

COMMUNITY ACTION PARTNERSHIP OF KERN  
BOARD OF DIRECTORS MEETING

5005 Business Park North, Bakersfield, CA  
April 25, 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  
Jonathan Mullings  
Guadalupe Perez

Curtis Floyd  
Janea Benton  
Craig Henderson  
Yolanda Ochoa  
Ana Vigil

Warren Peterson  
Jimmie Childress  
Mike Maggard  
Marian Panos

**II. Approval of Agenda**

**III. Approval of meeting minutes**

- a. Minutes of March 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. Review of Humanitarian Awards Banquet – Sheila Shegos, Outreach & Grant Administrator

**VI. New Business**

- a. Early Head Start San Joaquin Budget Revision with Resolution – Jerry Meade, Program Design and Management Administrator – **Action Item (p. 9-12)**

- b. Application for Continued Funding of Early Head Start Child Care Partnerships with Resolution – Jerry Meade, Program Design & Management Administrator - **Action Item (p. 13-15)**
- c. Office of Head Start Monitoring Review Overview – Jerry Meade, Program Design and Management Administrator – **Info Item (p. 16-17)**
- d. Vendor Contract Extension for Michael K. Brown Landscaping & Maintenance – Kerri Davis, Business Manager – **Action Item (p. 18-23)**

## **VII. Committee Reports**

- a. Program Review & Evaluation Report – Ralph Martinez, Director of Operations – **Action Item**
  - i. Minutes of April 11, 2018 Committee Meeting **(p. 24-27)**
  - ii. Special Presentation – Energy Program
  - iii. Program Reports:
    - 1. March 2018 Program and Division Reports **(p. 28-41)**
    - 2. Application Status Report and Funding Requests **(p. 42-46)**
    - 3. March 2018 Head Start / State Child Development Enrollment and Meals Report **(p. 48)**
    - 4. Head Start Designation Renewal System Update **(p. 48-50)**
    - 5. March 2018 Outreach & Advocacy Report **(p. 51)**
- b. Audit & Finance Committee Report – Christine Anami, Chief Financial Officer – Action Item
  - i. Minutes of the April 12, 2018 Committee Meeting **(p. 52-54)**
  - ii. Brown Armstrong's Plan for the 2018 Audits **(p. 55-64)**
  - iii. Renewal of Audit Services Agreement (Brown Armstrong) **(p. 65-71)**
  - iv. State Controller's Office Letter regarding February 28, 2017 Audit **(p. 72-73)**
  - v. CACFP Triannual Review Outcome **(p. 74-78)**
  - vi. CSD Letter Regarding Expenditure Performance for the 2016 LIHEAP Allocation **(p. 79)**
  - vii. CSD Letter regarding Contract Performance for the 2015 LIWP Contract 15K-6006 **(p. 80-81)**
  - viii. First 5 Kern Letter Regarding the Annual Administrative Review of East Kern Family Resource Center on March 13, 2018 **(p. 82-83)**
- c. Budget & Finance Committee Report – Christine Anami, Chief Financial Officer - **Action Item**
  - i. Minutes of April 18, 2018 Committee Meeting **(p. 84-86)**
  - ii. Application Status Report and Funding Requests **(p. 87-91)**
  - iii. Head Start & Early Head Start Budget to Actual Reports **(p. 92-104)**
  - iv. Discretionary Fund Update **(p. 105)**
  - v. Financial Statements, March 2018 **(p. 106-148)**

## **VIII. Advisory Board Reports**

- a. Head Start Policy Council Report – Sharif Hassan, Policy Council Representative – **Action Item**
  - i. March 2018 Policy Council Report **(p. 149)**
  - ii. Minutes of March 22, 2018 meeting **(p. 150-153)**

- 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. Chief Financial Officer Search
- b. Update on VITA Tax Season

**X. Board Member Comments**

**XI. Closed Session**

**XII. Close Session Report**

**XIII. Next Scheduled Meeting**

Board of Directors Meeting  
Wednesday, May 30, 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](http://www.capk.org) by 12:00 pm, April 20, 2018. Paula Daoutis, Administrative Coordinator*

COMMUNITY ACTION PARTNERSHIP OF KERN  
BOARD OF DIRECTORS MEETING

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

**MEETING MINUTES**

**I. Call to Order**

Garth Corrigan called the meeting to order at 12:00 pm at the Community Action Partnership of Kern Administrative Building, 5005 Business Park North, Bakersfield, CA.

- a. Moment of Silence/Pledge of Allegiance
- b. Reading of the "Promise of Community Action"
- c. Introduction of New Board Member Pastor Jonathan Mullings – Pritika Ram, Director of Administration

Pritika Ram, Director of Administration, introduced the new Private Sector Representative, Pastor Jonathan Mullings. Pastor Mullings said it was an honor to be part of the Board for an organization that does so much for the community and making differences in people's lives.

- d. Roll Call

Roll Call was taken with a quorum present:

Present: Garth Corrigan, Warren Peterson, Fred Plane, Janea Benton, Jimmie Childress, Sharif Hassan, Craig Henderson, Jonathan Mullings, Yolanda Ochoa (arrived at 12:05 pm), Marian Panos, Guadalupe Perez, Ana Vigil

Absent: Curtis Floyd, Lorena Fernandez, Mike Maggard

Others Present: [Pritika Ram, Director of Administration](#); Christine Anami, Chief Financial Officer; Yolanda Gonzales, Director of Head Start & State Child Development Programs; 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 March 28, 2018. Carried by unanimous vote. (Plane/Panos).

**III. Approval of meeting minutes**

- a. Minutes of February 28, 2018 Board of Directors meeting.

Motion was made and seconded to approve the minutes of the February 28, 2018 meeting. Carried by unanimous vote. (Plane/Childress).



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

No one addressed the Board.

#### **V. Special Presentations**

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

Sheila Shegos provided a presentation to the Board showcasing the effort launched by the National Community Action Partnership to CAP agencies across the US with the purpose to build capacity towards improving outcomes. The meetings provide opportunities to share information and encourage communication between agencies, many of which report having similar struggles. CAPK's representatives are Ralph Martinez, Pritika Ram and Sheila Shegos.

#### **VI. New Business**

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

Pritika Ram reported that we are close to transferring over to the new plan provider and approval is requested to appoint Charles Schwab Trust Company to serve in a successor capacity, as Trustee and Custodian of CAPK's 401(a) Plan.

Motion was made and seconded to approve Charles Schwab Trust Company to serve in successor capacity, as Trustee and Custodian of CAPK's 401(a) Plan. Carried by unanimous vote. (Plane/Benton).

- b. Proposed Designation Renewal System Calendar of Presentations – Yolanda Gonzalez, Director of Head Start / State Child Development Programs – **Info Item**

Yolanda Gonzales provided an update from the February 28, 2018 meeting where the Board asked for monthly updates for the Head Start Designation Renewal System (DRS). Yolanda provided a list of topics to be addressed for the upcoming meetings. Fred Plane suggested that the topics be included in the PRE Committee as a standing agenda item.

- c. Care and Supervision / Be Safe Curriculum Presentation – LeTisha Brooks and Krissie Leach, Program Managers – **Info Item**

LeTisha Brooks and Krissie Leach gave a presentation to the Board about the Care and Supervision at the Head Start sites. A historical overview was provided and strategies for active supervision was addressed, which include: Staff Training; Daily Routines where schedules are posted and followed consistently and the Bee Safe expectations are posted in every classroom; Classroom & Outdoor Environments are set up so staff is able to supervise and be accessible to children at all times; Position of Staff to adhere to indoor and outdoor zoning areas so they can see and hear children at all times; Scan & Count Document that is required for staff to account for children in their care at all times throughout the day; Monitor Tools that include monitoring reports and check lists. The role of the Program Manager is to follow through with the Centers to make sure all are following the rules and regulations. Board Members are invited to attend staff trainings anytime.

Garth Corrigan asked Marian Panos if the process seems adequate with the concern being safety and no tolerance. In Marian's experience, it appears that staff is doing a great job. Marian indicated she would like to speak to the compliance coordinator (Sylvia Ortega).

- d. Resolution to approve Budget Carryover for the Head Start / Early Head Start Program – Emily Gonzalez Demont, Assistant Director of Grants Management – **Action Item**

Emily Gonzalez Demont reported that the previous Board Approved 2017-2018 budget revision has not been released by the Office of Head Start in time for the end of CAPK's fiscal year, therefore, requiring the approved projects to be carried over to the 2018-2019 funding year. A list of projects to be carried over are included in the attached memo and staff recommends Board Approval, with Resolution.

Motion was made and seconded approving the Resolution to approve Budget Carryover for the Head Start / Early Head Start Program. Carried by unanimous vote. (Benton/Perez)

## **V. Committee Reports**

- a. Program Review & Evaluation Committee Report – Ralph Martinez, Director of Community Development – **Action Item**
  - i. Minutes of March 14, 2018
  - ii. Special Presentation – Migrant Childcare Alternative Payment Program
  - iii. Program Reports
    - 1. February 2018 Program and Division Reports
    - 2. Application Status Report and Funding Requests
    - 3. February 2018 Head Start / State Child Development Enrollment and Meals Report
    - 4. February 2018 Outreach & Advocacy Report

Ralph Martinez presented the PRE Committee Report and stated that all items listed above were approved by the Committee.

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

- b. Budget & Finance Committee Report – Christine Anami, Chief Financial Officer – **Action Item**
  - i. Minutes of March 21, 2018 meeting
  - ii. Application Status Report and Funding Requests
  - iii. Head Start & Early Head Start Budget to Actual Reports
  - iv. Annual Budget for FY 2018/2019
  - v. Discretionary Fund Update
  - vi. Financial Statements, February 2018

Christine Anami reported that the committee met on March 21<sup>st</sup> and approved three action items which included: two funding requests; CAPK's annual operating budget for FY 2018/2019, which includes the Indirect Fund, which is estimated to generate \$153,000 of unrestricted revenue for FY 2018/2019; the third action item was to approve the February 2018 Financial statements. There were no unusual or out of the ordinary transactions. Staff is in the process of closing out the books in preparation of the annual audit by Brown Armstrong. To date, since the start of the fiscal year, the Discretionary Fund shows a net gain of \$46,000 which increases the available cash balance to

\$467,000. The Indirect Fund budget shows that there will be an estimated \$541,000 net gain for the fiscal year ended February 28, 2018.

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

## **VI. Advisory Board Reports**

- a. Head Start Policy Council Report – Sharif Hassan, Policy Council Representative - **Action Item**
  - i. February 2018 Policy Council Report
  - ii. Minutes of February 22, 2018

Sharif Hassan provided the Policy Council report for the month of February 2018.

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

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

Sheila Shegos provided a verbal report and announced that the Friendship Advisory Board has four new members and is continuing their work on their annual fundraising event to be held in October of this year. Sheila also reported that improvements are being made to Friendship House in conjunction with the upcoming Humanitarian Awards Banquet on April 19<sup>th</sup>.

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

## **VII. Chief Executive Officer's Report – Pritika Ram, Director of Administration – **Action Item****

- a. Federal Omnibus Spending Bill FY 2018

Pritika Ram reported that the Bill was approved, and while there was no increase in the CSBG funding, it stayed at the current rate of \$715 million. There are hopes it will increase to \$750 million and the national CAP office is working to move it in that direction. We did see a significant increase with the Head Start program, and there was an increase for Weatherization and LIHEAP.

- b. Proposals for Broker Services.

Pritika Ram reported that as part of best practice, staff has prepared RFP's for health insurance, worker's compensation, and risk management services to make sure our service providers are still beneficial to CAPK. Bids are due by mid-April 2018 and a committee will be formed to review the bids and bring forth to the Board for approval.

- c. Chief Financial Officer Search

Pritika Ram reported that two candidates have passed the first round of interviews and there may be two additional candidates. Staff is coordinating interview schedules now.

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

**VIII. Board Member Comments**

Sharif Hassan announced that he will be resigning his position on the Policy Council and the Board of Directors position. After 10 months in being in the USA, he has achieved his teaching credential and due to his conflict of time, he is unable to continue serving on the Policy Council, but will continue to be an active parent in the classroom.

Fred Plane thanked the Food Bank for their efforts at the CSUB Food Drive.

**IX. Closed Session**

No items scheduled for closed session.

**X. Closed Session Report**

**XI. Next Scheduled Meeting**


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

**XII. Adjournment**

The meeting adjourned at 12:50 pm.

# COMMUNITY ACTION PARTNERSHIP OF KERN

## MEMORANDUM

**To:** Board of Directors  
  
**From:** Jerry Meade, Program Design and Management Administrator  
**Date:** April 25, 2018  
**Subject:** *Agenda Item VI(a):* Early Head Start San Joaquin Budget Revision with Resolution – **Action Item**

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The Head Start and State Child Development Division is requesting approval to submit budget revision for our Early Head Start San Joaquin Grant (# 09CH010071). Funding will support the replacement of equipment which includes maintenance vehicles. Both of the SJC maintenance vehicles recently became nonoperational. One was determined “totaled” in an accident and the other has experience engine failure that is cost prohibitive to repair. The costs to replace both vehicles are projected at \$67,000. With insurance moneys received and projected salvage income, program has identified \$47,500 to support the purchase of the replacement vehicles. The line item detail is included in the attachment.

In an effort to expedite the replacement of equipment, staff submitted a memorandum to the Chairman of the Board requesting approval to submit the budget revision request in advance of the board meeting. The approval would be subject to the approval from the board 04/25/18 and no funds would be obligated until both the Office of Head Start and CAPK board approve the budget revision.

### **Recommendation**

Staff recommends the Board of Directors to approve the Budget Revision with resolution for the Early Head Start San Joaquin 2018-19 funding year.

Attachments:  
Funding by Major Category  
Resolution #2018-07  
Board Chair Memo dated 06/16/2018

Community Action Partnership of Kern  
Head Start and State Child Development

San Joaquin EHS  
09CH010071-04  
**REVISED BUDGET**

**Early Head Start Program**

**Operations**

<b>Revised</b>	<b>Approved budget</b>	<b>Change</b>	<b>Revised budget</b>
Personnel	3,048,007	(30,182)	3,017,825
Fringe Benefits	796,118	-	796,118
Travel	20,232	-	20,232
Equipment	-	47,500	47,500
Supplies	142,535	(13,000)	129,535
Contractual	11,923	-	11,923
Construction	-	-	-
Other	589,673	-	589,673
Indirect	437,819	(4,318)	433,501
<b>TOTAL</b>	<b>5,046,307</b>	<b>-</b>	<b>5,046,307</b>

**EQUIPMENT DETAIL:**

	<b>EHS</b>
Replacement van 1 @ \$30,000	\$ 30,000
Replacement truck @ \$37,000	\$ 37,000
	<b>\$ 67,000</b>

## **RESOLUTION # 2018-07**

### **A Resolution of the Board of Directors of the Community Action Partnership of Kern Approving the Budget Revision for the Early Head Start San Joaquin Program**

The Board of Directors of Community Action Partnership of Kern located at 5005 Business Park North, Bakersfield, CA 93309, met on April 25, 2018, in Bakersfield, California at a scheduled Board meeting and resolved as follows:

**WHEREAS**, 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 Early Head Start, San Joaquin County (SJC), Grant #09CH010071, has requested a Budget Revision for the 2018-2019 budget year; and

**WHEREAS**, the Office of Head Start requires that an authorized signatory be named for the 2018 Early Head Start SJC grant; 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 an Early Head Start SJC Budget Revision; 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 and State Child Development, to act on behalf of the Board as CAPK’s representative signatory with regard to the submission of the Early Head Start SJC, #09CH010071, request to revise the 2018-19 Budget.

**APPROVED** by a majority vote of the Directors of Community Action Partnership of Kern, this 25<sup>th</sup> day of April 2018.

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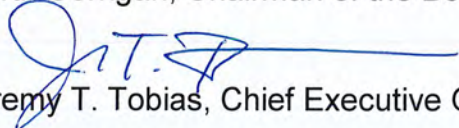
Garth Corrigan, Chair  
CAPK Board of Directors

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Date

# COMMUNITY ACTION PARTNERSHIP OF KERN

## MEMORANDUM

**To:** Garth Corrigan, Chairman of the Board  
  
**From:** Jeremy T. Tobias, Chief Executive Officer  
**Date:** April 16, 2018  
**Subject:** Authorization to Submit Head Start Budget Revision

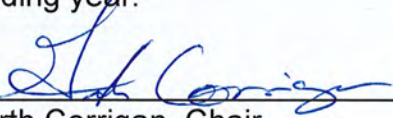
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At the April 25<sup>th</sup> Board Meeting, the Head Start and State Child Development Division will be requesting approval to submit a budget revision to the Office of Head Start to support our San Joaquin EHS program (09CH010071). The budget revision will support a recent need to replace maintenance vehicles that are no longer operational.

The program relies on their maintenance team to address health and safety needs timely. With both vehicles nonoperational, there is an urgency to submit the budget revision prior to the board meeting. The budget revision will reallocate funds from identified budget line items to the Equipment category. Staff are requesting your approval to submit the budget revision request on 4/16/2018 which would be subject to the approval from the board on 4/25/2018. Upon guidance from the OHS Regional Office, we feel this effort will reduce the time required to receive all necessary approvals to make an equipment purchase. No funds will be obligated until both the CAPK Board and the Office of Head Start approval is obtained.

### **Recommendation**

Staff recommends authorizing the submission of a budget revision request on 4/16/2018 subject to the board approval on 4/25/2018 for the San Joaquin Early Head Start 2018-19 funding year.

  
\_\_\_\_\_  
Garth Corrigan, Chair  
CAPK Board of Directors

4/17/18  
\_\_\_\_\_  
Date



# COMMUNITY ACTION PARTNERSHIP OF KERN

## MEMORANDUM

**To:** Board of Directors



**From:** Jerry Meade, Program Design and Management Administrator

**Subject:** *Agenda Item VI(b):* Application for Continued Funding of Early Head Start Child Care Partnerships with Resolution – **Action Item**

**Date:** April 25, 2018

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Head Start is requesting approval to submit an application for 2018-2019 funding of the Early Head Start Child Care Partnerships grant #09HP0036.

Program staff have validated there is a need for continuing the partnerships, as the partnership outcomes demonstrate quality services are being provided to high need communities in Kern. There are no planned changes to the program's service delivery. CAPK will continue to provide Early Head Start services for a total of 56 children in partnerships with Bakersfield College (32 children), Kern County Superintendent of Schools (16 children), and Garden Pathways (8 children).

The funding levels for the 12-month period 09/01/2018 through 08/31/2019 are:

- \$690,937 for program operations;
- \$16,800 for training and technical assistance.

**Recommendation:**

Staff recommends the CAPK Board to approve the application with resolution for continued funding of Early Head Start Child Care Partnerships for the 2018-2019 budget period.

Attachments:

EHS CCP Budget Detail by Major Category  
Resolution #2018-08

COMMUNITY ACTION PARTNERSHIP OF KERN  
EARLY HEAD START CHILD CARE PARTNERSHIPS  
2018-2019 BUDGET

<b>BUDGETED EXPENDITURES - BASE</b>	<b>2017-2018</b>	<b>2018-2019</b>	<b>VARIANCE increase (decrease)</b>	
<b>PERSONNEL</b>	120,354	122,304	1,950	Increased to allow for merit increases
<b>FRINGE BENEFITS</b>	32,245	33,375	1,130	Adjusted to reflect prior year actuals
<b>SUPPLIES</b>	1,000	1,750	750	Adjusted to reflect prior year actuals
<b>CONTRACTUAL</b>	461,870	454,767	(7,103)	Reflects renegotiated contractor rates
<b>OTHER</b>				
Occupancy				
Direct child & family services				
Staff local travel				
Office equipment lease/repair/maintenance	12,662	15,935	3,273	Adjusted to reflect prior year actuals
<b>INDIRECT COSTS</b>	<u>62,806</u>	<u>62,806</u>	0	
<b>TOTAL BASE</b>	<b><u>690,937</u></b>	<b><u>690,937</u></b>	<b><u>0</u></b>	
<b>BUDGETED EXPENDITURES - TRAINING &amp; TECHNICAL ASSISTANCE</b>				
<b>TRAVEL</b>	5,294	5,294	0	
<b>SUPPLIES</b>	3,506	3,506	0	
<b>OTHER</b>				
Staff development costs; consultant fees	6,473	6,473	0	
<b>INDIRECT COSTS (10%)</b>	<u>1,527</u>	<u>1,527</u>	0	
<b>TOTAL T&amp;TA</b>	<b><u>16,800</u></b>	<b><u>16,800</u></b>	<b><u>0</u></b>	
<b>NON-FEDERAL SHARE<sup>1</sup></b>	<b><u>176,934</u></b>	<b><u>176,934</u></b>	<b><u>0</u></b>	
<b>ESTIMATED ADMINISTRATIVE COST RATE</b>	<b>8.4%</b>			

<sup>1</sup>The Head Start Act requires non-federal matching funds equal to 20% of total funding. The non-federal portion of subsidies supporting children enrolled in the Partnership program will be used toward non-federal share. The remainder will be provided by volunteers and other contributors.

## RESOLUTION # 2018-08

### **A Resolution of the Board of Directors of the Community Action Partnership of Kern Approving the Refunding Application for the Early Head Start Child Care Partnership Program**

The Board of Directors of Community Action Partnership of Kern located at 5005 Business Park North, Bakersfield, CA 93309, met on April 25, 2018, in Bakersfield, California at a scheduled Board meeting and resolved as follows:

**WHEREAS**, 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 Early Head Start, Child Care Partnership (CCP), Grant #09HP0036, has requested to submit an application for continued funding for the 2018-2019 budget year; and

**WHEREAS**, the Office of Head Start requires that an authorized signatory be named for the 2018 Early Head Start CCP contract; 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 continued funding application for Early Head Start CCP; 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 and State Child Development to act on behalf of the Board as CAPK’s representative signatory with regard to the submission of the continued funding application for Early Head Start CCP, #09HP0036.

**APPROVED** by a majority vote of the Directors of Community Action Partnership of Kern, this 25<sup>th</sup> day of April 2018.

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Garth Corrigan, Chair  
CAPK Board of Directors

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Date

# COMMUNITY ACTION PARTNERSHIP OF KERN

## MEMORANDUM

**To:** Board of Directors



**From:** Jerry Meade, Program Design and Management Administrator

**Date:** April 25, 2018

**Subject:** *Agenda Item VI(c):* Office of Head Start Monitoring Review Overview – **Info Item**

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The CAPK Board received a letter on March 9, 2018 notifying the program of the Office of Head Start's intention to conduct a Focus Area 2 (FA2) review starting in May 14, 2018. This review will evaluate both the Early Head Start San Joaquin (#09CH010071) and Early Head Start Child Care Partnership (09HP0036) grants.

The Head Start program staff have been preparing for this FA2 review since the new protocol was released in late 2017. As shared in the board training held in December 2017, the federal review team will interview members of the CAPK Board while on site for the review. The attached Governance Monitoring & Oversight document was designed to support board members with potential areas of interest to the review team. The bulleted items are organized by sub-committees, indicating the data shared at these committees. To meet the expectation outline in the FA2 protocol, program must share data to support board members in fully participating in the oversight, planning, and evaluation of the program. This participation includes financial oversight including approval of major expenditures, approval of operating budgets, selection of auditor, and monitoring the program's corrective action plans.

Head Start staff are available to support the CAPK Board if additional information is needed.

Attachment:

Governance Monitoring & Oversight Flyer

# Community Action Partnership of Kern Head Start and State Child Development Governance Monitoring & Oversight

CAPK's governing body demonstrates how they use data to administer and oversee the program to ensure quality services for children and families while progressing toward school readiness through their sub-committees review of Head Start data. The data shared by program allows each member to participate fully in the oversight, planning and evaluation of the program. Their participation includes financial oversight including approval of major expenditures, approval of operating budgets, selection of auditor, and monitoring the program's corrective action plans. Each sub-committee reviews portions of the program, while the full board approves all action items presented. The following outline provides a brief summary by committee:

## **Program Review and Evaluation Committee responsibilities:**

- Monthly Enrollment, Disabilities, Over-Income, Average Daily attendance, CACFP , Monitoring and Staffing data
- Annually Recruitment and Selection Plan, Community Assessment, & Program Planning Calendar

## **Budget and Finance Committee responsibilities:**

- Review and recommendation of the organization's annual budget for final approval by the full board
- Long-term financial planning
- Evaluation and approval of facilities decisions (e.g., leasing, purchasing property).
- Monitoring of actual vs. budgeted financial performance
- Oversight of reserve funds
- Reviews monthly agency credit card statements
- Review of financial procedures

## **Audit and Pension Committee responsibilities:**

- Recommends an independent CPA firm to the full board for its approval
- Communicates directly with the CPA firm for an annual audit (the full board shall review and approve the final audited financial statements and any other communications received from the auditor regarding internal controls, illegal acts, or fraud)
- Serves as the primary point of contact for any employee who suspects that fraud has been committed against the Organization or by one of its employees or board members.
- Provides oversight on the organization's defined contribution pension plan

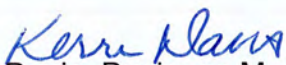
## **Board of Director responsibilities:**

- Planning for the future.
- Establishing broad policies, including financial and personnel policies and procedures
- Approving grant applications
- Reviewing and approving the annual audit, including corrective action plans to correct findings
- Reviewing financial information
- Identifying and proactively dealing with emerging issues
- Interpreting the organization's mission to the public
- Soliciting prospective contributors
- Hiring, evaluating, and working with the Executive Director
- Establishing and maintaining programs and systems designed to ensure compliance with terms of contracts and grants
- Authorizing establishment of all bank accounts and check signers
- Approval of expenditures exceeding \$200,000

# COMMUNITY ACTION PARTNERSHIP OF KERN

## MEMORANDUM

**To:** Board of Directors

**From:**   
Kerri Davis, Business Manager

**Date:** April 25, 2018

**Subject:** *Agenda Item VI(d):* Vendor Contract Extension - Michael K. Brown Landscaping & Maintenance – **Action Item**

---

CAPK's contract with Michael K. Brown Landscape & Maintenance expires on April 30, 2018. Staff wishes to extend the contract with Michael K. Brown Landscape & Maintenance Company for an additional year, which will be the last of the extensions granted for this contract.

Michael K. Brown has provided excellent service throughout the duration of the contract. They are very responsive to any needs we have, as well as informing us promptly of any issues they observe while performing their maintenance. They have consistently offered us the best pricing when we have requested quotes.

The total aggregate amount for one year will be \$216,600.

### **Recommendation:**

Staff recommends Board approval of the proposed extension, aggregate amount, and authorize Jeremy T. Tobias, Chief Executive Officer, to execute the Addendum.

---

Attachment:

Michael K. Brown Addendum to Contract Services

**ADDENDUM II TO CONTRACT FOR SERVICES AGREEMENT**

This is Addendum II to the Contract for Services Agreement (the "Agreement") dated April 12, 2018, by and between Community Action Partnership of Kern ("CAPK") and Michael K. Brown Landscape & Maintenance Company, Inc. ("Vendor"). CAPK and Vendor are at times referred to herein individually as "Party" and collectively as the "Parties". The effective date for this Addendum II will be May 1, 2018.

WHEREAS, the Parties want to extend and continue said Agreement; it is agreed that said Agreement is extended for an additional one (1) year term commencing upon the effective date for this Addendum II and shall now expire on April 30, 2019. This date will be the end of the contract term and no more extensions will be granted.

WHEREAS, Revised Attachment B, attached to the Agreement, is hereby amended and shall hereafter be and read as provided in Revision II Attachment B, attached to this Addendum and incorporated herein by reference.

WHEREAS, Revision II Attachment B adds 929 Broadway Street, Wasco site to the Agreement. Services shall begin on the effective date of this agreement

WHEREAS, the total monthly aggregate under the original Agreement was not to exceed \$17,250.00 monthly. This amount shall be revised to not exceed \$18,050.00 for the new term.

WHEREAS, CAPK may hire Vendor for additional services not addressed in Revision II Attachment B. Additional services shall be billed separately from the monthly fees invoices and the aggregate cost of additional services shall not exceed \$125,000.00 annually.

All other terms of the original Agreement remain binding except where they contradict Addendum II of the Agreement, which shall prevail.

**VENDOR: MICHAEL K. BROWN LANDSCAPE & MAINTENANCE COMPANY, INC.**

Signed by: \_\_\_\_\_  
Michael K. Brown, President

Date: \_\_\_\_\_

**CAPK: COMMUNITY ACTION PARTNERSHIP OF KERN**

Signed by: \_\_\_\_\_  
Jeremy T. Tobias, Chief Executive Officer

Date: \_\_\_\_\_

INITIAL
Kad

**Revision II -Attachment B**

<b>Site Name</b>	<b>Address</b>	<b>City</b>	<b>Monthly Fee</b>	<b>Annual Fee</b>
Alberta Dillard	5704 Pioneer Dr	Bakersfield	300	3600
Alicante	7998 Alicante Ave	Lamont	300	3600
Cal City	9124 Catalpa Ave	California City	400	4800
Cleo Foran	1410 11 <sup>TH</sup> Street	Bakersfield	250	3000
Delano	1835 Cecil Avenue	Delano	600	7200
Fairfax	1500 So Fairfax Rd	Bakersfield	400	4800
Fairview	425 E Fairview Rd	Bakersfield	300	3600
Lamont	8201 Palm Ave	Lamont	300	3600
Lost Hills	21109 Paso Robles Hwy	Lost Hills	600	7200
Martha Morgan	3811 River Blvd	Bakersfield	250	3000
Mcfarland	410 Perkins	McFarland	600	7200
Mojave	1940 Inyo Street	Mojave	400	4800
Oildale	127 E Minner St	Oildale	250	3000
Pacific	1000 Pacific St	Bakersfield	300	3600
Pete H Parra	1825 Feliz Dr	Bakersfield	350	4200
Pioneer	4404 Pioneer Dr	Bakersfield	300	3600
Planz	2400 Planz	Bakersfield	300	3600
Primeros Pasos	1111 Bush St	Arvin	400	4800
San Diego	10300-½ San Diego	Lamont	600	7200
Seibert	2800 Agate St	Bakersfield	300	3600
Shafter	452 W. Los Angeles	Shafter	600	7200
Shafter HS/EHS	459 East Euclid Ave	Shafter	400	4800
Sterling	3000 Sterling Rd	Bakersfield	600	7200
Stine	315 Stine Rd	Bakersfield	350	4200
Sunrise Villa	1600 Poplar St	Wasco	300	3600
Tehachapi	1120 S Curry	Tehachapi	600	7200
Vineland	14327 S Vineland Rd	Bakersfield	300	3600
Virginia	3301 Virginia Ave	Bakersfield	300	3600
Rosamond (Wayside)	2584 Felsite Ave	Rosamond	600	7200
Welsey United	1314 Oswell St	Bakersfield	700	8400
Willow	401 Willow	Bakersfield	500	6000
BPN	5005 Business Park No	Bakersfield	600	7200
Central Kitchen	3101 Mall View Rd	Bakersfield	500	6000
Energy/211/VITA	300 19th Street	Bakersfield	500	6000
Friendship House	2425 Cottonwood	Bakersfield	1550	18600
Friendship House	2425 Cottonwood	Bakersfield	500	6000
Maintenance	1825 Feliz Dr #B	Bakersfield	250	3000
Shafter Youth Ctr	455 East Euclid Ave	Shafter	600	7200
Wasco	929 Broadway St.	Wasco	800	9600
<b>Total</b>			<b>\$ 18,050.00</b>	<b>\$ 216,600.00</b>

Hourly labor rate for work outside of monthly fees: \$ 45.00

Hourly Davis Bacon (over \$2,000.00) labor rate for work outside of monthly fee: \$ 75.00



Michael K. Brown Landscape &  
Maintenance Co Inc  
3541 Alken Street  
Bakersfield, CA 93308

90335

4/16/2018

Community Action Partnership  
5005 Business Park North  
Bakersfield, CA 93309  
Attn: Dan Ripoli

Broadway  
929 Broadway Street  
Wasco, CA 93280

4/30/2018

MKB

Monthly Maint    Monthly landscaping and maintenance for April  
Broadway: 929 Broadway, Wasco

800.00

\$800.00

**ADDENDUM I TO CONTRACT FOR SERVICES AGREEMENT**

This is an Addendum to the Contract for Services Agreement (the "Agreement") dated April 1, 2016, by and between Community Action Partnership of Kern ("CAPK") and Michael K. Brown Landscape & Maintenance Company, Inc. ("Vendor"). CAPK and Vendor are at times referred to herein individually as a "Party" and collectively as the "Parties." The effective date for this Addendum I will be May 1, 2017.

**WHEREAS**, the Agreement between the Parties expired on February 28, 2017 and is currently a month-to-month agreement. The Parties want to extend and continue said Agreement; it is agreed that said Agreement is extended for an additional one (1) year term commencing upon the effective date for this Addendum I and shall now expire on April 30, 2018.

**WHEREAS**, Attachment B, attached to the Agreement, is hereby amended and restated in its entirety and shall hereafter be and read as provided in Revised Attachment B, attached to this Addendum and incorporated herein by reference.

**WHEREAS**, Revised Attachment B removes the Buttonwillow, Voorhies, and Wasco sites from the Agreement. Voorhies and Wasco services shall be terminated immediately. Buttonwillow services shall be terminated on May 31, 2017.

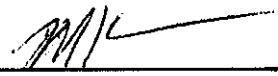
**WHEREAS**, Revised Attachment B adds Wesley, Shafter HS, and Friendship House sites to the Agreement. Services shall begin upon the effective date for this Addendum.

**WHEREAS**, the total monthly aggregate under the original Agreement was not to exceed \$17,150.00 monthly. This amount shall be revised to not exceed \$17,850.00 for the month of May. After May 30, 2017, the monthly amount shall be reduced to \$17,250.00 for the remainder of the term due to the termination of services for the Buttonwillow site.

**WHEREAS**, CAPK may hire Vendor for additional services not addressed in Attachment A. Additional services shall be billed separately from the monthly fees invoices and the aggregate cost of additional services shall not exceed \$125,000.00 annually.

All other terms of the original Agreement remain binding except where they contradict Addendum I of the Agreement, which shall prevail.

**VENDOR:**    **MICHAEL K. BROWN LANDSCAPE & MAINTENANCE COMPANY, INC.**





Signed by:   
Michael K. Brown, President

Date: 5-5-17

**CAPK:**    **COMMUNITY ACTION PARTNERSHIP OF KERN**

Signed by:   
Jeremy T. Tobias, Executive Director

Date: 4/28/17

CAPK Staff INITIALS			
			

# REVISED ATTACHMENT B

## BID FORM

Buttonwillow  
monthly  
services  
shall be  
terminated  
May 31, 2017.

Locations:	Monthly Fees:	Annual Fees:
Alberta Dillard: 5704 Pioneer Dr., Bakersfield	\$ 300	\$ 3600
Alicante: 7998 Alicante Ave., Lamont	\$ 300	\$ 3600
Buttonwillow: 400 McKittrick Hwy, Buttonwillow	\$ 600	\$ 7200
California City: 9124 Catalpa Ave, California City	\$ 400	\$ 4800
Cleo Foran: 1410 11th Street, Bakersfield	\$ 250	\$ 3000
Delano: 1835 Cecil Ave., Delano	\$ 600	\$ 7200
Fairfax: 1500 S. Fairfax, Bakersfield	\$ 400	\$ 4800
Fairview: 425 E. Fairway Rd., Bakersfield	\$ 300	\$ 3600
Lamont: 8201 Palm Ave., Lamont	\$ 300	\$ 3600
Lost Hills: 21109 Paso Robles Hwy, Lost Hills	\$ 600	\$ 7200
Martha J Morgan: 3811 River Rd., Bakersfield	\$ 250	\$ 3000
McFarland: 410 Perkins, McFarland	\$ 600	\$ 7200
Mojave: 1940 Inyo Street, Mojave	\$ 400	\$ 4800
Oil Dale: 127 E. Minor Street, Oil Dale	\$ 250	\$ 3000
Pacific: 1000 Pacific Street, Bakersfield	\$ 300	\$ 3600
Pete H Parra: 1825 Felix Dr., Bakersfield	\$ 350	\$ 4200
Pioneer: 4404 Pioneer Dr., Bakersfield	\$ 300	\$ 3600
Planz: 2400 Planz, Bakersfield	\$ 300	\$ 3600
Primeros Pasos: 1111 Bush Street, Arvin	\$ 400	\$ 4800
San Diego: 10300 Y San Diego Street, Lamont	\$ 600	\$ 7200
Seibert: 2800 Agate Street, Bakersfield	\$ 300	\$ 3600
Shafter: 452 W. Los Angeles Ave., Shafter	\$ 600	\$ 7200
Sterling: 3000 Sterling Ave., Bakersfield	\$ 600	\$ 7200
Stine: 315 Stine Rd., Bakersfield	\$ 350	\$ 4200
Sunrise Villa: 1600 Poplar Street, Wasco	\$ 300	\$ 3600
Tahachapi: 1120 S. Curry, Tahachapi	\$ 600	\$ 7200
Vineland: 14327 S. Vineland Rd., Bakersfield	\$ 300	\$ 3600
Virginia: 3301 Virginia Ave., Bakersfield	\$ 300	\$ 3600
Woods: 6001 Pioneer Dr., Bakersfield	\$ 600	\$ 7200
Wasco: 512 Broadway Street, Wasco	\$ 600	\$ 7200
Wayside: 2584 Felsite Ave., Rosamond	\$ 600	\$ 7200
Willow: 401 Willow, Bakersfield	\$ 500	\$ 6000
BPN: 5005 Business Park North, Bakersfield	\$ 600	\$ 7200
Central Kitchen: 3101 Mall View Rd., Bakersfield	\$ 500	\$ 6000
Energy: 300 19th Street, Bakersfield	\$ 500	\$ 6000
Friendship House: 2425 Cottonwood, Bakersfield	\$ 1550	\$ 18600
Maintenance: 1825 Felix Dr., Bakersfield	\$ 250	\$ 3000
Shafter Youth Center: 455 E. Euclid Ave., Shafter	\$ 600	\$ 7200

Hourly labor rate for work outside of monthly fees: \$ 4.5

Hourly Davis Bacon (over \$2,000.00) labor rate for work outside of monthly fees: \$ 7.5

Wesley: 1314 Oswell Street, Bakersfield	\$700.00	\$8,400.00
Shafter HS: 459 Euclid Avenue, Shafter	\$400.00	\$4,800.00
Friendship House: 2424 Cottonwood Road, Bakersfield	\$500.00	\$6,000.00

COMMUNITY ACTION PARTNERSHIP of KERN  
BOARD OF DIRECTORS  
PROGRAM REVIEW & EVALUATION COMMITTEE MEETING  
April 11, 2018  
12:00 p.m.

**MEETING MINUTES**

1. **Call to Order**

Fred Plane called the meeting to order at 12:02 pm at the Community Action Partnership of Kern administrative building, 5005 Business Park North, Bakersfield, CA.

2. **Roll Call**

Roll Call was taken with a quorum present.

Present: Fred Plane, Marian Panos

Absent: Lorena Fernandez, Jonathan Mullings

Others present: Others present: Jeremy Tobias, Chief Executive Officer; Yolanda Gonzales, Director of Head Start / State Child Development Programs, Ralph Martinez, Director of Community Development; Raymond Quan, Director of Human Resources, Pritika Ram, Director of Administration, Carmen Segovia, Director of Health & Nutrition; Emilio Wagner, Director of Operations; and other CAPK staff.

3. **Approval of Agenda**

Motion was made and seconded to approve the Program Review and Evaluation meeting agenda for April 11, 2018. Carried by unanimous vote. (Panos/Plane).

4. **Public Forum:**

No one addressed the Committee.

5. **Program Presentation**

a. Energy Program – Margaret Palmer, Program Administrator

Margaret Palmer provided a presentation on the Energy Program and explained that income eligible residents receive assistance to pay their utility bills, free weatherization, and energy education, at no cost to them. Primary Funding is from the Low-Income Home Energy Assistance Program (LIHEAP). CAPK's Energy Program also helps to serve Kern County through State of California Low Income Weatherization Program (LIWP). This funding provides energy efficient measures in eligible low-income dwellings in disadvantaged communities.

The Energy Program has increased their outreach to ensure that all households for low-income individuals are being served.

6. **New Business**

a. March 2018 Program and Division Reports – Ralph Martinez, Director of Community Development–  
***Action Item***

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

Ralph Martinez presented the highlights from the Division Program reports for March 2018.

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

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

Ralph Martinez stated there were no updates to the Application Status Reports but noted there are two Funding Requests for approval: \$2,700 from Borax Visitors Center for East Kern Health Link Outreach program to purchase educational materials and health related incentive items for participants; and \$150,000 from US Department of HHS – Administration for Community Living for the Administration on Aging to provide evidence based chronic disease self-management education programs for seniors and disabled adults at the Shafter Youth Center.

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

- c. Head Start / State Child Development March 2018 Enrollment Update and Meals Report – Jerry Meade, PDM Administrator – **Action Item**

Jerry Meade provided the Enrollment & Meals report and stated the Head Start Kern enrollment is at 99%. It is expected that once the Broadway Center is licensed and open, 100% enrollment will be achieved. All other centers are operating at 100% enrollment. Early Head Start Partnership is currently serving 3% of children with disabilities, an increase of 1%. Staff continues to work to bring the level to the required 10%. The average daily attendance program wide is 85% with the Noble Center achieving 100% attendance for two months in a row. Meals served by Central Kitchen were 76,136 and another 15,123 meals served by vendor kitchens. The 2017-2018 Self-Assessment is underway being led by Sylvia Ortega, Compliance Coordinator. A summary of outcomes/findings will be shared with the committee once the report is complete. Jerry also reported that there are only 6 weeks left in the school year before closing for the summer.

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

- d. Head Start Designation Renewal System Update – Yolanda Gonzales, Director of Head Start / State Child Development Programs – **Info Item**
  - i. DRS Triggers

Yolanda Gonzales provided a detailed summary of the Designation Renewal System (DRS) as a follow-up to a request from the Board at the meeting on March 28, 2018. The report contained information about the 2007 Reauthorization Law with specifics that detailed the development of the DRS to identify low performing grantees for re-competition. The DRS established seven indicators (triggers) and if any Head Start grantee fails to meet the minimum quality standards, they are required to compete for continued funding. The 7 triggers are noted below:

1. The Grantee has had one or more deficiencies identified in a single monitoring review.
2. The grantee has failed to establish and use goals for improving school readiness
3. The grantee has received a low score on one or more domains of the CLASS: Pre-K, an observational assessment tool used to measure classroom quality.
4. The grantee has had its license revoked by a state or local authority.
5. The grantee has had operations suspended by HHS.
6. The grantee has been debarred from receiving funds from any federal or state agency or disqualified from participating in the Child & Adult Care Food Program (CACFP).
7. The grantee has been determined to be at risk of ceasing to be a “going concern.” By HHS based on an audit or other investigation within the 12-month period preceding the decision on whether a grantee must compete for funding.

In 2014, CAPK was found to have an unsupervised child left outdoors which was a violation under Health & Safety. Because of that incident, it placed CAPK in the category of having to re compete for grant funds.

Jerry Meade shared statistics from other Head Start programs who have successfully received their funding back, some of which achieved increased funding.

Fred Plane said the committee wants to see information to show how CAPK has taken care of the violation and the process to monitor how it will not happen again. He also wants to know how CAPK is positioning itself to show that the Agency is the most qualified, and the best to provide the service, and specifically requested that key bullet points be provided to cover each and every detail to be included in the application.

Jerry Meade confirmed that each part of the application will be presented to the PRE Committee for review and approval.

- e. March 2018 Outreach & Advocacy Report – Sheila Shegos, Outreach & Grant Administrator – **Info Item**

Sheila Shegos reported that staff continues to work on Humanitarian Awards Banquet and that all tables have sold out and staff is currently adding additional tables. Many upgrades have been made to the grounds at Friendship House to improve the setting. The event is a Western theme, and all are encourage to dress Western Style.

Sheila also reported that The Wonderful Company is supporting the free Farmers Market in Wasco and CAPK will be participating in the Give Big Kern campaign in early May.

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

7. **Committee Member Comments**

8. **Next Scheduled Meeting**

Program Review & Evaluation  
Wednesday, May 16, 2018  
12:00 p.m.  
5005 Business Park North  
Bakersfield, California 93309

9. **Adjournment**

The meeting adjourned at 12:57 pm.

## COMMUNITY ACTION PARTNERSHIP OF KERN

### DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

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

Activities	Description			
Information & Referral Services	Incoming	Answered	Unanswered	Referrals
Kern County	3,523	3,095	428 (12%)	6,839
Kings County	175	188	13 (7%)	*
Tulare County	738	676	62 (8%)	*
Mountain Valley (Mariposa and Merced Counties)	129	113	16 (12%)	*
Stanislaus County	787	716	70 (8%)	*
<b>Total</b>	<b>5,352</b>	<b>4,788</b>	<b>564 (11%)</b>	

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

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

Other Services		Month	YTD
<b>LIHEAP</b>	Calls Answered	2,662	9,423
<b>Weatherization</b>	Calls Routed through 2-1-1	506	1,366
<b>Mental Health</b>	Calls Answered	139	428
<b>Website Visitors</b>	Visitors to CAPK's 2-1-1 Kern web page	2,812	7,353
<b>VITA</b>	Calls Routed through 2-1-1	1,985	6,287

<b>CalFresh Enrollments</b>	Onsite enrollment into CalFresh (Supplemental Nutrition Assistance Program (SNAP/food stamps)	<b>Submitted</b>	<b>Approved</b>	<b>Pending</b>
		<b>8</b>	<b>1</b>	<b>6</b>

Outreach Activities	Outcomes
<ul style="list-style-type: none"> <li>- Martha J Morgan Parent Presentation</li> <li>- DHS Staff Orientation</li> <li>- BI Incorporated Outreach</li> </ul>	2-1-1 informational cards provided: 20 2-1-1 informational cards provided: 100 2-1-1 informational cards provided: 35

#### Highlights:

- 2-1-1 Kern participated in the Employee Wellness Workshop on how substance abuse can impact the workplace. Valuable resources were added to our database for Kern County residents.



## COMMUNITY ACTION PARTNERSHIP OF KERN

### DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

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

Activities	Status			
	Total # Prepared	Breakfast	Lunch	Snack
Meals & Snacks				
Central Kitchen prepared for the HS/EHS centers	75,831	26,347	27,103	22,381
Home Base Meals	270	53	140	77
<b>Total</b>	<b>76,101</b>	<b>26,400</b>	<b>27,243</b>	<b>22,458</b>

**Other:**

1. Staples Energy in conjunction with PG&E replaced lighting at the Central Kitchen. Dan Ripoli, Facility Manager, was able to work with all parties and the Central Kitchen was able to replace all the lights in the building, as well as two flood lights for the parking area, at a substantial savings. The new lighting is energy efficient LED, so the Kitchen will continue to save money on energy costs throughout the year.
2. The three new hire Substitute Food Production Drivers completed their training and two of them have had the opportunity to sub for staff that have gone on FMLA and called in sick. This has provided the Central Kitchen with personnel that can easily come in and perform daily food production tasks.
3. The Central Kitchen conducted interviews for the. One of the sub drivers, George Morales, was chosen to fill the position of Part Year Food Production Driver. With this position filled, the Central Kitchen will be fully staffed.
4. With the assistance of Yolanda Gonzales, Emily Gonzales Demont, Jerry Meade and Lisa Price, the Central Kitchen has received the replacement steamer oven-that broke in February. The new steamer prevents delays in prepping hot food in the mornings.

# COMMUNITY ACTION PARTNERSHIP OF KERN

## DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

<b>Division/Director:</b> Community Development/Ralph Martinez		<b>Month/Year:</b> March 2018	
<b>Program/Work Unit:</b> Grants & Research	<b>Total Staffing:</b> 6 2 Vacancies	<b>Program Manager/Supervisor:</b> Sheila Shegos	
<b>Services:</b> Grant proposal preparation, research on funding resources and opportunities, and special projects.			
		<b>Status</b>	
<b>Activities</b>	<b>Description</b>	<b>In Progress</b>	<b>Submitted</b>
<b>Grant Proposals</b>	U.S. Administration for Community Living, Administration for Aging.	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
	US Dept. of Justice Office of Justice Programs (DOJ OJP)	X	
	Borax Visitors Center Foundation		X
<b>Potential Funding Opportunities – Research in Progress</b>	<ul style="list-style-type: none"><li>• Program support with potential collaborating partners</li><li>• CAPK Food Bank Warehouse Expansion</li><li>• Program support and collaboration: all CAPK programs</li></ul>		
<b>Projects</b>	<b>Description</b>		
<b>Learning Communities</b>	Sheila Shegos conducted a presentation of the Learning Communities at the March BOD meeting. CAPK continues to participate in the two CAP Learning Communities; engaging with other agencies for capacity building/developing strategies to strengthen our agency’s efforts in the areas of Economic Empowerment and Integrated Services.		
<b>Financial Capabilities</b>	CD staff is working with Bank of the West to establish a Small Business Advisory Council for the CAPK Small Business Assistance program—helping low-to-moderate income small business owners be successful and grow. Bank of the West accepted work plan for the CAPK Small Business Assistance program.		
<b>Program Budgets</b>	FHCC, SYC, and VITA managers received training and began using the Budget to Actual Template to achieve closer contract monitoring.		
<b>Strategic Plan 2016-2021</b>	Goal groups continue to meet. CD Staff to support groups and monitor process as needed.		
<b>CSBG</b>	CD is supporting programs/administration with data collection and reporting program outcomes, for existing and upcoming contract reporting changes that will be required with 2019 CSBG reporting.		
<b>CAP60</b>	CD is supporting review and training of program staff on software/use for data collection and reporting of program service delivery and outcomes.		
<b>Community Services Block Grant (CSBG)</b>	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.		
<b>ROMA/Organizational Standards</b>	CD anticipates continued use of State CSD ROMA support until a staff member can complete ROMA Certified Implementer training. CAPK is currently 100% compliant. Staff is monitoring ongoing updates and will process as needed over the next few months.		

**Other:** CD has hired the new Senior Community Development Specialist and in the process of hiring the Outreach Coordinator.

## COMMUNITY ACTION PARTNERSHIP OF KERN

### DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

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

Activities	Description	Status	
		Month	YTD
Referrals for services	Differential Response	33	84
Case Managed Families	F5K School Readiness	1	2
Children enrolled in center-base program		0	3
Adults in Court Mandated Parenting Classes		3	3
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	55	168
Emergency Supplies Closet and Other Services	Food (individuals)	13	54
	Clothing (individuals)	22	61
	Photocopies (individuals)	219	666
	HEAP Application Supporting Docs	48	128

**Other:** The EKFRS has hired for the East Kern Health Link Coordinator with her first day being March 26<sup>th</sup>. The first East Kern Health Link planning meeting with project partners: Omni Family Health, CSUB, Salvation Army, and WIC was very successful. The next meeting is scheduled for April 18<sup>th</sup>.

**Staffing:** First 5 Case Manager is out on Maternity leave.

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

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

Activities	Description	Status	
		Households Served	
		Month	YTD
<b>1A. Low Income Home Energy Assistance Program (LIHEAP) Utility Assistance (2018)</b>	Assistance with utility bill payments	779	2,209
<b>1B. Low Income Home Energy Assistance Program (LIHEAP) Utility Assistance (2017)</b>		25	6,646
<b>1C. Low Income Home Energy Assistance Program (LIHEAP) Utility Assistance (2016)</b>		119	8,052
<b>2. Low Income Home Energy Assistance Program(LIHEAP) Weatherization Assistance (2016 and 2017)</b>	<ul style="list-style-type: none"> <li>Assistance with residential repair/weatherization (e.g., weather stripping, thermostats, door/window replacement, etc.)</li> <li>Energy-efficient appliance installation</li> </ul>	25	1,337
		5	200
<b>3. Low-Income Weatherization Program (LIWP Phase 2). Program began 10/1/17</b>	Assistance with residential repair/ weatherization (e.g., weather stripping, thermostats, door/window replacement, etc.)	12	76
<b>4. Interim Water Tank Installation Program</b>	Installation of interim water tanks for low-income households affected by the drought.	-0-	33
<b>5. Total Value of Services (utility payments only)</b>		<b>\$536,018</b>	<b>\$8,912,386</b>
		Results	
<b>6. Energy calls received (from 2-1-1)</b>		<b>2770</b>	
		HEAP	Wx
<b>7. Number of LIHEAP applications Received</b>		<b>706</b>	<b>48</b>
<b>8. Number of LIHEAP applications Completed</b>		<b>779</b>	<b>18</b>
<b>9. Number of LIHEAP applications in Progress</b>		<b>80</b>	<b>30</b>
<b>10. Outreach Events attended</b>	-Continue to Outreach at the FRC's in Mojave, Frazier Park, Delano, and Lake Isabella -Gave a presentation at the Richard Prado Senior Resource Fair on 3/27	Distributed HEAP/Wx applications	

# COMMUNITY ACTION PARTNERSHIP OF KERN

## DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

<b>Division/Director:</b> Nutrition Services/Carmen Segovia		<b>Month/Year:</b> March 2018
<b>Program/Work Unit:</b> Food Bank	<b>Total Staffing:</b> 17	<b>Program Manager:</b> Jaime Orona
<b>Services:</b> Partners with 119 food distribution sites throughout Kern County to provide food assistance to low-income families and individuals.		

		Status	
Activities	Description	Month	YTD
<b>USDA Commodities</b>	Individuals Served (March)	38,097	133,352
	Poundage Received all Programs	895,026	2,792,889
	TOTAL POUNDAGE DIST. ALL SITES	867,759	2,868,627
<b>Food Sourcing</b>	Donations Received: <b>98,000</b> pounds of produce & 9 different produce items. <ul style="list-style-type: none"> <li>• Bolthouse: Carrots</li> <li>• CAFB: Boskovich Leafy greens &amp; celery</li> <li>• Grimmway/Cal Organic: Leafy greens, broccoli, carrots</li> <li>• Johnston Farms: Citrus</li> <li>• Target: Mixed produce</li> <li>• Wonderful Co: Citrus</li> </ul> CAPK FB held 3 fresh produce distributions at the following CSFP sites: St. John Manor, Lowell Place, & CA Apartments <ul style="list-style-type: none"> <li>• Distributed 3900lbs of produce &amp; bread</li> <li>• 210 Seniors received produce.</li> </ul>		
<b>Food Drives:</b> 218lbs for the month of February	"Bingo Night Tuesday" at the <b>Kern County Fairgrounds</b> 218 lbs		

**Other:**

- CAPK Food Bank's Back Pack Buddies program continued distributing 65 bags of food every two weeks to Greenfield and Buttonwillow school children.
- March 1<sup>st</sup>: Jaime Orona had the privilege to read to a group of children at our wonderful Pete Parra school, for Reading Across America.
- March 2<sup>nd</sup> we provided 400 people at the Wildlands Conservancy's annual Nature Festival with snacks, bread, water, produce and sweets.
- March 19<sup>th</sup>-22<sup>nd</sup>: Annual Commodity Supplemental Food Program (CSFP) Audit, CSFP Consultants were so impressed with the organization of our CSFP distribution system—using the 5 S System: 1. Sort, 2. Straighten, 3. Shine, 4. Standardize, and 5. Sustain— they asked us to present our system as a "Best Practice" in June at Sacramento.
- March 30<sup>th</sup>: Provided Iglesia Apostolica De La Fe En Cristo Jesus bread pastries, produce and drinks for their annual holiday activity fair.
- 3,544 low-income seniors throughout Kern County, each received 30lbs of healthy and non-perishable food through 33 distributions.

## COMMUNITY ACTION PARTNERSHIP OF KERN

### DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

<b>Division/Director:</b> Community Development/Ralph Martinez		<b>Month/Year:</b> March 2018	
<b>Program/Work Unit:</b> Friendship House	<b>Total Program Staffing:</b> 5	<b>Program Manager/Supervisor:</b> Lois Hannible	
<b>Services:</b> After-school and summer programs, pre-employment program for youths, parenting classes, nutrition education, sports, gang prevention, and access to social services.			
Activities		Participants	
Description		Month	YTD
<b>After-School Program</b> Tutoring, homework assistance, recreation.		1	14
<b>Summer Program</b> Recreational activities, educational games, and activities.		0	0
<b>Gang Prevention Program</b> Aggression Replacement Training (ART), Nurturing Parenting and Parents on Mission (POM) parenting classes are provided at local school sites, correctional facilities, at the Friendship House and other community centers, to prevent at-risk youths from joining gangs.		16	93
<b>STEM (Science, Technology, Engineering, Math) Program</b> Chevron STEM teaches robotics, coding, engineering, and mathematics to program youth, engaging them in hands-on science focused learning.		22	22
<b>Mobile Mexican Consulate</b> Consular services are provided at FHCC every Tues. & every other Wed., providing passport renewals, assistance with obtaining important documents, and providing DACA & protection information.		455	1,327
<b>PREP Works Program</b> Pre-employment program for at-risk youth that provides them with financial literacy; skills and knowledge to conduct job searches and plan for college/career; and an incentivized savings program. Participants also have an opportunity to gain paid work experience.		0	104
<b>Realignment for Success</b> Transitional services are provided to adults referred to the program by the Probation and Sheriff’s Departments. The program is to provide the participants with Aggression Replacement Training, Thinking for A Change, and parenting classes.		4	9

**Other:**

- The Bakersfield Police Department hosted a free community event to improve Police/community relations at the Friendship House on March 30<sup>th</sup>, which included food, games and activities for the whole family.
- The Friendship House Community Center hosted a Planting Party on March 23<sup>rd</sup>. Community member Mr. Andy donated tomato plants and provided a tutorial to the after-school program participants on the proper way to plant and care for them.
- Thanks to funding from Chevron, Engineering for Kids presented a Mechanical Engineering STEM lab at the Friendship House Community Center on March 13<sup>th</sup> & an Electrical Engineering STEM lab at the center on March 20<sup>th</sup>.

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

<b>Division/Director: Raymond Quan</b>		<b>Month/Year: March 2018</b>
<b>Program/Work Unit:</b> HR/Payroll/Staffing	<b>Total Division Staffing: 11</b>	<b>Program Manager/Supervisor:</b> Mike Lackman/Eric Kelley/Dawn Bledsoe
<b>Services:</b> All functions and activities related to payroll, staffing, employee benefits administration, labor law compliance, personnel management, and Union Contract.		

		<b>Status</b>	
<b>Activities</b>	<b>Description</b>	<b>Month</b>	<b>YTD</b>
<b>Employee Count</b>	Regular	829	
	Subs/Temps	34	
	<b>Total Staff</b>	<b>863</b>	
<b>New Hires</b>	<b>All divisions and programs</b>		
	Regular	9	<b>27</b>
	Subs/Temps	34	<b>45</b>
	<b>Total New Hires</b>	<b>43</b>	<b>72</b>
<b>Leaves of Absence</b>	Intermittent Leave	118	
	Full-time Leave	22	
	<b>Total on Leave</b>	<b>140</b>	
<b>Terminations</b>	<b>All divisions and programs</b>		
	Voluntary	19	35
	Involuntary	1	7
	<b>Total Terminations</b>	<b>20</b>	<b>42</b>
<b>Staffing</b>	<b>Vacancy</b>	20	55
	<b>Total Applications Received</b>	<b>134</b>	<b>368</b>
<b>Payroll</b>	<b>Total Hours Paid</b>	195939.36	
	<b>Total Gross Payroll</b>	<b>\$3,457,833.11</b>	

<b>Projects</b> Pension Transition FMLA Administration to Hartford/Started on 03/01/2018 Electronic Job Requisitioning	<b>Completed:</b> <ul style="list-style-type: none"> <li>• Training/Online-ADP for performance reviews</li> <li>• Electronic performance evaluations submitted for December &amp; New Hires</li> <li>• Signed contracts at The Standard</li> <li>• Training for Hartford/Administration, started 03/01/2018</li> <li>• New Director of HR started, on 03/30/2018</li> </ul>
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# COMMUNITY ACTION PARTNERSHIP OF KERN

## DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

<b>Division/Director:</b> Health & Nutrition Services/Carmen Segovia		<b>Month/Year:</b> March 2018*	
<b>Program/Work Unit:</b> Migrant Childcare AP Program (MCAP)	<b>Total Staffing:</b> 17, 3 vacancies; Admin. Clerk, Subsidized Reimbursement Specialist, Family Services Specialist	<b>Program Manager/Supervisor:</b> Susana Magana	
<b>Services:</b> The Migrant Childcare Alternative Payment Program is a voucher-based child care program for migrant agriculturally working families. The program has six entry counties: Kern, Kings, Madera, Merced, Tulare, and Fresno. Once enrolled, families can continue child care services as they migrate throughout the state following agricultural work. The program’s current Fiscal Year is July 1, 2017, to June 30, 2018. <i>*This report is for the service month of February 2018, which was processed in the month of March 2018.</i>			
		<b>Status</b>	
<b>Activities</b>	<b>Description</b>	<b>Total</b>	<b>% by County</b>
<b>Active Enrollments</b>	Kern**	336	43%
	Madera	71	9%
	Merced	22	3%
	Tulare	161	21%
	Kings	86	11%
	Fresno	101	13%
	<b>Total</b>	<b>777</b>	<b>100%</b>

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

### Other:

#### Current Activities:

The Migrant Childcare Program is right on track to meet the FY 17-18 contract. Staff continues to 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 have halted new enrollments to ensure that program remains within the contracts Maximum Reimbursable Amount (MRA).

On 3/12 Program Director and Program Manager met with Kings Community Action Organization-KCAO staff. Meeting yielded possible partnership to better identify and serve true migrant families in Kings County.

On 3/14 Program Manager presented at PRE committee meeting. She provided overview of the program and the basic need and eligibility requirements for program participation.

On 3/21 Program manager attended a training at the United Farm Workers Foundation. We were provided with literature with the services that this foundation provides the community.

On 3/23 the Program Manager attended Session 2 offered by WorkLogic as part of the CAPK ongoing supervisory training.

On 3/29 program staff will be participating in an all-staff training. While attending, CAPK IT staff will be updating the computers to be ready for Office 365.

On 3/26 the new Family Services Specialist for the Tulare County satellite office began working. MCAP management coordinated in providing week long training for this staff member.

#### Upcoming Activities:

4/3 Manager attending the "Let's Talk: Bright Futures for Migrant Children" collaborative meeting being held in Visalia

4/4 CDE Webinar on Self-Evaluation

4/5 MCAP management will be attending an AP program training in Pomona, CA hosted by CAPPA in conjunction with CDE

4/20 Program manager will be attending the Session 3 at WorkLogic



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

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

		<b>STATUS</b>	
<b>Activities</b>	<b>Description</b>	<b>Received</b>	<b>Completed March 1, 2018 to Date</b>
<b>Business Services</b>			
Purchase Orders Processed		174	174
Contracts/Leases Processed		11	11
Request for Proposals (RFP)	<ul style="list-style-type: none"> <li>Electronic Contract Management System</li> <li>Insurance Broker Consulting</li> <li>HS Grant Services Consultant Services</li> <li>HS Community Needs Assessment</li> </ul>	Sent Sent In Progress In Progress	
Leases	<ul style="list-style-type: none"> <li>Renew United Congregational Church -Lodi</li> <li>Renew Greenfield Unified School Dist. Fairview</li> <li>Renew Greenfield Unified School Dist. Planz</li> <li>Renew all BCSD Leases</li> </ul>	Complete Complete Complete In Progress	
Contracts	<ul style="list-style-type: none"> <li>First 5 Madera</li> <li>PLC Systems</li> <li>Wipfli</li> <li>GameTime</li> <li>GameTime</li> <li>Valley Fleet Clean</li> <li>Kern Community College District</li> <li>ConnectWise, Inc.</li> </ul>	Complete Complete Complete Complete Complete Complete Complete	
<b>Maintenance &amp; Operations</b>		<b>Work in Progress</b>	<b>03/01/2018 to Date Closed</b>
Facility Work Orders Processed	Repair and maintenance of CAPK facilities and vehicles.	47	258
Projects	<ul style="list-style-type: none"> <li>The Head Start Broadway location in Wasco is scheduled to have the licensing visit on Friday 4/6/2018.</li> <li>Continuing to work with PG&amp;E to install LED exterior lighting at a much reduced rate in multiple locations.</li> <li>LED lighting has been installed and completed at the Central Kitchen and the Maintenance Warehouse and has greatly improved the visibility at these locations.</li> </ul>	In Progress  In Progress  Complete	

## Operations Division March 2017 Report – Continued

Information Technology		Received	03/01/2018 to Date Closed
Help Desk Work Orders Processed	Technical assistance to employees, repairs, troubleshooting, coordination of services with IT services subcontractor	336	354
Projects	<ul style="list-style-type: none"> <li>• Cyber Security RFP</li> <li>• Head Start Inventory</li> <li>• AT&amp;T Erate Installation</li> <li>• MCAP &amp; Central Kitchen windows Upgrade</li> <li>• Implement ConnectWise ticketing system</li> <li>• PRTG Monitoring system configuration</li> </ul>	In Progress Completed In progress In Progress In Progress	
Risk Management		Reported	01/01/2018 to Date
Workers Compensation Incidents	<ul style="list-style-type: none"> <li>• For Report Only</li> <li>• First Aid</li> <li>• Medical Treatment</li> <li>• Modified Duty</li> <li>• Lost Time</li> <li>• Non-Industrial (not work related)</li> <li>• Under Investigation</li> </ul>	3 5 1 1 0 1	24 8 2 1 0 2 1
General Liability		0	0
Property Incidents		3	5
Vehicle Incidents		0	3
Projects			

### Other:

All work related to the Wasco Broadway Head Start center in Wasco has been completed and awaiting licensing visit for certification.

# COMMUNITY ACTION PARTNERSHIP OF KERN

## DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

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

Activities Description	Participants	
	Month	YTD
<b>After-School Program</b> Tutoring, homework assistance, recreation, health & nutrition education.	3	77
<b>Teen Pregnancy and Sexually Transmitted Infections Prevention (Information and Education) (#'s as of 7/1/2017)</b> Informing and educating teens ages 12-19 years on preventing pregnancy and the spread of sexually transmitted infections.	21	83
<b>Evening Program - Open Basket Ball</b> <b>Zumba</b>	20 – 45 per night	

### Other:

- Shafter Youth Center is collaborating efforts in educating teens about preventing pregnancy and STIs with Owens Valley Career Development Center. OV CDC is a one stop resource center for families of tribal decent.
- SYC has become part of the Kern County Public Health campaign against the rise of STIs in the county. Several agencies have come forward and are doing their part to inform to educate the public.
- United Farmworkers Foundation will be holding a workshop on citizenship applications at Shafter Youth Center on March 10<sup>th</sup>, from 9 am – 6 pm.
- Wind Wolves Preserve from The Wildlife Conservancy invited SYC kids to attend their Girls in the Outdoors Program. This time around, they invited boys to attend as well as the girls. 19 kids and 5 adults went on the overnight camping trip and enjoyed wildlife, hikes, and nature related STEM Education activities. They learned about pollinators and the importance of the tiniest bugs. Kids had a great time sleeping in tents and enjoying nature. We shared the campground with the Arvin Migrant Program...all 65 of them!



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

<b>Division/Director:</b> Community Development/Ralph Martinez		<b>Month/Year</b> MARCH 2018
<b>Program/Work Unit:</b> VITA	<b>Total Program Staffing:</b> 7 full-time staff	<b>Program Manager/Supervisor:</b> Sandi Truman
<b>Services:</b> Trained volunteers provide free tax preparation and e-filing for low- medium income individuals and families and assist clients with application for Earned Income Tax Credit (EITC).		

		Results			
Activities	Description	Month		YTD	
<b>Tax Returns Completed</b>	State & Federal		<b>1494</b>		<b>3857</b>
<b>Refunds</b>	Federal	\$1,776,657		\$6,576,928	
	Federal EITC	\$727,724	423	\$2,951,036	1399
	<b>Federal Total</b>				<b>\$6,576,928</b>
	State	\$393,875		\$960,744	
	California EITC	\$82,322	279	\$258,850	848
	<b>State Total</b>				<b>\$960,744</b>
<b>Total Credits &amp; Refunds</b>	<b>State &amp; Federal</b>		<b>1494</b>		<b>\$7,537,672</b>

**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.

We completed services at CSUB and Wasco for the season. This was our first year at CSUB, (Saturdays only) and we completed 65 returns!

# COMMUNITY ACTION PARTNERSHIP OF KERN

## DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

<b>Division/Director:</b> Nutrition Services/Carmen Segovia		<b>Month/Year:</b> March 2018
<b>Program/Work Unit:</b> WIC	<b>Total Program Staffing:</b> 80 staff	<b>Program Manager:</b> Kathlyn Lujan
<b>Services:</b> Nutrition education, breastfeeding support, and food vouchers for families with infants, children up to age 5, and women who are pregnant, postpartum or breastfeeding. Services provided at 21 sites in Kern County, 5 sites in San Bernardino County.		

			Participation 10/1/17 – 9/30/18			
Description			Case Load	Month	Central Valley Avg.	State Avg.
<b>Total</b>	All services		<b>20,170</b>	<b>15641 – 78%</b>	<b>unavail</b>	<b>unavail</b>
Participation by WIC site	Location	Participants	Location		Participants	
Note: The * indicates that the participants served at this site are included in the count for other sites. IT Equipment from other WIC site was used to issue food vouchers.	Arvin	70	Mojave		130	
	Bakersfield		Oildale		431	
			Ridgecrest		682	
	E. California Avenue	1494	Rosamond		706	
	Niles Street	2145	Shafter		1396	
	Montclair	387	Tehachapi		459	
	Friendship House	111	Wasco		1796	
	Panama	1781				
	Boron	108	<u>San Bernardino County</u>			
	Buttonwillow	83	Adelanto		1262	
	California City	663	Big Bear		284	
	Delano	1047	Crestline		273	
	Edwards Air Force Base	15	Needles		167	
	Lost Hills	133	Phelan		*	
			<u>Mobile WIC</u>		14	

### Projects

CAPK WIC continues to exceed the State average.

Hub meetings were held in March to cover the Mandatory topics required by State WIC. This includes Civil Rights Training, Voter Registration, Conflict of Interest, confidentiality and substance abuse.

CAPK WIC participated in the Pi Beta Phi's Fraternity Day of Service book distribution. We were awarded 200 books to give to our WIC participating children. We are very thankful to the organization for this generous opportunity.

Outreach activities: Mitchall Patel coordinated with Bakersfield College, student health, to provide information about CAPK WIC. Ashley Velazquez, Certified WNA, from the Tehachapi office attended a "Baby Shower" event sponsored by Omni Family Health in Tehachapi. This event was geared toward new moms. Ashley presented materials and information regarding CAPK WIC services in Tehachapi and was able to enroll 4 new infants. 498 Facebook and 313 Instagram followers. 10 people expressed interest in CAPK WIC through the CAPK.org website.

Regional Breastfeeding Liaison – Katherine Campos continues to represent WIC at various community meetings at Kern Medical, First 5, and OMNI Family Health as well as the Tulare, Kern County, and Antelope Valley Breastfeeding Coalitions. Katherine is expanding her reach to Pediatrician offices to train staff about the benefits of Breastfeeding. She has also met with the Medical Director and IBCLC in Ridgecrest.

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

<b>Date Approved</b>	<b>Date of App. Submission</b>	<b>Funding Source</b>	<b>Program/Proposal</b>	<b>Amount Requested</b>
9/13/2017 (PRE)	9/15/2017	Heffernan Foundation	FHCC & SYC/ STEM	\$ 19,000
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
3/14/18 (PRE)	2/15/2018	US Department of Justice, Office of Violence Against Women	The East Kern Partnership-3yrs	\$ 500,000
3/21/2018 (PRE)	3/16/2018	Kern Family Health Care	EKFRC Emergency Closet	\$ 2,000
3/21/2018 (PRE)	3/16/2018	Kern Family Health Care	FHCC Grow Fit	\$ 2,000
3/21/2018 (PRE)	3/16/2018	Kern Family Health Care	SYC Yoga and CPR	\$ 2,000
4/11/2018 (PRE)	3/30/2018	Borax Visitor Center Foundation	East Kern Health Link Outreach	\$ 2,750

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

Date Approved	Date of Notification	Funding Source	Program/Proposal	Amount Requested	Amount Awarded	Funding Period
12/14/2016 (Exec)	3/2/2017	Tri Counties Bank	VITA/ 2016 Tax Season	\$ 2,500	\$ 2,500	9/1/2016 - 6/30/2017
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
4/12/2017 (PRE)	5/8/2017	Kern Family Health Care	Food Bank/ Senior Food Program	\$ 2,000	\$ 2,000	7/1/2017 - 6/30/2018
5/17/2017 (PRE)	6/7/2017	United Way of Kern County	Food Bank/ Food Procurement & Distribution	\$ 100,000	\$ 94,750	4/1/2017 - 3/31/2018
9/21/2016 (B&F)	6/29/2017	Kern County Network for Children	EKFR/ Differential Response Services	\$ 209,094	\$ 209,094	7/1/2017 - 6/30/2018
3/15/2017 (PRE)	7/5/2017	Friends of Mercy Foundation / Sister Phyllis Hughes Endowment for Special Needs	EKFR/ Emergency Supplies Closet	\$ 5,000	\$ 3,000	8/1/2017 - 7/31/2018
6/14/2017 (PRE)	7/9/2017	Starbucks Foundation	FHCC/SYC PREP Works	\$ 49,600	\$ 30,000	1/1/2018 - 6/30/2018
6/21/2017 (B&F)	9/7/2017	Bank of the West	VITA/ 2017 Tax Season	\$ 3,500	\$ 3,500	9/1/2017 - 6/30/2018
5/25/2016 (Board)	10/3/2017	U.S. Dept. of Treasury/IRS	VITA/ Kern VITA Partnership - Year 2	\$ 223,315	\$ 84,815	7/1/2017 - 6/30/2018
9/13/2017 (PRE)	10/30/2017	Wells Fargo	FHCC & SYC/ PREP Works Program	\$ 50,000	\$ 25,000	1/1/2018 - 6/30/2018
10/18/17 (B&F)	11/9/2017	CA Department of Social Services, Office of Child Abuse Prevention	EKFR/ Financial Empowerment (2-year grant, \$75,000 per year)	\$ 150,000	\$ 150,000	3/01/2018 - 2/29/2020
8/09/2017 (PRE)	11/14/2017	Allstate Foundation Group / Helping Hands	Food Bank/ General Operating Support	\$ 14,000	\$ 14,000	1/01/2018 - 12/31/2018
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	EKFR 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
				<b>TOTAL</b>	<b>\$ 777,860</b>	

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

<b>Date Approved</b>	<b>Date of Notification</b>	<b>Funding Source</b>	<b>Program/Proposal</b>	<b>Amount Requested</b>
8/17/2016 (B&F)	1/31/2017	U.S Dept. of Housing & Urban Development	2-1-1 Kern/ Kern County Homeless Coordinated Entry System	\$ 178,000
10/26/2016 (Board)	2/6/2017	TJX Foundation	Food Bank/ General Support	\$ 5,000
3/22/2017 (B&F)	6/14/2017	Kaiser Permanente Southern Cal. Community Benefits Grant Program	FHCC & SYC/ Summertime Yoga Challenge	\$ 12,600
2/8/2017 (PRE)	No response	Pacific Western Bank	VITA / 2016 Tax Season	\$ 10,000
6/14/2017 (PRE)	No response	Enterprise Rent-A-Car / Feeding America	Food Bank / Operation Software	\$ 25,000
8/09/17 (PRE)	9/1/2017	American Honda Foundation	FHCC & SYC/ Building Youth Capacity in STEM	\$ 75,000
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
2/15/2017 (B&F)	No response	Bank of America Charitable Foundation	FHCC/ PREP Works for Opportunity Youth	\$ 60,000
		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:** Private

**CFDA #**

**Project Name:** East Kern Health Link-Outreach

**Division Director:** Carmen Segovia

**Funder Name:** Borax Visitors Center  
Foundation

**Program Manager:** Whitney Hughes

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

☒ **New Funding**

☐ **Re-Application**

**Funding Period:** 7/01/2018-6/31/2019

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

CAPK's East Kern Family Resource Center (EKFRC) is applying to the Borax Visitors Center Foundation for funding of \$2,750 to assist with outreach for the EKFRC East Kern Health Link program. The program conducts outreach to educate families of the need for childhood vaccines and connect them with health resources in order to increase the number of children that are protected from easily preventable deadly disease while increasing school enrollments through education and support.

The East Kern Health Link program will provide education materials at health fairs and community events including information of how vaccinations prevent disease and how vaccines work as well as handing-out useful items such as fever scanners; get vaccinated message magnets; and healthy baby pocket guides.

**B. Use of Funds:**

The funds of \$2,750 will be used to purchase educational materials, display table runner and banner, and health related incentive items for participants.

**C. Approvals:**

1. Carmen Segovia 4-2-18  
Division Director Date

3. Christine Anami 4/3/18  
Chief Financial Officer Date

2. Debra W. W. W. 4-2-18  
Director of Community Development  
Date

4. J. T. P. 4/4/18  
Chief Executive Officer Date

**D. Board:**

☐ Policy Council

☐ PRE Presentation

☐ B&F Approval

☐ Board Approval

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

## Community Action Partnership of Kern Funding Request Profile

**Source of Funds:** Federal

**Funding Period:** 7/01/2018-6/30/2021

**Project Name:** S & D Self-Management Grant

**CFDA #:** 93.734

**Funder Name:** US Dept. of HHS – Administration  
for Community Living – Administration on Aging

**Division Director:** Ralph Martinez

**Grant Program Name:** Shafter Youth Center

**Program Manager:** Angelica Nelson

☒ **New Funding**

☐ **Re-Application**

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

CAPK's Shafter Youth Center is requesting up to \$150,000 from the Administration for Community Living to provide evidence based chronic disease self-management education programs (CDSME) for Seniors and Disabled Adults at the Shafter Youth Center and two underserved Senior Centers in Wasco and Delano. Additionally, the PEARLS program will be implemented alongside CDSME to assist those Seniors who are coping with isolation and depression.

The CDSME programs will be facilitated by CAPKS Master trainers who will provide 8 weeks of Self-Management training for 12-16 senior and disabled participants at each Center, with a minimum of 40 served over a 3 year period.

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

The funds of \$150,000 will be used to train Master Trainers in Self-Management, support operating (i.e. educational materials, room and board) and personnel costs and travel to the three Senior Centers as well as training of additional Staff based at the Senior Centers.

### **C. Approvals:**

1. _____ Division Director Date	3. <u>Christine Amico</u> <u>4/5/18</u> Chief Financial Officer Date
2. <u>Ralph Martinez</u> <u>4-4-18</u> Director of Community Development Date	4. <u>[Signature]</u> <u>4/5/18</u> Chief Executive Officer Date

### **D. Board:**

☐ Policy Council

Date: \_\_\_\_\_

☐ PRE Presentation

Date: \_\_\_\_\_

☐ B&F Approval

Date: \_\_\_\_\_

☐ Board Approval

Date: \_\_\_\_\_

## COMMUNITY ACTION PARTNERSHIP OF KERN

### DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

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

Program	Enrollment	Funded	Actual
Head Start Kern	March 2018	2,041	99%*
Early Head Start Kern	March 2018	328	100%
Early Head Start Partnership	March 2018	56	100%
Early Head Start San Joaquin	March 2018	313	100%
<b>TOTAL Funded Enrollment</b>		<b>2,738</b>	
Children with Disabilities		Goal	Actual
Head Start Kern	Identified as having an IEP	10%	9%
Early Head Start Kern	Identified as having an IFSP	10%	10%
Early Head Start Partnership	Identified as having an IFSP	10%	3%
Early Head Start San Joaquin	Identified as having an IFSP	10%	15%
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%	2%
Early Head Start Partnership	Within 100% and 130% of Federal Poverty Rate	<10%	4%
Early Head Start San Joaquin	Within 100% and 130% of Federal Poverty Rate	<10%	5%
<b>Average Daily Attendance (Program Wide &gt;85%)</b>		98%	

Meals Served for the month of March 2018							
Total Meals Requested			Meals Allocated		% of Meals Served		
by: Central Kitchen	by: Vendor Kitchens	Total Meals Prepared	to: CACFP/USDA	to: HS/EHS	March 2017	March 2018	
76,136	15,123	91,259	68,780	22,479	80%	85%	

**Other:** We had 1 Center with 100% attendance for the month of March: Noble; which is their 2nd month in a row with 100% attendance.

**Total Division Staffing:** Currently employed in Head Start: 594  
 Vacant Positions: 34  
 Currently out on Leave: 77

**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 March 2018.

The 2017-18 Program Year Self-Assessment is underway being led by Sylvia Ortega, Compliance Coordinator. A monitoring team was onsite March 19 – 22<sup>nd</sup>. A summary of outcomes/findings will be shared with the committee once the report is complete.



## **DRS Summary**

Head Start is a federal program that has provided comprehensive early childhood development services (e.g., education, health, nutrition, and social services) to low-income children and their families since 1965. These services are intended to promote the school readiness of children by enhancing their cognitive, social, and emotional development. At the federal level, Head Start is administered by the Office of Head Start within the Administration for Children and Families at the U.S. Department of Health and Human Services (HHS). Federal Head Start funds are provided directly to local public and private nonprofit and for-profit agencies (called “grantees”), rather than through states. At this time, programs are administered by roughly 1,600 grantees.

Since the program’s inception, Head Start grantees have generally been given grant awards for indefinite periods (i.e., awards with no end date). However, the 2007 Head Start reauthorization law (P.L. 110-134) changed this by instituting a five-year designation period for Head Start grantees. Under this law, at the end of its five-year designation period, a grantee must demonstrate that it is delivering high-quality and comprehensive services, or else the grant is to be opened for re-competition. The law refers to the process of identifying grantees for competition as the Designation Renewal System (DRS).

### **The 2007 Reauthorization Law**

The Improving Head Start for School Readiness Act of 2007 (P.L. 110-134) reauthorized Head Start through the end of FY2012. This law significantly amended the existing Head Start Act. A seminal component of the reauthorization law was the requirement that HHS develop a “Designation Renewal System” to identify low performing grantees for re-competition. Under the law, the stated purpose of the DRS is to “determine if a Head Start agency is delivering high quality and comprehensive Head Start program that meets the educational, health, nutritional, and social needs of the children and families it serves, and meets program and financial management requirements and standards.”<sup>5</sup> Section 641(c) of the amended Head Start Act tasked the Secretary of HHS (the Secretary) with developing the DRS, in consultation with a panel of experts, and specified that the DRS must base determinations of program quality on:

1. Annual budget and fiscal management data;
2. Program monitoring reviews (which must occur at least once every three years according to requirements set forth in Section 641A(c) of the Head Start Act);
3. Annual audits (as required by Section 647 of the Head Start Act);
4. Classroom quality (as measured under Section 641A(2)(F) of the Head Start Act, which calls for the use of a “valid and reliable research-based observational instrument, implemented by qualified individuals with demonstrated reliability, that assesses classroom quality, including assessing multiple dimensions of teacher-child interactions that are linked to positive child development and later achievement”); and
5. Program Information Reports (annual reports submitted by all Head Start grantees and delegate grantees, which provide comprehensive data on staff and services, as well as children and families served).

The 2007 reauthorization law stated that the DRS was *not* expected to require the majority of Head Start programs to re-compete: it is strongly believed that the majority of Head Start programs are delivering high quality services, and therefore do not intend for this new designation

system to result in competition for designation for the majority of Head Start programs.” The belief that having low-performing grantees compete for funding would improve overall program performance.

## Indicators/Triggers

The final rule established seven indicators for identifying programs that are not providing “high quality and comprehensive services.” Any Head Start grantee that fails to meet the minimum quality standards established by one or more of the seven indicators listed below is automatically required to compete for continued funding. **This does not mean the grantee will automatically lose its funding. Rather, it means the grantee will have to successfully compete against other interested applicants to continue to receive funding.**

### DRS Triggers for Re-competition:

1. The grantee has had one or more **deficiencies** identified in a single monitoring review.
2. The grantee has failed to establish and use **goals for improving school readiness** (including analysis of aggregate and individual child-level assessment data).
3. The grantee has received a low score on one or more domains of the **CLASS: Pre-K**, an observational assessment tool used to measure classroom quality. (This indicator does not apply to Early Head Start programs or those using only the home-based program option.)
4. The grantee has had its **license revoked** by a state or local authority. (The exception is made if the revocation is overturned or withdrawn before the competition is announced.)
5. The grantee has had **operations suspended** by HHS. (An exception is made if the suspension has been overturned or withdrawn, or the grantee has appealed the suspension and has not had a chance to show cause as to why it should be lifted or not be imposed.)
6. The grantee has been **debarred** from receiving funds from any federal or state agency or **disqualified** from participating in the Child and Adult Care Food Program (CACFP).
7. The grantee has been determined to be at risk of ceasing to be a **“going concern.”** by HHS based on an audit or other investigation within the 12-month period preceding the decision on whether a grantee must compete for funding.

## Competition Process

Once a grantee has been designated for re-competition, the next step is to announce the availability of funding and to hold a competition. Funding opportunities made available as part of the DRS are generally opened only to applicants looking to serve families within the same service areas currently served by grantees who triggered re-competition. Federal regulations define a *service area* as the “geographic area identified in an approved grant application within which a grantee may provide Head Start services.”

To support agencies applying for these competitions, HHS established a grant application toolkit.<sup>27</sup> The toolkit provides explanatory information about Head Start, links to funding opportunities, and some resources to support agencies in completing their applications (e.g., details on how to apply, the criteria by which applicants will be evaluated, and answers to frequently asked questions). All applications are reviewed by a panel of independent early childhood professionals and assessed for viability by Certified Public Accountants.

# COMMUNITY ACTION PARTNERSHIP OF KERN

## DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

<b>Division/Director:</b> Community Development/Ralph Martinez		<b>Month/Year:</b> March 2018
<b>Program/Work Unit:</b> Outreach & Advocacy	<b>Total Staffing:</b> 2 <b>Extern:</b> 1	<b>Program Manager/Supervisor:</b> Sheila Shegos
<b>Services:</b> <i>Media and public relations, agency and program promotional materials, advocacy, social media and website management, special events and fundraising, English-Spanish translations.</i>		
<b>March Program Activities</b>		
<b>CAPK Program</b>	<b>Activity</b>	
<b>Energy</b>	<ul style="list-style-type: none"> <li>Marketing Campaign and Materials for Utility Savings</li> </ul>	
<b>WIC &amp; Central Kitchen</b>	<ul style="list-style-type: none"> <li>Updated Marketing Materials</li> </ul>	
<b>Head Start</b>	<ul style="list-style-type: none"> <li>Check Presentation at Planz</li> <li>Read Across America</li> <li>Updated School Readiness Brochure</li> </ul>	
<b>Food Bank</b>	<ul style="list-style-type: none"> <li>Updated "Because No One Should Go Hungry" Brochure</li> </ul>	
<b>Agency/ Outreach</b>	<ul style="list-style-type: none"> <li>2018 Humanitarian Awards Banquet planning/Committee meetings</li> <li>Wonderful Company – Wasco project (Food Bank)</li> <li>GET Bus/Valley Mall (Food Bank), Family Justice Center, Kern Schools Federal Credit Union and Teter Architects, Parks &amp; Rec meetings</li> <li>March CAPK Newsletter/Constant Contact &amp; group emails</li> <li>CAPK WEEKLY READER - Social media posts</li> <li>Brightwood College – re: student presentations</li> <li>Program marketing material quotes</li> <li>Catholic Charities Payee Program discussion</li> <li>Give Big Kern workshop/webinars/training</li> <li>Senior Community Development Specialist and Outreach &amp; Advocacy Coordinator interviews – Welcome Ravi Peiris, Senior Community Development Specialist</li> </ul>	
<b>Upcoming Events</b>		
<b>Date</b>	<b>Activity</b>	
<b>April 18</b>	<ul style="list-style-type: none"> <li>10 Year Anniversary - Pete Parra Head Start</li> </ul>	
<b>April 19</b>	<ul style="list-style-type: none"> <li>2018 Humanitarian Awards Banquet &amp; Fundraiser</li> </ul>	
<b>May 1</b>	<ul style="list-style-type: none"> <li>Give Big Kern</li> </ul>	

COMMUNITY ACTION PARTNERSHIP *of* KERN  
BOARD OF DIRECTORS  
AUDIT & PENSION COMMITTEE MEETING  
April 12, 2018  
12:00 p.m.

**MEETING MINUTES**

1. **Call to Order**

Craig Henderson called the meeting to order at: 12:05 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: Craig Henderson, Yolanda Ochoa, Ana Vigil

Absent: Mike Maggard

Others Present: Jeremy Tobias, Chief Executive Officer; Christine Anami, Chief Financial Officer; Carmen Segovia, Director of Health & Nutrition; Raymond Quan, Director of Human Resources, Pritika Ram, Director of Administration; Emilio Wagner, Director of Operations; other CAPK staff.

3. **Approval of Agenda**

Motion was made and seconded to amend the Audit and Pension Committee meeting agenda for April 12, 2018. Carried by unanimous vote. (Vigil/Ochoa).

4. **Public Forum:**

No one addressed the Committee.

5. **New Business**

- a. Brown Armstrong's Plan for the 2018 Audits - Christine Anami, Chief Financial Officer, Brooke Baird and Andrew Paulden from Brown Armstrong – ***Info Item***

Christine Anami, introduced Brooke Baird and Andrew Paulden from Brown Armstrong, who provided the scope of work for the upcoming audit, which included the following:

- Described the responsibilities of the Engagement Team
- Provided the dates for the scheduled fieldwork
- Provided the audit strategy and objectives, which included significant audit areas
- Described the reports to be issued

- b. Renewal of Audit Services Agreement (Brown Armstrong) – Christine Anami, Chief Financial Officer – ***Action Item***

Christine Anami reported that CAPK and Brown Armstrong are in the third year of their three-year agreement. Minor amendments were made to the agreement on March 15, 2018 to allow for additional funds to cover the scope of work for converting the 403(b) tax deferred annuity plan to an ERISA plan. Staff is very satisfied with the audit services rendered by Brown Armstrong and recommends Committee approval to authorize Jeremy T. Tobias, Chief Executive Officer and/or Christine Anami, Chief Financial Officer, to proceed with renewing the agreement with Brown Armstrong Accountancy Corporation for two additional years at a maximum fee of \$87,000 each year.



A motion was made to approve the Renewal of Audit Services Agreement with Brown Armstrong and authorize Jeremy T. Tobias, CEO, and/or Christine Anami, CFO, to execute the renewal agreement with Brown Armstrong Accountancy Corporation for two additional years at a maximum fee of \$87,000 each year. Carried by unanimous vote. (Vigil/Ochoa).

- c. State Controllers Office Letter regarding the February 28, 2017 Audit – Christine Anami, Chief Financial Officer – **Info Item**

Christine Anami presented the letter from the State Controller Office and noted that the WIC program is the only CAPK program that is audited by the Audit Bureau of the State Controller's Office. A desk review was conducted for fiscal year ended 2017 and it was determined that the report meets the requirements for Single Audits and satisfies the financial and compliance audit requirements under the WIC program.

- d. CACFP Triannual Review Outcome – Jerry Meade, PDM Administrator – **Info Item**

Jerry Meade reported on the success story for the CACFP Triannual Review, which included the Child/Adult Food program. All Divisions participated in the evaluation process. A significant change was made in 2015 that set the benchmark for future reviews. CAPK met the goal of zero errors in meal count and all other areas were found to be in compliance.

- e. CSD Letter Regarding Expenditure Performance for the 2016 LIHEAP Allocation – Margaret Palmer, Energy Program Administrator – **Info Item**

Margaret Palmer presented the letter from CSD indicated we are on track to expend the 2016 LIHEAP contract by the production end date by March 31, 2018. As of now, the contract is more than 99% expended as we wait for the final transactions to post to the general ledger.

- f. CSD Letter Regarding Contract Performance for the 2015 LIWP Contract 15K-6006 – Margaret Palmer, Energy Program Administrator – **Info Item**

Margaret Palmer reported on CSD's final close-out letter regarding performance for the 2015 LIWP Contract. Production ended on June 30, 2017 and CAPK did not fully expend the funds under the contract, however, no funds are owed to CSD. Requirements of the contract presented many challenges, and other service providers in the state experienced similar difficulties in fulfilling their contract requirements. Because of the challenges, CSD eliminated some of the requirements for the 2017 LIWP contract and has implemented numerous changes. Production for the 2017 LIWP Phase II contract is scheduled to end June 30, 2018.

- g. First 5 Kern Letter Regarding the Annual Administrative Review of East Kern Family Resource Center on March 12, 2018 – Carmen Segovia, Director of Health & Nutrition – **Info Item**

Carmen Segovia presented the Annual Administrative Review of the East Kern Family Resource Center conducted by First 5 Kern. For FY 2016/2017, some of the performance measures were not met due to challenges in the community, such as transportation issues. From the fiscal component, CAPK complied with the contractual requirements. Overall, there were no recommendations for fiscal year 2016/2017 or the current year because staff was able to demonstrate outreach and recruiting efforts in the community with the goal of achieving the performance standards.

**6. Committee Member Comments**

The Committee and Jeremy Tobias noted it was the last Audit & Pension Committee meeting led by Chris Anami, who will be retiring from CAPK on June 1, 2018 with 25 years of service. Everyone thanked Chris for her time and service to CAPK.

**7. Next Scheduled Meeting**

Audit & Pension Committee Meeting  
Thursday, August 2, 2018  
12:00 p.m.  
5005 Business Park North  
Bakersfield, California 93309

**8. Adjournment**

The meeting adjourned at 1:05 pm.



**Brown Armstrong**  
**Accountancy Corporation**

4200 Truxtun Avenue, Suite 300 | Bakersfield, CA 93309 | 661.324.4971 | Fax 661.324.4997

**Contacts:**    Andrew Paulden, CPA  
                     Brooke Baird, CPA

**BROWN ARMSTRONG**  
Certified Public Accountants

April 12, 2018

We are pleased to have the opportunity to present to you our plan for the audit of the Community Action Partnership of Kern (CAPK) for the year ending February 28, 2018.

This presentation has been prepared to discuss the scope of the audit.

We look forward to presenting this information, addressing your questions and discussing any other matters of interest to the Audit Committee and Management of CAPK.

Best Regards,

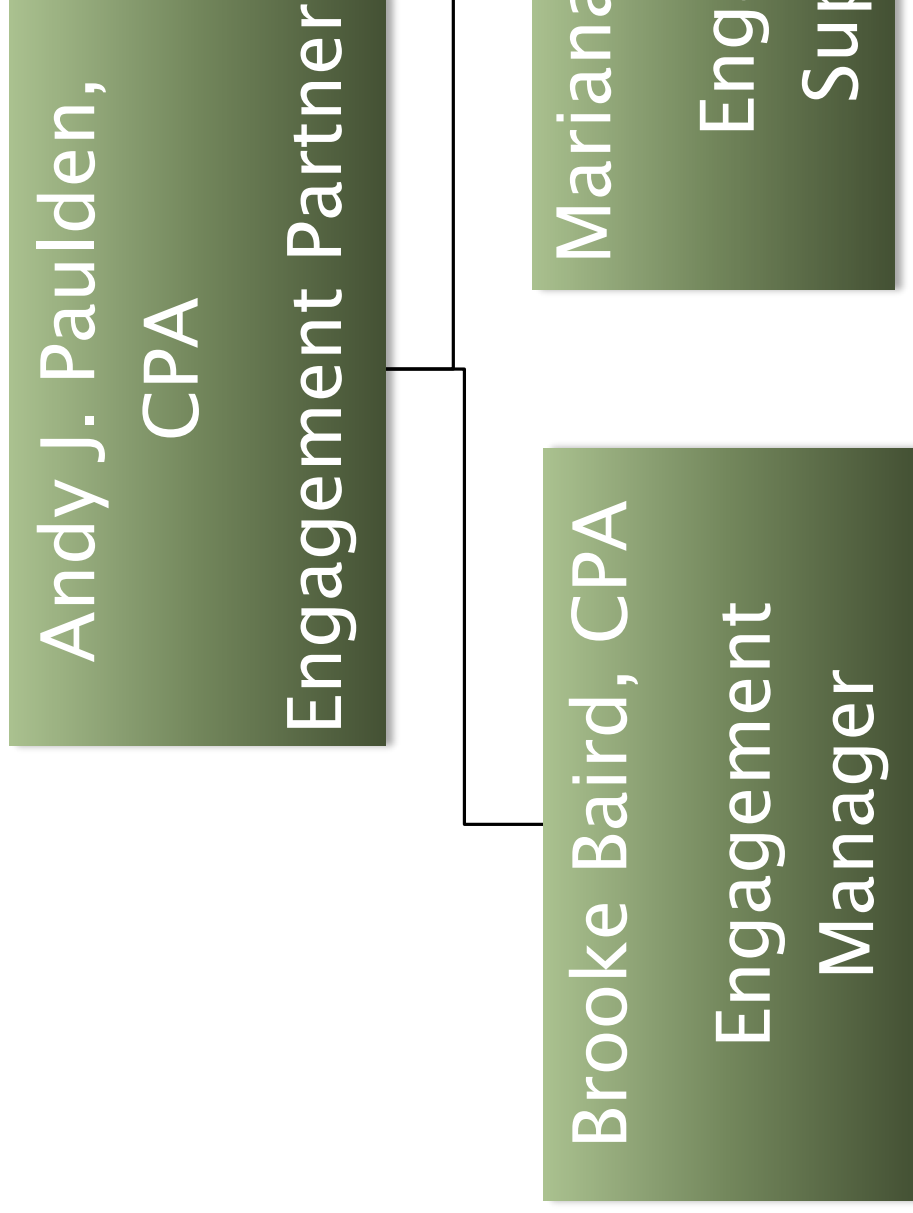
Andrew Paulden, Partner  
Brooke Baird, Manager  
Brown Armstrong Accountancy Corporation

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# The Engagement Team



**BROWN ARMSTRONG**  
Certified Public Accountants

# Scheduled Dates of Fieldwork

- Interim
  - Fieldwork at Client's Office– Weeks of May 14<sup>th</sup> and May 21<sup>st</sup>
- CAPK DC Plan– Week of June 4<sup>th</sup>
- Final
  - Set-up from Brown Armstrong Office: Week of September 17<sup>th</sup>
  - Fieldwork at Client's Office– Weeks of September 24<sup>th</sup> and October 1<sup>st</sup>

# Our Audit Objectives

We are responsible for auditing the statements of financial position of CAPK as of February 29, 2016, and related statements of operations and cash flows for the period then ended. Additionally, following supplementary information accompanying the financial statements will be subjected to the auditing procedures applied in our audit of the financial statements:

- Schedule of expenditures of federal and state awards;
- California Department of Community Services and Development– Supplemental schedules of revenue and expenditures;
- Grant/Contract closeout schedules; and
- Statements of functional expenses

We will perform the additional services as specified by our audit agreement for fiscal year ended February 28, 2018:

- Single Audit in accordance with Uniform Guidance for federal grants;
- Financial and compliance audit of special purpose financial statement to comply with the reporting requirement specified in the agreement with the CDE for the year ended June 30, 2018.
- Compliance and financial audit for the First 5 programs;
- Limited scope audit of CAPK's Defined Contribution Plan; and
- Preparation of the organization's federal and state information returns.

In accordance with the engagement letter our primary objective is the expression of an opinion on CAPK's financial statements in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, which includes:

- Obtaining reasonable assurance as to whether the financial statements are prepared in accordance with U.S. generally accepted accounting principles and are free of material misstatements, whether caused by error or fraud; and
- Obtaining reasonable assurance about whether effective internal control over financial reporting was maintained in all material respects.



# Audit Strategy

Phase I	Phase II	Phase III	Phase IV
<b>Audit Planning</b>	<b>Interim Field Work</b>	<b>Final Field Work</b>	<b>Completion</b>
Familiarize ourselves with any changes in CAPK's operating environment	Assess Internal control environment through Client interview and test of controls	Plan and perform substantive audit procedures on financial statement balances	Perform completion procedures
Perform risk assessment procedures	Perform SAS 99 (Fraud evaluation) procedures	Complete any outstanding procedures from interim	Draft internal control management letter comments
Determine planning materiality for financial statements audits and individual federal grants	Identify internal control strengths and weaknesses	Audit of pension	Draft Reports
Perform preliminary analytical review	Evaluate design and implementation of selected controls	Conduct final analytical review	Draft management representation letter and have signed
Develop audit plan	Test controls over financial reporting and administration	Consider Audit Evidence Sufficiency	Issue auditor's reports and management letter
Identify significant audit areas	Understand accounting and reporting activities	Conclude on critical accounting matters	
Determine nature and extent of audit procedures for each of the significant audit areas	Perform federal and CDE compliance audits and the First 5 program audit.		
Reevaluate the progress of the audit and make any changes on audit approach and procedures, if necessary			
Confirmation of account balances, using client prepared confirmations			
<b>BROWN ARMSTRONG</b> Certified Public Accountants			

# Significant Audit Areas

Based on the results of prior year's audit, we have identified the following as our most significant audit areas:

- ▶ Expenses for Program and Supporting Services, Accounts Payable and Accrued Liabilities
- ▶ Program Revenue, Receivables and Deferred Revenue
- ▶ Property and Equipment
- ▶ Inventory
- ▶ Long Term Debt

# Reports to be Issued

- ▶ Consolidated financial statements and the related consolidated statements of operations and cash flows for the year than ended February 28, 2018
  - Independent Auditor's Report;
  - Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statement Performance in Accordance with Government Auditing Standards;
  - Report on Compliance with Requirements Applicable to Each Major Program and on Internal Control Over Compliance in Accordance with the Uniform Guidance;
  - Report on Compliance with Requirements Applicable to First 5 programs in Accordance with the Program Specific Audit Option Under the Uniform Guidance; and
  - Consolidated schedule of findings and questioned costs
- ▶ Defined Contribution Plan
  - Independent Auditor's Report
  - Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statement Performance in Accordance with Government Auditing Standards;
- ▶ Special Purpose Financial Statements
  - Independent Auditor's Report
  - Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statement Performance in Accordance with Government Auditing Standards; and
  - Consolidated schedule of findings and questioned costs

# Questions

We are looking forward to working with the CAPK team to complete the audit.

Thank you!

# COMMUNITY ACTION PARTNERSHIP OF KERN (CAPK)

## MEMORANDUM

**To:** Audit and Pension Committee  
*Christine Anami*  
**From:** Christine Anami, Chief Financial Officer  
**Date:** April 12, 2018  
**Subject:** *Agenda Item 5b:* Renewal of Audit Services Agreement (Brown Armstrong) - **Action Item**

---

CAPK entered into an agreement with Brown Armstrong Accountancy Corporation for audit services beginning with the fiscal year ended February 29, 2016. The agreement (see attachment) is for three years at a maximum fee of \$81,000 with an option to renew in one (1) year increments for two (2) years by mutual agreement. CAPK's fiscal year that recently ended on February 28, 2018 is the third year of the agreement.

The agreement was amended on March 15, 2018 (see attachment) to include an additional \$6,000 for the audit of the employee 403(b) tax deferred annuity plan that was converted to an ERISA plan effective January 1, 2018. Since it is now an ERISA plan, it is required to have an audit similar to the audit of the employer 401(a) defined contribution pension plan. The \$6,000 audit fee for the 403(b) plan is the same amount as the audit fee for the 401(a) plan that is included in the \$81,000. The first audit of the 403(b) plan would be included in the option to renew timeframe.

Staff is very satisfied with the audit services rendered by Brown Armstrong for the prior two years under the current agreement as well as during the previous five years under the agreement dated February 24, 2011. Brown Armstrong's audit staff is professional and knowledgeable of auditing standards and reporting requirements. They have a good understanding of CAPK's programs and accounting processes.

Taking into consideration Brown Armstrong's performance for the past seven years and their \$87,000 audit fee which includes the additional \$6,000 for the 403(b) audit, staff recommends extending the agreement for audit services for two additional years.

### Recommendation

Staff recommends that the Audit and Pension Committee authorizes Jeremy T. Tobias, Chief Executive Officer and/or Christine Anami, Chief Financial Officer to proceed with renewing the agreement with Brown Armstrong Accountancy Corporation for two additional years at a maximum fee of \$87,000 each year.

Attachments: 1. Professional Services Agreement with Brown Armstrong Accountancy Corporation dated February 23, 2016 without attachments  
2. Amendment to Professional Services Agreement with Brown Armstrong Accountancy Corporation dated March 15, 2018



Community Action Partnership of Kern  
5005 Business Park North • Bakersfield, CA 93309  
(661) 336-5236 Fax: (661) 336-5228

**PROFESSIONAL SERVICES AGREEMENT**

This Professional Services Agreement, ("Agreement"), is made and entered into as of this 23<sup>rd</sup> day of February, 2016, by and between Brown Armstrong Accountancy Corporation ("Vendor") and the Community Action Partnership of Kern ("CAPK").

**1. DESCRIPTION OF SERVICES.** The Audit Services Vendor will conduct the following services, including, but not limited to:

- a. Financial and compliance audits of CAPK for the years ending February 29, 2016, February 28, 2017, and February 28, 2018;
- b. Financial and compliance audits of special purpose financial statements for the years ending June 30, 2016, 2017 and 2018 to comply with reporting requirements specified in agreements with the California Department of Education;
- c. An Audit of CAPK's Defined Contribution Pension Plan for the years ending February 29, 2016, February 28, 2017, and February 28, 2018;
- d. A financial and compliance audit of the First 5 Kern Programs for the years ending February 29, 2016, February 28, 2017, and February 28, 2018;
- e. The preparation of Federal and State annual information tax returns.

Audits shall be conducted in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States, also in accordance with the Program-Specific Audit Option standards under OMB's 2 CFR Part 200 and all other applicable standards.

**Performance:** The Vendor is required to prepare audit reports in accordance with auditing standards as set forth by the American Institute of Certified Public Accountants; the standards for financial audits contained in *Government Auditing Standards*; issued by the Comptroller General of the United States; in conformity with the CDE Audit Guide (Rev. June 2010) issued by the California Department of Education and any other regulations, publications or audit guides relevant to CAPK's grants and/or agreements.

**Audit Assistance:** The staff of CAPK's Finance Division and responsible management personnel will be available during the audit to assist the Vendor by providing information, documentation and explanations. Finance Division staff will prepare reasonably required statements and schedules to support the audit.

CAPK will provide the Vendor with reasonable work space. The Vendor will also be provided with the use of photocopiers, fax, e-mail and access to computer internet and phones to accomplish the audit.

**Delivery Schedule:** Vendor shall have draft(s) of the audit report(s) for review by the Executive Director and Director of Finance at least three weeks prior to delivering the final audit report(s) to CAPK's Board of Directors. The due dates of the final audit report(s) are as follows:



- Organization-wide audit including compliance audit of First 5 Kern Programs for year(s) ending:
  - February 29, 2016: Due no later than November 30, 2016
  - February 28, 2017: Due no later than November 30, 2017
  - February 28, 2018: Due no later than November 30, 2018
- Special purpose financial statement audit for year(s) ending
  - June 30, 2016: Due no later than November 15, 2016
  - June 30, 2017: Due no later than November 15, 2017
  - June 30, 2018: Due no later than November 15, 2018
- Defined Contribution Pension Plan audit for year(s) ending
  - February 29, 2016: Due no later than December 15, 2016
  - February 28, 2017: Due no later than December 15, 2017
  - February 28, 2018: Due no later than December 17, 2018
- Federal and State annual tax returns for year(s) ending
  - February 29, 2016: Due no later than January 17, 2017
  - February 28, 2017: Due no later than January 16, 2018
  - February 28, 2018: Due no later than January 15, 2019

**Exit Conference:** An exit conference with CAPK's representatives and the Vendor's representatives will be held at the conclusion of the field work. Observations and recommendations must be summarized in writing and discussed with CAPK. It should, at a minimum, include discussion of internal control and program compliance observations and recommendations.

**Workpapers:** Upon request, the Vendor will provide a copy of the workpapers pertaining to any questioned costs determined in the audit. The workpapers must be concise and provide the basis for the questioned costs as well as an analysis of the issue(s) identified.

- All audit workpapers shall be retained for at least three years from the end of the audit period.
- All audit workpapers shall be available for examination by authorized representatives of CAPK, its cognizant federal or state audit agency, the General Accounting Office, and other entities authorized by CAPK.

2. **PAYMENT FOR SERVICES.** Payment for services shall be paid as detailed in Vendor's Fee Proposal dated October 29, 2015, which is attached hereto and incorporated into this agreement by reference, for the above described services. Vendor will submit an original monthly progress invoice detailing all work performed by the 10<sup>TH</sup> day of the following month. Terms are Net 30 from the date the original invoice is received at CAPK's Finance Office. This Agreement supersedes any other agreements/contracts in effect, written, implied or otherwise.

Note: The Vendor shall mail all invoices to CAPK, Attn: Finance Division, 5005 Business Park North, Bakersfield, CA 93309. (Include Tax I.D. Number on all Invoices.)

3. **TERM.** The period of performance for this Agreement shall be from February 1, 2016 through January 31, 2019.
4. **TERMINATION.** CAPK may terminate this Agreement at any time for any reason by giving at least thirty (30) days' notice in writing to the Vendor. If the Agreement is terminated by CAPK as provided herein, the Vendor will be paid a fair payment as negotiated with CAPK for the work completed as of the date of termination. CAPK shall terminate by delivering to the Vendor a Notice of Termination specifying the extent of termination and the effective date.
5. **OPTION TO RENEW.** The period of performance for this Agreement may be renewed in one (1) year increments for up to two (2) years by mutual agreement of the parties.



6. **RELATIONSHIP OF PARTIES.** It is understood by the parties that the Vendor is an independent vendor with respect to this Agreement and is not an employee of CAPK and will not be provided fringe benefits, including health insurance benefits, paid vacation, or any other employee benefit.
7. **WORK PRODUCT.** Any copyrightable works, ideas, discoveries, inventions, patents, products, or other information (collectively, the "Work Product") developed in whole or in part by the Vendor in the connection with the services provided shall be the exclusive property of CAPK.
8. **CONFIDENTIALITY.** Vendor will not at any time, or in any manner, either directly or indirectly, use for his/her personal benefit, or divulge, disclose, or communicate in any manner any information that is proprietary to CAPK. Vendor will protect such information and treat it as strictly confidential. This provision shall continue to be effective even after the termination of this Agreement and any extensions for a period of three (3) years. Upon termination of this Agreement, Vendor will return to CAPK all records, notes, documentation and other items that were used, created, or controlled by the Vendor on behalf of CAPK during the term of this Agreement.
9. **INJURIES.** Vendor acknowledges his obligation to obtain appropriate insurance coverage, if applicable, and to name CAPK as additional insured. Also, Vendor waives any rights to recovery for any injuries that he/she may sustain while performing services under this Agreement and that compensation for such injuries shall be covered by his/her own insurance.
10. **INDEMNIFICATION.** The Vendor shall hold harmless and indemnify the CAPK, its board members, officers, employees and volunteers, from every claim or demand which may be made by reason of any injury to person or property sustained by the Vendor or by any person, or corporation, employed directly or indirectly by Vendor upon or in connection with his/her performance of the work described herein, however caused.
11. **INSURANCE.** All policies required of the Vendor shall be primary insurance as to CAPK, its board, officers, agents employees and volunteers and any insurance or self-insurance maintained by CAPK, its board, officers, agents employees and designated volunteers shall be in excess of the Vendors insurance and shall not contribute with it. Additional insured endorsement shall use ISO form CG20 10 11 85 (in no event with an edition date later than 1990).

The insurance required hereunder shall be maintained until all work required to be performed by this Agreement is satisfactorily completed. Vendor shall furnish CAPK with a certificate of insurance and required endorsements evidencing the insurance required.

  - a. Professional Liability Professional Liability (Errors and Omissions) Insurance, for liability arising out of, or in connection with, the performance of all required services under this Agreement, with limits of not less than: \$1,000,000.00 per occurrence; \$2,000,000.00 Aggregate, and the policy shall contain an additional endorsement in favor of the CAPK, its board members, officers, employees and volunteers.
  - b. Workers' compensation insurance with statutory limits and employer's liability insurance with limits of not less than One Million Dollars (\$1,000,000) per occurrence; and the policy shall contain a waiver of subrogation endorsement in favor of CAPK, its board, officers, agents employees and volunteers.
  - c. Automobile Liability Insurance, providing coverage on an occurrence basis for bodily injury, including death, of one or more persons, property damage and personal injury, with limits of not less than One Million Dollars (\$1,000,000) per occurrence; and the policy shall:
    - i. Provide coverage for owned, non-owned and hired autos.
12. **GOVERNING LAW.** This Agreement shall be construed and enforced in accordance with the laws of the State of California. If either party initiates an action to enforce the terms hereof or declare rights hereunder, the parties agree that the venue thereof shall be the County of Kern, State of California.



13. **WAIVER.** The parties hereto agree that failure of either party to enforce any term and/or provision hereof shall not be deemed to constitute a waiver of other provisions of this Agreement.
14. **ADDITIONAL TERMS AND CONDITIONS, FEDERAL ASSURANCES, AND CONTRACT ADDENDA.** The attached Additional Terms and Conditions, Federal Assurances and Contract Addenda A through H, as applicable in CAPK's sole determination, are hereby incorporated by reference and are a part of
15. **C – CERTIFICATIONS.** The attached Appendix C – Certifications, is hereby incorporated by reference this agreement.
16. **APPENDIX** and is a part of this agreement, once executed by the Vendor.
17. **ENTIRE AGREEMENT.** The foregoing constitutes the entire agreement between the parties and may not be modified, unless done in writing and signed by both parties.

The parties hereto have executed this Agreement at the place and on the dates specified above their respective signatures.

**VENDOR:**

Executed at: BAKERSFIELD, CA

Signature: [Signature]

Date: 2/15/16

Name/Title: ANDREW J. PAULSEN, PARTNER

**COMMUNITY ACTION PARTNERSHIP OF KERN:**

Executed at: Bakersfield, CA

Signed by: [Signature]  
Jeremy T. Tobias, Executive Director

Date: 2/23/16

CAPK Staff INITIALS			
mep	SKW	a	



**AMENDMENT I TO PROFESSIONAL SERVICES AGREEMENT**

This is an Amendment to the Professional Services Agreement ("Agreement") dated February 23, 2016 by and between Brown Armstrong Accountancy Corporation ("Vendor") and Community Action Partnership of Kern ("CAPK"). The effective date for this Amendment will be March 15, 2018

**Section 2 of the original Agreement reads as follows:**

- 2. PAYMENT FOR SERVICES.** Payment for services shall be paid as detailed in Vendor's Fee Proposal dated October 29, 2015, which is attached hereto and incorporated into this agreement by reference, for the above described services. Vendor will submit an original monthly progress invoice detailing all work performed by the 10<sup>th</sup> day of the following month. Terms are Net 30 from the date the original invoice is received at CAPK's Finance Office. This agreement supersedes any other agreements/contracts in effect, written, implied or otherwise.  
Note: The Vendor shall mail all invoices to CAPK, Attn: Finance Division, 5005 Business Park North, Bakersfield, CA 93309. (Include Tax I.D. Number on all invoices).

**Section 2 of the original Agreement is revised to read as follows:**

- 2. PAYMENT FOR SERVICES.** Payment for services shall be paid as detailed in Vendor's letter to CAPK, dated March 9, 2018, which is attached hereto and incorporated into this agreement by reference, for the services described in the original agreement. Vendor will submit an original monthly progress invoice detailing all work performed by the 10<sup>th</sup> day of the following month. Terms are Net 30 from the date the original invoice is received at CAPK's Finance Office. This agreement supersedes any other agreements/contracts in effect, written, implied or otherwise.  
Note: The Vendor shall mail all invoices to CAPK, Attn: Finance Division, 5005 Business Park North, Bakersfield, CA 93309. (Include Tax I.D. Number on all invoices).

All other terms of the original Agreement remain binding except where they contradict this Amendment, which shall prevail.

**Vendor: Brown Armstrong Accountancy Corporation**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

**OWNER: COMMUNITY ACTION PARTNERSHIP OF KERN**

Signed by: \_\_\_\_\_

Date: \_\_\_\_\_

Jeremy T. Tobias, Chief Executive Officer







# BROWN ARMSTRONG

*Certified Public Accountants*

March 9, 2018

Jeremy T. Tobias, Executive Director  
Community Action Partnership of Kern  
5005 Business Park North  
Bakersfield, California 93309

**BAKERSFIELD OFFICE  
(MAIN OFFICE)**

4200 TRUXTON AVENUE  
SUITE 300  
BAKERSFIELD, CA 93309  
TEL 661.324.4971  
FAX 661.324.4997  
EMAIL [info@bacpas.com](mailto:info@bacpas.com)

**FRESNO OFFICE**

10 RIVER PARK PLACE  
EAST SUITE 208  
FRESNO, CA 93720  
TEL 559.476.3592

**LAGUNA HILLS OFFICE**

23272 MILL CREEK DRIVE  
SUITE 255  
LAGUNA HILLS, CA 92653  
TEL 949.652.5422

**STOCKTON OFFICE**

5250 CLAREMONT  
AVENUE  
SUITE 150  
STOCKTON, CA 95207  
TEL 209.451.4833

Dear Mr. Tobias:

As you know, we are entering the final year of our three-year contract for audit and tax services. We value your business. Retention of clients like you is very important to us. There is currently an option for a two-year extension.

Our original proposed fees for the February 28, 2019 and February 29, 2020 audits was \$81,000. We would like to propose an additional \$6,000 for the audit of the 403(b) retirement plan, for a total of \$87,000.

We have enjoyed our past relationship and look forward to continuing to serve your Agency. If you accept this proposal, please sign the enclosed copy and return it to us in the enclosed envelope.

Sincerely,

BROWN ARMSTRONG  
ACCOUNTANCY CORPORATION

By: Andrew Paulden

AJP:bnb:mmj

Enclosure

LA:\PROPOSAL\2018\Nonprofit\Community Action Partnership of Kern\Proposal Letter.doc

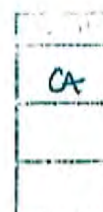
**RESPONSE:**

The Community Action Partnership of Kern accepts this proposal.

By: J.T. P.

Date: 3/19/18

Title: Chief Executive Officer





**BETTY T. YEE**  
California State Controller

January 24, 2018

Christine Anami, Chief Financial Officer  
Community Action Partnership of Kern  
5005 Business Park North  
Bakersfield, CA 93309

Re: Single Audit Report Review for Fiscal Year 2017

Dear Ms. Anami:

We completed a desk review of your Single Audit Report relative to the WIC program for the fiscal year ended 2017. We determined that the report meets the requirements for Single Audits as required by Title 2, *Code of Federal Regulations*, Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Uniform Guidance prescribes the audit and reporting standards for private non-profit organizations that expend federal awards.

Your audit satisfies the financial and compliance audit requirements under the WIC program. This does not preclude state and federal agencies from conducting additional audits that are necessary to carry out their responsibilities under federal laws and regulations. State and federal agencies may contact you to arrange for additional audits.

If you have any questions regarding this letter, please contact Michael Sweeney, Audit Manager, by telephone at (916) 323-6970 or by email at [msweeney@sco.ca.gov](mailto:msweeney@sco.ca.gov).

Sincerely,

A handwritten signature in blue ink, appearing to read "Lisa Hughes", is positioned above the typed name.

LISA HUGHES, Chief  
Community-Related Audits Bureau  
Division of Audits

LH/jc

18731

Christine Anami, Chief Financial Officer  
January 24, 2018  
Page 2

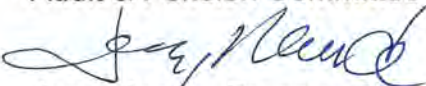
cc: Cheryl Ungerman, Chief (via email)  
Audit Review Unit  
WIC Supplemental Nutrition Program  
California Department of Public Health  
Michael Sweeney, Audit Manager (via email)  
Division of Audits, State Controller's Office



# COMMUNITY ACTION PARTNERSHIP OF KERN

## MEMORANDUM

**To:** Audit & Pension Committee

**From:**  Jerry Meade, Program Design and Management Administrator

**Date:** April 12, 2018

**Subject:** *Agenda Item 5d* - CACFP Triannual Review Outcome – **Info Item**

---

During the week of January 16, 2018, the California Department of Education's Nutrition Services Division conducted a triannual review of our Child and Adult Care Food Program (CACFP). The review included a review of our Financial, Administrative, and Program accountability systems that required participation from CAPK multiple divisions.

The review team share many compliments to our systems and commitment to quality. They offered two areas of Training Assistance that were implemented while the reviewers were onsite. In the end, CAPK was found to be in compliance with all expectations. No action will be required moving forward and the review is closed. The summation report is attached for your review.

Attachment: CACFP Center Summation Report

**CACFP Centers  
Summation Report**

Agency Name: Community Action Partnership of Kern	Vendor Number: Y32000	CNIPS ID: 04096-CACFP-15-NP-CS	Review ID: 19760
Address: 5005 Business Park North	City: Bakersfield	Zip: 93309	County: Kern
Contact Person: Carmen Segovia/Jerry Meade	Title: Director Health & Nutrition/Head Start	Telephone: (661) 336-5236 ext 1107	

Program Types: ☐ Adult Care ☐ At-risk ☐ Child Care ☐ Emergency Shelters ☒ Head Start ☐ School Age

Type of Review: ☒ First ☐ First Follow-up ☐ Second Follow-up ☐ Ninety-day ☐ Program Assistance

**Areas Reviewed for Compliance**

<b>Performance Standard 1: Financial Viability</b> <input type="checkbox"/> 100 Financial Management <b>Performance Standard 2: Administrative Capability</b> <input type="checkbox"/> 200 Procurement Procedures <input type="checkbox"/> 220 Program Resources <input type="checkbox"/> 240 Policies and Procedures <input type="checkbox"/> 280 Pricing Program	<b>Performance Standard 3: Program Accountability</b> <input type="checkbox"/> 300 Enrollment <input type="checkbox"/> 500 Eligibility <input type="checkbox"/> 600 Meal Counts <input type="checkbox"/> 700 Licensing Requirements <input type="checkbox"/> 800 Meal Requirements <input type="checkbox"/> 900 Fiscal Accountability <input type="checkbox"/> 1000 Training <input type="checkbox"/> 1100 Facility Review <input type="checkbox"/> 1200 Safety and Sanitation <input type="checkbox"/> 1300 Civil Rights
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**Place an (R) at the end of all repeat findings.**

## Summation Report

### Summary of Review Findings

Review Month: November 2017

Review Dates: January 16-19, 2018

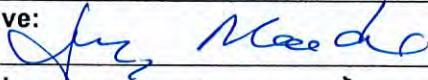
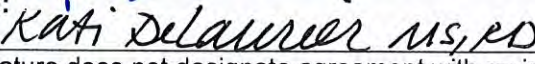
- ☒ All areas found to be in compliance. No action is required. This review is closed. Congratulations on an excellent administrative review (AR).
- ☐ One or more performance standards (PS) were not in compliance. The noncompliant areas are checked.
- ☐ A **follow-up review** may be conducted because of noncompliance in PS 1, PS 2, or PS 3.
- ☐ Serious deficiencies (SD) were found during your AR. If permanent, acceptable corrective action documentation (CAD) is not implemented, the California Department of Education (CDE) will propose to terminate your Child and Adult Care Food Program (CACFP) agreement. If the CACFP agreement is terminated, your organization and responsible parties will be placed on the National Disqualified List (NDL) and will remain on the NDL until such time as the CDE, in consultation with the U. S. Department of Agriculture (USDA) Food and Nutrition Service (FNS) determines that the SDs have been corrected, or until seven years after their disqualification. However, if any debt relating to the SDs has not been repaid, your organization and responsible parties will remain on the NDL until the debt has been repaid. These actions are being taken pursuant to Title 7, *Code of Federal Regulations (7 CFR)*, sections 226.6(c)(7)(v) and (vi).

Agency is required to submit CAD by: n/a

Submit CAD to:

Kati DeLaurier MS, RD, Child Nutrition Consultant  
Nutrition Services Division  
California Department of Education  
1400 Easton Dr Bld F Ste 136  
Bakersfield, CA 93309  
Phone: [(661) 863-6646] FAX: [(661) 863-6647]  
E-mail: [kdelaunier@cde.ca.gov](mailto:kdelaunier@cde.ca.gov)

The findings of this review are the results of an assessment of a sample of your program records for the current year. All program records must be retained for a period of three years plus the current year.

Signature of Agency Representative: 	Date: <u>1-19-18</u>
Signature of State Representative: 	Date: <u>1.19.18</u>
(Agency signature does not designate agreement with reviewer comments)	



## Summation Report

Agency Name: Community Action Partnership of Kern	Vendor Number: Y32000	CNIPS ID: 04096-CACFP-15-NP-CS	Review ID: 19760
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### Comments:

The reviewer would like to thank Community Action Partnership of Kern and the staff for their courtesy and cooperation during the review. The reviewer appreciated the prompt response of the agency and staff for providing requested information for the review. The reviewer selected the month of November, 2017 as the review month, since this was the last claim for reimbursement entered into the Child Nutrition Information and Payment System (CNIPS) for the current program fiscal year 2017/2018.

The scope of the review is outlined on page one of this report. The underlined areas were found to be out of compliance at the time of the review. The review findings, comments, required corrective action, and timelines for correction are included in this report.

The reviewer visited the Community Action Partnership of Kern facility for unannounced Lunch/PM-Snack observations on 12/7/17; 12/15/17; 12/19/19; 12/20/17. Technical assistance was provided during the visit/review and a summary of the areas discussed and documentation provided is enclosed in this report. The sites visited (by date) were: Franklin, Alicante, San Diego, Lamont and Oildale.

### Technical Assistance:

Technical assistance was provided to Community Action Partnership of Kern during the AR on the following topics:

#### 800 Meal Requirements:

Citation: Meals claimed for reimbursement must contain meal components in specific quantities as required by regulations. References include but are not limited to 7 CFR, sections 226.15(e)(10), 226.17(b)(4), 226.20, and Appendix C to Part 226.

**Technical Assistance** was provided when the CNC reviewed the nutrition label provided for Raisin Bread as it was listed on the menu as 'WW' or whole wheat. Upon review of the nutrition label, this product does not meet the guidelines for a whole-grain product. The agency agreed to remove 'WW' from the menu when raisin bread is served (at breakfast).

**Technical Assistance** was provided regarding a chart for the sugar limits on various product sizes of yogurt.

2 ounces no more than 7.67 grams of sugar

4 ounces no more than 15 grams of sugar

6 ounces no more than 23 grams of sugar

8 ounces no more than 31 grams of sugar

16 ounces no more than 61 grams of sugar

32 ounces no more than 123 grams of sugar

#### 1200 Facility Review

Citation: Sponsoring organizations must conduct facility reviews for each facility to assess program compliance in accordance with the review elements and frequency set forth by the CACFP. Prior to sponsoring a new facility, institutions must conduct a preapproval visit to discuss the program benefits and assess the capability of the facility in operating the CACFP. References include but are not limited to 7 CFR, sections 226.15(d), 226.15(e)(11), and 226.16(d).

**Technical Assistance** was provided regarding completion of the facility review forms as the staff did not complete the five-day meal counts reconciliation section hence the CNC was unable to validate that the meal counts were reasonable. While the CNC was on site, the agency provided updated policy, procedure, training and one sample facility review from each staff that complete the facility review (a total of 4). Additionally, the staff provided electronic documentation regarding completion of the five-day meal count reconciliation hence the reviewer agreed to change this area from a finding to technical assistance.

### Summation Report

Agency Name: Community Action Partnership of Kern	Vendor Number: Y32000	CNIPS ID: 04096-CACFP-15-NP-CS	Review ID: 19760
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#### Comments:

**Compliance Area:** all areas of compliance were validated; no findings

#### Additional Resources may also be found:

The USDA *Code of Federal Regulations (CFR)* references in this report can be found on the following USDA Web page:  
<http://www.fns.usda.gov/cnd/Care/Regs-Policy/CFR226.pdf>

Additional guidance on the CACFP is available on the CDE Nutrition Services Division (NSD) CACFP Web page:  
<http://www.cde.ca.gov/ls/nu/cc/>

Signature of Agency Representative:

Date:

Approval Signature of State Representative:

Date:



LINNÉ K. STOUT  
DIRECTOR

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



EDMUND G. BROWN JR.  
GOVERNOR

February 1, 2018

*Emilio W.  
Margaret P.  
Chris A.*

Jeremy Tobias, Executive Director  
Community Action Partnership of Kern  
5005 Business Park North  
Bakersfield, CA 93309

Dear Mr. Tobias:

This letter is to provide information regarding your agency's current expenditure performance for the 2016 Low-Income Home Energy Assistance Program (LIHEAP) allocation. Based on the Department of Community Services and Development's (CSD's) expenditure analysis, as of January 1, 2018, your agency has a total of \$181,837.64 remaining in the 2016 LIHEAP contract.

CSD's analysis of your expenditure rate suggest that your agency is on pace to complete expenditure by March 31, 2018, the end of the contract term, based on the analysis, the Department will not grant any further time extension to the 2016 LIHEAP contract.

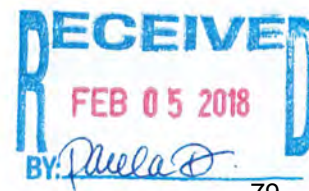
Previously, the Department has stressed the critical importance of ensuring timely expenditure of LIHEAP grant funds and managing down the number of open LIHEAP grants/contracts. Your organization's effort to expending your 2016 LIHEAP contract balance contributes significantly to this important goal. Please continue to maintain the current pace of contract expenditure and note that any unexpended contract funds at the conclusion of the contract period will revert to the U.S. Department of Health and Human Services.

It is important to remember our commitment to serving the low-income population in California and appreciate your attention to ensuring a successful closing of your 2016 LIHEAP contract. If you have any questions, please contact Kathy Andry, at 916-576-7132, or via email at: [Kathy.Andry@csd.ca.gov](mailto:Kathy.Andry@csd.ca.gov).

Sincerely,

LINNÉ STOUT  
Director

C: Garth Corrigan, Board Chair





LINNÉ K. STOUT  
DIRECTOR

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



EDMUND G. BROWN JR.  
GOVERNOR

March 2, 2018

Mr. Jeremy Tobias, Executive Director  
Community Action Partnership of Kern County  
5005 Business Park North  
Bakersfield, CA 93309

Dear Mr. Tobias:

The Department of Community Services and Development's (CSD) Energy Field Operations Unit, in conjunction with CSD's Financial Services Unit, has assessed and reviewed the contract performance for Community Action Partnership of Kern County's (CAPK) 2015 Low-Income Weatherization Program (LIWP) Contract 15K-6006. This letter serves as CAPK's 2015 LIWP Final Close-Out Letter.

According to CAPK's final Expenditure Activity Reporting System's (EARS) report, CAPK has not met its expenditure goals; below is a breakdown of CAPK's overall performance with respect to the 2015 LIWP Contract:

<u>Contract Component</u>	<u>Amount Budgeted / Expenditure Projected</u>	<u>Actual Expenditures</u>	<u>Actual Dwellings/ Clients Served</u>
<b>Weatherization</b>	\$ 832,323.00	\$ 527,069.35	861
<b>Single Family</b>	\$ 558,123.00	\$476,953.03	
<b>Small Multi-Family</b>	\$ 258,000.00	\$ 41,954.21	
<b>Solar Water Heater</b>	\$ 16,200.00	\$ 8,162.11	
<b>Total Contract Allocation: \$ 1,071,955.00</b>			
<b>Total Contract Expended: \$ 678,816.55</b>			

With respect to Working Capital Advances for the 2015 Program Year, CAPK does not have an outstanding Working Capital Advance.

Based on the analysis of CAPK's expenditure under this contract, your agency did not fully expend all funds under this contract; however, no funds are owed to CSD.



Mr. Tobias  
March 2, 2018  
Page 2

The Energy Field Operations Unit considers this contract closed; however, this contract is subject to a final review by CSD's Audit Services Unit. If you have any questions regarding the programmatic or performance references made throughout this report, please contact me at (916) 576-4356 or via e-mail at [darrell.scheidegger@csd.ca.gov](mailto:darrell.scheidegger@csd.ca.gov).

Thank you for your dedication and commitment to serve low-income individuals and families in your community. I look forward to working in partnership with you to develop innovative and effective programs as well as strengthen our capacity to improve the lives of those living in poverty and ultimately reduce poverty in California.

Sincerely,

A handwritten signature in black ink, appearing to read 'Darrell Scheidegger', with a long horizontal flourish extending to the right.

DARRELL SCHEIDEGGER  
Field Representative



2724 L Street  
Bakersfield, California 93301

Telephone (661) 328-8888  
Fax (661) 328-8880

March 30, 2018

**Commissioners**

Al Sandrini  
Chairperson

Rick Robles  
Vice Chairperson

Dena Murphy  
Treasurer

Claudia Jonah, M.D.  
Secretary

Sam Aunai

Supervisor Leticia Perez

Susan Lerude

Jennie Sill

Lucinda Wasson

Jeremy T. Tobias, Chief Executive Director  
Community Action Partnership of Kern  
5005 Business Park North  
Bakersfield, CA 93309

Re: 2015.2.6 – East Kern Family Resource Center (Community Action Partnership of Kern)

Dear Mr. Tobias:

This letter addresses the results of our Annual Administrative Review conducted on March 13, 2018, of the East Kern Family Resource Center. The objective of the annual administrative review is to determine if the program has fulfilled the evaluation, fiscal and program contractual requirements outlined in the General Agreement. The visit was also an opportunity to discuss the program's accomplishments and challenges.

**Program Summary**

Quarterly reports were reviewed to verify progress of performance measures, timeliness, program activities and potential issues/challenges detailed in the executive summary.

**Alternate Commissioners**

Michelle Curioso

Supervisor Mick Gleason

Antanette Reed

**Executive Director**

Roland Maier

**Performance Measure Review:**

- FY 2016-17:
  - Of the ten performance measures listed on the Scope of Work-Evaluation Plan, two annual targets were not met:
    - 3.1.3. Summer Bridge (40% – 9 short of annual target).
    - 4.3.3. Articulation Meetings (50% – 1 short of annual target).
- FY 2017-18: Performance measure progress is based on quarterly target projections set by the program coordinator.
  - Quarter 1: The following performance measure projections were not met:
    - 2.1.4. Case Management – Parents/Guardians (2 short of projection).
    - 3.1.3. Center-Based (8 short of projection).
  - Quarter 2: The following performance measure projections were not met:
    - 2.1.4. Case Management – Parents/Guardians (3 short of projection).
    - 2.2.1. Court-Mandated Parent Education (5 short of projection).

**Timeliness:**

- FY 2016-17:
  - Quarters 3-4: Quarterly progress reports and response to Program Officer's feedback were submitted timely.





- FY 2017-18:
  - Quarter 1: Quarterly progress report was submitted timely. The response to the Program Officer's feedback was seven days late.
  - Quarter 2: Quarterly progress report and response to Program Officer's feedback were submitted timely.

#### **Fiscal Summary**

From a fiscal perspective, the contractor has complied with contractual requirements. The financial reports and quarterly claims have been submitted timely, are reliable and accurate. All supporting documentation has been readily available and provides adequate detail to support transactions. The contractor has confirmed their inventory control practices, and the custody and use of resources are in accordance with requirements.

The program specific audit for the year ending February 28, 2017, was submitted timely within the approved extension due date and the payments were confirmed. The audit report was unmodified, with no findings or exceptions.

Sustainability records include funding from the County of Kern/Kern County Network for Children (Non-Prop 10 portion of Differential Response funding). Discussed with the Director, entering the minimal fees for parenting classes and verifying the total sustainability after the fiscal year-end. In addition, the contractor receives non-monetary donations. The contractor has been seeking additional funding opportunities. Sustainability efforts are reported in the quarterly Fiscal Executive Summary, which were submitted timely.

Accounting policies and procedures appear to be adequately in place and are being followed for contract transactions. Community Action Partnership of Kern has demonstrated the fiscal capacity to administer this program and a continued commitment to the children and families in Kern County.

#### **Recommendations**

2016-17:


- No recommendations.

2017-18:

- No recommendations.

A copy of the full report is maintained on file with First 5 Kern and is available at your request. If you have any questions or comments regarding this correspondence, please feel free to contact your respective program or finance officer.

Sincerely,



Roland Maier  
Executive Director

cc: Carmen Segovia, Director  
Whitney Hughes, Supervisor

COMMUNITY ACTION PARTNERSHIP *of* KERN  
BUDGET & FINANCE COMMITTEE MEETING  
5005 Business Park North, Bakersfield, CA  
April 18, 2018  
12:00 p.m.

MEETING MINUTES

1. **Call to Order**

Warren Peterson 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: Warren Peterson, Janea Benton, Guadalupe Perez

Absent: Jimmie Childress, Ana Vigil

Others Present: Jeremy Tobias, Chief Executive Officer; Christine Anami, Chief Financial Officer; Ralph Martinez, Director of Community Development; Raymond Quan, Director of Head Start; Pritika Ram, Director of Administration; other CAPK staff

3. **Approval of Agenda**

Motion was made and seconded to approve the Budget & Finance Committee Meeting agenda for April 18, 2018. Carried by unanimous vote (Benton/Perez).

4. **Public Forum:**

5. **New Business**

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

- Borax Visitors Center Foundation for East Kern Family Resource Center
- US Department of HHS – Administration for Community Living / Administration on Aging for the Shafter Youth Center

Ralph Martinez stated there was no updates to the Application Status Reports and provided a summary of the two Funding Requests presented. Janea Benton asked specific questions regarding the \$150,000 Funding Request for the US Department of HHS – Administration for Community Living – Administration on Aging:

- Given this is a 3-year grant, how often will CAPK conduct training each year? Ralph Martinez replied that the details of the grant are currently being developed and staff will report back to the Committee once the details have been finalized.
- How did CAPK decide there was a need for this level of service in the community? Ralph Martinez responded that CAPK was asked to provide services to the senior population and staff will begin to develop opportunities for senior assistance programs.



- Are transportation costs allowed within the grant to provide transportation opportunities for seniors living in rural areas of Kern County? Ralph Martinez replied that he will investigate if transportation costs are allowed and report back 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 (Interim Year-End)
- Kern Head Start and Early Head Start Budget to Actual for the Period Ended March 21, 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 (Interim Year-End Report) for twelve months (100%) of the 12-month budget period: Overall Base Fund expenditures are at 95% of budget for both Head Start and Early Head Start; Training & Technical Assistance overall expenditures are at 100% of budget for Head Start and 93% of budget for Early Head Start; Duration Grant carry over was approved and awarded late in the prior budget period. Expenditures for this grant are at 97% of budget; and the Non-Federal Share is at 133% of budget.

Emily Gonzalez Demont presented the Kern Head Start and Early Head Start Budget to Actual report for the period ended March 31, 2018, which is one month (8%) into the 12-month budget period: Overall Base Fund expenditures are at 8% of budget for Head Start and 5% of budget for Early Head Start; Training & Technical Assistance overall expenditures are at 8% of budget for Head Start and 2% of budget for Early Head Start; Non-Federal Share is at 11% of budget.

Donna Holland presented the San Joaquin Early Head Start Budget to Actual, (Interim Year-End Report) for the period ended January 31, 2018. Twelve months (100%) of the budget period has elapsed: Overall Base Fund expenditures are at 99% of budget; Training & Technical Assistance overall expenditures are at 100% of budget; Non-Federal Share is at 115% of budget.

Donna Holland presented the San Joaquin Early Head Start Budget to Actual Report for the period ended March 31, 2018. Two months (17%) of the 12-month budget period has elapsed. Overall Base Fund expenditures are at 16% of budget; Training & Technical Assistance overall expenditures are at 6% of budget; Non-Federal Share is at 6% of budget.

Donna Holland presented the Early Head Start Child Care Partnerships Budget to Actual Report for the period ended March 31, 2018 and noted seven months (58%) of the 12-month budget period have elapsed: Overall Base Funds are at 60% of budget; Carryover Funds to accommodate the completion of facility projects at Garden Pathways and Bakersfield College locations are expected to be completed prior to August 31, 2018; Training & Technical Assistance overall expenditures are at 51% of budget and Non-Federal Share is at 62% of budget.

A motion was made to receive and file the Head Start and Early Head Start Budget to Actual Reports. (Benton/Perez)

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 for the year ended February 28, 2018, the net increase to the Discretionary / Fund Raising Funds was \$56,234, primarily due to the annual Humanitarian Awards Banquet. The 2018 banquet funds are coming in and at this point in time, there is a gain of \$24,000. Updates will be provided over the next few months as additional funds come in and expenses are realized.

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

Christine Anami provided a copy of the Financial Statements for March 2018 and stated this is the first month of the new fiscal year and reported the following: For the second month in a row, it was not necessary to borrow against the line of credit; The operating cash summary shows that the Indirect Fund cash balance is \$1.3 million; Raymond Quan, Director of Human Resources, will be added as a signer on the bank accounts and be issued an Agency MasterCard; Bank reconciliations were performed in March and there were no unusual or out of the ordinary expenses; The Central Kitchen report has been changed to reflect Budget to Actual expenses; The Department of Education Contracts are earning on the level they should be based on elapsed time; A new report was added to reflect the Budget to Actual expenses for the CAPK operating budget, which reflects that we are operating on budget to date; The Indirect Fund continues to grow and has far exceeded the budgeted amount of \$60,500, with the actual amount being \$832,327.

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

7. **Committee Member Comments**

Janea asked about the status of the CFO search. Jeremy replied that the interviews are continuing, and a candidate or alternate solution will be in place prior to the current CFO retires on June 1, 2018.

8. **Next Scheduled Meeting**

Budget & Finance Committee Meeting  
Wednesday, May 23, 2018  
12:00 p.m.  
5005 Business Park North  
Bakersfield, California 93309

9. **Adjournment**

The Meeting was adjourned at 1:13 pm

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

<b>Date Approved</b>	<b>Date of App. Submission</b>	<b>Funding Source</b>	<b>Program/Proposal</b>	<b>Amount Requested</b>
9/13/2017 (PRE)	9/15/2017	Heffernan Foundation	FHCC & SYC/ STEM	\$ 19,000
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
3/14/18 (PRE)	2/15/2018	US Department of Justice, Office of Violence Against Women	The East Kern Partnership-3yrs	\$ 500,000
3/21/2018 (PRE)	3/16/2018	Kern Family Health Care	EKFRCC Emergency Closet	\$ 2,000
3/21/2018 (PRE)	3/16/2018	Kern Family Health Care	FHCC Grow Fit	\$ 2,000
3/21/2018 (PRE)	3/16/2018	Kern Family Health Care	SYC Yoga and CPR	\$ 2,000
4/11/2018 (PRE)	3/30/2018	Borax Visitor Center Foundation	East Kern Health Link Outreach	\$ 2,750

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

Date Approved	Date of Notification	Funding Source	Program/Proposal	Amount Requested	Amount Awarded	Funding Period
12/14/2016 (Exec)	3/2/2017	Tri Counties Bank	VITA/ 2016 Tax Season	\$ 2,500	\$ 2,500	9/1/2016 - 6/30/2017
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
4/12/2017 (PRE)	5/8/2017	Kern Family Health Care	Food Bank/ Senior Food Program	\$ 2,000	\$ 2,000	7/1/2017 - 6/30/2018
5/17/2017 (PRE)	6/7/2017	United Way of Kern County	Food Bank/ Food Procurement & Distribution	\$ 100,000	\$ 94,750	4/1/2017 - 3/31/2018
9/21/2016 (B&F)	6/29/2017	Kern County Network for Children	EKFR/ Differential Response Services	\$ 209,094	\$ 209,094	7/1/2017 - 6/30/2018
3/15/2017 (PRE)	7/5/2017	Friends of Mercy Foundation / Sister Phyllis Hughes Endowment for Special Needs	EKFR/ Emergency Supplies Closet	\$ 5,000	\$ 3,000	8/1/2017 - 7/31/2018
6/14/2017 (PRE)	7/9/2017	Starbucks Foundation	FHCC/SYC PREP Works	\$ 49,600	\$ 30,000	1/1/2018 - 6/30/2018
6/21/2017 (B&F)	9/7/2017	Bank of the West	VITA/ 2017 Tax Season	\$ 3,500	\$ 3,500	9/1/2017 - 6/30/2018
5/25/2016 (Board)	10/3/2017	U.S. Dept. of Treasury/IRS	VITA/ Kern VITA Partnership - Year 2	\$ 223,315	\$ 84,815	7/1/2017 - 6/30/2018
9/13/2017 (PRE)	10/30/2017	Wells Fargo	FHCC & SYC/ PREP Works Program	\$ 50,000	\$ 25,000	1/1/2018 - 6/30/2018
10/18/17 (B&F)	11/9/2017	CA Department of Social Services, Office of Child Abuse Prevention	EKFR/ Financial Empowerment (2-year grant, \$75,000 per year)	\$ 150,000	\$ 150,000	3/01/2018 - 2/29/2020
8/09/2017 (PRE)	11/14/2017	Allstate Foundation Group / Helping Hands	Food Bank/ General Operating Support	\$ 14,000	\$ 14,000	1/01/2018 - 12/31/2018
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	EKFR 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
				<b>TOTAL</b>	<b>\$ 777,860</b>	

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

<b>Date Approved</b>	<b>Date of Notification</b>	<b>Funding Source</b>	<b>Program/Proposal</b>	<b>Amount Requested</b>
8/17/2016 (B&F)	1/31/2017	U.S Dept. of Housing & Urban Development	2-1-1 Kern/ Kern County Homeless Coordinated Entry System	\$ 178,000
10/26/2016 (Board)	2/6/2017	TJX Foundation	Food Bank/ General Support	\$ 5,000
3/22/2017 (B&F)	6/14/2017	Kaiser Permanente Southern Cal. Community Benefits Grant Program	FHCC & SYC/ Summertime Yoga Challenge	\$ 12,600
2/8/2017 (PRE)	No response	Pacific Western Bank	VITA / 2016 Tax Season	\$ 10,000
6/14/2017 (PRE)	No response	Enterprise Rent-A-Car / Feeding America	Food Bank / Operation Software	\$ 25,000
8/09/17 (PRE)	9/1/2017	American Honda Foundation	FHCC & SYC/ Building Youth Capacity in STEM	\$ 75,000
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
2/15/2017 (B&F)	No response	Bank of America Charitable Foundation	FHCC/ PREP Works for Opportunity Youth	\$ 60,000
		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:** Private

**CFDA #**

**Project Name:** East Kern Health Link-Outreach

**Division Director:** Carmen Segovia

**Funder Name:** Borax Visitors Center  
Foundation

**Program Manager:** Whitney Hughes

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

☒ **New Funding**

☐ **Re-Application**

**Funding Period:** 7/01/2018-6/31/2019

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

CAPK's East Kern Family Resource Center (EKFRC) is applying to the Borax Visitors Center Foundation for funding of \$2,750 to assist with outreach for the EKFRC East Kern Health Link program. The program conducts outreach to educate families of the need for childhood vaccines and connect them with health resources in order to increase the number of children that are protected from easily preventable deadly disease while increasing school enrollments through education and support.

The East Kern Health Link program will provide education materials at health fairs and community events including information of how vaccinations prevent disease and how vaccines work as well as handing-out useful items such as fever scanners; get vaccinated message magnets; and healthy baby pocket guides.

**B. Use of Funds:**

The funds of \$2,750 will be used to purchase educational materials, display table runner and banner, and health related incentive items for participants.

**C. Approvals:**

1. Carmen Segovia 4-2-18  
Division Director Date

3. Christine Anami 4/3/18  
Chief Financial Officer Date

2. Debra Stanley 4-2-18  
Director of Community Development  
Date

4. JIT-P 4/4/18  
Chief Executive Officer Date

**D. Board:**

☐ Policy Council

☐ PRE Presentation

☐ B&F Approval

☐ Board Approval

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_



## Community Action Partnership of Kern Funding Request Profile

**Source of Funds:** Federal

**Funding Period:** 7/01/2018-6/30/2021

**Project Name:** S & D Self-Management Grant

**CFDA #:** 93.734

**Funder Name:** US Dept. of HHS – Administration  
for Community Living – Administration on Aging

**Division Director:** Ralph Martinez

**Grant Program Name:** Shafter Youth Center

**Program Manager:** Angelica Nelson

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

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

CAPK's Shafter Youth Center is requesting up to \$150,000 from the Administration for Community Living to provide evidence based chronic disease self-management education programs (CDSME) for Seniors and Disabled Adults at the Shafter Youth Center and two underserved Senior Centers in Wasco and Delano. Additionally, the PEARLS program will be implemented alongside CDSME to assist those Seniors who are coping with isolation and depression.

The CDSME programs will be facilitated by CAPKS Master trainers who will provide 8 weeks of Self-Management training for 12-16 senior and disabled participants at each Center, with a minimum of 40 served over a 3 year period.

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

The funds of \$150,000 will be used to train Master Trainers in Self-Management, support operating (i.e. educational materials, room and board) and personnel costs and travel to the three Senior Centers as well as training of additional Staff based at the Senior Centers.

### **C. Approvals:**

1. _____ Division Director Date	3. <u>Christine Amico</u> <u>4/5/18</u> Chief Financial Officer Date
2. <u>Ralph Martinez</u> <u>4-4-18</u> Director of Community Development Date	4. <u>[Signature]</u> <u>4/5/18</u> Chief Executive Officer Date

### **D. Board:**

<input type="checkbox"/> Policy Council	<input type="checkbox"/> PRE Presentation	<input type="checkbox"/> B&F Approval	<input type="checkbox"/> Board Approval
Date: _____	Date: _____	Date: _____	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 (Interim Year-End) –  
Info Item

**Date:** April 18, 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% of the budget for both Head Start and 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 (approval is pending).
- **Early Head Start Supplies:** In response to expected savings at year-end, CAPK has submitted a budget revision to reallocate the funds to meet program needs that could not be budgeted (approval is pending).
- **Early Head Start Other:** This cost variance in this category will be addressed by the pending budget revision.
- **Carryover:** After all transactions and adjustments have been made, CAPK will submit a request to Office of Head Start to carry over approximately \$581,000 for projects approved with the budget revision.

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

Overall expenditures are at 100% of the budget for Head Start and 93% of the budget 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 were used for the purchase of supplies, maintenance and repair of three additional classrooms. Costs originally budgeted under the **Equipment** category are recorded in the **Other** category. Expenditures for this grant are at 97% of the budget.

### **Non-Federal Share**

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

Additional transactions and adjustments 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 (Interim Year-End Report)  
Month 12 of 12 (100%)

Prepared 04/11/2018

Prepared 04/11/2018

BASE FUNDS	HEAD START				EARLY HEAD START					
	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	10,569,007	9,800,878	768,129	93%	7%	2,149,045	1,951,552	197,493	91%	9%
FRINGE BENEFITS	3,187,775	3,166,881	20,894	99%	1%	644,713	643,852	861	100%	0%
TRAVEL	0	7,022	(7,022)			0	0	0		
SUPPLIES	1,029,470	1,033,843	(4,373)	100%	0%	376,583	288,757	87,826	77%	23%
CONTRACTUAL	47,110	40,059	7,051	85%	15%	23,390	13,897	9,493	59%	41%
OTHER	3,624,954	3,578,226	46,728	99%	1%	437,377	546,031	(108,654)	125%	-25%
INDIRECT	1,779,092	1,698,731	80,361	95%	5%	358,386	338,932	19,454	95%	5%
TOTAL BASE FUNDING	20,237,408	19,325,639	911,769	95%	5%	3,989,494	3,783,019	206,475	95%	5%

**TRAINING & TECHNICAL ASSISTANCE**

TRAVEL	19,322	33,722	(14,400)	175%	-75%	39,954	24,364	15,590	61%	39%
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	9,601	6,088	61%	39%
OTHER	73,517	85,070	(11,553)	116%	-16%	22,561	42,932	(20,371)	190%	-90%
INDIRECT	13,214	13,116	98	99%	1%	8,819	8,180	639	93%	7%
<b>TOTAL TRAINING &amp; TECHNICAL ASSISTANCE</b>	<b>145,350</b>	<b>145,216</b>	<b>134</b>	<b>100%</b>	<b>0%</b>	<b>97,004</b>	<b>90,162</b>	<b>6,842</b>	<b>93%</b>	<b>7%</b>

**DURATION GRANT CARRYOVER (FORMERLY "START-UP")**

EQUIPMENT	120,000	0	120,000	0%	100%					
SUPPLIES	175,910	160,511	15,399	91%	9%					
OTHER	179,765	287,638	(107,873)	160%	-60%					
INDIRECT	32,331	44,815	(12,484)	139%	-39%					
<b>TOTAL DURATION CARRYOVER</b>	<b>508,006</b>	<b>492,964</b>	<b>15,042</b>	<b>97%</b>	<b>3%</b>					

<b>GRAND TOTAL HS/EHS FEDERAL FUNDS</b>	<b>20,890,764</b>	<b>19,963,819</b>	<b>926,945</b>	<b>96%</b>	<b>4%</b>	<b>4,086,498</b>	<b>3,873,182</b>	<b>213,316</b>	<b>95%</b>	<b>5%</b>
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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%
IN-KIND	3,186,566	3,590,155	(403,589)	113%	-13%
<b>TOTAL NON-FEDERAL</b>	<b>6,117,314</b>	<b>8,119,954</b>	<b>(2,002,640)</b>	<b>133%</b>	<b>-33%</b>

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

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

Centralized Administrative Cost 6.6%  
Program Administrative Cost 2.8%  
**Total Administrative Cost 9.5%**

# 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 March 31, 2018 – Info Item

**Date:** April 18, 2018

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The following are highlights of the Head Start/Early Head Start Budget to Actual Report for the period March 1, 2018 through March 31, 2018. One month (8%) of the 12-month budget period has elapsed.

### **Base Funds**

Overall expenditures are at 8% of the budget for Head Start and 5% of the budget for Early Head Start.

Head Start/Early Head Start Salaries: Due to year end accruals, the salaries, FICA and SUI for March 2018 represent 7 days for pay date 3/16/18 and 10 days for pay date 3/30/18. The entire pay date 3/2/18 was accrued at 2/28/18.

Head Start Equipment: The budget provided for the purchase of a replacement gas convection steamer for the Central Kitchen. The actual cost was less than budgeted.

Head Start/Early Head Start Contractual: Costs in this category appear high, as the annual costs of software support for data collection and tracking (Child Plus and Learning Genie) computer applications were expensed to the month of March.

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

Overall expenditures are at 8% of the budget for Head Start and 2% of the budget for Early Head Start.

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

### **Non-Federal Share**

Non-Federal share is at 11% of the budget.

# Community Action Partnership of Kern

## Head Start - Kern

### Budget to Actual Report

Budget Period: March 1, 2018 - February 28, 2019

Report Period: March 1, 2018 - March 31, 2018

Month 1 of 12 (8%)

Prepared 04/10/2018

#### HEAD START

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	10,536,004	770,274	9,765,730	7%	93%
FRINGE BENEFITS	3,476,881	269,575	3,207,306	8%	92%
TRAVEL	5,000	0	5,000	0%	100%
EQUIPMENT	23,000	16,760	6,240	73%	27%
SUPPLIES	980,057	103,439	876,618	11%	89%
CONTRACTUAL	126,502	37,748	88,754	30%	70%
OTHER	3,311,097	261,886	3,049,211	8%	92%
INDIRECT	1,778,867	139,118	1,639,749	8%	92%
<b>TOTAL BASE FUNDING</b>	<b>20,237,408</b>	<b>1,598,799</b>	<b>18,638,609</b>	<b>8%</b>	<b>92%</b>

#### TRAINING & TECHNICAL ASSISTANCE

TRAVEL	33,946	3,197	30,749	9%	91%
SUPPLIES	10,839	39	10,800	0%	100%
CONTRACTUAL	8,944	0	8,944	0%	100%
OTHER	78,407	7,678	70,729	10%	90%
INDIRECT	13,214	1,091	12,123	8%	92%
<b>TOTAL TRAINING &amp; TECHNICAL ASSISTANCE</b>	<b>145,350</b>	<b>12,006</b>	<b>133,344</b>	<b>8%</b>	<b>92%</b>

<b>GRAND TOTAL HS FEDERAL FUNDS</b>	<b>20,382,758</b>	<b>1,610,805</b>	<b>18,771,953</b>	<b>8%</b>	<b>92%</b>
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#### HEAD START and EARLY HEAD START KERN NON-FEDERAL SHARE

SOURCE	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
CALIF DEPT OF ED	3,804,474	436,736	3,367,738	11%	89%
IN-KIND	2,312,840	214,483	2,098,357	9%	91%
<b>TOTAL NON-FEDERAL</b>	<b>6,117,314</b>	<b>651,219</b>	<b>5,466,095</b>	<b>11%</b>	<b>89%</b>

Budget reflects Notice of Award #09CH9142-05-00

Actual expenditures include posted expenditures and estimated adjustments through 03/31/2018.

Administrative Cost for HS and EHS Kern 9.8%

#### Agency-Wide Credit Card Report

	CURRENT	1 TO 30	31 TO 60	61 TO 90	TOTAL	STATEMENT DATE
Bank of America	10,813				10,813	3/21/2018
Lowe's	9,665				9,665	3/25/2018
Smart & Final	185				185	3/31/2018
Save Mart	3,055				3,055	4/1/2018
Chevron & Texaco Business Card	6,920				6,920	4/5/2018
Home Depot	5,121				5,121	4/5/2018
	<b>35,759</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>35,759</b>	

**Community Action Partnership of Kern**

**Early Head Start - Kern**

**Budget to Actual Report**

Budget Period: March 1, 2018 - February 28, 2019

Report Period: March 1, 2018 - March 31, 2018

Month 1 of 12 (8%)

Prepared 04/10/2018

**EARLY HEAD START**

<b>BASE FUNDS</b>	<b>BUDGET</b>	<b>ACTUAL</b>	<b>REMAINING</b>	<b>% SPENT</b>	<b>% REMAINING</b>
PERSONNEL	2,201,260	90,896	2,110,364	4%	96%
FRINGE BENEFITS	660,378	34,840	625,538	5%	95%
EQUIPMENT	30,000	0	30,000	0%	100%
SUPPLIES	285,727	14,640	271,087	5%	95%
CONTRACTUAL	22,328	6,062	16,266	27%	73%
OTHER	435,011	26,662	408,349	6%	94%
INDIRECT	354,790	25,293	329,497	7%	93%
<b>TOTAL BASE FUNDING</b>	<b>3,989,494</b>	<b>198,393</b>	<b>3,791,101</b>	<b>5%</b>	<b>95%</b>
<b>TRAINING &amp; TECHNICAL ASSISTANCE</b>					
TRAVEL	35,330	520	34,810	1%	99%
SUPPLIES	4,020	6	4,014	0%	100%
CONTRACTUAL	3,656	0	3,656	0%	100%
OTHER	45,179	1,358	43,821	3%	97%
INDIRECT	8,819	201	8,618	2%	98%
<b>TOTAL TRAINING &amp; TECHNICAL ASSISTANCE</b>	<b>97,004</b>	<b>2,085</b>	<b>94,919</b>	<b>2%</b>	<b>98%</b>
<b>GRAND TOTAL EHS FEDERAL FUNDS</b>	<b>4,086,498</b>	<b>200,478</b>	<b>3,886,020</b>	<b>5%</b>	<b>95%</b>

**Percent of year elapsed: 8%**

LOCATION	FUNDED ENROLL-MENT	March	YTD Totals	IN-KIND GOAL	% OF GOAL MET
East California	70	20,343	20,343	68,447	30%
Willow	72	19,674	19,674	70,403	28%
Williams	34	8,615	8,615	33,246	26%
Pacific	62	15,481	15,481	60,625	26%
Heritage	34	7,166	7,166	33,246	22%
Noble	34	6,485	6,485	33,246	20%
Oasis	57	10,041	10,041	55,736	18%
Delano	76	13,253	13,253	74,314	18%
Virginia	34	5,596	5,596	33,246	17%
McFarland	24	3,897	3,897	23,468	17%
Oil Dale	34	5,302	5,302	33,246	16%
Lost Hills	20	2,937	2,937	19,556	15%
Tehachapi	34	4,758	4,758	33,246	14%
San Diego Street	48	6,323	6,323	46,935	13%
Casa Loma	34	4,430	4,430	33,246	13%
Lamont	34	3,856	3,856	33,246	12%
Harvey L. Hall	138	15,516	15,516	134,939	11%
Cleo Foran	34	3,479	3,479	33,246	10%
Alberta Dillard	68	6,575	6,575	66,492	10%
Wesley	60	5,378	5,378	58,669	9%
Alicante	34	3,033	3,033	33,246	9%
Seibert	34	2,883	2,883	33,246	9%
Fairfax	40	2,977	2,977	39,113	8%
Sterling	122	8,318	8,318	119,294	7%
Pioneer	34	2,261	2,261	33,246	7%
Primeros Pasos	76	4,965	4,965	74,314	7%
Martha J. Morgan	83	4,782	4,782	81,159	6%
Rafer Johnson	34	1,821	1,821	33,246	5%
Rosamond	100	5,321	5,321	97,782	5%
Sunrise Villa	34	1,535	1,535	33,246	5%
Planz	34	1,191	1,191	33,246	4%
Shafter HS/EHS	36	1,105	1,105	35,202	3%
Home Base	225	2,072	2,072	110,005	2%
Mojave	34	347	347	33,246	1%
Vineland	20	189	189	19,556	1%
Faith	34	270	270	33,246	1%
Roosevelt	34	219	219	33,246	1%
Franklin	24	131	131	23,468	1%
Fairview	34	158	158	33,246	0%
Shafter	34	98	98	33,246	0%
Broadway	44	0	0	43,024	0%
California City	34	0	0	33,246	0%
Pete H. Parra	112	0	0	109,516	0%
Taft	78	0	0	76,270	0%
Administrative Services	2,369	0	0	0	NA
Program Services		465	465	67,661	1%
Policy Council and RPC		1,239	1,239	38,727	3%
SUBTOTAL IN-KIND	2,369	214,483	214,483	2,312,840	9%

State General Child Care*	156,851	156,851	1,293,059	12%
State Preschool*	252,099	252,099	2,302,208	11%
State Migrant Child Care*	27,786	27,786	209,207	13%
<b>SUBTOTAL CA DEPT of ED</b>	<b>436,736</b>	<b>436,736</b>	<b>3,804,474</b>	<b>11%</b>

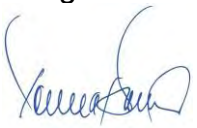
**GRAND TOTAL**

\*May include estimates

# COMMUNITY ACTION PARTNERSHIP OF KERN

## MEMORANDUM

**To:** Budget & Finance Committee



**From:** Donna Holland, Fiscal Administrator

**Subject:** *Agenda Item 5b:* San Joaquin Early Head Start  
Budget to Actual Report for the Period Ended January 31, 2018 – Interim  
Year-End Report – Info Item

**Date:** April 18, 2018

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

### **Base Funds**

Overall expenditures are at 99% of the budget.

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

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

Overall expenditures are at 100% of the budget.

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

### **Non-Federal Share**

Non-Federal share is at 115% of the 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 and adjustments for this budget period 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  
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 (Interim Year-End Report)

Month 12 of 12 (100%)

Prepared 04/11/2018

<b>BASE FUNDS</b>	<b>BUDGET</b>	<b>ACTUAL</b>	<b>REMAINING</b>	<b>% SPENT</b>	<b>% REMAINING</b>
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	169,354	(27,329)	119%	-19%
CONTRACTUAL	5,000	7,632	(2,632)	153%	-53%
CONSTRUCTION	0	0	0		
OTHER	531,545	588,673	(57,128)	111%	-11%
INDIRECT	481,326	439,749	41,577	91%	9%
<b>TOTAL</b>	<b>5,046,307</b>	<b>4,987,052</b>	<b>59,255</b>	<b>99%</b>	<b>1%</b>

**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%
<b>TOTAL</b>	<b>81,897</b>	<b>81,720</b>	<b>177</b>	<b>100%</b>	<b>0%</b>

<b>GRAND TOTAL EHS FEDERAL FUNDS</b>	<b>5,128,204</b>	<b>5,068,771</b>	<b>59,432</b>	<b>99%</b>	<b>1%</b>
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<b>NON-FEDERAL SHARE</b>	<b>BUDGET</b>	<b>ACTUAL</b>	<b>REMAINING</b>	<b>% SPENT</b>	<b>% REMAINING</b>
IN-KIND	808,600	928,858	(120,258)	115%	-15%
<b>TOTAL NON-FEDERAL FUNDS</b>	<b>808,600</b>	<b>928,858</b>	<b>(120,258)</b>	<b>115%</b>	<b>-15%</b>

Centralized Administrative Cost	7.5%
Program Administrative Cost	1.8%
<b>Total Administrative Cost</b>	<b>9.3%</b>

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 March 31, 2018 – Info Item

**Date:** April 18, 2018

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The following are highlights of the San Joaquin Early Head Start Budget to Actual Report for the period February 1, 2018 through March 31, 2018. Two months (17%) of the 12-month budget period have elapsed.

## **Base Funds**

Overall expenditures are at 16% of the budget.

Expenditures in the Contractual category appear high, as the annual costs of software support for data collection and tracking (Child Plus and Learning Genie) computer applications were expensed to the month of March.

## **Training & Technical Assistance Funds**

Overall expenditures are at 6% of the budget.

Training costs occur as needed, rather than evenly throughout the year.

## **Non-Federal Share**

Non-Federal share is at 6% of the 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 - March 31, 2018

Month 2 of 12 (17%)

Prepared 04/10/2018

<b>BASE FUNDS</b>	<b>BUDGET</b>	<b>ACTUAL</b>	<b>REMAINING</b>	<b>% SPENT</b>	<b>% REMAINING</b>
PERSONNEL	3,048,007	467,775	2,580,233	15%	85%
FRINGE BENEFITS	796,118	148,744	647,374	19%	81%
TRAVEL	20,232	2,980	17,252	15%	85%
SUPPLIES	142,535	25,014	117,521	18%	82%
CONTRACTUAL	11,923	6,290	5,633	53%	47%
OTHER	589,673	100,037	489,636	17%	83%
INDIRECT	437,819	71,330	366,489	16%	84%
<b>TOTAL</b>	<b>5,046,307</b>	<b>822,169</b>	<b>4,224,138</b>	<b>16%</b>	<b>84%</b>

**TRAINING & TECHNICAL ASSISTANCE FUNDS**

TRAVEL	9,959	2,081	7,878	21%	79%
SUPPLIES	7,961	0	7,961	0%	100%
CONTRACTUAL	3,500	0	3,500	0%	100%
OTHER	53,033	2,740	50,293	5%	95%
INDIRECT	7,444	482	6,962	6%	94%
<b>TOTAL</b>	<b>81,897</b>	<b>5,303</b>	<b>76,594</b>	<b>6%</b>	<b>94%</b>

<b>GRAND TOTAL EHS FEDERAL FUNDS</b>	<b>5,128,204</b>	<b>827,471</b>	<b>4,300,732</b>	<b>16%</b>	<b>84%</b>
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<b>NON-FEDERAL SHARE</b>	<b>BUDGET</b>	<b>ACTUAL</b>	<b>REMAINING</b>	<b>% SPENT</b>	<b>% REMAINING</b>
IN-KIND	1,282,051	80,436	1,201,615	6%	94%
<b>TOTAL NON-FEDERAL FUNDS</b>	<b>1,282,051</b>	<b>80,436</b>	<b>1,201,615</b>	<b>6%</b>	<b>94%</b>

Centralized Administrative Cost	7.9%
Program Administrative Cost	3.2%
<b>Total Administrative Cost</b>	<b>11.1%</b>

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

Actual expenditures include posted expenditures and estimated adjustments through 3/31/2018

**Community Action Partnership of Kern**  
**San Joaquin Early Head Start**  
**Non-Federal Share and In-Kind Year-to-Date Report**  
**Budget Period: February 1, 2018 through January 31, 2019**  
**Report for period ending March 31, 2018 (Month 2 of 12)**

Percent of year elapsed: 17%

LOCATION	FUNDED ENROLL- MENT	Feb	March	YTD Totals	IN-KIND GOAL	% OF GOAL MET
Home Base - Manteca	12	3,628	0	3,628	31,635	11%
St. Mary's	16	3,507	3,830	7,337	84,359	9%
Lodi UCC	30	12,131	0	12,131	158,174	8%
Home Base - Stockton	90	13,682	2,988	16,669	237,260	7%
Home Base - Lodi	35	5,551	0	5,551	92,268	6%
Walnut	24	4,138	3,411	7,549	126,539	6%
Marci Massei	24	3,176	2,822	5,998	126,539	5%
Home Base - Tracy	12	1,484	0	1,484	31,635	5%
Chrisman	30	7,252	0	7,252	158,174	5%
California Street	24	5,705	0	5,705	126,539	5%
Kennedy	16	1,791	0	1,791	84,359	2%
Administrative Services		0	0	0	0	
Program Services		2,299	2,700	4,999	21,858	23%
Policy Council		342	0	342	2,713	13%
<b>SUBTOTAL IN-KIND</b>	<b>313</b>	<b>64,685</b>	<b>15,750</b>	<b>80,436</b>	<b>1,282,051</b>	<b>6%</b>

# COMMUNITY ACTION PARTNERSHIP OF KERN

## MEMORANDUM

**To:** Budget & Finance Committee



**From:** Donna Holland, Fiscal Administrator

**Subject:** *Agenda Item 5b:* Early Head Start Child Care Partnerships  
Budget to Actual Report for the Period Ended March 31, 2018 – Info Item

**Date:** April 18, 2018

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The following are highlights of the Early Head Start Child Care Partnerships Budget to Actual Report for the period September 1, 2017 through March 31, 2018. Seven months (58%) of the 12-month budget period have elapsed.

### **Base Funds**

Overall expenditures are at 60% of the budget.

In the Supplies category, \$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.

Expenditures in all other categories are reasonable at this point in the budget period.

### **Carryover Funds**

Unexpended funds from the prior budget period were carried over to complete facility projects at the Garden Pathways and Bakersfield College locations. These projects will be completed prior to August 31, 2018.

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

Overall expenditures are at 51% of the budget.

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

### **Non-Federal Share**

Non-Federal share is at 62% 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 - March 31, 2018

Month 7 of 12 (58%)

Prepared 04/10/2018

<b>BASE FUNDS</b>	<b>BUDGET</b>	<b>ACTUAL</b>	<b>REMAINING</b>	<b>% SPENT</b>	<b>% REMAINING</b>
PERSONNEL	120,354	70,284	50,070	58%	42%
FRINGE BENEFITS	32,245	19,161	13,084	59%	41%
SUPPLIES	1,000	14,013	(13,013)	1401%	-1301%
CONTRACTUAL	461,870	268,132	193,738	58%	42%
OTHER	12,662	5,691	6,971	45%	55%
INDIRECT	62,806	37,709	25,097	60%	40%
<b>TOTAL BASE FUNDING</b>	<b>690,937</b>	<b>414,991</b>	<b>275,946</b>	<b>60%</b>	<b>40%</b>

<b>CARRYOVER FUNDS</b>	<b>BUDGET</b>	<b>ACTUAL</b>	<b>REMAINING</b>	<b>% SPENT</b>	<b>% REMAINING</b>
EQUIPMENT	60,310	0	60,310	0%	100%
SUPPLIES	29,226	0	29,226	0%	100%
OTHER	73,353	0	73,353	0%	100%
INDIRECT	10,258	0	10,258	0%	100%
<b>TOTAL CARRYOVER FUNDING</b>	<b>173,147</b>	<b>0</b>	<b>173,147</b>		

<b>TRAINING &amp; TECHNICAL ASSISTANCE FUNDS</b>	<b>BUDGET</b>	<b>ACTUAL</b>	<b>REMAINING</b>	<b>% SPENT</b>	<b>% REMAINING</b>
TRAVEL	5,294	78	5,216	1%	99%
SUPPLIES	3,506	1,621	1,885	46%	54%
OTHER	10,465	8,100	2,365	77%	23%
INDIRECT	1,926	980	946	51%	49%
<b>TOTAL TRAINING &amp; TECHNICAL ASSISTANCE</b>	<b>21,191</b>	<b>10,779</b>	<b>10,412</b>	<b>51%</b>	<b>49%</b>

<b>GRAND TOTAL FEDERAL FUNDS</b>	<b>885,275</b>	<b>425,770</b>	<b>459,505</b>	<b>48%</b>	<b>52%</b>
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<b>NON-FEDERAL SHARE</b>	<b>BUDGET</b>	<b>ACTUAL</b>	<b>REMAINING</b>	<b>% SPENT</b>	<b>% REMAINING</b>
IN-KIND	221,319	137,470	83,849	62%	38%
<b>TOTAL NON-FEDERAL FUNDS</b>	<b>221,319</b>	<b>137,470</b>	<b>83,849</b>	<b>62%</b>	<b>38%</b>

Centralized Administrative Cost	6.9%
Program Administrative Cost	1.6%
<b>Total Administrative Cost</b>	<b>8.5%</b>

Budget reflects Notice of Award #09HP0036-03-01.

Actual expenditures include posted expenditures and estimated adjustments through 3/31/2018.

**COMMUNITY ACTION PARTNERSHIP OF KERN  
DISCRETIONARY AND FUND RAISING FUNDS  
FOR THE MONTH ENDED MARCH 31, 2018**

	02/28/18	03/01/18- 03/31/18	TOTAL
<b>BEGINNING BALANCE (NOTE 1)</b>	477,745.74		<b>477,745.74</b>
<b>CASH RECEIPTS</b>			
2018 Awards Banquet Donations		21,200.00	21,200.00 a
Donations		120.02	120.02
Misc. Revenue		889.81 b	889.81
Interest Income/Union Administrative Fee		0.47	0.47
<b>TOTAL CASH RECEIPTS</b>	<b>0.00</b>	<b>22,210.30</b>	<b>22,210.30</b>
<b>CASH DISBURSEMENTS</b>			
Line of Credit Interest Expense			0.00
Line of Credit Unused Commitment Fee			0.00
2018 Awards Banquet Expenses		1,632.64	1,632.64 a
Fundraising Expenses		2,926.00 c	2,926.00
Miscellaneous Expenses		38.34	38.34
Indirect		410.79	410.79
<b>TOTAL CASH DISBURSEMENTS</b>	<b>0.00</b>	<b>5,007.77</b>	<b>5,007.77</b>
<b>CASH PROVIDED (USED)</b>	<b>0.00</b>	<b>17,202.53</b>	<b>17,202.53</b>
<b>ENDING BALANCE</b>	<b>477,745.74</b>		<b>494,948.27</b>
		Discretionary Cash	216,171.39
		Fund Raising Cash	279,630.13
			495,801.52
		Add: Prepaid	3,496.06
		Less: AP	(4,349.31)
			<b>494,948.27</b>

**NOTES**

1. For the year ended 2/28/18, the net increase to the Discretionary/Fund Raising Funds was \$56,234.33.
- a. As of 3/31/18, net 2018 awards banquet gain is \$24,320.83 (FYE 2/28/18 = \$4,753.47 + \$19,567.36 for 2018/19).
- b. Office Depot rebate.
- c. Donor Perfect software subscription.

Date Prepared: 4/10/18



**COMMUNITY ACTION PARTNERSHIP OF KERN**

**BUDGET AND FINANCE COMMITTEE**

**FINANCIAL REPORT**

**APRIL 2018**

**COMMUNITY ACTION PARTNERSHIP OF KERN**  
**BUDGET AND FINANCE COMMITTEE**

**APRIL 18, 2018**

**FINANCIAL REPORT**

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COMMUNITY ACTION PARTNERSHIP OF KERN  
SCHEDULE OF PROGRAMS (FUNDS)  
FOR THE PERIOD MARCH 1, 2018 THROUGH FEBRUARY 28, 2019

PROGRAM (COMPONENT)	AMOUNT	CFDA #	GRANT NUMBER	PROGRAM YEAR	FUND#	FUNDING SOURCE
<b>UNRESTRICTED</b>						
GENERAL FUND			NOT APPLICABLE	03/01/18 - 02/28/19	501	NOT APPLICABLE
DISCRETIONARY FUND			NOT APPLICABLE	03/01/18 - 02/28/19	502	NOT APPLICABLE
FOOD BANK			NOT APPLICABLE	03/01/18 - 02/28/19	504	SHARED MAINTENANCE, MEMBERSHIP FEES, DONATIONS, ETC.
ENERGY			NOT APPLICABLE	03/01/18 - 02/28/19	524	NOT APPLICABLE
SHAFTER YOUTH CENTER			NOT APPLICABLE	03/01/18 - 02/28/19	527	DONATIONS, RENTAL INCOME
FRIENDSHIP HOUSE			NOT APPLICABLE	03/01/18 - 02/28/19	531	DONATIONS, RENTAL INCOME
211			NOT APPLICABLE	03/01/18 - 02/28/19	536	FEE FOR SERVICE
FUND RAISING			NOT APPLICABLE	03/01/18 - 02/28/19	595	DONATIONS
<b>RESTRICTED</b>						
EARLY HEAD START/HEAD START	12,234,628	93.600	09CH9142 - 05 - 00	03/01/18 - 02/28/19	108/109	U S DEPT OF HEALTH & HUMAN SERVICES
EARLY HEAD START CHILD CARE PARTNERSHIP	885,275	93.600	09HP0036 - 03	09/01/17 - 08/31/18	110	U S DEPT OF HEALTH & HUMAN SERVICES
EARLY HEAD START SAN JOAQUIN	2,564,103	93.600	09CHO10071 - 04	02/01/18 - 01/31/19	117	U S DEPT OF HEALTH & HUMAN SERVICES
VITA	189,630	21.009	17VITA0187	08/01/16 - 07/31/18	149	U S DEPT OF THE TREASURY - INTERNAL REVENUE SERVICE
CSBG (COMMUNITY SERVICES BLOCK GRANT)	1,469,183	93.569	18F - 5015	01/01/18 - 12/31/18	103	U.S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF COMMUNITY SERVICES AND DEVELOPMENT
LIHEAP (LOW-INCOME HOME ENERGY ASSISTANCE PROGRAM)	4,327,137 3,665,139 3,721,750	93.568	16B - 4012 17B - 3012 18B - 4012	01/01/16 - 03/31/18 10/01/16 - 12/31/18 10/01/17 - 12/31/18	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	274,183	93.575	CCTR - 7050	07/01/17 - 06/30/18	253	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF EDUCATION
GENERAL CENTER CHILD CARE	596,490	93.596	CCTR - 7050	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	93.575	CMAP - 7000	07/01/17 - 06/30/18	261	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF EDUCATION
CALIFORNIA STATE PRESCHOOL PROGRAM	168,396	93.575	CSPP - 7119	07/01/17 - 06/30/18	258	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF EDUCATION
CALIFORNIA STATE PRESCHOOL PROGRAM	366,642	93.596	CSPP - 7119	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, 2018 THROUGH FEBRUARY 28, 2019**

<b>RESTRICTED cont'd.</b>	<b>PROGRAM (COMPONENT)</b>	<b>AMOUNT</b>	<b>CFDA #</b>	<b>GRANT NUMBER</b>	<b>PROGRAM YEAR</b>	<b>FUND #</b>	<b>FUNDING SOURCE</b>
ECONOMIC EMPOWERMENT		150,000	93.590	EE - KERN - 17 - 20	PENDING - 02/29/20	171	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES, OFFICE OF CHILD ABUSE PREVENTION
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)		92,096	10.569/569	15 - MOU - 00118	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)		283,449	10.565	16 - 6017	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	10/01/17 - 09/30/18	112/139	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF EDUCATION
WIC (WOMEN, INFANTS & CHILDREN)		4,121,940	10.557	15 - 10064	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		15,999	10.561	16 - SUB - 00876	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
HUD CONTINUUM OF CARE PLANNING GRANT		12,000	14.267	N/A	03/01/18 - 06/30/18	428	U S DEPT OF HOUSING & URBAN DEVELOPMENT - CITY OF BAKERSFIELD UNITED WAY OF KERN COUNTY
QUALITY RATING AND IMPROVEMENT SYSTEM (QRIS) - SAN JOAQUIN		14,000	84.412	N/A	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		23,400		N/A	07/01/17 - 06/30/18	258-005	STATE OF CALIFORNIA, DEPT OF EDUCATION - KERN COUNTY SUPERINTENDENT OF SCHOOLS, KERN EARLY STARS
LIWP SOLAR PV PILOT		BASED ON WATTS INSTALLED		N/A	07/01/16 - 06/30/18	241	STATE OF CALIFORNIA - DEPT OF COMMUNITY SERVICES AND DEVELOPMENT, FRESNO ECONOMIC OPPORTUNITY COMMISSION
LIWP SINGLE FAMILY		501,468		PC06436	08/16/17 - 06/30/18	245	STATE OF CALIFORNIA - DEPT OF COMMUNITY SERVICES AND DEVELOPMENT, COMMUNITY ACTION PARTNERSHIP OF ORANGE COUNTY, RICHARD HEATH & ASSOCIATES, INC.
MIGRANT ALTERNATIVE PAYMENT		1,658,866		CMAF - 7000	07/01/17 - 06/30/18	261	STATE OF CALIFORNIA, DEPT OF EDUCATION
GENERAL CENTER CHILD CARE		1,458,400		CCTR - 7050	07/01/17 - 06/30/18	253	STATE OF CALIFORNIA, DEPT OF EDUCATION
CALIFORNIA STATE PRESCHOOL PROGRAM		2,596,232		CSPP - 7119	07/01/17 - 06/30/18	258	STATE OF CALIFORNIA, DEPT OF EDUCATION
MIGRANT CHILD CARE		236,499		CMIG - 7004	07/01/17 - 06/30/18	250	STATE OF CALIFORNIA, DEPT OF EDUCATION
MIGRANT SPECIALIZED SERVICES		35,172		CMSS - 7004	07/01/17 - 06/30/18	252	STATE OF CALIFORNIA, DEPT OF EDUCATION
INFORMATION & EDUCATION		80,000 80,000		16 - 10206	07/01/17 - 06/30/18 07/01/18 - 06/30/19	120	STATE OF CALIFORNIA, DEPT OF PUBLIC HEALTH

**COMMUNITY ACTION PARTNERSHIP OF KERN  
SCHEDULE OF PROGRAMS (FUNDS)  
FOR THE PERIOD MARCH 1, 2018 THROUGH FEBRUARY 28, 2019**

<b>RESTRICTED cont'd.</b>	<b>PROGRAM (COMPONENT)</b>	<b>AMOUNT</b>	<b>CFDA #</b>	<b>GRANT NUMBER</b>	<b>PROGRAM YEAR</b>	<b>FUND #</b>	<b>FUNDING SOURCE</b>
	TAX CHECK - OFF (FOOD BANK)	9,784		15 MOU - 00118	07/01/17 - 06/30/18	216-000	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
	STATE EMERGENCY FOOD ASSISTANCE (FOOD BANK)	242,296		N/A	07/01/17 - 06/30/18	216-087	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
	DIFFERENTIAL RESPONSE SERVICES	209,094		N/A	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	90,660		2015.2.5	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	134,418		2015.2.6	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	50,921		2017.2.01	07/01/17 - 06/30/18	284	STATE OF CALIFORNIA, FIRST 5 CALIFORNIA, COUNTY OF KERN, FIRST 5 KERN
	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	44,738		105 - 2018	07/01/17 - 06/30/18	389	COUNTY OF KERN
	GANG PREVENTION EDUCATION SERVICES	71,406		230 - 2017	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
	211 KINGS COUNTY	42,000		N/A	07/01/15 - 06/30/18	536-231	KINGS UNITED WAY
	211 TULARE COUNTY	162,000		N/A	07/01/15 - 06/30/18	536-232	UNITED WAY OF TULARE COUNTY
	211 MERCED COUNTY	27,400		N/A	10/22/15 - PENDING	536-233	UNITED WAY OF MERCED COUNTY
	211 STANISLAUS COUNTY	60,000		N/A	07/01/17 - 06/30/18	536-234	UNITED WAY OF STANISLAUS COUNTY
	PENDING	22,716		20121633	03/01/18 - 02/28/19	407-000	THE CALIFORNIA ENDOWMENT
	FOOD BANK SOLAR	5,000		N/A	03/01/18 - 02/28/19	485	SOUTHERN CALIFORNIA GAS COMPANY
	HUMAN RESOURCES	25,000		N/A	01/01/16 - 12/31/18	501-006	BLUE SHIELD
	PREP WORKS - YOUTH CENTERS	30,000		N/A	08/01/17 - 07/31/18	444	STARBUCKS
	PREP WORKS PROGRAM	25,000		N/A	07/01/17 - 06/30/18	448	WELLS FARGO FOUNDATION

COMMUNITY ACTION PARTNERSHIP OF KERN  
SCHEDULE OF PROGRAMS (FUNDS)  
FOR THE PERIOD MARCH 1, 2018 THROUGH FEBRUARY 28, 2019

<u>RESTRICTED</u> <u>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>
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	01/01/18 - 02/28/19	454	DIGNITY HEALTH
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 2018/19**

Abila Fund #	Fund Name	PROGRAM SERVICES				SUPPORT SERVICES	
		Education	Nutrition	Energy Conservation	Community Services	Discretionary/ Fund Raising	General & Admin
103	Community Services Block Grant (CSBG)	X	X		X		X
501	General Fund				X		X
800	GAAP Fund						X
910	Community Development Pool				X		
915	Operations Pool			X	X		X
920	Facilities Pool						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				
147	Commodity Supplemental Food Program		X				
216-000	Food Bank Tax Check-Off		X				
216-087	State Emergency Food Assistance		X				
413	Resnick Foundation		X				
485	Southern California Gas Company (Solar)		X				
467	Wonderful Company Foundation		X				
504	Food Bank		X				
122	Low Income Home Energy Assistance			X			
123	Dept of Energy Weatherization			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 2018/19**

Abila Fund #	Fund Name	PROGRAM SERVICES				SUPPORT SERVICES	
		Education	Nutrition	Energy Conservation	Community Services	Discretionary/ Fund Raising	General & Admin
	<u>VITA (Volunteer Income Tax Assistance)</u>						
149	Internal Revenue Service - VITA				X		
	<u>Small Business Development</u>						
456	Bank of the West				X		
	<u>East Kern Family Resource Center</u>						
171	Economic Empowerment				X		
280	Differential Response				X		
281	First 5 East Kern Family Resource				X		
454	Dignity Health East Kern Health Link				X		
	<u>Youth Services</u>						
120	Information & Education				X		
242	Youth Authority				X		
246	Realignment for Success				X		
335	Gang Prevention				X		
444	Starbucks Foundation				X		
448	Wells Fargo Foundation				X		
527	Shafter Youth Center				X		
527-068	SYC - Robotics/STEM				X		
531	Friendship House Community Center				X		
531-068	FHCC - Robotics/STEM				X		
	<u>2-1-1</u>						
164	Cal Fresh				X		
186	2-1-1 Hospital Preparedness Program				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		
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 2018/19

Date	Advance Amount	Repayment Amount	No. of Days Borrowed	Interest Expense	Interest Rate
02/28/18	n/a				
03/30/18	n/a				

Note 1: Line of Credit agreement was entered into with Wells Fargo Bank as of January 5, 2018 for \$1 million and will terminate on January 15, 2019. On February 9, 2018, the line of credit was increased to \$2 million with the same termination date.

Note 2: 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
12/31/17 - 3/30/18	90 days	959.72	0.25%

Note 3: The interest expense and commitment fee are automatically deducted from CAPK's operating bank account at Wells Fargo Bank.

COMMUNITY ACTION PARTNERSHIP OF KERN OPERATING CASH SUMMARY AS OF MARCH 31, 2018	
PROGRAM (FUND)	CASH BALANCE
CHILD AND ADULT CARE FOOD PROGRAM	(116,324.84)
HEAD START/EARLY HEAD START	31,349.25
TRANSFER NEGATIVE BALANCE	84,975.59
<b>SUBTOTAL</b>	<b>0.00</b>
CHILD DEVELOPMENT RESERVE No. 2	125.51
GENERAL CHILD CARE	49,572.99
MIGRANT A/P	1,576,812.10
MIGRANT CHILD CARE	21,436.47
MIGRANT SPECIALIZED SERVICES	29,267.71
STATE PRESCHOOL	91,649.16
<b>SUBTOTAL</b>	<b>1,768,863.94</b>
BAKERSFIELD CALIFORNIAN FOUNDATION	53.32
COMMODITY SUPPLEMENTAL FOOD PROGRAM	8,164.02
EFAP	11,747.71
FOOD BANK	158,538.29
FOOD BANK - STATE	71,272.99
SOCAL GAS	5,000.00
WONDERFUL FOUNDATION	15,000.00
<b>SUBTOTAL</b>	<b>269,776.33</b>
ENERGY	(116,116.66)
LIHEAP	(647,528.65)
LIWP	(4,393.00)
LIWP SOLAR PV	7,934.23
LIWP SINGLE FAMILY	(31,632.63)
WATER TANK	(900.74)
TRANSFER NEGATIVE BALANCE	792,635.45
<b>SUBTOTAL</b>	<b>0.00</b>
CALIFORNIA ENDOWMENT	22,716.43
SUMMER FOOD	9,164.92
CENTRAL VALLEY SMALL BUSINESS DEVELOPMENT	25,000.00
<b>SUBTOTAL</b>	<b>56,881.35</b>
211	(47,454.51)
CAL FRESH	(4,589.65)
COST POOLS	2,188.08
CSBG	43,375.27
DIFFERENTIAL RESPONSE	(34,770.68)
DIGNITY HEALTH	24,606.00
DISCRETIONARY FUND	216,171.39
FIRST 5 KERN 211	(18,748.78)
FIRST 5 KERN EAST KERN FAMILY RESOURCE CENTER	(15,396.46)
FIRST 5 HELP ME GROW	(8,679.99)
FRIENDSHIP HOUSE	(31,710.73)
FUNDRAISING	279,630.13
GANG PREVENTION	(11,645.85)
GENERAL FUND	197,471.15
HOSPITAL PREPAREDNESS	(1,000.00)
INDIRECT FUND	1,301,588.07
IRS - VITA	15,506.61
INFORMATION & EDUCATION	(20,035.31)
REALIGNMENT FOR SUCCESS	(11,152.53)
SHAFTER YOUTH CENTER	(7,297.98)
STARBUCKS FOUNDATION	28,624.96
UNITED WAY 211	6,675.98
WELLS FARGO FOUNDATION	13,700.38
WIC	(706,239.46)
LESS: HEAD START NEGATIVE BALANCE	(84,975.59)
LESS: ENERGY NEGATIVE BALANCE	(792,635.45)
ADD: LINE OF CREDIT	0.00
<b>SUBTOTAL</b>	<b>333,203.05</b>
<b>TOTAL OPERATING CASH</b>	<b>2,428,724.67</b>



## **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  
March 31, 2018

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

OPERATING ACCOUNT  
ACCOUNT NO: XXXXX-X2976

BANK BALANCE AT 03/31/18		2,528,741.20
LESS OUTSTANDING CHECKS	205,115.55	
ADJUSTED BANK BALANCE AT 03/31/18		2,323,625.65
GENERAL LEDGER BALANCE AT 02/28/18		3,223,880.19
ADD: DEPOSITS	1,608,804.57	
ACH DEPOSITS	104,315.22	
HHS DRAWDOWNS	3,019,295.40	
VITA DRAWDOWNS	34,053.80	
CHECKS MOVED TO STALE DATED LIABILITY	477.58	
ADP ADJUSTMENTS	1,390.92	
LESS CHECKS ISSUED (CURRENT MONTH)	2,027,929.71	
ADP PAYROLL 03/02/18	1,162,953.02	
ADP PAYROLL 03/16/18	1,162,744.89	
ADP PAYROLL 03/30/18	1,217,234.98	
ADP H.S.A. & H.R.A.	2,885.80	
MUTUAL OF AMERICA	47,772.22	
BANK ACCOUNT TRANSFER TO CHILD DEVELOPMENT RESERVE No. 2 ACCT.	111.40	
BANK ACCOUNT TRANSFER TO HEAD START ACCURED VACATION ACCT.	13,962.69	
CLIENT ANALYSIS SERVICE CHARGE	685.21	
RETURNED ITEM - NSF	400.00	
LOAN (18) BPN - PRINCIPAL AND INTEREST PAYMENTS	8,121.41	
LOAN (RABOBANK) - PRINCIPAL AND INTEREST PAYMENTS	23,790.70	
GENERAL LEDGER BALANCE AT 03/31/18		2,323,625.65

DIFFERENCE: -

PREPARED BY: Wm Richmond TITLE: Accountant II DATE: 04/03/18

APPROVED BY: Chamie TITLE: Chief Finance Officer DATE: 4/3/18



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

BANK RECONCILIATION FOR MONTH ENDING  
**March 31, 2018**

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

ACCOUNT NO.: XXXXX-X6256

**BANK BALANCE ENDING: 03/31/18 536,381.96**

DEPOSITS IN TRANSIT 0.00

OUTSTANDING CHECKS 0.00

OTHER 0.00

**ADJUSTED BANK BALANCE: 03/31/18 536,381.96**

---

**BALANCE PER G/L 02/28/18 522,349.93**

ADD: DEPOSITS 13,962.69

INTEREST 69.34

BANK ACCOUNT TRANSFER FROM GENERAL FUND 0.00

LESS: CHECKS 0.00

CLIENT ANALYSIS SERVICE CHARGE 0.00

BANK ACCOUNT TRANSFER TO GENERAL FUND 0.00

**BALANCE PER G/L 03/31/18 536,381.96**

---

DIFFERENCE: 0.00

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

---

PREPARED BY: Wm. Richmond

TITLE: Accountant II

DATE: 04/02/18

APPROVED BY: C. Anami

TITLE: Chief Finance Officer

DATE: 4/2/18

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

5005 BUSINESS PARK NORTH  
BAKERSFIELD, CA 93309-1651

**BANK RECONCILIATION FOR MONTH ENDING  
March 31, 2018**

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

ACCOUNT NO.: XXXXX-X1095

<b>BANK BALANCE ENDING:</b>	<b>03/31/18</b>	<b>98,104.61</b>
DEPOSITS IN TRANSIT		0.00
OUTSTANDING CHECKS		0.00
OTHER		0.00
<b>ADJUSTED BANK BALANCE:</b>	<b>03/31/18</b>	<b>98,104.61</b>

<b>BALANCE PER G/L</b>	<b>02/28/18</b>	<b>98,200.95</b>
ADD:		
DEPOSITS		0.00
INTEREST		7.50
BANK ACCOUNT TRANSFER FROM GENERAL FUND		0.00
LESS:		
CHECKS		0.00
CLIENT ANALYSIS SERVICE CHARGE		103.84
BANK ACCOUNT TRANSFER TO GENERAL FUND		0.00
<b>BALANCE PER G/L</b>	<b>03/31/18</b>	<b>98,104.61</b>

\* 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 II

DATE: 04/02/18

APPROVED BY: C Anami

TITLE: Chief Finance Officer

DATE: 4/2/18

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

BANK RECONCILIATION FOR MONTH ENDING  
March 31, 2018

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

ACCOUNT NO.: XXXXX-X1921

<b>BANK BALANCE ENDING:</b>	<b>03/31/18</b>	<b>6,326.64</b>
DEPOSITS IN TRANSIT (CREDIT CARD)		0.00
OUTSTANDING CHECKS		0.00
OTHER		0.00
<b>ADJUSTED BANK BALANCE</b>	<b>03/31/18</b>	<b>6,326.64</b>

<b>BALANCE PER GENERAL LEDGER</b>	<b>02/28/18</b>	<b>5,024.05</b>
ADD:		
DEPOSITS (Credit Card Donations & Shared Fee)	1,340.46	
BANKCARD DEPOSIT	0.00	
PAYPAL DEPOSIT	0.00	
INTEREST	0.47	
LESS:		
APPLIED MERCHANT DEBITS		
CLIENT ANALYSIS SERVICE CHARGE	28.39	
BANKCARD FEES	9.95	
CASH CONCENTRATION FEE	0.00	
FUND TRANSFER TO GENERAL FUND	0.00	
<b>BALANCE PER GENERAL LEDGER:</b>	<b>03/31/18</b>	<b>6,326.64</b>

\* 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 II

DATE: 04/02/18

APPROVED BY: C. Anami

TITLE: Chief Finance Officer

DATE: 4/2/18

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

BANK RECONCILIATION FOR MONTH ENDING  
March 31, 2018

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

ACCOUNT NO.: XXXXX-X6264

**BANK BALANCE ENDING:** 03/31/18 0.00

DEPOSITS IN TRANSIT 0.00

OUTSTANDING CHECKS 0.00

OTHER 0.00

**ADJUSTED BANK BALANCE:** 03/31/18 0.00

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**BALANCE PER G/L** 02/28/18 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** 03/31/18 0.00

---

DIFFERENCE: 0.00

PREPARED BY: Wm. Richmond

TITLE: Accountant II

DATE: 04/02/18

APPROVED BY: C Arami

TITLE: Chief Finance Officer

DATE: 4/2/18



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

BANK RECONCILIATION FOR MONTH ENDING  
March 31, 2018

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

ACCOUNT NO.: XXXXX-X2049

<b>BANK BALANCE ENDING:</b>	<b>03/31/18</b>	<b>267.77</b>
DEPOSITS IN TRANSIT		0.00
OUTSTANDING CHECKS		0.00
OTHER		0.00
<b>ADJUSTED BANK BALANCE:</b>	<b>03/31/18</b>	<b>267.77</b>

<b>BALANCE PER G/L</b>	<b>02/28/18</b>	<b>210.90</b>
ADD:		
DEPOSITS		111.40
INTEREST		0.02
BANK ACCOUNT TRANSFER FROM GENERAL FUND		0.00
LESS:		
CHECKS		0.00
CLIENT ANALYSIS SERVICE CHARGE		54.55
BANK ACCOUNT TRANSFER TO GENERAL FUND		0.00
<b>BALANCE PER G/L</b>	<b>03/31/18</b>	<b>267.77</b>

DIFFERENCE: 0.00

PREPARED BY: Wm. Richmond

TITLE: Accountant II

DATE: 04/02/18

APPROVED BY: C Anami

TITLE: Chief Finance Officer

DATE: 4/2/18



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

Cardholder	Position	Amount Charged
Gloria Barbero	Administrator - EHS San Joaquin	0.00
Emily Gonzalez Demont	Assistant Director - Grant Management	1,343.94
Yolanda Gonzales	Director of Head Start/State Child Development Programs	400.00
Ralph Martinez	Director of Community Development	69.00
Pritika Ram	Director of Administration	445.99
Carmen Segovia	Director of Health & Nutrition Services	1,717.40
Jeremy Tobias	Chief Executive Officer	0.00
Emilio Wagner	Director of Operations	<u>6,272.96</u>
	Total	8,905.35



EMILY GONZALEZ DEMONT

Platinum Plus® for Business

February 22, 2018 - March 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 ..... \$1,343.94

Minimum Payment Due ..... \$13.44

Payment Due Date ..... 04/17/18

**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 ..... \$0.00

Balance Transfer Activity ..... \$0.00

Cash Advance Activity ..... \$0.00

Purchases and Other Charges ..... \$1,343.94

Fees Charged ..... \$0.00

Finance Charge ..... \$0.00

New Balance Total ..... \$1,343.94

Credit Limit ..... \$10,000

Credit Available ..... \$8,656.06

Statement Closing Date ..... 03/21/18

Days in Billing Cycle ..... 28

### Transactions

Posting Date	Transaction Date	Description	Reference Number	Amount
03/21	03/19	<b>Purchases and Other Charges</b> UNITED 01623907285066 800-932-2732 TX RODRIGUEZ JUAREZ/ALANFIDE 01623907285066 Departure Date: 04/18/18 Airport Code: BFL UA TD DEN Departure Date: 04/18/18 Airport Code: DEN UA TD SAT	55432868079200377762939	432.00

0000000 0001344 0134394

BUSINESS CARD  
PO BOX 15796  
WILMINGTON, DE 19886-5796

EMILY GONZALEZ DEMONT  
COMM ACTION PRTRSH KERN  
COMM ACTION PRTRSH KERN  
5005 BUSINESS PARK N  
BAKERSFIELD, CA 93309-165105

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

New Balance Total ..... \$1,343.94

Minimum Payment Due ..... \$13.44

Payment Due Date ..... 04/17/18

Enter payment amount

\$

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or make your payment online at  
www.bankofamerica.com

### Transactions

Posting Date	Transaction Date	Description	Reference Number	Amount
		Departure Date: 04/22/18 Airport Code: SAT UA LA SFO		
		Departure Date: 04/22/18 Airport Code: SFO UA LA BFL		
03/21	03/19	UNITED 01623907285070 800-932-2732 TX SEGOVIAROBERTSON/MARIACAR 01623907285070	55432868079200377762947	432.00
		Departure Date: 04/18/18 Airport Code: BFL UA TD DEN		
		Departure Date: 04/18/18 Airport Code: DEN UA TD SAT		
		Departure Date: 04/22/18 Airport Code: SAT UA LA SFO		
		Departure Date: 04/22/18 Airport Code: SFO UA LA BFL		
03/21	03/19	SOUTHWES 5261426299604 800-435-9792 TX CAFFESE/VALERIE 5261426299604	55432868079200426175398	479.94
		Departure Date: 04/09/18 Airport Code: SMF WN Y SNA		
		Departure Date: 04/11/18 Airport Code: SNA WN Y SMF		
		<b>TOTAL PURCHASES AND OTHER CHARGES FOR THIS PERIOD</b>		<b>\$1,343.94</b>

### 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.





YOLANDA GONZALES

Platinum Plus® for Business

February 22, 2018 - March 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 ..... \$400.00

Minimum Payment Due ..... \$10.00

Payment Due Date ..... 04/17/18

**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 ..... \$3,651.76

Payments and Other Credits ..... -\$3,651.76

Balance Transfer Activity ..... \$0.00

Cash Advance Activity ..... \$0.00

Purchases and Other Charges ..... \$400.00

**Fees Charged** ..... \$0.00

**Finance Charge** ..... \$0.00

New Balance Total ..... \$400.00

Credit Limit ..... \$10,000

Credit Available ..... \$9,600.00

Statement Closing Date ..... 03/21/18

Days in Billing Cycle ..... 28

### Transactions

Posting Date	Transaction Date	Description	Reference Number	Amount
03/16	03/16	<b>Payments and Other Credits</b>		
		CA Banking Center payment	07506005760027220821991	- 3,651.76
		<b>TOTAL PAYMENTS AND OTHER CREDITS FOR THIS PERIOD</b>		<b>-\$3,651.76</b>
03/16	03/15	<b>Purchases and Other Charges</b>		
		CACFP.ORG 5128508278 TX	55429508074637806006770	400.00
		<b>TOTAL PURCHASES AND OTHER CHARGES FOR THIS PERIOD</b>		<b>\$400.00</b>

0365176 0001000 0040000

BUSINESS CARD  
PO BOX 15796  
WILMINGTON, DE 19886-5796

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

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

New Balance Total ..... \$400.00  
Minimum Payment Due ..... \$10.00  
Payment Due Date ..... 04/17/18

Enter payment amount

\$

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www.bankofamerica.com



RALPH MARTINEZ

Platinum Plus® for Business

February 22, 2018 - March 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 ..... \$69.00  
Minimum Payment Due ..... \$10.00  
Payment Due Date ..... 04/17/18

**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 ..... \$159.00  
Payments and Other Credits ..... -\$159.00  
Balance Transfer Activity ..... \$0.00  
Cash Advance Activity ..... \$0.00  
Purchases and Other Charges ..... \$69.00  
Fees Charged ..... \$0.00  
Finance Charge ..... \$0.00  
New Balance Total ..... \$69.00

Credit Limit ..... \$10,000  
Credit Available ..... \$9,931.00  
Statement Closing Date ..... 03/21/18  
Days in Billing Cycle ..... 28

### Transactions

Posting Date	Transaction Date	Description	Reference Number	Amount
03/16	03/16	<b>Payments and Other Credits</b>		
		CA Banking Center payment	07506005750015220653458	- 159.00
		<b>TOTAL PAYMENTS AND OTHER CREDITS FOR THIS PERIOD</b>		<b>-\$159.00</b>
03/14	03/13	<b>Purchases and Other Charges</b>		
		STAYCLASSYP STAYCLASSY 6199611892 CA	55429508072894020561583	69.00
		<b>TOTAL PURCHASES AND OTHER CHARGES FOR THIS PERIOD</b>		<b>\$69.00</b>

0015900 0001000 0006900

BUSINESS CARD  
PO BOX 15796  
WILMINGTON, DE 19886-5796

RALPH MARTINEZ  
COMM ACTION PRTRSH KERN  
COMM ACTION PRTRSH KERN  
5005 BUSINESS PARK N  
BAKERSFIELD, CA 93309-165105

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

New Balance Total ..... \$69.00  
Minimum Payment Due ..... \$10.00  
Payment Due Date ..... 04/17/18

Enter payment amount

\$

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www.bankofamerica.com





PRITIKA RAM

Platinum Plus® for Business

February 22, 2018 - March 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 ..... \$445.99

Minimum Payment Due ..... \$10.00

Payment Due Date ..... 04/17/18

**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 ..... \$295.00

Payments and Other Credits ..... -\$295.00

Balance Transfer Activity ..... \$0.00

Cash Advance Activity ..... \$0.00

Purchases and Other Charges ..... \$445.99

Fees Charged ..... \$0.00

Finance Charge ..... \$0.00

New Balance Total ..... \$445.99

Credit Limit ..... \$10,000

Credit Available ..... \$9,554.01

Statement Closing Date ..... 03/21/18

Days in Billing Cycle ..... 28

**Transactions**

Posting Date	Transaction Date	Description	Reference Number	Amount
03/16	03/16	Payments and Other Credits		
		CA Banking Center payment	07506005750006220764734	- 295.00
		<b>TOTAL PAYMENTS AND OTHER CREDITS FOR THIS PERIOD</b>		<b>-\$295.00</b>
03/19	03/15	Purchases and Other Charges		
		THE WEBSTRAUTANT STORE 717-392-7472 PA	85431548077701299066380	445.99
		<b>TOTAL PURCHASES AND OTHER CHARGES FOR THIS PERIOD</b>		<b>\$445.99</b>

0029500 0001000 0044599 :

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

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

New Balance Total ..... \$445.99

Minimum Payment Due ..... \$10.00

Payment Due Date ..... 04/17/18

Enter payment amount

\$

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CARMEN SEGOVIA

Platinum Plus® for Business

February 22, 2018 - March 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:  
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### Payment Information

New Balance Total ..... \$1,217.40  
Minimum Payment Due ..... **\$12.17**  
Payment Due Date ..... **04/17/18**

**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 ..... \$4,989.29  
Payments and Other Credits ..... **-\$5,489.29**  
Balance Transfer Activity ..... \$0.00  
Cash Advance Activity ..... \$0.00  
Purchases and Other Charges ..... \$1,717.40  
**Fees Charged ..... \$0.00**  
**Finance Charge ..... \$0.00**

New Balance Total ..... **\$1,217.40**  
  
Credit Limit ..... \$20,000  
Credit Available ..... \$18,782.60  
Statement Closing Date ..... 03/21/18  
Days in Billing Cycle ..... 28

### Transactions

Posting Date	Transaction Date	Description	Reference Number	Amount
		<b>Payments and Other Credits</b>		
03/08	03/08	CALIFORNIA WIC ASSOC 916-448-2280 CA	55432868067200017113497	- 500.00
03/16	03/16	CA Banking Center payment	07506005750006220719944	- 4,989.29
		<b>TOTAL PAYMENTS AND OTHER CREDITS FOR THIS PERIOD</b>		<b>-\$5,489.29</b>
		<b>Purchases and Other Charges</b>		
03/20	03/19	WPY*National CSFP Asso 855-469-3729 CA	05436848078300137770620	375.00
03/20	03/19	WPY*National CSFP Asso 855-469-3729 CA	05436848078300137770703	375.00
03/21	03/19	UNITED 01623907778485 800-932-2732 TX	55432868079200377763051	426.20

0498929 0001217 0121740

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

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

New Balance Total ..... \$1,217.40  
Minimum Payment Due ..... **\$12.17**  
Payment Due Date ..... **04/17/18**

Enter payment amount

\$

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Transactions

Posting Date	Transaction Date	Description	Reference Number	Amount
		ORONA/JAIMECHAVEZ 01623907778485 Departure Date: 05/20/18 Airport Code: BFL UA LA SFO Departure Date: 05/20/18 Airport Code: SFO UA LA IAH Departure Date: 05/20/18 Airport Code: IAH UA LA RSW Departure Date: 05/23/18 Airport Code: RSW UA TR DEN		
03/21	03/19	UNITED 01623907778500 800-932-2732 TX COLOCHO/JON 01623907778500 Departure Date: 05/20/18 Airport Code: BFL UA LA SFO Departure Date: 05/20/18 Airport Code: SFO UA LA IAH Departure Date: 05/20/18 Airport Code: IAH UA LA RSW Departure Date: 05/23/18 Airport Code: RSW UA TR DEN	55432868079200377763069	426.20
03/21	03/19	UNITED 01629254184493 800-932-2732 TX ORONA /BASIC ECONOMY SEAT 01629254184493 Departure Date: 05/23/18 Airport Code: DEN UA ED BFL	55432868079200377922806	10.00
03/21	03/19	UNITED 01629254184504 800-932-2732 TX COLOCHO /BASIC ECONOMY SEAT 01629254184504 Departure Date: 05/20/18 Airport Code: SFO UA ED IAH	55432868079200377922814	15.00
03/21	03/19	UNITED 01629254184515 800-932-2732 TX ORONA /BASIC ECONOMY SEAT 01629254184515 Departure Date: 05/20/18 Airport Code: IAH UA ED RSW	55432868079200377922822	15.00
03/21	03/19	UNITED 01629254184526 800-932-2732 TX COLOCHO /BASIC ECONOMY SEAT 01629254184526 Departure Date: 05/23/18 Airport Code: RSW UA ED DEN	55432868079200377922830	10.00
03/21	03/19	UNITED 01629254184530 800-932-2732 TX ORONA /BASIC ECONOMY SEAT 01629254184530 Departure Date: 05/20/18 Airport Code: BFL UA ED SFO	55432868079200377922848	10.00
03/21	03/19	UNITED 01629254184541 800-932-2732 TX COLOCHO /BASIC ECONOMY SEAT 01629254184541 Departure Date: 05/20/18 Airport Code: IAH UA ED RSW	55432868079200377922855	10.00
03/21	03/19	UNITED 01629254184552 800-932-2732 TX COLOCHO /BASIC ECONOMY SEAT 01629254184552 Departure Date: 05/23/18 Airport Code: DEN UA ED BFL	55432868079200377922863	10.00
03/21	03/19	UNITED 01629254184563 800-932-2732 TX COLOCHO /BASIC ECONOMY SEAT 01629254184563 Departure Date: 05/20/18 Airport Code: BFL UA ED SFO	55432868079200377922871	10.00
03/21	03/19	UNITED 01629254184574 800-932-2732 TX ORONA /BASIC ECONOMY SEAT 01629254184574 Departure Date: 05/20/18 Airport Code: SFO UA ED IAH	55432868079200377922889	10.00
03/21	03/19	UNITED 01629254184644 800-932-2732 TX	55432868079200377922897	15.00

### Transactions

Posting Date	Transaction Date	Description	Reference Number	Amount
		ORONA /BASIC ECONOMY SEAT		
		01629254184644		
		Departure Date: 05/23/18 Airport Code: RSW		
		UA ED DEN		
		<b>TOTAL PURCHASES AND OTHER CHARGES FOR THIS PERIOD</b>		<b>\$1,717.40</b>

### 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.

### Important Messages

Your credit card now has an added security feature. To learn more about EMV chip card technology, visit [bankofamerica.com/businesschipcard](http://bankofamerica.com/businesschipcard).

Bank of America Business Advantage

## A free tool to help manage your business expenses

With MyReport Center, you can:

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- Track company and employee card spending
- Create and download customized reports, including your Year-End Summary
- Review up to 36 months of transaction activity



Visit [MyReport Center](http://MyReport.Center) today. To log in or enroll, visit [bankofamerica.com](http://bankofamerica.com). Select your business credit card account to access the **MyReport Center** link.





EMILIO WAGNER

Platinum Plus® for Business

February 22, 2018 - March 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

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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 ..... \$6,272.96  
Minimum Payment Due ..... **\$62.73**  
Payment Due Date ..... 04/17/18

**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

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### Account Summary

Previous Balance ..... \$908.54  
Payments and Other Credits ..... -\$908.54  
Balance Transfer Activity ..... \$0.00  
Cash Advance Activity ..... \$0.00  
Purchases and Other Charges ..... \$6,272.96  
Fees Charged ..... \$0.00  
Finance Charge ..... \$0.00  
New Balance Total ..... \$6,272.96

Credit Limit ..... \$0  
Credit Available ..... \$0.00  
Statement Closing Date ..... 03/21/18  
Days in Billing Cycle ..... 28

### Transactions

Posting Date	Transaction Date	Description	Reference Number	Amount
<b>Payments and Other Credits</b>				
03/16	03/16	CA Banking Center payment	07506005750015220596095	- 908.54
<b>TOTAL PAYMENTS AND OTHER CREDITS FOR THIS PERIOD</b>				<b>-\$908.54</b>
<b>Purchases and Other Charges</b>				
03/15	03/14	CITY OF BAKERSFIELD BU BAKERSFIELD CA	05436848073300140819104	426.00
03/15	03/14	PACIFIC GAS AND ELECTR 4159739000 CA	55429508073713852513059	145.00
03/19	03/16	WSU CONF MGMT 05093353530 WA	55310208076026928364662	5,250.00
03/21	03/20	CheapTix*7338596238891 www.ctix.infoWA	55432868079200400082602	29.96

0090854 0006273 0627296

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

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

New Balance Total ..... \$6,272.96  
Minimum Payment Due ..... **\$62.73**  
Payment Due Date ..... 04/17/18

Enter payment amount

\$

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### Transactions

Posting Date	Transaction Date	Description	Reference Number	Amount
03/21	03/20	2-1-1 SAN DIEGO 8583001300 CA	55429508079637008210068	211.00
03/21	03/20	2-1-1 SAN DIEGO 8583001300 CA	55429508079637008375309	211.00
TOTAL PURCHASES AND OTHER CHARGES FOR THIS PERIOD				\$6,272.96

### 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.

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**COMMUNITY ACTION PARTNERSHIP OF KERN**  
**CENTRAL KITCHEN - BUDGET TO ACTUAL**  
**FOR THE PERIOD MARCH 1, 2018 TO FEBRUARY 28, 2019 (1 OF 12 MONTHS OR 8.33%)**

Line Item	2018/19 Budget	3/1/18 - 3/31/18 Actual	% Expended	Available Budget
USDA Revenue (Note A)	\$1,265,857	139,921	11.1%	1,125,936
Head Start Subsidy	<u>1,151,461</u>	<u>39,983</u>	3.5%	<u>1,111,478</u>
Total Revenue	<u>\$2,417,318</u>	<u>179,904</u>	7.4%	<u>2,237,414</u>
Expenditures (Note B)				
Salaries	\$557,792	39,712	7.1%	518,080
Benefits	167,338	17,685	10.6%	149,653
Vehicle Gasoline, Repair/Maintenance	70,000	3,564	5.1%	66,436
Space Costs	101,200	6,816	6.7%	94,384
Supplies - Office & Food Service	114,900	11,151	9.7%	103,749
Equipment Repair/Maintenance	6,000	775	12.9%	5,225
Communication	13,000	1,157	8.9%	11,843
Risk Insurance	12,700		0.0%	12,700
Printing	1,700	270	15.9%	1,430
Hiring & Employee Costs	1,800		0.0%	1,800
First Aid	2,600	25	1.0%	2,575
Home Base Socializations	9,568			
Raw Food/Vended Meals	<u>763,418</u>	<u>64,248</u>	8.4%	<u>699,170</u>
Sub Total	1,822,016	145,403	8.0%	1,676,613
Adult Meals Prepared	188,000	18,184	9.7%	169,816
Indirect	<u>219,302</u>	<u>16,317</u>	7.4%	<u>202,985</u>
Total Expenditures	<u>\$2,229,318</u>	<u>179,904</u>	8.1%	<u>2,049,414</u>

	Prior Period	March 2018	Cum
Total Meals Prepared and Vended (Note C)		74,289	74,289
Total Meals Claimed		<u>61,693</u>	<u>61,693</u>
Difference		12,596	12,596

Percentage Claimed to Prepared/Vended		83.0%	83.0%
---------------------------------------	--	-------	-------

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 and homebase excluding adult prepared and adult meals vended. The total represents the number of meals available to be served to center and homebase children.



**COMMUNITY ACTION PARTNERSHIP OF KERN**  
**STATE DEPARTMENT OF EDUCATION 2017/18 CONTRACTS - EARNED REVENUE**  
**FOR THE PERIOD 7/1/17 - 6/30/18 (9 OF 12 MONTHS = 75%)**

	July 2017	Aug 2017	Sept 2017	Oct 2017	Nov 2017	Dec 2017	Jan 2018	Feb 2018	Mar 2018	TOTAL	% Earned to MRA
<u>GENERAL CHILD CARE (CCTR-7050)</u>											
Adjusted Days of Enrollment - Certified	3,900	5,289	4,655	4,917	4,534	4,331	4,999	4,483	5,512	42,620	
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>	<u>X \$45.44</u>	
Revenue Earned	\$177,216	\$240,332	\$211,523	\$223,428	\$206,025	\$196,801	\$227,155	\$203,708	\$250,465	\$1,936,653	83.15%
Maximum Reimbursable Amount (MRA)										<u>\$2,329,073</u>	
<u>CALIFORNIA STATE PRESCHOOL (CSPP-7119)</u>											
Adjusted Days of Enrollment - Certified	3,053	4,843	6,541	7,828	6,966	6,098	6,918	6,897	6,943	56,087	
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>	<u>X \$45.73</u>	
Revenue Earned	\$139,614	\$221,470	\$299,120	\$357,974	\$318,555	\$278,862	\$316,360	\$315,400	\$317,503	\$2,564,859	81.91%
Maximum Reimbursable Amount (MRA)										<u>\$3,131,270</u>	
<u>MIGRANT CHILD CARE (CMIG-7004)</u>											
Adjusted Days of Enrollment - Certified	418	500	433	549	480	451	545	500	611	4,487	
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>	<u>X \$45.44</u>	
Revenue Earned	\$18,994	\$22,720	\$19,676	\$24,947	\$21,811	\$20,493	\$24,765	\$22,720	\$27,764	\$203,889	86.21%
Maximum Reimbursable Amount (MRA)										<u>\$236,499</u>	

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 (8 OF 12 MONTHS = 66.67%)**

Contract CMAP-7000	July 2017	Aug 2017	Sept 2017	Oct 2017	Nov 2017	Dec 2017	Jan 2018	Feb 2018	Total	%	% Earned to MRA
Provider Payments	424,205	469,201	510,564	473,797	485,723	467,912	482,067	476,835	3,790,304		
Less: Family Fees	(13,071)	(13,885)	(2,966)	(5,567)	(9,783)	(9,513)	(10,000)		(64,885)		
Net Provider Payments	411,134	455,316	507,598	468,130	475,940	458,399	472,067	476,835	3,725,419	82.73%	
Maximum Reimbursable Amount (MRA) for Provider Payments									5,832,639		64.98%
Administration & Support Services Revenue											
Provider Payments	424,205	469,201	510,564	473,797	485,723	467,912	482,067	476,835	3,790,304		
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%	x 21.2121%		
Revenue Earned	89,983	99,527	108,301	100,502	103,032	99,254	102,257	101,147	804,003		
Program Administration/Support Services Costs											
Indirect (10% x MTDC) Costs	42,841	48,787	79,522	59,928	53,370	81,946	38,075	108,333	512,802	11.39%	
Transfer Indirect to CSBG	46,066	52,639	58,667	53,301	54,249	54,348	51,376	57,879	428,525	5.88%	
Total Operating Costs	88,907	101,426	138,189	113,229	107,619	13,085	89,451	125,770	777,676	17.27%	
Revenue Earned Over/(Under) Costs	1,076	(1,899)	(29,888)	(12,727)	(4,587)	86,169	12,806	(24,623)	26,327		
TOTAL COSTS - NET OF FAMILY FEES	500,041	556,742	645,787	581,359	583,559	471,484	561,518	602,605	4,503,095	100.00%	

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

Provider payments 3,790,304  
Reimbursement Rate (17.5% / 82.5%) x 21.2121%  
Revenue Earned 804,003

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

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

Activities	March 2018		Year to Date (3/1/18-3/31/18)	
Description	Number	Amount	Number	Amount
Accounting Transactions Processed	25,007		25,007	
Bank Deposits	5	1,608,805	5	1,608,805
Wire Deposits	7	104,315	7	104,315
Head Start/IRS Drawdowns	7	3,053,349	7	3,053,349
Vendor Checks Issued	887	2,027,930	887	2,027,930
Payroll Disbursed		3,542,933		3,542,933
<b>Grant Reports Prepared in March 2018</b>				
Cal Fresh Outreach				
Differential Response				
EF&S Closeout				
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	3,327,316.09
Cash - Vacation Reserve	522,349.93
Petty Cash	500.00
Accounts Receivable	672,863.39
Travel Advance	21,657.84
Prepaid Expense	329,421.22
Inventory	1,051,842.73
Net Fixed Assets - Unrestricted	2,762,819.68
Net Fixed Assets - Restricted	<u>10,158,944.60</u>

**Total Assets** 18,847,715.48

### LIABILITIES AND NET ASSETS

Accounts Payable	1,881,436.83
Accrued Expenses	1,686,657.50
Accrued Vacation	911,138.65
Line of Credit	-
Note Payable	2,781,736.49
Advance Payable	92.00
Deferred Revenue	<u>832,365.61</u>

**Total Liabilities** 8,093,427.08

**Total Net Assets** 10,754,288.40

**Total Liabilities and Net Assets** 18,847,715.48

## STATEMENT OF OPERATIONS (UNAUDITED) FOR THE PERIOD MARCH 1, 2017 TO FEBRUARY 28, 2018

### REVENUE

Grant Revenue	55,124,973.91
Donations	185,435.16
Other Revenue	5,586,367.71
In-Kind	<u>9,426,447.99</u>

**Total Revenue** 70,323,224.77

### EXPENDITURES

Salaries	27,956,355.68
Benefits	8,353,682.81
Travel	558,093.03
Space Costs	4,244,399.67
Supplies	2,377,901.73
Consultant/Contract Services	2,261,077.17
Other Costs	2,392,885.50
Program Costs	7,943,548.26
Capital Expenditures	(0.00)
Indirect	5,062,440.78
In-Kind	<u>9,426,447.99</u>

**Total Expenditures** 70,576,832.62

**Net Change in Assets** (253,607.85)

**Net Assets, beginning** 11,007,896.25

**Net Assets, ending** 10,754,288.40

# Community Action of Partnership of Kern Agency Total

## STATEMENT OF POSITION (UNAUDITED) AS OF MARCH 31, 2018

### ASSETS

Cash in Bank	2,428,724.67
Cash - Vacation Reserve	536,381.96
Petty Cash	500.00
Accounts Receivable	170,386.39
Travel Advance	21,886.10
Prepaid Expense	274,273.54
Inventory	1,079,360.05
Net Fixed Assets - Unrestricted	2,738,652.17
Net Fixed Assets - Restricted	<u>10,158,944.60</u>

**Total Assets** 17,409,109.48

### LIABILITIES AND NET ASSETS

Accounts Payable	1,228,393.29
Accrued Expenses	214,513.79
Accrued Vacation	525,206.52
Line of Credit	-
Note Payable	2,757,568.98
Advance Payable	92.00
Deferred Revenue	<u>1,993,053.25</u>

**Total Liabilities** 6,718,827.83

**Total Net Assets** 10,690,281.65

**Total Liabilities and Net Assets** 17,409,109.48

## STATEMENT OF OPERATIONS (UNAUDITED) FOR THE PERIOD MARCH 1, 2018 TO MARCH 31, 2018

### REVENUE

Grant Revenue	3,050,904.11
Donations	22,353.30
Other Revenue	323,307.72
In-Kind	<u>-</u>

**Total Revenue** 3,396,565.13

### EXPENDITURES

Salaries	1,605,553.70
Benefits	717,925.13
Travel	31,961.74
Space Costs	269,051.33
Supplies	113,626.37
Consultant/Contract Services	164,183.12
Other Costs	140,401.85
Program Costs	101,052.88
Capital Expenditures	24,030.53
Indirect	292,785.23
In-Kind	<u>-</u>

**Total Expenditures** 3,460,571.88

**Net Change in Assets** (64,006.75)

**Net Assets, beginning** 10,754,288.40

**Net Assets, ending** 10,690,281.65

**COMMUNITY ACTION PARTNERSHIP OF KERN  
BUDGET TO ACTUAL  
FOR THE PERIOD 03-01-18 TO 03-31-18 (8%)**

	AGENCY TOTAL		
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE
EXPENDITURES			
SALARIES	25,995,600	1,626,414	24,369,186
BENEFITS	7,979,525	684,631	7,294,894
TRAVEL	536,271	30,031	506,240
SPACE COST	3,765,111	244,242	3,520,869
SUPPLIES	1,796,041	101,883	1,694,158
EQUIPMENT	211,038	24,031	187,007
CONSULTANT/CONTRACT SERVICES	954,462	111,622	842,840
OTHER COSTS	2,259,160	122,752	2,136,408
PROGRAM COSTS	9,151,790	101,053	9,050,737
INDIRECT	5,059,589	291,094	4,768,495
TOTAL	57,708,587	3,337,753	54,370,834
			6%

**COMMUNITY ACTION PARTNERSHIP OF KERN  
BUDGET TO ACTUAL  
FOR THE PERIOD 03-01-18 TO 03-31-18 (8%)**

	EDUCATION			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	20,001,314	1,403,907	18,597,407	7%
BENEFITS	6,306,887	551,237	5,755,650	9%
TRAVEL	323,189	18,494	304,695	6%
SPACE COST	2,763,629	181,871	2,581,758	7%
SUPPLIES	1,391,790	61,047	1,330,743	4%
EQUIPMENT	113,310	16,760	96,550	15%
CONSULTANT/CONTRACT SERVICES	697,686	69,779	627,907	10%
OTHER COSTS	1,273,028	78,530	1,194,498	6%
PROGRAM COSTS	6,935,676	2,940	6,932,736	0%
INDIRECT	3,489,828	228,534	3,261,294	7%
TOTAL	43,296,337	2,613,099	40,683,238	6%



**COMMUNITY ACTION PARTNERSHIP OF KERN  
BUDGET TO ACTUAL  
FOR THE PERIOD 03-01-18 TO 03-31-18 (8%)**

	NUTRITION			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	3,431,870	144,132	3,287,738	4%
BENEFITS	981,090	73,723	907,367	8%
TRAVEL	106,391	7,830	98,561	7%
SPACE COST	576,555	43,660	532,895	8%
SUPPLIES	214,757	35,485	179,272	17%
EQUIPMENT	97,728	7,271	90,457	7%
CONSULTANT/CONTRACT SERVICES	11,300	295	11,005	3%
OTHER COSTS	310,015	22,269	287,746	7%
PROGRAM COSTS	1,235,539	64,316	1,171,223	5%
INDIRECT	604,331	36,580	567,751	6%
TOTAL	7,569,576	435,560	7,134,016	6%



**COMMUNITY ACTION PARTNERSHIP OF KERN  
BUDGET TO ACTUAL  
FOR THE PERIOD 03-01-18 TO 03-31-18 (8%)**

	ENERGY CONSERVATION			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	1,300,000	34,316	1,265,684	3%
BENEFITS	377,000	30,198	346,802	8%
TRAVEL	60,000	2,960	57,040	5%
SPACE COST	200,000	6,482	193,518	3%
SUPPLIES	140,000	2,440	137,560	2%
EQUIPMENT	0	-	0	0%
CONSULTANT/CONTRACT SERVICES	200,000	39,715	160,285	20%
OTHER COSTS	535,000	11,608	523,392	2%
PROGRAM COSTS	950,000	32,813	917,187	3%
INDIRECT	376,200	16,003	360,197	4%
TOTAL	4,138,200	176,535	3,961,665	4%

**COMMUNITY ACTION PARTNERSHIP OF KERN  
BUDGET TO ACTUAL  
FOR THE PERIOD 03-01-18 TO 03-31-18 (8%)**

	COMMUNITY SERVICES			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	652,004	29,358	622,646	5%
BENEFITS	150,654	12,963	137,691	9%
TRAVEL	32,701	748	31,953	2%
SPACE COST	102,402	10,887	91,515	11%
SUPPLIES	25,419	1,448	23,971	6%
EQUIPMENT	0	-	0	0%
CONSULTANT/CONTRACT SERVICES	43,226	1,800	41,426	4%
OTHER COSTS	66,152	5,416	60,736	8%
PROGRAM COSTS	20,025	984	19,041	5%
INDIRECT	101,673	6,133	95,540	6%
TOTAL	1,194,256	69,739	1,124,517	6%

K5

**COMMUNITY ACTION PARTNERSHIP OF KERN  
BUDGET TO ACTUAL  
FOR THE PERIOD 03-01-18 TO 03-31-18 (8%)**

	CSBG			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	606,412	14,700	591,712	2%
BENEFITS	163,069	16,510	146,559	10%
TRAVEL	13,990	-	13,990	0%
SPACE COST	118,325	1,342	116,983	1%
SUPPLIES	21,875	204	21,671	1%
EQUIPMENT	0	-	0	0%
CONSULTANT/CONTRACT SERVICES	2,250	34	2,216	2%
OTHER COSTS	48,705	1,591	47,114	3%
PROGRAM COSTS	10,550	-	10,550	0%
INDIRECT	484,007	3,384	480,623	1%
TOTAL	1,469,183	37,763	1,431,420	3%

K6

**COMMUNITY ACTION PARTNERSHIP OF KERN  
BUDGET TO ACTUAL  
FOR THE PERIOD 03-01-18 TO 03-31-18 (8%)**

	DISCRETIONARY & FUND RAISING			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	4,000	-	4,000	0%
BENEFITS	825	-	825	0%
TRAVEL	0	-	0	0%
SPACE COST	4,200	-	4,200	0%
SUPPLIES	2,200	1,259	941	57%
EQUIPMENT	0	-	0	0%
CONSULTANT/CONTRACT SERVICES	0	-	0	0%
OTHER COSTS	26,260	3,338	22,922	13%
PROGRAM COSTS	0	-	0	0%
INDIRECT	3,550	460	3,090	13%
TOTAL	41,035	5,057	35,978	12%

K7



**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%) - ADJ #1**

	Budget	Actual	% Earned/ Expended	Available Balance
<b>Revenue</b>	<b>4,827,346</b>	<b>5,052,233</b>	<b>104.7%</b>	<b>(224,887)</b>
Expenditures				
Salaries	2,614,903	2,272,530	86.9%	342,373
Benefits @ 23.51% actual	<u>605,877</u>	<u>534,243</u>	<u>88.2%</u>	<u>71,634</u>
Total Personnel Costs	3,220,780	2,806,773	87.1%	414,007
Operating Costs				
Travel	79,900	65,150	81.5%	14,750
Space Costs	190,700	182,007	95.4%	8,693
Supplies	147,277	106,874	72.6%	40,403
Equipment	5,223	5,409	103.6%	(186)
Consultant/Contract	783,320	767,555	98.0%	15,765
Other Operating Costs	<u>339,600</u>	<u>286,138</u>	<u>84.3%</u>	<u>53,462</u>
Total Operating Costs	1,546,020	1,413,133	91.4%	132,887
<b>Total Expenditures</b>	<b><u>4,766,800</u></b>	<b><u>4,219,906</u></b>	<b><u>88.5%</u></b>	<b><u>546,894</u></b>
<b>Excess Indirect Revenue</b>	<b><u>60,546</u></b>	<b><u>832,327</u></b>		

RECAP BY SUPPORT DIVISION	Revised Budget	Actual	% Expended	Available Balance
HR	1,151,500	1,087,388	94.4%	64,112
Operations	1,526,000	1,289,025	84.5%	236,975
Executive	514,100	526,173	102.3%	(12,073)
Community Development	525,400	456,841	87.0%	68,559
Finance	<u>1,049,800</u>	<u>860,479</u>	<u>82.0%</u>	<u>189,321</u>
	<u>4,766,800</u>	<u>4,219,906</u>	<u>88.5%</u>	<u>546,894</u>



**COMMUNITY ACTION PARTNERSHIP OF KERN**  
**INDIRECT FUND - FY 2018/19**  
**BUDGET TO ACTUAL - 3/1/18 TO 2/28/19 (1 OF 12 MONTHS = 8.33%)**

	Budget	Actual	% Earned/ Expended	Available Balance
<b>Revenue</b>	<b>5,059,589</b>	<b>292,785</b>	<b>5.8%</b>	<b>4,766,804</b>
Expenditures				
Salaries	2,820,260	137,377	4.9%	2,682,883
Benefits @ 24.11% actual	<u>674,091</u>	<u>41,639</u>	<u>6.2%</u>	<u>632,452</u>
Total Personnel Costs	3,494,351	179,016	5.1%	3,315,335
Operating Costs				
Travel	90,750	1,787	2.0%	88,963
Space Costs	187,900	13,589	7.2%	174,311
Supplies	138,400	4,438	3.2%	133,962
Consultant/Contract	630,725	53,596	8.5%	577,129
Other Operating Costs	<u>363,950</u>	<u>10,994</u>	<u>3.0%</u>	<u>352,956</u>
Total Operating Costs	1,411,725	84,404	6.0%	1,327,321
<b>Total Expenditures</b>	<b><u>4,906,076</u></b>	<b><u>263,420</u></b>	<b><u>5.4%</u></b>	<b><u>4,642,656</u></b>
<b>Excess Indirect Revenue</b>	<b><u>153,513</u></b>	<b><u>29,365</u></b>		

RECAP BY SUPPORT DIVISION	Revised Budget	Actual	% Expended	Available Balance
HR	1,223,465	65,256	5.3%	1,158,209
Operations	1,394,366	82,329	5.9%	1,312,037
Executive	536,935	37,897	7.1%	499,038
Community Development	704,410	21,801	3.1%	682,609
Finance	<u>1,046,900</u>	<u>56,137</u>	<u>5.4%</u>	<u>990,763</u>
	<b><u>4,906,076</u></b>	<b><u>263,420</u></b>	<b><u>5.4%</u></b>	<b><u>4,642,656</u></b>



**To:** Board of Directors

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

**Subject:** *Janelle Gonzalez*  
Agenda Item VIII(a): March Policy Council Report – **Action Item**

**Date:** April 25, 2018

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The Policy Council met on March 22, 2018. Quorum was established.

The Program Planning Calendar was reviewed once again with timelines and tasks discussed. With quorum established the policy council was able to approve the Program Planning Calendar.

A PowerPoint was shared to provide a disabilities overview. It was stated as a regulation, we must have 10% of our enrollment represented by children with disabilities (either a valid IFSP or IEP). Children are placed in the least restrictive environment. All children are entitled/guaranteed to FAPE (Free Appropriate Public Education). Children in the age range of 0-3 will have an IFSP while children 4 and older will have an IEP. The disabilities team works in collaboration with many agencies in our county to provide support to our children. One component of the disabilities team is to review all IEPs and IFSPs to ensure they are valid at all times. Members of the Disabilities Team also attend transitional IEP/IFSP Meetings for those children who will move to kindergarten.

Jerry Meade reported on behalf of Yolanda Gonzales. Yolanda was on the road traveling home from our San Joaquin program and wanted to thank everyone for their support. Jerry shared that San Joaquin and the EHS Partnership received their Focus Area 2 Monitoring Protocol. Reviewers will be at our sites during the week of May 14 and ready to monitor those programs. Pam Pritchard along with EHS Partnership Manager, Debbie Connolly and Yolanda Gonzales are looking at our enrollment processes as well as our school readiness goals ensuring these two programs are meeting the requirements of the Head Start Performance Standards. Jerry also shared we are working hard to find the children we need to enroll at our Wasco center; there are 44 slots there. Our ERSEA staff and FSW are actively recruiting at various locations in the area to enroll children. Jerry also encouraged any members who would like to volunteer their time at a recruitment event they are welcome to do so; as there will be many upcoming recruitment events in the Spring and Summer months. In closing, Jerry thanked each member for their continued participation and support to the program.

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

1. **CALL TO ORDER** – Chairperson, Enrique Salazar Jr. called the meeting to order at 5:32 p.m. & welcomed new members to the meeting.
  - 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 established.  
**PC Members Present:** Jacqueline Boykin, Amber Dunlap, Nicole Walker, Daisy Valencia, Coyolxauhqui Mata, Ulyses Rodriguez, Marina Acosta, Karla Villa, Victoria Garcia Carlos, Joanna Guillen, Enrique Salazar Jr., Diana Reyes, Destiny Thompson Butler, Naomi Carrillo, Maggy Hartzell, Christine DeNardo, Gail Otis, Ana Lester, Lindsay Harrison, Rosa Reyes
3. **APPROVAL OF AGENDA** – Chairperson, Enrique Salazar, Jr. (\*ACTION)
  - a. Approval of the PC Agenda dated March 22, 2018 was made by Ulyses Rodriguez; seconded by Coyolxauhqui Mata. Motion carried unanimously.
4. **APPROVAL OF MINUTES** – Chairperson, Enrique Salazar, Jr. (\*ACTION)
  - a. Approval of the minutes dated January 25, 2018 was made by Diana Reyes; seconded by Amber Dunlap. Motion carried unanimously.
  - b. Motion was made to approve the notes from the February 22, 2018 Policy Council Meeting by Joanna Guillen; seconded by Diana Reyes. Motion carried unanimously.
5. **PRESENTATION OF GUESTS/PUBLIC FORUM**  
*(The public wishing to address the full Policy Council may do so at this time. Policy Council members may respond briefly to statements made or questions posed. However, the PC will take no action other than referring the item(s) to staff for study and analysis. **Speakers are limited to five minutes each.** If more than one person wishes to address the same topic, total group time for topic will be 10 minutes. Please state your name before making your presentation. Thank you.*  
Guests in attendance: Yolanda Gonzales Director Head Start/State Child Development Director; Jerry Meade, Program Design & Management Administrator; Lisa Price, PDM Administrative Assistant; Janelle Gonzalez, Governance Coordinator; LeTisha Brooks, Program Manager; Mary Ann Mooney, Program Manager; Rosita Curry, Family Engagement & Disabilities Support Services Supervisor; Alan Rodriguez, Health & Nutrition Support Services Supervisor; Roxanne Harris, Content Area Specialist, Disabilities; Bryan Lopez, IT Technician; Tina Nunez, Center Director; Jeremin Easter, Family Service Worker; Gloria Barbero, Program Administrator; Estella Benavides, Education Manager; Rashi Strother, Family Services and Governance Specialist
6. **STANDING COMMITTEE REPORT** (3 minutes each)
  - a. School Readiness Committee – Verbal report  
Nicole reported the group met quorum. Information was shared regarding the growth assessment, immunizations and their importance as to how they support early education and learning. Hearing and screening information was also discussed. The next meeting is scheduled for May 16, 2018 at 5:30 p.m.
  - b. Planning Committee – No report
  - c. Finance Committee – Verbal report  
Diana reported the committee did not meet however monthly finance reports were distributed at Policy Council and reviewed with the group by Donna Holland, Fiscal Administrator. It was stated that these

reports are a broad overview as to how our dollars (across all grants) are spent. Donna also shared that we are at 133% of our in-kind requirement, which is great news!

**d. By-Laws Committee – Verbal report**

The committee met on March 8, 2018, quorum was not met. The group discussed what bylaws were and why we have them. A proposal will be developed for bylaw revisions at the next meeting which is scheduled for April 12, 2018 at 5:30 p.m.

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

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

The Program Planning Calendar was briefly reviewed. Jerry stated that this document represents timelines to followed when preparing to submit our refunding application(s); it serves as our guiding force. The Program Planning Calendar tasks are identical in nature however the timeline for these tasks vary. Dates for tasks are contingent upon the grant as all our grants have different due dates. It was noted over the past several months this calendar has been presented to and worked on (revising and reviewing) by the PC Planning subcommittee. Motion was made to approve the Head Start & Early Head Start 2018 Program Planning Calendar by Rosa Reyes; seconded by Ana Lester. Motion carried unanimously.

**8. PRESENTATIONS**

**a. Head Start Disabilities Overview – Delores Patricio, Susie Martinez, Shirley Park, Maria Guadian, Content Area Specialist, Nutrition**

A PowerPoint disabilities overview was presented to the group. It was stated as a regulation, we must have 10% of our enrollment represented by children with disabilities (either a valid IFSP or IEP). Children are placed in the least restrictive environment. All children are entitled/guaranteed to FAPE (Free Appropriate Public Education). Children in the age range of 0-3 will have an IFSP while children 4 and older will have an IEP. The disabilities team works in collaboration with many agencies in our county to provide support to our children. One component of the disabilities team is to review all IEPs and IFSPs to ensure they are valid at all times. We currently have 7% of children enrolled in our program on an IEP and 15% on an IFSP. Members of the Disabilities Team also attend transitional IEPs for those children who will move to kindergarten. The committee was invited to the upcoming Transitional Meeting to be held at the Administrative Offices (Business Park North) on April 19, 2018 at 9:00 a.m.

**9. COMMUNICATIONS – Chairperson**

- a) Kern Head Start & Early Head Start Budget vs. Actual Expenditures  
March 1, 2017 through February 28, 2018
- b) San Joaquin Early Head Start Budget vs. Actual Expenditures  
February 1, 2017 through February 28, 2018
- c) Early Head Start Child Care Partnerships Budget vs. Actual Expenditures  
September 1, 2017 through February 28, 2018
- d) Parent Local Travel & Child Care through January 31, 2018
- e) Parent Activity Funds, through February 28, 2018
- f) Parent Meals prepared by the Central Kitchen through February 28, 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, February 2018
- h) Head Start/State Child Development Division – 2018 Head Start Program Planning Calendar
- i) Alternatives to Violence Project “We Are All Valuable People Workshop” dates and times
- j) Bakersfield College Services and Programming at Wasco
- k) Community Action Partnership of Kern Head Start Disabilities Advisory Meeting
- l) Greater Bakersfield Legal Assistance, Inc. Community Homeless Law Center Project
- m) Greater Bakersfield Legal Assistance, Inc. 6<sup>th</sup> Annual Fair Housing Conference
- n) Greater Bakersfield Legal Assistance, Inc. services brochure

- o) Kern County Superintendent of Schools project 180 Programs for Youth
  - p) Community Action Partnership of Kern, The CAPK Times, March 2018
- Motion was made by Amber Dunlap to receive and file items (a) – (p).

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

Janelle dispersed a handout indicating all members of each subcommittee. She also stated that next month elections will be held to fill the various openings on each subcommittee. It was added the functions of each subcommittee will also be provided. Regional Parent Committees were recently held to fill vacancies and they were a success as all open positions have been filled. At this time Janelle welcomed the new members, Destiny (Home Base); Karla (Region2); Marina (Region 2) and Gail (Region 4). The Policy Council Executive Board group photo has been rescheduled to April 26, 2018 due to recent weather constraints. Janelle thanked Yesenia, who is a staff member from our Sterling Center for translating the meeting tonight. She also thanked Monica our staff from Noble for transporting, Tina and her staff for their support in our Region 4 Eastern Kern area. In addition, Rashi was thanked for her support in San Joaquin County as was Bryon Lopez for his technological support during these meetings. In closing Janelle shared safe driving tips in rainy weather with the group.

**11. COMMUNITY REPRESENTATIVE REPORT – Lindsay Harrison/Ana Lester**

Several handouts were dispersed promoting a variety of upcoming activities. Lindsay spoke about the Dress for Success event which will take place April 3 – 6 from 10:00 a.m. – 5:00 p.m. ONLY. Women's name brand clothing, shoes and accessories will be available for purchase with prices ranging from \$1 - \$20. All proceeds will support various programs in Kern County which strive to empower women. There will be a FREE Spring Fest 2018 Event to be held on March 31 at Martin Luther King Jr. Park with food, music and activities. A list of several events taking place at the Beale Library was also handed out along with a flier promoting Cone with a Cop which celebrates Autism awareness month (April) and encourages those with special needs to come out and have a free frozen custard cone with a Kern County Deputy. It was added that this event is sensory friendly. Ana reviewed information from the Kern County Family Justice Center adding all services are free of charge and if you do not have transportation to get to the center can be arranged through that organization. The Family Justice Center is a "one stop shop" for victims and/or survivors of domestic violence. Information was also shared about immigration services and assistance provide through the UFW. The 6<sup>th</sup> Annual Fair Housing Conference sponsored by Greater Bakersfield Legal Assistance, Inc. flier was briefly discussed. Low cost or no cost weatherization information was provided as well. It was noted that should you qualify for weatherization services and rent your place of residence, approval from your landlord must be given prior to any services will be provided.

**12. EARLY HEAD START SAN JOAQUIN REPORT – Rashi Strother**

Rashi shared a slide show of the recent Ready Rosie Workshop facilitated by the FSWs. The event was a great success and enjoyed by both families and staff alike.

**13. EARLY HEAD START PARTNERSHIP REPORT**

Janelle stated that unfortunately, we do not have any parent representation from the EHS Partnership. Parents are unable to provide support due to scheduling conflicts. Janelle will continue to work with the Family Advocate in hopes to have representation soon.

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

No report was provided.

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

Jerry Meade reported on behalf of Yolanda Gonzales. Yolanda was on the road traveling home from our San Joaquin program and wanted to thank everyone for their support. Jerry shared that San Joaquin and the EHS Partnership received their Focus Area 2 Monitoring Protocol; neither program to date has had a review. Reviewers will be at our sites during the week of May 14 and ready to monitor those



programs. Pam Pritchard along with EHS Partnership Manager Debbie Connolly as well as Yolanda Gonzales who was just in San Joaquin are looking at our enrollment processes as well as our school readiness goals ensuring these two programs are meeting the requirements of the Head Start Performance Standards. There will be two teams, one visiting our program in San Joaquin County and the other here in Bakersfield with our EHS Partnerships. Jerry also shared we are working hard to find the children we need to enroll at our Wasco center; there are 44 slots there. Our ERSEA staff and FSW are actively recruiting at various locations in the area to enroll children. March and April are the months which we kick off our push for full enrollment for the fall program. We have many children who are aging out and moving on to kindergarten. There are approximately 1500 children we will need to enroll to fill these vacancies. Some centers don't have a problem filling their slots while others present a bit more of a challenge. This is also the time we start to see a variety of recruitment events throughout the community in which we participate. Jerry also encouraged any members who would like to volunteer their time at an event to do so. Adding you will see firsthand how rewarding it is to interact with the community and share information about the quality services we provide throughout Kern County. A question was posed as to if the decline of births during the recession has been taken in consideration when looking at the number of slots in our program. Jerry responded that type of data is currently being looked at for our community assessment which in turn drives the program. That information would be consideration for the 2019 – 2020 school year as the 2018 – 2019 has already been established. It was also shared that preliminary data shows 68% of residents speak Spanish as their primary language. In the past this figure in our community was far less. However, we have previously felt this to be true as it pertains to our program and now we are seeing the community information is now matching that of our program.

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

Enrique thanked Janelle for her support. Enrique also shared Pete Parra will host an Open House on April 10<sup>th</sup> and he invited everyone to attend. Enrique shared classrooms will have various stations, there will be food, entertainment and fun for all. The event will take place from 3:00 p.m. – 5:00 p.m. Enrique welcomed new members and thanked everyone for their attendance, adding it was a great turnout!

**17. ADJOURNMENT**

Meeting was adjourned at 6:46 p.m.

*Lisa Price/PDM Administrative Assistant  
Completed 03/29/18*