COMMUNITY ACTION PARTNERSHIP *of* KERN
BOARD OF DIRECTORS
EXECUTIVE COMMITTEE MEETING
May 14, 2020
10:30 am

Per Governor's Executive Order N-25-20
Meeting to be held via Tele-Conference
(213) 204-2374 - Conference ID: 454 356 970#
Join Microsoft Teams Meeting
Members of the public may join the tele-conference or listen to the call from the CAPK office at 5005 Business Park North, Bakersfield, CA

AGENDA

1. **Call to Order**

2. **Roll Call**

Curtis Floyd	Fred Plane	Nila Hogan
Janea Benton	Yolanda Ochoa	Guadalupe Perez

3. **Approval of Agenda**

4. **Public Forum**

The public may address the Committee 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.

5. **New Business**

   a. Head Start Summer Bridge Program – Jerry Meade, PDM Administrator – ***Action Item (p. 2-4)***

   b. Determination of Board Member Potential Conflict of Interest – Jeremy Tobias, Chief Executive Officer – ***Action Item (p. 5)***

   c. Agencywide Budget Review and Amendment – Tracy Webster, Chief Financial Officer – ***Action Item (p.)***

   d. Funding Requests – Pritika Ram, Director of Administration – Action Item
      i. Kern County Superintendent of Schools (KCSOS) Child & Family Services Agency Network for Children for the EKFRC Differential Response Program ***(p.)***
      ii. USDA SNAP-Ed for the CAPK CalFresh Healthy Living Program ***(p.)***

   e. COVID-19 Program Update – Jeremy Tobias, Chief Executive Officer – **Action Item (Verbal Report)**

6. **Committee Member Comments**

7. **Closed Session**

   a. CONFERENCE WITH LABOR NEGOTIATIONS

   Agency designated representatives: Jeremy Tobias, Chief Executive Officer; Tracy Webster, Chief Financial Officer; Jay Rosenlieb, Klein DeNatale Goldner.

   Employee Organization: SEIU Local 521 representing Head Start Employees.

8. Closed Session Report

9. Next Scheduled Meeting
Executive Committee Meeting
Thursday, July 22, 2020
12:00 pm
5005 Business Park North
Bakersfield, CA 93309

10. Adjournment

This is to certify that this Agenda notice was posted in the lobby of the CAPK Administrative Office at 5005 Business Park North in Bakersfield, CA and online at www.capk.org by 10:30 am May 11, 2020 by Paula Daoutis, Administrative Coordinator.

COMMUNITY ACTION PARTNERSHIP OF KERN
MEMORANDUM

To: Board of Directors

From: Jerry Meade, PDM Administrator

Date: May 14, 2020

Subject: *Agenda Item 5a:* Head Start Summer Bridge Program Funding Request – **Action Item**

On April 29, 2020, the Head Start and State Child Development Division shared with the Board information regarding the Coronavirus Aid, Relief, and Economic Security (CARES) Act 2020. Staff agreed to bring new information obtained to the Executive committee to ensure we meet the communication expectation established in this funding opportunity.

COVID-19
Since the Board meeting, CAPK received funding allotments for the COVID-19 apportionment for each HS/EHS Grant. The funding applications were auto-populated by OHS and have subsequently been submitted for funding totaling $646,120. The amounts for each grant are as follows:

Head Start Kern ~ $381,930
Early Head Start Kern ~ $129,340
Early Head Start SJC ~ $90,770
Early Head Start CCP ~ $44,080

Summer Bridge
Staff completed the development of a Summer Bridge program to support families of Head Start PreK children that will be transitioning to Kindergarten in the Fall of 2020 and children with an Individualized Education Plans (IEP). The program consists of a 6-week highly focused Kindergarten Readiness program to address any lost learning opportunities experienced from the program closure in mid-March. Services for this program would begin the second week of July and end mid-August, just prior to the Fall School year opening. Twenty-four additional child development centers will reopen, consisting of 46 classrooms. A total of 566 children will be served and 215 staff will have 33 additional days of paid time. Based on guidance from the CDC and our local health department, group sizes will be maintained at no more than 10 children. In order to meet this group size limitation and provide the highest level of quality, the program option will provide two days of highly interactive classroom time and three days of educational activities to be completed at home. The rotation of children will allow for classroom/playground sanitation between groups. Ensuring the safety of children, their families and our staff will remain our highest priority.

The cost to operate this program option is included in the budget detail attached.

Recommendation
Staff recommends the Executive Committee approve, with resolution, the submission of the Head Start Summer Bridge funding application.

Attachments:
Resolution #2020-07
HS Summer Bridge Budget Detail

RESOLUTION # 2020-07

A Resolution of the Board of Directors of the Community Action Partnership of Kern Approving the submission of the Head Start CARES Act Funding Application

The Executive Committee of Community Action Partnership of Kern located at 5005 Business Park North, Bakersfield, CA 93309, met on May 14, 2020, via Teleconference for a special meeting and resolved as follows:

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

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

WHEREAS, the Head Start Kern (09CH011132) program will submit a CARES Act funding application; and

WHEREAS, the Head Start program proposes to provide a Summer Bridge program to support 566 Head Start Children; and

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

WHEREAS, the CAPK Executive Committee has determined that there is a need for anti-poverty programs and is willing to accept the submission of the funding application; and

NOW, THEREFORE, be it resolved that the CAPK Board of Directors Executive Committee hereby authorizes Jeremy T. Tobias, Chief Executive Officer, to act on behalf of the Board as CAPK's representative signatory with regard to the submission of the Head Start CARES Act funding application for Head Start (09CH011132)

APPROVED by a majority vote of the Executive Committee of Community Action Partnership of Kern, this 14th day of May 2020.

_____ _____

Curtis Floyd, Chair
CAPK Board of Directors

Date

HEAD START 2020 Summer Bridge Budget

BUDGETED EXPENDITURES

Head Start Cost Categories	2020 Summer Bridge BUDGET	Comments
PERSONNEL	**950,973**	215 Staff X 33 Days Paid
FRINGE BENEFITS	**165,945**	
TRAVEL	**-**	
EQUIPMENT	**-**	
SUPPLIES		
Office Supplies	17,613	
Child and Family Services Supplies	32,400	Home Activity Supplies and Materials
Food Services Supplies	1,500	
Other Supplies (e.g. janitorial)	8,125	
TOTAL SUPPLIES	**59,638**	
CONTRACTUAL		
Administrative Services	4,833	Legal fees
TOTAL CONTRACTUAL	**4,833**	
OTHER		
Rent	-	
Mortgage	-	
Utilities, Telephone	56,613	Proportionate amount of 24 Sites
Building & Child Liability Insurance	7,377	Proportionate amount of 24 Sites
Building Maintenance/Repair	41,104	Proportionate amount of 24 Sites
Local Travel (children)	-	
Nutrition Services	5,940	Adult Meals
Child Services Consultants	6,720	Wellness Consultant
Volunteers	-	
Parent Services	50	Translation Services
Publications/Advertising/Printing	500	Printing
Training or Staff Development	5,000	2-day training prior to start
Other	2,188	Staff Mileage and Central Kitchen Fuel
TOTAL OTHER	**125,492**	
INDIRECT	**130,688**	

BUDGETED EXPENDITURES **1,437,569**

REVENUES

FEDERAL REVENUES	2020 Summer Bridge BUDGET	Comments
Head Start/EHS Program Operations	1,437,569	

TOTAL FEDERAL REVENUES **1,437,569**

Non-federal share of funding will not required by Head Start for this funding opportunity. Staff will indicated $0.00 in the funding application for non-federal share.