



**Community Action Partnership of Madera County, Inc.
Board of Directors Meeting**

Thursday, October 14, 2021

**CAPMC Conference Room 1 / 1a
1225 Gill Avenue
Madera, CA 93637
5:30 pm**

Webex Meeting Information

Meeting number: 146 208 1692 | Password: CAPMC1225

Meeting Link: <https://maderacap.webex.com/maderacap/j.php?MTID=m876f6692b88957dc5300bb4a4d139117>

Join by phone: 1-844-992-4726 United States Toll Free

Access code: 146 208 1692

REVISED AGENDA

Supporting documents relating to the items on this agenda that are not listed as “Closed Session” are available for inspection during the normal business hours at Community Action Partnership of Madera County, 1225 Gill Avenue, Madera, CA 93637. Supporting documents relating to the items on the agenda that are not listed as “Closed Session” may be submitted after the posting of the agenda and are available at Community Action Partnership of Madera County, Inc. during normal business hours.

Please visit www.maderacap.org for updates.

CALL TO ORDER BOARD OF DIRECTORS

ROLL CALL – Cristal Sanchez

A. PUBLIC COMMENT

The first ten minutes of the meeting are reserved for members of the public to address the Board of Directors on items of interest to the public that are within the subject matter jurisdiction of the agency. Speakers shall be limited to three minutes. Attention is called to the fact that the Board is prohibited by law from taking any action on matters discussed that are not on the

agenda, and no adverse conclusion should be drawn if the Board does not respond to the public comments at this time.

B. ADOPTION OF THE AGENDA

B-1 ADDITIONS TO THE AGENDA: Items identified after posting the Agenda for which there is a need to take immediate action and cannot reasonably wait for the next regularly scheduled Board meeting. Two-third vote, or unanimous vote if quorum is less than full board, required for consideration. (Government code 54954.2(g) (2)) Any items added to the agenda will be heard following all Discussion/Action Items (Section E).

B-2 ADOPTION OF AGENDA: Adoption of agenda as presented or with approved additions.

C. TRAINING/ADVOCACY ISSUES

None

D. CONSENT ITEMS

All items listed under Consent Calendar are considered to be routine and will be enacted by one motion. For discussion of any Consent Item, it will be made a part of the Discussion Items at the request of any member of the Board or any person in the audience.

D-1 Review and consider approving the Minutes of the Regular Board of Directors Meeting – August 12, 2021

D-2 Review and consider approving the Minutes of the Madera Migrant/Seasonal Head Start Policy Council Meeting – August 10, 2021

D-3 Review and consider approving the Minutes of the Fresno Migrant/Seasonal Head Start Policy Committee Meeting – August 11, 2021 & September 8, 2021

D-4 Review and consider approving the Minutes of the Madera/Mariposa Regional & Early Head Start Policy Council Committee Meeting – September 2, 2021

D-5 Review and consider accepting the Bank of America Credit Card Statements:

- July 2021
- August 2021
- September 2021

D-6 Review and consider accepting the American Express Credit Card Statement and All Other Credit Card Statements:

- July 2021

D-7 Review and consider approving the following **Madera/Mariposa Regional Head Start** Reports:

- Monthly Enrollment Report – July 2021 & August 2021
- In-Kind Report – July 2021 & August 2021
- CACFP Program Report – August 2021

- D-8 Review and Consider approving the following **Madera Early Head Start** Reports:
- Monthly Enrollment Report – July 2021 & August 2021
 - In-Kind Report – July 2021 & August 2021
- D-9 Review and Consider approving the following **Madera Migrant/Seasonal Head Start** Reports:
- Monthly Enrollment Report – July 2021 & August 2021
 - In-Kind Report – July 2021 & August 2021
 - CACFP Program Report – July 2021 & August 2021
 - Program Information Report (PIR) – July 2021 & August 2021
- D-10 Review and consider approving the following **Fresno Migrant Head Start** reports:
- Monthly Enrollment Report – July 2021 & August 2021
 - In-Kind Report – July 2021 & August 2021
 - CACFP Program Report – July 2021 & August 2021
- D-11 Review and consider approving the following **Fresno Migrant Early Head Start** reports:
- Monthly Enrollment Report – July 2021 & August 2021
 - In-Kind Report – July 2021 & August 2021
- D-12 Review and consider approving the Madera Migrant/Seasonal Head Start 2021-2022 Community Assessment Executive Summary update.
- D-13 Review and consider approving the 2021-2022 Bylaws for the Fresno Migrant Seasonal Head Start Policy Committee.
- D-14 Review and consider approving the 2021-2022 Reimbursement Policy for the Policy Council Members representing Madera/Mariposa Regional and Early Head Start program.
- D-15 Review and consider approving the Madera/Mariposa Regional and Early Head Start No Fee Policy per Head Start Performance Standards.
- D-16 Review and consider approving the 2021-2022 Madera/Mariposa Regional and Early Head Start Planning Process Policy/Procedure and Calendar.
- D-17 Review and Consider approving the 2021-2022 Bylaws for the Madera Migrant Seasonal Head Start Policy Committee.
- D-18 Review and consider approving the Impasse Procedure between the CAPMC Board of Directors and the Madera/Mariposa Regional & Early Head Start Policy Council.
- D-19 Review and consider approving CAPMC California State Preschool 2021-2022 Program Philosophy, Goals and Parent Handbook.
- D-20 Review and consider approving the Suspension and Expulsion Procedure for the Madera/Mariposa Regional and Early Head Start Program.
- D-21 Review and consider accepting the Fresno Migrant & Seasonal Head Start's 2020-2021 Program Information Report (PIR).

- D-22 Review and consider accepting the Fresno Migrant & Seasonal *Early* Head Start's 2020-2021 Program Information Report (PIR).
- D-23 Review the Madera County Child Advocacy Center (CAC) Program Report for September 2021 (Informational Only)
- D-24 Review the Child Care Alternative Payment and Resource & Referral Program Report for September 2021. (Informational Only)
- D-25 Review the Community Services Report for September 2021. (Informational Only)
- D-26 Review the Homeless for Engagement for Living Program (H.E.L.P) Center Report for September 2021. (Informational Only)

E. DISCUSSION ITEMS

- E-1 Review and consider authorizing the Executive Director to sign and submit the 2021-2022 Housing and Urban Development contract for the Shunammite Place.
- E-2 Review and consider authorizing the Executive Director to submit the 2022-2023 Housing and Urban Development grant application for the Shunammite Place.
- E-3 Review and consider ratifying the Executive Director to contract with the County of Madera to provide home delivered meals to seniors in Madera County.
- E-4 Review and consider authorizing the submission of the 2021-2022 Heffernan Foundation Mini Grant Application.
- E-5 Review and consider approving the health insurance plan options and the employer contribution thresholds effective January 1, 2022.
- E-6 Review and consider authorizing the Executive Director to submit the grant application to operate the Unserved/Underserved Victim Advocacy and Outreach (UV) Program from January 1, 2022 through December 31, 2022 including any extensions and/or amendments during the funding period.
- E-7 Review and consider approving the submission of the 2021-2022 Madera Migrant/Seasonal Head Start Budget Revision #1.
- E-8 Review and consider approving the submission of the 2022-2023 Madera Migrant/Seasonal Head Start budgets.
- E-9 Review and consider ratifying the CACFP 2021-22 Renewal Agreement.
- E-10 Review and consider accepting the submission of CAPMC 403(b) Form 5500 tax return by the Chief Financial Officer.
- E-11 Review and consider approving the discretionary employer contribution amount of \$435,027.60 for the plan year ended December 31, 2020.

F. ADMINISTRATIVE/COMMITTEE REPORTS TO BOARD OF DIRECTORS

- F-1 Finance Committee Report – None
- F-2 Personnel Committee Report – None
- F-3 Executive Director Monthly Report – (September 2021)
- F-4 Financial Statements (September 2021) – Informational
- F-5 Head Start Policy Council/Committee Reports
- F-6 Work Related Injury Report – (September 2021)
- F-7 CAPMC Board of Directors Attendance Report – (September 2021)
- F-8 Staffing Changes Report for September 1, 2021 – October 5, 2021

G. CLOSED SESSION

None

H. CORRESPONDENCE

Correspondence dated September 27, 2021 from the Office of Head Start regarding Supporting the Wellness of All Staff in the Head Start Workforce.

I. ADJOURN

I, Cristal Sanchez, Strategic Plan Coordinator & Assistant to the Executive Director, declare under penalty of perjury that I posted the above agenda for the regular meeting of the CAPMC Board of Directors for October 14, 2021, in the Lobby of CAPMC as well as on the agency website by 5:00 p.m. on October 8, 2021.



Strategic Plan Coordinator &
Assistant to the Executive Director

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.

Regular Board of Directors Meeting

August 12, 2021

1225 Gill Ave. Madera, CA 93637

Meeting Link: https:

<https://maderacap.webex.com/maderacap/j.php?MTID=m876f6692b88957dc5300bb4a4d139117>

ACTION SUMMARY MINUTES

The Board of Directors Meeting was called to order at 5:44 p.m. by Chair Sheriff Tyson Pogue.

Members Present In-Person

Sheriff Tyson Pogue, Chair
Donald Holley
Councilman Steve Montes
Ricard Gutierrez
Supervisor Robert Poythress
as Alternate for Supervisor
Leticia Gonzalez
David Hernandez,
Secretary/Treasurer
Deborah Martinez

Members Present Virtually

Debi Bray
Vicki Bandy

Members Absent

Patricia Trevino, HS PC
Representative
Eric LiCalsi, Vice-Chair
Molly Hernandez
Councilman John Chavez
Martha Garcia
Aurora Flores

Personnel Present In-Person

Mattie Mendez
Cristal Sanchez
Nancy Contreras-Bautista
Daniel Seeto
Elizabeth Wisener
Maritza Gomez-Zaragoza

Personnel Present Virtually

Jennifer Coronado

Public – Other Present Virtually

Russell K. Ryan, Esq., Legal Counsel

A. PUBLIC COMMENT

None

B. ADOPTION OF THE AGENDA

ADDITIONS TO THE AGENDA: Items identified after posting of the Agenda for which there is a need to take immediate action and cannot reasonably wait for the next regularly scheduled Board meeting. Two-thirds vote, or unanimous vote if quorum is less than full board, required for consideration. (Government Code 54954.2(g) (2)) Any items added to the agenda will be heard following all Discussion/Action Items (Section E)

ADOPTION OF THE AGENDA: Adoption of the agenda.

Motion: APPROVE AS PRESENTED

Moved By: Donald Holley, Seconded By: Deborah Martinez

Vote: Carried Unanimously

C. TRAINING/ADVOCACY ISSUES

None

D. BOARD OF DIRECTOR'S CONSENT CALENDAR

All items listed under Consent Calendar are considered to be routine and will be enacted by one motion. For discussion of any Consent Item, it will be made a part of the Discussion Items at the request of any member of the Board or any person in the audience.

- D-1 Review and consider approving the Minutes of the Regular Board of Directors Meeting – July 8, 2021
- D-2 Review and consider approving the Minutes of the Madera Migrant/Seasonal Head Start Policy Committee – July 6, 2021
- D-3 Review and consider approving the Minutes of the Fresno Migrant/Seasonal Head Start Policy Committee Meeting – July 7, 2021
- D-4 Review and consider accepting the Bank of America Credit Card Statements:
 - June 2021
 - July 2021
- D-5 Review and consider accepting the American Express Credit Card Statement and All Other Credit Card Statements:
 - June 2021
- D-6 Review and consider approving the following **Madera/Mariposa Regional Head Start** Reports:
 - Monthly Enrollment Report – June 2021
 - In-Kind Report – June 2021
 - CACFP Program Report – June 2021
- D-7 Review and Consider approving the following **Madera Early Head Start** Reports:
 - Monthly Enrollment Report – June 2021
 - In-Kind Report – June 2021
- D-8 Review and Consider approving the following **Madera Migrant/Seasonal Head Start** Reports:
 - Monthly Enrollment Report – June 2021
 - In-Kind Report – June 2021
 - CACFP Program Report – June 2021

- Program Information Report (PIR) – June 2021

- D-9 Review and consider approving the following **Fresno Migrant Head Start** reports:
- Monthly Enrollment Report – June 2021
 - In-Kind Report – June 2021
 - CACFP Program Report – June 2021
- D-10 Review and consider approving the following **Fresno Migrant *Early* Head Start** reports:
- Monthly Enrollment Report – June 2021
 - In-Kind Report – June 2021
- D-11 Review and consider approving the Suspension and Expulsion Procedure for the Madera Migrant/Seasonal Head Start Program.
- D-12 Review and consider approving the Impasse Procedure between the Community Action Partnership of Madera County Board of Directors and the Madera Migrant/Seasonal Head Start Policy Committee.
- D-13 Review and consider approving CAPMC Migrant/Seasonal Head Start in Collaboration with California Department of Education State Based Migrant Program 2021-2022 Program Philosophy, Goals and Objectives and Parent Handbook.
- D-14 Review and consider approving the Impasse Procedure between the Community Action Partnership of Madera County Board of Directors and the Fresno Migrant/Seasonal Head Start Policy Committee.
- D-15 Review and consider approving the Suspension and Expulsion Procedure for the Fresno Migrant/Seasonal Head Start Program.
- D-16 Review and consider approving the 2020-2021 Fresno Migrant/Seasonal Head Start program procedure and plan for conducting the self-assessment.
- D-17 Review the EEO-1 report to understand the employee compositions of the Agency. (Informational Only)
- D-18 Review the Madera County Child Advocacy Center (CAC) Program Report for July 2021 (Informational Only)
- D-19 Review the Child Care Alternative Payment and Resource & Referral Program Report for July 2021. (Informational Only)
- D-20 Review the Community Services Report for July 2021. (Informational Only)
- D-21 Review the Homeless for Engagement for Living Program (H.E.L.P) Center Report for June and July 2021. (Informational Only)

Motion: APPROVED AS PRESENTED

Moved By: Donald Holley, Seconded By: Councilman Steve Montes

Vote: Carried Unanimously

E. DISCUSSION / ACTION ITEMS

E-1 Review and consider ratifying the submission of the 2021-2022 State Migrant Head Start Budgets to Stanislaus County Office of Education.

Maritza Gomez-Zaragoza, Head Start Director, presented regarding the submission of the 2021 – 2022 State Migrant Head Start Budgets to Stanislaus County Office of Education. Maritza noted the State Based Migrant Part Year Program will serve a total of 92 infants, toddlers, and Pre-K children at Sierra Vista Migrant Head Start Center. This program will operate as a blended program with the Madera Migrant and Seasonal Head Start program with 17,801 days of enrollment. CAPMC proposing a 1.22% Cola increase to align with Head Start Cola and \$500 one-time only stipend based on agency policy 703.00.00 Supplemental Pay for Covid-19. In response to the ongoing Covid-19 safety measures, CAPMC is proposing a \$500 stipend to compensate each employee for the extra duties of cleaning and disinfecting to prevent and protect the health and safety of children, parents/families, and staff.

Motion: APPROVE AS PRESENTED

Moved By: Councilman Steve Montes, Seconded By: Supervisor Robert Poythress

Vote: Carried Unanimously

E-2 Consider approving the submission of the application for the Kaiser Permanente Community 2021 Benefit Program.

Elizabeth Wisener, Community Services Program Manager, presented regarding the submission of the application for the Kaiser Permanente Community 2021 Benefit Program. Elizabeth noted that Kaiser Permanente invited CAPMC to submit a grant proposal of \$25,000 under their Housing for Health Common Area of Focus with a priority on Transform Care: Whole Person Approaches for strategies that strengthen the connectivity and provision of care within health care and social services safety net for people experiencing homelessness or formerly homelessness. Community Action Partnership of Madera County plans to use the funds primarily for rental assistance and incidentals such as transportation, laundry, food, supplies, over the counter medication, birth certificates, or clothing for individuals experiencing homelessness.

Motion: APPROVE AS PRESENTED

Moved By: Supervisor Robert Poythress, Seconded By: Donald Holley

Vote: Carried Unanimously

E-3 Review and consider approving supplemental pay in response to COVID-19.

Mattie Mendez, Executive Director, presented regarding the approval of supplemental pay in response to COVID-19. Mattie emphasized that the supplemental pay of \$500 would be a one-time payment to eligible employees. This request for \$500 supplemental pay roots from the on-going preventive measures that have been required of essential workers to adopt and perform through additional duties to ensure the safety for clients and peers. Funds from The Coronavirus Aide, Relief, and Economic Security (CARES) Act, the 2021 American Rescue Plan Act (ARPA), and the California Assembly Bill 82 provide some financial assistance to recognize employees for doing their parts during the response to the COVID-19 pandemic. Eligibility for this one-time payment require staff to work under designated funds programs and must be under approved protective leave or remain employed with the Agency up to October 1, 2021. This one-time payment will be process through payroll with applicable tax deductions and issued on October 22, 2021.

Motion: APPROVE AS PRESENTED

Moved By: Donald Holley, Seconded By: Councilman Steve Montes

Vote: Carried Unanimously

E-4 Review and consider approving the updated employee compensation schedules and salary schedule.

Daniel Seeto, Chief Financial Officer, presented regarding the update employee compensation schedules and salary schedules. Daniel noted that the updated the compensation and salary schedules for all programs reflect a 1.22% cost of living adjustment (COLA) increase retroactively effective for the 2021/2022 program years. The compensation schedules are being updated to reflect the permanent COLA increase for Head Start staff (both union and non-union) and all other agency staff.

Motion: APPROVE AS PRESENTED

Moved By: Donald Holley, Seconded By: Councilman Steve Montes

Vote: Carried Unanimously

Board Member Debi Bray joined the meeting.

E-5 Review and consider approving the Executive Director to sign and submit the request for application to operate the Rape Crisis (RC) Program for funding period 2021 – 2022 including any amendments or extensions.

Daniel Seeto, Chief Financial Officer, presented regarding the submission for the request for application to operate the Rape Crisis (RC) Program for funding period 2021 – 2022 including any amendments or extensions. Daniel shared that general changes are minor. There are some salary saving that will be utilized to upgrade computers, consultant services, and certifications (i.e. Waymakers)

Motion: APPROVE AS PRESENTED

Moved By: Debi Bray, Seconded By: David Hernandez

Vote: Carried Unanimously

E-6 Review and consider approving the Executive Director to sign and submit the request for application to operate the Domestic Violence (DV) Program for funding period 2021 – 2022 including any amendments or extensions.

Daniel Seeto, Chief Financial Officer, presented regarding the submission of the request for application to operate the Domestic Violence (DV) Program for funding period 2021 – 2022 including any amendments of extensions. Daniel emphasized this is request is considered an extension to the current Request for Application previously submitted. The key difference is an increase in funding to increase staffing coverage so the Martha Diaz shelter can be staffed 24/7. There is also an increase to the amount of emergency lodging and shelter CAPMC can provide to clients in the case that the shelter is already at full capacity.

Motion: APPROVE AS PRESENTED

Moved By: Donald Holley, Seconded By: Councilman Steve Montes

Vote: Carried Unanimously

E-7 Review and consider approving the Executive Director to sign and submit the request for application to operate the *Transitional Housing (XH)* Program for funding period 2022 including any amendments or extensions.

Daniel Seeto, Chief Financial Officer, and Mattie Mendez, Executive Director, presented regarding the submission of the request for application to operate the Transitional Housing (XH) Program for funding period 2022 including any amendments or extensions. Daniel noted no significant changes in funding. Mattie explained that after individuals depart the emergency shelter they are provided support to transition into permanent housing through the form of vouchers.

Motion: APPROVE AS PRESENTED

Moved By: David Hernandez, Seconded By: Doanld Holley

Vote: Carried Unanimously

E-8 Consider approving the relinquishment of the Fresno Migrant Early Head Start Family Child Care Partnership Contract effective September 1, 2021.

Maritza Gomez-Zaragoza, Head Start Director, presented regarding the recommendation to relinquish the Fresno Migrant Early Head Start Family Child Care Partnership Contract effective September 1, 2021. Maritza noted continuous low enrollment, stringent programmatic regulations, competitive county programs, and staffing as some of the identified issues contributing to the decision to recommend the relinquishment the Fresno Migrant Early Head Start Family Child Care Partnership Contract. Maritza also highlighted that staff will work diligently with the families currently enrolled in the program to secure alternate care. The Fresno Head Start Policy Committee also deliberated on the aforementioned recommendation and ultimately, by unanimous vote, enacted the relinquishment of the Fresno Migrant Early Head Start Family Child Care Partnership Contract effective September 1, 2021. Board Member, Debi Bray, requested a follow-up on the currently enrolled children at the next Board of Directors meeting.

Motion: APPROVE AS PRESENTED

Moved By: Donald Holley, Seconded By: Councilman Steve Montes

Vote: Carried Unanimously

F. ADMINISTRATIVE/COMMITTEE REPORTS TO BOARD OF DIRECTORS

- F-1 Finance Committee Report – None
- F-2 Personnel Committee Report – August 5, 2021
- F-3 Executive Director Monthly Report – (July 2021)
- F-4 Financial Statements (July 2021) – Informational
- F-5 Head Start Policy Council/Committee Reports
- F-6 Work Related Injury Report – (July 2021)
- F-7 CAPMC Board of Directors Attendance Report – (July 2021)
- F-8 Staffing Changes Reports for: June 30, 2021 – August 2, 2021

Correspondence was discussed before adjourning to Closed Session.

G. CORRESPONDENCE

- G-1 Correspondence dated July 27, 2021 from the Office of Head Start regarding Fiscal Year (FY) 2022 Monitoring Process for Head Start and Early Head Start Grantees.
- G-2 Correspondence dated July 28, 2021 from the Office of Head Start regarding Terminology Changes.
- G-3 Correspondence dated August 3, 2021 from the Office of Head Start regarding a Focus Area 1 (FA1) monitoring review in program year 2021 – 2022.

- G-4 Correspondence from Administration regarding the 2021 American Heart Association – Central Valley Hear and Stroke Walk scheduled for October 23, 2021.
- G-5 Correspondence from Victim Services regarding the 2021 Papa Murphy's fundraiser.

H. CLOSED SESSION

Public session was adjourned at 6:21 p.m. by Chair Sheriff Tyson Pogue.

H-1 Government Code Section 54956.9(d)(1)

CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION

Case Name: Maria Ortiz v. Community Action Partnership of Madera County (Madera County Superior Court Case No. MCV084393)

Case Status Update

No action taken.

The meeting was reconvened to public session at 6:29 p.m. by Chair Sheriff Tyson Pogue.
(Pursuant to California Government Code 54957.1)

I. ADJOURN

Chair Sheriff Tyson Pogue adjourned the Board of Directors meeting at 6:29 p.m.

Motion: APPROVE AS PRESENTED

Moved By: Donald Holley, Seconded By: David Hernandez

Vote: Carried Unanimously

Community Action Partnership of Madera County
Madera Migrant/Seasonal Head Start Policy Council Meeting
Tuesday, August 10, 2021

Minutes

The Madera Migrant/Seasonal Policy Committee called to order at 5:34 p.m. by Guadalupe de la Cruz.

Committee Members Present

Maria Sut-xon
Rosa Santos
Guadalupe de la Cruz
Yazmin Torres
Margarita Pablo
Juana Zarate
Nayeli Rodriguez
Alma Sevilla

Committee Members Absent

Anel Arzola

Personnel Present

Maritza Gomez-Zaragoza, Head Start Program Director
Maru Gasas Sanchez, Deputy Director of Direct Services
Jissel Rodriguez, Executive Administrative Assistant

Others

None

A. Public Comment

None

B. Training

Conscious Discipline – Ms. Sanchez explained to the members that Conscious Discipline is a variety of calming techniques for parents and teachers to implement with their children. Conscious Discipline applies a variety of breathing techniques and key phrases to calm children down.

C. Adoption of the Agenda

Guadalupe de la Cruz asked for a motion to approve the agenda as presented. Motion made by Rosa Santos, seconded motion by Juana Zarate to approve the agenda as presented. The motion approved unanimously.

D. Adjourn to Closed Session - None

E. Approval of Minutes

E-1 – Guadalupe de la Cruz requested a motion to approve the minutes of the meeting on July 6, 2021. It was mentioned F-3 and the year on certain areas were not correct in Spanish minutes. Motion made by Yasmin Torres, seconded motion by Margarita Pablo to approve the minutes of the meeting. The motion approved unanimously.

F. Discussion / Action Items –

F-1 Review and consider approving the Suspension and Expulsion procedure for the Madera Migrant/Seasonal Head Start Program – Ms. Gomez-Zaragoza explained the procedure is in place to help when children have behavior issues. The Office of Head Start has a requirement that programs cannot drop a child due to behavior issues. Also, the program offers a behavioral specialist to work/observe the child if the parent is willing. Guadalupe de la Cruz requested a motion to approve the Suspension and Expulsion procedure for the Madera Migrant/Seasonal Head Start Program. Nayeli Rodriguez made the first motion, seconded by Maria Sut-xon. Motion carried unanimously.

F-2 Review and consider approving the Internal Dispute Resolution between the Community Action Partnership of Madera County Board of Directors and the Madera Migrant/Seasonal Head Start Policy Committee - Ms. Gomez-Zaragoza explained how the internal dispute resolution would be used if the Board of Directors and the Policy Committee cannot agree. If both parties cannot agree, they would have to negotiate until there is a compromise. Guadalupe de la Cruz requested a motion to approve the Internal Dispute Resolution between the Community Action Partnership of Madera County Board of Directors and the Madera Migrant/Seasonal Head Start Committee. Juana Zarate made the first motion, seconded by Yasmin Torres. Motion carried unanimously.

F-3 Review and consider approving CAPMC Migrant/Seasonal Head Start in Collaboration with California Department of Education State Based Migrant Program 2021-2022 Program Philosophy, Goals and Objectives and Parent Handbook - Ms. Sanchez mentioned the Parent handbook refers to the state program at the Sierra Vista. Guadalupe de la Cruz requested a motion to approve the CAPMC Migrant/Seasonal Head Start in Collaboration with California Department of Education State Based Migrant program 2021-2022 Program Philosophy, Goals and Objectives and Parent handbook. Rosa Santos made the first motion, seconded by Margarita Pablo. Motion carried unanimously.

F-4 First reading of the 2021-2022 By-Laws for the Madera Migrant/Seasonal Head Start Policy Committee - Ms. Sanchez explained the By-Laws presented everything in red are the new updates. If policy council has suggestions or changes to present them at the following meeting. Ms. Sanchez mention this item is informational only we do not need a motion for approval.

F-5 Review and ratify the submission of 2021-2022 State Based CMIG Migrant Part Year, Start-up/Close-down, Specialized Services (CMSS) and Covid Funding budget submission – Ms. Gomez-Zaragoza reviewed the budget majority covers the teacher’s salary. Guadalupe de la Cruz requested a motion to approve the submission of 2021-2022 State Based CMIG Migrant Part Year, Start-up/ Close-down, Specialized Services (CMSS) and Covid Funding budget submission. Rosa Santos made the first motion, seconded by Maria Sut-xon. Motion carried unanimously.

G. Administrative Reports

G-1 Staff Changes (June 2021) – None.

G-2 Bank of America Credit Card Account Statement – Agency and other credit cards: (May & July 2021) – Ms. Gomez-Zaragoza reviewed the charges for the month. There were no questions about the charges.

G-3 Budget Report – (June 2021) The program has currently spent 31% of its budget.

G-4 In-kind Report (June 2021) – Ms. Gomez-Zaragoza reviewed the In-kind percentage which is at 25.79%.

G-5 Report of enrollment in the program and attendance report (June 2021) – Mrs. Gomez-Zaragoza went over the enrollment for the MHS programs and the attendance.

G-6 CACFP Monthly Report (June 2021) – Mrs. Gomez-Zaragoza reviewed CACFP and noted that the reimbursement for the month of May was \$17,695.70 for 7,810 meals. There were no questions.

G-7 PIR Program Information Monthly Report (June 2021) – This report provides information and data about the program. This information is presented to the Head Start Office to show that there is a need for the Head Start program in our community.

H. Policy Committee Members Reports

H-1 Center Reports –

H-2 Board of Directors Report – None. Items approved during tonight’s meeting will be presented to the Board for approval.

H-3 Active Supervision, Challenges and Best Practices Report – Ms. Gomez-Zaragoza explained active supervision is extremely important to the program. She asked that members please remind the parents to close the gates and secure locks.

I. Correspondence

I-1 Information Memoranda from the Office of Head Start regarding *Fiscal Year (FY) 2022 Monitoring Process for Head Start and Early Head Start Grantee*; Issuance Date: 07/27/2021

I-2 Information Memoranda from the Office of Head Start regarding *Terminology Changes*; Issuance Date: 07/28/2021

J. Future Agenda Items

J-1 Final Bylaws

J-2 Community Assessment Update

K. Adjournment

Guadalupe de la Cruz requested a motion to adjourn the session. Motion made by Juana Zarate to adjourn the meeting at 6:28 p.m., in the afternoon, seconded by Yasmin Torres. Motion approved unanimously.

Community Action Partnership of Madera County
Fresno Migrant/Seasonal Head Start
Policy Committee Meeting
Wednesday, August 11, 2021

Minutes

The Fresno Migrant/Seasonal Policy Committee called to order at 5:44 p.m. by Susan Parra.

Committee Members Present

Aurora Flores
Maria G. Silva
Genesis Chavez
Daniel Maravilla
Susana Parra
Karla Ponce
Cecilia Garcia

Committee Members Absent

Maria Ibone Altimirano
Blanca Gonzalez
Gisela Aguirre

Personnel Present

Maritza Gomez-Zaragoza, Head Start Program Director
Maru Gasca Sanchez, Deputy Director Direct Services
Luisa Marquez, Administrative Analyst

A. Public Comment

None

B. Training

B-1 Classroom Assessment Scoring System (CLASS) – Olga briefly reviewed and explained to the PC parents the process of the classroom assessment scoring system.

C. Adoption of the Agenda

Susana Parra asked for a motion to approve the agenda as presented. Motion made by Maria Silva, seconded motion by Aurora Flores to approve the agenda as presented. Motion approved unanimously.

D. Closed Session

D-1 – None

E. Approval of Minutes

E-1 – Susana Parra requested a motion to approve the minutes of the meeting on July 7, 2021. Motion made by Aurora Flores, seconded motion by Maria Silva to approve the minutes of the meeting. Motion approved unanimously.

F. Discussion / Action Items

- F-1** First reading of the 2021-2022 By-Laws for the Fresno Migrant/Seasonal Head Start. Ms. Gomez-Zaragoza reviewed the changes Russ, the agency lawyer applied to the 2021-2022 By-Laws.
- F-2** Review and consider approving the Impasse Procedure between the Community Action Partnership of Madera County Board of Directors and the Fresno Migrant/Seasonal Head Start Policy Committee. Ms. Gomez-Zaragoza requested a motion to approve the Impasse procedure. Aurora Flores made the motion to approve, seconded by Daniel Maravilla. Motion approved unanimously.
- F-3** Review & approve the Suspension and Expulsion Procedure for the Fresno Migrant/Seasonal Head Start program. Ms. Gomez-Zaragoza requested a motion to approve the suspension and expulsion procedure. Aurora Flores made the motion to approve, seconded by Daniel Maravilla. Motion approved unanimously.
- F-4** Review the 2020-2021 Fresno Migrant/Seasonal Head Start program procedure and plan for conducting the self-assessment. Ms. Gomez-Zaragoza requested a motion to approve the plan for conducting the self-assessment. Daniel Maravilla made the motion to approve, seconded by Aurora Flores. Motion approved unanimously.
- F-5** Approve CAPMC Executive Director to Relinquish the Fresno Migrant Early Head Start Family Child Care Partnership Contract effective September 1, 2021. Ms. Gomez-Zaragoza reviewed the information that was shared with CAPMC Executive Director who determined the recommendation to relinquish the grant/contract. The struggles the Family Child Care Home Specialist had been facing to recruit children and losing Child Care Home providers to other Fresno County programs were highlighted to the parents. Ms. Gomez-Zaragoza asked the Policy Committee Representatives for their feedback and thoughts. The parents agree with the relinquish of the EHS grant/contract and were satisfied with the information provided. Ms. Gomez-Zaragoza requested a motion to approve relinquish of the Early Head Start Family Child Care Partnership contract. Daniel Maravilla made the motion to approve, seconded by Maria Silva. Motion approved unanimously.

G. Administrative Reports

G-1 Credit Card Account Statement – Agency and other credit cards: (June 2021) – Ms. Gomez-Zaragoza reviewed the charges for the month. There were no questions about the charges.

G-2 Budget Report – (June 2021) – Ms. Gomez-Zaragoza explained the most recent budget report for the month of May.

G-3 In-kind Report (June 2021) – Ms. Gomez-Zaragoza explained there was the In-kind reports for both programs.

G-4 Report of enrollment in the program and attendance report (June 2021) – Ms. Gomez-Zaragoza explained the enrollment reports.

G-5 CACFP Monthly Report (June 2021) – Ms. Gomez-Zaragoza explained the CACFP meals report.

H. Correspondence

H-1 Information Memorandum from the Office of Head Start regarding Fiscal Year 2022 Monitoring Process for Head Start and Early Head Start Grantees: Issuance Date: 7/27/2021

I. Adjournment

Susana Parra requested a motion to adjourn the session. Motion made by Aurora Flores to adjourn the meeting at 6:40 p.m. in the afternoon, seconded by Maria Silva. Motion approved unanimously.

Community Action Partnership of Madera County
Fresno Migrant/Seasonal Head Start
Policy Committee Meeting
Wednesday, September 8, 2021

Minutes

The Fresno Migrant/Seasonal Policy Committee called to order at 5:38 p.m. by Susan Parra.

Committee Members Present

Aurora Flores
Maria G. Silva
Genesis Chavez
Susana Parra
Karla Ponce
Cecilia Garcia
Maria Ibone Altamirano (logged on at 5:52 pm)
Blanca Gonzalez

Committee Members Absent

Daniel Maravilla

Personnel Present

Maritza Gomez-Zaragoza, Head Start Program Director
Maru Gasca Sanchez, Deputy Director Direct Services
Luisa Marquez, Administrative Analyst
Maribel Aguirre, Program Governance Specialist

A. Public Comment

Ms. Gomez-Zaragoza introduced to the Policy Committee parents Maribel Aguirre as the interim Program Governance Specialist.

B. Training

B-1 Conscious Discipline - Ms. Sanchez reviewed the power point presentation on Conscious Discipline and gave parents an opportunity to ask questions.

C. Adoption of the Agenda

Susana Parra asked for a motion to approve the agenda as presented. Motion made by Maria Silva, seconded motion by Aurora Flores to approve the agenda as presented. Motion approved unanimously.

D. Closed Session

D-1 – None

E. Approval of Minutes

E-1 – Susana Parra requested a motion to approve the minutes of the meeting on August 11, 2021. Motion made by Aurora Flores, seconded motion by Maria Altamirano to approve the minutes of the meeting. Motion approved unanimously.

F. Discussion / Action Items

F-1 Review and consider approving the 2021-2022 Bylaws for the Fresno Migrant Seasonal Head Start Policy Committee. Ms. Gomez-Zaragoza requested a motion for the changes Russ, the agency lawyer applied to the 2021-2022 By-Laws. Cecilia Garcia made the motion to approve, seconded by Maria Silva. Motion approved unanimously.

F-2 Nominate and elect one representative to serve on the 2021-2022 Community Action Partnership of San Luis Obispo Migrant Head Start Policy Council. Ms. Gomez-Zaragoza requested a motion to approve the nomination and election. Aurora Flores made the motion to approve, seconded by Maria Altamirano. Motion approved unanimously.

G. Administrative Report

G-1 Credit Card Account Statement – Agency and other credit cards: (July 2021) – Ms. Gomez-Zaragoza reviewed the charges for the month. There were no questions about the charges.

G-2 Budget Report – (July 2021) – Ms. Gomez-Zaragoza explained the most recent budget report for the month of May.

G-3 In-kind Report (July 2021) – Ms. Gomez-Zaragoza explained there was the In-kind reports for both programs.

G-4 Report of enrollment in the program and attendance report (July 2021) – Ms. Gomez-Zaragoza explained the enrollment reports.

G-5 CACFP Monthly Report (July 2021) – Ms. Gomez-Zaragoza explained the CACFP meals report.

H. Correspondence

H-1 Information Memorandum from the Office of Head Start regarding Terminology Changes: Issuance Date: 07/28/2021

I. Adjournment

Susana Parra requested a motion to adjourn the session. Motion made by Aurora Flores to adjourn the meeting at 6:12 p.m. in the afternoon, seconded by Maria Silva. Motion approved unanimously.

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY
Madera/Mariposa Regional & Early Head Start Policy Council Committee Meeting
Thursday, September 2, 2021
MINUTES

The Madera/Mariposa Regional & Early Head Start Policy Council Committee meeting was called to order by at Patricia Trevino 5:48 p.m.

Committee Members Present

Marcela Esparza
Perla Barrita
Alma Hernandez
Otilia Vasquez
Brianna Gomez
Amanda Burton
Patricia Trevino
Citlali Chavez- Rosas
Jasmin Soria
Martha Garcia
Rosana Perez
Patricia Barragan
Angelica Tapia

Committee Members Absent

Skyla Matthews
Aide Bautista
Briana Guzman
Malie Ramirez
Gloria Conde
Tanya Hamilton
Angelica Murillo-Virgen
Kimberly Thomas

Personnel Present

Maritza Gomez-Zaragoza, Head Start Program Director
Maru Gasca Sanchez, Direct Support Manger
Jissel Rodriguez, Executive Administrative Assistant

ROLL CALL

- A. **PUBLIC COMMENT** – Martha Garcia reminded everyone to vote on September 13.
- B. **TRAINING** – None
- C. **ADOPTION OF THE AGENDA**
C-2 Patricia Trevino asked for the motion to approve the agenda as presented. Motion made by Perla Barrita, seconded by Patty Barragan to approve the agenda as presented. Motion carried unanimously.
- D. **ADJOURN TO CLOSED SESSION** – None
- E. **APPROVAL OF MINUTES**
E-1 Minutes Madera/Mariposa Regular Regional Head Start Policy Council Meeting – May 6, 2021. Motion made by Perla Barrita, seconded motion by Citlali Chavez. Motion carried unanimously.
- F. **DISCUSSION / ACTION ITEMS**
F-1 Nominate and Elect Interested Policy Council members to serve on as officers as per By-Laws, Article 10, Section 1 and Article 11, Section 1

Position	Representative
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Chair Person	Patricia Trevino
Vice Chair Person	Marcela Esparza
Secretary	Otilia Vasquez

Patricia Trevino nominated herself for the Chair Person position, uncontested. Marcela Esparza nominated herself for the Vice Chair Person uncontested. Otilia Vasquez nominated herself for Secretary, uncontested. Martha Garcia made the motion to approve the nominations, Patty Barragan seconded. Motion carried unanimously.

F-2 Nominate and elect one representative and one alternate of the Policy Council to serve on the Executive Council – Amanda Burton nominated herself for the Executive Committee, Martha Garcia made the motion to approve the Executive Committee member, seconded by Patty Barragan.

F-3 Appoint Madera/Mariposa Regional and Early Head Start Policy Council Member to the Community Action Partnership of Madera County Board of Directors – Alma Hernandez nominated herself to serve the Board of Directors for RHS program. Citlali Chavez made the motion to approve the appointment of Alma Hernandez for Board of Directors, seconded by Martha Garcia.

F-4 Review and consider approving the 2021-2022 Reimbursement Policy Council members representing the Madera/Mariposa Regional Head Start Program – Ms. Gomez-Zaragoza explained that the program reimburses participants for attending meetings or activities related to the Policy Committee. Patricia Trevino requested a motion to approve the 2021-2022 Reimbursement Policy Council members representing the Madera/Mariposa Regional Head Start Program. Perla Barrita made the first motion, seconded by Martha Garcia. Motion carried unanimously.

F-5 Review and consider approving the Madera/Mariposa Regional and Early Head Start No Fee Policy per Head Start Performance Standards - Ms. Gomez-Zaragoza stated that the program is not allowed to charge for the services provided.

Patricia Trevino requested a motion to approve the Madera/Mariposa Regional and Early Head Start No Fee Policy per Head Start Performance Standards. Citlali Chavez made the first motion, seconded by Martha Garcia, Motion carried unanimously.

F-6 Review and consider the 2021-2022 Madera/Mariposa Regional and Early Head Start Planning/Procedure and Calendar – Ms. Gomez-Zaragoza went over the planning process/procedure and calendar for the 2021-2022 program year. Patricia Trevino requested a motion to approve the 2021-2022 Madera/Mariposa Regional and Early Head Start planning process/procedure and calendar. Marcela Esparza made the first motion, seconded by Alma Hernandez. Motion carried unanimously.

G. ADMINISTRATIVE REPORTS

G-1 Staffing Changes (July 2021) – None.

G-2 Bank of America Business Card Monthly Credit Card Statement and all other Credit Card Expenses (May - July 2021) – Mrs. Gomez-Zaragoza reviewed the credit card expenses. No questions were asked.

G-3 Budget Status Reports (July 2021) – Ms. Gomez-Zaragoza reviewed the current budget.

G-4 In-Kind Report (July 2021) – Ms. Gomez-Zaragoza reviewed the in-kind percentages for the Regional and Early programs.

G-5 Program Enrollment & Attendance Report (July 2021) – Ms. Gomez-Zaragoza mention the program was closed.

G-6 CACFP Monthly Report (July 2021) – Ms. Gomez-Zaragoza mention the program was closed.

H. POLICY COMMITTEE MEMBER REPORTS

H-1- Center Report – None.

H-2- BOD report – Martha Garcia went over what the other departments offer at CAPMC.

I. CORRESPONDENCE

I-1 Information Memoranda from the Office of Head Start regarding Fiscal Year (FY) 2022 Monitoring Process for Head Start and Early Head Start Grantee; Issuance Date: 07/27/2021

I-2 Information Memoranda from the Office of Head Start regarding Terminology Changes; Issuance Date: 07/28/2021

J. FUTURE AGENDA ITEMS

J-1 Bylaws (*First Reading*)

J-2 Internal Dispute Resolution

J-3 Behavior Policy/Suspension and Expulsion Policy

J-4 HS/CSPP Parent Handbook

K. ADJOURNMENT

Patricia Trevino asked for a motion to adjourn the meeting at 6:31 p.m. Motion made by Martha Garcia, Patty Barragan seconded by. Motion carried unanimously.

MBNA America Business Card
Credit Card Charges
July / julio 2021 Statement
Maritza Gomez / Fresno Migrant Head Start

Date of Transaction	Purchase Order #	Name of Vendor	Description	Amount	Account Charged	Receipt
06/10/2021	NA	Servsafe	Food Handler Certificate	\$15.00	331.0-6742-3.3-031-39	Yes
06/11/2021	22290	B&H Photo	Microphone system and mount for Fresno HS	\$487.02	831.0-6112-3.3-031-00	Yes
06/14/2021	22261	Walmart.com	Tabletop tripods for Fresno HS	\$17.54	831.0-6112-3.3-031-00	Yes
06/24/2021	NA	Zoom	Video Conferencing system	\$14.99	831.0-6130-3.3-031-00	Yes
TOTAL				\$534.55		

**Platinum Plus Business Card
Credit Card Charges**

August Statement

Jennifer Coronado/ Victim Services Center

Date of Transaction	PO Number	Name of Vendor	Description	Amount	Account Charged	Receipt
07/04/21		La Quinta Madera	Emergency lodging for victim	\$278.46	533.0-7226-5.0-000-00	No
07/14/21		Casa Grande Hotel	Emergency lodging for victim	\$130.00	253.0-7226-5.0-000-00	Yes
07/20/21		O'reilly Auto Parts	Batteries for key fob vehicle #164	\$8.65	508.0-6130-5.0-000-00	Yes
07/28/21		U of M Contlearning	2021 Child Abuse Summit	\$100.00	501.0-6742-5.0-000-00	Yes
07/28/21		U of M Contlearning	2021 Child Abuse Summit	\$100.00	501.0-6742-5.0-000-00	Yes
07/28/21		U of M Contlearning	2021 Child Abuse Summit	\$100.00	501.0-6742-5.0-000-00	Yes
07/28/21		U of M Contlearning	2021 Child Abuse Summit	\$100.00	501.0-6742-5.0-000-00	Yes
08/02/21		Valley Yellow Pages	Department advertising	\$59.25	500.0-6312-5.0-000-00	Yes
				\$59.25	501.0-6312-5.0-000-00	
				\$59.25	508.0-6312-5.0-000-00	
				\$59.25	533.0-6312-5.0-000-00	
Total					\$1,054.11	

Bank of America Business Card
Credit Card Charges

August 2021 Statement

Irene Yang / Human Resources

Date of Transaction	Name of Vendor	PO #	Description of Purchase	Amount of Purchase	Account Charged	Receipt
6/1/2021 – 6/30/2021	Biometrics4all, Inc.	No	Livescan relay fee	0.75 0.75 0.75	200.0-6852-2.0-000-90 219.0-6852-2.1-000-00 331.0-6852-3.3-000-00	Yes
TOTAL:				2.25		

MBNA America Business Card
 Credit Card Charges
August / Agosto 2021 Statement
Maritza Gomez / Regional & Migrant Head Start

Date of Transaction	Purchase Order #	Name of Vendor	Description	Amount	Account Charged	Receipt
07/03/2021	NA	Venngage.com	Monthly subscription for flyer software	\$12.87	321.0-6130-3.2-000-00 51%	No
07/07/2021	NA	Chipotle	MHS PC Meal	\$145.49	321.0-7116-3.2-000-00	Yes
07/19/2021	NA	Zoom	Video Conferencing system	\$7.64	321.0-6130-3.2-000-00 51%	Yes
07/29/2021	22514	Walmart.com	Supplies for the kitchen	\$27.61	321.0-6130-3.2-000-39	Yes
07/29/2021	NA	CPS Human Resource	CPR certificates for Madera staff	\$4.85	320.0-6742-3.2-000-00	Yes
07/30/2021	22514	Walmart.com	Formula for Los Ninos	\$104.24	390.0-6121-3.2-000-00	Yes
08/03/2021	NA	Venngage	Monthly subscription for flyer software	\$12.87	321.0-6130-3.2-000-00 51%	No
08/03/2021	NA	Teachstone Training	CLASS Pre-school recertification	\$67.50	320.0-6742-3.2-000-00 51%	Yes
TOTAL				\$383.07		

**Bank of America Business Card
Credit Card Charges**

August 2021 Statement

Mattie Mendez / Administration

Date of Transaction	Name of Vendor	PO #	Description of Purchase	Amount of Purchase	Account Charged	Receipt
07/09/21	APPSUMO.COM	No	Refund for Social Media Manager Application Subscription	-\$39.00	200.0-6130-2.0-000.90	YES
07/08/21	TOGO'S	No	Housing the Homeless Committee Lunch Meeting	\$134.41	200.0-6121-2.0-000.90	YES
07/08/21	TOGO'S	No	Board of Directors Meeting	\$169.66	200.0-6121-2.0-000.90	YES
07/08/21	NEW JERSEY VITAL RECORDS	No	Birth Certificate Request for H.E.L.P. Center Client	\$12.95	249.0-6850-2.0-000.00	YES
07/09/21	MAILCHIMP	No	Mass Text and Newsletter Platform Subscription (IT)	\$46.79	200.0-6130-2.0-000.90	YES
07/10/21	COSTCO.COM	No	Snacks for CFIT	\$95.42	516.0-6121-2.0-000-00	YES
07/11/21	AMAZON	No	Program Supplies	\$91.85	200.0-6130-2.0-000-90	YES
07/17/21	PANERA BREAD	No	Lunch Meeting with Madera County Behavioral Health Services and First Steps Recovery (Central California)	\$181.78	200.0-6121-2.0-000-90	YES
07/16/21	WESTERN BUILDING MAINT	No	Mariposa Head Start Office Remodel	\$786.76	331.0-6432-3.0-000-00	YES
07/21/21	PAYPAL*CALCASA	No	2021 National Sexual Assault Conference Advancing Equity. Ending Sexual Violence Registration for Mattie Mendez	\$150.00	200.0-6742-2.0-000-90	YES
07/23/21	AMAZON	No	Supplies for Strategic Plan Sessions	\$60.07	200.0-6130-2.0-000-90	YES
07/23//21	THE MADERA MAIL DROP	No	Notary Services for DUNS	\$15.00	200.0-6850.2.0-000-90	YES
07/24/21	AMAZON	No	Supplies for Strategic Plan Sessions	\$25.52	200.0-6130-2.0-000-90	YES
07/24/21	AMAZON	No	Supplies for Strategic Plan Sessions	\$129.88	200.0-6130-2.0-000-90	YES
			Total	\$ 1,861.09		

Bank of America Business Card
Credit Card Charges

August 2021 Statement

Xai Vang / Information Technology

Date of Transaction	Name of Vendor	PO #	Description of Purchase	Amount of Purchase	Account Charged	Receipt
8/11/2021	Bluehost	N/A	Renewal of web hosting of Agency website and email server.	\$2,231.76	200.0-6112-2.0-000-90	Yes
			Total	\$ 2,231.76		

MBNA America Business Card
Credit Card Charges
August / Agosto 2021 Statement
Maritza Gomez / Regional & Migrant Head Start

Date of Transaction	Purchase Order #	Name of Vendor	Description	Amount	Account Charged	Receipt
07/03/2021	NA	Venngage.com	Monthly subscription for flyer software	\$12.36	311.0-6130-3.1-000-00 43% 312.0-6130-3.1-000-00 6%	No
07/13/2021	NA	American Red Cross	CPR certificates for Madera staff	\$352.00	311.0-6742-3.1-000-00	Yes
07/15/2021	NA	In Thor group	Oven Thermostat for	\$215.00	331.0-6130-3.3-024-39	Yes
07/19/2021	NA	Zoom	Video Conferencing system	\$7.35	311.0-6130-3.1-000-00 49%	Yes
07/27/2021	NA	Chipotle	Lunch for Regional Preservice	\$255.74	310.0-6121-3.1-000-00	Yes
07/29/2021	NA	CPS Human Resource	CPR certificates for Madera staff	\$4.85	320.0-6742-3.2-000-00	Yes
07/30/2021	22514	Walmart.com	Formula for Los Ninos	\$104.24	390.0-6121-3.2-000-00	Yes
07/30/2021	NA	Chick-fil-a	Lunch for Regional Preservice	\$202.42	310.0-6121-3.1-000-00	Yes
08/03/2021	NA	Venngage	Monthly subscription for flyer software	\$12.36	311.0-6130-3.1-000-00 43% 312.0-6130-3.1-000-00 6%	No
08/03/2021	NA	Teachstone Training	CLASS Pre-school recertification	\$61.25	310.0-6742-3.1-000-00 49%	Yes
TOTAL				\$1,227.57		

MBNA America Business Card
Credit Card Charges
August / Agosto 2021 Statement
Maritza Gomez / Fresno Migrant Head Start

Date of Transaction	Purchase Order #	Name of Vendor	Description	Amount	Account Charged	Receipt
07/15/2021	NA	In Thor group	Oven Thermostat for	\$215.00	331.0-6130-3.3-024-39	Yes
07/24/2021	NA	Zoom	Video Conferencing system	\$14.99	831.0-6130-3.3-031-00	Yes
08/03/2021	NA	Appliance Service Plus	Kitchen Service	\$500.00	331.0-6432-3.3-024-39	Yes
TOTAL				\$729.99		

**Platinum Plus Business Card
Credit Card Charges**

**September Statement
Jennifer Coronado / Victim Services Center**

Date of Transaction	PO Number	Name of Vendor	Description	Amount	Account Charged	Receipt
08/18/21		O'Reilly Auto Parts	Tire part to repair flat tire vehicle #161	\$26.93	533.0-6640-5.0-000-00	Yes
08/23/21		AM Valero	Fuel for vehicle #135	\$1.33	500.0-6610-5.0-000-00	Yes
				\$32.07	501.0-6610-5.0-000-00	
				\$2.92	508.0-6610-5.0-000-00	
				\$1.32	531.0-6610-5.0-000-00	
				\$7.95	533.0-6610-5.0-000-00	
08/24/21		O'Reilly Auto Parts	Wiper blades for vehicle #135	\$30.29	508.0-6640-5.0-000-00	Yes
08/27/21		ATD 75 Madera	Tires for vehicle #161	\$517.44	533.0-6640-5.0-000-00	Yes
Total					\$620.25	

Bank of America Business Card
Credit Card Charges

September 2021 Statement

Irene Yang / Human Resources

Date of Transaction	Name of Vendor	PO #	Description of Purchase	Amount of Purchase	Account Charged	Receipt
7/1/2021 – 7/31/2021	Biometrics4all, Inc.	No	Livescan relay fee	0.75 1.50 0.75	224.0-6852-2.2-000-00 272.0-6852-2.7-000-00 371.0-6852-3.7-000-00	Yes
TOTAL:				3.00		

MBNA America Business Card
Credit Card Charges
September / septiembre 2021 Statement
Maritza Gomez / Regional & Migrant Head Start

Date of Transaction	Purchase Order #	Name of Vendor	Description	Amount	Account Charged	Receipt
08/10/2021	NA	Deli Delicious	MHS PC Meal	\$82.20	321.0-7116-3.2-000-00	Yes
8/19/2021	NA	Zoom	Video Conferencing system	\$14.99	311.0-6130-3.1-000-00 49%(\$7.35) 321.0-6130-3.2-000-00 51%(\$7.64)	Yes
8/24/2021	NA	Zoom	Video Conferencing system	\$14.99	831.0-6130-3.3-031-00	Yes
8/25/2021	NA	Walmart.com	Supplies for HS kitchen	\$61.78	311.0-6130-3.1-000-00 43% (\$26.57) 312.0-6130-3.1-000-00 6% (\$3.71) 321.0-6130-3.2-000-00 51% (\$31.50)	Yes
8/27/2021	NA	369 Orange Cove	Fuel for vehicle #170	\$41.48	331.0-6610-3.3-000-00	Yes
8/28/2021	NA	Pro Acoustic LLC	Audio system for HS Conference Center	\$1,999.50	311.0-6112-3.1-000-00 43% (\$859.79) 312.0-6112-3.1-000-00 6% (\$119.97) 321.0-6112-3.2-000-00 51% (\$1,019.74)	Yes
8/29/2021	22663	Walmart.com	Formula for Los Niño's	\$114.99	390.0-6121-3.2-055-00	Yes
8/31/2021	NA	American Red Cross	CPR certificates for Madera staff	\$352.00	310.0-6742-3.1-000-00 \$192.00 320.0-6742-3.2-000-00 \$160.00	Yes
9/1/2021	NA	American Red Cross	CPR certificates for Madera staff	\$352.00	310.0-6742-3.1-000-00 \$64.00 320.0-6742-3.2-000-00 \$288.00	Yes
TOTAL				\$3,033.93		

MBNA America Business Card
 Credit Card Charges
September / septiembre 2021 Statement
Maritza Gomez / Regional & Migrant Head Start

Date of Transaction	Purchase Order #	Name of Vendor	Description	Amount	Account Charged	Receipt
8/19/2021	NA	Zoom	Video Conferencing system	\$7.35	311.0-6130-3.1-000-00 49%	Yes
8/25/2021	NA	Walmart.com	Supplies for HS kitchen	\$30.28	311.0-6130-3.1-000-00 43% 312.0-6130-3.1-000-00 6%	Yes
8/28/2021	NA	Pro Acoustic LLC	Audio system for HS Conference Center	\$979.76	311.0-6112-3.1-000-00 43% 312.0-6112-3.1-000-00 6%	Yes
8/31/2021	NA	American Red Cross	CPR certificates for Madera staff	\$352.00	310.0-6742-3.1-000-00 \$192.00	Yes
9/1/2021	NA	American Red Cross	CPR certificates for Madera staff	\$352.00	310.0-6742-3.1-000-00 \$64.00	Yes
TOTAL				\$1,721.39		

Bank of America Business Card
Credit Card Charges

September 2021 Statement

Mattie Mendez / Administration

Date of Transaction	Name of Vendor	PO #	Description of Purchase	Amount of Purchase	Account Charged	Receipt
08/04/21	AMAZON	No	Safety Canopies for Martha Diaz Shelter	\$267.70	533.0-6130.5-0-000-00	YES
08/04/21	SCHOETTLER TIRE	No	Vehicle Tire Maintenance	\$268.33	331.0-664-3.3-000-00	YES
08/06/21	GRUBHUB – CHIPOTLE	No	Personnel Committee Meeting	\$53.71	200.0-6121-2.0-000-90	YES
09/24/21	MAILCHIP	No	Mass Text and Newsletter Platform Subscription (IT)	\$46.79	200.0-6130-2.0-000-90	YES
08/09/21	VENNGAGE.COM	No	Annual Fee for Marketing/Communication Software	\$234.00	200.0-6130-2.0-000-90	YES
08/09/21	BAUDBILLE INC.	No	Supplies for Strategic Plan Sessions	\$26.93	200.0-6130-2.0-000-90	YES
08/13/21	DOORDASH – BLACK BEAR	No	Board of Directors Meeting	\$249.03	200.0-6121-2.0-000-90	YES
08/13/21	ME N EDS PIZZA	No	Housing the Homeless Committee Lunch Meeting	\$117.51	200.0-6121-2.0-000-90	YES
08/16/21	WAL-MART	No	Head Start Center Supplies	\$665.29	331.0-6130-3.3-000-00	YES
08/29/21	WALMART.COM	No	Head Start Center Supplies	\$117.44	331.0-6130-3.3-000-00	YES
08/10/21	INTERNATIONAL TRANSACTION FEE (FOR VENNGAGE CHARGE)	No	Transaction Fee for Venngage Charge	\$7.02	200.0-6130-2.0-000-90	YES
			Total	\$ 2,113.75		

I certify that the items and charges above are true and correct, and that the charges inquired have been for business purposes only. Receipts are attached (if available).

Mattie Mendez, Executive Director

Date: September 23, 2021

**American Express
Credit Card Charges**

JULY 2021 Statement

Fiscal

Name of Vendor	Description	Amount	Receipt
ATT	Telephone	37830.97	Yes
Comcast	Net service	1015.28	Yes
Community Playthings	Supplies for centers	17826.36	Yes
Discount School Supply	Supplies for centers	6465.77	Yes
DS Water	Water/rental	2460.14	Yes
Ecolab	Dishwasher rental/repairs	235.30	Yes
Fedex	Postage	273.11	Yes
HD Pro / Supply Works	Supplies for office/centers	9572.27	Yes
Lakeshore	Supplies for centers	28145.83	Yes
Matson Alarm	Alarm service	568.50	Yes
Shred it	Shredding service	146.18	Yes
Smart Care	Kitchen equipment repairs	0.00	Yes
Verizon	Wireless devices	4687.68	Yes
Office Depot	Supplies for office/center	13901.28	Yes
	TOTAL	123128.67	07/28/20 LA

Card Member Service

Credit Card Charges
COSTCO

July 02, 2021
Statement

Card Holder	Description	G/L Account Number	Amount	Card Amount
				0.00
Jennifer Coronado	Items for shelter and office	533.0-6130-5.0-062	60.79	178.29
		500.0-6130-5.0-000	9.11	
		501.0-6130-5.0-000	9.11	
		508.0-6130-5.0-000	9.11	
		533.0-6130-5.0-000	9.11	
		502.0-6130-5.0-000	81.06	
				0.00
			Total	178.29

Credit Card Charges JULY 2021

Fiscal

Name of Vendor	Description	Amount
Capital One/Walmart	Supplies for centers	223.48
Home Depot	Supplies for centers	11010.88
Wex Bank (Chevron)	Fuel	0.00
Wex Bank (Valero)	Fuel	2348.44
JUL STMT DATES		
LA		

08/31/21
J D C



MADERA HEAD START MONTHLY ENROLLMENT REPORT

Madera/Mariposa Regional Head Start

Months of Operation:
August 2021 – May 2022

Reporting Month
July 2021

Total Funded Enrollment 246	Current Enrollment: Centers Closed ----- Cumulative Enrollment 0	Centers with Vacancies: Chowchilla: 0 Cottonwood: 0 North Fork: 0 Eastside: 0 Oakhurst: 0 Fairmead: 0 Ruth Gonzales: 0 Mariposa: 0 Valley West: 0 Mis Tesoros: 0 Verdell: 0
No. of Children on Waiting List Income Eligible: 135 No. of Children on Waiting List Over Income : 43	No. of Children with Disabilities: 0 Must be at least 10% of enrollment (↑26)	No. of Over Income Families: (100-130%) (0/I) Must be less than 10% of enrollment (↓ 26)
Average Monthly Attendance:		

Madera Early Head Start

Months of Operation:
June 2021– May 2022

Reporting Month
July 2021

Total Funded Enrollment 42	Current Enrollment: 41 ----- Cumulative Enrollment 42	Vacancies: 1
No. of Children on Waiting List Income Eligible: 7 No. of Children on Waiting List Over Income : 12	No. of Children with Disabilities: 6 Must be at least 10% of enrollment (↑5)	No. of Over Income Families: 2 (100-130%) 2 (0/I) Must be less than 10% of enrollment (↓ 4)
Average 4 Home Visits Due to COVID- 19 home visits are conducted via phone contact with families.		

IN-KIND MONTHLY SUMMARY REPORT

Month

July

Year

2021-22

CATEGORY	BUDGET	PREVIOUS TOTAL	CURRENT TOTAL	Y-T-D TOTAL	REMAINING IN-KIND NEEDED
NON-FEDERAL CASH					
Volunteer Services/Servicios Voluntarios	37,300.00	16,719.21	14,355.50	31,074.71	6,225.29
A. Professional Services/Servicios Profesionales	-	-		-	-
B. Center Volunteers/Voluntarios en el Centro	27,922.00	16,719.21	14,355.50	31,074.71	(3,152.71)
C. Other/Policy Council/Otro/Comité de Póliza	9,378.00	-		-	9,378.00
Donated Food/Comida Donada	-	-		-	-
Donated Supplies/Materiales Donado	2,561.00	-		-	2,561.00
Donated Equipment	-	-		-	-
Donated Bus Storage	-	-		-	-
Donated Space/Sitio Donado	237,466.00	19,826.55	19,826.55	39,653.10	197,812.90
Transportation/ Transportación	-	-		-	-
TOTAL IN-KIND	277,327.00	36,545.76	34,182.05	70,727.81	206,599.19
		-			
State Fund 319	\$761,724	-		-	761,724.00
Grand Total	1,039,051.00	36,545.76	34,182.05	70,727.81	968,323.19

B. Contracted In-Kind \$ 70,727.81

C. Percent Y-T-D In-Kind 6.81%



MADERA HEAD START MONTHLY ENROLLMENT REPORT

Madera/Mariposa Regional Head Start

Months of Operation:
August 2021 – May 2022

Reporting Month
August 2021

Total Funded Enrollment <div style="font-size: 24pt; font-weight: bold;">246</div>	Current Enrollment: <div style="font-size: 24pt; font-weight: bold;">129</div> <p>-----</p> Cumulative Enrollment <div style="font-size: 24pt; font-weight: bold;">137</div>	Centers with Vacancies: Chowchilla: 0 Cottonwood: 0 North Fork: 10 Eastside: 0 Oakhurst: 3 Fairmead: 0 Ruth Gonzales: 0 Mariposa: 0 Valley West: 0 Mis Tesoros: 0 Verdell: 0
No. of Children on Waiting List Income Eligible: 51 No. of Children on Waiting List Over Income : 31	No. of Children with Disabilities: <div style="font-size: 24pt; font-weight: bold;">15</div> <small>Must be at least 10% of enrollment (↑26)</small>	No. of Over Income Families: <div style="font-size: 24pt; font-weight: bold;">10 (100-130%)</div> <div style="font-size: 24pt; font-weight: bold;">7 (O/I)</div> <small>Must be less than 10% of enrollment (↓ 26)</small>
Average Monthly Attendance: 84.5%		

Madera Early Head Start

Months of Operation:
June 2021– May 2022

Reporting Month
August 2021

Total Funded Enrollment <div style="font-size: 24pt; font-weight: bold;">42</div>	Current Enrollment: <div style="font-size: 24pt; font-weight: bold;">39</div> <p>-----</p> Cumulative Enrollment <div style="font-size: 24pt; font-weight: bold;">42</div>	Vacancies: <div style="font-size: 24pt; font-weight: bold;">3</div>
No. of Children on Waiting List Income Eligible: 3 No. of Children on Waiting List Over Income : 1	No. of Children with Disabilities: <div style="font-size: 24pt; font-weight: bold;">1</div> <small>Must be at least 10% of enrollment (↑5)</small>	No. of Over Income Families: <div style="font-size: 24pt; font-weight: bold;">4 (100-130%)</div> <div style="font-size: 24pt; font-weight: bold;">1 (O/I)</div> <small>Must be less than 10% of enrollment (↓ 4)</small>
Average Home Visits Due to COVID- Family Facilitators conducted 2 home visits and 2 phone calls per week with families.		

IN-KIND MONTHLY SUMMARY REPORT

Month

August

Year

2021-22

CATEGORY	BUDGET	PREVIOUS TOTAL	CURRENT TOTAL	Y-T-D TOTAL	REMAINING IN-KIND NEEDED
NON-FEDERAL CASH					
Volunteer Services/Servicios Voluntarios	37,300.00	31,074.71	2,015.42	33,090.13	4,209.87
A. Professional Services/Servicios Profesionales	-	-		-	-
B. Center Volunteers/Voluntarios en el Centro	27,922.00	31,074.71	2,015.42	33,090.13	(5,168.13)
C. Other/Policy Council/Otro/Comité de Póliza	9,378.00	-		-	9,378.00
Donated Food/Comida Donada	-	-		-	-
Donated Supplies/Materiales Donado	2,561.00	-		-	2,561.00
Donated Equipment	-	-		-	-
Donated Bus Storage	-	-		-	-
Donated Space/Sitio Donado	237,466.00	39,653.10	19,826.55	59,479.65	177,986.35
Transportation/ Transportación	-	-		-	
TOTAL IN-KIND	277,327.00	70,727.81	21,841.97	92,569.78	184,757.22
State Fund 319	\$761,724	-		-	761,724.00
Grand Total	1,039,051.00	70,727.81	21,841.97	92,569.78	946,481.22

B. Contracted In-Kind \$ 92,569.78

C. Percent Y-T-D In-Kind 8.91%

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY
REGIONAL HEAD START including BLENDED CSPP STATE PROGRAM
INCOME CALCULATIONS
August-2021**

FREE MEALS	137	87	
REDUCED	0	0	
BASE	0	0	
TOTAL	137	87	

PERCENTAGES:

FREE	100.0000%	100.0000%	
REDUCED	0.0000%	0.0000%	
BASE	0.0000%	0.0000%	
TOTAL	100.0000%	100.0000%	

MEAL	#		%		RATE	=	
BREAKFAST:	1,617	X	100.0000%	X	\$1.9700	=	\$3,185.49
	1,617	X	0.0000%	X	\$1.6700	=	\$0.00
	1,617	X	0.0000%	X	\$0.3300	=	\$0.00
LUNCH:	1,660	X	100.0000%	X	\$3.6600	=	\$6,075.60
	0	X	100.0000%	X	\$3.6600	=	\$0.00
	0	X	0.0000%	X	\$3.2600	=	\$0.00
	0	X	0.0000%	X	\$0.3500	=	\$0.00
SUPPLEMENTS:	0	X	100.0000%	X	\$1.0000	=	\$0.00
	0	X	100.0000%	X	\$1.0000	=	\$0.00
	0	X	0.0000%	X	\$0.5000	=	\$0.00
	0	X	0.0000%	X	\$0.0900	=	\$0.00

	3,277			\$9,261.09
		TOTAL FEDERAL REIMBURSEMENT		\$9,261.09
CASH IN LIEU:		LUNCHES X \$0.2600		\$431.60
TOTAL REIMBURSEMENT				\$9,692.69

	Breakfast	Lunch	Snack	Total
RHS	361	1,660	-	2,021
CSPP	1,256	-	-	1,256
	1,617	1,660	-	3,277

	<u>RHS</u>	<u>CSPP</u>	<u>Total</u>
TOTAL FEDERAL REIMBURSEMENT:	\$6,786.77	\$2,474.32	\$9,261.09
CASH IN LIEU:	<u>\$431.60</u>	<u>\$0.00</u>	<u>\$431.60</u>
	\$7,218.37	\$2,474.32	\$9,692.69



MADERA HEAD START MONTHLY ENROLLMENT REPORT

Madera/Mariposa Regional Head Start

Months of Operation:
August 2021 – May 2022

Reporting Month
July 2021

Total Funded Enrollment 246	Current Enrollment: Centers Closed ----- Cumulative Enrollment 0	Centers with Vacancies: Chowchilla: 0 Cottonwood: 0 North Fork: 0 Eastside: 0 Oakhurst: 0 Fairmead: 0 Ruth Gonzales: 0 Mariposa: 0 Valley West: 0 Mis Tesoros: 0 Verdell: 0
No. of Children on Waiting List Income Eligible: 135 No. of Children on Waiting List Over Income : 43	No. of Children with Disabilities: 0 Must be at least 10% of enrollment (↑26)	No. of Over Income Families: (100-130%) (0/I) Must be less than 10% of enrollment (↓ 26)
Average Monthly Attendance:		

Madera Early Head Start

Months of Operation:
June 2021– May 2022

Reporting Month
July 2021

Total Funded Enrollment 42	Current Enrollment: 41 ----- Cumulative Enrollment 42	Vacancies: 1
No. of Children on Waiting List Income Eligible: 7 No. of Children on Waiting List Over Income : 12	No. of Children with Disabilities: 6 Must be at least 10% of enrollment (↑5)	No. of Over Income Families: 2 (100-130%) 2 (0/I) Must be less than 10% of enrollment (↓ 4)
Average 4 Home Visits Due to COVID- 19 home visits are conducted via phone contact with families.		

IN-KIND MONTHLY SUMMARY REPORT

Month

July

Year

2021

CATEGORY	BUDGET	PREVIOUS TOTAL	CURRENT TOTAL	Y-T-D TOTAL	REMAINING IN-KIND NEEDED
NON-FEDERAL CASH					
Volunteer Services/Servicios Voluntarios	154,655.00	7,699.17	8,647.41	16,346.58	138,308.42
A. Professional Services/Servicios Profesionales	-	-		-	-
B. Center Volunteers/Voluntarios en el Centro	154,655.00	7,699.17	8,647.41	16,346.58	138,308.42
C. Other/Policy Council/Otro/Comité de Póliza	-	-		-	-
Donated Food/Comida Donada	-	-		-	-
Donated Supplies/Materiales Donado	801.00	-		-	801.00
Donated Equipment	-	-		-	-
Donated Bus Storage	-	-		-	-
Donated Space/Sitio Donado	-	-		-	-
Transportation/ Transportación	-	-		-	-
TOTAL IN-KIND	155,456.00	7,699.17	8,647.41	16,346.58	139,109.42
		-			
		-	-	-	-
Grand Total	155,456.00	7,699.17	8,647.41	16,346.58	139,109.42

B. Contracted In-Kind \$ 16,346.58

C. Percent Y-T-D In-Kind 10.52%



MADERA HEAD START MONTHLY ENROLLMENT REPORT

Madera/Mariposa Regional Head Start

Months of Operation:
August 2021 – May 2022

Reporting Month
August 2021

Total Funded Enrollment <div style="font-size: 24pt; font-weight: bold;">246</div>	Current Enrollment: <div style="font-size: 24pt; font-weight: bold;">129</div> <p>-----</p> Cumulative Enrollment <div style="font-size: 24pt; font-weight: bold;">137</div>	Centers with Vacancies: Chowchilla: 0 Cottonwood: 0 North Fork: 10 Eastside: 0 Oakhurst: 3 Fairmead: 0 Ruth Gonzales: 0 Mariposa: 0 Valley West: 0 Mis Tesoros: 0 Verdell: 0
No. of Children on Waiting List Income Eligible: 51 No. of Children on Waiting List Over Income : 31	No. of Children with Disabilities: <div style="font-size: 24pt; font-weight: bold;">15</div> <small>Must be at least 10% of enrollment (↑26)</small>	No. of Over Income Families: <div style="font-size: 24pt; font-weight: bold;">10 (100-130%)</div> <div style="font-size: 24pt; font-weight: bold;">7 (O/I)</div> <small>Must be less than 10% of enrollment (↓ 26)</small>
Average Monthly Attendance: 84.5%		

Madera Early Head Start

Months of Operation:
June 2021– May 2022

Reporting Month
August 2021

Total Funded Enrollment <div style="font-size: 24pt; font-weight: bold;">42</div>	Current Enrollment: <div style="font-size: 24pt; font-weight: bold;">39</div> <p>-----</p> Cumulative Enrollment <div style="font-size: 24pt; font-weight: bold;">42</div>	Vacancies: <div style="font-size: 24pt; font-weight: bold;">3</div>
No. of Children on Waiting List Income Eligible: 3 No. of Children on Waiting List Over Income : 1	No. of Children with Disabilities: <div style="font-size: 24pt; font-weight: bold;">1</div> <small>Must be at least 10% of enrollment (↑5)</small>	No. of Over Income Families: <div style="font-size: 24pt; font-weight: bold;">4 (100-130%)</div> <div style="font-size: 24pt; font-weight: bold;">1 (O/I)</div> <small>Must be less than 10% of enrollment (↓ 4)</small>
Average Home Visits Due to COVID- Family Facilitators conducted 2 home visits and 2 phone calls per week with families.		

IN-KIND MONTHLY SUMMARY REPORT

Month

August

Year

2021

CATEGORY	BUDGET	PREVIOUS TOTAL	CURRENT TOTAL	Y-T-D TOTAL	REMAINING IN-KIND NEEDED
NON-FEDERAL CASH					
Volunteer Services/Servicios Voluntarios	154,655.00	16,346.58	6,671.66	23,018.24	131,636.76
A. Professional Services/Servicios Profesionales	-	-		-	-
B. Center Volunteers/Voluntarios en el Centro	154,655.00	16,346.58	6,671.66	23,018.24	131,636.76
C. Other/Policy Council/Otro/Comité de Póliza	-	-		-	-
Donated Food/Comida Donada	-	-		-	-
Donated Supplies/Materiales Donado	801.00	-		-	801.00
Donated Equipment	-	-		-	-
Donated Bus Storage	-	-		-	-
Donated Space/Sitio Donado	-	-		-	-
Transportation/ Transportación	-	-		-	-
TOTAL IN-KIND	155,456.00	16,346.58	6,671.66	23,018.24	132,437.76
		-	-	-	-
Grand Total	155,456.00	16,346.58	6,671.66	23,018.24	132,437.76

B. Contracted In-Kind \$ 23,018.24

C. Percent Y-T-D In-Kind 14.81%



MADERA HEAD START MONTHLY ENROLLMENT REPORT

Madera Migrant/Seasonal Head Start

Months of Operation:
May 2021 – February 2022

Reporting Month
July 2021

Total Funded Enrollment 579	Current Enrollment: 148 ----- Cumulative Enrollment: 240	Centers with Vacancies: Eastin Arcola 4 Mis Angelitos 10 Sierra Vista 2 Pomona 11 Los Niño's 3
No. of Children on Waiting List 65	No. of Children with Disabilities: 19 Must be at least 10% of enrollment (↑58)	No. of Over Income Families: 16 (100-130%) 15 (O/I) Must be less than 10% of enrollment (↓ 58)
Average Monthly Attendance: 86.98%		

Community Action Partnership of Madera County, Inc.
 1225 Gill Avenue
 Madera, CA 93637
 (559) 673-9173

IN-KIND MONTHLY SUMMARY REPORT 2021-2022 / REPORTE SUMARIO IN-KIND

MIGRANT AND SEASONAL HEAD START 2021-2022 MIGRANTE/TEMPORAL HEAD START 2021-2022
Month-Year JULY 2021/ Mes-Año JULIO 2022

CATEGORY	BUDGET Presupuesto	PREVIOUS/Previo TOTAL	CURRENT/Corriente TOTAL	Y-T-D/Asta ahora TOTAL	IN-KIND / In Kind para
NON-FEDERAL CASH/EFFECTIVO NO FEDERAL					
Volunteer Services/Servicios Voluntarios	238,563.00	51,399.60	35,267.23	86,666.83	151,896.17
A. Professional Services/Servicio Profesional	0.00	0.00	0.00	0.00	0.00
B. Center Volunteers/Voluntarios del Centro	238,563.00	50,501.49	35,033.13	85,534.62	153,028.38
Other/Policy Council/Otro/Comité	0.00	898.11	234.10	1,132.21	(1,132.21)
State Collaboration/Colaboracion del Estado	933,229.00	241,620.22	0.00	241,620.22	691,608.78
Donated Supplies/Materiales Donados	1,000.00	0.00	0.00	0.00	1,000.00
Donated Food/Comida Donada	0.00	0.00	0.00	0.00	0.00
Donated Space/Sitio Donado	125,132.00	41,710.64	10,427.66	52,138.30	72,993.70
Transportation/Transportacion	0.00	0.00	0.00	0.00	0.00
TOTAL IN-KIND/TOTAL DE IN KIND	1,297,924.00	334,730.46	45,694.89	380,425.35	917,498.65

A. Y-T-D In-Kind / In-Kind asta ahora 380,425.35

B. Contracted In-Kind/ In-kind Contratado **1,297,924.00**

C. Percent Y-T-D In-Kind/ Porcentaje de in-kind ásta ahora

CONTRACT AMOUNT/CANTIDAD CONTRATADA **29.31%**

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY
MADERA MIGRANT HEAD START including BLENDED MIGRANT PRESCHOOL STATE PROGRAM
INCOME CALCULATIONS
July-2021

FREE MEALS	156		58
REDUCED	0		0
BASE	0		0
TOTAL	156		58

PERCENTAGES:

FREE	100.0000%		100.0000%
REDUCED	0.0000%		0.0000%
BASE	0.0000%		0.0000%
TOTAL	100.0000%		100.0000%

MEAL	#		%		RATE	=	
BREAKFAST:	2,533	X	100.0000%	X	\$1.9700	=	\$4,990.01
		X	0.0000%	X	\$1.6700	=	\$0.00
		X	0.0000%	X	\$0.3300	=	\$0.00
LUNCH:	1,558 947	X	100.0000%	X	\$3.6600	=	\$5,702.28
		X	100.0000%	X	\$3.6600	=	\$3,466.02
		X	0.0000%	X	\$3.2600	=	\$0.00
		X	0.0000%	X	\$0.3500	=	\$0.00
SUPPLEMENTS:	1,342 794	X	100.0000%	X	\$1.0000	=	\$1,342.00
		X	100.0000%	X	\$1.0000	=	\$794.00
		X	0.0000%	X	\$0.5000	=	\$0.00
		X	0.0000%	X	\$0.0900	=	\$0.00

7,174
TOTAL FEDERAL REIMBURSEMENT \$16,294.31

CASH IN LIEU: LUNCHES X \$0.2600 \$651.30

TOTAL REIMBURSEMENT **\$16,945.61**

	Breakfast	Lunch	Snack	Total
CMIG-MADERA MIGRANT PRESCHOOL	-	947	794	1,741
MMHS-MADERA MIGRANT HEAD START	2,533	1,558	1,342	5,433
	2,533	2,505	2,136	7,174

	<u>MMHS</u>	<u>CMIG</u>	<u>Total</u>
TOTAL FEDERAL REIMBURSEMENT:	\$12,034.29	\$4,260.02	\$16,294.31
CASH IN LIEU:	<u>\$405.08</u>	<u>\$246.22</u>	<u>\$651.30</u>
	\$12,439.37	\$4,506.24	\$16,945.61

July 2021 Report for CAPMC

CHILD/FAMILY INFORMATION		MHS	THRESHOLD	
			MHS	**
ENROLLMENT	# Funded Slots	579	NA	
	End of Month Enrollment %	41.6%	100.0%	A
	# Cumulative Families	180	NA	
PIR AGE GROUP	Under 1 Year			
	1 Year Old			
	2 Years Old			
	3 Years Old			
	4 Years Old			
MOBILITY & RE-ENROLLMENT	Children Enrolled < 45 Days	8.7%	5.5%	B
	Children Who Left Program & Did Not Re-Enroll	10.4%	22.2%	B
	Children Enrolled 2+ Years	81.3%	59.5%	B
CHILD HEALTH	Child Up-To-Date with Preventative Health Care (EPSDT)	98.3%	100.0%	C
	Children Needing Medical Treatment	11.0%	12.7%	B
	Children Receiving Medical Treatment	100.0%	98.4%	B
	Child Up-To-Date with Immunizations or meet state guidelines for exemption	99.2%	99.8%	B
DENTAL SERVICES	Children with Access to Dental Services	99.2%	93.7%	B
	Children who completed a professional dental exam	79.6%	89.8%	B
	Of those who completed exam, children who were diagnosed with needing treatment	10.9%	28.3%	B
	Of those who need dental treatment, children who received treatment	92.9%	88.2%	B
HOUSEHOLD PRIMARY LANGUAGE	Spanish			
	English			
	Centra/South American or Mexican Languages			
	Other			
HOUSEHOLD ETHNICITY	Hispanic			
	Non-Hispanic			
FAMILY COMPOSITION	Single Parent			
	Two Parents			
FAMILY EDUCATION	High School Graduate/GED or Less	83.9%	NA	
PRIMARY ELIGIBILITY TYPE	Receive Public Assistance	3.7%	NA	
	Homeless Child	0.0%	NA	
	Foster Child	0.0%	NA	
FAMILY SERVICES	Social Service Referrals - Expressed Interest	0.0%	NA	
	Social Service Referrals - Services Received	22.8%	69.1%	B
	Homeless Families	0.0%	NA	
	Homeless Families - Acquired Housing	NA	12.3%	B
FOOD ASSISTANCE	Families Participating in WIC	97.8%	NA	
	Families Participating in SNAP (Food Stamps)	88.9%	NA	

STAFF QUALIFICATIONS		MHS	THRESHOLD	
			MHS	**
CLASSROOM PRESCHOOL ASSISTANT TEACHERS	# Classroom Preschool Assistant Teachers	10	NA	
	Classroom Preschool Assistant Teachers who meet minimum education requirements: CDA/equivalent or higher, or are enrolled in a CDE or ECE degree program	100.0%	100.0%	A
CLASSROOM PRESCHOOL TEACHERS	# Classroom Preschool Teachers	18	NA	
	Classroom Preschool Teachers who meet minimum education requirements: AA degree or higher	100.0%	100.0%	A
	Classroom Preschool Teachers with a BA or higher	22.2%	32.0%	B
CLASSROOM INFANT & TODDLER TEACHERS	# Classroom Infant/Toddler Teachers	12	NA	
	Classroom Infant/Toddler Teachers who meet minimum education requirements: CDA/equivalent or higher	100.0%	100.0%	A

** Threshold Source Key:

Source: PIR for agency & date as indicated

Note: All data for children, family & staff are cumulative.

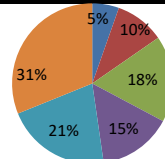
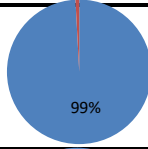
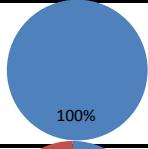
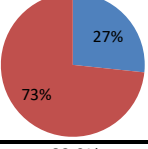
Pink shaded cells indicate program does not meet identified threshold

A = Head Start Regulation

B = State PIR Indicator 2018-19

C = Region 12 Specialist

julio 2021 reporte para CAPMC

Información Niño/Familia		MHS	LIMITE	
			MHS	**
INSCRIPCIÓN	# Espacios Financiados	579	NA	
	Inscripción al Final del Mes %	41.6%	100.0%	A
	# Familias Acumuladas	180	NA	
EDAD DEL GRUPO PIR	Menor de 1 Año			
	1 Año de Edad			
	2 Años de Edad			
	3 Años de Edad			
	4 Años de Edad			
5 Años de Edad				
MOVILIDAD Y REINSCRITO	Niños Inscritos < 45 Días	8.7%	5.5%	B
	Niños Que Dejaron el Prog y No Se Reinscribieron	10.4%	22.2%	B
	Niños Inscritos 2 + Años	81.3%	59.5%	B
SALUD DEL NIÑO	El Niño Está al Día Con el Cuidado de Salud Preventivo	98.3%	100.0%	C
	Niños que Necesita Tratamiento Médico	11.0%	12.7%	B
	Niños Recibiendo Tratamiento Médico	100.0%	98.4%	B
	Niño al Día con las Vecunas o Cumplecon las Directrices del Estado Para Exención	99.2%	99.8%	B
SERVICIOS DENTALES	Niños con Acceso a Servicios Dentales	99.2%	93.7%	B
	Niños que Completaron Exámenes Dentales Profesional	79.6%	89.8%	B
	De los que Completaron un Exámen, Niños Diagnósticados que Necesitan Tratamiento	10.9%	28.3%	B
	De los que Completaron un Exámen, Niños que Recibieron Tratamiento	92.9%	88.2%	B
LENGUAJE PRIMARIO EN EL HOGAR	Español			
	Inglés			
	Central/Sur Americano o Lenjuajes Mexicanos			
	Otro			
ORIGEN ÉTNICO	Hispano			
	No Hispano			
COMPOSICIÓN FAMILIAR	Padre Soltero			
	Dos Padres			
EDUCACIÓN FAMILIAR	Graduado de High School/GED o Menos	83.9%	NA	
ELIGIBILIDAD FAMILIAR	Recibe Asistencia Pública	3.7%	NA	
	Desamparado	0.0%	NA	
	Foster	0.0%	NA	
SERVICIOS FAMILIARES	Referencia a Servicios Sociales - Expresó interés	0.0%	NA	
	Referencia a Servicios Sociales - Recibio Servicios	22.8%	69.1%	B
	Familias Desamparadas	0.0%	NA	
	Familias Desamparadas - Adquiriendo Vivienda	NA	12.3%	B
ASISTENCIA DEL ALIMENTOS	Familias Participando en WIC	97.8%	NA	
	Familias Participando con SNAP	88.9%	NA	

Calificación del Personal		MHS	THRESHOLD	
			MHS	**
Asistentes de Maestra de la Clase Prescolar	# Asistentes de Maestra de la Clase Prescolar	10	NA	
	Asistentes de Maestra de la Clase Prescolar que llenan los requisitos mínimo de educación: CDA/equivalente o mas alto, o estan registradas en un programa de CDE o ECE.	100.0%	100.0%	A
Maestras de la Clase Prescolar	# Maestras de la Clase Prescolar	18	NA	
	Maestras de la Clase Prescolar que llenan los requisitos de educación: Grado AA o mas alto	100.0%	100.0%	A
	Maestras de la Clase Prescolar con BA o mas alto	22.2%	32.0%	B
Maestras de la Clase de Infantes/Medianos	# Maestras de la Clase de Infantes/Medianos	12	NA	
	Maestras de la Clase de Infantes/Medianos que llenan los requisitos de educación: CDA/equivalente o mas alto	100.0%	100.0%	A

**La clave fuente original

Recurso: PIR de la agencia & fecha como indicado

Las celdas sombreadas indican que el programa no cumple con el umbral identificado

A = Regalamiento Head Start

B = Indicador el PIR 2018-19

C = Especialista Region 12



MADERA HEAD START MONTHLY ENROLLMENT REPORT

Madera Migrant/Seasonal Head Start

Months of Operation:

May 2021 – February 2022

Reporting Month

August 2021

Total Funded Enrollment 579	Current Enrollment: 140 <hr style="border-top: 1px dashed black;"/> Cumulative Enrollment: 240	Centers with Vacancies: Eastin Arcola 12 Mis Angelitos 11 Sierra Vista 0 Pomona 11 Los Niño's 4
No. of Children on Waiting List 65	No. of Children with Disabilities: 19 Must be at least 10% of enrollment (↑58)	No. of Over Income Families: 16 (100-130%) 15 (O/I) Must be less than 10% of enrollment (↓ 58)
Average Monthly Attendance: 80.27%		

Community Action Partnership of Madera County, Inc.
 1225 Gill Avenue
 Madera, CA 93637
 (559) 673-9173

IN-KIND MONTHLY SUMMARY REPORT 2021-2022 / REPORTE SUMARIO MENSUAL DE IN KIND 2021-2022

MIGRANT AND SEASONAL HEAD START 2021-2022 MIGRANTE/TEMPORAL HEAD START 2021-2022

Month-Year AUGUST 2021/ Mes-Año AGOSTO 2021

CATEGORY	BUDGET Presupuesto	PREVIOUS/Previo TOTAL	CURRENT/Corriente TOTAL	Y-T-D/Asta ahora TOTAL	REMAINING IN-KIND NEEDED Resto de In Kind para recaudar
NON-FEDERAL CASH/EFFECTIVO NO FEDERAL					
Volunteer Services/Servicios Voluntarios	238,563.00	86,329.41	62,478.29	148,807.70	89,755.30
A. Professional Services/Servicios Profesionales	0.00	0.00	0.00	0.00	0.00
B. Center Volunteers/Voluntarios en el Centro	238,563.00	85,197.20	58,108.01	143,305.21	95,257.79
Other/Policy Council/Otro/Comité de Póliza	0.00	1,132.21	4,370.28	5,502.49	(5,502.49)
State Collaboration/Colaboracion de Estado	933,229.00	343,034.50	0.00	343,034.50	590,194.50
Donated Supplies/Materiales Donados	1,000.00	0.00	0.00	0.00	1,000.00
Donated Food/Comida Donada	0.00	0.00	0.00	0.00	0.00
Donated Space/Sitio Donado	125,132.00	52,138.30	10,427.66	62,565.96	62,566.04
Transportation/Transportacion	0.00	0.00	0.00	0.00	0.00
TOTAL IN-KIND/TOTAL DE IN KIND	1,297,924.00	481,502.21	72,905.95	554,408.16	743,515.84

A. Y-T-D In-Kind / In-Kind asta ahora	554,408.16
B. Contracted In-Kind/ In-kind Contratado	1,297,924.00
C. Percent Y-T-D In-Kind/ Porcentaje de in-kind ásta ahora	
CONTRACT AMOUNT/CANTIDAD CONTRATADA	42.71%

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY
MADERA MIGRANT HEAD START including BLENDED MIGRANT PRESCHOOL STATE PROGRAM
INCOME CALCULATIONS
August-2021

FREE MEALS	186	54
REDUCED	0	0
BASE	0	0
TOTAL	<u>186</u>	<u>54</u>

PERCENTAGES:

FREE	100.0000%	100.0000%
REDUCED	0.0000%	0.0000%
BASE	0.0000%	0.0000%
TOTAL	<u>100.0000%</u>	<u>100.0000%</u>

MEAL	#		%		RATE	=	
BREAKFAST:	2,124	X	100.0000%	X	\$1.9700	=	\$4,184.28
		X	0.0000%	X	\$1.6700	=	\$0.00
		X	0.0000%	X	\$0.3300	=	\$0.00
LUNCH:	1,296 808	X	100.0000%	X	\$3.6600	=	\$4,743.36
		X	100.0000%	X	\$3.6600	=	\$2,957.28
		X	0.0000%	X	\$3.2600	=	\$0.00
		X	0.0000%	X	\$0.3500	=	\$0.00
SUPPLEMENTS:	1,156 690	X	100.0000%	X	\$1.0000	=	\$1,156.00
		X	100.0000%	X	\$1.0000	=	\$690.00
		X	0.0000%	X	\$0.5000	=	\$0.00
		X	0.0000%	X	\$0.0900	=	\$0.00

6,074 TOTAL FEDERAL REIMBURSEMENT \$13,730.92

CASH IN LIEU: LUNCHES X \$0.2600 \$547.04

TOTAL REIMBURSEMENT \$14,277.96

	Breakfast	Lunch	Snack	Total
CMIG-MADERA MIGRANT PRESCHOOL	-	808	690	1,498
MMHS-MADERA MIGRANT HEAD START	<u>2,124</u>	<u>1,296</u>	<u>1,156</u>	<u>4,576</u>
	<u>2,124</u>	<u>2,104</u>	<u>1,846</u>	<u>6,074</u>

	<u>MMHS</u>	<u>CMIG</u>	<u>Total</u>
TOTAL FEDERAL REIMBURSEMENT:	\$10,083.64	\$3,647.28	\$13,730.92
CASH IN LIEU:	<u>\$336.96</u>	<u>\$210.08</u>	<u>\$547.04</u>
	\$10,420.60	\$3,857.36	\$14,277.96

August 2021 Report for CAPMC

CHILD/FAMILY INFORMATION		MHS	THRESHOLD	
			MHS	**
ENROLLMENT	# Funded Slots	579	NA	
	End of Month Enrollment %	48.0%	100.0%	A
	# Cumulative Families	212	NA	
PIR AGE GROUP	Under 1 Year			
	1 Year Old			
	2 Years Old			
	3 Years Old			
	4 Years Old			
MOBILITY & RE-ENROLLMENT	Children Enrolled < 45 Days	8.7%	5.5%	B
	Children Who Left Program & Did Not Re-Enroll	26.4%	22.2%	B
	Children Enrolled 2+ Years	74.7%	59.5%	B
CHILD HEALTH	Child Up-To-Date with Preventative Health Care (EPSDT)	99.3%	100.0%	C
	Children Needing Medical Treatment	9.5%	12.7%	B
	Children Receiving Medical Treatment	100.0%	98.4%	B
	Child Up-To-Date with Immunizations or meet state guidelines for exemption	100.0%	99.8%	B
DENTAL SERVICES	Children with Access to Dental Services	99.6%	93.7%	B
	Children who completed a professional dental exam	73.5%	89.8%	B
	Of those who completed exam, children who were diagnosed with needing treatment	12.2%	28.3%	B
	Of those who need dental treatment, children who received treatment	94.1%	88.2%	B
HOUSEHOLD PRIMARY LANGUAGE	Spanish			
	English			
	Centra/South American or Mexican Languages			
	Other			
HOUSEHOLD ETHNICITY	Hispanic			
	Non-Hispanic			
FAMILY COMPOSITION	Single Parent			
	Two Parents			
FAMILY EDUCATION	High School Graduate/GED or Less	84.9%	NA	
PRIMARY ELIGIBILITY TYPE	Receive Public Assistance	3.6%	NA	
	Homeless Child	0.0%	NA	
	Foster Child	0.0%	NA	
FAMILY SERVICES	Social Service Referrals - Expressed Interest	NA	NA	
	Social Service Referrals - Services Received	38.2%	69.1%	B
	Homeless Families	0.0%	NA	
	Homeless Families - Acquired Housing	NA	12.3%	B
FOOD ASSISTANCE	Families Participating in WIC	97.6%	NA	
	Families Participating in SNAP (Food Stamps)	88.2%	NA	

STAFF QUALIFICATIONS		MHS	THRESHOLD	
			MHS	**
CLASSROOM PRESCHOOL ASSISTANT TEACHERS	# Classroom Preschool Assistant Teachers	10	NA	
	Classroom Preschool Assistant Teachers who meet minimum education requirements: CDA/equivalent or higher, or are enrolled in a CDE or ECE degree program	100.0%	100.0%	A
CLASSROOM PRESCHOOL TEACHERS	# Classroom Preschool Teachers	18	NA	
	Classroom Preschool Teachers who meet minimum education requirements: AA degree or higher	100.0%	100.0%	A
	Classroom Preschool Teachers with a BA or higher	22.2%	32.0%	B
CLASSROOM INFANT & TODDLER TEACHERS	# Classroom Infant/Toddler Teachers	12	NA	
	Classroom Infant/Toddler Teachers who meet minimum education requirements: CDA/equivalent or higher	100.0%	100.0%	A

** Threshold Source Key:

Source: PIR for agency & date as indicated

A = Head Start Regulation

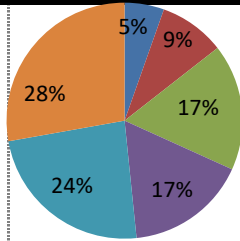
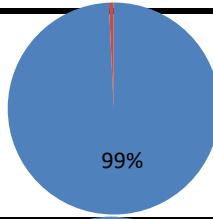
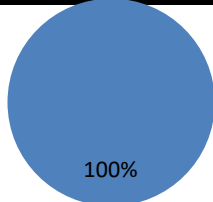
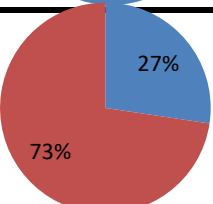
Note: All data for children, family & staff are cumulative.

B = State PIR Indicator 2018-19

Pink shaded cells indicate program does not meet identified threshold

C = Region 12 Specialist

agosto 2021 reporte para CAPMC

Informacion Niño/Familia		MHS	LIMITE	
			MHS	**
INSCRIPCIÓN	# Espacios Financiados	579	NA	
	Inscripción al Final del Mes %	48.0%	100.0%	A
	# Familias Acumuladas	212	NA	
EDAD DEL GRUPO PIR	Menor de 1 Año			
	1 Año de Edad			
	2 Años de Edad			
	3 Años de Edad			
	4 Años de Edad			
MOVILIDAD Y REINSCRITO	Niños Inscritos < 45 Días	8.7%	5.5%	B
	Niños Que Dejaron el Prog y No Se Reinscribieron	26.4%	22.2%	B
	Niños Inscritos 2 + Años	74.7%	59.5%	B
SALUD DEL NIÑO	El Niño Está al Día Con el Cuidado de Salud Preventivo	99.3%	100.0%	C
	Niños que Necesita Tratamiento Médico	9.5%	12.7%	B
	Niños Recibiendo Tratamiento Médico	100.0%	98.4%	B
	Niño al Día con las Vecunas o Cumplecon las Directrices del Estado Para Exención	100.0%	99.8%	B
SERVICIOS DENTALES	Niños con Acceso a Servicios Dentales	99.6%	93.7%	B
	Niños que Completaron Exámenes Dentales Profesional	73.5%	89.8%	B
	De los que Completaron un Exámen, Niños Diagnosticados que Necesitan Tratamiento	12.2%	28.3%	B
	De los que Completaron un Exámen, Niños que Recibieron Tratamiento	94.1%	88.2%	B
LENGUAJE PRIMARIO EN EL HOGAR	Español			
	Inglés			
	Central/Sur Americano o Lenguajes Mexicanos			
	Otro			
ORIGEN ÉTNICO	Hispano			
	No Hispano			
COMPOSICIÓN FAMILIAR	Padre Soltero			
	Dos Padres			
EDUCACIÓN FAMILIAR	Graduado de High School/GED o Menos	84.9%	NA	
ELIGIBILIDAD FAMILIAR	Recibe Asistencia Pública	3.6%	NA	
	Desamparado	0.0%	NA	
	Foster	0.0%	NA	
SERVICIOS FAMILIARES	Referencia a Servicios Sociales - Expresó interés	NA	NA	
	Referencia a Servicios Sociales - Recibio Servicios	38.2%	69.1%	B
	Familias Desamparadas	0.0%	NA	
	Familias Desamparadas - Adquiriendo Vivienda	NA	12.3%	B
ASISTENCIA DEL ALIMENTOS	Familias Participando en WIC	97.6%	NA	
	Familias Participando con SNAP	88.2%	NA	

Calificacion del Personal		MHS	THRESHOLD	
			MHS	**
Asistentes de Maestra de la Clase Prescolar	# Asistentes de Maestra de la Clase Prescolar	10	NA	
	Asistentes de Maestra de la Clase Prescolar que llenan los requisitos minimo de educacion: CDA/equivalente o mas alto, o estan registradas en un programa de CDE o ECE.	100.0%	100.0%	A
Maestras de la Clase Prescolar	# Maestras de la Clase Prescolar	18	NA	
	Maestras de la Clase Prescolar que llenan los requisitos de educacion: Grado AA o mas alto	100.0%	100.0%	A
	Maestras de la Clase Prescolar con BA o mas alto	22.2%	32.0%	B
Maestras de la Clase de Infantes/Medianos	# Maestras de la Clase de Infantes/Medianos	12	NA	
	Maestras de la Clase de Infantes/Medianos que llenan los requisitos de educacion: CDA/equivalente o mas alto	100.0%	100.0%	A

**La clave fuente original

Recurso: PIR de la agencia & fecha como indicado

Las celdas sombreadas indican que el programa no cumple con el umbral identificado

A = Regalamento Head Start

B = Indicador el PIR 2018-19

C = Especialista Region 12



ENROLLMENT REPORT

Fresno Migrant/Seasonal Head Start

Months of Operation:

September 2021 – August 2022

Reporting Month

July 2021

Total Funded Enrollment 519	Current Enrollment: 125 ----- Cumulative Enrollment: 221	Centers with Vacancies: Biola – 4 Casa Castellanos - 2 Firebaugh – 1 Inez C. Rodriguez - 6 Five Points – 0 Selma - 3 Mendota – 1 Orange Cove – 1
No. of Children on Waiting List 14	No. of Children with Disabilities: 13 Must be at least 10% of enrollment (↑52)	No. of Over Income Families: 15 Must be less than 10% of enrollment (↓ 52)
Average Monthly Attendance: <u>80.94%%</u>		

*HS is required to maintain an AMA of 85%

Fresno Early Head Start

Child Care Partnership

Months of Operation:

September 2021 – August 2022

Reporting Month

July 2021

Total Funded Enrollment 30	Current Enrollment: 3 ----- Cumulative Enrollment: 18	Vacancies:
No. of Children on Waiting List 0	No. of Children with Disabilities: 1 Must be at least 10% of enrollment (↑3)	No. of Over Income Families: 1 Must be less than 10% of enrollment (↓ 3)
Average Monthly Attendance: <u>97%</u>		

*HS is required to maintain an AMA of 85%

FRESNO MIGRANT SEASONAL HEAD START IN-KIND MONTHLY SUMMARY REPORT

Month **July** Year **2021**

CATEGORY	BUDGET	PREVIOUS TOTAL	CURRENT TOTAL	Y-T-D TOTAL	REMAINING IN-KIND NEEDED
NON-FEDERAL CASH					
VOLUNTEER SERVICES	566,743.00	123,604.45	36,660.05	160,264.50	(406,478.50)
A. Professional Services	0.00	1,275.00	1,275.00	2,550.00	2,550.00
B. Center Volunteers	557,891.00	118,243.71	34,932.95	153,176.66	(404,714.34)
C. Policy Concil/Committee	8,852.00	4,085.74	452.10	4,537.84	(4,314.16)
OTHER - FOOD DONATION	0.00	0.00		0.00	0.00
DONATED SUPPLIES	2,049.00	0.00		0.00	(2,049.00)
DONATED EQUIPMENT	0.00	0.00		0.00	0.00
DONATED - BUS STORAGE	0.00	0.00		0.00	0.00
DONATED SPACE	97,936.00	102,374.69	14,907.75	117,282.44	19,346.44
TRANSPORTATION	0.00	0.00		0.00	0.00
TOTAL IN-KIND	666,728.00	225,979.14	51,567.80	277,546.94	(389,181.06)

C. Salarie & FB (First 5)	0.00	0.00		0.00	0.00
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Grand Total	666,728.00	225,979.14	51,567.80	277,546.94	(389,181.06)
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- A. Y-T-D In-Kind 277,546.94
- B. Contracted In-Kind **666,728.00**
- C. Percent Y-T-D In-Kind 41.63%

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY
 FRESNO FOOD PROGRAM - MHS
 INCOME CALCULATIONS
 July-2021**

FREE MEALS		143	
REDUCED		-	
BASE		-	
TOTAL		143	

PERCENTAGES:

FREE		100.0000%	
REDUCED		0.0000%	
BASE		0.0000%	
TOTAL		100.0000%	

MEAL	#		%		RATE	=	
BREAKFAST:	1,850	X	100.0000%	X	\$1.9700		\$3,644.50
LUNCH:	1,853	X	100.0000%	X	\$3.6600		\$6,781.98
SUPPLEMENTS:	1,662	X	100.0000%	X	\$1.0000		\$1,662.00
Total Meals	5,365						
TOTAL FEDERAL REIMBURSEMENT							\$12,088.48
CASH IN LIEU:	LUNCHES	X	\$0.2600				\$481.78
TOTAL REIMBURSEMENT							\$12,570.26



ENROLLMENT REPORT

Fresno Migrant/Seasonal Head Start

Months of Operation:

September 2021 – August 2022

Reporting Month

August 2021

Total Funded Enrollment 519	Current Enrollment: 125 ----- Cumulative Enrollment: 255	Centers with Vacancies: Biola – 7 Casa Castellanos - 9 Firebaugh – 6 Inez C. Rodriguez - 13 Five Points – 9 Selma - 9 Mendota – 7 Orange Cove – 1
No. of Children on Waiting List 13	No. of Children with Disabilities: 11 Must be at least 10% of enrollment (↑52)	No. of Over Income Families: 6 Must be less than 10% of enrollment (↓ 52)
Average Monthly Attendance: 81.44%		

*HS is required to maintain an AMA of 85%

Fresno Early Head Start

Child Care Partnership

Months of Operation:

September 2021 – August 2022

Reporting Month

August 2021

Total Funded Enrollment 30	Current Enrollment: 4 ----- Cumulative Enrollment: 18	Vacancias:
No. of Children on Waiting List 0	No. of Children with Disabilities: 1 Must be at least 10% of enrollment (↑3)	No. of Over Income Families: 1 Must be less than 10% of enrollment (↓ 3)
Average Monthly Attendance: 87.50%		

*HS is required to maintain an AMA of 85%

Community Action Partnership of Madera County
1225 Gill Ave
Madera, CA 93637
559-673-9173

FRENZO MIGRANT SEASONAL HEAD START IN-KIND MONTHLY SUMMARY REPORT

Month

August

Year

2021

CATEGORY	BUDGET	PREVIOUS TOTAL	CURRENT TOTAL	Y-T-D TOTAL	REMAINING IN-KIND NEEDED
NON-FEDERAL CASH					
VOLUNTEER SERVICES	566,743.00	160,264.50	41,690.74	201,955.24	(364,787.76)
A. Professional Services	0.00	2,550.00	595.00	3,145.00	3,145.00
B. Center Volunteers	557,891.00	152,888.96	40,874.00	193,762.96	(364,128.04)
C. Policy Concil/Committee	8,852.00	4,825.54	221.74	5,047.28	(3,804.72)
OTHER - FOOD DONATION	0.00	0.00		0.00	0.00
DONATED SUPPLIES	2,049.00	0.00		0.00	(2,049.00)
DONATED EQUIPMENT	0.00	0.00		0.00	0.00
DONATED - BUS STORAGE	0.00	8,235.92		8,235.92	8,235.92
DONATED SPACE	97,936.00	109,046.52	14,907.75	123,954.27	26,018.27
TRANSPORTATION	0.00	0.00		0.00	0.00
TOTAL IN-KIND	666,728.00	277,546.94	56,598.49	334,145.43	(332,582.57)
C. CSPP STATE Match	0.00	0.00		0.00	0.00
Grand Total	666,728.00	277,546.94	56,598.49	334,145.43	(332,582.57)

A. Y-T-D In-Kind	334,145.43
B. Contracted In-Kind	666,728.00
C. Percent Y-T-D In-Kind	50.12%

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY
 FRESNO FOOD PROGRAM - MHS
 INCOME CALCULATIONS
 August-2021**

FREE MEALS		147	
REDUCED		-	
BASE		-	
TOTAL		147	

PERCENTAGES:

FREE		100.0000%	
REDUCED		0.0000%	
BASE		0.0000%	
TOTAL		100.0000%	

MEAL	#		%		RATE		
BREAKFAST:	1,821	X	100.0000%	X	\$1.9700	=	\$3,587.37
LUNCH:	1,799	X	100.0000%	X	\$3.6600	=	\$6,584.34
SUPPLEMENTS:	1,593	X	100.0000%	X	\$1.0000	=	\$1,593.00
Total Meals	5,213						
TOTAL FEDERAL REIMBURSEMENT							\$11,764.71
CASH IN LIEU:					LUNCHES X \$0.2600		\$467.74
TOTAL REIMBURSEMENT							\$12,232.45



ENROLLMENT REPORT

Fresno Migrant/Seasonal Head Start

Months of Operation:

September 2021 – August 2022

Reporting Month

July 2021

Total Funded Enrollment 519	Current Enrollment: 125 ----- Cumulative Enrollment: 221	Centers with Vacancies: Biola – 4 Casa Castellanos - 2 Firebaugh – 1 Inez C. Rodriguez - 6 Five Points – 0 Selma - 3 Mendota – 1 Orange Cove – 1
No. of Children on Waiting List 14	No. of Children with Disabilities: 13 Must be at least 10% of enrollment (↑52)	No. of Over Income Families: 15 Must be less than 10% of enrollment (↓ 52)
Average Monthly Attendance: <u>80.94%%</u>		

*HS is required to maintain an AMA of 85%

Fresno Early Head Start

Child Care Partnership

Months of Operation:

September 2021 – August 2022

Reporting Month

July 2021

Total Funded Enrollment 30	Current Enrollment: 3 ----- Cumulative Enrollment: 18	Vacancies:
No. of Children on Waiting List 0	No. of Children with Disabilities: 1 Must be at least 10% of enrollment (↑3)	No. of Over Income Families: 1 Must be less than 10% of enrollment (↓ 3)
Average Monthly Attendance: <u>97%</u>		

*HS is required to maintain an AMA of 85%

FRESNO MIGRANT SEASONAL EARLY HEAD START
IN-KIND MONTHLY SUMMARY REPORT

Month**July****Year****2021**

CATEGORY	BUDGET	PREVIOUS TOTAL	CURRENT TOTAL	Y-T-D TOTAL	REMAINING IN-KIND NEEDED
NON-FEDERAL CASH					
VOLUNTEER SERVICES	33,403.00	3,552.66	184.82	3,737.48	(29,665.52)
A. Professional Services	0.00	255.00		255.00	255.00
B. Center Volunteers	31,190.00	3,133.26	184.82	3,318.08	(27,871.92)
C. Policy Concil/Committee	2,213.00	164.40		164.40	(2,048.60)
OTHER - FOOD DONATION	0.00	0.00		0.00	0.00
DONATED SUPPLIES	1,843.00	0.00		0.00	(1,843.00)
DONATED EQUIPMENT	0.00	0.00		0.00	0.00
DONATED - BUS STORAGE	0.00	0.00		0.00	0.00
DONATED SPACE	0.00	0.00		0.00	0.00
TRANSPORTATION	0.00	0.00		0.00	0.00
TOTAL IN-KIND	35,246.00	3,552.66	184.82	3,737.48	(31,508.52)
C. Salarie & FB (First 5)	0.00	0.00		0.00	0.00
Grand Total	35,246.00	3,552.66	184.82	3,737.48	(31,508.52)

A. Y-T-D In-Kind 3,737.48

B. Contracted In-Kind 35,246.00C. Percent Y-T-D In-Kind 10.60%



ENROLLMENT REPORT

Fresno Migrant/Seasonal Head Start

Months of Operation:

September 2021 – August 2022

Reporting Month

August 2021

Total Funded Enrollment 519	Current Enrollment: 125 ----- Cumulative Enrollment: 255	Centers with Vacancies: Biola – 7 Casa Castellanos - 9 Firebaugh – 6 Inez C. Rodriguez - 13 Five Points – 9 Selma - 9 Mendota – 7 Orange Cove – 1
No. of Children on Waiting List 13	No. of Children with Disabilities: 11 Must be at least 10% of enrollment (↑52)	No. of Over Income Families: 6 Must be less than 10% of enrollment (↓ 52)
Average Monthly Attendance: 81.44%		

*HS is required to maintain an AMA of 85%

Fresno Early Head Start

Child Care Partnership

Months of Operation:

September 2021 – August 2022

Reporting Month

August 2021

Total Funded Enrollment 30	Current Enrollment: 4 ----- Cumulative Enrollment: 18	Vacancias:
No. of Children on Waiting List 0	No. of Children with Disabilities: 1 Must be at least 10% of enrollment (↑3)	No. of Over Income Families: 1 Must be less than 10% of enrollment (↓ 3)
Average Monthly Attendance: 87.50%		

*HS is required to maintain an AMA of 85%

**FRESNO MIGRANT SEASONAL EARLY HEAD START
IN-KIND MONTHLY SUMMARY REPORT**

Month August Year 2021

CATEGORY	BUDGET	PREVIOUS TOTAL	CURRENT TOTAL	Y-T-D TOTAL	REMAINING IN-KIND NEEDED
NON-FEDERAL CASH					
VOLUNTEER SERVICES	33,403.00	3,737.48	0.00	3,737.48	(29,665.52)
A. Professional Services	0.00	255.00		255.00	255.00
B. Center Volunteers	31,190.00	3,318.08		3,318.08	(27,871.92)
C. Policy Concl/Committee	2,213.00	164.40		164.40	(2,048.60)
OTHER - FOOD DONATION	0.00	0.00		0.00	0.00
DONATED SUPPLIES	1,843.00	0.00		0.00	(1,843.00)
DONATED EQUIPMENT	0.00	0.00		0.00	0.00
DONATED - BUS STORAGE	0.00	0.00		0.00	0.00
DONATED SPACE	0.00	0.00		0.00	0.00
TRANSPORTATION	0.00	0.00		0.00	0.00
TOTAL IN-KIND	35,246.00	3,737.48	0.00	3,737.48	(31,508.52)
C. CSPP STATE Match	0.00	0.00		0.00	0.00
Grand Total	35,246.00	3,737.48	0.00	3,737.48	(31,508.52)

A. Y-T-D In-Kind	3,737.48
B. Contracted In-Kind	<u>35,246.00</u>
C. Percent Y-T-D In-Kind	<u>10.60%</u>



Report to the Board of Directors

Agenda Item Number: D-12

Board of Directors Meeting for: October 14, 2021

Author: Maritza Gomez-Zaragoza

DATE: August 30, 2021

TO: Board of Directors

FROM: Maritza Gomez-Zaragoza, Head Start Director

SUBJECT: Madera Migrant/Seasonal Head Start 2021-2022 Community Assessment Executive Summary Update

I. **RECOMMENDATIONS**

Review and consider approving the Madera Migrant/Seasonal Head Start 2021-2022 Community Assessment Executive Summary update.

II. **SUMMARY**

In accordance with the Head Start Performance Standards the Madera Migrant/Seasonal Head Start program is required to complete a Community Assessment every five years with annual reviews and updates.

III. **DISCUSSION**

- The Community Assessment being presented has been updated to include information on the current needs, concerns, parent/family strengths, community and program updates.
- The information gathered from the Community Assessment will also aide program staff in developing its refunding application.
- Data sources included:
 - Community Action Partnership of Madera County, Inc. Staff
 - 2018-19, 2019-20, and 2020-21 Program Information Reports (PIR)
 - Migrant/Seasonal Head Start 2020-21 Family Outcome Survey Results
 - Other Community Assessments data from Madera County.
 - Quantitative Data collected from sources such as, but not limited to, the US Census Bureau, Children Now, Madera County Office of Education, First 5 Madera County, Childcare Portfolio, and any other data sources deemed appropriate.
 - Qualitative Data collected from sources such as, but not limited to, community partners and focus groups.

IV. **FINANCING:** Minimal

EXECUTIVE SUMMARY

The CAPMC Migrant/Seasonal Head Start program operated in Madera County plans to serve 579 children (458 migrant and 121 seasonal) from 6 weeks to 5 years of age, for at least 60, and up to 149, days in a center-based setting. The need for preschool programs serving income-eligible children in our communities is evident, and the data presented in this document continues to support that.

The total 2019 population for Madera County was 155,433, resulting in an 1.46% increase in population from 2015. The state of California experienced a 2.8% increase in population over the same period. The rate of population growth in Madera County was less than the general population growth rates.

DEMOGRAPHIC MAKE-UP OF THE MIGRANT/SEASONAL HEAD START ELIGIBLE CHILDREN AND FAMILIES

Estimates for the number of migrant and seasonal children in the service area of Madera County are based upon the number of workers who worked less than 150 days from the 2017 US Census of Agriculture. From that number, a series of percentages are applied to estimate the number of children who are eligible for migrant/seasonal services. See the table below.

TABLE 1

Value	Description	Source
8,765	Hired farm labor who worked less than 150 days	<i>US Census of Agriculture 2017, Table 7, Madera County</i>
57%	Percentage of workers who are parents	<i>National Center for Farmworker Health, Agricultural Worker Demographics 2018</i>
42%	Percentage of workers who migrate with children	<i>National Center for Farmworker Health 2012</i>
2	Average number of children per migrant/seasonal farmworker	<i>National Agriculture Work Survey 2015-2016</i>
96%	Percentage of children under the age of 18	<i>National Agriculture Work Survey</i>
32.9%	Estimated percentage age 5 or less	<i>US Census American Community Survey, 2019 5 Year Estimates, B09001</i>
1,321	ESTIMATED NUMBER OF MIGRANT/SEASONAL CHILDREN 0-5 IN MADERA COUNTY	
653	Of the estimated number of migrant/seasonal children in Madera County, the percentage of 0-2 year olds (49.4%)	<i>US Census American Community Survey, 2019 5 Year Estimates, B09001</i>
667	Of the estimated number of migrant/seasonal children in Madera County, the percentage of 3-5 year olds (50.5%)	<i>US Census American Community Survey, 2019 5 Year Estimates, B09001</i>

Source: Various (See above)

The racial, ethnic, and cultural diversity of the population in Madera County continues to change. The Hispanic population continued to increase to over 58.8% in 2019. English language is the primary language spoken at home for approximately 54.7% of the population in Madera County. However, foreign born residents report speaking Spanish at home.

CHILD DEVELOPMENT AND CHILD CARE PROGRAMS SERVING HEAD START ELIGIBLE CHILDREN

During the 2016-2017 year, \$18,912,109 was invested in child care and development services for children from low-income or at-risk families in Madera County.

Table 2 below displays the child care and development programs in Madera County with the children ages 0-5, and children ages 0-12 each served in 2019-20. This information was collected as part of the Madera County Child Care Local Planning Council’s Needs Assessment.

The implementation of Transitional Kindergarten in Madera County has had a direct impact on the Head Start program and its ability to maintain enrollment in the centers. Transitional Kindergarten accepts children that just a few years ago would have otherwise been served by a preschool program such as State Preschool, Head Start, or a private program. A pattern has emerged, in which older four-year olds are enrolling in State Preschool, leaving mainly three-year olds in the Head Start centers.

TABLE 2

Child Care Program	Number of Children Ages 0-5 Served	Number of Children Ages 0-12 Served
CalWORKs Stage 1	162	454
CalWORKs Stage 2 Programs	156	472
CalWORKs Stage 3 Programs	35	197
General AP Programs	143	522
Cal-Safe Programs	16	16
Head Start/Early Head Start Programs	639 preschoolers 304 infant/toddlers	943
State Preschool Programs	795 preschoolers 0 toddlers	795
Transitional Kindergarten	545	545
TOTAL CHILDREN SERVED	2,842	3,991

CHILDREN WITH DISABILITIES

CAPMC continues to serve children with disabilities through the Migrant/Seasonal Head Start program and other collaborative partnerships in the community. During the 2020-2021 program year 50 children with disabilities were served, which is approximately 16.02% of the funded enrollment. Securing and receiving timely diagnosis and services is a challenge due to families' migratory status. A network of resources and open lines of communication between service providers continues to make Madera County's services for children with disabilities a highlight of the child care and education programs.

DATA ABOUT THE EDUCATION, HEALTH & NUTRITION, AND SOCIAL SERVICE NEEDS OF MIGRANT/SEASONAL HEAD START ELIGIBLE CHILDREN

The education, health, nutrition, and social service needs of Head Start eligible children have continued to shift in some areas, while remaining constant in others.

Education

- In 2019, 15.6% of the Madera County population over the age of 25 did not have a GED or high school diploma.
- The Madera County annual 9-12 grade adjusted dropout rate was 2.0% in 2018-19. It has decreased from 4.2% in 2009-2010.
- In 2018-2019, 36% of third grade students in Madera County met or exceeded the standard on the English Language Arts/Literacy CAASPP. California's average was 50%.
- Only 32% of third grade students from economically disadvantaged families in Madera County met or exceeded the standard on the English Language Arts/Literacy CAASPP in the 2018-2019 school year.
- Only 9% of the Madera County population over 25 years of age had a Bachelor's or Graduate Degree in 2019.
- According to the Program Information Report for the 2020-2021 program year, of the parents of children enrolled in the Madera Migrant/Seasonal Head Start program, 57.07% have not completed high school.
- Of the 42 classroom teachers and assistant teachers in the program, 4 have a Bachelor's Degree and 23 have an Associate Degree. Since the 2011-2012 program year, all preschool classrooms have been assigned a teacher with an AA/AS degree to meet the mandate in the 2007 Head Start Act.

Health and Nutrition

- Data is showing that children are having health issues with obesity, anemia, and hearing or vision problems. According to the 2020-2021 PIR, 10 children were treated for anemia and 3 were treated for asthma.

- The number of children in the Migrant/Seasonal Head Start program whose BMI is considered overweight or obese is 25, representing 8.01% of all enrolled children.

EDUCATION, HEALTH & NUTRITION, AND SOCIAL SERVICE NEEDS OF MIGRANT/SEASONAL HEAD START ELIGIBLE CHILDREN

The education, health & nutrition, and social service needs of Head Start eligible children have continued to shift in some areas, while remaining constant in others.

Education

- More centers
- After school programs

Health and Nutrition

- Trends identified through the Community Assessment include obesity, physical activity, anemia, asthma, and accessibility of promoted healthy choices.
- Nutrition Education
- Health services for adults in the home
- Health supplies (face masks, thermometers, diapers, wipes) back order during COVID-19

Social Service Needs

- Eligibility for social service programs

COMMUNITY RESOURCES

With the City of Madera being the hub of a small community, many families have knowledge of the basic resources available in the community. Most services are located in areas accessible to families whether they walk, use public transportation, or personal vehicles. When families participate in the Head Start program they also receive resource information through referrals, a resource book, and parent meetings. Unfortunately, some of the issues that families encounter are difficult to address. Families that are served throughout Madera County don't have the same availability of services as families within the City limits. For instance, families that live in the outskirts of Madera have to find a way to either travel to Madera or Fresno depending on where they live. The availability of even the basic services such as medical or dental services is limited. Due to the flexibility in funding for many of the community agencies, is hard to gauge the services they are able to provide, even from year to year.

Overall, the resources in the communities of Madera have fared well in a time of state budget shortfalls and dwindling resources. There have been minimal changes, and most community programs and social services have found ways to survive the budget gaps. Offerings through these resources may be smaller with longer wait times, but families in need have been able to access services. Below is a summary of types of resources available to Head Start families and other members of the community.

Primary Health Care

Although our two county service area continues to grow, many social service agencies have been hit by the downturn in the economy due to COVID-19 and the California state budget cuts. Madera County has a strong network of community resources and health and education institutions. The Madera Migrant/Seasonal Head Start program continues to work diligently and proactively to have excellent working relationships with other social service agencies in the area as well as good rapport with the dentists and doctors in the community we serve. This is reflected by the number of community resources provided to the children and families enrolled in the program. There are approximately ten health service entities identified in Madera County. All of the entities provide services to the low-income population, offer services to children and offer bilingual services to their clients. The program continually seeks out available resources to assist our program participants.

Camarena Health Center, a Federally Qualified Health Center funded to serve the poor and uninsured, received additional dollars to build new facilities that provide prenatal and dental services. Specific individuals and agencies in the community are responsible for the outreach of the Covered California Health Care Exchange.

CAPMC Migrant/Seasonal Head Start partnered with Healthy Smiles Mobile Dental where dental services were provided free of charge to the program at all migrant sites over the summer. Healthy Smiles Mobile Dental Foundation is a non-profit dental service that offers preventative education and dental services directly at school sites. Services included x-rays, cleaning, fillings, fluoride varnish, tickle check (for infants) and other services. Although due to COVID-19 some dentist are seeing fewer patients and are only taking in emergency situations.

Some health requirements will not be met due to COVID-19 restrictions. Medical providers are only allowing the patient and one adult in the office, making it a hardship for single parents families with multiple children. Also, doctor's are limiting the amount of patients serve per day, making appointment dates farther apart and not meeting health deadlines on time.

Parent Education and Support

There are five programs identified to assist parents on parental education. Of the programs identified, all offer services to the low-income population and provide education in both English and Spanish.

Healthy Start Special Needs Parenting Class is targeting families with special needs children.

Strengthening Families Program is offered through CAPMC that provides a 14 week parenting education class to at-risk families in Madera County. This program is funded through the Department of Social Services. Classes are offered in both English and Spanish.

Madera Unified School District's Parent Resource Centers are a new resource and educational program provided in various Elementary schools. Workshops and classes are made available to parents that build on protective factors, such as parental resiliency, social connections, knowledge of parenting and child development and social and emotional competence in children.

Madera County in collaboration with law enforcement, behavioral health, and CAPMC is providing classes for parents with youth in middle and high school who are experiencing difficulty. The program is called "The Parent Project". The program works directly with parents to help improve the adolescent's school performance, prevent drug and alcohol use, and stop violent behavior.

Mental Health

There is one agency that provide mental health services and counseling to children in Madera County. There are many program offerings at each facility that change according to funding and community needs.

The Sullivan Center for Children is a comprehensive outpatient treatment facility with the goal of providing quality outpatient psychological and psychiatric service to children, adolescents and families in the Central Valley.

One challenge with regards to mental health for children is that a Head Start referral to Behavioral Health requires the parents to advocate for their child. Most parents are inconsistent with their referral and their children may go unattended. During the summer the majority of children with active IEP's do not receive services unless the child's IEP specifies that the child needs to attend summer school.

Adult Education

Madera Adult School offers ESL classes, adult basic education, GED and computer skills. Some classes are available in both English and Spanish.

Madera Community College Center offers college classes towards a two-year associates degree as well as fulfilling general education and transfer requirements to a four-year institution such as a UC or state college. Bilingual classes are limited.

In an effort to make child development classes accessible to parents, staff, and community members seeking a career in child development, CAPMC has partnered with the Madera Community College Center to offer classes at CAPMC's facility. Participants/students go through the registration process with MCCC, however, classes are hosted at CAPMC making it convenient for students since they don't have to travel to MCCC. Hosting the classes at CAPMC has resulted in an increase of candidates seeking a teaching position with the program/agency.

Reedley College offers limited classes in both Madera and Oakhurst.

Child Care

In Madera County, an estimated 17,617 children ages birth to 12 have parents in the labor force. Currently 4,059 licensed child care spaces exist, equivalent to serve 23% of those children. Of the licensed programs, 33% of licensed child care spaces are provided by 137 family child care homes. The remaining 67% of licensed child care spaces are provided through 49 child care center sites.

CAPMC Alternative Payment Program provides subsidized child care to eligible families. The CAPMC Child Care Resource & Referral provides free child care referrals to parents, and training opportunities to child care providers, parents, and students.

Employment

There are two agencies that offer services for employment identified in the two county service areas, Madera County Workforce Assistance Center and Central Valley Opportunity Center. Both agencies provide services in English and Spanish. Madera County Workforce Assistance Center is the main avenue through which employment services are offered in Madera County. The Workforce Assistance Center's self-help computer lab offers free computer use (for job searching and resume development) and a plethora of resources. The Workforce Assistance Center recently acquired a 501(c)(3) status, making it eligible for many grants intended for non-profit organizations.

CAPMC Head Start has recently partnered with Workforce to provide an "on the job" training opportunity for youth that are seeking a career path. The candidates screened by Workforce are placed on the job based on their interests and job skill; i.e. food service, janitorial, instructional aide, etc. Once the candidates complete all requirements (Workforce & CAPMC's) they are placed at the various sites to provide a real job work experience. CAPMC is hoping that the partnership will increase employment opportunities and help with the staff shortage that the programs are facing.

Transportation

Public transportation was a recurring topic at many community forums and surveys. The Madera Area Express (MAX), Chowchilla Area Transit Express, and many other options such as Dial-A-Ride, provide limited services to community members who require transportation services.

COVID-19 in Madera County

On March 16, 2020 an Emergency Declaration Order was issued in Madera County for residents with non-essential employment, in response to the COVID-19 global pandemic that was unfolding around the world. Local schools switched to distance learning, and many service providers temporarily closed their doors to public interfaces, struggling to find ways to still serve those in need. The first case of COVID-19 found in Madera County was on March 7, 2020, and since then, 16,357 cases have been reported, leading to 242 deaths. As of May 11, 2021, 42,382 full two-dose vaccines have been administered in Madera County.

In response to COVID-19, the following services have been offered to Madera County residents:

- Madera County Food Bank served approximately 65,000 individuals per month, an increase from their pre-pandemic numbers of 45,000. Many of the food distributions were to the Madera Migrant / Seasonal Head Start families.
- Madera County Food Bank has distributed 500,000 pounds of food, compared to their regular 275,000 pounds per month.
- Madera Unified School District offered weekly meal distributions for all students
- Valley Caregiver Resource Center offers weekly interactive call groups for seniors, where they learn health and wellness tips, safety, and socialize virtually with other area seniors.
- Madera County Economic Development Commission made available Small Business Pandemic Assistance Grants to local eligible small businesses, as a part of the CARES Act Funding.

Data about the impacts of the COVID-19 Pandemic is yet to come, as the business, medical, social, and educational systems, and the individuals that make them up in Madera County struggle in countless ways.



Report to the Board of Directors

Agenda Item Number: D-13

Board of Directors Meeting for: October 14, 2021

Author: Maritza Gomez-Zaragoza

DATE: September 9, 2021

TO: Board of Directors

FROM: Maritza Gomez-Zaragoza, Head Start Director

SUBJECT: Approval of the 2021-2022 Bylaws for the Fresno Migrant Seasonal Head Start Policy Committee

I. RECOMMENDATION:

Review and consider approving the 2021-2022 Bylaws for the Fresno Migrant Seasonal Head Start Policy Committee.

II. SUMMARY:

The Bylaws are one set of rules that govern the Policy Committee. Bylaws are reviewed annually. Any proposed changes will be made at the time of review. The Committee was allowed 30 days for review and is expected to suggest any changes or recommendation if there are any.

III. DISCUSSION:

- The Bylaws were reviewed and updated by the Agency Attorney, Russ Ryan, to ensure compliance and add wording based on the Governor's guidance on how to conduct public meetings and ensuring compliance with the Brown Act.
- The changes were necessary to appropriate and safely elect parents from the center level to the Parent Policy Committee and continue to comply with the Head Start Performance Standards.
- During the Policy Committee meeting, there will be time to address any questions members may have.
- Committee members were provided with 30 days to review the changes; any requests for changes will be approved at the October meeting.

IV. FINANCING: None



COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY

AMENDED BYLAWS FOR THE REGULATION OF: FRESNO MIGRANT/SEASONAL HEAD START POLICY COMMITTEE 2021-2022



Reviewed by Agency Attorney – July 2021

Approved by the Fresno Migrant/Seasonal
Head Start Policy Committee on –

Approved by CAPMC Board of Directors –



COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY

Article 1: Introduction

Community Action Partnership of Madera County (CAPMC) believes that the gains made by children in Migrant/Seasonal Head Start must be understood and built upon by the family and the community. To achieve this goal, Migrant/Seasonal Head Start provides for the involvement of the child's parents and other members of the family in the experiences the child receives in the child development center by giving them many opportunities for a richer appreciation of the young child's needs and how to satisfy them.

Many of the benefits of Migrant/Seasonal Head Start are rooted in "change". These changes must take place in the family itself, in the community, and in the attitudes of people and institutions that have an impact on both.

It is clear that the success of Fresno Migrant/Seasonal Head Start is bringing about substantial changes and demands the fullest involvement of the parents, parental-substitutes, and families of children enrolled in its programs. This involvement begins when a Migrant/Seasonal Head Start Program begins and should gain vigor and vitality as planning and activities go forward.

Article 2: Purpose

Section 1 – General The purpose of the Migrant/Seasonal Head Start Policy Committee is to support the Migrant Seasonal Head Start Program in planning, organizing, and developing programs to serve the needs of children, parents, and the community at large consistent with the most current Head Start Program Performance regulations of the Head Start Act and the Performance Standards-Program Governance, 45 C.F.R. §1304.50.

The Migrant/Seasonal Head Start Policy Committee works in partnership with the CAPMC Board of Directors. The Board of Directors is the governing board of the organization. The Migrant/Seasonal Head Start Policy Committee and the Board of Directors share responsibility in implementing the overall goals of Migrant/Seasonal Head Start in accordance with the program expectations and federal regulations. The Policy Committee is generally responsible for the direction of the program.

These Bylaws prescribe the membership, the office, term of office and method of operation of the Policy Committee. As set forth below, these Bylaws incorporate by reference the Binding Arbitration Agreement for Resolution of Impasse between the CAPMC's Board of Directors and Migrant/Seasonal Head Start Policy Committee.

Article 3: Mission, Vision and Philosophy Statement

Section 1 – CAPMC’s Mission, Vision, and Philosophy Statements are as follows:

MISSION: Helping people, changing lives and making our community a better place to live by providing resources and services that inspire personal growth and independence.

OUR VISION: CAPMC will be recognized as a premier social service agency that eliminates the effects of poverty by helping people obtain knowledge and skills to achieve self-reliance and economic stability...one life at a time.

OUR VALUES – BASIC BELIEF: As community action professionals, the Agency is respectful of cultural diversity and dedicated to eliminating barriers to social economic independence in the midst of plenty in this nation by opening to everyone the opportunity for education and training; the opportunity to work; and the opportunity to live in decency; and dignity, and commit ourselves to six core values.

The values that create our Agency’s environment are based on fundamental respect for the rights, aspirations and dignity of every individual, client, fellow co-worker and others with whom CAPMC has contact. CAPMC’s Six Core Values are: Trustworthiness, Responsibility, Caring, Respect, Fairness and Citizenship.

STANDARDS TO LIVE BY

One of CAPMC’s four Strategic Goals: Premier Programs and Customer Services: On March of 2011 CAPMC adopted its *Standards to Live By* that were developed to ensure the satisfaction and quality services to customers; the adopted behaviors are expected from all Agency employees, volunteers, and participating parents: **Courtesy, Attitude, Professionalism, Make Time and Closure.**

PROGRAM PHILOSOPHY

Two unique attributes distinguish Head Start from any other preschool program in our community and the county. Those distinguishing elements are the comprehensiveness of the program design and the degree to which parents are involved in all aspects of the program. These factors have helped to develop the philosophy of Head Start and promote our belief that we must prepare, educate, and develop our children and their families so that they are positive contributors to our community and this nation.

Key principles of Head Start since its inception in 1965, which were reaffirmed through a thorough review by the Advisory Committee on Head Start Quality and Expansion include:

- Comprehensive Services
- Parent Involvement and Family Focus
- Community Partnerships and Community Based Services
- Accountability/Steward of Tax Dollars

Section 2 – Authorized Activities The overall fiscal and legal responsibility for the administration of the Migrant/Seasonal Head Start Program remains at all times with the CAPMC Board of Directors.

Section 3 – General Activities CAPMC Migrant/Seasonal Head Start Policy Committee is generally responsible for the direction of the Head Start program, including program design and operation and long and short-term planning goals and objectives, all the while taking into account the annual self-assessment, Community Assessment, and community-wide strategic planning and needs assessment.

Section 4 – Additional Responsibilities The Policy Committee shall approve and submit to the CAPMC governing body recommendations and decisions about each of the following activities:

- a) Activities to support the active involvement of parents in supporting program operations, including policies to ensure that the Head Start agency is responsive to community and parent needs.
- b) Program Recruitment, selection, and enrollment priorities.
- c) Applications for funding and amendments to applications for funding the programs under this subchapter, prior to submission of applications described in this clause.
- d) Budget planning for program expenditures, including policies for reimbursement and participation in Policy Committee activities.
- e) These Bylaws for the operation of the Policy Committee.
- f) Reviewing and approving all personnel policies of the Agency regarding the hiring, evaluation, termination and compensation of Agency employees (See Head Start Act Section 642(c)(1)(E)(iv)(V));
- g) Approving personnel policies and procedures, including policies and procedures regarding the hiring, evaluation, compensation, and termination of the Executive Director, Head Start Director, Director of Human Resources, Chief Fiscal Officer, and any other person in equivalent position within the agency. The Policy Committee is not required to approve the hiring, evaluation, compensation or termination of Agency employees other than those listed in this section. (See Head Start Act, 45 C.F.R. §642(c)(1)(E)(iv)(IX))
- f) Standards of conduct for program staff, consultants, contractors, and volunteers.
- g) Developing procedures for how members of the Policy Committee of the Head Start agency will be elected.
- h) Recommendations on the selection of delegate agencies and the service areas for such agencies, if applicable

Section 5 - Sharing of accurate and regular information about program planning policies and operation, which are as follows:

- a) Monthly financial statements, including credit card expenditures;
- b) Monthly program information summaries;

- c) Program enrollment reports, including attendance reports for children whose care is partially subsidized by other public agencies;
- d) Monthly reports of meals and snacks provided through programs of the Department of Agriculture;
- e) The Financial audit;
- f) The annual self-assessment, including any findings related to such assessment;
- g) The community-wide strategic planning and needs assessment of the Head Start agency, including any applicable updates;
- h) Communication and guidance from the Secretary; and
- i) Program information reports.

Section 6 – Reimbursement A meeting reimbursement will be provided to Policy Committee Representative in accordance with current CAPMC regulations. The reimbursement will be for attendance at Policy Committee meetings, Special Committee Meetings and other Policy Committee assignments. Reimbursement rates will be based on what is approved annually by the Policy Council and in accordance with CAPMC regulations. Attendance by alternates will only be reimbursed if the Policy Committee Representative is unable to attend.

Article 4: Membership – Representative of Children Enrolled/Community Members

Section 1 – Total Membership The Authorized number of Policy Committee members shall be nine (9). If the numbers fall below nine (9), the Policy Committee may lawfully continue to manage Head Start activities but must act with due reasonable diligence under the circumstances to select/replace/elect new Policy Committee members.

Section 2 – Membership of the CAPMC Migrant Policy Committee The membership of the Policy Committee shall be comprised of, at a minimum, the following:

- (a) Representation from each CAPMC Migrant/Seasonal Head Start Center shall be based on the following representative/children served ratio capacity:

1 to 40 children served – 1 Parent Representative and 2 Alternates

41 to 80 children served – 2 Parent Representatives and 2 Alternates

80+ children served – 3 Parent Representatives and 3 Alternates

Current Representation:

Center	Representatives	Alternates
Biola	1	2
Firebaugh	1	2
Five Points	1	2
Mendota	1	2

Orange Cove	1	2
Casa Castellanos	1	2
Inez C. Rodriguez	1	2
Selma	1	2

(b) Representation from the Community:

Representation from the Community shall be no more than two (2) at-large community representatives. Representation will be sought from relevant community entities or organizations that are supportive of the purposes and goals of the Head Start Program, specifically Migrant Head Start. Applicants for the Community Policy Committee members shall be approved by the then-current members of the Policy Committee.

Head Start Performance Standards also state that “members at large of the community served by the Head Start agency (including any delegate agency) may include parents of children who were formerly enrolled in the Head Start program of the agency” may be elected to the Policy Council.

Article 5: Selection of Policy Committee Members

Section 1 – Head Start Center Representation

- (a) The Policy Committee representatives (both the representatives and alternates) must be elected by a general vote of the Center’s Parent Center Committee within 30 days of the center opening. Action of the election shall be recorded in the Center Committee minutes and forwarded to the Assistant Support Services Manager **prior** to the next regularly scheduled Policy Committee meeting. Subject to the approval of the CAPMC Board of Directors, this Committee will prescribe the manner for voting in a manner designed to allow direct participation by the parents in the voting process. This could include, without limitation: (a) voting in person at the center; (b) ballots mailed and/or provided to each parent with a deadline for the parent to return the ballot; (c) on-line voting through a survey or balloting application, website or other process that has reasonable expectations and assurances of accuracy for the vote.
- (b) Once elected, the Parent Center Committee Officials **may serve** as the respective Policy Committee representative of the respective center. If a center has two representatives, both may serve as the representatives.
- (c) Any current parent who is also a family member of a Migrant/Seasonal Head Start staff employee may **not** serve as an elected representative of the Policy Committee.
- (d) Only one member of an immediate family may serve on the Policy

Committee as a voting member. The term ‘immediate family’ means spouse, domestic partner, child (including a stepchild), parent, parent-in-law, sibling, or relative by marriage or similar degree.

Section 2 – Board of Directors Representation The CAPMC Board Chair will appoint a CAPMC Board member to represent the CAPMC Board of the Policy Committee.

Section 3 – Community At-Large Representation

The community representative/ organization must submit a letter of interest for consideration of a position to the Migrant/Seasonal Head Start Policy Committee. The Migrant/Seasonal Head Start Policy Committee must approve/disapprove the request by a majority vote.

- (a) In selecting a community representative at large, the Committee shall consider the existing program goals of CAPMC and the ability of the individual to be a resource in achieving those goals. Representation will be balanced to the greatest extent possible. When a vacancy in community representation occurs, notification shall be mailed to the appropriate organization soliciting a written application for representation. In the event there are more individuals willing to serve than there are seats available, the Migrant/Seasonal Head Start Policy Committee shall annually rotate seats in this sector among the eligible organizations using the following criteria:
 - 1. Length of tenure of each organization on the Head Start Policy Committee;
 - 2. The value (as determined in the sole and absolute discretion of the Policy Committee) of the current member organizations as resources to the current and immediate future program goals; and
 - 3. The desire of the current organization to remain as members.
- (b) Each representative may have one alternate to substitute for the representative. The representing body who is has a Policy Committee representative shall select its own alternate. Alternates shall not serve as officers of the Policy Committee.

Article 6: Term of Office for Members

Section 1 – Term of Office for Parent Representatives Parent representatives serve at the pleasure of the Center’s Parent Center Committee. An individual may not serve more than five (5) one-year terms as a parent representative and must be elected or confirmed annually by the Parent Center Committee. Only one member of an immediate family may serve as defined above in Article 5, Section 1(d). Notwithstanding the above

(and the requirement under the Head Start Act and Performance Standards that the terms of parent representatives be limited to one year), under extenuating or emergency circumstances (such as natural disasters, Acts of God, pandemic, etc.) outside of the control of CAPMC or the Committee, the parent representative's term may be extended for a short period of time until the next election can be conducted as set forth in these bylaws to prevent the dissolution of an existing Committee before a successor Committee can be elected to ensure compliance with Section 642 of the Head Start Act and 45 C.F.R. Section 1301.3.

Section 2 – Term of Board of Directors CAPMC Board Representatives shall serve at the pleasure of the CAPMC Board of Directors. The Board of Directors Representative will be appointed based on their own interest and voluntarily. If there are more than one individuals interested in serving in the Parent Policy Committee, the Board of Directors shall appoint one. There is no limit to the term served.

Section 3 – Term of Office for Community At-Large Representative or Former Parent Community representatives serve at the pleasure of the designated organization. An individual may not serve more than (5) one-year terms as a community representative and must be elected or confirmed annually by a majority vote of the Head Start Policy Committee. Notwithstanding the above, under extenuating or emergency circumstances (such as natural disasters, Acts of God, pandemic, etc.) outside of the control of CAPMC or the Committee, the community representatives may be extended for a short period of time until the next election can be conducted as set forth in these bylaws to prevent the dissolution of an existing Committee before a successor Committee can be elected to ensure compliance with Section 642 of the Head Start Act and 45 C.F.R. Section 1301.3.

Section 4 – Alternates Service as an alternate Policy Committee member will not be considered as time served as a principal representative committee member.

Article 7: Removal

Section 1 – Reasons for Removal Members shall be removed from the Committee for the following reasons:

- (a) Change of residence to an area outside geographic area of Migrant/Seasonal Head Start Services Program.
- (b) A Policy Committee member transfers their child to another center.
- (c) The Parent Center Committee selects another representative.
- (d) Unexcused absence of a member or alternate for more than three (3) meetings. Unexcused absence of a member shall include the failure to timely contact the member's alternate. In addition, a representative who will not be in attendance and is being replaced by the alternate must call

the Central Office to inform them that the alternate will be attending the meeting

- (e) Any officer or representative not acting in the best interest of the Policy Committee may be asked to resign. If the Policy Committee officer or representative refuses to resign, the Policy Committee officer or representative may be removed upon a two-thirds (2/3) vote of the members then in office.

Section 2 – Resignation by Non-Attendance Any member who shall have missed (2) two regularly scheduled meetings of the Committee may be deemed to have resigned their position as a member of the Committee (subject to Committee approval). After a member has missed two (2) consecutive regularly scheduled monthly meetings, the Support Services Manager will contact the Committee member and notify the member, in writing, that failure to attend the next regularly scheduled monthly meeting will result in Committee member's automatic resignation due to non-attendance.

Article 8: Vacancies

Section 1 – Events Causing Vacancy A vacancy shall occur when:

- (a) A Committee member is notified of his/her removal by actions of the Committee for cause;
- (b) A Committee member notifies the Committee of his/her resignation;
- (c) The Designee body removes its representative by 2/3 vote of the total voting body.

Section 2 – Vacancy of Parent Representative If a seat of a representative of the parents is vacant, and if an alternate has not been selected, the Committee will call for election from the respective Center's Parent Center Committee. If the alternate has been selected, then the alternate shall fill the seat for the remainder of the unexpired term and a new alternate shall be elected by the Parent Center Committee.

Section 3 – Board of Directors If a seat of the representative of the Board of Directors is vacant and if a new representative has not been appointed, then the Head Start Policy Committee shall prepare a written request to the Chair of the Board of Directors for a new appointee.

Section 4 – Vacancy of Community Representative

If a seat of the representative of the Community is vacant, and if the designated alternate has not been selected, the Committee will call for election from the Community Body of Representation. The Committee shall ask the organization to name another representative to fill the term if no alternate has been selected.

Article 9: Meetings

Section 1 – General Meetings Regular meetings of the Committee will normally be held on the Second Wednesday of each month unless the Committee fixes another date and time. The meeting schedule will generally be provided at the beginning of each school year. The Committee will use its best efforts to maintain those dates as Committee meeting dates. If a scheduled meeting date falls on a legal holiday, the meeting shall be held as soon as reasonably possible thereafter, typically the following week. The Committee recognizes its obligations to comply with the Ralph M. Brown Act (the “**Brown Act**”) open meeting laws and will comply with all aspects of the Brown Act in the publishing of notices and agendas for all meetings as well as the dissemination of information related to agenda items. This generally means publishing notice of all meetings at least 72 hours prior to general meetings including those being held remotely online (by use of WebEx, Zoom or similar apps or programs) and/or teleconference. In addition, the Robert’s Rules of Order shall be the governing rules for all Committee meetings.

Section 2 – Quorum Fifty percent of the current, non-vacant seats shall constitute a quorum at any meeting of the Committee. A quorum must be present at the time of any official action taken. Those committee members attending by remote online participation (by use of WebEx, Zoom or similar apps or programs) and/or by teleconference count for purposes of determining quorum. Parent membership at all times shall reflect a minimum of 51% of the total Policy Committee members prior to conducting business.

Section 3 – Special Meetings Special meetings of the Committee may be called when the business to be addressed cannot be deferred until the next regularly scheduled meeting with notice published as required by the Brown Act. A special meeting of the Committee may be called by the Chairperson of the Committee or by any two Policy Committee members. A call for a special meeting will state the business to be addressed by the Committee at the special meeting in the form of agenda items. Every member of the Policy Committee must be notified of the special meeting at least five days prior to the established meeting time, unless the meeting is emergency in nature and fulfills the emergency meeting requirements of the Brown Act. The requirements of the Brown Act apply at all special meetings (as may be modified by Executive Order or otherwise due to constraints resulting from pandemics, natural disasters, etc. to allow for the all those who wish to attend to do so in person in whatever ways in which participation is being offered, including remote online participation (by use of WebEx, Zoom or similar apps or programs) and/or by teleconference), and only those items for which the special meeting was called may be deliberated and action taken, with no opportunity to discuss matters in closed session unless otherwise permitted by the Brown Act.

Section 4 – Special Meetings Executive Committee When a need for a special meeting arises, the Assistant to the Head Start Director will jointly determine with the Committee Chairperson if an Executive Committee meeting rather than a full Committee meeting would be appropriate as set forth in these Bylaws. If it is determined that a

special meeting of the Executive Committee is appropriate, all members will receive notice of the meeting and are permitted to attend and participate in the meeting. If at the meeting a quorum of the Committee is established, the meeting would then become a special meeting of the Committee.

Section 5 – Place of Meetings Meetings of the Committee shall generally be held at the Agency’s administrative offices, which is currently located as 4610 W. Jacquelyn Avenue, Fresno, CA 93722. Meetings may be held, however, at any place within the County of Fresno designated by the Committee so long as notice of such meetings is published as required by the Brown Act. Nothing in these bylaws is intended to prohibit the Committee from meeting in closed sessions to discuss matters concerning specific employees, any potential or existing litigation, or other matters which may be discussed in closed session pursuant to the Brown Act.

Section 6 – General Notice Requirements All notices and agendas of meetings shall comply with the Brown Act (as may be modified by Executive Order or otherwise due to constraints resulting from pandemics, natural disasters, etc. to allow for the all those who wish to attend to do so in person in whatever ways in which participation is being offered, including remote online participation (by use of WebEx, Zoom or similar apps or programs) and/or by teleconference) and specify the place, date, and hour of the meeting, how those wishing to attend by remote online participation or teleconference may participate, as well as all matters of business to be considered by the Committee. Written notification of regular Committee meetings shall be made by mail or other electronic forms that gives actual notice of the meeting to the Members at least five days in advance of the meeting. The Committee secretary is authorized to execute any and all affidavits of notice indicating that notice of the meeting was duly made.

Section 7 – Action at a Meeting Presence (including presence by remote online participation or teleconference) of a majority of the members then in office at a meeting of the Committee constitutes a quorum for the transaction of day-to-day business of the Agency, except as otherwise provided in these bylaws. Every act done or decision made by a majority of the members present at a meeting duly held at which a quorum is present shall be regarded as the act of the Committee, unless a greater number, or the same number after disqualifying one or more members from voting, is required by the Articles of Incorporation, these bylaws, or the provisions of the California Corporations Code applicable to the Agency. Members may not vote by proxy but their alternates may vote in their place instead.

Section 8 – Proxy Voting The practice of proxy voting at any meeting, either the Policy Committee as a whole, or at a Special Committee meeting, is prohibited. Any such attempted voting shall be deemed null and void.

Note: Alternate Board members serve in the place instead of absent principal Board members, so any votes of an alternate Board member count in place of the vote of an absent principal Board member.

Section 9 – Adjournment A majority of the members present, whether or not a quorum is present, may adjourn any meeting to another time and place, but any notice of adjournment to another time or place shall be given in accordance with the provisions of the Brown Act.

Section 10 – Meeting Minutes Records of all actions of the Committee (including actions in closed session) will be set forth in written minutes of the meeting. Minutes will be kept on file as the official record of the Committee. Closed session minutes will be kept separately from the regular minutes and kept confidential. CAPMC’s Assistant to the Head Start Director will be the custodian of the minutes. However, it is vital that all Policy Committee members and the Head Start Director be able to fully participate in the discussions and deliberations. Minutes will then be transcribed by an Agency clerical employee after the meeting. Minutes of previous meetings will be distributed to all members no fewer than five days in advance of the next meeting, except for closed session minutes. The written official minutes of Policy Committee Meetings (other than minutes of closed sessions) shall be available to the public for inspection in accordance with the provisions of the California Public Records Act.

Section 11 – Modifications Due to Emergency Circumstances -

Executive Order N-25-20 issued in March 2020 and remains in effect as of the approval of these amended bylaws, and as reference above in part, the following modifications to this Article are now in effect and remain in effect until the Committee approves otherwise:

(a) The Committee may hold Committee meetings via teleconference, telephone or other electronic (means such as remote online participation (by use of WebEx, Zoom or similar apps or programs) ~~means~~ so that all Committee members and public seeking to attend without being physical present. CAPMC staff assisting the Policy Committee may also appear by teleconference, telephone or other electronic means (such as remote online participation (by use of WebEx, Zoom or similar apps or programs).

(b) A quorum of the Committee is now present for any Committee meeting so long as a majority of the members of the Committee are participating in the meeting by teleconference, telephone or other electronic means such as remote online participation. Committee Meetings may proceed even if a quorum of the Committee — or the entire Committee — is participating via teleconference, telephone or other electronic means such as remote online participation.

(c) Committee members may attend meetings remotely (i.e. by telephone or teleconference) without adhering to the usual requirements that require posting of notices at the remote location and public access to the remote location so long as all those who wish to attend to do so in person in whatever ways in which participation is being offered, including remote online participation are given notice specifying the place, date, and hour of the meeting, how those wishing to attend by remote online participation or teleconference may participate.

(d) Advanced notice of meetings must be provided as required above (72 hours for regular meetings, 24 hours for special meetings) still apply.

(e) The meeting notice will identify at least one publicly accessible location from which members of the public shall have the right to observe and offer public comment at the Committee meeting, consistent with the public’s rights of access and comment required by the Brown Act. In doing so, the Committee will use its best efforts to identify and schedule the publicly accessible location for the public to observe and offer public comment in a venue that allows social distancing of six feet per person. The Committee may also continue to require

other reasonable safeguards for attendance at Committee meetings as may be directed or recommended by the State of California Department of Public Health and Centers for Disease Control Guidelines such as the use of facemasks or face coverings.

(f) The Committee will make reasonable efforts to adhere to all provisions of the Brown Act not modified or suspended by Executive Order or other governmental actions as well as other applicable local laws regulating the conduct of public meetings, in order to maximize transparency and provide the public access to Committee meetings.

Section 12.-- The Committee reserves the right to enact other safety measures to protect its members, CAPMC employees and the public from unnecessary health risks by taking actions including, but not limited to, limiting physical attendance at any meeting to those who can demonstrate that they have been fully vaccinated (as defined under California law or regulation) for illnesses such as COVID-19 and/or requiring face coverings and social distancing for both those who are fully vaccinated as well as those who are not;

Article 10: Officers

Section 1 – Officers The Committee shall have the following officers; President, Vice-President and Secretary-Sergeant of Arms.

Section 2 – Duties of Officers The duties of these officers shall be as follows:

President: The President shall:

- (a) Be a member and President of the Policy Committee, a member and President of the Executive Committee, and shall appoint members of all committees.
- (b) Call to order all meetings of the Policy Committee and Executive Committees and, as may be required, work with parents and staff in the development of agendas and submission of agendas.
- (c) Preside at all meetings of the Policy and Executive Committees.
- (d) Exercise such other powers and performs such other duties as may be prescribed by the Policy Committee.

Vice- President: The Vice-President shall be a member of the Policy and Executive Committees. In the absence or incapacity of the President, the Vice-President shall preside at meetings and shall also perform such other duties as may be prescribed by the Committee from time to time.

Secretary - Sergeant of Arms: The Secretary - Sergeant of Arms shall be a member of the Policy and Executive Committees and shall perform such other duties as may be prescribed by the Committee. The Secretary - Sergeant of Arms shall keep order over all meetings.

Article 11: Election of Officers

Section 1 – Election of Officers The officers shall be elected annually to a one-year term by the Committee. Election shall take place at the Policy Committee meeting following the

seating of the new Policy Committee members.

Section 2 – Term of Office The term of office for officers begins at the same time of their election until the new representatives are seated the following year.

Section 3 – Vacancies in Officer Positions Vacancies in officer positions shall be filled at the next regular noticed meeting of the Committee to complete the unexpired term of the position being filled.

Section 4 – Alternates Alternates may not serve as officers on the Committee.

Section 5 – Designated Representatives Designated Representatives of the Community Representative or other designee officials may not serve as officers.

Article 12: Committees-Executive

Section 1 – Executive Committee The Executive Committee shall be composed of the officers and one member elected by the Policy Committee. There will be no limit on the number of terms served by non-officers on the Executive Committee.

Section 2 – Executive Committee – Interim Matters The Executive Committee shall act on interim or emergency matters which cannot wait until the next regular Policy Committee meeting.

Section 3 – Executive Committee – Resolving Administrative Management Issues The Executive Committee shall be responsible for determining major administrative and management issues to be addressed by Administration and Policy Committee.

Section 4 – Executive Committee Schedule The Executive Committee shall determine its own meeting schedule. Meetings may be called by the President or shall be called upon request of majority members of the Executive Committee.

Section 5 – Executive Committee Quorum A quorum for any of the Executive Committee shall be 50 percent of the authorized total membership of the Executive Committee.

Section 6 – Executive Committee Minutes The Policy Committee shall review the minutes of each Executive Committee and accept or reject such minutes in whole or in part.

Section 7 – Executive Committee Responsibilities & Duties The President and the Policy Committee shall determine the duties, authority, responsibility and term of service of each Special Committee. Primarily, the purpose of each Committee will be to gather information and make recommendations to the Policy Committee. The Committees that may be created include, but are not necessarily limited to, the following:

- | | | |
|---------------|------------------|---------------|
| (a) Budget | (c) Programmatic | (e) Selection |
| (b) Personnel | (d) Curriculum | |

Article 13:

Representatives to Community Action Partnership of San Luis Obispo Migrant/Seasonal

Head Start Policy Council

Section 1 – Representation The Fresno Migrant/Seasonal Head Start Policy Committee shall have three (3) representatives and one (1) alternate representative to the Community Action Partnership of San Luis Obispo Migrant/Seasonal Head Start Policy Council (CAPSLO MSHSPC).

Section 2 – Duties of Representatives / Alternates Representative:

It is the responsibility of the representative to:

- (a) Review the agenda packet prior to attending meetings in order to prepare questions and recommendations.
- (b) Attend all monthly meetings, which are normally held on the second week of the month.
- (c) Represent the best interest of the children, parents, centers, and agency of Fresno Migrant/Seasonal Head Start when voting on action items.
- (d) Serve as a liaison between the CAPMC Migrant/Seasonal Head Start Policy Committee and the CAPSLO, sharing information between groups.

Alternate:

It is the responsibility of the Alternate to fulfill the duties of the Representative if the Representative is unable to attend a meeting of CAPSLO.

Section 3 – Election of Representatives / Alternates The Representatives / Alternates shall be elected (annually) to a one-year term by a majority vote of the Policy Committee. An individual may serve a maximum of three terms as a Representative. The election shall take place at the Policy Committee meeting after the new Committee is seated.

Section 4 – Term of Office The term of office begins at the time of their election until the new representatives are seated the following year.

Section 5 – Vacancies in Officer Positions Vacancies in Representative/Alternate positions shall be filled at the next regularly noticed Policy Committee meeting to complete the unexpired term of the position being filled.

Section 6 – Designated Representatives Representatives/Alternates may not be the designated Policy Committee from the community or the past parent member. Representatives/Alternates must be current parents, members of the Community Action Partnership of Madera County Migrant/Seasonal Head Start Policy Committee.

Section 7 – Removal of Representation An approved Policy Council Representative to the Community Action Partnership of San Luis Obispo Migrant/Seasonal Head Start Policy Council not acting in the best interest to the Policy Committee may be asked to resign or be removed upon a 2/3 majority vote of the total non-vacant seats.

Article 14: Conflict of Interest

Section 1 – No Conflict of Interest All Policy Committee Members will be required to sign a Policy Committee Code of Conduct form on a yearly basis. The form indicates that each member acknowledges the following:

- a) Participation on the Policy Committee will result in no financial gain to the Policy Committee member or any member of his/her family.
- b) Conflict of Interest – The Policy Committee member confirms that he/she is not related to any Head Start employee by blood or marriage.

Oath of Confidentiality – The Policy Committee member acknowledges and agrees that all information obtained during his/her participation on the Policy Committee meetings is confidential and that no information gained as a result of participation on the Policy Committee will be used for any purpose except to make appropriate decisions and recommendations for the program.

Section 2 – Employment with CAPMC Any Policy Committee Member wishing to apply for a position within CAPMC must resign or have vacated his/her Policy Committee Representative position.

Section 3 – Loans CAPMC may not lend any money or property to, or guarantee the obligation of, a Policy Committee Representative or officer; provided however that CAPMC may advance money to a Director or officer of CAPMC for expenses reasonably anticipated to be incurred in the performance of his or her duties if that Policy Committee Representative or officer would otherwise be entitled to reimbursement for such expenses by CAPMC. In the case of an advance, itemized receipts shall be submitted to the Assistant to the Head Start Director within ten days of the actual expenditure.

Article 15: Confidentiality

Section 1 – Confidentiality All officers, employees and volunteers (Policy Committee and CAPMC Board Members) collecting, maintaining and utilizing any client data information or Executive Session or Closed Session information in the course of their work in CAPMC shall sign a Policy Committee Code of Conduct form. Any person breaching confidentiality of Executive or Closed Sessions or client data information will be immediately suspended from the Policy Committee, and where appropriate be asked to resign or be removed from the Board upon a two-thirds (2/3) vote of the members then in office. Anyone who discloses confidential or other information disclosed during closed sessions may also be potentially liable for violations of the Brown Act which carries substantial civil and criminal penalties.

Article 16: Binding Arbitration

Section 1 – Binding Arbitration The Binding Arbitration Agreement for Resolution of Impasse between the CAPMC Board of Directors and the Migrant/Seasonal Head Start Policy Committee must be followed and is hereby incorporated herein by reference.

Article 17: Amendments and Revisions

The Committee may adopt, amend, or repeal Bylaws by affirmative vote of two-thirds (2/3) of the members then in office. A public notice of any proposed bylaw change must be made at least two weeks prior to the meeting at which such a proposal will be voted upon. Proposed amendments to these Bylaws must be in writing and sent to the members at least seven days in advance of the Policy Committee meeting in which the Committee will act to provide public notice of a proposed bylaw change.

If any provision of these Bylaws requires the vote of a larger proportion of the Committee than is otherwise required by law, that provision may not be altered, amended, or repealed except by that greater vote.

CODE OF CONDUCT

The Fresno Migrant/Seasonal Head Start Policy Committee recognizes that persons involved in governance activities (Policy Committee and Board of Directors) at Community Action Partnership of Madera County – Fresno Migrant/Seasonal Head Start are leaders, models, and representatives of the organization. All members will be expected to conduct themselves such that their personal and professional conduct does not have a negative effect on services or reflect badly on Community Action Partnership of Madera County - Fresno Migrant/Seasonal Head Start public image, reputation, or credibility.

PROCEDURES

Acceptable standards of conduct will be established and periodically revised by the Community Action Partnership of Madera County – Fresno Migrant/Seasonal Head Start Board of Directors for both Committee and Board members.

All Committee and Board members will be informed of the established standards of conduct.

The Board of Directors in its entirety will be responsible, with a simple majority vote of members present for a regularly scheduled or appropriately called special meeting, for reprimanding or removing any representative from the Committee or Board due to conduct violations.

CODE of CONDUCT

Fresno Migrant/Seasonal Policy Committee and Community Action Partnership of Madera County Board of Directors members:

1. Will respect and promote the unique identity of each child, family, employee, Committee and Board member and refrain from stereotyping on the basis of gender, race, ethnicity, culture, religion, disability or any other characteristic or category prohibited by California or federal law.
2. Must uphold the agency's confidentiality guidelines stated as follows:
 - i. No information regarding children and families of children enrolled with Madera Migrant/Seasonal Head Start is to be discussed outside of the work setting or Board/Committee meetings;

- ii. Information is to be discussed within the work setting and at Board/Committee meetings only as is necessary and related to program operations/business or decision-making;
 - iii. No information learned at Board/Committee meetings or while conducting Board/Committee business may be discussed or used in any way outside of Board/Committee activities.
- 3. Will support and participate in a TEAMWORK approach to decision making.
- 4. Will behave and interact respectfully while participating on Board/Committee or representing the organization within the community.
- 5. Must have an interest and concern for children and their families.
- 6. May not accept gifts and/or gratuities as stated in the Community Action Partnership of Madera County – Fresno Migrant/Seasonal Head Start Personnel Policy Manual.
- 7. Are prohibited from using their position on Board/Committee for purposes which are, or give the appearance of being, motivated by a desire for private gain for themselves or others, such as those with family, business or other ties.
- 8. Must not make public statements under the auspices of any agency title without the Board of Directors' approval.
- 9. Will follow all Community Action Partnership of County – Fresno Migrant/Seasonal Head Start general operating procedures.

Will respect and uphold the legal authority of the Board of Directors to establish, review, or revise the standards of conduct for individuals participating on the Board/Committee.



Report to the Board of Directors

Agenda Item Number: D-14

Board of Directors Meeting for: October 14, 2021

Author: Maritza Gomez-Zaragoza

DATE: August 23, 2021

TO: Board of Directors

FROM: Maritza Gomez-Zaragoza, Head Start Program Director

SUBJECT: Approval of the Madera/Mariposa Regional and Early Head Start Policy Council Members Meeting Reimbursement Policy for 2021-2022

I. RECOMMENDATIONS

Review and consider approving the 2021-2022 Reimbursement Policy for the Policy Council Members representing Madera/Mariposa Regional and Early Head Start program.

II. SUMMARY

The Policy Council Members representing Madera/Mariposa Regional and Early Head Start receive a reasonable financial reimbursement to attend meetings and to participate fully in their responsibilities.

III. DISCUSSION

The Policy Council has approved the policy at their regular meeting on September 2, 2021 which includes a reimbursement for childcare from **3 to 4 hours for a maximum of \$30 for local members and \$45 for member traveling from the Mountain area** per meeting because of the logistics of the center locations and time of travel. Mileage reimbursement is from the home to the meeting place at the Internal Revenue Service's approval rate. The mileage reimbursement will be given to those members utilizing their vehicles for transportation to and from the Policy Council meetings.

IV. FINANCING:

Funds are an allowable cost under de Federal Regulations.



PROGRAM GOVERNANCE POLICIES AND PROCEDURES

Policy Number:	HSPPS: 1301.3(e)	Page: 1 of 2
Approved by Policy Council:	Approved by Board of Directors:	

Subject: Parent Policy Council/Parent Policy Committee Reimbursement

Performance Objective: Community Action Partnership of Madera County Head Start Policy Council and Policy Committee members will be reimbursed for reasonable expenses incurred while participating in approved activities.

Operational Procedure:

1. The Policy Council/Committee Reimbursement Policy will be reviewed and approved by Policy Council /Committee on an annual basis. The Policy Council/Committee approval/recommendation is submitted to Board of Directors for approval.
2. The Parent Meeting Payment Activity Voucher will be used when parents participate in the following activities.
 - a. Attend monthly or special Policy Council/Policy Committee meetings.
 - b. Agency/Head Start Grantee sponsored conference/training seminars.
 - c. Parents participate on issues related to the program activities as requested.
 - d. Attend the National Migrant or Head Start Conference.
 - e. Self-assessment process.
 - f. Board of Directors meetings.
3. Parents will be reimbursed in the following manner:
 - a. Parent reimbursement for child care cost is \$30.00 for Policy Council/Policy Committee members that live locally and \$45.00 for members that live out of area (Mountains).
 - b. Mileage reimbursement is from the home to the meeting place at the Internal Revenue Service’s approval rate. The mileage reimbursement will be given to those members using their vehicle.
 - c. Reimbursement is provided to the Policy Council/Policy Committee representative. If the representative does not attend, the alternate is eligible for the reimbursement. Reimbursement is for voting members at the time of the designated meeting only.
 - d. Both Policy Council/Policy Committee member and alternate are eligible for reimbursement at required trainings or upon staff request to attend the event.
 - e. If both the Representative and Alternate decide to car-pool, the reimbursement will be provided to the owner of the vehicle.

The Parent Activity Payment Voucher is to be completed in the following manner:

1. PC member name
2. Complete mailing address
3. Position on the Policy Council/Policy Committee
4. Activity
5. Total miles (round trip)
6. Signature and date
7. Once the information is complete, the Parent Activity Payment Voucher is turned in to the Support Services Manager or Administrative Assistant for submission to the Fiscal Department. The Fiscal Department will send payment directly to the participating member.



Community Action Partnership of Madera County

1225 Gill Avenue, Madera, CA 93637 559.673.0012

BENEFICIARY & BOARD REIMBURSEMENT VOUCHER (Complete in Ink)

Instructions: Complete the spaces for your name and home address. Indicate the date of the meeting and the purpose/activity. The beginning and ending odometer readings must be included on the mileage. Subtract the ending odometer reading from the beginning odometer reading and record the difference as mileage. Total miles will be reimbursed at the current IRS reimbursement rate. Remember that if you are car pooling, only the driver is eligible for mileage reimbursement. Circle the appropriate meeting allowance rate. Add the mileage reimbursement and the meeting allowance together. Enter the sum as Total Expenses. Sign and date the form. CAPMC staff will complete the proper account coding.

Name: _____ Date of Meeting: _____

Street Address: _____ Position: Policy Council/Committee Member

City/Zip: _____ Activity: Policy Council/Committee Meeting

Telephone: _____ Center: _____

Program: **Madera/Mariposa HS Madera MHS Fresno MHS**

EXPENSES

AMOUNT

Mileage @ _____ Miles x Current IRS Rate Per Mile = \$ _____

Meeting Allowance (Low Income Committee Members)

\$30.00 (Local) \$45 (Mountain/Huron) \$ _____

Other: _____
_____ \$ _____

TOTAL EXPENSES: \$ _____

The expenses listed above were incurred by me while carrying out my duties for Community Action Partnership of Madera County.

Signed _____ **Date:** _____

This part is to be completed by CAPMC staff.

Program Account Mileage: 3__-0-7111-__-__ \$ _____
Allowance: 3__-0-7114-__-__ \$ _____
Total: \$ _____

Authorized By: _____ Date: _____



Community Action Partnership del Condado de Madera

1225 Gill Avenue, Madera, CA 93637 559.673.0012

BONO DE REMBOLSO

(Complete con tinta)

Instrucciones: Complete los espacios de su nombre y dirección de su casa. Indique la fecha de la reunión y el objetivo / actividad. Las lecturas del odómetro inicial y final deben estar incluidas con el millaje. Reste la lectura del odómetro final a la lectura del odómetro principal y registre la diferencia en el millaje. El millaje será reembolsado de acuerdo a la tarifa aprobada por el IRS. Recuerde que si usted viene con otro miembro en un carro, sólo el conductor es elegible para el reembolso de millaje. Circule la tarifa apropiada para el tipo de reunión correspondiente. Agregue el reembolso de millaje y la asignación de reunión juntos. Escriba la suma de los gastos totales. Firme y feche el formulario. Personal de CAPMC completará la codificación de cuentas adecuadas.

Nombre: _____ Fecha de la Reunión: _____

Domicilio: _____ Posición: Miembro/Alternante del Concilio/Comité de Políticas

Ciudad/Código Postal: _____ Actividad: Reunión del Concilio/Comité

Teléfono: _____ Centro: _____

Programa: **Madera/Mariposa HS** **Madera/MHS** **Fresno MHS**

GASTOS

CANTIDAD

Millaje @ _____ Millas x Tarifa Actual del IRS Por Milla =\$ _____

Asignación de Reuniones (miembros del Comité de ingresos bajos)

\$30.00 (Local) **\$45 (Montañas/Huron)** \$ _____

Otro: _____
_____ \$ _____

TOTAL DE GASTOS: \$ _____

Los gastos antes mencionados fueron realizados por mí llevando acabo las funciones para Community Action Partnership del Condado de Madera

Firma: _____

Fecha: _____

Esta parte debe ser completada por el personal CAPMC.

Cuenta del Programa Millaje: 3___.0-7111-__ - __ \$ _____

Asignación: 3___.0-7114-__ - __ \$ _____

Total: \$ _____

Autorizado por: _____

Fecha: _____



Report to the Board of Directors

Agenda Item Number: D-15

Board of Directors Meeting for: October 14, 2021

Author: Maritza Gomez-Zaragoza

DATE: August 23, 2021

TO: Board of Directors

FROM: Maritza Gomez-Zaragoza, Program Director

SUBJECT: Head Start No Fee Policy

I. RECOMMENDATIONS

Review and consider approving the Madera/Mariposa Regional and Early Head Start No Fee Policy per Head Start Performance Standards.

II. SUMMARY

The Head Start Performance Standard 1302.18 states that Head Start programs must not prescribe any fee schedule or otherwise provide for the charging of any fees for participation in the program.

III. DISCUSSION

CAPMC Head Start has developed a policy that complies with the Head Start Performance Standards Policy on Fees. The program does not prescribe fees to any families regardless of their income. Although up to 10% of the families participating in the program exceeds the established Federal Income Guidelines, the program does not charge any of its services to the children and families.

Families enrolled into collaborated enrollment vacancies will be assessed a family fee, as applicable, based on the California Department of Education, Early Education and Support Division regulations. Collaborations between Migrant/Seasonal Head Start and California's Migrant Child Care allow for the following program and service enhancements: additional staff, lower ratios, more service days and hours, and comprehensive supports to children and families. Families may choose to wait for non-collaboration vacancies if plausible, or refuse enrollment and remain on the waiting list if no other vacancies or slot-types (i.e. collaborated vs. non-collaborated) exist at the time.

IV. FINANCING:

None



***ELIGIBILITY, RECRUITMENT, SELECTION,
ENROLLMENT AND ATTENDANCE
POLICIES AND PROCEDURES***

Policy Number: 18	HSPPS: 1302.18	Page: 1 of 1
Effective Date: 11/7/16		
Policy Council Approval	Policy Committee Approval	Board of Directors Approval
Date:	Date:	Date:

SUBJECT: Policy on fees

PERFORMANCE OBJECTIVE: The Migrant/Seasonal and Regional Head Start Programs must not prescribe any fee schedule for participation in the program, 1302.18. The program is free to any family who meets the eligibility criteria outlined in 1302.12(c)(1)(i)(ii)(iii)(iv).

OPERATIONAL PROCEDURE:

1. Under no circumstance shall the Regional, Early or Migrant Head Start Program solicit, or in any other way condition a child’s enrollment or participation in the program upon the payment of a fee.
2. Families enrolled into collaborated enrollment vacancies will be assessed a family fee, as applicable, based on the California Department of Education, Early Education and Support Division regulations. Collaborations between Migrant/Seasonal Head Start and California’s Migrant Child Care allow for the following program and service enhancements: additional staff, lower ratios, more service days and hours, and comprehensive supports to children and families. Families may choose to wait for non-collaboration vacancies if plausible, or refuse enrollment and remain on the waiting list if no other vacancies or slot-types (i.e. collaborated vs. non-collaborated) exist at the time.
3. Parent participation is encouraged but parents are never forced to volunteer.
4. Parents are welcomed at the center and are considered vital partners in their child’s care and education.
5. Parents will be encouraged to examine how the enrollment process is working in relationship to the requirements of 1302.18 and in understanding the program philosophy and the needs.

Forms Needed: N/A



Report to the Board of Directors

Agenda Item Number: D-16

Board of Directors Meeting for: October 14, 2021

Author: Maritza Gomez-Zaragoza

DATE: August 23, 2021

TO: Board of Directors

FROM: Maritza Gomez-Zaragoza, Head Start Director

SUBJECT: Madera/Mariposa Regional and Early Head Start 2021-2022 Planning Process and Calendar

I. **RECOMMENDATION**

Review and consider approving the 2021-2022 Madera/Mariposa Regional and Early Head Start Planning Process Policy/Procedure and Calendar.

II. **SUMMARY**

The aforementioned policy/procedure determines and guides staff and Policy Council in program planning and goal setting which can positively influence organization performance and continuous improvement.

III. **DISCUSSION**

The planning process includes a review/analysis of:

- The process assists in the completion of the annual refunding application.
- Update on the five-year goals developed with short term objectives. The program reviews/revises goals on an annual basis.
- Review the monitoring system of the program.
- Attached is a planning calendar that provides an overview of the items that will be presented to the Policy Council on a monthly basis.

IV. **FINANCING**: Significant

The entire Head Start budget serves to support the accomplishment of program goals/objectives.



PROGRAM GOVERNANCE POLICIES AND PROCEDURES

Policy Number:	HSPPS: N/A Head Start Act of 2007: Sec. 642(c)(1)(i)-(iv)(II)	Page: 1 of 1
Approved by Policy Council/Committee:	Approved by Board of Directors:	

Subject: Planning Process

Performance Objective: Planning calendar is developed to guide the process to focus on the development of program goals, collecting outcome data, analysis of results, and continuous improvement.

Operational Procedure:

1. Head Start Director along with management staff will identify information and action items that will need to be presented to the Policy Council/Policy Committee as part of the refunding application process. The Program Planning elements include, but are not limited to;
 - a. Community Assessment
 - b. Program Goals & Objectives (long/short term)
 - c. Program Self-Assessment
 - d. On-going monitoring & reporting
 - e. Budget Planning, including service areas.
 - f. School Readiness & Outcome Data
 - g. Program Data – Program Information Report, Enrollment, Recruitment, Attendance, Finances, etc.

2. All of the elements are presented to the Policy Council/Policy Committee for review, input, and approval.

3. Once approved by the Committee/Council, the items are submitted to the Board of Directors to give members the opportunity for input and give final approval for each element presented.

4. The planning calendar is reviewed and updated as necessary on an annual basis and taken to the Policy Council/Policy Committee and Board of Directors for approval annually.



Planning Calendar for Madera/Mariposa Regional and Early Head Start Program Activities Governing Bodies August 2021 to August 2022

	August 30, 2021	September 2, 2021	October 7, 2021	November 4, 2021	December 2, 2021	January 6, 2022
Policy Council	<p>*Representatives/Alternates</p> <p>*Training</p> <ul style="list-style-type: none"> - Purpose - Brown Act - Structure of Governance - Shared Governance - Proposed Governance - Roberts Rule - Head Start Overview - Regulations/Ethics - PC Code of Conduct - ERSEA – Eligibility, Recruitment, Selection, Enrollment and Attendance 	<p>Action</p> <ul style="list-style-type: none"> - Seating of 2021- 2022 Policy Council - 2021-2022 Policy Council Reps Elected - Election of Executive Committee Rep. - Appoint Policy Council Rep. to Board of Director - Election of the Community Member - 2021-2022 Reimbursement Policy - Planning Calendar - No Fee Policy - <p>*Monthly Reports</p> <ul style="list-style-type: none"> - Staffing Changes - Budget Report - In-Kind - Program Enrollment & Attendance Report - CACFP - Program Information Report (PIR) - Correspondence 	<p>*Action</p> <ul style="list-style-type: none"> - Distribute Bylaws 2021-2022 First Reading - Internal Dispute Resolution - Behavior Policy/Suspension and Expulsion Policy - HS/GSPP Parent Handbook <p>*Monthly Reports</p> <ul style="list-style-type: none"> - Staffing Changes - Budget Report - In-Kind - Program Enrollment & Attendance Report - CACFP - Program Information Report (PIR) - Correspondence <p>*Training</p> <ul style="list-style-type: none"> - Conscious Discipline 	<p>* Action</p> <ul style="list-style-type: none"> - 2020-2021 Program Information Report (PIR) - Approve 2021-2022 Bylaws - Self-Assessment Process <p>*Monthly Reports</p> <ul style="list-style-type: none"> - Staffing Changes - Budget Report - In-Kind - Program Enrollment & Attendance Report - CACFP - Program Information Report (PIR) - Correspondence <p>*Training</p> <ul style="list-style-type: none"> - Classroom Assessment Scoring System (CLASS) 	<p>*Action</p> <ul style="list-style-type: none"> - 2021-2022 Community Assessment Update - 2021-2022 Goals & Objectives Update <p>*Monthly Reports</p> <ul style="list-style-type: none"> - Staffing Changes - Budget Report - In-Kind - Program Enrollment & Attendance Report - CACFP - Program Information Report (PIR) - Correspondence <p>*Training</p> <ul style="list-style-type: none"> - Child Outcomes 	<p>*Action</p> <ul style="list-style-type: none"> - Approve 2022-2023 Application/ Budget for Madera/Mariposa Regional & Early Head Start - Training Plan - Administrative - Non Federal Share - Self-Assessment Results and Corrective Plan of Action - 2020-2021 Annual Report <p>*Monthly Reports</p> <ul style="list-style-type: none"> - Staffing Changes - Budget Report - In-Kind - Program Enrollment & Attendance Report - CACFP - Program Information Report (PIR) - Correspondence <p>*Training</p> <ul style="list-style-type: none"> - Parent Curriculum Ready Rosie
	August 12, 2021	September 9, 2021	October 14, 2021	November 11, 2021	December 9, 2021	January 13, 2022
Board of Directors	<p>*Action</p> <ul style="list-style-type: none"> - None <p>*Monthly Reports</p> <ul style="list-style-type: none"> - Staffing Changes - Budget Report - In-Kind - Program Enrollment & Attendance Report - CACFP - Program Information Report (PIR) 	<p>Action</p> <ul style="list-style-type: none"> - 2021-2022 Reimbursement Policy - Planning Calendar - No Fee Policy <p>*Monthly Reports</p> <ul style="list-style-type: none"> - Staffing Changes - Budget Report - In-Kind - Program Enrollment & Attendance Report - CACFP - Program Information Report (PIR) - Correspondence 	<p>*Action</p> <ul style="list-style-type: none"> - Internal Dispute Resolution - Behavior Policy/Suspension and Expulsion Policy - HS/GSPP Parent Handbook <p>*Monthly Reports</p> <ul style="list-style-type: none"> - Staffing Changes - Budget Report - In-Kind - Program Enrollment & Attendance Report - CACFP - Program Information Report (PIR) - Correspondence 	<p>* Action</p> <ul style="list-style-type: none"> - 2021-2022 Program Information Report (PIR) - Approve 2021-2022 Bylaws - Self-Assessment Process <p>*Monthly Reports</p> <ul style="list-style-type: none"> - Staffing Changes - Budget Report - In-Kind - Program Enrollment & Attendance Report - CACFP - Program Information Report (PIR) - Correspondence 	<p>*Action</p> <ul style="list-style-type: none"> - 2021-2022 Community Assessment Update - 2021-2022 Goals & Objectives Update <p>*Monthly Reports</p> <ul style="list-style-type: none"> - Staffing Changes - Budget Report - In-Kind - Program Enrollment & Attendance Report - CACFP - Program Information Report (PIR) - Correspondence 	<p>*Action</p> <ul style="list-style-type: none"> - Approve 2022-2023 Application/ Budget for Madera/Mariposa Regional & Early Head Start - Training Plan - Administrative - Non Federal Share - Self-Assessment Results and Corrective Plan of Action - 2020-2021 Annual Report <p>*Monthly Reports</p> <ul style="list-style-type: none"> - Staffing Changes - Budget Report - In-Kind - Program Enrollment & Attendance Report - CACFP - Program Information Report (PIR) - Correspondence



**Planning Calendar for Madera/Mariposa Regional and Early Head Start Program Activities
Governing Bodies
August 2021 to August 2022**

	February 3, 2022	March 3, 2022	April 7, 2022	May 5, 2022	June 2, 2022	July 7, 2022	August 4, 2022
Policy Council	<p>*Action</p> <ul style="list-style-type: none"> - CAPMC Audit Reports - Criteria for defining Enrollment, Recruitment, Selection, Eligibility and Attendance(ERSEA) <p>*Monthly Reports</p> <ul style="list-style-type: none"> - Staffing Changes - Budget Report - In-Kind - Program Enrollment & Attendance Report - CACFP - Program Information Report (PIR) 	<p>*Action</p> <ul style="list-style-type: none"> - None <p>*Monthly Reports</p> <ul style="list-style-type: none"> - Staffing Changes - Budget Report - In-Kind - Program Enrollment & Attendance Report - CACFP - Program Information Report (PIR) 	<p>*Action</p> <ul style="list-style-type: none"> - None <p>*Monthly Reports</p> <ul style="list-style-type: none"> - Staffing Changes - Budget Report - In-Kind - Program Enrollment & Attendance Report - CACFP - Program Information Report (PIR) 	<p>*Action</p> <ul style="list-style-type: none"> - None <p>*Monthly Reports</p> <ul style="list-style-type: none"> - Staffing Changes - Budget Report - In-Kind - Program Enrollment & Attendance Report - CACFP - Program Information Report (PIR) 	<p>*Action</p> <ul style="list-style-type: none"> - None <p>*Monthly Reports</p> <ul style="list-style-type: none"> - Staffing Changes - Budget Report - In-Kind - Program Enrollment & Attendance Report - CACFP - Program Information Report (PIR) 	<p>*Action</p> <ul style="list-style-type: none"> - None <p>*Monthly Reports</p> <ul style="list-style-type: none"> - Staffing Changes - Budget Report - In-Kind - Program Enrollment & Attendance Report - CACFP - Program Information Report (PIR) 	<p>*Action</p> <ul style="list-style-type: none"> - None <p>*Monthly Reports</p> <ul style="list-style-type: none"> - Staffing Changes - Budget Report - In-Kind - Program Enrollment & Attendance Report - CACFP - Program Information Report (PIR)
	February 10, 2022	March 10, 2022	April 14, 2022	May 12, 2022	June 9, 2022	July 14, 2022	August 11, 2022
Board of Directors	<p>*Action</p> <ul style="list-style-type: none"> - CAPMC Audit Reports - Criteria for defining Enrollment, Recruitment, Selection, Eligibility and Attendance(ERSEA) <p>*Monthly Reports</p> <ul style="list-style-type: none"> - Staffing Changes - Budget Report - In-Kind - Program Enrollment & Attendance Report - CACFP - Program Information Report (PIR) 	<p>*Action</p> <ul style="list-style-type: none"> - None <p>*Monthly Reports</p> <ul style="list-style-type: none"> - Staffing Changes - Budget Report - In-Kind - Program Enrollment & Attendance Report - CACFP - Program Information Report (PIR) 	<p>*Action</p> <ul style="list-style-type: none"> - None <p>*Monthly Reports</p> <ul style="list-style-type: none"> - Staffing Changes - Budget Report - In-Kind - Program Enrollment & Attendance Report - CACFP - Program Information Report (PIR) 	<p>*Action</p> <ul style="list-style-type: none"> - None <p>*Monthly Reports</p> <ul style="list-style-type: none"> - Staffing Changes - Budget Report - In-Kind - Program Enrollment & Attendance Report - CACFP - Program Information Report (PIR) 	<p>*Action</p> <ul style="list-style-type: none"> - None <p>*Monthly Reports</p> <ul style="list-style-type: none"> - Staffing Changes - Budget Report - In-Kind - Program Enrollment & Attendance Report - CACFP - Program Information Report (PIR) 	<p>*Action</p> <ul style="list-style-type: none"> - None <p>*Monthly Reports</p> <ul style="list-style-type: none"> - Staffing Changes - Budget Report - In-Kind - Program Enrollment & Attendance Report - CACFP - Program Information Report (PIR) 	<p>*Action</p> <ul style="list-style-type: none"> - None <p>*Monthly Reports</p> <ul style="list-style-type: none"> - Staffing Changes - Budget Report - In-Kind - Program Enrollment & Attendance Report - CACFP - Program Information Report (PIR)



Report to the Board of Directors

Agenda Item Number: D-17

Board of Directors Meeting for: October 14, 2021

Author: Maru Gasca Sanchez

DATE: October 4, 2021

TO: Madera Migrant/Seasonal Head Start Policy Committee

FROM: Maru Gasca Sanchez, Deputy Director Direct Services

SUBJECT: Approval of the 2021-2022 Bylaws for the Madera Migrant Seasonal Head Start Policy Committee

I. RECOMMENDATIONS

Review and consider approving the 2021-2022 Bylaws for the Madera Migrant Seasonal Head Start Policy Committee

II. SUMMARY

The bylaws are one set of rules that govern the Policy Committee. Bylaws are reviewed annually. Any proposed changes will be made at the time of review. The Committee was allowed 30 days for review and is expected to suggest any changes or recommendation if there are any.

III. DISCUSSION

- The format has been updated to correspond to the agency's Board of Directors Bylaws and comply with new Head Start Performance Standards.
- During the Policy Committee meeting, there was time to address any questions or suggestions members had.
- Committee members were provided with 30 days to review the changes; any requests for changes were approved at the September meeting.
- The Agency Attorney, Russ Ryan, reviewed the 2021-2022 MMHS By-laws and provided feedback.

IV. FINANCING: None



COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY

AMENDED BYLAWS FOR THE REGULATION OF: MADERA MIGRANT/SEASONAL HEAD START POLICY COMMITTEE 2021-2022



Reviewed by Agency Attorney – July 2021
Approved by the Madera Migrant/Seasonal Head Start Policy
Committee on – September 7, 2021
Approved by CAPMC Board of Directors on September 9, 2021

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY MADERA/MERCED MIGRANT/SEASONAL HEAD START

Article 1: Introduction

Community Action Partnership of Madera County (CAPMC) believes that the gains made by children in Migrant/Seasonal Head Start must be understood and built upon by the family and the community. To achieve this goal, Migrant/Seasonal Head Start provides for the involvement of the child's parents and other members of the family in the experiences the child receives in the child development center by giving them many opportunities for a richer appreciation of the young child's needs and how to satisfy them.

Many of the benefits of Migrant/Seasonal Head Start are rooted in "change". These changes must take place in the family itself, in the community, and in the attitudes of people and institutions that have an impact on both.

It is clear that the success of Madera Migrant/Seasonal Head Start is bringing about substantial changes and demands the fullest involvement of the parents, parental-substitutes, and families of children enrolled in its programs. This involvement begins when a Migrant/Seasonal Head Start Program begins and should gain vigor and vitality as planning and activities go forward.

Article 2: Purpose

Section 1 – General The purpose of the Migrant/Seasonal Head Start Policy Committee is to support the Migrant Seasonal Head Start Program in planning, organizing, and developing programs to serve the needs of children, parents, and the community at large consistent with the most current Head Start Program Performance regulations of the Head Start Act and the Performance Standards-Program Governance, 45 C.F.R. §1304.50.

The Migrant/Seasonal Head Start Policy Committee works in partnership with the CAPMC Board of Directors. The Board of Directors is the governing board of the organization. The Migrant/Seasonal Head Start Policy Committee and the Board of Directors share responsibility in implementing the overall goals of Migrant/Seasonal Head Start in accordance with the program expectations and federal regulations. The Policy Committee is generally responsible for the direction of the program.

These Bylaws prescribe the membership, the office, term of office and method of operation of the Policy Committee. As set forth below, these Bylaws incorporate by reference the Binding Arbitration Agreement for Resolution of Impasse between the CAPMC's Board of Directors and Migrant/Seasonal Head Start Policy Committee.

Article 3: Mission, Vision and Philosophy Statement

Section 1 – CAPMC’s Mission, Vision, and Philosophy Statements are as follows:

MISSION: Helping people, changing lives and making our community a better place to live by providing resources and services that inspire personal growth and independence.

OUR VISION: CAPMC will be recognized as a premier social service agency that eliminates the effects of poverty by helping people obtain knowledge and skills to achieve self-reliance and economic stability...one life at a time.

OUR VALUES – BASIC BELIEF: As community action professionals, CAPMC is respectful of cultural diversity and dedicated to eliminating barriers to social economic independence in the midst of plenty in this nation by opening to everyone the opportunity for education and training; the opportunity to work; and the opportunity to live in decency; and dignity, and commit ourselves to six core values.

The values that create our Agency’s environment are based on fundamental respect for the rights, aspirations and dignity of every individual, client, fellow co-worker and others with whom CAPMC has contact. CAPMC’s Six Core Values are: Trustworthiness, Responsibility, Caring, Respect, Fairness and Citizenship.

STANDARDS TO LIVE BY

One of CAPMC’s four Strategic Goals: Premier Programs and Customer Services: On March of 2011 CAPMC adopted its *Standards to Live By* that were developed to ensure the satisfaction and quality services to customers; the adopted behaviors are expected from all Agency employees, volunteers, and participating parents: **Courtesy, Attitude, Professionalism, Make Time and Closure.**

PROGRAM PHILOSOPHY

Two unique attributes distinguish Head Start from any other preschool program in our community and the county. Those distinguishing elements are the comprehensiveness of the program design and the degree to which parents are involved in all aspects of the program. These factors have helped to develop the philosophy of Head Start and promote our belief that we must prepare, educate, and develop our children and their families so that they are positive contributors to our community and this nation.

Key principles of Head Start since its inception in 1965, which were reaffirmed through a thorough review by the Advisory Committee on Head Start Quality and Expansion include:

- Comprehensive Services
- Parent Involvement and Family Focus
- Community Partnerships and Community Based Services
- Accountability/Steward of Tax Dollars

Section 2 – Authorized Activities The overall fiscal and legal responsibility for the administration of the Migrant/Seasonal Head Start Program remains at all times with the CAPMC Board of Directors.

Section 3 – General Activities CAPMC Migrant/Seasonal Head Start Policy Committee is generally responsible for the direction of the Head Start program, including program design and operation and long and short-term planning goals and objectives, all the while taking into account the annual self-assessment, Community Assessment, and community-wide strategic planning and needs assessment.

Section 4 – Additional Responsibilities The Policy Committee shall approve and submit to the CAPMC governing body recommendations and decisions about each of the following activities:

- a) Activities to support the active involvement of parents in supporting program operations, including policies to ensure that the Head Start agency is responsive to community and parent needs.
- b) Program Recruitment, selection, and enrollment priorities.
- c) Applications for funding and amendments to applications for funding the programs under this subchapter, prior to submission of applications described in this clause.
- d) Budget planning for program expenditures, including policies for reimbursement and participation in Policy Committee activities.
- e) These Bylaws for the operation of the Policy Committee.
- f) Reviewing and approving all personnel policies of the Agency regarding the hiring, evaluation, termination and compensation of Agency employees (See Head Start Act Section 642(c)(1)(E)(iv)(V));
- g) Approving personnel policies and procedures, including policies and procedures regarding the hiring, evaluation, compensation, and termination of the Executive Director, Head Start Director, Director of Human Resources, Chief Fiscal Officer, and any other person in equivalent position within the agency. The Policy Committee is not required to approve the hiring, evaluation, compensation or termination of Agency employees other than those listed in this section. (See Head Start Act, 45 C.F.R. §642(c)(1)(E)(iv)(IX))
- f) Standards of conduct for program staff, consultants, contractors, and volunteers.
- h) Developing procedures for how members of the Policy Committee of the Head Start agency will be elected.
- i) Recommendations on the selection of delegate agencies and the service areas for such agencies, if applicable

Section 5 - Sharing of accurate and regular information about program planning policies and operation, which are as follows:

- a) Monthly financial statements, including credit card expenditures;
- b) Monthly program information summaries;
- c) Program enrollment reports, including attendance reports for children whose care is partially subsidized by other public agencies;
- d) Monthly reports of meals and snacks provided through programs of the Department of Agriculture;

- e) The Financial audit;
- f) The annual self-assessment, including any findings related to such assessment;
- g) The community-wide strategic planning and needs assessment of the Head Start agency, including any applicable updates;
- h) Communication and guidance from the Secretary; and
- i) Program information reports.

Section 6 – Reimbursement A meeting reimbursement will be provided to Policy Committee Representative in accordance with current CAPMC regulations. The reimbursement will be for attendance at Policy Committee meetings, Special Committee Meetings and other Policy Committee assignments. Reimbursement rates will be based on what is approved annually by the Policy Council and in accordance with CAPMC regulations. Attendance by alternates will only be reimbursed if the Policy Committee Representative is unable to attend.

Article 4: Membership – Representative of Children Enrolled/Community Members

Section 1 – Total Membership The authorized number of Policy Committee members shall be nine (9). If the number of members falls below nine (9), the Policy Committee may lawfully continue to manage Head Start activities but must act with reasonable diligence under the circumstances to select/replace/elect new Policy Committee members.

Section 2 – Membership of the CAPMC Migrant Policy Committee The membership of the Policy Committee shall be comprised of, at a minimum, the following:

- (a) Representation from each CAPMC Migrant/Seasonal Head Start Center shall be based on the following representative/children served ratio capacity:

1 to 40 children served – 1 Parent Representative and 2 Alternates

41 to 80 children served – 2 Parent Representatives and 2 Alternates

80+ children served – 3 Parent Representatives and 3 Alternates

Current Representation:

Center	Representatives	Alternates
Eastin Arcola	2	2
Mis Angelitos	2	2
Los Niños	1	2
Pomona	1	2
Sierra Vista	3	3

- (b) Representation from the Community:

Representation from the Community shall be no more than two (2) at-large community representatives. Representation will be sought from relevant community entities or organizations that are supportive of the purposes and goals of the Head Start Program, specifically Migrant Head Start. Applicants for the Community Policy Committee members shall be approved by the then-current members of the Policy Committee.

Head Start Performance Standards also state that “members at large of the community served by the Head Start agency (including any delegate agency) may include parents of children who were formerly enrolled in the Head Start program of the agency” may be elected to the Policy Council.

Article 5: Selection of Policy Committee Members

Section 1 – Head Start Center Representation

- (a) The Policy Committee representatives (both the representatives and alternates) must be elected by a general vote of the Center’s Parent Center Committee within 30 days of the center opening. Action of the election shall be recorded in the Center Committee minutes and forwarded to the Assistant Support Services Manager **prior** to the next regularly scheduled Policy Committee meeting. Subject to the approval of the CAPMC Board of Directors, this Committee will prescribe the manner for voting in a manner designed to allow direct participation by the parents in the voting process. This could include, without limitation: (a) voting in person at the center; (b) ballots mailed and/or provided to each parent with a deadline for the parent to return the ballot; (c) on-line voting through a survey or balloting application, website or other process that has reasonable expectations and assurances of accuracy for the vote.
- (b) Once elected, the Parent Center Committee Officials **may serve** as the respective Policy Committee representative of the respective center. If a center has two representatives, both may serve as the representatives.
- (c) Any current parent who is also a family member of a Migrant/Seasonal Head Start staff employee may **not** serve as an elected representative of the Policy Committee.
- (d) Only one member of an immediate family may serve on the Policy Committee as a voting member. The term “immediate family” means spouse, domestic partner, child (including a stepchild), parent, parent-in-law, sibling, or relative by marriage or similar degree.

Section 3 – Community At-Large Representation The community representative/ organization must submit a letter of interest for consideration of a position to the Migrant/Seasonal Head Start Policy Committee. The Migrant/Seasonal Head Start Policy Committee must approve/disapprove the request by a majority vote.

- (a) In selecting a community representative at large, the Committee shall consider the existing program goals of CAPMC and the ability of the individual to be a resource in achieving those goals. Representation will be balanced to the greatest extent possible. When a vacancy in community representation occurs, notification shall be mailed to the appropriate organization soliciting a written application for representation. In the event there are more individuals willing to serve than there are seats available, the Migrant/Seasonal Head Start Policy Committee shall annually rotate seats in this sector among the eligible organizations using the following criteria:

1. Length of tenure of each organization on the Head Start Policy Committee;
 2. The value (as determined in the sole and absolute discretion of the Policy Committee) of the current member organizations as resources to the current and immediate future program goals; and
 3. The desire of the current organization to remain as members.
- (b) Each representative may have one alternate to substitute for the representative. The representing body who is has a Policy Committee representative shall select its own alternate. Alternates shall not serve as officers of the Policy Committee.

Article 6: Term of Office for Members

Section 1 – Term of Office for Parent Representatives Parent representatives serve at the pleasure of the Center’s Parent Center Committee. An individual may not serve more than five (5) one-year terms as a parent representative and must be elected or confirmed annually by the Parent Center Committee. Only one member of an immediate family may serve as defined above in Article 5, Section 1(d). Notwithstanding the above (and the requirement under the Head Start Act and Performance Standards that the terms of parent representatives be limited to one year), under extenuating or emergency circumstances (such as natural disasters, Acts of God, pandemic, etc.) outside of the control of CAPMC or the Committee, the parent representative’s term may be extended for a short period of time until the next election can be conducted as set forth in these bylaws to prevent the dissolution of an existing Committee before a successor Committee can be elected to ensure compliance with Section 642 of the Head Start Act and 45 C.F.R. Section 1301.3.

Section 2 – Term of Office for Community At-Large Representative Community representatives serve at the pleasure of the designated organization. An individual may not serve more than five (5) one-year terms as a community representative and must be elected or confirmed annually by a majority vote of the Head Start Policy Committee. Notwithstanding the above, under extenuating or emergency circumstances (such as natural disasters, Acts of God, pandemic, etc.) outside of the control of CAPMC or the Committee, the community representatives may be extended for a short period of time until the next election can be conducted as set forth in these bylaws to prevent the dissolution of an existing Committee before a successor Committee can be elected to ensure compliance with Section 642 of the Head Start Act and 45 C.F.R. Section 1301.3.

Section 3 – Alternates Service as an alternate Policy Committee member will not be considered as time served as a principal representative committee member.

Article 7: Removal

Section 1 – Reasons for Removal Members shall be removed from the Committee for the following reasons:

- (a) Change of residence to an area outside geographic area of Migrant/Seasonal Head Start Services Program.

- (b) A Policy Committee member transfers their child to another center.
- (c) The Parent Center Committee selects another representative.
- (d) Unexcused absence of a representative or alternate for more than three (3) meetings. Unexcused absence of a member shall include the failure to timely contact the member's alternate. In addition, a representative who will not be in attendance and is being replaced by the alternate must call the Central Office to inform them that the alternate will be attending the meeting.
- (e) Any officer or representative not acting in the best interest of the Policy Committee may be asked to resign. If the Policy Committee officer or representative refuses to resign, the Policy Committee officer or representative may be removed upon a two-thirds (2/3) vote of the members then in office.

Section 2 – Resignation by Non-Attendance Any member who misses two (2) regularly scheduled meetings of the Committee may be deemed to have resigned their position as a member of the Committee (subject to Committee approval). After a member has missed two (2) regularly scheduled monthly meetings, the Support Services Manager will contact the Committee member and notify the member, in writing, that failure to attend the next regularly scheduled monthly meeting will result in Committee member's automatic resignation due to non-attendance.

Article 8: Vacancies

Section 1 – Events Causing Vacancy A vacancy shall occur when:

- (a) A Committee member is notified of his/her removal by actions of the Committee for cause;
- (b) A Committee member notifies the Committee of his/her resignation;
- (c) The Designee body removes its representative by a two-thirds (2/3) vote of the members then in office.

Section 2 – Vacancy of Parent Representative If a seat of a representative of the parents is vacant, and if an alternate has not been selected, the Committee will call for election from the respective Center's Parent Center Committee. If the alternate has been selected, then the alternate shall fill the seat for the remainder of the unexpired term and a new alternate shall be elected by the Parent Center Committee.

Section 3 – Vacancy of Community Representative If a seat of the representative of the Community is vacant, and if the designated alternate has not been selected, the Committee will call for election from the Community Body of Representation. The Committee shall ask the organization to name another representative to fill the term if no alternate has been selected.

Article 9: Meetings

Section 1 – General Meetings Regular meetings of the Committee will normally be held on the Wednesday prior to the Board of Directors meeting of each month unless the Committee

fixes another date and time. The meeting schedule will generally be provided at the beginning of each school year. The Committee will use its best efforts to maintain those dates as Committee meeting dates. If a scheduled meeting date falls on a legal holiday, the meeting shall be held as soon as reasonably possible thereafter, typically the following week. The Committee recognizes its obligations to comply with the Ralph M. Brown Act (the "**Brown Act**") open meeting laws and will comply with all aspects of the Brown Act in the publishing of notices and agendas for all meetings as well as the dissemination of information related to agenda items. This generally means publishing notice of all meetings at least 72 hours prior to general meetings including those being held remotely online (by use of WebEx, Zoom or similar apps or programs) and/or teleconference. In addition, the Robert's Rules of Order shall be the governing rules for all Committee meetings.

Section 2 – Quorum Fifty percent of the current, non-vacant seats shall constitute a quorum at any meeting of the Committee. A quorum must be present at the time of any official action taken. Those committee members attending by remote online participation (by use of WebEx, Zoom or similar apps or programs) and/or by teleconference count for purposes of determining quorum. Parent membership at all times shall reflect a minimum of 51% of the total Policy Committee members prior to conducting business.

Section 3 – Special Meetings Special meetings of the Committee may be called when the business to be addressed cannot be deferred until the next regularly scheduled meeting with notice published as required by the Brown Act. A special meeting of the Committee may be called by the Chairperson of the Committee or by any two Policy Committee members. A call for a special meeting will state the business to be addressed by the Committee at the special meeting in the form of agenda items. Every member of the Policy Committee must be notified of the special meeting at least five days prior to the established meeting time, unless the meeting is emergency in nature and fulfills the emergency meeting requirements of the Brown Act. The requirements of the Brown Act apply at all special meetings (as may be modified by Executive Order or otherwise due to constraints resulting from pandemics, natural disasters, etc. to allow for the all those who wish to attend to do so in person in whatever ways in which participation is being offered, including remote online participation (by use of WebEx, Zoom or similar apps or programs) and/or by teleconference), and only those items for which the special meeting was called may be deliberated and action taken, with no opportunity to discuss matters in closed session unless otherwise permitted by the Brown Act.

Section 4 – Special Meetings Executive Committee When a need for a special meeting arises, the Assistant to the Head Start Director will jointly determine with the Committee Chairperson if an Executive Committee meeting rather than a full Committee meeting would be appropriate as set forth in these Bylaws. If it is determined that a special meeting of the Executive Committee is appropriate, all members will receive notice of the meeting and are permitted to attend and participate in the meeting. If at the meeting a quorum of the Committee is established, the meeting would then become a special meeting of the Committee.

Section 5 – Place of Meetings Meetings of the Committee shall generally be held at CAPMC's administrative offices, which is currently located as 1225 Gill Avenue, Madera, California. Meetings may be held, however, at any place within the County of Madera designated by the Committee so long as notice of such meetings is published as required by the Brown Act. Nothing in these Bylaws is intended to prohibit the Committee from meeting in closed sessions to discuss matters concerning specific employees, any potential or existing litigation, or other matters which may be discussed in closed session pursuant to the Brown

Act.

Section 6 – General Notice Requirements All notices and agendas of meetings shall comply with the Brown Act (as may be modified by Executive Order or otherwise due to constraints resulting from pandemics, natural disasters, etc. to allow for the all those who wish to attend to do so in person in whatever ways in which participation is being offered, including remote online participation (by use of WebEx, Zoom or similar apps or programs) and/or by teleconference) and specify the place, date, and hour of the meeting, how those wishing to attend by remote online participation or teleconference may participate, as well as all matters of business to be considered by the Committee. Written notification of regular Committee meetings shall be made by mail or other electronic forms that gives actual notice of the meeting to the members at least five days in advance of the meeting. The Committee secretary is authorized to execute any and all affidavits of notice indicating that notice of the meeting was duly made.

Section 7 – Action at a Meeting Presence (including presence by remote online participation or teleconference) of a majority of the members then in office at a meeting of the Committee constitutes a quorum for the transaction of day-to-day business of CAPMC, except as otherwise provided in these Bylaws. Every act done or decision made by a majority of the members present at a meeting duly held at which a quorum is present shall be regarded as the act of the Committee, unless a greater number, or the same number after disqualifying one or more members from voting, is required by the Articles of Incorporation, these Bylaws, or the provisions of the California Corporations Code applicable to CAPMC. Members may not vote by proxy but their alternates may vote in their place instead.

Section 8 – Proxy Voting The practice of proxy voting at any meeting, either the Policy Committee as a whole, or at a Special Committee meeting, is prohibited. Any such attempted voting shall be deemed null and void.

Section 9 – Adjournment A majority of the Policy Committee members present, whether or not a quorum is present, may adjourn any meeting to another time and place, but any notice of adjournment to another time or place shall be given in accordance with the provisions of the Brown Act.

Section 10 – Meeting Minutes Records of all actions of the Committee (including actions in closed session) will be set forth in written minutes of the meeting. Minutes will be kept on file as the official record of the Committee. Closed session minutes will be kept separately from the regular minutes and kept confidential. CAPMC's Assistant to the Head Start Director will be the custodian of the minutes. However, it is vital that all Policy Committee members and the Head Start Director be able to fully participate in the discussions and deliberations. Minutes will then be transcribed by an Agency clerical employee after the meeting. Minutes of previous meetings will be distributed to all members no fewer than five days in advance of the next meeting, except for closed session minutes. The written official minutes of Policy Committee Meetings (other than minutes of closed sessions) shall be available to the public for inspection in accordance with the provisions of the California Public Records Act.

Section 11 – Modifications Due to Emergency Circumstances (Pandemic, Natural Disasters, Etc.) As a result of Executive Order N-25-20 issued in March 2020 and remains in effect as of the approval of these amended bylaws, and as reference above in part, the following modifications to this Article are now in effect and remain in effect until the Committee approves otherwise:

(a) The Committee may hold Committee meetings via teleconference, telephone or other electronic means such as remote online participation (by use of WebEx, Zoom or similar apps or programs) so that all Committee members and public seeking to attend without being physical present. CAPMC staff assisting the Policy Committee may also appear by teleconference, telephone or other electronic means such as remote online participation (by use of WebEx, Zoom or similar apps or programs).

(b) A quorum of the Committee is now present for any Committee meeting so long as a majority of the members of the Committee are participating in the meeting by teleconference, telephone or other electronic means such as remote online participation. Committee Meetings may proceed even if a quorum of the Committee — or the entire Committee — is participating via teleconference, telephone or other electronic means such as remote online participation.

(c) Committee members may attend meetings remotely (i.e. by telephone or teleconference) without adhering to the usual requirements that require posting of notices at the remote location and public access to the remote location so long as all those who wish to attend to do so in person in whatever ways in which participation is being offered, including remote online participation are given notice specifying the place, date, and hour of the meeting, how those wishing to attend by remote online participation or teleconference may participate.

(d) Advanced notice of meetings must be provided as required above (72 hours for regular meetings, 24 hours for special meetings) still apply.

(d) The meeting notice will identify at least one publicly accessible location from which members of the public shall have the right to observe and offer public comment at the Committee meeting, consistent with the public's rights of access and comment required by the Brown Act. In doing so, the Committee will use its best efforts to identify and schedule the publicly accessible location for the public to observe and offer public comment in a venue that allows social distancing of six feet per person. The Committee may also continue to require other reasonable safeguards for attendance at Committee meetings as may be directed or recommended by the State of California Department of Public Health and Centers for Disease Control Guidelines such as the use of face masks or face coverings.

(e) The Committee will make reasonable efforts to adhere to all provisions of the Brown Act not modified or suspended by Executive Order or other governmental actions as well as other applicable local laws regulating the conduct of public meetings, in order to maximize transparency and provide the public access to Committee meetings.

Section 12.-- The Committee reserves the right to enact other safety measures to protect its members, CAPMC employees and the public from unnecessary health risks by taking actions including, but not limited to, limiting physical attendance at any meeting to those who can demonstrate that they have been fully vaccinated (as defined under California law or regulation) for illnesses such as COVID-19 and/or requiring face coverings and social distancing for both those who are fully vaccinated as well as those who are not;

Article 10: Officers

Section 1 – Officers The Committee shall have the following officers; President, Vice-

President and Secretary-Sergeant of Arms.

Section 2 – Duties of Officers The duties of these officers shall be as follows:

President: The President shall:

- (a) Be a member and President of the Policy Committee, a member and President of the Executive Committee, and shall appoint members of all committees.
- (b) Call to order all meetings of the Policy Committee and Executive Committees and, as may be required, work with parents and staff in the development of agendas and submission of agendas.
- (c) Preside at all meetings of the Policy and Executive Committees.
- (d) Exercise such other powers and performs such other duties as may be prescribed by the Policy Committee.

Vice- President: The Vice-President shall be a member of the Policy and Executive Committees. In the absence or incapacity of the President, the Vice-President shall preside at meetings and shall also perform such other duties as may be prescribed by the Committee from time to time.

Secretary - Sergeant of Arms: The Secretary - Sergeant of Arms shall be a member of the Policy and Executive Committees and shall perform such other duties as may be prescribed by the Committee. The Secretary - Sergeant of Arms shall keep order over all meetings.

Article 11: Election of Officers

Section 1 – Election of Officers The officers shall be elected annually to a one-year term by the Committee. Election shall take place at the Policy Committee meeting following the seating of the new Policy Committee members.

Section 2 – Term of Office The term of office for officers begins at the same time of their election until the new representatives are seated the following year.

Section 3 – Vacancies in Officer Positions Vacancies in officer positions shall be filled at the next regular noticed meeting of the Committee to complete the unexpired term of the position being filled.

Section 4 – Alternates Alternates may not serve as officers on the Committee.

Section 5 – Designated Representatives Designated Representatives of the Community Representative or other designee officials may not serve as officers.

Article 12: Committees

Section 1 – Executive Committee The Executive Committee shall be composed of the officers and one member elected by the Policy Committee. There will be no limit on the number of terms served by non-officers on the Executive Committee.

Section 2 – Executive Committee – Interim Matters The Executive Committee shall act on interim or emergency matters which cannot wait until the next regular Policy Committee meeting.

Section 3 – Executive Committee – Resolving Administrative Management Issues The Executive Committee shall be responsible for determining major administrative and management issues to be addressed by Administration and Policy Committee.

Section 4 – Executive Committee Schedule The Executive Committee shall determine its own meeting schedule. Meetings may be called by the President or shall be called upon request of majority members of the Executive Committee.

Section 5 – Executive Committee Quorum A quorum for any of the Executive Committee shall be 50 percent of the authorized total membership of the Executive Committee.

Section 6 – Executive Committee Minutes The Policy Committee shall review the minutes of each Executive Committee and accept or reject such minutes in whole or in part.

Section 7 – Executive Committee Responsibilities & Duties The President and the Policy Committee shall determine the duties, authority, responsibility and term of service of each Special Committee. Primarily, the purpose of each Committee will be to gather information and make recommendations to the Policy Committee. The Committees that may be created include, but are not necessarily limited to, the following:

- (a) Budget
- (b) Personnel
- (c) Programmatic
- (d) Curriculum
- (e) Selection

Article 13:

Representatives to Central California Migrant/Seasonal Head Start Policy Council

Section 1 – Representation The Madera/Merced Migrant/Seasonal Head Start Policy Committee shall have three (3) representatives and three (3) alternate representatives to the Central California Migrant/Seasonal Head Start Policy Council (CCMHSPC).

Section 2 – Duties of Representatives / Alternates Representative:

It is the responsibility of the representative to:

- (a) Review the agenda packet prior to attending meetings in order to prepare questions and recommendations.
- (b) Attend all monthly meetings, which are normally held on Saturdays in Modesto.
- (c) Represent the best interest of the children, parents, centers, and agency of Madera Migrant/Seasonal Head Start when voting on action items.
- (d) Serve as a liaison between the CAPMC Migrant/Seasonal Head Start Policy Committee and the CCMHS, sharing information between groups.

Alternate: It is the responsibility of the Alternate to fulfill the duties of the Representative if the Representative is unable to attend a meeting of CCMHSPC.

Section 3 – Election of Representatives / Alternates The Representatives / Alternates shall be elected (annually) to a one-year term by a majority vote of the Policy Committee. An individual may serve a maximum of three (3) terms as a Representative. The election shall take place at the Policy Committee meeting after the new Committee is seated.

Section 4 – Term of Office The term of office begins at the time of their election until the new representatives are seated the following year.

Section 5 – Vacancies in Officer Positions Vacancies in Representative/Alternate positions shall be filled at the next regularly noticed Policy Committee meeting to complete the unexpired term of the position being filled.

Section 6 – Designated Representatives Representatives/Alternates may not be the designated Policy Committee from the community or the past parent member. Representatives/Alternates must be current parents, members of the Community Action Partnership of Madera County Migrant/Seasonal Head Start Policy Committee.

Section 7 – Removal of Representation An approved Policy Council Representative to the Central California Migrant/Seasonal Head Start Policy Council not acting in the best interest to the Policy Committee may be asked to resign or be removed upon a two-thirds (2/3) vote of the members then in office.

Article 14: Conflict of Interest

Section 1 – No Conflict of Interest All Policy Committee Members will be required to sign a Policy Committee Code of Conduct form on a yearly basis. The form indicates that each member acknowledges the following:

- a) Participation on the Policy Committee will result in no financial gain to the Policy Committee member or any member of his/her family.
- b) Conflict of Interest – The Policy Committee member confirms that he/she is not related to any Head Start employee by blood or marriage.

Oath of Confidentiality – The Policy Committee member acknowledges and agrees that all information obtained during his/her participation on the Policy Committee meetings is confidential and that no information gained as a result of participation on the Policy Committee will be used for any purpose except to make appropriate decisions and recommendations for the program.

Section 2 – Employment with CAPMC Any Policy Committee Member wishing to apply for a position within CAPMC must resign or have vacated his/her Policy Committee Representative position.

Section 3 – Loans CAPMC may not lend any money or property to, or guarantee the obligation of, a Policy Committee Representative or officer; provided however that CAPMC may advance money to a Director or officer of CAPMC for expenses reasonably anticipated to be incurred in the performance of his or her duties if that Policy Committee Representative or officer would otherwise be entitled to reimbursement for such expenses by CAPMC. In the case of an advance, itemized receipts shall be submitted to the Assistant to the Head Start Director within ten days of the actual expenditure.

Article 15: Confidentiality

Section 1 – Confidentiality All officers, employees and volunteers (Policy Committee and CAPMC Board Members) collecting, maintaining and utilizing any client data information or Executive Session or Closed Session information in the course of their work in CAPMC shall sign a Policy Committee Code of Conduct form. Any person breaching confidentiality of Executive or Closed Sessions or client data information will be immediately suspended from the Policy Committee, and where appropriate be asked to resign or be removed from the Board upon a two-thirds (2/3) vote of the members then in office. Anyone who discloses confidential or other information disclosed during closed sessions may also be potentially liable for violations of the Brown Act which carries substantial civil and criminal penalties.

Article 16: Binding Arbitration

Section 1 – Binding Arbitration The Binding Arbitration Agreement for Resolution of Impasse between the CAPMC Board of Directors and the Migrant/Seasonal Head Start Policy Committee must be followed and is hereby incorporated herein by reference.

Article 17: Amendments and Revisions

The Committee may adopt, amend, or repeal Bylaws by affirmative vote of two-thirds (2/3) of the members then in office. A public notice of any proposed bylaw change must be made at least two weeks prior to the meeting at which such a proposal will be voted upon. Proposed amendments to these Bylaws must be in writing and sent to the members at least seven days in advance of the Policy Committee meeting in which the Committee will act to provide public notice of a proposed bylaw change.

If any provision of these Bylaws requires the vote of a larger proportion of the Committee than is otherwise required by law, that provision may not be altered, amended, or repealed except by that greater vote.

CODE OF CONDUCT

The Madera Migrant/Seasonal Head Start Policy Committee recognizes that persons involved in governance activities (Policy Committee and Board of Directors) at Community Action Partnership of Madera California – Madera Migrant/Seasonal Head Start are leaders, models, and representatives of the organization. All members will be expected to conduct themselves such that their personal and professional conduct does not have a negative effect on services or reflect badly on Community Action Partnership of Madera California – Madera Migrant/Seasonal Head Start public image, reputation, or credibility.

PROCEDURES

Acceptable standards of conduct will be established and periodically revised by the Community Action Partnership of Madera California – Madera Migrant/Seasonal Head Start Board of Directors for both Committee and Board members.

All Committee and Board members will be informed of the established standards of conduct.

The Board of Directors in its entirety will be responsible, with a simple majority vote of members present for a regularly scheduled or appropriately called special meeting, for reprimanding or removing any representative from the Committee or Board due to conduct violations.

CODE of CONDUCT

Madera Migrant/Seasonal Policy Committee and Community Action Partnership of Madera California Board of Directors members:

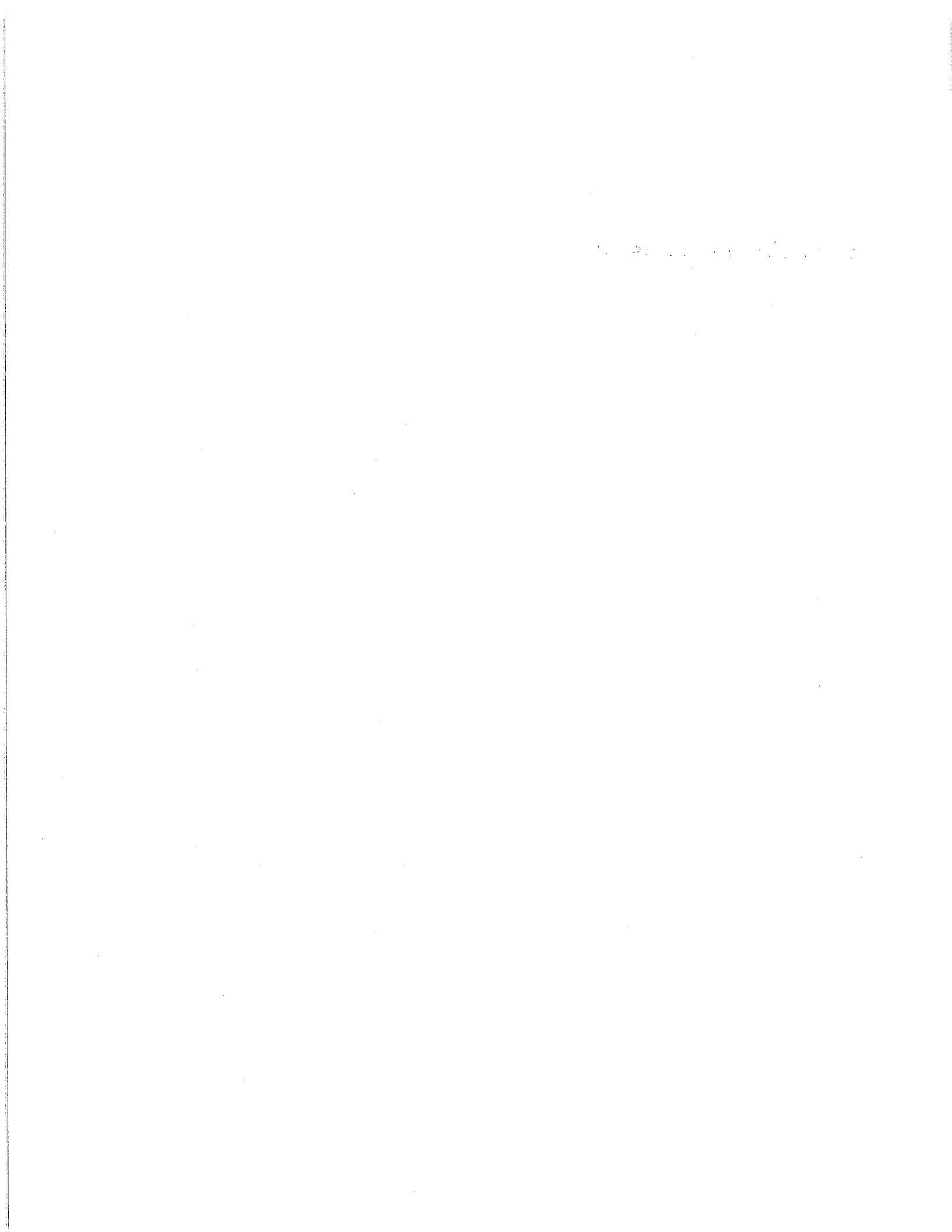
1. Will respect and promote the unique identity of each child, family, employee, Committee and Board member and refrain from stereotyping on the basis of gender, race, ethnicity, culture, religion, disability or any other characteristic or category prohibited by California or federal law.
2. Conflict of Interest – I am confirming that I am not related to any Community Action Partnership of Madera County-Head Start program employee by blood or marriage.
3. Must uphold the agency's confidentiality guidelines stated as follows:
 - i. No information regarding children and families of children enrolled with Madera Migrant/Seasonal Head Start is to be discussed outside of the work setting or Board/Committee meetings;
 - ii. Information is to be discussed within the work setting and at Board/Committee meetings only as is necessary and related to program operations/business or decision-making;
 - iii. No information learned at Board/Committee meetings or while conducting Board/Committee business may be discussed or used in any way outside of Board/Committee activities.
4. Will support and participate in a TEAMWORK approach to decision making.
5. Will behave and interact respectfully while participating on Board/Committee or representing the organization within the community.
6. Must have an interest and concern for children and their families.
7. May not accept gifts and/or gratuities as stated in the Community Action Partnership of Madera California – Madera Migrant/Seasonal Head Start Personnel Policy Manual.
8. Are prohibited from using their position on Board/Committee for purposes which are, or give the appearance of being, motivated by a desire for private gain for themselves or others, such as those with family, business or other ties.
9. Must not make public statements under the auspices of any agency title without the Board of Directors' approval.
10. Will follow all Community Action Partnership of Madera California – Madera Migrant/Seasonal Head Start general operating procedures.
11. Will respect and uphold the legal authority of the Board of Directors to establish, review, or revise the standards of conduct for individuals participating on the Board/Committee.
12. Will follow health and safety standards established by CAPMC Head Start to ensure my health and the health of others.

CERTIFICATION OF SECRETARY

I certify that I am the duly acting Secretary of the Madera Migrant/Seasonal Head Start Policy Committee that the above Bylaws are the Bylaws of this Head Start Policy Committee as adopted by the Head Start Policy Committee on September 7, 2021, and that they have not been amended or modified since that date.

Guadalupe De la Cruz
Maria Sut-Xon, Secretary

Dated: September 7, 2021





Report to the Board of Directors

Agenda Item Number: D-18

Board of Directors Meeting for: October 14, 2021

Author: Maritza Gomez-Zaragoza

DATE: September 14, 2021

TO: Board of Directors

FROM: Maritza Gomez-Zaragoza, Head Start Director

SUBJECT: Internal Dispute Resolution

I. RECOMMENDATIONS

Review and consider approving the Impasse Procedure between the CAPMC Board of Directors and the Madera/Mariposa Regional & Early Head Start Policy Council.

II. SUMMARY

Head Start Performance Standard 1301.6 requires that each grantee and delegate agency and Policy Council or Committee jointly establish written procedures for resolving internal disputes, including impasse procedures, between the governing body and policy group.

III. DISCUSSION

The Impasse Procedure must be in place for the program to be in compliance with the Head Start Performance Standards.

IV FINANCING: None

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY
POLICIES AND PROCEDURES
Program Design & Management**

Policy Number: PG 06	Relate to CFR #: 1301.6	Page #1 of 2
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COMPONENT: Program Design and Management

SUBJECT: Internal Dispute Resolution

PERFORMANCE OBJECTIVE: Policy Council/Policy Committee must establish and agree upon written procedures for resolving internal disputes including impasse procedures between the governing body and Policy Council/Policy Committee.

OPERATIONAL PROCEDURE:

Section 642 (d) Program Governance Administration-

(1) IMPASSE POLICIES- The Secretary shall develop policies, procedures, and guidance for Head Start agencies concerning--

(A) the resolution of internal disputes, including any impasse in the governance of Head Start programs; and

(B) the facilitation of meaningful consultation and collaboration about decisions of the governing body and policy council.

1. Either the Board of Directors or the Policy Council/Policy Committee may declare an impasse. The declaring party must notify the other party of the impasse. Upon declaration and notification, the two parties shall attempt to negotiate a compromise through a mutually agreed upon third person. If a compromise fails, the Board of Directors will submit the matter to binding arbitration.
2. If a compromise is negotiated, the Board of Directors will detail the content of the compromise in writing. The Chairperson of the Board of Directors and the Chairperson of the Policy Council/Policy Committee must both sign the written compromise.
3. If a compromise fails and the matter goes to binding arbitration, the Board of Directors will notify the Chairperson of the Policy Council/Policy Committee in writing by registered letter that the matter is being submitted to binding arbitration. A consultant will be selected by the Policy Council/Policy Committee to assist it with needed support services to prepare the data for the hearing.
4. The arbitration panel shall consist of three arbitrators: one to be designated by the Board of Directors, one to be designated by the Policy Council/Policy Committee, and one to serve as Chairperson and to be designated by the other two arbitrators.
5. The duty of the arbitration panel is to resolve the issues in dispute as

expeditiously and fairly as possible at the minimum expense to the parties involved.

6. The arbitration panel does not preclude the parties from reaching a compromise, so long as a final decision has not been issued by the panel.
7. The final decision of the arbitration panel is binding on both parties, and there shall be no appeal.
8. See written Internal Dispute Resolution as it pertains to the appropriate policy group.

Related Regulations: Head Start Performance Standards1301.6

**INTERNAL DISPUTE RESOLUTION
BINDING ARBITRATION AGREEMENT FOR RESOLUTION OF IMPASSE**

Between Community Action Partnership of Madera County Board of Directors

And

Madera/Mariposa Regional and Early Head Start Policy Council

I. Clarification of Responsibilities

- A. It is understood and agreed upon by all parties that the overall fiscal and legal responsibility for the administration of the Regional and Early Head Start Program lies with the Community Action Partnership of Madera County (CAPMC) Board of Directors.
- B. It is also agreed upon and understood that Head Start regulations require that CAPMC Regional and Early Head Start Program has a representative Policy Council and that this Policy Council has decision-making authority under Head Start Performance Standards (45-CRF 1304.50) Appendix A – Governance and Management Responsibilities. This section of federal regulation and the chart contained therein outlines the policy-making rights and responsibilities of the Governing Board and the Policy Council.

II. Definition of Impasse

- A. Impasse occurs when the CAPMC Board of Directors and Regional Head Start Policy Council cannot agree on an issue for which the Head Start Policy Council has the right to approve or disapprove as outlined in Appendix A- Governance and Management Responsibilities. The Regional Head Start Policy Council must first take each step in the program's grievance process before an impasse can be declared. If there is disagreement over the areas of approval or disapproval responsibility, according to Appendix A, clarification will be sought from the Regional Head Start Grantor Office, and an impasse will not be declared until such clarification is obtained.
- B. When the Policy Council and Board of Directors don't agree on an issue and prior to formally calling impasse between the governing bodies, the following steps will take place;
- The Executive Director and Head Start Director will meet with the disagreeing party to review information and share either party's position on the issue at hand.
 - Any supporting documentation and information will be provided to the Policy Council or Board of Directors in order to assist in

making the best decision for the program and program participants.

- If an agreement is reached between the two parties, then the information is taken and recorded.

C. If no agreement is reached, then the Executive Director and Head Start Director will inform both parties that an impasse has been reached and information will be provided regarding the activities that will take place in order for both parties to come to a resolution.

III. Impasse Procedures

A. Either the CAPMC Board of Directors or the Regional and Early Head Start Policy Council may declare an impasse. If an impasse is declared, the party declaring the impasse must notify the other party in writing that an impasse has been declared. Upon declaration and notification of impasse, the two parties shall attempt to negotiate a compromise through a mutually agreed upon third person. Said meeting between the two parties shall be accomplished within a reasonable time. If an attempt at compromise fails, the CAPMC Board of directors will, within fourteen (14) calendar days of receipt of written notification of continued impasse, submit the matter to binding arbitration.

B. If a compromise is negotiated, the CAPMC Board of Directors will develop a written document detailing the content of the compromise. The Chairperson of the Head Start Policy Council and the Chairperson of the CAPMC Board of Directors will be required to sign the document.

C. If a compromise cannot be reached within the fourteen (14) calendar day period, then the matter will be submitted to binding arbitration. At the time a determination is made to submit the matter to arbitration, a consultant will be selected by the Regional Head Start Policy Council to assist them with translation, typing, and other needed support services. This is to assist the Policy Council in preparing its data for the hearing. The CAPMC Board of Directors will notify the Chairperson of the Regional Head Start Policy Council in writing by registered letter that the matter is being submitted to binding arbitration. Such notification shall include, at a minimum, the following:

1. A written statement of the issue or issues which have resulted in an impasse.

2. A request that the Regional and Early Head Start Policy Council designate a member of the arbitration panel within fourteen (14) calendar days of receipt of the notification. A further request that the business telephone number, mailing address, and the name of the designee is forwarded to the CAPMC Board of Directors with in the fourteen (14) calendar day time period.
3. A statement that a translator will be in attendance at all hearing and will translate verbal comments and written documents as needed.
4. The written statement shall be in English and in Spanish, if needed.

IV. Arbitration Panel Composition

- A. The panel shall consist of three (3) arbitrators: one (1) to be designated by the CAPMC Board of Directors, one (1) to be designated by the Regional and Early Head Start Policy Council, and one (1) to serve as Chairperson and to be designated by the other two (2) arbitrators.
- B. All three (3) arbitrators shall be individuals of good reputation and standing within their community; shall not be associated with any delegate programs; and shall not be affiliated (either though blood or marriage) with any Regional and Early Head Start Policy Council member, delegate staff members of CAPMC, or CAPMC staff members. The third arbitrator shall be person of impartial judgement and good reputation and shall have none of the above affiliations. The third arbitrator shall also have knowledge of federal regulations and the law general.
- C. Failure to Name a Third Arbitrator
 1. The two (2) arbitrators chosen shall agree on a third arbitrator. If the two (2) arbitrators are unable to agree on a third arbitrator to serve on the panel with ten (10) calendar days after the designation of the second arbitrator, then the CAPMC Board of Directors will appoint the third arbitrator from a list of potential arbitrators provided by the Madera County Bar Association.
- D. Scheduling Arbitration
 1. The three (3) person arbitration panel shall schedule the arbitration hearing within fourteen (14) calendar days after the

designation of the third arbitrator. This time frame may be extended by mutual agreement.

2. The hearing shall be held in a mutually agreed upon setting with consideration for the convenience of the parties, but not at the CAPMC offices.
- E. The duty of the arbitration panel is to resolve the issues in dispute as expeditiously and fairly as possible at the minimum expense to the parties involved. The proceedings of the arbitration panel shall consist of :
1. Oral presentation of the Policy Council's position.
 2. Oral presentation of the CAPMC Board of Directors' position.
 3. Response by both parties to such questions as the panel wishes to ask.
 4. Informal cross-examination of each party by the other within the limits allowed by the panel.
 5. Such additional presentation of oral or written materials as the panel deems necessary to fully appraise it of relevant facts for an informed decision. The parties may suggest to the panel additional relevant witnesses or material that would be helpful to the panel.
 6. If the panel needs additional materials (such as budget statements, Head Start regulations, CAPMC records, or other materials of the nature), the CAPMC Board of Directors has the duty to provide the panel with such documents within a time limit in which a reasonable person acting in good faith could have provided the information.

F. Compromise

1. The arbitration procedure does not preclude the parties from compromising their differences and reaching a settlement so long as no final decision has been issued by the panel.

G. Standard of Conduct

1. Both parties are obligated to operate in good faith before and during the proceedings. Neither party may communicate with the arbitrators once the panel has been selected except at formal meetings attended by all parties. Any attempt to

intimidate an arbitrator shall result in a default judgement against the party guilty of it.

2. Refusal to comply with directions, or continued use of delaying tactics or other obstructive tactics by any person at the hearings shall constitute grounds for immediate exclusion of such person from the hearing by the Chairperson of the Arbitration Panel.

H. Representation of the Parties at the Hearing

1. CAPMC Board of Directors and the Regional and Early Head Start Policy Council shall designate only one (1) of its members to represent them at the proceedings and to present their case. To facilitate communication, a translator will be present at all hearings and will be required to translate oral statements and such documents as are needed. Either representative may be assisted by translation for clarification purposes.

I. Post hearing Procedures and Decisions

1. The Arbitration Panel shall issue its decision in writing within fourteen (14) calendar days after the hearings are concluded. The decision shall be in writing in the languages appropriate to the parties involved and shall be forwarded to the Head Start Policy Council and CAPMC Board of Directors within fourteen (14) calendar days of the conclusion of the hearings.
2. The final decision shall be binding on both parties, and there shall be no appeal.
3. The CAPMC Board of Directors and the Head Start Policy Council are parties to the arbitration hearings.
4. Costs of travel, per diem for all parties, salary, and payment for the third arbitrator and interpreters shall initially be paid by CAPMC from Regional Head Start funds.
5. The CAPMC Board of Directors will, within five (5) days of receipt of the ruling, submit the ruling to the Regional and Early Head Start Grantor Office. If the ruling is found by the Regional and Early Head Start Grantor Office contrary to federal regulations, then it shall be declared void. In such a case, another arbitration panel shall be consulted, and the process outlined above shall be reenacted.



Report to the Board of Directors

Agenda Item Number: D-19

Board of Directors Meeting for: October 14, 2021

Author: Maru Gasca Sanchez

DATE: September 14, 2021

TO: Board of Directors

FROM: Maru Gasca Sanchez, Deputy Director Direct Services

SUBJECT: CAPMC California State Preschool 2021-2022 Program Philosophy, Goals and Parent Handbook.

I. RECOMMENDATIONS

Review and consider approving CAPMC California State Preschool 2021-2022 Program Philosophy, Goals and Parent Handbook.

II. SUMMARY

The California Department of Education requires that the Program's Philosophy, Goals and Parent Handbook be approved by CAPMC Board of Directors annually.

III. DISCUSSION

- a. Included in the parent handbook is CAPMC's philosophy statement and goals that support the philosophy.
- b. The parent handbook provides parents with information regarding the following topics:
 - ✓ Days and hours of service and holiday schedule
 - ✓ Registration process and eligibility requirements, and parent responsibilities
 - ✓ Open door policy
 - ✓ Sexual Harassment
 - ✓ Attendance and absences
 - ✓ Communication with staff
 - ✓ Health and emergency procedures
 - ✓ Complaint Procedure
 - ✓ Handbook will be given to families enrolled at the following sites: Fairmead, Chowchilla, Cottonwood, Mis Tesoros, Ruth Gonzales, Verdell McKelvey and Eastside.
- c. Information will be reviewed with parents at time of registration and/or during parent meetings.

IV. FINANCING: Minimal



Madera Head Start – California State Preschool Program/Regional Head Start (RHS/CSPP)

PARENT HANDBOOK

2021-2022



Community Action Partnership of Madera County welcomes your family to our Head Start/State Preschool Program.

This **handbook** was designed to assist families with understanding the requirements to participate in a Head Start/State funded preschool program. We look forward to serving you!

We are a private, non-profit organization funded by federal, state & local governments.





Overview

Program Design

- Mission/Vision
- Locations
- Ages of Children Served
- Days & Hours of Operation
- Open Door Policy
- Group Sizes
- Refrain from Religious Instruction
- Confidentiality
- Equal Access/Non-Discrimination Statement

Program Philosophy, Goals & Objectives

- Philosophy
- Parent Involvement
- Health & Social Services
- Education Program
- Environment
- Nutrition Services
- Staff Qualifications & Development
- Program Self-Evaluation

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- Suspected Child Abuse
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- Child Supervision
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- Selecting Participants
- Steps for Enrollment

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- Certification
- Family Data File
- Eligibility Criteria

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- Importance of Attendance
- Attendance Policy
- Expectations
- Absence Policy

Disenrollment

- Disenrollment Policy

Grievance/Complaint Procedures

- Complaints Regarding Program Staff
- Uniform Complaints
- Program Complaints

Program Design

Mission: Helping people, changing lives and making our community a better place to live by providing resources and independence.

Our Vision

Community Action Partnership of Madera County will be recognized as a premier social services agency that eliminates the effects of poverty by helping people obtain the knowledge and skills to achieve self-reliance and economic stability...one life at a time.



Center Locations, Ages of Children Served, Days & Hours of Operation, Contact Information:

Chowchilla Head Start

Serving Children Ages 3 – 5 years
Full-Day Site Operating 8:00 am – 2:00 pm
(559)665-0291
265 Hospital Dr.
Chowchilla, CA 93610

Cottonwood Head Start

Serving Children Ages 3– 5 years
Full-Day Site Operating 8:00 am – 2:00 pm
(559) 664-1109
2236 Tozer Ave,
Madera, CA 93638

Eastside Head Start

Serving Children Ages 3 – 5 years
Full-Day Site Operating 8:00 am – 2:00 pm
(559) 674-1268
1112 South A St,
Madera, CA 93638

Community Action Partnership of Madera County

Open Monday-Friday 8:00 am – 5:00 pm
(559) 673-9173
1225 Gill Avenue
Madera, CA 93637

Fairmead Head Start

Serving Children Ages 3 – 5 years
Full-Day Site Operating 8:00 am – 2:00 pm
(559) 665-5559
22850 Rd. 19 ½
Chowchilla, CA 93610

Mis Tesoros Head Start

Serving Children Ages 3 – 5 years
Full-Day Site Operating 8:00 am – 2:00 pm
(559) 673-1011
131 Mace St.
Madera, CA 93638

Ruth Gonzales Head Start

Serving Children Ages 3 – 5 years
Full-Day Site Operating 8:00 am – 2:00 pm
(559) 675-8518
838 Lilly St.
Madera, CA 93638

Verdell McKelvey Head Start

Serving Children Ages 3 – 5 years
Full-Day Site Operating 8:00 am – 2:00 pm
(559) 673-1500
1901 Clinton St.
Madera, CA 93638

Open Door Policy: You may visit your child's classroom unannounced to observe your child at any time during operational hours. Our program is based upon a partnership with parents of the children enrolled. Parents are highly encouraged to participate in their child's program.

Group Sizes:

Adult to child ratios are planned for in advance and followed for each age group based on the Title 5 regulations.

**Preschool
(36 Months to enrollment in Kinder)**

1 adult for every 8 preschoolers

Refrain from Religious Instruction:

Our programs refrain from religious instruction & worship.

Confidentiality:

The use or disclosure of any information maintained in the basic data file concerning children and their families is limited to purposes directly connected with the administration of the program. No other use of the information will be made without prior written consent or through a subpoena. Participants shall have access to information in their basic data file within 5 business days after the program receives a written request.

Equal Access/Non-Discrimination Statement:

No person will be subjected to discrimination, or any other form of illegal bias, including harassment. We give equal access to services without regard to sex, sexual orientation, gender, gender identification, ethnic group identification, race, ancestry, national origin, religion, color, or mental or physical disability.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English. To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [How to File a Complaint](#), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov. This institution is an equal opportunity provider.



Program Philosophy, Goals & Objectives

Philosophy:

Head Start believes parents enrolled in the program are the program's greatest strength. Parents are involved in all aspects of the program including making policy and program decisions. Teacher and parents operate with a common purpose, to improve the lives of children and families.

In this shared partnership, parents play an important role as they join the teachers in preparing and educating the children. Because parents are their child's first teacher, they can assure that the child's unique characteristics, individual preferences and values are respected.

Teachers and parents work together to enhance the child's normal developmental process by being understanding and flexible.



Our goals and objectives that support the outcomes of those goals are reflected within each of the following quality program components

Parent Involvement:

Our goal is to provide a welcoming environment for families and invite them to participate as equal partners in the education of their children.

Opportunities to participate include, but are not limited to:

- Parent/Teacher conferences are held twice per year. Conferences provide an opportunity for parents to collaborate with the teacher to develop goals for their child
- Assisting their children during drop-off/pick-up
- Assisting with meal preparation
- Parent Committee meets monthly. Meetings provide an opportunity to learn about child development, share topics identified in the parent survey, parenting strategies. A great time to network with Program staff and other parents.
- Participating or helping at family events or classroom projects

Note: Parents volunteering in the center must meet SB792 by having a recent tuberculosis clearance, immunization & clearance on file.

Health & Social Services:

Our goal is for families to know where to access community health and social services to meet their unique family needs. The program will work with parents to identify family needs, support needed and strengths by utilizing the Family Assessment and surveys to provide information and/or resources to community services as needed. A resource book is provided to family with information on programs and services available for low-income families. The information includes services such as childcare, emergency services, food, shelter, health providers, health services, counseling, domestic violence, mental wellness, transportation, etc. Referrals/resources will be offered to parents as needed and/or requested by parents. Follow up is complete as appropriate to ensure services where 5 receive or provide support for families.



Education Program:

Our goal is to ensure all children are making progress in the domains of physical, cognitive, language, and social-emotional development.

Our goal is to provide a program approach that is developmentally, linguistically and culturally appropriate. A program that is inclusive of children with special needs.

We use a tool called the Desired Results Developmental Profile (DRDP) to assess the development of children

- Assessed within 60 days of enrollment, midpoint and at the end of the program year.
- Parent's input is a necessary component of this assessment.
- Assessment outcomes are used to plan and conduct age and developmentally appropriate activities for children.

Physical development is supported by:

- Promoting physical activity
- Providing sufficient time to move within the indoor and outdoor spaces
- Providing equipment, materials and guidelines for active play and movement

Social/Emotional development is supported by:

- Building trust
- Planning routines and transitions so they can occur in a predictable and unhurried manner
- Help children develop emotional security and facility in social relationships

Environment:

Our goal is for each of our classrooms to achieve a minimum average score of "Good" on each subscale of the Environment Rating Scale tool. The Thelma Harms Family Child Care Environment Scale is completed on each classroom annually by a trained assessor. The assessor and teacher collaboratively develop and take action steps on any subscales scored below a "Good" rating.

In addition, our environments are set-up using our adopted curriculum. **Creative Curriculum** is a comprehensive, research-based curriculum that features exploration and discovery as a way of learning, enabling children to develop confidence, creativity, and lifelong critical thinking skills.



Cognitive & Language skills are supported by:

- Various strategies, including experimentation, inquiry, observation, play and exploration
- Providing opportunities for creative self-expression through activities such as art, music, movement and dialogue
- Promoting interaction and language use among children and between children and adults
- Supporting emerging literacy and numeracy development



Nutrition Services:

Our goal is to ensure children have nutritious meals and snacks during their time in the program. Meals and snacks that are culturally and developmentally appropriate and meet the federal Child Care Food Program nutritional requirements.

Mealtimes are a learning experience for our children. It's a time for talking about color, taste, texture and the name of foods. It is an opportunity for practicing manners by watching adults and socializing with other children.

Balanced nutritious meals include breakfast, lunch and an afternoon snack. Monthly menus are posted on the bulletin board. Candy, gum and soda are not allowed in the classroom!



If your child has any food allergies, or can not eat certain foods for religious or personal reasons, please notify the teacher immediately.

Staff Qualifications & Development:

Our goal is to implement a staff development program that adequately equips each staff member with the information necessary to carry out his or her assigned duties.

Our program makes professional development of individuals working with children and families a priority. All teachers hold the appropriate child development permit and attend ongoing trainings related to child development.

Program Self-Evaluation:

Our goal is to implement an effective annual program self-evaluation process.

The annual self-evaluation process includes:

- Assessment of the program by parents using the Desired Results Parent Survey
- Assessment of the program by staff and board members using the Program Monitoring Instrument, Desired Results Developmental Profile, and Environmental Rating Scale tools

Based on the results of the program self-evaluation, goals and action steps are developed and implemented.



General Policies

Code of Ethical Conduct:

All families must commit to demonstrate the following core standards/values during all interactions while enrolled in our program:

- Communicate effectively in a calm manner
- Be courteous
- Maintain order
- Show respect of others
- Take responsibility for own actions
- Be punctual
- Respect the dignity, worth, and uniqueness of each individual present at the center
- Respect diversity
- Recognize that children and adults achieve their full potential in the context of relationships that are based on trust and respect

Safe School & Harassment Policy:

The following behaviors will not be tolerated and are **prohibited** at any of our facilities:

- Behavior which threatens the safety, welfare or morale of others
- Under the influence of and/or possession of alcohol, marijuana or drugs
- The possession of any weapon, look alike weapon (toy), or any object which ejects whether functional or not
- Behavior which would cause, attempt, threaten, or conspire to cause damage to personal or real property or person through arson, burglary, extortion, larceny (stealing), criminal mischief, battery (hitting people), assault (making a person fearful of hitting), harassment (threat to commit an illegal act), sexual harassment, sexual intimidation, hazing (actions intended to endanger or embarrass others.)
- Use of obscene and profane language.

Suspected Child Abuse:

Our staff are mandated reporters. The safety and well being of your child always comes first. State law requires that staff report known or suspected instances of a child abuse to Child Protective Services or to local police officials. This abuse includes physical abuse, sexual abuse, emotional abuse or neglect.

If you or someone in your family wants to learn different ways to guide and discipline your child or to handle anger without hurting your child, please talk to your child's Teacher or Enrollment Specialist.

There are resources available to help you, at no charge





Clothing & Items from Home:

Your child will be very active during classroom activities and should dress in comfortable and washable clothes. Shoes must be worn at all times. Tennis shoes are great.

Please send a change of clothes for your child in case of a spill or accident.

Please discuss your ideas for sharing home materials with your child’s teacher ahead of time. Toy guns and knives are not allowed in the center. The center is not responsible for any lost or damaged personal items.

Biting:

Biting is very common among groups of young children, for various reasons. Understanding why the young child bites is the first step in preventing biting as well as teaching the child alternatives to biting.

Child Supervision:

Staff actively ensure that our environments are safe and no child will be left alone or unsupervised at any time.

Supervision is everyone's responsibility, so in addition to our staff, parents must also use active supervision techniques to ensure our environments are safe.

Parents must:

- Ensure gate and door is closed and secured
- Give your child undivided attention. We have a No Cell Phone policy when dropping off/picking-up your child. Cell phones can be distracting.
- Ensure your child is signed in and out every day with your full legal signature and exact time.
- Hold your child’s hand in the road and parking lot
- Encourage children to follow safety rules
- Report safety and supervision concerns to staff immediately

Discipline & Guidance:

Rules and limits are set to keep the children safe and help them get along with other children and adults. Positive methods of guidance and re-direction are used with a major focus on social-emotional development to help children gain social skills that allow them to relate and communicate with others in a healthy way.

Staff work to build a positive relationship with every child. Every effort will be made to handle discipline problems through redirection, problem solving, re-arrangement of the environment, and staff - parent collaboration. Open-communication with each other is key.

There will be no use of corporal punishment or violation of personal rights. We do not spank, punish or threaten our students.



Daily Health Screening & Exclusion:

In order to help prevent the spread of children's diseases, licensing requires that each child receive a daily health check upon arrival at the center. No child shall be accepted without contact between center staff and the person bringing the child to the center. **Children will be excluded from the center if:**

1. **Gastro-intestinal** nausea, vomiting, diarrhea, abdominal pain within the last 24 hours
2. **Throat and/or neck** redness, spots, sore throat, infected tonsils, swollen glands
3. **Eyes** discharge and/or redness
4. **Skin** rashes, spots, eruptions, etc.
5. **Hair lice/nits**, infected areas on scalp
6. **Nose and/or ears** discharge with symptoms such as fever, coughing or other symptoms
7. **Temperature** fever over 100 degrees F within the last 24 hours

Medication:

In the event that your child needs to take medication, a staff member may only give it to your child if your doctor provides written instructions. If your child is taking prescribed medications that must be given during class, you and your doctor must complete and submit an authorization form first.

Medications must be in the original container with your child's name on the pharmacy label. Always give medications directly to the teacher and do not leave it in your child's bag.

Emergencies:

Each center's emergency plan is posted in the classroom and emergency drills are conducted monthly. In the event of an emergency, staff and children will meet at the designated location and parents will be contacted.



Selection & Enrollment Process

Waiting List

The program has limited openings for eligible families. The first step to access center-based program services is to be placed on our waiting list. Children with disabilities are encouraged to apply.

Selecting Participants

When an opening is available, we access the waiting list and contact families based on the following program admission priorities:

- Child protective services, or at-risk of abuse, neglect or exploitation
- Age eligible 4-year old children: Admission priority up to 85% of the State Median Income based on adjusted gross monthly income & family size
- Age eligible 3-year old children: Admission priority up to 85% of the State Median Income based on adjusted gross monthly income & family size
- Age eligible 3 & 4-year old children: Admission priority up to 15% of the State Median Income based on adjusted gross monthly income & family size (We can only serve a maximum of 10% of our children under this category)
- Over-income family whose child has exceptional needs

Note: When multiple families are within the same ranking:

- Child with exceptional needs within the same ranking is admitted first
- Entry with the oldest application date is admitted second

Maximum income threshold at
85% of State Median Income:

Family Size	Gross Monthly Income
1-2	\$5,540
3	\$6,157
4	\$7,069
5	\$8,199
6	\$9,330
7	\$9,542
8	\$9,755

Maximum income threshold at
15% above the State Median Income:

Family Size	Gross Monthly Income
1-2	\$6,371
3	\$7,081
4	\$8,129
5	\$9,429
6	\$10,730
7	\$10,973
8	\$11,218

Families screened & selected for potential enrollment from the waiting list will be asked to complete the orientation process, and submit documentation to verify eligibility for services. The steps are as follows:

Step 1: Complete Documentation & Orientation

Complete forms, gather documents listed on the checklist.

Once you gather documents, schedule an appointment with the Advocate by calling her at the site of preference (see contact information on page 2).

Note: Within 2 weeks of being contacted by the program, the parent must make contact with the program to schedule an appointment to begin an application to apply for this enrollment period.

Step 2: Verify Eligibility

Attend in-person appointment at the preferred center location.

Please note that you will be turned away if your packet/information is not complete at the time of your appointment.



Participant Qualifications & Conditions

Certification:

Enrollment into the program is determined by specific family eligibility criteria. In addition, a child's parent must live in California. Family's complete a certification process at initial enrollment and remain eligible until the end of the school year.

Family Data File:

A family data file is maintained for each family receiving services. When a child's residence alternates between the homes of separated or divorced parents eligibility must be determined separately for each household in which the child is residing during the time services are needed.

Proof of Residency:

Determination of eligibility for services shall be **without regard** to the immigration status of the child or the child's parent.

- Must live in California
- Any evidence of a street address or post office address in California, including the 4 digit zip code extension
- Homeless may submit declaration of intent to live in California

Exceptional Needs Child:

If your child has exceptional needs, the file must contain the following documentation in order for us to best serve your child:

- Individual Education Plan or Infant & Family Service Plan

Court Order:

If there is a court order regarding child custody that impact child care services, it shall be included in the family data file



Health & Emergency Information:

Participants must provide child health & current emergency information, along with current immunization records for enrolled children

Proof of Family Size:

Biological/Adoptive Parent: “Family” shall be considered the parents & the children for whom the parents are responsible, who comprise the household in which the child receiving services is living.

Guardian/Foster Parent: “Family” shall be considered the child & related siblings.

Participants must provide the names of the adults & the names, gender & birthdates of the children identified in the family.

At least one document for **EACH** child counted in the family size must be on file & indicate the relationship of the child to the parent.

- Birth Certificate
- Child Custody Court order
- Adoption documents
- Foster Care placement records
- School or Medical records
- County welfare department records
- Other reliable documentation indicating the relationship of the child to the parent



Eligibility Criteria:

Eligibility is based on either child or family eligibility. Participants must provide documentation of eligibility in **1** or more of these categories:

Child Eligibility

- Child protective services (Referral letter from CPS unit)
- At-risk of abuse, neglect or exploitation (Referral letter from legally qualified professional)

Family Eligibility

- Homeless (Referral Letter or Self-Declaration)
- Current aid recipient (Proof of current aid)
- Income eligible (Documentation of all income)
 - **Predictable Income:** Full month of current & ongoing gross income
 - **Unpredictable Income:** Gross income for the preceding 3 to 12 consecutive months
 - **Guardian/Foster:** Full month of current income received for the child

COUNTABLE/NON-COUNTABLE INCOME REFERENCE SHEET

<p>Countable Income is income of individuals counted in the family size that shall be included when calculating the adjusted monthly income for purposes of determining income eligibility and family fees.</p>	<p>Non-Countable Income is income of individuals counted in the family size that shall be excluded when calculating the adjusted monthly income for purposes of determining income eligibility and family fees.</p>
<ol style="list-style-type: none"> 1. Gross wages, salary, advances, commissions, overtime, tips, bonuses, gambling or lottery winnings 2. Wages for migrant, agricultural, or seasonal work 3. Public cash assistance (CalWORKs or TANF) 4. Gross income from self-employment less business expenses with the exception of wage draws 5. Disability or unemployment compensation 6. Worker's compensation 7. Foster grants, payments or clothing allowance for children placed through child welfare services 8. Spousal support and/or child support from the former spouse or absent parent, or (documented) financial assistance for housing costs, car payments paid as part of or in addition to spousal or child support 9. Survivor (i.e. SSA) and retirement benefits 10. Rent for room within the family's residence 11. Dividends, interest on bonds, income from estates or trusts, net rental income or royalties 12. Financial assistance received for the care of a child living with an adult who is not the child's biological or adoptive parent 13. Veteran's pension 14. Pension or annuities 15. Inheritance 16. Allowances for housing or automobiles provided as part of compensation 17. Portion of student grants or scholarships not identified for educational purposes as tuition, books, or supplies 18. Insurance or court settlements for lost wages and/or punitive damages 19. Net proceeds from the sale of real property, stocks or inherited property 20. Other enterprise for gain (Rent for room within family's residence) 	<ol style="list-style-type: none"> 1. Earnings of child under eighteen (18) years 2. Loans 3. Grants or scholarships to students for educational purposes other than any portion used for living costs 4. Food stamps or other food assistance 5. Earned Income Tax Credit or tax refund 6. GI Bill entitlements, hardship or hazardous duty, hostile fire or immediate danger pay 7. Adoption assistance payments received pursuant to Welfare and Institution Code section 16115 et. seq. 8. Non-cash assistance or gifts 9. Insurance or court settlements for pain and suffering 10. Reimbursements for work-required expenses that include uniforms, mileage, or per diem expenses for food and lodging 11. Business expenses for self-employed family members 12. Non-cash or in-kind assistance 13. All income of any individual counted in the family size who is collecting federal supplemental security income benefits (SSI) or state supplemental program benefits (SSP) 14. Adoption assistance payments received pursuant to Welfare and Institutions Code section 16115et seq. 15. Disaster relief grants or payments, except any portion for rental assistance or unemployment 16. When there is no cash value to the employee, portion of medical and/or dental insurance documented as paid by the employer 17. Spousal support and/or child support paid to a former spouse or absent parent or documented financial assistance for housing costs, car payments, health insurance etc.... 18. Federal Government stimulus income

Attend today, achieve tomorrow

Your child's regular attendance matters...



Infant/Toddler

Time to develop stable, nurturing relationships. A healthy attachment base is the cornerstone for life long learning.



Preschooler

Time for building the social, emotional, cognitive & language skills necessary for school readiness.



Elementary

Time to develop reading skills needed to transition from "learning to read" to "reading to learn"



Middle or High Schooler

Time to develop strategies to become independent, build future dreams & habits for college and/or the workforce.



Adult

Time to land a great job. Good attendance, dependability & work ethic are valued above all other soft skills.

Absent 2 days per month = Absent 24 days per year
= Your child's learning is 1 month behind their peers!

Don't let your child miss-out on the skills needed to be successful in school & life

Attendance Policy:

Children are **expected to attend child care based on their certified schedule** determined at certification.

A family may be disenrolled from the program if the child has "excessive" unexcused absences.

Regular and consistence attendance is important. It allows the family to maximize the benefits of the child's early learning and care experience.

By making your child's attendance a priority, you will be taking an important step in supporting your child's school success, and setting a good example.

Participants are Expected to:

- **Know** their currently approved/certified days & hours of care
- **Use care that is broadly consistent** with certified days & hours of care
 - Broadly consistent attendance is defined as care that reflects a pattern that is consistent with the participants certified level of services.
 - Inconsistent attendance that is temporary in nature, such as when a child has an excused absence is not considered broadly inconsistent.



Absence Policy:

When a child is absent from regularly scheduled care at any time during the month the participant or staff member must record the absence type on the attendance record. Absence types are as follows:

Excused Absence:

- Illness of child or parent/guardian, ailment, communicable disease, injury, hospitalization or quarantine
- Appointment of child or parent/guardian, which includes doctor, dentist, mental health, social service, welfare, education, special education services, counseling or therapy
- Court ordered visitation for time spent with a parent or relative as required by law. (Court order must be on file)
- Family emergency for unplanned situations of a temporary nature including court appearance, death, accident, hospitalization of a family member, no transportation or illness of sibling

Unexcused Absence:

- Child did not feel like coming to school
- Parent or child overslept
- Any absence not falling in the excused absence category
- Absences exceeding 10 “best interest” day limit
- Abandoned care (No show or contact)

Best Interest Days (maximum of 10 days per program year between August – May):

Parent determines that another activity is better for the child to attend, such as:

- Visiting relative or close friend
- Vacation time with family
- Child attending a party
- Family moving
- Religious observance, holiday or ceremony
- Personal or family business

Excessive Unexcused Absences:

- A letter must be issued at 4 absences.
- An attendance plan must be completed for any child that has 6 absences.
- If excessive unexcused absences continue after a plan is put in place, a family may be disenrolled.

Disenrollment

Disenrollment Policy:

When a family chooses to disenroll from the program, they are required to notify the program in writing at least 2 weeks in advance of anticipated last day of attendance.

Families will be issued a Notice of Action at least 19-days if mailed or 14-days if hand delivered prior to disenrollment from the program. **The program may deny services or disenroll** a family for any of the following reasons, which include, but are not limited to:

- Falsification or providing misleading information or inaccurate documentation
- Knowingly misrepresenting eligibility, using incorrect or inaccurate information to obtain a benefit that the parent would otherwise not be entitled to receive
- Non-compliance of the program policies
- Abandoned child care for 5 consecutive days without notice. The program does not allow families to be enrolled in the program if they are not using child care.
- Excessive Unexcused Absences
- Failure to adhere to Child Attendance Success Plan
- Failure to provide current and correct information at the time of certification
- Failure to use certified care as agreed upon
- Failure to complete attendance records accurately and on a daily basis
- Misrepresentation of income and/or eligibility
- Failure to keep appointments
- Unavailability of program funds. If it is necessary to displace families due to funding, families will be displaced in reverse order of admission priority.
- Threatening, yelling, cussing or acting unethically towards any staff member.
- Violation of the Safe School & Harassment policy. Our office and child care facilities are alcohol, drug and weapon free zones

Grievance/Complaint Procedures

Complaints Regarding Program Staff:

Program staff work to ensure that you and your family have a positive experience in the program. If you have concerns that are not complaints of unlawful discrimination or alleged violations of laws/regulations and would like to make a complaint, please follow the escalation process, so that concerns can be addressed and resolved in the correct manner.

Uniform Complaint Procedure:

Complaints of unlawful discrimination and alleged violations of federal or state laws, or regulations governing educational programs may be addressed by filing a complaint using the Uniform Complaint Procedures. Procedures are mailed annually to parents or are available anytime by contacting our office.

Level 1:	Complaint is brought to the attention of the Teacher.
Level 2:	If complaint is not resolved by the Teacher, it is brought to the attention of the Supervisor.
Level 3:	If complaint is not resolved by the Supervisor, it is brought to the attention of the Director.

Program Complaints (Disagree with Notice of Action):

Notice of Action – Parent Appeal Process

Parents enrolled in a State funded program have the right to a fair and unbiased hearing if they disagree with a proposed action. Upon receipt of an on-time request for an appeal hearing, the intended action will be suspended and child care services will continue until the appeal process has been completed. The review process is complete when the appeal process has been exhausted or when the parent abandons the appeal process. The Appeal Hearing process is as follows:

Step 1: Request Hearing

The procedure to request an appeal hearing is outlined on the back of each Notice of Action received by parents. Request for an appeal hearing must be filed within 14 calendar days after the participant receives the Notice of Action (NOA). A request must include the effective date of the NOA, parent name, telephone number, full address, explanation why the parent disagrees with the agency's action and date the request is signed. The request for hearing may be submitted by mail, in person, phone or e-mail to:

Community Action Partnership of Madera County
Attention: Maru Gasca Sanchez
1225 Gill Avenue
Madera, CA 93637
(559) 675-5726

Step 2: Schedule Hearing

Within 10 days of receiving a parent's hearing request, the parent will be notified of the time and place of the hearing. To the extent possible, the hearing date and time will be convenient for the parent(s). The hearing shall not be scheduled more than 14 calendar days from the date the hearing officer contacts the parent to schedule the hearing. In the event that a parent or parent's Authorized Representative cannot keep the scheduled hearing date/time, the parent must notify the Hearing Officer in advance of the hearing date/time. A parent may request to re-schedule the hearing date one (1) time.

Note: At any reasonable time, including before a hearing, a parent has the right to review the data file

Step 3: Conduct Hearing

The hearing will be conducted by an administrative staff person who shall be referred to as "the hearing officer." Hearings will be conducted at Community Action Partnership of Madera County, 1225 Gill Avenue, Madera, CA 93637. In the event that a parent is unable to attend the hearing at the designated location accommodations will be arranged and agreed upon between the parent and hearing officer. For any hearing not conducted in person, verification of parent identity will be required, along with prior submission of support documentation. The hearing will be audio recorded. During the hearing, the parent or Authorized Representative will have an opportunity to provide support documentation and explain the reasons that they disagree with the proposed action indicated by the referenced NOA should not be carried out.

This will be a formal hearing, and the parent must comply with the directions of the hearing officer during the course of the hearing. Failure to comply with directions will result in the hearing being concluded and the contested action being taken. A parent designating an Authorized Representative to be present must inform Community Action Partnership of Madera County in writing prior to the hearing. Please do not bring people to the hearing unless they are a designated Authorized Representative. Children are not allowed to be present during the hearing.

If parent fails to appear, it will be deemed that the parent has abandoned their appeal and care will end immediately.

Step 4: Hearing Decision

Hearing officer will send notification in writing, of the decision within 10 calendar days after the hearing. If parent disagrees with the written decision, they have 14 days from the date of the written decision to file an appeal with the California Department of Education (CDE), Early Learning and Care Division (ELCD) located at 1430 N Street, Suite 3410, Sacramento, CA 95814. The appeal to CDE must include a written statement specifying the reasons the parent believes the decision of Community Action Partnership of Madera County decision was incorrect, a copy of the decision letter and a copy of both sides of the NOA. Within 30 calendar days after the receipt of the appeal, ELCD will issue a written decision to you and the agency. Once ELCD has rendered a decision, the decision is final.

HEAD START/STATE PRESCHOOL PRACTICES DURING COVID-19 PANDEMIC

Sign-In/Sign-Out

The program has established a Covid-19 sign-in/sign-out procedure to ensure the health and safety of staff and children participating in the program.

1. Sign-in/Sign-Out will take place outdoors – parents will **not** be allowed inside the classrooms.
2. A table will be outside for parents or their authorized designee to sign-in/sign-out – a measurement of 6 ft. will be in place starting from the entrance door/gate for each center and 6ft. there after creating a spacing similar to the ones being used at local stores.
3. Children will have individual sign-in forms- found in a folder for each child if there's more than one child enrolled. A container with pens should be available and handed out to the parent by staff. An empty container needs to be available to place used pens. Parents will have to wait behind the 6ft. line until the parent who is signing in their child/children is done.
4. 3 staff will be available to assist with the sign in/out process. One of the staff members will take the child/ren to their assigned classroom once temperature and daily health check has been completed.
5. Staff will utilize the same process as above when children are signed out. It is highly recommended that parents call ahead of time when picking up their children.

Health and Safety

To meet the challenges of COVID-19 and maintain the health and safety of children families, and staff the following procedures will be in place during this program year or until further guidance:

- **Health Exclusion**-Parents and children will be asked a series of COVID-19 related questions during the sign-in process. Temperatures will be taken daily upon arrival. Once the child has been confirmed to be clear of illness, they will be taken to their assigned classroom. If a child becomes ill during the day, the child will be placed in isolation. If the child is 3 years or older the child will wear a facemask until parent arrives. A medical clearance is required prior to the child returning to the program.
- **Classroom Sanitation**-classrooms and materials will be cleaned and disinfected to enhance the health and safety of children and staff. The FDA, and EPA approved disinfectant Betco ph7q will be utilized. Staff will complete the Cleaning and Disinfecting Checklist provided to document their actions. The frequency of cleaning and disinfecting items has been enhanced to meet the challenges of the pandemic.
- **Physical Distancing**- physical distancing will be followed at all times which extends to our office, centers, classroom and during arrivals and departures.
- **Protective Equipment**-Staff will wear personal protective equipment throughout the day such as face masks, gloves, smock jackets, aprons, and if necessary, shoe covers.
- **Center Visitors**-Parent are always encouraged to participate in the Head Start programs. However, due to the pandemic and to ensure the health and safety of children and to reduce the possibility of exposure parents and visitors will **NOT** be allowed into the centers.



Resources!

CSPP Parent Handbooks

Available online at maderacap.org or at our office located at 1225 Gill Ave., Madera, CA

CAPMC RESOURCES

Community Services

559-673-9173

Energy Assistance
Weatherization
Drought Water Assistance Program

Child Care Alternative Payment Program and Resource & Referral

APP: 559-661-0779

R&R: 559-675-8469

Subsidized Child Care
Finding Quality Child Care
Child Care Initiative Project

Head Start

Madera: 559-673-0012

Fresno: 559-277-8641

Madera/Mariposa Regional Head Start
Madera/Migrant/Seasonal Head Start/State Based Migrant
California State Preschool Programs
Fresno Migrant & Seasonal Head Start
Strengthening Families Program

Victim Services

559-661-1000

Hotline: 1(800)355-8989

Martha Diaz Shelter
Domestic Violence
Rape/ Sexual Assault
Victim & Witness Services
24-Hour Crisis Hotline
Unserved/ Underserved

Other Resources

Crisis Line: 888.275.9799 or
559.673-3508
Central Valley Suicide Prevention
Hotline: 1.888.506.5991
Crisis Text Line: 741-741
The Friendship
Line: 800.971.0016. The
Friendship Line for Older Adults,
Ages 60+ or Family and Friends. A
crisis intervention, support and
resource line for older adults.



Madera Head Start – California State Preschool Program/Regional Head Start (RHS/CSPP)

Program Handbook

Acknowledgement of Receipt of Written Policies

My signature below acknowledges that I have received a copy of handbook and/or have chosen to access it at the agency website - maderacap.org. I acknowledge that I have read, understand and agree to abide by these guidelines. I understand that I may be dis-enrolled from the program if I do not follow the program policies.

Parent/Guardian

Printed Name: _____

Legal Signature: _____

Date: _____



Report to the Board of Directors

Agenda Item Number: D-20

Board of Directors Meeting for: October 14, 2021

Author: Julie Doll

DATE: September 14, 2021

TO: Board of Directors

FROM: Julie Doll, Disability/Mental Health Specialist

SUBJECT: Suspension and Expulsion Procedure

I. **RECOMMENDATIONS**

Review and consider approving the Suspension and Expulsion Procedure for the Madera/Mariposa Regional and Early Head Start Program.

II. **SUMMARY**

Staff is requesting approval of for the Suspension and Expulsion Procedure. The procedure will provide guidance for staff on the process to follow when a child is having challenging behaviors in the classroom.

III. **DISCUSSION**

Suspension may be use as the last resort in extraordinary circumstances.

When a child demonstrates challenging behaviors staff will follow the Child mental health and social emotional well-being procedure (Reference to Procedure 45) in order to address the concern and provide support to the child and family which includes, but not limited to the following:

- Teaching staff will implement in the classroom's positive techniques from Conscious Discipline and the Teaching Pyramid from Center on the Social and Emotional Foundation for Early Learning (C.S.E.F.E.L) that are designed to build social and emotional skills in the children. Classrooms are monitored for this on an ongoing basis by the Disabilities/Mental Health Content Specialist.
- For children with ongoing challenging behaviors, staff will initiate the process of child and family receiving additional support by submitting a Child Concern Form.
- Strategies for the child and resources for the parent will be provided.
- For a child not responding to the strategies, a Child Success Team (CST) Meeting will be held to discuss the possibility of having the Mental Health Consultant provide an Individual Observation for the child. During the Individual Observation, the Mental Health Consultant will be accessible to the parent to give supportive feedback.
- Additional strategies may be recommended by the Mental Health Consultant.

- A Positive Behavior Management Plan will be established.
- Staff will continue to assist the child in gaining acceptable behaviors by modelling and consistently implementing each strategy provided.
- New strategies will be provided as needed.
- A child who continues to display aggressive behaviors that harm others or puts self in danger will result in the management team considering reducing the child's time in Head Start until the child shows signs of being ready to participate for the full amount of scheduled class time.

Parent/guardian refusal or unwillingness to support the Positive Behavior Management Plan after reviewing Behavior Policy in the Parent Handbook will result in the family being moved to expulsion and parent/guardian will be provided other options for preschool/child care.

IV. **FINANCING**: None



***ELIGIBILITY, RECRUITMENT, SELECTION, ENROLLMENT, and
ATTENDANCE
POLICIES AND PROCEDURES***

Policy Number: 17 Effective Date: 11/7/16 Revised: 4/28/2021	HSPPS: 1302.17 (a) – (b)(3)	Page: 1 of 3
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Subject: Suspension and Expulsion

Performance Objective: Head Start programs must severely limit the use of suspensions and prohibit expulsion

Operational Procedure:

1. Suspension may only be:
 - a. Temporary in nature
 - b. Used as a last resort in extraordinary circumstances where there is serious threat that cannot be reduced or eliminated by reasonable modifications
 - If at any time a child poses serious harm resulting in medical treatment to another child or adult while at the center or class, the child’s parent/guardian will be asked to pick up the child and a meeting will be set up to discuss the incident. (Reference Policy 33A) **At any time, staff may not call parent/guardian to pick up a child early due to behavior without prior approval from Head Start Director, Maritza Gomez-Zaragoza. If Maritza is not available, prior approval can be obtained from Program Director, Mattie Mendez or Disability/Mental Health Content Specialist, Julie Doll in consultation with Maru Sanchez, Deputy Director-Direct Services.**
 - The child will not be allowed to return to the classroom until the meeting has taken place to determine next steps based on the severity of incident.
 - When there is a serious safety issue involving extreme aggressive behavior, a reduced schedule (temporary suspension) may be utilized.
 - The reduced scheduled will be based on the child’s ability to cope within a social environment and will be assessed through child observations and *Incident Charts* to determine periods of successes and challenges.
 - Staff will follow the Challenging Behavior Checklist for children with challenging behaviors.

2. Prior to determining whether ongoing temporary suspension is necessary, the program will:
 - a. Have Disabilities/Mental Health (D/MH) Specialist observe child's classroom management strategies for effectiveness (Reference Policy 45) and provide supportive recommendations
 - b. Have educator complete ASQ-SE2 from classroom environment perspective
 - c. If deemed necessary, schedule a case management meeting to develop a support plan
 - d. Engage the mental health consultant as determined by the team
 - e. Collaborate with parent/guardian
 - f. Utilize appropriate community resources – i.e. Behavioral Health, psychologist, or other specialists
 - g. D/MH Specialist will enter a COPA (MHS) or Child Plus (EHS & RHS) Referral for areas of concern and strategies provided.

3. If temporary suspension is deemed necessary, the program will help the child return to full participation in all activities as quickly as possible while ensuring child safety by:
 - a. Ongoing engagement with parent/guardian on a regular (weekly) basis and documenting follow up on a *Parent Contact Record*
 - b. If needed, holding a CST meeting to discuss need for a formal observation by mental health consultant (Reference Policy 33A) and provide strategies for classroom and home
 - c. Continuing to use appropriate community resources
 - d. Developing written plan – Positive Behavior Support Plan (PBSP) to document the action and supports needed
 - Parent/guardian refusal or unwillingness to support the PBSP at home or class will result in CST meeting to review Behavior Policy in Parent Handbook
 - e. Providing services that include home visits if needed, to help parent/guardian's understanding and development of parenting skills.
 - f. Determining whether a referral to a local agency responsible for implementing IDEA is appropriate

4. Our program will not expel or unenroll a child because of a child's behavior.
 - a. When a child continues to exhibit persistent and serious challenging behavior staff will:
 - Explore all possible steps and document all steps taken to address behavior(s) of which the focus was and continues to be to assist the child in learning appropriate behavior
 - Continuing engagement of a mental health consultant
 - Consider the appropriateness of providing services and supports for a child under section 504 of the Rehabilitation Act and not excluding child on the basis of disability
 - D/MH Specialist will consult with the parent/guardian(s)
 - If child has an IFSP/IEP, consulting with agency responsible for the IFSP/IEP to ensure that the child receives the needed support services.
 - If a child does not have an IFSP/IEP, the program will refer child, with parental consent, to the local agency responsible for implementing IDEA to determine child's eligibility for services.

- b. Parent/guardian refusal or unwillingness to support the PBSP after reviewing Behavior Policy in Parent Handbook will result in the family being moved to expulsion.
5. Children may be expelled from the program only if management (EHS & RHS) Disabilities Supervisor (MHS) concludes:
 - a. That the safety of the environment cannot be maintained due to a child's persistent and serious challenging behaviors
 - b. Due to the child's behavior, the program is in violation of Community Care Licensing Children's Personal Rights
 - c. The child puts self in unsafe and dangerous situations
 - Staff will work with the family and other involved individuals to assist the family in finding an appropriate placement and directly support the transition of the child into another placement i.e. family child care home with less children, Special Day Class, etc. that will provide a better environment for the child's success.
 - If child has an IFSP or IEP, the appropriate agency will be notified to update the agency of the efforts taken and the need for a more appropriate placement.
 - Staff will support parent/guardian to request IFSP/IEP meeting to inquire about additional assessments
6. When a child has been unenrolled or expelled, per AB 752, a Licensed Program Analyst from Community Care Licensing will review the steps taken by the program in addressing the behavior in addition to their methods to limit and/or prevent future incidents to determine if the program acted appropriately or whether there was a violation of California Code of Regulations, Title 22 or the California Health and Safety Code.

Forms Needed: Challenging Behavior Checklist, Initial Behavior Management Plan, Child Concern Form, Results of Child Success Team Meeting, Positive Behavior Support Plan, Parent Contact Record, Case Conferencing



Report to the Board of Directors

Agenda Item Number: D-21

Board of Directors Meeting for: October 14, 2021

Author: Maritza Gomez-Zaragoza

DATE: October 14, 2021

TO: Board of Directors

FROM: Maritza Gomez-Zaragoza, Head Start Program Director

SUBJECT: Fresno Migrant & Seasonal Head Start 2020-2021 Program Information Report

I. RECOMMENDATION:

Review and consider accepting the Fresno Migrant & Seasonal Head Start's 2020-2021 Program Information Report (PIR)

II. SUMMARY:

The Office of Head Start Program Information Report (PIR) is an annual report mandated of all Head Start programs in the country. It serves as a source of data to track the programs performance. The Office of Head Start utilizes the PIR indicators to assess strengths of the program as well as its challenges. In turn, it provides technical assistance to those areas needing improvement. Per Head Start Act 642(d)(2)(l), the PIR must be presented annually to the Policy Council and Board of Directors and made available to federal legislators and the public.

III. DISCUSSION:

1. Fresno Migrant & Seasonal Head Start (FMSHS) program served 247 children, meeting funded enrollment of 519. Highlighted below are some key demographics of the children and families served:
 - 99% of enrolled children have health insurance at end of year.
 - 95% of children are up-to-date on a schedule of age-appropriate preventive and primary health care.
 - 45% of preschool age children have a healthy weight status.
 - 83% of pre-k enrolled children received preventative dental care.
 - 64% of families are two-parent families; 35% are of single-parent families.
2. Attached is the PIR in its entirety for 2020-2021.
3. The Fresno Migrant & Seasonal Head Start's 2020-2021 Program Information Report (PIR) was presented during the Policy Committee meeting on October 13, 2021.

IV. FINANCING:

None



2020-2021 MIGRANT HEAD START PROGRAM INFORMATION REPORT
 90CM009851-001 Community Action Partnership of Madera County, Inc.

A. PROGRAM INFORMATION

GENERAL INFORMATION

Grant Number	90CM009851
Program Number	001
Program Type	Migrant Head Start
Program Name	Community Action Partnership of Madera County, Inc.
Program Address	4610 W Jacquelyn Ave, Fresno Migrant and Seasonal Head Start
Program City, State, Zip Code (5+4)	Fresno, CA, 93722-6433
Program Phone Number	(559) 507 8020
Head Start or Early Head Start Director Name	Ms. Maritza Gomez-Zaragoza
Head Start or Early Head Start Director Email	mgomez@maderacap.org
Agency Email	mmendez@maderacap.org
Agency Web Site Address	http://www.maderacap.org
Name and Title of Approving Official	Mr. Tyson Pogue
DUNS Number	034241133
Agency Type	Community Action Agency (CAA)
Agency Description	Delegate agency

FUNDED ENROLLMENT

Funded enrollment by funding source

	<i># of children</i>
A.1 Funded Enrollment:	519
a. Head Start/Early Head Start Funded Enrollment, as identified on the NOA that captures the greatest part of the program year	519
b. Funded Enrollment from non-federal sources, i.e. state, local, private	0

Funded enrollment by program option

	<i># of slots</i>
A.2 Center-based option	
a. Number of slots equal to or greater than 1,020 annual hours for Head Start preschool children or 1,380 annual hours for Early Head Start infants and toddlers	519
1. Of these, the number that are available for the full-working-day and full-calendar-year	0
b. Number of slots with fewer than 1,020 annual hours for Head Start preschool children or 1,380 annual hours for Early Head Start infants and toddlers	0
1. Of these, the number that are available for 3.5 hours per day for 128 days	0
2. Of these, the number that are available for a full working day	0
A.3 Home-based option	0
A.4 Family child care option	0
A.5 Locally designed option	0

Funded slots at child care partner

	# of slots
A.7 Total number of slots in the center-based or locally designed option	519
a. Of these, the total number of slots at a child care partner	0
A.8 Total funded enrollment at child care partners (includes center-based, locally designed, and family child care program options)	0

CLASSES IN CENTER-BASED

	# of classes
A.9 Total number of center-based classes operated	24
a. Of these, the number of double session classes	0

CUMULATIVE ENROLLMENT

Children by age

	# of children at enrollment
A.10 Children by age:	
a. Under 1 year	47
b. 1 year old	49
c. 2 years old	52
d. 3 years old	57
e. 4 years old	42
f. 5 years and older	0
g. Total cumulative enrollment of children	247

Total cumulative enrollment

	# of children
A.12 Total cumulative enrollment	247

Primary type of eligibility

	# of children
A.13 Report each enrollee only once by primary type of eligibility:	
a. Income at or below 100% of federal poverty line	177
b. Public assistance such as TANF and SSI	0
c. Foster care	0
d. Homeless	0
e. Eligibility based on other type of need, but not counted in A.13.a through d	19
	# of children
f. Incomes between 100% and 130% of the federal poverty line, but not counted in A.13.a through e	51

A.14 If the program serves enrollees under A.13.f, specify how the program has demonstrated that all income-eligible children in their area are being served.

Program's selection criteria.

Prior enrollment

	# of children
A.15 Enrolled in Head Start or Early Head Start for:	
a. The second year	75
b. Three or more years	90

Transition and turnover

	# of children
A.21 Total number of children who left the program any time after classes or home visits began and did not re-enroll	64
a. Of the children who left the program during the program year, the number of children who were enrolled less than 45 days	33
b. Of the children who left the program during the program year, the number of preschool children who aged out, i.e. left the program in order to attend kindergarten	14

Child care subsidy

	# of children
A.24 The number of enrolled children for whom the program and/or its partners received a child care subsidy during the program year	0

Ethnicity and race

	# of children	
	(1) Hispanic or Latino origin	(2) Non-Hispanic or Non-Latino origin
A.25 Race and ethnicity		
a. American Indian or Alaska Native	0	0
b. Asian	0	0
c. Black or African American	0	0
d. Native Hawaiian or other Pacific Islander	0	0
e. White	0	0
f. Bi-racial/Multi-racial	0	0
g. Other	247	0
Explain: Mexican		
h. Unspecified	0	0

Primary language of family at home

	# of children
A.26 Primary language of family at home:	
a. English	11
1. Of these, the number of children acquiring/learning another language in addition to English	
b. Spanish	236
c. Native Central American, South American & Mexican Languages (e.g., Mixteco, Quichean.)	0
d. Caribbean Languages (e.g., Haitian-Creole, Patois)	0
e. Middle Eastern & South Asian Languages (e.g., Arabic, Hebrew, Hindi, Urdu, Bengali)	0
f. East Asian Languages (e.g., Chinese, Vietnamese, Tagalog)	0
g. Native North American/Alaska Native Languages	0
h. Pacific Island Languages (e.g., Palauan, Fijian)	0
i. European & Slavic Languages (e.g., German, French, Italian, Croatian, Yiddish, Portuguese, Russian)	0
j. African Languages (e.g., Swahili, Wolof)	0
k. American Sign Language	0
l. Other (e.g., American Sign Language)	0
m. Unspecified (language is not known or parents declined identifying the home language)	0

Dual language learners

	# of children
A.27 Total number of Dual Language Learners	236

Transportation

	# of children
A.28 Number of children for whom transportation is provided to and from classes	0

RECORD KEEPING

Management Information Systems

A.29 List the management information system(s) your program uses to support tracking, maintaining, and using data on enrollees, program services, families, and program staff.
<i>Name/title</i>
ChildPlus

B. PROGRAM STAFF & QUALIFICATIONS

TOTAL STAFF

Staff by type

	(1) # of Head Start or Early Head Start staff	(2) # of contracted staff
B.1 Total number of staff members, regardless of the funding source for their salary or number of hours worked	102	0
a. Of these, the number who are current or former Head Start or Early Head Start parents	16	0

TOTAL VOLUNTEERS

Volunteers by type

	# of volunteers
B.2 Number of persons providing any volunteer services to the program during the program year	55
a. Of these, the number who are current or former Head Start or Early Head Start parents	55

EDUCATION AND CHILD DEVELOPMENT STAFF

Preschool classroom and assistant teachers (HS and Migrant programs)

	(1) # of classroom teachers	(2) # of assistant teachers
B.3 Total number of preschool education and child development staff by position	16	5

	(1) # of classroom teachers	(2) # of assistant teachers
Of the number of preschool education and child development staff by position, the number with the following:		
a. An advanced degree in:		
1. Early childhood education		
2. Any field and coursework equivalent to a major relating to early childhood education, with experience teaching preschool-age children	0	0

	(1) # of classroom teachers	(2) # of assistant teachers
Of the number of preschool education and child development staff by position, the number with the following:		
b. A baccalaureate degree in one of the following:		
1. Early childhood education		
2. Any field and coursework equivalent to a major relating to early childhood education with experience teaching preschool-age children or	4	0
3. Any field and is part of the Teach for America program and passed a rigorous early childhood content exam		

	(1) # of classroom teachers	(2) # of assistant teachers
Of the number of preschool education and child development staff by position, the number with the following:		
c. An associate degree in:		
1. Early childhood education		
2. A field related to early childhood education and coursework equivalent to a major relating to early childhood education with experience teaching preschool-age children	6	0

	(1) # of classroom teachers	(2) # of assistant teachers
Of the number of preschool education and child development staff by position, the number with the following:		
d. A Child Development Associate (CDA) credential or state-awarded certification, credential, or licensure that meets or exceeds CDA requirements	6	5
1. Of these, a CDA credential or state-awarded certification, credential, or licensure that meets or exceeds CDA requirements and that is appropriate to the option in which they are working	6	5

	(1) # of classroom teachers	(2) # of assistant teachers
Of the number of preschool education and child development staff by position, the number with the following:		
e. None of the qualifications listed in B.3.a through B.3.d	0	0

Preschool classroom teachers program enrollment

	# of classroom teachers
B.4 Total number of preschool classroom teachers that do not meet qualifications listed in B.3.a or B.3.b	12
a. Of these preschool classroom teachers, the number enrolled in a degree program that would meet the qualifications described in B.3.a or B.3.b	4

Preschool classroom assistant teachers program enrollment

	# of assistant teachers
B.5 Total number of preschool assistant teachers that do not have any qualifications listed in B.3.a through B.3.d	0
a. Of these preschool assistant teachers, the number enrolled in a degree, certification, credential, or licensure program that would meet one of the qualifications listed in B.3.a through B.3.d.	0

Infant and toddler classroom teachers (EHS and Migrant programs)

	# of classroom teachers
B.6 Total number of infant and toddler classroom teachers	26

	# of classroom teachers
Of the number of infant and toddler classroom teachers, the number with the following:	
a. An advanced degree in:	
1. Early childhood education with a focus on infant and toddler development or 2. Any field and coursework equivalent to a major relating to early childhood education, with experience teaching infants and/or toddlers	0

	# of classroom teachers
Of the number of infant and toddler classroom teachers, the number with the following:	
b. A baccalaureate degree in:	
1. Early childhood education with a focus on infant and toddler development or 2. Any field and coursework equivalent to a major relating to early childhood education, with experience teaching infants and/or toddlers	1

	# of classroom teachers
Of the number of infant and toddler classroom teachers, the number with the following:	
c. An associate degree in:	
1. Early childhood education with a focus on infant and toddler development or 2. A field related to early childhood education and coursework equivalent to a major relating to early childhood education with experience teaching infants and/or toddlers	20

	# of classroom teachers
Of the number of infant and toddler classroom teachers, the number with the following:	
d. A Child Development Associate (CDA) credential or state-awarded certification, credential, or licensure that meets or exceeds CDA requirements	5
1. Of these, a CDA credential or state-awarded certification, credential, or licensure that meets or exceeds CDA requirements and that is appropriate to the option in which they are working	5

	# of classroom teachers
Of the number of infant and toddler classroom teachers, the number with the following:	
e. None of the qualifications listed in B.6.a through B.6.d	0

	# of classroom teachers
B.7 Total number of infant and toddler classroom teachers that do not have any qualifications listed in B.6.a through B.6.d	0
a. Of these infant and toddler classroom teachers, the number enrolled in a degree, certification, credential, or licensure program that would meet one of the qualifications listed in B.6.a through B.6.d.	0

Home visitors and family child care provider staff qualifications

	# of home visitors
B.8 Total number of home visitors	0
a. Of these, the number of home visitors that have a home-based CDA credential or comparable credential, or equivalent coursework as part of an associate's, baccalaureate, or advanced degree	0
b. Of these, the number of home visitors that do not meet one of the qualifications described in B.8.a.	0
1. Of the home visitors in B.8.b, the number enrolled in a degree or credential program that would meet a qualification described in B.8.a.	0

	# of family child care providers
B.9 Total number of family child care providers	0
a. Of these, the number of family child care providers that have a Family Child Care CDA credential or state equivalent, or an associate, baccalaureate, or advanced degree in child development or early childhood education	0
b. Of these, the number of family child care providers that do not meet one of the qualifications described in B.9.a.	0
1. Of the family child care providers in B.9.b, the number enrolled in a degree or credential program that would meet a qualification described in B.9.a.	0

	# of child development specialists
B.10 Total number of child development specialists that support family child care providers	0
a. Of these, the number of child development specialists that have a baccalaureate degree in child development, early childhood education, or a related field	0
b. Of these, the number of child development specialists that do not meet one of the qualifications described in B.10.a.	0
1. Of the child development specialists in B.10.b, the number enrolled in a degree or credential program that would meet a qualification described in B.10.a.	0

Ethnicity and race

	# of non-supervisory education and child development staff	
	(1) Hispanic or Latino origin	(2) Non-Hispanic or Non-Latino origin
B.13 Race and Ethnicity		
a. American Indian or Alaska Native	0	0
b. Asian	0	0
c. Black or African American	0	0
d. Native Hawaiian or other Pacific Islander	0	0
e. White	0	0
f. Biracial/Multi-racial	0	0
g. Other	47	0
Explain: Mexican		
h. Unspecified	0	0

Language

	# of non-supervisory education and child development staff
B.14 The number who are proficient in a language(s) other than English.	42
a. Of these, the number who are proficient in more than one language other than English	0

of non-supervisory
education and child
development staff

B.15 Language groups in which staff are proficient:	
a. Spanish	42
b. Native Central American, South American, and Mexican Languages (e.g., Mixteco, Quichean.)	0
c. Caribbean Languages (e.g., Haitian-Creole, Patois)	0
d. Middle Eastern and South Asian Languages (e.g., Arabic, Hebrew, Hindi, Urdu, Bengali)	0
e. East Asian Languages (e.g., Chinese, Vietnamese, Tagalog)	0
f. Native North American/Alaska Native Languages	0
g. Pacific Island Languages (e.g., Palauan, Fijian)	0
h. European and Slavic Languages (e.g., German, French, Italian, Croatian, Yiddish, Portuguese, Russian)	0
i. African Languages (e.g., Swahili, Wolof)	0
j. American Sign Language	0
k. Other	0
l. Unspecified (language is not known or parents declined identifying the language)	0

STAFF TURNOVER

All staff turnover

	(1) # of Head Start staff	(2) # of contracted staff
B.16 Total number of staff who left during the program year (including turnover that occurred while the program was not in session, e.g. summer months)	5	0
a. Of these, the number who were replaced	3	0

Education and child development staff turnover

	# of staff
B.17 The number of teachers, preschool assistant teachers, family child care providers, and home visitors who left during the program year (including turnover that occurred while classes and home visits were not in session, e.g. during summer months)	2
a. Of these, the number who were replaced	1
b. Of these, the number who left while classes and home visits were in session	2

	# of staff
B.18 Of the number of education and child development staff that left, the number that left for the following primary reason:	
a. Higher compensation	1
1. Of these, the number that moved to state pre-k or other early childhood program	0
b. Retirement or relocation	0
c. Involuntary separation	0
d. Other (e.g. change in job field, reason not provided)	1

1. Specify:	Returned to school	
B.19 Number of vacancies during the program year that remained unfilled for a period of 3 months or longer		1

C. CHILD AND HEALTH SERVICES

HEALTH SERVICES

Health insurance – children

	(1) # of children at enrollment	(2) # of children at end of enrollment
C.1 Number of all children with health insurance	245	245
a. Of these, the number enrolled in Medicaid and/or CHIP	244	244
b. Of these, the number enrolled in state-only funded insurance (e.g., medically indigent insurance), private insurance, or other health insurance	1	1
C.2 Number of children with no health insurance	2	2

Accessible health care - children

	(1) # of children at enrollment	(2) # of children at end of enrollment
C.5 Number of children with an ongoing source of continuous, accessible health care provided by a health care professional that maintains the child's ongoing health record and is not primarily a source of emergency or urgent care	246	246
a. Of these, the number of children that have accessible health care through a federally qualified Health Center, Indian Health Service, Tribal and/or Urban Indian Health Program facility	70	70

Medical services – children

	(1) # of children at enrollment	(2) # of children at end of enrollment
C.7 Number of all children who are up-to-date on a schedule of age-appropriate preventive and primary health care according to the relevant state's EPSDT schedule for well child care	193	235
		# of children
a. Of these, the number of children diagnosed with any chronic condition by a health care professional, regardless of when the condition was first diagnosed		18
1. Of these, the number who received medical treatment for their diagnosed chronic health condition		15
b. Specify the primary reason that children with any chronic condition diagnosed by a health care professional did not receive medical treatment:		# of children
1. No medical treatment needed		0
2. No health insurance		0
3. Parents did not keep/make appointment		0
4. Children left the program before their appointment date		0
5. Appointment is scheduled for future date		3
6. Other		0

C.8 Number of children diagnosed by a health care professional with the following chronic condition, regardless of when the condition was first diagnosed:	# of children
a. Autism spectrum disorder (ASD)	2
b. Attention deficit hyperactivity disorder (ADHD)	0
c. Asthma	7
d. Seizures	0
e. Life-threatening allergies (e.g. food allergies, bee stings, and medication allergies that may result in systemic anaphylaxis)	1
f. Hearing Problems	4
g. Vision Problems	7
h. Blood lead level test with elevated lead levels >5 g/dL	0
i. Diabetes	0

Body Mass Index (BMI) – children (HS and Migrant programs)

	# of children at enrollment
C.9 Number of children who are in the following weight categories according to the 2000 CDC BMI-for-age growth charts	
a. Underweight (BMI less than 5th percentile for child's age and sex)	6
b. Healthy weight (at or above 5th percentile and below 85th percentile for child's age and sex)	45
c. Overweight (BMI at or above 85th percentile and below 95th percentile for child's age and sex)	14
d. Obese (BMI at or above 95th percentile for child's age and sex)	33

Immunization services - children

	(1) # of children at enrollment	(2) # of children at end of enrollment
C.10 Number of children who have been determined by a health care professional to be up-to-date on all immunizations appropriate for their age	246	246
C.11 Number of children who have been determined by a health care professional to have received all immunizations possible at this time but who have not received all immunizations appropriate for their age	1	1
C.12 Number of children who meet their state's guidelines for an exemption from immunizations	0	0

Accessible dental care – children

	(1) # of children at enrollment	(2) # of children at end of enrollment
C.16 Number of children with continuous, accessible dental care provided by an oral health care professional which includes access to preventive care and dental treatment	175	175

Preschool dental services (HS and Migrant programs)

	# of children at end of enrollment
C.17 Number of children who received preventive care during the program year	83
C.18 Number of all children, including those enrolled in Medicaid or CHIP, who have completed a professional dental examination during the program year	84
a. Of these, the number of children diagnosed as needing dental treatment during the program year - at end of enrollment	17
1. Of these, the number of children who have received or are receiving dental treatment - at end of enrollment	15
b. Specify the primary reason that children who needed dental treatment did not receive it:	# of children
1. Health insurance doesn't cover dental treatment	
2. No dental care available in local area	
3. Medicaid not accepted by dentist	
4. Dentists in the area do not treat 3 – 5 year old children	
5. Parents did not keep/make appointment	
6. Children left the program before their appointment date	
7. Appointment is scheduled for future date	2
8. No transportation	
9. Other	

Infant and toddler preventive dental services (EHS and Migrant programs)

	# of children at end of enrollment
C.19 Number of all children who are up-to-date according to the dental periodicity schedule in the relevant state's EPSDT schedule	111

Mental health consultation

	# of staff
C.20 Total number of classroom teachers, home visitors, and family child care providers	42
a. Indicate the number of classroom teachers, home visitors, and family child care providers who received assistance from a mental health consultant through observation and consultation	17

DISABILITIES SERVICES

IDEA eligibility determination

	# of children
C.21 The total number of children referred for an evaluation to determine eligibility under the Individuals with Disabilities Education Act (IDEA) during the program year	29
a. Of these, the number who received an evaluation to determine IDEA eligibility	11
1. Of the children that received an evaluation, the number that were diagnosed with a disability under IDEA	2
2. Of the children that received an evaluation, the number that were not diagnosed with a disability under IDEA	0
1. Of these children, the number for which the program is still providing or facilitating individualized services and supports such as an individual learning plan or supports described under Section 504 of the Rehabilitation Act.	18

	# of children
b. Of these, the number who did not receive an evaluation to determine IDEA eligibility	18
C.22 Specify the primary reason that children referred for an evaluation to determine IDEA eligibility did not receive it:	
a. The responsible agency assigned child to Response to Intervention (RTI)	0
b. Parent(s) refused evaluation	1
c. Evaluation is pending and not yet completed by responsible agency	17
d. Other	0

Preschool disabilities services (HS and Migrant programs)

	# of children
C.23 Number of children enrolled in the program who had an Individualized Education Program (IEP), at any time during the program year, indicating they were determined eligible by the LEA to receive special education and related services under the IDEA	17
a. Of these, the number who were determined eligible to receive special education and related services:	# of children
1. Prior to this program year	10
2. During this enrollment year	7
b. Of these, the number who have not received special education and related services	0

Infant and toddler Part C early intervention services (EHS and Migrant programs)

	# of children
C.24 Number of children enrolled in the program who had an Individualized Family Service Plan (IFSP), at any time during the program year, indicating they were determined eligible by the Part C Agency to receive early intervention services under the IDEA	23
a. Of these, the number who were determined eligible to receive early intervention services:	# of children
1. Prior to this program year	16
2. During this enrollment year	7
b. Of these, the number who have not received early intervention services under IDEA	0

Preschool primary disabilities (HS and Migrant programs)

	(1) # of children determined to have this disability	(2) # of children receiving special services
C.25 Diagnosed primary disability:		
a. Health impairment (i.e. meeting IDEA definition of "other health impairment")	0	0
b. Emotional disturbance	0	0
c. Speech or language impairments	9	9
d. Intellectual disabilities	0	0
e. Hearing impairment, including deafness	4	4
f. Orthopedic impairment	0	0
g. Visual impairment, including blindness	0	0
h. Specific learning disability	1	1
i. Autism	3	3
j. Traumatic brain injury	0	0
k. Non-categorical/developmental delay	0	0
l. Multiple disabilities (excluding deaf-blind)	0	0

	(1) # of children determined to have this disability	(2) # of children receiving special services
m. Deaf-blind	0	0

EDUCATION AND DEVELOPMENT TOOLS/APPROACHES

Screening

	# of children
C.26 Number of all newly enrolled children since last year's PIR was reported	94
C.27 Number of all newly enrolled children who completed required screenings within 45 days for developmental, sensory, and behavioral concerns since last year's PIR was reported	42
a. Of these, the number identified as needing follow-up assessment or formal evaluation to determine if the child has a disability	27

C.28 The instrument(s) used by the program for developmental screening
<i>Name/title</i>
ASQ (all editions)

Assessment

C.29 Approach or tool(s) used by the program to support ongoing child assessment
<i>Name/title</i>
DRDP: Desired Results Developmental Profile (all editions)

Curriculum

C.30 Curriculum used by the program:
a. For center-based services
<i>Name/title</i>
Frog Street Infant
Frog Street Toddler
Frog Street Pre-K

Classroom and home visit observation tools

	Yes (Y) / No (N)
C.31 Does the program routinely use classroom or home visit observation tools to assess quality?	Yes

C.32 If yes, classroom and home visit observation tool(s) used by the program:
a. Center-based settings
<i>Name/title</i>
Classroom Assessment Scoring System (CLASS: Infant, Toddler, or Pre-K)

FAMILY AND COMMUNITY PARTNERSHIPS

Number of families

	# of families at enrollment
C.33 Total number of families:	194
a. Of these, the number of two-parent families	125
b. Of these, the number of single-parent families	69
C.34 Of the total number of families, the number in which the parent/guardian figures are best described as:	
a. Parent(s) (e.g. biological, adoptive, stepparents)	193
1. Of these, the number of families with a mother only (biological, adoptive, stepmother)	68
2. Of these, the number of families with a father only (biological, adoptive, stepfather)	2
b. Grandparents	1
c. Relative(s) other than grandparents	0
d. Foster parent(s) not including relatives	0
e. Other	0

Parent/guardian education

	# of families at enrollment
C.35 Of the total number of families, the highest level of education obtained by the child's parent(s) / guardian(s):	
a. An advanced degree or baccalaureate degree	3
b. An associate degree, vocational school, or some college	7
c. A high school graduate or GED	79
d. Less than high school graduate	105

Employment, Job Training, and School

	# of families at enrollment
C.36 Total number of families in which:	
a. At least one parent/guardian is employed, in job training, or in school at enrollment	191
1. Of these families, the number in which one or more parent/guardian is employed	191
2. Of these families, the number in which one or more parent/guardian is in job training (e.g. job training program, professional certificate, apprenticeship, or occupational license)	0
3. Of these families, the number in which one or more parent/guardian is in school (e.g. GED, associate degree, baccalaureate, or advanced degree)	0
b. Neither/No parent/guardian is employed, in job training, or in school at enrollment (e.g. unemployed, retired, or disabled)	3

	<i># of families at end of enrollment</i>
C.37 Total number of families in which:	
a. At least one parent/guardian is employed, in job training, or in school at end of enrollment	191
1. Of these families, the number of families that were also counted in C.36.a (as having been employed, in job training, or in school at enrollment)	188
2. Of these families, the number of families that were also counted in C.36.b (as having not been employed, in job training, or in school at enrollment)	3
b. Neither/No parent/guardian is employed, in job training, or in school at end of enrollment (e.g. unemployed, retired, or disabled)	3
1. Of these families, the number of families that were also counted in C.36.a	3
2. Of these families, the number of families that were also counted in C.36.b	0

	<i># of families at enrollment</i>
C.38 Total number of families in which:	
a. At least one parent/guardian is a member of the United States military on active duty	0
b. At least one parent/guardian is a veteran of the United States military	0

Federal or other assistance

	<i># of families at enrollment</i>	<i># of families at end of enrollment</i>
C.39 Total number of families receiving any cash benefits or other services under the Federal Temporary Assistance to Needy Families (TANF) Program	5	5
C.40 Total number of families receiving Supplemental Security Income (SSI)	1	1
C.41 Total number of families receiving services under the Special Supplemental Nutrition Program for Women, Infants, and Children (WIC)	177	177
C.42 Total number of families receiving services under the Supplemental Nutrition Assistance Program (SNAP), formerly referred to as Food Stamps	60	60

Family services

	# of families
C.43 The number of families that received the following program service to promote family outcomes:	
a. Emergency/crisis intervention (e.g. meeting immediate needs for food, clothing, or shelter)	11
b. Housing assistance (e.g. subsidies, utilities, repairs)	0
c. Asset building services (e.g. financial education, debt counseling)	28
d. Mental health services	21
e. Substance misuse prevention	0
f. Substance misuse treatment	0
g. English as a Second Language (ESL) training	2
h. Assistance in enrolling into an education or job training program	4
i. Research-based parenting curriculum	57
j. Involvement in discussing their child's screening and assessment results and their child's progress	2
k. Supporting transitions between programs (i.e. EHS to HS, HS to kindergarten)	1
l. Education on preventive medical and oral health	124
m. Education on health and developmental consequences of tobacco product use	1
n. Education on nutrition	1
o. Education on postpartum care (e.g. breastfeeding support)	0
p. Education on relationship/marriage	0
q. Assistance to families of incarcerated individuals	0
C.44 Of these, the number of families who were counted in at least one of the services listed above	124

Father engagement

	# of father/ father figures
C.45 Number of fathers/father figures who were engaged in the following activities during this program year:	
a. Family assessment	19
b. Family goal setting	19
c. Involvement in child's Head Start child development experiences (e.g. home visits, parent-teacher conferences, etc.)	12
d. Head Start program governance, such as participation in the Policy Council or policy committees	4
e. Parenting education workshops	3

Homelessness services

	# of families
C.46 Total number of families experiencing homelessness that were served during the enrollment year	0
	# of children
C.47 Total number of children experiencing homelessness that were served during the enrollment year	0

	# of families
C.48 Total number of families experiencing homelessness that acquired housing during the enrollment year	0

Foster care and child welfare

	# of children
C.49 Total number of enrolled children who were in foster care at any point during the program year	0
C.50 Total number of enrolled children who were referred to Head Start/Early Head Start services by a child welfare agency	0

REPORTING INFORMATION

PIR Report Status	Completed
Confirmation Number	21090151379
Last Update Date	09/01/2021



Report to the Board of Directors

Agenda Item Number: D-22

Board of Directors Meeting for: October 14, 2021

Author: Maritza Gomez-Zaragoza

DATE: October 14, 2021

TO: Board of Directors

FROM: Maritza Gomez-Zaragoza, Head Start Program Director

SUBJECT: Fresno Migrant & Seasonal Early Head Start's 2020-2021 Program Information Report

I. RECOMMENDATION:

Review and consider accepting Fresno Migrant & Seasonal Early Head Start's 2020-2021 Program Information Report (PIR)

II. SUMMARY:

The Office of Head Start Program Information Report (PIR) is an annual report mandated of all Head Start programs in the country. It serves as a source of data to track the programs performance. The Office of Head Start utilizes the PIR indicators to assess strengths of the program as well as its challenges. In turn, it provides technical assistance to those areas needing improvement. Per Head Start Act 642(d)(2)(I), the PIR must be presented annually to the Policy Council and Board of Directors and made available to federal legislators and the public.

III. DISCUSSION:

Fresno Migrant & Seasonal **Early** Head Start (FMSHS) program served 18 children. Highlighted below are some key demographics of the children and families served:

- 100% of children enrolled are up to date on all immunizations at end of program
- 56% of enrolled children were income below 100% of poverty line 27% were income between 100%-130% of Federal poverty line and 17% were over income
- 100% of children enrolled have health insurance

The Fresno Migrant & Seasonal Early Head Start's 2020-2021 Program Information Report (PIR) was presented during the Policy Committee meeting on October 13, 2021.

IV. FINANCING:

None



2020-2021 MIGRANT EARLY HEAD START PROGRAM INFORMATION REPORT
 90HM000010-201 Community Action Partnership of Madera County, Inc.
 (CAPMC)

A. PROGRAM INFORMATION

GENERAL INFORMATION

Grant Number	90HM000010
Program Number	201
Program Type	Migrant Early Head Start
Program Name	Community Action Partnership of Madera County, Inc. (CAPMC)
Program Address	4610 W Jacquelyn Ave, Capmc - Fresno Migrant and Seasonal Head Start
Program City, State, Zip Code (5+4)	Fresno, CA, 93722-6433
Program Phone Number	(559) 277 8641
Head Start or Early Head Start Director Name	Ms. Maritza Gomez-Zaragoza
Head Start or Early Head Start Director Email	mmendez@maderacap.org
Agency Email	mgomez@maderacap.org
Agency Web Site Address	1225 Gill Ave.
Name and Title of Approving Official	Mr. Tyson Pogue
DUNS Number	034241133
Agency Type	Community Action Agency (CAA)
Agency Description	Delegate agency

FUNDED ENROLLMENT

Funded enrollment by funding source

	<i># of children / pregnant women</i>
A.1 Funded Enrollment:	30
a. Head Start/Early Head Start Funded Enrollment, as identified on the NOA that captures the greatest part of the program year	30
b. Funded Enrollment from non-federal sources, i.e. state, local, private	0
c. Funded Enrollment from the MIECHV Grant Program using the Early Head Start home visiting model	0

Funded enrollment by program option

	<i># of slots</i>
A.2 Center-based option	
a. Number of slots equal to or greater than 1,020 annual hours for Head Start preschool children or 1,380 annual hours for Early Head Start infants and toddlers	0
1. Of these, the number that are available for the full-working-day and full-calendar-year	0
b. Number of slots with fewer than 1,020 annual hours for Head Start preschool children or 1,380 annual hours for Early Head Start infants and toddlers	0
1. Of these, the number that are available for 3.5 hours per day for 128 days	0
2. Of these, the number that are available for a full working day	0
A.3 Home-based option	0

	# of slots
A.4 Family child care option	30
A.5 Locally designed option	0
	# of pregnant women slots
A.6 Pregnant women slots	0

Funded slots at child care partner

	# of slots
A.7 Total number of slots in the center-based or locally designed option	0
a. Of these, the total number of slots at a child care partner	0
A.8 Total funded enrollment at child care partners (includes center-based, locally designed, and family child care program options)	30

CLASSES IN CENTER-BASED

	# of classes
A.9 Total number of center-based classes operated	0
a. Of these, the number of double session classes	0

CUMULATIVE ENROLLMENT

Children by age

	# of children at enrollment
A.10 Children by age:	
a. Under 1 year	6
b. 1 year old	4
c. 2 years old	5
d. 3 years old	3
e. 4 years old	0
f. 5 years and older	0
g. Total cumulative enrollment of children	18

Pregnant women (EHS programs)

	# of pregnant women
A.11 Cumulative enrollment of pregnant women	0

Total cumulative enrollment

	# of children / pregnant women
A.12 Total cumulative enrollment	18

Primary type of eligibility

	# of children / pregnant women
A.13 Report each enrollee only once by primary type of eligibility:	
a. Income at or below 100% of federal poverty line	10
b. Public assistance such as TANF and SSI	0
c. Foster care	0
d. Homeless	0
e. Eligibility based on other type of need, but not counted in A.13.a through d	3

	# of children / pregnant women
f. Incomes between 100% and 130% of the federal poverty line, but not counted in A.13.a through e	5

A.14 If the program serves enrollees under A.13.f, specify how the program has demonstrated that all income-eligible children in their area are being served.
Based on program's selection criteria

Prior enrollment

	# of children
A.15 Enrolled in Head Start or Early Head Start for:	
a. The second year	11
b. Three or more years	1

Transition and turnover

	# of children
A.21 Total number of children who left the program any time after classes or home visits began and did not re-enroll	0
a. Of the children who left the program during the program year, the number of children who were enrolled less than 45 days	0
b. Of the children who left the program during the program year, the number of preschool children who aged out, i.e. left the program in order to attend kindergarten	0

Child care subsidy

	# of children
A.24 The number of enrolled children for whom the program and/or its partners received a child care subsidy during the program year	0

Ethnicity and race

# of children / pregnant women	
(1) Hispanic or Latino origin	(2) Non-Hispanic or Non-Latino origin

A.25 Race and ethnicity			
a. American Indian or Alaska Native		0	0
b. Asian		0	0
c. Black or African American		0	0
d. Native Hawaiian or other Pacific Islander		0	0
e. White		0	0
f. Bi-racial/Multi-racial		0	0
g. Other		18	0
Explain:	Mexican		
h. Unspecified		0	0

Primary language of family at home

	# of children
A.26 Primary language of family at home:	
a. English	0
1. Of these, the number of children acquiring/learning another language in addition to English	
b. Spanish	18
c. Native Central American, South American & Mexican Languages (e.g., Mixteco, Quichean.)	0
d. Caribbean Languages (e.g., Haitian-Creole, Patois)	0
e. Middle Eastern & South Asian Languages (e.g., Arabic, Hebrew, Hindi, Urdu, Bengali)	0
f. East Asian Languages (e.g., Chinese, Vietnamese, Tagalog)	0
g. Native North American/Alaska Native Languages	0
h. Pacific Island Languages (e.g., Palauan, Fijian)	0
i. European & Slavic Languages (e.g., German, French, Italian, Croatian, Yiddish, Portuguese, Russian)	0
j. African Languages (e.g., Swahili, Wolof)	0
k. American Sign Language	0
l. Other (e.g., American Sign Language)	0
m. Unspecified (language is not known or parents declined identifying the home language)	0

Dual language learners

	# of children
A.27 Total number of Dual Language Learners	18

Transportation

	# of children
A.28 Number of children for whom transportation is provided to and from classes	0

RECORD KEEPING

Management Information Systems

A.29 List the management information system(s) your program uses to support tracking, maintaining, and using data on enrollees, program services, families, and program staff.

Name/title

ChildPlus

B. PROGRAM STAFF & QUALIFICATIONS

TOTAL STAFF

Staff by type

	(1) # of Head Start or Early Head Start staff	(2) # of contracted staff
B.1 Total number of staff members, regardless of the funding source for their salary or number of hours worked	1	4
a. Of these, the number who are current or former Head Start or Early Head Start parents	0	0

TOTAL VOLUNTEERS

Volunteers by type

	# of volunteers
B.2 Number of persons providing any volunteer services to the program during the program year	5
a. Of these, the number who are current or former Head Start or Early Head Start parents	5

EDUCATION AND CHILD DEVELOPMENT STAFF

Infant and toddler classroom teachers (EHS and Migrant programs)

	# of classroom teachers
B.6 Total number of infant and toddler classroom teachers	0

	# of classroom teachers
Of the number of infant and toddler classroom teachers, the number with the following:	
a. An advanced degree in:	
1. Early childhood education with a focus on infant and toddler development or	
2. Any field and coursework equivalent to a major relating to early childhood education, with experience teaching infants and/or toddlers	0

	# of classroom teachers
Of the number of infant and toddler classroom teachers, the number with the following:	
b. A baccalaureate degree in:	
1. Early childhood education with a focus on infant and toddler development or	
2. Any field and coursework equivalent to a major relating to early childhood education, with experience teaching infants and/or toddlers	0

	# of classroom teachers
Of the number of infant and toddler classroom teachers, the number with the following:	
c. An associate degree in:	
1. Early childhood education with a focus on infant and toddler development or	
2. A field related to early childhood education and coursework equivalent to a major relating to early childhood education with experience teaching infants and/or toddlers	0

	# of classroom teachers
Of the number of infant and toddler classroom teachers, the number with the following:	
d. A Child Development Associate (CDA) credential or state-awarded certification, credential, or licensure that meets or exceeds CDA requirements	0
1. Of these, a CDA credential or state-awarded certification, credential, or licensure that meets or exceeds CDA requirements and that is appropriate to the option in which they are working	0

	# of classroom teachers
Of the number of infant and toddler classroom teachers, the number with the following:	
e. None of the qualifications listed in B.6.a through B.6.d	0

	# of classroom teachers
B.7 Total number of infant and toddler classroom teachers that do not have any qualifications listed in B.6.a through B.6.d	0
a. Of these infant and toddler classroom teachers, the number enrolled in a degree, certification, credential, or licensure program that would meet one of the qualifications listed in B.6.a through B.6.d.	0

Home visitors and family child care provider staff qualifications

	# of home visitors
B.8 Total number of home visitors	0
a. Of these, the number of home visitors that have a home-based CDA credential or comparable credential, or equivalent coursework as part of an associate's, baccalaureate, or advanced degree	0
b. Of these, the number of home visitors that do not meet one of the qualifications described in B.8.a.	0
1. Of the home visitors in B.8.b, the number enrolled in a degree or credential program that would meet a qualification described in B.8.a.	0

	# of family child care providers
B.9 Total number of family child care providers	4
a. Of these, the number of family child care providers that have a Family Child Care CDA credential or state equivalent, or an associate, baccalaureate, or advanced degree in child development or early childhood education	2
b. Of these, the number of family child care providers that do not meet one of the qualifications described in B.9.a.	2
1. Of the family child care providers in B.9.b, the number enrolled in a degree or credential program that would meet a qualification described in B.9.a.	2

	# of child development specialists
B.10 Total number of child development specialists that support family child care providers	1
a. Of these, the number of child development specialists that have a baccalaureate degree in child development, early childhood education, or a related field	1
b. Of these, the number of child development specialists that do not meet one of the qualifications described in B.10.a.	0
1. Of the child development specialists in B.10.b, the number enrolled in a degree or credential program that would meet a qualification described in B.10.a.	0

Ethnicity and race

	# of non-supervisory education and child development staff	
	(1) Hispanic or Latino origin	(2) Non-Hispanic or Non-Latino origin
B.13 Race and Ethnicity		
a. American Indian or Alaska Native	0	0
b. Asian	0	0
c. Black or African American	0	0
d. Native Hawaiian or other Pacific Islander	0	0
e. White	0	0
f. Biracial/Multi-racial	0	0
g. Other	4	0
Explain: Mexican		
h. Unspecified	0	0

Language

	# of non-supervisory education and child development staff
B.14 The number who are proficient in a language(s) other than English.	4
a. Of these, the number who are proficient in more than one language other than English	4

	# of non-supervisory education and child development staff
B.15 Language groups in which staff are proficient:	
a. Spanish	4
b. Native Central American, South American, and Mexican Languages (e.g., Mixteco, Quichean.)	0
c. Caribbean Languages (e.g., Haitian-Creole, Patois)	0
d. Middle Eastern and South Asian Languages (e.g., Arabic, Hebrew, Hindi, Urdu, Bengali)	0
e. East Asian Languages (e.g., Chinese, Vietnamese, Tagalog)	0
f. Native North American/Alaska Native Languages	0
g. Pacific Island Languages (e.g., Palauan, Fijian)	0
h. European and Slavic Languages (e.g., German, French, Italian, Croatian, Yiddish, Portuguese, Russian)	0
i. African Languages (e.g., Swahili, Wolof)	0
j. American Sign Language	0
k. Other	0
l. Unspecified (language is not known or parents declined identifying the language)	0

STAFF TURNOVER

All staff turnover

	(1) # of Early Head Start staff	(2) # of contracted staff
B.16 Total number of staff who left during the program year (including turnover that occurred while the program was not in session, e.g. summer months)	0	0
a. Of these, the number who were replaced	0	0

Education and child development staff turnover

	# of staff
B.17 The number of teachers, preschool assistant teachers, family child care providers, and home visitors who left during the program year (including turnover that occurred while classes and home visits were not in session, e.g. during summer months)	0
a. Of these, the number who were replaced	0
b. Of these, the number who left while classes and home visits were in session	0

	# of staff
B.18 Of the number of education and child development staff that left, the number that left for the following primary reason:	
a. Higher compensation	0
1. Of these, the number that moved to state pre-k or other early childhood program	0
b. Retirement or relocation	0
c. Involuntary separation	0
d. Other (e.g. change in job field, reason not provided)	0
B.19 Number of vacancies during the program year that remained unfilled for a period of 3 months or longer	0

C. CHILD AND HEALTH SERVICES

HEALTH SERVICES

Health insurance – children

	(1) # of children at enrollment	(2) # of children at end of enrollment
C.1 Number of all children with health insurance	18	18
a. Of these, the number enrolled in Medicaid and/or CHIP	18	18
b. Of these, the number enrolled in state-only funded insurance (e.g., medically indigent insurance), private insurance, or other health insurance	0	0
C.2 Number of children with no health insurance	0	0

Health insurance - pregnant women (EHS programs)

	(1) # of pregnant women at enrollment	(2) # of pregnant women at end of enrollment
C.3 Number of pregnant women with at least one type of health insurance	0	0
a. Of these, the number enrolled in Medicaid	0	0
b. Of these, the number enrolled in state-only funded insurance (e.g., medically indigent insurance), private insurance, or other health insurance	0	0
C.4 Number of pregnant women with no health insurance	0	0

Accessible health care - children

	(1) # of children at enrollment	(2) # of children at end of enrollment
C.5 Number of children with an ongoing source of continuous, accessible health care provided by a health care professional that maintains the child's ongoing health record and is not primarily a source of emergency or urgent care	18	18
a. Of these, the number of children that have accessible health care through a federally qualified Health Center, Indian Health Service, Tribal and/or Urban Indian Health Program facility	7	7

Accessible health care - pregnant women (EHS Programs)

	(1) # of pregnant women at enrollment	(2) # of pregnant women at end of enrollment
C.6 Number of pregnant women with an ongoing source of continuous, accessible health care provided by a health care professional that maintains their ongoing health record and is not primarily a source of emergency or urgent care	0	0

Medical services – children

	(1) # of children at enrollment	(2) # of children at end of enrollment
C.7 Number of all children who are up-to-date on a schedule of age-appropriate preventive and primary health care according to the relevant state's EPSDT schedule for well child care	6	17

	# of children
a. Of these, the number of children diagnosed with any chronic condition by a health care professional, regardless of when the condition was first diagnosed	1
1. Of these, the number who received medical treatment for their diagnosed chronic health condition	1
b. Specify the primary reason that children with any chronic condition diagnosed by a health care professional did not receive medical treatment:	# of children
1. No medical treatment needed	0
2. No health insurance	0
3. Parents did not keep/make appointment	0
4. Children left the program before their appointment date	0
5. Appointment is scheduled for future date	0
6. Other	0

C.8 Number of children diagnosed by a health care professional with the following chronic condition, regardless of when the condition was first diagnosed:	# of children
a. Autism spectrum disorder (ASD)	0
b. Attention deficit hyperactivity disorder (ADHD)	0
c. Asthma	0
d. Seizures	0
e. Life-threatening allergies (e.g. food allergies, bee stings, and medication allergies that may result in systemic anaphylaxis)	0
f. Hearing Problems	1
g. Vision Problems	0
h. Blood lead level test with elevated lead levels >5 g/dL	0
i. Diabetes	0

Immunization services - children

	(1) # of children at enrollment	(2) # of children at end of enrollment
C.10 Number of children who have been determined by a health care professional to be up-to-date on all immunizations appropriate for their age	18	18
C.11 Number of children who have been determined by a health care professional to have received all immunizations possible at this time but who have not received all immunizations appropriate for their age	0	0
C.12 Number of children who meet their state's guidelines for an exemption from immunizations	0	0

Medical services – pregnant women (EHS programs)

	# of pregnant women
C.13 Indicate the number of pregnant women who received the following services while enrolled in EHS:	
a. Prenatal health care	0
b. Postpartum health care	0
c. A professional oral health assessment, examination, and/or treatment	0
d. Mental health interventions and follow-up	0
e. Education on fetal development	0
f. Education on the benefits of breastfeeding	0
g. Education on the importance of nutrition	0
h. Education on infant care and safe sleep practices	0
i. Education on the risks of alcohol, drugs, and/or smoking	0
j. Facilitating access to substance abuse treatment (i.e. alcohol, drugs, and/or smoking)	0

Prenatal health – pregnant women (EHS programs)

	# of pregnant women
C.14 Trimester of pregnancy in which the pregnant women served were enrolled:	
a. 1st trimester (0-3 months)	0
b. 2nd trimester (3-6 months)	0
c. 3rd trimester (6-9 months)	0
C.15 Of the total served, the number whose pregnancies were identified as medically high risk by a physician or health care provider	0

Accessible dental care – children

	(1) # of children at enrollment	(2) # of children at end of enrollment
C.16 Number of children with continuous, accessible dental care provided by an oral health care professional which includes access to preventive care and dental treatment	7	17

Preschool dental services (HS and Migrant programs)

	# of children at end of enrollment
C.17 Number of children who received preventive care during the program year	2
C.18 Number of all children, including those enrolled in Medicaid or CHIP, who have completed a professional dental examination during the program year	1
a. Of these, the number of children diagnosed as needing dental treatment during the program year - at end of enrollment	0
1. Of these, the number of children who have received or are receiving dental treatment - at end of enrollment	0
b. Specify the primary reason that children who needed dental treatment did not receive it:	# of children
1. Health insurance doesn't cover dental treatment	
2. No dental care available in local area	
3. Medicaid not accepted by dentist	
4. Dentists in the area do not treat 3 – 5 year old children	
5. Parents did not keep/make appointment	
6. Children left the program before their appointment date	
7. Appointment is scheduled for future date	
8. No transportation	
9. Other	

Infant and toddler preventive dental services (EHS and Migrant programs)

	# of children at end of enrollment
C.19 Number of all children who are up-to-date according to the dental periodicity schedule in the relevant state's EPSDT schedule	2

Mental health consultation

	# of staff
C.20 Total number of classroom teachers, home visitors, and family child care providers	4
a. Indicate the number of classroom teachers, home visitors, and family child care providers who received assistance from a mental health consultant through observation and consultation	0

DISABILITIES SERVICES

IDEA eligibility determination

	# of children
C.21 The total number of children referred for an evaluation to determine eligibility under the Individuals with Disabilities Education Act (IDEA) during the program year	3
a. Of these, the number who received an evaluation to determine IDEA eligibility	3
1. Of the children that received an evaluation, the number that were diagnosed with a disability under IDEA	2
2. Of the children that received an evaluation, the number that were not diagnosed with a disability under IDEA	1
1. Of these children, the number for which the program is still providing or facilitating individualized services and supports such as an individual learning plan or supports described under Section 504 of the Rehabilitation Act.	1

	# of children
b. Of these, the number who did not receive an evaluation to determine IDEA eligibility	0
C.22 Specify the primary reason that children referred for an evaluation to determine IDEA eligibility did not receive it:	
a. The responsible agency assigned child to Response to Intervention (RTI)	0
b. Parent(s) refused evaluation	0
c. Evaluation is pending and not yet completed by responsible agency	0
d. Other	0

Preschool disabilities services (HS and Migrant programs)

	# of children
C.23 Number of children enrolled in the program who had an Individualized Education Program (IEP), at any time during the program year, indicating they were determined eligible by the LEA to receive special education and related services under the IDEA	0
a. Of these, the number who were determined eligible to receive special education and related services:	# of children
1. Prior to this program year	0
2. During this enrollment year	0
b. Of these, the number who have not received special education and related services	0

Infant and toddler Part C early intervention services (EHS and Migrant programs)

	# of children
C.24 Number of children enrolled in the program who had an Individualized Family Service Plan (IFSP), at any time during the program year, indicating they were determined eligible by the Part C Agency to receive early intervention services under the IDEA	4
a. Of these, the number who were determined eligible to receive early intervention services:	# of children
1. Prior to this program year	3
2. During this enrollment year	1
b. Of these, the number who have not received early intervention services under IDEA	0

EDUCATION AND DEVELOPMENT TOOLS/APPROACHES

Screening

	# of children
C.26 Number of all newly enrolled children since last year's PIR was reported	7
C.27 Number of all newly enrolled children who completed required screenings within 45 days for developmental, sensory, and behavioral concerns since last year's PIR was reported	3
a. Of these, the number identified as needing follow-up assessment or formal evaluation to determine if the child has a disability	0
C.28 The instrument(s) used by the program for developmental screening	
<i>Name/title</i>	
ASQ (all editions)	

Assessment

C.29 Approach or tool(s) used by the program to support ongoing child assessment
<i>Name/title</i>
DRDP: Desired Results Developmental Profile (all editions)

Curriculum

C.30 Curriculum used by the program:
b. For family child care services
<i>Name/title</i>
Other (Please Specify)
Other (Please Specify)
e. For building on the parents' knowledge and skill (i.e. parenting curriculum)
<i>Name/title</i>
Other (Please Specify)
Ready Rosie

Classroom and home visit observation tools

	Yes (Y) / No (N)
C.31 Does the program routinely use classroom or home visit observation tools to assess quality?	No

FAMILY AND COMMUNITY PARTNERSHIPS

Number of families

	# of families at enrollment
C.33 Total number of families:	16
a. Of these, the number of two-parent families	8
b. Of these, the number of single-parent families	8
C.34 Of the total number of families, the number in which the parent/guardian figures are best described as:	
a. Parent(s) (e.g. biological, adoptive, stepparents)	16
1. Of these, the number of families with a mother only (biological, adoptive, stepmother)	8
2. Of these, the number of families with a father only (biological, adoptive, stepfather)	0
b. Grandparents	0
c. Relative(s) other than grandparents	0
d. Foster parent(s) not including relatives	0
e. Other	0

Parent/guardian education

	# of families at enrollment
C.35 Of the total number of families, the highest level of education obtained by the child's parent(s) / guardian(s):	
a. An advanced degree or baccalaureate degree	0
b. An associate degree, vocational school, or some college	1

	# of families at enrollment
c. A high school graduate or GED	7
d. Less than high school graduate	16

Employment, Job Training, and School

	# of families at enrollment
C.36 Total number of families in which:	
a. At least one parent/guardian is employed, in job training, or in school at enrollment	13
1. Of these families, the number in which one or more parent/guardian is employed	13
2. Of these families, the number in which one or more parent/guardian is in job training (e.g. job training program, professional certificate, apprenticeship, or occupational license)	0
3. Of these families, the number in which one or more parent/guardian is in school (e.g. GED, associate degree, baccalaureate, or advanced degree)	0
b. Neither/No parent/guardian is employed, in job training, or in school at enrollment (e.g. unemployed, retired, or disabled)	3

	# of families at end of enrollment
C.37 Total number of families in which:	
a. At least one parent/guardian is employed, in job training, or in school at end of enrollment	3
1. Of these families, the number of families that were also counted in C.36.a (as having been employed, in job training, or in school at enrollment)	1
2. Of these families, the number of families that were also counted in C.36.b (as having not been employed, in job training, or in school at enrollment)	2
b. Neither/No parent/guardian is employed, in job training, or in school at end of enrollment (e.g. unemployed, retired, or disabled)	0
1. Of these families, the number of families that were also counted in C.36.a	0
2. Of these families, the number of families that were also counted in C.36.b	0

	# of families at enrollment
C.38 Total number of families in which:	
a. At least one parent/guardian is a member of the United States military on active duty	0
b. At least one parent/guardian is a veteran of the United States military	0

Federal or other assistance

	# of families at enrollment	# of families at end of enrollment
C.39 Total number of families receiving any cash benefits or other services under the Federal Temporary Assistance to Needy Families (TANF) Program	0	0
C.40 Total number of families receiving Supplemental Security Income (SSI)	0	0
C.41 Total number of families receiving services under the Special Supplemental Nutrition Program for Women, Infants, and Children (WIC)	16	16
C.42 Total number of families receiving services under the Supplemental Nutrition Assistance Program (SNAP), formerly referred to as Food Stamps	4	4

Family services

	# of families
C.43 The number of families that received the following program service to promote family outcomes:	
a. Emergency/crisis intervention (e.g. meeting immediate needs for food, clothing, or shelter)	0
b. Housing assistance (e.g. subsidies, utilities, repairs)	0
c. Asset building services (e.g. financial education, debt counseling)	0
d. Mental health services	0
e. Substance misuse prevention	0
f. Substance misuse treatment	0
g. English as a Second Language (ESL) training	0
h. Assistance in enrolling into an education or job training program	0
i. Research-based parenting curriculum	0
j. Involvement in discussing their child's screening and assessment results and their child's progress	2
k. Supporting transitions between programs (i.e. EHS to HS, HS to kindergarten)	2
l. Education on preventive medical and oral health	10
m. Education on health and developmental consequences of tobacco product use	0
n. Education on nutrition	0
o. Education on postpartum care (e.g. breastfeeding support)	0
p. Education on relationship/marriage	0
q. Assistance to families of incarcerated individuals	0
C.44 Of these, the number of families who were counted in at least one of the services listed above	10

Father engagement

	# of father/ father figures
C.45 Number of fathers/father figures who were engaged in the following activities during this program year:	
a. Family assessment	1
b. Family goal setting	0
c. Involvement in child's Head Start child development experiences (e.g. home visits, parent-teacher conferences, etc.)	0
d. Head Start program governance, such as participation in the Policy Council or policy committees	0
e. Parenting education workshops	0

Homelessness services

	# of families
C.46 Total number of families experiencing homelessness that were served during the enrollment year	0
	# of children
C.47 Total number of children experiencing homelessness that were served during the enrollment year	0

	# of families
C.48 Total number of families experiencing homelessness that acquired housing during the enrollment year	0

Foster care and child welfare

	# of children
C.49 Total number of enrolled children who were in foster care at any point during the program year	0
C.50 Total number of enrolled children who were referred to Head Start/Early Head Start services by a child welfare agency	0

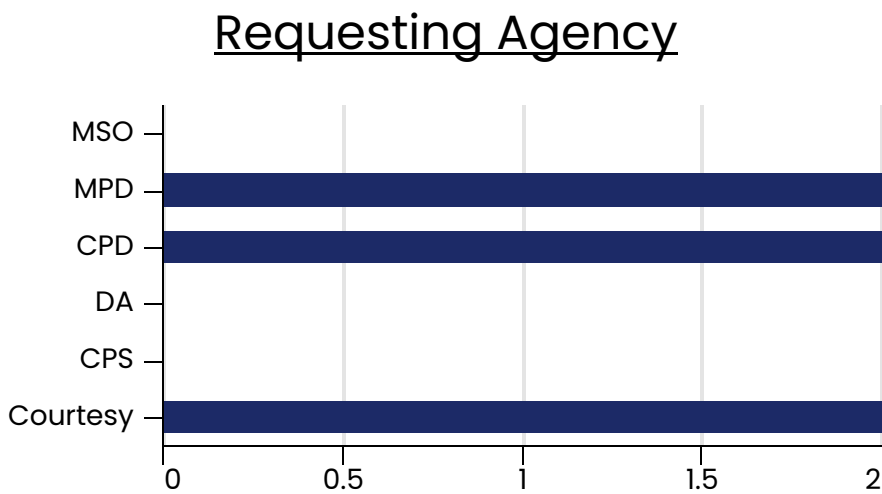
REPORTING INFORMATION

PIR Report Status	Completed
Confirmation Number	21083151222
Last Update Date	08/31/2021



Madera County Child Advocacy Center (CAC)

September 2021



Counseling Services

Referrals Made: 1
Onsite Counseling Sessions: 0

Child Forensic Interviews Year to Date

Year	Jan.	Feb.	Mar.	Apr.	May	Jun.	Jul.	Aug.	Sep.	Oct.	Nov.	Dec.
2021	7	13	26	36	55	68	82	89	95			
2020	9	19	30	43	54	66	79	85	88	96	104	110



**ALTERNATIVE PAYMENT AND RESOURCE & REFERRAL PROGRAM
MONTHLY REPORTING – [SEPTEMBER 2021](#)**

NUMBER OF CHILDREN ENROLLED IN EACH PROGRAM FOR THE ALTERNATIVE PAYMENT PROGRAM

General Contract - CAPP	449
CalWORKs Stage 2 – C2AP	219
CalWORKs Stage 3 – C3AP	116
Bridge Program - BP	16
COVID-19 Temporary Emergency Child Care Program	12
Total Children Enrolled	812

**NUMBER OF IN-HOME LICENSE CHILD CARE PROVIDERS AND LICENSE-EXEMPT CHILD CARE PROVIDERS
FOR ALTERNATIVE PAYMENT PROGRAM**

IN - HOME LICENSE CHILD CARE PROVIDERS – SMALL	46
IN – HOME LICENSE CHILD CARE PROVIDERS – LARGE	35
LICENSE-EXEMPT CHILD CARE PROVIDERS	50
Total Providers Enrolled	131

RESOURCE & REFERRAL LICENSED PROVIDERS

ACTIVE - LICENSED CHILD CARE PROVIDERS	123
CLOSED - LICENSED CHILD CARE PROVIDERS	N/A

CHILD CARE INITIATIVE PROGRAM PROVIDER WORKSHOPS/TRAININGS

CHILD CARE INITIATIVE PROJECT (CCIP) Workshops:

- Presentation from Community Care Licensing (English) – 8 attendees
- Presentation from Community Care Licensing (Spanish) – 33 attendees
- Best Practices during COVID-19 (English) – 3 attendees
- Best Practices during COVID-19 (Spanish) – 34 attendees

*All CCIP Workshops were provided via-Zoom.

Family, Friend and Neighbor Activity:

- Play Group- 0 attendee

*We are working on how to provide virtual play groups or other activities for our FFN Providers.

BRIDGE PROGRAM Workshops:

- Navigating Together (English) – 3 attendees
- Navigating Together (Spanish) – Will take place on October 7, 2021.



Community Services Monthly Report to the Board of Directors

September 2021

LOW INCOME HOME ENERGY ASSISTANCE PROGRAM

Program	Monthly Households Served	Fiscal YTD Totals
2021 Non-Emergency	22	1565
2021 Emergency	23	1356
2021 Wood/Propane/Oil	0	115

HOMELESS PROGRAMS

Program	Residents	Vacancy
Shunammite Place	34	3
Madera Mental Health Service Act	12	0

EMERGENCY WATER PROGRAM

Program	HH on Program	September Additions	Total
CAL OES Emergency Drinking Water Program	101	0	101

Please note: the drinking water program has ended September 30, 2021. The program has transitioned to Self-Help Enterprises.

HOME DELIVERED MEALS TO SENIORS IN MADERA COUNTY

Program	Seniors on Program	Vacancy
Home Delivered Meals	80	0

This contract has been extended through June 30, 2022 to accommodate 80 seniors.

September 2021 Homeless Prevention Assistance

Homeless Housing Assistance	4
FEMA CARES	3
CDBG CARES	3
Kaiser	0
Total	9

Kaiser Permanente Grant January 1, 2021 through December 31, 2021

Numbers below reflect September 2021

	Award	YTD Expenses	Budget Balance	% Spent
Funding	\$90,000	\$89,155.59	\$844.41	99%
Objectives	Goal	YTD Achieved	Balance	% Achieved
Objective 1 Households assisted with Rapid Rehousing or Homeless Prevention	30	37	0	123%
Objective 2 Homeless individuals will receive a personal care kit	200	535	(335)	268%
Objective 3 Homeless individuals will be connected to at least one supportive service provided by Community Partners	100	TBD	100	0%

Emergency Rental Assistance Program

- Social media views Facebook = 213 – likes = 5 – shares = 5
- Instagram = 5 likes
- Twitter = 1 likes
- Number of residents assisted with an on-line application = 35



HOMELESS ENGAGEMENT FOR LIVING PROGRAM (HELP) CENTER SERVICES REPORT September 2021

Outreach and Case Management was conducted both in the City and in the County of Madera.

Below are the number of unsheltered contacts that were made for the period of 9/1/2021 - 9/30/2021.

Location	Madera City & Surrounding Area	Oakhurst	Nipinnawasee	Coarsegold	Northfork	Chowchilla	Total Contact
Previous Month YTD	157	14	0	5	1	18	195
September 2021	77	2	0	0	0	3	82
YTD Total 7/1/21-6/30/22	234	16	0	5	1	21	277

OUTCOMES - SERVICES OFFERED			
TREATMENT SERVICES	CURRENT MONTH	PREVIOUS MONTH YTD	YEAR-TO-DATE
ENTERED DRUG PROGRAM	0	3	3
REFERRED TO MADERA BHS FOR ASSESSMENT	16	31	47
OBTAINED BHS DUE TO REFERRAL	9	15	24
SUICIDE PREVENTION	0	1	1
HOUSING SERVICES	CURRENT MONTH	PREVIOUS MONTH YTD	YEAR-TO-DATE
WENT INTO SHELTER	14	21	35
WENT INTO TRANSITIONAL / BRIDGE HOUSING	0	1	1
REUNITED WITH FAMILY VIA BUS OR AIRPLANE	0	1	1
ASSISTED WITH COLLECTING PAPERWORK TO HELP GET HOUSED	63	128	191
REFERRED TO PERMANENT SUPPORTIVE HOUSING	0	8	8
MOVED INTO PERMANENT SUPPORTIVE HOUSING	0	0	0
MOVED INTO PERMANENT HOUSING	1	5	6
EMPLOYMENT SERVICES	CURRENT MONTH	PREVIOUS MONTH YTD	YEAR-TO-DATE
REFERRED AND CONNECTED WITH WORKFORCE	1	5	6
ASSISTED WITH JOB INTERVIEW PROCESS	1	2	3
EMPLOYED AS A RESULT OF ASSISTANCE	0	1	1
ASSISTED IN OBTAINING BYCYCLE FOR TRANSPORTATION FOR WORK	0	0	0
OTHER NON-EMPLOYMENT INCOME	CURRENT MONTH	PREVIOUS MONTH YTD	YEAR-TO-DATE
ASSISTED WITH APPROVAL / REINSTATEMENT OF SSI BENEFITS	0	1	1
OTHER NON-CASH BENEFITS & SERVICES	CURRENT MONTH	PREVIOUS MONTH YTD	YEAR-TO-DATE
ASSISTED IN OBTAINING SOCIAL SECURITY CARD	7	17	24
ASSISTED IN OBTAINING CASH AID / TANF	1	1	2
ASSISTED IN OBTAINING CALFRESH BENEFITS	2	9	11
ASSISTED IN OBTAINING HEALTH INSURANCE	1	7	8
ASSISTED IN OBTAINING ACCESS TO HEALTHCARE APPOINTMENTS (MEDICAL, DENTAL, EYE CARE)	4	9	13
ASSISTED IN OBTAINING A GOVT. PHONE	0	3	3
ASSISTED IN OBTAINING PET DOCUMENTATION	0	1	1
ASSISTED IN OBTAINING BIRTH CERTIFICATE	2	6	8
ASSISTED IN OBTAINING DRIVER'S LICENSE	0	0	0
REFERRALS MADE TO DSS HSP	0	13	13
REFERRALS MADE TO THE VA	1	4	5
REFERRALS MADE TO CPS	0	3	3
REFERRALS MADE TO VICTIM SERVICES	1	4	5
REFERRAL TO FOSTER CARE SERVICES	0	0	0
PROVIDED SHOES OR CLOTHES TO CLIENT	0	6	6
PROVIDED DMV VOUCHER FOR ID	6	20	26
DELIVERED COMMODITIES	18	30	48
ARRANGED TRANSPORTATION	12	12	24

CONNECTED TO VOLUNTEER WORK	0	0	0
ADVOCACY WITH LEGAL MATTER	0	7	7
TRANSITIONAL AGE YOUTH CLIENTS	7	7	14

OTHER HELP CENTER SERVICES	
LIHEAP REFERRALS	
HOUSING GUIDE PROVIDED	
RENTAL ASSISTANCE APPLICATION PROVIDED	
ONGOING RAPID REHOUSING	4
HOUSEHOLDS IN EMERGENCY SHELTER	13



Report to the Board of Directors

Agenda Item Number: E-1

Board of Directors Meeting for: October 14, 2021

Author: Jeannie Stapleton

DATE: October 6, 2021

TO: Board of Directors

FROM: Elizabeth Wisener, Community Services Program Manager

SUBJECT: 2021-2022 HUD Grant Renewal for the Shunammite Place

I. RECOMMENDATION:

Authorize the Executive Director to sign and submit the 2021-2022 Housing and Urban Development contract for the Shunammite Place.

II. SUMMARY:

The purpose of this grant is to provide permanent housing with supportive services designed to accommodate up to 36 chronic homeless individuals with disabilities.

III. DISCUSSION:

- A. Due to the COVID-19 pandemic, there was no competition for funding. Programs that were funded in 2020-2021 were automatically funded for 2021-2022 based on the 2020 funding levels.
- B. The Renewal Grant term for the project is one (1) year.
- C. The target population to be served is chronic homeless individuals and or families with disabilities who have either come from an emergency shelter, or a place not meant for human habitation such as the streets or riverbeds.
- D. This type of housing is secured by a master lease for apartment units and houses that are located in the City of Madera. The master lease includes 9 three-bedroom units, 3 two-bedroom units, 1 house includes 3 bedrooms, 1 house provides 2 bedrooms and 1 three-bedroom unit for staff offices and common space for the delivery of supportive services and case management and one additional office to provide for the new staff who will serve the expansion clients.
- E. The program provides the following supportive services: job skill inventory, on the job training, develop educational plans, substance abuse issues, HIV awareness as well as sexually transmitted diseases, nutrition, physical fitness, anger management, accessing community resources, medical needs, mental health needs, etc.
- F. This funding requires that HUD money be matched with other cash and non-cash dollars. Matching dollars for this grant are currently supported by rental income from participants, Executive Director time spent working with the program, outreach as well

as other donated supplies and services. Program participants pay 30% of their monthly income in rent.

G. The budget is provided with the agenda item.

IV. FINANCING:

\$581,016 – HUD

\$82,830 – Non-cash match

\$633,846

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Community Action Partnership of Madera County
 Community Services Shunammite Place - Total Budget Renewal
 November 1, 2021 - October 31, 2022

		HUD				
		LEASING	SUPPORTIVE	OPERATIONS	ADMINISTRATIVE	TOTAL HUD
PERSONNEL						
<u>Resident Manager</u>						
SALARY/WAGES			<u>28,146.24</u>	<u>18,646.88</u>	<u>3,518.28</u>	50,311.40
FICA/FICA-MEDI (7.65%)			2,153.19	1,426.49	269.15	3,848.82
S.U.I (6.2%)			217.00	143.76	27.13	387.89
RETIREMENT			1,125.85	745.88	140.73	2,012.46
W/COMP. 8804			1,329.68	880.92	166.21	2,376.81
MEDICAL INS.			3,022.38	2,002.33	377.80	5,402.50
D/W/L INS.			<u>311.52</u>	<u>206.38</u>	<u>38.94</u>	<u>556.84</u>
FRINGE BENEFITS			<u>8,159.62</u>	<u>5,405.75</u>	<u>1,019.95</u>	<u>14,585.32</u>
SALARIES & FRINGE BENEFITS - RESIDENT MANAGER			<u>36,306.00</u>	<u>24,053.00</u>	<u>4,538.00</u>	<u>64,897.00</u>
<u>HOUSING CASE WORKER</u> 0.00						
SALARY/WAGES			<u>31,344.77</u>	<u>10,986.83</u>	<u>969.43</u>	<u>43,301.03</u>
FICA/FICA-MEDI (7.65%)			2,397.88	840.49	<u>74.16</u>	3,312.53
S.U.I (6.2%)			263.11	92.23	<u>8.14</u>	363.48
RETIREMENT			1,253.79	439.47	<u>38.78</u>	1,732.04
W/COMP. 8804			1,480.79	519.04	<u>45.80</u>	2,045.63
MEDICAL INS.			3,664.64	1,284.51	<u>113.34</u>	5,062.49
D/W/L INS.			377.72	<u>132.40</u>	<u>11.68</u>	<u>521.80</u>
FRINGE BENEFITS			<u>9,437.92</u>	<u>3,308.14</u>	<u>291.89</u>	<u>13,037.95</u>
SALARIES & FRINGE BENEFITS - HOUSING CASE WORKER			<u>40,783.00</u>	<u>14,295.00</u>	<u>1,261.00</u>	<u>56,339.00</u>
<u>Program Typist Clerk II</u>						
SALARY/WAGES			<u>13,230.99</u>	<u>16,858.84</u>	<u>640.21</u>	<u>30,730.03</u>
FICA/FICA-MEDI (7.65%)			1,012.17	1,289.70	48.98	2,350.85
S.U.I (6.2%)			171.39	218.38	8.29	398.06
RETIREMENT			529.24	674.35	25.61	1,229.20
W/COMP. 8804			48.54	61.86	2.35	112.75
MEDICAL INS.			2,387.10	3,041.63	115.50	5,544.24
D/W/L INS.			<u>246.04</u>	<u>313.50</u>	<u>11.91</u>	<u>571.45</u>
FRINGE BENEFITS			<u>4,394.49</u>	<u>5,599.43</u>	<u>212.64</u>	<u>10,206.55</u>
SALARIES & FRINGE BENEFITS - PROGRAM TYPIST CLERK II			<u>17,625.00</u>	<u>22,458.00</u>	<u>853.00</u>	<u>40,936.00</u>
<u>Housing Case Worker</u>						
SALARY/WAGES			<u>28,174.95</u>	<u>8,734.23</u>	<u>845.25</u>	<u>37,754.43</u>
FICA/FICA-MEDI (7.65%)			2,155.38	668.17	<u>64.66</u>	<u>2,888.21</u>
S.U.I (6.2%)			271.25	84.09	<u>8.14</u>	<u>363.48</u>
RETIREMENT			1,127.00	349.37	<u>33.81</u>	<u>1,510.18</u>
W/COMP.			1,331.04	412.62	39.93	<u>1,783.59</u>
MEDICAL INS.			3,777.98	1,171.17	113.34	<u>5,062.49</u>
D/W/L INS.			389.40	120.71	11.68	<u>521.80</u>
FRINGE BENEFITS			<u>9,052.05</u>	<u>2,806.13</u>	<u>271.56</u>	<u>12,129.74</u>
SALARIES & FRINGE BENEFITS - HOUSING CASE WORKER			<u>37,227.00</u>	<u>11,540.00</u>	<u>1,117.00</u>	<u>49,884.00</u>
<u>Program Manager</u>						
SALARY/WAGES			<u>1,240.24</u>	<u>1,240.24</u>	<u>8,865.52</u>	<u>11,345.99</u>

Community Action Partnership of Madera County
 Community Services Shunammite Place - Total Budget Renewal
 November 1, 2021 - October 31, 2022

HUD					
	LEASING	SUPPORTIVE	OPERATIONS	ADMINISTRATIVE	TOTAL HUD
FICA/FICA-MEDI (7.65%)		94.88	94.88	678.21	<u>867.97</u>
S.U.I (6.2%)		5.43	5.43	40.69	<u>51.54</u>
RETIREMENT		49.61	49.61	354.62	<u>453.84</u>
W/COMP. 8810		7.05	7.05	50.42	<u>64.52</u>
MEDICAL INS.		75.56	75.56	0.00	<u>151.12</u>
DN/L INS.		7.79	7.79	625.11	<u>640.68</u>
FRINGE BENEFITS		<u>240.31</u>	<u>240.31</u>	<u>1,749.04</u>	<u>2,229.67</u>
SALARIES & FRINGE BENEFITS - PROGRAM MANAGER		<u>1,481.00</u>	<u>1,481.00</u>	<u>10,615.00</u>	<u>13,577.00</u>
TOTAL SALARIES & FRINGE BENEFITS		<u>133,422.00</u>	<u>73,827.00</u>	<u>18,384.00</u>	<u>225,633.00</u>
<u>OPERATING EXPENSES</u>					
OFFICE SUPPLIES		200.00	2,128.00	10.00	2,338.00
DATA PROCESSING SUPPLIES		1,400.00	5,800.00	15.00	7,215.00
PROGRAM SUPPLIES		291.00	7,800.00		8,091.00
MEDICAL & DENTAL SUPPLIES		200.00			200.00
CUSTODIAL SUPPLIES			2,500.00		2,500.00
FURNISHINGS			14,500.00		14,500.00
POSTAGE		50.00	65.00		115.00
EQUIPMENT RENTAL		250.00	600.00	20.00	870.00
EQUIPMENT MAINTENANCE		350.00	550.00	10.00	910.00
PRINTING & PUBLICATIONS		150.00			150.00
TELEPHONE, INCLUDING INTERNET		2,900.00	1,900.00	175.00	4,975.00
RENT	219,300.00			540.00	219,840.00
UTILITIES	30,395.00			100.00	30,495.00
BUILDING REPAIRS/MAINTENANCE			7,040.00		7,040.00
GROUNDS MAINTENANCE			2,420.00		2,420.00
PROPERTY INSURANCE			1,200.00		1,200.00
CUSTODIAL SVCS			8,400.00		8,400.00
CONSULTANTS		0.00			0.00
LEGAL				6,945.00	6,945.00
MEDICAL EXAMS		500.00			500.00
MEDICAL FOLLOWUP		500.00			500.00

Community Action Partnership of Madera County
Community Services Shunammite Place - Total Budget Renewal
November 1, 2021 - October 31, 2022

HUD					
	LEASING	SUPPORTIVE	OPERATIONS	ADMINISTRATIVE	TOTAL HUD
DENTAL EXAMS		600.00			600.00
DENTAL FOLLOW-UP		500.00			500.00
GAS & OIL		1,200.00	300.00	40.00	1,540.00
VEHICLE INSURANCE		1,800.00			1,800.00
VEHICLE REPAIRS & MAINTENANCE		480.00	240.00		720.00
VEHICLE LICENSE AND FEES		150.00			150.00
STAFF TRAVEL - LOCAL		150.00	100.00	200.00	450.00
STAFF - TRAINING				1,500.00	1,500.00
<u>EDUCATION & INSTRUCTION</u>		27.00			27.00
BOOKS FOR CLIENTS ATTENDING SCHOOLS					
SUPPLIES (PENS, PENCILS, PAPER, JOURNALS)					
WINDOWS COMPUTER CLASS					
<u>LIFE SKILLS (OUTSIDE OF CASE MGMT.)</u>		20.00			20.00
OTHER CLASSES					
OTHER CLASSES					
LIABILITY INSURANCE			18.00		18.00
TRANSPORTATION VOUCHERS		200.00			200.00
FEES & LICENSES		600.00	0.00		600.00
DEPRECIATION EXPENSE		0.00			0.00
CLIENT FOOD		350.00			350.00
EMPLOYEE HEALTH & WELFARE		38.00	20.00	11.00	69.00
OPERATING EXPENSES	249,695.00	12,906.00	55,581.00	9,566.00	327,748.00
TOTAL EXPENDITURES PRIOR TO IDC ALLOCATION	249,695.00	146,328.00	129,408.00	27,950.00	553,381.00
INDIRECT COST ALLOCATION 9.1%		13,316.00	11,776.00	2,543.00	27,635.00
TOTAL EXPENDITURES	249,695.00	159,644.00	141,184.00	30,493.00	581,016.00
GRANT	249,695.00	159,644.00	141,184.00	30,493.00	581,016.00



Report to the Board of Directors

Agenda Item Number: E-2

Board of Directors Meeting for: October 14, 2021

Author: Jeannie Stapleton

DATE: October 6, 2021

TO: Board of Directors

FROM: Elizabeth Wisener, Community Services Program Manager

SUBJECT: 2022-2023 HUD Grant Renewal for the Shunammite Place

I. RECOMMENDATION:

Authorize the Executive Director to submit the 2022-2023 Housing and Urban Development grant application for the Shunammite Place.

II. SUMMARY:

The purpose of this grant is to provide permanent housing with supportive services designed to accommodate up to 36 chronic homeless individuals with disabilities.

III. DISCUSSION:

- A. The Notice of Funding has not been released by HUD. It is anticipated that it will be released by the end of July 2021. The 2022/2023 allocation will be a competitive process wherein CAPMC will be competing with all the other programs offered through the FMCoC for funding. The FMCoC will then compete with all the other CoCs across the nation.
- B. The Renewal Grant term for the project is one (1) year.
- C. The target population to be served is chronic homeless individuals and or families with disabilities who have either come from an emergency shelter, or a place not meant for human habitation such as the streets or riverbeds.
- D. This type of housing is secured by a master lease for apartment units and houses that are located in the City of Madera. The master lease includes 9 three-bedroom units, 3 two-bedroom units, 1 house includes 3 bedrooms, 1 house provides 2 bedrooms and 1 three-bedroom unit for staff offices and common space for the delivery of supportive services and case management and one additional office to provide for the new staff who will serve the expansion clients.
- E. The program provides the following supportive services: job skill inventory, on the job training, develop educational plans, substance abuse issues, HIV awareness as well as sexually transmitted diseases, nutrition, physical fitness, anger management, accessing community resources, medical needs, mental health needs, etc.

- F. This funding requires that HUD money be matched with other cash and non-cash dollars. Matching dollars for this grant are currently supported by non-cash match of rental income from participants, Executive Director time spent working with the program, outreach as well as other donated supplies and services. Program participants pay 30% of their monthly income in rent.

- G. The budget is provided with this agenda item.

IV. FINANCING:

\$581,016 – HUD
\$82,830 – Non-cash match
\$663,846
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Community Action Partnership of Madera County
 Community Services Shunammite Place - Total Budget Renewal
 November 1, 2022 - October 31, 2023

HUD					
	LEASING	SUPPORTIVE	OPERATIONS	ADMINISTRATIVE	TOTAL HUD
PERSONNEL					
Resident Manager					
SALARY/WAGES		<u>28,146.24</u>	<u>16,887.74</u>	<u>3,518.28</u>	48,552.26
FICA/FICA-MEDI (7.65%)		2,153.19	1,291.91	269.15	3,714.25
S.U.I (6.2%)		217.00	130.20	27.13	374.33
RETIREMENT		1,125.85	675.51	140.73	1,942.09
W/COMP. 8804		1,329.68	797.81	166.21	2,293.71
MEDICAL INS.		3,022.38	1,813.43	377.80	5,213.61
D/V/L INS.		<u>311.52</u>	<u>186.91</u>	<u>38.94</u>	<u>537.37</u>
FRINGE BENEFITS		<u>8,159.62</u>	<u>4,895.77</u>	<u>1,019.95</u>	<u>14,075.35</u>
SALARIES & FRINGE BENEFITS - RESIDENT MANAGER		<u>36,306.00</u>	<u>21,784.00</u>	<u>4,538.00</u>	<u>62,628.00</u>
Housing Case Worker					
SALARY/WAGES		<u>32,941.10</u>	<u>11,546.37</u>	<u>1,018.80</u>	45,506.27
FICA/FICA-MEDI (7.65%)		2,519.99	883.30	<u>77.94</u>	3,481.23
S.U.I (6.2%)		263.11	92.23	8.14	363.48
RETIREMENT		1,317.64	461.85	<u>40.75</u>	1,820.25
W/COMP. 8804		1,556.20	545.47	<u>48.13</u>	2,149.81
MEDICAL INS.		3,664.64	1,284.51	<u>113.34</u>	5,062.49
D/V/L INS.		377.72	<u>132.40</u>	<u>11.68</u>	<u>521.80</u>
FRINGE BENEFITS		<u>9,699.31</u>	<u>3,399.76</u>	<u>299.98</u>	<u>13,399.04</u>
SALARIES & FRINGE BENEFITS - HOUSING CASE WORKER		<u>42,640.00</u>	<u>14,946.00</u>	<u>1,319.00</u>	<u>58,905.00</u>
Program Typist Clerk II					
SALARY/WAGES		<u>11,030.65</u>	<u>19,634.56</u>	<u>661.84</u>	31,327.05
FICA/FICA-MEDI (7.65%)		843.84	1,502.04	50.63	2,396.52
S.U.I (6.2%)		138.22	246.03	8.29	392.54
RETIREMENT		441.23	785.38	26.47	1,253.08
W/COMP. 8804		40.47	72.04	2.43	114.94
MEDICAL INS.		1,925.08	3,426.65	115.50	5,467.24
D/V/L INS.		<u>198.42</u>	<u>353.19</u>	<u>11.91</u>	<u>563.51</u>
FRINGE BENEFITS		<u>3,587.26</u>	<u>6,385.33</u>	<u>215.24</u>	<u>10,187.82</u>
SALARIES & FRINGE BENEFITS - PROGRAM TYPIST CLERK II		<u>14,618.00</u>	<u>26,020.00</u>	<u>877.00</u>	<u>41,515.00</u>
Housing Case Worker					
SALARY/WAGES		<u>29,597.40</u>	<u>9,175.19</u>	<u>887.92</u>	39,660.52
FICA/FICA-MEDI (7.65%)		2,264.20	701.90	<u>67.93</u>	<u>3,034.03</u>
S.U.I (6.2%)		271.25	84.09	8.14	<u>363.48</u>
RETIREMENT		1,183.90	367.01	<u>35.52</u>	<u>1,586.42</u>
W/COMP.		1,398.24	433.45	41.95	<u>1,873.64</u>
MEDICAL INS.		3,777.98	1,171.17	113.34	<u>5,062.49</u>
D/V/L INS.		389.40	120.71	11.68	<u>521.80</u>
FRINGE BENEFITS		<u>9,284.96</u>	<u>2,878.34</u>	<u>278.55</u>	<u>12,441.85</u>
SALARIES & FRINGE BENEFITS - HOUSING CASE WORKER		<u>38,882.00</u>	<u>12,054.00</u>	<u>1,166.00</u>	<u>52,102.00</u>
Program Manager					
SALARY/WAGES		<u>481.13</u>	<u>481.13</u>	<u>8,310.76</u>	<u>9,273.02</u>

Community Action Partnership of Madera County
 Community Services Shunammite Place - Total Budget Renewal
 November 1, 2022 - October 31, 2023

HUD					
	LEASING	SUPPORTIVE	OPERATIONS	ADMINISTRATIVE	TOTAL HUD
FICA/FICA-MEDI (7.65%)		36.81	36.81	635.77	<u>709.39</u>
S.U.I (6.2%)		2.71	2.71	48.83	<u>54.25</u>
RETIREMENT		19.25	19.25	332.43	<u>370.92</u>
W/COMP. 8810		2.74	2.74	47.26	<u>52.74</u>
MEDICAL INS.		37.78	37.78	0.00	<u>75.56</u>
D/V/L INS.		3.89	3.89	750.13	<u>757.92</u>
FRINGE BENEFITS		<u>103.17</u>	<u>103.17</u>	<u>1,814.42</u>	<u>2,020.77</u>
SALARIES & FRINGE BENEFITS - PROGRAM MANAGER		<u>584.00</u>	<u>584.00</u>	<u>10,125.00</u>	<u>11,293.00</u>
TOTAL SALARIES & FRINGE BENEFITS		<u>133,030.00</u>	<u>75,388.00</u>	<u>18,025.00</u>	<u>226,443.00</u>
<u>OPERATING EXPENSES</u>					
OFFICE SUPPLIES		360.00	2,220.00	10.00	2,590.00
DATA PROCESSING SUPPLIES		1,500.00	5,800.00	15.00	7,315.00
PROGRAM SUPPLIES		291.00	8,500.00		8,791.00
MEDICAL & DENTAL SUPPLIES		200.00			200.00
CUSTODIAL SUPPLIES			2,500.00		2,500.00
FURNISHINGS			12,000.00		12,000.00
POSTAGE		50.00	65.00		115.00
EQUIPMENT RENTAL		250.00	600.00	20.00	870.00
EQUIPMENT MAINTENANCE		350.00	550.00	10.00	910.00
PRINTING & PUBLICATIONS		150.00			150.00
TELEPHONE, INCLUDING INTERNET		2,900.00	1,900.00	250.00	5,050.00
RENT	219,300.00			675.00	219,975.00
UTILITIES	30,395.00			175.00	30,570.00
BUILDING REPAIRS/MAINTENANCE			7,020.00		7,020.00
GROUNDS MAINTENANCE			2,420.00		2,420.00
PROPERTY INSURANCE			1,200.00		1,200.00
CUSTODIAL SVCS			8,400.00		8,400.00
CONSULTANTS		0.00			0.00
LEGAL				7,000.00	7,000.00
MEDICAL EXAMS		500.00			500.00
MEDICAL FOLLOWUP		500.00			500.00
DENTAL EXAMS		600.00			600.00

Community Action Partnership of Madera County
Community Services Shunammitte Place - Total Budget Renewal
November 1, 2022 - October 31, 2023

	HUD				
	LEASING	SUPPORTIVE	OPERATIONS	ADMINISTRATIVE	TOTAL HUD
DENTAL FOLLOW-UP		500.00			500.00
GAS & OIL		1,200.00	480.00	40.00	1,720.00
VEHICLE INSURANCE		1,800.00			1,800.00
VEHICLE REPAIRS & MAINTENANCE		600.00	240.00		840.00
VEHICLE LICENSE & FEES		150.00			150.00
STAFF TRAVEL - LOCAL		150.00	100.00	220.00	470.00
STAFF - TRAINING				1,500.00	1,500.00
<u>EDUCATION & INSTRUCTION</u>		27.00			27.00
BOOKS FOR CLIENTS ATTENDING SCHOOLS					
SUPPLIES (PENS, PENCILS, PAPER, JOURNALS)					
WINDOWS COMPUTER CLASS					
<u>LIFE SKILLS (OUTSIDE OF CASE MGMT.)</u>		20.00			20.00
OTHER CLASSES					
OTHER CLASSES					
LIABILITY INSURANCE			25.00		25.00
TRANSPORTATION VOUCHERS		200.00			200.00
FEES & LICENSES		600.00	0.00		600.00
DEPRECIATION EXPENSE		0.00			0.00
CLIENT FOOD		400.00			400.00
EMPLOYEE HEALTH & WELFARE		0.00	0.00	10.00	10.00
OPERATING EXPENSES	<u>249,695.00</u>	<u>13,298.00</u>	<u>54,020.00</u>	<u>9,925.00</u>	<u>326,938.00</u>
TOTAL EXPENDITURES BEFORE INDIRECT COST AL	249,695.00	146,328.00	129,408.00	27,950.00	553,381.00
INDIRECT COST ALLOCATION 9.1%		<u>13,316.00</u>	<u>11,776.00</u>	<u>2,543.00</u>	<u>27,635.00</u>
TOTAL EXPENDITURES	<u>249,695.00</u>	<u>159,644.00</u>	<u>141,184.00</u>	<u>30,493.00</u>	<u>581,016.00</u>
GRANT	249,695.00	159,644.00	141,184.00	30,493.00	581,016.00



Report to the Board of Directors

Agenda Item Number: E-3

Board of Directors Meeting for: October 14, 2021

Author: Jeannie Stapleton

DATE: September 28, 2021

TO: Board of Directors

FROM: Elizabeth Wisener, Community Services Program Manager

SUBJECT: Senior Meal Program Extension

I. RECOMMENDATION:

Review and consider ratifying the Executive Director to contract with the County of Madera to provide home delivered meals to seniors in Madera County.

II. SUMMARY:

The County of Madera has applied for and received Coronavirus Aid, Relief, Economic Security Act (CARES Act) grant funding from the State of California.

III. DISCUSSION:

- A. The County of Madera has contracted with CAPMC to provide home delivered meals to seniors who live in the County of Madera such as Fairmead, Rancho Hills, North Fork, Oakhurst and Coarsegold.
- B. The contract was originally from August 4th to December 28, 2020, it was extended through June 30, 2021 and now extended through June 30, 2022.
- C. Meals are prepared and delivered by Café EOC out of Fresno.
- D. Meals will consist of 7 breakfast items, 7 entrees, 14 vegetables 7 fresh fruits. In addition, a half-gallon of 1% milk, one loaf of bread, and a 46 oz. carton of fruit juice. The meals can be microwaved or heated in the oven.

IV. FINANCING:

CARES Act \$220,734



Report to the Board of Directors

Agenda Item Number: E-4

Board of Directors Meeting for: September 9, 2021

Author: Jeannie Stapleton

DATE: August 31, 2021

TO: Board of Directors

FROM: Elizabeth Wisener, Community Services Program Manager

SUBJECT: 2021-2022 Heffernan Foundation Mini Grant

I. RECOMMENDATION:

Review and consider authorizing the submission of the 2021-2022 Heffernan Foundation Mini Grant Application.

II. SUMMARY:

CAPMC will apply for funding to support the Shunammite Place to provide additional funding for clients that is not allowable with HUD dollars.

III. DISCUSSION:

1. The Heffernan Foundation mission is to award funding to non-profits that provide direct support and services to our local communities in the areas of shelter, food, education and preservation of the environment.
2. Funds will be used for the following:
 - Supplies for the Shunammite Place Store. When clients complete their goals they receive Shunammite Bucks. The bucks are used to purchase things from the store that they might not be able to purchase for their selves such as personal care products, socks, cleaning supplies, etc.
 - Food supplies for socialization experiences. Potlucks and other types of group gatherings that adhere to current health & safety protocols help meet the need for socialization and gives Shunammite Place participants the opportunity to practice and refine interpersonal skills.
 - Life Skills Class supplies that are not covered by HUD funding. Life Skills Class group meetings also help meet the need of belonging to the community. Funds will be used to offer things like an occasional craft class, cooking class or maybe gardening supplies.
3. Funds are budgeted to assist clients who are ready to move into their own place with moving costs. Depending on the need, this may include but not

limited to deposits, utility connections, or cost to move belongings to the new location.

3. The Heffernan Foundation is due by September 14, 2021.

IV. FINANCING:

Shunammite Place Store Supplies	\$1,500
Food Supplies	\$1,000
Life Skill Classes	\$ 383
Moving Costs	\$1,700
Indirect	<u>\$ 417</u>
Total Requested	\$5,000



Report to the Board of Directors

Agenda Item Number: E-5

Board of Directors Meeting for: October 14, 2021

Author: Irene Yang

DATE: October 5, 2021
TO: Board of Directors
FROM: Irene Yang, Human Resources Director
SUBJECT: Health Insurance Coverage Renewals

I. RECOMMENDATIONS:

Review and consider approving the health insurance plan options and the employer contribution thresholds effective January 1, 2022.

II. SUMMARY:

Besides the three Kaiser medical plans: HMO15, HMO 20A, and HMO 20B, the Agency plans to introduce three Community Care Health Plans to employees during the open enrollment. Healthiest You remains as the stand-alone telemedicine plan for employees to elect. Self-funded dental plan is with Ameritas and vision plan is with EyeMed. Life insurance and Employee Assistance Program (EAP) will be with Unum. The Agency offers medical / dental / vision / life insurance plans for employees with the options of spousal and children coverage.

III. DISCUSSION:

- A. The Agency receives rate pass from dental / vision / life insurance carriers. However, Kaiser medical plans came in at 12.6% increase and then reduced to 9.8% increase for the existing plans. Kaiser proposed new plans at renewal rates of 5% for high option and 7.2% for mid and low options. The monthly rates for employee only coverage are \$732.89 for Kaiser HMO15, \$620.96 for HMO 20A, and \$553.09 for HMO 20B.
- B. The Agency raises employer's medical contribution from \$503.73 to \$553.09 to ensure there is a no cost plan under existing Kaiser plans.
- C. The Agency will continue offering the existing Kaiser plans, while offering Community Care Health Plan (CCHP) as another option for employees to elect for their medical coverage. CCHP requires twenty-six (26) enrollments to establish the service.
- D. The Agency's health insurance broker conducted a survey on behalf of the Agency to understand employees' needs. They presented additional medical insurance coverage under Community Care Health Plan (CCHP). CCHP is in the hospital network of Community Regional Medical Center, Clovis Community Medical Center, Fresno Heart and Surgical Hospital, Community Behavioral Health Center, and

contracts directly with Adventist Hospital and Madera Community Hospitals. CCHP contracts with over 1350 primary care and specialists offering services in more than 755 practice sites throughout Fresno, Kings, and Madera counties. CCHP may be helpful to employees who reside far from Kaiser facilities.

- E. CCHP offers three options similar to existing Kaiser plans. Cost in comparison for EE only coverage is listed below. Please see pages 13-16 of the Heffernan Insurance Brokers renewal and marketing presentation for details.

Kaiser / Cost	CCHP Slice Option / Cost	Difference on EE only Cost
HMO15 / \$732.89	Vineyard Plan C / \$686.64	\$46.25
HMO 20-A / \$620.96	Orchard Plan D / \$566.82	\$54.14
HMO 20-B / \$553.09	Harvest Plan B / \$504.86	\$48.23

- F. A telemedicine plan will remain allowing employees to seek consultations or prescriptions from state licensed physicians via phone services. The rate of the plan remains at \$8.00 for employees and their dependents.
- G. Dental insurance carrier remains under Ameritas at a reduced rate of \$36.66 per month per employee. The calendar year maximum allowable is at \$2000.
- H. Vision insurance carrier remains unchanged under EyeMed at the same rate of \$8.76 per month per employee.
- I. Life insurance carrier remains at Unum at the rate of \$6.50 per month per employee. The plan includes Employee Assistance Program. The plan has 35% reduction schedule for enrollees at age 70 and 50% reduction for enrollees who are aged 75 and over.

- IV. **FINANCIAL IMPACT:** Fringe benefits costs are being allocated to departmental budgets. The Agency contributes \$503.73 per employee per month for medical coverage, and \$51.92 for dental/vision/life. Employees will be responsible for the applicable additional premiums.



Renewal and Marketing Presentation

Prepared for

Community Action Partnership of Madera County

Presented by

Jani De La Rosa

Effective Date: January 1, 2022

Presentation Date: September 29, 2021



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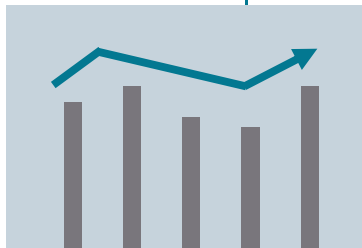
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DISCLAIMER

This information is intended as a summary only; benefits may contain limitations and exclusions. Actual rates and benefits are based on actual enrollment, insurer-specific underwriting guidelines, utilization and must be approved by the insurer. Rates and benefits cannot be guaranteed in advance and are subject to change by the insurer without notice.



2022 Carrier Trend Projections



Medical, Dental and Vision Trend Projections

For over a decade, Heffernan Insurance Brokers has been surveying the health, dental, and vision carriers in our key markets in order to ensure that our employer groups understand the driving factors that affect their renewals. There are many factors that influence a large employer group’s renewal increase; but trend, which is defined as the change in health care costs, is the primary factor.

2022 Medical Trend Projections

Plan Type	Arizona	California	Illinois	Missouri	New Mexico
HMO w/Rx	7.8%	8.3%	7.7%	8.9%	9.9%
PPO w/Rx	8.4%	8.9%	8.2%	9.0%	8.4%
POS w/Rx	8.4%	8.8%	5.8%	9.0%	8.4%
CDHP w/Rx	8.1%	8.6%	8.8%	8.9%	8.6%
IND w/Rx	8.6%	9.6%	8.0%	9.1%	9.0%

Plan Type	New York	Oregon	Texas	Washington	National
HMO w/Rx	7.8%	8.3%	7.7%	8.9%	9.9%
PPO w/Rx	8.4%	8.9%	8.2%	9.0%	8.4%
POS w/Rx	8.4%	8.8%	5.8%	9.0%	8.4%
CDHP w/Rx	8.1%	8.6%	8.8%	8.9%	8.6%
IND w/Rx	8.6%	9.6%	8.0%	9.1%	9.0%

2022 Dental & Vision Trend Projections

Plan Type	National
DMO	2.9%
PPO	4.2%
Indemnity	4.6%
Vision	2.3%

Surveyed Plans Include:
 Aetna, AIG, Ameritas, Anthem Blue Cross, Beam Dental, Berkley Accident and Health, Berkshire Hathaway, Best Life and Health, Blue Shield of California, California Dental, Century Healthcare, Cigna, Coventry Health Care of Missouri, Dearborn National, Delta Dental, Emblem Health, Empire Blue Cross, Equitable, EyeMed, Guardian, Health Net of California, Health Net of Oregon, Humana, HCC Life, Kaiser Permanente of California, Kaiser Permanente of Oregon, Lincoln, Medical Eye Services, MetLife, Moda Health, Mutual of Omaha, PacificSource Health Plans, Premier Access, Principal, Providence, Regence Blue Cross Blue Shield of Oregon, Regence Blue Shield of Washington, Reliance, Sun Life Financial, Superior Vision, Sutter Health Plus, The Standard, Tokio Marine, United Concordia, United Healthcare, Unum, Versant Health, VSP, Western Health Advantage, Willamette Dental

Marketing Responses

MEDICAL

Response to Request for Proposal

CCH Health Plan
Kaiser Permanente

Takeover option: 2.1% above current; Slice option: 10.1% above current
Incumbent: Renewal 12.6% increase

DENTAL

Response to Request for Proposal

Ameritas
CCH Health Plan
Guardian
MetLife
Mutual of Omaha

Incumbent: 10% above current.
Received Quote: 17.9% below current
Received Quote: 2.34% below current
Received Quote: 4.33% below current
Declined to quote. Rates not competitive

VISION

Response to Request for Proposal

CCH Health Plan
EyeMed
Guardian
Met Life
Mutual of Omaha

Received Quote: 22.5% below current
Incumbent: Renewal Rate Pass (Guarantee until 1/2025)
Received Quote: 0.02% below current
Received Quote: 12.5% below current
Received Quote: 8.51% below current

LIFE, AD&D AND DISABILITY

Response to Request for Proposal

Guardian
MetLife
Mutual of Omaha
Unum

Received Quote: matched current rates
Received Quote: 4.62% below current
Received Quote: 7.69% below current
Incumbent: Renewal Rate Pass

DISCLAIMER

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Demographics

Plan Year: January 1, 2022

Demographics play a key role in the development of required premiums and rates for your health care plans. A person's age, gender and residence/location are the basis for which risk factors are determined, which is one of the main factors in a carrier developing a company's rates. In addition, participation and enrollment fluctuations caused by employee contributions and communications are also factors used by carriers to determine required premium.

Medical Plan	Kaiser	Kaiser HMO 20-A	Kaiser HMO 20-B	Waivers	Total
Employee Only	112	25	35	109	281
Employee + Spouse	0	0	1		1
Employee + Child(ren)	6	3	4		13
Family	0	0	0		0
Total	118	28	40	109	295
Percent to Total	40.0%	9.5%	13.6%	36.9%	100%
Total Enrolled by Carrier	118	28	40	109	
Percent to Total by Carrier	40.0%	9.5%	13.6%	36.9%	

Dental Plan	Ameritas ASO	Waivers	Total
Employee Only	182	29	211
Employee + Spouse	28		28
Employee + Child(ren)	25		25
Family	31		31
Total	266	29	295
Percent to Total	90.2%	9.8%	100%

Vision Plan	EyeMed Vision	Waivers	Total
Employee Only	191	29	220
Employee + Spouse	26		26
Employee + Child(ren)	23		23
Family	26		26
Total	266	29	295
Percent to Total	90.2%	9.8%	100%

Group Life & AD&D	UNUM	Not Enrolled	Total
Life Volume	\$14,750,000.00		
Enrolled Employees	295	0	295
Percent to Total	100.0%	0.0%	100%

Dependent Life & AD&D	UNUM	Comments	Not Enrolled	Total
Life Volume	\$190,000.00	24 Employee Spouse; 27 Employee Child; 44 Family		
Enrolled Employees	95		200	295
Percent to Total	32.2%		67.8%	100%

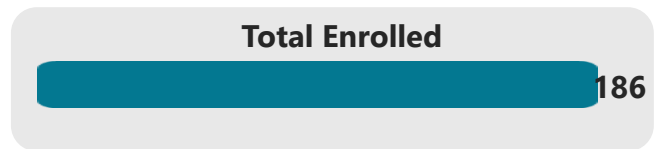
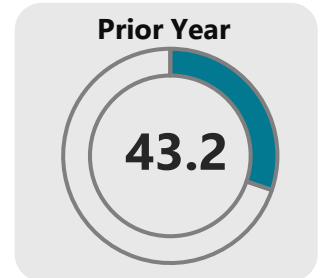
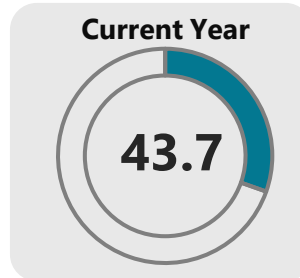
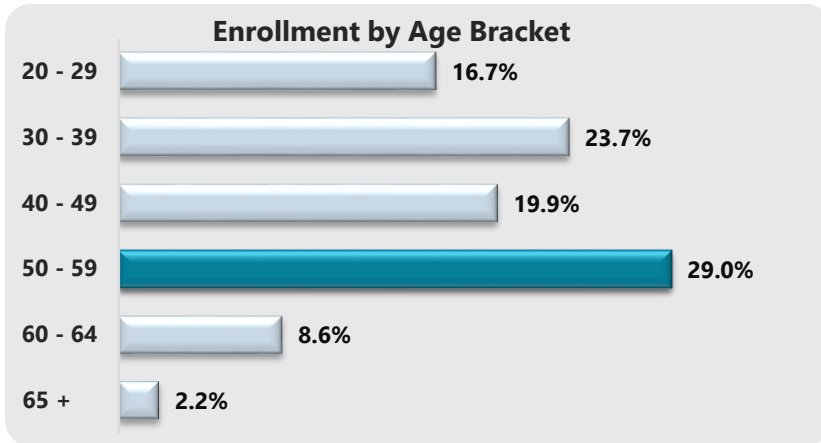
Voluntary Programs	Healthiest You	Enrolled	% Enrolled	Not Enrolled	Total
Teledoc	26	26	9%	269	295

Notes & Assumptions

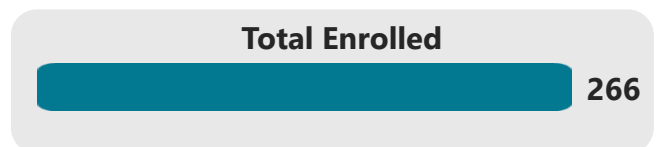
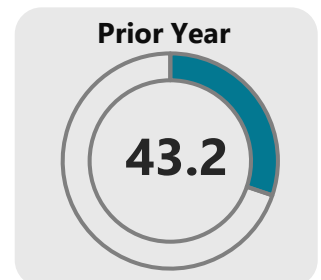
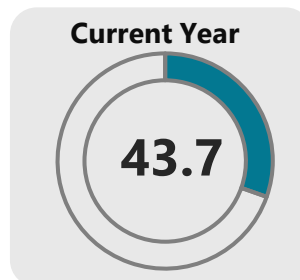
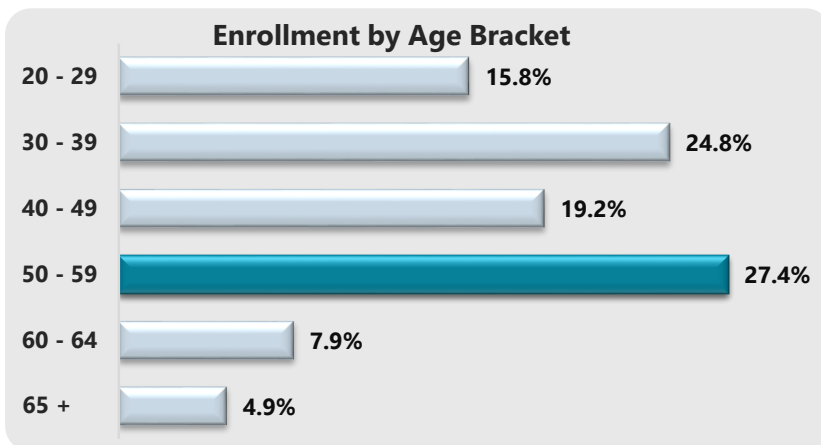
The above rates, demographics and figures were developed based on the September 4, 2021 census provided by Community Action Partnership of Madera County. If demographics change by +/- 10% or if Employer contribution structures are modified, the carriers reserve the right to review the quotes provided and illustrated herein.

Demographics Age and Gender Analysis

Kaiser Medical

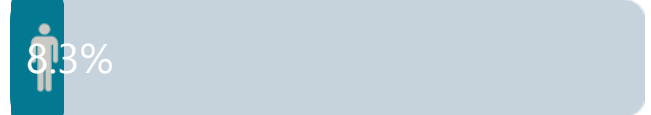
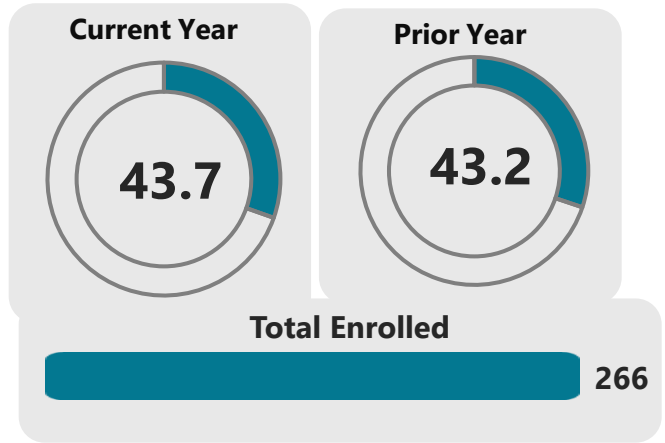
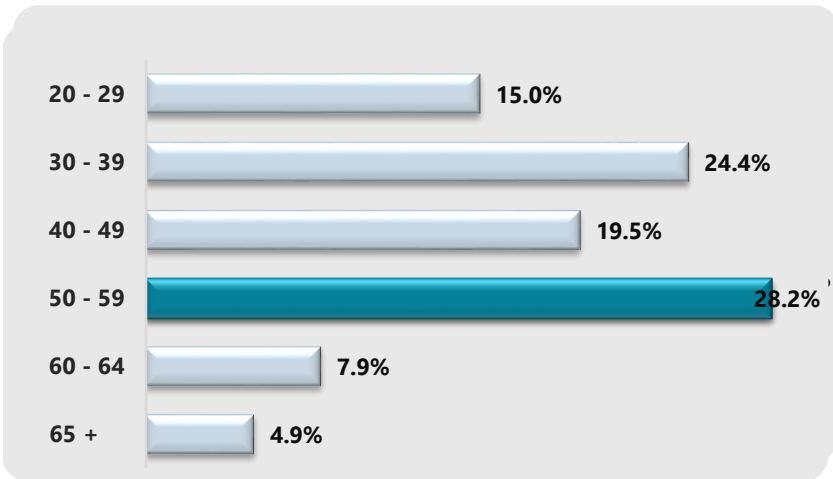


Ameritas Dental



Demographics Age and Gender Analysis

Eye Med Vision



Notes & Assumptions

- The above rates, demographics and figures were developed based on the September 4, 2021 census provided by Community Action Partnership of Madera County. If demographics change by +/- 10% or if Employer contribution structures are modified, the carriers reserve the right to review the quotes provided and illustrated herein.



Projected Annual Cost Analysis

	CURRENT	NEGOTIATED RENEWAL	% Change to Current	OPTION 1	% Change to Current	OPTION 2	% Change to Current	OPTION 3	% Change to Current
MEDICAL PLANS									
	Kaiser HMO 15	Kaiser HMO 15		Kaiser - Proposed new HMO 15 HMO Plan 10011		Community Care Health - Full Takeover HMO Vineyard Plan C (M4)		Community Care Health - Slice Option	
Kaiser HMO 15	\$ 982,653	\$ 1,078,932	9.8%	\$ 1,031,792	5.0%	\$ 1,011,831	3.0%	\$ 1,092,776	11.2%
	Kaiser HMO 20-A	Kaiser HMO 20-A		Kaiser - rates contingent upon a benefit change to the HMO 15 plan HMO 20-A		Community Care Health - Full Takeover HMO Orchard Plan D (M1)		Community Care Health - Slice Option HMO Orchard Plan D (M1)	
Kaiser HMO 20-A	\$ 205,906	\$ 226,079	9.8%	\$ 220,701	7.2%	\$ 206,369	0.2%	\$ 222,879	8.2%
	Kaiser HMO 20-B	Kaiser HMO 20-B		Kaiser - rates contingent upon a benefit change to the HMO 15 plan HMO 20-B		Community Care Health - Full Takeover HMO Harvest Plan B (M6)		Community Care Health - Slice Option HMO Harvest Plan B (M6)	
Kaiser HMO 20-B	\$ 268,448	\$ 294,752	9.8%	\$ 287,734	7.2%	\$ 269,050	0.2%	\$ 290,575	8.2%
MEDICAL PLANS TOTAL	\$ 1,457,006	\$ 1,599,763	#####	\$ 1,540,228	5.7%	\$ 1,487,250	2.1%	\$ 1,606,231	10.2%
DENTAL PLANS									
	Ameritas ASO	Ameritas ASO		Met Life		CCH (Delta Dental Program E) Fully Insured		CCH (Delta Dental Program E) Fully Insured	
Ameritas ASO	\$ 160,287	\$ 160,287	0.0%	\$ 153,342	-4.3%	\$ 132,423	-17.4%	\$ 132,423	-17.4%
DENTAL PLANS TOTAL	\$ 160,287	\$ 160,287	#####	\$ 153,342	-4.3%	\$ 132,423	-17.4%	\$ 132,423	-17.4%
VISION PLANS									
	EyeMed Vision	EyeMed Vision		Met Life Superior Vision Vision		CCH (MES Plan 6) Vision		CCH (MES Plan 6) Vision	
EyeMed Vision	\$ 38,139	\$ 38,139	0.0%	\$ 33,347	-12.6%	\$ 29,558	-22.5%	\$ 29,558	-22.5%
VISION PLANS TOTAL	\$ 38,139	\$ 38,139	#####	\$ 33,347	-12.6%	\$ 29,558	-22.5%	\$ 29,558	-22.5%
LIFE & AD&D PLAN									
	UNUM	UNUM		Met Life		UNUM		UNUM	
Life & AD&D	\$ 23,010	\$ 23,010	0.0%	\$ 21,948	-4.6%	\$ 23,010	0.0%	\$ 23,010	0.0%
LIFE & DISABILITY PLANS TOTAL	\$ 23,010	\$ 23,010	#####	\$ 21,948	-4.6%	\$ 23,010	0.0%	\$ 23,010	0.0%
PROJECTED ANNUAL TOTAL	\$ 1,678,442	\$ 1,821,199		\$ 1,748,865		\$ 1,672,241		\$ 1,791,222	
Comparison to Current, Annualized:									
Dollars		\$ 142,757		\$ 70,423		\$ (6,201)		\$ 112,780	
Percent		8.5%		4.2%		-0.4%		6.7%	
Comparison to Negotiated Renewal, Annualized:									
Dollars				\$ (72,334)		\$ (148,958)		\$ (29,977)	
Percent				-4.0%		-8.2%		-1.6%	
EMPLOYEE CONTRIBUTION	\$ (386,126)	\$ (418,712)		\$ (394,359)		\$ (402,747)		\$ (430,418)	
NET PROJECTED ANNUAL TOTAL	\$ 1,292,316	\$ 1,402,487		\$ 1,354,506		\$ 1,269,494		\$ 1,360,804	
Comparison to Current, Annualized:									
Dollars		\$ 110,171		\$ 62,190		\$ (22,822)		\$ 68,488	
Percent		8.5%		4.8%		-1.8%		5.3%	
Comparison to Negotiated Renewal, Annualized:									
Dollars				\$ (47,981)		\$ (132,993)		\$ (41,682)	
Percent				-3.4%		-9.5%		-3.0%	



Employee Contribution Analysis

PLAN OFFERINGS	Enrollment	CURRENT					NEGOTIATED RENEWAL					Employee Contribution	Change in Employee Contribution
		Rate	Monthly Employer Contribution	Monthly Employee Contribution	Employee Contribution Per Pay Period - 24 Pay Periods	Employer Contribution	Rate	Monthly Employer Contribution	Monthly Employee Contribution	Employee Contribution Per Pay Period - 24 Pay Periods	Employer Contribution		
Kaiser HMO 15													
Employee Only	112	\$ 667.49	\$ 503.73	\$ 163.76	\$ 81.88	75.5%	\$ 732.89	\$ 553.09	\$ 179.80	\$ 89.90	75.5%	24.5%	\$ 8.02
Employee + Spouse	0	\$ 1,528.55	\$ 503.73	\$ 1,024.82	\$ 512.41	33.0%	\$ 1,678.32	\$ 553.09	\$ 1,125.23	\$ 562.62	33.0%	67.0%	\$ 50.21
Employee + Child(ren)	6	\$ 1,188.14	\$ 503.73	\$ 684.41	\$ 342.21	42.4%	\$ 1,304.55	\$ 553.08	\$ 751.47	\$ 375.73	42.4%	57.6%	\$ 33.53
Family	0	\$ 2,082.53	\$ 503.73	\$ 1,578.80	\$ 789.40	24.2%	\$ 2,286.62	\$ 553.09	\$ 1,733.53	\$ 866.77	24.2%	75.8%	\$ 77.36
Monthly Total	118	\$ 81,887.72	\$ 59,440.14	\$ 22,447.58	\$ 11,223.79		\$ 89,910.98	\$ 65,264.58	\$ 24,646.40	\$ 12,323.20			\$ -
Kaiser HMO 20-A													
Employee Only	25	\$ 565.55	\$ 503.73	\$ 61.82	\$ 30.91	89.1%	\$ 620.96	\$ 553.09	\$ 67.87	\$ 33.94	89.1%	10.9%	\$ 3.03
Employee + Spouse	0	\$ 1,295.12	\$ 503.73	\$ 791.39	\$ 395.70	38.9%	\$ 1,422.01	\$ 553.09	\$ 868.92	\$ 434.46	38.9%	61.1%	\$ 38.77
Employee + Child(ren)	3	\$ 1,006.69	\$ 503.73	\$ 502.96	\$ 251.48	50.0%	\$ 1,105.31	\$ 553.09	\$ 552.22	\$ 276.11	50.0%	50.0%	\$ 24.63
Family	0	\$ 1,764.52	\$ 503.73	\$ 1,260.79	\$ 630.40	28.5%	\$ 1,937.41	\$ 553.09	\$ 1,384.32	\$ 692.16	28.5%	71.5%	\$ 61.77
Monthly Total	28	\$ 17,158.82	\$ 14,104.44	\$ 3,054.38	\$ 1,527.19		\$ 18,839.93	\$ 15,486.52	\$ 3,353.41	\$ 1,676.71			\$ -
Kaiser HMO 20-B													
Employee Only	35	\$ 503.73	\$ 503.73	\$ -	\$ -	100.0%	\$ 553.09	\$ 553.09	\$ -	\$ -	100.0%	0.0%	\$ -
Employee + Spouse	1	\$ 1,153.54	\$ 503.73	\$ 649.81	\$ 324.91	43.7%	\$ 1,266.57	\$ 553.09	\$ 713.48	\$ 356.74	43.7%	56.3%	\$ 31.84
Employee + Child(ren)	4	\$ 896.64	\$ 503.73	\$ 392.91	\$ 196.46	56.2%	\$ 984.49	\$ 553.08	\$ 431.41	\$ 215.70	56.2%	43.8%	\$ 19.25
Family	0	\$ 1,571.64	\$ 503.73	\$ 1,067.91	\$ 533.96	32.1%	\$ 1,725.63	\$ 553.09	\$ 1,172.54	\$ 586.27	32.1%	67.9%	\$ 52.32
Monthly Total	40	\$ 22,370.65	\$ 20,149.20	\$ 2,221.45	\$ 1,110.73		\$ 24,562.68	\$ 22,123.57	\$ 2,439.11	\$ 1,219.55			\$ -
MEDICAL TOTAL	186		\$ 93,693.78	\$ 27,723.41	\$ 13,861.71		\$ 133,313.59	\$ 102,874.68	\$ 30,438.91	\$ 15,219.46			\$ -
AMERITAS													
CURRENT													
NEGOTIATED RENEWAL													
Ameritas ASO													
Employee Only	182	\$ 36.66	\$ 36.66	\$ -	\$ -	100.0%	\$ 36.66	\$ 36.66	\$ -	\$ -	100.0%	0.0%	\$ -
Employee + Spouse	28	\$ 73.90	\$ 36.66	\$ 37.24	\$ 18.62	49.6%	\$ 73.90	\$ 36.66	\$ 37.24	\$ 18.62	49.6%	50.4%	\$ -
Employee + Child(ren)	25	\$ 58.38	\$ 36.66	\$ 21.72	\$ 10.86	62.8%	\$ 58.38	\$ 36.66	\$ 21.72	\$ 10.86	62.8%	37.2%	\$ -
Family	31	\$ 101.82	\$ 36.66	\$ 65.16	\$ 32.58	36.0%	\$ 101.82	\$ 36.66	\$ 65.16	\$ 32.58	36.0%	64.0%	\$ -
Monthly Total	266	\$ 13,357.24	\$ 9,751.56	\$ 3,605.68	\$ 1,802.84		\$ 13,357.24	\$ 9,751.56	\$ 3,605.68	\$ 1,802.84			\$ -
EyeMed Vision													
Employee Only	191	\$ 8.76	\$ 8.76	\$ -	\$ -	100.0%	\$ 8.76	\$ 8.76	\$ -	\$ -	100.0%	0.0%	\$ -
Employee + Spouse	26	\$ 16.64	\$ 8.76	\$ 7.88	\$ 3.94	52.6%	\$ 16.64	\$ 8.76	\$ 7.88	\$ 3.94	52.6%	47.4%	\$ -
Employee + Child(ren)	23	\$ 17.52	\$ 8.76	\$ 8.76	\$ 4.38	50.0%	\$ 17.52	\$ 8.76	\$ 8.76	\$ 4.38	50.0%	50.0%	\$ -
Family	26	\$ 25.75	\$ 8.76	\$ 16.99	\$ 8.50	34.0%	\$ 25.75	\$ 8.76	\$ 16.99	\$ 8.50	34.0%	66.0%	\$ -
Monthly Total	266	\$ 3,178.26	\$ 2,330.16	\$ 848.10	\$ 424.05		\$ 3,178.26	\$ 2,330.16	\$ 848.10	\$ 424.05			\$ -
Total Vision	266	\$ 3,178.26	\$ 2,330.16	\$ 848.10	\$ 424.05		\$ 3,178.26	\$ 2,330.16	\$ 848.10	\$ 424.05			\$ -
MONTHLY TOTAL		\$16,535.50	\$105,775.50	\$32,177.19	\$0.00		\$149,849.09	\$114,956.40	\$34,892.69	\$0.00			
ANNUAL TOTAL		\$198,426.00	\$1,269,306.00	\$386,126.28	\$0.00		\$1,798,189.08	\$1,379,476.76	\$418,712.32	\$0.00			



Employee Contribution Analysis

PLAN OFFERINGS	Enrollment	CURRENT					OPTION 1					Employee Contribution	Change in Employee Contribution
		Rate	Monthly Employer Contribution	Monthly Employee Contribution	Employee Contribution Per Pay Period - 24 Pay Periods	Employer Contribution	Rate	Monthly Employer Contribution	Monthly Employee Contribution	Employee Contribution Per Pay Period - 24 Pay Periods	Employer Contribution		
Kaiser HMO 15		Kaiser HMO 15					Kaiser - Proposed new HMO 15 HMO Plan 10011						
Employee Only	112	\$ 667.49	\$ 503.73	\$ 163.76	\$ 81.88	75.5%	\$ 700.87	\$ 539.92	\$ 160.95	\$ 80.48	77.0%	23.0%	\$ (1.40)
Employee + Spouse	0	\$ 1,528.55	\$ 503.73	\$ 1,024.82	\$ 512.41	33.0%	\$ 1,604.98	\$ 539.92	\$ 1,065.06	\$ 532.53	33.6%	66.4%	\$ 20.12
Employee + Child(ren)	6	\$ 1,188.14	\$ 503.73	\$ 684.41	\$ 342.21	42.4%	\$ 1,247.54	\$ 539.92	\$ 707.62	\$ 353.81	43.3%	56.7%	\$ 11.60
Family	0	\$ 2,082.53	\$ 503.73	\$ 1,578.80	\$ 789.40	24.2%	\$ 2,186.63	\$ 539.92	\$ 1,646.71	\$ 823.36	24.7%	75.3%	\$ 33.95
Monthly Total	118	\$ 81,887.72	\$ 59,440.14	\$ 22,447.58	\$ 11,223.79		\$ 85,982.68	\$ 63,710.56	\$ 22,272.12	\$ 11,136.06			\$ -
Kaiser HMO 20-A		Kaiser HMO 20-A					- rates contingent upon a benefit change to the HMO 15 plan HMC						
Employee Only	25	\$ 565.55	\$ 503.73	\$ 61.82	\$ 30.91	89.1%	\$ 606.19	\$ 539.92	\$ 66.27	\$ 33.14	89.1%	10.9%	\$ 2.23
Employee + Spouse	0	\$ 1,295.12	\$ 503.73	\$ 791.39	\$ 395.70	38.9%	\$ 1,388.17	\$ 539.92	\$ 848.25	\$ 424.13	38.9%	61.1%	\$ 28.43
Employee + Child(ren)	3	\$ 1,006.69	\$ 503.73	\$ 502.96	\$ 251.48	50.0%	\$ 1,079.01	\$ 539.92	\$ 539.09	\$ 269.55	50.0%	50.0%	\$ 18.07
Family	0	\$ 1,764.52	\$ 503.73	\$ 1,260.79	\$ 630.40	28.5%	\$ 1,891.31	\$ 539.92	\$ 1,351.39	\$ 675.70	28.5%	71.5%	\$ 45.30
Monthly Total	28	\$ 17,158.82	\$ 14,104.44	\$ 3,054.38	\$ 1,527.19		\$ 18,391.78	\$ 15,117.76	\$ 3,274.02	\$ 1,637.01			\$ -
Kaiser HMO 20-B		Kaiser HMO 20-B					- rates contingent upon a benefit change to the HMO 15 plan Hmc						
Employee Only	35	\$ 503.73	\$ 503.73	\$ -	\$ -	100.0%	\$ 539.92	\$ 539.92	\$ -	\$ -	100.0%	0.0%	\$ -
Employee + Spouse	1	\$ 1,153.54	\$ 503.73	\$ 649.81	\$ 324.91	43.7%	\$ 1,236.42	\$ 539.92	\$ 696.50	\$ 348.25	43.7%	56.3%	\$ 23.34
Employee + Child(ren)	4	\$ 896.64	\$ 503.73	\$ 392.91	\$ 196.46	56.2%	\$ 961.06	\$ 539.92	\$ 421.14	\$ 210.57	56.2%	43.8%	\$ 14.11
Family	0	\$ 1,571.64	\$ 503.73	\$ 1,067.91	\$ 533.96	32.1%	\$ 1,684.56	\$ 539.92	\$ 1,144.64	\$ 572.32	32.1%	67.9%	\$ 38.36
Monthly Total	40	\$ 22,370.65	\$ 20,149.20	\$ 2,221.45	\$ 1,110.73		\$ 23,977.86	\$ 21,596.81	\$ 2,381.05	\$ 1,190.53			\$ -
MEDICAL TOTAL	186		\$ 93,693.78	\$ 27,723.41	\$ 13,861.71		\$ 128,352.32	\$ 100,425.13	\$ 27,927.19	\$ 13,963.60			\$ -
		CURRENT					OPTION 1						
Ameritas ASO		Ameritas ASO					Met Life						
Employee Only	182	\$ 36.66	\$ 36.66	\$ -	\$ -	100.0%	\$ 32.27	\$ 32.27	\$ -	\$ -	100.0%	0.0%	\$ -
Employee + Spouse	28	\$ 73.90	\$ 36.66	\$ 37.24	\$ 18.62	49.6%	\$ 64.27	\$ 32.27	\$ 32.00	\$ 16.00	50.2%	49.8%	\$ (2.62)
Employee + Child(ren)	25	\$ 58.38	\$ 36.66	\$ 21.72	\$ 10.86	62.8%	\$ 69.63	\$ 32.27	\$ 37.36	\$ 18.68	46.3%	53.7%	\$ 7.82
Family	31	\$ 101.82	\$ 36.66	\$ 65.16	\$ 32.58	36.0%	\$ 108.55	\$ 32.27	\$ 76.28	\$ 38.14	29.7%	70.3%	\$ 5.56
Monthly Total	266	\$ 13,357.24	\$ 9,751.56	\$ 3,605.68	\$ 1,802.84		\$ 12,778.50	\$ 8,583.82	\$ 4,194.68	\$ 2,097.34			\$ 294.50
EyeMed Vision		EyeMed Vision					Met Life Superior Vision Vision						
Employee Only	191	\$ 8.76	\$ 8.76	\$ -	\$ -	100.0%	\$ 7.66	\$ 7.66	\$ -	\$ -	100.0%	0.0%	\$ -
Employee + Spouse	26	\$ 16.64	\$ 8.76	\$ 7.88	\$ 3.94	52.6%	\$ 14.55	\$ 7.66	\$ 6.89	\$ 3.45	52.6%	47.4%	\$ (0.50)
Employee + Child(ren)	23	\$ 17.52	\$ 8.76	\$ 8.76	\$ 4.38	50.0%	\$ 15.33	\$ 7.66	\$ 7.67	\$ 3.84	50.0%	50.0%	\$ (0.55)
Family	26	\$ 25.75	\$ 8.76	\$ 16.99	\$ 8.50	34.0%	\$ 22.50	\$ 7.66	\$ 14.84	\$ 7.42	34.0%	66.0%	\$ (1.08)
Monthly Total	266	\$ 3,178.26	\$ 2,330.16	\$ 848.10	\$ 424.05		\$ 2,778.95	\$ 2,037.56	\$ 741.39	\$ 370.70			\$ (53.36)
Total Vision	266	\$ 3,178.26	\$ 2,330.16	\$ 848.10	\$ 424.05		\$ 2,778.95	\$ 2,037.56	\$ 741.39	\$ 370.70			\$ (53.36)
MONTHLY TOTAL		\$16,535.50	\$105,775.50	\$32,177.19	\$0.00		\$143,909.77	\$111,046.51	\$32,863.26	\$0.00			
ANNUAL TOTAL		\$198,426.00	\$1,269,306.00	\$386,126.28	\$0.00		\$1,726,917.24	\$1,332,558.07	\$394,359.17	\$0.00			

Employee Contribution Analysis

PLAN OFFERINGS	Enrollment	CURRENT					OPTION 2					Employee Contribution	Change in Employee Contribution
		Rate	Monthly Employer Contribution	Monthly Employee Contribution	Employee Contribution Per Pay Period - 24 Pay Periods	Employer Contribution	Rate	Monthly Employer Contribution	Monthly Employee Contribution	Employee Contribution Per Pay Period - 24 Pay Periods	Employer Contribution		
Kaiser HMO 15		Kaiser HMO 15					Community Care Health - Full Takeover HMO Vineyard Plan C (M4)						
Employee Only	112	\$ 667.49	\$ 503.73	\$ 163.76	\$ 81.88	75.5%	\$ 686.64	\$ 504.86	\$ 181.78	\$ 90.89	73.5%	26.5%	\$ 9.01
Employee + Spouse	0	\$ 1,528.55	\$ 503.73	\$ 1,024.82	\$ 512.41	33.0%	\$ 1,579.25	\$ 504.86	\$ 1,074.39	\$ 537.20	32.0%	68.0%	\$ 24.79
Employee + Child(ren)	6	\$ 1,188.14	\$ 503.73	\$ 684.41	\$ 342.21	42.4%	\$ 1,235.93	\$ 504.86	\$ 731.07	\$ 365.54	40.8%	59.2%	\$ 23.33
Family	0	\$ 2,082.53	\$ 503.73	\$ 1,578.80	\$ 789.40	24.2%	\$ 2,128.56	\$ 504.86	\$ 1,623.70	\$ 811.85	23.7%	76.3%	\$ 22.45
Monthly Total	118	\$ 81,887.72	\$ 59,440.14	\$ 22,447.58	\$ 11,223.79		\$ 84,319.26	\$ 59,573.48	\$ 24,745.78	\$ 12,372.89			\$ -
Kaiser HMO 20-A		Kaiser HMO 20-A					Community Care Health - Full Takeover HMO Orchard Plan D (M1)						
Employee Only	25	\$ 565.55	\$ 503.73	\$ 61.82	\$ 30.91	89.1%	\$ 566.82	\$ 504.86	\$ 61.96	\$ 30.98	89.1%	10.9%	\$ 0.07
Employee + Spouse	0	\$ 1,295.12	\$ 503.73	\$ 791.39	\$ 395.70	38.9%	\$ 1,298.03	\$ 504.86	\$ 793.17	\$ 396.59	38.9%	61.1%	\$ 0.89
Employee + Child(ren)	3	\$ 1,006.69	\$ 503.73	\$ 502.96	\$ 251.48	50.0%	\$ 1,008.96	\$ 504.86	\$ 504.10	\$ 252.05	50.0%	50.0%	\$ 0.57
Family	0	\$ 1,764.52	\$ 503.73	\$ 1,260.79	\$ 630.40	28.5%	\$ 1,768.49	\$ 504.86	\$ 1,263.63	\$ 631.82	28.5%	71.5%	\$ 1.42
Monthly Total	28	\$ 17,158.82	\$ 14,104.44	\$ 3,054.38	\$ 1,527.19		\$ 17,197.38	\$ 14,136.08	\$ 3,061.30	\$ 1,530.65			\$ -
Kaiser HMO 20-B		Kaiser HMO 20-B					Community Care Health - Full Takeover HMO Harvest Plan B (M6)						
Employee Only	35	\$ 503.73	\$ 503.73	\$ -	\$ -	100.0%	\$ 504.86	\$ 504.86	\$ -	\$ -	100.0%	0.0%	\$ -
Employee + Spouse	1	\$ 1,153.54	\$ 503.73	\$ 649.81	\$ 324.91	43.7%	\$ 1,156.13	\$ 504.86	\$ 651.27	\$ 325.63	43.7%	56.3%	\$ 0.73
Employee + Child(ren)	4	\$ 896.64	\$ 503.73	\$ 392.91	\$ 196.46	56.2%	\$ 898.66	\$ 504.86	\$ 393.80	\$ 196.90	56.2%	43.8%	\$ 0.44
Family	0	\$ 1,571.64	\$ 503.73	\$ 1,067.91	\$ 533.96	32.1%	\$ 1,575.18	\$ 504.86	\$ 1,070.32	\$ 535.16	32.1%	67.9%	\$ 1.20
Monthly Total	40	\$ 22,370.65	\$ 20,149.20	\$ 2,221.45	\$ 1,110.73		\$ 22,420.87	\$ 20,194.42	\$ 2,226.45	\$ 1,113.22			\$ -
MEDICAL TOTAL	186		\$ 93,693.78	\$ 27,723.41	\$ 13,861.71		\$ 123,937.51	\$ 93,903.98	\$ 30,033.53	\$ 15,016.76			\$ -
		CURRENT					OPTION 2						
Ameritas ASO		Ameritas ASO					CCH (Delta Dental Program E) Fully Insured						
Employee Only	182	\$ 36.66	\$ 36.66	\$ -	\$ -	100.0%	\$ 30.35	\$ 30.35	\$ -	\$ -	100.0%	0.0%	\$ -
Employee + Spouse	28	\$ 73.90	\$ 36.66	\$ 37.24	\$ 18.62	49.6%	\$ 48.56	\$ 30.35	\$ 18.21	\$ 9.11	62.5%	37.5%	\$ (9.52)
Employee + Child(ren)	25	\$ 58.38	\$ 36.66	\$ 21.72	\$ 10.86	62.8%	\$ 60.70	\$ 30.35	\$ 30.35	\$ 15.18	50.0%	50.0%	\$ 4.32
Family	31	\$ 101.82	\$ 36.66	\$ 65.16	\$ 32.58	36.0%	\$ 84.98	\$ 30.35	\$ 54.63	\$ 27.32	35.7%	64.3%	\$ (5.27)
Monthly Total	266	\$ 13,357.24	\$ 9,751.56	\$ 3,605.68	\$ 1,802.84		\$ 11,035.26	\$ 8,073.10	\$ 2,962.16	\$ 1,481.08			\$ (321.76)
EyeMed Vision		EyeMed Vision					CCH (MES Plan 6) Vision						
Employee Only	191	\$ 8.76	\$ 8.76	\$ -	\$ -	100.0%	\$ 7.13	\$ 7.13	\$ -	\$ -	100.0%	0.0%	\$ -
Employee + Spouse	26	\$ 16.64	\$ 8.76	\$ 7.88	\$ 3.94	52.6%	\$ 12.84	\$ 7.13	\$ 5.71	\$ 2.86	55.5%	44.5%	\$ (1.09)
Employee + Child(ren)	23	\$ 17.52	\$ 8.76	\$ 8.76	\$ 4.38	50.0%	\$ 12.57	\$ 7.13	\$ 5.44	\$ 2.72	56.7%	43.3%	\$ (1.66)
Family	26	\$ 25.75	\$ 8.76	\$ 16.99	\$ 8.50	34.0%	\$ 18.40	\$ 7.13	\$ 11.27	\$ 5.64	38.8%	61.3%	\$ (2.86)
Monthly Total	266	\$ 3,178.26	\$ 2,330.16	\$ 848.10	\$ 424.05		\$ 2,463.18	\$ 1,896.58	\$ 566.60	\$ 283.30			\$ (140.75)
Total Vision	266	\$ 3,178.26	\$ 2,330.16	\$ 848.10	\$ 424.05		\$ 2,463.18	\$ 1,896.58	\$ 566.60	\$ 283.30			\$ (140.75)
MONTHLY TOTAL		\$16,535.50	\$105,775.50	\$32,177.19	\$0.00		\$137,435.95	\$103,873.66	\$33,562.29	\$0.00			
ANNUAL TOTAL		\$198,426.00	\$1,269,306.00	\$386,126.28	\$0.00		\$1,649,231.40	\$1,246,483.92	\$402,747.48	\$0.00			



Employee Contribution Analysis

PLAN OFFERINGS	Enrollment	CURRENT					OPTION 3					Employee Contribution	Change in Employee Contribution
		Rate	Monthly Employer Contribution	Monthly Employee Contribution	Employee Contribution Per Pay Period - 24 Pay Periods	Employer Contribution	Rate	Monthly Employer Contribution	Monthly Employee Contribution	Employee Contribution Per Pay Period - 24 Pay Periods	Employer Contribution		
Kaiser HMO 15		Kaiser HMO 15					Community Care Health - Full Takeover HMO Vineyard Plan C (M4)						
Employee Only	112	\$ 667.49	\$ 503.73	\$ 163.76	\$ 81.88	75.5%	\$ 741.57	\$ 545.25	\$ 196.32	\$ 98.16	73.5%	26.5%	\$ 16.28
Employee + Spouse	0	\$ 1,528.55	\$ 503.73	\$ 1,024.82	\$ 512.41	33.0%	\$ 1,705.59	\$ 545.25	\$ 1,160.34	\$ 580.17	32.0%	68.0%	\$ 67.76
Employee + Child(ren)	6	\$ 1,188.14	\$ 503.73	\$ 684.41	\$ 342.21	42.4%	\$ 1,334.81	\$ 545.25	\$ 789.56	\$ 394.78	40.8%	59.2%	\$ 52.57
Family	0	\$ 2,082.53	\$ 503.73	\$ 1,578.80	\$ 789.40	24.2%	\$ 2,298.84	\$ 545.25	\$ 1,753.59	\$ 876.80	23.7%	76.3%	\$ 87.40
Monthly Total	118	\$ 81,887.72	\$ 59,440.14	\$ 22,447.58	\$ 11,223.79		\$ 91,064.70	\$ 64,339.50	\$ 26,725.20	\$ 13,362.60			\$ -
Kaiser HMO 20-A		Kaiser HMO 20-A					Community Care Health - Slice Option HMO Orchard Plan D (M1)						
Employee Only	25	\$ 565.55	\$ 503.73	\$ 61.82	\$ 30.91	89.1%	\$ 612.17	\$ 549.12	\$ 63.05	\$ 31.53	89.7%	10.3%	\$ 0.62
Employee + Spouse	0	\$ 1,295.12	\$ 503.73	\$ 791.39	\$ 395.70	38.9%	\$ 1,401.87	\$ 545.25	\$ 856.62	\$ 428.31	38.9%	61.1%	\$ 32.62
Employee + Child(ren)	3	\$ 1,006.69	\$ 503.73	\$ 502.96	\$ 251.48	50.0%	\$ 1,089.68	\$ 545.26	\$ 544.42	\$ 272.21	50.0%	50.0%	\$ 20.73
Family	0	\$ 1,764.52	\$ 503.73	\$ 1,260.79	\$ 630.40	28.5%	\$ 1,909.96	\$ 545.25	\$ 1,364.71	\$ 682.36	28.5%	71.5%	\$ 51.96
Monthly Total	28	\$ 17,158.82	\$ 14,104.44	\$ 3,054.38	\$ 1,527.19		\$ 18,573.29	\$ 15,363.68	\$ 3,209.61	\$ 1,604.80			\$ -
Kaiser HMO 20-B		Kaiser HMO 20-B					Community Care Health - Slice Option HMO Harvest Plan B (M6)						
Employee Only	35	\$ 503.73	\$ 503.73	\$ -	\$ -	100.0%	\$ 545.25	\$ 545.25	\$ -	\$ -	100.0%	0.0%	\$ -
Employee + Spouse	1	\$ 1,153.54	\$ 503.73	\$ 649.81	\$ 324.91	43.7%	\$ 1,248.62	\$ 545.25	\$ 703.37	\$ 351.69	43.7%	56.3%	\$ 26.78
Employee + Child(ren)	4	\$ 896.64	\$ 503.73	\$ 392.91	\$ 196.46	56.2%	\$ 970.55	\$ 545.25	\$ 425.30	\$ 212.65	56.2%	43.8%	\$ 16.19
Family	0	\$ 1,571.64	\$ 503.73	\$ 1,067.91	\$ 533.96	32.1%	\$ 1,701.19	\$ 545.25	\$ 1,155.94	\$ 577.97	32.1%	67.9%	\$ 44.01
Monthly Total	40	\$ 22,370.65	\$ 20,149.20	\$ 2,221.45	\$ 1,110.73		\$ 24,214.57	\$ 21,810.01	\$ 2,404.56	\$ 1,202.28			\$ -
MEDICAL TOTAL	186		\$ 93,693.78	\$ 27,723.41	\$ 13,861.71		\$ 133,852.56	\$ 101,513.19	\$ 32,339.37	\$ 16,169.68			\$ -
		CURRENT					OPTION 3						
Ameritas ASO		Ameritas ASO					CCH (Delta Dental Program E) Fully Insured						
Employee Only	182	\$ 36.66	\$ 36.66	\$ -	\$ -	100.0%	\$ 30.35	\$ 30.35	\$ -	\$ -	100.0%	0.0%	\$ -
Employee + Spouse	28	\$ 73.90	\$ 36.66	\$ 37.24	\$ 18.62	49.6%	\$ 48.56	\$ 30.35	\$ 18.21	\$ 9.11	62.5%	37.5%	\$ (9.52)
Employee + Child(ren)	25	\$ 58.38	\$ 36.66	\$ 21.72	\$ 10.86	62.8%	\$ 60.70	\$ 30.35	\$ 30.35	\$ 15.18	50.0%	50.0%	\$ 4.32
Family	31	\$ 101.82	\$ 36.66	\$ 65.16	\$ 32.58	36.0%	\$ 84.98	\$ 30.35	\$ 54.63	\$ 27.32	35.7%	64.3%	\$ (5.27)
Monthly Total	266	\$ 13,357.24	\$ 9,751.56	\$ 3,605.68	\$ 1,802.84		\$ 11,035.26	\$ 8,073.10	\$ 2,962.16	\$ 1,481.08			\$ (321.76)
EyeMed Vision		EyeMed Vision					CCH (MES Plan 6) Vision						
Employee Only	191	\$ 8.76	\$ 8.76	\$ -	\$ -	100.0%	\$ 7.13	\$ 7.13	\$ -	\$ -	100.0%	0.0%	\$ -
Employee + Spouse	26	\$ 16.64	\$ 8.76	\$ 7.88	\$ 3.94	52.6%	\$ 12.84	\$ 7.13	\$ 5.71	\$ 2.86	55.5%	44.5%	\$ (1.09)
Employee + Child(ren)	23	\$ 17.52	\$ 8.76	\$ 8.76	\$ 4.38	50.0%	\$ 12.57	\$ 7.13	\$ 5.44	\$ 2.72	56.7%	43.3%	\$ (1.66)
Family	26	\$ 25.75	\$ 8.76	\$ 16.99	\$ 8.50	34.0%	\$ 18.40	\$ 7.13	\$ 11.27	\$ 5.64	38.8%	61.3%	\$ (2.86)
Monthly Total	266	\$ 3,178.26	\$ 2,330.16	\$ 848.10	\$ 424.05		\$ 2,463.18	\$ 1,896.58	\$ 566.60	\$ 283.30			\$ (140.75)
Total Vision	266	\$ 3,178.26	\$ 2,330.16	\$ 848.10	\$ 424.05		\$ 2,463.18	\$ 1,896.58	\$ 566.60	\$ 283.30			\$ (140.75)
MONTHLY TOTAL		\$16,535.50	\$105,775.50	\$32,177.19	\$0.00		\$147,351.00	\$111,482.87	\$35,868.13	\$0.00			
ANNUAL TOTAL		\$198,426.00	\$1,269,306.00	\$386,126.28	\$0.00		\$1,768,212.00	\$1,337,794.46	\$430,417.54	\$0.00			



Medical Plan Cost Analysis

DESCRIPTION	CENSUS	CURRENT	RENEWAL	NEGOTIATED RENEWAL	OPTION 1	OPTION 2	OPTION 3
Effective Date		1/1/2021	1/1/2022	1/1/2022	1/1/2022	1/1/2022	1/1/2022
Rate Guarantee		1 Year	1 Year	1 Year	1 Year	1 Year	1 Year
Kaiser HMO 15		Kaiser	Kaiser	Kaiser	Kaiser - Proposed new HMO 15	Community Care Health - Slice Option	Community Care Health - Full Takeover
		HMO \$15 OV, \$250/admit, \$1,500 OOP Max,\$15/\$30 Rx	HMO \$15 OV, \$250/admit, \$1,500 OOP Max,\$15/\$30 Rx	HMO \$15 OV, \$250/admit, \$1,500 OOP Max,\$15/\$30 Rx	HMO \$15 OV, \$250/admit, \$1,500 OOP Max,\$10/\$30/20% Rx	HMO \$10 OV, \$0/admit, \$1,500 OOP Max, \$5/\$15/\$30/20% up to \$250 Rx	HMO \$10 OV, \$0/admit, \$1,500 OOP Max, \$5/\$15/\$30/20% up to \$250 Rx
Rates:							
Employee Only	112	\$667.49	\$751.68	\$732.89	\$700.87	\$686.64	\$741.57
Employee + Spouse	0	\$1,528.55	\$1,721.35	\$1,678.32	\$1,604.98	\$1,579.25	\$1,705.59
Employee + Child(ren)	6	\$1,188.14	\$1,338.00	\$1,304.55	\$1,247.54	\$1,235.93	\$1,334.81
Family	0	<u>\$2,082.53</u>	<u>\$2,345.18</u>	<u>\$2,286.62</u>	<u>\$2,186.63</u>	<u>\$2,128.56</u>	<u>\$2,298.84</u>
Projected Monthly Total	118	\$81,888	\$92,216	\$89,911	\$85,983	\$84,319	\$91,065
Percentage Change			12.6%	9.8%	5.0%	3.0%	11.2%
Kaiser HMO 20-A		Kaiser	Kaiser	Kaiser	Kaiser - rates contingent upon a benefit change to the HMO 15 plan	Community Care Health - Full Takeover	Community Care Health - Slice Option
		HMO \$20 OV, \$500 Ded., 20% IP, \$3,000 OOP Max, \$10/\$30 Rx	HMO \$20 OV, \$500 Ded., 20% IP, \$3,000 OOP Max, \$10/\$30 Rx	HMO \$20 OV, \$500 Ded., 20% IP, \$3,000 OOP Max, \$10/\$30 Rx	HMO \$20 OV, \$500 Ded., 20% IP, \$3,000 OOP Max, \$10/\$30 Rx	HMO \$20 OV, \$500/admit, \$1,000 Ded; \$3,000 OOP Max, \$10/\$20/\$40/20% up to \$250 Rx	HMO \$20 OV, \$500/admit, \$1,000 Ded; \$3,000 OOP Max, \$10/\$20/\$40/20% up to \$250 Rx
Rates:							
Employee Only	25	\$565.55	\$636.89	\$620.96	\$606.19	\$566.82	\$612.17
Employee + Spouse	0	\$1,295.12	\$1,458.47	\$1,422.01	\$1,388.17	\$1,298.03	\$1,401.87
Employee + Child(ren)	3	\$1,006.69	\$1,133.66	\$1,105.31	\$1,079.01	\$1,008.96	\$1,089.68
Family	0	<u>\$1,764.52</u>	<u>\$1,987.08</u>	<u>\$1,937.41</u>	<u>\$1,891.31</u>	<u>\$1,768.49</u>	<u>\$1,909.96</u>
Projected Monthly Total	28	\$17,159	\$19,323	\$18,840	\$18,392	\$17,197	\$18,573
Percentage Change			12.6%	9.8%	7.2%	0.2%	8.2%
Kaiser HMO 20-B		Kaiser	Kaiser	Kaiser	Kaiser - rates contingent upon a benefit change to the HMO 15 plan	Community Care Health - Full Takeover	Community Care Health - Slice Option
		HMO \$20 OV, \$1,500 Ded., 20% IP, \$4,000 OOP Max, \$10/\$30 Rx	HMO \$20 OV, \$1,500 Ded., 20% IP, \$4,000 OOP Max, \$10/\$30 Rx	HMO \$20 OV, \$1,500 Ded., 20% IP, \$4,000 OOP Max, \$10/\$30 Rx	HMO \$20 OV, \$1,500 Ded., 20% IP, \$4,000 OOP Max, \$10/\$30 Rx	HMO \$25 OV, \$500/admit, \$1,500 Ded; \$4,000 OOP Max, \$15/\$30/\$60/20% up to \$250 Rx	HMO \$20 OV, \$500/admit, \$1,000 OOP Max, \$10/\$20/\$40/20% up to \$250 Rx
Rates:							
Employee Only	35	\$503.73	\$567.27	\$553.09	\$539.92	\$504.86	\$545.25
Employee + Spouse	1	\$1,153.54	\$1,299.04	\$1,266.57	\$1,236.42	\$1,156.13	\$1,248.62
Employee + Child(ren)	4	\$896.64	\$1,009.74	\$984.49	\$961.06	\$898.66	\$970.55
Family	0	<u>\$1,571.64</u>	<u>\$1,769.87</u>	<u>\$1,725.63</u>	<u>\$1,684.56</u>	<u>\$1,575.18</u>	<u>\$1,701.19</u>
Projected Monthly Total	40	\$22,371	\$25,192	\$24,563	\$23,978	\$22,421	\$24,215
Percentage Change			12.6%	9.8%	7.2%	0.2%	8.2%
PROJECTED MONTHLY TOTAL	186	\$121,417	\$136,732	\$133,314	\$128,352	\$123,938	\$133,853
PROJECTED ANNUAL TOTAL		\$1,457,006	\$1,640,782	\$1,599,763	\$1,540,228	\$1,487,250	\$1,606,231
Comparison to Current, Annualized:							
Dollars			\$183,776	\$142,757	\$83,222	\$30,244	\$149,224
Percent			12.6%	9.8%	5.7%	2.1%	10.2%
Comparison to Negotiated Renewal, Annualized:							
Dollars				\$0	-\$59,535	-\$112,513	\$6,468
Percent				0.0%	-3.7%	-7.0%	0.4%

Kaiser HMO Plan Comparison

Carrier Name Plan Type	CURRENT / RENEWAL		OPTION 1	OPTION 2
	Kaiser Permanente HMO 15		Kaiser - Proposed new HMO 15 HMO Plan 10011	Community Care Health HMO Vineyard Plan C (M4)
Lifetime Maximum	Unlimited		Unlimited	Unlimited
Annual Deductible				
Individual	\$0		\$0	\$0
Family	\$0		\$0	\$0
Out-of-Pocket Maximum				
Individual	\$1,500		\$1,500	\$1,500
Family	\$3,000		\$3,000	\$3,000
Professional				
Primary Care Physician (PCP)	\$15 copay		\$15 copay	\$10 copay
Specialist	\$15 copay		\$15 copay	\$20 copay
Preventive Care				
Baby	\$0 copay		\$0 copay	\$0 copay
Adult	\$0 copay		\$0 copay	\$0 copay
Eye Refraction & Hearingq Test	\$0 copay		\$0 copay	\$0 copay
Hospital Services				
Inpatient	\$250 per admission		\$250 per admission	No charge
Outpatient	\$15 copay per procedure		\$15 copay per procedure	\$10 copay per procedure
Urqent Care	\$15 copay		\$15 copay	\$10 copay
Emergency Room	\$50 copay; <i>Waived if admitted</i>		\$100 copay; <i>Waived if admitted</i>	\$50 copay; <i>Waived if admitted</i>
Lab & X-Ray				
Diagnostic lab	No Charge		No Charge	No Charge
X-Ray	No Charge		No Charge	No Charge
Advanced Imaging; CT, PET, MRI	No Charge		No Charge	No Charge
Durable Medical Equipment	20%		20%	20%
Maternity				
Office Visits	No Charge		No Charge	No Charge
Hospitalization	\$250 per admission		\$250 per admission	No charge
Mental Health & Chemical Dependency				
Inpatient	\$250 per admission		\$250 per admission	No charge
Outpatient	\$15 copay		\$15 copay	\$10 copay
Mental Health Group Outpatient	\$7 copay		\$7 copay	\$5 copay
Chemical Dependency Group Outpatient	\$5 copay		\$5 copay	\$5 copay
Telehealth				
Telephonic Visits	No Charge		No Charge	\$20 copay
Chiropractic				
Office Visits	Not Covered		Not Covered	\$10 copay 20 visits
Prescription Drug Benefits				
Deductible	n/a		n/a	n/a
Retail Supply Limit	<i>Retail up to a 100 day supply</i>		<i>Retail up to a 30 day supply</i>	<i>Retail up to a 30 day supply</i>
Tier 1: Generic	\$15		\$10	\$5
Tier 2: Brand	\$30		\$30	\$15
Tier 3: Typically Non-Preferred Brand	n/a		n/a	\$30
Tier 4: Specialty Drugs			20% up to \$250	20% up to \$250
RATES	CURRENT / RENEWAL		OPTION 1	OPTION 2
Employee Only	\$667.49	\$732.89	\$700.87	\$686.64
Employee + Spouse	\$1,528.55	\$1,678.32	\$1,604.98	\$1,579.25
Employee + Child(ren)	\$1,188.14	\$1,304.55	\$1,247.54	\$1,235.93
Family	\$2,082.53	\$2,286.62	\$2,186.63	\$2,128.56

Notes & Assumptions

Benefits which are blue are considered an increase in benefits. Benefits which are orange are considered a decrease in benefits

Kaiser Option 1 Proposed New HMO 15. Prescription retail 30-day supply. Kaiser Mail order prescription 2x copay 100-day supply

CCH Mail order perscription 2x copy 90-day supply

DISCLAIMER

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Kaiser HMO Plan Comparison

Carrier Name Plan Type	RATES CONTINGENT UPON PROPOSED NEW HMO 15		
	CURRENT / RENEWAL Kaiser Permanente HMO 20-A	OPTION 1 Kaiser Permanente HMO 20-A	OPTION 2 Community Care Health HMO Orchard Plan D (M1)
Lifetime Maximum	Unlimited	Unlimited	Unlimited
Annual Deductible			
Individual	\$500	\$500	\$1,000
Family	\$1,000	\$1,000	\$2,000
Out-of-Pocket Maximum			
Individual	\$3,000	\$3,000	\$3,000
Family	\$6,000	\$6,000	\$6,000
Professional			
Primary Care Physician (PCP)	\$20 copay	\$20 copay	\$20 copay
Specialist	\$20 copay	\$20 copay	\$40 copay
Preventive Care			
Baby	\$0 copay	\$0 copay	\$0 copay
Adult	\$0 copay	\$0 copay	\$0 copay
Eye Refraction & Hearing Test	\$0 copay	\$0 copay	\$0 copay
Hospital Services			
Inpatient	20% after deductible	20% after deductible	\$500 per admission after deductible
Outpatient	20% after deductible	20% after deductible	\$400 copay per procedure after deductible
Urgent Care	\$20 copay	\$20 copay	\$20 copay
Emergency Room	20% after deductible <i>Waived if admitted</i>	20% after deductible <i>Waived if admitted</i>	\$250 copay after deductible <i>Waived if admitted</i>
Lab & X-Ray			
Diagnostic lab	\$10 copay per encounter (after deductible)	\$10 copay after deductible	No Charge
X-Ray	\$10 copay per encounter (after deductible)	\$10 copay after deductible	No Charge
Advanced Imaging; CT, PET, MRI	20% coinsurance (after deductible), up to \$50 max per procedure	20% coinsurance (after deductible), up to \$50 max per procedure	\$100 copay per procedure after deductible
Durable Medical Equipment	20%	20%	20%
Maternity			
Office Visits	No Charge	No Charge	No Charge
Hospitalization	20% after deductible	20% after deductible	\$500 per admission after deductible
Mental Health & Chemical Dependency			
Inpatient	20% after deductible	20% after deductible	\$500 per admission after deductible
Outpatient	\$20 copay	\$20 copay	\$20 copay
Mental Health Group Outpatient	\$10 copay	\$10 copay	\$10 copay
Chemical Dependency Group Outpatient	\$5 copay	\$5 copay	\$10 copay
Telehealth			
Telephonic Visits	No Charge	No Charge	\$20 copay
Chiropractic			
Office Visits	Not Covered	Not Covered	\$20 copay 20 visits
Prescription Drug Benefits			
Deductible	\$100 Brand Name Deductible	\$100 Brand Name Deductible	n/a
Retail Supply Limit	<i>Retail up to a 100 day supply</i>	<i>Retail up to a 100 day supply</i>	<i>Retail up to a 30 day supply</i>
Tier 1: Generic	\$10	\$10	\$10
Tier 2: Brand	\$30 (after deductible)	\$30 (after deductible)	\$20
Tier 3: Typically Non-Preferred Brand		n/a	\$40
Tier 4: Specialty Drugs			20% up to \$250
RATES	CURRENT / RENEWAL	OPTION 1	OPTION 2
Employee Only	\$565.55 \$620.96	\$606.19	\$566.82
Employee + Spouse	\$1,295.12 \$1,422.01	\$1,388.17	\$1,298.03
Employee + Child(ren)	\$1,006.69 \$1,105.31	\$1,079.01	\$1,008.96
Family	\$1,764.52 \$1,937.41	\$1,891.31	\$1,768.49

Notes & Assumptions

Benefits which are blue are considered an increase in benefits. Benefits which are orange are considered a decrease in benefits

CCH Mail order prescription 2x copy 90-day supply

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Kaiser HMO Plan Comparison

Carrier Name Plan Type	CURRENT / RENEWAL		RATES CONTINGENT UPON PROPOSED NEW HMO 15	
	Kaiser Permanente HMO 20-B		OPTION 1 Kaiser Permanente Hmo 20-B	OPTION 2 Community Care Health HMO Harvest Plan B (M6)
Lifetime Maximum	Unlimited		Unlimited	Unlimited
Annual Deductible				
Individual	\$1,500		\$1,500	\$1,500
Family	\$3,000		\$3,000	\$3,000
Out-of-Pocket Maximum				
Individual	\$4,000		\$4,000	\$4,000
Family	\$8,000		\$8,000	\$8,000
Professional				
Primary Care Physician (PCP)	\$20 copay		\$20 copay	\$25 copay
Specialist	\$20 copay		\$20 copay	\$50 copay
Preventive Care				
Baby	\$0 copay		\$0 copay	\$0 copay
Adult	\$0 copay		\$0 copay	\$0 copay
Eye Refraction & Hearing Test	\$0 copay		\$0 copay	\$0 copay
Hospital Services				
Inpatient	20% after deductible		20% after deductible	\$500 per admission after deductible
Outpatient	20% after deductible		20% after deductible	\$250 copay per procedure
Urgent Care	\$20 copay		\$20 copay	\$25 copay
Emergency Room	20% after deductible <i>Waived if admitted</i>		20% after deductible <i>Waived if admitted</i>	\$250 copay per procedure <i>Waived if admitted</i>
Lab & X-Ray				
Diagnostic lab	\$10 copay per encounter (after deductible)		\$10 copay per encounter (after deductible)	No Charge
X-Ray	\$10 copay per encounter (after deductible)		\$10 copay per encounter (after deductible)	No Charge
Advanced Imaging; CT, PET, MRI	20% coinsurance (after deductible), up to \$50 max per procedure		20% coinsurance (after deductible), up to \$50 max per procedure	\$100 copay after deductible
Durable Medical Equipment	20%		20%	30%
Maternity				
Office Visits	No Charge		No Charge	No Charge
Hospitalization	20% after deductible		20% after deductible	\$500 per admission after deductible
Mental Health & Chemical Dependency				
Inpatient	20% after deductible		20% after deductible	\$500 per admission after deductible
Outpatient	\$20 copay		\$20 copay	\$20 copay
Mental Health Group Outpatient	\$10 copay		\$10 copay	\$10 copay
Chemical Dependency Group Outpatient	\$5 copay		\$5 copay	\$10 copay
Telehealth				
Telephonic Visits	No Charge		No Charge	\$20 copay
Chiropractic				
Office Visits	Not Covered		Not Covered	\$25 copay 20 visits
Prescription Drug Benefits				
Deductible	Network n/a		Network n/a	Network n/a
Retail Supply Limit	<i>Retail up to a 30 day supply</i>		<i>Retail up to a 30 day supply</i>	<i>Retail up to a 30 day supply</i>
Tier 1: Generic	\$10		\$10	\$15
Tier 2: Brand	\$30		\$30	\$30
Tier 3: Typically Non-Preferred Brand	n/a		n/a	\$60
Tier 4: Specialty Drugs	20% up to \$150		20% up to \$150	20% up to \$250
RATES	CURRENT / RENEWAL		OPTION 1	OPTION 2
Employee Only	\$503.73	\$553.09	\$539.92	\$504.86
Employee + Spouse	\$1,153.54	\$1,266.57	\$1,236.42	\$1,156.13
Employee + Child(ren)	\$896.64	\$984.49	\$961.06	\$898.66
Family	\$1,571.64	\$1,725.63	\$1,684.56	\$1,575.18

Notes & Assumptions

Benefits which are blue are considered an increase in benefits. Benefits which are orange are considered a decrease in benefits

CCH Mail order prescription 2x copay 90-day supply

DISCLAIMER

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Dental PPO Plan Comparison & Cost Analysis

Carrier Name Plan Description	CURRENT / RENEWAL			OPTION 1		OPTION 2		OPTION 3	
	Ameritas			Self Funded Guardian		Fully Insured CCH/Delta Dental		Fully Insured Met Life	
	Network	Dental PPO	Non-Network	Network	Non-Network	Network	Non-Network	Network	Non-Network
Deductible									
Individual		\$25		\$25		\$50		\$25	
Family		\$75		\$75		\$150		\$75	
Calendar Year Maximum		\$2,000		\$2,000		\$2,000		\$2,000	
Diagnostic & Preventive	100%		100%	100%	100%	100%	100%	100%	100%
Office Visit		2 per calendar year		2 Per Calendar Year		2 Per Calendar Year		2 Per Calendar Year	
Teeth Cleaning (Prophylaxis)		Covered		Covered		Covered		Covered	
Preventive X-Rays		Covered		Covered		Covered		Covered	
Fluoride Treatment		Covered		Covered		Covered		Covered	
Basic Services									
Includes: Fillings (Restorations), Fillings (Composite), Root Canals, Oral Surgery, Endodontic Services, Periodontic Services	80%	Covered Covered	80%	80%	80%	90%	80%	80%	Covered 80%
Major Services									
Includes: Inlays, Onlays, Gold Fillings, Crowns, Prosthodontic Services, Full/Partial Dentures, Fixed Bridges, Implants	50%		50%	50%	50%	60%	50%	50%	50%
Orthodontia									
Eligibility		Adult & Children		Adult & Children		Adult & Children		Adult & Children	
Benefit Percentage		50%		50%		50%		50%	
Lifetime Maximum		\$1,000		\$1,000		\$1,500		\$1,000	
Usual & Customary	Negotiated Rate		90th Percentile	Negotiated Rate	90th Percentile	Negotiated Rate	90th Percentile	90th Percentile	90th Percentile
COST ANALYSIS		CURRENT / RENEWAL		OPTION 1		OPTION 2		OPTION 3	
COST ANALYSIS	CURRENT	RENEWAL	RECOMMENDED	OPTION 1	OPTION 2	OPTION 2	OPTION 2	OPTION 3	OPTION 3
FIXED COSTS	1/1/2021	1/1/2022	1/1/2022	1/1/2022	1/1/2022	1/1/2022	1/1/2022	1/1/2022	1/1/2022
Rate Guarantee	1 Year	1 Year	1 Year	2 Years	1 Year	1 Year	1 Year	1 Year	1 Year
Network Provider	Ameritas	Ameritas	Ameritas	Guardian	CCH (Delta Dental Program E)		INCLUDED IN RATES		INCLUDED IN RATES
Network Access	\$5.00	\$5.50	\$5.50	\$5.50	INCLUDED IN RATES		INCLUDED IN RATES		INCLUDED IN RATES
Total Projected Fixed Costs	\$15,960	\$17,556	\$17,556	\$17,556					\$0
PROJECTED PAID CLAIMS					FULLY INSURED		FULLY INSURED		
	Estimated Trend for the renewal was projected at 4.2%; the following projection incorporated experience from 9/30/2020 through 8/31/2021 plus trend.			Estimated Trend for the renewal was projected at 4.2%; the following projection incorporated experience from 9/30/2020 through 8/31/2021 plus trend.					
Projected Paid Claims (PPPM)	266	\$42.37	\$44.15	\$44.15	\$44.15				
Projected Paid Claims Annually		\$135,245	\$140,925	\$140,925	\$140,925				
Total Projected Paid Claims		\$135,245	\$140,925	\$140,925	\$140,925				
TOTAL PROJECTED COSTS									
Total Projected Fixed Costs		\$15,960	\$17,556	\$17,556	\$17,556				
Total Projected Paid Claims		\$135,245	\$140,925	\$140,925	\$140,925				
Total Projected Costs		\$151,205	\$158,481	\$158,481	\$158,481				
Comparison to Current Dollars			\$7,276	\$7,276	\$7,276				
Comparison to Current Percentage			4.8%	4.8%	4.8%	FULLY INSURED			
FULLY INSURED EQUIVALENT RATES		CURRENT	RENEWAL	RECOMMENDED	OPTION 1	OPTION 2		OPTION 3	
Monthly Rates									
Employee Only	182	\$36.66	\$36.25	\$36.66	\$36.25	\$30.35		\$32.27	
Employee + Spouse	28	\$73.00	\$73.07	\$73.00	\$73.07	\$48.56		\$64.27	
Employee + Children	25	\$58.38	\$57.77	\$58.38	\$57.72	\$60.70		\$69.63	
Family	31	\$101.82	\$100.67	\$101.82	\$100.67	\$84.98		\$108.55	
Total Projected Costs		\$160,287	\$158,481	\$160,287	\$158,481	\$132,423		\$153,342	
Comparison to Current Dollars			-\$1,806	\$0	-\$1,806	-\$27,864		-\$6,945	
Comparison to Current Percentage			-1.1%	0.0%	-1.1%	-17.4%		-4.3%	

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Vision Plan Comparison & Cost Analysis

Carrier Name Plan Type Vision Network	CURRENT / RENEWAL		OPTION 1		OPTION 2		OPTION 3	
	EyeMed VISION		Guardian VISION		CCH / MES VISION		Met Life / Superior Vision VISION	
	Network	Non-Network	Network	Non-Network	Network	Non-Network	Network	Non-Network
Annual Copayment								
Examination	\$0 copay	up to \$50 allowance	\$0 copay	up to \$39 allowance	\$10 copay		\$0 copay	
Materials (Lenses, Frames, or Contacts)	See schedule below		See schedule below		\$20 copay		\$25 copay	
Examinations								
Duration	Every 12 months		Every 12 months		Every 12 months		Every 12 months	
Benefit	\$0 copay	up to \$50 allowance	\$0 copay	up to \$39 allowance	\$0 copay	up to \$40 allowance	\$0 copay	up to \$45 allowance
Lenses								
Duration	Every 12 months		Every 12 months		Every 12 months		Every 12 months	
Single Vision	\$0 copay	up to \$50 allowance	\$0 copay	up to \$23 allowance	\$0 copay	up to \$30 allowance	\$0 copay	up to \$30 allowance
Bifocal Vision	\$0 copay	up to \$70 allowance	\$0 copay	up to \$37 allowance	\$0 copay	up to \$50 allowance	\$0 copay	up to \$50 allowance
Trifocal Vision	\$0 copay	up to \$90 allowance	\$0 copay	up to \$49 allowance	\$0 copay	up to \$65 allowance	\$0 copay	up to \$65 allowance
Lens Enhancements	Available at additional cost		Available at additional cost		Available at additional cost		Available at additional cost	
Discount Services	Available	Not Available	Available	Not Available	Available	Not Available	Available	Not Available
Contact Lenses in Lieu of Frames & Lenses								
Duration	Every 12 months		Every 12 months		Every 12 months		Every 12 months	
Benefit								
Medically Necessary	Paid In-Full	up to \$210	Paid In-Full	up to \$210	Paid In-Full	up to \$250	Paid In-Full	up to \$210
Cosmetic/Convenience	\$150 allowance; 15% off balance over \$150	up to \$150	up to \$150	up to \$100	up to \$150		up to \$150	up to \$105
Discount Services	Available	Not Available	Available	Not Available	Available	Not Available	Available	Not Available
Frames								
Duration	Every 24 months		Every 24 months		Every 24 months		Every 24 months	
Benefit	\$150 allowance; 20% off balance over \$150	up to \$113	up to \$150+20% off balance	up to \$46	up to \$150	up to \$75	up to \$150	up to \$70
Discount Services	Available	Not Available	Available	Not Available	Available	Not Available	Available	Not Available
COST ANALYSIS	EyeMed		Met Life Superior Vision		CCH (MES Plan 6)		CCH (MES Plan 6)	
Effective Date	1/1/2021	1/1/2022	1/1/2022		1/1/2022		1/1/2022	
Rate Guarantee	3 Years	3 Years	3 Years		2 Years		2 Years	
Broker Commission								
Rates:	CENSUS	CURRENT	RENEWAL	OPTION 1	OPTION 2	OPTION 3		
Employee Only	191	\$8.76	\$8.76	\$7.66	\$7.13	\$7.13		
Employee + Spouse	26	\$16.64	\$16.64	\$14.55	\$12.84	\$12.84		
Employee + Child(ren)	23	\$17.52	\$17.52	\$15.33	\$12.57	\$12.57		
Family	26	\$25.75	\$25.75	\$22.50	\$18.40	\$18.40		
PROJECTED MONTHLY TOTAL	266	\$3,178	\$3,178	\$2,779	\$2,463	\$2,463		
PROJECTED ANNUAL TOTAL		\$38,139	\$38,139	\$33,347	\$29,558	\$29,558		
Comparison To Current Annualized:								
Dollar		\$0		-\$4,792	-\$8,581	-\$8,581		
Percent		0.0%		-12.6%	-22.5%	-22.5%		
Comparison To Renewal Annualized:								
Dollar				-\$4,792	-\$8,581	-\$8,581		
Percent				-12.6%	-22.5%	-22.5%		

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Life and AD&D Plan Comparison & Cost Analysis

	CURRENT / RENEWAL	OPTION 1	OPTION 2
Carrier Name	UNUM	Guardian	Met Life
Plan Type	LIFE & AD&D	LIFE & AD&D	LIFE & AD&D
Benefit	1 x Annual Salary	1 x Annual Salary	1 x Annual Salary
Maximum Benefit	\$50,000	\$50,000	\$1,000,000
Guaranteed Issue	\$50,000	\$50,000	\$1,000,000
Minimum Benefit	\$50,000	\$50,000	\$10,000
Definition of Earnings	Basic annual earnings, excluding commissions, bonuses, overtime pay and other pay or fringe benefits.	Basic annual earnings, excluding commissions, bonuses, overtime pay and other pay or fringe benefits.	Basic annual earnings, excluding commissions, bonuses, overtime pay and other pay or fringe benefits.
Age Reduction Schedule	Benefits reduce to 65% at age 70 and 50% at age 75.	Benefits reduce to 65% at age 70 and 50% at age 75.	Benefits reduce to 65% at age 70 and 50% at age 75.
Actively at Work	Applies	Applies	Applies
Waiver of Premium	If you become disabled and are no longer able to work, your premium payments may be waived during this period of disability. Please see plan documents for additional information	If you become disabled and are no longer able to work, your premium payments may be waived during this period of disability. Please see plan documents for additional information	If you become disabled and are no longer able to work, your premium payments may be waived during this period of disability. Please see plan documents for additional information
Conversion/Portability	Yes	Yes	Yes
Accelerated Benefit - Life Benefit Insurance Only	Yes	Yes	Yes
Repatriation	N/A	N/A	N/A
Automobile Accident Benefit - AD&D Benefit Only	Seat Belt and Air Bag Benefit equals \$10,000 or 10% of the principal sum, whichever is less.	Seat Belt and Air Bag Benefit equals \$10,000 or 10% of the principal sum, whichever is less.	Seat Belt and Air Bag Benefit equals \$10,000 or 10% of the principal sum, whichever is less.
Exclusions	Special Note: Refer to policy for the complete policy exclusions.	Special Note: Refer to policy for the complete policy exclusions.	Special Note: Refer to policy for the complete policy exclusions.
COST ANALYSIS			
	UNUM	Met Life	Met Life
Contributory or Non-Contributory	Non-Contributory	Non-Contributory	Non-Contributory
Effective Date	1/1/2022	1/1/2022	1/1/2022
Rate Guarantee	2 Years	1 Year	1 Year
Volume	\$14,750,000	\$14,750,000	\$14,750,000
Rates per \$1,000 Volume:	CURRENT / RENEWAL	OPTION 1	OPTION 2
Life	\$0.115	\$0.108	\$0.108
AD&D	\$0.015	\$0.016	\$0.016
PROJECTED MONTHLY TOTAL	295	\$1,829.00	\$1,829.00
PROJECTED ANNUAL TOTAL	\$23,010	\$21,948	\$21,948
Comparison To Current Annualized:			
Dollar		-\$1,062	-\$1,062
Percent		-4.6%	-4.6%

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Employee Assistance Plan Comparison & Cost Analysis

Carrier Name Plan Type	CURRENT / RENEWAL UNUM EAP	OPTION 1 Guardian EAP
EMPLOYEE BENEFITS:		
Face-to-Face Clinical Assessment & Counseling	3 sessions per incident per household member annually	3 sessions per incident per household member annually
Provider Network	UNUM EAP	National Network of over 32,000 practitioners including PhDs, LCSWs, MFTs and CEAPs
Online Eligibility & Benefit Capabilities	Yes: www.unum.com/lifebalance	
Toll Free Number	Yes	
24-Hour Crisis Hot Line	Yes	Yes
24-Hour Internet Access	Yes	Yes
Legal Consultation Services	Yes - consultations for: Civil, consumer, personal & family law, financial matters, real estate, and more.	Yes; Attorneys in all 50 states available for half-hour consultations.
Financial Consultation Services	Yes - Budgeting, credit and financial guidance	Yes
Multilingual Interpreter Services	English, Spanish; Alternate language assistance available upon request	Yes
Work/Life Services - Child Care referral, Elder Care referrals, Concierge, etc.	Yes	Yes
COST ANALYSIS		
	UNUM	Guardian
Effective Date	1/1/2022	1/1/2022
Rate Guarantee	Included with UNUM Group Life Plan	Included with Group Life Plan

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Telemedicine Plan Comparison & Cost Analysis

		CURRENT / RENEWAL	
Carrier Name		Healthiest You	
Plan Type		Voluntary Telemedicine Plan	
Benefits			
Traditional Nurse Line		No	
Doctor by phone		Yes	
Doctor online		Yes	
Prescribe medication by phone		Yes	
Prescribe medication by online		Yes	
Appointment Availability		24/7/365	
Cost Analysis		Census	Healthiest You
Effective Date		1/1/2021	1/1/2022
Rate Guarantee		1 Year	1 Year
Rates:		<u>CURRENT</u>	<u>RENEWAL</u>
Employee Only	14	\$8.00	\$8.00
Employee + Spouse	3	\$8.00	\$8.00
Employee + Child(ren)	3	\$8.00	\$8.00
Family	8	\$8.00	\$8.00
PROJECTED MONTHLY TOTAL	28	\$224.00	\$224.00
PROJECTED ANNUAL TOTAL		\$2,688.00	\$2,688.00
Comparison To Current Annualized:			
Dollar			\$0.00
Percent			0.0%

Notes & Assumptions

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Carrier Financial Ratings

Each state's Department of Insurance (DOI) is charged with the responsibility to monitor and review the financial stability of all insurance companies operating within their state. In addition to the DOI, there are many agencies that also provide input regarding the financial stability of insurance companies, including A.M. Best, Standard & Poors, Moodys and Weiss Ratings.

By utilizing information provided by A.M. Best, Weiss Rating and the DOI, it is the goal of Heffernan Insurance Brokers (HIB) to avoid placing our clients with an insurance company of questionable financial or managerial integrity. A.M. Best evaluates insurance companies on the basis of general management and assigns one of nine ratings:

A++ and A+	Superior	C++ and C+	Fair
A and A-	Excellent	C and C-	Marginal
B++ and B+	Very Good	D	Below Minimum Standards
B and B-	Good	E	Under State Supervision
		F	In Liquidation

For the tracking of HMO companies and those companies who are not rated by A.M. Best, HIB uses Weiss Ratings. Weiss Ratings track the financial safety of over 1,700 U.S. health insurance companies, including over 700 HMOs and all Blue Cross Blue Shields plans. Weiss Ratings issue safety ratings based on their analysis' review of publicly available information, supplemented by data collected directly from the companies themselves.

It is the policy of HIB to discourage the use of insurance carriers whose A.M. Best ratings and Weiss ratings are less than B+. However, in the interest of providing our clients insurance consistent with your needs and requirements, sometimes this is unavoidable. If you are offered a company with lower than a B+ rating, HIB will only be able to use this carrier with approval from you, and will request you provide this authorization in writing.

Carriers Illustrated In This Report

CARRIER NAME	RATING	RATING COMPANY	DATE OF RATING
Ameritas	A	AM Best	04/02/20
CCHP Health Plan	N/A	Not Rated by AM Best	
EyeMed (Underwritten by Fidelity Security)	A	AM Best	01/07/21
Guardian	A++	AM Best	11/12/20
Kaiser Permanente	A+	Weiss Rating	12/31/19
Unum	A-	AM Best	05/27/20

Important Information & Disclosures

EXHIBIT A

DISCLAIMER

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- A. **ADMINISTRATIVE SUPPORT:** HEFFERNAN INSURANCE BROKERS (HEFFERNAN) MAY CONTRACT WITH A THIRD PARTY WHO WILL HAVE ACCESS TO PROTECTED HEALTH INFORMATION TO ACCOMPLISH ADMINISTRATIVE TASKS AND PROJECT WORK ON BEHALF OF THE CLIENT AND HEFFERNAN.
- B. **COMMISSIONS AND COMPENSATION.** THE INSURER, INTERMEDIARY BROKER, AND/OR VENDOR THAT UNDERWRITES YOUR POLICY GENERALLY PAYS OUR FIRM A SALES COMMISSION. FOR OUR EFFORTS, WE ARE COMPENSATED PRIMARILY BY STANDARD COMMISSIONS. STANDARD COMMISSIONS ARE BASED ON THE COMMISSION SCHEDULES DEVELOPED BY EACH INSURANCE COMPANY, INTERMEDIARY BROKER, AND/OR VENDOR AND CALCULATED AS A PERCENTAGE OF THE PREMIUM. THIS COMMISSION PERCENTAGE IS SET BY THE ABOVE, NOT BY US, AND IS INCLUDED AS PART OF THE INSURANCE PREMIUM YOU PAY.
- C. **INCENTIVE COMPENSATION.** WE MAY ALSO RECEIVE COMPENSATION THROUGH INCENTIVE OR PROFIT-SHARING ARRANGEMENTS WITH INSURANCE COMPANIES, INTERMEDIARY BROKERS, AND/OR VENDORS WITH WHICH WE PLACE BUSINESS. ELIGIBILITY FOR AND THE AMOUNT OF CONTINGENCY COMPENSATION IS BASED ON PRE-ESTABLISHED THRESHOLDS THAT CONSIDER THE OVERALL PROFITABILITY OF THE BUSINESS WE PLACE WITH THEM AND OTHER FACTORS. THIS INCENTIVE COMPENSATION IS NEVER TIED TO ANY INDIVIDUAL POLICYHOLDER, AND THERE IS NO MEANINGFUL METHOD TO DETERMINE IN ADVANCE THE IMPACT THAT ANY PARTICULAR POLICY HAS ON THESE PAYMENTS. IF IN A GIVEN YEAR OUR FIRM DOES NOT MEET THE PROFITABILITY THRESHOLDS OUTLINED ABOVE, WE ARE NOT ELIGIBLE FOR ANY INCENTIVE COMPENSATION.



Report to the Board of Directors

Agenda Item Number: E-6

Board of Directors Meeting for: October 14, 2021

Author: Jennifer Coronado

DATE: October 4, 2021

TO: Board of Directors

FROM: Jennifer Coronado, Victim Services Program Manager

SUBJECT: Unserved/Underserved (UV) Program

I. RECOMMENDATION:

Review and consider authorizing the Executive Director to submit the grant application to operate the Unserved/Underserved Victim Advocacy and Outreach (UV) Program from January 1, 2022 through December 31, 2022 including any extensions and/or amendments during the funding period.

II. SUMMARY:

The purpose of the UV Program is to increase access to the culturally appropriate victim services for unserved/underserved victims of crime. The target population for this grant is monolingual, Spanish-Speaking immigrants, those that identify as indigenous immigrants, and/or farm laborers.

III. DISCUSSION:

Cal OES is the sole funding source for the Unserved/Underserved Victim Advocacy and Outreach (UV) Program in Madera County. CAPMC-Victim Services will improve meeting the objectives of the direct services by targeting the unserved/underserved population through collaboration with agency's partners and community outreach. A minimum of one FTE for direct services is required solely for this program.

IV. FINANCING:

The total project costs are \$163,177 comprised of the following:

2019 VOCA: \$25,501

2020 VOCA: \$79,652

2021 VCGF: \$58,024



Grant Subaward Certification of Assurance of Compliance Information and Instructions

The Certification of Assurance of Compliance is a binding affirmation that Subrecipients will comply with the following regulations and restrictions:

- State and federal civil rights laws,
- Drug-Free Workplace,
- California Environmental Quality Act,
- Lobbying restrictions,
- Debarment and Suspension requirements,
- Proof of Authority documentation from the city council/governing board, and
- Federal grant fund requirements.

The Applicant is required to obtain written authorization by the governing body (e.g., County Board of Supervisors, City Council, or Governing Board) granting authority for the Subrecipient/Official Designee to enter into a Grant Subaward (and applicable Grant Subaward Amendments) with Cal OES (see Subrecipient Handbook (SRH) Section 1.005 and Section IV. of this form).

The Official Designee (see SRH Section 3.030) and the individual granting that authority (i.e., City/County Financial Officer, City/County Manager, or Governing Board Chair) must sign this form. For State agencies, only the Official Designee must sign this form.

Complete all sections of this form and then submit:

- As part of the Grant Subaward Application,
- With a Grant Subaward Amendment (Cal OES Form 2-213) if a new fund source is being added to the Grant Subaward, (applicable Certification of Assurance of Compliance would be needed), with a Grant Subaward Modification (Cal OES Form 2-223) if the Official Designee or Board Chair changes and the Resolution identifies them by name, and/or
- With a Grant Subaward Modification (Cal OES Form 2-223) if the federal program Special Conditions change after the approval of the Grant Subaward.



Grant Subaward Certification of Assurance of Compliance
Victims of Crime Act (VOCA) Victim Assistance Formula Grant Program

Grant Subaward #: _____

Subrecipient: _____

I, _____ (Official Designee; same person as Section 15 of the Grant Subaward Face Sheet) hereby certify that the above Subrecipient is responsible for reviewing the Subrecipient Handbook (SRH) and adhering to all of the Grant Subaward requirements (state and/or federal) as directed by Cal OES including, but not limited to, the following areas:

I. Federal Grant Funds – SRH Sections 14.005

Subrecipients expending \$750,000 or more in federal grant funds annually are required to secure a single audit pursuant to Office of Management & Budget (OMB) Uniform Guidance 2 Code of Federal Regulations (CFR) Part 200, Subpart F and are allowed to allocate federal funds for the audit costs.

- Subrecipient expends \$750,000 or more in federal funds annually.
- Subrecipient does not expend \$750,000 or more in federal funds annually

II. Equal Employment Opportunity – SRH Section 2.025

It is the public policy of the State of California to promote equal employment opportunity (EEO) by prohibiting discrimination or harassment in employment because of race, color, religion, religious creed (including religious dress and grooming practices), national origin, ancestry, citizenship, physical or mental disability, medical condition (including cancer and genetic characteristics), genetic information, marital status, sex (including pregnancy, childbirth, breastfeeding, or related medical conditions), gender, gender identity, gender expression, age, sexual orientation, veteran and/or military status, protected medical leaves (requested or approved for leave under the Family and Medical Leave Act or the California Family Rights Act), domestic violence victim status, political affiliation, and any other status protected by state or federal law.

Subrecipients certify that they will comply with all state and federal requirements regarding EEO, nondiscrimination, and civil rights.

EEO Officer: _____

Title: _____

Address: _____

Telephone Number: _____

Email Address: _____

III. Drug-Free Workplace Act of 1990 – SRH Section 2.030

The State of California requires that every person or organization receiving a Grant Subaward or contract shall certify it will provide a drug-free workplace.

IV. California Environmental Quality Act (CEQA) – SRH Section 2.035

The California Environmental Quality Act (CEQA) (Public Resources Code, Section 21000 et seq.) requires all Cal OES-funded Subrecipients to certify compliance with CEQA. Subrecipients must certify they have completed, and will maintain on file, the appropriate CEQA compliance documentation.

V. Lobbying – SRH Sections 2.040 and 4.105

Grant Subaward funds, property, and funded positions must not be used for any lobbying activities. This includes, but is not limited to, being paid by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal grant or cooperative agreement.

VI. Debarment and Suspension – SRH Section 2.045

Subrecipients receiving federal funds must certify that they will adhere to Federal Executive Order 12549, Debarment and Suspension. The Subrecipient certifies that neither the Subrecipient nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of federal benefits by a state or federal court, or voluntarily excluded from covered transactions by any federal department or agency.

The Subrecipient certifies that it will not make any Second-Tier Subaward, or enter into any contract greater than \$25,000, with parties that are debarred, suspended, or otherwise excluded or ineligible for participation in Federal programs or activities.

VII. Proof of Authority from City Council/Governing Board – SRH Section 1.055

Subrecipients accept responsibility for and must comply with the requirement to obtain a signed resolution from governing body (e.g., County Board of Supervisors, City Council, or Governing Board) granting authority for the Subrecipient/Official Designee (see Section 3.030) to enter into a Grant Subaward (and applicable Grant Subaward Amendments) with Cal OES. It is agreed that any liability arising out of the performance of this Grant Subaward, including civil court actions for damages, shall be the responsibility of the Subrecipient. The State of California and Cal OES disclaim responsibility of any such liability. Furthermore, it is also

agreed that Grant Subaward funds received from Cal OES shall not be used to supplant expenditures controlled by the governing board.

Subrecipients are required to obtain written authorization by the governing body (e.g., County Board of Supervisors, City Council, or Governing Board) granting authority for the Subrecipient/Official Designee (see Section 3.030) to enter into a Grant Subaward (and applicable Grant Subaward Amendments) with Cal OES. The Applicant is also required to maintain said written authorization on file and make readily available upon demand.

VIII. Civil Rights Compliance – SRH Section 2.020

The Subrecipient complies with all laws that prohibit excluding, denying or discriminating against any person based on actual or perceived race, color, national origin, disability, religion, age, sex, gender identity, and sexual orientation in both the delivery of services and employment practices and does not use federal financial assistance to engage in explicitly religious activities.

IX. Federal Victims of Crime Act (VOCA) Victim Assistance Formula Grant Program Special Conditions

1. Applicability of Part 200 Uniform Requirements

The Subrecipient must comply with the Uniform Administrative Requirements, Cost Principles, and Audit Requirements in 2 C.F.R. Part 200, as adopted and supplemented by DOJ in 2 C.F.R. Part 2800 (together, the "Part 200 Uniform Requirements") apply to this award from OJP.

The Part 200 Uniform Requirements were first adopted by DOJ on December 26, 2014. If this award supplements funds previously awarded by OJP under the same award number (e.g., funds awarded during or before December 2014), the Part 200 Uniform Requirements apply with respect to all funds under that award number (regardless of the award date, and regardless of whether derived from the initial award or a supplemental award) that are obligated on or after the acceptance date of this award.

For more information and resources on the Part 200 Uniform Requirements as they relate to OJP awards and Subawards ("Subgrants"), see the OJP website at <https://ojp.gov/funding/Part200UniformRequirements.htm>.

Record retention and access: Records pertinent to the award that the Subrecipient must retain -- typically for a period of 3 years from the date of submission of the final expenditure report (SF 425), unless a different retention period applies -- and to which the Subrecipient must provide access, include performance measurement information, in addition to

the financial records, supporting documents, statistical records, and other pertinent records indicated at 2 C.F.R. 200.333.

In the event that an award-related question arises from documents or other materials prepared or distributed by OJP that may appear to conflict with, or differ in some way from, the provisions of the Part 200 Uniform Requirements, the Subrecipient is to contact OJP promptly for clarification.

2. Compliance with DOJ Grants Financial Guide

The Subrecipient must to comply with the DOJ Grants Financial Guide. References to the DOJ Grants Financial Guide are to the DOJ Grants Financial Guide as posted on the OJP website (currently, the "DOJ Grants Financial Guide" available at <https://ojp.gov/financialguide/DOJ/index.htm>), including any updated version that may be posted during the period of performance.

3. Requirements Pertaining to Prohibited Conduct Related to Trafficking in Persons (including reporting requirements and OJP authority to terminate award)

The Subrecipient must comply with all applicable requirements (including requirements to report allegations) pertaining to prohibited conduct related to the trafficking of persons, whether on the part of Subrecipients, Subrecipients ("Subgrantees"), or individuals defined (for purposes of this condition) as "employees" of the Subrecipient or of any Subrecipient.

The details of the Subrecipient's obligations related to prohibited conduct related to trafficking in persons are posted on the OJP web site at <https://ojp.gov/funding/Explore/ProhibitedConduct-Trafficking.htm> (Award condition: Prohibited conduct by Subrecipients and Subrecipients related to trafficking in persons (including reporting requirements and OJP authority to terminate award)), and are incorporated by reference here.

4. Requirements related to System for Award Management and Universal Identifier Requirements

The Subrecipient must comply with applicable requirements regarding the System for Award Management (SAM), currently accessible at <https://www.sam.gov/>. This includes applicable requirements regarding registration with SAM, as well as maintaining the currency of information in SAM.

The Subrecipient also must comply with applicable restrictions on Second-Tier Subawards, including restrictions on subawards to entities that do not acquire and provide (to the Subrecipient) the unique entity

identifier required for SAM registration.

The details of the Subrecipient's obligations related to SAM and to unique entity identifiers are posted on the OJP web site at <https://ojp.gov/funding/Explore/SAM.htm> (Award condition: System for Award Management (SAM) and Universal Identifier Requirements), and are incorporated by reference here.

This condition does not apply to an award to an individual who received the award as a natural person (i.e., unrelated to any business or non-profit organization that he or she may own or operate in his or her name).

5. Compliance with Applicable Rules Regarding Approval, Planning, and Reporting of Conferences, Meetings, Trainings, and Other Events

The Subrecipient must comply with all applicable laws, regulations, policies, and official DOJ guidance (including specific cost limits, prior approval and reporting requirements, where applicable) governing the use of federal funds for expenses related to conferences (as that term is defined by DOJ), including the provision of food and/or beverages at such conferences, and costs of attendance at such conferences.

Information on the pertinent DOJ definition of conferences and the rules applicable to this award appears in the DOJ Grants Financial Guide (currently, as section 3.10 of "Postaward Requirements" in the "DOJ Grants Financial Guide").

6. Compliance with General Appropriations-Law Restrictions on the Use of Federal Funds

The Subrecipient must comply with all applicable restrictions on the use of federal funds set out in federal appropriations statutes.

Pertinent restrictions, including from various "general provisions" in the Consolidated Appropriations Act, 2018, are set out at <https://ojp.gov/funding/Explore/FY18AppropriationsRestrictions.htm>, and are incorporated by reference here.

Pertinent restrictions, including from various "general provisions" in the Consolidated Appropriations Act, 2019, are set out at <https://ojp.gov/funding/Explore/FY19AppropriationsRestrictions.htm>, and are incorporated by reference here.

Pertinent restrictions, including from various "general provisions" in the Consolidated Appropriations Act, 2020, are set out at <https://ojp.gov/funding/Explore/FY20AppropriationsRestrictions.htm>, and are incorporated by reference here.

Should a question arise as to whether a particular use of federal funds by a Subrecipient would or might fall within the scope of an appropriations-law restriction, the Subrecipient is to contact OJP for guidance, and may not proceed without the express prior written approval of OJP.

7. Reporting Potential Fraud, Waste, & Abuse

The Subrecipient must promptly refer to DOJ Office of the Inspector General (OIG) any credible evidence that a principal, employee, agent, Subrecipient, contractor, subcontractor, or other person has, in connection with funds under this award -- (1) submitted a claim that violates the False Claims Act; or (2) committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct.

Potential fraud, waste, abuse, or misconduct involving or relating to funds under this award should be reported to the OIG by--(1) online submission accessible via the OIG webpage at <https://oig.justice.gov/hotline/contact-grants.htm> (select "Submit Report Online"); (2) mail directed to: Office of the Inspector General, U.S. Department of Justice, Investigations Division, 1425 New York Avenue, N.W. Suite 7100, Washington, DC 20530; and/or (3) by facsimile directed to the DOJ OIG Fraud Detection Office (Attn: Grantee Reporting) at (202) 616-9881 (fax).

Additional information is available from the DOJ OIG website at <https://oig.justice.gov/hotline>.

8. Restrictions and Certifications Regarding Non-Disclosure Agreements and Related Matters

No Subrecipient under this award, or entity that receives a procurement contract or subcontract with any funds under this award, may require any employee or contractor to sign an internal confidentiality agreement or statement that prohibits or otherwise restricts, or purports to prohibit or restrict, the reporting (in accordance with law) of waste, fraud, or abuse to an investigative or law enforcement representative of a federal department or agency authorized to receive such information.

The foregoing is not intended, and shall not be understood by the agency making this award, to contravene requirements applicable to Standard Form 312 (which relates to classified information), Form 4414 (which relates to sensitive compartmented information), or any other form issued by a federal department or agency governing the nondisclosure of classified information.

a. In accepting this award, the Subrecipient:

- Represents that it neither requires nor has required internal confidentiality agreements or statements from employees or

contractors that currently prohibit or otherwise currently restrict (or purport to prohibit or restrict) employees or contractors from reporting waste, fraud, or abuse as described above; and

- Certifies that, if it learns or is notified that it is or has been requiring its employees or contractors to execute agreements or statements that prohibit or otherwise restrict (or purport to prohibit or restrict), reporting of waste, fraud, or abuse as described above, it will immediately stop any further obligations of award funds, will provide prompt written notification to the federal agency making this award, and will resume (or permit resumption of) such obligations only if expressly authorized to do so by that agency.
- b. If the Subrecipient does or is authorized under this award to make Subawards, procurement contracts, or both:
- It represents that (1) it has determined that no other entity that the Subrecipient's application proposes may or will receive award funds (whether through a Subaward, procurement contract, or subcontract under a procurement contract) either requires or has required internal confidentiality agreements or statements from employees or contractors that currently prohibit or otherwise currently restrict (or purport to prohibit or restrict) employees or contractors from reporting waste, fraud, or abuse as described above; and (2) it has made appropriate inquiry, or otherwise has an adequate factual basis, to support this representation; and
 - It certifies that, if it learns or is notified that any Subrecipient, contractor, or subcontractor entity that receives funds under this award is or has been requiring its employees or contractors to execute agreements or statements that prohibit or otherwise restrict (or purport to prohibit or restrict), reporting of waste, fraud, or abuse as described above, it will immediately stop any further obligations of award funds to or by that entity, will provide prompt written notification to the federal agency making this award, and will resume (or permit resumption of) such obligations only if expressly authorized to do so by that agency.

9. Encouragement of Policies to Ban Text Messaging while Driving

Pursuant to Executive Order 13513, "Federal Leadership on Reducing Text Messaging While Driving," 74 Fed. Reg. 51225 (October 1, 2009), the Subrecipient understands that DOJ encourages Subrecipients to adopt

and enforce policies banning employees from text messaging while driving any vehicle during the course of performing work funded by this award, and to establish workplace safety policies and conduct education, awareness, and other outreach to decrease crashes caused by distracted drivers.

10. OJP Training Guiding Principles

Any training or training materials that the Subrecipient develops or delivers with OJP award funds must adhere to the OJP Training Guiding Principles for Grantees and Subgrantees, available at <https://ojp.gov/funding/Implement/TrainingPrinciplesForGrantees-Subgrantees.htm>.

11. Requirement to report actual or imminent breach of personally identifiable information (PII)

The Subrecipient must have written procedures in place to respond in the event of an actual or imminent "breach" (OMB M-17-12) if it – (1) creates, collects, uses, processes, stores, maintains, disseminates, discloses, or disposes of "personally identifiable information (PII)" (2 CFR 200.79) within the scope of an OJP grant-funded program or activity, or (2) uses or operates a "Federal information system" (OMB Circular A-130). The Subrecipient's breach procedures must include a requirement to report actual or imminent breach of PII to an OJP Program Manager no later than 24 hours after an occurrence of an actual breach, or the detection of an imminent breach.

12. Specific post-award approval required to use a noncompetitive approach in any procurement contract that would exceed \$150,000 (for 2018 federal award) or \$250,000 (for 2019 & 2020 federal awards)

The Subrecipient must comply with all applicable requirements to obtain specific advance approval to use a noncompetitive approach in any procurement contract that would exceed the Simplified Acquisition Threshold (\$150,000 [for 2018 federal award] currently, \$250,000 [for 2019 & 2020 federal awards]). This condition applies to agreements that -- for purposes of federal grants administrative requirements -- OJP considers a procurement "contract" (and therefore does not consider a Subaward).

The details of the requirement for advance approval to use a noncompetitive approach in a procurement contract under an OJP award are posted on the OJP web site at <https://ojp.gov/funding/Explore/NoncompetitiveProcurement.htm> (Specific post-award approval required to use a noncompetitive approach in a procurement contract (if contract would exceed \$150,000 [for 2018 federal award] and exceed \$250,000 [for 2019 & 2020 federal

award]), and are incorporated by reference here.

13. Requirement for Data on Performance and Effectiveness Under the Award

The Subrecipient must collect and maintain data that measure the performance and effectiveness of activities under this award. The data must be provided to OJP in the manner (including within the timeframes) specified by OJP in the program solicitation or other applicable written guidance. Data collection supports compliance with the Government Performance and Results Act (GPRA) and the GPRA Modernization Act, and other applicable laws.

14. Compliance with 41 U.S.C. 4712 (including prohibitions on reprisal; notice to employees)

The Subrecipient must comply with, and is subject to, all applicable provisions of 41 U.S.C. 4712, including all applicable provisions that prohibit, under specified circumstances, discrimination against an employee as reprisal for the employee's disclosure of information related to gross mismanagement of a federal grant, a gross waste of federal funds, an abuse of authority relating to a federal grant, a substantial and specific danger to public health or safety, or a violation of law, rule, or regulation related to a federal grant.

The Subrecipient also must inform its employees, in writing (and in the predominant native language of the workforce), of employee rights and remedies under 41 U.S.C. 4712.

Should a question arise as to the applicability of the provisions of 41 U.S.C. 4712 to this award, the Subrecipient is to contact the DOJ awarding agency (OJP or OVW, as appropriate) for guidance.

15. VOCA Requirements

The Subrecipient must comply with the conditions of the Victims of Crime Act (VOCA) of 1984, sections 1404(a)(2), and 1404(b)(1) and (2), 34 U.S.C. 20103(a)(2) and (b)(1) and (2) (and the applicable program guidelines and regulations), as required.

16. Demographic Data

The Subrecipient must collect and maintain information on race, sex, national origin, age, and disability of victims receiving assistance, where such information is voluntarily furnished by the victim.

17. Performance Reports

The Subrecipient must submit quarterly performance reports on the performance metrics identified by OVC, and in the manner required by OVC. This information on the activities supported by the award funding will assist in assessing the effects that VOCA Victim Assistance funds have had on services to crime victims within the jurisdiction.

18. Access to Records

The Subrecipient must authorize the Office for Victims of Crime (OVC) and/or the Office of the Chief Financial Officer (OCFO), and its representatives, access to and the right to examine all records, books, paper, or documents related to the VOCA grant.

19. All Subawards ("Subgrants") must have specific federal authorization

The Subrecipient must comply with all applicable requirements for authorization of any Subaward. This condition applies to agreements that -- for purposes of federal grants administrative requirements -- OJP considers a "Subaward" (and therefore does not consider a procurement "contract").

The details of the requirement for authorization of any Subaward are posted on the OJP web site at <https://ojp.gov/funding/Explore/SubawardAuthorization.htm> (Award condition: All Subawards ("Subgrants") must have specific federal authorization), and are incorporated by reference here.

20. Unreasonable restrictions on competition under the award; association with federal government

This condition applies with respect to any procurement of property or services that is funded (in whole or in part) by this award regardless of the dollar amount of the purchase or acquisition, the method of procurement, or the nature of any legal instrument used.

a. No discrimination, in procurement transactions, against associates of the federal government

Consistent with the (DOJ) Part 200 Uniform Requirements -- including as set out at 2 C.F.R. 200.300 (requiring awards to be "manage[d] and administer[ed] in a manner so as to ensure that Federal funding is expended and associated programs are implemented in full accordance with U.S. statutory and public policy requirements") and 200.319(a) (generally requiring "[a]ll procurement transactions [to] be conducted in a manner providing full and open competition" and forbidding practices "restrictive of competition," such as "[p]lacing unreasonable

requirements on firms in order for them to qualify to do business" and taking "[a]ny arbitrary action in the procurement process") -- no Subrecipient may (in any procurement transaction) discriminate against any person or entity on the basis of such person or entity's status as an "associate of the federal government" (or on the basis of such person or entity's status as a parent, affiliate, or subsidiary of such an associate), except as expressly set out in 2 C.F.R. 200.319(a) or as specifically authorized by USDOJ.

b. Monitoring

The Subrecipient's monitoring responsibilities include monitoring of compliance with this condition.

c. Allowable costs

To the extent that such costs are not reimbursed under any other federal program, award funds may be obligated for the reasonable, necessary, and allocable costs (if any) of actions designed to ensure compliance with this condition.

d. Rules of construction

- 1) The term "associate of the federal government" means any person or entity engaged or employed (in the past or at present) by or on behalf of the federal government -- as an employee, contractor or subcontractor, grant Subrecipient or Subrecipient, agent, or otherwise -- in undertaking any work, project, or activity for or on behalf of (or in providing goods or services to or on behalf of) the federal government, and includes any applicant for such employment or engagement, and any person or entity committed by legal instrument to undertake any such work, project, or activity (or to provide such goods or services) in future.
- 2) Nothing in this condition shall be understood to authorize or require any Subrecipient or any person or other entity, to violate any federal law, including any applicable civil rights or nondiscrimination law.

21. Determination of suitability to interact with participating minors

This condition applies to this award if it is indicated -- in the application for the award (as approved by DOJ, the DOJ funding announcement (solicitation), or an associated federal statute -- that a purpose of some or all of the activities to be carried out under the award is to benefit a set of individuals under 18 years of age.

The Subrecipient must make determinations of suitability before certain individuals may interact with participating minors. This requirement applies regardless of an individual's employment status.

The details of this requirement are posted on the OJP web site at <https://ojp.gov/funding/Explore/Interact-Minors.htm> (Award condition: Determination of suitability required, in advance, for certain individuals who may interact with participating minors), and are incorporated by reference here.

22. Compliance with DOJ regulations pertaining to civil rights and nondiscrimination – 28 C.F.R. Part 42

The Subrecipient must comply with all applicable requirements of 28 C.F.R. Part 42, specifically including any applicable requirements in Subpart E of 28 C.F.R. Part 42 that relate to an equal employment opportunity program.

23. Compliance with DOJ regulations pertaining to civil rights and nondiscrimination - 28 C.F.R. Part 54

The Subrecipient must comply with all applicable requirements of 28

C.F.R. Part 54, which relates to nondiscrimination on the basis of sex in certain "education programs."

24. Compliance with DOJ regulations pertaining to civil rights and nondiscrimination - 28 C.F.R. Part 38

The Subrecipient must comply with all applicable requirements of 28

C.F.R. Part 38 (as may be applicable from time to time), specifically including any applicable requirements regarding written notice to program beneficiaries and prospective program beneficiaries.

Currently, among other things, 28 C.F.R. Part 38 includes rules that prohibit specific forms of discrimination on the basis of religion, a religious belief, a refusal to hold a religious belief, or refusal to attend or participate in a religious practice. Part 38, currently, also sets out rules and requirements that pertain to

Subrecipient organizations that engage in or conduct explicitly religious activities, as well as rules and requirements that pertain to Subrecipients and Subrecipients that are faith-based or religious organizations.

The text of 28 C.F.R. Part 38 is available via the Electronic Code of Federal Regulations (currently accessible at <https://www.ecfr.gov/cgi->

bin/ECFR?page=browse), by browsing to Title 28-Judicial Administration, Chapter 1, Part 38, under e-CFR "current" data.

25. Restrictions on "Lobbying"

In general, as a matter of federal law, federal funds awarded by OJP may not be used by the Subrecipient, either directly or indirectly, to support or oppose the enactment, repeal, modification, or adoption of any law, regulation, or policy, at any level of government. See 18 U.S.C. 1913. (There may be exceptions if an applicable federal statute specifically authorizes certain activities that otherwise would be barred by law.)

Another federal law generally prohibits federal funds awarded by OJP from being used by the Subrecipient to pay any person to influence (or attempt to influence) a federal agency, a Member of Congress, or Congress (or an official or employee of any of them) with respect to the awarding of a federal grant or cooperative agreement, Subgrant, contract, subcontract, or loan, or with respect to actions such as renewing, extending, or modifying any such award. See 31 U.S.C. 1352. Certain exceptions to this law apply, including an exception that applies to Indian tribes and tribal organizations.

Should any question arise as to whether a particular use of federal funds by a Subrecipient would or might fall within the scope of these prohibitions, the Subrecipient is to contact OJP for guidance, and may not proceed without the express prior written approval of OJP.

26. Subgrant Award Report (SAR)

The Subrecipient must submit a SAR to OVC for each Subrecipient of the VOCA victim assistance funds, within ninety (90) days of awarding funds to the Subrecipient. Subrecipients must submit this information through the automated system.

27. Effect of Failure to Address Audit Issues

The Subrecipient understands and agrees that the DOJ awarding agency (OJP or OVW, as appropriate) may withhold award funds, or may impose other related requirements, if (as determined by the DOJ awarding agency) the Subrecipient does not satisfactorily and promptly address outstanding issues from audits required by the Part 200 Uniform Requirements (or by the terms of this Grant Subaward), or other outstanding issues that arise in connection with audits, investigations, or reviews of DOJ awards.

28. Additional DOJ Awarding Agency Requirements (2018, 2019, & 2020)

The Subrecipient agrees to comply with any additional requirements that may be imposed by the DOJ awarding agency (OJP or OVW, as appropriate) during the period of performance for this award, if the Subrecipient is designated as "high- risk" for purposes of the DOJ high-risk grantee list.

29. Hiring Documents

The Subrecipient must keep, maintain, and preserve all documentation (such as Form I-9s or equivalents) regarding the eligibility of employees hired using the fund.

All appropriate documentation must be maintained on file by the Subrecipient and available for Cal OES or public scrutiny upon request. Failure to comply with these requirements may result in suspension of payments under the grant or termination of the grant or both and the Subrecipient may be ineligible for Subaward of any future grants if the Cal OES determines that any of the following has occurred: (1) the Subrecipient has made false certification, or (2) violates the certification by failing to carry out the requirements as noted above.

CERTIFICATION	
<p>I, the official named below, am the same individual authorized to sign the Grant Subaward [Section 15 on Grant Subaward Face Sheet], and hereby swear that I am duly authorized legally to bind the contractor or grant Subrecipient to the above described certification. I am fully aware that this certification, executed on the date and in the county below, is made under penalty of perjury under the laws of the State of California.</p>	
Official Designee's Signature: _____	
Official Designee's Typed Name: _____	
Official Designee's Title: _____	
Date Executed: _____	
Federal Employer ID #: _____ Federal DUNS #: _____	
Current System for Award Management (SAM) Expiration Date: _____	
Executed in the City/County of: _____	
AUTHORIZED BY:	
City Financial Officer	County Financial Officer
City Manager	County Manager
Governing Board Chair	
Signature: _____	
Typed Name: _____	
Title: _____	



Grant Subaward Budget Pages
Multiple Fund Sources

Subrecipient: Community Action Partnership of Madera County, Inc.			Grant Subaward #: UV21 06 1245			
A. Personnel Costs - Line-item description and calculation	19 VOCA	19 VOCA Match	20 VOCA	20 VOCA Match	21VCGF	Total Amount Allocated
<p>Victim Services Program Manager FTE 20% The Victim Services Program Manager is responsible for the daily project operations and supervises the program staff. The manager assures compliance with requirements and ensures daily operations are meeting standards, and assists with direct client service.</p> <p>Salary (\$6,132.53 x 12 MOS = \$73,590.36 x 20% = \$14,718.07)</p> <p>50% Funded by 19VOCA (01/01/22-06/30/22): \$7,359</p> <p>50% Funded by 20VOCA (07/01/22-12/31/22): \$7,359</p> <p>Benefits (\$14,718.07 x 17.1755% benefit rate = \$2,527.90)</p> <p>50% Funded by 19VOCA (01/01/22-06/30/22): \$1,264</p> <p>50% Funded by 20VOCA (07/01/22-12/31/22): \$1,264</p>						<p>\$14,718</p> <p>\$2,528</p>
<p>Admin Aide-FTE 15% The Administrative Aide assists the program manager and provides secretarial back up to the staff. Screens correspondence, scheduling, and compiles data from statistical reports.</p> <p>Salary (\$3,589 x 12 MOS = \$43,068 x 15% = \$6,460.20)</p> <p>50% Funded by 19VOCA (01/01/22-06/30/22): \$3,230</p> <p>50% Funded by 20VOCA (07/01/22-12/31/22): \$3,230</p> <p>Benefits (\$6,460.20 x 29.057% benefit rate = \$1,877.14)</p> <p>50% Funded by 19VOCA (01/01/22-06/30/22): \$939</p> <p>50% Funded by 20VOCA (07/01/22-12/31/22): \$938</p>						<p>\$6,460</p> <p>\$1,877</p>



Grant Subaward Budget Pages
Multiple Fund Sources

Subrecipient: Community Action Partnership of Madera County, Inc.			Grant Subaward #: UV21 06 1245			
A. Personnel Costs - Line-item description and calculation	19 VOCA	19 VOCA Match	20 VOCA	20 VOCA Match	21VCGF	Total Amount Allocated
Victim Services Coordinator FTE 10% Oversees operation of daily activities including collecting data, enforcing program policies, and supervising staff. Salary (\$5,555 x 12 MOS = \$66,660 x 10% = \$6,666) 50% Funded by 19VOCA (01/01/22-06/30/22): 50% Funded by 20VOCA (07/01/22-12/31/22): Benefits (\$6,666.00 x 23.134% benefit rate = \$1,542.11) 50% Funded by 19VOCA (01/01/22-06/30/22): 50% Funded by 20VOCA (07/01/22-12/31/22):	\$3,333		\$3,333			\$6,666
Advocate III-FTE 100% The Advocate provides direct services to clients including crisis intervention, counseling, advocacy, accompaniment, information and referrals, and community education. The Advocate maintains records of service delivery. Salary (\$3,992.50 x 12 MOS = \$47,910 x 100% = \$47,910) 100% Funded by 20VOCA (10/01/21-09/30/22): Benefits (\$47,908.84 x 27.6928% benefit rate = \$13,267.30) 50% Funded by 19VOCA (01/01/22-06/30/22): 50% Funded by 20VOCA (07/01/22-12/31/22):	\$6,634		\$6,634			\$13,268
Personnel Costs Fund Source Totals	\$23,530		\$71,439			\$94,969
PERSONNEL COSTS CATEGORY TOTAL						\$94,969



Grant Subaward Budget Pages
Multiple Fund Sources

Subrecipient: Community Action Partnership of Madera County, Inc.			Grant Subaward #: UV21 06 1245			
B. Operating Costs - Line-item description and calculation	19 VOCA	19 VOCA Match	20 VOCA	20 VOCA Match	21VCGF	Total Amount Allocated
<p>Office Supplies Supplies necessary for operation of program. Pens, paper, printer cartridges and other as needed for client meeting and services. \$353.33/mo x 12mo = \$4,239.96 31.132% Funded by 20VOCA (01/01/22-04/30/22): \$1,319.99 68.868% Funded by 21VCGF (05/01/22-12/31/22): \$2,920.00</p>			\$1,320		\$2,920	\$4,240
<p>Data Processing Supplies Desktop supplies, copy machine toner needed, and other supplies need to process client information and to provide client services. \$567/mo x 12mo = \$6,804.00 26.455% Funded by 19VOCA (01/01/22-03/31/22): \$1,799.99 73.545% Funded by 21VCGF (04/01/22-12/31/22): \$5,004.00</p>	\$1,800				\$5,004	\$6,804
<p>Program Supplies Supplies to provide support for outreach and resource materials to support program such as portable files from victims to carry U-Visa documents and restraining orders. Brochures that list services and how to access them, banners, clipboards, and "Know Your Rights" cards in Spanish etc. \$526.58/mo x 12mo = \$6,318.96 21.950% Funded by 20VOCA (01/01/22-03/31/21): \$1,387.02 78.050% Funded by 21VCGF (04/01/22-12/31/21): \$4,931.98</p>			\$1,387		\$4,932	\$6,319



Grant Subaward Budget Pages
Multiple Fund Sources

Subrecipient: Community Action Partnership of Madera County, Inc.			Grant Subaward #: UV21 06 1245			
B. Operating Costs - Line-item description and calculation	19 VOCA	19 VOCA Match	20 VOCA	20 VOCA Match	21VCGF	Total Amount Allocated
Custodial Supplies Supplies/maintenance for cleaning. \$30/mo x 12mo			\$70		\$290	\$360
Postage Postage for mailings for victims. \$100/mo x 12mo			\$255		\$945	\$1,200
Equipment Rental Rental of postage meter - Meters are required to be rented and may not be purchased. \$40/Qtr x 4 Qtrs = \$160 Dispenser rental \$20/mo x 12mo = \$240 Copy machine use per month \$30/mo x 12 mo = \$360					\$760	\$760
Equipment Maintenance Photo copier, maintenance based on number of copies made \$15/mo x 12 mo.			\$90		\$90	\$180
Advertising & Promotion Advertising for staff recruitment, for direct services, billboards, and outreach to make victims aware of available services. 2.125% Funded by 19VOCA: \$158.95 97.874% Funded by 20VOCA: \$7,320.98			\$159		\$7,321	\$7,480



Grant Subaward Budget Pages
Multiple Fund Sources

Subrecipient: Community Action Partnership of Madera County, Inc.			Grant Subaward #: UV21 06 1245			
B. Operating Costs - Line-item description and calculation	19 VOCA	19 VOCA Match	20 VOCA	20 VOCA Match	21VCGF	Total Amount Allocated
<p>Telephone Telephone, Bandwidth, MPLS, and fax services for direct staff \$24,000 x10% = \$2,400 Comcast Internet for Yosemite Office \$100/mo x 12mo = \$1,200 Verizon - Cell phone for staff \$100/mo x 12 mo = \$1,200</p> <p>Rent Office space for program-assigned staff and for use when working with victims, including office and common areas of reception, conference rooms, restrooms, and hallways. See justification letter for details. Yosemite St. location is 3,264 Sqft. In total. Rent = \$3,394.51/mo x 12 = \$40,734.12. UV share is as follows: Direct Staff: 1.45 FTE x 125 Sqft. x 1.04/Sqft. x 12mo = \$2,262.00 Common Area: 1,554 Sqft. x 8.5849% for UV = 133.41 Sqft. x 1.04/Sqft. X 12mo = \$1,664.96</p> <p>Utilities Utilities including water, sewer, disposal, natural gas, and electricity at office for Advocates and Coordinator, Admin Aide, and Program Manager. \$100/mo x 12mo</p>			\$4,800			\$4,800
					\$2,262	\$2,262
					\$1,665	\$1,665
					\$1,200	\$1,200



Grant Subaward Budget Pages
Multiple Fund Sources

Subrecipient: Community Action Partnership of Madera County, Inc.			Grant Subaward #: UV21 06 1245			
B. Operating Costs - Line-item description and calculation	19 VOCA	19 VOCA Match	20 VOCA	20 VOCA Match	21VCGF	Total Amount Allocated
<p>Building Maintenance Maintenance and janitorial services to maintain safe and sanitary working conditions for clients and staff. \$117 x 12mo.</p>					\$1,404	\$1,404
<p>Burglar and Fire Alarm Alarm services for building. \$10/mo x 12mo 50% Funded by 19VOCA (01/01/22-06/30/22): \$60.00 50% Funded by 20VOCA (07/01/22-12/31/22): \$60.00</p>			\$60		\$60	\$120
<p>Property Insurance Building insurance excluding liability insurance. \$12/mo x 12mo. 50% Funded by 19VOCA (01/01/22-06/30/22): \$72.00 50% Funded by 20VOCA (07/01/22-12/31/22): \$72.00</p>			\$72		\$72	\$144
<p>Consultants Interpreter Services for clients and Cultural Competency Training for staff and volunteers.</p>					\$9,999	\$9,999
<p>Custodial Services Cleaning services. \$45/mo x 12mo</p>					\$540	\$540



Grant Subaward Budget Pages
Multiple Fund Sources

Subrecipient: Community Action Partnership of Madera County, Inc.			Grant Subaward #: UV21 06 1245			
B. Operating Costs - Line-item description and calculation	19 VOCA	19 VOCA Match	20 VOCA	20 VOCA Match	21VCGF	Total Amount Allocated
Gas & Oil Fuel for vehicles. \$41.67/mo x 12mo = \$500.04 34.2% Funded by 19VOCA (01/01/22-04/30/22): \$171.01 65.8% Funded by 21VCGF (05/01/22-12/31/22): \$329.03	\$171				\$329	\$500
Vehicle Insurance \$250/mo x 12mo					\$3,000	\$3,000
Vehicle Repair & Maintenance Provide for maintenance of vehicle used to transport clients for court accompaniment, crisis intervention and other mandated services due to transportation being a barrier for the population. \$100/mo X 12mo.					\$1,200	\$1,200
Insurance & Bonding Blanket Fidelity Bond required by CAL OES = \$240 Annually Liability Insurance - \$5/mo x 12mo = \$60					\$240 \$60	\$240 \$60
Fees & Licenses Retirement Plan Administration = \$35 Fingerprinting = \$85					\$35 \$85	\$35 \$85



Grant Subaward Budget Pages
Multiple Fund Sources

Subrecipient: Community Action Partnership of Madera County, Inc.			Grant Subaward #: UV21 06 1245			
B. Operating Costs - Line-item description and calculation	19 VOCA	19 VOCA Match	20 VOCA	20 VOCA Match	21VCGF	Total Amount Allocated
<p>Indirect Cost Indirect Cost: 9.1% of direct project cost (\$149,566) based on cognizant agency - Dept. of Health and Human Services, total direct cost excluding equipment and donated services. $\\$149,566 \times .091 = \\$13,610.51$</p> <p>Indirect cost covers personal services, fringe benefits of Administrative, Accounting, and Human Resources staff. It also covers indirect administrative operating expenses such as rent, telephone, audit, supplies, etc. associated with the administrative and indirect staff. Indirect cost rate agreement is provided.</p>					\$13,611	\$13,611
Operating Costs Fund Source Totals	\$1,971		\$8,213		\$58,024	\$68,208
OPERATING COSTS CATEGORY TOTAL						\$68,208



Report to the Board of Directors

Agenda Item Number: E-7

Board of Directors Meeting for: October 14, 2021

Author: Sandra Ramirez

DATE: September 22, 2021

TO: Madera Migrant/Seasonal Head Start Board of Directors

FROM: Sandra Ramirez, Accountant Program Manager

SUBJECT: 2021-2022 Madera Migrant/Seasonal Head Start Budget Revision

I. RECOMMENDATION:

Review and consider approving the submission of the 2021-2022 Madera Migrant/Seasonal Head Start Budget Revision #1.

II. SUMMARY:

Prepared comparison budget revision for new equipment.

III. DISCUSSION:

Original Basic budget needs a category changes to purchase a new surveillance system for the new maintenance building. Stanislaus County Office of Education requires a budget revision to be included with request for approval.

A. Three bids obtained for surveillance system. Total cost is \$18,676.

B. Madera Migrant/Seasonal Head Start will be allocated 25% of cost.

C. Allocated portion is \$4,669 under category 6e Equipment.

D. 6e Supplies – to transfer \$4,244 from Data Supplies to 6e Equipment.

E. 6i Indirect – to transfer \$425 from Indirect cost to 6e Equipment

IV. FINANCING: None

**STANISLAUS COUNTY OFFICE OF EDUCATION
MIGRANT HEAD START
BASIC BUDGET COMPARISON REVISION
March 1, 2021 - February 28, 2022**

Delegate Agency: **COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.**

321 BASIC		Approved Budget	Amendment COLA	Amendment Quality	Approved Budget	Modification Changes	Revised Budget
6a	Personnel	2,786,402	33,736	169,295	2,989,433	0	2,989,433
6b	Fringe	733,800	5,279	55,716	794,795	0	794,795
6c	Travel	463	-	-	463	0	463
6d	Equip >5,000	52,844	-	-	52,844	4,669	57,513
6e	Equip <5,000	-	-	-	-	0	-
6e	Supplies	280,964	14,101	539	295,604	(4,244)	291,360
6f	Contracts	-	-	-	-	0	-
6g	Renovations	-	-	-	-	0	-
6h	Other	476,623	-	-	476,623	0	476,623
	Total Direct	4,331,096	53,116	225,550	4,609,762	425	4,610,187
6i	Indirect	389,321	4,834	20,525	414,680	(425)	414,255
	Total	4,720,417	57,950	246,075	5,024,442	-	5,024,442

Explanation of requested variance/changes:

Changes

6a	No Change		-
6b	No Change		-
6c	No Change		-
6d	Net Increase:	Increase to purchase new surveillance system for new Maintenance building. To allocate 25% to Migrant Basic totaling \$4,669. Transfer from 6e-Supplies and 6i-Indirect to 6d-Equipment.	4,669
6e	No Change		-
6e	Net Decrease:	Decrease to purchase equipment for a new surveillance system for new Maintenance building. To allocate 25% to Migrant Basic totaling \$4,669. Transfer from 6e-Supplies to 6d-Equipment.	(4,244)
6f	No Change		-
6g	No Change		-
6h	No Change		-
6i	Net Decrease:	Decrease to purchase equipment for a new surveillance system for new Maintenance building. To allocate 25% to Migrant Basic totaling \$4,669. Transfer from 6i-Supplies to 6d-Equipment.	(425)
Total			-

Approval Section

Delegate Director:	Date:
Agency Executive Director:	Date:
Policy Committee Approval:	Date:
Board Approval:	Date:
Grantee Director:	Date:



Report to the Board of Directors

Agenda Item Number: E-8

Board of Directors Meeting for: October 14, 2021

Author: Maritza Gomez-Zaragoza

DATE: September 21, 2021

TO: Madera Migrant/Seasonal Head Start Board of Directors

FROM: Maritza Gomez-Zaragoza, Head Start Director

SUBJECT: Year 3 Head Start grant contract #90-CM-9801. 2022-2023 Madera Migrant/Seasonal Head Start funding Grant Budget to serve Madera County Migrant/Seasonal Children and Families.

I. RECOMMENDATION:

Review and consider approving the submission of the 2022-2023 Madera Migrant/Seasonal Head Start budgets.

- ✓ Basic Budget
- ✓ Basic with COLA Budget
- ✓ Training & Technical Assistant (T&TA) Budget
- ✓ Non-Federal Share Budget
- ✓ Administrative Budget

II. SUMMARY:

On August 18, 2020, CAPMC received our annual Funding Guidance Letter from Central California Migrant/Seasonal Head Start to submit the following budgets by October 2, 2020 with an extension to submit PC and Board approval:

Basic Funds	\$5,468,877
T/TA Funds	\$ 31,845
Non-Federal Share	<u>\$1,375,181</u>
Total Allocation	\$6,875,903

III. DISCUSSION:

- Funded enrollment of 579 children slots for the program year.
- Continue to serve 92 Infants/Toddlers and Preschool children at Sierra Vista Migrant Head Start Center by blending Madera Migrant/Seasonal Head Start and California Department of Education CMIG funds.
- T&TA funds provide training and technical assistance to Head Start staff during pre-service. Provide Leadership training for staff and Parent Education training.
- Non-Federal Share budget is 25% of total Basic and T/TA budgets.
- Administrative costs maximum budget is 9.5% of total allocation. Administrative costs are inclusive of Basic funds. Indirect rate increase to 9.1%.
- Policy Committee to review the Basic, T&TA, and Non-Federal Share budgets on October 6, 2020 for approval.

IV. FINANCING: \$5,500,722 and \$1,375,181 Non-Federal Share
See attached Funding Guidance letter dated August 18, 2021

**STANISLAUS COUNTY OFFICE OF EDUCATION
CENTRAL CALIFORNIA MIGRANT HEAD START
ENTERPRISE BUDGET
March 1, 2022 - February 28, 2023**

Delegate Agency: Community Action Partnership of Madera County, Inc.

		321 Basic Non- Blended	362 Blended Blended Head Start	Federal Resource Pre-COLA MSHS	Federal Resource T&TA MSHS	Federal Resource Budget Total	Non-Federal Share Total	Federal & State (NFS) TOTAL BUDGET	Refunding Admin Rate	TOTAL Administrative BUDGET
		4,945,577	523,300	\$ 5,468,877	\$ 31,845	\$ 5,500,722	\$ 1,375,181	\$ 6,875,903		\$ 648,877
6a Personnel										
Ent Code	Title	\$ 2,966,199	\$ 278,923	\$ 3,245,122	\$ -	\$ 3,245,122	\$ 721,917	\$ 3,967,039		\$ 119,257
<u>CHILD HEALTH AND DEVELOPMENT</u>										
a1	Program Managers and Content Area Experts	87,624	-	87,624	-	87,624	3,390	91,014	0.0%	-
a2	Teachers/Infant Toddler Teachers	1,402,312	174,286	1,576,598	-	1,576,598	394,033	1,970,631	0.0%	-
a3	Family Child Care Personnel	-	-	-	-	-	-	-	-	-
a4	Home Visitors	-	-	-	-	-	-	-	-	-
a5	Teacher Aides and Other Education Personnel	497,210	63,148	560,358	-	560,358	142,780	703,138	0.0%	-
a6	Health/Mental Health Services Personnel	64,933	-	64,933	-	64,933	-	64,933	0.0%	-
a7	Disabilities Services Personnel	-	-	-	-	-	-	-	-	-
a8	Nutrition Services Personnel	248,445	17,259	265,704	-	265,704	68,178	333,882	0.0%	-
a9.1	Other Child Services Personnel	-	-	-	-	-	-	-	-	-
<u>FAMILY AND COMMUNITY PARTNERSHIP</u>										
a10	Program Managers and Content Area Experts	75,932	-	75,932	-	75,932	4,390	80,322	0.0%	-
a11.1	Other Family and Community Partnerships Personnel : Family Serv	250,669	11,717	262,386	-	262,386	98,131	360,517	0.0%	-
<u>PROGRAM DESIGN AND MANAGEMENT</u>										
a13	Head Start/Early Head Start Director	36,882	-	36,882	-	36,882	-	36,882	-	36,882
a15	Staff Development	29,794	-	29,794	-	29,794	-	29,794	-	-
a16	Clerical Personnel	125,165	9,790	134,955	-	134,955	11,015	145,970	8.23%	12,012
a17	Fiscal Personnel	-	-	-	-	-	-	-	-	-
a18.1	Other Administrative Personnel	37,610	-	37,610	-	37,610	-	37,610	100.0%	37,610
<u>OTHER</u>										
a19	Maintenance Personnel	82,128	2,723	84,851	-	84,851	-	84,851	6.2%	5,258
a20	Transportation Personnel	-	-	-	-	-	-	-	-	-
a21.1	Other Personnel	27,495	-	27,495	-	27,495	-	27,495	100.0%	27,495
6b Fringe Benefits		\$ 804,596	\$ 83,380	\$ 887,976	\$ -	\$ 887,976	\$ 206,290	\$ 1,094,266		\$ 32,835
b1	FICA/Medicare/SUI/Workers Comp	349,945	33,822	383,767	-	383,767	86,461	470,228	-	14,155
b2	Health/Dental/Life Insurance	289,519	31,044	320,563	-	320,563	78,121	398,684	-	11,962
b3	Retirement	165,132	18,514	183,646	-	183,646	41,708	225,354	-	6,614

Delegate Agency: Community Action Partnership of Madera County, Inc.

	321 Basic Non- Blended	362 Blended Blended Head Start	Federal Resource Pre-COLA MSHS	Federal Resource T&TA MSHS	Federal Resource Budget Total	Non-Federal Share Total	Federal & State (NFS) TOTAL BUDGET	Refunding Admin Rate	TOTAL Administrative BUDGET
	4,945,577	523,300	\$ 5,468,877	\$ 31,845	\$ 5,500,722	\$ 1,375,181	\$ 6,875,903		\$ 648,877
6g Construction, Repairs/Renovations (Subject to 1309 Requirements)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -
g1 New Construction	-	-	-	-	-	-	-		-
g2 Major Renovation	-	-	-	-	-	-	-		-
g3 Acquisition of Buildings/Modular Units	-	-	-	-	-	-	-		-
6h Other	\$ 573,745	\$ 83,922	\$ 657,667	\$ 21,472	\$ 679,139	\$ 441,373	\$ 1,120,512		\$ 31,979
h1 Depreciation/Use Allowance	-	-	-	-	-	-	-		-
h2 Rent	190,072	6,080	196,152	-	196,152	120,898	317,050	2.42%	7,668
h2 Equipment Rental	8,400	-	8,400	-	8,400	-	8,400	5.00%	420
h2 Equipment Rental	10,764	4,836	15,600	-	15,600	-	15,600	5.00%	780
h2 Rent	164,440	1,244	165,684	-	165,684	216	165,900	0.00%	-
h2 Rent-Admin	6,468	-	6,468	-	6,468	-	6,468	100.00%	6,468
h2 Donated Space NFS	-	-	-	-	-	120,682	120,682	0.00%	-
h3 Mortgage	-	-	-	-	-	-	-		-
h4 Utilities, Telephone	153,362	20,918	174,280	-	174,280	223	174,503	5.0%	8,725
h4 Telephone	54,468	7,347	61,815	-	61,815	80	61,895	5.00%	3,095
h4 Utilities/Disposal	96,888	13,069	109,957	-	109,957	143	110,100	5.00%	5,505
h4 Pest Control	2,006	502	2,508	-	2,508	-	2,508	5.00%	125
h5 Building and Child Liability Insurance	18,841	2,327	21,168	-	21,168	-	21,168	5.0%	1,058
h5 Property Insurance	16,817	343	17,160	-	17,160	-	17,160	5.00%	858
h5 Liability Insurance	331	149	480	-	480	-	480	5.00%	24
h5 Student Activity Insurance	1,693	911	2,604	-	2,604	-	2,604	5.00%	130
h5 Student Activity Insurance	-	924	924	-	924	-	924	5.00%	46
h6 Building Maintenance / Repair and Other Occupancy	129,591	29,193	158,784	-	158,784	-	158,784	0.40%	635
h6 Equipment Maintenance	7,122	4,182	11,304	-	11,304	-	11,304	5.00%	565
h6 Building Repairs & Maintenance	52,800	7,200	60,000	-	60,000	-	60,000	0.00%	-
h6 Ground Maintenance	19,152	6,048	25,200	-	25,200	-	25,200	0.00%	-
h6 Burglar & Fire Alarm	1,207	197	1,404	-	1,404	-	1,404	5.00%	70
h6 Custodial Services	49,310	11,566	60,876	-	60,876	-	60,876	0.00%	-
h7 Incidental Alterations/Renovations	-	-	-	-	-	-	-		-
h8 Local Travel	34,482	4,926	39,408	-	39,408	-	39,408	3.05%	1,200
h8 Staff Travel - local	882	126	1,008	-	1,008	-	1,008	0.00%	-
h8 Gas & Oil	6,300	900	7,200	-	7,200	-	7,200	0.00%	-
h8 Vehicle Repair & Maintenance	6,300	900	7,200	-	7,200	-	7,200	0.00%	-
h8 Vehicle Insurance	21,000	3,000	24,000	-	24,000	-	24,000	5.00%	1,200
h9 Nutrition Services	-	-	-	-	-	-	-		-
h10 Child Service Consultants	17,336	7,789	25,125	7,000	32,125	-	32,125	1.09%	350
h10 Consultants	-	-	-	7,000	7,000	-	7,000	5.00%	350
h10 Speech & Mental Health Services	17,250	7,750	25,000	-	25,000	-	25,000	0.00%	-
h10 Consultants Expenses	86	39	125	-	125	-	125	0.00%	-
h11 Volunteers	-	-	-	-	-	320,252	320,252	0.0%	-
h11 Volunteers - NFS	-	-	-	-	-	320,252	320,252	0.00%	-
h12 Substitutes (if not paid benefits)	-	-	-	-	-	-	-	0.00%	-
h13 Parent Services	5,304	2,383	7,687	-	7,687	-	7,687	0.0%	-
h13 Parent Child Care and Mileage Reimbursements	336	151	487	-	487	-	487	0.00%	-

Madera Migrant Seasonal Head Start 2022-2023 Days of Operation

Mar-22						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Child Days 0
 Staff Days w/o Children 4
 Startup/Close down 0
 Holiday 0

Apr-22						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Child Days 13
 Staff Days w/o Children 3
 Startup/Close down 2
 Holiday 1

May-22						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Child Days 20
 Staff Days w/o Children 1
 Startup/Close down 0
 Holiday 1

33
 8
 2
 2

Jun-22						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Child Days 21
 Staff Days w/o Children 1
 Startup/Close down 0
 Holiday 0

Jul-22						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Child Days 19
 Staff Days w/o Children 1
 Startup/Close down 0
 Holiday 1

Aug-22						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Child Days 21
 Staff Days w/o Children 2
 Startup/Close down 0
 Holiday 0

61
 4
 0
 1

Sep-22						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Child Days 20
 Staff Days w/o Children 1
 Startup/Close down 0
 Holiday 1

Oct-22						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Child Days 14
 Staff Days w/o Children 0
 Startup/Close down 2
 Holiday 1

Nov-22						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Child Days 0
 Staff Days w/o Children 0
 Startup/Close down 0
 Holiday 0

34
 1
 2
 2

Dec-22						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Child Days 0
 Staff Days w/o Children 0
 Startup/Close down 0
 Holiday 0

Jan-23						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Child Days 0
 Staff Days w/o Children 0
 Startup/Close down 0
 Holiday 0

Feb-23						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

Child Days 0
 Staff Days w/o Children 0
 Startup/Close down 0
 Holiday 0

0
 0
 0
 0

Sites:
 Los Niños
 Sierra Vista
 Mis Angelitos
 Pomona

Total Child Days	128
Staff Days w/o Children	13
Start Up/Close Down Days	4
Holidays	5

150

Madera Migrant Seasonal Head Start 2022-2023 Days of Operation

Mar-22						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Child Days 0
 Staff Days w/o Children 4
 Startup/Close down 0
 Holiday 0

Apr-22						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Child Days 16
 Staff Days w/o Children 2
 Startup/Close down 2
 Holiday 1

May-22						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Child Days 20
 Staff Days w/o Children 1
 Startup/Close down 0
 Holiday 1

36
7
2
2

Jun-22						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Child Days 21
 Staff Days w/o Children 1
 Startup/Close down 0
 Holiday 0

Jul-22						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Child Days 19
 Staff Days w/o Children 1
 Startup/Close down 0
 Holiday 1

Aug-22						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Child Days 21
 Staff Days w/o Children 2
 Startup/Close down 0
 Holiday 0

61
4
0
1

Sep-22						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Child Days 20
 Staff Days w/o Children 1
 Startup/Close down 0
 Holiday 1

Oct-22						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Child Days 19
 Staff Days w/o Children 1
 Startup/Close down 0
 Holiday 1

Nov-22						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Child Days 15
 Staff Days w/o Children 1
 Startup/Close down 2
 Holiday 3

54
3
2
5

Dec-22						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Child Days 0
 Staff Days w/o Children 0
 Startup/Close down 0
 Holiday 0

Jan-23						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Child Days 0
 Staff Days w/o Children 0
 Startup/Close down 0
 Holiday 0

Feb-23						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

Child Days 0
 Staff Days w/o Children 0
 Startup/Close down 0
 Holiday 0

0
0
0
0

Sites:
 Eastin Arcola

Total Child Days	151
Staff Days w/o Children	14
Start Up/Close Down Days	4
Holidays	8

Madera Migrant Seasonal Head Start 2022-2023 Days of Operation

Mar-22						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Child Days 0
 Staff Days w/o Children 0
 Startup/Close down 0
 Holiday 0

Apr-22						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Child Days 0
 Staff Days w/o Children 0
 Startup/Close down 0
 Holiday 0

May-22						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Child Days 0
 Staff Days w/o Children 0
 Startup/Close down 0
 Holiday 0

Jun-22						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Child Days 0
 Staff Days w/o Children 0
 Startup/Close down 0
 Holiday 0

Jul-22						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Child Days 0
 Staff Days w/o Children 0
 Startup/Close down 0
 Holiday 0

Aug-22						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Child Days 0
 Staff Days w/o Children 0
 Startup/Close down 0
 Holiday 0

Sep-22						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Child Days 0
 Staff Days w/o Children 0
 Startup/Close down 0
 Holiday 0

Oct-22						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	28	27	28	29
30	31					

Child Days 1
 Staff Days w/o Children 0
 Startup/Close down 3
 Holiday 0

Nov-22						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Child Days 19
 Staff Days w/o Children 0
 Startup/Close down 0
 Holiday 3

Dec-22						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Child Days 16
 Staff Days w/o Children 4
 Startup/Close down 0
 Holiday 2

Jan-23						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Child Days 19
 Staff Days w/o Children 1
 Startup/Close down 0
 Holiday 2

Feb-23						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

Child Days 18
 Staff Days w/o Children 1
 Startup/Close down 0
 Holiday 1

Sites:
 Los Niños
 Sierra Vista
 Mis Angelitos
 Pomona

Total Child Days	73
Staff Days w/o Children	6
Start Up/Close Down Days	3
Holidays	8
	90

August 18, 2021

Mattie Mendez, Executive Director
Community Action Partnership of Madera County (CAPMC)
1225 Gill Avenue
Madera, CA 93637

Dear Mattie:

The annual Migrant Seasonal and Migrant Early Head Start refunding application is due to the Office of Head Start Region XII office by December 1, 2021. Staff have already been working on critical parts of the application, the next phase is developing agency budgets. Enclosed please find the necessary guidelines and documents needed for your proposed 2022-23 budget submission.

Your funding allocation for the 2022-23 is indicated below:

	<u>MEHS</u>	<u>MSHS</u>
Basic funds	\$0	\$5,468,877
Training/Technical Assistance (T&TA)	\$0	\$31,845
Non-Federal Share	\$0	\$1,375,181
Funded Enrollment		
Migrant	0	458
Seasonal	0	121
Administrative Cost Rate	N/A	9.5%

In order to assist with a timely submission of the application to the Regional office, please prepare the following documents utilizing the Grantee **required** format and **submit to the Stanislaus County Office of Education by October 2, 2021**:

1. 2022-23 Complete Application Budget Format (including separate columns for Non-Blended, Blended (if applicable), T&TA, Administrative, and Non-Federal Share)
2. Agency's 2022-23 Cost allocation plan
3. Signed 424 documents (accessed thru HSES)
4. Budget narrative
5. Program Service Plan (if revisions are needed)
6. 2022-23 Total compensation form for Executive Director, Head Start Director, HR Director and Fiscal Director. (This is a form to comply with additional information the Office of Head Start requires in order to process our application).
7. If your agency has an indirect cost, submit your agency's current approval letter.
8. Policy Committee and Board Approval Verification (**Please request an extension for submission if you will need to submit these approvals after October 2nd**)

Please use the Travel tab which will provide the detail for each requested event. This is to make the requested information easier to see, and to compare between budget tabs. In addition, please use the Meals tab. It is required that these tabs be used to detail the travel costs and USDA revenue calculations.

To expedite the budget review process, please identify staff positions that work less than 8 hours per day with asterisks.

Your agency's budget is to be input online through the Head Start Enterprise System (HSES). **Login and password information can be requested through PIM@stancoe.org. Please**

contact Steven Larson regarding the HSES entry process and for any on-site training arrangements needed.

Please note that the submission of the 2022-23 budget documents requires the approval of your agency's Governing Board and Policy Committee. The signature page must be signed and received with your submission, however, we can grant extensions on this document submission. Please request an extension from Breanna Emery, if needed.

Please submit all documents via e-mail to mduran@stancoe.org. In addition, submit original hard copy signature pages *only*. You may not change the total budget amounts or the number of children indicated above unless it is approved by this office.

Please continue to follow the new budget format as you develop the 2022-23 budgets. It is critical that the budgets be submitted in this format. Any budgets received that are not in the required format will be returned for resubmission.

This data is being provided for planning purposes only and should not be interpreted as an offer of a contract.

Please submit all refunding materials by October 2, 2021 to mduran@stancoe.org and signature pages to:

Marissa Duran
Child & Family Services (CFS)
Stanislaus County Office of Education
1100 H Street
Modesto, CA 95354

Should you have any questions regarding the enclosed information, please contact Marissa Duran for program questions and myself for fiscal inquiries at 209.238.6300.

Thank you for your continued efforts to serve children and their families.

Sincerely,

Steve A. Larson for R.T

Ramona Trejo
Director of CFS Financial Services

CC: Tony Jordan, Executive Director
Steven Larson, Senior Financial Services Manager
Marissa Duran, Director II
Leilani Garcia, Director I, Planning & Information Management



Report to the Board of Directors

Agenda Item Number: E-9

Board of Directors Meeting for: October 14, 2021

Author: Belinda Javius

DATE: September 1, 2021

TO: Board of Directors

FROM: Belinda Javius, Accountant Program Manager

SUBJECT: Child and Adult Care Food Program (CACFP) 2021-2022 program year renewal.

I. RECOMMENDATION:

Review and consider ratifying the CACFP 2021-2022 Renewal Agreement.

II. SUMMARY:

Community Action Partnership of Madera County, Inc. (CAPMC) received notification on August 1, 2021 to submit 2021-22 Child and Adult Care Food Program Renewal Application by August 31, 2021. Participation includes reimbursement for all allowable meals served to enrolled children. The complete agreement must be transmitted through Child Nutrition Information and Payment System (CNIPS) program website. This is for October 1, 2021 – September 30, 2022 program year.

II. DISCUSSION:

Accountant Program Manager and Nutrition Specialists review the renewal agreement for corrections and accuracy.

Renewal responsibilities of Fiscal includes:

- Create both the Administrative Budget and the Operational Budget forms with expected expenditures and CACFP estimated reimbursements.
- Verify that Program Administrative Costs charged to CACFP does not exceed the 15% limitation.

Renewal responsibilities of Nutrition Specialists includes:

- Provide copies of the agency's previous Public Media Releases for all CAPMC programs utilizing the food program (Madera/Mariposa Regional Head Start, Madera Migrant/Seasonal Head Start, Madera State Based Migrant, and Fresno Migrant Head Start.
- Review 2021-2022 Management Plan to determine any necessary amendments. Amendments to the plan include updated staff rosters of food service personnel.

III. FINANCING:

The Child and Adult Care Food Program agreement supplements four CAPMC programs. The Proposed Budget Amount is \$513,902.

CHILD AND ADULT CARE FOOD PROGRAM
2020-2021 ANNUAL BUDGET

			A	B
	DESCRIPTIONS	Total Budget	Operating Budget	Admin Budget
5010	SALARY	22,750	22,750	
5020	ACCRUED VAC PAY	796	796	
5112	HEALTH INSURANCE	5,779	5,779	
5114	WORK-COMP.	1,704	1,704	
5116	RETIREMENT	1,208	1,208	
5122	FICA	2,244	2,244	
5124	S.U.I	151	151	
5130	ACCRUED VAC FRINGE (fica)	111	111	
6110	OFFICE SUPPLIES	-	-	-
6112	DATA PROCESS.	-		
6121	FOOD	347,848	347,848	
6122	KITCHEN SUPPLIES	53,349	53,349	
6130	PROGRAM SUPPLIES	-	-	
6140	CUSTODIAL SUPP.	-	-	
6212	EQUIPMENT <500	-	-	
6180	EQUIPMENT RENTAL	21,973	21,973	
6181	EQUIP. REPAIR/MAINT.	3,300	3,300	
6310	PUB. & PRINT	-	-	
6332	BUILDING REPAIRS/ MAINTENANCE	-	-	
6437	BURGLAR & FIRE ALARM	200	200	
6524	CONTRACTS	-	-	
6610	GAS & OIL	3,775	3,775	
6640	VEHICLE REPAIR & MAINTENANCE	5,750	5,750	
6612	STAFF TRAVEL-LOCAL	-	-	
6614	STAFF TRAVEL-OUT OF AREA	-	-	
6722	PER DIEM - STAFF	-	-	
6742	TRAINING - STAFF	-	-	
6850	FEES & LICENSES	100	-	100
9010	INDIRECT COST 9.1%	42,864		42,864
	TOTAL	513,902	470,938	42,964

Salaries and Taxes	26,052	26,052	
Benefits	8,691	8,691	
admin costs (office supplies, training, dues, Indirect)	42,964		42,964
operating costs (equipt rental, repair & maint, fire alarm)	34,998	34,998	
Food costs (food and kitchen supplies)		401,197	
	513,902	470,938	42,964



Report to the Board of Directors

Agenda Item Number: E-10

Board of Directors Meeting for: October 14, 2021

Author: Daniel Seeto

DATE: October 14, 2021

TO: Board of Directors

FROM: Daniel Seeto, Chief Financial Officer

SUBJECT: Accept and Approve the Submission of CAPMC 403(b) Form 5500 Tax Return

I. **RECOMMENDATION:**

Review and consider accepting the submission of CAPMC 403(b) Form 5500 tax return by the Chief Financial Officer.

II. **SUMMARY:**

The agency is required to file a pension plan information return each year. Nexus Administrators, the third-party pension plan administrator, prepared the return from the financial statement information for the year ended December 31, 2020.

III. **DISCUSSION:**

- A. A copy of the Form 5500 is attached your review and consideration. This return has to be filed electronically. The CFO has reviewed the tax returns prior to the submission to the Board of Directors.
 - B. The auditors of the 403(b) pension plan, Brown Armstrong Accountancy Corporation, CPAs also reviewed the final draft of the Form 5500 as part of its audit of the agency's 403(b) retirement plan. The return was prepared from financial information for the year ended December 31, 2020.
 - C. CAPMC is subject to the filing requirement because our 403(b) Retirement Plan have more than 100 participants.
 - D. The appropriate filing extension was obtained and granted until October 15, 2021.
- C. The audited financial statements and audit report for the 403(b) retirement plan prepared by Brown Armstrong Accountancy Corporation will be filed with the Pension Plan Form 5500 tax return.

IV. **FINANCING:**

The cost of the 403(b) Form 5500 preparation will be cost allocated to the various programs based on the number of participants in the retirement plan.

<p>Form 5500 Department of the Treasury Internal Revenue Service</p> <hr/> <p>Department of Labor Employee Benefits Security Administration</p> <hr/> <p>Pension Benefit Guaranty Corporation</p>	<p>Annual Return/Report of Employee Benefit Plan</p> <p>This form is required to be filed for employee benefit plans under sections 104 and 4065 of the Employee Retirement Income Security Act of 1974 (ERISA) and sections 6057(b), and 6058(a) of the Internal Revenue Code (the Code).</p> <p>▶ Complete all entries in accordance with the Instructions to the Form 5500.</p>	<p>OMB Nos. 1210-0110 1210-0089</p> <hr/> <p style="font-size: 24pt; font-weight: bold; text-align: center;">2020</p> <hr/> <p style="text-align: center;">This Form is Open to Public Inspection</p>
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Part I Annual Report Identification Information

For calendar plan year 2020 or fiscal plan year beginning 01/01/2020 and ending 12/31/2020

A This return/report is for: a multiemployer plan; a multiple-employer plan (Filers checking this box must attach a list of participating employer information in accordance with the form instructions.)

B This return/report is: a single-employer plan; a DFE (specify) _____

the first return/report; the final return/report;

an amended return/report; a short plan year return/report (less than 12 months).

C If the plan is a collectively-bargained plan, check here

D Check box if filing under: Form 5558; automatic extension; the DFVC program;

special extension (enter description)

Part II Basic Plan Information --- enter all requested information

<p>1a Name of plan Community Action Partnership of Madera County, Inc. 403(b) Retirement Plan</p>	<p>1b Three-digit plan number (PN) ▶ 001</p>
<p>2a Plan sponsor's name (employer, if for a single-employer plan) Mailing address (include room, apt., suite no. and street or P.O. Box) City or town, state or province, country, and ZIP or foreign postal code (If foreign, see instructions)</p> <p>Community Action Partnership of Madera County,</p> <p>1225 Gill Avenue</p> <p>US Madera CA 93637</p>	<p>1c Effective date of plan 07/01/1993</p> <p>2b Employer Identification Number (EIN) 94-1612823</p> <p>2c Plan Sponsor's telephone number (559) 673-9173</p> <p>2d Business code (see instructions) 813000</p>

Caution: A penalty for the late or incomplete filing of this return/report will be assessed unless reasonable cause is established.

Under penalties of perjury and other penalties set forth in the instructions, I declare that I have examined this return/report, including accompanying schedules, statements and attachments, as well as the electronic version of this return/report, and to the best of my knowledge and belief, it is true, correct, and complete.

SIGN HERE			
	Signature of plan administrator	Date	Enter name of individual signing as plan administrator
SIGN HERE			
	Signature of employer/plan sponsor	Date	Enter name of individual signing as employer or plan sponsor
SIGN HERE			
	Signature of DFE	Date	Enter name of individual signing as DFE

3a Plan administrator's name and address <input checked="" type="checkbox"/> Same as Plan Sponsor	3b Administrator's EIN
	3c Administrator's telephone number

4 If the name and/or EIN of the plan sponsor or the plan name has changed since the last return/report filed for this plan, enter the plan sponsor's name, EIN and the plan name and the plan number from the last return/report: a Sponsor's name c Plan name	4b EIN 4d PN
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5 Total number of participants at the beginning of the plan year	5	425
6 Number of participants as of the end of the plan year unless otherwise stated (welfare plans complete only lines 6a(1) , 6a(2) , 6b , 6c , and 6d).		
a(1) Total number of active participants at the beginning of the plan year	6a(1)	318
a(2) Total number of active participants at the end of the plan year	6a(2)	311
b Retired or separated participants receiving benefits	6b	0
c Other retired or separated participants entitled to future benefits	6c	113
d Subtotal. Add lines 6a(2) , 6b , and 6c	6d	424
e Deceased participants whose beneficiaries are receiving or are entitled to receive benefits	6e	0
f Total. Add lines 6d and 6e	6f	424
g Number of participants with account balances as of the end of the plan year (only defined contribution plans complete this item)	6g	377
h Number of participants who terminated employment during the plan year with accrued benefits that were less than 100% vested	6h	5
7 Enter the total number of employers obligated to contribute to the plan (only multiemployer plans complete this item)	7	

8a If the plan provides pension benefits, enter the applicable pension feature codes from the List of Plan Characteristics Codes in the instructions:
 2G 2J 2L 3D

b If the plan provides welfare benefits, enter the applicable welfare feature codes from the List of Plan Characteristics Codes in the instructions:

9a Plan funding arrangement (check all that apply) (1) <input checked="" type="checkbox"/> Insurance (2) <input type="checkbox"/> Code section 412(e)(3) insurance contracts (3) <input checked="" type="checkbox"/> Trust (4) <input type="checkbox"/> General assets of the sponsor	9b Plan benefit arrangement (check all that apply) (1) <input checked="" type="checkbox"/> Insurance (2) <input type="checkbox"/> Code section 412(e)(3) insurance contracts (3) <input checked="" type="checkbox"/> Trust (4) <input type="checkbox"/> General assets of the sponsor
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10 Check all applicable boxes in 10a and 10b to indicate which schedules are attached, and, where indicated, enter the number attached. (See instructions)

a Pension Schedules (1) <input checked="" type="checkbox"/> R (Retirement Plan Information) (2) <input type="checkbox"/> MB (Multiemployer Defined Benefit Plan and Certain Money Purchase Plan Actuarial Information) - signed by the plan actuary (3) <input type="checkbox"/> SB (Single-Employer Defined Benefit Plan Actuarial Information) - signed by the plan actuary	b General Schedules (1) <input checked="" type="checkbox"/> H (Financial Information) (2) <input type="checkbox"/> I (Financial Information - Small Plan) (3) <input checked="" type="checkbox"/> A (Insurance Information) 2 (4) <input checked="" type="checkbox"/> C (Service Provider Information) (5) <input checked="" type="checkbox"/> D (DFE/Participating Plan Information) (6) <input type="checkbox"/> G (Financial Transaction Schedules)
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Part III	Form M-1 Compliance Information (to be completed by welfare benefit plans)
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11a If the plan provides welfare benefits, was the plan subject to the Form M-1 filing requirements during the plan year? (See instructions and 29 CFR 2520.101-2.) Yes No

If "Yes" is checked, complete lines 11b and 11c.

11b Is the plan currently in compliance with the Form M-1 filing requirements? (See instructions and 29 CFR 2520.101-2.) . . Yes No

11c Enter the Receipt Confirmation Code for the 2020 Form M-1 annual report. If the plan was not required to file the 2020 Form M-1 annual report, enter the Receipt Confirmation Code for the most recent Form M-1 that was required to be filed under the Form M-1 filing requirements. (Failure to enter a valid Receipt Confirmation Code will subject the Form 5500 filing to rejection as incomplete.)

Receipt Confirmation Code _____



Report to the Board of Directors

Agenda Item Number: E- 11

Board of Directors Meeting for: October 14, 2021

Author: Daniel Seeto

DATE: October 14, 2021

TO: Board of Directors

FROM: Daniel Seeto, Chief Financial Officer

SUBJECT: Employer Discretionary Contribution to CAPMC 403B Retirement Plan for Calendar Year 2020

I. RECOMMENDATION:

Review and consider approving the discretionary employer contribution amount of \$435,027.60 for the plan year ended December 31, 2020.

II. SUMMARY:

The \$435,027.60 reflects the calculation of the 4% discretionary employer contribution for the period of January 1, 2020 through December 31, 2020. The employer contribution will be deposited with VOYA Life and Annuity Company, our plan custodian, by October 15, 2021.

III. DISCUSSION:

- A. The Board previously approved the 4% employer discretionary contribution at its January 10, 2019 meeting.
- B. This agenda item is notification to the Board of the actual dollar amount of the 4% contribution.
- C. The State of California requires that the Board of Directors approve discretionary contributions and that the minutes reflect that action.
- D. This Board action provides the maximum dollar amount the corporation is liable to pay for the plan year ended December 31, 2020 and serves to protect the agency.

IV. FINANCING:

The discretionary contribution was budgeted in all of the applicable funds.

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
FISCAL EXPENDITURE REPORT
FOR THE PERIOD ENDED SEPTEMBER 30, 2021**

DEPARTMENT/ PROGRAM TITLE	AMOUNT FUNDED	FUNDS SPENT YTD	BUDGET % YTD	ACTUAL % YTD	PROGRAM DESCRIPTION
CSBG (01/01/21 - 12/31/21) 218	287,694.00	248,090.34	75.00%	86.23%	Large % of administrative costs to operate social services programs
CSBG DISCRETIONARY 2021 (06/01/21 - 5/31/22) 217	28,250.00	3,930.44	33.33%	13.91%	Discretionary grant to serve community needs or increase agency capacity
CSBG CARES 2020 (03/27/20 - 5/31/22) 219	390,168.00	192,310.81	69.23%	49.29%	CARES funding to prevent, prepare for and respond to COVID-19 for CSBG clients
CSBG CARES DISCRETIONARY (03/27/20 - 5/31/22) 251	40,370.00	41,851.94	69.23%	103.67%	CARES funding to prevent, prepare for and respond to COVID-19 for CSBG clients
HEAD START & CHILD DEVELOPMENT					
HEAD START REGIONAL (06/1/21 - 05/31/22) 311/380	4,060,640.00	1,103,727.19	33.33%	27.18%	Provide HS services to 246 low income preschool children and families
HEAD START T/TA (06/01/21 - 05/31/22) 310	46,025.00	26,423.41	33.33%	57.41%	Provide training for staff and parents
EARLY HEAD START REGIONAL (06/01/21 - 05/31/22) 312	601,117.00	184,483.79	33.33%	30.69%	Provide early HS services to 42 low income infant, toddlers and pregnant women
EARLY HEAD START T/TA (06/01/21 - 05/31/22) 309	13,373.00	10,177.37	33.33%	76.10%	Provide training for staff and parents
MADERA STATE CSPP/RHS LAYERED (07/01/21 - 06/30/22) 319	761,724.00	126,446.00	25.00%	16.60%	Provide child care services to HS preschool children and families
REGIONAL HEAD START - ARP AMERICAN RESCUE PLAN 04/01/2021 - 03/31/2023 814	344,592.00	225,301.38	25.00%	65.38%	Provide funds to continue supporting children, families, staff and respond to Covid19 in the Head Start program
MADERA STATE CSPP/RHS - AB82 07/01/2021 - 06/30/2022 815	54,023.00	0.00	25.00%	0.00%	Provide funds to continue supporting children, families, staff and respond to Covid19 in the Head Start program
REGIONAL HEAD START - CRRSA COVID RESPONSE & RELIEF SUPPLEMENT APPROPRIATIONS 04/01/2021 - 03/31/2023 818	86,679.00	0.00	25.00%	0.00%	Provide funds to continue supporting children, families, staff and respond to Covid19 in the Head Start program
CHILD & ADULT CARE FOOD PROGRAM (10/01/20 - 09/30/21) 390	528,085.00	196,121.14	100.00%	37.14%	Provide funds to serve hot meals to HS & state childcare children
MADERA MIGRANT HEAD START (03/01/21 - 02/28/22) 321/362	5,159,852.00	2,898,432.72	58.33%	56.17%	Provide HS services to 458 migrant and 121 seasonal children and families
MADERA MIGRANT HS TRAINING (03/01/21 - 02/28/22) 320	31,845.00	24,662.04	58.33%	77.44%	Provide training for staff and parents
MADERA MIGRANT CHILD CARE - PART YEAR (07/01/21 - 06/30/22) 322/324	883,339.00	119,545.08	25.00%	13.53%	Provide child care services to migrant eligible infant and toddlers
MADERA MIGRANT CHILD CARE - SPECIALIZED SRV (07/01/21 - 06/30/22) 325	134,765.00	32,477.22	25.00%	24.10%	Provide start up funding for supplies and staff to provide services to migrant eligible infant and toddlers
MADERA MIGRANT HEAD START - CARES 03/01/2021 - 02/28/2022 821	189,396.00	52,054.13	58.33%	27.48%	Provide funds to prevent, prepare for and respond to COVID-19 in the Madera Migrant Head Start
MADERA MIGRANT CHILD CARE - PART YEAR COVID FUND - CMIG AB82 07/01/2021 - 06/30/22 822	28,114.00	0.00	25.00%	0.00%	Provide funds to prevent, prepare for and respond to COVID-19 in the Madera Migrant Child Care program

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
FISCAL EXPENDITURE REPORT
FOR THE PERIOD ENDED SEPTEMBER 30, 2021**

DEPARTMENT/ PROGRAM TITLE	AMOUNT FUNDED	FUNDS SPENT YTD	BUDGET % YTD	ACTUAL% YTD	PROGRAM DESCRIPTION
MADERA MIGRANT HEAD START - CRRSA COVID RESPONSE & RELIEF SUPPLEMENT APPROPRIATIONS 04/01/2021 - 03/31/2023 826	163,857.00	0.00	25.00%	0.00%	Provide funds to continue supporting children, families, staff and respond to Covid19 in the Head Start program
MIGRANT HEAD START - ARP AMERICAN RESCUE PLAN 04/01/2021 - 03/31/2023 827	535,575.00	36,989.55	25.00%	6.91%	Provide funds to continue supporting children, families, staff and respond to Covid19 in the Head Start program
FRESNO MIGRANT HEAD START (09/01/21 - 08/31/22) 331	4,652,471.00	403,061.05	8.33%	8.66%	Provide HS services to to 519 migrant children and families
FRESNO MIGRANT HS -TRAINING (09/01/21 - 08/31/22) 330	82,690.00	3,424.14	8.33%	4.14%	Provide training for staff and parents
FRESNO MIGRANT EARLY HEAD START (09/01/21 - 08/31/22) 337	330,420.00	0.00	8.33%	0.00%	Provide early HS services to 30 low income infant, toddlers and pregnant women
FRESNO MIGRANT EARLY HS -TRAINING (09/01/21 - 08/31/22) 338	6,949.00	653.51	8.33%	9.40%	Provide training for staff and parents
FRESNO MIGRANT HEAD START CARES (09/01/21 - 08/31/22) 831	0.00	0.00	#DIV/0!	#DIV/0!	Provide funds to prevent, prepare for and respond to COVID-19 in the Fresno Migrant Head Start
FRESNO MIGRANT EARLY HEAD START CARES (09/01/21 - 08/31/22) 837	0.00	0.00	#DIV/0!	#DIV/0!	Provide funds to prevent, prepare for and respond to COVID-19 in the Fresno Early Head Start
DSS STRENGTHENING FAMILIES (07/01/2021 - 06/30/2022) 371	189,600.00	38,295.03	25.00%	20.20%	Provides training and education to parents to strengthen family relationships
RESOURCE & REFERRAL:					
CCDF-HEALTH & SAFETY (07/01/21 - 06/30/22) CONTRACT PENDING 411	4,702.00	0.00	25.00%	0.00%	Training and supplies for child care providers
R & R GENERAL (07/01/21 - 06/30/22) CONTRACT PENDING 401	196,708.00	47,276.41	25.00%	24.03%	Provide resources and referrals regarding child care and related issues
EMERGENCY CHILD CARE BRIDGE PROGRAM (07/01/21 - 06/30/23) CONTRACT PENDING 407	394,276.00	39,234.04	25.00%	9.95%	Provide subsidized child care for eligible foster children
CHILD CARE INITIATIVE PROJECT (07/01/21 - 06/30/22) CONTRACT PENDING 424	33,509.00	4,960.74	25.00%	14.80%	Recruiting and training child care providers for infants and toddlers
ALTERNATIVE PAYMENT (07/01/20 - 06/30/22) 426/432	6,544,277.00	4,436,597.26	62.50%	67.79%	Provide subsidized child care for eligible families
ALTERNATIVE PAYMENT STAGE 2 (07/01/21 - 06/30/22) CONTRACT PENDING 427	2,659,629.00	448,844.15	25.00%	16.88%	Provide subsidized child care for eligible families
ALTERNATIVE PAYMENT STAGE 3 (07/01/21 - 06/30/22) CONTRACT PENDING 428	1,317,464.00	261,485.79	25.00%	19.85%	Provide subsidized child care for eligible families
CRRSA ONE TIME ONLY PROVIDER STIPENDS (04/01/20 - 06/30/22) 440	433,833.75	431,628.75	66.67%	99.49%	Provide supplies and one-time stipend to child care providers through the Coronavirus Response and Relief Supplemental Appropriations Act.

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
FISCAL EXPENDITURE REPORT
FOR THE PERIOD ENDED SEPTEMBER 30, 2021**

DEPARTMENT/ PROGRAM TITLE	AMOUNT FUNDED	FUNDS SPENT YTD	BUDGET % YTD	ACTUAL% YTD	PROGRAM DESCRIPTION
VICTIM SERVICES:					
RSVP/CALOES (10/01/20 - 09/30/21) 500	331,285.00	299,878.58	100.00%	90.52%	Assist victims of sexual assault
VICTIM WITNESS/CALOES (10/01/20 - 09/30/21) 501	363,566.00	362,239.41	100.00%	99.64%	Assist victims of crime
DOM. VIO. MARRIAGE LICENSE (07/01/21 - 06/30/22) 502	57,200.00	1,730.50	25.00%	3.03%	Provides shelter and services to domestic violence victims
DOMESTIC VIOLENCE RESTITUTION (07/01/21 - 06/30/22) 504	5,000.00	82.49	25.00%	1.65%	Provides shelter and services to domestic violence victims
VSC DOMESTIC VIOLENCE GENERAL FUND (07/01/21 - 06/30/22) DONATIONS ONLY 507/525	2,000.00	660.11	25.00%	33.01%	Assist victims of domestic violence
UNSERVED/UNDERSERVED VICTIM ADVOCACY & OUTREACH (01/01/21 - 12/31/21) 508	162,896.00	123,065.13	75.00%	75.55%	Assist unserved/underserved, primarily Hispanic, victims of crime
VICTIM SERVICES CENTER FUND (07/01/21 - 06/30/22) DONATIONS ONLY 510	2,500.00	1,926.46	25.00%	77.06%	Assist with program operations for all Victim Services clients
SHELTER-BASED DOMESTIC VIOLENCE (10/01/20 - 09/30/22) 533	1,075,174.00	580,509.99	100.00%	53.99%	Provide shelter services for domestic violence victims
TRANSITIONAL HOUSING (01/01/21 - 12/31/21) 531	126,808.00	88,793.77	75.00%	70.02%	Provide long-term shelter services for domestic violence and human trafficking victims
YOUTH AND SPECIALIZED SERVICES:					
MENTAL HEALTH FULL SERVICES (07/01/21 - 6/30/22) 607	5,000.00	420.25	25.00%	8.41%	Provides direct benefits for clients
CHILD ADVOCACY CENTER (07/01/21 - 6/30/22) 516	1,000.00	116.55	25.00%	11.66%	Provide child sexual assault interviews
COMMUNITY SERVICES - EMERGENCY & OTHER SERVICES:					
E.C.I.P./LIHEAP (10/01/19 - 10/31/21) 203	754,299.00	725,764.18	96.00%	96.22%	Assistance for low income clients for energy bills and weatherization services
FEMA (01/01/20 - 10/31/21) 205	1,826.00	1,826.00	95.45%	100.00%	Administration of the FEMA program
E.C.I.P./LIHEAP (11/01/20 - 06/30/22) 207	684,900.00	244,032.82	55.00%	35.63%	Assistance for low income clients for energy bills and weatherization services
FEMA (01/01/20 - 10/31/21) 235	1,587.00	1,130.72	95.45%	71.25%	Administration of the FEMA program
LIHEAP CARES (07/01/20 - 09/30/21) 234	155,591.00	130,591.00	100.00%	83.93%	Assistance for low income clients for energy bills impacted by COVID-19
SENIOR MEAL - MADERA COUNTY (07/01/21 - 06/30/22) 237	43,734.00	6,017.35	25.00%	13.76%	Provides lunch meal program for seniors in eastern Madera County & Ranchos
MADERA CO. SENIOR MEAL HOME DELIVERY (07/01/21 - 06/30/22) 247	350,000.00	45,766.63	84.85%	13.08%	Provides meals for seniors in eastern Madera County & Ranchos due to COVID-19 restrictions

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
FISCAL EXPENDITURE REPORT
FOR THE PERIOD ENDED SEPTEMBER 30, 2021**

DEPARTMENT/ PROGRAM TITLE	AMOUNT FUNDED	FUNDS SPENT YTD	BUDGET % YTD	ACTUAL% YTD	PROGRAM DESCRIPTION
DRINKING WATER - STATE WATER RESOURCES (07/01/19 - 02/28/22) 252	115,500.00	62,295.18	84.38%	53.94%	Provides bottled water for continuation of drought water assistance
MADERA MENTAL HEALTH PROPERTY MGMT (07/01/21 - 06/30/22) 216	50,000.00	4,945.66	25.00%	9.89%	Provides property management services for the County of Madera Behavioral Health
COMMUNITY SERVICES - HOMELESS PROGRAMS:					
FEMA CARES (01/27/20 - 10/31/21) 210	32,603.00	32,603.00	95.24%	100.00%	Housing assistance for clients impacted by COVID-19 and administration of FEMA CARES
SHUNAMMITE PLACE (11/01/20 - 10/31/21) 224	541,520.00	432,030.49	91.67%	79.78%	Provides permanent supportive housing for homeless people with disabilities
CITY OF MADERA - CDBG (07/01/21 - 06/30/22) CONTRACT PENDING 231	20,000.00	2,065.56	25.00%	10.33%	Provides funding for Fresno-Madera Continuum of Care and homeless support
CITY OF MADERA - CDBG CARES (09/17/20 - 06/30/21) CONTRACT EXTENDED 244	90,000.00	5,235.33	8.33%	5.82%	Provides utility and rental assistance for clients within the City of Madera jurisdiction
HOMELESS HOUSING, ASSISTANCE & PREVENTION (HHAP) BEHAVIORAL HEALTH (06/01/20 - 6/30/25) 246	411,434.00	319,755.21	32.65%	77.72%	Provides rental assistance and rapid rehousing, outreach and coordination, prevention and shelter diversion to permanent housing
KAISER RAPID REHOUSING (12/01/2020 - 12/31/2021) 249	90,000.00	89,155.59	76.92%	99.06%	Provides rental assistance to clients
WESTCARE RAPID REHOUSING (03/01/2021 - 2/28/2022) 253	65,000.00	141.83	58.33%	0.22%	Provides rent, security deposits, utility deposits, and moving and storage costs for homeless clients
BEHAVIORAL HEALTH PATH PROGRAM (07/01/2021 - 06/30/2022) CONTRACT PENDING 259	39,136.00	2,467.90	25.00%	6.31%	Provides rental assistance to clients
EMERGENCY RENTAL ASSISTANCE PROGRAM MADERA COUNTY (05/17/21 - 12/31/21) 261	61,745.00	5,969.00	60.00%	9.67%	Provides promotion, advertising, and outreach activities to deliver information and technical assistance for rental program related to Covid 19
EMERGENCY SOLUTIONS GRANT (01/01/21 - 12/31/21) 268	110,000.00	1,123.10	75.00%	1.02%	Provides funds for hotel emergency housing, rapid rehousing, homeless prevention, HMIS and outreach
ESG CARES (01/01/21 - 12/31/21) CONTRACT PENDING 269	396,000.00	104,870.15	75.00%	26.48%	Provides emergency shelter and rapid rehousing to homeless
HOMELESS OUTREACH CCP AB109 (07/01/21 - 06/30/22) CONTRACT PENDING 272	231,000.00	47,088.18	25.00%	20.38%	Provides outreach workers to offer case management and resources to homeless or at-risk
CITY OF MADERA - CDBG CARES ROUND 2 (07/01/21 - 06/30/22) CONTRACT PENDING	122,322.19	0.00	25.00%	0.00%	Provides utility and rental assistance for clients within the City of Madera jurisdiction
CITY OF MADERA - CDBG CAPITAL PROJECT FUND (07/01/21 - 06/30/22) CONTRACT PENDING	345,000.00	0.00	25.00%	0.00%	Provides housing, supportive services, and landlord engagement activities

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
Consolidated Balance Sheet by Object August 31, 2021

	<u>This Year</u>
Assets	
1113- CASH IN WESTAMERICA PAYROLL CK	4,073.07
1115- CASH IN WESTAMERICA MENTAL HEALTH	4,476.61
1116- CASH IN WESTAMERICA HEAD START MONEY MARKET	2,514.58
1117- CASH IN WESTAMERICA ACCTS PAYABLE CHECKING	24,121.58
1122- SAVINGS - WESTAMERICA	3,492,247.52
1130- PETTY CASH	810.00
1310- GRANTS RECEIVABLE	2,856,406.84
1320- ACCOUNTS RECEIVABLE	1,977.21
1322- A/R INTERSTATE ASSOC. - CHURCH OF GOD	1,272.06
1327- A/R-OTHER	25.00
1329- ADVANCE CLEARING	13,039.13
1410- PREPAID EXPENSES	42,418.36
1420- SECURITY DEPOSITS	37,366.04
1421- WORKERS' COMP DEPOSIT	112,276.86
1450- INVENTORY	24,347.95
1512- EQUIPMENT	1,194,731.87
1513- VEHICLES	842,974.24
1514- BUILDINGS	4,364,110.45
1515- LAND IMPROVEMENTS	180,369.83
1516- BUILDING IMPROVEMENTS	72,459.76
1519- LAND	59,005.00
1522- ACC DEPR - EQUIPMENT	(889,832.07)
1523- ACC DEPR - VEHICLES	(740,258.13)
1524- ACC DEPR - BUILDINGS	(3,317,018.45)
1525- ACC DEPR - LAND IMPROVE.	(123,189.99)
1526- ACC DEPR - BUILDING IMPROVE.	(71,202.78)
Total Assets	8,189,522.54
Liabilities and Net Assets	
2101- ACCOUNTS PAYABLE	1,249,602.83
2111- ACCOUNTS PAYABLE - MANUAL	205,366.44
2112- ACCOUNTS PAY-FUNDING SOURCE	445.36
2115- A/P OTHERS	1,266.05
2121- ACCRUED PAYROLL	484,578.22
2122- ACCRUED VACATION	1,239,409.96
2123- ACCRUED PAYROLL - MANUAL	(23,621.15)
2211- FICA PAYABLE	(241.33)
2212- FICA-MED PAYABLE	0.00
2213- FIT PAYABLE	0.00
2216- SDI PAYABLE	0.00
2220- WORKER'S COMP PAYABLE	68,722.91
2231- RETIREMENT PAYABLE-ER CONTRIB	802,013.96

2244- KAISER MID20	(1,131.10)
2245- KAISER HIGH15	623.62
2248- KAISER LOW30	503.73
2252- SELF INSURANCE - LIFE & ADD	(340.40)
2253- VISION INSURANCE PAYABLE	355.37
2254- SELF INSURANCE - DENTAL	76,046.48
2258- TELEMEDICINE	12.00
2260- MADERA RHS PARENT GROUPS	552.34
2262- FRESNO MHS PARENT GROUPS	2,130.16
2264- MCAC EMP FUND-UNIFICATION	64.15
2265- FRESNO - EDS - FUNDS	1,854.17
2266- R & R PROGRAM	6,205.42
2410- DEFERRED GRANT REVENUE	1,677,126.90
2415- RESERVE ACCOUNT	39,974.00
2420- OTHER DEFERRED REVENUE	122,616.91
	<hr/>
Total Liabilities	5,954,137.00
3000- NET ASSETS W/O DONOR RESTRICTIONS	339,987.55
3050- NET ASSETS - BOARD DESIGNATED	560,000.00
3100- NET ASSETS - RESTRICTED FIXED ASSETS	1,480,328.32
Change in Net Assets	(144,930.33)
	<hr/>
Total Net Assets	2,235,385.54
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Total Liabilities and Net Assets	8,189,522.54
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COMMUNITY ACTION PARTERNSHIP OF MADERA COUNTY, INC.
Consolidated Revenue and Expense
August 31, 2021

Year-To-Date

Revenues

4110- GRANT INCOME-FEDERAL	4,111,856.84
4120- GRANT INCOME-STATE	941,442.28
4130- GRANT INCOME-AREA	52,501.94
4210- DONATIONS	768.04
4220- IN KIND CONTRIBUTIONS	293,587.34
4315- CHILD CRE REVENUE-STATE	0.00
4320- INTEREST INCOME	123.43
4330- SALE OF ASSETS	750.00
4350- RENTAL INCOME	12,411.51
4370- MERCHANDISE SALES	0.00
4390- MISCELLANEOUS INCOME	340.40
4900- INDIRECT COST REIMBURSEMENT	403,692.61
Total Revenues	5,817,474.39

Expenses

5010- SALARIES & WAGES	2,393,452.95
5012- DIRECTOR'S SALARY	27,505.52
5020- ACCRUED VACATION PAY	142,739.57
5112- HEALTH INSURANCE	216,815.15
5114- WORKER'S COMPENSATION	63,738.98
5116- PENSION	137,280.43
5122- FICA	187,951.55
5124- SUI	7,091.67
5125- DIRECTOR'S FRINGE	13,164.76
5130- ACCRUED VACATION FRINGE	8,173.59
6110- OFFICE SUPPLIES	15,325.73
6112- DATA PROCESSING SUPPLIES	44,132.17
6121- FOOD	70,966.39
6122- KITCHEN SUPPLIES	14,554.93
6130- PROGRAM SUPPLIES	124,211.31
6132- MEDICAL & DENTAL SUPPLIES	129.86
6134- INSTRUCTIONAL SUPPLIES	2,346.22
6140- CUSTODIAL SUPPLIES	7,012.43
6142- LINEN/LAUNDRY	0.00
6143- FURNISHINGS	7,669.13
6160- RESALE ITEMS	242.27
6170- POSTAGE & SHIPPING	6,231.25
6180- EQUIPMENT RENTAL	22,687.95
6181- EQUIPMENT MAINTENANCE	7,392.32
6221- EQUIPMENT OVER > \$5000	31,343.55
6310- PRINTING & PUBLICATIONS	711.07

6312- ADVERTISING & PROMOTION	237.00
6320- TELEPHONE	89,608.23
6410- RENT	188,213.08
6420- UTILITIES/ DISPOSAL	59,531.04
6432- BUILDING REPAIRS/ MAINTENANCE	36,235.05
6433- GROUNDS MAINTENANCE	9,412.79
6436- PEST CONTROL	3,303.16
6437- BURGLAR & FIRE ALARM	4,472.55
6440- PROPERTY INSURANCE	9,638.70
6510- AUDIT	0.00
6520- CONSULTANTS	16,018.55
6522- CONSULTANT EXPENSES	538.99
6524- CONTRACTS	89,759.68
6530- LEGAL	10,007.00
6540- CUSTODIAL SERVICES	17,744.45
6555- MEDICAL SCREENING/DEAT/STAFF	0.00
6610- GAS & OIL	6,304.96
6620- VEHICLE INSURANCE	10,812.98
6640- VEHICLE REPAIR & MAINTENANCE	11,889.54
6712- STAFF TRAVEL-LOCAL	3,859.66
6714- STAFF TRAVEL-OUT OF AREA	(1,150.00)
6742- TRAINING - STAFF	9,493.28
6745- TRAINING - PARTICIPANT/CLIENTS	0.00
6810- BANK CHARGES	1,259.85
6832- LIABILITY INSURANCE	6,323.16
6834- STUDENT ACTIVITY INSURANCE	1,429.96
6840- PROPERTY TAXES	(1,905.61)
6850- FEES & LICENSES	8,683.98
6851- CPR FEES	0.00
6852- FINGERPRINT	42.25
6875- EMPLOYEE HEALTH & WELFARE COSTS	9,249.24
7111- PARENT MILEAGE	47.82
7114- PC ALLOWANCE	800.00
7116- POLICY COUNCIL FOOD ALLOWANCE	145.49
7210- TRANSPORTATION VOUCHERS	140.38
7224- CLIENT RENT	54,175.22
7226- CLIENT LODGING/SHELTER	71,826.48
7230- CLIENT FOOD	31.95
7234- FOOD - INDIVIDUAL	9.04
7240- DIRECT BENEFITS	975,110.78
7245- DIRECT BENEFITS - STATE	0.00
7250- FURNACE REPAIRS/REPLACEMENT	8,953.34
8110- IN KIND SALARIES	203,263.42
8120- IN KIND RENT	90,323.92
8130- IN KIND - OTHER	0.00
9010- INDIRECT COST ALLOCATION	403,692.61
Total Expenses	<u>5,962,404.72</u>
Excess Revenue Over (Under) Expenditures	<u>(144,930.33)</u>

**Cross-Year Rev/ Exp by Fund/ Obj w Encumbrances/w Net Assets
August 31, 2021**

<u>203 0 HOME ENERGY ASSISTANCE PROGRAM</u>	<u>Grant Budget</u>	<u>Current Month Actual</u>	<u>YTD Actual August 31, 2021</u>	<u>YTD Budget August 31, 2021</u>	<u>% Spent</u>	<u>YTD Encumbrance</u>	<u>Actual Plus Encumbrance</u>	<u>Budget Balance</u>
<u>Revenues</u>								
4110- GRANT INCOME-FEDERAL	754,299.00	757.00	725,764.18	754,299.00	(0.96)	0.00	725,764.18	28,534.82
Total Revenues	754,299.00	757.00	725,764.18	754,299.00	(0.96)	0.00	725,764.18	28,534.82
<u>Expenses</u>								
5010- SALARIES & WAGES	203,621.00	0.00	182,351.16	203,621.00	0.90	0.00	182,351.16	21,269.84
5019- SALARIES & WAGES C19	0.00	0.00	7,500.45	0.00	0.00	0.00	7,500.45	(7,500.45)
5020- ACCRUED VACATION PAY	0.00	0.00	13,986.18	0.00	0.00	0.00	13,986.18	(13,986.18)
5112- HEALTH INSURANCE	22,592.00	0.00	16,324.74	22,592.00	0.72	0.00	16,324.74	6,267.26
5114- WORKER'S COMPENSATION	1,254.00	0.00	1,132.78	1,254.00	0.90	0.00	1,132.78	121.22
5115- Worker's Compensation C19	0.00	0.00	39.90	0.00	0.00	0.00	39.90	(39.90)
5116- PENSION	11,529.00	0.00	8,063.74	11,529.00	0.70	0.00	8,063.74	3,465.26
5117- Pension C19	0.00	0.00	223.01	0.00	0.00	0.00	223.01	(223.01)
5121- FICA C19	0.00	0.00	559.00	0.00	0.00	0.00	559.00	(559.00)
5122- FICA	16,131.00	0.00	14,721.93	16,131.00	0.91	0.00	14,721.93	1,409.07
5124- SUI	2,356.00	0.00	2,867.57	2,356.00	1.22	0.00	2,867.57	(511.57)
5130- ACCRUED VACATION FICA	0.00	0.00	306.39	0.00	0.00	0.00	306.39	(306.39)
6110- OFFICE SUPPLIES	3,747.00	0.00	3,294.29	3,747.00	0.88	0.00	3,294.29	452.71
6112- DATA PROCESSING SUPPLIES	16,335.00	757.00	19,280.67	16,335.00	1.18	0.00	19,280.67	(2,945.67)
6130- PROGRAM SUPPLIES	650.00	0.00	673.47	650.00	1.04	0.00	673.47	(23.47)
6142- LINEN/LAUNDRY	10.00	0.00	0.00	10.00	0.00	0.00	0.00	10.00
6170- POSTAGE & SHIPPING	2,360.00	0.00	2,225.39	2,360.00	0.94	0.00	2,225.39	134.61
6180- EQUIPMENT RENTAL	3,030.00	0.00	2,487.68	3,030.00	0.82	0.00	2,487.68	542.32
6181- EQUIPMENT MAINTENANCE	4,505.00	0.00	3,190.74	4,505.00	0.71	0.00	3,190.74	1,314.26
6310- PRINTING & PUBLICATIONS	10.00	0.00	0.00	10.00	0.00	0.00	0.00	10.00
6312- ADVERTISING & PROMOTION	30.00	0.00	5,155.14	30.00	171.84	0.00	5,155.14	(5,125.14)
6320- TELEPHONE	7,050.00	0.00	8,594.54	7,050.00	1.22	0.00	8,594.54	(1,544.54)
6410- RENT	16,400.00	0.00	17,231.61	16,400.00	1.05	0.00	17,231.61	(831.61)
6420- UTILITIES/ DISPOSAL	3,160.00	0.00	3,680.91	3,160.00	1.16	0.00	3,680.91	(520.91)
6432- BUILDING REPAIRS/ MAINTENANCE	10.00	0.00	0.00	10.00	0.00	0.00	0.00	10.00
6440- PROPERTY INSURANCE	770.00	0.00	576.03	770.00	0.75	0.00	576.03	193.97

**Cross-Year Rev/ Exp by Fund/ Obj w Encumbrances/w Net Assets
August 31, 2021**

<u>207 0 HOME ENERGY ASSIST. PROG.</u>	<u>Grant Budget</u>	<u>Current Month Actual</u>	<u>YTD Actual August 31, 2021</u>	<u>YTD Budget August 31, 2021</u>	<u>% Spent</u>	<u>YTD Encumbran ce</u>	<u>Actual Plus Encumbran ce</u>	<u>Budget Balance</u>
<u>Revenues</u>								
4110- GRANT INCOME-FEDERAL	407,634.00	26,997.82	227,695.15	339,700.00	(0.56)	0.00	227,695.15	179,938.85
Total Revenues	407,634.00	26,997.82	227,695.15	339,700.00	(0.56)	0.00	227,695.15	179,938.85
<u>Expenses</u>								
5010- SALARIES & WAGES	106,857.00	17,409.32	102,107.75	89,050.00	0.96	0.00	102,107.75	4,749.25
5020- ACCRUED VACATION PAY	0.00	1,128.43	6,264.65	0.00	0.00	0.00	6,264.65	(6,264.65)
5112- HEALTH INSURANCE	13,156.00	1,702.18	12,660.15	10,960.00	0.96	0.00	12,660.15	495.85
5114- WORKER'S COMPENSATION	581.00	70.75	483.59	480.00	0.83	0.00	483.59	97.41
5116- PENSION	5,592.00	1,021.59	5,320.22	4,660.00	0.95	0.00	5,320.22	271.78
5122- FICA	8,353.00	1,429.34	8,171.48	6,960.00	0.98	0.00	8,171.48	181.52
5124- SUI	1,108.00	0.00	769.57	920.00	0.69	0.00	769.57	338.43
5130- ACCRUED VACATION FICA	0.00	(10.76)	30.41	0.00	0.00	0.00	30.41	(30.41)
6110- OFFICE SUPPLIES	2,500.00	981.73	5,058.87	2,080.00	2.02	0.00	5,058.87	(2,558.87)
6112- DATA PROCESSING SUPPLIES	15,264.00	413.41	11,241.23	12,720.00	0.74	0.00	11,241.23	4,022.77
6130- PROGRAM SUPPLIES	10.00	0.00	11.84	10.00	1.18	0.00	11.84	(1.84)
6142- LINEN/LAUNDRY	5.00	0.00	0.00	0.00	0.00	0.00	0.00	5.00
6143- FURNISHINGS	0.00	0.00	0.00	0.00	0.00	1,627.00	1,627.00	(1,627.00)
6170- POSTAGE & SHIPPING	1,200.00	389.38	4,610.88	1,000.00	3.84	0.00	4,610.88	(3,410.88)
6180- EQUIPMENT RENTAL	1,500.00	707.77	5,590.56	1,250.00	3.73	0.00	5,590.56	(4,090.56)
6181- EQUIPMENT MAINTENANCE	1,800.00	105.06	689.32	1,500.00	0.38	0.00	689.32	1,110.68
6310- PRINTING & PUBLICATIONS	25.00	0.00	27.06	20.00	1.08	0.00	27.06	(2.06)
6312- ADVERTISING & PROMOTION	2,990.00	0.00	0.00	2,490.00	0.00	0.00	0.00	2,990.00
6320- TELEPHONE	8,200.00	152.20	3,671.27	6,830.00	0.45	0.00	3,671.27	4,528.73
6410- RENT	16,900.00	1,134.95	10,368.06	14,080.00	0.61	0.00	10,368.06	6,531.94
6420- UTILITIES/ DISPOSAL	3,566.00	256.08	1,685.85	2,970.00	0.47	0.00	1,685.85	1,880.15
6432- BUILDING REPAIRS/ MAINTENANCE	20.00	0.00	678.61	20.00	33.93	0.00	678.61	(658.61)
6440- PROPERTY INSURANCE	575.00	69.84	838.30	480.00	1.46	0.00	838.30	(263.30)
6524- CONTRACTS	180,864.00	0.00	12,788.34	150,720.00	0.07	0.00	12,788.34	168,075.66
6530- LEGAL	88.00	0.00	0.00	70.00	0.00	0.00	0.00	88.00

6555- MEDICAL SCREENING/DEAT/STAFF	0.00	0.00	255.50	0.00	0.00	0.00	255.50	(255.50)
6610- GAS & OIL	30.00	0.00	80.84	30.00	2.69	0.00	80.84	(50.84)
6640- VEHICLE REPAIR & MAINTENANCE	10.00	0.00	0.00	10.00	0.00	0.00	0.00	10.00
6712- STAFF TRAVEL-LOCAL	125.00	0.00	0.00	100.00	0.00	0.00	0.00	125.00
6742- TRAINING - STAFF	428.00	0.00	0.00	360.00	0.00	0.00	0.00	428.00
6810- BANK CHARGES	0.00	0.00	25.00	0.00	0.00	0.00	25.00	(25.00)
6820- INTEREST EXPENSE	1.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00
6840- PROPERTY TAXES	10.00	0.00	39.65	10.00	3.97	0.00	39.65	(29.65)
6850- FEES & LICENSES	150.00	0.00	1,318.53	130.00	8.79	0.00	1,318.53	(1,168.53)
6852- FINGERPRINT	0.00	0.00	17.75	0.00	0.00	0.00	17.75	(17.75)
6875- EMPLOYEE HEALTH & WELFARE	60.00	36.55	74.92	50.00	1.25	7.44	82.36	(22.36)
7240- DIRECT BENEFITS	6,000.00	0.00	8,386.00	5,000.00	1.40	0.00	8,386.00	(2,386.00)
7250- FURNACE REPAIRS/REPLACEMENT	10,000.00	0.00	8,388.32	8,330.00	0.84	0.00	8,388.32	1,611.68
9010- INDIRECT COST ALLOCATION	19,666.00	0.00	16,040.63	16,390.00	0.82	0.00	16,040.63	3,625.37
Total Expenses	407,634.00	26,997.82	227,695.15	339,680.00	0.56	1,634.44	229,329.59	178,304.41
Excess Revenue Over (Under)	0.00	0.00	0.00	20.00	0.00	(1,634.44)	(1,634.44)	1,634.44
Expenditures								
Beginning Net Assets - Unrestricted	0.00	(38.11)	0.00	0.00	0.00	0.00	0.00	0.00
Beginning Net Assets - Board Designated	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Ending Net Assets	0.00	(38.11)	0.00	20.00	0.00	(1,634.44)	(1,634.44)	1,634.44

U.S Department of Housing and Urban Development Shunammite Place Grant Period November 2020 through October 2021 Revenue and Expense with Encumbrance and Net Assets August 2021

<u>224 0 HUD SHUNAMMITE PLACE</u>	<u>Grant Budget</u>	<u>Current Month Actual</u>	<u>YTD Actual August 31, 2021</u>	<u>YTD Budget August 31, 2021</u>	<u>% Spent</u>	<u>YTD Encumbrance</u>	<u>Actual Plus Encumbrance</u>	<u>Budget Balance</u>
<u>Revenues</u>								
4110- GRANT INCOME-FEDERAL	\$541,520.00	\$35,636.98	\$388,912.15	\$0.00	-0.72	\$0.00	\$388,912.15	\$152,607.85
4220- IN KIND CONTRIBUTIONS	0.00	0.00	10,262.20	0.00	0.00	0.00	10,262.20	-10,262.20
4350- RENTAL INCOME	0.00	5,462.79	38,118.12	0.00	0.00	0.00	38,118.12	-38,118.12
Total Revenues	<u>\$541,520.00</u>	<u>\$41,099.77</u>	<u>\$437,292.47</u>	<u>\$0.00</u>	<u>-0.81</u>	<u>\$0.00</u>	<u>\$437,292.47</u>	<u>\$104,227.53</u>
<u>Expenses</u>								
5010- SALARIES & WAGES	\$157,808.00	\$14,948.62	\$122,084.15	\$0.00	0.77	\$0.00	\$122,084.15	\$35,723.85
5020- ACCRUED VACATION PAY	0.00	734.90	6,758.80	0.00	0.00	0.00	6,758.80	-6,758.80
5112- HEALTH INSURANCE	22,695.00	1,743.35	12,594.93	0.00	0.55	0.00	12,594.93	10,100.07
5114- WORKER'S COMPENSATION	9,123.00	532.49	5,784.22	0.00	0.63	0.00	5,784.22	3,338.78
5116- PENSION	6,312.00	603.73	4,891.48	0.00	0.77	0.00	4,891.48	1,420.52
5122- FICA	12,072.00	1,186.42	10,025.97	0.00	0.83	0.00	10,025.97	2,046.03
5124- SUI	1,517.00	0.00	1,715.89	0.00	1.13	0.00	1,715.89	-198.89
5130- ACCRUED VACATION FICA	0.00	33.10	27.44	0.00	0.00	0.00	27.44	-27.44
6110- OFFICE SUPPLIES	2,900.00	0.00	1,951.04	0.00	0.67	0.00	1,951.04	948.96
6112- DATA PROCESSING SUPPLIES	7,402.00	75.90	5,832.34	0.00	0.79	0.00	5,832.34	1,569.66
6122- KITCHEN SUPPLIES	0.00	0.00	2,064.40	0.00	0.00	0.00	2,064.40	-2,064.40
6130- PROGRAM SUPPLIES	8,230.00	18.26	7,604.96	0.00	0.92	765.57	8,370.53	-140.53
6132- MEDICAL & DENTAL SUPPLIES	0.00	0.00	404.00	0.00	0.00	1,500.00	1,904.00	-1,904.00
6140- CUSTODIAL SUPPLIES	1,250.00	677.64	1,600.56	0.00	1.28	0.00	1,600.56	-350.56
6143- FURNISHINGS	25,272.00	424.86	33,243.55	0.00	1.32	0.00	33,243.55	-7,971.55
6170- POSTAGE & SHIPPING	150.00	0.00	43.90	0.00	0.29	0.00	43.90	106.10
6180- EQUIPMENT RENTAL	1,350.00	0.00	579.51	0.00	0.43	0.00	579.51	770.49
6181- EQUIPMENT MAINTENANCE	2,065.00	0.00	690.98	0.00	0.33	0.00	690.98	1,374.02
6310- PRINTING & PUBLICATIONS	150.00	0.00	108.25	0.00	0.72	0.00	108.25	41.75
6320- TELEPHONE	4,945.00	544.46	4,458.58	0.00	0.90	0.00	4,458.58	486.42
6410- RENT	197,157.00	15,936.22	140,067.21	0.00	0.71	0.00	140,067.21	57,089.79
6420- UTILITIES/ DISPOSAL	28,048.00	227.48	17,808.39	0.00	0.63	0.00	17,808.39	10,239.61
6432- BUILDING REPAIRS/ MAINTENANCE	7,700.00	550.00	5,244.32	0.00	0.68	0.00	5,244.32	2,455.68
6433- GROUNDS MAINTENANCE	1,860.00	160.00	2,450.00	0.00	1.32	0.00	2,450.00	-590.00
6440- PROPERTY INSURANCE	1,880.00	94.73	1,902.42	0.00	1.01	0.00	1,902.42	-22.42
6530- LEGAL	6,569.00	0.00	6,075.00	0.00	0.92	0.00	6,075.00	494.00
6540- CUSTODIAL SERVICES	0.00	450.00	6,341.82	0.00	0.00	0.00	6,341.82	-6,341.82

U.S Department of Housing and Urban Development Shunammite Place Grant Period November 2020 through October 2021 Revenue and Expense with Encumbrance and Net Assets August 2021

	<u>Grant</u>	<u>Current</u>	<u>YTD Actual</u>	<u>YTD</u>		<u>YTD</u>	<u>Actual Plus</u>	<u>Budget</u>
	<u>Budget</u>	<u>Month</u>	<u>August 31,</u>	<u>Budget</u>	<u>% Spent</u>	<u>Encumbrance</u>	<u>Encumbrance</u>	<u>Balance</u>
<u>224 0 HUD SHUNAMMITE PLACE</u>		<u>Actual</u>	<u>2021</u>	<u>2021</u>				
6562- MEDICAL EXAM	250.00	0.00	0.00	0.00	0.00	0.00	0.00	250.00
6566- DENTAL EXAM	300.00	0.00	0.00	0.00	0.00	0.00	0.00	300.00
6610- GAS & OIL	150.00	0.00	0.00	0.00	0.00	0.00	0.00	150.00
6640- VEHICLE REPAIR & MAINTENANCE	30.00	0.00	0.00	0.00	0.00	0.00	0.00	30.00
6712- STAFF TRAVEL-LOCAL	682.00	0.00	282.24	0.00	0.41	0.00	282.24	399.76
6742- TRAINING - STAFF	1,000.00	0.00	0.00	0.00	0.00	0.00	0.00	1,000.00
6745- TRAINING - PARTICIPANT/CLIENTS	47.00	0.00	0.00	0.00	0.00	0.00	0.00	47.00
6832- LIABILITY INSURANCE	25.00	1.35	18.37	0.00	0.73	0.00	18.37	6.63
6850- FEES & LICENSES	5,241.00	0.00	733.00	0.00	0.14	0.00	733.00	4,508.00
6875- EMPLOYEE HEALTH & WELFARE	0.00	8.80	13.65	0.00	0.00	27.86	41.51	-41.51
7210- TRANSPORTATION VOUCHERS	320.00	59.43	333.78	0.00	1.04	0.00	333.78	-13.78
7226- CLIENT LODGING/SHELTER	0.00	0.00	675.00	0.00	0.00	0.00	675.00	-675.00
7230- CLIENT FOOD	575.00	0.00	169.65	0.00	0.30	0.00	169.65	405.35
8130- IN KIND - OTHER	0.00	0.00	10,262.20	0.00	0.00	0.00	10,262.20	-10,262.20
9010- INDIRECT COST ALLOCATION	26,445.00	2,086.68	22,450.47	0.00	0.85	0.00	22,450.47	3,994.53
Total Expenses	<u>\$541,520.00</u>	<u>\$41,098.42</u>	<u>\$437,292.47</u>	<u>\$0.00</u>	<u>0.81</u>	<u>\$2,293.43</u>	<u>\$439,585.90</u>	<u>\$101,934.10</u>
Excess Revenue Over (Under)	\$0.00	\$1.35	\$0.00	\$0.00	0.00	-\$2,293.43	-\$2,293.43	\$2,293.43
Beginning Net Assets - Unrestricted	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Beginning Net Assets - Board Designated	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Ending Net Assets	<u>\$0.00</u>	<u>\$1.35</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>0.00</u>	<u>-\$2,293.43</u>	<u>-\$2,293.43</u>	<u>\$2,293.43</u>

**Cross-Year Rev/ Exp by Fund/ Obj w Encumbrances/w Net Assets
August 31, 2021**

<u>246 0 HOMELESS HOUSING ASSIST. & PREVENTION (HHAP) - MADERA CO BEHAVIORAL HEALTH</u>	<u>Grant Budget</u>	<u>Current Month Actual</u>	<u>YTD Actual August 31, 2021</u>	<u>YTD Budget August 31, 2021</u>	<u>% Spent</u>	<u>YTD Encumbrance</u>	<u>Actual Plus Encumbrance</u>	<u>Budget Balance</u>
<u>Revenues</u>								
4120- GRANT INCOME-STATE	\$411,434.00	\$12,131.03	\$312,904.48	\$0.00	(0.76)	\$0.00	\$312,904.48	\$98,529.52
Total Revenues	\$411,434.00	\$12,131.03	\$312,904.48	\$0.00	(0.76)	\$0.00	\$312,904.48	\$98,529.52
<u>Expenses</u>								
5010- SALARIES & WAGES	\$55,865.00	\$1,120.03	\$16,559.27	\$0.00	0.30	\$0.00	\$16,559.27	\$39,305.73
5020- ACCRUED VACATION PAY	0.00	72.16	2,272.19	0.00	0.00	0.00	2,272.19	(2,272.19)
5112- HEALTH INSURANCE	3,455.00	61.74	1,830.75	0.00	0.53	0.00	1,830.75	1,624.25
5114- WORKER'S COMPENSATION	303.00	4.41	119.05	0.00	0.39	0.00	119.05	183.95
5116- PENSION	2,344.00	60.36	765.54	0.00	0.33	0.00	765.54	1,578.46
5122- FICA	4,483.00	92.33	1,292.96	0.00	0.29	0.00	1,292.96	3,190.04
5124- SUI	445.00	0.00	203.29	0.00	0.46	0.00	203.29	241.71
5130- ACCRUED VACATION FICA	0.00	(4.76)	89.18	0.00	0.00	0.00	89.18	(89.18)
6110- OFFICE SUPPLIES	0.00	0.00	17.77	0.00	0.00	0.00	17.77	(17.77)
6112- DATA PROCESSING SUPPLIES	500.00	0.00	125.23	0.00	0.25	452.28	577.51	(77.51)
6130- PROGRAM SUPPLIES	1,379.00	0.00	0.00	0.00	0.00	0.00	0.00	1,379.00
6180- EQUIPMENT RENTAL	300.00	0.00	158.07	0.00	0.53	0.00	158.07	141.93
6181- EQUIPMENT MAINTENANCE	400.00	0.00	0.00	0.00	0.00	0.00	0.00	400.00
6320- TELEPHONE	600.00	20.28	379.17	0.00	0.63	0.00	379.17	220.83
6410- RENT	1,300.00	68.00	936.63	0.00	0.72	0.00	936.63	363.37
6420- UTILITIES/ DISPOSAL	400.00	15.34	140.20	0.00	0.35	0.00	140.20	259.80
6610- GAS & OIL	180.00	0.00	0.00	0.00	0.00	0.00	0.00	180.00
6640- VEHICLE REPAIR & MAINTENANCE	500.00	0.00	0.00	0.00	0.00	0.00	0.00	500.00
6712- STAFF TRAVEL-LOCAL	3,242.00	0.00	0.00	0.00	0.00	0.00	0.00	3,242.00
6875- EMPLOYEE HEALTH & WELFARE	0.00	1.05	1.05	0.00	0.00	2.53	3.58	(3.58)
7210- TRANSPORTATION VOUCHERS	3,750.00	0.00	51.00	0.00	0.01	0.00	51.00	3,699.00
7224- CLIENT RENT	297,420.00	9,608.25	261,863.86	0.00	0.88	0.00	261,863.86	35,556.14
7230- CLIENT FOOD	250.00	0.00	0.00	0.00	0.00	0.00	0.00	250.00
9010- INDIRECT COST ALLOCATION	34,318.00	1,011.84	26,099.27	0.00	0.76	0.00	26,099.27	8,218.73
Total Expenses	\$411,434.00	\$12,131.03	\$312,904.48	\$0.00	0.76	\$454.81	\$313,359.29	\$98,074.71
Excess Revenue Over (Under)	\$0.00	\$0.00	\$0.00	\$0.00	0.00	-\$454.81	-\$454.81	\$454.81
Beginning Net Assets - Unrestricted	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Beginning Net Assets - Board Designated	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Ending Net Assets	\$0.00	\$0.00	\$0.00	\$0.00	0.00	-\$454.81	-\$454.81	\$454.81

**Victim Services-Domestic Violence Program
October 1, 2020 to August 31, 2021**

533 0 SHELTER BASED DV SERVICES	Grant Budget	Current Month Actual	YTD Actual August 31, 2021	YTD Budget July 31, 2021	% Spent	YTD Encumbrance	Actual Plus Encumbrance	Budget Balance
Revenues								
4110- GRANT INCOME-FEDERAL	335,607.00	34,419.22	350,063.38	0.00	(1.04)	0.00	350,063.38	(14,456.38)
4120- GRANT INCOME-STATE	201,980.00	16,000.00	187,823.00	0.00	(0.93)	0.00	187,823.00	14,157.00
4220- IN KIND CONTRIBUTIONS	0.00	0.00	21,284.00	0.00	0.00	0.00	21,284.00	(21,284.00)
Total Revenues	537,587.00	50,419.22	559,170.38	0.00	1.04	0.00	559,170.38	(21,583.38)
Expenses								
5010- SALARIES & WAGES	338,016.00	30,590.95	315,910.41	0.00	0.93	0.00	315,910.41	22,105.59
5020- ACCRUED VACATION PAY	0.00	1,567.11	13,674.54	0.00	0.00	0.00	13,674.54	(13,674.54)
5112- HEALTH INSURANCE	29,902.00	1,893.09	23,851.11	0.00	0.80	0.00	23,851.11	6,050.89
5114- WORKER'S COMPENSATION	8,465.00	680.07	7,695.25	0.00	0.91	0.00	7,695.25	769.75
5116- PENSION	15,427.00	1,765.17	14,858.72	0.00	0.96	0.00	14,858.72	568.28
5122- FICA	26,053.00	2,426.48	25,259.42	0.00	0.97	0.00	25,259.42	793.58
5124- SUI	3,641.00	100.64	3,744.95	0.00	1.03	0.00	3,744.95	(103.95)
5130- ACCRUED VACATION FICA	0.00	76.41	80.39	0.00	0.00	0.00	80.39	(80.39)
6110- OFFICE SUPPLIES	420.00	0.00	2,203.86	0.00	5.25	0.00	2,203.86	(1,783.86)
6112- DATA PROCESSING SUPPLIES	780.00	189.68	6,812.04	0.00	8.73	0.00	6,812.04	(6,032.04)
6121- FOOD	0.00	0.00	296.02	0.00	0.00	0.00	296.02	(296.02)
6130- PROGRAM SUPPLIES	6,045.00	0.00	3,644.48	0.00	0.60	25.71	3,670.19	2,374.81
6132- MEDICAL & DENTAL SUPPLIES	0.00	0.00	148.18	0.00	0.00	0.00	148.18	(148.18)
6140- CUSTODIAL SUPPLIES	360.00	0.00	294.13	0.00	0.82	0.00	294.13	65.87
6143- FURNISHINGS	0.00	0.00	59.26	0.00	0.00	0.00	59.26	(59.26)
6170- POSTAGE & SHIPPING	360.00	0.00	137.99	0.00	0.38	0.00	137.99	222.01
6180- EQUIPMENT RENTAL	960.00	128.03	1,242.51	0.00	1.29	0.00	1,242.51	(282.51)
6181- EQUIPMENT MAINTENANCE	480.00	0.00	173.78	0.00	0.36	0.00	173.78	306.22
6310- PRINTING & PUBLICATIONS	239.00	0.00	156.20	0.00	0.65	0.00	156.20	82.80
6312- ADVERTISING & PROMOTION	480.00	59.25	510.49	0.00	1.06	0.00	510.49	(30.49)
6320- TELEPHONE	8,040.00	1,897.99	10,696.75	0.00	1.33	0.00	10,696.75	(2,656.75)
6410- RENT	13,457.00	1,143.48	12,578.28	0.00	0.93	0.00	12,578.28	878.72
6420- UTILITIES/ DISPOSAL	10,680.00	1,704.12	13,626.24	0.00	1.28	0.00	13,626.24	(2,946.24)
6432- BUILDING REPAIRS/ MAINTENANCE	1,200.00	128.00	3,415.82	0.00	2.85	0.00	3,415.82	(2,215.82)
6433- GROUNDS MAINTENANCE	2,880.00	0.00	4,975.00	0.00	1.73	0.00	4,975.00	(2,095.00)
6436- PEST CONTROL	1,560.00	124.00	1,364.00	0.00	0.87	0.00	1,364.00	196.00
6437- BURGLAR & FIRE ALARM	2,160.00	27.56	1,681.89	0.00	0.78	0.00	1,681.89	478.11
6440- PROPERTY INSURANCE	2,640.00	219.04	2,627.82	0.00	1.00	0.00	2,627.82	12.18
6520- CONSULTANTS	5,000.00	0.00	0.00	0.00	0.00	0.00	0.00	5,000.00
6530- LEGAL	0.00	0.00	700.00	0.00	0.00	0.00	700.00	(700.00)
6540- CUSTODIAL SERVICES	1,200.00	261.14	3,922.70	0.00	3.27	0.00	3,922.70	(2,722.70)
6555- MEDICAL SCREENING/DEAT/STAFF	0.00	0.00	120.00	0.00	0.00	0.00	120.00	(120.00)
6610- GAS & OIL	600.00	276.61	1,735.12	0.00	2.89	0.00	1,735.12	(1,135.12)
6620- VEHICLE INSURANCE	2,760.00	219.36	2,333.66	0.00	0.85	0.00	2,333.66	426.34
6640- VEHICLE REPAIR & MAINTENANCE	360.00	26.93	1,269.06	0.00	3.53	0.00	1,269.06	(909.06)
6712- STAFF TRAVEL-LOCAL	230.00	0.00	0.00	0.00	0.00	0.00	0.00	230.00
6830- INSURANCE & BONDING	720.00	0.00	0.00	0.00	0.00	0.00	0.00	720.00
6832- LIABILITY INSURANCE	72.00	76.50	951.20	0.00	13.21	0.00	951.20	(879.20)
6840- PROPERTY TAXES	840.00	0.00	21.62	0.00	0.03	0.00	21.62	818.38
6850- FEES & LICENSES	720.00	122.00	1,143.08	0.00	1.59	0.00	1,143.08	(423.08)
6852- FINGERPRINT	0.00	0.00	58.75	0.00	0.00	0.00	58.75	(58.75)
6875- EMPLOYEE HEALTH & WELFARE	0.00	95.57	348.79	0.00	0.00	19.45	368.24	(368.24)

Victim Services-Domestic Violence Program
October 1, 2020 to August 31, 2021

<u>533 0 SHELTER BASED DV SERVICES</u>	<u>Grant Budget</u>	<u>Current Month Actual</u>	<u>YTD Actual August 31, 2021</u>	<u>YTD Budget July 31, 2021</u>	<u>% Spent</u>	<u>YTD Encumbrance</u>	<u>Actual Plus Encumbrance</u>	<u>Budget Balance</u>
Expenses (Continued)								
7226- CLIENT LODGING/SHELTER	5,600.00	278.46	8,414.40	0.00	1.50	0.00	8,414.40	(2,814.40)
7230- CLIENT FOOD	0.00	31.95	237.02	0.00	0.00	0.00	237.02	(237.02)
7240- DIRECT BENEFITS	400.00	0.00	46.50	0.00	0.12	0.00	46.50	353.50
8120- IN KIND RENT	0.00	0.00	20,718.00	0.00	0.00	0.00	20,718.00	(20,718.00)
8130- IN KIND - OTHER	0.00	0.00	566.00	0.00	0.00	0.00	566.00	(566.00)
9010- INDIRECT COST ALLOCATION	44,840.00	4,218.48	44,864.95	0.00	1.00	0.00	44,864.95	(24.95)
Total Expenses	<u>537,587.00</u>	<u>50,328.07</u>	<u>559,170.38</u>	<u>0.00</u>	<u>1.04</u>	<u>45.16</u>	<u>559,215.54</u>	<u>(21,628.54)</u>
Excess Revenue Over (Under) Expenditures	<u>0.00</u>	<u>91.15</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>(45.16)</u>	<u>(45.16)</u>	<u>45.16</u>
Beginning Net Assets - Unrestricted	<u>0.00</u>	<u>(82.75)</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Beginning Net Assets - Board Designated	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Ending Net Assets	<u>0.00</u>	<u>8.40</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>(45.16)</u>	<u>(45.16)</u>	<u>45.16</u>

**Fiscal Year July 20- June 22
July 31, 2021**

<u>426/432 ALT. PYMT. - GENERAL - FEDERAL 2020-2022</u>	<u>Grant Budget</u>	<u>Current Month Actual</u>	<u>YTD Actual August 31, 2021</u>	<u>YTD Budget August 31, 2021</u>	<u>% Spent</u>	<u>YTD Encumbrance</u>	<u>Actual Plus Encumbrance</u>	<u>Budget Balance</u>
Revenues								
4110- GRANT INCOME-FEDERAL	5,189,879.00	337,098.09	3,140,497.60	0.00	(0.61)	0.00	3,140,497.60	2,049,381.40
4120- GRANT INCOME-STATE	1,354,398.00	0.00	993,256.45	0.00	(0.73)	0.00	993,256.45	361,141.55
4315- CHILD CRE REVENUE-STATE	211,124.00	0.00	211,124.00	0.00	(1.00)	0.00	211,124.00	0.00
4320- INTEREST INCOME	0.00	0.00	645.00	0.00	0.00	0.00	645.00	(645.00)
Total Revenues	6,755,401.00	337,098.09	4,345,523.05	0.00	(0.64)	0.00	4,345,523.05	2,409,877.95
Expenses								
5010- SALARIES & WAGES	401,764.00	25,796.87	244,537.80	0.00	0.61	0.00	244,537.80	157,226.20
5020- ACCRUED VACATION PAY	13,530.00	1,390.29	15,551.96	0.00	1.15	0.00	15,551.96	(2,021.96)
Total Salaries	415,294.00	27,187.16	260,089.76	0.00	0.63	0.00	260,089.76	155,204.24
5112- HEALTH INSURANCE	42,862.00	2,726.32	23,661.49	0.00	0.55	0.00	23,661.49	19,200.51
5114- WORKER'S COMPENSATION	1,629.00	101.18	1,246.48	0.00	0.77	0.00	1,246.48	382.52
5116- PENSION	13,939.00	1,072.76	10,722.95	0.00	0.77	0.00	10,722.95	3,216.05
5122- FICA	26,488.00	1,962.54	18,993.15	0.00	0.72	0.00	18,993.15	7,494.85
5124- SUI	2,499.00	150.09	2,538.85	0.00	1.02	0.00	2,538.85	(39.85)
5130- ACCRUED VACATION FICA	421.00	74.46	725.50	0.00	1.72	0.00	725.50	(304.50)
Total Fringe Benefits	87,838.00	6,087.35	57,888.42	0.00	0.66	0.00	57,888.42	29,949.58
6110- OFFICE SUPPLIES	8,680.00	0.00	3,001.44	0.00	0.35	0.00	3,001.44	5,678.56
6112- DATA PROCESSING SUPPLIES	10,540.00	475.74	13,901.92	0.00	1.32	0.00	13,901.92	(3,361.92)
6121- FOOD	0.00	0.00	13.47	0.00	0.00	0.00	13.47	(13.47)
6130- PROGRAM SUPPLIES	3,100.00	0.00	836.20	0.00	0.27	0.00	836.20	2,263.80
6143- FURNISHINGS	756.00	(236.58)	201.43	0.00	0.27	1,061.22	1,262.65	(506.65)
6170- POSTAGE & SHIPPING	3,100.00	0.00	3,785.00	0.00	1.22	0.00	3,785.00	(685.00)
Total Supplies	26,176.00	239.16	21,739.46	0.00	0.83	1,061.22	22,800.68	3,375.32
6180- EQUIPMENT RENTAL	3,410.00	0.00	3,106.88	0.00	0.91	0.00	3,106.88	303.12
6181- EQUIPMENT MAINTENANCE	2,046.00	0.00	0.00	0.00	0.00	0.00	0.00	2,046.00
6310- PRINTING & PUBLICATIONS	1,190.00	0.00	0.00	0.00	0.00	0.00	0.00	1,190.00
6312- ADVERTISING & PROMOTION	1,240.00	0.00	127.84	0.00	0.10	0.00	127.84	1,112.16
6320- TELEPHONE	3,844.00	73.29	6,217.65	0.00	1.62	0.00	6,217.65	(2,373.65)
6410- RENT	44,516.00	2,836.40	22,197.55	0.00	0.50	0.00	22,197.55	22,318.45
6420- UTILITIES/ DISPOSAL	4,154.00	640.02	4,195.34	0.00	1.01	0.00	4,195.34	(41.34)
6432- BUILDING REPAIRS/ MAINTENANCE	1,860.00	192.56	5,786.68	0.00	3.11	0.00	5,786.68	(3,926.68)
6440- PROPERTY INSURANCE	558.00	49.77	693.56	0.00	1.24	0.00	693.56	(135.56)
6530- LEGAL	2,480.00	0.00	1,496.49	0.00	0.60	0.00	1,496.49	983.51
6555- MEDICAL SCREENING/DEAT/STAFF	496.00	0.00	693.00	0.00	1.40	0.00	693.00	(197.00)
6610- GAS & OIL	62.00	0.00	0.00	0.00	0.00	0.00	0.00	62.00
6620- VEHICLE INSURANCE	62.00	15.64	220.57	0.00	3.56	0.00	220.57	(158.57)
6640- VEHICLE REPAIR & MAINTENANCE	61.00	0.00	26.96	0.00	0.44	0.00	26.96	34.04
6712- STAFF TRAVEL-LOCAL	300.00	0.00	0.00	0.00	0.00	0.00	0.00	300.00
6722- PER DIEM - STAFF	10.00	0.00	0.00	0.00	0.00	0.00	0.00	10.00
6742- TRAINING - STAFF	558.00	140.53	1,877.06	0.00	3.36	367.50	2,244.56	(1,686.56)
6840- PROPERTY TAXES	124.00	0.00	25.61	0.00	0.21	0.00	25.61	98.39
6850- FEES & LICENSES	2,480.00	1.00	2,155.63	0.00	0.87	0.00	2,155.63	324.37
6852- FINGERPRINT	186.00	0.00	87.50	0.00	0.47	0.00	87.50	98.50
6875- EMPLOYEE HEALTH & WELFARE	447.00	11.97	125.02	0.00	0.28	37.90	162.92	284.08
Total Other & Services	70,084.00	3,961.18	49,033.34	0.00	0.70	405.40	49,438.74	20,645.26
Equipment & Bldg Improvements	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Depreciaton & Interest Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
7240- DIRECT BENEFITS	5,399,029.00	270,082.74	3,400,799.02	0.00	0.63	0.00	3,400,799.02	1,998,229.98
7245- DIRECT BENEFITS - STATE	211,124.00	0.00	211,124.00	0.00	1.00	0.00	211,124.00	0.00
Total Direct Benefits	5,610,153.00	270,082.74	3,611,923.02	0.00	0.64	0.00	3,611,923.02	1,998,229.98
9010- INDIRECT COST ALLOCATION	545,856.00	28,117.26	344,849.05	0.00	0.63	0.00	344,849.05	201,006.95
Total Expenses	6,755,401.00	335,674.85	4,345,523.05	0.00	0.64	1,466.62	4,346,989.67	2,408,411.33
Excess Revenue Over (Under) Expenditures	0.00	1,423.24	0.00	0.00	0.00	(1,466.62)	(1,466.62)	1,466.62

**Fiscal Year July 21- June 22
July 31, 2021**

<u>427 0 ALT. PYMT. PROG. STG 2 - FEDERAL</u>	<u>Grant Budget</u>	<u>Current Month Actual</u>	<u>YTD Actual August 31, 2021</u>	<u>YTD Budget August 31, 2021</u>	<u>% Spent</u>	<u>YTD Encumbrance</u>	<u>Actual Plus Encumbrance</u>	<u>Budget Balance</u>
REVENUES								
4110- GRANT INCOME-FEDERAL	454,317.00	0.00	0.00	0.00	0.00	0.00	0.00	454,317.00
4120- GRANT INCOME-STATE	2,205,312.00	159,743.27	318,247.34	0.00	(0.14)	0.00	318,247.34	1,887,064.66
Total Revenues	2,659,629.00	159,743.27	318,247.34	0.00	(0.12)	0.00	318,247.34	2,341,381.66
EXPENSES								
5010- SALARIES & WAGES	158,285.00	13,779.17	17,727.03	0.00	0.11	0.00	17,727.03	140,557.97
5020- ACCRUED VACATION PAY	5,330.00	717.48	913.06	0.00	0.17	0.00	913.06	4,416.94
Total Salaries	163,615.00	14,496.65	18,640.09	0.00	0.11	0.00	18,640.09	144,974.91
5112- HEALTH INSURANCE	21,838.00	982.27	1,571.76	0.00	0.07	0.00	1,571.76	20,266.24
5114- WORKER'S COMPENSATION	743.00	51.13	65.91	0.00	0.09	0.00	65.91	677.09
5116- PENSION	5,190.00	706.62	870.26	0.00	0.17	0.00	870.26	4,319.74
5122- FICA	12,110.00	1,067.87	1,376.28	0.00	0.11	0.00	1,376.28	10,733.72
5124- SUI	1,164.00	0.00	0.00	0.00	0.00	0.00	0.00	1,164.00
5130- ACCRUED VACATION FICA	121.00	27.64	31.43	0.00	0.26	0.00	31.43	89.57
Fringe Benefits	41,166.00	2,835.53	3,915.64	0.00	0.10	0.00	3,915.64	37,250.36
6110- OFFICE SUPPLIES	3,500.00	0.00	0.00	0.00	0.00	0.00	0.00	3,500.00
6112- DATA PROCESSING SUPPLIES	4,250.00	387.12	639.94	0.00	0.15	0.00	639.94	3,610.06
6130- PROGRAM SUPPLIES	1,250.00	0.00	370.43	0.00	0.30	0.00	370.43	879.57
6143- FURNISHINGS	305.00	190.04	541.02	0.00	1.77	848.99	1,390.01	(1,085.01)
6170- POSTAGE & SHIPPING	1,250.00	0.00	324.10	0.00	0.26	0.00	324.10	925.90
Supplies	10,555.00	577.16	1,875.49	0.00	0.18	848.99	2,724.48	7,830.52
6180- EQUIPMENT RENTAL	1,375.00	0.00	167.11	0.00	0.12	0.00	167.11	1,207.89
6181- EQUIPMENT MAINTENANCE	825.00	0.00	0.00	0.00	0.00	0.00	0.00	825.00
6310- PRINTING & PUBLICATIONS	480.00	0.00	0.00	0.00	0.00	0.00	0.00	480.00
6312- ADVERTISING & PROMOTION	500.00	0.00	0.00	0.00	0.00	0.00	0.00	500.00
6320- TELEPHONE	1,550.00	68.58	146.82	0.00	0.09	0.00	146.82	1,403.18
6410- RENT	17,950.00	2,269.12	4,538.24	0.00	0.25	0.00	4,538.24	13,411.76
6420- UTILITIES/ DISPOSAL	1,675.00	511.74	872.54	0.00	0.52	0.00	872.54	802.46
6432- BUILDING REPAIRS/	750.00	0.00	125.51	0.00	0.17	0.00	125.51	624.49
6440- PROPERTY INSURANCE	225.00	40.04	80.05	0.00	0.36	0.00	80.05	144.95
6530- LEGAL	1,000.00	0.00	131.24	0.00	0.13	0.00	131.24	868.76
6555- MEDICAL	200.00	0.00	0.00	0.00	0.00	0.00	0.00	200.00
6610- GAS & OIL	20.00	0.00	0.00	0.00	0.00	0.00	0.00	20.00
6620- VEHICLE INSURANCE	30.00	15.64	31.27	0.00	1.04	0.00	31.27	(1.27)
6640- VEHICLE REPAIR &	25.00	0.00	0.00	0.00	0.00	0.00	0.00	25.00
6712- STAFF TRAVEL-LOCAL	125.00	0.00	0.00	0.00	0.00	0.00	0.00	125.00
6742- TRAINING - STAFF	225.00	56.81	56.81	0.00	0.25	294.00	350.81	(125.81)
6840- PROPERTY TAXES	50.00	0.00	0.00	0.00	0.00	0.00	0.00	50.00
6850- FEES & LICENSES	1,000.00	0.00	0.00	0.00	0.00	0.00	0.00	1000.00
6852- FINGERPRINT	75.00	0.00	0.00	0.00	0.00	0.00	0.00	75.00
6875- EMPLOYEE HEALTH & WELFARE	180.00	9.57	9.57	0.00	0.05	30.33	39.90	140.10
Total Other & Services	28,260.00	2,971.50	6,159.16	0.00	0.22	324.33	6483.49	21776.51
Equipment & Bldg Improvements	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Depreciation Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
7240- DIRECT BENEFITS	2,194,194.00	124,832.82	261,112.04	0.00	0.12	0.00	261112.04	1933081.96
Direct Benefits	2,194,194.00	124,832.82	261,112.04	0.00	0.12	0.00	261112.04	1933081.96
9010- INDIRECT COST ALLOCATION	221,839.00	13,324.14	26,544.92	0.00	0.12	0.00	26544.92	195294.08
TOTAL EXPENSES	2,659,629.00	159,037.80	318,247.34	0.00	0.12	1173.32	319420.66	2340208.34
Excess Revenue Over (Under)	0.00	705.47	0.00	0.00	0.00	(1173.32)	(1173.32)	1173.32

**Fiscal Year July 21- June 22
July 31, 2021**

<u>428 0 ALT. PYMT. PROG. STG 3 - FEDERAL</u>	<u>Grant Budget</u>	<u>Current Month Actual</u>	<u>YTD Actual August 31, 2021</u>	<u>YTD Budget August 31, 2021</u>	<u>% Spent</u>	<u>YTD Encumbrance</u>	<u>Actual Plus Encumbrance</u>	<u>Budget Balance</u>
REVENUES								
4110- GRANT INCOME-FEDERAL	760,218.00	38,823.27	78,226.52	0.00	(0.10)	0.00	78,226.52	681,991.48
4120- GRANT INCOME-STATE	623,354.00	49,411.43	99,561.02	0.00	(0.16)	0.00	99,561.02	523,792.98
Total Revenues	1,383,572.00	88,234.70	177,787.54	0.00	(0.13)	0.00	177,787.54	1,205,784.46
EXPENSES								
5010- SALARIES & WAGES	81,481.00	6,208.95	10,048.30	0.00	0.12	0.00	10,048.30	71,432.70
5020- ACCRUED VACATION PAY	2,744.00	296.39	433.65	0.00	0.16	0.00	433.65	2,310.35
Total Salaries	84,225.00	6,505.34	10,481.95	0.00	0.12	0.00	10,481.95	73,743.05
5112- HEALTH INSURANCE	12,065.00	499.99	945.94	0.00	0.08	0.00	945.94	11,119.06
5114- WORKER'S COMPENSATION	382.00	23.29	38.06	0.00	0.10	0.00	38.06	343.94
5116- PENSION	2,744.00	334.84	592.43	0.00	0.22	0.00	592.43	2,151.57
5122- FICA	6,234.00	486.58	794.41	0.00	0.13	0.00	794.41	5,439.59
5124- SUI	669.00	0.00	0.00	0.00	0.00	0.00	0.00	669.00
5130- ACCRUED VACATION FICA	134.00	10.24	9.75	0.00	0.07	0.00	9.75	124.25
Fringe Benefits	22,228.00	1,354.94	2,380.59	0.00	0.11	0.00	2,380.59	19,847.41
6110- OFFICE SUPPLIES	1,820.00	0.00	0.00	0.00	0.00	0.00	0.00	1,820.00
6112- DATA PROCESSING SUPPLIES	2,210.00	180.43	298.03	0.00	0.13	0.00	298.03	1,911.97
6122- KITCHEN SUPPLIES	0.00	0.00	81.70	0.00	0.00	0.00	81.70	(81.70)
6130- PROGRAM SUPPLIES	650.00	0.00	77.06	0.00	0.12	0.00	77.06	572.94
6143- FURNISHINGS	159.00	81.45	235.05	0.00	1.48	363.85	598.90	(439.90)
6170- POSTAGE & SHIPPING	650.00	0.00	103.91	0.00	0.16	0.00	103.91	546.09
Supplies	5,489.00	261.88	795.75	0.00	0.14	363.85	1,159.60	4,329.40
6180- EQUIPMENT RENTAL	715.00	0.00	57.06	0.00	0.08	0.00	57.06	657.94
6181- EQUIPMENT MAINTENANCE	429.00	0.00	0.00	0.00	0.00	0.00	0.00	429.00
6310- PRINTING & PUBLICATIONS	250.00	0.00	0.00	0.00	0.00	0.00	0.00	250.00
6312- ADVERTISING & PROMOTION	345.00	0.00	0.00	0.00	0.00	0.00	0.00	345.00
6320- TELEPHONE	806.00	28.06	60.91	0.00	0.08	0.00	60.91	745.09
6410- RENT	9,334.00	972.48	1,944.96	0.00	0.21	0.00	1,944.96	7,389.04
6420- UTILITIES/ DISPOSAL	871.00	218.80	373.07	0.00	0.43	0.00	373.07	497.93
6432- BUILDING REPAIRS/ MAINTENANCE	390.00	0.00	59.45	0.00	0.15	0.00	59.45	330.55
6440- PROPERTY INSURANCE	117.00	18.43	36.91	0.00	0.32	0.00	36.91	80.09
6530- LEGAL	520.00	0.00	40.37	0.00	0.08	0.00	40.37	479.63
6555- MEDICAL SCREENING/DEAT/STAFF	104.00	0.00	0.00	0.00	0.00	0.00	0.00	104.00
6610- GAS & OIL	13.00	0.00	0.00	0.00	0.00	0.00	0.00	13.00
6620- VEHICLE INSURANCE	13.00	0.00	0.00	0.00	0.00	0.00	0.00	13.00
6640- VEHICLE REPAIR & MAINTENANCE	13.00	0.00	0.00	0.00	0.00	0.00	0.00	13.00
6712- STAFF TRAVEL-LOCAL	65.00	0.00	0.00	0.00	0.00	0.00	0.00	65.00
6742- TRAINING - STAFF	117.00	26.91	26.91	0.00	0.23	126.00	152.91	(35.91)
6840- PROPERTY TAXES	26.00	0.00	0.00	0.00	0.00	0.00	0.00	26.00
6850- FEES & LICENSES	520.00	0.00	0.00	0.00	0.00	0.00	0.00	520.00
6852- FINGERPRINT	39.00	0.00	0.00	0.00	0.00	0.00	0.00	39.00
6875- EMPLOYEE HEALTH & WELFARE	93.00	4.10	4.10	0.00	0.04	13.00	17.10	75.90
Total Other & Services	14,780.00	1,268.78	2,603.74	0.00	0.18	139.00	2,742.74	12,037.26
Equipment & Bldg Improvements	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Depreciation Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
7240- DIRECT BENEFITS	1,141,447.00	71,217.53	146,696.30	0.00	0.13	0.00	146,696.30	994,750.70
Direct Benefits	1,141,447.00	71,217.53	146,696.30	0.00	0.13	0.00	146,696.30	994,750.70
9010- INDIRECT COST ALLOCATION	115,403.00	7,359.63	14,829.21	0.00	0.13	0.00	14,829.21	100,573.79
TOTAL EXPENSES	1,383,572.00	87,968.10	177,787.54	0.00	0.13	502.85	178,290.39	1,205,281.61
Excess Revenue Over (Under) Expenditures	0.00	266.60	0.00	0.00	0.00	(502.85)	(502.85)	502.85

FUND #311 Basic
Madera Regional Head Start
Budget to Actual
For the period ending August 31, 2021

Account	Grant	Current	Current Mth	Prior Mth	YTD				
Description	Budget	Period	YTD	YTD	Budget	% Spent	Encumbered	Actual + Encumbered	Balance
Revenues									
4110- GRANT INCOME-FEDERAL	4,110,180.00	478,408.21	803,387.82	324,979.61		21%	77,532.09	880,919.91	(3,229,260.09)
4210- DONATIONS	-	-	-	-		0%	-	-	-
4220- IN KIND CONTRIBUTIONS	1,039,051.00	21,841.97	92,569.78	70,727.81		9%	-	92,569.78	(946,481.22)
4330- SALE OF ASSETS	-	-	-	-		0%	-	-	-
4350- RENTAL INCOME	-	-	-	-		0%	-	-	-
4390- MISC INCOME	-	-	-	-		0%	-	-	-
Total Revenues	5,149,231.00	500,250.18	895,957.60	395,707.42		17%	77,532.09	973,489.69	(4,175,741.31)
5010 SALARIES & WAGES	2,214,386.00	293,402.53	419,956.47	126,553.94		19%	-	419,956.47	(1,794,429.53)
5019- SALARIES & WAGES C19	-	-	-	-		0%	-	-	-
5020 ACCRUED VACATION PAY	150,147.00	16,730.24	24,868.26	8,138.02		17%	-	24,868.26	(125,278.74)
5112 HEALTH INSURANCE	278,976.00	22,178.85	31,970.97	9,792.12		11%	-	31,970.97	(247,005.03)
5114 WORKER'S COMPENSATION	87,529.00	8,658.12	13,217.19	4,559.07		15%	-	13,217.19	(74,311.81)
5115- Worker's Compensation C19	-	-	-	-		0%	-	-	-
5116 PENSION	139,381.00	15,423.43	22,551.76	7,128.33		16%	-	22,551.76	(116,829.24)
5117- Pension C19	-	-	-	-		0%	-	-	-
5121- FICA C19	-	-	-	-		0%	-	-	-
5122 FICA	165,643.00	22,297.09	33,516.09	11,219.00		20%	-	33,516.09	(132,126.91)
5123- SUI C19	-	-	-	-		0%	-	-	-
5124 SUI	32,508.00	211.44	351.57	140.13		1%	-	351.57	(32,156.43)
5130 ACCRUED VACATION FRINGE	11,231.00	1,279.84	1,901.54	621.70		17%	-	1,901.54	(9,329.46)
6110 OFFICE SUPPLIES	30,070.00	1,926.10	2,281.87	355.77		10%	692.62	2,974.49	(27,095.51)
6112 DATA PROCESSING	50,000.00	2,066.17	8,155.60	6,089.43		38%	11,088.17	19,243.77	(30,756.23)
6121 FOOD	4,000.00	-	-	-		0%	-	-	(4,000.00)
6122 KITCHEN SUPPLIES	1,000.00	-	-	-		0%	-	-	(1,000.00)
6130 PROGRAM SUPPLIES	52,003.00	7,275.05	15,842.15	8,567.10		55%	12,937.22	28,779.37	(23,223.63)
6132 MEDICAL & DENTAL SUPPLIES	7,195.00	-	-	-		0%	-	-	(7,195.00)
6134 INSTRUCTIONAL SUPPLIES	22,200.00	-	1,725.71	1,725.71		8%	-	1,725.71	(20,474.29)
6140 CUSTODIAL SUPPLIES	20,200.00	107.61	821.78	714.17		4%	-	821.78	(19,378.22)
6142 LINEN/LAUNDRY	1,200.00	-	-	-		0%	-	-	(1,200.00)
6150 UNIFORM RENTAL/PURCHASE	300.00	-	-	-		0%	-	-	(300.00)
6170 POSTAGE & SHIPPING	900.00	49.66	274.66	225.00		31%	-	274.66	(625.34)
6180 EQUIPMENT RENTAL	31,200.00	304.87	3,231.23	2,926.36		10%	-	3,231.23	(27,968.77)
6181 EQUIPMENT MAINTENANCE	13,700.00	1.32	1,692.65	1,691.33		15%	300.00	1,992.65	(11,707.35)
6221 EQUIPMENT OVER >\$5000	-	-	-	-		0%	-	-	-
6231- BUILDING RENOVATION	-	-	-	-		0%	-	-	-
6310 PRINTING & PUBLICATIONS	5,500.00	283.48	348.55	65.07		6%	-	348.55	(5,151.45)
6312 ADVERTISING & PROMOTION	1,000.00	-	-	-		0%	-	-	(1,000.00)
6320 TELEPHONE	48,000.00	20,980.46	62,640.38	41,659.92		131%	-	62,640.38	14,640.38
6410 RENT	113,786.00	15,242.07	47,888.83	32,646.76		42%	-	47,888.83	(65,897.17)
6420 UTILITIES/ DISPOSAL	76,404.00	3,548.79	15,277.41	11,728.62		20%	-	15,277.41	(61,126.59)
6432 BUILDING REPAIRS/ MAINTEN	45,000.00	635.85	7,334.06	6,698.21		31%	6,806.23	14,140.29	(30,859.71)
6433 GROUNDS MAINTENANCE	21,652.00	72.53	4,231.85	4,159.32		20%	-	4,231.85	(17,420.15)
6435 BUILDING IMPROVEMENTS	-	-	-	-		0%	-	-	-
6436 PEST CONTROL	5,292.00	72.28	963.84	891.56		18%	-	963.84	(4,328.16)
6437 BURGLAR & FIRE ALARM	1,630.00	47.05	566.23	519.18		35%	-	566.23	(1,063.77)
6440 PROPERTY INSURANCE	7,772.00	871.21	2,613.63	1,742.42		34%	-	2,613.63	(5,158.37)
6520 CONSULTANTS	-	-	-	-		0%	12,000.00	12,000.00	12,000.00
6522 CONSULTANT EXPENSES	-	-	-	-		0%	-	-	-
6524 CONTRACTS	41,930.00	-	-	-		0%	-	-	(41,930.00)
6530 LEGAL	-	-	175.00	175.00		0%	-	175.00	175.00
6540 CUSTODIAL SERVICES	-	741.75	1,052.49	310.74		0%	11,340.00	12,392.49	12,392.49
6555 MEDICAL SCREENING/DEAT/ST	1,500.00	140.00	140.00	-		9%	-	140.00	(1,360.00)
6562 MEDICAL EXAM	-	-	-	-		0%	-	-	-
6564 MEDICAL FOLLOW-UP	-	-	-	-		0%	-	-	-

FUND #311 Basic
Madera Regional Head Start
Budget to Actual
For the period ending August 31, 2021

Account	Grant	Current	Current Mth	Prior Mth	YTD				
Description	Budget	Period	YTD	YTD	Budget	% Spent	Encumbered	Actual + Encumbered	Balance
6566 DENTAL EXAM		-				0%			
6568 DENTAL FOLLOW-UP		-				0%			
6610 GAS & OIL	2,100.00	1,171.14	1,795.90	624.76		86%	-	1,795.90	(304.10)
6620 VEHICLE INSURANCE	13,992.00	992.48	2,977.54	1,985.06		21%	-	2,977.54	(11,014.46)
6640 VEHICLE REPAIR & MAINTENA	6,000.00	447.14	3,266.91	2,819.77		62%	436.32	3,703.23	(2,296.77)
6712 STAFF TRAVEL-LOCAL	4,300.00	565.60	924.73	359.13		22%	-	924.73	(3,375.27)
6714 STAFF TRAVEL-OUT OF AREA	9,500.00	-	-	-		0%	-	-	(9,500.00)
6722 PER DIEM - STAFF	100.00	-	-	-		0%	-	-	(100.00)
6724 PER DIEM - PARENT		-				0%			
6730 VOLUNTEER TRAVEL		-				0%			
6742 TRAINING - STAFF	10,000.00	352.00	480.00	128.00		154%	14,939.75	15,419.75	5,419.75
6744 TRAINING VOLUNTEERS		-				0%			
6746 TRAINING PARENTS		-				0%			
6748 EDUCATION REIMBURSEMENT		-				0%			
6750 FIELD TRIPS	2,800.00	-	-	-		0%	-	-	(2,800.00)
6810 BANK CHARGES		-				0%			
6820 INTEREST CHARGES		-				0%			
6832 LIABILITY INSURANCE	840.00	53.86	80.00	26.14		10%	-	80.00	(760.00)
6834 STUDENT ACTIVITY INSURANC	2,010.00	206.57	413.38	206.81		21%	-	413.38	(1,596.62)
6840 PROPERTY TAXES		-				0%			
6850 FEES & LICENSES	5,374.00	2.00	512.00	510.00		10%	-	512.00	(4,862.00)
6851 CPR FEES		-				0%			
6852 FINGER PRINTING	1,500.00	-	-	-		0%	-	-	(1,500.00)
6860 DEPRECIATION EXPENSE		-				0%			
6870 EMPLOYEE RECOGNITION		-				0%			
6875- EMPLOYEE HEALTH & WELFARE COSTS	12,000.00	165.74	305.24	139.50		7%	524.85	830.09	(11,169.91)
6880 VOLUNTEER RECONGNITION		-				0%			
6892 CASH SHORT / OVER		-				0%			
7110 PARENT ACTIVITIES		-				0%			
7111 PARENT MILEAGE	1,200.00	-	-	-		0%	-	-	(1,200.00)
7112 PARENT INVOLVEMENT	8,100.00	-	-	-		0%	-	-	(8,100.00)
7114 PPC ALLOWANCE	3,300.00	-	30.00	30.00		1%	-	30.00	(3,270.00)
7115 PPC FOOD ALLOWANCE		-				0%			
7116 POLICY COUN. FOOD ALLOWAN	1,000.00	-	-	-		0%	-	-	(1,000.00)
8110 IN KIND SALARIES	85,394.00	2,015.42	33,090.13	31,074.71		39%	-	33,090.13	(52,303.87)
8120 IN KIND RENT	318,251.00	19,826.55	59,479.65	39,653.10		19%	-	59,479.65	(258,771.35)
8130 IN KIND - OTHER	635,406.00	-	-	-		0%	-	-	(635,406.00)
9010 INDIRECT COST ALLOCATION	342,829.00	39,903.89	67,010.35	27,106.46		21%	6,466.93	73,477.28	(269,351.72)
Total Expenses	5,149,231.00	500,250.18	895,957.60	395,707.42		19%	77,532.09	973,489.69	(4,175,741.31)
Excess Revenue Over (Under) Expenditures	-	-	-	-					
		438,504.32	736,377.47	297,873.15					
		39,903.89	67,010.35	27,106.46	9.10%				

ADMINISTRATIVE EXPENSES	\$97,668.56
PERCENT ADMINISTATIVE	10.87%
LIMIT IS 15%	

YTD Contract % 21.43%

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.

Revenue & Expense with Encumbrances

From 6/01/2021 to 8/31/2021

	Grant Budget	Current Month Actual	YTD Actual August 31, 2021	YTD Budget August 31, 2021	% Spent	YTD Encumbrance	Actual Plus Encumbrance	Budget Balance
309 0 EARLY HEAD START T&TA								
Revenues								
4110- GRANT INCOME-FEDERAL	13,373.00	0.00	1,891.79	0.00	(0.14)	0.00	1,891.79	11,481.21
Total Revenues	<u>13,373.00</u>	<u>0.00</u>	<u>1,891.79</u>	<u>0.00</u>	<u>(0.14)</u>	<u>0.00</u>	<u>1,891.79</u>	<u>11,481.21</u>
Expenses								
6110- OFFICE SUPPLIES	478.00	0.00	0.00	0.00	0.00	0.00	0.00	478.00
6714- STAFF TRAVEL-OUT OF AREA	5,050.00	0.00	0.00	0.00	0.00	0.00	0.00	5,050.00
6722- PER DIEM - STAFF	1,020.00	0.00	0.00	0.00	0.00	0.00	0.00	1,020.00
6742- TRAINING - STAFF	3,710.00	0.00	1,734.00	0.00	0.47	3,594.00	5,328.00	(1,618.00)
6850- FEES & LICENSES	2,000.00	0.00	0.00	0.00	0.00	0.00	0.00	2,000.00
9010- INDIRECT COST ALLOCATION	1,115.00	0.00	157.79	0.00	0.14	0.00	157.79	957.21
Total Expenses	<u>13,373.00</u>	<u>0.00</u>	<u>1,891.79</u>	<u>0.00</u>	<u>0.14</u>	<u>3,594.00</u>	<u>5,485.79</u>	<u>7,887.21</u>
Excess Revenue Over (Under) Expenditures	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>(3,594.00)</u>	<u>(3,594.00)</u>	<u>3,594.00</u>
Beginning Net Assets - Unrestricted	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Beginning Net Assets - Board Designated	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Ending Net Assets	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>(3,594.00)</u>	<u>(3,594.00)</u>	<u>3,594.00</u>

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.

Revenue & Expense with Encumbrances

From 6/01/2021 to 8/31/2021

	Grant Budget	Current Month Actual	YTD Actual August 31, 2021	YTD Budget August 31, 2021	% Spent	YTD Encumbrance	Actual Plus Encumbrance	Budget Balance
310 0 HEAD START-MADERA REG. T&TA								
Revenues								
4110- GRANT INCOME-FEDERAL	46,025.00	66.82	2,443.44	0.00	(0.05)	0.00	2,443.44	43,581.56
Total Revenues	<u>46,025.00</u>	<u>66.82</u>	<u>2,443.44</u>	<u>0.00</u>	<u>(0.05)</u>	<u>0.00</u>	<u>2,443.44</u>	<u>43,581.56</u>
Expenses								
6121- FOOD	0.00	0.00	503.92	0.00	0.00	0.00	503.92	(503.92)
6130- PROGRAM SUPPLIES	2,071.00	0.00	0.00	0.00	0.00	0.00	0.00	2,071.00
6310- PRINTING & PUBLICATIONS	2,443.00	0.00	0.00	0.00	0.00	0.00	0.00	2,443.00
6410- RENT	1,000.00	0.00	0.00	0.00	0.00	0.00	0.00	1,000.00
6714- STAFF TRAVEL-OUT OF AREA	5,100.00	0.00	0.00	0.00	0.00	0.00	0.00	5,100.00
6722- PER DIEM - STAFF	2,202.00	0.00	0.00	0.00	0.00	0.00	0.00	2,202.00
6742- TRAINING - STAFF	23,095.00	61.25	1,735.65	0.00	0.08	4,436.00	6,171.65	16,923.35
6850- FEES & LICENSES	6,275.00	0.00	0.00	0.00	0.00	0.00	0.00	6,275.00
9010- INDIRECT COST ALLOCATION	3,839.00	5.57	203.87	0.00	0.05	0.00	203.87	3,635.13
Total Expenses	<u>46,025.00</u>	<u>66.82</u>	<u>2,443.44</u>	<u>0.00</u>	<u>0.05</u>	<u>4,436.00</u>	<u>6,879.44</u>	<u>39,145.56</u>
Excess Revenue Over (Under) Expenditures	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>(4,436.00)</u>	<u>(4,436.00)</u>	<u>4,436.00</u>
Beginning Net Assets - Unrestricted	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Beginning Net Assets - Board Designated	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Ending Net Assets	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>(4,436.00)</u>	<u>(4,436.00)</u>	<u>4,436.00</u>

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.

Revenue & Expense with Encumbrances

From 6/01/2021 to 8/31/2021

311 0 HEAD START-MADERA REGIONAL	Grant Budget	Current Month Actual	YTD Actual August 31, 2021	YTD Budget August 31, 2021	% Spent	YTD Encumbrance	Actual Plus Encumbrance	Budget Balance
Revenues								
4110- GRANT INCOME-FEDERAL	4,110,180.00	355,717.92	697,212.40	0.00	(0.17)	0.00	697,212.40	3,412,967.60
4220- IN KIND CONTRIBUTIONS	1,039,051.00	21,841.97	92,569.78	0.00	(0.09)	0.00	92,569.78	946,481.22
Total Revenues	5,149,231.00	377,559.89	789,782.18	0.00	(0.15)	0.00	789,782.18	4,359,448.82
Expenses								
5010- SALARIES & WAGES	2,214,386.00	219,823.25	346,377.19	0.00	0.16	0.00	346,377.19	1,868,008.81
5020- ACCRUED VACATION PAY	150,147.00	12,395.33	20,533.35	0.00	0.14	0.00	20,533.35	129,613.65
5112- HEALTH INSURANCE	278,976.00	14,823.78	24,624.57	0.00	0.09	0.00	24,624.57	254,351.43
5114- WORKER'S COMPENSATION	87,529.00	6,539.20	11,098.27	0.00	0.13	0.00	11,098.27	76,430.73
5116- PENSION	139,381.00	11,496.64	18,624.97	0.00	0.13	0.00	18,624.97	120,756.03
5122- FICA	165,643.00	16,733.66	27,952.66	0.00	0.17	0.00	27,952.66	137,690.34
5124- SUI	32,508.00	188.06	328.19	0.00	0.01	0.00	328.19	32,179.81
5130- ACCRUED VACATION FICA	11,231.00	948.26	1,569.96	0.00	0.14	0.00	1,569.96	9,661.04
6110- OFFICE SUPPLIES	30,070.00	268.35	2,281.87	0.00	0.08	692.62	2,974.49	27,095.51
6112- DATA PROCESSING SUPPLIES	50,000.00	1,483.77	8,114.87	0.00	0.16	11,088.17	19,203.04	30,796.96
6121- FOOD	4,000.00	0.00	0.00	0.00	0.00	0.00	0.00	4,000.00
6122- KITCHEN SUPPLIES	1,000.00	0.00	0.00	0.00	0.00	0.00	0.00	1,000.00
6130- PROGRAM SUPPLIES	52,003.00	1,592.44	15,842.15	0.00	0.30	12,937.22	28,779.37	23,223.63
6132- MEDICAL & DENTAL SUPPLIES	7,195.00	0.00	0.00	0.00	0.00	0.00	0.00	7,195.00
6134- INSTRUCTIONAL SUPPLIES	22,200.00	0.00	1,725.71	0.00	0.08	0.00	1,725.71	20,474.29
6140- CUSTODIAL SUPPLIES	20,200.00	107.61	821.78	0.00	0.04	0.00	821.78	19,378.22
6142- LINEN/LAUNDRY	1,200.00	0.00	0.00	0.00	0.00	0.00	0.00	1,200.00
6150- UNIFORM RENTAL/PURCHASE	300.00	0.00	0.00	0.00	0.00	0.00	0.00	300.00
6170- POSTAGE & SHIPPING	900.00	34.77	274.66	0.00	0.31	0.00	274.66	625.34
6180- EQUIPMENT RENTAL	31,200.00	0.00	3,231.23	0.00	0.10	0.00	3,231.23	27,968.77
6181- EQUIPMENT MAINTENANCE	13,700.00	0.00	1,692.65	0.00	0.12	300.00	1,992.65	11,707.35
6310- PRINTING & PUBLICATIONS	5,500.00	283.48	348.55	0.00	0.06	0.00	348.55	5,151.45
6312- ADVERTISING & PROMOTION	1,000.00	0.00	0.00	0.00	0.00	0.00	0.00	1,000.00
6320- TELEPHONE	48,000.00	15,350.73	62,612.21	0.00	1.30	0.00	62,612.21	(14,612.21)
6410- RENT	113,786.00	15,242.07	47,888.83	0.00	0.42	0.00	47,888.83	65,897.17
6420- UTILITIES/ DISPOSAL	76,404.00	3,500.99	15,251.64	0.00	0.20	0.00	15,251.64	61,152.36
6432- BUILDING REPAIRS/ MAINTENANCE	45,000.00	502.54	7,334.06	0.00	0.16	6,806.23	14,140.29	30,859.71
6433- GROUNDS MAINTENANCE	21,652.00	72.53	4,231.85	0.00	0.20	0.00	4,231.85	17,420.15
6436- PEST CONTROL	5,292.00	72.28	963.84	0.00	0.18	0.00	963.84	4,328.16
6437- BURGLAR & FIRE ALARM	1,630.00	47.05	566.23	0.00	0.35	0.00	566.23	1,063.77
6440- PROPERTY INSURANCE	7,772.00	871.21	2,613.63	0.00	0.34	0.00	2,613.63	5,158.37
6520- CONSULTANTS	0.00	0.00	0.00	0.00	0.00	12,000.00	12,000.00	(12,000.00)
6524- CONTRACTS	41,930.00	0.00	0.00	0.00	0.00	0.00	0.00	41,930.00
6530- LEGAL	0.00	0.00	175.00	0.00	0.00	0.00	175.00	(175.00)
6540- CUSTODIAL SERVICES	0.00	741.75	1,052.49	0.00	0.00	11,340.00	12,392.49	(12,392.49)
6555- MEDICAL SCREENING/DEAT/STAFF	1,500.00	0.00	140.00	0.00	0.09	0.00	140.00	1,360.00
6610- GAS & OIL	2,100.00	406.26	1,795.90	0.00	0.86	0.00	1,795.90	304.10
6620- VEHICLE INSURANCE	13,992.00	992.48	2,977.54	0.00	0.21	0.00	2,977.54	11,014.46
6640- VEHICLE REPAIR & MAINTENANCE	6,000.00	447.14	3,266.91	0.00	0.54	436.32	3,703.23	2,296.77

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.

Revenue & Expense with Encumbrances

From 6/01/2021 to 8/31/2021

	Grant Budget	Current Month Actual	YTD Actual August 31, 2021	YTD Budget August 31, 2021	% Spent	YTD Encumbrance	Actual Plus Encumbrance	Budget Balance
311 0 HEAD START-MADERA REGIONAL								
6712- STAFF TRAVEL-LOCAL	4,300.00	328.72	924.73	0.00	0.22	0.00	924.73	3,375.27
6714- STAFF TRAVEL-OUT OF AREA	9,500.00	0.00	0.00	0.00	0.00	0.00	0.00	9,500.00
6722- PER DIEM - STAFF	100.00	0.00	0.00	0.00	0.00	0.00	0.00	100.00
6742- TRAINING - STAFF	10,000.00	352.00	480.00	0.00	0.05	14,939.75	15,419.75	(5,419.75)
6750- FIELD TRIPS	2,800.00	0.00	0.00	0.00	0.00	0.00	0.00	2,800.00
6832- LIABILITY INSURANCE	840.00	26.93	80.00	0.00	0.10	0.00	80.00	760.00
6834- STUDENT ACTIVITY INSURANCE	2,010.00	206.57	413.38	0.00	0.21	0.00	413.38	1,596.62
6850- FEES & LICENSES	5,374.00	2.00	512.00	0.00	0.10	0.00	512.00	4,862.00
6852- FINGERPRINT	1,500.00	0.00	0.00	0.00	0.00	0.00	0.00	1,500.00
6875- EMPLOYEE HEALTH & WELFARE COSTS	12,000.00	165.74	305.24	0.00	0.03	524.85	830.09	11,169.91
7111- PARENT MILEAGE	1,200.00	0.00	0.00	0.00	0.00	0.00	0.00	1,200.00
7112- PARENT INVOLVEMENT	8,100.00	0.00	0.00	0.00	0.00	0.00	0.00	8,100.00
7114- PC ALLOWANCE	3,300.00	0.00	30.00	0.00	0.01	0.00	30.00	3,270.00
7116- POLICY COUNCIL FOOD ALLOWANCE	1,000.00	0.00	0.00	0.00	0.00	0.00	0.00	1,000.00
8110- IN KIND SALARIES	85,394.00	2,015.42	33,090.13	0.00	0.39	0.00	33,090.13	52,303.87
8120- IN KIND RENT	318,251.00	19,826.55	59,479.65	0.00	0.19	0.00	59,479.65	258,771.35
8130- IN KIND - OTHER	635,406.00	0.00	0.00	0.00	0.00	0.00	0.00	635,406.00
9010- INDIRECT COST ALLOCATION	<u>342,829.00</u>	<u>29,670.33</u>	<u>58,154.29</u>	<u>0.00</u>	<u>0.17</u>	<u>0.00</u>	<u>58,154.29</u>	<u>284,674.71</u>
Total Expenses	<u>5,149,231.00</u>	<u>377,559.89</u>	<u>789,782.18</u>	<u>0.00</u>	<u>0.15</u>	<u>71,065.16</u>	<u>860,847.34</u>	<u>4,288,383.66</u>
Excess Revenue Over (Under) Expenditures	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>(71,065.16)</u>	<u>(71,065.16)</u>	<u>71,065.16</u>
Beginning Net Assets - Unrestricted	<u>0.00</u>	<u>(3,547.26)</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Beginning Net Assets - Board Designated	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Ending Net Assets	<u>0.00</u>	<u>(3,547.26)</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>(71,065.16)</u>	<u>(71,065.16)</u>	<u>71,065.16</u>

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.

Revenue & Expense with Encumbrances

From 6/01/2021 to 8/31/2021

312 0 EARLY HEAD START - MADERA	Grant Budget	Current Month Actual	YTD Actual August 31, 2021	YTD Budget August 31, 2021	% Spent	YTD Encumbrance	Actual Plus Encumbrance	Budget Balance
Revenues								
4110- GRANT INCOME-FEDERAL	608,451.00	56,157.34	147,833.61	0.00	(0.24)	0.00	147,833.61	460,617.39
4220- IN KIND CONTRIBUTIONS	155,456.00	6,671.66	23,018.24	0.00	(0.15)	0.00	23,018.24	132,437.76
Total Revenues	763,907.00	62,829.00	170,851.85	0.00	(0.22)	0.00	170,851.85	593,055.15
Expenses								
5010- SALARIES & WAGES	278,788.00	33,629.86	77,405.72	0.00	0.28	0.00	77,405.72	201,382.28
5020- ACCRUED VACATION PAY	15,523.00	2,199.83	5,094.79	0.00	0.33	0.00	5,094.79	10,428.21
5112- HEALTH INSURANCE	14,253.00	2,289.86	5,955.39	0.00	0.42	0.00	5,955.39	8,297.61
5114- WORKER'S COMPENSATION	3,088.00	309.64	763.37	0.00	0.25	0.00	763.37	2,324.63
5116- PENSION	16,716.00	1,946.24	4,761.95	0.00	0.28	0.00	4,761.95	11,954.05
5122- FICA	21,838.00	2,549.37	5,976.91	0.00	0.27	0.00	5,976.91	15,861.09
5124- SUI	5,862.00	0.00	0.27	0.00	0.00	0.00	0.27	5,861.73
5130- ACCRUED VACATION FRINGE	0.00	168.31	389.74	0.00	0.00	0.00	389.74	(389.74)
6110- OFFICE SUPPLIES	10,500.00	0.00	145.25	0.00	0.01	930.97	1,076.22	9,423.78
6112- DATA PROCESSING SUPPLIES	5,000.00	76.96	2,312.22	0.00	0.46	0.00	2,312.22	2,687.78
6122- KITCHEN SUPPLIES	1,776.00	0.00	0.00	0.00	0.00	0.00	0.00	1,776.00
6130- PROGRAM SUPPLIES	28,406.00	12.25	3,380.33	0.00	0.12	850.93	4,231.26	24,174.74
6132- MEDICAL & DENTAL SUPPLIES	8,400.00	0.00	0.00	0.00	0.00	0.00	0.00	8,400.00
6134- INSTRUCTIONAL SUPPLIES	4,200.00	0.00	0.00	0.00	0.00	0.00	0.00	4,200.00
6140- CUSTODIAL SUPPLIES	2,400.00	15.02	20.51	0.00	0.01	0.00	20.51	2,379.49
6143- FURNISHINGS	0.00	0.00	2,128.20	0.00	0.00	0.00	2,128.20	(2,128.20)
6170- POSTAGE & SHIPPING	300.00	0.00	(8.53)	0.00	(0.03)	0.00	(8.53)	308.53
6180- EQUIPMENT RENTAL	3,240.00	0.00	348.64	0.00	0.11	0.00	348.64	2,891.36
6181- EQUIPMENT MAINTENANCE	6,600.00	0.00	24.38	0.00	0.00	0.00	24.38	6,575.62
6310- PRINTING & PUBLICATIONS	840.00	0.00	0.00	0.00	0.00	0.00	0.00	840.00
6320- TELEPHONE	26,400.00	2,610.20	6,088.18	0.00	0.23	0.00	6,088.18	20,311.82
6410- RENT	56,220.00	4,358.47	13,086.34	0.00	0.23	0.00	13,086.34	43,133.66
6420- UTILITIES/ DISPOSAL	9,600.00	46.02	1,579.40	0.00	0.16	0.00	1,579.40	8,020.60
6432- BUILDING REPAIRS/ MAINTENANCE	900.00	0.00	60.20	0.00	0.07	110.40	170.60	729.40
6433- GROUNDS MAINTENANCE	1,200.00	0.00	0.00	0.00	0.00	0.00	0.00	1,200.00
6436- PEST CONTROL	600.00	19.00	142.00	0.00	0.24	0.00	142.00	458.00
6437- BURGLAR & FIRE ALARM	216.00	17.50	52.50	0.00	0.24	0.00	52.50	163.50
6440- PROPERTY INSURANCE	2,880.00	183.20	549.56	0.00	0.19	0.00	549.56	2,330.44
6520- CONSULTANTS	0.00	0.00	0.00	0.00	0.00	2,000.00	2,000.00	(2,000.00)
6524- CONTRACTS	10,168.00	0.00	0.00	0.00	0.00	0.00	0.00	10,168.00
6530- LEGAL	500.00	0.00	0.00	0.00	0.00	0.00	0.00	500.00
6540- CUSTODIAL SERVICES	0.00	103.50	159.27	0.00	0.00	0.00	159.27	(159.27)
6610- GAS & OIL	420.00	0.00	20.00	0.00	0.05	0.00	20.00	400.00
6620- VEHICLE INSURANCE	1,740.00	156.29	468.91	0.00	0.27	0.00	468.91	1,271.09
6640- VEHICLE REPAIR & MAINTENANCE	1,500.00	8.00	3,740.38	0.00	2.49	0.00	3,740.38	(2,240.38)
6712- STAFF TRAVEL-LOCAL	1,218.00	0.00	0.00	0.00	0.00	0.00	0.00	1,218.00
6714- STAFF TRAVEL-OUT OF AREA	3,000.00	0.00	0.00	0.00	0.00	0.00	0.00	3,000.00
6742- TRAINING - STAFF	6,000.00	700.00	700.00	0.00	0.12	1,302.70	2,002.70	3,997.30
6748- EDUCATION REIMBURSEMENT	1,000.00	0.00	0.00	0.00	0.00	0.00	0.00	1,000.00

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.

Revenue & Expense with Encumbrances

From 6/01/2021 to 8/31/2021

	Grant Budget	Current Month Actual	YTD Actual August 31, 2021	YTD Budget August 31, 2021	% Spent	YTD Encumbrance	Actual Plus Encumbrance	Budget Balance
312 0 EARLY HEAD START - MADERA								
6750- FIELD TRIPS	1,260.00	0.00	0.00	0.00	0.00	0.00	0.00	1,260.00
6834- STUDENT ACTIVITY INSURANCE	732.00	68.10	137.86	0.00	0.19	0.00	137.86	594.14
6850- FEES & LICENSES	1,200.00	0.00	1.00	0.00	0.00	0.00	1.00	1,199.00
6875- EMPLOYEE HEALTH & WELFARE	0.00	13.16	25.62	0.00	0.00	41.65	67.27	(67.27)
7111- PARENT MILEAGE	56.00	0.00	0.00	0.00	0.00	0.00	0.00	56.00
7112- PARENT INVOLVEMENT	3,060.00	0.00	0.00	0.00	0.00	0.00	0.00	3,060.00
7114- PC ALLOWANCE	100.00	0.00	0.00	0.00	0.00	0.00	0.00	100.00
8110- IN KIND SALARIES	154,356.00	6,671.66	23,018.24	0.00	0.15	0.00	23,018.24	131,337.76
8130- IN KIND - OTHER	1,100.00	0.00	0.00	0.00	0.00	0.00	0.00	1,100.00
9010- INDIRECT COST ALLOCATION	50,751.00	4,676.56	12,323.25	0.00	0.24	0.00	12,323.25	38,427.75
Total Expenses	<u>763,907.00</u>	<u>62,829.00</u>	<u>170,851.85</u>	<u>0.00</u>	<u>0.22</u>	<u>5,236.65</u>	<u>176,088.50</u>	<u>587,818.50</u>
Excess Revenue Over (Under) Expenditures	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>(5,236.65)</u>	<u>(5,236.65)</u>	<u>5,236.65</u>
Beginning Net Assets - Unrestricted	<u>0.00</u>	<u>(4,132.45)</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Beginning Net Assets - Board Designated	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Ending Net Assets	<u>0.00</u>	<u>(4,132.45)</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>(5,236.65)</u>	<u>(5,236.65)</u>	<u>5,236.65</u>

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.

Revenue & Expense with Encumbrances

From 6/01/2021 to 8/31/2021

319 0 MADERA STATE CSPP/RHS LAYERED	Grant Budget	Current Month Actual	YTD Actual August 31, 2021	YTD Budget August 31, 2021	% Spent	YTD Encumbrance	Actual Plus Encumbrance	Budget Balance
Revenues								
4110- GRANT INCOME-FEDERAL	761,724.00	0.00	0.00	0.00	0.00	0.00	0.00	761,724.00
Total Revenues	<u>761,724.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>761,724.00</u>
Expenses								
5010- SALARIES & WAGES	556,370.00	0.00	0.00	0.00	0.00	0.00	0.00	556,370.00
5112- HEALTH INSURANCE	58,979.00	0.00	0.00	0.00	0.00	0.00	0.00	58,979.00
5114- WORKER'S COMPENSATION	18,310.00	0.00	0.00	0.00	0.00	0.00	0.00	18,310.00
5116- PENSION	21,121.00	0.00	0.00	0.00	0.00	0.00	0.00	21,121.00
5122- FICA	36,997.00	0.00	0.00	0.00	0.00	0.00	0.00	36,997.00
5124- SUI	6,413.00	0.00	0.00	0.00	0.00	0.00	0.00	6,413.00
9010- INDIRECT COST ALLOCATION	63,534.00	0.00	0.00	0.00	0.00	0.00	0.00	63,534.00
Total Expenses	<u>761,724.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>761,724.00</u>
Excess Revenue Over (Under) Expenditures	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Beginning Net Assets - Unrestricted	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Beginning Net Assets - Board Designated	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Ending Net Assets	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.

Revenue & Expense with Encumbrances

From 6/01/2021 to 8/31/2021

	Grant Budget	Current Month Actual	YTD Actual August 31, 2021	YTD Budget August 31, 2021	% Spent	YTD Encumbrance	Actual Plus Encumbrance	Budget Balance
356 0 REGIONAL QRIS FIRST5 CSPP								
Revenues								
4110- GRANT INCOME-FEDERAL	36,500.00	0.00	36,500.00	0.00	(1.00)	0.00	36,500.00	0.00
Total Revenues	<u>36,500.00</u>	<u>0.00</u>	<u>36,500.00</u>	<u>0.00</u>	<u>(1.00)</u>	<u>0.00</u>	<u>36,500.00</u>	<u>0.00</u>
Expenses								
6130- PROGRAM SUPPLIES	33,456.00	0.00	0.00	0.00	0.00	0.00	0.00	33,456.00
9010- INDIRECT COST ALLOCATION	3,044.00	0.00	0.00	0.00	0.00	0.00	0.00	3,044.00
Total Expenses	<u>36,500.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>36,500.00</u>
Excess Revenue Over (Under) Expenditures	<u>0.00</u>	<u>0.00</u>	<u>36,500.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>36,500.00</u>	<u>(36,500.00)</u>
Beginning Net Assets - Unrestricted	0.00	36,500.00	0.00	0.00	0.00	0.00	0.00	0.00
Beginning Net Assets - Board Designated	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Ending Net Assets	<u>0.00</u>	<u>36,500.00</u>	<u>36,500.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>36,500.00</u>	<u>(36,500.00)</u>

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.

Revenue & Expense with Encumbrances

From 6/01/2021 to 8/31/2021

	Grant Budget	Current Month Actual	YTD Actual August 31, 2021	YTD Budget August 31, 2021	% Spent	YTD Encumbrance	Actual Plus Encumbrance	Budget Balance
380 0 MADERA REGIONAL HS BLENDED								
Revenues								
4110- GRANT INCOME-FEDERAL	0.00	106,175.42	106,175.42	0.00	0.00	0.00	106,175.42	(106,175.42)
Total Revenues	<u>0.00</u>	<u>106,175.42</u>	<u>106,175.42</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>106,175.42</u>	<u>(106,175.42)</u>
Expenses								
5010- SALARIES & WAGES	0.00	73,579.28	73,579.28	0.00	0.00	0.00	73,579.28	(73,579.28)
5020- ACCRUED VACATION PAY	0.00	4,334.91	4,334.91	0.00	0.00	0.00	4,334.91	(4,334.91)
5112- HEALTH INSURANCE	0.00	7,346.40	7,346.40	0.00	0.00	0.00	7,346.40	(7,346.40)
5114- WORKER'S COMPENSATION	0.00	2,118.92	2,118.92	0.00	0.00	0.00	2,118.92	(2,118.92)
5116- PENSION	0.00	3,926.79	3,926.79	0.00	0.00	0.00	3,926.79	(3,926.79)
5122- FICA	0.00	5,563.43	5,563.43	0.00	0.00	0.00	5,563.43	(5,563.43)
5124- SUI	0.00	23.38	23.38	0.00	0.00	0.00	23.38	(23.38)
5130- ACCRUED VACATION FICA	0.00	331.58	331.58	0.00	0.00	0.00	331.58	(331.58)
6112- DATA PROCESSING SUPPLIES	0.00	40.73	40.73	0.00	0.00	0.00	40.73	(40.73)
6320- TELEPHONE	0.00	28.17	28.17	0.00	0.00	0.00	28.17	(28.17)
6420- UTILITIES/ DISPOSAL	0.00	25.77	25.77	0.00	0.00	0.00	25.77	(25.77)
9010- INDIRECT COST ALLOCATION	0.00	8,856.06	8,856.06	0.00	0.00	0.00	8,856.06	(8,856.06)
Total Expenses	<u>0.00</u>	<u>106,175.42</u>	<u>106,175.42</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>106,175.42</u>	<u>(106,175.42)</u>
Excess Revenue Over (Under) Expenditures	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Beginning Net Assets - Unrestricted	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Beginning Net Assets - Board Designated	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Ending Net Assets	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.

Revenue & Expense with Encumbrances

From 6/01/2021 to 8/31/2021

814 0 ARP COVID - REGIONAL	Grant Budget	Current Month Actual	YTD Actual August 31, 2021	YTD Budget August 31, 2021	% Spent	YTD Encumbrance	Actual Plus Encumbrance	Budget Balance
Revenues								
4110- GRANT INCOME-FEDERAL	344,592.00	0.00	300,799.77	0.00	(0.87)	0.00	300,799.77	43,792.23
Total Revenues	<u>344,592.00</u>	<u>0.00</u>	<u>300,799.77</u>	<u>0.00</u>	<u>(0.87)</u>	<u>0.00</u>	<u>300,799.77</u>	<u>43,792.23</u>
Expenses								
5010- SALARIES & WAGES	232,168.00	0.00	194,091.47	0.00	0.84	0.00	194,091.47	38,076.53
5020- ACCRUED VACATION PAY	14,514.00	0.00	12,421.04	0.00	0.86	0.00	12,421.04	2,092.96
5112- HEALTH INSURANCE	21,020.00	0.00	32,010.86	0.00	1.52	0.00	32,010.86	(10,990.86)
5114- WORKER'S COMPENSATION	9,136.00	0.00	6,436.96	0.00	0.70	0.00	6,436.96	2,699.04
5116- PENSION	14,156.00	0.00	12,995.24	0.00	0.92	0.00	12,995.24	1,160.76
5122- FICA	18,444.00	0.00	16,011.71	0.00	0.87	0.00	16,011.71	2,432.29
5124- SUI	0.00	0.00	792.70	0.00	0.00	0.00	792.70	(792.70)
5130- ACCRUED VACATION FICA	0.00	0.00	950.17	0.00	0.00	0.00	950.17	(950.17)
6130- PROGRAM SUPPLIES	6,412.00	0.00	0.00	0.00	0.00	0.00	0.00	6,412.00
9010- INDIRECT COST ALLOCATION	28,742.00	0.00	25,089.62	0.00	0.87	0.00	25,089.62	3,652.38
Total Expenses	<u>344,592.00</u>	<u>0.00</u>	<u>300,799.77</u>	<u>0.00</u>	<u>0.87</u>	<u>0.00</u>	<u>300,799.77</u>	<u>43,792.23</u>
Excess Revenue Over (Under) Expenditures	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Beginning Net Assets - Unrestricted	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Beginning Net Assets - Board Designated	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Ending Net Assets	<u><u>0.00</u></u>	<u><u>0.00</u></u>	<u><u>0.00</u></u>	<u><u>0.00</u></u>	<u><u>0.00</u></u>	<u><u>0.00</u></u>	<u><u>0.00</u></u>	<u><u>0.00</u></u>

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.

Revenue & Expense with Encumbrances

From 6/01/2021 to 8/31/2021

815 0 Regional SCOE CSPP Covid	Grant Budget	Current Month Actual	YTD Actual August 31, 2021	YTD Budget August 31, 2021	% Spent	YTD Encumbrance	Actual Plus Encumbrance	Budget Balance
Revenues								
4120- GRANT INCOME-STATE	54,023.00	0.00	0.00	0.00	0.00	0.00	0.00	54,023.00
Total Revenues	<u>54,023.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>54,023.00</u>
Expenses								
5010- SALARIES & WAGES	12,605.00	0.00	0.00	0.00	0.00	0.00	0.00	12,605.00
5114- WORKER'S COMPENSATION	432.00	0.00	0.00	0.00	0.00	0.00	0.00	432.00
5116- PENSION	498.00	0.00	0.00	0.00	0.00	0.00	0.00	498.00
5122- FICA	872.00	0.00	0.00	0.00	0.00	0.00	0.00	872.00
5124- SUI	151.00	0.00	0.00	0.00	0.00	0.00	0.00	151.00
6130- PROGRAM SUPPLIES	36,892.00	0.00	0.00	0.00	0.00	0.00	0.00	36,892.00
9010- INDIRECT COST ALLOCATION	2,573.00	0.00	0.00	0.00	0.00	0.00	0.00	2,573.00
Total Expenses	<u>54,023.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>54,023.00</u>
Excess Revenue Over (Under) Expenditures	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Beginning Net Assets - Unrestricted	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Beginning Net Assets - Board Designated	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Ending Net Assets	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.

Revenue & Expense with Encumbrances

From 6/01/2021 to 8/31/2021

	Grant Budget	Current Month Actual	YTD Actual August 31, 2021	YTD Budget August 31, 2021	% Spent	YTD Encumbrance	Actual Plus Encumbrance	Budget Balance
818 0 CRRSA COVID-19								
Revenues								
4110- GRANT INCOME-FEDERAL	86,679.00	0.00	0.00	0.00	0.00	0.00	0.00	86,679.00
Total Revenues	<u>86,679.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>86,679.00</u>
Expenses								
6130- PROGRAM SUPPLIES	55,449.00	0.00	0.00	0.00	0.00	0.00	0.00	55,449.00
6742- TRAINING - STAFF	24,000.00	0.00	0.00	0.00	0.00	0.00	0.00	24,000.00
9010- INDIRECT COST ALLOCATION	7,230.00	0.00	0.00	0.00	0.00	0.00	0.00	7,230.00
Total Expenses	<u>86,679.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>86,679.00</u>
Excess Revenue Over (Under) Expenditures	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Beginning Net Assets - Unrestricted	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Beginning Net Assets - Board Designated	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Ending Net Assets	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.

Revenue & Expense with Encumbrances

From 6/01/2021 to 8/31/2021

Report Recap	Grant Budget	Current Month Actual	YTD Actual August 31, 2021	YTD Budget August 31, 2021	% Spent	YTD Encumbrance	Actual Plus Encumbrance	Budget Balance
Revenues								
4110- GRANT INCOME-FEDERAL	6,007,524.00	518,117.50	1,292,856.43	0.00	(0.22)	0.00	1,292,856.43	4,714,667.57
4120- GRANT INCOME-STATE	54,023.00	0.00	0.00	0.00	0.00	0.00	0.00	54,023.00
4220- IN KIND CONTRIBUTIONS	<u>1,194,507.00</u>	<u>28,513.63</u>	<u>115,588.02</u>	<u>0.00</u>	<u>(0.10)</u>	<u>0.00</u>	<u>115,588.02</u>	<u>1,078,918.98</u>
Total Revenues	<u>7,256,054.00</u>	<u>546,631.13</u>	<u>1,408,444.45</u>	<u>0.00</u>	<u>(0.19)</u>	<u>0.00</u>	<u>1,408,444.45</u>	<u>5,847,609.55</u>
Expenses								
5010- SALARIES & WAGES	3,294,317.00	327,032.39	691,453.66	0.00	0.21	0.00	691,453.66	2,602,863.34
5020- ACCRUED VACATION PAY	180,184.00	18,930.07	42,384.09	0.00	0.24	0.00	42,384.09	137,799.91
5112- HEALTH INSURANCE	373,228.00	24,460.04	69,937.22	0.00	0.19	0.00	69,937.22	303,290.78
5114- WORKER'S COMPENSATION	118,495.00	8,967.76	20,417.52	0.00	0.17	0.00	20,417.52	98,077.48
5116- PENSION	191,872.00	17,369.67	40,308.95	0.00	0.21	0.00	40,308.95	151,563.05
5122- FICA	243,794.00	24,846.46	55,504.71	0.00	0.23	0.00	55,504.71	188,289.29
5124- SUI	44,934.00	211.44	1,144.54	0.00	0.03	0.00	1,144.54	43,789.46
5130- ACCRUED VACATION FICA	11,231.00	1,448.15	3,241.45	0.00	0.29	0.00	3,241.45	7,989.55
6110- OFFICE SUPPLIES	41,048.00	268.35	2,427.12	0.00	0.06	1,623.59	4,050.71	36,997.29
6112- DATA PROCESSING SUPPLIES	55,000.00	1,601.46	10,467.82	0.00	0.19	11,088.17	21,555.99	33,444.01
6121- FOOD	4,000.00	0.00	503.92	0.00	0.13	0.00	503.92	3,496.08
6122- KITCHEN SUPPLIES	2,776.00	0.00	0.00	0.00	0.00	0.00	0.00	2,776.00
6130- PROGRAM SUPPLIES	214,689.00	1,604.69	19,222.48	0.00	0.09	13,788.15	33,010.63	181,678.37
6132- MEDICAL & DENTAL SUPPLIES	15,595.00	0.00	0.00	0.00	0.00	0.00	0.00	15,595.00
6134- INSTRUTIONAL SUPPLIES	26,400.00	0.00	1,725.71	0.00	0.07	0.00	1,725.71	24,674.29
6140- CUSTODIAL SUPPLIES	22,600.00	122.63	842.29	0.00	0.04	0.00	842.29	21,757.71
6142- LINEN/LAUNDRY	1,200.00	0.00	0.00	0.00	0.00	0.00	0.00	1,200.00
6143- FURNISHINGS	0.00	0.00	2,128.20	0.00	0.00	0.00	2,128.20	(2,128.20)
6150- UNIFORM RENTAL/PURCHASE	300.00	0.00	0.00	0.00	0.00	0.00	0.00	300.00
6170- POSTAGE & SHIPPING	1,200.00	34.77	266.13	0.00	0.22	0.00	266.13	933.87
6180- EQUIPMENT RENTAL	34,440.00	0.00	3,579.87	0.00	0.10	0.00	3,579.87	30,860.13
6181- EQUIPMENT MAINTENANCE	20,300.00	0.00	1,717.03	0.00	0.08	300.00	2,017.03	18,282.97
6310- PRINTING & PUBLICATIONS	8,783.00	283.48	348.55	0.00	0.04	0.00	348.55	8,434.45
6312- ADVERTISING & PROMOTION	1,000.00	0.00	0.00	0.00	0.00	0.00	0.00	1,000.00
6320- TELEPHONE	74,400.00	17,989.10	68,728.56	0.00	0.92	0.00	68,728.56	5,671.44
6410- RENT	171,006.00	19,600.54	60,975.17	0.00	0.36	0.00	60,975.17	110,030.83
6420- UTILITIES/ DISPOSAL	86,004.00	3,572.78	16,856.81	0.00	0.20	0.00	16,856.81	69,147.19
6432- BUILDING REPAIRS/ MAINTENANCE	45,900.00	502.54	7,394.26	0.00	0.16	6,916.63	14,310.89	31,589.11
6433- GROUNDS MAINTENANCE	22,852.00	72.53	4,231.85	0.00	0.19	0.00	4,231.85	18,620.15
6436- PEST CONTROL	5,892.00	91.28	1,105.84	0.00	0.19	0.00	1,105.84	4,786.16
6437- BURGLAR & FIRE ALARM	1,846.00	64.55	618.73	0.00	0.34	0.00	618.73	1,227.27
6440- PROPERTY INSURANCE	10,652.00	1,054.41	3,163.19	0.00	0.30	0.00	3,163.19	7,488.81
6520- CONSULTANTS	0.00	0.00	0.00	0.00	0.00	14,000.00	14,000.00	(14,000.00)
6524- CONTRACTS	52,098.00	0.00	0.00	0.00	0.00	0.00	0.00	52,098.00
6530- LEGAL	500.00	0.00	175.00	0.00	0.35	0.00	175.00	325.00
6540- CUSTODIAL SERVICES	0.00	845.25	1,211.76	0.00	0.00	11,340.00	12,551.76	(12,551.76)
6555- MEDICAL SCREENING/DEAT/STAFF	1,500.00	0.00	140.00	0.00	0.09	0.00	140.00	1,360.00
6610- GAS & OIL	2,520.00	406.26	1,815.90	0.00	0.72	0.00	1,815.90	704.10

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.

Revenue & Expense with Encumbrances

From 6/01/2021 to 8/31/2021

Report Recap	Grant Budget	Current Month Actual	YTD Actual August 31, 2021	YTD Budget August 31, 2021	% Spent	YTD Encumbrance	Actual Plus Encumbrance	Budget Balance
6620- VEHICLE INSURANCE	15,732.00	1,148.77	3,446.45	0.00	0.22	0.00	3,446.45	12,285.55
6640- VEHICLE REPAIR & MAINTENANCE	7,500.00	455.14	7,007.29	0.00	0.93	436.32	7,443.61	56.39
6712- STAFF TRAVEL-LOCAL	5,518.00	328.72	924.73	0.00	0.17	0.00	924.73	4,593.27
6714- STAFF TRAVEL-OUT OF AREA	22,650.00	0.00	0.00	0.00	0.00	0.00	0.00	22,650.00
6722- PER DIEM - STAFF	3,322.00	0.00	0.00	0.00	0.00	0.00	0.00	3,322.00
6742- TRAINING - STAFF	66,805.00	1,113.25	4,649.65	0.00	0.07	24,272.45	28,922.10	37,882.90
6748- EDUCATION REIMBURSEMENT	1,000.00	0.00	0.00	0.00	0.00	0.00	0.00	1,000.00
6750- FIELD TRIPS	4,060.00	0.00	0.00	0.00	0.00	0.00	0.00	4,060.00
6832- LIABILITY INSURANCE	840.00	26.93	80.00	0.00	0.10	0.00	80.00	760.00
6834- STUDENT ACTIVITY INSURANCE	2,742.00	274.67	551.24	0.00	0.20	0.00	551.24	2,190.76
6850- FEES & LICENSES	14,849.00	2.00	513.00	0.00	0.03	0.00	513.00	14,336.00
6852- FINGERPRINT	1,500.00	0.00	0.00	0.00	0.00	0.00	0.00	1,500.00
6875- EMPLOYEE HEALTH & WELFARE	12,000.00	178.90	330.86	0.00	0.03	566.50	897.36	11,102.64
7111- PARENT MILEAGE	1,256.00	0.00	0.00	0.00	0.00	0.00	0.00	1,256.00
7112- PARENT INVOLVEMENT	11,160.00	0.00	0.00	0.00	0.00	0.00	0.00	11,160.00
7114- PC ALLOWANCE	3,400.00	0.00	30.00	0.00	0.01	0.00	30.00	3,370.00
7116- POLICY COUNCIL FOOD ALLOWANCE	1,000.00	0.00	0.00	0.00	0.00	0.00	0.00	1,000.00
8110- IN KIND SALARIES	239,750.00	8,687.08	56,108.37	0.00	0.23	0.00	56,108.37	183,641.63
8120- IN KIND RENT	318,251.00	19,826.55	59,479.65	0.00	0.19	0.00	59,479.65	258,771.35
8130- IN KIND - OTHER	636,506.00	0.00	0.00	0.00	0.00	0.00	0.00	636,506.00
9010- INDIRECT COST ALLOCATION	503,657.00	43,208.52	104,784.88	0.00	0.21	0.00	104,784.88	398,872.12
Total Expenses	7,256,054.00	546,631.13	1,371,944.45	0.00	0.19	84,331.81	1,456,276.26	5,799,777.74
Excess Revenue Over (Under) Expenditures	0.00	0.00	36,500.00	0.00	0.00	(84,331.81)	(47,831.81)	47,831.81
Beginning Net Assets - Unrestricted	0.00	28,820.29	0.00	0.00	0.00	0.00	0.00	0.00
Beginning Net Assets - Board Designated	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Ending Net Assets	0.00	28,820.29	36,500.00	0.00	0.00	(84,331.81)	(47,831.81)	47,831.81

Madera Migrant Head Start
Budget to Actual

For the Period Ending **8/31/2021**

Start Date 3/1/2021
Current Mnth 6.00
49%

Account	Description	Grant Budget	Current PTD	Current Actual YTD	Previous Actual YTD	YTD Budget	% Spent	Encumbered	Actual + Encumb	Budget Balance
REVENUES										
4110	GRANT INCOME-	5,468,877	502,459.92	2,477,708.69	1,975,248.77	2,734,438.50	45%	84,066.97	2,561,775.66	2,907,101.34
4220	IN KIND CONTRIBUTIONS	364,695	68,198.25	207,003.38	138,805.13	182,347.50	57%	-	207,003.38	157,691.62
4120	GRANT INCOME-STATE	-	-	-	-	-	-	-	-	-
4390	MISCELLANEOUS	-	-	54,901.33	54,901.33	-	-	-	54,901.33	(54,901.33)
	TOTAL REVENUES	5,833,572	570,658.17	2,739,613.40	2,168,955.23	2,916,786.00	47%	84,066.97	2,823,680.37	3,009,891.63
EXPENDITURES										
5010	Salaries & Wages	2,979,231	313,319.66	1,372,801.02	1,059,481.36	1,489,615.50	46%	-	1,372,801.02	1,606,429.98
5020	Accrued Vacation Pay	186,000	18,523.14	83,472.00	64,948.86	93,000.00	45%	-	83,472.00	102,528.00
5112	Health Insurance	320,525	27,658.21	160,249.17	132,590.96	160,262.50	50%	-	160,249.17	160,275.83
5114	Worker's Compensation	101,848	10,040.20	49,171.56	39,131.36	50,924.00	48%	-	49,171.56	52,676.44
5116	Pension	137,477	16,456.67	79,133.89	62,677.22	68,738.50	58%	-	79,133.89	58,343.11
5122	FICA	226,140	23,902.68	109,487.07	85,584.39	113,070.00	48%	-	109,487.07	116,652.93
5124	SUI	37,910	276.86	4,486.42	4,209.56	18,955.00	12%	-	4,486.42	33,423.58
5130	Accrued Vacation Fringe	16,000	1,417.00	6,385.20	4,968.20	8,000.00	40%	-	6,385.20	9,614.80
6110	Office supplies	33,503	117.91	9,487.83	9,369.92	16,751.50	28%	1,247.22	10,735.05	22,767.95
6112	Data Processing Supplies	54,795	3,905.99	66,140.98	62,234.99	27,397.50	121%	7,865.55	74,006.53	(19,211.53)
6121	Food	11,500	1,054.79	5,814.32	4,759.53	5,750.00	51%	-	5,814.32	5,685.68
6122	Kitchen Supplies	2,200	(1,017.40)	-	1,017.40	1,100.00	0%	-	-	2,200.00
6130	Program Supplies	197,124	1,042.49	42,052.75	41,010.26	98,562.00	21%	3,756.90	45,809.65	151,314.35
6132	Medical & Dental Supplies	25,000	-	5,433.83	5,433.83	12,500.00	22%	103.46	5,537.29	19,462.71
6134	Instructional Supplies	24,850	-	4,412.20	4,412.20	12,425.00	18%	-	4,412.20	20,437.80
6140	Custodial Supplies	45,000	127.62	13,568.52	13,440.90	22,500.00	30%	-	13,568.52	31,431.48
6142	Linen / Laundry	-	-	-	-	-	-	-	-	-
6143	Furnishing	-	-	11,928.61	11,928.61	-	-	-	11,928.61	(11,928.61)
6150	Uniform Rental / Purchases	300	-	150.00	150.00	150.00	50%	-	150.00	150.00
6170	Postage & Shipping	650	1.53	250.82	249.29	325.00	39%	-	250.82	399.18
6221	Equipment Over > \$5,000	52,844	-	-	-	26,422.00	0%	51,392.55	51,392.55	1,451.45
6233	Land Improvements	-	-	-	-	-	-	-	-	-
6180	Equipment Rental	20,000	657.87	8,252.99	7,595.12	10,000.00	41%	-	8,252.99	11,747.01
6181	Equipment Maintenance	8,100	22.64	2,932.06	2,909.42	4,050.00	36%	600.00	3,532.06	4,567.94
6310	Printing & Publications	10,500	253.13	5,037.35	4,784.22	5,250.00	48%	-	5,037.35	5,462.65
6312	Advertising & Promotion	-	-	-	-	-	-	-	-	-
6320	Telephone	36,017	16,189.72	61,814.11	45,624.39	18,008.50	172%	-	61,814.11	(25,797.11)
6410	Rent	97,930	14,074.17	74,210.65	60,136.48	48,965.00	76%	-	74,210.65	23,719.35
6420	Utilities / Disposal	104,475	2,706.79	38,891.72	36,184.93	52,237.50	37%	-	38,891.72	65,583.28
6432	Building Repairs / Maintenan	48,600	4,607.35	26,619.49	22,012.14	24,300.00	55%	1,415.40	28,034.89	20,565.11
6433	Grounds Maintenance	27,000	-	24,290.93	24,290.93	13,500.00	90%	-	24,290.93	2,709.07
6436	Pest Control	2,700	23.18	1,074.93	1,051.75	1,350.00	40%	-	1,074.93	1,625.07
6437	Burglar & Fire Alarm	1,200	22.23	2,229.38	2,207.15	600.00	186%	2,800.00	5,029.38	(3,829.38)
6440	Property Insurance	16,300	1,399.25	8,395.75	6,996.50	8,150.00	52%	-	8,395.75	7,904.25
6521 / 6520	Consultants	45,000	-	-	-	22,500.00	0%	10,000.00	10,000.00	35,000.00
6522	Consultants Expense	100	-	-	-	50.00	0%	-	-	100.00
6524	Contracts	-	-	-	-	-	-	-	-	-
6530	Legal	8,500	-	1,437.50	1,437.50	4,250.00	17%	-	1,437.50	7,062.50
6540	Custodial Services	46,800	-	14,803.00	14,803.00	23,400.00	32%	-	14,803.00	31,997.00
6555	Medical Screening / DEAT / Staff	4,800	190.00	1,813.31	1,623.31	2,400.00	38%	-	1,813.31	2,986.69
6562	Medical Exam	100	-	-	-	50.00	0%	-	-	100.00
6564	Medical Follow-up	-	-	-	-	-	-	-	-	-
6566	Dental Exam	100	-	-	-	50.00	0%	-	-	100.00
6568	Dental Follow-up	-	-	-	-	-	-	-	-	-

Account	Description	Grant Budget	Current		Previous	YTD Budget	% Spent	Encumbered	Actual + Encumb	Budget Balance
			PTD	Actual YTD	Actual YTD					
6610	Gas & Oil	7,500	246.33	2,776.76	2,530.43	3,750.00	37%	-	2,776.76	4,723.24
6620	Vehicle Insurance	17,800	1,136.55	6,243.79	5,107.24	8,900.00	35%	-	6,243.79	11,556.21
6630	Vehicle License & Fees	-	-	-	-	-	-	-	-	-
6640	Vehicle Repair & Maintenanc	11,300	1,317.09	9,257.55	7,940.46	5,650.00	82%	1,460.73	10,718.28	581.72
6712	Staff Travel-Local	1,100	-	8.96	8.96	550.00	1%	-	8.96	1,091.04
6714	Staff Travel-Out of Area	463	-	-	-	231.50	0%	-	-	463.00
6722	Per Diem-Staff	-	-	-	-	-	-	-	-	-
6724	Per Diem-Parent	-	-	-	-	-	-	-	-	-
6730	Volunteer Travel	-	-	-	-	-	-	-	-	-
6742	Training - Staff	6,050	202.42	2,467.66	2,265.24	3,025.00	41%	-	2,467.66	3,582.34
6746	Training - Parent	-	-	-	-	-	-	-	-	-
6748	Education Reimbursement	-	-	-	-	-	-	-	-	-
6750	Field Trips	-	-	-	-	-	-	-	-	-
6810	Bank Charges	-	-	-	-	-	-	-	-	-
6820	Interest Expense	-	-	-	-	-	-	-	-	-
6832	Liability Insurance	600	75.44	206.02	130.58	300.00	34%	-	206.02	393.98
6834	Student Activity Insurance	2,300	225.91	903.64	677.73	1,150.00	39%	-	903.64	1,396.36
6840	Property Taxes	-	-	-	-	-	-	-	-	-
6850	Fees & Licenses	10,000	6.00	290.63	284.63	5,000.00	3%	-	290.63	9,709.37
6852	Finger Printing	2,700	-	523.25	523.25	1,350.00	19%	-	523.25	2,176.75
6860	Depreciation Expense	-	-	-	-	-	-	-	-	-
6875	Employee Health & Welfare	9,095	220.98	845.99	625.01	4,547.50	9%	699.80	1,545.79	7,549.21
7110	Parent Activities	9,400	-	-	-	4,700.00	0%	-	-	9,400.00
7111	Parent Mileage	500	-	156.64	156.64	250.00	31%	-	156.64	343.36
7112	Parent Involvement	2,600	-	-	-	1,300.00	0%	-	-	2,600.00
7114	PPC Allowance	4,600	-	1,310.00	1,310.00	2,300.00	28%	-	1,310.00	3,290.00
7116	PPC Food Allowance	-	145.49	145.49	-	-	#DIV/0!	-	145.49	(145.49)
8110	In-Kind Salaries	238,563	57,770.59	144,437.42	86,666.83	119,281.50	61%	-	144,437.42	94,125.58
8120	In-Kind Rent	125,132	10,427.66	62,565.96	52,138.30	62,566.00	50%	-	62,565.96	62,566.04
8130	In-Kind Other	1,000	-	-	-	500.00	0%	-	-	1,000.00
9010	In-Direct Cost Allocation	451,750	41,910.03	211,244.28	169,334.25	225,875.00	47%	2,725.36	213,969.64	237,780.36
Total Expenses		5,833,572	570,658.17	2,739,613.40	2,168,955.23	2,916,786.00	47%	84,066.97	2,823,680.37	3,009,891.63
Excess Revenue Over		-	-	-	-	-	-	-	-	-
Total Expenses w/o In Kind		5,468,877	502,459.92	2,532,610.02	2,030,150.10				2,616,676.99	2,852,200.01
In-Kind		364,695	68,198.25						47.85%	

ADMINISTRATION BUDGET LIMIT	\$616,514
YEAR-TO DATE ADMIN EXP.	\$280,999
PERCENT OF TOTAL EXPENSES	4.38%
ADMINISTRATION LIMIT IS 9.5%	

ID Cost Calc. @ 9.1%	211,244.28
	211,244.28

State Migrant Full-Day Program - Basic Program
Budget to Actual

Start Date **7/1/2021**
Current Mnth **2**
100%

Account	Description	Budget	For the Period Ending		8/31/2021		YTD Budget	% Spent	Encumbered	Actual + Encumb	Budget Balance
			MTD	Current Actual YTD	Previous Actual YTD						
REVENUES											
4120	GRANT INCOME-STATE	750,881	55,565.44	118,379.22	62,813.78	125,147	15.77%	-	118,379.22	632,501.78	
4220	IN KIND CONTRIBUTIONS	-	-	-	-	-	-	-	-	-	
4315	CHILD CRE REVENUE-STATE	-	-	-	-	-	-	-	-	-	
4350	RENTAL INCOME	-	-	-	-	-	-	-	-	-	
	TOTAL REVENUES	750,881	55,565.44	118,379.22	62,813.78	125,147	15.77%	-	118,379.22	632,501.78	
EXPENDITURES											
5010	SALARIES & WAGES	494,680	38,447.98	80,409.41	41,961.43	82,447	16.25%	-	80,409.41	414,270.59	
5020	ACCRUED VACATION PAY	33,000	2,248.88	4,695.33	2,446.45	5,500	14.23%	-	4,695.33	28,304.67	
5112	HEALTH INSURANCE	56,342	3,492.62	9,021.88	5,529.26	9,390	16.01%	-	9,021.88	47,320.12	
5114	WORKER'S COMPENSATION	20,234	1,400.13	2,940.44	1,540.31	3,372	14.53%	-	2,940.44	17,293.56	
5116	PENSION	28,992	2,109.13	4,632.89	2,523.76	4,832	15.98%	-	4,632.89	24,359.11	
5122	FICA	37,867	2,907.59	6,120.54	3,212.95	6,311	16.16%	-	6,120.54	31,746.46	
5124	SUI	6,610	71.72	163.90	92.18	1,102	2.48%	-	163.90	6,446.10	
5130	ACCRUED VACATION FRINGE	2,500	171.98	359.06	187.08	417	14.36%	-	359.06	2,140.94	
6110	OFFICE SUPPLIES	673	-	-	-	112	-	-	-	673.00	
6112	DATA PROCESSING SUPPLIES	-	-	-	-	-	-	-	-	-	
6121	FOOD	-	-	-	-	-	-	-	-	-	
6122	KITCHEN SUPPLIES	-	-	-	-	-	-	-	-	-	
6130	PROGRAM SUPPLIES	3,202	-	-	-	534	0.00%	-	-	3,202.00	
6132	MEDICAL & DENTAL SUPPLIES	-	-	-	-	-	-	-	-	-	
6134	INSTRUCTIONAL SUPPLIES	-	-	-	-	-	-	-	-	-	
6140	CUSTODIAL SUPPLIES	2,700	-	-	-	450	0.00%	-	-	2,700.00	
6170	POSTAGE & SHIPPING	-	-	-	-	-	-	-	-	-	
6180	EQUIPMENT RENTAL	-	-	-	-	-	-	-	-	-	
6181	EQUIPMENT MAINTENANCE	-	-	-	-	-	-	-	-	-	
6221	EQUIPMENT OVER > \$5000	-	-	-	-	-	-	-	-	-	
6310	PRINTING & PUBLICATIONS	-	-	-	-	-	-	-	-	-	
6312	ADVERTISING & PROMOTION	-	-	-	-	-	-	-	-	-	
6320	TELEPHONE	-	-	-	-	-	-	-	-	-	
6410	RENT	-	-	-	-	-	-	-	-	-	
6420	UTILITIES/ DISPOSAL	-	-	-	-	-	-	-	-	-	
6432	BUILDING REPAIRS/ MAINTENANCE	-	-	-	-	-	-	-	-	-	
6433	GROUPS MAINTENANCE	-	-	-	-	-	-	-	-	-	
6540	CUSTODIAL SERVICES	-	-	-	-	-	-	-	-	-	
6610	GAS & OIL	320	11.47	11.47	0.00	53	3.58%	-	11.47	308.53	
6620	VEHICLE INSURANCE	810	36.36	66.65	30.29	135	8.23%	-	66.65	743.35	
6630	VEHICLE LICENSE & FEES	320	32.88	83.67	50.79	53	26.15%	-	83.67	236.33	
6640	VEHICLE REPAIR & MAINTENANCE	-	-	-	-	-	-	-	-	-	
6742	TRAINING - STAFF	-	-	-	-	-	-	-	-	-	
6834	STUDENT ACTIVITY INSURANCE	-	-	-	-	-	-	-	-	-	
6850	FEES & LICENSES	-	-	-	-	-	-	-	-	-	
6852	FINGER PRINTING	-	-	-	-	-	-	-	-	-	
6875	EE HEALTH & WELFARE COSTS	-	-	-	-	-	-	-	-	-	
9010	INDIRECT COST ALLOCATION	62,631	4,634.70	9,873.98	5,239.28	10,439	15.77%	-	9,873.98	52,757.02	
	Total Expenses	750,881	55,565.44	118,379.22	62,813.78	125,147	15.77%	-	118,379.22	632,501.78	
		-	-	-	-	-	-	-	15.8%	-	

In Direct Calc. @ 9.1%
9,873.98
9,873.98 Total

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.

Revenue & Expense with Encumbrances

From 9/01/2020 to 8/31/2021

	Grant Budget	Current Month Actual	YTD Actual August 31, 2021	YTD Budget August 31, 2021	% Spent	YTD Encumbrance	Actual Plus Encumbrance	Budget Balance
330 0 HEAD START-FRESNO MIGRANT T&TA								
Revenues								
4110- GRANT INCOME-FEDERAL	82,690.00	864.02	50,377.91	82,690.00	(0.61)	0.00	50,377.91	32,312.09
Total Revenues	<u>82,690.00</u>	<u>864.02</u>	<u>50,377.91</u>	<u>82,690.00</u>	<u>(0.61)</u>	<u>0.00</u>	<u>50,377.91</u>	<u>32,312.09</u>
Expenses								
6130- PROGRAM SUPPLIES	8,871.00	0.00	0.00	8,871.00	0.00	0.00	0.00	8,871.00
6310- PRINTING & PUBLICATIONS	0.00	0.00	332.02	0.00	0.00	0.00	332.02	(332.02)
6432- BUILDING REPAIRS/ MAINTENANCE	0.00	0.00	0.00	0.00	0.00	200.00	200.00	(200.00)
6520- CONSULTANTS	17,500.00	0.00	0.00	17,500.00	0.00	0.00	0.00	17,500.00
6714- STAFF TRAVEL-OUT OF AREA	25,047.00	0.00	156.33	25,047.00	0.01	0.00	156.33	24,890.67
6722- PER DIEM - STAFF	1,712.00	0.00	0.00	1,712.00	0.00	0.00	0.00	1,712.00
6724- PER DIEM - PARENT	2,050.00	0.00	0.00	2,050.00	0.00	0.00	0.00	2,050.00
6742- TRAINING - STAFF	17,613.00	553.00	42,329.50	17,613.00	2.40	0.00	42,329.50	(24,716.50)
6746- TRAINING - PARENT	3,000.00	0.00	525.00	3,000.00	0.18	0.00	525.00	2,475.00
6875- EMPLOYEE HEALTH & WELFARE	0.00	236.76	2,833.05	0.00	0.00	749.79	3,582.84	(3,582.84)
9010- INDIRECT COST ALLOCATION	6,897.00	74.26	4,202.01	6,897.00	0.61	0.00	4,202.01	2,694.99
Total Expenses	<u>82,690.00</u>	<u>864.02</u>	<u>50,377.91</u>	<u>82,690.00</u>	<u>0.61</u>	<u>949.79</u>	<u>51,327.70</u>	<u>31,362.30</u>
Excess Revenue Over (Under) Expenditures	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>(949.79)</u>	<u>(949.79)</u>	<u>949.79</u>
Beginning Net Assets - Unrestricted	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Beginning Net Assets - Board Designated	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Ending Net Assets	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>(949.79)</u>	<u>(949.79)</u>	<u>949.79</u>

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.

Revenue & Expense with Encumbrances

From 9/01/2020 to 8/31/2021

331 0 HEAD START-FRESNO MIGRANT	Grant Budget	Current Month Actual	YTD Actual August 31, 2021	YTD Budget August 31, 2021	% Spent	YTD Encumbrance	Actual Plus Encumbrance	Budget Balance
Revenues								
4110- GRANT INCOME-FEDERAL	4,806,650.00	662,989.86	4,526,784.05	4,806,649.98	(0.94)	0.00	4,526,784.05	279,865.95
4220- IN KIND CONTRIBUTIONS	666,728.00	0.00	277,546.94	666,728.00	(0.42)	0.00	277,546.94	389,181.06
4330- SALE OF ASSETS	0.00	250.00	250.00	0.00	0.00	0.00	250.00	(250.00)
Total Revenues	<u>5,473,378.00</u>	<u>663,239.86</u>	<u>4,804,580.99</u>	<u>5,473,377.98</u>	<u>(0.88)</u>	<u>0.00</u>	<u>4,804,580.99</u>	<u>668,797.01</u>
Expenses								
5010- SALARIES & WAGES	2,544,511.00	441,338.84	2,383,612.00	2,544,511.00	0.94	0.00	2,383,612.00	160,899.00
5020- ACCRUED VACATION PAY	152,718.00	27,202.06	147,148.40	152,718.00	0.96	0.00	147,148.40	5,569.60
5112- HEALTH INSURANCE	193,684.00	24,086.11	169,545.56	193,684.00	0.88	0.00	169,545.56	24,138.44
5114- WORKER'S COMPENSATION	107,775.00	14,512.99	83,821.48	107,775.00	0.78	0.00	83,821.48	23,953.52
5116- PENSION	140,699.00	26,578.74	124,111.04	140,699.00	0.88	0.00	124,111.04	16,587.96
5122- FICA	227,802.00	34,298.56	192,856.72	227,802.00	0.85	0.00	192,856.72	34,945.28
5124- SUI	46,571.00	299.46	39,158.07	46,571.00	0.84	0.00	39,158.07	7,412.93
5130- ACCRUED VACATION FICA	13,667.00	2,080.83	11,256.22	13,666.98	0.82	0.00	11,256.22	2,410.78
6110- OFFICE SUPPLIES	27,200.00	81.85	9,368.97	27,200.00	0.34	3,280.47	12,649.44	14,550.56
6112- DATA PROCESSING SUPPLIES	90,000.00	3,866.20	76,200.75	90,000.00	0.85	1,069.34	77,270.09	12,729.91
6121- FOOD	12,000.00	0.00	13,370.95	12,000.00	1.11	0.00	13,370.95	(1,370.95)
6122- KITCHEN SUPPLIES	5,000.00	0.00	1,540.25	5,000.00	0.31	200.00	1,740.25	3,259.75
6130- PROGRAM SUPPLIES	107,433.00	1,233.83	61,422.63	107,433.00	0.57	75,586.51	137,009.14	(29,576.14)
6132- MEDICAL & DENTAL SUPPLIES	160.00	0.00	1,584.65	160.00	9.90	0.00	1,584.65	(1,424.65)
6134- INSTRUCTIONAL SUPPLIES	30,000.00	32.37	97.03	30,000.00	0.00	134.11	231.14	29,768.86
6140- CUSTODIAL SUPPLIES	29,450.00	0.00	19,950.21	29,450.00	0.68	0.00	19,950.21	9,499.79
6170- POSTAGE & SHIPPING	2,040.00	31.66	1,343.60	2,040.00	0.66	0.00	1,343.60	696.40
6180- EQUIPMENT RENTAL	26,184.00	0.00	32,573.53	26,184.00	1.24	0.00	32,573.53	(6,389.53)
6181- EQUIPMENT MAINTENANCE	21,850.00	0.00	13,776.02	21,850.00	0.63	0.00	13,776.02	8,073.98
6221- EQUIPMENT OVER > \$5000	10,000.00	0.00	0.00	10,000.00	0.00	0.00	0.00	10,000.00
6310- PRINTING & PUBLICATIONS	7,000.00	16.23	5,924.43	7,000.00	0.85	0.00	5,924.43	1,075.57
6312- ADVERTISING & PROMOTION	500.00	0.00	0.00	500.00	0.00	0.00	0.00	500.00
6320- TELEPHONE	48,996.00	10,072.28	73,401.29	48,996.00	1.50	0.00	73,401.29	(24,405.29)
6410- RENT	87,032.00	8,520.57	87,733.14	87,032.00	1.01	0.00	87,733.14	(701.14)
6420- UTILITIES/ DISPOSAL	84,396.00	1,689.65	66,721.08	84,396.00	0.79	0.00	66,721.08	17,674.92
6432- BUILDING REPAIRS/ MAINTENANCE	176,462.00	3,087.49	379,828.92	176,462.00	2.15	5,333.84	385,162.76	(208,700.76)
6433- GROUNDS MAINTENANCE	31,284.00	0.07	24,128.29	31,284.00	0.77	140.00	24,268.29	7,015.71
6436- PEST CONTROL	7,260.00	0.00	6,793.00	7,260.00	0.94	0.00	6,793.00	467.00
6437- BURGLAR & FIRE ALARM	5,328.00	298.54	5,713.80	5,328.00	1.07	0.00	5,713.80	(385.80)
6440- PROPERTY INSURANCE	13,013.00	1,075.85	12,910.09	13,013.00	0.99	0.00	12,910.09	102.91
6520- CONSULTANTS	10,000.00	390.00	15,178.30	10,000.00	1.52	32,775.00	47,953.30	(37,953.30)
6522- CONSULTANT EXPENSES	900.00	0.00	0.00	900.00	0.00	1,240.00	1,240.00	(340.00)
6530- LEGAL	2,004.00	0.00	11,085.84	2,004.00	5.53	0.00	11,085.84	(9,081.84)
6540- CUSTODIAL SERVICES	4,776.00	398.00	4,776.00	4,776.00	1.00	0.00	4,776.00	0.00
6555- MEDICAL SCREENING/DEAT/STAFF	1,000.00	0.00	1,040.00	1,000.00	1.04	0.00	1,040.00	(40.00)
6610- GAS & OIL	10,008.00	174.97	7,321.82	10,008.00	0.73	0.00	7,321.82	2,686.18
6620- VEHICLE INSURANCE	15,660.00	1,366.02	16,390.26	15,660.00	1.05	0.00	16,390.26	(730.26)
6640- VEHICLE REPAIR & MAINTENANCE	20,000.00	370.06	9,223.63	20,000.00	0.46	4,202.44	13,426.07	6,573.93

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.

Revenue & Expense with Encumbrances

From 9/01/2020 to 8/31/2021

	Grant Budget	Current Month Actual	YTD Actual August 31, 2021	YTD Budget August 31, 2021	% Spent	YTD Encumbrance	Actual Plus Encumbrance	Budget Balance
331 0 HEAD START-FRESNO MIGRANT								
6712- STAFF TRAVEL-LOCAL	5,000.00	57.12	3,672.74	5,000.00	0.73	0.00	3,672.74	1,327.26
6714- STAFF TRAVEL-OUT OF AREA	1,750.00	0.00	1,150.00	1,750.00	0.66	0.00	1,150.00	600.00
6722- PER DIEM - STAFF	250.00	0.00	0.00	250.00	0.00	0.00	0.00	250.00
6742- TRAINING - STAFF	34,834.00	0.00	4,773.21	34,834.00	0.14	0.00	4,773.21	30,060.79
6746- TRAINING - PARENT	16,277.00	0.00	0.00	16,277.00	0.00	0.00	0.00	16,277.00
6832- LIABILITY INSURANCE	504.00	36.36	399.14	504.00	0.79	0.00	399.14	104.86
6834- STUDENT ACTIVITY INSURANCE	1,260.00	205.97	1,235.82	1,260.00	0.98	0.00	1,235.82	24.18
6840- PROPERTY TAXES	1,600.00	4,359.79	5,720.73	1,600.00	3.58	0.00	5,720.73	(4,120.73)
6850- FEES & LICENSES	18,000.00	6.00	16,366.29	18,000.00	0.91	0.00	16,366.29	1,633.71
6851- CPR FEES	0.00	0.00	240.00	0.00	0.00	0.00	240.00	(240.00)
6852- FINGERPRINT	0.00	0.75	473.50	0.00	0.00	0.00	473.50	(473.50)
6875- EMPLOYEE HEALTH & WELFARE	7,650.00	0.00	2,381.00	7,650.00	0.31	0.00	2,381.00	5,269.00
7110- PARENT ACTIVITIES	2,800.00	0.00	0.00	2,800.00	0.00	0.00	0.00	2,800.00
7111- PARENT MILEAGE	675.00	0.00	105.03	675.00	0.16	0.00	105.03	569.97
7114- PC ALLOWANCE	1,000.00	150.00	2,010.00	1,000.00	2.01	0.00	2,010.00	(1,010.00)
7116- POLICY COUNCIL FOOD ALLOWANCE	600.00	0.00	0.00	600.00	0.00	0.00	0.00	600.00
8110- IN KIND SALARIES	566,743.00	0.00	160,264.50	566,743.00	0.28	0.00	160,264.50	406,478.50
8120- IN KIND RENT	97,936.00	0.00	117,282.44	97,936.00	1.20	0.00	117,282.44	(19,346.44)
8130- IN KIND - OTHER	2,049.00	0.00	0.00	2,049.00	0.00	0.00	0.00	2,049.00
9010- INDIRECT COST ALLOCATION	<u>400,087.00</u>	<u>55,320.64</u>	<u>377,598.62</u>	<u>400,087.00</u>	<u>0.94</u>	<u>0.00</u>	<u>377,598.62</u>	<u>22,488.38</u>
Total Expenses	<u>5,473,378.00</u>	<u>663,239.86</u>	<u>4,804,580.99</u>	<u>5,473,377.98</u>	<u>0.88</u>	<u>123,961.71</u>	<u>4,928,542.70</u>	<u>544,835.30</u>
Excess Revenue Over (Under) Expenditures	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>(123,961.71)</u>	<u>(123,961.71)</u>	<u>123,961.71</u>
Beginning Net Assets - Unrestricted	<u>0.00</u>	<u>(9,001.05)</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Beginning Net Assets - Board Designated	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Ending Net Assets	<u>0.00</u>	<u>(9,001.05)</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>(123,961.71)</u>	<u>(123,961.71)</u>	<u>123,961.71</u>

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.

Revenue & Expense with Encumbrances

From 9/01/2020 to 8/31/2021

337 0 FRESNO MIGRANT - EARLY HEAD START	Grant Budget	Current Month Actual	YTD Actual August 31, 2021	YTD Budget August 31, 2021	% Spent	YTD Encumbrance	Actual Plus Encumbrance	Budget Balance
Revenues								
4110- GRANT INCOME-FEDERAL	310,267.00	13,184.61	170,241.09	310,267.00	(0.55)	0.00	170,241.09	140,025.91
4220- IN KIND CONTRIBUTIONS	35,246.00	0.00	3,737.48	35,246.00	(0.11)	0.00	3,737.48	31,508.52
Total Revenues	345,513.00	13,184.61	173,978.57	345,513.00	(0.50)	0.00	173,978.57	171,534.43
Expenses								
5010- SALARIES & WAGES	51,840.00	8,024.50	74,069.16	51,840.00	1.43	0.00	74,069.16	(22,229.16)
5020- ACCRUED VACATION PAY	2,850.00	526.34	4,483.68	2,850.00	1.57	0.00	4,483.68	(1,633.68)
5112- HEALTH INSURANCE	6,534.00	729.23	7,926.83	6,534.00	1.21	0.00	7,926.83	(1,392.83)
5114- WORKER'S COMPENSATION	3,680.00	221.89	2,415.73	3,680.00	0.66	0.00	2,415.73	1,264.27
5116- PENSION	3,030.00	399.37	3,695.06	3,030.00	1.22	0.00	3,695.06	(665.06)
5122- FICA	4,882.00	638.17	5,882.95	4,882.00	1.21	0.00	5,882.95	(1,000.95)
5124- SUI	450.00	0.00	479.71	450.00	1.07	0.00	479.71	(29.71)
5130- ACCRUED VACATION FICA	269.00	40.26	342.96	269.00	1.27	0.00	342.96	(73.96)
6110- OFFICE SUPPLIES	1,500.00	0.00	0.07	1,500.00	0.00	0.00	0.07	1,499.93
6112- DATA PROCESSING SUPPLIES	2,000.00	6.02	750.15	2,000.00	0.38	0.00	750.15	1,249.85
6121- FOOD	386.00	0.00	0.00	386.00	0.00	0.00	0.00	386.00
6130- PROGRAM SUPPLIES	4,500.00	0.00	(25.58)	4,500.00	(0.01)	0.00	(25.58)	4,525.58
6134- INSTRUCTIONAL SUPPLIES	1,800.00	0.00	0.00	1,800.00	0.00	0.00	0.00	1,800.00
6170- POSTAGE & SHIPPING	0.00	0.00	0.93	0.00	0.00	0.00	0.93	(0.93)
6180- EQUIPMENT RENTAL	0.00	0.00	119.11	0.00	0.00	0.00	119.11	(119.11)
6181- EQUIPMENT MAINTENANCE	0.00	0.00	0.84	0.00	0.00	0.00	0.84	(0.84)
6310- PRINTING & PUBLICATIONS	360.00	0.00	161.29	360.00	0.45	0.00	161.29	198.71
6312- ADVERTISING & PROMOTION	120.00	0.00	0.00	120.00	0.00	0.00	0.00	120.00
6320- TELEPHONE	648.00	50.38	610.77	648.00	0.94	0.00	610.77	37.23
6410- RENT	2,160.00	180.00	2,160.00	2,160.00	1.00	0.00	2,160.00	0.00
6520- CONSULTANTS	2,500.00	65.00	162.50	2,500.00	0.07	4,845.00	5,007.50	(2,507.50)
6522- CONSULTANT EXPENSES	300.00	0.00	195.00	300.00	0.65	960.00	1,155.00	(855.00)
6524- CONTRACTS	181,200.00	0.00	42,720.00	181,200.00	0.24	0.00	42,720.00	138,480.00
6610- GAS & OIL	804.00	41.07	1,096.38	804.00	1.36	0.00	1,096.38	(292.38)
6620- VEHICLE INSURANCE	0.00	162.74	1,971.09	0.00	0.00	0.00	1,971.09	(1,971.09)
6640- VEHICLE REPAIR & MAINTENANCE	0.00	0.00	67.38	0.00	0.00	0.00	67.38	(67.38)
6712- STAFF TRAVEL-LOCAL	9,000.00	0.00	0.00	9,000.00	0.00	0.00	0.00	9,000.00
6742- TRAINING - STAFF	0.00	975.00	6,425.00	0.00	0.00	0.00	6,425.00	(6,425.00)
6746- TRAINING - PARENT	3,000.00	0.00	0.00	3,000.00	0.00	0.00	0.00	3,000.00
6834- STUDENT ACTIVITY INSURANCE	0.00	24.92	249.20	0.00	0.00	0.00	249.20	(249.20)
6850- FEES & LICENSES	20.00	0.00	21.12	20.00	1.06	0.00	21.12	(1.12)
7111- PARENT MILEAGE	315.00	0.00	0.00	315.00	0.00	0.00	0.00	315.00
7114- PC ALLOWANCE	240.00	0.00	60.00	240.00	0.25	0.00	60.00	180.00
8110- IN KIND SALARIES	33,403.00	0.00	3,737.48	33,403.00	0.11	0.00	3,737.48	29,665.52
8130- IN KIND - OTHER	1,843.00	0.00	0.00	1,843.00	0.00	0.00	0.00	1,843.00
9010- INDIRECT COST ALLOCATION	25,879.00	1,099.72	14,199.76	25,879.00	0.55	0.00	14,199.76	11,679.24
Total Expenses	345,513.00	13,184.61	173,978.57	345,513.00	0.50	5,805.00	179,783.57	165,729.43
Excess Revenue Over (Under) Expenditures	0.00	0.00	0.00	0.00	0.00	(5,805.00)	(5,805.00)	5,805.00

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.

Revenue & Expense with Encumbrances

From 9/01/2020 to 8/31/2021

337 0 FRESNO MIGRANT - EARLY HEAD START	Grant Budget	Current Month Actual	YTD Actual August 31, 2021	YTD Budget August 31, 2021	% Spent	YTD Encumbrance	Actual Plus Encumbrance	Budget Balance
Beginning Net Assets - Unrestricted	0.00	(0.53)	0.00	0.00	0.00	0.00	0.00	0.00
Beginning Net Assets - Board Designated	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Ending Net Assets	0.00	(0.53)	0.00	0.00	0.00	(5,805.00)	(5,805.00)	5,805.00

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.

Revenue & Expense with Encumbrances

From 9/01/2020 to 8/31/2021

	Grant Budget	Current Month Actual	YTD Actual August 31, 2021	YTD Budget August 31, 2021	% Spent	YTD Encumbrance	Actual Plus Encumbrance	Budget Balance
338 0 FRESNO EARLY HEAD START - T&TA								
Revenues								
4110- GRANT INCOME-FEDERAL	6,949.00	0.00	653.51	6,949.00	(0.09)	0.00	653.51	6,295.49
Total Revenues	<u>6,949.00</u>	<u>0.00</u>	<u>653.51</u>	<u>6,949.00</u>	<u>(0.09)</u>	<u>0.00</u>	<u>653.51</u>	<u>6,295.49</u>
Expenses								
6121- FOOD	450.00	0.00	0.00	450.00	0.00	0.00	0.00	450.00
6130- PROGRAM SUPPLIES	834.00	0.00	0.00	834.00	0.00	0.00	0.00	834.00
6520- CONSULTANTS	0.00	0.00	0.00	500.00	0.00	0.00	0.00	0.00
6712- STAFF TRAVEL-LOCAL	75.00	0.00	0.00	0.00	0.00	0.00	0.00	75.00
6714- STAFF TRAVEL-OUT OF AREA	2,882.00	0.00	0.00	2,961.00	0.00	0.00	0.00	2,882.00
6722- PER DIEM - STAFF	428.00	0.00	0.00	349.00	0.00	0.00	0.00	428.00
6724- PER DIEM - PARENT	0.00	0.00	0.00	75.00	0.00	0.00	0.00	0.00
6742- TRAINING - STAFF	1,700.00	0.00	599.00	1,200.00	0.35	0.00	599.00	1,101.00
9010- INDIRECT COST ALLOCATION	580.00	0.00	54.51	580.00	0.09	0.00	54.51	525.49
Total Expenses	<u>6,949.00</u>	<u>0.00</u>	<u>653.51</u>	<u>6,949.00</u>	<u>0.09</u>	<u>0.00</u>	<u>653.51</u>	<u>6,295.49</u>
Excess Revenue Over (Under) Expenditures	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Beginning Net Assets - Unrestricted	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Beginning Net Assets - Board Designated	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Ending Net Assets	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.

Revenue & Expense with Encumbrances

From 9/01/2020 to 8/31/2021

	Grant Budget	Current Month Actual	YTD Actual August 31, 2021	YTD Budget August 31, 2021	% Spent	YTD Encumbrance	Actual Plus Encumbrance	Budget Balance
351 0 FRESNO COE 1-TIME FUND								
Revenues								
4120- GRANT INCOME-STATE	0.00	0.00	116,800.00	0.00	0.00	0.00	116,800.00	(116,800.00)
Total Revenues	<u>0.00</u>	<u>0.00</u>	<u>116,800.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>116,800.00</u>	<u>(116,800.00)</u>
Expenses								
6130- PROGRAM SUPPLIES	0.00	0.00	0.00	0.00	0.00	13,247.88	13,247.88	(13,247.88)
Total Expenses	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>13,247.88</u>	<u>13,247.88</u>	<u>(13,247.88)</u>
Excess Revenue Over (Under) Expenditures	<u>0.00</u>	<u>0.00</u>	<u>116,800.00</u>	<u>0.00</u>	<u>0.00</u>	<u>(13,247.88)</u>	<u>103,552.12</u>	<u>(103,552.12)</u>
Beginning Net Assets - Unrestricted	0.00	56,112.32	56,112.32	0.00	0.00	0.00	56,112.32	(56,112.32)
Beginning Net Assets - Board Designated	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Ending Net Assets	<u>0.00</u>	<u>56,112.32</u>	<u>172,912.32</u>	<u>0.00</u>	<u>0.00</u>	<u>(13,247.88)</u>	<u>159,664.44</u>	<u>(159,664.44)</u>

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.

Revenue & Expense with Encumbrances

From 9/01/2020 to 8/31/2021

	Grant Budget	Current Month Actual	YTD Actual August 31, 2021	YTD Budget August 31, 2021	% Spent	YTD Encumbrance	Actual Plus Encumbrance	Budget Balance
831 0 COVID-19 CARES - FRESNO MHS								
Revenues								
4110- GRANT INCOME-FEDERAL	454,125.00	11,953.76	310,143.09	0.00	(0.68)	0.00	310,143.09	143,981.91
Total Revenues	<u>454,125.00</u>	<u>11,953.76</u>	<u>310,143.09</u>	<u>0.00</u>	<u>(0.68)</u>	<u>0.00</u>	<u>310,143.09</u>	<u>143,981.91</u>
Expenses								
5010- SALARIES & WAGES	0.00	73.27	133,203.52	0.00	0.00	0.00	133,203.52	(133,203.52)
5020- ACCRUED VACATION PAY	0.00	3.38	3.38	0.00	0.00	0.00	3.38	(3.38)
5112- HEALTH INSURANCE	0.00	29.78	29.78	0.00	0.00	0.00	29.78	(29.78)
5114- WORKER'S COMPENSATION	0.00	0.27	5,196.27	0.00	0.00	0.00	5,196.27	(5,196.27)
5116- PENSION	0.00	0.00	4,549.23	0.00	0.00	0.00	4,549.23	(4,549.23)
5122- FICA	0.00	5.60	10,190.08	0.00	0.00	0.00	10,190.08	(10,190.08)
5124- SUI	0.00	0.00	302.25	0.00	0.00	0.00	302.25	(302.25)
5130- ACCRUED VACATION FRINGE	0.00	0.26	0.26	0.00	0.00	0.00	0.26	(0.26)
6110- OFFICE SUPPLIES	0.00	0.00	535.22	0.00	0.00	0.00	535.22	(535.22)
6112- DATA PROCESSING SUPPLIES	0.00	0.00	9,633.20	0.00	0.00	0.00	9,633.20	(9,633.20)
6122- KITCHEN SUPPLIES	0.00	0.00	4,701.53	0.00	0.00	0.00	4,701.53	(4,701.53)
6130- PROGRAM SUPPLIES	416,247.00	6,371.52	55,515.27	0.00	0.13	53,938.24	109,453.51	306,793.49
6132- MEDICAL & DENTAL SUPPLIES	0.00	0.00	2,591.40	0.00	0.00	0.00	2,591.40	(2,591.40)
6140- CUSTODIAL SUPPLIES	0.00	0.00	7,170.94	0.00	0.00	0.00	7,170.94	(7,170.94)
6432- BUILDING REPAIRS/ MAINTENANCE	0.00	0.00	43,779.20	0.00	0.00	31,343.55	75,122.75	(75,122.75)
6742- TRAINING - STAFF	0.00	0.00	2,400.00	0.00	0.00	0.00	2,400.00	(2,400.00)
6875- EMPLOYEE HEALTH & WELFARE	0.00	4,472.61	4,472.61	0.00	0.00	0.00	4,472.61	(4,472.61)
9010- INDIRECT COST ALLOCATION	37,878.00	997.07	25,868.95	0.00	0.68	0.00	25,868.95	12,009.05
Total Expenses	<u>454,125.00</u>	<u>11,953.76</u>	<u>310,143.09</u>	<u>0.00</u>	<u>0.68</u>	<u>85,281.79</u>	<u>395,424.88</u>	<u>58,700.12</u>
Excess Revenue Over (Under) Expenditures	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>(85,281.79)</u>	<u>(85,281.79)</u>	<u>85,281.79</u>
Beginning Net Assets - Unrestricted	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Beginning Net Assets - Board Designated	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Ending Net Assets	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>(85,281.79)</u>	<u>(85,281.79)</u>	<u>85,281.79</u>

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.

Revenue & Expense with Encumbrances

From 9/01/2020 to 8/31/2021

837 0 COVID-19 CARES - FRESNO EHS	Grant Budget	Current Month Actual	YTD Actual August 31, 2021	YTD Budget August 31, 2021	% Spent	YTD Encumbrance	Actual Plus Encumbrance	Budget Balance
Revenues								
4110- GRANT INCOME-FEDERAL	26,250.00	0.00	27,862.11	0.00	(1.06)	0.00	27,862.11	(1,612.11)
Total Revenues	<u>26,250.00</u>	<u>0.00</u>	<u>27,862.11</u>	<u>0.00</u>	<u>(1.06)</u>	<u>0.00</u>	<u>27,862.11</u>	<u>(1,612.11)</u>
Expenses								
5010- SALARIES & WAGES	0.00	0.00	1,764.00	0.00	0.00	0.00	1,764.00	(1,764.00)
5114- WORKER'S COMPENSATION	0.00	0.00	68.14	0.00	0.00	0.00	68.14	(68.14)
5116- PENSION	0.00	0.00	69.00	0.00	0.00	0.00	69.00	(69.00)
5122- FICA	0.00	0.00	134.94	0.00	0.00	0.00	134.94	(134.94)
6112- DATA PROCESSING SUPPLIES	0.00	0.00	1,825.73	0.00	0.00	0.00	1,825.73	(1,825.73)
6130- PROGRAM SUPPLIES	24,060.00	0.00	10,220.18	0.00	0.42	0.00	10,220.18	13,839.82
6134- INSTRUCTIONAL SUPPLIES	0.00	0.00	756.15	0.00	0.00	0.00	756.15	(756.15)
6140- CUSTODIAL SUPPLIES	0.00	0.00	10,000.00	0.00	0.00	0.00	10,000.00	(10,000.00)
6742- TRAINING - STAFF	0.00	0.00	700.00	0.00	0.00	0.00	700.00	(700.00)
9010- INDIRECT COST ALLOCATION	2,190.00	0.00	2,323.97	0.00	1.06	0.00	2,323.97	(133.97)
Total Expenses	<u>26,250.00</u>	<u>0.00</u>	<u>27,862.11</u>	<u>0.00</u>	<u>1.06</u>	<u>0.00</u>	<u>27,862.11</u>	<u>(1,612.11)</u>
Excess Revenue Over (Under) Expenditures	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Beginning Net Assets - Unrestricted	0.00	(326.84)	0.00	0.00	0.00	0.00	0.00	0.00
Beginning Net Assets - Board Designated	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Ending Net Assets	<u>0.00</u>	<u>(326.84)</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.

Revenue & Expense with Encumbrances

From 9/01/2020 to 8/31/2021

Report Recap	Grant Budget	Current Month Actual	YTD Actual August 31, 2021	YTD Budget August 31, 2021	% Spent	YTD Encumbrance	Actual Plus Encumbrance	Budget Balance
Revenues								
4110- GRANT INCOME-FEDERAL	5,686,931.00	688,992.25	5,086,061.76	5,206,555.98	(0.89)	0.00	5,086,061.76	600,869.24
4120- GRANT INCOME-STATE	0.00	0.00	116,800.00	0.00	0.00	0.00	116,800.00	(116,800.00)
4220- IN KIND CONTRIBUTIONS	701,974.00	0.00	281,284.42	701,974.00	(0.40)	0.00	281,284.42	420,689.58
4330- SALE OF ASSETS	0.00	250.00	250.00	0.00	0.00	0.00	250.00	(250.00)
Total Revenues	<u>6,388,905.00</u>	<u>689,242.25</u>	<u>5,484,396.18</u>	<u>5,908,529.98</u>	<u>(0.86)</u>	<u>0.00</u>	<u>5,484,396.18</u>	<u>904,508.82</u>
Expenses								
5010- SALARIES & WAGES	2,596,351.00	449,436.61	2,592,648.68	2,596,351.00	1.00	0.00	2,592,648.68	3,702.32
5020- ACCRUED VACATION PAY	155,568.00	27,731.78	151,635.46	155,568.00	0.97	0.00	151,635.46	3,932.54
5112- HEALTH INSURANCE	200,218.00	24,845.12	177,502.17	200,218.00	0.89	0.00	177,502.17	22,715.83
5114- WORKER'S COMPENSATION	111,455.00	14,735.15	91,501.62	111,455.00	0.82	0.00	91,501.62	19,953.38
5116- PENSION	143,729.00	26,978.11	132,424.33	143,729.00	0.92	0.00	132,424.33	11,304.67
5122- FICA	232,684.00	34,942.33	209,064.69	232,684.00	0.90	0.00	209,064.69	23,619.31
5124- SUI	47,021.00	299.46	39,940.03	47,021.00	0.85	0.00	39,940.03	7,080.97
5130- ACCRUED VACATION FICA	13,936.00	2,121.35	11,599.44	13,935.98	0.83	0.00	11,599.44	2,336.56
6110- OFFICE SUPPLIES	28,700.00	81.85	9,904.26	28,700.00	0.35	3,280.47	13,184.73	15,515.27
6112- DATA PROCESSING SUPPLIES	92,000.00	3,872.22	88,409.83	92,000.00	0.96	1,069.34	89,479.17	2,520.83
6121- FOOD	12,836.00	0.00	13,370.95	12,836.00	1.04	0.00	13,370.95	(534.95)
6122- KITCHEN SUPPLIES	5,000.00	0.00	6,241.78	5,000.00	1.25	200.00	6,441.78	(1,441.78)
6130- PROGRAM SUPPLIES	561,945.00	7,605.35	127,132.50	121,638.00	0.23	142,772.63	269,905.13	292,039.87
6132- MEDICAL & DENTAL SUPPLIES	160.00	0.00	4,176.05	160.00	26.10	0.00	4,176.05	(4,016.05)
6134- INSTRUCTIONAL SUPPLIES	31,800.00	32.37	853.18	31,800.00	0.03	134.11	987.29	30,812.71
6140- CUSTODIAL SUPPLIES	29,450.00	0.00	37,121.15	29,450.00	1.26	0.00	37,121.15	(7,671.15)
6170- POSTAGE & SHIPPING	2,040.00	31.66	1,344.53	2,040.00	0.66	0.00	1,344.53	695.47
6180- EQUIPMENT RENTAL	26,184.00	0.00	32,692.64	26,184.00	1.25	0.00	32,692.64	(6,508.64)
6181- EQUIPMENT MAINTENANCE	21,850.00	0.00	13,776.86	21,850.00	0.63	0.00	13,776.86	8,073.14
6221- EQUIPMENT OVER > \$5000	10,000.00	0.00	0.00	10,000.00	0.00	0.00	0.00	10,000.00
6310- PRINTING & PUBLICATIONS	7,360.00	16.23	6,417.74	7,360.00	0.87	0.00	6,417.74	942.26
6312- ADVERTISING & PROMOTION	620.00	0.00	0.00	620.00	0.00	0.00	0.00	620.00
6320- TELEPHONE	49,644.00	10,122.66	74,012.06	49,644.00	1.49	0.00	74,012.06	(24,368.06)
6410- RENT	89,192.00	8,700.57	89,893.14	89,192.00	1.01	0.00	89,893.14	(701.14)
6420- UTILITIES/ DISPOSAL	84,396.00	1,689.65	66,721.08	84,396.00	0.79	0.00	66,721.08	17,674.92
6432- BUILDING REPAIRS/ MAINTENANCE	176,462.00	3,087.49	423,608.12	176,462.00	2.40	36,877.39	460,485.51	(284,023.51)
6433- GROUNDS MAINTENANCE	31,284.00	0.07	24,128.29	31,284.00	0.77	140.00	24,268.29	7,015.71
6436- PEST CONTROL	7,260.00	0.00	6,793.00	7,260.00	0.94	0.00	6,793.00	467.00
6437- BURGLAR & FIRE ALARM	5,328.00	298.54	5,713.80	5,328.00	1.07	0.00	5,713.80	(385.80)
6440- PROPERTY INSURANCE	13,013.00	1,075.85	12,910.09	13,013.00	0.99	0.00	12,910.09	102.91
6520- CONSULTANTS	30,000.00	455.00	15,340.80	30,500.00	0.51	37,620.00	52,960.80	(22,960.80)
6522- CONSULTANT EXPENSES	1,200.00	0.00	195.00	1,200.00	0.16	2,200.00	2,395.00	(1,195.00)
6524- CONTRACTS	181,200.00	0.00	42,720.00	181,200.00	0.24	0.00	42,720.00	138,480.00
6530- LEGAL	2,004.00	0.00	11,085.84	2,004.00	5.53	0.00	11,085.84	(9,081.84)
6540- CUSTODIAL SERVICES	4,776.00	398.00	4,776.00	4,776.00	1.00	0.00	4,776.00	0.00
6555- MEDICAL SCREENING/DEAT/STAFF	1,000.00	0.00	1,040.00	1,000.00	1.04	0.00	1,040.00	(40.00)
6610- GAS & OIL	10,812.00	216.04	8,418.20	10,812.00	0.78	0.00	8,418.20	2,393.80

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.

Revenue & Expense with Encumbrances

From 9/01/2020 to 8/31/2021

Report Recap	Grant Budget	Current Month Actual	YTD Actual August 31, 2021	YTD Budget August 31, 2021	% Spent	YTD Encumbrance	Actual Plus Encumbrance	Budget Balance
6620- VEHICLE INSURANCE	15,660.00	1,528.76	18,361.35	15,660.00	1.17	0.00	18,361.35	(2,701.35)
6640- VEHICLE REPAIR & MAINTENANCE	20,000.00	370.06	9,291.01	20,000.00	0.46	4,202.44	13,493.45	6,506.55
6712- STAFF TRAVEL-LOCAL	14,075.00	57.12	3,672.74	14,000.00	0.26	0.00	3,672.74	10,402.26
6714- STAFF TRAVEL-OUT OF AREA	29,679.00	0.00	1,306.33	29,758.00	0.04	0.00	1,306.33	28,372.67
6722- PER DIEM - STAFF	2,390.00	0.00	0.00	2,311.00	0.00	0.00	0.00	2,390.00
6724- PER DIEM - PARENT	2,050.00	0.00	0.00	2,125.00	0.00	0.00	0.00	2,050.00
6742- TRAINING - STAFF	54,147.00	1,528.00	57,226.71	53,647.00	1.06	0.00	57,226.71	(3,079.71)
6746- TRAINING - PARENT	22,277.00	0.00	525.00	22,277.00	0.02	0.00	525.00	21,752.00
6832- LIABILITY INSURANCE	504.00	36.36	399.14	504.00	0.79	0.00	399.14	104.86
6834- STUDENT ACTIVITY INSURANCE	1,260.00	230.89	1,485.02	1,260.00	1.18	0.00	1,485.02	(225.02)
6840- PROPERTY TAXES	1,600.00	4,359.79	5,720.73	1,600.00	3.58	0.00	5,720.73	(4,120.73)
6850- FEES & LICENSES	18,020.00	6.00	16,387.41	18,020.00	0.91	0.00	16,387.41	1,632.59
6851- CPR FEES	0.00	0.00	240.00	0.00	0.00	0.00	240.00	(240.00)
6852- FINGERPRINT	0.00	0.75	473.50	0.00	0.00	0.00	473.50	(473.50)
6875- EMPLOYEE HEALTH & WELFARE	7,650.00	4,709.37	9,686.66	7,650.00	1.27	749.79	10,436.45	(2,786.45)
7110- PARENT ACTIVITIES	2,800.00	0.00	0.00	2,800.00	0.00	0.00	0.00	2,800.00
7111- PARENT MILEAGE	990.00	0.00	105.03	990.00	0.11	0.00	105.03	884.97
7114- PC ALLOWANCE	1,240.00	150.00	2,070.00	1,240.00	1.67	0.00	2,070.00	(830.00)
7116- POLICY COUNCIL FOOD ALLOWANCE	600.00	0.00	0.00	600.00	0.00	0.00	0.00	600.00
8110- IN KIND SALARIES	600,146.00	0.00	164,001.98	600,146.00	0.27	0.00	164,001.98	436,144.02
8120- IN KIND RENT	97,936.00	0.00	117,282.44	97,936.00	1.20	0.00	117,282.44	(19,346.44)
8130- IN KIND - OTHER	3,892.00	0.00	0.00	3,892.00	0.00	0.00	0.00	3,892.00
9010- INDIRECT COST ALLOCATION	473,511.00	57,491.69	424,247.82	433,443.00	0.90	0.00	424,247.82	49,263.18
Total Expenses	6,388,905.00	689,242.25	5,367,596.18	5,908,529.98	0.84	229,246.17	5,596,842.35	792,062.65
Excess Revenue Over (Under) Expenditures	0.00	0.00	116,800.00	0.00	0.00	(229,246.17)	(112,446.17)	112,446.17
Beginning Net Assets - Unrestricted	0.00	46,783.90	56,112.32	0.00	0.00	0.00	56,112.32	(56,112.32)
Beginning Net Assets - Board Designated	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Ending Net Assets	0.00	46,783.90	172,912.32	0.00	0.00	(229,246.17)	(56,333.85)	56,333.85

**Fresno Migrant Early Head Start
Budget to Actual (Combined)
Period Ending August-21**

Account Description		Grant Budget	Current Period	Current Mth YTD	Prior Month YTD	YTD Budget	% Spent	Encumbered	YTD Actual + Encumbered	Budget Balance
REVENUES										
4110 GRANT INCOME-FEDERAL		317,216.00	37,152.17	174,860.26	137,708.09	316,879.00	55.12%	6,333.26	181,193.52	(136,022.48)
4130 GRANT INCOME-AREA		0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
4210 DONATIONS		0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
4220 IN KIND CONTRIBUTIONS		35,246.00	184.82	3,737.48	3,552.66	35,246.00	10.60%	0.00	3,737.48	(31,508.52)
4390 MISC INCOME		0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
TOTAL REVENUES		352,462.00	37,336.99	178,597.74	141,260.75	352,125.00	50.67%	6,333.26	184,931.00	(167,531.00)
5010 SALARIES & WAGES	6A	51,840.00	16,053.77	74,430.18	58,376.41	51,840.00	143.58%	0.00	74,430.18	22,590.18
5019- SALARIES & WAGES C19	6A		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5020 ACCRUED VACATION PAY	6A	2,850.00	919.30	4,508.66	3,589.36	2,850.00	158.20%	0.00	4,508.66	1,658.66
5112 HEALTH INSURANCE	6B	6,534.00	1,396.80	7,926.83	6,530.03	6,534.00	121.32%	0.00	7,926.83	1,392.83
5114 WORKER'S COMPENSATION	6B	3,680.00	467.28	2,417.05	1,949.77	3,680.00	65.68%	0.00	2,417.05	(1,262.95)
5115- Worker's Compensation C19	6B		0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
5116 PENSION	6B	3,030.00	791.46	3,713.10	2,921.64	3,030.00	122.54%	0.00	3,713.10	683.10
5117- Pension C19	6B		0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
5121- FICA C19	6B		0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
5122 FICA	6B	4,882.00	1,261.21	5,910.56	4,649.35	4,882.00	121.07%	0.00	5,910.56	1,028.56
5124 SUI	6B	450.00	0.00	479.71	479.71	450.00	106.60%	0.00	479.71	29.71
5130 ACCRUED VACATION FRINGE	6B	269.00	70.32	344.87	274.55	269.00	128.20%	0.00	344.87	75.87
6714 STAFF TRAVEL-OUT OF AREA	6C	2,961.00	0.00	0.00	0.00	2,961.00	0.00%	0.00	0.00	(2,961.00)
6722 PER DIEM - STAFF	6C	424.00	0.00	0.00	0.00	349.00	0.00%	0.00	0.00	(424.00)
6221 EQUIPMENT OVER > \$5000	6D	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6110 OFFICE SUPPLIES	6E	1,500.00	0.00	0.07	0.07	1,500.00	0.00%	0.00	0.07	(1,499.93)
6112 DATA PROCESSING SUPPLIES	6E	2,000.00	12.04	750.15	738.11	2,000.00	37.51%	0.00	750.15	(1,249.85)
6121 FOOD	6E	836.00	0.00	0.00	0.00	636.00	0.00%	0.00	0.00	(836.00)
6122 KITCHEN SUPPLIES	6E	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6130 PROGRAM SUPPLIES	6E	5,334.00	0.00	(25.58)	(25.58)	5,300.00	-0.48%	0.00	(25.58)	(5,359.58)
6134 INSTRUCTIONAL SUPPLIES	6E	1,800.00	0.00	0.00	0.00	1,800.00	0.00%	0.00	0.00	(1,800.00)
6140 CUSTODIAL SUPPLIES	6E	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6142 LINEN/LAUNDRY	6E	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6170 POSTAGE & SHIPPING	6E	0.00	0.93	0.93	0.00	0.00	0.00%	0.00	0.93	0.93
6132 MEDICAL & DENTAL SUPPLIES	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6150 UNIFORM RENTAL/PURCHASE	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6180 EQUIPMENT RENTAL	6H	0.00	5.79	119.11	113.32	0.00	0.00%	0.00	119.11	119.11
6181 EQUIPMENT MAINTENANCE	6H	0.00	0.64	0.84	0.20	0.00	0.00%	0.00	0.84	0.84
6212 EQUIPMENT PURCHASES < \$500	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6214 EQUIPMENT OVER > 500	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6216 EQUIPMENT OVER > \$1000	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6231 BUILDING RENOVATION	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6232 BUILDING IMPROVEMENTS	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6310 PRINTING & PUBLICATIONS	6H	360.00	0.00	161.29	161.29	360.00	44.80%	0.00	161.29	(198.71)
6312 ADVERTISING & PROMOTION	6H	120.00	0.00	0.00	0.00	120.00	0.00%	0.00	0.00	(120.00)
6320 TELEPHONE	6H	648.00	100.76	610.77	510.01	648.00	94.25%	0.00	610.77	(37.23)
6410 RENT	6H	2,160.00	360.00	2,160.00	1,800.00	2,160.00	100.00%	0.00	2,160.00	0.00
6420 UTILITIES/ DISPOSAL	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6432 BUILDING REPAIRS/ MAINT	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6433 GROUNDS MAINTENANCE	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6436 PEST CONTROL	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6437 BURGLAR & FIRE ALARM	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6440 PROPERTY INSURANCE	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6520 CONSULTANTS	6H	2,500.00	162.50	162.50	0.00	2,500.00	6.50%	4,845.00	5,007.50	2,507.50
6522 CONSULTANT EXPENSES	6H	300.00	0.00	195.00	195.00	300.00	65.00%	960.00	1,155.00	855.00
6524 CONTRACTS	6H	181,200.00	10,920.00	45,920.00	35,000.00	181,200.00	25.34%	0.00	45,920.00	(135,280.00)

**Fresno Migrant Early Head Start
Budget to Actual (Combined)
Period Ending August-21**

Account Description		Grant Budget	Current Period	Current Mth YTD	Prior Month YTD	YTD Budget	% Spent	Encumbered	YTD Actual + Encumbered	Budget Balance
6530 LEGAL	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6540 CUSTODIAL SERVICES	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6555 MEDICAL SCREENING/DEAT/S	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6562 MEDICAL EXAM	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6564 MEDICAL FOLLOW-UP	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6566 DENTAL EXAM	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6568 DENTAL FOLLOW-UP	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6610 GAS & OIL	6H	804.00	180.24	1,096.38	916.14	804.00	136.37%	0.00	1,096.38	292.38
6620 VEHICLE INSURANCE	6H	0.00	325.43	1,971.09	1,645.66	0.00	0.00%	0.00	1,971.09	1,971.09
6630 VEHICLE LICENSE AND FEES	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6640 VEHICLE REPAIR & MAINTENANCE	6H	0.00	0.00	67.38	67.38	0.00	0.00%	0.00	67.38	67.38
6712 STAFF TRAVEL-LOCAL	6H	9,000.00	0.00	0.00	0.00	9,000.00	0.00%	0.00	0.00	(9,000.00)
6724 PER DIEM - PARENT	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6730 VOLUNTEER TRAVEL	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6742 TRAINING - STAFF	6H	1,700.00	975.00	7,024.00	6,049.00	1,700.00	413.18%	0.00	7,024.00	5,324.00
6744 TRAINING - VOLUNTEER	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6745 TRAINING - PARTICIPANTS/CLIENTS	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6746 TRAINING - PARENT	6H	3,000.00	0.00	0.00	0.00	3,000.00	0.00%	0.00	0.00	(3,000.00)
6748 EDUCATION REIMBURSEMENT	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6750 FIELD TRIPS	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6820 INTEREST EXPENSE	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6832 LIABILITY INSURANCE	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6834 STUDENT ACTIVITY INSURAN	6H	0.00	49.84	249.20	199.36	0.00	0.00%	0.00	249.20	249.20
6840 PROPERTY TAXES	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6850 FEES & LICENSES	6H	20.00	0.00	21.12	21.12	20.00	105.60%	0.00	21.12	1.12
6851 CPR FEES	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6852 FINGER PRINTING	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6860 DEPRECIATION EXPENSE	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6870 EMPLOYEE RECOGNITION	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6875- EMPLOYEE HEALTH & WELFARE	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6892 CASH SHORT/OVER	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
7110 PARENT ACTIVITIES	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
7111- PARENT MILEAGE	6H	315.00	0.00	0.00	0.00	315.00	0.00%	0.00	0.00	(315.00)
7112 PARENT INVOLVEMENT	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
7114 PC ALLOWANCE	6H	240.00	0.00	60.00	60.00	240.00	25.00%	0.00	60.00	(180.00)
7116 PC FOOD	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
8110 INKIND SALARIES		33,403.00	184.82	3,737.48	3,552.66	33,403.00	11.19%	0.00	3,737.48	(29,665.52)
8120 INKIND RENT		0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
8130 INKIND OTHER		1,843.00	0.00	0.00	0.00	1,843.00	0.00%	0.00	0.00	(1,843.00)
9010 INDIRECT EXPENSE	6J	26,459.00	3,098.86	14,585.05	11,486.19	26,431.00	55.12%	528.26	15,113.31	(11,345.69)
TOTAL EXPENSES		352,462.00	37,336.99	178,597.74	141,260.75	352,125.00	50.67%	6,333.26	184,931.00	(167,531.00)
CHANGE IN NET ASSETS		0.00	0.00	0.00	0.00	0.00		0.00	0.00	0.00

**Fresno Migrant Head Start
Budget to Actual (Combined)
Period Ending Aug-21**

Account Description		Grant Budget	Current Period	Current Mth YTD	Prior Month YTD	YTD Budget	% Spent	Encumbered	YTD Actual + Encumbered	Budget Balance
REVENUES										
4110 GRANT INCOME-FEDERAL		4,896,289.00	697,329.90	4,584,408.09	3,887,078.19	4,889,339.98	93.63%	136,278.45	4,720,686.54	(175,602.46)
4130 GRANT INCOME-AREA		0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
4210 DONATIONS		0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
4220 IN KIND CONTRIBUTIONS		666,728.00	56,598.49	334,145.43	277,546.94	666,728.00	50.12%	0.00	334,145.43	(332,582.57)
4330- SALE OF ASSETS		0.00	250.00	250.00	0.00	0.00		0.00	250.00	250.00
4390 MISC INCOME		0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
TOTAL REVENUES		5,563,017.00	754,178.39	4,918,803.52	4,164,625.13	5,556,067.98	88.42%	136,278.45	5,055,081.97	(507,935.03)
5010 SALARIES & WAGES	6A	2,544,511.00	442,743.72	2,385,016.88	1,942,273.16	2,544,511.00	93.73%	0.00	2,385,016.88	(159,494.12)
5012- DIRECTOR'S SALARY			0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
5019- SALARIES & WAGES C19			0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
5020 ACCRUED VACATION PAY	6A	152,718.00	27,332.06	147,278.40	119,946.34	152,718.00	96.44%	0.00	147,278.40	(5,439.60)
5112 HEALTH INSURANCE	6B	193,684.00	24,086.04	169,545.56	145,459.52	193,684.00	87.54%	0.00	169,545.56	(24,138.44)
5114 WORKER'S COMPENSATION	6B	107,775.00	14,517.25	83,825.74	69,308.49	107,775.00	77.78%	0.00	83,825.74	(23,949.26)
5115- Worker's Compensation C19				0.00	0.00	0.00	0.00%	0.00	0.00	0.00
5116 PENSION	6B	140,699.00	28,440.61	124,163.72	95,723.11	140,699.00	88.25%	0.00	124,163.72	(16,535.28)
5117- Pension C19				0.00	0.00	0.00	0.00%	0.00	0.00	0.00
5121- FICA C19				0.00	0.00	0.00	0.00%	0.00	0.00	0.00
5122 FICA	6B	227,802.00	34,404.27	192,962.43	158,558.16	227,802.00	84.71%	0.00	192,962.43	(34,839.57)
5124 SUI	6B	46,571.00	299.46	39,158.07	38,858.61	46,571.00	84.08%	0.00	39,158.07	(7,412.93)
5125- DIRECTOR'S FRINGE				0.00	0.00	0.00	0.00%	0.00	0.00	0.00
5130 ACCRUED VACATION FRINGE	6B	13,667.00	2,090.77	11,266.16	9,175.39	13,666.98	82.43%	0.00	11,266.16	(2,400.84)
6714 STAFF TRAVEL-OUT OF AREA	6C	29,758.00	0.00	1,306.33	1,306.33	26,797.00	4.39%	0.00	1,306.33	(28,451.67)
6722 PER DIEM - STAFF	6C	2,311.00	0.00	0.00	0.00	1,962.00	0.00%	0.00	0.00	(2,311.00)
6221 EQUIPMENT OVER > \$5000	6D	10,000.00	0.00	0.00	0.00	10,000.00	0.00	0.00	0.00	(10,000.00)
6110 OFFICE SUPPLIES	6E	27,200.00	460.87	9,368.97	8,908.10	27,200.00	34.44%	3,280.47	12,649.44	(14,550.56)
6112 DATA PROCESSING SUPPLIES	6E	90,000.00	4,952.19	76,200.75	71,248.56	90,000.00	84.67%	1,069.34	77,270.09	(12,729.91)
6121 FOOD	6E	12,450.00	(44.62)	13,370.95	13,415.57	12,000.00	107.40%	0.00	13,370.95	920.95
6122 KITCHEN SUPPLIES	6E	5,000.00	(934.80)	1,540.25	2,475.05	5,000.00	30.81%	200.00	1,740.25	(3,259.75)
6130 PROGRAM SUPPLIES	6E	117,138.00	8,436.46	61,754.65	53,318.19	116,304.00	52.72%	75,586.51	137,341.16	20,203.16
6134 INSTRUCTIONAL SUPPLIES	6E	30,000.00	32.37	97.03	64.66	30,000.00	0.32%	134.11	231.14	(29,768.86)
6140 CUSTODIAL SUPPLIES	6E	29,450.00	0.00	19,950.21	19,950.21	29,450.00	67.74%	0.00	19,950.21	(9,499.79)
6142 LINEN/LAUNDRY	6E	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6170 POSTAGE & SHIPPING	6E	2,040.00	33.66	1,343.60	1,309.94	2,040.00	65.86%	0.00	1,343.60	(696.40)
6132 MEDICAL & DENTAL SUPPLIES	6H	160.00	0.00	1,584.65	1,584.65	160.00	990.41%	0.00	1,584.65	1,424.65
6150 UNIFORM RENTAL/PURCHASE	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6180 EQUIPMENT RENTAL	6H	26,184.00	2,590.40	32,573.53	29,983.13	26,184.00	124.40%	0.00	32,573.53	6,389.53
6181 EQUIPMENT MAINTENANCE	6H	21,850.00	1,955.34	13,776.02	11,820.68	21,850.00	63.05%	0.00	13,776.02	(8,073.98)
6212 EQUIPMENT PURCHASES < \$500	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6214 EQUIPMENT OVER > 500	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6216 EQUIPMENT OVER > \$1000	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6231 BUILDING RENOVATION	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6232 BUILDING IMPROVEMENTS	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6310 PRINTING & PUBLICATIONS	6H	7,000.00	16.23	5,924.43	5,908.20	7,000.00	84.63%	0.00	5,924.43	(1,075.57)
6312 ADVERTISING & PROMOTION	6H	500.00	0.00	0.00	0.00	500.00	0.00%	0.00	0.00	(500.00)
6320 TELEPHONE	6H	48,996.00	16,100.29	73,401.29	57,301.00	48,996.00	149.81%	0.00	73,401.29	24,405.29
6410 RENT	6H	87,032.00	8,520.57	87,733.14	79,212.57	87,032.00	100.81%	0.00	87,733.14	701.14
6420 UTILITIES/ DISPOSAL	6H	84,396.00	2,060.69	66,721.08	64,660.39	84,396.00	79.06%	0.00	66,721.08	(17,674.92)
6432 BUILDING REPAIRS/ MAINT	6H	176,462.00	4,458.16	379,828.92	375,370.76	176,462.00	215.25%	5,333.84	385,162.76	208,700.76
6433 GROUNDS MAINTENANCE	6H	31,284.00	1,395.04	25,488.29	24,093.25	31,284.00	81.47%	140.00	25,628.29	(5,655.71)
6436 PEST CONTROL	6H	7,260.00	(45.00)	6,793.00	6,838.00	7,260.00	93.57%	0.00	6,793.00	(467.00)
6437 BURGLAR & FIRE ALARM	6H	5,328.00	298.54	5,713.80	5,415.26	5,328.00	107.24%	0.00	5,713.80	385.80
6440 PROPERTY INSURANCE	6H	13,013.00	1,075.85	12,910.09	11,834.24	13,013.00	99.21%	0.00	12,910.09	(102.91)
6520 CONSULTANTS	6H	28,000.00	3,210.00	17,998.30	14,788.30	27,500.00	64.28%	32,775.00	50,773.30	22,773.30

**Fresno Migrant Head Start
Budget to Actual (Combined)
Period Ending Aug-21**

Account Description	Grant Budget	Current Period	Current Mth YTD	Prior Month YTD	YTD Budget	% Spent	Encumbered	YTD Actual + Encumbered	Budget Balance	
6522 CONSULTANT EXPENSES	6H	900.00	138.99	138.99	0.00	900.00	15.44%	1,240.00	1,378.99	478.99
6524 CONTRACTS	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6530 LEGAL	6H	2,004.00	0.00	11,085.84	11,085.84	2,004.00	553.19%	0.00	11,085.84	9,081.84
6540 CUSTODIAL SERVICES	6H	4,776.00	398.00	4,776.00	4,378.00	4,776.00	100.00%	0.00	4,776.00	0.00
6555 MEDICAL SCREENING/DEAT/S	6H	1,000.00	165.00	1,040.00	875.00	1,000.00	104.00%	0.00	1,040.00	40.00
6562 MEDICAL EXAM	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6564 MEDICAL FOLLOW-UP	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6566 DENTAL EXAM	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6568 DENTAL FOLLOW-UP	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6610 GAS & OIL	6H	10,008.00	626.85	7,321.82	6,694.97	10,008.00	73.16%	0.00	7,321.82	(2,686.18)
6620 VEHICLE INSURANCE	6H	15,660.00	1,366.02	16,390.26	15,024.24	15,660.00	104.66%	0.00	16,390.26	730.26
6630 VEHICLE LICENSE AND FEES	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6640 VEHICLE REPAIR & MAINTENANCE	6H	20,000.00	1,281.09	9,337.38	8,056.29	20,000.00	46.69%	4,202.44	13,539.82	(6,460.18)
6712 STAFF TRAVEL-LOCAL	6H	5,000.00	1,315.41	4,144.26	2,828.85	5,000.00	82.89%	0.00	4,144.26	(855.74)
6724 PER DIEM - PARENT	6H	2,125.00	0.00	0.00	0.00	2,050.00	0.00%	0.00	0.00	(2,125.00)
6730 VOLUNTEER TRAVEL	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6742 TRAINING - STAFF	6H	53,647.00	553.00	47,102.71	46,549.71	52,447.00	87.80%	0.00	47,102.71	(6,544.29)
6744 TRAINING - VOLUNTEER	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6745 TRAINING - PARTICIPANTS/CLIENTS	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6746 TRAINING - PARENT	6H	19,277.00	0.00	525.00	525.00	19,277.00	2.72%	0.00	525.00	(18,752.00)
6748 EDUCATION REIMBURSEMENT	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6750 FIELD TRIPS	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6820 INTEREST EXPENSE	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6832 LIABILITY INSURANCE	6H	504.00	72.72	399.14	326.42	504.00	79.19%	0.00	399.14	(104.86)
6834 STUDENT ACTIVITY INSURAN	6H	1,260.00	205.97	1,235.82	1,029.85	1,260.00	98.08%	0.00	1,235.82	(24.18)
6840 PROPERTY TAXES	6H	1,600.00	4,359.79	5,720.73	1,360.94	1,600.00	357.55%	0.00	5,720.73	4,120.73
6850 FEES & LICENSES	6H	18,000.00	6.00	16,366.29	16,360.29	18,000.00	90.92%	0.00	16,366.29	(1,633.71)
6851 CPR FEES	6H	0.00	0.00	240.00	240.00	0.00	0.00%	0.00	240.00	240.00
6852 FINGER PRINTING	6H	0.00	0.75	473.50	472.75	0.00	0.00%	0.00	473.50	473.50
6860 DEPRECIATION EXPENSE	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6870 EMPLOYEE RECOGNITION	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
6875- EMPLOYEE HEALTH & WELFARE	6H	7,650.00	236.76	5,214.05	4,977.29	7,650.00	68.16%	949.79	6,163.84	(1,486.16)
6892 CASH SHORT/OVER	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
7110 PARENT ACTIVITIES	6H	2,800.00	0.00	0.00	0.00	2,800.00	0.00%	0.00	0.00	(2,800.00)
7111- PARENT MILEAGE	6H	675.00	0.00	105.03	105.03	675.00	15.56%	0.00	105.03	(569.97)
7112 PARENT INVOLVEMENT	6H	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
7114 PC ALLOWANCE	6H	1,000.00	180.00	2,040.00	1,860.00	1,000.00	204.00%	0.00	2,040.00	1,040.00
7116 PC FOOD	6H	600.00	0.00	0.00	0.00	600.00	0.00%	0.00	0.00	(600.00)
8110 INKIND SALARIES		566,743.00	41,690.74	201,955.24	160,264.50	566,743.00	35.63%	0.00	201,955.24	(364,787.76)
8120 INKIND RENT		97,936.00	6,671.83	123,954.27	117,282.44	97,936.00	126.57%	0.00	123,954.27	26,018.27
8130 INKIND OTHER		2,049.00	8,235.92	8,235.92	0.00	2,049.00	401.95%	0.00	8,235.92	6,186.92
9010 INDIRECT EXPENSE	6J	407,564.00	58,187.13	382,405.03	324,217.90	406,984.00	93.83%	11,366.95	393,771.98	(13,792.02)
TOTAL EXPENSES		5,563,017.00	754,178.39	4,918,803.52	4,164,625.13	5,556,067.98	88.42%	136,278.45	5,055,081.97	(507,935.03)
CHANGE IN NET ASSETS		0.00	0.00	0.00	0.00	0.00		0.00	0.00	0.00

Contract 91%

CAPMC
Work Related Injuries Report - September 2021
BOARD OF DIRECTORS

Recordable Injuries

Position/Program	Injury Location	Type of Injury	DOI	TOI	Description	Loss Days	Outcomes
Associate Teacher	Mis Angelitos	Strain	9/1/2021	11:20 AM	EE was doing some physical activity with children (dancing, jumping, hopping, bending) when EE felt strain in mid back area.	0	9/01/21: EE declined to seek medical treatment.
Food Service Worker I	Verdell McKelvey	Contusion	9/8/2021	7:12 AM	EE was loading food into the company vehicle. When EE was closing the tailgate, EE heard a noise that startled EE and EE hit forehead on the tailgate.	2	09/08/21: EE went to seek treatment at Concentra. EE placed on modified duties. The Agency is unable to accommodate. 9/10/21: EE had follow up appointment at Concentra and released to regular duty.
Teacher	Eastin Arcola	Fall	9/16/2021	4:06 PM	EE was walking through the alley at the end of the day, when EE stepped in a pot hole, causing EE to fall, landing on the right knee.	0	09/17/21: EE declined to seek medical treatment.
Teacher	Chowchilla	Strain	9/17/2021	Unknown	EE reported injury on 09/17/21 that this was an old injury and has experienced pain associated with that injury. EE reports raking sand when EE felt pain in the right shoulder/right wrist.	2	09/23/21: EE went to Kaiser to seek medical treatment. EE was placed on modified duties. The Agency is not able to accommodate.
Associate Teacher	Eastin Arcola	Fall	9/27/2021	7:30 AM	EE was blowing the leaves and trying to close the gate at the same time. EE did not release the blower causing her to lose balance and fall backwards landing other bottom and lower back.	0	09/27/21: EE declined to seek medical treatment.

First Aid

Position/Program	Injury Location	Type of Injury	DOI	TOI	Description	Loss Days
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Claims

Position/Program	Injury Location	Type of Injury	DOI	TOI	Description	Loss Days	Outcomes
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Up To Date Injuries: January 2021 to December 2021

(2) Hand Injuries	(1) Feet Injuries	() Chest Injuries					
(3) Back Injuries	(1) Eye Injuries	() Neck Injuries	(2) Bottom				
(7) Knee Injuries	(2) Leg Injuries	(1) Head Injuries	(2) Hip				
(2) Arm Injuries	(1) Wrist Injuries	(7) Ankle Injuries	(2) Psyche				
() Elbow Injuries	() Burn Injuries	() Respiratory Injuries					
(3) Shoulder Injuries	(1) Abdomen Injuries	() Face Injuries					
		DOI: DATE OF INJURY					
		TOI: TIME OF INJURY					



BOARD OF DIRECTORS 2021 ATTENDANCE

Director	Area Represented	January	February	March	April	May	June	July	August	September	October	November	December
Public Officials													
Deborah Martinez A: Miguel Gonzalez	Department of Social Services	P	X	P	X	P	X	X	P	Quorum Not Established. Meeting Canceled.			
David Hernandez <i>Secretary/Treasurer</i>	Madera Unified School District	P	P	P	P	P	P	P	P				
Leticia Gonzalez A: Robert Poythress	Madera County Board of Supervisors	P	P	P	P	P	P	P	A				
Steve Montes A: Artemio Villegas	Madera City Council	P	P/A	P/A	P	P	A	P	P				
John Chavez A: Diana Palmer	Chowchilla City Council	P	X	X	P	P	P	P	X				
Private Sector Officials													
Debi Bray	Madera Chamber of Commerce	P	X	X	P	X	P	X	P				
Patricia Trevino	Head Start Policy Council	P	X	X	X	P	X	X	X				
Donald Holley	Community Affairs	P	P	P	P	P	P	P	P				
Eric LiCalsi <i>Vice-Chairperson</i>	Attorney at Law	P	P	P	P	X	P	P	X				
Vicki Bandy	Early Childhood Education & Development	P	P	P	X	X	P	X	P				
Low-Income Target Area Officials													
Martha Garcia A: Joann Lorange	Central Madera/Alpha	P	P	P	P	P	P	P	X				
Tyson Pogue <i>Chairperson</i>	Eastern Madera County	P	X	P	P	P	P	X	P				
Richard Gutierrez	Eastside/Parksdale	P	P	X	X	X	P	P	P				
Molly Hernandez	Fairmead/Chowchilla	P	P	P	P	P	P	X	X				
Aurora Flores A: Octavio Pineda	Monroe/Washington	X	P	P	X	P	X	P	X				
<i>Total Directors</i>		14/15	10/15	11/15	10/15	11/15	12/15	9/15	9/15	0/0			

P = Primary Present | A = Alternate Present | X = Absent

STAFFING CHANGES
September 1, 2021 - October 5, 2021
BOARD OF DIRECTORS

NON-HEAD START DEPARTMENTS

NEW HIRES

Identification Number	Position	Location	Effective Date	Hours	Justification
61279	Housing Coordinator	Gill - Community Services	9/17/2021	80	Open Position
61326	Housing Case Worker	Gill - Community Services	9/27/2021	80	Open Position
61327	Housing Case Worker	Gill - Community Services	9/27/2021	80	Open Position

SUBSTITUTES

Identification Number	Position	Location	Effective Date	Hours	Justification

VOLUNTARY RESIGNATIONS

Identification Number	Position	Location	Effective Date	Hours	Justification
61239	Homeless Outreach Worker	Gill - Community Services	10/4/2021	80	Resignation

TERMINATION

Identification Number	Position	Location	Effective Date	Hours	Justification

HEAD START DEPARTMENTS

NEW HIRES

Identification Number	Position	Location	Effective Date	Hours	Justification
61323	Food Service Worker I	Cottonwood - Madera Regional Head Start	9/14/2021	80	Open Position
61324	Food Service Worker I	Mis Tesoros - Madera Regional Head Start	9/14/2021	80	Open Position
61325	Child Care Program Assistant	Gill - Madera Regional Head Start	9/23/2021	30	Contract Position

SUBSTITUTES

Identification Number	Position	Location	Effective Date	Hours	Justification

VOLUNTARY RESIGNATIONS

Identification Number	Position	Location	Effective Date	Hours	Justification

TERMINATION

Identification Number	Position	Location	Effective Date	Hours	Justification

ACF Administration for Children and Families	U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES	
	1. Log No. ACF-IM-HS-21-05	2. Issuance Date: 09/27/2021
	3. Originating Office: Office of Head Start	
	4. Key Words: Head Start Workforce; Staff Supports; Staff Wellness; Staff Well-being; Mental Health; Physical Health; Head Start Program Performance Standards; HSPPS	

INFORMATION MEMORANDUM

TO: All Head Start and Early Head Start Grant Recipients

SUBJECT: Supporting the Wellness of All Staff in the Head Start Workforce

INFORMATION: The Office of Head Start (OHS) recognizes the importance of every individual in the birth to 5 Head Start workforce and the essential role of program staff in the delivery of high-quality, comprehensive services to enrolled infants, toddlers, preschool-aged children, and their families. Each staff person across the Head Start workforce has the immense responsibility of performing a job that supports young children’s early learning, health, mental health, and family well-being. Staff wellness is vital to child well-being. It is also a critical component in the ability to address the diverse and individualized needs of Head Start children and families.

OHS is committed to promoting and prioritizing needed supports for staff. Successfully supporting staff starts with staff wellness. As programs continue to move toward fully in-person services and address challenges brought on or worsened by the coronavirus disease 2019 (COVID-19) pandemic, prioritizing staff well-being is essential for all Head Start programs. This Information Memorandum (IM) describes the importance of, and requirements and recommendations for, building a culture of wellness across all Head Start programs.

The last year has brought significant challenges to the Head Start workforce. The COVID-19 pandemic has had a disparate impact on under-resourced communities, including many of those served by Head Start programs. There has also been heightened attention to racial injustice in our country, which has led to calls for major reforms to address long-standing societal inequities. These are particularly important concerns for OHS and the Head Start workforce. All staff have been impacted by COVID-19. Further, 60% of Head Start teaching staff are Black, Indigenous, and people of color, and 30% have a primary language other than English. As such, OHS is committed to a culture of wellness that includes holistic support for the entire Head Start workforce.

Prioritizing Staff Wellness in Head Start Programs

Staff wellness, also referred to as well-being, refers to staff's mental and physical health and how it shapes their engagement, job satisfaction, and overall quality of life. We know from research — and from staff themselves — that Head Start staff love their work and are committed to the infants, toddlers, and preschool-aged children and the families they serve, despite the work-related stresses and challenges the staff face. OHS recognizes the importance of promoting wellness so that all staff in the Head Start workforce can be successful in achieving their goals and fostering positive outcomes for children and families.

Staff who are happier, healthier, less stressed, and experience less depression are able to engage in higher quality interactions with children. Research indicates Head Start staff who experience frequent stress or symptoms of depression are more likely to perceive children in their care in a less positive light. This could, in turn, relate to lower quality interactions and care. Higher rates of depression among adults have also been linked with poorer child outcomes and less positive family-teacher relationships. Some Head Start staff have the added challenge of working with children who have experienced trauma while also managing their own history of trauma. Often, the Head Start workforce reports their own trauma-like symptoms or emotional duress due to consistently hearing about the traumatic experiences of the children and families they serve.

It is important that Head Start programs serving children from birth to 5 and their families consider ways to support the physical health, safety, and wellness of their staff. Staff experience many unique demands in their work with young children. Frequent bending, lifting and carrying children, and moving equipment places particular physical strains on staff. The furniture in classrooms may not be adult-sized, limiting staff to the floor or child-sized chairs and tables. A large percentage of staff experience at least one area of work-related ergonomic pain.

Head Start programs are strongly encouraged to create a working environment for staff that transmits a culture of wellness. This starts with program leaders modeling and promoting staff well-being and infusing this culture throughout all program services and interactions on a regular basis.

Programs can use Head Start base grant funding to support staff wellness efforts. These efforts are also allowable costs for funding received through the Coronavirus Response and Relief Supplemental Appropriations (CRRSA) and the American Rescue Plan (ARP) Acts. It is important that a program support their decisions to use base, CRRSA, ARP, or other funding for staff wellness activities with written policies and adequate documentation.

Strategies to Promote Wellness of Head Start Staff

In determining which strategies to use to promote staff wellness, programs should leverage their data to identify staff strengths and needs. For example, position turnover rates can help the program recognize where challenges exist in staff retention and focus resources on understanding and addressing staff concerns in those positions. The remainder of this IM shares actionable requirements and recommendations for programs.

1. **Programs must support a program-wide culture that promotes children’s mental health, social and emotional well-being, and overall health ([45 CFR §1302.45\(a\)](#)).** To achieve this, programs can:
 - Develop a clear mission and goals for staff wellness with actionable steps and strategies.
 - Periodically assess strengths and needs of staff by gathering data directly from both current and prospective staff.
 - Implement identified policies, procedures, and strategies to support staff wellness that are informed by program data. Gather feedback from staff on wellness strategies to determine if refinements or improvements are needed.

2. **Programs must ensure all staff and consultants follow appropriate practices to keep children safe during all activities, including, at a minimum, the requirements listed in [45 CFR §1302.47\(b\)\(5\)](#).** To achieve this, programs can also:
 - Provide at least one regularly scheduled break for staff during their work day.
 - Support staff to feel comfortable to request and receive a brief unscheduled ‘wellness break,’ in addition to a regularly scheduled break, to cool down or regroup if they are feeling overwhelmed. Programs can use floaters to cover these short breaks.
 - When possible, provide a dedicated space for staff breaks that offers comfortable seating, water, soft lighting, stress-reduction resources, etc.
 - Provide adequate paid vacation and sick leave for staff.
 - Offer employee assistance programs such as a check-in or consultation with a mental or physical health provider to address personal well-being concerns.
 - Ensure all Head Start program staff are vaccinated, and that everyone age 2 and older wears a mask, to support a healthy and safe environment as children and staff return to full in-person services.

3. **Programs are encouraged to foster a working environment of mutual respect, trust, and teamwork where staff feel empowered to make decisions and know that program leadership are there to support them.** To achieve this, programs can:
 - Empower education staff to feel true ownership of the learning and developmental progress of children in their care. For example:
 - Create frequent opportunities for education staff to take the lead on decisions about education practices and implement strategies that work for their classroom or home-based setting.
 - Support education staff to take risks, try innovative strategies, and treat mistakes as learning opportunities in their work with children.
 - Use strategies such as reflective supervision, peer reflection groups, mentoring, coaching, and mental health consultation to build a work climate of respect and trust.
 - Engage staff in team activities that foster a safe and fun work environment, such as:
 - Health and fitness challenges (e.g., staff exercising together or achieving a common health goal such as collectively walking 100 miles)
 - Celebrating staff’s personal and professional achievements
 - Noticing and rewarding staff for their work (e.g., personal thank-you notes, shout outs to staff who did something great in a certain week, etc.)

4. **Programs are encouraged to use one-time ARP and other sources of COVID-19 relief funding to provide incentives to staff to support retention.** To achieve this, programs can:
 - Consider hiring bonuses, hazard pay, return-to-work incentives, child care stipends, retention bonuses, or temporary raises in pay, particularly for staff positions that are difficult to fill ([45 CFR §75.431](#)).
 - Ensure staff have sufficient paid leave, including to receive the COVID-19 vaccine and recover from any side effects, as well as to quarantine or recover if they are exposed to or contract COVID-19.
 - Any incentives for staff must be reasonable and subject to an established written policy of the grant recipient for allowability ([45 CFR §75.431](#)). Programs are reminded to update their written policies and procedures to reflect staff incentives.
 - Programs should carefully communicate with staff that any incentives with one-time funding sources are not permanent. Programs may consider ways to link such incentives to a commitment from the employee to remain in their position for a certain period of time.

5. **Programs must make mental health and wellness information available to staff regarding health issues that may affect their job performance, and must provide staff with regularly scheduled opportunities to learn about mental health, wellness, and health education ([45 CFR §1302.93\(b\)](#)).** To achieve this, programs can:
 - Connect with other Head Start leaders and staff to learn about strategies that have worked in their programs, such as through [MyPeers](#).
 - Communicate with staff about the importance of their well-being in one-on-one and team meetings. Ensure leadership engages directly with teams to understand staff challenges.
 - Engage a mental health consultant or employee assistance program to provide opportunities for staff to learn about mental health and wellness.
 - Increase peer-to-peer learning related to well-being, such as listening circles to provide space for staff to check-in with each other, decompress, and discuss challenges.
 - Ensure program policies and procedures comply with the Occupational Safety and Health Administration (OSHA) [requirements for employers](#).
 - Support staff to attend trainings focused on well-being. Combine this with ongoing opportunities to implement newly acquired knowledge and skills (e.g., through coaching).
 - Review available resources on the Early Childhood Learning and Knowledge Center (ECLKC), including from the [Head Start Heals campaign](#).

6. **Programs are encouraged to consider ways to improve work spaces and incorporate more physical activity, safety practices, and healthy options into daily work routines.** To achieve this, programs can:
 - Provide adult-sized furniture in classrooms and other spaces staff may need to use on-site. This includes chairs, tables, desks, changing tables, step stools, etc.
 - Ensure staff have a dedicated space to take breaks and eat meals during the day.
 - Provide on-site yoga or exercise classes for staff.

- Encourage staff to implement physically active learning activities with children, such as dancing, outdoor games, sports, etc. Programs are encouraged to review resources from the [I Am Moving, I Am Learning](#) initiative.
 - Have healthy snack or meal options available for purchase on-site for staff.
7. **A critical part of promoting staff wellness is ensuring staff are aware of their rights as employees. Programs must establish written personnel policies and procedures that are approved by the governing body and Policy Council or policy committee and that are available to all staff (45 CFR §1302.90(a)).** Programs are encouraged to regularly inform staff of these policies and procedures, including their rights under applicable federal and state laws. For example:
- [Title VII of the Civil Rights Act of 1964](#) makes it illegal to discriminate against someone on the basis of race, color, religion, national origin, or sex.
 - [Title I of the Americans with Disabilities Act of 1990](#) prohibits organizations from discriminating against qualified individuals with disabilities in job application procedures, hiring, firing, advancement, compensation, job training, and other terms, conditions, and privileges of employment.
 - [Whistleblower protection laws](#) protect employees from employer retaliation for reporting workplace violations such as injuries, safety concerns, and other protected activities.
 - The Head Start Act states funds may not be used to assist, promote, or deter union organizing efforts ([Sec. 644\(e\)](#)). If a grantee uses non-Head Start resources for these purposes, costs must be carefully documented and allocated in a manner that ensures there is no misuse of federal Head Start funds. This prohibition on federal Head Start funds relates to the organizing and establishment of unions within the workplace. Grantees may incur normal and reasonable expenses once unions become established, such as expenses for negotiating labor agreements with established unions and allowing employees and managers time to resolve grievances during work hours.

If you have any questions regarding this IM, please contact your Regional Office. Thank you for the work you do on behalf of children and families.

/ Dr. Bernadine Futrell /

Dr. Bernadine Futrell
 Director
 Office of Head Start