

COMMUNITY ACTION PARTNERSHIP OF KERN
BOARD OF DIRECTORS MEETING

5005 Business Park North, Bakersfield, CA
June 27, 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. Roll Call

Garth Corrigan
Fred Plane
Lorena Fernandez
Jonathan Mullings
Guadalupe Perez

Curtis Floyd
Janea Benton
Craig Henderson
Yolanda Ochoa
Ulyses Rodriguez

Warren Peterson
Jimmie Childress
Mike Maggard
Marian Panos
Ana Vigil

II. Approval of Agenda

III. Approval of meeting minutes

- a. Minutes of May 30, 2018 Board of Directors meeting – **Action Item (p. 4-9)**

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. Library Petition Presentation – Linda Fiddle

VI. New Business

- a. Head Start / Early Head Start 2018-2019 Recruitment and Selection Plan – Jerry Meade, Program Design and Management Administrator – **Action Item (p. 10)**
- b. 2018-2019 Early Head Start and Head Start School Readiness Goals – Yolanda Gonzales, Director of Head Start / State Child Development Programs – **Action Item (p. 11-33)**

VII. Committee Reports

- a. Program Review & Evaluation Committee Report – Ralph Martinez, Director of Operations – **Action Item**

- i. Minutes of June 13, 2018 Committee Meeting (**p. 34-36**)
- ii. Special Presentation – Friendship House Community Center & Shafter Youth Center
- iii. Program Reports:
 - 1. May 2018 Program and Division Reports (**p. 37-50**)
 - 2. Application Status Report and Funding Requests (**p. 51-55**)
 - 3. May 2018 Head Start / State Child Development Enrollment and Meals Report (**p. 56**)
 - 4. Head Start Designation Renewal System (DRS) Update (**p. 57-58**)
 - 5. May 2018 Outreach & Advocacy Report (**p. 59**)
- b. Budget & Finance Committee Report – Emilio Wagner, Director of Operations - **Action Item**
 - i. Minutes of June 20, 2018 Committee Meeting (**p. 60-63**)
 - ii. Application Status Report and Funding Requests (**p. 64-69**)
 - iii. Head Start & Early Head Start Budget to Actual Reports (**p. 70-79**)
 - iv. Cost of Living Adjustment (COLA) for All Employee Wages (**p. 80-82**)
 - v. Discretionary Fund Update (**p. 83**)
 - vi. Financial Statements, April 2018 (**p. 84-129**)

VIII. Advisory Board Reports

- a. Head Start Policy Council Report – Ulyses Rodriguez, Policy Council Representative – **Action Item**
 - i. May 2018 Policy Council Report (**p. 130**)
 - ii. Minutes of May 29, 2018 meeting (**p. 131**)
- 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. Update on the CAPLAW Conference
- b. Update on Legal Services RFP

X. Board Member Comments

XI. Closed Session

- a. Public Employment - Chief Financial Officer (Government Code Section 54957)
- b. Reconvene into Open Session

XII. Closed Session Report

XIII. Next Scheduled Meeting

Board of Directors Meeting
Wednesday, August 22, 2018
12:00 p.m.

Community Action Partnership of Kern
Board of Directors Meeting Agenda
June 27, 2018
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5005 Business Park North
Bakersfield, CA 93309

XIV. Adjournment

This is to certify that this Agenda notice was posted in the lobby of the CAPK Administrative Office at 5005 Business Park North, Bakersfield, CA and online at www.capk.org by 12:00 pm, June 22, 2018. Paula Daoutis, Administrative Coordinator

COMMUNITY ACTION PARTNERSHIP OF KERN
BOARD OF DIRECTORS MEETING

5005 Business Park North, Bakersfield, CA
May 30, 2018
12:00pm

MEETING MINUTES

I. Call to Order

Garth Corrigan called the meeting to order at 12:05 pm at the Community Action Partnership of Kern Administrative Building, 5005 Business Park North, Bakersfield, CA.

- a. Moment of Silence/Pledge of Allegiance
- b. Reading of the "Promise of Community Action"
- c. Seating & Welcoming of New Board Member – Jeremy Tobias, Chief Executive Officer – Action Item

Jeremy Tobias introduced the new Policy Council Representative, Ulyses Rodriguez.

Motion was made and seconded to approve the seating of the new Policy Council Representative, Ulyses Rodriguez. Carried by unanimous vote (Henderson/Childress).

- d. Roll Call

Roll Call was taken with a quorum present:

Present: Garth Corrigan, Curtis Floyd, Warren Peterson, Fred Plane, Janea Benton, Jimmie Childress, Craig Henderson, Marian Panos, Ulyses Rodriguez, Ana Vigil

Absent: Lorena Fernandez, Mike Maggard, Jonathan Mullings, Yolanda Ochoa, Guadalupe Perez

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

II. Approval of Agenda

Motion was made and seconded to approve the Board of Directors meeting agenda for May 30, 2018. Carried by unanimous vote. (Henderson/Benton).

III. Approval of meeting minutes

- a. Minutes of April 25, 2018 Board of Directors meeting.

Motion was made and seconded to approve the minutes of the April 25, 2018 meeting. Carried by unanimous vote. (Henderson/Plane).

IV. Introduction of Guests/Public Forum:

No one addressed the Board.

V. Special Presentations

a. VITA Presentation – Sandi Truman, Program Manager

Sandi Truman provided an update to the Board for the 2017 Tax Season and reported: 102 volunteers were trained and certified; a 3rd shift was added to allow for an additional 20 hours of service; 3 locations provided tax prep services, which included the CAPK office on 19th Street, the Wasco location and CSUB; 50% of clients are returning clients; 128 returns were filed on the Walk-in Day one week prior to the end of the tax season; and at the end of the season, volunteers were treated to a harbor cruise out of Long Beach.

VI. New Business

a. Presentation of the Migrant Childcare Alternative Payment Program FY 2017-2018 Program Self Evaluation (PSE) – Susana Magana, MCAP Manager – **Info Item**

Susana Magana presented the findings from the PSE which was conducted April 16-27, 2018 and mandated under the contract. The audit sample selected consisted of 26 children from 25 families. 25 of 25 files were in compliance and well documented. 24 of 25 provider reimbursements were in compliance with a small error corrected. The fiscal error rate was .0036 from a few human errors, however, no systemic errors were noted. The PSE also required the program to conduct Parent & Provider Surveys. 74 provider and 113 family surveys were returned with a high percentage of satisfied or very satisfied ratings.

b. Head Start / Early Head Start Outcomes – Leslie Mitchell, Education & Support Services Administrator – **Info Item**

Leslie Mitchell presented the Head Start / Early Head Start Outcomes for the PSE process, required assessments by Office of Head Start and by the State. The overview provided to the Board consisted of the Classroom Assessment Scoring System (CLASS), Developmental Assessment Results, Parent Survey Results, 2017-2018 Spring Environmental Rating Scale Results, and Opportunities for Action. The Action Steps will be ongoing throughout the 2018-2019 school year, with the expected completion date by the end of April 2019.

c. Approval of Insurance Broker for Employee Health Benefits, Liability Insurance, and Workers Comp Insurance – Jeremy Tobias, Chief Executive Officer – **Action Item**

Jeremy Tobias reported that the Agency released a Request for Proposal (RFP) for Insurance Broker/Consulting Services to include: Employee Benefits; Property & Casualty; and Worker's Compensation. A Committee was formed and tasked with reviewing and scoring the proposals, with the top 3 selected for interviews. A larger committee was assembled, which included Board Member Fred Plane, and interviews were conducted on May 23, 2018. The Committee recommends Board approval to move forward with USI Insurance Services as the Broker of Record for the Agency. Currently, all three services are covered by different firms and it was the recommendation of the committee to bundle the services. The initial contract will be a three-year term with a potential one (2) year option effective June 2018 for the 2019 Health Benefits plan year, and effective

approximately 120 days prior to the contract renewals: Property & Casualty (renewal February 2019); and Workers Compensation (renewal July 2019).

Motion was made and seconded to approve the USI Insurance Services as the insurance broker for health benefits, property and casualty, and workers compensation. Carried by unanimous vote. (Benton/Henderson).

- d. Head Start / Early Head Start Cost of Living Adjustment (COLA) and Training/Technical Assistance (T&TA) Applications – Jerry Meade, Program Design & Management Administrator – **Action Item**

Jerry Meade reported that the Consolidated Appropriations Act of 2018 includes an increase in funding of \$610 million over the fiscal year (FY) 2017 funding level for programs under the Head Start Act. A portion of the funding increase provides for a 2.6% Cost of Living Adjustment (COLA). Funds will be used to permanently increase the Head Start pay scale and offset increased operating costs in other areas of the budget. Additional Training & Technical Assistance (T/TA) funds are available for some of the grants. CAPK is required to submit a funding application of each of its three Head Start Programs prior to June 18, 2018.

The total funding opportunity provides for an additional \$920,164 across all of CAPK's Head Start & Early Head Start grant funded programs. Board approval is required to submit the applications; therefore, it is the recommendation by staff that the Board approve, with resolution, the submission of the Head Start & Early Head Start Cost of Living Adjustment and the Training/Technical Assistance funding applications with a 2.6% increase to the Head Start wages and pay scales.

The Board engaged in discussion regarding the specific guidelines for the COLA and questioned if CAPK was mandated to distribute the 2.6% increase evenly for all positions, or if a greater percentage can be given to the positions where there is a lot of turnover due to the pay scale. Staff reiterated that the request today specifically addresses the required approval from the Board to submit the applications for increased funding. Any deviation to the 2.6% COLA distribution would need to be approved by the Office of Head Start.

Motion was made and seconded to approve the submission of the Head Start / Early Head Start Cost of Living (COLA) and Training & Technical Assistance Applications. Carried by unanimous vote. (Henderson/Vigil).

- e. Cost of Living Adjustment (COLA) for All Employee Wages – Jeremy T. Tobias, Chief Executive Officer – **Action Item**.

Jeremy Tobias reported that of the 860 CAPK employees, approximately 260 employees are not covered by the Head Start group of contracts. Historically, CAPK has not been able to offer regular COLA increases to employees, so when opportunities arise from funding increases to CAPK programs, management can leverage the increase and spread it to the entire staff. Division Directors and Program Managers budget for these possible increases during the time the budgets are prepared. The overall wage cost impact of the 2.6% COLA proposal for the remaining employees and programs outside of the Head Start family is approximately \$225,000. Staff recommends approval of a 2.6% COLA for all remaining CAPK employees not covered by the approved Head Start COLA, with the effective dates subject to each individual contract requirements and funding levels.

Members of the Board requested additional information regarding the overall financial impact of the proposed 2.6% COLA and deferred this item to the Budget & Finance Committee, requesting additional information be provided, along with their recommendation to the Board at the June 2018 meeting.

Motion was made and seconded to refer this item to the Budget & Finance Committee for further review and recommendation to the Board at the June 2018 meeting. Carried by unanimous vote. (Henderson/Vigil).

V. Committee Reports

- a. Executive Committee Report – Jeremy Tobias, Chief Executive Officer
 - i. Minutes of May 8, 2018 Committee Meeting
 - ii. Resolution to approve the Submission of the 2017 Department of Energy Weatherization Assistance Program (DOE WAP) Contract #17C-4010
 - iii. Update on the CFO Search & Deputy CFO
 - iv. Brown Armstrong Audit Contract Update
 - v. Traffic Accident Involving CAPK Maintenance Vehicle in San Joaquin County

Jeremy Tobias reported that the Committee met on May 8th for a special meeting to address a deadline for the DOE WAP contract. The Committee was also presented with a plan for the CFO position.

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

- b. Program Review & Evaluation Committee Report – Ralph Martinez, Director of Community Development – **Action Item**
 - i. Minutes of May 16, 2018 Committee Meeting
 - ii. Special Presentation – Friendship House Community Center & Shafter Youth Center
 - iii. Program Reports
 - 1. April 2018 Program and Division Reports
 - 2. Application Status Report and Funding Requests
 - 3. April 2018 Head Start / State Child Development Enrollment and Meals Report
 - 4. April 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. (Childress/Panos).

- c. Budget & Finance Committee Report – Christine Anami, Chief Financial Officer – **Action Item**
 - i. Minutes of May 23, 2018 Committee Meeting
 - ii. Application Status Report and Funding Requests
 - iii. Head Start & Early Head Start Budget to Actual Reports
 - iv. Discretionary Fund Update
 - v. Financial Statements, April 2018

Christine Anami reported that the committee met on May 23rd and approved two action items which included: Five Funding Request Profile; and the April 2018 Financial Statements. There was no unusual or out of the ordinary transactions. Staff is in the process of closing out the books for the fiscal year ended February 28, 2018 and preparing for the annual audit by Brown Armstrong. The Indirect Fund Balance on April 30 was \$1.4 million, and there was no need to borrow from the line of credit, for the third month in a row. The unrestricted cash balance for the Discretionary Fund as of April 30, was \$502,000.

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

Chris requested a moment to introduce the Finance Division staff and thanked them for their exemplary work.

VI. Advisory Board Reports

- a. Head Start Policy Council Report – Janelle Gonzalez, Program Governance Coordinator - **Action Item**
 - i. April 2018 Policy Council Report
 - ii. Minutes of April 26, 2018

Ulyses Rodriguez provided the Policy Council report for the month of April 2018.

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

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

Ralph Martinez provided a verbal report and said the Advisory Board held a bike rodeo to promote bike safety. Received a \$1,000 donation.

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

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

- a. Introduction of new CAPK Staff Members

Jeremy Tobias introduced: Ray Quan, Director of Human Resources; Idi Alali, Deputy CFO; James Burger, Outreach & Advocacy Coordinator; and Ravi Peiris, Senior Community Development Specialist

- b. Update on Recent Federal Focus Area 2 Review for Kern Early Head Start Partnerships and San Joaquin Early Head Start.

Jeremy Tobias reported that both reviews were conducted the week of May 14. The reviewers were not allowed to provide an exit interview; however, it is believed that the review went well with only minor issues to be addressed. Yolanda Gonzales provided additional information that identified the areas that the auditors reviewed and reported there was no indication of any areas of concern. A final report will be received within 60-90 days.

c. CFO Christine Anami Retirement

Jeremy Tobias reported that after 25 years of dedicated service at CAPK, Christine Anami will retire effective June 1, 2018. Jeremy emphasized that much of what Chris did was not seen by the Board or others. Chris worked diligently behind the scenes with care and compassion. Jeremy Tobias presented Chris Anami with a retirement gift and thanked her for her 25 years of service to CAPK.

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

VIII. Board Member Comments

Fred Plane thanked Chris for her time at CAPK and said that in 1999 she was the steady force when the times were low, and she helped to bring us to the level we are today.

Warren Peterson also recognized Chris and thanked her for extending her retirement date to allow extra time to recruit for her replacement.

Many other Board Members expressed their gratitude for Chris's service to CAPK and welcomed new Board Member Ulyses Rodriguez and the new CAPK employees.

IX. Closed Session

No items scheduled for closed session.

X. Closed Session Report

XI. Next Scheduled Meeting


Board of Directors Meeting
Wednesday, June 27, 2018
12:00 p.m.
5005 Business Park North
Bakersfield, CA 93309

XII. Adjournment

The meeting adjourned at 1:54 pm.

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Board of Directors

From: Jerry Meade, Program Design and Management Administrator
Date: June 27, 2018
Subject: *Agenda Item VI(a):* Head Start/Early Head Start 2018-2019 Recruitment and Selection Plan – Action Item

The update to the 2018-2019 Recruitment and Selection Plan (R&SP) has been completed for the 2018-2019 school year. The R&SP committee recommended only minor changes to the document. The changes are listed below:

- All programs are clearly identified on Selection Form
- Program Options were updated – FD/PY has been added
- Documentation to be examined – Tax year has been updated to 2017
- Selection Criteria Points were increased to 50 points (from 25) for 4-year-old children and Transitional Kindergarten that was listed under “other factors” has been removed
- Teen Parent – points were increased by 5 points


Additional changes included minor grammatical and formatting improvements.

Recommendation

Staff recommends the Board of Directors approve the Head Start/Early Head Start 2018-2019 Recruitment and Selection Plan.

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Board of Directors

From: Yolanda Gonzales
Director of Head Start / State Child Development
Date: June 27, 2018
Subject: *Agenda Item VI (b): 2018-2019 Early Head Start and Head Start School*
Readiness Goals - **Action Item**

The Head Start / State Child Development division develops yearly School Readiness goals using our end of the year data to implement high quality care teaching and learning. The School Readiness Goals drive and strengthen our educational year by offering strategies to our families and teaching staff who work alongside with children to create developmental learning outcomes.

The goals are divided in five domains that are aligned with the Desired Results System and the Head Start Early Learning Outcomes. The domains are: Approaches to Learning, Social Emotional Development, Language Literacy Development, Cognition & General Knowledge, and Physical Development. In order to ensure children's success each center, partnership and home-based educator will receive a copy for implementation. The School Readiness Goals are attached for your review and approval.

Recommendation:

Staff recommends the Board of Directors approve the 2018-2019 Early Head Start and Head Start School Readiness Goals.

Attachment: 2018-2019 Early Head Start and Head Start School Readiness Goals

EARLY HEAD START/HEAD START SCHOOL READINESS

GOALS

Board of Directors Approval
June 27, 2018

Policy Council Approval
June 28, 2018

SCHOOL READINESS PLAN 2018-2019

HEAD START AND STATE CHILD DEVELOPMENT EDUCATION DIVISION

OVERVIEW

Program staff will support Early Head Start and Head Start in the effort to improve outcomes for children, and to strengthen school readiness for children and families. We will implement this by following Head Start Early Learning Outcomes Framework (HSELOF), Parent, Family and Community Engagement Framework, California's Early Learning Development System, and child data sources from screenings and assessments. The HSELOF foundations written for each of the domains based on research and evidence and enhanced with expert practitioners' suggestions and examples; their purpose is to promote understanding of children's learning and to guide instructional practice. Teachers, administrators, parents, and policymakers will use the HSELOF as a springboard to augment efforts to enable all young children to acquire the competencies that will prepare them for success in school.

Our School Readiness goals are developed by using current data and ongoing child assessments that include the *DRDP 2015, A Developmental Continuum from Early Infancy to Kindergarten Entry*, implemented into the classroom during the 2017-2018 school year. The primary goals were determined by analyzing and comparing children's data from the Spring Assessment (2017-2018), which aggregated all three (3) assessment periods (Fall, Winter & Spring). School Readiness Goals will reflect successful learning across five key areas of learning and development: Approaches to Learning, Social-Emotional Development, Language and Literacy, Cognition, and Perceptual Motor and Physical Development.

Program staff will work in partnership with families to support Parent, Family and Community Engagement Outcomes that supports school readiness goals. The partnership between parents and Head Start/Early Head Start staff is fundamental to children's current and future success in school readiness and beyond.

Our Program and partnerships will continue to research and remain abreast on the most up-to-date information on school readiness for **Early Head Start, Head Start, and Home-Based option**. We will individualize plans for each child with input from **Family Services** and our **Local Education Agencies**. The School Readiness Plan will be used to help identify training topics to support professional development. Training will be offered during pre-service and throughout the upcoming program year.

BACKGROUND

Data Aggregation is the key element to ensure ongoing practices when designing or identifying program improvement. Head Start / State Child Care have utilized the following data sources: ChildPlus Net, Developmental Screening: ASQ-3, ASQ: SE-2, Child Care Results, Desired Results Developmental Profile (2015), CLASS, ECERS, and ITERS.

Recognizing that collaboration is vital for children's success, the following representatives analyzed, planned, reviewed and shared their recommendations for the development of the **Early Head Start & Head Start School Readiness Goals**:

Phase One: April 2018

2017-2018 School Readiness Goals Data Aggregation and Analysis.

Phase Two: May 10, 2018

2017-2018 Collaborative School Readiness Meeting

Phase Three: May 10, 2018

2018-2019 School Readiness Goal setting Collaborative Meeting

Phase Four: June 8, 2018

2018-2019 School Readiness Administration Team Review and Feedback

Phase Five: June 27, 2018

2018 – 2019 School Readiness Goals Board of Directors Approval

Phase Six: June 28, 2018

2018 – 2019 School Readiness Goals Policy Council Approval

Phase Seven:

July–November 2018 School Readiness Training and Implementation.

Framework for Effective Practice:

Supporting School Readiness for all Children

**Parent, Family and
Community Engagement**

**Head Start Early Learning Outcomes Framework
What Children Learn**

CENTRAL DOMAINS				
APPROACHES TO LEARNING	SOCIAL AND EMOTIONAL DEVELOPMENT	LANGUAGE AND LITERACY	COGNITION	PERCEPTUAL, MOTOR, AND PHYSICAL DEVELOPMENT
▲ INFANT/ TODDLER DOMAINS	Social and Emotional Development	Language and Communication	Cognition	Perceptual, Motor, and Physical Development
● PRESCHOOLER DOMAINS	Social and Emotional Development	Language and Communication	Mathematics Development	Perceptual, Motor, and Physical Development
		Literacy	Scientific Reasoning	



EARLY HEAD START/HEAD START

2018-2019 SCHOOL READINESS GOALS



APPROACHES TO LEARNING – SELF-REGULATION

GOAL: Children will exhibit increased skills in approaches to learning, including curiosity and initiative, Self-Control of Feelings and Behaviors, Engagement and Persistence, and Shared Use of Space & Materials.



SOCIAL AND EMOTIONAL DEVELOPMENT

GOAL: Children will strengthen their skills in social behavior, emotional regulation, and emotional well-being.



LANGUAGE AND LITERACY DEVELOPMENT

GOAL: Children will demonstrate increased communication, language, and emergent literacy skills.



ENGLISH LANGUAGE DEVELOPMENT

GOAL: Children will demonstrate developmental communication, language, and emergent literacy skills.



COGNITION AND GENERAL KNOWLEDGE (INCLUDING MATH AND SCIENCE)

GOAL: Children will strengthen their skills in the area of cognition, including Math and Science.



PHYSICAL DEVELOPMENT-HEALTH

GOAL: Children will demonstrate improved physical development, including personal care routines.



Early Head Start

Approaches to Learning-Self-Regulation (ALT-REG):

Approaches to learning focuses on how children learn. It refers to the skills and behaviors that children use to engage in learning.

Goal: Children will exhibit increased skills in approaches to learning, including Curiosity and Initiative in learning, and Self-Control of Feelings and Behaviors.		
Objective: By Spring 2019, infants and toddlers will develop strategies for regulating feelings and behavior, becoming less reliant on adult guidance over time. They will explore their environments in increasingly focused ways to learn about people, things, materials, and events.		
Young Infants: 80% will be at the “Responding Later” level or above in Measure ATL-REG 5: Self-Control of Feelings and Behavior	Older Infants: 80% will be at the “Exploring Earlier” level or above in Measure ATL-REG 5: Self-Control of Feelings and Behavior	Toddlers: 70% will be at the “Exploring Later” level or above in Measure ATL-REG 4: Curiosity and Initiative in Learning
Family Engagement Outcome: Families as Learners	Objective: By Spring 2019, families will have increased understanding to support their child's Approaches to Learning in the effort to prepare them for school as measured by pre and post surveys at parent meetings and training.	
Effective Teaching Strategies		Effective Family Activities
Caregivers will: Young Infants: <ul style="list-style-type: none">• Maintain a calm attitude and presence.• Follow their schedules and routines in predictable ways but adjust as needed.• Identify, acknowledge and support self-soothing behaviors. Older Infants: <ul style="list-style-type: none">• Anticipate child's needs and respond as soon as you can. Describe the child's feelings, what you are doing and what will happen next.• Support transitions between different parts of the daily schedule by preparing them for the transition.• Stay near the children without interfering. Follow their lead. Toddlers: <ul style="list-style-type: none">• Set up the environment to encourage discovery and exploration.• Allow infants and toddlers to choose materials and activities.• Offer multiple toys and activities that are challenging and exciting for each child at his or her level.		Families will: <ul style="list-style-type: none">• Keep a consistent routine for feeding, napping, bathing, and sleeping.• Be available to comfort them.• Offer familiar comfort items for children.• Identify self-soothing behavior that your children prefer such as patting their back, read a book, sing a song, a pacifier, etc.• Tell children what behavior is expected by stating simple rules positively rather than negatively. For example, "We are gentle with each other in our home."• Register free for Ready Rosie app online at readyrosie.com/register

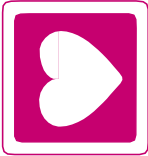


Head Start

Approaches to Learning-Self-Regulation (ALT-REG):

Approaches to learning focuses on how children learn. It refers to the skills and behaviors that children use to engage in learning.

Goal: Children will exhibit increased skills in approaches to learning, including curiosity and initiative, Self-Control of Feelings and Behaviors, Engagement and Persistence, and Shared Use of Space & Materials.	
Objective: By Spring 2019, children will increasingly persist in understanding mastering activities, working through challenges. They will develop the capacity to share the use of space and materials with others.	
3-year-olds: 80% will be at the "Exploring Later" level or above in Measure ATL-REG 6: Engagement & Persistence	4-year-olds: 80% will be at the "Building Earlier" level or above in Measure ATL-REG 7: Shared Use of Space & Materials
Family Engagement Outcome: Families as Learners	Objective: By Spring 2019, families will have increased understanding to support their child's Approaches Toward Learning in the effort to prepare them for school as measured by pre and post surveys at parent meetings and training.
Effective Teaching Strategies	
Teachers will:	
3-year-olds: <ul style="list-style-type: none"> • Make allowances for children's limited capacity to sit and maintain focused attention by planning brief large-group activities and more extended periods of self-initiated activities. • Help children to manage complex tasks by breaking them down into simpler steps. • Rotate materials regularly to maintain children's interest and attention. They will provide materials that build on those already familiar to the children from their home that will help support the children's true cultural identity in the classroom that will then contribute to maintaining their attention. 	
4-year-olds: <ul style="list-style-type: none"> • Supply plenty of play materials to increase exploration. • Talk about the classroom expectations and sharing space and materials. • Help children sustain interest and attention while working on tasks by offering suggestions and using effective questioning techniques. • Help children sustain attention to tasks and offer projects for children to do over time. 	
Families will: <ul style="list-style-type: none"> • Establish distinct boundaries for children at home who need support to focus (e.g., use freestanding cardboard dividers for table activities and colored tape to divide workspace and play space on the floor) and by limiting the number of choices the children are given at one time. • Initiate and engage with their children by using Ready Rosie games and activities at home. • Engage their preschoolers with simple board games or 10 piece+ puzzles at home and help encourage them by playing alongside them until they finish the puzzle or game. • Help guide their preschoolers in doing explorations to help keep their attention and interest in the world around them such as in an outdoor environment, e.g., going to the park. • Talk about the importance of sharing materials and space. 	



Early Head Start

Social and Emotional Development (SSD):

Positive social and emotional development in the early years provides a critical foundation for lifelong development and learning.

Goal: Children will strengthen their skills in social behavior, emotional regulation, and emotional well-being.			
Objective: By Spring 2019, infants and toddlers will develop close relationships with familiar adults, show awareness of self as distinct from others, and develop the capacity to engage in symbolic play with others.			
Young Infants: 70% will be at the “Responding Later” level or above in Measure SED 3: Relationships and Social Interactions with Familiar Adults	Older Infants: 75% will be at the “Exploring Earlier” level or above in Measure SED 1: Identity of Self in Relation to Others	Toddlers: 80% will be at the “Exploring Later” level or above in Measure SED 5: Symbolic and Sociodramatic Play	
Family Engagement Outcome Families as Learners	Objective: By Spring 2019, families will have increased understanding to support their child's Social-Emotional Development in the effort to prepare them for school as measured by pre and post surveys at parent meetings and training.		
Effective Teaching Strategies		Effective Family Activities	
Caregivers will: Young Infants: <ul style="list-style-type: none">Place infants within proximity of other children.Create space in the room for children to be together. Older Infants: <ul style="list-style-type: none">Create photo albums of children and familiar adults.Chant songs with child's/children's names.Offer opportunities for children to experience play in small groups of 2 or 3 children throughout the day. Toddlers: <ul style="list-style-type: none">Display family pictures in the classroom to validate children's most important relationships.Develop a child's personal emotions book.Offer opportunities for children to experience play in small groups of 2 or 3 children throughout the day.		Families will: <ul style="list-style-type: none">Include children in social interactions with other people.Look at child's and family member's pictures together.Model respectful and cooperative behavior with other adults.Label and talk about emotions and their causes.Model taking deep breaths and counting to five or doing relaxation exercises when situations are stressful.Initiate and engage children by using Ready Rosie games and activities at home.	



Head Start

Social and Emotional Development (SSD):

Positive social and emotional development in the early years provides a critical foundation for lifelong development and learning.

Goal: Children will demonstrate improved social behavior, emotion regulation, and emotional well-being.	
Objective: By Spring 2019, children will develop the capacity to use objects to represent other objects or ideas and to engage in symbolic play with others.	
3-year-olds: 80% will be at the "Exploring Later" level or above in Measure SED 5: Symbolic & Sociodramatic Play	4-year-olds: 80% will be at the "Building Earlier" level or above in Measure SED 5: Symbolic & Sociodramatic Play
Family Engagement Outcome Families as Learners	Objective: By Spring 2019, families will have increased understanding to support their child's Social-Emotional Development in the effort to prepare them for school as measured by pre and post surveys at parent meetings and training.
Effective Teaching Strategies	
Teachers will: 3 & 4-year-olds: <ul style="list-style-type: none"> • Provide accessories to create social/dramatic play (ex: two phones, clothing, dishes, food, etc.) • Create a fun and interesting dramatic play area. Rotating the material's monthly. • Provide opportunities for pretend play sequences (e.g., scanning items with a cash register and taking money from a customer). • Ensure that the materials reflect children's culture and ethnicity. • Engage in pretend play with children. 	Families will: <ul style="list-style-type: none"> • Engage in pretend play with your children (e.g., tea parties, store, etc.) • Let your children play dress up and pretend to be Mommy, Daddy, etc.) • Read books to your children that may spark their imagination and create play opportunities. • Provide objects for children and ask questions, such as; "what else do you think we can use this for?"
Effective Family Activities	



Early Head Start

Language and Literacy Development (LLD)

Communication is fundamental to the human experience, and language and literacy are essential to children's learning.

Goal: Children will demonstrate improved communication, language, and emergent literacy skills.			
Objective: By Spring 2019, infants and toddlers will engage in back-and-forth communication that develops into increasingly extended conversations and shows an interest in literacy.			
Young Infants: 70% will be at the “Responding Later” level or above in Measure LLD 4: Reciprocal Communication and Conversation		Older Infants: 80% will be at the “Exploring Earlier” level or above in Measure LLD 5: Interest in Literacy	Toddlers: 60% will be at the “Exploring Later” level or above in Measure LLD 5: Interest in Literacy
Family Engagement Outcome Families as Learners	Objective: By Spring 2019, families will have increased understanding to support their child’s Language and Literacy in the effort to prepare them for school as measured by pre and post surveys at parent meetings and training.		
Effective Teaching Strategies		Effective Family Activities	
Caregivers will: Young Infants: <ul style="list-style-type: none">• Use a pleasant soothing tone of voice when talking with infants.• Respond to children’s verbal and non-verbal communication.• Repeat children’s sounds and hand gestures and wait for a response. Older Infants: <ul style="list-style-type: none">• Acknowledge children’s attempts to communicate.• Comment on a child’s focus of interest or activity.• Allow children time to respond and increase complex language. Toddlers: <ul style="list-style-type: none">• Describe objects, events, interactions, behaviors and feelings during daily routines.• Provide props that encourage talking, for example, telephone and puppets.• Use gestures, pictures, and objects to help children understand the meaning.		Families will: <ul style="list-style-type: none">• Read and share stories with your baby.• Imitate children’s cues and sounds to encourage verbalization.• Talk to your child about things you are doing (I’m preparing your bottle, I’ll be right there).• Point to and describe items in the home environment.• Ask open ended questions that encourage multiple responses.• Explore and practice Language and Literacy activities from Ready Rosie.	



Head Start

Language and Literacy Development (LLD):

Communication is fundamental to the human experience, and language and literacy are essential to children's learning.

Goal: Children will demonstrate improved communication, language, and emergent literacy skills	
Objective: By Spring 2019, children will communicate or act in response to language and respond to increasingly complex language. Children will communicate using language with increasingly complex words and sentences.	
3-year-olds: 80% will be at the "Exploring Later" level or above in Measure LLD 3: Communication & Use of Language (Expressive)	4-year-olds: 80% will be at the "Building Earlier" level or above in Measure LLD 2: Responsiveness to Language
Family Engagement Outcome Families as Learners	Objective: By Spring 2019, families will have increased understanding to support their child's Language and Literacy in the effort to prepare them for school as measured by pre and post surveys at parent meetings and training.
Effective Teaching Strategies	
Teachers will: 3 & 4-year-olds: <ul style="list-style-type: none"> Encourage children to name familiar items, such as; food, toys, or family members. Talk in complete sentences to children. Repeat and extend their language (e.g., Child says "Milk." A teacher will say, "You want more milk?" Engage children in language activities (songs, dictation, storytelling). Read books to children. Emphasizing the language. Encourage children to talk in complete sentences. As open-ended questions that will require more than a one-word response. 	Families will: <ul style="list-style-type: none"> Talk to your children in complete sentences. Encourage your children to talk in complete sentences. Read books to your children daily. Ask open-ended questions that will require more than a one-word response. Repeat and extend your child's language (e.g. child says "Potty". You say, "Do you have to use the potty?"
Effective Family Activities	



Head Start English Language Development

Children who are dual language learners (DLLs) need intentional support for the development of their home language as well as for English acquisition.

Goal: Children will demonstrate developmental communication, language, and emergent literacy skills.	
Objective: By Spring 2019, children will show increasing progress toward fluency in speaking English.	
3-year-olds: 75% will be at the “Developing English” level or above in Measure ELD 2: Self-Expression in English (Expressive English)	4-year-olds: 70% will be at the “Building English” level or above in Measure ELD 2: Self-Expression in English (Expressive English)
Family Engagement Outcome: Families as Learners	Objective: By Spring 2019, families will have increased understanding to support their child’s English Language Development in the effort to prepare them for school as measured by pre and post surveys at parent meetings and training.
Effective Teaching Strategies	
Teachers will: 3 & 4-year-olds: <ul style="list-style-type: none"> Engage in conversations with children, using back and forth exchanges Map your actions and give descriptions of objects, activities or events with language Use different types of words and grammar while implementing expressive and receptive English Introduce objects that spark conversations and encourage analysis and reasoning Expose children to daily music activities expanding their vocabulary Learn some keywords or phrases in children’s home language Engage in language activities that are valued in cultural groups. Reading, storytelling, singing Scaffold communication by combining English words with body gestures or visual cues The teacher will use English songs for children to hear, repeat and make up their own sounds. The teacher will use words phrases or simple sentences to extend conversations about feelings, experiences or thoughts. Provide opportunities for children to practice English through open-ended questions 	Families will: <ul style="list-style-type: none"> Read a book to your child and then ask to look at the pictures to tell you her/his favorite part Teach your child a song you remember from your childhood. Sing it together and add hand motions. Ask your child to teach you a song from school Go to story time at the library and check out a new book to read together in English and home language Review the color/objects with your child and have him/her point out objects while naming the color/object Help your child cut out pictures of animals from old magazines and name each one as you glue them onto a piece of paper in English and home language Provide wordless picture books. Give your child an opportunity to make up their own stories in their home or English language.
Effective Family Activities	



Early Head Start

Cognition, Including Math and Science (COG):

Cognitive development includes reasoning, memory, problem-solving, and thinking skills that help young children understand and organize their world. From preschoolers, this evolves into complex mathematical thinking and scientific reasoning.

Goal: Children will demonstrate improved general cognitive skills.			
Objective: By Spring 2019, infants and toddlers will show an understanding of spatial relationships, knowledge of the natural world, and explore their environment through observation and investigation.			
Young Infants: 70% will be at the “Responding Later” level or above in Measure COG 9: Inquiry Through Observation and Investigation	Older Infants: 80% will be at the “Exploring Earlier” level or above in Measure COG 11: Knowledge of the Natural world	Toddlers: 80% will be at the “Exploring Later” level or above in Measure COG 1: Spatial Relationships	
Family Engagement Outcome Families as Learners	Objective: By Spring 2019, families will have increased understanding to support their child’s Cognition in the effort to prepare them for school as measured by pre and post surveys at parent meetings and training.		
Effective Teaching Strategies		Effective Family Activities	
Caregivers will: Infants: <ul style="list-style-type: none">• Provide spaces with plentiful opportunities for learning.• Sing songs and rhymes that incorporate numbers.• Read books that incorporate numbers. Older Infants: <ul style="list-style-type: none">• Offer children household items as play materials such as measuring cups, plates, and spoons• Incorporate fingerplays with a numerical focus, for example, One potato, two potatoes, etc.• Model counting strategies throughout the day for example, "I wonder how many children are here today, let's count." Toddlers <ul style="list-style-type: none">• Model comparison vocabulary for example: more, less, same and equal.• Read stories that include numerals and items to count• Provide opportunities for children to count up to 3 items with one to one correspondence.		Families will: <ul style="list-style-type: none">• Use simple songs, fingerplays, and chants to reinforce number sense.• Provide their child with opportunities to explore items in their environment such as plastic cups, plates, lids and other easy to grasp items for measuring.• Use everyday routines for counting opportunities. For example, "one arm, two arms" while helping your child dress.• Provide opportunities to count quantities of items by touching and saying the number.• Develop rituals that include numbers. For example, “counting our eyes and toes at bath time."• Explore and practice Math activities from Ready Rosie.	



Head Start

Cognition, Including Math and Science (COG):

Cognitive development includes reasoning, memory, problem-solving, and thinking skills that help young children understand and organize their world. From preschoolers, this evolves into complex mathematical thinking and scientific reasoning.

Goal: Children will strengthen their skills in the area of cognition, including Math and Science.	
Objective: By Spring 2019, children will show an increasing knowledge of shapes and their characteristics.	
3-year-olds: 80% will be at the "Exploring Later" level or above in Measure COG 7: Shapes	Four-year-olds: 80% will be at the "Building Earlier" level or above in Measure COG 7: Shapes
Family Engagement Outcome Families as Learners	Objective: By Spring 2018, families will have increased understanding to support their child's Cognition in the effort to prepare them for school as measured by pre and post surveys at parent meetings and training.
Effective Teaching Strategies	
Teachers will: 3 & 4-year-olds: <ul style="list-style-type: none"> Encourage children to play with shape puzzles and sorters Talk about the shapes and discuss their attributes (e.g., "How many sides does a rectangle have?") Encourage the use of shape names in everyday interaction (e.g., "I see you used the rectangle blocks to build a wall.") Provide materials that give children the opportunity to explore and manipulate shapes in space. Include books, games, and other learning materials with shape-related themes in the environment. Match, sort, and classify shapes. Encourage block play Compose and decompose shapes from other shapes. 	Effective Family Activities
Families will: <ul style="list-style-type: none"> Point out shapes in the home. Encourage your children to work shape puzzles Have your child help fit Tupperware lids with bowls. Build geometric vocabulary by using objects, e.g., "A cylinder is like a can. A sphere is like a ball, and a square is like the side of this box." Encourage children to make three-dimensional shapes with play dough or clay. Make homemade blocks using recycled materials. Talk about shapes when driving. Pointing out street signs and naming their shape. 	



Early Head Start

Physical Development-Health (PD-HLTH):

Perceptual, motor and physical development is foundational to children's learning in all areas because it permits children to explore and function in their environment.

Goal: Children will demonstrate improved personal care routines.		
Objective: By Spring 2019, infants and toddlers will increase proficiency in fundamental locomotor skills and demonstrate increasing awareness of own physical effort and body awareness.		
Young Infants: 80% will be at the "Responding Later" level or above in Measure PD-HTH 1: Perceptual-Motor movement Skills	Older Infants: 80% will be at the "Exploring Earlier" level or above in Measure PD-HTH 2: Gross Locomotor Skills	Toddlers: 60% will be at the "Exploring Later" level or above in Measure PD-HTH 2: Gross Locomotor Skills
Family Engagement Outcome Families as Learners	Objective: By Spring 2019, families will have increased understanding to support their child's Perceptual Motor and Physical Development in the effort to prepare them for school as measured by pre and post surveys at parent meetings and training.	
Effective Teaching Strategies		Effective Family Activities
Caregivers will: Young Infants: <ul style="list-style-type: none"> Create a protected space for young infants to explore movement. Provide daily tummy time opportunities. Recognize the child's abilities for example: "I see you kicking your legs." Older Infants: <ul style="list-style-type: none"> Model personal care routines including grooming, hand washing, feeding, etc. Provide opportunities to dress/undress dolls and themselves. Allow time for children to practice self-care routines. Toddlers: <ul style="list-style-type: none"> Read books about safety. Ensure environment is safe and explain cause and effect of dangerous situations. Introduce and practice Program Wide Expectations. 		Families will: <ul style="list-style-type: none"> Provide their baby opportunities to move into a safe space. Sing interactive songs like the "This is the way...." Allow your child to dress him/herself and make it fun! Promote positive health and safety practices by establishing rules for eating in a designated place. Ensure the use of a car seat and follow safety precautions when exiting their vehicle. Explore and practice Health and Well-Being activities from Ready Rosie.



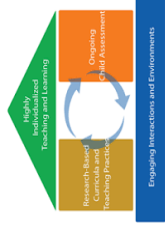
Head Start Physical Development-Health (PD-HLTH):

Perceptual, motor and physical development are foundational to children's learning in all areas because it permits children to explore and function in their environment.

Goal: Children will demonstrate improved physical development, including personal care routines.	
Objective: By Spring 2018, children will show increasing proficiency in fundamental locomotor skills and engage in physical activities with increasing endurance and intensity.	
3-year-olds: 80% will be at the "Exploring Later" level or above in Measure PD-HLTH 9: Active Physical Play	4-year-olds: 80% will be at the "Building Earlier" level or above in Measure PD-HLTH 2: Gross Locomotor Movement Skills
Family Engagement Outcome: Families as Learners	Objective: By Spring 2019, families will have increased understanding to support their child's Perceptual Motor and Physical Development in the effort to prepare them for school as measured by pre and post surveys at parent meetings and training.
Effective Teaching Strategies	
Teachers will: 3& 4 year-olds: <ul style="list-style-type: none"> Will introduce songs or games that require movement of specific body parts, e.g. 'Hokey Pokey.' Will play games that require the body to start and stop, e.g. 'Freeze Dance.' Will arrange obstacle courses that require children to change direction quickly. Will provide activities that children can engage in for sustained amounts of time (e.g., riding bikes around a trail several times.) Provide activities that encourage physical play through whole body movements (bear hunt, listen and more) Provide activities that support children balance (balance beam, obstacle course, stepping stones) 	Families will: <ul style="list-style-type: none"> Play games as a family, e.g., Hokey Pokey, Freeze Dance, and Simon Says. Encourage children to use words to identify or describe what their body parts are doing while completing large gross motor skills (running, stretching, etc.) Play Ready Rosie activities such as: Head, Shoulders, Knees and Toes, Baby Basketball, and Can you Find me? Provide activities for your children that will develop gross motor skills (e.g., frog hopping, or hop to the rhythm) Play outdoor games with your children (e.g., kickball, basketball, bike riding, etc.)



Professional Development Opportunities



Objective	Persons Responsible	Timelines	Supporting Documents	Action Steps Training and Resources
Practice-Based Coaching Support teaching staff to promote effective teaching practices and ensure curriculum is implemented to fidelity, to strengthen CLASS with the emphasis on Classroom Management.	Administrator of Education and Support Services Education Coordinators Mentor Coaches Data Analyst Center Directors Teaching Staff Home Base Supervisor and Educators	August 2018 March 2019	Classroom Management Outcomes English Language Development (ELD) Data Outcomes CLASS Data Outcomes ECERS/ITERS Data Outcomes Curriculum Monitoring Tool Curriculum Mentoring Fidelity Tool Practice-Based Coaching DRDP 2015 T/TA Support Plan Practice-Based Coaching	Creative Curriculum and ELD implementation training Classroom Management training Family Partnerships training with Language Literacy focus Making the Most of Classroom Interactions Infant/Toddler Making the Most of Classroom Interactions Pre-K HSELOF Training Infant- Toddler Environments Pre-K Environments CLASS Toddler CLASS Pre-K Classroom Management CLASS Responsiveness to dual language learners
Support teaching staff by establishing a year-long professional development plan focused on CLASS, specializing in Classroom Management		August 2018 July 2019		

Objective	Persons Responsible	Timelines	Supporting Documents	Action Steps Training and Resources
Family Engagement Support parents in developing skills, attitudes, and behaviors that support and promote School Readiness practices in the home, continuing to promote parents as lifelong educators.	Family Engagement & Disabilities Support Services Supervisor Family Education Coordinators Program Governance Coordinator Center Directors Family Service Workers Home Base Educators	August 2018	Ready Rosie Data VIP Parent Café Meeting and Regional Parent Committee (RPC)notes Parent Training & Workshops Pre/Post Parent Surveys Family Partnership Agreements	Ready Rosie Parent Training Curriculum VIP Parent Café Meeting/RPC Meetings focus on early literacy Parents Trainings & Workshops to identify how literacy activities support School Readiness Goals.
Health & Nutrition Support parents by promoting awareness of the importance of on-going hearing, vision, and dental checkups for children to develop sounds and the use of language. Support parents by introducing healthy diverse cultural foods to their children through menus, meals, activities, and literature. Encourage children to taste various textured foods and to learn words that describe what they are and how they taste.	Health & Nutrition Support Services Supervisor CAS- Health CAS-Nutrition Central Kitchen Staff Family Service Workers Center Directors Teaching Staff	August 2018 August 2018 Quarterly Meetings	Hearing, Vision and Dental ChildPlus Data VIP Parent Café Meeting/training sign in/out forms Parent Handbook Reminder Letters Nutritional Experiences Nutritional Advisory Committee Meetings VIP Parent Café Meeting Presentations Supporting Special Diets	VIP Parent Café Meeting handouts CHDP Periodicity Schedule for Health Assessment Requirements by Age Groups Child Plus-Health Training CHDP Provider List Dental Roster Nutrition Books Nutrition Pamphlets Nutrition Posters

Resources:	Data Aggregation:
<ul style="list-style-type: none"> Head Start Early Learning Outcomes Framework California Infant/Toddler Learning & Development Foundations California Infant/Toddler Curriculum Framework California Preschool Curriculum Framework California Preschool Learning Foundations Parent, Family and Community Engagement Framework Early Head Start/Head Start School Readiness Goals Pyramid Model Positive Behavior Support Ready Rosie Curriculum 	<ul style="list-style-type: none"> DRDP (2015) A Developmental Continuum from Early Infancy to Kindergarten Entry CLASS ITERS/ECERS HOVRS

Professional Development:		
Training Opportunities	Onsite Coaching Opportunities	Printed Materials
<ul style="list-style-type: none"> California's Early Learning Development Systems. DRDP (2015) CLASS ITERS/ECERS Creative Curriculum Systems and Fidelity Partners for Healthy Babies Program for Infant/Toddlers Care Pyramid Model Positive Behavior Support MMCI 	<ul style="list-style-type: none"> Educational Webinars Practice-Based Coaching CLASS ITERS/ECERS Curriculum Fidelity Staff Mindfulness 	<ul style="list-style-type: none"> Management Bulletins School Readiness Goals School Readiness Timelines CLASS tips



CENTRAL DOMAINS			
APPROACHES TO LEARNING	SOCIAL AND EMOTIONAL DEVELOPMENT	LANGUAGE AND LITERACY	COGNITION
<ul style="list-style-type: none"> Approaches to Learning 	<ul style="list-style-type: none"> Social and Emotional Development 	<ul style="list-style-type: none"> Language and Communication 	<ul style="list-style-type: none"> Cognition
<ul style="list-style-type: none"> Approaches to Learning 	<ul style="list-style-type: none"> Social and Emotional Development 	<ul style="list-style-type: none"> Language and Communication 	<ul style="list-style-type: none"> Mathematics Development Scientific Reasoning
<ul style="list-style-type: none"> Approaches to Learning 	<ul style="list-style-type: none"> Social and Emotional Development 	<ul style="list-style-type: none"> Literacy 	<ul style="list-style-type: none"> Scientific Reasoning



The following representatives analyzed, planned, reviewed and shared their recommendations for the development of the Early Head Start & Head Start School Readiness Goals:

Administration Team for Head Start and State Child Development Division:
Head Start Director: Yolanda Gonzales
Head Start Assistant Director: Pam Pritchard
Assistant Director for Grants Management: Emily Gonzalez
Program Design, and Management Administrator: Jerry Meade
Administrator of Education and Support Services: Leslie Mitchell
Fiscal Administrator: Donna Holland
Facilities Director: Emilio Wagner

Data Analyst
Chase Rangel

Early Childhood Education Specialist/CA ECES Coordinator, California TTA Center, a member of OHS TTA System
Stacey Vierra

Family Services Team:
Family Engagement and Disabilities Support Services Supervisor: Rosita Curry
Governance Coordinator: Lisa Price
Family Education Coordinators: Angela Adams, Priscilla Hicks, Leah Green

Governance:
Governance Coordinator: Lisa Price

Professional Development
Professional Development Specialist: Jackie Escobar

Program Managers:
Letisha Brooks, Elizabeth Williams, MaryAnn Mooney

Education Team:

Education Coordinators: Tracey Wheat, Carolyn Coffey,
Mentor Coaches: Melissa DeWitt, Pamela Roberts, Regina Hines, Tomasa Jara, Alicia Gamino, Rachel Leckirk, Teresa Lara, Amanda Espitia, Ruth Vizcaya
Home Based Supervisor: Mary J. Lopez

Health Coordinator and Content Area Specialists: Disabilities, Nutrition, Health, Wellness
Health and Nutrition Support Services Supervisor: Alan Rodriguez
Content Area Specialists-Health: Laura Gonzalez, Paulino Cruz, Rayjean Stone, Angel Perez
Content Area Specialists-Disabilities: Delores Patricio, Shirley Park, Susie Martinez, Maria Guadian
Content Area Specialists-Wellness: Andralette Wilson, Joni Barlow, Edna Quinones, Marisol Calderon
Content Area Specialists-Nutrition: Lupe Villasana, Desiree Jackson, Roxanne Harris, Janey Felsoci

Community Action Partnership of Kern- San Joaquin Early Head Start Child Development Division
San Joaquin Program Administrator: Gloria Barbero
Education Manager- Disabilities: Estella Benavides
Parent Engagement Specialist/Home Based Supervisor: Rashi Strother

Early Head Start Childcare Partnership
Early Head Start Program Coordinator (Partnership): Debbie Connolly
Partnership Locations:
 Bakersfield College
 Blanton
 Garden Pathways

Policy Council School Readiness Sub-Committee
Chair Person: Nicole Walker (Stella Hills)
Policy Council Members: Rosa Elva Reyes Diaz (Stockton) Amber Dunlap (Willow) Jacqueline Boykin (Willow) Daisy Valencia (Wesley) Destiny Thompson Butler (EHS Home Base)

COMMUNITY ACTION PARTNERSHIP of KERN
BOARD OF DIRECTORS
PROGRAM REVIEW & EVALUATION COMMITTEE MEETING
June 13, 2018
12:00 p.m.

MEETING MINUTES

1. **Call to Order**

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

2. **Roll Call**

Roll Call was taken with a quorum present.

Present: Fred Plane, Lorena Fernandez (arrived at 12:24), Jonathan Mullings, Marian Panos, Ulyses Rodriguez

Absent: None

Others present: Others present: Ralph Martinez, Director of Community Development; Raymond Quan, Director of Human Resources, Carmen Segovia, Director of Health & Nutrition; and other CAPK staff.

3. **Approval of Agenda**

Motion was made and seconded to approve the Program Review and Evaluation meeting agenda for June 13, 2018. Carried by unanimous vote. (Panos/Mullings).

4. **Public Forum:**

No one addressed the Committee.

5. **Program Presentation**

a. No presentation scheduled

6. **New Business**

a. May 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 May 2018.

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

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

Ralph Martinez reported that one funding application was approved, and there were no declines during the month of May. Two funding requests were presented.

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

- c. Head Start / State Child Development May 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% with all other program areas at 100%. Early Head Start Partnership is still below standards for Children with Disabilities with 3% and staff continues to work with families to ensure needs are being met. Daily average attendance for the month of May was 97%, with four centers achieving 100% attendance: Blanton, Fairfax, Noble and Pete Parra EHS. The percentage of meals served in May 2018 increased by 6% over the same time frame in 2017, with a total of 79,713 meals served by Central Kitchen and Vendor Kitchens. The decline in meals served from April 2018 – May 2018 is due to the fact that many centers were closed for two weeks in May. A further decline will be realized in June's report due to school closures for the summer.

The Broadway Center is awaiting Fire Marshall Clearance. The Administration for Children and Families (ACF) conducted Focus Area 2 Review of the EHS Child Care Partnership and EHS San Joaquin grant. There was no indication of any program concerns and it is expected that the report will be finalized and returned to CAPK within 60-90 days.

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

- d. Head Start Designation Renewal System Update – Sylvia Ortega, Compliance Coordinator – **Info Item**

Sylvia Ortega provided a detailed report that included a timeline of events/training that took place following the July 25, 2014 incident which resulted in a Type A violation. Through ongoing monitoring, Head Start staff is committed to continuing to deliver high quality services and achieve a successful re-competition application. Sylvia also provided each committee member with all Policies & Procedures that dealt with Care & Supervision, along with all monitoring tools and Head Start Quick Check. Fred Plane indicated that he would like to see how often staff is re-trained and report back to committee in August.

- e. May 2018 Outreach & Advocacy Report – James Burger, Outreach & Advocacy Coordinator – ***Info Item***

James Burger reported on the outreach activities during the month of May and the team's support of VITA, Friendship House, Head Start, and the 2-1-1 programs. For June, a media luncheon is planned at CAPK to educate local media representatives of CAPK's programs and services.

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

7. **Committee Member Comments**

Marian thanked staff for always being attentive to her questions.

8. **Next Scheduled Meeting**

Program Review & Evaluation
Wednesday, August 8, 2018
12:00 p.m.
5005 Business Park North
Bakersfield, California 93309

9. **Adjournment**

The meeting adjourned at 1:01 pm.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Operations/Emilio Wagner		Month/Year: May 2018
Program/Work Unit: 2-1-1 Kern County	Staffing: 14 (3 Vacancy)	Program Manager/Supervisor: Esperanza Contreras
Services: Provides 24/7 information and referral services via phone or CAPK's website to residents of Kern. Also provides call handling services for Kings, Tulare, Merced, Mariposa and Stanislaus Counties and schedules appointments for the CAPK Energy Program utility assistance services and provides applications.		

Activities	Description			
Information & Referral Services	Incoming	Answered	Unanswered	Referrals
Kern County	3,497	3,123	374 (11%)	7,111
Kings County	168	152	16 (9%)	*
Tulare County	620	545	75 (12%)	*
Mountain Valley (Mariposa and Merced Counties)	100	83	17 (17%)	*
Stanislaus County	821	750	71 (8%)	*
Total	5,206	4,653	553 (11%)	

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

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

Other Services		Month	YTD
LIHEAP	Calls Answered	2,308	14,155
Weatherization	Calls Routed through 2-1-1	475	2,335
Mental Health	Calls Answered	102	658
Website Visitors	Visitors to CAPK's 2-1-1 Kern web page	3,357	12,800
VITA	Calls Routed through 2-1-1	N/A	6,699

CalFresh Enrollments	Onsite enrollment into CalFresh (Supplemental Nutrition Assistance Program (SNAP/food stamps)	Submitted	Approved	Pending
		15	6	8

Outreach Activities	Outcomes
- Department of Human Services new hire orientation	211 Kern informational cards: 120

Highlights:

- 2-1-1 Kern Program Manager attended Strategies 2.0 workshop on building Resilient Communities through the Kern County Network for Children.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Nutrition Services/Carmen Segovia		Month/Year: May 2018
Program/Work Unit: Central Kitchen	Staffing: 22 Staff Members	Program Manager: Lorenzo Maldonado
Services: Preparation and delivery of meals and snacks for children enrolled in CAPK's Head Start/Early Head Start and Home Base option. The program provides the meals for the H.S./E.H.S and Home Base. The program also delivers food service and janitorial supplies to the Head Start/Early Head Start centers and Home Base locations. <ul style="list-style-type: none"> Total meals prepared are supported by the daily meal production sheets and food transport sheets. Home Base meal totals are supported by meal request forms submitted by center and Home Base staff. 		

Activities	Status			
	Total # Prepared	Breakfast	Lunch	Snack
Meals & Snacks				
Central Kitchen prepared for the HS/EHS centers	65,140	22,672	22,834	19,634
Home Base Meals	135	32	56	47
Total	65,275	22,704	22,890	19,681

Other:

1. The dishwasher, icemaker, milk machine, and walk in refrigerator broke down in the first weeks of May. The equipment has over 20 years of service and has been kept in working order by a number of technician and repairmen. We have Madden Commercial, ECOLAB, Hobart, Hometown Plumbing and CAPK maintenance to thank in keeping our equipment at the Central Kitchen operational.
2. Environmental Health Service conducted an inspection of the Central Kitchen and gave us an "A" rating with a 99%. The Central Kitchen staff take pride in taking care of the kitchen and work hard to keep it clean. They follow their cleaning schedules every day, as well as, the daily practice of clean as you go.
3. Effective May 29, 2018, the CK has changed Cook I and Cook II titles to Cooks. Cooks will have the ability to have rotations in their work schedule to reduce the likelihood of repetitive motion injuries. by moving them from the hot cooking line to other work stations, during their shifts.
4. Our part- year team members are leaving for their summer session and will return in August for the 2018-2019 session.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Community Development/Ralph Martinez		Month/Year: May 2018	
Program/Work Unit: Grants & Research	Total Staffing: 6 1 Vacancies	Program Manager/Supervisor: Sheila Shegos	
Services: Grant research on funding resources and opportunities, proposal preparation, and special projects.			
		Status	
Activities	Description	In Progress	Submitted
Grant Proposals	EFSP, United Way Kern County Phase 35-Food Bank		X
	US Internal Revenue Service- Kern VITA Partnership		X
	Bank of America	X	
	Blue Shield of California Foundation	X	
	US Dept. of Health and Human Services	X	
	US HUD Kern CoC	X	
Potential Funding Opportunities – Research in Progress	<ul style="list-style-type: none">• Engagement with potential collaborating partners• Program support and collaboration: all CAPK programs		
Projects	Description		
Community Services Block Grant (CSBG)	CD is meeting with programs to discuss CSBG expectations and review CSBG contract and reporting requirements; data collection requirements; NPI's; and the IS Survey to assist with streamlining data collection and reporting process.		
Financial Capabilities	CD staff is working with Bank of the West to recruit members for the Small Business Advisory Committee, for the CAPK Small Business Assistance program—helping low-to-moderate income small business owners be successful and grow. Four potential members have expressed interest in serving on the committee.		
Grant Reporting	Preparing VITA year-end report to provide funders information on the program's success!		
Learning Communities (LC)	CAPK Submitted Integrated Services and Financial Empowerment draft Goal Plans. CAPK LC members attend monthly peer sessions for both LC's— Economic Empowerment and Integrated Services—engaging with other agencies for capacity building/developing strategies to strengthen our agency's efforts, as well as attending monthly webinars presented by subject matter experts.		
Program Budgets	FHCC, SYC, and VITA managers continue to closely monitor each contract using the Budget to Actual Template.		
ROMA/Organizational Standards	CD and executive staff attended ROMA Implementer Training in Sacramento and 2 additional CD staff are scheduled for the upcoming June training.		
Strategic Plan 2016-2021	Goal groups continue to meet. CD Staff to support groups and monitor process as needed.		

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Nutrition Services/Carmen Segovia		Month/Year: May, 2018
Program/Work Unit: East Kern Family Resource Center	Total Program Staffing: 5	Program Manager/Supervisor: Whitney Hughes
Program/Work Unit Description: Serves low-income individuals and families residing in East Kern County communities of Boron, California City, Mojave, North Edwards, Rosamond, and Tehachapi. Services include case managing families with children who are at risk of abuse and neglect (Differential Response); preparing children to enter kindergarten (School Readiness Initiative); parenting education; emergency supplies closet for immediate basic needs such as clothing, food, diapers, infant formula, bus passes, and gas vouchers.		

Activities	Description	Status	
		Month	YTD
Referrals for services	Differential Response	34	141
Case Managed Families	F5K School Readiness	0	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	48	274
Emergency Supplies Closet and Other Services	Food (individuals)	2	64
	Clothing (individuals)	23	102
	Photocopies (individuals)	330	1591
	HEAP Application Supporting Docs	55	210

Other: The EKFRS continues to recruit for the Economic Empowerment position with the OCAP grant. The grant from Dignity Health; East Kern Health Link project received a \$ 1,500 donation from the Rio Tonto 20 Mule Team Borax

Staffing: First 5 Case Manager is out on Maternity leave and the DR Case Manager is out on maternity leave.

COMMUNITY ACTION PARTNERSHIP OF KERN
DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

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

Activities	Description	Status	
		Households Served	
		Month	YTD
1A. Low Income Home Energy Assistance Program (LIHEAP) Utility Assistance (2018)	Assistance with utility bill payments	432	2,957
1B. Low Income Home Energy Assistance Program (LIHEAP) Utility Assistance (2017)		-0-	6,944
1C. Low Income Home Energy Assistance Program (LIHEAP) Utility Assistance (2016)		-0-	8,027
2. Low Income Home Energy Assistance Program(LIHEAP) Weatherization Assistance (2016, 2017 & 2018)	• Assistance with residential repair/weatherization (e.g., weather stripping, thermostats, door/window replacement, etc.)	32	1,394
	• Energy-efficient appliance installation	7	210
3. Low-Income Weatherization Program (LIWP Phase 2). Program began 10/1/17	Assistance with residential repair/ weatherization (e.g., weather stripping, thermostats, door/window replacement, etc.)	-0-	76
4. Interim Water Tank Installation Program	Installation of interim water tanks for low-income households affected by the drought.	-0-	33
5. Total Value of Services (utility payments only)		\$236,296	\$9,507,527
		Results	
6. Energy calls received (from 2-1-1)		2783	
		HEAP	Wx
7. Number of LIHEAP applications Received		724	59
8. Number of LIHEAP applications Completed		658	19
9. Number of LIHEAP applications in Progress		66	40
10. Outreach Events attended	May 4 – Fruit & Veggie Fest May 12 – Kid Fest	Distributed HEAP/Wx applications	

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Nutrition Services/Carmen Segovia		Month/Year: May 2018	
Program/Work Unit: Food Bank		Total Staffing: 14	Program Manager: Jaime Orona
Services: Partners with 119 food distribution sites throughout Kern County to provide food assistance to low-income families and individuals.			
			Status
Activities	Description	Month	YTD
USDA Commodities	Individuals Served (April)	45,717	206,334
	Poundage Received all Programs	1,213,360	4,873,910
	TOTAL POUNDAGE DIST. ALL SITES	1,293,315	5,034,796
Food Sourcing	Donations Received: 269,000 pounds of produce & 15 different produce items. <ul style="list-style-type: none">• Ag Against Hunger: Leafy Greens, Broccoli, & Cauliflower• Bolthouse: Carrots• California Association of Food Banks/Farm to Family: cauliflower, corn, romaine, grape tomatoes, brussel sprouts, sweet peppers, & snap peas• Grimmway: beets, leafy greens, carrots, cauliflower, & broccoli• Tasteful Selections: Potatoes• Target: Mixed produce• Varsity Produce: Onions• Wish Farms: Strawberries• Wonderful Co: Citrus• Zuckerman: Potatoes <p>Fresh produce distributions at Wasco, Delano, Med Regional Center, and Catholic Charities distributing 60,000 pounds of fresh produce & bread to 1,300 households/6,000 Individuals.</p> <p>Fresh produce distributions at Richard Prado Senior Center, Casa de Eva & St John Manor distributing 2500 pounds of fresh produce to 200 Seniors</p>		
Food Drives: 28,342 lbs. for the month of May	<ul style="list-style-type: none">• Stamp Out Hunger: 27,926lbs• Peanut Butter Round-Up: 372lbs• “Bingo Night Tuesday” at the Kern County Fairgrounds 89 lbs.		

Other:

- Back-Pack Buddies program distributed 65 bags of food to Greenfield and Buttonwillow Schools.
- We hosted 3 Farmer's Markets this month: May 12th in Wasco, May 19th in Delano, and May 23rd at Catholic Charities.
- "Peanut Butter Round-up" at Food Maxx and Save Mart will donate a jar of peanut butter for every jar purchased and donated by patrons. We have received 372 pounds of peanut butter, so far.
- USPS Stamp out Hunger event, on May 12th resulted in 27,926 lbs. of food donations, from 3 locations—South Station Post Office; Brundage Post Office; and Hill Crest Post Office
- Pete Parra end of the school year event, we provided bread, sweets and water for 300 people.
- Our CSFP (senior distribution program) held 33 distributions during the month of May with 30-pound boxes of healthy and non-perishable food distributed to 3,595 low-income seniors throughout Kern County.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Community Development/Ralph Martinez		Month/Year: May 2018	
Program/Work Unit: Friendship House	Total Program Staffing: 6	Program Manager/Supervisor: Lois Hannible	
Services: After-school and summer programs, pre-employment program for youths, parenting classes, nutrition education, sports, gang prevention, and access to social services.			
Activities		Participants	
Description	Month	YTD	
After-School Program; Tutoring, homework assistance, recreation.	1	26	
Summer Program; Recreational activities, educational games, and activities.	0	0	
Gang Prevention Program; Aggression Replacement Training (ART), Nurturing Parenting and Parents on Mission (POM) parenting classes are provided at local school sites, correctional facilities, at the Friendship House and other community centers, to prevent at-risk youths from joining gangs.	7	106	
STEM (Science, Technology, Engineering, Math) Program; Chevron STEM teaches robotics, coding, engineering, and mathematics to program youth, engaging them in hands-on science focused learning.	0	22	
Mobile Mexican Consulate; Consular services are provided at FHCC every Tues. & every other Wed., providing passport renewals, assistance with obtaining important documents, and providing DACA & protection information.	799	2677	
PREP Works Program; Pre-employment program for at-risk youth that provides them with financial literacy; skills and knowledge to conduct job searches and plan for college/career; and an incentivized savings program. Participants also have an opportunity to gain paid work experience.	0	104	
Realignment for Success; Transitional services are provided to adults referred to the program by the Probation and Sheriff's Departments. The program is to provide the participants with Aggression Replacement Training, Thinking for A Change, and parenting classes.	0	9	

Other:

- The Bakersfield Police Department hosted a Bike Safety Rodeo at the CAPK FHCC on May 3rd. Program youth were informed about the importance of obeying traffic laws, how to properly wear a helmet and the importance of wearing a helmet each time they ride their bike. All of the youth participants were provided with a new helmet.
- Friendship House Program Manager, Lois Hannible, had the honor of attending Chinmaya Mission Bakersfield to receive a \$1,000 donation for FHCC. Lois was welcomed to the stage to address the congregation, where she had the opportunity to thank everyone for the generous donation and to inform the congregation of CAPK and the Friendship House Community Center services available for those in the community. Chinmaya Mission Bakersfield provides great support for youth in India, as well as for the youth at their church and it is wonderful that they have also taken an interest in supporting the youth at FHCC.
- The PREP Works graduation ceremony for the Bakersfield students was held at FHCC on May 17 for 22 graduates. The PREP Works graduation ceremony for the Shafter/Wasco students was held at the Shafter Youth Center on May 22, for 8 graduates.

COMMUNITY ACTION PARTNERSHIP OF KERN
DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

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

		Status	
Activities	Description	Month	YTD
Employee Count	Regular	816	
	Subs/Temps	41	
	Total Staff	857	
New Hires	All divisions and programs		
	Regular	6	41
	Subs/Temps	2	55
	Total New Hires	8	97
Leaves of Absence	Intermittent Leave	118	
	Full-time Leave	22	
	Total on Leave	140	
Terminations	All divisions and programs		
	Voluntary	7	51
	Involuntary	3	13
	Total Terminations	10	64
Staffing	Vacancy	22	97
	Total Applications Received	245	696
Payroll	Total Hours Paid	132,229.00	
	Total Gross Payroll	\$2,343,044.00	
Projects HR/Payroll-Electronic Job Requisitioning HR-Pension Audit & Preparation HR-Recruitment Issues HR-Licensing Issues Online Recruitment RFP Process for Insurance Broker	Completed: <u>Agency Insurance</u> 1. Met to determine 3 Finalist 2. Listened to the 3 presentations 3. Recommend USI Insurance Services. The broker for all 3 lines of coverage (Health Insurance, workers comp and casualty/property) 4. Board approved recommendation of USI as the Broker on 05/30/18		

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Health & Nutrition Services/Carmen Segovia		Month/Year: May 2018*	
Program/Work Unit: Migrant Childcare AP Program (MCAP)	Total Staffing: 17, 3 vacancies; Admin. Clerk, Subsidized Reimbursement Specialist, Family Services Specialist	Program Manager/Supervisor: Susana Magana	
Services: The Migrant Childcare Alternative Payment Program is a voucher-based child care program for migrant agriculturally working families. The program has six entry counties: Kern, Kings, Madera, Merced, Tulare, and Fresno. Once enrolled, families can continue child care services as they migrate throughout the state following agricultural work. The program’s current Fiscal Year is July 1, 2017, to June 30, 2018. <i>*This report is for the service month of April 2018, which was processed in the month of May 2018.</i>			
		Status	
Activities	Description	Total	% by County
Active Enrollments	Kern**	336	43%
	Madera	70	9%
	Merced	19	2%
	Tulare	160	21%
	Kings	91	12%
	Fresno	98	13%
	Total	774	100%

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

Other:

Current Activities:

The Migrant Childcare Program is on track to meet the FY 17-18 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 5/15 the Program Manager attended the supervisor training Session 4 at Work Logic. This was a very informative training regarding Performance.

On 5/30 the Program Manager and the Program Director attended a meeting/training to review contract requirements hosted by the Super Intendent of Schools staff Erika Otiono and Rosanne Pitz.

On 5/30 the Program Manager presented to the CAPK Board of Directors, the Program Self-Evaluation (PSE) results. The PSE was conducted April 16-27, 2018. A total of 25 family and 25 provider files were audited. The results were very positive. The audit resulted in a fiscal error rate of 0.003%. There were 5 file/clerical errors, but these errors did not impact the eligibility of the family. The errors were human data entry errors and not systemic errors. The PSE was submitted on Friday 5/25/18 to CDE.

Upcoming Activities:

On 6/15 the Program Manager will be attending the supervisor training, Session 5-Leading Positive Change at Work Logic.

On 6/26 the program will be having an all staff training in our satellite office in Visalia, CA.

On 6/28 the program will be having a Parent and Provider meeting at the Friendship House Community Center at 6 pm. This will be for all the parents migrating to Kern County.

COMMUNITY ACTION PARTNERSHIP OF KERN
DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Operations/Emilio Wagner		Month/Year: May 2018	
Program/Work Unit: Business Services/ Maintenance & Operations/Information Technology/Risk Management	Total Division Staffing: 19	Program Manager/Supervisor: Dan Ripoli, Douglas Dill, Kerri Davis	
Services: Facility repair and maintenance, procurement, information technology, risk insurance, vehicle registration, contracts, facility leases and facility planning.			
		STATUS	
Activities	Description	Received	Completed March 1, 2018 to Date
Business Services			
Purchase Orders Processed		154	328
Contracts/Leases Processed		6	17
Request for Proposals (RFP)	<ul style="list-style-type: none">• Electronic Contract Management System• Insurance Broker Consulting• HS Grant Services Consultant Services• HS Community Needs Assessment• Garden Pathways Site Improvements• Energy	In Review In Review Preparing Contract Preparing Contract In Progress In Progress	
Leases	<ul style="list-style-type: none">• Renew Panama Lane for WIC• Renew Roberts Lane for WIC• Renew James Rd. in Shafter for WIC• Renew all BCSD Leases	In Progress In Progress In Progress In Progress	
Contracts	<ul style="list-style-type: none">• Michael K. Brown• RM Industries	Complete In Progress	
Maintenance & Operations		Work in Progress	03/01/2018 to Date Closed
Facility Work Orders Processed	Repair and maintenance of CAPK facilities and vehicles.	56	729
Projects	<ul style="list-style-type: none">• Continuing to work with PG&E to install LED exterior lighting at a much reduced rate in multiple locations.• LED lighting has been installed and completed at the Central Kitchen and the Maintenance Warehouse and has greatly improved the visibility at these locations.• Led lighting company has started installation at the Friendship House and the Shafter Youth Center.• Construction for Garden Pathways has been completed and Pour and Play will be installed next week.• Oasis and Shafter Head Start centers are procured for summer work.	In Progress Complete In Progress In Progress In Progress	

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	315	1,120
Projects	<ul style="list-style-type: none"> • Cyber Security RFP • AT&T E-rate Installation • MCAP & Central Kitchen windows Upgrade • Implement ConnectWise ticketing system • PRTG Monitoring system configuration 	In Progress In progress In Progress In Progress In Progress	
Risk Management		Reported	01/01/2018 to Date
General Liability		0	0
Property Incidents		1	6
Vehicle Incidents		1	4

Other: Working with PG&E to acquire rebates for changing the exiting exterior lighting of owned facilities to LED. Rebates range between 50-75% off of full replacement cost.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Community Development/Ralph Martinez		Month/Year: May 2018
Program/Work Unit: Shafter Youth Center	Total Program Staffing: 3	Program Manager/Supervisor: Angelica Nelson
Services: Summer and after-school tutoring, homework assistance, educational, recreational, and social enrichment activities and services for children ages 6-18. Evening programming is offered Monday through Friday, 5:00 to 9:00 pm; activities include basketball, ancestry class, and various local groups who utilize the meeting space.		
Activities		Participants
Description		Month YTD
After-School Program Tutoring, homework assistance, recreation, health & nutrition education.		5 82
Teen Pregnancy and Sexually Transmitted Infections Prevention (Information and Education) (#'s as of 7/1/2017) Informing and educating teens ages 12-19 years on preventing pregnancy and the spread of sexually transmitted infections.		21 118
Evening Program - Open Basketball, Zumba		20 – 45 per night

Other:

- California Children's Services held a community information meeting for parents in the Shafter/Wasco area on May 23rd.
- Kern County Search and Rescue stopped by to visit Shafter Youth Center kids. They talked about their job as volunteers, water safety, what to do if they get lost in a forest, and had a tour of their trucks and equipment.
- Rangers in the Classroom made the trek all the way from Sequoia top talk to the kids about their upcoming trip to Sequoia National Park. Ranger Laura talked to the kids about the National Parks and their history.
- Big Trip of the Year! Sequoia National Park.** We have been waiting for this trip since the announcement of the winners of the National Park Trust Grants winners. 32 kids and chaperones went up to Sequoia, completed a clean-up project, learned about the General Sherman Tree, hiked the Tall Trees Trail and endured the freezing weather for the day. While the forecast of snow was surprising and hard to believe when it was scorching at home, the kids had a great time.



COMMUNITY ACTION PARTNERSHIP OF KERN
DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Community Development/Ralph Martinez		Month/Year MAY 2018
Program/Work Unit: VITA	Total Program Staffing: 1 full-time staff	Program Manager/Supervisor: Sandi Truman
Services: Trained volunteers provide free tax preparation and e-filing for low- medium income individuals and families and assist clients with application for Earned Income Tax Credit (EITC).		

		Results			
Activities	Description	Month		YTD	
Tax Returns Completed	State & Federal		190		4903
Refunds	Federal	\$163,932		\$7,397,480	
	Federal EITC	\$76,380	52	\$3,635,818	1650
	Federal Total				\$7,397,480
	State	\$18,357		\$1,106,831	
	California EITC	\$5,380	13	\$301,016	1005
	State Total				\$1,106,831
Total Credits & Refunds	State & Federal		190		\$8,504,311

- We continue to be busy with returns. Most of the returns that we have this month have been for previous years.
- We did one outreach event this month—3rd Thursday in the Park. We talked to several people while we were there about VITA and the services we offer in the office.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Nutrition Services/Carmen Segovia			Month/Year: May 2018			
Program/Work Unit: WIC		Total Program Staffing: 80 staff		Program Manager: Kathlyn Lujan		
Services: Nutrition education, breastfeeding support, and food vouchers for families with infants, children up to age 5, and women who are pregnant, postpartum or breastfeeding. Services provided at 21 sites in Kern County, 5 sites in San Bernardino County.						
			Participation 10/1/17 – 9/30/18			
Description			Case Load	Month	Central Valley Avg.	State Avg.
Total	All services		20,170	15979 – 79.2%	82.4%	72.8%
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	69	Mojave		85	
	Bakersfield		Oildale		435	
	044	430*	Ridgecrest		662	
	E. California Avenue	1632	Rosamond		718	
	Niles Street	2236	Shafter		874	
	Montclair	403	Tehachapi		469	
	Friendship House	132	Wasco		1829	
	Panama	1362				
	Boron	52*	<u>San Bernardino County</u>			
	Buttonwillow	76	Adelanto		1856	
	California City	709	Big Bear		299	
	Delano	1001	Crestline		276	
	Edwards Air Force Base	*	Needles		176	
	Lost Hills	136	Phelan		*	
				<u>Mobile WIC</u>		62
Projects						
<ul style="list-style-type: none">CAPK WIC continues to exceed the State average. Hub meetings were held in May. Topics covered this month were the new studies in toddler feeding and how to best counsel our participants and review of WIC policies and procedures.All WIC offices are working to increase our numbers: Recruitment, Retention and Reengagement. We grew in participation this month by 1.5%. A special Mother’s Day event was held. We took pictures of families as well as offered nutritious snack ideas. We also It was very well received and a lot of fun. The families enjoyed taking pictures. We plan to have a special event at least 4 times a year. A Father’s Day event is planned for June.Blanca Arreola was promoted to Local Vendor Liaison. She is learning about the new position.Outreach collaborated with Energy. Energy will be coming to our WIC sites and WIC will go to Energy once a month. WIC flyers have been added to the Energy information bags. Social media posting this month included information on lesser know WIC available foods and what WIC has to offer. Outreach is pursuing radio ads in the eastern Kern area to target groups eligible for WIC. Marlen Torres, WNA at the Niles offices, participated in a radio interview on La Preciosa 105.3 FM. She spoke about WIC and the benefits to eligible families. Mitchall Patel traveled to Sacramento to attend the State Outreach Committee meeting.We continue to have a Facebook and Instagram presence. 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. She is currently concentrating her efforts on MediCal benefits for our participants and helping them receiving breast pumps and special formula more effectively.						

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

Date Approved	Date of App. Submission	Funding Source	Program/Proposal	Amount Requested
11/29/2017 (Board)	12/4/2017	US Department of Agriculture	CAPK Food Bank Network Capacity Building & Emergency Preparedness Project	\$ 350,000
3/14/18 (PRE)	2/15/2018	US Department of Justice, Office of Violence Against Women	The East Kern Partnership-3yrs	\$ 500,000
5/16/18 (PRE)	4/30/2018	U.S. Administration for Community Living, Administration for Aging	SYC Happy, Healthy Seniors Program (3 Years)	\$ 150,000
5/30/2018	5/1/2018	US Dept of Justice Office of Justice Programs (DOJ OJP)	FHCC-Kern Partners in Reentry (3 years of Funding)	\$993,682
5/30/2018	5/10/2018	Target Community Engagement	Shafter Youth Center's Yoga Classes	\$2,000
5/30/2018	5/15/2018	US FEMA, United Way of Kern County	Food Bank Emergency Food-Phase 35	\$125,000
5/30/2018	5/31/2018	US Dept. Of Treasury, Internal Revenue Service	Kern VITA Partnership (2 years of Funding)	\$324,020

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

Date Approved	Date of Notification	Funding Source	Program/Proposal	Amount Requested	Amount Awarded	Funding Period
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
9/13/2017 (PRE)	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
3/21/2018 (PRE)	4/18/2018	Kern Family Health Care	EKFR/ Emergency Closet	\$ 2,000	\$ 2,000	6/1/2018-12/31/2018
3/21/2018 (PRE)	4/18/2018	Kern Family Health Care	FHCC Grow Fit	\$ 2,000	\$ 2,000	6/1/2018-12/31/2018
3/21/2018 (PRE)	4/18/2018	Kern Family Health Care	SYC Yoga and CPR	\$ 2,000	\$ 2,000	6/1/2018-12/31/2018
4/11/18 (PRE)	5/15/2018	Borax Visitors Center Foundation	East Kern Family Resource Center, East Kern Health Link	\$ 2,750	\$ 2,750	
Total Awards				\$ 762,110	\$ 762,110	

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

Date Approved	Date of Notification	Funding Source	Program/Proposal	Amount Requested
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	EKFCR/ Computer Skills Training & Access	\$ 26,000
9/13/2017 (PRE)	10/31/2017	Disney / Feeding America	Food Bank/ Capacity Building	\$ 15,000
9/13/2017 (PRE)	9/15/2017	Heffernan Foundation	FHCC & SYC/ STEM	\$ 19,000
2/15/2017 (B&F)	No response	Bank of America Charitable Foundation	FHCC/ PREP Works for Opportunity Youth	\$ 60,000
	1/31/2018	Strategic Growth Council Transformative Climate Communities	Kern County Disadvantage Communities Study	\$ 250,000
10/25/2017 (Board)	11/6/2017	California Coastal Commission - Whale Tail	FHCC and SYC After School Marine Studies Program	\$ 10,000
1/17/2018 (PRE)	4/11/18	CA Board of State and Community Corrections	The Partnership for Advancement of Youth-2 years funding	\$ 492,850
10/25/17 (Board)	4/18/2018	City of Bakersfield/ Community Development Block Grant	Food Bank/ Expansion & Disaster Preparedness Project	\$ 749,285
10/25/2017 (Board)	4/18/2018	CDBG-County	Food Bank/ Expansion & Disaster Preparedness Project	\$ 749,285

Community Action Partnership of Kern Funding Request Profile

Source of Funds: Private

CFDA # N/A

Project Name: SYC Yoga Classes

Division Director: Ralph Martinez

Funder Name: Target

Program Manager: Angelica Nelson

Grant Program Name: Target Community Engagement

☐ **New Funding**

☒ **Re-Application**

Funding Period: 9/01/2018 – 5/15/2019

A. Narrative description of funding request, including goals:

CAPK's Shafter Youth Center is requesting \$2,000 from Target Community Engagement to provide Yoga classes to the community in Shafter, CA at no cost to participants.

Yoga classes will help improve quality of life, population health, and being proactive in preventative care by teaching people in the community the benefits of Yoga in increasing physical fitness and reducing stress as part of healthy living, improving health outcomes, reducing risk of disease and empowering members to be active participants in their health care. The classes will be offered in two sessions; one in the Fall 2018 and the other in Spring of 2019. Each session will meet once a week for 10 weeks. The total number of participants will be 50 to take advantage of the Yoga classes.

B. Use of Funds:

The requested funds of \$2,000 will be used to cover the cost of the yoga instructor as well as supplies such as yoga mats, straps, and tables for the Fall and Spring sessions.

C. Approvals:

1. _____
Division Director Date

3. Chuehne Arami 5/29/18
Chief Financial Officer Date

2. Ralph Martinez 5-29-18
Director of Community Development
Date

4. J.T.R. 5/29/18
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: Private

Funding Period: 10/01/2018-9/30/2020

Project Name: Violence Free and Good Health is Life (VFGH)

CFDA #: Not Applicable

Funder Name: Blue Shield of California Foundation

Division Director: Ralph Martinez

Grant Program Name: Shafter Youth Center/Friendship House

Program Manager: Angelica Nelson /
Lois Hannible

☒ **New Funding**

☐ **Re-Application**

A. Narrative description of funding request, including goals:


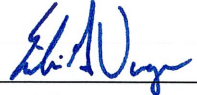
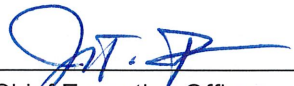
CAPK's Shafter Youth Center and Friendship House Community Center is requesting up to \$250,000 from the Blue Shield Foundation to strengthen the evidence-based Aggression Replacement Training program (ART) to address domestic/dating violence AND to build capacity of the PREP Works program that provides youth who are at high risk for failure an increased sense of purpose through development of leadership skills by engaging them in education, training and activities, including community service projects using the U.S. Department of Labor's youth curriculum "Skills to Pay the Bills". Integration of the two youth-based programs will help address the high prevalence of dating and domestic violence and sexual assault in teens, as well as give youths alternatives to a better future through leadership training and initiatives, community involvement and development of educational/work related skills. This new cooperative approach (known as Violence Free and Good Health is Life Program - VFGH) to addressing youth socio-economic risk factors will contribute to healthier lives by strengthening and building on a foundation for success.

VFGH will be offered and expanded within existing Kern County middle and high schools to specifically reach 13-18 year old's through trainings/roleplaying, interpersonal communication, teamwork, workshops and instructional settings. The VFGH program will be facilitated by a Program Educator who will provide 10-12 weeks of ART domestic violence prevention workshops in conjunction with developing community service engagement and educational (skills development) support. Program partners such as middle, high and continuation schools, law enforcement and behavioral health and other area service providers will provide youth referrals and support, where applicable—to include youth assessments to enhance the ART/PREP collaboration. Up to 100 participants will be served over a two-year period.

B. Use of Funds:

The funds of \$250,000 will be used to cover personnel costs for a 40 hour per week Program Educator and other program related costs, such as materials and travel/mileage.

C. Approvals:

<p>1. <u></u> <u>6-6-18</u> Division Director Date</p>	<p>3. <u></u> <u>6/6/18</u> Chief Financial Officer Date</p>
<p>2. _____ Director of Community Development Date</p>	<p>4. <u></u> <u>6/7/18</u> Chief Executive Officer Date</p>

D. Board:

☐ Policy Council

☐ PRE Presentation

☐ B&F Approval

☐ Board Approval

Date: _____

Date: _____

Date: _____

Date: _____

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

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

Program	Enrollment	Funded	Actual
Head Start Kern	May 2018	2,041	99%*
Early Head Start Kern	May 2018	328	100%
Early Head Start Partnership	May 2018	56	100%
Early Head Start San Joaquin	May 2018	313	100%
TOTAL Funded Enrollment		2,738	
Children with Disabilities		Goal	Actual
Head Start Kern	Identified as having an IEP	10%	8%
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%	2%
Early Head Start San Joaquin	Within 100% and 130% of Federal Poverty Rate	<10%	5%
Average Daily Attendance (Program Wide >85%)		97%	

Meals Served for the month of May 2018						
Total Meals Requested			Meals Allocated		% of Meals Served	
by: Central Kitchen	by: Vendor Kitchens	Total Meals Prepared	to: CACFP/USDA	to: HS/EHS	May 2017	May 2018
65,663	14,050	79,713	60,706	19,007	86%	92%

Other: We had 4 Centers with 100% attendance for the month of May: Blanton, Fairfax, Noble and Pete Parra EHS.

Total Division Staffing: Currently employed in Head Start: 580
Vacant Positions: 33
Currently on Leave: 78

Program Updates: * The Broadway Center is awaiting Fire Marshall Clearance. All currently operating program options were fully enrolled in the month of May 2018.

Compliance: Early May: EHS CCP and EHS San Joaquin received additional support in preparation of the Focus Area 2 Review.

The Administration for Children and Families (ACF) conducted the Focus Area 2 review of the EHS Child Care Partnership and EHS San Joaquin grant. There was no indication of any program concerns during the exit meeting. The report will be finalized within 60-90 days.

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Program Review & Evaluation Committee

From: Sylvia Ortega, Compliance Coordinator
Date: June 13, 2018
Subject: *Agenda Item 6d:* Head Start Designation Renewal System Update – **Info Item**

On February 2015, The Administration for Children and Families (ACF) conducted the Environmental Health and Safety review of CAPK Head Start and Early Head Start programs. The Environmental Health and Safety Review monitored the safety of the physical environment as well as the promotion of healthy practices and routines. CAPK received the final Environmental Health and Safety report dated April 30, 2015, which contained details of one area of deficiency.

A deficiency was identified as a result of a Type A violation for one incident that occurred on July 25, 2014, where it was noted that the Head Start program did not ensure all staff abided by the program's standard of conduct requiring no child to be left alone or unsupervised under their care. A Type A Violation is defined as a direct or immediate risk to the health and safety or personal rights of children, which is one of the seven indicators (triggers) of the Designated Renewal System that automatically requires a grantee to compete for funding.

As a result of this incident, staff have been proactive in strengthening systems for care and supervision. Below are the processes and layers of monitoring that the Head Start program has put in place to ensure total compliance moving forward, and remain committed to raising quality for the children and families we serve:

Immediate action was accomplished during the all staff training held August 5 and 6, 2014, where the following areas were reviewed:

- Care and Supervision- to sustain a safe environment and prevent incidents that may contribute to the violation of a child's personal rights, injury, harm or a child leaving the facility unsupervised. Staff are trained on an annual basis and ongoing as needed during monthly staff meetings/trainings.
- Staff Responsibilities and Accountability
- Teacher-Child Ratio
- Unusual Incident Procedure
- Zero Tolerance Policy and Procedure- no tolerance for negligence that could lead to injury or the risk of injury through lack of supervision.
- Child Daily Counting Policies (Revised)
 - Transition Ratio Daily Count- center staff responsible for maintaining the count information for children under their supervision at all times

From May 2015 to August 2015, the Head Start program received support from Region IX California State Training and Technical Assistance Center to strengthen policies and procedures for child supervision:

- Policies and Procedures:
 - Revised policies and procedures:

Head Start Designation Renewal System Update

June 13, 2018

Page 2 of 2

- Standards of Conduct; Active Supervision; Reporting Procedures
 - Revised transition procedure and forms:
 - Arrival and Departure; Scan and Count; Bathroom/Diapering; Indoor/Outdoor Areas; Meal Times
 - Revised Field Trip Procedure to include documentation of head counts
 - Developed Home-base Socialization Supervision procedure for head counts
- Monitoring Plan
 - Revised job description for mentor staff to include coaching on health and safety. Mentor staff observe each center every two to three weeks for 2 ½ to 3 1/2 hours. Safety concerns are addressed on the spot with the teaching staff and Center Director and report findings to their Supervision.
 - Revised monitoring tools to include child supervision.
- Staff/Substitute Training Plan
 - All returning staff and all new staff receive a personnel binder that include: standards of conduct; materials for child supervision; orientation training
 - PowerPoint training for Active Supervision
 - Developed Orientation Training on child supervision for all new center staff before they enter the classroom
- Volunteer Training Plan
 - Grandparent volunteers will be trained on child supervision, and monitoring tools and procedure
 - Community volunteers will be trained on child supervision as part of their orientation
- Child Supervision Plan
 - Revised lesson plans to include staff roles for supervision in lesson plans
- Parent Education Plan
 - Added child safety and supervision to initial home visit form
- Child Safety Curriculum
 - Bee Safe Curriculum
 - Health and Safety Policies and Procedures

In addition, to prevent this incident from occurring again in the future, all agency administrative staff began monitoring staff implementation of the additional stringent requirements when visiting a center:

- Care and Supervision- implementation of Bee Safe Curriculum to ensure child health and safety.
 - Monitored by the Center Director, Content Area Specialists, Education Coordinators and Program Managers.
- Child Daily Counting – implementation of policy to ensure all children in attendance are accounted for at all times.
 - Monitored by Teacher, Center Director, Content Area Specialist, Education Coordinators and Program Managers.
 - Sign-in Sign-out (Attendance Form) is completed daily and submitted weekly to administration.

Head Start staff is committed to maintaining a level of excellence through ongoing monitoring to ensure we continue to deliver high quality services to the children and families we serve and achieve our goal of a successful re-competition application.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Community Development/Ralph Martinez		Month/Year: May 2018
Program/Work Unit: Outreach & Advocacy	Total Staffing: 3	Program Manager/Supervisor: Sheila Shegos
Services: <i>Media and public relations, agency and program promotional materials, advocacy, social media and website management, special events and fundraising, English-Spanish translations.</i>		
May Program Activities		
CAPK Program	Activity	
Agency/ Outreach	<ul style="list-style-type: none"> Communications and social media plans Third Thursday – Downtown Business Association, May 17 Media luncheon Banquet wrap - up Schedule programs to update website CAPK WEEKLY READER - Social media posts Brightwood College presentation materials, June 15 Employee Appreciation Committee The CAPK Times Prep Works Graduation Realignment for Success Graduation Save Mart call – Victoria Castro Regional Public Affairs Manager 	
VITA	<ul style="list-style-type: none"> PowerPoint presentation 	
Friendship House	<ul style="list-style-type: none"> Prep Works 2018 Presentation 	
Head Start	<ul style="list-style-type: none"> San Joaquin EHS Registration Flyer EHS Partnership Video Job Fair Flyer 	
2-1-1	<ul style="list-style-type: none"> Info Card Design 	
Upcoming Events		
Date	Activity	
June 9	<ul style="list-style-type: none"> Wasco Farmers Market – Food Bank & Wonderful Company 	
June 26	<ul style="list-style-type: none"> Media Luncheon 	

COMMUNITY ACTION PARTNERSHIP *of* KERN
BUDGET & FINANCE COMMITTEE MEETING
5005 Business Park North, Bakersfield, CA
June 20, 2018
12:00 p.m.

MEETING MINUTES

1. **Call to Order**

Warren Peterson 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: Warren Peterson, Janea Benton, Jimmie Childress, Guadalupe Perez, Ana Vigil (arrived at 12:09 pm)

Absent: None

Others Present: Yolanda Gonzales, Director of Head Start / State Child Development Programs; Ralph Martinez, Director of Community Development; Pritika Ram, Director of Administration; Carmen Segovia, Director of Health & Nutrition; Emilio Wagner, Director of Operations; other CAPK staff

3. **Approval of Agenda**

Motion was made and seconded to approve the Amended Budget & Finance Committee Meeting Agenda for June 20, 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***

- Target for Community Engagement for Shafter Youth Center Yoga Classes
- Blue Shield of California Foundation for Shafter Youth Center & Friendship House Community Center for the Violence Free & Good Health is Life Program
- Starbucks Foundation for PREP Works for Opportunity Youth at Friendship House Community Center and Shafter Youth Center

Ralph Martinez reported one funding application was approved in the month of May and presented three Funding Application Profiles for approval.

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

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

- Kern Head Start Budget to Actual for the Period Ended May 31, 2018
- Kern Early Head Start Budget to Actual for the Period Ended May 31, 2018

- San Joaquin Early Head Start Budget to Actual for the Period Ended May 31, 2018
- Early Head Start Child Care Partnerships Budget to Actual for the Period Ended May 31, 2018

Donna Holland provided the Kern Head Start Budget to Actual Report for the period ended May 31, 2018. At three months (25%) into the budget period, overall Base Fund expenditures are at 25% of budget. Training & Technical Assistance funds are at 41% of budget and the Non-Federal Share is at 39% of budget.

Donna Holland provided the Kern Early Head Start Budget to Actual Report for the period ended May 31, 2018. Three months (25%) of the budget period have elapsed. Overall Base Fund expenditures are at 14% of budget and the Training & Technical Assistance funds are at 8% of budget.

Donna Holland provided the San Joaquin Early Head Start Budget to Actual Report for the Period Ended May 31, 2018. Four months (33%) of the budget period have elapsed and overall Base Fund expenditures are at 33% of budget. Training & Technical Assistance Funds are at 11% of budget and the Non-Federal Share is at 23% of budget.

Donna Holland provided the Early Head Start Child Care Partnerships Budget to Actual Report for the period ended May 31, 2018. Nine months (75%) of the budget period have elapsed. Overall Base Fund expenditures are at 76% of budget. Training & Technical Assistance funds are at 64% of budget and the Non-Federal Share is at 75% of budget.

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

c. Cost of Living Adjustment (COLA) for All Employee Wages – Emilio Wagner, Director of Operations – **Action Item**

Emilio Wagner reported that this item was referred to the Budget & Finance Committee by the full Board at the May 30, 2018 meeting. The Board requested additional detailed analysis and the ability to support the requested 2.6% agency-wide increase. In addition to the information provided at the May 30, 2018 meeting, and after further review of the budgets and contracts for the MCAP and WIC programs, it was determined that the Agency is financially able to make the adjustment to reflect a 2.6% COLA increase for these programs.

For the MCAP Program, usage of the CSBG grant will contribute to the requested increase. CSD has notified the Agency of an upcoming percentage increase and an additional \$35,000 amendment to the contract that will increase base funds. With both increases expected to be released in late June 2018, a portion of the contract amendment will be applied to the 2.6% COLA increase to support the MCAP program. The remaining funds will be used amount the existing programs that currently utilize CSBG funding.

The WIC budget can sustain the requested 2.6% increase due to identified savings from vacant positions and operational expenses for the current contract year and the overall funding for the next fiscal year starting 10/01/18 was increased by \$32,876. An increase had already been projected and reflected in the budget due to the minimum wage increase taking effect next year.

Pritika Ram reported that during the FY 2018 budget process, the programs included a 2.5% increase and has since verified that all programs will be able to support the requested increase.

Jim Childress asked what the cost would be for each 1% of increase. Pritika reported that number was not readily available, but the total fiscal impact is approximately \$262,939 to the non-head start programs, which will generate an increase revenue by \$18,419 to the indirect fund.

Jim Childress also asked about the CAPK employees who are represented under a Union contract and questioned if CAPK management has ever discussed potential COLA increases with the Union. Jim would like to see management have the discussion about COLA's during the time of contract negotiations.

Janea Benton asked for clarification regarding the vacancies mentioned within the WIC program to determine if additional funds will be requested when those positions are filled. Carmen Segovia replied that there was a savings in the current year budget due to unused salaries from position vacancies and that moving forward to the next budget year starting October 1, 2018, the increase can be sustained as a result of previously budgeted increases and the increase to the program funds mentioned earlier.

Janea Benton questioned why the Board was not approached with a request for a 2.5% COLA earlier in the year given the increase was already included in the budget. Emilio Wagner replied that increases are tied with COLA increases from Head Start or other programs to be distributed at the same time. Janea would like staff to specifically address the budgeted COLA increases at the time of budget approval so the Board is aware of the percentage budgeted in advance of potential COLA funding released by the Office of Head Start. Pritika Ram replied that the budgets include percentages for salary increases, however, if and when operational expenses exceed budget, there is a cushion built in to sustain it, and the increase in the proforma program budgets are not earmarked for COLA increases.

A motion was made to approve a 2.6% COLA for all remaining employees not covered by the approved Head Start COLA, with effective dates subject to each individual contract requirements as outlined in Attachment A. (Vigil/Perez)

6. **Finance Director Report**

a. Discretionary Fund Update – Emilio Wagner, Director of Operations – ***Info Item***

Emilio Wagner provided a copy of the Discretionary Fund Report and noted there were no unusual or out of the ordinary expenses. There was a net gain of \$39,725 for the Humanitarian Awards Banquet, with another \$2,100 expected. The balance as of May 31, 2018 is \$504,243.

b. Financial Statements, May 2018 – Emilio Wagner, Director of Operations – ***Action Item***

Emilio Wagner provided a copy of the Financial Statements for May 2018 and reported that for the first time in four months, it was necessary to borrow from the line of credit due to timing issues related to reimbursements from the WIC Program and Energy. \$565,000 was borrowed against line of credit on May 30, 2018 and paid back on June 1, 2018. Emilio also reported that Wells Fargo requires the Agency to maintain \$10.5 million in net assets and CAPK has a balance of \$10.8 million in net assets. For the Indirect Fund, we are on target at 25%. Since March 1, 2018, the net increase to the fund is \$232,000 and it is expected that by the end of the fiscal year, the fund could achieve a total increase of \$800,000 in net revenue for FY 2018.

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

7. **Committee Member Comments**

8. **Next Scheduled Meeting**

Budget & Finance Committee Meeting
Wednesday, August 15, 2018
12:00 p.m.
5005 Business Park North
Bakersfield, California 93309

9. **Adjournment**

The Meeting was adjourned at 12:56 pm

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

Date Approved	Date of App. Submission	Funding Source	Program/Proposal	Amount Requested
11/29/2017 (Board)	12/4/2017	US Department of Agriculture	CAPK Food Bank Network Capacity Building & Emergency Preparedness Project	\$ 350,000
3/14/18 (PRE)	2/15/2018	US Department of Justice, Office of Violence Against Women	The East Kern Partnership-3yrs	\$ 500,000
5/16/18 (PRE)	4/30/2018	U.S. Administration for Community Living, Administration for Aging	SYC Happy, Healthy Seniors Program (3 Years)	\$ 150,000
5/30/2018	5/1/2018	US Dept of Justice Office of Justice Programs (DOJ OJP)	FHCC-Kern Partners in Reentry (3 years of Funding)	\$993,682
5/30/2018	5/10/2018	Target Community Engagement	Shafter Youth Center's Yoga Classes	\$2,000
5/30/2018	5/15/2018	US FEMA, United Way of Kern County	Food Bank Emergency Food-Phase 35	\$125,000
5/30/2018	5/31/2018	US Dept. Of Treasury, Internal Revenue Service	Kern VITA Partnership (2 years of Funding)	\$324,020

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

Date Approved	Date of Notification	Funding Source	Program/Proposal	Amount Requested	Amount Awarded	Funding Period
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
9/13/2017 (PRE)	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
3/21/2018 (PRE)	4/18/2018	Kern Family Health Care	EKFR/ Emergency Closet	\$ 2,000	\$ 2,000	6/1/2018-12/31/2018
3/21/2018 (PRE)	4/18/2018	Kern Family Health Care	FHCC Grow Fit	\$ 2,000	\$ 2,000	6/1/2018-12/31/2018
3/21/2018 (PRE)	4/18/2018	Kern Family Health Care	SYC Yoga and CPR	\$ 2,000	\$ 2,000	6/1/2018-12/31/2018
4/11/18 (PRE)	5/15/2018	Borax Visitors Center Foundation	East Kern Family Resource Center, East Kern Health Link	\$ 2,750	\$ 2,750	
				Total Awards	\$ 762,110	

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

Date Approved	Date of Notification	Funding Source	Program/Proposal	Amount Requested
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	EKFCR/ Computer Skills Training & Access	\$ 26,000
9/13/2017 (PRE)	10/31/2017	Disney / Feeding America	Food Bank/ Capacity Building	\$ 15,000
9/13/2017 (PRE)	9/15/2017	Heffernan Foundation	FHCC & SYC/ STEM	\$ 19,000
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
1/17/2018 (PRE)	4/11/18	CA Board of State and Community Corrections	The Partnership for Advancement of Youth-2 years funding	\$ 492,850
10/25/17 (Board)	4/18/2018	City of Bakersfield/ Community Development Block Grant	Food Bank/ Expansion & Disaster Preparedness Project	\$ 749,285
10/25/2017 (Board)	4/18/2018	CDBG-County	Food Bank/ Expansion & Disaster Preparedness Project	\$ 749,285

Community Action Partnership of Kern Funding Request Profile

Source of Funds: Private

CFDA # N/A

Project Name: SYC Yoga Classes

Division Director: Ralph Martinez

Funder Name: Target

Program Manager: Angelica Nelson

Grant Program Name: Target Community Engagement

☐ **New Funding**

☒ **Re-Application**

Funding Period: 9/01/2018 – 5/15/2019

A. Narrative description of funding request, including goals:

CAPK's Shafter Youth Center is requesting \$2,000 from Target Community Engagement to provide Yoga classes to the community in Shafter, CA at no cost to participants.

Yoga classes will help improve quality of life, population health, and being proactive in preventative care by teaching people in the community the benefits of Yoga in increasing physical fitness and reducing stress as part of healthy living, improving health outcomes, reducing risk of disease and empowering members to be active participants in their health care. The classes will be offered in two sessions; one in the Fall 2018 and the other in Spring of 2019. Each session will meet once a week for 10 weeks. The total number of participants will be 50 to take advantage of the Yoga classes.

B. Use of Funds:

The requested funds of \$2,000 will be used to cover the cost of the yoga instructor as well as supplies such as yoga mats, straps, and tables for the Fall and Spring sessions.

C. Approvals:

1. _____
Division Director Date

3. Chuehne Arami 5/29/18
Chief Financial Officer Date

2. Ralph Martinez 5-29-18
Director of Community Development
Date

4. J.T.D. 5/29/18
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: Private

Funding Period: 10/01/2018-9/30/2020

Project Name: Violence Free and Good Health is Life (VFGH)

CFDA #: Not Applicable

Funder Name: Blue Shield of California Foundation

Division Director: Ralph Martinez

Grant Program Name: Shafter Youth Center/Friendship House

Program Manager: Angelica Nelson /
Lois Hannible

☒ **New Funding**

☐ **Re-Application**

A. Narrative description of funding request, including goals:


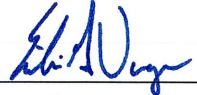
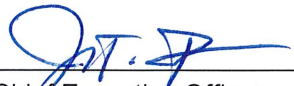
CAPK's Shafter Youth Center and Friendship House Community Center is requesting up to \$250,000 from the Blue Shield Foundation to strengthen the evidence-based Aggression Replacement Training program (ART) to address domestic/dating violence AND to build capacity of the PREP Works program that provides youth who are at high risk for failure an increased sense of purpose through development of leadership skills by engaging them in education, training and activities, including community service projects using the U.S. Department of Labor's youth curriculum "Skills to Pay the Bills". Integration of the two youth-based programs will help address the high prevalence of dating and domestic violence and sexual assault in teens, as well as give youths alternatives to a better future through leadership training and initiatives, community involvement and development of educational/work related skills. This new cooperative approach (known as Violence Free and Good Health is Life Program - VFGH) to addressing youth socio-economic risk factors will contribute to healthier lives by strengthening and building on a foundation for success.

VFGH will be offered and expanded within existing Kern County middle and high schools to specifically reach 13-18 year old's through trainings/roleplaying, interpersonal communication, teamwork, workshops and instructional settings. The VFGH program will be facilitated by a Program Educator who will provide 10-12 weeks of ART domestic violence prevention workshops in conjunction with developing community service engagement and educational (skills development) support. Program partners such as middle, high and continuation schools, law enforcement and behavioral health and other area service providers will provide youth referrals and support, where applicable—to include youth assessments to enhance the ART/PREP collaboration. Up to 100 participants will be served over a two-year period.

B. Use of Funds:

The funds of \$250,000 will be used to cover personnel costs for a 40 hour per week Program Educator and other program related costs, such as materials and travel/mileage.

C. Approvals:

<p>1. <u></u> <u>6-6-18</u> Division Director Date</p>	<p>3. <u></u> <u>6/6/18</u> Chief Financial Officer Date</p>
<p>2. _____ Director of Community Development Date</p>	<p>4. <u></u> <u>6/7/18</u> Chief Executive Officer Date</p>

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: Private

CFDA # N/A

Project Name: PREP Works for Opportunity Youth

Division Director: Ralph Martinez

Funder Name: Starbucks Foundation

Program Manager: Lois Hannible and Angelica Nelson

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

Funding Period: 1/1/2019 – 06/30/2019

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

A. Narrative description of funding request, including goals:


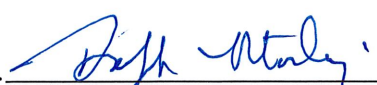
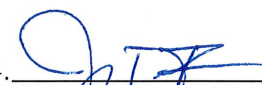
CAPK has been invited to re-apply to The Starbucks Foundation to help at-risk youths develop/increase work and life skills and to inspire purpose driven leadership. CAPK is requesting up to \$50,000 for the PREP Works program to be offered at the Friendship House Community Center and Shafter Youth Center. PREP Works is a work readiness program that will serve youths ages 16 to 18 who are at high-risk of dropping out of school or training and becoming unemployed (opportunity youth). The program will serve a total of 55 participants and will consist of classroom instruction and skills development, work preparation, community service projects, and paid hands-on work experience at local businesses.

The PREP Works program will be facilitated by a program educator. Program partners including Starbucks, Wells Fargo, and Kern Federal Credit Union, who will assist with special presentations and workshops and guide participants in planning and implementing community service projects. For the work experience portion of the program, up to 30 participants who successfully complete the classroom component will be matched to local work sites such as Factory 2 U, Fallas, La Fiesta Market, Transformation Center, and Super Cuts.

B. Use of Funds:

The requested funds of up to \$50,000 will be used to cover personnel costs for a 30 hour per week program educator for six months; wages for participants selected for paid work experience; supplies for community service projects; and general operating expenses.

C. Approvals:

1. _____ Division Director Date	3.  Chief Financial Officer Date
2.  Director of Community Development Date	4.  Chief Executive Officer Date

D. Board:

<input type="checkbox"/> Policy Council Date: _____	<input type="checkbox"/> PRE Presentation Date: _____	<input type="checkbox"/> B&F Approval Date: _____	<input type="checkbox"/> Board Approval Date: _____
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COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Budget & Finance Committee



From: Donna Holland, Fiscal Administrator

Subject: *Agenda Item 5b:* Kern Head Start
Budget to Actual Report for the Period Ended May 31, 2018 – **Info Item**

Date: June 20, 2018

The following are highlights of the Kern Head Start Budget to Actual Report for the period March 1, 2018 through May 31, 2018. Three months (25%) of the 12-month budget period has elapsed.

Base Funds

Overall expenditures are at 25% of the budget.

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

Training & Technical Assistance Funds

Overall expenditures are at 41% of the budget. Training costs are incurred as needed, rather than evenly throughout the year.

Contractual:

The costs in this category include:

- Multi-day trainings in team building, conflict resolution, and stress management for field staff
- Three days of training, two webinars, and 6 months of technical support in the use and management of our child services-tracking database.

For grants with significantly low percentages of training and technical assistance dollars, the Office of Head Start has made available increased funding. For Head Start Kern, the increase will be \$103,818. This amount will be reflected in the Budget to Actual report once the Notice of Award has been issued.

Non-Federal Share (Head Start and Early Head Start Combined)

Non-Federal share is at 39% 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 - May 31, 2018

Month 3 of 12 (25%)

Prepared 06/08/2018

HEAD START

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	10,280,365	2,661,022	7,619,343	26%	74%
FRINGE BENEFITS	3,392,518	840,122	2,552,396	25%	75%
TRAVEL	5,000	0	5,000	0%	100%
EQUIPMENT	23,000	16,760	6,240	73%	27%
SUPPLIES	886,988	177,730	709,258	20%	80%
CONTRACTUAL	126,502	38,513	87,989	30%	70%
OTHER	3,744,168	797,430	2,946,738	21%	79%
INDIRECT	1,778,867	436,532	1,342,335	25%	75%
TOTAL BASE FUNDING	20,237,408	4,968,109	15,269,299	25%	75%

TRAINING & TECHNICAL ASSISTANCE

TRAVEL	33,946	10,793	23,153	32%	68%
SUPPLIES	10,839	278	10,561	3%	97%
CONTRACTUAL	8,944	8,452	492	94%	6%
OTHER	78,407	34,491	43,916	44%	56%
INDIRECT	13,214	5,350	7,864	40%	60%
TOTAL TRAINING & TECHNICAL ASSISTANCE	145,350	59,364	85,986	41%	59%

GRAND TOTAL HS FEDERAL FUNDS	20,382,758	5,027,473	15,355,285	25%	75%
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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	1,170,660	2,633,814	31%	69%
IN-KIND	2,312,840	1,224,859	1,087,981	53%	47%
TOTAL NON-FEDERAL	6,117,314	2,395,519	3,721,795	39%	61%

Budget reflects Notice of Award #09CH9142-05-01 (adjusted for Child Care Food Subsidy)

Actual expenditures include posted expenditures and estimated adjustments through 05/31/2018.

Administrative Cost for HS and EHS Kern 9.1%

Agency-Wide Credit Card Report

	CURRENT	1 TO 30	31 TO 60	61 TO 90	TOTAL	STATEMENT DATE
Bank of America	19,576				19,576	5/21/2018
Lowe's	13,176				13,176	5/25/2018
Smart & Final	677				677	5/31/2018
Save Mart	2,250				2,250	5/27/2018
Chevron & Texaco Business Card	6,595				6,595	6/5/2018
Home Depot	8,467	2,508			10,975	6/5/2018
	50,741	2,508	0	0	53,249	

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Budget & Finance Committee



From: Donna Holland, Fiscal Administrator

Subject: *Agenda Item 5b:* Kern Early Head Start
Budget to Actual Report for the Period Ended May 31, 2018 – **Info Item**

Date: June 20, 2018

The following are highlights of the Kern Early Head Start Budget to Actual Report for the period March 1, 2018 through May 31, 2018. Three months (25%) of the 12-month budget period has elapsed.

Base Funds

Overall expenditures are at 14% of the budget.

Personnel and Fringe Benefits costs appear low for this point in the year. California Department of Education (CDE) revenues, which are used to offset a portion of salary and fringe benefits costs, have been earned at an accelerated rate since the contract period began July 1, 2017. The funding was fully earned prior to the end of May. No additional CDE revenues will be generated until the next contract period begins July 1; thus, the Early Head Start share of salaries and fringe benefits costs will be significantly higher in the month of June.

Supplies: Supplies are purchased as needed, rather than evenly throughout the year.

Equipment: The budget provides for the purchase of a replacement program vehicle, which has not yet been purchased.

Other: Costs in this category appear low for this point in the year. As with all categories, staff continuously monitor costs to detect possible savings that may be used elsewhere in the program.

Training & Technical Assistance Funds

Overall expenditures are at 8% of the budget. Training costs are incurred as needed, rather than evenly throughout the year.

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 - May 31, 2018

Month 3 of 12 (25%)

Prepared 06/08/2018

EARLY HEAD START

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	2,141,295	287,501	1,853,794	13%	87%
FRINGE BENEFITS	642,389	91,937	550,452	14%	86%
EQUIPMENT	30,000	0	30,000	0%	100%
SUPPLIES	263,896	30,539	233,357	12%	88%
CONTRACTUAL	22,328	6,231	16,097	28%	72%
OTHER	534,796	94,535	440,261	18%	82%
INDIRECT	354,790	49,694	305,096	14%	86%
TOTAL BASE FUNDING	3,989,494	560,437	3,429,057	14%	86%
TRAINING & TECHNICAL ASSISTANCE					
TRAVEL	35,330	1,331	33,999	4%	96%
SUPPLIES	4,020	6	4,014	0%	100%
CONTRACTUAL	3,656	994	2,662	27%	73%
OTHER	45,179	5,054	40,125	11%	89%
INDIRECT	8,819	730	8,089	8%	92%
TOTAL TRAINING & TECHNICAL ASSISTANCE	97,004	8,116	88,888	8%	92%
GRAND TOTAL EHS FEDERAL FUNDS	4,086,498	568,553	3,517,945	14%	86%

Budget reflects Notice of Award #09CH9142-05-01 (adjusted for Child Care Food Subsidy)

Actual expenditures include posted expenditures and estimated adjustments through 05/31/2018.

Community Action Partnership of Kern
Head Start and Early Head Start
Non-Federal Share and In-Kind Year-to-Date Report
Budget Period: March 1, 2018 through February 28, 2019
Report for period ending May 31, 2018 (Month 3 of 12)

Percent of year elapsed: 25%

LOCATION	FUNDED ENROLL- MENT	March	April	May	YTD Totals	IN-KIND GOAL	% OF GOAL MET
Alberta Dillard	68	30,207	32,937	21,731	84,875	66,492	128%
Shafter	34	15,216	16,512	8,503	40,230	33,246	121%
East California	70	27,161	35,209	15,896	78,265	68,447	114%
Faith	34	11,918	12,659	7,030	31,607	33,246	95%
Fairview	34	12,098	11,103	5,947	29,148	33,246	88%
Vineland	20	7,634	7,254	2,213	17,100	19,556	87%
Willow	72	20,954	25,426	14,557	60,937	70,403	87%
Lamont	34	7,478	10,778	7,882	26,138	33,246	79%
Williams	34	8,615	10,920	6,048	25,583	33,246	77%
San Diego Street	48	9,730	13,121	12,284	35,135	46,935	75%
Pacific	62	15,711	16,247	12,956	44,915	60,625	74%
Delano	76	18,441	19,877	16,675	54,993	74,314	74%
Martha J. Morgan	83	27,417	14,761	16,866	59,045	81,159	73%
Noble	34	9,452	10,102	3,947	23,500	33,246	71%
Fairfax	40	6,009	9,054	11,731	26,793	39,113	69%
Heritage	34	7,166	10,768	4,730	22,664	33,246	68%
Primeros Pasos	76	8,865	21,624	16,661	47,150	74,314	63%
Oasis	57	11,933	12,306	6,813	31,051	55,736	56%
Franklin	24	2,179	6,447	4,266	12,892	23,468	55%
Rosamond	100	12,685	22,671	13,481	48,837	97,782	50%
Pioneer	34	4,857	7,451	4,283	16,591	33,246	50%
Tehachapi	34	6,015	6,982	3,413	16,410	33,246	49%
Harvey L. Hall	138	18,871	25,126	20,723	64,720	134,939	48%
Lost Hills	20	2,937	3,716	2,597	9,250	19,556	47%
Cleo Foran	34	3,479	8,272	3,789	15,540	33,246	47%
McFarland	24	3,897	3,808	2,560	10,266	23,468	44%
Planz	34	4,992	5,916	3,617	14,525	33,246	44%
Oildale	34	5,302	5,413	3,750	14,465	33,246	44%
Shafter HS/EHS	36	4,549	5,942	4,384	14,875	35,202	42%
Sterling	122	10,120	23,481	15,320	48,921	119,294	41%
California City	34	6,247	6,858	0	13,105	33,246	39%
Pete H. Parra	112	4,685	20,742	16,455	41,882	109,516	38%
Seibert	34	6,051	3,016	2,998	12,066	33,246	36%
Casa Loma	34	4,741	5,183	1,355	11,279	33,246	34%
Virginia	34	5,596	5,282	0	10,878	33,246	33%
Alicante	34	4,415	4,248	1,912	10,575	33,246	32%
Wesley	60	6,066	8,795	3,719	18,580	58,669	32%
Home Base	225	10,869	15,667	7,291	33,827	110,005	31%
Sunrise Villa	34	4,223	2,811	1,945	8,979	33,246	27%
Roosevelt	34	2,309	4,408	1,913	8,631	33,246	26%
Mojave	34	623	4,167	2,109	6,898	33,246	21%
Rafer Johnson	34	1,821	3,419	0	5,240	33,246	16%
Taft	78	4,763	4,959	1,103	10,825	76,270	14%
Broadway	44	0	0	0	0	43,024	0%
Administrative Services	2,369	0	0	0	0	0	NA
Program Services		920	1,867	0	2,787	67,661	4%
Policy Council and RPC		1,239	1,542	108	2,889	38,727	7%
SUBTOTAL IN-KIND	2,369	400,453	508,843	315,563	1,224,859	2,312,840	53%
State General Child Care*		156,851	158,335	88,070	403,256	1,293,059	31%
State Preschool*		252,099	284,045	170,865	707,009	2,302,208	31%
State Migrant Child Care*		27,786	29,131	3,478	60,394	209,207	29%
SUBTOTAL CA DEPT of ED		436,736	471,511	262,413	1,170,660	3,804,474	31%
GRAND TOTAL		837,189	980,354	577,976	2,395,519	6,117,314	39%

*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 May 31, 2018 – **Info Item**

Date: June 20, 2018

The following are highlights of the San Joaquin Early Head Start Budget to Actual Report for the period February 1, 2018 through May 31, 2018. Four months (33%) of the 12-month budget period have elapsed.

Base Funds

Overall expenditures are at 33% of the budget.

Travel costs are high compared to the period elapsed. During the month of May, several Kern staff traveled to San Joaquin to provide technical support and conduct a “mock” review in preparation for the Office of Head Start Focus Area Two Monitoring event (which took place May 14-18).

The **Equipment** category budget provides for the purchase of two replacement vehicles. The procurement process is in progress.

Expenditures in the **Supplies** category are high compared to the period elapsed. Costs in this category occur as needed, rather than evenly throughout the year.

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 11% of the budget. Training costs occur as needed, rather than evenly throughout the year.

Non-Federal Share

Non-Federal share is at 23% 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 - May 31, 2018

Month 4 of 12 (33%)

Prepared 06/08/2018

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	3,017,825	978,015	2,039,810	32%	68%
FRINGE BENEFITS	796,118	281,863	514,255	35%	65%
TRAVEL	20,232	11,486	8,746	57%	43%
EQUIPMENT	47,500	0	47,500	0%	100%
SUPPLIES	129,535	61,666	67,869	48%	52%
CONTRACTUAL	11,923	7,189	4,734	60%	40%
OTHER	589,673	195,485	394,188	33%	67%
INDIRECT	433,501	146,032	287,469	34%	66%
TOTAL	5,046,307	1,681,736	3,364,571	33%	67%

TRAINING & TECHNICAL ASSISTANCE FUNDS

TRAVEL	9,959	3,671	6,288	37%	63%
SUPPLIES	7,961	197	7,764	2%	98%
CONTRACTUAL	3,500	0	3,500	0%	100%
OTHER	53,033	4,214	48,819	8%	92%
INDIRECT	7,444	808	6,636	11%	89%
TOTAL	81,897	8,890	73,007	11%	89%

GRAND TOTAL EHS FEDERAL FUNDS	5,128,204	1,690,626	3,437,578	33%	67%
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NON-FEDERAL SHARE	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
IN-KIND	1,282,051	290,706	991,345	23%	77%
TOTAL NON-FEDERAL FUNDS	1,282,051	290,706	991,345	23%	77%

Centralized Administrative Cost	7.4%
Program Administrative Cost	2.6%
Total Administrative Cost	9.8%

Budget reflects Notice of Award #09CH010071-04-02

Actual expenditures include posted expenditures and estimated adjustments through 5/31/2018

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 May 31, 2018 (Month 4 of 12)

Percent of year elapsed: 33%

LOCATION	FUNDED ENROLL- MENT	Feb	March	April	May	YTD Totals	IN-KIND GOAL	% OF GOAL MET
Home Base - Manteca	12	3,628	4,255	2,413	80	10,376	31,635	33%
Home Base - Lodi	35	5,551	10,440	9,724	0	25,715	92,268	28%
Chrisman	30	7,252	12,783	13,077	8,234	41,346	158,174	26%
Home Base - Stockton	90	13,682	24,353	19,957	0	57,991	237,260	24%
Lodi UCC	30	12,131	13,526	10,882	191	36,730	158,174	23%
Walnut	24	4,138	8,093	7,666	6,751	26,649	126,539	21%
Kennedy	16	1,791	5,701	5,717	4,418	17,627	84,359	21%
California Street	24	5,705	9,601	8,203	40	23,549	126,539	19%
St. Mary's	16	3,507	5,556	4,257	111	13,432	84,359	16%
Home Base - Tracy	12	1,484	2,342	1,064	0	4,890	31,635	15%
Marci Massei	24	3,176	5,938	5,703	80	14,897	126,539	12%
Administrative Services		0	0	0	0	0	0	
Program Services		2,299	3,721	7,518	3,528	17,067	21,858	78%
Policy Council		342	97	0	0	439	2,713	16%
SUBTOTAL IN-KIND	313	64,685	106,407	96,182	23,433	290,706	1,282,051	23%

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 May 31, 2018 – **Info Item**

Date: June 20, 2018

The following are highlights of the Early Head Start Child Care Partnerships Budget to Actual Report for the period September 1, 2017 through May 31, 2018. Nine months (75%) of the 12-month budget period have elapsed.

Base Funds

Overall expenditures are at 76% 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.

In the **Other** category:

- costs of occupancy are lower than budgeted at this point in the budget period;
- consultant services for children are budgeted but have not yet been needed.

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 64% of the budget.

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

Non-Federal Share

Non-Federal share is at 75% 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 - May 31, 2018

Month 9 of 12 (75%)

Prepared 06/08/2018

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	120,354	89,062	31,292	74%	26%
FRINGE BENEFITS	32,245	23,503	8,742	73%	27%
SUPPLIES	1,000	14,079	(13,079)	1408%	-1308%
CONTRACTUAL	461,870	340,475	121,395	74%	26%
OTHER	12,662	7,416	5,246	59%	41%
INDIRECT	62,806	47,428	15,378	76%	24%
TOTAL BASE FUNDING	690,937	521,962	168,975	76%	24%

CARRYOVER FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
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%
TOTAL CARRYOVER FUNDING	173,147	0	173,147		

TRAINING & TECHNICAL ASSISTANCE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
TRAVEL	5,294	1,945	3,349	37%	63%
SUPPLIES	3,506	1,621	1,885	46%	54%
OTHER	10,465	8,720	1,745	83%	17%
INDIRECT	1,926	1,229	697	64%	36%
TOTAL TRAINING & TECHNICAL ASSISTANCE	21,191	13,515	7,676	64%	36%

GRAND TOTAL FEDERAL FUNDS	885,275	535,477	349,798	60%	40%
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NON-FEDERAL SHARE	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
IN-KIND	221,319	165,247	56,072	75%	25%
TOTAL NON-FEDERAL FUNDS	221,319	165,247	56,072	75%	25%

Centralized Administrative Cost	6.9%
Program Administrative Cost	1.4%
Total Administrative Cost	8.4%

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

Actual expenditures include posted expenditures and estimated adjustments through 5/31/2018.

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Budget and Finance Committee

From: Emilio Wagner, Director of Operations

Date: June 20, 2018

Subject: *Agenda Item 5c: Cost of Living Adjustment (COLA) for all Employee Wages - Action Item*

On May 30, 2018, the Board of Director's approved the submission of a federal budget COLA increase for the Head Start/ Early Head Start program in the amount of 2.6%. During that meeting, staff presented the Board with a cost of living adjustment (COLA) request for the remaining non-Head Start employees to include a 1.0% increase to wages for the Migrant Childcare Alternative Payment program (MCAP), a 1.6% increase to wages for the Women's Infants and Children (WIC) program, and a 2.6% increase to wages for the remaining programs. The Board requested staff to research the COLA variance for the MCAP and WIC programs to have a consistent agency-wide increase to all CAPK employees.

In further review of the budgets and contracts for the MCAP and WIC programs, we are financially able to make the adjustment to reflect a 2.6% COLA increase for these programs. Carmen Segovia, Director of Health and Nutrition Services, reevaluated the WIC budget and identified savings among vacant positions and operational expenses for the contract year 10/01/2017 to 09/30/18. For the next contract year, 10/01/2018 to 09/30/2019, the approved WIC budget can sustain the COLA increase due to a budget amendment that included wage adjustments for the minimum wage increase effective 01/01/2019. Additionally, the overall funding for the WIC Program increased by \$32,876 for the fiscal year starting 10/01/2018.

Pertaining to the MCAP program, staff anticipated to make a slight budget revision to the Community Services Block Grant (CSBG) to accommodate the COLA increase; however, CAPK was notified by the Community Services Department (CSD), the entity that administers the CSBG, that each grantee will be receiving a permanent increase to their base funding, in addition to, a permanent contract amendment of \$35,000 per year. At this time, we have not been notified by CSD of the base funding increase amount, but we are relatively certain that both the base increase and amendment will occur and is scheduled to be released in late June 2018. We will be applying a portion of the CSBG contract amendment towards the 2.6% COLA increase to support the MCAP program. The remaining funds will be used among the existing programs that currently utilize CSBG funding.

The total fiscal impact to the Agency for the non-Head Start programs with the 2.6% COLA is approximately \$262,939 with an increase in revenue to the indirect fund of \$18,419.47.

Recommendation

Staff recommends the approval of a 2.6% COLA for all remaining employees not covered by the approved Head Start COLA, with effective dates subject to each individual contract requirements as outlined in Attachment A.

Attachments

A: Detail of COLA impact by program

COMMUNITY ACTION PARTNERSHIP OF KERN									
Cost of Living Adjustment (COLA)									
FISCAL YEAR 2018/19									
Fund No. <u>2.6% COLA PAY RATE AND RETRO COLA</u> <u>Migrant Childcare Alternative Payment</u> <u>WIC FAMILY</u> <u>EAST KERN FAMILY</u> <u>SENIOR FOOD PROGRAM</u> <u>YOUTH CENTERS FAMILY</u> <u>ENERGY FAMILY</u> <u>211 FAMILY</u> <u>CSBG Funds</u> <i>(includes the Foodbank, Friendship House, VITA, Shafter Youth Center, and 211)</i> <u>INDIRECT Funds</u> <u>EMPLOYEE COST POOL</u>	% COLA		RETRO		Annual Cost of Wages - Summary				
	Effective Date	Pay Date	Effective Date	Pay Date	2.6% COLA Impact	Wage-based COLA Impact to Benefits @ 13.26%			TOTAL
	07/01/18	TBD by Payroll	07/01/18	TBD by Payroll	13,797.97	1,829.61			15,627.58
	05/30/18	TBD by Payroll	03/01/18	TBD by Payroll	\$ 59,384.17	\$ 7,874.34			\$ 67,258.51
	07/01/18	TBD by Payroll	07/01/18	TBD by Payroll	\$ 6,583.16	\$872.93			\$ 7,456.09
05/30/18	TBD by Payroll	03/01/18	TBD by Payroll	\$ 2,985.76	\$395.91			\$ 3,381.67	
05/30/18	TBD by Payroll	03/01/18	TBD by Payroll	\$6,272.74	\$831.77			\$7,104.50	
05/30/18	TBD by Payroll	03/01/18	TBD by Payroll	\$ 39,334.55	\$ 5,215.76			\$ 44,550.31	
07/01/18	TBD by Payroll	07/01/18	TBD by Payroll	\$ 9,374.23	\$ 1,243.02			\$ 10,617.25	
05/30/18	TBD by Payroll	03/01/18	TBD by Payroll	\$ 15,900.06	\$ 2,108.35			\$ 18,008.41	
05/30/18	TBD by Payroll	03/01/18	TBD by Payroll	\$ 53,262.31	\$ 7,062.58			\$ 60,324.89	
05/30/18	TBD by Payroll	03/01/18	TBD by Payroll	\$ 8,997.29	\$ 1,193.04			\$ 10,190.33	

Unadjusted Annual Incremental Cost (A)	\$ 244,519.54
Less: Indirect Funds	\$ 60,324.89
Indirect Cost Rate	\$ 184,194.64
Estimated Increase in revenue to Indirect (B)	10%
Adjusted Annual Incremental Cost (A+B)	\$ 262,939.00

NOTES:

- 1.) EFFECTIVE DATE: In order to be eligible for the COLA and the retroactive payment(s), employees must be employed on the effective date. Those that are not an active employee on the effective date will not receive the COLA or any retro-active payment(s).
- 2.) TBD BY PAYROLL: Payroll will determine the pay date for the retro-active payments, and will begin applying the COLA approved rates by program as identified in this document on the effective date.
- 3.) All effective and retro-active dates and increases are contingent upon the approval of the Head Start program COLA increase.
- 4.) All effective and retro-active COLA increases are subject to the individual contract provisions of each program. Some program contracts may not permit COLA salary increases and/or retro-active payments.

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

	03/01/18- 04/30/18	05/01/18- 05/31/18	TOTAL
BEGINNING BALANCE (NOTE 1)	<u>477,745.74</u>		<u>477,745.74</u>
CASH RECEIPTS			
2018 Awards Banquet Donations	50,047.00	6,597.64	56,644.64 a
Donations	350.50	44.30	394.80
Misc. Revenue	889.81		889.81
Interest Income/Union Administrative Fee	101.14	100.08	201.22
TOTAL CASH RECEIPTS	<u>51,388.45</u>	<u>6,742.02</u>	<u>58,130.47</u>
CASH DISBURSEMENTS			
Line of Credit Interest Expense	0.00		0.00
Line of Credit Unused Commitment Fee	959.72	b	959.72
2018 Awards Banquet Expenses	17,866.13	3,806.79	21,672.92 a
Volunteer Appreciation	2,716.77	c	2,716.77
Fundraising Expenses	3,244.00		3,244.00
Miscellaneous Expenses	233.70	41.00	274.70
Indirect	2,276.86	487.69	2,764.55
TOTAL CASH DISBURSEMENTS	<u>27,297.18</u>	<u>4,335.48</u>	<u>31,632.66</u>
CASH PROVIDED (USED)	<u>24,091.27</u>	<u>2,406.54</u>	<u>26,497.81</u>
ENDING BALANCE	<u><u>501,837.01</u></u>		<u><u>504,243.55</u></u>
		Discretionary Cash	777,385.43
		Fund Raising Cash	291,890.24
			<u>1,069,275.67</u>
		Add: Prepaid	0.00
		Less: AP	<u>(565,032.12)</u>
			<u><u>504,243.55</u></u>
			0.00

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 5/31/18, net 2018 awards banquet gain is \$39,725.19 (FYE 2/28/18 = \$4,753.47 + \$34,971.72 for 2018/19).
- b. Commitment fee for the period 12/31/17 to 3/30/18 that the \$2 million line of credit was not used. The fee is equal to one-quarter percent (0.25%) per annum based on a 360 day year.
- c. Annual appreciation expense for the VITA volunteers.

Date Prepared: 5/12/18

COMMUNITY ACTION PARTNERSHIP OF KERN

BUDGET AND FINANCE COMMITTEE

FINANCIAL REPORT

JUNE 2018

COMMUNITY ACTION PARTNERSHIP OF KERN

BUDGET AND FINANCE COMMITTEE

JUNE 20, 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
UNRESTRICTED						
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
RESTRICTED						
EARLY HEAD START/HEAD START	24,469,256	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	5,128,204	93.600	09CH010071 - 04	02/01/18 - 01/31/19	117	U S DEPT OF HEALTH & HUMAN SERVICES
VITA	169,630	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	386,642	93.596	CSPP - 7119	07/01/17 - 06/30/18	258	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF EDUCATION
ECONOMIC EMPOWERMENT	150,000	93.590	EE - KERN - 17 - 20	03/01/18 - 02/29/20	171	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES, OFFICE OF CHILD ABUSE PREVENTION

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

RESTRICTED cont'd.	PROGRAM (COMPONENT)	AMOUNT	CFDA #	GRANT NUMBER	PROGRAM YEAR	FUND #	FUNDING SOURCE
	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
	DOE (DEPARTMENT OF ENERGY - WEATHERIZATION)	264,399	81.042	17C - 4010	06/01/18 - 05/31/19	123-65	U S DEPT OF ENERGY - STATE OF CALIFORNIA, DEPT OF COMMUNITY SERVICES AND DEVELOPMENT
	EFAP (EMERGENCY FOOD ASSISTANCE PROGRAM)	92,096	10.568/569	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)	263,449	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	1,656,866		CMAP - 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

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

<u>RESTRICTED cont'd.</u>	PROGRAM (COMPONENT)	AMOUNT	CFDA #	GRANT NUMBER	PROGRAM YEAR	FUND #	FUNDING SOURCE
INFORMATION & EDUCATION		80,000		16 - 10206	07/01/17 - 06/30/18	120	STATE OF CALIFORNIA, DEPT OF PUBLIC HEALTH
TAX CHECK - OFF (FOOD BANK)		80,000			07/01/18 - 06/30/19		
		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)		242,286		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	06/28/17 - 06/30/18	386	COUNTY OF KERN, FIRE DEPT - OFFICE OF EMERGENCY SERVICES
FRIENDSHIP HOUSE AGGRESSION REPLACEMENT TRAINING		3,500		806396	03/13/18 - 06/30/18	531-070	KERN COUNTY SUPERINTENDENT OF SCHOOLS
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

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

RESTRICTED cont'd.	PROGRAM (COMPONENT)	AMOUNT	CFDA #	GRANT NUMBER	PROGRAM YEAR	FUND #	FUNDING SOURCE
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
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				
	<u>Food Bank</u>		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		
531-070	FHCC - Aggression Replacement Training				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				
04/30/18	n/a				
05/31/18	565,000	565,000	1	90.26	5.75070%

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.

Note 3: Line of Credit was used on May 31, 2018 and the amount drawn was \$565,000. The loan was repaid on 6/1/18 and the interest for one day was \$90.26.

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 MAY 31, 2018	
PROGRAM (FUND)	CASH BALANCE
CHILD AND ADULT CARE FOOD PROGRAM	(78,676.86)
HEAD START/EARLY HEAD START	298,538.97
SUBTOTAL	219,862.11
CHILD DEVELOPMENT RESERVE No. 2	125.54
GENERAL CHILD CARE	(33,358.57)
MIGRANT A/P	1,543,459.35
MIGRANT CHILD CARE	(24,765.03)
MIGRANT SPECIALIZED SERVICES	(2,669.77)
STATE PRESCHOOL	(59,588.03)
SUBTOTAL	1,423,203.49
BAKERSFIELD CALIFORNIAN FOUNDATION	53.32
COMMODITY SUPPLEMENTAL FOOD PROGRAM	(47,101.77)
EFAP	(3,205.23)
FOOD BANK	165,275.72
FOOD BANK - STATE	75,251.38
SOCAL GAS	5,000.00
WONDERFUL FOUNDATION	12,357.96
SUBTOTAL	207,631.38
DOE WAP	(3.67)
ENERGY	(114,263.18)
LIHEAP	(1,198,750.55)
LIWP	(4,158.11)
LIWP SOLAR PV	3,389.74
LIWP SINGLE FAMILY	(70,960.23)
WATER TANK	1,078.39
TRANSFER NEGATIVE BALANCE	1,383,667.61
SUBTOTAL	0.00
CALIFORNIA ENDOWMENT	22,716.43
CENTRAL VALLEY SMALL BUSINESS DEVELOPMENT	25,000.00
SUBTOTAL	47,716.43
211	(40,011.82)
CAL FRESH	(6,064.39)
COST POOLS	(131,319.27)
CSBG	38,197.79
DIFFERENTIAL RESPONSE	(25,636.75)
DIGNITY HEALTH	21,087.88
DISCRETIONARY FUND	212,545.43
ECONOMIC EMPOWERMENT	(1,091.07)
FIRST 5 KERN 211	(39,653.94)
FIRST 5 KERN EAST KERN FAMILY RESOURCE CENTER	(26,895.94)
FIRST 5 HELP ME GROW	(15,066.78)
FRIENDSHIP HOUSE	(30,979.83)
FUNDRAISING	295,990.24
GANG PREVENTION	(8,157.12)
GENERAL FUND	140,735.74
INDIRECT FUND	1,558,593.17
IRS - VITA	(15,670.34)
INFORMATION & EDUCATION	(31,497.04)
REALIGNMENT FOR SUCCESS	(12,956.19)
SHAFTER YOUTH CENTER	(3,012.41)
STARBUCKS FOUNDATION	236.05
UNITED WAY 211	(5,324.02)
WELLS FARGO FOUNDATION	2,917.66
WIC	(766,139.04)
LESS: ENERGY NEGATIVE BALANCE	(1,383,667.61)
ADD: LINE OF CREDIT	565,000.00
SUBTOTAL	292,160.40
TOTAL OPERATING CASH	2,190,573.81

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
May 31, 2018

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

OPERATING ACCOUNT
ACCOUNT NO: XXXXX-X2976

BANK BALANCE AT 05/31/18		2,729,721.74
LESS OUTSTANDING CHECKS	643,691.62	
ADJUSTED BANK BALANCE AT 05/31/18		2,086,030.12
GENERAL LEDGER BALANCE AT 04/30/18		1,820,420.09
ADD: DEPOSITS	1,827,388.19	
ACH DEPOSITS	2,998.05	
HHS DRAWDOWNS	2,389,509.59	
CHECKS MOVED TO STALE DATED LIABILITY	182.91	
LOAN (133) ADVANCE ON OPERATING LINE OF CREDIT	565,000.00	
ADP ADJUSTMENTS	506.62	
LESS CHECKS ISSUED (CURRENT MONTH)	2,109,669.88	
ADP PAYROLL 05/08/18	5,021.92	
ADP PAYROLL 05/11/18	1,142,598.10	
ADP PAYROLL 05/18/18	1,624.93	
ADP PAYROLL 05/25/18	1,151,204.00	
ADP H.S.A. & H.R.A.	1,399.95	
MUTUAL OF AMERICA	74,794.79	
BANK ACCOUNT TRANSFER TO CHILD DEVELOPMENT RESERVE No. 2 ACCT.	54.56	
CLIENT ANALYSIS SERVICE CHARGE	603.88	
LOAN (18) BPN - PRINCIPAL AND INTEREST PAYMENTS	8,162.62	
LOAN (RABOBANK) - PRINCIPAL AND INTEREST PAYMENTS	23,790.70	
GLOBAL CASH CARDS - YOUTH SERVICES	1,050.00	
GENERAL LEDGER BALANCE AT 05/31/18		2,086,030.12

DIFFERENCE: 0.00

PREPARED BY: Wm Richmond TITLE: Accountant II DATE: 06/01/18

APPROVED BY: [Signature] TITLE: Director of Operations DATE: 6/5/18

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

BANK RECONCILIATION FOR MONTH ENDING
May 31, 2018

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

ACCOUNT NO.: XXXXX-X6256

BANK BALANCE ENDING:	05/31/18	536,519.13
DEPOSITS IN TRANSIT		0.00
OUTSTANDING CHECKS		0.00
OTHER		0.00
ADJUSTED BANK BALANCE:	05/31/18	536,519.13

BALANCE PER G/L	04/30/18	536,449.42
ADD:		
DEPOSITS		0.00
INTEREST		69.71
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	05/31/18	536,519.13

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: 06/02/18

APPROVED BY: [Signature]

TITLE: Director of Operations

DATE: 6/5/18

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

5005 BUSINESS PARK NORTH
BAKERSFIELD, CA 93309-1651

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

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

ACCOUNT NO.: XXXXX-X1095

BANK BALANCE ENDING:	05/31/18	98,028.31
DEPOSITS IN TRANSIT		0.00
OUTSTANDING CHECKS		0.00
OTHER		0.00
ADJUSTED BANK BALANCE:	05/31/18	98,028.31

BALANCE PER G/L	04/30/18	98,065.36
ADD:		
DEPOSITS		0.00
INTEREST		7.50
BANK ACCOUNT TRANSFER FROM GENERAL FUND		0.00
LESS:		
CHECKS		0.00
CLIENT ANALYSIS SERVICE CHARGE		44.55
BANK ACCOUNT TRANSFER TO GENERAL FUND		0.00
BALANCE PER G/L	05/31/18	98,028.31

* 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: 06/02/18

APPROVED BY: [Signature]

TITLE: Director of Operations

DATE: 6/5/18

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

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

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

ACCOUNT NO.: XXXXX-X1921

BANK BALANCE ENDING:	05/31/18	6,247.58
DEPOSITS IN TRANSIT (CREDIT CARD)		0.00
OUTSTANDING CHECKS		0.00
OTHER		0.00
ADJUSTED BANK BALANCE	05/31/18	6,247.58

BALANCE PER GENERAL LEDGER	04/30/18	6,288.10
ADD:		
DEPOSITS (Credit Card Donations & Shared Fee)		0.00
BANKCARD DEPOSIT		0.00
PAYPAL DEPOSIT		0.00
INTEREST		0.48
LESS:		
APPLIED MERCHANT DEBITS		
CLIENT ANALYSIS SERVICE CHARGE		28.55
BANKCARD FEES		12.45
CASH CONCENTRATION FEE		0.00
FUND TRANSFER TO GENERAL FUND		0.00
BALANCE PER GENERAL LEDGER:	05/31/18	6,247.58

* 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: 06/02/18

APPROVED BY: Edi A. Vazquez

TITLE: Director of Operations

DATE: 6/5/18

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

BANK RECONCILIATION FOR MONTH ENDING
May 31, 2018

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

ACCOUNT NO.: XXXXX-X6264

BANK BALANCE ENDING: 05/31/18 0.00

DEPOSITS IN TRANSIT 0.00

OUTSTANDING CHECKS 0.00

OTHER 0.00

ADJUSTED BANK BALANCE: 05/31/18 0.00

BALANCE PER G/L 04/30/18 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 05/31/18 0.00

DIFFERENCE: 0.00

PREPARED BY: Wm. Richmond

TITLE: Accountant II

DATE: 06/02/18

APPROVED BY: Director of Operations

TITLE: Director of Operations

DATE: 6/5/18

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

BANK RECONCILIATION FOR MONTH ENDING
May 31, 2018

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

ACCOUNT NO.: XXXXX-X2049

BANK BALANCE ENDING: 05/31/18 267.80

DEPOSITS IN TRANSIT 0.00

OUTSTANDING CHECKS 0.00

OTHER 0.00

ADJUSTED BANK BALANCE: 05/31/18 267.80

BALANCE PER G/L 04/30/18 267.78

ADD: DEPOSITS 54.56

INTEREST 0.02

BANK ACCOUNT TRANSFER FROM GENERAL FUND 0.00

LESS: CHECKS 0.00

CLIENT ANALYSIS SERVICE CHARGE 54.56

BANK ACCOUNT TRANSFER TO GENERAL FUND 0.00

BALANCE PER G/L 05/31/18 267.80

DIFFERENCE: 0.00

PREPARED BY: Wm. Richmond

TITLE: Accountant II

DATE: 06/02/18

APPROVED BY: [Signature]

TITLE: Director of Operations

DATE: 6/5/18

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

Cardholder	Position	Amount Charged
Gloria Barbero	Administrator - EHS San Joaquin	1,335.86
Emily Gonzalez Demont	Assistant Director - Grants Management	1,399.02
Yolanda Gonzales	Director of Head Start/State Child Development Programs	549.30
Ralph Martinez	Director of Community Development	2,033.80
Raymond Quan	Director of Human Resources	757.80
Pritika Ram	Director of Administration	1,692.70
Carmen Segovia	Director of Health & Nutrition Services	25.17
Jeremy Tobias	Chief Executive Officer	7,464.42
Emilio Wagner	Director of Operations	4,317.82
	Total	19,575.89



GLORIA BARBERO

Platinum Plus® for Business

April 22, 2018 - May 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 \$1,335.86
Minimum Payment Due **\$13.36**
Payment Due Date **06/17/18**

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 \$549.81
Payments and Other Credits **-549.81**
Balance Transfer Activity \$0.00
Cash Advance Activity \$0.00
Purchases and Other Charges \$1,335.86
Fees Charged \$0.00
Finance Charge \$0.00

New Balance Total \$1,335.86

Credit Limit \$5,000
Credit Available \$3,664.14
Statement Closing Date 05/21/18
Days in Billing Cycle 30

Transactions

Posting Date	Transaction Date	Description	Reference Number	Amount
Payments and Other Credits				
05/14	05/14	CA Banking Center payment	13406005750015320448600	-549.81
		TOTAL PAYMENTS AND OTHER CREDITS FOR THIS PERIOD		-549.81
Purchases and Other Charges				
05/01	05/01	TARGET.COM * 800-591-3869 MN	55310208121083046241616	81.71
05/02	05/02	TARGET.COM * 800-591-3869 MN	55310208122083056284943	50.76
05/03	05/02	WALMART.COM 8009666546 AR	55500368122083163862062	243.71
05/03	05/02	TARGET 00003137 STOCKTON CA	05410198122091007430835	180.29

0054981 0001336 0133586

BUSINESS CARD
PO BOX 15796
WILMINGTON, DE 19886-5796

GLORIA BARBERO
COMM ACTION PRTRSH KERN
COMM ACTION PRTRSH KERN
5005 BUSINESS PARK N
BAKERSFIELD, CA 93309-165105

Account Number:
April 22, 2018 - May 21, 2018

New Balance Total \$1,335.86
Minimum Payment Due **\$13.36**
Payment Due Date **06/17/18**

Enter payment amount

\$

☐ Check here for a change of mailing address or phone numbers.
Please provide all corrections on the reverse side.

Mail this coupon along with your check payable to:
BUSINESS CARD,
or make your payment online at
www.bankofamerica.com

Transactions

Posting Date	Transaction Date	Description	Reference Number	Amount
05/03	05/03	TARGET.COM * 800-591-3869 MN	55310208123083058875683	140.87
05/03	05/03	TARGET.COM * 800-591-3869 MN	55310208123083061277600	2.68
05/03	05/03	TARGET.COM * 800-591-3869 MN	55310208123083061357824	10.00
05/07	05/04	WALMART.COM 800-966-6546 A R	55432868124200979374559	189.98
05/07	05/05	TARGET.COM * 800-591-3869 MN	55310208125083069625907	15.83
05/07	05/05	TARGET.COM * 800-591-3869 MN	55310208125083068439953	156.86
05/07	05/05	TARGET.COM * 800-591-3869 MN	55310208125083069625907	19.01
05/15	05/14	AMAZON.COM AMZN.COM/BI AMZN.COM/BILLWA	55310208135083093856443	244.16
TOTAL PURCHASES AND OTHER CHARGES FOR THIS PERIOD				\$1,336.86

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	25.74% V	\$0.00	\$0.00

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

Bank of America Business Advantage

LIFE / BETTER CONNECTED™



Thanks for enriching your community

During National Small Business Week and throughout the month of May, we'll be celebrating the contribution that businesses like yours make to communities across the nation. You make them more interesting places in which to live and work.

Learn more at bankofamerica.com/SBcelebrate.



YOLANDA GONZALES

Platinum Plus® for Business

April 22, 2018 - May 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 \$549.30
Minimum Payment Due **\$10.00**
Payment Due Date **06/17/18**

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 \$3,994.50
Payments and Other Credits **-\$3,994.50**
Balance Transfer Activity \$0.00
Cash Advance Activity \$0.00
Purchases and Other Charges \$549.30
Fees Charged \$0.00
Finance Charge \$0.00

New Balance Total \$549.30
Credit Limit \$10,000
Credit Available \$9,450.70
Statement Closing Date 05/21/18
Days in Billing Cycle 30

Transactions

Posting Date	Transaction Date	Description	Reference Number	Amount
Payments and Other Credits				
05/14	05/14	CA Banking Center payment	13406005750015320359054	-3,994.50
		TOTAL PAYMENTS AND OTHER CREDITS FOR THIS PERIOD		-\$3,994.50
Purchases and Other Charges				
04/24	04/23	TABLEAU SOFTWARE, INC. 12066333400 WA	55429508113637360788766	500.00
04/30	04/27	CHEVRON 0092069 ANAHEIM CA	55432868117200560100578	36.21
04/30	04/27	CHEVRON 0358476 BAKERSFIELD CA	55432868117200594588624	13.09
		TOTAL PURCHASES AND OTHER CHARGES FOR THIS PERIOD		\$549.30

0399450 0001000 0054930

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

Account Number:
April 22, 2018 - May 21, 2018

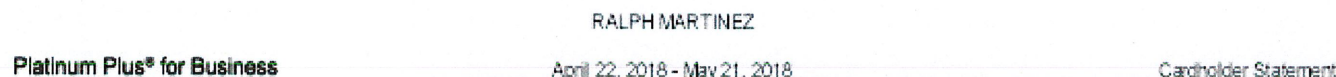
New Balance Total \$549.30
Minimum Payment Due **\$10.00**
Payment Due Date **06/17/18**

Enter payment amount

\$

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PO BOX 15796
WILMINGTON DE 19896-5796

Customer Service:
1.800.673.1044, 24 Hours

TTY Hearing Impaired:
1.888.500.6287, 24 Hours

Outside the U.S.:
1,509,353,6856, 24 Hours

For Lost or Stolen Card:
1.800.673.1044, 24 Hours

Business Offers:
www.bankofamerica.com/mybusinesscenter

Payment Information

New Balance Total	\$2,033.80
Minimum Payment Due	\$20.34
Payment Due Date	06/17/18

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	\$7,845.55
Payments and Other Credits	-\$7,845.55
Balance Transfer Activity	\$0.00
Cash Advance Activity	\$0.00
Purchases and Other Charges	\$2,033.80
Fees Charged	\$0.00
Finance Charge	\$0.00

New Balance Total	\$2,033.80
Credit Limit	\$10,000
Credit Available	\$7,966.20
Statement Closing Date	05/21/18
Days in Billing Cycle	30

Transactions

Posting Date	Transaction Date	Description	Reference Number	Amount
		Payments and Other Credits		
05/14	05/14	CA Banking Center payment	13406005760038320236965	-7,845.55
		TOTAL PAYMENTS AND OTHER CREDITS FOR THIS PERIOD		-\$7,845.55
		Purchases and Other Charges		
04/23	04/19	IRS NATIONWIDE TAX FOR 202-4952919 DC	85504998110900010958986	470.00
05/02	05/01	STAYCLASSYP STAYCLASSY 6199611862 CA	55429508121894951381226	69.00
05/07	05/06	HOO*HOOTSUITE INC 778-5889767 CA	75418238126054551825367	228.00
05/21	05/17	SACRAMENTO HOLIDAY INN SACRAMENTO CA	55310208138708839573468	310.80

0784555 0002034 0203380

BUSINESS CARD
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WILMINGTON, DE 19886-5796

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

Account Number:
April 22, 2018 - May 21, 2018

New Balance Total	\$2,033.80
Minimum Payment Due	\$20.34
Payment Due Date	06/17/18

Enter payment amount

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Transactions					
Posting Date	Transaction Date	Description	Reference Number	Amount	
05/21	05/17	Arr: 05/18/18 Dep: 05/17/18 Inv: 14488855 SACRAMENTO HOLIDAY INN SACRAMENTO CA	55310208138708838597483	292.80	
05/21	05/17	Arr: 05/18/18 Dep: 05/17/18 Inv: 14488858 SACRAMENTO HOLIDAY INN SACRAMENTO CA	55310208138708838672807	292.80	
05/21	05/20	Arr: 05/18/18 Dep: 05/17/18 Inv: 14488860 CTC*CONSTANTCONTACT.C 855-2295506 MA	75418238140055162468390	371.00	
TOTAL PURCHASES AND OTHER CHARGES FOR THIS PERIOD				\$2,033.80	

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	25.74% V	\$0.00	\$0.00

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

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- The ability to download your transactions into QuickBooks® for easy account management

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RAYMOND T QUAN

Platinum Plus® for Business

April 22, 2018 - May 21, 2018

Cardholder Statement

Account Information:

www.bankofamerica.com

Mail Billing Inquiries to:

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EL PASO, TX 79968-2238

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 \$757.80

Minimum Payment Due \$10.00

Payment Due Date 06/17/18

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 \$757.80

Fees Charged \$0.00

Finance Charge \$0.00

New Balance Total \$757.80

Credit Limit \$10,000

Credit Available \$9,242.20

Statement Closing Date 05/21/18

Days in Billing Cycle 30

Transactions

Posting Date	Transaction Date	Description	Reference Number	Amount
Purchases and Other Charges				
04/25	04/24	LAMBOURNE TRAVEL 6613239031 CA	55438458115286000467426	45.00
04/26	04/24	AMERICAN 00171862962143 BAKERSFIELD CA	55417348115871153475215	712.80
		QUAN/RAYMOND TU		
		00171862962143		
		Departure Date: 06/19/18 Airport Code: BFL		
		AA N PHX		

0000000 0001000 0075780

BUSINESS CARD
PO BOX 15796
WILMINGTON, DE 19886-5796

RAYMOND T QUAN
COMM ACTION PRTRSH KERN
COMM ACTION PRTRSH KERN
5005 BUSINESS PARK N
BAKERSFIELD, CA 93309-165105

Account Number
April 22, 2018 - May 21, 2018

New Balance Total \$757.80

Minimum Payment Due \$10.00

Payment Due Date 06/17/18

Enter payment amount

\$

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Transactions

Posting Date	Transaction Date	Description	Reference Number	Amount
		Departure Date: 06/19/18 Airport Code: PHX		
		AA N ABQ		
		Departure Date: 06/22/18 Airport Code: ABQ		
		AA S PHX		
		Departure Date: 06/22/18 Airport Code: PHX		
		AA S ELP		
		TOTAL PURCHASES AND OTHER CHARGES FOR THIS PERIOD		\$757.80

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	25.74% V	\$0.00	\$0.00

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

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PRITIKA RAM

Platinum Plus® for Business

April 22, 2018 - May 21, 2018

Cardholder Statement

Account Information:

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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 \$1,692.70

Minimum Payment Due **\$16.93**

Payment Due Date 06/17/18

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 \$259.20

Payments and Other Credits **-6259.20**

Balance Transfer Activity \$0.00

Cash Advance Activity \$0.00

Purchases and Other Charges \$1,692.70

Fees Charged \$0.00**Finance Charge \$0.00**

New Balance Total \$1,692.70

Credit Limit \$10,000

Credit Available \$8,307.30

Statement Closing Date 05/21/18

Days in Billing Cycle 30

Transactions

Posting Date	Transaction Date	Description	Reference Number	Amount
Payments and Other Credits				
05/14	05/14	CA Banking Center payment	13406005750006320401368	-259.20
		TOTAL PAYMENTS AND OTHER CREDITS FOR THIS PERIOD		-6259.20
Purchases and Other Charges				
05/04	05/02	KERN CO PARKS AND REC 0618687000 CA	55480778124892012064130	655.00
05/21	05/17	HYATT REGENCY SACRAMEN SACRAMENTO CA	55310208138722745383267	1,037.70
		Arr: 05/14/18 Dep: 05/17/18 Inv: 26002405		
		TOTAL PURCHASES AND OTHER CHARGES FOR THIS PERIOD		\$1,692.70

0025920 0001693 0169270

Account Number

April 22, 2018 - May 21, 2018

New Balance Total \$1,692.70

Minimum Payment Due **\$16.93**

Payment Due Date 06/17/18

BUSINESS CARD

PO BOX 15796

WILMINGTON, DE 19886-5796

PRITIKA RAM

COMM ACTION PRTRSH KERN

COMM ACTION PRTRSH KERN

5005 BUSINESS PARK N

BAKERSFIELD, CA 93309-165105

Enter payment amount

\$

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CARMEN SEGOVIA

Platinum Plus® for Business

April 22, 2018 - May 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.:
1.509.353.6856, 24 Hours

For Lost or Stolen Card:
1.800.673.1044, 24 Hours

Business Offers:
www.bankofamerica.com/mybusinesscenter

Payment Information

New Balance Total \$25.17
Minimum Payment Due **\$10.00**
Payment Due Date **06/17/18**

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 \$131.94
Payments and Other Credits **- \$131.94**
Balance Transfer Activity \$0.00
Cash Advance Activity \$0.00
Purchases and Other Charges \$25.17
Fees Charged \$0.00
Finance Charge \$0.00

New Balance Total \$25.17
Credit Limit \$20,000
Credit Available \$19,974.83
Statement Closing Date 05/21/18
Days in Billing Cycle 30

Transactions

Posting Date	Transaction Date	Description	Reference Number	Amount
Payments and Other Credits				
05/14	05/14	CA Banking Center payment	13406005750006320279319	-131.94
		TOTAL PAYMENTS AND OTHER CREDITS FOR THIS PERIOD		-\$131.94
Purchases and Other Charges				
05/15	05/14	LASSENS NATURAL FOODS- BAKERSFIELD CA	55500368135837000172620	25.17
		TOTAL PURCHASES AND OTHER CHARGES FOR THIS PERIOD		\$25.17

0013194 0001000 0002517

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

Account Number
April 22, 2018 - May 21, 2018

New Balance Total \$25.17
Minimum Payment Due **\$10.00**
Payment Due Date **06/17/18**

Enter payment amount

\$

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Transactions

Posting Date	Transaction Date	Description	Reference Number	Amount
		Departure Date: 06/19/18 Airport Code: PHX AA N ABQ		
		Departure Date: 06/22/18 Airport Code: ABQ AA N PHX		
		Departure Date: 06/22/18 Airport Code: PHX AA N BFL		
04/30	04/27	COMMUNITY ACTION PARTN 2022657546 DC	55457028118286132600146	4,615.00
05/03	05/02	WIPFLILLP 7158437449 WI	55429508122894009395268	800.00
05/04	05/02	CAESARS PLACE ADV RSVN 8662094732 NV	55310208124006121631911	181.41
		Arr: 05/01/18 Dep: 05/02/18 Inv: 0007486045		
05/04	05/02	CAESARS PLACE ADV RSVN 8662094732 NV	55310208124006121654608	181.41
		Arr: 05/01/18 Dep: 05/02/18 Inv: 0007487026		
TOTAL PURCHASES AND OTHER CHARGES FOR THIS PERIOD				\$7,464.42

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	20.74% V	\$0.00	\$0.00

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

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EMILIO WAGNER

Platinum Plus® for Business

April 22, 2018 - May 21, 2018

Cardholder Statement

Account Information:
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Mail Payments to:
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PO BOX 15796
WILMINGTON, DE 19886-5796

Customer Service:
1.800.673.1044, 24 Hours

TTY Hearing Impaired:
1.888.500.6257, 24 Hours

Outside the U.S.:
1.509.353.6656, 24 Hours

For Lost or Stolen Card:
1.800.673.1044, 24 Hours

Business Offers:
www.bankofamerica.com/mybusinesscenter

Payment Information

New Balance Total \$4,317.82
Minimum Payment Due **\$43.18**
Payment Due Date **06/17/18**

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 ~~\$697.38~~
Payments and Other Credits \$0.00
Balance Transfer Activity \$0.00
Cash Advance Activity \$0.00
Purchases and Other Charges \$5,315.20
Fees Charged \$0.00
Finance Charge \$0.00

New Balance Total \$4,317.82
Credit Limit \$10,000
Credit Available \$5,682.18
Statement Closing Date 05/21/18
Days in Billing Cycle 30

Transactions

Posting Date	Transaction Date	Description	Reference Number	Amount
Purchases and Other Charges				
04/23	04/20	MINDBODY, INC 805-4762700 CA	85454918110900010995374	482.54
05/03	05/02	WIPFLILLP 7158437449 WI	55429508122894010302378	620.00
05/08	05/07	WIPFLILLP 7158437449 WI	55429508127894206335609	1,400.00
05/08	05/07	WIPFLILLP 7158437449 WI	55429508127894205869053	800.00
05/09	05/07	CAESARS PLACE ADV RS VN 8662094732 NV Arr: 05/08/18 Dep: 05/07/18 Inv: 0007506326	55310208129006122249411	181.41
05/09	05/07	CAESARS PLACE ADV RS VN 8662094732 NV	55310208129006122249957	181.41

0627296 0004318 0431782

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

Account Number:
April 22, 2018 - May 21, 2018

New Balance Total \$4,317.82
Minimum Payment Due **\$43.18**
Payment Due Date **06/17/18**

Enter payment amount

\$

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Transactions				
Posting Date	Transaction Date	Description	Reference Number	Amount
05/11	05/09	Arr: 05/05/18 Dep: 05/07/18 Inv: 0007509367 UNITED 01623984366583 800-932-2732 TX FUENTES/SULMA 01623984366583 Departure Date: 05/02/18 Airport Code: BFL UA SE DEN Departure Date: 05/02/18 Airport Code: DEN UA SE DFW Departure Date: 05/06/18 Airport Code: DFW UA QE DEN Departure Date: 05/06/18 Airport Code: DEN UA QE BFL	55432868130200049539613	599.60
05/18	05/16	FELDESMAN TUCKER LEIFE 2024668960 DC	75337008137472200465397	225.00
05/21	05/19	SHERATON DALLAS DALLAS TX Arr: 05/19/18 Dep: 05/19/18 Inv: 1750519124	55436878139261396175878	825.24
TOTAL PURCHASES AND OTHER CHARGES FOR THIS PERIOD				\$5,315.20

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	25.74% 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 (3 OF 12 MONTHS OR 25.00%)

Line Item	2018/19 Budget	3/1/18 - 5/31/18 Actual	% Expended	Available Budget
USDA Revenue (Note A)	\$1,265,857	419,656	33.2%	846,201
Head Start Subsidy	<u>1,151,461</u>	<u>157,913</u>	13.7%	<u>993,548</u>
Total Revenue	<u>\$2,417,318</u>	<u>\$577,569</u>	23.9%	<u>1,839,749</u>
Expenditures (Note B)				
Salaries	\$557,792	137,577	24.7%	420,215
Benefits	167,338	47,993	28.7%	119,345
Vehicle Gasoline, Repair/Maintenance	70,000	12,383	17.7%	57,617
Space Costs	101,200	21,918	21.7%	79,282
Supplies - Office & Food Service	114,900	37,503	32.6%	77,397
Equipment Purchase		7,271		(7,271)
Equipment Repair/Maintenance	6,000	3,132	52.2%	2,868
Communication	13,000	3,471	26.7%	9,529
Risk Insurance	12,700	2,643	20.8%	10,057
Printing	1,700	297	17.5%	1,403
Hiring & Employee Costs	1,800		0.0%	1,800
First Aid	2,600	25	1.0%	2,575
Home Base Socializations	9,568		0.0%	9,568
Raw Food/Vended Meals	<u>763,418</u>	<u>197,227</u>	25.8%	<u>566,191</u>
Sub Total	1,822,016	471,440	25.9%	1,350,576
Adult Meals Prepared	188,000	53,641	28.5%	134,359
Indirect	<u>219,302</u>	<u>52,488</u>	23.9%	<u>166,814</u>
Total Expenditures	<u>\$2,229,318</u>	<u>\$577,569</u>	25.9%	<u>1,651,749</u>

	Prior Period	May 2018	Cum
Total Meals Prepared and Vended (Note C)	157,369	63,686	221,055
Total Meals Claimed	<u>132,829</u>	<u>52,817</u>	<u>185,646</u>
Difference	24,540	10,869	35,409

Percentage Claimed to Prepared/Vended	84.4%	82.9%	84.0%
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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 (11 OF 12 MONTHS = 92.00%)

	July 2017	Aug 2017	Sept 2017	Oct 2017	Nov 2017	Dec 2017	Jan 2018	Feb 2018	Mar 2018	Apr 2018	May 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	4,971	4,484	5,516	5,564	5,828	53,989	
Reimbursement Rate per Child per Day	X \$45.44	X \$45.44	X \$45.44	X \$45.44	X \$45.44	X \$45.44	X \$45.44	X \$45.44	X \$45.44	X \$45.44	X \$45.45	X \$45.44	
Revenue Earned	\$177,216	\$240,332	\$211,523	\$223,428	\$206,025	\$196,801	\$225,882	\$203,753	\$250,647	\$252,828	\$264,824	\$2,453,260	105.33%
Maximum Reimbursable Amount (MRA)												\$2,329,073	
<u>CALIFORNIA STATE PRESCHOOL (CSPP-7119)</u>													
Adjusted Days of Enrollment - Certified	3,041	4,826	6,531	7,817	6,948	6,083	6,900	6,878	6,919	7,823	6,431	70,197	
Reimbursement Rate per Child per Day	X \$45.73	X \$45.73	X \$45.73	X \$45.73	X \$45.73	X \$45.73	X \$45.73	X \$45.73	X \$45.73	X \$45.73	X \$45.74	X \$45.73	
Revenue Earned	\$139,065	\$220,693	\$298,663	\$357,471	\$317,732	\$278,176	\$315,537	\$314,531	\$316,406	\$357,746	\$294,090	\$3,210,109	102.52%
Maximum Reimbursable Amount (MRA)												\$3,131,270	
<u>MIGRANT CHILD CARE (CMIG-7004)</u>													
Adjusted Days of Enrollment - Certified	418	500	433	549	480	451	545	500	611	641	659	5,787	
Reimbursement Rate per Child per Day	X \$45.44	X \$45.44	X \$45.44	X \$45.44	X \$45.44	X \$45.44	X \$45.44	X \$45.44	X \$45.44	X \$45.44	X \$45.45	X \$45.44	
Revenue Earned	\$18,994	\$22,720	\$19,676	\$24,947	\$21,811	\$20,493	\$24,765	\$22,720	\$27,764	\$29,127	\$29,945	\$262,961	111.19%
Maximum Reimbursable Amount (MRA)												\$236,499	

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

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

Note 3: CCTR's MRA for 2017/18 is \$268,586 greater than 2016/17.
CSPP's MRA for 2017/18 is \$361,517 greater than 2016/17.
CMIG's MRA for 2017/18 is \$27,193 greater than 2016/17.

COMMUNITY ACTION PARTNERSHIP OF KERN
STATE DEPARTMENT OF EDUCATION CONTRACT - MIGRANT ALTERNATIVE PAYMENT
FOR THE PERIOD 7/1/17 - 6/30/18 (11 OF 12 MONTHS = 92%)

Contract CMAP-7000	Jul 2017	Aug 2017	Sep 2017	Oct 2017	Nov 2017	Dec 2017	Jan 2018	Feb 2018	Mar 2018	Apr 2018	May 2018	Total	%	% Earned to MRA
Provider Payments	424,205	469,338	510,564	473,918	485,313	467,961	482,411	488,297	510,681	491,043	503,023	5,306,754		
Less: Family Fees	(13,071)	(14,022)	(2,966)	(5,788)	(9,373)	(9,562)	(10,344)	(11,462)	(10,004)	(10,000)	(10,000)	(106,592)		
Net Provider Payments	411,134	455,316	507,598	468,130	475,940	458,399	472,067	476,835	500,677	481,043	493,023	5,200,162	82.19%	
Maximum Reimbursable Amount (MRA) for Provider Payments												5,832,639		90.98%
Administration & Support Services Revenue														
Provider Payments	424,205	469,338	510,564	473,918	485,313	467,961	482,411	488,297	510,681	491,043	503,023	5,306,754		
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%	x 21.2121%	x 21.2121%	x 21.2121%		
Revenue Earned	89,983.00	99,556.00	108,301.00	100,528.00	102,945.00	99,264.00	102,330.00	103,578.00	108,326.00	104,161.00	106,702.00	1,125,674		
Program Administration/Support Services Costs														
Indirect (10% x MITDC) Costs	42,841	62,672	82,488	65,596	63,154	81,946	38,075	49,580	86,677	60,687	63,523	697,239	11.02%	
Transfer Indirect to CSBG	46,066	52,639	58,667	53,301	54,208	54,352	51,410	59,055	53,315	54,380	55,859	593,252	6.79%	
Total Operating Costs	88,907	115,311	141,155	118,897	117,362	13,089	89,485	68,193	139,992	115,067	119,382	1,266,840	17.81%	
Revenue Earned Over/(Under) Costs	1,076	(15,755)	(32,854)	(18,369)	(14,417)	86,175	12,845	35,385	(31,666)	(10,906)	(12,680)	(1,166)		
TOTAL COSTS - NET OF FAMILY FEES	500,041	570,627	648,753	587,027	593,302	471,488	561,552	545,028	640,669	596,110	612,405	6,327,002	100.00%	

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

Provider payments 5,306,754
Reimbursement Rate (17.5% / 82.5%) x 21.2121%
Revenue Earned 1,125,674

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.

Division/CFO: Operations/Emilio Wagner	Month/Year: May 2018
Program/Work Unit: Not Applicable	Deputy CFO: Idi Alali
Services: Overall financial and accounting functions of the organization	

Activities	May 2018		Year to Date (3/1/18-5/31/18)	
Description	Number	Amount	Number	Amount
Accounting Transactions Processed	18,281		65,354	
Bank Deposits	3	1,827,388	13	5,332,466
Wire Deposits	3	3,342	13	125,047
Head Start/IRS Drawdowns	5	2,389,510	17	7,778,752
Vendor Checks Issued	985	2,109,670	2,770	6,498,688
Payroll Disbursed		2,300,449		8,145,856
Grant Reports Prepared in April 2018	12		45	
Cal Fresh Outreach				
Dept. of Education <ul style="list-style-type: none"> • CCTR • CMIG/CMSS • CSPP • Migrant Alternative Payment 				
Differential Response				
EFAP				
Federal Financial Report (FFR) <ul style="list-style-type: none"> • EHS/HS Kern – Annual • EHS San Joaquin – Annual & Final • EHS Partnership – Semi-annual 				
First 5 Kern <ul style="list-style-type: none"> • 211 • E. Kern Family Resource Center • Help Me Grow 				
Gang Prevention				
Information & Education				
LIHEAP 2016				
LIHEAP 2017				
LIHEAP 2018				
Realignment for Success				
Supplemental Commodity Food Program				
U. S. Treasury Cash Report <ul style="list-style-type: none"> • Head Start • Internal Revenue Service 				
WIC				

Other: Total Division Staffing: 8 + 4 vacancies – 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 (GAAP 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	1,957,842.36
Travel Advance	10,419.51
Prepaid Expense	329,421.22
Inventory	1,051,700.33
Net Fixed Assets - Unrestricted	2,590,181.40
Net Fixed Assets - Restricted	<u>9,236,431.72</u>

Total Assets 19,026,162.56

LIABILITIES AND NET ASSETS

Accounts Payable	1,883,875.63
Accrued Expenses	1,631,632.30
Accrued Vacation	911,138.65
Line of Credit	-
Note Payable	2,781,736.49
Advance Payable	22,808.43
Deferred Revenue	<u>916,929.98</u>

Total Liabilities 8,148,121.48

Total Net Assets 10,878,041.08

Total Liabilities and Net Assets 19,026,162.56

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

REVENUE

Grant Revenue	56,169,147.06
Donations	185,435.16
Other Revenue	5,739,466.57
In-Kind	<u>7,370,302.73</u>

Total Revenue 69,464,351.52

EXPENDITURES

Salaries	27,957,579.95
Benefits	8,352,458.54
Travel	568,658.09
Space Costs	5,285,050.63
Supplies	2,377,901.73
Consultant/Contract Services	2,262,172.17
Other Costs	2,393,552.96
Program Costs	7,955,393.65
Capital Expenditures	(0.00)
Indirect	5,071,136.24
In-Kind	<u>7,370,302.73</u>

Total Expenditures 69,594,206.69

Net Change in Assets (129,855.17)

Net Assets, beginning 11,007,896.25

Net Assets, ending 10,878,041.08

Community Action of Partnership of Kern Agency Total

STATEMENT OF POSITION (UNAUDITED) AS OF MAY 31, 2018

ASSETS

Cash in Bank	2,190,573.81
Cash - Vacation Reserve	536,519.13
Petty Cash	500.00
Accounts Receivable	1,548,274.61
Travel Advance	33,446.56
Prepaid Expense	514,773.78
Inventory	1,086,663.94
Net Fixed Assets - Unrestricted	2,518,665.20
Net Fixed Assets - Restricted	<u>9,236,431.72</u>

Total Assets 17,665,848.75

LIABILITIES AND NET ASSETS

Accounts Payable	916,633.86
Accrued Expenses	871,470.73
Accrued Vacation	525,206.52
Line of Credit	565,000.00
Note Payable	2,710,220.29
Advance Payable	22,808.43
Deferred Revenue	<u>1,186,174.36</u>

Total Liabilities 6,797,514.19

Total Net Assets 10,868,334.56

Total Liabilities and Net Assets 17,665,848.75

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

REVENUE

Grant Revenue	12,366,184.88
Donations	66,746.54
Other Revenue	1,258,621.61
In-Kind	<u>121,043.39</u>

Total Revenue 13,812,596.42

EXPENDITURES

Salaries	6,257,979.45
Benefits	2,026,853.52
Travel	123,848.70
Space Costs	877,369.86
Supplies	410,434.49
Consultant/Contract Services	409,154.45
Other Costs	535,999.24
Program Costs	1,890,217.48
Capital Expenditures	24,030.53
Indirect	1,145,371.83
In-Kind	<u>121,043.39</u>

Total Expenditures 13,822,302.94

Net Change in Assets (9,706.52)

Net Assets, beginning 10,878,041.08

Net Assets, ending 10,868,334.56

**COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-18 TO 05-31-18 (25%)**

	AGENCY TOTAL			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	25,995,600	5,913,199	20,082,401	23%
BENEFITS	7,979,525	1,910,586	6,068,939	24%
TRAVEL	536,271	118,614	417,657	22%
SPACE COST	3,765,111	782,690	2,982,421	21%
SUPPLIES	1,796,041	379,224	1,416,817	21%
EQUIPMENT	211,038	24,031	187,007	11%
CONSULTANT/CONTRACT SERVICES	954,462	236,272	718,190	25%
OTHER COSTS	2,259,160	476,971	1,782,189	21%
PROGRAM COSTS	9,151,790	1,888,490	7,263,300	21%
INDIRECT	5,059,589	1,135,151	3,924,438	22%
TOTAL	57,708,587	12,865,227	44,843,360	22%

**COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-18 TO 05-31-18 (25%)**

	EDUCATION			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	20,001,314	4,757,657	15,243,657	24%
BENEFITS	6,306,887	1,514,622	4,792,265	24%
TRAVEL	323,189	75,234	247,956	23%
SPACE COST	2,763,629	570,489	2,193,140	21%
SUPPLIES	1,391,790	293,397	1,098,393	21%
EQUIPMENT	113,310	16,760	96,550	15%
CONSULTANT/CONTRACT SERVICES	697,686	159,022	538,664	23%
OTHER COSTS	1,273,028	270,138	1,002,890	21%
PROGRAM COSTS	6,935,676	1,552,720	5,382,956	22%
INDIRECT	3,489,828	901,939	2,587,889	26%
TOTAL	43,296,337	10,111,976	33,184,361	23%

**COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-18 TO 05-31-18 (25%)**

	NUTRITION			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	3,431,870	627,761	2,804,109	18%
BENEFITS	981,090	207,421	773,669	21%
TRAVEL	106,391	24,790	81,601	23%
SPACE COST	576,555	125,751	450,804	22%
SUPPLIES	214,757	65,893	148,864	31%
EQUIPMENT	97,728	7,271	90,457	7%
CONSULTANT/CONTRACT SERVICES	11,300	1,079	10,221	10%
OTHER COSTS	310,015	80,746	229,269	26%
PROGRAM COSTS	1,235,539	218,880	1,016,659	18%
INDIRECT	604,331	119,882	484,449	20%
TOTAL	7,569,576	1,479,474	6,090,102	20%

**COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-18 TO 05-31-18 (25%)**

	ENERGY CONSERVATION			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	1,300,000	274,380	1,025,620	21%
BENEFITS	377,000	92,992	284,008	25%
TRAVEL	60,000	12,207	47,793	20%
SPACE COST	200,000	42,032	157,968	21%
SUPPLIES	140,000	13,563	126,437	10%
EQUIPMENT	0	-	0	0%
CONSULTANT/CONTRACT SERVICES	200,000	68,997	131,003	34%
OTHER COSTS	535,000	86,407	448,593	16%
PROGRAM COSTS	950,000	106,953	843,047	11%
INDIRECT	376,200	68,004	308,196	18%
TOTAL	4,138,200	765,534	3,372,666	18%

**COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-18 TO 05-31-18 (25%)**

	COMMUNITY SERVICES			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	652,004	122,871	529,133	19%
BENEFITS	150,654	43,481	107,173	29%
TRAVEL	32,701	5,494	27,207	17%
SPACE COST	102,402	21,710	80,692	21%
SUPPLIES	25,419	1,401	24,018	6%
EQUIPMENT	0	-	0	0%
CONSULTANT/CONTRACT SERVICES	43,226	6,973	36,253	16%
OTHER COSTS	66,152	8,853	57,299	13%
PROGRAM COSTS	20,025	4,695	15,330	23%
INDIRECT	101,673	20,866	80,807	21%
TOTAL	1,194,256	236,344	957,912	20%

**COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-18 TO 05-31-18 (25%)**

	CSBG			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	606,412	128,029	478,383	21%
BENEFITS	163,069	51,723	111,346	32%
TRAVEL	13,990	890	13,100	6%
SPACE COST	118,325	22,676	95,649	19%
SUPPLIES	21,875	2,836	19,039	13%
EQUIPMENT	0	-	0	0%
CONSULTANT/CONTRACT SERVICES	2,250	201	2,049	9%
OTHER COSTS	48,705	9,737	38,968	20%
PROGRAM COSTS	10,550	2,525	8,025	24%
INDIRECT	484,007	21,699	462,308	4%
TOTAL	1,469,183	240,316	1,228,867	16%

**COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-18 TO 05-31-18 (25%)**

	DISCRETIONARY & FUND RAISING			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	4,000	2,501	1,499	63%
BENEFITS	825	348	477	42%
TRAVEL	0	-	0	0%
SPACE COST	4,200	32	4,168	1%
SUPPLIES	2,200	2,133	67	97%
EQUIPMENT	0	-	0	0%
CONSULTANT/CONTRACT SERVICES	0	-	0	0%
OTHER COSTS	26,260	21,090	5,170	80%
PROGRAM COSTS	0	2,717	(2,717)	#####
INDIRECT	3,550	2,761	789	78%
TOTAL	41,035	31,582	9,453	77%

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COMMUNITY ACTION PARTNERSHIP OF KERN
INDIRECT FUND - FY 2018/19
BUDGET TO ACTUAL - 3/1/18 TO 2/28/19 (3 OF 12 MONTHS = 25.00%)

	Budget	Actual	% Earned/ Expended	Available Balance
Revenue	5,059,589	1,145,372	22.6%	3,914,217
Expenditures				
Salaries	2,820,260	505,643	17.9%	2,314,617
Benefits @ 25.07% actual	<u>674,091</u>	<u>126,777</u>	<u>18.8%</u>	<u>547,314</u>
Total Personnel Costs	3,494,351	632,420	18.1%	2,861,931
Operating Costs				
Travel	90,750	8,664	9.5%	82,086
Space Costs	187,900	36,187	19.3%	151,713
Supplies	138,400	23,537	17.0%	114,863
Consultant/Contract	630,725	143,236	22.7%	487,489
Other Operating Costs	<u>363,950</u>	<u>69,116</u>	<u>19.0%</u>	<u>294,834</u>
Total Operating Costs	1,411,725	280,740	19.9%	1,130,985
Total Expenditures	<u>4,906,076</u>	<u>913,160</u>	<u>18.6%</u>	<u>3,992,916</u>
Excess Indirect Revenue	<u>153,513</u>	<u>232,212</u>		

RECAP BY SUPPORT DIVISION	Revised Budget	Actual	% Expended	Available Balance
HR	1,223,465	212,307	17.4%	1,011,158
Operations	1,394,366	298,321	21.4%	1,096,045
Executive	536,935	116,034	21.6%	420,901
Community Development	704,410	112,532	16.0%	591,878
Finance	<u>1,046,900</u>	<u>173,966</u>	<u>16.6%</u>	<u>872,934</u>
	<u>4,906,076</u>	<u>913,160</u>	<u>18.6%</u>	<u>3,992,916</u>

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Board of Directors
From: Lisa Price, Program Governance Coordinator 
Date: June 20, 2018
Subject: *Agenda Item VIII(a)*: May Policy Council Report – **Action Item**

The Policy Council convened on May 24, 2018; however, quorum was not established. Therefore, a Special Call Meeting was held on May 29, 2018 at which quorum was met.

New business action items were presented for approval. These agenda items were as follows: the Childcare Partnership Self-Assessment as well as the Head Start / Early Head Start Cost of Living Adjustment (COLA) and Training and Technical Assistance (T&TA) Application. Information across both subject areas was shared with members, subsequent voting ensued thus resulting in Policy Council approval of all action items.

COMMUNITY ACTION PARTNERSHIP OF KERN
POLICY COUNCIL SPECIAL CALL MEETING MINUTES

May 29, 2018
5005 Business Park North
Conference Room 130

1. **Call to Order** – **Chairperson, Enrique Salazar, Jr.**, called the meeting to order at 5:15 p.m.
2. **Roll Call/Set Quorum** – **Secretary, Nicole Walker**. Quorum was established.
PC Members Present: Enrique Salazar, Jr., Joanna Guillen, Nicole Walker, Ulyses Rodriguez, Diana Reyes.
3. **Approval of Agenda** – **Chairperson, (**ACTION)**
 - a. Motion for approval of the PC Agenda dated May 29, 2018, was made by Nicole Walker; Diana Reyes seconded; motion carried unanimously.
4. **Presentation of Guests/Public Forum**

The following guests were in attendance: Lisa Price, Program Governance Coordinator; Jerry Meade, Program Design & Management Administrator; Nadine Berry, Administrative Assistant.

 - a. *(The public wishing to address the full Policy Council may do so at this time. Policy Council members may respond briefly to statements made or questions posed. However, the PC will take no action other than referring the item(s) to staff for study and analysis. Speakers are limited to five minutes each. If more than one person wishes to address the same topic, total group time for the topic will be 10 minutes. Please state your name before making your presentation. Thank you.)*
5. **New Business** – **Chairperson (**ACTION)**
 - a. Request to approve the Childcare Partnership Self-Assessment – Debbie Connolly, EHS Partnership Coordinator
Mr. Meade presented a brief recap of the self-assessment that Ms. Connolly shared at the May 24, 2018 meeting. The self-assessment resulted in two findings. One being at the time of assessment the Partnership had not secured the services of a certified Mental Health Consultant. Additionally, Garden Pathways is in the implementation phase of fully executing the DRDP system, which includes child observations and school readiness data. With the funding from the Partnership, it has been determined that quality improvement systems have been provided as well as improving and supporting the ability to manage their program and implement a process of continuous improvement of such.
Motion for approval of the Childcare Partnership Self-Assessment was made by Ulyses Rodriguez; Joanna Guillen seconded; motion carried unanimously.
 - b. Request to approve the Head Start/Early Head Start Cost of Living Adjustment (COLA) and Training & Technical Assistance (T&TA) Application – Jerry Meade, Program Design & Management Administrator
Mr. Meade stated that earlier in the month guidance was received from the Office of Head Start regarding a \$610 million increase for Head Start, which includes a 2.6% COLA made available for all Head Start agencies. Each agency will need to apply for the additional funding in order to provide the COLA to its employees. The COLA, if approved, will be retroactive to March 1, 2018. The guidance indicates the COLA is to be used to first supplement the pay scale of all HS/EHS employees and thereafter can be used to offset fringe benefits or higher operating costs. Along with the COLA, an opportunity to increase funding for Training and Technical Assistance (T&TA) is also provided. Kern Head Start is eligible to receive \$103,881 and San Joaquin is eligible for \$37,278. Kern EHS and the EHS Partnership are not eligible for any additional T&TA funds. The applications for this additional funding must be submitted by June 18, 2018. Motion for approval of the Head Start/Early Head Start Cost of Living Adjustment (COLA) and Training & Technical Assistance (T&TA) Application was made by Ulyses Rodriguez; Diana Reyes seconded; motion carried unanimously.
6. **Adjournment** – **Chairperson**

The meeting was adjourned at 5:36 p.m. by the Chairperson.