

COMMUNITY ACTION PARTNERSHIP OF KERN  
BOARD OF DIRECTORS MEETING

5005 Business Park North, Bakersfield, CA  
February 27, 2019  
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

Janea Benton  
Jimmie Childress  
Lorena Fernandez  
Curtis Floyd  
Jose Gurrola

Craig Henderson  
Nila Hogan  
Mike Maggard  
Jonathan Mullings  
Yolanda Ochoa

Marian Panos  
Guadalupe Perez  
Warren Peterson  
Fred Plane  
Ana Vigil

**II. Approval of Agenda**

**III. Approval of Meeting Minutes**

- a. Minutes of January 30, 2019 Board of Directors meeting – **Action Item (p. 3-8)**

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

**V. Special Presentation**

There is no presentation scheduled.

**VI. New Business**

- a. Award of Property & Casualty Insurance Coverage – Emilio Wagner, Director of Operations – **Action Item (p. 9-42)**
- b. Request to Contract with Kern County for Home Visiting Initiative Program Services with Resolution – Jerry Meade, Program Design and Management Administrator – **Action Item (p. 43-67)**

**VII. Committee Reports**

- a. PRE Committee Report – Ralph Martinez, Director of Community Development – Action Item
  - i. Minutes from the February 13, 2019 Committee Meeting (**p. 68-70**)
  - ii. Presentation by 2-1-1 Kern

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February 27, 2019  
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- iii. January 2019 Program & Division Reports **(p. 71-84)**
- iv. Application Status Reports and Funding Requests for January 2019 **(p. 85-90)**
- v. January 2019 Head Start / State Child Development Enrollment Update and Meals Report **(p. 91-92)**
- vi. Summary of Changes to the 2019-2020 Recruitment and Selection Plan **(p. 93-95)**
- b. Budget & Finance Committee Report – Tracy Webster, Chief Financial Officer – **Action Item**
  - i. Minutes from the February 20, 2019 Committee Meeting **(p. 96-99)**
  - ii. Application Status Report for January 2019, and Funding Requests **(p. 100-106)**
  - iii. Head Start and Early Head Start Budget to Actual Reports **(p. 107-121)**
  - iv. Revision to Director of Operations Job Description and Wage Grade **(p. 122-126)**
  - v. Annual Budget for FY 2019/2020 **(p. 127-136)**
  - vi. Discretionary Fund Update **(p. 137)**
  - vii. Financial Statements for January 2019 **(p. 138-181)**

**VIII. Advisory Board Reports**

- a. Head Start Policy Council Report – Nila Hogan, Policy Council Representative – **Action Item**
  - i. February 2019 Policy Council Report **(p. 182)**
  - ii. January 2019 Policy Council Minutes **(p. 183-184)**
- 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 (Verbal Report) – **Action Item****

- a. Committee to review CAPK Health Insurance plans.
- b. Department of Energy (DOE) weatherization program.
- c. CalCAPA Legislative Day and mini-conference.

**X. Board Member Comments**

**XI. Closed Session**

**XII. Closed Session Report**

**XIII. Next Scheduled Meeting**

Board of Directors Meeting  
Wednesday, March 27, 2019  
12:00 p.m.  
5005 Business Park North  
Bakersfield, CA 93309

**XIV. Adjournment**

*This is to certify that this Agenda notice was posted in the lobby of the CAPK Administrative Office at 5005 Business Park North, Bakersfield, CA and online at [www.capk.org](http://www.capk.org) by 12:00 pm, February 22, 2019. Paula Daoutis, Administrative Coordinator*

COMMUNITY ACTION PARTNERSHIP OF KERN  
BOARD OF DIRECTORS MEETING

5005 Business Park North, Bakersfield, CA  
January 30, 2019  
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, located at 5005 Business Park North, Bakersfield, CA.

- a. Moment of Silence/Pledge of Allegiance
- b. Reading of the "Promise of Community Action"
- c. Seating and welcoming of new Board Members: Nila Hogan, Policy Council Representative; Jose Gurrola, 14<sup>th</sup> State Senate District Representative; and the reappointment of Mike Maggard, Kern County Board of Supervisors Representative.

Motion was made and seconded to approve the appointment of Nila Hogan, Jose Gurrola, and the reappointment of Mike Maggard. Carried by a vote of 11 in favor and 1 opposed (Peterson/Henderson).

- d. Roll Call

Roll Call was taken with a quorum present:

Present: Jimmie Childress, Curtis Floyd, Jose Gurrola, Craig Henderson, Nila Hogan, Mike Maggard, Jonathan Mullings, Yolanda Ochoa, Marian Panos, Guadalupe Perez, Warren Peterson, Fred Plane

Absent: Janea Benton, Lorena Fernandez, Ana Vigil

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; 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 January 30, 2019 as amended to add: the accepting appointment of Arvin Mayor Jose Gurrola as the 14<sup>th</sup> State Senate District Representative for Senator Melissa Hurtado; the removal of Garth Corrigan from the roll call roster and addition of Jose Gurrola; and the amended title for item VI(d) to read "Early Head Start San Joaquin Food Service Contract." Carried by unanimous vote. (Maggard/Henderson).

**III. Approval of meeting minutes**

- a. Minutes of November 2018 Board of Directors meeting.

Motion was made and seconded to approve the minutes of the November 28, 2018 meeting. Carried by unanimous vote. (Henderson/Ochoa).

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

No one addressed the Board.

**V. Special Presentations**

Brian Shumway and Michelle Jara-Rangel from Owens Valley Career Development Center (OVCDC) presented CAPK's CEO Jeremy Tobias with a Certificate of Appreciation for collaboration over the past six years.

Brian provided the Board with a brief overview of the services provided by OVCDC and stated that the organization is dedicated to providing Native American Indians with quality educational programs and opportunities. OVCDC operates from 14 sites in 7 counties across the state. Brian explained that the services are different than what Welfare offers, OVCDC requires drug testing and provides services that state programs do not provide. One of the programs is language classes that are offered to help preserve the native language. OVCDC has had a relationship with CAPK for last 6 years and has worked with the following programs: WIC; Food Bank; VITA; Friendship House Community Center; and the Shafter Youth Center. Michelle stated that OVCDC is looking forward to continuing and growing the collaboration with CAPK.

**VI. New Business**

a. Property & Casualty Insurance Renewal Update – Emilio Wagner, Director of Operations – ***Info Item***

Emilio Wagner introduced John LaSalle from USI who provided an overview of the renewal terms for CAPK's property and casualty insurance and stated there would be an increase in rates for the coming year, due to recent natural disasters. John also explained that bids from insurance carriers have not been received prior to the meeting for review by the Board.

Curtis Floyd requested that staff provide the Board with the renewal rates and staff recommendation at least one week prior to the February meeting in order to provide the Board with enough time to review and prepare questions for staff and USI.

b. Information Technology Update: IT Strategic Plan and IT Policy Update – Emilio Wagner, Director of Operations – **Action Item**

Emilio Wagner provided a brief summary of the background for the IT Strategic Plan and Policy, which is timely as it also overlapped with some of the items addressed in the recent audit of IT services as part of the agency wide audit by Brown Armstrong. Wipfli was hired as a consultant to assess CAPK's software storage, firewalls, user support, hardware and security. The review was very informative, and the recommendations made were geared towards how CAPK can align the IT department to achieve the mission. Areas of improvement were identified, and staff is working to implement changes, such as: conduct a security review of CAPK's IT environment; develop and IT Steering Committee; and adopt an IT Strategic Plan.

Emilio provided a detailed summary on how assessments were conducted and plans for improvement, and referenced the attached IT Steering Committee Charter, the 2019 IT Strategic Plan, and the IT Policies and Procedures.

Motion was made and seconded to approve the 2019 IT Strategic Plan and revised IT Policies and Procedures. Motion carried unanimously. (Henderson/Mullings).

- c. Request for approve Head Start Cost of Living Adjustment (COLA) for the 2019-2020 funding year with Resolution – Jerry Meade, Program Design & Management Administrator – **Action Item**

Jerry Meade stated that a 1.77% base contract Cost of Living Adjustment (COLA) is coming down from Head Start and staff is recommending COLA funds in the amount of \$238,297 be used to increase Head Start staff pay scales among the other budgeted items. HS/EHS Kern will realize a \$146,655 increase and EHS San Joaquin will see an increase of \$91,642. The proposed adjustment is for the entire base contract to cover a cost of living wage adjustment, as well as inflationary increases in other benefits, and all line items such as utilities, rent, etc. The Board is required to approve a Resolution to allow staff to submit the COLA funding application and staff is recommending approval.

Motion was made and seconded to approve with resolution, to approve the Head Start Cost of Living Adjustment (COLA) for the 2019-2020 funding year. Carried by unanimous vote. (Henderson/Ochoa).

- d. Early Head Start San Joaquin Food Service Contract – Emily Gonzalez Demont, Assistant Director of Grants Management – Action Item

Emily Gonzalez Demont provided background on the San Joaquin program and reported that a Request for Proposal (RFP) was released in December 2018 for child and adult meals for the San Joaquin County Early Head Start program, which serves 313 children from 7 centers. A total of 3 vendors expressed interest, however, only the existing vendor completed the RFP by the deadline. The annual total for the contract exceeds the approval threshold and requires Board approval. Staff recommends the Board approve the San Joaquin County Early Head Start Food Service Vendor Contract with Creative Child Care, Inc. for 2019-2020 with a projected dollar amount of \$258,514.

Motion was made and seconded to approve the Early Head Start San Joaquin Food Service Contract. Carried by unanimous vote. (Henderson/Gurolla)

## **VII. Committee Reports**

- a. Executive Committee Report – Jeremy Tobias, Chief Executive Officer – **Action Item**
  - i. Minutes of the December 12, 2018 Committee Meeting
  - ii. Weatherization Inspector Revised Job Description
  - iii. Resolution to Submit Non-Federal Share Waiver Request for San Joaquin County Early Head Start for the 2018-2019 Funding Year.
  - iv. Head Start and Early Head Start Budget to Actual Reports
  - v. Chief Financial Officer's Report
  - vi. Chief Executive Officer's Report

Jeremy Tobias reported the Committee met on December 12, 2018 and recommended the Weatherization Inspector Revised Job Description be forwarded to the Budget & Finance Committee for further review of requested documents. All other action items were approved.

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

- b. PRE Committee Report – Ralph Martinez, Director of Community Development – **Action Item**
  - i. Minutes of the January 15, 2019 Committee Meeting
  - ii. November & December 2018 Program & Division Reports
  - iii. Application Status Reports and Funding Requests
  - iv. November & December 2018 Head Start / State Child Development Enrollment Update and Meals Report
  - v. November & December 2018 Outreach & Advocacy Report

Ralph Martinez reported the Committee met on January 15, 2019, gave a review of each item, and reported that all items on the agenda were approved and recommends the Board approve report.

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

- c. Audit & Pension Committee Report – Tracy Webster, Chief Financial Officer – **Action Item**
- i. Minutes of the January 17, 2019 Committee Meeting
  - ii. Pension Plan Update: 401(a) and 403(b) Review Q3-2018
  - iii. Approval of Compliance Review Corrective Action Plan for the Emergency Food Assistance Program (EFAP)
  - iv. City of Bakersfield Development Services Department Letter Dated September 25, 2018 Regarding Facility Monitoring, CDBG Program Agreement No. ED 16-202
  - v. California Department of Education Letter Dated September 25, 2018 Regarding Anonymous Consumer Complaint
  - vi. CCTR-6049, CMIG-6004, CMSS-6004, and CSPP-6110 Year-End Earnings Calculations FY 2016-2017 and Reserve Fund Status Report
  - vii. CMAP-6000 Year-End Earnings Calculations FY 2016-2017 and Reserve Fund Status Report

Tracy Webster reported that the Committee met on January 17, 2019 and stated that representatives from Brown Armstrong provided a summary audit report to the Committee for the period ended February 28, 2018 and June 30, 2018. All other agenda items were information only.

Tracy provided each Board Member with a hard copy of the completed Audit conducted by Brown Armstrong for the period ended February 28, 2018 and June 30, 2018 and introduced Andrew Paulden from Brown Armstrong, who provided the Board with a brief overview of the audit process and reported on the Significant Audit Areas and the following three separate audit reports that were issued:

- **Financial Audit of CAPK** – The Independent Auditors rendered an unmodified opinion or “clean opinion,” which is the highest ranking possible.
- **Special Purpose Audit** – The Special Purpose Audit report is a state requirement with the audit year ending June 30, 2018. The Independent Auditors rendered an unmodified opinion or “clean opinion,” which is the highest ranking possible.
- **Defined Contribution Pension Plan** – The Independent Auditors rendered a Disclaimer of Opinion, because of the reliance of information provided to them by Pensionmark. A Disclaimer of Opinion is the highest ranking possible for a pension plan audit.

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

- d. Budget & Finance Committee Report – Tracy Webster, Chief Financial Officer – **Action Item**
- i. Minutes from the January 23, 2019 Committee Meeting
  - ii. Application Status Report for November & December 2018, and Funding Requests
  - iii. Head Start and Early Head Start Budget to Actual Reports
  - iv. Weatherization Inspector Revised Job Description
  - v. Discretionary Fund Update
  - vi. Financial Statements for December 2018
  - vii. Budget Revision: Energy Department

Tracy Webster reported that the Budget & Finance Committee met on January 23, 2019 and provided a summary of the agenda items noted, including the revised job description for Weatherization Inspector which was referred by the Executive Committee. She reported that the Committee approved all items on the agenda and recommended approval by the Board.

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

**VIII. Advisory Board Reports**

- a. Head Start Policy Council Report – Nila Hogan, Policy Council Representative - **Action Item**
  - i. January 2019 Policy Council Report
  - ii. November 2018 Meeting Minutes
  - iii. December 2018 Meeting Minutes

Nila Hogan provided the Policy Council report for January 2019 and reported that budget revisions were presented to the Council and approved. Nila also reported that the monthly standing meetings have been moved from the 4<sup>th</sup> Thursday to the 4<sup>th</sup> Tuesday of each month.

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

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

Ralph Martinez reported that the Mixer & More event raised \$14,197 and realized a net profit of more than \$8,000. Ralph also reported that Starbucks facilitated a Martin Luther King resource fair on the same day as the food distribution and over 500 individuals participated in the event. Twenty-two vendors were onsite to distribute informational handouts, and one vendor provided free haircuts.

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

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

- a. Update on Partial Government Shutdown

Jeremy Tobias provided a summary of the partial government shutdown that has since ended at least temporarily. Jeremy explained that CAPK did not sustain an immediate impact but if the government fails to reach an agreement for the budget prior to February 15<sup>th</sup>, a second shutdown could occur, and it is possible some of CAPK programs could be affected. Staff will stay on top of the situation and report to Board as necessary.

Jeremy also reported on a recent security issue and stated that staff is stepping up security, and plans are underway to modify the main reception area for staff safety.

Following up on a past request from a Board Member, Jeremy noted that staff had produced Strategic Plan wallet cards for use by Board and employees. The cards are at their seats and contain CAPK's Mission and Vision Statements, the Guiding Principles, and The Promise of Community Action on the back. The wallet cards can be used for quick reference and will be distributed to all staff.

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

**VIII. Election of Board Officers**

a. Accept nominations for the following Board Officer positions:

- Chair
- Vice Chair
- Secretary
- Treasurer

Curtis Floyd called for nominations for the officer positions and the following individuals were nominated:

- Nominations for Chair: Curtis Floyd
- Nominations for Vice Chair: Warren Peterson and Janea Benton
- Nominations for Secretary: Yolanda Ochoa, Janea Benton, and Fred Plane
- Nominations for Treasurer: Janea Benton and Ana Vigil

b. Call for votes by ballot for the Board Officer positions

Curtis Floyd called for votes by showing of hands for each of the officer positions.

c. Reading of the election results

The election results were tallied by Paula Daoutis, Administrative Coordinator, who reported the outcome:

- Chair: Curtis Floyd
- Vice Chair: Warren Peterson
- Secretary: Yolanda Ochoa
- Treasurer: Janea Benton

**IX. Board Member Comments**

Jose Gurrola said that he is looking forward to serving on the CAPK Board. Yolanda Ochoa attended the VITA EITC event last Friday and noted significant growth. Yolanda also participated in the homeless "Point in Time" count event in Lake Isabella, as part of the nationwide count taking place around the country. Jeremy Tobias stated that several CAPK staff also participated in the count.

**X. Closed Session - canceled**

**XI. Closed Session Report**

**XII. Next Scheduled Meeting**

Board of Directors Meeting  
Wednesday, February 27, 2019  
12:00 p.m.  
5005 Business Park North  
Bakersfield, CA 93309

**XIII. Adjournment**


The meeting adjourned at 1:47 pm.



# COMMUNITY ACTION PARTNERSHIP OF KERN

## MEMORANDUM

**To:** Board of Directors



**From:** Emilio G. Wagner – Director of Operations

**Date:** February 27, 2019

**Subject:** *Agenda Item 6a:* Award of Property and Casualty Insurance Coverage – **Action Item**

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### **Background:**

CAPKs risk insurance coverages are scheduled to expire on February 28, 2019. As result, USI Insurance Services, current broker, has solicited proposals from insurance carriers on CAPKs behalf to obtain the most cost-effective premiums. The premium for the 2018/2019 year was \$235,578.

### **Current Events:**

As USI presented during the January 30th Board of Directors meeting the request for proposals to insurance carriers was released and as a result have received the following responses:

Philadelphia Indemnity Insurance Company (current)	\$247,335 (same as expiring coverage year limits)
Berkley Health Services	Could not provide a competitive quotation
Hartford	Could not provide a competitive quotation
Travelers	Could not provide a competitive quotation

Key Change to policy:

As compared to the 2018/2019 year, with no changes to coverage limits, CAPK will see an increase of \$11,757, or approximately a 4.99%.

However, USI proposed the following coverage limits changes, increasing the renewal by \$3,935 for a total increase of \$15,692 or 6.66% over the 2018/2019 premium. After discussion with USI staff supports the recommended coverage increase.

Property – Property in Transit \$100,000 limit:	\$300
Property – Personal Property at Unscheduled Locations - \$250,000 limit:	\$450
Inland Marine – Property in Transit - \$25,000 limit:	\$205
Crime - \$3,000,000 limit for each of the following lines:	\$2,980
Employee Theft	
Forgery or Alteration Including Credit Cards	
Money, Securities and Other Property:	
Inside the Premises	
Outside the Premises	
Computer and Funds Transfer	

Due to the difficulty in getting a market response for a March 1<sup>st</sup> renewal staff will investigate with USI the possibility of aligning the Property and Casualty lines of coverage with the Workers Compensation renewal in August. We will continue with binding coverage for the 2019/2020 policy year and if a move is advisable, staff will bring the proposal to the Board in the coming months to modify the policy year.

### **Recommendation:**

Staff recommends the Board of Directors authorize the Chief Executive Officer to bind coverage at the proposed increased limits with Philadelphia Indemnity Insurance Company through USI Insurance Services.

Attachment:  
Proposal of Insurance

# Community Action Partnership of Kern

Property & Casualty Insurance Proposal

March 1, 2019 – March 1, 2020



John LaSalle, Senior Vice President  
Tara Hemmingsen, Account Executive

Date Prepared: February 19, 2019



# About USI Insurance Services

USI is one of the largest brokerage and consulting firms in the world, delivering property and casualty, employee benefits, personal risk, program and retirement solutions to large risk management clients, middle market companies, smaller firms and individuals. Headquartered in Valhalla, New York, USI connects together over 6,000 industry leading professionals across more than 150 offices to serve clients' local, national and international needs. USI has become a premier insurance brokerage and consulting firm by leveraging the USI ONE Advantage®, an interactive platform that integrates proprietary and innovative client solutions, networked local resources and expertise, and enterprise-wide collaboration to deliver customized results with positive, bottom line impact. USI attracts [best-in-class industry talent](#) with a long history of deep and continuing investment in our [local communities](#). For more information, visit [usi.com](#).

## The USI ONE Advantage®

What truly distinguishes USI as a leading middle market insurance brokerage and consulting firm is the USI One Advantage, a game-changing value proposition that delivers clients a robust set of risk management and benefit solutions and exclusive resources with financial impact. USI ONE™ represents **Omni, Network, Enterprise**—the three key elements that create the USI ONE Advantage and set us apart from the competition.

### ***Omni – USI's Proprietary Analytics***

Omni, which means “all,” is USI's one-of-a-kind solutions platform—real time, interactive, dynamic and evolving, and customized for each client. Built in-house by USI subject matter experts, Omni captures the experience of more than 100,000 clients, thousands of professionals and over 100 years of business activity through our acquired agencies into targeted, actionable solutions.

### ***Network – USI's Local and National Resources***

USI has made a very large investment in local resources and technical expertise, with more than 4,400 professionals networked nationally to build strong vertical capabilities and integrated account teams. Our local and regional experts ensure account team availability, hands-on service, and ongoing diligent follow-through so we can deliver on the solutions we customize for our clients.

### ***Enterprise – USI's Team Based Strategic Planning***

USI's enterprise planning is a disciplined, focused, analysis centered on our client's issues and challenges. Highly consultative meetings integrate USI's Omni analytics with our broad resource network to build a risk management strategy aligned with client business needs. Our enterprise process is a proven method for identifying, quantifying and minimizing client risk exposures.

The USI ONE Advantage—our **Omni** knowledge engine, with our **Network** of local and national resources, delivered to our clients through our **Enterprise** planning process gives USI fundamentally different solutions, the resources to deliver, and a process to bring superior results to our clients.



# Service Team

## **Sales Executive**

*Manages your overall account and brings all of USI's resources together for your benefit.*

## **Account Executive**

*Responsible for completing all technical transactions regarding the delivery and maintenance of insurance and underwriting services.*

## **P&C Claims**

*Advocates on claims to troubleshoot servicing issues, answer questions about the claims process and assist with optimizing claims outcomes.*

## **Workers Comp Claims**

*Advocates on claims to troubleshoot servicing issues, answer questions about the claims process and assist with optimizing claims outcomes.*

## **Safety & Risk Control Consultant**

*Conducts site inspections, provides loss control insights, and acts as your advocate in relation to carrier loss control representatives.*

## **Other telephone numbers**

## **Office hours**

## **John LaSalle**

Direct line: 213.337.6338

Email Address: john.lasalle@usi.com

## **Tara Hemmingsen, CIC**

Direct line: 424.390.0029

Cell phone: 657.345.3388

Email address:

tara.hemmingsen@usi.com

## **Jason Miyake**

Direct line: 424.390.0038

Email address: jason.miyake@usi.com

## **Anna King**

Direct line: 424.390.0044

Email address: anna.king@usi.com

## **John Canepa Jr**

Direct line: 562.221.1408

Email address: john.canepajr@usi.com

Main office: 424-390-0000

8 a.m. – 5 p.m. Pacific Standard Time  
M - F



# Marketing Summary

This list represents the carriers that were approached to provide a competitive insurance program for your business.

Coverage	Carrier	Response
Package: Property/GL/Auto/ PL/A&M And Umbrella	Philadelphia – Incumbent	Quoted – See Proposal
	NIAC	Indication – Not competitive with Phly terms and premiums
	Berkley	Indication – Not competitive with Phly terms and premiums
	Hartford	Indication – Not competitive with Phly terms and premiums – Cannot offer Abuse & Molestation Limits
	Travelers	Indication – Not competitive with Phly terms and premiums – Cannot offer Abuse & Molestation Limits
Management Liability Package	Philadelphia – Incumbent	Quoted – See Proposal
	Hartford	Quoted – Premiums and Coverage Forms Not Competitive with Phly
	AWAC	No response by time of proposal but unlikely to compete
	Berkley	No response by time of proposal but unlikely to compete
	Chubb	No response by time of proposal but unlikely to compete
	Hanover	No response by time of proposal but unlikely to compete
	Ironshore	No response by time of proposal but unlikely to compete
	Travelers	Unable to compete on the ML Package but quote Cyber
	Zurich	No response by time of proposal but unlikely to compete
Crime	Hartford – Incumbent	Quoted – See Proposal

**Note:**

In evaluating your exposure to loss, we have been dependent upon information provided by you. If there are other areas that need to be evaluated prior to binding of coverage, please bring these areas to our attention. Should any of your exposures change after coverage is bound, such as your beginning new operation, hiring employees in new states, buying additional property, etc., please let us know so proper coverage(s) can be discussed.

Higher limits may be available. Please contact us if you would like a quote for higher limits.



## Premium Comparison

Line of Coverage	2018-2019 Expiring**	2019-2020 Renewal	
Property	\$39,042	\$40,984	5%
Inland Marine	\$3,363	\$607	-82%
General Liability	\$25,324	\$27,393	8%
Auto Liability	\$67,706	\$77,988	13%
Professional Liability	\$11,943	\$8,488	-29%
Abuse or Molestation	\$2,241	\$2,161	-4%
Umbrella Liability	\$23,847	\$24,702	3%
Management Liability Package	\$55,065	\$58,457	6%
Crime	\$7,047	\$6,555	-7%
<b>Total Estimated Annual Premium:</b>	<b>\$235,578*</b>	<b>\$247,335</b>	<b>5%</b>

\*Expiring premiums were netted of commissions for comparison purposes, assuming 15% on all lines.

\*\*Premiums at inception of policies, does not reflect any mid-term changes.

## Exposure Comparison

Line of Coverage	2018-2019 Current	2019-2020 Renewal	Difference
<b>Property</b>			
▪ Total Insurable Values	\$41,903,220	\$42,698,590	2%
<b>General Liability</b>			
▪ Total Square Footage	124,593	302,421	59%
▪ Total Student Count	1,685	1,699	1%
▪ Total Acres	11 Acres	11 Acres	---
<b>Auto Liability</b>			
• Vehicle Count	95 Vehicles	100 Vehicles	5%
<b>Umbrella</b>	Based on Underlying	Based on Underlying	---

## Rate Comparison

Line of Coverage	2018-2019 Current	2019-2020 Renewal	Difference
<b>Property</b>			
▪ Total Insurable Values	0.9317	0.9629	3%
<b>General Liability</b>			
▪ Total Square Footage	0.100	0.085	-15%
▪ Total Student Count	4.73	4.05	-15%
▪ Total Acres	1.29	1.00	-23%
<b>Auto Liability</b>			
• Average Cost Per Unit	\$713	\$780	9%
<b>Abuse or Molestation</b>	1.56	1.27	-19%
<b>Umbrella</b>	0.972	0.924	-5%

### Notes:

- Abuse & Molestation rate is cost per student
- Umbrella rate is a function of its percentage of General Liability premium

## Schedule of Named Insureds

**Only the Named Insureds shown above are included in this proposal. If any Named Insureds are not shown above and should be included for coverage, please notify us immediately.**

Named Insured	
Community Action Partnership of Kern (CAPK)	
Community Action Partners	
Community Action Partnership of Kern Family Health Center	
Community Action Partnership of Kern Food Bank	
Corporate Mailing Address	
5005 Business Park North, Bakersfield, CA 93309	



## Schedule of Locations

Only the locations shown above are included in this proposal. If any locations are not shown above and should be included for coverage, please notify us immediately.

Location Schedule as of 2/15/2019							
Phly Loc #	Loc	Building	Address	City	Zip	Division	Use or Program
1	1	1	300 19th St	Bakersfield	93301	CSD	Energy, VITA, 211 Kern
2	2	1	500 E California	Bakersfield	93307	HNS	WICMain
3	3	1	610 Blandy Bldg.	China Lake	93555	HNS	WIC-China Lake
4	4	1	15580 O St	Mojave	93501	HNS	WIC-Mojave
5	5	1	525 E Casa Loma Drive	Bakersfield	93307	HS/EHS	Casa Loma
6	6	1	2400 Planz Road	Bakersfield	93304	HS/EHS	Planz
7	7	1	410 E Perkins	McFarland	93250	HS/EHS	McFarland
8	8	1	9124 Catalpa Ave	California City	93505	HS/EHS	California City
9	9	1	127 E Minner Ave.	Bakersfield	93304	HS/EHS	Oildale
10	10	1	1100 9th St	Bakersfield	93304	HS/EHS	Rater Johnson
11	11	1	2800 Agate St	Bakersfield	93304	HS/EHS	Seibert
12	12	1	452 W Los Angeles Ave	Shafter	93263	HS/EHS	Shafter
13	13	1	1120 S Curry St.	Tehachapi	93561	HS/EHS	Tehachapi
14	14	1	3301 Virginia Ave	Bakersfield	93304	HS/EHS	Virginia
15	15	1	425 E Fairview Road	Bakersfield	93304	HS/EHS	Fairview
16	16	1	1015 Noble Ave	Bakersfield	93304	HS/EHS	Noble
17	17	1	2400 Truxtun Ave	Bakersfield	93304	HS/EHS	Franklin
18	18	1	8201 Palm Ave	Lamont	93241	HS/EHS	Lamont
19	19	1	2324 Verde St	Bakersfield	93304	HS/EHS	Roosevelt
20	20	1	301-315 Stine Road	Bakersfield	93302	HS/EHS	315 Stine
	20	2	301-315 Stine Road	Bakersfield	93302	HS/EHS	305 Stine A
	20	3	301-315 Stine Road	Bakersfield	93302	HS/EHS	305 Stine B
	20	4	301-315 Stine Road	Bakersfield	93302	HS/EHS	315 Stine EHS
	20	5	301-315 Stine Road	Bakersfield	93302	HS/EHS	HB Socialization
21	21	1	14327 S Vineland Road	Bakersfield	93307	HS/EHS	Vineland
22	22	1	21109 Paso Robles Hwy	Lost Hills	93249	HS/EHS	Lost Hills
23	23	1	1940 Inyo St	Mojave	93501	HS/EHS	Mojave
24	24	1	1835 Cecil Ave	Delano	93215	HS/EHS	Delano Office
	24	2	1835 Cecil Ave	Delano	93215	HS/EHS	Delano-classrooms
	24	3	1835 Cecil Ave	Delano	93215	HS/EHS	Delano-classrooms
	24	4	1835 Cecil Ave	Delano	93215	HS/EHS	Delano-classrooms
	24	5	1835 Cecil Ave	Delano	93215	HS/EHS	Delano-classrooms
25	25	1	2320 Mt Vernon Ave	Bakersfield	93306	HS/EHS	Heritage Park
26	26	1	3000-3003 Sterling Road	Bakersfield	93306	HS/EHS	Sterling Center Office

	26	2	3000-3003 Sterling Road	Bakersfield	93306	HS/EHS	Sterling-Classroom
	26	3	3000-3003 Sterling Road	Bakersfield	93306	HS/EHS	Sterling-Classroom
	26	4	3000-3003 Sterling Road	Bakersfield	93306	HS/EHS	Sterling-Classroom
27	27	1	10300 1/2 San Diego St	Lamont	93241	HS/EHS	San Diego
28	28	1	2424 Cottonwood Road	Bakersfield	93304	YC	Friendship House
29	29	1	4404 Pioneer Drive	Bakersfield	93306	HS/EHS	Pioneer
30	30	1	455 Euclid Ave	Shafter	93263	YC	Shafter Youth Center
31	31	1	3101 Mall View Road	Bakersfield	93306	HNS	Central Kitchen
32	32	1	3811 River Blvd	Bakersfield	93305	HS/EHS	Martha J. Morgan
33	33	1	7998 Alicante Ave	Lamont	93241	HS/EHS	Alicante
34	34	1	277 E Front St	Buttonwillow	93206	HNS	WIC-Buttonwillow
35	35	1	1600 Poplar Ave	Wasco	93280	HS/EHS	Sunrise Villa
36	36	1	5704 Pioneer Drive	Bakersfield	93306	HS/EHS	Alberta Dillard
37	37	1	5005 Business Park Drive	Bakersfield	93302	HQ	HQ Offices
38	38	1	7000 W Doe Ave	Visalia	93291	HNS	MCAP-Visalia
39	39	1	1807 Feliz Drive	Bakersfield	93307	HNS	Food Bank-Food Warehouse
	39	2	1825 Feliz Drive	Bakersfield	93307	HS/EHS	Pete Para Admin Bldg.
	39	3	1825 Feliz Drive	Bakersfield	93307	HS/EHS	Pete Para (Classroom Bldg #200)
	39	4	1825 Feliz Drive	Bakersfield	93307	HS/EHS	Pete Para (Classroom Bldg #300)
	39	5	1825 Feliz Drive #B	Bakersfield	93307	HS/EHS	Warehouse
40	40	1	459 Euclid Avenue	Shafter	93263	HS/EHS	Shafter EHS
41	41	1	230 S Montclair, Suite 103	Bakersfield	93309	HNS	WIC-Southwest
42	42	1	814 North Norma	Ridgecrest	93555	HS/EHS	Oasis
43	43	1	1201 Williams St.	Bakersfield	93307	HS/EHS	Williams
44	44	1	1111 Bush St	Arvin	93203	HS/EHS	Primeros Pases
45	45	1	525 East Yosemite Ave.	Madera	93638	HNS	MCAP-Madera
46	46	1	1410 11th St	Bakersfield	93302	HS/EHS	Cleo Foran
47	47	1	525 Roberts Lane Bldg C	Oildale	93308	HNS	WIC-Oildale
48	48	1	6019-3&4 Niles	Bakersfield	93302	HNS	WJC-Niles
49	49	1	401 Willow	Bakersfield	93308	HS/EHS	Willow
50	50	1	1913 Feliz Drive	Bakersfield	93307	CAPK	Vacant land
51	51	1	500 South Washington	Bakersfield	93307	CAPK	Vacant Land
52	52	1	108 South Robinson	Tehachapi	932601	HNS	WIC-Tehachapi
53	53	1	11336 Bartlett Ave	Adelanto	92301	HNS	WIC-Adelanto
54	54	1	26904 Nicolas St	Boron	93515	HNS	WIC-Boron
55	55	1	814 North Norma	Ridgecrest	93555	HNS	WIC-Ridgecrest
56	56	1	204 S Hill St	Arvin	93203	HNS	WIC-Arvin
57	57	1	2101 7th St Bldg E	Wasco	93280	HNS	WIC-Wasco Medical
58	58	1	650 James St	Shafter	93263	HNS	WIC-Shafter
59	59	1	1900 Faith Avenue	Bakersfield	93304	HS/EHS	Faith
60	60	1	5055 California Ave #101	Bakersfield	93309	HS/EHS	Homebase Office
	60	2	5055 California Ave #220	Bakersfield	93309	OPS	Operations Office
61	61	1	819 Sixth Avenue	Taft	93268	HS/EHS	Taft

	61	2	819 Sixth Avenue - Bldg #2	Taft	93269	HS/EHS	Taft
62	62	1	8820 Sheep Creek Road	Phelan	92371	HNS	WJC-Phelan
63	63	1	4600 Panama Lane	Bakersfield	93313	HNS	WIC-Panama
64	64	1	1000 Pacific St	Bakersfield	93305	HS/EHS	Pacific St. #1
65	65	1	41820 Garstin	Big Bear Lake	92315	HNS	WIC-Big Bear
66	66	1	1900 East California Ave	Bakersfield	93305	HS/EHS	East Cal
67	67	1	90 Farrell Dr Bldg 5620	Edwards	93524	HNS	WIC-Edwards AFB
68	68	1	Hwy 46 at Lost Hills Blvd	Lost Hills	93249	HNS	WIC-Lost Hills
69	69	1	1500 So Fairfax Rd (Module 1)	Bakersfield	93307	HS/EHS	Fairfax
	69	2	1500 So Fairfax Rd (Module 2)	Bakersfield	93307	HS/EHS	Fairfax
	69	3	1500 So Fairfax Rd (Admin)	Bakersfield	93307	HS/EHS	Fairfax
70	70	1	216 W 7th St	Hanford	93230	HNS	MCAP-Hanford
71	71	1	1815 Van Ness	Fresno	93721	HNS	MCAP-Fresno
72	72	1	3500 Mojave	Mojave	93501	HNS	EKFRC Classroom
73	73	1	1600 E Truxtun Ave	Bakersfield	93305	HNS	WIC-Homeless
74	74	1	500 Merriman Ave	Needles	92363	HNS	WIC-Ft. Mojave Indian Tribe
75	75	1	16804 Hwy 14	Mojave	93501	HNS	East Kern Family Resource Ctr
76	76	1	347 E Poplar St (historical bldg)	Stockton	95202	SJEHS	Barnett House
77	77	1	115 N Walnut Ave	Manteca	95337	SJEHS	Walnut
78	78	1	425 N California St	Stockton	95202	SJEHS	California Street
79	79	1	23950 S Chrisman Rd	Tracy	95304	SJEHS	Chrisman
80	80	1	545 W Sonora St	Stockton	95203	SJEHS	St Mary's
81	81	1	2584 Felsite Ave	Rosamond	93560	HS/EHS	Rosamond
82	82	1	1314 Oswell St	Bakersfield	93306	HS/EHS	Wesley
83	83	1	1145 N Hunter	Stockton	95203	SJEHS	SJ Admin
84	84	1	2739 Diamond St# B	Rosamond	93560	HNS	WIC-Rosamond
85	85	1	701 S Hutchins St	Lodi	95240	SJEHS	UCCC
86	86	1	1509 N Golden Gate	Stockton	95205	SJEHS	Gian one
87	87	1	2500 S D St	Stockton	95206	SJEHS	Kennedy
88	88	1	236 W 4th Street	Stockton	95206	SJEHS	4th Street
89	89	1	8401 California City Blvd., #8	California City	93505	HNS	WIC-Cal City
90	90	1	1001 Main St	Delano	93215	HNS	WIC-Delano
91	91	1	5351 Olive Drive #200	Bakersfield	93308	HNS	MCAP-Admin Office
92	92	1	1840 Wardrobe Ave	Merced	95341	HNS	MCAP-Merced
93	93	1	2550 E Belle Terrace #501-502	Bakersfield	93304	HNS	Food Bank-Food Warehouse #2
94	94	3	819 Sixth Avenue - Bldg #3	Taft	93269	HS/EHS	Taft
95	95	1	929 Broadway - Office	Wasco	93280	HS/EHS	Wasco
	95	2	929 Broadway - Classrooms	Wasco	93280	HS/EHS	Wasco
96	96	1	24028 Lake Dr, Suite A	Crestline	92325	HNS	WIC-Crestline

## Package: Property

<b>Named Insured</b>	<b>Community Action Partnership of Kern</b>
<b>Policy Term</b>	<b>March 01, 2019 to March 01, 2020</b>
<b>Carrier</b>	<b>Philadelphia Indemnity Insurance Company</b>
<b>Admitted</b>	<b>Yes</b>
<b>A.M. Best's Rating</b>	<b>A++ XV</b>
Property	
Policy Form	Occurrence
Policy Type	Special Form – All Risk
Valuation	Agreed Value
Co-Insurance	<b>100% - Waived by Agreed Value</b>
Limits	
Locations	As Per Schedule of Locations on file
Total Blanket Building Limit	\$27,183,320
Total Blanket Business Personal Property Limit	\$14,440,970 (Now includes Computer & Printer Values)
Business Income/Extra Expense Limit	\$1,074,300
<b>Total Insurable Values</b>	<b>\$42,698,590</b>
Equipment Breakdown Limit – Per Breakdown	\$41,111,320 (Building & BPP Values)
Deductibles	
Business Personal Property	\$1,000
Equipment Breakdown	\$1,000
Business Income	72 hour waiting period; 50% Co-Insurance

Notable Property Sublimits	
Ordinance or Law:	
Coverage A: Undamaged Portion	Included in Building Limit
Coverage B: Demolition Costs	\$1,000,000
Coverage C: Increased Cost of Construction	\$1,000,000
Debris Removal	\$100,000
Distance from Premises	1600 Feet



Vacancy Clause Modification	90 Days
Earthquake Sprinkler Leakage	\$30,000
Fine Arts	\$50,000
Fire Extinguisher Recharge	\$25,000
Garages and Storage Sheds	\$5,000
Lease Cancellation Moving Expenses	\$5,000
Damage to Property of Home Care Providers	\$50,000
Excavations, Landscaping and Other Outdoor Property	\$50,000
Mobile Medical Equipment	\$15,000
Lost Key Replacement	\$10,000
Personal Effects	\$50,000
<b>Personal Property in Transit</b>	<b>\$50,000 – Requested increased limits</b>
<b>Personal Property at Unspecified Premises</b>	<b>\$100,000 – Requested increased limits</b>
Equipment Breakdown Spoilage	\$100,000
Money and Securities of Your Residents and Clients	\$5,000
New Construction	\$500,000/180 Days
Newly Acquired Property	\$1,000,000 Blanket Limit for Building and Business Personal Property/180 Days
Extended Business Income	180 Days
Claims Expense	\$10,000
Consequential Damage	\$250,000
Computer Virus	\$2,500
Accounts Receivable	\$250,000
Valuable Papers	\$250,000
<b>Crime:</b>	
Money and Securities (Inside)	\$5,000; \$500 Deductible
Money and Securities (Outside)	\$5,000; \$500 Deductible
Money Order/Counterfeit Currency	\$5,000; \$500 Deductible
Kidnap, Ransom, Extortion	\$25,000; No Deductible
<b>Inland Marine</b>	
\$108,676	Scheduled Equipment - Forklifts
\$100,000	Miscellaneous Tools/Equipment
<b>\$10,000</b>	<b>Property in Transit – Requested increased limits</b>
\$10,000	Transfer Between Premises

\$10,000	Temp within other Premises
\$10,000	Permanently located at an employee residence
\$1,000	Deductible

### Notable Policy Terms, Conditions, Endorsements and Exclusions

PI-ULTD-002 11/98	Property Coverage Part Declarations
PI-ULTD-003 11/98	Property Coverage Part Extension of Declarations
PI-ULTD-005 05/13	Additional Coverage Summary Declarations
PI-ULTD-006 11/98	Ultimate Cover Program Blanket Limits
CP0090 07/88	Commercial Property Conditions
CP0299 11/85	Cancellation Changes
PI-ULT-007 11/98	Property Coverage Form
PI-ULT-008 11/98	Causes of Loss Form
PI-ULT-009 11/98	Crime Coverage Form
PI-ULT-010 11/98	Business Income with Extra Expense Coverage Form
ULT10COV 11/98	Business Income with Extra Expense Coinsurance Schedule
ULT10PPT 11/98	Business Income with Extra Expense Optional Coverage Schedule
PI-ULT-015 11/98	Agreed Value Endorsement
PI-ULT-016 11/98	Loss Payable Provisions
PI-ULT-023 03/13	Equipment Breakdown Protection Endorsement
PI-ULT-028 11/98	Additional Exclusions
PI-ULT-072 10/10	Limitation on Fungus, Wet Rot, Dry Rot and Bacteria
PI-ULT-83 04/01	Loss of Income due to Workplace Violence
PI-ULT-085 05/16	Cap on Losses from Certified Acts of Terrorism
PI-ULT-088 02/04	Changes – Electronic Data
PI-ULT-142 08/13	Collapse – Exclusion and Additional Coverage Re-Stated
PI-ULT-148 CA-10/16	Equipment Breakdown – Separate Deductible Endorsement
PI-ULT-149 06/15	Increased Ordinance or Law Limits
PI-ULT-173 02/15	Elite Property Enhancement: Human Services
Dec 01/00	Commercial Inland Marine Coverage Part Declaration
Schedule 01/00	Inland Marine Schedule
Scheduled Items 01/00	Inland Marine Scheduled Items Schedule
CM0001 09/04	Commercial Inland Marine Conditions
PI-CIM-032 05/03	Miscellaneous Coverage Form
PI-CIM-053 12/06	Computer Coverage Form
PI-CIM-062 05/03	Loss Payable Provisions

**Excluded coverage or other coverages sought may be available: please discuss with USI.**

**Other exclusions and policy limitations may apply. Please refer to the actual policies for specific terms, conditions, limitations, exclusions and sublimits that will govern in the event of a loss.**

Premium Comparison		
	2018-2019	2019-2020
Property Premium	\$39,042	\$40,984
Inland Marine Premium	\$3,363	\$607
Terrorism Premium	Included	Included
<b>Total Annual Property Premium</b>	<b>\$42,405</b>	<b>\$41,591</b>
<b>Options for Higher Limits</b>		
<b>Property - Property in Transit - \$100k</b>		<b>\$300</b>
<b>Property - Personal Property at Unscheduled Locations - \$250k</b>		<b>\$450</b>
<b>Inland Marine – Property in Transit - \$25k</b>		<b>\$205</b>
Payment Plan	Direct Bill – 25% Down and 9 Equal Monthly Payments	
Subject to Audit	No	
Subjectivities	<ul style="list-style-type: none"> <li>Complete and Signed Statement of Values</li> </ul>	

## Package: General Liability

<b>Named Insured</b>	<b>Community Action Partnership of Kern</b>
<b>Policy Term</b>	<b>March 01, 2019 to March 01, 2020</b>
<b>Carrier</b>	<b>Philadelphia Indemnity Insurance Company</b>
<b>Admitted</b>	<b>Yes</b>
<b>A.M. Best's Rating</b>	<b>A++ XV</b>
General Liability	
Policy Form	Occurrence
General Aggregate	\$3,000,000
Products/Completed Ops Aggregate	\$3,000,000
Each Occurrence Limit	\$1,000,000
Personal & Advertising Injury Limit	\$1,000,000
Damage to Premises Rented to You	\$1,000,000
Medical Expense Limit	\$20,000
Deductible – BI/PD	None
Rating Basis	
Total Square Footage	302,421
Total Student Count	1,699
Total Acres	11
Employee Benefit Liability	
Policy Form	Claims Made
Each Employee	\$1,000,000
Aggregate	\$3,000,000
Deductible	None
Retroactive Date	6/1/2010
Rating Basis	846 Participating Employees
Cyber Security Liability Endorsement	
Policy Form	Claims Made
Aggregate	\$100,000 all Loss
Insuring Agreements	
A. Security Event Costs	\$100,000 each Security Event
B. Network Security and Privacy Liability Coverage	\$100,000 each Claim
C. Employee Privacy Liability Coverage	\$100,000 each Claim



D. Customer Notification Expenses Sublimit	\$25,000 each Security Event
E. Public Relations Expenses Sublimit	\$25,000 each Security Event
Retroactive Date	3/1/2018
Deductible	\$1,000 each Claim/Security Event

Premium Comparison		
	2018-2019	2019-2020
General Liability Premium	\$24,531	\$26,729
Employee Benefit Liability Premium	\$300	\$300
Data Breach Premium – Optional	\$493	\$364
TRIA Premium	Included	Included
<b>Total Annual General Liability</b>	<b>\$25,324</b>	<b>\$27,393</b>
Payment Plan	Direct Bill – 25% Down and 9 Equal Monthly Payments	
Subject to Audit	Yes	
Subjectivities	<ul style="list-style-type: none"> <li>Updated and Signed Supplemental Applications – Rec'd 2/4/19</li> </ul>	

Notable Terms, Conditions Endorsements and Exclusions	
Gen Liab Dec 10/04	Commercial General Liability Coverage Part Declarations
Gen Liab Schedule 01/00	General Liability Schedule
CG0001 04/13	Commercial General Liability Coverage Form
CG2011 04/13	Additional Insured – Managers or Lessors of Premises
CG2018 04/13	Additional Insured – Mortgagee, Assignee or Receiver
CG2026 04/13	Additional Insured – Designated Person or Organization
CG2116 07/98	Exclusion – Designated Professional Services
CG2147 12/07	Employment Related Practices Exclusion
CG2167 12/04	Fungi or Bacteria Exclusion
CG2170 01/15	Cap on Losses from Certified Acts of Terrorism
CG2230 07/98	Exclusion – Corporal Punishment
CG2240 01/96	Exclusion – Medical Payments to Children Day Care Centers
CG2245 04/13	Exclusion – Specified Therapeutic or Cosmetic Services
CG2402 12/04	Binding Arbitration
CG3234 01/05	California Changes
PI-GL-001 09/17	Exclusion – Lead Liability
PI-GL-002 CA 02/08	Exclusion – Asbestos Liability
PI-GLD-HS 10/11	General Liability Deluxe Endorsement: Human Services
PI-HS-005 07/04	Exclusion – Professional Liability Coverage
CG2026 04/13	California Department of Public Health Manuscript Endorsement
PI-SAM-006 01/17	Abuse or Molestation Exclusion
PI-SE-001 12/05	Fund Raising Events Endorsement
PI-MANU-1 01/00	CA20148 – County of Kern Additional Insured Endorsement
PI-EBL-001D 05/99	Employee Benefits Admin Errors and Omissions Ins Dec

PI-ARB-1 04/03	Binding Arbitration
PI-EBL-001 05/99	Employee Benefits Administration Errors and Omissions Coverage Form
PI-PPL-001 EB 08/03	Prior/Pending Litigation and Known Circumstance Exclusion
PI-CYBE-001 12/15	Cyber Security Liability Endorsement
Why MyPhly 00/0	Why MyPhly?
CSNotice-1 08/18	Making Things Easier – Policyholder Notice
BJP-190-1 12/98	Commercial Lines Policy Jacket
PI_REINS-Notice 1 03/18	Notice Reinstatement Fee
ILN177 09/12	California Premium Refund Disclosure Notice
PP2015 06/15	Privacy Policy Notice
CPD—PIIC 06/14	Common Policy Declarations
Loc Sched 01/00	Location Schedule
Mortgagee 01/00	Mortgagee Schedule
Loss Payee 01/00	Loss Payee Schedule
AI Sched 01/00	Additional Insured Schedule
Named Insured 01/00	Named Insured Schedule
Fee Sched 01/100	Fees and Surcharge Schedule
PI-BELL-1 11/09	Bell Endorsement
PI-CME-1 10/09	Crisis Management Enhancement Endorsement
IL0017 11/98	Common Policy Conditions
IL0021 09/08	Nuclear Energy Liability Exclusion Endorsement
IL0102 05/05	California Changes – Actual Cash Value
IL0103 06/99	California Changes – Actual Cash Value
IL0104 09/07	California Changes
IL0270 09/12	California Changes – Cancellation and Nonrenewal
IL0952 11/15	Cap on Losses from Certified Acts of Terrorism
<b>Excluded coverage or other coverages sought may be available: please discuss with USI.</b>	
<b>Other exclusions and policy limitations may apply. Please refer to the actual policies for specific terms, conditions, limitations, exclusions and sublimits that will govern in the event of a loss.</b>	

## Package: Professional Liability and A&M

Named Insured	Community Action Partnership of Kern	
Policy Term	March 01, 2019 to March 01, 2020	
Carrier	Philadelphia Indemnity Insurance Company	
Admitted	Yes	
A.M. Best's Rating	A++ XV	
Professional Liability Coverage		
Policy Form	Occurrence	
Aggregate Limit	\$3,000,000	
Each Professional Incident Limit	\$1,000,000	
Deductible	None	
Sexual/Physical Abuse or Molestation Coverage		
Policy Form	Occurrence	
Aggregate Limit	\$3,000,000	
Each Abusive Conduct Limit	\$1,000,000	
Deductible	None	
Insured Definition Includes:	Directors, Employees (including leased or temporary workers) and Volunteers	
Premium Comparison		
	2018-2019	2019-2020
Professional Liability Premium	\$11,943	\$7,824
Abuse & Molestation Premium	\$2,241	\$2,161
Total Annual Professional Liability and A&M Premium	\$14,184	\$9,985
Payment Plan	Direct Bill – 25% Down and 9 Equal Monthly Payments	
Subject to Audit	No	
Subjectivities	<ul style="list-style-type: none"><li>Completed and Signed Supplemental Applications – Rec'vd 2/4/19</li></ul>	
Notable Policy Terms, Conditions, Endorsements and Exclusions		
PI-HS-003D 07/04	Human Services Org Professional Liability Coverage Part Declarations	
PI-ARB-1 04/03	Binding Arbitration	

PI-HS-003 07/04	Human Services Organization Professional Liability Coverage Form
PI-HS-024 04/18	Amendment of Exclusion – Prescription/Non-Prescription Drugs
PI-SO-008D 11/98	Sexual or Physical Abuse or Molestation Policy Declaration
PI-ARB-1 04/03	Binding Arbitration
PI-SO-008 01/99	Sexual or Physical Abuse or Molestation Coverage Form - Occurrence
PI-SO-013 02/05	Employee Defense Coverage
<b>Excluded coverage or other coverages sought may be available: please discuss with USI.</b>	
<b>Other exclusions and policy limitations may apply. Please refer to the actual policies for specific terms, conditions, limitations, exclusions and sublimits that will govern in the event of a loss.</b>	

## Package: Auto Liability

<b>Named Insured</b>	<b>Community Action Partnership of Kern</b>
<b>Policy Term</b>	<b>March 01, 2019 to March 01, 2020</b>
<b>Carrier</b>	<b>Philadelphia Indemnity Insurance Company</b>
<b>Admitted</b>	<b>Yes</b>
<b>A.M. Best's Rating</b>	<b>A++ XV</b>
Policy Form	Occurrence
Bodily Injury/Property Damage- Each Accident	\$1,000,000 Symbol: 1
Hired & Non-Owned Liability	Included
Hired Car Physical Damage	ACV or Repair or replacement of the vehicle whichever is less
Auto Medical Payments	\$5,000 Symbol: 2
Uninsured Motorists Bodily Injury Limit	\$1,000,000 Symbol: 2
Underinsured Motorists Bodily Injury Limit	\$1,000,000 Symbol: 2
Rental Reimbursement	\$100 per day/30 Days
Towing Allowence	\$100 per disablement
Employees as Insureds	Yes
Volunteers as Insureds	No
<b>Deductibles</b>	
Comprehensive	\$500
Collision	\$1,000
Winnebago Comp/Coll	\$2,000
<b>Notable Policy Terms, Conditions, Endorsements and Exclusions</b>	
ILN119 10/15	California Auto Body Repair Consumer Bill of Rights
CADS03 03/10	Business Auto Declarations
AUTO SCHED 01/00	Business Auto Schedule
HIRED/BORROWED SCHED 07/06	Schedule of Hired or Borrowed Covered Auto

CA001 03/10	Business Auto Coverage Form
CA0143 05/07	California Changes
CA0305 02/97	California Changes – Waiver of Collision Deductible – Applied to all vehicles except for the Winnebago
CA0424 04/06	California Auto Medical Payments Coverage
CA2016 10/01	Mobile Homes Contents Coverage - \$5k
CA2048 02/99	Designated Insured Endorsement
CA2154 09/09	California Uninsured Motorists Coverage – Bodily Injury
CA9928 03/10	Stated Amount Insurance
CA9933 02/99	Employees as Insureds
CA9944 12/93	Loss Payable Clause
PI-AUT-001 01/16	Cap on Losses from Certified Acts of Terrorism
PI-CA-001 09/15	Commercial Automobile Elite Endorsement
<b>Excluded coverage or other coverages sought may be available: please discuss with USI.</b>	
<b>Other exclusions and policy limitations may apply. Please refer to the actual policies for specific terms, conditions, limitations, exclusions and sublimits that will govern in the event of a loss.</b>	

Premium Comparison		
	2018-2019	2019-2020
Rating Basis – Per Schedule on File	95 Vehicles	100 Vehicles
Average Premium per Unit	\$713	\$780
<b>Total Annual Auto Liability Premium</b>	<b>\$67,706</b>	<b>\$77,988</b>
Payment Plan	Direct Bill – 25% Down and 9 Equal Monthly Payments	
Subject to Audit	No	
Subjectivities:	<ul style="list-style-type: none"> <li>Updated Schedule of Vehicles – Rec'd.</li> </ul>	

# Umbrella Liability

Named Insured	Community Action Partnership of Kern	
Policy Term	March 01, 2019 to March 01, 2020	
Carrier	Philadelphia Indemnity Insurance Company	
Admitted	Yes	
A.M. Best's Rating	A++ XV	
Policy Form	Occurrence	
Each Occurrence Limit	\$10,000,000	
General Aggregate Limit	\$10,000,000	
Bodily Injury by Disease	\$10,000,000	
Products Completed Operations Aggregate	\$10,000,000	
Abuse or Molestation Aggregate	\$6,000,000	
Self-Insured Retention – Each Occurrence	\$10,000	
Underlying Coverages		
Proposed Coverage	Effective Date	Limits
<u>General Liability</u> (Occurrence)	03/01/2019- 03/01/2020	\$1,000,000 – Per Occurrence \$1,000,000 – Personal & Advertising Injury Limit \$3,000,000 – Products Completed Operations Aggregate \$3,000,000 – General Aggregate
<u>Employee Benefits Liability</u> (Claims Made)	03/01/2019- 03/01/2020	\$1,000,000 Each Claim Limit \$1,000,000 Aggregate Limit Retroactive Date: 06/01/2010
<u>Automobile Liability</u> (Occurrence)	03/01/2019- 03/01/2020	\$1,000,000 Each Accident/Combined Single Limit
<u>Professional Liability</u> (Occurrence)	03/01/2019- 03/01/2020	\$1,000,000 Each Claim Limit \$3,000,000 Aggregate Limiy
<u>Abuse or Molestation</u> (Occurrence)	03/01/2019- 03/01/2020	\$1,000,000 Each Claim Limit \$3,000,000 Aggregate Limit

<b><u>Employers Liability</u></b> (Not included Previously)	7/31/2018- 7/31/2019	\$1,000,000 Bodily Injury by Accident \$1,000,000 Bodily Injury by Disease – Policy Limit \$1,000,000 Bodily Injury by Disease - Each Employee
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Notable Policy Terms, Conditions, Endorsements and Exclusions	
PI-CXL-002 04/13	Commercial Umbrella Liability Ins Policy Declarations
PI-CXL-001 03/14	Commercial Umbrella Liability Insurance Policy
PI-CXL-003 05/16	Professional Liability Follow Form Endorsement
PI-CXL-004 09/12	Directors and Officers Liability Exclusion
PI-CXL-006 09/12	Employers Liability (Stop Gap) Exclusion
PI-CXL-009 09/12	Automobile Liability Follow Form Endorsement
PI-CXL-014 09/12	Subsidence Exclusion
PI-CXL-026 03/14	Specified Underlying Claims Made Coverage Endorsement
PI-CXL-029 05/16	Employee Benefits Liability Follow Form Endorsement
PI-CXL-032 09/12	Fungi or Bacteria Exclusion
PI-CXL-039 01/15	Cap on Losses from Certified Acts of Terrorism
PI-CXL-043 05-16	Sexual or Physical Abuse or Molestation Vicarious Liability - \$6,000,000 Aggregate – Each “Abusive Conduct” Limit
PI-CXL-047 10/14	Medical Professional Liability Exclusion
PI-CXL-054 09/12	Non-Owned Watercraft Amendment
PI-CXL-075 03/14	Lead Liability Exclusion
PI-CXL-088 03/14	Access or Disclosure of Confidential Info w/ Exception
PI-CXL-099 01/16	Recording and Distribution of Material or Information
PI-CXL-100 05/16	Absolute Cyber Security Liability Exclusion
PI-CXL-115 02/18	Unmanned Aircraft Liability Sublimit Endorsement
PI-CXL-CA1 01/12	California Changes – Cancellation and Nonrenewal
PI-CXL-CA2 09/12	California Changes
PI-UMTER-DN 01/15	Disclosure Notice of Terrorism Ins Coverage Rejection Opt
MPHLY 0000	Why MyPhly?
BJP-190-1 12/98	Commercial Lines Policy Jacket
PI-REINS-NOTICE1 03/18	Notice Reinstatement Fee
ILN177 09/12	California Premium Refund Disclosure Notice
PP2015 06/15	Privacy Policy Notice
PI-CANC-CA1 10/13	California Cancellation Amendment
<b>Excluded coverage or other coverages sought may be available: please discuss with USI.</b>	
<b>Other exclusions and policy limitations may apply. Please refer to the actual policies for specific terms, conditions, limitations, exclusions and sublimits that will govern in the event of a loss.</b>	



Premium Comparison		
	2018-2019	2019-2020
Annual Umbrella Premium	\$23,847	\$24,702
Terrorism Premium	Included	Included
<b>Total Annual Umbrella Premium</b>	<b>\$23,847</b>	<b>\$24,702</b>
Payment Plan	Direct Bill – 25% Down and 9 Equal Monthly Payments	
Subject to Audit	No	

# Management Liability Package

<b>Named Insured</b>	<b>Community Action Partnership of Kern</b>
<b>Policy Term</b>	<b>March 01, 2019 to March 01, 2020</b>
<b>Carrier</b>	<b>Philadelphia Indemnity Insurance Company</b>
<b>Admitted</b>	<b>Yes</b>
<b>A.M. Best's Rating</b>	<b>A++ XV</b>
<b>Directors &amp; Officers Liability Coverage (Shared Limit)</b>	
Policy Form	Claims Made
Policy Aggregate	\$10,000,000
Each Claim	\$10,000,000
Additional Side A Limit	\$500,000
Defense Costs	Inside the Limit
Additional Defense Cost Limit	\$1,000,000
Retention – Each Claim	\$50,000
Aggregate Retention	\$150,000 Max Per Policy Term
Prior & Pending Date	3/1/2017
<b>Employment Practices Liability Coverage (Shared Limit)</b>	
Policy Form	Claims Made
Policy Aggregate	\$10,000,000
Each Claim	\$10,000,000
Defense Costs	Inside the Limit
Additional Defense Cost Limit	\$1,000,000
Immigration Claim Limit	\$100,000
Retention – Each Claim	\$50,000
Aggregate Retention	\$150,000 Max Per Policy Term
Prior & Pending Date	3/1/2017
<b>Fiduciary Liability Coverage – Separate Policy</b>	
Policy Form	Claims Made
Policy Aggregate	\$10,000,000
Each Claim	\$10,000,000
Defense Costs	Inside the Limit
Additional Defense Cost Limit	\$1,000,000
Retention – Each Claim	None
Prior & Pending Date	3/1/2017

Premium Comparison		
	2018-2019	2019-2020
<b>Total Annual Management Liability Package Premium</b>	<b>\$55,065</b>	<b>\$58,457</b>
Payment Plan	Direct Bill – Payment Due in Full	
Subject to Audit	No	
Subjectivities	<ul style="list-style-type: none"> <li>Current Fiscal Year End Financials-for CAPK 401(A) Plan and CAPK 403(B) Plan</li> </ul>	

### Notable Policy Terms, Conditions, Endorsements and Exclusions

#### Directors & Officers Liability and Employment Practices Liability Policy Forms

Why MyPhly 00/0	Why MyPhly?
CSNotice-1 08/18	Making Things Easier – Policyholder Notice
BJP-190-1 12/98	Commercial Lines Policy Jacket
LAH-Notice 08/13	Policyholder Notice (Loss Assistance Hotline)
ILN177 09/12	California Premium Refund Disclosure Notice
PP2015 06/15	Privacy Policy Notice
CPD-PIIC 06/14	Common Policy Declarations
PI-CANC-CA1 10/13	California Cancellation Amendment
PI-NPD-1 01/02	FlexiPlus Five Declarations Page
PI-BELL-1 11/09	Bell Endorsement
PI-CME-1 10/09	Crisis Management Enhancement Endorsement
PI-NPD-2 01/02	Flexi Plus Five Coverage Form
PI-NPD-8 01/02	Shared Limits Endorsement
PI-NPD-20 01/02	Known Circumstance Revealed in Application Exclusion – 3/3/2017
PI-NPD-25 01/02	Professional Services Exclusion (Supervision Carve-Out)
PI-NPD-27 10/11	Sexual Abuse Exclusion
PI-NPD-30 01/02	Increased Limit of Liability Amendatory Endorsement – 11/14/2017
PI-NPD-30 01/02	Increased Limit of Liability Amendatory Endorsement – 3/1/2018
PI-NPD-52 12/03	Amendment of Exclusions
PI-NPD-53 12/03	Medical Malpractice Exclusion
PI-NPD-82 10/12	Pro-Pak Elite Enhancement
PI-NPD-86 10/12	Additional Defense Cost Limit Endorsement
PI-NPD-110 10/11	Insuring Agreement A – Non-Rescindable Directors Excess

PI-NPD-133 10/14	Breach of Contract with Liability Obligation Carveback
PI-MANU-1 01/00	Immigration Claim Coverage
PI-NPD-CA-1 01/12	California Changes – Cancellation and Non-Renewal
PI-SLD-001 07/16	Cap on Losses from Certified Acts of Terrorism
<b>Fiduciary Liability Policy Forms</b>	
Why MyPhly 00/0	Why MyPhly?
CSNotice-1 08/18	Making Things Easier – Policyholder Notice
BJP-190-1 12/98	Commercial Lines Policy Jacket
LAH-Notice 08/13	Policyholder Notice (Loss Assistance Hotline)
ILN177 09/12	California Premium Refund Disclosure Notice
PP2015 06/15	Privacy Policy Notice
CPD-PIIC 06/14	Common Policy Declarations
PI-CANC-CA1 10/13	California Cancellation Amendment
PI-PRD-1 09/02	Private Company Protection Plus Declarations
PI-BELL-1 11/09	Bell Endorsement
PI-CME-1 10/09	Crisis Management Enhancement Endorsement
PI-PRD-2 09/02	Private Company Protection Plus Policy
PI-PRD-39 09/02	Increase Limit of Liability Amendatory Endorsement -7/13/2017
PI-PRD-55 09/02	Known Circumstances Revealed in the Application Exclusion – 3/3/2017
PI-PRD-70 08/03	Health Insurance Portability and Accountability Act Endorsement
PI-PRD-72 05/06	Business Advantage Pro-Pak Elite Coverage
PI-MANU-1 01/00	Increased Limit of Liability Endorsement – 3/1/2018
PI-MANU-1 01/00	Defense Cost Limit
PI-PL-CA 01/98	California Amendatory Endorsement
<b>Excluded coverage or other coverages sought may be available: please discuss with USI.</b>	
<b>Other exclusions and policy limitations may apply. Please refer to the actual policies for specific terms, conditions, limitations, exclusions and sublimits that will govern in the event of a loss.</b>	

## Crime

Named Insured	Community Action Partnership of Kern	
Policy Term	March 01, 2019 to March 01, 2020	
Carrier	Hartford Fire Insurance Company	
Admitted	Yes	
A.M. Best's Rating	A+ XV	
Policy Form	Occurrence	
Insuring Agreements	Limit of Insurance	Deductible – Each Claim
1.) Employee Theft	\$3,100,000	\$15,500
2.) Forgery or Alteration Including Credit Cards	\$100,000	\$10,000
Money, Securities and Other Property:		
3.) Inside the Premises	\$25,000	\$5,000
4.) Outside the Premises	\$25,000	\$5,000
5.) Computer and Funds Transfer	\$100,000	\$10,000
6.) Money Orders and Counterfeit	\$50,000	None
7.) Computer Systems Restoration	\$25,000 (Not Covered Previously)	\$1,000
8.) Identity Recovery Expenses Reimbursement	\$25,000 (Not Covered Previously)	\$250
9.) Deception Fraud Sublimit	\$15,000	\$5,000
10.) Theft of Clients Property of Premises	Not Covered	N/A
Premium Comparison		
	2018-2019	2019-2020
Total Annual Crime Premium	\$7,047	\$6,555
Higher Limits Option #2: \$3M for Items 1-5		\$9,535
Higher Limits Option #3: \$4M for Items 1-5		\$10,324
Payment Plan	Direct Bill – Payment Due in Full	
Subject to Audit	No	
Subjectivities	<ul style="list-style-type: none"><li>Completed and Signed Supplemental Applications</li></ul>	

## Notable Policy Terms, Conditions, Endorsements and Exclusions

PP00H60100	Private Choice Premier Policy Crime Coverage Part Declarations
PP00H60000	Crime Coverage Part Policy Form
PP00H64800	Exclude Specified Property – Fine Arts
PP00H67200	Telephone and Toll Fraud Coverage Endorsement
HR04H00300	California Cancellation and Nonrenewal Endorsement

**Excluded coverage or other coverages sought may be available: please discuss with USI.**

**Other exclusions and policy limitations may apply. Please refer to the actual policies for specific terms, conditions, limitations, exclusions and sublimits that will govern in the event of a loss.**

# Client Authorization to Bind Coverage

**TO: USI Insurance Services**  
**21250 Hawthorne Blvd**  
**Torrance, CA, 90503**

**RE: Community Action Partnership of Kern – P&C Insurance Proposal**  
**Term: 3/1/2019-3/1/2020**

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This proposal contains proprietary confidential information concerning USI Insurance Services ("USI") and our Clients. It may not be distributed or reproduced without the express prior written consent of USI. No disclosure concerning this proposal shall be made without the express prior written consent of USI.

The intent of this proposal is to provide a highlight of the coverage offered in our insurance program, and is not meant to be all-inclusive. Read your actual policies for complete details including terms, conditions, limitations, and exclusions.

Exposure information, including but not limited to property values, auto schedules, payroll, and revenues, used in the proposal were those presented by you and should be carefully reviewed and/or appraised for adequacy.

I hereby acknowledge that, upon the renewal of the coverage described herein, unless I otherwise direct USI or USI otherwise notifies me, USI intends to renew my coverage with the insurer that, at the time of such renewal, underwrites my coverage and thus USI will not solicit any quotes or proposals from insurers on my behalf in connection with such renewal.

I have read and understand the terms and conditions of this proposal and the compensation USI may receive in connection with USI's services described in this proposal. All questions and concerns I had regarding any of the terms outlined above have been discussed and addressed with USI.

**Please check one:**

- ☐ After careful review of your proposal dated (2/19/2019), we have decided to accept your proposal as presented.
- ☐ After careful review of your proposal dated (2/19/2019), we have decided to accept your proposal with the following changes:

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**Policy delivery (please check all that apply):**

- ☐ Electronically via email ☐ Paper copy in 3-ring binder

Please have binders and your invoice prepared for the agreed-upon coverage.

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Client signature

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Name

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Date

---

Company

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Title



# USI Disclosures

**Direct Bill DISCLOSURE:** The Insurance Company operates independently for the financing of your insurance premium. Your agreement to finance this premium is directly with the insurance company and not USI Insurance Services.

If payment is not received by the due date, the insurance company could cancel your insurance policy(s) for non-payment of premium. The insurance company has the right to honor the cancellation date and **NOT** offer reinstatement or rewrite the insurance coverage.

We are not in a position to make monthly reminders or verify that your payment was received. Please take the necessary action to avoid possible cancellation of your insurance policy(s) which you are paying directly to the insurance company.

**Information Concerning Our Fees:** As a licensed insurance producer, USI is authorized to confer with or advise our clients and prospective clients concerning substantive benefits, terms or conditions of insurance contracts, to sell insurance and to obtain insurance coverages for our clients. You have agreed to pay compensation to USI, for the placement of insurance, pursuant to a written agreement. We may also receive from insurers and insurance intermediaries (which may include USI affiliated companies) additional compensation (monetary and non-monetary) based in whole or in part on the insurance contract we sell, which is contingent on volume of business and/or profitability of insurance contracts we supply to them and/or other factors pursuant to agreements we may have with them relating to all or part of the business we place with those insurers or through those intermediaries. Some of these agreements with insurers and/or intermediaries include financial incentives for USI to grow its business or otherwise strengthen the distribution relationship with the insurer or intermediary. Such agreements may be in effect with one or more of the insurers with whom your insurance is placed, or with the insurance intermediary we use to place your insurance. You may obtain information about the nature and source of such compensation expected to be received by us, and, if applicable, compensation expected to be received on any alternative quotes pertinent to your placement upon your request.

**Reviewing Client Contracts DISCLOSURE:** As a service to our clients, upon their request, USI will review those portions of your contract regarding the insurance and indemnity requirements as they relate to your insurance program and provide comments and/or recommendations based upon such review. This service should not be taken as legal advice and it does not replace the need for review by the insured's own legal counsel.



# USI Privacy Notice

## **Our Privacy Promise to You**

USI provides this notice to you, our customer, so that you will know what we will do with the personal information, personal financial and health information (collectively referred to as the “protected information”) that we may receive from you directly or receive from your health care provider or receive from another source that you have authorized to send us your protected information. We at USI are concerned about your privacy and assure you that we will do what is required of us to safeguard your protected information.

## **What types of information will we be collecting?**

USI collects information from you required both for our business and pursuant to regulatory requirements. Without it, we cannot provide our products and services for you. We will be collected protected information about you from:

- Applications or other forms, such as name, address, Social Security number, assets and income, employment status and dependent information;
- Your transactions with us or your transactions with others, such as account activity, payment history, and products and services purchased;
- Consumer reporting agencies, such as credit relationships and credit history. These agencies may retain their reports and share them with others who use their services;
- Other individuals, businesses and agencies, such as medical and demographic information; and
- Visitors to our websites, such as information from on-line forms, site visitorship data and on-line information collection devices, commonly called “cookies.”

## **What will we do with your protected information?**

The information USI gathers is shared within our company to help us maximize the services we can provide to our customers. We will only disclose your protected information as is necessary for us to provide the insurance products and services you expect from us. USI does not sell your protected information to third parties, nor does it sell or share customer lists.

We may also disclose all of the information described above to third parties with which we contract for services. In addition, we may disclose your protected information to medical care institutions or medical professionals, insurance regulatory authorities, law enforcement or other government authorities, or to affiliated or nonaffiliated third parties as is reasonably necessary to conduct our business or as otherwise permitted by law.

## **Our Security Procedures**

At USI, we have put in place the highest measures to ensure the security and confidentiality of customer information. We will handle the protected information we receive by restricting access to the protected information about you to those employees and agents of ours who need to know that information to provide you with our products or services or to otherwise conduct our business, including actuarial or research studies. Our computer database has multiple levels of security to protect against threats or hazards to the integrity of customer records, and to protect against unauthorized access to records that may harm or inconvenience our customers. We maintain physical, electronic, and procedural safeguards that comply with federal and state regulations to safeguard all of your protected information.

## **Our Legal Use of Information**

We retain the right to use ideas, concepts, know-how, or techniques contained in any nonpublic personal information you provide to us for our own purposes, including developing and marketing products and services.

## **Your Right to Review Your Records**

You have the right to review the protected information about you relating to any insurance or annuity product issued by us that we could reasonably locate and retrieve. You may also request that we correct, amend or delete any inaccurate information by writing to us at the above address.

# Insurance Carrier Ratings

As a service to our clients, USI is furnishing an assessment by a financial rating service of the insurance companies included in our proposal. We are including the legends used by this service.

All ratings are subject to periodic review, therefore, it is important to obtain updated ratings from each service. Should you desire further information concerning the financial statements of any of the insurance companies being proposed, so that you can make your own assessment of the financial strength of the companies being offered, it is available from USI at your request.

USI has made no attempt to determine independently the financial capacity of the insurance companies that we are including in our proposal as we believe the nationally recognized services are better equipped to comment.

## A. M. BEST RATINGS

<b>A++ &amp; A+</b>	Superior	<b>D</b>	Poor
<b>A &amp; A-</b>	Excellent	<b>E</b>	Under Regulatory Supervision
<b>B++ &amp; B+</b>	Good	<b>F</b>	In Liquidation
<b>B &amp; B-</b>	Fair	<b>S</b>	Rating Suspended
<b>C++ &amp; C+</b>	Marginal	<b>NR</b>	Not Rated

## FINANCIAL SIZE CATEGORY

(In \$ Thousands)

Class I	Less than	1,000
Class II	1,000	to 2,000
Class III	2,000	to 5,000
Class IV	5,000	to 10,000
Class V	10,000	to 25,000
Class VI	25,000	to 50,000
Class VII	50,000	to 100,000
Class VIII	100,000	to 250,000
Class IX	250,000	to 500,000
Class X	500,000	to 750,000
Class XI	750,000	to 1,000,000
Class XII	1,000,000	to 1,250,000
Class XIII	1,250,000	to 1,500,000
Class XIV	1,500,000	to 2,000,000
Class XV	2,000,000	to or greater

## RATING "NOT ASSIGNED" CLASSIFICATIONS

**NR-1** Insufficient Data

**NR-3** Rating Procedure Inapplicable

**NR-5** Not Formally Followed

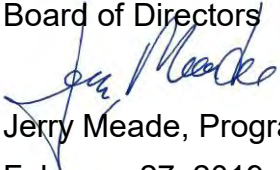
**NR-2** Insufficient Size and/or Operating Experience

**NR-4** Company Request



# COMMUNITY ACTION PARTNERSHIP OF KERN

## MEMORANDUM

**To:** Board of Directors  
  
**From:** Jerry Meade, Program Design and Management Administrator  
**Date:** February 27, 2019  
**Subject:** *Agenda Item VI(b): Request to Contract with Kern County for Home Visiting Initiative Program Services with Resolution – Action Item*

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In the October of 2018, the Board approved the 5-year funding application for Head Start (HS) and Early Head Start (EHS) programs. In the discussion leading to the approval, program shared the potential for funding from Kern County Department of Human Services to support an expansion in the home visiting option to support pregnant women and mothers with young children. Since that discussion, Kern County was awarded the funding to sub-contract with an evidence-based home visiting program within the county.

This funding was awarded from California Department of Social Services (CDSS) to support a California Work Opportunity and Responsibility to Kids (CalWORKs) Home Visiting Initiative (HVI). CDSS funds were awarded to Kern County for the purpose of providing high-quality, evidence-based, and culturally responsive home visiting services to support the positive health, development, and well-being outcomes for pregnant and parenting women, families, and infants born into poverty. The HVI aims to expand CalWORKs participants' educational, economic, and financial capability opportunities to improve the likelihood that they will exit poverty. Counties were encouraged to partner with established home visiting programs that meets the CDSS requirements. Our Early Head Start Home Base program model meets the CDSS requirements, and Kern County initiated discussion to contract with CAPK to manage the HVI program.

In the months leading up to now, program staff have consulted with many stakeholders including the Office of Head Start in developing a program model that will meet the needs of this vulnerable population of CalWORKs participants. The funding allocation for the first 18-month contract period is \$2,425,805 with two 2-year extensions subject to appropriations. This program option will model EHS home based services supporting 200 CalWORKs participants cumulatively during the initial 18-month funding period. The total cost of this program will be allocated to the CDSS funds.

Moving forward after several weeks of negotiations, the contract terms for this program option are mutually satisfactory. The final draft of the Kern County Agreement for Home Visiting Initiative Program Services is attached for review and approval from the Board.

### **Recommendation**

Staff recommends the Board of Directors approve with resolution to contract with Kern County for the Home Visiting Initiative Program Services.

## RESOLUTION # 2019-02

### **A Resolution of the Board of Directors of the Community Action Partnership of Kern Approving to contact with Kern County for Home Visiting Initiative Program Services**

The Board of Directors of Community Action Partnership of Kern located at 5005 Business Park North, Bakersfield, CA 93309, met on February 27, 2019, in Bakersfield, California at a scheduled Board meeting and resolved as follows:

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

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

**WHEREAS**, CAPK will contract with the County of Kern; and

**WHEREAS**, the contract will adopt a Home Visiting Initiative program; and

**WHEREAS**, the said program will be managed by the Head Start and State Child Development division; 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 funding applications; and

**NOW, THEREFORE**, be it resolved that the CAPK Board of Directors hereby authorizes Jeremy T. Tobias, Chief Executive Officer to act on behalf of the Board as CAPK’s representative signatory with regard the Home Visiting Initiative Program services contract with Kern County

**APPROVED** by a majority vote of the Directors of Community Action Partnership of Kern, this 27<sup>th</sup> day of February 2019.

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Curtis Floyd, Chair  
CAPK Board of Directors

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Date

**AGREEMENT  
FOR  
HOME VISITING INITIATIVE PROGRAM SERVICES**

Independent Contractor  
(COUNTY – COMMUNITY ACTION PARTNERSHIP OF KERN)

THIS AGREEMENT (“**Agreement**”) is made and entered into on \_\_\_\_\_, (“**Execution Date**”) by and between the County of Kern, a political subdivision of the State of California (“**County**”), as represented by the Department of Human Services (“**Department**”), and Community Action Partnership of Kern (“**Contractor**”), whose principal place of business is at 5005 Business Park North, Bakersfield, CA 93309. County/Department and Contractor are referred to individually as a “**Party**” and collectively as the “**Parties**”.

WHEREAS:

- a. Government Code Sections 31000 and 53060 permit the County Board of Supervisors to contract for the furnishing of special services with individuals specially trained, experienced and competent to perform those services; and
- b. Senate Bill 840 (Chapter 29, Statutes of 2018), Assembly Bill 1811 (Chapter 35, Statutes of 2018) codified the requirements for the HVI (Home Visiting Initiative); and
- c. County desires to engage Contractor to provide said services, and Contractor, by reason of Contractor’s qualifications and experience, has offered to provide the required services on the terms set forth in this Agreement.

NOW, THEREFORE, IT IS AGREED between the Parties as follows:

1. TERM

This Agreement shall commence on the Execution Date and shall remain in effect until June 30, 2020, unless sooner terminated as provided for in this Agreement.

2. RESPONSIBILITIES OF CONTRACTOR

Contractor shall assume responsibility for providing the following services:

A. Outreach

- 1) Contractor employees will distribute program information to available venues such as stores, libraries, laundromats, doctor and dental offices and medical clinics and will host recruiting events in service areas when the wait list drops below 50 percent.
- 2) Contractor will station an Early Head Start-Home-Based Option (“**EHS-HB**”) liaison at the Department of Human Services (“**DHS**”) O.C. Sills main office in Bakersfield to promote, enroll, and field questions for the HVI program.

- 3) Contractor will provide EHS-HB posters for DHS lobbies; flyers for DHS interview rooms; and brochures for display in DHS public areas, inclusion in application packets, and distribution to DHS partnering agencies within Community Action Partnership of Kern (“**CAPK**”) service areas.
- 4) Contractor will promote the HVI program through their social media platforms.

#### B. Home Visits

- 1) Contractor will serve 200 CalWORKs voluntary families through the EHS-HB program as follows:

Target Population	
<b>CalWORKs Assistance Units</b> - Pregnant with no other children at the time of enrollment, or a first-time parent, or caretaker relative of a child less than twenty-four months	Pregnant w/no children: <b>30</b> First-time parent: <b>70</b>
<b>Child-only</b> - Pregnant with no other children at the time of enrollment, or a first-time parent, or caretaker relative of a child less than twenty-four months	Pregnant w/no children: <b>15</b> First-time parent: <b>15</b>
Expanded Population	
Homeless families with more than one child in addition to having a child under 2 at the time of enrollment.	<b>30</b>
Families with more than one child in addition to having a child under 2 at the time of enrollment.	<b>40</b>

- 2) Contractor will implement the program in three phases as outlined in **Exhibit OO**
- 3) Contractor will annually conduct no fewer than 46, 90-minute weekly home visits and facilitate no fewer than 20 socialization activities for each family participating in the EHS-HB program.
- 4) Contractor will provide and use the Partners for Healthy Babies curriculum.
- 5) Contractor will provide a ratio of one EHS-HB home visitor for 8-10 families.
- 6) Contractor will provide services to the HVI families for 24 months from the time of enrollment, or until the child is 47 months old, whichever is later.

#### C. Connection to Resources

- 1) Contractor will utilize internal resources when possible to meet client needs.
- 2) Contractor will refer clients to partner agencies (including DHS for job readiness, mental health and substance abuse services and assistance for victims of domestic violence and sexual assault) when unable to internally meet client needs as appropriate.

- 3) Contractor will refer clients to Information and Referral Specialists through 211 when resources are not readily available.

#### D. Data Collection

- 1) Contractor will collect all information necessary for HVI Monthly Status Report.
- 2) Contractor will collect, maintain, and electronically input data into the ChildPlus® database.
- 3) Contractor will provide by the 10<sup>th</sup> calendar day of the month to the Monthly Status Report for submission to CDSS.
- 4) Contractor will update secure file spreadsheets created by the Department to track individual referrals, program enrollment and exit, home visitor assignments, and services provided. Contractor will update the spreadsheet weekly at minimum.

#### E. Material Goods

Material goods related to the health and safety of the child and family (not to exceed \$500) will be available to each family. The Contractor and Department collaborated in the development of a list of anticipated and agreed-upon items for material goods purchase (**Exhibit ##**). The CAPK home visitor will do the following:

- 1) Verify needs
- 2) Purchase the items
- 3) Deliver or arrange for delivery of items
- 4) Request Department approval via Material Goods Approval Request (**Exhibit AA**) for purchase of material goods not listed in **Exhibit ##**.
- 5) Monitor cases to ensure \$500 per family limit is not exceeded.

#### F. Training

- 1) Contractor will provide a general training on the EHS-HB program for Department HVI case managers, supervisors, and liaison.
- 2) Contractor mandates all home visitors to complete Cultural/Linguistic and Anti-Bias training. Contractor will provide to Department verification of completion of Cultural/Linguistic and Anti-Bias training that meets California Department of Social Services minimum training standards for all EHS Home Visiting Initiative staff.
- 3) Contractor administers the local Special Supplemental Nutrition Program for Women, Infants, and Children (WIC) program and will provide to Department verification of WIC program training for all EHS Home Visiting Initiative staff.

- G. Contractor and Department will collaborate in the creation of the Kern County Home Visiting Committee. Invitees will include Kern County Department of Public Health, Bakersfield Legal Assistance, Community Connection for Childcare, CAPK home visitors, DHS staff, and EHS-HB parent participants. The workgroup will meet quarterly beginning early 2019 to promote community awareness of home visiting; improve interagency coordination; develop procedures for communicating problems that may arise; and tracking remedies and the outcomes. Responsibility for maintaining minutes from each meeting and a current membership roster will be shared by Contractor and Department.

H. Reporting Responsibilities

The Contractor shall track and report all program outcomes for the parents and children served in the HVI program and measures specific to CalWORKs objectives that shall include:

- 1) Demographic Information
  - a) Race, ethnicity, national origin, primary and secondary language, and county.
- 2) CAPK/Home Visitor Performance
  - a) Number of home visits completed, including data on duration of families' enrollment in home visiting services.
  - b) Indicators of home visiting program workforce capacity, including demographics, characteristics, composition, including employer and certification status, and future training needs of the home visiting workforce.
- 3) Child and Family Indicators and Outcomes
  - a) Rates of children receiving regular well-child check-ups and, if available, immunization rates according to the American Academy of Pediatrics Bright Futures guidelines.
  - b) Number of children receiving developmental screening and referrals for further assessment.
  - c) Number of participation in early learning programs.
  - d) Service referrals by type.
  - e) Services accessed by type.
  - f) Parental satisfaction with their gains in parenting skills and knowledge.
  - g) Food and housing stability.
  - h) Workforce training, employment, and financial stability.



- i) Child welfare referrals and outcomes.
  - j) Participation in educational programs or English as a Second Language programs, or both, as applicable.
  - k) Access to immigration services and remedies as applicable.
  - l) Rate of previously homeless families who return to homelessness.
  - m) Additional descriptive and outcome indicators, as appropriate and required by California Department of Social Services.
- 4) Contractor will be responsible for collecting and analyzing data; recording outcomes of the participants and children; and compiling the data into appropriate reports related to the HVI program as required by CDSS.
  - 5) Contractor will share HVI reports with the DHS liaison each month using a secure file transfer protocol.

### 3. RESPONSIBILITIES OF COUNTY

Department shall assume responsibility for providing the following services:

#### A. Case management/Coordination of Participants

- 1) Department will provide the space for one CAPK employee to act as the CAPK liaison in the main office in Bakersfield. Contractor must obtain prior approval from Department for any changes in staff or requests to alter facility space
- 2) Department will assign eligibility staff; and for Welfare-to-Work (“**WTW**”) active participants or volunteers, WTW social workers to provide case management for the HVI population.
- 3) Department will assist the CAPK home visitor as they assist HVI families with navigating eligibility for public assistance programs, facilitating referrals for barrier removal, and connecting the family with resources to promote self-sufficiency. The DHS case managers will do the following:
  - a) Answer questions regarding public assistance programs and provide assistance as required by regulation to obtain verification for eligibility requirements.
  - b) Provide referrals for mental health and substance abuse through Kern Behavioral and Recovery Specialists.
  - c) DHS Domestic Violence Social Workers will provide services for victims of domestic violence and sexual assault or provide referrals to alternate agencies.

- d) Provide contact information for job readiness services through America's Job Center, Employers' Training Resource, and access to DHS' Job's First Room at the main office in Bakersfield.
  - e) Provide information on Job Fest job fairs via flyers and through the DHS Job Fest Facebook page.
  - f) Provide a full range of WTW activity options, as appropriate based upon assessment, for HVI participants who are enrolled in the WTW program as active participants or volunteers.
  - g) Report issuance of services or referrals to the CAPK home visitor to avoid duplication using secure file protocol.
- 4) Department will provide a liaison to serve as primary point of contact for Contractor in regard to the HVI program. The liaison will provide the following:
- a) Screen applicants for CalWORKs eligibility for the HVI program
  - b) Monitor new HVI cases for referrals or services provided and share information with the CAPK liaison to avoid duplication until the case is assigned to a DHS HVI case manager.
  - c) Receive monthly data reports from CAPK, review for completion, and transmit to CDSS.
  - d) Review and approve or deny Material Goods Approval Requests (**Exhibit AA**) when participant material goods needs are beyond the scope of the categorical descriptions or items listed in **Exhibit ##**
  - e) Update, weekly at minimum, shared secure file spreadsheets indicating Department-provided referrals and services and case manager assignments.

#### B. Outreach

- 1) Department will conduct initial outreach by mailing HVI program informing notices and outreach flyers to households in the target and expanded populations.
- 2) Department eligibility staff and WTW social workers will screen CW members for potential HVI volunteer eligibility.
- 3) Department will refer potential HVI volunteer participants to the CAPK liaison for enrollment.
- 4) Department will promote the HVI program through social media platforms.
- 5) Department will display CAPK-provided EHS-HB program posters, flyers, and brochures.

- 6) Department will petition partners to display CAPK-provided EHS-HB program posters, flyers, and brochures.

C. Training

- 1) Department will provide pre-service training on the CalWORKs, CalFresh, and Medi-Cal programs to CAPK Home Visiting staff.
- 2) Department will provide additional training to CAPK Home Visiting staff on the WTW program to include (strengths-based) motivational interviewing and the referral processes for behavioral health, substance abuse, and assistance for victims of domestic violence and sexual assault.

D. Data

- 1) Department will receive monthly reports from Contractor and submit to CDSS using a secure file transfer process.
- 2) Department will create and share with Contractor secure file spreadsheets to track individual referrals, program enrollment and exit, services provided, and assigned home visitors and case managers. Department and Contractor will update the spreadsheet weekly at minimum.

- E. Contractor and Department will collaborate in the creation of the Kern County Home Visiting Committee. Invitees will include Kern County Department of Public Health, Bakersfield Legal Assistance, Community Connection for Childcare, CAPK home visitors, DHS staff, and EHS-HB parent participants. The workgroup will meet quarterly beginning early 2019 to promote community awareness of home visiting; improve interagency coordination; develop procedures for communicating problems that may arise; and tracking remedies and the outcomes. Responsibility for maintaining minutes from each meeting and a current membership roster will be shared by Contractor and Department.

4. COMPENSATION

County shall reimburse Contractor for all necessary and reasonable costs incurred on behalf of County in an amount not to exceed \$2,425,805 as set forth in **Exhibit "XX"**. No additional compensation will be paid. No funds paid to Contractor through this Agreement shall be utilized to compensate employees of Contractor for overtime or compensatory time off, except to the extent that Contractor is required to pay for overtime or compensatory time off pursuant to the Fair Labor Standards Act of 1938, 29 USC Section 201 et seq., or applicable State law.

5. REIMBURSEMENT POLICY AND BILLING REQUIREMENTS

Contractor shall submit monthly to Department an invoice for reimbursement of allowable expenditures for the previous month. Costs claimed under this Agreement are subject to the following federal publications (current publications are available online and can be found at [www.whitehouse.gov/omb/circulars/](http://www.whitehouse.gov/omb/circulars/)):

- Uniform Guidance: 2 CFR 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements

A. All invoices shall be submitted in a form approved by Department and shall include:

- 1) A monthly total and itemization of all costs by budget line item, arranged in the same order as the approved budget. Supporting documentation, including payroll reports, must be provided for each item for which reimbursement is requested.
- 2) Itemization of all travel expenses incurred. Reimbursement for travel and other related costs shall not exceed County's rates which are in effect at the time the expense(s) is/are incurred.
- 3) Copies of invoices submitted to Contractor from subcontractors.
- 4) Invoices shall be sent to the following attention:

Fiscal Support Supervisor  
Accounts Payable Unit  
Kern County Department of Human Services  
PO Box 511  
Bakersfield, CA 93302

Contractor shall adjust from its billings to Department all charges not fully reimbursable under the applicable cost principles and the terms of this Agreement. Contractor accepts fiscal responsibility for any future audit findings resulting from Contractor's billings under this Agreement. Contractor shall refund County for all costs related to this Agreement which are disallowed by the California Department of Social Services ("CDSS") as a result of audit findings or insufficient funds available from the State.

Contractor shall comply with all audit exceptions by appropriate federal, State and County audit agencies as prescribed by the auditing agency, and provide all required audit documentation to Department pertaining to the services required by this Agreement.

Invoices shall be sent to Department's Accounts Payable Unit for processing by the 20th calendar day of the month following the month in which services were rendered. Payment will be made to Contractor within 30 days of receipt and approval of each complete invoice by Department.

- B. Department reserves the right to withhold payment if Contractor falls behind schedule or submits substandard work.
- C. Final invoices must be received by Department no later than 45 days following termination of this Agreement.
- D. Budget funds are restricted for use within the budget fiscal year. Administrative shifts of funds among budget categories or the addition of a budget category cannot

be approved without prior submission of a revised budget by Contractor and prior written approval by Department.

- E. Contractor shall submit all invoices including accrued costs for the work done to date in the current fiscal year to Department's Accounts Payable Unit not later than June 1, with an estimate for reimbursable costs for the work to be done through June 30. The Department's fiscal year funding allocation ends June 30. A final adjustment from estimated accrual to actual reimbursable cost shall be received at the earliest possible date, but not later than 45 days after the close of the fiscal year.

## 6. REPRESENTATIONS

Contractor makes the following representations which are agreed to be material to and form a part of the inducement for this Agreement:

- A. Contractor has the expertise, support staff, and facilities necessary to provide the services described in this Agreement; and
- B. Contractor does not have any actual or potential interests adverse to County, nor does Contractor represent a person or firm with an interest adverse to County with reference to the subject of this Agreement; and
- C. Contractor shall diligently provide all required services in a timely and professional manner in accordance with the terms and conditions stated in this Agreement.

## 7. ASSIGNMENT

Contractor shall not assign or transfer this Agreement or its obligations hereunder, or any part thereof. Contractor shall not assign any monies due or which become due to Contractor under this Agreement without the prior written approval of County.

- A. Selling, exchanging or otherwise transferring to a third party effective control of Contractor management (through sale, exchange or other transfer or outstanding common stock of Contractor or otherwise) or any of Contractor's assets dedicated to the performance of services hereunder, unless such assets are promptly replaced with assets of greater or equal value and equivalent function;
- B. Issuing new stock or selling, exchanging or otherwise transferring 10% or more of the then outstanding common stock of Contractor to a party other than the shareholders owning said stock as of the date hereof;
- C. Any dissolution, reorganization, consolidation, merger, re-capitalization, stock issuance or re-issuance, voting trust, pooling agreement, escrow arrangement, liquidation or other transaction which results in a change of ownership or control of Contractor;
- D. Any assignment by operation of law, including insolvency or bankruptcy, making assignment for the benefit of creditors, writ of attachment of an execution, being levied against this Agreement, appointment of a receiver taking possession of any of Contractor's property or transfer occurring in the event of a probate proceeding; and

- E. Any combination of the foregoing (whether or not in related or contemporaneous transactions) which has the effect of any such transfer or change of ownership or control of Contractor.

8. NEGATION OF PARTNERSHIP

In the performance of the services under this Agreement, Contractor shall be, and acknowledges that Contractor is in fact and law, an independent contractor and not an agent or employee of County. Contractor has and retains the right to exercise full supervision and control over the manner and methods of providing services to County under this Agreement. Contractor retains full supervision and control over the employment, direction, compensation and discharge of all persons assisting Contractor in the provision of services under this Agreement. With respect to Contractor's employees, if any, Contractor shall be solely responsible for payment of wages, benefits and other compensation, compliance with all occupational safety, welfare and civil rights laws, tax withholding and payment of employment taxes whether federal, State or local, and compliance with any and all other laws regulating employment.

9. IMMIGRATION REFORM AND CONTROL ACT

Contractor acknowledges that Contractor, and all subcontractors hired by Contractor to perform services under this Agreement, are aware of and understand the Immigration Reform and Control Act ("IRCA"). Contractor is and shall remain in compliance with IRCA and shall ensure that any subcontractors hired by Contractor to perform services under this Agreement are in compliance with IRCA. In addition, Contractor agrees to indemnify, defend and hold harmless the County, its agents, officers and employees, from any liability, damages or causes of action arising out of or relating to any claims that Contractor's employees, or the employees of any subcontractor hired by Contractor, are not authorized to work in the United States for Contractor or its subcontractor and/or any other claims based upon alleged IRCA violations committed by Contractor or Contractor's subcontractors.

10. INDEMNIFICATION

Contractor agrees to indemnify, defend and hold harmless County and County's agents, Board members, elected and appointed officials and officers, employees, volunteers, and authorized representatives from any and all losses, liabilities, charges, damages, claims, liens, causes of action, awards, judgments, costs, and expenses (including, but not limited to, reasonable attorneys' fees of County Counsel and counsel retained by County, expert fees, costs of staff time and investigation costs) of whatever kind or nature, which arise out of or are in any way connected with any act or omission of Contractor or Contractor's officers, agents, employees, independent contractors, subcontractors of any tier, or authorized representatives. Without limiting the generality of the foregoing, the same shall include bodily and personal injury or death to any person or persons; damage to any property, regardless of where located, including the property of County; and any workers' compensation claim or suit arising from or connected with any services performed pursuant to this Agreement on behalf of Contractor by any person or entity.

11. INSURANCE

Contractor, in order to protect County and its board members, officials, agents, officers, and employees against all claims and liability for death, injury, loss, and damage as a result of Contractor's actions in connection with the performance of Contractor's obligations, as required in this Agreement, shall secure and maintain insurance as described below. Contractor shall not perform any work under this Agreement until Contractor has obtained all insurance required under this section and the required certificates of insurance and all required endorsements have been filed with the County's authorized insurance representative. Receipt of evidence of insurance that does not comply with all applicable insurance requirements shall not constitute a waiver of the insurance requirements set forth herein. The required documents must be signed by the authorized representative of the insurance company shown on the certificate. Upon request, Contractor shall supply proof that such person is an authorized representative thereof, and is authorized to bind the named underwriter(s) and their company to the coverage, limits, and termination provisions shown thereon. The Contractor shall promptly deliver the County's authorized insurance representative a certificate of insurance, and all required endorsements, with respect to each renewal policy, as necessary to demonstrate the maintenance of the required insurance coverage for the term specified herein. Such certificates and endorsements shall be delivered to the County's authorized representative prior to the expiration date of any policy and bear a notation evidencing payment of the premium thereof if so requested. Contractor shall immediately pay any deductibles and self-insured retentions under all required insurance policies upon the submission of any claim by Contractor or County as an additional insured.

- A. Workers' Compensation and Employers Liability Insurance Requirement. In the event Contractor has employees who may perform any services pursuant to this Agreement, Contractor shall submit written proof that Contractor is insured against liability for workers' compensation in accordance with the provisions of Section 3700 of the California Labor Code.

Contractor shall require any sub-contractors to provide workers' compensation for all of the subcontractors' employees, unless the sub-contractors' employees are covered by the insurance afforded by Contractor. If any class of employees engaged in work or services performed under this Agreement is not covered by California Labor Code section 3700, Contractor shall provide and/or require each sub-contractor to provide adequate insurance for the coverage of employees not otherwise covered.

Contractor shall also maintain employer's liability insurance with limits of \$1,000,000 for bodily injury or disease.

- B. Liability Insurance Requirements:

- 1) Contractor shall maintain in full force and effect, at all times during the term of this Agreement, the following insurance:
  - a) Commercial General Liability Insurance including, but not limited to, Contractual Liability Insurance (specifically concerning the indemnity provisions of this Agreement with the County), Products-Completed Operations Hazard, Personal Injury (including bodily injury and death), and Property Damage for liability arising out of Contractor's performance of work under this Agreement. The Commercial General Liability insurance shall contain no exclusions or limitation

for independent contractors working on the behalf of the named insured. Contractor shall maintain the Products-Completed Operations Hazard coverage for the longest period allowed by law following termination of this Agreement. The amount of said insurance coverage required by this Agreement shall be the policy limits, which shall be at least \$1,000,000 each occurrence and \$2,000,000 aggregate.

- b) Automobile Liability Insurance against claims of Personal Injury (including bodily injury and death) and Property Damage covering any vehicle and/or all owned, leased, hired and non-owned vehicles used in the performance of services pursuant to this Agreement with coverage equal to the policy limits, which shall be at least \$1,000,000 each occurrence.
- c) Professional Liability (Errors and Omissions) Insurance, for liability arising out of, or in connection with, the performance of all required services under this Agreement, with coverage equal to the policy limits, which shall not be less than \$1,000,000 per occurrence and \$2,000,000 aggregate.

- 2) The Commercial General Liability and Automobile liability Insurance required in this sub-paragraph B. shall include an endorsement naming the County and County's board members, officials, officers, agents and employees as additional insureds for liability arising out of this Agreement and any operations related thereto. Said endorsement shall be provided using one of the following three options: (i) on ISO form CG 20 10 11 85; or (ii) on ISO form CG 20 37 10 01 plus either ISO form CG 20 10 10 01 or CG 20 33 10 01; or (iii) on such other forms which provide coverage at least equal to or better than form CG 20 10 11 85.
- 3) Any self-insured retentions in excess of \$100,000 must be declared on the Certificate of Insurance or other documentation provided to County and must be approved by the County Risk Manager.
- 4) If any of the insurance coverages required under this Agreement is written on a claims-made basis, Contractor, at Contractor's option, shall either (i) maintain said coverage for at least three years following the termination of this Agreement with coverage extending back to the effective date of this Agreement; (ii) purchase an extended reporting period of not less than three years following the termination of this Agreement; or (iii) acquire a full prior acts provision on any renewal or replacement policy.

**C. All insurance afforded by Contractor pursuant to this Agreement shall be primary to and not contributing to all insurance or self-insurance maintained by the County. An endorsement shall be provided on all policies, except professional liability/errors and omissions, which shall waive any right of recovery (waiver of subrogation) against the County.**

**D. All insurance shall be issued by a company or companies admitted to do business in California and listed in the current "Best's Key Rating Guide" publication with a**



minimum rating of A-; VII. Any exception to these requirements must be approved by the County Risk Manager.

- E. If Contractor is, or becomes during the term of this Agreement, self-insured or a member of a self-insurance pool, Contractor shall provide coverage equivalent to the insurance coverages and endorsements required above. The County will not accept such coverage unless the County determines, in its sole discretion and by written acceptance, that the coverage proposed to be provided by Contractor is equivalent to the above-required coverages.
- F. Insurance coverages in the minimum amounts set forth herein shall not be construed to relieve Contractor for any liability, whether within, outside, or in excess of such coverage, and regardless of solvency or insolvency of the insurer that issues the coverage; nor shall it preclude the County from taking such other actions as are available to it under any other provision of this Agreement or otherwise in law.
- G. Failure by Contractor to maintain all such insurance in effect at all times required by this Agreement shall be a material breach of this Agreement by Contractor. County, at its sole option, may terminate this Agreement and obtain damages from Contractor resulting from said breach. Alternatively, County may purchase such required insurance coverage, and without further notice to Contractor, County shall deduct from sums due to Contractor any premiums and associated costs advanced or paid by County for such insurance. If the balance of monies obligated to Contractor pursuant to this Agreement are insufficient to reimburse County for the premiums and any associated costs, Contractor agrees to reimburse County for the premiums and pay for all costs associated with the purchase of said insurance. Any failure by County to take this alternative action shall not relieve Contractor of its obligation to obtain and maintain the insurance coverages required by this Agreement.
- H. Cancellation of Insurance -- The above stated insurance coverages required to be maintained by Contractor shall be maintained until the completion of all of Contractor's obligations under this Agreement except as otherwise indicated herein. Each insurance policy supplied by the Contractor shall not be suspended, voided, cancelled or reduced in coverage or in limits except after 10 days written notice by Contractor in the case of non-payment of premiums, or 30 days written notice in all other cases. This notice requirement does not waive the insurance requirements stated herein. Contractor shall immediately obtain replacement coverage for any insurance policy that is terminated, canceled, non-renewed, or whose policy limits have been exhausted or upon insolvency of the insurer that issued the policy.

## 12. EVALUATION

Services to be provided by Contractor shall be evaluated by Department on a continuing basis. Evaluation may be accomplished by written or verbal communication and/or by site visits to view fiscal and/or program processes and information. Any deficiencies noted during an evaluation shall be stated and placed in detailed written form, with a copy submitted to Contractor. Contractor shall respond in writing to the deficiencies statement within 20 days from the date of receipt. A plan to remedy these deficiencies, where applicable, shall be implemented within 60 days from the date of the deficiencies statement. Failure to remedy the stated deficiencies may result in termination of the Agreement by County.

Deficiencies that may be subject to non-payment of future invoices by County shall include:

- A. Failure to notify Department and receive prior written approval for any changes to Program delivery within 15 days of change for:
  - 1) Change in assigned program staff.
  - 2) Change in program or service hours and days.
  - 3) Change in program or service locations and access for participants.
- B. Failure to notify Department for written approval prior to any changes to delivery of program services. As designated in the contract.
- C. Failure to request, in writing, and receive written pre-approval from County for changes to, or the addition of line items in, the approved budget.
- D. Failure to provide written assurance of required civil rights training as detailed in **Section 32**, below.
- E. Failure to adhere to the performance and fiscal requirements and standards required under this Agreement.

13. CONTRACT DISPUTE

Should a dispute arise between Contractor and County relating to performance under this Agreement, Contractor will, prior to exercising any other remedy which may be available, provide County with written notice of the particulars of the dispute within 30 calendar days of the dispute. County will meet with Contractor, review the factors in the dispute, and recommend a means of resolving the dispute before a written response is given to Contractor. County will provide a written response to Contractor within 30 days of receipt of Contractor's written notice.

14. TERMINATION

County may at its election, at any time and without cause, terminate this Agreement by written notice to Contractor. Said termination shall be deemed effective 10 calendar days after personal delivery, or 15 calendar days after mailing by regular U.S. mail, postage prepaid. In addition, either Party may immediately terminate this Agreement should the other Party fail to substantially perform in accordance with the terms and conditions of this Agreement through no fault of the Party initiating the termination. In the event this Agreement is terminated by either Contractor or County, and if so requested by County, Contractor shall submit to County all files, memoranda, documents, correspondence and other items generated in the course of performing this Agreement, within 30 calendar days after the effective date of termination. Should either Party terminate this Agreement as provided herein, County shall pay Contractor for all satisfactory services rendered by Contractor prior to the effective date of termination in an amount not to exceed the maximum dollar amount indicated in Section 5 herein.

15. NON-APPROPRIATION

County reserves the right to terminate this Agreement in the event insufficient funds are appropriated or budgeted for this Agreement in any fiscal year. Upon such termination, County will be released from any further financial obligation to Contractor, except for services performed prior to the date of termination or any liability due to any default existing at the time this clause is exercised. Contractor will be given 30 days written notice in the event that such an action is required by County.

16. NOTICES

Notices to be given by one Party to the other under this Agreement shall be given in writing by personal delivery, by certified mail, return receipt requested, or express delivery service at the addresses specified below. Notices delivered personally shall be deemed received upon receipt; mailed or expressed notices shall be deemed received four days after deposit. A Party may change the address to which notice is to be given by giving notice as provided above.

Notice to County shall be addressed as follows:

Director  
Kern County Department of Human Services  
P.O. Box 511  
Bakersfield, CA 93302

Notice to Contractor shall be addressed as follows:

Yolanda Gonzales, Director  
Community Action Partnership of Kern  
Head Start/State Child Development  
5005 Business Park North  
Bakersfield, CA 93309

Nothing in this Agreement shall be construed to prevent or render ineffective delivery of notices required or permitted under this Agreement by personal service.

17. OWNERSHIP OF DOCUMENTS

All reports, documents, and other items generated or gathered in the course of providing services to County under this Agreement are and shall remain the property of County, and if so requested by County, shall be returned to County upon full completion of all services by Contractor or termination of this Agreement, whichever first occurs.

18. CONFLICT OF INTEREST

The Parties to this Agreement have read and are aware of the provisions of Section 1090 et seq. and Section 87100 et seq. of the Government Code relating to conflict of interest of public officers and employees. Contractor agrees that they are unaware of any financial or economic interest of any public officer or employee of County relating to this Agreement. It is further understood and agreed that if such a financial interest does exist at the inception of this Agreement, County may immediately terminate this Agreement by giving written

notice thereof. Contractor shall comply with the requirements of Government Code Section 87100 et seq. during the term of this Agreement.

19. SOLE AGREEMENT

This document, including all attachments hereto, contains the entire agreement between the Parties relating to the services, rights, obligations, and covenants contained herein and assumed by the Parties respectively. No inducements, representations, or promises have been made, other than those recited in this Agreement. No oral promise, modification, change, or inducement shall be effective or given any force or effect.

20. AUTHORITY TO BIND COUNTY

It is understood that Contractor, in Contractor's performance of any and all duties under this Agreement, has no authority to bind County to any agreements or undertakings.

21. MODIFICATION OF AGREEMENT

This Agreement may be modified in writing only, signed by the parties in interest at the time of the modification.

22. NON-WAIVER

No covenant or condition of this Agreement can be waived except by the written consent of County. Forbearance or indulgence by County in any regard whatsoever shall not constitute a waiver of the covenant or condition to be performed by Contractor. County shall be entitled to invoke any remedy available to County under this Agreement or by law or in equity despite said forbearance or indulgence.

23. CHOICE OF LAW/VENUE

The Parties hereto agree that the provisions of this Agreement will be construed pursuant to the laws of the State of California. This Agreement has been entered into and is to be performed in the County of Kern. Accordingly, the Parties agree that the venue of any action relating to this Agreement shall be in the County of Kern.

24. CONFIDENTIALITY

No Party to this Agreement shall, without the written consent of the other Party, communicate confidential information, designated in writing or identified in this Agreement as such, to any third party and shall protect such information from inadvertent disclosure to any third party in the same manner that they protect their own confidential information, unless such disclosure is required in response to a validly issued subpoena or other process of law. Upon completion of this Agreement, the provisions of this paragraph shall continue to survive.

- A. During the term of this Agreement, Parties may receive or create certain confidential health or medical information ("Protected Health Information" or "**PHI**"). This PHI is subject to protection under State and federal law, including the Health Insurance Portability and Accountability Act of 1996, Public Law 104-191 ("**HIPAA**"), the Health Information Technology for Economic and Clinical Health Act, Public Law 111-005

("the HITECH Act"), and regulations promulgated thereunder by the U.S. Department of Health and Human Services ("HIPAA Regulations") and other applicable laws. The Parties represent that the Parties have in place policies and procedures that will adequately safeguard any PHI the Parties receive or create, and the Parties specifically agree, on behalf of themselves, the Parties' subcontractors and agents, to safeguard and protect the confidentiality of PHI consistent with applicable law, including currently effective provisions of HIPAA, the HITECH Act, and the HIPAA Regulations.

- B. For purposes of this section, PHI means any information, whether oral or recorded in any form or medium: (a) that relates to the past, present or future physical or mental health or condition of an individual; the provision of health care to an individual; or the past, present or future payment for the provision of health care to an individual, and (b) that identifies the individual or with respect to which there is a reasonable basis to believe the information can be used to identify the individual.
- C. The Parties acknowledge that State and federal laws relating to electronic data security and privacy are rapidly evolving and that amendment of this Agreement may be required to provide for procedures to ensure compliance with such developments. The Parties hereto specifically agree to take such action as is necessary to implement the requirements of HIPAA, the HITECH Act, and HIPAA Regulations and other applicable laws relating to the security or confidentiality of PHI. The Parties understand and agree that the Parties must provide, when requested, written evidence that the Parties are in compliance with the HITECH Act, and applicable HIPAA Regulations.
- D. Notwithstanding any other provision of this Agreement, the Parties may terminate this Agreement upon twenty (20) days' notice in the event: (a) the Parties do not promptly provide written evidence of compliance with the HITECH Act, and applicable HIPAA Regulations, or (b) the Parties become aware that the Parties or any of the Parties' subcontractors or agents discloses PHI in a manner that is not authorized by the Parties or by applicable law.
- E. During the term of this Agreement, the contractor agrees to abide by the Information Exchange Agreement between the Social Security Administration ("SSA") and the California Department of Health Care Services "DHCS"), the Computer Matching and Privacy Protection Act Agreement between the Social Security Administration and the Health and Human Services Agency of California, the Electronic Information Exchange Security Requirement and Procedures for State and Local Agencies Exchanging Electronic Information with the Social Security Administration-Technical Systems Security Requirements ("TSSR"), and the Computer Matching Agreement between the Department of Homeland Security United States Citizenship and Immigration Services and the California Department of Health Care Services. **These documents contain sensitive material and the Contractor agrees not to post these documents in a public viewing area including any public Internet site.** Contractor agrees to abide by all relevant requirements in the National Institute of Standards and Technology ("NIST") Special Publications ("SP") 800-122 and 800-53 (<https://www.nist.gov/>), and the Memorandums of Understanding that the County has with DHCS and CDSS regarding all Personal Identifiable Information ("PII").

## CONTRACTOR RESPONSIBILITIES

- 1) Contractor will provide a list of all employees who will have access to SSA data to the County prior to County giving Contractor access to such data.
- 2) Contractor and their staff will be required to complete an initial and annual confidentiality training. Each staff member, who handles SSA information, will sign a non-disclosure agreement stating they are aware of the requirements to maintain the confidentiality and non-disclosure of any SSA related information that is used by them to complete their daily duties and any sanctions and penalties that can follow any wrongful disclosure of PII/PHI information will be the responsibility of the Contractor. Contractor will maintain the non-disclosure statements for their employees for the required five years as stated in the TSSR and NIST guidelines. Additionally, Contractor will provide proof of such training to the Department as required by the MOUs.
- 3) Contractor agrees to allow the County to complete periodic onsite reviews of their facility to ensure that the following steps meet SSA's requirements:
  - a. Safeguards for sensitive information;
  - b. Technological safeguards on computer(s) that have access to SSA-provided information;
  - c. Security controls and measures to prevent, detect, and resolve unauthorized access to, use of, and re-disclosure of SSA-provided information, and;
  - d. Continuous monitoring of the Contractor's or agent's network and infrastructure and assets.
  - e. Compliance with all applicable TSSR and NIST guidelines.
- 4) Contractor will maintain records of all PII and PHI exchanges under this contract for a period of six years and will provide such records upon request to the County for evidentiary purposes.
- 5) Contractor agrees no PII or PHI record will be stored outside the Contractor's information system without approval by County. Contractor will physically control and securely store information system media, both paper and digital, based on the highest Federal Information Processing Standard ("**FIPS**") 199 security category of the information recorded on the media. Contractor will restrict the pickup, receipt, transfer, and delivery of such media to authorized personnel.
- 6) Contractor is required to encrypt any PHI/PII information prior to transmission to the County as outlined in the TSSR and NIST guidelines. If encryption is not available, Contractor will work with County on alternate methods to receive any PII/PHI documents.
- 7) Contractor is required to report any breach or loss of PII/PHI within 24 hours to the appropriate County Security Officers. See **Exhibit "XX"**.

- 8) Contractor will institute a destruction policy for the handling of all PII/PHI information including shredding, burning, and pulverizing of records to avoid any accidental disclosure of such information along with purging and sanitizing digital media using approved equipment, techniques, and procedures. Contractor will track, document, and verify media sanitization actions.
- 9) Contractor and their employees who wrongfully disclose PII/PHI information are subject to criminal and civil sanctions including but not limited to suspension of all access to PII information provided by the County, jail time, and court actions by the person(s) whose information was disclosed.

#### COUNTY RESPONSIBILITIES

- 1) County will provide Contractor with training materials which the Contractor will use to assist in completing their initial and annual training.
- 2) County will provide Contractor access to the TSSR guidelines and the Memorandums of Understanding with DHCS and CDSS to assist them in meeting the requirements for maintaining confidentiality of all PII/PHI records.
- 3) County will maintain records of all Contractor's and employees who handle PII/PHI as part of their daily duties and will only give access to SSA provided information as outlined in this Agreement.
- 4) If necessary, County will request records for evidentiary purposes when needed from the Contractor.
- 5) County agrees to provide a copy of their Breach Reporting Incident Policy to the Contractor along with contact names and telephone numbers for all County Privacy Officers.

#### 25. BUSINESS ASSOCIATE ADDENDUM

Each Party agrees to the Business Associate Addendum attached hereto as Exhibit "A", which covers obligations under HIPAA and HITECH, so that County may comply with its obligations under the HIPAA laws and Regulations.

#### 26. ENFORCEMENT OF REMEDIES

No right or remedy herein conferred on or reserved to County is exclusive of any other right or remedy herein or by law or equity provided or permitted, but each shall be cumulative of every other right or remedy given hereunder or now or hereafter existing by law or in equity or by statute or otherwise, and may be enforced concurrently or from time to time.

#### 27. SEVERABILITY

Should any part, term, portion, or provision of this Agreement be decided finally to be in conflict with any law of the United States or the State of California, or otherwise be

unenforceable or ineffectual, the validity of the remaining parts, terms, such portions, or provisions shall be deemed severable and shall not be affected thereby, provided remaining portions or provisions can be construed in substance to constitute the agreement which the Parties intended to enter into in the first instance.

28. COMPLIANCE WITH LAW

Contractor shall observe and comply with all applicable County, State and federal laws, ordinances, rules, and regulations now in effect or hereafter enacted, each of which are hereby made a part hereof and incorporated herein by reference.

29. CAPTIONS AND INTERPRETATION

Paragraph headings in this Agreement are used solely for convenience, and shall be wholly disregarded in the construction of this Agreement.

No provision of this Agreement shall be interpreted for or against a Party because that Party or its legal representative drafted such provision, and this Agreement shall be construed as if jointly prepared by the Parties.

30. TIME OF ESSENCE

Time is hereby expressly declared to be of the essence of this Agreement and of each and every provision hereof, and each such provision is hereby made and declared to be a material, necessary and essential part of this Agreement.

31. COUNTERPARTS

This Agreement may be executed simultaneously in any number of counterparts, each of which shall be deemed an original but all of which together shall constitute one and the same instrument.

32. FORCE MAJEURE

County shall exercise every reasonable effort to meet its obligations hereunder and shall not be liable for delays resulting from force majeure or other causes beyond its reasonable control including, but not limited to, compliance with any government law or regulation, acts of God, fires, strikes, lockouts, natural disasters, wars, riots, and/or any other cause whatsoever beyond the reasonable control of County. Any such cause will extend the performance of the delayed obligation to the extent of the delay so incurred.

33. NONDISCRIMINATION

Neither Contractor, nor any officer, agent, employee, servant or subcontractor of Contractor, shall discriminate in the treatment or employment of any individual or groups of individuals on the grounds of age, sex, color, disability, national origin, race, marital status, sexual orientation, religion, political affiliation, or any other classification protected by law, either directly, indirectly or through contractual or other arrangements as described in CDSS Manual of Policies and Procedures, Chapter 21. Contractor will further adhere to all



mandated requirements as described in the CDSS Manual of Policies and Procedures, Chapter 21 which can be found at <http://www.dss.cahwnet.gov/getinfo/pdf/3cfcman.pdf>.

Contractor understands and acknowledges that its assurance is given in consideration of and for the purpose of receiving compensation for service as provided in this Agreement, which compensation is funded through federal and State assistance. In the event County is subject to any fiscal sanction or other legal remedies as a result of Contractor's failure to comply with the requirements of this section, Contractor shall indemnify and hold harmless County from any such fiscal sanction or other legal remedy imposed against County as provided in the indemnification provisions of this Agreement. Contractor shall participate in and pay County's costs incurred in County's defense in any judicial or administrative hearing or process to determine where a violation of this section has occurred.

Contractor acknowledges that the County, as a recipient of such funding, is obligated to comply with State and federal requirements regarding nondiscrimination, as evidenced by form CR-50, Assurance of Compliance, (**Exhibit "E"**). By signing this Agreement, Contractor, as a recipient of such funding through the County, shall be equally bound to comply with each and every requirement set forth therein.

34. AUDIT, INSPECTION, AND RETENTION OF RECORDS

Contractor agrees to maintain and make available to County accurate books and records relative to all its activities under this Agreement. Contractor shall permit County to audit, examine and make excerpts and transcripts from such records, and to conduct audits or reviews of all invoices, materials, records of personnel, or other data related to all other matters covered by this Agreement. Contractor shall maintain such data and records in an accessible location and condition for a period of not less than five years from the date of final payment under this Agreement, or until after the conclusion of any fiscal audit, whichever occurs last. The State of California and/or any federal agency having an interest in the subject of this Agreement shall have the same rights conferred upon County herein.

35. NON-COLLUSION COVENANT

Contractor represents and agrees that it has in no way entered into any contingent fee arrangement with any firm or person concerning the obtaining of this Agreement with County. Contractor has received from County no incentive or special payments or considerations related to the provision of services under this Agreement.

36. NO THIRD PARTY BENEFICIARIES

It is expressly understood and agreed that the enforcement of these terms and conditions and all rights of action relating to such enforcement shall be strictly reserved to County and Contractor. Nothing contained in this Agreement shall give or allow any claim or right of action whatsoever by any other third person. It is the express intention of County and Contractor that any such person or entity, other than County or Contractor, receiving services or benefits under this Agreement shall be deemed an incidental beneficiary only.

37. SIGNATURE AUTHORITY

Each Party represents that they have full power and authority to enter into and perform this Agreement, and the person signing this Agreement on behalf of each Party has been properly authorized and empowered to enter into this Agreement.

38. EXHIBITS

Each exhibit attached to this Agreement is incorporated into this Agreement by reference.

**[Remainder of this page is intentionally left blank]**

The Parties have executed this Agreement on the Execution Date.

COUNTY OF KERN

Dated: \_\_\_\_\_

By \_\_\_\_\_  
Chairman, Board of Supervisors  
"County"

COMMUNITY ACTION PARTNERSHIP OF KERN

Dated: \_\_\_\_\_

By \_\_\_\_\_  
Jeremy T. Tobias, Executive Director  
"Contractor"

APPROVED AS TO CONTENT:  
Kern County Department of Human Services

Dated: \_\_\_\_\_

By \_\_\_\_\_  
Dena Murphy, Director

APPROVED AS TO FORM:  
Office of the County Counsel

Dated: \_\_\_\_\_

By \_\_\_\_\_  
Bryan Walters, Deputy County Counsel

COMMUNITY ACTION PARTNERSHIP *of* KERN  
BOARD OF DIRECTORS  
PROGRAM REVIEW & EVALUATION COMMITTEE MEETING  
February 13, 2019  
12:00 p.m.

**MEETING MINUTES**

1. **Call to Order**

Pastor Jonathan Mullings 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: Jose Gurrola, Nila Hogan, Jonathan Mullings, Marian Panos

Absent: Yolanda Ochoa

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; and other CAPK staff.

3. **Approval of Agenda**

Motion was made and seconded to approve the Program Review and Evaluation Committee meeting agenda for February 13, 2019. Carried by unanimous vote. (Panos/Gurrola).

4. **Public Forum:**

No one addressed the Committee.

5. **Program Presentation:**

2-1-1 Kern – Esperanza Contreras, Program Manager

Esperanza Contreras provided an overview of the 2-1-1 Program and stated that the 2-1-1 program is a 3-digit telephone number that links Kern County residents to community health and human services and support 24/7/365. Approximately 114,500 calls were received through the 2-1-1 call center in 2018. The online / cloud-based database can be accessed through CAPK's website. The website displays user friendly icons to help direct people to services and the same icons are included on the 211 handouts for brand recognition. The handouts are in English and Spanish with a tear off card at the bottom.

A vital component of the 2-1-1 program is that valuable data is collected and used for planning purposes and community needs assessment. Esperanza explained that CAPK 2-1-1 has contracted with Emergency Services for Disaster response. Staff is trained to provide the emergency information and receives the information before the notice has been broadcast to the public.

A new function has been added to the 2-1-1 Program. The Coordinated Entry System (CES) has dedicated staff to assess the needs of the homeless. A light launch took place in October of 2018 and by February 2019, staff began taking assessments by phone. Funding from HUD was confirmed to fully fund the program by July 2019.

6. **New Business**

a. January 2019 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 provided a detailed overview of each program and presented the highlights from the Division Program reports for January 2019.

Motion was made and seconded to approve the January 2019 Program & Division Reports Carried by unanimous vote. (Gurolla/Hogan).

b. Application Status Report and Funding Requests for January 2019 – Ralph Martinez, Director of Community Development – **Action Item**

Ralph Martinez presented the Application Status reports and three Funding Requests from Union Bank, Kern County Department of Human Services, and California Coastal Conservancy, all to benefit various programs for Friendship House Community Center and Shafter Youth Center.

Motion was made and seconded to approve the Application Status Report and Funding Requests for January 2019. Carried by unanimous vote. (Hogan/Gurolla).

c. Head Start / State Child Development January 2019 Enrollment Update and Meals Report – Ginger Mendez, HS State Enrollment / Attendance Manager – **Action Item**

Ginger Mendez provided the Enrollment & Meals report and noted that all programs achieved 100% enrollment. Enrollment goals for children with disabilities were met in three of the four programs, and Head Start Kern achieved 7.6% disability enrollment, which represents an increase from prior months.

Over Income enrollment goals were met with all program percentages under 10% and the average daily attendance remained at 98% for January 2019.

Meals served increased by 1% over the same time period as the year prior. Modifications to the meals served report was enhanced to include graphics to show historical data of the percentage of meals served and a separate graph to show meal allocation.

Marian Panos questioned why a count for employees utilizing intermittent FMLA is included on the report, and not reflected in the Human Resources Report. Ginger Mendez responded that it was by request from the former Chair of the Committee, Fred Plane. Ray Quan, Director of Human Resources provided a response for the Human Resources monthly report and stated that the Board specifically requested the intermittent FMLA numbers be removed from the report.

Motion was made and seconded to approve the Head Start / State Child Development January 2019 Enrollment Update and Meals Report. Carried by unanimous vote. (Hogan/Gurrola).

- d. January 2019 Head Start / State Child Development Enrollment Update and Meals Report – Ginger Mendez, HS State Enrollment / Attendance Manager – **Action Item**

Ginger Mendez reported that Head Start Performance Standards require each program to revise the Recruitment & Selection Plan annually. A committee comprised of staff, parents, and community partners come together to review the current plan and make recommendations. Plan changes include: increased points for both homeless and foster children; additional points for families with court ordered family maintenance; additional points for children who have a home language other than English; revised definition of teen parent. The selection process remains unchanged. The Selection Criteria Verification Form, also known as the “point sheet” was presented to the Committee and staff recommended approval of the 2019-2020 Recruitment and Selection Plan to include the aforementioned adjustments to the Selection Criteria Form.

Marian Panos questioned the Public Assistance (TANF) category and believes there should be a greater point value assigned to TANF. After some discussion, Yolanda Gonzales proposed a meeting with Marian prior to the February 27<sup>th</sup> Board Meeting to further discuss the issue.

Motion was made and seconded to assign Committee Member Marian Panos to meet with staff and review the Head Start enrollment point sheet prior to the January 27<sup>th</sup> Board Meeting and present the item to the Board during the PRE Committee Report. Carried by unanimous vote. (Gurrola/Panos).

7. **Committee Member Comments**

Pastor Mullings thanked Ralph Martinez for the detailed reporting to benefit the new Committee Members.

8. **Next Scheduled Meeting**

Program Review & Evaluation  
Wednesday, March 13, 2019  
12:00 p.m.  
5005 Business Park North  
Bakersfield, California 93309

9. **Adjournment**

The meeting adjourned at 1:34 pm.

# COMMUNITY ACTION PARTNERSHIP OF KERN

## DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

<b>Division/Director:</b> Administration/Pritika Ram		<b>Month/Year:</b> Jan 2019
<b>Program/Work Unit:</b> 2-1-1 Kern County	<b>Staffing:</b> 16 (4 vacancies)	<b>Program Manager/Supervisor:</b> Esperanza Contreras
<b>Services:</b> Provides 24/7 information and referral services via phone or CAPK's website to residents of Kern. Also provides call handling services for Kings, Tulare, Merced, Mariposa and Stanislaus Counties and schedules appointments for the CAPK Energy Program utility assistance services and provides applications. As of October 2018, the Kern County Coordinated Entry System initiated as a program within 2-1-1 Kern.		

Activities	Description			
Information & Referral Services	Incoming	Answered	Unanswered	Referrals
Kern County	3,932	3,414	514 (13%)	7,155
Kings County	173	163	10 (6%)	*
Tulare County	905	837	68(8%)	*
Mountain Valley (Mariposa and Merced Counties)	122	97	25(20%)	*
Stanislaus County	981	878	103(10%)	*
<b>Total</b>	<b>6,113</b>	<b>5,389</b>	<b>724 (12%)</b>	

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

<b>Most Requested Services</b>	Food Pantries	Utility Assistance	CalFresh/SNAP
<b>Top 3 Unmet Needs</b>	Food/ Meals	Developmental Screenings	Shelter

Other Services		Month	YTD
<b>LIHEAP</b>	Calls Answered	3,083	3,083
<b>Weatherization</b>	Calls Routed through 2-1-1	419	419
<b>Mental Health</b>	Calls Answered	121	121
<b>Website Visitors</b>	Visitors to CAPK's 2-1-1 Kern web page	4,092	4,092
<b>VITA</b>	Calls Routed through 2-1-1	1,474	1,474

<b>CalFresh Enrollments</b>	Onsite enrollment into CalFresh (Supplemental Nutrition Assistance Program (SNAP/food stamps)	<b>Submitted</b>	<b>Approved</b>	<b>Pending</b>
		<b>9</b>	<b>4</b>	<b>5</b>

<b>Coordinated Entry System (CES)</b>	Entry point for the homeless population in Kern County.	<b>Homeless Calls</b>	<b>QRT Submitted</b>	<b>Assessments Completed</b>
		<b>42</b>	<b>139</b>	<b>N/A</b>

Outreach Activities	Outcomes
- Friendship House food distribution	211 Kern informational cards: 200

### Highlights:

- Division Director and CES staff participated in the 2019 Kern County Point-In-Time Count.

## COMMUNITY ACTION PARTNERSHIP OF KERN

### DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

<b>Division/Director:</b> Nutrition Services/Carmen Segovia		<b>Month/Year:</b> January 2019
<b>Program/Work Unit:</b> Central Kitchen	<b>Staffing:</b> 22 Staff Members	<b>Program Manager:</b> Lorenzo Maldonado
<b>Services:</b> Preparation and delivery of meals and snacks for children enrolled in CAPK's Head Start/Early Head Start and Home Base option. The program provides the meals for the H.S. /E.H.S and Home Base. 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"> <li>Total meals prepared are supported by the daily meal production sheets and food transport sheets.</li> <li>Home base meal totals are supported by meal request forms submitted by center and Home Base staff.</li> </ul>		

Activities	Status			
	Total # Prepared	Breakfast	Lunch	Snack
Meals & Snacks				
Central Kitchen prepared for the HS/EHS centers	82,807	27,788	28,646	26,373
Home Base Meals	235	111	36	88
<b>Total</b>	<b>83,042</b>	<b>27,899</b>	<b>28,682</b>	<b>26,461</b>

**Other:**

1. All part year staff reported for duty on January 7, 2019, after a two week break for the holidays. The Central Kitchen staff returned with all new energy and ready to work. The Central Kitchen does have its challenges when part year staff are on their off time, however CAPK has a great team that comes together in times of need. On January 4<sup>th</sup> and 7<sup>th</sup> the Central Kitchen received the assistance of center staff and Program Managers, in delivering milk to the outlying Head Start Centers.
2. As per Emily Gonzales Demont and the Head Start program the Central Kitchen has been approved to purchase polo shirts for the Central Kitchen staff. The order will be placed at the beginning of our fiscal year and all production staff will wear them during their shift.
3. The Central Kitchen has an open-door policy for visiting team members from another department. Agency staff are more than welcome to visit the Central Kitchen to see what our staff do to provide food service to all 43 centers in our agency. This month we had to tours of home base and center staff as well as one Program Manager.



# COMMUNITY ACTION PARTNERSHIP OF KERN

## DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

<b>Division/Director:</b> Community Development/Ralph Martinez		<b>Month/Year:</b> January 2019
<b>Program/Work Unit:</b> Outreach & Advocacy	<b>Total Staffing:</b> 8	<b>Program Manager/Supervisor:</b> Sheila Shegos

**Services:** Grant research on funding resources and opportunities, proposal preparation, and special projects. Media and public relations, agency and program promotional materials, advocacy, social media and website management, special events and fundraising, English-Spanish translations.

### January Community Development Team Activities

In January Community Development was proud to pull together a host of volunteers and community partners to box and distribute 19,333 books donated to CAPK by the Molina Foundation. The distribution got coverage from three major television networks here in Bakersfield.

We also shared CAPK's commitment to supporting families struggling with food insecurity due to the U.S. Government shutdown. And we hosted the EITC Awareness Day event on Jan. 25 which was attended by United Way, Self-Help Federal Credit Union, City Councilman Andrae Gonzales and representatives of local, state and federal elected officials.



Staff attended the Wonderful Grantees Kick-off meeting for the Food Bank Free Farmers Markets in Wasco and Delano on January 17. Grants team members had the opportunity to interact with other Wonderful recipients and build partnerships to better serve struggling families in these two communities.

<b>Advocacy</b>	<ul style="list-style-type: none"> <li>• Responded to multiple media calls regarding the U.S. Government shutdown.</li> <li>• Attended introductory meeting with staff from State Senator Melissa Hurtado's office.</li> <li>• Completed CAPK Annual Report.</li> </ul>
<b>Outreach</b>	<ul style="list-style-type: none"> <li>• Promoted downtown Bakersfield food distribution in partnership with GET Bus.</li> <li>• Attended Martin Luther King, Jr. resource fair at Friendship House Community Center.</li> </ul>
<b>Special Events</b>	<ul style="list-style-type: none"> <li>• Coordinated Molina Foundation book distribution event.</li> <li>• Hosted EITC Awareness Day on Jan. 25.</li> <li>• Advanced planning for the Annual Humanitarian Awards Banquet.</li> </ul>
<b>Grants</b>	<ul style="list-style-type: none"> <li>• Union Bank—PREP Works &amp; STEM</li> <li>• Wells Fargo—VITA</li> <li>• Kern County Department of Human Services—Kinship</li> </ul>
<b>Research</b>	<ul style="list-style-type: none"> <li>• Capacity and program funding for youth centers.</li> <li>• Affordable home ownership for low-to-moderate income.</li> <li>• Funding for Food Bank Expansion Project.</li> </ul>
<b>Projects</b>	<ul style="list-style-type: none"> <li>• 2018 CSBG Annual Reporting-due March 2019.</li> <li>• 2019 Community Needs Survey and CAP Report – due June 2019.</li> <li>• Small Business Initiative-Preparing workshops – First workshop on February 21.</li> <li>• 2019 Your Money Your Goals Cohort.</li> <li>• Creating processes and procedures (grant review, profiles, awards, implementation).</li> <li>• Met with CD programs for review and ongoing monitoring of CD program budgets.</li> <li>• Participating in Roma Implementers final phase training modules.</li> <li>• Attended partnership meetings for 2020 Census effort.</li> </ul>

## COMMUNITY ACTION PARTNERSHIP OF KERN

### DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

<b>Division/Director:</b> Nutrition Services/Carmen Segovia		<b>Month/Year:</b> January, 2019
<b>Program/Work Unit:</b> East Kern Family Resource Center	<b>Total Program Staffing:</b> 5	<b>Program Manager/Supervisor:</b> Whitney Hughes
<b>Program/Work Unit Description:</b> Serves low-income individuals and families residing in East Kern County communities of Boron, California City, Mojave, North Edwards, Rosamond, and Tehachapi. Services include case managing families with children who are at risk of abuse and neglect (Differential Response); preparing children to enter kindergarten (School Readiness Initiative); parenting education; emergency supplies closet for immediate basic needs such as clothing, food, diapers, infant formula, bus passes, and gas vouchers.		

Activities	Description	Status	
		Month	YTD
Referrals for services	Differential Response	18	18
Case Managed Families	F5K School Readiness	1	1
Children enrolled in center-base program		0	0
Adults in Court Mandated Parenting Classes		N/A	N/A
Services to Walk-ins	Services e.g., faxing and photocopying legal documents (such as birth certificates, Social Security cards, immigration status information needed to receive public assistance), food, clothing, referrals to other support services, and ongoing case management	61	61
Emergency Supplies Closet and Other Services	Food (individuals)	15	15
	Clothing (individuals)	24	24
	Photocopies (individuals)	830	830
	HEAP Application Supporting Docs	85	85

**Other:** The EKFRD Differential Response Case Manager is out on baby bonding time.

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

<b>Division/Director:</b> Operations/Emilio Wagner		<b>Month/Year:</b> January 2019
<b>Program/Work Unit:</b> Energy	<b>Total Program Staffing:</b> 39	<b>Program Manager/Supervisor:</b> Margaret Palmer
<b>Services:</b> Residential weatherization, utility bill payment assistance, and energy efficiency education for low-to-moderate-income Kern County residents. Also, installation of interim water tanks for low-income households affected by the drought.		

Activities	Description	Status	
		Households Served	
		Month	YTD
<b>1A. Low Income Home Energy Assistance Program (LIHEAP Utility Assistance -2019)</b> <i>*Program year started Oct 2018</i>	Assistance with utility bill payments	548	*688
<b>2. Low Income Home Energy Assistance Program (LIHEAP) Weatherization Assistance (2019)</b>	<ul style="list-style-type: none"> <li>Assistance with residential repair/weatherization (e.g., weather stripping, thermostats, door/window replacement, etc.)</li> <li>Energy-efficient appliance installation</li> </ul>	17	17
		12	12
<b>3. Low-Income Weatherization Program (LIWP Phase 2). Program from 10/1/17 - 9/30/18</b>	Assistance with residential repair/weatherization (e.g., weather stripping, thermostats, door/window replacement, etc.)	-0-	76
<b>5. Total Value of Services (utility payments only)</b>		<b>\$320,188</b>	<b>\$401,948</b>
		<b>Results</b>	
<b>6. Energy calls received (from 2-1-1)</b>		<b>3,502</b>	
		<b>HEAP</b>	<b>Wx</b>
<b>7. Number of LIHEAP applications Received</b>		<b>858</b>	<b>69</b>
<b>8. Number of LIHEAP applications Completed</b>		<b>548</b>	<b>53</b>
<b>9. Number of LIHEAP applications in Progress</b>		<b>310</b>	<b>5</b>
<b>10. Outreach Events attended</b>	1/17 – East Calif Headstart Home Base Center 1/23 – Friendship House Resource Fair 1/24 – Shafter Youth Center Food Distribution 1/28 – Casa Hernandez In-Service Meeting	Give presentations, distribute brochures, applications, tote bags, ink pens and energy savings wheels.	

# COMMUNITY ACTION PARTNERSHIP OF KERN

## DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

<b>Division/Director:</b> Nutrition Services/Carmen Segovia		<b>Month/Year:</b> January 2019
<b>Program/Work Unit:</b> Food Bank	<b>Total Staffing:</b> 17	<b>Program Manager:</b> Jaime Orona
<b>Services:</b> Partners with 119 food distribution sites throughout Kern County to provide food assistance to low-income families and individuals.		

		Status	
Activities	Description	Month	YTD
<b>USDA Commodities</b>	Individuals Served (January)	39,515	39,515
	Poundage Received all Programs	1,641,396	1,641,396
	<b>TOTAL POUNDAGE DIST. ALL SITES</b>	<b>1,479,616</b>	<b>1,479,616</b>
<b>Food Sourcing</b>	<b>Produce Received:</b> 160,000 pounds of produce (donated or purchased) & 7 different produce items: <ul style="list-style-type: none"> <li>• Grimmway: Carrots</li> <li>• Tasteful Selections: Potatoes</li> <li>• Target: Mixed produce</li> <li>• Walmart: Mixed produce</li> <li>• Wonderful Co: Citrus</li> </ul>		
<b>Food Drives:</b>	<b>Farmers Markets:</b> N/A		

**Other:**

- We continued to donate 65 bags to Buttonwillow and 84 bags to Greenfield schools every two weeks for the Back-Pack Buddies program.
- On January 22<sup>nd</sup> we had a group of 9 individuals from the company Knighted Ventures come by and volunteer their time; they helped us by bagging up boxes of fresh potatoes.
- On January 22<sup>nd</sup> we presented to the CAPK Policy council in addition to handing out emergency bags and bread.
- On January 23<sup>rd</sup> we participated in the Friendship House's MLK Day Resource Fair, providing information as well as handing out bags of mixed dry goods.
- Our CSFP (Senior Distribution Program) held 32 distributions during the month of December and distributed 30-pound boxes of healthy and non-perishable food to 3,751 seniors throughout Kern County.

# COMMUNITY ACTION PARTNERSHIP OF KERN

## DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

<b>Division/Director:</b> Community Development/Ralph Martinez		<b>Month/Year:</b> January 2019	
<b>Program/Work Unit:</b> Friendship House	<b>Total Program Staffing:</b> 5	<b>Program Manager/Supervisor:</b> Lois Hannible	
<b>Services:</b> After-school and summer programs, pre-employment program for youths, parenting classes, nutrition education, sports, gang prevention, and access to social services.			
<b>Activities</b>		<b>Participants</b>	
<b>Description</b>		<b>Month</b>	<b>YTD</b>
<b>After-School Program:</b> Tutoring, homework assistance, recreation.		6	6
<b>Summer Program:</b> Recreational activities, educational games, and activities.			
<b>Gang Prevention Program:</b> Aggression Replacement Training (ART), Nurturing Parenting and Parents on Mission (POM) parenting classes are provided at local school sites, correctional facilities, at the Friendship House and other community centers, to prevent at-risk youths from joining gangs.		22	22
<b>STEM (Science, Technology, Engineering, Math) Program:</b> Chevron STEM teaches robotics, coding, engineering, and mathematics to program youth, engaging them in hands-on science focused learning.			
<b>Mobile Mexican Consulate:</b> Consular services are provided at FHCC every Tues. & every other Wed., providing passport renewals, assistance with obtaining important documents, and providing DACA & protection information.		438	438
<b>PREP Works Program:</b> Pre-employment program for at-risk youth that provides them with financial literacy; skills and knowledge to conduct job searches and plan for college/career; and an incentivized savings program. Participants also have an opportunity to gain paid work experience.		102	102

### Other:

- On January 23<sup>rd</sup> CAPK Friendship House our partner Starbucks, hosted the 'In Remembrance of MLK Resource Fair', at the FHCC. The event received media coverage, was attended by close to 500 people, and included free haircuts, giveaways, and information on community services. Some vendors included vendors: Clinica Sierra Vista; Planned Parenthood; CAPK WIC; Bakersfield Pregnancy Center; CAPK Energy; EPIC Employment Opportunity Program; Kern Health Systems; Barber College; Catholic Charities; SYC I&E; Veterans Affairs; 2-1-1; CAPK Food Bank; Kern County Child Support Services; Legal Shield; United Farm Workers Foundation; United Farm Workers Union; CAPK MCAP; Kern Regional Center; Kern Behavioral Health; and Bakersfield Police Department.
- At the request of Starbucks, the Friendship House identified six seniors in the community that were in need of light yard work or light house cleaning. The Starbucks team visited the homes on Saturday, January 26, 2019 and completed all the promised work. A message was received from the seniors stating that, "everyone was very pleased with the outcome and that they were very appreciative."
- The PREP Works orientation held on Jan. 24<sup>th</sup> was a huge success. The event received media coverage and was attended by over 100 people, 85 of which were interested students. Almost all of the area high schools and continuation high schools were represented at the orientation. The PREP Works orientation at the Shafter Youth Center on Jan. 25<sup>th</sup> was also a success, with 51 interested students in attendance.
- UC Cooperative Extension's 4-H program is hosting a 4-day cooking/cooking science class at the FHCC for program youth. During the program the youth receive hands-on learning of how to prepare quick healthy meals and are provided with information on the science of cooking.

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

<b>Division/Director: Raymond Quan</b>		<b>Month/Year: January 2019</b>
<b>Program/Work Unit:</b> HR/Payroll/Staffing	<b>Total Division Staffing:</b> 12	<b>Program Manager/Supervisor:</b> Mike Lackman/Eric Kelley/Dawn Bledsoe
<b>Services:</b> All functions and activities related to payroll, staffing, employee benefits (including the pension plan) administration, labor law compliance, human resources management, and SEIU Contract.		

		<b>Status</b>	
<b>Activities</b>	<b>Description</b>	<b>Month</b>	<b>YTD</b>
<b>Employee Count</b>	Regular	861	
	Subs/Temps	28	
	<b>Total Staff</b>	<b>889</b>	
<b>New Hires</b>	<b>All divisions and programs</b>		
	Regular	14	<b>0</b>
	Subs/Temps	6	<b>0</b>
	<b>Total New Hires</b>	<b>20</b>	<b>0</b>
<b>Leaves of Absence</b>	Full-time Leave	33	
<b>Terminations</b>	<b>All divisions and programs</b>		
	Voluntary	14	0
	Involuntary	2	0
	<b>Total Terminations</b>	<b>16</b>	<b>0</b>
<b>Staffing</b>	<b>Vacancy</b>	25	0
	<b>Total Applications Received</b>	<b>221</b>	<b>0</b>
<b>Payroll</b>	<b>Total Hours Paid</b>	136,092	
	<b>Total Gross Payroll</b>	<b>\$2,507,251</b>	

<b>Projects</b> HR/Payroll-Electronic Job Requisitioning HR-Pension Plan Correction HR-Recruitment Issues HR-Licensing Issues Online Recruitment	<b>Completed:</b> <ol style="list-style-type: none"> <li>1. Efforts continued on the pension plan corrections</li> <li>2. Estimated completion of the payroll/pension committee/review in February 2019</li> <li>3. Meeting 01/02/19 Economic Census Report</li> <li>4. Health Equity Questionnaire Meeting 01/07/2019</li> <li>5. Suspension Appeals Meeting 01/10/2019</li> <li>6. PRE-Committee 01/12/2019</li> <li>7. Audit &amp; Pension Committee 01/17/2019</li> <li>8. Budget/Finance Committee 01/23/2019</li> <li>9. HR Legal/Security Meeting 01/29/2019; Phone conference w/attorney 01/30/2019</li> <li>10. Workers Comp Claims Review Meeting with Berkshire &amp; USI 01/29/2019</li> <li>11. Banquet Sponsorship Meeting 01/31/2019</li> <li>12. LiveScan Machine-Purchase Order was sent to Company for processing.</li> </ol>
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# COMMUNITY ACTION PARTNERSHIP OF KERN

## DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

<b>Division/Director:</b> Health & Nutrition Services/Carmen Segovia		<b>Month/Year:</b> January 2019*	
<b>Program/Work Unit:</b> Migrant Childcare AP Program (MCAP)	<b>Total Staffing:</b> 19, <i>Vacancies-0</i>	<b>Program Manager/Supervisor:</b> Susana Magana	
<b>Services:</b> The Migrant Childcare Alternative Payment Program is a voucher-based child care program for migrant agriculturally working families. The program has six entry counties: Kern, Kings, Madera, Merced, Tulare, and Fresno. Once enrolled, families can continue child care services as they migrate throughout the state following agricultural work. The program’s current Fiscal Year is July 1, 2018, to June 30, 2019. <i>*This report is for the service months of December 2018, which were processed in the month of January 2019.</i>			
		Status	
Activities	Description	Total	% by County
Active Enrollments	Kern**	386	44%
	Madera	98	11%
	Merced	8	1%
	Tulare	193	22%
	Kings	67	8%
	Fresno	125	14%
	<b>Total</b>	<b>877</b>	<b>100%</b>

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

### Other:

#### Current Activities:

Staff continues to actively recruit and is accepting applications in all entry counties for the program. We currently have no waiting list. All eligible families are authorized immediately. Staff is also processing recertifications in all entry counties to ensure that eligible families are authorized for another year of care before families start migrating to non-entry counties throughout California.

Staff is visiting fields, packing facilities, laundromats, markets, etc. posting recruitment flyers to inform the community of the service that program provide. The program manager is meeting with different community agencies to promote and educate them about the program.

On 1/14 our new Kings county Family Services Specialist Alfonso Morales and our new Kern county Admin Clerk Rita Fregoso attended orientation. We are fully staff with no vacancies currently being recruited.

On 1/23 program staff participated in the Friendship House resource fair.

On 1/24 the program manager attended the Molin Foundation Book distribution at the CAPK warehouse. MCAP was the recipient of 1000 books. We already started distributing the books to our participating families. The families have been very grateful for the books.

On 1/29 the family services coordinator presented program information to interested parents in the Shafter area. The meeting was at 5:30pm at the CAPK Shafter child development center located 459 E Euclid Ave.

#### Upcoming Activities:

On 2/15 the family services coordinator will be presenting program information to interested parents at the CAPK Sterling Child Development Center.

On 3/13 Migrant Childcare AP program will be presenting at the PRE-committee meeting.



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

<b>Division/Director:</b> Operations/Emilio Wagner		<b>Month/Year:</b> January 2019
<b>Program/Work Unit:</b> Business Services/ Maintenance & Operations/Information Technology/Risk Management	<b>Total Division Staffing:</b> 19	<b>Program Manager/Supervisor:</b> Dan Ripoli, Douglas Dill, Kerri Davis, Laurie Sproule
<b>Services:</b> Facility repair and maintenance, procurement, information technology, risk insurance, vehicle registration, contracts, facility leases and facility planning.		

		<b>STATUS</b>	
<b>Activities</b>	<b>Description</b>	<b>Received</b>	<b>Completed March 1, 2018 to Date</b>
<b>Business Services</b>			
Purchase Orders Processed		135	1684
Contracts/Leases Processed		9	151
Request for Proposals (RFP)	<ul style="list-style-type: none"> <li>EHS -Food Services</li> </ul>	Completed	
Leases	MCAP -5351 Olive Drive WIC – Addendum to Lease agreement -Omni Health HS - Panama Buena Vista	In Progress In Progress In Progress	
Contracts	<ul style="list-style-type: none"> <li>Roughtip Baccam</li> <li>H.E.A.R.T.S Connection (MOU)</li> <li>Cathy Cole ECE Consultant</li> <li>Abate Construction Services (ACI)</li> <li>CCU Demolition, Inc. Amendment</li> <li>Pyramid Model Consortium</li> <li>ACI Change Order No. 1</li> <li>ACI -Amendment</li> <li>GameTime</li> </ul>	Completed Completed Completed Completed Completed Completed Completed Completed Completed	
<b>Maintenance &amp; Operations</b>		<b>Work in Progress</b>	<b>03/01/2018 to Date Closed</b>
Facility Work Orders Processed	Repair and maintenance of CAPK facilities and vehicles.	129	3079
Projects	<ul style="list-style-type: none"> <li>The Delano Head Start facility is in the process of replacing the delimited plywood siding on all of the modular's with cement siding and trim. The center is also having pour and play padding installed on the two play yards to replace the current use of rubber nuggets. The center will also be</li> </ul>	In Progress	



	<p>painted gray and blue to match the previously renovated Oasis Head Start center.</p> <ul style="list-style-type: none"> <li>The Harvey L Hall Center has started major renovation by moving classrooms and enlarging the parking lot to be paved on 2/8/2019, removed the center building at 305 Stine Rd. Securing all facilities behind fencing and directing all children through the office to the classrooms. Installing electric gates to staff parking. Install new play yard for EHS to include a new shade structure, pour down play surface and new sod.</li> <li>At Sterling EHS we are installing 1 new shade structure and 4 pour down play surfaces and some new sod in the existing play yards.</li> </ul>	In Progress	In Progress
<b>Information Technology</b>		<b>Received</b>	<b>03/01/2018 to Date Closed</b>
Help Desk Work Orders Processed	Technical assistance to employees, repairs, troubleshooting, coordination of services with IT services subcontractor	218	3315
Projects	<ul style="list-style-type: none"> <li>AT&amp;T Erate Installation</li> <li>E-Rate Category 1 and 2 FY 2019 470</li> <li>E-Rate Category 1 and 2 FY 2019 471</li> <li>IT Policies</li> <li>Shafter Youth Center Computer Purchases</li> <li>MCAP Computer Lease</li> <li>EHS Wifi installation</li> </ul>	In Progress Completed In Progress Completed In Progress In Progress In Progress	
<b>Risk Management</b>		<b>Reported</b>	<b>01/01/2019 to Date</b>
Workers Compensation Incidents	<ul style="list-style-type: none"> <li>For Report Only</li> <li>First Aid</li> <li>Medical Treatment</li> <li>Modified Duty</li> <li>Lost Time</li> <li>Non-Industrial (not work related)</li> <li>Under Investigation</li> </ul>	9 3 0 1 0 0 0	9 3 0 1 0 0 0
General Liability		0	0
Property Incidents		1	1
Vehicle Incidents		0	0
Projects	Liability insurance renewal W/C Claims Review Webinar - OSHA's 2018 In Review and 2019 Forecast Parent meeting - Sunrise Villa, Taft, HB Wesley Risk Assessments for Disaster Preparedness Head Start Ctrs Safety Meetings Monthly Maintenance & Energy	In Progress Completed Completed Completed In progress Ongoing	

# COMMUNITY ACTION PARTNERSHIP OF KERN

## DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

<b>Division/Director:</b> Community Development/Ralph Martinez		<b>Month/Year:</b> January 2019
<b>Program/Work Unit:</b> Shafter Youth Center	<b>Total Program Staffing:</b> 3.5	<b>Program Manager/Supervisor:</b> Angelica Nelson
<b>Services:</b> Summer and after-school tutoring, homework assistance, educational, recreational, and social enrichment activities and services for children ages 6-18. Evening programming is offered Monday through Friday, 5:00 to 9:00 pm; activities include basketball, ancestry class, and various local groups who utilize the meeting space.		

Activities Description	Participants	
	Month	YTD
<b>After-School Program</b> Tutoring, homework assistance, recreation, health & nutrition education.	3	3
<b>Teen Pregnancy and Sexually Transmitted Infections Prevention (Information and Education) (#'s as of 7/1/2017)</b> Informing and educating teens ages 12-19 years on preventing pregnancy and the spread of sexually transmitted infections.	25	25
<b>Evening Program –</b> Open Basketball, Zumba	20 – 45 per night	
<b>Summer Program</b> Academics, sports, recreation, health & nutrition education, themed weeks with coordinated guest speakers.		

**Other:**

- Villagers Inc. does it again! SYC kids and families were in for a treat as Villagers Inc. provided a family fun event for everyone. Families were invited to Rollerama West on January 26<sup>th</sup>, for a skating party. Villagers Inc. says that they plan to hold a family event every month or so.
- Shafter Woman's Club held their January meeting at SYC. The Club used the venue to judge art show entries that were submitted by SYC kids. The first-place winners by category will go on to compete in the San Joaquin District competition in April. Shafter winners will be awarded gift cards for treats at local restaurants.
- Shafter Colors Festival will be held Feb 21 through Feb 24<sup>th</sup>. Many activities are planned for the entire community. New this year, Shafter Youth Center has been selected as a site to host the Children's Art Workshop and the Children's Art Gallery. The SYC will be open on Saturday, Feb 23<sup>rd</sup> from 10:30 – 5:00 pm for the two events.
- Shafter Youth Center held orientation night for the Pre Employment Resource Program sponsored through Starbucks. 52 students registered at the orientation. Students came from Shafter, Wasco and a few from Bakersfield.

## COMMUNITY ACTION PARTNERSHIP OF KERN

### DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

<b>Division/Director:</b> Community Development/Ralph Martinez		<b>Month/Year</b> JANUARY 2019
<b>Program/Work Unit:</b> VITA	<b>Total Program Staffing:</b> 9	<b>Program Manager/Supervisor:</b> Sandi Truman
<b>Services:</b> Trained volunteers provide free tax preparation and e-filing for low- medium income individuals and families and assist clients with application for Earned Income Tax Credit (EITC).		

		Results			
Activities	Description	Month		YTD	
<b>Tax Returns Completed</b>	State & Federal				
<b>Refunds</b>	Federal				
	Federal EITC				
	<b>Federal Total</b>				
	State				
	California EITC				
	<b>State Total</b>				
<b>Total Credits &amp; Refunds</b>	<b>State &amp; Federal</b>				

*\* We do not have the number of returns for January as the IRS did not open until January 29<sup>th</sup> and no returns could be sent until then. Because of this, the returns could not be verified and entered into our access program. Numbers will be combined in February for both January and February.*

We opened on January 24<sup>th</sup> for the new season with 70 volunteers.

We had our EITC Awareness Day event and press conference on January 25<sup>th</sup>.

**Our call center opened on January 8<sup>th</sup> and in January they took over 1400 calls to schedule appointments.**

Since opening, we have averaged 89 returns per day, which is about 15 more returns per day than last year at this time. The “no show” rate is less than what it was last year.

The CalEITC outreach staff continue to canvass neighborhoods and be present at the Valley Plaza 1 day per week. They have also attended the swap meet on Saturdays to distribute CalEITC brochures and flyers. We attended the monthly meeting in Sacramento.

# COMMUNITY ACTION PARTNERSHIP OF KERN

## DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

<b>Division/Director:</b> Nutrition Services/Carmen Segovia		<b>Month/Year:</b> January 2019
<b>Program/Work Unit:</b> WIC	<b>Total Program Staffing:</b> 67staff/5 vacancies	<b>Program Manager:</b> Kathlyn Lujan
<b>Services:</b> Nutrition education, breastfeeding support, and food vouchers for families with infants, children up to age 5, and women who are pregnant, postpartum or breastfeeding. Services provided at 21 sites in Kern County, 5 sites in San Bernardino County.		

			Participation 10/1/17 – 9/30/18			
Description			Case Load	Month	Central Valley Avg.	State Avg.
<b>Total</b>	All services	January 2019	<b>20,370</b>	<b>15,263 – 74.96%</b>	<b>Not avail</b>	<b>Not avail</b>
Participation by WIC site	Location	Participants	Location		Participants	
Note: The * indicates that the participants served at this site are included in the count for other sites. IT Equipment from other WIC site was used to issue food vouchers.	Arvin	46	Mojave		91	
	Bakersfield		Oildale		423	
			Ridgecrest		620	
	E. California	1036	Rosamond		780	
	Niles Street	2492	Shafter		1323	
	Montclair	414	Tehachapi		419	
	Friendship House	111	Wasco		1777	
	Panama	1394				
	Boron	*	<u>San Bernardino County</u>			
	Buttonwillow	56	Adelanto		1823	
	California City	687	Big Bear		297	
	Delano	966	Crestline		244	
	Edwards Air Force	*	Needles		155	
	Lost Hills	73	Phelan		*	
			<u>Mobile WIC</u>		41	

### Projects

CAPK WIC continues to exceed the State average in participation.

Nutrition Education and Staff Development: January Hub meetings concentrated on refresher training on the Nutrition Questionnaire and completing a nutritional assessment before education begins. Staff members practiced asking questions to determine educational topics for their participants.

The RBL attended the California Breastfeeding Summit in Anaheim from 1/29/19 – 1/31/19. The theme was “Think Global, Act Local”. Emphasis was on how to serve the minority population better. The summit is a catalyst for change to remove barriers and increase breastfeeding rates among all populations in California.

The WIC Main Office was closed during parts of December and January due to water damage. The damage has been repaired and the Main Office is now open. Participants were redirected to the Niles WIC office and the Montclair WIC office.

CAPK WIC was represented at the Community Resource Fair on 1/23/19. Outreach also contributed to a parent meeting at Martha Morgan and gave WIC information at Casa Loma.

CAPK WIC had 52 requests for information off the CAPK.org website. Of these 19 families were enrolled and 31 participants served.

**CAPK WIC is very grateful to have received 9,000 books for the Molina Foundation. The books will be distributed to our WIC families.**

COMMUNITY ACTION PARTNERSHIP OF KERN  
FUNDING REQUESTS AND APPLICATION STATUS REPORT  
**PENDING - January 2019**

Date Approved	Date of App. Submission	Funding Source	Program/Proposal	Amount Requested
11/29/2017	12/4/2017	US Department of Agriculture	CAPK Food Bank Network Capacity Building & Emergency Preparedness Project	\$ 350,000
8/15/2018	9/13/2018	HUD 2018 Continuum of Care Program Application	211 Kern Coordinated Entry	\$ 236,838
10/31/2018	11/2/2018	City of Bakersfield-CDBG	Food Bank Expansion Project	\$ 458,293
10/31/2018	11/30/2018	Kern County CDBG	Food Bank Expansion Project	\$ 458,293
1/23/2019	12/28/2018	California Office Child Abuse Prevention	3 Yr Funding for EKFRCC, SYC, FHCC to provide case management for pregnant/mothers with Substance Abuse History	\$ 1,800,000
1/23/2019	12/28/2018	Bank of the Sierra	STEM FHCC and SYC	\$ 5,000
<b>1/23/2019</b>	<b>1/11/2019</b>	<b>California Department of Public Health</b>	<b>SYC I&amp;E Program (2 years)</b>	<b>\$ 249,420</b>
<b>1/23/2019</b>	<b>1/25/2019</b>	<b>Womens and Girls Fund</b>	<b>FHCC PREP Works for Girls</b>	<b>\$ 25,000</b>

COMMUNITY ACTION PARTNERSHIP OF KERN  
FUNDING REQUESTS AND APPLICATION STATUS REPORT  
AWARDED - January 2019

Date Approved	Date of Notification	Funding Source	Program/Proposal	Amount Requested	Amount Awarded	Funding Period
1/15/2019	1/1/2019	Bank of the West		\$25,000	\$ 25,000	1/1/2019-12/31/2019
1/30/2019	1/7/2019	InterConnection	10 computers with monitors for VITA	N/A	N/A	One time shipment
11/28/2018	1/29/2019	California Department of Social Services	Food Bank Capacity Building	\$110,000	\$ 101,490	1/1/2019-9/30/2020
				Total Awards	\$ 126,490	

COMMUNITY ACTION PARTNERSHIP OF KERN  
FUNDING REQUESTS AND APPLICATION STATUS REPORT  
**DECLINED -January 2019**

Date Approved	Date of Notification	Funding Source	Program/Proposal	Amount Requested
10/31/2018	1/29/2019	California Coastal Commission - Whale Tail Grants Program	SYC and FHCC EcoColumns curriculum/aquarium trip	\$15,000



# Community Action Partnership of Kern Funding Request Profile

**Source of Funds:** Private

**Project Name:** CAPK STEM Program

**Funder Name:** Union Bank

**Grant Program Name:** Science, Technology,  
Engineering and Math (STEM)

**Funding Period:** April 1, 2019 – March 30,  
2020

**CFDA:** N/A

**Division Director:** Ralph Martinez

**Program Manager:** Lois Hannible, Angelica  
Nelson

☒ **New Funding**

☐ **Re-Application**

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

CAPK is applying to Union Bank's Youth Development Initiative for up to \$25,000 to provide Science, Technology, Engineering and Math (STEM) for youth ages 16-18 living in economically disadvantaged areas of Kern County that successfully complete the Pre-Employment Preparation (PREP) Works program at Shafter Youth Center and Friendship House.

CAPK will work with a cross-system collaborative of partners such as Kern Economic Development Corporation and AERA Energy to provide STEM Mentorship, STEM guest speakers, STEM kits and visits to area businesses that use STEM skilled workers. Additionally, selected youths may have the opportunity to intern in a STEM related job, upon successful completion of the PREP Works program.


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

The requested funds in the amount of \$25,000 will be used to cover personnel and operational expenses of the STEM Program for SYC and FHCC.

## **C. Approvals:**

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

3.  2/6/19  
Chief Financial Officer Date

2.  2-5-19  
Director of Community Development Date

4.  2/6/19  
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 (County)

**Project Name:** CAPK Kinship Services Support Program

**Funder Name:** Kern County Department of Human Services (KCDHS)

**Grant Program Name:** Friendship House Community Center, Shafter Youth Center

**Funding Period:** 7/1/2019-6/30/2020

**CFDA #** 93.605 (Passthrough)

**Division Director:** Ralph Martinez

**Program Manager:** Lois Hannible, Angelica Nelson

☒ **New Funding**

☐ **Re-Application**

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

CAPK's Friendship House Community Center (FHCC) and Shafter Youth Center (SYC) are requesting \$158,400 from the KCDHS to provide the CAPK Kinship Services Support Program (KSSP) to families with children who are being cared for by their grandparents or other caregivers, when parents are incarcerated, in the military or are absent for other reasons (kinship families), throughout Kern County.

The FHCC and SYC KSSP will provide family strengthening services to at least 100 kinship families that include support groups, case management, financial assistance and other social services. The program will also offer resources for respite and individual support, as well as educational and workshop opportunities for grandparents or other family members who are raising a relative's child.

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

The requested funding of \$158,400 will be used to hire one full-time staff member (Kinship Navigator) and one part-time staff member (Kinship Activity Specialist); conduct outreach and special events in rural areas; staff mileage; and general office and program supplies.

### **C. Approvals:**

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

2. Ralph Martinez 2-5-19  
Director of Community Development Date

3. [Signature] 2/6/19  
Chief Financial Officer Date

4. [Signature] 2/6/19  
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  
**Project Name:** Ocean STEM  
**Funder Name:** California Coastal Conservancy  
**Grant Program Name:** FHCC & SYC  
**Funding Period:** 7/1/2019-6/30/2020  
**CFDA #** N/A

**Division Director:** Ralph Martinez  
**Program Manager:** Lois Hannible and  
Angelica Nelson

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

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

CAPK is applying to the California Coastal Conservancy for up to \$50,000 to provide low-income youths at FHCC and SYC with the opportunity to learn how STEM education can help conserve California's coast.

The program will provide STEM education and skills to help students develop and complete projects that can help conserve California's beaches; education on the effects of global warming and rising sea levels; and beach field trips.

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

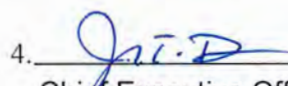
The funds of up to \$50,000 will be used for staffing, STEM class supplies, and each field trips, and general program supplies.

## **C. Approvals:**

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

3.  2/6/19  
Chief Financial Officer Date

2.  2-5-19  
Director of Community Development Date

4.  2/6/19  
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: January 2019			
Program/Work Unit: Head Start/Early Head Start		Program Manager: Ginger Mendez Supervisor: 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	ENROLLED
Head Start Kern		January 2019		2,041	100%
Early Head Start Kern		January 2019		328	100%
Early Head Start Partnership		January 2019		56	100%
Early Head Start San Joaquin		January 2019		313	100%
TOTAL Funded Enrollment				2,738	
CHILDREN WITH DISABILITIES			CONCERNS	GOAL	ACTUAL
Head Start Kern		Identified as having an IEP	49—2%	10%	7.6%
Early Head Start Kern		Identified as having an IFSP	3—1%	10%	16.7%
Early Head Start Partnership		Identified as having an IFSP	1—2%	10%	10.7%
Early Head Start San Joaquin		Identified as having an IFSP	6—2%	10%	21%
OVER INCOME				GOAL	ACTUAL
Head Start Kern		Within 100% and 130% of Federal Poverty Rate		<10%	8%
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%	6%
AVERAGE DAILY ATTENDANCE (Program Wide Goal > 85%)				98%	

### HIGHLIGHTS:

<b>Enrollment:</b> *EHS Kern has 3 children that are OI—less than 1%
<b>Attendance:</b> All grants meet and exceed the 85% threshold

### TOTAL DIVISION STAFFING:

Currently Employed	Vacant Positions	On Family/Medical Leave	
		Continuous	Intermittent
615	23		

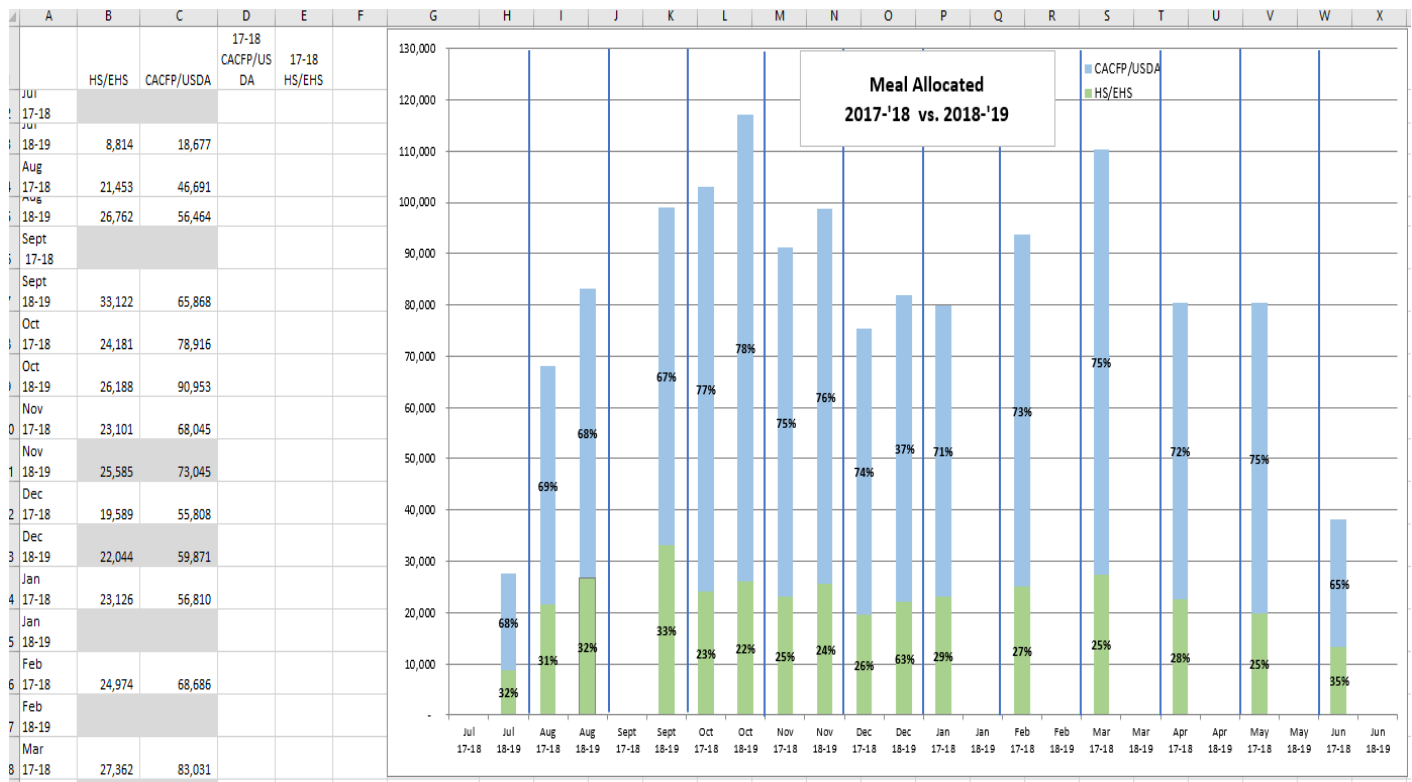
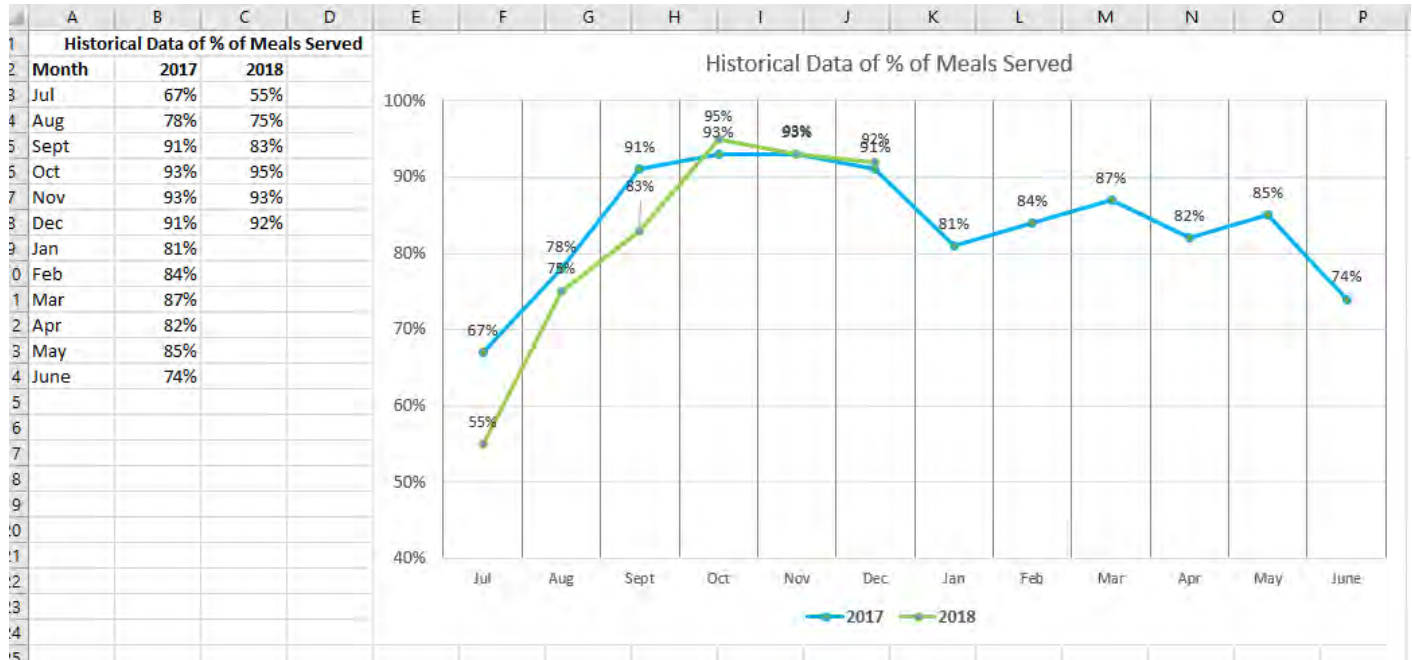
### COMPLIANCE:

During the month of January, we were planning and preparing for the annual self-assessment for all programs.
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### Meals Served -- December 2018 (\*one month behind)

Total Meals Requested			Meals Allocated		% of Meals Served	
Central Kitchen	Vendor Kitchen	Total Meals	CACFP/USDA	HS/EHS	December 2017	December 2018
70,314	11,557	81,871	59,827	22,044	92%	91%



# COMMUNITY ACTION PARTNERSHIP OF KERN MEMORANDUM

**To:** Program Review & Evaluation Committee



**From:** Ginger Mendez, Enrollment and Attendance Manager

**Date:** February 13, 2019

**Subject:** *Agenda Item 6d:* Summary of Changes to the 2019-2020 Recruitment and Selection Plan – **Action Item**

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Head Start Performance Standards require that each program revise the Recruitment and Selection Plan annually. This process requires a committee of staff, parents, and community partners, when possible, to come together to review our current plan, make recommendations, and vote on proposed implementations and provide feedback on the revisions once discussed.

The 2019-2020 Recruitment and Selection Plan was revised in January 2019. The committee met and made the following revisions:

- Increased points for both Homeless and Foster children to point sheet
- Added additional points for families with court ordered family maintenance
- Added additional points for children who have a home language other than English
- Revised definition of Teen Parent

The process for selection remains unchanged. The point system which the agency has identified as an effective process that ensures Head Start meets the needs of the neediest families in our community remains intact.

The Selection Criteria Verification Form, known as the “point sheet” which is used to place the applicant child on the waitlist to be selected in accordance with priority points was updated to support the above-mentioned changes (See Attached).

**Recommendation:**

Staff recommends the PRE Committee approve the 2019-2020 Recruitment and Selection Plan with the adjustments to the Selection Criteria Verification Form.

**Attachments:**

2019-2020 Selection Criteria Verification Form

2019-2020 Selection Criteria Verification Guide

## 2019—2020 Selection Criteria Verification



Applicant Name \_\_\_\_\_ DOB: \_\_\_\_\_ Family Size: \_\_\_\_\_

Program: ☐ HS ☐ EHS ☐ EHS-SJ ☐ EHS Partnership

Option: ☐ HB ☐ PD ☐ FD/PY ☐ FD/FY Center/HB Visitor \_\_\_\_\_

Eligibility Type: (select only one)	Documentat on	Examined
<input type="radio"/> Homeless*	<input type="radio"/> Foster Care Agreement	<input type="radio"/> Pay Stub/W2
<input type="radio"/> Foster		
<input type="radio"/> Income Eligible	<input type="radio"/> Public Assistance (TANF)	<input type="radio"/> 2018 Taxes-Form 1040
<input type="radio"/> Public Assistance	<input type="radio"/> SSI	<input type="radio"/> Employer Statement
<input type="radio"/> Over Income	<input type="radio"/> EDD-Unemployment	<input type="radio"/> Other:

CRITERIA**		POINTS	CRITERIA**	POINTS
Homeless	Foster	500	Disability (IFSP/IEP)	100
75—100% Below Poverty		155	Transitioning to EHS/HS/3 <sup>rd</sup> yr enrollee	75
50—74% Below Poverty		150	Child on HS/EHS waitlist prior yr--not enrolled	50
25--49% Below Poverty		145	Parent(s)work FT/Attends school FT or CalWorks	50
0—24% Below Poverty		140	Court Ordered Family Maintenance	50
Public Assistance (TANF—SSI)		50		
			In Absence of Childcare (would be eligible for Public Asst.)	40
HS: 4 yr old (on Sept. 1)		60	Medical/Social Service Referral	20
EHS: Pregnant Woman		25	Sibling enrolled EHS or HS	15
First time pregnancy		30	Home Language other than English	10
High Risk Pregnancy		50		
Infant		25	Guardian (other than Foster)	20
Toddler		20	Other Caregiver Type—in Process	15
			Teen Parent (18 yrs or under at time of application)	30
			One Parent	20
*Homeless according to McKinney-Vento Act Definition				
**Refer to descriptors on backside for clarification				

Residential Verification: ☐ Dept Human Services ☐ Utility Bill ☐ Other: \_\_\_\_\_

Staff Verifying Eligibility--Printed	Signature	Date
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## Guidance for Completing the Selection Criteria Verification Form

**Participant Name and DOB:** The name and date of Birth (DOB) that is on the child's birth certificate or other document used to verify legal name and age.

**Family Size:** The number of people in the family that are being counted to verify income eligibility.

**Program:** The program which the family is applying for: HS, EHS Kern, EHS SJC, EHS Partnership or HV Partnership

**Center/Educator Name:** Name of Center or Home Based educator for which they are applying.

**Eligibility Type:** Only one type of eligibility may be selected. Choose the most applicable, based on highest need

**Documentation Examined:** To determine eligibility, select all that apply. For documentation not listed, check "Other" and list the documentation. Copies of all documents used to verify eligibility must be attached to app.

**Income:** Income points are determined by the Federal Poverty Guideline and family size. Income is also determined for Homeless families.

**Age:** 4-year-old: Child turns 4 years old prior to September 2. If they turn 4 between 9/2 and 12/31, child is 3.

**Disability:** Points are awarded only if current Individualized Education Plan (IEP) or Individualized Family Plan (IFSP) is provided.

**Transitioning (EHS to HS or 3<sup>rd</sup> yr enrollee):** Award only if a currently enrolled EHS participant or 3<sup>rd</sup> yr HS applicant.

**Child on waitlist prior program year:** The applicant was on the EHS or HS waitlist the previous program year and not enrolled.

**Parent Works/Attends School/CalWorks:** Parent(s)/Guardian(s) in F/T employment (25 hrs. p/wk, F/T school (7 units p/semester/quarter) or F/T job-vocational training (25 hrs. /week).

**Court Ordered Family Maintenance:** Family is under current court ordered classes.

**In Absence of Childcare:** Case notes document parent states is at risk of losing job without childcare and would be potentially eligible for public assistance, including TANF.

**Medical/Social Referral:** A medical/social service referral from physician/agency must be provided.

**Sibling enrolled:** Applicant must have sibling currently enrolled in EHS or HS.

**Home Language other than English:** Family states primary language spoken in home is other than English.

**Parental Status:** Only one option may be selected.

**Residential Verification:** Proof of residency must be provided. (Kern County or San Joaquin)

**Signature:** Staff member who verifies eligibility must print and sign their name. Signature must include date.

COMMUNITY ACTION PARTNERSHIP *of* KERN  
BUDGET & FINANCE COMMITTEE MEETING  
5005 Business Park North, Bakersfield, CA  
February 20, 2019  
12:00 p.m.

MEETING MINUTES

1. **Call to Order**

Janea Benton 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: Janea Benton, Jimmie Childress, Guadalupe Perez, Ana Vigil

Absent: None

Others Present: Ralph Martinez, Director of Community Development; 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

3. **Approval of Agenda**

Motion was made and seconded to approve the Budget & Finance Committee Meeting Agenda as amended to include item 5a #4. Carried by unanimous vote (Childress/Perez).

4. **Public Forum:**

No one addressed the committee.

5. **New Business**

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

1. Union Bank for Friendship House Community Center and Shafter Youth Center
2. Kern County Department of Human Services for Friendship House Community Center and Shafter Youth Center
3. California Coastal Conservancy for Friendship House Community Center and Shafter Youth Center
4. CA Complete Count Census 2020 Office for 2020 Regional Administration Community-Based Organization Outreach

Ralph Martinez reported that the Application Status Reports and Funding Requests 1-3 above were presented to the PRE Committee Meeting on February 13, 2019 and approved. Additional Funding Request number 4 above was added to today's Budget & Finance Committee for approval.

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

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 January 31, 2019
- Kern Early Head Start Budget to Actual for the Period Ended January 31, 2019



- San Joaquin Early Head Start Budget to Actual for the Period Ended January 31, 2019
- Early Head Start Child Care Partnerships Budget to Actual for the Period Ended January 31, 2019

Emily Gonzalez Demont provided the Kern Head Start Budget to Actual Report for the period ended January 31, 2019. At eleven months (92%) into the budget period, overall Base Fund expenditures are at 85% of budget. Training & Technical Assistance (T&TA) funds are at 100% of budget. It was reported last month that the carryover funds were used to purchase 4 replacement program vehicles and the remaining carryover funds are being utilized to make facility improvements at the Delano and Harvey L. Hall child development centers. Emily stated that the improvements at the Harvey L Hall center are nearing completion. The Non-Federal Share is at 116% of budget.

Emily referenced a new graph that was introduced to the report this month, as requested by Janea Benton at the January 2019 meeting. Donna Holland prepared the graphs and explained the variances.

As a follow-up to a question raised by Janea Benton regarding an outstanding balance for a credit card at the January 2019 meeting, Tracy Webster explained that CAPK never pays credit card charges from a statement, only invoices or receipts for charges. Tracy further explained that it is not unusual to see unpaid balances from time to time for credit card charges due to the timing of received invoices or receipts.

Emily Gonzalez Demont provided the Kern Early Head Start Budget to Actual Report for the period ended January 31, 2019. Eleven months (92%) of the budget period have elapsed. Overall Base Fund expenditures are at 69% of budget and the Training & Technical Assistance funds are at 88% of budget. The budget revision has been approved by the Office of Head Start. Equipment will be purchased as a result of the savings.

Donna Holland provided the San Joaquin Early Head Start Budget to Actual Report for the Period Ended January 31, 2019. Twelve months (100%) of the budget period have elapsed and overall Base Fund expenditures are at 99% of budget. Training & Technical Assistance Funds are at 100% of budget and the Non-Federal Share is at 89% of budget. Donna announced that the request to waive \$141,172 of the Non-Federal Share requirement has been approved by the Office of Head Start.

Donna Holland provided the Early Head Start Child Care Partnerships Budget to Actual Report for the period ended January 31, 2019. Five months (42%) of the budget period have elapsed. Overall Base Fund expenditures are at 37% of budget. Training & Technical Assistance funds are incurred as needed and are currently at 4% of budget. The Non-Federal Share is at 72% of budget.

Janea Benton commented on the newly presented graphs and said she would like to see graphs that track percentages rather than dollar amounts since the reporting is based on percentages met for specific time periods within the fiscal year. Janea requested the graphs reflect the cumulative percentage totals to track how close we are getting to the overall goal of 100%. Tracy Webster also recommended including a prior year graph so the Committee can compare the prior year spending trends. Donna Holland will revise the graphs as requested.

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

- c. Revision to the Director of Operations Job Description and Wage Grade – Raymond Quan, Director of Human Resources – **Action Item**

Ray Quan reported that the current job description for the Director of Operations and pointing schedule had not been finalized from a prior draft version. It was an oversight and triggered by the assumption of new responsibilities to include the responsibility of the Energy Program and other pivotal functions that are outlined in the attached job description. Emilio Wagner assumed the responsibility of the Energy Program and has played a vital role by making remarkable improvements to the program.

As a result of the recently discovered oversight, Jeremy Tobias requested HR revise the job description and to conduct a wage pointing review. The HR staff completed the evaluation and recommended moving the position from a grade 13 to grade 14. Ray stated that there will be no immediate salary increase. Salary increases will be considered at the time of performance evaluation. Staff recommends Committee approval.

Janea Benton asked about the grades for other Division Directors. Ray reported the following grades: CEO is grade 17; CFO is grade 15; Director of Administration, Director of Head Start, and the Director of Human Resources are grade 14, along with the proposed Director of Operations; the Director of Health & Nutrition and Director of Community Development are grade 13.

Janea Benton asked that the job descriptions for the Division Directors at grade 13 be brought to the committee for review.

A motion was made and seconded to approve the Revision to the Director of Operations Job Description and Wage Grade. Carried by unanimous vote. (Childress/Perez)

- d. Annual Budget for FY 2019/2020 – Tracy Webster, Chief Financial Officer – **Action Item**

Tracy Webster presented a copy of the proposed Annual Budget for Fiscal Year (FY) 2019/2020 using the following functional categories: Program Services, which includes Education, Nutrition, Energy Conservation, Community Services and CSBG; Support Services with includes Discretionary and Fund Raising; and Indirect. The annual operating budget of \$63,694,652 was developed using individual grant or program budgets and represents a 12% increase over the prior year. Factors for the budget increase include increased funding for the Home Visit Initiative, increased funding for Cal EITC, and additional funding for the CDE programs.

The Indirect Budget of \$5,272,341 for the five support Divisions (Executive, Finance, Human Resources, Operations and Community Development) is 7.5% greater than the prior year.

Staff recommends the Budget & Finance Committee approve the annual budget for FY 2019/2020.

A motion was made and seconded to approve the Annual Budget for FY 2019/2020. Carried by unanimous vote. (Vigil/Perez)

d. **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 balance is \$521,723 with a net increase of \$3,630 for the month of January, and the overall growth from beginning of the year is 9.6%

A motion was made and seconded to receive and file the Discretionary Fund Update Report. (Vigil/Childress).

b. Financial Statements, January 2019 – Tracy Webster, Chief Financial Officer – **Action Item**

Tracy Webster presented a copy of the Financial Statements for January 2019 and noted that it was necessary to borrow \$900,000 from the line of credit due to a late WIC payment.

Tracy referenced the Central Kitchen Budget to Actual report and stated that expenditures are exceeding the budget, however, the revenue is also exceeding budget. The USDA revenue is in excess of the projected revenue. For the MCAP program, the provider payments are booked a month behind. The attached report reflects the analysis for a 6-month period. The contract received a large increase in revenue and staff is working diligently to enroll additional families.

For the State Childcare Programs, all three programs should be at 58.33% but they are higher. The funds are combined and integrated with Head Start. They are performing very well and it is expected that the contracts will be fully earned.

Tracy stated that the monthly Finance Division activities report was changed to reflect more useful information. The Division is operating efficiently with three vacancies. There are offers out on all three

The Indirect Fund revenue has exceeded expenditures by \$437,006 which is 284% above the original budget. The fund is overperforming which is to our advantage and will lessen our dependence on the use of the line of credit.

Motion was made and seconded to approve the Financial Statements for January 2019. Carried by unanimous vote. (Vigil/Perez)

7. **Committee Member Comments**

Ana Vigil said that she has been working closely with the new employees from the Coordinated Entry System and stated that they are doing a great job.

8. **Next Scheduled Meeting**

Budget & Finance Committee Meeting  
Wednesday, March 20, 2019  
12:00 p.m.  
5005 Business Park North  
Bakersfield, California 93309

9. **Adjournment**

The Meeting was adjourned at 1:04 pm

COMMUNITY ACTION PARTNERSHIP OF KERN  
FUNDING REQUESTS AND APPLICATION STATUS REPORT  
**PENDING - January 2019**

Date Approved	Date of App. Submission	Funding Source	Program/Proposal	Amount Requested
11/29/2017	12/4/2017	US Department of Agriculture	CAPK Food Bank Network Capacity Building & Emergency Preparedness Project	\$ 350,000
8/15/2018	9/13/2018	HUD 2018 Continuum of Care Program Application	211 Kern Coordinated Entry	\$ 236,838
10/31/2018	11/2/2018	City of Bakersfield-CDBG	Food Bank Expansion Project	\$ 458,293
10/31/2018	11/30/2018	Kern County CDBG	Food Bank Expansion Project	\$ 458,293
1/23/2019	12/28/2018	California Office Child Abuse Prevention	3 Yr Funding for EKFR, SYC, FHCC to provide case management for pregnant/mothers with Substance Abuse History	\$ 1,800,000
1/23/2019	12/28/2018	Bank of the Sierra	STEM FHCC and SYC	\$ 5,000
1/23/2019	1/11/2019	California Department of Public Health	<b>SYC I&amp;E Program (2 years)</b>	<b>\$ 249,420</b>
1/23/2019	1/25/2019	Womens and Girls Fund	<b>FHCC PREP Works for Girls</b>	<b>\$ 25,000</b>

COMMUNITY ACTION PARTNERSHIP OF KERN  
FUNDING REQUESTS AND APPLICATION STATUS REPORT  
AWARDED - January 2019

Date Approved	Date of Notification	Funding Source	Program/Proposal	Amount Requested	Amount Awarded	Funding Period
1/15/2019	1/1/2019	Bank of the West		\$25,000	\$ 25,000	1/1/2019-12/31/2019
1/30/2019	1/7/2019	InterConnection	10 computers with monitors for VITA	N/A	N/A	One time shipment
11/28/2018	1/29/2019	California Department of Social Services	Food Bank Capacity Building	\$110,000	\$ 101,490	1/1/2019-9/30/2020
				Total Awards	\$ 126,490	

COMMUNITY ACTION PARTNERSHIP OF KERN  
FUNDING REQUESTS AND APPLICATION STATUS REPORT  
**DECLINED -January 2019**

Date Approved	Date of Notification	Funding Source	Program/Proposal	Amount Requested
10/31/2018	1/29/2019	California Coastal Commission - Whale Tail Grants Program	SYC and FHCC EcoColumns curriculum/aquarium trip	\$15,000

## Community Action Partnership of Kern Funding Request Profile

**Source of Funds:** Private

**Project Name:** CAPK STEM Program

**Funder Name:** Union Bank

**Grant Program Name:** Science, Technology,  
Engineering and Math (STEM)

**Funding Period:** April 1, 2019 – March 30,  
2020

**CFDA:** N/A

**Division Director:** Ralph Martinez

**Program Manager:** Lois Hannible, Angelica  
Nelson

☒ **New Funding**

☐ **Re-Application**

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


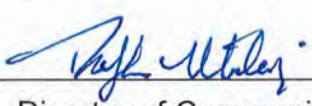
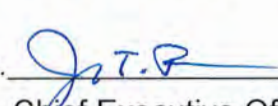
CAPK is applying to Union Bank's Youth Development Initiative for up to \$25,000 to provide Science, Technology, Engineering and Math (STEM) for youth ages 16-18 living in economically disadvantaged areas of Kern County that successfully complete the Pre-Employment Preparation (PREP) Works program at Shafter Youth Center and Friendship House.

CAPK will work with a cross-system collaborative of partners such as Kern Economic Development Corporation and AERA Energy to provide STEM Mentorship, STEM guest speakers, STEM kits and visits to area businesses that use STEM skilled workers. Additionally, selected youths may have the opportunity to intern in a STEM related job, upon successful completion of the PREP Works program.

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

The requested funds in the amount of \$25,000 will be used to cover personnel and operational expenses of the STEM Program for SYC and FHCC.

### **C. Approvals:**

1. _____ Division Director Date	3.  2/6/19 Chief Financial Officer Date
2.  2-5-19 Director of Community Development Date	4.  2/6/19 Chief Executive Officer Date

### **D. Board:**

☐ Policy Council

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

☐ PRE Presentation

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

☐ B&F Approval

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

☐ Board Approval

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



## 104



## Community Action Partnership of Kern Funding Request Profile

**Source of Funds:** Private  
**Project Name:** Ocean STEM  
**Funder Name:** California Coastal Conservancy  
**Grant Program Name:** FHCC & SYC  
**Funding Period:** 7/1/2019-6/30/2020  
**CFDA #** N/A

**Division Director:** Ralph Martinez  
**Program Manager:** Lois Hannible and  
Angelica Nelson

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

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

CAPK is applying to the California Coastal Conservancy for up to \$50,000 to provide low-income youths at FHCC and SYC with the opportunity to learn how STEM education can help conserve California's coast.

The program will provide STEM education and skills to help students develop and complete projects that can help conserve California's beaches; education on the effects of global warming and rising sea levels; and beach field trips.

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

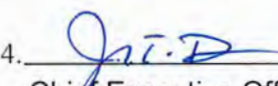
The funds of up to \$50,000 will be used for staffing, STEM class supplies, and each field trips, and general program supplies.

### **C. Approvals:**

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

3.  2/6/19  
Chief Financial Officer Date

2.  2-5-19  
Director of Community Development Date

4.  2/6/19  
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 (State)  
**Project Name:** Census 2020 Regional  
 Administration Community-Based Organization  
 Outreach  
**Funder Name:** CA Complete Count Census  
 2020 Office  
**Grant Program Name:** Community  
 Development Division  
**Funding Period:** 3/1/2019-12/31/2020

**CFDA:** N/A  
**Division Director:** Ralph Martinez  
**Program Manager:** Sheila Shegos

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

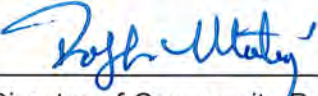
**A. Narrative description of funding request, including goals:**

CAPK is applying as a subcontractor for \$657,770 to the California Complete Count Census 2020 project to provide marketing and outreach services on behalf of the State. Fresno EOC will serve as the contractor and will collaborate and work with other subcontracted community-based organizations (CBO's), including Region 6 CAP agencies (Kern, Kings, Tulare, Inyo and Fresno), local government agencies i.e. counties, cities, and schools, as well as the State media contractor(s) to inform the general public of the importance of completing the census questionnaire. The goal is to avoid duplication, identify outreach gaps and fill them accordingly.

**B. Use of Funds:** Region 6 funding will be used for project salaries and subcontracts, totaling \$2,382,210 and consisting of Regional CBO Administrative Fee, Audit, Marketing for Region (Fresno EOC), SWORD and sub contracts (Community Connect Labs, Into Mono Advocates and Regional Partners—Fresno, Kings, Tulare and Kern). Total regional costs are 14.30% and 85.64% of the total project funds will be split between regional partners.

**C. Approvals:**

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

2.  \_\_\_\_\_  
 Director of Community Development Date

3.  2/19/19  
 Chief Financial Officer Date

4.  2/19/19  
 Chief Executive Officer Date

**D. Board:**

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

# COMMUNITY ACTION PARTNERSHIP OF KERN

## MEMORANDUM

**To:** Budget & Finance Committee



**From:** Donna Holland, Fiscal Administrator

**Subject:** *Agenda Item 5b:* Head Start - Kern  
Budget to Actual Report for the Period Ended January 31, 2019 – **Info Item**

**Date:** February 20, 2019

---

The following are highlights of the Kern Head Start Budget to Actual Report for the period March 1, 2018 through January 31, 2019. Eleven months (92%) of the 12-month budget period have elapsed.

### **Base Funds**

Overall expenditures are at 85% 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 have nearly “caught up” as the budget period progressed.

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

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

Overall expenditures are at 100% of the budget. Base Funds were budgeted to cover anticipated additional expenses, such as reimbursements for employees completing college coursework.

### **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) – purchased;
- Replacement maintenance utility vehicle (1) – purchased;
- Replacement convection oven (1) – purchased;
- Facility improvements at the Delano and Harvey L. Hall child development centers – work is in progress.

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

Non-Federal share is at 116% 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 - January 31, 2019

Month 11 of 12 (92%)

Prepared 02/13/2019

#### HEAD START

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	10,597,810	8,979,548	1,618,262	85%	15%
FRINGE BENEFITS	3,533,118	2,884,989	648,129	82%	18%
TRAVEL	5,000	0	5,000	0%	100%
EQUIPMENT	23,000	19,544	3,456	85%	15%
SUPPLIES	886,988	895,029	(8,041)	101%	-1%
CONTRACTUAL	126,502	109,184	17,318	86%	14%
OTHER	3,764,462	3,265,058	499,404	87%	13%
INDIRECT	1,826,701	1,558,861	267,840	85%	15%
<b>TOTAL BASE FUNDING</b>	<b>20,763,581</b>	<b>17,712,213</b>	<b>3,051,368</b>	<b>85%</b>	<b>15%</b>

#### TRAINING & TECHNICAL ASSISTANCE

TRAVEL	45,946	57,845	(11,899)	126%	-26%
SUPPLIES	20,839	20,880	(41)	100%	0%
CONTRACTUAL	8,944	6,106	2,838	68%	32%
OTHER	150,787	141,826	8,961	94%	6%
INDIRECT	22,652	22,505	147	99%	1%
<b>TOTAL TRAINING &amp; TECHNICAL ASSISTANCE</b>	<b>249,168</b>	<b>249,162</b>	<b>6</b>	<b>100%</b>	<b>0%</b>

#### CARRYOVER

EQUIPMENT	134,000	133,999	1	100%	0%
OTHER	343,802	86,823	256,979	25%	75%
INDIRECT	34,380	8,682	25,698	25%	75%
<b>TOTAL CARRYOVER</b>	<b>512,182</b>	<b>229,504</b>	<b>282,678</b>	<b>45%</b>	<b>55%</b>

<b>GRAND TOTAL HS FEDERAL FUNDS</b>	<b>21,524,931</b>	<b>18,190,879</b>	<b>3,334,052</b>	<b>85%</b>	<b>15%</b>
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#### HEAD START and EARLY HEAD START KERN NON-FEDERAL SHARE

SOURCE	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
IN-KIND	2,638,565	3,680,975	(1,042,410)	140%	-40%
CALIF DEPT OF ED	3,804,474	3,806,299	(1,825)	100%	0%
<b>TOTAL NON-FEDERAL</b>	<b>6,443,039</b>	<b>7,487,274</b>	<b>(1,044,235)</b>	<b>116%</b>	<b>-16%</b>

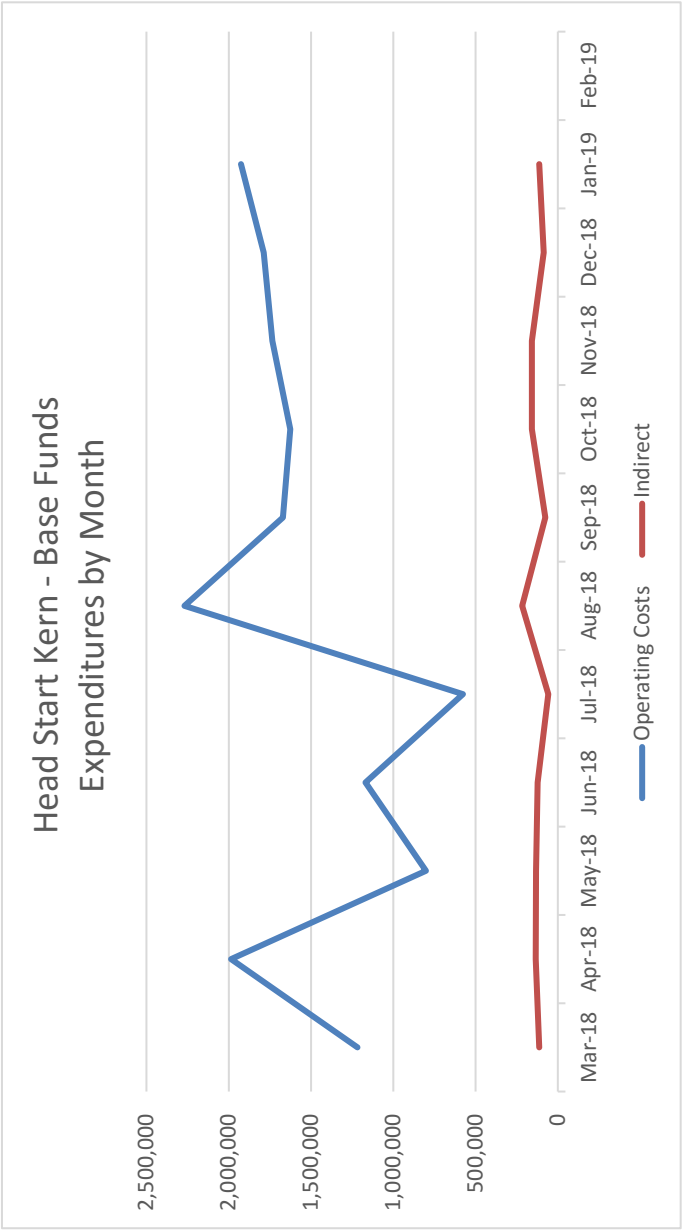
Budget reflects Notice of Award #09CH9142-05-04 (adjusted for Child Care Food Subsidy).

Actual expenditures include posted expenditures and estimated adjustments through 01/31/2019.

Administrative Cost for HS and EHS Kern 8.7%

#### Agency-Wide Credit Card Report

	CURRENT	1 TO 30	31 TO 60	61 TO 90	TOTAL	STATEMENT DATE
Bank of America	17,468				17,468	1/21/2019
Lowe's	15,570	1,864			17,434	1/25/2019
Smart & Final		126			126	1/31/2019
Save Mart	3,618	65			3,683	1/27/2019
Chevron & Texaco Business Card	8,508				8,508	2/5/2019
Home Depot	2,671				2,671	2/5/2019
	47,835	2,055	0	0	49,890	





# 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 January 31, 2019 – **Info Item**

**Date:** February 20, 2019

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The following are highlights of the Kern Early Head Start Budget to Actual Report for the period March 1, 2018 through January 31, 2019. Eleven months (92%) of the 12-month budget period have elapsed.

### **Base Funds**

Overall expenditures are at 69% of the budget.

**Salaries & Fringe Benefits** costs are low compared to this point in the budget period. Most of the savings were realized because reimbursement rates from California Department of Education increased significantly effective July 1, 2018.

Staff continuously monitor these categories to identify possible savings that may be used elsewhere in the program. A budget revision to use a portion of the savings to purchase program equipment was approved by Board of Directors on November 28. Approval by Office of Head Start is pending.

**Equipment:** The budget provided for the purchase of a replacement vehicle for Maintenance & Operations, the cost of which exceeded the original estimate. The overage will be covered by savings in another cost category.

**Supplies:** Staff are in the process of purchasing supplies to meet program needs through the end of the budget period.

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

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

Overall expenditures are at 88% of the budget. Staff expect to fully expend these funds.

### **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) – purchased.

# 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 - January 31, 2019

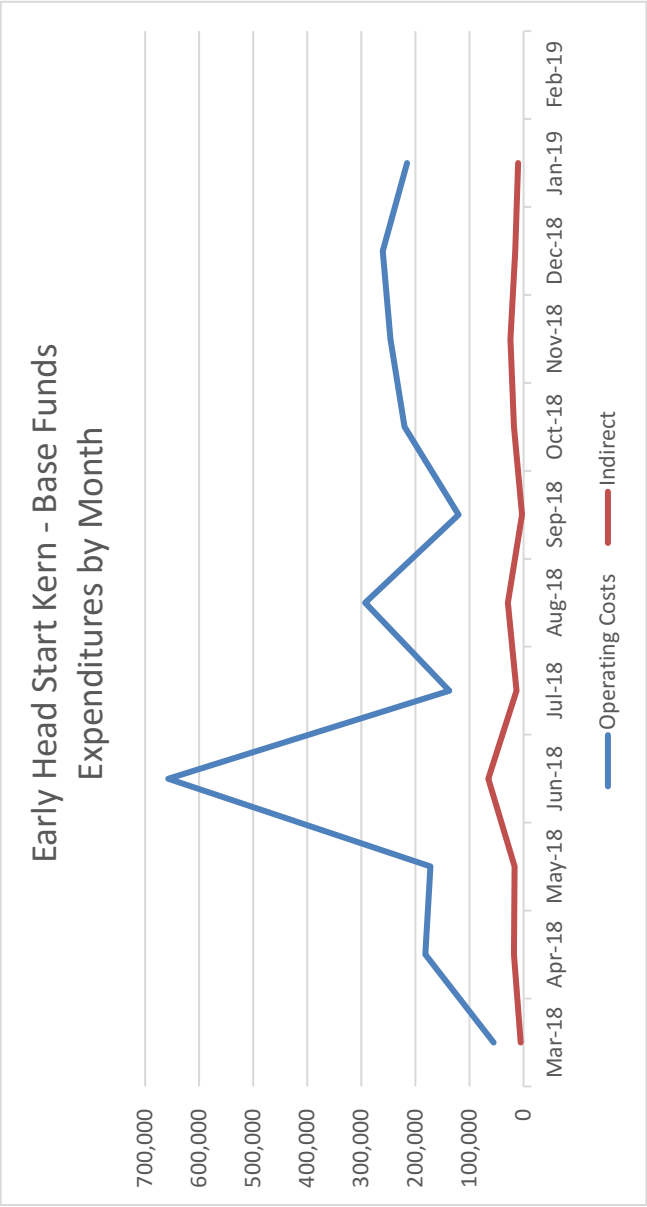
Month 11 of 12 (92%)

Prepared 02/13/2019

<b>BASE FUNDS</b>	<b>BUDGET</b>	<b>ACTUAL</b>	<b>REMAINING</b>	<b>% SPENT</b>	<b>% REMAINING</b>
PERSONNEL	2,221,842	1,382,588	839,254	62%	38%
FRINGE BENEFITS	655,042	462,581	192,461	71%	29%
EQUIPMENT	30,000	37,345	(7,345)	124%	-24%
SUPPLIES	263,896	245,575	18,321	93%	7%
CONTRACTUAL	22,328	17,137	5,191	77%	23%
OTHER	535,893	443,387	92,506	83%	17%
INDIRECT	364,220	250,376	113,844	69%	31%
<b>TOTAL BASE FUNDING</b>	<b>4,093,221</b>	<b>2,838,989</b>	<b>1,254,232</b>	<b>69%</b>	<b>31%</b>
<b>TRAINING &amp; TECHNICAL ASSISTANCE</b>					
TRAVEL	35,330	8,581	26,749	24%	76%
SUPPLIES	4,020	6,491	(2,471)	161%	-61%
CONTRACTUAL	3,656	3,347	309	92%	8%
OTHER	45,179	58,791	(13,612)	130%	-30%
INDIRECT	8,819	7,698	1,121	87%	13%
<b>TOTAL TRAINING &amp; TECHNICAL ASSISTANCE</b>	<b>97,004</b>	<b>84,909</b>	<b>12,095</b>	<b>88%</b>	<b>12%</b>
<b>CARRYOVER</b>					
EQUIPMENT	57,000	57,000	0	100%	0%
INDIRECT	0	0	0		
<b>TOTAL CARRYOVER</b>	<b>57,000</b>	<b>57,000</b>	<b>0</b>	<b>100%</b>	<b>0%</b>
<b>GRAND TOTAL EHS FEDERAL FUNDS</b>	<b>4,247,225</b>	<b>2,980,898</b>	<b>1,266,327</b>	<b>70%</b>	<b>30%</b>

Budget reflects Notice of Award #09CH9142-05-04 (adjusted for Child Care Food Subsidy)

Actual expenditures include posted expenditures and estimated adjustments through 01/31/2019.





**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 January 31, 2019 (Month 11 of 12)**

Percent of year elapsed: 92%

LOCATION	FUNDED ENROLL- MENT	March	April	May	June	July	Aug	Sep	Oct	Nov	Dec	Jan	YTD Totals	IN-KIND GOAL	% OF GOAL MET
Alberta Dillard	68	34,035	33,958	21,731	0	0	10,812	28,512	33,602	28,410	24,984	27,186	243,231	76,308	319%
Shafter	34	15,216	16,512	8,503	0	0	7,601	16,055	16,603	12,355	13,926	114	106,884	38,154	280%
East California	70	29,277	35,209	15,896	0	0	5,521	25,236	33,784	34,297	13,841	17,821	210,880	78,552	268%
Franklin	24	3,513	6,447	4,266	0	0	5,640	11,372	10,468	6,442	5,782	12,138	66,068	26,932	245%
Faith	34	12,847	12,659	7,030	0	0	5,058	9,680	11,094	10,994	11,650	12,476	93,488	38,154	245%
Pacific	62	16,766	16,247	13,908	11,839	11,369	13,000	13,221	17,228	13,390	10,675	12,656	150,300	69,575	216%
Martha J. Morgan	83	31,274	30,858	17,626	0	0	9,080	23,126	29,229	21,323	6,925	24,512	193,953	93,140	208%
Fairview	34	13,069	11,503	6,105	0	0	3,756	8,294	9,878	5,809	8,402	7,707	74,521	38,154	195%
Williams	34	10,911	10,920	6,048	0	0	4,715	7,764	8,134	7,017	5,933	9,045	70,486	38,154	185%
Primeros Pasos	76	9,563	21,624	16,661	10,089	6,159	10,773	14,723	17,287	14,464	12,573	19,548	153,463	85,285	180%
Delano	76	19,655	19,877	16,675	0	0	2,397	10,920	20,874	15,731	20,567	25,674	152,369	85,285	179%
Noble	34	9,452	10,102	3,947	0	0	0	13,025	12,617	1,193	9,694	7,433	67,463	38,154	177%
San Diego Street	48	11,831	13,317	14,156	10,771	9,896	6,525	6,329	7,141	5,262	2,487	6,185	93,901	53,864	174%
California City	34	7,639	8,452	5,366	0	0	3,016	7,802	10,511	6,695	7,048	6,616	63,146	38,154	166%
Willow	72	22,239	25,426	14,557	0	0	9,123	15,879	14,225	13,787	8,526	9,958	133,720	80,796	166%
Heritage	34	7,911	10,768	4,963	0	0	2,334	5,375	9,102	9,354	5,630	7,445	62,883	38,154	165%
Lamont	34	7,478	10,778	7,882	0	0	3,472	9,786	10,542	12,210	375	142	62,665	38,154	164%
Fairfax	40	6,009	9,054	12,009	0	0	5,802	6,053	9,317	11,181	7,315	6,791	73,530	44,887	164%
Sunrise Villa	34	4,377	3,346	1,945	0	0	3,443	4,257	9,133	12,092	6,935	13,101	58,629	38,154	154%
Harvey L. Hall	138	21,720	29,503	22,725	15,148	11,629	19,591	22,265	27,190	17,481	14,430	19,190	220,872	154,859	143%
Vineland	20	8,266	7,254	2,213	0	0	428	1,844	7,137	0	0	3,485	30,627	22,443	136%
Pete H. Parra	112	19,356	23,534	21,390	9,188	9,352	19,259	21,847	31,614	9,176	2,471	0	167,186	125,683	133%
Oasis	57	13,411	12,619	7,489	0	0	5,431	9,163	13,590	11,618	8,224	0	81,545	63,964	127%
Pioneer	34	6,475	8,061	4,443	0	0	850	4,866	8,786	8,829	4,863	135	47,328	38,154	124%
Sterling	122	19,096	23,747	18,996	8,747	9,507	17,638	19,940	19,569	14,515	6,366	10,515	168,637	136,905	123%
Tehachapi	34	6,832	6,982	3,413	0	0	3,641	6,284	6,369	4,780	2,786	4,513	45,600	38,154	120%
Planz	34	5,440	5,916	3,617	0	0	3,865	7,314	8,891	222	4,893	3,570	43,728	38,154	115%
Casa Loma	34	4,741	5,183	1,355	0	0	2,537	7,044	8,703	6,058	2,345	5,055	43,019	38,154	113%
Shafter HS/EHS	36	4,713	6,144	4,731	5,032	4,404	3,785	3,460	4,944	4,179	1,858	23	43,275	40,398	107%
Virginia	34	5,596	5,282	0	0	0	1,761	5,071	5,743	5,817	4,433	6,360	40,062	38,154	105%
McFarland	24	4,784	3,808	2,560	0	0	1,959	3,161	3,981	2,777	4,318	0	27,348	26,932	102%
Rosamond	100	19,580	24,699	13,748	0	0	10,099	18,841	17,579	2,268	6,212	0	113,026	112,217	101%
Cleo Foran	34	5,926	8,272	3,789	0	0	1,727	4,324	8,571	53	4,450	1,082	38,194	38,154	100%
Seibert	34	6,818	4,353	2,998	0	0	3,001	7,670	6,183	857	2,574	3,697	38,150	38,154	100%
Olildale	34	5,905	5,413	3,750	0	0	2,378	6,710	5,036	3,526	4,628	48	37,392	38,154	98%
Home Base	225	17,049	17,202	15,282	12,474	13,790	9,623	14,228	10,888	8,536	2,310	1,220	122,601	126,244	97%
Alicante	34	4,692	4,448	2,107	0	0	1,952	3,772	4,586	4,839	3,377	4,944	34,718	38,154	91%
Lost Hills	20	2,937	3,716	2,597	0	0	684	2,875	2,354	180	689	3,246	19,247	22,443	86%
Wesley	60	6,389	8,795	3,719	0	0	3,228	2,613	7,413	11,777	8,597	0	52,532	67,330	78%

**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 January 31, 2019 (Month 11 of 12)**

Percent of year elapsed: 92%

LOCATION	FUNDED ENROLL- MENT	March	April	May	June	July	Aug	Sep	Oct	Nov	Dec	Jan	YTD Totals	IN-KIND GOAL	% OF GOAL MET
Broadway	44	0	0	0	0	0	4,490	5,784	8,792	2,763	5,479	5,038	32,345	49,375	66%
Rafer Johnson	34	3,563	3,419	0	0	0	1,816	3,656	4,477	2,575	1,932	71	21,508	38,154	56%
Taft	78	6,592	6,061	1,103	0	0	1,133	6,758	8,730	8,052	5,794	2,983	47,205	87,529	54%
Roosevelt	34	2,820	4,408	1,913	0	0	701	2,281	1,526	165	973	0	14,787	38,154	39%
Mojave	34	4,209	4,167	2,109	0	0	413	0	0	0	0	0	10,896	38,154	29%
Administrative Services		0	0	0	0	0	0	0	0	0	0	0	0	0	NA
Program Services		920	1,867	0	0	0	0	0	0	0	0	0	2,787	67,661	4%
Policy Council and RPC		1,239	1,542	108	515	25	262	214	727	85	60	0	4,777	38,727	12%
<b>SUBTOTAL IN-KIND</b>	<b>2,369</b>	<b>482,130</b>	<b>543,470</b>	<b>345,429</b>	<b>83,803</b>	<b>76,131</b>	<b>234,289</b>	<b>429,395</b>	<b>524,146</b>	<b>373,133</b>	<b>287,328</b>	<b>301,721</b>	<b>3,680,975</b>	<b>2,638,565</b>	<b>140%</b>

State General Child Care*	156,851
State Preschool*	252,099
State Migrant Child Care*	27,786
<b>SUBTOTAL CA DEPT of ED</b>	<b>436,736</b>

	471,511	262,413	0	238,375	316,703	326,921	387,774	465,012	427,109	473,745	3,806,299	3,804,474	100%
<b>GRAND TOTAL</b>	<b>918,866</b>	<b>1,014,981</b>	<b>607,842</b>	<b>83,803</b>	<b>314,506</b>	<b>550,992</b>	<b>756,316</b>	<b>911,920</b>	<b>838,145</b>	<b>714,437</b>	<b>7,487,274</b>	<b>6,443,039</b>	<b>116%</b>

\*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 January 31, 2019 (Interim) – **Info Item**

**Date:** February 20, 2019

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The following are highlights of the San Joaquin Early Head Start Budget to Actual Report for the period February 1, 2018 through January 31, 2019. Twelve months (100%) of the 12-month budget period have elapsed.

### **Base Funds**

Overall expenditures are at 99% of the budget.

Because the budget period for this grant ended January 31, the costs of salaries (and associated payroll taxes) earned in January but paid in February will accrue back to January. These costs will be reflected in the Budget to Actual report presented at the March 30 meeting.

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

Overall expenditures are at 100% of the budget.

**Personnel, Fringe Benefits, and Travel** costs exceeded the amount budgeted. The overage was covered by decreased spending in other categories.

### **Non-Federal Share**

Non-Federal share is at 89% of the budget. Documentation for much of January could not be tabulated in time to be included in this report. Approval to waive \$141,172 of the non-Federal share requirement is pending from Office of Head Start.

**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 - January 31, 2019

Month 12 of 12 (100%)

Prepared 02/12/2019

<b>BASE FUNDS</b>	<b>BUDGET</b>	<b>ACTUAL</b>	<b>REMAINING</b>	<b>% SPENT</b>	<b>% REMAINING</b>
PERSONNEL	3,097,074	3,108,137	(11,063)	100%	0%
FRINGE BENEFITS	827,018	837,597	(10,579)	101%	-1%
TRAVEL	20,232	21,676	(1,444)	107%	-7%
EQUIPMENT	47,500	49,310	(1,810)	104%	-4%
SUPPLIES	135,535	120,199	15,336	89%	11%
CONTRACTUAL	11,923	14,869	(2,946)	125%	-25%
OTHER	593,113	541,716	51,397	91%	9%
INDIRECT	445,116	448,512	(3,396)	101%	-1%
<b>TOTAL</b>	<b>5,177,511</b>	<b>5,142,016</b>	<b>35,495</b>	<b>99%</b>	<b>1%</b>

**TRAINING & TECHNICAL ASSISTANCE FUNDS**

PERSONNEL	25,200	28,030	(2,830)	111%	-11%
FRINGE BENEFITS	8,689	10,922	(2,233)	126%	-26%
TRAVEL	9,959	21,200	(11,241)	213%	-113%
SUPPLIES	7,961	3,825	4,136	48%	52%
CONTRACTUAL	3,500	0	3,500	0%	100%
OTHER	53,033	43,718	9,315	82%	18%
INDIRECT	10,833	11,022	(189)	102%	-2%
<b>TOTAL</b>	<b>119,175</b>	<b>118,717</b>	<b>458</b>	<b>100%</b>	<b>0%</b>

<b>GRAND TOTAL EHS FEDERAL FUNDS</b>	<b>5,296,686</b>	<b>5,260,733</b>	<b>35,953</b>	<b>99%</b>	<b>1%</b>
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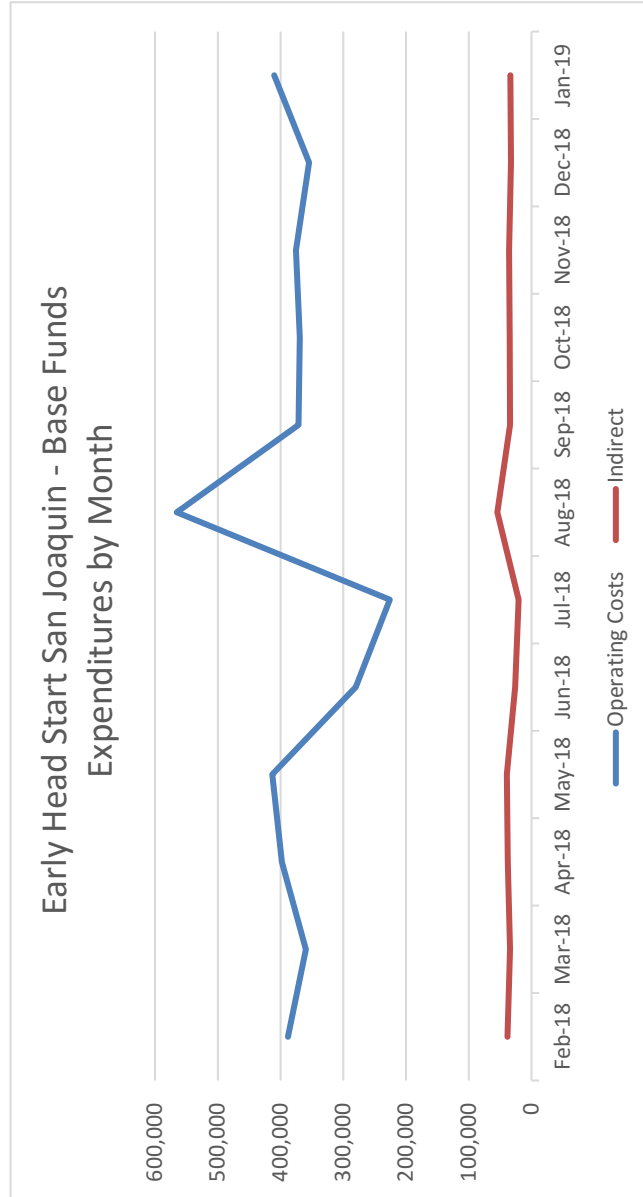
<b>NON-FEDERAL SHARE</b>	<b>BUDGET</b>	<b>ACTUAL</b>	<b>REMAINING</b>	<b>% SPENT</b>	<b>% REMAINING</b>
IN-KIND	1,324,172	1,184,432	139,740	89%	11%
<b>TOTAL NON-FEDERAL FUNDS</b>	<b>1,324,172</b>	<b>1,184,432</b>	<b>139,740</b>	<b>89%</b>	<b>11%</b>

Centralized Administrative Cost	7.1%
Program Administrative Cost	2.5%
<b>Total Administrative Cost</b>	<b>9.7%</b>

Budget reflects Notice of Award #09CH010071-04-03

Actual expenditures include posted expenditures and estimated adjustments through 01/31/2019

Approval of Non-Federal Share waiver is pending



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 January 31, 2019 (Month 12 of 12)

Percent of year elapsed: 100%

LOCATION	FUNDED ENROLL- MENT	Feb	March	April	May	June	July	Aug	Sep	Oct	Nov	Dec	Jan	YTD Totals	IN-KIND GOAL	% OF GOAL MET
Home Base - Lodi	35	5,551	10,440	10,444	9,950	9,500	11,137	15,381	14,771	13,287	11,766	11,374	12,470	136,070	95,359	143%
Home Base - Manteca	12	3,628	4,255	2,461	2,207	152	1,409	5,305	5,011	6,137	5,212	4,041	0	39,818	32,694	122%
Chrisman	30	7,252	13,396	13,845	9,312	7,198	12,443	15,341	17,633	15,256	16,376	14,722	0	142,774	163,472	87%
Home Base - Stockton	90	13,682	25,071	23,680	16,555	11,982	14,742	15,286	19,499	21,152	19,261	21,453	0	202,363	245,208	83%
Lodi UCC	30	12,131	13,605	11,935	13,879	8,702	12,859	12,447	11,575	14,106	10,960	10,051	0	132,249	163,472	81%
Walnut	24	4,138	8,093	9,314	10,273	6,325	9,478	10,210	9,780	10,458	9,459	9,606	0	97,134	130,777	74%
California Street	24	5,705	9,601	8,203	9,043	4,715	8,147	8,543	8,732	9,919	8,842	8,103	5,514	95,067	130,777	73%
St. Mary's	16	3,507	6,499	5,963	6,174	4,066	6,359	6,009	7,025	7,097	5,183	4,872	0	62,755	87,185	72%
Kennedy	16	1,791	5,701	6,310	4,418	441	4,887	6,252	6,529	5,623	6,452	6,255	0	54,659	87,185	63%
Marci Massei	24	3,176	5,938	5,703	6,298	3,735	5,983	6,609	6,931	6,646	6,650	4,250	0	61,920	130,777	47%
Home Base - Tracy	12	1,484	2,342	1,064	1,059	0	836	509	1,410	2,501	1,344	707	0	13,256	32,694	41%
Administrative Services		0	0	0	0	0	0	0	0	0	0	393	0	393	0	
Program Services		10,954	12,376	16,171	16,673	11,973	10,738	11,350	10,738	11,678	10,615	10,493	11,328	145,085	21,858	664%
Policy Council		342	97	0	0	0	0	63	63	0	217	107	0	890	2,713	33%
<b>SUBTOTAL IN-KIND</b>	<b>313</b>	<b>73,340</b>	<b>117,415</b>	<b>115,094</b>	<b>105,841</b>	<b>68,788</b>	<b>99,017</b>	<b>113,304</b>	<b>119,695</b>	<b>123,860</b>	<b>112,337</b>	<b>106,429</b>	<b>29,312</b>	<b>1,184,432</b>	<b>1,324,172</b>	<b>89%</b>

# COMMUNITY ACTION PARTNERSHIP OF KERN

## MEMORANDUM

**To:** Budget & Finance Committee



**From:** Donna Holland, Fiscal Administrator

**Subject:** *Agenda Item 5b:* Early Head Start Child Care Partnerships  
Budget to Actual Report for the Period Ended January 31, 2019 – **Info Item**

**Date:** February 20, 2019

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The following are highlights of the Early Head Start Child Care Partnerships Budget to Actual Report for the period September 1, 2018 through January 31, 2019. Five months (42%) of the 12-month budget period has elapsed.

### **Base Funds**

Overall expenditures are at 37% of the budget. Expenses in the Personnel and Other categories appear low but are not concerning at this point in the budget period. Expenses in all other categories are as expected.

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

Overall expenditures are at 4% of the budget. Training expenses are incurred as needed, rather than evenly each month; the funds will be fully expended by budget year-end.

### **Non-Federal Share**

Non-Federal share is at 72% of the budget.

**Community Action Partnership of Kern  
Early Head Start - Child Care Partnerships  
Budget to Actual Report**

Budget Period: September 1, 2018 - August 31, 2019

Report Period: September 1, 2018 - January 31, 2019

Month 5 of 12 (42%)

Prepared 02/13/2019

<b>BASE FUNDS</b>	<b>BUDGET</b>	<b>ACTUAL</b>	<b>REMAINING</b>	<b>% SPENT</b>	<b>% REMAINING</b>
PERSONNEL	130,082	37,733	92,349	29%	71%
FRINGE BENEFITS	33,248	14,545	18,703	44%	56%
SUPPLIES	1,750	178	1,572	10%	90%
CONTRACTUAL	462,028	181,056	280,972	39%	61%
OTHER	17,395	3,811	13,584	22%	78%
INDIRECT	64,398	23,721	40,677	37%	63%
<b>TOTAL BASE</b>	<b>708,901</b>	<b>261,045</b>	<b>447,856</b>	<b>37%</b>	<b>63%</b>

<b>TRAINING &amp; TECHNICAL ASSISTANCE FUNDS</b>	<b>BUDGET</b>	<b>ACTUAL</b>	<b>REMAINING</b>	<b>% SPENT</b>	<b>% REMAINING</b>
TRAVEL	5,294	311	4,983	6%	94%
SUPPLIES	3,506	0	3,506	0%	100%
OTHER	6,473	337	6,136	5%	95%
INDIRECT	1,527	65	1,462	4%	96%
<b>TOTAL TRAINING &amp; TECHNICAL ASSISTANCE</b>	<b>16,800</b>	<b>713</b>	<b>16,087</b>	<b>4%</b>	<b>96%</b>

<b>GRAND TOTAL FEDERAL FUNDS</b>	<b>725,701</b>	<b>261,757</b>	<b>463,944</b>	<b>36%</b>	<b>64%</b>
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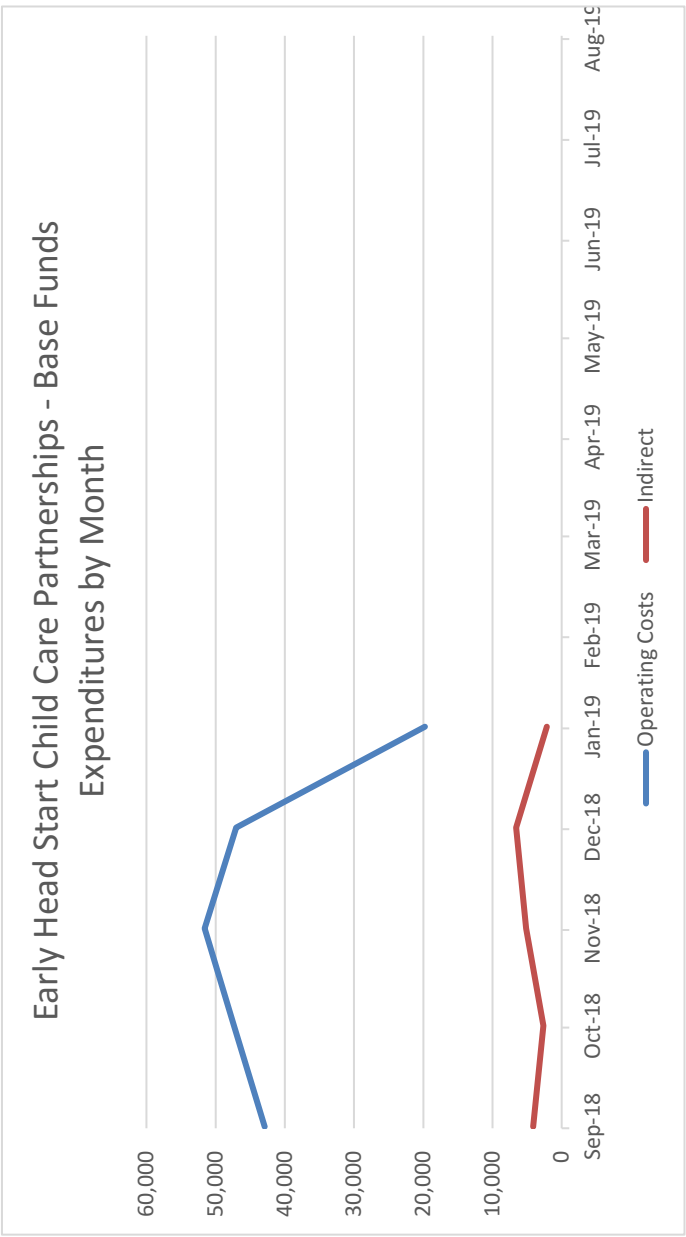
<b>NON-FEDERAL SHARE</b>	<b>BUDGET</b>	<b>ACTUAL</b>	<b>REMAINING</b>	<b>% SPENT</b>	<b>% REMAINING</b>
IN-KIND	181,425	130,774	50,651	72%	28%
<b>TOTAL NON-FEDERAL FUNDS</b>	<b>181,425</b>	<b>130,774</b>	<b>50,651</b>	<b>72%</b>	<b>28%</b>

Centralized Administrative Cost	6.1%
Program Administrative Cost	1.2%
<b>Total Administrative Cost</b>	<b>7.2%</b>

Budget reflects Notice of Award #09HP0036-04-00.

Actual expenditures include posted expenditures and estimated adjustments through 01/31/2019.





# COMMUNITY ACTION PARTNERSHIP OF KERN

## MEMORANDUM

**To:** Budget & Finance Committee

**From:** Raymond Quan, Director of Human Resources *Raymond Quan*

**Date:** February 20, 2019

**Subject:** *Agenda Item 5c: Revisions to Director of Operations Job Description and Wage Grade – Action Item*

Upon review of the current job description and pointing schedule of the Director of Operations, it was discovered that a past draft of an upgraded job description was never finalized. The past amendments were triggered by the assumption of new duties, primarily the oversight and responsibility of the Energy Program. The position also oversees many pivotal functions, as outlined in the attached job description.

Emilio Wagner, the Director of Operations, not only assumed oversight of the Energy program, but has played a vital role in an amazing improvement to the program. As the Board has heard in various updates from time to time, the CAPK Energy Program was historically struggling with timely contract expenditure spend down, low performance, personnel issues and various operational issues such as warehouse inventory control measures.

The turnaround in the department since the restructuring under Emilio and his team has been amazing. For the first time in memory, the program is operating under one current contract. The program has moved into the category of a high performance.

The attached job description updates the Director of Operations duties to include the Energy program. There were also some more minor updates to bring it up to current standards and duties. With the amendments, the HR Department conducted a wage pointing update and found the new job description to point one grade higher, moving from grade 13 to grade 14.

### Grade 14

Min	Mid	Max	Min	Mid	Max
\$ 88,628.80	\$ 110,780.80	\$ 132,953.60	\$ 42.61	\$ 53.26	\$ 63.92

### Grade 13

Min	Mid	Max	Min	Mid	Max
\$ 77,064.00	\$ 96,324.80	\$ 115,606.40	\$ 37.05	\$ 46.31	\$ 55.58

### Recommendation:

Staff recommends the Budget & Finance Committee approve the job description revision and a pay grade 14 for the position of Director of Operations.

*Attachment: Job Description for Director of Operations*

## **COMMUNITY ACTION PARTNERSHIP of KERN**

### **Director of Operations**

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

**Grade:** 14

**FLSA Status:** Exempt

**Date Approved:**

#### **SUMMARY:**

Under general direction of the Chief Executive Officer, the Director of Operations will ensure that all divisions are appropriately provided support services by directing facility maintenance, fleet management, information technology, risk management and business services. In addition, direct the operation of the Energy program to ensure programmatic compliance with Federal and State laws and regulations and those requirements specific to the program contracts.

#### **SUPERVISION RECEIVED:**

Receives supervision from the Chief Executive Officer

#### **SUPERVISION EXERCISED:**

Directly supervises Facilities Manager, Technology Services Manager, Risk Management Supervisor, Business Manager, and Energy Program Administrator.

#### **DUTIES AND RESPONSIBILITIES:**

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

#### **A. Essential Job Specific Duties:**

1. Develops short and long-range plans in coordination with the appropriate division directors related to information technology, facilities management, procurement strategies and maintenance, including recommended prioritization of resources.
2. Communicates with agency directors and management personnel, regulatory agencies, architects, engineers, inspectors, contractors, vendors and others concerning facilities maintenance, operations, planning, and construction in order to exchange information, resolve issues, and ensure effective services.
3. Oversee and monitor the work of the maintenance department including maintenance, renovation and new construction of all agency facilities.
4. Oversee and monitor Warehouse and Distribution building.
5. Oversee the development of a coordinated fleet management system.
6. Prepares site survey, plot plans, drawings, lay-outs, floor plans, and other data as required to pictorially or diagrammatically present proposals or situations. This is to include cost estimating, design programming and 3-D modeling, rendering, animation of proposed projects.
7. Assist and coordinate with Analyst (Community Development) on Geographic Information System (GIS) software and related equipment.
8. Assists executive management with project status reports to be presented to the Board of Directors and Policy Council.
9. Ensures Davis Bacon California State prevailing wage compliance: review of certified payroll, fringe benefits, accuracy of deductions, provides assistance and employee interviews.

10. Point of contact for all construction. Prepares required documentation for local building department to pull permits. Monitors construction: verify work completed to plans and specs, sign off on invoices/pay applications, maintains and organizes construction documents
11. Oversees the Risk Management Department which includes general liability insurance, loss control, worksite safety, workers compensation, disaster preparedness, facility inspections and claims management.
12. Oversees the Information Technology Department ensuring network stability by planning and implementing hardware standards, resource management and software solutions.
13. Oversees the Business Services Department which includes procurement, insurance, leases, and fixed asset inventory. Ensures all applicable federal, state, and local regulations are applied to all procurement efforts and contract documents.
14. Oversee the planning, organizing, staffing, coordinating/implementing policy, overall management and operation of the Energy program.
15. Interprets and applies state and federal laws, contract rules, and regulations and policies appropriate to program operations.
16. Monitors, establishes, and maintains strategies, objectives, and priorities for respective programs/contracts; and appraises the CEO of the status of agency contracts/program performance on a periodic basis. Identifies problems with program performance regarding agency contracts and/or grants; makes recommendations for corrective actions; and implements the corrective actions
17. In conjunction with the CFO, develops and maintains an effective system of financial management and budget development that controls funds within the Division and meets all necessary financial management requirements and applicable regulations including funding guidelines for program activities.

#### **B. Other Job Specific Duties:**

1. Attends all meetings, trainings, and conferences as well as provide trainings as assigned.
2. Maintains safe and functional work environment.
3. Work alternative hours as required, including nights and weekends.
4. Is proactive in the effort to recruit and enroll families that qualify for Partnership programs.
5. Performs any other like duties as assigned or as needed.

#### **MINIMUM QUALIFICATIONS:**

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

#### **Knowledge of:**

Agency policies and procedures  
 Applicable federal, state, and local laws, codes, and regulations  
 Departmental policies and procedures  
 Modern office practices, methods, procedures and equipment including computers  
 Word processing, spreadsheet, database, and other related software applications  
 Principles and practices of finance, real estate financing and economic development  
 Davis-Bacon Act

**Ability to:**

Solve problems effectively and efficiently

Deal with conceptual matters

Plan, organize, allocate, and control substantial resources.

Communicate effectively

Attend evening and weekend meetings

Effectively present program to the general public.

Work independently with little direction; meet schedules and time lines.

Plan, develop, and present mixed media presentations.

Write creatively and clearly for general and specialized audiences.

Maintain and organize a variety of files, records, and logs.

Supervise employees professionally to achieve their goals and be self-motivating

Plan and organize work; compose clear, concise reports and recommendations.

Analyze situations accurately and adopt an effective course of action.

**EDUCATION AND EXPERIENCE:**

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

- Bachelor of Arts or Bachelor of Science Degree in Business Administration, Public Administration, Planning, Construction or closely related field preferred.
- Eight years' experience working in facilities management, project management or construction management.
- Possession of General Contractors License.
- Certification as Playground Safety Inspector preferred

**OTHER REQUIREMENTS**

- Possession of a valid California Driver's License and State automobile insurance, and acceptable driving record substantiated by a DMV printout.
- Completion of a physical TB and substance abuse screening upon offer of employment.
- Must be fingerprinted if required by funding source or state licensing and have such records filed with the State Department of Social Services, Community Care Licensing.

**WORK ENVIRONMENT:**

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

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

## ESSENTIAL PHYSICAL DEMANDS:

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

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

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



## MEMORANDUM

**TO:** Budget and Finance Committee  
**FROM:** Tracy Webster, Chief Financial Officer  
**Date:** February 20, 2019  
**RE:** *Agenda Item 5d: Annual Budget for FY 2019/20 – **Action Item***

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The annual budget for the 2019/20 fiscal year is presented using the following functional categories:

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

The annual operating budget (program services and support services) of \$63,694,652 was developed using individual grant or program budgets prepared by program staff that were combined into the above functional categories. The annual budget for FY 2019/20 is 12% greater than the prior year. The Education category includes a projected 1.77% COLA to Head Start and the addition of a new contract with the County of Kern for the Home Visit Initiative in the amount of \$908,201. The Community Services category includes one new grant, for \$140,000 for California EITC. Attached is the FY 2019/20 annual budget with category support schedules.

The Indirect budget of \$5,272,341 for the five support divisions: Executive, Human Resources, Finance, Operations and Community Development is 7.5% greater than the prior year. FY 2019/20 will be the fourth year using the 10% indirect cost rate. 72.5% of the Indirect budget is for personnel costs and 27.5% is for operating costs. Attached is a comparison of the Indirect budget for four years.

### Recommendation

Staff recommends that the Budget and Finance Committee approve the annual budget for FY 2019/20.

Attachments: (1) Annual Budget for FY 2019/20 (8 pages)  
(2) Indirect Budget Comparison for Four Years

**COMMUNITY ACTION PARTNERSHIP OF KERN  
ANNUAL BUDGET 2019/20**

	Program Services						Support Services	
	Education	Nutrition	Energy Conservation	Community Services	CSBG	Discretionary & Fund Raising		Indirect
<b>Revenue</b>								
Government Revenue	\$ 48,213,908	\$ 6,462,640	\$ 5,333,110	\$ 1,159,312	\$ 1,489,531	\$ -	\$ 62,658,501	\$ -
Head Start Subsidy for CACFP	(948,857)	948,857	-	-	-	-	-	-
Private Revenue	-	100,000	-	390,000	-	-	490,000	-
Other Revenue	18,251	241,667	-	-	-	1,205	261,123	5,413,826
Donations	-	245,000	-	-	-	95,000	340,000	-
<b>Total Revenue</b>	<b>\$ 47,283,302</b>	<b>\$ 7,998,164</b>	<b>\$ 5,333,110</b>	<b>\$ 1,549,312</b>	<b>\$ 1,489,531</b>	<b>\$ 96,205</b>	<b>\$ 63,749,624</b>	<b>5,413,826</b>
<b>Expenditures</b>								
Salaries	22,355,036	3,523,579	1,464,580	807,941	680,074	4,000	28,835,210	3,066,150
Benefits	7,420,581	1,030,935	382,832	221,237	180,940	825	9,237,350	755,091
Travel	350,762	109,950	92,304	39,380	16,790	-	609,186	93,650
Space Cost	2,562,225	562,634	235,279	94,385	123,125	4,200	3,581,848	163,500
Supplies	1,410,827	204,574	82,222	55,481	16,575	2,200	1,771,879	166,500
Equipment	-	-	-	1,000	-	-	1,000	-
Consultant/Contract	671,488	8,985	1,261,272	88,550	2,250	-	2,032,545	659,100
Other Operating Costs	1,318,918	266,558	708,781	95,417	58,551	26,260	2,474,485	345,050
Program Costs	7,096,232	1,685,551	632,133	17,350	6,500	-	9,437,766	-
Depreciation	296,757	2,800	-	-	-	-	299,557	23,300
Indirect	3,800,476	602,598	473,707	128,571	404,726	3,748	5,413,826	-
<b>Total Expenditures</b>	<b>\$ 47,283,302</b>	<b>\$ 7,998,164</b>	<b>\$ 5,333,110</b>	<b>\$ 1,549,312</b>	<b>\$ 1,489,531</b>	<b>\$ 41,233</b>	<b>\$ 63,694,652</b>	<b>\$ 5,272,341</b>
<b>Gain/(Loss)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 54,972</b>	<b>\$ 54,972</b>	<b>\$ 141,485</b>



**COMMUNITY ACTION PARTNERSHIP OF KERN  
ANNUAL BUDGET 2019/20  
EDUCATION**

	Head Start	State Dept. of Education	County of Kern Home Visit Initiative	Migrant Alternative Payment	TOTAL
<b>Revenue</b>					
Community Services Block Grant (CSBG)	\$ -	\$ -	\$ -	\$ 301,580	\$ 301,580
Other Government Revenue	31,756,968	7,000,051	908,201	8,548,688	48,213,908
Head Start Subsidy for CACFP	(948,857)	-	-	-	(948,857)
Private Revenue	-	-	-	-	-
Other Revenue	18,251	-	-	-	18,251
Donations	-	-	-	-	-
<b>Total Revenue</b>	<b>\$ 30,826,362</b>	<b>\$ 7,000,051</b>	<b>\$ 908,201</b>	<b>\$ 8,850,268</b>	<b>\$ 47,584,882</b>
<b>Expenditures</b>					
Salaries	16,345,287	4,756,008	545,241	708,500	22,355,036
Benefits	5,507,333	1,554,988	181,162	177,098	7,420,581
Travel	329,079	-	7,583	14,100	350,762
Space Cost	2,464,319	-	22,006	75,900	2,562,225
Supplies	1,344,585	17,344	34,898	14,000	1,410,827
Equipment	-	-	-	-	-
Consultant/Contract	636,652	18,000	3,736	13,100	671,488
Other Operating Costs	1,203,604	17,343	26,296	71,675	1,318,918
Program Costs	110,844	-	7,699	6,977,689	7,096,232
Depreciation	296,757	-	-	-	296,757
Indirect	2,587,902	636,368	79,580	798,206	4,102,056
<b>Total Expenditures</b>	<b>\$ 30,826,362</b>	<b>\$ 7,000,051</b>	<b>\$ 908,201</b>	<b>\$ 8,850,268</b>	<b>\$ 47,584,882</b>
<b>Gain/(Loss)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
Benefit Rate	33.7%	32.7%	33.2%	25.0%	33.2%

**COMMUNITY ACTION PARTNERSHIP OF KERN  
ANNUAL BUDGET 2019/20  
NUTRITION**

	WIC	Child and Adult Care Food Program (CACFP)			Food Bank	TOTAL
		Kern Central Kitchen	San Joaquin Vended Meals	Subtotal CACFP		
<b>Revenue</b>						
Community Services Block Grant (CSBG)	\$ -	\$ -	\$ -	\$ -	\$ 364,929	\$ 364,929.00
Other Government Revenue	4,033,400	1,472,134	163,246	1,635,380	793,860	6,462,640
Head Start Subsidy for CACFP	-	897,204	51,653	948,857	-	948,857
Private Revenue	-	-	-	-	100,000	100,000
Other Revenue	-	-	-	-	241,667	241,667
Donations	-	-	-	-	245,000	245,000
<b>Total Revenue</b>	<b>\$ 4,033,400</b>	<b>\$ 2,369,338</b>	<b>\$ 214,899</b>	<b>\$ 2,584,237</b>	<b>\$ 1,745,456</b>	<b>\$ 8,363,093</b>
<b>Expenditures</b>						
Salaries	2,480,995	650,054	-	650,054	647,725	3,778,774
Benefits	669,772	214,518	-	214,518	223,204	1,107,494
Travel	30,896	27,000	-	27,000	52,054	109,950
Space Cost	366,564	101,200	-	101,200	94,870	562,634
Supplies	49,766	114,900	-	114,900	39,908	204,574
Equipment	-	-	-	-	-	-
Consultant/Contract	-	-	-	-	8,985	8,985
Other Operating Costs	92,280	80,800	-	80,800	93,478	266,558
Program Costs	1,000	872,490	-	872,490	437,003	1,310,493
- Vended Meals	-	175,000	200,058	375,058	-	375,058
Depreciation	-	-	-	-	2,800	2,800
Indirect	342,127	133,376	14,841	148,217	145,429	635,773
<b>Total Expenditures</b>	<b>\$ 4,033,400</b>	<b>\$ 2,369,338</b>	<b>\$ 214,899</b>	<b>\$ 2,584,237</b>	<b>\$ 1,745,456</b>	<b>\$ 8,363,093</b>
<b>Gain/(Loss)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Benefit Rate</b>	<b>27.0%</b>	<b>33.0%</b>		<b>33.0%</b>	<b>34.5%</b>	<b>29.3%</b>

**COMMUNITY ACTION PARTNERSHIP OF KERN  
ANNUAL BUDGET 2019/20  
ENERGY CONSERVATION**

	Energy Conservation
<b>Revenue</b>	
Community Services Block Grant (CSBG)	\$ -
Other Government Revenue	5,333,110
Private Revenue	-
Other Revenue	-
Donations	-
<b>Total Revenue</b>	<b>\$ 5,333,110</b>
<b>Expenditures</b>	
Salaries	1,464,580
Benefits	382,832
Travel	92,304
Space Cost	235,279
Supplies	82,222
Equipment	-
Consultant/Contract	1,261,272
Other Operating Costs	708,781
Program Costs	632,133
Depreciation	-
Indirect	473,707
<b>Total Expenditures</b>	<b>\$ 5,333,110</b>
<b>Gain/(Loss)</b>	<b>\$ -</b>
<b>Benefit Rate</b>	<b>26.1%</b>

**COMMUNITY ACTION PARTNERSHIP OF KERN  
ANNUAL BUDGET 2019/20  
COMMUNITY SERVICES**

	211	E Kern Family Resource Center	VITA	Youth Centers	TOTAL
<b>Revenue</b>					
Community Services Block Grant (CSBG)	\$ 190,322	\$ 13,257	\$ 198,195	\$ 421,248	\$ 823,022
Other Government Revenue	295,743	455,409	219,160	189,000	1,159,312
Private Revenue	390,000	-	-	-	390,000
Other Revenue	-	-	-	-	-
Donations	-	-	-	-	-
<b>Total Revenue</b>	<b>\$ 876,065</b>	<b>\$ 468,666</b>	<b>\$ 417,355</b>	<b>\$ 610,248</b>	<b>\$ 2,372,334</b>
<b>Expenditures</b>					
Salaries	508,861	282,094	186,603	255,262	1,232,820
Benefits	141,857	81,059	37,750	64,952	325,618
Travel	14,025	15,578	15,052	11,515	56,170
Space Cost	37,100	22,500	23,360	134,550	217,510
Supplies	31,548	8,102	18,937	13,469	72,056
Equipment	-	1,000	-	-	1,000
Consultant/Contract	14,380	-	74,295	2,125	90,800
Other Operating Costs	53,555	16,250	25,360	58,803	153,968
Program Costs	-	5,700	3,000	15,150	23,850
Depreciation	-	-	-	-	-
Indirect	74,739	36,383	32,998	54,422	198,542
<b>Total Expenditures</b>	<b>\$ 876,065</b>	<b>\$ 468,666</b>	<b>\$ 417,355</b>	<b>\$ 610,248</b>	<b>\$ 2,372,334</b>
<b>Gain/(Loss)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
Benefit Rate	27.9%	28.7%	20.2%	25.4%	26.4%

**COMMUNITY ACTION PARTNERSHIP OF KERN  
ANNUAL BUDGET 2019/20  
COMMUNITY SERVICES BLOCK GRANT (CSBG)**

	MCAP	Food Bank	211	E Kern	VITA	Youth Ctrs	TOTAL
<b>Revenue</b>							
Community Services Block Grant (CSBG)	\$ 301,580	\$ 364,929	\$ 190,322	\$ 13,257	\$ 198,195	\$ 421,248	\$ 1,489,531
Other Government Revenue	-	-	-	-	-	-	-
Private Revenue	-	-	-	-	-	-	-
Other Revenue	-	-	-	-	-	-	-
Donations	-	-	-	-	-	-	-
<b>Total Revenue</b>	<b>\$ 301,580</b>	<b>\$ 364,929</b>	<b>\$ 190,322</b>	<b>\$ 13,257</b>	<b>\$ 198,195</b>	<b>\$ 421,248</b>	<b>\$ 1,489,531</b>
<b>Expenditures</b>							
Salaries	-	255,195	119,364	9,271	115,155	181,089	680,074
Benefits	-	76,559	29,841	2,781	26,486	45,273	180,940
Travel	-	-	2,800	-	5,500	8,490	16,790
Space Cost	-	-	6,800	-	12,200	104,125	123,125
Supplies	-	-	1,500	-	4,500	10,575	16,575
Equipment	-	-	-	-	-	-	-
Consultant/Contract	-	-	-	-	1,000	1,250	2,250
Other Operating Costs	-	-	16,046	-	12,800	29,705	58,551
Program Costs	-	-	-	-	3,000	3,500	6,500
Depreciation	-	-	-	-	-	-	-
Indirect	301,580	33,175	13,971	1,205	17,554	37,241	404,726
<b>Total Expenditures</b>	<b>\$ 301,580</b>	<b>\$ 364,929</b>	<b>\$ 190,322</b>	<b>\$ 13,257</b>	<b>\$ 198,195</b>	<b>\$ 421,248</b>	<b>\$ 1,489,531</b>
<b>Gain/(Loss)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Benefit Rate</b>		<b>30.0%</b>	<b>25.0%</b>	<b>30.0%</b>	<b>23.0%</b>	<b>25.0%</b>	<b>26.6%</b>

**COMMUNITY ACTION PARTNERSHIP OF KERN  
ANNUAL BUDGET 2019/20  
DISCRETIONARY FUND & FUND RAISING FUND**

	Discretionary	Fund Raising	Total
<b>Revenue</b>			
Community Services Block Grant (CSBG)	\$ -	\$ -	\$ -
Other Government Revenue	-	-	-
Private Revenue	-	-	-
Other Revenue	1,205	-	1,205
Donations	10,000	85,000	95,000
<b>Total Revenue</b>	<b>\$ 11,205</b>	<b>\$ 85,000</b>	<b>\$ 96,205</b>
<b>Expenditures</b>			
Salaries	500	3,500	4,000
Benefits	300	525	825
Travel	-	-	-
Space Cost	2,200	2,000	4,200
Supplies	200	2,000	2,200
Equipment	-	-	-
Consultant/Contract	-	-	-
Other Operating Costs	5,260	21,000	26,260
Program Costs	-	-	-
Depreciation	-	-	-
Indirect	845	2,903	3,748
<b>Total Expenditures</b>	<b>\$ 9,305</b>	<b>\$ 31,928</b>	<b>\$ 41,233</b>
<b>Gain/(Loss)</b>	<b>\$ 1,900</b>	<b>\$ 53,072</b>	<b>\$ 54,972</b>
<b>Benefit Rate</b>	<b>60.0%</b>	<b>15.0%</b>	<b>20.6%</b>

**COMMUNITY ACTION PARTNERSHIP OF KERN  
ANNUAL BUDGET 2019/20  
INDIRECT FUND**

	Human Resources	Operations	Executive	Community Development	Finance	TOTAL
<b>Revenue</b>						
Community Services Block Grant (CSBG)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other Government Revenue	-	-	-	-	-	-
Private Revenue	-	-	-	-	-	-
Other Revenue	-	-	-	-	-	5,413,827
Donations	-	-	-	-	-	-
<b>Total Revenue</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 5,413,827</b>
<b>Expenditures</b>						
Salaries	663,775	569,700	369,405	520,570	942,700	3,066,150
Benefits	153,332	133,600	122,049	138,710	207,400	755,091
Travel	16,300	29,200	29,000	12,650	6,500	93,650
Space Cost	-	161,700	-	-	1,800	163,500
Supplies	20,700	50,000	8,700	8,700	78,400	166,500
Equipment	-	-	-	-	-	-
Consultant/Contract	119,400	227,500	7,500	7,700	297,000	659,100
Other Operating Costs	61,125	160,800	75,550	17,600	29,975	345,050
Program Costs	-	-	-	-	-	-
Depreciation	-	23,300	-	-	-	23,300
Indirect	-	-	-	-	-	-
<b>Total Expenditures</b>	<b>\$ 1,034,632</b>	<b>\$ 1,355,800</b>	<b>\$ 612,204</b>	<b>\$ 705,930</b>	<b>\$ 1,563,775</b>	<b>\$ 5,272,341</b>
<b>Gain/(Loss)</b>						<b>\$ 141,486</b>
<b>Benefit Rate</b>	23.1%	23.5%	33.0%	26.6%	22.0%	<b>24.6%</b>

**COMMUNITY ACTION PARTNERSHIP OF KERN  
ANNUAL BUDGET 2019/20  
INDIRECT FUND - FOUR YEAR HISTORY**

Line Items	FY 2016/17 Budget	FY 2017/18 Budget	FY 2018/19 Budget	FY 2019/20 Budget	% Change 2019/20 Budget to 2018/19 Budget
Revenue	\$ 4,626,905	\$ 4,827,346	\$ 5,059,589	\$ 5,413,827	7.0%
Expenditures					
Personnel Costs					
Salaries	2,400,911	2,614,903	2,820,260	3,066,150	8.7%
Benefits	576,218	605,877	674,091	755,091	12.0%
<i>Benefit Rate</i>	24.0%	23.2%	23.9%	24.6%	
Total Personnel Costs	\$ 2,977,129	\$ 3,220,780	\$ 3,494,351	\$ 3,821,241	9.4%
	70.0%	67.6%	71.3%	72.5%	
Operating Costs					
Travel	41,800	79,900	88,750	93,650	5.5%
Space Costs	123,000	190,700	187,900	186,800	-0.6%
Supplies	115,000	147,277	138,400	166,500	20.3%
Equipment	-	5,223	-	-	0.0%
Consultant/Contract	715,500	783,320	630,725	659,100	4.5%
Other Operating Costs	280,000	339,600	363,950	345,050	-5.2%
Total Operating Costs	\$ 1,275,300	\$ 1,546,020	\$ 1,409,725	\$ 1,451,100	2.9%
	30.0%	32.4%	28.7%	27.5%	
Total Expenditures	\$ 4,252,429	\$ 4,766,800	\$ 4,904,076	\$ 5,272,341	7.5%
Excess Indirect Revenue	\$ 374,476	\$ 60,546	\$ 155,513	\$ 141,486	-9.0%

RECAP - EXPENDITURES BY SUPPORT DIVISION	FY 2016/17 Budget	FY 2017/18 Budget	FY 2018/19 Budget	FY 2019/20 Budget	% Change 2019/20 Budget to 2018/19 Budget
Operations	\$ 1,461,898	\$ 1,526,000	\$ 1,394,366	\$ 1,355,800	-2.8%
Human Resources	985,536	1,151,500	1,223,465	1,034,632	-15.4%
Finance	971,946	1,049,800	1,046,900	1,563,775	49.4%
Community Development	456,804	525,400	704,410	705,930	0.2%
Executive	376,245	514,100	534,935	612,204	14.4%
TOTAL	\$ 4,252,429	\$ 4,766,800	\$ 4,904,076	\$ 5,272,341	7.5%



**COMMUNITY ACTION PARTNERSHIP OF KERN  
DISCRETIONARY AND FUND RAISING FUNDS  
FOR THE MONTH ENDED JANUARY 31, 2019**

	03/01/18- 11/30/18	01/01/19- 01/31/19	TOTAL
<b>BEGINNING BALANCE (NOTE 1)</b>	\$ 475,812.07	\$ -	<b>\$ 475,812.07</b>
<b>CASH RECEIPTS</b>			
2018 Awards Banquet Donations	71,974.47	-	71,974.47 a
2019 Awards Banquet Donations	-	2,500.00	2,500.00
Donations	2,158.43	2,830.00	4,988.43
Misc. Revenue	5,430.57	1,262.73	6,693.30
Interest Income/Union Administrative Fee	808.80	108.91	917.71
<b>TOTAL CASH RECEIPTS</b>	<b>80,372.27</b>	<b>6,701.64</b>	<b>87,073.91</b>
<b>CASH DISBURSEMENTS</b>			
Line of Credit Interest Expense	1,110.85	-	1,110.85
Line of Credit Unused Commitment Fee	2,229.72	-	2,229.72 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
Property Taxes - Campus Vacant Parcels	2,193.73	-	2,193.73
Miscellaneous Expenses	1,789.91	3,072.07	4,861.98
Indirect	3,117.51	-	3,117.51
<b>TOTAL CASH DISBURSEMENTS</b>	<b>38,090.58</b>	<b>3,072.07</b>	<b>41,162.65</b>
<b>CASH PROVIDED (USED)</b>	<b>42,281.69</b>	<b>3,629.57</b>	<b>45,911.26</b>
<b>ENDING BALANCE</b>	<b>\$ 518,093.76</b>		<b>\$ 521,723.33</b>
		Discretionary Cash	\$ 210,631.87
		Fund Raising Cash	312,160.99
			522,792.86
		Add: Prepaid	-
		Less: AP	(1,069.53)
			<b>\$ 521,723.33</b>

**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 12/31/18, 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 9/30/18 that the \$2 million line of credit 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: 02/13/19

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

**FEBRUARY 20, 2019**

**FINANCIAL REPORT**

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

PROGRAM (COMPONENT)	AMOUNT	CFDA #	GRANT NUMBER	PROGRAM YEAR	FUND#	FUNDING SOURCE
<b><u>UNRESTRICTED</u></b>						
GENERAL FUND			NOT APPLICABLE	03/01/18 - 02/28/19	501	NOT APPLICABLE
DISCRETIONARY FUND			NOT APPLICABLE	03/01/18 - 02/28/19	502	NOT APPLICABLE
FOOD BANK			NOT APPLICABLE	03/01/18 - 02/28/19	504	SHARED MAINTENANCE, MEMBERSHIP FEES, DONATIONS, ETC.
ENERGY			NOT APPLICABLE	03/01/18 - 02/28/19	524	NOT APPLICABLE
SHAFTER YOUTH CENTER			NOT APPLICABLE	03/01/18 - 02/28/19	527	DONATIONS, RENTAL INCOME
FRIENDSHIP HOUSE			NOT APPLICABLE	03/01/18 - 02/28/19	531	DONATIONS, RENTAL INCOME
211			NOT APPLICABLE	03/01/18 - 02/28/19	536	FEE FOR SERVICE
FUND RAISING			NOT APPLICABLE	03/01/18 - 02/28/19	595	DONATIONS
<b><u>RESTRICTED</u></b>						
EARLY HEAD START/HEAD START	12,234,628	93.600	09CH9142 - 05 - 00	03/01/18 - 02/28/19	108/109	U S DEPT OF HEALTH & HUMAN SERVICES
EARLY HEAD START CHILD CARE PARTNERSHIP	885,275	93.600	09HP0036 - 03	09/01/17 - 08/31/18	110	U S DEPT OF HEALTH & HUMAN SERVICES
EARLY HEAD START SAN JOAQUIN	2,564,103	93.600	09CH010071 - 04	02/01/18 - 01/31/19	117	U S DEPT OF HEALTH & HUMAN SERVICES
VITA	94,012	21.009	19VITAA0228	08/01/18 - 07/31/20	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 4,010,033	93.568	16B - 4012 17B - 3012 18B - 4012 19B - 5012	01/01/16 - 03/31/18 10/01/16 - 12/31/18 10/01/17 - 12/31/18 10/01/18 - 06/30/20	122-36 122-37 122-38 122-39	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF COMMUNITY SERVICES AND DEVELOPMENT
GENERAL CENTER CHILD CARE	274,183	93.575	CCTR - 7050	07/01/17 - 06/30/18	253	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF EDUCATION
GENERAL CENTER CHILD CARE	596,490	93.596	CCTR - 7050	07/01/17 - 06/30/18	253	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF EDUCATION
MIGRANT ALTERNATIVE PAYMENT	5,411,000	93.575	CWAP - 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
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 CAPACIT	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

**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
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
TRADE MITIGATION BONUS OFFERING	\$2,000 PER TRUCK LOAD			10/1/18 - 09/30/19	106	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
CSFP (COMMODITY SUPPLEMENTAL FOOD PROGRAM)	263,449	10.565	16 - 6017	10/01/18 - 09/30/19	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 - QJ	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 CAL FRESH 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
COORDINATED ENTRY SERVICES	105,000	14.267	N/A	10/1/2018-7/31/19	428-240	U S DEPT OF HOUSING & URBAN DEVELOPMENT - KERN BEHAVIORAL HEALTH 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	501,488		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		CMAAP - 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
CAL EITC FREE TAX PREPARATION ASSISTANCE GRANT	175,000		N/A	10/15/18 - 06/30/19	234	STATE OF CALIFORNIA, DEPT OF COMMUNITY SERVICES AND DEVELOPMENT
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
HOOD BANK CAPACITY PROGRAM	101,490		SCPT-19-0012	7/01/17 - 06/30/20	215	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES

**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
TAX CHECK - OFF (FOOD BANK)	9,784		15 MOU - 00118	07/01/17 - 06/30/18	216-000	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
STATE EMERGENCY FOOD ASSISTANCE (FOOD BANK)	242,296		N/A	07/01/17 - 06/30/18	216-087	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
DIFFERENTIAL RESPONSE SERVICES	209,094		N/A	07/01/17 - 06/30/18	280	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES, COUNTY OF KERN, SUPERINTENDENT OF SCHOOLS, CHILD AND FAMILY SERVICES AGENCY, NETWORK FOR CHILDREN
FIRST 5 KERN - HELPLINE 211	90,660		2015.2.5	07/01/17 - 06/30/18	288	STATE OF CALIFORNIA, FIRST 5 CALIFORNIA, COUNTY OF KERN, FIRST 5 KERN
FIRST 5 KERN EAST KERN FAMILY RESOURCE CENTER	134,418		2015.2.6	07/01/17 - 06/30/18	281	STATE OF CALIFORNIA, FIRST 5 CALIFORNIA, COUNTY OF KERN, FIRST 5 KERN
FIRST 5 KERN - HELP ME GROW	50,921		2017.2.01	07/01/17 - 06/30/18	284	STATE OF CALIFORNIA, FIRST 5 CALIFORNIA, COUNTY OF KERN, FIRST 5 KERN
REALIGNMENT FOR SUCCESS	138,906		236 - 2017	06/01/17 - 12/31/18	246	STATE OF CALIFORNIA, DEPT OF CORRECTIONS AND REHABILITATION, COUNTY OF KERN, COMMUNITY CORRECTIONS PARTNERSHIP
COUNTY OF KERN HELPLINE 211	44,738		105 - 2018	07/01/17 - 06/30/18	389	COUNTY OF KERN
GANG PREVENTION EDUCATION SERVICES	71,406		230 - 2017	07/01/17 - 06/30/18	335	COUNTY OF KERN, DEPT OF HUMAN SERVICES
READY KERN	1,098		N/A	06/26/17 - 06/30/18	366	COUNTY OF KERN, FIRE DEPT - OFFICE OF EMERGENCY SERVICES
READY KERN	1,126		N/A	7/1/18 - 6/30/19	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
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

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
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			
	<u>VITA (Volunteer Income Tax Assistance)</u>						
149	Internal Revenue Service - VITA				X		
234	Cal EITC Free Tax Assistance				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>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		
428-240	CES 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	166.11	5.85950%
09/28/18	\$ 615,000	\$ 615,000	2	308.74	6.01056%
10/31/18	\$ 785,000	\$ 785,000	1	132.07	6.05688%
11/30/18	\$ 425,000	\$ 425,000	2	215.93	6.09694%
12/31/18	n/a				
01/31/19	900,000	\$ 900,000	1		

Note 1: Line of Credit agreement was entered into with Wells Fargo Bank as of January 11, 2019 for \$2 million and will terminate on January 15, 2020.

Note 2: Interest expense is calculated at 3.75% above daily one month LIBOR.

Note 3: Line of credit was not required for the month of December 2018.

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 JANUARY 31, 2019	
PROGRAM (FUND)	CASH BALANCE
CHILD AND ADULT CARE FOOD PROGRAM	(276,581.76)
HEAD START/EARLY HEAD START	711,473.68
<b>SUBTOTAL</b>	<b>434,891.92</b>
CHILD DEVELOPMENT RESERVE No. 2	(155.12)
GENERAL CHILD CARE	706,893.37
MIGRANT A/P	99,913.05
MIGRANT CHILD CARE	8,050.34
MIGRANT SPECIALIZED SERVICES	25,082.21
STATE PRESCHOOL	1,486,659.07
<b>SUBTOTAL</b>	<b>2,326,442.92</b>
BAKERSFIELD CALIFORNIAN FOUNDATION	53.32
COMMODITY SUPPLEMENTAL FOOD PROGRAM	(66,658.60)
EF&S	(55,938.00)
EFAP	(65,540.52)
FOOD BANK	241,045.02
FOOD BANK - STATE	126,024.87
SOCAL GAS	9,175.00
WONDERFUL FOUNDATION	(286.44)
<b>SUBTOTAL</b>	<b>187,874.65</b>
ENERGY	(145,734.44)
DOE WAP	(169,315.17)
LIHEAP	(1,583,637.18)
LIWP SOLAR PV	(1,145.88)
LIWP SINGLE FAMILY	(2,910.70)
WATER TANK	(51.61)
TRANSFER NEGATIVE BALANCE	1,902,794.98
<b>SUBTOTAL</b>	<b>0.00</b>
CALIFORNIA ENDOWMENT	
CENTRAL VALLEY SMALL BUSINESS DEVELOPMENT	2,000.00
<b>SUBTOTAL</b>	<b>2,000.00</b>
211	(3,761.48)
211 HOSPITAL PREPAREDNESS	(9,875.09)
BANK OF THE WEST	38,474.43
CAL FRESH	(15,853.16)
CALEITC	(22,996.39)
COST POOLS	(441,211.86)
COUNTY OF KERN - 2-1-1	3,382.45
CSBG	(139,295.13)
DIFFERENTIAL RESPONSE	(28,628.49)
DIGNITY HEALTH	10,591.82
DISCRETIONARY FUND	200,959.90
ECONOMIC EMPOWERMENT	(13,228.32)
FIRST 5 KERN 211	(29,398.40)
FIRST 5 KERN EAST KERN FAMILY RESOURCE CENTER	(9,469.58)
FIRST 5 HELP ME GROW	(19,972.71)
FRIENDSHIP HOUSE	(52,806.16)
FUNDRAISING	312,160.99
GANG PREVENTION	(8,103.55)
GENERAL FUND	101,501.74
INDIRECT FUND	1,156,480.24
IRS - VITA	(6,898.08)
INFORMATION & EDUCATION	(88,571.95)
REALIGNMENT FOR SUCCESS	(7,262.27)
SHAFTER YOUTH CENTER	3,690.67
STARBUCKS FOUNDATION	26,782.55
UNITED WAY 211	37,657.62
WELLS FARGO FOUNDATION	1,831.15
WIC	(1,160,923.62)
LESS: ENERGY NEGATIVE BALANCE	(1,902,794.98)
ADD: LINE OF CREDIT	900,000.00
<b>SUBTOTAL</b>	<b>(1,167,537.66)</b>
<b>TOTAL OPERATING CASH</b>	<b>1,783,671.83</b>

## **COMMUNITY ACTION PARTNERSHIP OF KERN (CAPK)**

### **WELLS FARGO BANK ACCOUNTS**

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

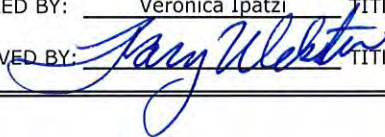
Note: All CAPK bank accounts are with Wells Fargo Bank.

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

BANK RECONCILIATION FOR THE MONTH ENDED  
January 31, 2019

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

OPERATING ACCOUNT  
ACCOUNT NO: XXXXX-X2976

<b>BANK BALANCE AT</b>	<b>01/31/19</b>		2,554,007.09
LESS: OUTSTANDING CHECKS		770,335.24	
UNRECONCILED DIFFERENCE		0.02	
<b>ADJUSTED BANK BALANCE AT</b>	<b>01/31/19</b>		1,783,671.83
<b>GENERAL LEDGER BALANCE AT</b>	<b>12/31/18</b>		1,096,902.92
ADD: DEPOSITS		3,372,683.97	
ACH DEPOSITS		-	
ADP EFT DEPOSIT		2.73	
US TREAS DRAWDOWNS		3,075,879.68	
TRSFY FROM DOE GRANT		-	
TRSFY LINE OF CREDIT		900,000.00	
To Record Unreconciled Difference in General Cash - JV-019149		54.29	
FUNDS FROM OTHER GRANTS		5,626.82	
LESS: CHECKS ISSUED (CURRENT MONTH)		2,563,353.74	
ADP PAYROLL 1/04/19		1,277,610.84	
ADP PAYROLL 1/18/19		1,305,472.17	
ADP PAYROLL 2/1/19 - WITHDRAWN FROM BANK ON 1/31/2019		1,316,148.40	
EFTS FOR HRA/HSA/ STD/403B		172,583.49	
TO REIMBURSE INTERFUNDS FOR S/C CHGS (JUL-NOV 2018)		-	
REC LOAN PRINCIPAL/INT EXPENSES		31,806.02	
REPAY LINE OF CREDIT		-	
TRSFY VAC ACCR FOR HS/EHS		-	
CLIENT ANALYSIS SERVICE CHARGE		503.90	
UNRECONCILED DIFFERENCE		0.02	
<b>GENERAL LEDGER BALANCE AT</b>	<b>01/31/19</b>		1,783,671.83
DIFFERENCE:			-
PREPARED BY: <u>Veronica Ipatzi</u>	TITLE: <u>Staff Accountant</u>	DATE: <u>02/14/2019</u>	
APPROVED BY: 	TITLE: <u>Chief Financial Officer</u>	DATE: <u>02/14/2019</u>	

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

BANK RECONCILIATION FOR MONTH ENDING  
**January 31, 2019**

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

ACCOUNT NO.: XXXXX-X6256

<b>BANK BALANCE ENDING:</b>	<b>01/31/19</b>	<b>535,665.95</b>
DEPOSITS IN TRANSIT	0.00	
OUTSTANDING CHECKS	0.00	
OTHER	0.00	
<b>ADJUSTED BANK BALANCE:</b>	<b>01/31/19</b>	<b>535,665.95</b>

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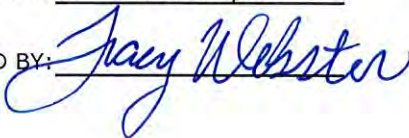
<b>BALANCE PER G/L</b>	<b>12/31/18</b>	<b>535,555.41</b>
ADD:		
DEPOSITS	0.00	
INTEREST	110.54	
ROUNDING ERROR		
BANK ACCOUNT TRANSFER FROM GENERAL FUND	0.00	
LESS:		
CHECKS	0.00	
CLIENT ANALYSIS SERVICE CHARGE	0.00	
BANK ACCOUNT TRANSFER TO GENERAL FUND		
<b>BALANCE PER G/L</b>	<b>01/31/19</b>	<b>535,665.95</b>

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DIFFERENCE: 0.00

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

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PREPARED BY: <u>Veronica Ipatzi</u>	TITLE: <u>Staff Accountant</u>	DATE: <u>02/15/19</u>
APPROVED BY: 	TITLE: <u>Chief Financial Officer</u>	DATE: <u>02/15/19</u>

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

5005 BUSINESS PARK NORTH  
BAKERSFIELD, CA 93309-1651

**BANK RECONCILIATION FOR MONTH ENDING  
January 31, 2019**

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

ACCOUNT NO.: XXXXX-X1095

**BANK BALANCE ENDING: 01/31/19 593,127.31**

DEPOSITS IN TRANSIT 0.00

OUTSTANDING CHECKS 0.00

OTHER 0.00

**ADJUSTED BANK BALANCE: 01/31/19 593,127.31**

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**BALANCE PER G/L 12/31/18 593,142.37**

ADD: DEPOSITS 0.00

INTEREST 90.67

BANK ACCOUNT TRANSFER FROM GENERAL FUND 0.00

LESS: CHECKS 0.00

CLIENT ANALYSIS SERVICE CHARGE 105.73

BANK ACCOUNT TRANSFER TO GENERAL FUND 0.00

**BALANCE PER G/L 01/31/19 593,127.31**

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

DIFFERENCE: 0.00

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

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PREPARED BY: 

TITLE: Controller

DATE: 02/12/19

APPROVED BY: 

TITLE: Chief Financial Officer

DATE: 02/12/19



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

BANK RECONCILIATION FOR MONTH ENDING  
**January 31, 2019**

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

ACCOUNT NO.: XXXXX-X1921

<b>BANK BALANCE ENDING:</b>	<b>01/31/19</b>	<b>11,934.01</b>
DEPOSITS IN TRANSIT		0.00
OUTSTANDING CHECKS		0.00
OTHER		0.00
<b>ADJUSTED BANK BALANCE:</b>	<b>01/31/19</b>	<b>11,934.01</b>

<b>BALANCE PER GENERAL LEDGER</b>	<b>12/31/18</b>	<b>11,805.88</b>
ADD:		
DEPOSITS (Credit Card Donations & Shared Fee)		0.00
ONLINE DONATIONS		51.50
PAYPAL DEPOSIT		117.90
INTEREST		1.81
LESS:		
APPLIED MERCHANT DEBITS		0.30
CLIENT ANALYSIS SERVICE CHARGE		30.33
BANKCARD FEES		12.45
CASH CONCENTRATION FEE		0.00
FUND TRANSFER TO GENERAL FUND		0.00
		0.00
<b>BALANCE PER GENERAL LEDGER:</b>	<b>01/31/19</b>	<b>11,934.01</b>

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

Difference: 0.00

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

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

PREPARED BY: 

TITLE: Controller

DATE: 02/12/19

APPROVED BY: 

TITLE: Chief Financial Officer

DATE: 02/12/19

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

BANK RECONCILIATION FOR MONTH ENDING  
**January 31, 2019**

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

ACCOUNT NO.: XXXXX-X2049

<b>BANK BALANCE ENDING:</b>	<b>01/31/19</b>	<b>160.33</b>
DEPOSITS IN TRANSIT		0.00
OUTSTANDING CHECKS		0.00
OTHER		0.00
<b>ADJUSTED BANK BALANCE:</b>	<b>01/31/19</b>	<b>160.33</b>

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<b>BALANCE PER G/L</b>	<b>12/31/18</b>	<b>215.81</b>
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ADD:	DEPOSITS	
	INTEREST	0.02
	BANK ACCOUNT TRANSFER FROM GENERAL FUND	0.00
LESS:	CHECKS	0.00
	CLIENT ANALYSIS SERVICE CHARGE	55.50
	BANK ACCOUNT TRANSFER TO GENERAL FUND	

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<b>BALANCE PER G/L</b>	<b>01/31/19</b>	<b>160.33</b>
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DIFFERENCE: 0.00

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PREPARED BY:  TITLE: Controller DATE: 02/14/19

APPROVED BY:  TITLE: Chief Financial Officer DATE: 02/14/19



**COMMUNITY ACTION PARTNERSHIP OF KERN  
BANK OF AMERICA MASTERCARD SUMMARY  
STATEMENTS DATED DECEMBER 22, 2018 - JANUARY 21, 2019**

Cardholder	Position	Amount Charged
Gloria Barbero	Administrator - EHS San Joaquin	\$ 240.00
Yolanda Gonzales	Director of Head Start/State Child Development Programs	6,364.75
Emily Gonzalez Demont	Assistant Director - Grants Management	307.81
Ralph Martinez	Director of Community Development	601.24
Raymond Quan	Director of Human Resources	-
Pritika Ram	Director of Administration	532.01
Carmen Segovia	Director of Health & Nutrition Services	3,964.92
Jeremy Tobias	Chief Executive Officer	1,596.51
Emilio Wagner	Director of Operations	4,168.88
	Total	\$ 17,776.12



GLORIA BARBERO

Platinum Plus® for Business

December 22, 2018 - January 21, 2019

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 ..... \$240.00

**Minimum Payment Due ..... \$10.00**

**Payment Due Date ..... 02/17/19**

**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 ..... \$432.59

Payments and Other Credits ..... -\$442.59

Balance Transfer Activity ..... \$0.00

Cash Advance Activity ..... \$0.00

Purchases and Other Charges ..... \$250.00

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

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

New Balance Total ..... \$240.00

Credit Limit ..... \$5,000

Credit Available ..... \$4,760.00

Statement Closing Date ..... 01/21/19

Days in Billing Cycle ..... 31

**Transactions**

Posting Date	Transaction Date	Description	Reference Number	Amount
<b>Payments and Other Credits</b>				
12/24	12/23	RBT OUTBACK 0526 EasySavings NY	05587458357000000309863	- 10.00
01/17	01/17	CA Banking Center payment	01706005750004745754380	- 432.59
<b>TOTAL PAYMENTS AND OTHER CREDITS FOR THIS PERIOD</b>				<b>- \$442.59</b>
<b>Purchases and Other Charges</b>				
12/24	12/21	OUTBACK 0526 STOCKTON CA	55432868356200486262080	250.00
<b>TOTAL PURCHASES AND OTHER CHARGES FOR THIS PERIOD</b>				<b>\$250.00</b>

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 93309-1651

Account Number:  
December 22, 2018 - January 21, 2019

New Balance Total ..... \$240.00

**Minimum Payment Due ..... \$10.00**

**Payment Due Date ..... 02/17/19**

**Enter payment amount**

\$

For change of address/phone number, see reverse side.

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**BUSINESS CARD,**  
or make your payment online at  
www.bankofamerica.com



## Transactions

Posting Date	Transaction Date	Description	Reference Number	Amount
01/11	01/10	HISTORIC MISSION INN RIVERSIDE CA Arr: 02/03/19 Dep: 01/10/19 Inv: 29844350	55436879010640103470601	208.28
01/11	01/10	HISTORIC MISSION INN RIVERSIDE CA Arr: 02/03/19 Dep: 01/10/19 Inv: 29844351	55436879010640103470627	208.28
01/11	01/10	HISTORIC MISSION INN RIVERSIDE CA Arr: 02/05/19 Dep: 01/10/19 Inv: 29844355	55436879010640103470650	208.28
01/11	01/10	HISTORIC MISSION INN RIVERSIDE CA Arr: 02/05/19 Dep: 01/10/19 Inv: 29844356	55436879010640103470676	208.28
01/11	01/10	HISTORIC MISSION INN RIVERSIDE CA Arr: 02/05/19 Dep: 01/10/19 Inv: 29844357	55436879010640103470700	208.28
01/11	01/10	HISTORIC MISSION INN RIVERSIDE CA Arr: 02/05/19 Dep: 01/10/19 Inv: 29844359	55436879010640103470734	208.28
01/11	01/10	HISTORIC MISSION INN RIVERSIDE CA Arr: 02/05/19 Dep: 01/10/19 Inv: 29844360	55436879010640103470742	208.28
01/14	01/10	OFFICE DEPOT #952 BAKERSFIELD CA	0543684901110060900618	771.20
01/16	01/15	HISTORIC MISSION INN RIVERSIDE CA Arr: 02/03/19 Dep: 01/15/19 Inv: 29844351	55436879015640153670741	833.12
01/18	01/16	JORONCO RENTALS INC BAKERSFIELD CA	85138509017900872200017	112.25
01/21	01/18	HISTORIC MISSION INN RIVERSIDE CA Arr: 02/05/19 Dep: 01/18/19 Inv: 29844360	55436879018640183673159	416.56
01/21	01/18	HISTORIC MISSION INN RIVERSIDE CA Arr: 02/05/19 Dep: 01/18/19 Inv: 29844354	55436879018640183673167	624.84
01/21	01/18	HISTORIC MISSION INN RIVERSIDE CA Arr: 02/05/19 Dep: 01/18/19 Inv: 29844357	55436879018640183673175	416.56
01/21	01/18	HISTORIC MISSION INN RIVERSIDE CA Arr: 02/05/19 Dep: 01/18/19 Inv: 29844359	55436879018640183673191	416.56
01/21	01/18	HISTORIC MISSION INN RIVERSIDE CA Arr: 02/05/19 Dep: 01/18/19 Inv: 29844356	55436879018640183673209	416.56
01/21	01/18	HISTORIC MISSION INN RIVERSIDE CA Arr: 02/05/19 Dep: 01/18/19 Inv: 29844355	55436879018640183673225	416.56
<b>TOTAL PURCHASES AND OTHER CHARGES FOR THIS PERIOD</b>				<b>\$6,364.75</b>

## Finance Charge Calculation

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

	Annual Percentage Rate	Balance Subject to Interest Rate	Finance Charges by Transaction Type
PURCHASES	13.99%	\$0.00	\$0.00
CASH	26.49% V	\$0.00	\$0.00

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



EMILY GONZALEZ DEMONT

Platinum Plus® for Business

December 22, 2018 - January 21, 2019

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 ..... \$307.81

**Minimum Payment Due ..... \$10.00**

**Payment Due Date ..... 02/17/19**

**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 ..... -\$170.37

Payments and Other Credits ..... \$0.00

Balance Transfer Activity ..... \$0.00

Cash Advance Activity ..... \$0.00

Purchases and Other Charges ..... \$478.18

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

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

New Balance Total ..... \$307.81

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

Credit Available ..... \$9,692.19

Statement Closing Date ..... 01/21/19

Days in Billing Cycle ..... 31

**Transactions**

Posting Date	Transaction Date	Description	Reference Number	Amount
01/10	01/08	<b>Purchases and Other Charges</b>		
		AMERICAN 00172764250116 BELLEVUE WA	55417349009870093443140	298.20
		MEADE/JERRY EUG		
		00172764250116		
		Departure Date: 02/11/19 Airport Code: BFL		
		AA N PHX		
		Departure Date: 02/13/19 Airport Code: PHX		
		AA N BFL		

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 93309-1651

Account Number:  
December 22, 2018 - January 21, 2019

New Balance Total ..... \$307.81

**Minimum Payment Due ..... \$10.00**

**Payment Due Date ..... 02/17/19**

**Enter payment amount**

\$

For change of address/phone number, see reverse side.

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



RALPH MARTINEZ

Platinum Plus® for Business

December 22, 2018 - January 21, 2019

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 ..... \$601.24

**Minimum Payment Due ..... \$10.00****Payment Due Date ..... 02/17/19****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 ..... \$1,805.67

Payments and Other Credits ..... -\$1,832.23

Balance Transfer Activity ..... \$0.00

Cash Advance Activity ..... \$0.00

Purchases and Other Charges ..... \$602.80

**Fees Charged ..... \$25.00****Finance Charge ..... \$0.00**

New Balance Total ..... \$601.24

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

Credit Available ..... \$9,398.76

Statement Closing Date ..... 01/21/19

Days in Billing Cycle ..... 31

**Transactions**

Posting Date	Transaction Date	Description	Reference Number	Amount
<b>Payments and Other Credits</b>				
12/24	12/21	THE HOME DEPOT #1050 BAKERSFIELD CA	55541868356010179332092	- 14.79
12/24	12/21	THE HOME DEPOT #1050 BAKERSFIELD CA	55541868356010179332167	- 11.77
01/17	01/17	CA Banking Center payment	01706005760027745901279	- 1,805.67
<b>TOTAL PAYMENTS AND OTHER CREDITS FOR THIS PERIOD</b>				<b>- \$1,832.23</b>
<b>Purchases and Other Charges</b>				
01/02	01/01	STAYCLASSYP STAYCLASSY 6199611892 CA	55429509001894343866929	69.00
01/07	01/04	HOTELS.COM154659643431 HOTELS.COM WA	55432869004200171592571	297.20

BUSINESS CARD  
PO BOX 15796  
WILMINGTON, DE 19886-5796RALPH MARTINEZ  
COMM ACTION PRTRSH KERN  
COMM ACTION PRTRSH KERN  
5005 BUSINESS PARK N  
BAKERSFIELD, CA 93309-1651Account Number:  
December 22, 2018 - January 21, 2019

New Balance Total ..... \$601.24

**Minimum Payment Due ..... \$10.00****Payment Due Date ..... 02/17/19****Enter payment amount**\$ 

For change of address/phone number, see reverse side.

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www.bankofamerica.com

## Transactions

<i>Posting Date</i>	<i>Transaction Date</i>	<i>Description</i>	<i>Reference Number</i>	<i>Amount</i>
01/14	01/10	LAFAYETTE HOTEL SWIM C SAN DIEGO CA Arr: 01/08/19 Dep: 01/10/19 Inv: 00304304	75587469011900016660126	236.60
		<b>TOTAL PURCHASES AND OTHER CHARGES FOR THIS PERIOD</b>		<b>\$602.80</b>
		<b>Fees Charged</b>		
01/02	01/01	ANNUAL MEMBERSHIP FEE		25.00
		<b>TOTAL FEES FOR THIS PERIOD</b>		<b>\$25.00</b>

## Finance Charge Calculation

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

	<b>Annual Percentage Rate</b>	<b>Balance Subject to Interest Rate</b>	<b>Finance Charges by Transaction Type</b>
PURCHASES	13.99%	\$0.00	\$0.00
CASH	26.49% V	\$0.00	\$0.00

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



RAYMOND T QUAN

Platinum Plus® for Business

December 22, 2018 - January 21, 2019

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 ..... 02/17/19**

**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 ..... \$205.97  
Payments and Other Credits ..... -\$205.97  
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 ..... 01/21/19  
Days in Billing Cycle ..... 31

### Transactions

Posting Date	Transaction Date	Description	Reference Number	Amount
		<b>Payments and Other Credits</b>		
01/17	01/17	CA Banking Center payment	01706005750016745825705	- 205.97
		<b>TOTAL PAYMENTS AND OTHER CREDITS FOR THIS PERIOD</b>		<b>-\$205.97</b>

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 93309-1651

Account Number:  
December 22, 2018 - January 21, 2019

New Balance Total ..... \$0.00  
**Minimum Payment Due ..... \$0.00**  
**Payment Due Date ..... 02/17/19**

Enter payment amount

\$

For change of address/phone number, see reverse side.

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or make your payment online at  
www.bankofamerica.com





PRITIKA RAM

Platinum Plus® for Business

December 22, 2018 - January 21, 2019

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 ..... \$532.01  
**Minimum Payment Due ..... \$10.00**  
**Payment Due Date ..... 02/17/19**

**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 ..... \$1,283.40  
Payments and Other Credits ..... -\$1,283.40  
Balance Transfer Activity ..... \$0.00  
Cash Advance Activity ..... \$0.00  
Purchases and Other Charges ..... \$532.01  
**Fees Charged ..... \$0.00**  
**Finance Charge ..... \$0.00**  
New Balance Total ..... \$532.01

Credit Limit ..... \$10,000  
Credit Available ..... \$9,467.99  
Statement Closing Date ..... 01/21/19  
Days in Billing Cycle ..... 31

### Transactions

Posting Date	Transaction Date	Description	Reference Number	Amount
<b>Payments and Other Credits</b>				
01/17	01/17	CA Banking Center payment	01706005750004745420388	- 1,283.40
		<b>TOTAL PAYMENTS AND OTHER CREDITS FOR THIS PERIOD</b>		<b>-\$1,283.40</b>
<b>Purchases and Other Charges</b>				
12/28	12/27	SKILLPATH / NATIONAL 9133623900 KS	85326818361900013710972	199.00
12/31	12/27	ENTERPRISE CAR TOLLS 877-8601258 NY	85187388362900016265991	11.95
01/07	01/04	VARNER BROS INC 661-3992944 CA	55436879005160053566024	321.06
		<b>TOTAL PURCHASES AND OTHER CHARGES FOR THIS PERIOD</b>		<b>\$532.01</b>

BUSINESS CARD  
PO BOX 15796  
WILMINGTON, DE 19886-5796

PRITIKA RAM  
COMM ACTION PRTRNRSH KERN  
COMM ACTION PRTRNRSH KERN  
5005 BUSINESS PARK N  
BAKERSFIELD, CA 93309-1651

Account Number:  
December 22, 2018 - January 21, 2019

New Balance Total ..... \$532.01  
**Minimum Payment Due ..... \$10.00**  
**Payment Due Date ..... 02/17/19**

Enter payment amount

\$

For change of address/phone number, see reverse side.

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or make your payment online at  
www.bankofamerica.com



CARMEN SEGOVIA

Platinum Plus® for Business

December 22, 2018 - January 21, 2019

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 ..... \$3,964.92

**Minimum Payment Due ..... \$39.65**

**Payment Due Date ..... 02/17/19**

**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 ..... \$2,689.01

Payments and Other Credits ..... -\$2,704.58

Balance Transfer Activity ..... \$0.00

Cash Advance Activity ..... \$0.00

Purchases and Other Charges ..... \$3,980.49

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

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

New Balance Total ..... \$3,964.92

Credit Limit ..... \$20,000

Credit Available ..... \$16,035.08

Statement Closing Date ..... 01/21/19

Days in Billing Cycle ..... 31

**Transactions**

Posting Date	Transaction Date	Description	Reference Number	Amount
<b>Payments and Other Credits</b>				
12/24	12/23	RBT FAMOUS DAVE'S EasySavings NY	05587458357000000310093	- 15.57
01/17	01/17	CA Banking Center payment	01706005750016745677486	- 2,689.01
<b>TOTAL PAYMENTS AND OTHER CREDITS FOR THIS PERIOD</b>				<b>-\$2,704.58</b>
<b>Purchases and Other Charges</b>				
12/24	12/21	FAMOUS DAVE'S BAKERSFIELD CA	05436848356500208979272	389.46
01/04	01/03	LASSENS NATURAL FOODS- BAKERSFIELD CA	55500369004837000261346	39.13
01/07	01/04	SAMS CLUB #4819 BAKERSFIELD CA	05436849005400038904454	45.00

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 93309-1651

Account Number:  
December 22, 2018 - January 21, 2019

New Balance Total ..... \$3,964.92

**Minimum Payment Due ..... \$39.65**

**Payment Due Date ..... 02/17/19**

**Enter payment amount**

\$

For change of address/phone number, see reverse side.

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

## Transactions

Posting Date	Transaction Date	Description	Reference Number	Amount
01/08	01/07	AMZN MKTP US*MB0UO4ND0 AMZN.COM/BILLWA	55310209007083315865035	138.94
01/08	01/07	PAYPAL *CALIFORNIAB 4029357733 CA	55429509007894570575775	325.00
01/11	01/10	WPY*NATIONAL CSFP ASS 855-4693729 CA	75418239010066450401311	225.00
01/11	01/11	SIX FLAGS MAGIC MOUNTA 6612554100 CA	55310209011004281102207	309.95
01/14	01/12	ABBOTT LABORATORIES 800-258-7677 OH	55432869012200837255084	269.99
01/15	01/14	DELTA BY MARRIOTT GARDEN GROVE CA	55432869015200375427571	281.26
		Arr: 01/14/19 Dep: 01/14/19 Inv: 114891		
01/16	01/15	AMZN MKTP US*MB8ZF3ZH2 AMZN.COM/BILLWA	55310209015083710944591	508.68
01/18	01/17	DIRECT RESULTS MEDIA L 760-3734812 CA	55436879018170181173929	287.50
01/21	01/07	LA QUINTA INNS 0914 SACRAMENTO CA	55432869018200084597307	204.70
		Arr: 01/15/19 Dep: 01/07/19 Inv: 468687		
01/21	01/18	LOWES #00790* BAKERSFIELD CA	55432869018200121393496	99.67
01/21	01/18	LA QUINTA INN SUITES BAKERSFIELD CA	55432869019200257835822	370.33
		Arr: 01/14/19 Dep: 01/18/19 Inv: 201672		
01/21	01/18	VIOC GN0163 BAKERSFIELD CA	55457029019837000018239	95.91
01/21	01/18	VIOC GN0163 BAKERSFIELD CA	55457029019837000018346	146.05
01/21	01/18	SOUTHWES 5262429442021 800-435-9792 TX	55432869019200335556325	121.96
		KIRKLAND/LINDA MARIE		
		5262429442021		
		Departure Date: 02/20/19 Airport Code: BUR		
		VN J SMF		
		Departure Date: 02/21/19 Airport Code: SMF		
		VN J BUR		
01/21	01/18	SOUTHWES 5262429438923 800-435-9792 TX	55432869019200335556333	121.96
		HUGHES/WHITNEY		
		5262429438923		
		Departure Date: 02/20/19 Airport Code: BUR		
		VN J SMF		
		Departure Date: 02/21/19 Airport Code: SMF		
		VN J BUR		
		<b>TOTAL PURCHASES AND OTHER CHARGES FOR THIS PERIOD</b>		<b>\$3,980.49</b>

## Finance Charge Calculation

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

	Annual Percentage Rate	Balance Subject to Interest Rate	Finance Charges by Transaction Type
PURCHASES	13.99%	\$0.00	\$0.00
CASH	26.49% V	\$0.00	\$0.00

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



JEREMY T TOBIAS

Platinum Plus® for Business

December 22, 2018 - January 21, 2019

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 ..... \$1,596.51

**Minimum Payment Due ..... \$15.97**

**Payment Due Date ..... 02/17/19**

**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 ..... \$1,604.14

Payments and Other Credits ..... **-\$1,604.14**

Balance Transfer Activity ..... \$0.00

Cash Advance Activity ..... \$0.00

Purchases and Other Charges ..... \$1,571.51

**Fees Charged ..... \$25.00**

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

New Balance Total ..... \$1,596.51

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

Credit Available ..... \$8,403.49

Statement Closing Date ..... 01/21/19

Days in Billing Cycle ..... 31

**Transactions**

Posting Date	Transaction Date	Description	Reference Number	Amount
<b>Payments and Other Credits</b>				
01/17	01/17	CA Banking Center payment	01706005760040757006150	- 1,604.14
		<b>TOTAL PAYMENTS AND OTHER CREDITS FOR THIS PERIOD</b>		<b>-\$1,604.14</b>
<b>Purchases and Other Charges</b>				
12/24	12/21	ABM UNION STATION WEST LOS ANGELES CA	75265868357624903520938	16.00
01/07	01/03	KERN EDC BAKERSFIELD CA	5520739900400003030027	1,000.00
01/21	01/19	WESTIN NEW ORLEANS NEW ORLEANS LA	55436879020730206363841	555.51

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 93309-1651

Account Number:  
December 22, 2018 - January 21, 2019

New Balance Total ..... \$1,596.51

**Minimum Payment Due ..... \$15.97**

**Payment Due Date ..... 02/17/19**

**Enter payment amount**

\$

For change of address/phone number, see reverse side.

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

## Transactions

Posting Date	Transaction Date	Description	Reference Number	Amount
		Arr: 01/15/19 Dep: 01/19/19 Inv: 6710120032		
		<b>TOTAL PURCHASES AND OTHER CHARGES FOR THIS PERIOD</b>		<b>\$1,571.51</b>
		<b>Fees Charged</b>		
01/02	01/01	ANNUAL MEMBERSHIP FEE		25.00
		<b>TOTAL FEES FOR THIS PERIOD</b>		<b>\$25.00</b>

## Finance Charge Calculation

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

	Annual Percentage Rate	Balance Subject to Interest Rate	Finance Charges by Transaction Type
PURCHASES	13.99%	\$0.00	\$0.00
CASH	21.49% V	\$0.00	\$0.00

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



EMILIO WAGNER

Platinum Plus® for Business

December 22, 2018 - January 21, 2019

Cardholder Statement

**Account Information:**

www.bankofamerica.com

**Mail Billing Inquiries to:**

BANK OF AMERICA  
PO BOX 982238  
EL PASO, TX 79998-2238

**Mail Payments to:**

BUSINESS CARD  
PO BOX 15796  
WILMINGTON, DE 19886-5796

**Customer Service:**

1.800.673.1044, 24 Hours

**TTY Hearing Impaired:**

1.888.500.6267, 24 Hours

**Outside the U.S.:**

1.509.353.6656, 24 Hours

**For Lost or Stolen Card:**

1.800.673.1044, 24 Hours

**Business Offers:**

www.bankofamerica.com/mybusinesscenter

**Payment Information**

New Balance Total ..... \$4,168.88

**Minimum Payment Due ..... \$41.69**

**Payment Due Date ..... 02/17/19**

**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 ..... \$6,845.33

Payments and Other Credits ..... **-\$6,845.33**

Balance Transfer Activity ..... \$0.00

Cash Advance Activity ..... \$0.00

Purchases and Other Charges ..... \$4,168.88

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

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

New Balance Total ..... \$4,168.88

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

Credit Available ..... \$5,831.12

Statement Closing Date ..... 01/21/19

Days in Billing Cycle ..... 31

**Transactions**

Posting Date	Transaction Date	Description	Reference Number	Amount
		<b>Payments and Other Credits</b>		
01/17	01/17	CA Banking Center payment	01706005760027746977385	- 6,845.33
		<b>TOTAL PAYMENTS AND OTHER CREDITS FOR THIS PERIOD</b>		<b>-\$6,845.33</b>
		<b>Purchases and Other Charges</b>		
12/24	12/21	PAYPAL *NPSOLUTIONS 4029357733 CA	55429508355894001756770	75.00
12/24	12/22	THE FIREHOUSE - CALLOW BAKERSFIELD CA	05259588357000525821377	1,473.47
01/07	01/04	STOCKTON RECORD ADVERT 209-943-6397 CA	75265869006707901615157	474.60
01/14	01/12	ONESTEPGPSCOM 18182548150 CA	55429509012713979727089	209.25

Account Number:

December 22, 2018 - January 21, 2019

New Balance Total ..... \$4,168.88

**Minimum Payment Due ..... \$41.69**

**Payment Due Date ..... 02/17/19**

BUSINESS CARD  
PO BOX 15796  
WILMINGTON, DE 19886-5796

EMILIO WAGNER  
COMM ACTION PRTRNSH KERN  
COMM ACTION PRTRNSH KERN  
5005 BUSINESS PARK N  
BAKERSFIELD, CA 93309-1651

**Enter payment amount**

\$

For change of address/phone number, see reverse side.

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

## Transactions

Posting Date	Transaction Date	Description	Reference Number	Amount
01/15	01/14	AATRIX SOFTWARE 7017466814 ND	55480779015286039390752	670.63
01/21	01/18	UNITED 01624345151144 800-932-2732 TX WAGNER/EMILIOGABRIEL 01624345151144 Departure Date: 03/12/19 Airport Code: BFL UA GA SFO Departure Date: 03/12/19 Airport Code: SFO UA GA PDX Departure Date: 03/15/19 Airport Code: PDX UA LA SFO Departure Date: 03/15/19 Airport Code: SFO UA LA BFL	55432869019200296649655	248.60
01/21	01/20	MINDBODY, INC 805-4762700 CA	85454919020900018525063	445.40
01/21	01/17	HOMEWOOD STES BY HILTO SACRAMENTO CA Arr: 01/17/19 Dep: 01/17/19 Inv: 267901	55310209018036002679017	272.93
01/21	01/18	NTEN NONPROFIT TECH 503-2728800 OR	75418239018066855578814	299.00
<b>TOTAL PURCHASES AND OTHER CHARGES FOR THIS PERIOD</b>				<b>\$4,168.88</b>

## Finance Charge Calculation

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

	Annual Percentage Rate	Balance Subject to Interest Rate	Finance Charges by Transaction Type
PURCHASES	13.99%	\$0.00	\$0.00
CASH	26.49% V	\$0.00	\$0.00

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

**COMMUNITY ACTION PARTNERSHIP OF KERN**  
**CENTRAL KITCHEN - BUDGET TO ACTUAL**  
**FOR THE PERIOD MARCH 1, 2018 TO FEBRUARY 28, 2019 (11 OF 12 MONTHS OR 91.67%)**

Line Item	2018/19 Budget	3/1/18 - 1/31/19 Actual	% Expended	Available Budget
USDA Revenue (Note A)	1,265,857	1,495,172	118.1%	(229,315)
Head Start Subsidy	<u>1,151,461</u>	<u>798,099</u>	69.3%	<u>353,362</u>
Total Revenue	<u>2,417,318</u>	<u>2,293,271</u>	94.9%	<u>124,047</u>
Expenditures (Note B)				
Salaries	557,792	575,033	103.1%	(17,241)
Benefits	167,338	191,581	114.5%	(24,243)
Vehicle Gasoline, Repair/Maintenance	70,000	49,687	71.0%	20,313
Space Costs	101,200	107,785	106.5%	(6,585)
Supplies - Office & Food Service	114,900	134,034	116.7%	(19,134)
Equipment Purchase		7,271		(7,271)
Equipment Repair/Maintenance	6,000	7,468	124.5%	(1,468)
Communication	13,000	9,110	70.1%	3,890
Risk Insurance	12,700	9,691	76.3%	3,009
Printing	1,700	744	43.8%	956
Hiring & Employee Costs	1,800	213	11.8%	1,587
First Aid	2,600	489	18.8%	2,112
Home Base Socializations	9,568	-	0.0%	9,568
Raw Food/Vended Meals	<u>763,418</u>	<u>894,085</u>	117.1%	<u>(130,667)</u>
Sub Total	1,822,016	1,987,190	109.1%	(165,174)
Adult Meals Prepared	188,000	168,386	89.6%	19,614
Indirect	<u>219,302</u>	<u>137,695</u>	62.8%	<u>81,607</u>
Total Expenditures	<u>2,229,318</u>	<u>2,293,271</u>	102.9%	<u>(63,953)</u>

	Prior Period	January	Cum
Total Meals Prepared and Vended (Note C)	741,867	89,864	831,731
Total Meals Claimed	<u>565,456</u>	<u>65,655</u>	<u>631,111</u>
Difference	176,411	24,209	200,620

Percentage Claimed to Prepared/Vended	76.2%	73.1%	75.9%
---------------------------------------	-------	-------	-------

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 (6 OF 12 MONTHS = 50.0%)**

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	\$ 383,575	\$ 503,590	\$ 555,543	\$ 555,506	\$ 543,335	\$ 550,203	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,091,752		
Addl. Family Fees	<u>7,417</u>	<u>10,702</u>	<u>11,206</u>	<u>8,219</u>	<u>9,575</u>	<u>10,000</u>	-	-	-	-	-	-	<u>57,119</u>		
Net Provider Payments	\$ 390,992	\$ 514,292	\$ 566,749	\$ 563,725	\$ 552,910	\$ 560,203	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,148,871	84.85%	
Maximum Reimbursable Amount (MRA) for Provider Payments													<b>6,977,689</b>		<b>45.13%</b>
Administration & Support Services Revenue															
Provider Payments	\$ 390,992	\$ 514,292	\$ 566,749	\$ 563,725	\$ 552,910	\$ 560,203	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,148,871		
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>\$ 82,938</u>	<u>\$ 109,092</u>	<u>\$ 120,219</u>	<u>\$ 119,578</u>	<u>\$ 117,284</u>	<u>\$ 118,831</u>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	<u>\$ 667,942</u>		
Program Administration/Support Services Costs															
Indirect (10% x MTDC) Costs	46,567	88,735	61,862	69,199	61,593	63,519	-	-	-	-	-	-	391,474	10.55%	
Transfer Indirect to CSBG	42,359	58,583	58,717	61,821	59,846	60,590	-	-	-	-	-	-	341,916	4.60%	
Total Operating Costs	<u>\$ 88,927</u>	<u>\$ 147,318</u>	<u>\$ 64,260</u>	<u>\$ 131,020</u>	<u>\$ 121,438</u>	<u>\$ 9,355</u>	<u>(114,753)</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>(171,071)</u>		
Revenue Earned Over/(Under) Costs	<u>\$ (5,989)</u>	<u>\$ (38,226)</u>	<u>\$ 55,959</u>	<u>\$ (11,442)</u>	<u>\$ (4,155)</u>	<u>\$ 109,476</u>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	<u>\$ 562,319</u>	15.15%	
TOTAL COSTS - NET OF FAMILY FEES	<u>\$ 479,918</u>	<u>\$ 661,610</u>	<u>\$ 631,009</u>	<u>\$ 694,745</u>	<u>\$ 674,349</u>	<u>\$ 569,558</u>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	<u>\$ 3,711,189</u>	100.00%	

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

Provider payments 3,148,871  
Reimbursement Rate (17.5% / 82.5%) x 21.2121%  
Revenue Earned 667,942

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

Provider Payments 6,977,689 82.50%  
Administration 1,268,671 15.00%  
Support Services 211,445 2.50%  
Maximum Reimbursable Amount (MRA) 8,457,805 100.00%

Note 3: The MRA for 2018/19 is \$1,387,939 greater than 2017/18

**COMMUNITY ACTION PARTNERSHIP OF KERN**  
**STATE DEPARTMENT OF EDUCATION 2017/18 CONTRACTS - EARNED REVENUE**  
**FOR THE PERIOD 7/1/18 - 6/30/19 (7 OF 12 MONTHS = 58.33%)**

	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
<b>GENERAL CHILD CARE (CCTR-8049)</b>														
Adjusted Days of Enrollment - Certified	5,122	6,161	4,840	5,773	4,656	4,388	4,442	-	-	-	-	-	35,383	
Reimbursement Rate per Child per Day	<u>X \$47.98</u>	<u>X \$47.98</u>	<u>X \$47.98</u>	<u>X \$47.98</u>	<u>X \$47.98</u>	<u>X \$47.98</u>	<u>X \$47.98</u>	<u>X \$47.98</u>	<u>X \$47.98</u>	<u>X \$47.98</u>	<u>X \$47.98</u>	<u>X \$47.98</u>	<u>X \$47.98</u>	
Revenue Earned	\$ 245,773	\$ 295,598	\$ 232,230	\$ 276,991	\$ 223,399	\$ 210,551	\$ 213,115	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,697,657	<b>57.68%</b>
Maximum Reimbursable Amount (MRA)													<b>\$2,943,028</b>	
<b>CALIFORNIA STATE PRESCHOOL (CSPP-8120)</b>														
Adjusted Days of Enrollment - Certified	2,323	3,543	4,545	7,498	7,369	6,455	7,453	-	-	-	-	-	39,187	
Reimbursement Rate per Child per Day	<u>X \$48.28</u>	<u>X \$48.28</u>	<u>X \$48.28</u>	<u>X \$48.28</u>	<u>X \$48.28</u>	<u>X \$48.28</u>	<u>X \$48.28</u>	<u>X \$48.28</u>	<u>X \$48.28</u>	<u>X \$48.28</u>	<u>X \$48.28</u>	<u>X \$48.28</u>	<u>X \$48.28</u>	
Revenue Earned	\$ 112,176	\$ 171,069	\$ 219,408	\$ 361,998	\$ 355,791	\$ 311,666	\$ 359,837	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,891,945	<b>60.42%</b>
Maximum Reimbursable Amount (MRA)													<b>\$3,131,270</b>	
<b>MIGRANT CHILD CARE (CMIG-8004)</b>														
Adjusted Days of Enrollment - Certified	292	458	403	572	497	465	519	-	-	-	-	-	3,206	
Reimbursement Rate per Child per Day	<u>X \$47.98</u>	<u>X \$47.98</u>	<u>X \$47.98</u>	<u>X \$47.98</u>	<u>X \$47.98</u>	<u>X \$47.98</u>	<u>X \$47.98</u>	<u>X \$47.98</u>	<u>X \$47.98</u>	<u>X \$47.98</u>	<u>X \$47.98</u>	<u>X \$47.98</u>	<u>X \$47.98</u>	
Revenue Earned	\$ 14,020	\$ 21,959	\$ 19,352	\$ 27,448	\$ 23,858	\$ 22,291	\$ 24,882	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 153,809	<b>60.47%</b>
Maximum Reimbursable Amount (MRA)													<b>\$254,377</b>	

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

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

Note 3: CCTR's MRA for 2018/19 is \$613,955 greater than 2017/18.  
CSPP's MRA for 2018/19 is \$163,872 greater than 2017/18.  
CMIG's MRA for 2018/19 is \$17,878 greater than 2017/18.

<b>Division/CFO:</b> Tracy Webster, CFO		<b>Month/Year:</b> January 2019		
<b>Program/Work Unit:</b> Not Applicable		<b>Controller:</b> Kam Taing		
<b>Services:</b> Overall financial and accounting functions of the organization				
Activities	January 2019		Year to Date (3/1/18 -01/31/19)	
Description	Number	Amount	Number	Amount
Bank Deposits	6	3,372,684	71	21,762,597
Wire Deposits	1	5,627	38	486,947
Head Start/IRS Drawdowns	5	3,075,880	56	30,690,559
Vendor Checks Issued	982	2,563,354	10,062	24,389,354
Payroll Disbursed		3,899,231		27,998,428
Grant Reports Prepared in January 2019	23		170	
Cal EITC				
Cal Fresh Outreach				
CSBG				
CSBG Discretionary				
CCTR				
CMAP				
CMIG				
CMSS				
CSPP				
Differential Response				
DOE				
Economic Empowerment				
First 5 2-1-1				
First 5 EKFRC				
First 5 Help Me Grow				
Gang Prevention				
LIHEAP 2017				
LIHEAP 2018				
LIHEAP 2019				
Realignment for Success				
United Way CES				
VITA				
WIC				

**Other: Total Division Staffing:** 10 + 3 vacancies – Accounting Manager & 2 Accountants

CFO	Controller
Accounting Manager	Finance Manager
Accountant (2)	Accounting Specialist
Accounting Technician (4)	Accounting Clerk

# Community Action of Partnership of Kern Agency Total

## STATEMENT OF POSITION (UNAUDITED) AS OF FEBRUARY 28, 2018

### ASSETS

Cash in Bank	3,327,316.09
Cash - Vacation Reserve	522,349.93
Petty Cash	500.00
Accounts Receivable	3,672,278.07
Travel Advance	10,419.51
Prepaid Expense	388,196.42
Inventory	1,265,046.03
Net Fixed Assets - Unrestricted	2,590,181.40
Net Fixed Assets - Restricted	<u>9,236,431.72</u>

**Total Assets** 21,012,719.17

### LIABILITIES AND NET ASSETS

Accounts Payable	1,883,875.63
Accrued Expenses	1,688,350.35
Accrued Vacation	911,138.65
Line of Credit	-
Note Payable	2,781,719.93
Advance Payable	22,808.43
Deferred Revenue	<u>1,728,320.00</u>

**Total Liabilities** 9,016,212.99

**Total Net Assets** 11,996,507.76

**Total Liabilities and Net Assets** 21,012,720.75

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

### REVENUE

Grant Revenue	57,075,306.65
Donations	16,115,966.51
Other Revenue	1,513,176.00
In-Kind	<u>78,737.84</u>

**Total Revenue** 74,783,187.00

### EXPENDITURES

Salaries	25,685,452.68
Benefits	7,818,215.82
Travel	504,082.04
Space Costs	5,103,043.63
Supplies	2,271,144.31
Consultant/Contract Services	1,493,279.77
Other Costs	2,107,414.67
Program Costs	23,672,373.07
Capital Expenditures	(0.00)
Indirect	5,060,831.66
In-Kind	<u>78,737.84</u>

**Total Expenditures** 73,794,575.49

**Net Change in Assets** 988,611.51

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

**Net Assets, ending** 11,996,507.76

# Community Action of Partnership of Kern Agency Total

## STATEMENT OF POSITION (UNAUDITED) AS OF JANUARY 31, 2019

### ASSETS

Cash in Bank	3,705,196
Cash - Vacation Reserve	535,167
Petty Cash	500
Accounts Receivable	(878,259)
Travel Advance	7,529
Prepaid Expense	311,882
Inventory	1,276,791
Net Fixed Assets - Unrestricted	2,304,643
Net Fixed Assets - Restricted	9,066,426

**Total Assets** 16,329,874

### LIABILITIES AND NET ASSETS

Accounts Payable	590,470
Accrued Expenses	24,220
Accrued Vacation	463,589
Line of Credit	900,000
Note Payable	2,453,579
Advance Payable	92
Deferred Revenue	(221,546)

**Total Liabilities** 4,210,405

**Total Net Assets** 12,119,470

**Total Liabilities and Net Assets** 16,329,874

## STATEMENT OF OPERATIONS (UNAUDITED) FOR THE PERIOD MARCH 1, 2018 TO JANUARY 31, 2019

### REVENUE

Grant Revenue	49,429,203
Donations	142,579
Other Revenue	4,564,243
In-Kind	8,967,293

**Total Revenue** 63,103,317

### EXPENDITURES

Salaries	24,657,565
Benefits	7,411,416
Travel	555,602
Space Costs	4,105,640
Supplies	1,761,206
Consultant/Contract Services	2,125,182
Other Costs	2,177,737
Program Costs	6,742,214
Capital Expenditures	409,110
Indirect	4,067,391
In-Kind	8,967,293

**Total Expenditures** 62,980,356

**Net Change in Assets** 122,962

**Net Assets, beginning** 11,996,508

**Net Assets, ending** 12,119,470

**COMMUNITY ACTION PARTNERSHIP OF KERN  
BUDGET TO ACTUAL  
FOR THE PERIOD 03-01-18 TO 01-31-19 (91.67%)**

	AGENCY TOTAL			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	26,214,998	22,474,106	3,740,892	86%
BENEFITS	7,989,374	6,902,243	1,087,131	86%
TRAVEL	536,271	490,314	45,957	91%
SPACE COST	3,764,605	3,692,437	72,168	98%
SUPPLIES	1,706,041	1,659,093	46,948	97%
EQUIPMENT	211,038	408,716	(197,678)	194%
CONSULTANT/CONTRACT SERVICES	1,554,462	1,360,253	194,209	88%
OTHER COSTS	2,179,160	1,920,286	258,874	88%
PROGRAM COSTS	8,691,790	6,737,562	1,954,228	78%
INDIRECT	5,032,142	4,618,526	413,616	92%
TOTAL	57,879,881	50,263,535	7,616,346	87%

**COMMUNITY ACTION PARTNERSHIP OF KERN  
BUDGET TO ACTUAL  
FOR THE PERIOD 03-01-18 TO 01-31-19 (91.67%)**

	EDUCATION			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	20,001,314	17,371,461	2,629,853	87%
BENEFITS	6,306,887	5,462,196	844,691	87%
TRAVEL	323,189	292,407	30,782	90%
SPACE COST	2,763,629	2,740,653	22,976	99%
SUPPLIES	1,391,790	1,334,652	57,138	96%
EQUIPMENT	113,310	397,161	(283,851)	351%
CONSULTANT/CONTRACT SERVICES	697,686	646,061	51,625	93%
OTHER COSTS	1,273,028	1,104,443	168,585	87%
PROGRAM COSTS	6,935,676	5,271,629	1,664,047	76%
INDIRECT	3,489,828	3,377,386	112,442	97%
TOTAL	43,296,337	37,998,049	5,298,288	88%

**COMMUNITY ACTION PARTNERSHIP OF KERN  
BUDGET TO ACTUAL  
FOR THE PERIOD 03-01-18 TO 01-31-19 (91.67%)**

	NUTRITION			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	3,431,870	2,736,581	695,289	80%
BENEFITS	981,090	765,996	215,094	78%
TRAVEL	106,391	110,484	(4,093)	104%
SPACE COST	576,555	514,852	61,703	89%
SUPPLIES	214,757	227,654	(12,897)	106%
EQUIPMENT	97,728	11,555	86,173	12%
CONSULTANT/CONTRACT SERVICES	11,300	3,144	8,156	28%
OTHER COSTS	310,015	297,669	12,346	96%
PROGRAM COSTS	1,235,539	1,035,073	200,466	84%
INDIRECT	604,331	494,381	109,950	82%
TOTAL	7,569,576	6,197,391	1,372,185	82%



**COMMUNITY ACTION PARTNERSHIP OF KERN  
BUDGET TO ACTUAL  
FOR THE PERIOD 03-01-18 TO 01-31-19 (91.67%)**

	ENERGY CONSERVATION			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	1,480,000	1,366,745	113,255	92%
BENEFITS	377,000	345,247	31,753	92%
TRAVEL	60,000	51,521	8,479	86%
SPACE COST	180,000	163,707	16,293	91%
SUPPLIES	50,000	43,773	6,227	88%
EQUIPMENT	0	-	0	0%
CONSULTANT/CONTRACT SERVICES	800,000	700,416	99,584	88%
OTHER COSTS	455,000	402,668	52,332	88%
PROGRAM COSTS	490,000	412,272	77,728	84%
INDIRECT	380,000	339,512	40,488	89%
TOTAL	4,272,000	3,825,861	446,139	90%

**COMMUNITY ACTION PARTNERSHIP OF KERN  
BUDGET TO ACTUAL  
FOR THE PERIOD 03-01-18 TO 01-31-19 (91.67%)**

	COMMUNITY SERVICES			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	652,004	467,141	184,863	72%
BENEFITS	150,654	147,749	2,905	98%
TRAVEL	32,701	27,818	4,883	85%
SPACE COST	102,402	93,432	8,970	91%
SUPPLIES	25,419	37,948	(12,529)	149%
EQUIPMENT	0	-	0	0%
CONSULTANT/CONTRACT SERVICES	43,226	8,616	34,610	20%
OTHER COSTS	66,152	51,838	14,314	78%
PROGRAM COSTS	20,025	13,136	6,889	66%
INDIRECT	101,673	82,156	19,517	81%
TOTAL	1,194,256	929,834	264,422	78%

**COMMUNITY ACTION PARTNERSHIP OF KERN  
BUDGET TO ACTUAL  
FOR THE PERIOD 03-01-18 TO 01-31-19 (91.67%)**

	CSBG			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	645,810	529,686	116,124	82%
BENEFITS	172,918	180,707	(7,789)	105%
TRAVEL	13,990	8,084	5,906	58%
SPACE COST	137,819	177,568	(39,749)	129%
SUPPLIES	21,875	12,932	8,943	59%
EQUIPMENT	-	-	-	0%
CONSULTANT/CONTRACT SERVICES	2,250	2,015	235	90%
OTHER COSTS	48,705	35,672	13,033	73%
PROGRAM COSTS	10,550	2,735	7,815	26%
INDIRECT	452,760	321,822	130,938	71%
TOTAL	1,506,677	1,271,221	235,456	84%

COMMUNITY ACTION PARTNERSHIP OF KERN  
BUDGET TO ACTUAL  
FOR THE PERIOD 03-01-18 TO 01-31-19 (91.67%)

	DISCRETIONARY & FUND RAISING			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	4,000	2,491	1,509	62%
BENEFITS	825	347	478	42%
TRAVEL	0	-	0	0%
SPACE COST	4,200	2,226	1,974	53%
SUPPLIES	2,200	2,133	67	97%
EQUIPMENT	0	-	0	0%
CONSULTANT/CONTRACT SERVICES	0	-	0	0%
OTHER COSTS	26,260	27,996	(1,736)	107%
PROGRAM COSTS	0	2,717	(2,717)	not budgeted
INDIRECT	3,550	3,269	281	92%
TOTAL	41,035	41,179	(144)	100%

**COMMUNITY ACTION PARTNERSHIP OF KERN**  
**INDIRECT FUND - FY 2018/19**  
**BUDGET TO ACTUAL - 3/1/18 TO 1/31/19 (11 OF 12 MONTHS = 91.67%)**


	Budget	Actual	% Earned/ Expended	Available Balance
<b>Revenue</b>	<b>\$ 5,059,589</b>	<b>\$ 4,618,526</b>	<b>91.3%</b>	<b>\$ 441,063</b>
Expenditures				
Salaries	2,820,260	2,316,575	82.1%	503,685
Benefits @ 24.11% actual	<u>674,091</u>	<u>516,251</u>	<u>76.6%</u>	<u>157,840</u>
Total Personnel Costs	3,494,351	2,832,826	81.1%	661,525
Operating Costs				
Travel	90,750	64,313	70.9%	26,437
Space Costs	187,900	180,108	95.9%	7,793
Supplies	138,400	99,765	72.1%	38,635
Consultant/Contract	630,725	749,789	118.9%	(119,064)
Other Operating Costs	<u>363,950</u>	<u>254,719</u>	<u>70.0%</u>	<u>109,231</u>
Total Operating Costs	1,411,725	1,348,694	95.5%	63,031
<b>Total Expenditures</b>	<b><u>\$ 4,906,076</u></b>	<b><u>\$ 4,181,520</u></b>	<b><u>85.2%</u></b>	<b><u>\$ 724,556</u></b>
<b>Excess Indirect Revenue</b>	<b><u>\$ 153,513</u></b>	<b><u>\$ 437,006</u></b>		

RECAP BY SUPPORT DIVISION	Revised Budget	Actual	% Expended	Available Balance
HR	\$ 1,223,465	\$ 1,024,946	83.8%	\$ 198,519
Operations	1,394,366	1,220,952	87.6%	173,414
Executive	536,935	506,311	94.3%	30,624
Community Development	704,410	538,581	76.5%	165,829
Finance	<u>1,046,900</u>	<u>890,730</u>	<u>85.1%</u>	<u>156,170</u>
	<b><u>\$ 4,906,076</u></b>	<b><u>\$ 4,181,520</u></b>	<b><u>85.2%</u></b>	<b><u>\$ 724,556</u></b>

Prepared Date: 02/13/2019

# COMMUNITY ACTION PARTNERSHIP OF KERN

## MEMORANDUM

**To:** Board of Directors  
**From:** Lisa Price, Program Governance Coordinator   
**Date:** February 27, 2019  
**Subject:** *Agenda Item VIII(a)*: January Policy Council Report – **Action Item**

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The Policy Council convened on January 22, 2019 at which quorum was established.

The only action item presented to the Council and subsequently voted on and approved was a member nomination and election to the Policy Council Bylaws committee.

The CAPK Food Bank provided a presentation to the Council sharing various components of their program as well as promoting the March 29, 2019 Stuff the Bus Event.

The next Policy Council meeting will be held on Tuesday March 26, 2019.

COMMUNITY ACTION PARTNERSHIP OF KERN  
POLICY COUNCIL MEETING MINUTES

January 22, 2019

5005 Business Park North ~ CAPK Main Office

1. **Call to Order** – Chairperson, Amber Dunlap, called the meeting to order at 5:30 p.m.
  - a. Moment of Silence, Pledge of Allegiance
  - b. Reading of Promise of Community Action  
*“Community Action changes people’s lives, embodies the spirit of hope, improves communities, and makes America a better place to live. We care about the entire community, and we are dedicated to helping people help themselves and each other.”*
2. **Roll Call/Set Quorum** – Chairperson, Amber Dunlap Quorum was established.  
PC Members Present: Jacqueline Boykin, Amber Dunlap, Enrique Salazar Jr., Diana Reyes, Ana Lester, Lindsay Harrison, Nila Hogan, Andrea Martinez, Esther Maldonado, Mariely Torres Othon and Yolanda Ochoa.
3. **Approval of Agenda** – Chairperson (\*\*ACTION)
  - a. A motion to approve the January 22, 2019, meeting agenda was made by Diana Reyes; Enrique Salazar Jr., seconded; motion carried unanimously.
4. **Approval of Minutes** – Chairperson (\*\*ACTION)

A motion to approve the December 18, 2018, Policy Council minutes was made by Enrique Salazar Jr; Mariely Torres Othon seconded; motion carried unanimously.
5. **Presentation of Guests/Public Forum**

The following guests were in attendance: Shyann Nelson; Jerry Meade, Program Design and Management Administrator; Lisa Price, Program Governance Coordinator; Bryan Lopez IT Specialist; Debbie Connolly, EHS Partnership Coordinator; Donna Holland, Fiscal Administrator; Elizabeth Williams, Program Manager; Emily Gonzalez Demont, Assistant Director of Grants Management; and Leticia Villegas, Program Assistant/Translator.

  - 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)

School Readiness Committee – Lisa Price announced that the first meeting will be on January 24, 2019  
Planning Committee – PC Planning Committee met on January 8, 2019. The committee reviewed the December 2018 enrollment and average daily attendance reports. Average attendance throughout the program was 99%. The Child Adult Care Food Program (CACFP), for the month of November 2018 was also reviewed and it was reported that Central Kitchen, prepared more than 91, 000 meals. Next meeting will be on Tuesday February 5, 2019 at 5:30 p.m. at BPN  
Finance Committee – No report. Meeting was cancelled due to weather.  
By-Laws Committee – The PC By-laws met on January 17, 2019 but quorum was not met. the committee did discuss changes about format and continuity to the by-laws but were unable to vote. Next meeting will be March 14, 2019.
7. **Presentations**

CAPK Food Bank presented an overview. Albert S. Garza, Agency Relations Coordinator explained procedures to obtain food assistance and the number of commodity sites available in Kern County. Maureen Andrew, Food Sourcer was also present and she informed the members of the council that the total distribution for the Senior Sack program, was 3,500 and they are expecting to increase that number this year to 4,700 sacks per month. Wendy Andrade shared events sponsored by CAPK, Food Bank. A major fundraising event will take place on March 29, 2019 at the Sears Parking lot. All representatives encouraged everyone in the audience to become a volunteer or give information to community members that would like to become one.
8. **New Business** – Chairperson (\*\*ACTION)
  - a. Election of Policy Council Members to subcommittees. Motion to approve Esther Maldonado to the by-laws committee made by Mariely Torres Othon, Ana Lester seconded; motion carried unanimously.
9. **Communications**
  - a. Kern Head Start Budget vs. Actual Expenditures, March 1, 2018 through December 31, 2018
  - b. Kern Early Head Start Budget vs. Actual Expenditures, March 1, 2018 through December 31, 2018
  - c. San Joaquin Early Head Start Budget vs. Actual Expenditures, February 1, 2018 through December 31, 2018
  - d. Early Head Start Child Care Partnerships Budget vs. Actual Expenditures, September 1, 2017 through December 31, 2018
  - e. Parent Local Travel & Child Care through December 31, 2018
  - f. Parent Activity Funds through December 31, 2018

- g. Kern Head Start and Early Head Start Non-Federal Share and In-Kind Report, March 1, 2018 through December 31, 2018
- h. San Joaquin Early Head Start Non-Federal Share and In-Kind Report, February 1, 2018 through December 31, 2018
- i. Office of Head Start – Funding Guidance for Fiscal Year 2019 Cost-of-Living Adjustment (COLA) for Grant #09CH9142 ~ Kern Head Start and Early Head Start
- j. Office of Head Start – Funding Guidance for Fiscal Year 2019 Cost-of-Living Adjustment (COLA) for Grant #09CH010071 ~ San Joaquin Early Head Start
- k. Policy Council Planning Meeting Minutes (English/Spanish)
- l. Memo Resignation of Policy Council Member Antonia Salas ~ January 14, 2019
- m. SP-10-2019; CACFP -04-2019; SFSP-04-2019 – United States Department of Agriculture Food and Nutrition Services Memo ~ January 8, 2019
- n. Kern County Department of Human Services Press Release ~ January 14, 2019
- o. New Career/No Cost Training Programs – America’s Job Center ~ Arvin January 23 & 24, 2019
- p. Parent Project with Teen Component ~ Golden Valley High School, January 24-March 28, 2019
- q. New Career/No Cost Training Programs – America’s Job Center ~ Wasco, January 20, 2019
- r. Kern County Point-in-Time Homeless Count – January 30, 2019
- s. Children’s Mobile Immunization Program – January 30, 2019
- t. Events at Beale Memorial Library ~ January 2019
- u. Greg and Steve Children’s Concerts 2019 - March 20-21, 2019
- v. California Low Cost Auto Insurance
- w. CAPK Head Start / Early Head Start School Readiness Meeting Dates ~ 2018-2019
- x. Policy Council Meeting Dates ~ 2018-2019

The Chairperson called for a motion to receive and file the Communication items (a)-(x). Motion made by Enrique Salazar Jr. to receive and file the Communication items.

- 10. **School Readiness Report** – A video was played which provided information on the Family Services and Disabilities trainings and meetings that will take place in the upcoming months.
- 11. **Program Governance Report/Training** – Lisa Price, Program Governance Coordinator  
Ms. Price thanked everyone for their service and talked about resilience and coping skills, for parents and their children. She also talked about approaching subjects with children, so they can learn how to handle different situations.
- 12. **Community Representative Report** – Ana Lester/Lindsay Harrison  
Ms. Lester provided a First Five Kids Station handout, about a mobile application that plays children’s music. She also provided a handout about an electronic resource called Sesame Street in the Communities, which explores different topics and ways to approach them with children. The Cal Fresh/SNAP benefits notification was shared with the group about warning anybody they knew who was receiving Cal Fresh/SNAP service about their receipt of advance funds for February and that there would not be distribution in the February due to the government shutdown.
- 13. **Early Head Start San Joaquin Report** – Esther Maldonado, PC Member  
PC Parent Esther Maldonado provided the report. Ms. Maldonado shared information about the upcoming Ready Rosie Family Workshops to take place on February 27 and April 24, 2019.
- 14. **Early Head Start Partnership Report** – Debbie Connolly, EHS Partnership Coordinator  
Ms. Connolly shared information about the upcoming California Head Start Association Conference that will take place from February 3 -5, 2019 in Riverside California. She also shared the addition of two new Family Advocates to the Partnership Program who will also be attending the conference.
- 15. **Board of Directors Representatives Report** – Yolanda Ochoa, Board of Director’s Representative  
No report, Board has not met yet.
- 16. **Director’s Report (HS/State Child Development)** – Jerry Meade, Program Design & Management Administrator  
Mr. Meade expressed best wishes from Yolanda Gonzales, who was unable to attend. Mr. Meade talked about the second round of DRDP assessments. He also talked about the anticipation of responses for all grant applications submitted. He stated we are still waiting for response, but it is expected to receive most of the responses in February. Mr. Meade also talked about the unannounced licensing visits, which all the centers visited were able to pass with a 100% in compliance. He also expressed Yolanda’s enthusiasm about the upcoming conference and the chance she will have to share this experience with the parents attending.
- 17. **Policy Council Chairperson/Announcements** – Amber Dunlap, Chairperson  
Ms. Dunlap shared about the upcoming event on February 28, 2019 called Read Across America, she stated she would share contact information with anybody wishing to volunteer.
- 18. **Adjournment** –Chairperson  
The meeting was adjourned at 6:37 p.m. by the Chairperson.