

COMMUNITY ACTION PARTNERSHIP OF KERN
BOARD OF DIRECTORS MEETING

5005 Business Park North, Bakersfield, CA
September 26, 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 August 22, 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. Deb Johnson, President / CEO of California Veterans Assistance Foundation (CVAF) regarding Veterans Stand Down Event on Thursday, October 11, 2018.

VI. New Business

- a. Renewal of the Employee Health Insurance and Benefit Plan for 2019 – Raymond Quan, Director of Human Resources and Steve Hulbert, Senior Vice President of USI – **Action Item (p. 10-30)**
- b. Housing at CAPK – Ralph Martinez, Director of Community Development – **Info Item (p. 31)**
- c. Head Start / Early Head Start Kern DRS Application Update – Yolanda Gonzales, Director of Head Start / State Child Development Programs – **Action Item – (p. 32)**

VII. Committee Reports

- a. Program Review & Evaluation Committee Report – Ralph Martinez, Director of Operations – **Action Item**
 - i. Minutes of September 12, 2018 Committee Meeting (**p. 33-36**)
 - ii. Special Presentation – East Kern Family Resource Center
 - iii. August 2018 Program Reports (**p. 37-50**)
 - iv. Application Status Report and Funding Requests (**p. 51-54**)
 - v. August 2018 Head Start / State Child Development Enrollment and Meals Report (**p. 55**)
 - vi. Head Start Designation Renewal System (DRS) **Verbal Report**
 - vii. Focus Area Two Monitoring Review (**p. 56-66**)
 - viii. August 2018 Outreach & Advocacy Report (**p. 67**)
- b. Budget & Finance Committee Report – Tracy Webster, Chief Financial Officer - **Action Item**
 - i. Minutes of September 19, 2018 Committee Meeting (**p. 68-71**)
 - ii. Application Status Report and Funding Requests (**p. 72-78**)
 - iii. Head Start & Early Head Start Budget to Actual Reports (**p. 79-89**)
 - iv. Early Head Start San Joaquin Refunding Application with Resolution (**p. 90-92**)
 - v. Request to Approve the Submission of the Fiscal Year 2019-20 Continued Funding Application for California Department of Education Programs (CSPP, CMIG, CMSS, CCTR, CMAP) with Resolution (**p. 93-94**)
 - vi. Realtor Services Selection (**p. 95**)
 - vii. Discretionary Fund Update (**p. 96**)
 - viii. Financial Statements, August 2018 (**p. 97-155**)

VIII. Advisory Board Reports

- a. Head Start Policy Council Report – Ulyses Rodriguez, Policy Council Representative – **Action Item**
 - i. August 2018 Policy Council Report (**p. 156**)
 - ii. Minutes of August 30 meeting (**p. 157-159**)
- 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 Report)**

- a. Briefing on National CAP Convention in Denver, CO the week of August 27, 2018
- b. Update on New Furniture in Board Room

X. Board Member Comments

XI. Closed Session

- a. Conference with Legal Counsel – Anticipated Litigation (Significant exposure to litigation pursuant to subdivision (b) of Section 54956.9): (2 cases)
- b. Employee Evaluation – Chief Executive Officer (Government Code Section 54957)
- c. Reconvene into Open Session

XII. Closed Session Report

XIII. Next Scheduled Meeting

Board of Directors Meeting
Wednesday, October 31, 2018
12:00 p.m.
5005 Business Park North
Bakersfield, CA 93309

XIV. Adjournment

This is to certify that this Agenda notice was posted in the lobby of the CAPK Administrative Office at 5005 Business Park North, Bakersfield, CA and online at www.capk.org by 12:00 pm, September 21, 2018. Paula Daoutis, Administrative Coordinator

COMMUNITY ACTION PARTNERSHIP OF KERN
BOARD OF DIRECTORS MEETING

5005 Business Park North, Bakersfield, CA
August 22, 2018
12:00pm

MEETING MINUTES

I. Call to Order

Curtis Floyd called the meeting to order at 12:01 pm at the Community Action Partnership of Kern Administrative Building, 5005 Business Park North, Bakersfield, CA.

- a. Moment of Silence/Pledge of Allegiance
- b. Reading of the "Promise of Community Action"
- c. Roll Call

Roll Call was taken with a quorum present:

Present: Curtis Floyd, Fred Plane, Jimmie Childress, Craig Henderson, Mike Maggard, Jonathan Mullings, Yolanda Ochoa, Marian Panos, Guadalupe Perez, Ulyses Rodriguez, Ana Vigil (arrived at 12:03 pm)

Absent: Garth Corrigan, Warren Peterson, Janea Benton, Lorena Fernandez

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

II. Approval of Agenda

Motion was made and seconded to approve the Board of Directors meeting agenda for August 22, 2018, as amended to include the addition of item VI(e). Carried by unanimous vote. (Henderson/Perez).

III. Approval of meeting minutes

- a. Minutes of June 27, 2018 Board of Directors meeting.

Motion was made and seconded to approve the minutes of the June 27, 2018 meeting. Carried by unanimous vote. (Henderson/Plane).

IV. Introduction of Guests/Public Forum:

No one addressed the Board.

V. Special Presentations

- a. Introduction of new CFO Tracy Webster

Jeremy Tobias introduced CAPK's new CFO, Tracy Webster and said that Tracy has an excellent financial background and she is a welcome addition to the team.

VI. **New Business**

- a. Award of RFP #OPS 2018-0305 for Legal Services – Pritika Ram, Director of Administration – **Action Item**

Pritika Ram reported that RFP's were issued to law firms licensed to practice law in California for legal services that includes: general counsel, human resources, and labor relations and negotiations. A total of ten proposals were received and a committee was formed to rank the firms. The first ranking revealed the top three firms, all of which provided quality proposals. However, the recommendation to select Kline DeNatale Goldner, LLP was based on thoroughness of services, pricing structure and flexibility, availability, and the extensive experience of the designated staff. Pritika discussed options for contract negotiations related to fees and services and stated that the option to carryover hours is appealing. CAPK will start at 20 hours per month and determine if any adjustments are necessary in the future. The expected start date is October 1st and the other firms under contract will continue services until the end of their agreements.

Motion was made and seconded to award Klein DeNatale Goldner, LLP as the Agency's legal representation for General Counsel, Human Resources, and Labor Relations & Negotiations, and allow staff to move forward with entering into a services agreement, including amendments with the selected firm. Carried by unanimous vote. (Henderson/Vigil)

- b. CAPK Outreach & Linkages and Coordinated Entry Services – Supporting the Homeless, Area Service Providers an Overall Community – Ralph Martinez, Director of Community Development - **Info Item**

Ralph Martinez reported that three funding requests related to homeless issues were presented at the Executive Committee meeting in July and staff wanted to provide an update to the entire Board. Ralph reported that there are new efforts taking place locally and across the US to address homelessness and provided an overview of each grant and how CAPK proposes to use funds, if awarded.

Mike Maggard stressed the need for services for the homeless population is great and said it is a statewide issue and if given the grant funding, the homeless drop-in center will be a wonderful program for CAPK. Jeremy Tobias added that serving the homeless will not be an easy task and both the Coordinated Entry program and the proposed Outreach, Linkages and Homeless Day-center will be large undertakings for the agency. Jeremy added that there are many agencies in Kern County already providing some services to the homeless and CAPK's roll with the Coordinated Entry System will be similar to a quarterback by directing homeless individuals to the many local services available to them, and tracking the clients and coordinating services with the providers.

- c. New Program: Coordinated Entry System / Job Descriptions – Pritika Ram, Director of Administration – **Action Item**

Pritika Ram reported that CAPK is setting the framework for a Coordinated Entry System after having been approached by 3 entities asking CAPK to take on this project through the existing 211 program. HUD will provide funding, and CAPK has identified the necessary positions and created three job descriptions for approval by the Board. The positions will not be filled immediately, rather

only upon finalization of the contracts; however, the contract requires board approval to move forward.

Motion was made and seconded to approve the Coordinated Entry System Job Descriptions. Carried by unanimous vote. (Maggard/Vigil)

- d. Health Insurance Broker Update: 2019 Carrier Plan Options – Ray Quan, Director of Human Resources – **Info Item**

Ray Quan introduced Steve Hulbert from USI, who presented information and a market update for the Agency's 2019 Benefits Plan. Steve provided an overview of the upcoming insurance renewal cost summary with a look at what CAPK's 2018 costs are vs. what the costs are looking like for 2019. Blue Shield has proposed an increase of 14% and USI will try to minimize the increase. Steve provided the Board with many potential issues to be aware of for planning in the years to come and recommended the Board and staff start planning by assembling a committee to look at options for the future. Steve also recommends staff initiate a wellness plan that focuses on employee health and minimize costs. USI and Staff will present options for Board approval at the October 2018 meeting.

- e. Resolution to Approve the Submission of the 2019 Low-Income Home Energy Assistance Program (LIHEAP) Contract #19B-5012 – Emilio Wagner, Director of Operations – **Action Item**

Emilio Wagner stated that CSD released the 2019 LIHEAP contract in the amount of \$4,010,033 with a 50% allocation based on the 2017 funding year. The second allocation for the remaining 50% is expected in February or March of 2019. CSD requires a Board Resolution to execute the contract.

Motion was made and seconded to approve the submission of the 2019 Low-Income Home Energy Assistance Program (LIHEAP) Contract #19B-5012 with Resolution and authorize Jeremy T. Tobias to act as the signatory for the contract and all amendments throughout the term of the contract. Carried by unanimous vote. (Plane/Childress)

V. Committee Reports

- a. Executive Committee Report – Jeremy T. Tobias, Chief Executive Officer
 - i. Minutes of July 18, 2018 Committee Meeting
 - ii. Selection of Workers Compensation Insurance Coverage for 2018-2019
 - iii. Head Start / Early Head Start Kern Budget Revision Request with Resolution
 - iv. Head Start / Early Head Start Reorganization
 - v. Funding Requests
 - 1. US Department of Health & Human Services for CAPK Teen Pregnancy Prevention Program
 - 2. Kern County Behavioral Health & Recovery Services for CAPK Homeless Project
 - 3. Kern County Coordinated Entry Grant for Homeless population
 - vi. Head Start & Early Head Start Budget to Actual Reports
 - vii. Chief Financial Officer Report

Jeremy Tobias reported that the Committee met on July 18, 2018 and approved all action items presented.

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

b. Program Review & Evaluation Committee Report – Ralph Martinez, Director of Community Development – **Action Item**

- i. Minutes of August 8, 2018 Committee Meeting
- ii. Special Presentation – Food Bank
- iii. Program Reports
 1. June & July 2018 Program and Division Reports
 2. Application Status Report and Funding Requests
 3. June & July 2018 Head Start / State Child Development Enrollment and Meals Report
 4. Head Start Designation Renewal System (DRS)
 5. 2017-2018 Head Start / State Child Development Self-Assessment
 6. 2017-2018 Early Head Start San Joaquin Program Self-Assessment
 7. June & July 2018 Outreach & Advocacy Report
 8. CAPK Outreach & Linkages and Coordinated Entry Services: Supporting the Homeless, Area Service Providers and Overall Community

Ralph Martinez reported that the PRE Committee met on August 8th and approved all action items presented.

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

c. Audit & Pension Committee Report – Tracy Webster, Chief Financial Officer

- i. Minutes of August 9, 2018 Committee Meeting
- ii. Pension Plan Update: 401(a) and 403(b) Plan Review as of 6/20/18
- iii. Department of Social Services Letter dated April 4, 2018 regarding Compliance Review for the Commodity Supplemental Food Program (CSFP)
- iv. First 5 Kern Letter dated May 3, 2018 regarding 2017.2.01 Help Me Grow Kern County Program
- v. First 5 Kern Letter dated May 3, 2018 regarding 2-1-1 Kern County Program
- vi. California Department of Public Health Letter dated July 9, 2018 Regarding the December 5-8, 2017 Program Monitoring Visit (PVM)
- vii. Letter from Community Services & Development dated July 27, 2018 regarding the 2018 Desk Review Report C-18-019

Tracy Webster reported the Committee met on August 9, 2018 and noted there were no action items presented. An overview of CAPK's 401(a) and 403(b) plans was presented by representatives from Pensionmark and The Standard. Other letters were presented reflecting the status of prior reviews.

Motion was made and seconded to approve the Audit & Pension Committee Report. Carried by unanimous vote. (Henderson/Mullings).

d. Budget & Finance Committee Report – Tracy Webster, Chief Financial Officer – **Action Item**

- i. Minutes of August 15, 2018 Committee Meeting
- ii. Application Status Report and Funding Requests
- iii. Head Start & Early Head Start Budget to Actual Reports
- iv. Amendment to Procurement Procedures Manual / Accounting and Financial Policies & Procedures Manual

- v. Discretionary Fund Update
- vi. Financial Statements, July 2018

Tracy Webster reported that the Committee met on August 15, 2018 and approved all action items presented. There was no unusual or out of the ordinary transactions for the month of July and staff is currently preparing for the annual audit. Tracy also reported that the unrestricted cash balance is over \$518,000 and the overall growth is 8.6% for the Discretionary Fund, and the Indirect Fund is trending favorably.

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

VI. **Advisory Board Reports**

- a. Head Start Policy Council Report – Ulyses Rodriguez, Policy Council Representative - **Action Item**
 - i. June & July 2018 Policy Council Report
 - ii. Minutes of June 28, 2018, Special Call Meeting on July 6, 2018, and July 26, 2018 meetings.

Ulyses Rodriguez provided the Policy Council report for the months of June & July 2018.

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

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

Ralph Martinez reported that planning for the annual fundraising event continues. The summer program concluded recently, and a beach trip sponsored by the Airport Valet Services and 17 youths attended, many of which had never been to the beach before. Ralph also reported that an anonymous donation was received to supply shoes for children at both youth centers.

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

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

- a. Homeless Services in the Community

Jeremy Tobias reported that providing services to the homeless population will be much different than other CAPK services. It is a multi-layered issue and many homeless individuals are fighting multiple issues such as substance abuse and mental health concerns, and some may not be willing to accept services. CAPK is very capable and is willing to enter this type of project, but it will take a lot of work from everyone involved including staff and the Board. Mike Maggard said entering this arena could likely bring criticism to CAPK and he advised both the staff and Board for the need to be in front of it by telling CAPK's story effectively.

- b. Low-Income Housing Opportunities

Jeremy Tobias reported that staff is exploring opportunities to enter the low-income housing and continues to be a member of the Affordable Housing Coalition of Kern which meets monthly. A report will be presented to the Board at the September meeting by Community Development staff.

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

VIII. Board Member Comments

Ulyses reported that he has started a project to feed firefighters and recently held an event where firefighters were provided a steak dinner.

Marian Panos complimented staff on the success of the mobile immunization project, which allowed a greater number of children to start school on time.

Jim Childress complimented the outreach efforts of staff that showcases CAPK's programs in local news stories.

Yolanda Ochoa said that the food bank did a great job with the recent Free Farmers Market held at the Kern County Fairgrounds.

Lupe Perez complimented the staff for the recognition at Starbucks at Friendship Hose.

All welcomed Tracy Webster to the CAPK staff.

IX. Closed Session

X. Closed Session Report

XI. Next Scheduled Meeting

Board of Directors Meeting
Wednesday, September 26, 2018
12:00 p.m.
5005 Business Park North
Bakersfield, CA 93309

XII. Adjournment

The meeting adjourned at 1:38 pm.

COMMUNITY ACTION PARTNERSHIP OF KERN MEMORANDUM

To: Board of Directors
From: Raymond Quan, Director of Human Resources
Date: September 26, 2018
Subject: *Agenda Item VI(a):* Health Insurance Broker Proposal for the 2019 Plan Year –
Action Item

For the 2019 plan year, USI will be presenting the health insurance renewal proposal.

Our open enrollment period will begin in October - November 2018 with an effective date of January 01, 2019 to December 31, 2019.

USI will discuss our overall plan design, review proposed plan options and renewal rates. USI has already met with Jeremy and CAPK management/HR staff; we fully considered various options and determined the most cost-effective proposal while minimizing the financial impact on employees and CAPK's budget.

Recommendation:

Staff recommends Board approval of the USI proposal for the 2019 Plan Year.

September 26, 2018

PARTNERSHIP FOR HEALTH AND WELFARE BENEFITS MANAGEMENT
COMMUNITY ACTION PARTNERSHIP OF KERN
2019 Board Meeting Update

Steve Hulbert | Danica L. Shafer | Mayella Uhrig
www.usi.com





2019 Renewal

- Executive Summary
- Overall Cost Summary
- Blue Shield Renewal and Options
- HRA Plan Costs
- Medical and Dental Contributions
- Medical Benefit Summaries



2019 Executive Summary



2019 Executive Summary

Medical

- Blue Shield of CA initially requested a renewal increase of 33.5% which was ultimately reduced to 14.9% (increase of \$708k).
- Blue Shield has provided rate credits for several plan options to reduce the impact of the renewal. Available options include reducing the coinsurance from 90% to 80% and changing the office visit copayments to \$30/\$30 and to \$35/\$35. Finally a \$150 deductible for Brand Name prescription drugs has been proposed. If all plan design changes are elected, the lowest possible renewal from Blue Shield is 11.62% or an increase of \$557,000.
- CAPK added a Health Reimbursement Account (HRA) through Health Equity/Blue Shield of CA for the TRIO HMO and Access+ HMO members in 2018. So far in 2018, the cost of the HRA has been lower than anticipated. If the coinsurance is increased to 20%, we expect a small increase in the level of coinsurance claims since member out of pocket costs will go up. However, since emerging HRA costs are so far below our anticipated usage rate, we have not increased the budget for HRA expenses in 2019.
- USI conducted a marketing of the medical program and based on the underlying claim results and the current rates, no carrier was able to produce a viable renewal alternative to the Blue Shield TRIO HMO plan.
- USI also evaluated self-funded options through both Blue Shield and Anthem. Both organizations have options that could replicate the TRIO HMO program but given the underlying claim results and the large renewal reduction, we do not recommend that CAPK entertain a self-funded option for 2019. We do believe that the Blue Shield Tandem option is something that CAPK should strongly consider for 2020 or 2021.

Dental

- The UCCI dental rates are coming off a 2-year rate guarantee. We have received the renewal from UCCI and the rates will not change for 2019 and are guaranteed for one-year.
- Marketing results did not provide a viable alternative to the current UCCI program.

Vision

- The vision plan was moved to EyeMed for an annual savings of approximately \$8k (an approximate decrease of 15%). The EyeMed vision plan rates are guaranteed for 4-years. The next renewal will be January 1, 2022.



2019 Executive Summary... continued

Life & Disability

- The Hartford Life and Disability rates are coming off a 3-year rate guarantee; Life and AD&D moved from MetLife to The Hartford as of 01/01/2016.
- The rates for the Life and Disability plans will not change for 2019 and will be guaranteed for 2-years (next renewal will be January 1, 2021).

Voluntary Programs

- Effective January 1, 2018, CAPK added voluntary Accident and Hospital Indemnity to their plan offerings. As of March, 2018, approximately 120 employees (and dependents) had enrolled in each of the plans.
- The rates for the Hartford Voluntary programs will not change for 2019.

Contributions

- We have modeled two scenarios of employee contributions for the medical plans.
 - Option 1: CAPK and Employees share 2019 costs using the same percentage splits that exist for 2018.
 - Option 2: CAPK increases the funding level to 80% of the TRIO HMO rate for single employees. CAPK reduces the funding level for dependent tiers to 70%. Employees that elect Access+ HMO must pay the entire cost difference. The cost for the HDHP/HSA plan is the same as the TRIO costs.
- Dental contributions remain unchanged.



2019 Staff Recommendations

Medical Plans

- Renew with Blue Shield of California for 2019
- Reduce the Coinsurance to 80%
- Increase the Office Visit Copayment to \$35 (primary and specialist)
- Retain the Existing HRA Plan with the current values of \$500 per individual and \$1,000 per family
- Allow unused account balances from 2018 to roll forward into 2019

Other Plans

- Renew with the UCCI Dental Plan
- Renew with Hartford for Life and Disability Insurance

Contributions

- CAPK and Employees share 2019 medical costs using the same percentage splits that exist for 2018
- Dental contributions remain unchanged



2019 Cost Overview



2019 Cost Overview...with Blue Shield Option

Coverage	Census	Current		Negotiated Renewal (same ER % contributions)		Negotiated Renewal - Blue Shield Option (same ER % contributions)	
		Current	PEPY	Negotiated Renewal	PEPY	Changes	PEPY
Medical / Vision	485	\$4,795,120	\$9,887	\$5,503,075	\$11,347	\$5,377,148	\$11,087
Expected HRA Fund Value	477	\$68,600	\$144	\$68,600	\$141	\$68,600	\$141
Dental	543	\$185,327	\$341	\$185,327	\$341	\$185,327	\$341
Basic Life and AD&D	784	\$39,709	\$50	\$39,709	\$50	\$39,709	\$50
Short Term disability	52	\$2,395	\$46	\$2,395	\$46	\$2,395	\$46
Long Term disability	52	\$13,260	\$255	\$13,260	\$255	\$13,260	\$255
Total Annual "Gross" Costs (does not include Voluntary Life)	485	\$5,104,411	\$10,525	\$5,812,366	\$11,984	\$5,686,438	\$11,725
\$ Change over current				\$707,955		\$582,027	
% Change over current				13.9%		11.4%	
Less Employee Contributions: (medical/vision and dental)		\$1,449,578	\$2,989	\$1,645,894	\$3,394	\$1,610,303	\$3,320
CAPK "Net" Annual Costs		\$3,654,833	\$7,536	\$4,166,472	\$8,591	\$4,076,135	\$8,404
\$ Change over current		N/A		\$511,639		\$421,302	
% Change over current		N/A		14.0%		11.5%	

Rates above are based on the census data provided by CAPK and assume an 1/1/2019 effective date.
Final rates are subject to actual enrollment, plan design(s) selected and underwriting approval.



2019 Blue Shield Renewal



2019 Medical and Dental Marketing Results

Carrier	RFP Response	Responses
Medical		
Aetna	Declined to Quote - Not Competitive	Fully Insured - 32% over current Self-Funded - 40% over current
Anthem Blue Cross	Quoted - Not shown - Not competitive	Rates not competitive
Cigna	Declined to Quote - Not Competitive	Fully Insured - 30% over current Self-Funded - Not competitive
Kaiser Permanente	Quoted - Not shown	29% over current
United Healthcare	Declined to Quote - Not Competitive	39% over current
Dental		
Aetna	Quoted - Not shown	Overall 11.1% over current
Anthem Blue Cross	Quoted - Not shown	Overall 6.2% over current
Cigna	Quoted - Not shown	Overall 2.5% over current DHMO benefits cost more OOP
Delta Dental	Declined to Quote - Not Competitive	Rates not competitive
Guardian	Declined to Quote - Not Competitive	Rates not competitive
United Healthcare	Declined to Quote - Not Competitive	Rates not competitive



2019 Medical/Vision Renewal/Options

		Blue Shield / EyeMed		Blue Shield Option / EyeMed	
	Census	Current	Renewal	Negotiated Renewal	TRIO / Access+ HMO \$35/\$35 PCP, 20% Coinsurance
Blue Shield TRIO HMO / Vision					
Employee	250	\$475.30	\$637.55	\$545.44	\$528.52
Employee + Spouse	47	\$1,044.31	\$1,401.28	\$1,198.61	\$1,160.08
Employee + Child(ren)	27	\$1,044.31	\$1,401.28	\$1,198.61	\$1,160.08
Family	127	\$1,354.33	\$1,816.75	\$1,554.22	\$1,505.75
Monthly premium	451	\$368,104	\$493,809	\$422,442	\$409,206
Annual premium		\$4,417,246	\$5,925,714	\$5,069,302	\$4,910,472
Annual \$ change over current		N/A	\$1,508,467	\$652,055	\$493,226
% change over current		N/A	34.15%	14.76%	11.17%
Blue Shield Access+ HMO / Vision					
Employee	18	\$617.28	\$828.47	\$708.57	\$685.22
Employee + Spouse	1	\$1,356.63	\$1,821.25	\$1,557.47	\$1,504.78
Employee + Child(ren)	2	\$1,356.63	\$1,821.25	\$1,557.47	\$1,504.78
Family	5	\$1,758.91	\$2,360.79	\$2,019.08	\$1,952.28
Monthly premium	26	\$23,975	\$32,180	\$27,522	\$26,610
Annual premium		\$287,706	\$386,162	\$330,265	\$319,318
Annual \$ change over current		N/A	\$98,456	\$42,559	\$31,612
% change over current		N/A	34.22%	14.79%	10.99%
Blue Shield HDHP HSA / Vision					No change in plan design
Employee	6	\$642.24	\$642.24	\$737.25	\$737.25
Employee + Spouse	0	\$1,411.48	\$1,411.48	\$1,620.49	\$1,620.49
Employee + Child(ren)	0	\$1,411.48	\$1,411.48	\$1,620.49	\$1,620.49
Family	2	\$1,830.30	\$1,830.30	\$2,101.11	\$2,101.11
Monthly premium	8	\$7,514	\$7,514	\$8,626	\$8,626
Annual premium		\$90,168	\$90,168	\$103,509	\$103,509
Annual \$ change over current		N/A	\$0	\$13,340	\$13,340
% change over current		N/A	0.00%	14.79%	14.79%
Total monthly premium	485	\$399,593	\$533,504	\$458,590	\$444,442
Total annual premium		\$4,795,120	\$6,402,044	\$5,503,075	\$5,333,299
Annual \$ change over current			\$1,606,924	\$707,955	\$538,178
% change over current			33.51%	14.76%	11.22%
Rate Guarantee			1-year	1-year	1-year

Participation in the HMO and PPO plans is based on current medical elections.

Rates above are based on the census data provided by Community Action Partnership of Kern and assume an 1/1/2019 effective date.

Final rates are subject to actual enrollment, plan design(s) selected and underwriting approval.

Plan	Current Benefit	Alternate Benefit	\$ Savings	% Savings
Medical PCP / Specialist				
PCP Copay / TRIO+ or Access+ Specialist	\$25 / \$35	\$30 / \$30	-\$38,877	-0.72%
PCP Copay / TRIO+ or Access+ Specialist	\$25 / \$35	\$35 / \$35	-\$101,512	-1.88%
Coinsurance				
TRIO HMO / Access+ HMO	10%	20%	-\$25,918	-0.48%
Rx Deductible				
Brand Name Deductible	N/A	\$150	-\$23,218	-0.43%
Medical TRIO / Access+ HMO				
Highlighted Changes			-\$127,430	-2.36%



2019 HRA

		Blue Shield of CA
	Census	2018/2019 with 80% Coinsurance
<u>HRA Account Value</u>		
Employee	268	\$500
Employee + Spouse	48	\$1,000
Employee + Child(ren)	29	\$1,000
Family	132	\$1,000
Annual Maximum HRA Value	477	\$343,000
PEPY		\$719
Expected Utilization		20%
Expected Annual HRA Cost	477	\$68,600
PEPY		\$144
<u>Budget Cost for HRA</u>		
Expected Costs	477	\$68,600
<u>HRA Accrual Rates</u>		
Employee	268	\$7.03
Employee + Spouse	48	\$15.45
Employee + Child(ren)	29	\$15.45
Family	132	\$20.03
Annual Total	477	\$68,600



2018 HRA Plan Costs...thru August 2018

Month	Paid HRA Claims
Jan-18	\$4,738
Feb-18	\$3,360
Mar-18	\$3,838
Apr-18	\$2,001
May-18	\$1,822
Jun-18	\$537
Jul-18	\$617
Aug-18	\$344
YTD Total	\$17,257



2019 Contributions



2019 Contributions

		2018 Blue Shield Current Rates/Contributions					2019 Blue Shield - NEGOTIATED Renewal (same ER % contributions)						
	Census	Current	ER Cont.	ER %	EE Cont.	EE %	Renewal	ER Cont.	ER %	EE Contr.	EE %	EE Diff.	
Blue Shield TRIO HMO / Vision	Employee	250	\$475.30	\$356.46	75%	\$118.84	25%	\$545.44	\$409.06	75%	\$136.38	25%	\$17.54
	Employee + Spouse	47	\$1,044.31	\$754.59	72%	\$289.72	28%	\$1,198.61	\$866.09	72%	\$332.53	28%	\$42.81
	Employee + Child	27	\$1,044.31	\$754.59	72%	\$289.72	28%	\$1,198.61	\$866.09	72%	\$332.53	28%	\$42.81
	Family	127	\$1,354.33	\$978.09	72%	\$376.24	28%	\$1,554.22	\$1,122.45	72%	\$431.77	28%	\$55.53
	Monthly Subtotal	451	\$368,104	\$269,172		\$98,932		\$422,442	\$308,906		\$113,536		
Blue Shield HMO Access+ /Vision	Employee	18	\$617.28	\$356.44	58%	\$260.84	42%	\$708.57	\$409.15	58%	\$299.42	42%	\$38.58
	Employee + Spouse	1	\$1,356.63	\$754.55	56%	\$602.08	44%	\$1,557.47	\$866.26	56%	\$691.21	44%	\$89.13
	Employee + Child	2	\$1,356.63	\$754.55	56%	\$602.08	44%	\$1,557.47	\$866.26	56%	\$691.21	44%	\$89.13
	Family	5	\$1,758.91	\$978.03	56%	\$780.88	44%	\$2,019.08	\$1,122.70	56%	\$896.38	44%	\$115.50
	Monthly Subtotal	26	\$23,975	\$13,570		\$10,406		\$27,522	\$15,577		\$11,945		
Blue Shield HDHP HSA /Vision	Employee	6	\$642.24	\$523.40	81%	\$118.84	19%	\$737.25	\$600.87	81%	\$136.38	18%	\$17.54
	Employee + Spouse	0	\$1,411.48	\$1,121.76	79%	\$289.72	21%	\$1,620.49	\$1,287.96	79%	\$332.53	21%	\$42.81
	Employee + Child	0	\$1,411.48	\$1,121.76	79%	\$289.72	21%	\$1,620.49	\$1,287.96	79%	\$332.53	21%	\$42.81
	Family	2	\$1,830.30	\$1,454.06	79%	\$376.24	21%	\$2,101.11	\$1,669.34	79%	\$431.77	21%	\$55.53
	Monthly Subtotal	8	\$7,514	\$6,049		\$1,466		\$8,626	\$6,944		\$1,682		
	Annual Total	485	\$4,795,120	\$3,465,484		\$1,329,636		\$5,503,075	\$3,977,123		\$1,525,952		
	\$ Difference							\$707,955	\$511,639		\$196,316		
	% Difference							14.8%	14.8%		14.8%		
2019 UCCI													
UCCI DHMO	Census	Current	ER Cont.	ER %	EE Cont.	EE %	Renewal	ER Cont.	ER %	EE Cont.	EE %	EE Diff.	
	Employee	209	\$11.35	\$3.55	31%	\$7.80	69%	\$11.35	31%	\$7.80	69%	\$0.00	
	Employee + Spouse	52	\$21.02	\$9.26	44%	\$11.76	56%	\$21.02	44%	\$11.76	56%	\$0.00	
	Employee + Child	39	\$21.02	\$9.26	44%	\$11.76	56%	\$21.02	44%	\$11.76	56%	\$0.00	
	Family	150	\$34.60	\$15.40	45%	\$19.20	55%	\$34.60	45%	\$19.20	55%	\$0.00	
Monthly Subtotal	450	\$9,475	\$3,895		\$5,580		\$9,475	\$3,895		\$5,580			
UCCI DPPO	Employee	40	\$36.58	\$7.98	22%	\$28.60	78%	\$36.58	22%	\$28.60	78%	\$0.00	
	Employee + Spouse	19	\$70.75	\$22.67	32%	\$48.08	68%	\$70.75	32%	\$48.08	68%	\$0.00	
	Employee + Child	7	\$70.75	\$22.67	32%	\$48.08	68%	\$70.75	32%	\$48.08	68%	\$0.00	
	Family	27	\$98.75	\$23.91	24%	\$74.84	76%	\$98.75	24%	\$74.84	76%	\$0.00	
	Monthly Subtotal	93	\$5,969	\$1,554		\$4,415		\$5,969	\$1,554		\$4,415		
	Annual Total	543	\$185,327	\$65,386		\$119,941		\$185,327	\$65,386		\$119,941		
	\$ Difference							\$0	\$0		\$0		
	% Difference							0.0%	0.0%		0.0%		
GRAND ANNUAL TOTAL			\$4,980,447	\$3,530,870	70.9%	\$1,449,578	29.1%	\$5,688,402	\$4,042,509	71.1%	\$1,645,894	28.9%	
GRAND \$ DIFFERENCE								\$707,955	\$511,639		\$196,316		
GRAND % DIFFERENCE								14.2%	14.5%		13.5%		

Participation in the Medical HMO and PPO plans is based on Blue Shield's renewal and current dental elections per the CAPK census dated July 2018. Rates above are based on the census data provided by Community Action Partnership of Kern and assume an 1/1/2019 effective date. Final rates are subject to actual enrollment, plan design(s) selected and underwriting approval.



2019 Contributions...with Blue Shield Option

2018 Blue Shield Current Rates/Contributions							2019 Blue Shield - Renewal with Blue Shield Option (same ER % contributions)					
Blue Shield TRIO HMO / Vision	Census	Current	ER Cont.	ER %	EE Cont.	EE %	Option	ER Cont.	ER %	EE Contr.	EE %	EE Diff.
Employee	250	\$475.30	\$356.46	75%	\$118.84	25%	\$532.72	\$399.52	75%	\$133.20	25%	\$14.36
Employee + Spouse	47	\$1,044.31	\$754.59	72%	\$289.72	28%	\$1,170.64	\$845.87	72%	\$324.77	28%	\$35.05
Employee + Child	27	\$1,044.31	\$754.59	72%	\$289.72	28%	\$1,170.64	\$845.87	72%	\$324.77	28%	\$35.05
Family	127	\$1,354.33	\$978.09	72%	\$376.24	28%	\$1,517.98	\$1,096.28	72%	\$421.70	28%	\$45.46
Monthly Subtotal	451	\$368,104	\$269,172		\$98,932		\$412,591	\$301,703		\$110,888		
Blue Shield HMO Access+ /Vision												
Employee	18	\$617.28	\$356.44	58%	\$260.84	42%	\$692.02	\$399.60	58%	\$292.42	42%	\$31.58
Employee + Spouse	1	\$1,356.63	\$754.55	56%	\$602.08	44%	\$1,521.06	\$846.01	56%	\$675.05	44%	\$72.97
Employee + Child	2	\$1,356.63	\$754.55	56%	\$602.08	44%	\$1,521.06	\$846.01	56%	\$675.05	44%	\$72.97
Family	5	\$1,758.91	\$978.03	56%	\$780.88	44%	\$1,971.91	\$1,096.47	56%	\$875.44	44%	\$94.56
Monthly Subtotal	26	\$23,975	\$13,570		\$10,406		\$26,879	\$15,213		\$11,666		
Blue Shield HDHP HSA/Vision												
Employee	6	\$642.24	\$523.40	81%	\$118.84	19%	\$737.25	\$604.05	81%	\$133.20	18%	\$14.36
Employee + Spouse	0	\$1,411.48	\$1,121.76	79%	\$289.72	21%	\$1,620.49	\$1,295.72	79%	\$324.77	20%	\$35.05
Employee + Child	0	\$1,411.48	\$1,121.76	79%	\$289.72	21%	\$1,620.49	\$1,295.72	79%	\$324.77	20%	\$35.05
Family	2	\$1,830.30	\$1,454.06	79%	\$376.24	21%	\$2,101.11	\$1,679.41	79%	\$421.70	20%	\$45.46
Monthly Subtotal	8	\$7,514	\$6,049		\$1,466		\$8,626	\$6,983		\$1,643		
Annual Total \$ Difference % Difference	485	\$4,795,120	\$3,465,484		\$1,329,636		\$5,377,148 \$582,027 12.1%	\$3,886,786 \$421,302 12.2%		\$1,490,362 \$160,725 12.1%		
2019 UCCI - Renewal (same ER % contributions)												
UCCI DHMO	Census	Current	ER Cont.	ER %	EE Cont.	EE %	Renewal	ER Cont.	ER %	EE Cont.	EE %	EE Diff.
Employee	209	\$11.35	\$3.55	31%	\$7.80	69%	\$11.35	\$3.55	31%	\$7.80	69%	\$0.00
Employee + Spouse	52	\$21.02	\$9.26	44%	\$11.76	56%	\$21.02	\$9.26	44%	\$11.76	56%	\$0.00
Employee + Child(ren)	39	\$21.02	\$9.26	44%	\$11.76	56%	\$21.02	\$9.26	44%	\$11.76	56%	\$0.00
Family	150	\$34.60	\$15.40	45%	\$19.20	55%	\$34.60	\$15.40	45%	\$19.20	55%	\$0.00
Monthly Subtotal	450	\$9,475	\$3,895		\$5,580		\$9,475	\$3,895		\$5,580		
UCCI DPPO												
Employee	40	\$36.58	\$7.98	22%	\$28.60	78%	\$36.58	\$7.98	22%	\$28.60	78%	\$0.00
Employee + Spouse	19	\$70.75	\$22.67	32%	\$48.08	68%	\$70.75	\$22.67	32%	\$48.08	68%	\$0.00
Employee + Child(ren)	7	\$70.75	\$22.67	32%	\$48.08	68%	\$70.75	\$22.67	32%	\$48.08	68%	\$0.00
Family	27	\$98.75	\$23.91	24%	\$74.84	76%	\$98.75	\$23.91	24%	\$74.84	76%	\$0.00
Monthly Subtotal	93	\$5,969	\$1,554		\$4,415		\$5,969	\$1,554		\$4,415		
Annual Total \$ Difference % Difference	543	\$185,327	\$65,386		\$119,941		\$185,327 \$0 0.0%	\$65,386 \$0 0.0%		\$119,941 \$0 0.0%		
GRAND ANNUAL TOTAL		\$4,980,447	\$3,530,870	70.9%	\$1,449,578	29.1%	\$5,562,475	\$3,952,171	71.1%	\$1,610,303	28.9%	
GRAND \$ DIFFERENCE							\$582,027	\$421,302		\$160,725		
GRAND % DIFFERENCE							11.9%	11.9%		11.1%		



2019 Medical HMO Benefits

General plan information	Blue Shield Trio ACO HMO & Access+ HMO	Blue Shield Trio ACO HMO & Access+ HMO	Blue Shield Trio ACO HMO & Access+ HMO
	2018	2019	Option
Annual deductible: individual / family	None	None	None
Annual out-of-pocket limit: individual / family	\$2,000 / \$4,000	\$2,000 / \$4,000	\$2,000 / \$4,000
Office visit: PCP / TRIO Specialist (self-referred)	\$25 / \$35 per visit	\$25 / \$25 per visit	\$35 / \$35 per visit
Office visit: Access+ Specialist	\$35 per visit	\$35 per visit	\$40 per visit
Telemed consultation	\$5 per consult	\$5 per consult	\$5 per consult
Preventive Care			
Preventive Care	100% covered	100% covered	100% covered
Diagnostic x-ray and lab tests	\$25 per visit	\$25 per visit	\$35 per visit
Complex x-ray and lab tests	\$25 per visit	\$25 per visit	\$35 per visit
Inpatient Hospital Services			
Inpatient hospitalization	10%	10%	20%
Outpatient Services			
Outpatient facility charge	10%	10%	20%
Emergency room	\$200 per visit	\$200 per visit	\$200 per visit
Urgent Care facility	\$25 per visit	\$25 per visit	\$35 per visit
Mental Health & Substance Abuse Benefits			
Inpatient care	10%	10%	20%
Outpatient care	\$25 per visit	\$25 per visit	\$35 per visit
Pharmacy			
Retail	Level A / Level B	Level A / Level B	Level A / Level B
Tier 1	\$15 / \$20	\$15 / \$20	\$15 / \$20
Tier 2	\$30 / \$40	\$30 / \$40	\$30 / \$40
Tier 3	\$45 / \$60	\$45 / \$60	\$45 / \$60
Tier 4	20%, up to \$200 max. (30-day supply only)	20%, up to \$200 max. (30-day supply only)	20%, up to \$200 max. (30-day supply only)
Number of days supply	30	30	30
Mail Order - Level A only	2 times retail, 90 days	2 times retail, 90 days	2 times retail, 90 days
Other Services and Supplies			
Durable Medical Equipment	50%	50%	50%
Chiropractic Services (Rider)	\$10 per visit (up to 30 per calendar year)	\$10 per visit (up to 30 per calendar year)	\$10 per visit (up to 30 per calendar year)

Notes: This exhibit is intended as a brief comparison of benefits and does not include all benefits, exclusions or limitations. Please refer to SPD or proposal for full details.



2019 Medical HDHP/HSA Benefits

Blue Shield HDHP HSA	
General plan information	
Annual deductible	In Network ¹ Out of Network ¹
Individual	\$1,500
Family	\$2,700 individual / \$3,000 per family
Annual out-of-pocket limit	
Individual	\$3,000
Family	\$3,000 individual / \$6,000 family
Coinurance	10% \$6,000
Office visit: PCP / Specialist	10% 40%
Teladoc consultation	\$5 per consult Not covered
Preventive Care	
Preventive Care	100% covered: deductible waived Not covered
Inpatient Hospital Services	
Inpatient hospitalization	\$100 + 10% per admission 40%, up to \$600 per day
Outpatient Services	
Diagnostic x-ray and lab tests	\$25 + 10% per visit 40%, up to \$350 per day
Complex x-ray and lab tests	\$100 + 10% per visit 40%, up to \$350 per day
Outpatient facility charge	10% 40%, up to \$350 per day
Emergency room	\$100 + 10% per visit \$100 + 10% per visit
Urgent Care facility	10% 40%
Mental Health & Substance Abuse Benefits	
Inpatient care	\$100 + 10% per admission 40% + up to \$600 per day
Outpatient care	10% 40%
Pharmacy	
Retail	
Tier 1	\$10 25% of retail + \$10 copay
Tier 2	\$25 25% of retail + \$25 copay
Tier 3	\$40 25% of retail + \$40 copay
Tier 4	30%, up to \$200 max. (30-day supply only) Not covered
Number of days supply	30 30
Mail Order	2 times retail, 90 days Not covered
Other Services and Supplies	
Durable medical equipment	10% 40%
Chiropractic services	10% 40%
Acupuncture services	10% 20 visits per member, per calendar year 40%

Notes: This exhibit is intended as a brief comparison of benefits and does not include all benefits, exclusions or limitations. Refer to SPD or proposal for full details.
1. All benefits are subject to deductible unless noted as deductible waived.



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COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Board of Directors



From: Ralph Martinez, Director Community Development
Date: September 26, 2018

Subject: *Agenda Item VI(b):* Housing at CAPK – **Info Item**

Earlier this year the CEO had indicated to the Board that we would be exploring options that CAPK may consider in re-engaging into the local low-income Housing arena.


There have been a number of suggestions and inquiries of staff as to the specific direction we will take including renewing a Single-Family Rehab program where CAPK would purchase, rehab and sell single family homes to first-time low-income buyers, as well as, exploring options for specialized housing similar to the Desert Willow Section 811 Housing for Persons with Disabilities project that CAPK developed in Ridgecrest.. In the 811 project CAPK was the Sponsor and developer in new construction of a 15-unit complex for persons with disabilities. CAPK created a separate non-profit (as required by the program) and upon completion and full occupancy spun off Desert Willow to the new separate non-profit. In fact, a current CAPK Board member is still on the Desert Willow board of directors.

As we've discussed housing with current housing developers it is evident that there is a shortage of affordable housing in all categories, from single family homes, rentals, apartments, and special population housing. Currently with the rise in homelessness there is an increased focus on addressing housing for this population. Not only for shelters, but temporary and permanent housing. There are a number of new options being explored not only throughout the nation, but in Kern including modular homes, container homes, and small homes.

In order to flush out best housing alternatives for CAPK to consider, the Community Development Division has organized a housing committee consisting of two CAPK Board of Directors, two non-CAPK professionals with housing experience, and two CAPK Staff to research and identify three or four housing options that will be presented to the CAPK Board for consideration.

Options presented will include strategies, funding, applications, and legal and organizational requirements, as well as timelines.

COMMUNITY ACTION PARTNERSHIP OF KERN MEMORANDUM

To: Executive Committee

From: Yolanda Gonzales, Director of Head Start / State Child Development
Date: September 20, 2018
Subject: Agenda Item VI(c): Head Start/Early Head Start Kern DRS Application Update –
Action Item

On September 19, the Office of Head Start released the Funding Opportunity Announcement for the Kern County Service area. Upon review, staff found the request to be customary to the sample being used throughout the planning process including the contemporary expectations of the new performance standards. The application is due November 19, 2018. The following timeline maps out the next 8 weeks leading to the due date:

Week	Tasks	Party Responsible
September 24 – 28	Finalize Program Options and Budget	Staff
October 1 – 5	All requested documents submitted Draft Section 1 & 4 (Need & Staffing)	Staff Consultant
October 8 – 12	Draft Section 3 & 5 (Past Performance & Planning) Review Section 1 & 4	Consultant Staff/BOD/Reps
October 15 – 19	Draft Sections 2 & 6 (School Readiness & Capacity) Budget and Budget Narrative (Section 7) Review Section 3 & 5	Consultant Staff/Consultant Staff/BOD Reps
October 22 – 26	Final Review Section 1 - 7 Draft Executive Summary	Staff/BOD Reps Consultant
October 29 – November 2	Executive Summary BOD Approval	Staff
November 5 – 9	Final Format/Appendix Review	Staff/Consultant
November 12 – 16	Grant File Submission	Staff

Staff will seek final approval from the CAPK Board at the October 31st meeting. Staff is requesting for the board to reaffirm Fred Plane and Marian Panos as representatives supporting staff through the DRS application process.

Recommendation

Staff recommends the Board of Directors approve the above timeline and board representatives as indicated above.

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

MEETING MINUTES

1. **Call to Order**

Fred Plane called the meeting to order at 12:01 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, Jonathan Mullings, Marian Panos, Ulyses Rodriguez

Absent: Lorena Fernandez

Others present: Others present: Jeremy Tobias, Chief Executive Officer; Yolanda Gonzales, Director of Head Start / State Child Development Programs; Ralph Martinez, Director of Community Development; Carmen Segovia, Director of Health & Nutrition; Emilio Wagner, Director of Operations; Tracy Webster, Chief Financial Officer; and other CAPK staff.

3. **Approval of Agenda**

Motion was made and seconded to approve the Program Review and Evaluation Committee meeting agenda for September 12, 2018. Carried by unanimous vote. (Panos/Mullings).

4. **Public Forum:**

No one addressed the Committee.

5. **Program Presentation**

a. East Kern Family Resource Center – Whitney Hughes, Program Supervisor

Whitney Hughes provided an overview of the programs offered at the East Kern Family Resource Center: Although operations are stationed in a small office in Mojave, the programs provided serve the community well. Two very successful programs are: The Differential Response Program, where CAPK partners with Child Protective Services to provide Case Management Services for families identified as high risk for abuse and neglect; the second is a partnership with First 5 Kern for the School Readiness Program where children and families are prepared for entry to Kindergarten by attending pre-school, which is 100 percent filled this year. The program also provides in-home case management to work with parents to teach them how to provide their children with appropriate learning activities to ensure a successful entry into Kindergarten. The Center is located in Kern County "Area 3" which covers a large geographical area including: Mojave; Tehachapi; Rosemond; California City; North Edwards; and Boron. Whitney reported that the Center now stocks an Emergency Closet for members of the community who are in need of clothes, blankets, personal hygiene and other essential items, which were purchased from funds provided from two grants. People in need can come into the Center and be provided with immediate emergency provisions, including food from their pantry provided by the CAPK Food Bank.

Whitney also reported that the Center received two grants over the past year. Dignity Health funded a program to provide immunizations for children which enables them to start Kindergarten on time. CAPK partnered with Omni Health, who administered 35 immunizations at two of the four scheduled Health &

Resource Fairs. The Mojave Elementary School Principal reported that for the first week of school, attendance for the Kindergarten class was increased by 20 children, which represents a 55% increase over last year. The second grant was from the Office of Child Abuse Prevention, and this program reaches families that are low-income and in poverty to teach them about money management. The program has been running for two months and nine families are enrolled. Referrals are coming from the Differential Response and First 5 Kern Programs. Whitney also reported that representatives from the HEAP Program travel to Mojave once a month to assist clients.

6. **New Business**

a. August 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 August 2018.

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

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

Ralph Martinez presented the Application Status Report and provided an overview of the funding request presented, and an update on the potential housing projects and funding sources. A small committee has been formed and tasked with looking into potential housing projects to present to the Board in the coming months. The committee includes: two Board Members; two CAPK staff; and two individuals outside of CAPK.

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

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

Jerry Meade and Ginger Mendez provided the Enrollment & Meals report and noted that there was a big push to increase enrollment for the 2018-2019 school year. The challenges are the same each year, children that have been accepted are not being immunized and unable to start the program on time. Kern had 80% enrollment and all others had 100%. Seeing same challenges as last year. Other challenges,

such as tracking down families that were approved in May but not showing up in August, addressing specialized dietary requirements, and scheduling IEP evaluations also contribute to lower enrollment percentages. While the Kern Head Start Program is only at 80% enrollment, staff continues to work towards full enrollment with the anticipation for full enrollment by the end of September.

Over the summer months, staff was trained on "Attendance Matters" which addressed chronic absenteeism and focused on ensuring students are present each day to maximize their educational experience and school readiness. Students must achieve 90% attendance to remain in the program and there is a focused monitoring of each child to help them achieve the attendance goal. Other changes that came about due to the Head Start reorganization include the renaming the ERSEA group to Enrollment & Attendance where we now have an entire team to focus on attendance issues, which has been identified to include data from the classroom, trauma in the home where children are in highly volatile environments who come to the program with challenges and issues out of the norm, and how it affects their behavior and attendance. Teachers are trained to look for specific behaviors and bring support to families if issues are identified. The Attendance Matters focus will be ongoing throughout the year. As attendance improves so will the total number of meals served. The average daily attendance program wide is 98%.

Jerry Mead reported on Meals Served for the month of July 2018 and stated the percentage of meals served was down from the same time period the year prior, also noting that the decline was an issue for June 2018. The Attendance Matters training also focused on addressing attendance for the centers that are open year-round. Many of the children enrolled are not attending consistently over the summer months due to older siblings not attending public schools so the parents are not bringing their children enrolled in the Head Start programs on a daily basis. Staff is reaching out to the families to encourage the importance of daily attendance.

Marian Panos asked about training for parents and parent advocates, as well as for each new teacher hired, and expressed the importance of continued training throughout the year. Fred Plane expressed concern about not achieving the required goals over the last several years and stated that this is all about accountability. Jerry explained that staff is continuously monitoring each Center and if a Center does not achieve 85% average daily attendance, that Center is put on a plan of action. Steps are being taken to ensure goals are being met.

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

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

Yolanda Gonzales provided a verbal report to update the Committee on progress of the Designation Renewal System (DRS). The team has been going off-site to look at current program options and slots to determine where we might be able to convert some of our Pre-K slots to EHS slots. The consultant has been working closely with staff and has issued a list of documents to be provided to her, and staff is working to obtain those documents. Another consultant has been hired to conduct the wage study, which is part of the DRS and will be submitted with the application to ensure that the salaries for teachers are competitive. Staff anticipates having the plan completed by the end of the month and will request a meeting with Fred Plane and Marian Panos at that time to review the documents. Staff is also in the process of obtaining letters of support as part of the application. Yolanda Gonzales met with the Director of the Department of Human Services (DHS) to discuss a possible partnership to set-up an area to recruit parents and enhance enrollment. This was done in the past and proved to be very successful. CAPK Head Start and DHS are also interested in working together to obtain funding from a State Initiative

whereby the State has proposed \$26.9 million to fund a home base program from January 1, 2019 to June 30, 2019. The requirement is to partner with a research-based model that already provides home base options. This will help with the DRS and will allow Head Start to serve more infants and toddlers using the home base option. Staff will work with DHS to initiate a contract and present it to the Board for approval.

- e. Focus Area Two Monitoring Review – Yolanda Gonzales, Director of Head Start / State Child Development Programs – **Info Item**

Yolanda Gonzales presented the Focus Area Two Monitoring Review Report and noted that the San Joaquin Head Start Program met the requirements of all applicable Head Start Program Performance Standards, laws, regulations, and policy requirements.

- f. August 2018 Outreach & Advocacy Report – James Burger, Outreach & Advocacy Coordinator – **Action Item**

James Burger reported the outreach activities during the months of August and said we are heading into a season of many events. James provided flyers to the committee and showcased a banner to be hung at entrances into the Kern County Fair. The Mixer & More event is coming up on October 25th and staff is helping to promote the event by preparing and distributing collateral materials and on social media and the CAPK website. Staff also continues to assist all CAPK programs with their outreach needs.

Motion was made and seconded to approve the August 2018 Outreach & Advocacy Report. Carried by unanimous vote. (Panos/Mullings).

7. Committee Member Comments

8. Next Scheduled Meeting

Program Review & Evaluation
Wednesday, October 17, 2018
12:00 p.m.
5005 Business Park North
Bakersfield, California 93309

9. Adjournment

The meeting adjourned at 1:28 pm.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Operations/Emilio Wagner		Month/Year: August 2018
Program/Work Unit: 2-1-1 Kern County	Staffing: 17	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	4,420	3,768	652 (15%)	8,630
Kings County	148	136	12 (8%)	*
Tulare County	975	878	97 (10%)	*
Mountain Valley (Mariposa and Merced Counties)	113	101	12(11%)	*
Stanislaus County	1,070	963	107 (10%)	*
Total	6,726	5,846	880 (13%)	

*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	Shelter
Top 3 Unmet Needs	Food/ Meals	Clothing/Personal/Household Needs	Shelter

Other Services		Month	YTD
LIHEAP	Calls Answered	5,862	25,351
Weatherization	Calls Routed through 2-1-1	462	3,842
Mental Health	Calls Answered	122	1,013
Website Visitors	Visitors to CAPK's 2-1-1 Kern web page	3,511	22,339
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
		18	7	8

Outreach Activities	Outcomes
- Ready Set Go Back to School Backpack Giveaway	211 Kern informational cards: 550

Highlights:

- 2-1-1 Kern Program Manager and Supervisor attended the annual CalFresh training in San Diego, CA. The focus was on outreach to areas of highest need, due to food insecurities.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Nutrition Services/Carmen Segovia		Month/Year: August 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	69,593	23,087	24,152	22,354
Home Base Meals	120	36	24	60
Total	69,713	23,123	24,176	22,414

Other:

1. This month the Central Kitchen (CK) has experienced a rise in temperature alarm calls and the fire alarm systems not resetting after a false alarm. This is due to communication issues between the system and alarm company. AT&T has been changing our old phone system to fiber optic lines and this is creating the communications issue.
2. There continues to be a rise of homeless persons in the area, resulting in drug paraphernalia found on the grounds of the Central Kitchen—there has been a syringe found every other day. The addition of security at the Central Kitchen should help with this issue.
3. All Central Kitchen staff returned from their summer break on Monday, August 13th. They all received a pre-service training and updates to procedure changes. Staff are looking forward to starting the new school year. All 43 Head Start Centers will be back on-line and staff at the Central Kitchen are ready to start the school year.
4. Three Way Chevrolet delivered four new Chevrolet Cargo vans on Friday August 24, 2018. My staff are very excited to have the new vehicles and are hoping that we will replace the other aging vans in our fleet. The Central Kitchen would like to thank everyone involved in procuring the vans.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Community Development/Ralph Martinez		Month/Year: August 2018	
Program/Work Unit: Grants & Research	Total Staffing: 4 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	SoCalGas Sempra Energy – Food Bank/LED Efficiency Lighting		X
	Molina Foundation-Pallet of 19,000 books		X
	InterConnection Foundation-20 Computers w/Monitors for VITA		X
	Wonderful Foundation-Food Bank Free Farmers Market, Wasco		X
	Wonderful Foundation- Food Bank Free Farmers Market, Delano		X
	Community Services & Development EITC Outreach & Education	X	
	Community Services & Development VITA	X	
	Community Services & Development Community Solar Project	X	
Potential Funding– Research in Progress	<ul style="list-style-type: none">• LOI: Virginia and Alfred Harrell Foundation• Ongoing engagement with potential collaborating partners; Program support and collaboration: for all CAPK programs		
Projects	Description		
Community Services Block Grant (CSBG)	<ul style="list-style-type: none">• Organizational Standards – Submitted to Community Services Division on 8/29/18.• CAPK Programs Mid-Year Reporting – Data/reports collection/under review.• Next steps: CSBG Annual Reporting due March 2019.		
Financial Empowerment	<ul style="list-style-type: none">• Small Business Initiative – The first advisory committee meeting, comprised of area business and financial professionals is set for September 25 at BPN. A part-time coordinator supporting the 3 year project has been hired. Next steps: Needs & gaps survey, collective inventory of resources by December 31, 2018.• Learning Communities/Financial Empowerment: Draft Goal Plan for agency-wide survey towards FE implementation across CAPK programs has been submitted. Next steps: Survey of programs by 12/31/18.		
Grant Reporting & Support	<ul style="list-style-type: none">• Dignity Health Mid-Year Report (Immunizations/East Kern);• Wonderful Company Foundation Monthly Report (Free Farmers Markets/Wasco);• I&E Mid-Year Report (Health-education/prevention)• Support on monthly calls for the East Kern Family Resource Center’s Financial Empowerment program funded through the Office of Child Abuse and Prevention Services Next steps: Ongoing monthly check-in calls and an OCAP site visit scheduled for September 9/13/18.		
Learning Communities	<ul style="list-style-type: none">• Integrated Services and Financial Empowerment Client Journey Maps.• Ongoing: Monthly peer sessions—engaging with national CAP agencies; Monthly webinars.		
Program Grant Budgets	<ul style="list-style-type: none">• Support to programs in monitoring/spend-down/contract/grant renewals. Next steps: CSBG Program budgets review/new budgets underway.		
ROMA/Org. Standards	<ul style="list-style-type: none">• ROMA Implementer’s training/module homework is completed/ongoing.• Next steps: Staff, Executive Management & Board Member trainings on ROMA start 10/2018.		
Strategic Plan 2016-2021	<ul style="list-style-type: none">• Ongoing support to goal groups.• Next steps: review and annual reporting to the Board by December 31, 2018.		
CAP Report &Needs Assessment	<ul style="list-style-type: none">• CAP Report and Community Needs Surveys – Next steps: planning stages for 2019.		

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

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

Activities	Description	Status	
		Month	YTD
Referrals for services	Differential Response	21	201
Case Managed Families	F5K School Readiness	0	9
Children enrolled in center-base program		29	38
Adults in Court Mandated Parenting Classes		0	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	78	456
Emergency Supplies Closet and Other Services	Food (individuals)	15	127
	Clothing (individuals)	29	162
	Photocopies (individuals)	454	2689
	HEAP Application Supporting Docs	62	422

Other: The Economic Empowerment Program is being well received among the clients. We currently have 9 enrolled and held two outreach events, with 2 more planned for the month of September.

The first Eat Kern Health Link Health & Resource Fair to increase child immunizations and prepare them for school was held in partnership with Mojave Night Out even and was a great success. Chamber of Commerce members stated the turnout was more than they had seen in past years. The principle at Mojave Elementary School said the following, “Our number of kindergarten students starting the first week of school has increased by 20—a 55% jump. Unless if there are just a lot more kinder students out there this year, I would attribute this to the increased availability of vaccinations for our entering students, allowing them to begin on time. Thank you so much for the work your team has put into that program!”

Staffing: First 5 Case Manager is back from Maternity leave and the Differential Response Case Manager is scheduled to return next month.

COMMUNITY ACTION PARTNERSHIP OF KERN
DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Operations/Emilio Wagner		Month/Year: August 2018
Program/Work Unit: Energy	Total Program Staffing: 42	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	1079	5198
1B. Low Income Home Energy Assistance Program (LIHEAP) Utility Assistance (2017)		233	7408
2. Low Income Home Energy Assistance Program (LIHEAP) Weatherization Assistance (2016, 2017 & 2018)	<ul style="list-style-type: none"> Assistance with residential repair/weatherization (e.g., weather stripping, thermostats, door/window replacement, etc.) Energy-efficient appliance installation 	23	1,478
		9	228
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
5. Total Value of Services (utility payments only)		\$744,267	\$6,653,004
		Results	
6. Energy calls received (from 2-1-1)		6,366	
		HEAP	Wx
7. Number of LIHEAP applications Received		1354	58
8. Number of LIHEAP applications Completed		1312	39
9. Number of LIHEAP applications in Progress		200	48
10. Outreach Events attended	8/9 – Wic Office 8/23 – Shafter Youth Center 8/25 – CSF Foundation's 2018 Health Fair 8/26 – Vison Y Compromiso Health Fair 8/30 – Parent Policy Council Meeting	Give presentations, distribute brochures, applications, tote bags, ink pens and energy savings wheels.	

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Nutrition Services/Carmen Segovia		Month/Year: August 2018	
Program/Work Unit: Food Bank	Total Staffing: 16	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 (July)	38,375	303,386
	Poundage Received all Programs	1,025,208	8,604,303
	TOTAL POUNDAGE DIST. ALL SITES	1,040,807	8,718,639
Food Sourcing	Donations Received: 395,850 pounds of produce & 17 different produce items: <ul style="list-style-type: none">• Ag Against Hunger: Leafy Greens, Broccoli, cauliflower, strawberries & celery• Bolthouse: Carrots• California Association of Food Banks/Farm to Family: cauliflower, watermelons, tomatoes, & stone fruit• Zuckerman Farms: potatoes• Target: Mixed produce• Varsity Produce: Onions• Wonderful Co: Citrus CAPK FB held fresh produce distributions at the following sites: CSFP sites: Richard Prada Senior Center / 127 seniors, Dignity Health Center / 77 seniors & Lamont Senior Center / 122 seniors.		
Food Drives: n/a	Farmers Markets: CAPK Food Bank held free produce distributions at the following: Arvin Library, Kern County Fair Grounds, Catholic Charities, New Life & Wasco. Distributed 167,000 lbs. of produce & bread Served 2,610 households		

Other:

- Weekly distributions of 65 bags of food every week to Buttonwillow Elementary School for the Back-Pack Buddies program.
- August 3rd, we provided produce and oranges to the Cesar Chavez event, hosted by Kern Health Systems.
- On August 7th, we provided water for 5,000 people at the Child Support Services Back-to-School event.
- On August 8th, we provided Pete Parra with sweets, snacks and drinks for their end of summer school event.
- August 9th, we provided a one-time donation of water, sweets and chips for World of Worship's Togetherness event.
- August 27th, we provided fruit, chips, water and sweets for the Niles WIC breast feeding event.
- Our Farmer's Market on the 18th at the Fair Grounds was our biggest Farmer's Market yet. We distributed 81,205 pounds of fresh produce.
- Our senior distribution program held 33 distributions during the month of January and distributed 30-pound boxes of non-perishable food to 3,547 seniors throughout Kern County.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Community Development/Ralph Martinez		Month/Year: August 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.		37	63
Summer Program Recreational activities, educational games, and activities.			93
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.			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.			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.		350	3,416
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.			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.			15

Other:

- On August 8th the Friendship House took program youth on a fieldtrip to Dockweiler State Beach, courtesy of Airport Valet Services. For some of the youth, it was their first time visiting a beach.
- On August 10th the Friendship House took program youth on a fieldtrip to Fort Tejon State Historic Park, where program youth learned how the Army lived in 1854. The youth took part in steel work, cooking and other activities.
- An anonymous donor donated 50 pairs of new shoes, which benefitted youth at the FHCC and SYC.
- Friendship House staff participated in the EPIC grand opening event at the Beal Library on August 30th, by hosting a resource table highlighting CAPK programs and Realignment for Success program information.

COMMUNITY ACTION PARTNERSHIP OF KERN
DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Raymond Quan		Month/Year: August 2018
Program/Work Unit: HR/Payroll/Staffing	Total Division Staffing: 12	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	833	
	Subs/Temps	29	
	Total Staff	862	
New Hires	All divisions and programs		
	Regular	16	66
	Subs/Temps	3	65
	Total New Hires	19	131
Leaves of Absence	Intermittent Leave	122	
	Full-time Leave	22	
	Total on Leave	144	
Terminations	All divisions and programs		
	Voluntary	15	75
	Involuntary	4	20
	Total Terminations	19	95
Staffing	Vacancy	33	164
	Total Applications Received	272	1196
Payroll	Total Hours Paid	158873.97	
	Total Gross Payroll	\$3,207,646.21	

Projects HR/Payroll-Electronic Job Requisitioning HR-Pension Plan Correction HR-Recruitment Issues HR-Licensing Issues Online Recruitment RFP Process for Legal RFP for Salary Survey	Completed: <ol style="list-style-type: none"> Continued work on pension plan corrections; hired PT temp. employee to assist Engaged the services of a pension expert through an accounting firm Confidential HR investigations Revised the RFP on salary survey and requested salary info on Head Start positions only received three responses Employee Appreciation Committee met to plan 2019 Summer Event and decided on site; employee survey taken to decide the theme of the event Board approved Jeremy's recommendation on KDG as legal services provider Implemented the 2.6 % COLA and made retroactive payments to March 1, 2018
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COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Health & Nutrition Services/Carmen Segovia		Month/Year: September 2018*	
Program/Work Unit: Migrant Childcare AP Program (MCAP)	Total Staffing: 17, 1 vacancies; Admin. Clerk,	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, 2018, to June 30, 2019.			
<i>*This report is for the service months of July 2018, which were processed in the month of August 2018.</i>			
		Status	
Activities	Description	Total	% by County
Active Enrollments	Kern**	405	55%
	Madera	43	6%
	Merced	10	2%
	Tulare	81	11%
	Kings	81	11%
	Fresno	111	15%
	Total	731	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:

Staff has been actively recruiting and accepting pre-applications in all entry counties for the program's waiting list. Staff are processing new enrollments in all entry counties to ensure that families are authorized for care before families start migrating to non-entry counties throughout California.

On 8/17 the program manager attended the Supervisor Training Session 7 -How to get More, held at Work Logic.

MCAP had an all staff training/meeting at the Kern MCAP office on 8/24/18. Jeremy Tobias, Carmen Segovia and Pritika Ram attended the meeting. Jeremy and Carmen presented Certificates of Recognition for the MCAP staff in appreciation of reaching an excellent customer service rating in the Program Self- Evaluation and for earning 99% of the MCAP contract for FY 2017-2018. Staff was very excited to have visitors and were very grateful for the time that Jeremy, Carmen, and Pritika took out of their busy schedules to attend this meeting.

On 8/30 MCAP's reimbursement staff conducted provider visits. They provided technical assistance and ensured that they were following program policies.

On 8/31 Maria Verduzco, Family Services Coordinator and Isabel Mendoza, Family Services Specialist attended a Spanish radio interview to promote the program and provide basic overview of the requirements for participation.

Upcoming Activities:

On 9/11 and 9/12 the program Coordinator and the program Manager will be attending a training in Bakersfield about Eligibility and Need, hosted by California Child Development Administrators Association (CCDAA).

On 9/18 the program manager will be attending the California Department of Education (CDE) contactors meeting held quarterly and hosted by the Super Intendent of Schools. This is a chance for the program manager and administrators of CDE funded programs in Kern County to network and discuss items effecting CDE funded programs.

On 9/21 the program manager will be attending Session 8-Effective Presentations, hosted at Work Logic. This is the last session/ training scheduled for supervisors this year.

COMMUNITY ACTION PARTNERSHIP OF KERN
DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Operations/Emilio Wagner		Month/Year: August 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		179	802
Contracts/Leases Processed		16	70
Request for Proposals (RFP)	<ul style="list-style-type: none"> Insurance Broker Consulting Wage Survey Legal Services Security Real Estate Brokers 	Preparing Contract In Progress Contract in Review In Progress In Progress	
Leases	<ul style="list-style-type: none"> Tehachapi Unified School District WIC -Rosamond MCAP Leases Home Base HS Sunrise Villa 	Completed In Progress Completed In Progress In Progress	
Contracts	<ul style="list-style-type: none"> Abate Construction Barbich Hooper King San Joaquin Interiors Cathy Cole Transforming Local Communities Child & Family Psychology PLC Heating & Air Stephen Clark Food Service Contracts (3) 	Complete Complete Complete Complete Complete Complete Complete Complete Complete	
Maintenance & Operations		Work in Progress	03/01/2018 to Date Closed
Facility Work Orders Processed	Repair and maintenance of CAPK facilities and vehicles.	93	1452

Projects	<ul style="list-style-type: none"> Continuing to work with PG&E to install LED exterior and interior lighting at a much-reduced rate in multiple locations. LED lighting has been installed and completed at the Central Kitchen, Martha J Morgan center, Sterling center, Friendship house, Shafter youth center and the Maintenance Warehouse and has greatly improved the visibility at these locations. Led lighting company has started installation at the Energy location at 300 19th Street and Shafter HS. Oasis and Shafter Head Start centers renovations have been completed. The Harvey L Hall Center is in the starting phase of a major renovation by moving classrooms and enlarging the parking lot by removing the center building and securing all facilities behind fencing and directing all children through the office to the classrooms. 	In Progress Complete Complete In Progress Complete In Process	
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	434	1,858
Projects	<ul style="list-style-type: none"> Cyber Security RFP AT&T Erate Installation Training Room Remote Meeting Camera and audio Central Kitchen Hard drive/OS upgrades MCAP internet Central Kitchen Wifi 	In Progress In progress In Progress In Progress Completed Completed	
Risk Management		Reported	01/01/2018 to Date
General Liability		0	0
Property Incidents		2	8
Vehicle Incidents		1	4

Other:

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Community Development/Ralph Martinez		Month/Year: August 2018
Program/Work Unit: Shafter Youth Center	Total Program Staffing: 3.5	Program Manager/Supervisor: Angelica Nelson
Services: Summer and after-school tutoring, homework assistance, educational, recreational, and social enrichment activities and services for children ages 6-18. Evening programming is offered Monday through Friday, 5:00 to 9:00 pm; activities include basketball, ancestry class, and various local groups who utilize the meeting space.		

Activities Description	Participants	
	Month	YTD
After-School Program Tutoring, homework assistance, recreation, health & nutrition education.	5	87
Teen Pregnancy and Sexually Transmitted Infections Prevention (Information and Education) –New contract year 7/1/2017) Informing and educating teens ages 12-19 on preventing pregnancy and the spread of sexually transmitted infections	3	18
Evening Program – Open Basketball, Zumba	20 – 45 per night	
Summer Program Academics, sports, recreation, health & nutrition education, themed weeks with coordinated guest speakers.		104

Other:

August 10th, Shafter Youth Center and Friendship House Community Center kids got the chance to go to Fort Tejon and learn all about Living History Day. The kids were separated into squads and then learned to march as a team and take directions from their squad leader. Donning their newly assigned civil war private jackets, each squad went to stations such as blacksmithing, making cornbread in the kitchen, or scavenger hunt. Kids got to check on the chickens and collect their eggs and churn butter. In the blacksmith shop, kids got to make “s” hooks out of steel. At the end of the day, kids were hot, dusty and tired, but still had enough energy to watch the cannon exercises.



COMMUNITY ACTION PARTNERSHIP OF KERN
DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Community Development/Ralph Martinez		Month/Year August 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		73		5116
Refunds	Federal	\$55,863		\$7,557,302	
	Federal EITC	\$13,239	10	\$3,358,857	1685
	Federal Total				\$7,557,302
	State	\$7,049		\$1,121,368	
	California EITC	\$216	3	\$301,670	1014
	State Total				\$1,121,368
Total Credits & Refunds	State & Federal		73		\$8,678,670

Libia and Sandi attended the IRS Nationwide conference to obtain the new tax updates and information on the new 1040 and new schedules.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Nutrition Services/Carmen Segovia		Month/Year: August 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 August 2018		20,170	16276 80.6%	82.6	72.7
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	60	Mojave			162
	Bakersfield		Oildale			465
	044	48*	Ridgecrest			858
	E. California Avenue	1698	Rosamond			889
	Niles Street	2301	Shafter			1323
	Montclair	379	Tehachapi			475
	Friendship House	107	Wasco			1877
	Panama	1480				
	Boron	*	<u>San Bernardino County</u>			
	Buttonwillow	69	Adelanto			2013
	California City	210	Big Bear			294
	Delano	1011	Crestline			289
	Edwards Air Force Base	*	Needles			150
	Lost Hills	52	Phelan			*
				<u>Mobile WIC</u>		



CAPK WIC continues to exceed the State average in participation.

Nutrition Education and Staff Development: August - Staff was trained on the new group class, Menu Planning and Efficient Shopping.

August was Breastfeeding Awareness and Education Month. Each WIC office held a special event and decorated their offices according to this year's theme: Breastfeeding, the Foundation of Life. Preventing malnutrition in all its forms, ensuring food security even in times of crisis, and breaking the cycle of poverty were the sub themes. Participants received invitations to attend the event. WIC gave out certificates of achievement to breastfeeding moms, took pictures of Moms, Dads, and babies, had raffle prizes, food demonstrations, and refreshments.

Outreach: Attended the Bakersfield Ready Set Back to school event – passed out 1000 CAPK WIC fans, WIC written materials, received 2 referrals and contacted other nonprofits and service providers. Attended an outreach event for Kern Housing

Authority at Residents at West Columbus – gave out 100 CAPK WIC fans to attendees, event staff and other vendors.

All WIC offices are working to increase WIC participation: Recruitment, Retention and Reengagement are the three areas of focus. Most offices increased their participation this month. Regional Breastfeeding Liaison: The RBL visited the County Libraries and posted a display for Breastfeeding Awareness Month. The RBL also chaired the Breastfeeding event at Valley Plaza where CAPK WIC also participated.

COMMUNITY ACTION PARTNERSHIP OF KERN
FUNDING REQUESTS AND APPLICATION STATUS REPORT
PENDING - August 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
5/30/2018	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	5/31/2018	US Dept. Of Treasury, Internal Revenue Service	Kern VITA Partnership (2 years of Funding)	\$324,020
6/28/2018	6/29/2017	Blue Shield of California	ART and Relationship Violence for Youth	\$250,000
7/11/2018	6/29/2018	US Department of Health and Human Services	CAPK Teen Pregnancy Prevention Program (2 years of funding)	\$560,970
7/11/2018	7/26/2018	Kern County Behavioral Health	Homeless Engagement and Linkage (HEAL) & Homeless Drop-in Center Project	\$1,484,774
7/31/2018	7/31/2018	Kern County Community Corrections Partnership CCP	FHCC Realignment, Reapplication (3 years of funding)	\$362,305
8/31/2018	8/1/2018	So Cal Gas Co	Clean Energy Project	\$25,000
TBD	8/9/2018	Molina Foundation	19,000 Books	
TBD	8/17/2018	InterConnection Foundation	20 Refurbished Desk Top Computers w/monitors for VITA	
TBD	8/27/2018	Wonderful Foundation	CAPK Food Bank Free Farmers Markets-Delano	\$50,000
TBD	8/28/2018	Wonderful Foundation	CAPK Food Bank Free Farmers Markets-Wasco	\$50,000

COMMUNITY ACTION PARTNERSHIP OF KERN
FUNDING REQUESTS AND APPLICATION STATUS REPORT
AWARDED - August 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	6/1/2018-12/31/2018
5/30/2018	6/13/2018	US FEMA, United Way of Kern County	Food Bank Emergency Food-Phase 35	\$125,000	\$ 93,230	1/1/2019-12/31/2019
6/27/2018	6/19/2018	Starbucks Foundation	PREP Works	\$50,000	\$ 30,000	01/01/2019-6/30/2019
				Total Awards	\$ 885,340	

COMMUNITY ACTION PARTNERSHIP OF KERN
FUNDING REQUESTS AND APPLICATION STATUS REPORT
DECLINED - August 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	EKFRC/ 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
5/16/18 (PRE)	7/2/2018	U.S. Administration for Community Living, Administration for Aging	SYC Happy, Healthy Seniors Program (3 Years)	\$ 150,000

Community Action Partnership of Kern Funding Request Profile

Source of Funds: Community Services Dev.

Funding Period: n/a

Project Name: VITA Computer Grant (In Kind)

CFDA #:

Funder Name: Interconnection.org

Division Director: Ralph Martinez

Grant Program Name: VITA

Program Manager: Sandi Truman

☒ **New Funding**

☐ **Re-Application**

A. Narrative description of funding request, including goals:

CAPK's VITA Program is requesting up to 20 computers & 20 monitors from Interconnection.org, a nonprofit dedicated to supplying refurbished computers and technology training to underserved communities. The addition of 20 desktops will build VITA's capacity to increase the number of program Volunteers to file electronic State & Federal tax returns thereby enabling more access for Kern families and local businesses to have their returns processed.

For the 2017 Tax Season, VITA recruited 110 Volunteers who helped complete over 4,700 tax returns, collecting \$4.9 million in State & Federal refunds, \$3.6 million in State & Federal EITC's and generating \$8.5 million dollars for the local Kern economy.

B. Use of Funds:

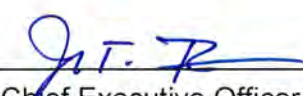
The in kind contribution of Computers/Monitors will also include the latest operating systems Windows 10 and Microsoft Office Suite 365.

C. Approvals:

1. _____
Division Director Date

3.  9/4/18
Chief Financial Officer Date

2.  9-4-18
Director of Community Development Date

4.  9/5/18
Chief Executive Officer Date

D. Board:

☐ Policy Council

☐ PRE Presentation

☐ B&F Approval

☐ Board Approval

Date: _____

Date: _____

Date: _____

Date: _____

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Head Start/State Child Development/Yolanda Gonzales			Month/Year: August 2018			
Program/Work Unit: Head Start/Early Head Start			Program Manager/Supervisor: Ginger Mendez / Emily Gonzalez Demont			
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		August 2018	2,041	80%		
Early Head Start Kern		August 2018	328	100%		
Early Head Start Partnership		August 2018	56	100%		
Early Head Start San Joaquin		August 2018	313	100%		
TOTAL Funded Enrollment			2,738			
Children with Disabilities			Goal	Actual		
Head Start Kern		Identified as having an IEP	10%	4%		
Early Head Start Kern		Identified as having an IFSP	10%	12%		
Early Head Start Partnership		Identified as having an IFSP	10%	5%		
Early Head Start San Joaquin		Identified as having an IFSP	10%	14%		
Over Income			Goal	Actual		
Head Start Kern		Within 100% and 130% of Federal Poverty Rate	<10%	2%		
Early Head Start Kern		Within 100% and 130% of Federal Poverty Rate	<10%	0%*		
Early Head Start Partnership		Within 100% and 130% of Federal Poverty Rate	<10%	7%		
Early Head Start San Joaquin		Within 100% and 130% of Federal Poverty Rate	<10%	7%		
Average Daily Attendance (Program Wide >85%)			98%			
Meals Served for the month of July 2018						
Total Meals Requested			Meals Allocated		% of Meals Served	
by: Central Kitchen	by: Vendor Kitchens	Total Meals Prepared	to: CACFP/USDA	to: HS/EHS	July 2017	July 2018
20,771	6,720	27,491	18,677	8,814	81%	77%

Attendance Efforts: Provided training to all staff on "Attendance Matters" about chronic absenteeism. Reviewed with staff HS requirements to monitor each child individually to ensure there is 90% attendance per school year. The 2018-19 school year will maintain a focus on chronic absenteeism. Reorg includes a departmental focus on attendance with evaluating trends, documentation monitoring, and strategies. For the month of August 2018, the program was at 98% Average Daily Attendance, though all data has not been entered for absences at the time this report was due. Attendance will be an ongoing Parent Meeting topic monthly.

Total Division Staffing: Currently employed in Head Start: 600

Vacant Positions: 52 (this number increased based on reorganization and the addition of positions including, custodians, food service workers, assistant teachers, and admin positions)

Currently on Leave: 108

Program Updates: * 1 Over Income Child is currently enrolled in EHS Kern (.3%). HS Enrollment, though improved slightly from this month last year, reached 80% enrollment. The neediest child was selected for each slot, however, challenges faced to prevent the child walking in the classroom of conducting first education home visit included: health related data was absent (TB, Physicals, Imms, etc..), preparing diet modifications, evaluating IEP needs to accommodate special needs, missing current contact information, and others.


Compliance: Continuing to monitor Health and Safety, both indoor and outdoor, to ensure compliance with the Environmental Rating Scales.

Focus Area 2 Monitoring Review of EHS Child Care Partnership and San Joaquin grant: program was found to have met the requirements of all applicable Head Start Program Performance Standards, laws, regulations, and policy requirements.

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Program Review & Evaluation Committee

From:  Yolanda Gonzales, Director of Head Start/State Child Development

Date: September 12, 2018

Subject: *Agenda Item 6e*: Focus Area Two Monitoring Review – **Info Item**

The Office of Head Start (OHS) uses the Head Start Monitoring System to measure the performance and accountability of Head Start programs across the country. OHS assesses grantee compliance with the Head Start Performance Standards, The Head Start Act, and other regulations. The Head Start Monitoring System gives OHS a multi-year perspective on grantee operations with a focus on performance, progress, and compliance.

The Aligned Monitoring System (AMS 2.0) Focus Area Two review takes a systemic view of a grantee's services and functions across the five-year grant cycle. It creates a more progressive monitoring system that is able to evaluate grantee compliance, progress, and performance across multiple years of program implementation, instead of simply capturing data from grantee at a single place in time.

Focus Area Two monitoring system ensures grantees demonstrate their ability to track and assess their program's progress and performance, use data to drive results, and make adjustments and corrections as needed. The review team looks systemically and holistically across program services and functions to include:

- Health Services
- Management Systems
- Education and child development services
- Parent, family, and community engagement services
- Financial and administrative services.

From May 14-18, 2018, the Administration for Children and Families (ACF) conducted a Focus Area Two Monitoring Review of CAPK EHS Child Care Partnership and EHS San Joaquin Grants. CAPK received the final Focus Area Two Program Performance Summary Report dated August 17, 2018. The Head Start/State Child Development Division is pleased to announce that based on the information gathered during the review, the programs were found to have met the requirements of all applicable Head Start Performance Standards, laws, regulations, and policy requirements.

Attachment: Program Performance Summary Report



ADMINISTRATION FOR
CHILDREN & FAMILIES

Office of Head Start | 4th Floor – Switzer Memorial Building, 330 C Street SW, Washington DC 20024 eclkc.ohs.acf.hhs.gov

Program Performance Summary Report

To: Board Chairperson

Mr. Garth Corrigan

Board Chairperson

Community Action Partnership of Kern

5005 Business Park North

Bakersfield, CA 93309-1651

From: Responsible HHS Official

Ann Linahan 8-17-18
for Dr. Deborah Bergeron Date
Director, Office of Head Start

From May 14-18, 2018, the Administration for Children and Families (ACF) conducted a Focus Area Two Monitoring Review of the Community Action Partnership of Kern Early Head Start programs. This report contains information about the grantee's performance and compliance with the requirements of the Head Start Program Performance Standards or Public Law 110-134, *Improving Head Start for School Readiness Act of 2007*. We would like to thank your governing body, Policy Council, parents, and staff for their engagement in the review process.

Based on the information gathered during this review, your program was found to have met the requirements of all applicable Head Start Program Performance Standards, laws, regulations, and policy requirements.

Please contact your Regional Office for guidance should you have any questions or concerns. Your Regional Office will follow up on the content of this report and can work with you to identify resources to support your program's continuous improvement.

DISTRIBUTION OF THE REPORT

Copies of this report will be distributed to the following recipients:

Ms. Jan Len, Regional Program Manager

Mr. Enrique Salazar, Policy Council Chairperson

Mr. Jeremy Tobias, CEO/Executive Director

Mrs. Yolanda Gonzales, Early Head Start Director



STRUCTURE OF THE REPORT

This report provides grantees with an overview of program performance based on information collected during the Focus Area Two Monitoring Review. The report contains the following three sections: Overall Performance Summary; Program Infrastructure, Oversight, and Improvement; and Service Delivery. The report also contains a Glossary of Terms, which can be found on page 3 of this report.

Section I: **Overall Performance Summary** provides a consolidated view of the status of your program's performance across the four components of Program Infrastructure, Oversight and Improvement areas and the three Service Delivery areas. This section includes a Summary of Findings table, where applicable, to indicate any areas of concern, areas of noncompliance or deficiencies identified during the review.

Section II: **Program Infrastructure, Oversight, and Improvement** provides information on the effectiveness of your program's management systems, practices, and infrastructure. This section of the report focuses on four areas of performance, described as follows:

1. *Program Management* includes an assessment of the program's overall management structure, its system of ongoing compliance oversight and continuous improvement, and its system for hiring, supervising, and developing qualified staff.
2. *Program Governance* includes assessment of the governing body and policy council's active involvement in fulfilling their respective roles and responsibilities and effective oversight of the program.
3. *Financial Management* describes outcomes of the assessment of the grantee's internal controls, financial management systems, fiscal capacity, and practices.
4. *Enrollment, Recruitment, Selection, Eligibility, and Attendance (ERSEA)* indicates program performance in tracking and using attendance data to assist families and staff in supporting and managing attendance issues, and in monitoring compliance with eligibility requirements.

Section III: **Service Delivery** provides information on your program's performance in delivering quality services to children and families within the following three areas:

1. *Education and Child Development Program Services* include outcomes of the assessment of your program's teaching practices and learning environments, services for children with disabilities and their families, and, where applicable, the delivery of home-based services.
2. *Health Program Services* focus on the assessment of health, mental health, oral health, and nutritional services for children and families, services provided to enrolled pregnant women (where applicable), and the health and safety of the grantee's environments.
3. *Family and Community Engagement Program Services* describe the assessment outcomes of your program's family engagement and support strategies, including the integration of family engagement into all services to support family well-being and promote school readiness.

Glossary of Terms	
Area of Concern	An area for which the agency needs to improve performance. These issues should be discussed with the grantee's Regional Office of Head Start for possible technical assistance.
Area of Noncompliance	An area for which the agency is out of compliance with Federal requirements (including but not limited to the Head Start Act or one or more of the regulations) in one or more area of performance. This status requires a written timeline of correction and possible technical assistance or guidance from the grantee's program specialist. If not corrected within the specified timeline, this status becomes a deficiency.
Deficiency	<p>As defined in the Head Start Act, the term "deficiency" means:</p> <p>(A) a systemic or substantial material failure of an agency in an area of performance that the Secretary determines involves:</p> <ul style="list-style-type: none"> (i) a threat to the health, safety, or civil rights of children or staff; (ii) a denial to parents of the exercise of their full roles and responsibilities related to program operations; (iii) a failure to comply with standards related to early childhood development and health services, family and community partnerships, or program design and management; (iv) the misuse of funds received under this subchapter; (v) loss of legal status (as determined by the Secretary) or financial viability, loss of permits, debarment from receiving Federal grants or contracts, or the improper use of Federal funds; or (vi) failure to meet any other Federal or State requirement that the agency has shown an unwillingness or inability to correct, after notice from the Secretary, within the period specified; <p>(B) systemic or material failure of the governing body of an agency to fully exercise its legal and fiduciary responsibilities; or</p> <p>(C) an unresolved area of noncompliance.</p>

Grantee Information

Head Start Enrollment: Not Applicable

Early Head Start Enrollment: 369

09CH0100071 – 313; 00HP0036 – 56

Number of Grants: 2

Early Head Start Director: Mrs. Yolanda Gonzales

Board Chairperson: Mr. Garth Corrigan

Policy Council Chairperson: Mr. Enrique Salazar

Program Specialist: Ms. Andrea Harvey

Fiscal Specialist: Ms. Gabriela Aranda



Kennedy Early Head Start Center

Section I. Overall Performance Summary

The summary table provides an overview of your program's performance in each of the seven core areas of performance subsumed within Program Infrastructure, Oversight, and Improvement and the Service Delivery sections of the report. *Performance Status* is interpreted as follows:

- ✓ Your program has met all requirements assessed within this performance area.
- ✗ Your program has an area of concern or an area of noncompliance in one or more requirements assessed within this performance area; your program has not met all requirements.
- ⚠ Your program has a deficiency in one or more requirements assessed within this area.

Program Performance:		
Program Infrastructure, Oversight, and Improvement		
Performance Area	Performance Status 09CH010071	Performance Status 09HP0036
Program Management	✓	✓
Program Governance	✓	✓
Financial Management	✓	✓
ERSEA	✓	✓
Program Performance: Service Delivery		
Education and Child Development Program Services	✓	✓
Health Program Services	✓	✓
Family and Community Engagement Program Services	✓	✓







Section II: Program Infrastructure, Oversight and Improvement

This section of the report provides information on your program's performance in: (1) Program Management; (2) Program Governance; (3) Financial Management; and (4) ERSEA.

1. Program Management

This section describes your program's performance in providing management, ongoing monitoring and continuous improvement to achieve program goals and ensure child safety and the delivery of high-quality program services. This section indicates your program's performance in each of the following areas: program management structure; ongoing oversight and continuous improvement; and staff hiring, supervision, and development.

Program Management Performance Summary

Performance Area	Performance Status 09CH010071	Performance Status 09HP0036
Program management structure		
Ongoing oversight and continuous program improvement		
Staff hiring, supervision, and development		

Performance Area Summary

Program management structure. The monitoring review found your program maintains a program and human resource management structure that provides effective management of all program areas.




Ongoing oversight and continuous program improvement. The monitoring review found your program effectively uses data for ongoing monitoring of its program's services and continuous program improvement.

Staff hiring, supervision, and development. The monitoring review found your program has implemented a systematic approach to staff hiring, supervision, training, support, and professional development that supports high-quality service delivery.

2. Program Governance

This section indicates your program's performance in each of the two *Program Governance* performance areas: governing body and Policy Council.

Program Governance Performance Summary

Performance Area	Performance Status 09CH010071	Performance Status 09HP0036
Governing body		
Policy Council		

Performance Area Summary













Governing body. The monitoring review found your program's governing body uses data (e.g., ongoing monitoring, fiscal, school readiness, and other data such as audits, self-assessment, and monthly reports) and leverages its subject matter expertise to participate fully in the program oversight, planning, and monitoring, including annual approval of the operating budget and the safeguarding of funds.

Policy council. The monitoring review found your program's Policy Council uses data and leverages its knowledge of the community effectively for ongoing monitoring, continuous improvement, and program oversight, including involvement in budget planning, policies for reimbursement, and participation in Policy Council activities.

3. Financial Management

This section describes your program's performance in each of the seven performance areas listed under the Financial Management performance area.

Financial Management Performance Summary

Performance Area	Performance Status 09CH010071	Performance Status 09HP0036
Internal controls		
Financial management system		
Identifying and mitigating risk		
Adequacy of budgeted resources		
Budget management		
Automated accounting and record keeping system		
Delegate agency oversight	Not Applicable	Not Applicable

Performance Area Summary

Internal controls. The monitoring review found your program has internal controls that provide effective oversight of all fiduciary areas of responsibility to ensure accomplishment of program objectives.

Financial management system. The monitoring review found that your program has a financial management system and accounting and reporting practices that support ongoing fiscal operations, provide supporting documentation necessary to facilitate effective audits, enable your program to remain in compliance with laws, regulations, grant terms and conditions, and ensure payment of allowable program expenses promptly and within the appropriate budget period. (FIS8, FIS9, FIS10)

Identifying and mitigating risk. The monitoring review found your program has a process to identify risks and obtain cost-effective insurance for those identified risks, including a system for ensuring the protection of Federal interest in real property purchased with Federal funds.

Adequacy of budgeted resources. The monitoring review found that your program has sufficient staffing and resources to promote continuity of care for all children enrolled, allow for sufficient time needed for staff to participate in training and

Community Action Partnership of Kern / 09CH010071, 09HP0036

professional development, allow for provision of the full range of services, and ensure that facilities, equipment and materials remain safe.

Budget management. The monitoring review found your program has a management system that effectively monitors its budget for personnel, compensation, benefits, shared cost, non-Federal share, and indirect and administrative costs.

Automated accounting and record keeping system. The monitoring review found your program maintains an automated accounting and record keeping system adequate for effective oversight.

Delegate agency oversight. Not Applicable.

4. ERSEA

The final performance area in Section I, ERSEA, focuses on your program's performance in eligibility, attendance, and enrollment.

ERSEA Performance Summary

Performance Area	Performance Status 09CH010071	Performance Status 09HP0036
Eligibility		
Attendance		
Enrollment		

Performance Area Summary

Eligibility. The monitoring review found your program enrolls children who are categorically eligible or who fall within defined income-eligibility requirements based on Head Start requirements.

Attendance. The monitoring review found your program monitors and uses attendance data to support families in promoting individual child attendance and to inform program improvements where monthly attendance rates indicate systematic attendance issues.

Enrollment. The monitoring review found your program monitors and maintains funded enrollment levels and fills any vacancy as soon as possible.

Section III. Service Delivery

This section of the report provides the results of the assessment of your program's service delivery, including your program's: (1) Education and Child Development Program Services; (2) Health Program Services; and (3) Family and Community Engagement Program Services.

Each summary table includes information from Section II's Program Management and Financial Management assessment to provide a comprehensive summary of the assessment of your program's service delivery. The summary table includes information on how well your program is providing ongoing oversight and continuous improvement; hiring, supervising, and developing staff; and budgeting adequate resources within the respective education, health, and family and community engagement service areas.

1. Education and Child Development Program Services

This section describes your program's performance in delivering the following services: teaching practices and learning environments, services for children with disabilities, and home-based program services (where applicable).

Education and Child Development Services Performance Summary

Education and Child Development Service Delivery		
Performance Area	Performance Status 09CH010071	Performance Status 09HP0036
Teaching practices and learning environments	✓	✓
Services for children with disabilities	✓	✓
Home-based services	✓	✓
Program Management*		
Program management structure	✓	✓
Ongoing oversight and continuous improvement of education and child development services	✓	✓
Hiring, supervision, and development of education and child development staff	✓	✓
Financial Management*		
Adequacy of resources for education and child development services	✓	✓

* *Program and Financial Management* data is only presented in this summary table; no narrative text is provided in the sections that follow. See Section II for narrative description of grantee *Program Management* and *Financial Management* performance.

Performance Area Summary

Teaching practices and learning environments. The monitoring review found your program uses a developmentally appropriate research-based curriculum that aligns with the Head Start Early Learning Outcomes Framework, and has implemented effective teaching practices and well-organized learning environments that promote progress in children's development and growth.



California Street Early Head Start Classroom

Services for children with disabilities. The monitoring review found your program fully engages children with disabilities in all aspects of the program, engages families of children with disabilities in their children's learning and development, and supports families in becoming advocates for services that meet their children's needs.

Home-based services. The monitoring review found your home-based program provides home visits and group socialization activities that promote secure parent-child relationships and help parents provide high-quality early learning experiences for their children.

2. Health Program Services

This section indicates your program's performance in delivering the following Health Program services: addressing health status and health needs; oral health and nutrition services; mental health services; services for pregnant women; and maintaining healthy and safe environments.

Health Program Services Performance Summary

Health Program Service Delivery		
Performance Area	Performance Status 09CH010071	Performance Status 09HP0036
Addressing health status and health needs		
Oral health and nutrition services		
Mental health services		
Services for pregnant women		
Healthy and safe environments		
Program Management*		
Program management structure		
Ongoing oversight and continuous improvement of health program services		
Hiring, supervising, and developing health program service staff		
Financial Management*		
Adequacy of resources for health program services		

* *Program and Financial Management* data is only presented in this summary table; no narrative text is provided in the sections that follow. See Section II for narrative description of grantee *Program Management* and *Financial Management* performance.

Performance Area Summary

Addressing health status and health needs. The monitoring review found your program effectively collects, tracks, addresses, and shares information regarding each child's health status and health needs, including health, mental health, oral health, and nutritional needs.

Oral health and nutrition services. The monitoring review found your program has a system for maintaining and monitoring for effective oral health practices and providing nutrition services that meet the nutritional needs of and accommodate the feeding requirements of each child.

Mental health services. The monitoring review found your program effectively utilizes mental health consultation to support staff, including home visitors, in identifying and meeting children's mental health and social and emotional needs.

Services for pregnant women. The monitoring review found your program provides and monitors for quality services for enrolled pregnant women to access through referrals, at a minimum, healthcare to provide them with information to support prenatal and post-partum care, maternal and infant health, and emotional well-being.

Healthy and safe environments. The monitoring review found your program has implemented a process for monitoring and maintaining healthy and safe environments.

3. Family and Community Engagement Program Services

This section indicates your program's performance in the following Family and Community Engagement Services: integrating family engagement into all systems and services; creating responsive program environments; and identifying family needs and making progress toward individual family outcomes.

Family and Community Engagement Services Performance Summary

Family and Community Engagement Service Delivery		
Performance Area	Performance Status 09CH010071	Performance Status 09HP0036
Integrating family engagement into all systems and services		
Creating responsive program environments		
Identifying family needs and making progress toward individual family outcomes		
Program Management*		
Program management structure		
Ongoing oversight and continuous improvement of family and community engagement services		
Hiring, supervising, and developing family and community engagement staff		
Financial Management*		
Adequacy of resources for family and community engagement services		

* Program and Financial Management data is only presented in this summary table; no narrative text is provided in the sections that follow. See Section II for narrative description of grantee Program Management and Financial Management performance.

Performance Area Summary

Integrating family engagement into all systems and services. The monitoring review found your program integrates family engagement and support strategies into all systems and demonstrates progress in providing quality program services to support family well-being and promote school readiness.

Creating responsive program environments. The monitoring review found your program creates welcoming, culturally, and linguistically responsive program environments.

Identifying family needs and making progress toward individual family outcomes. The monitoring review found your program collaborates with parents to identify strengths and needs and make progress toward individual family outcomes.

--- End of Report ---

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Community Development/Ralph Martinez		Month/Year: August 2018
Program/Work Unit: Outreach & Advocacy	Total Staffing: 5	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>		
August Program Activities		
CAPK Program	Activity	
Agency/ Outreach	<ul style="list-style-type: none"> Agency Communications Plan edits Donor Perfect fundraising software (donor/potential donors) Veteran Stand Down Committee meetings Cal Conservation Corp - Norwalk Energy Hub (Aug 9) Brightwood College – CAPK presentations (Aug 13) August Newsletter Community Meeting on Homelessness (Aug 13) Wonderful Company (Aug 9) Access Capital (Aug 16) California Veterans Assistance Foundation (Aug 21) Self-Help (Aug 21) Beale Library EPIC program tour (Aug 21), Grand Opening & Social Media Support Mid-State Dev Corp (Aug 24) Center for Home (Drop In Center & Food Bank of Eastern Michigan, Michigan) CAPCON18 National CAP Conference, Denver CAPK Weekly Reader Agency-wide/program website updates 	
Food Bank	<ul style="list-style-type: none"> Free Farmers Markets in Bakersfield, Wasco and Arvin – Marketing (TV, radio, newspaper and social media) Feed the Need Food Drive coordination meeting Rabobank Food Drive coordination meeting 	
Friendship House	Mixer and More coordination meeting & marketing plan/materials	
Head Start	QR Code Business Cards	
Shafter Youth Center	Department of Corrections Site Visit	
Energy	Weatherization marketing meeting/materials	
MCAP	Marketing materials	
VITA	Kern VITA Partnership – marketing materials	
Upcoming Events		
Date	Activity	
September	Energy Awareness Month	
September 3	Labor Day!	
September 8	Free Farmers Market in Wasco – LAST of the SEASON, Please VOLUNTEER!	
September 14	Rabobank Food Drive kick - off	
September 26	Free Farmers Market in Bakersfield (Catholic Charities)	
September 27	Feed the Need Food Drive at the Kern County Fair	

COMMUNITY ACTION PARTNERSHIP *of* KERN
BUDGET & FINANCE COMMITTEE MEETING
5005 Business Park North, Bakersfield, CA
September 19, 2018
12:00 p.m.

MEETING MINUTES

a. **Call to Order**

Ana Vigil called the meeting to order at 12:03 pm at the Community Action Partnership of Kern administrative building, 5005 Business Park North, Bakersfield, CA.

b. **Roll Call**

Roll Call was taken with a quorum present.

Present: Janea Benton (arrived at 12:21 pm), Jimmie Childress, Guadalupe Perez, Ana Vigil

Absent: Warren Peterson

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

c. **Approval of Agenda**

Motion was made and seconded to approve the Budget & Finance Committee Meeting Agenda for September 19, 2018. Carried by unanimous vote (Perez/Childress).

d. **Public Forum:**

No one addressed the committee.

e. **New Business**

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

- Interconnection.org for in-kind donation of 20 Computers & Monitors for the VITA Program
- Wonderful Company for Free Farmers Market in Delano
- Wonderful Company for Free Farmers Market in Wasco
- California Department of Community Services and Development for 2018 Cal EITC Free Tax Preparation Assistance Grant for VITA
- Update on potential Housing Projects and Funding Sources (verbal)

Sheila Shegos reported that items presented at the PRE Committee Meeting on September 12, 2018, were approved, and stated that three new funding requests are being presented to the Budget & Finance Committee for approval. Sheila also reported that a new committee is being formed to address issues low-income housing issues and will be comprised of two CAPK Board members, two CAPK staff, and two individuals from the community. This committee will report their findings and recommendations to the Board.

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

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

Emily Gonzalez Demont provided the Kern Head Start Budget to Actual Report for the period ended August 31, 2018. At six months (50%) into the budget period, overall Base Fund expenditures are at 35% of budget. Training & Technical Assistance (T&TA) funds are at 80% of budget. Carryover funds were used to purchase three food delivery vans and other uses for the remaining carryover funds are identified in the report. The Non-Federal Share is at 51% of budget.

Emily Gonzalez Demont provided the Kern Early Head Start Budget to Actual Report for the period ended August 31, 2018. Six months (50%) of the budget period have elapsed. Overall Base Fund expenditures are at 32% of budget and the Training & Technical Assistance funds are at 37% of budget. Carryover funds allowed for the purchase of a replacement food delivery van and a replacement program vehicle will also be purchased in the near future.

Donna Holland provided the San Joaquin Early Head Start Budget to Actual Report for the Period Ended August 31, 2018. Seven months (58%) of the budget period have elapsed and overall Base Fund expenditures are at 55% of budget. Training & Technical Assistance Funds are at 44% of budget and the Non-Federal Share is at 43% of budget. Due to recently awarded COLA and TA&T funds, the Non-Federal Share requirement increased by \$42,121. Staff is prepared to submit a request to waive the requirement later in the budget period, if needed.

Donna Holland provided the Early Head Start Child Care Partnerships Budget to Actual Report for the period ended August 31, 2018. Twelve months (100%) of the budget period have elapsed. Overall Base Fund expenditures are at 100% of budget. Carryover funds are at 100% of budget, Training & Technical Assistance funds are at 99% of budget, and the Non-Federal Share is at 108% of budget.

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

c. Early Head Start San Joaquin Refunding Application with Resolution – Emily Gonzalez Demont, Assistant Director of Grants Management for Head Start / State Child Development – **Action Item**

Emily Gonzalez Demont reported that the Head Start Child Development Division is requesting approval to submit the year five application for continued funding for Early Head Start San Joaquin Grant #09CH010071. There are no changes to the program's service delivery options for the grant. Funding will support program operations from February 1, 2019 through January 21, 2020. The attached Resolution will be presented to the full Board for approval on September 26, 2018.

A motion was made to approve the Early Head Start San Joaquin Refunding Application with Resolution. Carried by unanimous vote. (Perez/Childress)

d. Request to Approve Submission of the Fiscal Year 2019-20 Continued Funding Application for California

Department of Education Programs (CSPP, CMIG, CMSS, CCTR, CMAP) with Resolution – Emily Gonzalez Demont, Assistant Director of Grants Management of Head Start / State Child Development – **Action Item**

Emily Gonzalez Demont presented information regarding the FY 2019-20 continued funding application for the following programs: State Preschool (CSPP); Migrant Child Care (CMIG); Migrant Specialized Services (CMSS); General Child Care (CCTR); and Migrant Alternative Payment Program (CMAP). Increases to the Standard Reimbursement Rate (SRR) were effective July 1, 2018 for CSPP, CMIG, and CCTR. CMAP will maintain the current Regional Market Rate (RMR). Staff recommends approval with resolution, to submit the continued funding application and to present to the full Board for approval on September 26, 2018.

A motion was made to approve the submission of the Fiscal Year 2019-2020 Continued Funding Application for California Department of Education Programs (CSPP, CMIG, CMSS, CCTR, CMAP) with Resolution. Carried by unanimous vote. (Childress/Perez)

e. Realtor Services Selection – Emilio Wagner, Director of Operations – **Info Item**

Emilio Wagner provided a brief overview of the selection process by staff, which led to the recommendation that Cushman and Wakefield Pacific represent CAPK with real estate interests. The recommendation to enter into a contract with Cushman and Wakefield Pacific was approved by CEO, Jeremy Tobias. Fees for services are 5%. However, if there is no broker on the other end, the firm will reduce fees to 4% and donate 1% back to the Agency. Emilio also confirmed that the firm carries the required insurance coverage.

f. **Finance Director Report**

a. Discretionary Fund Update – Tracy Webster, Chief Financial Officer – **Info Item**

Tracy Webster provided a copy of the Discretionary Fund Report and stated that there is an increase of \$1,163 to the fund from the prior month, which represents a .3% increase. There is an overall increase of 8.9% since the start of the fiscal year.

b. Financial Statements, August 2018 – Tracy Webster, Chief Financial Officer – **Action Item**

Tracy Webster provided a copy of the Financial Statements for August 2018 and reported that it was necessary borrow \$255,000 from the line of credit on August 31, and funds were repaid on September 4 due to the long holiday weekend. The line of credit fee is \$166 and it will show on up on the next statement. Central Kitchen is 50% into the budget period and is on target with budget. The Operating Cash Summary shows the Agency's net assets are at \$10.6 million, above the required amount for existing loan obligations. The overall budget to actual for the agency is at 44% which is typical due to staff being out during the summer, and the percentage is expected to accelerate during the fall and winter. The Indirect Fund revenue for the fiscal year is \$81,512 and it is likely that the revenue will exceed the projected budget amount.

Tracy reported that the Finance Division currently has two staff on leave, two vacancies, and temporary employees have helped to fill in the gaps. The auditors arrive on Monday, September 24, and it is anticipated that audit deliverables will be on-time and financials on target.

Janea Benton referred to a report that indicates a vacancy for the Deputy CFO position which was recently filled. Tracy responded that the position is now vacant and Human Resources is actively recruiting to fill the position.

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

7. **Committee Member Comments**

Jim Childress asked for clarification on the housing and homeless projects. Jeremy Tobias provided a response and clarified that staff is looking into both options as separate projects. Funding is key to moving forward but staff is collecting information and will bring recommendations to the Board.

Ana Vigil attended the Wasco Free Farmers Market and said it was a great event and well attended with a lot of volunteers to assist. Many people in the community were able to take advantage of the fresh fruit and vegetables.

8. **Next Scheduled Meeting**

Budget & Finance Committee Meeting
Wednesday, October 24, 2018
12:00 p.m.
5005 Business Park North
Bakersfield, California 93309

9. **Adjournment**

The Meeting was adjourned at 12:45 pm

COMMUNITY ACTION PARTNERSHIP OF KERN
FUNDING REQUESTS AND APPLICATION STATUS REPORT
PENDING - August 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
5/30/2018	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	5/31/2018	US Dept. Of Treasury, Internal Revenue Service	Kern VITA Partnership (2 years of Funding)	\$324,020
6/28/2018	6/29/2017	Blue Shield of California	ART and Relationship Violence for Youth	\$250,000
7/11/2018	6/29/2018	US Department of Health and Human Services	CAPK Teen Pregnancy Prevention Program (2 years of funding)	\$560,970
7/11/2018	7/26/2018	Kern County Behavioral Health	Homeless Engagement and Linkage (HEAL) & Homeless Drop-in Center Project	\$1,484,774
7/31/2018	7/31/2018	Kern County Community Corrections Partnership CCP	FHCC Realignment, Reapplication (3 years of funding)	\$362,305
8/31/2018	8/1/2018	So Cal Gas Co	Clean Energy Project	\$25,000
TBD	8/9/2018	Molina Foundation	19,000 Books	
TBD	8/17/2018	InterConnection Foundation	20 Refurbished Desk Top Computers w/monitors for VITA	
TBD	8/27/2018	Wonderful Foundation	CAPK Food Bank Free Farmers Markets-Delano	\$50,000
TBD	8/28/2018	Wonderful Foundation	CAPK Food Bank Free Farmers Markets-Wasco	\$50,000

COMMUNITY ACTION PARTNERSHIP OF KERN
FUNDING REQUESTS AND APPLICATION STATUS REPORT
AWARDED - August 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	6/1/2018-12/31/2018
5/30/2018	6/13/2018	US FEMA, United Way of Kern County	Food Bank Emergency Food-Phase 35	\$125,000	\$ 93,230	1/1/2019-12/31/2019
6/27/2018	6/19/2018	Starbucks Foundation	PREP Works	\$50,000	\$ 30,000	01/01/2019-6/30/2019
				Total Awards	\$ 885,340	

COMMUNITY ACTION PARTNERSHIP OF KERN
FUNDING REQUESTS AND APPLICATION STATUS REPORT
DECLINED - August 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	EKFRC/ 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
5/16/18 (PRE)	7/2/2018	U.S. Administration for Community Living, Administration for Aging	SYC Happy, Healthy Seniors Program (3 Years)	\$ 150,000

Community Action Partnership of Kern Funding Request Profile

Source of Funds: Community Services Dev.

Funding Period: n/a

Project Name: VITA Computer Grant (In Kind)

CFDA #:

Funder Name: Interconnection.org

Division Director: Ralph Martinez

Grant Program Name: VITA

Program Manager: Sandi Truman

☒ **New Funding**

☐ **Re-Application**

A. Narrative description of funding request, including goals:

CAPK's VITA Program is requesting up to 20 computers & 20 monitors from Interconnection.org, a nonprofit dedicated to supplying refurbished computers and technology training to underserved communities. The addition of 20 desktops will build VITA's capacity to increase the number of program Volunteers to file electronic State & Federal tax returns thereby enabling more access for Kern families and local businesses to have their returns processed.

For the 2017 Tax Season, VITA recruited 110 Volunteers who helped complete over 4,700 tax returns, collecting \$4.9 million in State & Federal refunds, \$3.6 million in State & Federal EITC's and generating \$8.5 million dollars for the local Kern economy.

B. Use of Funds:

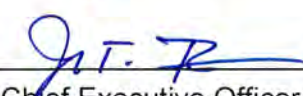
The in kind contribution of Computers/Monitors will also include the latest operating systems Windows 10 and Microsoft Office Suite 365.

C. Approvals:

1. _____
Division Director Date

3.  _____ 9/4/18
Chief Financial Officer Date

2.  9-4-18
Director of Community Development Date

4.  9/5/18
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

CFDA # N/A

Project Name: Free Farmers Market, Delano

Division Director: Carmen Segovia

Funder Name: Wonderful Foundation

Program Manager: Jaime Orona

Grant Program Name: CAPK Food Bank

☒ **New Funding**

☐ **Re-Application**

Funding Period: Jan. 1, 2019-Dec. 31, 2019

A. Narrative description of funding request, including goals:

CAPK is applying for up to \$50,000 to bring CAPK Food Banks Free Farmers Market to Delano. The Wonderful Delano Free Farmers Markets will help fight food insecurity and increase healthy eating choices for Delano low-income residents and families by holding 6 Free Farmers Markets at the Delano Regional Medical Center, located at 1401 Garces Hwy., Delano.

At each of the six Free Farmers Markets, 450 low-income and food insecure Delano households will receive approximately 15lbs of fresh produce—approximately 108,000 lbs. distributed by December 31, 2019. Much of the fresh produce will come from Ag Against Hunger and the California Association of Food Banks. The produce is free of charge but CAPK will pay the freight charges for delivery to the Food Bank. To add variety to the farmers market selections, the CAPK Food Bank will seek donations through well established relationships with local farms such as Wonderful Citrus, Varsity Produce, Columbine Vineyards, Zuckerman Farms, and Grimmway Farms for locally sourced seasonal items such as potatoes, leafy greens, beats, oranges, strawberries, carrots, and apples. CAPK is partnering with Delano Regional Medical Center to provide in-kind services: the location for the farmers markets, cooking demonstrations, sampling, recipes, and nutrition education.

B. Use of Funds: The requested funds of up to \$50,000 will be used to pay freight charges to bring the free produce to Kern; mileage to and from Delano; staff time; general supplies; and printing of outreach materials.

C. Approvals:

1. <u>Carm Segovia</u> <u>9/14/18</u> Division Director Date	3. <u>Jaime Orona</u> <u>9/14/18</u> Chief Financial Officer Date
2. _____ Director of Community Development Date	4. <u>JIT-A</u> <u>9/14/18</u> 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

CFDA # N/A

Project Name: Free Farmers Market, Wasco

Division Director: Carmen Segovia

Funder Name: Wonderful Foundation

Program Manager: Jaime Orona

Grant Program Name: CAPK Food Bank

☐ **New Funding**

☒ **Re-Application**

Funding Period: Jan. 1, 2019-Dec. 31, 2019

A. Narrative description of funding request, including goals:

CAPK is re-applying for up to \$50,000 to continue CAPK Food Banks Free Farmers Market to Wasco. The Wonderful Wasco Free Farmers Markets will help fight food insecurity and increase healthy eating choices for Wasco low-income residents and families by holding 6 Free Farmers Markets at the Wasco Parks and Recreation facility located at 1202 Poplar Ave.

At each of the six Free Farmers Markets, 450 low-income and food insecure Delano households will receive approximately 15lbs of fresh produce—approximately 108,000 lbs. distributed by December 31, 2019. Much of the fresh produce will come from Ag Against Hunger and the California Association of Food Banks. The produce is free of charge but CAPK will pay the freight charges for delivery to the Food Bank. To add variety to the farmers market selections, the CAPK Food Bank will seek donations through well established relationships with local farms such as Wonderful Citrus, Varsity Produce, Columbine Vineyards, Zuckerman Farms, and Grimmway Farms for locally sourced seasonal items such as potatoes, leafy greens, beats, oranges, strawberries, carrots, and apples.

B. Use of Funds: The requested funds of up to \$50,000 will be used to pay freight charges to bring the free produce to Kern; mileage to and from Wasco; staff time; general supplies; and printing of outreach materials.

C. Approvals:

1. C Segovia 9/14/18
Division Director Date

3. Jaime Orona 9/14/18
Chief Financial Officer Date

2. _____
Director of Community Development
Date

4. J.T. R 9/14/18
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: Public

Funding Period: 11/1/2018-06/30/2019

Project Name: 2018 Cal EITC Free Tax
Preparation Assistance Grant

CFDA # N/A

Funder Name: California Department of
Community Services and Development

Division Director: Ralph Martinez

Program Manager: Sandi Truman

Grant Program Name: CAPK VITA

☒ **New Funding**

☐ **Re-Application**

A. Narrative description of funding request, including goals:

CAPK's VITA is applying for \$125,000 from the California Department of Community Services and Development (CSD) to increase awareness and expand access to CAPK VITA for low-to-moderate income individuals and families in Kern County.

The funding will allow CAPK VITA to increase outreach and engagement, expand service sites, and add seasonal staff to increase the number of people served. CAPK VITA will add at least two new seasonal sites — (tentative) Saturday rotation between CAPK's Friendship House Community Center and Shafter Youth Center—as well as 2 pop-up sites if needed.

B. Use of Funds:

Funding of \$125,000 will be used for staff time for an Outreach Specialist, and two site coordinators, as well as 10 hours a week of the program manager; outreach and printing; EITC Awareness Day Event; space costs; staff mileage; and general program supplies.

C. Approvals:

1. _____
Division Director Date

3.  9/14/18
Chief Financial Officer Date

2.  9/14/18
Director of Community Development Date

4.  9/14/18
Chief Executive Officer Date

D. Board:

☐ Policy Council

☐ PRE Presentation

☐ B&F Approval

☐ Board Approval

Date: _____

Date: _____

Date: _____

Date: _____

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Budget & Finance Committee



From: Donna Holland, Fiscal Administrator

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

Date: September 19, 2018

The following are highlights of the Kern Head Start Budget to Actual Report for the period March 1, 2018 through August 31, 2018. Six months (50%) of the 12-month budget period have elapsed.

Base Funds

CAPK was awarded a Cost of Living Adjustment (COLA) in the amount of \$526,173. Overall expenditures are now at 35% of the budget.

Salaries & Fringe Benefits: Most employees assigned to Head Start are on a part-year schedule. There were no salary or payroll tax costs for these employees during the months of June, July, and part of August. These costs are expected to “catch up” as the budget period progresses.

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

Supplies: Costs will increase now that part-year staff and children have returned (mid-August).

Contractual: Legal fees expended are lower than budgeted at this point in the budget period.

Other: Renovations are underway at the Shafter and Oasis (Ridgecrest) centers; costs will be recognized once the projects are completed.

Training & Technical Assistance Funds

CAPK was awarded an additional \$103,818 in Training & Technical Assistance funds. Overall expenditures are now at 80% of the budget. The costs of annual pre-service training are included in the expenditures.

Carryover

The Office of Head Start approved the carryover of funds from the prior budget period in the amount of \$512,812 for the following projects:

- Replacement food delivery vans (3) - PURCHASED
- Replacement program vehicle (1)
- Replacement maintenance utility vehicle (1)
- Replacement convection oven (1)
- Purchase and renovation of a proposed facility at 2600 Wilson Road, Bakersfield

Procurement of the program vehicle, utility vehicle, and convection oven are in progress.

Because the proposed facility was no longer available for purchase, CAPK submitted a budget revision to utilize \$378,182 for facility projects at the Harvey L. Hall and Delano child development centers. Federal approval of the revision was received September 7, 2018 and will be reflected in the Budget to Actual Report for the period ended September 30, 2018.

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

Resulting from the recently awarded COLA and Training & Technical Assistance funds, the Non-Federal Share requirement increased by \$183,430. Non-Federal share is now at 51% 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 - August 31, 2018

Month 6 of 12 (50%)

Prepared 09/10/2018

HEAD START

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	10,597,810	3,261,181	7,336,629	31%	69%
FRINGE BENEFITS	3,533,118	1,345,436	2,187,682	38%	62%
TRAVEL	5,000	0	5,000	0%	100%
EQUIPMENT	23,000	20,358	2,642	89%	11%
SUPPLIES	886,988	372,107	514,881	42%	58%
CONTRACTUAL	126,502	47,224	79,278	37%	63%
OTHER	3,764,462	1,574,485	2,189,977	42%	58%
INDIRECT	1,826,701	564,001	1,262,700	31%	69%
TOTAL BASE FUNDING	20,763,581	7,184,792	13,578,789	35%	65%

TRAINING & TECHNICAL ASSISTANCE

TRAVEL	45,946	41,624	4,322	91%	9%
SUPPLIES	20,839	16,949	3,890	81%	19%
CONTRACTUAL	8,944	12,863	(3,919)	144%	-44%
OTHER	150,787	109,111	41,676	72%	28%
INDIRECT	22,652	17,958	4,694	79%	21%
TOTAL TRAINING & TECHNICAL ASSISTANCE	249,168	198,505	50,663	80%	20%

CARRYOVER

EQUIPMENT	134,000	98,683	35,317	74%	26%
CONSTRUCTION	378,182	0	378,182	0%	100%
INDIRECT	0	0	0		
TOTAL CARRYOVER	512,182	98,683	413,499	19%	81%

GRAND TOTAL HS FEDERAL FUNDS	21,524,931	7,481,980	14,042,951	35%	65%
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HEAD START and EARLY HEAD START KERN NON-FEDERAL SHARE

SOURCE	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
CALIF DEPT OF ED	3,878,986	1,656,683	2,222,303	43%	57%
IN-KIND	2,564,054	1,622,194	941,860	63%	37%
TOTAL NON-FEDERAL	6,443,040	3,278,877	3,164,163	51%	49%

Budget reflects Notice of Award #09CH9142-05-03 (adjusted for Child Care Food Subsidy), including COLA and T&TA increases.

Actual expenditures include posted expenditures and estimated adjustments through 08/31/2018.

Administrative Cost for HS and EHS Kern 8.3%

Agency-Wide Credit Card Report

	CURRENT	1 TO 30	31 TO 60	61 TO 90	TOTAL	STATEMENT DATE
Bank of America	11,939				11,939	8/21/2018
Lowe's	13,664	690			14,354	8/25/2018
Smart & Final	36				36	8/31/2018
Save Mart	1,761	80			1,841	8/26/2018
Chevron & Texaco Business Card	8,546				8,546	9/5/2018
Home Depot					0	Not available
	35,946	770	0	0	36,716	

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Budget & Finance Committee



From: Donna Holland, Fiscal Administrator

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

Date: September 19, 2018

The following are highlights of the Kern Early Head Start Budget to Actual Report for the period March 1, 2018 through August 31, 2018. Six months (50%) of the 12-month budget period have elapsed.

Base Funds

CAPK was awarded a Cost of Living Adjustment (COLA) in the amount of \$103,727. Overall expenditures are now at 32% of the budget.

Salaries & Fringe Benefits costs are low compared to this point in the budget period. Staff continuously monitor fiscal data in these categories to identify trends pertaining to program quality and possible savings that may be used elsewhere in the program.

Equipment: The budget provides for the purchase of a replacement program vehicle; procurement of this vehicle is in progress.

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

Contractual: Legal fees expended are lower than budgeted at this point in the budget period.

Expenditures in all other categories are somewhat low at this point in the budget period. Staff continuously monitor to identify possible savings that may be used elsewhere in the program.

Training & Technical Assistance Funds

Overall expenditures are at 37% of the budget. Training costs are incurred as needed rather than evenly throughout the year. The costs of annual pre-service training are included in the expenditures.

Carryover

The Office of Head Start approved the carryover of funds from the prior budget period in the amount of \$57,000 for the following purchases:

- Replacement food delivery van (1) - PURCHASED
- Replacement program vehicle (1)

Procurement of the program vehicle is in progress.

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 - August 31, 2018

Month 6 of 12 (50%)

Prepared 09/11/2018

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	2,221,842	624,145	1,597,697	28%	72%
FRINGE BENEFITS	655,042	215,095	439,947	33%	67%
EQUIPMENT	30,000	0	30,000	0%	100%
SUPPLIES	263,896	101,783	162,113	39%	61%
CONTRACTUAL	22,328	8,042	14,286	36%	64%
OTHER	535,893	237,263	298,630	44%	56%
INDIRECT	364,220	115,847	248,373	32%	68%
TOTAL BASE FUNDING	4,093,221	1,302,175	2,791,046	32%	68%
TRAINING & TECHNICAL ASSISTANCE					
TRAVEL	35,330	6,295	29,035	18%	82%
SUPPLIES	4,020	3,487	533	87%	13%
CONTRACTUAL	3,656	3,252	404	89%	11%
OTHER	45,179	19,169	26,010	42%	58%
INDIRECT	8,819	3,208	5,611	36%	64%
TOTAL TRAINING & TECHNICAL ASSISTANCE	97,004	35,411	61,593	37%	63%
CARRYOVER					
EQUIPMENT	57,000	28,971	28,029	51%	49%
INDIRECT	0	0	0		
TOTAL CARRYOVER	57,000	28,971	28,029	51%	49%
GRAND TOTAL EHS FEDERAL FUNDS	4,247,225	1,366,556	2,880,669	32%	68%

Budget reflects Notice of Award #09CH9142-05-03 (adjusted for Child Care Food Subsidy), including COLA increase.

Actual expenditures include posted expenditures and estimated adjustments through 08/31/2018.

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 August 31, 2018 (Month 6 of 12)

Page 1 of 1

Percent of year elapsed: 50%

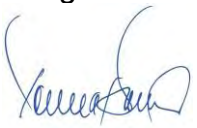
LOCATION	FUNDED ENROLL- MENT	March	April	May	June	July	Aug	YTD Totals	IN-KIND GOAL	% OF GOAL MET
Alberta Dillard	68	33,692	32,937	21,731	0	0	10,157	98,517	76,308	129%
Shafter	34	15,216	16,512	8,503	0	0	7,601	47,832	38,154	125%
San Diego Street	48	11,831	13,317	14,156	10,771	9,896	5,103	65,075	53,864	121%
Pacific	62	16,766	16,247	13,908	11,839	11,369	12,835	82,965	69,575	119%
East California	70	29,277	35,209	15,896	0	0	5,336	85,717	78,552	109%
Martha J. Morgan	83	30,873	29,947	17,626	0	0	6,744	85,191	93,140	91%
Fairview	34	13,069	11,503	6,105	0	0	3,147	33,824	38,154	89%
Primeros Pasos	76	9,563	21,624	16,661	10,089	6,159	10,438	74,534	85,285	87%
Willow	72	22,239	25,426	14,557	0	0	8,303	70,525	80,796	87%
Williams	34	10,911	10,920	6,048	0	0	4,715	32,594	38,154	85%
Faith	34	12,847	12,659	7,030	0	0	0	32,536	38,154	85%
Vineland	20	8,266	7,254	2,213	0	0	428	18,161	22,443	81%
Lamont	34	7,478	10,778	7,882	0	0	3,185	29,323	38,154	77%
Fairfax	40	6,009	9,054	12,009	0	0	5,046	32,118	44,887	72%
Harvey L. Hall	138	21,720	29,503	22,725	15,148	9,555	12,008	110,659	154,859	71%
Sterling	122	19,096	23,747	18,601	8,400	9,139	15,899	94,882	136,905	69%
Delano	76	19,655	19,877	16,675	0	0	1,788	57,995	85,285	68%
Shafter HS/EHS	36	4,713	6,144	4,731	5,032	4,275	2,120	27,017	40,398	67%
Pete H. Parra	112	19,356	23,534	21,390	9,188	9,149	0	82,617	125,683	66%
Heritage	34	7,911	10,768	4,963	0	0	999	24,641	38,154	65%
Noble	34	9,452	10,102	3,947	0	0	0	23,500	38,154	62%
Franklin	24	3,513	6,447	4,266	0	0	2,193	16,419	26,932	61%
Home Base	225	17,049	17,202	15,282	12,065	11,441	2,105	75,144	126,244	60%
Oasis	57	13,411	12,306	6,813	0	0	3,948	36,477	63,964	57%
Tehachapi	34	6,832	6,982	3,413	0	0	3,075	20,302	38,154	53%
Rosamond	100	19,580	22,748	13,481	0	0	1,221	57,031	112,217	51%
Pioneer	34	6,475	7,451	4,283	0	0	797	19,006	38,154	50%
California City	34	6,563	6,858	5,366	0	0	0	18,787	38,154	49%
Cleo Foran	34	5,926	8,272	3,789	0	0	0	17,987	38,154	47%
Planz	34	5,440	5,916	3,617	0	0	2,184	17,157	38,154	45%
Lost Hills	20	2,937	3,716	2,597	0	0	654	9,904	22,443	44%
Oildale	34	5,905	5,413	3,750	0	0	747	15,815	38,154	41%
McFarland	24	4,784	3,808	2,560	0	0	0	11,153	26,932	41%
Seibert	34	6,818	4,353	2,998	0	0	0	14,170	38,154	37%
Virginia	34	5,596	5,282	0	0	0	1,761	12,639	38,154	33%
Alicante	34	4,692	4,248	2,107	0	0	1,526	12,573	38,154	33%
Wesley	60	6,389	8,795	3,719	0	0	2,855	21,758	67,330	32%
Casa Loma	34	4,741	5,183	1,355	0	0	0	11,279	38,154	30%
Mojave	34	4,209	4,167	2,109	0	0	413	10,896	38,154	29%
Roosevelt	34	2,820	4,408	1,913	0	0	0	9,142	38,154	24%
Sunrise Villa	34	4,377	2,811	1,945	0	0	0	9,133	38,154	24%
Rafer Johnson	34	3,563	3,419	0	0	0	1,337	8,318	38,154	22%
Taft	78	6,592	6,061	1,103	0	0	0	13,756	87,529	16%
Broadway	44	0	0	0	0	0	1,428	1,428	49,375	3%
Administrative Services		0	0	0	0	0	0	0	0	NA
Program Services		920	1,867	0	0	0	0	2,787	67,661	4%
Policy Council and RPC		1,239	1,542	108	515	0	0	3,404	38,727	9%
SUBTOTAL IN-KIND	2,369	480,311	536,314	343,931	83,047	70,984	142,096	1,656,683	2,638,565	63%
State General Child Care*		156,851	158,335	88,070	0	124,100	124,100	651,456	1,293,059	50%
State Preschool*		252,099	284,045	170,865	0	88,389	88,389	883,788	2,302,208	38%
State Migrant Child Care*		27,786	29,131	3,478	0	13,277	13,277	86,949	209,207	42%
SUBTOTAL CA DEPT of ED		436,736	471,511	262,413	0	225,767	225,767	1,622,194	3,804,474	43%
GRAND TOTAL		917,047	1,007,825	606,344	83,047	296,751	367,863	3,278,877	6,443,039	51%

*May include estimates

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Budget & Finance Committee



From: Donna Holland, Fiscal Administrator

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

Date: September 19, 2018

The following are highlights of the San Joaquin Early Head Start Budget to Actual Report for the period February 1, 2018 through August 31, 2018. Seven months (58%) of the 12-month budget period have elapsed.

Base Funds

CAPK was awarded a Cost of Living Adjustment (COLA) in the amount of \$131,204. Overall expenditures are now at 55% 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. Travel costs for monthly support will continue through the end of the budget period.

The **Equipment** budget provides for two replacement vehicles, which have not yet been purchased.

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

CAPK was awarded an additional \$37,278 in Training & Technical Assistance funds. Overall expenditures are now at 44% of the budget.

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

Supplies, Contractual and Other costs are low compared to the period elapsed. Costs in these categories occur as needed, rather than evenly throughout the year.

Non-Federal Share

Resulting from the recently awarded COLA and Training & Technical Assistance funds, the Non-Federal Share requirement increased by \$42,121. Non-Federal share is now at 43% 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 - August 31, 2018

Month 7 of 12 (58%)

Prepared 09/10/2018

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	3,097,074	1,695,411	1,401,663	55%	45%
FRINGE BENEFITS	827,018	479,176	347,842	58%	42%
TRAVEL	20,232	17,397	2,835	86%	14%
EQUIPMENT	47,500	0	47,500	0%	100%
SUPPLIES	135,535	83,936	51,599	62%	38%
CONTRACTUAL	11,923	10,094	1,829	85%	15%
OTHER	593,113	323,550	269,563	55%	45%
INDIRECT	445,116	257,202	187,914	58%	42%
TOTAL	5,177,511	2,866,765	2,310,746	55%	45%

TRAINING & TECHNICAL ASSISTANCE FUNDS

PERSONNEL	25,200	9,863	15,337	39%	61%
FRINGE BENEFITS	8,689	3,657	5,032	42%	58%
TRAVEL	9,959	8,634	1,325	87%	13%
SUPPLIES	7,961	3,588	4,373	45%	55%
CONTRACTUAL	3,500	0	3,500	0%	100%
OTHER	53,033	21,483	31,550	41%	59%
INDIRECT	10,833	4,722	6,111	44%	56%
TOTAL	119,175	51,947	67,228	44%	56%

GRAND TOTAL EHS FEDERAL FUNDS	5,296,686	2,918,713	2,377,973	55%	45%
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NON-FEDERAL SHARE	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
IN-KIND	1,324,172	574,156	750,016	43%	57%
TOTAL NON-FEDERAL FUNDS	1,324,172	574,156	750,016	43%	57%

Centralized Administrative Cost	7.5%
Program Administrative Cost	2.7%
Total Administrative Cost	10.3%

Budget reflects Notice of Award #09CH010071-04-03 (COLA and T&TA increases)

Actual expenditures include posted expenditures and estimated adjustments through 8/31/2018

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 August 31, 2018 (Month 7 of 12)

Percent of year elapsed: **58%**

LOCATION	FUNDED ENROLL- MENT	Feb	March	April	May	June	July	Aug	YTD Totals	IN-KIND GOAL	% OF GOAL MET
Home Base - Lodi	35	5,551	10,440	10,444	9,950	8,352	10,640	0	55,376	95,359	58%
Lodi UCC	30	12,131	13,605	10,882	13,879	8,383	12,859	12,447	84,186	163,472	51%
Home Base - Manteca	12	3,628	4,255	2,413	2,207	152	1,409	0	14,064	32,694	43%
Home Base - Stockton	90	13,682	25,071	21,954	16,155	7,872	8,746	0	93,479	245,208	38%
Chrisman	30	7,252	12,783	13,845	9,312	5,737	11,951	0	60,880	163,472	37%
Walnut	24	4,138	8,093	8,225	10,273	5,925	9,478	0	46,132	130,777	35%
California Street	24	5,705	9,601	8,203	9,043	4,715	7,911	218	45,395	130,777	35%
St. Mary's	16	3,507	5,683	5,348	6,174	4,066	3,396	0	28,174	87,185	32%
Kennedy	16	1,791	5,701	5,717	4,418	441	4,887	0	22,955	87,185	26%
Marci Massei	24	3,176	5,938	5,703	6,298	3,735	5,983	0	30,834	130,777	24%
Home Base - Tracy	12	1,484	2,342	1,064	1,059	0	836	0	6,784	32,694	21%
Administrative Services		0	0	0	0	0	0	0	0	0	
Program Services		10,954	12,376	16,171	16,673	11,973	8,655	8,655	85,457	21,858	391%
Policy Council		342	97	0	0	0	0	0	439	2,713	16%
SUBTOTAL IN-KIND	313	73,340	115,986	109,968	105,440	61,350	86,751	21,320	574,156	1,324,172	43%

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Budget & Finance Committee



From: Donna Holland, Fiscal Administrator

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

Date: September 19, 2018

The following are highlights of the Early Head Start Child Care Partnerships Budget to Actual Report for the period September 1, 2017 through August 31, 2018. Twelve months (100%) of the 12-month budget period have elapsed.

Base Funds

Overall expenditures are at 100% of the budget.

In the **Supplies** category, purchases in the amount of \$12,883 were obligated during 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. Additional office and program supplies (\$2,521) were purchased during the year.

In the **Other** category, costs of occupancy were lower than budgeted.

Expenditures in all other categories were close to 100% of the budget.

Carryover Funds

Overall expenditures are at 100% of the budget.

Unexpended funds from the prior budget period were carried over to complete facility projects at the Garden Pathways and Bakersfield College locations. Savings in the Equipment and Supplies categories were applied to facility improvements. Actual indirect costs were higher than the amount budgeted.

Training & Technical Assistance (T&TA)

Overall expenditures are at 99% of the budget. Savings in the Supplies category were used to augment other staff development costs.

Non-Federal Share

Non-Federal share is at 108% 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 - August 31, 2018

Month 12 of 12 (100%)

Prepared 09/10/2018

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	120,354	120,999	(645)	101%	-1%
FRINGE BENEFITS	32,245	31,195	1,050	97%	3%
SUPPLIES	1,000	15,404	(14,404)	1540%	-1440%
CONTRACTUAL	461,870	449,203	12,667	97%	3%
OTHER	12,662	9,851	2,811	78%	22%
INDIRECT	62,806	62,627	179	100%	0%
TOTAL BASE	690,937	689,279	1,658	100%	0%

CARRYOVER FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
EQUIPMENT	60,310	48,500	11,810	80%	20%
SUPPLIES	29,226	13,979	15,247	48%	52%
OTHER	73,353	94,893	(21,540)	129%	-29%
INDIRECT	10,258	15,737	(5,479)	153%	-53%
TOTAL CARRYOVER	173,147	173,109	38	100%	0%

TRAINING & TECHNICAL ASSISTANCE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
TRAVEL	5,294	3,999	1,295	76%	24%
SUPPLIES	3,506	3,348	158	95%	5%
OTHER	10,465	11,773	(1,308)	112%	-12%
INDIRECT	1,926	1,912	14	99%	1%
TOTAL TRAINING & TECHNICAL ASSISTANCE	21,191	21,031	160	99%	1%

GRAND TOTAL FEDERAL FUNDS	885,275	883,418	1,857	100%	0%
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NON-FEDERAL SHARE	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
IN-KIND	221,319	239,224	(17,905)	108%	-8%
TOTAL NON-FEDERAL FUNDS	221,319	239,224	(17,905)	108%	-8%

Centralized Administrative Cost	7.2%
Program Administrative Cost	1.3%
Total Administrative Cost	8.5%

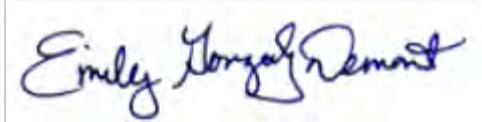
Budget reflects Notice of Award #09HP0036-03-01.

Actual expenditures include posted expenditures and estimated adjustments through 8/31/2018.

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Budget and Finance Committee



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

Subject: *Agenda Item 5c:* Early Head Start San Joaquin Refunding Application with Resolution – **Action Item**

Date: September 19, 2018

The Head Start and State Child Development Division is requesting approval to submit the Year five application for continued funding for our Early Head Start San Joaquin Grant (# 09CH010071). Funding will support program operations from February 1, 2019 through January 31, 2020.

Currently, there are no changes to the program's service delivery options for this grant. We will continue to provide services within San Joaquin County as described in the latest notice of award from the Office of Head Start, which includes 164 children served in a center-based program option and 149 in a home-based program option. The funding will include \$5,177,511 in base funds and \$119,175 in Training and Technical Assistance funds. This grant will continue to support a total of 313 children.

Recommendation

Staff recommends the Budget and Finance Committee approve the funding request with resolution for the Early Head Start San Joaquin Refunding Application for 2019-2020.

Attachments:

Budget Summary

Draft Resolution Number 2018-13 approving the submission of the Early Head Start San Joaquin Refunding Application for 2019-2020

**EARLY HEAD START SAN JOAQUIN COUNTY
and
CHILD AND ADULT CARE FOOD PROGRAM
2019-2020 BUDGET**

BUDGETED EXPENDITURES

Early Head Start Program Operations and Training & Technical Assistance; Child & Adult Care Food Program	2018-2019 (Current) BUDGET	2019-2020 BUDGET	VARIANCE increase (decrease)	Comments
PERSONNEL	3,122,274	3,097,729	(24,545)	
FRINGE BENEFITS	835,707	922,151	86,444	Increased participation in health insurance and pension plan
TRAVEL	30,191	30,191	-	
EQUIPMENT - Vehicle Purchase	47,500	-	(47,500)	No vehicles planned in this budget
SUPPLIES				
Office Supplies	10,350	7,100	(3,250)	Decreased postage based on actual expense
Child and Family Services Supplies	98,785	105,785	7,000	Increased based on actual
Food Services Supplies	10,000	10,000	-	
Other Supplies	24,361	26,671	2,310	Increased janitorial
TOTAL SUPPLIES	143,496	149,556	6,060	
CONTRACTUAL				
Administrative Services	11,923	12,078	155	Increased software support based on actual
Training & Technical Assistance	3,500	3,500	-	
TOTAL CONTRACTUAL	15,423	15,578	155	
OTHER				
Rent	216,605	222,072	5,467	Increased based on actual
Utilities, Telephone	95,500	111,515	16,015	Increased based on actual
Building & Child Liability Insurance	14,800	10,330	(4,470)	Decreased based on actual
Building Maintenance/Repair	92,023	82,490	(9,533)	Decreased based on actual
Nutrition Services	236,000	200,058	(35,942)	Decreased based on actual
Child Services Consultants	20,000	9,000	(11,000)	Deleted dental, nurse, and RD
Volunteers	3,338	-	(3,338)	Deleted; costs are paid by volunteer agency
Parent Services	9,723	3,625	(6,098)	Decreased reimbursements based on actual
Publications/Advertising/Printing	16,600	10,830	(5,770)	Decreased based on actual
Training or Staff Development	53,033	53,033	-	
Other	67,524	67,650	126	Increased based on actual
TOTAL OTHER	825,146	770,603	(54,543)	
INDIRECT	455,949	459,283	3,334	
BUDGETED EXPENDITURES	5,475,686	5,445,091	16,905	

REVENUES

	2018-2019 (Current) BUDGET	2019-2020 BUDGET	VARIANCE increase (decrease)	
STATE & FEDERAL REVENUES				
Early Head Start Program Operations	5,177,511	5,177,511	-	
Early Head Start Training & Technical Assistance	119,175	119,175	-	
Estimated Child & Adult Care Food Program	179,000	148,405	(30,595)	Decreased based on actual
TOTAL STATE & FEDERAL REVENUES	5,475,686	5,445,091	(30,595)	

SUMMARY - 2019-2020

TOTAL REVENUES	5,445,091
TOTAL BUDGETED EXPENDITURES	5,445,091
DIFFERENCE	-

ESTIMATED ADMINISTRATIVE RATE **8.6%**

NOTES:

CAPK uses Child & Adult Care Food Program revenues to support Early Head Start services; however, this application is for Early Head Start

The non-federal share of funding required by the Head Start Act will be \$1,324,172

RESOLUTION # 2018-13

**A Resolution of the Board of Directors
of the Community Action Partnership of Kern
Approving the San Joaquin Refunding Application for 2019-2020**

The Board of Directors of the Community Action Partnership of Kern located at 5005 Business Park North, Bakersfield, CA 93309, met on September 26, 2018 in Bakersfield, California at a scheduled Board meeting and resolved as follows:

WHEREAS, the Community Action Partnership of Kern (CAPK) is a private, non-profit 501(c)(3) corporation established as a result of the Economic Opportunity Act of 1964, and is the federally designated community action agency serving the low-income, elderly and disadvantaged residents of Kern County; and

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

WHEREAS, the Head Start/State Child Development Division is requesting to submit an application for the Early Head Start San Joaquin Grant #09CH010071 for continued funding from February 1, 2019 through January 31, 2020; and

WHEREAS, the Office of Head Start requires that an authorized signatory be named for the refunding application; and

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

NOW, THEREFORE, be it resolved that the CAPK Board of Directors hereby authorizes Jeremy T. Tobias, Chief Executive Officer or Yolanda Gonzales, Director of Head Start/State Child Development, to act on the behalf of the Board as CAPK’s representative signatory with regards to the submission of a refunding application for the Early Head Start San Joaquin Grant #09CH010071.

APPROVED by a majority vote of the Directors of the Community Action Partnership of Kern, this 26th day of September 2018.

Garth Corrigan, Chair
CAPK Board of Directors

Date

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Budget & Finance Committee



From: Emily Gonzalez Demont, Assistant Director of Grants Management

Subject: *Agenda Item 5d:* Request to Approve Submission of the Fiscal Year 2019-20 Continued Funding Application for California Department of Education Programs (CSPP, CMIG, CMSS, CCTR, CMAP) with Resolution – **Action Item**

Date: September 19, 2018

State Preschool (CSPP), Migrant Child Care (CMIG), Migrant Specialized Services (CMSS), and General Child Care (CCTR) funds are partnered with Head Start and Early Head Start funding to provide full-day center-based services for children of families needing child care in order to work or attend school or job training. The number of children to be served effective July 1, 2019 is 1,001.

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

The Budget Act of 2018 included increases to the Standard Reimbursement Rate (SRR) effective July 1, 2018 for CSPP, CMIG, and CCTR. Rates of each program included a 2.795 percent increase to the SRR and a 2.71 percent Cost of Living Adjustment (COLA). CMAP will maintain the current Regional Market Rate (RMR).

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

State Preschool:	\$4,268,676
Migrant Child Care:	\$ 249,736
Migrant Specialized Services:	\$ 37,110
General Child Care:	\$2,459,263
Migrant Alternative Payment:	\$7,069,866

Recommendation

Staff recommends the Budget & Finance Committee approve with resolution the submission of the Fiscal Year 2019-20 Continued Funding Application for California Department of Education Programs (CSPP, CMIG, CMSS, CCTR, CMAP).

Attachment:

Draft Resolution #2018-14 Approving Submission of the 2019-20 Continued Funding Application for California Department of Education Programs

RESOLUTION # 2018-14

**A Resolution of the Board of Directors
of the Community Action Partnership of Kern
Approving the California Department of Education Continued Funding
Application for 2019-2020**

The Board of Directors of the Community Action Partnership of Kern located at 5005 Business Park North, Bakersfield, CA 93309, met on September 26, 2018 in Bakersfield, California at a scheduled Board meeting and resolved as follows:

WHEREAS, the Community Action Partnership of Kern (CAPK) is a private, non-profit 501(c)(3) corporation established as a result of the Economic Opportunity Act of 1964, and is the federally designated community action agency serving the low-income, elderly and disadvantaged residents of Kern County; and

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

WHEREAS, the Head Start/State Child Development Division is requesting to submit the California Department of Education continued funding application for State Preschool (CSPP), Migrant Child Care (CMIG), General Child Care (CCTR), Migrant Specialized Services (CMSS) and Migrant Alternative Payment (CMAP) from July 1, 2019 through June 30, 2020; and

WHEREAS, the California Department of Education requires that an authorized signatory be named for the refunding application; and

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


NOW, THEREFORE, be it resolved that the CAPK Board of Directors hereby authorizes Jeremy T. Tobias, Chief Executive Officer or Yolanda Gonzales, Director of Head Start/State Child Development, to act on the behalf of the Board as CAPK’s representative signatory with regards to the submission of the 2019-2020 application for continued funding of California Department of Education programs.

APPROVED by a majority vote of the Directors of the Community Action Partnership of Kern, this 26th day of September 2018.

Garth Corrigan, Chair
CAPK Board of Directors

Date

COMMUNITY ACTION PARTNERSHIP OF KERN MEMORANDUM

To: Budget and Finance Committee

From: Emilio G. Wagner, Director of Operations
Date: September 19, 2018
Subject: *Agenda Item 5e: Realtor Services Selection*– **Info Item**

Background

As the Board is aware, there have been several discussions around facilities, whether it is to identify new facilities for program operations and administration through lease/purchase, or the sale of CAPK owned property. To assist staff with the planning, identification, marketing, and negotiation of facilities or real property, a reputable experienced Real Estate Broker was desired.

Current Events

On August 13, 2018 a request for proposal was sent out to fifteen real estate brokers in Kern County. As a result, three brokers submitted proposals. The proposals were scored by a three-member panel consisting of: Emilio Wagner, Director of Operations; Pritika Ram, Director of Administration; and Ralph Martinez, Director of Community Development. After scoring each proposal, Cushman and Wakefield Pacific scored the highest of the other firms, Olivieri Commercial Group and Platinum Real Estate Inc. The scoring and recommendation to award was presented to Jeremy Tobias, Chief Executive Officer, who approved the recommendation to enter in to contract with Cushman and Wakefield Pacific.

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

	03/01/18- 07/31/18	08/01/18- 08/31/18	TOTAL
BEGINNING BALANCE (NOTE 1)	\$ 475,812.07	\$ -	\$ 475,812.07
CASH RECEIPTS			
2018 Awards Banquet Donations	71,974.47	-	71,974.47 a
Donations	1,013.30	1,035.56	2,048.86
Misc. Revenue	889.81	-	889.81
Interest Income/Union Administrative Fee	201.22	203.23	404.45
TOTAL CASH RECEIPTS	74,078.80	1,238.79	75,317.59
CASH DISBURSEMENTS			
Line of Credit Interest Expense	90.26	-	90.26
Line of Credit Unused Commitment Fee	959.72	-	959.72 b
2018 Awards Banquet Expenses	21,688.09	-	21,688.09 a
Volunteer Appreciation	2,716.77	-	2,716.77 c
Fundraising Expenses	3,244.00	-	3,244.00
Miscellaneous Expenses	1,322.51	69.00	1,391.51
Indirect	2,876.07	6.90	2,882.97
TOTAL CASH DISBURSEMENTS	32,897.42	75.90	32,973.32
CASH PROVIDED (USED)	41,181.38	1,162.89	42,344.27
ENDING BALANCE	\$ 516,993.45		\$ 518,156.34
		Discretionary Cash	\$ 215,656.30
		Fund Raising Cash	302,569.04
			518,225.34
		Add: Prepaid	-
		Less: AP	(69.00)
			\$ 518,156.34

NOTES

1. For the year ended 2/28/18, the net increase to the Discretionary/Fund Raising Funds was \$54,300.66.
- a. As of 7/31/18, net 2018 awards banquet gain is \$55,039.85 (FYE 2/28/18 = \$4,753.47 + \$50,286.38 for 2018/19).
- b. Commitment fee for the period 12/31/17 to 7/31/18 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: 9/14/18

COMMUNITY ACTION PARTNERSHIP OF KERN

BUDGET AND FINANCE COMMITTEE

FINANCIAL REPORT

SEPTEMBER 2018

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET AND FINANCE COMMITTEE

SEPTEMBER 19, 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
<u>UNRESTRICTED</u>						
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
<u>RESTRICTED</u>						
EARLY HEAD START/HEAD START	12,234,628	93.600	09CH9142 - 05 - 00	03/01/18 - 02/28/19	108/109	U S DEPT OF HEALTH & HUMAN SERVICES
EARLY HEAD START CHILD CARE PARTNERSHIP	885,275	93.600	09HP0036 - 03	09/01/17 - 08/31/18	110	U S DEPT OF HEALTH & HUMAN SERVICES
EARLY HEAD START SAN JOAQUIN	2,564,103	93.600	09CHO10071 - 04	02/01/18 - 01/31/19	117	U S DEPT OF HEALTH & HUMAN SERVICES
VITA	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	586,480	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	188,396	93.575	CSPP - 7119	07/01/17 - 06/30/18	258	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF EDUCATION
CALIFORNIA STATE PRESCHOOL PROGRAM	366,642	93.596	CSPP - 7119	07/01/17 - 06/30/18	258	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF EDUCATION

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

<u>RESTRICTED cont'd.</u>	PROGRAM (COMPONENT)	AMOUNT	CFDA #	GRANT NUMBER	PROGRAM YEAR	FUND #	FUNDING SOURCE
ECONOMIC EMPOWERMENT		150,000	93.590	EE - KERN - 17 - 20	PENDING - 02/29/20	171	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES, OFFICE OF CHILD ABUSE PREVENTION
211 HOSPITAL PREPAREDNESS PROGRAM - EMERGENCY RESPONSE & SURGE CAPACITY		10,000	93.074	659 - 2017	10/24/17 - 02/28/19	186	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF HEALTH SERVICES, COUNTY OF KERN, DEPT OF PUBLIC HEALTH
EFAP (EMERGENCY FOOD ASSISTANCE PROGRAM)		92,096	10.568/ 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)		283,449	10.565	16 - 6017	10/01/17 - 09/30/18	147	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
CHILD AND ADULT CARE FOOD PROGRAM (CACFP) - KERN & SAN JOAQUIN		BASED ON MEALS SERVED	10.558	15 - 1248 - OJ	10/01/17 - 09/30/18	112/139	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF EDUCATION
WIC (WOMEN, INFANTS & CHILDREN)		4,121,940	10.557	15 - 10064	10/01/17 - 09/30/18	115	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF PUBLIC HEALTH
SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM (SNAP) AKA CALFRESH PROGRAM		15,999	10.561	16 - SUB - 00876	10/01/17 - 09/30/18	164	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES, INFO LINE OF SAN DIEGO dba 211 SAN DIEGO
HUD CONTINUUM OF CARE PLANNING GRANT		12,000	14.267	N/A	03/01/18 - 06/30/18	428	U S DEPT OF HOUSING & URBAN DEVELOPMENT - CITY OF BAKERSFIELD UNITED WAY OF KERN COUNTY
QUALITY RATING AND IMPROVEMENT SYSTEM (QRIS) - SAN JOAQUIN		14,000	84.412	N/A	07/01/17 - 06/30/18	117-005	U.S. DEPT OF EDUCATION - STATE OF CALIFORNIA, DEPT OF EDUCATION - FIRST 5 CALIFORNIA, COUNTY OF SAN JOAQUIN, FIRST 5 SAN JOAQUIN, RACE TO THE TOP
CCTR QRIS BLOCK GRANT		22,200		N/A	07/01/17 - 06/30/18	253-005	STATE OF CALIFORNIA, DEPT OF EDUCATION - KERN COUNTY SUPERINTENDENT OF SCHOOLS, KERN EARLY STARS
CSPP QRIS BLOCK GRANT		23,400		N/A	07/01/17 - 06/30/18	258-005	STATE OF CALIFORNIA, DEPT OF EDUCATION - KERN COUNTY SUPERINTENDENT OF SCHOOLS, KERN EARLY STARS
LIWP SOLAR PV PILOT		BASED ON WATTS INSTALLED		N/A	07/01/16 - 06/30/18	241	STATE OF CALIFORNIA - DEPT OF COMMUNITY SERVICES AND DEVELOPMENT, FRESNO ECONOMIC OPPORTUNITY COMMISSION
LIWP SINGLE FAMILY		501,468		PC06436	08/16/17 - 06/30/18	245	STATE OF CALIFORNIA - DEPT OF COMMUNITY SERVICES AND DEVELOPMENT, COMMUNITY ACTION PARTNERSHIP OF ORANGE COUNTY, RICHARD HEATH & ASSOCIATES, INC.
MIGRANT ALTERNATIVE PAYMENT		1,658,866		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
INFORMATION & EDUCATION		80,000 80,000		16 - 10206	07/01/17 - 06/30/18 07/01/18 - 06/30/19	120	STATE OF CALIFORNIA, DEPT OF PUBLIC HEALTH

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

RESTRICTED cont'd.	PROGRAM (COMPONENT)	AMOUNT	CFDA #	GRANT NUMBER	PROGRAM YEAR	FUND #	FUNDING SOURCE
TAX CHECK - OFF (FOOD BANK)		9,784		15 MOU - 00118	07/01/17 - 06/30/18	216-000	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
STATE EMERGENCY FOOD ASSISTANCE (FOOD BANK)		242,296		N/A	07/01/17 - 06/30/18	216-087	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
DIFFERENTIAL RESPONSE SERVICES		209,094		N/A	07/01/17 - 06/30/18	280	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES, COUNTY OF KERN, SUPERINTENDENT OF SCHOOLS, CHILD AND FAMILY SERVICES AGENCY, NETWORK FOR CHILDREN
FIRST 5 KERN - HELPLINE 211		90,660		2015.2.5	07/01/17 - 06/30/18	288	STATE OF CALIFORNIA, FIRST 5 CALIFORNIA, COUNTY OF KERN, FIRST 5 KERN
FIRST 5 KERN EAST KERN FAMILY RESOURCE CENTER		134,418		2015.2.6	07/01/17 - 06/30/18	281	STATE OF CALIFORNIA, FIRST 5 CALIFORNIA, COUNTY OF KERN, FIRST 5 KERN
FIRST 5 KERN - HELP ME GROW		50,921		2017.2.01	07/01/17 - 06/30/18	284	STATE OF CALIFORNIA, FIRST 5 CALIFORNIA, COUNTY OF KERN, FIRST 5 KERN
REALIGNMENT FOR SUCCESS		138,906		236 - 2017	06/01/17 - 12/31/18	246	STATE OF CALIFORNIA, DEPT OF CORRECTIONS AND REHABILITATION, COUNTY OF KERN, COMMUNITY CORRECTIONS PARTNERSHIP
COUNTY OF KERN HELPLINE 211		44,738		105 - 2018	07/01/17 - 06/30/18	389	COUNTY OF KERN
GANG PREVENTION EDUCATION SERVICES		71,406		230 - 2017	07/01/17 - 06/30/18	335	COUNTY OF KERN, DEPT OF HUMAN SERVICES
READY KERN		1,098		N/A	06/28/17 - 06/30/18	366	COUNTY OF KERN, FIRE DEPT - OFFICE OF EMERGENCY SERVICES
211 KINGS COUNTY		42,000		N/A	07/01/15 - 06/30/18	536-231	KINGS UNITED WAY
211 TULARE COUNTY		162,000		N/A	07/01/15 - 06/30/18	536-232	UNITED WAY OF TULARE COUNTY
211 MERCED COUNTY		27,400		N/A	10/22/15 - PENDING	536-233	UNITED WAY OF MERCED COUNTY
211 STANISLAUS COUNTY		60,000		N/A	07/01/17 - 06/30/18	536-234	UNITED WAY OF STANISLAUS COUNTY
PENDING		22,716		20121633	03/01/18 - 02/28/19	407-000	THE CALIFORNIA ENDOWMENT
FOOD BANK SOLAR		5,000		N/A	03/01/18 - 02/28/19	485	SOUTHERN CALIFORNIA GAS COMPANY
HUMAN RESOURCES		25,000		N/A	01/01/16 - 12/31/18	501-006	BLUE SHIELD
PREP WORKS - YOUTH CENTERS		30,000		N/A	08/01/17 - 07/31/18	444	STARBUCKS
PREP WORKS PROGRAM		25,000		N/A	07/01/17 - 06/30/18	448	WELLS FARGO FOUNDATION

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

<u>RESTRICTED</u> cont'd.	PROGRAM (COMPONENT)	AMOUNT	CFDA #	GRANT NUMBER	PROGRAM YEAR	FUND #	FUNDING SOURCE
	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%
06/30/18	n/a				
07/31/18	n/a				
08/31/18	\$ 255,000	\$ 255,000	3		

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.

Note 4: Line of credit was used on August 31, 2018, and the amount drawn was \$255,000. The loan was repaid on 9/4/18.

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 AUGUST 31, 2018	
PROGRAM (FUND)	CASH BALANCE
CHILD AND ADULT CARE FOOD PROGRAM	(237,454.73)
HEAD START/EARLY HEAD START	162,072.28
SUBTOTAL	(75,382.45)
CHILD DEVELOPMENT RESERVE No. 2	20,016.94
GENERAL CHILD CARE	(303,230.96)
MIGRANT A/P	1,208,355.08
MIGRANT CHILD CARE	(6,722.73)
MIGRANT SPECIALIZED SERVICES	5,747.62
STATE PRESCHOOL	520,747.74
SUBTOTAL	1,444,913.69
BAKERSFIELD CALIFORNIAN FOUNDATION	53.32
COMMODITY SUPPLEMENTAL FOOD PROGRAM	(106,285.89)
EF&S	46,615.00
EFAP	135,975.20
FOOD BANK	157,221.61
FOOD BANK - STATE	122,444.98
SOCAL GAS	5,000.00
WONDERFUL FOUNDATION	4,574.43
SUBTOTAL	365,598.65
ENERGY	(67,896.72)
DOE WAP	(61,770.71)
LIHEAP	(761,150.80)
LIWP SOLAR PV	(605.87)
LIWP SINGLE FAMILY	(121,568.57)
WATER TANK	(23.63)
TRANSFER NEGATIVE BALANCE	1,013,016.30
SUBTOTAL	0.00
CALIFORNIA ENDOWMENT	
CENTRAL VALLEY SMALL BUSINESS DEVELOPMENT	2,000.00
SUBTOTAL	2,000.00
211	(27,645.44)
BANK OF THE WEST	24,376.63
CAL FRESH	(7,580.18)
COST POOLS	44,366.61
CSBG	192,155.15
DIFFERENTIAL RESPONSE	(29,794.26)
DIGNITY HEALTH	15,368.62
DISCRETIONARY FUND	459,208.46
ECONOMIC EMPOWERMENT	(10,669.20)
FIRST 5 KERN 211	4,838.35
FIRST 5 KERN EAST KERN FAMILY RESOURCE CENTER	19,156.63
FIRST 5 HELP ME GROW	(8,024.19)
FRIENDSHIP HOUSE	(106,387.41)
FUNDRAISING	302,569.04
GANG PREVENTION	(8,323.89)
GENERAL FUND	49,402.41
INDIRECT FUND	1,248,303.60
IRS - VITA	(1,319.00)
INFORMATION & EDUCATION	(55,122.24)
REALIGNMENT FOR SUCCESS	(8,556.00)
SHAFTER YOUTH CENTER	(12,314.44)
STARBUCKS FOUNDATION	30,236.05
UNITED WAY 211	(1,437.61)
WELLS FARGO FOUNDATION	2,239.00
WIC	(928,783.34)
LESS: ENERGY NEGATIVE BALANCE	(1,013,016.30)
ADD: LINE OF CREDIT	255,000.00
SUBTOTAL	428,247.05
TOTAL OPERATING CASH	2,165,376.94

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
CHILD DEVELOPMENT RESERVE #1
5005 BUSINESS PARK NORTH
BAKERSFIELD, CA 93309-1651

BANK RECONCILIATION FOR MONTH ENDING
August 31, 2018

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

ACCOUNT NO.: XXXXX-X6264

BANK BALANCE ENDING: 08/31/18 0.00

DEPOSITS IN TRANSIT 0.00

OUTSTANDING CHECKS 0.00

OTHER 0.00

ADJUSTED BANK BALANCE: 08/31/18 0.00

BALANCE PER G/L 07/31/18 0.00

ADD: DEPOSITS

INTEREST 0.00

BANK ACCOUNT TRANSFER FROM GENERAL FUND

LESS: CHECKS 0.00

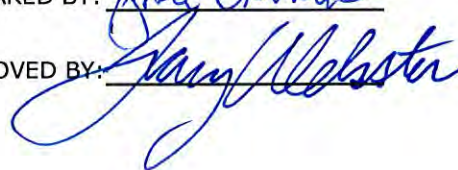
CLIENT ANALYSIS SERVICE CHARGE 0.00

BANK ACCOUNT TRANSFER TO GENERAL FUND 0.00

BALANCE PER G/L 08/31/18 0.00

DIFFERENCE: 0.00

PREPARED BY:  TITLE: Accountant DATE: 09/12/18

APPROVED BY:  TITLE: Chief Financial Officer DATE: 09/12/2018

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

BANK RECONCILIATION FOR MONTH ENDING
August 31, 2018

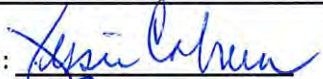

WELLS FARGO BANK, N.A.
P. O. BOX 63020
SAN FRANCISCO, CA 94163

ACCOUNT NO.: XXXXXX-X2049

BANK BALANCE ENDING:	08/31/18	213.35
DEPOSITS IN TRANSIT		0.00
OUTSTANDING CHECKS		0.00
OTHER (Pending bank transfer)		21,579.00
ADJUSTED BANK BALANCE:	08/31/18	21,792.35

BALANCE PER G/L	07/31/18	322.40
ADD: DEPOSITS		0.00
INTEREST		0.03
BANK ACCOUNT TRANSFER FROM GENERAL FUND		21,579.00
LESS: CHECKS		0.00
CLIENT ANALYSIS SERVICE CHARGE		54.24
BANK ACCOUNT TRANSFER TO GENERAL FUND		
UNPROCESSED JULY SERVICE CHARGE		54.84
BALANCE PER G/L	08/31/18	21,792.35

DIFFERENCE: 0.00

PREPARED BY: 	TITLE: <u>Accountant</u>	DATE: <u>09/12/18</u>
APPROVED BY: 	TITLE: <u>Chief Financial Officer</u>	DATE: <u>09/12/2018</u>

COMMUNITY ACTION PARTNERSHIP OF KERN**HEADSTART ACCRUED VACATION***

5005 BUSINESS PARK NORTH

BAKERSFIELD, CA 93309-1651

BANK RECONCILIATION FOR MONTH ENDING

August 31, 2018

WELLS FARGO BANK, N.A.

P. O. BOX 63020

SAN FRANCISCO, CA 94163

ACCOUNT NO.: XXXXX-X6256**BANK BALANCE ENDING: 08/31/18 482,474.69**

DEPOSITS IN TRANSIT 0.00

OUTSTANDING CHECKS 0.00

OTHER 0.00

ADJUSTED BANK BALANCE: 08/31/18 482,474.69

BALANCE PER G/L 07/31/18 482,375.12

ADD: DEPOSITS 0.00

INTEREST 99.57

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 08/31/18 482,474.69

DIFFERENCE: 0.00** This account changed name in March 2011 from "Discretionary Fund" to "Head Start Accrued Vacation".*PREPARED BY: TITLE: AccountantDATE: 09/12/18APPROVED BY: TITLE: Chief Financial OfficerDATE: 09/12/2018

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

5005 BUSINESS PARK NORTH
BAKERSFIELD, CA 93309-1651

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

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

ACCOUNT NO.: XXXXX-X1095

BANK BALANCE ENDING:	08/31/18	144,373.10
DEPOSITS IN TRANSIT		0.00
OUTSTANDING CHECKS		0.00
OTHER		0.00
ADJUSTED BANK BALANCE:	08/31/18	144,373.10

BALANCE PER G/L	07/31/18	144,403.37
ADD:		
DEPOSITS		0.00
INTEREST		22.08
BANK ACCOUNT TRANSFER FROM GENERAL FUND		
LESS:		
CHECKS		0.00
CLIENT ANALYSIS SERVICE CHARGE		52.35
BANK ACCOUNT TRANSFER TO GENERAL FUND		0.00
BALANCE PER G/L	08/31/18	144,373.10

* 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: 

TITLE: Accountant

DATE: 09/12/18

APPROVED BY: 

TITLE: Chief Financial Officer

DATE: 09/12/2018

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

BANK RECONCILIATION FOR MONTH ENDING
August 31, 2018

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

ACCOUNT NO.: XXXXX-X1921

BANK BALANCE ENDING:	08/31/18	11,261.52
DEPOSITS IN TRANSIT (CREDIT CARD)		0.00
OUTSTANDING CHECKS		0.00
OTHER		0.00
ADJUSTED BANK BALANCE:	08/31/18	11,261.52

BALANCE PER GENERAL LEDGER	07/31/18	11,341.64
ADD:		
DEPOSITS (Credit Card Donations & Shared Fee)		0.00
BANKCARD DEPOSIT		0.00
PAYPAL DEPOSIT		0.00
INTEREST		1.72
LESS:		
APPLIED MERCHANT DEBITS		0.00
CLIENT ANALYSIS SERVICE CHARGE		29.19
BANKCARD FEES		12.45
CASH CONCENTRATION FEE		0.00
FUND TRANSFER TO GENERAL FUND		0.00
JULY CHARGES UNPROCESSED		40.20
BALANCE PER GENERAL LEDGER:	08/31/18	11,261.52

* 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:

TITLE: Accountant

DATE: 09/12/18

APPROVED BY:

TITLE: Chief Financial Officer

DATE: 09/12/2018

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

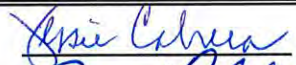
BANK RECONCILIATION FOR THE MONTH ENDED
August 31, 2018

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

OPERATING ACCOUNT
ACCOUNT NO: XXXXX-X2976

BANK BALANCE AT	08/31/18		2,479,122.59
Bank Adj			
LESS: OUTSTANDING CHECKS		568,745.65	
ADJUSTED BANK BALANCE AT	08/31/18		1,910,376.94
GENERAL LEDGER BALANCE AT	07/31/18		3,328,572.80
ADD: DEPOSITS		649,550.37	
ACH DEPOSITS		506.54	
US TREAS DRAWDOWNS		3,207,432.80	
FIRST 5 FUNDS		108,986.54	
FUNDS FROM OTHER GRANTS		13,156.09	
BORROWED FUNDS OBL133 LOC		255,000.00	
ADD: DEPOSITS UNPOSTED			
ACH DEPOSIT FOR HRA REFUND		57.75	
LESS: CHECKS ISSUED (CURRENT MONTH)		2,329,699.29	
ADP PAYROLL 08/3/18		781,916.78	
ADP PAYROLL 08/17/18		927,769.75	
ADP PAYROLL 08/31/19		1,532,366.94	
EFTS FOR HRA & STD/403B		48,776.51	
REC LOAN PRINCIPAL/INT EXPENSES		31,924.32	
UNRECONCILED DIFFERENCE			
CLIENT ANALYSIS SERVICE CHARGE		432.36	
CLIENT UNUSED FEE FOR LINE OF CREDIT		-	
GENERAL LEDGER BALANCE AT	08/31/18		1,910,376.94

DIFFERENCE: -

PREPARED BY:  TITLE: Accountant DATE: 09/11/2018

APPROVED BY:  TITLE: Chief Financial Officer DATE: 09/11/2018

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

Cardholder	Position	Amount Charged
Gloria Barbero	Administrator - EHS San Joaquin	\$ 1,651.64
Emily Gonzalez Demont	Assistant Director - Grants Management	1,014.41
Yolanda Gonzales	Director of Head Start/State Child Development Programs	3,827.93
Ralph Martinez	Director of Community Development	975.88
Raymond Quan	Director of Human Resources	-
Pritika Ram	Director of Administration	-
Carmen Segovia	Director of Health & Nutrition Services	1,826.32
Jeremy Tobias	Chief Executive Officer	305.19
Emilio Wagner	Director of Operations	2,337.56
	Total	\$ 11,938.93



GLORIA BARBERO
5472 0635 7871 **6363**
July 22, 2018 - August 21, 2018

Platinum Plus® for Business

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 \$1,651.64
Minimum Payment Due \$16.52
Payment Due Date 09/17/18

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 \$1,348.87
Payments and Other Credits **-\$1,348.87**
Balance Transfer Activity \$0.00
Cash Advance Activity \$0.00
Purchases and Other Charges \$1,651.64
Fees Charged \$0.00
Finance Charge \$0.00

New Balance Total \$1,651.64
Credit Limit \$5,000
Credit Available \$3,348.36
Statement Closing Date 08/21/18
Days in Billing Cycle 31

Transactions

Posting Date	Transaction Date	Description	Reference Number	Amount
Payments and Other Credits				
08/10	08/10	CA Banking Center payment	22206005760037918507713	- 1,348.87
		TOTAL PAYMENTS AND OTHER CREDITS FOR THIS PERIOD		-\$1,348.87
Purchases and Other Charges				
07/30	07/27	PAYPAL *COMBARRIERS 4029357733 OR	55429508208894507655921	1,140.00
07/30	07/28	ABB*BOUDIN CATERING 415-283-1230 CA	55432868209200989384208	158.73
08/06	08/02	3307 EL POLLO LOCO STOCKTON CA	25247808215000389380426	185.29
08/06	08/03	3307 EL POLLO LOCO STOCKTON CA	25247808216000548606199	10.90

0134887 0001652 0165164 5472063578716363

Account Number: 5472 0635 7871 **6363**
July 22, 2018 - August 21, 2018

New Balance Total \$1,651.64
Minimum Payment Due \$16.52
Payment Due Date 09/17/18

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

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

If you believe a transaction on your statement is an error, complete and sign a copy of this form using blue or black ink, or write a detailed letter on a separate sheet of paper. Then return it to: **PO BOX 53101, PHOENIX, AZ 85072-3101** no later than 60 days after we sent you the first bill on which the transaction or error appeared. If you prefer to speak with a representative about your dispute, please call **1.866.601.4410, 8am-8pm Est.** You do not have to pay any amount in question while we are investigating, but you are obligated to pay the parts of your bill that are not in question.

Account Number: _____
Reference Number: _____
Merchant Name: _____

☐ 7. Although I did engage in the above transaction, I dispute the entire charge or a portion in the amount of \$_____. I have contacted the merchant, returned the merchandise on ____/____/____ (MM/DD/YY) and requested a credit adjustment. I am disputing this charge because _____
Please supply proof of return or if unable to return merchandise please explain.

- ☐ 6. Merchandise shipped to me arrived damaged and/or defective. I returned it on ____/____/____(MM/DD/YY) and asked the merchant to credit my account. Please provide proof of return and describe how the merchandise was damaged and/or defective.

- ☐ 8. I notified the merchant on ____/____/____ (MM/DD/YY) to cancel the preauthorized order or reservation. Please note cancellation # and if available, enclose a copy of your telephone bill showing date and time of cancellation. Reason for cancellation: _____
- ☐ 9. Although I did engage in the above transaction, I have contacted the merchant for credit. The services to be provided on ____/____/____ (MM/DD/YY) were not received. Please describe the services to be received and explain the merchants failure to provide the services.

- ☐ 10. I was issued a credit slip that was not shown on my statement. A copy of my credit slip is enclosed. If the merchant has agreed to issue a credit, be advised the merchant has up to 30 days to supply this credit to your account.

- ☐ 11. The amount of the charge was increased from \$ _____ to \$ _____ or my sales slip was added incorrectly.

- Enclosed is a copy of the sales slip that shows the correct amount.

- ☐ 12. Other: Please explain

Home Telephone: () _____ Business Telephone: () _____

If you prefer to send a written inquiry regarding your account, please send the request to: **BANK OF AMERICA, PO BOX 982238, EL PASO, TX, 79998-2238, USA**. This address should not be utilized to dispute merchant transactions appearing on your billing statement. Please see the paragraph above for instructions regarding dispute procedures.

116

Transactions

<i>Posting Date</i>	<i>Transaction Date</i>	<i>Description</i>	<i>Reference Number</i>	<i>Amount</i>
08/06	08/03	3307 EL POLLO LOCO STOCKTON CA	25247808216000548606124	156.72
TOTAL PURCHASES AND OTHER CHARGES FOR THIS PERIOD				\$1,651.64

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	25.99% V	\$0.00	\$0.00

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



EMILY GONZALEZ DEMONT
5472 0635 7650 **7970**
July 22, 2018 - August 21, 2018

Platinum Plus® for Business

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 \$1,014.41
Minimum Payment Due \$10.14
Payment Due Date 09/17/18

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

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

Account Summary

Previous Balance \$0.00
Payments and Other Credits \$0.00
Balance Transfer Activity \$0.00
Cash Advance Activity \$0.00
Purchases and Other Charges \$1,014.41
Fees Charged \$0.00
Finance Charge \$0.00

New Balance Total \$1,014.41
Credit Limit \$10,000
Credit Available \$8,985.59
Statement Closing Date 08/21/18
Days in Billing Cycle 31

Transactions

Posting Date	Transaction Date	Description	Reference Number	Amount
		Purchases and Other Charges		
07/30	07/28	ABB*BOUDIN CATERING 415-283-1230 CA	55432868209200989384190	1,014.41
		TOTAL PURCHASES AND OTHER CHARGES FOR THIS PERIOD		\$1,014.41

0108784 0001014 0101441 5472063576507970

BUSINESS CARD
PO BOX 15796
WILMINGTON, DE 19886-5796

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

Account Number: 5472 0635 7650 **7970**
July 22, 2018 - August 21, 2018

New Balance Total \$1,014.41
Minimum Payment Due \$10.14
Payment Due Date 09/17/18

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

CUSTOMER STATEMENT OF DISPUTED ITEM (You must use a separate form for each dispute. Please print.)

If you believe a transaction on your statement is an error, complete and sign a copy of this form using blue or black ink, or write a detailed letter on a separate sheet of paper. Then return it to: **PO BOX 53101, PHOENIX, AZ 85072-3101** no later than 60 days after we sent you the first bill on which the transaction or error appeared. If you prefer to speak with a representative about your dispute, please call 1.866.601.4410, 8am-8pm Est. You do not have to pay any amount in question while we are investigating, but you are obligated to pay the parts of your bill that are not in question.

PLEASE DO NOT ALTER WORDING ON THIS FORM OR MAIL YOUR LETTER WITH YOUR PAYMENT. Provide copies of all documentation that will help us investigate your dispute (e.g. contracts, invoices, detailed letter, sales slips, return receipts, or second opinions).

Your Name: _____

Posting Date: _____ Transaction Date: _____

Amount: _____ Disputed Amount: _____

Account Number: _____

Reference Number: _____

Merchant Name: _____

Below tell us why you think the item noted above is in error. **Check one box only.**☐ 1. I certify that I do not recognize the transaction. I have attempted to contact the merchant to verify this transaction.☐ 2. I certify that the charge listed above was not made by me or a person authorized by me to use my card, nor were the goods or services represented by the transaction received by me or authorized by me.☐ 3. Although I did engage in a transaction with this merchant, I was billed for _____ transaction(s) totaling \$ _____ that I did not engage in. I have my card in my possession. If available, enclose a copy of the sales slip for the valid charge.☐ 4. I have not received the merchandise that was to be shipped to me on ____/____/____ (MM/DD/YY). I have asked the merchant to credit my account.☐ 5. Merchandise shipped to me was not as described. Please explain in detail and if applicable provide proof of return.☐ 6. Merchandise shipped to me arrived damaged and/or defective. I returned it on ____/____/____ (MM/DD/YY) and asked the merchant to credit my account. Please provide proof of return and describe how the merchandise was damaged and/or defective.☐ 7. Although I did engage in the above transaction, I dispute the entire charge or a portion in the amount of \$ _____. I have contacted the merchant, returned the merchandise on ____/____/____ (MM/DD/YY) and requested a credit adjustment. I am disputing this charge because _____. Please supply proof of return or if unable to return merchandise please explain.☐ 8. I notified the merchant on ____/____/____ (MM/DD/YY) to cancel the preauthorized order or reservation. Please note cancellation # and if available, enclose a copy of your telephone bill showing date and time of cancellation. Reason for cancellation: _____☐ 9. Although I did engage in the above transaction, I have contacted the merchant for credit. The services to be provided on ____/____/____ (MM/DD/YY) were not received. Please describe the services to be received and explain the merchant's failure to provide the services.☐ 10. I was issued a credit slip that was not shown on my statement. A copy of my credit slip is enclosed. If the merchant has agreed to issue a credit, be advised the merchant has up to 30 days to supply this credit to your account.☐ 11. The amount of the charge was increased from \$ _____ to \$ _____ or my sales slip was added incorrectly.☐ 12. Other: Please explain _____

Merchants often provide telephone numbers with their names on your billing statement. If you do not recognize a transaction, attempt first to contact the merchant for transaction information.

Cardholder Signature (required): _____ Date: _____

Home Telephone: (____) _____ Business Telephone: (____) _____

PLEASE KEEP A COPY OF BOTH SIDES OF THIS STATEMENT FOR YOUR RECORDS

PAYMENTS

We credit a payment as of the date we receive it if the payment is: 1) received by 5:00 p.m. (Eastern Time) Monday through Friday (except legal holidays). 2) received at the payment address indicated on the front of this statement. 3) paid with a check drawn in U.S. dollars on a U.S. financial institution or a U.S. dollar money order, and 4) sent in the return envelope with only the bottom portion of your statement accompanying it. Payments received after 5:00 p.m. (Eastern Time) Friday, but that otherwise meet the above requirements, will be processed on the next business day, which is usually the following Monday. Saturdays, Sundays, and holidays are not business days. Credit for payments received in any other manner may be delayed up to five business days, during which time finance charges, if applicable will continue to accrue. We will reject any payments that are not drawn in U.S. dollars and those drawn on a financial institution located outside of the United States. Please do not send cash, credit cards, correspondence, staples or paper clips with your payment. Mail your payment at least 7 days in advance of the payment due date to ensure timely delivery.

SERVICE FOR THE HEARING IMPAIRED: 1.888.500.6267, 24 Hours**CUSTOMER CORRESPONDENCE**

If you prefer to send a written inquiry regarding your account, please send the request to: **BANK OF AMERICA, PO BOX 982238, EL PASO, TX, 79998-2238, USA.** This address should not be utilized to dispute merchant transactions appearing on your billing statement. Please see the paragraph above for instructions regarding dispute procedures.

CHANGE OF ADDRESS OR TELEPHONE NUMBER? PLEASE MAKE THE CHANGE BELOW, OR VISIT US ONLINE.

PLEASE PRINT LEGIBLY.

Cardholder Name Change_____
Address_____
Address_____
City_____
State_____
ZIP_____
Home Telephone_____
Business Telephone_____
Home Telephone_____
Business Telephone

For address changes on all accounts in your program, have the authorized contact mail a request to,
**BANK OF AMERICA, PO BOX 982238,
EL PASO, TX, 79998-2238, USA**

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	25.99% 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™

You're protected

Safeguarding your purchases — it's just part of what we do

Your Bank of America Business Mastercard® protects you 24/7 with:

Purchase Assurance® coverage¹

Secure yourself against stolen or damaged items within 90 days of purchase

Extended Warranty coverage¹

Receive one additional year, on top of the manufacturer's warranty

Zero Liability Protection²

Rest assured that you won't be responsible for unauthorized use



¹ Certain restrictions, conditions and exclusions apply to Mastercard benefits. Benefits subject to change without notice. Mastercard Guide to Benefits is included in your new card account package mailed at account opening, and at bankofamerica.com through the owner's, or authorized officer's, Online Banking profile by selecting the card product in the account overview page then by selecting the **Help & Support** tab. ² Claims may only be filed against posted and settled transactions subject to dollar limits and subsequent verification, including providing all requested information supporting fraudulent use claim. Refer to your Business Card Agreement for further details. Mastercard and Purchase Assurance are registered trademarks of Mastercard International Incorporated, and are used by the issuer pursuant to license. Bank of America and the Bank of America logo are registered trademarks of Bank of America Corporation.

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YOLANDA GONZALES
5472 0635 8398 **5391**
July 22, 2018 - August 21, 2018

Platinum Plus® for Business

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 \$3,827.93
Minimum Payment Due \$38.28
Payment Due Date 09/17/18

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 \$1,492.37
Payments and Other Credits -\$1,578.16
Balance Transfer Activity \$0.00
Cash Advance Activity \$0.00
Purchases and Other Charges \$3,913.72
Fees Charged \$0.00
Finance Charge \$0.00

New Balance Total \$3,827.93

Credit Limit \$10,000
Credit Available \$6,172.07
Statement Closing Date 08/21/18
Days in Billing Cycle 31

Transactions

Posting Date	Transaction Date	Description	Reference Number	Amount
Payments and Other Credits				
08/10	08/10	CA Banking Center payment	22206005750015918855268	- 1,492.37
08/13	08/10	OFFICE DEPOT #952 BAKERSFIELD CA	05436848223100094212143	- 85.79
TOTAL PAYMENTS AND OTHER CREDITS FOR THIS PERIOD				- \$1,578.16
Purchases and Other Charges				
07/23	07/20	FOOD-EX BAKERSFIELD CA	25247808201003451006537	336.16
07/24	07/23	TARGET 00025247 BAKERSFIELD CA	05410198204091017252915	167.22
07/25	07/24	CALIFORNIA HEAD START 916-4447760 CA	85541188205900017907480	370.00

0149237 0003828 0382793 5472063583985391

BUSINESS CARD
PO BOX 15796
WILMINGTON, DE 19886-5796

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

Account Number: 5472 0635 8398 **5391**
July 22, 2018 - August 21, 2018

New Balance Total \$3,827.93
Minimum Payment Due \$38.28
Payment Due Date 09/17/18

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

If you believe a transaction on your statement is an error, complete and sign a copy of this form using blue or black ink, or write a detailed letter on a separate sheet of paper. Then return it to: **PO BOX 53101, PHOENIX, AZ 85072-3101** no later than 60 days after we sent you the first bill on which the transaction or error appeared. If you prefer to speak with a representative about your dispute, please call **1.866.601.4410, 8am-8pm Est.** You do not have to pay any amount in question while we are investigating, but you are obligated to pay the parts of your bill that are not in question.

Account Number: _____
Reference Number: _____
Merchant Name: _____

☐ 7. Although I did engage in the above transaction, I dispute the entire charge or a portion in the amount of \$_____. I have contacted the merchant, returned the merchandise on ____/____/____ (MM/DD/YY) and requested a credit adjustment. I am disputing this charge because _____
Please supply proof of return or if unable to return merchandise please explain.

☐ 8. I notified the merchant on ____/____/____ (MM/DD/YY) to cancel the preauthorized order or reservation. Please note cancellation # and if available, enclose a copy of your telephone bill showing date and time of cancellation. Reason for cancellation:

☐ 9. Although I did engage in the above transaction, I have contacted the merchant for credit. The services to be provided on / / (MM/DD/YY) were not received. Please describe the services to be received and explain the merchants failure to provide the services.

☐ 6. Merchandise shipped to me arrived damaged and/or defective. I returned it on ___/___/___(MM/DD/YY) and asked the merchant to credit my account. Please provide proof of return and describe how the merchandise was damaged and/or defective.

☐ 10. I was issued a credit slip that was not shown on my statement. A copy of my credit slip is enclosed. If the merchant has agreed to issue a credit, be advised the merchant has up to 30 days to supply this credit to your account.

☐ 11. The amount of the charge was increased from \$ _____ to \$ _____ or my sales slip was added incorrectly.

Enclosed is a copy of the sales slip that shows the correct amount.

☐ 12. Other: Please explain.

Cardholder Signature (required): _____ Date: _____

Home Telephone: () Business Telephone: ()

PAYMENTS

We credit a payment as of the date we receive it if the payment is: 1) received by 5:00 p.m. (Eastern Time) Monday through Friday (except legal holidays). 2) received at the payment address indicated on the front of this statement. 3) paid with a check drawn in U.S. dollars on a U.S. financial institution or a U.S. dollar money order, and 4) sent in the return envelope with only the bottom portion of your statement accompanying it. Payments received after 5:00 p.m. (Eastern Time) Friday, but that otherwise meet the above requirements, will be processed on the next business day, which is usually the following Monday. Saturdays, Sundays, and holidays are not business days. Credit for payments received in any other manner may be delayed up to five business days, during which time finance charges, if applicable will continue to accrue. We will reject any payments that are not drawn in U.S. dollars and those drawn on a financial institution located outside of the United States. Please do not send cash, credit cards, correspondence, staples or paper clips with your payment. Mail your payment at least 7 days in advance of the payment due date to ensure timely delivery.

SERVICE FOR THE HEARING IMPAIRED: 1.888.500.6267, 24 Hours

CUSTOMER CORRESPONDENCE

If you prefer to send a written inquiry regarding your account, please send the request to: **BANK OF AMERICA, PO BOX 982238, EL PASO, TX, 79998-2238, USA**. This address should not be utilized to dispute merchant transactions appearing on your billing statement. Please see the paragraph above for instructions regarding dispute procedures.

CHANGE OF ADDRESS OR TELEPHONE NUMBER? PLEASE MAKE THE CHANGE BELOW, OR VISIT US ONLINE.

PLEASE PRINT LEGIBLY.

[illegible]

Cardholder Name Change

[illegible]

Address

[illegible]

Address

[illegible]

--	--

City

State

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ZIP

$$\left(\begin{array}{|c|} \hline \\ \hline \end{array} \right) \begin{array}{|c|} \hline \\ \hline \end{array} - \begin{array}{|c|} \hline \\ \hline \end{array}$$
$$\left(\begin{array}{|c|c|c|} \hline & & \\ \hline \end{array} \right) \begin{array}{|c|c|c|} \hline & & \\ \hline \end{array} - \begin{array}{|c|c|c|c|} \hline & & & \\ \hline \end{array}$$

Home Telephone

Business Telephone

For address changes on all accounts in your program, have the authorized contact mail a request to,
BANK OF AMERICA, PO BOX 982238,
EL PASO, TX. 79998-2238. USA

Transactions

Posting Date	Transaction Date	Description	Reference Number	Amount
07/25	07/24	CALIFORNIA HEAD START 916-4447760 CA	85541188205900017978549	370.00
08/01	07/30	OFFICEMAX/DEPOT 6298 STOCKTON CA	05436848212100070718546	42.59
08/08	08/07	FOOD-EX BAKERSFIELD CA	25247808219001159010306	103.28
08/08	08/07	FOOD-EX BAKERSFIELD CA	25247808219001159010280	477.08
08/09	08/07	OFFICE DEPOT #952 BAKERSFIELD CA	05436848220100075782885	1,744.01
08/16	08/15	SPRINGHILL SUITES RIDG RIDGECREST CA	55432868227200393136879	146.02
		Arr: 08/15/18 Dep: 08/15/18 Inv: 227001		
08/16	08/15	SMARTNFINAL34410403442 BAKERSFIELD CA	05410198227929000341430	101.63
08/17	08/16	SMARTNFINAL34410403442 BAKERSFIELD CA	05410198228929000540956	24.97
08/17	08/16	SMARTNFINAL36210403624 BAKERSFIELD CA	05410198228929000589508	30.76
TOTAL PURCHASES AND OTHER CHARGES FOR THIS PERIOD				\$3,913.72

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	25.99% 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™

You're protected

Safeguarding your purchases — it's just part of what we do

Your Bank of America Business Mastercard® protects you 24/7 with:

Purchase Assurance® coverage¹

Secure yourself against stolen or damaged items within 90 days of purchase

Extended Warranty coverage¹

Receive one additional year, on top of the manufacturer's warranty

Zero Liability Protection²

Rest assured that you won't be responsible for unauthorized use

Bank of America 

¹ Certain restrictions, conditions and exclusions apply to Mastercard benefits. Benefits subject to change without notice. Mastercard Guide to Benefits is included in your new card account package mailed at account opening, and at bankofamerica.com through the owner's, or authorized officer's, Online Banking profile by selecting the card product in the account overview page then by selecting the **Help & Support** tab. ² Claims may only be filed against posted and settled transactions subject to dollar limits and subsequent verification, including providing all requested information supporting fraudulent use claim. Refer to your Business Card Agreement for further details. Mastercard and Purchase Assurance are registered trademarks of Mastercard International Incorporated, and are used by the issuer pursuant to license. Bank of America and the Bank of America logo are registered trademarks of Bank of America Corporation. ©2018 Bank of America Corporation | ARBRYQ9L | SSM-10-17-0072.A



RALPH MARTINEZ
5472 0635 7953 **9426**
July 22, 2018 - August 21, 2018

Platinum Plus® for Business

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 \$975.88
Minimum Payment Due \$10.00
Payment Due Date 09/17/18

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 \$2,751.68
Payments and Other Credits **-\$2,751.68**
Balance Transfer Activity \$0.00
Cash Advance Activity \$0.00
Purchases and Other Charges \$975.88
Fees Charged \$0.00
Finance Charge \$0.00

New Balance Total \$975.88

Credit Limit \$10,000
Credit Available \$9,024.12
Statement Closing Date 08/21/18
Days in Billing Cycle 31

Transactions

Posting Date	Transaction Date	Description	Reference Number	Amount
Payments and Other Credits				
08/10	08/10	CA Banking Center payment	22206005750015918657029	- 2,751.68
		TOTAL PAYMENTS AND OTHER CREDITS FOR THIS PERIOD		-\$2,751.68
Purchases and Other Charges				
07/30	07/26	SACRAMENTO HOLIDAY INN SACRAMENTO CA Arr: 07/24/18 Dep: 07/26/18 Inv: 24497545	55310208208708968739629	435.44
07/30	07/26	SACRAMENTO HOLIDAY INN SACRAMENTO CA Arr: 07/24/18 Dep: 07/26/18 Inv: 24497542	55310208208708968753422	471.44

0275168 0001000 0097588 5472063579539426

Account Number: 5472 0635 7953 **9426**
July 22, 2018 - August 21, 2018

New Balance Total \$975.88
Minimum Payment Due \$10.00
Payment Due Date 09/17/18

BUSINESS CARD
PO BOX 15796
WILMINGTON, DE 19886-5796

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

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

If you believe a transaction on your statement is an error, complete and sign a copy of this form using blue or black ink, or write a detailed letter on a separate sheet of paper. Then return it to: **PO BOX 53101, PHOENIX, AZ 85072-3101** no later than 60 days after we sent you the first bill on which the transaction or error appeared. If you prefer to speak with a representative about your dispute, please call **1.866.601.4410, 8am-8pm Est.** You do not have to pay any amount in question while we are investigating, but you are obligated to pay the parts of your bill that are not in question.

Account Number: _____
Reference Number: _____
Merchant Name: _____

☐ 7. Although I did engage in the above transaction, I dispute the entire charge or a portion in the amount of \$_____. I have contacted the merchant, returned the merchandise on ____/____/____ (MM/DD/YY) and requested a credit adjustment. I am disputing this charge because _____
Please supply proof of return or if unable to return merchandise please explain.

- ☐ 6. Merchandise shipped to me arrived damaged and/or defective. I returned it on ____/____/____(MM/DD/YY) and asked the merchant to credit my account. Please provide proof of return and describe how the merchandise was damaged and/or defective.

- ☐ 8. I notified the merchant on ____/____/____ (MM/DD/YY) to cancel the preauthorized order or reservation. Please note cancellation # and if available, enclose a copy of your telephone bill showing date and time of cancellation. Reason for cancellation: _____
- ☐ 9. Although I did engage in the above transaction, I have contacted the merchant for credit. The services to be provided on ____/____/____ (MM/DD/YY) were not received. Please describe the services to be received and explain the merchants failure to provide the services.

- ☐ 10. I was issued a credit slip that was not shown on my statement. A copy of my credit slip is enclosed. If the merchant has agreed to issue a credit, be advised the merchant has up to 30 days to supply this credit to your account.

- ☐ 11. The amount of the charge was increased from \$ _____ to \$ _____ or my sales slip was added incorrectly.

- ☐ 12. Other: Please explain _____

Home Telephone: () _____ Business Telephone: () _____

If you prefer to send a written inquiry regarding your account, please send the request to: **BANK OF AMERICA, PO BOX 982238, EL PASO, TX, 79998-2238, USA**. This address should not be utilized to dispute merchant transactions appearing on your billing statement. Please see the paragraph above for instructions regarding dispute procedures.

125

Transactions

Posting Date	Transaction Date	Description	Reference Number	Amount
08/02	08/01	STAYCLASSYP STAYCLASSY 6199611892 CA	55429508213894675209066	69.00
TOTAL PURCHASES AND OTHER CHARGES FOR THIS PERIOD				\$975.88

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	25.99% 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™

You're protected

Safeguarding your purchases — it's just part of what we do

Your Bank of America Business Mastercard® protects you 24/7 with:

Purchase Assurance® coverage¹

Secure yourself against stolen or damaged items within 90 days of purchase

Extended Warranty coverage¹

Receive one additional year, on top of the manufacturer's warranty

Zero Liability Protection²

Rest assured that you won't be responsible for unauthorized use



¹ Certain restrictions, conditions and exclusions apply to Mastercard benefits. Benefits subject to change without notice. Mastercard Guide to Benefits is included in your new card account package mailed at account opening, and at bankofamerica.com through the owner's, or authorized officer's, Online Banking profile by selecting the card product in the account overview page then by selecting the **Help & Support** tab. ² Claims may only be filed against posted and settled transactions subject to dollar limits and subsequent verification, including providing all requested information supporting fraudulent use claim. Refer to your Business Card Agreement for further details. Mastercard and Purchase Assurance are registered trademarks of Mastercard International Incorporated, and are used by the issuer pursuant to license. Bank of America and the Bank of America logo are registered trademarks of Bank of America Corporation.
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RAYMOND T QUAN
5472 0635 7556 **4162**
July 22, 2018 - August 21, 2018

Platinum Plus® for Business

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 \$0.00
Minimum Payment Due \$0.00
Payment Due Date 09/17/18

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

Account Summary

Previous Balance \$666.52
Payments and Other Credits **-\$666.52**
Balance Transfer Activity \$0.00
Cash Advance Activity \$0.00
Purchases and Other Charges \$0.00
Fees Charged \$0.00
Finance Charge \$0.00

New Balance Total \$0.00

Credit Limit \$10,000
Credit Available \$10,000.00
Statement Closing Date 08/21/18
Days in Billing Cycle 31

Transactions

Posting Date	Transaction Date	Description	Reference Number	Amount
		Payments and Other Credits		
08/10	08/10	CA Banking Center payment	22206005760028918612561	- 666.52
		TOTAL PAYMENTS AND OTHER CREDITS FOR THIS PERIOD		-\$666.52

0066652 0000000 0000000 5472063575564162

BUSINESS CARD
PO BOX 15796
WILMINGTON, DE 19886-5796

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

Account Number: 5472 0635 7556 **4162**
July 22, 2018 - August 21, 2018

New Balance Total \$0.00
Minimum Payment Due \$0.00
Payment Due Date 09/17/18

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

If you believe a transaction on your statement is an error, complete and sign a copy of this form using blue or black ink, or write a detailed letter on a separate sheet of paper. Then return it to: **PO BOX 53101, PHOENIX, AZ 85072-3101** no later than 60 days after we sent you the first bill on which the transaction or error appeared. If you prefer to speak with a representative about your dispute, please call **1.866.601.4410, 8am-8pm Est.** You do not have to pay any amount in question while we are investigating, but you are obligated to pay the parts of your bill that are not in question.

Account Number: _____
Reference Number: _____
Merchant Name: _____

☐ 7. Although I did engage in the above transaction, I dispute the entire charge or a portion in the amount of \$_____. I have contacted the merchant, returned the merchandise on ____/____/____ (MM/DD/YY) and requested a credit adjustment. I am disputing this charge because _____
Please supply proof of return or if unable to return merchandise please explain.

☐ 8. I notified the merchant on ____/____/____ (MM/DD/YY) to cancel the preauthorized order or reservation. Please note cancellation # and if available, enclose a copy of your telephone bill showing date and time of cancellation. Reason for cancellation:

☐ 9. Although I did engage in the above transaction, I have contacted the merchant for credit. The services to be provided on / / (MM/DD/YY) were not received. Please describe the services to be received and explain the merchants failure to provide the services.

☐ 6. Merchandise shipped to me arrived damaged and/or defective. I returned it on ___/___/___(MM/DD/YY) and asked the merchant to credit my account. Please provide proof of return and describe how the merchandise was damaged and/or defective.

☐ 10. I was issued a credit slip that was not shown on my statement. A copy of my credit slip is enclosed. If the merchant has agreed to issue a credit, be advised the merchant has up to 30 days to supply this credit to your account.

☐ 11. The amount of the charge was increased from \$ _____ to \$ _____ or my sales slip was added incorrectly.

Enclosed is a copy of the sales slip that shows the correct amount.

☐ 12. Other: Please explain.

Cardholder Signature (required): _____ Date: _____

Home Telephone: () Business Telephone: ()

PAYMENTS

We credit a payment as of the date we receive it if the payment is: 1) received by 5:00 p.m. (Eastern Time) Monday through Friday (except legal holidays). 2) received at the payment address indicated on the front of this statement. 3) paid with a check drawn in U.S. dollars on a U.S. financial institution or a U.S. dollar money order, and 4) sent in the return envelope with only the bottom portion of your statement accompanying it. Payments received after 5:00 p.m. (Eastern Time) Friday, but that otherwise meet the above requirements, will be processed on the next business day, which is usually the following Monday. Saturdays, Sundays, and holidays are not business days. Credit for payments received in any other manner may be delayed up to five business days, during which time finance charges, if applicable will continue to accrue. We will reject any payments that are not drawn in U.S. dollars and those drawn on a financial institution located outside of the United States. Please do not send cash, credit cards, correspondence, staples or paper clips with your payment. Mail your payment at least 7 days in advance of the payment due date to ensure timely delivery.

SERVICE FOR THE HEARING IMPAIRED: 1.888.500.6267, 24 Hours

CUSTOMER CORRESPONDENCE

If you prefer to send a written inquiry regarding your account, please send the request to: **BANK OF AMERICA, PO BOX 982238, EL PASO, TX, 79998-2238, USA**. This address should not be utilized to dispute merchant transactions appearing on your billing statement. Please see the paragraph above for instructions regarding dispute procedures.

CHANGE OF ADDRESS OR TELEPHONE NUMBER? PLEASE MAKE THE CHANGE BELOW, OR VISIT US ONLINE.

PLEASE PRINT LEGIBLY.

[illegible]

Cardholder Name Change

[illegible]

Address

[illegible]

Address

[illegible]

--	--

City

State

--	--	--	--	--

=

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ZIP

$$\left(\begin{array}{|c|} \hline \\ \hline \end{array} \right) \begin{array}{|c|} \hline \\ \hline \end{array} - \begin{array}{|c|} \hline \\ \hline \end{array}$$
$$(\begin{array}{|c|c|c|} \hline & & \\ \hline \end{array}) \begin{array}{|c|c|c|} \hline & & \\ \hline \end{array} - \begin{array}{|c|c|c|c|} \hline & & & \\ \hline \end{array}$$

Home Telephone

Business Telephone

For address changes on all accounts in your program, have the authorized contact mail a request to,
BANK OF AMERICA, PO BOX 982238,
EL PASO, TX. 79998-2238. USA

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	25.99% V	\$0.00	\$0.00

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



PRITIKA RAM
5472 0635 7731 **9490**
July 22, 2018 - August 21, 2018

Platinum Plus® for Business

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 \$0.00
Minimum Payment Due \$0.00
Payment Due Date 09/17/18

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

Account Summary

Previous Balance \$830.12
Payments and Other Credits -\$830.12
Balance Transfer Activity \$0.00
Cash Advance Activity \$0.00
Purchases and Other Charges \$0.00
Fees Charged \$0.00
Finance Charge \$0.00

New Balance Total \$0.00

Credit Limit \$10,000
Credit Available \$10,000.00
Statement Closing Date 08/21/18
Days in Billing Cycle 31

Transactions

Posting Date	Transaction Date	Description	Reference Number	Amount
		Payments and Other Credits		
08/10	08/10	CA Banking Center payment	22206005760028918893807	- 830.12
		TOTAL PAYMENTS AND OTHER CREDITS FOR THIS PERIOD		-\$830.12

0083012 0000000 0000000 5472063577319490

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

Account Number: 5472 0635 7731 **9490**
July 22, 2018 - August 21, 2018

New Balance Total \$0.00
Minimum Payment Due \$0.00
Payment Due Date 09/17/18

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

CUSTOMER STATEMENT OF DISPUTED ITEM (You must use a separate form for each dispute. Please print.)

If you believe a transaction on your statement is an error, complete and sign a copy of this form using blue or black ink, or write a detailed letter on a separate sheet of paper. Then return it to: **PO BOX 53101, PHOENIX, AZ 85072-3101** no later than 60 days after we sent you the first bill on which the transaction or error appeared. If you prefer to speak with a representative about your dispute, please call 1.866.601.4410, 8am-8pm Est. You do not have to pay any amount in question while we are investigating, but you are obligated to pay the parts of your bill that are not in question.

PLEASE DO NOT ALTER WORDING ON THIS FORM OR MAIL YOUR LETTER WITH YOUR PAYMENT. Provide copies of all documentation that will help us investigate your dispute (e.g. contracts, invoices, detailed letter, sales slips, return receipts, or second opinions).

Your Name: _____

Posting Date: _____ Transaction Date: _____

Amount: _____ Disputed Amount: _____

Account Number: _____

Reference Number: _____

Merchant Name: _____

Below tell us why you think the item noted above is in error. **Check one box only.**☐ 1. I certify that I do not recognize the transaction. I have attempted to contact the merchant to verify this transaction.☐ 2. I certify that the charge listed above was not made by me or a person authorized by me to use my card, nor were the goods or services represented by the transaction received by me or authorized by me.☐ 3. Although I did engage in a transaction with this merchant, I was billed for _____ transaction(s) totaling \$ _____ that I did not engage in. I have my card in my possession. If available, enclose a copy of the sales slip for the valid charge.☐ 4. I have not received the merchandise that was to be shipped to me on ____/____/____ (MM/DD/YY). I have asked the merchant to credit my account.☐ 5. Merchandise shipped to me was not as described. Please explain in detail and if applicable provide proof of return.☐ 6. Merchandise shipped to me arrived damaged and/or defective. I returned it on ____/____/____ (MM/DD/YY) and asked the merchant to credit my account. Please provide proof of return and describe how the merchandise was damaged and/or defective.☐ 7. Although I did engage in the above transaction, I dispute the entire charge or a portion in the amount of \$ _____. I have contacted the merchant, returned the merchandise on ____/____/____ (MM/DD/YY) and requested a credit adjustment. I am disputing this charge because _____. Please supply proof of return or if unable to return merchandise please explain.☐ 8. I notified the merchant on ____/____/____ (MM/DD/YY) to cancel the preauthorized order or reservation. Please note cancellation # and if available, enclose a copy of your telephone bill showing date and time of cancellation. Reason for cancellation: _____☐ 9. Although I did engage in the above transaction, I have contacted the merchant for credit. The services to be provided on ____/____/____ (MM/DD/YY) were not received. Please describe the services to be received and explain the merchant's failure to provide the services.☐ 10. I was issued a credit slip that was not shown on my statement. A copy of my credit slip is enclosed. If the merchant has agreed to issue a credit, be advised the merchant has up to 30 days to supply this credit to your account.☐ 11. The amount of the charge was increased from \$ _____ to \$ _____ or my sales slip was added incorrectly.☐ 12. Other: Please explain _____

Merchants often provide telephone numbers with their names on your billing statement. If you do not recognize a transaction, attempt first to contact the merchant for transaction information.

Cardholder Signature (required): _____ Date: _____

Home Telephone: (____) _____ Business Telephone: (____) _____

PLEASE KEEP A COPY OF BOTH SIDES OF THIS STATEMENT FOR YOUR RECORDS

PAYMENTS

We credit a payment as of the date we receive it if the payment is: 1) received by 5:00 p.m. (Eastern Time) Monday through Friday (except legal holidays). 2) received at the payment address indicated on the front of this statement. 3) paid with a check drawn in U.S. dollars on a U.S. financial institution or a U.S. dollar money order, and 4) sent in the return envelope with only the bottom portion of your statement accompanying it. Payments received after 5:00 p.m. (Eastern Time) Friday, but that otherwise meet the above requirements, will be processed on the next business day, which is usually the following Monday. Saturdays, Sundays, and holidays are not business days. Credit for payments received in any other manner may be delayed up to five business days, during which time finance charges, if applicable will continue to accrue. We will reject any payments that are not drawn in U.S. dollars and those drawn on a financial institution located outside of the United States. Please do not send cash, credit cards, correspondence, staples or paper clips with your payment. Mail your payment at least 7 days in advance of the payment due date to ensure timely delivery.

SERVICE FOR THE HEARING IMPAIRED: 1.888.500.6267, 24 Hours**CUSTOMER CORRESPONDENCE**

If you prefer to send a written inquiry regarding your account, please send the request to: **BANK OF AMERICA, PO BOX 982238, EL PASO, TX, 79998-2238, USA.** This address should not be utilized to dispute merchant transactions appearing on your billing statement. Please see the paragraph above for instructions regarding dispute procedures.

CHANGE OF ADDRESS OR TELEPHONE NUMBER? PLEASE MAKE THE CHANGE BELOW, OR VISIT US ONLINE.

PLEASE PRINT LEGIBLY.

Cardholder Name Change_____
Address_____
Address_____
Address_____
City_____
State_____
ZIP

(____) _____ - _____ (____) _____ - _____

Home Telephone Business Telephone

For address changes on all accounts in your program, have the authorized contact mail a request to,
BANK OF AMERICA, PO BOX 982238,
EL PASO, TX, 79998-2238, USA

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	25.99% 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™

You're protected

Safeguarding your purchases — it's just part of what we do

Your Bank of America Business Mastercard® protects you 24/7 with:

Purchase Assurance® coverage¹

Secure yourself against stolen or damaged items within 90 days of purchase

Extended Warranty coverage¹

Receive one additional year, on top of the manufacturer's warranty

Zero Liability Protection²

Rest assured that you won't be responsible for unauthorized use

Bank of America

¹ Certain restrictions, conditions and exclusions apply to Mastercard benefits. Benefits subject to change without notice. Mastercard Guide to Benefits is included in your new card account package mailed at account opening, and at bankofamerica.com through the owner's, or authorized officer's, Online Banking profile by selecting the card product in the account overview page then by selecting the **Help & Support** tab. ² Claims may only be filed against posted and settled transactions subject to dollar limits and subsequent verification, including providing all requested information supporting fraudulent use claim. Refer to your Business Card Agreement for further details. Mastercard and Purchase Assurance are registered trademarks of Mastercard International Incorporated, and are used by the issuer pursuant to license. Bank of America and the Bank of America logo are registered trademarks of Bank of America Corporation.

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CARMEN SEGOVIA
5472 0690 0817 **5856**
July 22, 2018 - August 21, 2018

Platinum Plus® for Business

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 \$1,826.32
Minimum Payment Due \$18.26
Payment Due Date 09/17/18

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 \$1,332.38
Payments and Other Credits **-\$1,332.38**
Balance Transfer Activity \$0.00
Cash Advance Activity \$0.00
Purchases and Other Charges \$1,826.32
Fees Charged \$0.00
Finance Charge \$0.00

New Balance Total \$1,826.32
Credit Limit \$20,000
Credit Available \$18,173.68
Statement Closing Date 08/21/18
Days in Billing Cycle 31

Transactions

Posting Date	Transaction Date	Description	Reference Number	Amount
Payments and Other Credits				
08/10	08/10	CA Banking Center payment	22206005750003918574709	- 1,332.38
		TOTAL PAYMENTS AND OTHER CREDITS FOR THIS PERIOD		-\$1,332.38
Purchases and Other Charges				
07/23	07/20	AMAZON MKTPLACE PMTS W WWW.AMAZON.COWA	55310208201083003600666	79.95
07/26	07/25	AMAZON MKTPLACE PMTS AMZN.COM/BILLWA	55432868206200385804802	142.99
07/26	07/26	AMAZON MKTPLACE PMTS AMZN.COM/BILLWA	55432868207200426013214	283.98
07/26	07/25	AMAZON MKTPLACE PMTS W WWW.AMAZON.COWA	55310208207083183237283	30.02

0133238 0001826 0182632 5472069008175856

BUSINESS CARD
PO BOX 15796
WILMINGTON, DE 19886-5796

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

Account Number: 5472 0690 0817 **5856**
July 22, 2018 - August 21, 2018

New Balance Total \$1,826.32
Minimum Payment Due \$18.26
Payment Due Date 09/17/18

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

If you believe a transaction on your statement is an error, complete and sign a copy of this form using blue or black ink, or write a detailed letter on a separate sheet of paper. Then return it to: **PO BOX 53101, PHOENIX, AZ 85072-3101** no later than 60 days after we sent you the first bill on which the transaction or error appeared. If you prefer to speak with a representative about your dispute, please call **1.866.601.4410, 8am-8pm Est.** You do not have to pay any amount in question while we are investigating, but you are obligated to pay the parts of your bill that are not in question.

Account Number: _____
Reference Number: _____
Merchant Name: _____

☐ 7. Although I did engage in the above transaction, I dispute the entire charge or a portion in the amount of \$_____. I have contacted the merchant, returned the merchandise on ____/____/____ (MM/DD/YY) and requested a credit adjustment. I am disputing this charge because _____
Please supply proof of return or if unable to return merchandise please explain.

- ☐ 6. Merchandise shipped to me arrived damaged and/or defective. I returned it on ____/____/____(MM/DD/YY) and asked the merchant to credit my account. Please provide proof of return and describe how the merchandise was damaged and/or defective.

- ☐ 8. I notified the merchant on ____/____/____ (MM/DD/YY) to cancel the preauthorized order or reservation. Please note cancellation # and if available, enclose a copy of your telephone bill showing date and time of cancellation. Reason for cancellation: _____
- ☐ 9. Although I did engage in the above transaction, I have contacted the merchant for credit. The services to be provided on ____/____/____ (MM/DD/YY) were not received. Please describe the services to be received and explain the merchants failure to provide the services.

- ☐ 11. The amount of the charge was increased from \$ _____ to \$ _____ or my sales slip was added incorrectly.

- ☐ 12. Other: Please explain _____

Home Telephone: () _____ Business Telephone: () _____

If you prefer to send a written inquiry regarding your account, please send the request to: **BANK OF AMERICA, PO BOX 982238, EL PASO, TX, 79998-2238, USA**. This address should not be utilized to dispute merchant transactions appearing on your billing statement. Please see the paragraph above for instructions regarding dispute procedures.

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Transactions

Posting Date	Transaction Date	Description	Reference Number	Amount
07/27	07/26	PROMOTIONS NOW 800-376-6376 NJ	05227028207300233780420	97.91
07/27	07/26	PROMOTIONS NOW 800-376-6376 NJ	05227028207300233780594	324.14
07/31	07/31	ABBOTT LABORATORIES 800-258-7677 OH	55432868212200418572006	269.99
08/01	07/31	BABY CAF BAKERSFIELD 6072291295 NY	55429508212637291594374	100.00
08/01	07/31	LASSENS NATURAL FOODS- BAKERSFIELD CA	55500368213837000335628	52.89
08/08	08/07	LOS COMPAS AUTO GLASS BAKERSFIELD CA	55432868220200009494909	86.00
08/09	08/07	AUTOZONE #2874 MADERA CA	05436848220200036011745	179.45
08/10	08/09	FREDPRYOR CAREERTRACK 800-5563012 KS	75418238221058837370936	79.00
08/17	08/16	BABY CAF BAKERSFIELD 6072291295 NY	55429508228637972104362	100.00
TOTAL PURCHASES AND OTHER CHARGES FOR THIS PERIOD				\$1,826.32

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	25.99% 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™

You're protected

Safeguarding your purchases — it's just part of what we do

Your Bank of America Business Mastercard® protects you 24/7 with:

Purchase Assurance® coverage¹

Secure yourself against stolen or damaged items within 90 days of purchase

Extended Warranty coverage¹

Receive one additional year, on top of the manufacturer's warranty

Zero Liability Protection²

Rest assured that you won't be responsible for unauthorized use

Bank of America 

¹ Certain restrictions, conditions and exclusions apply to Mastercard benefits. Benefits subject to change without notice. Mastercard Guide to Benefits is included in your new card account package mailed at account opening, and at bankofamerica.com through the owner's, or authorized officer's, Online Banking profile by selecting the card product in the account overview page then by selecting the **Help & Support** tab. ² Claims may only be filed against posted and settled transactions subject to dollar limits and subsequent verification, including providing all requested information supporting fraudulent use claim. Refer to your Business Card Agreement for further details. Mastercard and Purchase Assurance are registered trademarks of Mastercard International Incorporated, and are used by the issuer pursuant to license. Bank of America and the Bank of America logo are registered trademarks of Bank of America Corporation. ©2018 Bank of America Corporation | ARBRY9L | SSM-10-17-0072.A



JEREMY T TOBIAS
5472 0635 7791 **4407**
July 22, 2018 - August 21, 2018

Platinum Plus® for Business

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 \$305.19
Minimum Payment Due \$10.00
Payment Due Date 09/17/18

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 \$1,601.32
Payments and Other Credits -\$1,601.32
Balance Transfer Activity \$0.00
Cash Advance Activity \$0.00
Purchases and Other Charges \$305.19
Fees Charged \$0.00
Finance Charge \$0.00

New Balance Total \$305.19

Credit Limit \$10,000
Credit Available \$9,694.81
Statement Closing Date 08/21/18
Days in Billing Cycle 31

Transactions

Posting Date	Transaction Date	Description	Reference Number	Amount
Payments and Other Credits				
08/10	08/10	CA Banking Center payment	22206005760037918782332	- 1,601.32
		TOTAL PAYMENTS AND OTHER CREDITS FOR THIS PERIOD		-\$1,601.32
Purchases and Other Charges				
07/24	07/23	PANERA BREAD #601790 3149843495 CA	55263528204083223788833	55.19
08/21	08/20	GOLDEN EMPIRE GLEANERS 16613242767 CA	55429508233637154891680	250.00
		TOTAL PURCHASES AND OTHER CHARGES FOR THIS PERIOD		\$305.19

0160132 0001000 0030519 5472063577914407

BUSINESS CARD
PO BOX 15796
WILMINGTON, DE 19886-5796

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

Account Number: 5472 0635 7791 **4407**
July 22, 2018 - August 21, 2018

New Balance Total \$305.19
Minimum Payment Due \$10.00
Payment Due Date 09/17/18

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

CUSTOMER STATEMENT OF DISPUTED ITEM (You must use a separate form for each dispute. Please print.)

If you believe a transaction on your statement is an error, complete and sign a copy of this form using blue or black ink, or write a detailed letter on a separate sheet of paper. Then return it to: **PO BOX 53101, PHOENIX, AZ 85072-3101** no later than 60 days after we sent you the first bill on which the transaction or error appeared. If you prefer to speak with a representative about your dispute, please call 1.866.601.4410, 8am-8pm Est. You do not have to pay any amount in question while we are investigating, but you are obligated to pay the parts of your bill that are not in question.

PLEASE DO NOT ALTER WORDING ON THIS FORM OR MAIL YOUR LETTER WITH YOUR PAYMENT. Provide copies of all documentation that will help us investigate your dispute (e.g. contracts, invoices, detailed letter, sales slips, return receipts, or second opinions).

Your Name: _____

Posting Date: _____ Transaction Date: _____

Amount: _____ Disputed Amount: _____

Account Number: _____

Reference Number: _____

Merchant Name: _____

Below tell us why you think the item noted above is in error. **Check one box only.**☐ 1. I certify that I do not recognize the transaction. I have attempted to contact the merchant to verify this transaction.☐ 2. I certify that the charge listed above was not made by me or a person authorized by me to use my card, nor were the goods or services represented by the transaction received by me or authorized by me.☐ 3. Although I did engage in a transaction with this merchant, I was billed for _____ transaction(s) totaling \$ _____ that I did not engage in. I have my card in my possession. If available, enclose a copy of the sales slip for the valid charge.☐ 4. I have not received the merchandise that was to be shipped to me on ____/____/____ (MM/DD/YY). I have asked the merchant to credit my account.☐ 5. Merchandise shipped to me was not as described. Please explain in detail and if applicable provide proof of return.☐ 6. Merchandise shipped to me arrived damaged and/or defective. I returned it on ____/____/____ (MM/DD/YY) and asked the merchant to credit my account. Please provide proof of return and describe how the merchandise was damaged and/or defective.☐ 7. Although I did engage in the above transaction, I dispute the entire charge or a portion in the amount of \$ _____. I have contacted the merchant, returned the merchandise on ____/____/____ (MM/DD/YY) and requested a credit adjustment. I am disputing this charge because _____. Please supply proof of return or if unable to return merchandise please explain.☐ 8. I notified the merchant on ____/____/____ (MM/DD/YY) to cancel the preauthorized order or reservation. Please note cancellation # and if available, enclose a copy of your telephone bill showing date and time of cancellation. Reason for cancellation: _____☐ 9. Although I did engage in the above transaction, I have contacted the merchant for credit. The services to be provided on ____/____/____ (MM/DD/YY) were not received. Please describe the services to be received and explain the merchant's failure to provide the services.☐ 10. I was issued a credit slip that was not shown on my statement. A copy of my credit slip is enclosed. If the merchant has agreed to issue a credit, be advised the merchant has up to 30 days to supply this credit to your account.☐ 11. The amount of the charge was increased from \$ _____ to \$ _____ or my sales slip was added incorrectly.☐ 12. Other: Please explain _____

Merchants often provide telephone numbers with their names on your billing statement. If you do not recognize a transaction, attempt first to contact the merchant for transaction information.

Cardholder Signature (required): _____ Date: _____

Home Telephone: (____) _____ Business Telephone: (____) _____

PLEASE KEEP A COPY OF BOTH SIDES OF THIS STATEMENT FOR YOUR RECORDS

PAYMENTS

We credit a payment as of the date we receive it if the payment is: 1) received by 5:00 p.m. (Eastern Time) Monday through Friday (except legal holidays). 2) received at the payment address indicated on the front of this statement. 3) paid with a check drawn in U.S. dollars on a U.S. financial institution or a U.S. dollar money order, and 4) sent in the return envelope with only the bottom portion of your statement accompanying it. Payments received after 5:00 p.m. (Eastern Time) Friday, but that otherwise meet the above requirements, will be processed on the next business day, which is usually the following Monday. Saturdays, Sundays, and holidays are not business days. Credit for payments received in any other manner may be delayed up to five business days, during which time finance charges, if applicable will continue to accrue. We will reject any payments that are not drawn in U.S. dollars and those drawn on a financial institution located outside of the United States. Please do not send cash, credit cards, correspondence, staples or paper clips with your payment. Mail your payment at least 7 days in advance of the payment due date to ensure timely delivery.

SERVICE FOR THE HEARING IMPAIRED: 1.888.500.6267, 24 Hours**CUSTOMER CORRESPONDENCE**

If you prefer to send a written inquiry regarding your account, please send the request to: **BANK OF AMERICA, PO BOX 982238, EL PASO, TX, 79998-2238, USA.** This address should not be utilized to dispute merchant transactions appearing on your billing statement. Please see the paragraph above for instructions regarding dispute procedures.

CHANGE OF ADDRESS OR TELEPHONE NUMBER? PLEASE MAKE THE CHANGE BELOW, OR VISIT US ONLINE.

PLEASE PRINT LEGIBLY.

Cardholder Name Change_____
Address_____
Address_____
City_____
State_____
ZIP_____
Home Telephone_____
Business Telephone

For address changes on all accounts in your program, have the authorized contact mail a request to,
**BANK OF AMERICA, PO BOX 982238,
EL PASO, TX, 79998-2238, USA**

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	20.99% 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™

You're protected

Safeguarding your purchases — it's just part of what we do

Your Bank of America Business Mastercard® protects you 24/7 with:

Purchase Assurance® coverage¹

Secure yourself against stolen or damaged items within 90 days of purchase

Extended Warranty coverage¹

Receive one additional year, on top of the manufacturer's warranty

Zero Liability Protection²

Rest assured that you won't be responsible for unauthorized use

Bank of America 

¹ Certain restrictions, conditions and exclusions apply to Mastercard benefits. Benefits subject to change without notice. Mastercard Guide to Benefits is included in your new card account package mailed at account opening, and at bankofamerica.com through the owner's, or authorized officer's, Online Banking profile by selecting the card product in the account overview page then by selecting the **Help & Support** tab. ² Claims may only be filed against posted and settled transactions subject to dollar limits and subsequent verification, including providing all requested information supporting fraudulent use claim. Refer to your Business Card Agreement for further details. Mastercard and Purchase Assurance are registered trademarks of Mastercard International Incorporated, and are used by the issuer pursuant to license. Bank of America and the Bank of America logo are registered trademarks of Bank of America Corporation.

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EMILIO WAGNER
5472 0635 7450 **8442**
July 22, 2018 - August 21, 2018

Platinum Plus® for Business

Cardholder Statement

Account Information:
www.bankofamerica.com

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

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

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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 \$2,337.56
Minimum Payment Due \$23.38
Payment Due Date 09/17/18

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 \$1,138.84
Payments and Other Credits **-\$1,138.84**
Balance Transfer Activity \$0.00
Cash Advance Activity \$0.00
Purchases and Other Charges \$2,337.56
Fees Charged \$0.00
Finance Charge \$0.00

New Balance Total \$2,337.56

Credit Limit \$10,000
Credit Available \$7,662.44
Statement Closing Date 08/21/18
Days in Billing Cycle 31

Transactions

Posting Date	Transaction Date	Description	Reference Number	Amount
Payments and Other Credits				
08/10	08/10	CA Banking Center payment	22206005760037918815926	- 1,138.84
		TOTAL PAYMENTS AND OTHER CREDITS FOR THIS PERIOD		-\$1,138.84
Purchases and Other Charges				
07/23	07/21	MINDBODY, INC 805-4762700 CA	85454918203900010144732	445.40
07/31	07/30	ZACKACADEMY.COM 6465643546 FL	55310208211206467700247	918.00
08/02	08/01	BEST BUY 00008565 BAKERSFIELD CA	05410198213295064088184	203.76
08/03	08/02	TARGET 00027151 BAKERSFIELD CA	05410198214091007650837	300.00

0113884 0002338 0233756 5472063574508442

Account Number: 5472 0635 7450 **8442**
July 22, 2018 - August 21, 2018

New Balance Total \$2,337.56
Minimum Payment Due \$23.38
Payment Due Date 09/17/18

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

BUSINESS CARD
PO BOX 15796
WILMINGTON, DE 19886-5796

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

If you believe a transaction on your statement is an error, complete and sign a copy of this form using blue or black ink, or write a detailed letter on a separate sheet of paper. Then return it to: **PO BOX 53101, PHOENIX, AZ 85072-3101** no later than 60 days after we sent you the first bill on which the transaction or error appeared. If you prefer to speak with a representative about your dispute, please call **1.866.601.4410, 8am-8pm Est.** You do not have to pay any amount in question while we are investigating, but you are obligated to pay the parts of your bill that are not in question.

Your Name: _____
 Posting Date: _____ Transaction Date: _____
 Amount: _____ Disputed Amount: _____

Account Number: _____
Reference Number: _____
Merchant Name: _____

☐ 1. I certify that I do not recognize the transaction. I have attempted to contact the merchant to verify this transaction.

☐ 7. Although I did engage in the above transaction, I dispute the entire charge or a portion in the amount of \$_____. I have contacted the merchant, returned the merchandise on ____/____/____ (MM/DD/YY) and requested a credit adjustment. I am disputing this charge because _____
Please supply proof of return or if unable to return merchandise please explain.

☐ 2. I certify that the charge listed above was not made by me or a person authorized by me to use my card, nor were the goods or services represented by the transaction received by me or authorized by me.

☐ 3. Although I did engage in a transaction with this merchant, I was billed for _____ transaction(s) totaling \$_____ that I did not engage in. I have my card in my possession. If available, enclose a copy of the sales slip for the valid charge.

☐ 4. I have not received the merchandise that was to be shipped to me on ____/____/____ (MM/DD/YY). I have asked the merchant to credit my account.

☐ 5. Merchandise shipped to me was not as described. Please explain in detail and if applicable provide proof of return.

☐ 6. Merchandise shipped to me arrived damaged and/or defective. I returned it on ___/___/___ (MM/DD/YY) and asked the merchant to credit my account. Please provide proof of return and describe how the merchandise was damaged and/or defective.

☐ 8. I notified the merchant on ____/____/____ (MM/DD/YY) to cancel the preauthorized order or reservation. Please note cancellation # and if available, enclose a copy of your telephone bill showing date and time of cancellation. Reason for cancellation:

☐ 9. Although I did engage in the above transaction, I have contacted the merchant for credit. The services to be provided on ____/____/____ (MM/DD/YY) were not received. Please describe the services to be received and explain the merchant's failure to provide the services.

☐ 10. I was issued a credit slip that was not shown on my statement. **A copy of my credit slip is enclosed. If the merchant has agreed to issue a credit, be advised the merchant has up to 30 days to supply this credit to your account.**

☐ 11. The amount of the charge was increased from \$ _____ to \$ _____ or my sales slip was added incorrectly.

Enclosed is a copy of the sales slip that shows the correct amount.

☐ 12. Other: Please explain.

Merchants often provide telephone numbers with their names on your billing statement. If you do not recognize a transaction, attempt first to contact the merchant for transaction information.

Cardholder Signature (required): _____ Date: _____

Home Telephone: () Business Telephone: ()

PLEASE KEEP A COPY OF BOTH SIDES OF THIS STATEMENT FOR YOUR RECORDS

PAYMENTS

We credit a payment as of the date we receive it if the payment is: 1) received by 5:00 p.m. (Eastern Time) Monday through Friday (except legal holidays), 2) received at the payment address indicated on the front of this statement, 3) paid with a check drawn in U.S. dollars on a U.S. financial institution or a U.S. dollar money order, and 4) sent in the return envelope with only the bottom portion of your statement accompanying it. Payments received after 5:00 p.m. (Eastern Time) Friday, but that otherwise meet the above requirements, will be processed on the next business day, which is usually the following Monday. Saturdays, Sundays, and holidays are not business days. Credit for payments received in any other manner may be delayed up to five business days, during which time finance charges, if applicable will continue to accrue. We will reject any payments that are not drawn in U.S. dollars and those drawn on a financial institution located outside of the United States. Please do not send cash, credit cards, correspondence, staples or paper clips with your payment. Mail your payment at least 7 days in advance of the payment due date to ensure timely delivery.

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CHANGE OF ADDRESS OR TELEPHONE NUMBER? PLEASE MAKE THE CHANGE BELOW, OR VISIT US ONLINE.

PLEASE PRINT LEGIBLY.

[illegible]

Cardholder Name Change

[illegible]

Address

[illegible]

Address

[illegible]

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City

State

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ZIP

$$\left(\begin{array}{|c|} \hline \\ \hline \end{array} \right) \begin{array}{|c|} \hline \\ \hline \end{array} - \begin{array}{|c|} \hline \\ \hline \end{array}$$
$$(\begin{array}{|c|c|c|} \hline & & \\ \hline \end{array}) \begin{array}{|c|c|c|} \hline & & \\ \hline \end{array} - \begin{array}{|c|c|c|c|} \hline & & & \\ \hline \end{array}$$

Home Telephone

Business Telephone

For address changes on all accounts in your program, have the authorized contact mail a request to,
BANK OF AMERICA, PO BOX 982238,
EL PASO, TX. 79998-2238. USA

Transactions

Posting Date	Transaction Date	Description	Reference Number	Amount
08/13	08/10	WIPFLI LLP 7158437449 WI	55429508222894009491363	25.00
08/21	08/20	MINDBODY, INC 805-4762700 CA	85454918232900013136920	445.40
TOTAL PURCHASES AND OTHER CHARGES FOR THIS PERIOD				\$2,337.56

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	25.99% 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™

You're protected

Safeguarding your purchases — it's just part of what we do

Your Bank of America Business Mastercard® protects you 24/7 with:

Purchase Assurance® coverage¹

Secure yourself against stolen or damaged items within 90 days of purchase

Extended Warranty coverage¹

Receive one additional year, on top of the manufacturer's warranty

Zero Liability Protection²

Rest assured that you won't be responsible for unauthorized use



¹ Certain restrictions, conditions and exclusions apply to Mastercard benefits. Benefits subject to change without notice. Mastercard Guide to Benefits is included in your new card account package mailed at account opening, and at bankofamerica.com through the owner's, or authorized officer's, Online Banking profile by selecting the card product in the account overview page then by selecting the **Help & Support** tab. ² Claims may only be filed against posted and settled transactions subject to dollar limits and subsequent verification, including providing all requested information supporting fraudulent use claim. Refer to your Business Card Agreement for further details. Mastercard and Purchase Assurance are registered trademarks of Mastercard International Incorporated, and are used by the issuer pursuant to license. Bank of America and the Bank of America logo are registered trademarks of Bank of America Corporation.
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COMMUNITY ACTION PARTNERSHIP OF KERN
CENTRAL KITCHEN - BUDGET TO ACTUAL
FOR THE PERIOD MARCH 1, 2018 TO FEBRUARY 28, 2019 (6 OF 12 MONTHS OR 50.0%)

Line Item	2018/19 Budget	3/1/18 - 8/31/18 Actual	% Expended	Available Budget
USDA Revenue (Note A)	\$1,265,857	626,269	49.5%	639,588
Head Start Subsidy	<u>1,151,461</u>	<u>452,063</u>	39.3%	<u>699,398</u>
Total Revenue	<u>\$2,417,318</u>	<u>\$1,078,332</u>	44.6%	<u>1,338,986</u>
Expenditures (Note B)				
Salaries	\$557,792	287,990	51.6%	269,802
Benefits	167,338	113,298	67.7%	54,040
Vehicle Gasoline, Repair/Maintenance	70,000	30,352	43.4%	39,648
Space Costs	101,200	40,107	39.6%	61,093
Supplies - Office & Food Service	114,900	60,219	52.4%	54,681
Equipment Purchase		7,271		(7,271)
Equipment Repair/Maintenance	6,000	10,331	172.2%	-4,331
Communication	13,000	4,861	37.4%	8,139
Risk Insurance	12,700	6,167	48.6%	6,533
Printing	1,700	506	29.7%	1,194
Hiring & Employee Costs	1,800	213	11.8%	1,587
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>339,080</u>	44.4%	<u>424,338</u>
Sub Total	1,822,016	900,420	49.4%	921,596
Adult Meals Prepared	188,000	111,018	59.1%	76,982
Indirect	<u>219,302</u>	<u>66,894</u>	30.5%	<u>152,408</u>
Total Expenditures	<u>\$2,229,318</u>	<u>\$1,078,332</u>	48.4%	<u>1,150,986</u>

	Prior Period	August	Cum
Total Meals Prepared and Vended (Note C)	262,009	83,226	345,235
Total Meals Claimed	<u>212,440</u>	<u>56,484</u>	<u>268,924</u>
Difference	49,569	26,742	76,311

Percentage Claimed to Prepared/Vended	81.1%	67.9%	77.9%
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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 CONTRACT - MIGRANT ALTERNATIVE PAYMENT
FOR THE PERIOD 7/1/18 - 6/30/19 (12 OF 12 MONTHS = 8.33%)

Contract CMAP-7000	July 2018	Aug 2018	Sept 2018	Oct 2018	Nov 2018	Dec 2018	Jan 2019	Feb 2019	Mar 2019	Apr 2019	May 2019	June 2019	Total	%	% Earned to MRA
Provider Payments	376,158	0	0	0	0	0	0	0	0	0	0	0	376,158		
Add: Family Fees	0	0	0	0	0	0	0	0	0	0	0	0	0		
Net Provider Payments	376,158	0	0	0	0	0	0	0	0	0	0	0	376,158	81.80%	
Maximum Reimbursable Amount (MRA) for Provider Payments													5,832,639		6.45%
Administration & Support Services Revenue															
Provider Payments	376,158	0	0	0	0	0	0	0	0	0	0	0	376,158		
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%	x 21.2121%		
Revenue Earned	<u>79,791</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>79,791</u>		
Program Administration/Support Services Costs	42,480	0	0	0	0	0	0	0	0	0	0	0	42,480	9.24%	
Indirect (10% x MTDC) Costs	41,215	0	0	0	0	0	0	0	0	0	0	0	41,215	8.96%	
Transfer Indirect to CSBG													0		
Total Operating Costs	<u>83,695</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>83,695</u>	18.20%	
Revenue Earned Over/(Under) Costs	<u>(3,904)</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>(3,904.02)</u>		
TOTAL COSTS - NET OF FAMILY FEES	<u>459,852</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>459,852</u>	100.00%	

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

Provider payments 376,158
Reimbursement Rate (17.5% / 82.5%) x 21.2121%
Revenue Earned 79,791

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%

**COMMUNITY ACTION PARTNERSHIP OF KERN
STATE DEPARTMENT OF EDUCATION 2017/18 CONTRACTS - EARNED REVENUE
FOR THE PERIOD 7/1/18 - 6/30/19 (12 OF 12 MONTHS = 8.33%)**

	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	TOTAL	% Earned to MRA
GENERAL CHILD CARE (CCTR-8049)														
Adjusted Days of Enrollment - Certified	4,377	0	0	0	0	0	0	0	0	0	0	0	4,377	
Reimbursement Rate per Child per Day	<u>X \$45.44</u>	<u>X \$45.44</u>	<u>X \$45.44</u>	<u>X \$45.44</u>	<u>X \$45.44</u>	<u>X \$45.44</u>	<u>X \$45.44</u>	<u>X \$45.44</u>	<u>X \$45.44</u>	<u>X \$45.44</u>	<u>X \$45.45</u>	<u>X \$45.46</u>	<u>X \$45.44</u>	
Revenue Earned	\$198,910	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	198,910	8.54%
Maximum Reimbursable Amount (MRA)													\$2,329,073	
CALIFORNIA STATE PRESCHOOL (CSPP-8120)														
Adjusted Days of Enrollment - Certified	2,319	0	0	0	0	0	0	0	0	0	0	0	2,319	
Reimbursement Rate per Child per Day	<u>X \$45.73</u>	<u>X \$45.73</u>	<u>X \$45.73</u>	<u>X \$45.73</u>	<u>X \$45.73</u>	<u>X \$45.73</u>	<u>X \$45.73</u>	<u>X \$45.73</u>	<u>X \$45.73</u>	<u>X \$45.73</u>	<u>X \$45.74</u>	<u>X \$45.75</u>	<u>X \$45.73</u>	
Revenue Earned	\$106,046	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	106,046	3.39%
Maximum Reimbursable Amount (MRA)													\$3,131,270	
MIGRANT CHILD CARE (CMIG-8004)														
Adjusted Days of Enrollment - Certified	292	0	0	0	0	0	0	0	0	0	0	0	292	
Reimbursement Rate per Child per Day	<u>X \$45.44</u>	<u>X \$45.44</u>	<u>X \$45.44</u>	<u>X \$45.44</u>	<u>X \$45.44</u>	<u>X \$45.44</u>	<u>X \$45.44</u>	<u>X \$45.44</u>	<u>X \$45.44</u>	<u>X \$45.44</u>	<u>X \$45.45</u>	<u>X \$45.46</u>	<u>X \$45.44</u>	
Revenue Earned	\$13,277	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	13,277	5.61%
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.

Division/CFO: Tracy Webster, CFO	Month/Year: August 2018
Program/Work Unit: Not Applicable	Deputy CFO: Vacant
Services: Overall financial and accounting functions of the organization	

Activities	August 2018		Year to Date (3/1/18-8/31/18)	
	Number	Amount	Number	Amount
Accounting Transactions Processed	1,842		99,179	
Bank Deposits	7	649,550	37	11,292,844
Wire Deposits	3	122,143	23	378,536
Head Start/IRS Drawdowns	6	3,207,433	32	13,571,996
Vendor Checks Issued	921	2,329,699	5,396	12,950,698
Payroll Disbursed		3,407,716		14,532,601
Grant Reports Prepared in August 2018	18		86	
Cal Fresh Outreach				
Commodity Supplemental Food Program				
Dept. of Education				
• CCTR				
• CMIG/CMISS				
• CSPP				
• Migrant Alternative Payment				
• Center-Based Reserve				
• Alternative Payment Reserve				
Differential Response				
DOE				
Economic Empowerment				
Gang Prevention				
LIHEAP 2016			86	
LIHEAP 2017				
LIHEAP 2018				
Realignment for Success				
U. S. Treasury Cash Report				
• Head Start				
WIC				

Other: Total Division Staffing: 9 + 2 vacancies – Deputy CFO & Accounting Technician

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

H1

Community Action of Partnership of Kern Agency Total

STATEMENT OF POSITION (UNAUDITED)	
AS OF FEBRUARY 28, 2018	
ASSETS	
Cash in Bank	3,327,316.09
Cash - Vacation Reserve	522,349.93
Petty Cash	500.00
Accounts Receivable	1,277,406.56
Travel Advance	10,419.51
Prepaid Expense	388,196.42
Inventory	1,008,480.71
Net Fixed Assets - Unrestricted	2,590,181.40
Net Fixed Assets - Restricted	<u>9,236,431.72</u>
Total Assets	18,361,282.34
LIABILITIES AND NET ASSETS	
Accounts Payable	1,883,875.63
Accrued Expenses	1,687,060.24
Accrued Vacation	911,138.65
Line of Credit	-
Note Payable	2,781,719.93
Advance Payable	22,808.43
Deferred Revenue	<u>195,696.30</u>
Total Liabilities	7,482,299.18
Total Net Assets	<u>10,878,983.16</u>
Total Liabilities and Net Assets	18,361,282.34

STATEMENT OF OPERATIONS (UNAUDITED)	
FOR THE PERIOD MARCH 1, 2017 TO FEBRUARY 28, 2018	
REVENUE	
Grant Revenue	56,169,374.05
Donations	185,435.16
Other Revenue	5,739,376.57
In-Kind	<u>7,370,302.73</u>
Total Revenue	69,464,488.51
EXPENDITURES	
Salaries	27,957,579.95
Benefits	8,352,458.54
Travel	568,658.09
Space Costs	5,285,050.63
Supplies	2,377,973.59
Consultant/Contract Services	2,262,172.17
Other Costs	2,393,552.96
Program Costs	7,954,516.70
Capital Expenditures	(0.00)
Indirect	5,071,136.24
In-Kind	<u>7,370,302.73</u>
Total Expenditures	69,593,401.60
Net Change in Assets	(128,913.09)
Net Assets, beginning	11,007,896.25
Net Assets, ending	10,878,983.16

Community Action of Partnership of Kern Agency Total

STATEMENT OF POSITION (UNAUDITED) AS OF AUGUST 31, 2018	
ASSETS	
Cash in Bank	2,123,760.17
Cash - Vacation Reserve	482,191.40
Petty Cash	500.00
Accounts Receivable	22,491,553.99
Travel Advance	4,622.44
Prepaid Expense	464,137.73
Inventory	1,070,022.59
Net Fixed Assets - Unrestricted	2,447,310.27
Net Fixed Assets - Restricted	<u>9,236,431.72</u>
Total Assets	38,320,530.31
LIABILITIES AND NET ASSETS	
Accounts Payable	766,044.71
Accrued Expenses	576,734.93
Accrued Vacation	470,878.79
Line of Credit	255,000.00
Note Payable	2,638,848.80
Advance Payable	393,726.00
Deferred Revenue	<u>22,615,574.35</u>
Total Liabilities	27,716,807.58
Total Net Assets	<u>10,603,722.73</u>
Total Liabilities and Net Assets	38,320,530.31

STATEMENT OF OPERATIONS (UNAUDITED) FOR THE PERIOD AUGUST 1, 2018 TO AUGUST 31, 2018	
REVENUE	
Grant Revenue	18,749,406.13
Donations	84,623.19
Other Revenue	1,787,007.37
In-Kind	<u>813,097.75</u>
Total Revenue	21,434,134.44
EXPENDITURES	
Salaries	9,203,632.75
Benefits	3,165,350.61
Travel	224,508.85
Space Costs	1,611,607.39
Supplies	591,331.03
Consultant/Contract Services	829,439.34
Other Costs	827,919.61
Program Costs	2,578,208.53
Capital Expenditures	25,292.19
Indirect	1,839,006.82
In-Kind	<u>813,097.75</u>
Total Expenditures	21,709,394.87
Net Change in Assets	(275,260.43)
Net Assets, beginning	10,878,983.16
Net Assets, ending	10,603,722.73

**COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-18 TO 08-31-18 (50%)**

	AGENCY TOTAL			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	25,995,600	11,249,042	14,746,558	43%
BENEFITS	7,979,525	3,697,533	4,281,992	46%
TRAVEL	536,271	283,413	252,858	53%
SPACE COST	3,765,111	1,959,388	1,805,723	52%
SUPPLIES	1,796,041	666,022	1,130,019	37%
EQUIPMENT	211,038	154,635	56,403	73%
CONSULTANT/CONTRACT SERVICES	954,462	777,370	177,092	81%
OTHER COSTS	2,259,160	1,051,827	1,207,333	47%
PROGRAM COSTS	9,151,790	3,117,927	6,033,863	34%
INDIRECT	5,059,589	2,208,055	2,851,534	44%
TOTAL	57,708,587	25,165,211	32,543,376	44%

**COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-18 TO 08-31-18 (50%)**

	EDUCATION			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	20,001,314	8,529,517	11,471,797	43%
BENEFITS	6,306,887	2,897,596	3,409,291	46%
TRAVEL	323,189	162,125	161,064	50%
SPACE COST	2,763,629	1,390,120	1,373,509	50%
SUPPLIES	1,391,790	521,366	870,424	37%
EQUIPMENT	113,310	147,364	(34,054)	130%
CONSULTANT/CONTRACT SERVICES	697,686	412,000	285,686	59%
OTHER COSTS	1,273,028	586,327	686,701	46%
PROGRAM COSTS	6,935,676	2,455,473	4,480,203	35%
INDIRECT	3,489,828	1,653,707	1,836,121	47%
TOTAL	43,296,337	18,755,595	24,540,742	43%

**COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-18 TO 08-31-18 (50%)**

	NUTRITION			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	3,431,870	1,429,955	2,001,915	42%
BENEFITS	981,090	413,952	567,138	42%
TRAVEL	106,391	62,942	43,449	59%
SPACE COST	576,555	287,083	289,472	50%
SUPPLIES	214,757	97,815	116,942	46%
EQUIPMENT	97,728	7,271	90,457	7%
CONSULTANT/CONTRACT SERVICES	11,300	1,669	9,631	15%
OTHER COSTS	310,015	147,387	162,628	48%
PROGRAM COSTS	1,235,539	397,564	837,975	32%
INDIRECT	604,331	260,721	343,610	43%
TOTAL	7,569,576	3,106,360	4,463,216	41%

**COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-18 TO 08-31-18 (50%)**

	ENERGY CONSERVATION			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	1,300,000	717,689	582,311	55%
BENEFITS	377,000	196,139	180,861	52%
TRAVEL	60,000	41,433	18,567	69%
SPACE COST	200,000	116,184	83,816	58%
SUPPLIES	140,000	29,593	110,407	21%
EQUIPMENT	0	-	0	0%
CONSULTANT/CONTRACT SERVICES	200,000	355,031	(155,031)	178%
OTHER COSTS	535,000	252,251	282,749	47%
PROGRAM COSTS	950,000	250,375	699,625	26%
INDIRECT	376,200	190,778	185,422	51%
TOTAL	4,138,200	2,149,472	1,988,728	52%

**COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-18 TO 08-31-18 (50%)**

	COMMUNITY SERVICES			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	652,004	234,570	417,434	36%
BENEFITS	150,654	79,208	71,446	53%
TRAVEL	32,701	13,993	18,708	43%
SPACE COST	102,402	135,683	(33,281)	133%
SUPPLIES	25,419	11,211	14,208	44%
EQUIPMENT	0	-	0	0%
CONSULTANT/CONTRACT SERVICES	43,226	8,311	34,915	19%
OTHER COSTS	66,152	27,809	38,343	42%
PROGRAM COSTS	20,025	9,272	10,753	46%
INDIRECT	101,673	50,618	51,055	50%
TOTAL	1,194,256	570,675	623,581	48%

**COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-18 TO 08-31-18 (50%)**

	CSBG			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	606,412	334,811	271,602	55%
BENEFITS	163,069	110,290	52,779	68%
TRAVEL	13,990	2,919	11,071	21%
SPACE COST	118,325	30,287	88,038	26%
SUPPLIES	21,875	3,904	17,971	18%
EQUIPMENT	0	-	0	0%
CONSULTANT/CONTRACT SERVICES	2,250	359	1,891	16%
OTHER COSTS	48,705	14,451	34,254	30%
PROGRAM COSTS	10,550	2,525	8,025	24%
INDIRECT	484,007	49,356	434,651	10%
TOTAL	1,469,183	548,902	920,281	37%

**COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-18 TO 08-31-18 (50%)**

	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	23,602	2,658	90%
PROGRAM COSTS	0	2,717	(2,717)	Not Budgeted
INDIRECT	3,550	2,875	675	81%
TOTAL	41,035	34,208	6,827	83%

COMMUNITY ACTION PARTNERSHIP OF KERN
INDIRECT FUND - FY 2018/19
BUDGET TO ACTUAL - 3/1/18 TO 2/28/19 (6 OF 12 MONTHS = 50%)


	Budget	Actual	% Earned/ Expended	Available Balance
Revenue	\$ 5,059,589	\$ 2,208,055	43.6%	\$ 2,851,534
Expenditures				
Salaries	2,820,260	1,227,356	43.5%	1,592,904
Benefits @ 24.11% actual	<u>674,091</u>	<u>277,294</u>	<u>41.1%</u>	<u>396,797</u>
Total Personnel Costs	3,494,351	1,504,650	43.1%	1,989,701
Operating Costs				
Travel	90,750	24,599	27.1%	66,151
Space Costs	187,900	84,125	44.8%	103,775
Supplies	138,400	52,163	37.7%	86,237
Consultant/Contract	630,725	353,938	56.1%	276,787
Other Operating Costs	<u>363,950</u>	<u>107,069</u>	<u>29.4%</u>	<u>256,881</u>
Total Operating Costs	1,411,725	621,894	44.1%	789,831
Total Expenditures	<u>\$ 4,906,076</u>	<u>\$ 2,126,543</u>	<u>43.3%</u>	<u>\$ 2,779,533</u>
Excess Indirect Revenue	<u>\$ 153,513</u>	<u>\$ 81,512</u>		

RECAP BY SUPPORT DIVISION	Revised Budget	Actual	% Expended	Available Balance
HR	\$ 1,223,465	\$ 503,604	41.2%	\$ 719,861
Operations	1,394,366	633,103	45.4%	761,263
Executive	536,935	261,969	48.8%	274,966
Community Development	704,410	263,499	37.4%	440,911
Finance	<u>1,046,900</u>	<u>464,368</u>	<u>44.4%</u>	<u>582,532</u>
	<u>\$ 4,906,076</u>	<u>\$ 2,126,543</u>	<u>43.3%</u>	<u>\$ 2,779,533</u>

Prepared Date: 9/12/18

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Board of Directors
From: Lisa Price, Program Governance Coordinator 
Date: September 26, 2018
Subject: *Agenda Item VII(a):* April Policy Council Report – **Action Item**

The Policy Council convened on August 30, 2018; quorum was established.

Staff from the Energy Department presented information to the Policy Council regarding CAPKs income-based energy assistance programs. Some of the specific services shared included weatherization, bill pay assistance, appliance replacement, how to obtain services if residing in a rental property among other topics.

A request was brought forth to change the scheduled September Policy Council Meeting from September 27, 2018 to September 20, 2018. The reason for the request was because CAPK Food Banks *Feed the Need* event is taking place at The Kern County Fair on the same date. A motion was made with subsequent approval to hold the monthly PC Meeting one week earlier on September 20, 2018. This resolved any scheduling conflict and will allowing families to support the CAPK Food Bank as well as attend the fair.

The Focus Area 2 review from the Office of Head Start was shared as well. The EHS Partnership as well as EHS San Joaquin received all “green lights” which represents compliance across all areas of these programs.

COMMUNITY ACTION PARTNERSHIP OF KERN
POLICY COUNCIL MEETING MINUTES
August 30, 2018
5005 Business Park North
Board Room 130

1. **Call to Order** – Chairperson, Enrique Salazar, Jr., called the meeting to order at 5:31 p.m.
 - a. Moment of Silence, Pledge of Allegiance
 - b. Reading of Promise of Community Action
“Community Action changes people’s lives, embodies the spirit of hope, improves communities, and makes America a better place to live. We care about the entire community, and we are dedicated to helping people help themselves and each other.”
2. **Roll Call/Set Quorum – Secretary, Nicole Walker.** Quorum was established.
PC Members Present: Jacqueline Boykin, Amber Dunlap, Nicole Walker, Daisy Valencia, Ulyses Rodriguez, Victoria Garcia Carlos, Enrique Salazar, Jr., Diana Reyes, Destiny Thompson-Butler, Rosa Reyes, Ana Lester, Lindsay Harrison.
3. **Approval of Agenda – Chairperson** (**ACTION)
 - a. Motion for approval of the PC Agenda dated August 30, 2018, was made by Amber Dunlap; Ulyses Rodriguez seconded; motion carried unanimously.
4. **Approval of Minutes – Chairperson** (**ACTION)
 - a. Motion for approval of the PC meeting minutes dated July 26, 2018, was made by Ulyses Rodriguez; Diana Reyes seconded; motion carried unanimously.
5. **Presentation of Guests/Public Forum**
The following guests were in attendance: Jerry Meade, Program Design and Management Administrator; Ginger Mendez, HS/State Enrollment/ Attendance Manager; LeTisha Brooks, Program Manager; Lisa Price, Program Governance Coordinator; Gabriel Cleaver, IT Specialist; Emily Gonzalez Demont, Assistant Director of Grants Management; MaryAnn Mooney, Program Manager, Janey Felsoci, Family Education Coordinator; Donna Holland, Fiscal Administrator; Andrea Rodriguez, CAPK Energy; Vivian Hernandez, CAPK Energy, Maria Estrada, CAPK Energy.
 - 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.)*
6. **Standing Committee Reports** (five minutes each)
 - a. School Readiness Committee
No report. Next meeting not announced.
 - b. Planning Committee, Victoria Garcia Carlos
The sub-committee reviewed monthly activity report which included enrollment, average daily attendance and meals served. Next meeting to be held September 4, 2018.
 - c. Finance Committee, Amber Dunlap
The sub-committee members reviewed the current Budget-to-Actuals for each program including parent travel. Next meeting to be held August 23, 2018.
 - d. By-Laws Committee
No report. Next meeting not announced.
7. **Presentations**
 - a. Head Start/Early Head Start Data Trends – Vivian Hernandez & Maria Estrada, CAPK HEAP Program
Ms. Hernandez provided information about CAPK’s income-based energy assistance program. Materials were distributed, and questions posed by PC Members were answered. Specific services share included weatherization for homes, bill pay assistance, hot water heater blankets, HVAC systems and more. Questions regarding income eligibility, frequency of use, application scheduling through 2-1-1, and timeline for services were addressed. Discussion was held regarding how to obtain services if in a rental property. Additional materials were requested to share within the community.

8. **New Business** – Chairperson (**ACTION)

- a. Request to change scheduled September Policy Council meeting date – Lisa Price Program Governance Coordinator

Ms. Price shared that the September Policy Council meeting is scheduled the same day as the CAPK Food Bank's *Feed the Need* event. Through discussion from council members, the September meeting was proposed to be changed to be held on September 20, 2018, at 5:30 PM. A motion for approval of the new date was made by Rosa Reyes; Amber Dunlap seconded; motion carried unanimously

9. **Communications**

- a. Kern Head Start Budget vs. Actual Expenditures, March 1, 2018 through July 31, 2018
- b. Kern Early Head Start Budget vs. Actual Expenditures, March 1, 2018 through July 31, 2018
- c. San Joaquin Early Head Start Budget vs. Actual Expenditures, February 1, 2018 through July 31, 2018
- d. Early Head Start Child Care Partnerships Budget vs. Actual Expenditures, September 1, 2017 through July 31, 2018
- e. Parent Local Travel & Child Care through July 31, 2018
- f. Parent Activity Funds through July 31, 2018
- g. Kern Head Start and Early Head Start Non-Federal Share and In-Kind Report, March 1, 2018 through July 31, 2018
- h. Department of Health and Human Services, Administration for Children and Families, Notice of Award 09CH9142-05-03 (Head Start/Early Head Start Kern)
- i. Department of Health and Human Services, Administration for Children and Families Notice of Award 09HP0036-04-00 (Early Head Start Child Care Partnerships)
- j. San Joaquin Early Head Start Non-Federal and In-Kind Report, February 1, 2018 through July 31, 2018
- k. 2018 Kern Community Needs Assessment
- l. Focus Area 2 Program Performance Summary Report for Kern/San Joaquin Early Head Start Programs
- m. Policy Council Budget & Finance Committee Minutes – July 19, 2018 (English/Spanish)
- n. Policy Council Budget & Finance Committee Minutes – August 23, 2018
- o. Policy Council Planning Committee Minute – August 6, 2018 (English/Spanish)
- p. Get On Board ~ Skate with A.U.T.I.
- q. Bunco Tournament Fundraiser ~ H.E.A.R.T.S. Connection
- r. Domestic Violence Awareness Luncheon ~ Bakersfield American Indian Health Project
- s. Worker's Rights Workshop ~ GBLA (English/Spanish)
- t. Drug Free Youth Summit ~ Kern County Friday Night Live Partnership/KCSOS
- u. Health & Community Resources Fair ~ Bakersfield High School
- v. 2018 Basketball Season ~ League of Dreams
- w. Latino Health Awareness Celebrations ~ Kern County Public Health Services (English/Spanish)
- x. All Valuable People Community Workshop ~ Alternatives to Violence Project

The Chairperson called for a motion to move and file the July 26, 2018, Communications. Motion made by Ulyses Rodriguez to move and file the Communications items (a) through (x).

10. **Program Governance Report/Training** – Lisa Price, Program Governance Coordinator

Ms. Price thanked the Policy Council members for their attendance and participation in the theme for the evening. Through the Back-to-school theme, she spoke about the importance of children attending school. Many concepts were shared in a video presentation on how every day counts and how each day is a new beginning. The focus of attendance will remain a focus throughout the school year.

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

Ms. Lester spoke about the Adventist Health Immunization and Bakersfield Pregnancy Center's Mobile Units and provided their schedules for September. Additionally, Ms. Lester provided flyers on the 7th Annual KGET BBQ being held September 5th, with all proceeds benefitting the Wounded Hero's Fund; the Veteran's Stand Down in Ridgecrest, September 21; and Citizens Workshop being offered for free on September 22nd. Ms. Harrison shared information regarding the 2018 Parent Summit being held September 15 sponsored by the Kern County Superintendent of Schools. She provided Kern County Fair information and coupons for discounted entry on specific days. Her final community resource shared was regarding the Job Center opening at Beale Library where employment services will now be available for Kern County residents.

12. **Early Head Start San Joaquin Report** – Rashi Strother, Family Services and Governance Specialist
Ms. Strother shared how the SJC programs will be supporting a focus on Attendance. She will be supporting committee work to improve attendance throughout the program. She also shared that PC Parent, Rosa, will be making the presentation in September.
13. **Early Head Start Partnership Report** – Debbie Connolly, EHS Partnership Coordinator
Ms. Price shared that Debbie Connolly was not available to attend the PC meeting but sent the Bakersfield Californian article on the new Outdoor Classroom at Bakersfield College.
14. **Board of Directors Representatives Report** – No report as Yolanda Ochoa was attending a CAP Conference with fellow Board Members and was not able to attend the meeting.
15. **Director's Report (HS/State Child Development)** – Yolanda Gonzales, Director of Head Start/State Child Development
Mrs. Gonzalez-Demont reported on behalf of Ms. Gonzales. First, she thanked the members for being present and making quorum. She shared that staff successfully complete the annual in-service (Pre-Service) where staff received training in preparation for the new school year. She shared that the recruitment of children continues. She stressed the importance of attendance and daily routines for children supports school readiness. She proudly shared the results of the Focus Area Two review from the Office of Head Start. The program received ALL GREEN which represents a program of compliance. She detailed the review process and results as reported in the OHS FA2 Summary Report. Congrats to all were expressed.
16. **Policy Council Chairperson/Announcements** – Enrique Salazar, Jr., Chairperson
Mr. Salazar expressed his thanks for attending. He continued the discussion on the importance of attendance and shared an example of his efforts to continue his education and the challenges with maintaining a 4.0 grade point average. He encouraged parents to support attendance as well as maintaining routines, schedules and checking backpacks for homework. He reminded the council to connect with Jerry and or Lisa to support the letters of reference requested at the August meeting.
17. **Adjournment** –Chairperson
The meeting was adjourned at 6:15 p.m. by the Chairperson.