



*Regular Meeting
of the
Board of Directors*

BOARD TRAINING TO BEGIN AT 3:00 PM

*August 18, 2016
5:15 p.m.
1030 Southwood Drive
San Luis Obispo, California
Classrooms 1 & 2*

*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*

**COMMUNITY ACTION PARTNERSHIP
VISION STATEMENT**

All people should have an equal chance in life to achieve economic self-sufficiency and self-determination for themselves and their families. As a result of increased self-sufficiency, the community and its citizens will reap the benefits of a more productive, responsible and economically viable society.

**COMMUNITY ACTION PARTNERSHIP
MISSION STATEMENT**

In a commitment to eliminate the causes of poverty, the Community Action Partnership of San Luis Obispo County, Inc. a California nonprofit corporation, aims to empower individuals and families to achieve economic self-sufficiency and self-determination through a comprehensive array of community based programs and actions.

**Community Action Partnership
of
San Luis Obispo County, Inc.**

Board of Directors Meeting

Members of the Board

Fran Coughlin, President
Santos Arrona, Vice President
Mical Bovee, Secy./Treas.
 Debbie Arnold
 Cheryl Caruso
 Chuck Cesena
 Carlyn Christianson
 Rob Garcia
 Gary Jordan
 Dee Lacey
 Steve Martin
 Sandee Menge
 Barbara Nicolls
 Margie Perez-Sesser
 Carlos Sosa

Consultants to the Board

Lisa Sperow, Legal Consultant

REGULAR MEETING

Thursday August 18, 2016
Board Training 3:00 pm
Meeting 5:15 p.m.

Community Action Partnership
 Classrooms 1 & 2
 1030 Southwood Dr.
 San Luis Obispo

Pages	AGENDA
	1. Call to Order
	2. Roll Call
	3. Public Comment
	4. Introductions/Presentation
	A. Recognition of Amul Soni, Owner Super 8 Motel and Ben Harrington, Manager Furniture Factory - by Robert Ellis, SSVF Program Manager
	B. Homeless Service Center/40 Prado Update – John Spatafore, President of the Homeless Foundation
	5. Liaison Reports
	A. Migrant and Seasonal Head Start
	B. Head Start/Early Head Start
	C. Friends of Prado
	D. Program/Liaison Updates
	6. Consent Agenda
1-7	A. Approval of Minutes of the Regular Board Meeting of June 16, 2016 - Action
8-18	B. Approval of Minutes of the Finance Committee Meeting of June 15, 2016 – Action
19-21	C. Approval of Minutes of the Board of Directors Executive Committee meeting of July 29, 2016 - Action
22	D. Approval to Submit CSD Targeted Initiative contract for funding in the amount of \$17,000 from the California Department of Community Services and Development (CSD) for discretionary funds from the Community Service Block Grant (CSBG) Targeted Initiative for the Maxine Lewis Memorial Shelter – Action/Ratification
23	E. Approval of Non-federal Share Waiver request for Early Head Start-Child Care (EHS-CC) Partnership Grant #09HP0025 program year 2015-2016 – Action/Ratification
24	F. Request a disabilities waiver request for Early Head Start-Child Care (EHS-CC) Partnership Grant #09HP0025 for program year 2015-2016 – Action/Ratification
25	G. Approval of a waiver for a reduction in the non-federal share requirement for the Migrant and Seasonal Head Start Grant #90CM9821-01 for the contract year of September 1, 2015 to August 31, 2016 – Action/Ratification
26	H. Migrant and Seasonal Head Start (MSHS) Grant #90CM9821-01 budget revision for \$537,585 for contract year 2015-2016 – Action/Ratification
27	I. New application requesting \$229,554 to SLO County for 2017-2018 Continuum of Care (CoC) Program Competition funding for Homeless Services Case Management – Action/Ratification
28	J. Board approval for CAPSLO to assume administration of the SLO County Emergency Food and Shelter Program (EFSP) for SLO County – Action/Ratification
29	K. Renewal application to the Emergency Food and Shelter Program (EFSP) for Mass Shelter - Action
30	L. Application to the California Department of Education, Nutrition Services Division’s Family Day Care Federal Food Program for Child Care Resource Connection (CCRC) for FY 2016-2017 to serve 125 provider homes - Action
31	M. Application to the California Department of Education (CDE), Nutrition Services Division for continued funding of the Child, Youth, and Family Services Food Program for up to \$1,389,030 for fiscal year 2016-2017 - Action
32	N. Agreement for Delegation of Activities for Migrant and Seasonal Head Start Programs in Fresno County in the amount of \$4,398,646 - Action
33	O. Disabilities waiver request for the Migrant and Seasonal Head Start Base Grant #90CM9821 for 2015-2016 - Action
34	P. Disabilities waiver request for the Migrant and Seasonal Head Start Partnership Grant #90HM003 for 2015-2016 -

	<p>Action</p> <p>7. Chief Executive Officer's Report</p> <p>35-36 A. Application to the Administration for Children and Families for the Early Head Start Expansion and Child Care Partnerships Funding Opportunity Application in an amount not to exceed \$8 m - Action</p> <p>37-38 B. Application to the Administration for Children and Families for the Migrant and Seasonal Early Head Start Expansion and Child Care Partnerships Funding Opportunity in an amount not to exceed \$1,861,392 - Action</p> <p>39 C. Ceridian, "Dayforce HCM," Human Resources Information System (HRIS)/Payroll System Procurement - Action</p> <p>8. Committee Reports</p> <p>A. Finance Committee</p> <p>9. President's Report</p> <p>A. Update</p> <p>B. Board Discussion</p> <p>10. Adjournment</p>

**Community Action Partnership
of
San Luis Obispo County, Inc.**
Board of Directors Meeting Minutes
June 16, 2016

Members of the Board

Santos Arrona, Vice President – Phone In

Mical Bovee, Secy./Treas.

Gary Jordan

Dee Lacey

Sandee Menge

Barbara Nicolls

Margie Perez-Sesser

Carlos Sosa

Absent

Fran Coughlin, President

Debbie Arnold

Cheryl Caruso

Chuck Cesena

Carlyn Christianson

Rob Garcia

Steve Martin

Consultants to the Board

Lisa Sperow, Legal Consultant - Absent

Staff

Raechelle Bowlay-Sutton

Jim Famalette

Raye Fleming

Deb Habr

Jason Holyfield

Joan Limov

Grace McIntosh

Caron McNearney

Ellen Pezo

Marci Sperlo

Biz Steinberg

Debra Welch

Sheri Wilson

Guests

Mary Matokvich

Sophia Sosa

1. Call to Order at 5:30 pm by Secretary/Treasurer Mical Bovee.
2. Roll Call – A quorum was present.
3. Reciting of the Promise was led by Margie Perez-Sesser.
4. Public Comment – None.
5. Introductions/Presentation
 - A. Recognition of Amul Soni, Owner Super 8 Motel and Ben Harrington, Manager Furniture Factory - by Robert Ellis, SSVF Program Manager – Unable to attend
 - B. Ron Castle, Executive Director of CHC – Presentation of \$50,000 gift for 40 Prado
Sophia Sosa presented the Board and CAPSLO with a check in the amount of \$50,000 for the new Homeless Service Center.
6. Liaison Reports
 - A. Migrant and Seasonal Head Start
 - Mical handed out the Migrant and Seasonal Head Start information report for the Board to review (attached).
 - Carlos reported there will be a Joint Policy Council Training on June 25 and 26. He encouraged Board members to attend.
 - Biz reported she, Bill, staff and Policy Council parents just returned from attending the Public Policy Forum in Washington DC. They also did Hill visits.
 - B. Head Start/Early Head Start
Mical handed out the Head Start information report for the Board to review (attached).

Margie stated Head Start is dark for June and July.

C. Friends of Prado

Mary reported they are working on a transition plan and hope by September to have in place a new group that will represent fundraising efforts for the new Homeless Services Center that will be comprised of members from Friends of Prado, CAPSLO and the Homeless Foundation.

D. Program/Liaison Updates

Sandee reported AED was well attended. Anticipating a net of \$70,000 from the event.

7. Consent Agenda

- A. Approval of Minutes of Regular Board Meeting of May 19, 2016 - Action
- B. Approval of Minutes of Planning Committee Meeting of May 12, 2016 – Action
- C. Approval of budget revision for Teen Sexual Health Empowerment Program grant awarded by Office of Adolescent Health under the department of Health and Human Services – Action/Ratification
- D. Request permission from the California Department of Education to add a new center for State Child Development's center-based programs to the existing service area in Kern County due to the Migrant and Seasonal Head Start Partnership - Action
- E. Approval to Submit a Renewal contract for 2016-2017 in the amount of \$34,538 with the California Department of Community Services and Development (CSD) Department of Energy Weatherization Assistance Program (DOE WAP) – Action/Resolution
- F. Approval to Submit an Application in the amount of \$7,500 to the Wells Fargo Foundation for the Adult Wellness and Prevention Screening Program - Action
- G. Approval to Submit an Application to the Community Foundation of San Luis Obispo (SLO) County's Opportunity to Thrive Grant for \$10,000 for the Homeless Services Case Management and PAPAS programs for direct assistance funding for clients – Action
- H. Approval of a United Way Monterey County grant to extend services in the Migrant and Seasonal Head Start Valle Verde Center in Greenfield in the amount of \$136,000 from June 30, 2016 to June 30, 2017 – Action
- I. Approval of partnership with San Luis Obispo County Office of Education (SLOCOE) to apply for funding from the California Department of Education (CDE) California State Preschool Program (CSPP) Quality Rating and Improvement System (QRIS) Block Grant to continue the development of a locally implemented QRIS in San Luis Obispo County – Action

Item 7 E is an addition to the agenda.

On a motion by Dee Lacey seconded by Sandee Menge the consent agenda is approved with changes. (MSC Lacey/Menge) All in favor.

8. Chief Executive Officer's Report

- A. Approve Duration and extension of services for Head Start Programs in San Diego County in an amount not to exceed \$1.3 million – Action

Debi reported the Office of Head Start is working towards having all Head Start Programs serve children up to 6 hours a day. They are seeing that 3.5 hours per day for children with school readiness and meeting the needs of parents is not enough time.

If programs are already serving 50% of the children in full day then you are not eligible to apply for Duration Funds. Due to our partnership with the State Program we have 90% of the children in San Luis Obispo in full day programs. These funds will extend the day at three centers in San Diego from 3.5 hours to 6 hours.

On a motion by Dee Lacey seconded by Gary Jordan the above action is approved as presented. (MSC Lacey/Jordan) All in favor.

- B. Approve Budget revision to Early Head Start Partnership Grant #09HP0025/01 for Training/Technical Assistance in the amount of \$215,653 to the fiscal year ending July 31, 2017 – Action

Biz reported we were encouraged to apply for these funds by Region 9.

Debi reported due to the partnership being a new grant and limited time to implement the grant there are funds left over in staffing as well as training and technical assistance, therefore we are requesting to carry over funds to next year for more staff training.

On a motion by Dee Lacey seconded by Carlos Sosa the above action is approved as presented. (MSC Lacey/Sosa) All in favor.

- C. Budget revision to Early Head Start Partnership Grant #09HP0025/01 to the fiscal year ending July 31, 2017 – Action

Debi reported this is from salary savings due to late start up. This will go towards leasehold improvements, replacing equipment and vehicles.

On a motion by Margie Perez-Sesser seconded by Gary Jordan the above action is approved as presented. (MSC Perez-Sesser/Jordan) All in favor.

- D. Approve Head Start/Early Head Start 2015-2016 Self-Assessment and Program Improvement Plan, San Diego County – Action

Debi reported this is a self-assessment to help us prepare for the Federal Review. There were some areas in need of improvement; such as files missing a signature, better hearing test. Most were minor, and none involved the health and safety of the children. Debi reported the backup plan is included in the assessment for the Board to review.

On a motion by Dee Lacey seconded by Margie Perez-Sesser the above action is approved as presented (MSC Lacey/Perez-Sesser) All in favor.

- E. Approve Head Start/Early Head Start 2015-2016 Self-Assessment and Program Improvement Plan, San Luis Obispo County – Action

Debi stated that staff is hard on themselves when doing a self-review. There was one health and safety area in need of improvement which was an expired inhaler, and it was an error on the pharmacy's part, not our staff.

On a motion by Barbara Nicolls seconded by Carlos Sosa the above action is approved as presented (MSC Nicolls/Sosa) All in favor.

- F. Approval to Request for Funding from First 5 San Luis Obispo County – IMPACT to support quality child care in San Luis Obispo County in an amount not to exceed \$1,102,500 – Action

Sheri reported this is a partnership with the LLC, Resource and Referral and the First 5 Commission. We will be able to hire 2 staff, one for the LLC and one for Resource and Referral program.

Raechelle from the Local Child Care Council reported this is part of First Five California's "buy in" towards a Quality Rating and Improvement System (QRIS). This will help to rollout QRIS to private centers and family child care. This was limited to State Preschool programs; the grant will eventually expand to all programs.

On a motion by Dee Lacey seconded by Sandee Menge the above action is approved as presented. (MSC Lacey/Menge) All in favor.

- G. Approval to Request for Funding from the CRT Settlement Fund – Deadweight Loss in an amount not to exceed \$85,000 and the CRT Settlement Fund – Residual in an amount not to exceed \$65,000 for a total of \$150,000 – Action

Sheri reported these funds will help the program to purchase a new database. The \$65,000 would go to Resource and Referral for laptops. There are 4 funding streams and we qualify for 2.

The other grant for \$65,000 would go towards new computers for staff. We are competing with the Universities and government entities, so we are hopeful we can be competitive.

On a motion by Sandee Menge seconded by Gary Jordan the above action is approved as presented. (MSC Menge/Jordan) All in favor.

Biz thanked the Board members for participating in the Pathways Review. We should hear tomorrow if we have achieved the Award of Excellence.

August 26th we will have an All Staff CAPSLO Day at the Madonna Inn Expo. All Board members are welcome and encouraged to attend.

9. Committee Reports

A. Finance Committee

Mical reported they reviewed Early Head Start in SLO, South Monterey and San Diego.

In Head Start the cost per child is \$8,290 and in Early Head Start it is \$12,534 due mainly to the infants and toddlers. San Diego is more per child in Head Start and a bit less for Early Head Start because of the way the programs work; it is much more center-based in SLO versus Home Base in San Diego which reduces the cost.

We currently owe \$424,000 on the line of credit - up \$100,000 from last month.

The credit card report was handed out:

- There were \$158,859 in vendor charges.
- Wells Fargo Credit Charges total 15,118.00 of which:
 - \$1,652. for SLO and San Diego Head Start
 - \$4,366. for Migrant and Seasonal Head Start
 - \$1,417. for EHS Partnership Grant
 - \$1,173. for MSHS Partnership Grant

They discussed all the programs with nothing to report.

Auditors will be coming in a few weeks to begin the annual audit.

They were able to look at a draft of the agency's year end; there is currently a surplus of \$48,502. largely in Health Services.

There continues to be a small loss in Energy.

In September the Finance Committee meeting and Board meeting dates may be changed.

President's Report

B. Update

Mical reported there was a good training before the meeting today. Mical went over the Performance Management Scorecard. There is a folder with the training information for all Board members including those not able to attend. Mical encouraged the Board to review the information.

Before the Board meeting in August there will be Advocacy training beginning at 3:00 pm.

C. Board Discussion

Margie thanked Grace and Bryn for helping her to host the 40 Prado outreach event held at her home. Two people approached Margie to have Grace come to speak at their events.

Grace reported part of the outreach efforts is reaching out to the faith-based community. We had a month long outreach at Mountainbrook Church. The first Sunday in June Grace was "interviewed" at both services. Mountainbrook held two special offerings for 40 Prado. They announced they raised \$44,000, today they emailed us to say they raised the donation to \$50,000.

We have exceeded the anonymous matching donation.

There is no meeting in July.

Adjournment at 6:30 pm.

BOARD OF DIRECTORS MEETING
JUNE 2016
MSHS REPORT SUMMARY

PERSONNEL REPORT

4 new hire(s)
2 termination(s)

ENROLLMENT REPORT

Base Grant

Funded Enrollment: 1,627
Cumulative Enrollment (since 9/1/15): 1,326
Current Enrollment: 1,261

MSEHS-Child Care Partnership Grant

Funded Enrollment: 348
Cumulative Enrollment (since 3/1/15): 340
Current Enrollment: 236

Current Disabilities Enrollment

27 children

**ATTENDANCE AND MEAL COUNTS
FOR THE MONTH OF MAY**

Migrant and Seasonal Head Start

620 children
10,648 breakfasts
10,641 lunches
9,706 snacks

MSEHS-Child Care Partnership

31 children
330 breakfasts
327 lunches
301 snacks

HS/EHS PERSONNEL REPORT

Kern County

0 New Hires
0 New Substitutes
0 Terminations

San Luis Obispo County

3 New Hires
0 New Substitutes
0 Terminations

San Diego County

0 New Hire
0 New Substitute
0 Terminations

HS/EHS ENROLLMENT REPORT

San Luis Obispo County

Head Start:

As of May 31, 2016 the Head Start enrollment was 265, with 4 enrollment opportunities and 118 open slots available for less than 60 days (due to center closures for the summer months).

Early Head Start:

As of May 31, 2016 the Early Head Start enrollment was 246 with 8 enrollment opportunities available less than 30 days for total enrollment of 254.

Early Head Start Child Care Partnership:

As of May 31, 2016 the Early Head Start Child Care Partnership program enrollment was 164 overenrolled by 3 not to exceed licensing capacities.

San Diego County

Head Start

As of May 31, 2016 San Diego Head Start enrollment was 173 with 4 enrollment opportunities available less than 30 days with 181 slots empty due to various center summer closures for a total enrollment of 358.

Early Head Start

As of May 31, 2016 San Diego Early Head Start enrollment was 64, fully enrolled.

HS/EHS DISABILITIES REPORT

San Luis Obispo County

As of May 31, 2016, we are currently serving 55 children in HS with IEPs and 13 additional children in the referral process. In EHS there are 42 children with an IFSP and 12 children in the referral process. The Head Start Performance Standards mandate that we reserve 10% of our funded enrollment for children with disabilities.

San Diego County

As of May 31, 2016, we are currently serving 41 children in HS with IEPs and there are an additional 8 children in the referral process. In EHS we are currently serving 6 children with an IFSP and an additional 4 children in the referral process. The Head Start Performance Standards mandate that we reserve 10% of our funded enrollment for children with disabilities.

San Luis Obispo / Kern / San Diego Counties

As of May 31, 2016, we are currently serving 11 children with IFSPs in EHS Partnership and there are an additional 2 children in the referral process. The Head Start Performance Standards mandate that we reserve 10% of our funded enrollment for children with disabilities.

HS/EHS AVERAGE DAILY ATTENDANCE AND MEAL COUNTS

San Luis Obispo County

HS Average Daily Attendance for the Month of May, 2016 was 277 out of 350. HS children received the following number of meals:

4,329 – breakfast	5,126 – lunch	3,039 – snack
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Regional EHS Center Based Average Daily Attendance for the month of May, 2016 was 48 out of 59. Regional EHS children received the following number of meals:

802 – breakfast	846 – lunch	632 – snack
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EHS Partnership Average Daily Attendance for the month of May, 2016 was 68 out of 77. EHS Partnership children received the following number of meals:

1,186 – breakfast	1,202 – lunch	1,038 – snack
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San Diego County

HS Average Daily Attendance for the Month of May, 2016 was 195 out of 249 children. HS children received the following number of meals:

2,195 – breakfast	3,005 – lunch	7 1,749 – snack
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COMMUNITY ACTION PARTNERSHIP OF
 SAN LUIS OBISPO COUNTY, INC.
 Finance Committee Meeting
 June 15, 2016
 11:30 a.m. – 1:00 p.m.
 CAPSLO Board Room
 1030 Southwood Drive, San Luis Obispo, CA 93401

Members Present:
 Mical Bovee, Chair
 Margie Perez-Sesser

Staff Present:
 Joan Limov, C.F.O
 Jim Famalette, C.O.O.
 Debi Welch, HS, EHS Director
 Andrew White, Accounting Director
 Jason Holyfield, Program Accountant
 Shantessy Kaye, Accountant
 Patty Czack, Accountant
 Sheila Sanders, Recording Secretary

Mical called the meeting to order at 11:45 and called for the Head Start Review.

Debra Welch was then introduced as the Director of Head Start/EHS Programs in San Luis Obispo & San Diego Counties and was present for the review of her programs.

Shantessy Kaye, Accountant, distributed the packets and began the review.

Regional Head Start (HS)/Early Head Start (EHS), San Luis Obispo & Southern Monterey

The Accountant, Shantessy opened the review by showing the map with HS locations. Shantessy then went over the Revenue and Expense chart. The next chart showed expenditures by category. She reported the cost per child in Head Start as \$8,187 per year and Early Head Start as \$12,232 per child. The next chart set out the required 20% Community Support (In-kind) and she pointed out that we raised \$41,615 additional In-kind for the year ending 3/31/2016. The next diagram “Behind the Numbers” showed that a total of 842 children were served; 164 employees including administrative and instructional staff was required to serve the program; FCC Program had 8 providers serving 6 cities; 147,434 meals were served at 14 centers; we partnered with 4 community organizations to help children with disabilities; \$1,639,595 was raised by non-federal share (community support); 760 families received services. We served all the required number of children as per our grant and earned the required in-kind.

The Financial Statements accompanied the charts:

Revenue – HS	\$	3,208,347
Revenue – EHS		3,183,576
HS & EHS In-Kind		1,639,595
San Luis Obispo County First Five		<u>80,750</u>
	100% \$	<u>8,112,268</u>

EXPENDITURES

Salaries and Benefits	\$ 4,630,570
In-Kind Contributions	1,639,595
Facility & Equipment Repairs & Maintenance	165,253
Rent, Utilities, Transportation, Insurance	534,381
Supplies	356,285
Provider Payments	181,817
Training	89,128
Out of County Travel	37,173
Indirect	478,066
	<u>\$ 8,112,268</u>

San Diego County – Poway, Ramona and Borrego Springs

Patty Czack, the program accountant, distributed the packets and turned to the first summary of revenue vs. expenses. Total grant award was \$5,139,428 which includes In-Kind totaling \$736,204.

REVENUES

HHS Funds	\$ 4,074,865
State Child Care Collaborations	223,614
SD Co Office of Education	104,745
Revenue In-Kind	736,204
Total Revenue	<u>\$ 5,139,428</u>

EXPENDITURES

Salaries & Benefits	\$ 2,907,135
Out of County Travel	36,114
Transportation Ins. & other	81,233
Training & Consultants	105,624
Supplies	378,830
Collaborative Center Payments	827,942
Capital Purchases & Improvements	97,933
Facility & Equip Repairs & Maintenance	411,500
Indirect	293,117
Total Expenditures	<u>\$ 5,139,428</u>

516 children were served and CAPSLO operated 4 centers and collaborated with Poway USD and with Borrego Springs Children’s Center. 84,202 meals were served at the 4 CAPSLO centers in Poway and Ramona. CAPSLO employs 75 employees at the centers and Administrative Office in Poway. There are 6 home based teachers in 2 cities. The cost per child for Head Start students is \$9,563 and the cost per child for Early Head Start is \$9,509.

Patty then went over the Expenditures by Category. Discussion was held about the salary differences between San Diego, a high cost area and other counties we serve. Patty also explained how important the State Collaborative is to the program. She then reported that \$1,064,583 in-kind contributions was raised of which approximately 20% was State Collaborations.

Debi Welch then shared her letter from Jan Len of Region 9 after her visit about how exemplary our program is.

Patty continued with a map showing where all the centers are located.

Mical thanked everyone for their hard work and then program staff left the meeting.

Mical then went back to the top of the agenda

Finance Update:

Annual Independent Audit begins on June 27th. Auditors have requested that they meet for an Audit Exit on Thursday, September 22nd.

We currently owe \$424,000 balance of our Line of Credit.

It was then decided for the meeting in September, that the Audit Committee will meet with the auditors on Thursday, September 22nd from 3:00 p.m. – 3:30 p.m. The Finance Committee will review Health Services from 3:30 p.m.-4:00 p.m.; and the Audit Exit with the Audit Committee, the Finance Committee and the Auditors will be from 4:00 p.m. – 5:00 p.m. The regular Board of Directors Meeting will follow at 5:00 p.m.

Joan gave Mical the credit card charges to review. (See attached).

Wells Fargo Visa was \$15,118: \$1,652 was charged by HS/EHS; \$4,366 was charged by MSHS; \$1,417 was charged by the EHS Partnership and \$1,173 was charged by the MSHS Partnerships for a total of \$8,608. Other charges with all other accounts are \$158,859.93.

Program Financial Status Update (See attached).

Joan reviewed the agency wide combined balance sheet and then the Revenue and Expense by Program as well as the Program Finance Update.

Meeting adjourned at 1:10 p.m.

Respectfully submitted,

Sheila Sanders,
Recording Secretary

Community Action Partnership of San Luis Obispo County
Agency Wide Combined Balance Sheet
As of March 31, 2016

	<u>3/31/2016</u>	<u>3/31/2015</u>	<u>3/31/2014</u>
ASSETS			
CURRENT ASSETS			
Cash	\$ 1,446,015	\$ 176,314	\$ (853,873)
Grants and accounts receivable	5,133,261	6,017,565	6,081,908
Inventory	94,086	76,525	81,526
Prepaid Expenses	173,854	174,991	226,842
TOTAL CURRENT ASSETS	<u>6,847,216</u>	<u>6,445,395</u>	<u>5,536,403</u>
PROPERTY AND EQUIPMENT	10,384,621	10,213,667	8,871,402
DEPOSITS	64,349	51,644	45,569
TOTAL ASSETS	<u>\$ 17,296,186</u>	<u>\$ 16,710,706</u>	<u>\$ 14,453,375</u>
LIABILITIES & NET ASSETS			
CURRENT LIABILITIES			
Accounts Payable and Accrued Expenses	\$ 3,579,926	\$ 3,807,299	\$ 3,404,234
Line of Credit	324,000	318,000	250,000
Deferred Income	2,292,187	1,714,497	1,393,207
TOTAL CURRENT LIABILITIES	<u>6,196,113</u>	<u>5,839,795</u>	<u>5,047,440</u>
NOTES PAYABLE	1,045,266	1,100,103	798,631
NET ASSETS	10,054,807	9,770,808	8,607,303
TOTAL LIABILITIES AND NET ASSETS	<u>\$ 17,296,186</u>	<u>\$ 16,710,706</u>	<u>\$ 14,453,375</u>
BEGINNING BALANCE	\$ 10,006,305	\$ 9,748,991	\$ 8,558,381
NET SURPLUS/(DEFICIT)	48,502	21,817	48,922
ENDING FUND BALANCE	<u>\$ 10,061,807</u>	<u>\$ 9,770,808</u>	<u>\$ 8,607,303</u>

Current Ratio = 1.11

Community Action Partnership of San Luis Obispo County

REVENUE BY PROGRAM

FOR THE YEAR ENDED MARCH 31, 2016

Preliminary report subject to change

REVENUE	General Fund	CSBG & Admin	Head Start & Early Head Start	Migrant and Seasonal Head Start	State Child Development	CCRC AP and R & R	Child Care Food Programs	Health & Prevention Services	Housing Sheltering & Veterans	Energy Conserv. Services	Family Support Services	TOTAL	
Federal Revenue	\$ -	\$ 270,507	\$ 13,018,805	\$ 28,456,378	\$ -	\$ -	\$ 2,342,296	\$ 737,791	\$ 15,000	\$ 1,205,335	\$ 50,255	\$ 46,096,367	64%
Federal Revenue Vets Admin	-	-	-	-	-	-	-	-	1,007,324	-	22,480	1,029,804	1.4%
F PACT/MCal Revenue	-	-	-	-	-	-	-	1,178,849	-	-	-	1,178,849	1.6%
City Income	-	-	-	-	-	-	-	10,638	207,258	27,195	-	245,091	0.3%
County Income	-	-	192,942	30,697	66,577	1,845,072	23,973	147,503	1,406,060	-	861,102	4,573,927	6.4%
State Income	-	-	-	-	6,037,299	6,008,092	-	114,632	-	-	-	12,160,023	17%
Interest Income	89	-	-	-	3,696	3,860	-	63	416	-	-	8,124	0.0%
Participant Support	-	-	-	-	120,974	212,952	-	20,059	29,000	125	101,008	484,118	0.7%
Foundation Income	9,882	-	-	-	-	2,542	-	145,483	3,500	-	25,236	186,643	0.3%
Private Corporate Revenue (1)	26,977	-	-	-	-	1,498	-	214,060	31,500	1,566,552	14,237	1,854,825	2.6%
Other Income	19,370	-	-	-	-	370	-	-	2,432	4,528	-	26,700	0.0%
Intercompany Income	-	-	-	-	-	-	-	3,138	-	-	-	3,138	0.0%
Donations (2)	24,262	-	-	-	-	5,113	-	23,202	20,547	2,232	4,847	80,203	0.1%
Fundraising	-	-	-	-	-	22	-	51,135	171,884	-	30,281	253,322	0.4%
Program Support	(3,050)	-	-	3,050	-	(5)	5	-	-	-	-	-	0.0%
Fundraising Other	-	-	-	-	-	-	-	11,221	-	-	-	11,221	0.0%
Indirect Revenue (3)	-	4,600,258	-	-	-	-	-	-	-	-	-	4,600,258	6.4%
Eliminate Indirect (3)	-	(4,600,258)	-	-	-	-	-	-	-	-	-	(4,600,258)	-6.4%
Community Fundraising	-	-	-	-	-	-	-	-	221,868	-	-	221,868	0.3%
Bequeaths	-	-	-	-	-	-	-	-	34,443	-	-	34,443	0.0%
Revenue In-Kind	-	-	1,700,311	1,155,236	-	15,483	-	660	623,506	53,271	25,105	3,573,572	5.0%
TOTAL REVENUE	\$ 77,530	\$ 270,507	\$ 14,912,058	\$ 29,645,360	\$ 6,228,547	\$ 8,094,998	\$ 2,366,274	\$ 2,658,436	\$ 3,774,738	\$ 2,859,239	\$ 1,134,552	\$ 72,022,240	100%

(4)

(5)

(6)

(7)

(1) Private Revenue, General Fund includes \$18,012 in Wellness funds from Anthem Blue Cross. Additionally, \$17,802 is deferred for future use and \$50,000 is deferred for Technology use.

(2) Total funds on hand and deferred at March 2016 (on Bal sheet) for use in the development of the new Homeless Service Center are \$361,421.

(3) Indirect Revenue at 8% is eliminated as it is also shown in the Revenue and expense of each program. See indirect expense line item on next page.

(4) State Child Development continues to underearn it's Contracts in the current year. Program Staff are addressing plans to more efficiently earn their contracts and increase services to families. Program has until June 30th to earn their contracts.

(5) Food Program shows a 4% decrease in revenue from 2015 due to lower enrollment; food program services to FCC homes in outlying counties is done by other Agencies.

(6) Housing, Shelter & Veterans Services have actually grown since 2015 due to SSVF program. Costs for Homeless Service Center of \$891,316 in prior year distorts the comparison.

(7) Energy's operating loss is down from 1.% of revenue to .33%, an improvement over last year. The program is being monitored monthly.

Overall - Increase of \$4 million in spending (6%) is primarily due to Early Head Start Partnerships, Health Services and CCRC Alternative Payment Programs.

Community Action Partnership of San Luis Obispo County

EXPENDITURES BY PROGRAM

FOR THE YEAR ENDED MARCH 31, 2016

Preliminary report subject to change

EXPENSES	General Fund	CSBG & Admin	Head Start & Early Head Start	Migrant and Seasonal Head Start	State Child Development	CCRC AP and R & R	Child Care Food Programs	Health & Prevention Services	Housing Sheltering & Veterans	Energy Conserv. Services	Family Support Services	TOTAL	
Personnel Costs	\$ 4,307	\$ 2,732,338	\$ 6,047,206	\$ 10,254,228	\$ 3,066,577	\$ 994,462	\$ 178,088	\$ 1,183,399	\$ 1,134,148	\$ 1,142,081	\$ 584,417	\$ 27,321,252	38%
Employee Benefits	2,550	836,558	2,561,997	4,417,560	1,320,932	316,543	67,909	385,882	456,350	494,190	233,798	11,094,269	15%
Volunteer Services In-Kind	-	-	655,468	688,571	-	14,577	-	-	368,460	-	10,496	1,737,572	2.4%
Service Provider Payments	25	-	621,216	3,167,478	357,210	5,901,371	893,209	21,414	819,008	20,711	51,307	11,852,948	16%
Consultants, Legal and Audit	-	299,148	137,224	194,713	75,720	350	-	73,997	8,169	7,954	14,055	811,331	1.1%
Contractors In-Kind	-	-	734,139	69,358	-	-	-	-	204,171	53,177	-	1,060,846	1.5%
Medical Expenses	-	-	15,712	40,870	7,556	-	-	297,891	-	-	-	362,029	0.5%
Materials and Supplies	6,449	231,301	1,085,577	1,385,176	453,197	69,153	1,036,715	169,599	98,116	706,460	43,821	5,285,565	7.3%
Travel and Transportation	-	84,735	240,110	639,523	46,041	12,767	16,898	56,848	70,539	101,578	22,886	1,291,926	1.8%
Repairs and Maintenance	11,518	87,856	322,760	480,234	125,560	18,680	21,241	39,898	30,022	14,604	5,493	1,157,866	1.6%
Training and Seminars	-	67,196	71,926	100,715	7,572	9,326	4,341	24,329	5,679	1,045	1,875	294,004	0.4%
Rent	-	167,801	476,293	590,507	162,329	87,369	21,223	31,469	33,549	34,035	30,107	1,634,681	2.3%
Space In-Kind	-	-	217,997	300,008	-	-	-	660	-	-	12,798	531,463	0.7%
Utilities and Telephone	-	46,692	150,990	339,639	94,922	30,271	6,236	34,146	49,203	14,466	12,993	779,560	1.1%
Insurance	-	81,858	97,159	202,492	14,616	7,108	3,720	23,503	14,851	8,626	7,513	461,447	0.6%
Postage and Printing	5,743	39,040	29,289	53,833	11,504	22,505	6,388	8,489	2,190	12,758	2,489	194,228	0.3%
Capital Purchases	8,965	34,769	345,768	328,932	7,543	-	-	-	186,202	-	14,237	926,416	1.3%
Human Resources Support	12,830	140,079	33,240	95,579	11,334	11,092	418	6,834	4,355	3,768	1,355	320,884	0.4%
Parent Involvement	151	-	20,979	81,750	4,511	-	-	-	-	-	-	107,391	0.1%
Other Expenses	295	7,362	1,265	1,304	608	232	994	20,823	18,891	36,483	1,974	90,230	0.1%
Other In-Kind	-	-	92,707	97,298	-	906	-	-	50,875	94	1,812	243,691	0.3%
Depreciation Expense	3,067	-	-	-	-	-	-	33,478	-	5,043	-	41,588	0.1%
Interest Expense	5,139	-	-	-	-	-	-	10,060	1,521	3,887	-	20,607	0.0%
Delegate Agency Services	-	-	-	4,351,944	-	-	-	-	-	-	-	4,351,944	6.0%
Indirect Expense (3)	3,513	(4,586,226)	953,035	1,763,648	460,815	598,499	108,894	190,342	218,439	207,915	81,126	-	
TOTAL EXPENSES	\$ 64,552	\$ 270,507	\$ 14,912,058	\$ 29,645,360	\$ 6,228,547	\$ 8,095,211	\$ 2,366,274	\$ 2,613,062	\$ 3,774,738	\$ 2,868,876	\$ 1,134,552	\$ 71,973,738	100%
	0.1%	0.4%	21%	41%	9%	11%	3%	4%	5%	4%	2%	100%	
CHANGE IN NET ASSETS	\$ 12,978	\$ -	\$ -	\$ -	\$ -	\$ (213)	\$ -	\$ 45,374	\$ -	\$ (9,637)	\$ -	\$ 48,502	

TOTAL EXPENSES 3/31/15	66,881	310,058	13,051,538	27,471,308	6,708,753	7,557,323	2,455,456	2,193,151	4,113,918	2,986,548	1,013,760	\$ 67,928,694	
Net Incr (decr) in YTD Expense	\$ (2,329)	\$ (39,551)	\$ 1,860,520	\$ 2,174,052	\$ (480,206)	\$ 537,888	\$ (89,182)	\$ 419,911	\$ (339,180)	\$ (117,672)	\$ 120,792	\$ 4,045,044	
	-3.5%	-13%	14%	7.9%	-7%	7%	-4%	19%	-8% (6)	-4%	12%	6%	



COMMUNITY ACTION PARTNERSHIP OF SLO CO. INC.
Finance Committee Meeting - June 15, 2016

Program Financial Status at April 30, 2016

	<u>PROGRAM</u> <u>BUDGET</u>	<u>YTD</u> <u>EXPENDED at</u> <u>4/30/16</u>	
<u>Northern San Diego Head Start/EHS</u> - Fully spent at 3/31/16 FYE. Detail review of year end is part of the Committee's June Agenda.	\$ 4,074,865	\$ 316,939	8%
Only 1 mo into FYE 17, programs will be furloughed in May & June.	Inkind \$ 1,018,717	\$ 92,610	9%
 <u>SLO Head Start/Early Head Start is</u> fully spent at 3/31/16 FYE. Detail review of YE is part of the Committee's June Agenda.			
Only 1 mo into FYE 17, programs will be furloughed in May & June.			
	<u>Regional HS/EHS Program 3/31/17 FYE</u> \$ 6,391,923	\$ 524,401	8%
	Inkind \$ 1,597,981	\$ 126,060	8%
Partnership Spending is <u>significantly under</u> , this is an 18 month budget. We are waiting on a budget revision approval for \$235k to fund special projects. <u>Concerned</u>			
<u>EHS Partnerships and Expansion Program 7/31 FYE (additional funds pending)</u>	\$ 4,881,173	\$ 2,901,080	59%
We are concerned about inkind and have a significant amount of funds left to expend by July 31, 2016.	Inkind \$ 1,137,092	\$ 603,802	53%
 <u>State Child Care Programs</u> - We <u>under-earning</u> in all of our State CDE Contracts. The program has plans to correct the low earnings through outreach and enrollment. In State Preschool, EHS CCP/General Child Care braided centers Cambria, Cuesta, High Street, Strive and FCC are all under enrolled. Program has opened an additional classroom at Paso Robles and will move forward with serving five preschool centers in June at Full day.	\$ 6,740,890	\$ 5,133,606	76%
	<u>Fees Paid by Families for Child Care</u> \$ 149,000	\$ 94,569	63%
 <u>Migrant Seasonal Head Start (MSHS)</u> Start up is complete and all centers are now open serving families. We are still awaiting approval of a pending budget revision. Budgets for 2017 year were submitted to ACF 5/30/16 . We are estimating slight underspending of approx. \$160,000 in this contract. 1 class at El Jardin is closed due to no staffing and a toddler class at Buena Vista is closed because there are not enough toddlers.			
	<u>Migrant Seasonal HS/EHS Program YE 8/31</u> \$ 25,983,080	\$ 12,577,837	48%
	Inkind \$ 1,659,541	\$ 810,654	49%
In month 14 of 18, Partnership Spending is significantly under budget; enrollment continues to be low in FCC homes, especially in Santa Barbara and Orange Co.			
	<u>Migrant EHS Partnerships and Expansion Program 18 mo. FY 8/31</u> \$ 8,661,967	\$ 3,543,245	41%
	Inkind \$ 552,891	\$ 482,269	87%
 <u>CCRC</u> - Alternative Payment Programs were augmented with additional funds and are now expected to be underspent. Resource and referral is expected to be fully spent.	\$ 8,575,873	\$ 6,685,328	78%
	<u>Fees Paid by Families for Child Care</u> \$ 196,000	\$ 185,004	94%
 <u>Health Services Programs</u> - Health programs are showing a surplus at 4/30 of approx. \$40,000, attributable to Health Clinics surplus and fundraising. OAH Grant, in year 1 of 5, is significantly underspent, approx \$250,000, due to delays in hiring of staff. Programs ideas for expending are being explored.	\$ 3,212,325	\$ 2,024,543	63%

Community Action Partnership of San Luis Obispo County, Inc.
Finance Committee Review June 15, 2016, Program Financial Status
P. 2

	<u>PROGRAM</u> <u>BUDGET</u>	<u>YTD</u> <u>EXPENDED at</u> <u>4/30/16</u>	
Program Financial Status at April 30, 2016 (<i>cont'd</i>)			
<u>Food Programs</u> 9/30 FYE Center Based and Provider Homes. The CCRC Food Program is underspent by about \$2,000 and the Center Based Food Program in month 7 is on track. CCRC recruited 9 new homes for the program. The CDE Audits and Investigations Division will be reviewing our Center Based Food Program in May and July 2016.	\$ 2,411,500	\$ 1,109,563	46%
<u>Energy & Weatherization</u> In month 4 of operations, we are estimating a shortfall of approximately \$30,000, no change since January report. Planning Committee is reviewing Energy program in April.	\$ 2,912,652	\$ 904,111	31%
<u>CSBG</u> - The Community Services Block Grant for \$279,032 with a YE of 12/31/16 is in month 4 of providing support to programs across the board at CAPSLO. CSBG was desk audited by State of California in April, there were no concerns noted. We have received an increase of \$17,000 in CSBG for th YE 12/31/16.	\$ 296,032	\$ 64,179	22%
<u>Adult Day Care Program</u> - In month 10 of the budget for FYE June 2016, spending is within budget. VA funding continues to be a challenge. Budget is balanced and on track.	\$ 246,343	\$ 158,656	64%
<u>Homeless, Case Mgt and Veterans Services</u> -Homeless donations/fundraising YTD in month 10 of the year are \$118,488. Overall there is still a concern with a gap in funding with a significant reduction in Case Management funds for South County and a potential loss of ESG funds in the 17/18 FYE. We transferred Perm Housing contract from our management to TMHA to oversee effective April 1, 2016.	\$ 2,776,130	\$ 1,395,035	50%
<u>Family Support Services</u> - In month 10, programs are on track. The Fatherhood Grant was cut \$75,000 in yr 1 due to a late start. The contract was signed with Encompass Health and "Papas" is now in startup phase.	\$ 868,328	\$ 716,893	83%
TOTAL BUDGET & EXENDITURES (<i>various FYEs</i>)	<u>\$ 84,344,303</u>	<u>\$ 40,450,383</u>	48%

Community Action Partnership of San Luis Obispo Co. Inc.
Summary of Independent Audits, Monitorings and Reviews

May 4-8th, 2015	StCA Community Services and Development - Energy Contracts Monitoring
June 29th	Agency-Wide Annual Independent Audit commences for FYE 3/31/15
August 2015	CACFP USDA Food Program Monitoring- Conducted by Calif Dept of Education
Sept 1, 2015	Fiscal & ERSEA MSHS - EHS Baseline Partnership Monitoring Interview
Sept 10, 2015	Fiscal & ERSEA Regional EHS - EHS Baseline Partnership Monitoring Interview
Sept. 14-21 2015	Independent Audit of California Dept of Education Contracts - Brown Armstrong CPAs
October 15, 2015	CAPSLO 403B Plan Audit issued as well as Form 5500, annual return.
October 27-29, 2015	On-site Monitoring and review of the Community Services Block Grant (CSBG). Stephanie Upchurch, Program Analyst, will be visiting CAPSLO to monitor this vital source of funding Administered by the State of Ca., Dept of Community Services and Development.
October 28-30, 2015	CAPSLO finance team along with HR monitored Madera Community Action Partnership, who is our delegate in the operation of the Migrant Head Start Program in Fresno. Earlier in the month Program staff conducted their monitoring of the Fresno operations.
November 16, 2015	June 2015 FYE Annual Audit of California Department of Education Contracts issued. Report mailed to State of California, CDE Audit Division.
Dec. 14-18, 2015	On-Site OHS Monitoring conducted of San Diego Head Start Program; Comprehensive and School Readiness Services are being monitored.
February 10, 2016	Required Federal monitoring of "Supportive Services for Veterans and their Families" (SSVF) program - On-Site Visit
Mar 28-April 8, 2016	Brown Armstrong CPAs, internal control and systems testing, eligibility and program compliance; IT systems review
March 28-April 1st	Desk Audit for 2015 Community Services Block Grant (CSBG), Lawrence Jackson
April 11 - 14, 2016	County of SLO, Internal Audit Division, Audit of Mental Health Service Act funds, Child care resource Connection and Family Support Services.
May 2016	State of California, Audits and Investigations Division, Review of Center Based Food Program, Program monitoring only
June 27 - July 15th	Brown Armstrong CPAs, March 31, 2016 Agency-wide A-133 Audit
July 11, 2016	State of California, Audits and Investigations Division, Review of Center Based Food Program, Financial monitoring only
July 11, 2016	California Family Health Council (CFHC) monitoring of \$130,000 award for 2016.



COMMUNITY ACTION PARTNERSHIP OF SLO CO. INC.
Finance Committee Meeting - June 15, 2016

Program Financial Status at April 30, 2016

	<u>PROGRAM</u>	<u>YTD</u>	
	<u>BUDGET</u>	<u>EXPENDED at</u>	
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Community Action Partnership of San Luis Obispo County, Inc.
Finance Committee Review June 15, 2016, Program Financial Status
P. 2

	<u>PROGRAM</u> <u>BUDGET</u>	<u>YTD</u> <u>EXPENDED at</u> <u>4/30/16</u>	
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TOTAL BUDGET & EXENDITURES (<i>various FYEs</i>)	<u>\$ 84,344,303</u>	<u>\$ 40,559,516</u>	48%

**Community Action Partnership
of
San Luis Obispo County, Inc.**

Executive Committee Meeting Minutes
July 28, 2016

Members of the Board

Fran Coughlin, President

Santos Arrona, Vice President – Phone In

Mical Bovee, Secy./Treas.

Carlyn Christianson

Carlos Sosa

Staff

Bill Castellanos

Jim Famalette

Joan Limov

Grace McIntosh

Caron McNearney

Ellen Pezo

Marci Sperlo

Biz Steinberg

Debi Welch

Andrew White

1. Call to Order at 12:05 pm
2. Roll Call - a quorum was present
3. Chief Executive Officer's Report

A. Non-Federal Share Waiver request for Early Head Start-Child Care (EHS-CC) Partnership Grant #09HP0025 program year 2015-2016 – Action

Debi reported this is for the Partnership Grant. There was 18 months to start up this grant and we are working with new partnerships and with FCC Providers bringing their homes up to standard so we can serve the children in their homes. This resulted in not earning all of the in-kind. Not all projects are complete and vendors will be giving the program 20% in-kind when they are completed.

Region 9 suggested CAPSLO request this waiver in case In-Kind requirement is not met.

On a motion by Carlyn Christianson seconded by Carlos Sosa the above action is approved as presented. (MSC Christianson/Sosa) All in favor.

B. Request disabilities waiver request for Early Head Start - Child Care (EHS-CC) Partnership Grant #09HP0025 for program year 2015-2016 – Action

An updated board action was handed out to include the following sentence “We have also devised a plan to increase the enrollment of children with disabilities from 6% to reach the 10% level in the future. “

Due to the delay in startup, we have not been operating for a full year. We have a history in the program of exceeding this requirement. To ensure we meet this requirement we are requesting a waiver.

On a motion by Carlyn Christianson seconded by Mical Bovee the above action is approved as presented. (MSC Christianson/Bovee) All in favor.

C. Approval of a waiver for a reduction in the non-federal share requirement for the Migrant and Seasonal Head Start Grant #90CM9821 for the contract year of September 1, 2015 to August 31, 2016 – Action

Bill reported we are asking for a reduction in the non-federal share requirement. We have a waiver of 6% but now based on what we are projecting we may not meet the 6%. We are requesting a ½% waiver. A plan is in place to help meet this requirement, but it is too early to say if we will meet or exceed the 6%. To be safe we are requesting the waiver.

Carlos reported this went to the PC and they requested clarification on the difference between the 6% and 5.5%. They asked what they can do to increase the In-Kind to meet the requirement. Parents are trained on In-Kind at the beginning of the year.

Biz reported we currently have permission to meet 6%. The government has been very supportive in allowing a lower amount of In-Kind. The programs braided with State programs are automatic In-Kind from State.

Next year we are partnering with San Juaquin preschool which should generate in-kind.

On a motion by Carlyn Christianson seconded by Carlos Sosa the above action is approved as presented. (MSC Christianson/Sosa) All in favor.

- D. Migrant and Seasonal Head Start (MSHS) Grant #90CM9821-01 budget revision for \$537,585 for contract year 2015-2016 – Action

Bill reported we are asking for a budget revision of the current budget. In May the Board approved a revision of \$235,585. The \$302,000 will be used for extension of services for the Delegate. They are asking for Saturday care. The delegate has a shorter season. We are underspent in rent, payroll and fringe. This is a onetime only request.

Carlos reported the Policy Council asked for clarification as to where the funds were going and why the delegate was receiving it.

On a motion by Carlyn Christianson seconded by Mical Bovee the above action is approved as presented. (MSC Christianson/Bovee) All in favor.

- E. Approval to submit a new application requesting \$229,554 to SLO County for 2017-2018 Continuum of Care (CoC) Program Competition funding for Homeless Services Case Management – Action

Grace reported every year we apply to the CoC to fund Homeless Services Case Management in a couple of locations, today we are looking at case managers in SLO City.

HUD over the last few years has been moving to a Housing-First model looking to fund permanent supportive housing projects. This past year we had a significant decrease in South County Case Management program where HUD eliminated funding nationwide which resulted in us losing approximately 2/3 of the funding. We were able to receive some funding from the SLO Community Foundation, but we still went down by 50%, from 3 full case managers equivalents in South County to currently 1.5.

We will apply for CAPSLO Homeless Services Case Management under the Coordinated Entry program component in collaboration with Echo in Atascadero and newly added 5 Cities Homeless Coalition. This program will staff two case managers housed at the Prado Day Center and Maxine Lewis Memorial Shelter.

We will add Five Cities to the list of entities we will subcontract with.

On a motion by Carlyn Christianson seconded by Mical Bovee the above action is approved with corrections to include 5 Cities. (MSC Christianson/Bovee) All in favor.

- F. Board approval for CAPSLO to assume administration of the SLO County Emergency Food and Shelter Program (EFSP) for SLO County – Action

We have always had staff sitting on the EFSP Board that recommends funding for different programs in need. The United Way Board of Directors has decided to focus the energies of the organization on “root cause” activities, and therefore is seeking to transfer administrative duties to another social service organization – ideally an agency currently on the Local Board.

United Way approached us to take this over. These funds are allocated through FEMA based on the poverty rate. Funds can be anywhere from \$110,000 to 140,000. These funds provide support for emergency food and shelter. It is a collaborative process. There is a 2% fee amount allocated for administering the funds. There is no conflict of interest as most people on the Board are from agencies that receive these funds. The Board decides where the funds go. We will not be the fiscal agent. This will help with CAPSLO’s indirect. Grace as the chair would convene meetings, etc.

On a motion by Carlyn Christianson seconded by Carlos Sosa the above action is approved as presented (MSC Christianson/Sosa) All in favor.

- G. White House Initiative on Educational Excellence in Hispanics – Fresno – August 11-12

Biz reported although we don’t have a lot of information, this is a two-day activity in August.

Bill reported the White House Initiative is having 3 meetings. This is to support and have conversations with growers and to discuss how to help Hispanic children transition into school. The White house will send out the invitation. Bill handed out the agenda from the Oregon event. This gives the board a rough idea of what the event will entail.

Carlos and Fran were asked to attend.

- H. Other

Grace reported Fran did training for Homeless Staff and she did an incredible job. Thank you Fran!

- 4. Adjournment at 1:00 pm

BOARD ACTION REQUIRED

July 7, 2016

ITEM: CSD Targeted Initiative contract for funding in the amount of \$17,000 from the California Department of Community Services and Development (CSD) for discretionary funds from the Community Service Block Grant (CSBG) Targeted Initiative for the Maxine Lewis Memorial Shelter.

ACTION REQUIRED: Board approval to use Targeted Initiative funding to pay for salary and fringe benefits for a Shelter Worker at the Maxine Lewis Memorial Shelter and 8% agency indirect.

SUMMARY NARRATIVE:

The State of California Department of Community Services and Development (CSD) will provide 2016 Community Services Block Grant (CSBG) discretionary funds for Targeted Initiatives in the amount of \$17,000 to all members of its contractor network. Funds may be used for 1) training and technical assistance that enable agencies to build capacity and operate more efficiently to meet Organizational Standards, 2) support programs that focus on serving homeless, or 3) to support programs, service and outreach that help eligible individuals and families access the Earned Income Tax Credit.

The CAPSLO Executive Leadership Team met to discuss the top agency needs that aligned with the CSD Targeted Initiative priority funding areas. It was determined that staffing at the Maxine Lewis Memorial Shelter was the highest priority.

BUDGET/FINANCIAL IMPACT:

Partial salary, fringe and payroll costs for one shelter worker at Maxine Lewis Memorial Shelter: \$15,741
Indirect: \$1,259.

STAFF RECOMMENDATION:

Recommend approval. Funding for emergency sheltering has diminished in recent years. The Targeted Initiative contract would help to lessen the shelter's funding gap and allow private fundraising efforts to remain focused on finishing the 40 Prado Capital Campaign.

CHIEF EXECUTIVE OFFICER'S RECOMMENDATION:

Recommend approval. The funding will strengthen Maxine Lewis Memorial Shelter, and help provide our community's most vulnerable population with access to shelter, meals, showers, and entry point to support services that change lives and help people regain self-sufficiency.

This action was presented and approved by the Executive Committee on July 7, 2016

BOARD ACTION REQUIRED

July 28, 2016

ITEM: Non-federal Share Waiver request for Early Head Start-Child Care (EHS-CC) Partnership Grant #09HP0025 program year 2015-2016

ACTION REQUIRED: Board approval to submit non-federal Share Waiver request

SUMMARY NARRATIVE:

The Community Action Partnership of San Luis Obispo County, Inc. (CAPSLO) currently has a 20% non-federal share requirement of \$1,220,295 for its EHS-CC Partnership Grant in San Luis Obispo, Kern, and Northern San Diego counties. A waiver is requested for a 30% reduction to the non-federal share requirement in the amount of \$425,685. This would result in a 14% non-federal share requirement of \$794,610.

Reasons for the waiver request are as follows:

- The program was in startup mode for 18 months, which resulted in a later start due to hiring staff, managing logistics, contracts, facilities and more. These efforts precluded the garnering of in-kind.
- This period also included a large startup budget of \$650,000 and a supplemental award of \$332,808 for large repair projects and equipment, not only a large amount to collect in-kind on, but also items that do not generate much in-kind.
- It has taken longer than anticipated to partner with new family child care providers for 72 children in San Luis Obispo and Kern Counties because it took time to improve the quality of service delivery for family child care providers. Therefore, the program was not able to serve children until May and June, 2015.
- Staff need time to build relationships with parents, volunteers, businesses, and other community partners who typically contribute much in-kind match to our program.

BUDGET/FINANCIAL IMPACT:

The 14% non-federal share requirement amount is \$794,610.

POLICY COUNCIL RECOMMENDATION:

This item was presented and approved by the HS/EHS Policy Council Executive Committee meeting on July 19, 2016.

STAFF RECOMMENDATION:

Recommend approval.

CHIEF EXECUTIVE OFFICER'S RECOMMENDATION:

Recommend approval. The program is working towards meeting their non-federal share requirement.

Frances I. Coughlin, Board President

Date

BOARD ACTION REQUIRED

July 28, 2016

ITEM: Request a disabilities waiver request for Early Head Start-Child Care (EHS-CC) Partnership Grant #09HP0025 for program year 2015-2016

ACTION REQUIRED: Board approval to submit Disabilities Requirement Waiver request

SUMMARY NARRATIVE:

CAPSLO's EHS-CC Partnership program is requesting a waiver for the 10% enrollment of children with disabilities for the program year 2015-2016. This waiver request is in reference to the Program Instruction: Enrollment of Children with Disabilities (ASCF-PI-HS-09-04), which states that... "Current Head Start Regulations found at 45 CFR 1305.6 have been superseded by the Head Start Act, 42 U.S.C. & 9837, Section 640 (d) (1) for the requirement that grantees reach 10% enrollment of children with disabilities for fiscal year 2009 and thereafter,...for children with disabilities as determined under the Individual with Disabilities Education Act (IDEA) (20U.S.C. 1400 et seq.), and the State or local agency providing services under section 619 or Part C of the IDEA." We have also devised a plan to increase the enrollment of children with disabilities from 6% to reach the 10% level in the future.

The agency has taken various steps to increase enrollment to meet the requirements in the current program year:

- Interagency agreements with the local IDEA agencies in each county served are in place with San Luis Obispo and Kern counties' Special Education Local Plan Areas (SELPA) and regional centers.
- Letters are sent to all Child Find agencies, including SELPA, school districts, speech therapists, school psychologists, occupational and physical therapists, and regional centers serving children 0-3 years old.
- Information is distributed to family service advocates (FSAs) in each county so that recruitment information can be sent to the community regarding the program's priority to serve children with disabilities.
- The community is informed at recruitment events and meetings that HS/EHS programs are free for qualifying families; contact information is provided.
- Staff are trained at startup and preservice on the importance of meeting the 10% mandate for enrollment of children with disabilities along with a variety of methods to use for recruitment, identification, and referral.
- The disabilities coordinator created a resource binder for centers and family child care (FCC) providers to help them recognize red flags and included tips about talking to parents, fact sheets, language charts, and supporting Individualized Family Service Plan and Individualized Education Program (IFSP/IEP) goals.
- Staff are encouraged to attend IFSP and IEP meetings to support parents and families through the process of referral and implementation of services. The disabilities team also attends these meetings when requested.
- FSAs, FCC coordinators, instructional staff, and center supervisors are supported by HS/EHS content coordinators/specialists through visits to centers and provider homes throughout the year.

BUDGET/FINANCIAL IMPACT: None

POLICY COUNCIL RECOMMENDATION:

This item was presented to and approved by the HS/EHS Policy Council Executive Committee meeting on July 19, 2016.

STAFF RECOMMENDATION:

Recommend approval. The program is committed to meet the Head Start mandated standards regarding disabilities by implementing the steps outlined above.

CHIEF EXECUTIVE OFFICER'S RECOMMENDATION:

Recommend approval. Early Head Start is working assiduously to meet the required 10% enrollment of children with disabilities in the future.

Frances I. Coughlin, Board President

Date

BOARD ACTION REQUIRED

July 28, 2016

ITEM: Approval of a waiver for a reduction in the non-federal share requirement for the Migrant and Seasonal Head Start Grant #90CM9821-01 for the contract year of September 1, 2015 to August 31, 2016

ACTION REQUIRED: Board approval for waiver

SUMMARY NARRATIVE:

Because of the continuing economic hardship in the Migrant and Seasonal Head Start (MSHS) service areas, the program is requesting an additional reduction in the non-federal share amount required by the Office of Head Start in the amount of \$130,256. In the past two years or so, there have been fewer parents contributing in-kind hours to the program. This could be because of families having to move more because the drought's impact on agricultural planting. Additionally, MSHS property has been appraised at significantly lower values than prior years.

Program parents struggling with the high cost of housing, utilities and health care, combined with the impacts of the drought, have little discretionary time to contribute to the program. In most cases, both parents are working to make ends meet. They work unusually long hours in the fields – often beyond the center's hours of operation – in low-wage jobs, resulting in little time to volunteer for the program. Further, fewer and smaller donations of goods and services from local businesses due to suppressed business vitality have also affected the ability to obtain in-kind.

BUDGET/FINANCIAL IMPACT:

The federal share of costs for a Head Start program is normally restricted to a maximum of 80%. CAPSLO has an existing waiver on their share of costs for the MSHS Program of 94% federal share and 6% non-federal share of costs. This means the program is required to raise non-federal contributions of 6% or \$1,659,541 in order to receive federal funds of \$25,999,471 to support program services. This request is to reduce the non-federal share requirement from 6% to 5.5% as follows:

Current non-federal share (in-kind)	\$1,659,541	6% required
Requested reduction in non-federal share	<u>(130,256)</u>	7.85% reduction
Adjusted non-federal share	\$1,529,285	Net 5.5% requested

Without the waiver, the program would have to return \$2,040,673 in funds to the federal government.

POLICY COUNCIL RECOMMENDATION: The waiver request was presented and approved at the MSHS Policy Council meeting on July 18, 2016.

STAFF RECOMMENDATIONS: Recommend approval. This past year, substantial in-kind funds have been raised from Monterey County United Way and health fairs in service areas throughout the state. The MSHS program remains committed to identifying, securing, utilizing, and reporting all available sources of non-federal share each year. Parent, business, community, and program management strategies to increase in-kind have been identified in the waiver that will be submitted to OHS.

CHIEF EXECUTIVE OFFICER'S RECOMMENDATION: Recommend approval. The MSHS program will work diligently to fulfill its commitment to securing in-kind.

Frances I. Coughlin, Board President

Date

BOARD ACTION REQUIRED
July 28, 2016

ITEM: Migrant and Seasonal Head Start (MSHS) Grant #90CM9821-01 budget revision for \$537,585 for contract year 2015-2016

ACTION REQUIRED: Board approval for budget revision

SUMMARY NARRATIVE:

A budget revision is requested to replace a bus and three vehicles, as well as to make some leasehold improvements as delineated below (for CAPSLO). In addition, the delegate agency, Madera Community Action Partnership, has requested to use the funds to extend days of service by 57 days across 5 centers.

BUDGET/FINANCIAL IMPACT:

Savings will be derived from salaries (\$421,152); fringe benefits (\$15,501); equipment (\$20,000); rent (\$46,000); and indirect costs (\$34,932).

Savings will be used to:

- | | |
|--------------------------|-----------|
| ▪ Replace one bus | \$ 89,000 |
| ▪ Replace three vehicles | \$ 59,700 |
| ▪ Delegate agency | \$302,000 |

Leasehold Improvements:

San Jerardo Center

- | | |
|--|-----------|
| ▪ Replace concrete aggregate in front of centers; install new cement pad for toddler play area | \$ 19,795 |
|--|-----------|

La Paz Center

- | | |
|---|----------|
| ▪ Replace one wall mounted HVAC unit | \$ 9,500 |
| ▪ Repair rubber surfacing pad; cover with turf and padding (area 1) | \$ 7,200 |
| ▪ Repair rubber surfacing pad; cover with turf and padding (area 2) | \$ 8,400 |

Kerman Center

- | | |
|---|-----------|
| ▪ Rubber surfacing repairs; install synthetic turf over existing rubber surface | \$ 13,250 |
| ▪ Replace classroom light fixtures with T-24 compliant cloud lighting | \$ 8,200 |

Glenwood Center

- | | |
|---|-----------|
| ▪ Rubber surfacing repairs; play box border replacement; replace play structure decking | \$ 14,790 |
|---|-----------|

Milagro Center

- | | |
|----------------------------|----------|
| ▪ Rubber surfacing repairs | \$ 5,750 |
|----------------------------|----------|

Total leasehold improvements

\$ 86,885

POLICY COUNCIL RECOMMENDATION:

This budget revision was presented and approved by the MSHS Policy Council on July 18, 2016.

STAFF RECOMMENDATION:

Recommend approval.

CHIEF EXECUTIVE OFFICER'S RECOMMENDATION:

Recommend approval. This budget revision will help ensure that our centers are clean and safe. In Fresno County, families will have extended days of care. Many families don't have reliable transportation so they depend on our busses to take them to and from the center each day.

Frances I. Coughlin, Board President

Date

BOARD ACTION REQUIRED

July 28, 2016

ITEM: New application requesting \$229,554 to SLO County for 2017-2018 Continuum of Care (CoC) Program Competition funding for Homeless Services Case Management

ACTION REQUIRED: Board approval to submit application

SUMMARY NARRATIVE:

The County of San Luis Obispo (SLO) is requesting proposals for the Continuum of Care (CoC) Program Competition administered by the U.S. Department of Housing and Urban Development (HUD). The County Planning Department is the applicant agency, applying directly to HUD. The CoC, which is authorized by the McKinney-Vento Homeless Assistance Act, is designed to promote a community-wide commitment to the goal of ending homelessness; to provide funding for efforts by non-profit providers, States, and local governments to quickly re-house homeless individuals, families, persons fleeing domestic violence, and youth while minimizing the trauma and dislocation caused by homelessness; to promote access to and effective utilization of mainstream programs by homeless individuals and families; and to optimize self-sufficiency among those experiencing homelessness. Eligible CoC program components include Permanent Housing, Transitional Housing, Supportive Services/Coordinated Entry, and HMIS (Homeless Management Information System).

CAPSLO Homeless Services Case Management will apply under the Coordinated Entry program component. This program will staff two case managers housed at the Prado Day Center and Maxine Lewis Memorial Shelter. This program will provide homeless individuals with a streamlined process in accessing services, allowing them to easily be assessed, have their needs identified, and referrals provided that will best address their needs. In addition, CAPSLO will subcontract with ECHO and work closely with them to coordinate this new system. Since ECHO and CAPSLO both provide shelter services, it is essential for the agencies to work together to ensure coordinated access and avoid service duplication.

BUDGET/FINANCIAL IMPACT:

Homeless Services Case Management will apply for \$229,554. Funding will be used to support case management staff time, subcontractor cost to ECHO, other program costs, and indirect.

STAFF RECOMMENDATION:

Recommend approval. This CoC funding is essential to the agency considering that the funding received in past years is no longer available. The Coordinated Entry program funds will allow the agency to continue to provide case management services, which is a crucial component to helping homeless clients become housed and self-sufficient.

CHIEF EXECUTIVE OFFICER'S RECOMMENDATION:

Recommend approval. There are reduced federal resources to support homeless case management services. Collaborating with the County and other providers enables us to access other HUD funding. In addition, streamlining efforts between CAPSLO and ECHO will allow for more efficiency in serving clients within the County.

BOARD ACTION REQUIRED

July 28, 2016

ITEM: Board approval for CAPSLO to assume administration of the SLO County Emergency Food and Shelter Program (EFSP) for SLO County

ACTION REQUIRED: Board approval

SUMMARY NARRATIVE:

The Emergency Food and Shelter Program (EFSP) Board is committed to ensuring that the objectives of EFSP are met in SLO county. The program was created in 1983 to supplement the work of local social service agencies to assist people in need of emergency assistance. Funding is used to target special emergency needs including supplement feeding and sheltering efforts in ways that make a difference.

The Local Board serves as the point of contact for the National Board and determines the awarding of funds to agencies. The Chair of the Local Board also performs (or assigns out) all necessary administrative duties for the Local Board as well as acts as the liaison between the Local Board, funded agencies, and the National Board. The agency administering EFSP funds receives 2% of the total award amount to administer EFSP. Duties would include arranging meetings (approximately 3 per year), taking meeting minutes, answering questions regarding funding, eligibility and compliance issues, assist with monitoring of awardees, and filing necessary paperwork with the National Board. While CAPSLO does receive funding through this grant, the separation of duties is clearly expressed in the National Board Policy, *“The Chair may not make decisions for the Local Board on funding, eligibility, compliance, reallocation, or other programmatic issues”*. Currently the CAPSLO Deputy Director sits on the Local Board and would act as the Chair.

United Way (UW) has acted as the local administrator for SLO County, with the CEO, Rick London acting as the Chair. However, the UW Board of Directors has decided to focus the energies of the organization on “root cause” activities, and therefore is seeking to transfer administrative duties to another social service organization – ideally an agency currently on the Local Board.

BUDGET/FINANCIAL IMPACT:

CAPSLO would receive 2% of the total award amount to administer EFSP. The most current year’s total allocation is \$120,000 so the CAPSLO administrative fee would be \$2400. CAPSLO would not manage the total grant funds – awarded agencies submit directly to FEMA for reimbursement.

STAFF RECOMMENDATION:

Recommend approval. While the amount of funds coming to SLO County are relatively small, they are a vital amount for many organizations. The UW Board has stated that after this current funding cycle they will no longer administer this program and have asked that CAPSLO, with its extensive history on the Local Board as well as infrastructure capability, assume this responsibility. CAPSLO has been an active member on the Local Board for over 15 years and staff has the understanding to assume this role with relative ease.

CHIEF EXECUTIVE OFFICER'S RECOMMENDATION:

Recommend approval. CAPSLO would act as an administrator of the award process and would not directly manage award funds to other agencies, therefore there is no potential for conflict of interest.

BOARD ACTION REQUIRED

August 18, 2016

ITEM: Renewal application to the Emergency Food and Shelter Program (EFSP) for Mass Shelter.

ACTION REQUIRED: Board approval to submit application

SUMMARY NARRATIVE:

The Emergency Food and Shelter Program (EFSP) Board is committed to ensuring that the objectives of EFSP are met in this county. The program was created in 1983 to supplement the work of local social service agencies to assist people in need of emergency assistance. This funding should be used to target special emergency needs. The funding should supplement feeding and sheltering efforts in ways that make a difference.

CAPSLO Homeless Services operates a year-round sheltering program with a 49 bed emergency shelter and provides hot meals for those seeking services. Volunteers that help with supplying and providing these hot meals are becoming a bigger challenge for the program. In addition to continuing to utilize EFSP funding for mass services and providing meals, the program would like to add staffing. Adding additional staffing would assist in alleviating the burden of volunteer dependence and insure more of those seeking services and meals at the shelter would be served.

BUDGET/FINANCIAL IMPACT:

CAPSLO is requesting up to \$30,000 (\$12.50/per night for 2,400 nights) for mass shelter, meals and additional staffing. The Local Designated Board, which administers the EFSP county allocation, keeps the 2% Administrative fee to provide clerical support to the Board, so the Partnership is not able to charge indirect expense on this grant.

STAFF RECOMMENDATION:

Recommend approval. The Maxine Lewis Memorial Shelter is consistently at maximum capacity. These are essential funds that will assist the agency in providing shelter nights, meals, and maintaining the overnight services.

CHIEF EXECUTIVE OFFICER'S RECOMMENDATION:

Recommend approval. It is our organization's mission to help those most in need, and these individuals and families are at their most desperate place. EFSP funds are needed to help cover the cost of providing shelter services and meals, thereby helping us to help the neediest in our community.

Board Action Required
August 16, 2016

ITEM: Application to the California Department of Education, Nutrition Services Division's Family Day Care Federal Food Program for Child Care Resource Connection (CCRC) for FY 2016-2017 to serve 125 provider homes.

ACTION REQUIRED: Board approval to submit application for continued funding

SUMMARY NARRATIVE:

The federal food program for family child care homes is intended to off-set the cost of nutritionally balanced meals furnished by child care providers.

The program pays the agency \$111 per month per provider for the first 50 homes and \$85 per provider thereafter to cover administrative expenses. CCRC will sponsor an average of 125 homes per month. The \$850,000 represents pass through dollars that are reimbursed to providers; this benefits the community.

Providers enrolled in the Food Program attend workshops that provide training and guidance to accomplish their primary mission of furnishing healthy and nutritious meals to young children in their care. Participation in the program also gives CCRC an opportunity to inform child care providers about the wide variety of other programs and resources available to them that can enhance the overall quality of child care they provide.

BUDGET/FINANCIAL IMPACT:

Estimates for the 12 month period (serving approximately 125 providers):

Reimbursement to providers for meals:	\$ 850,000
Reimbursement for administrative costs:	<u>\$ 143,100</u>
Total reimbursement:	<u>\$ 993,100</u>

No indirect is taken on the reimbursement to providers of \$850,000. The administrative cost budget of \$143,100 is based on a flat rate of reimbursement times the number of homes served and thus may vary. Administrative cost is budgeted to cover \$10,600 in indirect expense and approximately 2.5 full time equivalent positions.

STAFF RECOMMENDATION:

Recommend approval. Participation in the Family Day Care Food Program encourages healthy eating and creates awareness of obesity prevention and the importance of serving healthy, nutritious meals to children.

CHIEF EXECUTIVE OFFICER'S RECOMMENDATION:

Recommend approval. Approval of this ongoing funding is important for the continuation of provider services and nutritious food to children.

Frances I. Coughlin, Board President

Date

BOARD ACTION REQUIRED

August 18, 2016

ITEM: Application to the California Department of Education (CDE), Nutrition Services Division for continued funding of the Child, Youth, and Family Services Food Program for up to \$1,389,030 for fiscal year 2016-2017

ACTION REQUIRED: Board approval to submit application for continued funding

SUMMARY NARRATIVE:

The USDA Child and Adult Care Food Program (CACFP), administered by CDE’s Nutrition Services Division, has funded the CAPSLO Food Program serving Head Start, Early Head Start, Migrant and Seasonal Head Start, and State Child Development center-based child care for over 35 years. The CACFP is a source of healthy meals and a partner in nutrition education for the programs’ low-income families.

The Food Program budget is based on anticipated revenue from monthly reimbursements from CDE set on an income-based three tier system (free, reduced, and base). The eligibility applications from families in center-based child care programs are typically 98% free, 2% reduced, and less than 1% base. All children enrolled in a Head Start (HS) or Migrant and Seasonal Head Start (MSHS) program automatically qualify as "free." Children in State programs (except State Migrant) must complete a food program eligibility application for staff to determine the reimbursement rate received.

BUDGET/FINANCIAL IMPACT:

The Food Program serves over 2,470 children in 52 centers (some serve multiple programs) over the course of the year. The reimbursement rate schedule is typically adjusted annually in July but has not yet been released. Figures below were the rates from July 2015 through June 2016:

	<u>Free</u>	<u>Reduced</u>	<u>Base</u>
Breakfast	\$1.66	\$1.36	\$0.29
Lunch	\$3.30	\$2.90	\$0.52
Snack	\$0.84	\$0.42	\$0.07

Total reimbursement on estimated meals served for fiscal year end September 2017: \$1,389,030.

POLICY COUNCIL RECOMMENDATION:

The Policy Council will review and approve the Board Action at their meeting on August 15, 2016.

STAFF RECOMMENDATION:

Recommend approval. This on-going funding source is important for the continuation of CAPSLO’s healthy meal service and the nutrition education that occurs during meal time. The funds coming from the Head Start programs and State Child Development for the Food Program have already been approved by each program and by the HS and MSHS Policy Councils when they sought approval for their annual refunding agreements.

CHIEF EXECUTIVE OFFICER’S RECOMMENDATION:

Recommend approval. Ongoing participation in the CACFP is vital to the good health of our children and supports nutrition education for the families we serve.

Frances I. Coughlin, Board President

Date

BOARD ACTION REQUIRED

August 18, 2016

ITEM: Agreement for Delegation of Activities for Migrant and Seasonal Head Start Programs in Fresno County in the amount of \$4,398,646

ACTION REQUIRED: Board approval to enter into a one year contract effective September 1, 2016 with Community Action Partnership of Madera County to provide child care, education, and related support services to Migrant Seasonal Head Start children

SUMMARY NARRATIVE: The delegate agency, Community Action Partnership of Madera County (CAPMC), has successfully served over 519 children annually in Fresno County on behalf of CAPSLO for over 20 years. The agreement will authorize CAPMC to function as a delegate agency and govern specified activities relating to operation of a quality MSHS program. CAPMC will perform all activities in a satisfactory manner and with qualified and properly trained personnel. The delegate will meet all provisions of the Improving Head Start for School Readiness of 2007 and fulfill all Head Start Performance Standards. The agreement will require CAPMC to serve a minimum of 519 children using the center-based model; it will be in effect for the period from September 1, 2016 to August 31, 2017. CAPMC will be monitored throughout the year by CAPSLO MSHS staff. The scope of work, conditions, and limitations of this delegation of services are described in a detailed agreement that will be signed by CAPSLO’s CEO and CAPMC’s Executive Director.

BUDGET/FINANCIAL IMPACT: CAPMC’s cost per child runs approximately \$8,475 per child, with 519 children served and 115 staff employed. The Delegate agreement requires a 10% non-federal share match of in-kind contributions in order to earn the grant. Indirect expense of \$365,349 is included at a rate of 8.9%.

The projected allocation for the FYE August 31, 2017 is:

Base Award Amount:	\$4,239,642
TTA Award Amount:	82,690
COLA Amount:	<u>76,314</u>
TOTAL AWARD AMOUNT:	\$4,398,646

POLICY COUNCIL RECOMMENDATION:

This action will be presented to and approved by the MSHS Policy Council on August 15, 2016.

STAFF RECOMMENDATION:

Recommend approval. CAPMC has acted as a delegate agency for CAPSLO MSHS for over 20 years. They operate a high quality program and have an excellent reputation in Fresno County. Per Head Start Performance Standards, the parents and staff are involved in the development of service area plans, long range goals, and the budget.

CHIEF EXECUTIVE OFFICER’S RECOMMENDATION:

Recommend approval. The services provided by CAPMC on behalf of CAPSLO are critical to the well-being of young children in farmworker families in nine rural cities in Fresno County. This program will prepare the children for success in school.

Frances I. Coughlin, Board President

Date

BOARD ACTION REQUIRED

August 18, 2016

ITEM: Disabilities waiver request for the Migrant and Seasonal Head Start Base Grant #90CM9821 for 2015-2016

ACTION REQUIRED: Board approval to request a reduction in Disabilities Enrollment Requirement (waiver) from 10% to 3.45%

SUMMARY NARRATIVE:

CAPSLO's Migrant and Seasonal Head Start (MSHS) program is requesting a waiver for the 10% enrollment of children with disabilities in their base grant for program year 2015-2016. The primary obstacles that prevent full enrollment include late start up by one month, which impacts the number of referrals made; families are reluctant to seek help for their children due to cultural beliefs; and conflicting schedules between the program and school district sometimes preclude an IEP meeting before the program year ends. This waiver request is in reference to the Program Instruction: Enrollment of Children with Disabilities (ASCF-PI-HS-09-04), which states that... "Current Head Start Regulations found at 45 CFR 1305.6 have been superseded by the Head Start Act, 42 U.S.C. & 9837, Section 640 (d) (1) for the requirement that grantees reach 10% enrollment of children with disabilities for fiscal year 2009 and thereafter..."

The agency has taken various steps to increase enrollment to meet the requirements in the current program year:

- Interagency agreements with the local IDEA agencies in each county served are in place with each county's Special Education Local Plan Areas (SELPA) and regional centers.
- Letters are sent to all Child Find agencies, including SELPA, school districts, speech therapists, school psychologists, occupational and physical therapists, regional centers, etc., serving children 0-5 years old.
- Information is distributed to family service advocates (FSAs) in each county so that recruitment information can be sent to the community regarding the program's priority to serve children with disabilities.
- The community is informed at recruitment events and meetings that MSHS programs are free for qualifying families; contact information is provided.
- Staff is trained at preservice on the importance of meeting the 10% mandate for enrollment of children with disabilities along with a variety of methods to use for recruitment, identification, and referral.
- Staff is encouraged to attend IFSP and IEP meetings to support parents and families through the process of referral and implementation of services. The disabilities team also attends these meetings when requested.
- Priority enrollment and transportation for disabled children; radio announcements; community contact lists; and support of families at IFSP or IEP meetings are other methods.

BUDGET/FINANCIAL IMPACT: None

POLICY COUNCIL RECOMMENDATION:

This item will be presented to and approved by the MSHS Policy Council meeting on August 15, 2016.

STAFF RECOMMENDATION:

Recommend approval. The program is currently at 3.45% enrollment (74/2,146) with a long-range goal of improving enrollment each year by 5%. The program is committed to meet the Head Start mandated standards regarding disabilities by implementing the steps outlined above.

CHIEF EXECUTIVE OFFICER'S RECOMMENDATION:

Recommend approval. MSHS is working assiduously to meet the 10% required enrollment of children with disabilities in the future.

Frances I. Coughlin, Board President

Date

BOARD ACTION REQUIRED

August 18, 2016

ITEM: Disabilities waiver request for the Migrant and Seasonal Head Start Partnership Grant #90HM003 for 2015-2016

ACTION REQUIRED: Board approval to request a reduction in Disabilities Enrollment Requirement from 10% to 2.9%.

SUMMARY NARRATIVE:

CAPSLO's Migrant and Seasonal Head Start (MSHS) program is requesting a waiver for the 10% enrollment of children with disabilities in their partnership grant for program year 2015-2016. The primary obstacles that prevent full enrollment include late start up by one month, which impacts the number of referrals made; families are reluctant to seek help for their children due to cultural beliefs; and conflicting schedules between the program and school district sometimes preclude an IEP meeting before the program year ends. This waiver request is in reference to the Program Instruction: Enrollment of Children with Disabilities (ASCF-PI-HS-09-04), which states that... "Current Head Start Regulations found at 45 CFR 1305.6 have been superseded by the Head Start Act, 42 U.S.C. & 9837, Section 640 (d) (1) for the requirement that grantees reach 10% enrollment of children with disabilities for fiscal year 2009 and thereafter..."

The agency has taken various steps to increase enrollment to meet the requirements in the current program year:

- Interagency agreements with the local IDEA agencies in each county served are in place with each county's Special Education Local Plan Areas (SELPA) and regional centers.
- Letters are sent to all Child Find agencies, including SELPA, school districts, speech therapists, school psychologists, occupational and physical therapists, regional centers, etc., serving children 0-5 years old.
- Information is distributed to family service advocates (FSAs) in each county so that recruitment information can be sent to the community regarding the program's priority to serve children with disabilities.
- The community is informed at recruitment events and meetings that MSHS programs are free for qualifying families; contact information is provided.
- Staff is trained at preservice on the importance of meeting the 10% mandate for enrollment of children with disabilities along with a variety of methods to use for recruitment, identification, and referral.
- Staff is encouraged to attend IFSP and IEP meetings to support parents and families through the process of referral and implementation of services. The disabilities team also attends these meetings when requested.
- Priority enrollment and transportation for disabled children; radio announcements; community contact lists; and support of families at IFSP or IEP meetings are other methods.

BUDGET/FINANCIAL IMPACT: None

POLICY COUNCIL RECOMMENDATION:

This item will be presented to and approved by the MSHS Policy Council meeting on August 15, 2016.

STAFF RECOMMENDATION:

Recommend approval. The program is currently at 2.9% enrollment (10/348) with a long-range goal of improving enrollment each year by 5%. The program is committed to meet the Head Start mandated standards regarding disabilities by implementing the steps outlined above.

CHIEF EXECUTIVE OFFICER'S RECOMMENDATION:

Recommend approval. MSHS is working assiduously to meet the 10% enrollment of children with disabilities in the future.

Frances I. Coughlin, Board President

Date

BOARD ACTION REQUIRED

August 18, 2016

ITEM: Application to the Administration for Children and Families for the Early Head Start Expansion and Child Care Partnerships Funding Opportunity Application in an amount not to exceed \$8 million

ACTION REQUIRED: Board approval to submit application

SUMMARY NARRATIVE: The Consolidated Appropriations Act of 2016 authorized \$135 million to be competitively awarded for the purpose of expanding access to high-quality, comprehensive early learning services for low-income migrant and seasonal eligible infants and toddlers and their families. CAPSLO’s Early Head Start (EHS) is proposing to serve 286 infants and toddlers in center-based and family child care (FCC) options in 13 San Luis Obispo, Kern, San Diego, and San Joaquin County communities. Two of these communities have been deemed high-poverty in the funding opportunity application, garnering three bonus points. Communities selected are based on need and wait lists as identified in the Head Start community assessments, secondary data, and staff and parent input. Both expansion and partnership models will be utilized in the program design.

Location	Partner	Option	# children	Hours	Weeks
San Luis Obispo County					
Atascadero 93422	Expansion	Center	16	6.5-13/day	48-50
Los Osos 93402	Expansion	Center	14	6.5-13/day	48-50
Nipomo 93444	Expansion	Center	16	6.5-13/day	48-50
Paso Robles 93446	Housing Authority	Center	16	6.5-13/day	48-50
Kern County					
Delano 93215	State CMIG	FCC	12	6.5-13/day	48-50
E. Bakersfield 93305*	Expansion	FCC	36	6.5-13/day	48-50
McFarland – 93250*	State CMIG	FCC	12	6.5-13/day	48-50
Oildale 93308	Expansion	FCC	36	6.5-13/day	48-50
Taft 93268	Taft College	Center	50	6.5-13/day	48-50
Wasco 93280	State CMIG	FCC	12	6.5-13/day	48-50
San Diego County					
Poway 92064	Expansion	Center	14	6.5-13/day	48-50
Ramona 92065	Expansion	Center	16	6.5-13/day	48-50
San Joaquin County					
French Camp 95231	State CMIG	FCC	36	6.5-13/day	48-50

BUDGET/FINANCIAL IMPACT:

The estimated not to exceed budget is:

Operating budget	4,795,000
Training budget	119,875
Start-up budget	<u>3,950,000</u>
Total Amount	8,864,875
Non-Federal Share	<u>2,216,219</u>
Total Budget Request	<u>\$11,081,094</u>

Included in the above funds are indirect costs of \$403,664 or 8% of total expenditures. Grant also includes 57 new positions and construction of new infant/toddler classrooms at the Santos Arrona (Atascadero) and Stern (Nipomo) sites. Cost per child is \$16,766.

POLICY COUNCIL RECOMMENDATION:

This action will be presented to and approved by the HS/EHS Policy Council on August 16, 2016.

STAFF RECOMMENDATION:

Recommend approval. This grant, if funded, will enable EHS to expand and improve the quality and comprehensiveness of services to eligible infants, toddlers, and their families.

CHIEF EXECUTIVE OFFICER’S RECOMMENDATION: Recommend approval. The proposed expansion and partnerships will allow CAPSLO MSHS to provide vital and quality child development services to 286 children and their families living in poverty.

Frances I. Coughlin, Board President

Date

BOARD ACTION REQUIRED

August 18, 2016

ITEM: Application to the Administration for Children and Families for the Migrant and Seasonal Early Head Start Expansion and Child Care Partnerships Funding Opportunity in an amount not to exceed \$1,861,392

ACTION REQUIRED: Board approval to submit application

SUMMARY NARRATIVE: The Consolidated Appropriations Act of 2016 authorized \$5,372,757 to be competitively awarded for the purpose of expanding access to high-quality, comprehensive early learning services for low-income migrant and seasonal eligible infants and toddlers and their families. CAPSLO’s Migrant and Seasonal Head Start (MSHS) is proposing to serve an additional 129 infants and toddlers in center-based and family child care (FCC) options in 12 Kern, Fresno, and Monterey County communities. Both expansion and partnership models will be utilized in the program design.

County	Service Area	Program Options		Hours/Days/Months of Operation	# Infants/Toddlers		# Total Children
		# Center	# FCC		Migrant	Seasonal	
Kern	Delano-93215		x	5:00-5:30, M-F, 7.5-11 mo.		12	12
	Lost Hills-93249		x	5:00-5:30, M-F, 7.5-11 mo.		20	20
	McFarland-93250*		x	5:00-5:30, M-F, 7.5-11 mo.		5	5
	Wasco-93280		x	5:00-5:30, M-F, 7.5-11 mo.		3	3
Fresno delegate	Firebaugh-93622*		x	5:00-5:30, M-F, 7.5-11 mo.	4		4
	Kerman-93630		x	5:00-5:30, M-F, 7.5-11 mo.	3		3
	Huron-93234*		x	5:00-5:30, M-F, 7.5-11 mo.	15		15
	Mendota-93640*		x	5:00-5:30, M-F, 7.5-11 mo.	3		3
Monterey	Greenfield-93927	x	x	5:00-5:30, M-F, 7.5-11 mo.	16		16
	King City-93930	x	x	5:00-5:30, M-F, 7.5-11 mo.	8		8
	Salinas-93905,06		x	5:00-5:30, M-F, 7.5-11 mo.	14	10	24
	Soledad-93960		x	5:00-5:30, M-F, 7.5-11 mo.	11	5	16
Total	12	2			74	55	129

* = High poverty Zip Code

BUDGET/FINANCIAL IMPACT:

The cost per child is estimated at \$11,628; with 129 children served and 42 staff employed. Included in the application is a request to reduce the non-federal share from 20% to 2.49%. Indirect expense of \$145,200 is included at a rate of 8%. The estimated “not to exceed” budget amount is:

Operating Budget:	\$1,462,500
Training and Technical Assistance Budget:	37,500
Start-up:	<u>315,000</u>
Total Budget	1,815,000
Non-Federal Share:	<u>46,392 (2.49%)</u>
Total Budget Request	<u>\$1,861,392</u>

POLICY COUNCIL RECOMMENDATION:

This action will be presented to and approved by the MSHS Policy Council on August 15, 2016.

STAFF RECOMMENDATION:

Recommend approval. This grant will enable MSHS to expand and improve the quality and comprehensiveness of services to eligible infants, toddlers, and their families.

CHIEF EXECUTIVE OFFICER’S RECOMMENDATION: Recommend approval. The proposed expansion and partnerships will allow CAPSLO MSHS to provide vital and quality child development services to 129 children and their families living in poverty.

Frances I. Coughlin, Board President

Date

BOARD ACTION REQUIRED

August 18, 2016

ITEM: Ceridian, “Dayforce HCM,” Human Resources Information System (HRIS)/Payroll System Procurement

ACTION REQUIRED: Board approval to procure Ceridian, “Dayforce HCM” HRIS/Payroll System

SUMMARY NARRATIVE:

The continued growth and expansion of CAPSLO’s programs and services has been growing steadily over the last few years, with over 1,100 employees currently on staff. The current HRIS/Payroll vendor, Paylocity, is unable to accommodate the increasing needs and demands required in order to adequately manage Human Resources and Payroll functions.

In August, 2015, Bolton & Company, CAPSLO’s insurance broker, along with HRT Technology Advisors (a consultant specializing in matching organizations with technology solutions), provided CAPSLO with a comparative summary of potential vendors based on a comprehensive list of CAPSLO’s expectations and specific system requirements.

Proposals and product presentations/demonstrations were conducted by four potential vendors including ADP, Paychex, Ascentis and Ceridian. The Human Resources and Payroll Staff, along with consultation from the IT Director and the Chief Operations Officer lead to the selection of Ceridian, “Workforce Now” as the recommended vendor.

The Ceridian product provides additional services and workflows, which would greatly improve the efficiency and effectiveness of human resources and payroll processes. Ceridian’s product provides a comprehensive workflow, starting with recruitment and onboarding, automated benefits administration, leave of absence tracking, safety and workers’ comp tracking, paperless personnel action forms, paperless filing of human resources and payroll related documents, automated reporting for bi-monthly and monthly purposes, etc.

BUDGET/FINANCIAL IMPACT:

The summary of fees for the Ceridian system is below:

<u>Activity</u>	<u>Expense</u>
Initial One Time Staging and Implementation Fee	\$36,099
Annual Membership	\$1,800
Estimated Monthly Cost for 1,000 Employees (varies by number of employees each month)	\$18,000

STAFF RECOMMENDATION:

Recommend approval. Ceridian’s robust system will provide needed human resources and payroll infrastructure to improve overall service delivery to staff, and will provide expedited reporting to program and finance staff on payroll, benefits

CHIEF EXECUTIVE OFFICER’S RECOMMENDATION:

Recommend approval. It is imperative that we leverage technology to strengthen our internal processes, and to improve service delivery to staff, applicants and management.

Frances I. Coughlin, Board President

August 21, 2016

Date