

COMMUNITY ACTION PARTNERSHIP OF KERN
BOARD OF DIRECTORS MEETING

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

No presentation scheduled.

VI. New Business

- a. Housing Update – Ralph Martinez, Director of Community Development – **Info Item (p. 9)**
- b. Strategic Plan Update – Ralph Martinez, Director of Community Development – **Info Item (p. 10)**
- c. Non-Renewal of Head Start Center Leases with Bakersfield City School District (BCSD) – Emily Gonzalez Demont, Assistant Director of Grants Management - **Info Item (p. 11)**

VII. Committee Reports

- a. PRE Committee Report – Ralph Martinez, Director of Community Development – Action Item
 - i. Minutes from the March 13, 2019 Committee Meeting (**p. 12-14**)

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- ii. Presentation by Migrant Alternative Payment Program (MCAP)
 - iii. February 2019 Program & Division Reports **(p. 15-29)**
 - iv. Application Status Reports and Funding Requests for February 2019 **(p. 30-38)**
 - v. Organizational Standards Update (Verbal Report)
 - vi. February 2019 Head Start / State Child Development Enrollment Update and Meals Report **(p. 39-40)**
 - vii. Bakersfield City School District Lease Agreements (Verbal Report)
 - viii. Early Head Start CCP Self-Assessment **(p. 41-44)**
 - ix. Migrant Childcare Alternative Payment Program (MCAP) Handbook Update **(p. 45-79)**
- b. Budget & Finance Committee Report – Tracy Webster, Chief Financial Officer – **Action Item**
- i. Minutes from the March 20, 2019 Committee Meeting **(p. 80-83)**
 - ii. Application Status Report for February 2019, and Funding Requests **(p. 84-92)**
 - iii. Head Start and Early Head Start Budget to Actual Reports **(p. 93-110)**
 - iv. New Home Visiting Initiative Program Job Descriptions **(p. 111-136)**
 - v. Discretionary Fund Update **(p. 137)**
 - vi. Financial Statements for February 2019 **(p. 138-180)**

VIII. Advisory Board Reports

- a. Head Start Policy Council Report – Nila Hogan, Policy Council Representative – **Action Item**
- i. March 2019 Policy Council Report **(p. 181)**
 - ii. February 26 2019 Policy Council Minutes **(p. 182-185)**
- b. Friendship House Advisory Report – Ralph Martinez, Director of Community Development – **Action Item**
- i. Verbal Report

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

- a. Board Retreat, Training and Strategic Planning Discussion **(Verbal Report)**

X. Board Member Comments

XI. Closed Session

XII. Closed Session Report

XIII. Next Scheduled Meeting

Board of Directors Meeting
Wednesday, April 24, 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 by 12:00 pm, March 22, 2019. Paula Daoutis, Administrative Coordinator

COMMUNITY ACTION PARTNERSHIP OF KERN
BOARD OF DIRECTORS MEETING

5005 Business Park North, Bakersfield, CA
February 27, 2019
12:00pm

MEETING MINUTES

I. Call to Order

Chairman Curtis Floyd called the meeting to order at 12:03 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. Roll Call

Roll Call was taken with a quorum present:

Present: Janea Benton, Jimmie Childress, Lorena Fernandez (arrived at 12:20 pm), Curtis Floyd, Nila Hogan, Mike Maggard, Jonathan Mullings, Yolanda Ochoa, Guadalupe Perez, Warren Peterson, Fred Plane, Ana Vigil

Absent: Jose Gurrola, Craig Henderson, Marian Panos

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

II. Approval of Agenda

Motion was made and seconded to approve the Board of Directors meeting agenda for February 27, 2019, as amended to include the addition of Item V, special presentation by Pritika Ram, Director of Administration, regarding the Coordinated Entry System (CES) program. Carried by unanimous vote. (Benton/Perez).

III. Approval of meeting minutes

- a. Minutes of January 30, 2019 Board of Directors meeting.

Motion was made and seconded to approve the minutes of the January 30, 2019 meeting. Carried by unanimous vote. (Mullings/Ochoa).

IV. Introduction of Guests/Public Forum:

No one addressed the Board.

V. Special Presentations

Pritika Ram, Director of Administration, provided an update on the new Coordinated Entry System (CES) program. CAPK's partnership with the Kern County Homeless Collaborative, operated by United Way of Kern, began in October of 2018 following the receipt of seed money from three entities that are part of the Homeless Collaborative: The Housing Authority of Kern; United Way of Kern; and Kern County Behavioral Health and Recovery Services. The program is underway, and key staff have been hired, which includes a Program Coordinator who is leading the project, a Program Specialist, and a Homeless Navigator will be hired soon. Existing I&R staff from the 211 program

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and a part-time volunteer are assisting staff. At full staff, an estimated 6 full-time employees will support the CES program.

Notice of two funding awards were received from the California Emergency Solutions and Housing program (CESH) for \$57,000 to support the Homeless Navigator position beginning April 2019, and from the Department of Housing and Urban Development (HUD) Continuum of Care for \$236,838 to support the majority of the CES program. The federal funds are anticipated to be available in July 2019.

The County Mental Health Department currently is the administrator of the Homeless Management Information System (HMIS), which is a conduit to input information and share with other service providers. In January 2019, the system was switched to new cloud-based software vendor, Clarity Human Services, and the CES staff is taking the lead and assisting with the full build out of the CES Module within Clarity.

CES is working with six (6) service providers that directly provide homeless services: Bakersfield Homeless Center; Flood Ministries; Housing Authority of Kern; Mission of Kern; Clinica Sierra Vista; and California Veterans' Assistance Foundation. The workflow for the CES program begins with calls begin identified as homeless which are then forwarded to the CES group to assess for homelessness based on HUD definitions, then CES Staff conduct a Quick Referral Tool (QRT) and sometimes a Vulnerability Index – Service Prioritization Decision Assistance Tool (VI-SPDAT) to assess the level of severity and need. The information is then sent to the appropriate homeless service provider who can provide direct services. This is all done within the HMIS system in order to ensure standardization of information and un-duplicated effort among the homeless teams. The total call volume for January and February was 162.

CES and designated 211 staff participate on a variety of committees: Coordinated Entry System; Homeless Management Information System; Planning Continuum of Care; Outreach; and staff has taken the lead on Prioritization List and At-Risk List.

Pritika stated that a more robust report will be presented to the Board in the coming months once more data has been collected.

Ana Vigil said that as a member of the Homeless Collaborative, she noted that the CES staff have attended all the homeless resource fairs and they are doing a great job. Within 24 hours, staff is reporting numbers back to the service providers.

Mike Maggard asked Jeremy Tobias if he foresees any conflict of interest by serving on the City's Oversight Committee. Jeremy said that one of the items identified in Measure N was homelessness. Since HUD is funding CES, Jeremy does not anticipate any city funding for this program, however, if there is any potential conflict of interest, Jeremy said he would abstain from voting or remove himself from the Committee.

Curtis Floyd asked for an update on the Housing Consortium. Pritika referred the question to Ralph Martinez who stated that the Committee is meeting monthly and has identified goals and teams are working on the 3 specific areas identified by the Committee. Curtis requested a Housing update presentation at the March 27, 2019 meeting.

VI. New Business

a. Award of Property & Casualty Insurance Coverage – Emilio Wagner, Director of Operations – *Action Item*

Emilio Wagner reported, as requested by Chairperson Floyd at the January 30th meeting, the Property & Casualty Insurance Proposal was emailed to the Board one week in advance, on February 20th, to allow for sufficient time for Board Members to review prior to taking action on the item. The current coverage expires on February 28, 2019 and CAPK's broker, USI Insurance Services has solicited proposals from insurance carriers to obtain the most cost-effective premiums. USI and staff recommend the Board approve Jeremy Tobias to bind coverage at the proposed increased limits with Philadelphia Indemnity Insurance Company through USI Insurance Services.

Jimmie Childress asked how much money would be saved if CAPK were to be self-insured. Emilio responded that the option was not reviewed. Jeremy Tobias offered that there is significant risk to be self-insured and it

would require extensive cashflow to be held in reserve and he further stated that an ad-hoc committee is in place to review self-insured options for staff medical insurance and the committee will report back to the Board once their evaluation is complete.

Motion was made and seconded to authorize the Chief Executive Officer, Jeremy Tobias, to bind coverage at the proposed increased limits with Philadelphia Indemnity Insurance Company through USI Insurance Services. Carried by unanimous vote. (Ochoa/Childress).

- b. Request to Contract with Kern County for Home Visiting Initiative Program Services with Resolution – Jerry Meade, Program Design & Management Administrator – **Action Item**

Jerry Meade reported that at the October 2018 meeting, there was discussion of a potential program for funding from Kern County Department of Health and Human Services to support an expansion in the home visiting option to support pregnant women and mothers with young children. Since that time, Kern County was awarded funding to sub-contract the program to organizations with an evidence-based home visiting program within the county.

After months of meeting with stakeholders to develop a program model, staff entered into contract negotiations with Kern County and have agreed on terms that are mutually satisfactory. The funding allocation for the first 18-month contract period is \$2,425,805 with two 2-year extensions, subject to appropriations. The program will model EHS home based services supporting 200 CalWorks participants during the first 18-month funding period. The total cost of the program will be allocated to the CDSS funds. A final draft of the contract was presented to the Board for approval.

Ana Vigil asked if the program will support all of Kern County. Jerry replied that staff has created a conservative implementation process, it is a voluntary program, individuals are not mandated to participate, and educators will be assigned to areas where there is participation.

Pastor Mullings asked about the initial 3-month budget for start-up costs. Jerry responded that the initial funding period will incorporate funds for start-up costs and infrastructure which includes staffing and operational costs, and funding for vehicles to assist with transportation needs. All needs of the program will be covered under the CDSS funding.

Warren Peterson asked who provides oversight for Head Starts actions. Jerry replied that CDSS has a monthly report requirement, the Liaison position will be gathering the data and sharing with CDSS monthly. Data will include the number of participants enrolled and if they are participating, referral processes, follow-up and outcomes. The Child Plus system already captures this level of data so the reporting requirements will be easily met. The financial components are billed and reconciled monthly and payroll, fringe benefit expenses will also be reported monthly. Warren asked if CAPK will report to the County and Jerry replied yes, the County will evaluate the program.

Curtis Floyd asked Jerry to identify the 3 biggest risks of this program. Jerry replied: (1) CalWorks participants will not want to participate. To overcome the risk, staff has budgeted and created an aggressive marketing campaign in partnership with County that will introduce the program option to that specific population. (2) Hiring qualified staff to fill the home educator position. Jerry stated that CAPK currently has home educators in the Head Start Home Base program and part of the transition process in DRS application, is that the eliminated Home Base program will allow for a draw from current employees that can possibly be used for this program. In addition, CAPK will actively recruit within the community to find the most qualified staff to serve the program and Jerry further stated that only 5 educators will be hired in the start-up phase. (3) The new program could affect our HS/EHS enrollment and stated we may be competing with ourselves. Staff is looking at the waiting list, which directly ties with the program goal to expand infant / toddler services in the community.

After identifying the risks, Jerry identified three advantages: (1) Teaching young moms to be their child's first teacher and become better mothers. (2) Mothers will gain financial literacy to help them find and retain employment, and after they find work, their child can transition into a center-based program. (3) The program will help lift moms to be self-sufficient. Jerry also stated that this is an opportunity for CAPK to provide much needed services in the community.

Curtis Floyd asked about the duration of the home visits and Jerry replied that the visits are 90 minutes once a week and there are socialization activities twice a month that take place in a classroom environment or at a park.

Yolanda Gonzales added that the program models exactly what is being done with the Home Base program and we will be able to connect mothers to resources and implement a high-quality curriculum to help children reach their full potential.

Warren Peterson asked for an explanation of what the home educator does during the home visits. Yolanda Gonzales provided a detailed explanation that included the initial assessment and establishing baseline educational goals and the teacher's role on an ongoing basis is to help the parent learn how to implement learning strategies at home and monitor the progress of the child's development.

Motion was made and seconded to approve with resolution, to contract with Kern County for the Home Visiting Initiative Program Services. (Hogan/Vigil).

VII. Committee Reports

- a. PRE Committee Report – Ralph Martinez, Director of Community Development – **Action Item**
 - i. Minutes of the February 13, 2019 Committee Meeting
 - ii. 2-1-1 Kern County Presentation
 - iii. January 2019 Program & Division Reports
 - iv. Application Status Reports and Funding Requests
 - v. January 2019 Head Start / State Child Development Enrollment Update and Meals Report
 - vi. Summary of Changes to the 2019-2020 Recruitment and Selection Plan

Ralph Martinez reported the Committee met on February 13, 2019. Items i. through v. above were approved by the Committee. Committee Member Marian Panos had recommended the Committee refer item vi., Summary of Changes to the 2019-2020 Recruitment and Selection Plan, to the full Board for approval to allow additional time for further discussion on questions raised. Yolanda Gonzales verified that staff followed up with Marian Panos and with the Office of Head Start (OHS) and verified that the plan was correct as submitted. Staff recommends approval of item vi.

Motion was made and seconded to approve the PRE Committee Report, including item vi. Carried by unanimous vote. (Maggard/Perez).

- b. Budget & Finance Committee Report – Tracy Webster, Chief Financial Officer – **Action Item**
 - i. Minutes from the February 20, 2019 Committee Meeting
 - ii. Application Status Report for January 2019, and Funding Requests
 - iii. Head Start and Early Head Start Budget to Actual Reports
 - iv. Revision to Director of Operations Job Description and Wage Grade
 - v. Annual Budget for FY 2019-2020
 - vi. Discretionary Fund Update
 - vii. Financial Statements for January 2019
 - viii. Budget Revision: Energy Department

Tracy Webster reported that the Budget & Finance Committee met on February 20, 2019 and provided a summary of the agenda items noted above, including the revised job and wage grade for the Director of Operations. The Annual Budget for FY 2019/2020 was also presented, and Tracy advised the Board that the last day of the fiscal year is tomorrow, February 28th. Tracy explained that the budget is divided into functional categories: Program Services, which includes Education, Nutrition, Energy Conservation, Community Services and CSBG; and Support Services which 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 fiscal year 2020 will

be the 4th year using the de minimus indirect cost rate. For the indirect budget, 72.5% is for personnel costs and 27.5% is for operating costs. The education component represents 74.2% of the entire budget.

Tracy provided a summary of the Financial Statements and stated that all items were approved by the Budget & Finance Committee.

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

VIII. Advisory Board Reports

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

Nila Hogan provided the Policy Council report for January 2019 and provided highlights from the January 22, 2019 meeting minutes.

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

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

The Advisory Council report given by James Burger, Outreach & Advocacy Coordinator. James reported that \$5,000 from proceeds from Mixer and More event will support the STEM program at Friendship House. Planning for the 2019 Mixer and More event is underway and will be held in October and there is a possibility of changing venue, possibly moving to Friendship House to better showcase the facility and programs. The Advisory Committee is also considering holding a spring event to demonstrate to donors and supporters how the donations and grant funds are being used.

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

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

- a. Committee to review CAPK Health Insurance plans.

Jeremy Tobias reported that Chairman Curtis Floyd has appointed 4 Board Members to an ad-hoc committee to review options for the 2020 employee insurance benefits plan that includes a self-insured option. The committee will meet over the next few months and report their analysis to the Board.

- b. Department of Energy (DOE) weatherization program

Jeremy praised the Energy Department for their excellent work and noted a letter from the state regarding our Department of Energy (DOE) funding was received, which stated that CAPK's Energy Program is one of the few agencies performing well and CAPK has been offered an additional \$960,000 in funding for the Energy Program.

- c. CalCAPA Legislative Day and mini-conference

Jeremy reminded the Board that an email was distributed to the Board regarding the upcoming Legislative Breakfast and Conference and elections hosted by CalCAPA from May 13-15, 2019 in Sacramento. If interested in attending, please reply to Paula.

Jeremy also reminded the Board about the upcoming Read Across America event which is an opportunity to read to children in the Head Start centers. In addition, Jeremy invited the Board to join staff at the CAPK Staff

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Development Day event on Thursday, May 2nd. All CAPK staff will be in attendance, including staff from Stockton and the other outlying areas. The Board is encouraged to attend and join staff for lunch and other activities planned for the afternoon.

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

X. Board Member Comments

Mike Maggard asked about the status of security issues and Jeremy provided a brief update regarding the issue that prompted changes being made to secure the lobby and personnel.

Lorena Fernandez participated in the Home Base program and said it was very beneficial to her and she believes the new HVI program will be a great benefit in the community.

Lupe Perez said that she is hosting Public Charge meeting at Friendship House and the Shafter Youth Center and stated it is important for the community and invited the Board to attend.

Janea Benton reminded Jeremy and the Board about the request for a Board strategic planning session and continuous updates on goal progress.

Ana Vigil thanked the Food Bank, 211 and the CES programs for doing a great job and being involved in the homeless resource fairs and stated the importance of having CAPK involved in the homeless issues.

Nila Hogan said that children in the Head Start Centers are happy to have guest readers, and that her son expressed his excitement about the guest reader when he returned home from the center. Nila encouraged those that can participate in the Read Across America event throughout the week.

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

The meeting adjourned at 1:24 pm.

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Board of Directors



From: Ralph Martinez, Director of Community Development

Date: March 27, 2019

Subject: *Agenda Item VI(a):* Housing Update – **Info Item**

Community Development:

- Reviewing funding and finance options
- Expanding housing committee
- Reviewed previous CHDO applications and identified areas to revise and/or update
- Research on current housing trends
- Identifying technical assistance in establishing housing component

Participating the the Kern County Affordable Housing Coalition supporting three identified initiatives:

Funding/Finance:

- Data collection – gathering info on available affordable housing financing and funding
- Creating website to disseminate affordable housing info, funding sources, Coalition actions and initiatives
- Seek new funding to support the coalition

Influence Thoughts, Discussions, and Actions:

- Research housing inventory - city, county and unincorporated areas
- Research Housing elements within County and Cities


Community Development:

- Discover community voices in what they want for their communities
- Housing preservation
- Brownfield redevelopment
- SB35- Multi-family housing – streamline processes, including recent city initiatives

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Board of Directors



From: Ralph Martinez, Director of Community Development

Date: March 27, 2019

Subject: *Agenda Item VI(b): Strategic Plan Update - Info Item*

Community Development is in the process of regrouping and recruiting members to fill vacancies on the CAPK Strategic Plan Steering Committee and the six Goal Groups.

Below are steps/next steps towards updating the CAPK 2016 – 2021 Strategic Plan Progress Report.

1.) CAPK Strategic Plan Steering Committee & Six Goal Groups

- Community Development staff met with Division Directors on 3/14/2019 to discuss *Strategic Plan Steering Committee* and *Goal Group* vacancies.
- Dates for meeting with individual directors are being scheduled for the month of April 2019.
- Goal Group meetings will be set during the one-on-one sessions with directors during April and May to fill group vacancies and set the course for review and updates of strategic activities for Goals 1-6.

2.) CAPK Strategic Plan 2016-2021 - Progress Report Update

- *Progress Report* presentation to the CAPK Board of Directors at the June 26, 2019 Board meeting.

BAKERSFIELD CITY SCHOOL DISTRICT

Steve McClain
Assistant Superintendent,
Business Services

EDUCATION CENTER, 1300 BAKER STREET
BAKERSFIELD, CALIFORNIA 93305-4326
(661) 631-4675
FAX: (661) 324-2497



March 1, 2019

Mr. Emilio Wagner
Director of Operations
Community Action Partnership of Kern
5005 Business Park North
Bakersfield, CA 93309

RE: Lease Agreements

Dear Emilio:

The current leases between CAPK and the District will expire on June 30, 2019. As you know, the District did not renew several of our leases with CAPK during the last few years due to changes in our district's educational programs as well as space constraints on our campuses. This continues to be the case, and additionally, we are currently working to expand the number of our state-funded pre-kindergarten classes at our sites. Therefore, this memo is to notify you that we will not be renewing the leases that expire June 30, 2019 for the following sites: Rafer Johnson, Roosevelt, Noble, Casa Loma, Pioneer, Franklin and Williams.

The leases state that CAPK shall remove all facilities and other items within 30 days after June 30. Alternatively, the District may, at its sole option, purchase the Facilities from CAPK for a price and upon such terms and conditions as the parties shall mutually agree. I would like to talk with you further regarding the purchase of the buildings and play equipment, as we have done in the past.

Thank you, and please contact me at 631-4675 or mcclains@bcsd.com if you have any questions.

Sincerely,

A handwritten signature in blue ink that reads "Steve McClain".

Steve McClain
Assistant Superintendent, Business Services

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

MEETING MINUTES

1. **Call to Order**

Chairperson Yolanda Ochoa called the meeting to order at 12:03 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 (arrived at 12:08 pm), Nila Hogan, Yolanda Ochoa, Marian Panos

Absent: Jonathan Mullings

Others present: Jeremy Tobias, Chief Executive Officer; Ralph Martinez, Director of Community Development; Raymond Quan, Director of Human Resources; and other CAPK staff.

3. **Approval of Agenda**

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

4. **Public Forum:**

Emily Gonzalez Demont announced her resignation, effective March 29, 2019, due to personal reasons and she expressed her gratitude for her time spent at CAPK.

5. **Program Presentation:**

Migrant Childcare Alternative Payment Program by Susana Magana, Program Manager.

Susana Magana provided a general overview of the Migrant Childcare Alternative Payment Program (MCAP), which started in 1999 as a pilot program to bridge the gap between the child development services and the needs of migrant families. CAPK's program is unique, the only one of its kind, and serves six entry counties: Kern, Kings, Tulare, Fresno, Madera; and Merced. The program serves about 450 families which equates to about 1,100 children per year. Staff serving the Family Services Department and Subsidized Reimbursement Department provide case management services, conduct family visits at labor camps, fields, and homes, process approximately 800 provider reimbursement invoices per month and conducts provider home visits to ensure program compliance. To be eligible to participate in the MCAP program, the entire family must migrate to follow agriculture work 75 miles or more from their permanent place of residence, for 30 days or more, every 12 months; 50% of the family's income must be from agriculture; the family must be within the low-income guidelines; and the family must have an authorized need for childcare. Once enrolled, services can continue anywhere within California.

6. **New Business**

- a. February 2019 Program and Division Reports – Ralph Martinez, Director of Community Development– ***Action Item***
- 2-1-1 Kern
 - Central Kitchen
 - Community Development – Grants & Research

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- 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 an overview of each program and presented the highlights from the Division Program reports for February 2019.

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

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

Ralph Martinez presented the Application Status reports and six Funding Requests for: Kern Family Health Care for the Emergency Supply Closet; Bank of America Charitable Foundation for Food Bank Expansion; Wells Fargo Bank for Friendship House STEM Program; Kern Family Health Care for Friendship House and Shafter Youth Center Museum on the Move; and Borax Visitors Center Foundation for East Kern Family Resource Center.

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

- c. Organizational Standards Update – Sheila Shegos, Outreach & Grant Administrator – **Info Item**

Sheila Shegos advised the Committee that the Organizational Standards Update will become a standing agenda item for the PRE Committee going forward and stated that CAPK must adhere to best practice standards under Community Services Department (CSD). Staff is responsible for submitting the required contract reporting and services delivery for CSBG funds, which is \$1.4 million. On an annual basis, CAPK must provide outcome data, which is included in the Annual Report, and the Organizational Standards Report. The Community Development Division is responsible for ensuring CAPK is adhering to the Organizational Standards and Sheila reported that CAPK is in good standing with CSD. More information will be brought before the Committee in future meetings on key components of work.

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

Ginger Mendez provided the Enrollment & Meals report and stated that three of the four programs achieved 100% enrollment. EHS Partnership achieved 93% enrollment, which was a decline from the previous month due to 4 identified children could not complete appropriate requirements. Enrollment for children with disabilities increased to 8.2% for HS Kern and all other exceeded their goal of 10%. All programs met the over-income enrollment goal. Overall attendance for all programs was 98% for the month of February 2019 and Ginger reported that staff is preparing for the recruitment season which kicks off in March.

Total meals served for the month of February was 97,424 which is 2% less than the same reporting time from 2018. Across California, meals served is approximately 80%. CAPK's percentages are well above average.

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

- e. Bakersfield City School District Lease Agreements – Yolanda Gonzales, Director of Head Start / State Child Development Programs – **Info Item**

Emily Gonzales Demont provided a verbal report on behalf of Yolanda Gonzales, to update the Committee on the status of lease agreements with the Bakersfield City School District (BCSD) for seven of CAPK's Head Start Centers. Two weeks ago, a letter from BCSD was received to inform CAPK that BCSD will not be renewing lease agreements for the following Head Start sites: Rafer Johnson; Roosevelt; Noble; Casa Loma; Pioneer; Franklin; and Williams. The existing leases are set to expire on June 30, 2019. A letter from Standard School District was also received to inform CAPK that the lease for the Oildale Head Start site will also not be renewed. The Office of Head Start has been informed and staff is proactively working to find new locations to serve the 262 children in those high poverty areas.

- f. Early Head Start CCP Self-Assessment – Sylvia Ortega, Quality Assurance Manager – **Action Item**

Sylvia Ortega reported that the EHS Child Care Partnership (CCP) conducts an annual self-assessment to review program operations, goals and objectives. The self-assessment resulted in two program findings and plans of action to address the findings have been completed.

Motion was made and seconded to approve the 2018-2019 Early Head Start Child Care Partnership Self-Assessment Report. Carried by unanimous vote. (Hogan/Gurrola).

- g. Migrant Childcare Alternative Payment Program (MCAP) Handbook Update – Susana Magana, Program Manager – **Action Item**

Susana Magana reported that the California Department of Education (CDE) requires the MCAP program to produce a Parent & Provider Handbook for all program participants that delineate the eligibility requirements and policies for program participation. A copy of the handbook, along with a detailed description of the revisions was provided to the Committee and staff recommends approval of the revised handbook.

Motion was made and seconded to approve the MCAP Handbook Update. Carried by unanimous vote. (Panos/Hogan).

7. Committee Member Comments

8. Next Scheduled Meeting

Program Review & Evaluation
Wednesday, April 10, 2019
12:00 p.m.
5005 Business Park North
Bakersfield, California 93309

9. Adjournment

The meeting adjourned at 1:12 pm.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Administration/Pritika Ram		Month/Year: February 2019
Program/Work Unit: 2-1-1 Kern County	Staffing: 19 (2 vacancies)	Program Manager/Supervisor: Esperanza Contreras
Services: Provides 24/7 information and referral services via phone or CAPK's website to residents of Kern. Also provides call handling services for Kings, Tulare, Merced, Mariposa and Stanislaus Counties and schedules appointments for the CAPK Energy Program utility assistance services and provides applications. 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	4,431	3,809	622 (14%)	7,408
Kings County	178	163	15 (8%)	*
Tulare County	764	690	74 (10%)	*
Mountain Valley (Mariposa and Merced Counties)	118	101	17 (14%)	*
Stanislaus County	951	840	111(12%)	*
Total	6,442	5,603	839 (13%)	

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

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

Other Services		Month	YTD
LIHEAP	Calls Answered	2,871	5,954
Weatherization	Calls Routed through 2-1-1	365	1,149
Mental Health	Calls Answered	168	457
Website Visitors	Visitors to CAPK's 2-1-1 Kern web page	3,864	7,956
VITA	Calls Routed through 2-1-1	3,036	4,510

CalFresh Enrollments	Onsite enrollment into CalFresh (Supplemental Nutrition Assistance Program (SNAP/food stamps)	Submitted	Approved	Pending
		2	0	2

Coordinated Entry System (CES)	Entry point for the homeless population in Kern County.	Homeless Calls	Quick Referral Tool Submitted	Assessments Completed
		136	81	47

Outreach Activities	Outcomes
<ul style="list-style-type: none"> - KCHC You Count Resource Fairs - Bakersfield - Taft - Mojave - Delano 	211 Kern informational cards: 250 211 Kern informational cards: 50 211 Kern informational cards: 100 211 Kern informational cards: 200

Highlights: 2-1-1 and MCAP Program Managers provided a training to admin staff on evaluations using the Performance Appraisals Phrase Book. This book was purchased for all staff who supervise others as a resource tool to complete staff evaluations.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Nutrition Services/Carmen Segovia		Month/Year: February 2019
Program/Work Unit: Central Kitchen	Staffing: 22 Staff Members	Program Manager: Lorenzo Maldonado
Services: Preparation and delivery of meals and snacks for children enrolled in CAPK's Head Start/Early Head Start and Home Base option. The program provides the meals for the H.S. /E.H.S and Home Base. The program also delivers food service and janitorial supplies to the Head Start/Early Head Start centers and Home Base locations. <ul style="list-style-type: none"> • Total meals prepared are supported by the daily meal production sheets and food transport sheets. • Home base meal totals are supported by meal request forms submitted by center and Home Base staff. 		


Activities	Status			
	Total # Prepared	Breakfast	Lunch	Snack
Meals & Snacks				
Central Kitchen prepared for the HS/EHS centers	81,296	27,371	28,700	25,225
Home Base Meals	156	49	53	54
Total	81,452	27,420	28,753	25,279

Other:

1. The Central Kitchen received approval for the purchase of equipment. We will be receiving a new steam kettle and a large commercial dishwasher. Head Start has been working on this for the Central Kitchen the new equipment will assist in getting food production done quicker and minimize repair calls.
2. The Central Kitchen is looking for two candidates for substitute cook positions. We are currently doing tours for the new candidates to give them an overview and see if the type of work being done is what they are looking for. We had three out of the nine candidates back out, because the position wouldn't fit the type of work and schedule they were looking for.
3. Central Kitchen staff volunteered to go to Pete Parra HS and read for the children. Roxanne Braisher read for the children at the center, she wanted to thank Pete Parra staff for asking her to read for the children.
4. The Central Kitchen took possession of two Dodge Ram Tradesman cargo vans. Head Start approved for the Central Kitchen to receive the new vehicles early this year. The two vehicles were delivered to the agency at 5005 Business Park North on February 28, 2019. We are thankful for the new vehicles and would like to thank all the staff involved in procuring the two vehicles. We appreciate all the work they did to make this happen.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Community Development/Ralph Martinez		Month/Year: February 2019
Program/Work Unit: Outreach, Advocacy, Grants & Research	Total Staffing: 8	Program Manager/Supervisor: 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		
<p>The Community Development team launched "IgniteBiz Kern" small business workshops on Feb. 21st. Nine individuals interested in exploring (and growing) new businesses in Kern County attended. IgniteBiz Kern is funded by a three-year grant from Bank of the West, now in year two. The next workshop is scheduled for April 11, at 5:30 p.m., at the Friendship House Community Center. Workshops will be held every other month at different locations.</p>		
<div style="display: flex; align-items: flex-start;">  <div style="margin-left: 20px;"> <p>The division is in the process of implementing Grants Hub, an integrated software solution to find, develop, track, and report funding opportunities.</p> </div> </div>		
Advocacy	<ul style="list-style-type: none"> CAPK hosted the first of two informational workshops on Public Charge with Greater Bakersfield Legal Assistance and the UFW Foundation. Connected with media outlets and provided information about the Kern VITA Partnership with United Way, to kick-off the tax season. 	
Outreach	<ul style="list-style-type: none"> Promoted Head Start annual Read Across America event. Supported marketing of the Food Bank's upcoming March 29th Stuff the Bus Food Drive with GET Bus. Built website and Facebook pages for CAPK CalEITC promotions. 	
Special Events	<ul style="list-style-type: none"> Meeting held in Fresno with Bank of the West/grantees to report progress on CAPK's Small Business Initiative project "Ignite BIZ" Vendors meetings were held for CAPK's Annual Humanitarian Awards Banquet. 	
Grants	<ul style="list-style-type: none"> CA Coastal Conservancy, STEM for Ocean Conservation Borax, East Kern Health Link Kern Family Health Care, East Kern Emergency Closet and FHCC & SYC Museum on the Move 	
Research	<ul style="list-style-type: none"> Capacity and program funding for youth centers Affordable home ownership for low-to-moderate income Funding for the Food Bank Expansion Project 	
Projects	<ul style="list-style-type: none"> 2018 CSBG monitoring and reporting 2019 Community Needs Survey and CAP Report – due June 2019 2019 Your Money Your Goals Cohort Enhancing and developing new processes and procedures for increased efficiencies (grant review, profiles, awards, implementation) Met with CD programs for review and ongoing monitoring of CD program budgets Participating in Roma Implementers final phase training modules Attended County partnership meetings for 2020 Census effort 	

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

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

Activities	Description	Status	
		Month	YTD
Referrals for services	Differential Response	24	42
Case Managed Families	F5K School Readiness	1	2
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	56	117
Emergency Supplies Closet and Other Services	Food (individuals)	16	31
	Clothing (individuals)	22	46
	Photocopies (individuals)	525	1355
	HEAP Application Supporting Docs	0	85

Other:

Staffing: The EKFRFC is down a Differential Response Case Manager

COMMUNITY ACTION PARTNERSHIP OF KERN
DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Operations/Emilio Wagner		Month/Year: February 2019
Program/Work Unit: Energy	Total Program Staffing: 41	Program Manager/Supervisor: Margaret Palmer
Services: Residential weatherization, utility bill payment assistance, and energy efficiency education for low-to-moderate-income Kern County residents. Also, installation of interim water tanks for low-income households affected by the drought.		

Activities	Description	Status	
		Households Served	
		Month	YTD
1A. Low Income Home Energy Assistance Program (LIHEAP Utility Assistance -2019)	Assistance with utility bill payments	568	1,256
2. Low Income Home Energy Assistance Program (LIHEAP) Weatherization Assistance (2019)	<ul style="list-style-type: none"> Assistance with residential repair/weatherization (e.g., weather stripping, thermostats, door/window replacement, etc.) Energy-efficient appliance installation 	25	42
		75	87
3. Low-Income Weatherization Program (LIWP Phase 2). Program from 10/1/17 - 9/30/18	Assistance with residential repair/weatherization (e.g., weather stripping, thermostats, door/window replacement, etc.)	-0-	76
5. Total Value of Services (utility payments only)		\$335,113	\$737,061
		Results	
6. Energy calls received (from 2-1-1)		3,236	
		HEAP	Wx
7. Number of LIHEAP applications Received		756	41
8. Number of LIHEAP applications Completed		568	25
9. Number of LIHEAP applications in Progress		198	16
10. Outreach Events attended	2/25 – Headstart Parent Meeting, Fairview 2/28 – Headstart Parent Meeting, Noble Ave	Give presentations, distribute brochures, applications, tote bags, ink pens and energy savings wheels.	

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

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

		Status	
Activities	Description	Month	YTD
USDA Commodities	Individuals Served (January)	38,197	80,174
	Poundage Received all Programs	1,250,195	2,891,591
	TOTAL POUNDAGE DIST. ALL SITES	1,267,391	2,747,007
Food Sourcing	Produce Received: 120,000 pounds of produce (donated or purchased) & 6 different produce items from the following growers: <ul style="list-style-type: none"> • Cal Organic: Onions • Johnston Farms: Citrus • Kirshenman: Potatoes • Tasteful Selections: Potatoes • Target: Mixed produce • Walmart: Mixed produce • Wonderful: Citrus 		
Food Drives:	Farmers Markets: Farmers Markets will start in April		

Other:

- We continued to donate 65 bags to Buttonwillow and 85 bags to Greenfield schools every two weeks for the Back-Pack Buddies program.
- On February 1st, we participated in the Bakersfield Homeless Resource event; handing out bags of canned goods, dry goods, bread and oranges.
- On February 7th, we provided a one-time donation of 20 boxes of candy to Bakersfield College, for their Valentine's day event.
- On February 8th, we participated in the Taft Homeless Resource event; handing out bags of canned goods, dry goods, bread and oranges.
- On February 19th, we participated in the Kern River Valley Homeless Resource event; handing out bags of canned goods, dry goods, bread and oranges.
- On February 28th, Food Bank had their Annual Inventory Audit.
- 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 3,637 seniors throughout Kern County.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Community Development/Ralph Martinez		Month/Year: February 2019	
Program/Work Unit: Friendship House	Total Program Staffing: 5	Program Manager/Supervisor: Lois Hannible	
Services: After-school and summer programs, pre-employment program for youths, parenting classes, nutrition education, sports, gang prevention, and access to social services.			
Activities		Participants	
Description		Month	YTD
After-School Program Tutoring, homework assistance, recreation.		4	10
Summer Program Recreational activities, educational games, and activities.			
Gang Prevention Program Aggression Replacement Training (ART), Nurturing Parenting and Parents on Mission (POM) parenting classes are provided at local school sites, correctional facilities, at the Friendship House and other community centers, to prevent at-risk youths from joining gangs.		4	26
STEM (Science, Technology, Engineering, Math) Program Chevron STEM teaches robotics, coding, engineering, and mathematics to program youth, engaging them in hands-on science focused learning.			
Mobile Mexican Consulate Consular services are provided at FHCC every Tues. & every other Wed., providing passport renewals, assistance with obtaining important documents, and providing DACA & protection information.		385	823
PREP Works Program Pre-employment program for at-risk youth that provides them with financial literacy; skills and knowledge to conduct job searches and plan for college/career; and an incentivized savings program. Participants also have an opportunity to gain paid work experience.		7	109

Other:

- A Public Charge meeting was hosted at the Friendship House Community Center on February 28th. The information and question & answer session was provided in collaboration with Greater Bakersfield Legal Assistance and the United Farm Workers (UFW) Foundation.
- The Starbucks Social Impact Team heard about how the CAPK PREP Works program is greatly benefitting disconnected youth and reached out to the FHCC Program Manager for program information. The Social Impact Team is working to replicate the CAPK PREP Works program in other cities, starting with Chicago. The Starbucks Social Impact Team stated, "we're so grateful for the work you do to help provide pre-employment training. We look forward to learning from and replicating your curriculum in other cities."

COMMUNITY ACTION PARTNERSHIP OF KERN
DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

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

		Status	
Activities	Description	Month	YTD
Employee Count	Regular	872	
	Subs/Temps	26	
	Total Staff	898	
New Hires	All divisions and programs		
	Regular	18	32
	Subs/Temps	0	6
	Total New Hires	18	38
Leaves of Absence	Full-time Leave	23	
Terminations	All divisions and programs		
	Voluntary	10	24
	Involuntary	4	6
	Total Terminations	14	30
Staffing	Vacancy	22	47
	Total Applications Received	114	335
Payroll	Total Hours Paid	140,931	
	Total Gross Payroll	\$2,630,077	

Projects HR/Payroll-Electronic Job Requisitioning HR-Pension Plan Correction HR-Recruitment Issues HR-Licensing Issues Online Recruitment	Completed: <ol style="list-style-type: none"> 1. Efforts continued on the pension plan corrections 2. Estimated completion of the payroll/pension committee/review April 2019 3. Salary Survey Meeting 02/01/2019 4. Salary Survey Meeting 02/04/2019 5. CAPK Agency Meeting 02/05/2019 6. Attendance Policy Review 2/06/2019 7. Pension Look Back Conference call 02/07/2019 8. PRE-Committee 02/13/2019 9. Implementation of the Workplace Violence Restraining Order 02/15/2019 10. Budget & Finance Committee Meeting 02/20/2019 11. HR Meeting with Three Managers 02/21/2019 12. 02/26/2019 Meeting w/attorney to prepare for 3/01/2019 arbitration w/SEIU 13. Board of Directors Meeting 02/27/2019
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COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Health & Nutrition Services/Carmen Segovia		Month/Year: February 2019	
Program/Work Unit: Migrant Childcare AP Program (MCAP)	Total Staffing: 19, <i>Vacancies-0</i>	Program Manager/Supervisor: Susana Magana	
Services: The Migrant Childcare Alternative Payment Program is a voucher-based child care program for migrant agriculturally working families. The program has six entry counties: Kern, Kings, Madera, Merced, Tulare, and Fresno. Once enrolled, families can continue child care services as they migrate throughout the state following agricultural work. The program’s current Fiscal Year is July 1, 2018, to June 30, 2019. <i>*This report is for the service months of January 2019, which were processed in the month of February 2019.</i>			
		Status	
Activities	Description	Total	% by County
Active Enrollments	Kern**	353	42%
	Madera	98	12%
	Merced	8	1%
	Tulare	192	23%
	Kings	62	7%
	Fresno	134	16%
	Total	847	100%

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

Other:

Current Activities:

Staff 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 2/15 the family services coordinator presented program information to interested parents in the Bakersfield area. The meeting was at 8:30am at the CAPK the Sterling Child Development Center located at 3000 Sterling Rd.

On 2/21 the program manager attended the Kern County Collaborate meeting and provided program information to attendees.

On 2/26 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 3/13 Migrant Childcare AP program will be presenting at the PRE-committee meeting.

On 3/18 Program Manager is going to be part of a provider payment panel webinar hosted by the California Alternative Payment Program Association (CAPPA).

On 3/21 program manager will be attending the Kern County Collaborate meeting

On 4/2-4/3 program staff will be participating at the Fresno County Parlier Migrant Camp opening.

COMMUNITY ACTION PARTNERSHIP OF KERN
DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

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

		STATUS	
Activities	Description	Received	Completed March 1, 2018 to Date
Business Services			
Purchase Orders Processed		122	1806
Contracts/Leases Processed		21	172
Request for Proposals (RFP)			
Leases	MCAP -5351 Olive Drive WIC – Addendum to Lease agreement -Omni Health WIC -G Street Plaza HS - Panama Buena Vista Friendship House - Mexican Consulate MCAP- Merced County Office of Education MCAP -Visalia – Tulare Office of Education	In Progress In Progress In Progress In Progress In Progress In Progress In Progress	
Contracts	GameTime Mexican American Opportunities Foundation AA1 Pest Control Three Way Chevrolet -Retail Installment Contract Motor City GMC -Retail Installment Contract ACI Change Order #1 ACI Change Order #2 Cathy Cole, E.C.E Consultant Turk's Kern Copy -CES Turk's Kern Copy -Central Kitchen Liebert Cassidy Whitmore -Amendment Southern Kern Food Service Agreement West Ed MOU – H.E.A.R.T.S Connection	In Progress Complete In Progress In Progress In Progress In Progress In Progress In Progress In Progress In Progress In Progress In Progress	

Maintenance & Operations		Work in Progress	03/01/2018 to Date Closed
Facility Work Orders Processed	Repair and maintenance of CAPK facilities and vehicles.	106	3231
Projects	<ul style="list-style-type: none"> 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 painted gray and blue to match the previously renovated Oasis Head Start center. 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. 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. Removing walls and opening the areas between Operations and Finance. Install carpeting. Rework the store front glass doors to have just one entrance. Installing cubicles in new open areas. 	<p>Completed</p> <p>Completed</p> <p>In Progress</p> <p>In Progress</p>	
Information Technology		Received	03/01/2018 to Date Closed
Help Desk Work Orders Processed	Technical assistance to employees, repairs, troubleshooting, coordination of services with IT services subcontractor	255	3462
Projects	<ul style="list-style-type: none"> AT&T Erate Installation E-Rate Category 1 and 2 FY 2019 471 IT Policies Shafter Youth Center Computer Purchases MCAP Computer Lease EHS Wifi installation 	<p>In Progress</p> <p>In Progress</p> <p>Completed</p> <p>In Progress</p> <p>In Progress</p> <p>In Progress</p>	

Risk Management		Reported	01/01/2019 to Date
Workers Compensation Incidents	<ul style="list-style-type: none"> For Report Only First Aid Medical Treatment Modified Duty Lost Time Non-Industrial (not work related) Under Investigation 	5 3 1 0 1 0 2	14 6 1 1 1 0 2
General Liability		0	0
Property Incidents			1
Vehicle Incidents		3	4
Projects	Liability insurance renewal Risk Assessments for Disaster Preparedness SJ/EHS Head Start Ctrs Threat Assessment & Violence Prevention Staff Training Safety & Security Policies for Front Desk Workplace Violence Prevention Program Safety Meetings Monthly Maintenance & Energy	Completed In progress In progress In progress In progress Ongoing	

Other:

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Community Development/Ralph Martinez		Month/Year: February 2019
Program/Work Unit: Shafter Youth Center	Total Program Staffing: 3.5	Program Manager/Supervisor: Angelica Nelson
Services: Summer and after-school tutoring, homework assistance, educational, recreational, and social enrichment activities and services for children ages 6-18. Evening programming is offered Monday through Friday, 5:00 to 9:00 pm; activities include basketball, ancestry class, and various local groups who utilize the meeting space.		
Activities		Participants
Description		Month YTD
After-School Program Tutoring, homework assistance, recreation, health & nutrition education.		2 18
Teen Pregnancy and Sexually Transmitted Infections Prevention (Information and Education) (#'s as of 7/1/2017) Informing and educating teens ages 12-19 years on preventing pregnancy and the spread of sexually transmitted infections.		3 28
Evening Program – Open Basketball, Zumba		20 – 45 per night
Summer Program Academics, sports, recreation, health & nutrition education, themed weeks with coordinated guest speakers.		

Other: Shafter Colours Festival was held Feb. 21st -24th. Shafter Youth Center was selected to host the Children's Art Workshop and Art Gallery. The gym was transformed into an art gallery, featuring art from children and youth ages 3 through 18. We had four categories for judging and an overall Best in Show. Kids did a great job bringing their art. We had about 30 people visit the center, a grand majority said they liked the facility and had never been here. We recruited a couple of new participants. The Art Workshops attracted 16 kids to explore art. Most of them had also not been to SYC. A great opportunity to showcase our center and program in the community!



COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

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

Tax Returns					
		Results			
Activities	Description	Month		YTD	
Tax Returns Completed	State & Federal				2353
Refunds	Federal	2353			2,841,844
	Federal EITC	889			2,145,519
	Federal Total				4,987,363
	State	2353			380,127
	California EITC	687			191,890
	State Total				572,217
Total Credits & Refunds	State & Federal	2353			5,559,580,

The call center took in 3,036 calls for the month of February. This is about a 9% increase from the previous year. Scheduled appointments from these calls were 2,393. The call center is experiencing a large volume of calls with additional questions with all the tax law changes.

Returns are taking a little longer this year than in years past due to the tax law changes and the additional questions that tax payers are asking in regard to the lower refunds, the government shut down, and why they can no longer itemize.

IRS is reporting that our office is down about 5% in return preparation this year compared to last year at the same time.

The CalEITC outreach staff continues to conduct outreach including at the Valley Plaza Mall and the Saturday swap meet to distribute brochures and flyers and educate people about the availability of California's tax credits for low-income tax payers. The team was able to connect with over 1,160 potential CalEITC recipients in February.

CalEITC returns are up by 118 from this time last year resulting in an increase of \$15,362 in CalEITC returned to low-income tax payers!

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Nutrition Services/Carmen Segovia		Month/Year: February 2019
Program/Work Unit: WIC	Total Program Staffing: 70staff/ 2 vacancies	Program Manager: Kathlyn Lujan
Services: Nutrition education, breastfeeding support, and food vouchers for families with infants, children up to age 5, and women who are pregnant, postpartum or breastfeeding. Services provided at 21 sites in Kern County, 5 sites in San Bernardino County.		

			Participation 10/1/17 – 9/30/18			
Description			Case Load	Month	Central Valley Avg.	State Avg.
Total	All services	February 2019	20,370	15,007 – 74%	77.45%	66.4%
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	54	Mojave		84	
	Bakersfield		Oildale		378	
			Ridgecrest		609	
	E. California	1327	Rosamond		760	
	Niles Street	2187	Shafter		1289	
	Montclair	388	Tehachapi		410	
	Friendship House	103	Wasco		1782	
	Panama	1372				
	Boron	30	<u>San Bernardino County</u>			
	Buttonwillow	71	Adelanto		1795	
	California City	696	Big Bear		285	
	Delano	949	Crestline		244	
	Edwards Air Force	*	Needles		155	
	Lost Hills	56	Phelan		*	
			<u>Mobile WIC</u>		153	

Projects

CAPK WIC continues to exceed the State average in participation.

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

CAPK WIC was attended the Homeless Resource Fairs in Mojave, Delano, Wasco, and Bakersfield. CAPK WIC also presented to parent meetings at Siebert Day Care, Harvey Hall, Fairview, and Sunrise Villa Center.

SMILE CA is visiting our Main Office and the office on Niles to give our participants information on MediCal dental coverage. Representatives interview WIC participants and refer them to a local MediCal dentist.

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

The LVL participated in a webinar and continues to visit WIC authorized vendors.

Preparations for eWIC are progressing and more information is being shared with the local agencies. CAPK WIC is scheduled for Wave 8 with roll out to occur 2/19/20.

COMMUNITY ACTION PARTNERSHIP OF KERN
FUNDING REQUESTS AND APPLICATION STATUS REPORT
PENDING - February 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
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	Case management for pregnant/mothers with Substance Abuse History-3 Yr. Funding for EKFCR, SYC, FHCC	\$ 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	SYC I&E Program (2 years)	\$ 249,420
2/27/2019	2/4/2019	Kern County Dept. of Human Services	Kinship-EKFCR, FHCC, & SYC	\$ 158,400
2/27/2019	2/14/2019	California Complete Count Census 2020 Office	Census Outreach	\$ 657,770
TBD	2/22/2019	Bank of America	Food Bank Expansion Project	\$ 50,000
2/27/2019	2/27/2019	Union Bank	FHCC/SYC STEM	\$ 25,000

COMMUNITY ACTION PARTNERSHIP OF KERN
FUNDING REQUESTS AND APPLICATION STATUS REPORT
AWARDED - February 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	Small Business Initiative - 2nd Year Funding	\$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
8/15/2018	2/6/2019	HUD 2018 Continuum of Care Program Appl	211 Kern Coordinated Entry	\$268,371	\$ 236,838	7/1/2019-6/31/2020
				Total Awards	\$ 363,328	

COMMUNITY ACTION PARTNERSHIP OF KERN
FUNDING REQUESTS AND APPLICATION STATUS REPORT
DECLINED - February 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
1/23/2019	2/15/2019	Womens and Girls Fund	FHCC PREP Works for Girls	\$25,000

Community Action Partnership of Kern Funding Request Profile

Source of Funds: Private

Project Name: Emergency Supply Closet

Funder Name: Kern Family Health Care

Grant Program Name: East Kern Family
Resource Center

Funding Period: 07/01/2019-06/30/2020

CFDA: N/A

Division Director: Carmen Segovia

Program Manager: Whitney Hughes

☐ **New Funding**

☒ **Re-Application**

A. Narrative description of funding request, including goals:

CAPK is reapplying for \$2,000 from Kern Family Health Care to support the East Kern Family Resource Center's Emergency Supplies Closet. The goal of this project is to help individuals and families in crisis with basic necessities-that can't be acquired through other means-such as cribs, bedding, diapers, infant formula, household cleaning supplies, basic hygiene items, home child proofing kids, and bus passes.

B. Use of Funds:

Requested funds will be used for basic need items such as diapers, formula, baby blankets, household cleaning supplies, and personal hygiene items.

C. Approvals:

1. <u>Carmen Segovia</u> <u>3/1/19</u> Division Director Date	3. <u>[Signature]</u> <u>3/4/19</u> Chief Financial Officer Date
2. <u>Whitney Hughes</u> <u>3-4-19</u> Director of Community Development Date	4. <u>[Signature]</u> <u>3/5/19</u> Chief Executive Officer Date

D. Board:

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

Community Action Partnership of Kern Funding Request Profile

Source of Funds: Private
Project Name: Food Bank Expansion
Funder Name: Bank of America Charitable
Foundation
Grant Program Name: Food Bank
Funding Period: TBD
CFDA #: N/A

Division Director: Carmen Segovia
Program Manager: Jaime Orona

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

A. Narrative description of funding request, including goals:

The Food Bank is requesting up to \$50,000 from the Bank of America Charitable Foundation to increase storage capacity by purchasing and installing additional industrial pallet rack storage space.

Additional pallet rack units will increase the impact of the Food Bank and will cover a portion of CAPK's expected \$458,293 match of the total \$1,374,878 total Food Bank expansion project budget. Community Development Block Grant (CDBG) funds have been requested with the City of Bakersfield and the County of Kern which may cover the remaining budget once awarded.

B. Use of Funds:

Up to \$50,000 will purchase industrial pallet rack components including steel frames, crossmembers, and supports.

C. Approvals:

1. <u>Carmen Segovia</u> <u>2/26/19</u> Division Director Date	3. <u>Jaime Orona</u> <u>2/28/19</u> Chief Financial Officer Date
2. <u>Ralph W. Hardy</u> <u>2-27-19</u> Director of Community Development Date	4. <u>J.T. P.</u> <u>3/5/19</u> Chief Executive Officer Date

D. Board:

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

Community Action Partnership of Kern Funding Request Profile

Source of Funds: Private
Project Name: STEM
Funder Name: Wells Fargo
Grant Program Name: Friendship House
Community Center & Shafter Youth Center
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 for up to \$50,000 from Wells Fargo to prepare youths ages 5-18 for future jobs through STEM (Science, Technology, Engineering, and Math) and entrepreneur education/training programs.

The STEM program will engage youths at the FHCC and SYC in STEM related fields through fun and interactive activities. Kern County's key industries, such as aerospace, oil, alternative energies, and manufacturing, have a high demand for employees that have STEM related skills. In addition to STEM, participants in the youth center's PREP Works program will have opportunities to learn entrepreneurship skills.

B. Use of Funds:

The requested funds will be used to build program capacity through staffing, outreach, STEM kits, field trips, and general program supplies.

C. Approvals:

1. _____
Division Director Date

3.  3/4/19
Chief Financial Officer Date

2.  2/28/19
Director of Community Development Date

4.  3/5/19
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: FHCC: Museum on the Move

Funder Name: Kern Family Health Care

Grant Program Name: Friendship House

Community Center

Funding Period: 7/1/2019 – 6/30/2020

CFDA #: N/A

Division Director: Ralph Martinez

Program Manager: Lois Hannible

☒ **New Funding**

☐ **Re-Application**

A. Narrative description of funding request, including goals:

CAPK's Friendship House Community Center is requesting \$2,000 from the *Kern Family Health Care Community Grant Program* for the Museum on the Move: CAPK Afterschool Art Education Program. The program will bring an interactive museum-quality arts experience to the FHCC during afterschool hours.


During each session, a Bakersfield Museum of Art educator presents an art lesson and project, introducing every class to important artists, art theories, and art movements. Museum on the Move provides students with a means for self-expression and an avenue to see themselves, their heritage, and their environment in a whole new way.

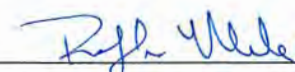
B. Use of Funds:

The requested funds will cover instructor/educator costs, art supplies, educator mileage and overhead costs.

C. Approvals:

1. _____
Division Director Date

 3/5/2019
Chief Financial Officer Date

2.  3-5-19
Director of Community Development Date

4.  3/5/19
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: Shafter Youth Center
Funder Name: Kern Family Health Care
Grant Program Name: Shafter Youth Center
Funding Period: 7/1/2019 – 6/30/2020
CFDA #: N/A

Division Director: Ralph Martinez
Program Manager: Lois Hannible

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

A. Narrative description of funding request, including goals:

CAPK's Shafter Youth Center is requesting \$2,000 from the Kern Family Health Care Community Grant Program for the Museum on the Move: CAPK Afterschool Art Education Program. The program will bring an interactive museum-quality arts experience to the SYC during afterschool hours.


During each session, a Bakersfield Museum of Art educator presents an art lesson and project, introducing every class to important artists, art theories, and art movements. Museum on the Move provides students with a means for self-expression and an avenue to see themselves, their heritage, and their environment in a whole new way.

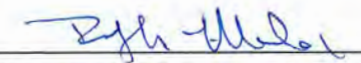
B. Use of Funds:

The requested \$2,000 will cover instructor/educator costs, art supplies, educator mileage and overhead costs.

C. Approvals:

1. _____
Division Director Date

3.  3/5/2019
Chief Financial Officer Sr. Tray Webster Date

2.  3-5-19
Director of Community Development Date

4.  3/5/19
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 Funding Request Profile

Source of Funds: Private

CFDA #: N/A

Project Name: East Kern Health Link –
Resource Fairs

Division Director: Carmen Segovia

Funder Name: Borax Visitors Center
Foundation

Program Manager: Whitney Hughes

Grant Program Name: East Kern Family
Resource Center

☐ **New Funding**

☒ **Re-Application**

Funding Period: 6/01/2019 - 5/31/2020

A. Narrative description of funding request, including goals:

CAPK's East Kern Family Resource Center (EKFRFC) is applying to the Borax Visitors Center Foundation for funding of \$3,000 to conduct health fairs and outreach for the EKFRFC East Kern's Health Link program. The program will conduct outreach to Boron low-income families to educate them about childhood vaccinations and connect them with health resources in order to increase the number of children that are protected from preventable childhood diseases, while increasing school enrollments.

B. Use of Funds:

The requested funds will be used for staff mileage, educational materials, outreach, and health related incentive items for participants.

C. Approvals:

1. Carmen Segovia 3/5/19
Division Director Date

3. [Signature] 3/5/2019
Chief Financial Officer Tracy Webster Date

2. [Signature] 3-5-19
Director of Community Development Date

4. [Signature] 3/5/19
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: February 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	February 2019		2,041	100%	
Early Head Start Kern	February 2019		328	100%	
Early Head Start Partnership	February 2019		56	93%	
Early Head Start San Joaquin	February 2019		313	100%	
TOTAL Funded Enrollment			2,738		
CHILDREN WITH DISABILITIES			CONCERNS	GOAL	ACTUAL
Head Start Kern	Identified as having an IEP		51—2%	10%	8.2%
Early Head Start Kern	Identified as having an IFSP		4—1%	10%	17.4%
Early Head Start Partnership	Identified as having an IFSP		1—2%	10%	10.7%
Early Head Start San Joaquin	Identified as having an IFSP		7—2%	10%	23.0%
OVER INCOME				GOAL	ACTUAL
Head Start Kern			<10%	8 %	
Early Head Start Kern			<10%	2%	
Early Head Start Partnership			<10%	10%	
Early Head Start San Joaquin			<10%	8.9%	
AVERAGE DAILY ATTENDANCE (Program Wide Goal > 85%)				98%	

HIGHLIGHTS:

Enrollment: We are in preparation for the recruitment season.
Attendance: All grants meet and exceed the 85% threshold

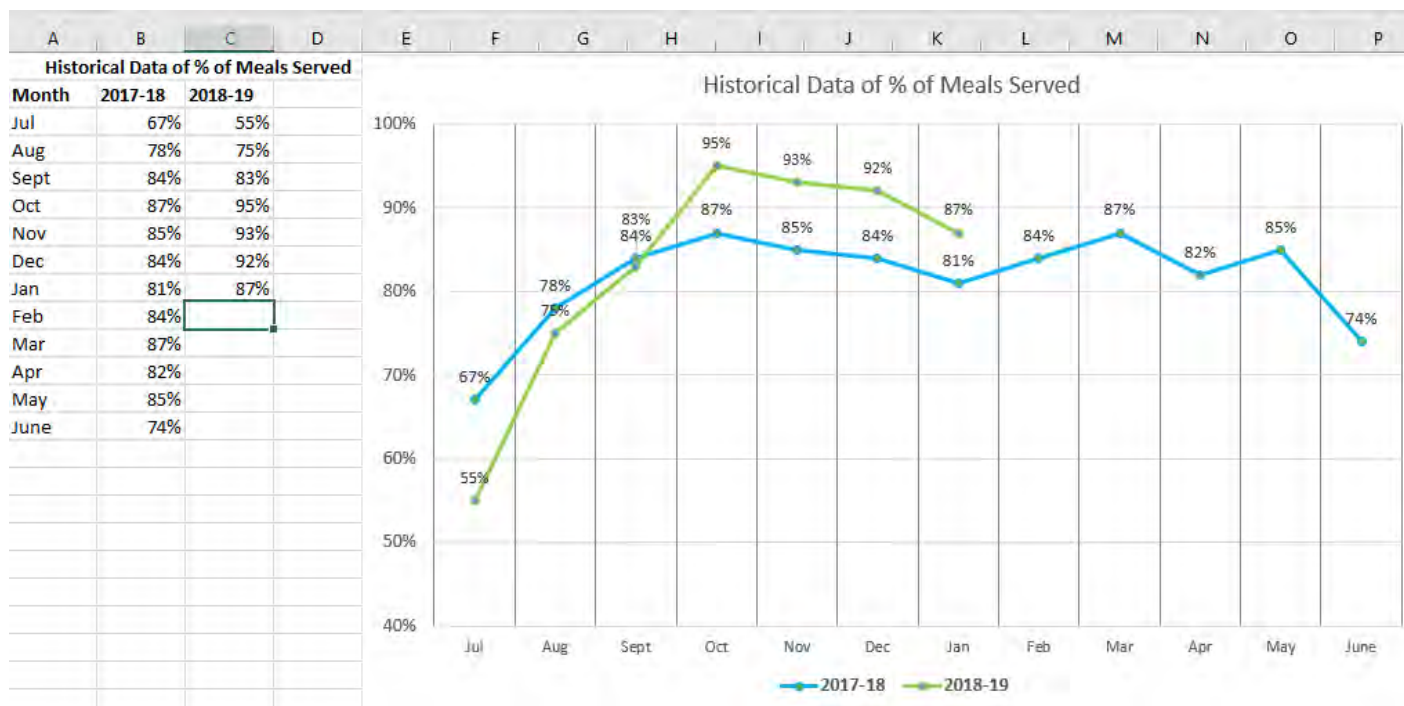
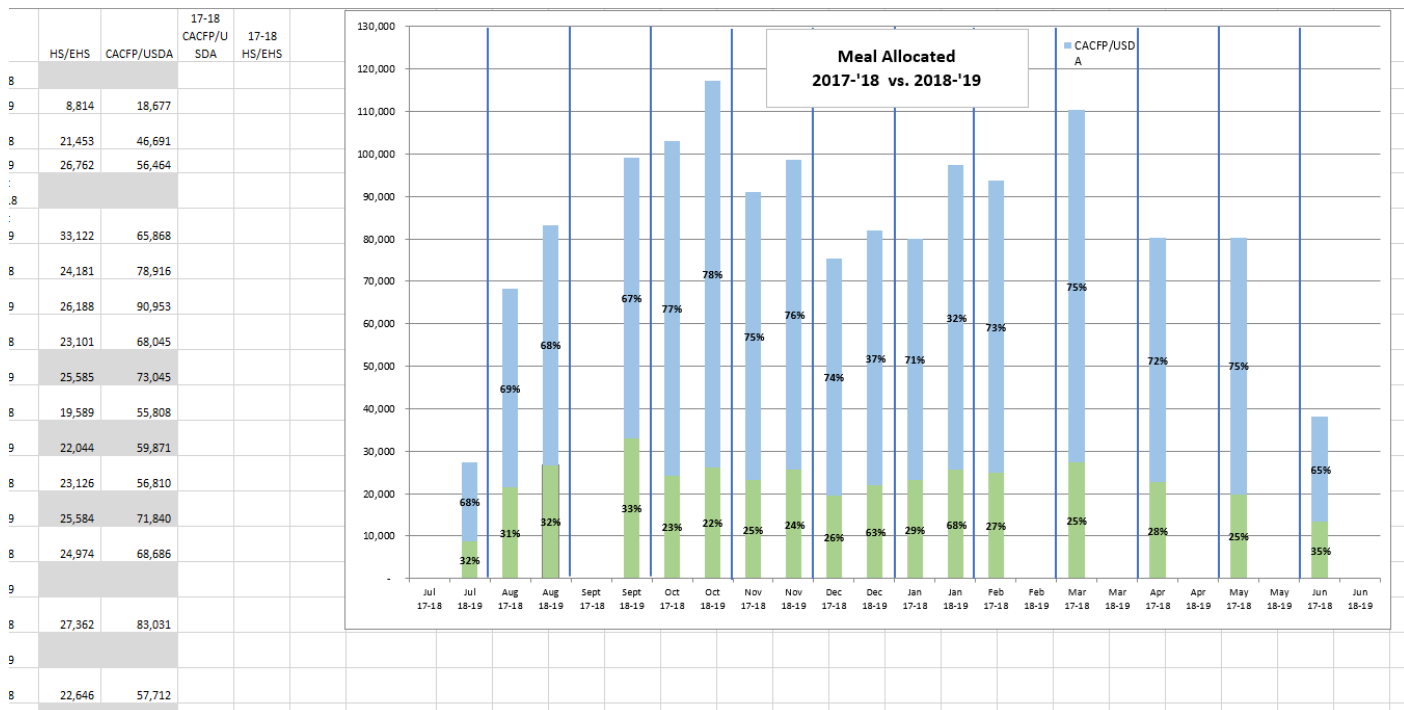
TOTAL DIVISION STAFFING:

Currently Employed	Vacant Positions	On Family/Medical Leave	
		Continuous	Intermittent
615	23	20	108

COMPLIANCE:

During the month of February, we conducted the annual self-assessment for Partnership. Sylvia Ortega will be doing a presentation.
--

Meals Served – January 2019 (*one month behind)						
Total Meals Requested			Meals Allocated		% of Meals Served	
Central Kitchen	Vendor Kitchen	Total Meals	CACFP/USDA	HS/EHS	January 2018	January 2019
82,617	14,807	97,424	71,840	25,584	89%	87%



COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Program Review & Evaluation Committee



From: Sylvia Ortega, Quality Assurance Manager

Date: March 13, 2019

Subject: *Agenda Item 6f:* 2018-2019 Early Head Start Child Care Partnership Self-Assessment – **Action Item**

The Early Head Start Child Care Partnership conducts an annual self-assessment to involve the agency in a review of its program's operations, goals, and objectives. The agency must self-assess the implementation systems and services of program governance and management systems, fiscal integrity, Enrollment Recruitment Selection Eligibility and Attendance (ERSEA), environmental health and safety, Classroom Assessment Scoring System (CLASS), comprehensive services and school readiness.

The Partnership self-assessment resulted in two program findings in the areas of:

- Data - Garden Pathways is in the implementation phase of executing the Desired Results Developmental Profile (DRDP) System, which includes child observations and school readiness data.
- Program Goals - The partnership shares strategic long-term goals for ensuring programs are and remain responsive to community needs as identified in their community assessment with the Kern Grant.

Plans of Action to address the two findings have been completed. Self-Assessment results are used to update applicable policies and procedures, and to develop the improved strategies for the Grant Application for the subsequent year.

Recommendation

Staff recommends the Program Review & Evaluation Committee approve the 2018-2019 Early Head Start Child Care Partnership Self-Assessment Report.

Attachments:

Summary of 2018-2019 Self-Assessment Process
2018-2019 Self-Assessment Report

Community Action Partnership of Kern Early Head Start Child Care Partnership Summary of 2018-2019 Self-Assessment process

The Early Head Start Child Care Partnership self-assessment was completed the week of February 18-22, 2019. A review of the self-assessment planning process was completed with key management staff. Staff received an orientation training and an overview of the monitoring checklists in preparation of completing the program self-assessment.

Self-assessment teams were comprised of key Head Start and Early Head Start staff. Staff completed folder reviews, care and supervision checklist, conducted site visits, interviews and observations. Teams reviewed requirements of the program, including comprehensive services and fiscal oversight.

In addition, the self-assessment teams reviewed Desired Results Developmental Profile (DRDP) results, Plans of Action and Infant/Toddler Environmental Rating System (ITERS) scores. The program self-assessment resulted in two program findings in the areas of:

- Data - Garden Pathways is in the implementation phase of executing the Desired Results Developmental Profile (DRDP) system, which includes child observations and school readiness data.
- Program Goals - The partnership shares strategic long-term goals for ensuring programs are and remain responsive to community needs as identified in their community assessment with the Kern Grant.

Through the self-assessment process and conducting interviews with Early Head Start staff, it has been determined that the partnership grant has provided quality improvement systems. Funds have been used to improve and support our partners ability to manage their programs and implement a process of continuous program improvement. These improvements include:

- Hiring of additional staff
- Facility and playground improvements
- Additional materials and supplies
- Ongoing professional development

Self-Assessment results are used to update applicable policies and procedures, and to develop the improved strategies for the Grant Application for the subsequent year. The Assistant Director of Program will conduct meetings with key staff to ensure completion of the plans of action, including supporting documentation.

Community Action Partnership of Kern
Early Head Start Child Care Partnership
2018-2019 Self-Assessment Report

Compliance Item: Data

Compliance Items	Potential Areas of Non-Compliance	Person Responsible	Timelines	Corrective Action	Documentation	Expected Outcomes
<p>1302.102(c) A program must implement a process for using data to identify strengths and needs, develop and implement plans that address program needs, and continually evaluate compliance with program performance standards and progress towards achieving program goals.</p> <p>The grantee will demonstrate how the program uses data to ensure oversight and ongoing program improvement and to improve service delivery, child outcomes, and school readiness.</p>	<p>Garden Pathways is in the implementation phase of executing the Desired Results system which includes child observations and school readiness data.</p>	<p>EHS Partnership Coordinator</p> <p>Director of Garden Pathways Downtown Education Center</p>	<p>March 1, 2019 and ongoing</p>	<p>Train staff on DDP</p> <p>Provide Training on entering observations in DRDP Tech</p> <p>Adhere to DRDP timelines for the three assessments per year, per enrolled child.</p>	<ul style="list-style-type: none"> • Training Materials • Sign-In Sheets • Agenda • DRDP Assessment timelines • Summary of Findings • ChildPlus Data 	<p>Child outcome data will be used to strengthen Partnership program decisions for school readiness.</p>

Community Action Partnership of Kern
Early Head Start Child Care Partnership
2018-2019 Self-Assessment Report


Compliance Item: Program Goals

Compliance Items	Potential Areas of Non-Compliance	Person Responsible	Timelines	Corrective Action	Documentation	Expected Outcomes
1302.102(a) A program in collaboration with the governing body and policy council, must establish goals and measurable objectives that include: (1) Strategic long-term goals for ensuring programs are and remain responsive to community assessment.	The partnership shares strategic long-term goals for ensuring the programs are and remain responsive to community needs as identified in their community assessment with the Kern Grant.	Program Design and Management Administrator Assistant Director of Program	March 1, 2019 and ongoing	Plan of Action to separate goals and objectives for Early Head Start Child Care Partnership	Incorporate goals with individualized objectives for Early Head Start Child Care Partnership	Individualized goals and objectives for the Early Head Start Child Care Partnership

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Program Review & Evaluation Committee

From: Susana Magana, MCAP Program Manager 

Date: March 13, 2019

Subject: *Agenda Item 6g:* Migrant Childcare Alternative Payment Program
(MCAP) Handbook Update– **Action Item**

The program is required by the California Department of Education (CDE) and Early Learning and Support Division to have a Parent and Provider Handbook for program participants that delineate the eligibility requirements and policies for program participation.

This memo is to request approval of the updated MCAP Parent and Provider Handbook. The updated MCAP handbook will also be made available in Spanish. Below is a summary of the updates that were made to the handbook.

- **Handbook Cover**
This section was updated to reflect the programs new branding motif.
- **Parent and Provider Letter page 1**
The welcome letter was added to provide an overview of the mission and vision of the program.
- **Section 1-Eligibility and Need**
 - A) Agricultural worker page 4-5
This section was updated to reflect a program policy change regarding the migrant eligibility requirement. This section was expanded to provide a complete migrant definition for the purposes of MCAP eligibility determination. The adoption of the Migrant Waiver was added, to better meet the needs of the migrant community.
 - D) Children page 6
This section was updated to reflect the child's certificate length from 12 months to 14 months.
- **Section 4 -Requirements for child care need page 7**
The Budget Act 2017 language removed the 60 day/ per parent limitation, as well as the need for the family to submit weekly seeking employment logs. The Seeking employment section was updated to reflect that the only requirement is a declaration from the parent describing their plan to secure employment and how many hours/days are needed.

- **Section 5-Notice of Action (NOA) pages 10-11**

This section was updated to include a blank NOA form, to assist in explaining to parents the purpose of the NOA, when the action becomes effective and their appeal rights.

- **Section 7-Attendance pages 12-13**

This section was updated to include the change in the limitation of unexcused absences from 60 to 30 and to add the Abandonment of Care policy.

- **Section 8-Child Care Limitations page 13**

This section was updated to reflect that all 4 & 5-year-old children will be assessed two schedules; a regular schedule and vacation schedule at the time of enrollment, even if the child has not yet begun kindergarten. This is to ensure that schedules are in place for when the child begins school.

- **Section 10- Temporary Suspension of Services (TSS) page 16**

The Budget Act 2017 removed the Leave of Absence (LOA) regulation, which provided the program guidance on handling temporary breaks in service. The TSS is the program's policy that has been adopted for authorizing temporary breaks in service.

- **Section 11-Voluntary Reporting Changes Policy page 16**

The Budget Act 2017 removed the program's authority to change the family's authorized benefit level. This section was updated to reflect the family can voluntarily report changes and that the Voluntary Change Request form is needed in order for the program process a change.

- **Section 15- Provider Reimbursements page 24**

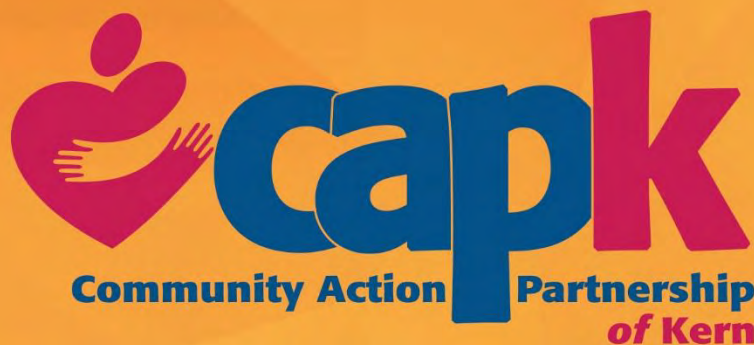
This section was updated to reflect the attendance log & invoice due date and the schedule of reimbursement distributions. The due date for attendance log & invoice has been updated from the 5th working day to the 5th calendar day, following the month of service. This update was necessary in order for the program to meet the reimbursement distribution requirement set forth by Management Bulletin (MB) 12-18-Timely Provider Payments.

Recommendation:

Staff recommend the Program Review and Evaluation Committee approves the updated Migrant Childcare Alternative Payment (MCAP) Parent and Provider Handbook.

Attachment:

MCAP Parent and Provider Handbook (Update- March 2019)



Migrant Childcare

Childcare that migrates with you.

Parent & Provider Handbook

Welcome

Dear Parents and Providers,

Welcome to the Migrant Childcare Alternative Payment Program (MCAP)! The MCAP Program is funded by the California Department of Education to provide free or low-cost childcare options to migrant families. MCAP was specifically created to be a continuous childcare subsidy for low-income migrant families

Our Program has six entry county offices throughout the Central Valley. The entry counties are located in Kern, Tulare, Kings, Fresno, Madera and Merced. Once your family is enrolled in any of these counties, your family can migrate anywhere in California and you can continue to receive childcare services. So, in other words, as you migrate following agricultural work, your services migrate with you. Our program is the only Migrant Alternative Payment Program in the entire State!

The vision of our Program is that all children may have the benefit of a learning environment offered by quality childcare providers and for you to feel comfortable going to work, seeking employment, engaging in vocational training, etc., knowing that your children are safe.

As parents, you will have complete parental choice in selecting the childcare option that best fits the needs of your family. Those options include a licensed center, a licensed family childcare home or a license-exempt provider. We appreciate all our participating childcare providers and we thank them for rendering services to our migrant community.

The mission of MCAP is to help provide the children of migrant agriculturally working families a safe, nurturing, and educationally growing environment. MCAP staff will assist you by providing comprehensive case management that includes, providing you with information on other programs and/or resources available within the community.

This Parent and Provider Handbook is filled with information on the MCAP program's structure, including the participation requirements for both parents and childcare providers. Thank you in advance for taking the time to review the handbook. If you have any questions concerning the MCAP requirements or policies, please contact the us. We will be happy to assist you!

Sincerely,

The MCAP Team

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Welcome letter page 1

Contact Information page 3

Sections pages 4-30

1. Eligibility and Need
2. Admissions Priority
3. Waiting List
4. Required Documentation for child care need
5. Notice of Action - NOA
6. Fees
7. Attendance Policy
8. Child Care Limitations
9. Attendance Logs
10. Temporary Suspension of Services - TSS
11. Changes Policy
12. Childcare Options
13. Provider Participation Rules
14. Necessary Documents for Provider Participation
15. Provider Reimbursements
16. Important information for Provider
17. Provider Termination
18. Program Policies

Parent and Provider Handbook Receipt page 31

Contact Information

Main Program Office

Kern County

5351 Olive Dr. Suite 200
Bakersfield, CA 93309

Mailing Address

Migrant AP Child Care Program
Community Action Partnership of Kern
5005 Business Park North
Bakersfield, CA 93309

Satellite offices:

Kings County

216 W. 7th Street
Hanford, CA 93230
Phone: 559-385-2502
Fax: 559-664-3305
Mail: PO Box 1101
Hanford, CA 93232

Fresno County

1815 Van Ness Avenue
Fresno, CA 93721
Phone: 559-334-3629
Fax: 559-664-3304

Madera County

525 E. Yosemite Avenue
Madera, CA 93638
Phone: 559-385-2503
Fax: 559-664-3302

Tulare County

7000 Doe Avenue
Building 200, Suite C, Door 7
Visalia, CA 93291
Phone: 559-474-8902
Fax: 559-664-3311

Merced County

1850 Wardrobe Avenue
Merced, CA 95341
Phone: 209-259-6556
Fax: 209-780-4041
By Appointment Only



Toll Free number: 1-800-259-8866

SECTION 1- ELIGIBILITY & NEED

The following are the eligibility and need requirements:

A) *Agricultural worker*

At least fifty percent (50%) of the family's total income must be from fishing, agriculture or agriculturally related work such as crop harvesting, bee keeping, packing facilities, poultry farms, dairy farms, livestock farms and farm maintenance.

Migrant Family - The Program was uniquely designed to meet the childcare needs of migrant families. The purpose of the Program is to provide enrolled families continuous childcare services, as they migrate throughout California. Migrant families can apply in any of the Program's six (6) entry counties which are: Kern, Tulare, Fresno, Kings, Madera and Merced.

For the purposes of meeting the migrant requirement for this program, the entire family (mother, father and all children) must migrate one or more times every 12 months for agriculture work purposes. Once the family arrives at a new location, they must establish a temporary residence. The temporary residence requirement is a cumulative 30 calendar days or more. The distance of one residence to another must be a cumulative 75 miles or more. The family must provide verifiable documentation to demonstrate that the family migrated to follow agriculture work. The verifiable documentation must also demonstrate that the family's migration is financially reasonable to support the family.

Migrant families that have a documented established migration pattern that overlaps with their recertification timeframe will be allowed to re-apply for services immediately after their certificate ends without the need to establish a 30 day or more temporary residence in the entry county.

Migrant Waiver

The Program understands that migrant families may encounter obstacles outside of their control, where it is not possible to migrate during their current certificate. The program will approve a waiver request for the following reasons:

- Medical (pregnancy, active worker comp case, other health issues, etc.)
- Family emergency (natural disasters, weather, transportation, family issues, etc.)

A family that was recertified with a migrant waiver cannot be recertified with a migrant waiver back to back. If the family has not migrated for the purposes of agricultural work within the 12 months of their current certificate, the family will not be eligible to be recertified for another year. A family with a migrant waiver must have verifiable documentation confirming that the family has met the migrant requirement by the time of their next recertification.

Intent to Migrate Declaration

Migrant families not currently enrolled in the program, that have not migrated within the previous 12 months, but have the intent to migrate for agricultural work purposes within the upcoming 12 months, may qualify for one certification period if all other eligibility and need requirements are met and the program has childcare slots available.

If the family has not migrated for the purposes of agricultural work within the first 12 months of their certificate, the family will be issued a termination, but can use services until the end of their current certificate. Families enrolled with an intent to migrate declaration are not eligible for the migrant waiver. Families enrolled with an Intent to Migrate Declaration that are terminated for failure to meet the migrant requirement at the time of their recertification, will be able re-apply for services in another entry county, but must establish a documented residence of 30 days or more in the new entry county before re-applying. Family must provide verifiable documentation to demonstrate that the family meets all the eligibility and need requirements.

Please recognize that traveling for leisure, such as vacations, visiting family for the holidays out of state/ out of the country, or any unverifiable migration, etc. will not count towards the migrant requirement. Daily or weekly commuting from the family's residence to different worksites or migrating without the entire family will not count towards meeting the migrant requirement.

B) *Income*

The family monthly income must not exceed the income eligibility guidelines. The last 12 months of income will be calculated for eligibility.

C) *Need*

Families should have at least one of the following needs:

- Employment
- Seeking Employment
- Incapacitation
- Vocational Training
- Homeless/Seeking Permanent Housing

D) *Children*

Have children between 0 and 12 years old. Children with exceptional needs may be served from birth to 21 years of age if all the eligibility requirements are met.

The family's eligibility & need is determined by the Family Services Specialist based on the verifiable documentation submitted by the family. The Family Services Specialist is required to request and collect verifiable documentation to support that the family is truly eligible for services.

Verifiable documentation are documents that the program staff can independently verify. Verifiable documentation includes, but is not limited to payroll check stubs, payroll print outs, unemployment checks, Passport to Services issued by county offices, rental or lease agreements, utility bills, invoices, receipts, school records, bank statements, childcare contracts, childcare attendance logs, income taxes, etc. The program staff cannot determine eligibility with unverifiable documentation. Unverifiable documentation includes, but is not limited to personal letters, notarized documents, documents with incomplete or contradictory information, self-declarations for need or migrant proof, etc.

Verifiable documentation is also required for every type of need to determine the number of childcare hours. Changes in certified hours of care must be approved in advance by the Family Services Specialist.

The documentation submitted by the family must support that the family is an income eligible, migrant and an agriculturally working family. Once a family is enrolled in the Program the family will be authorized for a 14-month certificate. The hours and days authorized will remain the same for the entire certificate unless the family submits a Voluntary Change Request form. Families are highly encouraged to report changes regularly to maintain their file current and to obtain all the possible resources available to them.

SECTION 2- ADMISSIONS PRIORITY

First Priority is for families whose children are receiving child protective services or children who are at risk of being neglected, abused or exploited.

Second Priority is for all children and families who are not within the first priority for admission. In the second priority the lowest family income will be admitted first. When two (2) or more families have the same income, the family that has a child with special or exceptional needs shall be admitted first. If there is no family of the same priority with a child with special needs, the same priority family that has been on the waiting list for the longest shall be admitted first.

Displaced Families

If MCAP has the need to terminate families due to insufficient funding or the inability to operate because of reasons beyond the control of the program, including earthquakes, floods or fire; the families shall be displaced in the reverse order of enrollment priority.

SECTION 3- WAITING LIST

The MCAP Program maintains a waiting list to fill slots, as they become available. This system is designed to calculate a rank number for the family based on guidelines derived from the California Department of Education, Early Education and Support Division (EESD). Calculations are based on income and family size information. When slots are not available, eligible families will remain on the waiting list until slots becomes available. Each enrollment county has its own waiting list.

SECTION 4- REQUIREMENTS FOR CHILD CARE NEED

Employment

- Statement of wages / Check stubs
- A written statement from the employer (Employment Verification Form)
- Documented telephone verification between the Family Services Specialist and the employer
- If the parent is self-employed, he/she may provide other documentation of income such as a letter from the source of the income or copies of tax returns or statements of estimated income for tax purposes

Seeking employment

Families will need to complete a written declaration signed under penalty of perjury stating the plan to secure, change, or increase employment. The parent will also identify a general description of when the services will be needed.

Child Protective Services (CPS)

Parent must submit a dated verifiable CPS referral. The referral must not be older than six (6) months to the date of application for services (CD 9600). The referral must include:

- Name, telephone number and signature of the person making the referral
- The referral must indicate the need and probable duration for childcare
- Family will be eligible to receive services up to three (3) months, unless the family becomes eligible under the Program's requirements or the referring social services agency recertifies the family's referral for continued services.

Vocational Training

- Completed form EESD 9605 by the school or organization where the training or education will be received. The registrar (or his/her designee) must verify the training plan.
- The form must include the dates that training will begin and end, anticipated completion date and the parent's vocational goal.
- Submit a class schedule that include the courses that the parent is currently enrolled in and the days and times of the courses.
- Submit transcripts, report card or adequate progress report as required by the Family Services Specialist each quarter, semester, or training period as applicable.
- Continuation of services will be contingent upon making adequate progress.
- This shall be limited to six (6) years from the date when services began or twenty-four (24) semester units after the attainment of a bachelor's degree, whichever comes first.

Incapacitation

Submit form CD 9606 which includes:

- A description of the nature of incapacitation
- The probable duration of the incapacitation
- A statement signed by a legal qualified health professional that the parent(s) incapacitation prevents caring for the child
- The number of childcare hours needed each day because of the incapacitation
- The name, address, telephone number and signature of the legally qualified health professional rendering the opinion
- Authorized childcare services cannot exceed fifty (50) hours per week.

Child's Special or Exceptional Needs

- A copy of the portion of the active individual family service plan (IFSP) or the individual education program (IEP) that includes a description of the child's special needs
- A statement signed by a legally qualified professional that the child requires the special attention of adults in a child care setting.
- The name, address, license number, telephone number and signature of the legally qualified professional who is rendering the opinion.
- The probable duration of the special need
- The number of childcare hours needed each day

Family Size

Parents must provide supporting documentation regarding the number of children in the family; this may include a birth certificate, adoption or foster records, or any other reliable document that demonstrates the parent child relationship or legal guardianship.

Single parent household applicants must fill out Section 5 of the CD9600. This section is a self-declaration of their single parent status.

SECTION 5- NOTICE OF ACTION (NOA)

Notice of Action (NOA) - Application for services

This NOA is a written notice that informs the family of the approval or denial of their application.

Notice of Action (NOA) – Recipient of Services

This NOA informs the family of their recertification, termination or change to the family's current benefit level.

Distribution of Notice of Action (NOA)

The NOA will be processed no later than 10 days after the parent notifies the program of a change and provides the Voluntary Change Form, along with applicable supporting documents. The Program may hand deliver or mail the NOA to the family. If the Program hand delivers the NOA to the family, the action becomes effective 14 calendar days after receiving the NOA. If the Program mails the NOA the action shall become effective 19 days after the mailing of the NOA, or when the notification period exceeds the required 19 days, as specified by the NOA.

1. Notice of Action (Complete Either 1.A. <u>or</u> 1.B.)									
1.A. Application for Services <input type="checkbox"/> Services Approved to Begin: _____ Date _____ <input type="checkbox"/> Services Denied If appealed, appeal is due by: _____ Date _____ <i>(Note: Appeal Instructions are on reverse side.)</i>					1.B. Recipient of Services <input type="checkbox"/> Change in Service <input type="checkbox"/> Termination of Service <input type="checkbox"/> Termination of Service for Delinquent Fees Effective Date of Action: _____ If appealed, date appeal is due by: _____				
2. Distribution of Notice							Date Notice Given or Mailed: _____		
<input type="checkbox"/> Notice Given to Parent/Caretaker Recipient's Initials: _____		Notice Mailed: _____ <input type="checkbox"/> First Class <input type="checkbox"/> Other: _____							
3. Parent/Caretaker Information									
Parent/Caretaker A				Address					
Parent/Caretaker B				City		Zip		Telephone	
4. Approved Child Care Services (Complete all information for each child approved for services.)									
Name(s) of Child(ren) Receiving Services	Program Code		Enter Approved Hours of Enrollment						
			Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.
		School							
		Vacation							
		School							
		Vacation							
		School							
		Vacation							
		School							
		Vacation							
Monthly Family Fee			Part-time \$			Full-time \$			
5. Basis for Family Eligibility for Services <input type="checkbox"/> Recipient of Child Protective Services <input type="checkbox"/> Current Aid Recipient <input type="checkbox"/> Child(ren) Identified as At Risk of Being Abused, Neglected, or Exploited <input type="checkbox"/> Income Eligible (Reference Family Fee Schedule or Income Ceiling for Admission to State Preschool Programs.) <input type="checkbox"/> Homeless					6. Basis for Family Need for Services (This section does not apply to State Preschool Programs [CSPP]) <input type="checkbox"/> Recipient of Child Protective Services <input type="checkbox"/> Child(ren) Identified as At Risk of Being Abused, Neglected, or Exploited <input type="checkbox"/> Seeking Permanent Housing <input type="checkbox"/> Engaged in Vocational Training/Education <input type="checkbox"/> Employed or Seeking Employment <input type="checkbox"/> Incapacitated Parent(s)				
7. Reason for Action: State the specific reason(s) services were denied, changed, or terminated. 									

8. Agency Name _____

9. Name/Title of Agency Representative _____

10. Signature of Agency Representative _____

NOA Example

Appeal Information: If you do not agree with the agency's action as stated in the Notice of Action, you may appeal the intended action. To protect your appeal rights, you must follow the instructions described in each step listed below. If you do not respond by the required due dates or fail to submit the required appeal information with your appeal request, your appeal may be considered abandoned.

STEP 1: Complete the following appeal information to request a local hearing:

Name of Parent/Caretaker		Telephone No.	
Address		City	Zip
In this section, please explain why you disagree with the agency's action.			
Check Box If an Interpreter is Needed at the Local Hearing: <input type="checkbox"/>	Signature of Person Requesting a Local Hearing		Date

STEP 2: Mail or deliver your local hearing request within 14 days of receipt of this notice to:

This section must be completed by the agency before the notice is served	
A. Agency Name	_____
B. Agency Address	_____
C. City/State/Zip	_____
D. Name of Agency Contact	_____
E. Agency Telephone	_____

STEP 3: Within ten (10) calendar days following the agency's receipt of your appeal request, the agency will notify you of the time and place of the hearing. You or your authorized representative are required to attend the hearing. If you or your representative do not attend the hearing, you abandon your rights to an appeal, and the action of the agency will be implemented.

STEP 4: Within ten (10) calendar days following the hearing, the agency shall mail or deliver to you a written decision.

STEP 5: If you disagree with the written decision of the agency, you have 14 calendar days in which to appeal to the Early Education and Support Division (EESD). Your appeal to the EESD must include the following documents and information: (1) a written statement specifying the reasons you believe the agency's decision was incorrect, (2) a copy of the agency's decision letter, and (3) a copy of both sides of this notice. You may either fax your appeal to 916-323-6853, or mail your appeal to the following address:

California Department of Education
Early Education and Support Division
1430 N Street, Suite 3410
Sacramento, CA 95814-5901
Attn: Appeals Coordinator
Phone: 916-322-6233

STEP 6: Within 30 calendar days after the receipt of your appeal, the EESD will issue a written decision to you and the agency. If your appeal is denied, the agency will stop providing child care and development services immediately upon receipt of CDE's decision letter.

SECTION 6- FEES

Families, that have been assessed a family fee, will have either a flat monthly full-time fee or part-time fee based on the hours of care certified for the month. Families with a certified need of less than 130 hours per month will be assessed a part-time fee and families with a certified need of 130 hours or more per month will be assessed a full-time fee. When a change to the family fee is determined, the family will be informed by a Notice of Action (NOA). The fee assessed is not adjusted due to any changes that occur during the month, nor is it based on actual attendance.

The family fee is effective immediately upon the authorization of services based on initial enrollment, return from a Temporary Suspension of Services (TSS), or continuing services in a new county due to migration.

The family fee will only be updated when child care benefit level certification changes from full time to part time. The family fee is effective the 1st of the following month. When the family has been assessed a part time fee, but their child care benefit has now increased to full time care, the family fee will remain at the part time rate.

Failure to pay family fee

Should a family refuse to pay the family fee, the family will be terminated from the Program. The family will be unable to enroll in the Program until the family fee is paid.

Co-Payments

If a parent chooses a provider with a usual and customary rate exceeding the applicable Regional Market Rate, the program will only reimburse the provider up to what the State allows for the certified hours of care. The difference between the reimbursable amount and the provider rate is the co-payment and it is an arrangement between the family and the provider.

SECTION 7- ATTENDANCE

The Migrant Childcare Program is committed to demonstrating the highest standards of monitoring attendance to promote and provide the family with childcare stability.

Excused absences are unlimited per fiscal year, per child. Excused absences include:

- Illness and/or quarantine of the child/parent, and related appointments.
- Court of law required time spent with a parent or other relative. Court order copy must be included in the file.
- Family emergency, which include death of a family member, funeral of family member, car issues, or natural disaster

Unexcused absences are not to exceed thirty (30) per fiscal year, per child. Once a child reaches thirty (30) unexcused absences, the Program will no longer reimburse any additional unexcused absences. Unexcused absences are anything that is not defined to be an excused absence.

The family is allowed ten (10) Best Interest Days per fiscal year per child. For CPS serviced children or children at risk of abuse, neglect, exploitation; they are allowed unlimited Best Interest Days. Best interest days are defined as helping to promote the physical, mental, and social growth of children. Examples include, but are not limited to educational field trips, family visits, and family or community functions. Best interest days cannot be used for absences due to a provider non-operation day.

Child absences of (5) consecutive days must reported by the family to the Family Services Specialist. Providers are also required to report to their Subsidize Reimbursement Specialist when a family / child does not attend care for five (5) consecutive days. Reimbursement will only be processed when a child is certified for care. Parent or Provider misuse of authorized hours may be grounds for termination from the program.

Abandonment of Care

After the 5th consecutive absence without reporting, the schedules will be closed, and 3 documented attempts will be made to contact the family. The family will be terminated for abandonment of services, if the program is not able to contact the family.

SECTION 8- CHILD CARE LIMITATIONS

School Age children

Reimbursable hours of care do not include the scheduled instructional minutes of a public educational program available to a school age child or a private school in which the child is enrolled and attending. School age children need to be enrolled in school by law.

All children 4 years or older will be assessed two schedules; a regular schedule for when the child is attending school and a vacation schedule. For those 4-5year old children not yet enrolled in kindergarten, the vacation schedule will be used for reimbursement until they begin school.

Reimbursable hours of care do not include any other time a child receives services at another facility or through another facility or program.

SECTION 9- ATTENDANCE LOGS

The Attendance Log is a record that must be completed DAILY as the child arrives at, or leaves from, the child care provider's facility for the days and times of authorized care. The Attendance Log must be completed in pen ink. Parents /Guardians or other authorized adults are required to verify the child's attendance on a daily basis, by documenting the actual times in and out of the child care facility.

Children must not have times filled in on a day when no care is provided. If a child is absent, parents must document the reason on the attendance log the next day the child attends care. Parents must document the reason and identify the member in the family

that caused the absence. For confidentiality, if the reason for the absence is due to illness do not detail the reason(s) or condition(s) of sickness or illness.

For school-age children with split schedules, the Provider must indicate on the attendance log the actual times leaving for and arriving from school.

School age children require four (4) daily entries on the attendance log: arriving at the provider's home from parent's home, then leaving for school, returning to the provider care after school, then leaving for home. Parents and Providers are required to enter the actual time on their portion of the Attendance Log.

The following must be completed at the end of each month:

- Parent & Child Care Provider signatures and date on the bottom of the Attendance Logs verifying that the log is a true and accurate report of attendance
- Non-operational days should be noted by the Provider and should indicate whether the provider is requesting payment for that non-operational day
- If an error is made, draw a line over the error, make the correction and initial next to the correction

Do NOT

- Do not use whiteout to cover up signatures, times, mistakes.
- Do not scribble and/or cover up mistakes, just draw a line over the mistake and write your initials

Attendance Logs Sample

- | | |
|--------------------------------|--------------------------------|
| A. Date | F. Reason for Absence |
| B. Child's Time in | G. For Office Use |
| C. Child's Time Out for School | H. Provider Signature and Date |
| D. Child's Time in from School | I. Parent Signature and Date |
| E. Child's Time Out | |

A	B	C	D	E	F	G
Date	Time In	Out for School	In from School	Time Out	Absence Reason	For office use
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						
23						
24						
25						
26						
27						
28						
29						
30						
31						
Under Penalty of perjury, the above is a true and accurate report of attendance for this child for the month indicated.						
Provider Signature _____ Date _____ Parent Signature _____ Date _____						
	H				I	

SECTION 10- TEMPORARY SUSPENSION OF SERVICES - TSS

A Temporary Suspension of Services (TSS) may be granted when the family needs a temporary break in childcare. During the family’s authorized TSS the childcare slots for the family are reserved for the family. A TSS may be requested for reasons such as:

- Medical reasons
- Personal reasons
- Migration for purposes of working in agriculture, specifically outside of California

A TSS can be granted for 1 to 14 weeks. A TSS will not be granted during the last two months of the family’s certificate. Providers will not be reimbursed while the family is on TSS. The family will need to contact their Family Services Specialist prior to the expiration of the TSS to received authorization to begin childcare services again and not be terminated for abandonment of services.

SECTION 11- VOLUNTARY REPORTING CHANGES POLICY

Families are highly encouraged to report any change that effects the family. The reason for reporting is to ensure that the program can provide all the resources and options the family has available. The program does not have the authority to decrease the benefit level authorized, without a Voluntary Changes Request Form. The change requested by the parent will be process within 10 days of the parent submitting the Voluntary Change Request form and the supporting documentation.

Examples of changes that parents may want to voluntarily report include:

Family Changes or Changes in Service

Family size change	New provider choice
Marriage, divorce, or separation	More or less childcare hours or days needed
Birth of a new child	Incapacitation
Child started attending school	Request for TSS

The program understands that migrant agriculture working families can have changes to their need from day to day. Due to the nature of agricultural employment, seeking employment, and migrating, it is important that families communicate all changes within five calendar (5) days. Families should communicate changes to their specialist, so they can provide the family with resources and review the family’s options. The Program reviews each child’s monthly attendance logs for inconsistencies between the certified need and the actual usage of care. An inconsistent use of care is defined as causing a change in the family’s fee (Full Time to Part Time Monthly and vice versa) and/or the reimbursement benefit level (Full Time to Part Time and vice versa). If the review of the

attendance Log demonstrates either of these inconsistencies, the family's certified need will be reviewed. The review includes contacting the family to offer resources and discuss their childcare options. The review may result in a change in child care certification and issuance of an NOA.

SECTION 12- CHILDCARE OPTIONS

All types of providers are welcome to participate in the MCAP program, as long as they meet and follow certain requirements. Parents have full parental choice to select the type of care for their children and MCAP has the right to approve or disapprove participation to any provider.

Parents have the right to change their child care provider choice for any reason, at any time. Families are responsible to obtain authorization for services with the new selected provider prior to the first day of service. MCAP will only reimburse preauthorized services. If a family switches provider and begins services with a new provider before receiving authorization from the program, the family will be responsible to pay the provider for the services used.

Licensed Family Child Care Homes and Child Care Centers are regulated by the State of California, Community Care Licensing Division (CCLD). We encourage you to call CCLD to get more information regarding your selected childcare provider or visit the CCLD website at: <https://secure.dss.ca.gov/CareFacilitySearch/home/index>

FRESNO REGIONAL OFFICE
770 East Shaw Avenue, Suite 300, MS 29-01
Fresno, CA 93710
1 -559- 243-4588 FAX 1 -559- 243-8070

The Fresno Regional office serves the following counties: Fresno, Kern, Kings, Madera, Mariposa, Merced, Stanislaus, & Tulare.

If you are receiving child care services outside of these counties, contact your specialist to obtain the appropriate phone number to your CCLD office.

Licensed Childcare Center, Nursery School or Preschool

Provides physical, social, developmental, and educational activities for groups of children of different ages outside of their homes. Center-based childcare Providers are licensed by the California State Department of Social Services, Community Care Licensing Division. State Regulations specify staff educational requirements, teacher/child ratio, as well as State Health and Safety Standards for the protection of children. All staff must submit information to the California Department of Social Services for an FBI and

criminal background clearance. Public or private agencies, churches or other groups can operate these types of childcare centers.

Licensed Family Childcare Home

Provides care for eight to fourteen (8-14) children in the Provider's own home. Family childcare home providers are licensed by the California State Department of Social Services, Community Care Licensing Division. Compliance with State Health and Safety Regulations is required of both the Provider and the Provider's home. The Provider and all other adults age 18 or older in their home must submit information to the California Department of Social Services for an FBI and criminal background clearance.

License-Exempt Provider – Relative

Only grandparents, aunts, and uncles may provide this type of childcare. Childcare is provided in the Provider's home. The Provider's home cannot be the child's place of residence (see In-Home Care). There are no State Health and Safety Regulations for this form of childcare.

License-Exempt Provider – TrustLine

In order to receive a subsidy, a license-exempt child care provider who is not the grandparent, aunt, or uncle of the child must be TrustLine registered. Providers who are required to be TrustLine registered and who are not, cannot be reimbursed for services. In situations where there is an "immediate need," regulations will allow the parent to select a "provisional child care provider." However, the provisional child care provider must first complete a TrustLine application and submit fingerprints and then be TrustLine registered within 30 calendar days in order to be eligible for reimbursement.

In accordance with the California Code of Regulations, Title 5, Section 18227 (c), to be eligible for reimbursement, an individual exempt from licensure must be:

- An aunt, uncle, or grandparent of the child receiving services;
- A registered TrustLine provider; or
- A provisional child care provider who becomes TrustLine registered within 30 days.

For providers who are not TrustLine registered within 30 calendar days, no reimbursement will be processed for those 30 days. Once TrustLine registration is received, reimbursement will be processed from that date going forward. For example, should TrustLine registration be completed on calendar day 31, reimbursement will be processed from that day on.

In-Home Care

Childcare provided in the child's own home by an adult relative, friend, neighbor, or babysitter or other care Provider. When the parent selects this option of care, the parent assumes the responsibility of being the Provider's employer and MUST follow legal, tax reporting and other employer-related requirements. The MCAP Program requires a minimum of 3 children to be enrolled with the In-Home Care Providers for full time childcare in order for this option to be selected. Reimbursement will be issued to parent and the parent is responsible to pay their employee; the In-Home Care Provider.

SECTION 13- PROVIDER PARTICIPATION RULES

- A. Providers must operate on a non-discriminatory basis regardless of sex, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, religion, color, mental disability or physical disability.
- B. Parents and MCAP will have unlimited access to their child(ren) during the Provider's hours of service.
- C. Providers will be reimbursed only for the child(ren) currently enrolled in MCAP for which they are providing services and have received authorization to do so.
- D. Providers are independent contractors, and as such, reimbursements are not reported by MCAP for unemployment and/or tax purposes; as an independent contractor, a Provider bears the responsibility for all their own business-related functions.
- E. MCAP staff must be notified within five calendar (5) days of any change affecting the Provider. Such changes may be in the hours or days of attendance, voluntary drops, or abandonment of services. Any changes made without MCAP's authorization must be resolved between the parent and Provider.
- F. Childcare Providers must maintain the strictest level of confidentiality of all families and children subsidized by the MCAP Program. The names, circumstances, or eligibility status of certified families shall not be made known to anyone without the written consent of the parents.
- G. Provider's must maintain their facility in a manner which meets all legal, health, and safety requirements set forth by the State Department of Social Services, Licensing Division, and other regulatory agencies.
- H. Provider's must maintain copies of attendance records, parent fee receipts, emergency information, and any other documentation necessary to support claims for reimbursement or to ensure that the health and safety needs of children under the Provider's care are met.
- I. Maintain telephone services at the place where child care services are provided.

- J. If for any reason the provider becomes unable or unwilling to fulfill the family's certified need, the provider shall give the parents a notice and inform the program.
- K. TrustLine Providers must meet and remain in compliance with all health and safety requirements stipulated by State, County, Municipal, and regulatory agencies.
- L. Licensed providers that are moving their place of business are required to inform the program and families at least two weeks prior to the move to allow the families to select an alternate provider. In addition, in order to begin services at the new location, the new location must be licensed by Community Care Licensing. A preliminary visit or summary is not an authorization to begin caring for children for the Program.
- M. New Providers will submit a contract when approved to render services to Program children.
- N. Licensed childcare providers must provide MCAP with a copy of their child care license.
- O. Additional expenses such as termination fees/ two (2) week notices, transportation fees, food/meals, diapers, etc. are not reimbursed by the Program. Families and Providers should come to agreements on these expenses.
- P. 1099's will be mailed to Providers by January 31st for any reimbursement paid out in the previous year- January thru December. No taxes are deducted from reimbursements. It is the provider's responsibility to report earnings to the IRS, California Franchise Tax Board and to pay any applicable income taxes.
- Q. For Providers, program personnel will only be able to discuss child care information relating to the business with the individuals registered as the owner or center director.

SECTION 14- NECESSARY DOCUMENTS FOR PROVIDER PARTICIPATION

License –Family Childcare Home/ Licensed Center

- A. The name, address and telephone number of the childcare service provider
- B. Copy of provider's identification card/driver's license
- C. Copy of provider's tax identification card or letter
- D. Copy of the facility Childcare License that shows authorized capacity
- E. Form W-9
- F. Copy of provider's own contract including:
 - The age group (s) served by the provider

- A statement of the usual and customary services provided and the corresponding fees

License-Exempt TrustLine

- A. Name, address and telephone number of the childcare service provider
- B. Date of Birth
- C. Copy of provider's identification/driver's license
- D. Copy of provider's tax identification card or letter
- E. TrustLine Cleared Status
- F. Copy of TrustLine application and Registry Criminal Record Statement
- G. Copy of Request for Live Scan Services for Subsidized TrustLine Registry Applicants
- H. Health and Safety Self-Certification
- I. Form W-9
- J. Copy of provider's own contract including:
 - A statement of the usual and customary services provided and the corresponding fees

License-Exempt Relative

- A. Name, address and telephone number of the childcare service provider
- B. Date of Birth
- C. Copy of provider's identification/driver's license
- D. Copy of provider's tax identification card or letter.
- E. Health and Safety Self-Certification.
- F. Declaration of Exemption from TrustLine
- G. Form W-9
- H. Copy of provider's own contract including:
 - A statement of the usual and customary services provided and the corresponding fees

In-Home Provider

- A. In-Home Provider Request Form
- B. Name, Address, and telephone number
- C. Copy of the Provider's and Parent's identification card/driver's license
- D. Copy of Parent's tax identification card or letter
- E. Form W-9
- F. Copy of provider's own contract including:
 - A statement of the usual and customary services provided and the corresponding fees.

Authorization to Work in the U.S.

Providers who have been issued a social security card that has the phrase, “VALID FOR WORK ONLY WITH DHS AUTHORIZATION” or “VALID FOR WORK ONLY WITH INS AUTHORIZATION” must also provide a copy of the current authorization to work in the United States.

Provider Participation in the QRIS

The Quality Rating Improvement System (QRIS) is a set of ratings graduated by level of quality and used to assess early learning and care programs/providers. Each month the Program reports to the State how many providers are participating in the QRIS.

Availability of a QRIS system is subject to each county. Not all counties have a QRIS system. The reimbursement specialist can provide more information on QRIS system.

Provider Accreditation

Each month the Program is required to submit data regarding the number of participating providers who have earned accreditation through the National Association for Family Childcare. Providers can obtain information on accreditation by contacting the Program or by visiting the National Association for Family Childcare website at <http://www.nafcc.org/Accreditation>

Submission of New/Updated Child Care Provider Contracts

The Program will only process changes to a Provider’s contract during the month of June, to be effective for services rendered on July 1st and after. New Provider’s will be asked for their contract at the time they begin services. The contract must include:

- Provider/facility name, address, phone number
- Licensed facility # (if applicable)
- The age group (s) served by the provider
- A statement of the usual and customary services provided and the corresponding fees
- The contract effective date

SECTION 15- PROVIDER REIMBURSEMENTS

Provider must submit Attendance Logs and Statement of Services/invoice for each child served. Attendance Logs must be completed, signed, and dated in ink at the bottom of the form with full signature by the Parent and Provider. The Statement of Services/invoice must be sent to the MCAP Bakersfield Office and include the following:

- A. Provider and/or Business Name
- B. Contact information
- C. Service month and year
- D. First and last name of the family
- E. First and last name of the child
- F. Age of the child
- G. Number of units
- H. Type of unit (Hour, Day, Week, Month, etc.)
- I. Rate per unit (Dollar and Cents amounts)
- J. Grand total you are invoicing the family

For the Provider's convenience, the Statement of Services is located behind the pre-printed attendance logs. Providers can use this to invoice the program or use their own invoice that includes all the required information listed above.

Statement of Services

# of Units	*Type of Unit	**Rate per Unit	Total

*Type of Unit: Hour, day, week, month etc.

**Rate per Unit: dollar and cents amount

Grand Total/Suma Total \$ _____

The Calendar of Attendance Logs & Reimbursement deadlines are as follows:
Attendance Logs, Statement of Service/Invoice and family fee receipts must be received at the Bakersfield MCAP Office within first five (5) calendar days following the month of service. Reimbursements are processed during the current month and checks will be mailed to providers on or before the 30th day following the month of service. For example, for services provided in the month of February. If all reimbursement documentation is received on time within the first five (5) calendar days in March, the reimbursement is processed in March and the check is mailed by March 30th. Unforeseen circumstances and/or holiday closures may delay reimbursements.

Reimbursement requests received after the fifth (5) calendar day are considered late. If possible, these reimbursement requests will still be processed with the timely requests. If program is not able to process during the current reimbursement cycle, the reimbursement request will be held to process with the next reimbursement cycle. Attendance Logs and Statement of Services over two (2) months old following the service month may be denied for reimbursement. All reimbursement checks should be cashed the same month they are received.

Reimbursement requests must be processed during the current fiscal year, July 1st thru June 30th. As a result, all reimbursement requests for the service months of May and June must be processed no later than July 30th. All reimbursement requests received after July 30th for the previous fiscal year will be denied.

A copy of the pre-numbered family fee receipt is due at the same time the attendance log and statement of services/invoice is due. Failure to submit the family fee receipt with the reimbursement request results in delays in the reimbursement cycle. Family Fee receipts must include the date, the name of the family, amount paid and service month.

Below is an example a family fee receipt:

RECEIPT	DATE	11-1-2020	No.	345659
	FROM	Family - Sally Smith		
			\$100.00	
			DOLLARS	
	<input type="checkbox"/> FOR RENT	Service month November 2020		
	<input type="checkbox"/> FOR			
ACCT.		<input checked="" type="checkbox"/> CASH	FROM	TO
PAID		<input type="checkbox"/> CHECK		
DUE		<input type="checkbox"/> MONEY ORDER	BY	

Reimbursement Amount

The Statement of Services will be reviewed with the authorized Child Care Certificate hours of care and the Attendance Logs. Providers will be reimbursed the amount requested on the Statement of Services or invoice, up to that which is allowed by the State. Child care reimbursements are based on the Regional Market Rate and California Code of Regulations, Title V Education Regulations, Chapter 19, Subchapter 2.5 Utilization of the Regional Market Rate Ceiling.

Title V can be viewed at:

<http://government.westlaw.com/linkedslice/default.asp?SP=CCR-1000>

The Regional Market Rate information can be viewed at the California Department of Education website, Early Education and Support Division (EESD) at

<http://www3.cde.ca.gov/rcsc/>

Change in Maximum Reimbursement Benefit Level

For children who enter a new rate category due to their age, the new Maximum Benefit Level will be effective the service month after the child's birth date. Child will only change reimbursement rate categories when the child turns two (2) or six (6) years old.

Section 16- Important information for Provider

- A. The Provider is an independent contractor, therefore not an employee nor an agent of MCAP. As an independent contractor, and not an employee, Provider is not eligible for employment benefit through MCAP (sick leave, social security, disability or health insurance, unemployment, worker's compensation).
- B. MCAP does not pay for hours or days of service in excess of those specified in the Provider Notice of Action and Childcare Certificate.
- C. MCAP does not pay for or accept "Postage Due" when Provider fails to place sufficient postage on correspondence. Such mail is left unclaimed at the Post Office. No special consideration is given for late attendance log due to insufficient postage.
- D. MCAP is not responsible for any "Personal Injury or Property Damage" caused by clients or children subsidized by MCAP for services.
- E. Parents have "Parental Choice" and as such they may choose to request a change childcare Providers for any reason. If a family changes provider and begins services with a new provider before receiving authorization from the program, the family will be responsible to pay the provider for the services used.

- F. MCAP can only reimburse two providers for the same child on the same time and day of services when the primary provider is using non-operational day. When a primary provider is using a non-operational day, a secondary provider can be authorized to render services. This change must be preapproved by the Program.
- G. MCAP can only reimburse a provider for a total of ten (10) non-operational days per fiscal year. To be eligible for reimbursement of non-operational days, a family must be certified for care and payment for non-operational days must be noted in the provider's contract.
- H. Non-operational days are days when a provider childcare facility is closed. In the case of an unplanned or emergency closure, it is the provider's responsibility to notify the MCAP Program and family immediately. The MCAP Program will work with the families to authorize an alternative provider in the absence of the provider.
- I. MCAP will refer suspected fraudulent activity to the appropriate authorities.
- J. Any improper reimbursements made to the Provider by MCAP, must be reimbursed to MCAP immediately upon discovery.

Section- 17 Provider Suspension / Termination

Temporary Suspension

MCAP will suspend the provider's participation for the following reasons:

- A. Non-compliance with applicable laws, regulations, policies, or requirements after 3 documented warnings.
- B. Refusal to cooperate with MCAP, County, or State officials investigating a complaint.
- C. Inaccessibility of Provider to MCAP staff or Parents, either by telephone or site visit during regular business hours and/or during certified hours of childcare provision without an acceptable explanation.
- D. During an ongoing investigation by either the Program, Community Care Licensing, or other authorities.

Suspension due to program non-compliance will be in effect for the remainder of the current fiscal year. Suspension due to an on-going investigation will be in effect until the investigation is complete and provider is cleared to participate again.

Immediate Termination

The following documented actions shall result in immediate termination of Provider in the Program.

- A. Proven fraud or conspiracy to defraud MCAP (i.e. submitting false, misleading, incorrect Attendance logs for childcare reimbursement, or other legal documents).
- B. Threats or bodily harm to any MCAP Program staff, parent or child.
- C. Bribery or attempted bribery of MCAP staff or other authorities.
- D. Substantiated abuse and/or molestation of children.
- E. Failure to report suspected child abuse or molestation.
- F. The Provider's operation is creating an imminent danger to the health, welfare, or safety of a child.

Providers that are terminated for these reasons will never again be eligible to participate in the Program.

Section 18- Program Policies

Customer Service & Complaint Policy

In the interest of best serving our families and child care providers, the Program Service Policy allows for any issues to be communicated. For any questions, concerns or disagreements with the programs customer service parents and providers should contact the Bakersfield Main office at 1-800-259-8866. Families can contact the Family Services Coordinator and providers can contact the Subsidized Reimbursement Coordinator.

In accordance with the California Department of Education, Early Education and Support Division (EESD), as associated with the California Code of Regulations, Title 5 - section 4650 (a-2), the MCAP Program has adopted and implemented the Uniform Complaint Policy.

If you believe a California State or federal law, and/or statute, has been violated please send your complaint, including the following information:

- Your Name, Address, and Telephone Number
- Agency Name, Address, and Telephone Number
- The cited law or statute that you believe has been violated

To the address provided below:

California Department of Education
Early Education and Support Division (EESD)
1430 N Street, Suite 3410
Sacramento, CA 95814
Attn: Uniform Complaint Coordinator

Fraud Prevention Policy

Fraud is defined by the State of California in the Penal Code 484 in various sections; it is punishable by monetary fines as well as jail time. The Migrant Childcare Program is committed to demonstrating the highest standard of fiscal accountability and therefore to the prevention and detection of fraud. With consideration of the definition provided in the Penal Code, and in reference to child care, development, and educational programs for children, the Program defines fraud as:

Fraud is an intentional act of a parent and/or child care provider that leads to receipt of child care services by an ineligible parent, or an improper or excessive reimbursement to a

provider. Such acts can include providing false information, failure to provide full information, submission of a false or misleading document, failure to provide a requested document or full documentation, submission of a provider Statement of Services with false information or otherwise improperly obtain a reimbursement from the agency or assets of the agency.

The Migrant Childcare Program will investigate all suspected intent to commit fraud.

Any documentation or act that is found to be fraudulent will result in immediate termination for the family and/or child care provider. No reimbursement will be processed for all fraud.

If the initial investigation finds evidence of potentially fraudulent behavior, the evidence will be forwarded to the appropriate Law Enforcement Authorities for further investigation, and the District Attorney's Office for prosecution to the fullest extent of the Law.

Non-Discrimination Policy

MCAP is available to all who qualify on a non-discriminatory basis and gives equal treatment in, and access to service to all families regardless of gender identity, sexual orientation, ethnic group identification, race, ancestry, national origin, religion, mental and/or physical disability.

Mandated Child Abuse Reporting

As mandated reporters MCAP staff and providers must prioritize the protection of all children. If there is reasonable suspicion or knowledge of abuse, providers are mandated reporters and the law requires a report be filed to the local authorities.

Adult Conduct Policy

Parents will be responsible for the safety and conduct of their children while doing business with the Program. Any parent, parent representative or provider who displays any one of the following behaviors may be prohibited from participating in the MCAP Program:

- A. Harassment, verbal or physical abuse of any child or adult in MCAP offices or any sponsored event.
- B. Possession or consumption of or under the influence of alcoholic beverages or illegal drugs, smoking, etc.

Program Violations Policy

Violating any policies within the handbook such as but not limited to: Reporting a change in need within five calendar (5) days, Attendance log procedures, Rules for Participation, etc. will result in a review with the family or child care provider. The program will review with the family or provider the Program's Handbook to ensure understanding and compliance of all rules and procedures. If a family or provider continues to be out of compliance, then the program will complete and document a review of the specific violation. The Program will proceed with documenting each violation with a warning and after three (3) documented warnings, the family or provider will be terminated from the program. Providers that are terminated due to the violations policy will not be eligible to participate for the duration of the Program Fiscal Year. The provider will once again be eligible to participate in the Program when a new program Fiscal Year begins and are requested again by an eligible family.

Confidentiality of Records

For the MCAP Program, the use of or disclosure of all information pertaining to the child and his/her family shall be restricted to purposes directly connected with the administration of the program. The Program shall permit the review of the basic data file by the child's parent(s) or parent's authorized representative, upon request. The date and time of the file review will be determined by the program.

Receipt of Parent and Provider Handbook

I have read and understand the Program requirements. I hereby agree to comply with all the program requirements, procedures, and reporting responsibilities. I understand that all of the information requested of me is used for determining my eligibility and/or participation in the MCAP Program, so that I may receive or be reimbursed for childcare services paid for by the United States Government and the State of California. I understand that my failure to provide truthful and correct information may result my prosecution for fraud. If after the investigation, I am found guilty of fraud I may be required to pay back any monies reimbursed to me or on my behalf and be subject to other civil penalties, including but not limited to fines and/or imprisonment. By signing below, I affirm under penalty of perjury, that all of the information I have provided to participate in the MCAP Program, is true and correct to the best of my knowledge.

Name (Please Print) _____

Please Circle one: Parent Provider

Signature

Date

Program Representative

Date

Provider Only:

I certify that I have registered with the local Resource and Referral Department and I have submitted a contract sheet with my rates, discounts, and/or educational polices.

Provider Signature

Date

SM 3/2019



Main Program Office

5351 Olive Drive, Suite 200
Bakersfield, CA 93308
Phone 1-800-259-8866
Fax 661-396-1746

Community Action Partnership of Kern
Main Office & Mailing Address
5005 Business Park North
Bakersfield, CA 93309
661-336-5236

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

MEETING MINUTES

1. **Call to Order**

Chairperson 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

Absent: Ana Vigil

Others Present: 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. Carried by unanimous vote (Perez/Childress).

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. Kern Family Health Care for Emergency Supply Closet
2. Bank of America Charitable Foundation for Food Bank Expansion
3. Wells Fargo for Friendship House STEM Program
4. Kern Family Health Care for Friendship House Community Center for Museum on the Move
5. Kern Family Health Care for Shafter Youth Center for Museum on the Move
6. Borax Visitors Center Foundation for East Kern Family Resource Center

Ravi Peiris reported that the Application Status Reports and Funding Requests noted above were presented to the PRE Committee Meeting on March 13, 2019 and approved.

Janea Benton referenced the Bank of America Charitable Foundation funding request for the Food Bank Expansion and asked Tracy Webster to provide a status update regarding the funding match. Tracy replied that she would provide the information at the Board Meeting on March 27, 2019.

Lupe Perez noted that there was an error on the Kern Family Health Care funding request for the Shafter Youth Center. The Program Manager's name is incorrect on the form.

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

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

- Kern Head Start Budget to Actual for the Period Ended February 28, 2019
- Kern Early Head Start Budget to Actual for the Period Ended February 28, 2019
- San Joaquin Early Head Start Budget to Actual for the Period Ended January 31, 2019 (Interim)
- San Joaquin Early Head Start Budget to Actual for the Period Ended February 28, 2019
- Early Head Start Child Care Partnerships Budget to Actual for the Period Ended February 28, 2019

Donna Holland provided the Kern Head Start Budget to Actual Report for the period ended February 28, 2019. Twelve months (100%) of the budget period have elapsed. Overall Base Fund expenditures are at 99% of budget, Training & Technical Assistance (T&TA) funds are at 100% of budget, and the Non-Federal Share is at 131% of budget. Donna reported there is a balance of \$13,000 in carryover funds, however, not all transactions have been processed. Reporting will continue until the grant has been closed.

Donna Holland provided the Kern Early Head Start Budget to Actual Report for the period ended February 28, 2019. Twelve months (100%) of the budget period have elapsed. Overall Base Fund expenditures are at 96% of budget and the Training & Technical Assistance funds are at 93% of budget. Carryover funds have been fully expended.

Donna Holland provided the San Joaquin Early Head Start Budget to Actual Report for the Period Ended January 31, 2019 (Interim). Twelve months (100%) of the budget period have elapsed and overall Base Fund expenditures are at 98% of budget. Training & Technical Assistance Funds are at 98% of budget and the Non-Federal Share is at 107% of budget. Approval to waive \$141,172 of the Non-Federal share requirement was received from the Office of Head Start.

Donna Holland provided the San Joaquin Early Head Start Budget to Actual Report for the Period Ended February 28, 2019. One month (8%) of the budget period have elapsed and overall Base Fund expenditures are at 7% of budget. Training & Technical Assistance Funds are at 7% of budget and the Non-Federal Share is at 3% of budget. Donna reported that documentation for most of February was not tabulated in time to be included in the report.

Donna Holland provided the Early Head Start Child Care Partnerships Budget to Actual Report for the period ended February 28, 2019. Six months (50%) of the budget period have elapsed. Overall Base Fund expenditures are at 45% of budget. Training & Technical Assistance funds are incurred as needed and are currently at 33% of budget and it is expected that all funds will be fully expended by year-end. The Non-Federal Share is at 103% of budget.

Janea Benton asked if there is another minimum wage increase expected in 2020, and if current CAPK salaries are above the minimum wage. Donna replied that there is another minimum wage increase expected and CAPK Head Start salaries are above the current \$12 per hour for most positions. Staff has planned ahead to incorporate increases to be in compliance, and those increases have been budgeted for. Donna further stated that the bigger picture is comparability of wages for staff whose salaries are over \$15 per hour, and how we will move forward to make it comparable for all. The recent approval of the 1.77% COLA for staff will help to increase current salaries.

Janea Benton asked about the status of the recent facility upgrades at the centers, Donna replied that all work has been completed and the funds have been expended.

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

c. New Home Visiting Initiative Program Job Descriptions – Jerry Meade, Program Design and Management Administrator – **Action Item**

Jerry Meade stated that at the February 27, 2019 Board Meeting, the Board approved staff to contract with Kern County to create a new Home Visiting Initiative (HVI) program. Additional staff is required to support the initiative and five new positions have been identified for the initial start-up. Human Resources has reviewed and scored the five new job descriptions which are presented to the Budget & Finance Committee for approval.

Jimmie Childress asked if current staff will be considered for these positions. Jerry replied that staff are invited to apply, and the jobs will be also posted externally.

Jimmie asked Ray Quan if there is a policy to hire from within before hiring external candidates. Ray stated that internal hires are preferred, but it is important to hire the best candidates so if internal candidates do not possess the required skills and/or education, external candidates are selected.

Jerry Meade said that the Head Start Division intentionally trains staff to promote up. Janea Benton would like to see all Divisions replicate this practice to ensure current staff has opportunities for growth within CAPK.

Janea referenced a request from the February 20th Budget & Finance Committee Meeting whereby she requested to review job descriptions from the two Division Director positions that are at grade 13 and stated that she wanted to be sure that no other manager position has a grade higher than those of Division Directors. Ray Quan offered printed copies of the requested job descriptions and verified that no other manager position is graded higher than the grade 13 Division Director positions.

Lupe Perez asked how the point system works to grade the positions and Ray Quan provided a detailed response.

A motion was made and seconded to approve the five new Home Visiting Initiative Program positions. Carried by unanimous vote. (Childress/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 \$525,650 with a net increase of \$2,359 for the month of February, and the overall growth from March 1, 2018 to February 28, 2019 is 10.1%

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

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

Tracy Webster presented a copy of the Financial Statements for February 2019 and noted that it was not necessary to draw from the line of credit in the month of February. For the Central Kitchen, not all

transactions have been recorded and there is an overrun on the overall budget by \$191,000. However, there is also an overrun on the revenue, and over earned the USDA revenue as well. For MCAP, the numbers do not include February payments, however, it should be at 58.33%. A large increase in grant funding was received and program staff are doing a great job to steadily increase provider payments and filling slots to fully expend the contract.

For the Center-Based programs (General Child Care, State Preschool, and Migrant Childcare) overall, they match with where we should be at 66.67%. These programs also had significant increases in funding.

Tracy reported that the Controller has resigned her position, effective Friday, March 22nd. Recruiting will begin to fill the open position. The Accounting Manager position is on hold and it was decided to fill the 3 Accountant positions, with the hope of transitioning one into the Accounting Manager. The Finance Manager is currently on FMLA for a family illness so the Finance Division continues to be short-staffed, but all are managing well, and the Auditors will be onsite in May and it is expected all requests will be met with in a timely manner.

For the Budget to Actual agency wide report, we have expended 96% of the budgeted expenditures to date. Not all expenses have been recorded so numbers will change but this report will continue to be included until closed. The Indirect Fund is over-earned and for the agency, it is important because we have to control the cost of administration. The Indirect Fund will likely increase from what is presently recorded but as of this report, there is an excess revenue of \$543,230

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

7. Committee Member Comments

Lupe Perez thanked Tracy Webster for her great work.

Janea Benton requested staff provide a report to the Board at the March 27th Board Meeting regarding the Bakersfield City School District (BCSD) location losses and how it will affect the budget. Janea also referenced the CAPK owned classroom buildings and that it is her understanding that BCSD wants to keep those buildings.

8. Next Scheduled Meeting

Budget & Finance Committee Meeting
Wednesday, April 17, 2019
12:00 p.m.
5005 Business Park North
Bakersfield, California 93309

9. Adjournment

The Meeting was adjourned at 12:55 pm

COMMUNITY ACTION PARTNERSHIP OF KERN
FUNDING REQUESTS AND APPLICATION STATUS REPORT
PENDING - February 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
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	Case management for pregnant/mothers with Substance Abuse History-3 Yr. Funding for EKFCRC, SYC, FHCC	\$ 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	SYC I&E Program (2 years)	\$ 249,420
2/27/2019	2/4/2019	Kern County Dept. of Human Services	Kinship-EKFCRC, FHCC, & SYC	\$ 158,400
2/27/2019	2/14/2019	California Complete Count Census 2020 Office	Census Outreach	\$ 657,770
TBD	2/22/2019	Bank of America	Food Bank Expansion Project	\$ 50,000
2/27/2019	2/27/2019	Union Bank	FHCC/SYC STEM	\$ 25,000

COMMUNITY ACTION PARTNERSHIP OF KERN
FUNDING REQUESTS AND APPLICATION STATUS REPORT
AWARDED - February 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	Small Business Initiative - 2nd Year Funding	\$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
8/15/2018	2/6/2019	HUD 2018 Continuum of Care Program Appl	211 Kern Coordinated Entry	\$268,371	\$ 236,838	7/1/2019-6/31/2020
				Total Awards	\$ 363,328	

COMMUNITY ACTION PARTNERSHIP OF KERN
FUNDING REQUESTS AND APPLICATION STATUS REPORT
DECLINED - February 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
1/23/2019	2/15/2019	Womens and Girls Fund	FHCC PREP Works for Girls	\$25,000

Community Action Partnership of Kern Funding Request Profile

Source of Funds: Private

Project Name: Emergency Supply Closet

Funder Name: Kern Family Health Care

Grant Program Name: East Kern Family
Resource Center

Funding Period: 07/01/2019-06/30/2020

CFDA: N/A

Division Director: Carmen Segovia

Program Manager: Whitney Hughes

☐ **New Funding**

☒ **Re-Application**

A. Narrative description of funding request, including goals:

CAPK is reapplying for \$2,000 from Kern Family Health Care to support the East Kern Family Resource Center's Emergency Supplies Closet. The goal of this project is to help individuals and families in crisis with basic necessities-that can't be acquired through other means-such as cribs, bedding, diapers, infant formula, household cleaning supplies, basic hygiene items, home child proofing kids, and bus passes.

B. Use of Funds:

Requested funds will be used for basic need items such as diapers, formula, baby blankets, household cleaning supplies, and personal hygiene items.

C. Approvals:

1. <u>Carmen Segovia</u> <u>3/1/19</u> Division Director Date	3. <u>[Signature]</u> <u>3/4/19</u> Chief Financial Officer Date
2. <u>[Signature]</u> <u>3-4-19</u> Director of Community Development Date	4. <u>[Signature]</u> <u>3/5/19</u> Chief Executive Officer Date

D. Board:

☐ Policy Council

Date: _____

☐ PRE Presentation

Date: _____

☐ B&F Approval

Date: _____

☐ Board Approval

Date: _____

Community Action Partnership of Kern Funding Request Profile

Source of Funds: Private
Project Name: Food Bank Expansion
Funder Name: Bank of America Charitable Foundation
Grant Program Name: Food Bank
Funding Period: TBD
CFDA #: N/A

Division Director: Carmen Segovia
Program Manager: Jaime Orona

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

A. Narrative description of funding request, including goals:

The Food Bank is requesting up to \$50,000 from the Bank of America Charitable Foundation to increase storage capacity by purchasing and installing additional industrial pallet rack storage space.

Additional pallet rack units will increase the impact of the Food Bank and will cover a portion of CAPK's expected \$458,293 match of the total \$1,374,878 total Food Bank expansion project budget. Community Development Block Grant (CDBG) funds have been requested with the City of Bakersfield and the County of Kern which may cover the remaining budget once awarded.

B. Use of Funds:

Up to \$50,000 will purchase industrial pallet rack components including steel frames, crossmembers, and supports.

C. Approvals:

1. <u>Carmen Segovia</u> <u>2/26/19</u> Division Director Date	3. <u>Jaime Orona</u> <u>2/28/19</u> Chief Financial Officer Date
2. <u>Ralph W. K. King</u> <u>2-27-19</u> Director of Community Development Date	4. <u>J. T. P.</u> <u>3/5/19</u> Chief Executive Officer Date

D. Board:

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

Community Action Partnership of Kern Funding Request Profile

Source of Funds: Private
Project Name: STEM
Funder Name: Wells Fargo
Grant Program Name: Friendship House
Community Center & Shafter Youth Center
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 for up to \$50,000 from Wells Fargo to prepare youths ages 5-18 for future jobs through STEM (Science, Technology, Engineering, and Math) and entrepreneur education/training programs.

The STEM program will engage youths at the FHCC and SYC in STEM related fields through fun and interactive activities. Kern County's key industries, such as aerospace, oil, alternative energies, and manufacturing, have a high demand for employees that have STEM related skills. In addition to STEM, participants in the youth center's PREP Works program will have opportunities to learn entrepreneurship skills.

B. Use of Funds:

The requested funds will be used to build program capacity through staffing, outreach, STEM kits, field trips, and general program supplies.

C. Approvals:

1. _____
Division Director Date

3.  3/4/19
Chief Financial Officer Date

2.  2/28/19
Director of Community Development Date

4.  3/5/19
Chief Executive Officer Date

D. Board:

☐ Policy Council

Date: _____

☐ PRE Presentation

Date: _____

☐ B&F Approval

Date: _____

☐ Board Approval

Date: _____

Community Action Partnership of Kern Funding Request Profile

Source of Funds: Private

Project Name: FHCC: Museum on the Move

Funder Name: Kern Family Health Care

Grant Program Name: Friendship House

Community Center

Funding Period: 7/1/2019 – 6/30/2020

CFDA #: N/A

Division Director: Ralph Martinez

Program Manager: Lois Hannible

☒ **New Funding**

☐ **Re-Application**

A. Narrative description of funding request, including goals:

CAPK's Friendship House Community Center is requesting \$2,000 from the Kern Family Health Care Community Grant Program for the Museum on the Move: CAPK Afterschool Art Education Program. The program will bring an interactive museum-quality arts experience to the FHCC during afterschool hours.


During each session, a Bakersfield Museum of Art educator presents an art lesson and project, introducing every class to important artists, art theories, and art movements. Museum on the Move provides students with a means for self-expression and an avenue to see themselves, their heritage, and their environment in a whole new way.

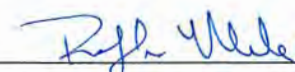
B. Use of Funds:

The requested funds will cover instructor/educator costs, art supplies, educator mileage and overhead costs.

C. Approvals:

1. _____
Division Director Date

 3/5/2019
Chief Financial Officer Date

2.  3-5-19
Director of Community Development Date

4.  3/5/19
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: Shafter Youth Center
Funder Name: Kern Family Health Care
Grant Program Name: Shafter Youth Center
Funding Period: 7/1/2019 – 6/30/2020
CFDA #: N/A

Division Director: Ralph Martinez
Program Manager: Lois Hannible

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

A. Narrative description of funding request, including goals:

CAPK's Shafter Youth Center is requesting \$2,000 from the Kern Family Health Care Community Grant Program for the Museum on the Move: CAPK Afterschool Art Education Program. The program will bring an interactive museum-quality arts experience to the SYC during afterschool hours.


During each session, a Bakersfield Museum of Art educator presents an art lesson and project, introducing every class to important artists, art theories, and art movements. Museum on the Move provides students with a means for self-expression and an avenue to see themselves, their heritage, and their environment in a whole new way.

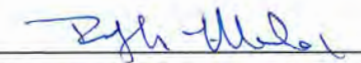
B. Use of Funds:


The requested \$2,000 will cover instructor/educator costs, art supplies, educator mileage and overhead costs.

C. Approvals:

1. _____
Division Director Date

3.  3/5/2019
Chief Financial Officer Sr. Tray Webster Date

2.  3-5-19
Director of Community Development Date

4.  3/5/19
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 Funding Request Profile

Source of Funds: Private

CFDA #: N/A

Project Name: East Kern Health Link –
Resource Fairs

Division Director: Carmen Segovia

Funder Name: Borax Visitors Center
Foundation

Program Manager: Whitney Hughes

Grant Program Name: East Kern Family
Resource Center

☐ **New Funding**

☒ **Re-Application**

Funding Period: 6/01/2019 - 5/31/2020

A. Narrative description of funding request, including goals:

CAPK's East Kern Family Resource Center (EKFRC) is applying to the Borax Visitors Center Foundation for funding of \$3,000 to conduct health fairs and outreach for the EKFRC East Kern's Health Link program. The program will conduct outreach to Boron low-income families to educate them about childhood vaccinations and connect them with health resources in order to increase the number of children that are protected from preventable childhood diseases, while increasing school enrollments.

B. Use of Funds:

The requested funds will be used for staff mileage, educational materials, outreach, and health related incentive items for participants.

C. Approvals:

1. Carmen Segovia 3/5/19
Division Director Date

3. [Signature] 3/5/2019
Chief Financial Officer Tracy Webster Date

2. [Signature] 3-5-19
Director of Community Development Date

4. [Signature] 3/5/19
Chief Executive Officer Date

D. Board:

☐ Policy Council

☐ PRE Presentation

☐ B&F Approval

☐ Board Approval

Date: _____

Date: _____


Date: _____

Date: _____

COMMUNITY ACTION PARTNERSHIP OF KERN

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 February 28, 2019 – **Info Item**

Date: March 20, 2019

The following are highlights of the Kern Head Start Budget to Actual Report for the period March 1, 2018 through February 28, 2019. Twelve months (100%) of the 12-month budget period have elapsed. Staff will continue to provide this report until all costs have been recorded.

Base Funds

Overall expenditures are at 99% of the budget.

Training & Technical Assistance Funds

Overall expenditures are at 100% of the budget.

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 has been completed.

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

Non-Federal share is at 131% 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 - February 28, 2019

Month 12 of 12 (100%)

Prepared 03/13/2019

HEAD START

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	10,597,810	10,528,125	69,685	99%	1%
FRINGE BENEFITS	3,337,685	3,308,685	29,000	99%	1%
TRAVEL	5,000	13,630	(8,630)	273%	-173%
EQUIPMENT	222,520	211,150	11,370	95%	5%
SUPPLIES	886,988	939,032	(52,044)	106%	-6%
CONTRACTUAL	126,502	109,184	17,318	86%	14%
OTHER	3,760,375	3,635,107	125,268	97%	3%
INDIRECT	1,826,701	1,773,114	53,587	97%	3%
TOTAL BASE FUNDING	20,763,581	20,518,026	245,555	99%	1%

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	141,786	9,001	94%	6%
INDIRECT	22,652	22,501	151	99%	1%
TOTAL TRAINING & TECHNICAL ASSISTANCE	249,168	249,118	50	100%	0%

CARRYOVER

EQUIPMENT	134,000	133,999	1	100%	0%
OTHER	343,802	331,690	12,112	96%	4%
INDIRECT	34,380	33,169	1,211	96%	4%
TOTAL CARRYOVER	512,182	498,858	13,324	97%	3%

GRAND TOTAL HS FEDERAL FUNDS	21,524,931	21,266,002	258,929	99%	1%
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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	4,174,861	(1,536,296)	158%	-58%
CALIF DEPT OF ED	3,804,474	4,252,833	(448,359)	112%	-12%
TOTAL NON-FEDERAL	6,443,039	8,427,694	(1,984,655)	131%	-31%

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

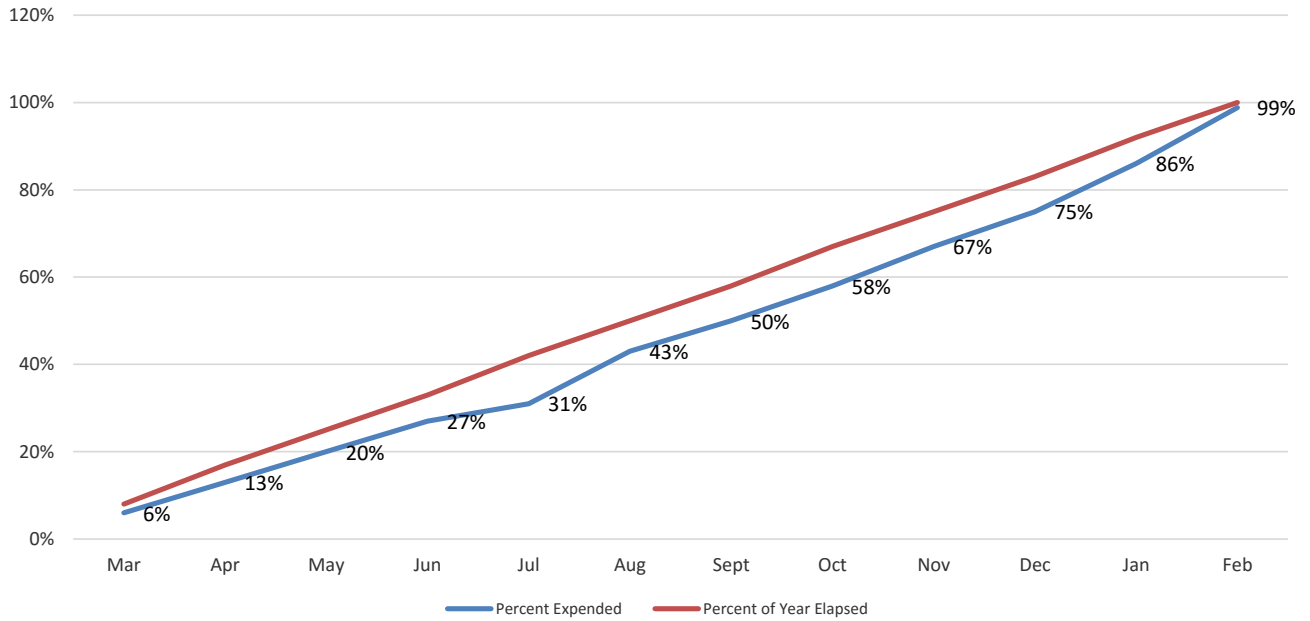
Actual expenditures include posted expenditures and estimated adjustments through 02/28/2019.

Administrative Cost for HS and EHS Kern 8.3%

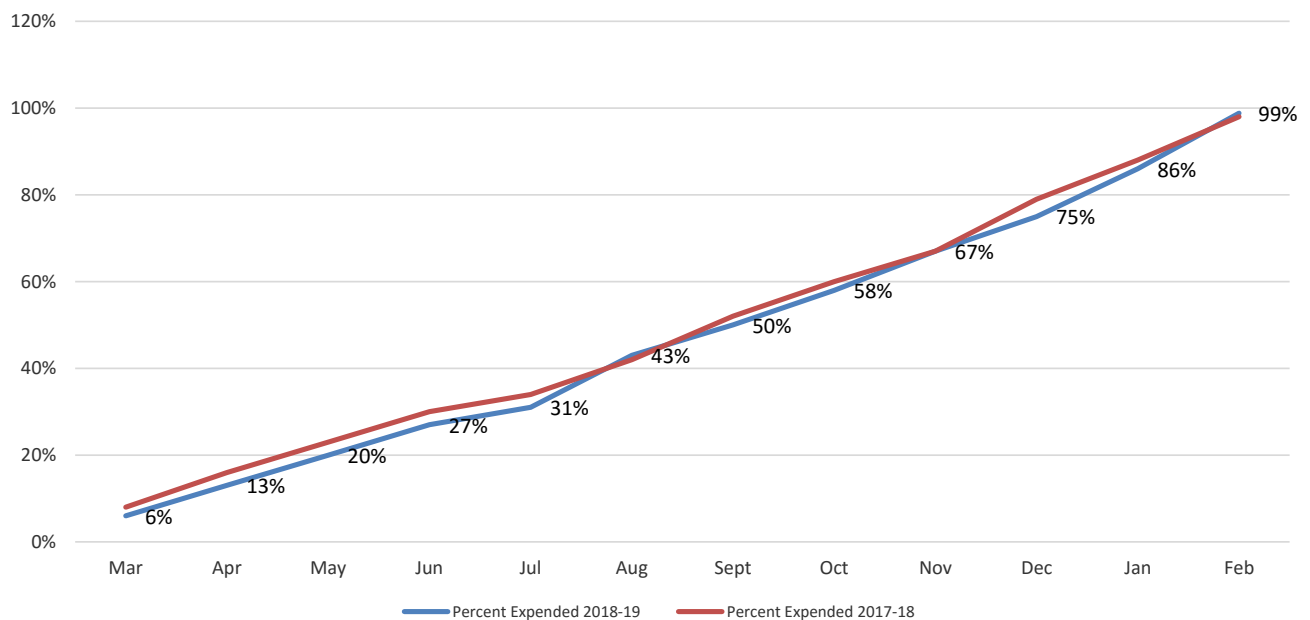
Agency-Wide Credit Card Report

	CURRENT	1 TO 30	31 TO 60	61 TO 90	TOTAL	STATEMENT DATE
Bank of America	37,863				37,863	2/21/2019
Lowe's	10,251	409			10,660	2/25/2019
Smart & Final		123			123	3/1/2019
Save Mart	2,065	126			2,191	2/24/2019
Chevron & Texaco Business Card	7,537				7,537	3/5/2019
Home Depot	14,888				14,888	3/5/2019
	72,604	658	0	0	73,262	

Head Start Kern
Percent Expended Compared to Percent of Year Elapsed




Head Start Kern
Percent Expended Compared to Prior Year



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 February 28, 2019 – ***Info Item***

Date: March 20, 2019

The following are highlights of the Kern Early Head Start Budget to Actual Report for the period March 1, 2018 through February 28, 2019. Twelve months (100%) of the 12-month budget period have elapsed. Staff will continue to provide this report until all costs have been recorded.

Base Funds

Overall expenditures are at 96% of the budget.

Salaries & Fringe Benefits costs were 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.

Supplies: The purchase of additional classroom supplies were purchased using savings realized in the Salaries/Fringe Benefits cost categories.

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

Training & Technical Assistance Funds

Overall expenditures are at 93% of the budget.

Carryover

The Office of Head Start approved the carryover of funds from the prior budget for the purchase of two replacement vehicles (one food delivery van and one program vehicle). 100% of the funds were expended.

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 - February 28, 2019

Month 12 of 12 (100%)

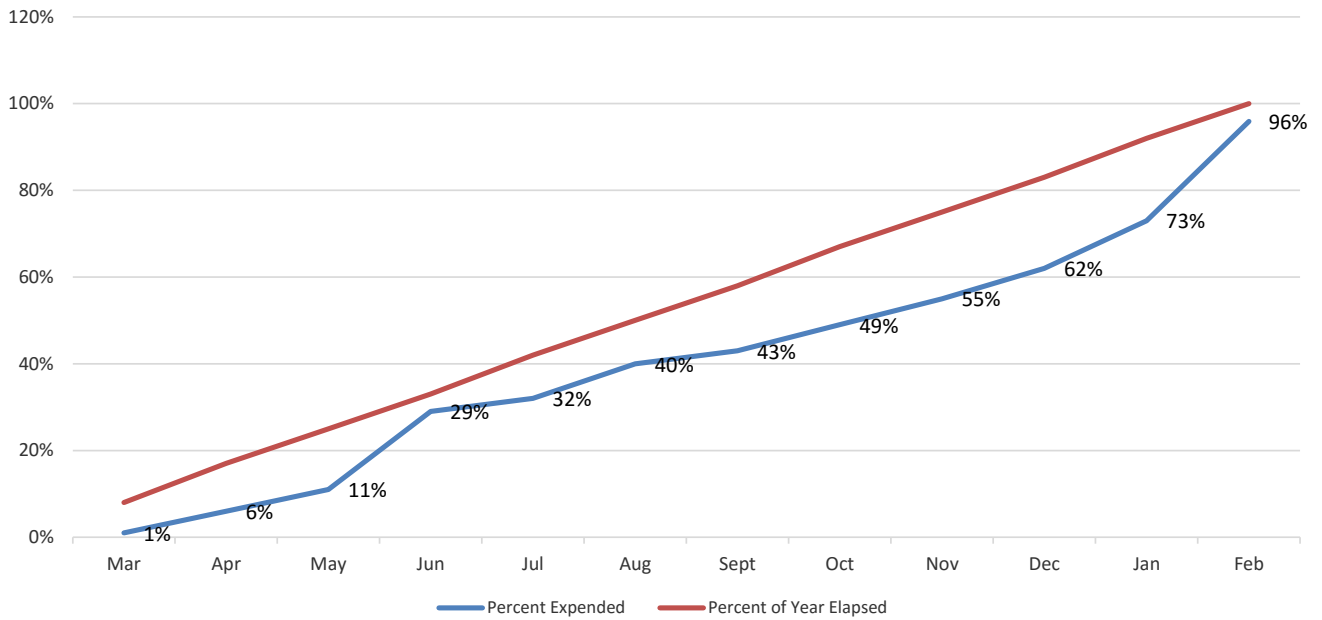
Prepared 03/12/2019

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	2,004,602	1,787,204	217,398	89%	11%
FRINGE BENEFITS	655,042	565,588	89,454	86%	14%
EQUIPMENT	247,240	255,869	(8,629)	103%	-3%
SUPPLIES	263,896	486,143	(222,247)	184%	-84%
CONTRACTUAL	22,328	17,137	5,191	77%	23%
OTHER	535,893	485,615	50,278	91%	9%
INDIRECT	364,220	327,755	36,465	90%	10%
TOTAL BASE FUNDING	4,093,221	3,925,312	167,909	96%	4%
TRAINING & TECHNICAL ASSISTANCE					
TRAVEL	35,330	10,817	24,513	31%	69%
SUPPLIES	4,020	6,491	(2,471)	161%	-61%
CONTRACTUAL	3,656	3,347	309	92%	8%
OTHER	45,179	61,001	(15,822)	135%	-35%
INDIRECT	8,819	8,143	676	92%	8%
TOTAL TRAINING & TECHNICAL ASSISTANCE	97,004	89,800	7,204	93%	7%
CARRYOVER					
EQUIPMENT	57,000	57,000	0	100%	0%
INDIRECT	0	0	0		
TOTAL CARRYOVER	57,000	57,000	0	100%	0%
GRAND TOTAL EHS FEDERAL FUNDS	4,247,225	4,072,111	175,114	96%	4%

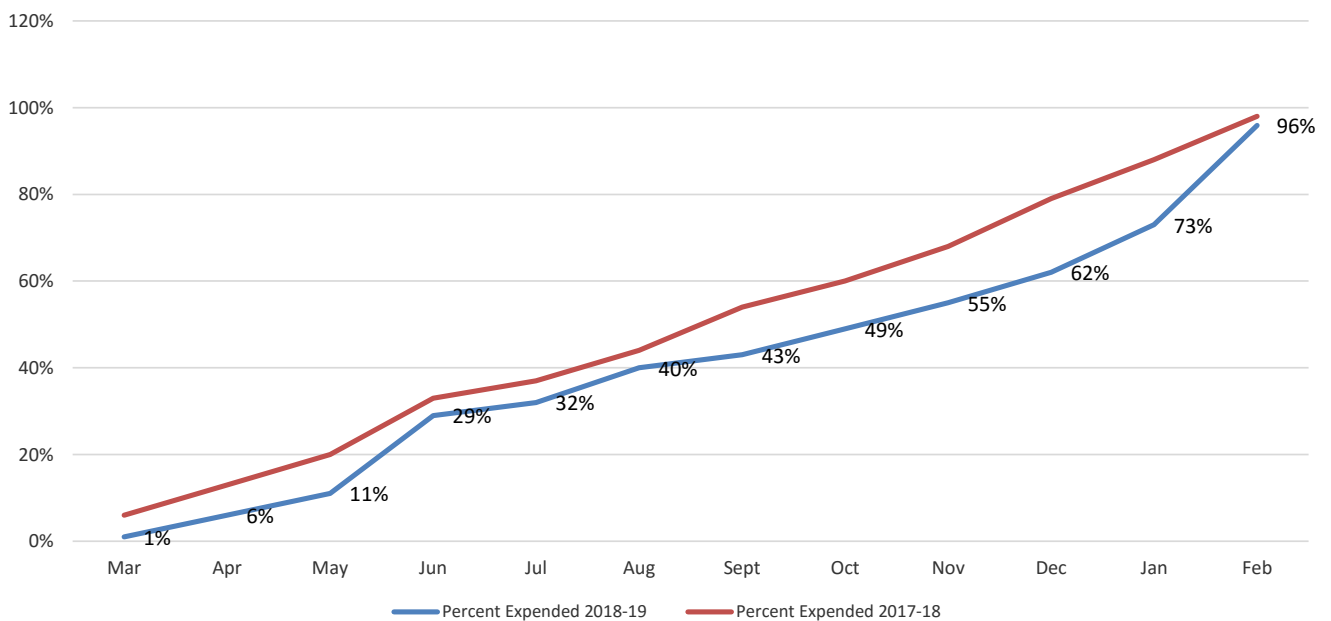
Budget reflects Notice of Award #09CH9142-05-05 (adjusted for Child Care Food Subsidy)

Actual expenditures include posted expenditures and estimated adjustments through 02/28/2019.

Early Head Start Kern
Percent Expended Compared to Percent of Year Elapsed



Early Head Start Kern
Percent Expended Compared to Prior Year



**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 February 28, 2019 (Month 12 of 12)

Percent of year elapsed: 100%

LOCATION	FUNDED ENROLL- MENT	March	April	May	June	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	YTD Totals	IN-KIND GOAL	% OF GOAL MET
Alberta Dillard	68	34,035	33,958	21,731	0	0	10,812	28,512	33,602	30,992	24,984	27,186	25,301	271,114	76,308	355%
Shafter	34	15,216	16,512	8,503	0	0	7,601	16,055	16,603	12,355	13,926	8,551	13,738	129,058	38,154	338%
East California	70	29,277	35,209	15,896	0	0	5,521	25,236	33,784	34,297	13,841	17,821	16,508	227,389	78,552	289%
Faith	34	12,847	12,659	7,030	0	0	5,058	9,680	11,094	10,994	11,650	12,476	12,324	105,813	38,154	277%
Martha J. Morgan	83	31,274	30,858	17,626	0	0	9,080	23,126	29,229	27,863	27,912	24,512	22,470	243,950	93,140	262%
Franklin	24	3,513	6,447	4,266	0	0	5,640	11,372	10,468	6,442	5,782	12,138	3,597	69,665	26,932	259%
Pacific	62	16,766	16,247	13,908	11,839	11,369	13,000	13,221	17,228	13,390	10,675	12,997	13,886	164,527	69,575	236%
Delano	76	19,655	19,877	16,675	0	0	2,397	10,920	20,874	24,707	22,889	25,674	23,669	187,337	85,285	220%
Fairview	34	13,069	11,503	6,105	0	0	3,756	8,294	9,878	8,524	8,402	7,707	6,356	83,593	38,154	219%
Williams	34	10,911	10,920	6,048	0	0	4,715	7,764	8,134	7,017	5,933	9,045	3,916	74,402	38,154	195%
Sunrise Villa	34	4,377	3,346	1,945	0	0	3,443	4,257	9,133	12,092	11,004	13,101	11,696	74,395	38,154	195%
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	10,041	163,504	85,285	192%
Fairfax	40	6,009	9,054	12,009	0	0	5,802	6,053	9,317	12,414	7,315	6,791	10,407	85,171	44,887	190%
Heritage	34	7,911	10,768	4,963	0	0	2,334	5,375	9,102	9,682	5,630	7,445	8,050	71,261	38,154	187%
Noble	34	9,452	10,102	3,947	0	0	0	13,025	12,617	4,065	9,694	7,433	82	70,416	38,154	185%
San Diego Street	48	11,831	13,317	14,156	10,771	9,896	6,525	6,329	7,141	6,725	5,001	6,185	851	98,729	53,864	183%
California City	34	7,639	8,452	5,366	0	0	3,016	7,802	10,511	6,695	7,048	6,616	5,795	68,941	38,154	181%
Willow	72	22,239	25,426	14,557	0	0	9,123	15,879	14,225	13,787	8,526	9,958	7,540	141,260	80,796	175%
Lamont	34	7,478	10,778	7,882	0	0	3,472	9,786	10,542	12,210	375	142	135	62,799	38,154	165%
Vineland	20	8,266	7,254	2,213	0	0	428	1,844	7,137	0	0	3,583	3,331	34,057	22,443	152%
Harvey L. Hall	138	21,720	29,503	22,725	15,148	11,629	19,591	22,265	27,190	19,575	15,044	19,190	10,257	233,837	154,859	151%
Pete H. Parra	112	19,356	23,534	21,390	9,188	9,352	19,259	21,847	31,614	9,176	15,559	2,019	1,706	183,999	125,683	146%
Oasis	57	13,411	12,619	7,489	0	0	5,431	9,163	13,590	11,618	10,919	4,494	1,671	90,405	63,964	141%
Sterling	122	19,096	23,747	18,996	8,747	9,507	17,638	19,940	19,569	18,122	6,481	10,515	11,963	184,321	136,905	135%
Casa Loma	34	4,741	5,183	1,355	0	0	2,537	7,044	8,703	6,058	4,522	5,055	6,139	51,336	38,154	135%
Tehachapi	34	6,832	6,982	3,413	0	0	3,641	6,284	6,369	4,780	4,527	4,513	3,711	51,052	38,154	134%
McFarland	24	4,784	3,808	2,560	0	0	1,959	3,161	3,981	2,597	5,318	4,426	2,759	35,354	26,932	131%
Planz	34	5,440	5,916	3,617	0	0	3,865	7,314	8,891	222	5,876	3,570	4,128	48,839	38,154	128%
Pioneer	34	6,475	8,061	4,443	0	0	850	4,866	8,786	8,829	5,573	135	86	48,123	38,154	126%
Rosamond	100	19,580	24,699	13,748	0	0	10,099	18,841	17,579	8,719	13,919	10,225	3,870	141,280	112,217	126%
Seibert	34	6,818	4,353	2,998	0	0	3,001	7,670	6,183	1,764	4,587	3,697	5,792	46,863	38,154	123%
Virginia	34	5,596	5,282	0	0	0	1,761	5,071	5,743	5,817	4,433	6,360	6,107	46,170	38,154	121%
Olidade	34	5,905	5,413	3,750	0	0	2,378	6,710	5,036	3,526	4,628	2,935	5,601	45,880	38,154	120%
Shafter HS/EHS	36	4,713	6,144	4,731	5,032	4,404	3,785	3,460	4,944	4,179	2,442	2,353	2,204	48,393	40,398	120%
Wesley	60	6,389	8,795	3,719	0	0	3,228	2,613	7,413	11,777	8,597	10,141	13,927	76,600	67,330	114%
Cleo Foran	34	5,926	8,272	3,789	0	0	1,727	4,324	8,571	53	4,450	1,082	3,267	41,461	38,154	109%
Home Base	225	17,049	17,202	15,282	12,474	13,790	9,623	14,228	10,888	8,536	7,751	1,220	4,055	132,097	126,244	105%
Alicante	34	4,692	4,448	2,107	0	0	1,982	3,772	4,586	5,019	3,377	4,944	5,016	39,913	38,154	105%
Lost Hills	20	2,937	3,716	2,597	0	0	654	2,875	2,354	598	689	3,246	3,469	23,135	22,443	103%

**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 February 28, 2019 (Month 12 of 12)**

Percent of year elapsed: 100%

LOCATION	FUNDED ENROLL- MENT	March	April	May	June	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	YTD Totals	IN-KIND GOAL	% OF GOAL MET
Broadway	44	0	0	0	0	0	4,490	5,784	8,792	11,390	5,738	5,038	8,384	49,615	49,375	100%
Taft	78	6,592	6,061	1,103	0	0	1,133	6,758	8,730	8,052	5,794	2,983	20,779	67,985	87,529	78%
Rafer Johnson	34	3,563	3,419	0	0	0	1,816	3,656	4,477	2,575	1,932	2,579	0	24,016	38,154	63%
Roosevelt	34	2,820	4,408	1,913	0	0	701	2,281	1,526	165	973	540	848	16,176	38,154	42%
Mojave	34	4,209	4,167	2,109	0	0	413	0	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	0	NA
Program Services		920	1,867	0	0	0	0	0	1,403	186	0	0	96	4,471	67,661	7%
Policy Council and RPC		1,239	1,542	108	515	25	262	214	727	85	60	337	151	5,265	38,727	14%
SUBTOTAL IN-KIND	2,369	482,130	543,470	345,429	83,803	76,131	234,289	429,395	525,548	422,134	356,347	350,505	325,679	4,174,861	2,638,565	158%

State General Child Care*	156,851	158,335	88,070	0	0	131,037	157,382	123,976	173,111	139,379	131,363	133,142	121,838	1,514,482	1,293,059	117%
State Preschool*	252,099	284,045	170,865	0	0	93,318	137,363	183,593	187,215	301,775	273,455	315,721	304,425	2,503,876	2,302,208	109%
State Migrant Child Care*	27,786	29,131	3,478	0	0	14,020	21,959	19,352	27,448	23,858	22,291	24,882	20,270	234,474	209,207	112%
SUBTOTAL CA DEPT of ED	436,736	471,511	262,413	0	0	238,375	316,703	326,921	387,774	465,012	427,109	473,745	446,534	4,252,833	3,804,474	112%

GRAND TOTAL	918,866	1,014,981	607,842	83,803	83,803	314,506	550,992	756,316	913,322	887,146	783,456	824,250	772,213	8,427,694	6,443,039	131%
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*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: March 20, 2019

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 98% of the budget.

Training & Technical Assistance Funds

Overall expenditures are at 98% 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 107% of the budget. Approval to waive \$141,172 of the non-Federal share requirement was received 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 03/12/2019

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	3,097,074	3,092,177	4,897	100%	0%
FRINGE BENEFITS	827,018	825,957	1,061	100%	0%
TRAVEL	20,232	21,676	(1,444)	107%	-7%
EQUIPMENT	47,500	49,310	(1,810)	104%	-4%
SUPPLIES	135,535	120,256	15,279	89%	11%
CONTRACTUAL	11,923	14,869	(2,946)	125%	-25%
OTHER	593,113	563,437	29,676	95%	5%
INDIRECT	445,116	403,685	41,431	91%	9%
TOTAL	5,177,511	5,091,367	86,144	98%	2%

TRAINING & TECHNICAL ASSISTANCE FUNDS

PERSONNEL	25,200	30,370	(5,170)	121%	-21%
FRINGE BENEFITS	8,689	10,882	(2,193)	125%	-25%
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	43,738	9,295	82%	18%
INDIRECT	10,833	7,207	3,626	67%	33%
TOTAL	119,175	117,222	1,953	98%	2%

GRAND TOTAL EHS FEDERAL FUNDS	5,296,686	5,208,589	88,097	98%	2%
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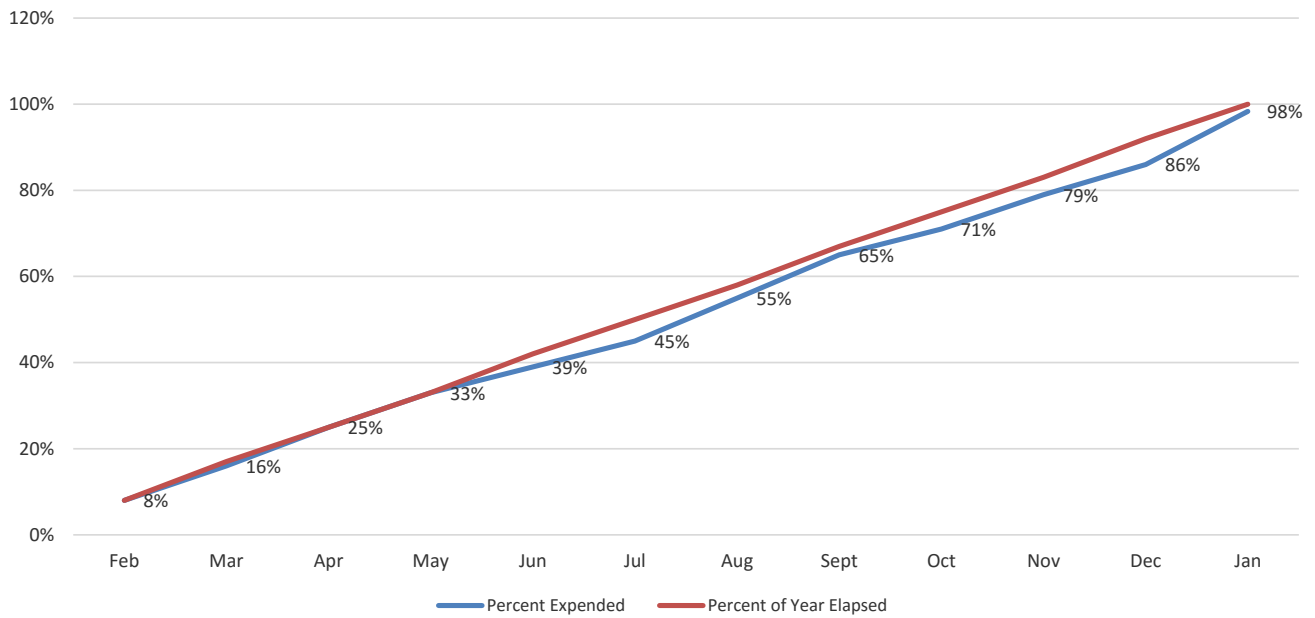
NON-FEDERAL SHARE	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
IN-KIND	1,183,000	1,262,036	(79,036)	107%	-7%
TOTAL NON-FEDERAL FUNDS	1,183,000	1,262,036	(79,036)	107%	-7%

Centralized Administrative Cost	6.4%
Program Administrative Cost	2.6%
Total Administrative Cost	9.0%

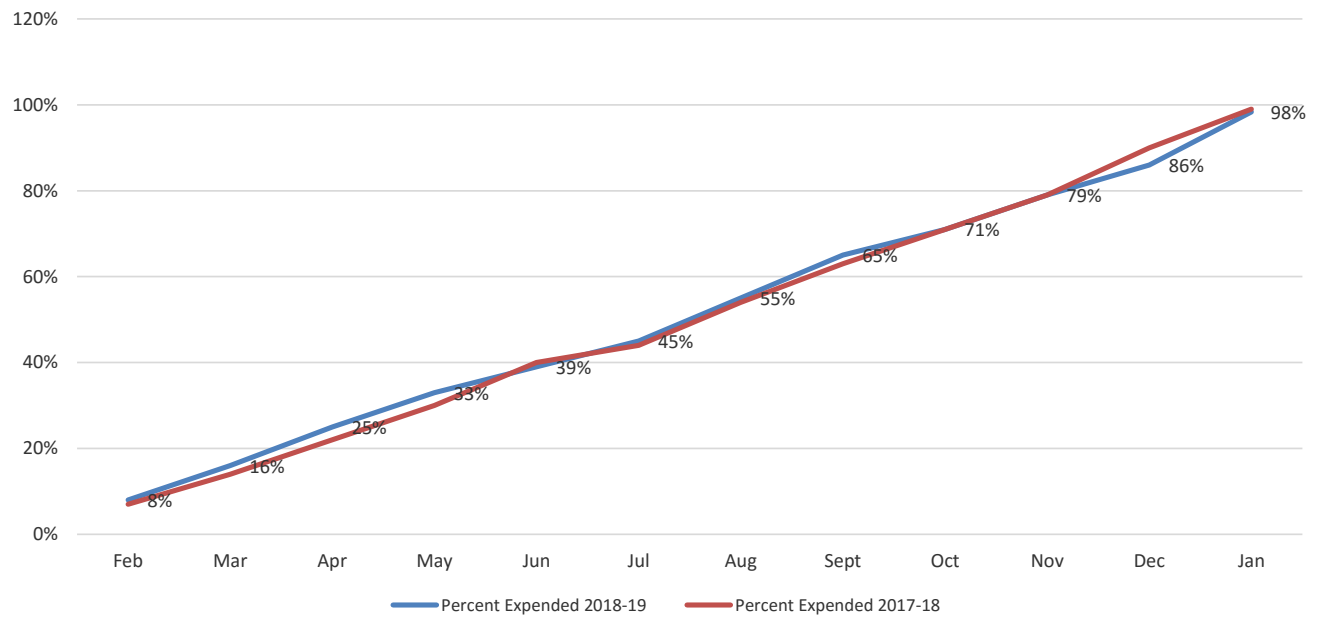
Budget reflects Notice of Award #09CH010071-04-04

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

Early Head Start San Joaquin
Percent Expended Compared to Percent of Year Elapsed



Early Head Start San Joaquin
Percent Expended Compared to Prior Year



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) - FINAL
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	3,872	43,690	32,694	134%
Chrisman	30	7,252	13,396	13,845	9,312	7,198	12,443	15,341	17,633	15,256	16,376	14,722	13,365	156,139	163,472	96%
Home Base - Stockton	90	13,682	25,071	23,680	16,555	11,982	14,742	15,286	19,499	21,152	19,261	21,626	18,461	220,996	245,208	90%
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	11,088	143,337	163,472	88%
Walnut	24	4,138	8,093	9,314	10,273	6,325	9,478	10,210	9,780	10,458	9,459	10,383	7,828	105,738	130,777	81%
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	5,348	68,103	87,185	78%
California Street	24	5,705	9,601	8,203	9,043	4,715	8,147	8,543	8,732	9,919	8,842	8,363	8,910	98,723	130,777	75%
Kennedy	16	1,791	5,701	6,310	4,418	441	4,887	6,252	6,529	5,623	6,452	6,255	6,061	60,720	87,185	70%
Marci Massei	24	3,176	5,938	5,703	6,298	3,735	5,983	6,609	6,931	6,646	6,650	4,345	4,850	66,866	130,777	51%
Home Base - Tracy	12	1,484	2,342	1,064	1,059	0	836	509	1,410	2,501	1,344	707	2,031	15,287	32,694	47%
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%
SUBTOTAL IN-KIND	313	73,340	117,415	115,094	105,841	68,788	99,017	113,304	119,695	123,860	112,337	107,733	105,611	1,262,036	1,324,172	95%

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 February 28, 2019 – ***Info Item***

Date: March 20, 2019

The following are highlights of the San Joaquin Early Head Start Budget to Actual Report for the period February 1, 2019 through February 28, 2019. One month (8%) of the 12-month budget period has elapsed.

Base Funds

Overall expenditures are at 7% of the budget.

Training & Technical Assistance Funds

Overall expenditures are at 7% of the budget.

Non-Federal Share

Non-Federal share is at 3% of the budget. Documentation for much of February could not be tabulated in time to be included in this report.

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

Budget Period: February 1, 2019 - January 31, 2020

Report Period: February 1, 2019 - February 28, 2019

Month 1 of 12 (8%)

Prepared 03/12/2019

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	3,060,698	226,578	2,834,120	7%	93%
FRINGE BENEFITS	911,863	79,653	832,210	9%	91%
TRAVEL	20,232	0	20,232	0%	100%
SUPPLIES	140,925	7,232	133,693	5%	95%
CONTRACTUAL	12,078	0	12,078	0%	100%
OTHER	583,265	26,028	557,237	4%	96%
INDIRECT	448,450	34,029	414,421	8%	92%
TOTAL	5,177,511	373,520	4,803,991	7%	93%

TRAINING & TECHNICAL ASSISTANCE FUNDS

PERSONNEL	39,312	3,136	36,176	8%	92%
FRINGE BENEFITS	11,534	2,059	9,475	18%	82%
TRAVEL	15,673	975	14,698	6%	94%
SUPPLIES	7,900	0	7,900	0%	100%
CONTRACTUAL	3,500	0	3,500	0%	100%
OTHER	30,423	1,144	29,279	4%	96%
INDIRECT	10,833	731	10,102	7%	93%
TOTAL	119,175	8,045	111,130	7%	93%

GRAND TOTAL EHS FEDERAL FUNDS	5,296,686	381,565	4,915,121	7%	93%
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NON-FEDERAL SHARE	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
IN-KIND	1,324,172	44,008	1,280,164	3%	97%
TOTAL NON-FEDERAL FUNDS	1,324,172	44,008	1,280,164	3%	97%

Centralized Administrative Cost	8.2%
Program Administrative Cost	1.3%
Total Administrative Cost	9.6%

Budget reflects Notice of Award #09CH010071-05-00

Actual expenditures include posted expenditures and estimated adjustments through 02/28/2019

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 February 28, 2018 (Month 1 of 12)

Percent of year elapsed: 8%

LOCATION	FUNDED ENROLL- MENT	Feb	YTD Totals	IN-KIND GOAL	% OF GOAL MET
Chrisman	30	0	0	158,174	0%
Home Base - Manteca	12	0	0	31,635	0%
St. Mary's	16	0	0	84,359	0%
Walnut	24	83	83	126,539	0%
Marci Massei	24	100	100	126,539	0%
California Street	24	220	220	126,539	0%
Home Base - Tracy	12	233	233	31,635	1%
Lodi UCC	30	3,099	3,099	158,174	2%
Kennedy	16	4,184	4,184	84,359	5%
Home Base - Stockton	90	11,962	11,962	237,260	5%
Home Base - Lodi	35	12,150	12,150	92,268	13%
Administrative Services		251	251	0	
Program Services		11,671	11,671	21,858	53%
Policy Council		57	57	2,713	2%
SUBTOTAL IN-KIND	313	44,008	44,008	1,282,051	3%

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Budget & Finance Committee



From: Donna Holland, Fiscal Administrator

Subject: *Agenda Item 5b:* Early Head Start Child Care Partnerships
Budget to Actual Report for the Period Ended February 28, 2019 – ***Info Item***

Date: March 20, 2019

The following are highlights of the Early Head Start Child Care Partnerships Budget to Actual Report for the period September 1, 2018 through February 28, 2019. Six months (50%) of the 12-month budget period has elapsed.

Base Funds

Overall expenditures are at 45% 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 33% 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 103% 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 - February 28, 2019

Month 6 of 12 (50%)

Prepared 03/12/2019

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	130,082	52,572	77,510	40%	60%
FRINGE BENEFITS	33,248	19,445	13,803	58%	42%
SUPPLIES	1,750	252	1,498	14%	86%
CONTRACTUAL	462,028	215,206	246,822	47%	53%
OTHER	17,395	5,074	12,321	29%	71%
INDIRECT	64,398	29,195	35,203	45%	55%
TOTAL BASE	708,901	321,744	387,157	45%	55%

TRAINING & TECHNICAL ASSISTANCE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
TRAVEL	5,294	1,787	3,507	34%	66%
SUPPLIES	3,506	0	3,506	0%	100%
OTHER	6,473	3,187	3,286	49%	51%
INDIRECT	1,527	497	1,030	33%	67%
TOTAL TRAINING & TECHNICAL ASSISTANCE	16,800	5,471	11,329	33%	67%

GRAND TOTAL FEDERAL FUNDS	725,701	327,215	398,486	45%	55%
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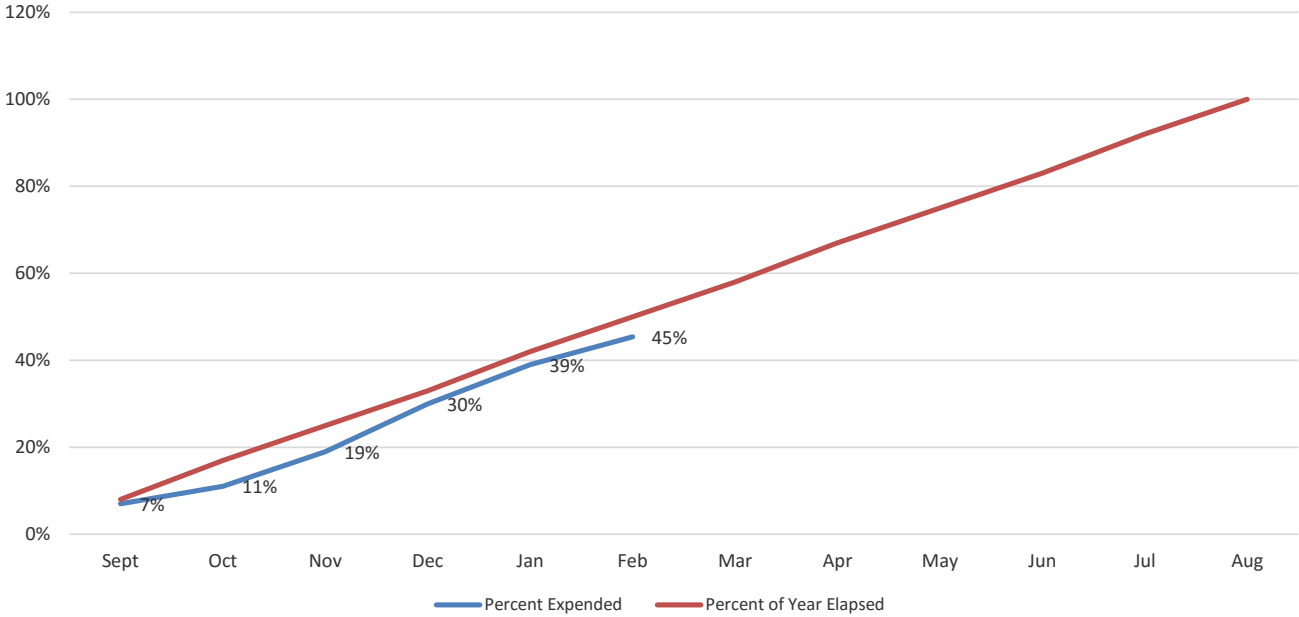
NON-FEDERAL SHARE	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
IN-KIND	181,425	186,875	(5,450)	103%	-3%
TOTAL NON-FEDERAL FUNDS	181,425	186,875	(5,450)	103%	-3%

Centralized Administrative Cost	5.8%
Program Administrative Cost	0.9%
Total Administrative Cost	6.7%

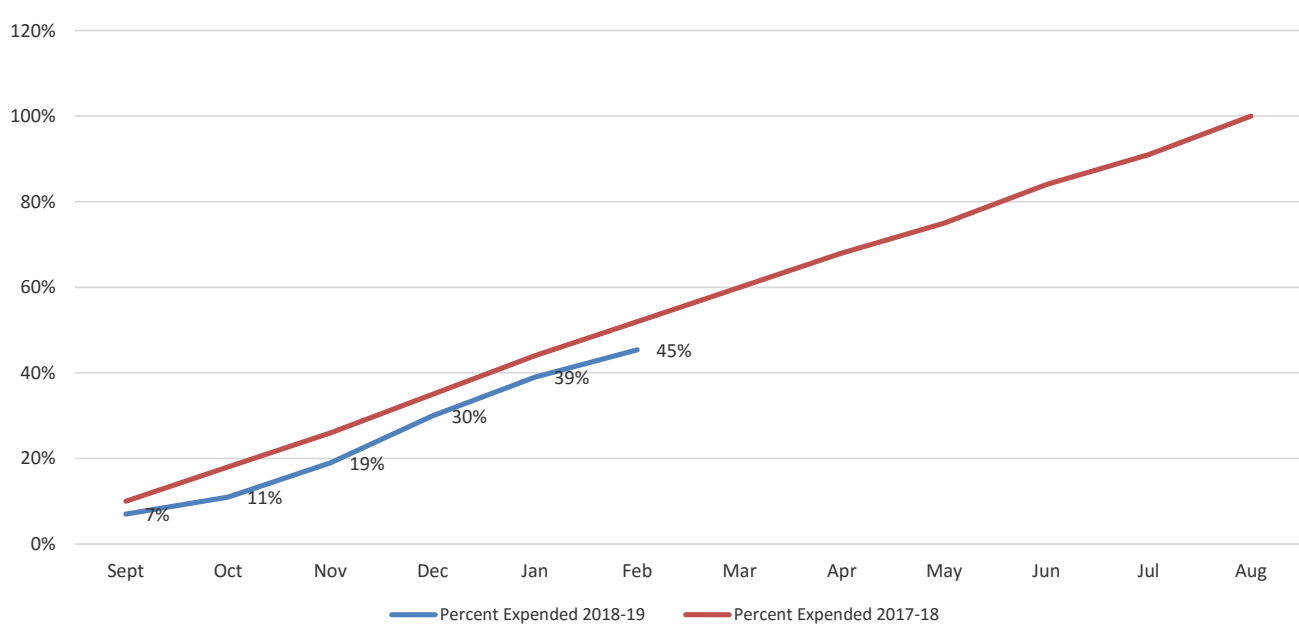
Budget reflects Notice of Award #09HP0036-04-00.

Actual expenditures include posted expenditures and estimated adjustments through 02/28/2019.

Early Head Start Child Care Partnerships
Percent Expended Compared to Percent of Year Elapsed



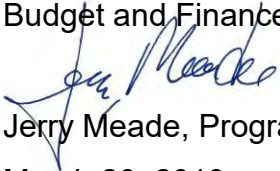
Early Head Start Child Care Partnerships
Percent Expended Compared to Prior Year



COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Budget and Finance Committee

From:  Jerry Meade, Program Design and Management Administrator

Date: March 20, 2019

Subject: *Agenda Item 5c:* New Home Visiting Initiative Program Job Descriptions– **Action Item**

Last month, the Board approved for staff to contract with Kern County to create a new Home Visiting Initiative (HVI) program. Community Action Partnership of Kern is in the process of adding this new program and will require new staff to support the initiative. As part of the program development, we have identified five new positions and created job descriptions for this specific program. CAPK's Human Resources department as reviewed and scored the five new job description. The HVI budget shared with the BOD last month includes all costs associated with these positions. The budget is attached for your reference.

The first position is a Partnership Administrator that will have the responsibility for oversight and successful implantation of the initiative. Additionally, this position will assume the responsibility for all Partnership grants. In order for this position to be successful, we have created two Program Managers to provide direct supervision of the HVI and Partnership Programs. The HVI also requires an HVI Liaison which will work directly with the CalWORKs staff at the Department of Human Services office and the HVI Home Visitors. Attached to this memorandum is an Organizational Chart with the new positions.

Recommendation

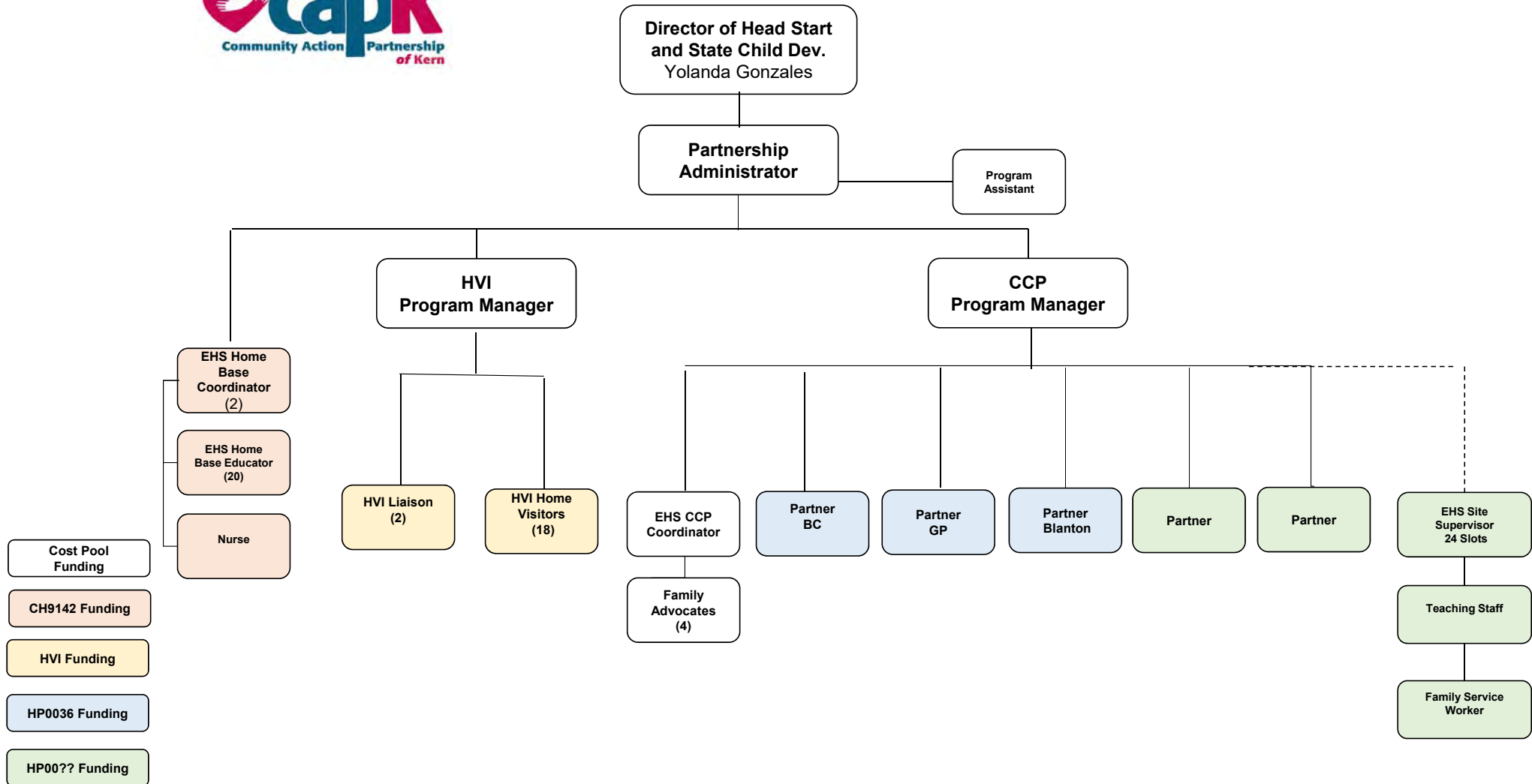
Staff request approval from the Budget and Finance Committee to add the five HVI positions and the coordinating job descriptions.

Attachments:

- Organizational Chart – Partnership Administrator
- Job Descriptions: Partnership Administrator, CCP Program Manager, HVI Program Manager, HVI Liaison, and HVI Home Visitor
- DHS Budget Partial and Annualized



Head Start/State Child Development Programs



**COMMUNITY ACTION PARTNERSHIP of KERN
Head Start /State Child Development Division**

Partnership Administrator

*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.*

Salary Range: Grade 12

FLSA Status: Exempt

Date Approved:

SUMMARY:

Under the general direction of the Director of Head Start/State Head Start Child Development Division, the Partnership Administrator is responsible to manage comprehensive Early Head Start Home Base, Child Care Partnership, and Home Visiting Initiative programs and ensure each program is fully compliant with all State and Federal regulations, contract requirements, and CAPK policies. The Partnership Administrator will monitor overall contract compliance assuring all reporting and budgetary functions are completed with quality and in a timely manner. Holds the responsibility to maintain effective relationships with community partners.

SUPERVISION RECEIVED:

Receives direct supervision from Director of Head Start and State Child Development

SUPERVISION EXERCISED:

HVI Program Manager, Program Manager, and EHS Home Base Coordinators

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. Responsible to participate in the division's strategic leadership team to guide decision making and establish business processes to ensure a culture of program excellence.
2. Holds responsibility for full compliance of required regulations for the delivery of EHS Homebase, Child Care Partnerships and Home Visiting Initiative.
3. Maintains a management system to monitor and ensure full compliance of program requirements.
4. Is responsible for shared communications with Director and community partners.
5. Assist the Administrative Management team with developing and writing the annual grant narrative and assisting with budget development.
6. Report to the Director areas for which improvement plans are needed to make corrections for ongoing compliance of health and safety.
7. Supports all mandated training to ensure compliance of Federal and State requirements.
8. Oversees Program Managers and Home Base Coordinators to ensure that daily services are in compliance with all regulations and contract requirements.
9. Assists the Head Start Director in formulating and administering agency policies and developing short-range and long-range goals and objectives.

10. Analyses program activity, operational and personnel costs to ensure compliance with multiple funding requirements.
11. Works closely with Director and other administrative personnel to review achievements and discuss required changes in goals, objective, or program emphasis resulting from current status and conditions.
12. Works closely with Program, Design and Management Administrator to ensure facilities are maintained and both environments internal and external are well kept for the Health and Safety of all children.
13. Works with Administrative team on-going to plan and implement on-going trainings for professional development and on-going pre-service training and as required.

B. Other Job Specific Duties:

1. Attends meetings and trainings as required.
2. Works alternative hours as required, including nights and weekends.
3. Is assertive in the program effort to recruit and enroll families that qualify for the HS/SCD Programs.
4. Perform any other duties as assigned or as needed.

MINIMUM QUALIFICATIONS:

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

Knowledge of:

- Correspondence and report writing practices and procedures.
- Current problems of socially and economically challenged families.
- The contributions of parents and volunteers who may be non-professional.
- Modern office practices, methods, procedures and equipment including computers.
- Word processing, spreadsheet, database, and other related software applications.

Ability to:

- Good interpersonal skills.
- To work as a positive team member.
- Communicate effectively.
- Excellent problem-solving skills
- Ability to work with highly complex conceptual matters.
- Ability to plan, organize, allocate, and control substantial resources.
- Ability to write and communicate effectively.
- Effectively present CAPK program services to the general public.
- Establish professional working relationships with staff, agencies and parents.
- Exhibit an understanding and design of a curriculum which fosters appreciation of cultural and linguistic diversity, integrates health and nutrition education, promotes language development, art, music, and dramatic play, and develops mathematical and science concepts.
- Reasonably obtain knowledge of applicable federal, state, and local laws, codes, and regulations and agency and departmental policies and procedures.

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's degree in Child Development, Business Administration, Education Administration, Behavioral Science or any other related degree.
- Six (6) semester units of administration or management classes.
- Minimum five (5) years supervisory experience.
- Six (6) years of experience with Head Start/Early Head Start, public education, child welfare, medical social work, public assistance, contract compliance, government or related group work and community organizations, with management or administration.
- Experience in budget oversight is required.
- Direct experience with government funded programs is highly desirable.
- Bilingual (English/Spanish) capabilities desirable

OTHER REQUIREMENTS:

- Must be fingerprinted and have records filed with the State Department of Social Services, Community Care Licensing.
- Completion of a physical and substance abuse screening upon offer of employment.
- Successful completion of TB screening upon employment and every three years thereafter. Possession of a valid California Driver's License and State automobile insurance, and acceptable driving record substantiated by a DMV printout.

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: Partnership Administrator			
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			x		

**COMMUNITY ACTION PARTNERSHIP of KERN
HEAD START / STATE CHILD DEVELOPMENT**

Child Care Partnership Program Manager

*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.*

Salary Range: Grade 11

FLSA Status: Exempt

Date Approved:

SUMMARY:

Under the direction of the Partnership Administrator, the Child Care Partnership Program Manager will provide Early Head Start regulations guidance to child care partners. Implement short term and long-range planning for service delivery and training. Monitor partner programs to ensure compliance with contract requirements. Ensure full compliance of all Federal and State regulations and Community Care Licensing. Ensure education compliance with all of the programs School Readiness Goals and curriculum followed to fidelity. Administer effective communication among leadership, staff, families and community partnerships.

SUPERVISION RECEIVED:

Receives supervision from the Partnership Administrator

SUPERVISION EXERCISED:

Direct supervision of Family Advocates

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. Responsible for the ongoing oversight and on-going monitoring of partner's child development centers for full compliance of program implementation that is consistent with partner contracts and EHS Performance Standards, general child care funding terms and conditions and other pertinent federal and state guidelines.
2. Conduct site visits and on-going to support to partnership staff and ensure facilities are well maintained and environments are conducive to the development and learning of all children both indoors and outdoors.
3. Responsible for responding to non-compliance reports and the completion of all partnership corrective action plans and ensuring compliance.
4. Support in developing goals for partners to reach their fullest potential in delivering a high quality early childhood development program.
5. Responsible for full implementation of all education assessments and ensure screenings are completed within the required mandated timeline.
6. Work with partner's Site Supervisors to develop and implement leadership and communication skills with center staff.
7. Responsible to ensure performance evaluations are completed in a timely manner.
8. Work with Professional Development Coordinator for review and implementation of professional development plans for all partnership staff and participate in the planning of professional development training.
9. Work with Governance Coordinator to ensure successful parent meetings are held monthly at partnership sites; parent boards are kept up to date, ongoing communication and information is posted and kept up to date for parents.

10. In collaboration with Education Coordinators work together to identify partnership staff for the mentor support process, assist and support with observation reports and data such as: a variety of education assessments and CLASS results, and identify trainings needed.
11. Attends and supports a variety of community and agency meetings, including, but not limited to, management meetings and School Readiness.

B. Other Job Specific Duties:

1. Attends all meetings, trainings, and conferences as assigned.
2. Maintains safe and functional work environment.
3. Work alternative hours as required, including nights and weekends.
4. Is proactive in the program effort to recruit and enroll families that qualify for Head Start/State Child Development programs.
5. Performs any other like duties as assigned.

MINIMUM QUALIFICATIONS:

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

Knowledge of:

- Correspondence and report writing practices and procedures.
- Current problems of socially and economically challenged families.
- The contributions of parents and volunteers who may be non-professional.
- Modern office practices, methods, procedures and equipment including computers.
- Word processing, spreadsheet, database, and other related software applications.

Ability to:

- Good interpersonal skills.
- To work as a positive team member.
- Communicate effectively.
- Ability to work with conceptual matters.
- Ability to plan, organize, allocate, and control substantial resources.
- Ability to write and communicate effectively.
- Effectively present Head Start program services to the general public.
- Establish professional working relationships with staff, agencies and parents.
- Exhibit an understanding and design of a curriculum which fosters appreciation of cultural and linguistic diversity, integrates health and nutrition education, promotes language development, art, music, and dramatic play, and develops mathematical and science concepts.
- Reasonably obtain knowledge of applicable federal, state, and local laws, codes, and regulations and agency and departmental policies and procedures.

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's Degree with emphasis on Early Childhood Development, Education, Human Development or related field.
- Site Supervisor permit issued by the Commission for Teacher Preparation and Licensing required.
- Program Director's permit preferred.

- Minimum four (4) years of progressive management experience in Early Childhood Education, Human Development or related field; two (2) years of which must be in a supervisory capacity.
- One year direct experience in government-funded programs or similar programs required. Familiarity with problems of socially and economically challenged families. Have an awareness of the contributions of parents and volunteers who may be non-professional.
- Bilingual language fluency (Spanish/English) fluency highly desirable.

OTHER REQUIREMENTS:

- Possession of a valid California Driver's License and State automobile insurance, and acceptable driving record substantiated by a DMV printout.
- Must have reliable transportation as traveling throughout Kern County is necessary.
- Completion of a physical 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.
- Successful completion of TB screening upon employment and tri-annually thereafter
- Must be immunized against influenza, pertussis (T-Dap) and measles, mumps and rubella (MMR).
- Must have completed a First/CPR Certificate or will obtain the certification within 90 days of employment.

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 varies
- 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: CCP Program Manager			
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					

**COMMUNITY ACTION PARTNERSHIP OF KERN
HEAD START / STATE CHILD DEVELOPMENT**

Home Visiting Initiative Program Manager

*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.*

Salary Range: Grade 11

FLSA Status: Exempt

Date Approved:

SUMMARY:

Under the direction of the Partnership Administrator, the Home Visiting Initiative (HVI) Program Manager will supervise and lead a team of HVI Home Visitors in preparing parents of young children for self-sufficiency. The HVI Program Manager is responsible for ensuring that the HVI Home Visitors implement best practices, ensuring family outcomes are documented, school readiness goals and service delivery. This position will provide regular reflective supervision, observations, and feedback for staff to provide high-quality and comprehensive services. The HVI Program Manager will lead and model professionalism and teamwork with the HVI Home Visitors, the agency, and the Department of Human Services (DHS) by developing and maintaining supportive, professional relationships with children and their families to enhance parent education, communication, involvement and advocacy.

SUPERVISION RECEIVED:

Receives supervision from the Partnership Administrator

SUPERVISION EXERCISED:

HVI Liaison & HVI Home Visitors

DUTIES AND RESPONSIBILITIES:

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

A. Essential Job Specific Duties:

1. Responsible for the oversight and support for full compliance of required regulations for the delivery of Home Visiting Initiative.
2. Ensures collaborative planning and evaluation systems exist between DHS and HVI Home Visitors to foster continuous program improvement.
3. Conduct regular supervision with each HVI Liaison and HVI Home Visitor to review case records, enrollment levels, and assignment of cases; and to provide staff support and guidance in meeting program requirements and implementing policies and procedures.
4. Coordinates with the Department of Human Services and HVI Liaisons to ensure families are meeting goals in becoming job ready and removing any job barriers.
5. Monitor and supervise HVI Home Visitors through staffing, observations during home visits, Group Socializations, and program events to identify strengths and provide constructive feedback. Hold staff accountable for meeting performance expectations.
6. Completes performance evaluations based on measurable and objective criteria which are related to program services, school readiness and personal goals and provides and implements professional development and training plan.
7. Ensures staff follows all policies, procedures and legal mandates including HIPAA, client confidentiality and release of information.
8. Oversee the timely implementation of all education assessments, screenings and transition.

9. Conduct follow-up on non-compliance items identified through monitoring to ensure corrective actions have been implemented.
10. Ensure that ChildPlus is fully utilized to track the comprehensive services provided to families, transition eligibility, that the data is accurately entered by staff and that reports are regularly used to monitor delivery of services.
11. Mandated Reporter of suspected cases of child abuse and neglect in accordance with California State and Kern County regulations. Reports suspected cases of child abuse and neglect to Partnership Administrator.
12. Attend workshops, conferences, and continuing education trainings about best practices in home visiting, program expectations, and effective leadership and supervision.
13. Performs other duties as assigned.

B. Other Job Specific Duties:

1. Attends meetings and trainings as required.
2. Works alternative hours as required, including nights and weekends.
3. Is assertive in the program effort to recruit and enroll families that qualify for the HS/SCD Programs.
4. Perform any other duties as assigned.

MINIMUM QUALIFICATIONS:

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

Knowledge of:

- Correspondence and report writing practices and procedures.
- Current problems of socially and economically challenged families.
- The contributions of parents and volunteers who may be non-professional.
- Modern office practices, methods, procedures and equipment including computers.
- Word processing, spreadsheet, database, and other related software applications.

Ability to:

- Good interpersonal skills.
- To work as a positive team member.
- Communicate effectively.
- Ability to work with conceptual matters.
- Ability to plan, organize, allocate, and control substantial resources.
- Ability to write and communicate effectively.
- Effectively present Head Start program services to the general public.
- Establish professional working relationships with staff, agencies and parents.
- Exhibit an understanding and design of a curriculum which fosters appreciation of cultural and linguistic diversity, integrates health and nutrition education, promotes language development, art, music, and dramatic play, and develops mathematical and science concepts.
- Reasonably obtain knowledge of applicable federal, state, and local laws, codes, and regulations and agency and departmental policies and procedures.

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's Degree with emphasis on General Psychology, Family Development, Early Childhood Education, Child Development, Education, Infant & Toddler Education, or a related field.
- Site Supervisor Permit issued by the Commission for Teacher Preparation and Licensing required.

- Program Director's permit preferred.
- Minimum four (4) years' progressive management experience working as an ECE teacher, home visitor or a related position; two (2) years' of which must be in supervisory experience in a child development, home visiting or a related program.
- One (1) year direct experience in government-funded programs or similar programs required. Familiarity with problems of socially and economically challenged families. Have an awareness of the contributions of parents and volunteers who may be non-professional.
- Bilingual language fluency (Spanish/English) fluency highly desirable.

OTHER REQUIREMENTS:

- Possession of a valid California Driver's License and State automobile insurance, and acceptable driving record substantiated by a DMV printout.
- Must have reliable transportation as traveling throughout Kern County is necessary.
- Completion of a physical 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.
- Successful completion of TB screening upon employment and tri-annually thereafter
- Must be immunized against influenza, pertussis (T-Dap) and measles, mumps and rubella (MMR).
- Must have completed a First/CPR Certificate or will obtain the certification within 90 days of employment.

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 varies
- 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: HVI Program Manager			
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					

**COMMUNITY ACTION PARTNERSHIP of KERN
HEAD START / START CHILD DEVELOPMENT**

Home Visiting Initiative Liaison

*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.*

Salary Range: Grade 9

FLSA Status: Non-Exempt

Date Approved:

SUMMARY:

Under the supervision of the Home Visiting Initiative (HVI) Program Manager, The HVI Liaison is responsible for the oversight and management of the Enrollment, Reporting and Referral systems for the Home Visiting Initiative. The HVI Liaison works closely the Department of Human Services (DHS) staff to coordinate enrollment of HVI participants, data sharing and participant referrals. The Liaison will audit data through a monitoring process to ensure quality data reporting and mitigate fraud risks. Work is carried out under the general supervision from the HVI Program Manager but calls for considerable independent judgment on technical matters.

SUPERVISION RECEIVED:

Receives supervision from the HVI Program Manager

SUPERVISION EXERCISED:

None.

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. Ensures full enrollment is maintained at all times.
2. Provides guidance and ensures compliance on procedures and overall department production related to enrollment, reporting and referrals.
3. Conducts department data evaluations through a scheduled monitoring reporting/audit process.
4. Identifies potential data entry errors prior to reporting timelines to ensure consistency in quality and compliance to departmental procedures.
5. Ensures enrollment criteria and selection processes are implemented, as per HVI contract and funding requirements.
6. Collaborates with DHS, the HVI Home Visitors, the Enrollment and Attendance Department, the Support Services Department, Finance, and community members as appropriate.
7. Facilitates recruitment including; planning, participation in recruitment events, ordering and distribution of materials, accessing media and technology, collaborating with DHS and the CAPK Community Development division.
8. Provides technical and procedural assistance and training to HVI staff on ChildPlus.net.
9. Assists with audits and funding source reviews.
10. Assists with developing, maintaining, and updating written policies and procedures as needed.

1. Maintains safe and functional work environment.
2. Works alternative hours as required, including nights and weekends.
3. Performs other tasks as may be required for the efficient operation of the comprehensive, integrated program.

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:

- Correspondence and report writing practices and procedures.
- Current problems of socially and economically challenged families.
- The contributions of parents and volunteers who may be non-professional.
- Modern office practices, methods, procedures and equipment including computers.
- Word processing, spreadsheet, database, and other related software applications.

Ability to:

- Good interpersonal skills.
- To work as a positive team member.
- Communicate effectively.
- Ability to work with conceptual matters.
- Ability to plan, organize, allocate, and control substantial resources.
- Ability to write and communicate effectively.
- Effectively present program services to the general public.
- Establish professional working relationships with staff, agencies and parents.
- Exhibit an understanding and design of a curriculum which fosters appreciation of cultural and linguistic diversity, integrates health and nutrition education, promotes language development, art, music, and dramatic play, and develops mathematical and science concepts.
- Reasonably obtain knowledge of applicable federal, state, and local laws, codes, and regulations and agency and departmental policies and procedures.

EDUCATION AND EXPERIENCE:

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

- High School Diploma (or equivalent) with certificate or credential in social services desirable.
- Minimum three (3) years of case management experience in family services with Head Start, Early Head Start, Child welfare, Medical Social Work, Public Assistance, Psychiatric Social Work, or related group work and community organizations.
- Two years of general computer experience and data entry
- Bilingual (English/Spanish) capabilities desirable

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 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

- Successful completion of TB screening upon employment and tri-annually thereafter.
- Must be immunized against influenza, pertussis (T-Dap) and measles, mumps and rubella (MMR).
- Must have completed a First Aid/CPR Certificate or will obtain the certification within 90 days of employment.

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: HVI Liaison			
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					

**COMMUNITY ACTION PARTNERSHIP of KERN
HEAD START / STATE CHILD DEVELOPMENT**

Home Visiting Initiative Home Visitor

*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.*

Salary Range: Grade 6

FLSA Status: Non-Exempt

Date Approved:

SUMMARY:

As part of the Home Visiting Initiative (HVI), the HVI Home Visitor leads and shares responsibility for planning, organizing, and implementing the care, development, and education of developing children (birth to 3, and pregnant women). Responsible for implementing a quality early education home-based curriculum and developing a positive relationship with children, parents, and families. The Home Visitor will provide the parent with parent education, assistance with job readiness and barrier removal. The goal of the Home Visitor is to help families reach self-sufficiency by improving family engagement practices; supporting healthy development of young children living in poverty; and preparing parents for employment.

SUPERVISION RECEIVED:

Receives supervision from HVI Program Manager

SUPERVISION EXERCISED:

None.

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. Works with pregnant women and children (ages 0 to 3) one-on-one on a scheduled weekly basis in their homes for a minimum of two hours for each of the families in the assigned caseload.
2. Uses the home as a learning environment and resource for curriculum experiences; provides mentorship support to families during home visits to ensure school readiness and assist with crisis intervention and case conferences as needed.
3. Ensures child development and comprehensive services including parent support and education and accessing community resources are part of the ongoing home visit process.
4. Will meet with assigned Department of Human Services staff each month to provide case management on enrolled families.
5. Enters and maintains accurate and up-to-date records in the family file and in the electronic database. Uses electronic database to its full potential (i.e. scheduling home visits, verifying mileage, etc.)
6. Follow procedures as a Mandated Reporter to report suspected child abuse/neglect and ensures compliance of universal precautions.
7. Responsible to recruit and enroll children and families and maintain enrollment levels as prescribed to include obtaining and maintaining full enrollment throughout the year. Participates in the recruitment and enrollment process.
8. Provides, at a minimum, two group socialization activities per month for parents and children.
9. Work in collaboration with Mentor Coaches and Family Education Specialist as assigned.
10. Attend trainings, meetings, conferences and community collaborative meetings as required and be capable

(clear driving record and transportation) of transporting families as needed.

B. Other Job Specific Duties:

1. Maintains safe and functional work environment.
2. Works alternative hours as required, including nights and weekends.
3. Performs other tasks as may be required for the efficient operation of the comprehensive, integrated program.

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:

- Correspondence and report writing practices and procedures.
- Current problems of socially and economically challenged families.
- The contributions of parents and volunteers who may be non-professional.
- Modern office practices, methods, procedures and equipment including computers.
- Word processing, spreadsheet, database, and other related software applications.

Ability to:

- Good interpersonal skills.
- To work as a positive team member.
- Communicate effectively.
- Ability to work with conceptual matters.
- Ability to plan, organize, allocate, and control substantial resources.
- Ability to write and communicate effectively.
- Effectively present program services to the general public.
- Establish professional working relationships with staff, agencies and parents.
- Exhibit an understanding and design of a curriculum which fosters appreciation of cultural and linguistic diversity, integrates health and nutrition education, promotes language development, art, music, and dramatic play, and develops mathematical and science concepts.
- Reasonably obtain knowledge of applicable federal, state, and local laws, codes, and regulations and agency and departmental policies and procedures.

EDUCATION AND EXPERIENCE:

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

- Must have twenty-four (24) college semester units in Early Childhood Development, Human Development or related field or similar area of study
- Two years' experience with children or a community service program
- Three (3) college semester units in infant/toddler courses desired
- One-year experience in data entry
- Bilingual (English/Spanish) capabilities desirable

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 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

- Successful completion of TB screening upon employment and tri-annually thereafter.
- Must be immunized against influenza, pertussis (T-Dap) and measles, mumps and rubella (MMR).
- Must have completed a First Aid/CPR Certificate or will obtain the certification within 90 days of employment.

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: HVI Home Visitor			
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					

Community Action Partnership of Kern
CAPK Home Visiting Initiative
PARTIAL FISCAL YEAR: 4/1/2019 - 6/30/2019

Line Item	Budget Amount
SALARIES	\$170,238
BENEFITS	\$56,179
EQUIPMENT	\$0
OPERATIONAL COSTS	\$137,745
PROGRAM COSTS	\$37,493
TOTAL DIRECT COSTS	\$401,655
OVERHEAD OR INDIRECT COSTS @	\$34,325
TOTAL PROGRAM COSTS	\$435,980

CAPK 25% Advance For Fiscal year 2019-2020

\$108,995

Community Action Partnership of Kern
CAPK Home Visiting Initiative
PARTIAL FISCAL YEAR: 4/1/2019 - 6/30/2019

SALARIES	\$170,238
HVI Program Manager	Salaries and Wages includes Program Management responsible for program oversight; 5 Home Visitors responsible for providing individual and family services and over-all program delivery; two Social Worker/Liaison positions responsible for case management, enrollment services and coordination of shared communications with DHS; content areas specialists to support training efforts for all required services areas, Enrollment and Attendance team members responsible for monitoring compliance; a Mentor Coach responsible for providing school readiness assistance and fidelity to curriculum; and Administrative management for compliance in all areas of the program .
5 Home Visitors	
2 Social Workers/Liaisons	
4 Content Area Specialists (@ 6% allocation)	
Mentor Coach (@35% allocation)	
Quality Assurance Manager (@ 6% allocation)	
4 Enrollment and Attendance Staff (@ 6% allocation)	
1 Senior Management (@ 35% allocation)	
6 Senior Management (@ 6% allocation)	
2 Professional Development Staff (@ 6% allocation)	
Data Analyst(@ 6% allocation)	
BENEFITS	\$56,179
Taxes/Benefit	Benefits includes FICA, State Disability, FUTA, Workers Compensation and benefits @33% of Salaries and Wages. Benefits include retirement, medical, dental, vision, and long term disability plan.
EQUIPMENT COSTS	\$0
OPERATIONAL COSTS	\$137,745
Professional Development	Operational expenses are prorated amounts using CAPK allocation schedule bases on an occupied square footage allocation methodology. Costs include the acquisition and renovations for start-up costs for administrative facilities and socialization space for program services. Costs allocated include professional development for all newly hired staff and existing support staff. The rent, facility, utilities, phone/telecommunications, office furnishings and equipment/leases are being acquired to support Phase one staff. The professional services, supplies, and all marketing/advertising/printing will be ramped up for the kick off of the program. Other costs include insurances, mileage reimbursement, and vehicle maintenance and fuel costs.
Rent	
Facility	
Utilities	
Phone/Telecommunications	
Equipment/Leases	
Professional Services	
Supplies	
Marketing/Advertising/Printing	
Insurances	
PROGRAM COSTS	\$37,493
Child and Family Services Supplies	Program supplies which include curriculum, ECE consumable items, books, crafts, music, and incidental food costs. Consultant services for specialized needs, and family engagement activity funds. Material goods related to health and safety of the child/family (not to exceed \$500 per family).
Nutrition Services	
Child Services Consultants	
Parent Services	
Material Goods	
TOTAL DIRECT COSTS	\$401,655
OVERHEAD OR INDIRECT COSTS @	\$34,325
TOTAL PROGRAM COSTS	\$435,980

Community Action Partnership of Kern
CAPK Home Visiting Initiative
FISCAL YEAR: 7/1/2019 - 6/30/2020

Line Item	Budget Amount
SALARIES	\$1,063,556
BENEFITS	\$350,973
OPERATIONAL COSTS	\$145,657
PROGRAM COSTS	\$158,770
TOTAL DIRECT COSTS	\$1,718,956
OVERHEAD OR INDIRECT COSTS @	\$158,055
TOTAL PROGRAM COSTS	\$1,877,011

CAPK's Monthly Advance not to exceed 1/12 analyzed budget.

\$156,418

Community Action Partnership of Kern

CAPK Home Visiting Initiative

FISCAL YEAR: 7/1/2019 - 6/30/2020

SALARIES	\$1,063,556
HVI Program Manager	Salaries and Wages includes Program Management responsible for program oversight; 18 Home Visitors responsible for providing individual and family services and over-all program delivery; two Social Worker/Liaison positions responsible for case management, enrollment services and coordination of shared communications with DHS; content areas specialists to support training efforts for all required services areas, Enrollment and Attendance team members responsible for monitoring compliance; a Mentor Coach responsible for providing school school readiness assistance and fidelity to curriculum; and Administrative management for compliance in all areas of the program .
18 Home Visitors	
2 Social Workers/Liaisons	
4 Content Area Specialists (@ 6% allocation)	
Mentor Coarch (@35% allocation)	
Quality Assurance Manager (@ 6% allocation)	
4 Enrollment and Attendance Staff (@ 6% allocation)	
1 Senior Management (@ 35% allocation)	
6 Senior Management (@ 6% allocation)	
2 Professional Development Staff (@ 6% allocation)	
Data Analyst(@ 6% allocation)	
BENEFITS	\$350,973
Taxes/Benefit	Benefits includes FICA, State Disability, FUTA, Workers Compensation and benefits @33% of Salaries and Wages. Benefits include retirement, medical, dental, vision, and long term disability plan.
OPERATIONAL COSTS	\$145,657
Professional Development	Operational expenses are prorated amounts using CAPK allocation schedule bases on an occupied square footage allocation methodology. Costs allocated include professional development, rent, facility, utilities, phone/telecommunications, equipment/leases, professional services, supplies, marketing/advertising/printing, and insurances. Other operational costs include mileage reimbursement, and professional development.
Rent	
Facility	
Utilities	
Phone/Telecommunications	
Equipment/Leases	
Professional Services	
Supplies	
Marketing/Advertising/Printing	
Insurances	
PROGRAM COSTS	\$158,770
Child and Family Services Supplies	Program supplies which include curriculum, ECE consumable items, books, crafts, music, and incidental food costs. Consultant services for specialized needs, and family engagement activity funds. Material goods related to health and safety of the child/family (not to exceed \$500 per family).
Nutrition Services	
Child Services Consultants	
Parent Services	
Material Goods	
TOTAL DIRECT COSTS	\$1,718,956
OVERHEAD OR INDIRECT COSTS @	\$158,055
TOTAL PROGRAM COSTS	\$1,877,011

**COMMUNITY ACTION PARTNERSHIP OF KERN
DISCRETIONARY AND FUND RAISING FUNDS
FOR THE MONTH ENDED FEBRUARY 28, 2019**

	03/01/18- 01/31/19	02/01/19- 02/28/19	TOTAL
BEGINNING BALANCE (NOTE 1)	\$ 477,296.30	\$ -	\$ 477,296.30
CASH RECEIPTS			
2018 Awards Banquet Donations	71,974.47	-	71,974.47 a
2019 Awards Banquet Donations	5,000.00	500.00	5,500.00
Donations	2,488.43	-	2,488.43
Misc. Revenue	6,693.30	1,970.56	8,663.86
Interest Income/Union Administrative Fee	917.71	105.59	1,023.30
TOTAL CASH RECEIPTS	87,073.91	2,576.15	89,650.06
CASH DISBURSEMENTS			
Line of Credit Interest Expense	1,110.85	156.60	1,267.45
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	4,861.98	42.87	4,904.85
Indirect	3,033.38	17.81	3,051.19
TOTAL CASH DISBURSEMENTS	41,078.52	217.28	41,295.80
CASH PROVIDED (USED)	45,995.39	2,358.87	48,354.26
ENDING BALANCE	\$ 523,291.69		\$ 525,650.56
		Discretionary Cash	\$ 214,204.39
		Fund Raising Cash	311,598.96
			525,803.35
		Add: Prepaid	-
		Less: AP	(152.79)
			\$ 525,650.56

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 02/28/19, 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 12/31/18 to 9/30/19 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: 03/12/19

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET AND FINANCE COMMITTEE

MARCH 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
<u>UNRESTRICTED</u>						
GENERAL FUND			NOT APPLICABLE	03/01/18 - 02/28/19	501	NOT APPLICABLE
DISCRETIONARY FUND			NOT APPLICABLE	03/01/18 - 02/28/19	502	NOT APPLICABLE
FOOD BANK			NOT APPLICABLE	03/01/18 - 02/28/19	504	SHARED MAINTENANCE, MEMBERSHIP FEES, DONATIONS, ETC.
ENERGY			NOT APPLICABLE	03/01/18 - 02/28/19	524	NOT APPLICABLE
SHAFTER YOUTH CENTER			NOT APPLICABLE	03/01/18 - 02/28/19	527	DONATIONS, RENTAL INCOME
FRIENDSHIP HOUSE			NOT APPLICABLE	03/01/18 - 02/28/19	531	DONATIONS, RENTAL INCOME
211			NOT APPLICABLE	03/01/18 - 02/28/19	536	FEE FOR SERVICE
FUND RAISING			NOT APPLICABLE	03/01/18 - 02/28/19	595	DONATIONS
<u>RESTRICTED</u>						
EARLY HEAD START/HEAD START	25,772,156	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	885,275 725,701	93.600	09HP0036 - 03 09HP0036 - 04	09/01/17 - 08/31/18 09/01/18 - 08/31/19	110	U S DEPT OF HEALTH & HUMAN SERVICES
EARLY HEAD START SAN JOAQUIN	5,296,686 5,296,686	93.600	09CH010071 - 04 09CH010071 - 05	02/01/18 - 01/31/19 02/01/19 - 01/31/20	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 1,489,531	93.569	18F - 5015 19F - 4015	01/01/18 - 12/31/18 01/01/19 - 12/31/19	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	274,183 600,085	93.575	CCTR - 7050 CCTR - 8049	07/01/17 - 06/30/18 07/01/18 - 06/30/19	253	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF EDUCATION
GENERAL CENTER CHILD CARE	596,490 275,855	93.596	CCTR - 7050 CCTR - 8049	07/01/17 - 06/30/18 07/01/18 - 06/30/19	253	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF EDUCATION
MIGRANT ALTERNATIVE PAYMENT	5,411,000 5,411,000	93.575	CMAP - 7000 CMAP - 8000	07/01/17 - 06/30/18 07/01/18 - 06/30/19	261	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF EDUCATION
CALIFORNIA STATE PRESCHOOL PROGRAM	168,396 164,081	93.575	CSPP - 7119 CSPP - 8120	07/01/17 - 06/30/18 07/01/18 - 06/30/19	258	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF EDUCATION
CALIFORNIA STATE PRESCHOOL PROGRAM	366,642 357,247	93.596	CSPP - 7119 CSPP - 8120	07/01/17 - 06/30/18 07/01/18 - 06/30/19	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

**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
211 HOSPITAL PREPAREDNESS PROGRAM - EMERGENCY RESPONSE & SURGE CAPACITY	10,000	93.074	659 - 2017	10/24/17 - 02/28/19	186	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF HEALTH SERVICES, COUNTY OF KERN, DEPT OF PUBLIC HEALTH
EFAP (EMERGENCY FOOD ASSISTANCE PROGRAM)	92,096	10.568/ 569	15 - MOU - 00118	10/01/17 - 09/30/18	105/111	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
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 - OJ	10/01/17 - 09/30/18	112/139	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF EDUCATION
WIC (WOMEN, INFANTS & CHILDREN)	4,121,940	10.557	15 - 10064	10/01/17 - 09/30/18	115	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF PUBLIC HEALTH
SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM (SNAP) AKA CALFRESH PROGRAM	15,999	10.561	16 - SUB - 00876	10/01/17 - 09/30/18	164	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES, INFO LINE OF SAN DIEGO dba 211 SAN DIEGO
HUD CONTINUUM OF CARE PLANNING GRANT	12,000	14.267	N/A	03/01/18 - 06/30/18	428	U S DEPT OF HOUSING & URBAN DEVELOPMENT - CITY OF BAKERSFIELD UNITED WAY OF KERN COUNTY
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	501,468		PC06436	08/16/17 - 06/30/18	245	STATE OF CALIFORNIA - DEPT OF COMMUNITY SERVICES AND DEVELOPMENT, COMMUNITY ACTION PARTNERSHIP OF ORANGE COUNTY, RICHARD HEATH & ASSOCIATES, INC.
MIGRANT ALTERNATIVE PAYMENT	1,658,866 3,046,805		CMAF - 7000 CMAF - 8000	07/01/17 - 06/30/18 07/01/18 - 06/30/19	261	STATE OF CALIFORNIA, DEPT OF EDUCATION
GENERAL CENTER CHILD CARE	1,458,400 2,067,088		CCTR - 7050 CCTR - 8049	07/01/17 - 06/30/18 07/01/18 - 06/30/19	253	STATE OF CALIFORNIA, DEPT OF EDUCATION
CALIFORNIA STATE PRESCHOOL PROGRAM	2,596,232 3,731,472		CSPP - 7119 CSPP - 8120	07/01/17 - 06/30/18 07/01/18 - 06/30/19	258	STATE OF CALIFORNIA, DEPT OF EDUCATION
MIGRANT CHILD CARE	236,499 254,377		CMIG - 7004 CMIG - 8004	07/01/17 - 06/30/18 07/01/18 - 06/30/19	250	STATE OF CALIFORNIA, DEPT OF EDUCATION
MIGRANT SPECIALIZED SERVICES	35,172 38,156		CMSS - 7004 CMSS - 8004	07/01/17 - 06/30/18 07/01/18 - 06/30/19	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

**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 CAPACITY PROGRAM	101,490		SGRT-19-0012	7/01/17 - 06/30/20	215	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
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

**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
EAST KERN HEALTH LINK	24,701		N/A	01/01/18 - 02/28/19	454	DIGNITY HEALTH
FOOD BANK FREE FARMERS MARKET - WASCO	30,000		N/A	01/01/18 - 12/31/18	467	THE WONDERFUL COMPANY FOUNDATION
CENTRAL VALLEY SMALL BUSINESS DEVELOPMENT INITIATIVE	25,000		N/A	01/01/18 - 12/31/18	456	BANK OF THE WEST

COMMUNITY ACTION PARTNERSHIP OF KERN
FUNCTIONAL CLASSIFICATIONS BY FUND
FISCAL YEAR 2018/19

Abila Fund #	Fund Name	PROGRAM SERVICES				SUPPORT SERVICES	
		Education	Nutrition	Energy Conservation	Community Services	Discretionary/ Fund Raising	General & Admin
103	Community Services Block Grant (CSBG)	X	X		X		X
501	General Fund				X		X
800	GAAP Fund						X
910	Community Development Pool				X		
915	Operations Pool			X	X		X
920	Facilities Pool						X
925	Health & Nutrition Pool	X	X		X		
999	Indirect Fund						X
502	Discretionary Fund					X	
595	Fund Raising					X	
108	Early Head Start	X					
109	Head Start	X					
110	Early Head Start Child Care Partnership	X					
117	Early Head Start San Joaquin	X					
117-005	EHS San Joaquin QRIS	X					
250	Migrant Child Care	X					
252	Migrant Specialized	X					
253	General Child Care	X					
253-005	CCTR - QRIS	X					
258	California State Preschool (CSPP)	X					
258-005	CSPP QRIS	X					
260	Child Care Facilities	X					
261	Migrant Alternative Payment	X					
262/265	Child Development Reserve	X					
112	Child Care Food Program (CACFP)		X				
115	Women, Infants & Children		X				
139	CACFP - San Joaquin		X				
	Food Bank		X				
105	Emergency Food Assistance		X				
111	USDA Commodities		X				
114	Emergency Food & Shelter		X				
147	Commodity Supplemental Food Program		X				
216-000	Food Bank Tax Check-Off		X				
216-087	State Emergency Food Assistance		X				
413	Resnick Foundation		X				
485	Southern California Gas Company (Solar)		X				
467	Wonderful Company Foundation		X				
504	Food Bank		X				
122	Low Income Home Energy Assistance			X			
123	Dept of Energy Weatherization			X			
241	LIWP Solar PV Pilot			X			
245	LIWP Single Family			X			
524	Energy			X			
	<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		
02/28/19	n/a				

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.

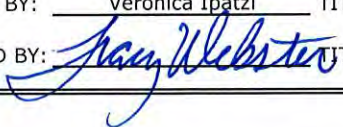
COMMUNITY ACTION PARTNERSHIP OF KERN OPERATING CASH SUMMARY AS OF FEBRUARY 28, 2015	
PROGRAM (FUND)	CASH BALANCE
CHILD AND ADULT CARE FOOD PROGRAM	(253,077.53)
HEAD START/EARLY HEAD START	2,052,509.51
SUBTOTAL	1,799,431.98
CHILD DEVELOPMENT RESERVE No. 2	(142.26)
GENERAL CHILD CARE	674,276.82
MIGRANT A/P	(452,233.41)
MIGRANT CHILD CARE	(16,458.51)
MIGRANT SPECIALIZED SERVICES	25,082.21
STATE PRESCHOOL	1,029,934.25
SUBTOTAL	1,260,459.10
BAKERSFIELD CALIFORNIAN FOUNDATION	53.32
COMMODITY SUPPLEMENTAL FOOD PROGRAM	(94,871.14)
EF&S	(9,323.00)
EFAP	(26,281.77)
FOOD BANK	247,497.65
FOOD BANK - STATE	126,024.87
SOCAL GAS	9,175.00
WONDERFUL FOUNDATION	39,047.76
SUBTOTAL	291,322.69
ENERGY	(128,188.62)
DOE WAP	(68,223.28)
LIHEAP	(1,019,185.01)
LIWP SOLAR PV	(1.15)
LIWP SINGLE FAMILY	(3,802.21)
WATER TANK	(51.61)
TRANSFER NEGATIVE BALANCE	1,219,451.88
SUBTOTAL	0.00
CALIFORNIA ENDOWMENT	
CENTRAL VALLEY SMALL BUSINESS DEVELOPMENT	2,000.00
SUBTOTAL	2,000.00
211	21,092.79
211 HOSPITAL PREPAREDNESS	(9,875.09)
BANK OF THE WEST	36,505.62
CAL FRESH	(14,666.79)
CALEITC	(11,601.93)
COST POOLS	(1,191,693.70)
COUNTY OF KERN - 2-1-1	(10.17)
CSBG	185,149.83
DIFFERENTIAL RESPONSE	(21,502.36)
DIGNITY HEALTH	9,187.78
DISCRETIONARY FUND	212,982.53
ECONOMIC EMPOWERMENT	(11,256.94)
FIRST 5 KERN 211	(37,700.21)
FIRST 5 KERN EAST KERN FAMILY RESOURCE CENTER	(15,973.38)
FIRST 5 HELP ME GROW	(22,875.03)
FRIENDSHIP HOUSE	(53,811.82)
FUNDRAISING	311,598.96
GANG PREVENTION	(4,736.80)
GENERAL FUND	61,832.37
INDIRECT FUND	1,507,707.36
IRS - VITA	(12,529.03)
INFORMATION & EDUCATION	(93,782.73)
REALIGNMENT FOR SUCCESS	(3,025.21)
SHAFTER YOUTH CENTER	3,861.40
STARBUCKS FOUNDATION	24,852.89
UNITED WAY 211	32,020.58
WELLS FARGO FOUNDATION	1,831.15
WIC	(563,379.08)
LESS: ENERGY NEGATIVE BALANCE	(1,219,451.88)
ADD: LINE OF CREDIT	0.00
SUBTOTAL	(879,248.89)
TOTAL OPERATING CASH	2,473,964.88

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

BANK RECONCILIATION FOR THE MONTH ENDED
February 28, 2019

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

OPERATING ACCOUNT
ACCOUNT NO: XXXXX-X2976

BANK BALANCE AT	02/28/19		2,099,179.55
LESS: OUTSTANDING CHECKS		884,811.66	
LESS: Miscellaneous Deposit		160.00	
ADJUSTED BANK BALANCE AT	02/28/19		1,214,207.89
GENERAL LEDGER BALANCE AT	01/31/19		1,783,671.78
ADD: DEPOSITS		2,013,428.23	
ACH DEPOSITS			
ADP EFT DEPOSIT		-	
US TREAS DRAWDOWNS		2,916,020.41	
WIRE TRANSFERS		521,182.68	
TRSFER LINE OF CREDIT		-	
To Record Unreconciled Difference in General Cash - JV-019519		0.38	
FUNDS FROM OTHER GRANTS		56,210.68	
LESS: CHECKS ISSUED (CURRENT MONTH)		2,218,961.03	
ADP PAYROLL 2/15/19		1,381,557.43	
ADP PAYROLL 3/1/19 - WITHDRAWN FROM BANK ON 2/28/2019		1,260,192.07	
EFTS FOR HRA/HSA/ STD/403B		280,489.82	
TO REIMBURSE INTERFUNDS FOR S/C CHGS (JUL-NOV 2018)		-	
REC LOAN PRINCIPAL/INT EXPENSES		32,104.45	
REPAY LINE OF CREDIT		900,000.00	
Payroll Taxes		1,800.05	
CLIENT ANALYSIS SERVICE CHARGE		1,201.12	
Beginning balance difference		0.30	
GENERAL LEDGER BALANCE AT	02/28/19		1,214,207.89
DIFFERENCE:			-
PREPARED BY:	Veronica Ipatzi	TITLE:	Accountant
		DATE:	03/14/2019
APPROVED BY:		TITLE:	Chief Financial Officer
		DATE:	03/14/2019

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

BANK RECONCILIATION FOR MONTH ENDING
February 28, 2019

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

ACCOUNT NO.: XXXXX-X6256


BANK BALANCE ENDING:	02/28/19	476,062.43
DEPOSITS IN TRANSIT		0.00
OUTSTANDING CHECKS		0.00
OTHER		0.00
ADJUSTED BANK BALANCE:	02/28/19	476,062.43

BALANCE PER G/L	01/31/19	535,665.95
ADD:		
DEPOSITS		0.00
INTEREST		93.11
ROUNDING ERROR		0.00
BANK ACCOUNT TRANSFER FROM GENERAL FUND		0.00
LESS:		
CHECKS		0.00
CLIENT ANALYSIS SERVICE CHARGE		0.00
BANK ACCOUNT TRANSFER TO GENERAL FUND		59,696.63

BALANCE PER G/L	02/28/19	476,062.43
------------------------	-----------------	-------------------

DIFFERENCE: 0.00

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

PREPARED BY: <u>Veronica Ipatzi</u>	TITLE: <u>Accountant</u>	DATE: <u>03/14/19</u>
APPROVED BY: 	TITLE: <u>Chief Financial Officer</u>	DATE: <u>03/14/19</u>

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

5005 BUSINESS PARK NORTH
BAKERSFIELD, CA 93309-1651

**BANK RECONCILIATION FOR MONTH ENDING
February 28, 2019**

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

ACCOUNT NO.: XXXXX-X1095

BANK BALANCE ENDING: 02/28/19 514,934.86

DEPOSITS IN TRANSIT 0.00

OUTSTANDING CHECKS 0.00

OTHER 0.00

ADJUSTED BANK BALANCE: 02/28/19 514,934.86

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

ADD: DEPOSITS 372,383.00

INTEREST 79.41

BANK ACCOUNT TRANSFER FROM GENERAL FUND 0.00

LESS: CHECKS 0.00

CLIENT ANALYSIS SERVICE CHARGE 102.82

WIRE TRANSFER 0.00

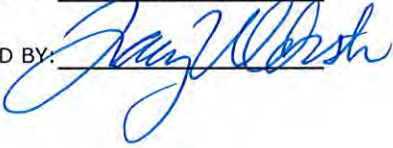
BANK ACCOUNT TRANSFER TO GENERAL FUND 450,552.04

BALANCE PER G/L 02/28/19 514,934.86

* December 2009 name changed from Food Bank to DOE ARRA. DIFFERENCE: 0.00

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

PREPARED BY: Veronica Ipatzi TITLE: Accountant DATE: 03/15/19

APPROVED BY:  TITLE: Chief Financial Officer DATE: 03/15/19

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

BANK RECONCILIATION FOR MONTH ENDING
February 28, 2019

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

ACCOUNT NO.: XXXXX-X1921

BANK BALANCE ENDING:	02/28/19	3,682.37
DEPOSITS IN TRANSIT	0.00	
OUTSTANDING CHECKS	0.00	
OTHER	0.00	
ADJUSTED BANK BALANCE:	02/28/19	3,682.37

BALANCE PER GENERAL LEDGER	01/31/19	11,934.01
ADD: DEPOSITS (Credit Card Donations & Shared Fee)	0.00	
ONLINE DONATIONS	2,725.86	
PAYPAL DEPOSIT	0.00	
INTEREST	1.59	
LESS: APPLIED MERCHANT DEBITS	1.78	
CLIENT ANALYSIS SERVICE CHARGE	30.85	
BANKCARD FEES	12.45	
CASH CONCENTRATION FEE	0.00	
FUND TRANSFER TO GENERAL FUND	10,934.01	
	0.00	
BALANCE PER GENERAL LEDGER:	02/28/19	3,682.37

* 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: Veronica Ipatzi

TITLE: Accountant

DATE: 03/15/19

APPROVED BY: 

TITLE: Chief Financial Officer

DATE: 03/15/19

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

BANK RECONCILIATION FOR MONTH ENDING
February 28, 2019

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

ACCOUNT NO.: XXXXX-X2049

BANK BALANCE ENDING: **02/28/19** **270.09**

DEPOSITS IN TRANSIT 0.00

OUTSTANDING CHECKS 0.00

OTHER 0.00

ADJUSTED BANK BALANCE: **02/28/19** **270.09**

BALANCE PER G/L **01/31/19** **160.33**

ADD: DEPOSITS

INTEREST 0.03

BANK ACCOUNT TRANSFER FROM GENERAL FUND 163.95

LESS: CHECKS 0.00

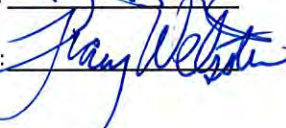
CLIENT ANALYSIS SERVICE CHARGE 54.22

BANK ACCOUNT TRANSFER TO GENERAL FUND 0.00

BALANCE PER G/L **02/28/19** **270.09**

DIFFERENCE: 0.00

PREPARED BY:  TITLE: Controller DATE: 03/14/19

APPROVED BY:  TITLE: Chief Financial Officer DATE: 03/14/19

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

Cardholder	Position	Amount Charged
Gloria Barbero	Administrator - EHS San Joaquin	\$ -
Yolanda Gonzales	Director of Head Start/State Child Development Programs	3,743.76
Emily Gonzalez Demont	Assistant Director - Grants Management	13,920.46
Ralph Martinez	Director of Community Development	292.53
Raymond Quan	Director of Human Resources	1,508.68
Pritika Ram	Director of Administration	1,048.35
Carmen Segovia	Director of Health & Nutrition Services	3,893.57
Jeremy Tobias	Chief Executive Officer	5,824.38
Emilio Wagner	Director of Operations	7,838.24
	Total	\$ 38,069.97



GLORIA BARBERO

Platinum Plus® for Business

January 22, 2019 - February 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 03/20/19

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 \$240.00

Payments and Other Credits -\$240.00

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 \$5,000

Credit Available \$5,000.00

Statement Closing Date 02/21/19

Days in Billing Cycle 31

Transactions

Posting Date	Transaction Date	Description	Reference Number	Amount
		Payments and Other Credits		
02/14	02/14	CA Banking Center payment	04506005750001168158467	= 240.00
		TOTAL PAYMENTS AND OTHER CREDITS FOR THIS PERIOD		-\$240.00

Account Number:

January 22, 2019 - February 21, 2019

New Balance Total \$0.00

Minimum Payment Due \$0.00

Payment Due Date 03/20/19

Enter payment amount

\$

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

BUSINESS CARD
PO BOX 15796
WILMINGTON, DE 19886-5796

GLORIA BARBERO
COMM ACTION PRTRSH KERN
COMM ACTION PRTRSH KERN
5005 BUSINESS PARK N
BAKERSFIELD, CA 93309-1651



YOLANDA GONZALES

Platinum Plus® for Business

January 22, 2019 - February 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 \$3,743.76

Minimum Payment Due \$37.44

Payment Due Date 03/20/19

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 \$6,364.75

Payments and Other Credits -\$7,749.49

Balance Transfer Activity \$0.00

Cash Advance Activity \$0.00

Purchases and Other Charges \$5,128.50

Fees Charged \$0.00

Finance Charge \$0.00

New Balance Total \$3,743.76

Credit Limit \$10,000

Credit Available \$6,256.24

Statement Closing Date 02/21/19

Days in Billing Cycle 31

Transactions

Posting Date	Transaction Date	Description	Reference Number	Amount
		Payments and Other Credits		
02/04	02/01	TARGET 00013847 BAKERSFIELD CA	05410199032091012411975	- 75.06
02/06	02/04	JORONCO RENTALS INC BAKERSFIELD CA	85138509036900873800036	- 60.00
02/14	02/14	CA Banking Center payment	04506005760025168755400	- 6,364.75
02/15	02/09	HISTORIC MISSION INN RIVERSIDE CA	55436879045640404215308	- 624.84
		Arr: 02/09/19 Dep: 02/09/19 Inv: 29844355		
02/15	02/09	HISTORIC MISSION INN RIVERSIDE CA	55436879045640404215316	- 624.84

Account Number:

January 22, 2019 - February 21, 2019

New Balance Total \$3,743.76

Minimum Payment Due \$37.44

Payment Due Date 03/20/19

BUSINESS CARD
PO BOX 15796
WILMINGTON, DE 19886-5796

YOLANDA GONZALES
COMM ACTION PRTRSH KERN
COMM ACTION PRTRSH KERN
5005 BUSINESS PARK N
BAKERSFIELD, CA 93309-1651

Enter payment amount

\$

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or make your payment online at
www.bankofamerica.com

Transactions

Posting Date	Transaction Date	Description	Reference Number	Amount
		Arr: 02/09/19 Dep: 02/09/19 Inv: 29844356		
		TOTAL PAYMENTS AND OTHER CREDITS FOR THIS PERIOD		-\$7,749.49
		Purchases and Other Charges		
01/24	01/23	TARGET 00027151 BAKERSFIELD CA	05410199023091007306603	1,693.46
01/24	01/23	BEST BUY 00008565 BAKERSFIELD CA	05410199023295065070627	1,315.76
01/24	01/23	THE UPS STORE 2179 BAKERSFIELD CA	55432869024200173699743	94.00
01/28	01/25	THE UPS STORE 2179 BAKERSFIELD CA	55432869026200616632630	188.00
01/28	01/25	THE UPS STORE 2179 BAKERSFIELD CA	55432869026200616632655	188.00
01/29	01/28	THE UPS STORE 2179 BAKERSFIELD CA	55432869029200207147417	94.00
02/07	02/06	MARRIOTT RIVERSIDE RIVERSIDE CA	55432869037200109268600	351.08
		Arr: 02/03/19 Dep: 02/06/19 Inv: 045947		
02/08	02/07	MARRIOTT RIVERSIDE RIVERSIDE CA	55432869038200324369240	175.54
		Arr: 02/05/19 Dep: 02/07/19 Inv: 044861		
02/08	02/07	MARRIOTT RIVERSIDE RIVERSIDE CA	55432869038200324369257	175.54
		Arr: 02/05/19 Dep: 02/07/19 Inv: 044862		
02/08	02/06	HISTORIC MISSION INN RIVERSIDE CA	55436879038640383635764	416.56
		Arr: 02/03/19 Dep: 02/06/19 Inv: 29844350		
02/11	02/08	HISTORIC MISSION INN RIVERSIDE CA	55436879040640404213324	51.00
		Arr: 02/05/19 Dep: 02/08/19 Inv: 29844354		
02/15	02/13	DOUBLETREE PHNX TEMPE TEMPE AZ	45180139045051600074093	385.56
		Arr: 02/13/19 Dep: 02/13/19 Inv: 320322		
		TOTAL PURCHASES AND OTHER CHARGES FOR THIS PERIOD		\$5,128.50

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
January 22, 2019 - February 21,
2019

Platinum Plus® for Business

Cardholder Statement

Account Information:
www.bankofamerica.com

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

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

Customer Service:
1.800.673.1044, 24 Hours

TTY Hearing Impaired:
1.888.500.6267, 24 Hours

Outside the U.S.:
1.509.353.6656, 24 Hours

For Lost or Stolen Card:
1.800.673.1044, 24 Hours

Business Offers:
www.bankofamerica.com/mybusinesscenter

Payment Information

New Balance Total \$13,713.42
Overlimit Amount \$3,713.42
Minimum Payment Due \$3,850.55
Payment Due Date 03/20/19

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 \$307.81
Payments and Other Credits -\$514.85
Balance Transfer Activity \$0.00
Cash Advance Activity \$0.00
Purchases and Other Charges \$13,920.46
Fees Charged \$0.00
Finance Charge \$0.00
New Balance Total \$13,713.42

Credit Limit \$10,000
Credit Available \$0.00
Statement Closing Date 02/21/19
Days in Billing Cycle 31

Transactions

Posting Date	Transaction Date	Description	Reference Number	Amount
Payments and Other Credits				
02/04	02/01	TARGET 00013847 BAKERSFIELD CA	05410199032091012411967	- 179.04
02/14	02/13	MARRIOTT RIVERSIDE RIVERSIDE CA Arr: 02/03/19 Dep: 02/13/19 Inv: 044378	55432869044100200072482	- 28.00
02/14	02/14	CA Banking Center payment	04506005760025169199178	- 307.81
TOTAL PAYMENTS AND OTHER CREDITS FOR THIS PERIOD				-\$514.85
Purchases and Other Charges				
01/24	01/23	TARGET 00013847 BAKERSFIELD CA	05410199023091008040516	1,180.02

Account Number:
January 22, 2019 - February 21, 2019

New Balance Total \$13,713.42
Minimum Payment Due \$3,850.55
Payment Due Date 03/20/19

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

Enter payment amount

\$

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Transactions

Posting Date	Transaction Date	Description	Reference Number	Amount
01/24	01/24	TARGET.COM * 800-591-3869 MN	55310209024083045160003	75.00
01/25	01/25	TARGET.COM * 800-591-3869 MN	55310209025083045226399	335.50
01/25	01/25	TARGET.COM * 800-591-3869 MN	55310209025083045302927	71.31
01/25	01/25	TARGET.COM * 800-591-3869 MN	55310209025083046113059	139.29
01/25	01/25	TARGET.COM * 800-591-3869 MN	55310209025083046115781	48.23
01/25	01/25	TARGET.COM * 800-591-3869 MN	55310209025083046342344	26.80
01/25	01/25	TARGET.COM * 800-591-3869 MN	55310209025083046638451	621.62
01/25	01/25	TARGET.COM * 800-591-3869 MN	55310209025083046640358	64.34
01/25	01/25	TARGET.COM * 800-591-3869 MN	55310209025083046705755	32.15
01/25	01/25	TARGET.COM * 800-591-3869 MN	55310209025083046838101	101.80
01/25	01/25	TARGET.COM * 800-591-3869 MN	55310209025083046839703	167.17
01/25	01/25	TARGET.COM * 800-591-3869 MN	55310209025083046874734	392.92
01/25	01/25	TARGET.COM * 800-591-3869 MN	55310209025083046963586	579.05
01/25	01/25	TARGET.COM * 800-591-3869 MN	55310209025083047035392	64.31
01/25	01/25	TARGET.COM * 800-591-3869 MN	55310209025083047356046	268.01
01/25	01/25	TARGET.COM * 800-591-3869 MN	55310209025083047743102	64.34
01/25	01/25	TARGET.COM * 800-591-3869 MN	55310209025083047759512	373.06
01/25	01/25	TARGET.COM * 800-591-3869 MN	55310209025083047793487	1,179.51
01/25	01/25	TARGET.COM * 800-591-3869 MN	55310209025083047863256	109.33
01/25	01/25	TARGET.COM * 800-591-3869 MN	55310209025083047870020	193.02
01/25	01/25	TARGET.COM * 800-591-3869 MN	55310209025083048127396	64.34
01/28	01/26	TARGET.COM * 800-591-3869 MN	55310209026083048730230	25.72
01/28	01/26	TARGET.COM * 800-591-3869 MN	55310209026083051051581	16.08
01/28	01/26	TARGET.COM * 800-591-3869 MN	55310209026083051257774	21.44
01/28	01/27	TARGET.COM * 800-591-3869 MN	55310209027083051446632	55.73
01/28	01/27	TARGET.COM * 800-591-3869 MN	55310209027083053670262	32.15
02/07	02/06	MARRIOTT RIVERSIDE RIVERSIDE CA Arr: 02/03/19 Dep: 02/06/19 Inv: 044333	55432869037200109268287	28.00
02/07	02/06	MARRIOTT RIVERSIDE RIVERSIDE CA Arr: 02/03/19 Dep: 02/06/19 Inv: 044378	55432869037200109268303	28.00
02/07	02/06	MARRIOTT RIVERSIDE RIVERSIDE CA Arr: 02/03/19 Dep: 02/06/19 Inv: 045421	55432869037200109268527	351.08
02/07	02/06	MARRIOTT RIVERSIDE RIVERSIDE CA Arr: 02/03/19 Dep: 02/06/19 Inv: 045933	55432869037200109268535	351.08
02/07	02/06	MARRIOTT RIVERSIDE RIVERSIDE CA Arr: 02/03/19 Dep: 02/06/19 Inv: 045943	55432869037200109268584	351.08
02/07	02/06	MARRIOTT RIVERSIDE RIVERSIDE CA Arr: 02/03/19 Dep: 02/06/19 Inv: 045946	55432869037200109268592	351.08
02/07	02/06	MARRIOTT RIVERSIDE RIVERSIDE CA Arr: 02/03/19 Dep: 02/06/19 Inv: 045948	55432869037200109268618	365.08
02/07	02/06	MARRIOTT RIVERSIDE RIVERSIDE CA Arr: 02/03/19 Dep: 02/06/19 Inv: 045950	55432869037200109268626	351.08
02/07	02/06	MARRIOTT RIVERSIDE RIVERSIDE CA Arr: 02/03/19 Dep: 02/06/19 Inv: 045951	55432869037200109268634	351.08
02/07	02/06	MARRIOTT RIVERSIDE RIVERSIDE CA Arr: 02/03/19 Dep: 02/06/19 Inv: 045952	55432869037200109268642	351.08
02/07	02/06	MARRIOTT RIVERSIDE RIVERSIDE CA Arr: 02/03/19 Dep: 02/06/19 Inv: 045958	55432869037200109268659	351.08
02/07	02/06	MARRIOTT RIVERSIDE RIVERSIDE CA Arr: 02/04/19 Dep: 02/06/19 Inv: 046039	55432869037200109268691	351.08
02/11	02/08	MARRIOTT RIVERSIDE RIVERSIDE CA Arr: 02/03/19 Dep: 02/08/19 Inv: 042295	55432869039200544641427	351.08
02/11	02/09	MARRIOTT RIVERSIDE RIVERSIDE CA Arr: 02/05/19 Dep: 02/09/19 Inv: 045949	55432869040200764879589	526.62
02/11	02/09	MARRIOTT RIVERSIDE RIVERSIDE CA Arr: 02/05/19 Dep: 02/09/19 Inv: 045954	55432869040200764879597	526.62
02/11	02/09	MARRIOTT RIVERSIDE RIVERSIDE CA Arr: 02/05/19 Dep: 02/09/19 Inv: 045955	55432869040200764879605	526.62
02/11	02/09	MARRIOTT RIVERSIDE RIVERSIDE CA Arr: 02/05/19 Dep: 02/09/19 Inv: 045956	55432869040200764879613	526.62
02/11	02/09	MARRIOTT RIVERSIDE RIVERSIDE CA Arr: 02/05/19 Dep: 02/09/19 Inv: 046057	55432869040200764879712	526.62
02/11	02/09	MARRIOTT RIVERSIDE RIVERSIDE CA Arr: 02/05/19 Dep: 02/09/19 Inv: 046059	55432869040200764879720	526.62
02/11	02/09	MARRIOTT RIVERSIDE RIVERSIDE CA Arr: 02/05/19 Dep: 02/09/19 Inv: 046207	55432869040200764879738	526.62
TOTAL PURCHASES AND OTHER CHARGES FOR THIS PERIOD				\$13,920.46



RALPH MARTINEZ

Platinum Plus® for Business

January 22, 2019 - February 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 \$292.53

Minimum Payment Due \$10.00**Payment Due Date 03/20/19**

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 \$601.24

Payments and Other Credits -\$601.24

Balance Transfer Activity \$0.00

Cash Advance Activity \$0.00

Purchases and Other Charges \$292.53

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

New Balance Total \$292.53

Credit Limit \$10,000

Credit Available \$9,707.47

Statement Closing Date 02/21/19

Days in Billing Cycle 31

Transactions

Posting Date	Transaction Date	Description	Reference Number	Amount
Payments and Other Credits				
02/14	02/14	CA Banking Center payment	04506005750015169013950	- 601.24
		TOTAL PAYMENTS AND OTHER CREDITS FOR THIS PERIOD		-\$601.24
Purchases and Other Charges				
02/13	02/12	DNH*GODADDY.COM 480-5058855 AZ	75418239043068145218978	91.08
02/14	02/14	DISPLAYS2GO 401-247-0333 MA	55432869045100672297350	189.28
02/15	02/14	DNH*GODADDY.COM 480-5058855 AZ	75418239045068239048586	12.17
		TOTAL PURCHASES AND OTHER CHARGES FOR THIS PERIOD		\$292.53

BUSINESS CARD
PO BOX 15796
WILMINGTON, DE 19886-5796RALPH MARTINEZ
COMM ACTION PRTRSH KERN
COMM ACTION PRTRSH KERN
5005 BUSINESS PARK N
BAKERSFIELD, CA 93309-1651

Account Number:

January 22, 2019 - February 21, 2019

New Balance Total \$292.53

Minimum Payment Due \$10.00**Payment Due Date 03/20/19****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



RAYMOND T QUAN

Platinum Plus® for Business

January 22, 2019 - February 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 \$1,508.68

Minimum Payment Due \$15.09**Payment Due Date 03/20/19****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 \$0.00

Payments and Other Credits \$0.00

Balance Transfer Activity \$0.00

Cash Advance Activity \$0.00

Purchases and Other Charges \$1,508.68

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

New Balance Total \$1,508.68

Credit Limit \$10,000

Credit Available \$8,491.32

Statement Closing Date 02/21/19

Days in Billing Cycle 31

Transactions

Posting Date	Transaction Date	Description	Reference Number	Amount
		Purchases and Other Charges		
02/14	02/13	WIPFLILLP 7158437449 WI	55429509044894869588682	1,325.00
02/15	02/13	CAESARS PLACE ADV RSVN 8662094732 NV	55310209046006153828289	183.68
		Arr: 02/12/19 Dep: 02/13/19 Inv: 0008709376		
		TOTAL PURCHASES AND OTHER CHARGES FOR THIS PERIOD		\$1,508.68

BUSINESS CARD
PO BOX 15796
WILMINGTON, DE 19886-5796RAYMOND T QUAN
COMM ACTION PRTRSH KERN
COMM ACTION PRTRSH KERN
5005 BUSINESS PARK N
BAKERSFIELD, CA 93309-1651

Account Number:

January 22, 2019 - February 21, 2019

New Balance Total \$1,508.68

Minimum Payment Due \$15.09**Payment Due Date 03/20/19****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



PRITIKA RAM

Platinum Plus® for Business

January 22, 2019 - February 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 \$1,048.35

Minimum Payment Due \$10.48**Payment Due Date 03/20/19**

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 \$532.01

Payments and Other Credits -\$532.01

Balance Transfer Activity \$0.00

Cash Advance Activity \$0.00

Purchases and Other Charges \$1,048.35

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

New Balance Total \$1,048.35

Credit Limit \$10,000

Credit Available \$8,951.65

Statement Closing Date 02/21/19

Days in Billing Cycle 31

Transactions

Posting Date	Transaction Date	Description	Reference Number	Amount
Payments and Other Credits				
02/14	02/14	CA Banking Center payment	04506005750015169105129	- 532.01
		TOTAL PAYMENTS AND OTHER CREDITS FOR THIS PERIOD		-\$532.01
Purchases and Other Charges				
01/23	01/18	DOUBLETREE NEW ORLEANS NEW ORLEANS LA Arr: 01/18/19 Dep: 01/18/19 Inv: 2050122124	55436879022160226082791	755.97
02/04	02/01	MICHAELS STORES 1591 BAKERSFIELD CA	55432869033200092460283	257.40

BUSINESS CARD
PO BOX 15796
WILMINGTON, DE 19886-5796PRITIKA RAM
COMM ACTION PRTRNSH KERN
COMM ACTION PRTRNSH KERN
5005 BUSINESS PARK N
BAKERSFIELD, CA 93309-1651

Account Number:

January 22, 2019 - February 21, 2019

New Balance Total \$1,048.35

Minimum Payment Due \$10.48**Payment Due Date 03/20/19****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



CARMEN SEGOVIA

Platinum Plus® for Business

January 22, 2019 - February 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 \$3,893.57

Minimum Payment Due \$38.94**Payment Due Date 03/20/19****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 \$3,964.92

Payments and Other Credits -\$3,964.92

Balance Transfer Activity \$0.00

Cash Advance Activity \$0.00

Purchases and Other Charges \$3,892.37

Fees Charged \$1.20**Finance Charge \$0.00**

New Balance Total \$3,893.57

Credit Limit \$20,000

Credit Available \$16,106.43

Statement Closing Date 02/21/19

Days in Billing Cycle 31

Transactions

Posting Date	Transaction Date	Description	Reference Number	Amount
Payments and Other Credits				
02/14	02/14	CA Banking Center payment	04506005750001168625218	- 3,964.92
		TOTAL PAYMENTS AND OTHER CREDITS FOR THIS PERIOD		- \$3,964.92
Purchases and Other Charges				
01/23	01/22	TARGET 00006148 BAKERSFIELD CA	05410199022091017115060	246.90
01/23	01/22	LASSENS NATURAL FOODS- BAKERSFIELD CA	55500369023837000178695	133.31
01/29	01/28	NATIONAL WIC ASSOC 2022325492 DC	55429509029637623405647	200.00
01/30	01/28	ECONO LODGE 9162338453 CA	55310209029750986060369	67.93

Account Number:

January 22, 2019 - February 21, 2019

New Balance Total \$3,893.57

Minimum Payment Due \$38.94**Payment Due Date 03/20/19**BUSINESS CARD
PO BOX 15796
WILMINGTON, DE 19886-5796CARMEN SEGOVIA
COMM ACTION PRTRSH KERN
COMM ACTION PRTRSH KERN
5005 BUSINESS PARK N
BAKERSFIELD, CA 93309-1651**Enter payment amount**

\$																			
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BUSINESS CARD,
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www.bankofamerica.com

Transactions

Posting Date	Transaction Date	Description	Reference Number	Amount
01/30	01/28	Arr: 01/27/19 Dep: 01/28/19 Inv: 0398606036 ECONO LODGE 9162338453 CA	55310209029750986063835	67.93
01/30	01/29	Arr: 01/27/19 Dep: 01/28/19 Inv: 0398606383 AMZN MKTP US*MB2Z907F1 AMZN.COM/BILLWA	55310209029083701577065	186.71
01/31	01/30	ONLINE VITAL US BADALONA ESP	75207299030210080965544	39.95
01/31	01/30	LASSENS NATURAL FOODS- BAKERSFIELD CA	55500369031837000193298	126.26
02/04	02/03	AMZN MKTP US*MB7TB6DA2 AMZN.COM/BILLWA	55310209034083708710381	137.46
02/05	02/05	AMZN Mktp US*MB9EJ7SJ2 Amzn.com/billWA	55432869036200751266846	40.64
02/06	02/05	ABBOTT LABORATORIES 800-258-7677 OH	55432869036200833768959	539.98
02/08	02/06	PROMOTIONS NOW MOORESTOWN NJ	25247809038000622111177	1,274.29
02/11	02/07	TOASTMASTERS RENEW WEB 7024395050 CO	55460299040207787206190	80.00
02/18	02/15	TARGET 00025247 BAKERSFIELD CA	05410199046091017392760	237.93
02/18	02/15	LASSENS NATURAL FOODS- BAKERSFIELD CA	55500369047837000352862	90.65
02/18	02/15	OFFICEMAX/DEPOT 6235 BAKERSFIELD CA	05436849047200041159017	24.69
02/21	02/20	TARGET 00006148 BAKERSFIELD CA	05410199051091017249194	170.94
02/21	02/20	WM SUPERCENTER #1624 BAKERSFIELD CA	05436849052400033151954	10.96
02/21	02/20	WALGREENS #3294 BAKERSFIELD CA	05436849052000324432939	215.84
		TOTAL PURCHASES AND OTHER CHARGES FOR THIS PERIOD		\$3,892.37
		Fees Charged		
01/31	01/31	INTERNATIONAL TRANSACTION FEE	75207299030210080965544	1.20
		TOTAL FEES FOR THIS PERIOD		\$1.20

Finance Charge Calculation

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

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

January 22, 2019 - February 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 \$5,824.38

Minimum Payment Due \$58.24

Payment Due Date 03/20/19

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 \$1,596.51

Payments and Other Credits -\$1,596.51

Balance Transfer Activity \$0.00

Cash Advance Activity \$0.00

Purchases and Other Charges \$5,824.38

Fees Charged \$0.00

Finance Charge \$0.00

New Balance Total \$5,824.38

Credit Limit \$10,000

Credit Available \$4,175.62

Statement Closing Date 02/21/19

Days in Billing Cycle 31

Transactions

Posting Date	Transaction Date	Description	Reference Number	Amount
Payments and Other Credits				
02/14	02/14	CA Banking Center payment	04506005760037168884585	- 1,596.51
		TOTAL PAYMENTS AND OTHER CREDITS FOR THIS PERIOD		-\$1,596.51
Purchases and Other Charges				
01/24	01/23	KIMS FLORIST 8005806298 CA	55429509023637415937175	86.50
01/25	01/23	AMERICAN 00123328542525 8004337300 TX TOBIAS/JEREMY 00123328542525	55310209024978000514492	651.60

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:

January 22, 2019 - February 21, 2019

New Balance Total \$5,824.38

Minimum Payment Due \$58.24

Payment Due Date 03/20/19

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
		Departure Date: 03/18/19 Airport Code: BFL		
		AA G DFW		
		Departure Date: 03/18/19 Airport Code: DFW		
		AA G DCA		
		Departure Date: 03/21/19 Airport Code: DCA		
		AA Q DFW		
		Departure Date: 03/21/19 Airport Code: DFW		
		AA Q BFL		
01/25	01/24	NCAF 2028422092 VA	55429509024894159422661	775.00
01/31	01/30	FOOD-EX BAKERSFIELD CA	25247809030002895111270	290.54
02/04	02/01	SPA AND EQUIPMENT 818-834-6643 CA	55310209032083710613823	41.63
02/05	02/04	CONROYS FLOWERS F-73 BAKERSFIELD CA	85500599035900016715101	79.48
02/06	02/05	FOOD-EX BAKERSFIELD CA	25247809036000473082073	358.15
02/11	02/07	CONROYS FLOWERS F-73 BAKERSFIELD CA	85500599039900017016638	79.48
02/18	02/15	WIPFLILLP 7158437449 WI	55429509046894936028058	1,325.00
02/18	02/15	WIPFLILLP 7158437449 WI	55429509046894936273381	1,325.00
02/18	02/15	CALCAPA 9164431721 CA	55429509046637402623310	12.00
02/18	02/15	KERN EDC BAKERSFIELD CA	55207399047000046150039	800.00
		TOTAL PURCHASES AND OTHER CHARGES FOR THIS PERIOD		\$5,824.38

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

January 22, 2019 - February 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 \$7,838.24

Minimum Payment Due \$78.38

Payment Due Date 03/20/19

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 \$4,168.88

Payments and Other Credits **-\$4,168.88**

Balance Transfer Activity \$0.00

Cash Advance Activity \$0.00

Purchases and Other Charges \$7,838.24

Fees Charged \$0.00

Finance Charge \$0.00

New Balance Total \$7,838.24

Credit Limit \$10,000

Credit Available \$2,161.76

Statement Closing Date 02/21/19

Days in Billing Cycle 31

Transactions

Posting Date	Transaction Date	Description	Reference Number	Amount
		Payments and Other Credits		
02/14	02/14	CA Banking Center payment	04506005760025168334156	- 4,168.88
		TOTAL PAYMENTS AND OTHER CREDITS FOR THIS PERIOD		-\$4,168.88
		Purchases and Other Charges		
01/28	01/25	DNH*GODADDY.COM 480-5058855 AZ	75418239025067196489704	176.70
01/28	01/25	DNH*GODADDY.COM 480-5058855 AZ	75418239025067196660254	301.60
01/31	01/30	PAYPAL *KERNCOUNTYC 4029357733 CA	55429509030894370226653	484.95
02/01	01/31	NONPROFITWEBADVISOR.CO 5127031526 TX	55480779031200585900013	299.00

Account Number:

January 22, 2019 - February 21, 2019

New Balance Total \$7,838.24

Minimum Payment Due \$78.38

Payment Due Date 03/20/19

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

BUSINESS CARD
PO BOX 15796
WILMINGTON, DE 19886-5796

EMILIO WAGNER
COMM ACTION PRTRSH KERN
COMM ACTION PRTRSH KERN
5005 BUSINESS PARK N
BAKERSFIELD, CA 93309-1651

Transactions

<i>Posting Date</i>	<i>Transaction Date</i>	<i>Description</i>	<i>Reference Number</i>	<i>Amount</i>
02/04	01/31	SHRM*ANNUAL700079128 1800444500 VA	55207399032910155532073	1,885.00
02/04	02/01	RUSTYS PIZZA PARLOR 11 BAKERSFIELD CA	25247809034000268025206	651.39
02/13	02/12	ONESTEPGPS.COM 18186592031 CA	55429509043717544521961	209.25
02/14	02/13	WIPFLILLP 7158437449 WI	55429509044894867250285	2,650.00
02/14	02/13	AATRIX SOFTWARE 7017466814 ND	55480779045286041193750	14.95
02/18	02/15	WIPFLILLP 7158437449 WI	55429509046894936981363	720.00
02/21	02/20	MINDBODY, INC 805-4762700 CA	85454919051900011642875	445.40
TOTAL PURCHASES AND OTHER CHARGES FOR THIS PERIOD				\$7,838.24

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 (12 OF 12 MONTHS OR 100.0%)

Line Item	2018/19 Budget	3/1/18 - 2/28/19 Actual	% Expended	Available Budget
USDA Revenue (Note A)	1,265,857	1,501,323	118.6%	(235,466)
Head Start Subsidy	<u>1,151,461</u>	<u>919,979</u>	79.9%	<u>231,482</u>
Total Revenue	<u>2,417,318</u>	<u>2,421,302</u>	100.2%	<u>(3,984)</u>
Expenditures (Note B)				
Salaries	557,792	661,125	118.5%	(103,333)
Benefits	167,338	215,672	128.9%	(48,334)
Vehicle Gasoline, Repair/Maintenance	70,000	58,807	84.0%	11,193
Space Costs	101,200	83,632	82.6%	17,568
Supplies - Office & Food Service	114,900	147,554	128.4%	(32,654)
Equipment Purchase		7,271		(7,271)
Equipment Repair/Maintenance	6,000	29,438	490.6%	(23,438)
Communication	13,000	10,012	77.0%	2,988
Risk Insurance	12,700	10,572	83.2%	2,128
Printing	1,700	769	45.2%	931
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>862,344</u>	113.0%	<u>(98,926)</u>
Sub Total	1,822,016	2,087,897	114.6%	(265,881)
Adult Meals Prepared	188,000	184,345	98.1%	3,655
Indirect	<u>219,302</u>	<u>149,060</u>	68.0%	<u>70,242</u>
Total Expenditures	<u>2,229,318</u>	<u>2,421,302</u>	108.6%	<u>(191,984)</u>

	Prior Period	February	Cum
Total Meals Prepared and Vended (Note C)	831,731	95,707	927,438
Total Meals Claimed	<u>631,111</u>	<u>71,070</u>	<u>702,181</u>
Difference	200,620	24,637	225,257

Percentage Claimed to Prepared/Vended	75.9%	74.3%	75.7%
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Note A: Source of USDA revenue is monthly report submitted to California Department of Education by Head Start/State Child Development Program Division. Revenue is reimbursement for meals claimed.

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

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

COMMUNITY ACTION PARTNERSHIP OF KERN
STATE DEPARTMENT OF EDUCATION CONTRACT - MIGRANT ALTERNATIVE PAYMENT
FOR THE PERIOD 7/1/18 - 6/30/19 (7 OF 12 MONTHS = 58.33%)

Contract CMAP-7000	July 2018	Aug 2018	Sept 2018	Oct 2018	Nov 2018	Dec 2018	Jan 2019	Feb 2019	Mar 2019	Apr 2019	May 2019	June 2019	Total	%	% Earned to MRA
Provider Payments	\$ 383,575	\$ 503,590	\$ 555,543	\$ 555,506	\$ 543,335	\$ 548,867	\$ 515,130	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,605,546		
Add: Family Fees	<u>7,417</u>	<u>10,702</u>	<u>11,206</u>	<u>8,219</u>	<u>9,327</u>	<u>8,664</u>	<u>8,769</u>	-	-	-	-	-	<u>64,304</u>		
Net Provider Payments	\$ 390,992	\$ 514,292	\$ 566,749	\$ 563,725	\$ 552,662	\$ 557,531	\$ 523,899	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,669,850	85.57%	
Maximum Reimbursable Amount (MRA) for Provider Payments													6,977,689		52.59%
Administration & Support Services Revenue															
Provider Payments	\$ 390,992	\$ 514,292	\$ 566,749	\$ 563,725	\$ 552,662	\$ 557,531	\$ 523,899	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,669,850		
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>\$ 117,231</u>	<u>\$ 118,264</u>	<u>\$ 111,130</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 778,452</u>		
Program Administration/Support Services Costs															
Indirect (10% x MTDC) Costs	46,567	88,735	61,862	69,199	61,365	63,573	70,624	-	-	-	-	-	461,925	10.77%	
Transfer Indirect to CSBG	42,359	58,583	58,717	61,821	59,846	60,595	57,926	-	-	-	-	-	399,847	3.66%	
Total Operating Costs	<u>-</u>	<u>-</u>	<u>(56,318)</u>	<u>-</u>	<u>-</u>	<u>(186,689)</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>(243,007)</u>		
	\$ 88,927	\$ 147,318	\$ 64,260	\$ 131,020	\$ 121,210	\$ 67,521	\$ 128,550	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 618,765	14.43%	
Revenue Earned Over/(Under) Costs	<u>\$ (5,989)</u>	<u>\$ (38,226)</u>	<u>\$ 55,959</u>	<u>\$ (11,442)</u>	<u>\$ (3,979)</u>	<u>\$ 180,785</u>	<u>\$ (17,420)</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 159,688</u>		
TOTAL COSTS - NET OF FAMILY FEES	<u>\$ 479,918</u>	<u>\$ 661,610</u>	<u>\$ 631,009</u>	<u>\$ 694,745</u>	<u>\$ 673,873</u>	<u>\$ 495,010</u>	<u>\$ 652,449</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 4,288,615</u>	<u>100.00%</u>	

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

Provider payments	3,669,850
Reimbursement Rate (17.5% / 82.5%)	x 21.2121%
Revenue Earned	<u>778,452</u>

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)	<u>8,457,805</u>	<u>100.00%</u>

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 (8 OF 12 MONTHS = 66.67%)**

	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	TOTAL	% Earned to MRA
GENERAL CHILD CARE (CCTR-8049)														
Adjusted Days of Enrollment - Certified	5,122	6,161	4,840	5,773	4,656	4,388	4,442	3,672	-	-	-	-	39,054	
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	\$ 176,177	\$ -	\$ -	\$ -	\$ -	\$ 1,873,834	63.67%
Maximum Reimbursable Amount (MRA)													\$2,943,028	
CALIFORNIA STATE PRESCHOOL (CSPP-8120)														
Adjusted Days of Enrollment - Certified	2,323	3,543	4,545	7,498	7,369	6,446	7,383	7,186	-	-	-	-	46,294	
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	\$ 311,217	\$ 356,458	\$ 346,963	\$ -	\$ -	\$ -	\$ -	\$ 2,235,081	71.38%
Maximum Reimbursable Amount (MRA)													\$3,131,270	
MIGRANT CHILD CARE (CMIG-8004)														
Adjusted Days of Enrollment - Certified	292	458	403	572	497	465	519	422	-	-	-	-	3,628	
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	\$ 20,271	\$ -	\$ -	\$ -	\$ -	\$ 174,080	68.43%
Maximum Reimbursable Amount (MRA)													\$254,377	

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.

Division/CFO: Tracy Webster, CFO		Month/Year: February 2019		
Program/Work Unit: Not Applicable		Controller: Kam Taing		
Services: Overall financial and accounting functions of the organization				
Activities	February 2019		Year to Date (3/1/18 -02/28/19)	
Description	Number	Amount	Number	Amount
Bank Deposits	9	2,013,428	80	23,776,025
Wire Deposits	3	56,211	41	543,068
Head Start/IRS Drawdowns	4	2,909,748	60	33,600,307
Vendor Checks Issued	881	2,218,961	10,943	26,608,315
Payroll Disbursed		2,697,706		30,696,134
Grant Reports Prepared in January 2019	12		182	
Cal EITC				
Cal Fresh Outreach				
Differential Response				
DOE				
Economic Empowerment				
Gang Prevention				
LIHEAP 2017				
LIHEAP 2018				
LIHEAP 2019				
Realignment for Success				
United Way CES				
WIC				

Other: Total Division Staffing: 11 + 1 vacancies – 1 Accountant

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 (AUDITED) 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 (AUDITED) 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 FEBRUARY 28, 2019

ASSETS

Cash in Bank	2,990,247
Cash - Vacation Reserve	475,696
Petty Cash	500
Accounts Receivable	2,223,043
Travel Advance	1,965
Prepaid Expense	333,732
Inventory	1,243,614
Net Fixed Assets - Unrestricted	2,223,684
Net Fixed Assets - Restricted	<u>8,636,028</u>

Total Assets 18,128,509

LIABILITIES AND NET ASSETS

Accounts Payable	823,817
Accrued Expenses	1,305,223
Accrued Vacation	1,002,447
Line of Credit	-
Note Payable	2,428,743
Advance Payable	1,689
Deferred Revenue	<u>439,063</u>

Total Liabilities 6,000,982

Total Net Assets 12,127,527

Total Liabilities and Net Assets 18,128,509

STATEMENT OF OPERATIONS (UNAUDITED) FOR THE PERIOD MARCH 1, 2018 TO FEBRUARY 28, 2019

REVENUE

Grant Revenue	57,174,257
Donations	144,843
Other Revenue	5,738,189
In-Kind	<u>8,967,293</u>

Total Revenue 72,024,581

EXPENDITURES

Salaries	29,003,410
Benefits	8,396,158
Travel	611,902
Space Costs	4,885,867
Supplies	2,018,409
Consultant/Contract Services	2,319,211
Other Costs	2,389,643
Program Costs	7,425,092
Capital Expenditures	684,680
Indirect	5,191,897
In-Kind	<u>8,967,293</u>

Total Expenditures 71,893,562

Net Change in Assets 131,019

Net Assets, beginning 11,996,508

Net Assets, ending 12,127,527

**COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-18 TO 02-28-19 (100.0%)**

	AGENCY TOTAL			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	26,214,998	24,967,365	1,247,633	95%
BENEFITS	7,989,374	7,491,068	498,306	94%
TRAVEL	536,271	540,362	(4,091)	101%
SPACE COST	3,764,605	3,979,321	(214,716)	106%
SUPPLIES	1,706,041	1,889,061	(183,020)	111%
EQUIPMENT	211,038	684,680	(473,642)	324%
CONSULTANT/CONTRACT SERVICES	1,554,462	1,500,465	53,997	97%
OTHER COSTS	2,179,160	2,096,689	82,471	96%
PROGRAM COSTS	8,691,790	7,419,856	1,271,934	85%
INDIRECT	5,032,142	5,191,897	(159,755)	103%
TOTAL	57,879,881	55,760,763	2,119,118	96%

**COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-18 TO 02-28-19 (100.0%)**

	EDUCATION			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	20,001,314	19,248,046	753,268	96%
BENEFITS	6,306,887	5,918,784	388,103	94%
TRAVEL	323,189	329,399	(6,210)	102%
SPACE COST	2,763,629	3,003,239	(239,610)	109%
SUPPLIES	1,391,790	1,518,693	(126,903)	109%
EQUIPMENT	113,310	677,409	(564,099)	598%
CONSULTANT/CONTRACT SERVICES	697,686	687,111	10,575	98%
OTHER COSTS	1,273,028	1,184,720	88,308	93%
PROGRAM COSTS	6,935,676	5,814,006	1,121,670	84%
INDIRECT	3,489,828	3,724,779	(234,951)	107%
TOTAL	43,296,337	42,106,187	1,190,150	97%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-18 TO 02-28-19 (100.0%)

	NUTRITION			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	3,431,870	3,109,363	322,507	91%
BENEFITS	981,090	852,259	128,831	87%
TRAVEL	106,391	119,597	(13,206)	112%
SPACE COST	576,555	557,480	19,075	97%
SUPPLIES	214,757	262,941	(48,184)	122%
EQUIPMENT	97,728	7,271	90,457	7%
CONSULTANT/CONTRACT SERVICES	11,300	3,439	7,861	30%
OTHER COSTS	310,015	330,679	(20,664)	107%
PROGRAM COSTS	1,235,539	1,126,572	108,967	91%
INDIRECT	604,331	551,301	53,030	91%
TOTAL	7,569,576	6,920,902	648,674	91%

**COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-18 TO 02-28-19 (100.0%)**

	ENERGY CONSERVATION			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	1,480,000	1,431,553	48,447	97%
BENEFITS	377,000	350,475	26,525	93%
TRAVEL	60,000	53,355	6,645	89%
SPACE COST	180,000	175,998	4,002	98%
SUPPLIES	50,000	52,358	(2,358)	105%
EQUIPMENT	0	-	0	0%
CONSULTANT/CONTRACT SERVICES	800,000	798,652	1,348	100%
OTHER COSTS	455,000	458,706	(3,706)	101%
PROGRAM COSTS	490,000	460,340	29,660	94%
INDIRECT	380,000	368,191	11,809	97%
TOTAL	4,272,000	4,149,629	122,371	97%

**COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-18 TO 02-28-19 (100.0%)**

	COMMUNITY SERVICES			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	652,004	535,126	116,878	82%
BENEFITS	150,654	164,956	(14,302)	109%
TRAVEL	32,701	29,684	3,017	91%
SPACE COST	102,402	96,575	5,827	94%
SUPPLIES	25,419	38,335	(12,916)	151%
EQUIPMENT	0	-	0	0%
CONSULTANT/CONTRACT SERVICES	43,226	9,216	34,010	21%
OTHER COSTS	66,152	56,878	9,274	86%
PROGRAM COSTS	20,025	13,488	6,537	67%
INDIRECT	101,673	91,579	10,094	90%
TOTAL	1,194,256	1,035,837	158,419	87%

**COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-18 TO 02-28-19 (100.0%)**

	CSBG			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	645,810	640,786	5,024	99%
BENEFITS	172,918	204,247	(31,329)	118%
TRAVEL	13,990	8,326	5,664	60%
SPACE COST	137,819	143,803	(5,984)	104%
SUPPLIES	21,875	14,423	7,452	66%
EQUIPMENT	-	-	-	
CONSULTANT/CONTRACT SERVICES	2,250	2,046	204	91%
OTHER COSTS	48,705	37,552	11,153	77%
PROGRAM COSTS	10,550	2,733	7,817	26%
INDIRECT	452,760	452,760	-	100%
TOTAL	1,506,677	1,506,677	0	100%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-18 TO 02-28-19 (100.0%)

	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	2,311	(111)	105%
EQUIPMENT	0	-	0	0%
CONSULTANT/CONTRACT SERVICES	0	-	0	0%
OTHER COSTS	26,260	28,152	(1,892)	107%
PROGRAM COSTS	0	2,717	(2,717)	#####
INDIRECT	3,550	3,287	263	93%
TOTAL	41,035	41,532	(497)	101%

COMMUNITY ACTION PARTNERSHIP OF KERN
INDIRECT FUND - FY 2018/19
BUDGET TO ACTUAL - 3/1/18 TO 2/28/19 (12 OF 12 MONTHS = 100.0%)


	Budget	Actual	% Earned/ Expended	Available Balance
Revenue	\$ 5,059,589	\$ 5,191,897	102.6%	\$ (132,308)
Expenditures				
Salaries	2,820,260	2,618,644	92.9%	201,616
Benefits @ 24.11% actual	<u>674,091</u>	<u>577,772</u>	<u>85.7%</u>	<u>96,319</u>
Total Personnel Costs	3,494,351	3,196,416	91.5%	297,935
Operating Costs				
Travel	90,750	68,635	75.6%	22,115
Space Costs	187,900	195,085	103.8%	(7,185)
Supplies	138,400	112,934	81.6%	25,466
Consultant/Contract	630,725	803,605	127.4%	(172,880)
Other Operating Costs	<u>363,950</u>	<u>271,992</u>	<u>74.7%</u>	<u>91,958</u>
Total Operating Costs	1,411,725	1,452,251	102.9%	(40,526)
Total Expenditures	<u>\$ 4,906,076</u>	<u>\$ 4,648,667</u>	<u>94.8%</u>	<u>\$ 257,409</u>
Excess Indirect Revenue	<u>\$ 153,513</u>	<u>\$ 543,230</u>		

RECAP BY SUPPORT DIVISION	Revised Budget	Actual	% Expended	Available Balance
HR	\$ 1,223,465	\$ 1,153,545	94.3%	\$ 69,920
Operations	1,394,366	1,345,007	96.5%	49,359
Executive	536,935	562,109	104.7%	(25,174)
Community Development	704,410	595,438	84.5%	108,972
Finance	<u>1,046,900</u>	<u>992,568</u>	<u>94.8%</u>	<u>54,332</u>
	<u>\$ 4,906,076</u>	<u>\$ 4,648,667</u>	<u>94.8%</u>	<u>\$ 257,409</u>

Prepared Date: 03/12/2019

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Board of Directors
From: Lisa Price, Program Governance Coordinator 
Date: March 27, 2019
Subject: *Agenda Item VIII(a)*: January Policy Council Report – **Action Item**

The Policy Council convened on February 26, 2019 at which time quorum was established

Jerry Meade, Program Design & Management Administrator shared with members the increase in funding available for the 2019 fiscal year for which a portion of such provides for a 1.77 percent cost of living adjustment (COLA). This available funding would benefit Kern Head Start and Early Head Start and San Joaquin Head Start. Upon conclusion of the presentation a motion was made, and subsequent unanimous approval obtained for submission of the Head Start and Early Head Start Cost of Living Adjustment (COLA) funding applications.

Additional “new business” actions items presented and subsequently voted on and approved by the Council included:

- Nomination and election of new members to various Policy Council subcommittees.
- Nomination and election of Policy Council representatives to attend Region IX Targeted Strategies to Support Emotional Skills Training on April 1-2, 2019 in Stockton, CA.

The next Policy Council meeting will be held on Tuesday April 23, 2019.

COMMUNITY ACTION PARTNERSHIP OF KERN
POLICY COUNCIL MEETING MINUTES
February 26, 2019
5005 Business Park North
Board Room 130

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: Amber Dunlap, Jaqueline Boykin, Isabella Diaz, Daisy Valencia, Ashley Sabo, Michelle Valdez, Nila Hogan, Enriquez Salazar Jr., Kandy Ramos, Andrea Martinez, Mayra Zambrano, Yolanda Ochoa, Ana Lester, Lindsay Harrison, Estella Corrales (SJ)

3. **Approval of Agenda** – Chairperson

(**ACTION)

- a. Motion for approval of the revised PC Agenda dated February 26, 2019 was made by Yolanda Ochoa; seconded Enrique Salazar Jr.; motion carried unanimously.

4. **Approval of Minutes** – Chairperson

(**ACTION)

- a. Motion for approval of the PC meeting minutes dated January 22, 2019, was made by Enrique Salazar Jr. ; seconded Jaqueline Boykin; motion carried unanimously.

5. **Presentation of Guests/Public Forum**

The following guests were in attendance: Jerry Meade, Program Design and Management Administrator; LeTisha Brooks, Program Manager; Lisa Price, Program Governance Coordinator; Bryan Lopez, IT Specialist I; Emily Gonzalez Demont, Assistant Director of Grants Management; MaryAnn Mooney, Program Manager, Debbie Connolly, EHS Program Coordinator; Donna Holland, Fiscal Administrator.

- a. No public comment.

6. **Standing Committee Reports**

(five minutes each)

- a. School Readiness Committee—Mayra Zambrano informed the council that the School Readiness Committee had an introductory discussion about school readiness and what their committee would be focused on this year.
- b. Planning Committee—Nila Hogan shared that the committee met February 5, 2019 and they reviewed the January 2018 enrollment & attendance report. We were fully enrolled for January 2019 with an average daily attendance of 98%. They reviewed the Child/Adult Care Food Program—more than 81,000 meals were prepared for the month of December. Theresa Priest had presented changes to the selection criteria verification form. The item was approved by the Planning Committee. Committee will not meet in the month of March. The Planning Committee will meet again on April 7, 2019.
- c. Finance Committee—Ashely Sabo shared with the council that they met on February 19th for the first time this year. The committee established that they will be meeting one week prior to the Policy Council meetings. They went over finances and budgets for the fiscal year. Everything is balanced. Non-Federal Share was also reviewed.
- d. By-Laws Committee—Jaqueline Boykin informed the council that the committee has not met since their initial meeting in January. The next meeting will be March 14, 2019 and they will be reviewing suggestions and discuss changes to the current bylaws.

7. **Presentations**

- a. 2019 California Head Start Association Conference – Jacqueline Boykin, Andrea Martinez, Yolanda Ochoa
All three council members shared their experience attending the CHSA Parent Conference and provided an overview of the workshops they attended. All three highly recommend their peers attend next year, if offered the opportunity.

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

- a. Motion to approve the submission of the Head Start/Early Head Start Cost of Living Adjustment (COLA) ~ Jerry Meade, Program Design and Management Administrator shared with the council the need to submit the COLA application for Kern Head Start and Early Head Start grant, as well as the San Joaquin grant. The funding would permanently increase the Head Start pay scale by 1.77 percent on March 1, 2019. Motion for approval of the submission of the Head Start/Early Head Start Cost of Living Adjustment (COLA), was made by Nila Hogan; seconded Jaqueline Boykin; motion carried unanimously.
- b. Nomination and election of participant(s) to attend Region IX Targeted Strategies to Support Social Emotional Skills; April 1-2, 2019; Stockton, CA. Lisa Price presented an invitation for council members to attend the Region IX Strategies to Support Social Emotional Skills conference on April 1st through April 2nd for two San Joaquin council members and one Kern council member. After discussion, Nila Hogan was nominated as the attendee, with Amber Dunlap as a first alternate and Yolanda Ochoa as a second alternate for Kern. Estela Corrales from San Joaquin was also nominated. Motion for approval was made by Enrique Salazar Jr.; seconded by Jaqueline Boykin.
- c. Election of Policy Council Members to subcommittees – Isabelle Diaz, Kandy Ramos, Michelle Valdez
Nomination and election of the Planning Committee members~ two members signed up to be members of the Planning Committee. Kandy Ramos and Michelle Valdez selected to join the Planning Committee.
Nomination and election of the Bylaws Committee members~ two members signed up to be members of the Bylaws Committee. Isabelle Diaz and Michelle Valdez selected to join the Bylaws Committee.
Motion for approval to add Kandy Ramos and Michelle Valdez to the Planning Committee and to add Isabelle Diaz and Michelle Valdez to the Bylaws Committee, was made by Enrique Salazar Jr.; seconded Ashley Sabo; motioned carried unanimously.

9. **Communications**

- a. Kern Head Start Budget vs. Actual Expenditures, March 1, 2018 through January 31, 2019
- b. Kern Early Head Start Budget vs. Actual Expenditures, March 1, 2018 through January 31, 2019
- c. San Joaquin Early Head Start Budget vs. Actual Expenditures, February 1, 2018 through January 31, 2019
- d. Early Head Start Child Care Partnerships Budget vs. Actual Expenditures, September 1, 2018 through January 31, 2019
- e. Parent Local Travel & Child Care through January 31, 2019
- f. Parent Activity Funds through January 31, 2019
- g. Kern Head Start and Early Head Start Non-Federal Share and In-Kind Report, March 1, 2018 through January 31, 2019
- h. San Joaquin Early Head Start Non-Federal and In-Kind Report, February 1, 2018 through January 31, 2019
- i. Policy Council Bylaws Meeting Minutes ~ (English/Spanish)
- j. Policy Council School Readiness Meeting Minutes ~ (English/Spanish)
- k. Letter of Termination for Michael Sabo ~ January 23, 2019 (English/Spanish)
- l. Letter of Termination for Jodi Sanchez ~ January 30, 2019 (English/Spanish)
- m. Memo Resignation of Policy Council Member Bonnie Garcia ~ February 14, 2019 (English/Spanish)
- n. Battle the Bottle ~ Alcoholics Anonymous Meeting
- o. Public Charge Informational Meetings ~ February 28, 2019 & March 14, 2019 (English/Spanish)
- p. Children's Mobile Immunization Program ~ March 2019 (English/Spanish)
- q. Read Across America ~ March 8, 2019

- r. Car Seat Check Event ~ March 23, 2019
- s. Programs for Youth Overview ~ March 28, 2019 (English/Spanish)
- t. Policy Council Meeting Dates ~ 2018-2019
- u. CAPK Agency School Readiness Meeting Dates ~ 2018-2019

The Chairperson called for a motion to receive and file item number 9—communications, (a) through (u). Motion made by Enriquez Salazar Jr. to receive and file item number 9—communications, (a) through (u).

10. **School Readiness Report** – Video

Lisa Price shared a video from the Health & Nutrition Services team giving an update on health training provided to staff and the home base team on various topics. San Joaquin staff attended the Health Services Committee on January 24, 2019. The Kern Health Advisory Committee meeting will be April 23, 2019 and the council is invited to attend. The Health team also attended the Saving Smiles Collaborative. Health staff has provided CPR courses and 44 team members have been CPR certified this year. The Health & Nutrition Services update was presented to the council via PowerPoint presentation. Ana Lester requested that School Readiness team be present next time they are making a presentation instead of making a video, in case any of the council members have specific questions. When the council was asked if they felt the same, 4 members raised their hands. Staff offered to communicate the request to administration.

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

Lisa Price shared her experience at the CHSA conference in Riverside and thanked the council members that attended by presenting them with certificates of participation. She offered some additional insight to council on topics shared from the other attendees earlier in this meeting.

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

Ana Lester dispersed information regarding the PG&E CARE program regulation changes, discount auto insurance information, and weatherization program information through PG&E.

Lindsay Harrison shared information about a (pregnancy) Ultrasound Mobile service unit, providing a calendar with dates, times, and locations. She also notified the council of a Car Seat check event on March 23, 2019.

13. **Early Head Start San Joaquin Report** – Rashi Strother, Family Services and Governance Specialist

Rashi Strother share that PC member, Estella Corrales would be providing the SJC report. Estella Corrales shared her experience at the CHSA conference in Riverside and discussed some learning outcomes she experienced.

14. **Early Head Start Partnership Report** – Debbie Connolly, EHS Partnership Coordinator

Debbie Connolly shared a success story of a teen mom from Blanton Child Development and provided the council with a pamphlet for an Early Education & Child Development program at Bridges Academy in partnership with Blanton Child Development Center.

15. **Board of Directors Representatives Report** – Yolanda Ochoa, Board of Directors Representative

Yolanda Ochoa informed the council that everything that was presented to the council was also presented at the Board of Director's meeting and subsequently approved. Yolanda also shared her experience in volunteering at Molina Foundation book giveaway.

16. **Director's Report (HS/State Child Development)** – Yolanda Gonzales, Director of Head Start/State Child Development

Jerry Meade presented on behalf of Yolanda Gonzales. Jerry shared with the council that the fiscal year ends February 28, 2019. He also invited the council members to participate in Read Across America's reception on March 8, 2019 at 8:00 a.m. Jerry shared a comment from Donna congratulating the SJC team for narrowing the gap in the funding approved in the Non-Federal Share waiver adding they were closer to their goal than in years past. Jerry informed the council that new funding should be approved, and the notice of awards will be presented at the next council meeting. Jerry shared that recruitment has been started to promote the next school year. Jerry informed the council that CAPK is negotiating with the Department of Human Services,

Cal-WORKS program for a Home Visiting Initiative to partner with our program, which will give access to training Opportunities from DHS and increase services to pregnant women and mothers with young children. There will be a media kick off in March.

17. **Policy Council Chairperson/Announcements** – Amber Dunlap, Chairperson

Enrique Salazar Jr. had a comment, proposing that council meeting needs to be kid friendly and that children should be provided with a kid friendly area.

Amber Dunlap invited council members to participate in the Read Across America. She also encouraged everyone to practice healthy habits such as hand washing in order to avoid getting illness.

18. **Adjournment** – Chairperson

The meeting was adjourned at 6:39 p.m. by the chairperson.