherine Campos helped with a Breastfeeding Accommodation presentation at the Fresno Ag Summit. She continues to represent WIC at Kern Medical, First 5, and OMNI Family Health as well as the Tulare, Kern County, and Antelope Valley Breastfeeding Coalitions. She presented breastfeeding information to Dr. Melendez and staff.</p>						

COMMUNITY ACTION PARTNERSHIP OF KERN
DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Operations/Emilio Wagner		Month/Year: February 2018
Program/Work Unit: Energy	Total Program Staffing: 37	Program Manager/Supervisor: Margaret Palmer
Services: Residential weatherization, utility bill payment assistance, and energy efficiency education for low-to-moderate-income Kern County residents. Also, installation of interim water tanks for low-income households affected by the drought.		

Activities	Description	Status	
		Households Served	
		Month	YTD
1A. Low Income Home Energy Assistance Program (LIHEAP) Utility Assistance (2018)	Assistance with utility bill payments	696	1,430
1B. Low Income Home Energy Assistance Program (LIHEAP) Utility Assistance (2017)		-0-	6,621
1C. Low Income Home Energy Assistance Program (LIHEAP) Utility Assistance (2016)		-0-	7,933
2. Low Income Home Energy Assistance Program(LIHEAP) Weatherization Assistance (2016 and 2017)	• Assistance with residential repair/weatherization (e.g., weather stripping, thermostats, door/window replacement, etc.)	16	1,312
	• Energy-efficient appliance installation	2	195
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.)	12	64
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)		\$386,951	\$8,376,368
		Results	
6. Energy calls received (from 2-1-1)		3035	
		HEAP	Wx
7. Number of LIHEAP applications Received		822	46
8. Number of LIHEAP applications Completed		696	27
9. Number of LIHEAP applications in Progress		126	27
10. Outreach Events attended	-Continue to Outreach at the FRC's in Mojave, Frazier Park, Delano, and Lake Isabella -Gave a presentation at the Head Start site at 10300 ½ San Diego St., Lamont	Distributed HEAP/Wx applications	

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Health & Nutrition Services/Carmen Segovia		Month/Year: February 2018*	
Program/Work Unit: Migrant Childcare AP Program (MCAP)	Total Staffing: 17, 4 vacancies; Admin. Clerk, Services Clerk, Subsidized Reimbursement Specialist, Family Services Specialist	Program Manager/Supervisor: Susana Magana	
Services: The Migrant Childcare Alternative Payment Program is a voucher-based child care program for migrant agriculturally working families. The program has six entry counties: Kern, Kings, Madera, Merced, Tulare, and Fresno. Once enrolled, families can continue child care services as they migrate throughout the state following agricultural work. The program’s current Fiscal Year is July 1, 2017, to June 30, 2018. <i>*This report is for the service month of January 2018, which was processed in the month of February 2018.</i>			
		Status	
Activities	Description	Total	% by County
Active Enrollments	Kern**	359	45%
	Madera	68	8%
	Merced	22	3%
	Tulare	158	20%
	Kings	91	11%
	Fresno	105	13%
	Total	803	100%

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

Other:

Current Activities:

The Migrant Childcare program is on track to meet the FY 17-18 contact. Staff continues to recruit and accept pre-applications in all entry counties for the program's waiting list. Merced and Madera staff are aggressively recruiting to increase caseloads in these counties, all other entry counties are enrolling from the waiting list to maintain current slots.

The migrant program is actively recruiting for a Family Services Specialist position for the Tulare County satellite office and the Services Clerk position for the regional office in Bakersfield. Both interview dates have been set.

On 2/23 the Program Manager, the Family Services Coordinator and Program Director traveled to Visalia to meet with Assemblyman Devon Mathis. He was very interested in learning more about the MCAP program and appeared to understand the important role that our program plays in helping working families and how family stability relates to the stability of the workforce for the agriculture industry in the Central Valley. We will be keeping him updated about CAPK's program and the overall needs of AP. We are hopeful that this connection will yield support in upcoming legislation that support the AP program.

On 2/27 the Program Manager attended the Communication Session 1 offered by WorkLogic as part of the CAPK ongoing supervisory training.

On 2/28 program staff worked alternate work schedules to accommodate evening parent and provider meetings in Merced County. This was our last scheduled entry county meeting to inform parents and providers of the regulation changes of Budget Act 2017.

Upcoming Activities:

3/1 Interviews for Tulare Family Services Specialist being held in Visalia

3/9 Interviews for Service Clerk will be held in Bakersfield

3/14 MCAP will be presenting at the PRE meeting in the Board room at 12 noon.

3/23 Program manager will be attending the Session 2 at WorkLogic

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Nutrition Services/Carmen Segovia		Month/Year: February 2018
Program/Work Unit: Central Kitchen	Staffing: 21 Staff members, 1 Vacancy	Program Manager: Lorenzo Maldonado
<p>Services: Preparation and delivery of meals and snacks for children enrolled in CAPK's Head Start/Early Head Start and Home Base option. The program provides the meals for the H.S. /E.H.S and Home Base parent meetings. The program also delivers food service and janitorial supplies to the Head Start/Early Head Start centers and Home Base locations.</p> <ul style="list-style-type: none"> Total meals prepared are supported by the daily meal production sheets and food transport sheets. VIP Parent meeting meal totals are supported by meal request forms submitted by center and Home Base staff. 		

Activities	Status			
	Total # Prepared	Breakfast	Lunch	Snack
Meals & Snacks				
Central Kitchen prepared for the HS/EHS centers	77,880	26,716	28,066	23,098
Home Base Meals	286	66	89	131
Total	78,166	26,782	28,155	23,229

Other:

- In the Month of February, the Central Kitchen delivered all the start-up supplies and equipment for the new Head Start Center in Wasco (Broadway). We are preparing for the increase in production with the addition of this center.
- I had the opportunity to attend a meeting at the Buena Vista Edible Schoolyard Garden. I was impressed by the organizations curriculum for elementary students. The tour consisted of the work the staff is doing with the elementary students in planting and growing a garden. The program has a volunteer program, along with a summer school where kids can learn about preparation for planting and maintaining a garden.
- Human Resources and the Employees' Labor Union approved the restructuring of yearly staff status at the Central Kitchen. We will converting two full-year Food Production Drivers and one Cook II positions in to part-year positions. This will allow the Kitchen to be more efficient when less meals are needed- holidays and summer breaks.
- In mid-February the kitchen had to shut down a steamer due to safety concerns. Isabel Urena, Food Production Supervisor, came up with a procedure to assure that preparation of hot food would not be effected, resulting in no delays in delivery. The second steamer allows for less personnel to be involve in the process of reheating the hot food that is going to the centers.
- We currently hired the third Substitute Food Production Driver, Farod Nash and the vacant Food Production Driver position was posted. When this is filled, the Central Kitchen will be fully staffed.

COMMUNITY ACTION PARTNERSHIP OF KERN
DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director:		Month/Year: February 2018
Program/Work Unit: HR/Payroll/Staffing	Total Division Staffing: 10	Program Manager/Supervisor: Mike Lackman/Eric Kelley/Dawn Bledsoe
Services: All functions and activities related to payroll, staffing, employee benefits administration, labor law compliance, personnel management, and Union Contract.		

		Status	
Activities	Description	Month	YTD
Employee Count	Regular	813	
	Subs/Temps	31	
	Total Staff	844	
New Hires	All divisions and programs		
	Regular	11	18
	Subs/Temps	2	11
	Total New Hires	13	29
Leaves of Absence	Intermittent Leave	122	
	Full-time Leave	25	
	Total on Leave	147	
Terminations	All divisions and programs		
	Voluntary	8	16
	Involuntary	3	6
	Total Terminations	11	22
Staffing	Vacancy	27	35
	Total Applications Received	128	234
Payroll	Total Hours Paid	134,027	
	Total Gross Payroll	\$2,379,195	

Projects Pension Transition FMLA Administration to Hartford Electronic Job Requisitioning	Completed: Training/Online-ADP for performance reviews Electronic performance evaluations submitted for December & New Hires Signed contracts at The Standard Training for Hartford/Administration In Progress Hartford-FMLA Administration Transition-Weekly calls
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COMMUNITY ACTION PARTNERSHIP OF KERN
DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Operations/Emilio Wagner		Month/Year: February 2018
Program/Work Unit: Business Services/ Maintenance & Operations/Information Technology/Risk Management	Total Division Staffing: 20	Program Manager/Supervisor: Dan Ripoli, Bryon Vanderhoff, Laurie Sproule, Kerri Davis
Services: Facility repair and maintenance, procurement, information technology, safety, risk insurance, vehicle registration, contracts, facility leases and facility planning.		

		STATUS	
Activities	Description	Received	Completed March 1, 2017 to Date
Business Services			
Purchase Orders Processed		137	1499
Contracts/Leases Processed		8	72
Request for Proposals (RFP)	<ul style="list-style-type: none"> Electronic Contract Management System Purchase of two Head Start Vehicles Purchase of Maintenance Truck Purchase of 4 Central Kitchen Vans 	In progress Cancelled Cancelled Cancelled	
Leases	<ul style="list-style-type: none"> Renew James St – WIC Renew Niles St. – WIC 	In progress In progress	
Contracts	<ul style="list-style-type: none"> KCSOS Partnership Head Start Leased Copiers 	Complete Complete	
Maintenance & Operations		Work in Progress	03/01/2017 to Date Closed
Facility Work Orders Processed	Repair and maintenance of CAPK facilities and vehicles.	73	3427
Projects	<ul style="list-style-type: none"> Continuing to work with PG&E to install LED exterior lighting at a much-reduced rate in multiple locations. Pour n Play has been installed on playground surfaces replacing rubber nuggets at Pete Parra and Martha J Morgan and 1600 sq. ft. of rubber surface was installed on the large asphalt surface in Taft. 	In Progress Complete	

Operations Division December 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	276	4475
Projects	<ul style="list-style-type: none"> • Boardroom Video Conference Equipment • Cyber Security RFP • Head Start Inventory • AT&T Erate Installation • 2018 Erate application 	Completed In Progress In Progress In progress In progress	
Risk Management		Reported	01/01/2018 to Date
Workers Compensation Incidents	<ul style="list-style-type: none"> • For Report Only • First Aid • Medical Treatment • Modified Duty • Lost Time • Non-Industrial (not work related) • Under Investigation 	10 1 0 1 0 0 1	22 3 0 1 0 0 2
General Liability		0	0
Property Incidents		0	2
Vehicle Incidents		0	2
Projects	<ul style="list-style-type: none"> • Renewal of Liability Insurance (General, D&O, Property, Vehicle & Umbrella) 	Completed	

Other:

Maintenance & Operations is taking advantage of the substantial rebates tied to retrofitting indoor and outdoor lighting of facilities with LED fixtures. Currently targeting owned facilities such as, Friendship House, Shafter Youth Center, Food Bank, M&O building, Pete Parra, and BPN. If additional rebates are available other facilities will be added.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Community Development/Ralph Martinez		Month/Year: February 2018	
Program/Work Unit: Grants & Research	Total Staffing: 5 3 Vacancies	Program Manager/Supervisor: Sheila Shegos	
Services: Grant proposal preparation, research on funding resources and opportunities, and special projects.			
		Status	
Activities	Description	In Progress	Submitted
Grant Applications	Department of Justice-Violence Against Women		X
	U.S. Administration for Community Living, Administration for Aging.	X	
	Bank of America Vibrant Communities	X	
	Union Bank- Small Bus Development Funding	X	
	AERA Energy- STEM program funding	X	
	Kern Family Health Care Community Grant-EKFRC	X	
	Kern Family Health Care Community Grant-FHCC	X	
	Kern Family Health Care Community Grant-SYC	X	
	2-1-1 Kern Developmental Delay Screening Program	X	
Potential Funding Opportunities – Research in Progress	<ul style="list-style-type: none">• US-HUD Youth Homelessness Demonstration Program• Program support with potential collaborating partners• CAPK Food Bank Warehouse Expansion• Central Kitchen move and expansion• 2-1-1 and VITA Grant Funding		
Projects	Description		
Learning Communities	CAPK was selected to participate in two CAP Learning Communities. This project will allow CAPK to engage with other agencies for capacity building/develop strategies to strengthen our agency’s efforts in the areas of Economic Empowerment and Integrated Services.		
Financial Capabilities	CD staff had a kick-off meeting with Bank of the West and is in the process of implementing the CAPK Small Business Assistance program, to help low-to-moderate income small business owners be successful and grow. CD Outreach and Grants Administrator met with the Regional Director of Starbucks to discuss the PREP Works program and future collaboration/funding opportunities.		
Program Budgets	Completed 2018 Budgets for CD division and programs. Developed a template for programs to track Budget to Actual spending closer contract monitoring.		
Strategic Plan 2016-2021	Goal groups continue to meet. CD Staff to support groups and monitor progress, as needed.		
Organizational Standards	CAPK is currently 100% compliant. Staff is monitoring ongoing updates and will process as needed over the next few months.		
ROMA Training	CD anticipates continued use of State CSD ROMA support until a staff member can complete ROMA Certified Implementer training.		
Community Services Block Grant (CSBG)	CD completed/submitted required 2017 (calendar year) annual report. CD staff is working on streamlining data collection/reporting for to improve efficiency and prepare for upcoming changes in CSBG reporting requirements. Review of new modules 1 -4 scheduled for March.		

Other:

- CD is in the hiring process for the new Senior Community Development Specialist and Outreach Coordinator positions.
- CD Division has an extern through Kern High School District. She has a B.A. degree in marketing and is providing department support.

COMMUNITY ACTION PARTNERSHIP OF KERN
FUNDING REQUESTS AND APPLICATION STATUS REPORT
PENDING - February 2018

Date Approved	Date of App. Submission	Funding Source	Program/Proposal	Amount Requested
9/13/2017 (PRE)	9/15/2017	Heffernan Foundation	FHCC & SYC/ STEM	\$ 19,000
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)	10/25/2017	City of Bakersfield/ Community Development Block Grant	Food Bank/ Expansion & Disaster Preparedness Project	\$ 749,285
10/25/2017 (Board)	11/23/2017	CDBG-County	Food Bank/ Expansion & Disaster Preparedness Project	\$ 749,285
11/29/2017 (Board)	12/4/2017	Us Department of Agriculture	CAPK Food Bank Network Capacity Building & Emergency Preparedness Project	\$ 350,000
1/17/2018 (PRE)	1/19/2018	CA Board of State and Community Corrections	The Partnership for Advancement of Youth-2 years funding	\$ 492,850
3/14/2018	2/15/2018	U.S. Dept. of Justice, Office Against Violence of Women	East Kern Partnership	\$ 500,000

COMMUNITY ACTION PARTNERSHIP OF KERN
FUNDING REQUESTS AND APPLICATION STATUS REPORT
AWARDED - February 2018

Date Approved	Date of Notification	Funding Source	Program/Proposal	Amount Requested	Amount Awarded	Funding Period
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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
7/13/2016 (Exec)*	8/10/2017	Wells Fargo	FHCC & SYC/PREP Works	\$ 30,000	\$ 20,000	1/1/2017 - 12/31/2017
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
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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	EKFRG/ 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	EKFRG/ 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
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10/11/17 (PRE)	11/15/2017	Stater Bros. Charities/ Harvesting Hope	Food Bank/ General Operating Support	\$ 5,000	\$ 3,000	1/01/2018 - 12/31/2018
11/08/2017 (PRE)	11/20/2017	Bank of the West	CAPK Small Business Assistance Program (3 years @ \$25,000 per)	\$ 75,000	\$ 75,000	1/01/2018-12/31/2020
	12/11/2017	Dignity Health	EKFRG East Kern Health Link	\$ 69,926	\$ 24,701	1/01/2018-12/31/2020
09/13/2017 (PRE)	12/15/2017	Wonderful Community Grants	CAPK Food Bank Free Farmers Markets, Wasco	\$ 50,000	\$ 30,000	01/01/2018-12/31/2018
			TOTAL	\$	\$ 777,860	

COMMUNITY ACTION PARTNERSHIP OF KERN
FUNDING REQUESTS AND APPLICATION STATUS REPORT
DECLINED - February 2018

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10/26/2016 (Board)	2/6/2017	TJX Foundation	Food Bank/ General Support	\$ 5,000
3/22/2017 (B&F)	6/14/2017	Kaiser Permanente Southern Cal. Community Benefits Grant Program	FHCC & SYC/ Summertime Yoga Challenge	\$ 12,600
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1/11/2017 (PRE)	No response	Walmart Community Grants	VITA/ Wasco	\$ 2,500
1/11/2017 (PRE)	No response	Junior League of Bakersfield	EKFRC/ Computer Skills Training & Access	\$ 26,000
9/13/2017 (PRE)	10/31/2017	Disney / Feeding America	Food Bank/ Capacity Building	\$ 15,000
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	1/31/2018	Strategic Growth Council Transformative Climate Communities	Kern County Disadvantage Communities Study	\$ 250,000
10/25/2017 (Board)	11/6/2017	California Coastal Commission - Whale Tail	FHCC and SYC After School Marine Studies Program	\$ 10,000

Community Action Partnership of Kern Funding Request Profile

Source of Funds: Federal

Project Name: East Kern Partnership

CFDA # 16.589

Funder Name: U.S. Department of Justice Office on Violence Against Women

Division Director: Carmen Segovia

Grant Program Name: Rural Sexual Assault, Domestic Violence, Dating Violence, and Stalking Program

Program Manager: Whitney Hughes

☒ **New Funding**

☐ **Re-Application**

Funding Period: 10/01/2018-9/30/2021

A. Narrative description of funding request, including goals:

CAPK is applying for \$500,000 over 3 years from the US. Department of Justice Office on Violence Against Women to serve victims of domestic violence, sexual assault, dating violence stalking, and human trafficking in rural east Kern County communities. CAPK will partner with Women's Center High Desert (WCHD)—the *East Kern Partnership*—to serve victims by increasing the coordination of services, expanding existing services, and reducing barriers/increase access to services.

The Primary goals for the East Kern Partnership are to provide a safe haven with 24-hour admittance for victims and children suffering the effects of domestic violence; build self-sufficiency through case management, referrals and resources; provide domestic violence prevention education and training (as an outreach) to individuals, community groups, schools, churches, and businesses—to prevent recurrence and new cases, and break the cycle of domestic violence by educating communities served on the signs of domestic violence, the appropriate response and resources available for those in an unhealthy relationship; and address physical/emotional needs of children through crisis intervention services and/or other supports (to help them learn elements of healthy relationships).

B. Use of Funds:

Funding of \$500,000 over 3 years for CAPK and WCHD will include 3 case managers, therapist time, transportation for participants to shelters and services, emergency motel vouchers, and general supplies.

C. Approvals:

1. Carmen Segovia 2/21/18
Division Director Date

3. Christine Anami 2/22/18
Chief Financial Officer Date

2. Ralph Martinez 2/20/18
Director of Community Development Date

4. JITD 2/23/18
Chief Executive Officer Date

D. Board:

☐ Policy Council
Date: _____

☐ PRE Presentation
Date: _____

☐ B&F Approval
Date: _____

☐ Board Approval
Date: _____

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Head Start/State Child Development/Yolanda Gonzales	Month/Year: February 2018
Program/Work Unit: Head Start/Early Head Start	Program Manager/Supervisor: Jerry Meade/ Donna Holland
Services: Head Start and Early Head Start childhood education for low-moderate income children ages 0-5 in center-based, part-day or full-day environments and home-based options.	

Program	Enrollment	Funded	Actual
Head Start Kern	February 2018	2,041	99%*
Early Head Start Kern	February 2018	328	100%
Early Head Start Partnership	February 2018	56	100%
Early Head Start San Joaquin	February 2018	313	100%
TOTAL Funded Enrollment		2,738	
Children with Disabilities		Goal	Actual
Head Start Kern	Identified as having an IEP	10%	9%
Early Head Start Kern	Identified as having an IFSP	10%	11%
Early Head Start Partnership	Identified as having an IFSP	10%	2%
Early Head Start San Joaquin	Identified as having an IFSP	10%	14%
Over Income		Goal	Actual
Head Start Kern	Within 100% and 130% of Federal Poverty Rate	<10%	6%
Early Head Start Kern	Within 100% and 130% of Federal Poverty Rate	<10%	3%
Early Head Start Partnership	Within 100% and 130% of Federal Poverty Rate	<10%	5%
Early Head Start San Joaquin	Within 100% and 130% of Federal Poverty Rate	<10%	4%
Average Daily Attendance (Program Wide >85%)		97%	

Meals Served for the month of February						
Total Meals Requested			Meals Allocated		% of Meals Served	
by: Central Kitchen	by: Vendor Kitchens	Total Meals Prepared	to: CACFP/USDA	to: HS/EHS	February 2017	February 2018
78,225	14,102	92,327	71,429	20,898	74%	88%

Other: We had 3 Centers with 100% attendance for the month of February: Heritage, Noble and Seibert.

Total Division Staffing: Currently employed in Head Start: 598

Vacant Positions: 14

Currently out on Leave: 91

Program Updates: * The Broadway Center is awaiting Licensing. Once licensed the center will open and we will reach full enrollment. All currently operating program options were fully enrolled in the month of February 2018.

The 2017-18 Program Year Self-Assessment is underway being led by Sylvia Ortega, Compliance Coordinator. Thus far all program procedures have been collected from each department, and a cross testing process is under way. Once complete, a summary of findings will be presented to this committee.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Community Development/Ralph Martinez		Month/Year: February 2018
Program/Work Unit: Outreach & Advocacy	Total Staffing: 2 Extern: 1	Program Manager/Supervisor: Sheila Shegos
Services: <i>Media relations, public relations, agency promotional materials development, advocacy, website management, social media, fundraising, English-Spanish translation.</i>		
February Program Activities		
CAPK Program	Activity	
Energy	<ul style="list-style-type: none"> Marketing Campaign for Utility Savings 	
Head Start & Friendship House Community Center	<ul style="list-style-type: none"> READ ACROSS AMERICA marketing and event support 	
Agency/ Outreach	<ul style="list-style-type: none"> CSBG data collection and IS Survey Bank of the West Kick Off meeting/Work Plan discussion Starbucks – PREP Works meeting Classy monthly reporting United Way (Food Policy Council, Assessment discussion) KC Farm – Groundbreaking Grimmway (Shafter Youth Center) Brightwood College – Volunteerism and event support Wonderful Company – Wasco project (Food Bank) Valley Plaza Mall – GET Bus Stuff the Bus (Food Bank) National Community Action Foundation Advocacy Webinar Meeting with CSUB Reporter (is this the school news? If so, list name) US Census Bureau – Community Analysis Workshop Donor Perfect – donor software transition Give Big Kern Webinar and Workshop Strategic Planning – Goal Group 3 March CAPK Newsletter/Constant Contact & group emails HR Newsletter/prep & design Outreach Calendar/annual CAPK WEEKLY READER - Social media posts Community presentations – Dignity Health, Clinica Sierra Vista, Harding Elementary School National 2-1-1 Day! TV interviews (English & Spanish) – KBAK Eyewitness News, KGET TV-17, 17.3 Telemundo Bakersfield CAPK Agency TV interview – Univision 2018 Humanitarian Awards Banquet/Committee meetings 	
Upcoming Events		
Date	Activity	
March 17	<ul style="list-style-type: none"> St. Patrick's Day! 	
April 19	<ul style="list-style-type: none"> 2018 Humanitarian Awards Banquet & Fundraiser 	
June (date pending)	<ul style="list-style-type: none"> Stuff the Bus – Food Drive 	

COMMUNITY ACTION PARTNERSHIP *of* KERN
BUDGET & FINANCE COMMITTEE MEETING
5005 Business Park North, Bakersfield, CA
March 21, 2018
12:00 p.m.

MEETING MINUTES

1. **Call to Order**

Warren Peterson called the meeting to order at 12:00 pm at the Community Action Partnership of Kern administrative building, 5005 Business Park North, Bakersfield, CA.

2. **Roll Call**

Roll Call was taken with a quorum present.

Present: Warren Peterson, Janea Benton, Jimmie Childress, Guadalupe Perez (arrived at 12:02 pm), Ana Vigil

Absent: None

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

3. **Approval of Agenda**

Motion was made and seconded to approve the Budget & Finance Committee Meeting agenda for March 21, 2018. Carried by unanimous vote (Childress/Benton).

4. **Public Forum:**

5. **New Business**

a. Application Status Report and Funding Requests – Kathline Moessner, Senior Community Development Specialist – ***Action Item***

- U.S. Department of Justice Office on Violence Against Women for East Kern Partnership Rural Sexual Assault, Domestic Violence, Dating Violence and Stalking Program
- Kern Family Health Care for Friendship House Community Center Grow Fit Program

Kathline Moessner reported for the month of February, one application was declined, there were no awarded applications, and one application is pending. Two Funding Requests noted above were presented to the Committee.

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

b. Head Start and Early Head Start Budget to Actual Reports - Donna Holland, Fiscal Administrator – ***Info Item***

- Kern Head Start and Early Head Start Budget to Actual for the Period Ended February 28, 2018
- San Joaquin Early Head Start Budget to Actual for the Period Ended February 28, 2018 (Interim Year-End Report)
- San Joaquin Early Head Start Budget to Actual for the Period Ended February 28, 2018

- Early Head Start Child Care Partnerships Budget to Actual for the Period Ended February 28, 2018

Emily Gonzalez Demont presented the Kern Head Start and Early Head Start Budget to Actual report and noted that twelve months (100%) of the 12-month budget period have elapsed. For Base Funds, overall expenditures are at 96% for Head Start and 95% for Early Head Start. She noted that there is a pending request for a budget amendment that was previously approved by the Board and is awaiting final approval from Region IX Head Start offices. Training & Technical Assistance overall expenditures are at 100% for Head Start and 89% for Early Head Start. Expenditures for the Duration Grant are at 97% and the Non-Federal share is at 133% of budget. Additional transactions for the 2017-2018 budget year will continue to be posted during the grant close-out period and will be reported on monthly until the grant has been closed.

Donna Holland presented the San Joaquin Early Head Start Budget to Actual, interim year-end report. Twelve months (100%) of the budget period have elapsed. Overall Base Fund expenditures are at 99% of budget. Overall Training & Technical Assistance funds are at 100% of budget and the Non-Federal Share is at 115% of budget. Budget to Actual reports for this grant will be presented monthly until the grant has been closed.

Donna Holland presented the San Joaquin Early Head Start Budget to Actual Report for the period ended February 28, 2018. One month (8%) of the 12-month budget period has elapsed. Overall expenditures are on track for the Base Funds. Training & Technical Assistance overall funds are at 1%, and the Non-Federal Share is at 2% of budget.

Donna Holland presented the Early Head Start Child Care Partnerships Budget to Actual Report and noted six months (50%) of the 12-month budget period have elapsed. CAPK's request to carryover \$173,147 was approved by the Office of Head Start on March 6, 2018. The budget to actual expenditures for these funds will appear on the March 2018 report. A request was made and approved to carryover Training & Technical Assistance in the amount of \$4,391. The Non-Federal share is at 60% of budget.

A motion was made to receive and file the Head Start and Early Head Start Budget to Actual Reports and recommend approval from the Board at the February 28, 2018 meeting. (Childress/Vigil)

- c. Chris Anami presented CAPK's Annual Operation Budget for 2018-2019. The operating budget of \$56,885,471, which represents a 2% increase over the prior year budget, was developed using individual grant or program budgets prepared by program staff, then combined into the following budget categories: Program Services, which includes Education, Nutrition, Energy Conservation, Community Services and CSBG; Support Services which includes Discretionary and Fund Raising; and Indirect. All program budgets and functional categories are balanced, and we expect excess revenue in the Indirect Fund budget. A detailed memo and supporting documentation was provided to the Committee.

A motion was made and seconded to approve the Annual Budget for FY 2018-2019. Carried by unanimous vote. (Childress/Benton).

6. Finance Director Report

- a. Discretionary Fund Update – Christine Anami, Chief Financial Officer – **Info Item**

Christine Anami provided an overview of the Discretionary Fund Report and noted there was a gain of \$6,425 from the prior month due to the receipt of some early donations for the annual humanitarian

awards event. The ending balance is \$467,290. It is expected that minor adjustments will be made during the closeout period.

b. Financial Statements, January 2018 – Christine Anami, Chief Executive Officer – ***Action Item***

Christine Anami provided a copy of the Financial Statements for February 2018 and stated that there was no need to borrow from the line of credit in February and that the line of credit was only accessed six times over the last budget year. Although CAPK is becoming less dependent upon the line of credit, the line of credit amount was recently increased to \$2 million due to national budget issues. The increase will allow CAPK to continue operations in the event of a government shut-down in the future and subsequent delays in receiving funds. The cost is minimal, about \$4,800 annually for the entire line. The increased line cost is about half of that amount. The Indirect Fund analysis shows an estimated gain of \$540,967, outperforming the budget estimate of \$60,546 for FY 2017-2018. The reason for the large increase is that revenue was higher and expenditures were lower than budgeted, both contributing to the net gain for the Indirect Fund.

Motion was made and seconded to approve the Financial Statements, February 2018. Carried by unanimous vote. (Benton/Childress)

7. **Committee Member Comments**

8. **Next Scheduled Meeting**

Budget & Finance Committee Meeting
Wednesday, April 18, 2018
12:00 p.m.
5005 Business Park North
Bakersfield, California 93309

9. **Adjournment**

The Meeting was adjourned at 12:53 pm

COMMUNITY ACTION PARTNERSHIP OF KERN
FUNDING REQUESTS AND APPLICATION STATUS REPORT
PENDING - February 2018

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				TOTAL	\$ 777,860	

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FUNDING REQUESTS AND APPLICATION STATUS REPORT
DECLINED - February 2018

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Community Action Partnership of Kern Funding Request Profile

Source of Funds: Federal

Project Name: East Kern Partnership

CFDA # 16.589

Funder Name: U.S. Department of Justice Office on Violence Against Women

Division Director: Carmen Segovia

Grant Program Name: Rural Sexual Assault, Domestic Violence, Dating Violence, and Stalking Program

Program Manager: Whitney Hughes

☒ **New Funding**

☐ **Re-Application**

Funding Period: 10/01/2018-9/30/2021

A. Narrative description of funding request, including goals:

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B. Use of Funds:

Funding of \$500,000 over 3 years for CAPK and WCHD will include 3 case managers, therapist time, transportation for participants to shelters and services, emergency motel vouchers, and general supplies.

C. Approvals:

1. Carmen Segovia 2/21/18
Division Director Date

3. Christine Anami 2/22/18
Chief Financial Officer Date

2. Ralph Martinez 2/20/18
Director of Community Development Date

4. JITD 2/23/18
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: Grow Fit Program

Division Director: Ralph Martinez

Funder Name: Kern Family Health Care

Program Manager: Lois Hannible

Grant Program Name: Friendship House
Community Center

Funding Period: 7/01/2018-6/30/2019

☒ **New Funding**

☐ **Re-Application**

A. Narrative description of funding request, including goals:

CAPK is applying for \$2,000 from Kern Family Health Care to support the Friendship House Community Center Grow Fit program. The goal of the Grow Fit program is to reduce obesity and related chronic disease such as diabetes and heart disease by teaching children the relationship of good nutrition and health; gardening as part of a healthy lifestyle and importance of knowing where food comes from; and importance of being physically active.

The program will provide 25 low-to-moderate income minority children ages 6 to 18 with 12 weeks of gardening in the FHCC community garden; nutrition education with guest presenters from the community; fun physical activities; and Nutrition Show-Down cooking contest using healthy ingredients grown in the community garden. Parents/caregivers will be strongly encouraged to volunteer as activity assistants and/or participate in the program with their children.

B. Use of Funds:

Funding of \$2,000 will be used for gardening supplies to replant the FHCC community garden and cooking supplies for the Nutrition Showdown cooking contest.

C. Approvals:

1. _____
Division Director Date

2. Shil Sages for Ralph Martinez 3/7/18
Director of Community Development Date

3. Christine Anemic 3/7/18
Chief Financial Officer Date

4. JAT. B. 3/7/18
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 February 28, 2018 – **Info Item**

Date: March 21, 2018

The following are highlights of the Head Start/Early Head Start Budget to Actual Report for the period March 1, 2017 through February 28, 2018. Twelve months (100%) of the 12-month budget period have elapsed.

Base Funds

Overall expenditures are at 95% for Head Start and 94% for Early Head Start.

- **Head Start & 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. In response to expected savings at year-end, CAPK has submitted a budget revision to reallocate the funds to program needs that could not be budgeted.
- **Supplies** are purchased as needed throughout the year, rather than monthly. In response to expected savings at year-end, CAPK has submitted a budget revision to reallocate **Early Head Start** funds to program needs that could not be budgeted.
- **Contractual** expenditures take place as needed throughout the year, rather than monthly; the unbudgeted costs of legal services for the pension conversion are also included here.
- Costs in the **Early Head Start Other** category exceeded the budget, primarily in the areas of space costs and child food expenses.

Training & Technical Assistance Funds

Overall expenditures are at 100% for Head Start and 89% for Early Head Start.

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. Costs originally budgeted under the **Equipment** category will be recorded in the **Other** category. Expenditures for this grant are at 92% of budget.

- Renovations of one additional classroom at the Taft center are complete.
- Renovations of the two-classroom Broadway (Wasco) center are complete, and the center license is being processed.

Non-Federal Share

Non-Federal share is at 133% of the budget.

Additional transactions for the 2017-2018 budget year will continue to be posted during the grant close-out period. Budget to Actual reports will be presented monthly until the grant has been closed out.

**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 - February 28, 2018
Month 12 of 12 (100%)

Prepared 03/13/2018

Prepared 03/13/2018	HEAD START					EARLY HEAD START						
	BASE FUNDS		BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
	PERSONNEL		10,569,007	9,746,362	822,645	92%	8%	2,149,045	1,922,830	226,215	89%	11%
	FRINGE BENEFITS		3,187,775	3,158,381	29,394	99%	1%	644,713	635,531	9,182	99%	1%
	TRAVEL		0	6,625	(6,625)			0	0	0		
	EQUIPMENT		0	0	0			0	0	0		
	SUPPLIES		1,029,470	1,040,193	(10,723)	101%	-1%	376,583	308,446	68,137	82%	18%
	CONTRACTUAL		47,110	97,901	(50,791)	208%	-108%	23,390	13,330	10,060	57%	43%
	CONSTRUCTION		0	0	0			0	0	0		
	OTHER		3,624,954	3,499,206	125,748	97%	3%	437,377	546,619	(109,242)	125%	-25%
	INDIRECT		1,779,092	1,693,567	85,525	95%	5%	358,386	337,296	21,090	94%	6%
	TOTAL BASE FUNDING		20,237,408	19,242,235	995,173	95%	5%	3,989,494	3,764,053	225,441	94%	6%

TRAINING & TECHNICAL ASSISTANCE

TRAVEL	19,322	33,722	(14,400)	175%	-75%	39,954	21,968	17,986	55%	45%
SUPPLIES	20,812	6,342	14,470	30%	70%	9,981	5,085	4,896	51%	49%
CONTRACTUAL	18,485	6,966	11,519	38%	62%	15,689	9,101	6,588	58%	42%
OTHER	73,517	85,070	(11,553)	116%	-16%	22,561	42,365	(19,804)	188%	-88%
INDIRECT	13,214	13,116	98	99%	1%	8,819	7,834	985	89%	11%
TOTAL TRAINING & TECHNICAL ASSISTANCE	145,350	145,216	134	100%	0%	97,004	86,353	10,651	89%	11%

DURATION GRANT CARRYOVER (FORMERLY "START-UP")

EQUIPMENT	120,000	0	120,000	0%	100%
SUPPLIES	175,910	165,660	10,250	94%	6%
OTHER	179,765	258,638	(78,873)	144%	-44%
INDIRECT	32,331	41,785	(9,454)	129%	-29%
TOTAL DURATION CARRYOVER	508,006	466,083	41,923	92%	8%

GRAND TOTAL HSEHS FEDERAL FUNDS	20,890,764	19,853,535	1,037,229	95%	5%	4,086,498	3,850,405	236,093	94%	6%
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HEAD START and EARLY HEAD START KERN NON-FEDERAL SHARE

SOURCE	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING	
CALIF DEPT OF ED	2,930,748	4,529,799	(1,599,051)	155%	-55%	Centralized Administrative Cost 6.6%
IN-KIND	3,186,566	3,590,155	(403,589)	113%	-13%	Program Administrative Cost 2.8%
TOTAL NON-FEDERAL	6,117,314	8,119,954	(2,002,640)	133%	-33%	Total Administrative Cost 9.4%

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

Actual expenditures include posted expenditures and estimated adjustments through 02/28/2018.

Agency-Wide Credit Card Report

	CURRENT	1 TO 30	31 TO 60	61 TO 90	OVER 90	
Bank of America	19,726					CREDITS
Lowe's	3,170	5,862				TOTAL
Save Mart	2,813	867				19,726
Smart & Final	269					9,032
Chevron & Texaco Business Card	6,928					3,680
Home Depot	3,211					269
	36,117	6,729	0	0	0	6,928
						3,211
						42,846

**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 February 2018 (Month 12 of 12)**

Percent of year elapsed: 100%

LOCATION	FUNDED ENROLL- MENT	March	April	May	June	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	YTD Totals	IN-KIND GOAL	% OF GOAL MET
Alberta Dillard	68	17,235	14,278	7,823	0	0	3,736	20,782	33,575	25,084	19,451	23,865	14,173	180,002	92,338	195%
San Diego Street	48	11,089	10,871	10,601	11,518	8,117	10,491	5,686	11,547	11,582	9,975	9,810	6,589	117,876	65,179	181%
East California	70	13,042	7,973	5,477	0	0	4,390	19,161	35,927	35,881	19,908	20,490	165	162,415	95,053	171%
Noble	34	7,130	5,708	3,486	0	0	4,441	13,300	12,973	9,611	4,401	9,917	7,750	78,717	46,169	170%
Heritage Park	34	12,084	10,752	7,261	0	0	1,992	6,298	7,677	8,233	7,035	6,860	7,683	75,876	46,169	164%
Martha J. Morgan	83	27,956	22,725	13,972	0	0	6,052	20,496	25,453	22,345	16,479	0	18,926	174,406	112,706	155%
Faith Avenue	34	13,062	8,485	6,670	0	0	2,124	7,247	11,732	11,095	9,487	225	165	70,290	46,169	152%
Fairfax	40	14,732	11,648	7,741	0	0	1,629	7,133	8,309	9,141	8,214	6,470	6,600	81,617	54,316	150%
Lamont	34	9,115	5,854	3,225	0	0	1,649	5,644	6,799	7,770	9,561	9,885	7,983	67,485	46,169	146%
Shafter	34	4,257	4,019	2,801	0	0	1,923	8,124	13,537	13,295	10,917	105	5,602	64,579	46,169	140%
Pioneer	34	8,417	7,079	3,651	0	0	2,028	7,075	12,304	6,987	6,677	4,521	4,674	63,413	46,169	137%
Franklin	24	5,953	4,296	2,617	2,315	3,846	1,614	3,023	5,213	4,562	2,987	3,722	4,168	44,317	32,590	136%
Vineland	20	7,955	4,026	1,925	0	0	579	1,781	4,791	5,612	4,017	170	5,675	36,532	27,158	135%
Pacific	62	12,190	9,953	6,959	5,247	3,850	4,307	7,822	12,544	13,403	10,652	12,246	12,535	111,709	84,190	133%
Williams	34	8,701	6,370	2,440	0	0	1,534	5,231	11,513	11,074	6,589	7,160	68	60,682	46,169	131%
Primeros Pasos	76	13,509	11,897	11,322	7,390	7,406	9,987	7,652	14,466	13,223	11,634	9,533	12,749	130,769	103,201	127%
Delano	76	16,824	14,469	12,869	8,295	8,948	5,566	7,767	17,692	12,607	7,980	7,729	9,940	130,685	103,201	127%
Virginia	34	9,882	6,594	3,576	0	0	2,207	5,658	5,972	7,913	4,947	5,191	5,296	57,237	46,169	124%
Sunrise Villa	34	17,097	13,051	6,550	0	0	642	1,092	3,796	5,306	2,393	2,964	2,505	55,394	46,169	120%
Stine Road	138	18,162	16,539	20,487	15,259	14,578	21,588	22,960	28,634	18,396	13,914	16,894	14,955	222,366	187,391	119%
Casa Loma	34	10,045	5,902	3,417	0	0	2,170	7,831	6,738	6,535	6,632	3,999	1,388	54,658	46,169	118%
Planz	34	12,344	9,988	4,851	0	0	1,792	3,830	5,873	5,001	5,002	303	5,609	54,595	46,169	118%
Home Base	225	24,130	21,418	15,321	13,922	12,945	14,058	16,111	21,918	13,787	11,249	9,984	2,695	177,538	152,764	116%
Fairview	34	4,848	3,329	3,158	0	0	2,404	7,087	11,685	7,568	2,389	180	8,653	51,302	46,169	111%
Tehachapi	34	8,461	7,372	3,800	0	0	1,331	5,277	6,534	6,464	3,878	4,669	3,430	51,217	46,169	111%
Willow	72	11,499	9,455	4,751	0	0	2,532	3,918	10,330	17,659	10,829	18,287	18,707	107,968	97,769	110%
Pete H. Parra	112	18,018	17,795	14,195	9,771	10,309	13,738	15,193	23,377	24,084	15,916	0	1,462	163,849	152,085	108%
Shafter HS/EHS	36	5,894	5,073	4,436	4,341	3,901	4,768	5,837	7,966	4,946	4,531	0	782	52,475	48,885	107%
Sterling	122	20,515	17,871	16,927	13,197	8,152	10,285	9,715	18,586	17,582	15,129	15,480	13,898	177,337	165,664	107%
Oilville	34	9,626	7,108	3,841	0	0	0	5,995	7,049	6,505	6,349	0	2,444	48,918	46,169	106%
Oasis	57	6,568	6,949	2,245	0	0	1,748	9,112	13,078	15,409	12,791	7,199	3,874	78,974	77,401	102%
Roosevelt	34	11,919	10,962	5,653	0	0	691	2,181	9,522	4,239	802	193	655	46,816	46,169	101%
Seibert	34	4,457	4,656	2,920	0	0	1,947	5,552	7,127	7,156	6,085	322	6,522	46,744	46,169	101%
California City	34	7,464	6,138	2,640	0	0	1,282	3,944	7,602	4,881	4,643	2,302	5,142	46,039	46,169	100%
Cleo Foran	34	7,624	6,949	3,950	0	0	870	3,842	6,185	5,296	3,435	0	7,523	45,673	46,169	99%
Rosamond	100	22,378	18,460	8,133	0	0	4,250	8,245	13,330	15,435	15,464	225	16,247	122,167	135,791	90%
McFarland	24	5,400	4,732	1,711	0	0	0	2,744	4,072	2,686	1,022	0	3,177	25,544	32,590	78%
Rafer Johnson	34	7,010	4,290	1,382	0	0	431	2,663	3,164	4,180	3,297	3,688	3,601	33,705	46,169	73%
Alicante	34	8,933	3,798	1,981	0	0	695	3,458	4,321	2,509	1,912	2,362	2,457	32,426	46,169	70%

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 February 2018 (Month 12 of 12)

Percent of year elapsed: 100%

LOCATION	FUNDED ENROLL- MENT	March	April	May	June	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	YTD Totals	IN-KIND GOAL	% OF GOAL MET
Lost Hills	20	3,195	1,920	1,560	0	0	113	359	1,909	2,291	2,677	2,371	101	16,497	27,158	61%
Wesley	60	8,676	5,052	1,900	0	0	2,000	3,256	4,992	5,571	3,650	0	7,221	42,318	81,474	52%
Taft	78	12,166	8,538	5,262	0	0	1,898	3,406	7,516	4,232	4,060	6,255	591	53,924	105,917	51%
Mojave	34	5,884	2,935	1,109	0	0	713	2,473	4,296	2,415	0	0	1,438	21,263	46,169	46%
Broadway (Wasco)	44													0	59,748	0%
Buttontwillow	0	2,742	1,832	903										5,478		
Stella Hills	0	9,153	7,612	2,720										19,485		
Administrative Services		0	0	0	0	0	0	0	0	0	0	0	0	0	0	NA
Program Services		1,272	1,460	35	23	7,068	763	812	930	12	1,320	23	0	13,716	69,535	20%
Policy Council and RPC		975	1,660	1,021	225	3	416	1,923	253	4,627	1,818	183	60	13,164	52,917	25%
SUBTOTAL IN-KIND	2,369	499,588	399,830	261,276	91,505	89,124	159,373	318,696	492,808	444,191	332,097	235,785	265,882	3,590,155	3,186,566	113%

State General Child Care*	128,051	106,456	128,002	77,026	77,026	110,966	150,506	132,449	139,921	129,010	123,221	142,269	127,534	1,495,413	967,147	155%
State Preschool*	321,339	238,304	321,339	17,631	17,631	115,739	192,152	248,074	296,772	264,137	231,198	262,346	261,526	2,770,557	1,787,756	155%
State Migrant Child Care*	14,552	15,244	29,786	28,141	28,141	18,975	22,738	19,685	24,922	41,761	538	24,787	22,701	263,828	175,845	150%
SUBTOTAL CA DEPT of ED	463,942	360,004	479,127	122,798	122,798	245,681	365,396	400,207	461,615	434,908	354,957	429,402	411,760	4,529,799	2,930,748	155%


GRAND TOTAL

*May include estimates

963,530 759,834 740,403 214,303 334,805 524,769 718,903 954,423 879,099 687,054 665,187 677,642 8,119,954 6,117,314 133%

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 January 31, 2018 – Interim
Year-End Report – **Info Item**

Date: March 21, 2018

The following are highlights of the San Joaquin Early Head Start Budget to Actual Report for the period February 1, 2017 through January 31, 2018. Twelve months (100%) of the 12-month budget period have elapsed.

Base Funds

Overall expenditures are at 99% of budget.

- Costs of **Personnel** and **Fringe Benefits** are at 97% and 98% of budget, respectively.
- Costs of **Travel** associated with monthly support are at 67% of budget.
- Costs of **Supplies** are at 119% of budget.
- Costs of **Contractual** services are at 153% of budget, including the unbudgeted cost of legal services for the pension conversion (\$1,863).
- **Other** costs are at 111% of budget.

Training & Technical Assistance Funds

Overall expenditures are at 100% of budget.

- Costs of **Travel** associated with training are at 102% of budget.
- Costs of **Supplies** are at 123% of budget.
- Costs of **Contractual** services are at 57% of budget.
- **Other** costs are at 123% of budget.

Non-Federal Share

Non-Federal share is at 115% of budget. CAPK's request to waive 37% (\$473,451) of the Non-Federal requirement for this budget period was approved by Office of Head Start.

Additional transactions for this budget period will continue to be posted during the grant close-out period. Budget to Actual reports for this grant will be presented monthly until the grant has been closed out.

**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 - January 31, 2018

Month 12 of 12 (100%)

Prepared 03/13/2018

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	3,096,112	3,010,554	85,558	97%	3%
FRINGE BENEFITS	770,067	757,508	12,559	98%	2%
TRAVEL	20,232	13,583	6,649	67%	33%
EQUIPMENT	0	0	0		
SUPPLIES	142,025	169,132	(27,107)	119%	-19%
CONTRACTUAL	5,000	7,632	(2,632)	153%	-53%
CONSTRUCTION	0	0	0		
OTHER	531,545	587,988	(56,443)	111%	-11%
INDIRECT	481,326	439,658	41,668	91%	9%
TOTAL	5,046,307	4,986,055	60,252	99%	1%

TRAINING & TECHNICAL ASSISTANCE FUNDS

TRAVEL	14,475	14,697	(222)	102%	-2%
SUPPLIES	16,404	20,105	(3,701)	123%	-23%
CONTRACTUAL	19,823	11,242	8,581	57%	43%
OTHER	23,005	28,247	(5,242)	123%	-23%
INDIRECT	8,190	7,429	761	91%	9%
TOTAL	81,897	81,720	177	100%	0%

GRAND TOTAL EHS FEDERAL FUNDS	5,128,204	5,067,775	60,429	99%	1%
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NON-FEDERAL SHARE	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
IN-KIND	808,600	928,858	(120,258)	115%	-15%
TOTAL NON-FEDERAL FUNDS	808,600	928,858	(120,258)	115%	-15%

Centralized Administrative Cost	7.5%
Program Administrative Cost	1.8%
Total Administrative Cost	9.3%

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

Actual expenditures include posted expenditures and estimated adjustments through 1/31/2018

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 February 28, 2018 – **Info Item**

Date: March 21, 2018

The following are highlights of the San Joaquin Early Head Start Budget to Actual Report for the period February 1, 2018 through February 28, 2018. One month (8%) of the 12-month budget period has elapsed.

Base Funds

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

Training & Technical Assistance Funds

Overall expenditures are at 1%; training costs occur as scheduled through the year rather than evenly throughout the year.

Non-Federal Share

Non-Federal share is at 2% of budget.

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

Budget Period: February 1, 2018 - January 31, 2019

Report Period: February 1, 2018 - February 28, 2018

Month 1 of 12 (8%)

Prepared 03/13/2018

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	3,048,007	217,637	2,830,370	7%	93%
FRINGE BENEFITS	796,118	69,532	726,586	9%	91%
TRAVEL	20,232	357	19,875	2%	98%
EQUIPMENT	0	0	0		
SUPPLIES	142,535	9,936	132,599	7%	93%
CONTRACTUAL	11,923	490	11,433	4%	96%
CONSTRUCTION	0	0	0		
OTHER	589,673	53,827	535,846	9%	91%
INDIRECT	437,819	33,336	404,483	8%	92%
TOTAL	5,046,307	385,113	4,661,194	8%	92%

TRAINING & TECHNICAL ASSISTANCE FUNDS

TRAVEL	9,959	665	9,295	7%	93%
SUPPLIES	7,961	0	7,961	0%	100%
CONTRACTUAL	3,500	0	3,500	0%	100%
OTHER	53,033	103	52,931	0%	100%
INDIRECT	7,444	77	7,367	1%	99%
TOTAL	81,897	844	81,053	1%	99%

GRAND TOTAL EHS FEDERAL FUNDS	5,128,204	385,957	4,742,247	8%	92%
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NON-FEDERAL SHARE	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
IN-KIND	1,282,051	30,112	1,251,939	2%	98%
TOTAL NON-FEDERAL FUNDS	1,282,051	30,112	1,251,939	2%	98%

Centralized Administrative Cost	8.0%
Program Administrative Cost	2.3%
Total Administrative Cost	10.3%

Budget reflects Notice of Award #09CH010071-04-00

Actual expenditures include posted expenditures and estimated adjustments through 2/28/2018

Community Action Partnership of Kern
San Joaquin Early Head Start
Non-Federal Share and In-Kind
Budget Period: February 1, 2018 through January 31, 2019
Report for period ending February 28, 2018 (Month 1 of 12)

Percent of year elapsed: 8%

LOCATION	FUNDED ENROLL- MENT	Feb	YTD Totals	IN-KIND GOAL	% OF GOAL MET
Home Base - Lodi	35	5,551	5,551	92,268	6%
Lodi UCC	30	9,014	9,014	158,174	6%
Home Base - Manteca	12	1,798	1,798	31,635	6%
St. Mary's	16	3,432	3,432	84,359	4%
Walnut	24	4,078	4,078	126,539	3%
Kennedy	16	1,353	1,353	84,359	2%
Chrisman	30	2,077	2,077	158,174	1%
Home Base - Stockton	90	1,927	1,927	237,260	1%
Marci Massei	24	882	882	126,539	1%
California Street	24	0	0	126,539	0%
Home Base - Tracy	12	0	0	31,635	0%
Administrative Services		0	0	0	
Program Services		0	0	21,858	0%
Policy Council		0	0	2,713	0%
SUBTOTAL IN-KIND	313	30,112	30,112	1,282,051	2%

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 February 28, 2018 – **Info Item**

Date: March 21, 2018

The following are highlights of the Early Head Start Child Care Partnerships Budget to Actual Report for the period September 1, 2017 through February 28, 2018. Six months (50%) of the 12-month budget period have elapsed.

Base Funds

\$12,883 in Carryover Funds were obligated in the prior budget period, but the supplies were received after August 31, 2017. At that time the carry over funds had not yet been approved; thus, the costs were recognized in the base grant.

All other expenditures are generally on track for this point in the budget period.

Carryover Funds

CAPK has submitted a request to Office of Head Start to carry over \$173,147 in unexpended funds from the prior year. The request was approved on March 6, 2018; the budget to actual expenditures for these funds will appear on the March 2018 report.

Training & Technical Assistance (T&TA)

Training & technical assistance costs are incurred as needed, rather than evenly throughout the year. Overall, the expenditures are more than budgeted at this point in the budget period.

CAPK has submitted a request to Office of Head Start to carry over \$4,391 in unexpended funds from the prior year. The request was approved on March 6, 2018; the budget to actual expenditures for these funds will appear on the March 2018 report.

Non-Federal Share

Non-Federal share is at 60% of the 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 - February 28, 2018

Month 6 of 12 (50%)

Prepared 03/13/2018

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	120,354	60,818	59,536	51%	49%
FRINGE BENEFITS	32,245	16,211	16,034	50%	50%
TRAVEL	0	0	0		
EQUIPMENT	0	0	0		
SUPPLIES	1,000	13,992	(12,992)	1399%	-1299%
CONTRACTUAL	461,870	231,390	230,480	50%	50%
CONSTRUCTION	0	0	0		
OTHER	12,662	4,602	8,060	36%	64%
INDIRECT	62,806	32,682	30,124	52%	48%
TOTAL BASE FUNDING	690,937	359,696	331,241	52%	48%

CARRYOVER FUNDS (Federal approval was received 3/6/18)	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
EQUIPMENT	0	0	0		
SUPPLIES	0	0	0		
CONTRACTUAL	0	0	0		
OTHER	0	0	0		
INDIRECT	0	0	0		
TOTAL CARRYOVER FUNDING	0	0	0		

TRAINING & TECHNICAL ASSISTANCE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
TRAVEL	5,294	78	5,216	1%	99%
SUPPLIES	3,506	1,557	1,949	44%	56%
OTHER	6,473	5,611	862	87%	13%
INDIRECT	1,527	725	802	47%	53%
TOTAL TRAINING & TECHNICAL ASSISTANCE	16,800	7,970	8,830	47%	53%

GRAND TOTAL FEDERAL FUNDS	707,737	367,666	340,071	52%	48%
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NON-FEDERAL SHARE	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
IN-KIND	176,934	105,572	71,362	60%	40%
TOTAL NON-FEDERAL FUNDS	176,934	105,572	71,362	60%	40%

Centralized Administrative Cost	7.1%
Program Administrative Cost	1.5%
Total Administrative Cost	8.6%

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

Actual expenditures include posted expenditures and estimated adjustments through 2/28/2018.

COMMUNITY ACTION PARTNERSHIP OF KERN (CAPK)

MEMORANDUM

To: Budget and Finance Committee

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

Date: March 21, 2018

Subject: *Agenda Item 5c: Annual Budget for FY 2018/19 – Action Item*

The annual budget for the 2018/19 fiscal year is presented using the following functional categories:

1. Program Services
 - Education
 - Nutrition
 - Energy Conservation
 - Community Services
 - CSBG
2. Support Services
 - Discretionary & Fund Raising
3. Indirect

The annual operating budget (program services and support services) of \$56,885,471 was developed using individual grant or program budgets prepared by program staff that were combined into the above functional categories. The annual budget for FY 2018/19 is 2% greater than the prior year. The Community Services category includes three new grants, two for East Kern Family Resource Center for \$100,000 and a \$25,000 grant from the Bank of the West for the Central Valley Small Business Development Initiative. Attached is the FY 2018/19 annual budget with category support schedules.

The Indirect budget of \$4,906,076 for the five support divisions: Executive, Human Resources, Finance, Operations and Community Development is 3% greater than the prior year. FY 2018/19 will be the third year using the 10% indirect cost rate. 71% of the Indirect budget is for personnel costs and 29% is for operating costs. Attached is a comparison of the Indirect budget for three years.

Recommendation

Staff recommends that the Budget and Finance Committee approve the annual budget for FY 2018/19.

Attachments: (1) Annual Budget for FY 2018/19 (8 pages)
(2) Indirect Budget Comparison for Three Years

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**COMMUNITY ACTION PARTNERSHIP OF KERN
ANNUAL BUDGET FOR FY 2018/19
EDUCATION**

	Head Start	State Dept. of Education	Migrant Alternative Payment	TOTAL
Revenue				
Community Services Block Grant (CSBG)			381,424	381,424
Other Government Revenue		5,732,014	7,069,866	43,277,774
Head Start Subsidy for CACFP	30,475,894 (823,116)			(823,116)
Private Revenue				
Other Revenue	18,563			18,563
Donations				
Total Revenue	29,671,341	5,732,014	7,451,290	42,854,645
Expenditures				
Salaries	15,588,830	3,864,984	547,500	20,001,314
Benefits	4,862,951	1,276,936	167,000	6,306,887
Travel	308,886	203	14,100	323,189
Space Cost	2,387,822	3	78,900	2,466,725
Supplies	1,342,560	32,230	17,000	1,391,790
Equipment	113,310			113,310
Consultant/Contract	675,035	9,651	13,000	697,686
Other Operating Costs	1,138,113	26,915	108,000	1,273,028
Program Costs	279,921		5,832,639	6,112,560
Depreciation	296,904			296,904
Indirect	2,677,009	521,092	673,151	3,871,252
Total Expenditures	29,671,341	5,732,014	7,451,290	42,854,645
	0	0	0	0
Gain/(Loss)				
Benefit Rate	31.2%	33.0%	30.5%	31.5%

**COMMUNITY ACTION PARTNERSHIP OF KERN
ANNUAL BUDGET FOR FY 2018/19
NUTRITION**

	WIC	Child and Adult Care Food Program (CACFP)			Food Bank	TOTAL
		Kern Central Kitchen	San Joaquin Vended Meals	Subtotal CACFP		
Revenue						
Community Services Block Grant (CSBG)					383,115	383,115
Other Government Revenue	4,121,940	1,270,050	179,000	1,449,050	754,028	6,325,018
Head Start Subsidy for CACFP		763,116	60,000	823,116		823,116
Private Revenue					51,000	51,000
Other Revenue					237,108	237,108
Donations					133,334	133,334
Total Revenue	4,121,940	2,033,166	239,000	2,272,166	1,558,585	7,952,691
Expenditures						
Salaries	2,463,777	610,294		610,294	625,711	3,699,782
Benefits	677,538	202,569		202,569	181,357	1,061,464
Travel	37,354	26,037		26,037	43,000	106,391
Space Cost	337,756	113,227		113,227	115,700	566,683
Supplies	32,266	123,449		123,449	59,042	214,757
Equipment	31,728				66,000	97,728
Consultant/Contract					11,300	11,300
Other Operating Costs	147,744	67,497		67,497	94,774	310,015
Program Costs	10,100	599,282		599,282	228,430	837,812
- Vended Meals		175,000	222,727	397,727		397,727
Depreciation	6,720	352		352	2,800	9,872
Indirect	376,957	115,459	16,273	131,732	130,471	639,160
Total Expenditures	4,121,940	2,033,166	239,000	2,272,166	1,558,585	7,952,691
Gain/(Loss)	0	0	0	0	0	0
Benefit Rate	27.5%	33.2%		33.2%	29.0%	28.7%

**COMMUNITY ACTION PARTNERSHIP OF KERN
ANNUAL BUDGET FOR FY 2018/19
ENERGY CONSERVATION**

	Energy Conservation
Revenue	
Community Services Block Grant (CSBG)	4,138,200
Other Government Revenue	
Private Revenue	
Other Revenue	
Donations	
Total Revenue	4,138,200
Expenditures	
Salaries	1,300,000
Benefits	377,000
Travel	60,000
Space Cost	200,000
Supplies	140,000
Equipment	
Consultant/Contract	200,000
Other Operating Costs	535,000
Program Costs	950,000
Depreciation	
Indirect	376,200
Total Expenditures	4,138,200
Gain/(Loss)	0
Benefit Rate	29.0%

**COMMUNITY ACTION PARTNERSHIP OF KERN
ANNUAL BUDGET FOR FY 2018/19
COMMUNITY SERVICES**

	211	E Kern Family Resource Center	VITA	Youth Centers	Small Business	TOTAL
Revenue						
Community Services Block Grant (CSBG)	45,730	36,183	197,469	425,262		704,644
Other Government Revenue	224,778	393,811	79,160	201,606		899,355
Private Revenue	128,000	24,701		55,000	25,000	232,701
Other Revenue				57,200		57,200
Donations				5,000		5,000
Total Revenue	398,508	454,695	276,629	744,068	25,000	1,898,900
Expenditures						
Salaries	217,200	272,402	132,226	350,996	17,680	990,504
Benefits	47,780	70,191	28,440	82,518	4,420	233,349
Travel	5,300	18,590	5,500	17,301		46,691
Space Cost	25,500	24,000	22,112	149,115		220,727
Supplies	11,500	7,231	4,500	23,436	627	47,294
Equipment						
Consultant/Contract	9,100	200	34,926	1,250		45,476
Other Operating Costs	45,900	16,955	19,200	32,802		114,857
Program Costs		4,940	6,550	19,085		30,575
Depreciation						
Indirect	36,228	40,186	23,175	67,565	2,273	169,427
Total Expenditures	398,508	454,695	276,629	744,068	25,000	1,898,900
Gain/(Loss)	0	0	0	0	0	0
Benefit Rate	22.0%	25.8%	21.5%	23.5%	25.0%	23.6%

**COMMUNITY ACTION PARTNERSHIP OF KERN
ANNUAL BUDGET FOR FY 2018/19
COMMUNITY SERVICES BLOCK GRANT (CSBG)**

	MCAP	Food Bank	211	E Kern	VITA	Youth Ctrs	TOTAL
Revenue							
Community Services Block Grant (CSBG)	381,424	383,115	45,730	36,183	197,469	425,262	1,469,183
Other Government Revenue							
Private Revenue							
Other Revenue							
Donations							
Total Revenue	381,424	383,115	45,730	36,183	197,469	425,262	1,469,183
Expenditures							
Salaries		267,912	33,258	25,303	107,586	172,353	606,412
Benefits		80,374	8,315	7,590	24,745	42,045	163,069
Travel					5,500	8,490	13,990
Space Cost					12,200	106,125	118,325
Supplies					4,500	17,375	21,875
Equipment							
Consultant/Contract					1,000	1,250	2,250
Other Operating Costs					18,400	30,305	48,705
Program Costs					6,050	4,500	10,550
Depreciation							
Indirect	381,424	34,829	4,157	3,290	17,488	42,819	484,007
Total Expenditures	381,424	383,115	45,730	36,183	197,469	425,262	1,469,183
Gain/(Loss)	0	0	0	0	0	0	0
Benefit Rate		30.0%	25.0%	30.0%	23.0%	24.4%	26.9%

**COMMUNITY ACTION PARTNERSHIP OF KERN
ANNUAL BUDGET FOR FY 2018/19
DISCRETIONARY FUND & FUND RAISING FUND**

	Discretionary	Fund Raising	Total
Revenue			
Community Services Block Grant (CSBG)			
Other Government Revenue			
Private Revenue	1,205		1,205
Other Revenue	10,000	100,000	110,000
Donations			
Total Revenue	11,205	100,000	111,205
Expenditures			
Salaries	500	3,500	4,000
Benefits	300	525	825
Travel			
Space Cost	2,200	2,000	4,200
Supplies	200	2,000	2,200
Equipment			
Consultant/Contract			
Other Operating Costs	5,260	21,000	26,260
Program Costs			
Depreciation			
Indirect	845	2,705	3,550
Total Expenditures	9,305	31,730	41,035
Gain/(Loss)	1,900	68,270	70,170
Benefit Rate	60.0%	15.0%	20.6%

**COMMUNITY ACTION PARTNERSHIP OF KERN
ANNUAL BUDGET FOR FY 2018/19
INDIRECT FUND**

	Human Resources	Operations	Executive	Community Development	Finance	TOTAL
Revenue						
Community Services Block Grant (CSBG)						
Other Government Revenue						
Private Revenue						
Other Revenue						5,059,589
Donations						
Total Revenue						5,059,589
Expenditures						
Salaries	710,751	503,398	375,317	519,147	711,647	2,820,260
Benefits	164,189	135,918	78,818	138,613	156,553	674,091
Travel	20,300	28,600	27,100	12,650	2,100	90,750
Space Cost		186,100			1,800	187,900
Supplies	44,200	52,000	11,500	8,700	22,000	138,400
Equipment						
Consultant/Contract	209,500	322,500		7,700	91,025	630,725
Other Operating Costs	74,525	165,850	44,200	17,600	61,775	363,950
Program Costs						
Depreciation						
Indirect						
Total Expenditures	1,223,465	1,394,366	536,935	704,410	1,046,900	4,906,076
Gain/(Loss)						153,513
Benefit Rate	23.1%	27.0%	21.0%	26.7%	22.0%	23.9%

COMMUNITY ACTION PARTNERSHIP OF KERN
INDIRECT FUND BUDGET - FY 2018/19
THREE YEAR BUDGET HISTORY

Line Items	FY 2016/17 Budget	FY 2017/18 Budget	FY 2018/19 Budget	% Change 2018/19 Budget to 2017/18 Budget
Revenue	4,626,905	4,827,346	5,059,589	4.8%
Expenditures				
Salaries	2,400,911	2,614,903	2,820,260	7.9%
Benefits	<u>576,218</u>	<u>605,877</u>	<u>674,091</u>	11.3%
Benefit Rate	24.0%	23.2%	23.9%	
Total Personnel Costs	2,977,129	3,220,780	3,494,351	8.5%
	70.0%	67.6%	71.2%	
Operating Costs				
Travel	41,800	79,900	90,750	13.6%
Space Costs	123,000	190,700	187,900	-1.5%
Supplies	115,000	147,277	138,400	-6.0%
Equipment Purchase		5,223		
Consultant/Contract	715,500	783,320	630,725	-19.5%
Other Operating Costs	<u>280,000</u>	<u>339,600</u>	<u>363,950</u>	7.2%
Total Operating Costs	1,275,300	1,546,020	1,411,725	-8.7%
	30.0%	32.4%	28.8%	
Total Expenditures	4,252,429	4,766,800	4,906,076	2.9%
Excess Indirect Revenue	<u>374,476</u>	<u>60,546</u>	<u>153,513</u>	

RECAP - EXPENDITURES BY SUPPORT DIVISION	FY 2016/17 Budget	FY 2017/18 Budget	FY 2018/19 Budget	% Change 2018/19 Budget to 2017/18 Budget
Operations	1,461,898	1,526,000	1,394,366	-8.6%
Human Resources	985,536	1,151,500	1,223,465	6.2%
Finance	971,946	1,049,800	1,046,900	-0.3%
Community Development	456,804	525,400	704,410	34.1%
Executive	<u>376,245</u>	<u>514,100</u>	<u>536,935</u>	4.4%
	<u>4,252,429</u>	<u>4,766,800</u>	<u>4,906,076</u>	2.9%

**COMMUNITY ACTION PARTNERSHIP OF KERN
DISCRETIONARY AND FUND RAISING FUNDS
FOR THE MONTH ENDED FEBRUARY 28, 2018**

	03/01/17- 01/31/18	02/01/18- 02/28/18	TOTAL
BEGINNING BALANCE (NOTE 1)	<u>421,511.41</u>		<u>421,511.41</u>
CASH RECEIPTS			
2017 Awards Banquet Donations	64,468.76		64,468.76 a
2018 Awards Banquet Donations		4,400.00	4,400.00
Give Big Kern (Net)	6,221.02		6,221.02
Donations	8,670.79	559.75	9,230.54
Misc. Revenue	3,115.16	1,547.16 b	4,662.32
Interest Income/Union Administrative Fee	<u>927.95</u>	<u>201.65</u>	<u>1,129.60</u>
TOTAL CASH RECEIPTS	83,403.68	6,708.56	90,112.24
CASH DISBURSEMENTS			
Line of Credit Interest Expense	702.70		702.70
Line of Credit Unused Commitment Fee	2,402.75		2,402.75
2017 Awards Banquet Expenses	18,283.64		18,283.64 a
Staff Development Day (4/27/17) - Raffle Prizes	1,092.14		1,092.14
Outreach	912.62		912.62
Prior Period Cost - Pension	4,568.24		4,568.24
Prior Period Cost - EHS San Joaquin Training	1,500.00		1,500.00
Labor Commissioner Penalty	4,660.29		4,660.29
Property Taxes - Campus Vacant Parcels	2,186.47		2,186.47
Travel Cost - SB 441 Hearing	466.72		466.72
Fundraising Expenses	2,316.40	159.00	2,475.40
Miscellaneous Expenses	1,632.63	98.35	1,730.98
Indirect	<u>3,325.24</u>	<u>25.74</u>	<u>3,350.98</u>
TOTAL CASH DISBURSEMENTS	44,049.84	283.09	44,332.93
CASH PROVIDED (USED)	<u>39,353.84</u>	<u>6,425.47</u>	<u>45,779.31</u>
ENDING BALANCE	<u><u>460,865.25</u></u>		<u><u>467,290.72</u></u>
		Discretionary Cash	205,716.70
		Fund Raising Cash	<u>262,924.76</u>
			468,641.46
		Less: AP	<u>(1,350.74)</u>
			<u><u>467,290.72</u></u>

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 2/28/18, net 2017 awards banquet gain is \$47,128.52 (FYE 2/28/17 = \$943.40 + \$46,185.12 for 2017/18).
- b. Misc. revenue includes \$1,532 rebate from Home Depot.

Date Prepared: 3/12/18

COMMUNITY ACTION PARTNERSHIP OF KERN

BUDGET AND FINANCE COMMITTEE

FINANCIAL REPORT

MARCH 2018

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET AND FINANCE COMMITTEE

MARCH 21, 2018

FINANCIAL REPORT

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**COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF PROGRAMS (FUNDS)
FOR THE PERIOD MARCH 1, 2017 THROUGH FEBRUARY 28, 2018**

PROGRAM (COMPONENT)	AMOUNT	CFDA #	GRANT NUMBER	PROGRAM YEAR	FUND#	FUNDING SOURCE
UNRESTRICTED						
GENERAL FUND			NOT APPLICABLE	03/01/17 - 02/28/18	501	NOT APPLICABLE
DISCRETIONARY FUND			NOT APPLICABLE	03/01/17 - 02/28/18	502	NOT APPLICABLE
FOOD BANK			NOT APPLICABLE	03/01/17 - 02/28/18	504	SHARED MAINTENANCE, MEMBERSHIP FEES, DONATIONS, ETC.
ENERGY			NOT APPLICABLE	03/01/17 - 02/28/18	524	NOT APPLICABLE
SHAFTER YOUTH CENTER			NOT APPLICABLE	03/01/17 - 02/28/18	527	DONATIONS, RENTAL INCOME
FRIENDSHIP HOUSE			NOT APPLICABLE	03/01/17 - 02/28/18	531	DONATIONS, RENTAL INCOME
211			NOT APPLICABLE	03/01/17 - 02/28/18	536	FEE FOR SERVICE
FUND RAISING			NOT APPLICABLE	03/01/17 - 02/28/18	595	DONATIONS
RESTRICTED						
EARLY HEAD START/HEAD START	24,469,256	93.600	09CH9142-04-00	03/01/17 - 02/28/18	108/109	U S DEPT OF HEALTH & HUMAN SERVICES
EARLY HEAD START CHILD CARE PARTNERSHIP	1,062,896 885,275	93.600	09HP0036-02 09HP0036-03	09/01/16 - 08/31/17 09/01/17 - 08/31/18	110	U S DEPT OF HEALTH & HUMAN SERVICES
EARLY HEAD START SAN JOAQUIN	5,128,204 2,564,103	93.600	09CH010071-03 09CH010071-04	02/01/17 - 01/31/18 02/01/18 - 01/31/19	117	U S DEPT OF HEALTH & HUMAN SERVICES
VITA	84,815 84,815	21.009	17VITA0187	08/01/16 - 07/31/17 08/01/17 - 07/31/18	149	U S DEPT OF THE TREASURY - INTERNAL REVENUE SERVICE
CSBG (COMMUNITY SERVICES BLOCK GRANT)	1,482,354 1,469,183	93.569	17F - 2015 18F - 5015	01/01/17 - 12/31/17 01/01/18 - 12/31/18	103	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF COMMUNITY SERVICES AND DEVELOPMENT
CSBG DISCRETIONARY (EITC)	32,078	93.569	16F - 5517	06/15/16 - 05/31/17	175-174	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF COMMUNITY SERVICES AND DEVELOPMENT
LIHEAP (LOW-INCOME HOME ENERGY ASSISTANCE PROGRAM)	4,783,940 4,327,137 3,665,139 3,721,750	93.568	15B - 3013 16B - 4012 17B - 3012 18B - 4012	01/01/15 - 06/30/17 01/01/16 - 03/31/18 10/01/16 - 12/31/18 10/01/17 - 12/31/18	122-35 122-36 122-37 122-38	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF COMMUNITY SERVICES AND DEVELOPMENT
GENERAL CENTER CHILD CARE	289,081 274,183	93.575	CCTR - 6049 CCTR - 7050	07/01/16 - 06/30/17 07/01/17 - 06/30/18	253	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF EDUCATION
GENERAL CENTER CHILD CARE	585,818 596,490	93.596	CCTR - 6049 CCTR - 7050	07/01/16 - 06/30/17 07/01/17 - 06/30/18	253	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF EDUCATION
MIGRANT ALTERNATIVE PAYMENT	5,411,000 5,411,000	93.575	CMAF - 6000 CMAF - 7000	07/01/16 - 06/30/17 07/01/17 - 06/30/18	261	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF EDUCATION
CALIFORNIA STATE PRESCHOOL PROGRAM	179,787 168,396	93.575	CSPP - 6110 CSPP - 7119	07/01/16 - 06/30/17 07/01/17 - 06/30/18	258	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF EDUCATION
CALIFORNIA STATE PRESCHOOL PROGRAM	391,415 366,642	93.596	CSPP - 6110 CSPP - 7119	07/01/16 - 06/30/17 07/01/17 - 06/30/18	258	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF EDUCATION

**COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF PROGRAMS (FUNDS)
FOR THE PERIOD MARCH 1, 2017 THROUGH FEBRUARY 28, 2018**

<u>RESTRICTED cont'd.</u>	<u>PROGRAM (COMPONENT)</u>	<u>AMOUNT</u>	<u>CFDA #</u>	<u>GRANT NUMBER</u>	<u>PROGRAM YEAR</u>	<u>FUND #</u>	<u>FUNDING SOURCE</u>
BIOTERRORISM - I&R		10,000	93.283	N/A	09/06/16 - 04/28/17	187	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF HEALTH SERVICES, COUNTY OF KERN, DEPT OF PUBLIC HEALTH
211 HOSPITAL PREPAREDNESS PROGRAM - EMERGENCY RESPONSE & SURGE CAPACITY		10,000	93.074	659-2017	10/24/17 - 02/28/19	186	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF HEALTH SERVICES, COUNTY OF KERN, DEPT OF PUBLIC HEALTH
EFAP (EMERGENCY FOOD ASSISTANCE PROGRAM)		191,315 92,096	10.568/569	15 - MOU - 00118	10/01/16 - 09/30/17 10/01/17 - 09/30/18	105/111	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
CSFP (COMMODITY SUPPLEMENTAL FOOD PROGRAM)		250,849 263,449	10.565	16 - 6017	10/01/16 - 09/30/17 10/01/17 - 09/30/18	147	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
CHILD AND ADULT CARE FOOD PROGRAM (CACFP) - KERN & SAN JOAQUIN		BASED ON MEALS SERVED	10.558	15-1248-OJ	10/01/15 - 09/30/16 10/01/16 - 09/30/17	112/139	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF EDUCATION
WIC (WOMEN, INFANTS & CHILDREN)		4,061,313 4,121,940	10.557	15 - 10064	10/01/16 - 09/30/17 10/01/17 - 09/30/18	115	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF PUBLIC HEALTH
SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM (SNAP) AKA CALFRESH PROGRAM		16,000 15,999	10.561	16 - SUB - 00876	10/01/16 - 09/30/17 10/01/17 - 09/30/18	164	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES, INFO LINE OF SAN DIEGO dba 211 SAN DIEGO
COMMUNITY DEVELOPMENT BLOCK GRANT - FOOD BANK SOLAR		132,000 117,000	14.218 14.218	16 - 202 16 - 202	10/04/16 - 10/03/17 10/04/16 - 10/03/17	126-250 126-251	U S DEPT OF HOUSING & URBAN DEVELOPMENT - CITY OF BAKERSFIELD U S DEPT OF HOUSING & URBAN DEVELOPMENT - COUNTY OF KERN
HUD CONTINUUM OF CARE PLANNING GRANT		12,000	14.267	N/A	03/01/17 - 06/30/17	428	U S DEPT OF HOUSING & URBAN DEVELOPMENT - CITY OF BAKERSFIELD UNITED WAY OF KERN COUNTY
DOE (DEPARTMENT OF ENERGY - WEATHERIZATION)		241,942	81.042	16C - 6012	07/01/16 - 09/30/17	123-64	U S DEPT OF ENERGY - STATE OF CALIFORNIA, DEPT OF COMMUNITY SERVICES AND DEVELOPMENT
EFSP (EMERGENCY FOOD & SHELTER PROGRAM)		84,507 94,750	97.024	PHASE 33 PHASE 34	12/01/15 - 01/31/18 04/01/17 - 01/31/18	114	U.S. DEPT OF HOMELAND SECURITY - EMERGENCY FOOD AND SHELTER NATIONAL BOARD PROGRAM, UNITED WAY OF KERN COUNTY
JUSTICE ASSISTANCE GRANT (JAG)		57,923	16.738	417-2015	01/01/17 - 12/31/17	130	U.S. DEPT OF JUSTICE - STATE OF CALIFORNIA, BOARD OF STATE AND COMMUNITY CORRECTIONS, COUNTY OF KERN, PROBATION DEPARTMENT
QUALITY RATING AND IMPROVEMENT SYSTEM (QRIS) - SAN JOAQUIN		14,000 14,000	84.412	N/A	03/01/16 - 06/30/17 07/01/17 - 06/30/18	117-005	U.S. DEPT OF EDUCATION - STATE OF CALIFORNIA, DEPT OF EDUCATION - FIRST 5 CALIFORNIA, COUNTY OF SAN JOAQUIN, FIRST 5 SAN JOAQUIN, RACE TO THE TOP
CCTR QRIS BLOCK GRANT		22,200		N/A	07/01/17 - 06/30/18	253-005	STATE OF CALIFORNIA, DEPT OF EDUCATION - KERN COUNTY SUPERINTENDENT OF SCHOOLS, KERN EARLY STARS
CSPP QRIS BLOCK GRANT		150,000 23,400		N/A	07/01/15 - 06/30/17 07/01/17 - 06/30/18	258-005	STATE OF CALIFORNIA, DEPT OF EDUCATION - KERN COUNTY SUPERINTENDENT OF SCHOOLS, KERN EARLY STARS
LIWP (LOW INCOME WEATHERIZATION PROGRAM)		1,071,955		15K - 6006	01/01/15 - 04/30/17	221	STATE OF CALIFORNIA - DEPT OF COMMUNITY SERVICES AND DEVELOPMENT
LIWP SOLAR PV PILOT		BASED ON WATTS INSTALLED		N/A	07/01/16 - 03/28/18	241	STATE OF CALIFORNIA - DEPT OF COMMUNITY SERVICES AND DEVELOPMENT, FRESNO ECONOMIC OPPORTUNITY COMMISSION
LIWP SINGLE FAMILY		501,468		PC06436	08/16/17 - 05/31/18	245	STATE OF CALIFORNIA - DEPT OF COMMUNITY SERVICES AND DEVELOPMENT, COMMUNITY ACTION PARTNERSHIP OF ORANGE COUNTY, RICHARD HEATH & ASSOCIATES, INC.
MIGRANT ALTERNATIVE PAYMENT		1,118,721 1,658,866		CMAP - 6000 CMAP - 7000	07/01/16 - 06/30/17 07/01/17 - 06/30/18	261	STATE OF CALIFORNIA, DEPT OF EDUCATION

**COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF PROGRAMS (FUNDS)
FOR THE PERIOD MARCH 1, 2017 THROUGH FEBRUARY 28, 2018**

<u>RESTRICTED cont'd.</u>	<u>PROGRAM (COMPONENT)</u>	<u>AMOUNT</u>	<u>CFDA #</u>	<u>GRANT NUMBER</u>	<u>PROGRAM YEAR</u>	<u>FUND #</u>	<u>FUNDING SOURCE</u>
GENERAL CENTER CHILD CARE		1,205,588 1,458,400		CCTR - 6049 CCTR - 7050	07/01/16 - 06/30/17 07/01/17 - 06/30/18	253	STATE OF CALIFORNIA, DEPT OF EDUCATION
CALIFORNIA STATE PRESCHOOL PROGRAM		2,198,551 2,596,232		CSPP - 6110 CSPP - 7119	07/01/16 - 06/30/17 07/01/17 - 06/30/18	258	STATE OF CALIFORNIA, DEPT OF EDUCATION
MIGRANT CHILD CARE		209,306 236,499		CMIG - 6004 CMIG - 7004	07/01/16 - 06/30/17 07/01/17 - 06/30/18	250	STATE OF CALIFORNIA, DEPT OF EDUCATION
MIGRANT SPECIALIZED SERVICES		29,934 35,172		CMSS - 6004 CMSS - 7004	07/01/16 - 06/30/17 07/01/17 - 06/30/18	252	STATE OF CALIFORNIA, DEPT OF EDUCATION
INFORMATION & EDUCATION		80,000 80,000 80,000		16 - 10206	07/01/16 - 06/30/17 07/01/17 - 06/30/18 07/01/18 - 06/30/19	120	STATE OF CALIFORNIA, DEPT OF PUBLIC HEALTH
TAX CHECK - OFF (FOOD BANK)		13,918		15 MOU-00118	07/01/16 - 06/30/17	216-000	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
STATE DROUGHT FOOD ASSISTANCE (FOOD BANK)		729,763		N/A	05/01/14 - 09/30/17	216-088	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
STATE EMERGENCY FOOD ASSISTANCE (FOOD BANK)		54,112 242,296		N/A	07/01/16 - 06/30/17 07/01/17 - 06/30/18	216-087	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
DIFFERENTIAL RESPONSE SERVICES		201,769 209,094		N/A	07/01/16 - 06/30/17 07/01/17 - 06/30/18	280	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES, COUNTY OF KERN, SUPERINTENDENT OF SCHOOLS, CHILD AND FAMILY SERVICES AGENCY, NETWORK FOR CHILDREN
FIRST 5 KERN - HELPLINE 211		90,006 90,860		2015.2.5	07/01/16 - 06/30/17 07/01/17 - 06/30/18	288	STATE OF CALIFORNIA, FIRST 5 CALIFORNIA, COUNTY OF KERN, FIRST 5 KERN
FIRST 5 KERN EAST KERN FAMILY RESOURCE CENTER		131,496 134,418		2015.2.6	07/01/16 - 06/30/17 07/01/17 - 06/30/18	281	STATE OF CALIFORNIA, FIRST 5 CALIFORNIA, COUNTY OF KERN, FIRST 5 KERN
FIRST 5 KERN - HELP ME GROW		34,253 50,921		2017.2.01	02/01/17 - 06/30/17 07/01/17 - 06/30/18	284	STATE OF CALIFORNIA, FIRST 5 CALIFORNIA, COUNTY OF KERN, FIRST 5 KERN
ENERGY - WATER TANK INSTALLATION		BASED ON NO. OF TANKS		N/A	08/19/15 - 02/18/18	229	STATE OF CALIFORNIA, OFFICE OF EMERGENCY SERVICES, SELF-HELP ENTERPRISES
REALIGNMENT FOR SUCCESS		138,906		236-2017	06/01/17 - 12/31/18	246	STATE OF CALIFORNIA, DEPT OF CORRECTIONS AND REHABILITATION, COUNTY OF KERN, COMMUNITY CORRECTIONS PARTNERSHIP
COUNTY OF KERN HELPLINE 211		46,360 44,738		1004 - 2016 PENDING	07/01/16 - 06/30/17 07/01/17 - 06/30/18	389	COUNTY OF KERN
GANG PREVENTION EDUCATION SERVICES		71,406 71,406		673 - 2016 230 - 2017	07/01/16 - 06/30/17 07/01/17 - 06/30/18	335	COUNTY OF KERN, DEPT OF HUMAN SERVICES
READY KERN		1,098		N/A	06/26/17 - 06/30/18	366	COUNTY OF KERN, FIRE DEPT - OFFICE OF EMERGENCY SERVICES
FOOD BANK - UNITED WAY ALLOCATION		5,000		N/A	01/01/17 - 06/30/17	504	UNITED WAY OF KERN COUNTY
FHCC - NUTRITION EDUCATION		10,000		20650048	07/01/16 - 06/30/17	419-066	KAISER FOUNDATION HOSPITALS

**COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF PROGRAMS (FUNDS)
FOR THE PERIOD MARCH 1, 2017 THROUGH FEBRUARY 28, 2018**

RESTRICTED cont'd.	PROGRAM (COMPONENT)	AMOUNT	CFDA #	GRANT NUMBER	PROGRAM YEAR	FUND #	FUNDING SOURCE
ASSURANCE CELLULAR - 211		\$5 PER ENROLLMENT					
211 KINGS COUNTY		14,000		N/A	N/A	470	SPRINT, LIFETECH
211 TULARE COUNTY		54,000		N/A	ANNUAL	536-231	KINGS UNITED WAY
211 MERCED COUNTY		27,400		N/A	ANNUAL	536-232	UNITED WAY OF TULARE COUNTY
211 STANISLAUS COUNTY		40,500 60,000		N/A	10/22/15 - PENDING 10/19/16 - 06/30/17 07/01/17 - 06/30/18	536-233 536-234	UNITED WAY OF MERCED COUNTY UNITED WAY OF STANISLAUS COUNTY
PENDING		22,716		20121633	03/01/17 - 02/28/18	407-000	THE CALIFORNIA ENDOWMENT
FOOD BANK SOLAR		100,000		N/A	N/A	443	THE BAKERSFIELD CALIFORNIAN FOUNDATION
FOOD BANK SOLAR		5,000		N/A	01/01/17 - 12/31/17	485	SOUTHERN CALIFORNIA GAS COMPANY
VITA		2,500 3,500 2,000		N/A N/A N/A	03/01/17 - 06/30/17 09/01/17 - 02/28/18 04/01/17 - 02/28/18	103-022	TRI COUNTIES BANK BANK OF THE WEST RABOBANK
FOOD BANK		50,000		N/A	01/01/16 - 06/30/17	413	RESNICK FOUNDATION
HUMAN RESOURCES		25,000		N/A	01/01/16 - 12/31/17	501-006	BLUE SHIELD
PREP WORKS - YOUTH CENTERS		40,000 30,000		N/A	08/01/16 - 07/31/17 09/01/17 - 07/31/18	444	STARBUCKS
PREP WORKS PROGRAM		25,000		N/A	PENDING	448	WELLS FARGO FOUNDATION
SHAFTER YOUTH CENTER - ART SMART		2,500		N/A	10/01/16 - 09/30/17	527	TARGET
FOOD BANK PRODUCE PROGRAM		15,000		2017-10180	01/01/17 - 06/30/17	504	WALT DISNEY COMPANY
FHCC / SYNC - FIRST AID		1,500		N/A	01/01/17 - 12/31/17	531 / 527	KERN FAMILY HEALTH CARE
FACE - TA LEARNING COMMUNITY		5,000		N/A	02/01/17 - 06/30/17	110	SAVE THE CHILDREN US PROGRAMS, HEISING - SIMONS FOUNDATION
EAST KERN EMERGENCY CLOSET		3,000		N/A	07/01/17 - 06/30/18	501-005	FRIENDS OF MERCY FOUNDATION, SISTER PHYLLIS HUGHES ENDOWMENT FOR SPECIAL NEEDS
EAST KERN HEALTH LINK		24,701		N/A	PENDING - 02/28/19	454	DIGNITY HEALTH

COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF PROGRAMS (FUNDS)
FOR THE PERIOD MARCH 1, 2017 THROUGH FEBRUARY 28, 2018

RESTRICTED cont'd.	PROGRAM (COMPONENT)	AMOUNT	CFDA #	GRANT NUMBER	PROGRAM YEAR	FUND #	FUNDING SOURCE
	FOOD BANK HELPING HANDS PROJECT	14,000		N/A	N/A	504	ALLSTATE FOUNDATION
	DELANO FALL FOOD DRIVE	2,000		N/A	N/A	504	SOUTHERN CALIFORNIA GAS COMPANY
	FOOD BANK FREE FARMERS MARKET - WASCO	30,000		N/A	01/01/18 - 12/31/18	467	THE WONDERFUL COMPANY FOUNDATION
	CENTRAL VALLEY SMALL BUSINESS DEVELOPMENT INITIATIVE	25,000		N/A	01/01/18 - 12/31/18	456	BANK OF THE WEST

COMMUNITY ACTION PARTNERSHIP OF KERN
FUNCTIONAL CLASSIFICATIONS BY FUND
FISCAL YEAR 2017/18

Abila Fund #	Fund Name	PROGRAM SERVICES				SUPPORT SERVICES	
		Education	Nutrition	Energy Conservation	Community Services	Discretionary/ Fund Raising	General & Administrative
103	Community Services Block Grant (CSBG)	X	X		X		X
501	General Fund						X
800	GAAP Fund						X
915	Operations Pool			X	X		X
925	Health & Nutrition Pool	X	X		X		
999	Indirect Fund						X
502	Discretionary Fund					X	
595	Fund Raising					X	
108	Early Head Start	X					
109	Head Start	X					
110	Early Head Start Child Care Partnership	X					
117	Early Head Start San Joaquin	X					
117-005	EHS San Joaquin QRIS	X					
250	Migrant Child Care	X					
252	Migrant Specialized	X					
253	General Child Care	X					
253-005	CCTR - QRIS	X					
258	California State Preschool (CSPP)	X					
258-005	CSPP QRIS	X					
260	Child Care Facilities	X					
261	Migrant Alternative Payment	X					
262/265	Child Development Reserve	X					
112	Child Care Food Program (CACFP)		X				
115	Women, Infants & Children		X				
139	CACFP - San Joaquin		X				
	Food Bank		X				
105	Emergency Food Assistance		X				
111	USDA Commodities		X				
114	Emergency Food & Shelter		X				
126-250	CDBG City of Bakersfield (Solar)		X				
126-251	CDBG County of Kern (Solar)		X				
147	Commodity Supplemental Food Program		X				
216-000	Food Bank Tax Check-Off		X				
216-087	State Emergency Food Assistance		X				
216-088	State Drought Food Assistance		X				
413	Resnick Foundation		X				
443	Bakersfield Californian Foundation (Solar)		X				
485	Southern California Gas Company (Solar)		X				
???	AllState Foundation		X				
467	Wonderful Company Foundation		X				
504	Food Bank		X				
122	Low Income Home Energy Assistance			X			
123	Dept of Energy Weatherization			X			
221	Low Income Weatherization Program			X			
229	Water Tank Installation			X			
241	LIWP Solar PV Pilot			X			
245	LIWP Single Family			X			
524	Energy			X			

COMMUNITY ACTION PARTNERSHIP OF KERN
FUNCTIONAL CLASSIFICATIONS BY FUND
FISCAL YEAR 2017/18

Abila Fund #	Fund Name	PROGRAM SERVICES				SUPPORT SERVICES	
		Education	Nutrition	Energy Conservation	Community Services	Discretionary/ Fund Raising	General & Administrative
	<u>VITA (Volunteer Income Tax Assistance)</u>						
149	Internal Revenue Service - VITA				X		
175-174	CSBG Discretionary-EITC				X		
	<u>Small Business Development</u>						
456	Bank of the West				X		
	<u>East Kern Family Resource Center</u>						
280	Differential Response				X		
281	First 5 East Kern Family Resource				X		
454	Dignity Health East Kern Health Link				X		
???	Dept. of Social Services				X		
	<u>Youth Services</u>						
120	Information & Education				X		
130	Justice Assistance Grant (JAG)				X		
242	Youth Authority				X		
246	Realignment for Success				X		
335	Gang Prevention				X		
419-066	Kaiser - FHCC Nutrition Education				X		
444	Starbucks Foundation				X		
448	Wells Fargo Foundation				X		
527	Shafter Youth Center				X		
527-068	SYC - Robotics/STEM				X		
527-260	SYC - Kern Health Systems				X		
531	Friendship House Community Center				X		
531-068	FHCC - Robotics/STEM				X		
531-260	FHCC - Kern Health Systems				X		
	<u>2-1-1</u>						
164	Cal Fresh				X		
186	2-1-1 Hospital Preparedness Program				X		
187	Bioterrorism 2-1-1				X		
284	First 5 Kern Help Me Grow				X		
288	First 5 Kern 2-1-1				X		
366	ReadyKern				X		
389	County of Kern 2-1-1				X		
428	2-1-1 United Way				X		
470	Assurance Cellular				X		
536-231	2-1-1: Kings County				X		
536-232	2-1-1: Tulare County				X		
536-233	2-1-1: Merced County				X		
536-234	2-1-1: Stanislaus County				X		

COMMUNITY ACTION PARTNERSHIP OF KERN
LINE OF CREDIT ADVANCES AND REPAYMENTS
FISCAL YEAR 2017/18

Date	Advance Amount	Repayment Amount	No. of Days Borrowed	Interest Expense	Interest Rate
02/28/17	125,000				
03/01/17		125,000	1 day	15.76	4.53889%
03/31/17	325,000				
04/03/17	See Note A Below				
04/28/17	350,000				
05/01/17		350,000	3 days	138.40	4.74500%
05/31/17	n/a				
06/30/17	n/a				
08/01/17	260,000				
08/01/17	See Note B Below	260,000	0 days	0.00	
08/31/17	750,000				
09/01/17		750,000	1 day	103.78	4.98167%
09/29/17	110,000				
10/02/17		110,000	3 days	45.67	4.98222%
10/31/17	500,000				
11/01/17		500,000	1 day	69.36	4.99333%
11/30/17	450,000				
12/01/17		450,000	1 day	64.02	5.12188%
12/29/17	450,000				
01/02/18		450,000	4 days	265.71	5.31425%
01/31/18	n/a				
02/28/18	n/a				
Total				702.70	

Note: Interest expense is calculated at 3.75% above daily one month LIBOR.

LINE OF CREDIT COMMITMENT FEE (Based on the daily unused amount of the line of credit calculated quarterly)

Period	No. of Days in Period	Commitment Fee	Interest Rate
1/15/17 - 3/30/17	75 days	514.41	0.25%
3/31/17 - 6/29/17	91 days	624.65	0.25%
6/30/17 - 9/29/17	92 days	633.69	0.25%
9/30/17 - 12/30/17	92 days	<u>630.00</u>	0.25%
		2,402.75	

Note: The interest expense and commitment fee are automatically deducted from CAPK's operating bank account at Wells Fargo Bank.

Note A: On 3/31/17, CAPK requested to borrow \$325,000 on the line of credit. Due to bank error, the request was not processed by the bank.

Note B: On 7/31/17, CAPK requested to borrow \$260,000 on the line of credit. Due to bank error the request was not processed by the bank until 8/1/17. The advance was repaid on 8/1/17 and no interest was charged. Met with Wells Fargo representatives on 8/15/17 and received assurances that the error will not occur again based on procedural changes at the local office level.

COMMUNITY ACTION PARTNERSHIP OF KERN OPERATING CASH SUMMARY AS OF FEBRUARY 28, 2018	
PROGRAM (FUND)	CASH BALANCE
CHILD AND ADULT CARE FOOD PROGRAM	(273,355.76)
HEAD START/EARLY HEAD START	667,223.28
SUBTOTAL	393,867.52
CHILD DEVELOPMENT RESERVE No. 2	68.64
GENERAL CHILD CARE	163,320.76
MIGRANT A/P	1,578,572.20
MIGRANT CHILD CARE	6,085.50
MIGRANT SPECIALIZED SERVICES	26,348.71
STATE PRESCHOOL	151,526.69
SUBTOTAL	1,925,922.50
BAKERSFIELD CALIFORNIAN FOUNDATION	53.32
COMMODITY SUPPLEMENTAL FOOD PROGRAM	(33,097.31)
EFAP	(9,776.29)
FOOD BANK	158,990.26
FOOD BANK - STATE	72,406.47
SOCAL GAS	5,000.00
WONDERFUL FOUNDATION	15,000.00
SUBTOTAL	208,576.45
ENERGY	(143,816.40)
LIHEAP	(361,953.22)
LIWP	(6,859.32)
LIWP SOLAR PV	(19,683.24)
LIWP SINGLE FAMILY	(18,720.71)
WATER TANK	(1,099.57)
TRANSFER NEGATIVE BALANCE	552,132.46
SUBTOTAL	0.00
CALIFORNIA ENDOWMENT	22,716.43
SUMMER FOOD	10,165.73
CENTRAL VALLEY SMALL BUSINESS DEVELOPMENT	25,000.00
SUBTOTAL	57,882.16
211	(67,364.10)
CAL FRESH	(5,706.72)
COST POOLS	(8,988.92)
CSBG	206,539.35
DIFFERENTIAL RESPONSE	(28,317.55)
DIGNITY HEALTH	24,701.00
DISCRETIONARY FUND	205,716.70
FIRST 5 KERN 211	(12,478.99)
FIRST 5 KERN EAST KERN FAMILY RESOURCE CENTER	(28,695.27)
FIRST 5 HELP ME GROW	(12,376.86)
FRIENDSHIP HOUSE	(25,276.47)
FUNDRAISING	262,924.76
GANG PREVENTION	(9,175.31)
GENERAL FUND	24,422.78
INDIRECT FUND	1,282,283.61
IRS - VITA	(1,551.23)
INFORMATION & EDUCATION	(33,022.12)
REALIGNMENT FOR SUCCESS	(9,044.05)
KERN COUNTY 211	(44,738.00)
SHAFTER YOUTH CENTER	(7,200.28)
STARBUCKS FOUNDATION	29,938.71
UNITED WAY 211	(1,324.42)
WELLS FARGO FOUNDATION	18,227.47
WIC	(516,743.63)
LESS: ENERGY NEGATIVE BALANCE	(552,132.46)
ADD: LINE OF CREDIT	0.00
SUBTOTAL	690,618.00
TOTAL OPERATING CASH	3,276,866.63

COMMUNITY ACTION PARTNERSHIP OF KERN (CAPK)

WELLS FARGO BANK ACCOUNTS

1. Operating Account: Used to make all CAPK disbursements and for deposits of all cash receipts unless there are requirements to deposit cash to a restricted bank account.
2. Head Start Accrued Vacation: This is an interest bearing restricted bank account that holds cash reserved for the payment of accrued vacation for Head Start and Early Head Start employees.
3. CSD Advances Account: This is an interest bearing restricted bank account for CSBG and Energy grants. Advances on the Community Services Block Grant (CSBG), Department of Energy – Weatherization Assistance Program (DOE WAP) and Low Income Home Energy Assistance Program (LIHEAP) grants are required to be deposited to a restricted bank account until there is an immediate need for the cash. Once the immediate need is determined, the cash is transferred to the Operating Account to make disbursements.
4. On-Line Donations Account: This is an interest bearing restricted bank account that is designated for internet donations to CAPK. The deposits are subsequently transferred to the Operating Account.
5. Child Development Reserve #1: This is an interest bearing restricted bank account that is required by the California Department of Education for center-based contracts, such as General Child Care (CCTR), State Preschool (CSPP) and State Migrant (CMIG) for the purpose of holding revenue earned in excess of costs. When the revenue is used, the cash is transferred to the Operating Account to make disbursements.
6. Child Development Reserve #2: This is an interest bearing restricted bank account that is required by the California Department of Education for alternative payment contracts, such as Migrant Childcare Alternative Payment (CMAP) for the purpose of holding revenue earned in excess of costs. When the revenue is used, the cash is transferred to the Operating Account to make disbursements.

Note: All CAPK bank accounts are with Wells Fargo Bank.

COMMUNITY ACTION PARTNERSHIP OF KERN
5005 BUSINESS PARK NORTH
BAKERSFIELD, CA 93309-1651

BANK RECONCILIATION FOR THE MONTH ENDED
February 28, 2018

WELLS FARGO BANK, N.A.
P. O. BOX 63020
SAN FRANCISCO, CA 94163

OPERATING ACCOUNT
ACCOUNT NO: XXXXX-X2976

BANK BALANCE A 02/28/18		3,684,579.74
LESS OUTSTANDING CHECKS	460,699.55	
ADJUSTED BANK BALANCE AT 02/28/18		3,223,880.19
GENERAL LEDGER BALANCE A 01/31/18		2,449,696.07
ADD: DEPOSITS	2,782,812.25	
ACH DEPOSITS	34,364.71	
HHS DRAWDOWNS	2,166,521.38	
VITA DRAWDOWNS	15,641.68	
CHECKS MOVED TO STALE DATED LIABILITY	190.23	
BANK ACCOUNT TRANSFER FROM CDS ADVANCES ACCT.	803,296.00	
BANK ACCOUNT TRANSFER FROM HEAD START ACCURED VACATION ACCT.	40,139.40	
LESS CHECKS ISSUED (CURRENT MONTH)	2,267,307.20	
ADP PAYROLL 02/02/18	1,187,266.94	
ADP PAYROLL 02/16/18	1,253,462.21	
ADP H.S.A. & H.R.A.	680.74	
MUTUAL OF AMERICA	327,053.74	
BANK ACCOUNT TRANSFER TO CHILD DEVELOPMENT RESERVE No. 2 ACCT.	91.25	
CLIENT ANALYSIS SERVICE CHARGE	803.56	
RETURNED ITEM - NSF	48.08	
LOAN (18) BPN - PRINCIPAL AND INTEREST PAYMENTS	8,277.11	
LOAN (RABOBANK) - PRINCIPAL AND INTEREST PAYMENTS	23,790.70	
GENERAL LEDGER BALANCE A 02/28/18		3,223,880.19

DIFFERENCE: -

PREPARED BY: Wm Richmond TITLE: Accountant DATE: 03/01/18
APPROVED BY: C Mami TITLE: Chief Finance Officer DATE: 3/2/18

COMMUNITY ACTION PARTNERSHIP OF KERN
HEADSTART ACCRUED VACATION*
5005 BUSINESS PARK NORTH
BAKERSFIELD, CA 93309-1651

BANK RECONCILIATION FOR MONTH ENDING
February 28, 2018

WELLS FARGO BANK, N.A.
P. O. BOX 63020
SAN FRANCISCO, CA 94163

ACCOUNT NO.: XXXXX-X6256

BANK BALANCE ENDING:	02/28/18	522,349.93
DEPOSITS IN TRANSIT		0.00
OUTSTANDING CHECKS		0.00
OTHER		0.00
ADJUSTED BANK BALANCE:	02/28/18	522,349.93

BALANCE PER G/L	01/31/18	562,425.83
ADD:		
DEPOSITS		0.00
INTEREST		63.50
BANK ACCOUNT TRANSFER FROM GENERAL FUND		0.00
LESS:		
CHECKS		0.00
CLIENT ANALYSIS SERVICE CHARGE		0.00
BANK ACCOUNT TRANSFER TO GENERAL FUND		40,139.40
BALANCE PER G/L	02/28/18	522,349.93
		DIFFERENCE: 0.00

* This account changed name in March 2011 from "Discretionary Fund" to "Head Start Accrued Vacation".

PREPARED BY: <u>Wm. Richmond</u>	TITLE: <u>Accountant</u>	DATE: <u>03/01/18</u>
APPROVED BY: <u>C. An...</u>	TITLE: <u>Chief Finance Officer</u>	DATE: <u>3/2/18</u>

**COMMUNITY ACTION PARTNERSHIP OF KERN
CSD ADVANCES ACCOUNT****

5005 BUSINESS PARK NORTH
BAKERSFIELD, CA 93309-1651

**BANK RECONCILIATION FOR MONTH ENDING
February 28, 2018**

WELLS FARGO BANK, N.A.
P. O. BOX 63020
SAN FRANCISCO, CA 94163

ACCOUNT NO.: XXXXX-X1095

BANK BALANCE ENDING:	02/28/18	98,200.95
DEPOSITS IN TRANSIT		0.00
OUTSTANDING CHECKS		0.00
OTHER		0.00
ADJUSTED BANK BALANCE:	02/28/18	98,200.95

BALANCE PER G/L	01/31/18	767,354.93
ADD:		
DEPOSITS		134,192.98
INTEREST		26.01
BANK ACCOUNT TRANSFER FROM GENERAL FUND		0.00
LESS:		
CHECKS		0.00
CLIENT ANALYSIS SERVICE CHARGE		76.97
BANK ACCOUNT TRANSFER TO GENERAL FUND		803,296.00
BALANCE PER G/L	02/28/18	98,200.95

* December 2009 name changed from Food Bank to DOE ARRA.

DIFFERENCE: 0.00

** January 2018 name changed from DOE ARRA to CSD Advances.

PREPARED BY: Wm. Richmond

TITLE: Accountant

DATE: 03/01/18

APPROVED BY: C. Arame

TITLE: Chief Finance Officer

DATE: 3/2/18

COMMUNITY ACTION PARTNERSHIP OF KERN
ON-LINE DONATIONS ACCOUNT***
5005 BUSINESS PARK NORTH
BAKERSFIELD, CA 93309-1651

BANK RECONCILIATION FOR MONTH ENDING
February 28, 2018

WELLS FARGO BANK, N.A.
P. O. BOX 63021
SAN FRANCISCO, CA 94163

ACCOUNT NO.: XXXXX-X1921

BANK BALANCE ENDING:	02/28/18	5,024.05
DEPOSITS IN TRANSIT (CREDIT CARD)		0.00
OUTSTANDING CHECKS		0.00
OTHER		0.00
ADJUSTED BANK BALANCE	02/28/18	5,024.05

BALANCE PER GENERAL LEDGER	01/31/18	5,062.05
ADD:		
DEPOSITS (Credit Card Donations & Shared Fee)		0.00
BANKCARD DEPOSIT		0.00
PAYPAL DEPOSIT		0.00
INTEREST		0.35
LESS:		
APPLIED MERCHANT DEBITS		
CLIENT ANALYSIS SERVICE CHARGE		28.40
BANKCARD FEES		9.95
CASH CONCENTRATION FEE		0.00
FUND TRANSFER TO GENERAL FUND		0.00
BALANCE PER GENERAL LEDGER:	02/28/18	5,024.05

* October 2009 name changed from WIC Account to CSBG ARRA Account and is now interest-bearing.

Difference: 0.00

** August 2010 name changed from CSBG ARRA Account to HOPE Program Account.

*** January 2018 name changed from HOPE Program Account to On-line Donations Account.

PREPARED BY: Wm. Richmond

TITLE: Accountant

DATE: 03/01/18

APPROVED BY: C. Amami

TITLE: Chief Finance Officer

DATE: 3/2/18

COMMUNITY ACTION PARTNERSHIP OF KERN
CHILD DEVELOPMENT RESERVE #1
5005 BUSINESS PARK NORTH
BAKERSFIELD, CA 93309-1651

BANK RECONCILIATION FOR MONTH ENDING
February 28, 2018

WELLS FARGO BANK, N.A.
P. O. BOX 63020
SAN FRANCISCO, CA 94163

ACCOUNT NO.: XXXXX-X6264

BANK BALANCE ENDING:	02/28/18	0.00
DEPOSITS IN TRANSIT	0.00	
OUTSTANDING CHECKS	0.00	
OTHER	0.00	
ADJUSTED BANK BALANCE:	02/28/18	0.00
BALANCE PER G/L	01/31/18	0.00
ADD: DEPOSITS		
INTEREST	0.00	
BANK ACCOUNT TRANSFER FROM GENERAL FUND		
LESS: CHECKS	0.00	
CLIENT ANALYSIS SERVICE CHARGE	0.00	
BANK ACCOUNT TRANSFER TO GENERAL FUND	0.00	
BALANCE PER G/L	02/28/18	0.00
DIFFERENCE:		0.00
PREPARED BY: <u>Wm. Richmond</u>	TITLE: <u>Accountant</u>	DATE: <u>03/01/18</u>
APPROVED BY: <u>C. Mami</u>	TITLE: <u>Chief Finance Officer</u>	DATE: <u>3/2/18</u>

COMMUNITY ACTION PARTNERSHIP OF KERN
CHILD DEVELOPMENT RESERVE #2
5005 BUSINESS PARK NORTH
BAKERSFIELD, CA 93309-1651

BANK RECONCILIATION FOR MONTH ENDING
February 28, 2018

WELLS FARGO BANK, N.A.
P. O. BOX 63020
SAN FRANCISCO, CA 94163

ACCOUNT NO.: XXXXX-X2049

BANK BALANCE ENDING:	02/28/18	210.90
DEPOSITS IN TRANSIT	0.00	
OUTSTANDING CHECKS	0.00	
OTHER	0.00	
ADJUSTED BANK BALANCE:	02/28/18	210.90

BALANCE PER G/L	01/31/18	231.03
ADD:		
DEPOSITS	91.25	
INTEREST	0.02	
BANK ACCOUNT TRANSFER FROM GENERAL FUND	0.00	
LESS:		
CHECKS	0.00	
CLIENT ANALYSIS SERVICE CHARGE	111.40	
BANK ACCOUNT TRANSFER TO GENERAL FUND	0.00	
BALANCE PER G/L	02/28/18	210.90

DIFFERENCE: 0.00

PREPARED BY: Wm. Richmond

TITLE: Accountant

DATE: 03/01/18

APPROVED BY: C Anami

TITLE: Chief Finance Officer

DATE: 3/2/18

**COMMUNITY ACTION PARTNERSHIP OF KERN
BANK OF AMERICA MASTERCARD SUMMARY
STATEMENTS DATED JANUARY 22 - FEBRUARY 21, 2018**

Cardholder	Position	Amount Charged
Yolanda Gonzales	Director of Head Start/State Child Development Programs	3,711.76
Ralph Martinez	Director of Community Development	159.00
Jerry Meade	Head Start Program, Design & Management Administrator	9,722.84
Pritika Ram	Director of Administration	295.00
Carmen Segovia	Director of Health & Nutrition Services	4,989.29
Jeremy Tobias	Chief Executive Officer	0.00
Emilio Wagner	Director of Operations	<u>908.54</u>
	Total	19,786.43



YOLANDA GONZALES

Platinum Plus® for Business

January 22, 2018 - February 21, 2018

Cardholder Statement

Account Information:
www.bankofamerica.com

Mail Billing Inquiries to:
BANK OF AMERICA
PO BOX 982238
EL PASO, TX 79998-2238

Mail Payments to:
BUSINESS CARD
PO BOX 15796
WILMINGTON, DE 19886-5796

Customer Service:
1.800.673.1044, 24 Hours

TTY Hearing Impaired:
1.888.500.6267, 24 Hours

Outside the U.S.:
1.509.353.6656, 24 Hours

For Lost or Stolen Card:
1.800.673.1044, 24 Hours

Business Offers:
www.bankofamerica.com/mybusinesscenter

Payment Information

New Balance Total 2018 \$3,651.76

Minimum Payment Due \$36.52

Payment Due Date 03/20/18

Late Payment Warning: If we do not receive your minimum payment by the date listed above, You may have to pay a fee based on the outstanding balance on the fee assessment date:

\$19.00 for balance less than \$100.01

\$29.00 for balance less than \$1,000.01

\$39.00 for balance less than \$5,000.01

\$49.00 for balance equal to or greater than \$5,000.01

Minimum Payment Warning: If you make only the minimum payment each period, you will pay more in interest and it will take you longer to pay off your balance.

Account Summary

Previous Balance \$0.00

Payments and Other Credits -\$60.00

Balance Transfer Activity \$0.00

Cash Advance Activity \$0.00

Purchases and Other Charges \$3,711.76

Fees Charged \$0.00

Finance Charge \$0.00

New Balance Total \$3,651.76

Credit Limit \$0

Credit Available \$0.00

Statement Closing Date 02/21/18

Days In Billing Cycle 31

Transactions

Posting Date	Transaction Date	Description	Reference Number	Amount
Payments and Other Credits				
02/05	02/02	JORONCO RENTALS INC BAKERSFIELD CA	85138508035900873600041	- 60.00
		TOTAL PAYMENTS AND OTHER CREDITS FOR THIS PERIOD		-\$60.00
Purchases and Other Charges				
01/24	01/22	JORONCO RENTALS INC BAKERSFIELD CA	85138508023900872600061	157.35
01/25	01/23	IKEA WEST SACRAMENTO WEST SACRAMENCA	55446418024746121623250	1,433.24
01/26	01/24	OFFICEMAX/OFFICEDEPOT STOCKTON CA	05436848025100060958703	615.62
01/31	01/30	JAKE'S STEAKHOUSE INC. TEHACHAPI CA	55417418031207396200122	174.67

0508120 0003652 0365176



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YOLANDA GONZALES
COMM ACTION PRTRSH KERN
COMM ACTION PRTRSH KERN
5005 BUSINESS PARK N
BAKERSFIELD, CA 93309-165105

**N0005693

Account Number:
January 22, 2018 - February 21, 2018

New Balance Total \$3,651.76

Minimum Payment Due \$36.52

Payment Due Date 03/20/18

Enter payment amount

\$

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Transactions

Posting Date	Transaction Date	Description	Reference Number	Amount
02/05	02/02	HILTON HOTELS COSTA ME COSTA MESA CA Arr: 02/01/18 Dep: 02/02/18 Inv: 0002142184	55310208033006021421843	399.04
02/05	02/02	HILTON HOTELS COSTA ME COSTA MESA CA Arr: 02/01/18 Dep: 02/02/18 Inv: 0002142188	55310208033006021421884	399.04
02/05	02/02	HILTON HOTELS COSTA ME COSTA MESA CA Arr: 02/01/18 Dep: 02/02/18 Inv: 0002142192	55310208033006021421926	532.80
TOTAL PURCHASES AND OTHER CHARGES FOR THIS PERIOD				\$3,711.76

Finance Charge Calculation

Your Annual Percentage Rate (APR) is the annual interest rate on your account.

	Annual Percentage Rate	Balance Subject to Interest Rate	Finance Charges by Transaction Type
PURCHASES	13.99%	\$0.00	\$0.00
CASH	25.49% V	\$0.00	\$0.00

V = Variable Rate (rate may vary), Promotional Balance = APR for limited time on specified transactions.



ACCOUNTING

RALPH MARTINEZ... 2 52

Platinum Plus® for Business

January 22, 2018 - February 21, 2018

Cardholder Statement

Account Information:
www.bankofamerica.com

Mail Billing Inquiries to:
BANK OF AMERICA
PO BOX 982238
EL PASO, TX 79998-2238

Mail Payments to:
BUSINESS CARD
PO BOX 15796
WILMINGTON, DE 19886-5796

Customer Service:
1.800.673.1044, 24 Hours

TTY Hearing Impaired:
1.888.500.6267, 24 Hours

Outside the U.S.:
1.509.353.6656, 24 Hours

For Lost or Stolen Card:
1.800.673.1044, 24 Hours

Business Offers:
www.bankofamerica.com/mybusinesscenter

Payment Information

New Balance Total \$159.00
Minimum Payment Due \$10.00
Payment Due Date 03/20/18

Late Payment Warning: If we do not receive your minimum payment by the date listed above. You may have to pay a fee based on the outstanding balance on the fee assessment date:
\$19.00 for balance less than \$100.01
\$29.00 for balance less than \$1,000.01
\$39.00 for balance less than \$5,000.01
\$49.00 for balance equal to or greater than \$5,000.01

Minimum Payment Warning: If you make only the minimum payment each period, you will pay more in interest and it will take you longer to pay off your balance.

Account Summary

Previous Balance \$750.00
Payments and Other Credits -\$750.00
Balance Transfer Activity \$0.00
Cash Advance Activity \$0.00
Purchases and Other Charges \$159.00
Fees Charged \$0.00
Finance Charge \$0.00
New Balance Total \$159.00

Credit Limit \$0
Credit Available \$0.00
Statement Closing Date 02/21/18
Days in Billing Cycle 31

Transactions

Posting Date	Transaction Date	Description	Reference Number	Amount
02/12	02/09	Payments and Other Credits		
		CA Banking Center payment	04006005750017218036730	- 750.00
		TOTAL PAYMENTS AND OTHER CREDITS FOR THIS PERIOD		-\$750.00
		Purchases and Other Charges		
02/02	02/01	STAYCLASSYP STAYCLASSY 8199611892 CA	55429508032894460253013	69.00
02/07	02/05	FRONTSTREAM RESTON VA	75263588037603901480703	90.00
		TOTAL PURCHASES AND OTHER CHARGES FOR THIS PERIOD		\$159.00

0075000 0001000 0015900

Account Number:
January 22, 2018 - February 21, 2018

New Balance Total \$159.00
Minimum Payment Due \$10.00
Payment Due Date 03/20/18

Enter payment amount

\$



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RALPH MARTINEZ
COMM ACTION PRTRNSH KERN
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ACCOUNTING

JERRY MEADE 2018 FEB 26 PM 2 52

Platinum Plus® for Business

January 22, 2018 - February 21, 2018

Cardholder Statement

Account Information:
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Mail Billing Inquiries to:
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Mail Payments to:
BUSINESS CARD
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WILMINGTON, DE 19886-5796

Customer Service:
1.800.673.1044, 24 Hours

TTY Hearing Impaired:
1.888.500.6267, 24 Hours

Outside the U.S.:
1.509.353.6656, 24 Hours

For Lost or Stolen Card:
1.800.673.1044, 24 Hours

Business Offers:
www.bankofamerica.com/mybusinesscenter

Payment Information

New Balance Total \$9,722.84

Minimum Payment Due \$87.23

Payment Due Date 03/20/18

Late Payment Warning: If we do not receive your minimum payment by the date listed above. You may have to pay a fee based on the outstanding balance on the fee assessment date:
\$19.00 for balance less than \$100.01
\$29.00 for balance less than \$1,000.01
\$39.00 for balance less than \$5,000.01
\$49.00 for balance equal to or greater than \$5,000.01

Minimum Payment Warning: If you make only the minimum payment each period, you will pay more in interest and it will take you longer to pay off your balance.

Account Summary

Previous Balance \$25.00

Payments and Other Credits -\$25.00

Balance Transfer Activity \$0.00

Cash Advance Activity \$0.00

Purchases and Other Charges \$9,722.84

Fees Charged \$0.00

Finance Charge \$0.00

New Balance Total \$9,722.84

Credit Limit \$0

Credit Available \$0.00

Statement Closing Date 02/21/18

Days in Billing Cycle 31

Transactions

Posting Date	Transaction Date	Description	Reference Number	Amount
02/12	02/09	Payments and Other Credits		
		CA Banking Center payment	04006005750001218119241	- 25.00
		TOTAL PAYMENTS AND OTHER CREDITS FOR THIS PERIOD		-\$25.00
		Purchases and Other Charges		
01/22	01/20	SPRINGHILL SUITES RIDG RIDGECREST CA	55432868020200664399544	146.02
		Arr: 01/20/18 Dep: 01/20/18 Inv: 020001		
01/22	01/20	SPRINGHILL SUITES RIDG RIDGECREST CA	55432868020200664399551	146.02
		Arr: 01/20/18 Dep: 01/20/18 Inv: 020002		

0002500 0009723 0972284



BUSINESS CARD
PO BOX 15796
WILMINGTON, DE 19886-5796



JERRY MEADE
COMM ACTION PRTRSH KERN
COMM ACTION PRTRSH KERN
5005 BUSINESS PARK N
BAKERSFIELD, CA 93309-165105

**N0005682

Account Number :
January 22, 2018 - February 21, 2018

New Balance Total \$9,722.84

Minimum Payment Due \$87.23

Payment Due Date 03/20/18

Enter payment amount

\$

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Transactions

Posting Date	Transaction Date	Description	Reference Number	Amount
01/24	01/23	WESTED 05627995143 CA	55480778023206135700060	981.00
01/29	01/26	HILTON HOTELS ANAHEIM CA	55436878027260271108652	257.33
		Arr: 01/26/18 Dep: 01/26/18 Inv: 1420127124		
01/29	01/26	HILTON HOTELS ANAHEIM CA	55436878027260271117224	257.33
		Arr: 01/26/18 Dep: 01/26/18 Inv: 1420127124		
01/29	01/26	HILTON HOTELS ANAHEIM CA	55436878027260271117232	257.33
		Arr: 01/26/18 Dep: 01/26/18 Inv: 1420127124		
01/29	01/26	HILTON HOTELS ANAHEIM CA	55436878027260271125813	257.33
		Arr: 01/26/18 Dep: 01/26/18 Inv: 1420127124		
01/29	01/26	HILTON HOTELS ANAHEIM CA	55436878027260271125821	257.33
		Arr: 01/26/18 Dep: 01/26/18 Inv: 1420127124		
02/02	02/01	EB THE LEADERSHIP CHA 8014137200 CA	55429508032715028786030	6,450.00
02/05	02/02	GUIARCENTER.COM INTER 877-887-4242 CA	55541868033004042051147	375.32
02/05	02/01	GUIARCENTER.COM INTER 877-887-4242 CA	55541868033004042051139	214.45
02/19	02/17	SPRINGHILL SUITES RIDG RIDGECREST CA	55432868048200549885855	123.38
		Arr: 02/17/18 Dep: 02/17/18 Inv: 048002		
TOTAL PURCHASES AND OTHER CHARGES FOR THIS PERIOD				\$9,722.84

Finance Charge Calculation

Your Annual Percentage Rate (APR) is the annual interest rate on your account.

	Annual Percentage Rate	Balance Subject to Interest Rate	Finance Charges by Transaction Type
PURCHASES	13.99%	\$0.00	\$0.00
CASH	25.49% V	\$0.00	\$0.00

V = Variable Rate (rate may vary), Promotional Balance = APR for limited time on specified transactions.



ACCOUNTING

PRITIKA RAM 2018 FEB 26 PM 2 52

Platinum Plus® for Business

January 22, 2018 - February 21, 2018

Cardholder Statement

Account Information:
www.bankofamerica.com

Mail Billing Inquiries to:
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PO BOX 982238
EL PASO, TX 79998-2238

Mail Payments to:
BUSINESS CARD
PO BOX 15796
WILMINGTON, DE 19886-5796

Customer Service:
1.800.673.1044, 24 Hours

TTY Hearing Impaired:
1.888.500.6267, 24 Hours

Outside the U.S.:
1.509.353.6656, 24 Hours

For Lost or Stolen Card:
1.800.673.1044, 24 Hours

Business Offers:
www.bankofamerica.com/mybusinesscenter

Payment Information

New Balance Total \$295.00
Minimum Payment Due \$10.00
Payment Due Date 03/20/18

Late Payment Warning: If we do not receive your minimum payment by the date listed above. You may have to pay a fee based on the outstanding balance on the fee assessment date:
\$19.00 for balance less than \$100.01
\$29.00 for balance less than \$1,000.01
\$39.00 for balance less than \$5,000.01
\$49.00 for balance equal to or greater than \$5,000.01

Minimum Payment Warning: If you make only the minimum payment each period, you will pay more in interest and it will take you longer to pay off your balance.

Account Summary

Previous Balance \$790.92
Payments and Other Credits -\$790.92
Balance Transfer Activity \$0.00
Cash Advance Activity \$0.00
Purchases and Other Charges \$295.00
Fees Charged \$0.00
Finance Charge \$0.00
New Balance Total \$295.00

Credit Limit \$0
Credit Available \$0.00
Statement Closing Date 02/21/18
Days in Billing Cycle 31

Transactions

Posting Date	Transaction Date	Description	Reference Number	Amount
02/12	02/09	Payments and Other Credits		
		CA Banking Center payment	04006005750001218366321	- 790.92
		TOTAL PAYMENTS AND OTHER CREDITS FOR THIS PERIOD		-\$790.92
01/29	01/26	Purchases and Other Charges		
		NATIONAL COMMUNITY ACT WASHINGTON DC	85140518028900012165637	295.00
		TOTAL PURCHASES AND OTHER CHARGES FOR THIS PERIOD		\$295.00

0079092 0001000 0029500



BUSINESS CARD
PO BOX 15796
WILMINGTON, DE 19886-5796



PRITIKA RAM
COMM ACTION PRTRNRSH KERN
COMM ACTION PRTRNRSH KERN
5005 BUSINESS PARK N
BAKERSFIELD, CA 93309-165105

**ND005586

Account Number:
January 22, 2018 - February 21, 2018

New Balance Total \$295.00
Minimum Payment Due \$10.00
Payment Due Date 03/20/18

Enter payment amount

\$

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ACCOUNTING

CARMEN SEGOVIA

2018 FEB 26 PM 2 51

Platinum Plus® for Business

January 22, 2018 - February 21, 2018

Cardholder Statement

Account Information:
www.bankofamerica.com

Mail Billing Inquiries to:
BANK OF AMERICA
PO BOX 982238
EL PASO, TX 79998-2238

Mail Payments to:
BUSINESS CARD
PO BOX 15796
WILMINGTON, DE 19886-5796

Customer Service:
1.800.673.1044, 24 Hours

TTY Hearing Impaired:
1.888.500.6267, 24 Hours

Outside the U.S.:
1.509.353.6656, 24 Hours

For Lost or Stolen Card:
1.800.673.1044, 24 Hours

Business Offers:
www.bankofamerica.com/mybusinesscenter

Payment Information

New Balance Total \$4,989.29
Minimum Payment Due \$49.89
Payment Due Date 03/20/18

Late Payment Warning: If we do not receive your minimum payment by the date listed above. You may have to pay a fee based on the outstanding balance on the fee assessment date:
\$19.00 for balance less than \$100.01
\$29.00 for balance less than \$1,000.01
\$39.00 for balance less than \$5,000.01
\$49.00 for balance equal to or greater than \$5,000.01

Minimum Payment Warning: If you make only the minimum payment each period, you will pay more in interest and it will take you longer to pay off your balance.

Account Summary

Previous Balance \$7,493.03
Payments and Other Credits -\$7,493.03
Balance Transfer Activity \$0.00
Cash Advance Activity \$0.00
Purchases and Other Charges \$4,989.29
Fees Charged \$0.00
Finance Charge \$0.00
New Balance Total \$4,989.29

Credit Limit \$0
Credit Available \$0.00
Statement Closing Date 02/21/18
Days in Billing Cycle 31

Transactions

Posting Date	Transaction Date	Description	Reference Number	Amount
Payments and Other Credits				
02/12	02/09	CA Banking Center payment	04006005750001217944573	- 7,493.03
		TOTAL PAYMENTS AND OTHER CREDITS FOR THIS PERIOD		-\$7,493.03
Purchases and Other Charges				
01/23	01/23	ULINE *SHIP SUPPLIES 800-295-5510 WI	55432868023200061322237	84.32
01/29	01/27	CALIFORNIA WIC ASSOC 916-448-2280 CA	55432868027200734884148	100.00
01/30	01/29	RANCHO MOTOR CO, S VICTORVILLE CA	25536068030105003979000	137.27
02/01	01/31	WALGREENS #3294 BAKERSFIELD CA	05436848032000343025398	223.84

0749303 0004989 0498929

Account Number:
January 22, 2018 - February 21, 2018

New Balance Total \$4,989.29
Minimum Payment Due \$49.89
Payment Due Date 03/20/18

Enter payment amount

\$



BUSINESS CARD
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WILMINGTON, DE 19886-5796



CARMEN SEGOVIA
COMM ACTION PRTRSH KERN
COMM ACTION PRTRSH KERN
5005 BUSINESS PARK N
BAKERSFIELD, CA 93309-165105

**N0005814

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Transactions

Posting Date	Transaction Date	Description	Reference Number	Amount
02/02	01/31	SVM PREPAID CARD 08007208428 IL	55460298032286082100284	330.60
02/08	02/06	TOWN AND COUNTRY RESOR SAN DIEGO CA Arr: 02/06/18 Dep: 02/06/18 Inv: 170867784	55436878038640382578579	3,840.42
02/09	02/08	WALMART.COM 800-966-6546 AR	55432868039200947489822	116.25
02/12	02/09	FEDEXOFFICE 00052936 BAKERSFIELD CA	05410198040069300327436	124.49
02/12	02/10	ENA*ELECTROLUX 800-896-9756 NC	55432868041200370796988	32.10
TOTAL PURCHASES AND OTHER CHARGES FOR THIS PERIOD				\$4,989.29

Finance Charge Calculation

Your Annual Percentage Rate (APR) is the annual interest rate on your account.

	Annual Percentage Rate	Balance Subject to Interest Rate	Finance Charges by Transaction Type
PURCHASES	13.99%	\$0.00	\$0.00
CASH	25.49% V	\$0.00	\$0.00

V = Variable Rate (rate may vary), Promotional Balance = APR for limited time on specified transactions.



ACCOUNTING

JEREMY T TOBIAS 2018 FEB 26 PM 2 52

Platinum Plus® for Business

January 22, 2018 - February 21, 2018

Cardholder Statement

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Business Offers:
www.bankofamerica.com/mybusinesscenter

Payment Information

New Balance Total \$0.00
Minimum Payment Due \$0.00
Payment Due Date 03/20/18

Minimum Payment Warning: If you make only the minimum payment each period, you will pay more in interest and it will take you longer to pay off your balance.

Account Summary

Previous Balance \$782.51
Payments and Other Credits -\$782.51
Balance Transfer Activity \$0.00
Cash Advance Activity \$0.00
Purchases and Other Charges \$0.00
Fees Charged \$0.00
Finance Charge \$0.00

New Balance Total \$0.00

Credit Limit \$0
Credit Available \$0.00
Statement Closing Date 02/21/18
Days in Billing Cycle 31

Transactions

Posting Date	Transaction Date	Description	Reference Number	Amount
02/12	02/09	Payments and Other Credits		
		CA Banking Center payment	04006005750001218203052	- 782.51
		TOTAL PAYMENTS AND OTHER CREDITS FOR THIS PERIOD		-\$782.51

0078251 0000000 0000000



BUSINESS CARD
PO BOX 15796
WILMINGTON, DE 19886-5796



JEREMY T TOBIAS
COMM ACTION PRTRSH KERN
COMM ACTION PRTRSH KERN
5005 BUSINESS PARK N
BAKERSFIELD, CA 93309-165105

**N0005596

Account Number:
January 22, 2018 - February 21, 2018

New Balance Total \$0.00
Minimum Payment Due \$0.00
Payment Due Date 03/20/18

Enter payment amount

\$

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ACCOUNTING

EMILIO WAGNER 2018 FEB 26 PM 2 52

Platinum Plus® for Business

January 22, 2018 - February 21, 2018

Cardholder Statement

Account Information:
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1.888.500.6267, 24 Hours

Outside the U.S.:
1.509.353.6656, 24 Hours

For Lost or Stolen Card:
1.800.673.1044, 24 Hours

Business Offers:
www.bankofamerica.com/mybusinesscenter

Payment Information

New Balance Total \$908.54
Minimum Payment Due \$10.00
Payment Due Date 03/20/18

Late Payment Warning: If we do not receive your minimum payment by the date listed above. You may have to pay a fee based on the outstanding balance on the fee assessment date:
\$19.00 for balance less than \$100.01
\$29.00 for balance less than \$1,000.01
\$39.00 for balance less than \$5,000.01
\$49.00 for balance equal to or greater than \$5,000.01

Minimum Payment Warning: If you make only the minimum payment each period, you will pay more in interest and it will take you longer to pay off your balance.

Account Summary

Previous Balance \$932.76
Payments and Other Credits -\$932.76
Balance Transfer Activity \$0.00
Cash Advance Activity \$0.00
Purchases and Other Charges \$908.54
Fees Charged \$0.00
Finance Charge \$0.00
New Balance Total \$908.54

Credit Limit \$0
Credit Available \$0.00
Statement Closing Date 02/21/18
Days in Billing Cycle 31

Transactions

Posting Date	Transaction Date	Description	Reference Number	Amount
02/12	02/09	Payments and Other Credits		
		CA Banking Center payment	04006005750001218282502	- 932.76
		TOTAL PAYMENTS AND OTHER CREDITS FOR THIS PERIOD		-\$932.76
		Purchases and Other Charges		
01/22	01/20	MINDBODY, INC 805-4762700 CA	85454918021900011886703	482.54
02/08	02/07	CITY OF BAKERSFIELD BU BAKERSFIELD CA	05436848038300128304669	426.00
		TOTAL PURCHASES AND OTHER CHARGES FOR THIS PERIOD		\$908.54

0093276 0001000 0090854

Account Number: :
January 22, 2018 - February 21, 2018

New Balance Total \$908.54
Minimum Payment Due \$10.00
Payment Due Date 03/20/18

Enter payment amount

\$



BUSINESS CARD
PO BOX 15796
WILMINGTON, DE 19886-5796



EMILIO WAGNER
COMM ACTION PRTRSH KERN
COMM ACTION PRTRSH KERN
5005 BUSINESS PARK N
BAKERSFIELD, CA 93309-165105

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**COMMUNITY ACTION PARTNERSHIP OF KERN
CHILD AND ADULT CARE FOOD PROGRAM (CACFP) - KERN
STATEMENT OF OPERATIONS
FOR THE MONTH OF FEBRUARY 2018 (12 of 12 MONTHS - 100%)**

	03/01/17- 01/31/18	02/01/18- 02/28/18	Total
Revenue - USDA (Note A)	1,260,356	147,646	1,408,002
Expenditures (Note B)			
- Salaries	560,336	46,841	607,177
- Benefits	181,097	18,457	199,554
- Travel	53,457	2,928	56,385
- Space Costs	108,117	5,660	113,777
- Supplies	112,812	12,095	124,907
- Equipment Repair & Maintenance	5,037	766	5,803
- Other Costs	25,417	1,181	26,598
- Raw Food Costs	<u>701,438</u>	<u>79,114</u>	<u>780,552</u>
Total Operating Expenditures	1,747,711	167,042	1,914,753
Less: Adult Meals (at \$2.56 per meal) Transferred to HS	<u>(201,837)</u>	<u>(20,600)</u>	<u>(222,437)</u>
Net Operating Expenditures (Note B)	1,545,874	146,442	1,692,316
Indirect (10%)	<u>174,201</u>	<u>16,662</u>	<u>190,863</u>
Total Expenditures	<u>1,720,075</u>	<u>163,104</u>	<u>1,883,179</u>
Excess Revenue (Expenditures)	<u>(459,719)</u>	<u>(15,458)</u>	<u>(475,177)</u> 63.5%
Head Start Budget for CACFP Excess Costs			747,878

Total Meals Prepared and Vended (Note C)	701,673	76,372	778,045
Total Meals Claimed	<u>564,837</u>	<u>65,142</u>	<u>629,979</u>
Difference	136,836	11,230	148,066

Percentage Claimed to Prepared/Vended	80.50%	85.30%	80.97%
---------------------------------------	--------	--------	--------

Note A: Source of USDA revenue is monthly report submitted to California Department of Education by Head Start/ State Child Development Program Division. Revenue is reimbursement for meals claimed.

Note B: Expenditures are for meals prepared, including vended meals.

Note C: Total number of meals delivered to the centers excluding adult prepared and adult and homebase meals vended. The total represents the number of meals available to be served to center based children.

COMMUNITY ACTION PARTNERSHIP OF KERN
STATE DEPARTMENT OF EDUCATION 2017/18 CONTRACTS - EARNED REVENUE
FOR THE PERIOD 7/1/17 - 6/30/18 (8 OF 12 MONTHS = 66.67%)

	July 2017	Aug 2017	Sept 2017	Oct 2017	Nov 2017	Dec 2017	Jan 2018	Feb 2018	TOTAL	% Earned to Total MRA
GENERAL CHILD CARE (CCTR-7050)										
Adjusted Days of Enrollment - Certified	3,900	5,289	4,655	4,917	4,534	4,331	4,999	4,483	37,108	
Reimbursement Rate per Child per Day	<u>X \$45.44</u>	<u>X \$45.44</u>	<u>X \$45.44</u>	<u>X \$45.44</u>	<u>X \$45.44</u>	<u>X \$45.44</u>	<u>X \$45.44</u>	<u>X \$45.44</u>	<u>X \$45.44</u>	
Revenue Earned	\$177,216	\$240,332	\$211,523	\$223,428	\$206,025	\$196,801	\$227,155	\$203,708	\$1,686,188	72.40%
Maximum Reimbursable Amount (MRA)									\$2,329,073	
CALIFORNIA STATE PRESCHOOL (CSPP-7119)										
Adjusted Days of Enrollment - Certified	3,053	4,843	6,541	7,828	6,966	6,098	6,918	6,897	49,144	
Reimbursement Rate per Child per Day	<u>X \$45.73</u>	<u>X \$45.73</u>	<u>X \$45.73</u>	<u>X \$45.73</u>	<u>X \$45.73</u>	<u>X \$45.73</u>	<u>X \$45.73</u>	<u>X \$45.73</u>	<u>X \$45.73</u>	
Revenue Earned	\$139,614	\$221,470	\$299,120	\$357,974	\$318,555	\$278,862	\$316,360	\$315,400	\$2,247,355	71.77%
Maximum Reimbursable Amount (MRA)									\$3,131,270	
MIGRANT CHILD CARE (CMIG-7004)										
Adjusted Days of Enrollment - Certified	418	500	433	549	480	451	545	500	3,876	
Reimbursement Rate per Child per Day	<u>X \$45.44</u>	<u>X \$45.44</u>	<u>X \$45.44</u>	<u>X \$45.44</u>	<u>X \$45.44</u>	<u>X \$45.44</u>	<u>X \$45.44</u>	<u>X \$45.44</u>	<u>X \$45.44</u>	
Revenue Earned	\$18,994	\$22,720	\$19,676	\$24,947	\$21,811	\$20,493	\$24,765	\$22,720	\$176,125	74.47%
Maximum Reimbursable Amount (MRA)									\$236,499	

Note 1: Source of adjusted days of enrollment for certified children is the monthly attendance report prepared by the Fiscal Dept. of the Head Start/State Child Development Division.

Note 2: Source of reimbursement rate per child per day and maximum reimbursable amount is per the 2017/18 State contracts.

Note 3: CCTR's MRA for 2017/18 is \$268,586 greater than 2016/17.

CSPP's MRA for 2017/18 is \$361,517 greater than 2016/17.

CMIG's MRA for 2017/18 is \$27,193 greater than 2016/17.

COMMUNITY ACTION PARTNERSHIP OF KERN
STATE DEPARTMENT OF EDUCATION CONTRACT - MIGRANT ALTERNATIVE PAYMENT
FOR THE PERIOD 7/1/17 - 6/30/18 (7 OF 12 MONTHS = 58.33%)

Contract CMAP-7000	July 2017	Aug 2017	Sept 2017	Oct 2017	Nov 2017	Dec 2017	Jan 2018	Total	%	% Earned to MRA
Provider Payments	424,205	469,201	510,564	473,797	485,723	465,493	481,695	3,310,678		
Less: Family Fees	(13,071)	(13,885)	(2,966)	(5,667)	(9,783)	(9,513)	(10,000)	(64,885)		
Net Provider Payments	411,134	455,316	507,598	468,130	475,940	455,980	471,695	3,245,793	83.29%	
Maximum Reimbursable Amount (MRA) for Provider Payments	5,832,639									56.76%
Administration & Support Services Revenue										
Provider Payments	424,205	469,201	510,564	473,797	485,723	465,493	481,695	3,310,678		
Reimbursement Rate	x 21.2121%	x 21.2121%	x 21.2121%	x 21.2121%	x 21.2121%	x 21.2121%	x 21.2121%	x 21.2121%		
Revenue Earned	89,983	99,527	108,301	100,502	103,032	98,741	102,178	702,264		
Program Administration/Support Services Costs										
Indirect (10% x MTDC) Costs	42,841	48,787	79,522	59,928	53,370	81,946	37,456	403,850	10.36%	
Transfer Indirect to CSBG	46,066	52,639	58,667	53,301	54,249	54,348	51,277	370,547	6.35%	
Total Operating Costs	88,907	101,426	138,189	113,229	107,619	13,007	88,733	(123,287)	16.71%	
Revenue Earned Over/(Under) Costs	1,076	(1,899)	(29,888)	(12,727)	(4,587)	85,734	13,445	51,154		
TOTAL COSTS - NET OF FAMILY FEES	500,041	556,742	645,787	581,359	583,559	468,987	560,428	3,896,903	100.00%	

Note 1: Administration and Support Services revenue is earned based on the amount of provider payments incurred. Example:

Provider payments	2,827,341
Reimbursement Rate (17.5% / 82.5%)	x 21.2121%
Revenue Earned	599,738

Note 2: The maximum reimbursable amount per the 2017/18 State contract is as follows:

Provider Payments	5,832,639	82.50%
Administration	1,060,480	15.00%
Support Services	176,747	2.50%
Maximum Reimbursable Amount (MRA)	7,069,866	100.00%

Note 3: The MRA for 2017/18 is \$540,145 greater than 2016/17.

COMMUNITY ACTION PARTNERSHIP OF KERN

FINANCE DIVISION MONTHLY ACTIVITY REPORT

Division/CFO: Finance/Christine Anami	Month/Year: February 2018
Program/Work Unit: Not Applicable	Deputy CFO: Vacant
Services: Overall financial and accounting functions of the organization	

Activities	February 2018		Year to Date (3/1/17-2/28/18)	
Description	Number	Amount	Number	Amount
Accounting Transactions Processed	21,787		236,784	
Bank Deposits	7	2,782,812	71	23,753,560
Wire Deposits	6	34,365	45	675,037
Head Start/IRS Drawdowns	6	2,182,163	62	29,965,251
Vendor Checks Issued	989	2,267,307	11,703	26,901,193
Payroll Disbursed		2,440,729		28,405,064
Grant Reports Prepared in February 2018	10		156	
Cal Fresh Outreach				
Commodity Supplemental Food Program				
Differential Response				
EFAP				
Gang Prevention				
LIHEAP 2016				
LIHEAP 2017				
LIHEAP 2018				
Realignment for Success				
WIC				

Other: Total Division Staffing: 8 + 4 vacancies – Deputy CFO, Accountant (2) & Accounting Specialist

CFO
 Deputy CFO
 Accounting Manager
 Accountant II
 Accountant (2)
 Accounting Specialist
 Accounting Technician (4)
 Accounting Clerk

Community Action of Partnership of Kern Agency Total

STATEMENT OF POSITION (UNAUDITED)

AS OF FEBRUARY 28, 2018

ASSETS

Cash in Bank	3,276,866.63
Cash - Vacation Reserve	522,349.93
Petty Cash	500.00
Accounts Receivable	27,395.08
Travel Advance	22,555.23
Prepaid Expense	329,921.22
Inventory	1,071,720.57
Net Fixed Assets - Unrestricted	2,762,819.68
Net Fixed Assets - Restricted	<u>9,511,460.92</u>

Total Assets 17,525,589.26

LIABILITIES AND NET ASSETS

Accounts Payable	1,171,566.48
Accrued Expenses	1,286,605.56
Accrued Vacation	911,138.65
Line of Credit	-
Note Payable	2,781,736.49
Advance Payable	92.00
Deferred Revenue	<u>725,331.96</u>

Total Liabilities 6,876,471.14

Total Net Assets 10,649,118.12

Total Liabilities and Net Assets 17,525,589.26

STATEMENT OF OPERATIONS (UNAUDITED)

FOR THE PERIOD MARCH 1, 2017 TO FEBRUARY 28, 2018

REVENUE

Grant Revenue	54,513,922.38
Donations	182,292.27
Other Revenue	5,481,354.13
In-Kind	<u>7,529,571.23</u>

Total Revenue 67,707,140.01

EXPENDITURES

Salaries	27,742,674.61
Benefits	8,287,911.30
Travel	547,769.93
Space Costs	4,443,095.39
Supplies	2,361,365.01
Consultant/Contract Services	2,203,095.14
Other Costs	2,372,463.10
Program Costs	7,435,245.90
Capital Expenditures	306,018.32
Indirect	4,836,708.21
In-Kind	<u>7,529,571.23</u>

Total Expenditures 68,065,918.14

Net Change in Assets (358,778.13)

Net Assets, beginning 11,007,896.25

Net Assets, ending 10,649,118.12

COMMUNITY ACTION PARTNERSHIP OF KERN
INDIRECT FUND - FY 2017/18
BUDGET TO ACTUAL - 3/1/17 TO 2/28/18 (12 OF 12 MONTHS = 100%)

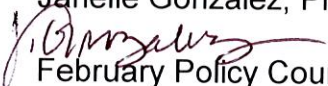
	Budget	Actual	% Earned/ Expended	Available Balance
Revenue	4,827,346	4,836,708	100.2%	(9,362)
Expenditures				
Salaries	2,614,903	2,359,113	90.2%	255,790
Benefits @ 24.11% actual	<u>605,877</u>	<u>535,250</u>	<u>88.3%</u>	<u>70,627</u>
Total Personnel Costs	3,220,780	2,894,363	89.9%	326,417
Operating Costs				
Travel	79,900	64,357	80.5%	15,543
Space Costs	190,700	176,297	92.4%	14,403
Supplies	147,277	107,028	72.7%	40,249
Equipment	5,223	5,409	103.6%	(186)
Consultant/Contract	783,320	763,440	97.5%	19,880
Other Operating Costs	<u>339,600</u>	<u>284,847</u>	<u>83.9%</u>	<u>54,753</u>
Total Operating Costs	1,546,020	1,401,378	90.6%	144,642
Total Expenditures	<u>4,766,800</u>	<u>4,295,741</u>	<u>90.1%</u>	<u>471,059</u>
Excess Indirect Revenue	<u>60,546</u>	<u>540,967</u>		

RECAP BY SUPPORT DIVISION	Revised Budget	Actual	% Expended	Available Balance
HR	1,151,500	1,118,602	97.1%	32,898
Operations	1,526,000	1,271,218	83.3%	254,782
Executive	514,100	548,771	106.7%	(34,671)
Community Development	525,400	435,586	82.9%	89,814
Finance	<u>1,049,800</u>	<u>921,564</u>	<u>87.8%</u>	<u>128,236</u>
	<u>4,766,800</u>	<u>4,295,741</u>	<u>90.1%</u>	<u>471,059</u>



To: Board of Directors

From: Janelle Gonzalez, Program Governance Coordinator

Subject:  February Policy Council Report

Date: March 28, 2018

The Policy Council met on February 22, 2018. Quorum was not established.

The Program Planning Calendar was reviewed with timelines and tasks discussed. Jerry stated that this document is not only used when submitting our refunding application(s) but will also serve as guidance for staff. Jerry shared our self-assessment is currently underway and will continue through March and April which will keep us on track as outlined on the document.

In accordance with materials distributed, Roxanne spoke about ideas for growing healthy thus in turn helping to prepare children for school readiness. The 5-2-1-0 philosophy was shared. Eating five fruits and vegetables per day, trying a variety of "colors of the rainbow" was shared. It was encouraged to have your children assist you in choosing these items, so they are more likely to want to eat them. Limit screen time to 2 hours (or less) per day. You can also watch tv with them to see what they are viewing, or you can set a timer to ensure a time limit. Engage in 1 hour of active play or physical activity. Though sports drinks are colorful and eye-catching, they have high contents of sugar. Serving milk with meals and water with snack is a better option. In closing, Roxanne shared a family goal sheet from which families can choose goals/changes that will work best for them to get on the 5-2-1-0 track.

Parents, Nicole Walker and Ulyses Rodriguez shared their experiences they had on the California Head Start Association (CHSA) conference they recently attended. Many workshops were attended which include diversity, parenting, fatherhood, and nutrition.

Yolanda Gonzales shared with the group that the Head Start grant will be up for re-competition. She explained this is an opportunity for her administration team to rewrite the grant and make positive changes within program options. Ms. Gonzales re-assured PC members they will be provided updates as new information and guidance is brought to her attention of how the full process will work. She thanked each member for volunteering their time and attending the Policy Council Meetings every month.

**COMMUNITY ACTION PARTNERSHIP OF KERN
HEAD START / STATE CHILD DEVELOPMENT PROGRAMS
POLICY COUNCIL MEETING
FEBRUARY 22, 2018**

1. **CALL TO ORDER** – Chairperson, Enrique Salazar Jr. called the meeting to order at 5:30 p.m.
 - a. Moment of Silence, Pledge of Allegiance
 - b. Reading of Promise of Community Action
“Community Action changes people’s lives, embodies the spirit of hope, improves communities, and makes America a better place to live. We care about the entire community and are dedicated to helping people help themselves and each other.”
2. **ROLL CALL/SET QUORUM** – Secretary, Nicole Walker - Quorum was NOT established.
PC Members Present: Enrique Salazar, Nicole Walker, Ulyses Rodriguez, Diana Reyes, Joanna Guillen, Coyolxauhqui Mata, Yolanda Ochoa, Ana Lester, Christine DeNardo, Rosa Reyes
3. **APPROVAL OF AGENDA** – Chairperson, Enrique Salazar, Jr. (*ACTION)
 - a. Unable to approve as quorum was not met.
4. **APPROVAL OF MINUTES** – Chairperson, Enrique Salazar, Jr. (*ACTION)
 - a. Unable to approve as quorum was not met.
5. **PRESENTATION OF GUESTS/PUBLIC FORUM**
*(The public wishing to address the full Policy Council may do so at this time. Policy Council members may respond briefly to statements made or questions posed. However, the PC will take no action other than referring the item(s) to staff for study and analysis. **Speakers are limited to five minutes each.** If more than one person wishes to address the same topic, total group time for topic will be 10 minutes. Please state your name before making your presentation. Thank you.*
Guests in attendance: Enrique Salazar Jr. introduced his invited guest, Corina Mendoza Pete Parra parent; Yolanda Gonzales Director Head Start/State Child Development Director; Jerry Meade, Program Design & Management Administrator; Lisa Price, PDM Administrative Assistant; Janelle Gonzalez, Governance Coordinator; Elizabeth Williams, Program Manager; Mary Ann Mooney, Program Manager; Roxanne Harris, Content Area Specialist, Nutrition; Debbie Connolly, Early Head Start Partnership Program Coordinator; Bryan Lopez, IT Technician
6. **STANDING COMMITTEE REPORT** (3 minutes each)
 - a. School Readiness Committee – Verbal report
Nicole reported that a summary of the DRDP findings was shared with the committee which included areas of strength as well as areas in need of improvement.
 - b. Planning Committee – Verbal report
Joanna reported the committee met on February 1 and reviewed enrollment, average daily attendance and CACFP reports. The recent CACFP review results were also shared noting that all areas were found to be “in compliance” and we were congratulated by the reviewer for having “an excellent administrative review.” The next meeting will be held on March 6, 2018 at 5:15 p.m.
 - c. Finance Committee – Verbal report
Diana reported that the roles and responsibilities of members were discussed when the committee met on February 15, 2018. All financial reports were individually reviewed. In-kind totals were not available at the time however they are available now and have been dispersed tonight. The next Finance meeting will be held on March 22, 2018.
 - d. By-Laws Committee – No report
The committee will meet on March 8, 2018 at 5:30 p.m.

7. NEW BUSINESS – Chairperson (Informational)

a. Head Start & Early Head Start 2018 Program Planning Calendar – Jerry Meade, Program Design & Management Administrator

The Program Planning Calendar was reviewed with timelines and tasks discussed. Jerry stated that this document is not only used when submitting our refunding application(s) but will also serve as our guiding force. The Program Planning Calendar includes tasks and timelines across all grants as well as the responsible parties for such. Jerry shared our self-assessment is currently underway and will continue through March/April which will keep us on track as outlined on the document. It was noted this calendar has been previously presented to the PC Planning subcommittee for review and discussion as well.

b. Enrollment Selection & Recruitment Plan – Jerry Meade, Program Design & Management Administrator

This item was tabled until further notice.

8. PRESENTATIONS

a. Growing Healthy on the Road to School Readiness – Roxanne Harris, Content Area Specialist, Nutrition

In accordance with materials distributed, Roxanne spoke about ideas for growing healthy thus in turn helping to prepare children for school readiness. The 5-2-1-0 philosophy was shared. Eating five fruits and vegetables per day, trying a variety of “colors of the rainbow” i.e. yellow banana, purple eggplant, red apples, etc. It was encouraged to have your children assist you in choosing these items, so they are more likely to want to eat them. Limit screen time to 2 hours (or less) per day. You can also watch tv with them to see what they are viewing, or you can set a timer to ensure a time limit. Engage in 1 hour of active play or physical activity such as playing “Mother May I?”, tag, or using a hula hoop. Though sports drinks are colorful and eye-catching, they are not for children. Young children should not have these types of sugary drinks; the consumption goal for this is 0. Serving milk with meals and water with snack is a better option. In closing Roxanne shared a family goal sheet from which families can choose goals/changes that will work best for them to get on the 5-2-1-0 track.

b. CHSA Parent & Family Engagement Conference – Nicole Walker, Jaqueline Boykin & Ulyses Rodriguez

Parents and Policy Council Executive Board members, Nicole Walker and Ulyses Rodriguez shared their thoughts and experiences on the CHSA conference they recently attended. Many workshops were attended such as (but not limited to) diversity; gender roles; fatherhood, nutrition. Nicole enjoyed the conference and the topics discussed. She liked that she was able to interact with other parents who were in attendance from all over. Ulyses attended workshops that intrigued him as well those in areas he felt were his “weakness”. Subsequently some of the topics chosen were in nutrition and male involvement. Ulyses thanked the group for the opportunity to attend the conference and shared that he would like to work on incorporating more opportunities to increase male involvement. His goal is to grow as a father and to be a good example to his son.

9. COMMUNICATIONS – Chairperson

- a) Kern Head Start & Early Head Start Budget vs. Actual Expenditures
March 1, 2017 through January 31, 2018
- b) San Joaquin Early Head Start Budget vs. Actual Expenditures
February 1, 2017 through January 31, 2018
- c) Early Head Start Child care Partnerships Budget vs. Actual Expenditures
September 1, 2017 through January 31, 2018
- d) Parent Local Travel & Child Care through January 31, 2018
- e) Parent Activity Funds, through January 31, 2018
- f) Parent Meals prepared by the Central Kitchen through January 31, 2018
- g) Enrollment, Average Daily Attendance and Child & Adult Care Food Program/Central Kitchen Report
for HS/EHS Kern, EHS San Joaquin and EHS Child Care Partnerships, January 2018

- h) Policy Council School Readiness Committee Meeting Minutes, January 24, 2018
- i) Policy Council Planning Committee Meeting Minutes, February 1, 2018
- j) CAPK Head Start Read Across America Special Guest Readers, March 1, 2018
- k) ExactStaff Precision in Personnel Job Post recruitment dates
- l) Workers' Rights Workshop Dates

Motion to receive and file unable to be made due to lack of quorum.

10. PROGRAM GOVERNANCE REPORT/TRAINING – Janelle Gonzalez

Janelle stated there will be several RPC Meetings taking place to fill vacancies. There is one opening in both Home Base and the EHS Partnership; RPC will take place at BPN on March 9, 2018. Additional RPC dates are, March 15 for Region 2 – Central Kern; March 16 for Eastern Kern. It was also reported the School Readiness Committee will meet on March 14, 2018. Janelle shared that she and one of our ERSEA Technicians presented an overview of our program to approximately 30 parents at an elementary school located in Arvin. There was a lot of interest and 1 request to complete an application was received as well as interest from 2 individuals in volunteering.

11. COMMUNITY REPRESENTATIVE REPORT – Lindsay Harrison/Ana Lester

Ana briefly reminded attendees about the affordable auto insurance program which provides cost effective insurance made available through a state grant; she also dispersed a handout which provided the price point dependent upon select criteria. Information was shared regarding ESL classes (English as a Second Language) that can be taken via television or online, at your own pace and free of charge! This is made available through Bakersfield Adult School. In conclusion Ana spoke to the group about Smart911. This is an app you can download for free on your phone containing important information about members of your household that would be helpful in the event of an emergency whether you place your call for help from a landline or mobile phone. You can include medical details for members of your household enabling first responders to have additional information before they even arrive on scene. Other data you can include are things such as vehicles, emergency contacts and more. Ana shared the Smart911 app is user friendly however if anyone needs assistance in setting up an account she would be happy to help.

12. EARLY HEAD START SAN JOAQUIN REPORT – Rashi Strother

Rashi shared they will host their first Ready Rosie Workshop on February 28, 2018. She also said the FSWs are busy preparing for the upcoming Read Across America Celebration. During this week-long event (February 26 – March 2) families will come in for reading and to participate in a variety of activities.

13. EARLY HEAD START PARTNERSHIP REPORT

Debbie Connolly EHS Partnership Coordinator reported the Partnership recently held a Ready Rosie workshop and the number of attendees exceeded the anticipated amount which was great to see. There were 16 (teen) parents from Blanton High School in attendance. They were engaged and participated, had lots of questions and are eagerly awaiting the next workshop.

14. BOARD OF DIRECTORS REPRESENTATIVE REPORT – Yolanda Ochoa

Yolanda reported the Board of Directors met on January 31, 2018. This meeting included the appointment of new officers which resulted in members holding the positions held during the preceding term. Yolanda also thanked the parents who attended the CHSA Conference for doing so and told them it only gets better!

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

Yolanda Gonzales thanked everyone for their attendance; she is very appreciative of their time. She stated the CHSA Conference was great. Yolanda is excited to see the enthusiasm the attendees have and enjoyed the information they shared. Yolanda shared this is a very busy time for our agency and we are working hard in meeting timelines. At this time Yolanda shared with the group that our HS/EHS Kern

grant will be up for recompetition. It was stated every grantee will face recompetition within a 10-year period to ensure they are maintaining a level of high quality services. Because we received a Type A violation back in 2014, this basically “moved us ahead” and to the top of the list in this process. Yolanda is very confident in our program adding the Office of Head Start recommends for other grantees to visit our program as an example and a model for other programs. We have received exemplary reviews and run an outstanding high quality comprehensive program. Our fiscal review was great, our CLASS review was the highest in Region IX and most recently we received an “excellent administrative review” for CACFP. What does this recompetition mean for us and our program? This means that another agency can apply for these funds and can be granted such or it funds be “pieced out” with only a portion going to another applicant(s). With that said, Yolanda stated we will be submitting an application to the Office of Head Start for this grant in its entirety. We will justify why we should receive all our funding back and why we should run the Head Start program in Kern County. Yolanda added that we have been prepared for this possibility and have been improving and making changes over a period time. She said applying for the grant, from scratch like a brand-new applicant may mean our program might look different, perhaps writing the grant to contain more 0-3 slots as we all are aware there is a great need for services in that area. We will look at our program and our community assessment and rebuild from there. Yolanda added that this does not affect our San Joaquin County, they are a separate grant all their own. Our funding year which runs March 1 through February 28 will be extended to July (2019) because of recompetition. Yolanda will provide updates on this topic as they are available. Yolanda invited attendees to read at one of our centers if their schedule allows. The Read Across America event will take place on March 1, 2018. Readers will meet at the FourPoints for a continental breakfast and a welcome before heading off to read to our children. The event begins at 8:00 a.m. and is a fun time for all!

16. POLICY COUNCIL CHAIRPERSON/ANNOUNCEMENTS – Enrique Salazar, Jr.

Enrique again thanked his guest (Corina) for her attendance and encouraged members to invite a guest from their center to a Policy Council Meeting. He also shared that he that he has been utilizing the website Greater Courses Plus which provides a variety of video and DVD lectures. He suggested parents/members view the site and perhaps sign up for a month adding there are many great child development topics. It was also shared there will be a Peace Walk on March 3, 2018 taking place at Martin Luther King Park; flyers were distributed for this event.

17. ADJOURNMENT

Meeting concluded at 6:47 p.m.

*Lisa Price/PDM Administrative Assistant
Completed 02/26/18*